ChemTracker 4.0
Inventory Management User Guide

Part 1: Login/Logout, Layout, ChemInfo & MSDS
Part 2: Add Inventory, Add Inventory Templates
Part 3: Search, View, Download, Saved Search Templates
Part 4: Modify, Surplus
ChemTracker 4.0
Inventory Management User Guide
Part 1: Login/Logout, Layout, ChemInfo & MSDS

- New to ChemTracker?
- Login
- Logout
- Home Screen Layout
- General Screen Layout
- Clearing Fields
- ChemInfo and MSDS
New to ChemTracker?

  • Supported browsers
  • Necessary computer power/specifications
  • Desktop setup

• Each ChemTracker Consortium member institution has at least one ChemTracker Administrator (CTA) to assist you.
• There is a *Help* link in the upper right on every page in the ChemTracker application.
Login

1. At http://chemtracker.stanford.edu/members/, select the ChemTracker 4.0 link for your institution. Links will be posted February 2014. Before then, contact your CT Administrator.

2. Enter your ChemTracker Username and Password; these are case sensitive. Your CT Username and Password can be obtained from your campus CT Administrator.

3. Press the Login button or the Enter key.

If you have forgotten your Username or Password, or want to reset your password, contact your local ChemTracker Administrator.
Logout

1. Click the pull-down tab in the upper right next to your UserID.

2. Click Logout and your session ends. You will be returned to the Login page.
Home Screen Layout

Links to functions are at the top.

Saved Search Templates are listed and can be executed from here.

Add Inventory Templates can be loaded from these links.
General Screen Layout

In Summary & Details Views displaying search results, Row Actions are in the first column. Select a row/record by clicking on it. The row will change color.

“Breadcrumbs” show your path.

Links to general functions are at the top.

Screen Actions are at the bottom.
Clearing Fields

- Using the *Clear selections* button clears all the fields.

- Press the “X” at the end of a field value entry box.

- Backspace over a date or incompletely-entered value.
ChemInfo

- *ChemInfo* is a graphical display of information about chemicals classified in ChemTracker’s Database. Information is from at least 3 verified sources (such as CDC, Scifinder, NIH, PubChem, ARTECS, IRAC, etc.)
- The chemical you search for does not have to be in your institution’s inventory because you are searching the ChemTracker Reference Database (36,000 entries; 108,000 synonyms).
• Press ChemInfo in the navigation bar at the top.

• Select a Chemical Identifier with its appropriate operator:
  • Chemical Name (Begins With, Contains, Equals)
  • Formula (molecular, structural, empirical) (Begins With, Contains, Equals)
  • CAS Number (Equals)
  • GDN (Equals)

• Enter at least 3 characters for a Chemical Name or Formula, and the exact value for a CAS Number or GDN.

• The chemical does not have to be in your institution’s inventory; you are searching the reference database.
ChemInfo and MSDSs

- Select the correct value in the pull-down list that appears.
- Press the *Search* button at the bottom of the screen.
ChemInfo and MSDSs

• Press **ChemInfo** or **MSDS** in the Actions column to the left of the item.

*10/18/13: The default MSDS provider’s site, Vermont SIRI, has been taken offline, so this functionality does not work for members using the default. The MSDS link is still active for institutions with paid MSDS subscriptions linked to ChemTracker.*
ChemInfo Display, Top

<table>
<thead>
<tr>
<th>Chemical</th>
<th>ANILINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>StoreGroup</td>
<td>A: Compatible Organic Bases</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Storage Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SARA 312 Pressure: Ambient</td>
</tr>
<tr>
<td>SARA 312 Temperature: Ambient</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NFPA Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 2</td>
</tr>
<tr>
<td>HEALTH 2</td>
</tr>
<tr>
<td>REACTIVITY 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI: 615 C</td>
</tr>
<tr>
<td>BP: 184 C</td>
</tr>
<tr>
<td>DENS: 1.022 g/cm³</td>
</tr>
<tr>
<td>EL: 1.3-11 %</td>
</tr>
<tr>
<td>FP: 70 C</td>
</tr>
<tr>
<td>GPL: .11722 N/A</td>
</tr>
<tr>
<td>LPG: 8.53088 N/A</td>
</tr>
<tr>
<td>MP: -6 C</td>
</tr>
<tr>
<td>MW: 93.13 g/mol</td>
</tr>
<tr>
<td>VP: .7 mmHg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFC VI-A: Physical: 2.1.3.2 Combustible liquids - Class III-A, Flash point &gt;140F &amp; Fp&lt;=200F</td>
</tr>
<tr>
<td>UFC VI-A: Health: 2.2.1.2 Toxic materials (solid or liquid)</td>
</tr>
<tr>
<td>UFC VI-A: Health: 2.2.4.1 Carcinogens or suspect carcinogens</td>
</tr>
<tr>
<td>UFC VI-A: Health: 2.2.4.3 Irritants</td>
</tr>
</tbody>
</table>

