



Inventory Management System



uOttawa

L'Université canadienne  
Canada's university

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## Personal Information

- Once you've logged in, the Vertère **Home** screen will appear. You may update your user account information by clicking on "My Account" from the left navigation panel.

SITE:UNIVERSITY OF OTTAWA HELP LOGOFF

Home My Account >

System ▾

Administration

**Audit Log**

Change Password

My Account

License Info

About Us

**User Account Information**

First Name	New	Address 1	
Last Name	Read only	Address 2	
Phone	613-721-7534 (PI Home number (em) ▾ Phone...)	Address 3	
Fax		City	
Email		Country	▾
Postal Code		State/Province	▾

# Vertère Software Procedures – System Start Up

## Logout

- To logoff the Vertère 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.

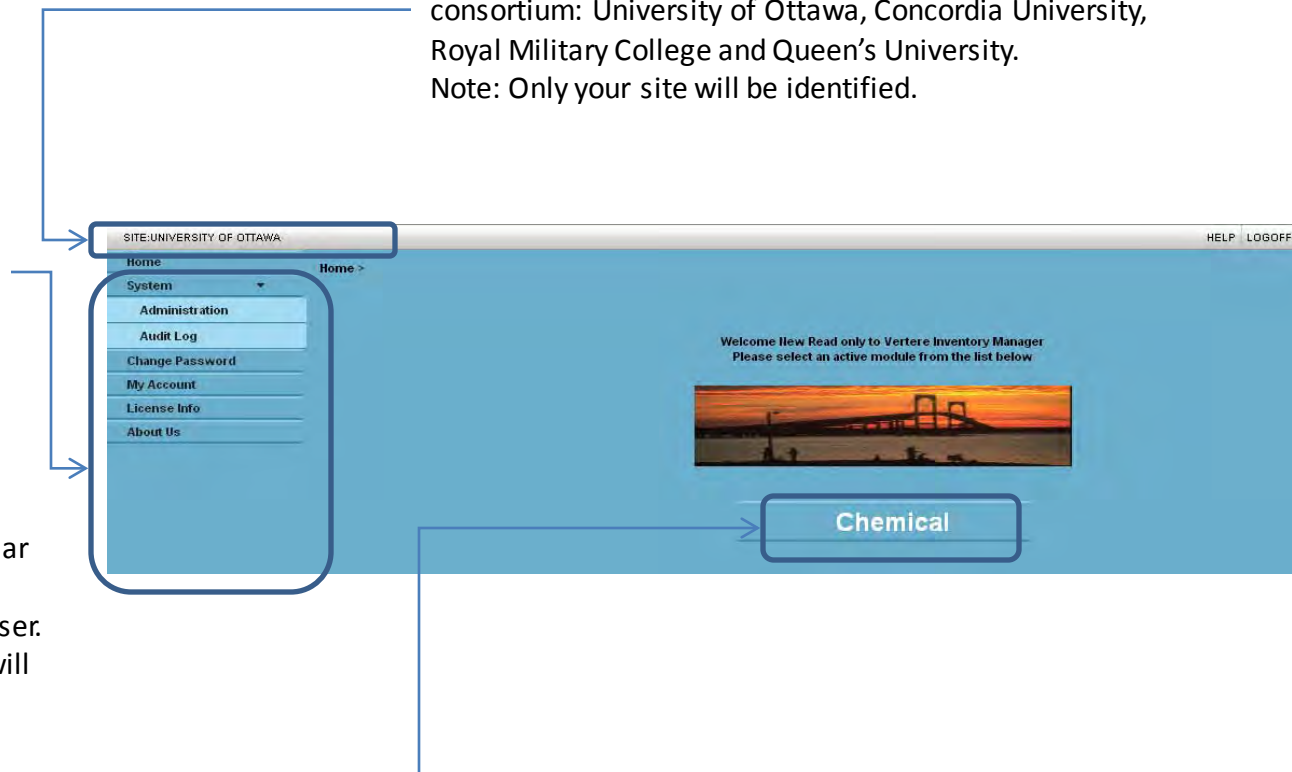


## Screen Components

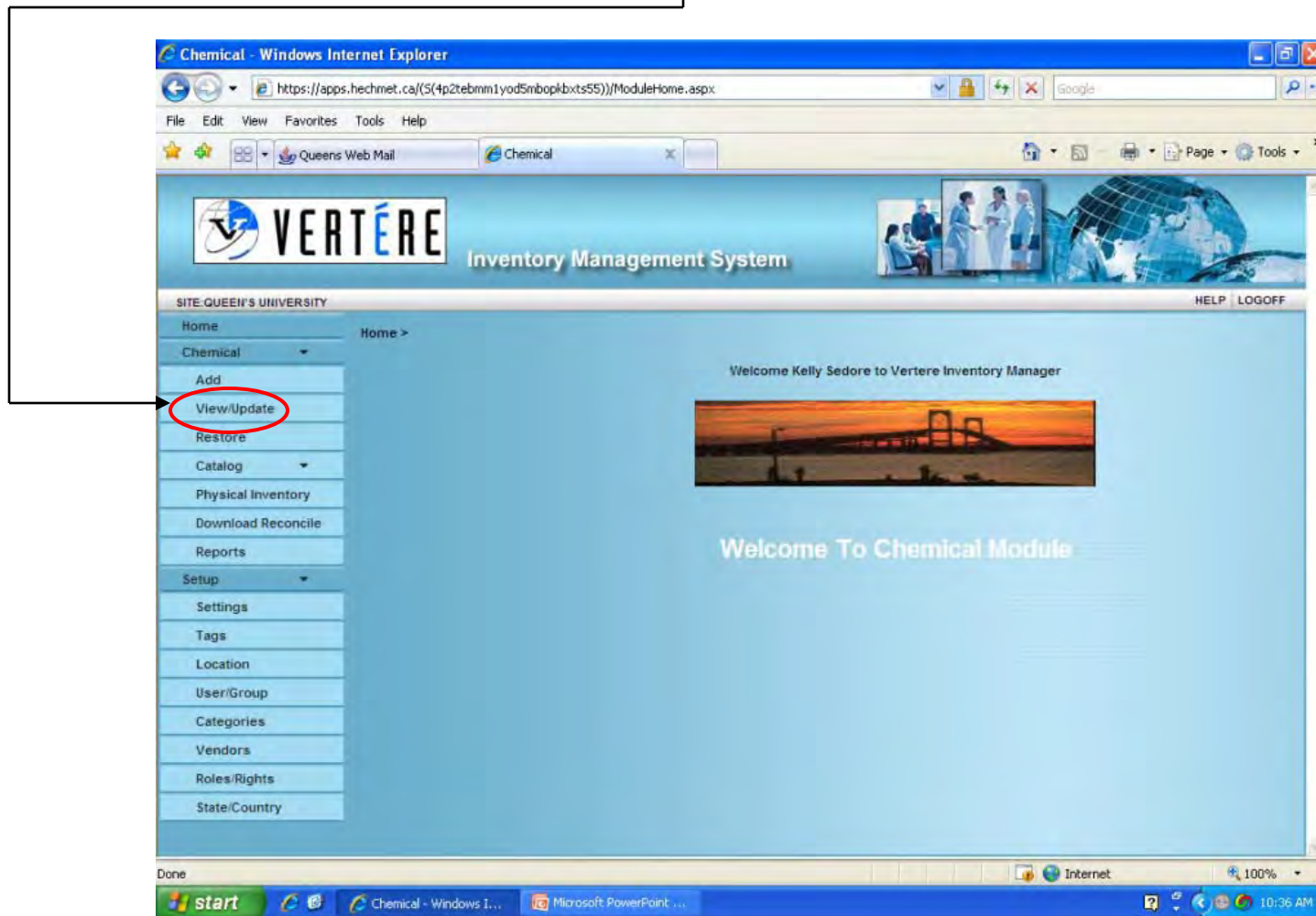
Indicates the client site which you are accessing. Currently there are 4 client sites in the HECHMET consortium: University of Ottawa, Concordia University, Royal Military College and Queen's University. Note: Only your site will be identified.

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

The Vertère 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.

The screenshot shows the VERTÉRE Inventory Management System web application running in a Windows Internet Explorer browser. The browser's address bar displays the URL: `https://apps.hechmet.ca/(5(4p2tebmm1yod5mbopkxxts55))/UpdateItem.aspx`. The application header includes the VERTÉRE logo and the text "Inventory Management System". Below the header, the page title is "Chemical: View/Update" and there are links for "HELP" and "LOGOFF".

