As a Researcher you may need to search for, view and create a new material (e.g. newly created chemicals, newly created genetically modified organisms).

Searching for Materials

Researchers can search for materials using the **Materials Tab**

The Materials Tab has 3 information panes:

- The Text Criteria pane which allows you to enter and select common search criteria (1)
- The Search Results pane which displays materials matching search criteria (2)
- The List Associations pane which displays any regulatory lists that have been associated to the selected material (3)

Begin your search by **Clicking the Clear button** to re-set the search to the default criteria where ALL materials are searched for regardless of their review status and creator site.

**Enter** your text (preferably a CAS number) in the Name/Identifier field. You can alternatively search by using a common name, a MDL number, a CAS number or Custom Compound ID. A Wildcard (*) can also be used in this field, and should generally be used if searching by names.

**Click the Search icon** to get your results which are displayed in the Search Results pane. Selecting any individual material populates the List Associations pane (if any lists are associated with the material).
Viewing materials

More information on your materials can be obtained by **Right Clicking** on a material and selecting the **View Material** option.

This option opens the **Material Maintenance** dialogue window where information on the materials properties is displayed. Information is organised into several tabs:
Identifiers tab
Here general information about the material including ingredients, structures, structure identifiers and synonyms can be found.

Physical Properties & Product information tab
You can find common physical properties for the material and catalogue information (supplier, catalogue#, brand, manufacturer part number) for containers that have been received or created.
GHS Properties
Here you can find information on the Standard GHS properties. Signal Word, hazard statements and risk/safety phrases and pictograms are displayed.

NFPA/HMIS Properties & Lists
You can find information here on NFPA ratings, HMIS ratings, alerts and associated lists
Creating a new Material

As a Researcher you may want to create a new material. To create new materials go to the Material tab. Make sure the material has not already been created by searching for CAS number and/or various common names with wildcards (*) in the Name/Identifier field.

Click the New substance icon to open the Create a New Material dialogue window.

Enter a material common name.

The common name is checked against existing materials, if a duplicate material exists, an error message is displayed.

Click the New substance icon needs to be clicked again and a new name entered in the Create a New Material dialogue window.
Click the **Create material** button which opens the **Material Maintenance** dialogue window. This is where you can enter information of the new material. Include the CAS number if it exists for the material. **Click the Save button** to save the material.
Creating a new genetically-modified organism (GMO) or restricted biological (RB)

When creating a new genetically-modified organism (GMO) or restricted biological (RB), create the new material as outlined in the above section (Section 4.3 Creating a new Material) AND add the following steps before saving:

Select the icon next to “Structure Identifiers. Select “Customer Compound ID” in the Type field and enter “GMO” (for genetically-modified organism) or “RB” (for restricted biological) in the Name field. Press Save. If the item is both a GMO and a RB, repeat the step so the item can have both “GMO” and “RB” as “Customer Compound ID”. Once the material is created, a container of this material should be created (please refer to Section 5.1 Creating a new container).