LMMS User Guide

LMMS access: https://aces.nus.edu.sg/lmms
Contents

• Types of Roles in LMMS
• Manage user access (for Dept/Faculty Administrators)
• Adding inventory
• Managing inventory
Types of user roles in LMMS

Access to LMMS must be first granted to you by a department administrator (a role which is usually by the department safety coordinator)
# NUS Administrator

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| NUS Administrator       | • Access to chemical records in all locations in NUS and can perform the following functions: Manage Chemical Name  
                          | • Manage Manufacturer                                                          
                          | • Manage Product                                                              
                          | • Manage Location                                                             
                          | • Manage User Access                                                          
                          | • Generate reports (e.g. Audit trail report)                                  
                          | • Search inventory records                                                    
                          | • Manage request for new product creation                                     |
Faculty Administrator

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY ADMINISTRATOR</td>
<td>•Access to chemical records in locations belonging to own Faculty and can perform the following functions: Manage User Access •Generate reports •Search inventory records</td>
</tr>
</tbody>
</table>

• Assigned to Dean of faculty/school, or Director of research institute/centre to have an overview of inventory.
## Department Administrator

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| DEPARTMENT ADMINISTRATOR         | • Access to chemical records in locations belonging to own Department and can perform the following functions:  
|                                  |   Manage User Access  
|                                  |   • Generate reports  
|                                  |   • Search inventory records |

• Assigned to HoD / department safety coordinator
# Principal Investigator

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| PRINCIPAL INVESTIGATOR | • Access to own inventory records and can perform the following functions:  
  Add New Inventory (with management barcode)  
  Update Inventory  
  Dispense chemical  
  Dispose chemical  
  Repackage chemical  
  Transfer chemical  
  Search inventory records  
  Generate reports (e.g. Chemical Inventory Report)  
  Request for creation of new product  
  Accept / Reject chemical transfer  
  Can only view and manage inventory that he/she owns |

• Can only view and manage inventory that he/she owns
## Researcher

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| RESEARCHER         | • Access to all inventory records of his/her PI and can be granted access to perform any of the following functions: $\text{Add New Inventory (with management barcode)}$  
                      • Update Inventory  
                      • Dispense chemical  
                      • Dispose chemical  
                      • Repackage chemical  
                      • Transfer chemical  
                      • Search inventory records  
                      • Generate reports (e.g. Chemical Inventory Report)  
                      • Request for creation of new product  
                      • Accept / Reject chemical transfer |

- Can only view and manage inventory of the PI and the location that he/she is tagged to
## Lab Administrator

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| LABORATORY ADMINISTRATOR | • Access to all inventory records of location(s) assigned and can be granted access to perform any of the following functions:  
Add New Inventory (with management barcode)  
• Update Inventory  
• Dispense chemical  
• Dispose chemical  
• Repackage chemical  
• Transfer chemical  
• Search inventory without management barcode (for barcode tagging purpose)  
• Search inventory records  
• Generate reports (e.g. Chemical Inventory Report)  
• Request for creation of new product  
• Accept / Reject chemical transfer  
• Can only view and manage inventory of the location that he/she is tagged to  
• Role usually held by the scientific officer, laboratory technologist or laboratory supervisor |
After Login

Welcome to Laboratory Material Management System

Please choose one role that you want to use when accessing this application.

- NUS Administrator
- Faculty Administrator
- Department Administrator
- Principal Investigator
- Researcher
- Laboratory Administrator

• Some may have multiple roles, ie. Dept administrator, laboratory administrator.
• Click on the desired role
Manage User Access

Only for Department/Faculty administrator

• ‘new user access’ to grant new PIs, LTs, staff, students access

• ‘Search user access’ to edit exisiting users
Manage new user access

- Key in valid NUSnet ID
- Select appropriate role
New User Access - PI

- Select the appropriate department, and location to assign to PI
- Click on ‘submit’ and confirm submission
New User Access - Researcher

Select the department and the PI supervising the researcher

Click to select locations researcher is working in

Select type of access rights to grant to the researcher. All functions are selected by default.
New User Access - Scientific Officer/Lab technologist

- Process is similar to granting researcher access
- Role assigned as laboratory administrator

Select the department

Click to select locations SO/LT is working in

Select type of access rights to grant to the SO/LT. All functions are selected by default.
New User Access – Batch Upload

Batch Upload function for Dept. Admin under ‘configuration’ tab
New User Access – Batch Upload

Manage User Access - Batch Upload

Upload File *

Select appropriate template to download and use.

