



**Open Range**  
SOFTWARE

# **CTS User Manual**

# **HMIS**

**Last Edited: 04 August 2022**

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# Introduction

The CTS Hazardous Material Inventory System (HMIS) program provides a user-friendly system to record, manage, and report information on chemical inventory. This software is a powerful tool for effectively managing hazardous material. Using this software correctly can help ensure your company will:

- Comply with OSHA Hazard Communication Standard requirements by providing employees access to Safety Data Sheets (SDS) for hazardous chemicals
- Demonstrate compliance and generate reports that meet the requirements of federal and state laws
- Maintain all chemical inventory data is secure and inaccessible by unauthorized personnel
- Reduce inventory errors with automatic tracking of all transactions occurring to chemical inventory records

With HMIS, your organization will be able to save time and money by reducing chemical inventory discrepancies, and providing fast, easy, and secure access to hazardous material records.

HMIS is implemented through three areas:

- CTS161: SDS
- CTS203: Chemical Inventory
- CTS283: Procurement Interface

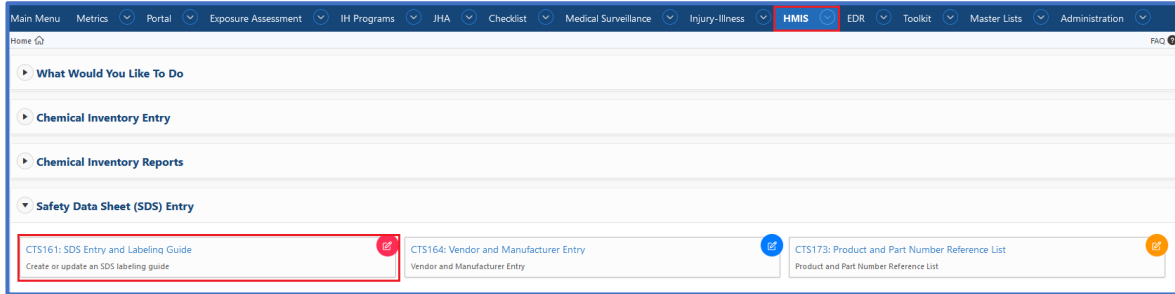
# Chapter 1 – SDS (Safety Data Sheets)

HMIS provides options to manage Safety Data Sheets as well as chemical inventory. The SDS Entry submenu contains tools for creating/updating SDS labeling guides in compliance with OSHA standards.

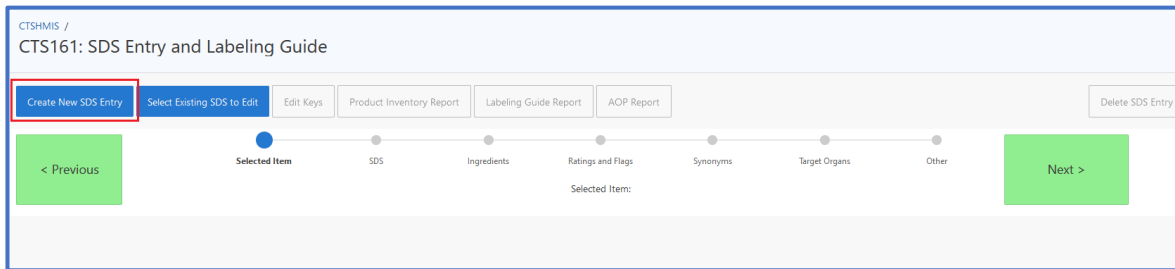
## CTS161: SDS Entry and Labeling Guide

### Create New SDS Entry

Click CTS161: SDS Entry and Labeling Guide button.

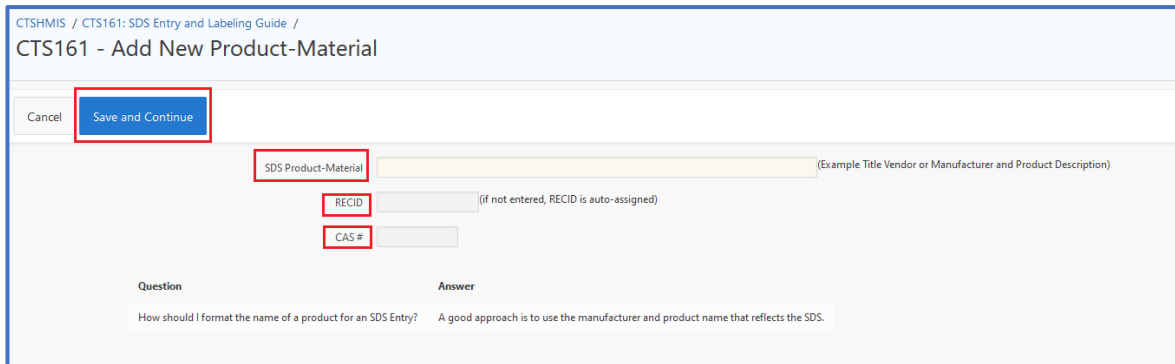


Click **Create New SDS Entry** button.



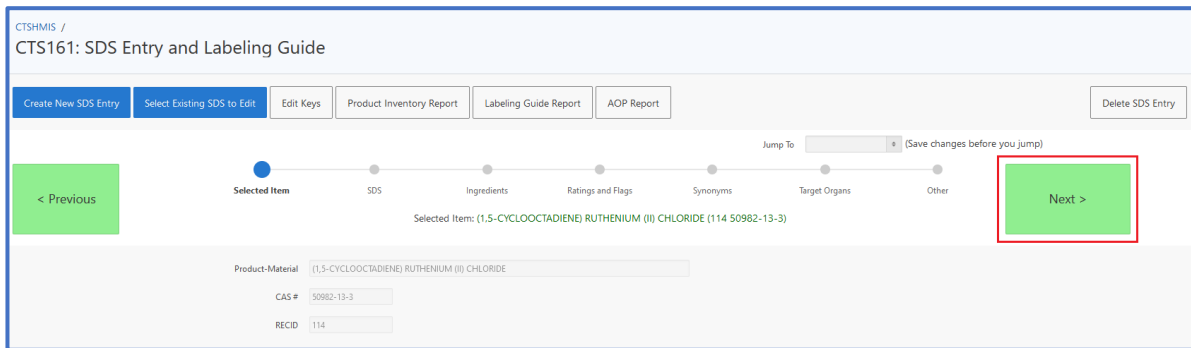
Enter *SDS Product-Material*, *RECID*, and *CAS#*.

Click **Save and Continue** button.

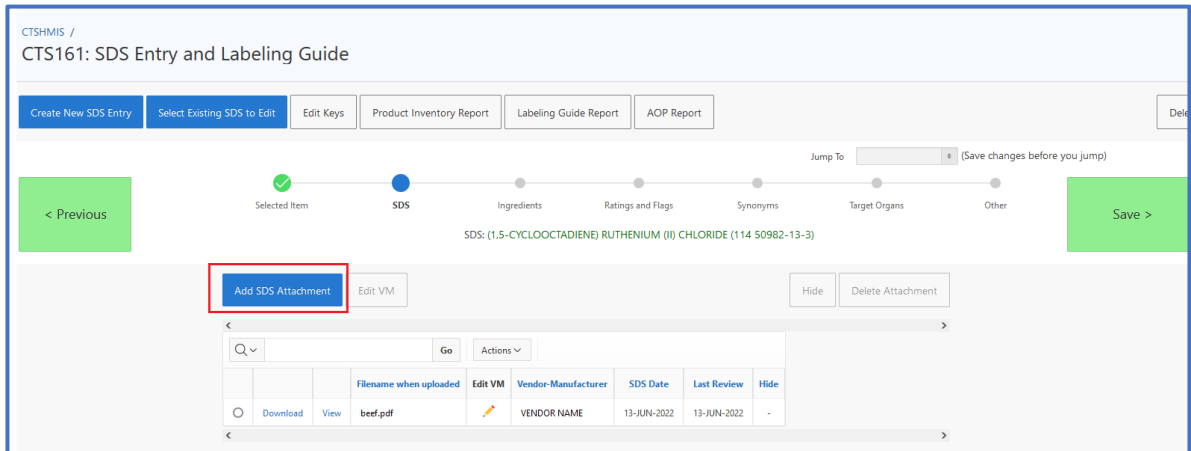


Field	Description
SDS Product-Material	Enter vendor or manufacturer and product description.
RECID	Enter RECID. If not entered, RECID is auto assigned.
CAS#	Enter the Chemical Abstracts Service (CAS) Registry number.

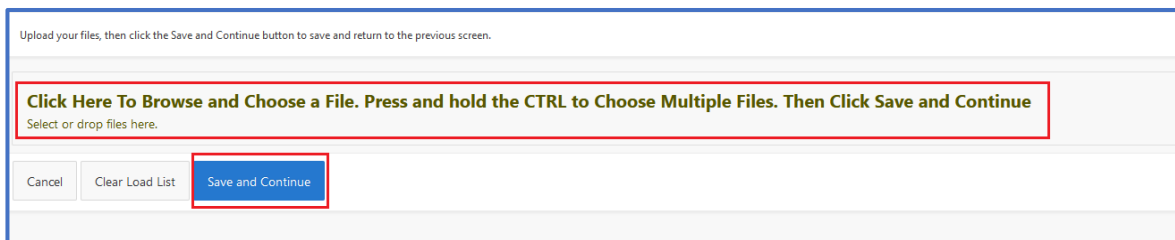
From *Selected Item* tab, click **Next** button.



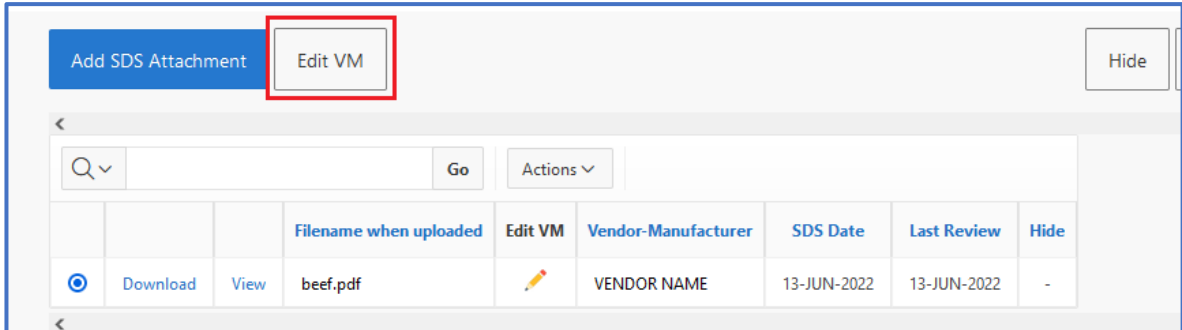
On *SDS* screen, click **Add SDS Attachment** button.



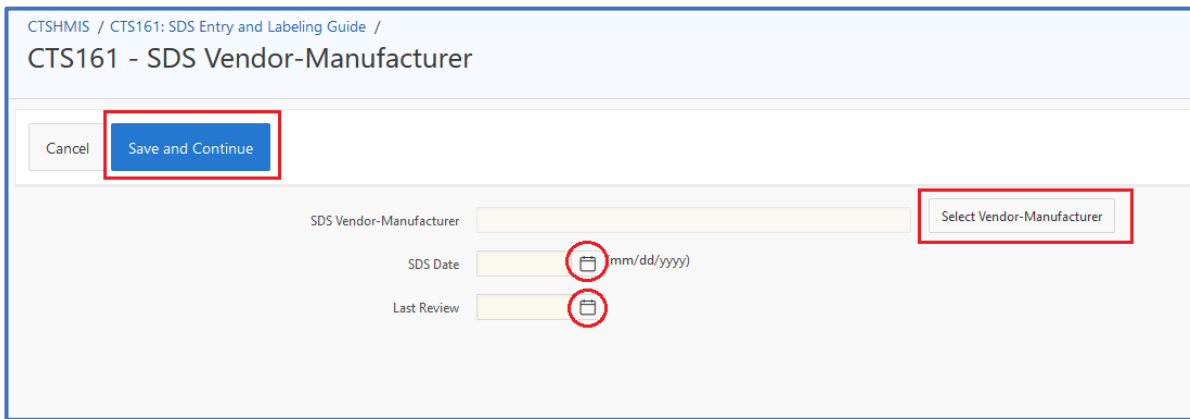
Upload file(s). Click **Save and Continue** button.



Click radio button to select an attachment. Click **Edit VM** button.

