

ENTERPRISE REAGENT MANAGER (ERM 9.4)

Chemical Inventory Management Software

March, 2019

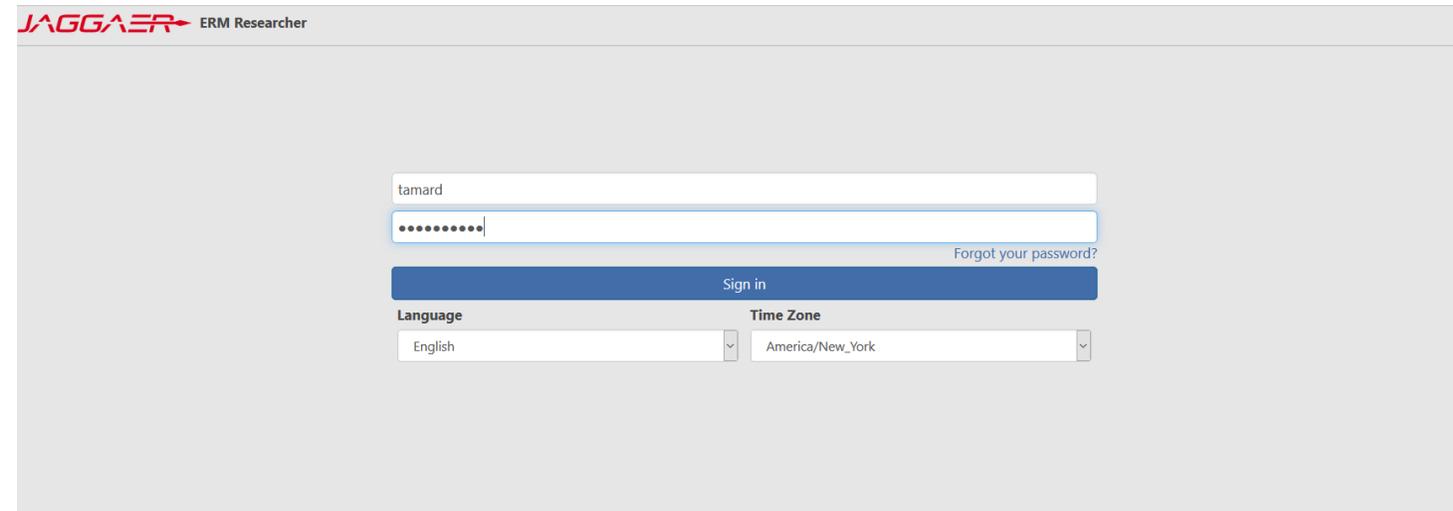
Outline

- Change Password
- ERM User Settings
- Create Container
- Create Material
- Search Engine in ERM
- Container Operations in ERM
- Export/download Chemical Inventory

Change Password

- Enter your user ID and temporary password.
- Choose “User Preferences”.
- Choose “Change Password”.

1) Login using temporary password



JAGGAER ERM Researcher

tamard

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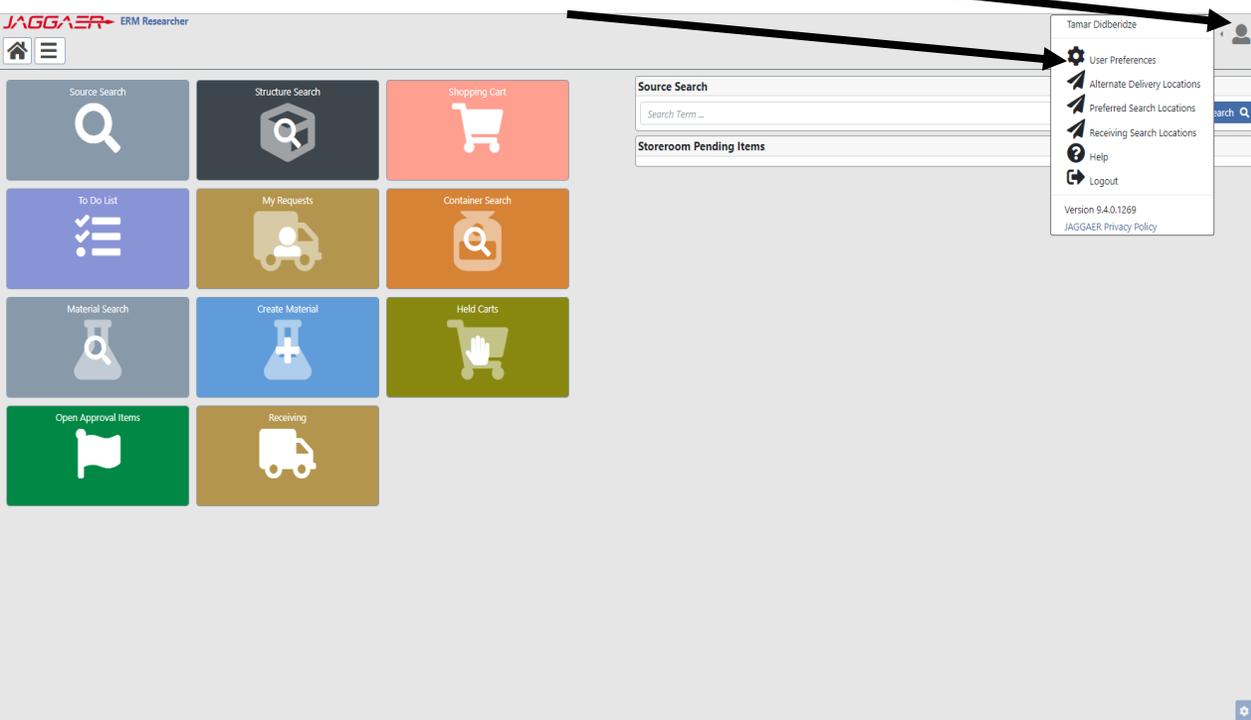
Forgot your password?

