



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.

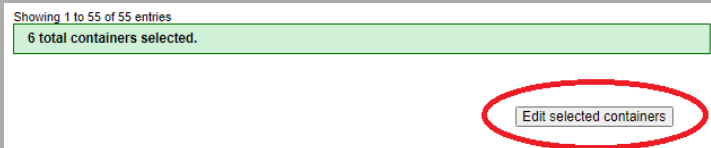
1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, select the lab/group you are a part of and then “View Lab/Sub Group Profile.”
3. Click on the Chemtraker Tab and then the Bulk Edit header.



4. Scroll down and select the chemical/product(s) you are wanting to make changes to.

Select All	Chemical Name	CAS #	Amount	Unit	Location	Bench	Shelf	Last Changed
<input checked="" type="checkbox"/>	Acetone	67-64-1	3	cc	Clemson Centre - 104			1/24/2023
<input type="checkbox"/>	Acetone	67-64-1	3	cc	Clemson Centre - 104			1/24/2023
<input checked="" type="checkbox"/>	Acetone ketal of glycerine (97+%)	100-79-8	0	g	Clemson Centre - 104			2/15/2022
<input type="checkbox"/>	Acetone ketal of glycerine (97+%)	100-79-8	0	g	Clemson Centre - 104			2/15/2022
<input checked="" type="checkbox"/>	ANTIBACTERIAL FOAMING HAND SOAP, 2/1.3L/CASE FACILIPRO# 6100872		1	kg	Clemson Centre - 104			3/30/2022

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.**”

* If you are updating your inventory and are currently out of a chemical/product that is normally in your inventory, you can set the amount to 0. This will keep your inventory accurate and allow you to keep the item in your inventory, along with the relevant SDS and location information.

Location (space):
-- Select --
Select a group to pick a space

Chemical Owner:
-- Select --
Select a group to pick a chemical owner

Amount:
[Text Input]

Units:
-- Select --

Bench:
[Text Input]

Shelf:
[Text Input]

Specific Location Note:
[Text Input]

Expiration Date:
[Text Input]
Format: 2024-02-27

Product Name:
[Text Input]

Container Status: *
Normal

Lot Number:
[Text Input]

Notes:
[Text Area]

These changes cannot be undone in bulk.

Cancel Apply changes Remove all selected

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