

## Sample Management and Reagent Tracking (SMART)

This course is designed for new users of the SMART system. Participants will learn how to search for and order compounds from in house storage or chemical suppliers, process compound orders, receive compound shipments, and track compound inventory.

### Course Objectives

The participants will be able to:

- ◆ Search for compounds based on data values or structural characteristics
- ◆ Select compounds to order
- ◆ Submit purchase requests
- ◆ Review purchase requests for approval
- ◆ Generate purchase orders
- ◆ Print barcode labels
- ◆ Enter items from a received shipment into inventory
- ◆ Update inventory information, including compound properties, location, and amount in stock
- ◆ Create standard reports

### Prerequisites

None

Note: This course does not teach in depth structure searching. For such skills, see Molecule Searching.

### Course Length

We are offering auditorium presentations and hands-on mini-workshops.

### Examples from the Class

#### Searching for compounds

Search SMART Inventory and:  CPI Hits Per Page: [20] Grid Width: [4]

Molregno =

Molecular Weight =

Catalog Number =

CAS =

Name =

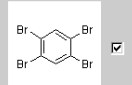
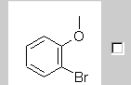
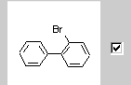
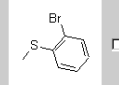
or Alternate Name =

Formula =

Structure [sss]

**search reset**

#### Selecting compounds to order

 MFCD00000063  
12 Suppliers
   MFCD00000064  
25 Suppliers
   MFCD00000065  
11 Suppliers
   MFCD00000066  
5 Suppliers

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next]

**SHOPPING**

#### Generating a purchase request

Generating purchase request number 61

ItemNum	CatalogNum	Description	Cost	Size	Unit	Qty	Vendor	ShipVia
1	37,515-2	BENZENESELENOL	\$ 35.2	G	1	1	Aldrich Chemical Company Inc	NextDay
2	22306-0050	PHENYLSELENENYL	\$ 28.7	G	5	1	Acros Organics	NextDay
3	D3,900-2	1,2-DIBROMOBENZENE	\$ 16.4	G	5	1	Aldrich Chemical Company Inc	NextDay
4	37,515-2	BENZENESELENOL	\$ 35.2	G	1	1	Aldrich Chemical Company Inc	NextDay
5	22306-0050	PHENYLSELENENYL	\$ 28.7	G	5	1	Acros Organics	NextDay
6	D3,900-2	1,2-DIBROMOBENZENE	\$ 16.4	G	5	1	Aldrich Chemical Company Inc	NextDay

**continue**