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Viewing and Editing Your Chemical Inventory

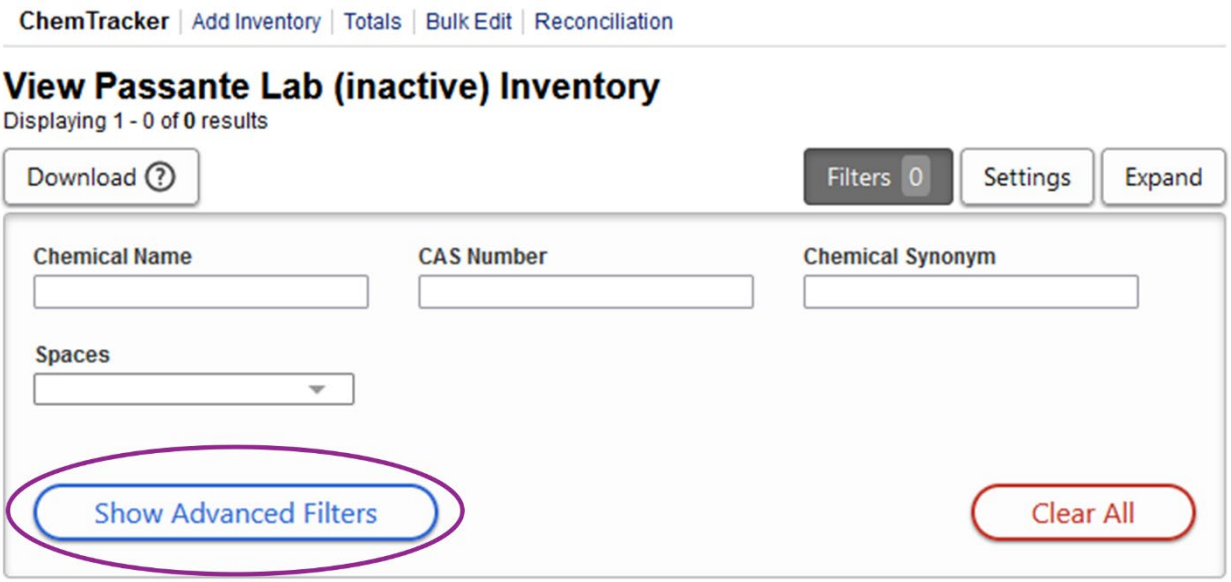
All containers

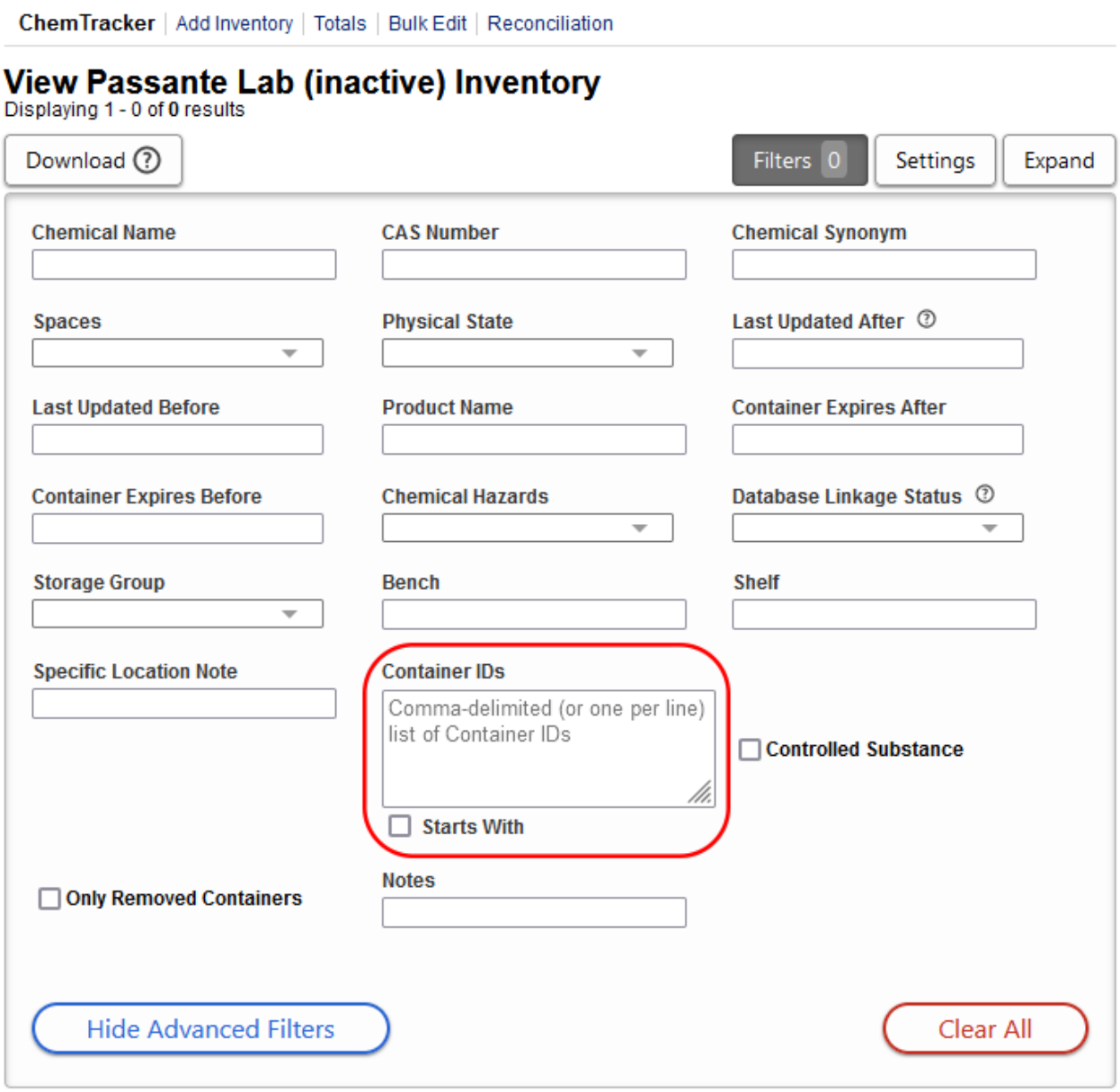
Follow these instructions using color-coded circles