

LMMS BIOLOGICAL MODULE- USER GUIDE

LMMS HOW & WHERE TO ACCESS THE SYSTEM?

OSHE Staff Portal

<https://staffportal.nus.edu.sg/staffportal/portal/safety-security-and-sustainability.html>

Staff Portal 2.1

Circulars Policies Forms Dept Directory Library Glossary

Home eServices Staff Handbook Careers

Safety, Security & Sustainability

Need Help?

Campus Safety and Health

Emergency management, event and life safety, fire safety and business continuity

Hotline: (65) 6516 4341
E-mail: oshwtj@nus.edu.sg

Laboratory, office & general workplace safety

Hotline: (65) 6516 1084
E-mail: oshan@nus.edu.sg

General enquiries

Hotline: (65) 6516 6863
E-mail: oshsec@nus.edu.sg

OSHE Staff Contact Information
NUS Safety and Health Coordinator Contact Information
OSHE Glossary

NUSafe

Update Staff Safety Profile
Update Student Safety Profile

Campus Security

Hotline: (65) 6874 1616 (24hrs)
E-mail: ccsec@nus.edu.sg

Environmental Sustainability

Hotline: (65) 6513 1984
E-mail: oessec@nus.edu.sg

General Safety & Health

- Policy
- Directives
- Manuals and Standards
- Forms
- Checklists
- Posters
- First Aid Programme
- Office Safety Programme
- Information on Slips, Trips and Falls
- Prohibition of Smoking on NUS Campus
- NUS Smoke-free Campus Boundaries
- Register of safety & health regulations applicable to NUS
- List of workplaces and workplace numbers in NUS
- Safety Considerations for students on internships/attachments

Crisis & Emergency

- Policy
- Manuals and Standards
- Procedures
 - a. NUS CEM Team SOP
 - b. Crisis Management Revisited - Managing Mental Health Cases
 - c. Guidelines for Activating the Recovery Room Process at Hostels
 - d. COVID-19 Guidance on Communications for Contact Tracing
- Response plans and guidelines
- Templates
- AED deployment in NUS Campuses
- Daily Temperature Declaration
- NUS SGSecure

General Laboratory

- General Lab Safety Programme
- Eye and Face Protection Requirements in Laboratories and Workshops
- Directives
- Manuals and Standards
- Procedures
- Forms
- Checklists

Physical Safety

- Physical Safety Programme
- Manuals and Standards
- Forms

Tools

- Online Regulated Material Identifier (ORMT)
- Laboratory Materials Management System (LMMS) NEW**
- OSHE Standard Lab Sign Board Generator
- Construction hazard sign
- Activity-based risk assessment

<https://inetapps.nus.edu.sg/osh/portal/Tools/LMMS.html>

myEMAIL IVLE LIBRARY MAPS CALENDAR SITEMAP CONTACT

NUS National University of Singapore

Search search for... in NUS Websites

GO

HOME SAFETY, SECURITY & SUSTAINABILITY

Office of Safety, Health & Environment

Procurement and Inventory Management of Hazardous Materials in Laboratories

Launch LMMS

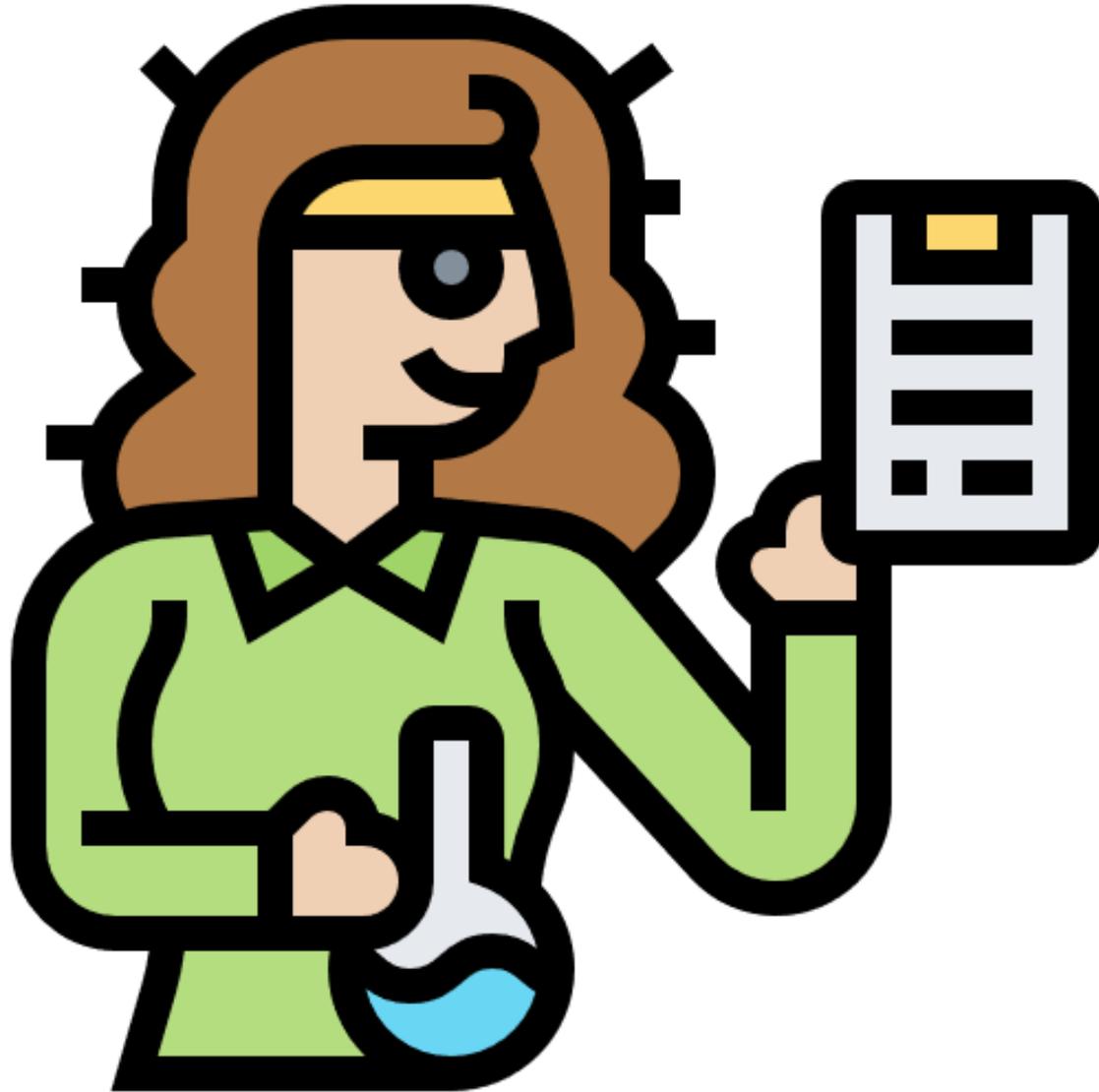
The NUS Laboratory Materials Management System (LMMS) was developed in 2016 to enhance the management of regulated chemicals. Introduced to laboratory-based departments in phases, the campus-wide implementation of LMMS was completed in Q4 2018.

