HECHMET – Getting started

Accessing the database

1. Each faculty and or department will have 2 accounts.
    a. **First Account** – this is the Responsible Person's account. This person has the right to search, add, transfer, dispose of chemicals and update the inventory.
        i. Once the responsible person is assigned please notify OSEM.
        ii. Request a login from OSEM (osem@tru.ca) – include your full name, role at the university and department and that you are the Responsible Person.
        iii. OSEM will provide you with your login details via email.

    b. **Second Account** – general lab user. The general lab users will have VIEW only access. This means they can check the inventory for their Faculty/Department and see what is present and available. This is an account that can be shared with all employees and respective students so that they can search chemicals within the department/faculty/research lab.
        i. The general user account will use the department name followed by user. I.e. Chemistry could have an account for general users with a login of (case sensitive):
            1. User ID: ChemistryUser
            2. Password: TBD by the department and will be department specific
        ii. For Research inventories the PI will need to contact OSEM who will set us a general user account for their inventory only IF the PI would like to give access to their inventory to others (i.e. research students, visiting researchers, their supervisor etc.). This will still be a VIEW only account.