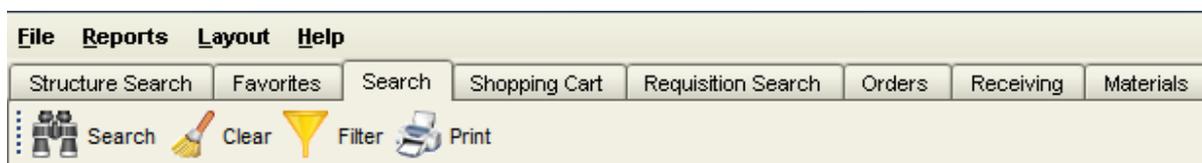


SciQuest ERM Cheat Sheet – Overview of Tabs and their Uses for DLPs

Clicking on the top-level tabs in the browser window gives you access to functions of the system. Tabs are hidden or displayed depending on your user permissions.

The following Tabs focus on the permissions of a DLP.



Structure Search Tab	You can search for structures by various identifiers. The search provides results in the form of individual structure renderings that can be manipulated according to your needs.
Favourites Tab	You can create and maintain a list of favourite materials from Hosted Catalogues and Stockrooms. Materials from this list of favourites can be added directly to the Shopping Cart tab from the Favourites tab.
Search Tab	You can search in a number of ways for chemical or non-chemical materials or containers via Hosted Catalogues, Inventory, Storage Area, Stock Rooms, e-Molecules sources.
Shopping Cart Tab	Displays the requested materials from your Search. You can save requisitions and container requests.
Requisition Search	You can search for previously submitted or saved requisitions based on search criteria. Also allows you to select a complete requisition for reuse. This function is not available to the Researcher.
Orders Tab	You can search for and view historical Shopping Carts and also select to be ordered again using the same information.
Receiving Tab	Allows you to receive containers, assign and/or print Barcodes.
Materials Tab	You can search for and view ERM materials by various criteria. All researchers and DLPs have the ability to create containers and create materials