The LMMS serves as an electronic inventory management tool that provides an overview of chemicals that are in possession by the respective laboratories. It also ensures that the regulated chemical stocks are managed effectively. LMMS is mobile-enabled and will allow authorised personnel to have quick access to inventory records in emergency response situations and services.

To provide a seamless integration of procurement with the inventory management system, the [Laboratory Materials Purchase Requisition System \(LMPRS\)](#) was introduced in 2019. Chemicals purchased through LMPRS are directly entered into the Principal Investigator's account in LMMS.

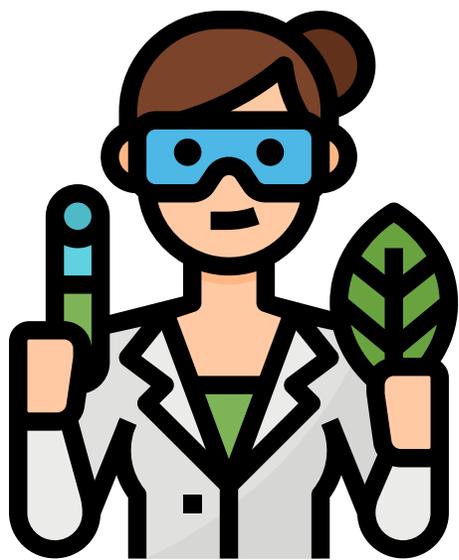
Functional Roles and Responsibilities

-
- LAB ADMINISTRATOR
 - PRINCIPAL INVESTIGATOR (PI)
 - RESEARCHER
-



LAB ADMINISTRATOR- FUNCTIONS

- Add new inventory
- Manage new inventory
- New Product Request
- Generate report
- Manage Biological Storage
- Manage Biological Box



PI/ RESEARCHER - FUNCTIONS

- Add new inventory
- Manage new inventory
- New Product Request
- Generate report

LOGGING INTO LMMS

The screenshot displays the LMMS interface for NUS. At the top left is the NUS logo. The navigation menu includes: Home, Inventory (dropdown), Search Inventory (dropdown), Report (dropdown), Switch Role, My Requests, and Logout. On the right side of the navigation bar, there are links for User Guide and FAQ. The main content area features a large heading: "Welcome to Laboratory Material Management System". Below this heading is a table with two rows:

Pending action items(s)
No pending action items(s)

A blue-bordered box highlights the text "Name of 00031039 (Laboratory Administrator)" in the top right corner of the page.

1. Ensure you are given the necessary access by your respective Dept administrator for LMMS
2. Log in to LMMS via: <https://inetapps.nus.edu.sg/osh/portal/Tools/LMMS.html>

ADD NEW INVENTORY

The screenshot displays the NUS Laboratory Material Management System dashboard. The NUS logo is in the top left corner. The user's name, 'Name of 00031039 (Laboratory Administrator', is shown in the top right. The navigation menu includes 'Home', 'Inventory', 'Search Inventory', 'Report', 'Switch Role', 'My Requests', and 'Logout'. The 'Inventory' tab is selected, and its dropdown menu is open, showing options for 'Chemical' and 'Biological'. The 'Biological' option is highlighted with a blue box, and its sub-menu is also open, with 'Add New Inventory' selected. The main content area shows the title 'Welcome to Laboratory Material Management System' and a table with two rows: 'Pending action items(s)' and 'No pending action items(s)'. The URL at the bottom is https://qat-aces.nus.edu.sg/lmms/inventory.html?_flowId=maintain-biological-product-information-flow&ref=SEARCHFORADDINVENTORY.

