

# HECHMET (Vertere) Getting Started

## ACCESSING THE DATABASE

1. Once you have received your login and password from EOHSS
2. Log in to <https://apps.hechmet.ca>
3. There will be two modules <Chemical> and <General>. Click on <Chemical>
4. From the left-hand menu, click on View/Update under the “Chemical” heading to view your chemical inventory

## VIEWING YOUR CHEMICALS

1. **Don't enter anything – just click on <Search> on the right** and you'll get your whole inventory listed. Click on a column heading to sort
2. Enter in a Barcode – this is the easiest way to search a particular chemical for SDS etc . The last column is CW– this is the link to the ChemWatch program which produced the SDS's.
3. Alternatively, start typing a Location and then use the drop-down menu to pick that location – you can see all the chemicals in that location now
4. Choose a PI – see all the chemicals for that researcher's group (if you have access to their inventory – most people won't)

## ACCESSING THE SDS

1. First click on View/Update and follow the instructions for viewing a chemical above
2. The last column has CW – this stands for ChemWatch which is an SDS database
3. Click on the CW for the chemical of interest and it will pull up the SDS

**TRANSFERRING CHEMICALS**-if you are an Inventory Manager (most people have View Only access)

4. First click on View/Update and follow the instructions for viewing a chemical above
5. If you want to change the location of a chemical – click on the box to the left of the chemical to choose one chemical or click on the box above the list that will choose all the chemicals.
6. Click on Transfer from the menu directly above the list of chemicals
7. Choose a new location and complete the transfer

## CHANGING THE BARCODE NUMBER (it was entered incorrectly)

1. View/Update (instructions above)
2. Choose the chemical by clicking the box to the left
3. Click on <Change Tag>
4. Enter in correct tag number and save