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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.

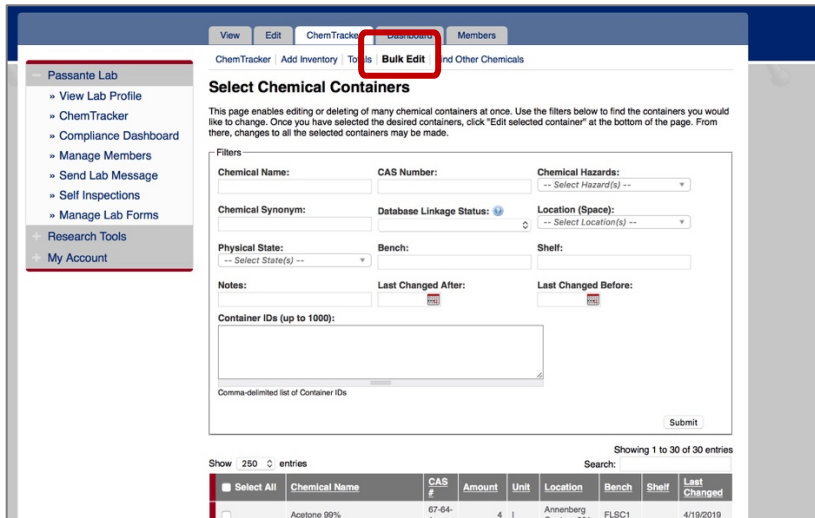
Then click “**Remove**” and click “yes” to confirm.

The screenshot shows the 'Passante Lab Chemical Containers' page in the ChemTracker application. The 'ChemTracker' menu item is circled in red. Below the search filters, the 'Container IDs' input field is also circled in red. In the table below, the 'Remove' button for the first row is circled in orange.

Chemical Name	CAS #	State	Amount	Units	Location	Container ID	Edit	Remove	Bench	Shelf
Acetone 99%	67-64-1	Liquid	4	l	Annenberg Center - 001	23456789	Edit	Remove	FLSC1	
Acetonitrile	75-05-8	Liquid	100	ml	Annenberg Center - 002	C-20000077	Edit	Remove		
Acetonitrile	75-05-8	Liquid	4	l	Annenberg Center - 001	C-20000003	Edit	Remove		

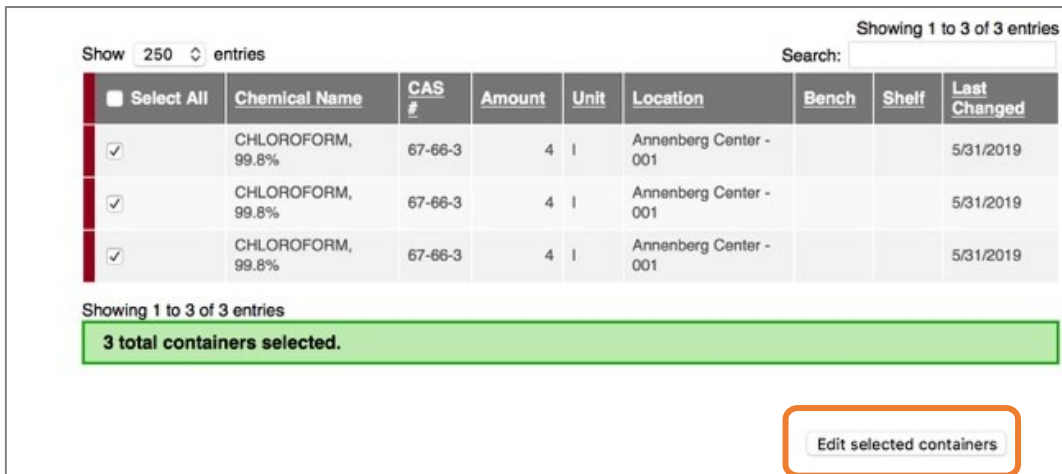
## Disposing of Multiple Containers (and Bulk Edit)

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



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.



To **dispose** of the containers, click “**Delete all selected**”.

ChemTracker | Add Inventory | Totals | **Bulk Edit** | Find Other Chemicals

### Edit All Selected Containers

This page enables editing or deleting of many chemical containers at once. Use the filters below to find the containers you would 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.

Any changes made below will be applied to all of the chemical containers selected to modify. Any data entered for these fields will **overwrite** data currently existing for these chemical containers. Leaving a field blank means the original values for that field are kept.

Chemical

Look Up Chemical Name or CAS Number:

Chemical Name  CAS Number  Product Name or Number

Start typing the chemical name to find the chemical in the database.

Location (space):

-- Select --

Select a group to pick a space

Amount:

Units:

-- Select --

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:

Spaces:

**Show Advanced Filters**

Then select “Show Deleted Chemical Containers.”

Container IDs:

Starts with

Hide Selected Columns:  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
<a href="#">Acetone 99%</a>	67-64-1	Liquid	4 l	<a href="#">Annenberg Center - 001</a>	<a href="#">23456789</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

Click “Reactivate” at the bottom of the screen.