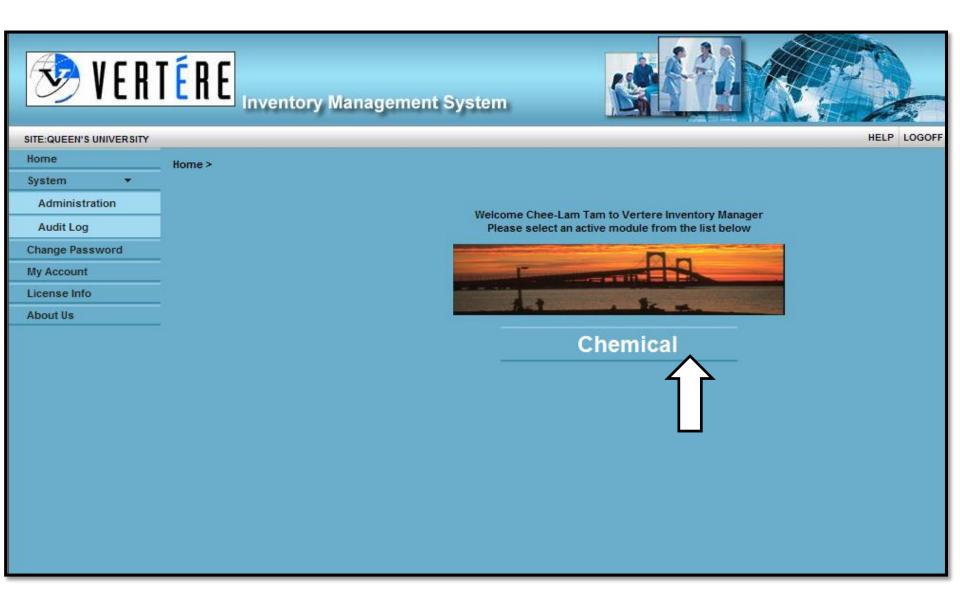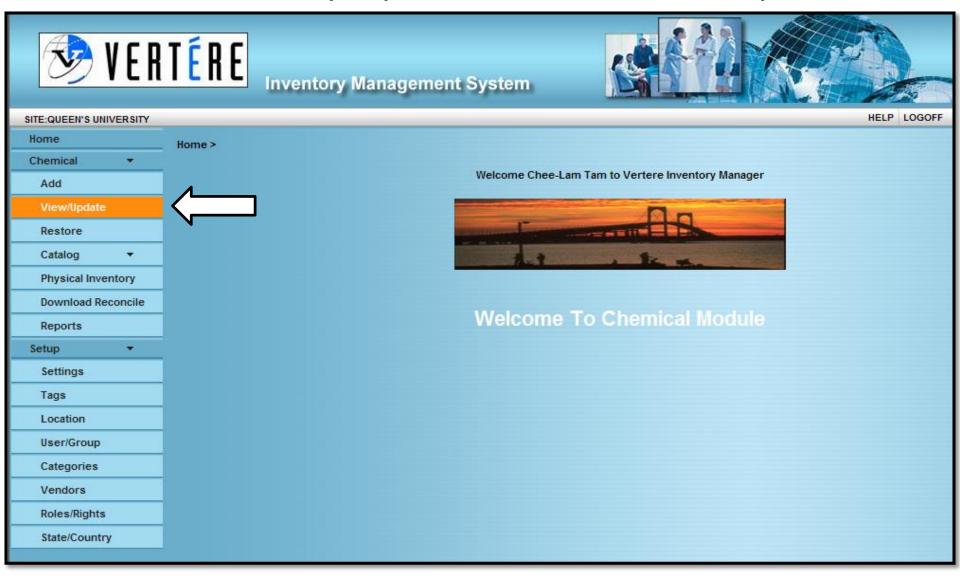# Vertére Inventory Management System

