How to Update Chemical Inventory in Gator Tracs

Contents
Part A - How to Log into Gator Tracs ................................................................. 1
Part B - Access Chemical Inventory ................................................................ 2
Part C - Add a Chemical ................................................................................... 3
Part D - Edit a Chemical .................................................................................... 7
Part E - Dispose a Chemical ............................................................................. 11
Part F - Bulk Dispose of Chemicals ................................................................. 13
Part G - Replace a Chemical ............................................................................. 15

Part A - How to Log into Gator Tracs

Log into Gator Tracs (https://labcliq.com/l/ufl/). When the page opens, click on “Log in with GatorLink” and proceed to UF login authentication.
Part B - Access Chemical Inventory

Once logged in, click on “LATCH” from the left side menu bar. Proceed to selecting “Inventory” from the tabs shown below the Gator Tracs banner.
Part C - Add a Chemical

To add a chemical, click on “Add Chemical and Compounds.”

A “pop-up” window will appear on your screen. On this screen, you must start typing in the box and then select the department the PI is associated with and select the location of the chemical from the dropdown menu.
You may then search for the chemical of interest. For this example, we will add 1 gallon of acetone. To start we search for “acetone” by its name and select “Find Your Catalog name”. You can further refine your search by adding the catalog number or product number, if desired.

The system will generate a list of all the chemicals with “acetone” – at this point you review/find the chemical you need and click on “select”.
The system will pull all pertinent information with the exemption of the Volume/Mass and its unit. Therefore, you scroll down to “Volume/Mass” and type in the Volume/Mass of the chemical – in this example we will type in 1, and for the unit we will choose “gal” for the unit. You may add other pertinent information as desired. Then scroll to the bottom and click “submit”.

A gallon of Acetone, 99.6% from Acros Organics has been added to your inventory.
Part D - Edit a Chemical

To edit a chemical, we will search for the item of interest. In this example we will use acetone. To start, we will type in “acetone” in the product name search field, and then click on “Search/Load Inventory”.

At this point, all chemicals with “acetone” will be filtered. One you find the chemical you would like to edit, select “Edit” from the menu on the right of the chemical.

A “pop-up” window will appear. Verify the department and room number are correct – if not, enter correct information.
Scroll down to the information you would like to change. In this example, we will change the volume from 1 gallon to 250 ml. At this point, we change the “Volume/Mass” to “250” and change the unit to “ml” from the dropdown menu on the right. Then scroll to the bottom and click “submit”.
A gallon of Acetone, 99.6% from Acros Organics has been updated to 250 ml.

Note: This process may be followed to edit any field from a chemical that has already been added to the inventory.
Part E - Dispose a Chemical

To dispose of a chemical, we will search for the item of interest. In this example we will use acetone. To start, type in “acetone” in the product name search field and click on “Search/Load Inventory”.

At this point, all chemicals with “acetone” will be filtered. Once you find the chemical you would like to edit, you may:

- Select the check box to the chemical of interest, and then click on “Dispose” or
- Select the ellipses (...) from the menu on the right of the chemical, then “Dispose”.
A “pop-up” window will appear. Verify that you have selected the right chemical to dispose of. Select “Submit” to dispose or “Cancel” to select another one. In this example we have disposed of a 250ml container of Acetone, 99.6% from Acros Organics.
Part F - Bulk Dispose of Chemicals

To bulk dispose of chemicals, you must select the “check boxes” of all chemicals of interest. For this example, we will dispose of four (4) 250 ml bottles of sodium.

Scroll up and click on “Dispose.”
A “pop-up” window will appear. Verify all chemicals to dispose are correct. If all is correct, scroll down and click on “Submit.”
Part G - Replace a Chemical

To replace a chemical, click on the ellipses (...) on the right side of the chemical of interest. In this example we will replace a 250 ml container of acetone. Proceed by clicking on “Replace.”
A “pop-up” window will appear. Ensure to select “Dispose Existing.”
Scroll down, type in the volume/mass and select unit of the new chemical. Finally, click “Submit.”

You will now see 2 of the same chemicals. For this example, one shows “0 ml” (which is the disposed chemical) and the other shows “250 ml” (which is the new chemical).
Once you have successfully added a chemical to your inventory, edited an entry, recorded disposal, or replaced a chemical; your “Last Chem Inventory Modification Date” will be updated.