The main interface features a left-hand navigation menu with options such as "Home", "Chemical", "Add", "View/Update", "Restore", "Catalog", "Physical Inventory", "Download Reconcile", "Reports", "Setup", "Settings", "Tags", "Location", "User/Group", "Categories", "Vendors", "Roles/Rights", and "State/Country".

The central search area is titled "Find Items That Match These Criteria - Chemical: View/Update" and includes a "Search By" dropdown menu set to "Catalog". The search criteria are as follows:

- Barcode #: [Empty text box]
- Location: [Empty text box] with a dropdown arrow pointing to "Group" (circled in red).
- Chem Name: "Is" (circled in red) with a dropdown arrow.
- CAS #: [Empty text box]

Buttons for "View Link" and "Chemwatch MSDS" are located below the CAS # field. To the right of the search criteria is a "Search" button (circled in red) and a "Clear" button. A dropdown menu is open, showing a tree structure of organizational units, including "All User", "University of Ottawa", "Animal Care & Veterinary Service", "Faculty of Arts", "Faculty of Engineering", "Faculty of Medicine", "Descellier, Nancy", and "Mulcahy, Charles" (circled in red).

The Windows taskbar at the bottom shows the Start button, several open applications (including "Chemical: View/Updat..." and "Microsoft PowerPoint..."), and the system clock displaying "10:39 AM".

