

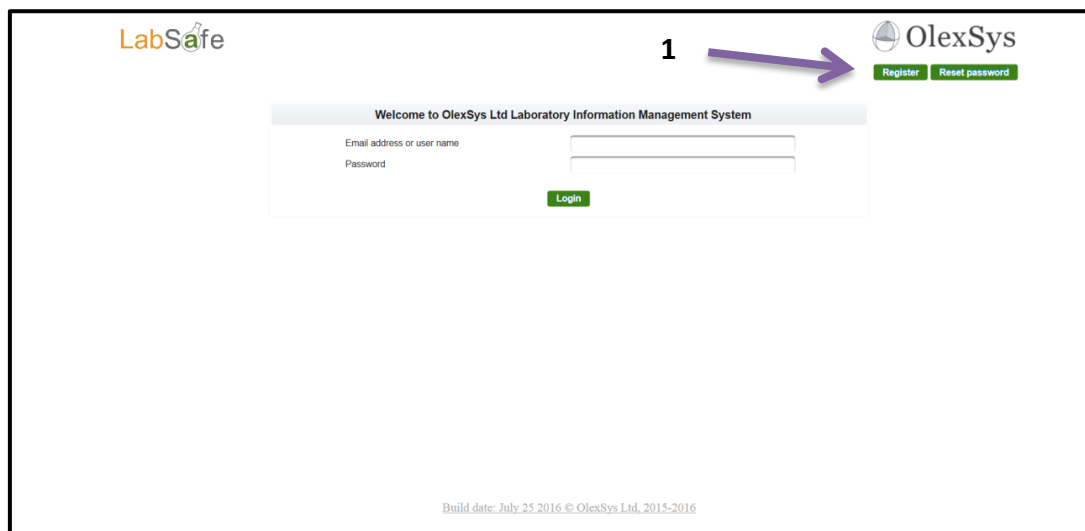
LabSafe Users Manual

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1 Registering a new User

1.1 Getting Started

To begin, you must get to the main page of LabSafe. You can do this by typing in the address – <http://secure.olexsys.org/oslims/index.xhtml> - this will take you to the main page which looks like this:



From here you can begin using LabSafe and this will be the original home screen.

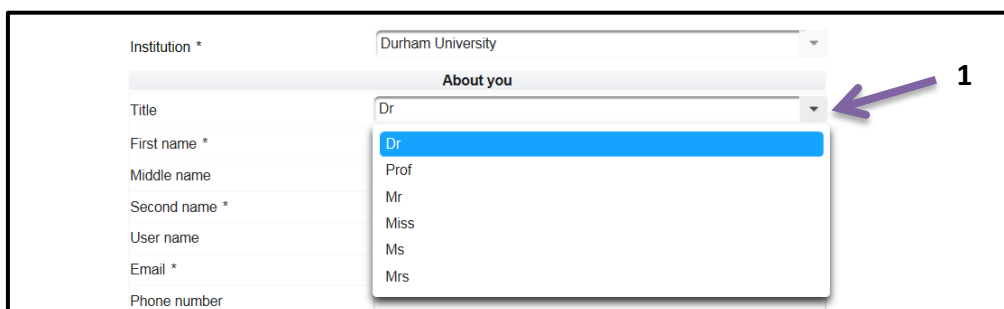
To register a new user, you start by clicking the 'Register' icon (1) in the top right hand corner of the screen. This will take you to a new page which should look like this:

1.2 Filling in important information

All of the fields denoted with a '*' **must** be completed in order to proceed.

To begin with, the system asks you about the institution you are working at. This appears as a drop down box, but will automatically fill in 'Durham University' as it will assume that this is your location.

The 'Title' field (1) is the beginning of entering some personal information. The automatic entry will be 'Dr', but this is a drop-down field therefore by clicking anywhere in the field, a list will drop down and give you options:



The screenshot shows a registration form with the following fields: Institution * (Durham University), Title (Dr), First name *, Middle name, Second name *, User name, Email *, and Phone number. A purple arrow points to the 'Title' dropdown menu, which is open and shows a list of options: Dr, Prof, Mr, Miss, Ms, and Mrs. The number '1' is placed next to the arrow.

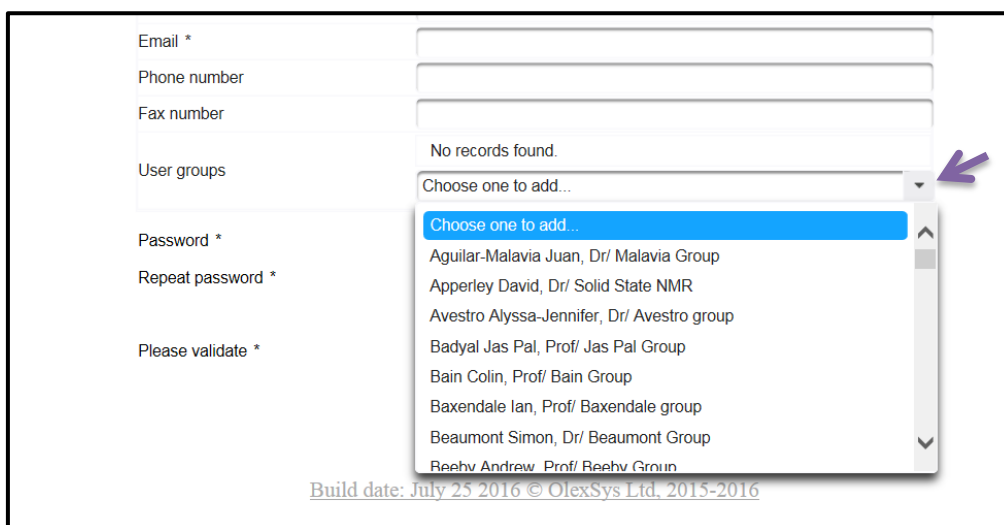
Simply click your option and proceed to the next field.

You can fill in your first, middle and second (surname) name. As above, please note that '*' fields are mandatory.

Your username will also be asked although this is not essential. This can be whatever you want i.e. first name, or just initials.

You must also fill in your contact details, most important of which is your email. There are optional fields for your phone number and fax number.

The system will also ask you for your User groups, which can be selected from the drop-down list accessed by clicking anywhere in the field:



The screenshot shows a registration form with the following fields: Email *, Phone number, Fax number, User groups, Password *, Repeat password *, and Please validate *. A purple arrow points to the 'User groups' dropdown menu, which is open and shows a list of options: Choose one to add..., Choose one to add..., Aguilar-Malavia Juan, Dr/ Malavia Group, Apperley David, Dr/ Solid State NMR, Avestro Alyssa-Jennifer, Dr/ Avestro group, Badyal Jas Pal, Prof/ Jas Pal Group, Bain Colin, Prof/ Bain Group, Baxendale Ian, Prof/ Baxendale group, Beaumont Simon, Dr/ Beaumont Group, and Beehv Andrew, Prof/ Beehv Group. The text 'No records found.' is visible above the dropdown menu. The footer text reads: Build date: July 25 2016 © OlexSys Ltd. 2015-2016

Again, you can click on an option, and proceed to the next field.

Finally, the system will ask you to create a password, and then repeat it to confirm. The system will then ask you to verify that you are not a robot, by asking you to identify some images by clicking in the white box.

To register, simply click the 'Register' icon at the bottom of the page, once you have completed all of the compulsory information.

2 Placing an Internal Order from Stores

2.1 Browsing

To begin ordering, you must first log on to the system with your email address or user name and corresponding password.

Note: hovering over icons will give you more information about their function.

In the system, click on the 'Basket' icon (1) in the top left hand corner of the screen (note: do not confuse with the 'Shopping Cart' icon in the far left of the screen – this is your shopping cart, not the basket):



This should lead you to the main Stores shopping page, which lists all of the items stocked by the Departmental Chemistry Store, including dry solvents and certain chemicals, and of course stationary, glassware and other equipment:

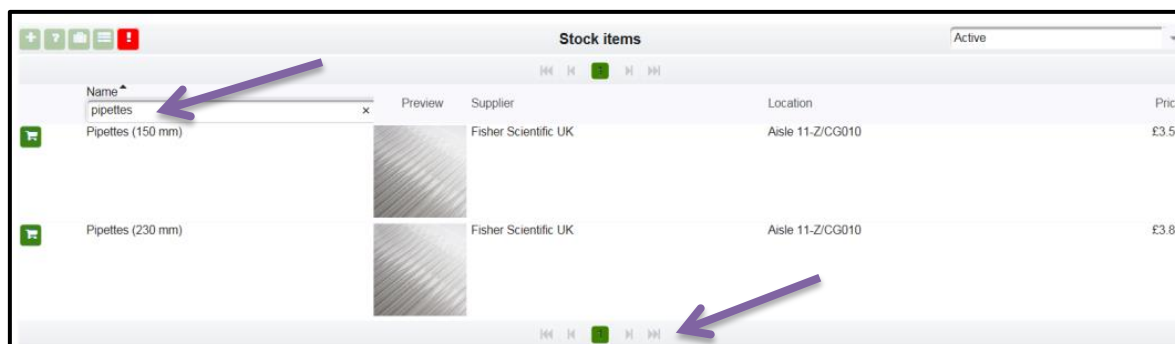
Name	Preview	Supplier	Location	Price	Last updated
0-14 indicator paper		Fisher Scientific UK	Aisle 4-G/CG010	£4.58	01-08-2016
1.7 - 3.8 indicator paper		Fisher Scientific UK	Aisle 4-G/CG010	£3.98	01-08-2016
4.5-10 indicator paper		Fisher Scientific	Aisle 4-G/CG010	£3.92	03-08-2016
4Plastipack Syringe (2 mL) (Box of 100)		Fisher Scientific UK	Aisle 4-H/CG010	£3.18	01-08-2016
7-14 indicator paper		Fisher Scientific	Aisle 4-G/CG010	£3.92	01-08-2016

These will appear in alphabetical order. As you can see you will be able to see the name, image and location of items in Stores, as well as their current price and suppliers. You are free to scroll through the products, however you can refine your search as will be stated below.

2.2 Searching for Items

The field 'Name' will allow you to search for particular items by typing in the name or partial name of the item you want. Please bear in mind that when typing in the item, be sure that the spelling of that item is correct – the system cannot automatically guess or predict what you mean. For example

typing in 'pipettes' will show the types of pipettes currently in stock and, as seen below, there are a range of different sizes. When choosing your item please be sure that the size/volume is correct:

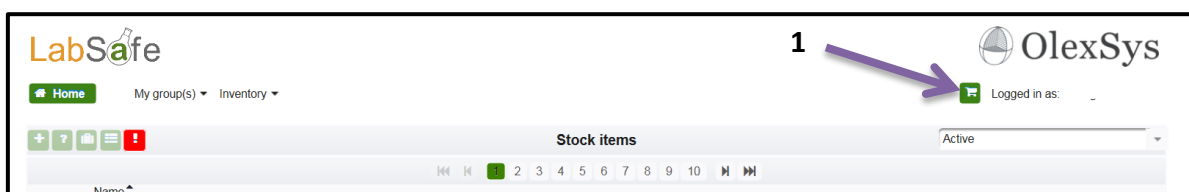


You can then browse through the items you want, and search more specific items. If there is more than one page of items you can scroll through by using the buttons at the bottom of the screen to find your item.

