

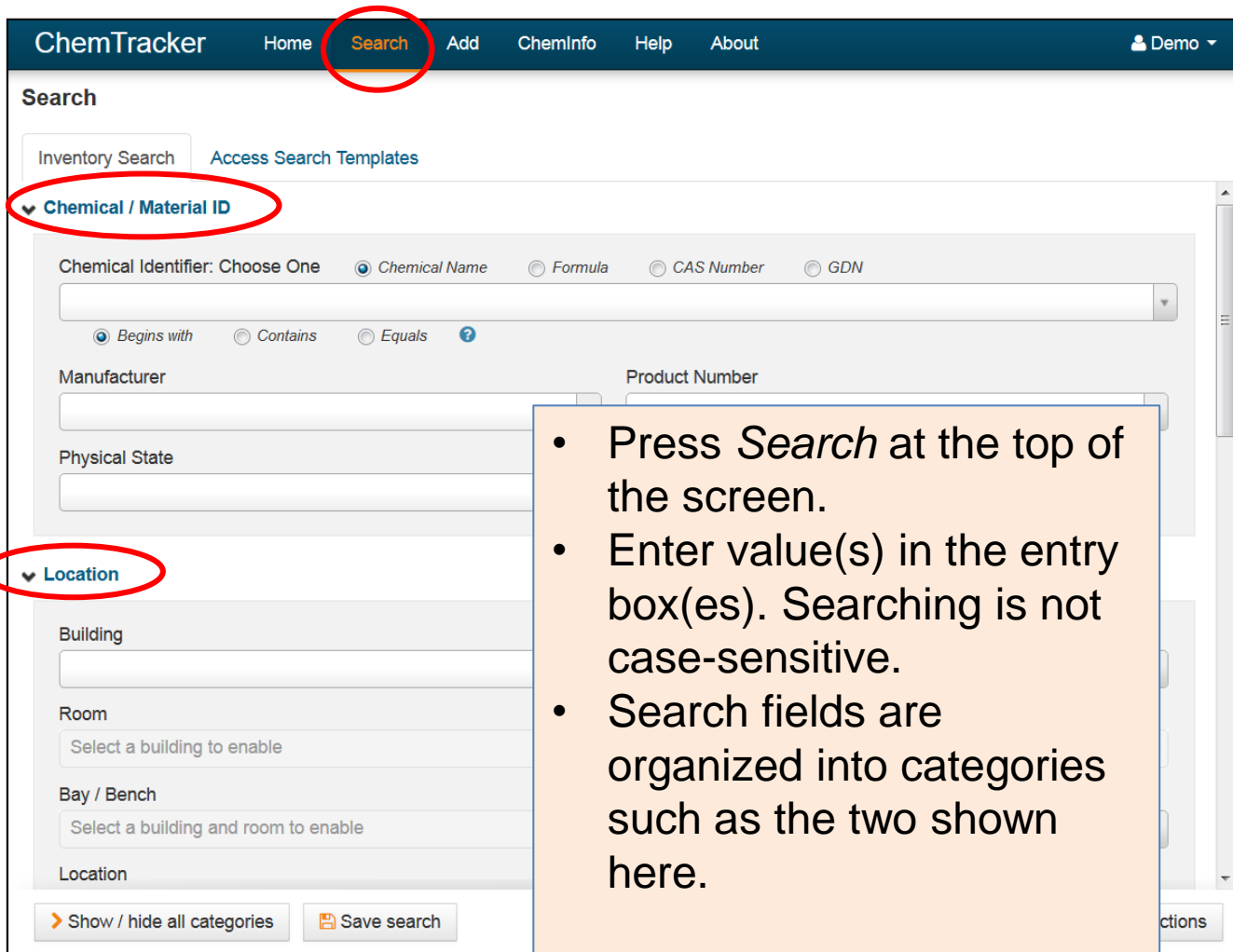
ChemTracker 4.0

Inventory Management User Guide

Part 3: Search, View, Download, Saved Search Templates

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Searching



ChemTracker Home **Search** Add ChemInfo Help About Demo

Search

Inventory Search Access Search Templates

▼ **Chemical / Material ID**

Chemical Identifier: Choose One Chemical Name Formula CAS Number GDN

Begins with Contains Equals ?

Manufacturer Product Number

Physical State

▼ **Location**

Building

Room
Select a building to enable

Bay / Bench
Select a building and room to enable

Location

> Show / hide all categories Save search


- Press *Search* at the top of the screen.
- Enter value(s) in the entry box(es). Searching is not case-sensitive.
- Search fields are organized into categories such as the two shown here.

Searching

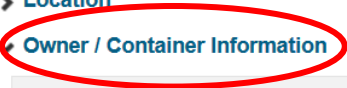
ChemTracker Home **Search** Add ChemInfo Help About ctehs

Search

Inventory Search [Access Search Templates](#)