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.

The screenshot displays a web-based interface for chemical management. The top navigation bar includes 'SITE: UNIVERSITY OF OTTAWA', 'Chemical: View/Update', and 'HELP | LOGOFF'. A left sidebar contains a menu with options: Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Setup, Settings, and Tools. The main content area is titled 'Find Items That Match These Criteria - Chemical: View/Update' and features a search form. The form includes fields for 'Barcode #', 'PI', 'Location' (set to 'HSC'), 'Group', 'Chemical Name', and 'CAS #'. The 'Chemical Name' field has a dropdown menu open, showing options: 'Is', 'Contains', 'Starts With', and 'Ends With'. The 'Search' button is circled in red, and the 'Chemical Name' dropdown menu is also circled in red. Other buttons like 'Clear', 'Print', 'View Link', 'Chemwatch MSDS', and 'Calculate Tare' are also visible.



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.

Chemical: View/Update - Windows Internet Explorer

https://apps.hechmet.ca/(5(4p2tebmm1yod5mbopkx55))/UpdateItem.aspx

File Edit View Favorites Tools Help

Queens Web Mail Chemical: View/Update

### VERTÈRE Inventory Management System

SITE:QUEEN'S UNIVERSITY Chemical: View/Update HELP LOGOFF

Home Search >

Chemical Add View/Update Restore Catalog Physical Inventory Download Reconcile Reports Setup Settings Tags Location User/Group Categories Vendors Roles/Rights State/Country

Search Query Tool Scan Tag

Find Items That Match These Criteria - Chemical: View/Update Search By :-  Catalog  Synonym

Barcode #  PI  Search

Location  Group  Clear

Chem Name  Is  Export To PDF Format  Print

CAS #  View Link Chemwatch MSDS Calculate Tare

Select All Results 1- 25 of 178 Total Pages 8 Show All 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"/>	L-ASCORBIC ACID	027632	DUP236		1.00		gram	255564-100G	50-81-7					Gray General
<input type="checkbox"/>	ACETIC ANHYDRIDE	337937	DUP236		1.00		ml		108-24-7					Red
<input type="checkbox"/>	ACETIC ANHYDRIDE	337938	DUP236		1.00		ml		108-24-7					Red
<input type="checkbox"/>	ACETIC ANHYDRIDE	337939	DUP236		1.00		ml		108-24-7					Red
<input type="checkbox"/>	ACETIC ANHYDRIDE	337940	DUP236		1.00		ml		108-24-7					Red
<input type="checkbox"/>	ACETIC ANHYDRIDE	337941	DUP236		1.00		ml		108-24-7					Red

start Chemical: View/Updat... Microsoft PowerPoint ... Internet 100% 10:42 AM

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.

SITE: UNIVERSITY OF OTTAWA Chemical: View/Update HELP LOGOFF

Home Search >

Chemical Add View/Update Restore Catalog Physical Inventory Download Reconcile Reports Setup Settings Tags Location User/Group Categories Vendors Roles/Rights State/Country

Search Query Tool Scan Tag

Find Items That Match These Criteria - Chemical: View Update Search By:  Catalog  Synonym

