

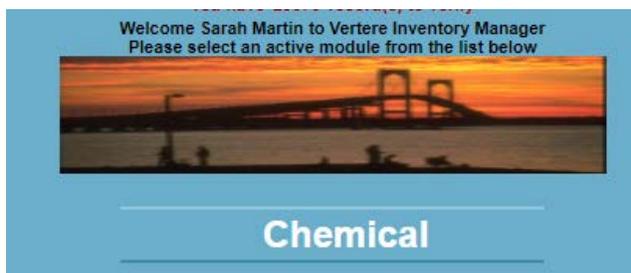


## Inventory Management System

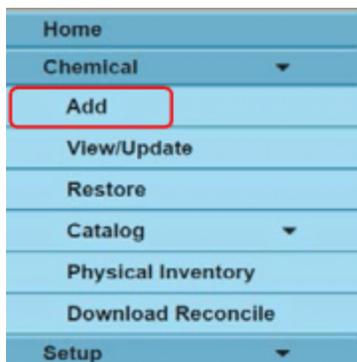
OSEM 5.10.1D

### Adding Chemicals to the Inventory – PI/RP

1. Login to <https://apps.hechmet.ca/Login.aspx> using your login.
2. Click on the CHEMICAL module



3. Select ADD option in the menu



4. First step – Searching and adding a chemical listed in the catalogue

**All the information that you will need is written on the chemical container, use the container label information, not shipment paperwork.**

Above are the fields available for searching the catalogue. These fields are:

- Product Name (Chem Name) – the name of the chemical as written on the container
- Product Number – an identifier that is specific to the chemical Supplier as well as the type of chemical within the container
- Stock Number – is an extension of the Product Number that includes information regarding the size of or amount of chemical in the container
- Supplier – name of the Supplier that is written on the container itself (not from any documentation)

- Manufacturer – do **NOT USE** Manufacturer as we are only concerned with the name on the container, which is that of the Supplier in our system
- CAS # - the Chemical Abstract Service # that may be written on the container (and should be written on the container for pure chemicals)

First, try to search the catalogue to see if the product already exists in the system. if it is already in the system it will not need to be added into the catalogue before adding it into the TRU inventory.

To search the catalogue, the most effective field to search is the **PRODUCT NUMBER** or as this is specific to both the supplier AND the chemical, once you enter the product number, click SEARCH

- Example: 1L bottle of Fisher Isopropanol needs to be added to the inventory:
  - First, look at the container label and find the product number, in this example, the product number is A464.
  - Enter A464 into the product no. field and click search.

You will get a list of results (typically) and then choose the specific chemical from the list.

Catalog Search									
Search Results									
Results 1- 3 of 3			Total Pages 1		First Prev		Go to Page	1	Next Last
Chem Name	Product No.	Amount	U-O-M	Stock Number	Vendor	CAS #	Category Member	Manufacturer	
✓ 2-PROPANOL	A464	4.00	L	A464-4	Fisher Scientific	67-63-0			
✓ 2-PROPANOL	A464	1.00	L	A464-1	Fisher Scientific	67-63-0			
✓ ALBUMIN, BOVINE, FRACTION V,BAKER	A464	10.00	gram	A464-02	J.T. Baker	9048-46-8			
Results 1- 3 of 3			Total Pages 1		First Prev		Go to Page	1	Next Last

We see above, that the first line is the 2-propanol with the product number A464, is Fisher Scientific and 1L. this is the product we wish to add to our inventory. To do this, click on the Green Checkmark to the left, beside the yellow pencil icon. This will open up the following screen:

On the above screen;

- add in the location,
- PI,
- Department,
- verify the receive date (will auto generate to the current date, edit if it was received on a different date),
- add in the barcode number from the pre-printed barcodes provided to you,
- and add in any additional information as needed, and finally;
- click save.

