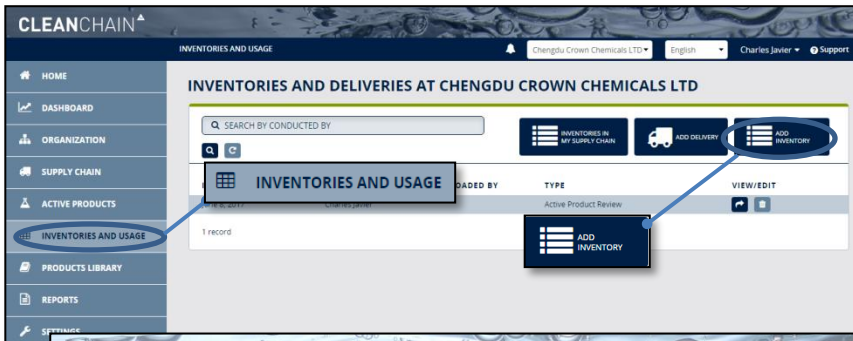


## QUICK REFERENCE GUIDE

This guide aims to assist CleanChain Users to the essential functionalities of the system.



### UPLOADING INVENTORY

In CleanChain, you can easily manage your chemical Inventory.

To add Inventory:

- Click **Inventories and Usage**
- Click **Inventory** and you will be redirected to the Inventories and Deliveries page.

**For Excel upload:**

- Click **UPLOAD Upload**. A pop-up window will be displayed.
- Click **Choose File Choose File** to select the file you deemed to upload.
- Click **UPLOAD Upload** to proceed or **Cancel Cancel** if otherwise.

*Note: Once you have uploaded your Excel file, the system will ask you to identify the location of your Inventory Data.*