Sign in

Language: English

Time Zone: America/New_York

2) Choose “User Preferences”



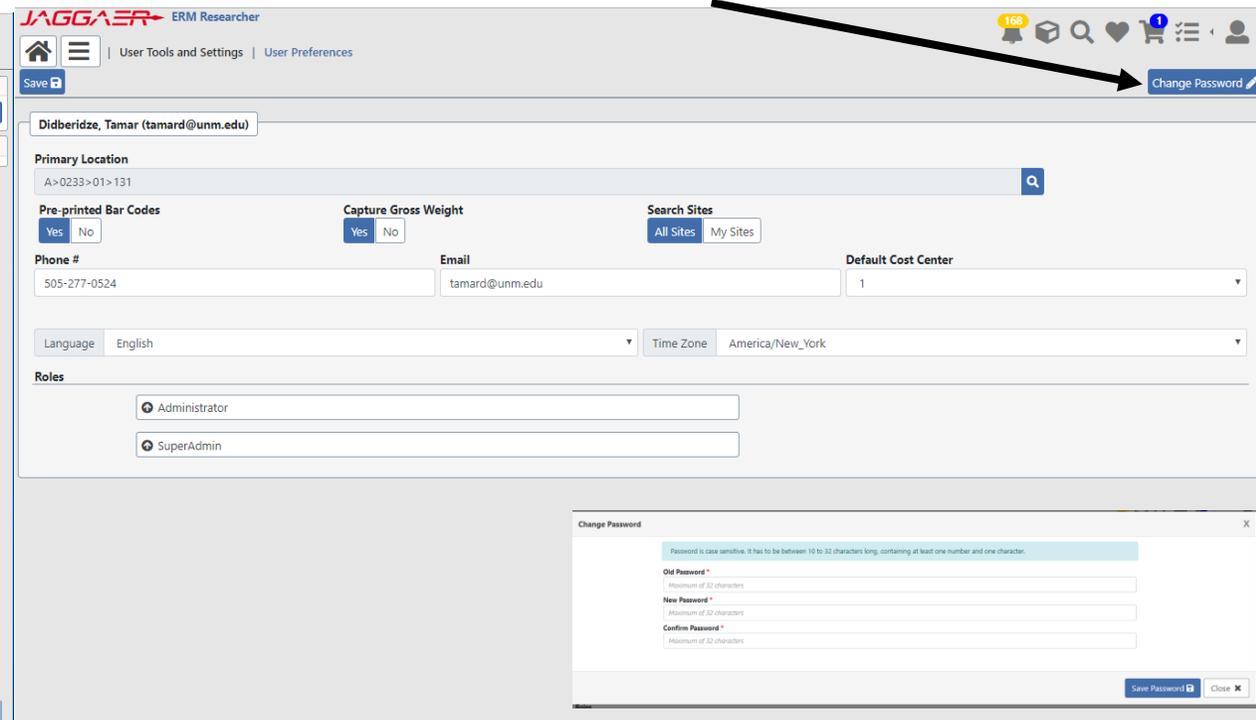
JAGGAER ERM Researcher

Tamar Didberidze

- User Preferences
- Alternate Delivery Locations
- Preferred Search Locations
- Receiving Search Locations
- Help
- Logout

Version 9.4.0.1269
JAGGAER Privacy Policy

3) Choose “Change Password”



JAGGAER ERM Researcher

User Tools and Settings | User Preferences

Save

Didberidze, Tamar (tamard@unm.edu)

Primary Location: A>0233>01>131

Pre-printed Bar Codes: Yes No

Capture Gross Weight: Yes No

Search Sites: All Sites My Sites

Phone #: 505-277-0524

Email: tamard@unm.edu

Default Cost Center: 1

Language: English

Time Zone: America/New_York

Roles: Administrator, SuperAdmin

Change Password

Password is case sensitive. It has to be between 10 to 32 characters long, containing at least one number and one character.