See chemical and storage Information, NFPA Classifications, physical properties and relevant Fire Codes at the top of the ChemInfo screen.
Hazards and regulations concerning the chemical are in the middle of the ChemInfo screen.
### Toxicology
- DRAIZE DERM RABBIT 20 MG 24 HOURS
- DRAIZE EYE RABBIT 102 MG
- IDLH INHAL. N/A 100 PPM
- LC50 INHAL MOUSE 175 PPM 7 HOURS
- LC50 INHAL RAT 250 PPM 4 HOURS
- LD50 DERM RAT 1400 MG/KG
- LD50 INH RAT 420 MG/KG
- LD50 ORAL MOUSE 464 MG/KG
- LD50 ORAL RAT 250 MG/KG
- TCLO INHAL RAT 3 MG/M3 22 WEEKS
- TDLO ORAL HUMAN - CHILD 3125 MG/KG
- TDLO ORAL RAT 913 MG/KG 2 WEEKS
- TDLO Reproductive ORAL RAT 4480 MG/KG

### Synonyms
- DOT Aniline
- MAIN Aniline
- SYNONYM Aminobenzene
- SYNONYM Aniline, free base
- SYNONYM Benzenamine
- SYNONYM Phenylamine

### Additional Identifiers
- BEILSTEIN 605631
- CAS 62-53-3
- CERS-ID 104209
- EC NUMBER 200-539-3
- EPA-HAP Grouping EPA HAP (Hazardous Air Pollutants) listed
- FORMULA, MOLECULAR C6H7N
- FORMULA, STRUCTURAL C6H5NH2
- ICSC 0011
- IRIS NAME Aniline
- MDL NUM MFCD000007620
- RCRA U012
- RTECS BW6550000
- UN/NA UN1547

Toxicology, synonyms and additional identifiers are shown at the bottom.
ChemInfo and MSDS from Search Results in Summary or Details View

ChemInfo

- From the Summary View or the Details View, select ChemInfo in the Actions column on the far left for the chemical you wish to see.

MSDS*

- From the Summary View or the Details View, select MSDS in the Actions column for the item you want
- A window or tab opens from the third-party MSDS provider’s site, and fills in the chemical name (if the provider’s site allows)

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
<th>Phys State</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChemInfo</td>
<td>16.246</td>
<td>62-53-3</td>
<td>ANILINE</td>
<td>37</td>
<td>L</td>
</tr>
</tbody>
</table>

*10/18/13: The default MSDS provider’s site, Vermont SIRI, has been taken offline, so this functionality does not work for members using the default. The MSDS link is still active for institutions with paid MSDS subscriptions linked to ChemTracker.
ChemInfo and MSDS from Search Results in Summary or Details View

If the ChemInfo link shows a broken link icon:

• The item in that row is not linked to the ChemTracker Reference Database (does not have a GDN).

• Copy the chemical name, select the ChemInfo button in the navigation bar at the top of the screen, then paste the name into the Chemical Identifier field and select Chemical Name. You probably want to do a Contains search and modify the name to be more general to find the item in the ChemTracker Reference Database.
ChemTracker 4.0
Inventory Management User Guide
Part 2: Add Inventory, Add Templates

- **Fields**
- **Linking**
- **Start with Product Number & Manufacturer**
- **Mixtures & Household Items**
- **Barcodes**
- **Add Inventory Templates**
Add Inventory
Required Fields

Press *Add* at the top of the screen to start.

You will only be able to add inventory to the Owner(s) and location(s) to which you have access. You will see them in the drop down lists.

