Introduction to KLARA Chemical Management

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

https://secure.port.se/Alphaquest/app_umu/pcmain.cfm

Login in with Umu-ID + password
Web-KLARA

Click for Start page of Chemical management

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

1. Search products
   a. KLARA database
   b. Department products
2. Chemical lists
3. Inventory & registration
4. Risk assessment
5. Result -> Reports

Options visible in the menus depend on what access you have
Web-KLARA - Search in KLARA database

1a. Product presentation of selected product to the right

Click SDS tab for access to complete Safety Data Sheet

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

Click line to choose

Return to startpage

Product presentation of selected product to the right
Web-KLARA - Search products at the department

1a.

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)
Web-KLARA - Search products

3. Write name, CAS, barcode-ID, KLARA-id (you will get an option list)

4. Choose how you want them sorted and presented
   If you choose “grouped by” then you get them sorted by positions

5. Click Search, press Enter or magnifying glass

6. A list of all products will appear

7. If needed, press button to output an Excel file

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.
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.

### Registration of chemicals at Kemiska institutionen

**2022**

*(Current year of registration)*

<table>
<thead>
<tr>
<th>Explanation</th>
<th></th>
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<tbody>
<tr>
<td>Organisation where no data has been edited for the year chosen.</td>
<td></td>
</tr>
<tr>
<td>Organisation where some data has been edited for the year chosen.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Your options are</th>
<th></th>
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<tbody>
<tr>
<td>Edit inventory data for</td>
<td></td>
</tr>
<tr>
<td>current division</td>
<td></td>
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<tr>
<td>entire organization</td>
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<table>
<thead>
<tr>
<th>Kemiska institutionen</th>
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<tbody>
<tr>
<td>chem10 KB, A3</td>
<td></td>
</tr>
<tr>
<td>chem11 KB, A3</td>
<td></td>
</tr>
<tr>
<td>chem12 KB, A3</td>
<td></td>
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<tr>
<td>chem13 (töms och tas bort, ME)</td>
<td></td>
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<tr>
<td>chem15 KB, A3-5</td>
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<td>chem16 KB, C5</td>
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<tr>
<td>chem17 KB, C4</td>
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<td>chem18 KB, A3</td>
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<td>chem2 KB, C9</td>
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<td>chem4 KB, C9</td>
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<td>chem5 KB, F5</td>
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<td>chem7 KB, A3</td>
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<tr>
<td>chem8 KB, A4</td>
<td></td>
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<tr>
<td>chem9 KB, C5</td>
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</tbody>
</table>

**Shortcut symbol on startpage ->**

Inventory & Registration

This is where you take inventory of chemicals
Web-KLARA – Inventory/Registration

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”

2. Search for products you want to add.

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

Rooms connected to division

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

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).
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

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.
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.
Web-KLARA – Move and discard products

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

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 confirmation page will appear
5. If everything look ok, click Transfer
Here you can also get lists of misplaced 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

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.

Not functional when using barcodes. Use the barcode app instead.
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.
### Web-KLARA - Reports of products stored

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)

#### How to do it:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>1a.</td>
<td><strong>Type of chemical list</strong>&lt;br&gt;Storage report&lt;br&gt; - All rooms&lt;br&gt; - All rooms by room&lt;br&gt; - All rooms by Type&lt;br&gt; - Only fire classified products&lt;br&gt; - All rooms by product&lt;br&gt; - One room regardless of storage&lt;br&gt; - One room grouped by storage&lt;br&gt; - One storage location&lt;br&gt;&lt;br&gt;<strong>Select products</strong>&lt;br&gt; - Report only for selected products&lt;br&gt; - Only fire classified products&lt;br&gt; - Only my own non-reviewed chemicals&lt;br&gt;&lt;br&gt;<strong>Select type of transaction</strong>&lt;br&gt; - No amounts&lt;br&gt; - Inventory&lt;br&gt; - Purchase&lt;br&gt; - Only products with a specified amount&lt;br&gt;&lt;br&gt;<strong>Select presentation mode</strong>&lt;br&gt; - Group transactions&lt;br&gt; - Show transactions one by one&lt;br&gt;&lt;br&gt;<strong>Selection of discarded products</strong>&lt;br&gt; - Do not show discarded products&lt;br&gt; - Show discarded products&lt;br&gt; - Show all products</td>
</tr>
<tr>
<td>1b.</td>
<td><strong>Select report columns</strong>&lt;br&gt; - Product name&lt;br&gt; - Klara-id&lt;br&gt; - CAS&lt;br&gt; - Status&lt;br&gt; - Supplier&lt;br&gt; - Only with presentation&lt;br&gt; - &quot;Show all transactions&quot;&lt;br&gt; - Hazard code&lt;br&gt; - Hazard pictogram&lt;br&gt; - Hazard statements&lt;br&gt; - Precautionary statements&lt;br&gt; - Control parameters&lt;br&gt; - Person in charge&lt;br&gt; - CMH-substance&lt;br&gt; - Room&lt;br&gt; - Only with report&lt;br&gt; - &quot;Room grouped by product&quot;&lt;br&gt; - Space for New info&lt;br&gt; - Storage&lt;br&gt; - Comments&lt;br&gt; - Area of use&lt;br&gt; - Fire classification&lt;br&gt; - Fire classification group&lt;br&gt; - Only together with fire classified products&lt;br&gt; - Barcode&lt;br&gt; - Thumbnail presentation&lt;br&gt; - &quot;Show all transactions&quot;&lt;br&gt; - Please observe&lt;br&gt; - Occurrence in a risk assessment&lt;br&gt;&lt;br&gt;<strong>Sorting order</strong>&lt;br&gt; - Product name&lt;br&gt; - Local name&lt;br&gt;&lt;br&gt;<strong>Wrapping</strong>&lt;br&gt; - Divide name&lt;br&gt; - After 30 characters</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Custom chemical list</strong></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Select room</strong>&lt;br&gt; - KB.A tidighuset A&lt;br&gt; - Floor 6&lt;br&gt; - Room A6-33-07&lt;br&gt; - Grouped by Storage&lt;br&gt;&lt;br&gt;<strong>The report will include:</strong>&lt;br&gt; - The name: KB.A&lt;br&gt; - A6-33-07&lt;br&gt; - Grouped by Storage&lt;br&gt;&lt;br&gt;<strong>Shortcut symbol on startpage -&gt;</strong></td>
</tr>
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</table>

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

Create password to use barcode-app
(Note: Not connected to Umu-ID. Need to be done only once.)

User name: 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)

Welcome to KLARA

User name: peli0001@umu.se
Password: **********

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

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

(UmU don’t use personal barcodes)
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
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

The app also supports Swedish now
Look here for help
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.
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
Chemical formula
CAS number

What you write under 8. Note
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.
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.

You have been assigned to register/inventory chemicals only in specific divisions/units so the list is user specific.
KLARA barcode-app – Move products (3b)

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.
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.
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)*
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.

Printing location barcodes can be done from here, as well as by choosing Location barcode in the app main menu.
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 (system administrator) to have rights assigned to you or info about mobile stations.