Chemical Management System(CMS)
Getting Started Information Sheet
URL - http://cms.lbl.gov Contact CMS@lbl.gov for access

1) Searching for a Container

Inventory Management from the Main Menu allows you to view your chemical inventory. Search criteria can be specified, but will default to display your entire chemical inventory. All employees with LDAP passwords can search for containers in read-only mode, editing (adding, deleting, editing, disposing) containers requires you to be registered in the system as a chemical owner or proxy to an owner.

a) Searching for a Container
 i) On the Inventory Management menu, click **Container Search**.
  Select Basic Search or Advanced Search.
  Note: Basic Search is the Container Search default.
 ii) Type or select your search criteria in at least one of the search boxes.
 iii) Click **Submit**.

b) Viewing your Search Results
 Both Container Search and Disposed Container Search results have task bars at the top of the page, allowing you to customize the columns displayed in the search-results window. Task bar options include sorting by page, single or multicolumn, and ascending or descending order of a column's value.
 i) To add or remove columns from your search-results screen,
  (1) From Container Search or Disposed Container Search, click **Set Column Visibility**.
  (2) Click to check or uncheck the appropriate check box(es), checked boxes will appear as columns in your search results.

c) Sorting your Search Results
 Initially, the rows returned on the Search Results Page are unsorted.
 i) Single Column Sort,
  (1) Select **Single-column Sort** from the Search Results task bar.
  (2) Click either the up or down arrows below the header of the column you want to sort by.
 ii) Multi-Column Sort,
  (1) Select **Multicolumn Sort** from the Search Results task bar.
  (2) Click either the up or down arrows below the header of the column you want to sort by.
  (3) Repeat Step 2 until you have completed all your sorts.
   The alphanumeric order in the primary column is preserved, but groups of rows that share identical values in the primary column are rearranged so that, the values in the second sort column are now in alphanumeric order.

2) Adding a Container record

a) Adding a Container record
 Adding a container can be done in one of three ways,
 i) Choose **Add a Container** from the Chemical Database home page under Inventory Management. A blank record appears.
 ii) From an Existing Record, click **Add** from the Tool Bar at the bottom of the screen. A clear container screen will appear.

      iii) From an Existing Record, click **Copy** from the Tool Bar. The existing record is duplicated, except for the Container Number.

3) Editing a Container record

a) Selecting a Container record
  i) In the Search Results screen, Click the **Edit** icon, or
  ii) Click the **Chemical Name**

b) Saving a Container record
  i) When you have entered your changes to a record, go to the Task Bar at the bottom of the Add Container screen, Click **Save**.
  Note: You must complete all Required Fields in a record before saving. If you enter incorrect information, a warning will appear next to the field containing it.

c) Undoing a Container record
  i) At any point in the process, if you wish to undo changes you have made to a record before saving, go to the Task Bar at the bottom of the Edit Container screen, Click **Undo**.

d) Copying a Container record
  i) If you wish to copy a record, go to the Task Bar at the bottom of the Edit Container screen, Click **Copy**.

e) Deleting a Container Record
  i) If you wish to delete a record, go to the Task Bar at the bottom of the Edit Container screen, Click **Delete**.

4) Disposing of a Container

a) Dispose of a Container from Container Search
  i) On the Inventory Management menu, click **Container Search**
  Type or select your search criteria, Click **Submit**.
  ii) Click the **Dispose** icon of the container you want to dispose.

b) Dispose of a Container
  i) On the Inventory Management menu, click **Dispose of a Container**.
  ii) Enter the container barcode of the container you wish to dispose of, Click **Dispose**.

5) Retrieving a Disposed Container

a) Retrieve a Container using Disposed Container Search
  i) On the Inventory Management menu, click **Disposed Container Search**
  Type or select your search criteria, Click **Submit**.
  ii) Click the **Undispose** icon of the container you want to retrieve.

b) Retrieving a Disposed Container
  i) On the Inventory Management menu, click **Undispose of a Container**
  Type the container barcode number of the container you wish to undispose of in the barcode box, Assign the container to another employee, Click **Undispose**.

      ii) Select one of the following options: *Leave the owner unchanged*, *Assign the container to me*, or *Assign the container to*

6) Adding a Proxy User
   a) Enabling an employee to edit the container inventory of an owner
      i) On the Administration menu click **Proxies**
      ii) Click the **Proxies for Me** tab at the top of the page
      iii) Enter the name or employee ID of each proxy you wish to designate
      iv) Click **Save**