User Guide

Once logged on, select an active module.
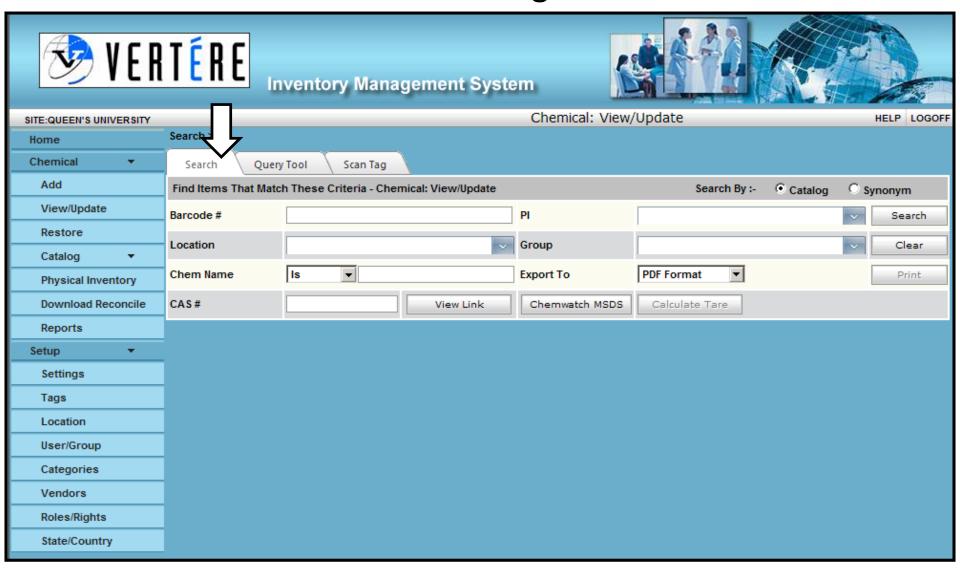
In order to search for chemicals, see profile information, and create inventory reports, select the 'View/Update' tab.
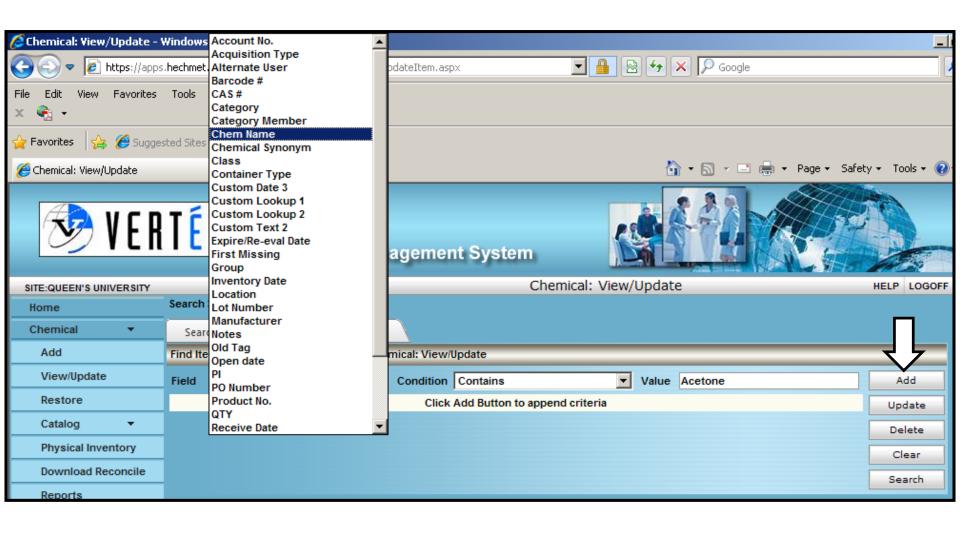
SEARCHING FOR A CHEMICAL

