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Viewing and Editing Your Chemical Inventory

All containers

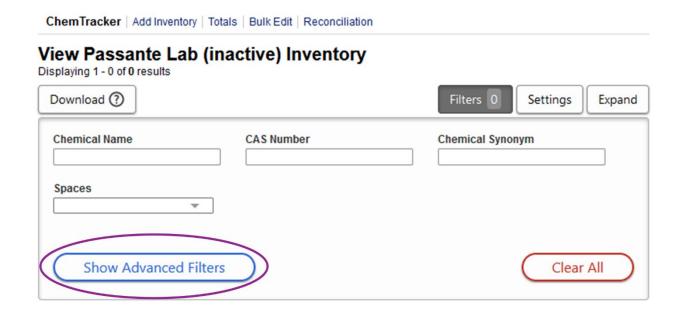
Follow these instructions using color-coded circles to access your chemical inventory.

From the BioRAFT homepage, expand the left side menu to view information relevant to your lab. Click the "ChemTracker" dropdown menu on the left side of the BioRAFT page to view your lab's chemical inventory.

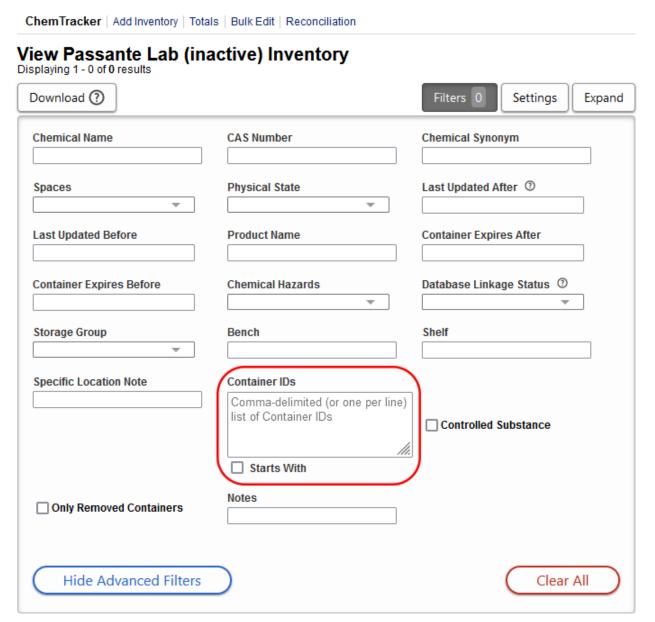


This page displays every chemical container in your lab's inventory. Upon opening the page, you are brought to the "Filters" widget where search filters are displayed on screen.

You can search for a specific record by clicking in Container IDs field and scanning or typing a barcode number. To access this field, click on the "Show Advanced Filters" button.







You can also use the other filters on this page to view or search for a subset of your containers.

You can sort your inventory or filtered results by clicking on the arrows next to most of the column headings.

Chemical Name ()	CAS Number 🗘	State (🕽	Amount (†)	Units (🕽
Methylglyoxal solution	78-98-8	Liquid	25	ml
"Bromoacetic acid" as BROMOACETIC ACID, solid	79-08-3	Solid	100	g
((4R,5R)-(+)-O-[1-BENZYL- 0.1G	880262-16-8	Solid	100	mg

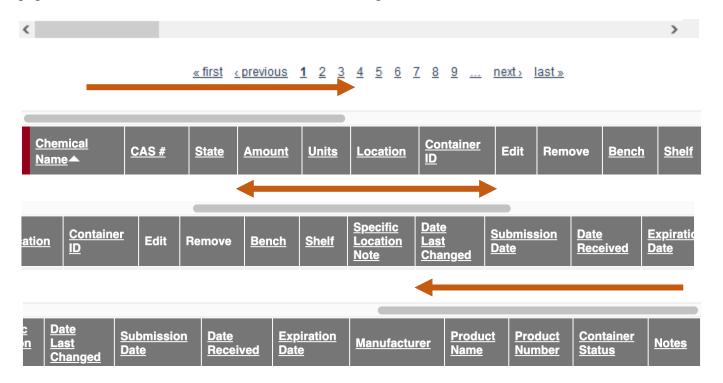


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To edit a record, click on the "Edit" link:

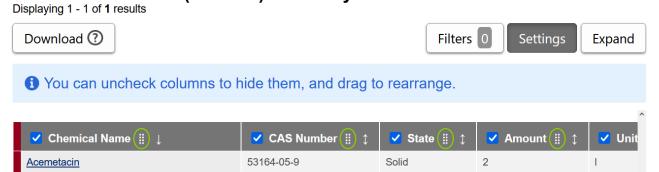


To find the "Edit" link, you will need to use the scrollbar at the bottom of the inventory table, near the page select numbers, to scroll to view additional headings.



Clicking on the "Settings" widget at the top right of your inventory will **allow you to show/hide each column** by checking/unchecking the box to the left of the column header. You can also click and drag on the 8 dots to the right of the column header to **reorder the columns**. A "O" symbol will replace your cursor, but dragging will function as designed.

View Passante Lab (inactive) Inventory





For a full screen view of your chemical inventory, click "Expand" at the top right of your inventory:

View Passante Lab (inactive) Inventory

Displaying 1 - 0 of 0 results

Download ③ Settings Expand

To **export** your data outside of the system, click "Download" at the top left of your inventory. <u>Note that changes to inventory can only be made inside of ChemTracker and cannot be submitted via spreadsheet export/import unless explicitly prompted by the Chemical Inventory Team.</u>

View Passante Lab (inactive) Inventory

Displaying 1 - 0 of 0 results

| Download ② | Settings | Expand

Searching for Chemicals Outside of Your Lab

You will be able to see all chemical containers within **your lab's** inventory. You will not be able to search for chemicals in other labs' inventories. The EHRS Chemical Inventory Team can help you locate chemicals in other labs across campus.

Search "Chemical Borrow Request" on the <u>EHRS website</u> to find our Chemical Borrow Request webform (also linked <u>here</u>) to submit your search request. Remember that all chemical sharing is voluntary and requires the permission of the lab that owns the chemical as well as the approval of the PI for the lab that wishes to borrow or adopt the chemical. If you adopt the chemical into your lab from another lab, be sure that they remove the chemical from their inventory and that you add the chemical to yours.

Totals

Click on the "Totals" link to view the aggregate amount of each chemical in your lab's inventory. Notice that the total number of containers of each chemical is shown on the right side.

Tip: The "Display Units" dropdown allows you to change the units for the table (i.e., display in grams).

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