# How to Reconcile Inventory in SciShield (ChemTracker)

This guide walks laboratory and group members through completing an inventory reconciliation in SciShield's ChemTracker module, based directly on the system workflow.

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1. Access the Reconciliation Tool

1. Log in to SciShield as a group or laboratory member.

2. From the left-side menu, select your Laboratory or Group name.

3. Click ChemTracker.

If you do not see ChemTracker or Reconciliation:

- Contact your Laboratory Supervisor or Principal Investigator to update your settings in the Members tab to include the ability to manage ChemTracker Inventory.
- Or reach out to labsafety@uky.edu.
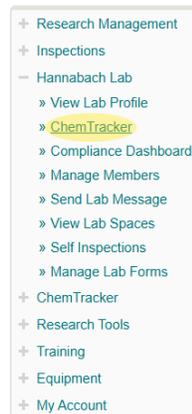
You must have "Manage Group ChemTracker" permission to perform reconciliation.

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2. Open the Reconciliation Dashboard

After clicking the **ChemTracker tab,** you will see your lab's chemical inventory. Select

the **Reconcilation** tab heading.

- Your current chemical inventory

- This page will display:

  o In Progress

  o Finalized

  o Completed by others (including central inventory teams)
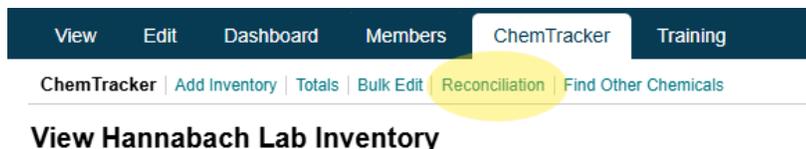
Here you may:

- View or edit an in-progress reconciliation

- Or start a new one

3. To Start a New Reconciliation:

Click **Start New Reconciliation**.

Reconciliation History

Spaces [▼]   Status: [Finalized & In Progress ▼]

Started After [2025-08-01] ✕   Started Before [ ]

Displaying 1 - 1 of **1** results

Space ↕	Group Name ↕	Date Started ↕	Started By ↕	Status ↕	Bench ↕	Shelf ↕	View/Edit
Dimock Animal Path. - 0208A	Hannabach Lab	2025-12-01	Hannabach, Holley	Finalized			View/Edit

Start a New Reconciliation

Reconciliation is an inventory audit (annual or bi-annual) designed to ensure:

What is recorded in ChemTracker matches what physically exists in the room. Select Parameters:

- Building

- Room (example: *Building 232, Room 203*)

- Optional: Bench or Shelf (for more specific audits)

You will see how many containers are expected in that location.

If you selected the wrong location:

- Abandon the reconciliation

- Start over with correct parameters

Chemical Reconciliation

Use the filters below to select the parameters for a new reconciliation event. The parameters selected will generate the list of chemical containers to check. Building, space, bench, shelf, and group selected are additionally kept throughout the reconciliation for relocating containers as needed.

Group: Hannabach Lab   Space *
[▼]

Bench   Shelf   **Specific Location Note**
[▼]   [▼]   ⑦
                                                  [ ]

⦿ Enter Container IDs (Barcodes or RFID tags)
◯ Use Checklist (no Barcodes or RFID tags) ⑦

[Submit]

4. Choose Your Method

You have two reconciliation options:

Option A: Container ID (Barcode / RFID)

Use this if containers have:

- Individual barcodes

- RFID tags

Your scanner connects like a keyboard:

- Scan into the entry field

- Click **Submit**

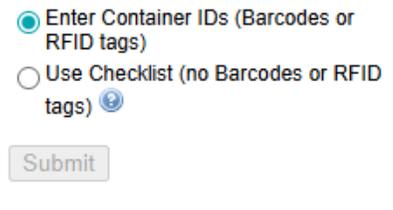- The system marks the container as Found

Option B: Checklist (No Barcodes)

If your lab does not use barcodes:

- Use the checklist view

- Manually check off containers as found

- Fewer steps will appear (4 instead of 7)

You can complete reconciliation on:

- **Laptop/Desktop**

- **iPad**

- **Surface Tablet**

- **Amazon Fire Tablet**

- **Large smartphone**

Step-by-Step Reconciliation Workflow

If using Container ID (Barcode/RFID), you will see up to 7 steps.

Step 1–2: Scan and Confirm Containers

- **Scan or manually enter container IDs.**

- **Checked containers are marked as Found.**

- **Scanned container IDs are saved throughout the process.**

Special Cases You May Encounter:

Scenario	What Happens
Container belongs to another group	You may not have access; appears in summary
Container previously deleted	Appears in Step 4 (Reactivate option)
Container listed in another room	Appears in Step 5 (Move option)

You may download flagged container data as an Excel file if needed.

Step 3: Remove Containers Not Found

This screen displays containers that:

- **Were expected in the room**

- **Were NOT scanned or checked off**

Typically, these may be empty, disposed, or missing.

You can:

- **Keep selected containers**

- **Remove others**

If you need to step away:

- **You can pause and return later**

- **Refresh the screen before continuing**

Step 4: Reactivate Deleted Containers

This step shows containers you scanned that were:

- Previously marked as deleted

Example:
A misplaced chemical was deleted in error and you found it during audit.

You may:

- Undelete / Reactivate those containers

Steps 3 and 4 are complementary:

- Step 3 = Remove missing

- Step 4 = Restore found items

Step 5: Move Containers from Other Locations

This step shows containers that:

- Were scanned

- But are listed in a different room

You may:

- Move them into the selected room

- Assign bench/shelf if selected earlier

Note:

- Bench/Shelf fields update when moving containers

- Location Node is used only for searching

Before Finalizing

⚠️ Changes are NOT live until you finalize.

You may:

- Download proposed changes

- Review all edits

- Leave and return later

For large reconciliations:

- Processing may take up to 30 minutes

- Small reconciliations process quickly

Finalize the Reconciliation

Click **Finalize** to commit changes.

Once complete, you'll receive:

- Percent accuracy

- Reconciliation summary report

- Confirmation of updated records

After Finalization

You can:

- View reconciliation history under **ChemTracker > Reconciliation**

- See updated "**Date Last Confirmed**" on scanned containers

- Review containers you didn't have access to

If containers appear that:

- Aren't in ChemTracker

- Belong to another lab

- You cannot access

Contact your **labsafety@uky.edu** for assistance.

What Happens to Updated Containers?

After reconciliation:

- Containers marked as found get updated confirmation dates

- Deleted containers are removed

- Reactivated containers are restored

- Moved containers are reassigned

- Inventory accuracy percentage is recorded

Best Practices

✔ **Reconcile room-by-room**
✔ **Use barcode scanning for speed and accuracy**
✔ **Complete reconciliation annually or bi-annually**
✔ **Review percent accuracy after each audit**
✔ **Follow up on containers without access**

Quick Summary Workflow

1. **Log in → Group Menu → ChemTracker**

2. **Start New Reconciliation**

3. **Select Room (and optional bench/shelf)**

4. **Scan or Check Off Containers**

5. **Remove Missing Items**

6. **Reactivate Deleted Items**

7. **Move Mislocated Containers**

8. **Finalize**

9. **Review Report**