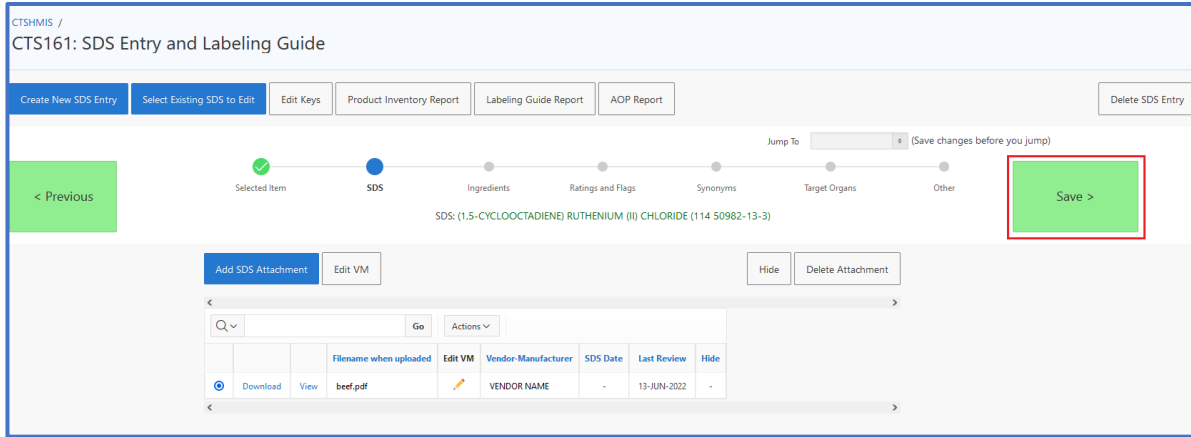


Select *Vendor-Manufacturer*, *SDS Date*, and *Last Review* date. Click **Save and Continue** button.

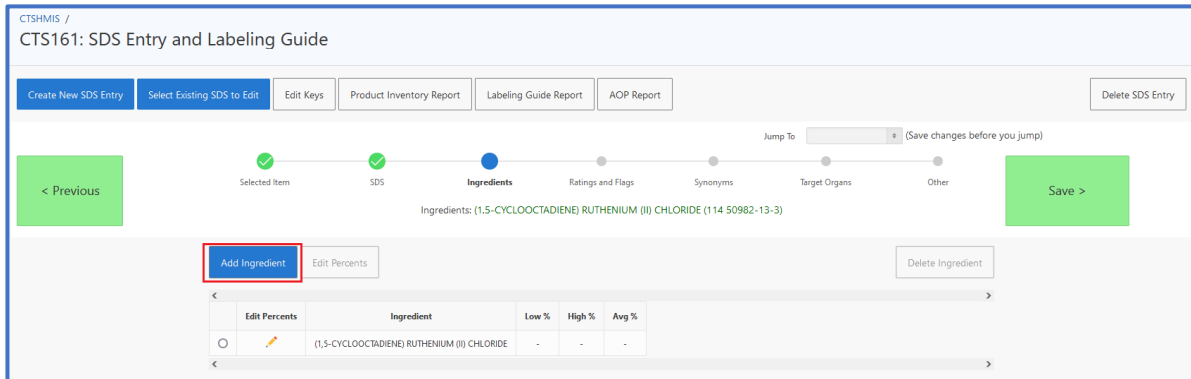


Field	Description
<i>SDS Vendor-Manufacturer</i>	Click Select Vendor-Manufacturer button to select a vendor or manufacturer from the list or add a new vendor.
<i>SDS Date</i>	Represents the date of the SDS.
<i>Last Review</i>	Represents the date of the SDS last review.

Click **Save** button.

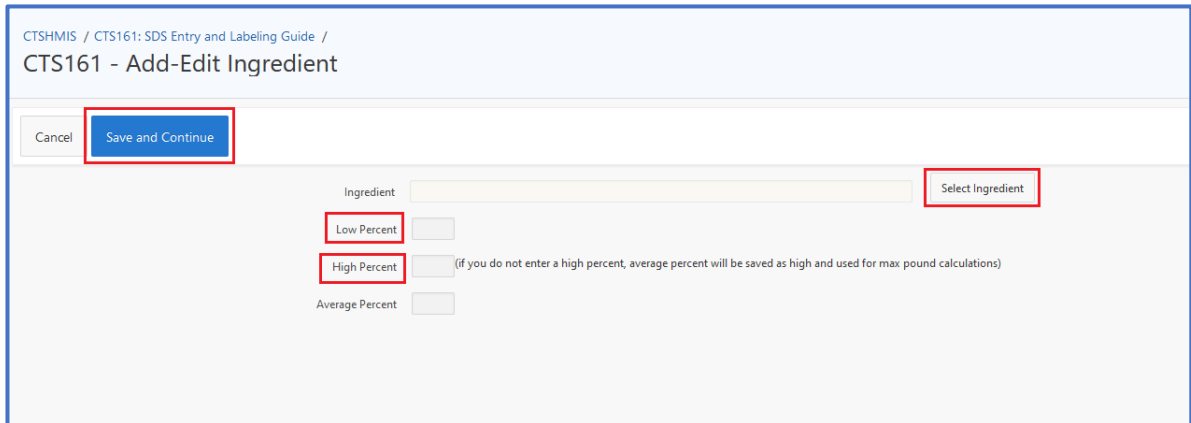


On *Ingredients* screen, click **Add Ingredient** button.



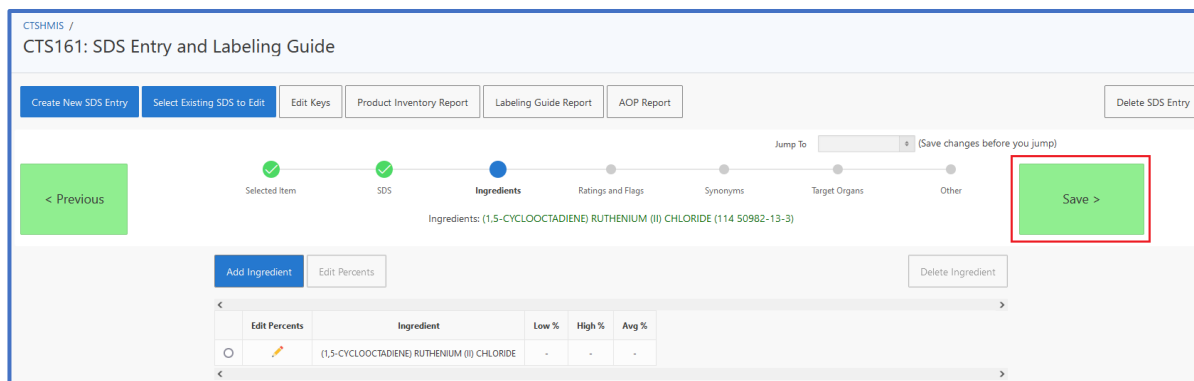
Select *Ingredient*. Enter *Low Percent* and *High Percent* values. *Average Percent* is calculated by system.

Note: If you do not enter a high percent, average percent will be saved as high and used for max pound calculations.



Field	Description
<i>Select Ingredient</i>	Click Select Ingredient button to select an ingredient from the list or add a new ingredient.
<i>Low Percent</i>	Represents the low percent of ingredient present
<i>High Percent</i>	Represents the high percentage of ingredient present
<i>Average Percent</i>	Represents the average percentage of ingredient present. Automatically calculated.

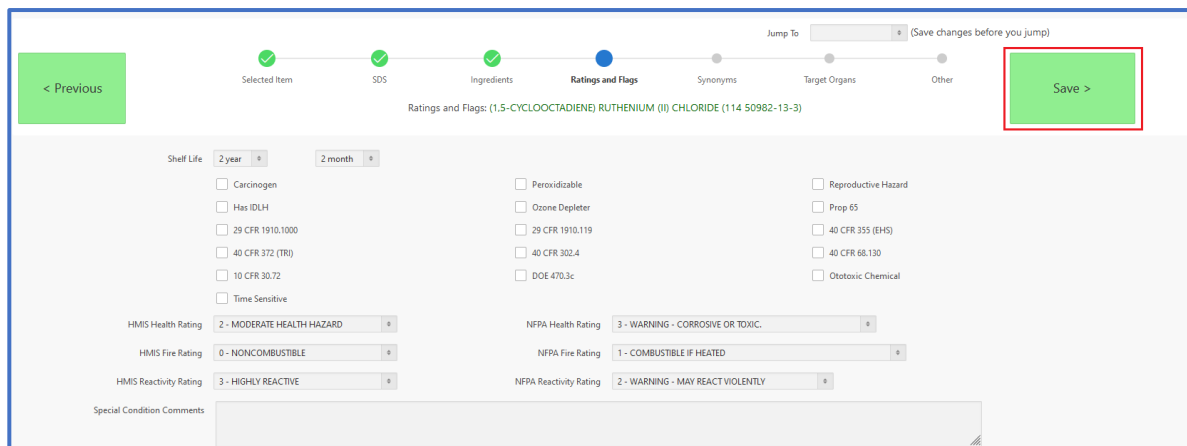
Click **Save** button.



On *Ratings and Flags* screen, use pulldown menus to select *Shelf Life*, *HMIS Health Rating*, *HMIS Fire Rating*, *HMIS Reactivity Rating*, *NFPA Health Rating*, *NFPA Fire Rating*, and *NFPA Reactivity Rating*.

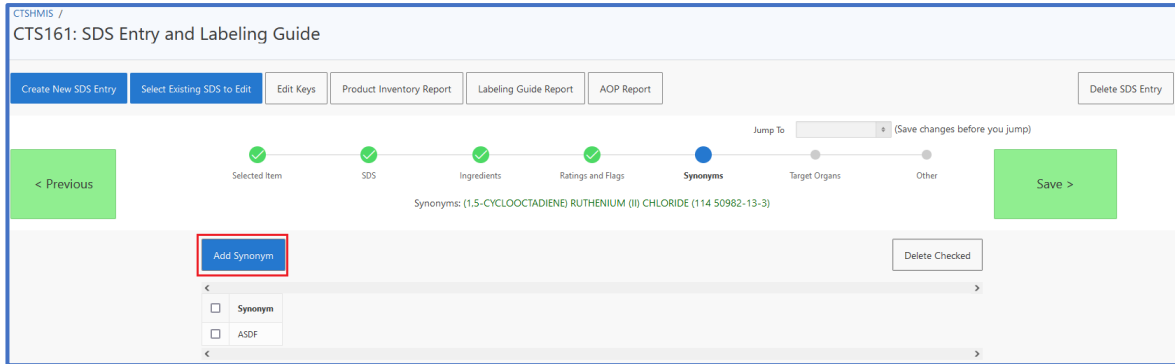
Click checkbox(es) to select flags. Enter any *Special Condition Comments*.

Click **Save** button.

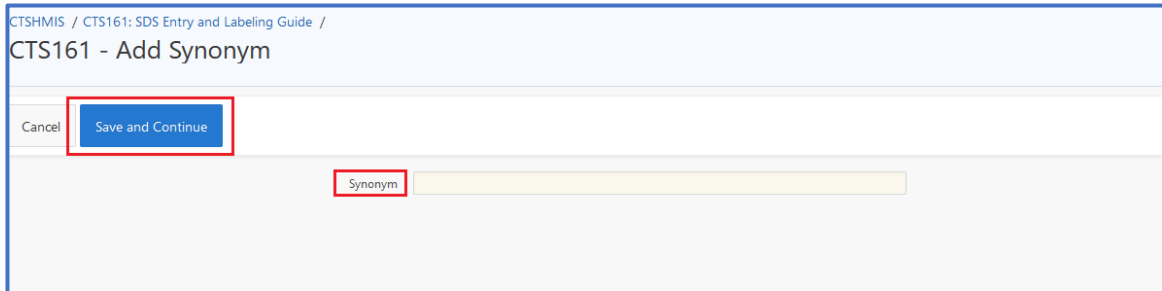




On *Synonyms* screen, click **Add Synonym** button.

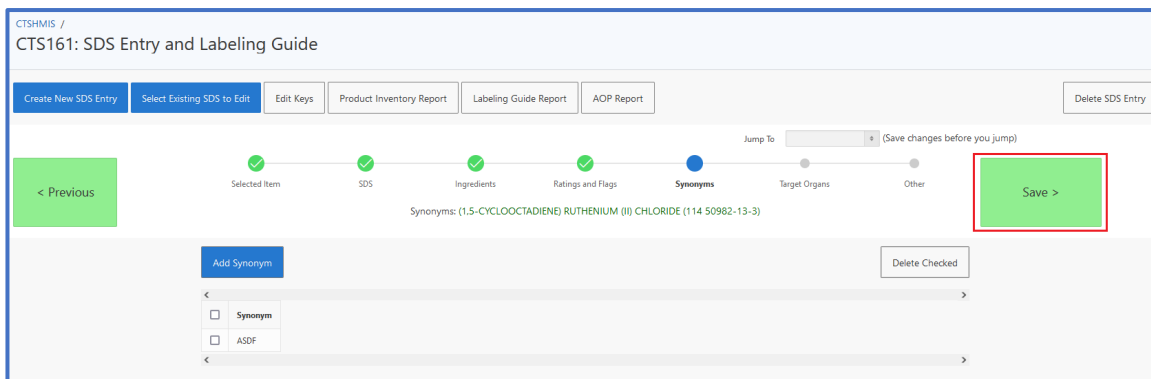


Enter *Synonym* in text field. Click **Save and Continue** button.