There are two methods of searching for a particular chemical. The first is using the 'Search' tool.
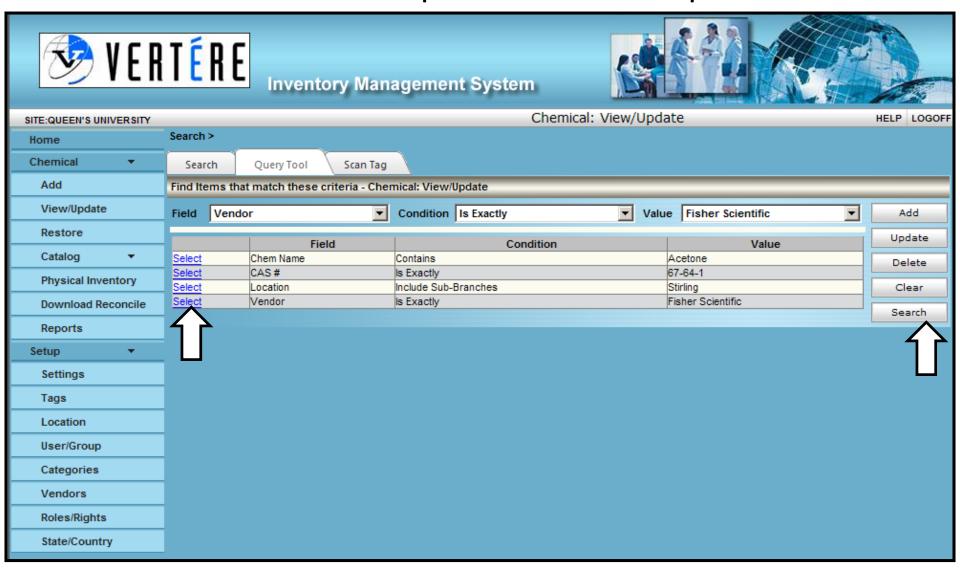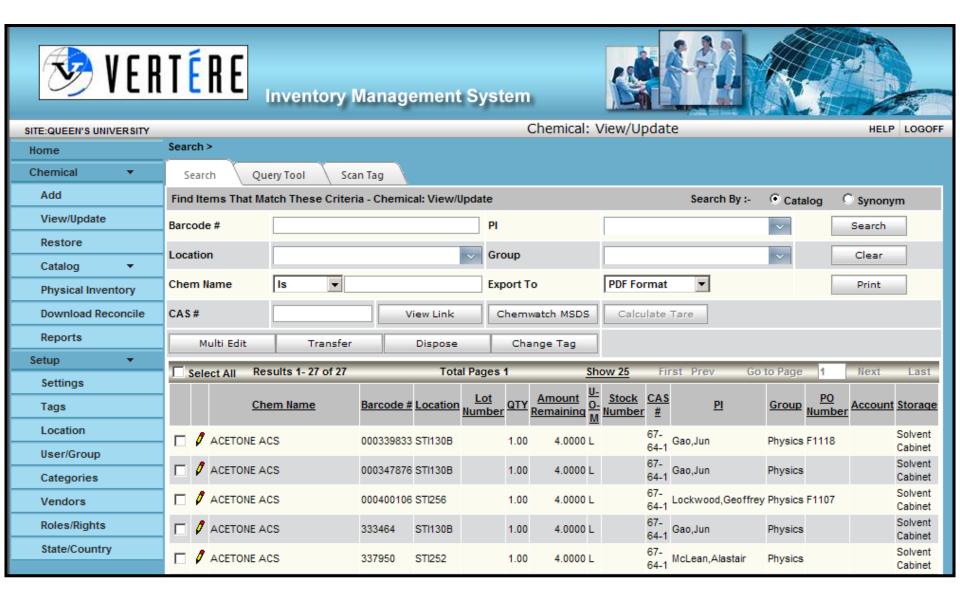
The second is using the 'Query Tool'.

Using the 'Query Tool', add as many search conditions as necessary. Update fields such as chemical name, location, and product number.

