

KLARA

Manual for inventory staff

Version 16.4 (2015-05-08)

Table of contents

Introduction	3		
What is KLARA?	3		
System requirements and other information	3		
What does the law say?	4		
Overview	5		
KLARAs start page	5		
KLARAs menu items	5		
Chemical products	6		
Registration	6		
Risk assessment	6		
Result	6		
Other functions	6		
Registration Inventory /Registering	7		
Choice of department	7		
Inventory / Registration	8		
The Left column	8		
The Middle column	8		
The right column	9		
Function grouping	9		
Room management	11		
The tool "Connect rooms"	12		
		Connect rooms	13
		Disconnect a room	13
		Create new floors in the property registry	14
		Create new rooms in the property registry	14
		Change name on rooms	15
		The tool "Manage cabinets"	16
		Add new cabinet	16
		Delete cabinets	16
		Add a new shelf	17
		Delete shelves	17
		Delete cabinets and shelves with an "i"-icon	17
		Change names of cabinets and shelves	18
		Type of storage	18
		Inventory and registration of chemical holdings	19
		1. Selection of department	19
		First time making inventory	19
		Succeeding inventory periods	20
		2. Registration of products in rooms, cabinets etc.	21
		Choice of room / storage area	21
		Register transaction data on an existing product	22
		Adding a product to the product list by using search	22
		Adding product using the organization's short list	24
		Registering a new product if it is missing in the chemical register	25
		Phase-out Products	28

Important lists	30
Product history in a department	31
3. Registering detailed information on products	32
Detail level 1	33
Show sums / Do not show sums	35
Delete product from the product list (permanently)	36
Moving products	37
Discard products	38
4. End inventory period	39
Inventory completed?	39
Other department specific functions	40
Unplaced articles	40
Purchase data	40
Discarded products	40
Comments	41
Connect rooms	41
Chemical lists	42
Simple chemical list	42
The Chemical list tool	43
Search product	46
Result	47
Resultat – organisation	47
Substances	48

Additions and changes	51
Changed	51

Introduction

What is KLARA?

KLARA is a web based system with the purpose of making it easier and more time efficient for management and staff to make inventories, compile, view and follow up information about chemicals and chemical products which are used by the organization in a cost effective way. This information can then be used as for e.g. various official reports and department specific chemical lists.

In addition, KLARA supports the user with cross-references to legislation within this area by e.g. showing which chemicals are prohibited, requiring a permit or otherwise have limited use.

KLARA provides information to the whole organization of chemicals and chemical products found in its chemical registry. This includes information such as risk-, fire-, waste- and transport-information.

Regulatory requirements for material safety data sheets available for employees are met through links to suppliers' own material safety data sheets.

Other important aspects of the system are that it provides history of any product handled that may at a later stage prove to be hazardous.

For the system there are also some additional features and modules, such as KLARAs own risk assessment module (see separate instructions), support for making inventory using a scanner, import of purchasing data and ordering functions.

System requirements and other information

KLARA is a web based system which means that no special installation is needed on the individual computer other than later versions of the web browsers Internet Explorer (we recommend IE 10 and later), Firefox and Safari.

The system is also accessible for staff who are not logged in to KLARA but want to be able to access the chemical registry in order to search for risk information, safety data sheets etc. for selected products / substances.

What does the law say?

All organizations have different rules of which chemicals and chemical products are to be registered in KLARA. This is not described in this manual.

However, there is a statutory minimum which indicates that all label required chemicals / products available in your organization are to be registered. The labeling requirements refer to the labeling on the packaging in the form of the following symbols:



Note 1!

To this general rule there are some exceptions. According to the Swedish Chemicals Agency (Kemikalieinspektionen) and the Swedish Civil Contingencies Agency's (Myndigheten för samhällsskydd och beredskap) regulations concerning classification and labeling, in some cases chemical substances and mixtures, must be labeled with hazard statements / risk phrases without being accompanied by any of the above symbols.

Examples of this are H412 (Harmful to aquatic life with long lasting effects), R10 (Flammable) , R52/53 , R52 and R53 (May cause long-term adverse effects in the aquatic environment).

Therefore, it may be important to check the product's labels and / or MSDS.

Note 2!

The new rules on classification and labeling are mandatory for chemical substances, and from June 1st 2015, also for mixtures, which makes both labeling systems coexist for some time.

In the event that the product database is updated, the latest information is presented to you.

You can learn more about Swedish rules and regulations at Swedish Chemicals Agency's website; <http://www.kemi.se>.

Overview

Below two main partial views of KLARA are presented. This chapter will describe how to navigate within KLARA, and also what different menu options relate to.

Important to know is that which features and options are available and visible, depends on the permissions your administrator has given you. This manual refers only to the functions that are available to inventory staff.

KLARAs start page

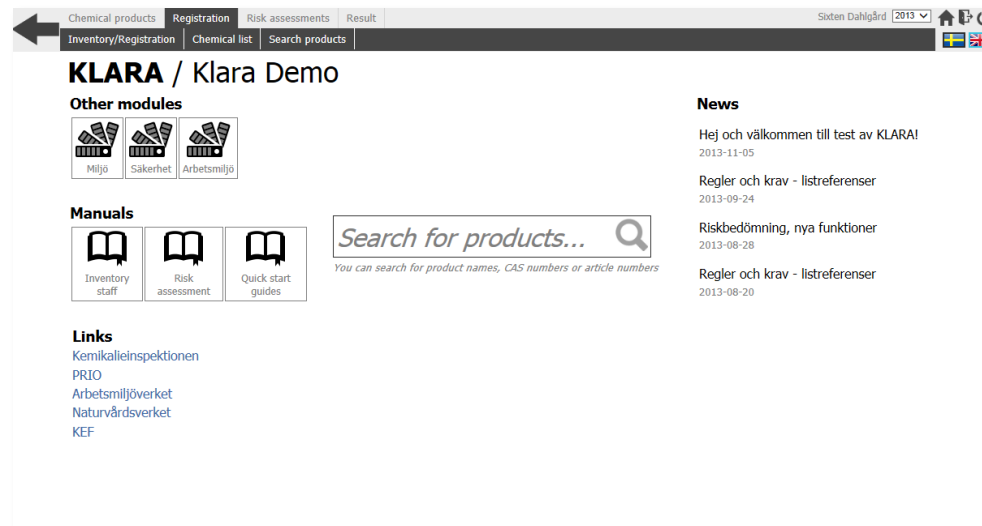
The first thing you'll see when you log into KLARA is the system's start page. Here a number of different functions are presented.

To the left you will see links to other modules in AlphaQuest (if you have permissions in these), links to relevant external websites and current manuals for KLARA.

To the right there is a news feature. Here news items, which concerns KLARA in general e.g. new features, updated lists, information on updated manuals and quick guides etc., are presented.

In the middle you'll see a search function. This search function is used if you want to quickly search for chemicals or products in the general Chemical product register.

You may search by product name, CAS number, KLARA ID and item number.



KLARAs start page has numerous features. At the top a menu bar is displayed. Other features include links to other modules in Alpha Quest, links to current manuals, etc., search function for searching products in the Chemical Registry and a news function.

KLARAs menu items

At the top you will see KLARAs menu bar. This menu bar will always be visible when logged into KLARA, so that you may easily navigate between different functions.

Note that the menu bar only appears when you are logged in and that the menu items depend on your permissions in KLARA.

Chemical products

By clicking on the menu item "Chemical products" you will be prompted to the general product/chemical register. Here you may search for product related information, receive a summary of risk and safety information, and find relevant MSDS (Material Safety Data Sheets).

Registration

Under this menu item you'll find all inventory and registration functions in KLARA; the inventory view, a tool to create chemical lists, searching of products within the organization, etc.

Risk assessment

KLARA has a risk assessment module which acts as a support for the staff to carry out risk assessments where chemicals are handled.

Risk assessments can be performed for a single topic, a specific method / activity or group of chemicals with similar characteristics.

Note that the menu item "Risk Assessments" is not visible for users /organizations that do not use it.

Also note that this manual will not describe how this module works. Instead, see "KLARA Manual for risk assessment."

Result

Under this menu item, different tools for creating reports are presented.

The screenshot shows the KLARA web application interface. At the top, there is a navigation bar with menu items: "Chemical products", "Registration", "Risk assessments", and "Result". The current page is "Result". A search bar contains the text "natriumhyd". Below the search bar, a list of search results is shown, including "Natriumhydrogenkarbonat", "Natriumhydrogensulfat", "Natriumhydrogensulfid", "Natriumhydroxid", "Natriumhydroxid", "Natriumhydroxid", "Natriumhydroxid >= 5% lösning", "NATRIUMHYDROXID 3M", "Natriumhydroxid 45%", "NATRIUMHYDROXID 4M", "NATRIUMHYDROXID 5M", "Natriumhydroxid lösning 50%", "Natriumhydroxid pellets", "Natriumhydroxid, fast", "Natriumhydroxid, Gruppskyddsföreskrift", and "Natriumhydroxid, Gruppskyddsföreskrift". Below the list, there are statistics: "Number of products: 16", "Bold names - Products", and "Others - Synonyms".

The main content area displays detailed information for "Sodium hydrogensulfate". It includes the CAS number (10034-88-5), EU number (231-665-7), Klara number (57827), and inventory unit (Massa). The formula is HNaO4S * H2O. There are tabs for "Classification", "SDS", "Other", "Local information", "Labels", and "Structure". The "Classification" tab is active, showing "CLP classification" with hazard category 1 (3.3 3.3 - Serious eye damage/eye irritation, Hazard Category 1). A hazard pictogram is shown with the word "Danger". Below this, "Hazard statements CLP" lists H318 (Causes serious eye damage). "Precautionary statements CLP" lists P305 + P351 + P338 (IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.) and P313 (Get medical advice/attention.). The "Classification" section shows: Fire (No fire classification), Health (XI Irritant), and Environment (No environment classification).

The product register.

Other functions

In the top right corner of KLARAs menu bar you can find functions to change the year, quick link to KLARAs start page, exit KLARA, a button to log off and language change.

(If you hover the mouse over these icons, you will get small help texts that explain what the function does).

You'll also see the name whose account you are using (usually your own).

Registration

Inventory /Registering

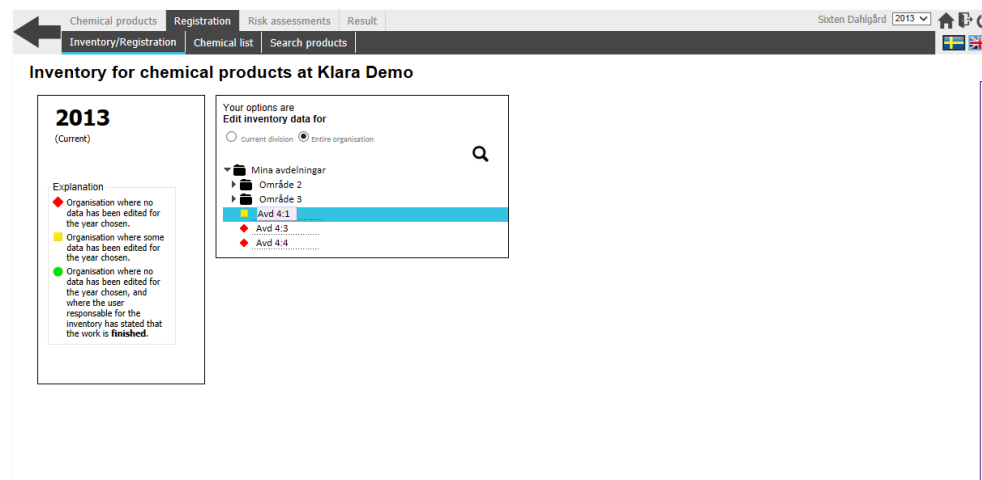
Under the menu option "Registration" most of the features used by you as inventory staff is presented. Here you can register various transactions, move products to other areas within the department, create various types of chemical lists, search for available products within the organization etc.

This chapter gives you an overall description of the functions available under the menu item "Registration - Inventory / registration."

Choice of department

Before you can start to register chemical holdings, you must first choose which department you intend to work with.

For many users there is only one department available in this step, for others a number - it simply depends on your personal permissions.



The first thing you must do to get into the inventory and registration tool is to select what department you want to work with. Depending on your user profile, you are presented with one or more organizational elements.

Unfold the tree so you can find the department you intend to work with.

Press "Make inventory"!

Inventory / Registration

You are now presented with the inventory/ registration interface. Apart from the top menu, which is always available for you, this interface is divided into three parts.

Generally speaking, the left and the right columns always have the same look and functionality, and depending what you do in the left column, different functions are presented in the middle column.

The Left column 1

The left column displays - at the top - the name of the current department. Below this name all the rooms which are linked to the department, and various storage spaces, are presented.

How to connect and create rooms and storage spaces, read the chapter "Room management" on page 12.

You can unfold the tree by pressing house-, floor- or room name.

At each level (rooms, and storage spaces), a contextual menu is available if you click on the gear icon.

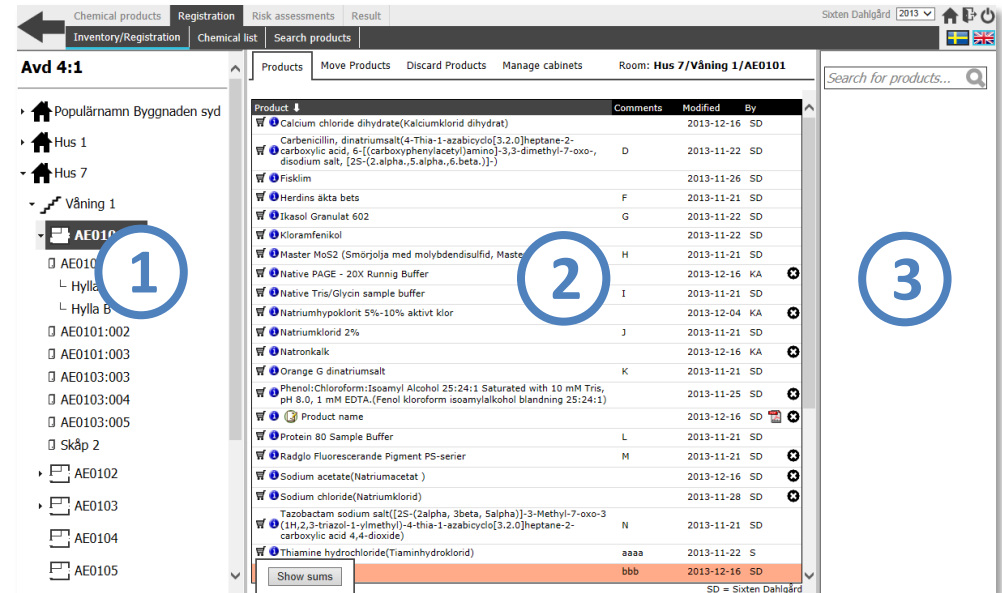
Features of these contextual menus may vary depending on what level you select. More about these features later.

In order to register various types of transactions, select the room or storage area you want to work with.

The Middle column 2

The middle column can present a variety of information or functions depending on what you select in the left column. However, it is used

primarily to display the products that are registered in a room or storage area (e.g. cabinets or shelves).



The inventory / registration interface is divided into three views: left column (1), middle column (2) and right column (3).

The inventory / registration interface is divided into three parts.

Choose the room or storage area you want to work within the left column.

The right column 3

The right column is the search function. This is where you find the products to be registered in the selected location. In the search window, you can search by Product name, CAS number, KLARA ID or item number (depending of course on whether the item number is registered on the product or not). The result is presented as a list below.

If you cannot find your product, you can add a new one.