1. Click on Inventory tab on the dashboard > choose Biological module > Add new inventory

ADD NEW INVENTORY

1. Key in at least 1 search criteria to search the database for the intended product, as per the example given



Name of 00031039 (Laboratory Administrator)

Add Inventory - Search Product

Category	Biological Agent -
Biological Type	Please Select -
Name of Biological Material [?]	<input type="text"/>
Scientific Name	<input type="text" value="pseudomonas"/>
Strain	<input type="text"/>
Biological Origin	Please Select -
Organ / Sample Type	Please Select -
MOH Product Code	<input type="text"/>
AVS Product Code	<input type="text"/>
HS Code	<input type="text"/>
Regulation	Unselected (Showing all 12) Filter <input type="text"/> → → Biological Agents and Toxins Act First Schedule (Part I) Biological Agents and Toxins Act First Schedule (Part II) Biological Agents and Toxins Act Second Schedule Biological Agents and Toxins Act Third Schedule Biological Agents and Toxins Act Fourth Schedule Biological Agents and Toxins Act Fifth Schedule
Manufacturer	Unselected (Showing all 1274) Filter <input type="text"/> → → ASAHI KASEI CHEMICALS CORP BHABHA ATOMIC RESEARCH CENTRE (BARC) (COLLABORATOR) D. MENDELEEV UNIVERSITY OF CHEMICAL T 1-MATERIAL 1ST BASE 2D SEMICONDUCTORS
Product Number / ATCC Number / ADDGENE Catalogue Number	<input type="text"/>
Biosafety Level	Please Select -

Selected (Empty list)
Filter
← ←

Selected (Empty list)
Filter
← ←

Search

2. Click on Search

ADD NEW INVENTORY



Name of 00031039 (Laboratory Administrator)

MOH Product Code

AVS Product Code

HS Code

Regulation

Unselected (Showing all 12)

Selected (Empty list)

Manufacturer

Unselected (Showing all 1274)

Selected (Empty list)

Product Number / ATCC Number / ADDGENE Catalogue Number

Biosafety Level

Search

Search Result

Name of Biological Material	Scientific Name	Strain	Common Name	Concentration / Count	Original Packaging Quantity	Manufacturer
	PSEUDOMONAS AERUGINOSA-EDIT	XXX-TEST STRAIN NUS ADMIN JK			10 (MILLILITRE)	(COLLABORATOF

Showing 1 to 1 of 1 rows

Click anywhere on the entry you wish to use for inventorisation



ADD NEW INVENTORY

1. Fill up details for all compulsory fields with an *.

2. Click on Tag Container with barcode

1. Fill up details for all compulsory fields with an *.

2. Click on Tag Container with barcode

ADD NEW INVENTORY

1. Key in details of Storage information: only pre-programmed selection will appear in the drop-down options.
2. Select box options where applicable/ as required

3. Click on grid identification to select grid location if Existing/ New box was selected above

NUS National University of Singapore

Name of 00031039 (Laboratory Administrator)

Co-Own

Sharable

Storage Type

Storage Label

Storage Level

Organiser Type

Organiser Label

Organiser Level

Box Option Existing Box Add New Box Without Box

Box Label

Grid Dimension

Origin/Source

Purchase Order Number

Remarks

Number of Container * between 1 to 20

List of Containers

LMMS Barcode	Grid Identification	Collection Date	Collection Location	Name of Collector	
1234567895	please select grid				<input type="text"/>

Clear Container

Submit

ADD NEW INVENTORY

1. Select the grid of interest. For existing boxes, grids which already have information of existing inventory will be greyed out and you will not be able to select that grid.



Name of 00031039 (Laboratory Administrator)

- Sharable
- Storage Type
- Storage Label
- Storage Level
- Organiser Type
- Organiser Label
- Organiser Level
- Box Option
- Box Label
- Grid Dimension
- Origin/Source
- Purchase Order Number

	1	2	3	4	5	6	7	8	9	10
A	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10
B	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
C	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
D	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
E	E1	E2	E3	E4	E5	E6	E7	E8	E9	E10
F	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
G	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
H	H1	H2	H3	H4	H5	H6	H7	H8	H9	H10
I	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10
J	J1	J2	J3	J4	J5	J6	J7	J8	J9	<u>J10</u>

Remarks

Number of Container * between 1 to 20

List of Containers

LMMS Barcode	Grid Identification	ID	Collection Date	Collection Location	Name of Collector
1234567895	Please select org				

Submit Back

ADD NEW INVENTORY



Name of 00031039 (Laboratory Administrator)

Co-Own

Sharable

Storage Type

Storage Label

Storage Level

Organiser Type

Organiser Label

Organiser Level

Box Option Existing Box Add New Box Without Box

Box Label

Grid Dimension

Origin/Source

Purchase Order Number

Remarks

Number of Container * between 1 to 20

List of Containers

LMMS Barcode	Grid Identification	ID <input checked="" type="checkbox"/>	Collection Date <input checked="" type="checkbox"/>	Collection Location <input checked="" type="checkbox"/>	Name of Collector <input checked="" type="checkbox"/>	
1234567895	A2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/>

1. Fill in details of barcode (i.e. 10 digits)- mandatory. Grid identification will be auto-filled in from information selected in the previous step.
2. Fill in ID, Collection date, collection location and name of collector (optional)
3. Click on the check box beside respective column headers if you wish to replicate the details for all container entries

