

Chemora Inventory How To Use

A friendly step-by-step guide to the free chemical inventory for research laboratories.

Search, add, label, order, move and audit every bottle in your lab.

app.chemora.art · booking@chemora.art · November 2026

Welcome

Chemora Inventory is a free, web-based chemical inventory made for research laboratories. It keeps track of every bottle in your lab: what it is, where it is, how much is left, and what hazards it carries. This guide walks through everyday use, from signing in to printing labels and managing your lab.

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Who Can Do What

Role	What You Can Do
Member	Search the lab's inventory, open chemical details, request orders, and see your own collection.
Chemical Manager	Everything a Member can do, plus add, move and delete containers, print labels, scan containers to move them, mark orders as ordered or received, and view Activity History.
Administrator	Everything a Chemical Manager can do, plus Inventory Management (import, export, bulk update, stocktake) and user accounts for the lab.

> **Good to know:** every laboratory has its own private space. You only ever see the data of the labs you belong to.

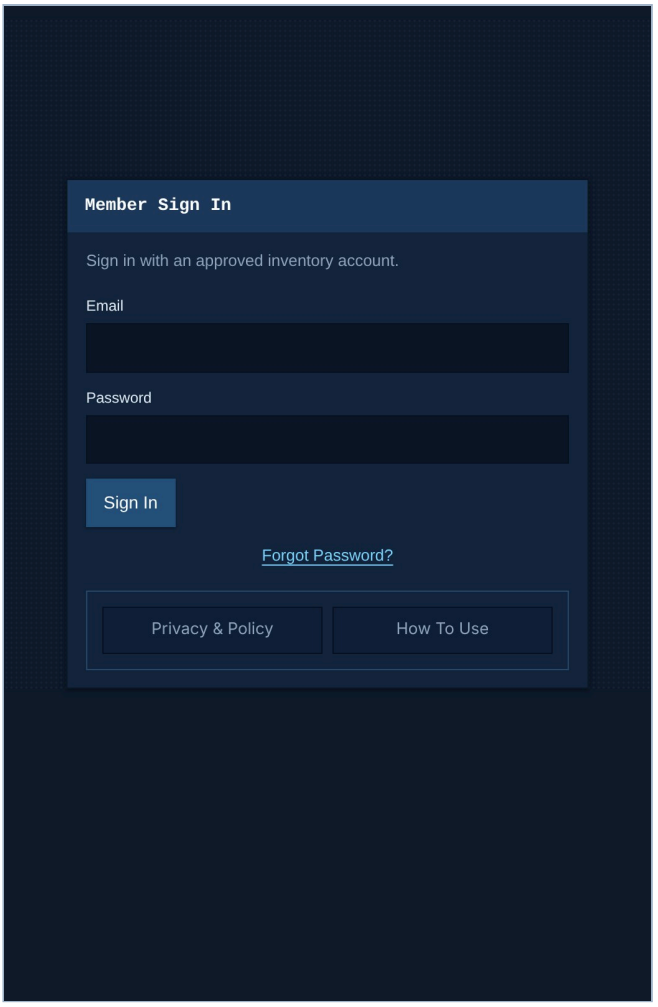
1. Signing In

1. Open **app.chemora.art** in your browser.
2. Enter the e-mail address and password of your approved account. Your lab administrator creates accounts with **Add New User** (Administration, Inventory Management, User Accounts).
3. Click **Sign In**.