> Chemical / Material ID 

> Location

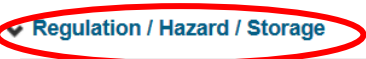
> Owner / Container Information 

Owner

Inventory ID

Inventoried By

Container Barcode

> Regulation / Hazard / Storage 

Storage Group

Hazard Group

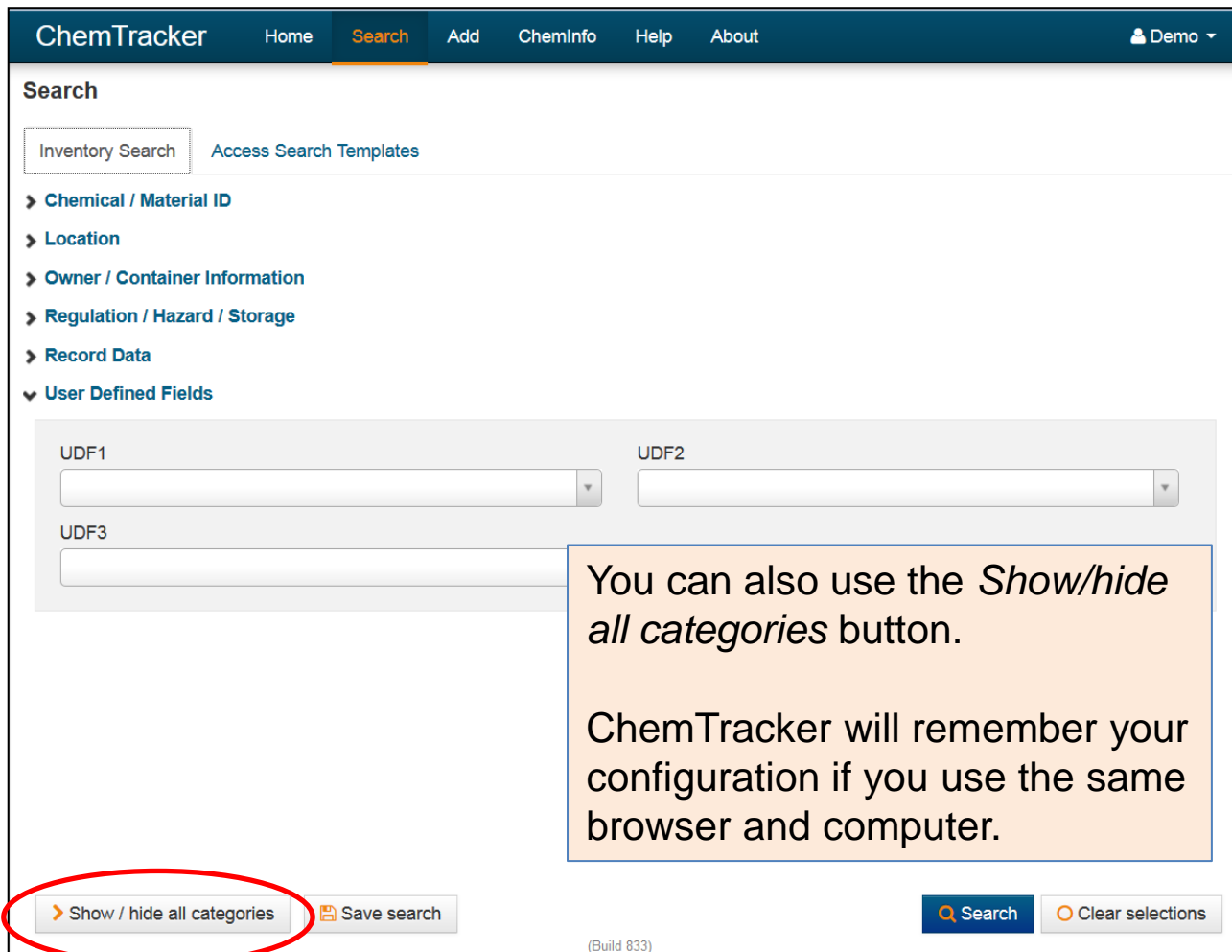
Regulation Type

Regulation Class

Regulation ID

Expand and collapse these categories so that you see only fields you use by pressing “<” or “>”.

Searching



The screenshot shows the ChemTracker Search page. At the top, there is a navigation bar with links for Home, Search (highlighted), Add, ChemInfo, Help, and About. A user profile icon labeled 'Demo' is in the top right. Below the navigation bar, the 'Search' section is active. It features a 'Inventory Search' button and a link to 'Access Search Templates'. A list of search categories is shown with expandable arrows: Chemical / Material ID, Location, Owner / Container Information, Regulation / Hazard / Storage, Record Data, and User Defined Fields (expanded). Under 'User Defined Fields', there are three input fields labeled UDF1, UDF2, and UDF3. At the bottom left, a button labeled '> Show / hide all categories' is circled in red. To its right is a 'Save search' button. At the bottom right, there are 'Search' and 'Clear selections' buttons. The version number '(Build 833)' is visible at the bottom center.

You can also use the *Show/hide all categories* button.

ChemTracker will remember your configuration if you use the same browser and computer.

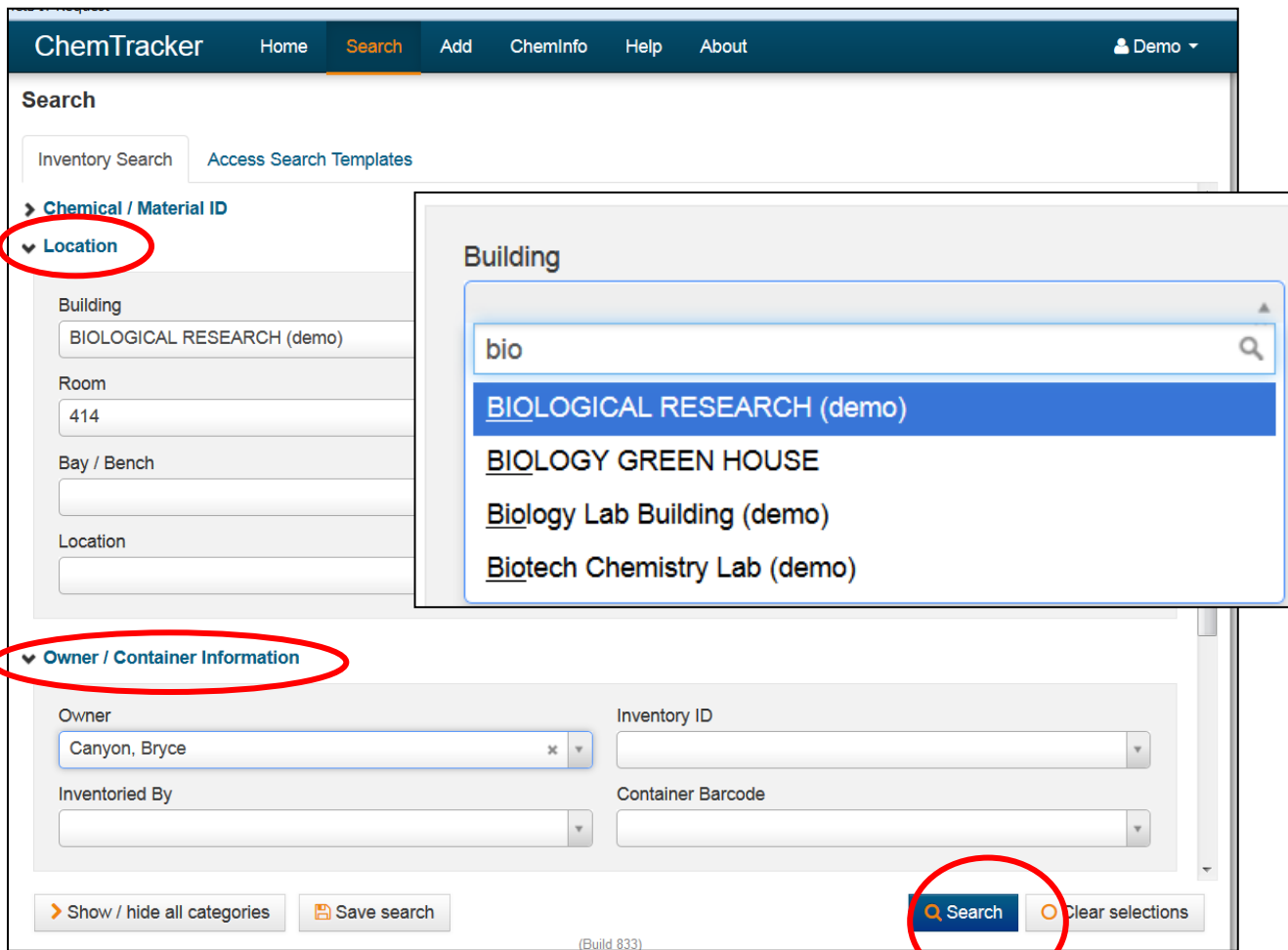
Searching

- You need **permission** to see BOTH the Owner and the Location (Building + Room) for the chemicals you want to view. If the drop-down boxes do not display Owners, Buildings and/or Rooms for which you think you should have access, contact your ChemTracker Administrator.
- Using *Contains* as your operator may take longer if there are a large number of items in inventory that meet the search criteria.
- As you put in more characters for a field value, you reduce the number of potential values you will see in a Presearch picklist and in your search results.
- If you obtain more results than you want, narrow search results by increasing the length of your search string and/or entering values for additional fields.