Click the 'Search' button once all conditions have been added. Click 'Select' to update or delete a particular field.
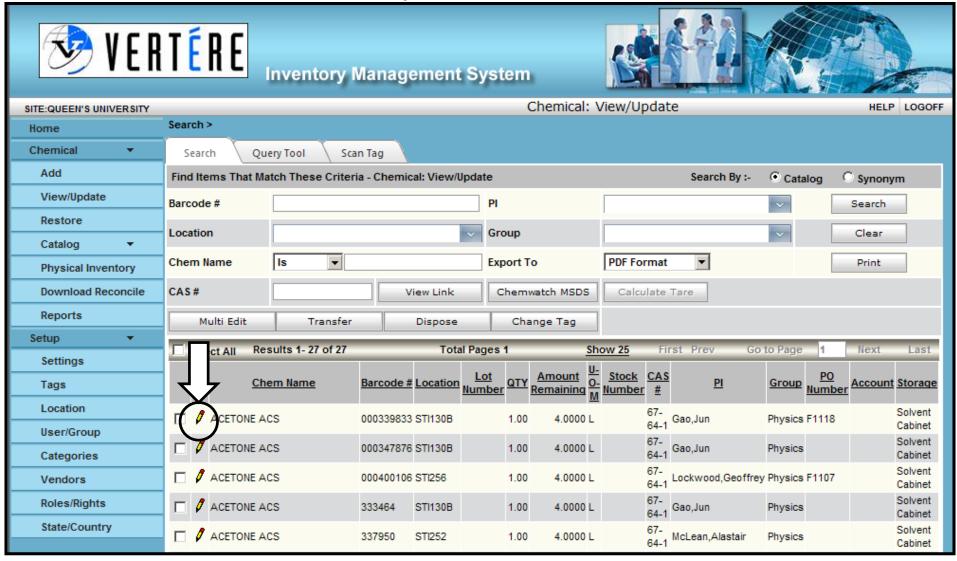