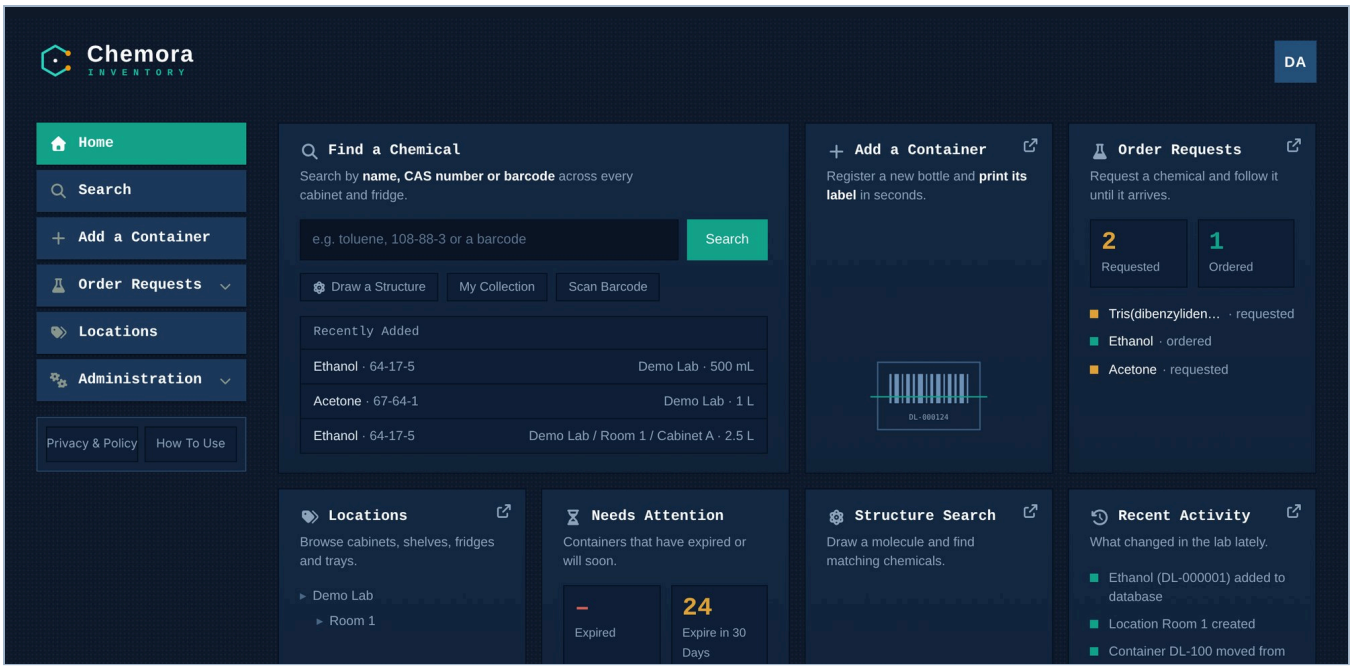
Forgotten your password? Click **Forgot Password?** under the form and follow the e-mail. New passwords need at least 12 characters.

The two buttons at the bottom open **Privacy & Policy** (how your data is protected) and this guide, **How To Use**.

> **Shared computer?** Always use the Sign Out button when you finish.



2. The Home Page and Menu



The Home page: shortcuts, live numbers and recent activity.

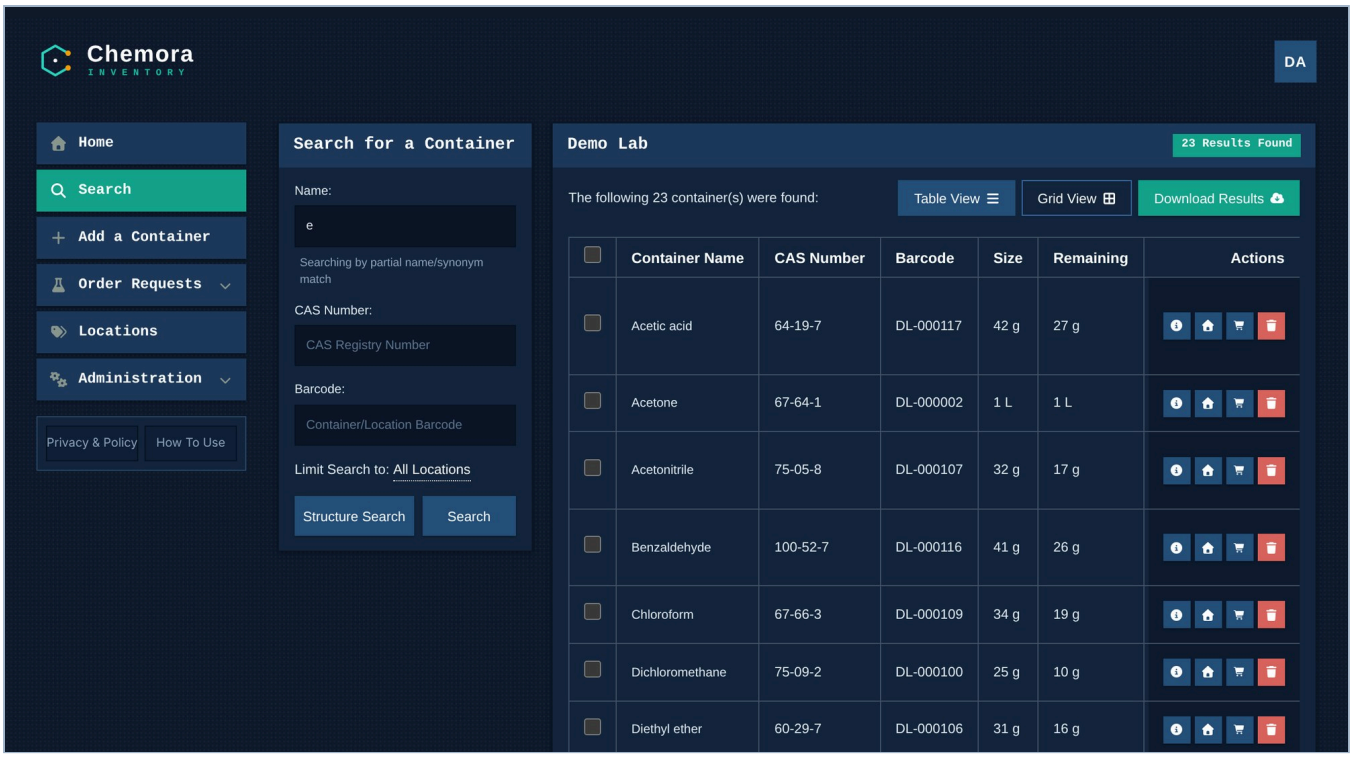
The menu on the left takes you to every part of Chemora. On a phone it opens from the **Menu** button at the top.

