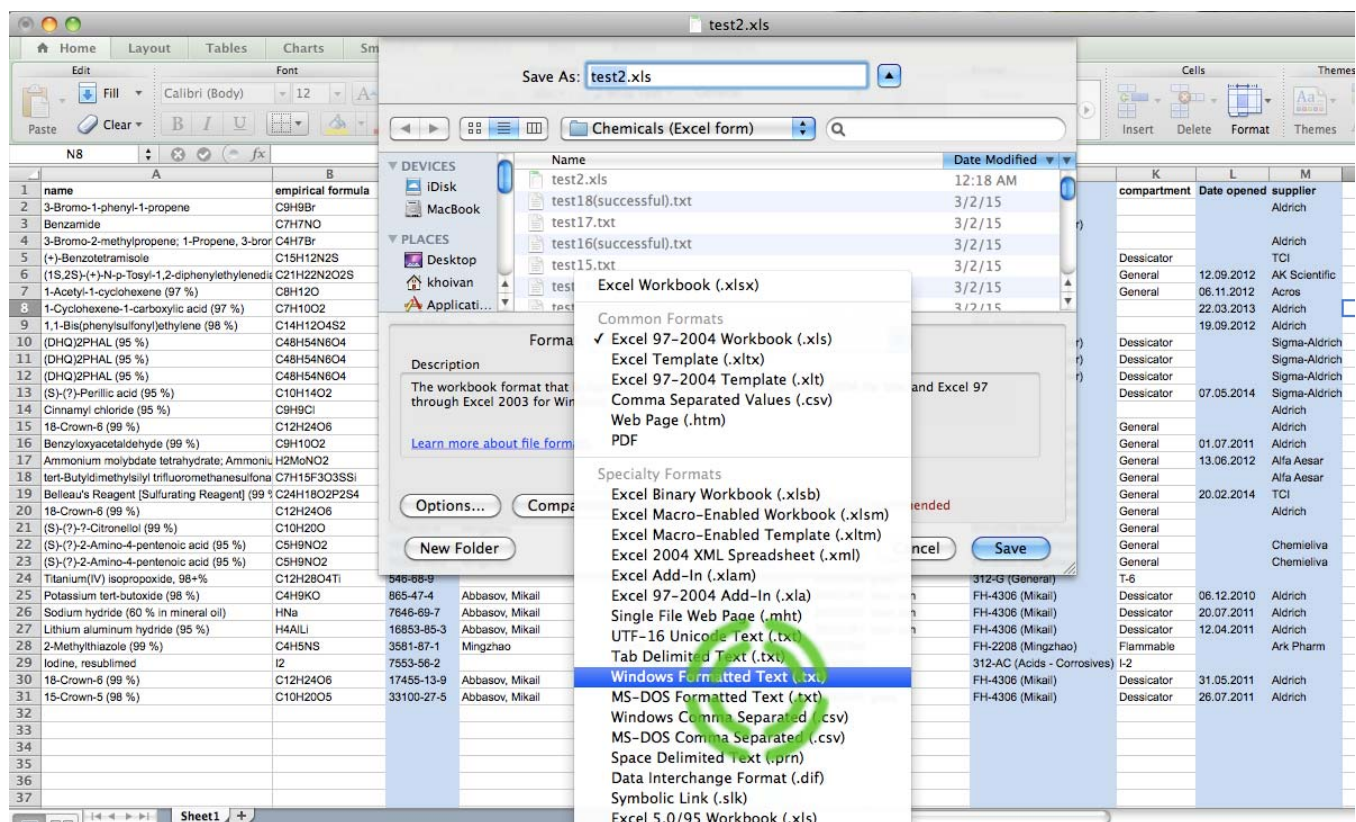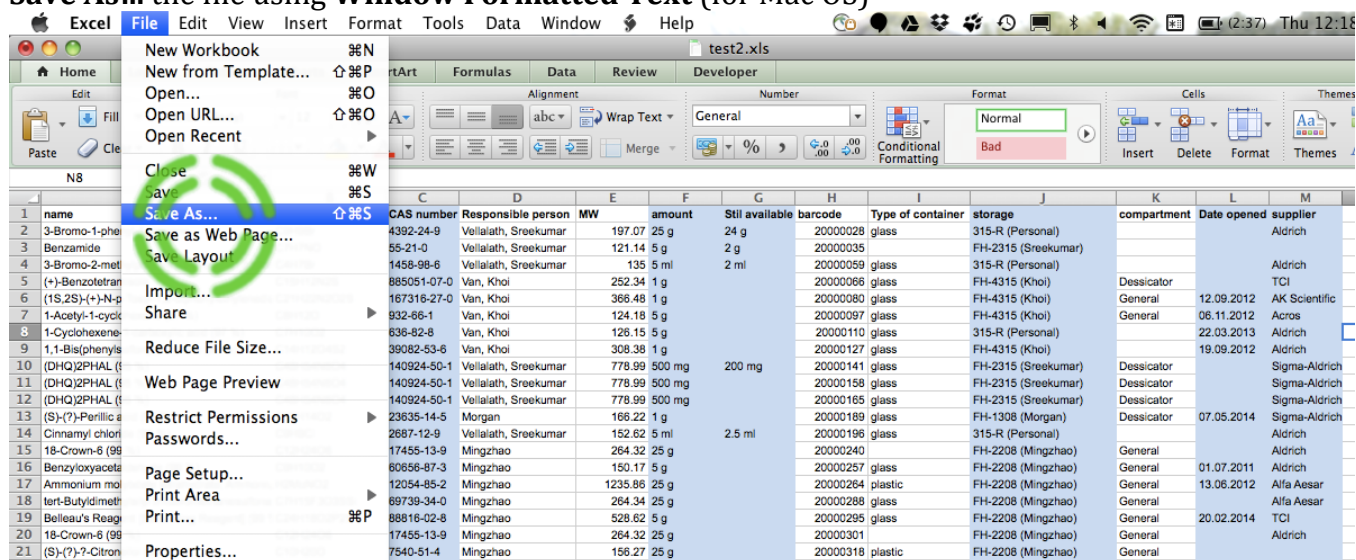# HOW TO ADD NEW CHEMICAL INTO OPEN ENVENTORY USING EXCEL SHEET

