



How to open a group for inventory if accidentally closed?

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Fastighetsavdelningen

Enter "Chemicals" and click on "Status"



Search products

This is where you search amongst registered chemicals



Chemical list

This is where you create your own chemical list



Inventory & Registration

This is where you take inventory of chemicals



Results

This is where you create a report based on organization



Approved risk assessments

Here you will find a list of approved risk assessments



Risk assessment

Here you will find the tool to make risk assessments

Links

The statistics refers to:

Entire organisation:
Fastighetsavdelningen

Products

- | | |
|---|----|
| • Products | 37 |
| • Non-reviewed products | 0 |
| • Re-classified products (last 12 months) | 5 |
| • Archived products | 1 |

Classification

Risk assessment

Fire safety

Administration

- Skicka epost till alla Klaraanvändare på verksamheten.
- Send email to all Klara users.
- Report on KLARA users On the division.
- Report on KLARA users in the system.



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The screenshot shows a web-based application interface for managing departments and their status. On the left, a sidebar lists various departments and groups, with 'Demo/utbildning' selected and highlighted by a blue oval. A 'Show' button is located next to it, circled in red with a large number '1'. Above the sidebar is a search bar with a magnifying glass icon. In the center, a table displays departmental information. The first row shows 'Demo/utbildning' with a status icon showing a yellow light and a padlock, labeled 'Open...' with a green lock icon. This row is circled in blue with a large number '2'. To the right of the table is a small 'XLS' icon. The table has columns for Department, 2021, Status, Person in charge, Recent email, Number of products, The registration has started, Marked as being done, Previous year, and Copy. The 'Status' column contains icons indicating inventory progress: yellow for in progress and green with a padlock for finished.

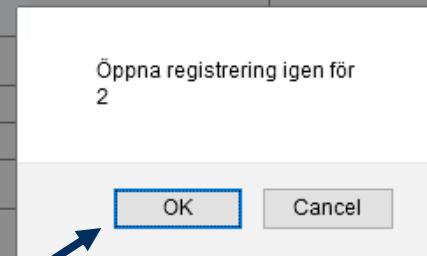
Department	2021	Status	Person in charge	Recent email	Number of products	The registration has started	Marked as being done	Previous year	Copy
Demo/utbildning			Kursinloggning Kurs						
2				Open...		13	2021-01-13	2021-02-15	17
3									Kopierad
4									Kopierad
5									
6									
7									
amil									
Group 1									
Inköp (demo)				Samantha Gainsford					26
polis									3

1) Highlight your department and click on the button labled "Show".

2) A summary of all groups at the selcted department is shown in the moddle of screen. Yellow light indicates that inventory is in progress and a green light combined with a padlock indicates that the inventory is finished and closed.

3) Click on the blue text "Open..." next to the padlock

Department	2021	Status	Person in charge	Recent email	Number of products	The registration has started	Marked as being done	Previous year	Copy
Demo/utbildning	visa..		Kursinloggning Kurs						
2	visa..	Open..			13	2021-01-13	2021-02-15	17	
3	visa..								Kopierad
4	visa..								Kopierad
5	visa..								
6	visa..								
7	visa..								
amil	visa..								
Group 1	visa..							26	Copy data
Inköp (demo)	visa..		Samantha Gainsford					3	Copy data
polis	visa..								



Press "OK" when the dialogue box pops up



Department	2021	Status	Person in charge	Recent email	Number of products	The registration has started	Marked as being done	Previous year	Copy
Demo/utbildning	visa..		Kursinloggning Kurs						
2	visa..				13	2021-01-13	2021-02-15	17	
3	visa..								Kopierad
4	visa..								Kopierad
5	visa..								
6	visa..								
7	visa..								
amil	visa..								
Group 1	visa..							26	Copy data
Inköp (demo)	visa..		Samantha Gainsford					3	Copy data
polis	visa..								

The group is now opened for further registration as shown by the yellow light and the absence of a padlock