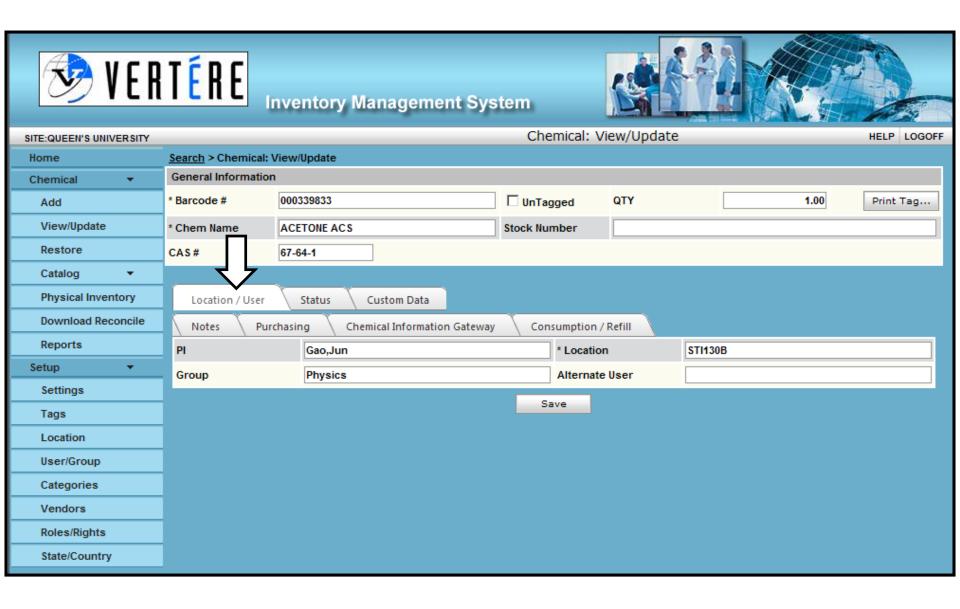# All search results matching the query will be returned.
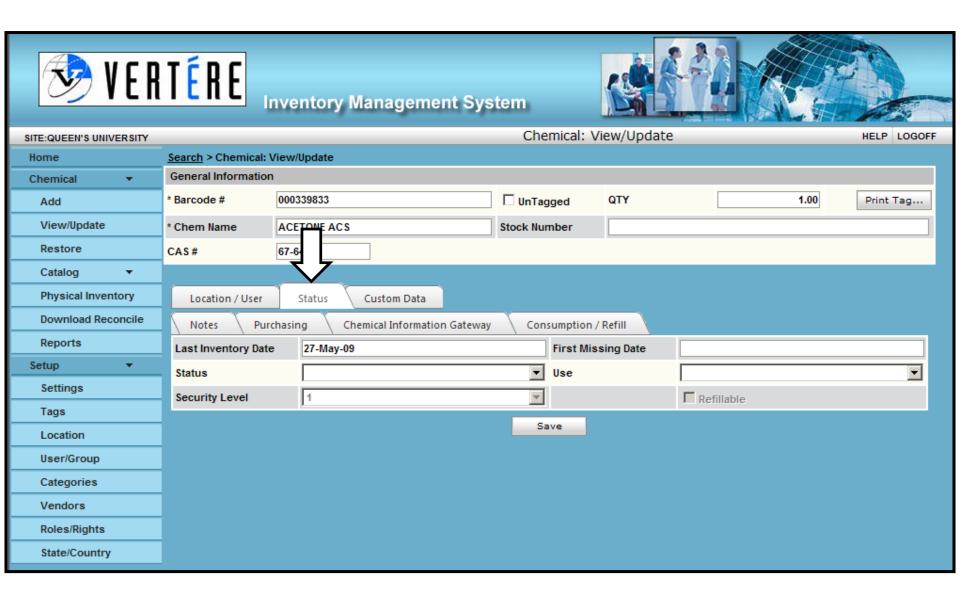
VIEWING THE PROFILE INFORMATION FOR A CHEMICAL