Barcode # PI Search

Location Group Clear

Chemical Name **Is acetone** Export To PDF Format Print

CAS # View Link Chemwatch MSDS Calculate Tare

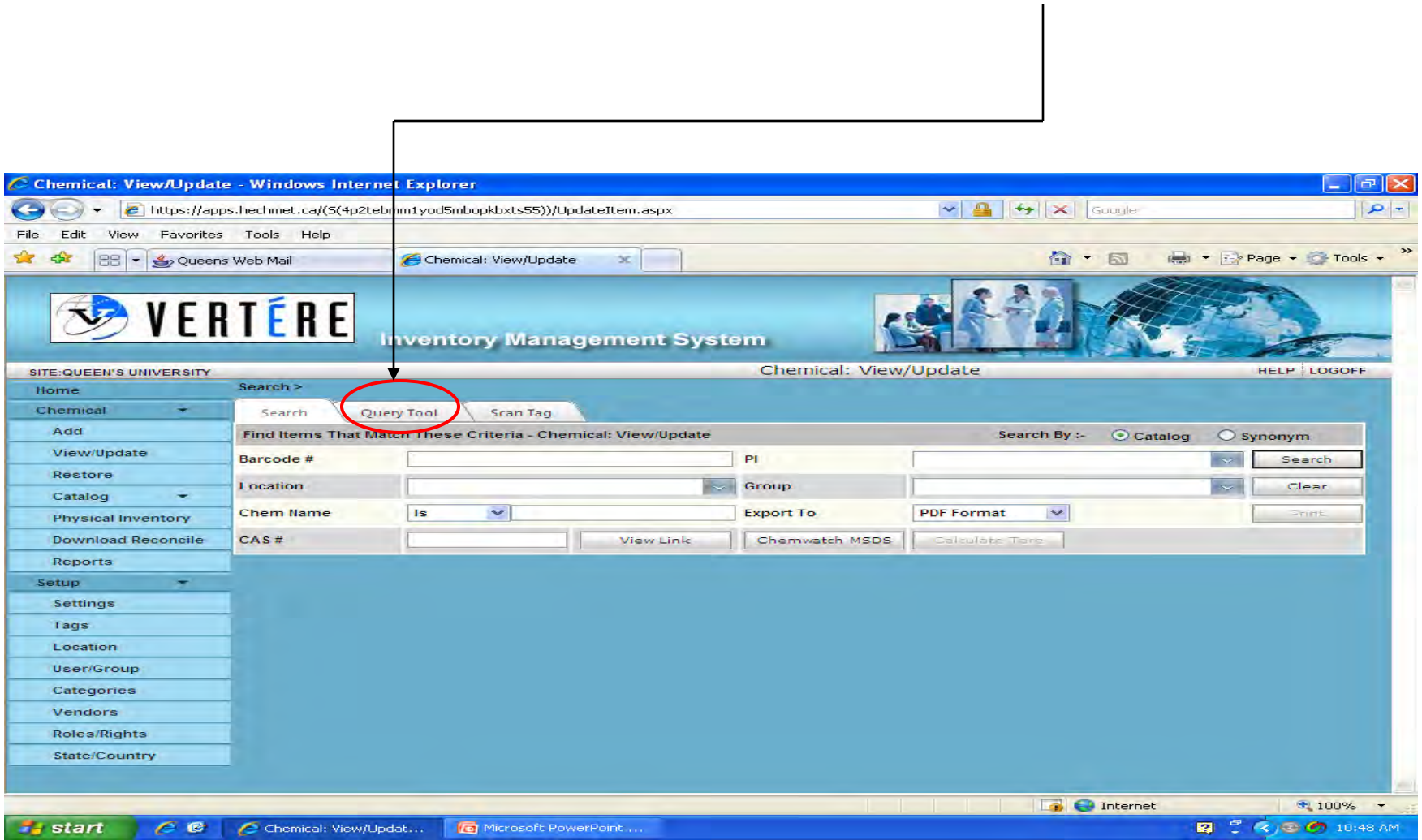
Multi Edit Transfer Dispose Change Tag

Select All Results 1- 25 of 251 Total Pages 11 Show All First Prev Go to Page 1 Next Last

