


# Introduction to KLARA Chemical Management

 UMEÅ  
UNIVERSITET

Welcome to KLARA at Umeå university

Year 2022 ▼



→ [Chemical database](#)

Kemiska institutionen

Settings

Laws

KLARA product database  
**Risk- and safety information regarding chemical products.**

[Click here](#)

You do not have to log in



Faropiktogram för märkning

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Dept. of Chemistry

*Based on a presentation originally by Anna Åberg,  
Dept. of Medical Biochemistry and Biophysics*

# KLARA replaced ChemKeeper



ChemKeeper

=>



- The content in ChemKeeper was migrated to KLARA in December 2021\*
  - Premises, organization (storages), containers (bar coded), ownership (ChemStore account numbers)
- KLARA operates in early cycles. This mandates a physical inventory of all chemical products to be done once per year (in October-November)
  - New registrations and placements of chemical products is possible continuously
  - Inventory is performed during a specific period (2023 all year, now 2 months\*\*)
  - Two user interfaces: Web-KLARA and the KLARA barcode-app (PC only)
- Individual access through your Umu-ID, rights set by administrators at Department level

\*The ChemKeeper database is kept to retain historic records.

\*\*Inventory can be opened upon request at other times.

# Web-KLARA



## Uses:

- Searching for products and safety data sheets in the KLARA database (shared with other KLARA users) [all users], or at the Department/University [controlled access]
- Connecting rooms and managing storage locations for divisions/units/groups [inventory admins]
- Moving products between your unit's locations [inventory admins]
- Discarding products from your locations [inventory admins]
- Creating reports of products stored at different locations [inventory admins]
- Finalizing the inventory for the year (unit level->green light) [inventory admins]

## Not for:

- Scanning barcoded products or registering new barcodes.
- Moving barcoded products between different units (research groups or departments) or moving them from the Chemshop virtual storage

# Web-KLARA

The Web-KLARA html address!



[https://secure.port.se/Alphaquest/app\\_umu/pcmain.cfm](https://secure.port.se/Alphaquest/app_umu/pcmain.cfm)

Login in with Umu-ID + password

Your department

The screenshot shows the Web-KLARA interface. At the top, a dark blue header contains the Umeå University logo and the text 'Welcome to KLARA at Umeå university'. Below the header, there is a 'Year' dropdown menu set to '2023'. On the left side, there is a vertical menu with four items: '→ Chemical database' (highlighted with a blue arrow), 'Kemiska institutionen', 'Settings', and 'Laws'. An arrow points from the text 'Your department' to the 'Kemiska institutionen' button. The main content area on the right is titled 'KLARA product database' and 'Risk- and safety information regarding chemical products.' It includes a link 'Click here' and the text 'You do not have to log in'. Below this, there is a row of nine hazard pictograms (GHS symbols) in red diamonds, with the caption 'Faropiktogram för märkning' underneath. At the bottom of the page, there are two links: 'Barcode:' and 'Create/change password'.

→ Chemical database

Kemiska institutionen

Settings

Laws

Year 2023 ▼

Welcome to KLARA at Umeå university

KLARA product database

Risk- and safety information regarding chemical products.

[Click here](#)

You do not have to log in

Faropiktogram för märkning

[Barcode:](#)

[Create/change password](#)

# Web-KLARA



Change language



<< Startpage - system

→ [Chemical database](#)

System settings

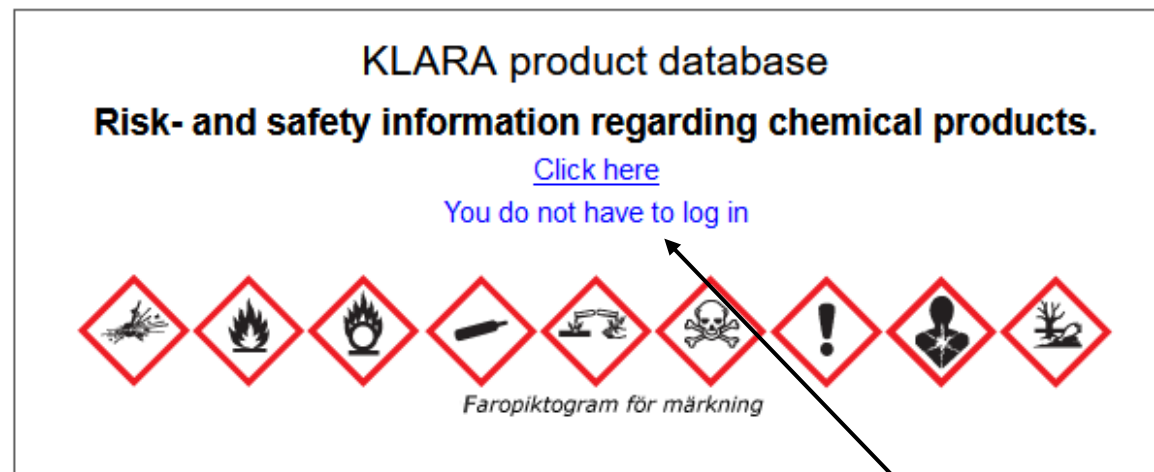
Chemicals

Click for Start page of  
Chemical management

[Barcode:](#)

[Create/change password](#)

Create password to use barcode-app  
(Need only to be done once)



Search KLARA product database  
(SDS of all registered products)

Product search is available to everyone,  
no added access required

# Web-KLARA – Start page



Return to login page

Change year

## 1. Search products

- KLARA database
- Department products

## 2. Chemical lists

## 3. Inventory & registration

## 4. Risk assessment

## 5. Result -> Reports

Shortcut menu

Administration Buildings Registration Risk assessments Result Manuals Chemical products Main menu

Startpage Users Profiles Rules Status Mailings Products Settings Lists Suppliers

KLARA Umeå universitet Kemiska institutionen

2023 Primary registration period. 30 december 2022 – 31 december 2023

1b. Search products  
This is where you search amongst registered chemicals

2. Chemical list  
This is where you create your own chemical list

3. Inventory & Registration  
This is where you take inventory of chemicals

5. Results  
This is where you create a report based on organization

4a. Approved risk assessments  
Here you will find a list of approved risk assessments

4b. Risk assessment  
Here you will find the tool to make risk assessments

The statistics refers to:  
Entire organisation: Kemiska institutionen

Products  
Class  
Fire protection

1883

- 11 Older legislation
- 12 Flammable gases
- 1 Flammable aerosols
- 1524 Flammable liquids and vapour
- 15 Fire reactive goods
- 320 Other

Barcodes

- Number of unique products with bar codes: 9 375
- Number of unique bar codes: 25 387

News

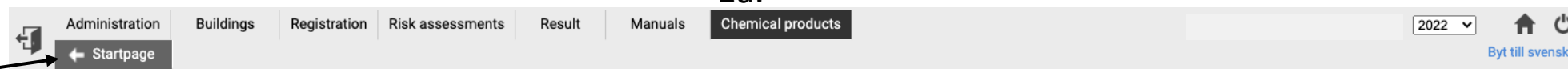
- Risk assessment - update released 2023-12-13  
Supplementary functionality in the risk ...
- New feature in inventory view. 2023-12-12  
We have published a function to streamli...
- Product registry search 2023-11-03  
Search in the general product register h...
- Updated manual for administrators 2023-10-31  
The manual för administratord has been u...
- PFASx - new reference list 2023-10-11  
A new reference list has been added.
- Release notes May 2023 2023-05-30

Options visible in the menus depend on what access you have

# Web-KLARA - Search in KLARA database



1a.



