

ChemTracker

Navigation Guide

Logging In

1. Go to uno.scishield.com
2. Enter your UNO login credentials.
3. On the Left side of the screen, open the menu with your group's name.
4. Click "ChemTracker" to access inventory.

Finding & Scanning Your Inventory

1. From the left side group menu, click "Chemtracker".
2. Use the filters to narrow down displayed results.
3. Use the "Location (Spaces)" filter to show the inventory for certain rooms.
4. If unsure of the exact name used for a container search by "Chemical Synonym".
5. If using a barcode scanner, put the cursor in the "Container IDs" box, then scan.
6. Use the "Chemical Hazard filter to find chemicals which are flammable, peroxide formers, etc.

Finding Attached SDS

1. From the main ChemTracker page, click any chemical name.
2. Attached SDS will be organized in a table.
3. If no SDS is listed, click "Advanced SDS Search".
4. Select any relevant SDS.
5. If the SDS is confidential or not found in the central database, click "Upload Local SDS".
6. Follow the prompts to attach an SDS Pdf.

If any issues occur when following the steps, please contact one of the following for assistance.

SciShield Contact Info

 EMAIL: Support@scishield.com

 PHONE: 1-800-939-7238 x82

UNO Lab Safety Contact Info

 EMAIL: labsafety@uno.edu



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Adding New Inventory

Users with the permission “Manage Group ChemTracker” may add new inventory. If you do not have this access and expected to, please contact your group manager or labsafety@uno.edu

1. In the ChemTracker tab, click, “Add Inventory”.
2. Start typing the name of the chemical.
3. Select the relevant chemical from the dropdown.
4. Can't find the chemical? Try an alternate spelling or name. If you still do not see the chemical, select “None of the above”.
5. Fill in amount, units, location, and other data as needed.
6. Go to the container ID field. Click in the box, then scan the new barcode label for the container (if applicable) and click “Submit”.

Editing, Deleting, or Moving Inventory

Users with the permission “Manage Group ChemTracker” may edit inventory. If you do not have this access and expected to, please contact your group manager or labsafety@uno.edu

1. from the main ChemTracker page, click “Edit” next to the “Container ID” field.
2. To edit, delete, or move multiple containers at once, click “Bulk Edit” link.
3. Select the containers. If using a barcode scanner, put the cursor in the “Containers IDs” box, then scan.
4. scroll down and click “Edit Selected Containers”.
5. Select fields for editing and click “Apply Changes”, or “Delete all Selected”.

Finding Inventory & Surplus From Other Teams

1. In the ChemTracker tab, click “Find Other Chemicals”.
2. Enter information about the chemical you are looking for. “Chemical Name” is a partial match search to provide relevant results.
3. Results may be restricted based on your location.
4. To hide specific items in your inventory from this each, edit the container and change “container Status” to “hidden”.

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