2. Click on Submit when details have been filled in

MANAGE INVENTORY

1. Select Manage inventory function from the dashboard under the Biological module

2. Key in the LMMS barcode number if known and click submit.

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box



MANAGE INVENTORY

NUS
National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Inventory

▼ PRODUCT INFORMATION

▲ INVENTORY INFORMATION

Container Status	ACTIVE
Owner	Name of 00031039
Location	MD11 > B1 > TEST UNIT
Co-Own	<input type="checkbox"/>
Sharable	<input type="checkbox"/>
Storage Type	Please Select
Storage Label	Please Select
Storage Level	Please Select
Organiser Type	Please Select
Organiser Label	Please Select
Organiser Level Label	Please Select
Box Label	Please Select
Grid	
Origin/Source	Please Select
PO number	
Barcode number	1234567895
ID	

Dispense Transfer Dispose Update Back

Select the functions you wish to exercise on the inventory item

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

MANAGE INVENTORY- DISPENSE

NUS
National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Inventory (Dispense)

Dispersed Quantity *

Purpose of Usage

▼ PRODUCT INFORMATION

^ INVENTORY INFORMATION

Container Status	<input type="text" value="ACTIVE"/>
Owner	<input type="text" value="Name of 00031039"/>
Location	<input type="text" value="MD11 > B1 > TEST UNIT"/>
Co-Own	<input type="checkbox"/>
Sharable	<input type="checkbox"/>
Storage Type	<input type="text" value="Please Select"/>
Storage Label	<input type="text" value="Please Select"/>
Storage Level	<input type="text" value="Please Select"/>
Organiser Type	<input type="text" value="Please Select"/>
Organiser Label	<input type="text" value="Please Select"/>
Organiser Level Label	<input type="text" value="Please Select"/>
Box Label	<input type="text" value="Please Select"/>
Grid	<input type="text"/>
Origin/Source	<input type="text" value="Please Select"/>

Key in details of quantity and unit you wish to dispense, and Click on Submit

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

MANAGE INVENTORY- TRANSFER

NUS
National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Inventory (Transfer)

Receiver NUSNET ID *

▼ PRODUCT INFORMATION

▲ INVENTORY INFORMATION

Container Status	<input type="text" value="ACTIVE"/>
Owner	<input type="text" value="Name of 00031039"/>
Location	<input type="text" value="MD11 > B1 > TEST UNIT"/>
Co-Own	<input type="checkbox"/>
Sharable	<input type="checkbox"/>
Storage Type	<input type="text" value="Please Select"/>
Storage Label	<input type="text" value="Please Select"/>
Storage Level	<input type="text" value="Please Select"/>
Organiser Type	<input type="text" value="Please Select"/>
Organiser Label	<input type="text" value="Please Select"/>
Organiser Level Label	<input type="text" value="Please Select"/>
Box Label	<input type="text" value="Please Select"/>
Grid	<input type="text"/>
Origin/Source	<input type="text" value="Please Select"/>
PO number	<input type="text"/>
Barcode number	<input type="text" value="1234567895"/>

Key in details of receiver's NUSID to transfer to them, and Click on Submit

MANAGE INVENTORY- DISPOSE

NUS
National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Inventory (Dispose)

Quantity to Dispose (MILLILITRE) *

10 ▾
○ 0
● 10

Submit Back

▼ PRODUCT INFORMATION

▲ INVENTORY INFORMATION

Container Status	ACTIVE
Owner	Name of 00031039
Location	MD11 > B1 > TEST UNIT ▾
Co-Own	<input type="checkbox"/>
Sharable	<input type="checkbox"/>
Storage Type	Please Select ▾
Storage Label	Please Select ▾
Storage Level	Please Select ▾
Organiser Type	Please Select ▾
Organiser Label	Please Select ▾
Organiser Level Label	Please Select ▾
Box Label	Please Select ▾
Grid	
Origin/Source	Please Select ▾
PO number	
Barcode number	1234567895

Select the Quantity to dispose and Click on Submit

MANAGE INVENTORY- UPDATE

Manage Inventory (Update)

▼ PRODUCT INFORMATION

^ INVENTORY INFORMATION

Container Status	<input type="text" value="ACTIVE"/>
Remaining Quantity	<input type="text" value="10 (MILLILITRE)"/>
Owner	<input type="text" value="Name of 00031039"/>
Co-Own	<input type="checkbox"/>
Sharable	<input type="checkbox"/>
Location *	<input type="text" value="MD11 > B1 > TEST UNIT"/>
Storage Type	<input type="text" value="Please Select"/>
Storage Label	<input type="text" value="Please Select"/>
Storage Level	<input type="text" value="Please Select"/>
Organiser Type	<input type="text" value="Please Select"/>
Organiser Label	<input type="text" value="Please Select"/>
Organiser Level	<input type="text" value="Please Select"/>
Box Option	<input type="radio"/> Existing Box <input type="radio"/> Add New Box <input checked="" type="radio"/> Without Box
LMMS Barcode	<input type="text" value="1234567895"/>
ID	<input type="text"/>
Collection Date	<input type="text"/> <input type="button" value=""/>
Collection Location	<input type="text"/>
Name of Collector	<input type="text"/>
Origin/Source	<input type="text" value="Please Select"/>
Purchase Order Number	<input type="text"/>
Remarks	<input type="text"/>