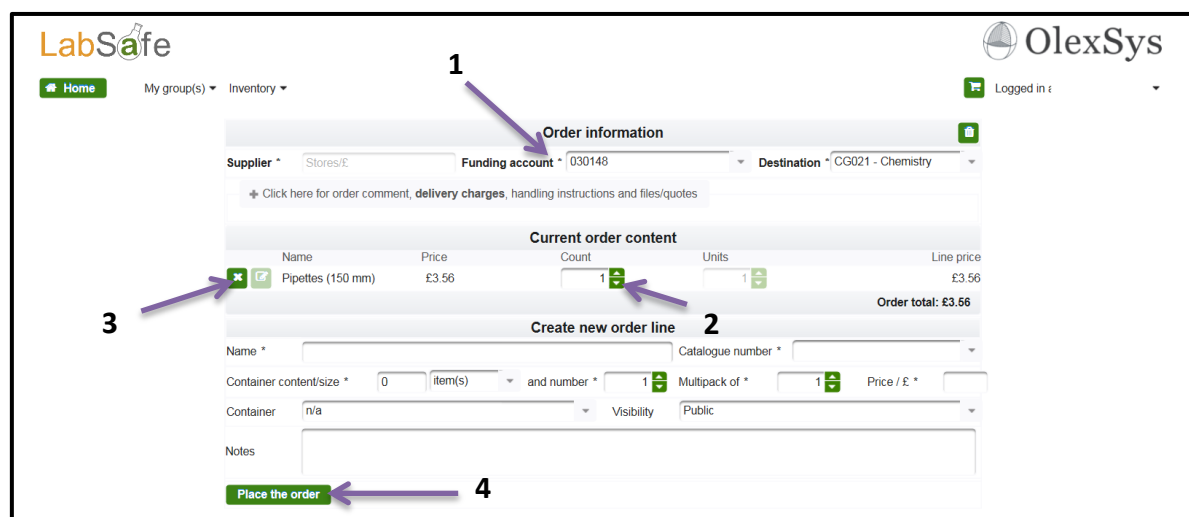
2.3 Placing an Order

To shop for an item, you should click on the 'Shopping Cart' icon to add it to your order. Each time you click, it will add the item to your order – for example, if you click and item twice, it will add two of that item to your order. Please note that the price shown is the price per item.

Once you have selected all of your items, press the 'Shopping Cart' icon (1) in the top right hand corner of the screen next to your name:



This will take you to a page which will show you all of the orders you have placed, and give you the opportunity to review your orders before sending them off. The page should look like this:

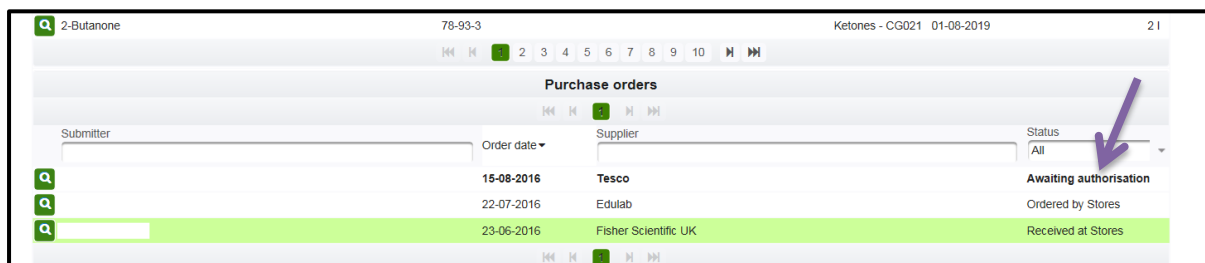


You will need to make sure that you have the correct grant code in the 'Funding account' field (1); along with the correct location of your lab (some people are located in multiple labs).

To change the number of items that you ordered, you can click on the 'Count' field (2) and you can add or take away items.

You can also cancel an order line by clicking on the green 'X' icon (3), and this only affects that single item.

When you are satisfied with your order, you can click the 'Place the order' icon (4) at the bottom of your screen. At the bottom of your home screen, under 'Purchase Orders', your order should appear:



There are many different statuses your order can have, all of which are listed below:

Awaiting authorisation – the order has been submitted by a member of your group and is awaiting the PI to review and authorise the order.

Submitted to Stores – the order has been authorised by the PI and submitted to stores for checking and to be transferred to the University purchasing system "Acquire".

Ordered by Stores – Stores have placed the order (a Requisition number will be added to the order for internal tracking). The order is sent to central Purchasing for authorisation. When this has been done, a Purchase Order number (PO) will be generated and added to the system. This indicated the order has been sent to the external company.

Received at Stores – the item has arrived at Stores and can be collected. A notification will automatically be sent to the buyer by email (PI's will not be notified).

Collected – The item has been collected and transferred to your group's core database. The purchase process is complete.

Bounced – There was a problem encountered while processing the order as identified by Stores. A note for the reason of rejection of the order will be added (this is visible in the order window). The order will need modifying to correct the problem and only then can be resubmitted by the purchaser.

Your order will be dispatched to Stores, who will collect the items you have ordered and when the order is complete, they will generate an email from the system notifying you to come and collect your items by allocating you a specific basket number in Stores. You should then proceed to Stores and collect your items by saying your basket number (please do this when Stores is open – check opening hours).

2.4 Ordering Solvents and Mixed Orders

When ordering solvents it is the same process as ordering items, however solvents will be highlighted in green when browsing. Start searching for your solvent by clicking on the 'Basket' icon. For example, when ordering **petroleum ether**, you would begin by typing it in to the 'Name' field:

LabSafe OlexSys

Home My group(s) Inventory Logged in as

Stock items Active

Name	Preview	Supplier	Location	Price
Dry Petroleum ether (100 mL per unit order)		Dry Solvent Stores	Solvent purification/CGS001 Solvent Purification	£1.00
Petroleum Ether 40/60 GPR (2.5 L)		Fisher Scientific UK	Solvent Store/CGS003	£5.05
Petroleum Ether 60/80 (2.5 L)		Fisher Scientific UK	Solvent Store/CGS003	£8.09

You then select your solvent and click on the 'Shopping cart' icon (1) on the solvent to add it to your cart.

For simplicity, here is an example where you are shown how to order both solvents and equipment simultaneously, as the order is slightly different for this.

So, you can order both solvents and equipment, and you can do this by going back to 'Home' and then click the 'Basket' icon, and add to your cart. You can add as many as you would like. For example:

LabSafe OlexSys

Home My group(s) Inventory Logged in as

Order information

Supplier * Stores/E Funding account * 030148 Destination * CG021 - Chemistry

Click here for order comment, delivery charges, handling instructions and files/quotes

Current order content

Name	Price	Count	Units	Line price
Pipettes (150 mm)	£3.56	2	1	£7.12
Petroleum Ether 40/60 GPR (2.5 L)	£5.05	1	1	£5.05

Order total: £12.17

Create new order line

Name * Catalogue number *

Container content/size * 0 Item(s) and number * 1 Multipack of * 1 Price / £ *

Container n/a Visibility Public

Notes

Place the order

Then click 'Place the order' and you will be taken to your home screen. Your order should appear like this:

Purchase orders

Submitter	Order date	Supplier	Status
	15-08-2016	Stores	Received at Stores
	15-08-2016	Stores	Submitted to Stores
	15-08-2016	Tesco	Submitted to Stores

Your order should appear as two orders; as one of the orders is a solvent and it has to be approved separately (the solvent is highlighted in green – if you just order the solvent individually, it will also

be highlighted in green). The orders will then be sent to Stores and your order will be placed. When your order arrives, you will be notified to come and collect your items and solvents. Please note that solvents can only be collected when the solvents stores are open, and remember to check opening times.

2.5 Investigating your Order

You can also examine your order by clicking on the 'Magnifying Glass' icon (1):

Submitter	Order date	Supplier	Status
	15-08-2016	Stores	Collected
	15-08-2016	Stores	Received at Stores
	15-08-2016	Tesco	Ordered by Stores

This will show you some information about your order, and a summary of the order:

Order details

Placed by: / / 15-08-2016
 Authorised by: / / 15-08-2016
 Processed: 15-08-2016
 Destination: CG021
 Delivery charge: £0.00
 Requisition number:
 Order comments:
 Catalogue/Supplier: Stores

OC/OC: 040000132325

Order content

Name	Catalog number	Amount	Safety notes	Provider	Location	Price
1 x Petroleum Ether 40/60 GPR (2.5 L)	P/1440/17	2.51	Signal word: Danger	Fisher Scientific UK	Solvent Store	£5.05

Buttons: Authorise order, Resubmit, Cancel order

This is very important as it shows you the barcode for your order. The 'Page' icon (1) will print your order off for you on your printer of choice. The 'List' icon (2) will print the order barcode for you. The 'Pencil and Paper' icon (3) allows you to edit your order details.

The 'Magnifying Glass' icon (4) adjacent to your order will give you the Chemical Details – these will be described later.

3 Placing an External Order

Placing an external order is very similar to placing an internal one.

You must also begin by logging on to LabSafe. Once logged on, you must click on the 'Shopping Cart' icon in the top right hand corner of the screen next to your name, which should take you to the screen with your orders as before:

The screenshot shows the 'Order information' section of the LabSafe interface. It includes fields for 'Supplier' (with a dropdown menu), 'Funding account' (030148), and 'Destination' (CG021 - Chemistry). Below these fields is a section for 'Current order content' with a table showing 'Empty order'. At the bottom, there is a section for 'Create new order line' with various input fields for item details.

You must begin by typing in the name of your supplier. You should notice that the 'Funding account' and 'Destination' fields can also be edited. By typing in the 'Supplier' field, a new section should appear below 'Current order content' named 'Create new order line'. You can fill in the details of your order. For example, purchasing wine for experimental purposes would look like this:

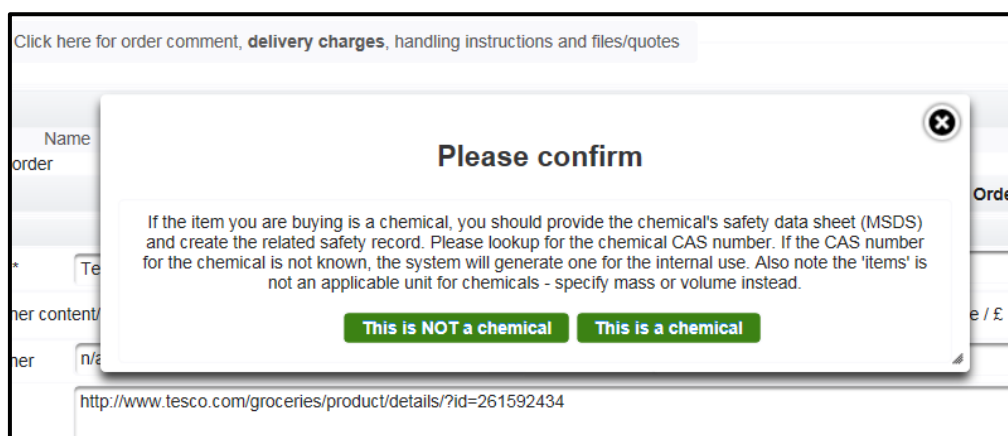
The screenshot shows the 'Create new order line' section of the LabSafe interface. It includes fields for 'Name' (Tesco Australian White 3 Litre), 'Container content/size' (3 l), 'Price / £' (14.00), and 'Notes' (http://www.tesco.com/groceries/product/details/?id=261592434). There are also buttons for 'Place the order for approval', 'Cancel the item', and 'Add the item'.

Fill in all of the fields. Please note that in the 'Notes' field it is a good idea to write down the website where you wish to purchase the item from so that it can be found easily by Stores, who will be placing the order.

Also note that if there is not catalogue number, you should make one up which is as relevant as possible to your item.

As stated before, all fields with '*' **must** be filled in.