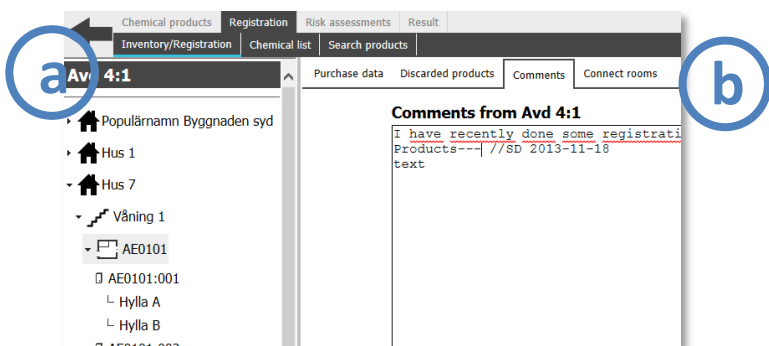
You can read more about this and how you register a product in a room or other storage area in the chapter "Inventory and registration of chemical holdings".

Function grouping

In KLARA there are functions related to the department level, and functions associated to the storage level (rooms, cabinets, etc.).

Department specific functions

If you click on the department's name in the left column (a), specific department related features are presented as tabs in the middle column. (b).



Depending on the features your specific organization uses, three or more tabs are presented:


Unplaced articles

This function is used by organizations which use KLARAs bar code scanner module.

Purchase Data

This function is used by organizations which use AlphaQuest's purchasing module in order to import purchase data to KLARA.

Discarded products

The function "Discarded products" was previously found by clicking the  button.

This tab presents the department's discarded products as well as a function to restore them.

Comments

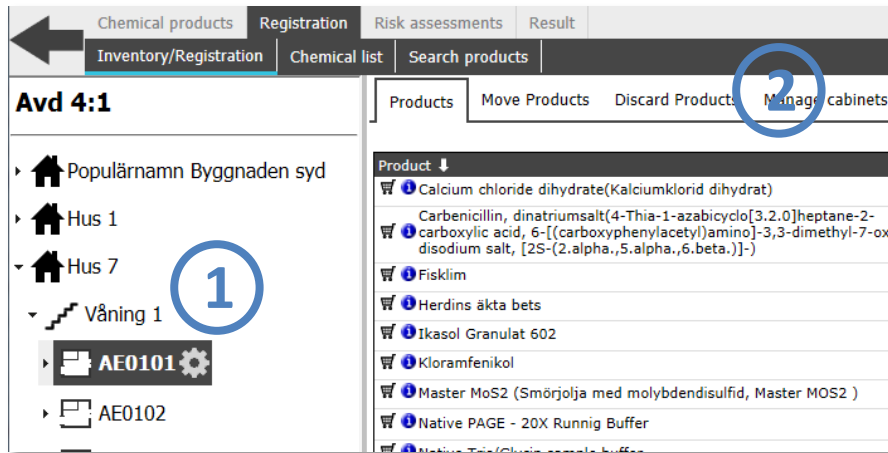
"Comments" is a feature which can be used by users who want to make a note about anything related to the department in question.

Connect rooms

This function is used to administer the rooms which are connected to the department. More about this feature on page 12.

Room specific functions

If you click on a room's name in the left column (1), the functions associated to rooms are presented as tabs in the middle column (2).



Manage cabinets

This function is used to manage storage spaces which are in a room, such as cabinets and shelves. More about this on page 16.

Products

Here are the products which are registered on the current storage space. You can sort the list by clicking on the headlines, "Products", "Comments", "Modified" and "By".

Move products

You can use this function if you want to move items from a storage area (room, etc.) to another within the same department.

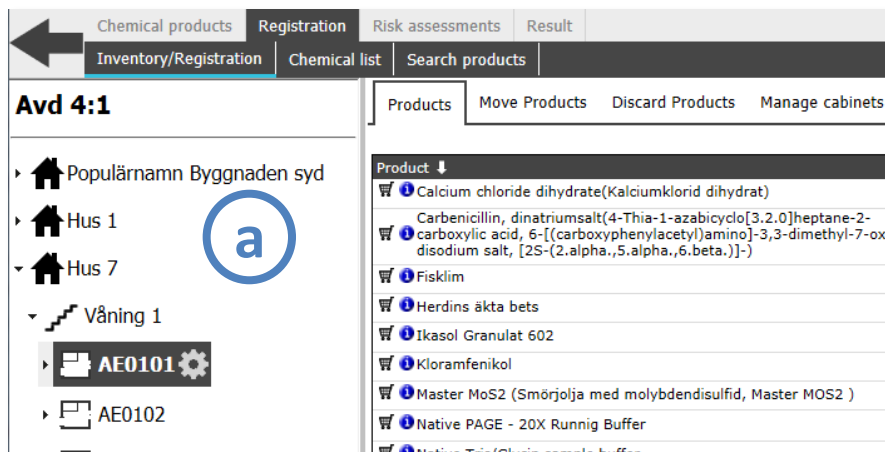
Discard products

This function was in earlier versions of KLARA called "Remove from list". This function is used to remove products from the list, but you will still be able to restore them to the storage area and to include registered transaction data in various types of reports.

Room management

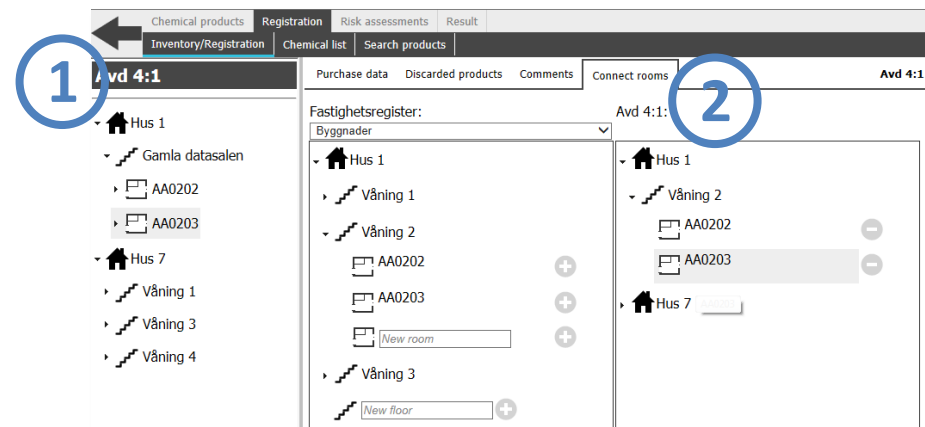
Before you begin to make inventory / register products, you need to ensure that the rooms used by your department are connected.

The buildings with rooms which are connected to your department are presented in the left column (a).



In the example above, you see the buildings, rooms, cabinets and shelves which are connected to department Avd 4:1.

If all the rooms are connected or created, you may skip this step and start making inventory and record transactions (see page 19).



If you need to add a room to your department, use the function "Connect rooms". This feature can be found by clicking on the department's name in the left column (1) in the inventory / registration view, and then the "Connect rooms"-tab (2).

In the tool to administer rooms, you can do a number of things:

- Connect the room from the property registry (fastighetsregistret in Swedish) to your department.
- Disconnect the room from your department (if no products are registered).

If your administrator has given you authorization you can also:

- Create new floors not found in the property registry.
- Create new rooms not found in the property registry.

The tool "Connect rooms"

The Tool to administer rooms consists of:

- A) Groups of buildings (property groups)
- B) Buildings of the selected property group
- C) List of the rooms which are connected to your department

A

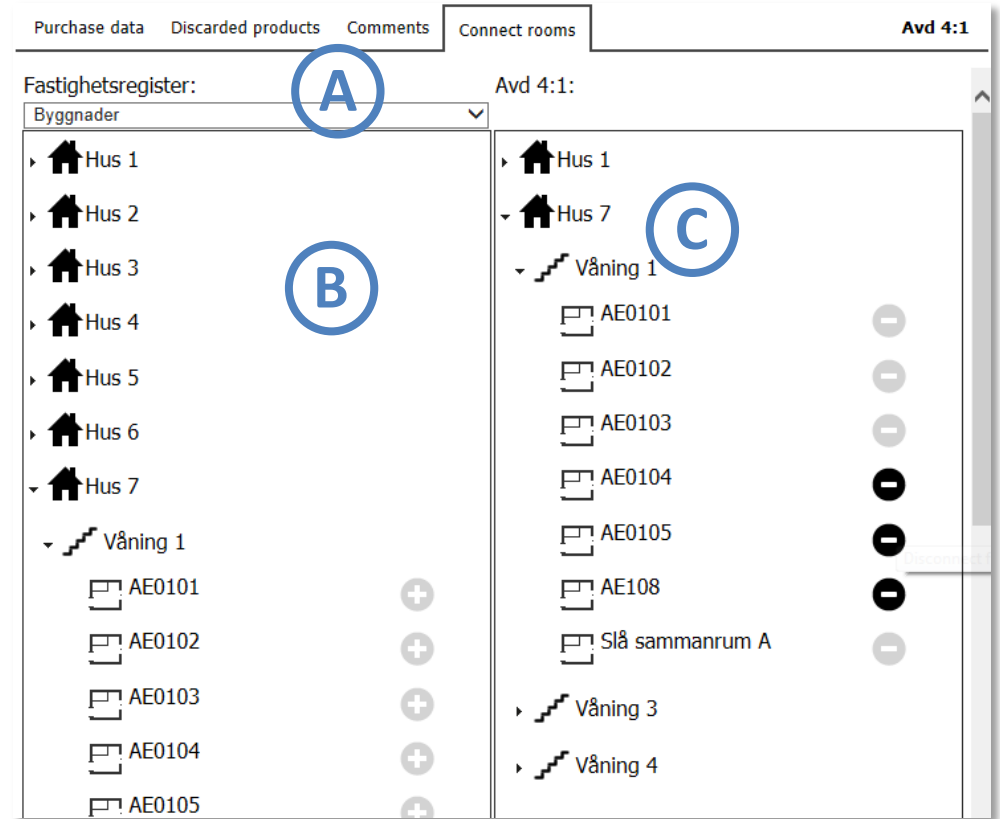
Locate the property group

B

In the left column all the buildings within the property group are displayed. Here you will find the rooms to be linked to your department.

C

In the right column all the rooms that are connected to your department are presented.

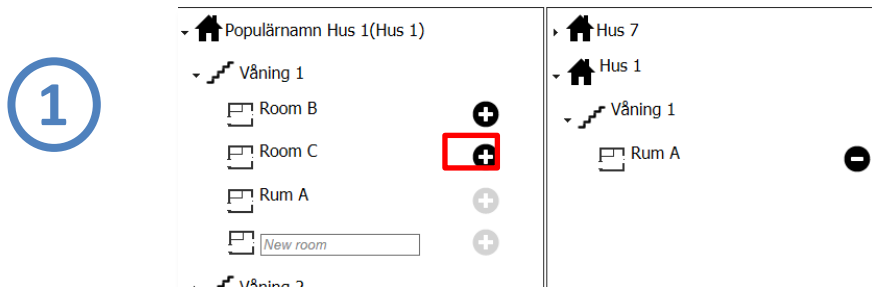


*The tool "Connect rooms":
Property Groups (A), Buildings of selected group (B), a
presentation of the rooms which are connected to the
department (C).*

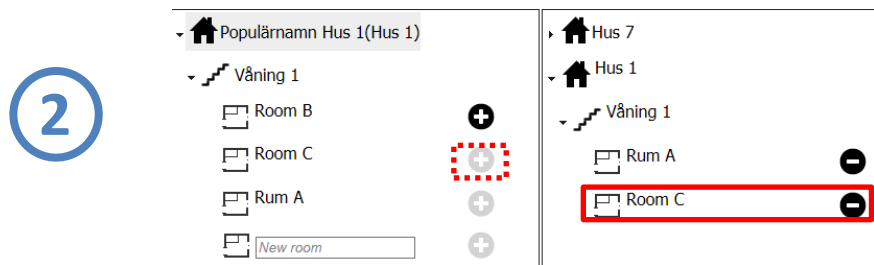
Connect rooms

Locate the correct group of property and correct building in the left column. Search for the room you want to connect by unfolding buildings and floors.

Click on the black plus sign to the right of the room you want to connect.

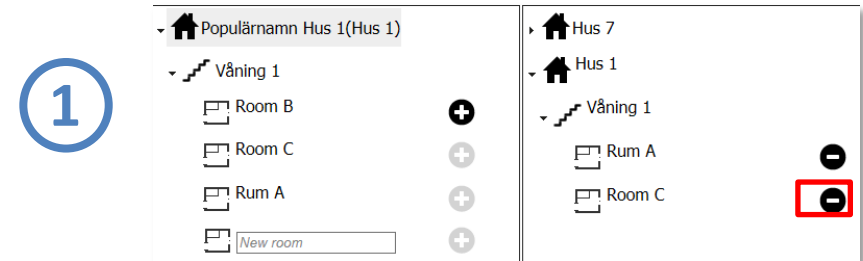


You will now see that the room is added to your department list (in the right column), and the plus sign next to the room in the property register is "grayed out".

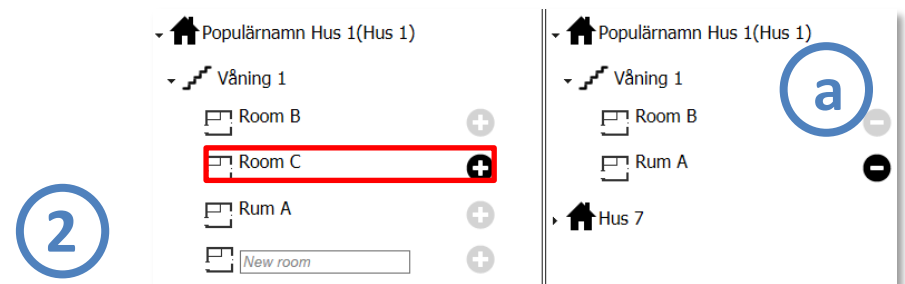


Disconnect a room

Click on the black minus sign to the right of the room you want to disconnect in the department list.



You will now notice that the room is removed from your department list and the plus sign next to the room in the property register again is "black marked".



NOTE: You can't disconnect rooms which have products registered in them. These rooms have therefore grayed minus icons in the department list (see "a" in the image above. In this example "Room B" has registered products in it).

Create new floors in the property registry

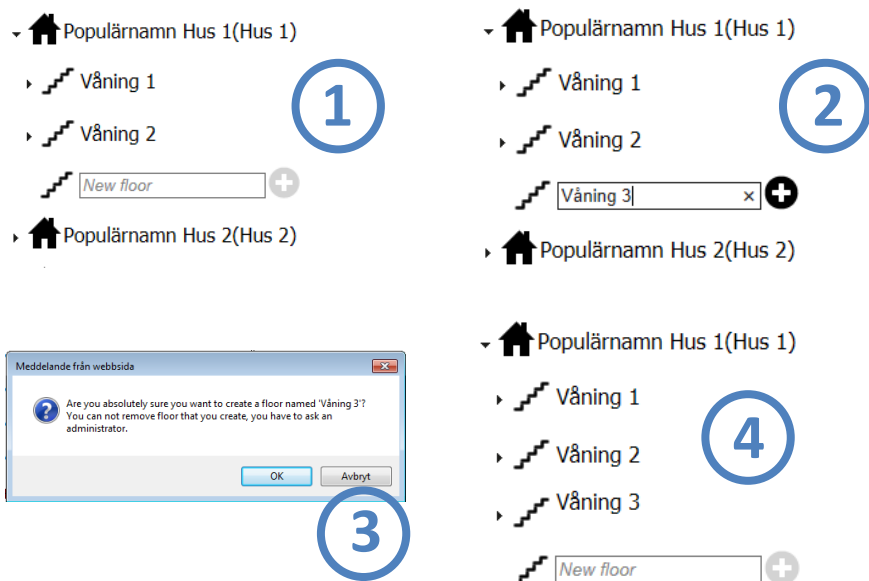
If you notice that floors and rooms are missing in the property register, you can (if the administrator has given you authority) create completely new floors and rooms.