Update any of the editable fields and Click on Submit at the bottom of the page



NEW PRODUCT REQUEST

The screenshot displays the NUS Laboratory Inventory system interface. At the top left is the NUS logo. The user is logged in as 'Name of 00031039 (Laboratory Administrator)'. The navigation bar includes 'Home', 'Inventory', 'Search Inventory', 'Report', 'Switch Role', 'My Requests', and 'Logout'. On the right, there are links for 'User Guide' and 'FAQ'. The main content area shows a 'New Product Request' form with fields for 'Category' (with sub-options for 'Chemical' and 'Biological'), 'Manufacturer', 'Product Number / ATCC Number', 'Catalogue Number', 'Original Packaging Quantity', 'Unit of Measure', 'Product Data Sheet', 'Biosafety level', and 'Product Description'. A dropdown menu is open under the 'Biological' category, listing 'Add New Inventory', 'Manage Inventory', 'New Product Request' (highlighted with a blue box), 'Manage Biological Storage', and 'Manage Biological Box'. A red arrow points from a text box to the 'New Product Request' option. A 'Submit' button is located at the bottom right of the form.

Select New Product request function from the dashboard under the Biological module

A vertical navigation bar on the right side of the page, consisting of five colored buttons stacked vertically: a red button for 'Add New Inventory', a yellow button for 'Manage inventory', a green button for 'New Product Request', a teal button for 'Manage Biological Storage', and a blue button for 'Manage Biological Box'.

NEW PRODUCT REQUEST

The screenshot shows the 'New Product Request' form on the NUS website. The form includes the following fields: Category*, Manufacturer*, Product Number / ATCC Number / ADDGENE Catalogue Number, Original Packaging Quantity*, Unit of Measure*, Product Data Sheet, Biosafety level*, and Product Description. There are three dropdown menus for 'Please Select' with search bars. The first dropdown is highlighted with a blue box and an arrow pointing to it from a text box. The second dropdown is also highlighted with a blue box and an arrow pointing to it from the first dropdown. The third dropdown is highlighted with a blue box and an arrow pointing to it from a text box. A 'Browse ...' button is next to the second dropdown. A 'Submit' button is highlighted with a blue box and an arrow pointing to it from a text box. The NUS logo is in the top left corner.

1. Select the category of the new product to be added

2. Fill in the rest of the mandatory fields with * after the category has been selected. The fields are dynamic and will change with the category selected

1a. There are at least 6 different categories of biological materials to choose from

1b. Each category is dynamic with a unique set of biological material type

3. Click on Submit. Product request will be submitted for NUS admin review

NEW PRODUCT REQUEST –WITH A VARIATION OF AN EXISTING PRODUCT

NUS National University of Singapore

Name of 00031039 (Laboratory Administrator)

MOH Product Code

AVS Product Code

HS Code

Regulation

Unselected (Showing all 12)

Selected (Empty list)

Manufacturer

Unselected (Showing all 1274)

Selected (Empty list)

Product Number / ATCC Number / ADDGENE Catalogue Number

Biosafety Level

Search Result

Name of Biological Material	Scientific Name	Strain	Common Name	Concentration / Count	Original Packaging Quantity	Manufacturer
	PSEUDOMONAS AERUGINOSA-EDIT	XXX-TEST STRAIN NUS ADMIN JK			10 (MILLILITRE)	(COLLABORATOR)

Showing 1 to 1 of 1 rows

To request for a variation of an existing product, Click on the © button. Data of existing product will be duplicated and you will be able to submit a new product request with a variation as per the previous slide.

GENERATE REPORTS



Name of 00031039 (Laboratory Administrator)

Inventory Search Inventory Report Switch Role My Requests Logout

My Reports

Chemical

Biological

Laboratory Material Management System

Biological Report

To generate reports of biological material inventory, select Report > Biological > Biological report

Pending action items(s)

All

Date	Action Item(s)	Recipient	Requestor
11-May-2021	To accept biological transfer	Name of 00031039	Oswaldo Watkins
07-May-2021	To accept biological transfer	Name of 00031039	Oswaldo Watkins

Generate report

GENERATE REPORTS



Name of 00031039 (Laboratory Administrator)

Biological Report

Report Type

Faculty / RIRC

Owner

Regulation

Please Select ▾

Search

- Please Select
- Biological Inventory Report - Detailed
- Biological Inventory Report - Consolidated
- Biological Usage Report
- Biological Transfer Report

Selected (Empty list)

Filter

← ←

Unselected (Empty list)

Filter

→ →

Selected (Empty list)

Filter

← ←

Unselected (Showing all 12)

Filter

→ →

- Biological Agents and Toxins Act First Schedule (Part I)
- Biological Agents and Toxins Act First Schedule (Part II)
- Biological Agents and Toxins Act Second Schedule
- Biological Agents and Toxins Act Third Schedule
- Biological Agents and Toxins Act Fourth Schedule
- Biological Agents and Toxins Act Fifth Schedule

Selected (Empty list)

Filter

← ←

Generate Report

Generate report

Select the type of report to be generated and key in additional criteria such as location/ owner if you have access to more than 1 inventory

Once report criteria have been selected, click on generate report. You will be notified via email once the report is ready.