Search by Owner + Building/Room

1. Use the Location and Owner/Container Information Categories
2. Enter the first letters of the values for the fields and select the value from the drop-down list, entering Building before Room.
3. Press the *Search* button at the bottom. You will see the results on the Summary View.



The screenshot shows the ChemTracker search interface. The top navigation bar includes 'Home', 'Search', 'Add', 'ChemInfo', 'Help', and 'About'. The 'Search' section is active, showing 'Inventory Search' and 'Access Search Templates' options. The 'Location' category is expanded, and the 'Building' field is populated with 'BIOLOGICAL RESEARCH (demo)'. The 'Room' field is populated with '414'. The 'Owner / Container Information' category is also expanded, and the 'Owner' field is populated with 'Canyon, Bryce'. The 'Search' button is highlighted with a red circle. A dropdown menu for the 'Building' field is open, showing a search for 'bio' with the following results: 'BIOLOGICAL RESEARCH (demo)', 'BIOLOGY GREEN HOUSE', 'Biology Lab Building (demo)', and 'Biotech Chemistry Lab (demo)'. The 'Search' button is also highlighted with a red circle.

Top of Summary View

Breadcrumbs show where you are and have been

Search string

Scroll to see more than 500 rows

ChemTracker Home Search Add ChemInfo

Search / Summary View

You searched for: Building BIOLOGICAL RESEARCH (demo), Room 414, Owner Canyon, Bryce

Showing all 27 rows (114 total containers). Main Chemical Names of synonyms matching search criteria are included.

Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	2	71-36-3	1-BUTANOL	2	L	L	4503	LITER
ChemInfo		67-63-0	2-PROPANOL	3	L	L	5513	LITER
		123-51-3	3-METHYL-1-BUTANOL	8	L	L	24715	LITER
		64-19-7	ACETIC ACID	2	L	D	6344	LITER
MSDS	.015	329-98-6	ALPHA-TOLUENESULFO NYL FLUORIDE	3	S	B	1829	KG
			AMMONIUM HYDROXIDE					

Show / hide columns

(Build 833)

Total number of summarized records and total number of separate containers

Top of Summary View

ChemTracker Home Search Demo

Search / Summary View

You searched for: Building BIOLOGICAL RESEARCH (demo), Room 414, Owner Canyon, Bryce

Showing all 27 rows (114 total containers). Main Chemical Names of synonyms matching search criteria are included.

Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	2	71-36-3	1-BUTANOL	2				
ChemInfo MSDS	18	67-63-0	2-PROPANOL	3				
ChemInfo MSDS	8			8				
ChemInfo MSDS	7			2				
ChemInfo MSDS	.015	329-98-6	ALPHA-TOLUENESULFO NYL FLUORIDE AMMONIUM HYDROXIDE	3	S	B	1829	KG

Show / hide columns

(Build 833)

Each row shows the number of containers for a separate chemical

In the *Actions* column are shortcuts to ChemInfo and MSDSs

The Summary View displays ChemTracker's Main Name for items linked to the CT database

Summary View Column Headings

You will see the ChemTracker Main Name

GDN: Global Database Number is the number of the ChemTracker classified chemical

LOGICAL RESEARCH (demo), Room 414, Owner Canyon, Bryce

(Containers). Main Chemical Names of synonyms matching search criteria are included.

Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	2	71-36-3	1-BUTANOL	2	L	L	4503	LITER
ChemInfo MSDS	18			3	L	L	5513	LITER
ChemInfo MSDS	8		BUTANOL	8				
ChemInfo MSDS	7			2				
ChemInfo MSDS	.015		ENESULFO DE	3				
			HYDROXIDE					

Show / hide columns

(Build 833)

Aggregated number of containers of each inventory item, grouped by GDN

The default Unit on the Summary View is Metric; you can convert between metric and English using the *Change units* link at the bottom and it will stay until you change it

Summary View Bottom

ChemTracker Home **Search** Add ChemInfo Help About Demo

Search / Summary View

You searched for: Building BIOLOGICAL RESEARCH (demo), Room 414, Owner Canyon, Bryce

Showing all 27 rows (114 total containers). Main Chemical Names of synonyms matching search criteria are included.

Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	2	71-36-3	1-BUTANOL	2	L	L	4503	LITER
ChemInfo MSDS	18	67-63-0	2-PROPANOL	3	L	L	5513	LITER
ChemInfo MSDS	8	123-51-3	3-METHYL-1-BUTANOL	8	L	L	24715	LITER
		64-19-7	ACETIC ACID	2	L	D	6344	LITER
		329-98-6	ALPHA-TOLUENESULFO NYL FLUORIDE	3	S	B	1829	KG
			AMMONIUM HYDROXIDE					

Download all data

Show / hide columns Change units Details Download

Display the
Columns you
want

Select a single row and press
Download, or press *Download
all data* to select all rows and
download to Excel

Summary View to Details View

ChemInfo MSDS	18	67-63-0	2-PROPANOL	3	L	L	5513	LITER
ChemInfo MSDS	8	123-51-3	3-METHYL-1-BUTANOL	8	L	L	24715	LITER
ChemInfo MSDS	7	64-19-7	ACETIC ACID	2	L	D	6344	LITER
ChemInfo MSDS	.015	329-98-6	ALPHA-TOLUENESULFO NYL FLUORIDE	3	S	B	1829	KG
			AMMONIUM HYDROXIDE					

Details for all data

Details ▼

Show / hide columns Change units ▼ Save as search template

(Build 833)

Download ▼

To see the Details View of all the results,

1. Click the down arrow to the right of *Details*
2. Click *Details for all data*

To see the Details View of a single chemical,

1. Select a single row
2. Click *Details*

Details View Top

Unit will display as entered so units may be a mix of English and Metric; you can convert to all metric or all English by pressing *Change units* at the bottom

Search / Summary View / Details

Actions	ID	Barcode	GDN	CAS	Physical State	Chemical Name	Amount	Unit	Storage Group	Building
ChemInfo MSDS	1058160	UN1046	6169	7440-59-7	G	HELIUM	291	CUFT	G	CHEMISTRY NON COMPL
ChemInfo MSDS	1058000	UN1000	4520	7727-37-3	G	NITROGEN	504	CU		RY MPLY
ChemInfo MSDS	1057966	00001057966	10047	7782-44-7	G	LIQUID OXYGEN	160	LITER	E	CHEMISTRY (Demo)
ChemInfo MSDS	1057926	00001057926	44962	13767-16-3	G	NITROGEN (CRYOGENIC LIQUID)				
ChemInfo MSDS	1057926	00001057926	44962	13767-16-3	G	AMMONIA-15N LIQUIFIED				(Demo)

