

The City College  
of New York

# SafetyStratus Chemical Inventory Guide

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# Introduction

SafetyStratus provides a roster tool for the use of all CCNY and CUNY personnel working in locations with chemicals or radioactive materials on campus.

LabCliQ includes the following modules:

- LATCH – Laboratory Assessment Tool and Chemical Hygiene
- Chemical Inventory
- Radioactive Material Inventory

This guide covers the use of the Chemical Inventory system.

# Logging In

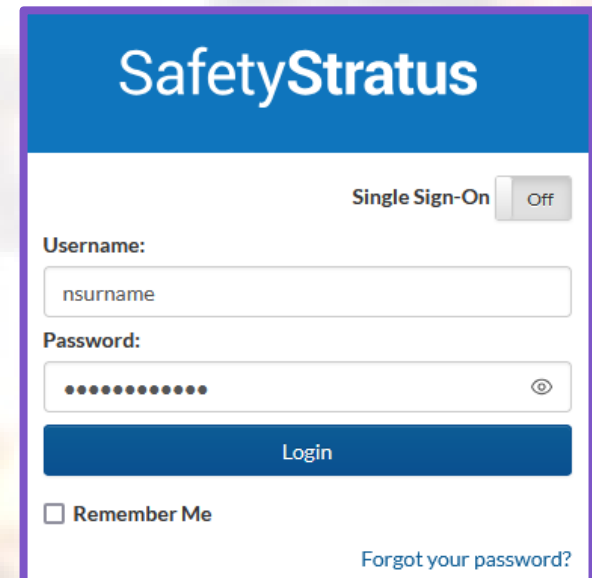
LabCliQ login can be accessed through the following address:

<https://labcliq.com/login.cfm>

Accessing the chemical inventory require you to use a user name and password ,If you have not received a **password reset email**, contact EHOS.

Leave Single Sign-on off

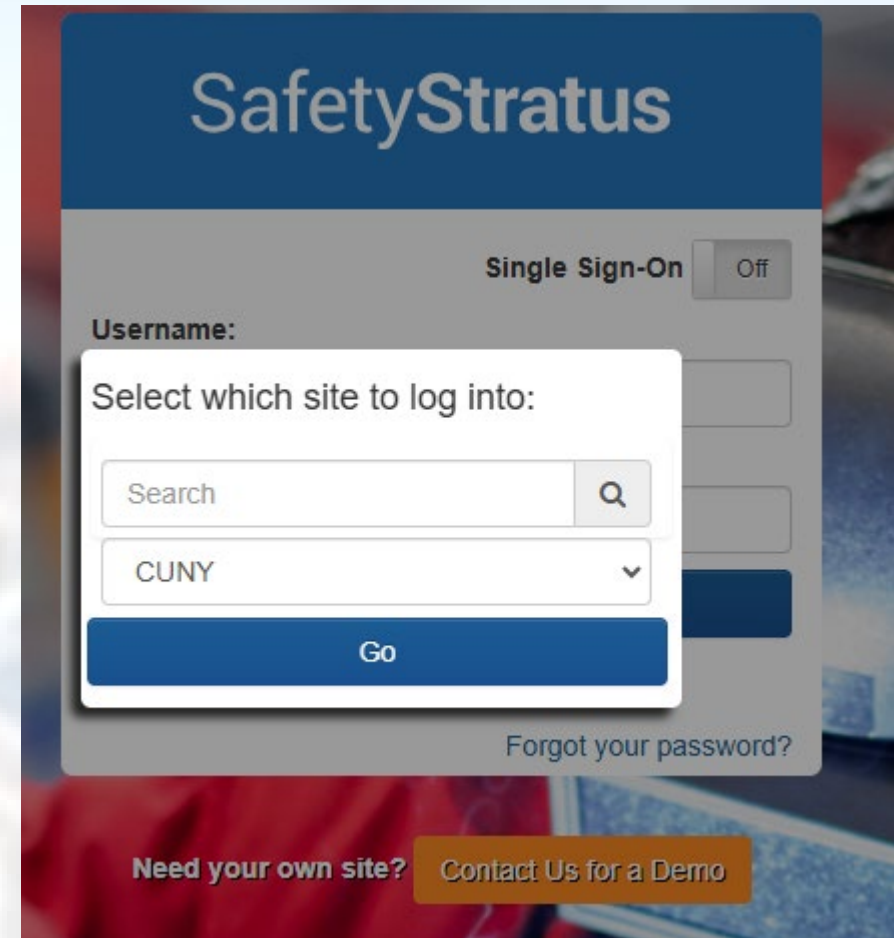
If you have a ccny.cuny.edu email, your username will be the first half of your email address (before the @ symbol).



The screenshot shows the SafetyStratus login interface. At the top, the title "SafetyStratus" is displayed in white on a blue background. Below the title, there is a "Single Sign-On" toggle switch set to "Off". The form contains two input fields: "Username:" with the placeholder text "nurname" and "Password:" with a masked password "....." and a visibility icon. A blue "Login" button is positioned below the password field. At the bottom left, there is a "Remember Me" checkbox. At the bottom right, there is a link that says "Forgot your password?".