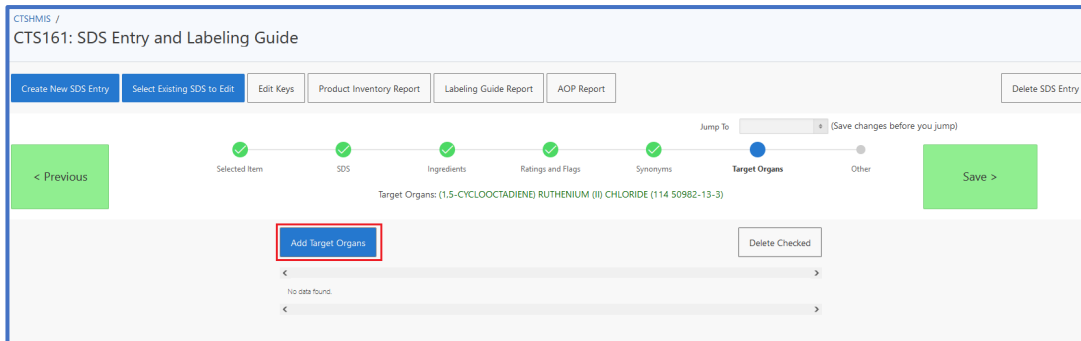


Field	Description
<i>Synonym</i>	Add an alias for an ingredient here.

Click **Save** button.

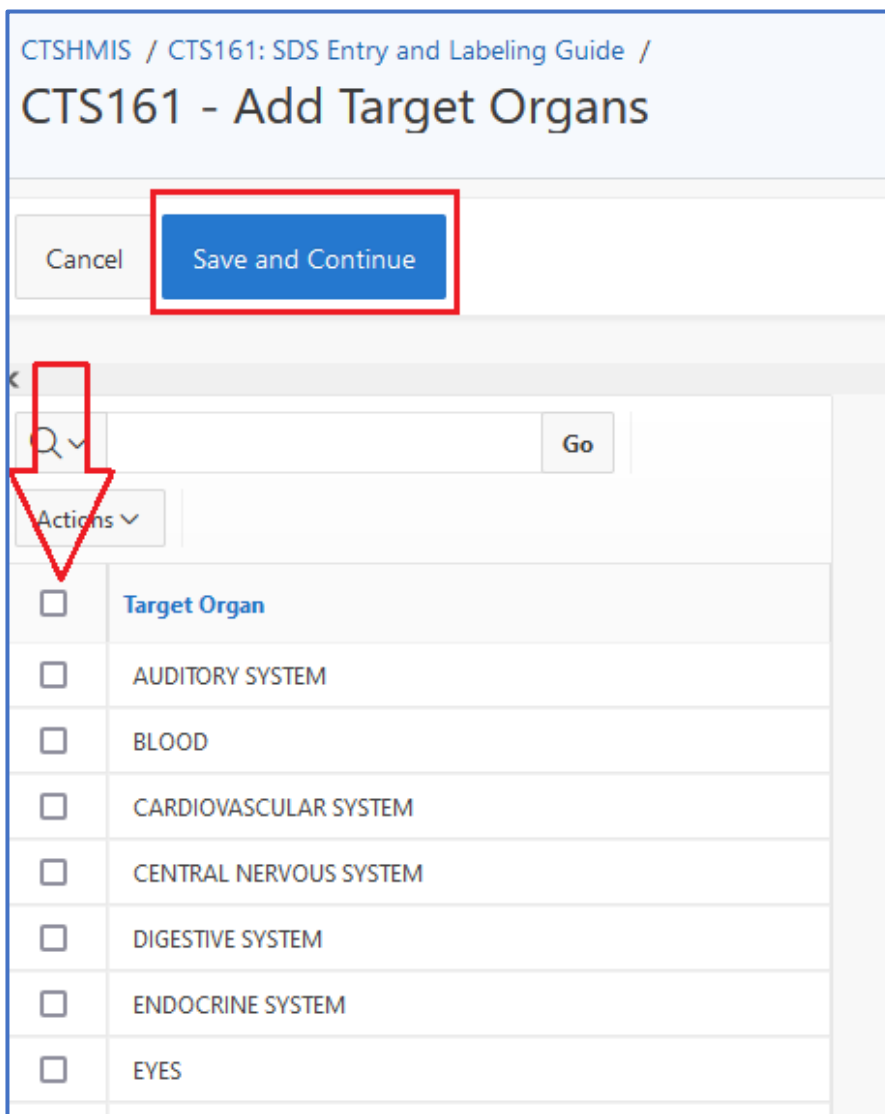


On *Target Organs* screen, click Add Target Organs button.

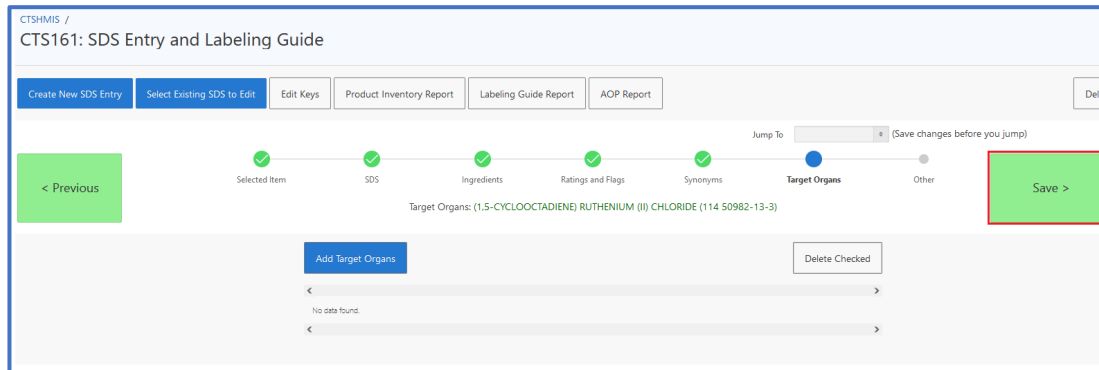


Click checkbox(es) to select a chemical's target organs.

Click **Save and Continue** button.

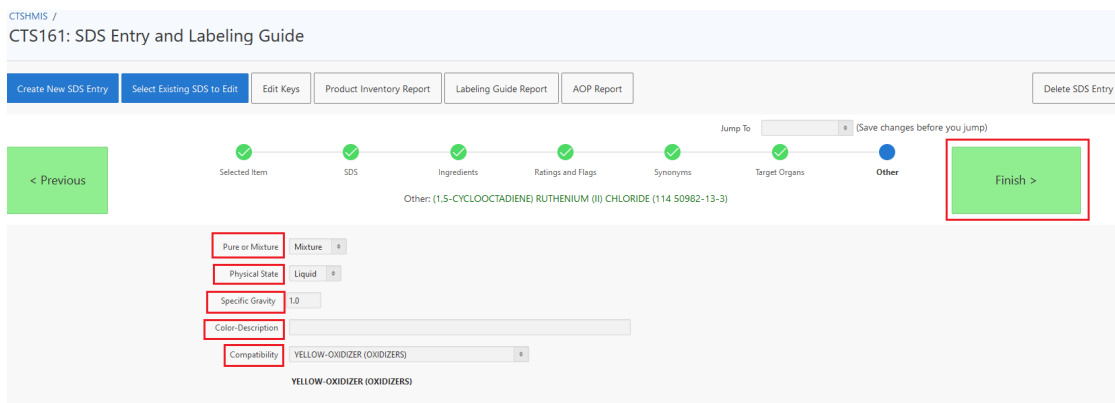


Click **Save** button.



On *Other* screen, use pulldown menus to select *Pure or Mixture*, *Physical State*, and *Compatibility* options. Enter *Color-Description* into text field.

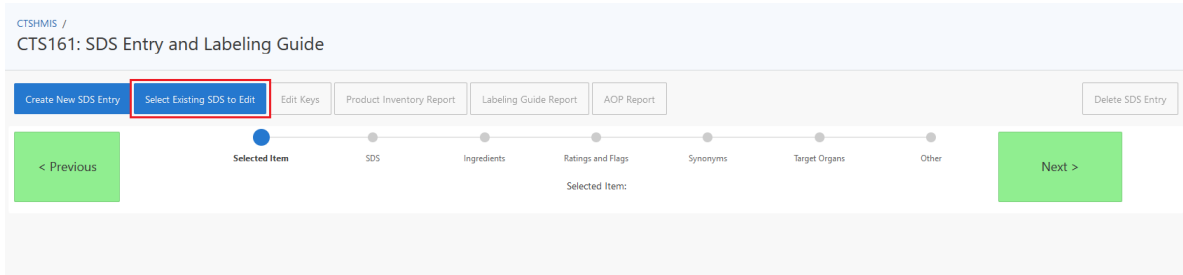
Click **Finish** button.



Field	Description
<i>Pure or Mixture</i>	Is the chemical pure or a mixture?
<i>Physical State</i>	Is the chemical solid, liquid, or gas?
<i>Specific Gravity</i>	Enter the specific gravity of the chemical.
<i>Color-Description</i>	Enter the color or description of the chemical.
<i>Compatibility</i>	Select the compatibility from the list.

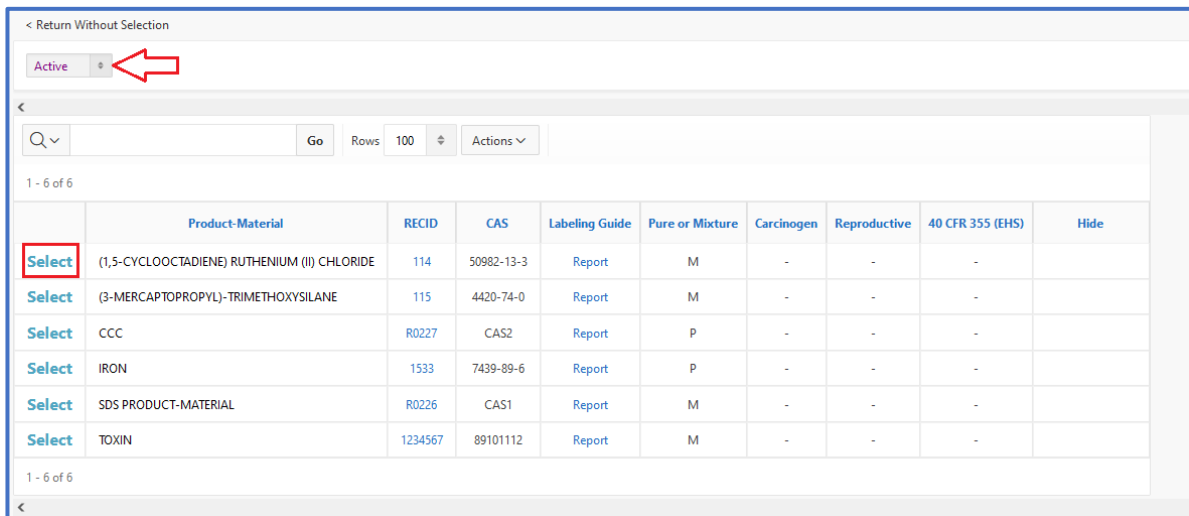
## Edit Existing SDS Entry

Click **Select Existing SDS** to Edit button.

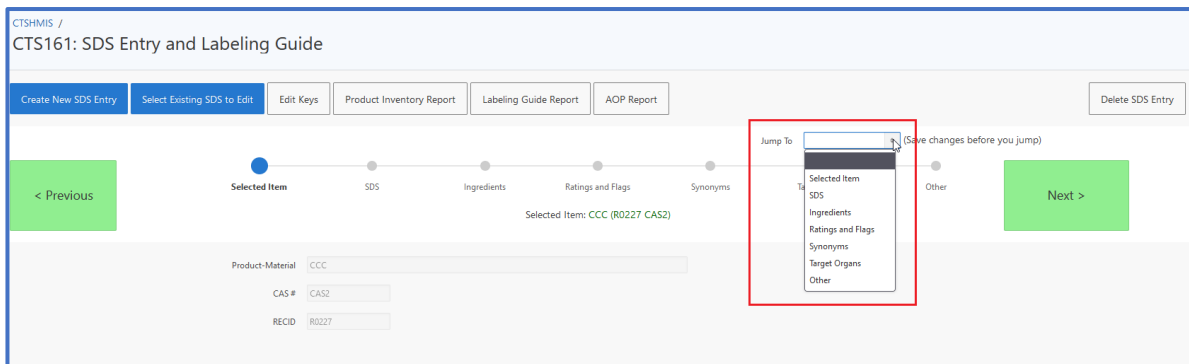


Use pulldown menu to toggle between *ALL*, *Active*, or *Inactive*.

