

ChemTracker V3 Quick Start Guide

Hazardous Materials Management Program
2011

Get Access:

Go to the Chemical Inventory Management page:

ehs.stanford.edu/chemicalinventory

and click on the

“Submit a ChemTracker Help Request to the HMM Program” link.

Include your SUnetID, PI's name, department and any other information.

The Hazardous Materials Management Program will email your account information to you.

STANFORD UNIVERSITY **ENVIRONMENTAL HEALTH & SAFETY**

EH&S ChemTracker Support Request

Please complete and submit this form and someone from our ChemTracker staff will contact you. A copy of your support request will be emailed to you for your records.

Click [here](#) to view a list of your active SUHelp tickets with status and to provide additional information.

Name:

SUNetID:

Phone:

Email:

Urgency:

Problem With:

Problem Description:

Hi, I need a ChemTracker access. My information is below. Thanks!

Name
SUnet ID
Principal Investigator/Chemical Owner
Department Name

Submit

Change Password:

A link to the ChemTracker Login page can be found on the Chemical Inventory page:

ehs.stanford.edu/chemicalinventory

- (1) Type in the username and password you were given to log in.
- (2) On the main page click “Change My Password” in the upper right. Enter your new password and click “Continue”.
- (3) There will be a popup that says “Your password was successfully updated” and you will receive an email with your password.

The image shows a sequence of three screenshots illustrating the password change process in ChemTracker.
1. The first screenshot shows the 'Welcome to ChemTracker Version 3' login page. It has fields for 'Username:' and 'Password:' and a 'Log In' button. A red number '1' is placed to the left of the login form.
2. The second screenshot shows the 'Change My Password' dialog box. It includes a 'Change My Password' button at the top right, a title bar 'Enter a new password: [X]', and 'Password Rules' stating: 'No longer than 20 characters, letters and numbers only, no "special" characters!'. There are two input fields: 'Enter your new password:' and 'Re-enter to confirm:'. A red number '2' is placed to the right of the dialog.
3. The third screenshot shows a 'Password updated. Your new p..' dialog box. It has a title bar with the same text, an information icon, and the message 'Your password was successfully updated'. A red number '3' is placed to the right of the dialog.
The background of the screenshots is a dark red gradient.

Main Screen:

This is the main screen. It will show you the owners, departments and buildings you have access to (you will likely only see one owner, department and building) as well as your saved queries (searches).

Here you can also access V3 training documents and change your password.

Inventory Access Shortcuts

Load lists at start-up?

By Owner: (713) Refresh

Items	Owner Name
183	Abid, Ayesha
538	Adams, Jim
160	Albracht, Benjamin R.
29	Alizadeh, Arash
9	Allen, Barbara
13	Alvira, Cristina M.

By Department: (171)

Items	Department
522	Adult Cardiac
163	Aeronautics & Astronautics
51	Ambulatory Surgery Center
2,071	Anesthesia Group A
40	Anthropology
194	Applied Physics

By Building: (264)

Items	Buildings
6	(CLONED)MECHANICAL ENGR LABS/SHOPS
1	(CLONED)OAK
512	1050 ARASTRADERO ROAD - BUILDING A
464	1050 Arastradero Building B
2	1050 Arastradero Road Generator
95	1450 PAGE MILL ROAD

Consortium News!

Welcome to Chem Tracker

Please use the Help button in the upper right to check out the training videos and other information on the help page that opens. If you do not see what you need there, contact the CT Administrator at your institution who will contact us if he or she cannot help you.

--The Chem Tracker Team

Your Saved Queries

Delete Refresh

Query Name	Comments
Applied Physics DPT	
Applied Physics	
Art	
Art Galleries and Museum D..	
Barnes Hall (Art)	
Bio DPT	
Bio Field House	
Bio Green House	
Bio PGF	

Check Expired Inventory

Refresh

Number of Expired Items: (2002)

DaysExp	ExpDate	Material	Location	Owner
733,938	02/28/0002	N,N-Dimethylformamide	MED SCHL LAB SURGE / MAG RES SPECTR : P259	Yang, Yanmin
4,970	01/01/1998	POLY(ETHYLENE) GLYCOL	KECK (WM.M) SCIENCE BLDG (LABSURGE) : 212	Boxer, Steven G.
4,970	01/01/1998	L-CYSTINE	KECK (WM.M) SCIENCE BLDG (LABSURGE) : 212	Boxer, Steven G.
4,970	01/01/1998	NITROTRIACETIC ACID, FREE ACID	KECK (WM.M) SCIENCE BLDG (LABSURGE) : 212	Boxer, Steven G.
4,970	01/01/1998	POTASSIUM ACETATE	KECK (WM.M) SCIENCE BLDG (LABSURGE) : 212	Boxer, Steven G.
4,970	01/01/1998	POTASSIUM BROMIDE	KECK (WM.M) SCIENCE BLDG (LABSURGE) : 212	Boxer, Steven G.

CTv3_rev112

Main Screen:

The “Main” Button will bring you back to this main page from wherever you are.

The “Inventory” button allows you to select different inventory actions. You will use this button most often.

The ChemInfo button will take you to a browser for the Chemical Safety Database.

You will not need or have access to “Reporting”, “Admin”, “People” or “Locations”.

