

Vertere Chemical Inventory Management System

New User Training







Keane Leitch





What is Vertere?

- The **Vertére** Inventory Manager is a multi-module inventory management system for scientific materials control.
- In the Physical Science Complex, Vertere is the system of choice for the management of hazardous chemicals.
- The system can be accessed at <https://vertere.ehs.cornell.edu:8484/Login.aspx>

Hazard Class	GHS Symbol
Flammable materials (liquids, gases) Reactive (air/ water) solids	
Explosive, self-reactive materials and organic peroxides	
Oxidizers	
Gases Under Pressure	
Acutely toxic, mutagenic or carcinogenic materials, Aquatic toxins, irritants & sensitizers	
Corrosive materials	

Chemicals that must be barcoded



Login

PI Net ID
123456

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

[Forgot Password? Please click here to retrieve](#)

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Main Screen



Inventory Management System



CORNELL CHEMISTRY

MESSAGES (0) LOGOFF KJL44

- Home Home >
- System ▼
- Administration
- Audit Log
- Service Setup
- Change Password
- Verify Catalog
- My Account
- License Info
- About Us

Select "change password"

You have 1124 record(s) to verify

Welcome Keane Leitch to Vertere Inventory Manager
Please select an active module from the list below



Chemical

Personalizing Your Vertere Password



Home Change Password >

System

Administrati

Audit Log

Service Setu

Change Passw

Verify Catalog

My Account

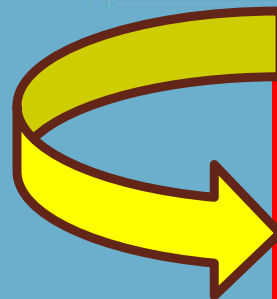
License Info

About Us

Choose a new password that will be shared amongst group members
Click "Save"

Change Password	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>	

Insert current password (123456)



Change Password	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>	

Password Changed Successfully

- After changing password, click “Home” to return to the main screen

VERTÉRE Inventory Management System

CORNELL CHEMISTRY

MESSAGES (0) LOGOFF KJL44

Home > Home >

System

Administration

Audit Log

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My Account

License Info

About Us

You have 1124 record(s) to verify

Welcome Keane Leitch to Vertere Inventory Manager
Please select an active module from the list below

Chemical

Select "chemical"

Checking Your Group's Current Inventory

CORNELL CHEMISTRY

Home

Home >

Chemical ▼

Add

View/Update

Restore

Catalog ▼

Physical Inventory

Download Reconcile

Reports

Setup ▼

Settings

to Vertere Inventory Manager

Select "view update"

Welcome To Chemical Module



- Home
- Chemical
- Add
- View/Update
- Restore
- Catalog
- Physical Inventory
- Download Reconcile
- Reports
- Setup
 - Settings
 - Tags
 - Locations
 - Users/Groups
 - Categories
 - Vendors
 - Roles/Rights
 - States/Countries
 - Accounts

Search >

Search Query Tool Scan Tag

Find Items That Match These Criteria - Chemical: View/Update

Barcode # PI

Location Department

Chem Name

Search By Catalog Synonym

Search

Clear

Search By :- Catalog Synonym

Search MSDS

Search

Clear

- All Users
- AEP
 - Brock, Joel
 - Buhrman, Robert
 - Craighead, Harold
 - Ellis, Vonnie

- All Users
- AEP
- CBE
- CCMR
- Chem and Chem Bio
- CN

Expand department drop down list and select the PI and click "search"

Search Results listing current inventory

Brock, Joel

All Users

AEP

Brock, Joel

Buhrman, Robert

Craighead, Harold

Ellis, Vonnie

Locations

Users/Groups

Categories

Vendors

Roles/Rights

States/Countries

Accounts

	Chem Name	Barcode #	Location	Gas Cylinder #	Quantity	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Department	PO Number	Account	Storage
<input type="checkbox"/>	ACETONE, AR (ACS)	251386	G65 PSB-Brock		1.00	4.00 L		2440-4.0L	67-64-1	Brock,Joel	AEP			
<input type="checkbox"/>	METHYL ALCOHOL SPECTRO	249566	G65 PSB-Brock		1.00	1.00 L		A408-1-1.00L	67-56-1	Brock,Joel	AEP			
<input type="checkbox"/>	OXYGEN	242759	G65 PSB-Brock	ARB557	1.00	251.00 cf		OX200-251.00CF	7782-44-7	Brock,Joel	AEP			
<input type="checkbox"/>	OXYGEN	258114	G65 PSB-Brock	D00001953623	1.00	251.00 cf		OX200-251.00CF	7782-44-7	Brock,Joel	AEP	ES198741		
<input type="checkbox"/>	OXYGEN	263739	G73 PSB-Brock	D00001910648	1.00	251.00 cf		OX200-251.00CF	7782-44-7	Brock,Joel	AEP	50813		

The search results can be sorted by location, chemical name etc., by clicking on any of the column headers

ORNELL CHEMISTRY **Chemical: View/Update** ME

Search >

Search Query Tool Scan Tag

Find Items That Match These Criteria - Chemical: View/Update Search By :- Catalog Synonym

Barcode #	<input type="text"/>	PI	<input type="text"/>	<input type="button" value="Search"/>
Location	<input type="text"/>	Department	<input type="text"/>	<input type="button" value="Clear"/>
Chem Name	<input type="text"/>	Ends With	<input type="text"/>	
CAS #	<input type="text"/>	Is	<input type="text"/>	<input type="button" value="Chemwatch MSDS"/>
		Contains	<input type="text"/>	<input type="button" value="Calculate Tare"/>
		Starts With	<input type="text"/>	
		With	<input type="text"/>	

Performing a chemical search

From "Chem Name", select "starts with" and enter the chemical name in text only. Click "Search"

Find Items That Match These Criteria - Chemical: View/Update

Department

Search

Clear

Barcode #

Location

Chem Name

Starts With tert-butyl lithium

CAS #









First Prev Go to Page 1 Next Last

Multi Edit

Transfer

Dispose

Search Results listing current inventory for searched chemical

	Quantity	Amount Remaining	U-O-M	Stock Number	CAS #	PI	Department	PO Number	Account	Storage
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										
<input type="checkbox"/> 										



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