'ID' equals unique identifying number "key" assigned to a record

Scroll to see more than 500 rows

In the Details View, each row displays a separate chemical container

Chemical Name in Details View is as it was entered

Details View Horizontal Scrolling Left to Right

Search / Summary View / Details View

Owner	Formula	Manufacturer Name	Product	Product Barcode	Floor	Bay / Bench	Department	Room	Location	Shelf
SUEHS, Owner	He	ALDRICH CHEMICAL COMPANY, INC.	29,534-5		02		Chemistry	205A		
SUEHS, Owner	N2	ALDRICH CHEMICAL COMPANY, INC.	31,917-1		02					
SUEHS, Owner	O2	ALDRICH CHEMICAL COMPANY, INC.	32,178-8		02					
SUEHS, Owner	N2	ALDRICH CHEMICAL COMPANY, INC.	29,557-4		02		Chemistry	275	FLAM. CAB. #6	
SUEHS, Owner	H3N15				02		Chemistry	255	CABINET #12	

There are several choices of fields for detailing where a chemical is located

Details View Scrolling Across

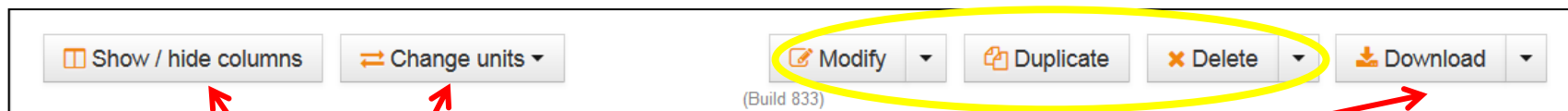
Search / Summary View / Details View

Created	Created By	Modified	Modified By	Received	Expires	Private	Surplus	UDF1 Label	UDF1 Value	UDF2 Label	UDF2 Value
2013/03/18	SUEHS1	2013/03/18	SUEHS1								
2013/03/18	SUEHS1	2013/03/18	SUE					udf-1	UN1066	udf-1	
2013/03/18	SUEHS1	2013/03/18	SUE					udf-1	UN1268	udf-1	
2013/03/18	SUEHS1	2013/03/18	SUEHS1					udf-1	UN2224	udf-1	
2013/03/18	SUEHS1	2013/03/18	SUEHS1					udf-1	UN3261	udf-1	

Multiple User-Defined Fields

Received Date is handy for Central Receiving units; Expiration Date can be used for peroxide-formers, etc.

Details View Bottom

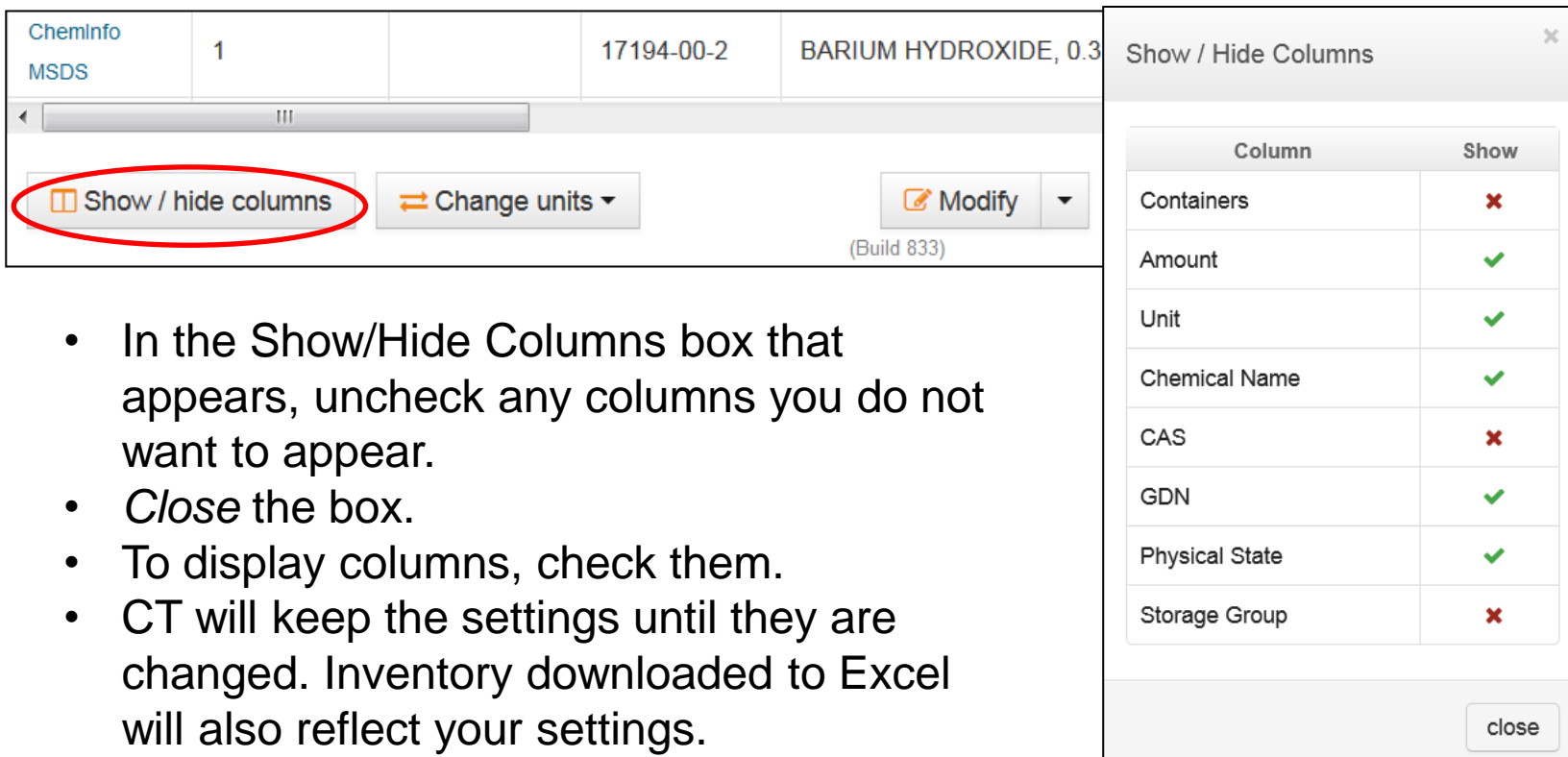


Similar to
Summary View

The Details View is
where you find the
Modify, Duplicate and
Delete functions

Show and Hide Columns in Both Views

- In either the Summary or Details view, click *Show/hide Columns* at the bottom.