NOTE

If you create entirely new floors and rooms in the property registry, only the administrator can delete them completely. Therefore, be careful not to create duplicates of floors and rooms that already exist.

Unfold current building so you can see all the floors. If a floor is missing, type the name of the new floor in the empty box marked "New floor".

Press the "plus icon" and "OK" button in the information box that appears. You have now created a brand new floor.

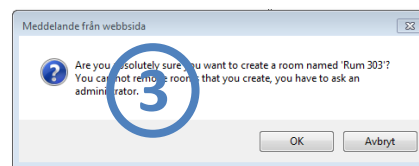
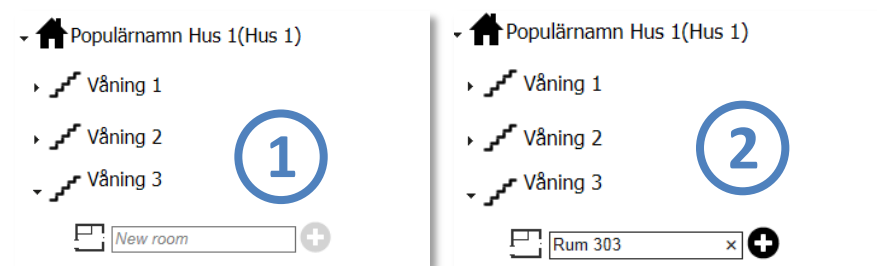


Create new rooms in the property registry

...and connect to your department.

Unfold the relevant building and floor. Enter the name of the new room in the empty box marked "New Room".

Press the "plus icon" and "OK" button in the information box that appears. You now have both created a new room **and** connected it to the department.



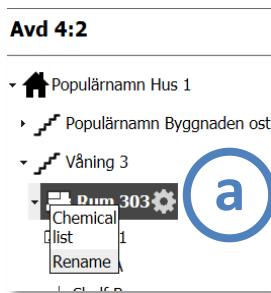
Note:

If you in the interface lack the ability to create new floors and rooms, it is probably because your administrator has chosen to disable that functionality.

Change name on rooms

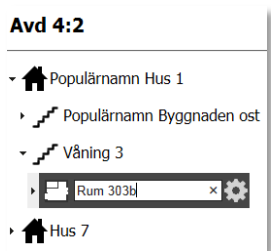
If you want to rename a room, you can do this in a so-called context menu. In the left column in the inventory interface, where the department's rooms are presented, there is a little cog wheel icon to the right of the room's name (a). By clicking on this icon, a small menu is displayed containing –among others -the option "Rename".

1



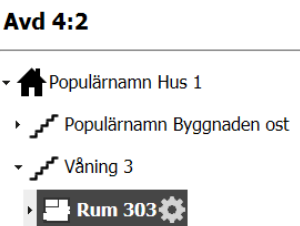
Change name...

2



...and press Enter

3



NOTE

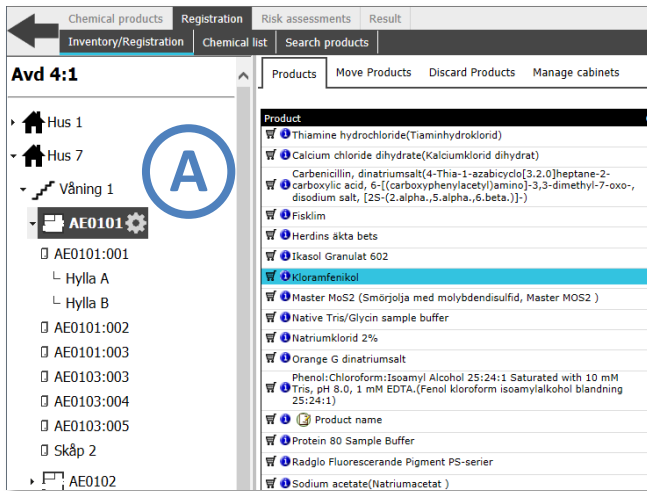
Do not rename a room if you don't have to! Keep in mind that this name is changed throughout the property registry and can affect other departments which also use the room.

You can't rename a room and / or cabinet if your KLARA administrator has restricted the authorization regarding creating new rooms / cabinets.

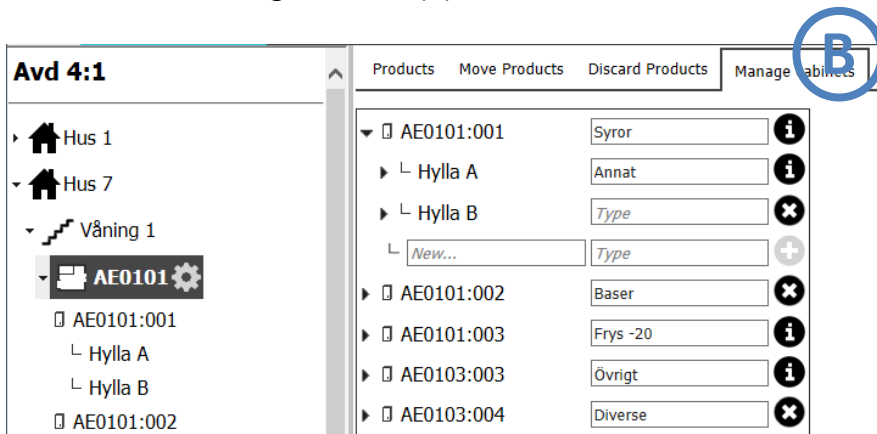
You can't rename a room if another department has registered products in it (unless you are a member of their inventory staff as well).

The tool "Manage cabinets"

You can see which cabinets and shelves are available in a room in the left column under the room's name. You can easily unfold and close the tree structure by clicking on the room name (A).

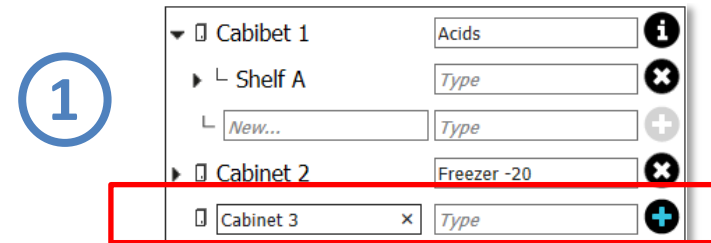


To administer cabinets and storage space, click on the relevant room and select the tab "Manage cabinet"(B).

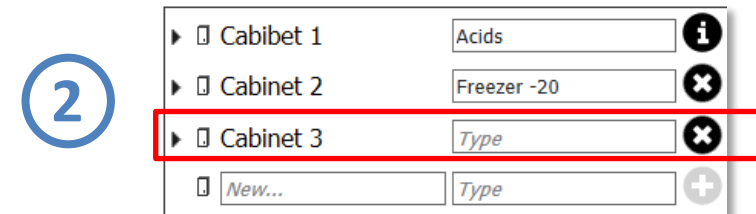


Add new cabinet

Enter the name of the cabinet into the "New" field, and what type of storage it is (optional) in the "Type" field.

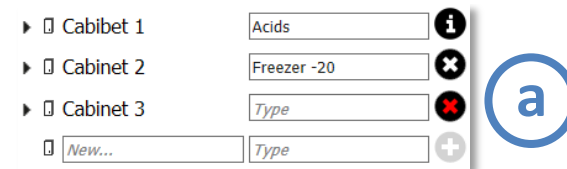


Click the "plus" icon (1). The cabinet is now added.



Delete cabinets

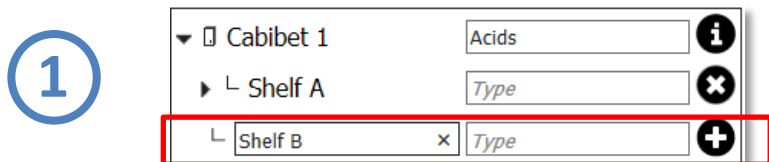
If you want to delete a cabinet, you can easily do this by clicking the icon to the right of the cabinet you want to delete (a).



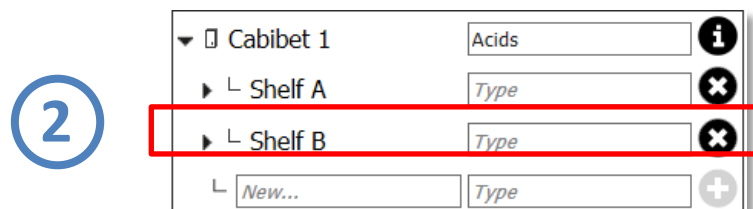
Note that you can't remove a cabinet that has products registered on it. This is shown with an "i" icon. You can also not delete a cabinet which has shelves. You must, in order to remove the cabinet, first remove the shelves.

Add a new shelf

Enter the name of the new shelf into the "New..." field, and define the type of storage (optional) in the "Type" field..

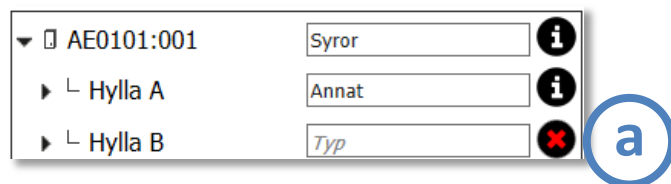


Click the "plus" icon (1). The shelf is now created.



Delete shelves

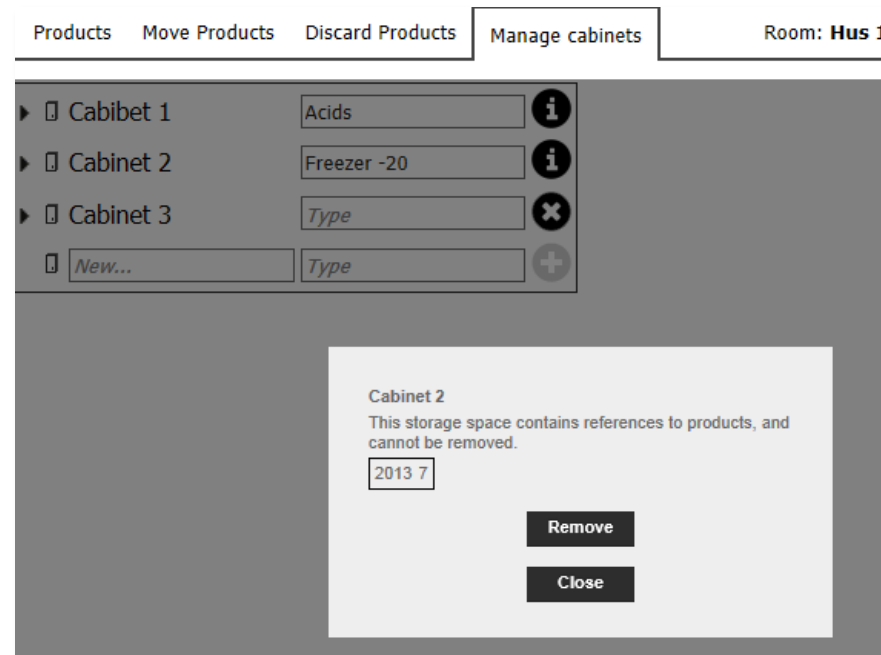
If you want to delete a shelf, you can easily do this by clicking the "X" icon to the right of the shelf you want to remove (a).



Note that you can't delete a shelf with products registered on it. This is shown with an "i" icon. You can also not delete a shelf which has an additional level of storage space underneath.

Delete cabinets and shelves with an "i"-icon

You have the option to remove a cabinet or shelf, **even** if it has products registered in it, but you will then delete ALL references which are linked to it. If you click on a cabinet's "i"-icon (without shelves), the following pop up will be showed:



If you select "Remove" then all references to the cabinet and/or shelf are deleted. You can then delete the cabinet. **Note however that the products are still registered in the room!**

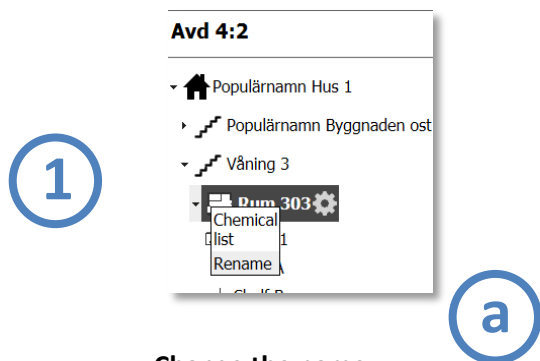
Note:

If you in the interface lack the ability to add new cabinets, it is probably because your administrator has chosen to disable that functionality.

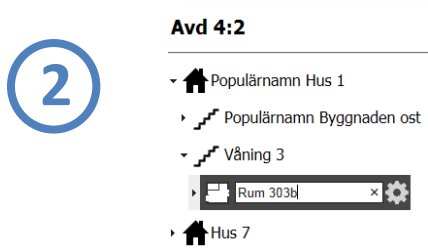
Change names of cabinets and shelves

If you want to rename a cabinet or shelf, you can do this in a so-called context menu.

In the left column in the inventory interface, where the department's rooms are presented, there is a little cog wheel icon to the right of the name (a). By clicking on this icon, a small menu is displayed containing – among others -the option "Rename".



Change the name...

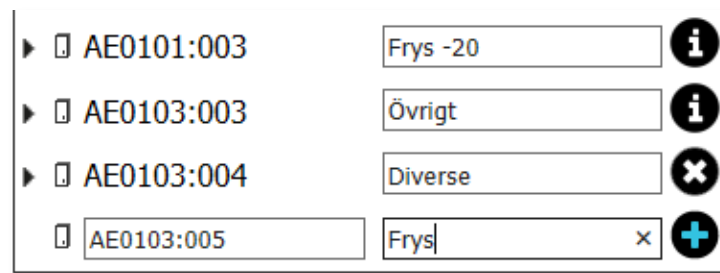


...and press Enter



Type of storage

The optional field "type" allow you to add information about storage conditions (freezer, refrigerator, poisons, etc.).



This information is presented in a number of varieties of chemical lists, such as "One room grouped by storage" and "One storage location".

More about Chemical Lists on page 40.

Inventory and registration of chemical holdings

1. Selection of department

Before you can start to make inventory, you must first choose which division or department you intend to work with.

For many users there is only one department available, for others quite a few – this depends on whether you are authorized to make inventories of one or more departments.

Inventory for chemical products at Klara Demo

2013
(Current)

Your options are
Edit inventory data for
 current division Entire organisation

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 inventory has stated that the work is finished.

Mina avdelningar

- Område 2
- Område 3
- Avd 4:1
- Avd 4:3
- Avd 4:4

The picture shows the departments which the user has permission to work with. In this case there is quite a few.

First time making inventory

If it's your first time to make inventory or registering transactions in KLARA for a specific department, you're greeted by this view::

Chemical products | **Registration** | Risk assessments | Result

Inventory/Registration | Chemical list | Search products

Avd 4:3

There are no rooms connected to this department.
Click [here](#) to connect.

2. Search for products you want to add.

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"

The picture shows the Inventory and registration interface. In the example, there are no rooms connected to department 4.2. Users must first connect rooms with the tool "Connect rooms".

As you can see there are no rooms listed in the left column. This means that you must first connect the rooms belonging to the department.

Instructions on how to do this can be found under the section "Room Management" on page 11.

