

Vertére Inventory Management System

User Guide

Once logged on, select an active module.



Inventory Management System



SITE:QUEEN'S UNIVERSITY

HELP LOGOFF

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Welcome Chee-Lam Tam to Vertere Inventory Manager
Please select an active module from the list below



Chemical



In order to search for chemicals, see profile information, and create inventory reports, select the 'View/Update' tab.



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Welcome Chee-Lam Tam to Vertere Inventory Manager



Welcome To Chemical Module

SEARCHING FOR A CHEMICAL

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



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Search

Query Tool

Scan Tag

Find Items That Match These Criteria - Chemical: View/Update

Search By :- ☒ Catalog ☐ Synonym

Barcode #

PI

Location

Group

Chem Name

Is

Export To

PDF Format

CAS #

View Link

Chemwatch MSDS

Calculate Tare

Search

Clear

Print

The second is using the 'Query Tool'.



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Find Items that match these criteria - Chemical: View/Update

Field ▾

Condition ▾

Value ▾

Add

Click Add Button to append criteria

Update

Delete

Clear

Search

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

Chemical: View/Update - Windows

https://apps.hechmet...

File Edit View Favorites Tools

Chemical: View/Update

VERTÉ

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Field

Account No.

Acquisition Type

Alternate User

Barcode #

CAS #

Category

Category Member

Chem Name

Chemical Synonym

Class

Container Type

Custom Date 3

Custom Lookup 1

Custom Lookup 2

Custom Text 2

Expire/Re-eval Date

First Missing

Group

Inventory Date

Location

Lot Number

Manufacturer

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Old Tag

Open date

PI

PO Number

Product No.

QTY

Receive Date

updateItem.aspx

Google

Page Safety Tools

Chemical: View/Update

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Chemical: View/Update

Condition Contains Value Acetone

Click Add Button to append criteria

Add

Update

Delete

Clear

Search

Click the 'Search' button once all conditions have been added. Click 'Select' to update or delete a particular field.



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Find Items that match these criteria - Chemical: View/Update

Field Vendor

Condition Is Exactly

Value Fisher Scientific

Add

Update

Delete

Clear

Search

	Field	Condition	Value
Select	Chem Name	Contains	Acetone
Select	CAS #	Is Exactly	67-64-1
Select	Location	Include Sub-Branches	Stirling
Select	Vendor	Is Exactly	Fisher Scientific

All search results matching the query will be returned.



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Find Items That Match These Criteria - Chemical: View/Update

Search By :- ☒ Catalog ☐ Synonym

Barcode #	<input type="text"/>	PI	<input type="text"/>	<input type="button" value="Search"/>
Location	<input type="text"/>	Group	<input type="text"/>	<input type="button" value="Clear"/>
Chem Name	<input type="text"/>	Export To	<input type="text"/>	<input type="button" value="Print"/>
CAS #	<input type="text"/>	<input type="button" value="View Link"/>	<input type="button" value="Chemwatch MSDS"/>	<input type="button" value="Calculate Tare"/>

☐ Select All Results 1- 27 of 27 Total Pages 1 Show 25 First Prev Go to Page 1 Next Last

		Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
<input type="checkbox"/>		ACETONE ACS	000339833	ST1130B		1.00	4.0000 L			67-64-1	Gao,Jun	Physics	F1118		Solvent Cabinet
<input type="checkbox"/>		ACETONE ACS	000347876	ST1130B		1.00	4.0000 L			67-64-1	Gao,Jun	Physics			Solvent Cabinet
<input type="checkbox"/>		ACETONE ACS	000400106	ST1256		1.00	4.0000 L			67-64-1	Lockwood,Geoffrey	Physics	F1107		Solvent Cabinet
<input type="checkbox"/>		ACETONE ACS	333464	ST1130B		1.00	4.0000 L			67-64-1	Gao,Jun	Physics			Solvent Cabinet
<input type="checkbox"/>		ACETONE ACS	337950	ST1252		1.00	4.0000 L			67-64-1	McLean,Alastair	Physics			Solvent Cabinet

VIEWING THE PROFILE INFORMATION FOR A CHEMICAL

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



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Search By :- ☒ Catalog ☐ Synonym

