

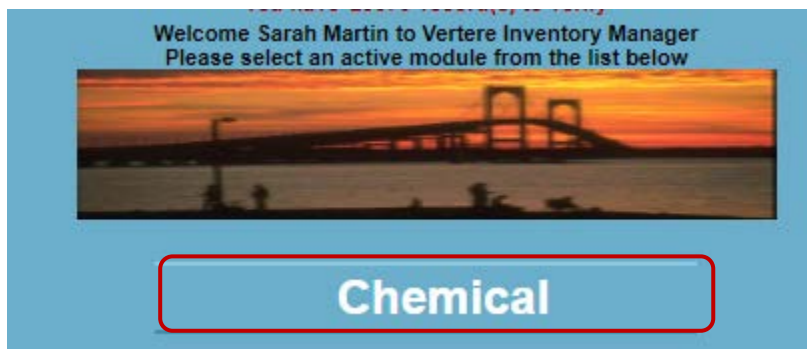


Inventory Management System

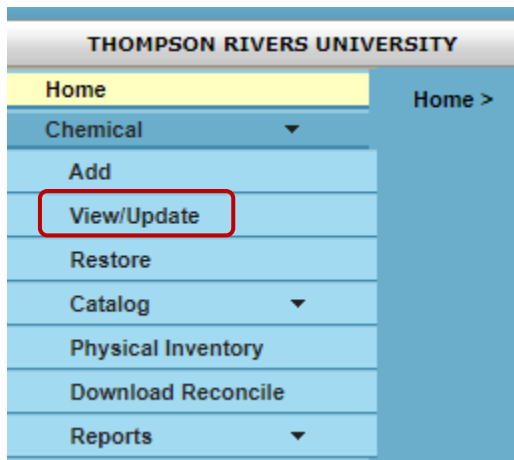
OSEM 5.10.1E

Transferring Chemicals – PI/RP

1. Login to <https://apps.hechmet.ca/Login.aspx> using your login.
2. Click on the CHEMICAL module



3. Click on View/Update



4. Search for the target chemical via barcode #, name, CAS#, PI, Department or location, once you have found the chemical you need to transfer, click the little box next to the pencil (1) and then click the transfer button (2).

Search Query Tool

Scan Tag

Barcode #

Search Barcode #

PI Start typing PI name

Department Start typing Department name

Location Start typing Location name

Show Inactive

Location Type Include sublocations

Chem Name Contains hydrochloric acid

Search By: Catalog (selected) or Synonym

CAS #

Search

Clear Results

Multi Edit **2** Transfer Dispose Change Tag Calculate Tare Change Catalog Print Tags Export

Select all on page

Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account Storage
<input type="checkbox"/> HYDROCHLORIC ACID	AA0799	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0800	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive

5. Enter the new Location, PI, and Department into the corresponding fields. Click Complete Transfer.

Transferring Items

Chem Name	Barcode #	Location	PI	Alternate User	Department	Quantity	Item Quantity
HYDROCHLORIC ACID	AA0799	Dispensing Room	Boham,Michelle	Stephens,Isaac	Science		

Transfer Inventory

Transfer Date: 07-Sep-22 Custom Date 3

Location: Start typing Location name

Alternate User:

PI: Start typing PI name

Department: Start typing Department name

Complete Transfer Cancel

6. You can move multiple chemicals at one time, by clicking multiple checkboxes or by clicking the Select All box on the search inventory page. Once all required boxes are checked, click Transfer and enter the new Location, PI, and Department into the corresponding fields, click Complete Transfer.

Multi Edit **Transfer** Dispose Change Tag Calculate Tare Change Catalog Print Tags Export

Select all on page

Results 1 - 14 of 14 Total Pages 1

Chem Name	Barcode #	Location	Vendor	Product No.	Stock Number	Amount Remaining	U-O-M	CAS #	PI	Department	PO Number	Account Storage
<input type="checkbox"/> HYDROCHLORIC ACID	AA0799	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0800	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0801	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0802	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0803	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0804	Dispensing Room	Fisher Scientific	A144C A144C-212		2.50 L		7647-01-0	Boham,Michelle	Science		Corrosive
<input type="checkbox"/> HYDROCHLORIC ACID	AA0886	Dispensing Room	Calcedon Laboratories	6025-1 6025-1-29		1.00 L		7647-01-0	Boham,Michelle	Science		Corrosive