GENERATE REPORTS



Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout

User Guide FAQ

My Reports

Duration *

29-Jun-2021

06-Jul-2021

Report Type

Please Select

Search

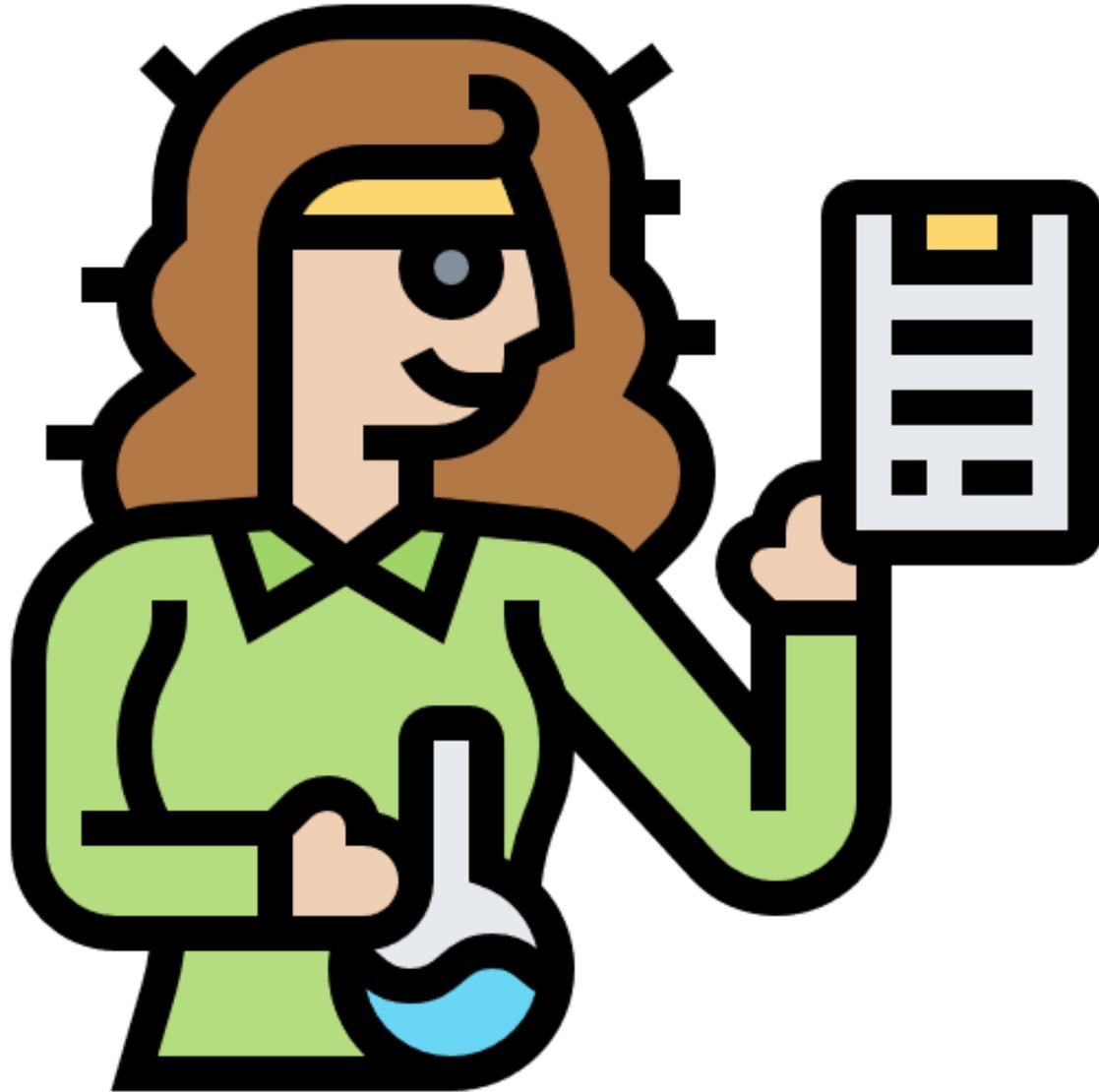
Search

My Latest Reports

- Please Select
- Inventory Report
- Usage Report
- Transfer Report
- Radioactive Material Inventory Report - Detailed
- Radioactive Material Transfer Report
- Radioactive Material Disposal Report
- Biological Inventory Report - Detailed
- Biological Inventory Report - Consolidated
- Biological Usage Report
- Biological Transfer Report

Generated reports can be retrieved via Reports > My reports. Select the report type to be retrieved.

Generate report



LAB ADMINISTRATOR- FUNCTIONS

- Add new inventory
- Manage new inventory
- New Product Request
- **Manage Biological Storage**
- **Manage Biological Box**

MANAGE BIOLOGICAL STORAGE

The screenshot shows the NUS Laboratory Material Management System dashboard. The NUS logo is in the top left, and the user's name 'Name of 00031039 (Laboratory Administrator)' is in the top right. The navigation menu includes 'Home', 'Inventory', 'Search Inventory', 'Report', 'Switch Role', 'My Requests', and 'Logout'. The 'Inventory' menu is expanded, showing 'Chemical' and 'Biological' sub-menus. The 'Biological' sub-menu is further expanded, showing options: 'Add New Inventory', 'Manage Inventory', 'New Product Request', 'Manage Biological Storage', and 'Manage Biological Box'. The 'Manage Biological Storage' option is highlighted with a blue box. A red box on the left contains the instruction: '1. Select Manage Biological Storage function from the dashboard under the Biological module'. The main content area displays 'Welcome to Laboratory Material Management System' and a table with two rows: 'Pending action items(s)' and 'No pending action items(s)'.