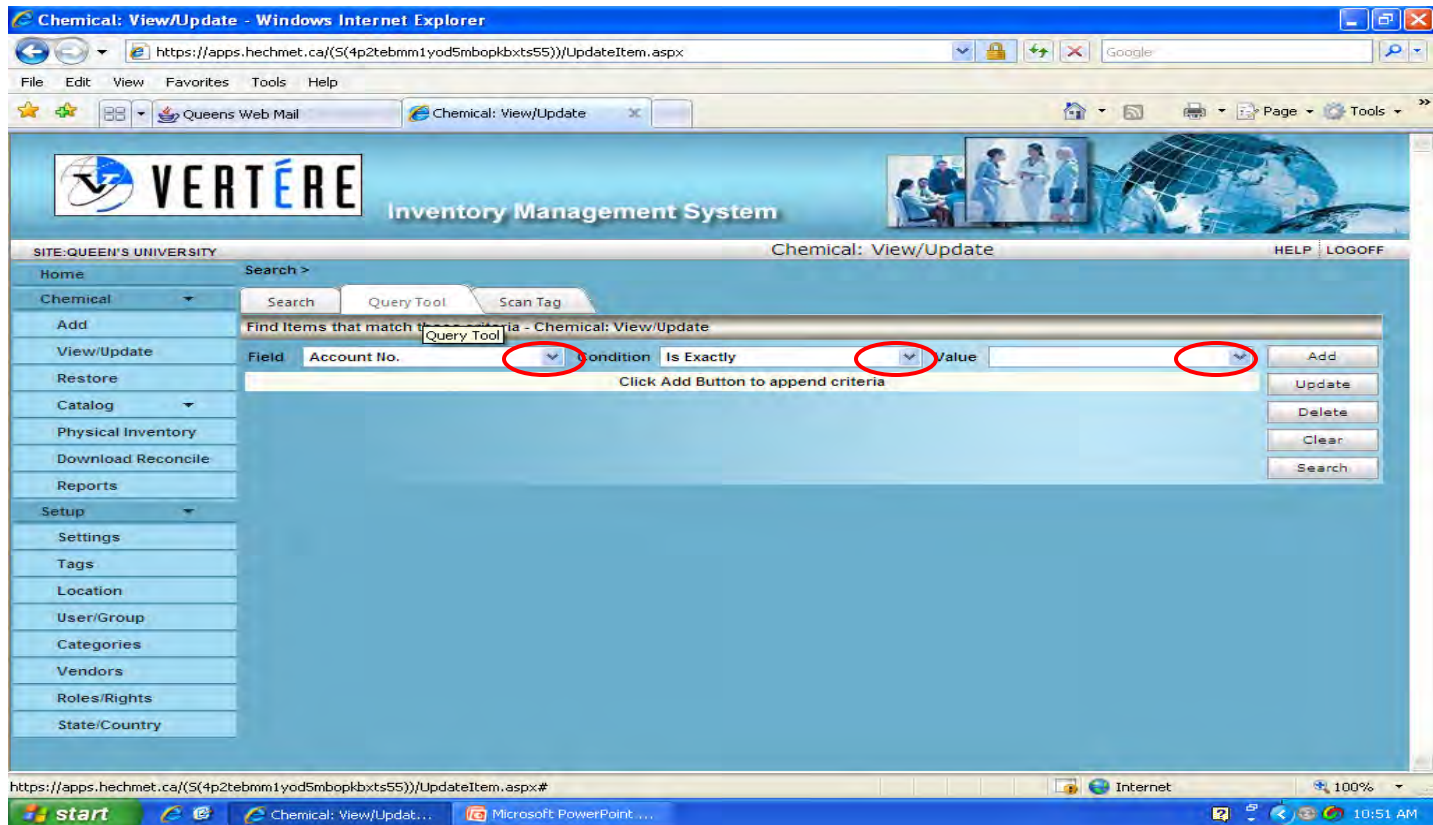
	Chemical Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
<input type="checkbox"/>	ACETONE	AB1517	DRO225		1.00	1.0000 L			67-64-1	Paulin-Levasseur, Micheline	Paulin-Levasseur group			Red, Solvent
<input type="checkbox"/>	ACETONE	AC1830	DC		1.00	kg			67-64-1	Pilon, Pierre	Biochemistry undergraduate lab group			Red, Solvent
<input type="checkbox"/>	ACETONE	AC1832	BSC429		1.00	1.0000 L			67-64-1	Murugesu, Muralee	Murugesu group			Red, Solvent
<input type="checkbox"/>	ACETONE	AC8031	DRO327		1.00	1.0000 L			67-64-1	Gambarotta, Sandro	Gambarotta group			Red, Solvent
<input type="checkbox"/>	ACETONE	AE2083			1.00	1.0000 L			67-64-1					Red, Solvent
<input type="checkbox"/>	ACETONE	AE2583	CRG322		1.00	1.0000 L			67-64-1	Drouin, Guy	Drouin group			Red, Solvent
<input type="checkbox"/>	ACETONE	AF3048	DRO333		1.00	1.0000 L			67-64-1	Barriault, Louis	Barriault group			Red, Solvent
<input type="checkbox"/>	ACETONE	AG0412	CRG319		1.00	4.0000 L			67-64-1		CAREG 3rd floor BIO group			Red, Solvent
<input type="checkbox"/>	ACETONE	AG2176	DRO234		1.00	1.0000 L			67-64-1	Goto, Natalie	Goto group			Red, Solvent
<input type="checkbox"/>	ACETONE	AG2648	DRO225		1.00	4.0000 L			67-64-1	Paulin-Levasseur, Micheline	Paulin-Levasseur group			Red, Solvent
<input type="checkbox"/>	ACETONE	AG6704	DRO422		1.00	1.0000 L			67-64-1	Alper, Howard	Alper group			Red, Solvent



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.

The screenshot displays the VERTÈRE Inventory Management System interface. The browser window title is "Chemical: View/Update - Windows Internet Explorer". The address bar shows the URL: [https://apps.hechmet.ca/\(S\(4p2tebmm1yod5mbopkbxts55\)\)/UpdateItem.aspx](https://apps.hechmet.ca/(S(4p2tebmm1yod5mbopkbxts55))/UpdateItem.aspx). The page header includes the VERTÈRE logo and the text "Inventory Management System". The navigation bar shows "SITE: QUEEN'S UNIVERSITY" and "Chemical: View/Update" with "HELP" and "LOGOFF" links. The main content area has a "Search" tab selected, and a search form titled "Find Items that match these criteria - Chemical: View/Update". The search form includes a "Field" dropdown menu, a "Condition" dropdown menu, and a "Value" text input field. The "Field" dropdown is open, showing a list of search criteria: 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, Notes, Old Tag, Open date, PI, PO Number, Product No., QTY, and Receive Date. The "Condition" dropdown is set to "Is Exactly". The "Value" field is empty. To the right of the search form are buttons for "Add", "Update", "Delete", "Clear", and "Search". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "10:55 AM".



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.

The screenshot displays the VERTÉRE Inventory Management System interface. The browser window title is "Chemical: View/Update - Windows Internet Explorer". The address bar shows the URL: [https://apps.hechmet.ca/\(5\(4p2tebmm1yod5mbopkxxts55\)\)/UpdateItem.aspx](https://apps.hechmet.ca/(5(4p2tebmm1yod5mbopkxxts55))/UpdateItem.aspx). The page header includes the VERTÉRE logo and "Inventory Management System". The main content area shows a search criteria table with the following data:

Field	Condition	Value
Vendor	Is Exactly	ALDRICH
Receive Date	Is Less Than	01-Jun-09

The "Search" button is circled in red. The page also includes a navigation menu on the left with options like Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Reports, Setup, Settings, Tags, Location, User/Group, Categories, Vendors, Roles/Rights, and State/Country.