Menu Item	What It Does
Home	Overview of your lab with shortcuts to the most common tasks.
Search	Find containers by name, CAS number, barcode, structure or location.
Add a Container	Register a new bottle. (Chemical Managers and Administrators)
Order Requests	**Request an Order** and **Current Orders**.
Locations	Browse cabinets, shelves, fridges and trays.
Administration	**Inventory Management** and **Activity History**.

Home Page Cards

- **Find a Chemical**: type a name, CAS number or barcode and press Search. Under it, **Draw a Structure**, **My Collection** and **Scan Barcode** are quick shortcuts.
- **Recently Added** lists the newest containers.
- **Order Requests** shows how many orders are requested and ordered.
- **Needs Attention** counts containers that have expired or expire within 30 days.
- **Recent Activity** shows what changed in the lab lately (Chemical Managers and Administrators).

3. Finding a Chemical



Search results in table view with the optional columns switched on.

1. Open **Search** from the menu.
2. Fill in one or more of **Name** (partial names and synonyms work), **CAS Number** or **Barcode**. Use **Limit Search to** to search inside one location only.
3. Click **Search**. For a drawing-based search click **Structure Search**, draw the molecule and choose the match type.

Working With the Results

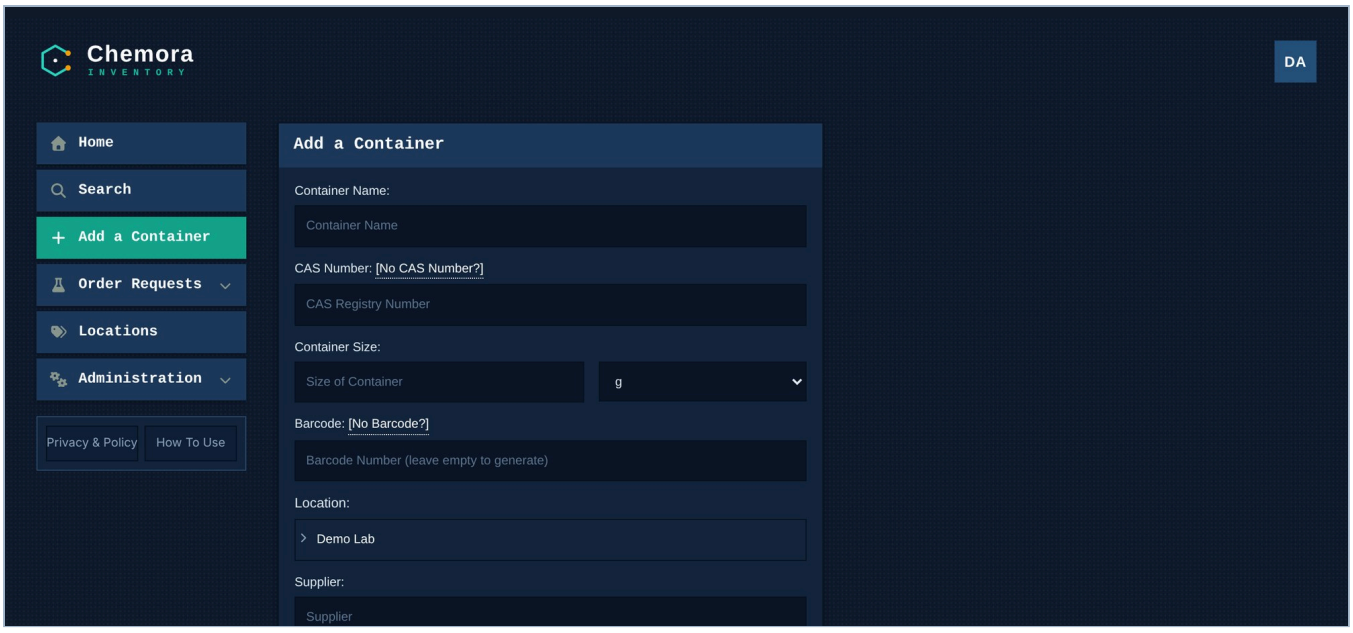
- **Table View / Grid View** switches between a table and picture tiles.
- **Download Results** saves the list as a CSV file for Excel.
- Administrators can choose the columns shown (CAS Number, Barcode, Size, Remaining, Location, Supplier, Date Acquired, Owner) with **Table Columns** in the Inventory Management menu. The choice is remembered in that browser.
- The action buttons on each row are **Details**, **Move**, **Order** and, for Chemical Managers, **Delete**.
- Tick the boxes at the start of rows to act on many containers at once: **Move Selected**, **Print Labels** or delete. The box in the header selects every row.