1. Select Manage Biological Storage function from the dashboard under the Biological module

Welcome to Laboratory Material Management System	
Pending action items(s)	
No pending action items(s)	

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

MANAGE BIOLOGICAL STORAGE

NUS National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Biological Storage - Search

Location

Storage Type

Storage Label

MD11 > B1 > TEST UNIT

Please Select

- Please Select
- FRIDGE (4 degree Celsius)
- FREEZER (-20 degree Celsius)
- FREEZER (-80 degree Celsius)
- FREEZER (-150 degree Celsius)
- LIQUID NITROGEN TANK
- CABINET
- SHELF

Search Add

1. Search for biological storage information that has been previously created using these fields

2. Click on Search OR

3. Click on Add if you wish to create a new Biological storage sub-location

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

EXAMPLE 1 OF A STORAGE HIERARCHY

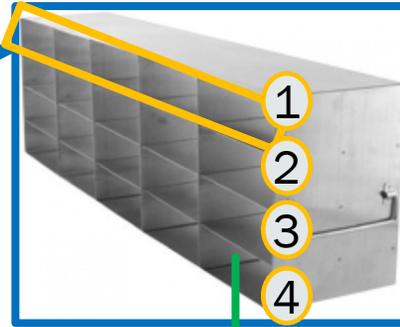
1. Storage Type : Freezer (-80°C)
Storage Label : APPLE Program (AP) freezer



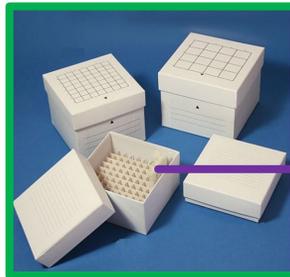
10:15 am

2. Storage Level Identification
Number of storage levels: 4

3. Organiser[^] (i.e. Rack/ Tower, Drawer and Compartment) Identification
Number of organisers per storage level: 4
Organiser label (Name of organiser): AP Staff 1



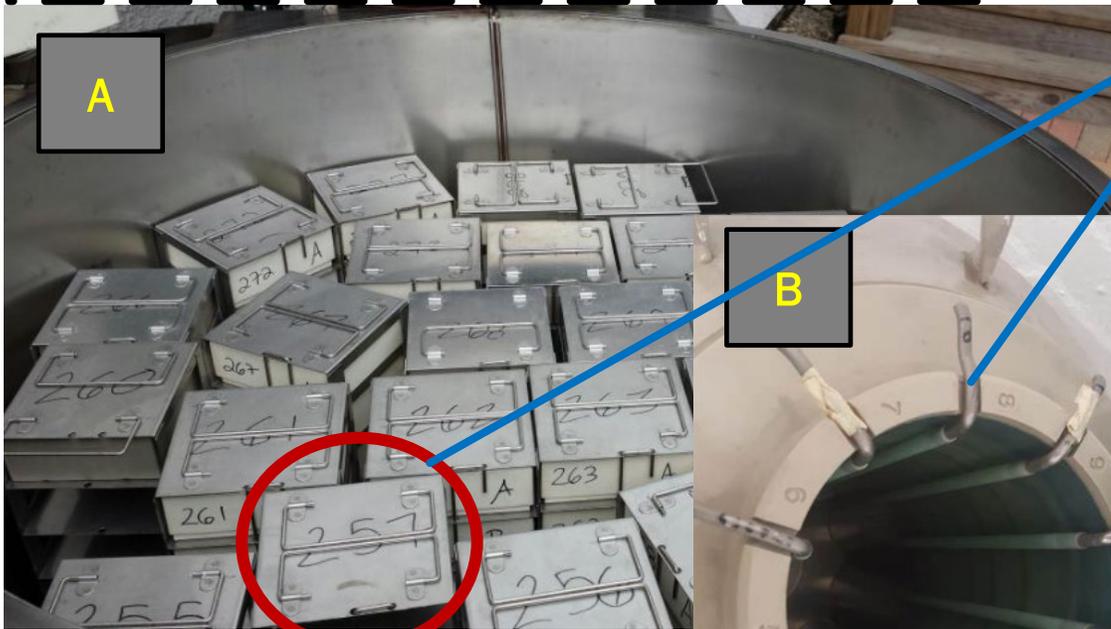
4. Organiser Level Identification
Number of levels per organiser level: 4
Name of organizer level: APS1 Sh 1



5. Box Identification
6. Grid identification

EXAMPLE 2 OF A STORAGE HIERARCHY

1. Storage Type : Liquid Nitrogen Tank
Storage Label : APPLE Program LNT 1



2. Storage Level Identification
Number of storage levels: 1

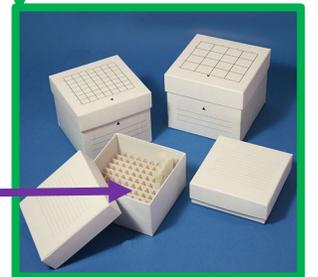
3. Organiser[^] (i.e. Rack/ Tower, Drawer and Compartment) Identification
Number of organisers *per* storage level: E.g. 20
Organiser label (Name of organiser): AP Staff 1

4. Organiser Level Identification
Number of levels *per* organiser level: 10
Name of organizer level: APS1 L1



5. Box Identification

6. Grid identification



MANAGE BIOLOGICAL STORAGE

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide

Manage Biological Storage (New)

Location * MD11 > B1 > TEST UNIT

Storage Type * FREEZER (-80 degree Celsius)

