

## 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

1. 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.
2. 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**.

The screenshot shows the search interface with the following fields and buttons:




- Search By:  Catalog  Synonym
- Barcode #  PI
- Location  Group
- Chem Name
- CAS #

- **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.:

Select All	Results 1-25 of 4010	Total Pages 161	First	Prev	Go to Page	1	Next	Last					
Chem Name	Barcode #	Location	Lot Number	QTY	Amount Remaining	U-Of-M	Stock Number	CAS #	PI	Group	PO Number	Account	Storage
 "BIS" N,N-METHYLENEBISACRYLAMIDE	000436032	BOTT556		1.00	5.0000 gram		110-26-9	10191-41-0	Massey,Thomas	Pharmacology & Toxicology			Toxic cabinet
 (s)-α-TOCOPHEROL	000435725	BOTT557		1.00	25.0000 gram		T3251-25G	10191-41-0	Winn,Louise	Pharmacology & Toxicology			
 (s)-α-TOCOPHEROL	000435937	BOTT556		1.00	5.0000 gram		T3251-5G	10191-41-0	Massey,Thomas	Pharmacology & Toxicology			

### Export / Print Search Results

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

### View Chemical Properties

- To select a chemical, click the magnifying glass icon by the entry.
- 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.

Notes	Purchasing	Chemical Information Gateway	Consumption / Refill
* Chem Name	(&#177;)-PROPRANOLOL HYDROCHLORIDE		
Alpha Sort	(&#177;)-PROPRANOLOL HYDROCHLORIDE		
CAS #	3506-09-0		
The information found in the Chemical Information Gateway is managed by the system users. We make no warranty, express or implied, as to the accuracy of this data.			
Physical/Chemical Data	Synonyms	Risk & Safety Codes	Regulatory Data
			MSDS Link

### View / Print MSDS

- Search and select a chemical (click the magnifying glass icon by the chemical to select it).
- Click the **Chemical Information Gateway** tab.
- 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?