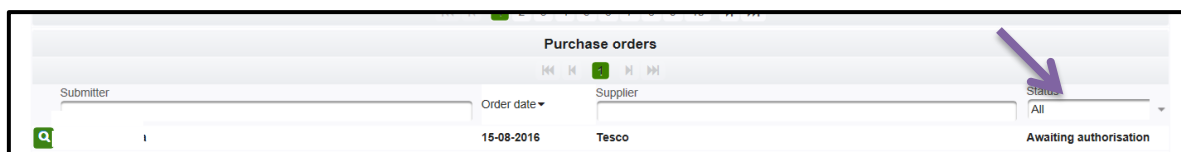
Once you are happy with your order, click 'Add the item'. Before the order can be completely sent off, you will receive a pop-up like this:



This just ensures that if what you are ordering is a chemical, it will go through Solvent Stores and not through the Departmental Hatch. Just click whichever is applicable, and then the order will be added to your cart and you can proceed to place the order. If your order is a chemical, you must also provide safety information about the chemical by providing a SDS (Safety Data Sheet) and CAS number. These should be written in the notes section of the order.

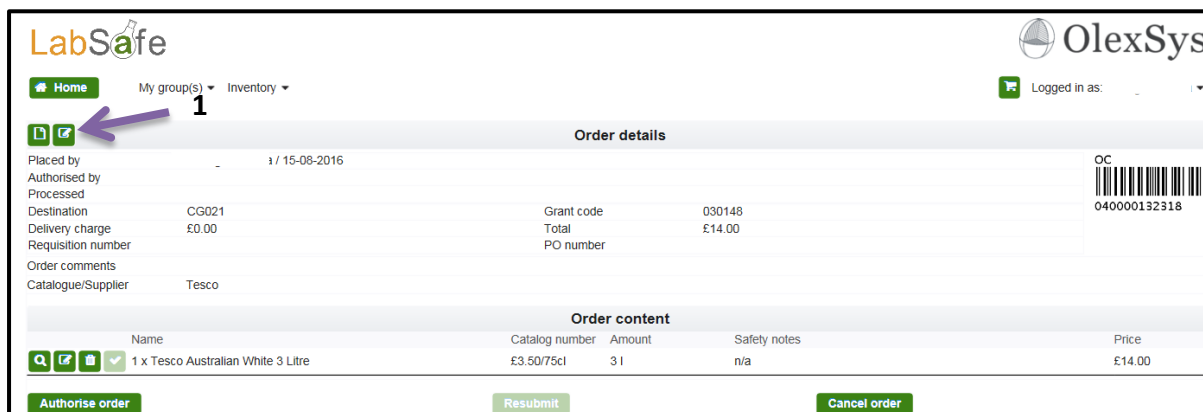
4 Authorising an Order

After placing an order, it is important to get it authorised. The system will email you to let you know that there are orders that are waiting for your approval. When looking at your 'Purchase orders' section on your home page, your orders may have the status of **awaiting authorisation**:

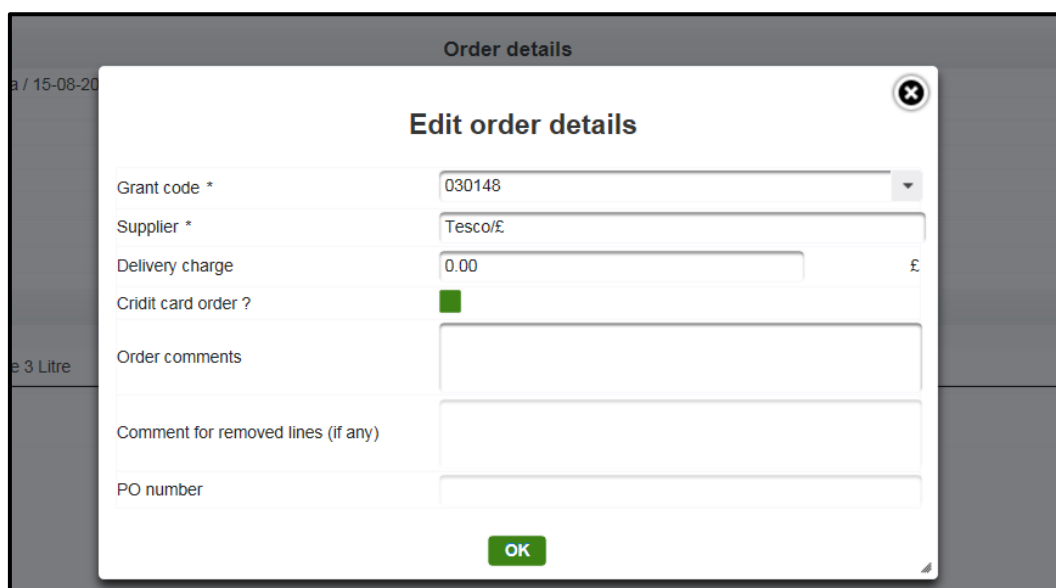


Please note that only the PI is able to perform this role, or a suitably trained representative who the PI has passed this responsibility to. Currently orders at the Chemistry Department Hatch and the Solvent Stores (including dry solvents) do not require authorisation.

To authorise the purchase, you must click on the '*Magnifying glass*' icon as if you would like to review the order. This will take you to a page that looks like this:



Before authorising the PI can fully edit and change the order. To change/edit the order, you can click on the '*Pencil*' icon (1) in the top left hand corner of the screen. This will cause a pop-up to appear on your screen:



The screenshot shows a modal window titled "Edit order details" with a close button in the top right corner. The form contains the following fields:

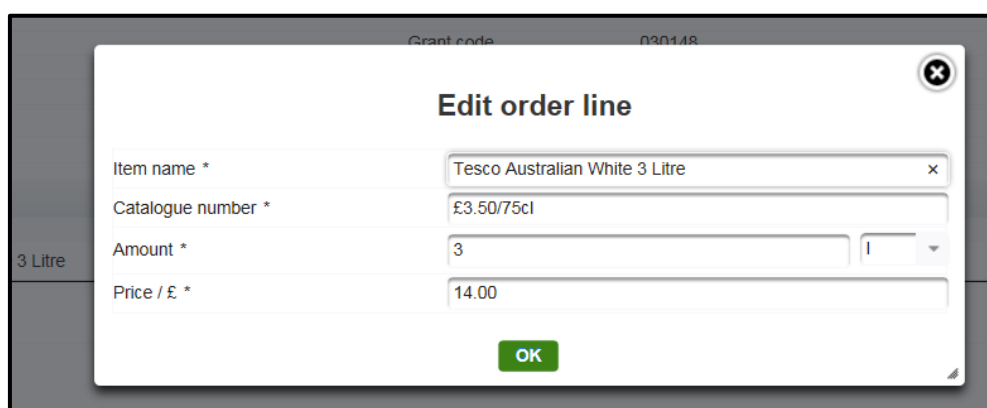
Grant code *	030148
Supplier *	Tesco/£
Delivery charge	0.00 £
Credit card order ?	<input checked="" type="checkbox"/>
Order comments	<input type="text"/>
Comment for removed lines (if any)	<input type="text"/>
PO number	<input type="text"/>

An "OK" button is located at the bottom center of the form.

As you can see, you can edit all of the fields already filled in, but also comments on the order can be added.

Once you are happy with the order you can click 'OK' and you will return to the review page.

By clicking on the 'Pencil' icon adjacent to your item, you can also edit the item:



The screenshot shows a modal window titled "Edit order line" with a close button in the top right corner. The form contains the following fields:

Item name *	Tesco Australian White 3 Litre
Catalogue number *	£3.50/75cl
Amount *	3
Price / £ *	14.00

An "OK" button is located at the bottom center of the form.

Finally, to authorise the order, you click the 'Authorise order' icon. The status of your item on the 'Purchase orders' page should change to **order submitted**.

5 Navigating 'Chemical Details'

As stated before, Chemical Details can be accessed through the order of the chemical, but also if you have any chemicals in your inventory on the Homepage you can access Chemical Details by clicking on the 'Magnifying Glass' icon next to the chemical. Once clicked, you will be taken to a screen that looks like this:

This will show you some features of the Chemical, but most importantly will show you the safety information relating to each chemical. This is very often already in the system, however will have to be uploaded if you have ordered a chemical as an External Order.

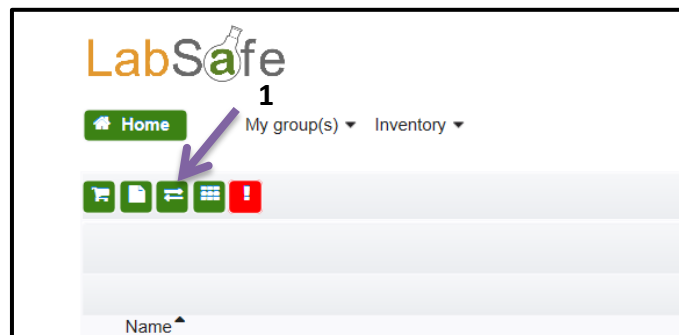
There are many safety labels and warnings that are helpfully colour coordinated as seen above.

There is also an array of buttons at the top left hand corner of the screen:

The 'Printer' icon (1) in the top left hand corner of the screen will allow you to print the barcode of the item to a printer of your choosing. Above this icon in the familiar 'Shopping cart' icon (2) which will allow you to add this particular item to the shopping cart. The 'Page' icon (3) next to it will allow you to print the entire page, should you need to. The 'Trash Can' icon (4) will allow you to dispose of the compound from the system. The 'Pencil' icon (5) will allow you to edit the item. Next to it is the 'Transfer' icon (6) which will let you record if the location of the item has been changed, which will be discussed in the next section. The open 'Lock' icon (7) will allow you to change who will see the compound – you can set the visibility to be limited to just yourself, your group, or everyone. Finally, the image on the far right hand side is a skeletal drawing of the chemical itself (8), in case a reference is needed.

6 Transferring a Chemical

If you are moving a chemical to another room, you can change the location on LabSafe. You do this by clicking on the 'Transfer' icon (1) which looks like two arrows pointing in opposite directions. It is located in the top left hand corner of your home screen:



7 Disposing of a Chemical

In order to dispose of a chemical in your stock, you must first find this chemical in your inventory, in your homepage:

Name	CAS Number	Cabinet	Expiry date	Amount
1-Butanol	71-36-3	Alcohols - CG021	11-07-2020	2.5 l
1-Butanol	71-36-3	Alcohols - CG021	01-08-2019	2.5 l
1-Butanol	71-36-3	Alcohols - CG021	01-08-2019	2.5 l
1-Butanol	71-36-3	Alcohols - CG021	01-08-2019	2.5 l
1-Butanol	71-36-3	Alcohols - CG021	01-08-2019	1 l

When you find the chemical, click on the 'magnifying glass' icon. This will take you to a page which looks like this:

Chemical details

Barcode: 000000174992

Name: 1-Butanol

Formula: C₄H₁₀O

CAS Number: 71-36-3, 1-Butanol

Catalogue number: unk / Unknown

Amount: 2.5 / 2.5 l

Notes:

Location: Alcohols-CG021-Chemistry

Delivery date: 11-07-2020

Expiry date: 11-07-2020

[Download SDS](#)

Hazards and Precautions (source: Aldrich, revision 2014.11.26 / 5.3)

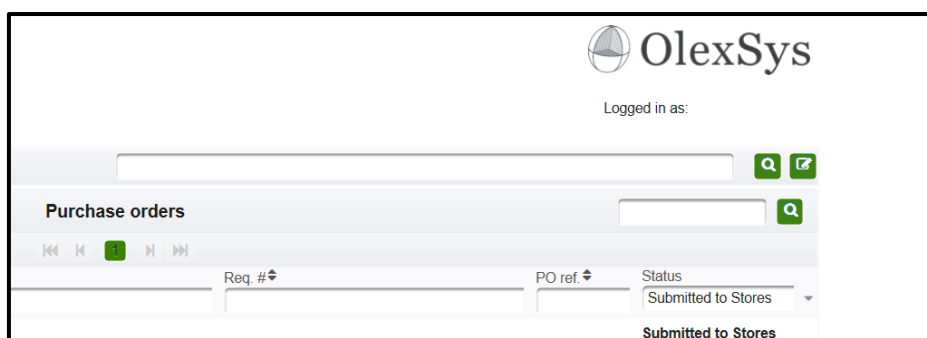
In order to delete the chemical, click on the 'bin' icon. This will delete the item.