Return to startpage

yes

Write search term,  
\*wild\*cards\* extend the search

Click line to  
choose

Product presentation  
of selected product  
to the right

YES 0% parfym & färgämnen  
Yes Maskinrengöring (kit)  
YES Med Frisk Doft av Citron, handdiskmedel  
Yes Original - Allt i Ett, kapslar för maskindisk  
▶ Yes Original handdiskmedel  
Yes Platinum Allt i Ett - GREEN Pouch  
Yes Platinum Allt i Ett - YELLOW Pouch  
Yes Spolglans  
Yes Ultra Power - Allt i Ett - YELLOW Pouch  
YES Sensitive parfymfri Handdisk  
Yes Ultra Power Allt i Ett, YELLOW Pouch

Number of products 11

Bold names - Products  
Others - Synonyms

## Yes Original handdiskmedel

Reviewed  
2022-04-26

Klara-id: 161010 Inventory unit: Volym

Dangerous goods (UN-nr): NONE

Classification SDS Local information Labels

### Synonyms

Yes Original handdiskmedel ; Yes Original handdiskmedel

### Article number

Procter & Gamble PA00192673 (More...)

### Fire classification

No fire classification

### Classification

4.1 4.1 - Hazardous to the aquatic environment - Chronic Hazard, Category 3  
3.3 3.3 - Serious eye damage/eye irritation, Hazard Category 2



Warning

### Hazard statements

H319 Causes serious eye irritation.  
H412 Harmful to aquatic life with long lasting effects.

### Precautionary statements

P102 Keep out of reach of children.  
P305 + P351 IF IN EYES: Rinse cautiously with water for several minutes.  
P501 Dispose of contents/container to ... [in accordance with local/regional/national/international regulation (to be specified)].

Click SDS tab for  
access to complete  
Safety Data Sheet

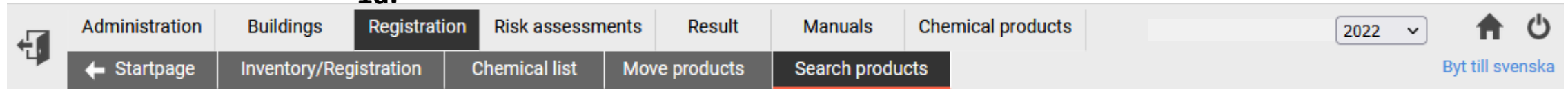


# Web-KLARA - Search products at the department



Search products  
This is where you search  
amongst registered  
chemicals

1a.



## Product search Kemiska institutionen

1b.


### 2022



Explanation


- ▲ Organisation where no data has been edited for the year chosen.
- Organisation where some data has been edited for the year chosen.
- Organisation where no data has been edited for the year chosen, and where the user responsible for the registration has stated that the work is **finished**.
- No data exists for the currently selected year.

Your options are  
Search products in

☒ Current division ☐ Entire organisation

2. 

  Kemiska institutionen

- chem0 (KB.C tf)
- chem10 KB.A3
- chem11 KB.A3
- chem12 KB.A3
- chem13
- chem15 KB.A3-4
- chem16 KB.C5
- chem17 KB.C4
- chem18 KB.A3
- chem2 KB.C4
- chem3 KB.C5
- chem4 KB.C6
- chem5 KB.F4
- chem6 KB.F6
- chem7 KB.A3
- chem8 KB.A4
- chem9 KB.C5
-  ChemC61 (Test)
- chemk41 KB.E4
- EM Facility

1. Click on **Registration** and **Search products** in main menu or **Search products** in shortcut menu
2. Choose where you want to search by clicking on Department name or a specific organizational unit or division (area/environment/research group)

Shortcut symbol  
on startpage ->



Search products  
This is where you search  
amongst registered  
chemicals



# Web-KLARA - Search products



Search products  
This is where you search  
amongst registered  
chemicals

Administration

Buildings

Registration

Risk assessments

Result

Manuals

Chemical products

Startpage

Inventory/Registration

Chemical list

Move products

Search products

2022

Byt till svenska

Search products

In this frame you can search products belonging in the inventory for your parts of the organisation.

Normal search

Name, CAS, Barcode-ID, EU-no, KLARA-id

tris

Only include products listed as:

-- Select a list --

Show products that

☒ Have not been discarded

☐ Have been discarded

☐ Show all

Sort by

☒ Room, Product name

☐ Room, Product name grouped by

☐ CAS number

☐ Product name

Buyer

Best before (later than)

(yyyy-mm-dd)

Best before (sooner than)

(yyyy-mm-dd)

Batch

Search

7.

Organisation

Medicinsk kemi och biofysik

Number of hits: 138

6.

Product name like

tris

Product	CAS	EU number	Barcode	Type	Quantity	Building	Floor	Room	Storage	Department	Comments	Buyer	Use before	Batch	Article	Quality	Concentration	KLARA id
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	955590	Inventory		Byggnad				medchem1		34220						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	250378	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	297085	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	297103	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	306345	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	308838	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	309186	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	309210	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	310034	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	323517	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	323518	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	323524	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	325735	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	332678	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	341740	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	346276	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	351659	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	356938	Inventory		Byggnad				medchem1		34221						9499
Tris(hydroxymethyl)aminomethane	77-86-1	201-064-4	356939	Inventory		Byggnad				medchem1		34221						9499

KB.A 6 A6-33-07

1/1 [113889]

Tris(2-carboxyethyl)phosphine hydrochloride	51805-45-9		346381	Inventory		2	g	Anna Arnqvist	Anna Arnqvist	34216								16586
---	------------	--	--------	-----------	--	---	---	---------------	---------------	-------	--	--	--	--	--	--	--	-------

KB.A 6 A6-33-07

4/1 [247269]

Triethanolamine (volume)	102-71-6	203-049-8	115923	Inventory		250	ml	Anna Arnqvist	Anna Arnqvist	34216								9819
Trisodium citrate dihydrate	6132-04-3	200-675-3	116211	Inventory		1000	g	Anna Arnqvist	Anna Arnqvist	34216								9473
Trizma base (pH 10.5-12.0 (1 M in H2O))	77-86-1	201-064-4	1001570	Purchase		1	kg	Anna Arnqvist	Anna Arnqvist		0							218717

You can use wildcards in your search by supplying one or more asterisk signs, before or after the criteria.

The search is not performed synonyms.

Please observe that the filter by classification has precedence over CAS number when specified.

The policy on searches, who and where, is decided at the department level . University wide searches can currently only be done by the system administrator.

- Write name, CAS, barcode-ID, KLARA-id  
(you will get an option list)
- Choose how you want them sorted and presented  
If you choose "grouped by" then you get them sorted by positions

- Click Search, press Enter or magnifying glass
- A list of all products will appear
- If needed, press button to output an Excel file

# Web-KLARA – Inventory/Registration



Inventory & Registration

This is where you take  
inventory of chemicals

1b.

1a.



## Registration of chemicals at Kemiska institutionen

### 2022

(Current year of registration)

Explanation

- Organisation where no data has been edited for the year chosen.
- Organisation where some data has been edited for the year chosen.
- Organisation where no data has been edited for the year chosen, and where the user responsible for the registration has stated that the work is **finished**.

Your options are

Edit inventory data for

☒ Current division ☐ Entire organisation

Kemiska institutionen

- chem0 (KB.C tf) **2.**
- chem10 KB.A3
- chem11 KB.A3
- chem12 KB.A3
- chem13 (töms och tas bort, ME)
- chem15 KB.A3-4
- chem16 KB.C5
- chem17 KB.C4
- chem18 KB.A3
- chem2 KB.C4
- chem3 KB.C5
- chem4 KB.C6
- chem5 KB.F4
- chem6 KB.F6
- chem7 KB.A3
- chem8 KB.A4
- chem9 KB.C5
- ChemC61 (Test)
- chemk41 KB.E4
- EM Facility

1. Click on **Registration** and **Inventory/Registration** in main menu or **Inventory/Registration** in the shortcut menu
2. Choose where you want to register by clicking on a specific division/unit/research group

Shortcut symbol  
on startpage ->



Inventory & Registration

This is where you take  
inventory of chemicals

# Web-KLARA – Inventory/Registration



Inventory & Registration

This is where you take  
inventory of chemicals

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

2022 ▼ Home Power

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

Byt till svenska

## Division

Additional functions

Our cabinets

- KB.A tidigare Kemihuset A
- 6
- A6-33-07

Rooms connected to division

Switch between your cabinets and all cabinets in a room (shared rooms)

2. Search for products you want to add.

Search and add product 🔍

Search tips!