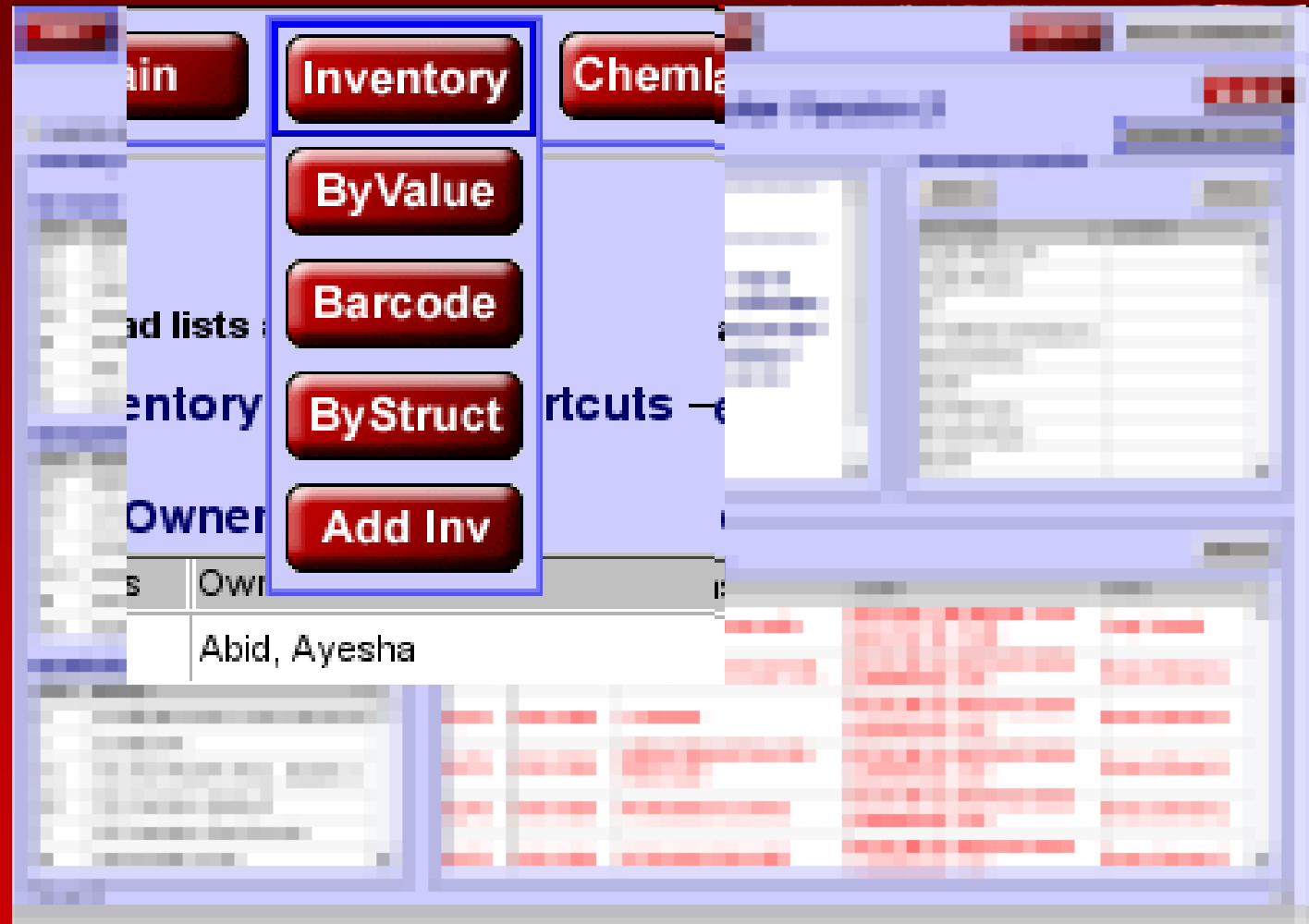
At the right, you will see the button for the Training Documents next to the “Options” button.



Main Screen:

Clicking on the Inventory button reveals the actions that you can take.

Lets look at the two most important: “ByValue” and “Add Inv”



Add Screen:

Clicking on “AddInv” brings up the add screen.

The window on the right is where you will be adding inventory details.

The items you add will show up in the window titled “Inventory Details”.

The screenshot displays a software interface with a top navigation bar containing buttons for Main, Inventory, ChemInfo, Reporting, Admin, People, and Locations. A 'New! V3 Training Docs' button is also present. The main area is split into two windows:

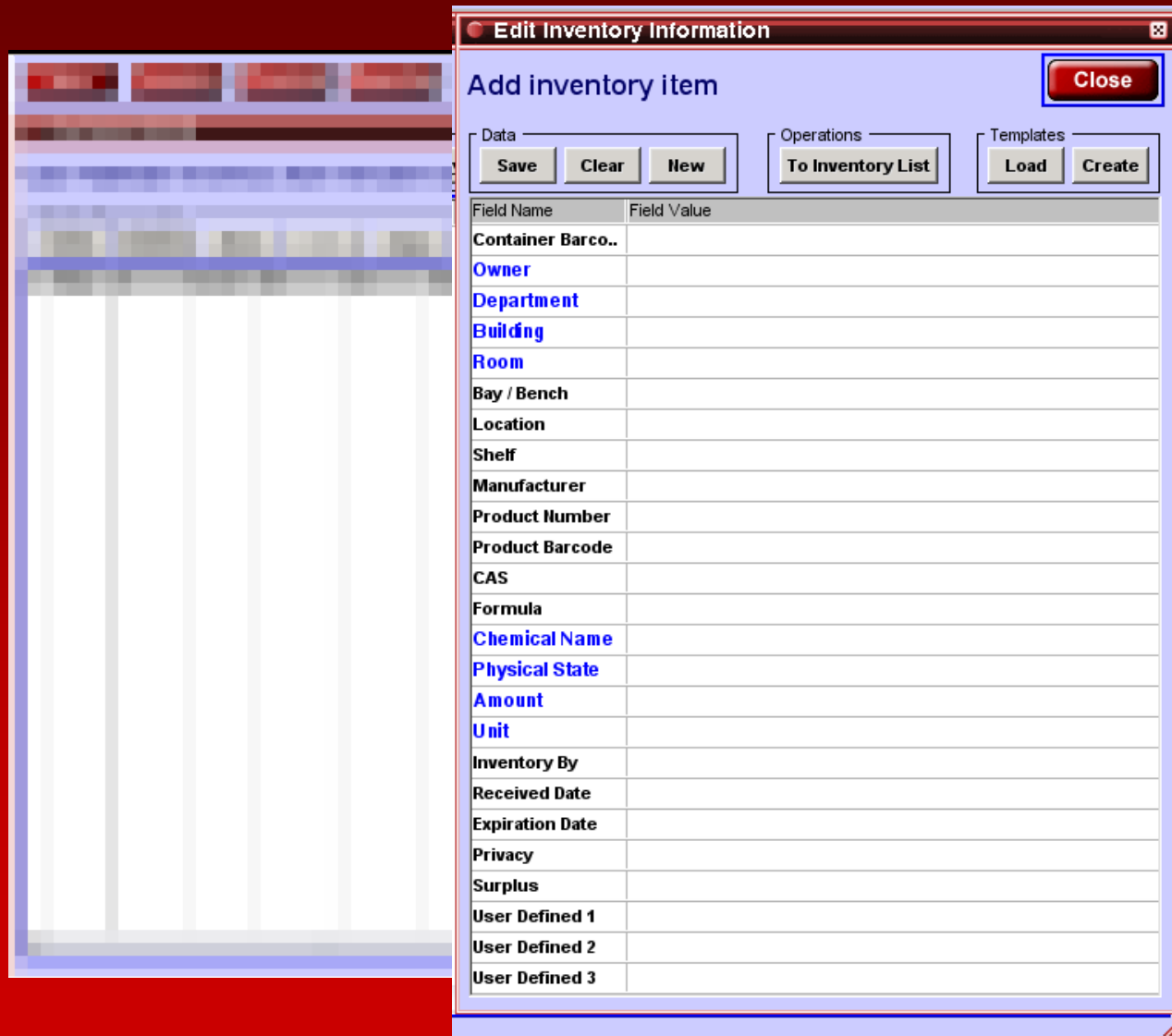
- Inventory Details:** This window contains a table with the following columns: Status, ID, Barcode, GDN, CAS, Chemical, PState, Amount, and Unit. Above the table is a 'Selected Row Functions' toolbar with buttons for Select, UnSelect, Clear, Edit, Copy, Touch, Delete, and SelectOnly. A text instruction reads: 'Use Add/Edit Inventory Item window to add new inventory.'
- Edit Inventory Information:** This window is titled 'Add inventory item' and features a 'Close' button. It includes a 'Data' section with Save, Clear, and New buttons, and an 'Operations' section with a 'To Inventory List' button. A 'Templates' section contains Load and Create buttons. Below these sections is a table with two columns: Field Name and Field Value. The fields listed are: Container Barco., Owner, Department, Building, Room, Bay / Bench, Location, Shelf, Manufacturer, Product Number, Product Barcode, CAS, Formula, Chemical Name, Physical State, Amount, Unit, Inventory By, Received Date, Expiration Date, Privacy, Surplus, User Defined 1, User Defined 2, and User Defined 3.

