The Facts

On the Bulk Edit features: quantity of zero, deleting items, increasing amounts, and much more

Either Chrome or Firefox web browser is required for “Bulk Edit” on SciShield. This fact sheet outlines step-by-step how to bulk edit a chemical/product in your inventory. You must have “Manage Group ChemTracker Inventory” Job Activity selected to see the Bulk Edit/ChemTracker inventory.

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, select the lab/group you are a part of and then “View Lab/Sub Group Profile.”
3. Click on the Chemtraker Tab and then the Bulk Edit header.
4. Scroll down and select the chemical/product(s) you are wanting to make changes to.
5. Click “Edit Selected Containers” at the bottom of the page.
6. On this page, you can make changes to the *amount, location, units, and more for any selected chemical/product(s)
   a. Any change made on this screen will be applied to all selected chemicals/products
   b. Any fields you do not make changes to will not be changed for the selected chemicals/products
7. Click “Apply Changes” at the bottom of the page to finalize your edits.
8. You can also delete all the containers you selected by clicking “Remove all selected.”

For more detailed information please visit the link for Quick Start Guides-
Quick Start Guides (Login Required)

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