Succeeding inventory periods

If you, or anyone else for the department, have made inventory or registered other types of transactions during a previous inventory period (often the previous year) , you will see this or similar.



New year of inventory 2013 has been started
for department **Avd. 2:1**
exisis **6** products from last inventory
2012

Your options are

Copy all products from last inventory, and start to invent.
 Copy all products **and amounts** from last inventory, and start to invent.
 Start to invent without copying any products.
 Come back later

OK

Copying rules.

In the example above, the user can choose between :

- *Copy products from last inventory*
- *Copy products and amounts from last inventory*
- *Start to make inventory without copying any products*

Whether the user chooses to copy with or without amounts , supplier name (if available on the products) will always be copied (new feature 2013).

Which copying rules that apply to your department is governed by your KLARA administrator.

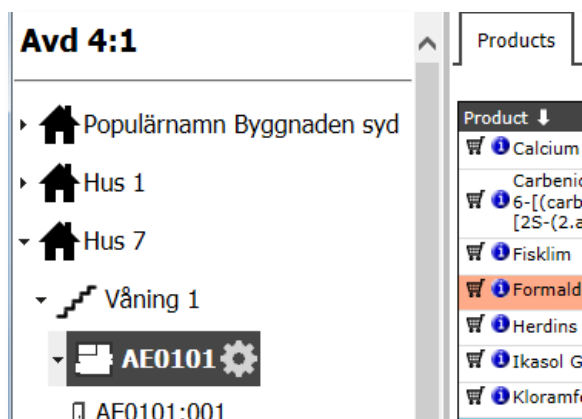
After an inventory period is closed, users can continuously register transactions other than “inventory” if available.

Which copying rules that applies to your department is governed by your KLARA administrator.

2. Registration of products in rooms, cabinets etc.

Choice of room / storage area

Select the room or any of its underlying storage areas (e.g. cabinet or shelves) you want to work with.



The illustration shows how to select the storage space by clicking on the name.

The contents of the room's product list, which is presented in the middle column, depends on whether it is your first time making inventory for this particular room. It also depends on the copying rules that you selected at the start of period;

- It can be completely empty
- It can contain products and chemicals without quantities
- It can contain products and chemicals with quantities

Product	Comments	Modified	By
Calcium chloride dihydrate(Kalciumklorid dihydrat)		2013-11-21	KA
Carbenicillin, dinatriumsalt(4-Thia-1-azabicyclo[3.2.0]heptane-2-carboxylic acid, 6-[(carboxyphenylacetyl)amino]-3,3-dimethyl-7-oxo-, disodium salt, [2S-(2.alpha.,5.alpha.,6.beta.)]-)	D	2013-11-22	SD
Fisklim		2013-11-26	SD
Formaldehyde >=25%(Formaldehyd >=25%)		2013-12-06	KA
Herdins äkta bets	F	2013-11-21	SD
Ikasol Granulat 602	G	2013-11-22	SD
Kloramfenikol		2013-11-22	SD
Master MoS2 (Smörjolja med molybdendisulfid, Master MOS2)	H	2013-11-21	SD
Native Tris/Glycin sample buffer	I	2013-11-21	SD
Natriumhypoklorit 5%-10% aktivt klor		2013-12-04	KA
Natriumklorid 2%	J	2013-11-21	SD
Orange G dinatriumsalt	K	2013-11-21	SD
Phenol:Chloroform:Isoamyl Alcohol 25:24:1 Saturated with 10 mM Tris, pH 8.0, 1 mM EDTA.(Fenol kloroform isoamylalkohol blandning 25:24:1)		2013-11-25	SD
Protein 80 Sample Buffer	L	2013-11-21	SD
Radglo Fluorescerande Pigment PS-serier	M	2013-11-21	SD
Sodium acetate(Natriumacetat)		2013-11-21	SD
Sodium chloride(Natriumklorid)		2013-11-28	SD
Tazobactam sodium salt([2S-(2alpha,3beta,5alpha)]-3-Methyl-7-oxo-3(1H,2,3-triazol-1-ylmethyl)-4-thia-1-azabicyclo[3.2.0]heptane-2-carboxylic acid 4,4-dioxide)	N	2013-11-21	SD
Thiamine hydrochloride(Tiaminhydroklorid)	aaaa	2013-11-22	S
Virkon pulver	bbb	2013-11-29	KA

KA = KLARA Administratör
SD = Sixten Dahlgård
S = Systemägare

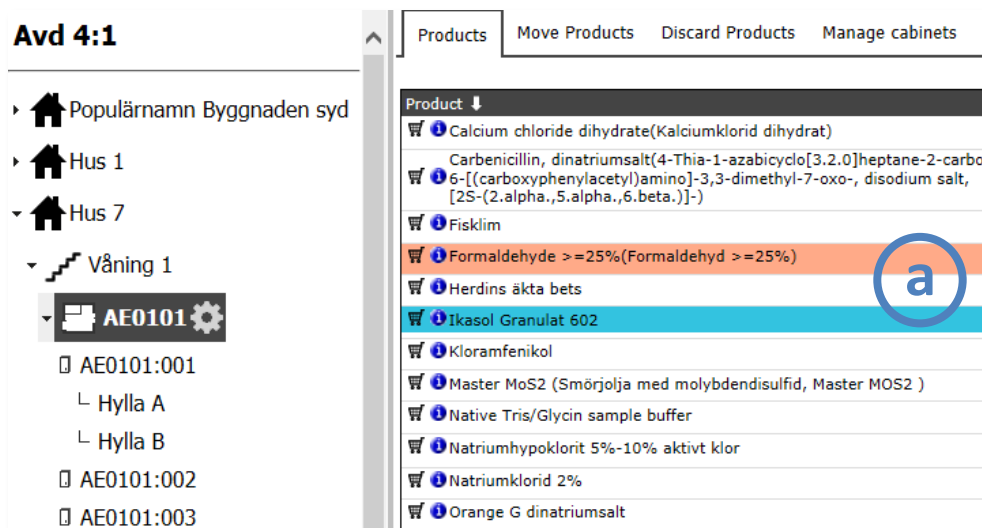
If you've added multiple levels of storage spaces in a room , the featured product list is presented according to the following rules:

- All products are displayed when you click on a room's name, even those which are in underlying storage areas, such as cabinets .
- All products available in a cabinet are listed when you press a cabinet's name , even those which are on underlying storage areas , such as shelves.
- All products on a shelf are displayed when you press the shelf's name, even those that are in / on underlying storage space.

Register transaction data on an existing product

If you copied products from the previous inventory period, regardless if you copied amounts or not, all products are listed under each separate storage area, which means you do not have to search for these in the general chemical registry.

To edit the product information for this period, such as adding a new inventory value, click on the product's name and a pop-up with detailed information about the specific product is displayed.



Click on the product you want to edit (a).

More about this in detail on page 30.

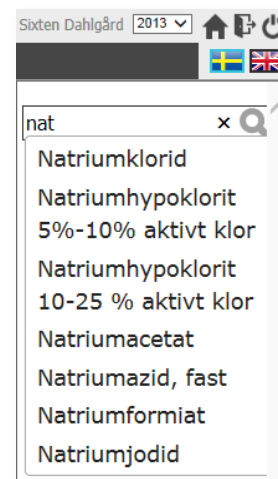
Adding a product to the product list by using search

If the list is empty, or if the relevant products are not in your list, you can search for and add these by using the search feature in the right column.

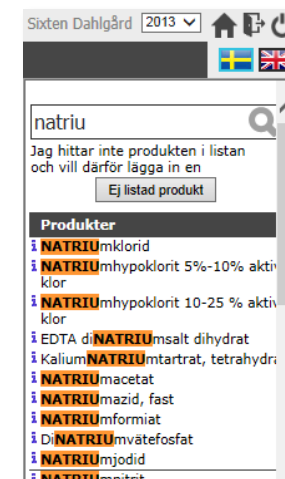
Search the product

- Enter the name, part of name or CAS on the sought-after chemical in the search field.
- You will be presented suggestions for products in a drop down based on what you type into the field (b below).
- If any of these proposals is the product you are looking for, click on the name.
- If no proposal is the product you are looking for, continue typing the name and then press ENTER.
- Below are now presented the results of your search (c below).

1



b

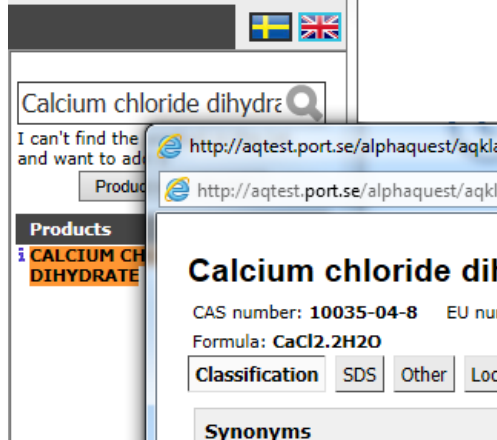


c

Product information "i"

2

If you are unsure whether a product in the result list is the one you really want to register or not, you can click on the little "i" icon to the left of the name. This opens a new window with the product available in the general chemical register.



In this example we have pressed the little i-icon for Calcium Chloride

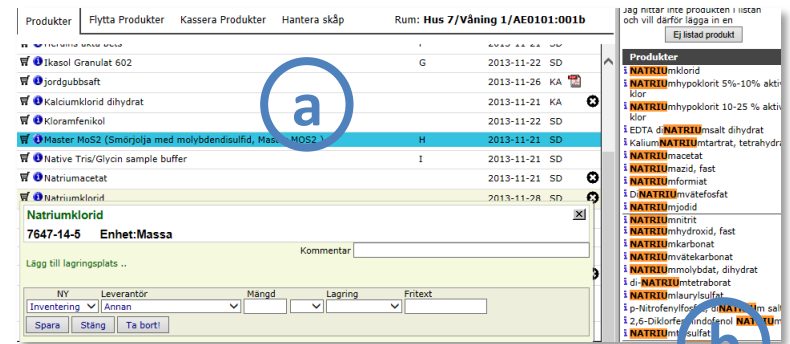
Registering a product to a storage space

Once you click on the name in the result list, the product is immediately registered to the selected storage space, and opens a pop-up with details. There you can, if you wish, register data such as inventoried quantity, supplier, etc.

3

More about this in detail on page 30.

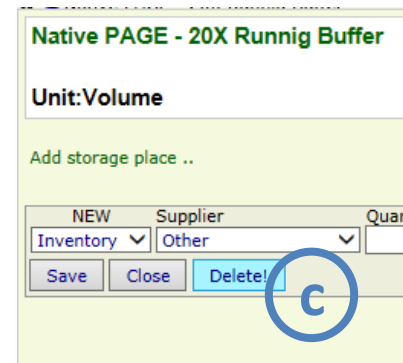
Thanks to this feature, you can quickly and easily register many products in a row by clicking on their name in the result list - they are immediately registered on the storage surface, and you can then quietly add e.g. inventory data for one product at a time.



You can quickly register the products presented in the list of results (b) by pressing on the names and build the product list (a).

NOTE: The new Delete feature.

If you notice - when you click on a product name in the results list, that it's the wrong product (maybe not the correct type of unit), you can simply delete the product from the storage area by clicking on the "Delete button" in the popup window (c).

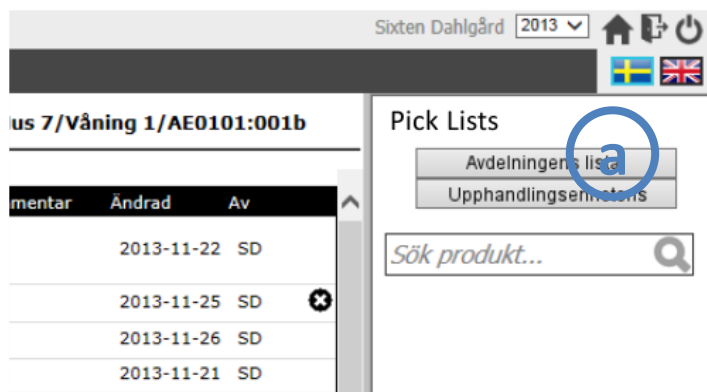


Adding product using the organization's short list

Some organizations have that extra help of the so-called "Pick lists" with excerpts from the overall product registry. These are usually centrally procured products.

If your department uses these, then you should start searching in these lists for the products you want to add. If they are not listed, then you may use the large database as described in the previous section.

Pick lists (one or more may apply) are presented in the right column next to the search form (a).



In this example there are two different pick lists.

Note that it is not certain that your organization use these kinds of lists.

By clicking one of these pick list buttons, a list is presented in the right column.

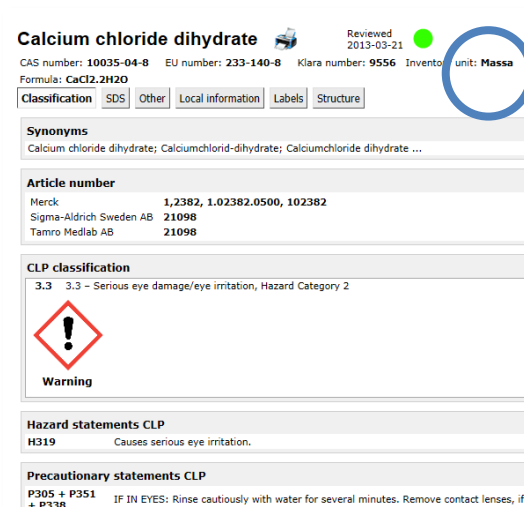
Click on the name of the product you wish to add. Otherwise, the procedure is the same as described in the previous section.

Press the button "cancel" if you want to return to the search function.

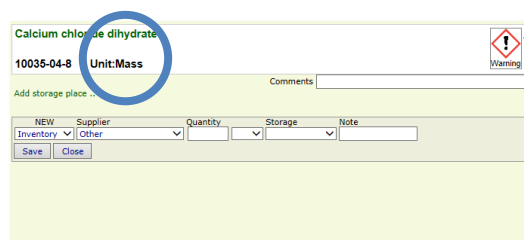
Correct unit?

Many products in the product register are registered both in mass and volume. When you add a product to a storage area, make sure that you select the correct product with the correct unit; otherwise you will not be able to use correct units when you add various transactions.

The type of unit is presented at the top of the product image (when you click on the "i") or the top of the detail image.



In this example, the unit is mass.



In this example, the unit is mass.

Registering a new product if it is missing in the chemical register

If the product you want to register is not listed in the general chemical registry, you can - if your organization allows it - manually add a new one.

It is important not to unnecessarily supplement the database with products that already exist. **You are therefore asked to be careful when you search.** The Product register is language coded into English and searchable synonyms are available, sometimes even in other languages.

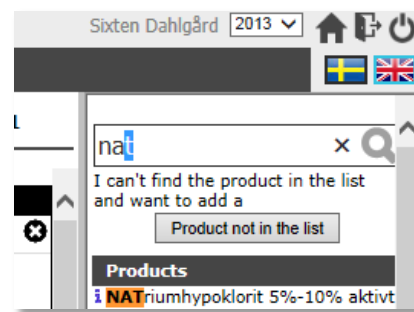
Furthermore, the product registry is based on Swedish labeling rules and regulations and it does not contain a product presentation for each and every concentration of a substance. For example Hydrochloric acid concentrations of 10% , 35% and 37% are included in " Hydrochloric acid >= 5% " because all concentrations above this will be labeled the same way. However, you can note your current concentration in the 'Level of Detail 2 "or comment fields.

All newly registered products are being reviewed and supplemented with relevant information by chemists, and where an already existing product is a again registered (as a duplicate), this “new” will be replaced.

Some organizations do not allow you to register new products. You will be prompted to contact the administrator with details of the new product.