1. Prepare the Excel file, an example might look similar as below. A few important things:
   - Columns that are highlight in blue are important info
   - You don't need all of the info that show in this examples
   - Empty cells are OK
   - The amount need to be "xx Y" with xx is the amount and Y is the unit.
   - For unit, it is best to have all in lower case, for example, "ML" should be either "ml" or "mL". It is best to convert all unit to lower case (use lower() command in excel)
   - Double check the CAS number column, Open Enventory uses CAS number as primary source to look up chemical info from the internet.
   - See step 9 for more info about each column in the excel sheet.
   - *Location* **column: remove all commas (,)** if there is any, dashes (-) are ok
   - If you are using your own barcode, make sure that this column is not the last column in the table. If your own/existing barcode column is the last column, add another column after the existing barcode column with a title of any thing. **Failure to do this will result in the terminal window does not work with your existing barcode.**
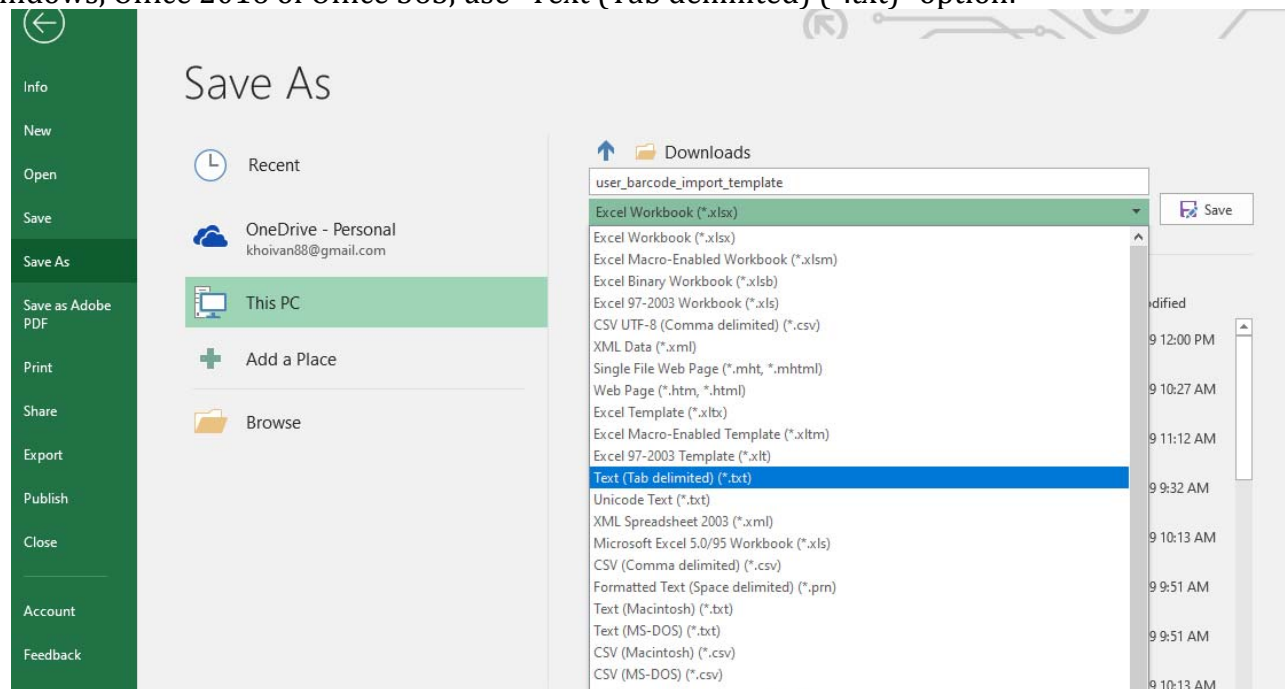
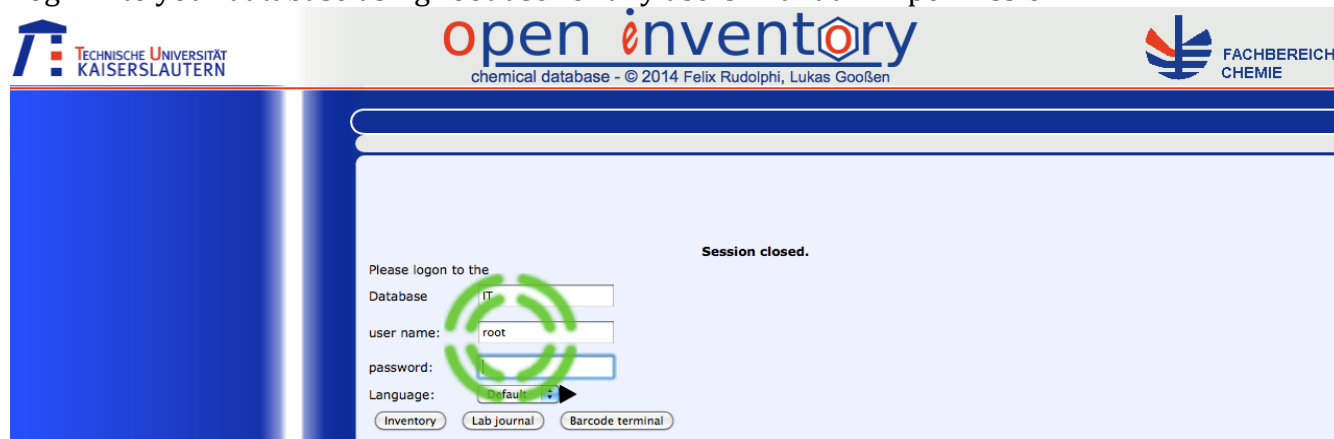2. **Save As...** the file using **Window Formatted Text** (for Mac OS)

