

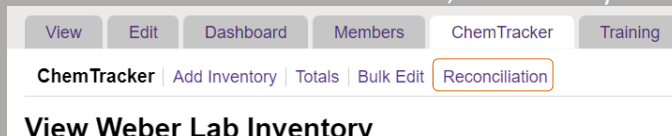


On Chemical Reconciliation on SciShield

Either Chrome or Firefox web browser is required for Reconciliation on SciShield. Reconciliation is not a required step if you are able to edit all your information by utilizing the features of Bulk Edit and Add New Inventory, so that ChemTracker correctly reflects your updated inventory. Reconciliation is the process of **updating your chemical inventory** and **refreshing data to ensure what is online matches what is in the space in real life.** Using SciShield, the reconciliation can be done on a laptop, tablet, or smart phone. This fact sheet will act as a step-by-step guide for completing a reconciliation.

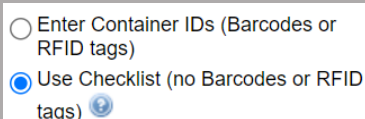
How to Reconcile Chemicals Step-By-Step

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 space, select “View Profile,” and then click the “ChemTracker” tab.
3. Click the “Reconciliation” link at the top of the page (if you do not see the Reconciliation link, check with your supervisor/PI).
4. Click Start a New Reconciliation on the bottom right.



Step 1: Select Parameters

- a) Select a space from the drop-down menu. If you have specified bench and shelf locations, you can also include that information. **It is important to note that reconciliation is done ONE space at a time. You will need to complete a reconciliation for each space in the drop-down menu for your lab/group.**
- b) Select “Check List” (NOT the container IDs).
- c) Submit.



Step 2: Check Inventory

- a) Notice if the parameters are correct. If **not**, click abandon/archive this reconciliation.
- b) Go through the check list and manually check off the chemicals as “found” as you find them.

If you performed a bulk edit to assign a chemical a quantity of 0, you need to mark the line item as “found.”

***** If a chemical has previously been listed using the CAS number, continue with using the CAS number to search for the chemical on the checklist. This will be the most valid way to identify your chemical.**

Step 3: Remove Containers Not Found

- a) All chemicals that were not found will show up here and be checked.
- b) If you would like to keep any, simply uncheck them.
- c) If you want them removed, keep them checked.

Step 4: Review and Finalize

- a) Click next until you get to the option to “Review and Finalize.”
- b) Click “Finalize Reconciliation.”

***It is important to note that your Reconciliation may take a few moments to finalize and reflect changes in your inventory. It will NOT be immediate.**

***To add new chemicals please refer to the “How to Add a New Chemical to Your Inventory”**

Fact Sheet: [Adding a New Chemical .pdf](#)