Chemical Details

The **Details** button opens the structure, formula, barcode, location, amounts, supplier, dates and the container history. The **GHS Safety Summary** shows hazard pictograms and H-codes. Chemora looks these up on PubChem automatically and a link opens the PubChem safety page.

> **Safety note:** a chemical with no hazard codes found is not necessarily safe. Always check the supplier's safety data sheet (SDS).

4. Adding a Container



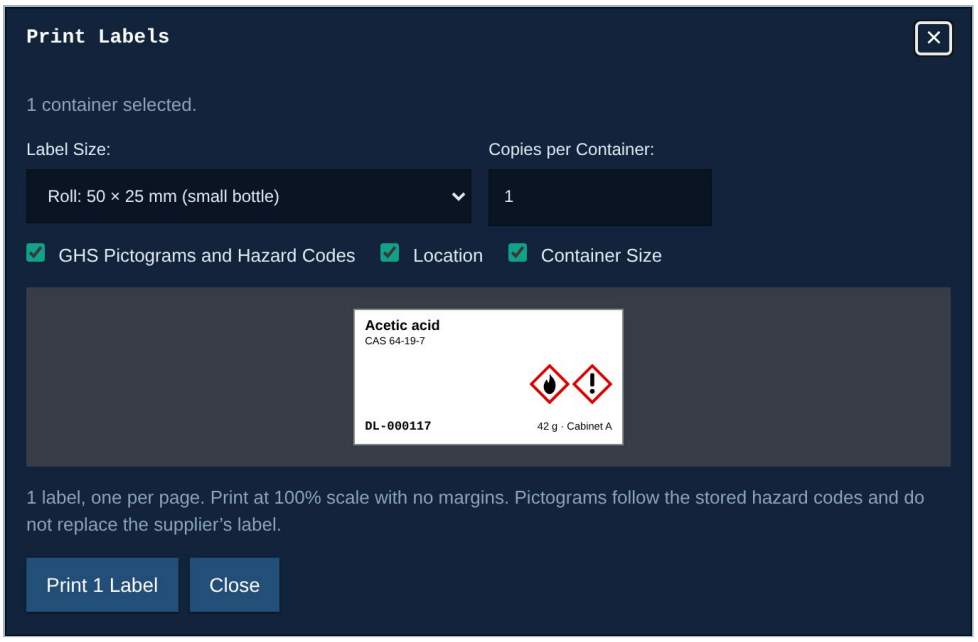
Add a Container, step 1.

Only Chemical Managers and Administrators can add containers.

1. Open **Add a Container**.
2. Enter the **Container Name** and, if you have it, the **CAS Number**. No CAS number? Click **[No CAS Number?]**.
3. Enter the **Container Size** and choose its unit (g, mg, kg, mL, L, mmol, mol, units, rxns or cu ft).
4. **Barcode**: scan or type one, or click **[No Barcode?]** and Chemora generates a unique barcode for you. A barcode is never reused, even after a container is deleted.
5. Choose the **Location** and, optionally, the **Supplier**. **Add Comment** opens a notes field.
6. Click **Next**.
7. Step 2 asks for the remaining amount, purity, catalog and lot numbers, dates acquired and expiry, owner and molecular formula. **GHS Hazard Codes** are filled in from PubChem; use **Choose Hazard Codes** to review or change them.
8. Click **Add Container**.

> **Tip:** a duplicate of an existing container can be made from its Details window with **Duplicate Container**, which pre-fills the form.