The screenshot shows the ChemTracker interface with a 'Show / Hide Columns' dialog box open. The main interface displays 'ChemInfo MSDS' for item '1' with ID '17194-00-2' and name 'BARIUM HYDROXIDE, 0.3'. The 'Show / hide columns' button is circled in red. The dialog box contains the following table:

Column	Show
Containers	✗
Amount	✓
Unit	✓
Chemical Name	✓
CAS	✗
GDN	✓
Physical State	✓
Storage Group	✗

Additional buttons in the dialog include 'close' at the bottom right.

- In the Show/Hide Columns box that appears, uncheck any columns you do not want to appear.
- Close* the box.
- To display columns, check them.
- CT will keep the settings until they are changed. Inventory downloaded to Excel will also reflect your settings.

Reorder Columns in Both Views

Drag and drop columns to change their left-to-right sequence.

Actions	Amount ⇅	CAS ⇅	Chemical Name ⇅	Containers ⇅	Physical State ⇅	Storage Group ⇅	GDN ⇅	Unit ⇅
ChemInfo MSDS	7	64-19-7	ACETIC ACID	2	L	D	6344	LITER

Actions	Chemical Name ⇅	Physical State ⇅	CAS ⇅	GDN ⇅	Amount ⇅	Unit ⇅	Containers ⇅	Storage Group ⇅
ChemInfo MSDS	ALPHA-TOLUENESULFO NYL FLUORIDE	S	329-98-6	1829	.015	KG	3	B

Sort Columns in Both Views

To sort the values in columns vertically, click the triangle in the title cell. **All the values in the search result** will toggle in the display between ascending to descending when you click, whether they are all displayed or not.

The columns below are sorted by Chemical Name.

Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	12	1330-20-7	XYLENES	3	L	L	1197	LITER
ChemInfo MSDS	.015	329-98-6	ALPHA-TOLUENESULFONYL FLUORIDE	3	S	B	1829	KG
ChemInfo MSDS	9		HYDROCHLORIC ACID, > OR = 17% BUT < THAN 37% AQUEOUS SOLUTION	3	L	F	4534	LITER

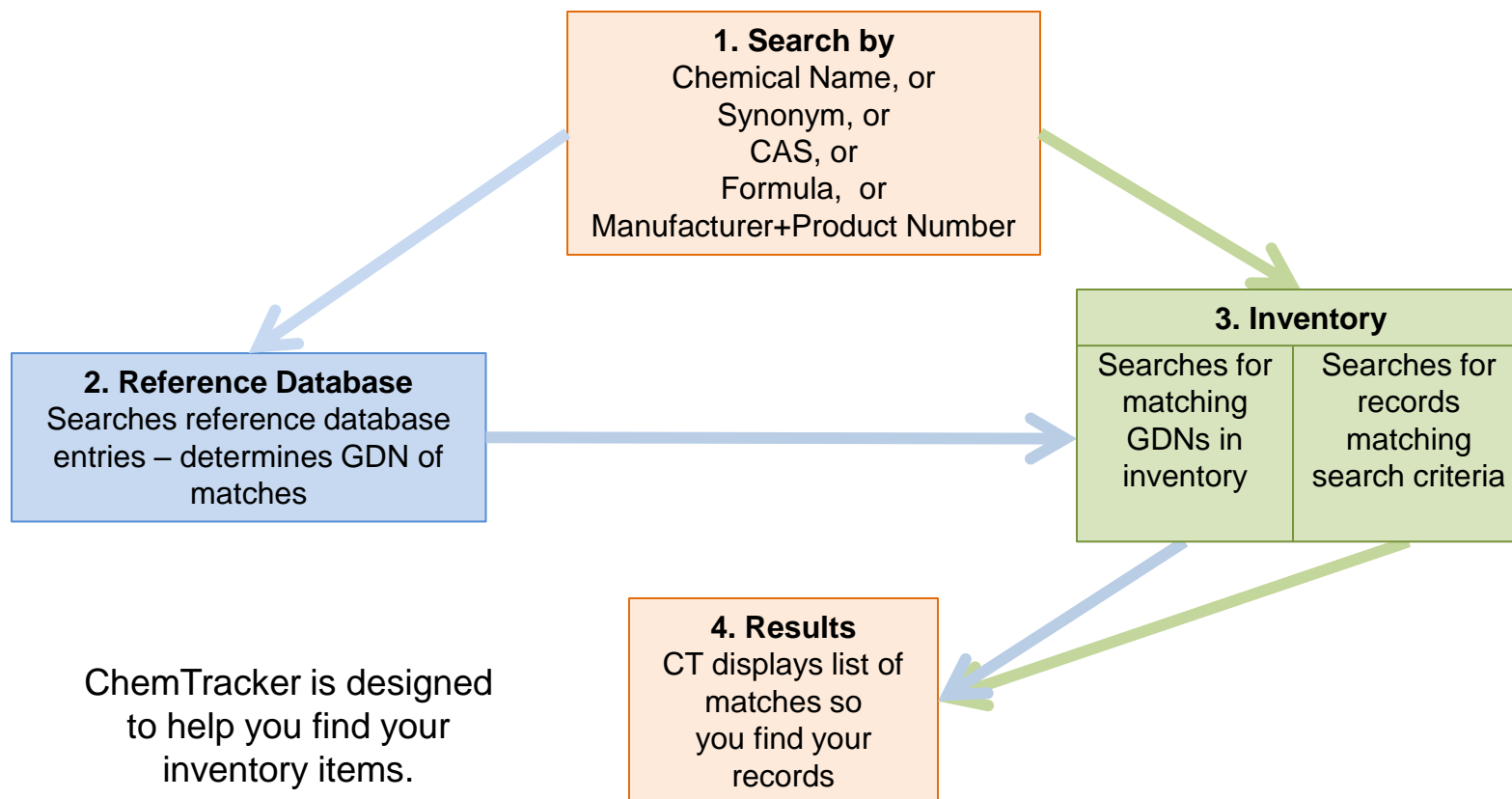
Actions	Amount	CAS	Chemical Name	Containers	Physical State	Storage Group	GDN	Unit
ChemInfo MSDS	7	64-19-7	ACETIC ACID	2	L	D	6344	LITER
ChemInfo MSDS	.015	329-98-6	ALPHA-TOLUENESULFONYL FLUORIDE	3	S	B	1829	KG
ChemInfo MSDS	6	1336-21-6	AMMONIUM HYDROXIDE (>35% BUT NOT >50% AMMONIA IN WATER)	2	L	C	5186	LITER