Add Screen:

In the edit inventory window, the blue fields are required. You can use the other fields to add detail to your inventory.

You can save a Template with your Owner (PI), Department, etc. by clicking on "Create" in the Templates box. Load saved templates by clicking "Load".

The "Clear" button will delete the information in highlighted fields.



The screenshot shows a software window titled "Edit Inventory Information" with a close button in the top right corner. Below the title bar is a section labeled "Add inventory item" with a "Close" button. The form is divided into three main sections: "Data", "Operations", and "Templates".

The "Data" section contains three buttons: "Save", "Clear", and "New". The "Operations" section contains a button labeled "To Inventory List". The "Templates" section contains two buttons: "Load" and "Create".

Below these sections is a table with two columns: "Field Name" and "Field Value". The table contains the following rows:

Field Name	Field Value
Container Barco..	
Owner	
Department	
Building	
Room	
Bay / Bench	
Location	
Shelf	
Manufacturer	
Product Number	
Product Barcode	
CAS	
Formula	
Chemical Name	
Physical State	
Amount	
Unit	
Inventory By	
Received Date	
Expiration Date	
Privacy	
Surplus	
User Defined 1	
User Defined 2	
User Defined 3	

Add Screen:

Double click on the field name to search for entries. You will usually only have one choice for Owner.

Double click on the name to select it. The department should auto-fill.

Double click on the field name for building and room and double click on your selection to fill those as well.

If you have a template saved, you can use that instead.

The image shows a software interface for adding inventory items. The main window is titled "Edit Inventory Information" and contains a form for "Add inventory item". The form has several sections: "Data" with "Save", "Clear", and "New" buttons; "Operations" with a "To Inventory List" button; and "Templates" with "Load" and "Create" buttons. The form fields include "Field Name", "Container Barco..", "Owner", "Department", "Building", and three "User Defined" fields. A search dialog box is open over the "Owner" field, titled "Select a value for: Owner". It has a search filter set to "nguyen" and a list of results showing "Nguyen, Minh" with two different departments: "[Anthropology]" and "[Environmental Health & Safety]".

Field Name	
Container Barco..	
Owner	
Department	
Building	
User Defined 1	
User Defined 2	
User Defined 3	

Filter items on:		
nguyen		
Choose Owner from 1115 items, or manually enter		
P	O	display
		Nguyen, Minh [Anthropology]
		Nguyen, Minh [Environmental Health & Safety]

Add Screen:

When adding chemicals, enter the name and click the "Search" button.

You can change the method of searching by selecting either "Begins", "Contains" or "Exact".

Double click on the chemical name to enter it and other details to the add page.

Finish by adding the amount and the units to the record.

The screenshot displays the 'Edit Inventory Information' window. The 'Add inventory item' form is visible, with fields for 'Field Name', 'Container Barco..', 'Owner' (Nguyen, Minh), 'Department' (Anthropology), and 'Building' (1000 WELCH ROAD). Below the form is a table with three rows labeled 'User Defined 1', 'User Defined 2', and 'User Defined 3'. A search dialog titled 'Select a value for: Chemical Name' is open, showing a search filter set to 'Contains' and the search term 'ethanol'. The search results list various ethanol-related items, with 'Ethanol [L, 64-17-5]' selected. An orange arrow points from the 'Search' button in the dialog to the selected item in the list.

P	O	display
		Eriochrome Black T solution, 0.5% in triethanolamine [L,]
		Ethanol [L, 64-17-5]
		Ethanol (70+% [L,]
		Ethanol 190 Proof [L, 64-17-5]
		Ethanol 200 Proof [L, 64-17-5]
		Ethanol anhydrous [L, 64-17-5]
		Ethanol dehydrogenase [S, 9031-72-5]
		Ethanol denatured (70+% [L,]
		Ethanol oxidoreductase [S, 9031-72-5]
		Ethanol sodium [S, 141-52-6]
		Ethanol sodium salt [S, 141-52-6]
		Ethanol, 1-(2-ethoxyethoxy)-, acetate [L, 823814-39-7]

Add Screen:

When you are done adding the information, click on the “Save” button.

You will have the option to add multiple records. When you have the correct number selected, click the “Save” button.