5. Printing Barcode Labels

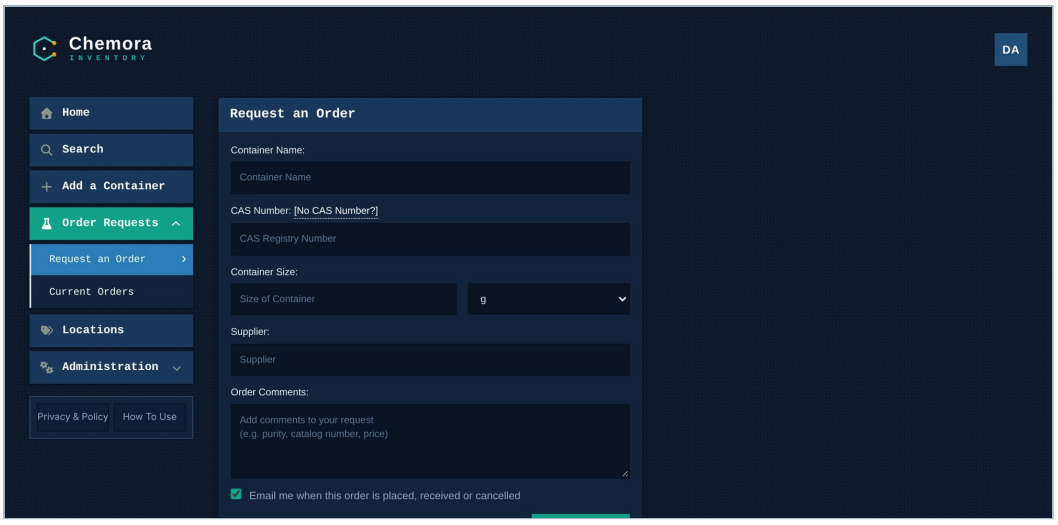


The Print Labels window with a live preview.

1. In Search or Locations, tick the containers you want labels for (or open one container's Details).
2. Click **Print Labels**.
3. Choose the **Label Size**: roll labels (50 × 25 mm, 76 × 51 mm, 100 × 50 mm) or A4 sheets with 24, 21 or 14 labels.
4. Set **Copies per Container**. On sheet sizes, **Start at Label No.** lets you continue a partly used sheet: if you have already used the first 6 labels, enter 7. Positions count from left to right, then top to bottom.
5. Tick what to show: **GHS Pictograms and Hazard Codes**, **Location** and **Container Size**. The preview updates as you choose.
6. Click **Print** and print at 100% scale with no margins.

> **Remember:** printed pictograms follow the hazard codes stored in Chemora. They support, but never replace, the supplier's own label.

6. Order Requests



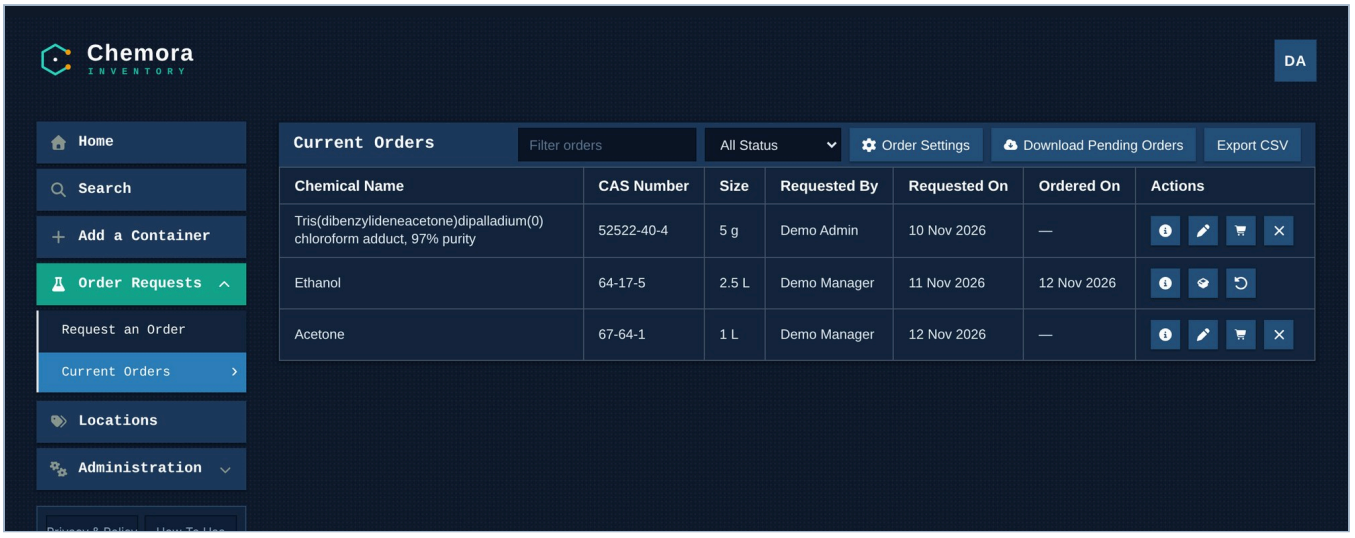
Request an Order.

Requesting a Chemical

1. Open **Order Requests**, then **Request an Order**.
2. Enter the name, CAS number, size, supplier and any comments. Tick **Email me when this order is placed, received or cancelled** to get updates.
3. Click **Request Order**.