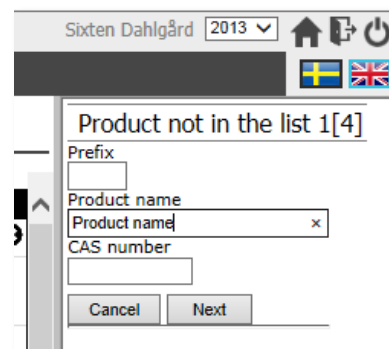
1

After you search for a product but have not found it in the product register, select "Product not in the list" in the right column.



2

Then enter any prefix for the new product (Swedish primary and English secondary) and CAS number (if it is a product composed of several substances leave this blank) and press NEXT.



3

Then select Supplier and press NEXT.

Product not in the list 2[4]

Product name
No CAS nr supplied

Supplier
Sort Name frequency

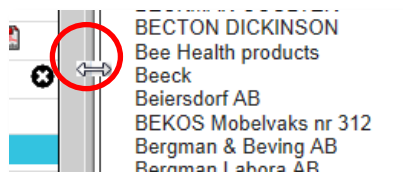
- Abkati
- Abstracta AB
- Aco
- Acros organics
- Acumedia
- Adekema AB
- Advanced Chemtech

Gathering accurate information about a product is only possible if at least one supplier is known.
Try to find your supplier in the list above, if you can't find it, please choose "other".

It's vital for the administrator to know the CAS number for the product if it exists.

Previous Cancel Next

You may need to widen the right column to scroll down the supplier list ..



If your administrator has defined prioritized suppliers they will appear at the top of the list.

If you cannot find the supplier, choose "Other". After this a number of dialog boxes follows where you can enter the name of the supplier, contact details etc.

4

Enter the hazard labels which are relevant to the product (see label or MSDS) or whether the product is not labeled.

Press NEXT.

Previous Cancel Next

If the product is known to be classified as hazardous in any way, please try to indicate this with the checkboxes in the list below.
This will help the responsible administrator to identify the product.
If you are **completely sure** that this product does not have, and should not have, any form of hazard labeling mark the "No hazard label".

No hazard label

Health

Corrosive C

Toxic T

The list includes both the older danger symbols and the new CLP. Be sure to use the correct ones.

5

If you have additional information which may be helpful for reviewers, enter this into the field "notes to administrator". It may be the supplier's part number, a link to the MSDS etc.

Product not in the list 4[4]

Product name
no CASnr supplied

Supplier
[leverantör]

If you have access to additional information concerning the product, such as an MSDS, please use the field below to let the chemists know about this.

Notes to the administrator
Link to MSDS etc

Previous Cancel Next

When you press "Next", the product is registered in the database and you can register the details on the product.

6

If you are able, you can later - from the product list - **complement your new product** with an MSDS which you've saved on your computer, by clicking on the PDF icon presented in conjunction with the product name in your list.

🛒	📄	Kalciumklorid dihydrat		2013-11-21	KA	✕
🛒	📄	Kloramfenikol		2013-11-22	SD	
🛒	📄	Master MoS2 (Smörjolja med molybdendisulfid, Master MOS2)	H	2013-11-21	SD	
🛒	📄	preNamn på produkt		2013-11-28	SD	📄
🛒	📄	Native Tris/Glycin sample buffer	I	2013-11-21	SD	
🛒	📄	Natriumacetat		2013-11-21	SD	
🛒	📄	Natriumklorid		2013-11-28	SD	✕

a

Choose a supplier, click on BROWSE and browse to the location on your computer where you saved the document. Select the document you want to link to the product and SAVE.

Note that the document can be as pdf, word file, txt file or html file.

7

You cannot normally edit the information contained in the chemical database. However, there is one exception and that is when **you** have added the product. The information you can edit are the name, CAS number, EC number and a note that the chemical should not be labeled.

You can also remove the chemical from the database altogether by clicking on the "Remove" button.

You edit this information by clicking on the little icon to the left of the product name (b)

b

Produkter Flytta Produkter Kassera Produkter Hantera skåp

Produkt

📄 Kloramfenikol

📄 Master MoS2 (Smörjolja med molybdendisulfid, Master MOS2)

📄 preNamn på produkt

Ändra produktinformation

Prefix Namn
pre Namn på produkt

CAS
111-11

EU-nummer

Ej märkningspliktig

Spara Avbryt Ta bort

Phase-out Products

Organizations can use KLARA as a tool in the process of phasing out hazardous chemicals / chemical products.

"Black" and "grey" lists can be created by administrators with information about the products which are to be phased out.

How to phase out

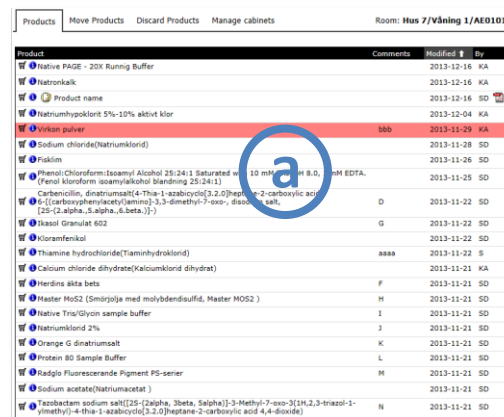
Products in rooms, or storage areas within these rooms, which are considered as phase-out products, are marked red (a). The pop-up boxes with detailed information are also shown with a reddish background, followed by the text "Phase-out substance" (b).

To mark that you no longer use the product and that you have phased it out from your department, click on the button "Phase out" (c).

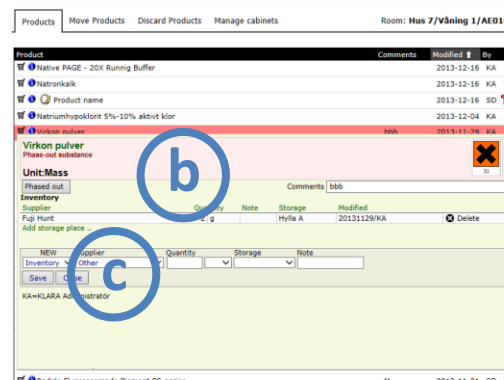
You do this **only** when the product is considered phased out for the ENTIRE department, i.e. also in other rooms and storage areas.

When the product is marked as phased out, the color changes to green, followed by "Has been phased out" (d).

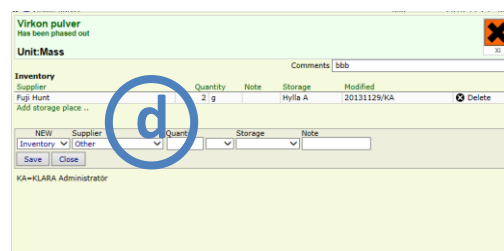
Products marked as "Phased out" are not copied when a new inventory period starts.



Phase-out product Virkon Pulver is highlighted in red to alert you that this is a product which should be phased out.



The pop-up box with detail-information does also contain a reddish background, and the text "Phase-out substance" and a button to use when the product is phased out from ENTIRE department.



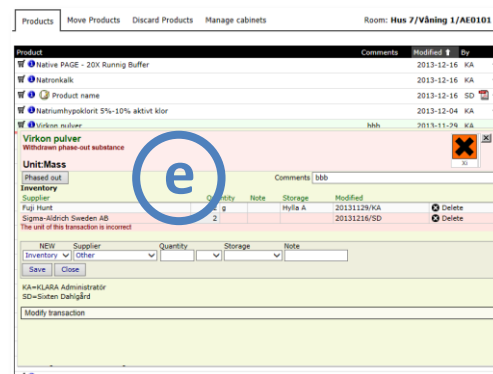
When the product is phased out, the product is marked with green in the list, and the pop-up box is also tinted green.

Re-introduce phased out products

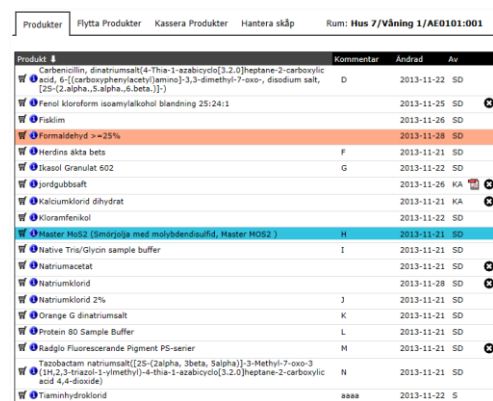
There are a variety of reasons why you would need to re-introduce a product that you previously marked as phased out; e.g. that there were no adequate substitutes on the market, or there has been organizational changes with other work methods etc.

In KLARA, when you want to re-introduce a phased out product, the only thing you need to do is to register a new transaction.

When the product is re-introduced, the color is changed to red, followed by the text "Withdrawn phase-out substance" (e).



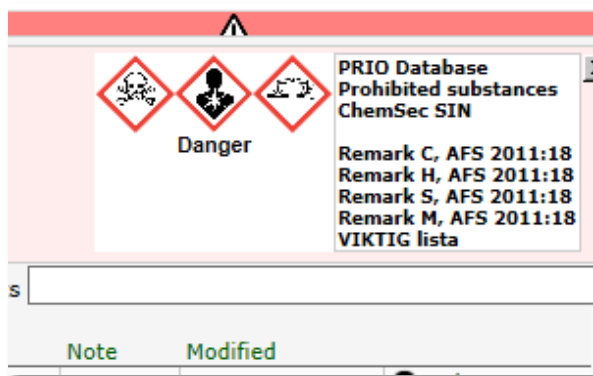
Re-introduce a product by registering a transaction connected with it.



Again, the product is colored red, both in the pop-up box and in the list.

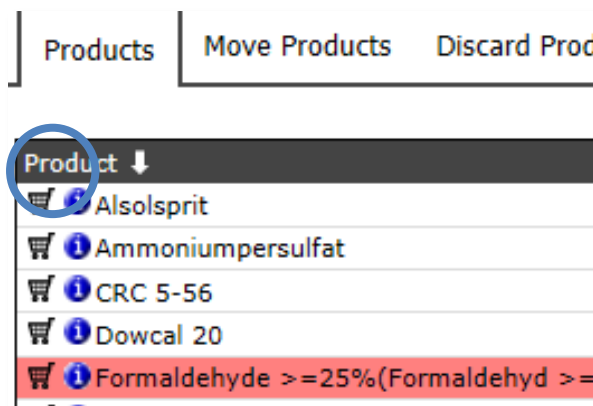
Important lists

Some of the products that you register on your storage space are included in different kinds of lists, such as the Swedish Chemicals Agency's PRIO guide, or your company's phase-out list. These lists are presented generally in the product detail image in the right hand corner.



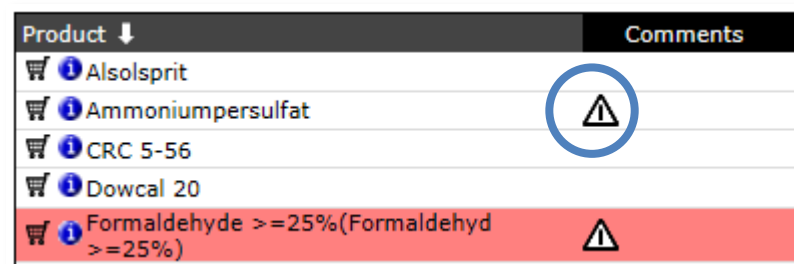
This example shows in which list a particular product is included

By clicking on a product's "i" icon, you can display its product page, where all relevant information is presented, including links to MSDS and explanations of the lists in which they are included.

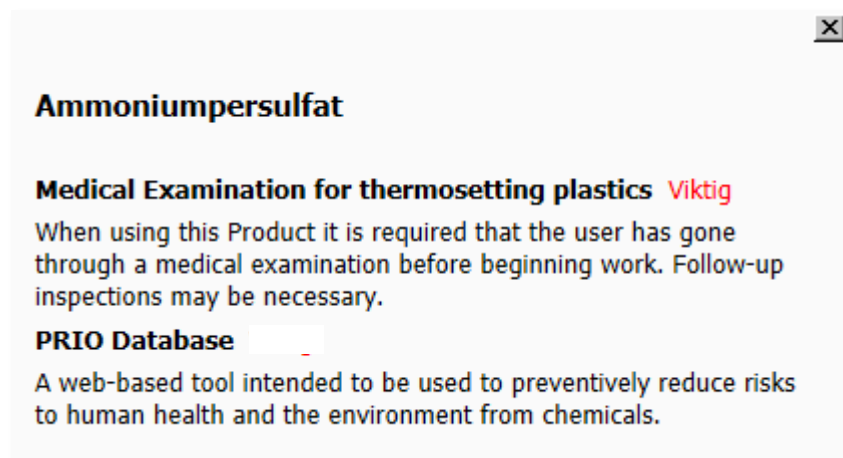


Click on the "i"-icon to read more about the product..

Your KLARA-administrator can inform you of especially important lists. If a product is included in such a list, this icon (⚠) is presented next to the product's name.



When you click on the icon, you get a pop-up screen; a presentation of all the lists the specific product is represented in, where lists marked as "important" are presented at the top. You will also get a small description of the lists.



Product history in a department

It may in some cases be interesting to view information about a specific product's history in your particular department. By showing a product's detail information from the product list and press the "History" button, you can display the history of the product for your department..

Unit	Volume	(Aerosol container)	Total volume
History			
Inventory			
Supplier	Quantity	Note	
Apoteket AB	2 liter		
CRC	1 liter		
Ahlsell	2 liter		

NEW	Supplier	Quantity
Inventory	Other	

Save Close

Press the history button in order to produce a report.

Note that the list presents information of the product in your **entire** department, sorted by year and place.

Product history in the department is presented with information of registered transactions, supplier and quantity, date of a specific transaction and name of the persons who registered the transactions.



Avd 3:4

CRC 5-56

Inventeringshistorik produkt Utskriven: 2014-05-22 01:01

2014

Hus A2 1 A2:101 Senast: 2014-05-22 Av: KLARA Inventerare

Inventering	Apoteket AB	2 liter	Systemägare	2014-05-22
Inventering	CRC	1 liter	Systemägare	2014-05-22
Inventering	Ahlsell	2 liter	KLARA Inventerare	2014-05-22

Hus A2 1 A2:102 Senast: 2014-05-22 Av: KLARA Inventerare

Inventering	CRC	2 liter	Systemägare	2014-05-22
Inventering	Ahlsell	2 liter	KLARA Inventerare	2014-05-22

2013

Hus A2 1 A2:101 Senast: 2014-05-22 Av: KLARA Inventerare

Inventering	Apoteket AB	2 liter	KLARA Inventerare	2014-05-22
Inventering	CRC	8 liter	KLARA Inventerare	2014-05-22

2012

Hus A2 1 A2:101 Senast: 2014-05-22 Av: Systemägare

Inventering	CRC	2 liter	Systemägare	2014-05-22
Inventering	Apoteket AB	6 liter	Systemägare	2014-05-22

By clicking the top icons, you can export the report to Excel or print.

3. Registering detailed information on products

Various types of detail information can be added registered products.

Which type of information that you can register is controlled centrally within your organization. Influencing factors include demands on your organization externally as well as requirements set internally.

In general it can be said that there are two levels:

- **Detail level 1**

This is the most common level and includes registration of different types of transactions, amount and supplier.

Which types of transactions are selectable for you is determined by your KLARA administrator.

Available transaction types in are : "Inventory ", " Annual Use ", "Purchase" , "Use", "Scrapping" and where appropriate "Max stored quant".

- **Detail level 2**

This is a more detailed level, where users also can be register part number, package size, purity, batch number, concentration etc.

Different organizations have different rules for how the information should be reported in KLARA, whether one should use detail level 1 or detail level 2.