Select the template for batch upload of users appointed to the respective role

- Principal Investigator
- Researcher
- Laboratory Administrator

Complete the excel file and proceed to upload on the same page.
New User Access – Batch Upload

Example of template for batch upload of users
Update User Access

Change of location, access rights are some examples of reasons for update

At the ‘Search User Access’ function, search for the relevant user
Update User Access

Example of search result *(staff with access to 6 locations)*:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Principal Investigator</th>
<th>Location</th>
<th>Faculty / RIRC</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 08</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 07</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 06</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 05</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 04</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
<tr>
<td>Person abc</td>
<td>LABORATORY ADMINISTRATOR</td>
<td></td>
<td>E5 &gt; 04 &gt; 03</td>
<td>ENGINEERING</td>
<td>CHEM/BM ENG</td>
</tr>
</tbody>
</table>

Click on any row to edit the access of user
Update User Access

Example of user information page:

Manage User Access (Update)

- Name
- Role:
  - LABORATORY ADMINISTRATOR
- Faculty / RiRC:
  - ENGINEERING
- Department:
  - CHEM/BM ENG
- Location:
  - Location can be updated

Access:
- Access rights can be updated

Click to edit
Add inventory

Following ‘goods receipt’ in LMPRS, the items will be automatically updated into the LMMS inventory of the laboratory location.

These items are updated into LMMS as ‘inventory without barcode’.

Click on ‘Search Inventory’ on menu bar
Add inventory

More search criteria can be input to further refine the search

Select ‘without barcode’ option

Input PO number

Select 'Without Barcode' option

Input PO number: 5117002097

Search criteria:
- Manufacturer
- Location
- Regulation
Add inventory

From the search results generated:

Select the relevant items to be tagged with a barcode.
Add inventory

Scan or enter the barcodes

‘Transfer To’ fields can be ignored if the inventory is not transferred to another laboratory group.
Add inventory < Manual Addition >

(ie. for items costing more than $15,000 and are purchased outside of LMPRS)
Add inventory < Manual Addition >
Add inventory < Manual Addition >

- Click on the desired product to select it for addition to your inventory

If the desired product is not among the search results, you can click on the ‘©’ button to request for a product to be added to the LMMS database based on an existing record (e.g., using the button when the same chemical of a different packaging quantity is not found). Refer to section on ‘New Product Request’ for more information.
Add inventory < Manual Addition >

- Product information will be shown.

Select the location to inventorise to

PI will be shown as the owner

Enter the number of bottle of the chemical that you are inventorising
Add inventory  < Manual Addition >

- Tag the bottles with LMMS management barcodes, scan the barcodes for entry

Barcodes will appear here after scanning.
Add inventory (Lab Admin only)

< Manual Addition >

Additional functions for LT:

a) Add inventory on behalf of PI

b) Add inventory to central store/teaching lab
   - Option of adding chemicals without tagging LMMS barcode
Add inventory (Lab Admin only) – inventory without barcodes

- For departments with central stores, Lab Technologists have the option of inventorising chemicals without tagging of barcode.

- In managing central chemical stores, there could be instances where multiple bottles are delivered in carton boxes. It may not be practical to open all the boxes and tag the bottles. These bottles could be inventorised first without tagging of barcode.

- At the point where the bottles are collected by the researchers, they can be transferred to the respective PI and tagged with a barcode in the system.

Selection option for adding inventory to central store

Selection option to inventorise without barcode. Click on ‘Submit’ button to inventorise.
Add inventory (notes)

• Each location is configured with a maximum allowable quantity (MAQ) of petroleum and flammable materials (PFM) that can be stored.
• User cannot inventorise PFM if the storage exceeds the MAQ.
For products that cannot be found

- Request new products to be added in the system database
- To be used when chemical information cannot be retrieved in LMPRS
- Purchase request can still proceed in LMPRS if chemical can be retrieved but desired product is not available (e.g., different packaging size, purity, grade, etc) <refer to page 36 for illustration>
For products that cannot be found in LMPRS:

Select the first option (which has some blank fields) and LMPRS will allow user to input the necessary product information.

Input the CAS (or chemical name)
New product request

Input CAS number or chemical name here to search for the chemical (using CAS number is usually the faster way of requesting new chemical product)

Manufacturer data entry will be similar to chemical entry

Fields with a red asterisk are mandatory fields

- Enter required information, including uploading of SDS
New product request

- Enter required information, including uploading of SDS

- Input chemical name and CAS number here, if chemical cannot be retrieved from the database.