# With Single Sign-On Off

- A prompt allow you to choose which site to log into.
- Choosing CUNY will allow you to access chemical inventory.
- Choosing CCNY will access corrective actions, inspection reports, and/or radioactive material management.



The screenshot shows the SafetyStratus login page. At the top, the logo "SafetyStratus" is displayed in white on a dark blue background. Below the logo, the text "Single Sign-On" is followed by a toggle switch set to "Off". The "Username:" label is positioned above a text input field. A modal dialog box is open in the center, titled "Select which site to log into:". It contains a search input field with the placeholder "Search" and a magnifying glass icon. Below the search field is a dropdown menu with "CUNY" selected and a downward arrow. A blue "Go" button is located at the bottom of the modal. At the bottom right of the login form, there is a link that says "Forgot your password?". At the very bottom of the page, there is a footer with the text "Need your own site?" and a button labeled "Contact Us for a Demo".

# Single Sign-On Note

If you use Single Sign-On (SSO), select "City College of New York" to be redirected to the standard CCNY login screen.

Most SSO users will have to use their email login (not CUNYFirst).

This will take you to the inspection and corrective action site, NOT chemical inventory.



**SafetyStratus**

Remember Selection  Off

Single Sign On:

The City College of New York.

Other:

**SafetyStratus**

# Managing Inventory

The first thing you will see upon login is the home page.

Chemical inventory can be accessed through the "Chemical Inventory & SDS" tab on the left side. You may need to use the menu icon to make the left side tabs visible.



The screenshot displays the SafetyStratus web application interface. On the left, a dark blue sidebar contains the following menu items: "Suggestions", "Chemical Inventory & SDS", "User Guides" (with a dropdown arrow), "Administrator User Guide", "Chemical Inventory User Guide", and "NYC-RTK Report Video". The top header features the "SafetyStratus" logo, a hamburger menu icon, the "CUNY THE CITY UNIVERSITY OF NEW YORK" logo, and a notification bell icon with a red "0" badge. The main content area shows the "CUNY THE CITY UNIVERSITY OF NEW YORK" logo and a welcome message: "Hi there, Welcome to the CUNY Chemical Inventory Management System!".

# Managing Inventory

- The inventory screen allows for sorting of chemicals already entered in the system.
- Additional filters can be added by selecting "Filter by Column".

The screenshot displays the 'Inventory' page of the CUNY system. At the top, the CUNY logo and navigation tabs for 'Home', 'Inventory', and 'SDS' are visible. A yellow banner reads 'Chemicals and Compounds'. Below this, there are filter controls including a 'Toggle Filters' button, 'Show All', and 'Show Mine' buttons. A 'Filter by Column' dropdown is set to 'CONTAINS'. Four filter boxes are shown for 'Product Name', 'Owner', 'Location', and 'Barcode', each with a 'CONTAINS' dropdown and a search input field. A 'Search/Load Inventory' button is located below the filters. At the bottom, there are action buttons: 'Add Chemicals and Compounds', 'Scan Inventory', 'Edit', 'Bulk Barcode', 'Transfer', and 'Dispose'. A 'Show 25 rows' dropdown and a print icon are also present. The table below has columns for ID, CHEMICALS AND COMPOUNDS NAME, CAS NUMBER, PRODUCT NAME, MANUFACTURER, VOLUME MASS, VOLUME MASS (STANDARD UNIT), LOCATION, and OWNER.

ID	CHEMICALS AND COMPOUNDS NAME	CAS NUMBER	PRODUCT NAME	MANUFACTURER	VOLUME MASS	VOLUME MASS (STANDARD UNIT)	LOCATION	OWNER
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# Adding Chemicals

- The **Add Chemicals and Compounds** button will open this form, which allows you to search and select the chemical and add inventory to the room. Room will be listed under "Location".
- If you can't find your room, select a different "Owned By" group.
- Then Submit

Manage Inventory

Owned By  Group  
 Chemical Inventory - CCNY - Akins (Daniel) Lab

Container Department

Location **This field is required.**

Catalog Items

Quantity

Search



# Inventory User Guide

SafetyStratus has prepared a comprehensive guide to using the chemical inventory system at the following link, which can also be accessed via the home page under "Chemical Inventory User Guide":

<https://safetystatus.gitbook.io/cuny-chemical-inventory-administrator-user-guide>

# Additional Information and Troubleshooting

- If you are having issues finding your room in the system: Check and make sure you are using the correct "group". This should be set up by EHOS; if you cannot find the room you want to assign a chemical to, you may request EHOS to assign that room to your "group".
- Additional questions? Contact EHOS or SafetyStratus:  
[ehos@ccny.cuny.edu](mailto:ehos@ccny.cuny.edu)  
[support@safetystratus.com](mailto:support@safetystratus.com)