

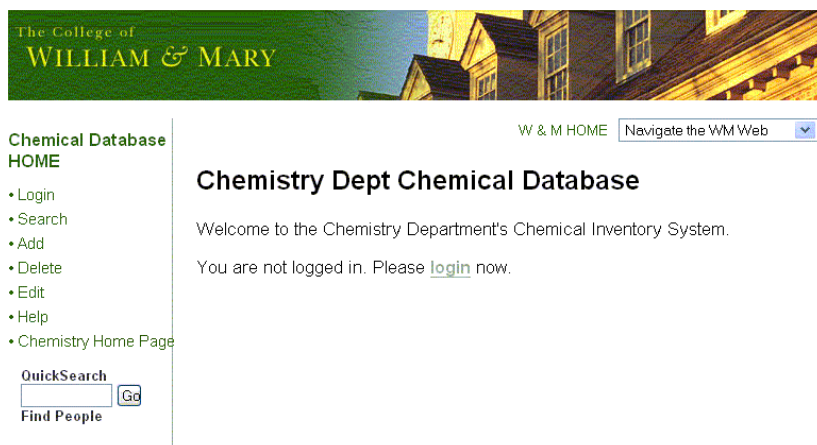
Using the W&M Chemical Inventory Database

June 2006

To manage the inventory for chemical compounds stored Rogers and McGlothlin Street, select users (ltmeng, rdpike, skknud) may modify records through a secure website.

- 1) Open browser of choice (Firefox, Internet Explorer, etc.) and go to:

<https://chemistry.wm.edu/chemicals>



- 2) Click on the Login link at the left of the web page to access the inventory files. Enter your W&M userid and password, then click on the Login button.

Adding Records:

- 3) If adding a record, click on the Add link at the left of the web page. In the fields provided, type applicable info and click on the Submit Query button to post the data. If you want to exit without adding the record, click on the browser's 'back' button.

Editing or Deleting Records:

- 4) For ease of use, always begin by clicking on the Search link, enter desired parameters and click on the Search button. (By starting with this step, your search criteria is applied against the thousands of records currently stored in the database, limiting which records will be displayed. As a result, any attempt to Add/Delete/Edit the inventory records should work more quickly and efficiently.)
- 5) When a search is entered, the list of applicable records will display. Locate the desired record, and utilize applicable links to Edit, Delete, or Show Log for that chemical.
- 6) If editing a record, type applicable changes and click on the Submit Query button to post the data. If you don't want to post changes to the record for that compound, click the browser's 'back' button.
- 7) If deleting a record, verify that the record displayed is indeed the one you wish to delete from inventory, then click on the Delete this Compound from Inventory button. If you want to exit without deleting the record, click on the browser's 'back' button.

Exiting from Database:

- 8) Since there is not a "logout" function, simply close your web browser to exit.