**Reconcile CBIS Chemical Inventory**

In order to reconcile the CBIS chemical inventory you need to upload a text file, or text files, which contain the Location ID followed by the  barcodes of each chemical in that location.  Here is an example of the text file:

```
480000114000        ]------------  This is the Location ID
010002942000        |
010003781500        |
010003491100        |------------  These are chemical barcodes
010003782200        |
010003782300        |
```

The format needs to be ONE Location ID/barcode per line.  You can have multiple Location IDs in the files.  The files are read sequentially, so any chemical barcode following the Location ID will designate that chemical in that location.  Here is the process to reconcile the chemicals once you have the files:

1  Login in to the CBIS system:  http://cheminnovation.ps.uci.edu/cbis
2  Click the 'Reagents' tab
3  Click the 'Reconcile' link

If a job has already been created skip to step 9

4  Create a new job by clicking the 'New Job' link
5  Enter a Description in the 'Description' text box
6  Select a root location by clicking the  '…' button
         Note:  You can select the entire lab from the location tree or individual locations.
         If you select the entire lab be sure to upload the text files from all locations.
7  After selecting a location click the 'OK' button
8  Click the 'Update' button

You have now created a reconcile job.

9  To upload the text files click the 'Add Barcodes' link in the 'Action' column
         You can also 'Edit' and 'Delete' a job from the 'Action' column.
10 Click the 'Browse…' button and choose the file to be uploaded.
11 Click the 'Next' button
12 Click the 'Import' button
         If you run into errors here there is a problem with the text file that was imported.
         Go back and look at the file to fix the errors.
13 If the import is successful click the 'Done' button

Repeat steps 9-13 for each file to be uploaded

After you've uploaded all the files you will need to reconcile the inventory.  The relevant portion of the reconcile job is shown here:

| Scanned | Missing | Moved | Extra |
|---------|---------|-------|-------|
| 1 items | 153 items | 1 items | 0 items |

These columns compare what you have uploaded to the information from the database.
The Scanned column shows how many chemicals have been uploaded.
The Missing column shows the chemicals that are missing from the root location.
The Moved column shows chemicals that have moved locations.
The Extra column shows chemicals that are extra.

14 When you click on the link in the Missing column you will see all the chemicals that are missing.  If you are sure you have included all the chemicals in the root location can click the 'Transfer' link at the top and transfer them to the 'UCI:Missing/Moved Containers' location which is where we have been putting these chemicals in case they've made there way to other labs.

15 When you click on the link in the Moved column you have the option to remove the barcodes or transfer to the new location.  If you click on the 'Transfer to New Locations' link this will move that chemical to the location in the 'Location' column.  That column corresponds to the location of the chemical from the text file that was uploaded.

16 When you click on the link in the Extra column you have the option to remove the barcodes or transfer to new locations.  Occasionally there are duplicate chemicals in here so you need to go through the list to find out why they are there.


It's important to note that the reconcile jobs are dynamic.  Any new chemicals that get put into the system from the time the inventory is actually done until the job is reconciled will be accounted for.   Therefore it is best to reconcile the jobs right after an inventory is complete.