Storage Label * TEST Freezer JK

Organiser Option * With Organiser Without Organiser

Number of Storage Level * between 1 to 20 2

Number of Organiser per Storage Level * between 1 to 20 4

Number of Levels in Organiser between 2 to 20 4

Clear Organiser

Storage Level *	Organiser Type	Organiser Label	Number of Levels in Organiser	
1	COMPARTMENT	TEST Compartment PI 1	4	-
1	Please Select		4	-
1	Please Select		4	-
1	Please Select		4	-
2	Please Select		4	-
2	Please Select		4	-
2	Please Select		4	-
2	Please Select		4	-

Submit Back

1. Key in details for mandatory fields indicated with *. Mandatory fields will change with the Storage type

2. Table will be auto populated with the organiser, storage level options chosen above in (1).
3. Fill in details of organiser types and labels
4. Click on the number of levels in organiser to edit organiser level label

MANAGE BIOLOGICAL STORAGE

1. Edit organiser level label as per preference
2. Click on Submit

The screenshot displays the NUS Manage Biological Storage interface. A modal window titled "Organiser Detail" is open, showing the following information:

- Organiser Type: COMPARTMENT
- Organiser Label: TEST Compartment PI 1
- Organiser Level Label: RA XYZ
- Student AB
- 3
- 4

A "Submit" button is visible at the bottom right of the modal. The background interface shows a table with columns for Storage Level, Organiser Type, Organiser Label, and Number of Levels in Organiser. The first row is populated with the details from the modal.

Storage Level *	Organiser Type	Organiser Label	Number of Levels in Organiser
1	COMPARTMENT	TEST Compartment PI 1	4
1	Please Select		4
1	Please Select		4
1	Please Select		4
2	Please Select		4
2	Please Select		4
2	Please Select		4
2	Please Select		4

MANAGE BIOLOGICAL STORAGE

Search of the storage location should return the list of storages created in that location with names of organiser labels



Name of 00031039 (Laboratory Administrator)

Search Inventory Report Switch Role My Requests Logout

User Guide FAQ

Biological Storage - Search

MD11 > B1 > TEST UNIT

Please Select

Search Add

Search Result

Location	Storage Type	Storage Label	Storage Level	Organiser Type	Organiser Label	Organiser Level Label
MD11 > B1 > TEST UNIT	FREEZER (-80 degree Celsius)	TEST Freezer JK	1	COMPARTMENT	TEST Compartment PI 1	3
MD11 > B1 > TEST UNIT	FREEZER (-80 degree Celsius)	TEST Freezer JK	1	COMPARTMENT	TEST Compartment PI 1	4
MD11 > B1 > TEST UNIT	FREEZER (-80 degree Celsius)	TEST Freezer JK	1	COMPARTMENT	TEST Compartment PI 1	RA XYZ
MD11 > B1 > TEST UNIT	FREEZER (-80 degree Celsius)	TEST Freezer JK	1	COMPARTMENT	TEST Compartment PI 1	Student AB

Showing 1 to 4 of 4 rows

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

MANAGE BIOLOGICAL STORAGE

NUS National University of Singapore

Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout User Guide FAQ

Manage Biological Storage - Search

Location
Storage Type
Storage Label

Please Select

Search

Please Select

MD11 > 04 > 01

MD11 > B1 > TEST UNIT

Search Add

1. Search for biological storage information that has been previously created using these fields

2. Click on Search

MANAGE BIOLOGICAL BOX

The screenshot displays the NUS Laboratory Material Management System dashboard. At the top left is the NUS logo. The top right shows the user name: "Name of 00031039 (Laboratory Administrator)". The navigation bar includes "Home", "Inventory", "Search Inventory", "Report", "Switch Role", "My Requests", and "Logout". On the right side of the navigation bar are "User Guide" and "FAQ".

The "Inventory" menu is expanded, showing "Chemical" and "Biological" sub-menus. The "Biological" sub-menu is further expanded, listing the following options: "Add New Inventory", "Manage Inventory", "New Product Request", "Manage Biological Storage", and "Manage Biological Box". The "Manage Biological Box" option is highlighted with a blue box.

The main content area displays the heading "Welcome to Laboratory Material Management System" and a table with the following content:

Pending action items(s)	
	No pending action items(s)

A red box on the right side of the dashboard contains the text: "Select Manage Biological Box function from the dashboard under the Biological module". A red arrow points from this text to the "Manage Biological Box" option in the menu.

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

MANAGE BIOLOGICAL BOX



Name of 00031039 (Laboratory Administrator)

Home Inventory Search Inventory Report Switch Role My Requests Logout

User Guide FAQ

Manage Biological Box - Search

Location	MD11 > B1 > TEST UNIT
Storage Type	Please Select
Storage Label	<input type="text"/>
Box Label	<input type="text"/>
Search Result	<input type="button" value="Search"/>

No record found.

Search of the storage location should return the list of boxes created by users in that location

Add New Inventory

Manage inventory

New Product Request

Manage Biological Storage

Manage Biological Box

FUNCTIONAL ROLES AND ABILITIES



S/N	Functional role	Lab administrator	Researcher	Principal Investigator
1.	Add new inventory	✓	✓	✓
2.	Manage inventory	✓	✓	✓
3.	New Product Request	✓	✓	✓
6.	Generate reports	✓	✓	✓
4.	Manage Biological Storage	✓	✗	✗
5.	Manage Biological Box	✓	✗	✗
*Biological Material inventory owner		✗	✗	✓

END