Click blue **Select** text to select an item.



From *Selected Item* screen, use pulldown menu to select *Jump To* destination screen.



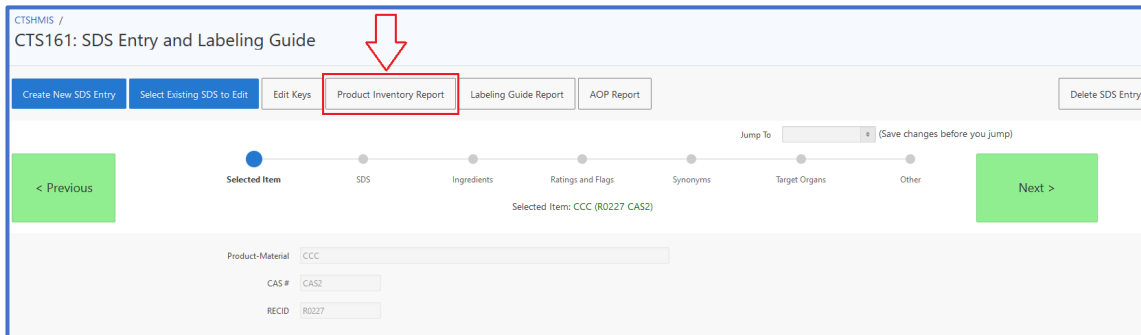
Once finished editing, save any changes.

## Print SDS Reports

### Product Inventory Report

Select an existing SDS to edit.

From navigation style menu, click **Product Inventory Report** button.



The report is displayed in a new browser tab.

Chemical Inventory Listing												
Control Area	Item ID	Material	RECID	CAS No.	Amount	Unit	Pounds	Original Entry	--Shelf Life Expiration	Location	Loc-2	Loc-3
CAREA1	0000108	CCC	R0227	CAS2	2	GALW	16.691	20-APR-2022		AREA 1	BUILDING 1	

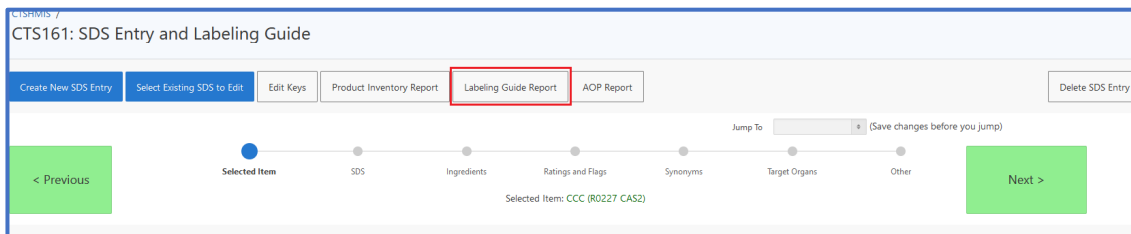
*Close browser tab when finished viewing.*

### Labeling Guide Report

In support of OSHA's Hazard Communication (HAZCOM) Standard, the CTS SDS Labeling Guide Report helps ensure that all hazardous chemicals are properly labeled. Per HAZCOM requirements, this report includes information about the chemical identify of the material, appropriate hazard warnings, and the name of the manufacturer, importer, or other responsible party.

Select an existing SDS to edit.

From navigation style menu, click **Labeling Guide Report** button.



The report is displayed in a new browser tab.

The screenshot shows a web application interface for an SDS Label Guide Report. At the top, there is a blue header with the text "Open Range". Below the header, there is a navigation menu with a button labeled "AOP SDS Label Guide Report". The main content area is titled "SDS Label Guide Report" and contains the following information:

Material:	<b>CCC</b>
RECID:	<b>R0227</b>
CAS #:	<b>CAS2</b>

Below this information is a section titled "Ratings and Hazard Flags". Underneath that is a section titled "Other" with the following details:

Pure or Mixture:	<b>Pure</b>
Physical State:	<b>Solid</b>
Specific Gravity:	<b>1.0</b>

Close browser tab when finished viewing.

## Delete An SDS Entry

Select an existing SDS to edit.

From navigation style menu, click **Delete SDS Entry** button.

The screenshot shows the "CTS161: SDS Entry and Labeling Guide" interface. At the top, there is a navigation menu with buttons for "Create New SDS Entry", "Select Existing SDS to Edit", "Edit Keys", "Product Inventory Report", "Labeling Guide Report", and "AOP Report". A red arrow points to a button labeled "Delete SDS Entry" in the top right corner. Below the navigation menu is a breadcrumb trail: "Selected Item" > "SDS" > "Ingredients" > "Ratings and Flags" > "Synonyms" > "Target Organs" > "Other". The "Selected Item" step is highlighted with a blue dot. Below the breadcrumb trail is a "Jump To" dropdown menu and a "(Save changes before you jump)" button. At the bottom of the interface, there are input fields for "Product-Material" (value: CCC), "CAS #" (value: CAS2), and "RECID" (value: R0227). There are also green buttons for "< Previous" and "Next >".

Click **OK** button in alert box to confirm delete.

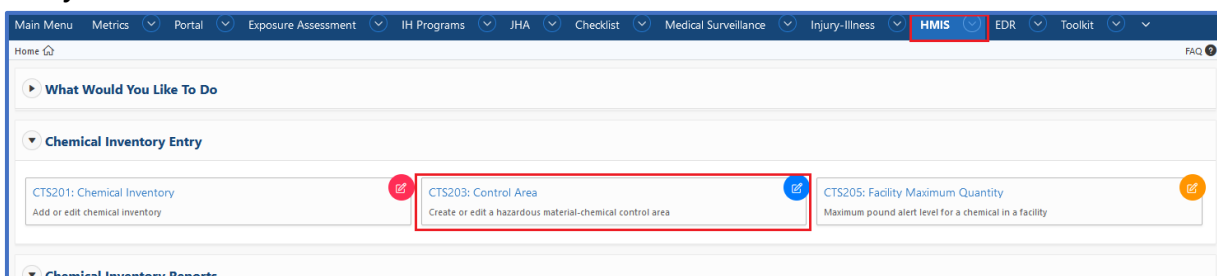
## Chapter 2 – Chemical Inventory

Creating hazardous material and chemical control areas are pertinent to properly setting up HMIS tracking and reporting. Each control area typically represents a storage/use location of chemicals within a facility. Each facility may contain one or more control areas, as applicable to your setup.

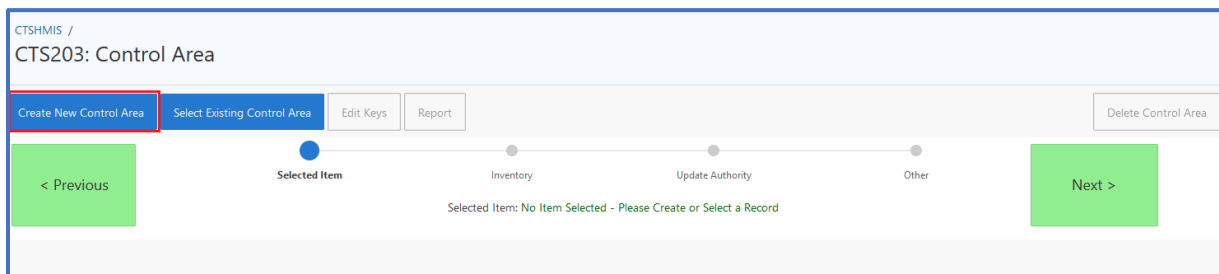
### CTS203: Control Area

#### Create New Control Area

To add a control area, click **CTS203: Control Area** under *Chemical Inventory Entry* submenu.



Click **Create New Control Area** button.



Enter *Control Area ID* in text field.

Click **Select Location** button to choose a location.

Click **Select Person** button to choose a custodian.

Click **Select Organization** button to choose an organization.

Use pulldown menus to select *Control Area Status*, *Work Area Code*, *Site*, and *Company*.

Click **Save and Continue** button.

CTSHMIS / CTS203: Control Area /  
 CTS203 - Control Area - Add-Edit

Cancel Save and Continue

Control Area ID 56789

Location AREA 1 Select Location

BUILDING 1

ROOM 1

Custodian WKRBADGE > Select Person WORKER, WILLIAM

Organization MAINL1 MAINL1 Select Org Clear

Control Area Status ACTIVE

Work Area Code OP - OPERATIONAL - TRACK EACH ITEM

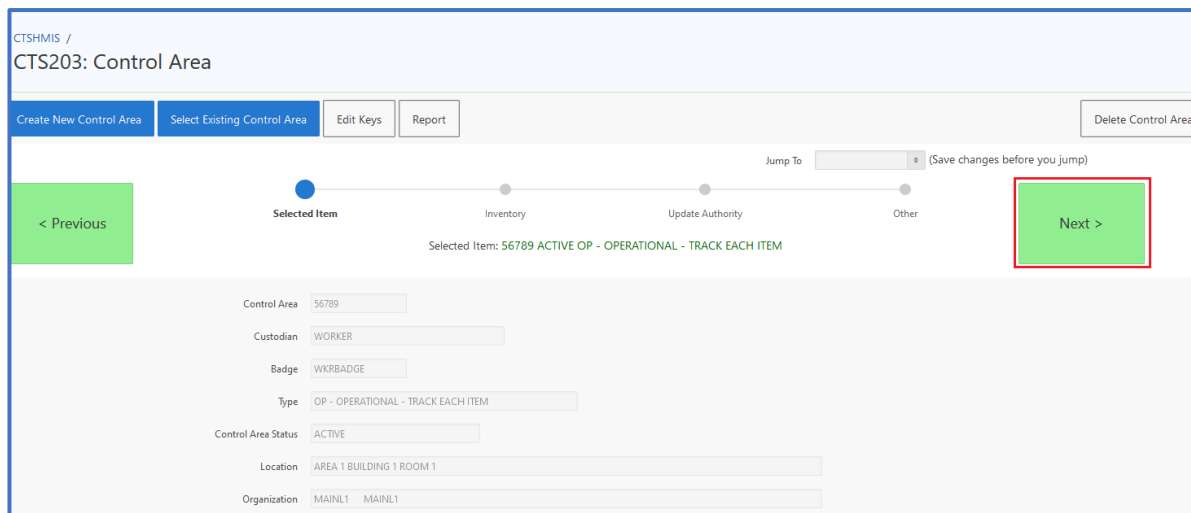
Site SITE2 (SITE2) Select Site

Company COMP4 (COMP4) Select Company

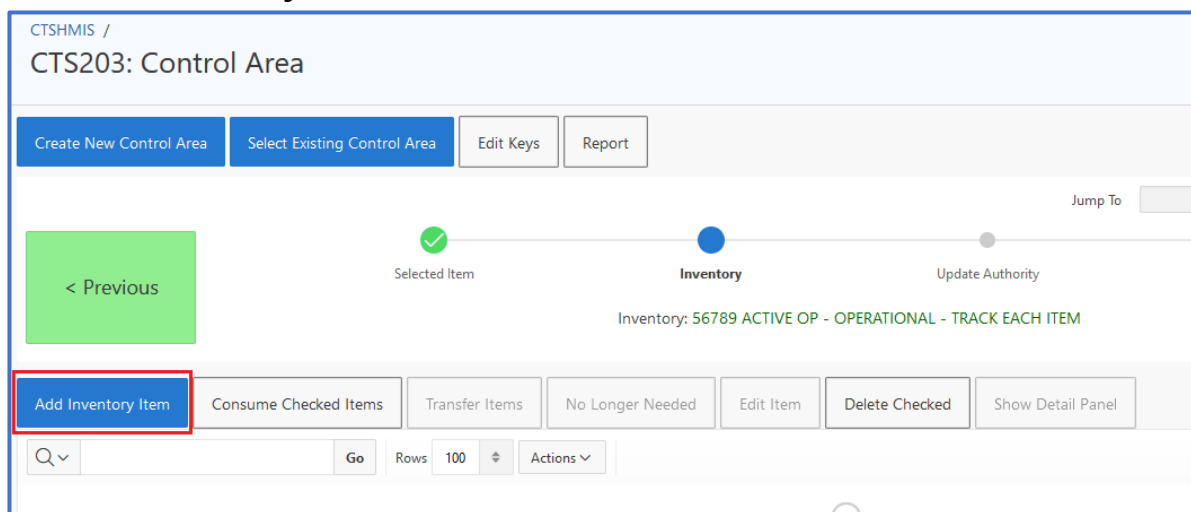
FIELD	DESCRIPTION
<i>Control Area ID</i>	Enter an ID number for the new control area.
<i>Location</i>	Enter the location of control area.
<i>Custodian</i>	Select a worker that will have custodian duties in the control area.
<i>Organization</i>	Select the organization where control area is located
<i>Control Area Status</i>	Choose active or inactive.
<i>Work Area Code</i>	Select a work area code. <b>OP</b> -track each item or <b>ML</b> -track in bulk.
<i>Site</i>	Select the site where control area is located.
<i>Company</i>	Select the company where control area is located.