8 Using the Barcode Scanner

The barcode scanner is used to find chemicals on the LabSafe system. With each chemical you are given, there is a sticker with a barcode on it:

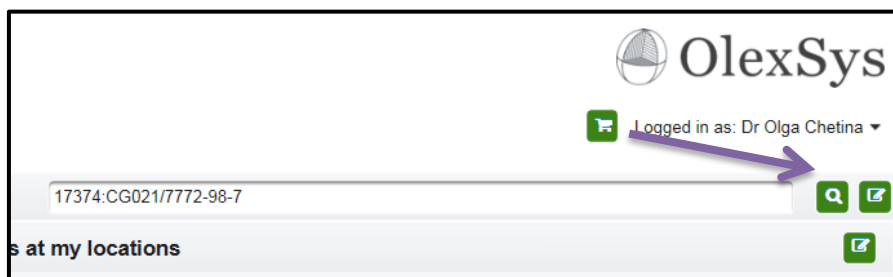


Using the scanner, you can search for chemicals on the system without typing anything in. You begin by going on your homepage and clicking in the top right-hand corner field:



After clicking on this field, you should scan the barcode on the bottle or box using the scanner. Remember to connect the scanner to the computer with the cable.

After you scan, a code should appear in the field:



Now you can search for this chemical by clicking on the search icon, and it should direct you to the item:

The screenshot shows the 'Chemical details' page for Sodium thiosulfate. The page includes a top navigation bar with 'group(s)' and 'Inventory' dropdowns, and a 'Logg' button. Below the navigation is a toolbar with icons for shopping, document, trash, refresh, edit, and share. The main content area is divided into two sections: 'Chemical details' and 'Hazards and Precautions'. The 'Chemical details' section lists the following information:

Barcode	00000173742
Name	Sodium thiosulfate
Formula	Na ₂ O ₃ S ₂
CAS Number	7772-98-7, Sodium thiosulfate
Catalogue number	unk / Unknown
Amount	250 / 250 g
Notes	
Location	Shelf 4 Right-CG021B-Chemistry
Delivery date	01-08-2015
Expiry date	01-08-2019

To the right of the chemical details is a chemical structure diagram of Sodium thiosulfate (Na₂S₂O₃) and a 'Download SDS' link. The 'Hazards and Precautions' section contains the following information:

No records found.	
Signal word(s)	None
Incompatible materials	Strong acids, Strong oxidizing agents
Suitable extinguishing media	
Unsuitable extinguishing media	

From here you can buy the item, change the location of the item, edit the item and look at the safety information, among many other things.

9 Running an Emergency Report

Running an emergency report will only be required in the case of flooding or fire.

You can run an emergency report by clicking on the red 'exclamation mark' icon in the top left-hand corner of the home screen:



By clicking it, you will be immediately taken to a new page and a pop-up box will appear:

The screenshot shows a pop-up box titled 'Select a location, a specific incident or cancel for more options'. The box contains two dropdown menus: 'Select the room/laboratory' and 'Select the incident'. Below the dropdowns is a 'Cancel' button. At the bottom of the page, there is a footer that reads 'Build date: July 25 2016 © OlexSys Ltd, 2015-2016'.

Here, you will have to enter the location of and type of incident (fire, flood etc.).

When you have filled these details in, this page should appear:

Combined location Hazard and Safety report			
Pictogram	Solids/kg	Liquids/l	Items
	5.100	80.250	-
	5.000	38.500	-
	5.100	26.250	-
	7.500	88.750	-
	0.100	20.000	-
Safety clause			
H224. Extremely flammable liquid and vapour	-	1.000	-
H225. Highly flammable liquid and vapor	-	25.000	-
H225. Highly flammable liquid and vapour	0.100	5.500	-
H301. Toxic if swallowed	0.100	-	-
H311. Toxic in contact with skin	0.100	20.000	-
H311+H331. Toxic in contact with skin or if inhaled	-	8.250	-
H314. Causes severe skin burns and eye damage	5.000	25.000	-
H318. Causes serious eye damage	-	13.500	-
H331. Toxic if inhaled	5.100	-	-
H334. May cause allergy or asthma symptoms or breathing difficulties if inhaled	-	20.000	-
H370. Causes damage to organs	0.100	-	-

This is a description of the different hazards in the location, in this example is CG021. By scrolling further down the page, you will be able to see the different chemicals and the hazards they pose.

Detailed Hazard and Safety report					
Storage name	Pictogram	Information	Solids/kg	Liquids/l	Items
Acids			5.000	5.000	-
			5.000	5.000	-
			5.000	-	-
			5.000	-	-
	Safety clause			Solids/kg	Liquids/l
H314. Causes severe skin burns and eye damage			5.000	5.000	-
H331. Toxic if inhaled			5.000	-	-
Alcohols			0.100	18.000	-
			-	11.000	-
			0.100	-	-
			-	19.000	-
			0.100	-	-
Safety clause			Solids/kg	Liquids/l	Items
H225. Highly flammable liquid and vapour			0.100	0.500	-
H301. Toxic if swallowed			0.100	-	-
H311. Toxic in contact with skin			0.100	-	-
H318. Causes serious eye damage			-	11.000	-
H331. Toxic if inhaled			0.100	-	-
H370. Causes damage to organs			0.100	-	-

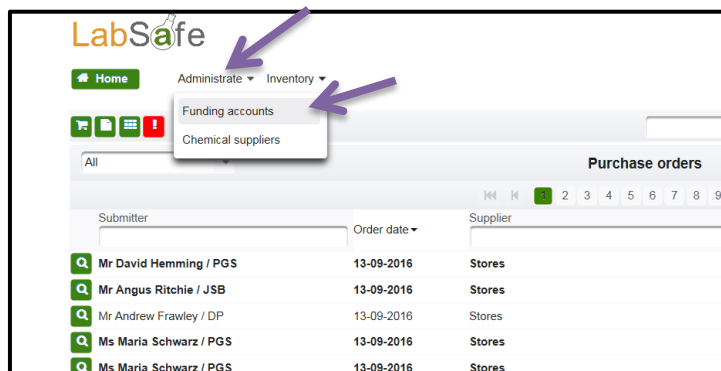
Furthermore, by clicking on the 'speech bubble' icon, you can see the different methods of extinguishing the chemical, and most importantly, what not to use:

Extinguishing media list	
Suitable	
<ul style="list-style-type: none"> For small (incipient) fires, use media such as "alcohol" foam, dry chemical, or carbon dioxide. For large fires, apply water from as far as possible. Use very large quantities (flooding) of water applied as a mist or spray, solid streams of water may be ineffective. Cool all affected containers with flooding quantities of water. Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide. Cool closed containers exposed to fire with water spray. CO₂, dry chemical, dry sand, alcohol-resistant foam. Cool closed containers exposed to fire with water spray. Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide. CO₂, dry chemical, dry sand, alcohol-resistant foam. Water spray. Cool closed containers exposed to fire with water spray. 	
Unsuitable	
<ul style="list-style-type: none"> for safety reasons No information available. Do not use water jet. for safety reasons Water may be ineffective. 	
OK	

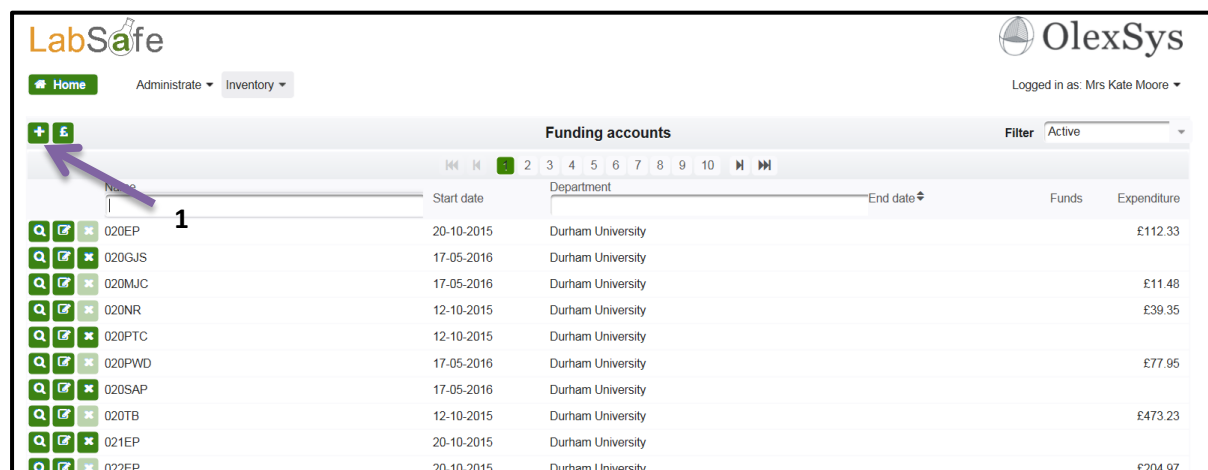
10 APPENDIX A: Administrator Functions (NOT FOR GENERAL ISSUE!)

10.1 Add new cost centre

To add a new cost centre, you must go to your homepage on LabSafe. From here, you click 'Administrate' and choose 'Funding Accounts':



This will take you to a page which looks like this:



Click on the '+' icon (1) and the following box will pop up:

Add/Edit funding account

Institution:

Account code *:

Funds:

Start date *:

End date: Does not expire

Stores charge account:

Account users:

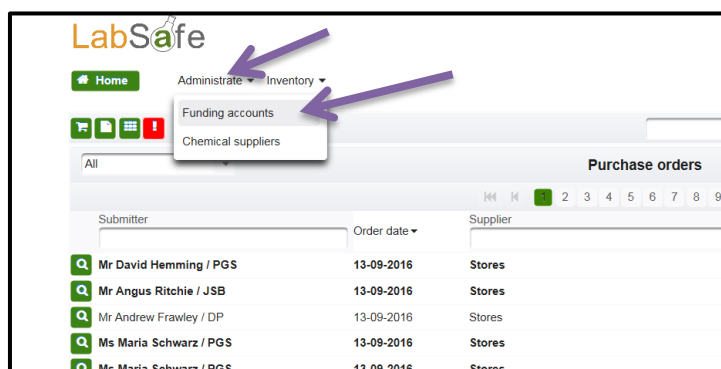
Start typing here...

Add

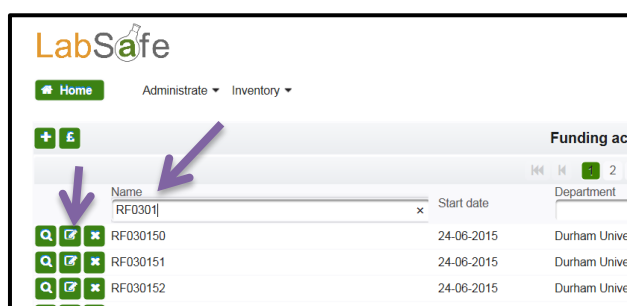
You must now fill out all of the details of the cost centre. Please remember that fields marked with a '*' are mandatory, and must be filled. Once you have finished, click 'Add' and the new cost centre will be added to the system.