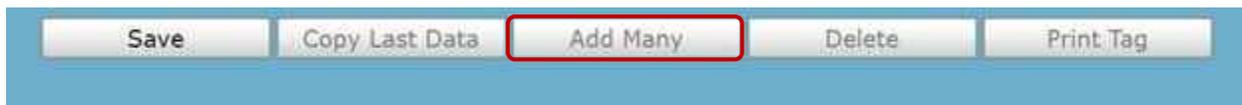
If you are entering 2 of the same items, in the above example, let's say 2-1L bottles were received and for the same PI and location, once the first chemical bottle is added to the inventory (you followed the above instructions and clicked save), you can then click Copy Last Data (next to save button), and this will autofill the fields with the information from the last entry. If any fields need to be updated, you can manually change these fields.



To add an additional entry of the same chemical

- Click Copy Last Data
- Enter a new barcode # and click Save

To add multiple entries of the same chemical



- Click Add Many
- Type in the number of additional entries (You have 5 identical bottles of chemicals. You already entered 1, therefore in the additional entries type 4 to make it up to the total 5).
- If using pre-printed tags, click "Show" and manually type or scan the barcodes: then click Ok.

If the product number search does not work, you can try a combination of the available fields:

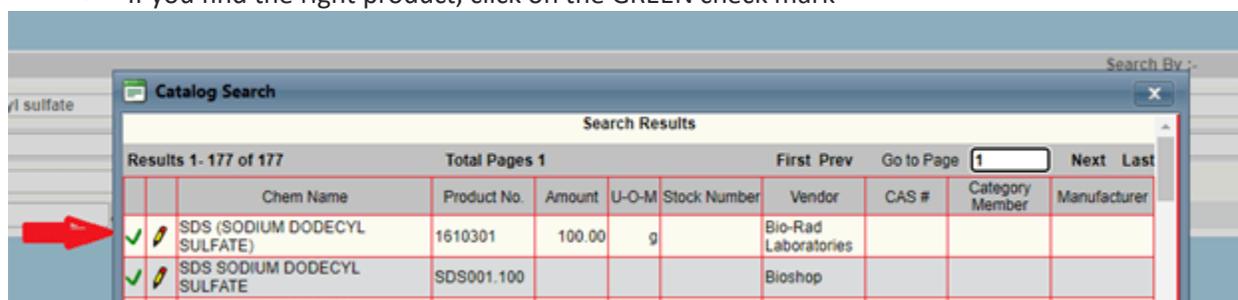
- CAS number and the VENDOR click SEARCH
- If CAS number is not on the bottle search by CHEMICAL NAME and VENDOR click SEARCH

5. IF you cannot find the right chemical option in the catalogue - Add the chemical that is not in the catalogue to the catalogue and then the TRU inventory

- If the chemical is not in the catalog click on CATALOG and select CREATE NEW.
- Enter the following information in the fields marks with asterisk \*,
  - CHEMICAL NAME,
  - AMOUNT,
  - \*U-O-M (THAT INDICATES VOLUME),
  - PRODUCT NUMBER (on the chemical bottle) and
  - VENDOR
  - then click SAVE
- Next click ADD
- Find the chemical that you just entered (by typing the CAS# or Chemical Name or Product Number) and continue the process below.