Building ENVIRONMENTAL SAFE

Confirm Inventory Add

Number to create:
2

Scan or type starting barcode

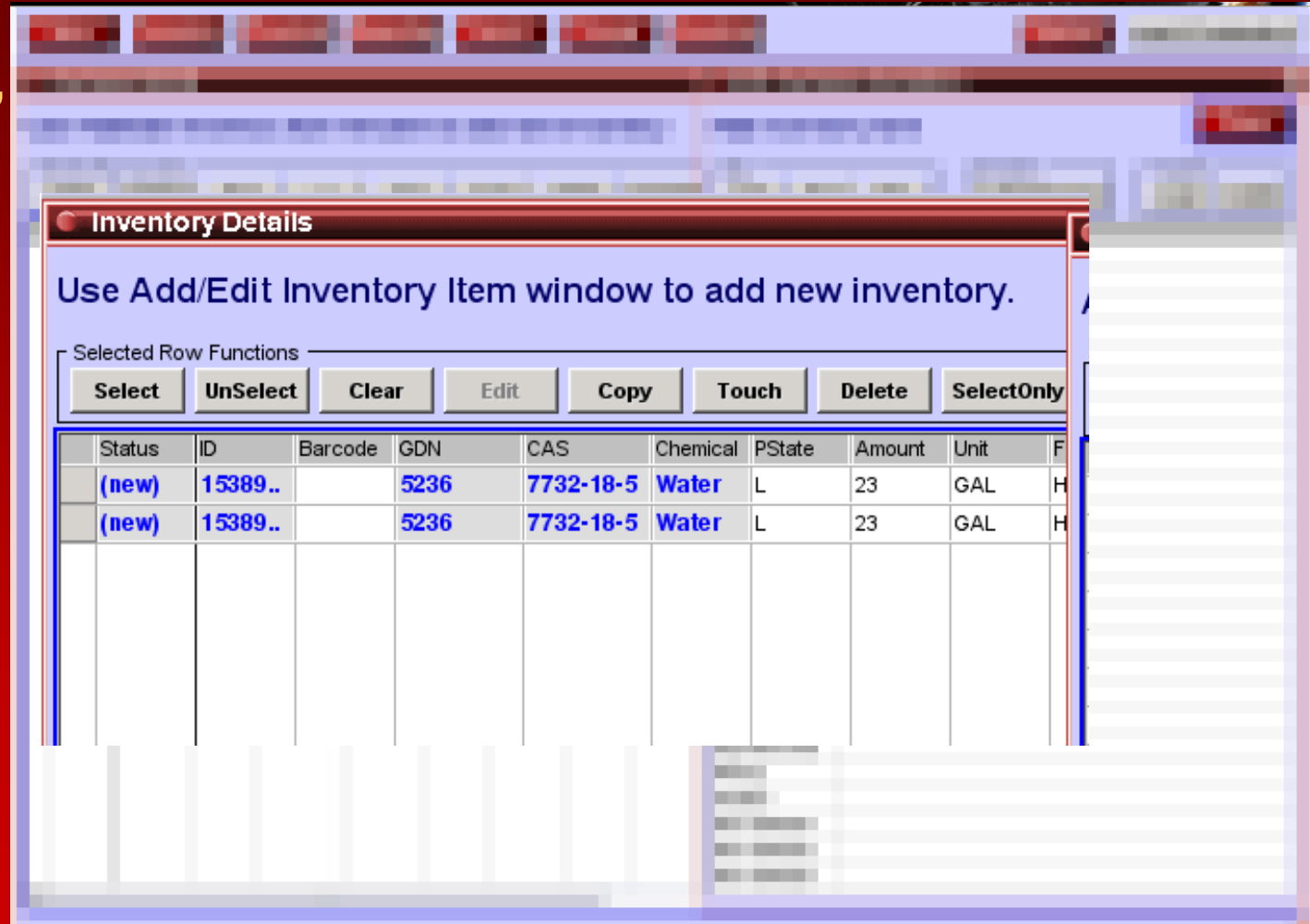
Save Cancel

Chemical Name
Physical State L

Add Screen:

After clicking save, you will see the inventory items you just added appear in the “Inventory Details” window the “Edit Inventory Information” window.

This is the same window you see when you search for inventory, so let's look at searching now.



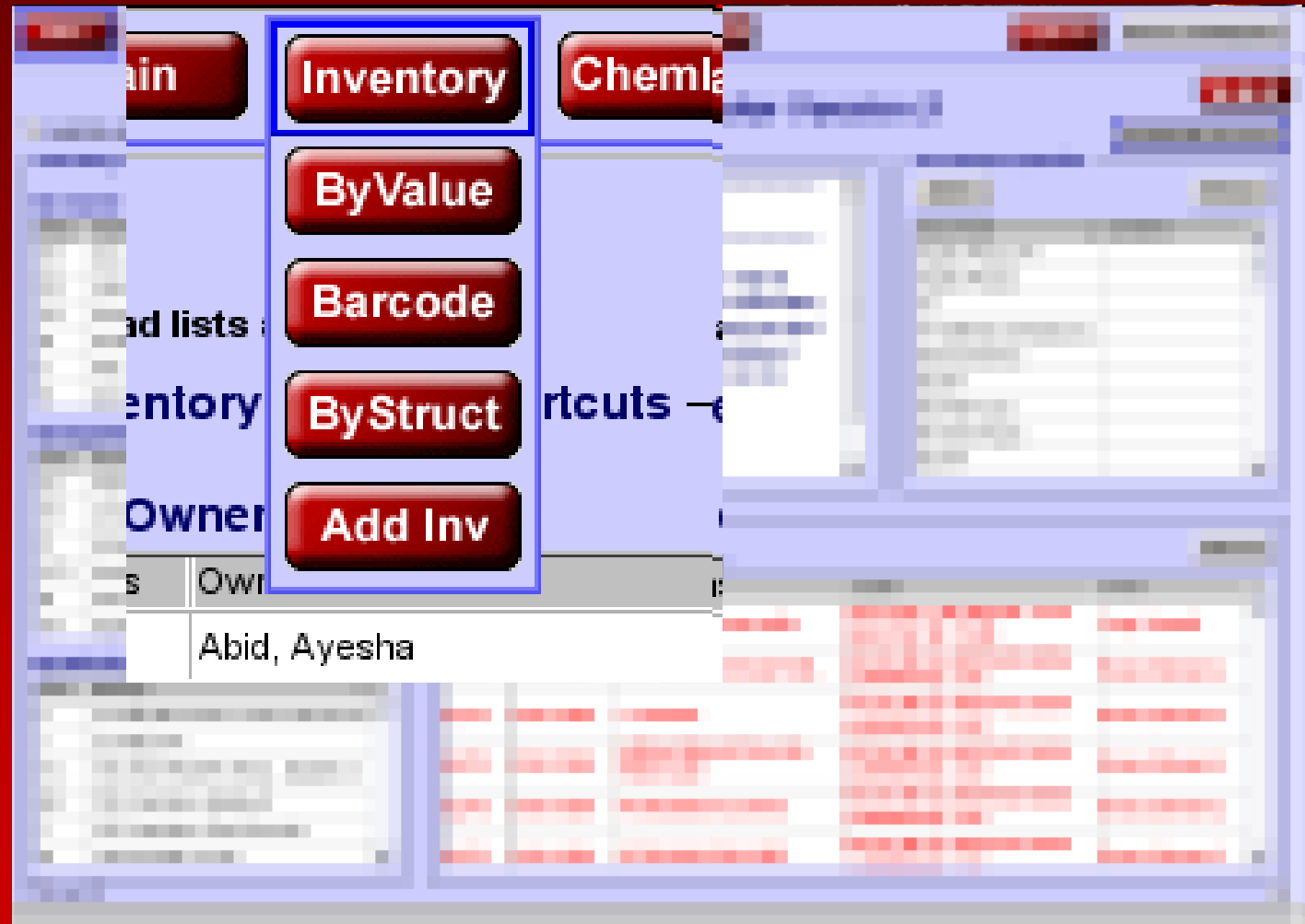
The screenshot shows a software window titled "Inventory Details". At the top, it says "Use Add/Edit Inventory Item window to add new inventory." Below this is a section for "Selected Row Functions" with buttons for "Select", "UnSelect", "Clear", "Edit", "Copy", "Touch", "Delete", and "SelectOnly". The main part of the window is a table with the following data:

Status	ID	Barcode	GDN	CAS	Chemical	PState	Amount	Unit	F
(new)	15389..		5236	7732-18-5	Water	L	23	GAL	H
(new)	15389..		5236	7732-18-5	Water	L	23	GAL	H

Any Screen:

From any screen, click on the “Inventory” button.