Click **Next** button to proceed to *Inventory* screen.



Click **Add Inventory Item** button.



Enter text into *Sub Area*, *Item Volume/Weight Amount*, *Number of Items To Create*, *Material Description*, and *Comments* text fields.

Click **Select Product From CTS173** List button to select *Chemical Product*.

Use pulldown menus to select *Item Volume/Weight Unit*, *Physical State*, *Container Code*, *Pressure Code*, and *Temperature Code*.

Click **Save and Continue** button.

CTSHMIS / CTS203: Control Area /  
 CTS203 - Add-Edit Inventory

Cancel Save and Continue

Control Area 56789 - OP ( AREA 1 BUILDING 1 ROOM 1)

Sub Area B2

Chemical Product CCC Select Product From CTS173 List

Item Volume/Weight Amount 2

Item Volume/Weight Unit GALW

Number of Items To Create 1 (change if you want more than 1 item created)

Physical State SOLID

Container Code N - PLASTIC BOTTLES OR JUGS

Pressure Code 1 - AMBIENT PRESSURE

Temperature Code 5 - GREATER THAN AMBIENT TEMPERATURE

Material Description Description of this material...  
31 of 390

Comments Additional comments here...  
27 of 390

FIELD	DESCRIPTION
<i>Sub Area</i>	Optional-enter sub area of control area.
<i>Chemical Product</i>	Select the chemical product to be added to inventory.
<i>Item Volume/Weight Amount</i>	Enter a value.
<i>Item Volume/Weight Unit</i>	Select a value: GALW, KG, L, LB, or ML.
<i>Number of Items To Create</i>	Default is 1. Change if you want more than one item created.
<i>Physical State</i>	Select a value: solid, liquid, or gas.
<i>Container Code</i>	Select a code from the list.
<i>Pressure Code</i>	Select a code from the list.
<i>Temperature Code</i>	Select a code from the list.
<i>Material Description</i>	Enter additional description of product here.
<i>Comments</i>	Enter any additional comments here.

Click **Save** button to continue to *Update Authority* screen.

CTS203: Control Area

Create New Control Area | Select Existing Control Area | Edit Keys | Report | Delete Control Area

Jump To: (Save changes before you jump)

< Previous | Selected Item | **Inventory** | Update Authority | Other | Save >

Inventory: 56789 ACTIVE OP - OPERATIONAL - TRACK EACH ITEM

Add Inventory Item | Consume Checked Items | Transfer Items | No Longer Needed | Edit Item | Delete Checked | Show Detail Panel

Q [ ] Go Rows 100 Actions [v]

1 - 1 of 1

	Immediate	Edit Item	Item ID	Sub Area	Chemical Product	RECID	Amount	Unit	PhySt	Calculated Pounds	Last Activity	Inventory Status	Shelf Life Expiration	Entry Date
<input type="checkbox"/>	Click To Consume Fully		0000110	B2	CCC	R0227	2	GALW	SOLID	16.691	02-AUG-2022	1 - USAGE		02-AUG-2022

1 - 1 of 1

On *Update Authority* screen, click **Add Person With Update Authority** button.

Add Person With Update Authority | Delete Checked


Q [ ] Go Rows 100 Actions [v]

1 - 1 of 1

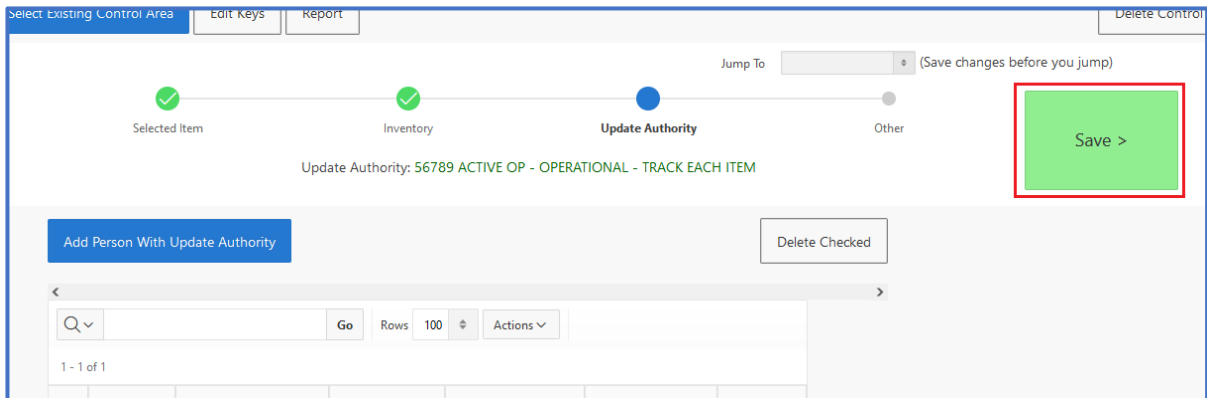
	Badge	Custodian and Alternates	Edit Email and Org	Email	Current Organization	Role
<input type="checkbox"/>	WKRBADGE	WORKER, WILLIAM		WORKER@FAKE.MAIL	OPL1 OPL1	CUSTODIAN

1 - 1 of 1

Click blue **Select** text to choose a worker from the list.

	Last Name ↑	First Name	Badge	UID	Email	Site	Company
	194	194	194	194	-	SITE	COMPANY
Select	COX	CHARITY	123456	-	address@email.com	SITE3	COMP3
Select	COX	CHARITY	CHARITY	CHARITY	charity@fakemail.com	SITE	COMPANY
Select	GRINER	CARLEENA	CARLEENA	CARLEENA	carleena@email.com	SITE	COMPANY
Select	IHLABMGR	LARRY	IHEQPBADGE	IHEQPLOGON	IHLAB@FAKE.MAIL	SITE	COMPANY
Select	IHPEEREVIEW	PETER	PRVWBADGE	IHSPEER	IHSPEER@FAKE.MAIL	SITE	COMPANY
Select	IHSAFETYPRO	SANDY	IHSPBADGE	IHSPLOGON	IHSP@FAKE.MAIL	SITE	COMPANY
Select	IHTECH	JOHN	IHSTBADGE	IHSTLOGON	IHST@FAKE.MAIL	SITE	COMPANY
Select	MANAGER	MILLARD	GMBADGE	MGRLOGON	MANAGER@FAKE.MAIL	SITE	COMPANY
Select	MEDPROVIDER	MANDY	MEDBADGE	MEDLOGON	PHYSICIAN@FAKE.MAIL	SITE	COMPANY

Click **Save** button to continue to *Other* screen.

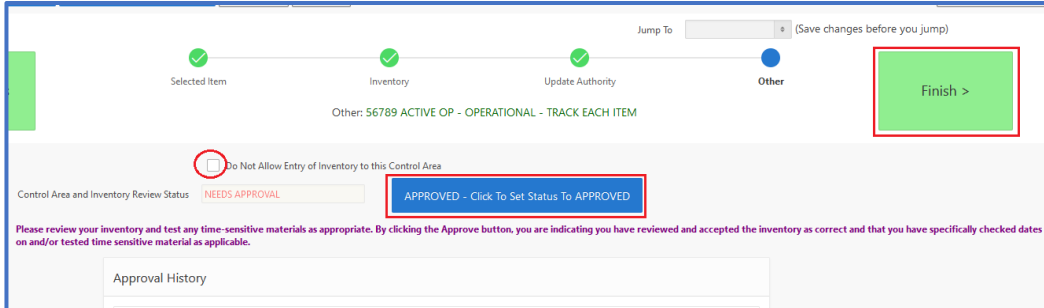


The screenshot shows a software interface with a progress bar at the top. The progress bar has four steps: "Selected Item" (with a green checkmark), "Inventory" (with a green checkmark), "Update Authority" (with a blue circle), and "Other" (with a grey circle). Below the progress bar, the text "Update Authority: 56789 ACTIVE OP - OPERATIONAL - TRACK EACH ITEM" is displayed. To the right of the progress bar, there is a "Jump To" dropdown menu and a "(Save changes before you jump)" label. A green button labeled "Save >" is highlighted with a red box. Below the progress bar, there are two buttons: "Add Person With Update Authority" and "Delete Checked". At the bottom, there is a search bar with a "Go" button, a "Rows" dropdown set to "100", and an "Actions" dropdown. The page number "1 - 1 of 1" is visible at the bottom left.

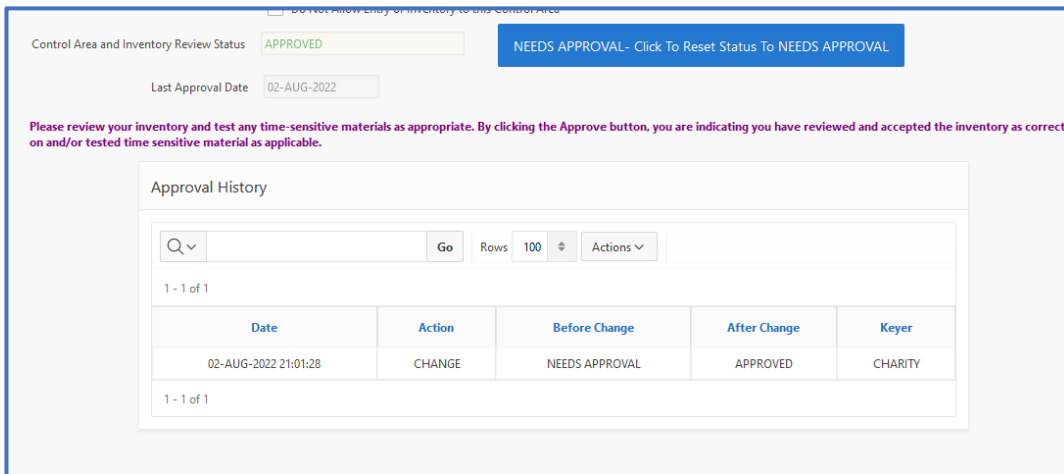
On *Other* screen, click **APPROVED – Click To Set Status To APPROVED** button. Click OK button in alert box to confirm approval.

To deny entry of inventory to this control area, click the checkbox.

Click **Finish** button.

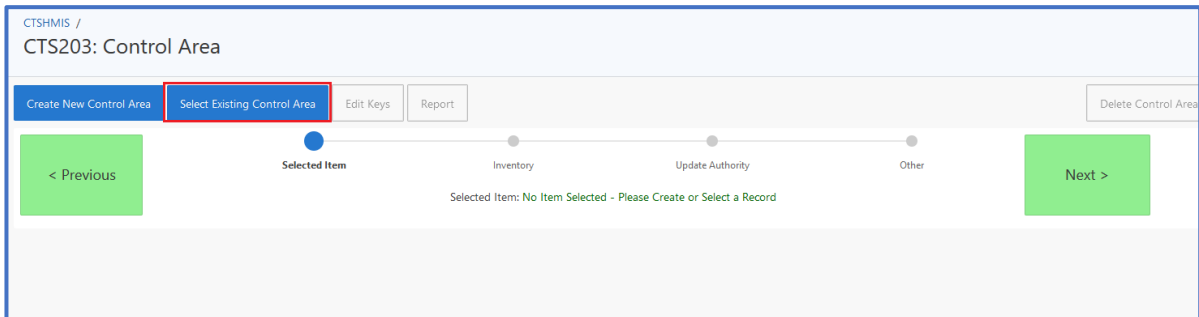


**Note: Approval History** is tracked at bottom of the screen.



## Edit Existing Control Area

To edit an existing control area, click **Select Existing Control Area** button.



Click blue **Select** text to choose a control area.

	Control Area	Control Area Status	Custodian	Badge	Custodian Email	Type	Inventory Review Status	Last Approved Date	Inventory Count	Location	Loc-2	Loc-3	Org id1	Org id2	Org id3	Org id4	
	<a href="#">Select</a>	56789	ACTIVE	WORKER	WKRBADGE	WORKER@FAKE.MAIL	OP - OPERATIONAL - TRACK EACH ITEM	APPROVED	02-AUG-2022	1	AREA 1	BUILDING 1	ROOM 1	MAINL1	-	-	-
	<a href="#">Select</a>	BLDG1CAB2	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	OP - OPERATIONAL - TRACK EACH ITEM	NEEDS APPROVAL	-	1	AREA 1	BUILDING 1	ROOM 1	IHSL1	-	-	-
	<a href="#">Select</a>	BULK1	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	ML - MATERIAL LIST - TRACK IN BULK	NEEDS APPROVAL	-	1	AREA 1	BUILDING 1	-	IHSL1	-	-	-
	<a href="#">Select</a>	CARA2	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	ML - MATERIAL LIST - TRACK IN BULK	NEEDS APPROVAL	-	0	AREA 1	BUILDING 1	-	IHSL1	-	-	-
	<a href="#">Select</a>	CAREA1	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	OP - OPERATIONAL - TRACK EACH ITEM	NEEDS APPROVAL	-	3	AREA 1	BUILDING 1	-	MAINL1	-	-	-

1 - 5 of 5

Click **Edit Keys** button.

