Hechmet Chemical Inventory Management System

Searching the Inventory

1. Log into Hechmet using your provided Username and Password
   URL: https://apps.hechmet.ca/Login.aspx

<table>
<thead>
<tr>
<th>User ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
</tbody>
</table>

   [Submit]  [Reset]

2. Click on the Chemical Module found on the right side of the screen
3. Under the Chemical Heading on the left, click on View/Update

![Chemical Management System Interface]

4. Use any of the filters to search (including Bar Code #, Location, Chemical Name, CAS Number, PI, and Department)

   Note: Clicking on Column Headings will organize the list based on that quality. Lists can be exported to Excel.

![Search Filters Interface]

5. The SDS for a chemical can be accessed by clicking CW in the far right column

   Note: If the supplier SDS is required, it can be accessed through the ChemWatch Gold FFx Program via the HR website (https://www.uwo.ca/hr/safety/topics/msds.html)

![Chemical Search Results]

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**Chemical Name:** (-)-2-PHENYL-BUTYRIC ACID
**Barcode:** AC1327
**Location:** CHB-216-Organsics
**Vendor:** Norse Laboratories Inc.
**Stock Number:** 37N1-3
**Amount Remaining:** 10.0000 gram
**UOM:** 90-27-7
**Department:** Chemistry Shared
**PO Number:**
**Chemical Storage:** General Storage C
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.
6. The generated list can be exported to Excel by clicking the Export Icon.
   This will create an Excel spreadsheet containing all of the chemicals listed under the Search Box.

   Note: To export the entire lab inventory, search by researcher name in the PI text box or by room number in the Location text box. Then click Export.
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Transferring the Inventory

1. Under the Chemical Heading on the left, click on View/Update

2. Locate the chemical using any of the filters to search (including Bar Code #, Location, Chemical Name, CAS Number, PI, and Department)

3. Click on the Checkbox next to the chemical(s) and click Transfer
4. Type in new Location, PI, and Department. Click Complete Transfer

5. Multiple chemicals can be transferred at a time by clicking multiple Checkboxes (or by clicking the Select all on page Checkbox) Then type in new Location, PI, and Department. Click Complete Transfer