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I. Welcome Message

On Ohio University’s home page, click the Faculty/Staff button. Select the BobcatBUY link and enter your Ohio ID and Password.

**NOTE:** Upon initial login you will be asked to accept Terms and Conditions/BobcatBUY User Agreement. Read the entire agreement and click Accept.

Important announcements and training links are displayed in the Message window located on the left side of the page.

To logout of BobcatBUY, click the black Logout button (right side of screen, under the quick search link) or click on your Name (top right) and click Logout.
II. Performing Chemical Structure Searches

The Chemical Structure Search is a feature geared specifically for the purchase of chemicals. This feature allows chemists to search for commercially available products by drawing structures and sub-structures and including molecular weight and formula.

1. Click the Home/Shop tab, and select the Shop tab.

2. Below the Advanced Search field, click the Chemicals link.

3. The first time this tool is used, a warning message displays. Click Run to continue.

**NOTE:** A security message will display the first time you access this feature. This technology requires a FREE Java download: [http://www.java.com/en/](http://www.java.com/en/).

In the Warning-Security window, click Yes.

![Warning-Security Window]([image-url])

4. Enter your search criteria in the fields at the top of the screen: Product Name, CAS Number, Molecular Formula, Molecular Weight, Search Type, and Results Per Page.
Entering data into all of these fields is optional; however it is helpful to narrow your search. It can also be used in combination with the drawing box at the bottom of the screen.
NOTE: For Help, click on the appropriate field Label.

You may paste an existing structure or sub-structure into the drawing box. This is a helpful tool for scientists who have drawn structures available in other applications, such as Isis Draw. To paste an existing structure into the Chemical Structure Search, open your personal application and Copy the structure. Return to BobcatBUY’s Chemical Structure Search and click the Paste icon in the Drawing Toolbox.
To draw a structure or sub-structure in the drawing box, in the *Drawing Toolbox*, select the **Object** that you would like to draw and **Click** inside the drawing box.

The Benzene ring icon is selected and two were added to the drawing box by clicking the mouse twice.

To modify your drawing, use the **Select**, **Erase**, **Undo**, and **Redo** tools in the *Drawing Toolbox*.

5. In the **Search Type** field, click the down arrow and select one of the following from the drop-down menu: **Substructure**, **Superstructure**, **Similarity**, or **Exact**. Click the **Search** button.

Results display in order of relevance.
6. Review the list of Structures:
   - To view products that match a single structure, click the **Search Catalog** button above the desired structure.
   - To view products for multiple structures, click the **checkbox** in the top right-corner of each structure. In the **Available Actions** drop-down list, verify that **Search Catalog** is selected and click the **Go** button.
   - If you cannot find the structure you are looking for, you may edit your existing criteria. Click the **Edit Query** button OR click the **New Search** button.

7. The product search results — if any — display. From this screen, you may shop as usual. When the desired product is located, you may add it to your **shopping cart**. The default **Quantity** is one (1). Modify this number, if necessary. Click the **Add To Cart** button.
NOTE: To return to the structure results and select a different structure to view. Click the Return To Chemical Search link on the Home/Shop page.

8. To mark structures for future review, BobcatBUY allows you to temporarily hold all of your marked structures for one or more searches. In the list of Structures, click the Mark icon above the desired structure. A link for Marked Items displays above the Available Actions field.

9. To view your Marked Items, next to Total Number Of Marked Items, click the View link.
10. To remove the Marked Items, click the Clear All link.

NOTE: This does not remove the structures from the product search results.
III. Chemical Structure Help Features

To learn more, click the Help menu and select one of the following: Contents (MarvinSketch User’s Guide), Quick Help (MarvinSketch Quick Help), About Java VM, or About Marvin.
To view a Training Video, click the Click Here For A Brief Training Video link.