<table>
<thead>
<tr>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Building</strong></td>
</tr>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td><strong>Chemical Name</strong></td>
</tr>
<tr>
<td><strong>Physical State</strong></td>
</tr>
<tr>
<td><strong>Container Count</strong></td>
</tr>
<tr>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td><strong>Units</strong></td>
</tr>
</tbody>
</table>
Add Inventory
Required Fields

- When adding inventory, be aware that CT may have the chemical in different concentrations, such as nitric acid and hydrogen peroxide, due to different hazards or regulations.
- You can add chemical names not in the CT database, but they won’t be linked to regulatory and safety information, and will not appear in regulatory reports.
ChemTracker tracks each separate container. Use container count when adding more than one container, e.g., a case of 12.

Check with your ChemTracker Administrator about whether your organization wants to reflect only “full” containers.
Add Inventory
Non-Required Fields

Find out from your lab manager or ChemTracker Administrator what other information your organization tracks.
Optional User-Defined Fields (UDF 1, UDF 2, and UDF 3) may be defined by your local ChemTracker Administrator, or by the Owner/PI for information such as project number, course number, requisition number.

Besides the required fields of Building and Room, you have other fields to add location information: Location, Bay/Bench and Shelf.
Add Inventory

Certain fields are validated (must already exist in your instance): Owner, Building, Room, Floor, Department. Manufacturer must be in the CT database. Chemical Name is not validated, but we recommend picking a validated item from a dropdown list to ensure the item is linked to the reference database.

CAS: Check the box if you want to include mixtures in your dropdown list.
Linking

- It is important that items in inventory are linked to CT’s reference database which contains the safety and regulatory information.
- Pure chemicals are linked automatically upon entry when Chemical Name + Physical State, or CAS number + Physical State match the database’s and don’t conflict with each other.
- Items can also be linked manually in a process called SAMONSing in v1.
- The number that indicates the link between the inventory item and the ChemTracker database is called a GDN (Global Database Number).
Linking

- Chemical Name + Physical State match, or
- CAS + Physical State match, or
- Manufacturer Code + Product Number match
- No conflicts

ChemTracker Reference Database
35,000 chemicals
107,000 synonyms

Linked Chemical
Has a GDN (Global Database Number)
Start with Product Number and Manufacturer

• Using Product Number and Manufacturer is often the easiest way to enter and link an item because the reference database contains many Product Number/Manufacturer combinations.

• If the combination you enter is found, CT will automatically fill in the fields it has in its database for that item.

• If the combination is not found, enter other identifying information.
Start with Product Number and Manufacturer

CT will fill in the Chemical Name, Physical State, Amount, Unit, Manufacturer, and CAS number automatically!
Mixtures and Household Items in ChemTracker

Yes, you can add mixtures and household items, such as cleaning products, and paint remover. Your item may already be in ChemTracker since it contains a large number of mixtures and commercial products in its database.

Don’t enter a CAS Number for mixtures because there may be more than one relevant CAS number.
Mixtures and Household Items
Not in ChemTracker

If your mixture or product is **not in ChemTracker**
- You can still enter it, but it will not be linked to safety and regulatory information and therefore will not display on regulatory reports
- Enter the full name of the product as it appears on the label followed by a comma and then the manufacturer or vendor’s name
- If you suspect any of the materials are not hazardous
  - Contact your EH&S office whether or not to enter as inventory
  - If you want a hazardous material classified and added to the ChemTracker reference database, send a completed [Request for Chemical Classification](mailto:chemtracker_support@lists.stanford.edu) form to chemtracker_support@lists.stanford.edu.
Barcodes

- ChemTracker has fields for adding container barcodes.
- Container barcodes are those that you affix yourself, and are different from using the Manufacturer's SKU number, which is the same for each same-size container of that manufacturer's material and are therefore not unique identifiers of that specific container.
- ChemTracker does not generate barcodes.
- The real timesaving when using barcodes comes after initial item entry, when you are creating lists, auditing, moving, receiving, disposing, deleting, or otherwise changing the barcoded items.
Auto-increment Barcodes When Adding Multiple Containers

- Enter the unique barcode number attached to the first container.
- Create more than one record in the Container Count entry box and ChemTracker will automatically increase that barcode number by one for each additional container.
Creating Add Inventory Templates can be a real timesaver if you tend to add inventory for the same Owners, or same places. Fill in the appropriate fields, then press the button. Neither Received Date nor Expiration Date can be part of these templates.