> **Duplicate check:** while you type, Chemora tells you if the lab already has the chemical (and where) or if someone has already requested it, so you do not order it twice.

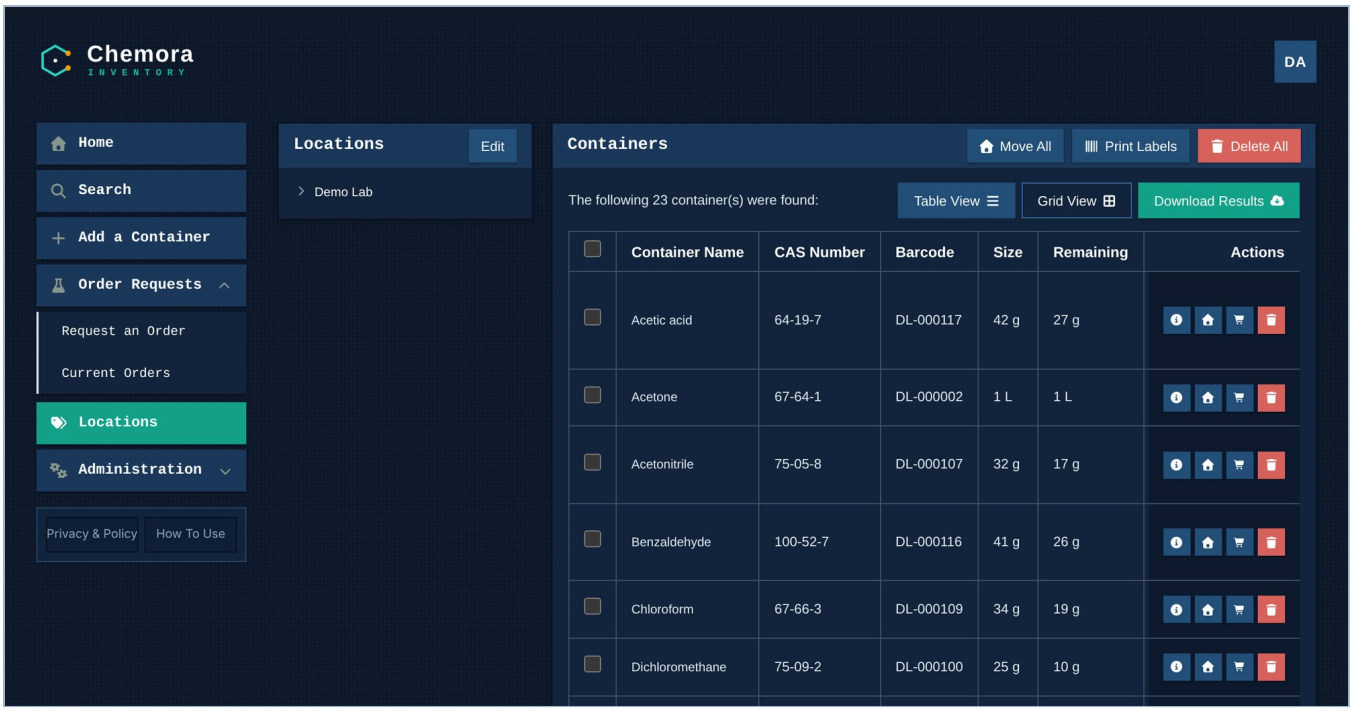
Following Orders



Current Orders.

Current Orders lists every open order. Use the filter box and the status menu to narrow the list. The buttons on each row are Information, Edit, Mark as Ordered, Receive and Add to Inventory, Undo Order and Cancel Request. Chemical Managers mark orders as ordered and receive them; **Receive and Add to Inventory** registers the delivered container in the lab.

7. Locations and Moving Containers



The Locations page: choose a location on the left to list its containers.

- Open **Locations** to browse the tree of cabinets, shelves, fridges and trays. Click a location to list everything stored in it, as a table or as tiles.
- Chemical Managers and Administrators can click **Edit** to add, rename or switch off locations. Cabinets, shelves and fridges can contain other locations; trays cannot.
- **Move All** moves every container of the chosen location to another one; **Print Labels** prints their labels.

