



CampusOptics

Version 1

8/11/2026

PURPOSE

This reference guide provides step-by-step instruction for adding new chemical containers into CampusOptics to ensure accurate inventory management.

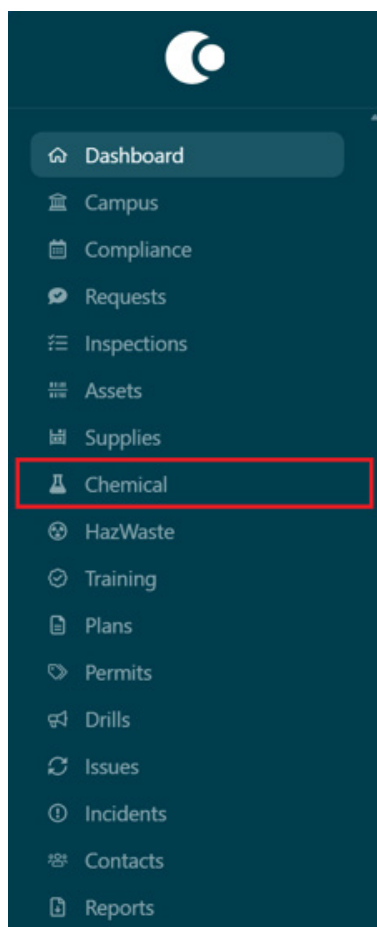
ACCESS

Access the CampusOptics platform at: <https://hagerstowncc.campusoptics.com>

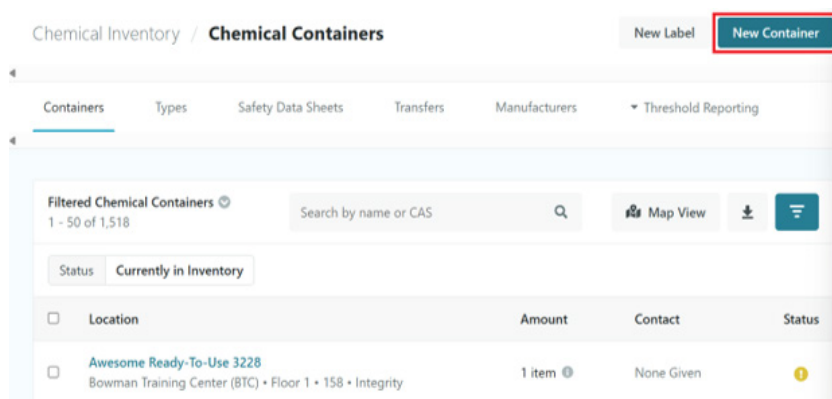
MANAGING CHEMICAL INVENTORY

Adding a Chemical Container

1. Select **Chemical**



2. Click New Container



3. Search for the chemical by **Type** (chemical name)
4. Select the correct chemical from the search results. A side panel will open where you can enter the following information:
 - Contact name
 - Container Count (how many bottles or containers are being added?)
 - Max capacity of each container
 - Manufacturer
 - Expiration date (if applicable)
 - Location (select the specific space where the chemical will be stored)

New Container

Basic Information

Type: WD-40 Multi-Use Product Aerosol Count: 1

Preferred Name: WD-40 Multi-Use Product Aerosol

Contact: Begin typing to search contacts...

Description:

Container Details

Max Capacity: Unit: Items

Manufacturer: Begin typing to search manufacturers...

Expiration Date: YYYY-MM-DD

Concentration: e.g. 90

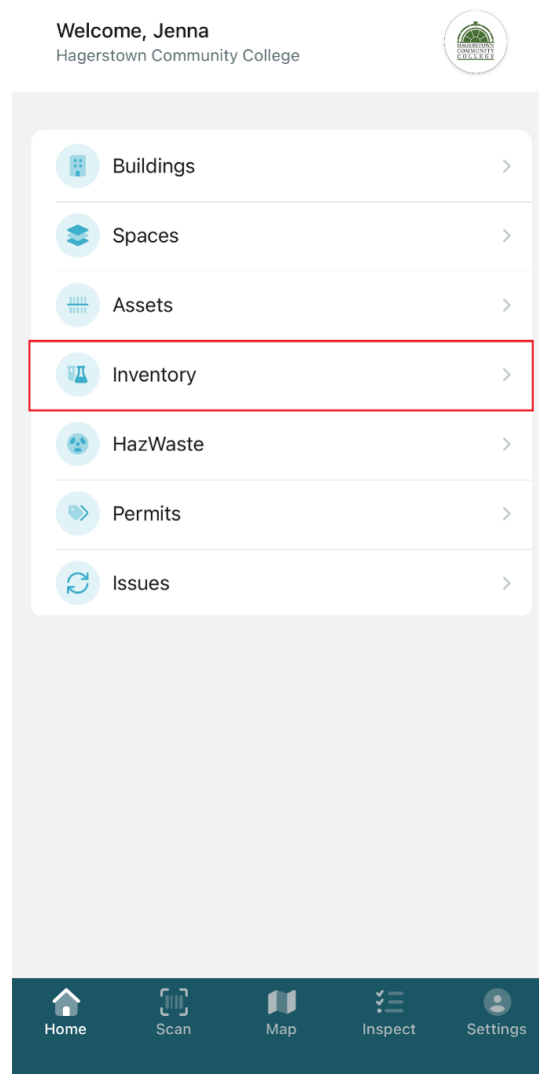
Barcode:

