

How to download your Lab's inventory in EXCEL:

1) Login under your faculty name

<https://cornell.vimenterprise.com>

User ID: rose_j

Password: EMchems

2) Click the "Chemical" tab which brings you to the Chemical Module (ignore the prompt to "change your password")

3) **View/Update:** Here you can search by the faculty member's name in the "Chemist" field. Click SEARCH. This will generate a list of all chemicals assigned to them. All locations assigned to this faculty member will be included. You can organize this list by locations by clicking the "User/Location" Column Header.

The far-right column has the icon "CW". This stands for Chemwatch and is a linked MSDS sheet for each chemical. This information can be viewed in Vertere or saved and printed.

4) **To Download your Inventory:** There is a tiny EXCEL icon on the top right of the list. Click on it and it will download the entire list.

How to Search for a Chemical in Vertere:

Same as above except you will type in the desired Chemical in the "Chem Name" field.

Click SEARCH.

Make sure all other search fields are empty unless you want a more refined search. With only the chemical name entered and all other fields left empty, a list will be generated that shows all locations across campus that have that chemical in their inventory. (Specifically, those campus locations that are in the Vertere system).

Vertere support:

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