ChemTracker 4.0 Job Aide

http://weill.cornell.edu/ehs/chemtracker

This Job Aide is specific to the new ChemTracker 4.0 version. ChemTracker 4.0 will state “Welcome to ChemTracker 4.0” on the login page. This Job Aide is not applicable to early versions of ChemTracker 3/1.

~ ADD CHEMICAL TO INVENTORY ~

**STEP 1** – Click the **Add** button at the top of the Home page to go to the Search page.

**STEP 2** – Enter the nine (9) required fields and optional information as desired. Notes:
- Owner (by Last Name)
- Building (see ChemTracker Building Reference Guide)

![ChemTracker 4.0 Job Aide](image)
STEP 3 – Chemical Name entry populates a chemical name search and matching. It is important to select the appropriate Chemical Name and Physical State. Selecting from the dropdown menu will:

- help confirm chemical name is validated data
- link your item to the reference data-base for certain fields
- auto-populate data from the reference database into other fields in some cases

STEP 4 – Click at the bottom to save the entry.
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**OPTION 1 - CREATE TEMPLATE TO ADD CHEMICAL TO INVENTORY**

**STEP A** – Follow **Steps 1 and 2** of this Job Aid to create the desired “Add Chemical” template information. At a minimum the following should be considered:

- Owner (by Last Name)
- Department
- Building (see ChemTracker Owner / Building Reference Guide)
  - Room (optional if inventory is consistently for a given room)

**STEP A**

**STEP B** – Click **Save as Add Template** at the bottom of the page to create short cut for Add Inventory Template.

**STEP B**
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**STEP C** – Enter the desired name of the Add Template and optional comments. Then click the **Save** button.

**STEP D** – The saved Add Template will appear on the Home page under “**Execute Add Inventory Template**”.

Need Assistance? Call 646-962-7233 or email chemtracker@med.cornell.edu