to access your chemical inventory.

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.

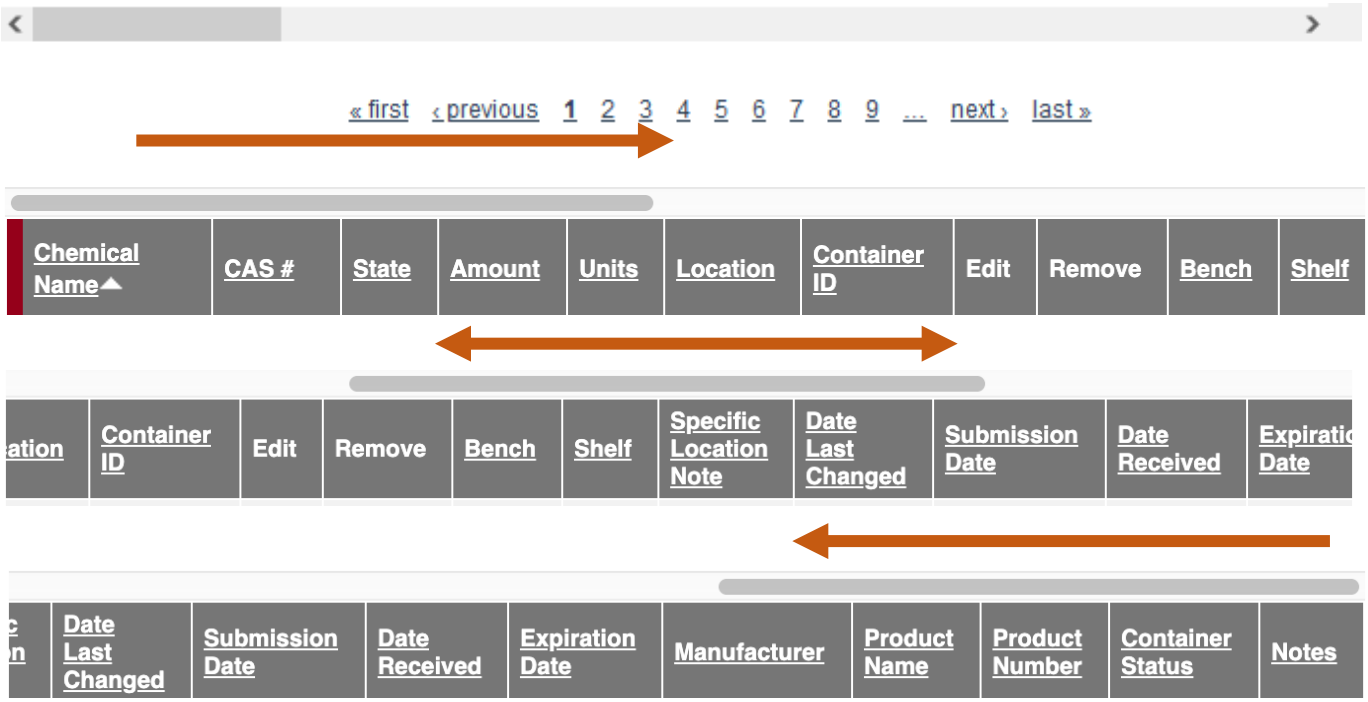
You can sort your inventory or filtered results by clicking on the arrows next to most of the column headings.