You can see from this Search that Vertère 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.

The screenshot displays the Vertère Inventory Management System interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: [https://apps.hechmet.ca/\(5\(4p2tebmm1yod5mbopkxbs55\)\)/UpdateItem.aspx](https://apps.hechmet.ca/(5(4p2tebmm1yod5mbopkxbs55))/UpdateItem.aspx). The page header includes the Vertère logo and the text "Inventory Management System". Below the header, the site is identified as "SITE: QUEEN'S UNIVERSITY" and the current page is "Chemical: View/Update".

The interface features a navigation menu on the left with options such as Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Reports, Setup, Settings, Tags, Location, User/Group, Categories, Vendors, Roles/Rights, and State/Country. The main content area is titled "Search" and includes tabs for "Search", "Query Tool", and "Scan Tag". The search criteria are displayed as "Find Items That Match These Criteria - Chemical: View/Update" with "Search By" set to "Catalog".

The search results are shown in a table with the following columns: Chem Name, Barcode #, Location, Lot Number, QTY, Amount Remaining, U-O-M, Stock Number, CAS #, PI, Group, PO Number, Account, and Storage. The results are filtered to show "Results 1-25 of 17932". The first few rows of the table are as follows:

Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
<input type="checkbox"/> (±)- $\Delta$ -AMINO- $\Gamma$ -BUTYROLACTONE HYDROBROMIDE	022608	CHE530		1.00	25.0000 gram		A44509-25G	6305-38-0					
<input type="checkbox"/> (±)- $\Delta$ -METHYLBENZYLAMINE	013273	CHE431B		1.00	6.2500 ml		M31104-25ML	618-36-0					
<input type="checkbox"/> (±)- $\Delta$ -METHYLBENZYLAMINE	322667	CHE116A		1.00	375.0000 ml		M31104-500ML	618-36-0					
<input type="checkbox"/> (±)- $\Delta$ -METHYLBENZYLAMINE	322669	CHE116A		1.00	250.0000 ml		M31104-500ML	618-36-0					
<input type="checkbox"/> (±)- $\Delta$ -METHYLBENZYLAMINE	322708	CHE116A		1.00	500.0000 ml		M31104-500ML	618-36-0					
<input type="checkbox"/> (±)- $\Delta$ -METHYLBENZYLAMINE	324099	CHE536		1.00	25.0000 ml		M31104-25ML	618-36-0					

Adding a new search for a specific room will help narrow the search. Here we've added room number Dup236.

The screenshot shows the VERTÈRE Inventory Management System interface. The browser title is "Chemical: View/Update - Windows Internet Explorer". The address bar shows the URL: [https://apps.hechmet.ca/\(S\(4p2tebmm1yod5mbopkxbs55\)\)/UpdateItem.aspx](https://apps.hechmet.ca/(S(4p2tebmm1yod5mbopkxbs55))/UpdateItem.aspx). The page header includes the VERTÈRE logo and "Inventory Management System". The navigation menu on the left includes: Home, Chemical, Add, View/Update, Restore, Catalog, Physical Inventory, Download Reconcile, Reports, Setup, Settings, Tags, Location, User/Group, Categories, Vendors, Roles/Rights, and State/Country. The main content area shows a search interface with tabs for "Search", "Query Tool", and "Scan Tag". The "Query Tool" tab is active, displaying a search criteria table:

Field	Location	Condition	Include Sub-Branches	Value	
Select	Receive Date	is Less Than		01-Jun-09	Update
Select	Vendor	is Exactly		ALDRICH	Delete
Select	Location	Include Sub-Branches		DUP236	Clear

Buttons for "Add", "Update", "Delete", "Clear", and "Search" are visible on the right side of the search criteria table. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and other open applications like "Chemical: View/Updat..." and "Microsoft PowerPoint...". The system clock shows 11:07 AM.

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.

The screenshot displays the VERTÈRE Inventory Management System interface. The page title is "Chemical: View/Update". The search criteria are set to "Catalog" and "Synonym". The search results show 7 items, with the first few rows visible in the table below.

Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
L-ASCORBIC ACID	027632	DUP236		1.00		gram	255564-100G	50-81-7					Gray General
ETHYLENE GLYCOL DIMETHACRYLATE	335067	DUP236		1.00	500.0000	ml	335681-500ML	97-90-5					
O-TERPHENYL	334757	DUP236		1.00		gram	T2800-25G	84-15-1					
POLYACRYLIC ACID	027623	DUP236		1.00		gram		9003-01-4					
POLYACRYLIC ACID	337538	DUP236		1.00	500.0000	gram		9003-01-4					
POLYACRYLIC ACID	337541	DUP236		1.00	500.0000	gram		9003-01-4					



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.

