

CCB Inventory Guide To Frequent Tasks (rev. 7/2011)

To enter the CCB-Cambridgesoft Chemical Inventory system

1. Launch Internet Explorer 7 or later (important for compatibility of all displays and functions)
2. Navigate to <https://harvard.cambridgesoft.com>
3. Log in

To install the plugins (only necessary on first launch on each computer)

1. Click "software installation links"
2. Follow the instructions for installing the CambridgeSoft ChemDraw ActiveX Enterprise 11.0 plugin
3. Note the important serial number activation step

To set up barcode reader:

4. Plug into USB port
5. From "Quick Start Guide," scan the following codes:
 - a. USB Keyboard (PC) pg. 4
 - b. Add Tab Suffix, pg. 7.

To create a new container and substance:

1. Click "new container" in the upper frame
2. Click "select substance" in the bottom right
3. Enter the CAS number in "CAS Registry #" and click "search"
4. Click "details" on the proper substance, confirm the information, click "ok" to select this substance
5. Click "Location ID" and scan location barcode (or browse to location)
6. Uncheck "autogenerate container ID" if checked
7. Click "Container ID" and scan container barcode (or type number)
8. Enter container type, unit of measure, container size, and initial amount (latter two are probably the same number)
9. Click ok to create the container

To delete containers:

1. Click the container ID in the browse frame
2. Click the "update" menu in the lower frame
3. Two options:
 - a. "Retire Container" sets the quantity to zero and leaves the container record in the "Disposed" location, where it can be revived if more of this substance is purchased
 - b. "Delete Container" moves the container to the Trash Can

To create a new location:

1. Click the "Location" menu in the left-hand pane
2. Click "New"
3. Click Browse and select the parent location
4. Scan location barcode if applicable
5. Enter location name and type

To search for containers in a certain location:

1. Click "search" in upper frame
2. Click "browse" and select the desired location
3. If applicable, select the "search sublocations" check box
4. Enter any specific container info, or nothing to list all containers
5. Click "search"

To move these containers to a new location (with a bar code):

6. Click "multi-select" then "select all"
7. **OR** browse through and select the ones that exist in the location
8. Click "move containers"
9. Scan barcode or enter location number or name
10. Click ok

To reconcile your container and location data:

1. Search your location, listing all containers
2. Click "Rectify Contents"
3. System will prompt you to scan all container barcodes in the location, and will compare that with the inventory data
4. System will alert you to all discrepancies and will correct them as desired

To run a report listing containers in a specified location:

1. Search the desired location, listing all containers
2. Click "print report" at the top of the container listing
3. Select "CCB Container Report" and a file format (e.g. Excel)
4. Note: browser security settings must allow the file to be sent and saved

To run a report listing the location tree, to review your inventory organizational structure:

1. At any location, click "print report"
2. Select "CCB Location Report" and a file format (e.g. RTF)
3. Note: browser security settings must allow the file to be sent and saved