

# Quartzy Requests Guide

Click to make an order request

Item will appear here after clicking Add Request

The screenshot shows the top navigation bar with 'Requests', 'Inventory', and 'Shop' tabs. A search bar is present. On the left sidebar, there is a blue 'Add Request' button. The main content area shows a table with one item: 'Hydrochloric acid,ACS reagent, 37%' from 'Sigma-Aldrich' with a total of '\$0.00'. A 'Mark Ordered' button is visible next to the item.

Click this once Sylvia has indicated that she has placed your order

For re-order items, update the "amount in stock" to reflect the total amount (including the item received)



The screenshot shows the same interface as the first, but the 'Ordered' tab is now active, showing 'Ordered 1' and 'New 0'. The 'Mark Received' button is highlighted with a red box.

The 'Mark as Received' modal form contains the following fields: Item name (Hydrochloric acid,ACS reagent, 37%), Unit Price (85.90), Qty Received (1), a checked 'Add item to inventory' box, Amount in stock (2 units), Location (Cabinet), and radio buttons for 'Update existing item' (selected) and 'Add as new item'. There are 'Save' and 'Cancel' buttons at the bottom.

Item will appear here after clicking Mark Ordered

Item will appear here after clicking Mark Received

Click this when your order has arrived. The "Mark as Received" page to the right should appear after this

Input Location of brand new items this

# Quartzy Inventory Guide

Click to access different labs

Click to add items one-by-one

Click to add items in bulk

Click to obtain an Excel report of your inventory

Click to access the Requests section of your lab page

Click to order this item

Input the date 3 years after the Revision Date on the chemical's SDS

Add the SDS of the chemical

This will notify you when the expiration date is reached

Test

**Add Item**

Search inventory

FILTERS

- Location
- Type
- Vendor
- Owner

Import Export

Requests Inventory Shop Search Quartzy Shop

ITEM NAME	VENDOR	AMOUNT	LOCATION	TYPE	OWNER	ADDED	UPDATED	
<b>Hydrochloric acid,ACS reagent, 37%</b>	Sigma-Aldrich 320331-500ML	2 units	Cabinet	General ...		Jul 22, 2019	Jul 22, 2019	<b>Request</b> Delete
Sodium Hydroxide						Jul 17, 2019	Jul 17, 2019	Request
Ammonium Hydroxide						Jul 17, 2019	Jul 17, 2019	Request
Sodium Chloride								
Sulfuric Acid								

**Hydrochloric acid,ACS reagent, 37%**

Owned By

Vendor: Sigma-Aldrich

Catalog #: 320331-500ML

Amount In Stock: 2 units

Unit Price: 85.90

Unit Size: 500 mL

URL: <https://www.sigmaaldrich.com/catalog/pro...>

Upload File

**Specs**

Technical Details

Expiration Date: 07/16/2022

Auto Reminder: 1 week before

Lot #

CAS #