SITE:UNIVERSITY OF OTTAWA Chemical: View/Update HELP

Home Search >

Chemical Search Query Tool Scan Tag

Add Find Items That Match These Criteria - Chemical: View/Update Search By :-  Catalog  Synonym

View/Update Barcode #

Restore Location

Catalog Chemical Name

Physical Inventory CAS #

Download Reconcile

Setup  Select All Results 1- 10 of 10 Total Pages 1 Show All First Prev Go to Page  Next

		Chemical Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Group	PO Number	Account	St
<input type="checkbox"/>		6-MERCAPTOPURINE-2 $\beta$ -DEOXYRIBOSIDE	MA6548	HSC		1.00	10.0000 mg		M5628-10MG	2239-64-7	Mulcahy,Charles	Faculty of Medicine			
<input type="checkbox"/>		ACETONE	MA11111	HSC		1.00	2.0000 L			67-64-1	Mulcahy,Charles	Faculty of Medicine	JM05010111		Re So
<input type="checkbox"/>		ACETONE	MM3232	HSC		1.00	4.0000 L			67-64-1	Mulcahy,Charles	Faculty of Medicine			Re So
<input type="checkbox"/>		ALBUMIN BOVINE SERUM	MA6546	HSC		1.00	10.0000 gram		A3912-10G	9048-46-8	Mulcahy,Charles	Faculty of Medicine			
<input type="checkbox"/>		COPPER (II) SULFATE PENTAHYDRATE	MA1148	HSC		1.00	0.5000 kg			7758-99-8	Mulcahy,Charles	Faculty of Medicine			Bl
<input type="checkbox"/>		ETHANOL	MA9876	HSC		1.00	L			64-17-5	Mulcahy,Charles	Faculty of Medicine			Fla Ca
<input type="checkbox"/>		ETHYL ALCOHOL	MA6619	HSC		1.00	4.0000 L			64-17-5	Mulcahy,Charles	Faculty of Medicine			Fla Ca
<input type="checkbox"/>		ETHYL ALCOHOL	MA6620	HSC		1.00	4.0000 L			64-17-5	Mulcahy,Charles	Faculty of Medicine			Fla Ca
<input checked="" type="checkbox"/>		HYDRAZINE	MM0111	HSC		1.00	500.0000 ml			10217-52-4	Mulcahy,Charles	Faculty of Medicine			
<input type="checkbox"/>		TRICHLOROACETIC ACID	MA6373	HSC		1.00	500.0000 gram		A322-500	76-03-9	Mulcahy,Charles	Faculty of Medicine			Wh

Select All Results 1- 10 of 10 Total Pages 1 Show All First Prev Go to Page  Next

Done



This then brings up the unique information pertaining to this product. Click on the tab labeled Chemical Information Gateway.

SITE:UNIVERSITY OF OTTAWA Chemical: View/Update [HELP](#) [LOGOFF](#)

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

**Chemical** ▾

**General Information**

* Barcode #	MM0111	<input type="checkbox"/> UnTagged	QTY	1.00	<a href="#">Print Tag...</a>
* Chemical Name	HYDRAZINE	Stock Number			
CAS #	10217-52-4				

Location / User    Status    Custom Data

Notes    Purchasing    **Chemical Information Gateway**    Consumption / Refill

* PI	Mulcahy, Charles	* Location	HSC
Group	Faculty of Medicine	PI Transfer	

[Save](#)

**Setup** ▾

- Settings
- Tags
- Location
- User/Group
- Categories
- Vendors
- Roles/Rights
- State/Country

The Chemical Information Gateway offers ready access to further additional information. Click on the tab labeled MSDS Data.

SITE: UNIVERSITY OF OTTAWA Chemical: View/Update HELP LOGOFF

Home Search > Chemical: View/Update

Chemical

Add View/Update Restore Catalog Physical Inventory Download Reconcile Setup Settings Tags Location User/Group Categories Vendors Roles/Rights State/Country

General Information

Barcode # MM0111  UnTagged QTY 1.00 Print Tag...