Search by Chemical Identifier

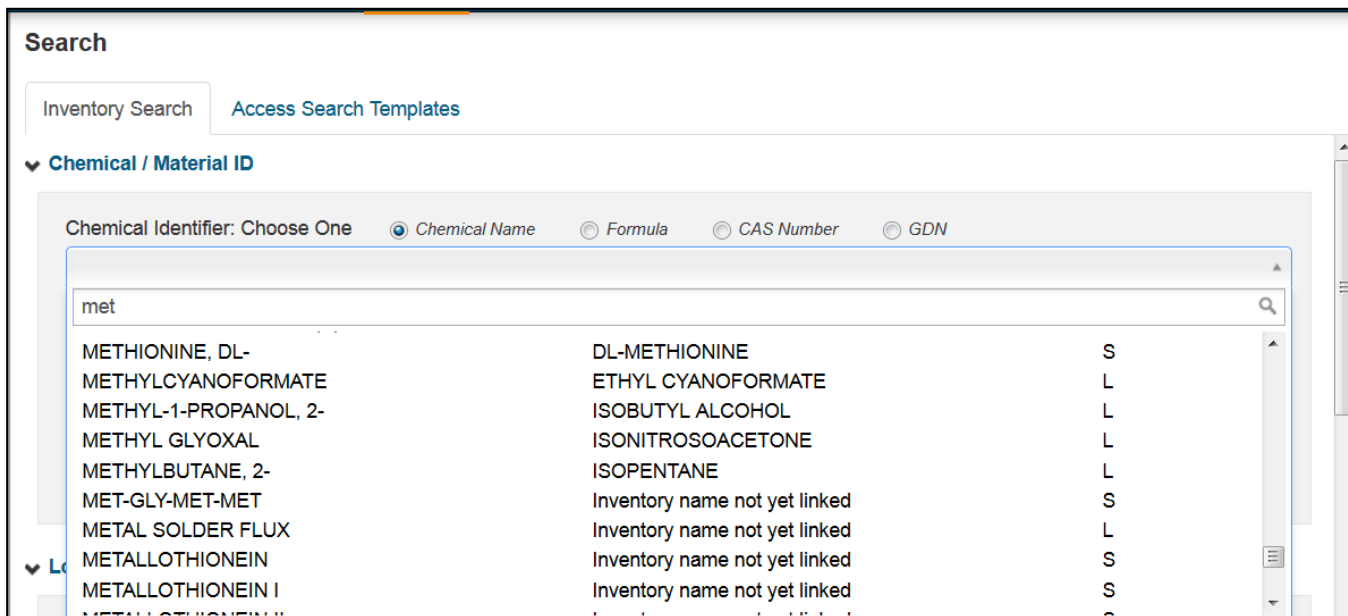
- You can search for a specific chemical using **one** of these identifiers with its appropriate operator:
 - Chemical Name (Equals, Begins With, Contains)
 - CAS Number (Equals)
 - Formula (molecular, structural, empirical) (Equals, Begins With, Contains)
 - GDN (Equals)
- Searching by the GDN (Global Database Number) will help ensure that you find a classified chemical of interest when it is listed in the inventory by its Main Name, as well as by its synonyms.



Search by a Chemical Identifier



Search by Chemical Name



The screenshot shows the ChemTracker search interface. At the top, there is a 'Search' header with two tabs: 'Inventory Search' and 'Access Search Templates'. Below this, a dropdown menu is open for 'Chemical / Material ID'. Underneath, there is a 'Chemical Identifier: Choose One' section with four radio buttons: 'Chemical Name' (selected), 'Formula', 'CAS Number', and 'GDN'. A search input field contains the text 'met'. Below the input field is a list of search results with three columns: the chemical name, a description, and a status letter.

Chemical Name	Description	Status
METHIONINE, DL-	DL-METHIONINE	S
METHYLCYANOFORMATE	ETHYL CYANOFORMATE	L
METHYL-1-PROPANOL, 2-	ISOBUTYL ALCOHOL	L
METHYL GLYOXAL	ISONITROSOACETONE	L
METHYLBUTANE, 2-	ISOPENTANE	L
MET-GLY-MET-MET	Inventory name not yet linked	S
METAL SOLDER FLUX	Inventory name not yet linked	L
METALLOTHIONEIN	Inventory name not yet linked	S
METALLOTHIONEIN I	Inventory name not yet linked	S

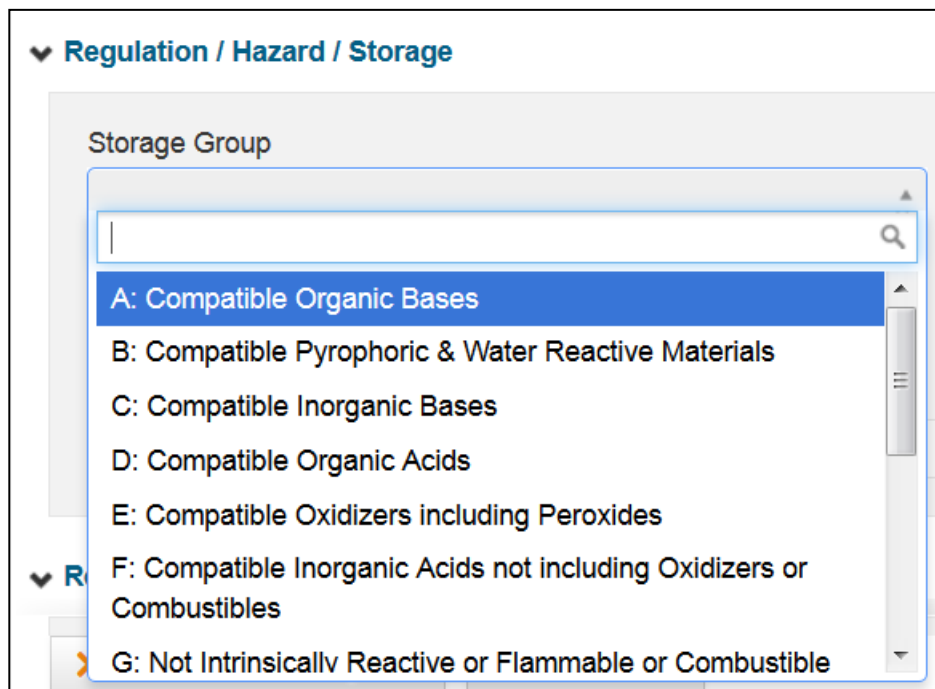
- Press *Search* on the top navigation bar
- Select the Chemical Identifier: *Chemical Name*
- Enter at least 3 characters. Remember, spelling and spaces count!
- Select the chemical name from the drop-down list. If your item is not on the list, type the complete name and it will appear at the top of the list as you type it for selection.
- Enter values for additional fields if you wish and press *Search*.
- CT displays returns in the Summary View in a consolidated list.

Search by CAS Number

- Searching by CAS requires an exact CAS Number.
- Results include classified mixtures that contain a constituent with that CAS number.



Search by Storage Group



Use the drop-down list to select a Storage Group.

Search by Storage Group

Stanford University Compatible Storage Group Classification System
Should be used in conjunction with specific storage conditions taken from the manufacturer's label and MSDS.