You can search by product name, Klara id, CAS number or article number!

[Show/hide..](#)

1. Pick a room or storage area to work in

To add more rooms, click on the departments name in the top left corner and then click on "Connect rooms"

If you use web-KLARA to register new products, no barcode will be automatically generated. You need to print those later via the KLARA barcode-app.

# Web-KLARA – Connect rooms for storage



Inventory & Registration

This is where you take  
inventory of chemicals

The screenshot shows the Web-KLARA interface. The top navigation bar includes tabs for Administration, Buildings, Registration (selected), Risk assessments, Result, Manuals, and Chemical products. Below this is a sub-navigation bar with Startpage, Inventory/Registration (selected), Chemical list, Move products, and Search products. The main content area is titled 'Connect room' and shows the user 'Anna Arnqvist'. On the left, there is a sidebar with 'Division' and 'Additional functions'. The main area displays 'Property folders' with a dropdown menu set to 'Campus Umeå'. Below this, 'Houses in chosen property folder' lists various buildings, including 'KB.A tidigare Kemihuset A(KB.A)'. To the right, 'Rooms connected to: Anna Arnqvist' shows a list of rooms, including 'A6-33-07', which is currently connected and has a minus sign next to it. A list of rooms with plus signs is shown at the bottom, indicating they can be added.

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products 2022 Byt till svenska

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

**Division**  
Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-33-07

Unplaced items Permit Fire-rated goods Discarded products Comments **Connect room** Anna Arnqvist

**Property folders** ?  
Campus Umeå

**Houses in chosen property folder**

- Biologi A(Biologi A)
- Biologi B
- Biologi C
- Biologi D1(Biologi D1)
- Biologi D2(Biologi D2)
- Elektronmikroskopihuset(Elektronmikroskopihuset)
- Fysik-J(Fysikhuset)
- HUM1(Humanisthuset)
- KB.A tidigare Kemihuset A(KB.A)
  - 1
  - 2
  - 3
  - 4
  - 5
    - A5-09-07 +
    - A5-11-07 +
    - A5-13-01 +
    - A5-25-07 +
    - A5-27-01 +

**Rooms connected to: Anna Arnqvist**

- KB.A tidigare Kemihuset A(KB.A)
  - 6
    - A6-33-07 -

1. Choose Campus Umeå
2. Find correct house, correct floor, and correct room.
3. Click on + sign to connect the room to your division.
4. Click on the – sign of a room already connected to remove it (*need to emptied all chemicals before it is possible to do*).

# Web-KLARA – New/edit locations (storage areas)



Inventory & Registration

This is where you take  
inventory of chemicals

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products 2022 Byt till svenska

Startpage Inventory/Registration Chemical list Move products Search products

**Division**  
Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-33-07 1a.

1 [113889]  
1 [113890]  
1 [113891]  
1 [113892]  
1 [113893]  
1 [113894]  
1 [113895]  
1 [113896]  
1 [247270]

4  
1 [247267]  
1 [247268]  
1 [247269]

Products Transfer products Discard products **Manage cabinets** 1b.

Room: KB.A/6/A6-33-07

Search and add product  
Search tips!  
You can search by

1	Type	i
1 [113889]	Kyl	i
1 [113890]	Frys	i
1 [113891]	Kyl	i
1 [113892]	Frys	x
1 [113893]	Frys	i
1 [113894]	Frys	x
1 [113895]	Frys	i
1 [113896]	Frys	x
1 [247270]	Syra/Syraklorid	i
New...	Type	+
4	Type	i
1 [247267]	Brandsäkert	i
1 [247268]	Syra/Syraklorid	i
1 [247269]	Normal	i
New...	Type	+
New...	Type	+

2. 3. 4. 5.

1. Choose Room (left column) and click Manage cabinets (middle column).
2. Make a new cabinet by writing a name in box next to □
3. Make a new shelf in the new/old cabinet by writing a name/barcode in the box below the cabinet name
4. Write what type of storage it is (Normal, Fireproof, Acids, Fridge, Freezer)
5. Click on the X sign of a cabinet/shelf to remove it (*need to emptied all chemicals before it is possible to do*).

# Web-KLARA – Change name of locations/premises



Inventory & Registration

This is where you take  
inventory of chemicals

Administration

Buildings

Registration

Risk assessments

Result

Manuals

Chemical products

Startpage

Rules

Status

Mailings

Products

Settings

Lists

Suppliers

Anna

Division

+ Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-33-07

1

1 [113891]

1 [113892]

1 [113893]

1 [113894]

1 [113895]

1 [113896]

1 [247270]

Frys 1 [113890]

Kyl 1 [11389]

4

1 [247267]

1 [247268]

1 [247269]

Chemical list

Edit premises name

Print label

Products

Transfer products

Discard products

Room: KB.A/6/A6-33-07

Storage: 1/Frys 1 [113890]

Product	Comments	Modified	By
Acetyl phosphate lithium potassium salt		20220513	AA
5-Bromo-4-chloro-3-indolyl beta-D-galactopyranoside		20220513	AA
Catalase, from bovine liver (mass)		20220513	AA
4-Chloro-1-naphthol		20220513	AA
Clarithromycin		20220513	AA
Deoxyribonuclease I, from bovine pancreas (Sigma-Aldrich Sweden AB)		20220513	AA
Deoxyribonucleic acid, from herring sperm		20220513	AA
Isopropyl-beta-D-thiogalactopyranoside (IPTG) (Dioxane-free) (Thermo Scientific)		20220513	AA
Lysozyme, from chicken egg white (volume)		20220513	AA
2-Nitrophenyl beta-D-galactopyranoside		2022-05-13	Ab
Ribonuclease A, from bovine pancreas		20220513	AA
Rifampicin		20220513	AA
Spermine-Nitric oxide complex		20220513	AA

Status:

The registration has ended 2022-05-13

The registration refers to: Inventory

1. Choose storage area (left column) and click on the cogwheel to access additional functions
2. Choose “Chemical list” get list of chemicals at this cabinet/shelf (web-page)
3. Choose “**Edit premises name**” to change name. Write new name and click Enter.
4. Click “Print label” to print labels with product name, CAS no and pictograms of the selected products.





# Web-KLARA – Shared storage rooms/cabinets

For rooms that are shared by several divisions (groups), it is better not to use the same cabinet (name) since chemicals of the same type are grouped together if they are in the same cabinet

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

Products Transfer products Discard products Room: KB.A/5/A5-37-0

Product ↓  
Acetone  
Acetonitrile

**Ethanol >= 99%**  
64-17-5 Unit: Volume  
Danger  
Fire classifi

Historical data Comments

Supplier	Quantity	Barcode	Note	Storage
Not specified	Change	304549		1/1 [112038]
Not specified	Change	307758		1/1 [112038]
Not specified	Change	340774		1/1 [112038]
Not specified	Change	351595		1/1 [112038]
Not specified	Change	941482		1/1 [112038]
Not specified	Change	951111		1/1 [112038]
Not specified	Change	951113		1/1 [112038]
Not specified	Change	937422		1/1 [342004]
Not specified	Change	959029		1/1 [342004]
Not specified	Change	346036		1/1 [368711]
Not specified	Change	347771		1/1 [368711]

Add storage ..