Old Password *
Maximum of 32 characters

New Password *
Maximum of 32 characters

Confirm Password *
Maximum of 32 characters

Save Password Close

ERM User Settings

JAGGAER ERM Researcher

Home | User Tools and Settings | User Preferences

Save

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password

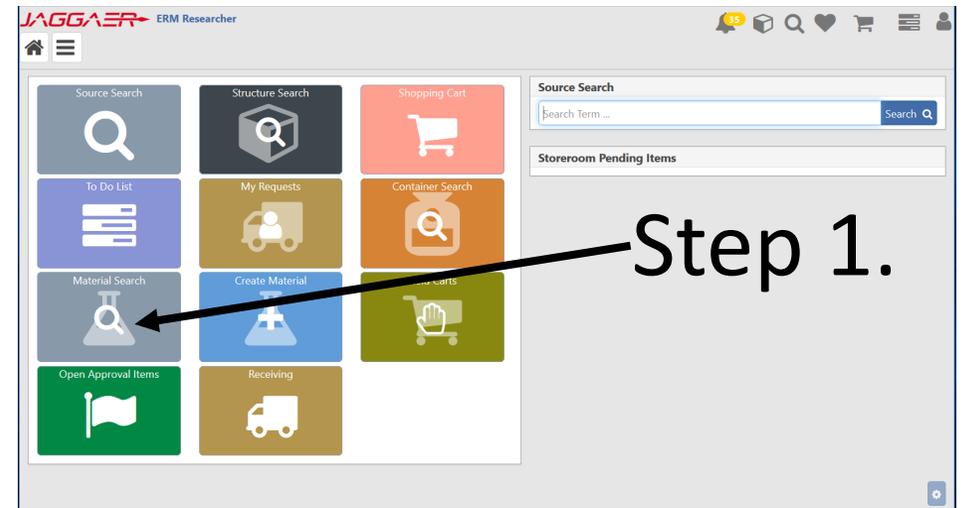
Use existing Bar Codes
Must Select Yes

Allows to enter Density of the Material

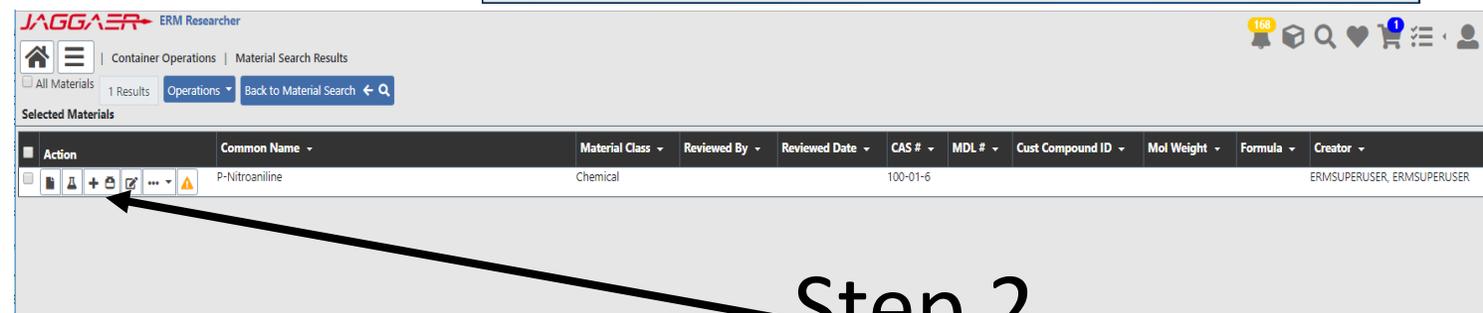
1) Choose "User Preferences"

Creating a Container from a Material Search

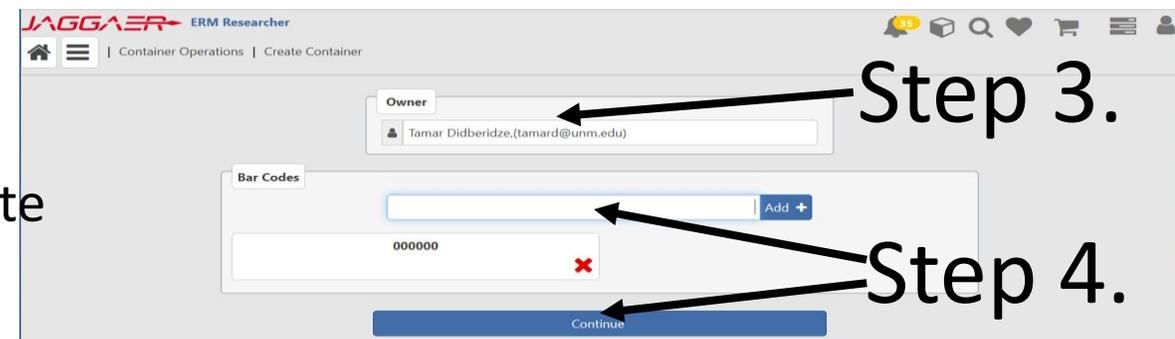
1. Complete a “Material Search” via Chemical CAS # or Name.
2. Choose the “Create Container” icon .
3. You will be defaulted as the New Container’s owner. If you are creating container for another user enter their username.
4. Enter the Bar Code of the container, click “Add” and “Continue”.
5. “Create Container” window will open automatically (Next page).
 - 5.1 Fill out “General Information”.
 - 5.2 Required fields are indicated with “*”.
 - 5.3 Use “Weight” or “Volume” Units for Amounts.
 - 5.4 Your Primary Location will be defaulted as your storage location. Other Storage locations can be found in the drop-down list or icon  if “Alternate Delivery Locations” have been entered for you.
6. Click “Create Container”.



Step 1.



Step 2.

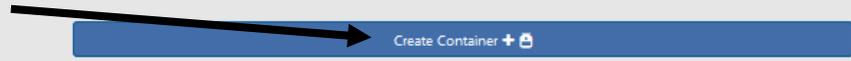


Step 3.

Step 4.

Creating a Container from a Material Search

Step 5.



General Information



JAGGAER ERM Researcher

Container Operations | Create Container

35

P-Nitroaniline

Bar Codes (1)