Then click on “ByValue” to search for inventory records.



Search Screen:

In the search screen you add information to search for in the left window under 1, then click either “English” or “Metric” (both return the same results) under 2, and a summary of the results will show up in the right window under 3.

Let’s take a look at these in more detail.

The screenshot shows a web-based search interface. At the top, there is a navigation bar with buttons for Main, Inventory, ChemInfo, Reporting, Admin, People, Locations, Options, and a link for New! V3 Training Docs. Below this is the main search area, divided into two panes: "Query Inventory by Field Value" on the left and "Query Results" on the right. The left pane is labeled "1 Select query criteria" and contains a table with "Field Name" and "Search For" columns. The right pane is labeled "2 Search" and "3 Work with results" and contains a table with columns for "Ct", "Material", "CAS", "Pst", "Amount", "Unit", and "GDN".

Query Inventory by Field Value

1 Select query criteria

Criteria: Load Save Clear Order: Default Fields: Selected All

Field Name	Search For
Inventory ID	
Container Barcode	
Owner	
Department	
Building	
Control Area	
Floor	
Room	
Bay / Bench	
Location	
Shelf	
Chemical Name	
GDN	
Physical State	
CAS	
Formula	
Storage Group	
Hazard	
Regulation	
Unit	
Manufacturer	
Product Number	
Product Barcode	

Query Results

2 Search 3 Work with results

Search: English Metric Details: Item All Information: Report Safety MSDS Internet Lookup: Yahoo Google ChemID

Ct	Material	CAS	Pst	Amount	Unit	GDN
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Search Screen:

In the first section, add the search criteria. As on the add screen, double click on the field name to find entries and then double click on the items you want to select.

You can create saved queries for often used search criteria by clicking "Save" under "Criteria". You will be asked to name your query allowing you may save as many as you like.

You can run your saved queries later by clicking on "Load".

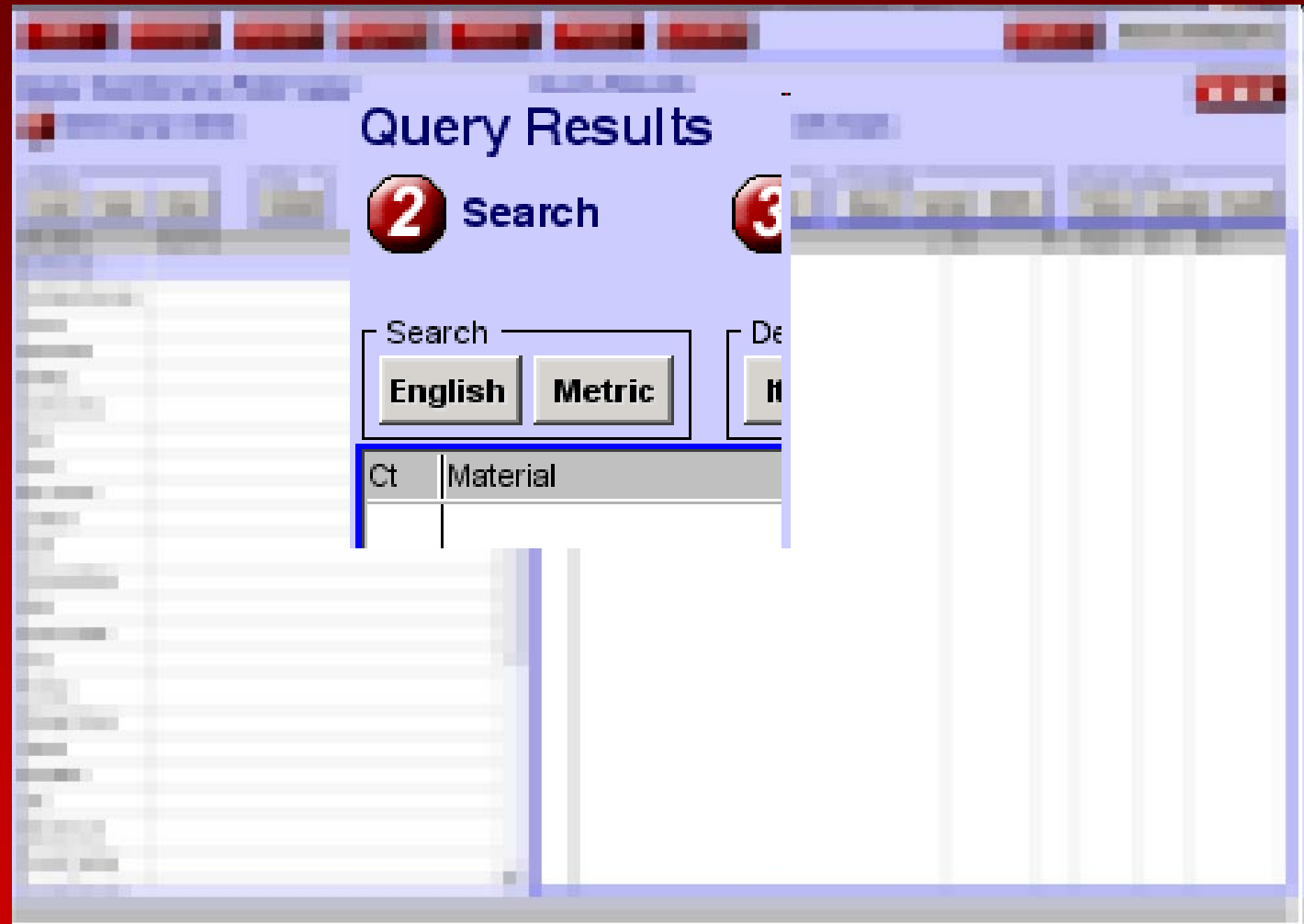
The screenshot shows a software interface titled "Query Inventory by Field Value". At the top, there is a section labeled "1 Select query criteria". Below this, there are three main control areas: "Criteria" with buttons for "Load", "Save", and "Clear"; "Order" with a "Default" button; and "Fields" with buttons for "Selected" and "All". Below these controls is a table with two columns: "Field Name" and "Search For". The table lists various fields for selection, including Inventory ID, Container Barcode, Owner, Department, Building, Control Area, Floor, Room, Bay / Bench, Location, Shelf, Chemical Name, GDN, Physical State, CAS, Formula, Storage Group, Hazard, Regulation, Unit, Manufacturer, Product Number, and Product Barcode. The interface is set against a dark red background.

Field Name	Search For
Inventory ID	
Container Barcode	
Owner	
Department	
Building	
Control Area	
Floor	
Room	
Bay / Bench	
Location	
Shelf	
Chemical Name	
GDN	
Physical State	
CAS	
Formula	
Storage Group	
Hazard	
Regulation	
Unit	
Manufacturer	
Product Number	
Product Barcode	

Search Screen:

When you have the information you need, click on either “English” or “Metric” under 2.

