



1 Overview

Once the client site is established in Vertére Inventory Manager (VIM), you can enter newly received product as well as in-scope items already located on-site.

This reference explains:

- How to Generate Pre-printed Inventory Tags
- How to Add New Inventory

2 Generate Pre-Printed Inventory Tags

You may choose to prepare rolls of pre-printed inventory tags. This is particularly effective when integrating existing inventory found in labs within your organization.

To generate pre-printed inventory tags:

- Select **Tags** from the left menu.
- Click the **Reserve Tag** tab.
- From the **Tag Type** drop down menu select **Inventory Tag**. The **Next available tag** and **Starting tag** field is automatically populated with the next unique barcode sequence available for printing.
- Identify the number of tags to be printed in the **# of tags to reserve** field.
- Click **Reserve Tags**. Click **Continue** to proceed with the request. The system begins processing the request (can take approximately one minute).
- A dialog box will appear asking if you wish to print the tags. Click **Yes, print**.
- You must change the **Template** to the template file established for printing reserve tags.
- Click **OK** to print the tags.

QUICK REFERENCE GUIDE

CATEGORY:
SITE IMPLEMENTATION
TOPIC:
INVENTORY MANAGEMENT

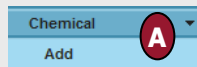
Adding Inventory



3 Add Inventory

The process for adding new products in the inventory that already exist in the Enterprise Catalogue is as follows:

- From the **Chemical** menu option select **Add**.
- Search for the product—the most effective searches are by **Product Number**, by **Vendor** or **Chemical Name**. NOTE: If the product is not found, it must be added to the Enterprise Catalogue before proceeding. Refer to the reference sheet entitled **Enterprise Catalogue** for direction. Once added, continue with this section.
- Click the checkmark icon for the matching product line item. The **Item Add** screen appears with Enterprise Catalogue detail automatically populating some of the inventory level fields.
- From the **Location** drop down menu, select the location of the product. If the location has a **Point of Contact** specified, the **PI** field will auto-populate as will the **Group** if they are attached as the prime for the group.
- Add **Barcode**. If using pre-printed Inventory tags, click in the field and scan in or type the tag #. If system generated, click the **Barcode** button. The system will generate the next available unique tag for the product.
- Click **Save**.
- For system generated tags, click **Print Tag** to print the inventory tag.



Catalog Search

Search Results

Results 1- 3 of 3 Total Pages 1

	Chem Name	Product No.	Amount	U-O-M	Stock Number	Vendor	CAS #	Category Member	Manufacturer
✓	ACETYSALICYLIC ACID	A42	454.0000	gram	ICN15024590	Fisher Scientific	50-78-2		
✓	ACETYSALICYLIC ACID	A42	500.0000	gram	ICN15024590	Fisher Scientific	50-78-2		
✓	ACETYSALICYLIC ACID, USP	A42	453.0000	gram		Fisher Scientific	50-78-2		

Results 1- 3 of 3 Total Pages 1

Cancel

Item Add Notes

Item being added: ACETYSALICYLIC ACID

Parent Tag: [] Amount Remaining: []

* Barcode #: [] UnTagged: * Receive Date: 16-Nov-12

* Location: [] PO Number: []

PI: [] Old Tag: []

Group: [] Custom Text 2: []

Alternate User: [] Lot Number: []

Use...: [] Open date: []

Status...: [] Expire/Re-eval Date: []

Acquisition Type: [] Custom Date 3: []

QTY: 1 Unit Cost: [] Custom Lookup 1...: []

Unit: 500.0000 Custom Lookup 2...: []

Amt Rem(Tare): 500.0000 Account No...: [] Container Type...: []

State: [] Density: 1.4 Refillable:

Save Copy Last Data Add Many Delete Print Tag

4 Add Multiples

If you are entering multiples of the same product going to the same location/PI, use the **Add Many** function:

- Complete all steps in Section 3 above.
- Click **Add Many**. In the screen that opens, identify the number of additional items to be added, click the **Print Tags for New Items** check box, then click **Ok**.

Add Multiple Items

Enter No. of Items to be added [] Print Tags For New Items Show Ok

Enter number of records to add and click Show to Display or Ok to Add