**Step 1:** Navigate to your lab profile by logging in at [https://louisville.bioraft.com/](https://louisville.bioraft.com/) and clicking ‘View Lab Profile.’

**Step 2:** Navigate to the ChemTracker module by clicking the ‘ChemTracker’ tab.

**Step 3:** To begin adding chemicals to an inventory, click ‘Add Inventory.’
**Step 4:** Begin typing a chemical name into the Chemical field, or select ‘CAS Number’ or ‘Product Name or Number’ to search by that information. Select the chemical from the dropdown list that appears.

**Please include an amount (and units) for each chemical.**

‘Container Status’ is a required field and set to Normal as default.

The rest of the fields are optional information for locating chemicals within a specific space. The ‘Additional Details’ arrow provides even more fields for including optional information.

Click ‘Submit’ to add the chemical to the inventory, or click ‘Add Another’ to repeat the process for multiple entries.

**Step 5:** Once added, an entry can be easily edited or removed from the inventory.

Clicking the chemical name will provide chemical information, including CAS number and a link for an online SDS search.