For more information about your organization's rules, contact your KLARA administrator.

This manual will only describe detail level 1, as there are only a few who uses level 2.

If you use detail level 2, please contact your KLARA administrator to find out your specific rules and procedures.

Detail level 1

A specific product's or chemical's detail information is displayed in two cases;

1

The moment when you register the product to room, cabinet or shelf by clicking on the product name in the search function (right column).

The same applies in the event you choose your product with the help of a so-called pick list or when you create a brand new product.

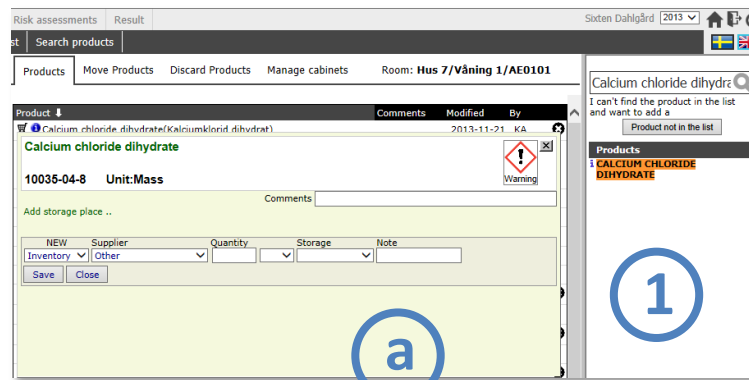
This is done when you have not previously registered the product in the storage area.

2

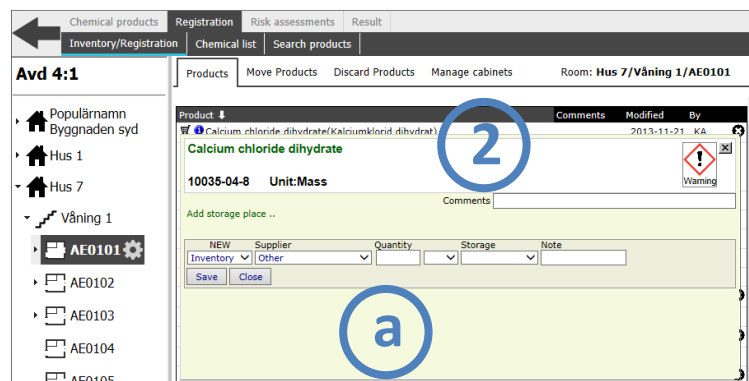
When you click on a product in the product list (middle column).

You do this usually when you want to add new information to an already registered product.

The pop-up box with product details are always shown in the middle column - Product List (a).



By clicking on a product's name in the right column, you register the product on storage space automatically and opens a box with details in the middle column.



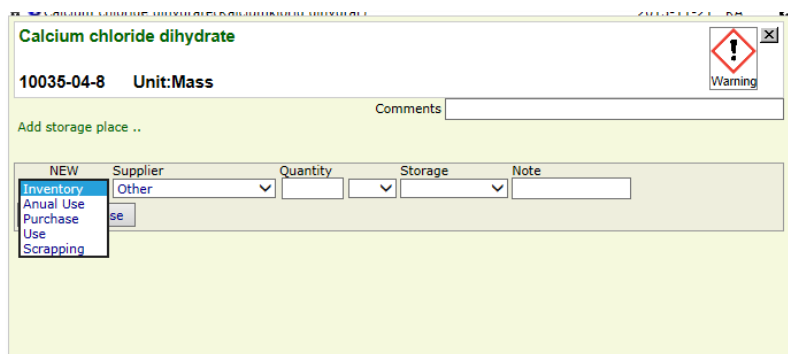
You can also click on the product name from the product list to get the details.

1. Specify type of transaction

The first thing you do after registering a product in a storage area is usually to add a transaction.

Depending on how your organization is using KLARA, various types of transaction types are available for you. The most common is "Inventory", i.e. how much of a product / chemical is found in a storage space when you make inventory.

You choose the type of transaction in the left drop down menu, in the example below, "Inventory".

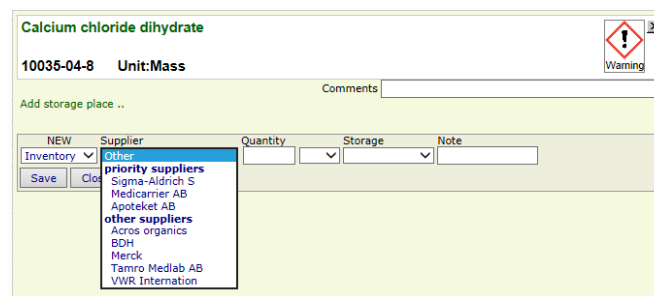


The screenshot shows the 'Calcium chloride dihydrate' entry page. The 'NEW' dropdown menu is open, showing options: Inventory (selected), Annual Use, Purchase, Use, and Scrapping. The 'Supplier' dropdown is set to 'Other'. The 'Quantity' and 'Storage' fields are empty, and the 'Note' field is also empty. A 'Warning' icon is visible in the top right corner.

1. In this example, inventory

2. Specify supplier

The next step is to select the supplier of the product. In the drop-down menu both prioritized suppliers (if your administrator has defined those), and the suppliers who are already assigned to the selected product are presented.

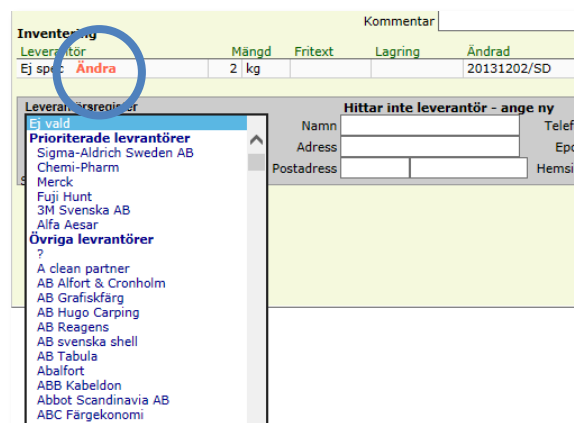


The screenshot shows the 'Supplier' dropdown menu open. It lists 'priority suppliers' (Sigma-Aldrich S, Medicarrier AB, Apoteket AB) and 'other suppliers' (Acros organics, BDH, Merck, Tamro Medlab AB, VWR International). The 'NEW' dropdown is set to 'Inventory'.

2. Specify supplier

If the current provider is not listed, select "Other" and proceed to register "Quantity", "Unit", "Storage" if relevant and "Note" (optional).

When the transaction is saved, you can edit the supplier name by clicking on "Change" (Ändra). You then get the opportunity to choose supplier from the entire database' supplier list, or add a completely.



The screenshot shows the 'Inventering' table with a row for 'Leverantör' (Supplier) and a circled 'Ändra' button. Below the table, the 'Hittar inte leverantör - ange ny' dropdown menu is open, showing a list of suppliers including Sigma-Aldrich Sweden AB, Merck, and others.

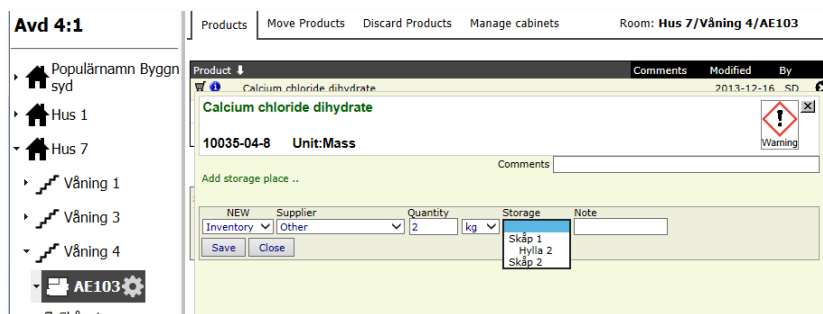
Edit supplier or create a new.

3. Specify quantity and unit

In these fields, enter the correct quantity and unit of the registered product.

4. Storage

The rule is that you register your product in the storage space that you have selected (left column). You also have the option to choose another storage within the same room, or move the product to other storage areas in the same room.



The user is making inventory in Skåp1 (Cabinet 1). The user can however select any storage space (in the room) when registering the transaction, in this case the Skåp 2 (Cabinet 2).

Optional: Comments

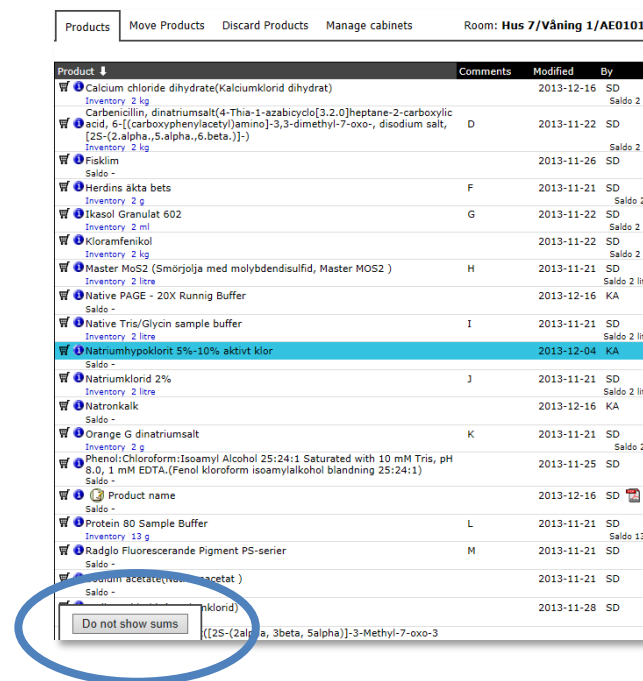
In this field you can enter a comment relating to this product in this storage space. When you create a Chemical list, you can choose to include this comment as a column (it is included in the simple chemical list, see page 40).

Optional: Note

In this field you can enter a comment relating to this product and **specific transaction**. This text will then be included in the comment column of a chemical list where the transaction type is defined and where all transactions are shown separately.

Show sums / Do not show sums

The product list includes the opportunity to see totals of all transactions per product. You can switch between on and off by pressing the "Show sum / Do not show sums" at the bottom of the product list.




Delete product from the product list (permanently)

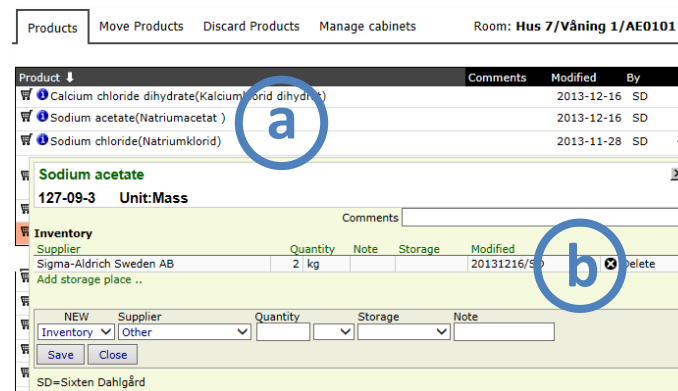
There are some rules in regards to deleting a product from the product list.

- Products cannot be deleted if there are transactions registered on the product; first delete the transactions.
- Products with transaction type "inventory" can be deleted only during the inventory period.
- Products that you stop using after the inventory period is completed, should be deleted from the list during the next inventory period.
- Products with all transaction types except "Inventory" can be deleted anytime.

Delete transaction

a First, click on the product's name in the list.


b Then click on  to delete the transaction.



Products Move Products Discard Products Manage cabinets Room: Hus 7/Våning 1/AE0101

Product	Comments	Modified	By
Calcium chloride dihydrate(Kalciumklorid dihydrat)		2013-12-16	SD
Sodium acetate(Natriumacetat)		2013-12-16	SD
Sodium chloride(Natriumklorid)		2013-11-28	SD

Sodium acetate 127-09-3 Unit:Mass

Inventory	Supplier	Quantity	Note	Storage	Modified	
	Sigma-Aldrich Sweden AB	2 kg			20131216/SD	

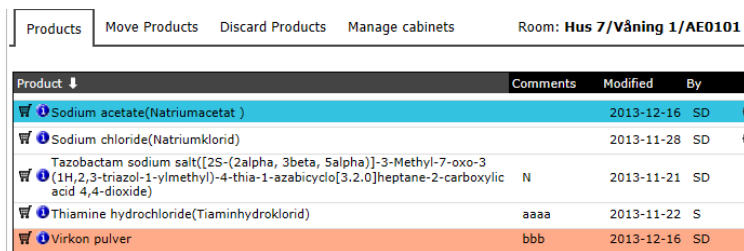
NEW Supplier Quantity Storage Note
Inventory Other
Save Close
SD=Sixten Dahlgård

In the example, click on the name "Sodium" in the product list.

Click  for each transaction.

Deleting a product

After you have deleted the transactions related to your product, delete the product by clicking on the "delete" symbol (c).



Products Move Products Discard Products Manage cabinets Room: Hus 7/Våning 1/AE0101

Product	Comments	Modified	By
Sodium acetate(Natriumacetat)		2013-12-16	SD
Sodium chloride(Natriumklorid)		2013-11-28	SD
Tazobactam sodium salt([2S-(2alpha, 3beta, 5alpha)]-3-Methyl-7-oxo-3-(1H,2,3-triazol-1-ylmethyl)-4-thia-1-azabicyclo[3.2.0]heptane-2-carboxylic acid 4,4-dioxide)	N	2013-11-21	SD
Thiamine hydrochloride(Tiaminhydroklorid)	aaaa	2013-11-22	S
Virkon pulver	bbb	2013-12-16	SD

c

Moving products

In the tab "Move products" you are presented with a tool to move one or more products from one place to another within the same department.

1

Select the **storage space** (rooms, cabinets etc.) from which you want to move items and click on the "Move" products.

Then choose from the list of products (and transactions) which ones you want to move by checking the boxes in the left column (a).
Click "Next".

2

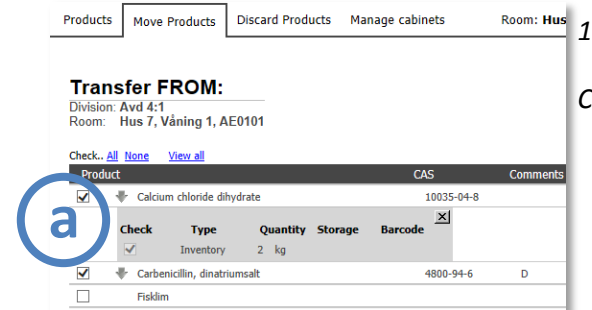
Then select **the storage space you want to move the selected items to**. You get a list presented to you with all buildings, rooms and underlying storage spaces that are associated with the department.
Click on "Next".

3

You will now see a **list** of the products you are moving, which storage space they are being moved from and storage space they will move to. Now, if something is wrong, you can always go back to the previous step by using the "Previous"-button.

If everything is ok, click "Transfer"

You now get a confirmation that the move is completed .



