Vertére Software Procedures – System Start Up

Personal Information

• Once you’ve logged in, the Vertére Home screen will appear. You may update your user account information by clicking on “My Account” from the left navigation panel.
**Logout**

- To logoff the Vertére system, simply click the Logoff option always located at the top right corner of your screen. Note: system will time out after 15 minutes of inactivity.

**Screen Components**

- Menu options always appear on the left hand side. If you have not been granted access to the function, a message will appear when selected.

- Indicates the client site which you are accessing. Currently there are 4 client sites in the HECHMET consortium: University of Ottawa, Concordia University, Royal Military College and Queen’s University. Note: Only your site will be identified.

The Vertére system functionality is modular in its packaging and presentation to the user. Additional modules will be added in future.
General lab workers/students will quickly become familiar with this screen. To View your individual inventory or search for a product held by another lab, begin by clicking on the **View/Update** tab.
From here you can search by a number of ways. To view all products in a single lab, click on the drop down box beside **Location** and expand the trees until you find the room your interested in, then click the **Search** key. Likewise, you may view your own lab’s inventory by searching directly by **PI**. Sometimes you **Chemical name**. You will need to select the field by which you wish to do your search by first **expanding the trees** accessed under each drop down box until the Name / Group you’re seeking is revealed. Click on the Name / Group and then click the **Search** key.
You may also search by **Chemical name** or even part of a chemical name, as illustrated below, by using the drop down box and entering the appropriate text in the box. Click the **Search** key.
Searching by **PI, Group or Location** will return a list of all Chemicals held by that PI, Group, or at that Location. Searching by **Barcode #** will reveal the location of a single item.
If you’ve run out of a product and need to quickly borrow some to enable your day’s work to proceed, you can search by **Chemical Name** to find out who has that very same product. You can then contact one of the listed PIs and arrange for a loan. Note: if a container has been moved from one room to another please email your System Administrator so that both labs’ inventories can be kept up to date.
To enable a more refined search, you may also use the **Query Tool** tab.
The Query Tool allows you to choose a specific **Field** by which to search by clicking on the drop down arrows. You must also specify an appropriate search **Condition** and **Value** via the drop down arrows.
There is a wide range of choices to assist your Searches. When you’ve decided on a **Field**, click on your choice and then click on a corresponding **Condition** and **Value**. You may then click the **Search** key. You can include additional search criteria by clicking **Add** before executing your Search.
Once you have selected your choices, click on **Search** and the information you are looking for will populate the screen. In this case, we’re searching for everything purchased from Aldrich before 1 June 2009.
You can see from this Search that Vertére identified over 17000 items from Aldrich. You may wish to narrow your search by clicking back on the **Query Tool** tab and adding another field to Search.
Adding a new search for a specific room will help narrow the search. Here we’ve added room number Dup236.
We’ve gone from over 17,000 down to just 7 items. There are many ways to do a Query so make sure you have all the information you require. The information below shows you how many Aldrich products were received into DUP236 before 1 June 2009.
Vertére enables quick access to any MSDS as well as other safety and regulatory information for the products held in your inventory. As a View Only user, you must first click on the pencil icon beside your chosen product.
This then brings up the unique information pertaining to this product. Click on the tab labeled Chemical Information Gateway.
The Chemical Information Gateway offers ready access to further additional information. Click on the tab labeled MSDS Data.
Lastly, click on the tab labeled ChemWatch ...
... and the required MSDS will launch in a new window for you to read or print.