Both buttons return the same results and do not change your entries, it simply selects which units will be displayed in the summary window.



Search Screen:

The results will be displayed in summary form. Notice that there are two records for water, and the amount is the total of both containers.

To see the details of the highlighted record click the "Item" button under "Details". Double clicking on a chemical will also show the details for those records.

To see the details of all the items click the "All" button.

Clicking on the header of any of the columns will sort the information by that column.

While the "Report" button does not currently function, you can get safety information, an MSDS, jump out to a Yahoo!, Google, or ChemID search for the highlighted chemical by clicking on any of those buttons.

The screenshot shows a 'Query Results' window with a table of results. The table has columns for 'Ct', 'Material', 'CAS', 'Pst', 'Amount', 'Unit', and 'GDN'. There are two rows: 1 ETHANOL (CAS 64-17-5, Pst L, Amount 3.7854, Unit LITER, GDN 5578) and 2 WATER (CAS 7732-18-5, Pst L, Amount 174.1303, Unit LITER, GDN 5236). The interface includes buttons for 'Details' (Item, All), 'Information' (Report, Safety, MSDS), and 'Internet Lookup' (Yahoo, Google, ChemID). A red circle with the number 3 and the text 'Work with results: 2 items in list' is visible in the top right corner.

Ct	Material	CAS	Pst	Amount	Unit	GDN
1	ETHANOL	64-17-5	L	3.7854	LITER	5578
2	WATER	7732-18-5	L	174.1303	LITER	5236

Results Screen:

The Inventory Details window shows the individual records.

You can sort by each column by clicking on the header. You can also adjust the width of the fields by mousing over the lines in the header.

By default all the fields are shown. You can modify which fields are shown by right-clicking in the results window. You can check the box to hide that field, and adjust the order by clicking the arrows on the left to move fields up or down.

Click "OK" to save your choices.

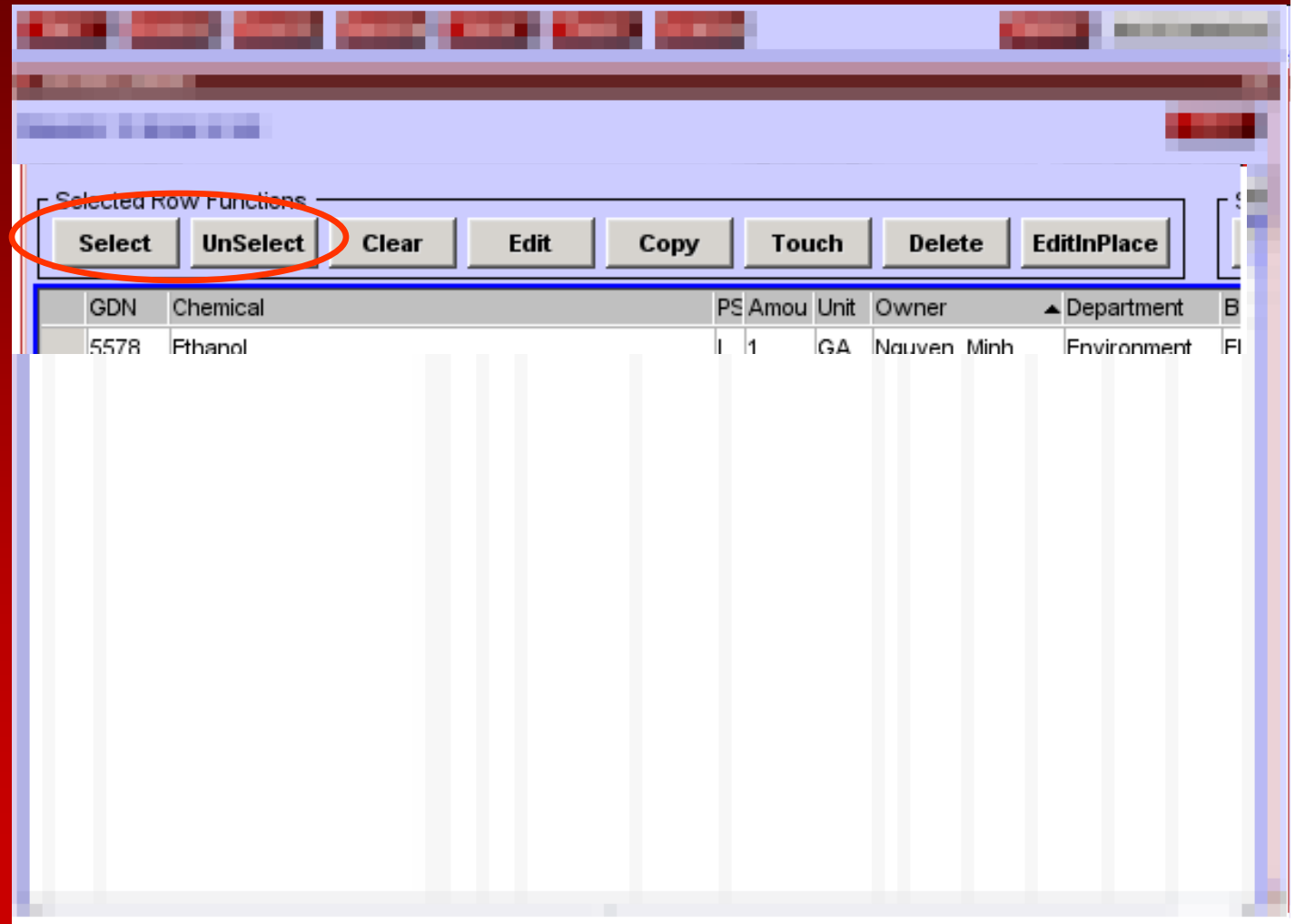
The screenshot shows the 'Inventory Details' window with a table of 3 items. The table has columns: GDN, Chemical, PS, Amou, Unit, Owner, Department, Building, Floo, Room, InvBy, Created, CreatedBy, Modified. The data rows are:

GDN	Chemical	PS	Amou	Unit	Owner	Department	Building	Floo	Room	InvBy	Created	CreatedBy	Modified
5578	Ethanol	L	1	GA.	Nguyen, Minh	Environment..	ENVIRONMENTAL S..	01	100		08/12/2011	mjburge	08/12/2011
5236	Water	L	23	GAL	Nguyen, Minh	Environment..	ENVIRONMENTAL S..	01	100		08/12/2011	mjburge	08/12/2011
5236	Water	L	23	GAL	Nguyen, Minh	Environment..	ENVIRONMENTAL S..	01	100		08/12/2011	mjburge	08/12/2011

A 'List Configuration' dialog box is open, showing a list of fields with checkboxes for 'Hide' and arrows for sorting. The 'Status' field is circled in red, and an arrow points from the 'Change list properties' button to it. The dialog also has a 'Fixed Column' dropdown set to 1, and 'OK' and 'Cancel' buttons.