Products | Move Products | Discard Products | Manage cabinets | Room: Hus 1

Transfer FROM:
Division: Avd 4:1
Room: Hus 7, Våning 1, AE0101

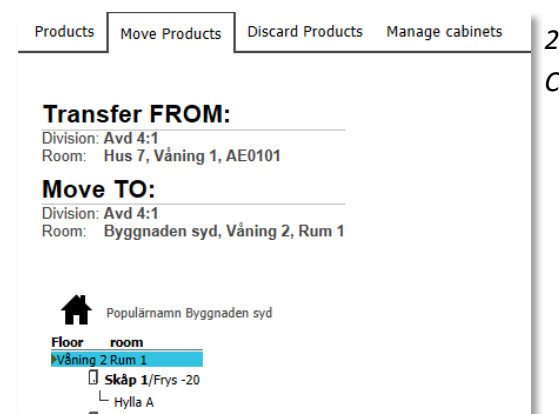
Check.. All None View all

Product	CAS	Comments
<input checked="" type="checkbox"/> Calcium chloride dihydrate	10035-04-8	
<input checked="" type="checkbox"/> Carbenicillin, dinatriumsalt	4800-94-6	D
<input type="checkbox"/> Fisklim		

Check Type Quantity Storage Barcode

Check	Type	Quantity	Storage	Barcode
<input checked="" type="checkbox"/>	Inventory	2 kg		

1
Choose products



Products | Move Products | Discard Products | Manage cabinets | 2

Transfer FROM:
Division: Avd 4:1
Room: Hus 7, Våning 1, AE0101

Move TO:
Division: Avd 4:1
Room: Byggnaden syd, Våning 2, Rum 1

🏠 Populärnamn Byggnaden syd

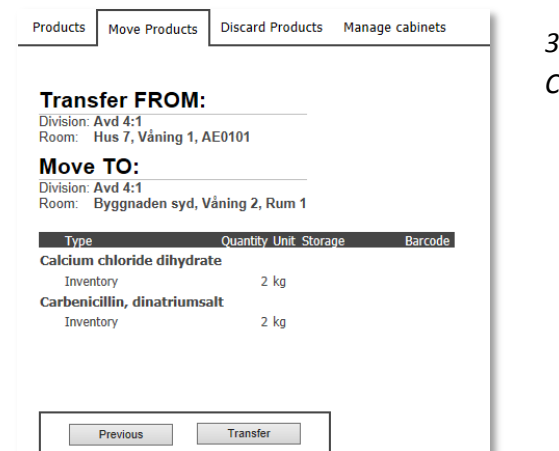
Floor room

Våning 2.Rum 1

Skåp 1/Frys -20

Hylla A

2
Choose destination



Products | Move Products | Discard Products | Manage cabinets | 3

Transfer FROM:
Division: Avd 4:1
Room: Hus 7, Våning 1, AE0101

Move TO:
Division: Avd 4:1
Room: Byggnaden syd, Våning 2, Rum 1

Type	Quantity	Unit	Storage	Barcode
Calcium chloride dihydrate				
Inventory	2	kg		
Carbenicillin, dinatriumsalt				
Inventory	2	kg		

Previous Transfer

3
Complete the transfer

Discard products

This function was called in earlier version of KLARA "Remove from list", in all other way the functionality is the same as before.

If you want to remove a product from the product list, but not permanently and be able to restore it later, and also to be able to generate reports which include these products, use the tool "Discard" products.

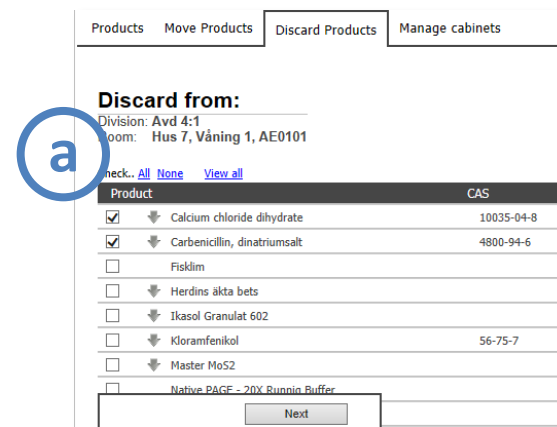
1 Select the storage space (rooms, cabinets, etc.) in which you wish to discard items and click on the tab "Discard" products.

Then choose from the list of products (and transactions) which you wish to discard by checking the boxes in the left column (a). Click "Next".

2 You will now see a list of the products you can discard. If something is wrong, you can always go back to the previous step by using the "Previous" button. If everything is ok, click "Discard".

You now get a confirmation that the products have been discarded

If you want to restore discarded products, use the restore-functionality under the tab "Discarded products", department-specific feature "Discarded products", see page 38.



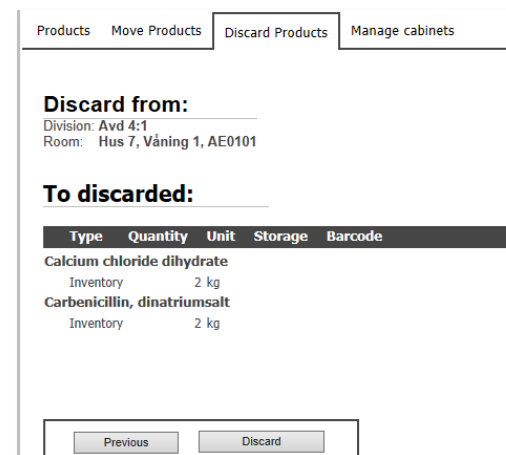
The screenshot shows the 'Discard Products' tab in the software interface. It displays the following information:

- Division: Avd 4:1
- Room: Hus 7, Våning 1, AE0101
- Buttons: [Back](#), [All](#), [None](#), [View all](#)
- Table with columns: Product, CAS

Product	CAS
<input checked="" type="checkbox"/> Calcium chloride dihydrate	10035-04-8
<input checked="" type="checkbox"/> Carbenicillin, dinatriumsalt	4800-94-6
<input type="checkbox"/> Fisklim	
<input type="checkbox"/> Herdins äkta bets	
<input type="checkbox"/> Iksol Granulat 602	
<input type="checkbox"/> Kloramfenikol	56-75-7
<input type="checkbox"/> Master MoS2	
<input type="checkbox"/> Native PAGE - 20X Running Buffer	

Next

1
Choose products



The screenshot shows the confirmation screen for discarding products. It displays the following information:

- Division: Avd 4:1
- Room: Hus 7, Våning 1, AE0101
- Section: **To discarded:**
- Table with columns: Type, Quantity, Unit, Storage, Barcode

Type	Quantity	Unit	Storage	Barcode
Calcium chloride dihydrate				
Inventory	2	kg		
Carbenicillin, dinatriumsalt				
Inventory	2	kg		

Previous Discard

2
Discard

4. End inventory period

Every registration of product transaction is stored continuously. You can always pause your work and later pick up right where you left off.

Most transaction types you can register continuously during the year.

As for the type of transaction "Inventory", your KLARA administrator set the rules in regards to within what date range you are allowed to make inventories. In KLARA this date range is called "inventory period"

Contact your KLARA administrator if you are unsure when your particular inventory period begins and end.

Inventory completed?

When you are finished with the ENTIRE department's inventory, you should indicate this in KLARA. The tool for this is available in the inventory / registration view, at the bottom of the product list (a). This tool is available in all product lists no matter which room or cabinet you are working with.

When you know that you are done with making inventory for the whole department, click on the button DONE. You are in the next step presented three choices in a pop - up screen (b).

- **Inventory completed** (you're done)
- **Done for now**
(you are temporarily done, but want to continue making inventory later)
- **Cancel**
(--to close the pop-up box)

Product	Comments	Modified	
Acetic Acid >90%		2013-09-1	S
Acetone > 25%(Aceton > 25%)			
Adekema Saltsyra 30%		2013-09-19	S
Carbencillin, dinatriumsalt		2013-09-19	S
DMEM no Phenol Red(DMEM utan fenolrött)			
Formaldehyde >=25%(Formaldehyd >=25%)		2013-09-19	S
Formaldehyde 4% buffred solution(Formaldehyd 4% buffrad lösning)			
Guanidinium chloride(Guanidinhidroklorid)			
Kasein(beta-Casein)		2013-09-19	S
2-Propanol(IPA)			
Saltsyra > 25%		2013-09-19	S
Yes Diskmedel		2013-08-22	S

Status:
Inventory allowed until **2013-12-31**
I have finished all registration for this period.

Press **DONE** if you are finished with the entire department's inventory. You will then have three choices.

Status:
Inventory allowed until **2013-12-31**

If you are done taking inventory for **ALL** rooms in **Avd. 1:2** Click "Inventory completed".
 ●

If you plan on **continuing** taking inventory later, click "Done for now".
 ●

To continue with what you were doing, press "Cancel".

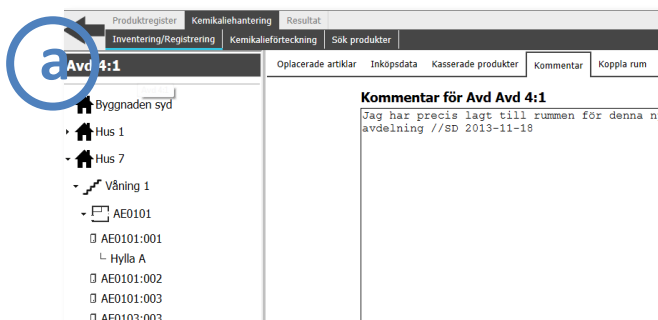
Other department specific functions

The functions described so far in this chapter have been largely features available to you in the different storage areas, such as rooms and lockers.

In KLARA there are also features which are department-specific, i.e. functions that are not directly linked to a specific place but for the entire department.

These features can be found if you click on the department name at the top of the left column of the inventory / registration interface.

All the functions are not necessarily visible to you; it all depends on the features that your organization has chosen to work with.



Access to department-specific features by clicking on the department's name in the left column (a).

Unplaced articles

This is a feature used by the organizations which use KLARAs barcode functionality. Using a barcode scanner, users can easily register products to selected department; those products which are not connected to a specific storage space are presented as a list under this tab.

Note that if you do not use feature, this tab will not be shown.

Purchase data

This is a feature used by the organizations which make use of AlphaQuest's purchasing module. From this module, users can import purchase data on purchased products. These products are after import to KLARA not registered to a specific storage space - all data are recorded to the department level. These imported purchase items are presented under this tab.

The organizations which use this functionality can of course indicate that a product listed in the imported list is stored in a storage area. However, the usual rule in these cases is not to register any transaction type (e.g., inventory) as this information is already registered under this tab.

Note that if you do not use feature, this tab will not be shown.

Discarded products

Under this tab the products that you have chosen to discard (see the section on how to dispose of products on page 36) are placed. In this tool, you have the option to restore the selected products / transactions.

If you frequently use the "Discard products"-function, the list can in this view get quite long. Therefore, you can sort the list according to the following headings:

CAS number, Product name (Products), Rooms / Storage and the date when the discarding occurred (Discarded).

Transfer FROM: Discarded

Check	CAS	Products ↓	Room/Storage	Quantity	Barcode	Discarded
<input type="checkbox"/>	64-19-7	Acetic Acid >90%	Kemikalieföråd 3			
<input type="checkbox"/>			Skåp 2	1 litre	SH21	2013-12-18
<input type="checkbox"/>	67-64-1	Acetone > 25%	Kemikalieföråd 3			2013-12-18
<input type="checkbox"/>		Ecocidean Desinfekt	Kemikalieföråd 3			
<input type="checkbox"/>			Skåp 1	1 litre		2013-12-18
<input type="checkbox"/>	50-00-6	Formaldehyde 4% buffred solution	Kemikalieföråd 3			2013-12-18
<input type="checkbox"/>			Skåp 2	1 litre	SH24	2013-12-18

1 Select the products and transactions that you want to restore.

2 Then press the "Restore" button. The products and transaction data that you choose to restore will be moved back to its original source.

All "Discard products"-lists are cleared when the user starts a new inventory period and confirms to copy chemicals. This means there will be no products the "Discarded products" tab historically, only for the current year.

Comments

This field you can use to leave comments relating to the department - useful information for other users.

Connect rooms

Under this tab you will find the tool to administer room. For more information about this feature, see the chapter on Room administration (page 11).

Chemical lists

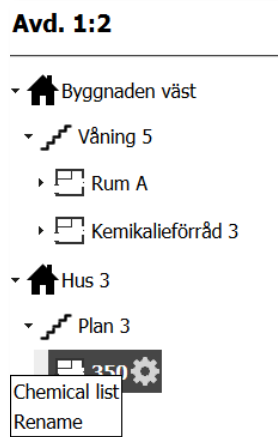
In KLARA there are different ways to create for the department relevant chemical lists. First, there is the possibility - directly from the inventory / registration view - to quickly generate simple chemical lists for rooms and / or the underlying storage areas.

There is also a powerful tool in menu item "Registration - Chemical List" where you can create different types of chemical lists.

Simple chemical list

In the left column of the inventory / registration view, every room and storage area (cabinets etc.) connected to the department is presented in a tree list.

By clicking on the little gear icon to the right of a room's (and a cabinet's, shelves') name, a context menu is presented, including the feature "Chemical List".



*Context menu
with the feature
"Chemical list"*

By clicking on the "Chemical List" link, a simple chemical list for the specific storage level (room, cabinet etc.) is generated in a new tab in your browser. This chemical list is based on the products that are registered in the current storage space.

- Chemical Lists at room level presents all products registered in a room and all its underlying levels cabinet shelves, etc.
- Chemicals List at cabinet level presents all products registered in the cabinet and all its underlying levels such as shelves, etc.

You can easily print the list by clicking on the print icon;



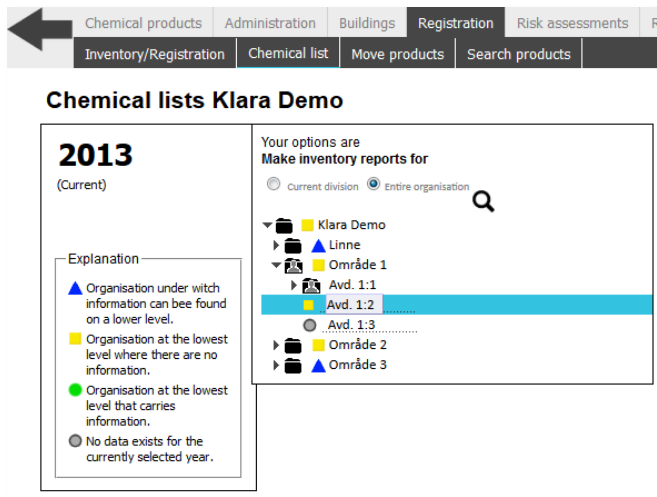
You can also access the list for further editing in Excel (if you have Excel installed on your computer) by clicking on the Excel icon;



The Chemical list tool

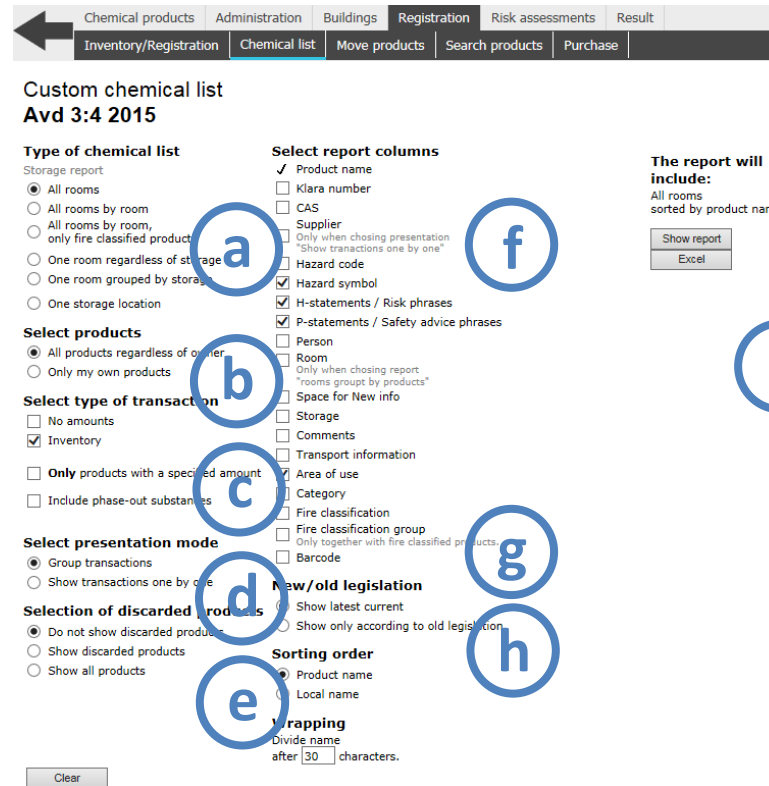
As inventory staff, you can create different chemical lists based on the work you or other have done registering the products. You find this tool under "Registration / Chemical list".

