Required Initial User Setup in RMM

Step 1. Setup your main Laboratory Location. If you have multiple, pick one of them for this step. This can be changed later. Locations are selected by dropdowns starting with your WVU campus, then Building, then Floor, then Lab (Room) number. Click SAVE.

Step 2. Required User Preferences Setup. On the User Preferences page (Located in the Upper Right), Select the following options:

> Pre-printed Bar Codes : **YES**
>
> Capture Gross Weight: **NO**
>
> Search Sites: **ALL Sites**
>
> Then click SAVE in the Top-Left of the screen.

Step 3. Add additional Laboratories that you will be PURCHASING Chemicals for. This will pre-populate a list of labs when on the checkout page. On the Top-Right of screen, select the User Settings Icon. Select Alternate Delivery Location. Click on your campus, building, and floor. When you get to the room level, select the **+** icon beside the room number you would like to add. (The list scrolls down for additional rooms.) This page auto-saves and you can select the links to other buildings and floors to the Left to add more locations.

Step 4. Select the 3 bars in the Top Left, then the Home icon. This is your home screen.

Notes:

Source Searching is to look for chemicals to purchase.

Container Searching is to manage your lab inventory or for containers already on WVU campus.

If your Laboratory Room does not exist, or you have any other questions or concerns, please email RMM@mail.wvu.edu

Additional Documentation can be found at:

https://www.ehs.wvu.edu/chemical-procurement-inventory