000000

General

Label * P-Nitroaniline

Current Amt * Value > 0

Original Amt * Value > 0

Units *

Gross Weight

Tare Weight 9 Calculate

Purity Maximum of 32 characters

Storage Code

Lot # Maximum of 32 characters

Product Information

Supplier *

Brand Maximum of 250 characters

Catalog # Maximum of 32 characters

Mfr. # Maximum of 32 characters

Owner

Tamar Didberidze

Phone # 505-277-0524

Email tamard@unm.edu

Room 131

Organization UNM

Identifiers

CAS # 100-01-6

Dates

Created Date 5/18/2018

Room Acquired 05/18/2018

Site Acquired 05/18/2018

Expiration Date

Last Inventoried

Opened

Last Test

Next Test

Locations

Use Location A>0233>01>131

Default Storage Location A>0233>01>131

Storage Location

Additional Fields

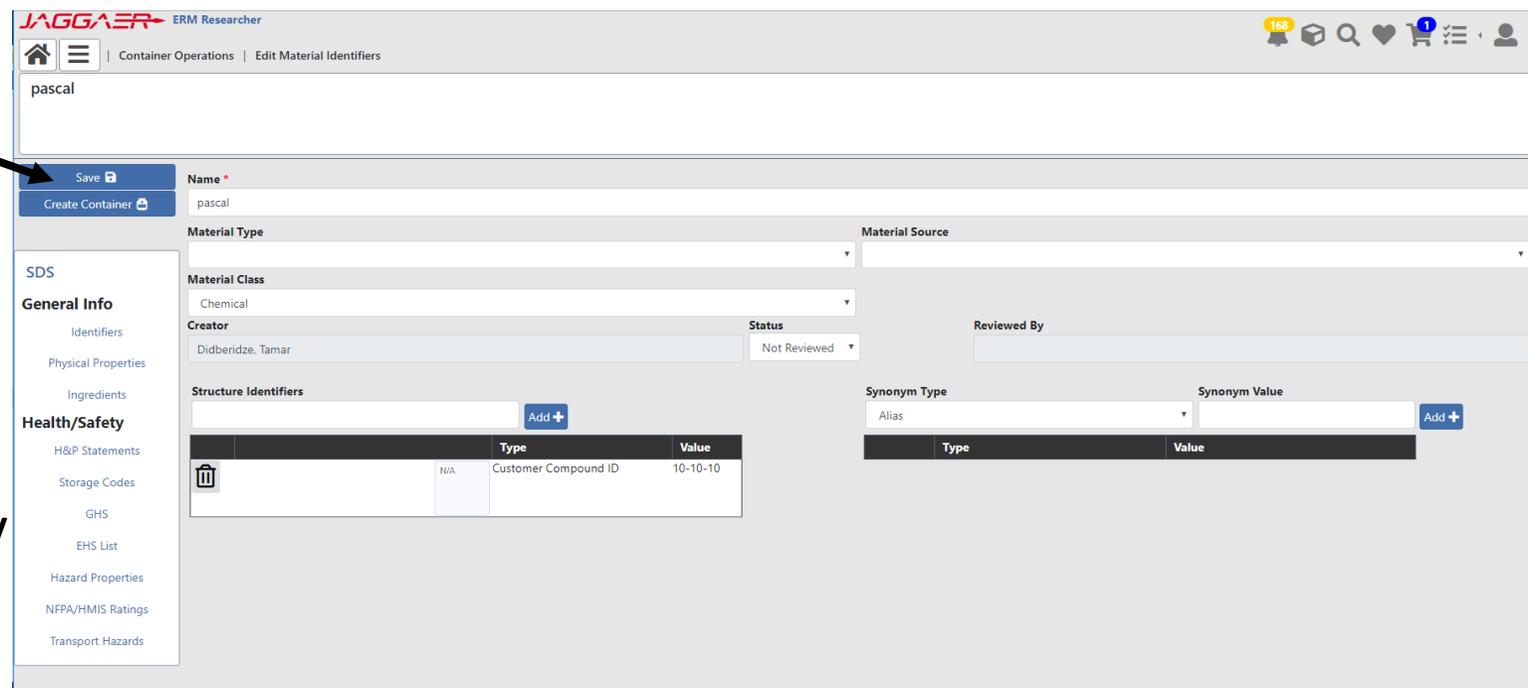
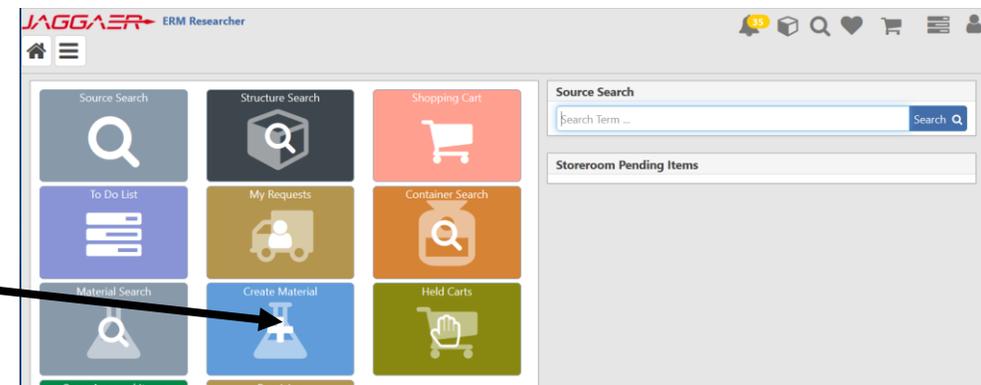
Reservations

No Project Owner

Project

Creating a Material

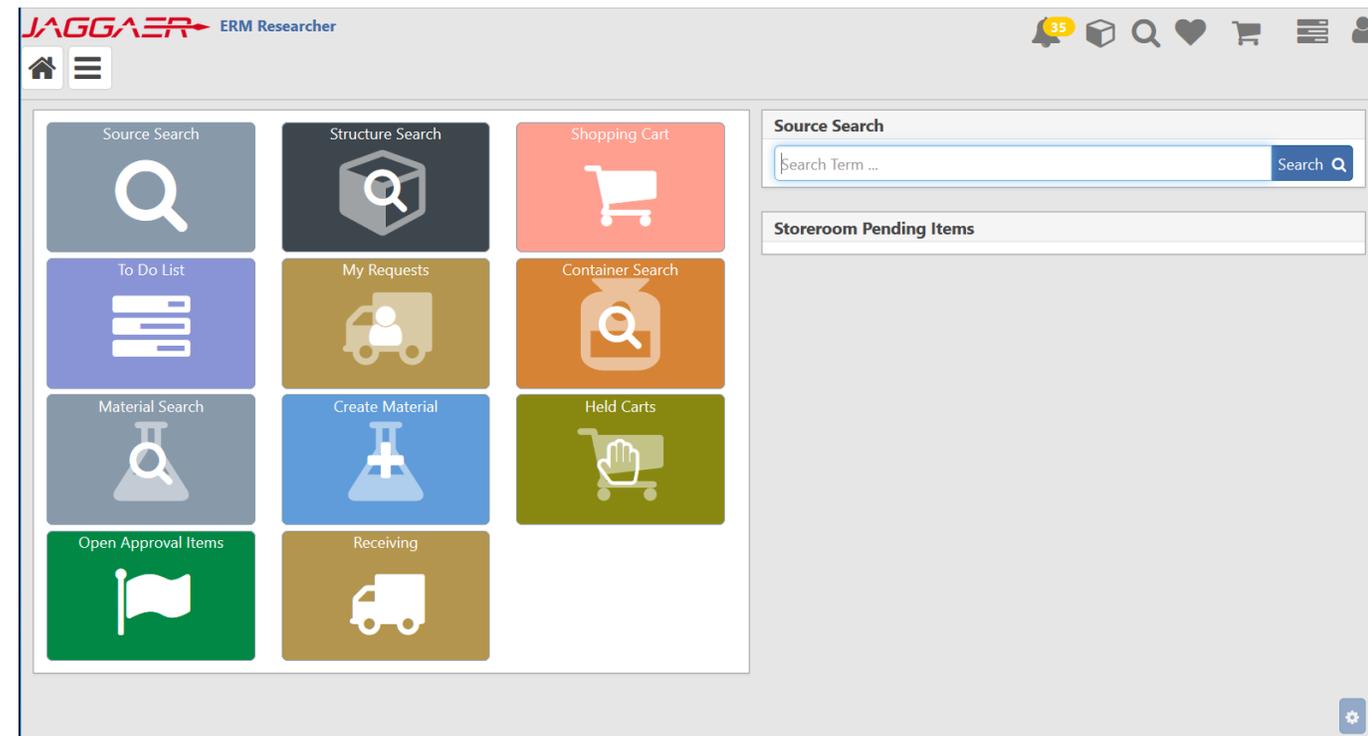
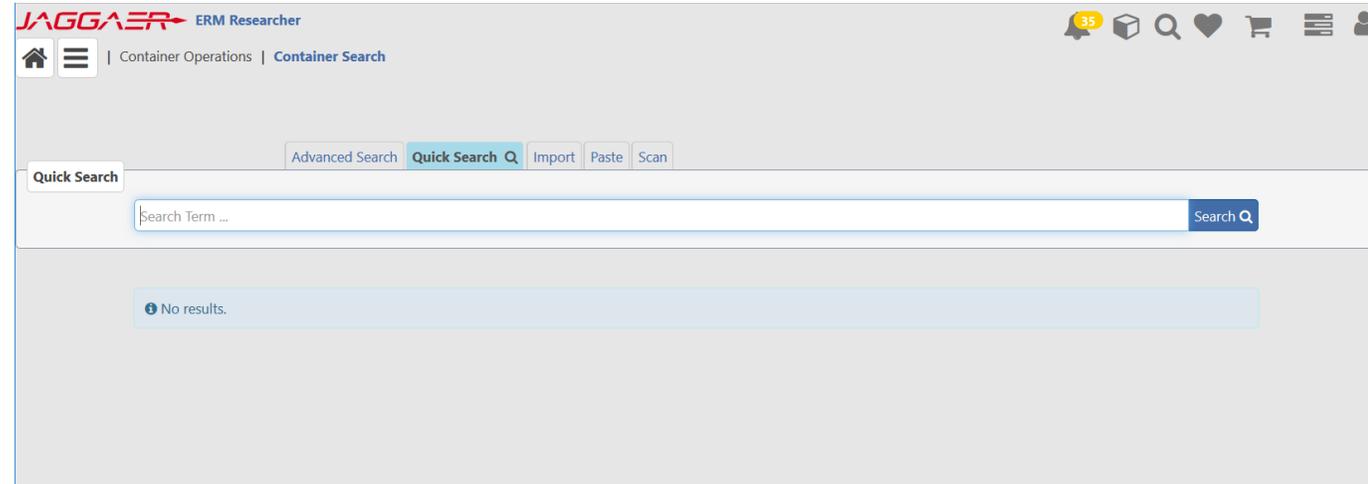
1. Choose the “Create Material” tile.
2. “Create Material” window will open automatically.
3. Enter the new material’s “Common Name” and CAS number (“Structure Identifier”).
4. Click/choose “Create Material”.
5. Enter “Physical Properties” of the New Material.
6. Click/choose “Save”.