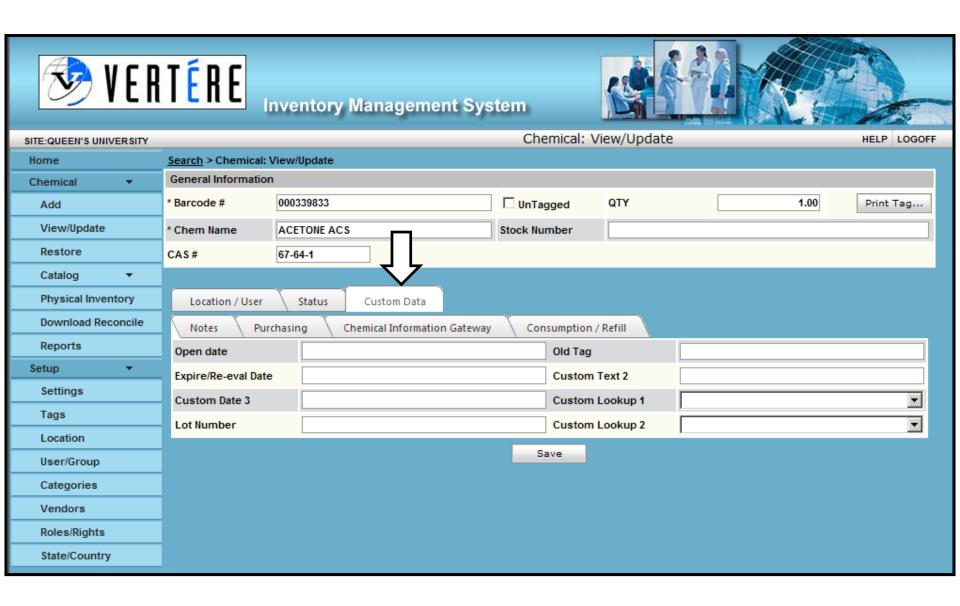# Click on the pencil icon to view or update information associated with a particular chemical, such as:
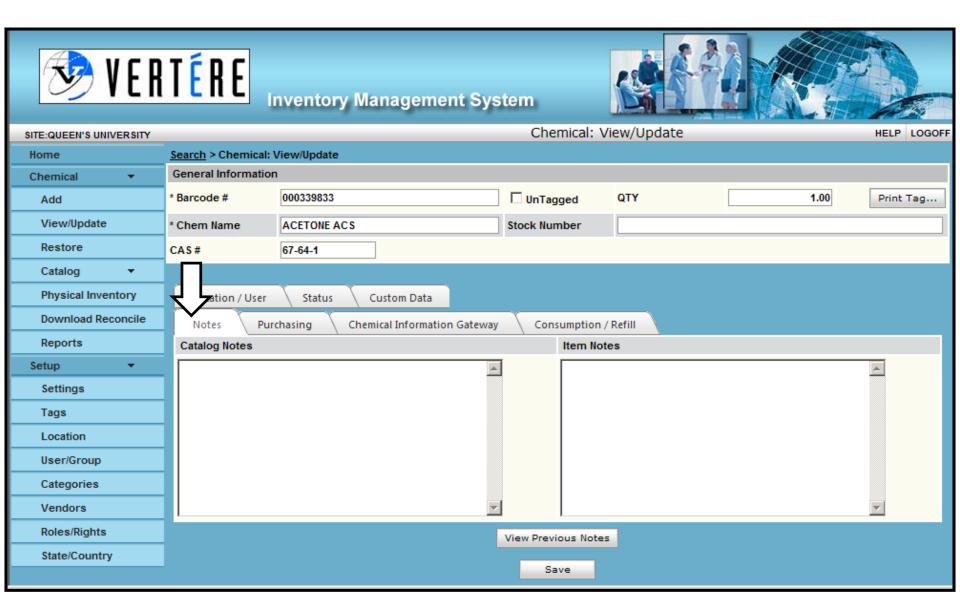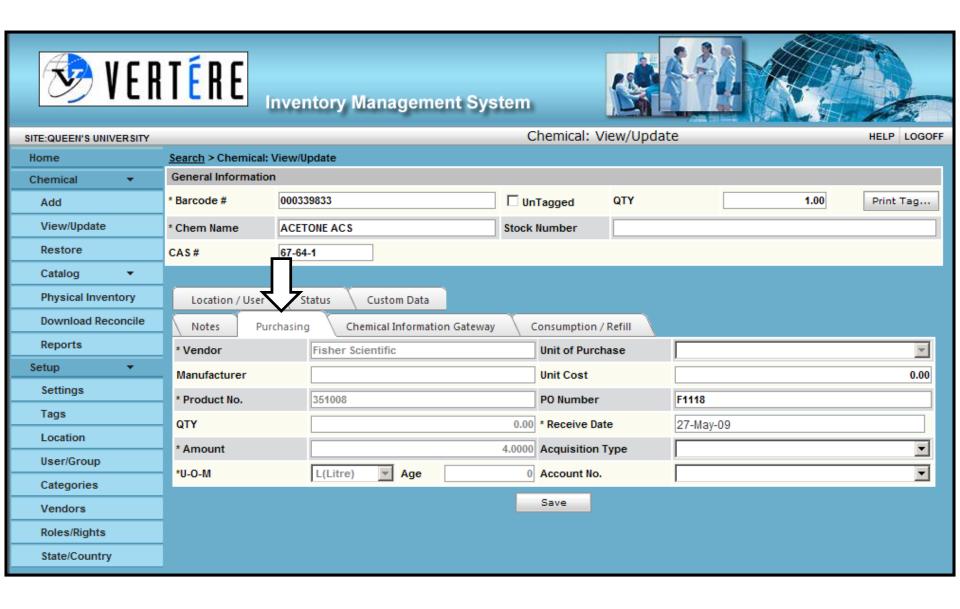
Location/User

