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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.

ChemTracker   Add Inventor	/   Totals   Bulk Edit   Reconciliation	
View Passante Lab	o (inactive) Inventory	
Download (?)		Filters 0 Settings Expand
Chemical Name	CAS Number	Chemical Synonym
Spaces	~	
Show Advanced F	ilters	Clear All



ChemTracker | Add Inventory | Totals | Bulk Edit | Reconciliation

Download ⑦		Filters 0 Settings Expan
Chemical Name	CAS Number	Chemical Synonym
Spaces	Physical State	Last Updated After ③
ast Updated Before	Product Name	Container Expires After
Container Expires Before	Chemical Hazards	Database Linkage Status ③
Storage Group	Bench	Shelf
Specific Location Note	Container IDs Comma-delimited (or one per line list of Container IDs	Controlled Substance
Only Removed Containers	Notes	
Hide Advanced Filters		Clear All

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 \downarrow	CAS Number ()	State ()	Amount ()	Units 貪
Methylglyoxal solution	78-98-8	Liquid	25	ml
"Bromoacetic acid" as BROMOACETIC ACID, solid	79-08-3	Solid	100	g
<u>((4R,5R)-(+)-O-[1-BENZYL- 0.1G</u>	880262-16-8	Solid	100	mg



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#### BioRAFT ChemTracker Module User's Guide

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

Chemical Name 🗎	CAS Number 🛊	State ‡	Amount ‡	Units ‡	Location ‡	Container ID 🛊	Edit	Remove
Methylglyoxal solution	78-98-8	Liquid	25	ml	Smilow Center - TRC09-176A	183736	Edit	Remove

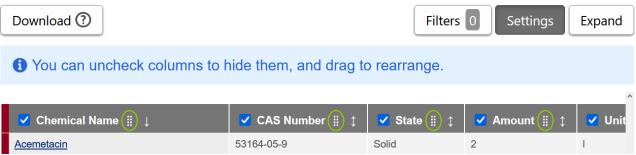
To find the "Edit" link, you will need to use the scrollbar at the bottom of the inventory table, near the page select numbers, to scroll to view additional headings.

<										>
_		<u>« first</u> <u>‹</u>	<u>previous</u>	123	<u>4 5 6</u>	789	<u>next</u> >	last »		
<u>Chemical</u> <u>Name</u> ▲	CAS#	<u>State</u>	<u>Amount</u>	Units	Location	Container ID	Edit	Remove	Bench	<u>Shelf</u>
		•								
ation Contain	er Edit	Remove	<u>Bench</u>	<u>Shelf</u>	<u>Specific</u> Location Note	<u>Date</u> Last Changed	<u>Submis</u> Date			Expiratio Date
<u>c</u> <u>Date</u>	Submissio	n Date	Exp	iration		Produ	lot Bro	duct Cor	tainer	
<u>c Date</u> n <u>Last</u> <u>Changed</u>	Date				<u>Manufactu</u>	<u>rer</u> <u>Name</u>		nber Stat		<u>Notes</u>

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

Displaying 1 - 1 of 1 results





1

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 <b>0</b> results			
Download ⑦	Filters 0	Settings	Expand

To **export** your data outside of the system, click "Download" at the top left of your inventory. 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.

#### View Passante Lab (inactive) Inventory

Displaying 1 - 0 of 0 results

Download (?)



### 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).



Passante Lab	ChemTracker Add Inventor Totals	Buik Edit Find Ot	ner Chemicas	2				
<ul> <li>» View Lab Profile</li> <li>» ChemTracker</li> </ul>	Passante Lab Chemical Totals Showing 1-14 of 14 results							
» Compliance Dashboard	Chemical Name:	Chemical Name: CAS Number:						
<ul> <li>» Manage Members</li> <li>» Send Lab Message</li> <li>» Self Inspections</li> </ul>	Physical State:	Location (Space):	2	* Select B	uilding(s)	×		
» Manage Lab Forms	Chemical Hazards:	Display units:						
Research Tools	Select Hazard(s) *	Select		0		Submit		
My Account								
	Chemical Name -	CAS #	State	Amount I	Units <u>Tot</u>	al Containers		
	Acetone	67-64-1	Liquid	4.00 l	-			
	Acetonitrile	75-05-8	Liquid	4.10 L				
	Chloroform	67-66-3	Liquid	12.00 L				
	Ethyl alcohol	64-17-5	Liquid	1.89 L				
	Ethyl ether	60-29-7	Liquid	20.00 1				
	Formaldehyde buffered aqueous solution. % in H2O	3-20 wt.	Liquid	0.19 l				
	Formaldehyde, 37% solution with 10-15% methanol		Liquid	4.00 l	-			
	Formic acid	64-18-6	Liquid	2.00 L				
	Hexaethylene glycol monodecyl ether	5168-89-8	Liquid	0.95 l				
	Hydrazine, anhydrous	302-01-2	Liquid	39.60 l	-			
	Hydrofluoric acid aqueous solution, 71-75	% 7664-39-3	Liquid	16.00 L				
	Microposit 1400 series photoresist		Liquid	0.47 l	-			
	Mixture of Nitric acid (90%) and Hydrofluo (10%)	ric acid	Liquid	4.00 l				
	Water	7732-18-5	Liquid	113.27 L				