Note: Please, first search the material before creating it in ERM to avoid redundancies. There is a high probability that the Material is already in ERM. Search it via CAS number or/and “Name”.

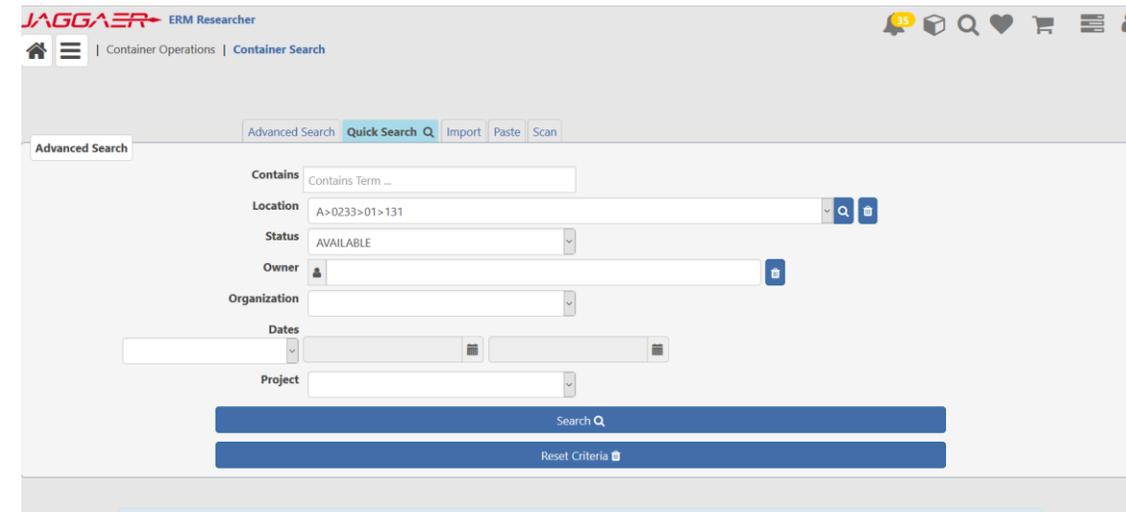
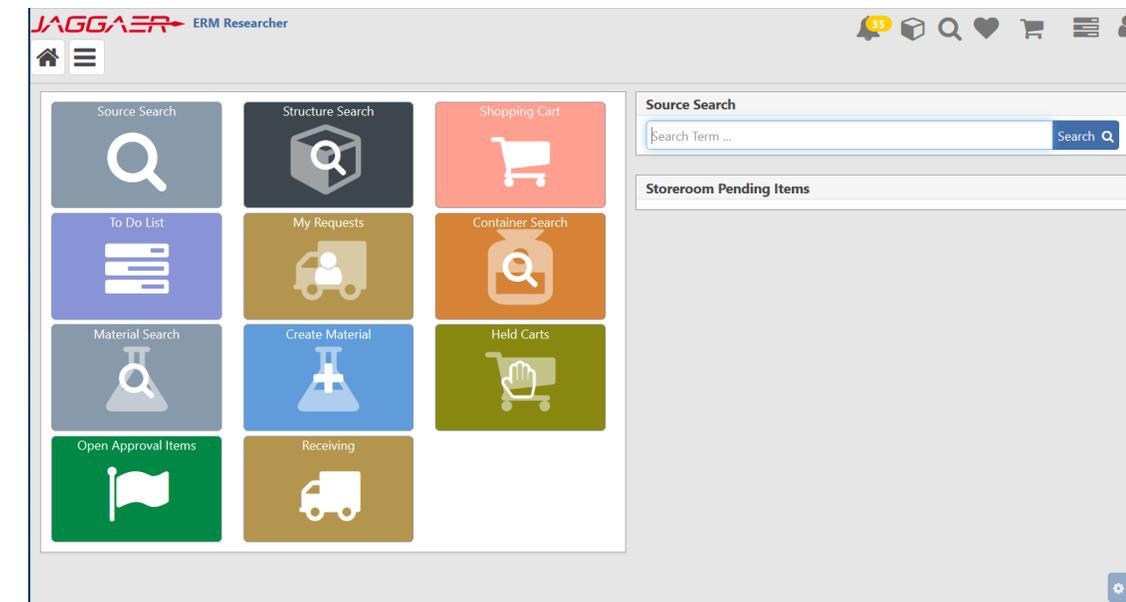
Search for a Container in ERM: Quick Search