Access your Add Inventory Templates by pressing here or use the list on your home page.
ChemTracker 4.0
Inventory Management User Guide
Part 3: Search, View, Download, Saved Search Templates

- Searching
- Search by Owner + Building/Room
- Summary View
- Details View
- Show and Hide Columns
- Reorder Columns
- Sort Columns
- Search by Chemical Identifier
- Search by Chemical Name
- Search by CAS Number
- Search by Storage Group
- Search by Hazard(s)
- Saved Searches Templates
- Download to Excel
Searching

- Press *Search* at the top of the screen.
- Enter value(s) in the entry box(es). Searching is not case-sensitive.
- Search fields are organized into categories such as the two shown here.
Searching

Expand and collapse these categories so that you see only fields you use by pressing "<" or ">".
Searching

You can also use the *Show/hide all categories* button.

ChemTracker will remember your configuration if you use the same browser and computer.
Searching

- You need **permission** to see BOTH the Owner and the Location (Building + Room) for the chemicals you want to view. If the drop-down boxes do not display Owners, Buildings and/or Rooms for which you think you should have access, contact your ChemTracker Administrator.
- Using *Contains* as your operator may take longer if there are a large number of items in inventory that meet the search criteria.
- As you put in more characters for a field value, you reduce the number of potential values you will see in a Presearch picklist and in your search results.
- If you obtain more results than you want, narrow search results by increasing the length of your search string and/or entering values for additional fields.
Search by Owner + Building/Room

1. Use the Location and Owner/Container Information Categories

2. Enter the first letters of the values for the fields and select the value from the drop-down list, entering Building before Room.

3. Press the Search button at the bottom. You will see the results on the Summary View.
### Total number of summarized records and total number of separate containers

- **ChemInfo**
  - MSDS: 2
  - ChemInfo: 0.015

### Search string

- You searched for: Building BIOLOGICAL RESEARCH (demo), Room 414, Owner Canyon, Bryce

### Scroll to see more than 500 rows

### Breadcrumbs show where you are and have been

- **ChemTracker**
  - Show / hide columns
  - Change units
  - Save as search template

### Table:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
<th>Physical State</th>
<th>Storage Group</th>
<th>GDN</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChemInfo MSDS</td>
<td>2</td>
<td>71-36-3</td>
<td>1-BUTANOL</td>
<td>2</td>
<td>L</td>
<td>L</td>
<td>4503</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td>67-63-0</td>
<td>2-PROPAOL</td>
<td>2-PROPAOL</td>
<td>3</td>
<td>L</td>
<td>L</td>
<td>5513</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td>123-51-3</td>
<td>3-METHYL-1-BUTANOL</td>
<td>3-METHYL-1-BUTANOL</td>
<td>8</td>
<td>L</td>
<td>L</td>
<td>24715</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td>64-19-7</td>
<td>ACETIC ACID</td>
<td>ACETIC ACID</td>
<td>2</td>
<td>D</td>
<td>D</td>
<td>6344</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td>329-98-6</td>
<td>ALPHA-TOLUENESULFO NYL FLUORIDE</td>
<td>ALPHA-TOLUENESULFO NYL FLUORIDE</td>
<td>3</td>
<td>S</td>
<td>B</td>
<td>1829</td>
<td>KG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMMONIUM HYDROXIDE</td>
<td>AMMONIUM HYDROXIDE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Each row shows the number of containers for a separate chemical.

In the Actions column are shortcuts to ChemInfo and MSDSs.

The Summary View displays ChemTracker’s Main Name for items linked to the CT database.
### Summary View Column Headings

You will see the ChemTracker Main Name.

The aggregated number of containers of each inventory item, grouped by GDN.

GDN: Global Database Number is the number of the ChemTracker classified chemical.