1 Select your department!



Select the department for which you want to create the chemical list.

2 You now see the tool to generate customized chemical lists.



Customize the chemical list.

a Under the heading "Type of chemical list", you narrow down your list regarding the spatial subdivision. If you select "by" or "division"; this means that the report is sorted by the names of rooms or storage locations.

b

Under the heading "*Select products*" you may choose whether you want to display all products (if the rooms are shared by other departments) or if you only want to see your own products.

c

"*Selection of transaction types*" means that you may choose what transactions are to be displayed in the report. One or more choices are allowed.

If the organization has chosen to work with KLARA as a tool for phasing out chemicals / chemical products, you can also include already phased out products (not normally shown) by checking the special box under this paragraph. This feature is shown only for those organizations that work with phase-out functionality.

d

Under the heading "*Select presentation mode*," select whether the transaction types are to be grouped according to the same type or if all transactions should be presented separately.

e

Under the heading "*Selection of discarded products*", you decide whether you want to include all products, only those that are discarded or all products except the discarded.

f

Under the heading "*Select report columns*", select the parameters you want to be displayed in your list.

NOTE: *The column "Supplier" is displayed only in chemicals list where the presentation is " Show transactions one by one" (see "D").*

g

Under the heading "*New / old legislation*", choose whether your list should show the most recent (i.e. in accordance with CLP) or in accordance to the old law classifications and labeling rules.

h

Under "*Sorting order*", choose whether your list should be sorted by KLARAs principal names ("Product Name") or by the selected synonym names ("Local name").

You can also wrap the chemical list if the names are too long; mark the number of characters where you want the names to be hyphenated.

Keep in mind to, if necessary, change your Page Setup on your computer so that the products fit the report. The more columns you choose to include, the wider the document. If you include everything, the information may not fit even with landscape paper format.

i

Depending on the choices you've made under paragraph (a), the appearance in the middle of the page will vary. If you have you selected to generate a report that includes all rooms, then all you need is to choose format of the report (html alternatively xls).

Select room

If you have selected - at paragraph (a) - "One room regardless of storage", then the following will be displayed.

Click on the room you want to generate a chemical list for.
Then select the print format.

Select room

Byggnaden väst
Våning Rum
Våning 5 Kemikalieförråd 3
Våning 5 Rum A

Hus 3
Våning Rum
Plan 3 350

The report will include:
The room:
Byggnaden väst
Våning 5
Kemikalieförråd 3
Regardless of Storage

Show report
Excel

Select storage

If you have selected - at paragraph (a) - "One storage location", then the following will be displayed.

Click on the storage you want to generate a chemical list for.
Then select the print format.

Select storage

Byggnaden väst
Våning Rum
Våning 5 Kemikalieförråd 3
Skåp 1
Skåp 2
Våning 5 Rum A

Hus 3
Våning Rum
Plan 3 350

The report will include:
Storage:
Skåp 1
in the room:
Byggnaden väst
Våning 5
Kemikalieförråd 3

Show report
Excel

Observera att det kan finnas produkter som inte tilldelats lagringsplats i systemet.

Search product

In KLARA there is a specific search function when you want to search for products and chemicals which are registered on your particular department. This feature can be found under menu item "Registration - Search products".

2

Enter the name - part of name, CAS number, barcode ID and /or specify other search options.

Some organizations are able to search for molecular structures.

The result is presented with location and amount in the right hand view (a).

1

Select your department.

Product search Klara Demo

2013

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 inventory 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

- ▼ Klara Demo
 - ▶ ▲ Linne
 - ▼ Område 1
 - ▶ Avd. 1:1
 - ▶ **Avd. 1:2**
 - ▶ ● Avd. 1:3
 - ▶ Område 2
 - ▶ ▲ Område 3

Chemical products Administration Buildings Registration Risk assessments Result

Inventory/Registration Chemical list Move products Search products Purchase

Avd. 1:2

Search products

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

Product name or CAS number

Only include products classified as:

- Risk of physical injuries
- Risk of health damage
- Risk of harmful effects to the environment
- All Products

Show products that

- Have not been discarded
- Have been discarded
- View all

Sort by

- Room, Product name
- Product name

Search

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

The search is performed both on the products names as well as there synonyms.

In the search result only names are shown and not synonyms.

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

Products	CAS	Type	Quantity	Building	Floor
Acetic Acid >90% 76	64-19-7	Inventory	1 liter	Byggnaden väst	Våning
Acetic Acid >90% 76	64-19-7	Use	1 liter	Byggnaden väst	Våning
Etanol 71-99% 20694	64-17-5	-		Byggnaden väst	Våning
Euroclean Desinfekt 50317		Inventory	3 liter	Byggnaden väst	Våning
Euroclean Desinfekt 50317		Inventory	4 liter	Byggnaden väst	Våning
Euroclean Desinfekt 50317		Use	3 liter	Byggnaden väst	Våning
Loctite 5699 56758		-		Byggnaden väst	Våning
Metanol 61 - 100% 9121	67-56-1	-		Byggnaden väst	Våning
Acetic Acid >90% 76	64-19-7	Inventory	1 liter	Byggnaden väst	Våning
Acetic Acid >90% 76	64-19-7	Purchase	1 liter	Byggnaden väst	Våning
Acetone > 25% 9075	67-64-1	Inventory	1 liter	Byggnaden väst	Våning
Acetone > 25% 9075	67-64-1	Inventory	2 liter	Byggnaden väst	Våning
Acetone > 25% 9075	67-64-1	Inventory	3 liter	Byggnaden väst	Våning
Acetone > 25% 9075	67-64-1	Inventory	5 liter	Byggnaden väst	Våning

Result

Under the menu item "Results" there are a number of different functions in order to generate reports on what is registered in a specific department.

Depending on your level of authorization, there are two or more tools.

This manual presents two tools which will serve as an example. All the tools work pretty much the same.

Resultat – organisation

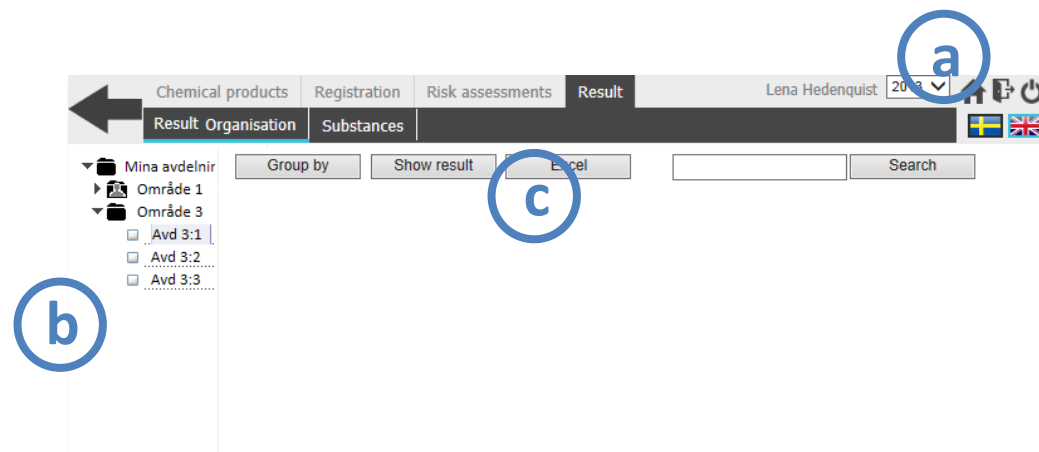
To search on the results based on inventory you've made, can be beneficial as you can search on different properties of the registered products.

Examples of this are if the chemicals are listed on Swedish Work Environment Authority's so called C-List (carcinogens).

Results of the inventory can be found under menu item "Results / Results - Organization"

1

Check first the choice of year. If you want to look at previous years' results, change the year in the top menu (a).



In the left view, you define which part of the organization the search should be based on (b).

In the right view, you define your search (c).

2

KLARA will display the products that are sought out. The result can be displayed aggregated or per individual level by selecting appropriate department in the tree list to the left.

If an aggregated search is made (only if you have permission to see several organizational elements) you can by clicking "Show" (a) to the far right in the list, see where the products are located and in what quantities.

Products	Inventory	Annual Use	Purchase
Ethanol >99%	0	0	50 [liter]
Formaldehyde >=25%	0	0	0
Hagmans Karosserikitt	0	0	500 [g]
Isoamyl alcohol	100 [ml]	0	0
Kopparpasta Aerosol (CRC)	400 [g]	0	0
Metanol 61 - 100%	0	0	0
Natriumazid, fast	0	1 [kg]	0
Sodium acetate	0	0	0
Sodium chloride	2 [kg]	0	0
Sum:	2,4 [kg]	1 [kg]	500 [g]
	100 [ml]	0	50 [liter]

Result organization

Substances

The Chemical register contains a large number of products that contain several different chemical substances. These substances can each involve certain risks and therefore e.g. be listed in Restricted Substances Database (Swedish Chemicals Agency - Kemikalieinspektionen).

You can search for these products in KLARA by using the tool under menu item "Result – Substances".

1

See the description below.

Presentation
 Classic Products by building Products by division

1. What to include in the report
Select one in the following:
 All
Include all products regardless of criteria

2. What columns go into the report
Columns:
 Supplier
 Product name
 CAS
 Use
 Hazard code
 Hazard symbol
 H-statements / Risk phrases
 P-statements / Safety advice phrases
 Quantity
 Transport info

3. Where do you want to search
Composition:
 Max
 Max percentage
 Max percentage Amount
 Class
 Klara-id
 Appear on PRIO/Begr.db.
 Recipient

4. Calculate

Some parameters are pre - selected for. To clear the tool of these presets, click "Clear" (e).

a

"Classic" presentation includes all data of the substances registered on the selected organizational unit.

You are also able to sort and group the report "... by building" and "... by department . Information about substances is omitted.

b

Step 1: What to include in the report?

Search method

If you tick the box "All" , this overrides the choices you've made regarding the search method (below) and presents an overall comprehensive list of the selected organizational unit , where also substances are presented.

...or

Choose one of the other available choices; CAS number , Product name, Lists, Category / Use etc..

You can search for multiple CAS numbers simultaneously, separate with a comma (50-00-0 , 67-64-1 ...).

Under the heading "*Transaction Types*", select one or more transaction types .

Details composition:

Relates to presentation of substances.

c

Step 2: What. What columns goes into the report

Columns

Select the columns you want to display in the report.

Group by

You can choose to group the list of selected organizational units.

"no group " = all chemicals in alphabetical order.

Format

HTML = web page.

Units will show

"Best choice" is pre-selected and means that conversion is done to reduce amount of decimals.

"Basic unit" means that all the products registered in volume are displayed in liters and all the products registered in mass are displayed in kilograms. The reason for this feature is to make further editing in Excel will be easier.

New / old legislation

Pre-selected is "Show latest current". It means a mixture on the report of new and old symbols or H / P entries and R / S phrases.

d

Step 3: Where do you want to search

You can choose to print lists for one organizational unit or more (depending on permissions). Open the tree list and tick relevant boxes.



Step 4: Calculate

Calculate by clicking on the "Report" button. Reset all selections by clicking on "Clear."

Occurrences of products appearing on the list PRIO-Databasen Updated 2013-08-15, for departements Område 1, Område 3 Refer to year 2013

Printed:

Product						Contents							
Product name	Use	Inventory	Hazard symbol	Hazard code	H-statements / Risk phrases	P-statements / Safety advice phrases	Product name	CAS	Max percentage	Max	Hazard code	H-stat. / R-phrases	
Acrylamide/Bis solution, 37.5:1	Labkemikalie	79 ml		T	H302, H312, H315, H317, H319, H340, H350, H361F, H372	P201, P280, P301 + P310, P305 + P351 + P336, P308 + P313	Acrylamid	79-06-1	20-35	35	T	H302, H312, H315, H317, H319, H340, H350, H361F, H372	
Formaldehyd >=25%	Labkemikalie	16.01 liter		T	H301, H311, H314, H317, H331, H335, H351, H370	P280, P280, P301 + P310, P305 + P351 + P338	Formaldehyd >=25%	50-00-0			T	H301, H311, H314, H317, H331, H335, H351, H370	
Formaldehyd 4% buffrad lösning	Labkemikalie	9 liter		Xn	R40, R43	S12, S28, S36/37/39, S45, S51	Formaldehyd >=25%	50-00-0			4	T	R40, R43 H301, H311, H314, H317, H331, H335, H351, H370
Kaliumcyanid	Forskningskemikalie	100 liter		T+ N	EUH032, H380, H310, H330, H410	P273, P280, P302 + P352, P304 + P340	Kaliumcyanid	151-50-8				T+ N	EUH032, H380, H310, H330, H410
Kopparpasta Aerosol (CRC)	Smörjmedel	800 g		F+	R12, R52/53, R67	S16, S2, S23, S35, S51	Alifatnafta, lätt kolväten, C3-4- rika, petroleum- destillat	64742-49-0 68512-91-4	<25 30-60	25 60	Xn F N F+	R12, R52/53, R67 H225, H304, H315, H336, H411	
Kopparpasta Aerosol (CRC)	Smörjmedel	1,4 kg		F+	R12, R52/53, R67	S16, S2, S23, S35, S51	Alifatnafta, lätt kolväten, C3-4- rika, petroleum- destillat	64742-49-0 68512-91-4	<25 30-60	25 60	Xn F N F+	R12, R52/53, R67 H225, H304, H315, H336, H411	
Medicinsk beroin	Organiska lösningsmedel/Rengöring	500 ml		Xn F N	R11, R51/53, R65, R66, R67	S18, S2, S28, S51, S7	Alifatnafta, lätt	64742-49-0			100	Xn F N	R11, R51/53, R65, R66, R67 H225, H304, H315, H336, H411
Natriumazid, fast	Labkemikalie, Konserveringsmedel, Forskningskemikalie	7 mg		T+ N	EUH032, H300, H410	P273, P309 + P310	Natriumazid, fast	28628-22-8				T+ N	EUH032, H300, H410
Würth OL- Oxidlösa	Kemisk/tekniska produkter	400 ml		Xi F+	H222, H315, H318, H335, H336, H412	P273, P280, P302 + P352, P304 + P340, P305 + P351 + P338	Nafta (petroleum), vatebehandlad lung (0.1% benzene)	64742-48-8	25-35	35	Xn	H222, H315, H318, H335, H336, H412 H225, H304, H315, H336, H411	
							Cyklohexan	110-82-7	0.75-1	1	Xn F N	H225, H304, H315, H336, H400, H410	

H-statements / Risk phrases

R11 Highly flammable.
R12 Extremely flammable.
R40 Limited evidence of a carcinogenic effect.
R43 May cause sensitisation by skin contact.
P51/53 Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.

In the above example the report shows only the products that are registered in a number of defined organizational units (divisions) which contain substances that are listed in the PRIO database. Only those substances listed in the PRIO are displayed. You can click on the product name to get a more detailed description.

Additions and changes

The following chapters have been changed, removed or added in this version of the manual.

Changed

Page 43 "Fire Classification Group" (additional report column related to new fire classification).