Results Screen:

The buttons at the top left allow you to work with your inventory. Click "Select" to select all the rows, or "Unselect" to clear the selection. On a PC, you may also Control-Click or Shift-Click to select multiple records at once.

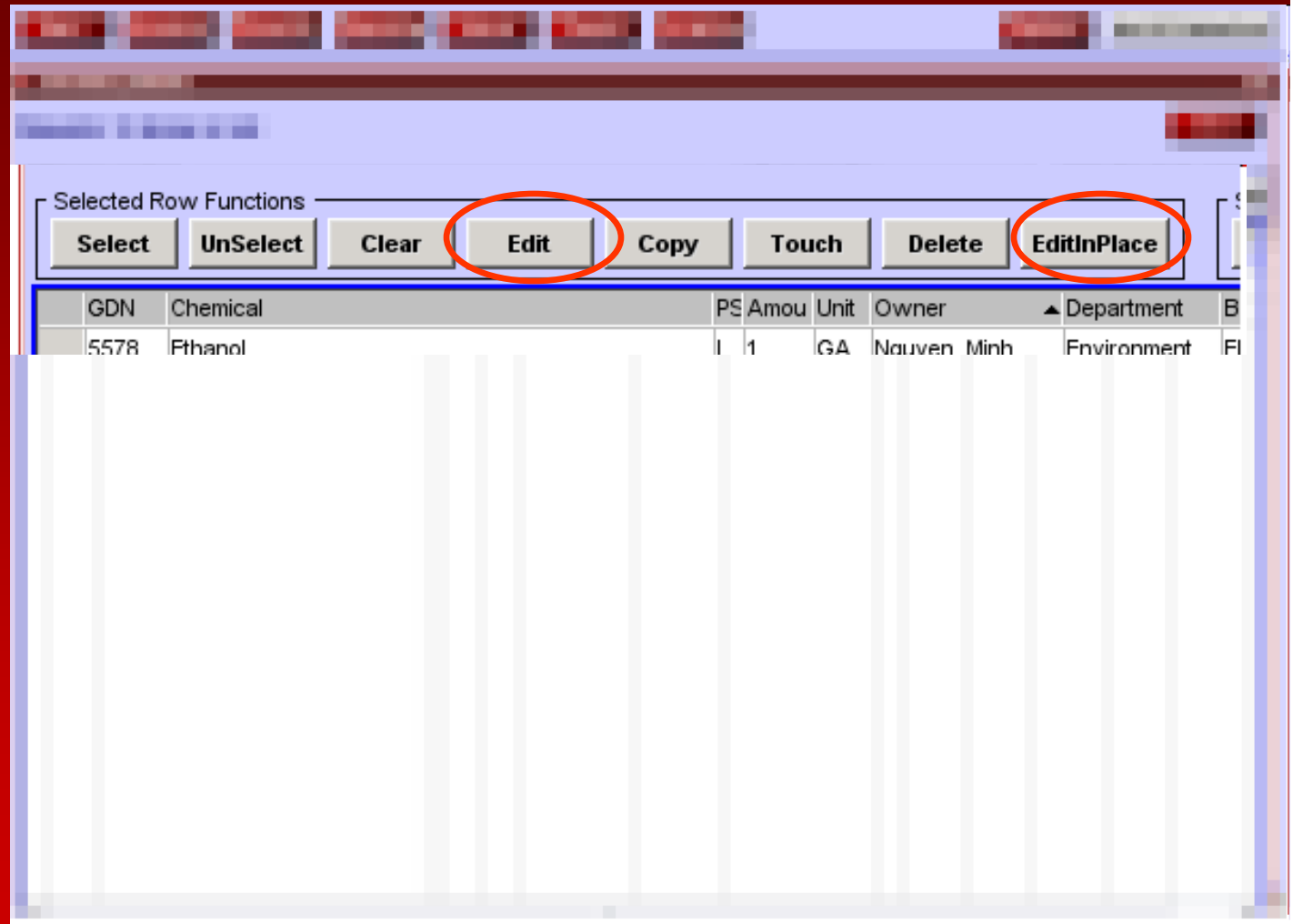


GDN	Chemical	PS	Amou	Unit	Owner	Department
5578	Ethanol	I	1	GA	Nauven Minh	Environment

Results Screen:

The “Edit” button will open a window like the add screen where you may edit the record’s information.

The “EditInPlace” button allows you to edit certain information (i.e., amount, unit) in line.



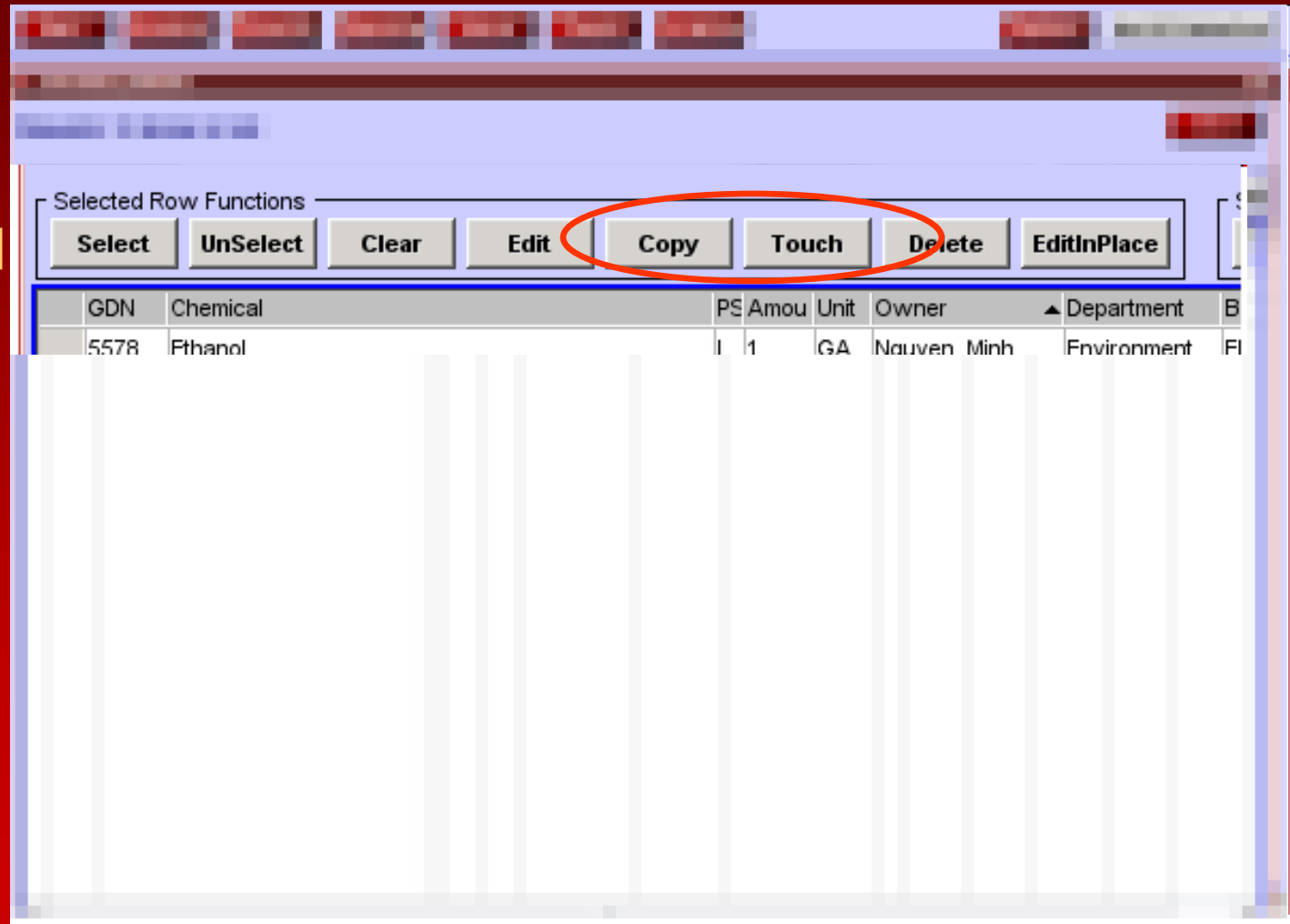
The screenshot shows a software interface with a table of chemical records. The table has columns for GDN, Chemical, PS, Amou, Unit, Owner, and Department. The first row shows a record with GDN 5578, Chemical Ethanol, PS I, Amou 1, Unit GA, Owner Nauven Minh, and Department Environment. Above the table is a toolbar with buttons for Selected Row Functions: Select, UnSelect, Clear, Edit, Copy, Touch, Delete, and EditInPlace. The Edit and EditInPlace buttons are circled in red.