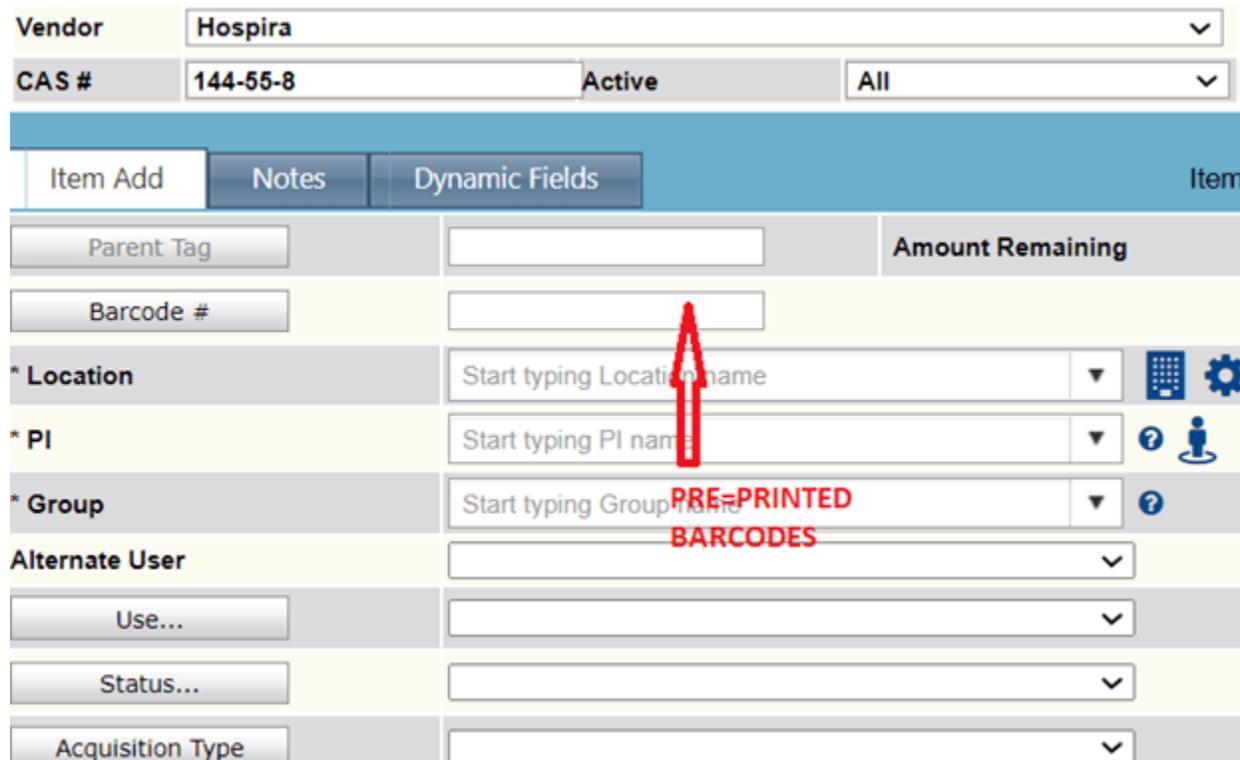
6. Barcoding using preprinted barcodes

- If you find the right product, click on the GREEN check mark



Results 1- 177 of 177	Total Pages 1	First	Prev	Go to Page	1	Next	Last	
Chem Name	Product No.	Amount	U-O-M	Stock Number	Vendor	CAS #	Category Member	Manufacturer
✓ SDS (SODIUM DODECYL SULFATE)	1610301	100.00	g		Bio-Rad Laboratories			
✓ SDS (SODIUM DODECYL SULFATE)	SDS001.100				Bioshop			

- Enter the barcode number



Vendor: Hospira

CAS #: 144-55-8 Active All

Item Add Notes Dynamic Fields Item

Parent Tag Amount Remaining

Barcode #

\* Location Start typing Location name

\* PI Start typing PI name

\* Group Start typing Group name

Alternate User

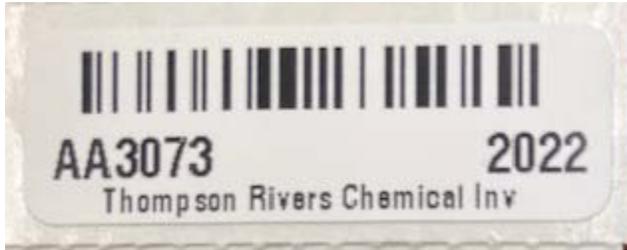
Use...

Status...

Acquisition Type

**PRE-PRINTED BARCODES**

### Example of a Pre-Printed Barcode:



Note: Pre-printed barcodes are generated by OSEM, if you need barcodes please email [osem@tru.ca](mailto:osem@tru.ca) and request them (located: HR building room 139)

- Type or scan the barcode # in the blank window
- First - Enter the LOCATION. The PI and Department will automatically auto populate (most of the time).
- Click on SAVE
- Attach tag on the bottle

If you made a mistake and did not enter the right barcode number:

- Go to view/update
- Enter the barcode number you wish to change
- Select the product
- Click on change tag
- Enter the new barcode number
- Click on OK

### Changing the barcode number (if it was entered incorrectly)

1. View/update (as above)
2. Choose the chemical by clicking the box on the left
3. Click change tag
4. Enter the correct barcode number