HECHMET

Hechmet Chemical Inventory Management System (VIM) "View Only" system access reference sheet

Functionality Available to You

Your id has been set up with the following system capabilities:

- Search through University chemical inventory, based on a number of different search types.
- Export / Print search results.
- View detailed chemical profile information for a selected chemical.
- View /print the MSDS sheet for a selected chemical.

VIM Login

- 1. Launch Web browser, and enter the following "https" address in the navigation bar: //apps.hechmet.ca
- 2. Enter user name and password assigned. Click **Submit** or press **Enter.**
- 3. To access the Chemical module, click **Chemical** from the Home page.

Change Password

- 1. Log into VIM.
- 2. Click **Change Password** from the left navigation panel.
- 3. Provide the information requested, then click **Save**.

Note: Passwords must be at least 6 alphanumeric

characters . Passwords ARE case sensitive.

Logout

 Click the **Logoff** option always located at the top right corner of your screen.

Note: System will time out after approximately 15 minutes of inactivity.

Search Options

- 1. Click **View / Update** from the left navigation panel.
- Enter the search criteria, then click Search to execute the search. More than one search criteria can be entered e.g. a chemical name in a specific location.
- 3. To clear a search request, click **Clear**.



- Location. To view products in a single lab, click on the drop down box beside Location and expand the tree until you find the room you are interested in. Click the location to select it.
- **Barcode #**. Will search for the barcode number you enter.
- **Chem Name**. Will search for the Chem name as entered (exact match or contains the word options).
- CAS#. Will search for the CAS# you enter. Dashes not required.
- **PI**. To view products that belong to a Principal Investigator, click on the dropdown box beside **PI** and expand the tree until you find the PI you are interested in. Click the PI to select it.
- Group. To view products that belong to a Group, click on the dropdown box beside Group and expand the tree until you find the Group you are interested in. Click the Group to select it.



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The Search Results Panel

Search results are displayed in a separate panel, for e.g.:

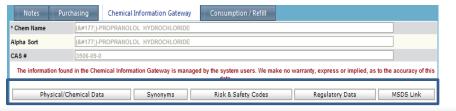


Export / Print Search Results

- 1. From the top of the screen, click **Export icon** to export the search results to Microsoft Excel.
- 2. The search results will appear in Microsoft Excel.
- 3. Save the file to your preferred location. Printing must be undertaken through the application in which the data has been downloaded.

View Chemical Properties

- 1. To select a chemical, click the magnifying glass icon by the entry.
- 2. Click the **Chemical Information Gateway** tab.
- Click each of the buttons to display additional details. Note: We make no warranty, express or implied, for the details available through the Chemical Information Gateway. Always refer to the MSDS for accurate product details.



View / Print MSDS

- 1. Search and select a chemical (click the magnifying glass icon by the chemical to select it).
- 2. Click the Chemical Information Gateway tab.
- 3. Click on MSDS Data.
- From the MSDS Link tab, click ChemWatch.
- The required MSDS will launch in a new window for you to read or print.

Questions?