#### **HECHMET FAQs**

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### 1. How can I see my inventory?

You can view you inventory by searching for your lab under the View/update option present in the menu.

### 2. Can I print my inventory?

Yes, you can print your inventory by exporting it to excel. You can do so by searching for your lab under the View/update option present in the menu and clicking the export button.

### 3. Where can I get barcoding supplies?

Barcoding tags and disposal sheets are available in the EHS main office located on the first floor of Alexander Hall (ALEX 162). The barcode disposal forms are also available to print on the EHS website under HECHMET.

### 4. Why can I not view the HECHMET page?

You might need to be connected to the FULL TUNNEL VPN to be able to view the HECHMET login page.

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