- Quick Search is the basic Container Search feature.
- Choose the Container Search icon .
- Containers can be searched using:
 - Material Common name.
 - Material formula.
 - Material's synonyms.
 - CAS Number (other structure identifiers).
 - Container's supplier.
 - Container bar code.
- Enter your text string and choose the "Search" button.



Search for a Container in ERM: Advanced Search

- The Advanced Search allows to filter database for multiple criteria.
- Choose the Container Search icon .
- Only containers that match all of the entered search criteria will be returned.
- Only containers that you have access to will be returned.
- The following criteria are available:
 - **Contains** - does the text **exactly match** text within any of the searchable container values?
 - **Location** - does the selected location match the container's **Use Location**? You can select any location level from the drop-down list.
 - **Status** - does the container's **Status** match the selection? Available status selections: "Available" (default selection), "Disposed", "Disposed Empty", "In Transit".
 - **Owner** - is the container's **Owner** the selected ERM user? Both Active and Inactive users can be selected.
 - **Organization** - is the container's **Owner** associated to the exact selected **Organization**?
 - **Dates** - Available date types include: Created, Disposed, Expiration, Last Inventoried, Room Acquired, Site Acquired.
 - **Project** - is the container assigned to the selected **project**?
- After selecting your values choose the Search button.

A screenshot of the JAGGAER ERM Researcher web application. The top navigation bar shows "JAGGAER ERM Researcher" and "Container Operations | Container Search". Below the navigation bar, there are tabs for "Advanced Search", "Quick Search", "Import", "Paste", and "Scan". The "Advanced Search" section contains several search criteria: "Contains" (text input), "Location" (dropdown menu with "A>0233>01>131" selected), "Status" (dropdown menu with "AVAILABLE" selected), "Owner" (dropdown menu), "Organization" (dropdown menu), "Dates" (two date range pickers), and "Project" (dropdown menu). At the bottom of the search criteria, there are two blue buttons: "Search" and "Reset Criteria".A screenshot of the JAGGAER ERM Researcher dashboard. The top navigation bar shows "JAGGAER ERM Researcher" and various utility icons. The main content area is a grid of colorful tiles: "Source Search" (blue), "Structure Search" (dark blue), "Shopping Cart" (red), "To Do List" (purple), "My Requests" (brown), "Container Search" (orange), "Material Search" (grey), "Create Material" (blue), "Held Carts" (green), "Open Approval Items" (dark green), and "Receiving" (brown). On the right side, there is a "Source Search" section with a search input field and a "Search" button, and a "Storeroom Pending Items" section with a list area.

Performing Container Operations

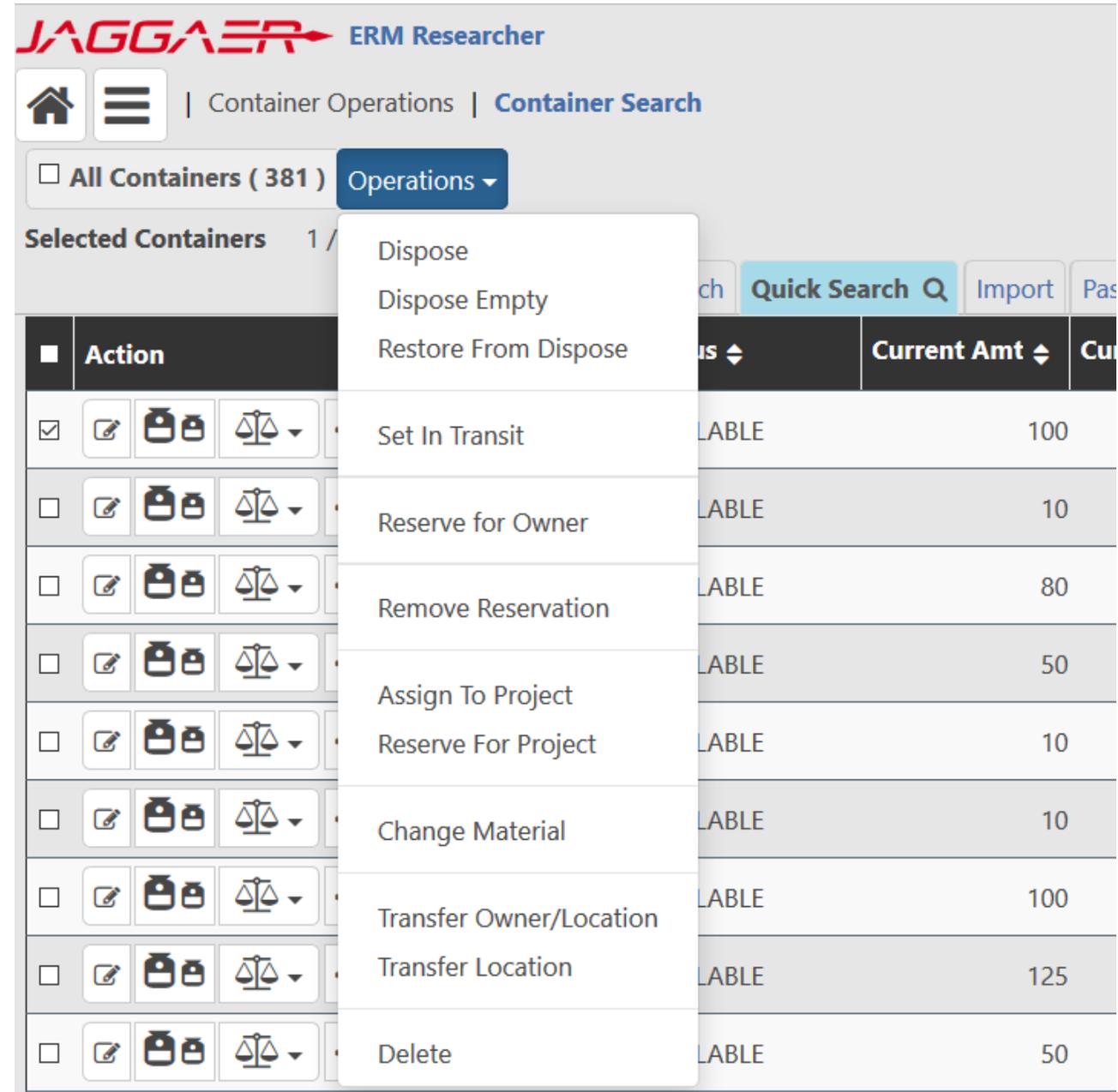
- Container Search is the basic container operation. From the container search results you have access to the following functions:

- Replicate a container .
- Change the quantity of the material .
- View the container's information .
- Edit Container .
- Warnings/Hazards .
- Others.

- One can also perform following operations on selected  containers :

- **Dispose**, Dispose Empty, **Restore from Dispose** containers.
- **Transfer** containers by Location only, Owner and Location.
- **Change the Material** in a container.
- **Delete** containers that were created in error.

Note: Please use “Dispose” when disposing container/material, DO NOT USE “Dispose Empty”.

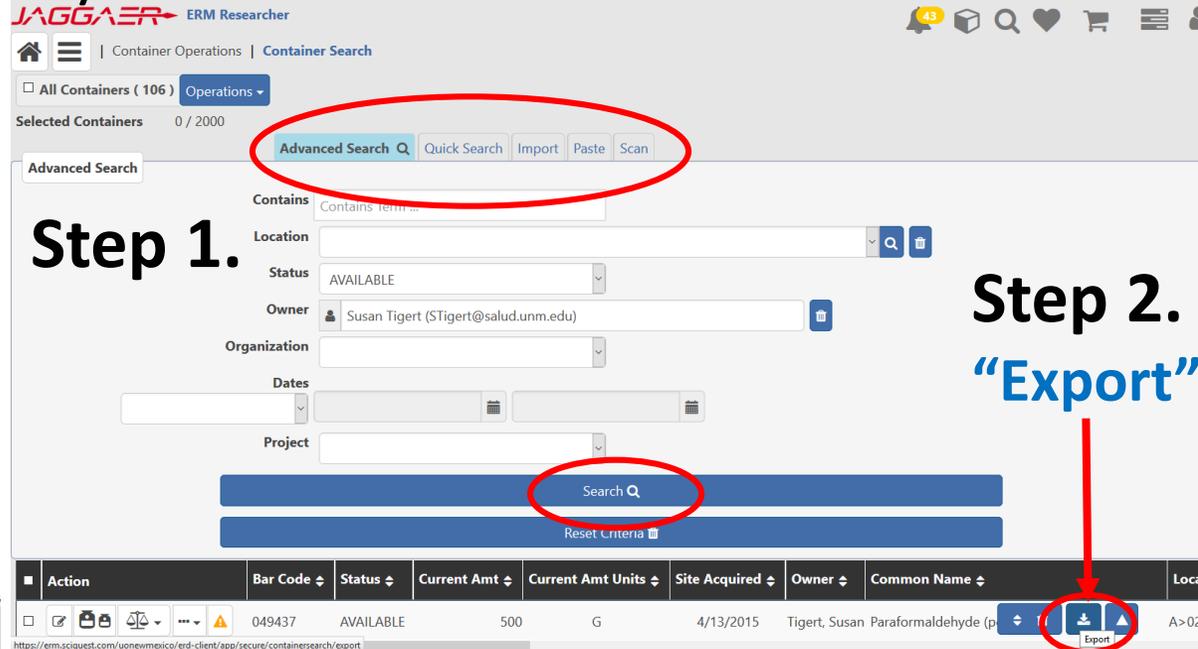


The screenshot displays the JAGGAER ERM Researcher interface. At the top, the logo and user name 'ERM Researcher' are visible. Below the navigation bar, there is a section for 'Container Operations' with a 'Container Search' link. A dropdown menu is open, showing a list of actions for selected containers. The actions include: Dispose, Dispose Empty, Restore From Dispose, Set In Transit, Reserve for Owner, Remove Reservation, Assign To Project, Reserve For Project, Change Material, Transfer Owner/Location, Transfer Location, and Delete. The background shows a table of containers with columns for 'Action', 'Current Amt', and 'Cu'.

Action	Current Amt	Cu
DISPOSE	100	
DISPOSE EMPTY	10	
RESTORE FROM DISPOSE	80	
SET IN TRANSIT	50	
RESERVE FOR OWNER	10	
REMOVE RESERVATION	10	
ASSIGN TO PROJECT	100	
RESERVE FOR PROJECT	125	
CHANGE MATERIAL	50	
TRANSFER OWNER/LOCATION		
TRANSFER LOCATION		
DELETE		