The default Unit on the Summary View is Metric; you can convert between metric and English using the *Change units* link at the bottom and it will stay until you change it.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChemInfo MSDS</td>
<td>2</td>
</tr>
<tr>
<td>ChemInfo MSDS</td>
<td>18</td>
</tr>
<tr>
<td>ChemInfo MSDS</td>
<td>8</td>
</tr>
<tr>
<td>ChemInfo MSDS</td>
<td>7</td>
</tr>
<tr>
<td>ChemInfo MSDS</td>
<td>0.015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
<th>Physical State</th>
<th>Storage Group</th>
<th>GDN</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>71-36-3</td>
<td>1-BUTANOL</td>
<td>2</td>
<td>L</td>
<td>L</td>
<td>4503</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>L</td>
<td>L</td>
<td>5513</td>
<td>LITER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>L</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Display the Columns you want

Select a single row and press Download, or press Download all data to select all rows and download to Excel.
### Summary View to Details View

To see the Details View of all the results,
1. Click the down arrow to the right of *Details*
2. Click *Details for all data*

To see the Details View of a single chemical,
1. Select a single row
2. Click *Details*
Details View Top

Unit will display as entered so units may be a mix of English and Metric; you can convert to all metric or all English by pressing *Change units* at the bottom.

‘ID’ equals unique identifying number "key" assigned to a record.

Scroll to see more than 500 rows.

In the Details View, each row displays a separate chemical container.

Chemical Name in Details View is as it was entered.
Details View Horizontal Scrolling Left to Right

There are several choices of fields for detailing where a chemical is located.
Received Date is handy for Central Receiving units; Expiration Date can be used for peroxide-formers, etc.

Multiple User-Defined Fields
Details View Bottom

The Details View is where you find the Modify, Duplicate and Delete functions.

Similar to Summary View
Show and Hide Columns in Both Views

- In either the Summary or Details view, click *Show/hide Columns* at the bottom.

- In the Show/Hide Columns box that appears, uncheck any columns you do not want to appear.
- *Close* the box.
- To display columns, check them.
- CT will keep the settings until they are changed. Inventory downloaded to Excel will also reflect your settings.
Reorder Columns in Both Views

Drag and drop columns to change their left-to-right sequence.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
<th>Physical State</th>
<th>Storage Group</th>
<th>GDN</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChemInfo MSDS</td>
<td>7</td>
<td>64-19-7</td>
<td>ACETIC ACID</td>
<td>2</td>
<td>L</td>
<td>D</td>
<td>6344</td>
<td>LITER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Chemical Name</th>
<th>Physical State</th>
<th>CAS</th>
<th>GDN</th>
<th>Amount</th>
<th>Unit</th>
<th>Containers</th>
<th>Storage Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChemInfo MSDS</td>
<td>ALPHA-TOLUENESULFONYL FLUORIDE</td>
<td>S</td>
<td>329-98-6</td>
<td>1829</td>
<td>.015</td>
<td>KG</td>
<td>3</td>
<td>B</td>
</tr>
</tbody>
</table>
Sort Columns in Both Views

To sort the values in columns vertically, click the triangle in the title cell. All the values in the search result will toggle in the display between ascending to descending when you click, whether they are all displayed or not.

The columns below are sorted by Chemical Name.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
<th>Physical State</th>
<th>Storage Group</th>
<th>GDN</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheminfo MSDS</td>
<td>12</td>
<td>1330-20-7</td>
<td>XYLENES</td>
<td>3</td>
<td>L</td>
<td>L</td>
<td>1167</td>
<td>LITER</td>
</tr>
<tr>
<td>Cheminfo MSDS</td>
<td>0.015</td>
<td>329-98-6</td>
<td>ALPHA-TOLUENESULFONYL FLUORIDE</td>
<td>3</td>
<td>S</td>
<td>B</td>
<td>1829</td>
<td>KG</td>
</tr>
<tr>
<td>Cheminfo MSDS</td>
<td>9</td>
<td></td>
<td>HYDROCHLORIC ACID, &gt; OR = 17% BUT &lt; THAN 3 7% AQUEOUS SOLUTION</td>
<td>3</td>
<td>L</td>
<td>F</td>
<td>4534</td>
<td>LITER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Amount</th>
<th>CAS</th>
<th>Chemical Name</th>
<th>Containers</th>
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<th>GDN</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheminfo MSDS</td>
<td>7</td>
<td>64-19-7</td>
<td>ACETIC ACID</td>
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<td>ALPHA-TOLUENESULFONYL FLUORIDE</td>
<td>3</td>
<td>S</td>
<td>B</td>
<td>1829</td>
<td>KG</td>
</tr>
<tr>
<td>Cheminfo MSDS</td>
<td>6</td>
<td>1336-21-6</td>
<td>AMMONIUM HYDROXIDE (&gt;35% BUT NOT &gt;50% AMMONIA IN WATER)</td>
<td>2</td>
<td>L</td>
<td>C</td>
<td>5186</td>
<td>LITER</td>
</tr>
</tbody>
</table>
You can search for a specific chemical using **one** of these identifiers and its appropriate operator:

- Chemical Name (Equals, Begins With, Contains)
- CAS Number (Equals)
- Formula (molecular, structural, empirical) (Equals, Begins With, Contains)
- GDN (Equals)

- Searching by the GDN (Global Database Number) will help ensure that you find a classified chemical of interest when it is listed in the inventory by its Main Name, as well as by its synonyms.
Search by a Chemical Identifier

1. Search by
   Chemical Name, or
   Synonym, or
   CAS, or
   Formula, or
   Manufacturer+Product Number

2. Reference Database
   Searches reference database entries – determines GDN of matches

3. Inventory
   Searches for records matching GDNs in inventory
   Searches for records matching search criteria

4. Results
   CT displays list of matches so you find your records

ChemTracker is designed to help you find your inventory items.
• Press *Search* on the top navigation bar
• Select the Chemical Identifier: *Chemical Name*
• Enter at least 3 characters. Remember, spelling and spaces count!
• Select the chemical name from the drop-down list. If your item is not on the list, type the complete name and it will appear at the top of the list as you type it for selection.
• Enter values for additional fields if you wish and press *Search*.
• CT displays returns in the Summary View in a consolidated list.
Search by CAS Number

- Searching by CAS requires an exact CAS Number.
- Results include classified mixtures that contain a constituent with that CAS number.
Search by Storage Group

Use the drop-down list to select a Storage Group.
Search by Storage Group

*Storage Group information is intended to be used as a guide in research laboratory situations and persons or organizations choosing to use it in any way whatsoever do so entirely at their own risk. Stanford University and the ChemTracker Consortium make no warranties, either expressed or implied, that this information is accurate and applicable for all uses.
Search by Hazard(s)

• You can search for inventory that meets more than one Hazard simultaneously. The results will meet ALL the hazards you have selected.
• Only chemical inventory that is linked to the reference database will be found in a Search by Hazard(s).
• CT has 28 Hazard Groups to choose from, including Lab Standard.

• Click your cursor in the entry box, or after the last entered hazard, to select from the drop-down list.
• You can also start typing the hazard.
Create Saved Search Templates

- If you routinely use the same search criteria, such as Owner and Building/Room, you can save yourself time by creating a Saved Search Template.
- A Saved Search keeps the values in the fields, but does not save the result.

1. After you enter the values for the fields you want, press **Save search** at the bottom of the screen.
2. In the box that opens, give it a name and add a description or comment. Press **Save**.
3. You can also press the **Save as search template** in the Summary View to create a Saved Search Template.
Run, Load, or Delete Saved Search Templates

- Select the Access Search Templates link at the top left of the Search screen.
- In the box that opens, select Run Search, Load on Search Screen, or Delete under the Search Template you wish to use.
- You can also run a Saved Search from the Home Screen.
- Tip: To change a Saved Search, load it then add, change or subtract field values. You can then run the new search or create a new Saved Search. Delete the old Saved Search if you wish.
Download to Excel

• You can Download to Excel on either a Mac or pc.
• If you do not have a version of Excel that accepts .xlsx files, go to Desktop Setup, *CT 4.0 Downloading into Excel*, on the Help page (click on the *Help* button in the upper right of ChemTracker).
• Show/hide columns, move columns, and vertical sort configurations are copied to Excel

• Tip: You can make further changes in Excel.
  – For example, to find inventory in both rooms 21 and 22 of a Building, search on the 2\(^{nd}\) floor of the Building, export to Excel, sort by room, then delete the rows of all rooms except 21 and 22
  – Or search separately on each room and put the downloaded results in the same Excel spreadsheet
Download from Summary View

To download all records to Excel: with a search result in Summary View, press Download at the bottom and select Download all data.