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

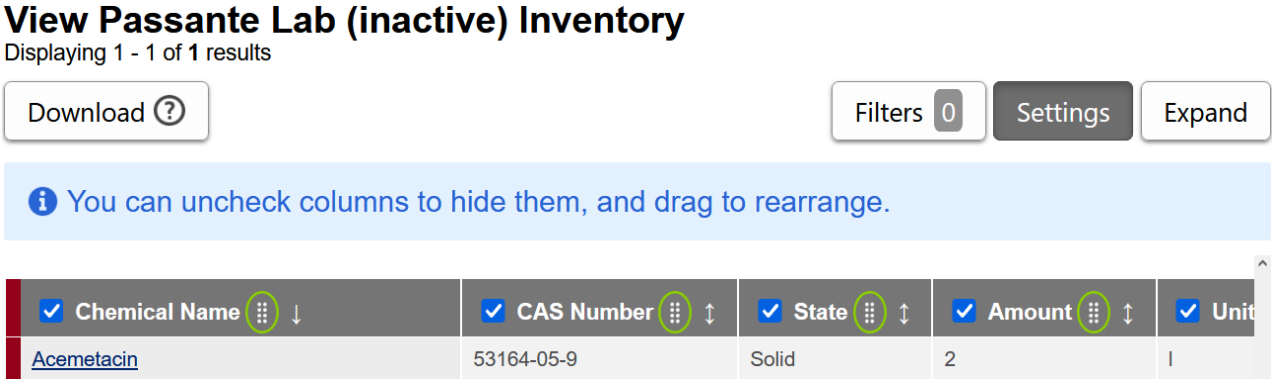
To edit a record, click on the "Edit" link:

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.



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 "⃠" symbol will replace your cursor, but dragging will function as designed.



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

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.

