

BioRAFT ChemTracker Module PI Quick Start Guide

Prepared by BioRAFT Professional Services

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BioRAFT ChemTracker Module Introduction

The BioRAFT ChemTracker module provides a method for tracking chemical inventory with connection to a central database. New features will be available in the module throughout 2018 as functionality from the previous version of ChemTracker is built in

Please see the general PI Quick Start Guide for information on logging into BioRAFT, and adding members to your lab/group.

About This Guide

The screenshots on this Quick Start Guide are representative of a general BioRAFT site. Each BioRAFT site may differ in terms of specific modules enabled and IT integrations. For specific questions about your institution's instance of BioRAFT, please contact your institution safety and compliance team.

ChemTracker PI User Guide

Viewing Chemical Inventory

From the BioRAFT homepage, open the left side menu to open information relevant to your lab. Click "ChemTracker" to view your current chemical inventory.

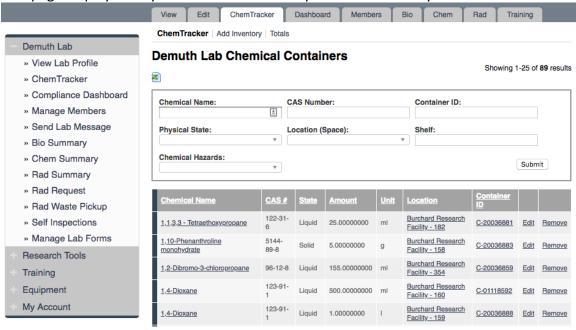
If the lab menu is missing, please contact your institution safety and compliance team for assistance in getting your lab added to BioRAFT.





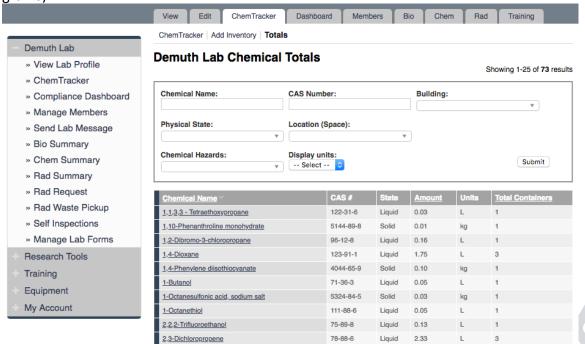
Containers

This page displays every chemical container in your lab's inventory.



Totals

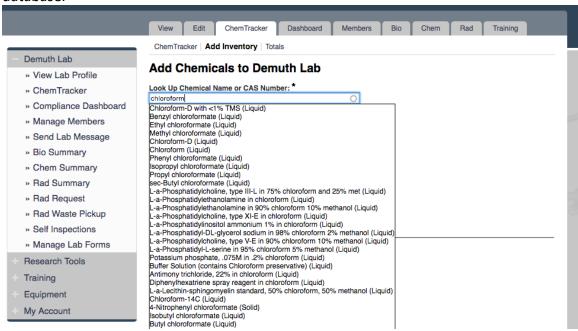
This page adds up the total amount of each chemical in your laboratory's inventory. The "Display Units" dropdown allows you to change the units for the table (i.e., display in grams).





Adding Inventory

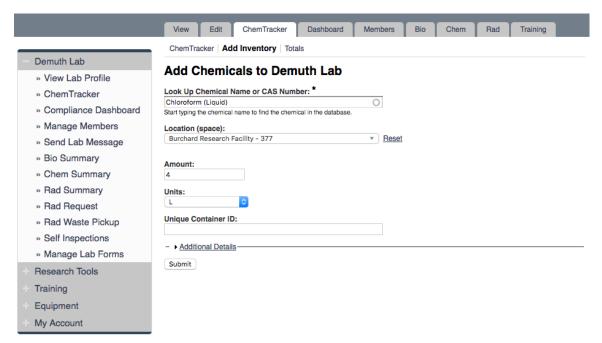
To add new inventory, click "Add Inventory" from the ChemTracker page. Start typing the chemical name or CAS number of the chemical you are adding to search the central database.







