ChemTracker
http://odu.edu/ehs/chemtracker

This software is specific to the new ChemTracker 4.0 version. ChemTracker 4.0 will state “Welcome to ChemTracker 4.0” on the login page.

-ADD CHEMICAL TO INVENTORY-

**STEP 1** – Click 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)

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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 +Add Inventory at the bottom to save the entry.
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-ADD CHEMICAL TO INVENTORY-

**OPTION 1 - CREATE TEMPLATE TO ADD CHEMICAL TO INVENTORY**

**STEP A** – Follow [Steps 1 and 2](#) of the software 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 B** – Click [Save as Add Template](#) at the bottom of the page to create short cut for Add Inventory Template.

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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”.

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