New record Supplier Quantity Storage Note  
Inventory Other 1 [112038]  
Save Close Buyer Use before Batch

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

Products Transfer products Discard products Manage cabinets

Search for products... Search result::

Product ↓  
Acetic acid  
Agar granulated  
Alizarine yellow GG  
Ammonia (volume)  
Ammonium chloride  
Ammonium iron(II) sulfate, hexahydrate  
Ammonium persulfate  
Ammonium sulfate  
Benzopurpurine 4B  
Bromocresol Green (volume)  
Bromophenol Blue  
Bromothymol blue  
Calcium chloride hexahydrate  
Chloramphenicol  
Chromazurol 5  
Citric acid monohydrate  
Cobalt(II) chloride  
Disodium 4-[(E)-(3-carboxylato-4-oxonaphthalen-1-ylidene)-phenylmethyl]-1-hydroxynaphthalene-2-carboxylate  
Ethylene glycol-bis(2-aminoethylether)-N,N,N',N'-tetraacetic acid  
Ethylendiaminetetraacetic acid  
D(+)-Glucose  
Glycerol (volume)  
Glycine  
HEPES

Make separate cabinets for different groups in shared rooms





# Web-KLARA – Move and discard products

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

Startpage **Inventory/Registration** Chemical list Move products Search products

2022 Byt till svenska

## Division

Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-33-07

1

- 1 [113889]
- 1 [113890]
- 1 [113891]
- 1 [113892]
- 1 [113893]
- 1 [113894]
- 1 [113895]
- 1 [113896]
- 1 [247270]

4

- 1 [247267]
- 1 [247268]
- 1 [247269]

Products Transfer products Discard products Manage cabinets Room: **KB.A/6/A6-33-07**

Search for products... Search result::

Product	Comments	Modified	By
Acetic acid		20220509	AA
Acetone		20220509	AA
Acetyl phosphate lithium potassium salt		20220513	AA
Acridine orange zinc chloride double salt (C.I.46005)		20220513	AA
Acrylamid/Bis-Acrylamid 30% solution 2		20220513	AA
Acrylamide		20220513	AA
Acrylamide solution (40% in H2O)		20220513	AA
Agar granulated			
Albumin, from bovine serum (fraction V, essentially protease free)			
Ammonia solution 25%			
Ammonium acetate			
Ammonium bicarbonate			
Ammonium chloride			
Ammonium iron(II) sulfate, hexahydrate			
Ammonium persulfate			
Amoxicillin			
Amphotericin B, from Streptomyces sp.			
Bacitracin			
Bafilomycin A1, from Streptomyces griseus			
Bind-Silane			
2,2'-Bipyridine			
Boric acid			
5-Bromo-4-chloro-3-indolyl beta-D-galactopyranoside			
Bromophenol Blue			
1-Butanol			

Search and add product

Search tips!

You can search by  
product name,  
Klara id, CAS number or  
article number!

Show/hide..

1. Choose Room (left column)
2. Click **Transfer products** (middle column) to move chemicals between places in your rooms
3. Click **Discard products** (middle column) to empty jars

*Be careful what you select since products from other locations can show up in the list. If barcoded, check the number.*



# Web-KLARA – Move and discard products

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products 2022 Byt till svenska

Startpage **Inventory/Registration** Chemical list Move products Search products

**Kurs**  
Additional functions  
Our cabinets

- KB.A tidigare Kemihuset A
  - 6
    - A6-13-07
      - Kurs
        - 1 [368880]
        - 1 [368882]
        - 5 [368881]
  - KB.H tidigare Fysiologihuset del A
    - 6
      - A6-18-21
      - A6-34-21

Products Transfer products Discard products Room: KB.A/6/A6-13-07 Storage: Kurs/1 [368880]

Search and add product

Search tips!  
You can search by product name, Klara id, CAS number or article number!  
[Show/hide..](#)

1.

Check Type	Quantity	Storage	Barcode	Batch	Note	Supplier	Quality	Conc.	Package
<input type="checkbox"/> Inventory	100 g	Kurs / 1 [368880]	947591		Kurs				
<input type="checkbox"/> Inventory	500 g	Kurs / 1 [368880]	960905		Kurs				
<input type="checkbox"/> Purchase	100 g	Kurs / 1 [368880]	1001559		Kurs	Sigma-			

In total there are 62 chemicals on the selected location.  
Out of these you will transfer 1 transactions.

**Transfer FROM:**  
Department: Kurs  
Room: KB.A, 6, A6-13-07  
Storage: Kurs/ 1 [368880]

Select room and storagetransfer products to

KB.A tidigare Kemihuset A  
Floor Room  
6 A6-13-07

KB.H tidigare Fysiologihuset del A  
Floor Room  
6 A6-18-21  
6 A6-34-21

Next

In web-KLARA products of same type (CAS or KLARA-id) are grouped together.

MAKE sure you move or discard the correct one

1. Mark the products that should be moved
2. Click Next and a new page will appear
3. Click on the room and the mark the new position
4. Click Next, a conformation page will appear
5. If everything look ok, click Transfer

2.

3.

4.



# Web-KLARA – Discarded products

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products 2022 Byt till svenska

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

**Anna Arnqvist** 1. Additional functions Our cabinets

KB.A tidigare Kemihuset A 6 A6-33-07

Unplaced items Permit Fire-rated goods **Discarded products** Comments Connect room **Anna Arnqvist**

**Recovery of discarded products**

**You have selected discarded products**

You can restore the transactions by marking them followed by "Restore".

**Transfer FROM: Discarded**

All none

Check	CAS	Products ↓	Room/Storage	Quantity	Barcode	Discarded	Type
<input type="checkbox"/>	64-19-7	Acetic acid	A6-33-07				Inventory
<input type="checkbox"/>				2500 ml	154741	2022-05-13	Inventory
<input type="checkbox"/>	67-64-1	Acetone	A6-33-07				Inventory
<input type="checkbox"/>			1 [247267]	5000 ml	760086	2022-05-13	Inventory
<input type="checkbox"/>	75-05-8	Acetonitrile	A6-33-07			2022-05-13	Inventory
<input type="checkbox"/>				2500 ml	115937	2022-05-13	Inventory
<input type="checkbox"/>	79-06-1	Acrylamide	A6-33-07				Inventory
<input type="checkbox"/>					959486	2022-05-13	Inventory
<input type="checkbox"/>	1336-21-6	Ammonia solution 25%	A6-33-07				Inventory
<input type="checkbox"/>				1000 ml	160061	2022-05-13	Inventory
<input type="checkbox"/>	78-92-2	Butanol	A6-33-07			2022-05-13	Inventory
<input type="checkbox"/>				1000 ml	115918	2022-05-13	Inventory
<input type="checkbox"/>			A6-33-07				Inventory
<input type="checkbox"/>					335448	2022-05-13	Inventory

Cancel Reset

Here you can also get lists of unplaced items

1. Click on "Additional functions" (left column)
2. Choose Discarded products (middle column)
3. Check the products you want to place again
4. Click Reset, in the bottom of the page

# Web-KLARA – Chemical inventory



Inventory & Registration

This is where you take inventory of chemicals

**Not functional when using barcodes.  
Use the barcode-app instead.**

1. Choose Room and position (left column)

2. Click on the chemical name under Products (middle column)

3. Find correct item (barcode) in the list and click on it

4. Under modify, check quantity and storage

5. Choose **Save** or Close

6. The date and your initials will appear under modified if you clicked Save.



Inventory & Registration

This is where you take  
inventory of chemicals

# Web-KLARA – Finalize inventory

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

← Startpage ← Inventory/Registration Chemical list Move products Search products

**Division**

Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-13-07

1 [149656]

2 [949194]

6 [742006]

Kurs

1 [368880]

1 [368882]

5 [368881]

KB.H tidigare Fysiologihuset del A

6

A6-18-21

1 [150350]

2 [368884]

A6-34-21

1 [368883]

Products Transfer products Discard products Manage cabinets

Ponceau S<sub>2</sub>, Proteomics Grade (volume)

Potassium acetate

Potassium chromate

Potassium dihydrogen phosphate

di-Potassium hydrogen phosphate(di-Kaliumvätefosfat)

Potassium hydroxide

Potassium periodate

Potassium permanganate

Potassium thiocyanate

2-Propanol (volume)

Silver nitrate

Sodium acetate trihydrate

Sodium Chloride Tablets

Sodium dodecyl sulfate

Sodium hydrogen carbonate

Sodium hydroxide

Sodium sulfite

Stigmasterol

Sulphuric acid 95-97%

Thymol blue

Tris(hydroxymethyl)aminomethane

Tryptone

Tween 20 (volume)

Yeast extract (Merck)

Status:

The registration is allowed until

Until further notice

I have completed all registration for this periodThe registration refers to: **Inventory**

Finished

- Once you finished the inventory for your division (all locations) – Click **Finished**.