10.2 Expire a cost centre

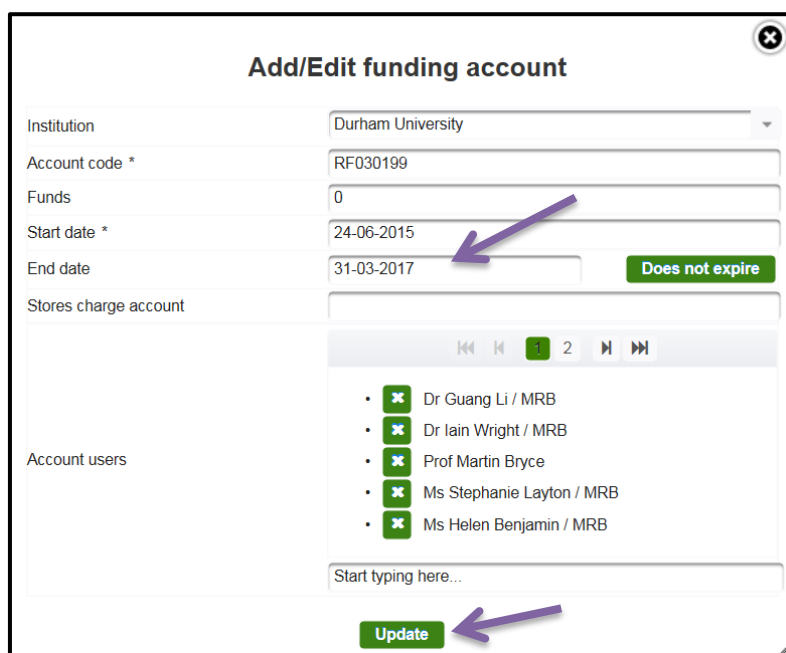
To expire a cost centre, you must go to your homepage on LabSafe. From here, you click 'Administrate' and choose 'Funding Accounts':



Now you must find the cost centre you wish to expire. You can do this by typing the cost centre into the 'Name' field:



Select the 'pencil' icon in the middle and the following box will pop up:



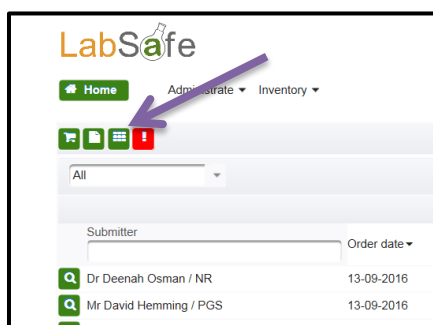
The screenshot shows the 'Add/Edit funding account' dialog box. It contains the following fields and options:

- Institution: Durham University
- Account code *: RF030199
- Funds: 0
- Start date *: 24-06-2015
- End date: 31-03-2017 (with a 'Does not expire' button next to it)
- Stores charge account: (empty)
- Account users: A list of users with 'x' icons next to them: Dr Guang Li / MRB, Dr Iain Wright / MRB, Prof Martin Bryce, Ms Stephanie Layton / MRB, Ms Helen Benjamin / MRB.
- Start typing here... (input field)
- Update (button)

Click in the End-Date field and chose yesterday's date. Then click 'Update'. This will expire a cost centre immediately.

10.3 Checking Stock Value

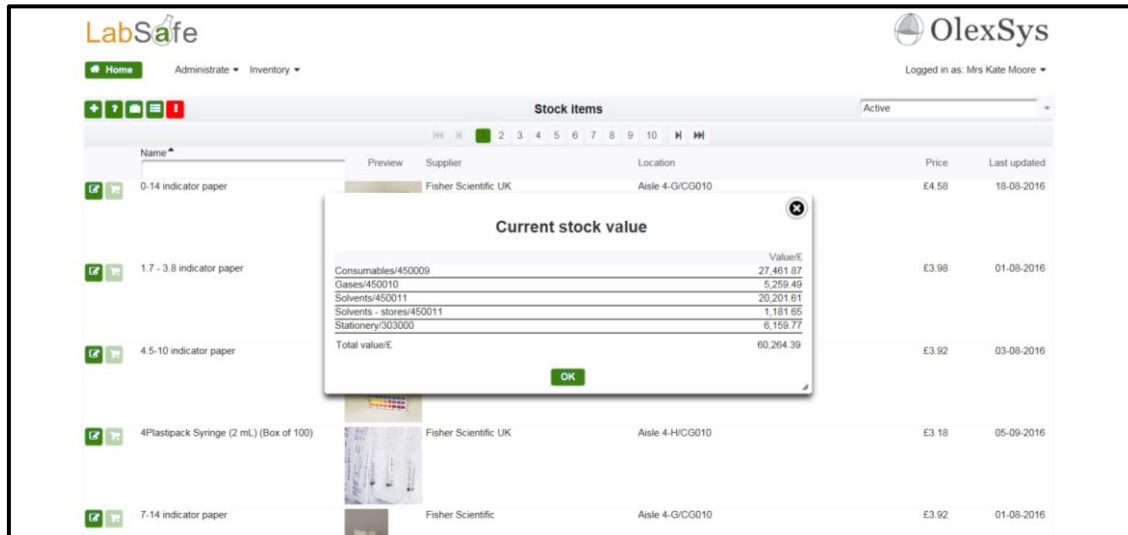
To check stock value, you must go to the homepage of your LabSafe account. Here you must click the 'Shopping' icon:



This will take you to the Stores page. Here you must click on the 'question mark' icon:



This will cause a pop-up box to appear on the screen:

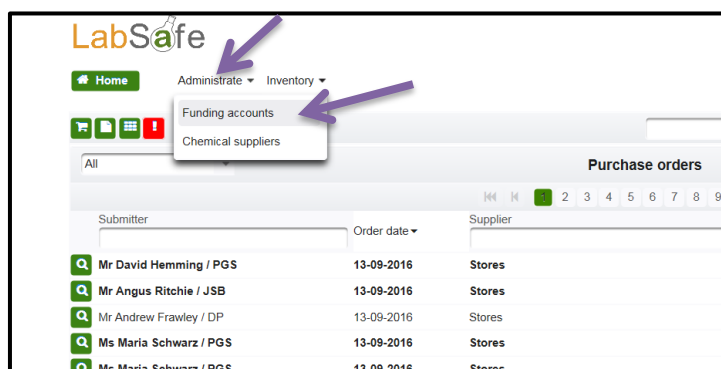


Item	Value:£	Price	Last updated
Consumables/450009	27,461.87		
Gases/450010	5,259.49	£3.98	01-08-2016
Solvents/450011	20,201.61		
Solvents - stores/450011	1,181.65		
Stationery/303000	6,159.77		
Total value:£	60,264.39	£3.92	03-08-2016

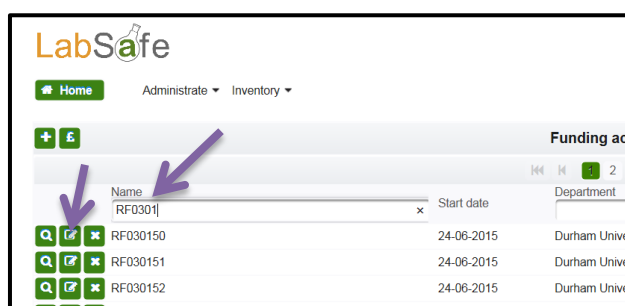
This will show you a summary of the current stock value, how it is split between different items and a total balance. To exit the pop-up, simply click the 'OK' button or the 'X' in the top right-hand corner.

10.4 Adding users to a cost centre

To add users to a cost centre, you must go to your homepage on LabSafe. From here, you click 'Administrate' and choose 'Funding Accounts':



Now you must find the cost centre you wish to expire. You can do this by typing the cost centre into the 'Name' field:



Select the 'pencil' icon in the middle and the following box will pop up:

The screenshot shows the 'Add/Edit funding account' dialog box. It contains the following fields:

- Institution: Durham University
- Account code *: RF030199
- Funds: 0
- Start date *: 24-06-2015
- End date: 31-03-2017 (with a 'Does not expire' button)
- Stores charge account: (empty)
- Account users: (empty)

Below the 'Account users' field, there is a list of suggested users:

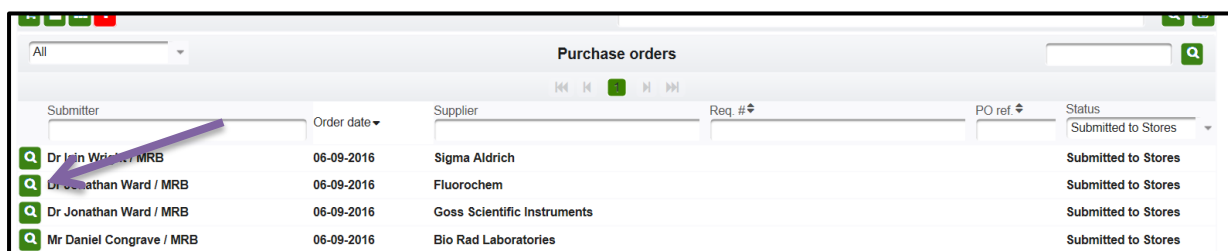
- Dr Guang Li / MRB
- Dr Iain Wright / MRB
- Prof Martin Bryce
- Ms Stephanie Layton / MRB
- Ms Helen Benjamin / MRB

At the bottom, there is an 'Update' button.

Under the field 'Account users', start typing the surname of the person you wish to add. This will start a drop down box which will suggest names of people. Simply choose the person you wish to add, and click on their name. They should now appear in the 'Account users' field. Then click 'Update'.

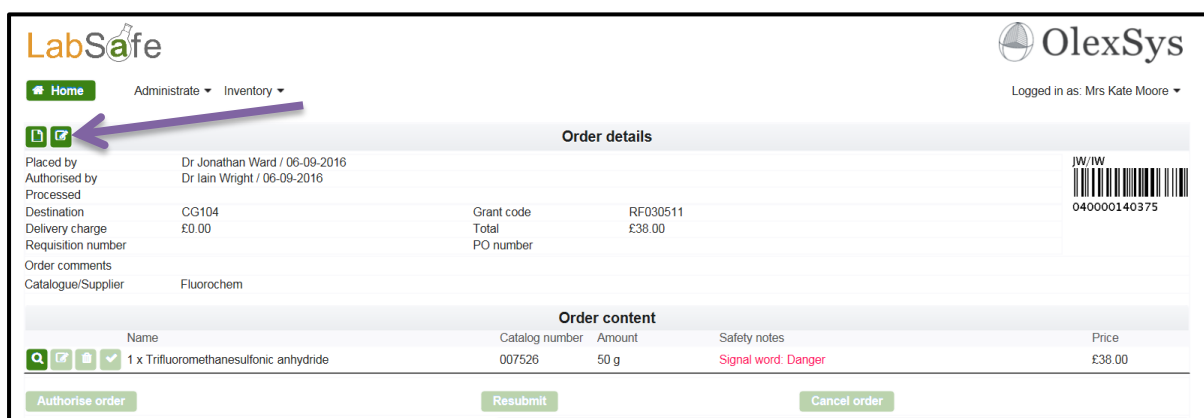
10.5 Updating or changing order information

To update or change order information, you must first go to your homepage on the LabSafe system. Then, click on the '*magnifying glass*' icon next to the order you want to edit:



Submitter	Order date	Supplier	Req. #	PO ref.	Status
Dr Iain Wright / MRB	06-09-2016	Sigma Aldrich			Submitted to Stores
Dr Jonathan Ward / MRB	06-09-2016	Fluorochem			Submitted to Stores
Dr Jonathan Ward / MRB	06-09-2016	Goss Scientific Instruments			Submitted to Stores
Mr Daniel Congrave / MRB	06-09-2016	Bio Rad Laboratories			Submitted to Stores

To edit the order, click on the '*pencil*' icon in the top left-hand corner of the screen:



LabSafe OlexSys
 Home Administrate Inventory Logged in as: Mrs Kate Moore

Order details

Placed by: Dr Jonathan Ward / 06-09-2016
 Authorised by: Dr Iain Wright / 06-09-2016
 Processed by: JW/IW

Destination: CG104 Grant code: RF030511
 Delivery charge: £0.00 Total: £38.00
 Requisition number: PO number: 040000140375

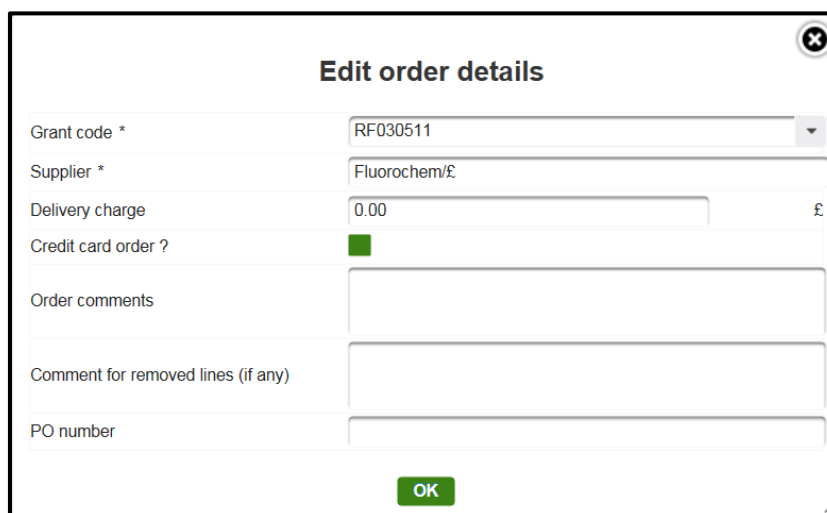
Order comments: Fluorochem

Order content

Name	Catalog number	Amount	Safety notes	Price
1 x Trifluoromethanesulfonic anhydride	007526	50 g	Signal word: Danger	£38.00

Buttons: Authorise order, Resubmit, Cancel order

The following pop-up box will appear:



Edit order details

Grant code * RF030511

Supplier * Fluorochem/£

Delivery charge 0.00 £

Credit card order ?