CTSHMIS / CTS203: Control Area

Create New Control Area | [Select Existing Control Area](#) | [Edit Keys](#) | Report | Delete Control Area

Jump To: [ ] (Save changes before you jump)

< Previous | Selected Item | Inventory | Update Authority | Other | Next >

Selected Item: BLDG1CAB2 ACTIVE OP - OPERATIONAL - TRACK EACH ITEM

Control Area: BLDG1CAB2

Custodian: SYSTEM

Edit control area details. Click **Save and Continue** button.

CTSHMIS / CTS203: Control Area / CTS203 - Control Area - Add-Edit

Cancel | [Save and Continue](#)

Control Area ID: BLDG1CAB2

Location: AREA 1 | BUILDING 1 | ROOM 1 | Select Location

Custodian: ITBADGE | Select Person | SYSTEM, INITIAL

Organization: IHSL1 | IHSL1 | Select Org | Clear

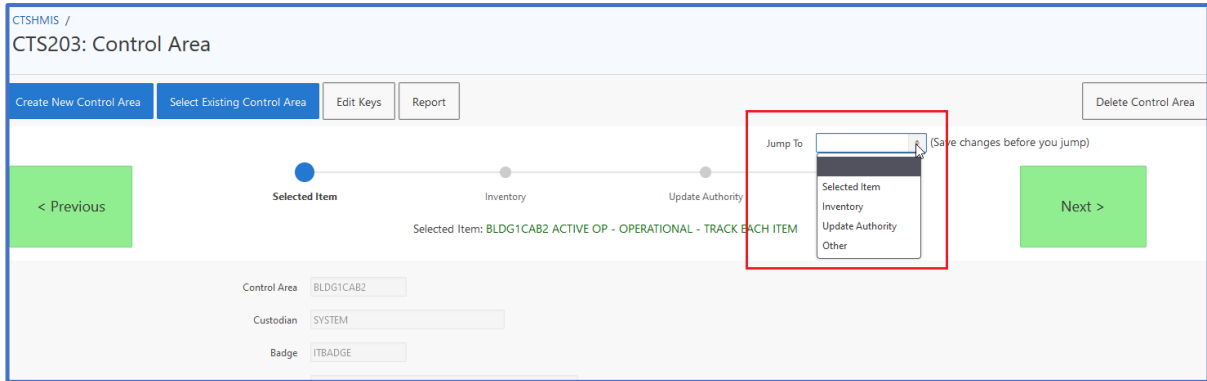
Control Area Status: ACTIVE

Work Area Code: OP - OPERATIONAL - TRACK EACH ITEM

Site: SITE (SITE) | Select Site

Company: COMPANY (COMPANY) | Select Company

From *Selected Item* screen, use pulldown 'Jump To' menu to navigate.

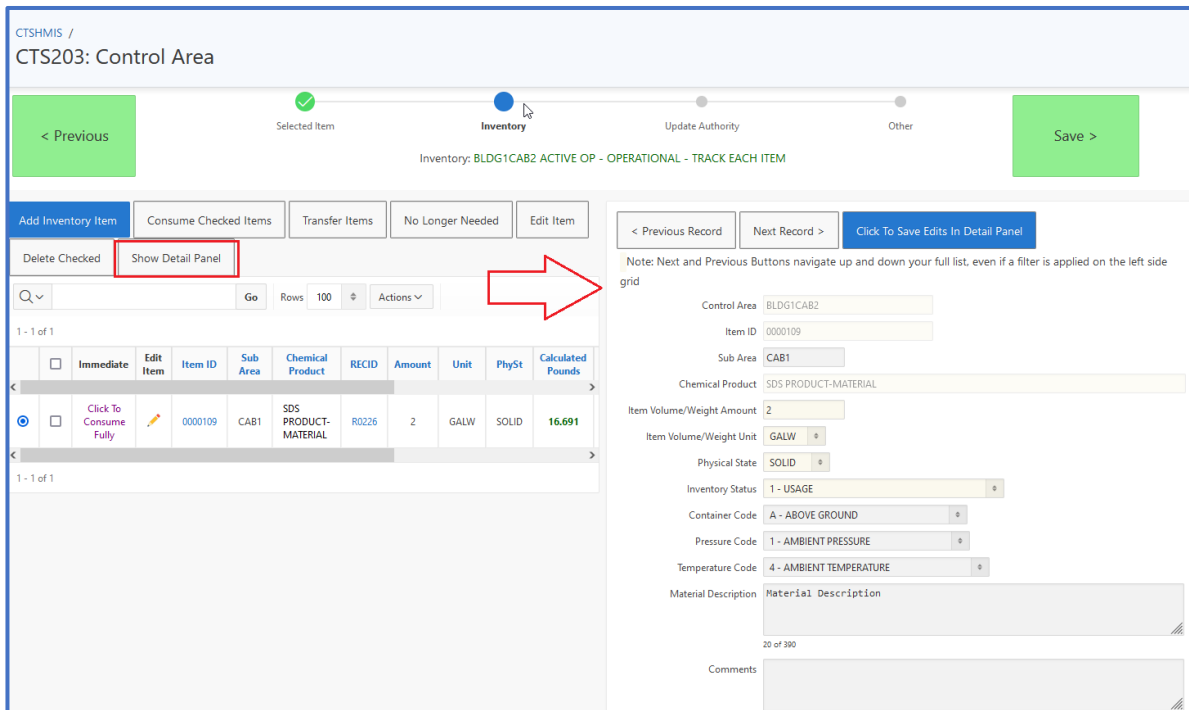


On *Inventory* screen, inventory items can be added, edited, consumed, transferred, marked as no longer needed or deleted.

Click radio button of an inventory item to activate all buttons, including **Show Detail Panel** button.

For user convenience, inventory item details can be edited in this panel.

Clicking **Show Detail Panel** again will hide this panel.



On *Update Authority* screen, click **Add Person With Update Authority** button.

CTSHMIS / CTS203: Control Area

Create New Control Area | Select Existing Control Area | Edit Keys | Report | Delete Control Area

Jump To: [ ] (Save changes before you jump)

Selected Item | Inventory | **Update Authority** | Other


Update Authority: BLDG1CAB2 ACTIVE OP - OPERATIONAL - TRACK EACH ITEM

< Previous | Save >

Add Person With Update Authority | Delete Checked

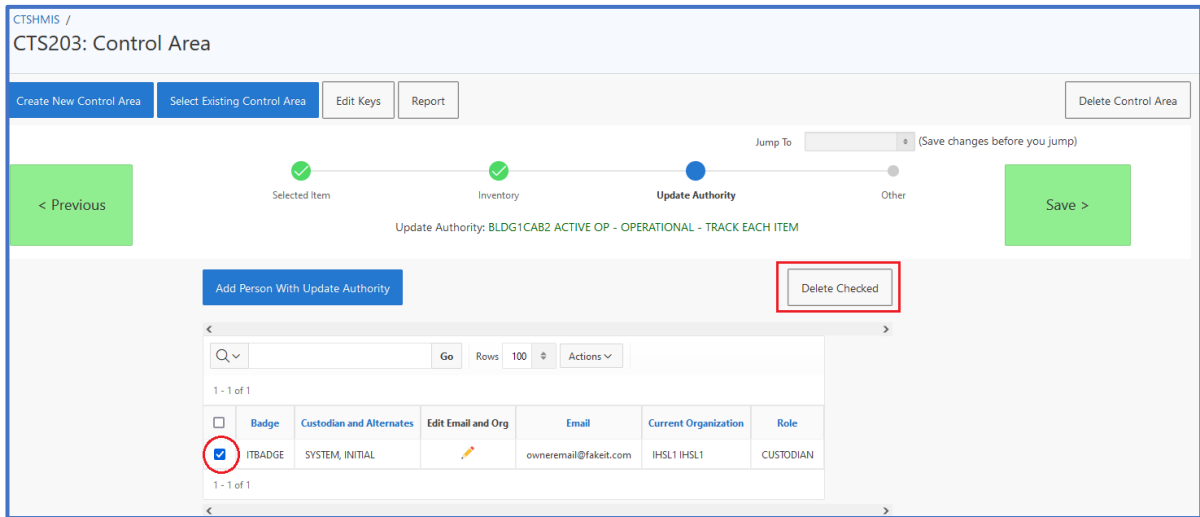
Badge	Custodian and Alternates	Edit Email and Org	Email	Current Organization	Role
ITBADGE	SYSTEM, INITIAL		owneremail@faket.com	IHSL1 IHSL1	CUSTODIAN

Click blue **Select** text to choose a worker from the list.

	Last Name ↑	First Name	Badge	UID	Email	Site	Company
	194	194	194	194	-	SITE	COMPANY
Select	COX	CHARITY	123456	-	address@email.com	SITE3	COMP3
Select	COX	CHARITY	CHARITY	CHARITY	charity@fakemail.com	SITE	COMPANY
Select	GRINER	CARLEENA	CARLEENA	CARLEENA	carleena@email.com	SITE	COMPANY
Select	IHLABMGR	LARRY	IHEQPBADGE	IHEQPLOGON	IHLAB@FAKE.MAIL	SITE	COMPANY
Select	IHPEEREVIEW	PETER	PRVWBADGE	IHSPEER	IHSPEER@FAKE.MAIL	SITE	COMPANY
Select	IHSAFETYPRO	SANDY	IHSPBADGE	IHSPLOGON	IHSP@FAKE.MAIL	SITE	COMPANY
Select	IHTECH	JOHN	IHSTBADGE	IHSTLOGON	IHST@FAKE.MAIL	SITE	COMPANY
Select	MANAGER	MILLARD	GMBADGE	MGRLOGON	MANAGER@FAKE.MAIL	SITE	COMPANY
Select	MEDPROVIDER	MANDY	MEDBADGE	MEDLOGON	PHYSICIAN@FAKE.MAIL	SITE	COMPANY

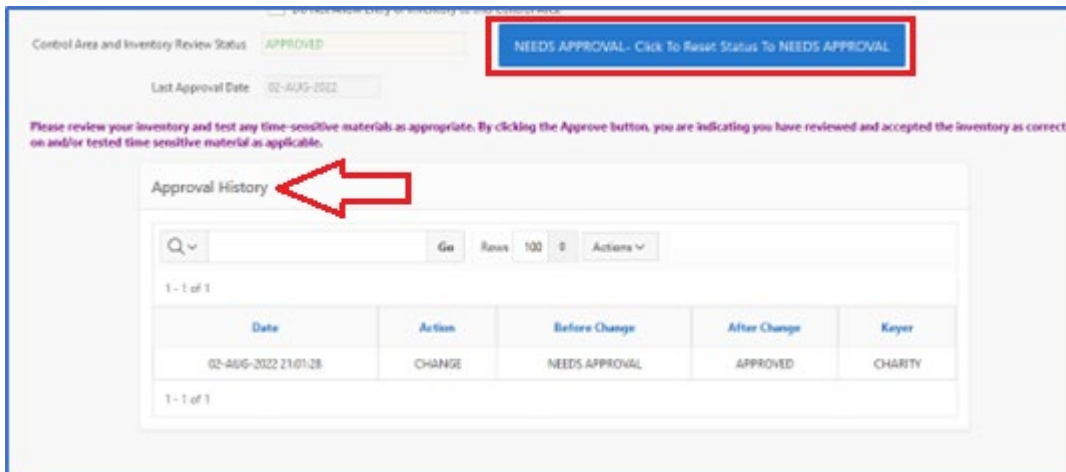


To remove a worker’s authority from the control area, click the checkbox next to their record. Click **Delete Checked** button.