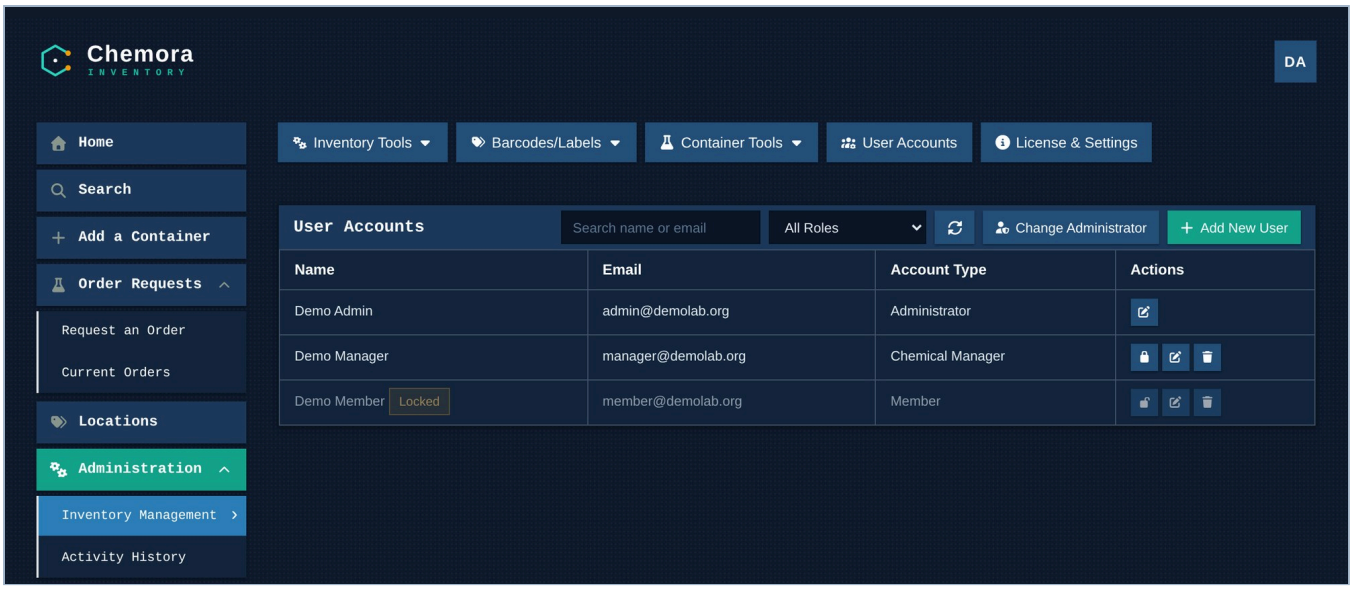
Scan to Move

1. Click **Scan Barcode** on the Home page.
2. Scan or type the barcode of the destination location, or pick it from the list.
3. Scan container barcodes one after another. Each container moves as soon as it is scanned and appears in the log.

Stocktake and Audit

Under Inventory Management, **Stocktake & Audit** lets you pick a location and scan everything you find there. Chemora lists what was found, what is missing and what is in the wrong place, and can move the unexpected containers to that location.

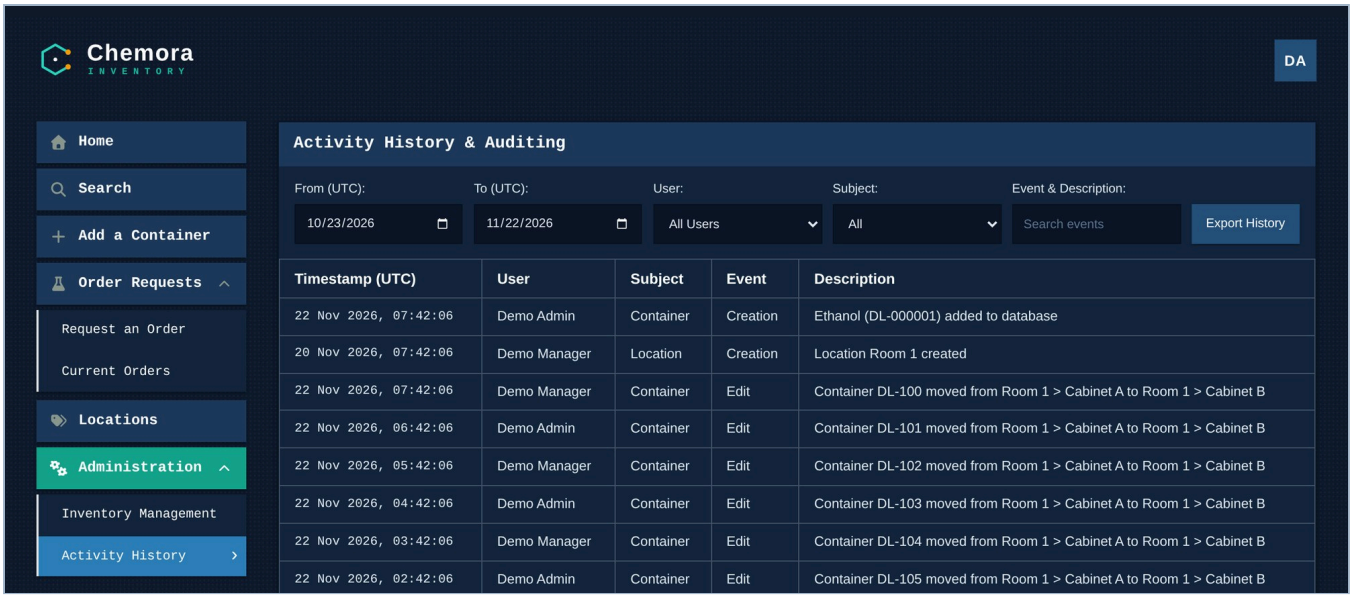
8. Administration and Activity History



Inventory Management for administrators.

