

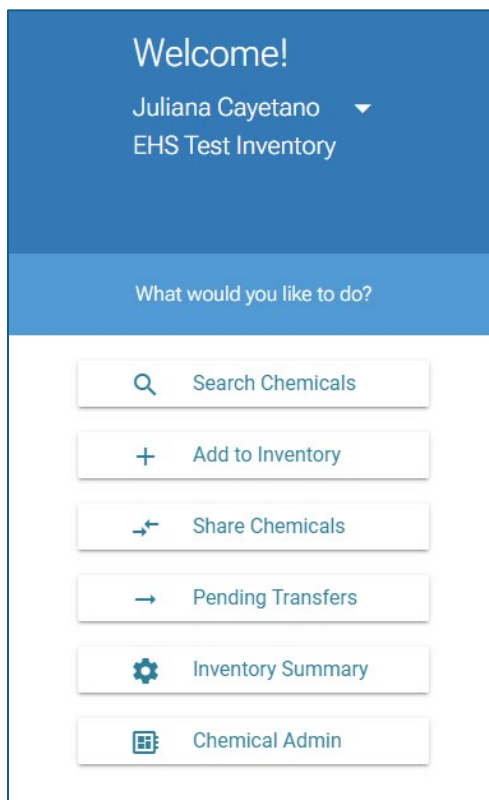
Chemical Reconciliation

1. Go to [RSS webpage link](#)
 2. Log in to your account using your SFSU email address
 3. And follow the login credentials
-

“Welcome to RSS Platform for SF State” is the landing page.

Export Inventory of the Lab Owner

1. Select “Apps> Chemicals” from the horizontal menu above the “Welcome to RSS..”
2. Under “Welcome!” you will notice the Name of the Lab Owner and Inventory and a drop-down arrow.



3. Select “Inventory Summary > Import & Reconcile > Export Inventory
4. Download the data in an Excel file and save it. See the example below.



EHS Test
Inventory_06282024.

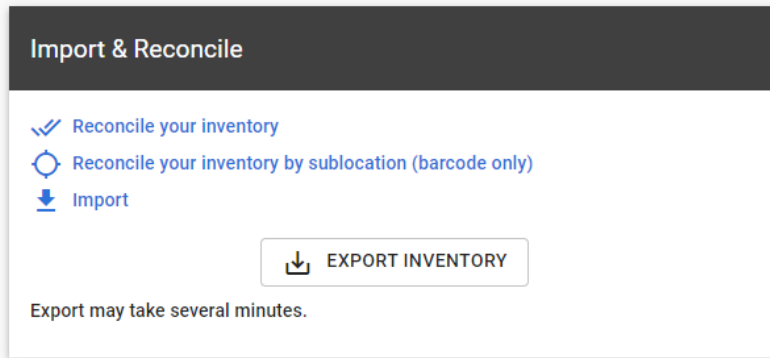
Upload the Scanned Data

1. Juliana will send data in an Excel file, derived from the RFID and 2D scanner. The files will have the lab owner's name, and lab or room location. See the example below.



EHS Test Inventory_
no lab room.csv

2. Save the file.
3. Within the “Inventory Summary” Page, select “Import and Reconcile.”



Note there are two options for reconciliation:

4. Select “Reconcile your Inventory”
 - a. Use this selection for RFID barcodes beginning with CA, see the example below.

CA0000000000000000AA837
CA0000000000000000AAC13
CA000000000000000003B98B
CA000000000000000003B98C
CA0000000000000000AAC14
CA000000000000000003B98D

5. Select “Reconcile your inventory by sublocation (Barcode Only)”
 - a. Use this selection for QR Code scanning beginning with UC, see the example below.

UC0001109479
UC0001109478
SFSUCIS0002338
SFSUCIS0002595

6. Click on “Rooms in scan” and select the relevant room from the dropdown menu list.
7. Upload the file. It is recommended to upload files one at a time. Batch uploads may not work. It may take a few minutes to upload the file.
8. Upon upload, you will notice a message “Reconciliation Summary.”
9. Click “Finish Uploading” when all files have been uploaded, and a small pop-up window will ask you to “Confirm” the upload.

10. The next page provides the following report:

- a. “Reconciliation Report” is the report that explains the “statuses” of the barcode scanned.
 - **Location Match** – RFID tags were found in the expected location. The goal of this is to have all containers to be at “location match.”
 - **Location Mismatch** – RFID tags scanned in different locations than expected, usually in a different room than what was selected in the scan.
 - **Unscanned** – RFID Tags not scanned (these may be containers that have been removed, disposed of, failed to be taken out of the inventory, or did not get scanned).
 - **New** – New RFID tags not associated with the current inventory item, because they were not added to the online inventory; RFID tags interference – tags that are lying around and are unused.
 - **Accounted for** – RFID tags not relevant to the reconciliation of this inventory. This can be tagged from another inventory, borrowed from other labs, and found mixed with your own.

11. Download the “Reconciliation Report” and act by comparing the report to your exported chemical inventory. The statuses that need to be reconciled are as follows:

- a. “**Location Mismatch**” - physically move the containers to the correct room.
- b. “**Unscanned**” – confirm if chemicals are physically present before removing them from your online inventory.
- c. “**New**” – confirm before adding to the online inventory. Use the *Mobile Chemicals App*.
- d. “**Accounted For**” - investigate and confirm that it is not part of your inventory.

12. When all **actions** have been completed, choose “Finish Reconciliation”.

References:



RSS-Chemicals-RFID
-Reconciliation-Inst



Chemical Inventory
Reconciliation - RFID

When Excel data are provided to you, try combining the data in one file, then upload the file- follow steps 4-11 from Upload the Data. Compare the exported inventory from the reconciliation report and highlight the exported inventory to reflect the statuses that need to be reconciled.

See example below:



Compare
reconciliation and e