Order comments

Comment for removed lines (if any)

PO number

OK

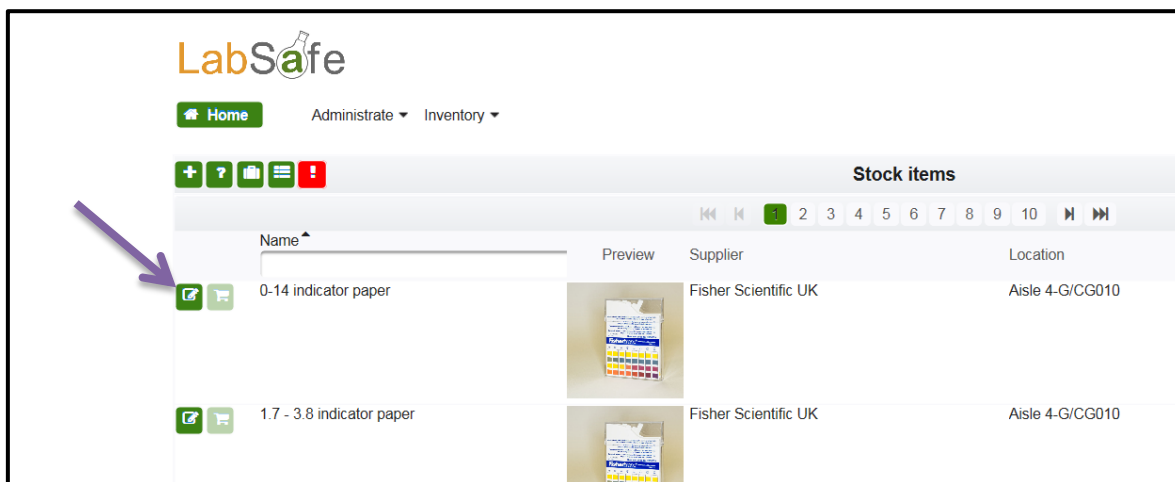
From here you can edit the grant code and write any additional comment such as PO number once the order has been placed. Simply fill in or update the desired fields and click 'OK'. Please note that fields marked with '*' **must** be filled in.

10.6 Updating stock levels

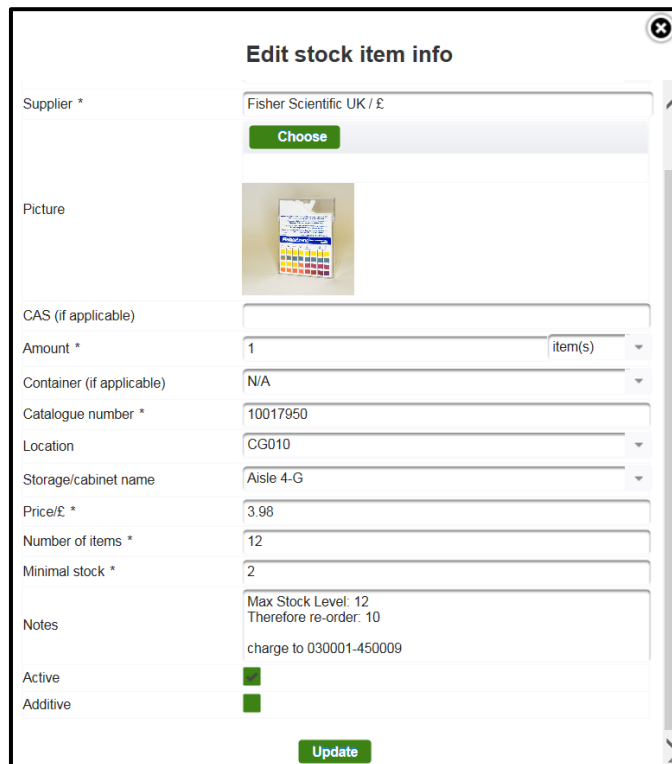
To update the stock levels in Stores, go to your homepage in LabSafe. Click on the '*Shopping*' icon in the top right-hand corner of the screen:




Choose the stock item you want to update, and click on the 'pencil' icon next to it:



A pop-up box will appear which will look like this:



Edit stock item info	
Supplier *	Fisher Scientific UK / £
	<input type="button" value="Choose"/>
Picture	
CAS (if applicable)	
Amount *	1 <input type="text" value="item(s)"/>
Container (if applicable)	N/A
Catalogue number *	10017950
Location	CG010
Storage/cabinet name	Aisle 4-G
Price/£ *	3.98
Number of items *	12
Minimal stock *	2
Notes	Max Stock Level: 12 Therefore re-order: 10 charge to 030001-450009
Active	<input checked="" type="checkbox"/>
Additive	<input checked="" type="checkbox"/>
	<input type="button" value="Update"/>

Update the fields that you wish, but please note that fields marked with '*' **must** be filled in.

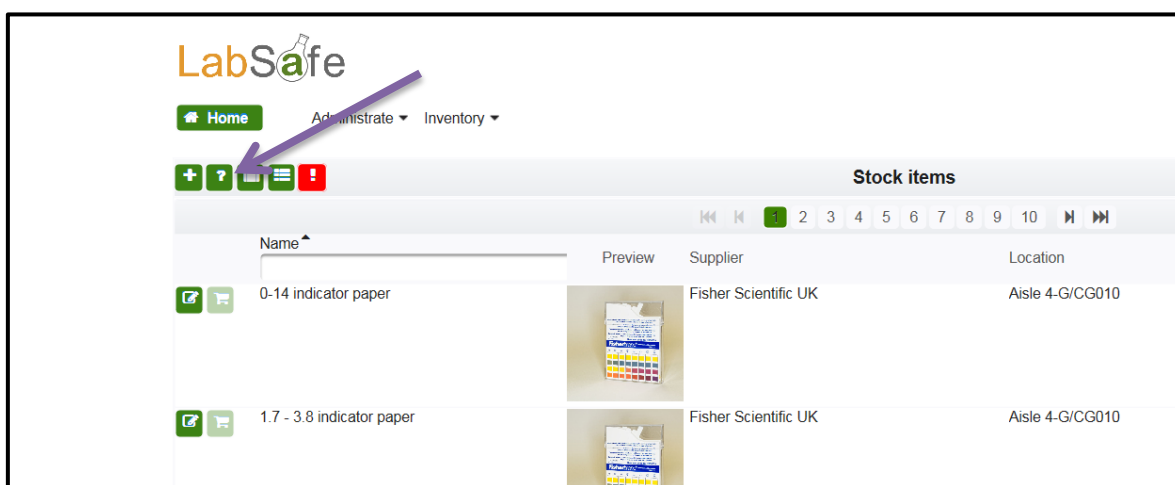
Once you have finished, click 'Update'.

10.7 Adding stock items

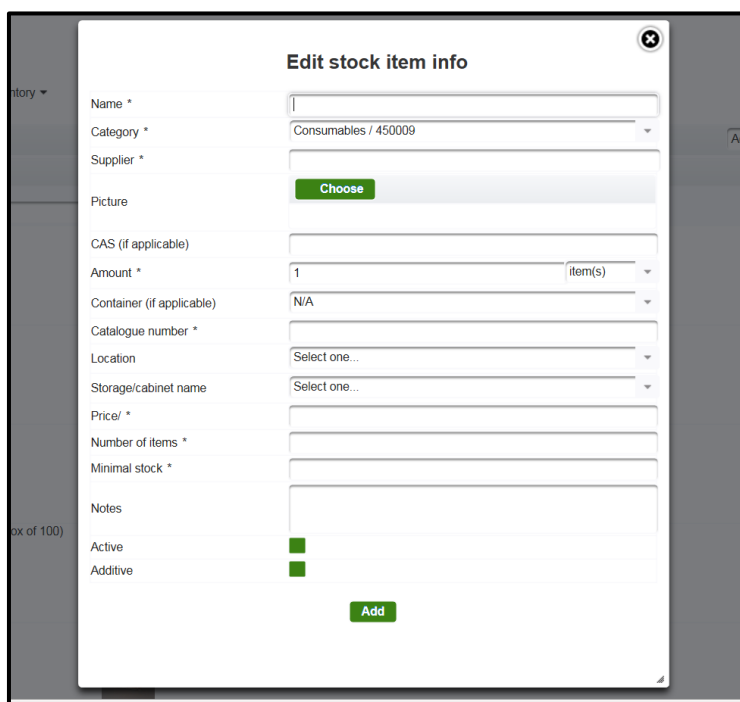
To add a stock item to Stores, go to your homepage in LabSafe. Click on the 'Shopping' icon in the top right-hand corner of the screen:



In the top left-hand corner of the screen, click on the '+' icon:



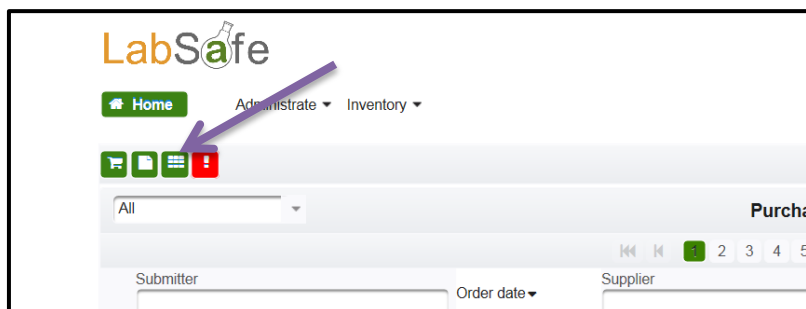
A pop-up box will appear which will look like this:

A screenshot of the 'Edit stock item info' pop-up box. The form contains the following fields: 'Name *' (text input), 'Category *' (dropdown menu with 'Consumables / 450009' selected), 'Supplier *' (text input), 'Picture' (with a 'Choose' button), 'CAS (if applicable)' (text input), 'Amount *' (text input with '1' and a unit dropdown 'item(s)'), 'Container (if applicable)' (dropdown menu with 'N/A' selected), 'Catalogue number *' (text input), 'Location' (dropdown menu with 'Select one...' selected), 'Storage/cabinet name' (dropdown menu with 'Select one...' selected), 'Price/ *' (text input), 'Number of items *' (text input), 'Minimal stock *' (text input), 'Notes' (text area), 'Active' (checkbox), and 'Additive' (checkbox). There is an 'Add' button at the bottom.