Chemical Name HYDRAZINE Stock Number

CAS # 10217-52-4

Location / User Status Custom Data

Notes Purchasing Chemical Information Gateway Consumption / Refill

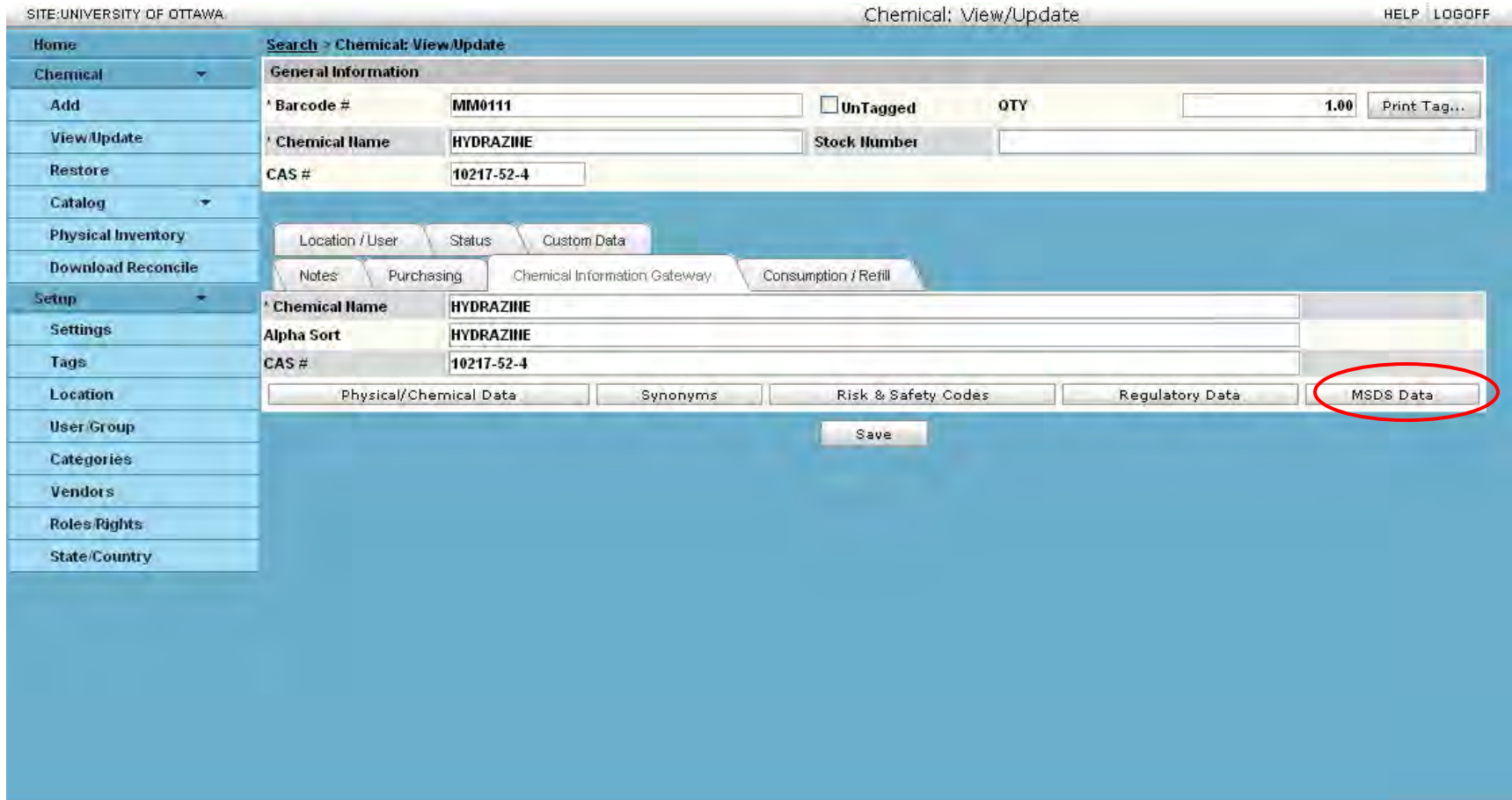
Chemical Name HYDRAZINE

Alpha Sort HYDRAZINE

CAS # 10217-52-4

Physical/Chemical Data Synonyms Risk & Safety Codes Regulatory Data **MSDS Data**

Save



Lastly, click on the tab labeled ChemWatch ...

SITE:UNIVERSITY OF OTTAWA Chemical: View/Update HELP LOGOFF

Search > Chemical: View/Update > MSDS

MSDS Link MSDS Resources

**MSDS Information**

CAS # 10217-52-4 CW Id 2030-1

\* Chemical Name HYDRAZINE

Scanned MSDS Currently no MSDS stored. View MSDS Select MSDS

Save Cancel ChemWatch

Home  
Chemical  
Add  
View/Update  
Restore  
Catalog  
Physical Inventory  
Download Reconcile  
Setup  
Settings  
Tags  
Location  
User/Group  
Categories  
Vendors  
Roles/Rights  
State/Country

... and the required MSDS will launch in a new window for you to read or print.

CG II


Issue Date: 16-Aug-2006 CD 2009/2

Section 1 - CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

**PRODUCT NAME**  
hydrazine monohydrate

**STATEMENT OF HAZARDOUS NATURE**  
CONSIDERED A HAZARDOUS SUBSTANCE ACCORDING TO OSHA 29 CFR 1910.1200.

**NFPA**



**SUPPLIER**  
ChemWatch Pty Ltd  
+61 3 9573 3112 or (where available) Toll Free +800 2436 2255  
Email chemwatch@chemwatch.net

**HAZARD RATINGS**

	Min	Max	
Flammability:	1	4	
Toxicity:	3	4	
Body Contact:	4	4	
Reactivity:	2	4	
Chronic:	3	4	

Min/Nil=0  
Low=1  
Moderate=2  
High=3  
Extreme=4

