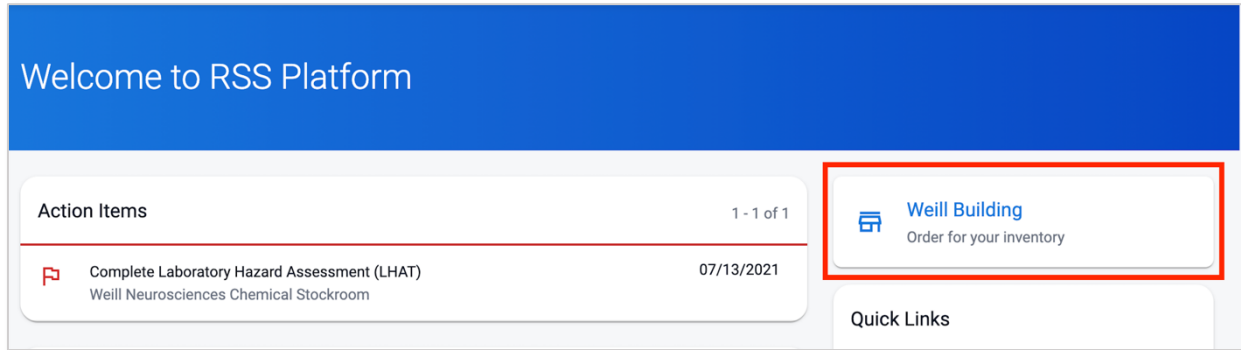



ChemCentral – Account Setup


- Go to the RSS Platform homepage: <https://app.riskandsafety.com>
- Enter the ChemCentral Store by selecting the name of the store (i.e. – Weill Building)