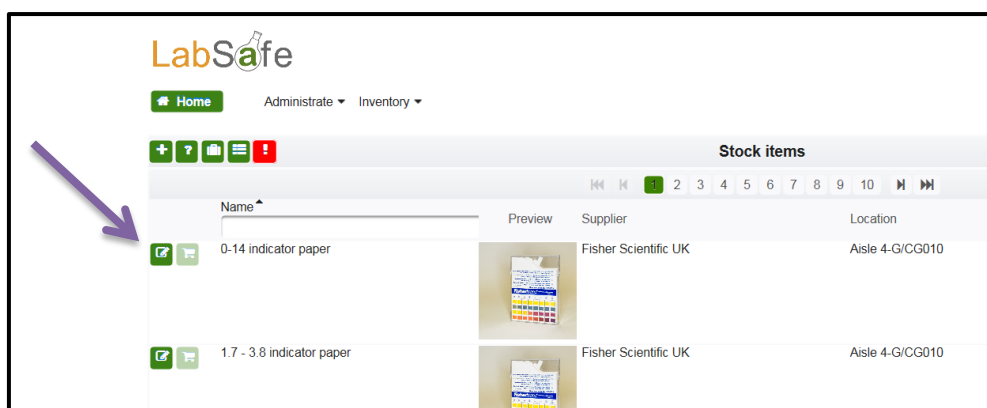
Fill in the desired fields, but please remember that fields marked with '*' **must** be filled in. When you have finished, click 'Add'.

10.8 Removing Stock items

To remove stock items from Stores, go to your homepage in LabSafe. Click on the 'Shopping' icon in the top right-hand corner of the screen:



Choose the stock item you want to remove, and click on the 'pencil' icon next to it:



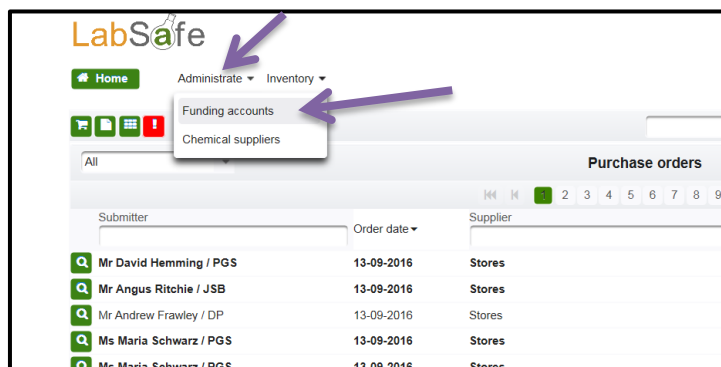
A pop-up will appear which looks like this:

A screenshot of the 'Edit stock item info' pop-up form. The form has a title bar with a close button. The fields are: Supplier (Fisher Scientific UK / £), Picture (with a preview image), CAS (if applicable) (empty), Amount (1), Container (if applicable) (N/A), Catalogue number (10017950), Location (CG010), Storage/cabinet name (Aisle 4-G), Price/£ (3.98), Number of items (12), Minimal stock (2), Notes (charge to 030001-450009), Active (checked), and Additive (checked). A purple arrow points to the 'Active' checkbox. At the bottom is an 'Update' button.

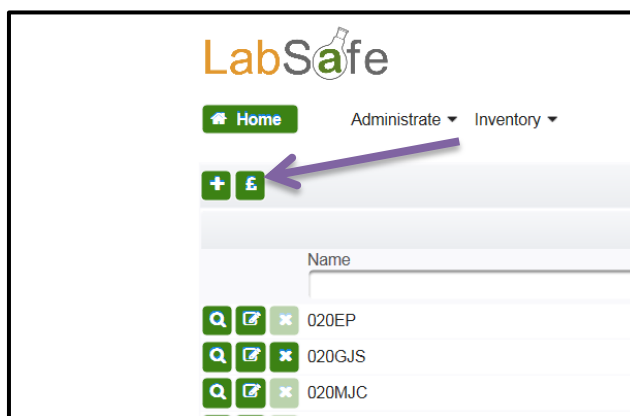
Un-tick the 'Active' box, then click on 'Update'. This will take the item off the system.

10.9 Running expenditure reports

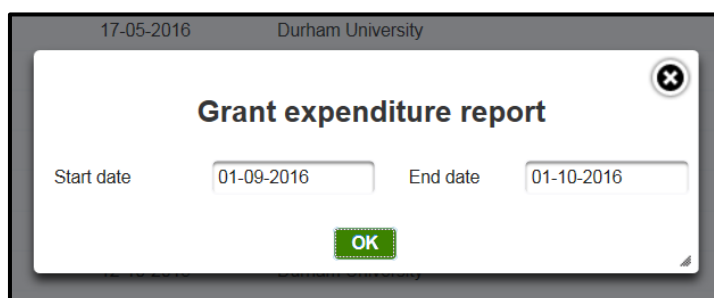
To run an expenditure report, go to your homepage in LabSafe. From here, you click 'Administrate' and choose 'Funding Accounts':



Click on the '£' icon located in the top left-hand corner of the screen:



A pop-up box will appear which will look like this:



Enter the dates for the report and then click 'OK'. A report should appear. At the bottom of the screen, click on the drop down arrow next to the save button and chose 'open'. The report will then appear in Excel. If you want to save the report in Excel then when saving, ensure you change the file format from a text file (TXT) to an excel file (XLSX) or any workings and formatting will be lost:

LabSafe OlexSys

Home Administrate Inventory Logged in as: Mrs Kate Moore

Grant expenditure report for period from 01-09-2016 00:00:00 to 01-10-2016 23:59:59

Grant Code	415000Consumables/45000Engineering transfer	External	Gases/450010	Internal	Solvents - stores/450011	Solvents/450011	Stationery/303000	Spent amount		
030062	£0.00	£0.00	£0.00	£0.00	£2.40	£0.00	£2.40	£2.40		
030128	£0.00	£73.02	£0.00	£29.40	£0.00	£167.31	£20.40	£71.49	£2.40	£196.71
030146	£0.00	£0.00	£0.00	£566.20	£0.00	£26.28	£0.00	£0.00	£0.00	£592.48
030912	£0.00	£35.16	£0.00	£0.00	£0.00	£35.16	£0.00	£0.00	£0.00	£35.16
030DJT	£0.00	£0.00	£0.00	£0.00	£1.08	£0.00	£0.00	£0.00	£1.08	£1.08
030ELEM	£0.00	£0.00	£0.00	£1104.73	£0.00	£0.00	£0.00	£0.00	£0.00	£1124.73
030IRE	£0.00	£31.25	£0.00	£0.00	£0.00	£31.25	£0.00	£0.00	£0.00	£31.25
030JAM	£0.00	£0.00	£0.00	£0.00	£12.40	£0.00	£0.00	£0.00	£12.40	£12.40
030JV	£0.00	£7.30	£0.00	£0.00	£9.00	£29.17	£0.00	£12.87	£0.00	£29.17
030KEJ	£0.00	£0.00	£0.00	£0.00	£9.00	£9.00	£0.00	£0.00	£0.00	£9.00
030MASS	£0.00	£0.00	£0.00	£38.86	£0.00	£44.22	£0.00	£44.22	£0.00	£83.08
030NB	£0.00	£0.00	£0.00	£0.00	£6.12	£0.00	£0.00	£0.00	£0.00	£6.12
030NMR	£0.00	£0.00	£0.00	£3949.55	£0.00	£0.00	£0.00	£0.00	£0.00	£3949.55
030PGS	£0.00	£21.11	£0.00	£0.00	£0.00	£31.31	£10.20	£0.00	£0.00	£31.31
030PRJM	£0.00	£0.00	£0.00	£0.00	£0.00	£37.14	£0.00	£34.74	£2.40	£37.14
030PWD	£0.00	£37.08	£0.00	£0.00	£0.00	£62.82	£0.00	£25.74	£0.00	£62.82
030RT	£0.00	£0.00	£0.00	£141.94	£0.00	£0.00	£0.00	£0.00	£0.00	£141.94
030SJC	£0.00	£0.00	£0.00	£0.00	£0.00	£24.62	£0.00	£19.82	£4.80	£24.62
031AMOD	£0.00	£92.78	£0.00	£47.80	£0.00	£113.61	£0.00	£8.70	£12.13	£161.41
031LRH	£0.00	£7.30	£0.00	£0.00	£0.00	£9.70	£0.00	£0.00	£2.40	£9.70
032EP	£0.00	£0.00	£0.00	£371.50	£0.00	£0.00	£0.00	£0.00	£0.00	£371.50
032PD	£0.00	£3.00	£0.00	£0.00	£0.00	£3.00	£0.00	£0.00	£0.00	£3.00
032PGS	£0.00	£0.00	£0.00	£0.00	£0.00	£50.26	£0.00	£6.46	£4.80	£50.26
032SKB	£0.00	£30.63	£0.00	£0.00	£0.00	£33.03	£0.00	£0.00	£0.00	£33.03
043SMBP	£0.00	£0.00	£0.00	£0.00	£0.00	£36.00	£0.00	£36.00	£0.00	£36.00

Total: £12601.48

Do you want to open or save grant_expenditure.xlsx (6.50 KB) from secure.olexsys.org? Open Save Cancel

10.10 Searching for an order/chemical you can't locate by PO or requisition no

On the home screen search by unallocated compounds or expected compounds, or can search by barcode or part of a chemical name.

11 APPENDIX B: Receiving Stock

This is done in conjunction with the Acquire system in Stores, so make sure you are logged in to it.

11.1 Items with a delivery note

Upon receiving an item, you must first locate the delivery note on the parcel or packaging (please note that it may be inside the packaging). On that note will be a requisition number, which should be typed into Acquire, in order to locate the item on the ordering system and receipt it:

Orders Ready for Receiving

Page 1 of 1 of 1 records returned

Search For: a137201 In: All Date: Last 14 days Search Clear Customise Items per page: 20

Select	View	PO	Requisition	Reference	Seller Inv.	Date	Document Type	Document Subtype	Buyer Contact	Buyer Company
1			137176	A137201		09 Sep 2016	Purchase Order	Acknowledged	Anthony Baxter	Durham University

When you find the correct item, you should click on 'view'. This will lead you onto a page that looks like this:

Orders Ready for Receiving

Document | [Print](#) | [View Attachments](#) | [Audit Trail](#)

Hide/Unhide

Vendor Details
ASCAN PLC
332 CAMBRIDGE SCIENCE PARK
CAMBRIDGE
CB4 0TW
Account No. 19660
VAT No. GB 700 0087 86
Phone No.