Download a single row to Excel: with a search result in Summary View, select a row and press Download.

Depending on your computer setup, you may need to open the file from your browser's Downloads folder.
Download from Details View

- Click on a row to select a single record, or multiple (contiguous or non-contiguous) rows, and press Download at the bottom of the screen.
- To download all rows, press Download and Download all data as shown for Summary View.
ChemTracker 4.0
Inventory Management User Guide
Part 4: Modify, Surplus

- Delete Inventory
- Duplicate Inventory
- Edit Inventory (Single Item)
- Bulk Edit for Multiple Items
- Surplus
Delete from Details View

• With a search result in the Details View, select contiguous or non-contiguous item(s) for deletion; the selected rows change color.
• Click Delete at the bottom.

• This is one of the few places you will see a confirmation message.
• Select Yes or No.

Note: If you have deleted an item or items in error, contact your local CT Administrator with information about the item(s) and the date deleted. Your CTA can restore deleted record(s) in Administrative Functions.
Duplicate a Record from Details View

• A timesaver for adding inventory items is to duplicate an item that is exactly the same as the one you want to add.

• With the item in a search result in the Details View, select a single row and click Duplicate at the bottom. Indicate in the dialog box how many copies you want to make. CT will briefly display a confirmation that the item has been duplicated.

• Since the fields below are not copied, you will have to manually enter values.
  – Barcode number
  – Expiration and Received Dates
  – Surplus indicators
  – Inventoried By value

• System-generated fields such as Created by and Created Date are also not copied but generated anew by the system.

• To see duplicated items, you can sort view by Created (date).
Edit Single Record in Details View

1. With your search result in the Details View, select the record you want to change and press *Modify* at the bottom of the screen.

2. Change the value(s) in the desired field(s)

3. Press *Save* in the *Actions* column (leftmost column) when you are ready to make the changes.
Edit Single Record in Details View

- **Tip:** Configure the Columns by hiding and moving them for easier editing and viewing of what you want.
- System-generated fields are not available for editing.
- Values of validated fields must be selected from a drop-down menu.
- Updating the Chemical Name or Physical State may trigger
  - The item to become linked to the reference database because these values now match a classified chemical; or,
  - The item to be un-linked from the reference database because these values now do not match any classified chemicals; or,
  - The linked item to be re-linked to a different classified chemical because the values now match a different classified chemical.
- If you change the CAS number to one not in the CT database, saving may change it back again if CT checks and finds a valid Chemical Name + Physical State and re-enters a valid CAS.
- Your changed item may no longer show in the Details View if it no longer meets the search criteria.
**Bulk Edit from Details View**

Change values for multiple records simultaneously

1. With your search result in the Details View, select the records, contiguous or non-contiguous, you want to change and press *Modify* at the bottom of the screen. Selected rows change color.
2. Or, press *Modify/Modify all* at the bottom if you want to change all the records in Details View.

<table>
<thead>
<tr>
<th>Show / hide columns</th>
<th>Change units</th>
<th>Modify</th>
<th>Duplicate</th>
<th>Delete</th>
<th>Download</th>
</tr>
</thead>
</table>

- Here are typical times to do a Bulk Edit
  - A PI is moving to another lab
  - Inventory moves to another PI
  - You have centralized storeroom checkout
  - Items become Surplus
Bulk Edit from Details View
Change values for multiple records simultaneously

1. ChemTracker displays the fields that can be edited for the selected group of records. Make the desired changes. You need to have access to the Building/Room and Owner to which you are moving inventory.
2. Press *Save modified records* when you are finished. You will see a brief confirmation message.
3. If you press *Clear*, the values in that field will be deleted.
Surplus

Click Yes to mark an item Surplus when you add or modify the record.

Restricted Surplus: If you mark the field Private = Yes, only those users who have access to the item's Owner and Location will be able to view it, but it is tagged as surplus.

Non-Restricted Surplus: If you mark the field Private = No, everyone in your organization who uses ChemTracker will be able to view this surplus item.
Thank you. We appreciate your continued support and use of ChemTracker.

Remember, for help.... Each ChemTracker institution has at least one ChemTracker Administrator to assist you, and there is a *Help* link on every ChemTracker page in the upper right.