GDN	Chemical	PS	Amou	Unit	Owner	Department
5578	Ethanol	I	1	GA	Nauven Minh	Environment

Results Screen:

The “Copy” button makes duplicate copies of the highlighted records.

“Touch” updates the “Modified” date to the current date. This helps when you do a physical inventory and confirms that an existing record is accurate.

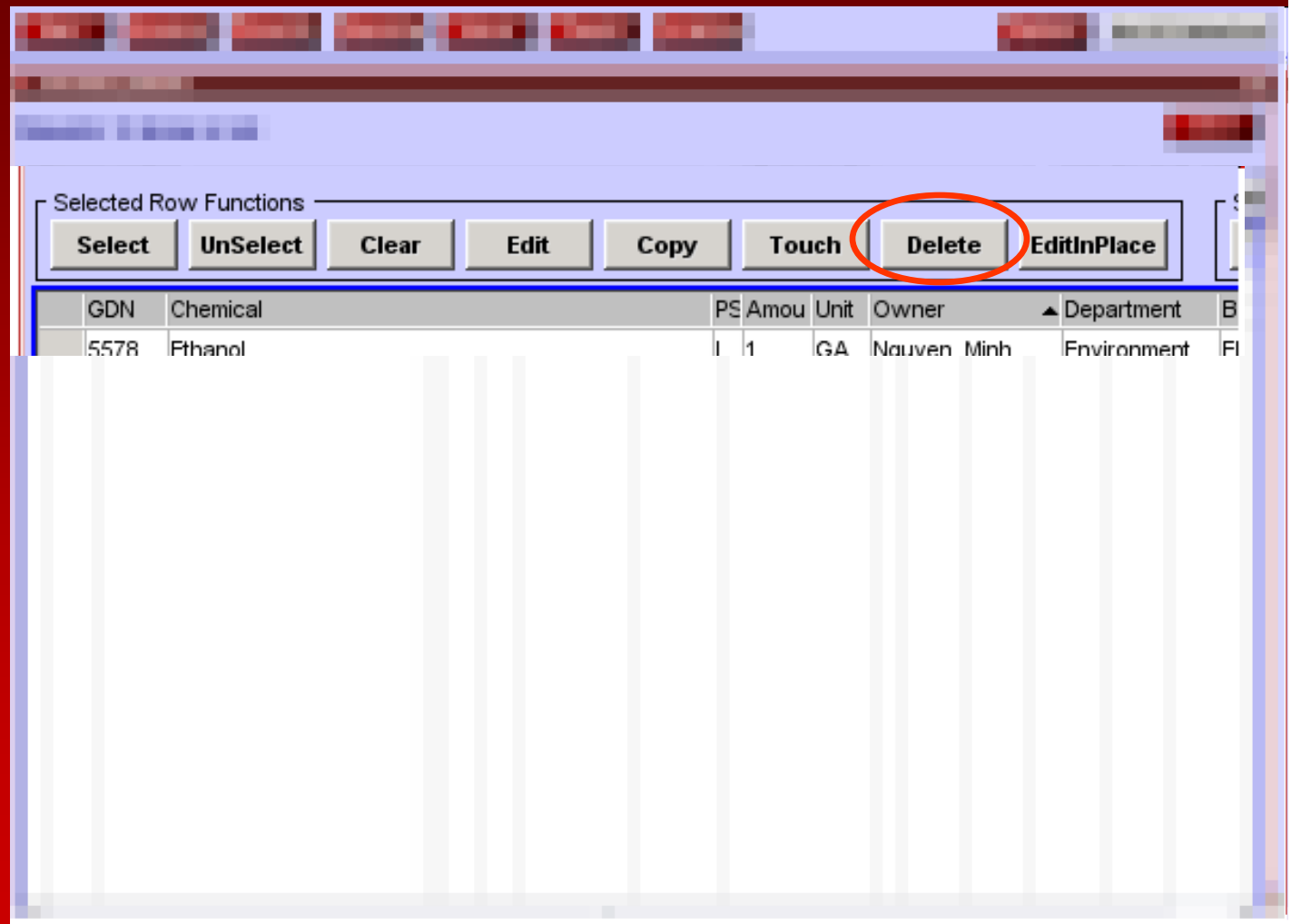


Results Screen:

The “Delete” button deletes the highlighted records.

WARNING!

The records are deleted immediately when you press the “Delete” button! There is no warning or “Are you sure?” window. Therefore be certain you have the proper records selected before clicking on the delete button.



Logout:

When you are done, either click your bookmark to the login page or click the back button on your browser.

After a while of inactivity, you will be logged out by the system. There is no warning, but if you try to update any fields, there will be no results returned.

Either click your bookmark to the login page or click the back button on your browser to re-log in.

Welcome to ChemTracker *Version 3*

Please enter your ...

Username:

Password:

Log In

[MSDS Access](#)

[Send me my password](#)

[Submit a ChemTracker Help Request](#)

Thank you!

Questions or Problems?

Send a help request to the HMM Program
from the link on:

ehs.stanford.edu/chemcialinventory