Delivery Address
Durham University
Department of Chemistry
Durham University
South Road
Durham
DH1 1LE

Order No. A137201
Buyer's Ref Req 137176
Order Date 09 Sep 2016
Specific Type Normal
Status Acknowledged
Ordered By Anthony Baxter
Contact Name Anthony Baxter

Internal Comments
Authorised by Mr David Chisholm / 09-09-2016
Destination: G0216 Grant code: R030438
[Details](#)

External Comments
Quotation 136388
[Details](#)

[Customise](#)

Reference	Line No	Line Status	Inv. Matched	Prod.	Desc.	Category	UOM	Qty	Over	Del.	Ret.	Buyer Branch	Del. To	Del. By	Contract Reference	Unit Price	Currency	VAT%	Goods Total	Freight	Line Total		
A137201	1	Acknowledged	<input type="checkbox"/>	ab102278	Antibody Concentration Kit (ab102278)	Chemicals - General	Each	1	0.00	0.00	0.00	03CHEM	Department of Chemistry	12/09/2016 00:00:00		175.00	GBP	20	210.00	0.00	175.00		
A137201	2	Acknowledged	<input type="checkbox"/>	N/A	Delivery	Chemicals - General	Each	1	0.00	0.00	0.00	03CHEM	Department of Chemistry	12/09/2016 00:00:00		16.00	GBP	20	19.20	0.00	16.00		
																			Net	191.00			
																			VAT	38.20			
																			Gross	229.20			

You should also be logged on to LabSafe, where you should also locate the item. This is done by copying the requisition number from Acquire to LabSafe:

Purchase orders

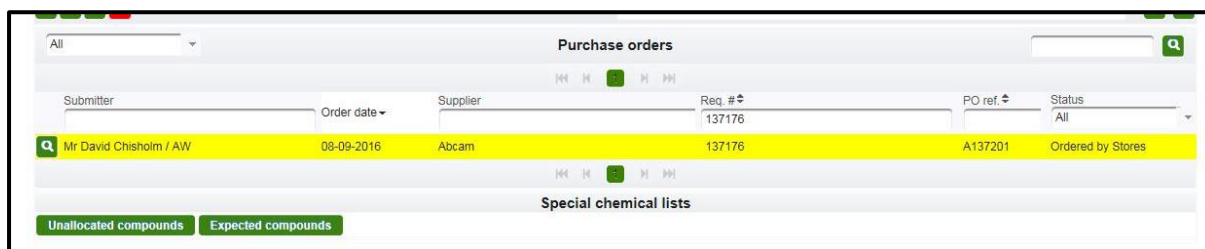
Submitter: Order date: Supplier: Req. #: PO ref.: Status:

Dr Iain Wright / MRB	12-09-2016	Stores			Received at Stores
Miss Alice Hamden / DP	12-09-2016	Stores			Received at Stores
Dr Alexander Gehre / AW	12-09-2016	Stores			Received at Stores
Mr Ian Edwards / PD, EP	12-09-2016	Sigma Aldrich	137413		Ordered by Stores
Ms Jaspreet Sanghera / PWD, CC	12-09-2016	Stores			Received at Stores
Mr David Chisholm / AW	12-09-2016	Sigma Aldrich	137415		Ordered by Stores
Ms Jasmine Cross / JWW	12-09-2016	Stores	ST2		Received at Stores
Dr Matthew Aldred / MRB	12-09-2016	Stores			Collected
Dr Jack Pike / JWW	12-09-2016	Stores			Collected
Ms Alexandra Webster / SJC	12-09-2016	Stores	ST23		Received at Stores

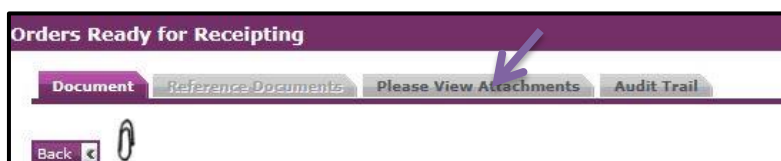
Special chemical lists

Unallocated compounds Expected compounds

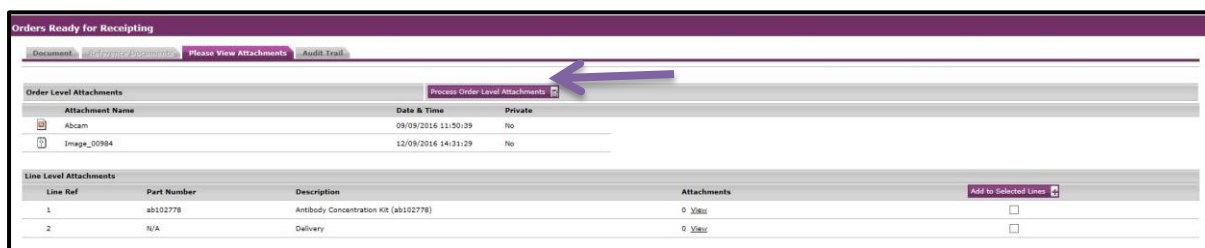
Then simply press enter, and the system will find the item:



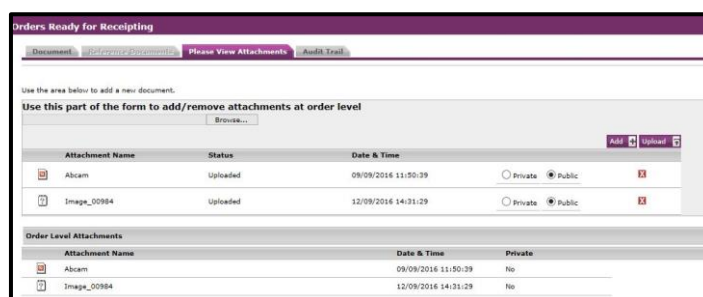
Now it is important to attach the delivery note on the packaging to the Acquire system and the item. Before you do this, you must check that the product name on LabSafe, Acquire and the packaging are all the same. Also, to make absolutely certain, you must open the package and make sure the correct number of items has been sent. Then you can attach the delivery note by scanning it into the system and then clicking *'Please View Attachments'*:



This will take you to a page which will allow you to upload your scanned delivery note:

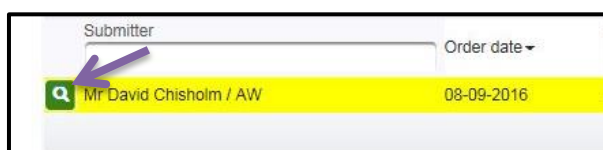


Click on *'Process Order Level Attachments'*, and this will let you upload your document:



You can find your document by clicking *'Browse'*. Once you are happy with your selection, click *'Add'* and then *'Upload'*, and this will attach the document to the item.

After you have uploaded your document to the system, you need to print a barcode for your item. This will be done automatically for a chemical, but must be printed for a non-chemical object. For a chemical, you must first turn to your LabSafe page and click on the *'magnifying glass'* icon of the order:



This will take you to a page which looks like this:

This has all of the information about the order – who ordered the item, what it cost etc. For a chemical, you can now click on the green ‘tick’ icon (1). This will automatically print off the barcode for the items, which you can stick on each item individually, or stick one on the box.

If you have a non-chemical item, then you must click the ‘magnifying glass’ icon (2) which will take you to a page that looks like this:

Then, you must print off the barcode by clicking on the ‘printer’ icon (1). This will print off a barcode sticker, which you can then stick on the item(s) or box. Then click the ‘OK’ icon (2).

Finally, to receipt the order, go back to your Acquire page, and click on ‘Select’ on the order:

This will take you to a page which will have the order summary, and at the bottom of the page will be several icons:

Line No	Line Status	Inv. Matched	Prod.	Desc.	UOM	Qty	Remain.	Rem Value	Over.	Del.	Val.	Dels.	Ret.	Ret Rqs.	Returns	Retu
1	Acknowledged	<input type="checkbox"/>	LC4005	Silicagel 60A 40-63 micron	Each	2	2.00		0.00	0.00			0.00	0.00		**

Receipt All
 Part or Over Receipt
 Part or Over Receipt & Close
 Close Order
 Exit

You must simply click 'Receipt All' and then you are done.

The item(s) can now be placed on the shelves in Stores to await collection.

11.2 Items without a delivery note

If an item comes in without a delivery note, the item can be found by searching for it. You simply go to your homepage on LabSafe and at the bottom of the screen; there will be a few options for compounds:

LabSafe OlexSys

Home Administrate Inventory Logged in as: Mrs Annette passmoor

Purchase orders

Submitter	Order date	Supplier	Req. #	PO ref.	Status
Dr Iain Wright / MRB	12-09-2016	Stores			Received at Stores
Miss Alice Hamden / DP	12-09-2016	Stores			Received at Stores
Dr Alexander Gehre / AW	12-09-2016	Stores			Received at Stores
Mr Ian Edwards / PD, EP	12-09-2016	Sigma Aldrich	137413		Ordered by Stores
Ms Jaspreet Sanghera / PWD, CC	12-09-2016	Stores			Received at Stores
Mr David Chisholm / AW	12-09-2016	Sigma Aldrich	137415		Ordered by Stores
Ms Jasmine Cross / JWW	12-09-2016	Stores	ST2		Received at Stores
Dr Matthew Aldred / MRB	12-09-2016	Stores			Collected
Dr Jack Pike / JWW	12-09-2016	Stores			Collected
Ms Alexandra Webster / SJC	12-09-2016	Stores		ST23	Received at Stores

Special chemical lists

Unallocated compounds Expected compounds

There are two ways to find the item. You can click on 'Unallocated Compounds' (1), or 'Expected Compounds' (2).

By clicking on 'Unallocated compounds', this will take you to a screen which looks like this:

LabSafe OlexSys

Home Administrate Inventory Logged in as: Mrs Annette passmoor

Item list: unallocated

Name	CAS Number	Location	Expiry date	Amount / price	Amount
D-Sorbitol	50-70-4		04-07-2020	1 kg / £31.50	1 kg
Procaine hydrochloride	51-05-8		11-12-2019	50 g / £18.90	50 g
L-Cysteine	52-90-4		19-02-2020	2.5 g / £8.40	2.5 g
L-Cysteine	52-90-4		02-09-2020	25 g / £18.50	25 g
Glycerol	56-81-5		25-05-2020	250 ml / £8.68	250 ml
Glycerol	56-81-5		01-07-2020	5 g / £12.00	5 g
L-glutamic acid	56-86-0		18-01-2020	100 g / £19.50	100 g
L-glutamic acid	56-86-0		01-03-2020	100 g / £19.50	100 g
Urea	57-13-6		05-11-2019	1 kg / £57.70	1 kg
D-(+)-Xylose	58-86-6		26-04-2020	1 kg / £42.00	1 kg

You can locate your item by typing the name of the compound in the 'Name' field. From here you can click on the 'magnifying glass' icon and print off the barcode, and continue with receipting process as usual.

You can also click on the 'Expected compounds' icon. This will take you to a page which looks like this:

The screenshot shows the LabSafe interface for 'Expected Compounds'. At the top, there is a navigation bar with 'Home', 'Administrative', and 'Inventory' menus. The user is logged in as 'Mrs Annette passmoor'. The main content area is titled 'Chemicals list: expected' and features a search bar labeled 'Name' with a magnifying glass icon. Below the search bar is a table of chemicals. Each row in the table includes a magnifying glass icon, the chemical name, CAS/Catalog Number, Grant code, Req. #, PO. #, Purchase date, and Amount. The table is paginated, showing items 2 through 10.

Name	CAS/Catalog Number	Grant code	Req. #	PO. #	Purchase date	Amount
diethyl 3-hydroxypentanedioate	32328-03-3 / D97002-25G	RF030488	137416		12-09-2016	25 g
2',4',6'-Trimethoxyacetophenone	832-58-6 / A14328	RT030458	137386		12-09-2016	5 g
3-Nitrobenzyl bromide	3958-57-4 / A14310	RT030458	137386		12-09-2016	5 g
Methyl (triphenylphosphoranylidene)acetate	2605-67-6 / OR10660	RF030438	137384		12-09-2016	25 g
iridium 1,5-cyclooctadiene chloride dimer	12112-67-3 / 053335	RF030511	137362		12-09-2016	1 g
dimesitylfluoroborane	436-59-9 / D3890	RF030511	137350		12-09-2016	5 g
Dimethyl 5-aminoisophthalate	99-27-4 / D142158	RF030199	137338	A137345	12-09-2016	25 g
3-Amino-1-propanol	156-87-6 / 104465000	RF030438	137335	A137337	12-09-2016	500 ml
N, N-Bis(Carboxymethyl)-L-glutamic acid tetrasodium salt - ca. 40% in water	51981-21-6 / FC36385	RF020350	137193	A137198	09-09-2016	100 g
1-Hydroxybenzotriazole hydrate	123333-53-9 / M02875	RF030468	137168	A137173	09-09-2016	100 g

Here, you can also begin to type the name of the compound in the 'Name' field, and by clicking on the 'magnifying glass' icon, you can print off the barcode and proceed as normal.