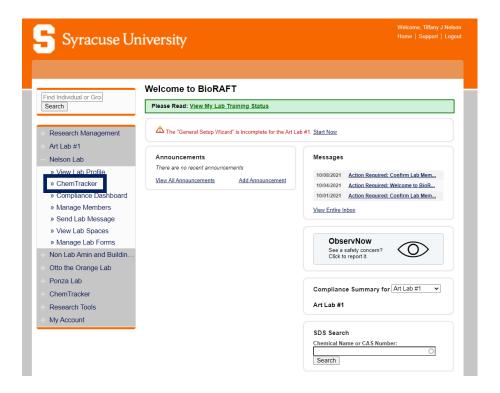Syracuse University

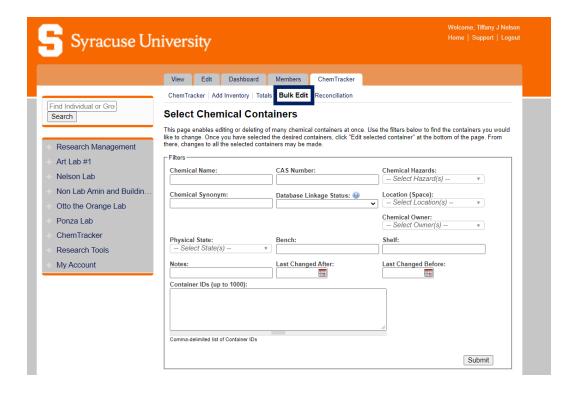Laboratory Guidance Document

Assigning Sublocations in BioRAFT

This Laboratory Guidance Document was created by Syracuse University Environmental Health & Safety Services (EHSS) to assist researchers with assigning sublocations of chemicals within their laboratory and in BioRAFT.
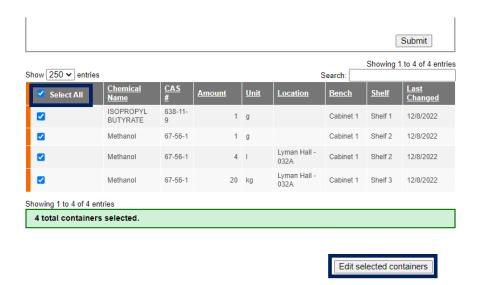
Step-by-step instructions:

1. Go to BioRAFT (Syracuse.bioraft.com) and log-in using your NetID and password.
2. Select your lab in the gray box to the left of the webpage. The options for your lab will expand.
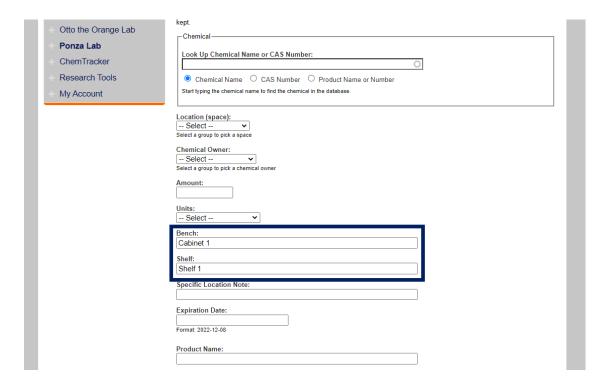3. Click on "ChemTracker" to open your chemical inventory.

4. Click on "Bulk Edit" to edit the contents of a chemical container.
    a. If "Bulk Edit" does not show, additional access may have to be provided by the PI or EHSS.

5. Identify all chemical containers that will be assigned to the same sublocation.
6. Click in the "Container IDs" field. Place the container barcodes into this field by scanning or typing.
   a. When typing, ensure a comma is placed in between barcode numbers or a new line is started after each barcode.
7. Click "Submit".
8. The containers corresponding the barcodes (and their information) will populate below.
9. Click on "Select All" to edit all containers.
10. Click on "Edit selected containers".

11. Type in the "Bench" field to add a primary location (i.e. Cabinet 1, Refrigerator, Desiccator 1, etc.).
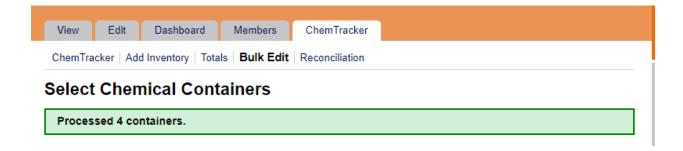12. Type in the "Shelf" field to add a secondary location (i.e. Shelf 1, Top Shelf, Bottom Shelf, etc.).

13. When finished, click on "Apply Changes".

14. If you are satisfied with the changes made, click on "Confirm".
15. A green banner will show up at the top of the screen saying the containers were processed.
    a. If a red banner shows up, please contact EHSS at ehss@syr.edu with a screenshot of the error message.

| View | Edit | Dashboard | Members | ChemTracker |

ChemTracker | Add Inventory | Totals | **Bulk Edit** | Reconciliation

Select Chemical Containers

> **Processed 4 containers.**

NOTES:

- *Do not write in the "Specific Location Note" field. This is used exclusively by EHSS to monitor types of chemicals, biologicals, and equipment on campus.*
- *Any field that is edited under the "Bulk Edit" function will overwrite the previous information entered.*