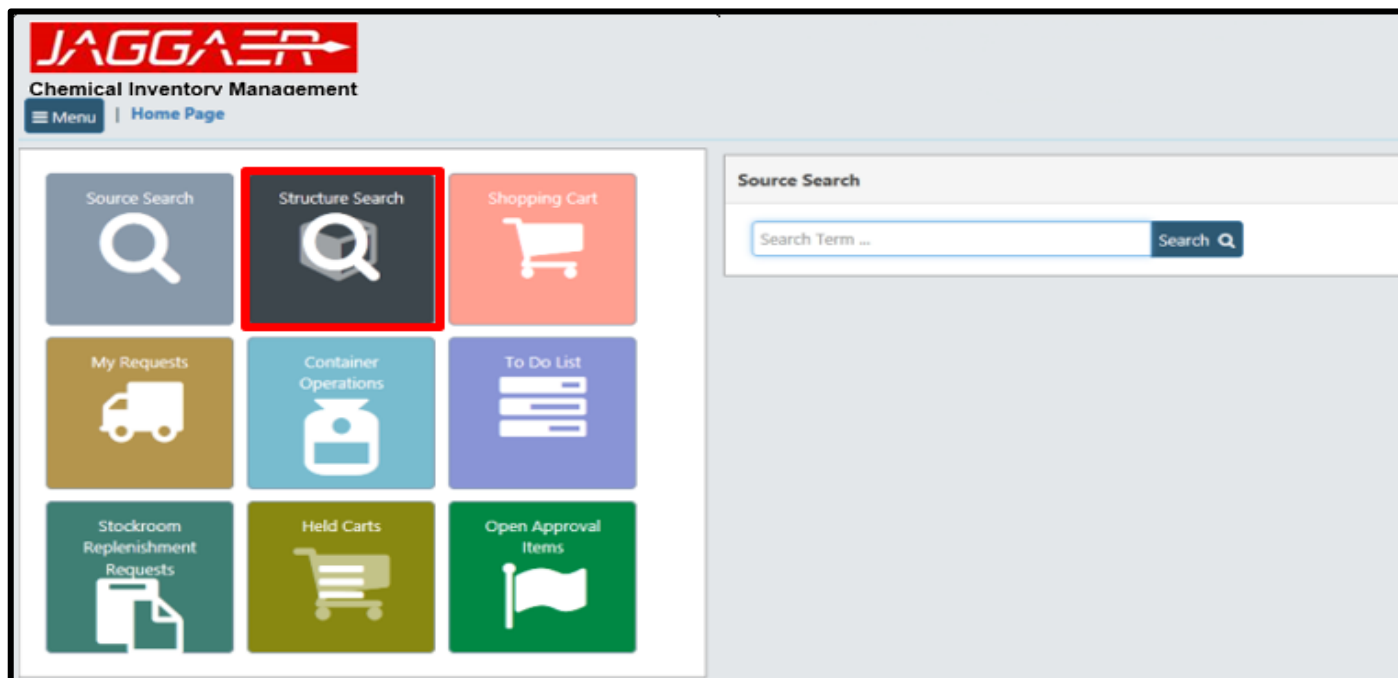


# Structure Searching Purchasing Procedure

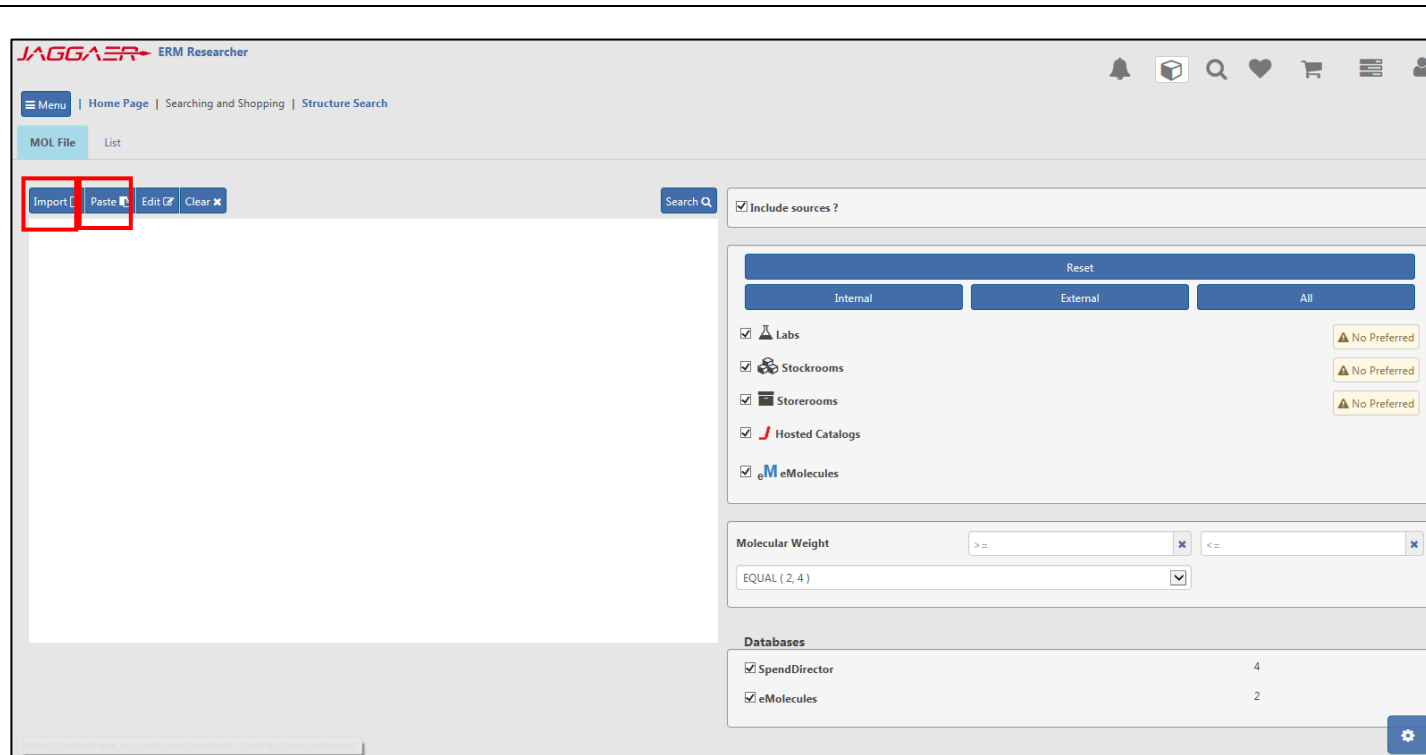
## Structure Searching Purchasing Procedure



The screenshot shows the JAGGAER Chemical Inventory Management dashboard. At the top left is the JAGGAER logo and the text "Chemical Inventory Management". Below this are navigation links for "Menu" and "Home Page". The main area contains a grid of nine icons: "Source Search", "Structure Search" (highlighted with a red box), "Shopping Cart", "My Requests", "Container Operations", "To Do List", "Stockroom Replenishment Requests", "Held Carts", and "Open Approval Items". To the right of the grid is a "Source Search" section with a search input field labeled "Search Term ..." and a "Search" button.

- ▶ Select the “Structure Search” icon or tile

# Structure Searching Purchasing Procedure



The screenshot shows the JAGGAER ERM Researcher interface. The 'MOL File' tab is selected, and the 'Import' and 'Paste' buttons are highlighted with red boxes. The search criteria are set to 'Include sources?' with a checked box. The search results are categorized into 'Internal', 'External', and 'All'. The search criteria include 'Molecular Weight' set to 'EQUAL (2,4)' and 'Databases' with 'SpendDirector' (4) and 'eMolecules' (2) selected.

Structure Search can be performed as follows:

- ▶ Import structure file (.mol file can be obtained from a saved internet search):
  - i. Click import, a browse window will open to insert. mol file
  - ii. Select the desired. mol file from the saved directory. Select 'ok'
- ▶ Paste mol chemical structure (as text):
  - i. Click the 'Paste' button
  - ii. Copy/paste structures from chemical structure software
  - iii. Accept
- ▶ Draw structure
  - i. Click the 'Edit' button
  - ii. Chemical drawing tool window open
  - iii. Draw the chemical structure
  - iv. Press the red 'x' button
  - v. Close 'Draw structure' window

## Structure Searching Purchasing Procedure



- ▶ Now that you have performed an Import/Paste/Draw of your structure, you can now 'Search'
- ▶ Follow the same instructions to submit as you did in Test Case 3 to complete purchase