Tool	What It Does
Import from CSV	Adds up to 500 containers from a spreadsheet. Download the template first. The import checks the file and shows the result before saving, and can skip possible duplicates or create missing locations.
Export Your Inventory	Downloads every container you can access as CSV.
Bulk Container Update	Download the data, edit supplier, lot, purity, dates, notes or remaining amounts in a spreadsheet, and upload it. The changes are shown before anything is saved.
Print Barcode Labels, Assigned Barcodes	Label printing and the list of every barcode ever assigned in the lab.
Deleted Containers, Recently Added	Disposed containers kept with their history, and the newest containers.
User Accounts	**Add New User**, change a role (Member, Chemical Manager, Administrator), lock or unlock an account, or hand over the lab with **Change Administrator**.

Activity History



Activity History.

Chemical Managers and Administrators can audit every change. Filter by **From** and **To** dates (UTC), **User**, **Subject** (container, location, order) or search the event text, then use **Export History** to save the list.

9. Using Chemora on a Phone

- Open **app.chemora.art** in the phone's browser. Everything works the same as on a computer.
- Tap **Menu** at the top to open the same menu as on the desktop.
- Tables turn into easy-to-read cards: each row becomes a card with labels, and its action buttons sit at the bottom of the card.
- Scanning: tap the barcode field and use a barcode scanner connected to the phone, or type the barcode.
- Add the page to your Home Screen from the browser's menu for one-tap access.

Troubleshooting

Problem	Try This
A page looks old or a button is missing	Refresh the page (on a computer press Ctrl+Shift+R).
I cannot sign in	Use **Forgot Password?**. If your account is locked, ask your lab administrator.
I cannot see Add a Container or Activity History	These need the Chemical Manager role. Ask your lab administrator.
No hazard codes appear	PubChem had no data for that chemical. Check the supplier's SDS. Chemical Managers can enter the codes by hand with Edit next to GHS Safety Summary in Details.

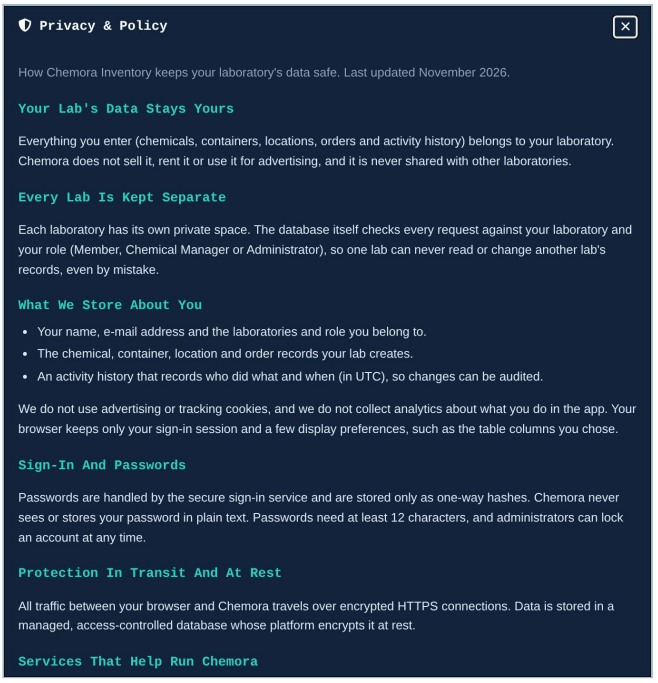
10. Safety, Privacy and Backups

Your Data

Each lab's data is separate from every other lab's and is protected by role-based access. Passwords are never stored in plain text and all traffic is encrypted. Click **Privacy & Policy** under the menu (or on the sign-in page) to read the full statement.

Good Habits

- Use a strong, unique password and sign out on shared computers.
- Ask an administrator to lock the account of anyone who leaves the lab.
- Download your inventory as CSV from time to time and keep a copy.
- Check hazard codes against the supplier's SDS, especially before handling a new chemical.



The Privacy & Policy window.

Need Help?

Write to **booking@chemora.art** for questions, ideas for new features, access or deletion requests, or to report a security concern.

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