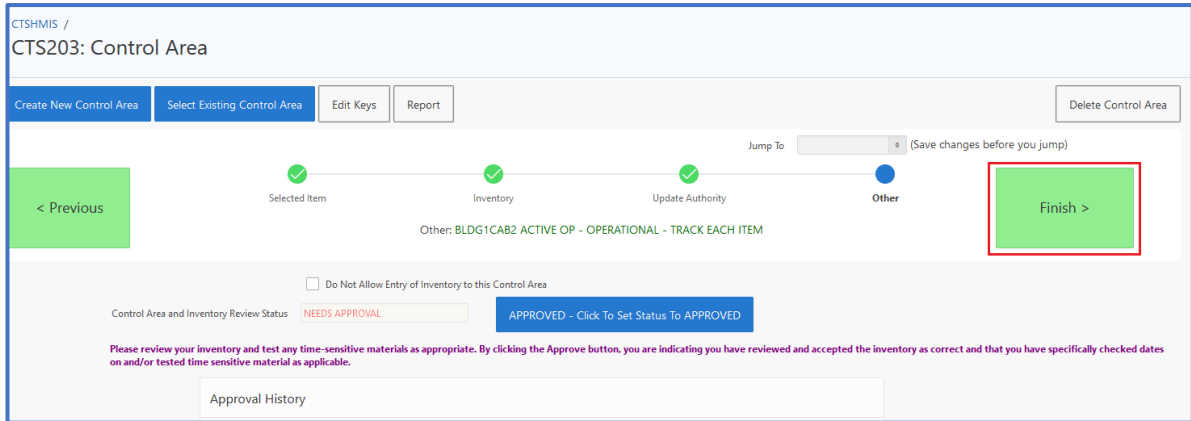


On Other screen, approval status can be changed from **NEEDS APPROVAL** to **APPROVED** and vice versa by clicking the button.

Any changes to approval status are logged in **Approval History** at the bottom of the screen.



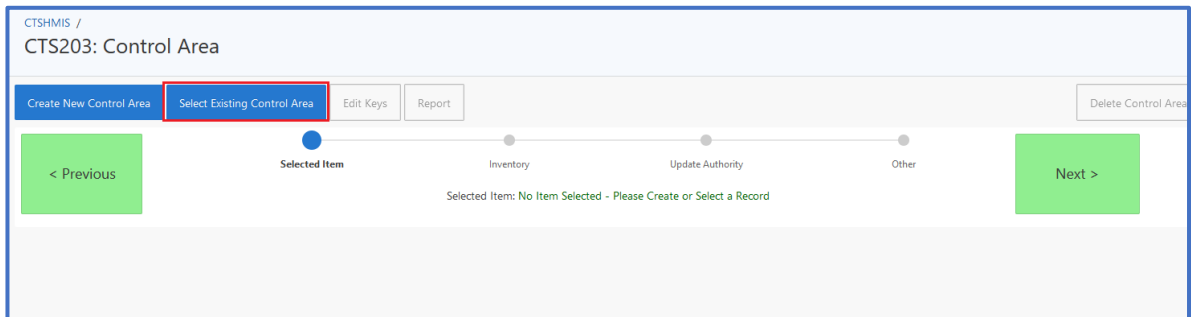
Click **Finish** button to save changes.



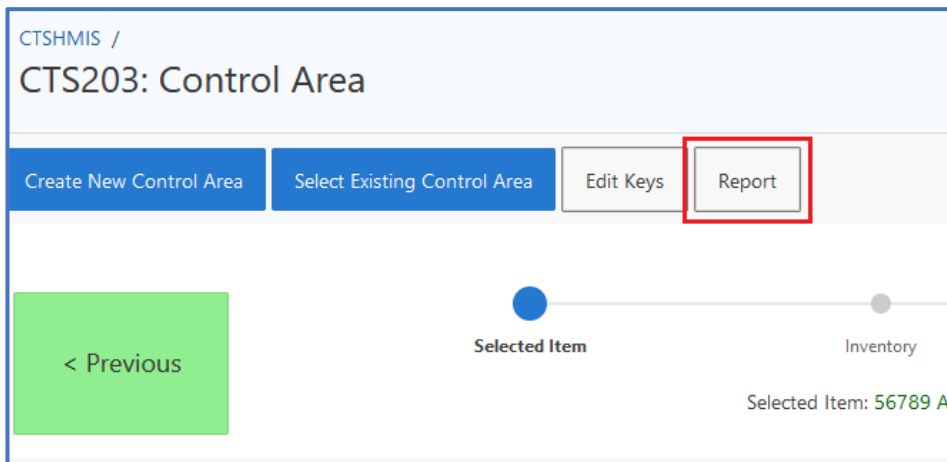
### Print Control Area Report

Click **Select Existing Control Area** button.

Click blue **Select** text to choose a control area.



Click **Report** button.



Click any report link to view report in a new browser tab.

CTSHMIS / CTS203: Control Area /

## CTS203: Control Area Reports

**Reference Lists**

- [CTS203: Control Area Summary Report](#)
- [CTS203: Control Area SDS Index Report](#)
- [CTS203: Control Area Detail Report](#)
- [CTS203: Control Area ECPRA Report By CAS](#)
- [CTS203: Control Area Field Report](#)

COMPANY  
SITE

**Control Area**

Control Area: 2-2411  
 Control Area Code OP - OPERATIONAL - TRACK EACH ITEM  
 Last Approval Date : 04-AUG-2022  
 Location : AREA 1 BUILDING 1 ROOM 1  
 Company : COMPANY  
 Site : SITE

**Custodian and Alternates**

Custodian	Badge	Alternate	Badge
SYSTEM. INITIAL	ITBADGE	SYSTEM. INITIAL	ITBADGE

**Approval History**

Date	Action	Before Change	After Change	Keyer
04-AUG-2022	CHANGE	NEEDS APPROVAL	APPROVED	CTSOWNER

**Chemical Inventory Summary**

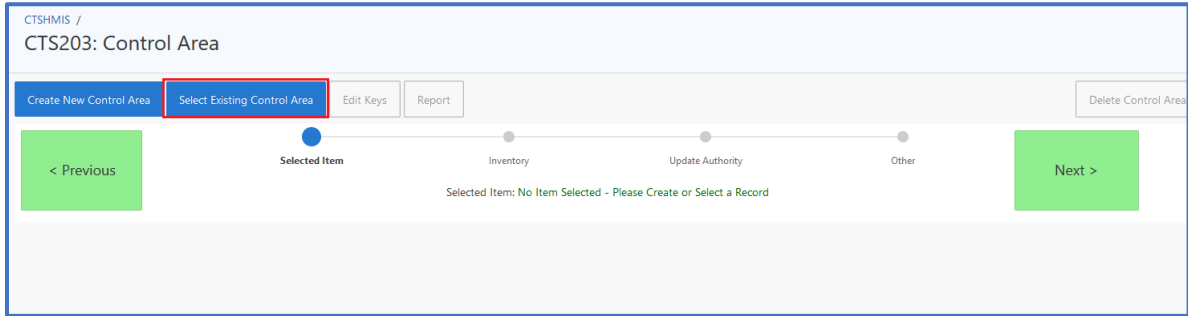
Chemical Product	RECID	Total Items	Total Amount	Unit	Total Pounds
11490 MATREF MATERIAL	11490	1	1	LB	1

SAMPLE

Close browser tab(s) when finished viewing report(s).

## Delete Control Area

To delete a control area, Click **Select Existing Control Area** button.



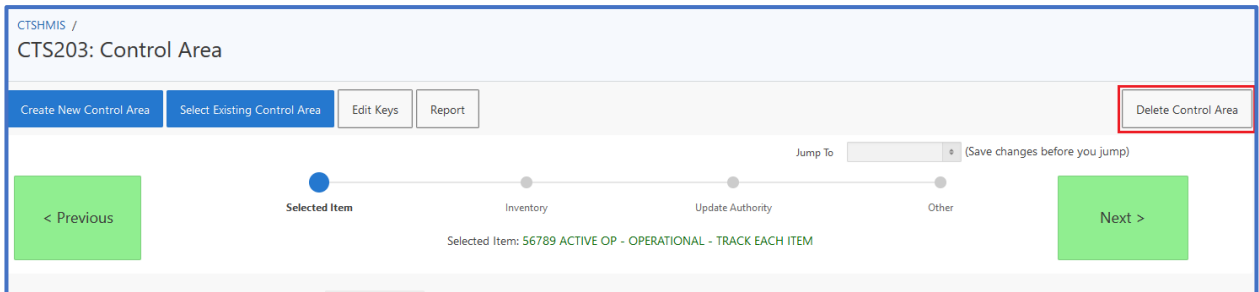
Click blue **Select** text to choose a control area.

	Control Area	Control Area Status	Custodian	Badge	Custodian Email	Type	Inventory Review Status	Last Approved Date	Inventory Count	Location	Loc-2	Loc-3	Org id1	Org id2	Org id3	Org id4
<a href="#">Select</a>	56789	ACTIVE	WORKER	WKRBADGE	WORKER@FAKE.MAIL	OP - OPERATIONAL - TRACK EACH ITEM	APPROVED	02-AUG-2022	1	AREA 1	BUILDING 1	ROOM 1	MAINL1	-	-	-
<a href="#">Select</a>	BLDG1CAB2	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	OP - OPERATIONAL - TRACK EACH ITEM	NEEDS APPROVAL	-	1	AREA 1	BUILDING 1	ROOM 1	IHSL1	-	-	-
<a href="#">Select</a>	BULK1	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	ML - MATERIAL LIST - TRACK IN BULK	NEEDS APPROVAL	-	1	AREA 1	BUILDING 1	-	IHSL1	-	-	-
<a href="#">Select</a>	CARA2	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	ML - MATERIAL LIST - TRACK IN BULK	NEEDS APPROVAL	-	0	AREA 1	BUILDING 1	-	IHSL1	-	-	-
<a href="#">Select</a>	CAREA1	ACTIVE	SYSTEM	ITBADGE	owneremail@fakeit.com	OP - OPERATIONAL - TRACK EACH ITEM	NEEDS APPROVAL	-	3	AREA 1	BUILDING 1	-	MAINL1	-	-	-

1 - 5 of 5

Click **Delete Control Area** button.

Click **OK** button in alert box to confirm delete.

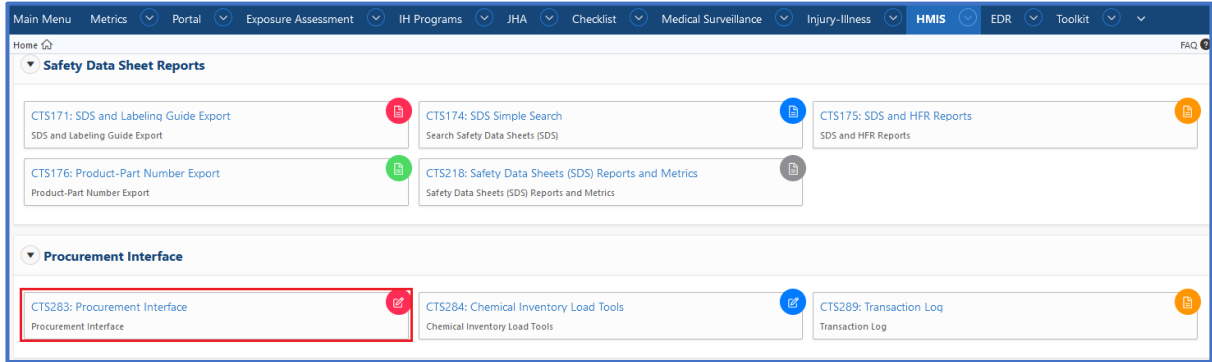


# Chapter 3 – Procurement Interface

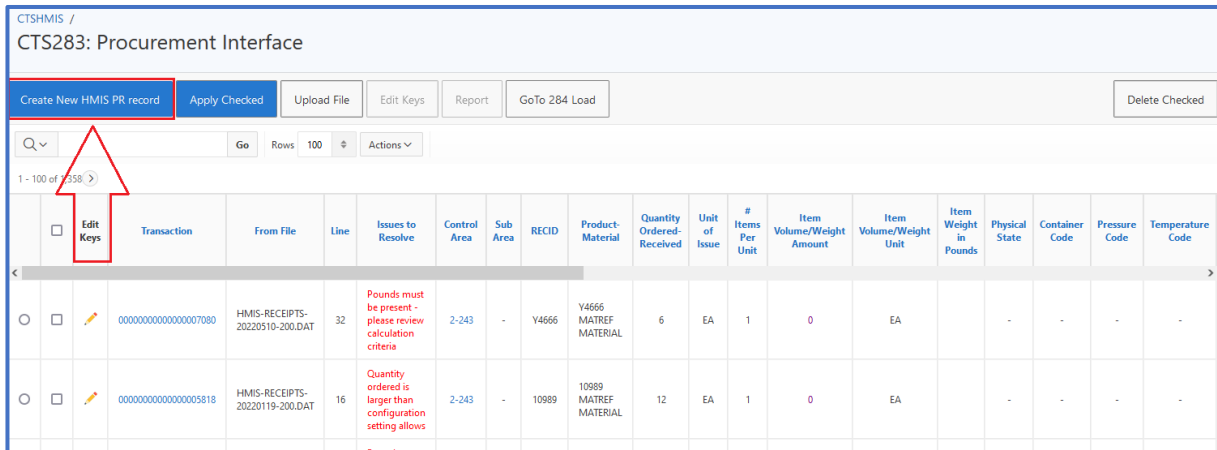
## CTS283: Procurement Interface

### Create New HMIS PR Record

Click CTS283: Procurement Interface button.



