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.

~ EXPORT CHEMICAL INVENTORY TO EXCEL ~

**STEP 1** – Open the Chemical Inventory:
- Click **Search** at the top of the Home page.
- or
- Click on the Saved Search Template under “Execute Saved Search Templates”.

**STEP 2** – Click **Download** at the bottom of the Chemical Inventory Summary View or Details View.

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

November 2013