Searching for Chemicals Outside of Your Lab

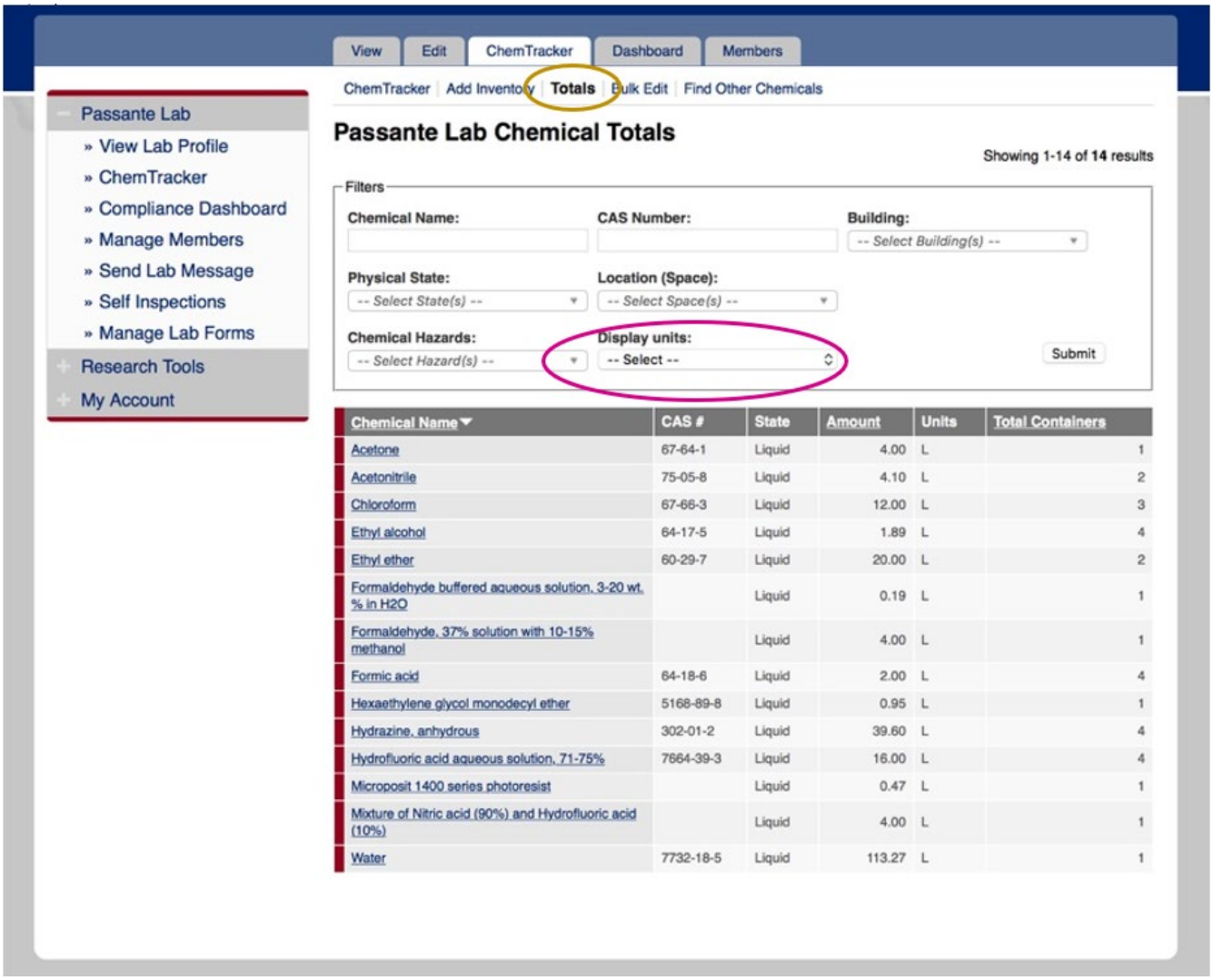
You will be able to see all chemical containers within **your lab's** inventory. You will not be able to search for chemicals in other labs' inventories. The EHRS Chemical Inventory Team can help you locate chemicals in other labs across campus.

Search "Chemical Borrow Request" on the EHRS website to find our Chemical Borrow Request webform (also linked here) 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).



Chemical Name	CAS #	State	Amount	Units	Total Containers
Acetone	67-64-1	Liquid	4.00	L	1
Acetonitrile	75-05-8	Liquid	4.10	L	2
Chloroform	67-66-3	Liquid	12.00	L	3
Ethyl alcohol	64-17-5	Liquid	1.89	L	4
Ethyl ether	60-29-7	Liquid	20.00	L	2
Formaldehyde buffered aqueous solution, 3-20 wt. % in H2O		Liquid	0.19	L	1
Formaldehyde, 37% solution with 10-15% methanol		Liquid	4.00	L	1
Formic acid	64-18-6	Liquid	2.00	L	4
Hexaethylene glycol monodecyl ether	5168-89-8	Liquid	0.95	L	1
Hydrazine, anhydrous	302-01-2	Liquid	39.60	L	4
Hydrofluoric acid aqueous solution, 71-75%	7664-39-3	Liquid	16.00	L	4
Microposit 1400 series photoresist		Liquid	0.47	L	1
Mixture of Nitric acid (90%) and Hydrofluoric acid (10%)		Liquid	4.00	L	1
Water	7732-18-5	Liquid	113.27	L	1