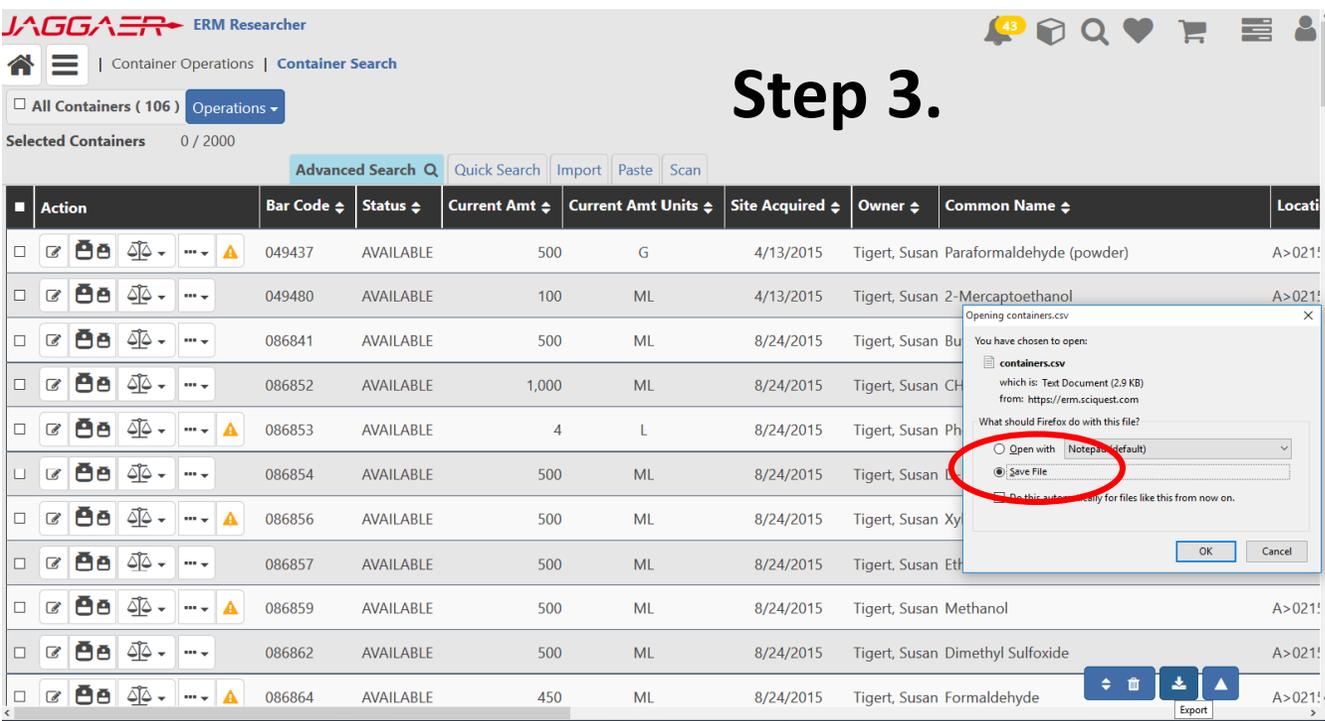
Export/download Chemical Inventory

- 1. Search your Chemical Inventory via  tile.
- 2. Choose the “Export”  icon to download your search result.
- 3. “Save File”.



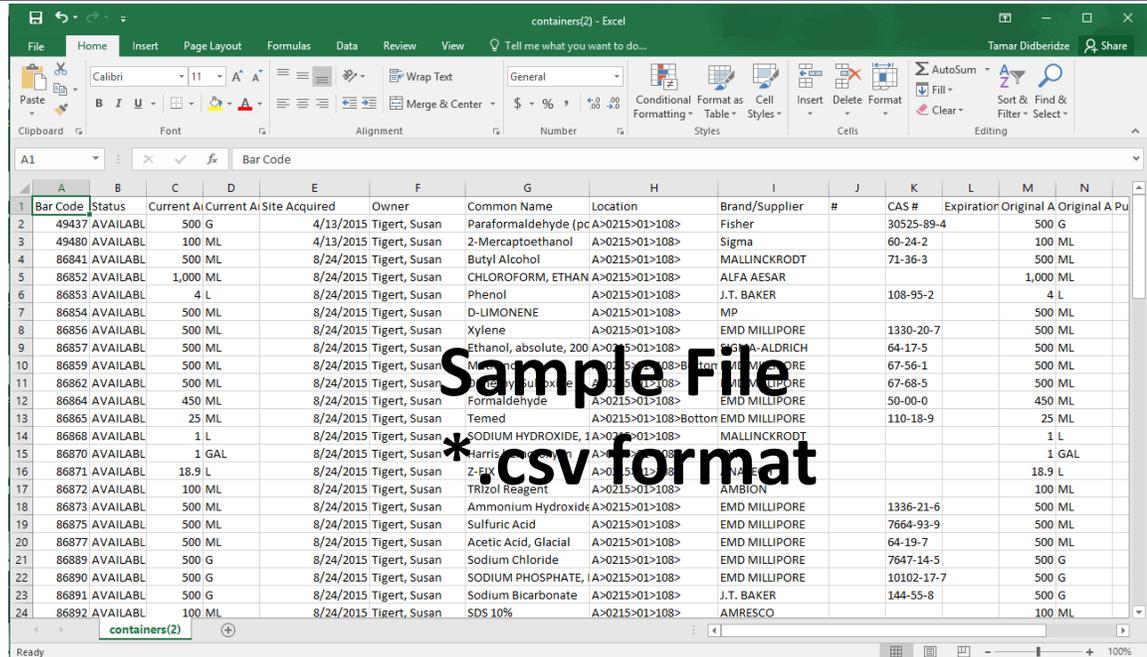
Step 1.

Step 2.
“Export”



Step 3.

Action	Bar Code	Status	Current Amt	Current Amt Units	Site Acquired	Owner	Common Name	Location
	049437	AVAILABLE	500	G	4/13/2015	Tigert, Susan	Paraformaldehyde (powder)	A>021
	049480	AVAILABLE	100	ML	4/13/2015	Tigert, Susan	2-Mercaptoethanol	A>021
	086841	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Butyl Alcohol	A>021
	086852	AVAILABLE	1,000	ML	8/24/2015	Tigert, Susan	CHLOROFORM, ETHAN	A>021
	086853	AVAILABLE	4	L	8/24/2015	Tigert, Susan	Phenol	A>021
	086854	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Ethanol, absolute, 200	A>021
	086856	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Xylene	A>021
	086857	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Ethanol, absolute, 200	A>021
	086859	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Methanol	A>021
	086862	AVAILABLE	500	ML	8/24/2015	Tigert, Susan	Dimethyl Sulfoxide	A>021
	086864	AVAILABLE	450	ML	8/24/2015	Tigert, Susan	Formaldehyde	A>021



Sample File *csv format

If you have any questions please contact:

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