*A green dot will appear next to research group name in the list of groups*

- Inventory is now no longer possible.**
- New products can be registered also the rest of the year (marked *purchase*).



**Careful when doing this. All inventory work in the division should be done first. Contact system admin if done by mistake.**

Administration Buildings **Registration** Risk assessments Result Manuals

← Startpage ← Inventory/Registration Chemical list Move products Search products

Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

A6-33-07

1 [113889]

1 [113890]

1 [113891]

1 [113892]

1 [113893]

1 [113894]

1 [113895]

1 [113896]

1 [247270]

4

1 [247267]

1 [247268]

1 [247269]

Products Transfer products Discard products

Simvastatin

Sodium (meta)periodate

Sodium acetate solution (~3 M in H<sub>2</sub>O) (volume)

0.5 M Sodium Carbonate

Sodium Chloride Tablets

Sodium dihydrogen phosphate dihydrate

Sodium Dodecyl Sulfate, Ultra Pure

Di-Sodium hydrogen phosphate dihydrate (volume)

Sodium hydroxide

(+)-Sodium L-ascorbate

Sodium metabisulfite

Sucrose

N,N,N',N'-Tetramethylethylenediamine

Thiourea

Triethanolamine (volume)

Trisodium citrate dihydrate

Trizma base (pH 10.5-12.0 (1 M in H<sub>2</sub>O))

Tween 20 (volume)

Urea

xanthine sodium salt

Xylene cyanol

Yeast extract (Merck)

Zinc nitrate hexahydrate

Status:

The registration has ended **2022-05-13**

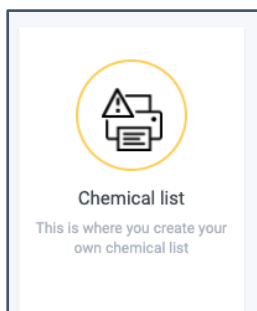
The registration refers to: **Inventory**

# Web-KLARA - Reports of products stored



Chemical list  
This is where you create your own chemical list

1. Click on **Registration** and **Chemical list** in main menu or **Chemical list** in shortcut menu
2. Choose the research group to print lists from
3. Choose what type of chemical list you want
4. Select what products to show, type of transaction, presentation mode
5. Select what information you want to be included
6. Select room and storage/location
7. Click show report (webpage) or Excel (file)



Shortcut symbol  
on startpage ->

1a.

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

← Startpage Inventory/Registration **← Chemical list** Move products Search products

2. Department startingpage Custom chemical list

3. Type of chemical list

Storage report

- ☐ All rooms
- ☐ All rooms by room
- ☐ All rooms by room, only fire classified products
- ☐ All rooms by product
- ☐ One room regardless of storage
- ☒ One room grouped by storage
- ☐ One storage location

4. Select products

All products regardless of owner

- ☐ Report only for "Single room"
- ☒ Only my own products
- ☐ Only my own non-reviewed chemicals

Select type of transaction

- ☐ No amounts
- ☒ Inventory
- ☒ Purchase

☐ Only products with a specified amount

Select presentation mode

- ☐ Group transactions
- ☒ Show transactions one by one

Selection of discarded products

- ☒ Do not show discarded products
- ☐ Show discarded products
- ☐ Show all products

5. Select report columns

- ☒ Product name
- ☐ Klara-id
- ☐ CAS
- ☐ Status
- ☐ Supplier
- ☐ Only with presentation "View all transactions"
- ☐ Hazard code
- ☒ Hazard pictogram
- ☒ Hazard statements
- ☐ Precautionary statements
- ☐ Control parameters
- ☐ Person in charge
- ☐ CMR-substance
- ☐ Room
- ☐ Only with report "rooms grouped by product"
- ☐ Space for New info
- ☒ Storage
- ☐ Comments
- ☒ Area of use
- ☐ Fire classification
- ☐ Fire classification group
- ☐ Only together with fire classified products.
- ☒ Barcode
- ☐ Please observe
- ☐ Occurrence in a risk assessment

6. Select room

KB.A tidigare  
Kemihuset A  
Floor 6 Room A6-33-07

7. The report will include:

The room: KB.A  
Floor 6  
A6-33-07  
Grouped by Storage

Show report Excel

Wrapping

Divide name after 30 characters.

To get the barcodes of your chemicals in the report make sure you ticked the boxes by the red arrows





# KLARA barcode-app\*

## Uses:

- Register products and give them barcodes
- Print barcodes for products and for locations
- Discard products using both barcode scanning and entering manually
- Move products (*unplaced and placed elsewhere*)
- Perform physical inventory of products in specific locations

## Not for:


- Searching and finding products
- Managing rooms or locations
- Finalizing physical inventory for the year (for the entire division)

⇒ **See separate documentation for instructions how to install the PC application**


\*Access is given by the department or system administrator for KLARA



# Web-KLARA, set-up for barcode-app login

 UMEÅ  
UNIVERSITET

Välkommen till Kemiska institutionen

Other departments Year 2022 

<< Startpage - system

→ Chemical database

System settings


Chemicals

KLARA product database

Risk- and safety information regarding chemical products.

[Click here](#)

You do not have to log in



Faropiktogram för märkning

[Barcode:](#)

[Change password](#)

← Create password to use barcode-app

(Note: Not connected to Umu-ID. Need to be done only once.)

**User name:** [umu-id@umu.se](mailto:umu-id@umu.se)

**Password:** *your choice*

Before using the barcode-app for the first time you need to login to web-KLARA and create=change password.



# KLARA barcode-app (PC only)

A screenshot of a Windows-style login window titled 'Log on to KLARA (v1.26 - aquumu)'. The window has a light gray background. At the top, it says 'Welcome to KLARA'. Below that, there are two input fields: 'User name:' with the text 'peli0001@umu.se' and 'Password:' with ten asterisks. A 'Log on' button is centered below the password field. At the bottom, there is a checkbox labeled 'Log on using personal barcode' which is currently unchecked.