Select the chemical that you are adding a container of to your inventory. From the "Location (space)" dropdown, select the space where this container will be stored. If the space you are looking for is not listed, please contact your institution safety and compliance team to get your lab added to the space.

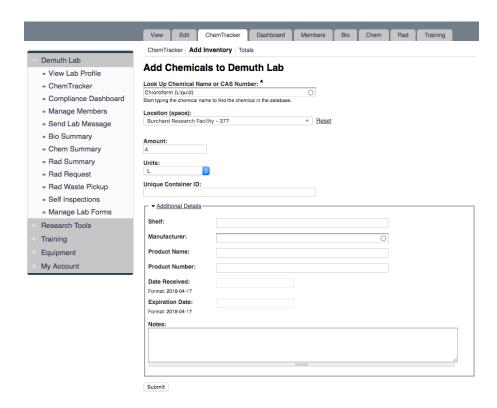


If using barcodes, the barcode number would be entered in the "Unique Container ID" field. Otherwise, this field may be left blank, where the system auto-generates a unique ID number.





The "Additional Details" section may be used if there is more information needed to track for the chemical container.

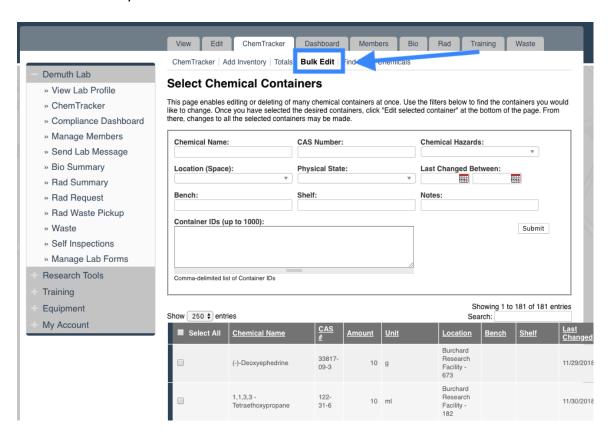






Editing Chemical Inventory in Bulk

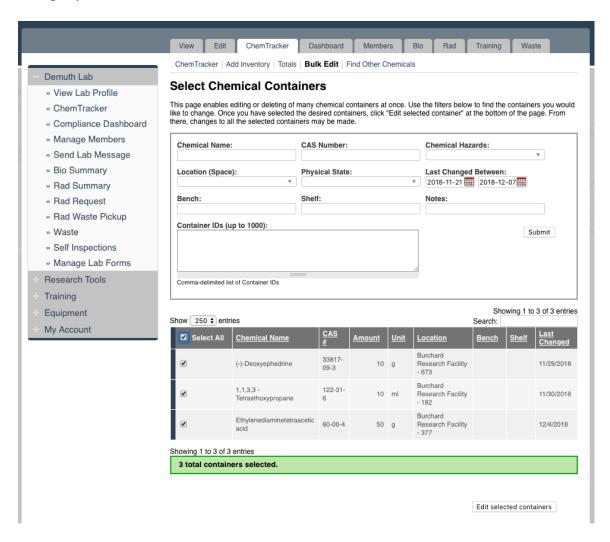
The bulk edit function is valuable for editing or deleting many records all together. Click "Bulk Edit" from your lab's ChemTracker menu.







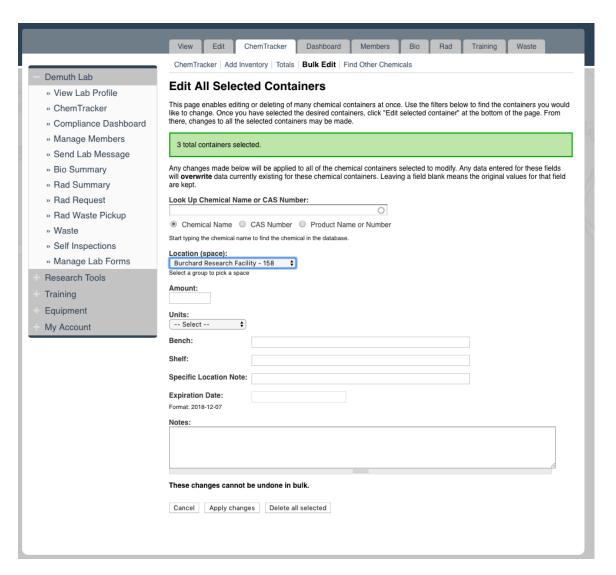
From there, select the relevant search parameters and select the desired containers. Click "Edit selected containers" in the bottom right corner. From there, indicate the changes you would like to make.