Barcode # PI

Location Group

Chem Name Is Export To PDF Format

CAS #

Multi Edit

Transfer

Dispose

Change Tag

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	Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
<input type="checkbox"/>	ACETONE ACS	000339833	STI130B		1.00	4.0000	L		67-64-1	Gao,Jun	Physics	F1118		Solvent Cabinet
<input type="checkbox"/>	ACETONE ACS	000347876	STI130B		1.00	4.0000	L		67-64-1	Gao,Jun	Physics			Solvent Cabinet
<input type="checkbox"/>	ACETONE ACS	000400106	STI256		1.00	4.0000	L		67-64-1	Lockwood,Geoffrey	Physics	F1107		Solvent Cabinet
<input type="checkbox"/>	ACETONE ACS	333464	STI130B		1.00	4.0000	L		67-64-1	Gao,Jun	Physics			Solvent Cabinet
<input type="checkbox"/>	ACETONE ACS	337950	STI252		1.00	4.0000	L		67-64-1	McLean,Alastair	Physics			Solvent Cabinet

Location/User



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[Search](#) > Chemical: View/Update

General Information

* Barcode #	<input type="text" value="000339833"/>	<input type="checkbox"/> UnTagged	QTY	<input type="text" value="1.00"/>	Print Tag...
* Chem Name	<input type="text" value="ACETONE ACS"/>	Stock Number	<input type="text"/>		
CAS #	<input type="text" value="67-64-1"/>				

Location / User

Status

Custom Data

Notes

Purchasing

Chemical Information Gateway

Consumption / Refill

PI	<input type="text" value="Gao,Jun"/>	* Location	<input type="text" value="STI130B"/>
Group	<input type="text" value="Physics"/>	Alternate User	<input type="text"/>

Save

Status



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General Information

* Barcode #	<input type="text" value="000339833"/>	<input type="checkbox"/> UnTagged	QTY	<input type="text" value="1.00"/>	<input data-bbox="1727 606 1870 639" type="button" value="Print Tag..."/>
* Chem Name	<input type="text" value="ACETONE ACS"/>	Stock Number	<input type="text"/>		
CAS #	<input type="text" value="67-6"/>				

Location / User

Status

Custom Data

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Purchasing

Chemical Information Gateway

Consumption / Refill

Last Inventory Date	<input type="text" value="27-May-09"/>	First Missing Date	<input type="text"/>
Status	<input type="text"/>	Use	<input type="text"/>
Security Level	<input type="text" value="1"/>	<input type="checkbox"/> Refillable	

Custom Data



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General Information

* Barcode #	000339833	<input type="checkbox"/> UnTagged	QTY	1.00	Print Tag...
* Chem Name	ACETONE ACS	Stock Number			
CAS #	67-64-1				



Location / User

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Chemical Information Gateway

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Open date		Old Tag	
Expire/Re-eval Date		Custom Text 2	
Custom Date 3		Custom Lookup 1	
Lot Number		Custom Lookup 2	

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General Information

* Barcode #	<input type="text" value="000339833"/>	<input type="checkbox"/> UnTagged	QTY	<input type="text" value="1.00"/>	<input data-bbox="1765 601 1889 625" type="button" value="Print Tag..."/>
* Chem Name	<input type="text" value="ACETONE ACS"/>	Stock Number	<input type="text"/>		
CAS #	<input type="text" value="67-64-1"/>				



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[Notes](#) [Purchasing](#) [Chemical Information Gateway](#) [Consumption / Refill](#)

Catalog Notes

Item Notes

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General Information

* Barcode #	000339833	<input type="checkbox"/> UnTagged	QTY	1.00	Print Tag...
* Chem Name	ACETONE ACS	Stock Number			
CAS #	67-64-1				

Location / User

Status

Custom Data

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Purchasing

Chemical Information Gateway

Consumption / Refill

* Vendor	Fisher Scientific	Unit of Purchase	
Manufacturer		Unit Cost	0.00
* Product No.	351008	PO Number	F1118
QTY	0.00	* Receive Date	27-May-09
* Amount	4.0000	Acquisition Type	
*U-O-M	L(Litre) ▾	Age	0
		Account No.	

Save

Chemical Information Gateway



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General Information

* Barcode #	000339833	<input type="checkbox"/> UnTagged	QTY	1.00	Print Tag...
* Chem Name	ACETONE ACS	Stock Number			
CAS #	67-64-1				

Location / User	Status	Custom Data	
Notes	Purchasing	Chemical Information Gateway	Consumption / Refill

* Chem Name	ACETONE ACS			
Alpha Sort	ACETONE ACS			
CAS #	67-64-1			
Physical/Chemical Data	Synonyms	Risk & Safety Codes	Regulatory Data	MSDS Data

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Consumption/Refill



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General Information

* Barcode #	000339833	<input type="checkbox"/> UnTagged	QTY	1.00	Print Tag...
* Chem Name	ACETONE ACS	Stock Number			
CAS #	67-64-1				