Log on to KLARA (v1.26 - aquumu)

Welcome to KLARA

User name: peli0001@umu.se

Password: \*\*\*\*\*

Log on

☐ Log on using personal barcode

*(UmU don't use personal barcodes)*

*Before first login, activate account in web-KLARA  
(see previous page)*

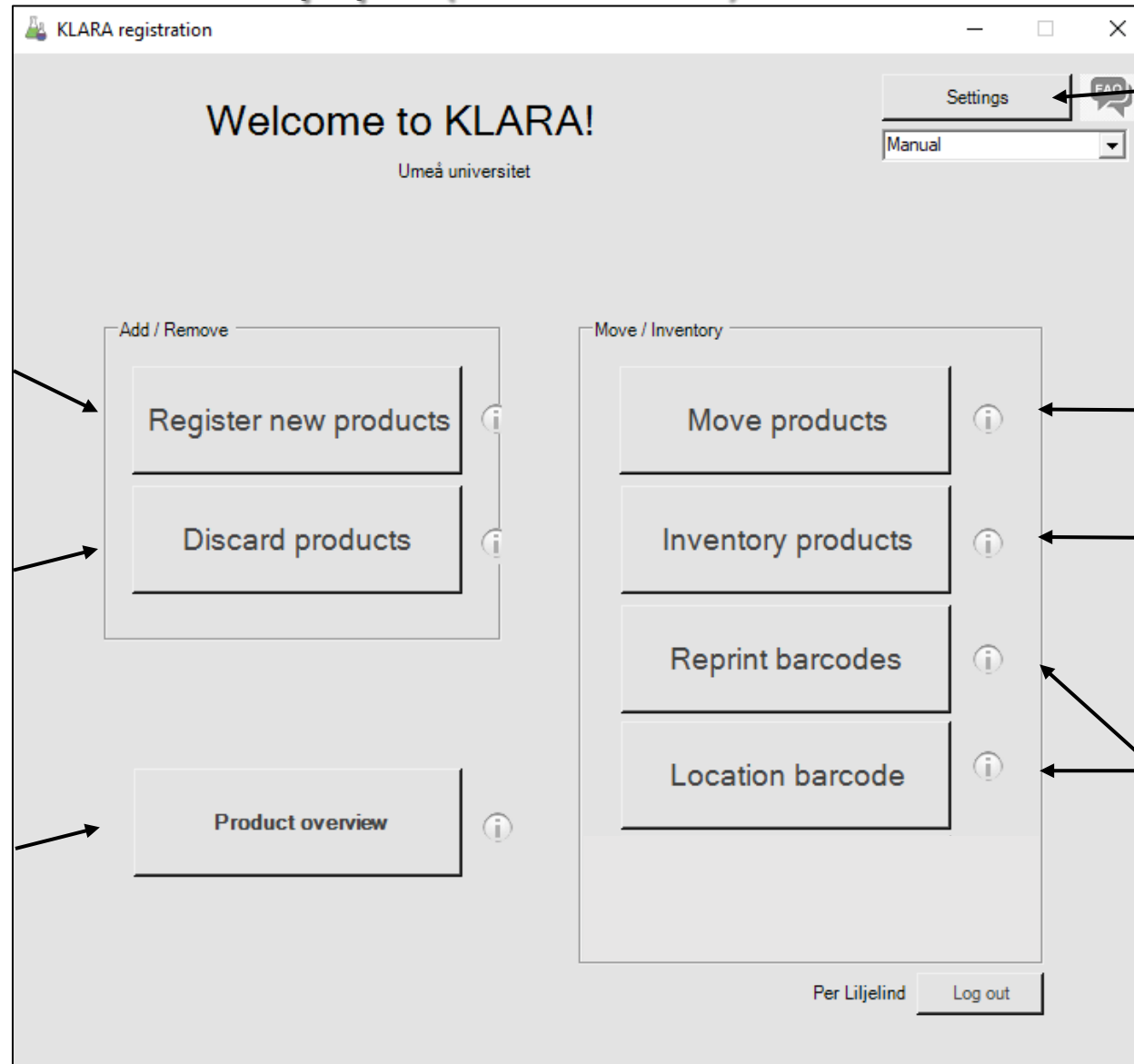
**User name:** umu-id@umu.se

**Password:** \*\*\*\*\*

# KLARA barcode-app (v 1.27)



1. Make product registrations and generate barcodes for them
2. Remove empty containers using scanner or enter numbers by keyboard
- Summary of recent app activities



The app also support Swedish now

Look here for help

3. Move (place) products to locations you specify

4. Perform physical inventory in locations you specify (scan)

5. Print barcodes for existing or unmarked containers and locations

# KLARA barcode-app – Product registration (1a)



Register products and print labels.

**Register products**

Search product:

**Search result for products**

	Product name	Synonym	Cas	Unit	Formula	id
	2,2-Dimethoxypropane	Acetone dimethyl acetal	77-76-9	liter	C5 H12 O2	223
	2,2-Dimethoxypropan	Acetone dimethyl acetal	77-76-9	liter	C5 H12 O2	223
	Acetone	Aceton Kemiskt ren	67-64-1	liter	C3H6O	9075
	Acetone	Aceton TECHNICAL	67-64-1	liter	C3H6O	9075
	Acetone	Acetonium	67-64-1	liter	C3H6O	9075
	Acetone	Acetonum Eur	67-64-1	liter	C3H6O	9075
	Acetone	Dimetylketon	67-64-1	liter	C3H6O	9075
▶	Acetone	Propan-2-on	67-64-1	liter	C3H6O	9075
	Acetone	Propanon	67-64-1	liter	C3H6O	9075

Choose department: \*

Choose room:

Choose cabinet:

Choose supplier:

Choose amount: \*

Number of labels: \*

Note:

**Registered products**

Product	Barcode	Room	Cabinet	Amount	Unit	Date	Formula	Print	Note
---------	---------	------	---------	--------	------	------	---------	-------	------

1. Write product name, CAS or KLARA-id

Select the correct product from the list  
(notice that you chose the correct unit)

2. Select department = division/group

3. Select room

4. Select cabinet/location

5. Choose supplier

6. Choose amount

7. Choose number of barcode labels

8. Note: Text you choose (~8 characters)

Click **Enter** or **Print label**

If the printer is connected the new barcode will be printed directly.

The new product will be directly placed at the specified position as a purchase.

# KLARA barcode-app – Product registration (1b)

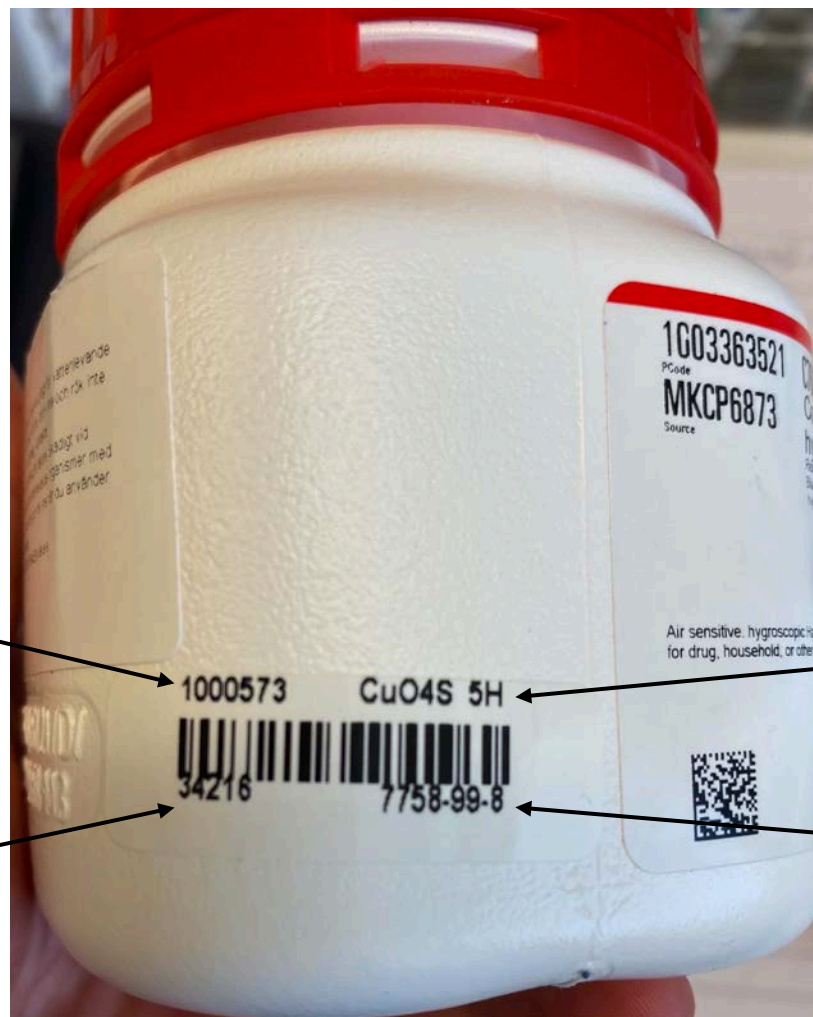
## New barcodes

Using default settings for layout 4, see manual for details.