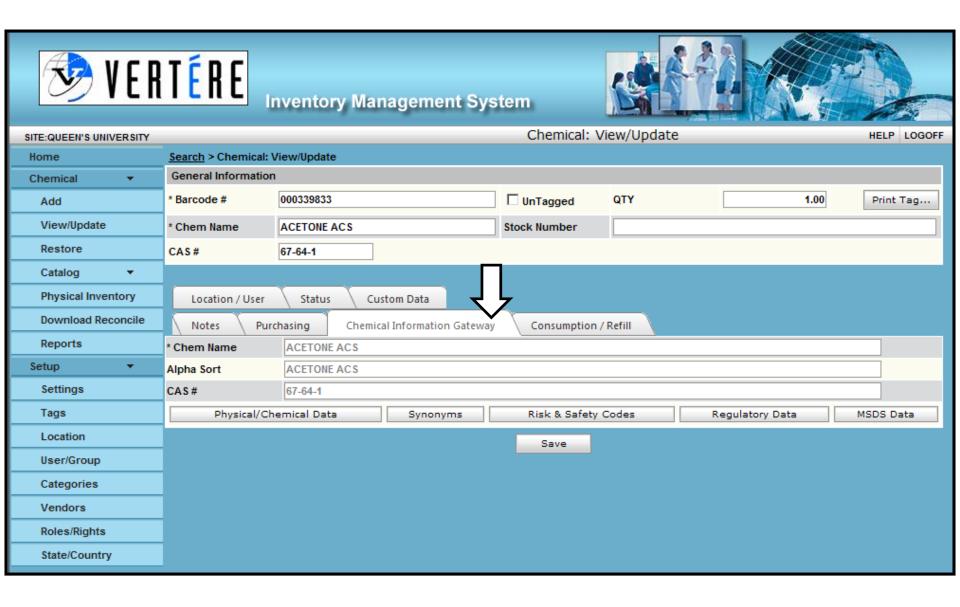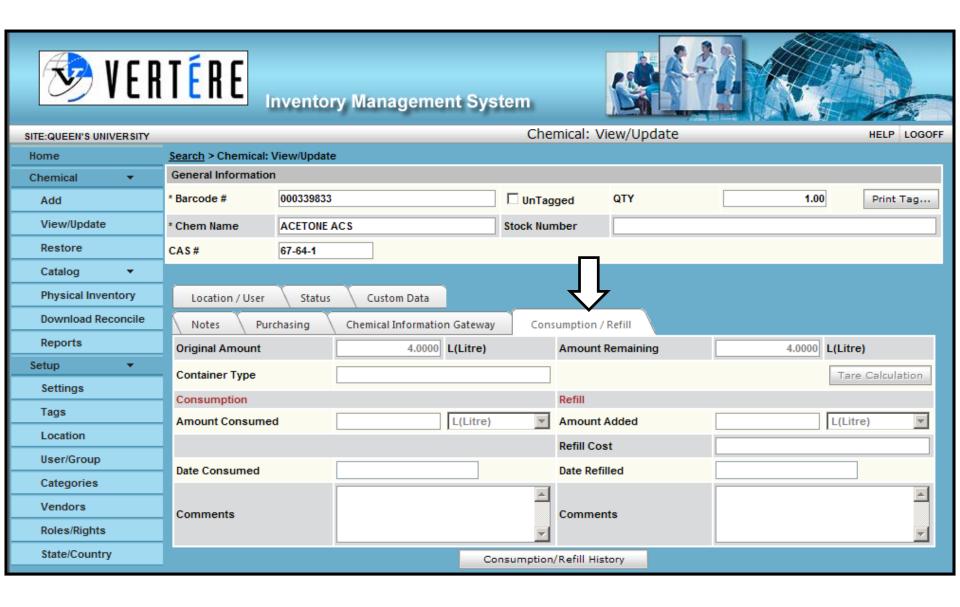# Status