Any changes indicated here will be applied to all the containers and overwrite existing data for those containers (such as replacing the existing notes). These changes cannot be bulk undone.



Click "Apply changes" and follow the prompts to complete.

To instead delete these records, click "Delete all selected".

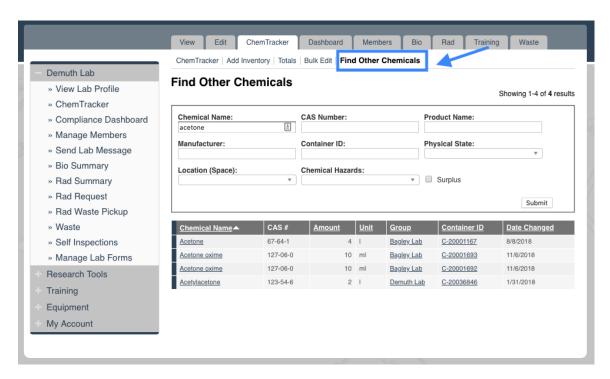




Searching for Inventory in other Laboratories

Depending on your institution's preferences, you may be given access to search for inventory in other labs based on the building you are in, or your department association in the system. Inventory can only be edited by the lab owning the chemical or by administrators.

To search for inventory in another lab, visit your lab's ChemTracker tab, and click on "Find Other Chemicals". From here, you can search for a chemical based on any of the filters provided.



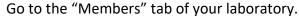


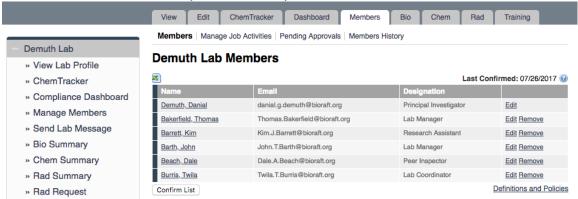


Providing Inventory Edit Permissions to Laboratory Members

By default, lab members can view their lab's ChemTracker inventory. As a PI of a lab in BioRAFT, you can give out the permission to edit your lab's inventory.

Giving ChemTracker Edit Permission

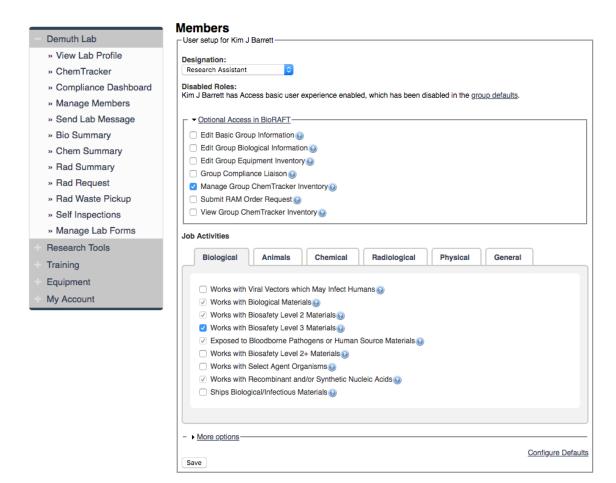




Click "Edit" next to the laboratory member who needs access to edit your laboratory's ChemTracker inventory. Select "Manage Group ChemTracker Inventory" and click save to apply this permission.







Adding a New Laboratory Member with ChemTracker Edit Permissions

Go to the "Members" tab of your laboratory. Enter the person's name to find him or her in the directory. From there, select "Manage Group ChemTracker Inventory" in the "Optional Access in BioRAFT" section. Select the appropriate Job Activities and click "Lookup/Add" to add this person to your laboratory.