- Make sure to put barcodes on flat surface
- Do not fold them
- If the container is too small put the barcode on the box or a paper so you can scan it on the next inventory.

Barcode number

What you write under 8. Note



Chemical formula

CAS number

# KLARA barcode-app – Product registration (1c)



Register products and print labels.

## Register products

1. Search product:

Search result for products						
	Product name	Synonym	Cas	Unit	Formula	id
	Agar Noble	Agar	9002-18-0	kg	(C12H18O9)	3148
▶	Agar	Agar-agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	Bacteriological agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	Bacto Agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	Bakteriologisk agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	DNA Agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	Gum agar	9002-18-0	kg	(C12H18O9)x	9920
	Agar	Micro agar	9002-18-0	kg	(C12H18O9)x	9920

2. Choose department:

3. Choose room:

4. Choose cabinet:

5. Choose supplier:

6. Choose amount:  kg

7. Number of labels:

8. Note:

Registered products							
Product	Barcode	Room	Cabinet	Amount	Unit	Storage	Formula

If you select Not located under Choose room, it means the product will remain unplaced but can later be placed using the barcode app, menu item Move (not recommended)

In web-KLARA you find the product under Additional functions / Unplaced items

Administration Buildings **Registration** Risk assessments Result Manuals Chemical products

← Startpage ← **Inventory/Registration** Chemical list Move products Search products

**Anna Arnqvist**

Additional functions

Our cabinets

KB.A tidigare Kemihuset A

6

Unplaced items Permit Fire-rated goods Discarded products Comments Connect room

You have selected **one** storage in one room.

In the room there are **no** specific storage areas.

# KLARA barcode-app – Discard products (2)



1. Scan barcode of the product to be discarded.

*To manually enter a barcode, unclick Scan & discard box*

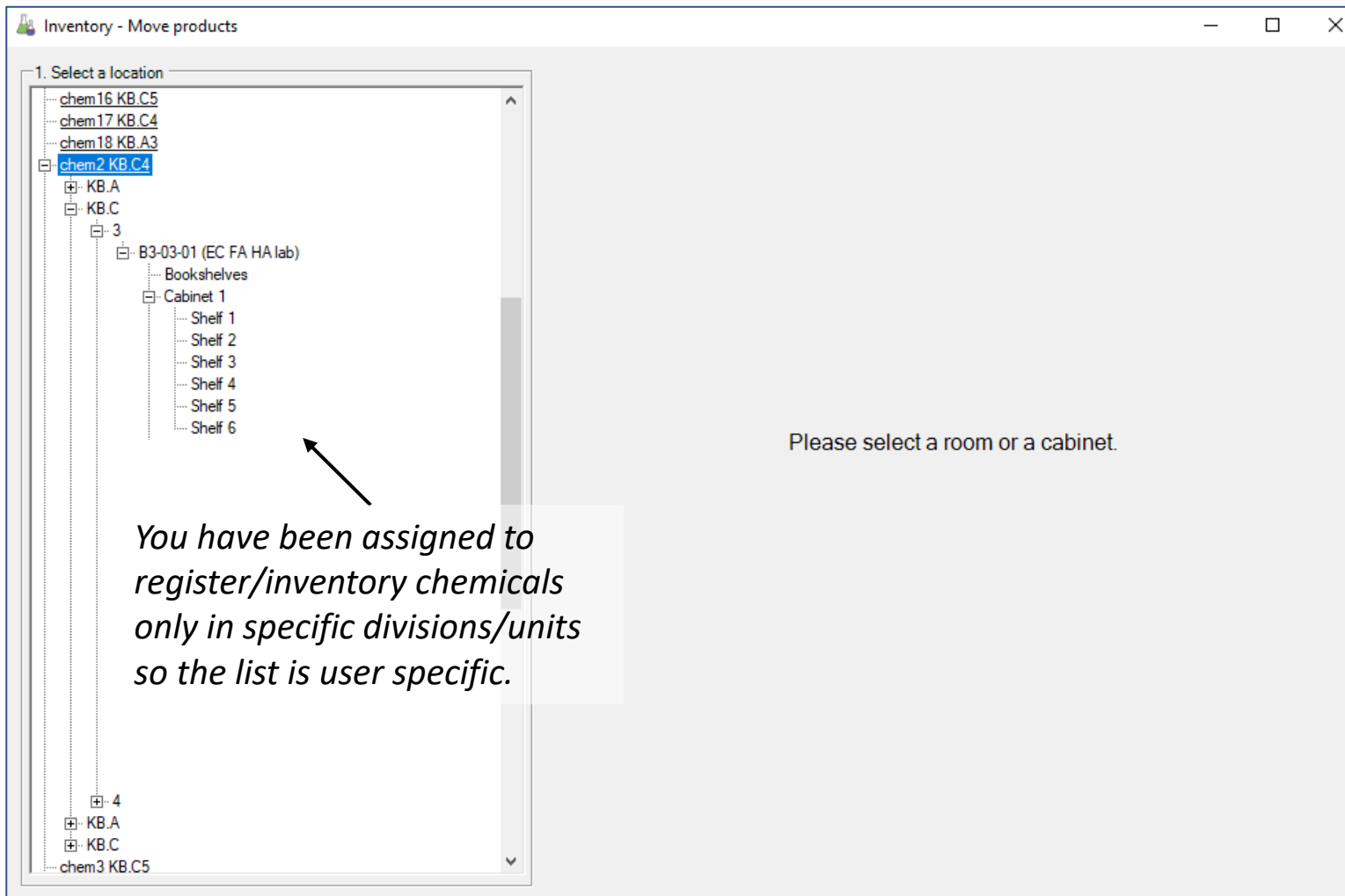
2. Click **Discard** and the discarded products will appear as a list below

A list of discarded products can be retrieved in web-KLARA.

Discarded product can be placed again using Inventory in barcode-app or in web-KLARA.



# KLARA barcode-app – Move products (3a)



Select\* what unit, room, location you want to change, then click **Begin** to start to move chemicals.

*\*It's possible to scan a location barcode to get to the that position directly. This means that anyone with app access can change the placement/location of a container by scanning the labels, regardless of division affiliation so please beware.*

*Note, this doesn't work in the premises of NUS since those locations belong to their KLARA system that don't support location barcodes.*

# KLARA barcode-app – Move products (3b)

Inventory - Move products

1. Select a location

- Kemiska institutionen
  - chem0 (KB.C tf)
  - chem1 KB.C5 NT
    - KB.C
      - 5
        - B5-19-01
          - 1 Normal
            - 1
            - 2
            - 3
            - 4
            - 5
            - 6
            - 7
          - 2 Fireproof
          - 3 Acids
          - 4 Gases (small)
          - 5 Gases (large)
        - B5-23-01
        - B5-43-01
  - chem10 KB.A3
  - chem11 KB.A3
  - chem12 KB.A3
  - chem13 (vilande)
  - chem15 KB.A3
  - chem16 KB.C5
  - chem17 KB.C4
  - chem18 KB.A3
  - chem2 KB.C4
  - chem3 KB.C5
  - chem4 KB.C6
  - chem5 KB.F4
  - chem6 KB.F6
  - chem7 KB.A3
  - chem8 KB.A4
  - chem9 KB.C5

2. Start scanning barcodes in: 1 Normal / 1

Add ☒ Scan & Add

	Barcode	Klara ID	Name	Amount	Unit	Note
▶	1000696	6999	Polysulfone	500	g	55083
	959205	9289	Potassium permanganate	500	g	
	935502	9352	Sodium azide	100	g	
	958279	9386	Sodium nitrate	500	g	
	1002453	12412	Sodium bisulfite	500	g	55083
	761471	22705	N,N'-Dimethylurea	250	g	
	943561	23464	Sodium Chloride Tablets	0		
	958276	23464	Sodium Chloride Tablets	0		
	958019	39095	Poly(vinylidene fluoride co-hexa...	100	g	
	937282	85644	Cellulose acetate	500	g	
	106506	116187	Imidazole buffer Solution (1 M in...	0		AC

*If no products are placed at the location, the list will be empty*

Last scanned barcodes:

Menu Close

Scan the barcode of the product.  
To manually enter a barcode,  
unclick Scan & Add box.