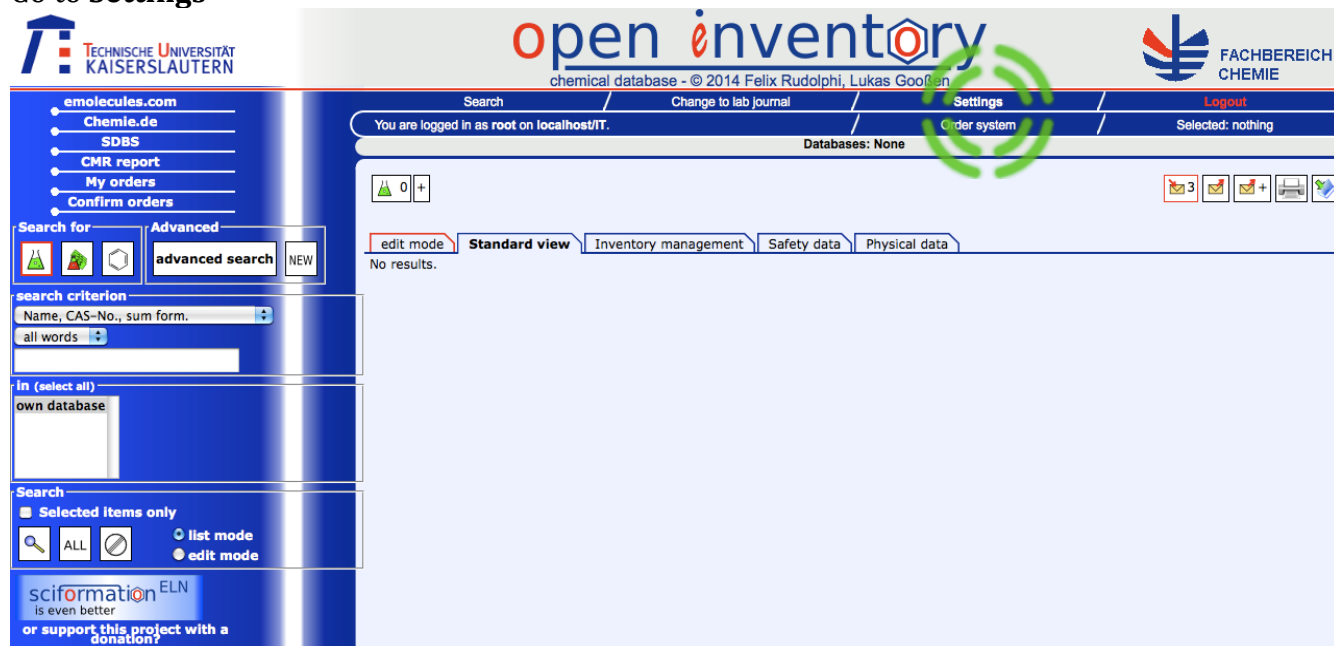How to add new chemical into Open Enventory using Excel
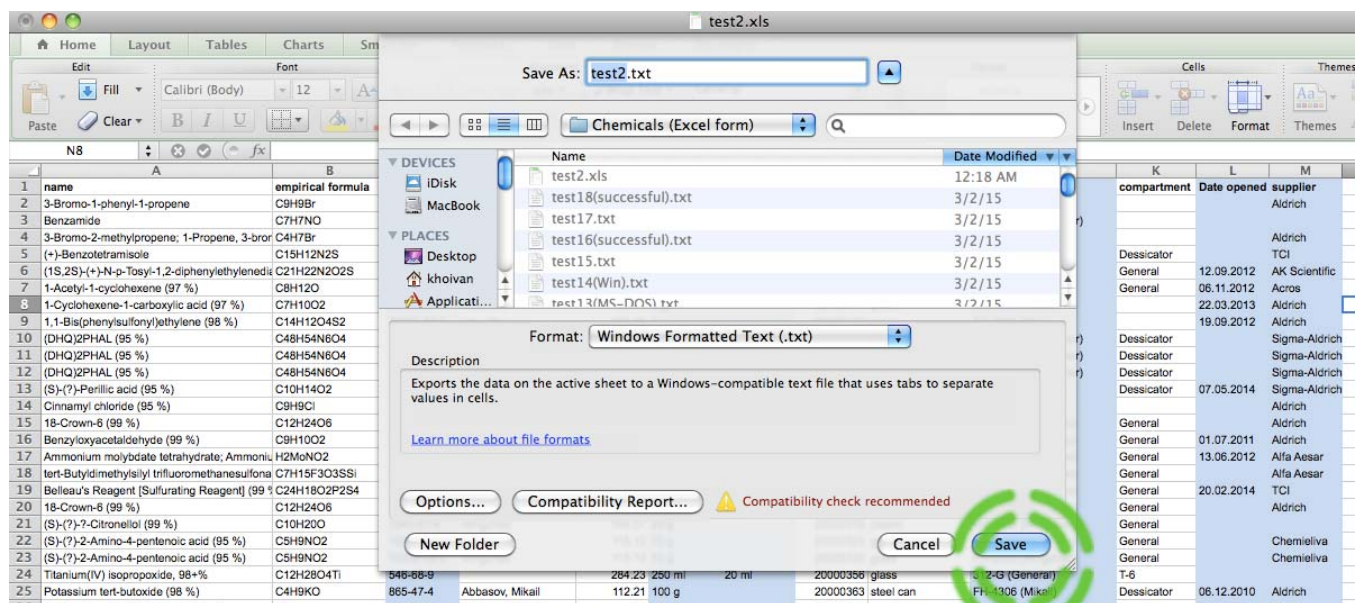
For Windows, Office 2016 of Office 365, use "Text (Tab delimited) (*.txt)" option:

