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.

~ VIEW CHEMICAL INVENTORY ~

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

STEP 2 - Enter PI/Chemical Owner by **Last Name** then select name from the dropdown.

Optional inventory filters:
- Chemical Information
- Location

STEP 3 - Click **Search** to view Chemical Inventory.

STEP 4 - Click **Clear selections** to start search again.

Need Assistance? Call 646-962-7233 or email chemtracker@med.cornell.edu
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CHEMICAL INVENTORY – SUMMARY VIEW

OPTION 1 – VIEW CHEMICAL DETAILS

**STEP A** - Click on specific Chemical row of interest.

**STEP B** - Click to Details View for the Chemical selected.

**STEP C** - Click Summary View to return to Summary View of chemical inventory.

Click Search to return to Search page.

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OPTION 2 - CREATE CHEMICAL INVENTORY SHORTCUT / TEMPLATE

STEP A – Follow Steps 1 – 3 of this Job Aid to create the desired chemical inventory search results.

STEP B – Click the button at the bottom of the Summary View chemical inventory page to create the desired Chemical Inventory Template.

STEP C – Enter the desired name of the Search Template and optional comments. Then click the button.

STEP D – The saved Search Template will appear on the Home page under “Execute Saved Search Templates”.

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