

# ChemTracker Navigation Guide

- Group Leaders



## Chemical inventory. Done right.

Powered by SciShield, the ChemTracker Inventory & Reporting tool is an easy-to-use solution to simplify your chemical management needs.

Accessible from desktop or mobile devices using current major web browsers, ChemTracker provides a method for tracking inventory with connection to a centralized chemical database complete with hazard and regulation data.

For questions regarding access to your group's chemical inventory, contact your Health and Safety Team.

## Logging In

1. Go to your organization's instance of SciShield
2. Enter your login credentials. Can't log in? Contact your Health and Safety Team for assistance
3. On the left side of the screen, open the menu with your group's name
4. Click "ChemTracker" to access inventory
5. Don't see the ChemTracker menu? No problem - contact your Health and Safety Team for assistance

## 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 (Space)" filter to show the inventory for certain rooms
4. Search by "Chemical Synonym" if unsure of the exact name used for a container
5. 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 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 search, edit the container and change "Container Status" to "Hidden"

## 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 Health and Safety Team.

1. 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"

## 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 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 prompts to attach an SDS PDF



## 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 Health and Safety Team for assistance.

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 “Container 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”

## Contact Info

Need assistance? Contact the  
SciShield Support Team



EMAIL: [Support@scishield.com](mailto:Support@scishield.com)



PHONE: 1-800-939-7238 x82

9am – 5pm Eastern Time  
Monday - Friday