Click **Create New HMIS PR record** button.



Click **Select Control Area** button to choose a control area.

Click **Select Product from CTS173 List** button or **Select From Master Hazard List** button to select a product/material.

Enter text into *Quantity Ordered-Received*, *# Items Per Unit*, and *Volume/Weight Amount* text fields.

Use pull-down menus to select *Volume/Weight Unit* and *Physical State*.

Use pull-down menus to select *Container Code*, *Pressure Code*, and *Temperature Code*.

Click **Select Vendor** button to choose a vendor.

Enter text in *Vendor Part #* text field.

Click **Select Manufacturer** button to choose a manufacturer.

Enter text into *Manufacturer Part #* text field.

Click checkbox(es) to select options.

Enter text into *PO Number*, *PO Data*, *Material Description* and *Comments* fields.

Click **Save and Continue** button.

CTSHMIS / CTS283: Procurement Interface /  
CTS283 - Product and Inventory Detail

Cancel **Save and Continue**

Control Area  **Select Control Area**

Product-Material  **Select Product From CTS173 List** **Select From Master Hazard List**

RECID

Quantity Ordered-Received

Unit of Issue

# Items Per Unit

Item Volume/Weight Amount

Item Volume/Weight Unit

Physical State

Container Code

Pressure Code

Temperature Code

Vendor Code  **Select Vendor**

Vendor

Vendor Part #

Manufacturer Code  **Select Manufacture**

Manufacturer

Manufacturer Part #

1. Do Not Auto-Update Part Number Table CTS173

2. HAZCOM Article exempt Do Not Add to Inventory

3. Auto Apply to CTS201

4. Site Tracking Exempt Do Not Add to Inventory

5. Auto Consume

PO Number

PO Data

Material Description

Comments

<b>FIELD</b>	<b>DESCRIPTION</b>
<i>Control Area</i>	Click Select Control area button to choose a control area.
<i>Product-Material</i>	Select the chemical product to be added to inventory.
<i>RECID</i>	RECID is auto filled when selecting a product.
<i>Quantity Ordered-Received</i>	Default is 1. Change if more than one item.
<i>Unit of Issue</i>	Use pulldown to select unit of issue.
<i># Items Per Unit</i>	Enter number of items per unit.
<i>Item Volume/Weight Amount</i>	Enter a value.
<i>Item Volume/Weight Unit</i>	Select a value: GALW, KG, L, LB, or ML.
<i>Number of Items To Create</i>	Default is 1. Change if more than one item.
<i>Physical State</i>	Select a value: solid, liquid, or gas.
<i>Container Code</i>	Select a code from the list.
<i>Pressure Code</i>	Select a code from the list.
<i>Temperature Code</i>	Select a code from the list.
<i>Vendor Code</i>	Click Select Vendor button to select vendor.
<i>Vendor</i>	Auto filled after clicking Select Vendor button.
<i>Vendor Part #</i>	Auto filled after clicking Select Vendor button.
<i>Manufacturer Code</i>	Click Select Manufacturer button to select manufacturer.
<i>Manufacturer</i>	Auto filled after clicking Select Manufacturer button.
<i>Manufacturer Part #</i>	Auto filled after clicking Select Manufacturer button.

<i>PO Number</i>	Enter purchase order number.
<i>PO Data</i>	Enter any other purchase order details.
<i>Material Description</i>	Enter additional description of product here.
<i>Comments</i>	Enter any additional comments here.

Click checkbox to select an item.  
Click the **Apply Checked** button.

CTSHMIS / CTS283: Procurement Interface

Create New HMIS PR record **Apply Checked** Upload File Edit Keys Report GoTo 284 Load Delete Checked

Q Go Rows 100 Actions

1 - 100 of 1,358

	Edit Keys	Transaction	From File	Line	Issues to Resolve	Control Area	Sub Area	RECID	Product-Material	Quantity Ordered-Received	Unit of Issue	# Items Per Unit	Item Volume/Weight Amount	Item Volume/Weight Unit	Item Weight in Pounds	Physical State	Container Code	Pressure Code	Temperature Code
<input type="checkbox"/>	<input type="checkbox"/>	000000000000000007080	HMIS-RECEIPTS-20220510-200.DAT	32	Pounds must be present - please review calculation criteria	2-243	-	Y4666	Y4666 MATREF MATERIAL	6	EA	1	0	EA	-	-	-	-	
<input type="checkbox"/>	<input type="checkbox"/>	000000000000000005818	HMIS-RECEIPTS-20220119-200.DAT	16	Quantity ordered is larger than configuration setting allows	2-243	-	10989	10989 MATREF MATERIAL	12	EA	1	0	EA	-	-	-	-	

*Item will only be applied if there are no outstanding Issues to Resolve.*

New records can be added in bulk by uploading a CSV file.  
Click **Upload File** button.

CTSHMIS / CTS283: Procurement Interface

Create New HMIS PR record Apply Checked **Upload File** Edit Keys Report GoTo 284 Load Delete Checked

Q Go Rows 100 Actions

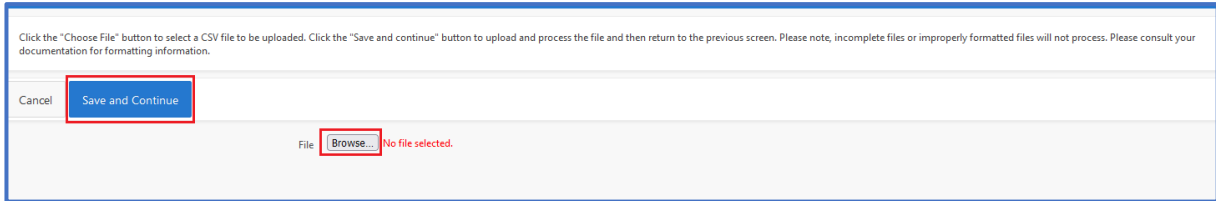
1 - 100 of 1,358

	Edit Keys	Transaction	From File	Line	Issues to Resolve	Control Area	Sub Area	RECID	Product-Material	Quantity Ordered-Received	Unit of Issue	# Items Per Unit	Item Volume/Weight Amount	Item Volume/Weight Unit	Item Weight in Pounds	Physical State	Container Code	Pressure Code	Temperature Code
<input type="checkbox"/>	<input type="checkbox"/>	000000000000000007080	HMIS-RECEIPTS-20220510-200.DAT	32	Pounds must be present - please review calculation criteria	2-243	-	Y4666	Y4666 MATREF MATERIAL	6	EA	1	0	EA	-	-	-	-	
<input type="checkbox"/>	<input type="checkbox"/>	000000000000000005818	HMIS-RECEIPTS-20220119-200.DAT	16	Quantity ordered is larger than configuration setting allows	2-243	-	10989	10989 MATREF MATERIAL	12	EA	1	0	EA	-	-	-	-	



Click **Browse...** button to select a file to upload.

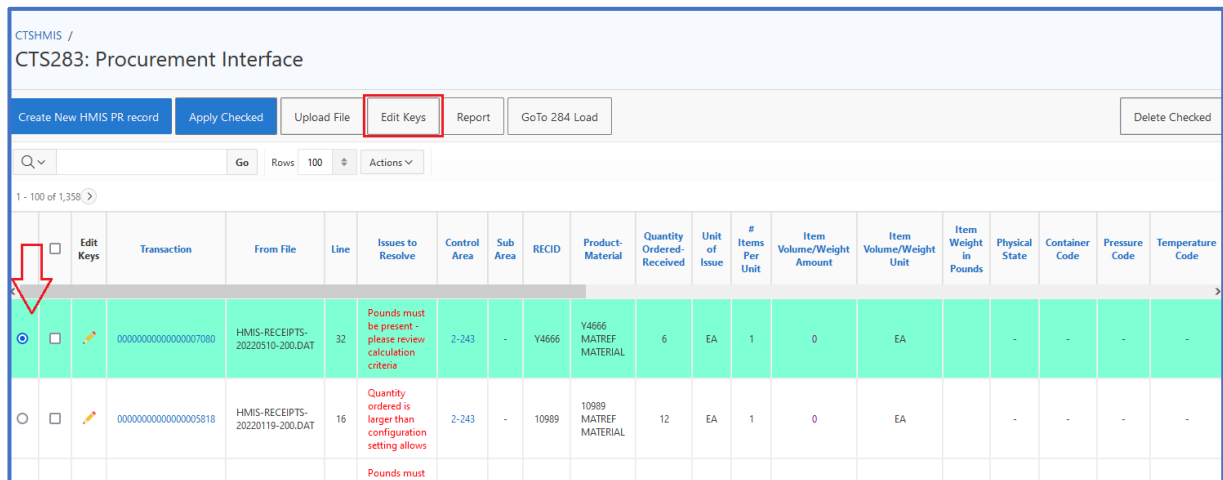
Click **Save and Continue** button.



### Edit Existing HMIS PR Record

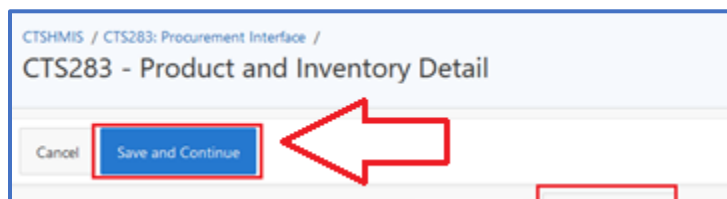
Click radio button to select a record.

Click **Edit Keys** button.



Make any edits.

Click **Save and Continue** button.



## Print HMIS PR Record Report

Click radio button to select a record.

Click **Report** button to view report.

CTSHMIS / CTS283: Procurement Interface

Create New HMIS PR record Apply Checked Upload File Edit Keys **Report** GoTo 284 Load Delete Checked

Q Go Rows 100 Actions

1 - 100 of 1,358

	Edit Keys	Transaction	From File	Line	Issues to Resolve	Control Area	Sub Area	RECID	Product-Material	Quantity Ordered-Received	Unit of Issue	# Items Per Unit	Item Volume/Weight Amount	Item Volume/Weight Unit	Item Weight in Pounds	Physical State	Container Code	Pressure Code	Temperature Code
<input type="radio"/>	<input type="checkbox"/>	00000000000000000007080	HMIS-RECEIPTS-20220510-200.DAT	32	Pounds must be present - please review calculation criteria	2-243	-	Y4666	Y4666 MATREF MATERIAL	6	EA	1	0	EA	-	-	-	-	-
<input checked="" type="radio"/>	<input type="checkbox"/>	0000000000000000005818	HMIS-RECEIPTS-20220119-200.DAT	16	Quantity ordered is larger than configuration setting allows	2-243	-	10989	10989 MATREF MATERIAL	12	EA	1	0	EA	-	-	-	-	-

Report is displayed in a new browser tab.

Procurement Interface Report

Control Area	2-243
Product/Material	10989 MATREF MATERIAL
Quantity Ordered/Received	12
# Items Per Unit	1
Volume/Weight Amount	0
Volume/Weight Unit	EA
Vendor	VM0004 FIREHAWK PRODUCTS & SERVICES INC VM0004
Vendor Part #	49XW73

Close browser tab when finished viewing.

### Delete HMIS PR Record

Click checkbox to select a record.

Click **Delete Checked** button.

Click **OK** button in alert box to confirm delete.

The screenshot shows the 'CTS283: Procurement Interface' with a table of records. The table has columns for Transaction, From File, Line, Issues to Resolve, Control Area, Sub Area, RECID, Product-Material, Quantity Ordered-Received, Unit of Issue, # Items Per Unit, Item Volume/Weight Amount, Item Volume/Weight Unit, Item Weight in Pounds, Physical State, Container Code, Pressure Code, and Temperature Code. The first row is highlighted in green and has a checkbox checked. A red arrow points to the 'Delete Checked' button in the top right corner of the interface.

	<input type="checkbox"/>	Edit Keys	Transaction	From File	Line	Issues to Resolve	Control Area	Sub Area	RECID	Product-Material	Quantity Ordered-Received	Unit of Issue	# Items Per Unit	Item Volume/Weight Amount	Item Volume/Weight Unit	Item Weight in Pounds	Physical State	Container Code	Pressure Code	Temperature Code
	<input checked="" type="checkbox"/>		00000000000000007080	HMIS-RECEIPTS-20220510-200.DAT	32	Pounds must be present - please review calculation criteria	2-243	-	Y4666	Y4666 MATREF MATERIAL	6	EA	1	0	EA		-	-	-	-
	<input type="checkbox"/>		00000000000000005818	HMIS-RECEIPTS-20220119-200.DAT	16	Quantity ordered is larger than configuration setting allows	2-243	-	10989	10989 MATREF MATERIAL	12	EA	1	0	EA		-	-	-	-
						Pounds must be present -				10597										