

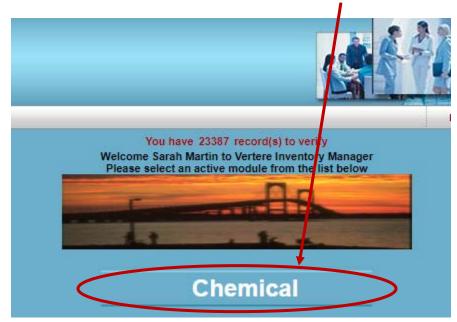
OSEM 5.10.1C

## Searching Chemicals – All User

1. Login to <u>https://apps.hechmet.ca/Login.aspx</u> using your login.

User ID			
Password			
	Submit	Reset	

2. There is one module at this time: Chemical, click on Chemical.



3. From the left-hand menu, click on the View/Update.

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	THOMPSON RIVERS UNI	VERSITY
	Home	Home >
	Chemical	
	Add	
	View/Update	
	Restore	
TR.	Catalog 🔹	
-	Physical Inventory	
進	Download Reconcile	
Line and the second sec	Reports 🔹	
	Setup 👻	
	Settings	
T	Tags	
	Locations 🔹	
	Users/Groups	
	Categories	
	Vendors 🔹	
	Roles/Rights	
	States/Countries	
	Accounts	
	Support	

4. Use any of the filters to search for your chemical: Bar Code #, PI, Department, Location, Chemical Name, CAS #).

NOTE: clicking on column headings will organize the list based on that column's property. The list can be exported to EXCEL.

Search Query Tool		
Scan Tag	PI 🕡 Start typing PI name 🔻 Chem Name Contains 👻	
Barcode # 🕜	Department  Start typing Department n  Search By:  Catalog  Synonym	
Search Barcode #	Location Start typing Location name  CAS #	Search
		Clear Results
	Location Type V Include sublocations	

5. Example: Searching by chemical name: Type in the chemical name and click Search. The results will appear in a list below the search box. This list can be filtered by adding more search criteria.

Note: Searching by CAS number locates the specific chemical regardless of differences in nomenclature.

Scan Tag	PIO	Start typing P1 name	•	Chem Name	Contains	<b>v</b>							
Barcode # 😜	March Williams	Start typing Department	n		hydrochlorid	c ac <mark>i</mark> d							
Search Barcode #		Start typing Location har		Search By: CAS #		O Synonym	Search						
Search Barcode #	Show Inactive			0.0			Clear Results	\$					
	Location Type	Y inclus	de sublocations										
Muib Edit	Transfer	Dispose	1.	Change Tag		Calculate	Tare Change Catalog	2 Print	Taga Export	1			
Select all on page Results	s 1- 14 of 14		Total I	Pages 1			First	Prev	Go to Page	1	Nexi		Last
	Chem Name		Barcode #	Location	Vendor Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account Storage
🗆 🦸 HYDROCHLORIC ACID			AA0799	Dispensing Room	Fisher Scientifi A144C	A144C-212	2.50 L		7647-01-0	Boham.Michelle	Science		Corrosi ve
🗆 🧳 HYDROCHLORIC ACID			AA0800	Dispensing Room	Fisher Scientifi A144C	A144C-212	2.50 L		7647-01-0	Boham,Michelle	Science		Corrosi ve
🗍 🥖 HYDROCHLORIC ACID			AA0801	Dispensing Room	Fisher Scientifi A144C	A144C-212	2.50 L		7647- <mark>01-</mark> 0	Boham.Michelle	Science		Corrosi ve
			AA0802	Dispensing Room	Fisher Scientifi A144C	A144C-212	2.50 L		7647-01-0	Boham,Michelle	Science		Corrosi ve
C / HYDROCHLORIC ACID			AA0603	Dispensing Room	Fisher Scientifi A144C	A 144C-212	2.50 L		7647-01-0	Boham.Michelle	Science		Corrosi ve
C / HYDROCHLORIC ACID			AA0804	Dispensing Room	Fisher Scientifi A144C	A144C-212	2.50 L		7647-01-0	Boham,Michelle	Science		Corrosi ve
🗌 🧳 HYDROCHLORIC ACID			AA0886	Dispensing Room	Caledo n Laborat ories	5025-1-29	1.00 L		7647-01-0	Boham,Michelle	Science		Corrosi ve
HYDROCHLORIC ACID			AA0887	Dispensing Room	Caledo n Laborat ories	6025-1-29	2.50 L		7647-01-0	Boham,Michelle	Science		Corrosi ve
🗍 🥖 HYDROCHLORIC ACID			AA0888	Dispensing Room	Fisher Scientifi A144	A144-212	2.50 L		7647.01.0	Boham,Michelle	Science		Corrosi ve
HYDROCHLORIC ACID			AA0889	Dispensing Room	Fisher Scientifi A144	A144-212	2.50 L		7647-01-0	Boham.Michelle	Science		Corrosi ve
O / HYDROCHLORIC ACID			AA0890	Dispensing Room	Fisher Scientifi A144	A144-212	2.50 L		7647 <mark>-01-0</mark>	Boham.Michelle	Science		Corrosi ve
# HYDROCHLORIC ACID, 0.1M 5	OLUTION		AA0883	Dispensing Room	Ward 5 Science 470301	470301-224	1.00 L		7647-01-0	Boham Michelle	Science		Corrosi ve
HYDROCHLORIC ACID. 0.1M S	OLUTION		AA0884	Dispensing Room	Ward'S 470301		1.00 L		7647-01-0	Boham Michelle	Science		Corrosi
HYDROCHLORIC ACID. 0 1M 5	ALC: NO.		AA0885	Dispensing Room	Ward'S Science 470301		1.00 L		7647-01-0	Boham Michelle	Science		Corrosi

The inventory list generated by your search can be exported to EXCEL by clicking the EXCEL button at the top of the list.

Search Query Tool										/			
Scan Tag	PIO	Start typing PL name		Chem Name	Contains	*							
Barcode # 😡	Department O	Start typing Department	n		hydrochlorid	Contraction of the second s							
	Location	Start typing Location nam	ie •	Search By:		O Synonym	Search						
Search Barcode #	0	Show Inactive		CAS #	L		Clear Results			1			
	Location Type	Y Inclu	de sublocations						_				
Multi Edit	Transfer	Dispose		Change Tag		Calculat	Tare Change Catalog	Print	Taga Export				
Select all on page Resu	Its 1-14 of 14		Total I	Pages 1			First	Prev	Go to Page	1	Next		Last
	Chem Name		Barcode #	Location	Vendor Product	Slock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account Storage
T #YDROCHLORIC ACID			AA0799	Dispensing Room	Fisher Scientifi A144C	k144C-212	2.50 L		7647-01-0	Boham.Michelle	Science		Corrosi ve
A HYDROCHLORIC ACID			AA0800	Dispensing Room	Fisher Scientifi A144C	41440-212	2.50 L		7647-01-0	Boham.Michelle	Science		Corrosi ve