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## Disposing of Chemical Inventory Disposing of a Single Container

Select "**ChemTracker**" and enter the Container ID to find the chemical of interest and click Submit.

Then click "**Remove**" and click "yes" to confirm.

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Filters									
Chemical Nam	e:		CAS Numb	er:		Chemic	al Hazards:		
						Sele	ect Hazards(s) -	- v	
Chemical Syno	onym:		Database Linkage Status: (6)						
						V Con	Controlled Substance?		
Physical State	:		Location (S	Space):					
Select Sta	te(s)	Ŧ	Select	Location	(s)	Ŧ			
Bench:			Shelf:			Specific	Location Note:		
Last			Last						
Updated After:			Updated Before:						
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Updated After:  Container IDs: Container IDs: Comma-delimited Chemical Name A Acetone 99%	(or one per line <u>CAS #</u> 67-64-1	) list of Con <u>State</u> Liquid	Updated Before: tainer IDs	Units	Location Annenberg Center- Q01	Container ID 23456789	Ed Remov	Ye Bench 2 FLSC1	it She
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## **Disposing of Multiple Containers (and Bulk Edit)**

The bulk edit function is valuable for editing or deleting many records all together. Click **"Bulk Edit"** from your lab's ChemTracker menu.

Passanta Lab	Chem Tracker   Add Inventory	Totals   Bulk Edit   and Other Chemicals		
<ul> <li>» View Lab Profile</li> <li>» ChemTracker</li> <li>» Compliance Dashboard</li> </ul>	Select Chemical C This page enables editing or dele like to change. Once you have se there, changes to all the selected	ontainers sting of many chemical containers at once. U lected the desired containers, click "Edit sele containers may be made.	se the filters below to find the containers you would ected container" at the bottom of the page. From	
» Manage Members	Chemical Name:	CAS Number:	Chemical Hazards:	
» Self Inspections			Select Hazard(s) *	
» Manage Lab Forme	Chemical Synonym:	Database Linkage Status: 🥹	Location (Space):	
Preserve Teals			Select Location(s)      *	
Hesearch Tools	Physical State:	Bench:	Shelf:	
My Account	Select State(s)	Ŧ		
	Notes:	Last Changed After:	Last Changed Before:	
	Container IDs (up to 1000):			
	Comma-delimited list of Container ID	5	*	
			Submit	
			Showing 1 to 30 of 30 entries	

You can scan multiple barcodes into the container ID box (one per line) or use the filters to search for the containers you want to remove or edit.

Select the containers of interest or choose "select all", then click **"Edit selected containers"** in the bottom right corner. From there, indicate the changes you would like to make.

✓       CHLOROFORM, 99.8%       67-66-3       4       I       Annenberg Center - 001       5/31/201         ✓       CHLOROFORM, 99.8%       67-66-3       4       I       Annenberg Center - 001       5/31/201         ✓       CHLOROFORM, 99.8%       67-66-3       4       I       Annenberg Center - 001       5/31/201         ✓       CHLOROFORM, 99.8%       67-66-3       4       I       Annenberg Center - 001       5/31/201         ✓       Status       Status       Status       Status       Status       Status	Select All	Chemical Name	CAS	Amount	<u>Unit</u>	Location	Bench	Shelf	Last Change
☑         CHLOROFORM, 99.8%         67-66-3         4         I         Annenberg Center - 001         5/31/201           ☑         CHLOROFORM, 99.8%         67-66-3         4         I         Annenberg Center - 001         5/31/201           Image: State Sta		CHLOROFORM, 99.8%	67-66-3	4	I.	Annenberg Center - 001			5/31/201
CHLOROFORM, 99.8%         67-66-3         4         I         Annenberg Center - 001         5/31/201           howing 1 to 3 of 3 entries         5/31/201         5/31/201         5/31/201         5/31/201		CHLOROFORM, 99.8%	67-66-3	4	1	Annenberg Center - 001			5/31/201
howing 1 to 3 of 3 entries		CHLOROFORM, 99.8%	67-66-3	4	1	Annenberg Center - 001			5/31/201
	howing 1 to 3 of	99.8% 3 entries				001	-	_	



To dispose of the containers, click "Delete all selected".

	Ober Tealer Add Investor Table Bulk Edit Fiel Ober Oberland				
Passante Lab	Chemiracker   Add Inventory   Iotais   Buik Edit   Find Other Chemicais				
» View Lab Profile	Edit All Selected Containers				
<ul> <li>» ChemTracker</li> <li>» Compliance Dashboard</li> <li>» Manage Members</li> <li>» Send Lab Message</li> </ul>	This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you wou like to change. Once you have selected the desired containers, click "Edit selected container" at the bottom of the page. From there, changes to all the selected containers may be made. 3 total containers selected.				
<ul><li>» Self Inspections</li><li>» Manage Lab Forms</li></ul>	Any changes made below will be applied to all of the chemical containers selected to modify. Any data entered for these fields will <b>overwrite</b> data currently existing for these chemical containers. Leaving a field blank means the original values for that field are kept.				
Research Tools	Chemical				
My Account	Look Up Chemical Name or CAS Number:				
	Chemical Name     CAR Number     Desclust Name or Number				
	Start typing the chemical name to find the chemical in the database.				
	Location (space): Select O Select a group to pick a space Amount:				
	Select 0 Bench:				
	Shelf:				
	Specific Location Note:				
	Expiration Date:				
	Format: 2019-08-06				
	Notes:				
	These changes cannot be undone in bulk.				
	Cancel Apply changes Delete all selected				

Once a container is disposed, the barcode is also disposed and cannot be used again.

Bulk edits to Location (space), Amounts, Units and Bench can also be made in Bulk Edit.

Once the changes are complete, click "Apply changes" and follow the prompts to complete.

Any changes made here will be applied to all the containers and overwrite existing data for those containers (such as replacing the existing notes). These changes cannot be bulk undone. However, single container records can be edited individually.

If a field is left blank on the edit page, the existing information in that field will be preserved for all records being edited.



## **Reactivating Deleted Records**

If you accidentally remove a record from ChemTracker, go to the "View Inventory" window.

Click on "Show Advanced Filters."

Chemical Name:	CAS Number:	Chemical Synonym:	]
	CAS Number	Chemical Synonym	
		Select one	-
		Select one	
		Show A	Advanced Filters

Then select "Show Deleted Chemical Containers."

Comma-delimited (or one per line) list of Container IDs		
Starts with		
Hide Selected Columns: Select one	Controlled Substance?:	Show Deleted Chemical 🗹 Containers:
		Hide Advanced Filters

Click on the "Edit" link for the record you'd like to reactivate: **Chemical Name** CAS # State Amount Location **Container ID** Edit Remove Annenberg Center - 001 Acetone 99% 67-64-1 Liquid 41 23456789 Edit Remove

Click "Reactivate" at the bottom of the screen.



