The Facts

On the Bulk Edit feature (quantity of zero, deleting items, increasing amounts, and much more**)

Either Chrome or Firefox web browser is required for Editing in Bulk on SciShield. This fact sheet outlines step-by-step how to bulk edit a chemical/product in your inventory to assign it a quantity of zero. It is important to note that if you have multiple chemicals/products you are assigning a quantity of zero to, you must do them individually one at a time.

How to Assign a Quantity of Zero Step-By-Step

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, you will see the name of the lab/group you are a part of in SciShield. Click the name of the lab/group and then click ChemTracker.
3. Select Bulk Edit at the top. **Bulk editing also contains other features such as deleting container line items, increasing a specific container count, assigning a quantity of zero, and much more.
4. Scroll down and manually check the box of the chemical/product you are wanting to change to a quantity of zero. If there are duplicates of this chemical/product, it is only necessary to check off one.
5. Click “Edit Selected Containers” on the bottom right.
6. Select your Location (space) from the drop down.
7. In amount type 0 (zero)*
8. Select the units to match what is already listed in the inventory.
9. Click “Apply Changes.”
10. Click “Confirm.”

* If you are attempting to increase a specific container to reflect a product’s total amount, then in this field you would provide the total volume of a product, only if it is all located in the same space. Include in the notes section the number of containers and container size. For example: 3 x 12 fl. Oz.

For more detailed information please visit the link for Quick Start Guides- https://www.clemson.edu/finance/oes/scishield/index.html