STORAGE GROUPS

Store chemicals in separate secondary containment and cabinets
Find Storage Group information in Chemtracker:
<https://chemtracker.stanford.edu/chemsafety>

A	Compatible Organic Bases
B	Compatible Pyrophoric & Water Reactive Materials
C	Compatible Inorganic Bases
D	Compatible Organic Acids
E	Compatible Oxidizers including Peroxides
F	Compatible Inorganic Acids not including Oxidizers or Combustible
G	Not Intrinsicly Reactive or Flammable or Combustible
J*	Poison Compressed Gases
K*	Compatible Explosive or other highly Unstable Material
L	Non-Reactive Flammable and Combustible, including solvents
X*	Incompatible with ALL other storage groups

*Storage Groups J, K and X: Contact EH&S @ 3-0448
For specific storage - consult manufacturer's MSDS

If space does not allow Storage Groups to be kept in separate cabinets the following scheme can be used with extra care taken to provide stable, uncrowded, and carefully monitored conditions.

Storage Group X must be segregated from all other chemicals.

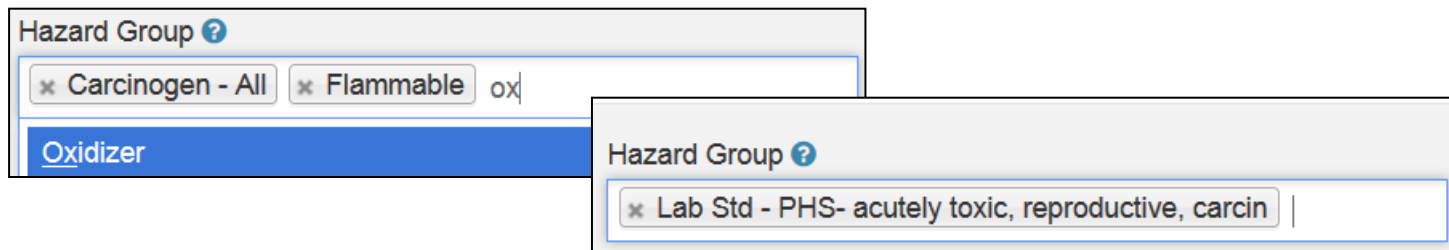
Storage Group B is not compatible with any other storage group.

Last updated 04/17/09

*Storage Group information is intended to be used as a guide in research laboratory situations and persons or organizations choosing to use it in any way whatsoever do so entirely at their own risk. Stanford University and the ChemTracker Consortium make no warranties, either expressed or implied, that this information is accurate and applicable for all uses

Search by Hazard(s)

- You can search for inventory that meets more than one Hazard simultaneously. The results will meet ALL the hazards you have selected.
- Only chemical inventory that is linked to the reference database will be found in a Search by Hazard(s).
- CT has 28 Hazard Groups to choose from, including Lab Standard.

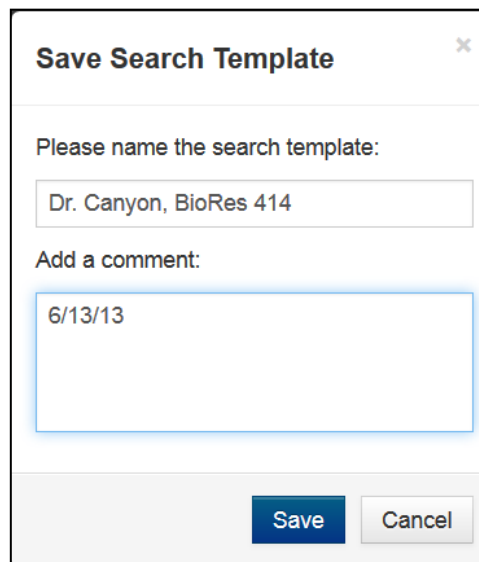
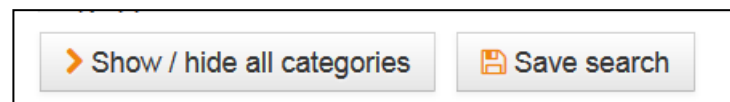


The screenshot shows two overlapping 'Hazard Group' selection boxes. The top box has a search input containing 'x Carcinogen - All x Flammable ox' and a dropdown menu with 'Oxidizer' selected. The bottom box has a search input containing 'x Lab Std - PHS- acutely toxic, reproductive, carcin'.

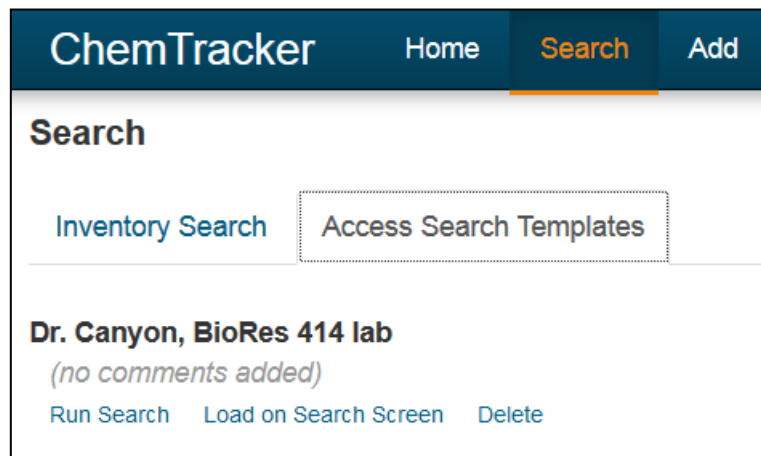
- Click your cursor in the entry box, or after the last entered hazard, to select from the drop-down list.
- You can also start typing the hazard.

Create Saved Search Templates

- If you routinely use the same search criteria, such as Owner and Building /Room, you can save yourself time by creating a Saved Search Template.
 - A Saved Search keeps the values in the fields, but does not save the result.
1. After you enter the values for the fields you want, press *Save search* at the bottom of the screen.
 2. In the box that opens, give it a name and add a description or comment. Press *Save*.
 3. You can also press the *Save as search template* in the Summary View to create a Saved Search Template.

A dialog box titled 'Save Search Template' with a close button (x) in the top right corner. It contains a text input field with the value 'Dr. Canyon, BioRes 414' and a label 'Please name the search template:'. Below that is a larger text area with the value '6/13/13' and a label 'Add a comment:'. At the bottom right are two buttons: 'Save' (in blue) and 'Cancel'.