The moved products will be added  
to the list (*italics*).

When you are done, click close.

Pop-up window? See next page.

# KLARA barcode-app – Move products (3c)



Transfer an item

This article (Hagmans Grundfärg) belongs to Avd 3:1. Would you like to return it to its owner or transfer it to this location?

Article:

	Barcode	Klara ID	Name	Amount	Unit	Note
▶	20101	577	Hagmans Grundfärg	400	ml	

Current location in database:  
Område 3  
Avd 3:1  
Hus 1  
1  
444  
Skåp 1

Transfer article? →

Your current location:  
Område 3  
Avd 3:2  
Byggnaden väst  
Test barcode  
Rum 1

Return Transfer

When you move (or place) a product that is registered at a different location, you will get a message on the screen.

If it is ok, click **Transfer**

If it is not ok, click **Return**

This will happen when products are ordered, received and labelled at ChemStore since those by default become located in their storage location.

It's also likely to happen during the initial inventory after migration from ChemKeeper, when moving chemicals from an old storage location to a new one.

# KLARA barcode-app – Inventory products (4)



Inventory - Inventory products

1. Select a location

- Kemiska institutionen (Inventory active)
- chem0 (KB.C tf) (Inventory active)
- chem1 KB.C5 NT (Inventory active)
  - KB.C
    - 5
      - B5-19-01
        - 1 Normal
          - 1
          - 2
          - 3
          - 4
          - 5
          - 6
          - 7
        - 2 Fireproof
        - 3 Acids
        - 4 Gases (small)
        - 5 Gases (large)
      - B5-23-01
      - B5-43-01
- chem10 KB.A3 (Inventory active)
- chem11 KB.A3 (Inventory active)
- chem12 KB.A3 (Inventory active)
- chem13 (vilande) (Inventory active)
- chem15 KB.A3 (Inventory active)
- chem16 KB.C5 (Inventory active)
- chem17 KB.C4 (Inventory active)
- chem18 KB.A3 (Inventory active)
- chem2 KB.C4 (Inventory active)
- chem3 KB.C5 (Inventory active)
- chem4 KB.C6 (Inventory active)
- chem5 KB.F4 (Inventory active)
- chem6 KB.F6 (Inventory active)
- chem7 KB.A3 (Inventory active)
- chem8 KB.A4 (Inventory active)
- chem9 KB.C5 (Inventory active)

2. Start scanning barcodes in: 1 Normal / 2

Add ☒ Scan & Add

Barcode	Klara ID	Name	Amount	Unit	Note	inventorydone
937304	3363	4,4'-Diaminodiphenyl sulf...				
938800	9385	Potassium nitrate				
1000019	9437	Strontium chloride hexahydrate				
1000019	9437	Strontium chloride hexahydrate				
859335	8782	Iron(II) sulfate heptahydrate				
947738	10738	Magnesium sulphate				
935950	10767	N-Methylurea				
761470	11156	Acetamide				
1002787	11300	Calcium hydride				
948816	12341	Kieselguhr purified and				
935604	12932	2-Methylimidazole				
937283	85644	Cellulose acetate				
325809	91507	Silica gel Type III, Indic				
938369	104261	4,4'-Methylene-bis(2-me				
103829	106677	Poly(acrylic acid)				
757981	120984	Tungsten(IV) sulfide				
961599	211774	Cellulose Nanocrystal	1000	g		no

Last scanned barcodes:  Menu Close Done

*You have been assigned to register/inventory chemicals only in specific divisions/units so the list is user specific.*

Select\* what unit, room, location where to perform the inventory, then click **Begin** to start to scanning barcodes.

When you are done in that location, click <Done>, and unscanned products will come up on a list. The default selection is for those to be discarded. <Close> will simply close the window.

*\*Scan the location barcode to get to the desired position directly.  
(Not in NUS's premises)*

# KLARA barcode-app – Reprint barcodes (5)



Inventory - Print barcode

1. Select a location

Kemiska institutionen

- chem0 (KB.C tf)
- chem1 KB.C5 NT
  - KB.C
    - 5
      - B5-19-01
        - 1 Normal
        - 2
        - 3
        - 4
        - 5
        - 6
        - 7
      - 2 Fireproof
      - 3 Acids
      - 4 Gases (small)
      - 5 Gases (large)
    - B5-23-01
    - B5-43-01
  - chem10 KB.A3
  - chem11 KB.A3
  - chem12 KB.A3
  - chem13 (vilande)
  - chem15 KB.A3
  - chem16 KB.C5
  - chem17 KB.C4
  - chem18 KB.A3
  - chem2 KB.C4
  - chem3 KB.C5
  - chem4 KB.C6
  - chem5 KB.F4
  - chem6 KB.F6
  - chem7 KB.A3
  - chem8 KB.A4
  - chem9 KB.C5

1.

Selected space: 1 Normal / 1

2.

Print barcode

Print Location barcode

Printing location barcodes can be done from here, as well as by choosing Location barcode in the app main menu

1. Select what unit, room, location you want to work with.

2. Select print barcode to get the list of products in that location. Check the box(es) and Print selected product barcodes.

FormPrintBarcodes

<input type="checkbox"/> Barcode	Product	Supplier	CAS	Amount	Note
<input type="checkbox"/> 937282	Cellulose acetate		9004-35-7	500 g	
<input type="checkbox"/> 761471	N,N'-Dimethylurea		96-31-1	250 g	
<input type="checkbox"/> 106506	Imidazole buffer Sol	J.T. Baker Chemicals	288-32-4	0	AC
<input type="checkbox"/> 958019	Poly(vinylidene fluo		9011-17-0	100 g	
<input type="checkbox"/> 1000696	Polysulfone	Sigma-Aldrich Sweden AB	25135-51-7	500 g	55083
<input type="checkbox"/> 959205	Potassium permangana		7722-64-7	500 g	
<input type="checkbox"/> 935502	Sodium azide		26628-22-8	100 g	
<input type="checkbox"/> 1002453	Sodium bisulfite	Chemtronica	7631-90-5	500 g	55083
<input type="checkbox"/> 943561	Sodium Chloride Tabl		7647-14-5	0	

Print and Generate XLS   Print Barcodes   Cancel

# KLARA barcode equipment

- PC connected to Internet for use with KLARA barcode-app  
*(possible to install program on your own computer)*



- Printer to print barcodes



- Scanner to scan barcodes



See separate document for more information on how to set it up

# Checklist for first inventory/registrations

## Before starting with inventory/registration

- Make sure you can login to web-KLARA. Correctly assigned dept and access?\*
- Check your organization/division. All rooms connected? Add if needed
- Check storage areas/locations – register new or change in organization
- Via Web-KLARA, change password for barcode-app
- Install KLARA barcode-app and printer on available laptop or optionally book a mobile KLARA station\*
- Test logging in to the KLARA barcode-app

## When starting with inventory/registration

- Use barcode-app to scan chemicals at one position (also add new chemicals and discard old ones)
- Go into web-KLARA and check that your chemicals have appeared in your cabinets

\*Contact department admin or [per.liljelind@umu.se](mailto:per.liljelind@umu.se) (system administrator) to have rights assigned to you or info about mobile stations.