- Select this to manually input manufacturer if it is not found in the dropdown list.

- Fields with a red asterisk are mandatory fields.
New product request (mixtures)
ie. no CAS number for the chemical product

- Request of mixture is similar to that of single chemical, except that users will be required to identify the local regulations applicable to the product.
Manage inventory

• Access to functions which is granted to the user such as dispense, dispose, repackage, transfer, etc
Manage inventory

- Scan or key in the LMMS management barcode of the chemical
Manage inventory

- Information of chemical bottle will be displayed
- Select action to be taken

<table>
<thead>
<tr>
<th>Container Status</th>
<th>ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Swee Dao Wen</td>
</tr>
<tr>
<td>Management Barcode</td>
<td>0000000031</td>
</tr>
<tr>
<td>Location</td>
<td>EW2 &gt; 06 &gt; 13</td>
</tr>
<tr>
<td>Cabinet/Shelf</td>
<td></td>
</tr>
<tr>
<td>Expiry Date</td>
<td>15-Aug-2021</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td></td>
</tr>
<tr>
<td>Remaining Quantity</td>
<td>1 (LITRE)</td>
</tr>
</tbody>
</table>

Select action to be taken
Manage inventory – repackage

- Repackage to divide the contents of the bottle into smaller quantities for storage or transfer.
- Select number of bottles to repackage into and proceed to tag with barcode.
Manage inventory – dispense

• Enter intended dispense quantity
• Purpose of usage: research (default)

<table>
<thead>
<tr>
<th>Cabinet/Shelf</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiry Date</td>
<td>15-Aug-2021</td>
</tr>
<tr>
<td>Purchase Order No.</td>
<td></td>
</tr>
<tr>
<td>Remaining Quantity</td>
<td>0.900 (LITRE)</td>
</tr>
</tbody>
</table>

Usage History

No record found.

Dispensed Quantity

0.1 (LITRE)

Purpose of Usage

RESEARCH
Manage inventory – dispense

• History of transactions recorded
  • to fulfill requirements of regulations, ie where usage of explosive precursors, drugs must be tracked.

<table>
<thead>
<tr>
<th>Date</th>
<th>Dispensed Quantity (LITRE)</th>
<th>Purpose of Usage</th>
<th>Last Updated By</th>
<th>Usage Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Aug-2016</td>
<td>0.2</td>
<td>TEST</td>
<td>Swee Dao Wen</td>
<td>DISPENSE</td>
</tr>
<tr>
<td>16-Aug-2016</td>
<td>0.1</td>
<td>RESEARCH</td>
<td>Swee Dao Wen</td>
<td>DISPENSE</td>
</tr>
</tbody>
</table>
Manage inventory – transfer

• Select the relevant bottle, the transfer function will be available if the access rights are given.
Manage inventory – transfer

- Only able to transfer chemical bottles to someone with access to LMMS
- Transfer only to principal investigators or laboratory technologists
  - Researchers do not own chemicals, however they can manage the inventory of their PI (if the relevant rights are granted in the system)
Manage inventory – accepting transfer

Welcome to Laboratory Material Management System

### Pending action items(s)

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item(s)</th>
<th>Recipient</th>
<th>Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Aug-2016</td>
<td>To accept chemical transfer</td>
<td>Swee Dao Wen</td>
<td>Tang Fenglin</td>
</tr>
<tr>
<td>16-Aug-2016</td>
<td>To accept chemical transfer</td>
<td>Swee Dao Wen</td>
<td>Kwong Mew Yuen</td>
</tr>
</tbody>
</table>

- Persons who can accept/reject transfer:
  - i. Principal investigator
  - ii. Researcher (only if access rights have been granted)
  - iii. Laboratory Technologist (only if access rights have been granted)
Manage inventory – accepting transfer

• View the list of chemical bottles being transferred
• Perform the necessary action: to accept or reject

Able to select multiple records to accept/reject
Manage inventory – accepting transfer

- Select location to inventorise the chemical bottles to (applicable for users with multiple locations)
Manage inventory – accepting transfer

- Shows the successful acceptance of chemical bottle, and it is being inventorised to selected location.
Manage inventory – rejecting transfer

Comments will be required when rejecting chemicals
Manage inventory – rejecting transfer

- Email notification will be sent when transfer is rejected.
- Remarks will be included in the email notification.
Manage inventory – (Lab Admin only) transfer inventory without barcodes

Click on ‘search inventory’

Select inventory without barcode

You may refine your search by entering the chemical and/or location
Manage inventory – (Lab Admin only) transfer inventory without barcodes