Run, Load, or Delete Saved Search Templates



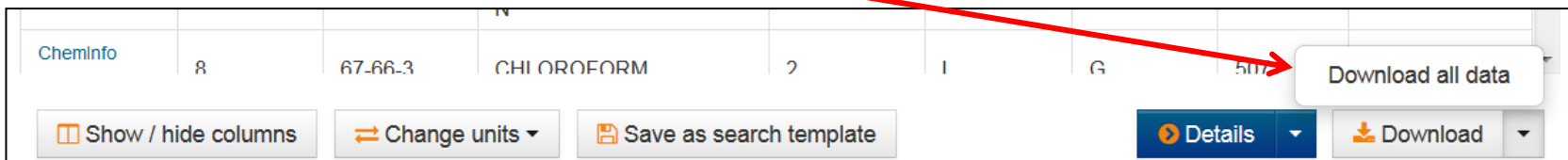
- Select the *Access Search Templates* link at the top left of the *Search* screen.
- In the box that opens, select *Run Search*, *Load on Search Screen*, or *Delete* under the Search Template you wish to use.
- You can also run a Saved Search from the Home Screen.
- Tip: To change a Saved Search, load it then add, change or subtract field values. You can then run the new search or create a new Saved Search. Delete the old Saved Search if you wish.

Download to Excel

- You can Download to Excel on either a Mac or pc.
- If you do not have a version of Excel that accepts .xlsx files, go to Desktop Setup, *CT 4.0 Downloading into Excel*, on the Help page (click on the *Help* button in the upper right of ChemTracker).
- Show/hide columns, move columns, and vertical sort configurations are copied to Excel
- Tip: You can make further changes in Excel.
 - For example, to find inventory in both rooms 21 and 22 of a Building, search on the 2nd floor of the Building, export to Excel, sort by room, then delete the rows of all rooms except 21 and 22
 - Or search separately on each room and put the downloaded results in the same Excel spreadsheet

Download from Summary View

To download all records to Excel: with a search result in Summary View, press *Download* at the bottom and select *Download all data*.



The screenshot shows a table with search results. The first row is highlighted. Below the table is a control bar with buttons for 'Show / hide columns', 'Change units', 'Save as search template', 'Details', and 'Download'. A red arrow points from the text above to the 'Download' button, and another red arrow points from the 'Download' button to the 'Download all data' option in the dropdown menu.

ChemInfo	8	67-66-3	CHLOROFORM	2	1	G	507
----------	---	---------	------------	---	---	---	-----

Buttons: Show / hide columns, Change units, Save as search template, Details, Download

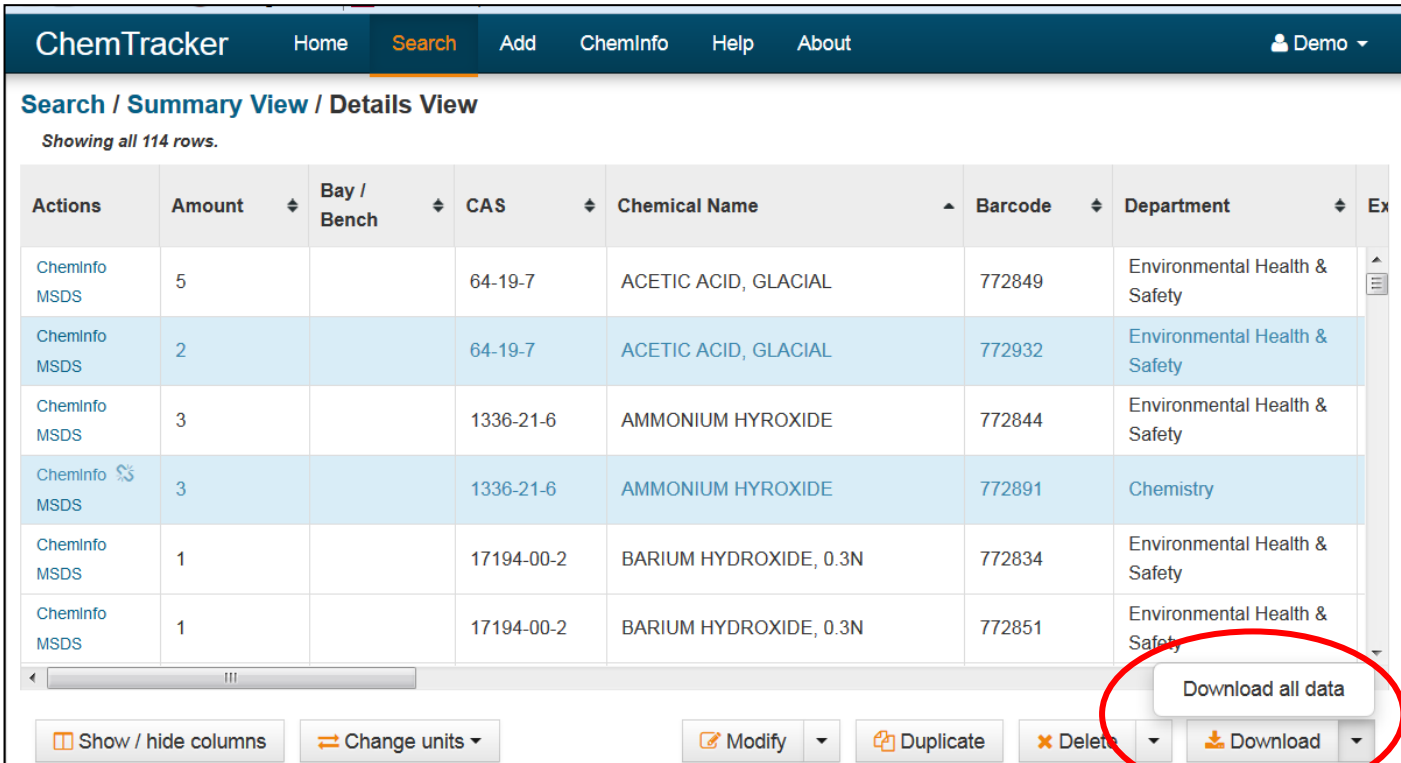
Dropdown menu: Download all data

Download a single row to Excel: with a search result in Summary View, select a row and press *Download*.

Depending on your computer setup, you may need to open the file from your browser's Downloads folder.

Download from Details View

- Click on a row to select a single record, or multiple (contiguous or non-contiguous) rows, and press *Download* at the bottom of the screen.
- To download all rows, press *Download* and *Download all data* as shown for Summary View.



ChemTracker Home Search Add ChemInfo Help About Demo

Search / Summary View / Details View

Showing all 114 rows.

Actions	Amount	Bay / Bench	CAS	Chemical Name	Barcode	Department	Ex
ChemInfo MSDS	5		64-19-7	ACETIC ACID, GLACIAL	772849	Environmental Health & Safety	
ChemInfo MSDS	2		64-19-7	ACETIC ACID, GLACIAL	772932	Environmental Health & Safety	
ChemInfo MSDS	3		1336-21-6	AMMONIUM HYROXIDE	772844	Environmental Health & Safety	
ChemInfo MSDS	3		1336-21-6	AMMONIUM HYROXIDE	772891	Chemistry	
ChemInfo MSDS	1		17194-00-2	BARIUM HYDROXIDE, 0.3N	772834	Environmental Health & Safety	
ChemInfo MSDS	1		17194-00-2	BARIUM HYDROXIDE, 0.3N	772851	Environmental Health & Safety	

Download all data

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