

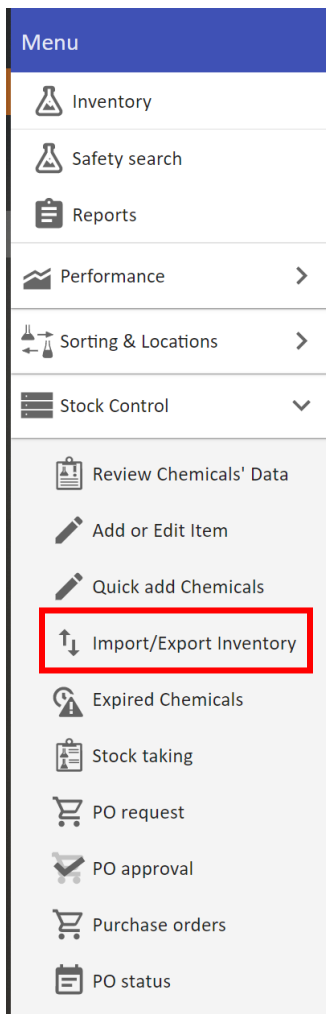
How to Enter A Spreadsheet into LabCup

This document is to help you add your chemicals in one move. Some departments already utilize spreadsheets for their inventory, so this method may be faster for input.

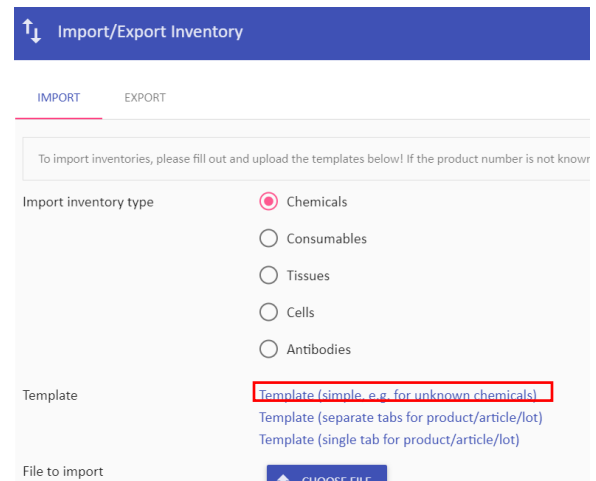
Step 1. Click on the Menu icon



Step 2. Select Stock Control and then select Import/Export Inventory



Step 3. Select a template from the template section (suggestion would be the simple template)



Step 4. Once the template is downloaded, you can start to add your chemicals to it.

A	B	C	D	E	F	G
<i>Fill it only if you want to reimport existing products and for the first import the PubChem was turned off. Write e.g. 'X'</i>	<i>Fill it only if you want to reimport products and want to refetch the sds file (e.g. because it was turned off). Write e.g. 'X'</i>	<i>Unique identification of each bottle. (Mandatory)</i>	<i>Product brand / supplier (Mandatory)</i>	<i>Product number as it stands on the bottle (Mandatory)</i>	<i>Chemical name as it stands on the bottle (Optional)</i>	<i>Compound CAS number (Ma</i>
Force refetch Pubchem Info	Force refetch Sds	Barcode	Brand	Product Number	Product Name	CAS
You can delete unneeded columns in the 'Chemicals' sheet This sheet is for reference only						

Step 5. Save your document

Step 6. Follow steps 1 and 2 to get back into the Import/Export page. From there select "choose

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file”

↑↓ Import/Export Inventory

IMPORT EXPORT

To import inventories, please fill out and upload the templates below! If the produ

Import inventory type

Chemicals

Consumables

Tissues

Cells

Antibodies

Template

[Template \(simple, e.g. for unknown](#)

[Template \(separate tabs for product](#)

[Template \(single tab for product/art](#)

File to import

Step 7. Once you have selected your file, click on the validate button. (this will go through the document and show what you may be missing, and corrections needed)

Step 8. Once your validation is correct, select the import button. All your inventory will be added to the system.