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>CAS Number</th>
<th>Location</th>
<th>Cabinet/Shelf</th>
<th>Owner</th>
<th>Remaining Qty</th>
<th>Concentration</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYDROGEN PEROXIDE</td>
<td>7722-84-1</td>
<td>E4A &gt; 07 &gt; 08</td>
<td>Swee Dao Wen</td>
<td>1 (LITRE)</td>
<td>20 (PERCENTAGE)</td>
<td>ANALYTICAL REAGENT</td>
<td></td>
</tr>
<tr>
<td>ETHANOL</td>
<td>64-17-5</td>
<td>E4A &gt; 07 &gt; 07</td>
<td>Swee Dao Wen</td>
<td>2.5 (LITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>ACS</td>
<td></td>
</tr>
<tr>
<td>HYDROGEN PEROXIDE</td>
<td>7722-84-1</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Swee Dao Wen</td>
<td>1 (LITRE)</td>
<td>20 (PERCENTAGE)</td>
<td>ANALYTICAL REAGENT</td>
<td></td>
</tr>
<tr>
<td>HYDROGEN PEROXIDE</td>
<td>7722-84-1</td>
<td>E4A &gt; 07 &gt; 08</td>
<td>Swee Dao Wen</td>
<td>1 (LITRE)</td>
<td>20 (PERCENTAGE)</td>
<td>ANALYTICAL REAGENT</td>
<td></td>
</tr>
<tr>
<td>(2,2,3,4,5,6,7,8,9,9,9-HEPTADECAFLUORONONYL)OXIRANE</td>
<td>38565-53-6</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Kwong Mew Yuen</td>
<td>25 (MILLILITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>GENERAL PURPOSE</td>
<td></td>
</tr>
<tr>
<td>(2,2,3,4,5,6,7,8,9,9,9-HEPTADECAFLUORONONYL)OXIRANE</td>
<td>38565-53-6</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Kwong Mew Yuen</td>
<td>25 (MILLILITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>GENERAL PURPOSE</td>
<td></td>
</tr>
<tr>
<td>(2,2,3,4,5,6,7,8,9,9,9-HEPTADECAFLUORONONYL)OXIRANE</td>
<td>38565-53-6</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Kwong Mew Yuen</td>
<td>25 (MILLILITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>GENERAL PURPOSE</td>
<td></td>
</tr>
<tr>
<td>(2,2,3,4,5,6,7,8,9,9,9-HEPTADECAFLUORONONYL)OXIRANE</td>
<td>38565-53-6</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Kwong Mew Yuen</td>
<td>25 (MILLILITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>GENERAL PURPOSE</td>
<td></td>
</tr>
<tr>
<td>(2,2,3,4,5,6,7,8,9,9,9-HEPTADECAFLUORONONYL)OXIRANE</td>
<td>38565-53-6</td>
<td>E4A &gt; 07 &gt; 06</td>
<td>Kwong Mew Yuen</td>
<td>25 (MILLILITRE)</td>
<td>100 (PERCENTAGE)</td>
<td>GENERAL PURPOSE</td>
<td></td>
</tr>
</tbody>
</table>

From the search results, select the desired chemicals and tag containers.
Manage inventory – (Lab Admin only) transfer inventory without barcodes

<table>
<thead>
<tr>
<th>Management Barcode</th>
<th>Transfer To</th>
<th>Chemical Name</th>
<th>CAS Number</th>
<th>Location</th>
<th>Cabinet/Shelf</th>
<th>Owner</th>
<th>Original Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>please scan or enter barcode</td>
<td>NUSNET ID</td>
<td>HYDROGEN PEROXIDE</td>
<td>7722-84-1</td>
<td>E4A &gt; 07 &gt; 06</td>
<td></td>
<td>Swee Dao Wen</td>
<td>1 (LITRE)</td>
</tr>
<tr>
<td>please scan or enter barcode</td>
<td>NUSNET ID</td>
<td>HYDROGEN PEROXIDE</td>
<td>7722-84-1</td>
<td>E4A &gt; 07 &gt; 06</td>
<td></td>
<td>Swee Dao Wen</td>
<td>1 (LITRE)</td>
</tr>
</tbody>
</table>

Scan or enter barcode

Enter the PI to transfer to,

**eg.**

Student ABC from PI #1’s lab group came to the central chemical store / lab supplies store to collect the chemical. The transfer should be made to PI #1
Manage inventory – dispose

<table>
<thead>
<tr>
<th>Management Barcode</th>
<th>0000000036</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>EW2 &gt; G5 &gt; 13</td>
</tr>
<tr>
<td>Cabinet/Shelf</td>
<td></td>
</tr>
<tr>
<td>Expiry Date</td>
<td>15-Aug-2021</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td></td>
</tr>
<tr>
<td>Remaining Quantity</td>
<td>0.5 (LITRE)</td>
</tr>
</tbody>
</table>

### Usage History

No record found.