3. Login into your database using root user or any users with admin permission

4. Go to **Settings**

5. Go to **Import Tab-separated text file**

6. Choose **Browse…** and choose the exported text file. Note: in _Lines to skip_, put **1** if you have a header rows, if not, choose **0**

7. Click green check mark

8. Screens as below should show up, you can scroll down to see if they show up correctly (info appear correctly in each row)

9. Choose **Column X** for each contents. If you choose **None**, that column will not be imported. You can also add a default value for each column that will apply for ALL items being imported.
   Notes:
   - *CAS number*: most important info, OE will use this to look up other info (structures, MW, safety data, etc) from this cas #
   - *Name*: not too important
   - *Empirical formula*: do not import this since OE will use this to find the closest chemicals if CAS# is not present or wrong.
   - *Amount:* = size of the bottle + unit (format should be #+space+*unit*, for example: 5 g, 125 ml, 1 kg, etc)
   - *Still available:* the amount that left in the bottles (OK is not imported)
   - *Locations*: important. Note: Each location will have its own barcode
   - *Compartments*: = sub-location. Note: each compartment does NOT have its own barcode
   - *Barcode:* if you already have an existing barcode system, add it here.
   - *Suppliers:* = suppliers
   - *Date open:* could be in European style (dd.mm.yyyy) or American style (mm/dd/yy, etc.)

10. Click green check mark. Screen similar as below should show. Note: line X:… will tell you which lines in the text file is being imported.
Depend of how many chemical containers are imported, this might take a long time, so please be patient.