Cancel Create Container

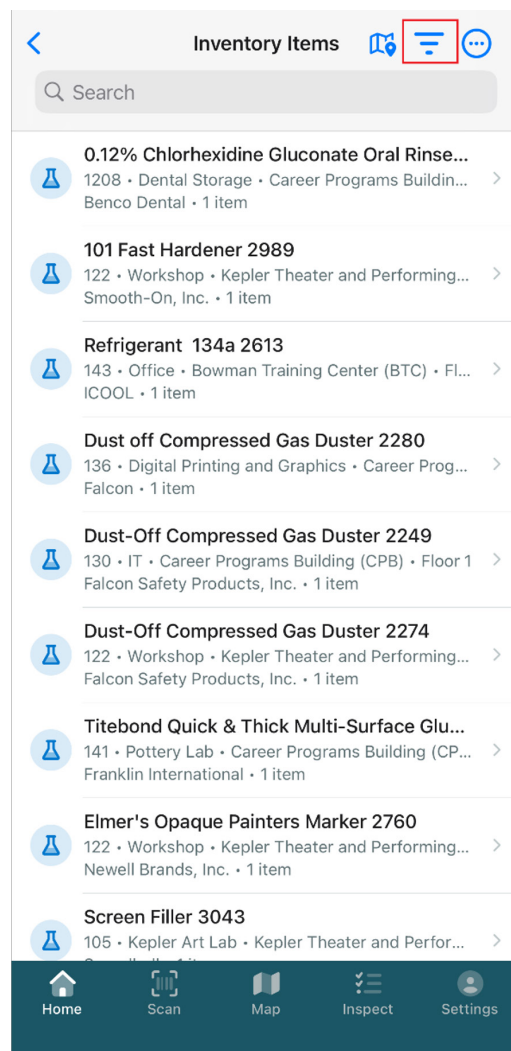
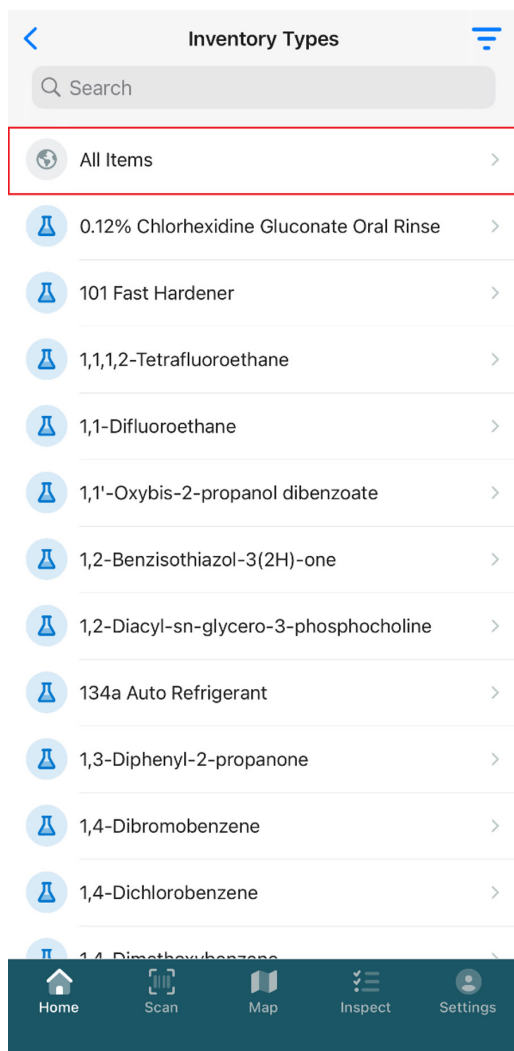
5. After filling in all required and optional fields:
 - Review the information entered for accuracy
 - Click Create Container to add it to the inventory
 - Or click Cancel to exit without saving
6. If the **Type** has not been established in CampusOptics, contact the Environmental Health and Safety Coordinator for assistance.

MOBILE APP

1. After logging into the mobile application, select **Inventory** to search for an existing chemical or add a new chemical.



2. Search for a chemical by entering its name in the **Type** field. For more specific results, select **All Items** and apply filters using the three-line filter icon to refine your search.



- To add a new chemical, select the **action button** (three horizontal dots within a blue circle) located in the upper-right corner of the screen.



- Search for the chemical by **Type** (chemical name)
- Select the correct chemical from the search results. A new panel will open where you can enter the following information:
 - Contact name
 - Container Count (how many bottles or containers are being added?)
 - Max capacity of each container
 - Manufacturer
 - Expiration date (if applicable)
 - Location (select the specific space where the chemical will be stored)
- After filling in all required and optional fields:
 - Review the information entered for accuracy
 - Click **Submit** to add it to the inventory
 - Or click **Cancel** to exit without saving
- If the **Type** has not been established in CampusOptics, contact the Environmental Health and Safety Coordinator for assistance.