Welcome to RSS Platform

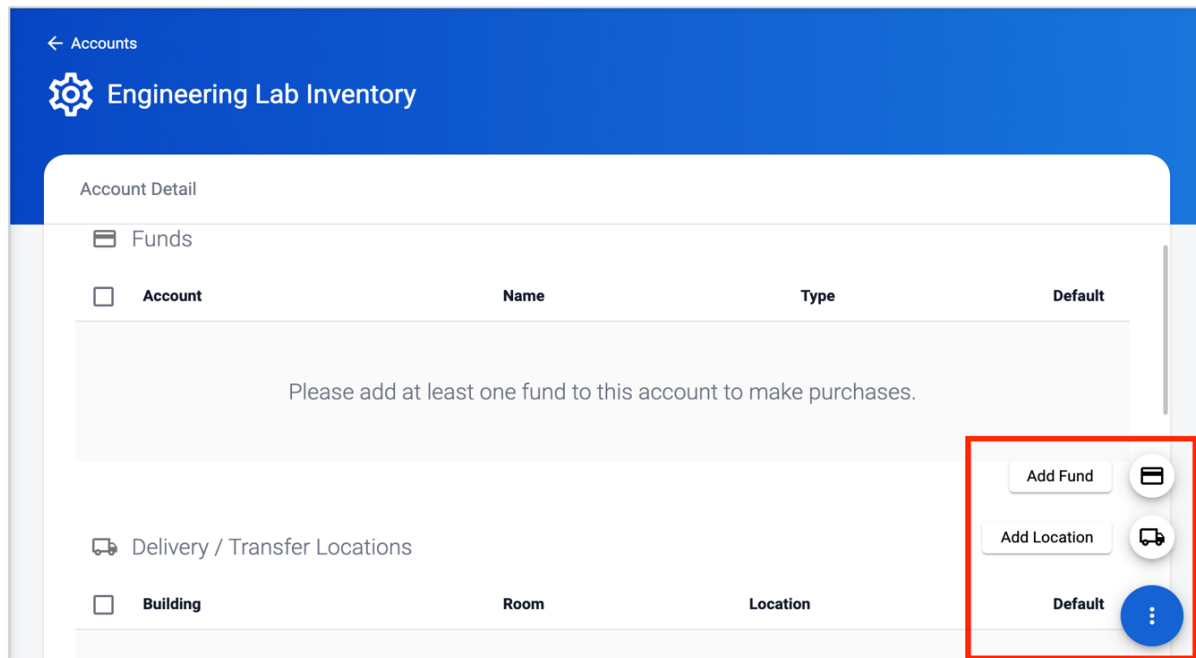
Action Items 1 - 1 of 1

 Complete Laboratory Hazard Assessment (LHAT) Weill Neurosciences Chemical Stockroom	07/13/2021
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 **Weill Building**
Order for your inventory

Quick Links

- Select “Accounts” from the ChemCentral Store homepage options
- Select the chemical inventory that you will be purchasing products for
- Hover over  at the bottom right corner to view the menu options to add Funding Source and Delivery/Transfer Locations



← Accounts

Engineering Lab Inventory


Account Detail


Funds


<input type="checkbox"/> Account	Name	Type	Default
Please add at least one fund to this account to make purchases.			


Delivery / Transfer Locations

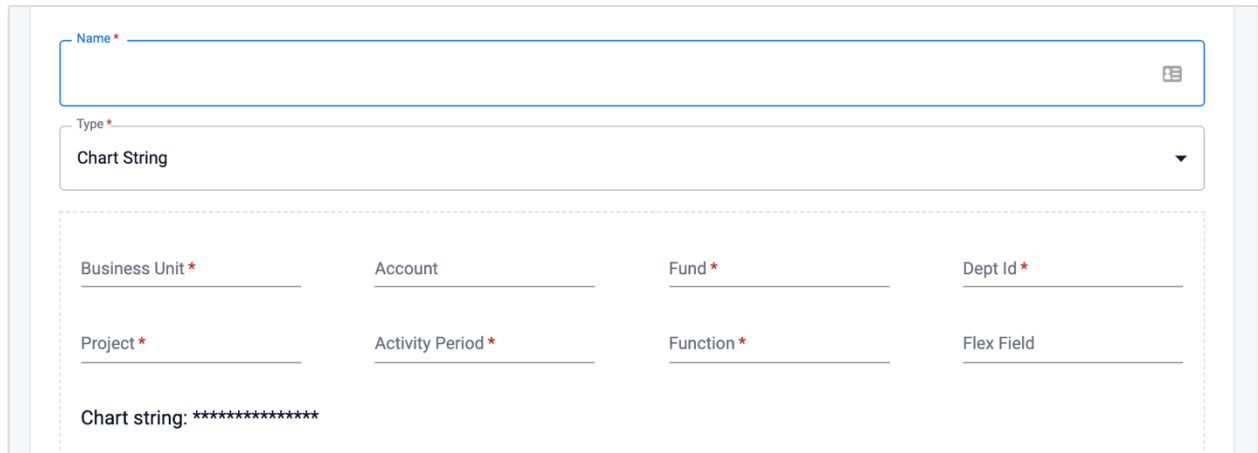
<input type="checkbox"/> Building	Room	Location	Default
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Add Fund 

Add Location 

Default 

- Select  from the menu and enter in the required information
 - *Name*: Create a description name for the funding source
 - *Type*: Select the type of funding source (i.e. - Chart String or Speed Type)
 - *Value*: Enter in the account information
 - *All required fields will be marked with an asterisk (*)*
- Select Save



- Next, hover over the vertical ellipsis (⋮) at the bottom right corner to view menu to add Delivery/Transfer Location (* Sublocations for your Chemical Inventory must be setup in Chemicals prior to setting up the ChemCentral account)
 - Select  from the menu and enter in the required information:
 - *Building*: From the dropdown, select the building
 - *Room*: Select the room where you will store your chemical containers
 - *Sublocation*: Select the specific location in the room you will store your chemical containers
 - Select Save