Location / User		Status	Custom Data	
Notes		Purchasing	Chemical Information Gateway	Consumption / Refill
Original Amount	4.0000 L(Litre)	Amount Remaining	4.0000 L(Litre)	Tare Calculation
Container Type				
Consumption		Refill		
Amount Consumed	L(Litre)	Amount Added	L(Litre)	
Date Consumed		Date Refilled		
Comments		Comments		

[Consumption/Refill History](#)

**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'.



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Query Tool

Scan Tag

Find Items that match these criteria - Chemical: View/Update

Field	Location	Condition	Include Sub-Branches	Value	Ellis Hall
Select	Location	Include Sub-Branches		Ellis Hall	

Add

Update

Delete

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Search

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'.



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Chemwatch MSDS

Multi Edit

Transfer

Dispose

Change Tag

PDF Format

PDF Format

Excel

Print

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		Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
<input type="checkbox"/>		"A" RESIN COMPONENT	000403570	ELL147		1.00	5.0000 kg				Prunster,Stan				
<input type="checkbox"/>		"A" RESIN COMPONENT	000403571	ELL147		1.00	5.0000 kg				Prunster,Stan				
<input type="checkbox"/>		"B" HARDNER COMPONENT	000403569	ELL147		1.00	5.0000 kg				Prunster,Stan				General Storage
<input type="checkbox"/>		(TRIS)-1,10-PHENANTHROLINE IRON(II) SULFATE SOLUTION, 0.025M	328833	ELL008A		1.00	250.0000 ml	P69-500		14634-91-4	Rowe,Kerry				General Storage
<input type="checkbox"/>		(TRIS)-1,10-PHENANTHROLINE IRON(II) SULFATE SOLUTION, 0.025M	328839	ELL008A		1.00	375.0000 ml	P69-500		14634-91-4	Rowe,Kerry				General Storage

PDF Format Inventory Report

Report - Windows Internet Explorer

https://apps.hechmet.ca/(5(lvj1x055gngca55xs5mw045))/ShowReport.aspx?reportnum=3&moduleId=C&typeOfSearch=0&tag=&exportTo=0

<<Back >>Next

Results 1- 500 of 505

Find

INVENTORY ITEMS

Print Date : 07-Aug-09

Tag	Description	Location	LOT#	User	Group/Dept.	CAS#	QTY	Amount	UOM	STOCK#
0004035 70	"A" RESIN COMPONENT	ELL147		Prunster,Stan			1.00	5.00	kg	
0004035 71	"A" RESIN COMPONENT	ELL147		Prunster,Stan			1.00	5.00	kg	
0004035 69	"B" HARDNER COMPONENT	ELL147		Prunster,Stan			1.00	5.00	kg	
328833	(TRIS)-1,10- PHENANTHROLINE IRON(II) SULFATE SOLUTION, 0.025M	ELL008A		Rowe,Kerry		14634-91-4	1.00	250.00	ml	P69-500
328839	(TRIS)-1,10- PHENANTHROLINE IRON(II) SULFATE SOLUTION, 0.025M	ELL008A		Rowe,Kerry		14634-91-4	1.00	375.00	ml	P69-500
328840	(TRIS)-1,10- PHENANTHROLINE IRON(II) SULFATE SOLUTION, 0.025M	ELL008A		Rowe,Kerry		14634-91-4	1.00	375.00	ml	P69-500

Excel Format Inventory Report

ExportedReport [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Paste Font Alignment Number Styles Cells Editing

AK53

INVENTORY ITEMS

Print Date : 07-Aug-09

Tag	Description	Location	LOT#	User	CAS#	QTY	Amount	STOCK#
				Group/Dept.			UOM	
0004035	"A" RESIN COMPONENT	ELL147		Prunster,Stan		1.00	5.00	kg
0004035	"A" RESIN COMPONENT	ELL147		Prunster,Stan		1.00	5.00	kg
0004035	"B" HARDNER	ELL147		Prunster,Stan		1.00	5.00	kg
328833	(TRIS)-1,10-	ELL008A		Rowe,Kerry	14634-91-4	1.00	250.00	ml P69-500
328839	(TRIS)-1,10-	ELL008A		Rowe,Kerry	14634-91-4	1.00	375.00	ml P69-500
328840	(TRIS)-1,10-	ELL008A		Rowe,Kerry	14634-91-4	1.00	375.00	ml P69-500
328989	1,2-DICHLOROETHANE	ELL125		Prunster,Stan	107-06-2	1.00	375.00	ml E175-500

Item_Chem_Invtry

Ready 100%