Custom Data

Notes

Purchasing

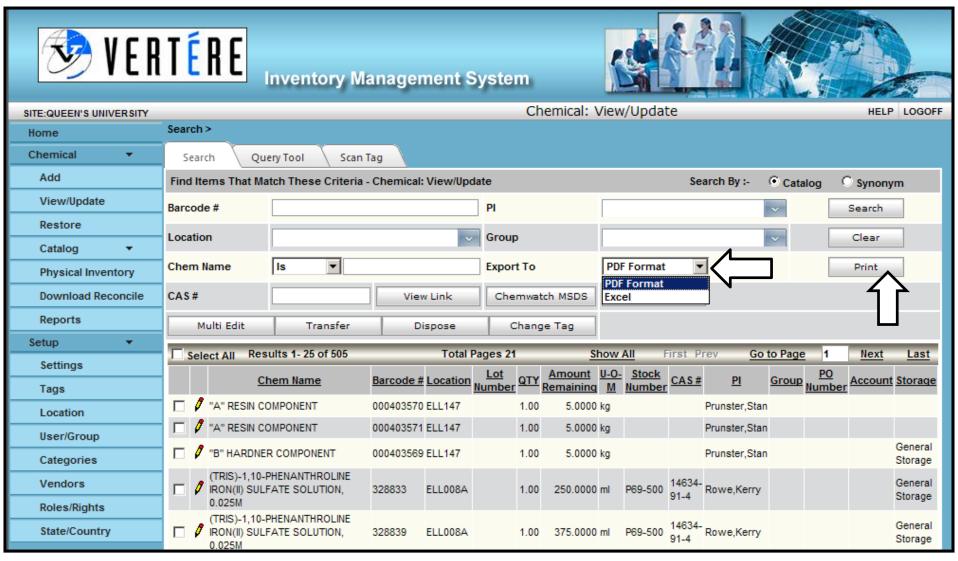# Chemical Information Gateway

Consumption/Refill

VIEWING ALL CHEMICALS IN A SPECIFIC BUILDING OR ROOM

Choose a building or room by updating the 'Location' field. In order to view all chemicals in a building, choose the condition 'Include Sub-Branches'.
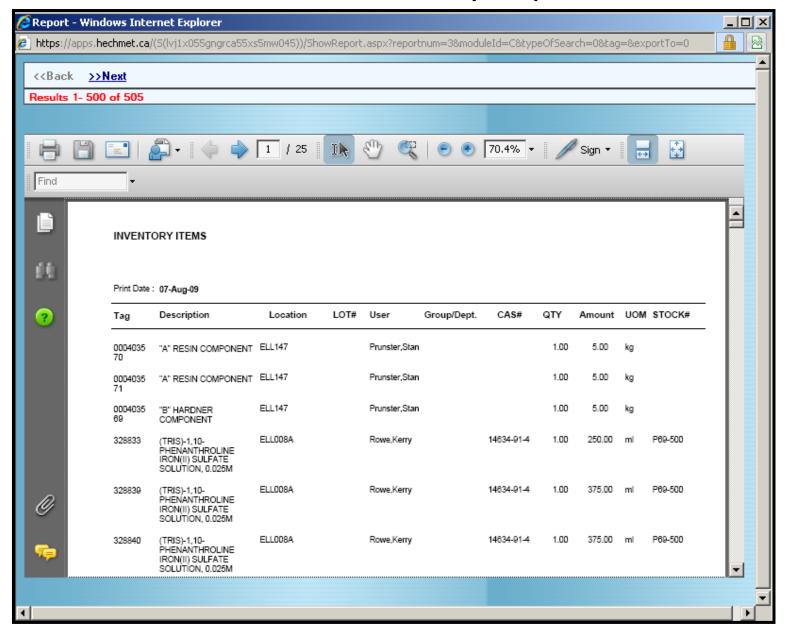
CREATING AND EXPORTING AN INVENTORY REPORT TO PDF OR EXCEL FORMAT

In order to compile the query results into a single PDF of Excel file, select the desired file format in the 'Export To' menu and click 'Print'.

PDF Format Inventory Report

Excel Format Inventory Report