### Quantity to Dispose

- Please Select
- 0
- 0.5

- User can select quantity of chemicals to be disposed:
  - Remaining quantity left in bottle, or
  - Dispose as empty bottle (ie. 0)
Manage Inventory – Update

- User can update the:
  - Management barcode (eg. barcode is worn out)
  - Location (chemical is moved to another of the PI’s location)
Manage Inventory – Update

User can do a ‘mass’ update to the location of chemicals (Eg. when shifting labs)

<table>
<thead>
<tr>
<th>Action</th>
<th>Chemical Name</th>
<th>Chemical Type</th>
<th>CAS Number</th>
<th>Location</th>
<th>Cabinet/Shelf</th>
<th>Owner</th>
<th>Management Barcode</th>
<th>Remaining Qty</th>
<th>Concentration</th>
<th>Gc</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ETHANOL</td>
<td>SINGLE CHEMICAL</td>
<td>64-17-5</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>0000000032</td>
<td>1 (LITRE)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETHANOL</td>
<td>SINGLE CHEMICAL</td>
<td>64-17-5</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>0000000036</td>
<td>0.5 (LITRE)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETHANOL</td>
<td>SINGLE CHEMICAL</td>
<td>64-17-5</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>0000000037</td>
<td>0.5 (LITRE)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FORMALDEHYDE</td>
<td>SINGLE CHEMICAL</td>
<td>50-00-0</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>0000000000</td>
<td>1 (LITRE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FORMALDEHYDE</td>
<td>SINGLE CHEMICAL</td>
<td>50-00-0</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>0000000001</td>
<td>1 (LITRE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HYDROGEN PEROXIDE</td>
<td>SINGLE CHEMICAL</td>
<td>7722-84-1</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>10000000200</td>
<td>1 (LITRE)</td>
<td>20 (PERCENTAGE)</td>
<td>AN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POTASSIUM CHLORIDE</td>
<td>SINGLE CHEMICAL</td>
<td>7447-40-7</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>00000000486</td>
<td>1 (KILOGRAM)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POTASSIUM CHLORIDE</td>
<td>SINGLE CHEMICAL</td>
<td>7447-40-7</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>00000000489</td>
<td>1 (KILOGRAM)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POTASSIUM CHLORIDE</td>
<td>SINGLE CHEMICAL</td>
<td>7447-40-7</td>
<td>EW2 &gt; 06 &gt; 13</td>
<td>Swee Doo Wen</td>
<td>00000000492</td>
<td>1 (KILOGRAM)</td>
<td>99 (PERCENTAGE)</td>
<td>GE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEMICAL MIX TEST 1</td>
<td>MIXTURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click to select all

Click to update
Manage inventory without barcodes (Lab Admin only)

- At the point where the untagged bottles are collected by the researchers from the central chemical store, this function can be used to tag and transfer the bottles to the research group (with PI as the owner of the chemical).
- Under ‘search inventory’, select ‘without barcode option’
- You may refine the search criteria to search for the desired chemical bottle(s).
Manage inventory without barcodes (Lab Admin only)

- By selecting the desired bottle(s) from the search results, and clicking on the ‘tag container with barcode’ button, the transfer can be made.
Manage inventory without barcodes (Lab Admin only)

Scan or key in the barcode number

Enter the name of the PI to transfer the chemical bottle ownership to.

Click ‘submit’ to complete action
Search inventory

- Performs a general search of chemical inventory, i.e., PI and his researchers can search for the inventory owned by the PI.
- Able to perform multiple disposal, transfer of chemicals here.
- You may refine the search criteria.
- Note: use the ‘manage inventory function’ if you wish to dispense, dispose, repackage or transfer the particular chemical.
Reports
Reports

Able to generate reports based on department, chemical owner, chemical regulations. Example:
Reports

- Due to potentially large amount of data, the system will notify you via email when the report is generated, i.e. you need not wait on the webpage for the report to be generated.
Click on ‘my reports’ when you receive the email notification to access reports.

Click to download as excel file.
Technical Support

lmms-support@groups.nus.edu.sg