Guide for Admin Users of the Lab Management System

**Adding New Data**

When you would like to add new data to one of the pages, such as a new chemical, you must navigate to the chemicals page in the admin section of the navigation bar. Once on the appropriate admin page, you can click on the add new button, fill out the text boxes with appropriate data and click on the create button. This will then create a new chemical. You can follow this example for the various other pages such as equipment or forms & links.

**Editing Existing Data**

You may want to edit an existing piece of data, in this case you must first navigation to the appropriate page in the admin section. Next to each row of data there is an edit and/or a view button. For pages with the edit button, you can click on that to go straight to the edit page. For those without the edit button you must first click view, then click on edit. From there you can edit the appropriate data and save changes.

**Deleting Data**

If you wish to delete data, that can be done through a similar means to editing, some pages have a dedicated delete button while others you may need to navigate to the edit page to do so. Upon clicking the delete button you will be prompted to confirm whether you wish to delete the data.

Disclaimer

It is not advised that you delete a campus as that will wipe most data.

**Forms submissions that are sent to email (adverse event & request existing resource)**

To submit forms to email, the system uses a website called GetForm.IO. To start receiving emails to your email address, you must go to the following link: [getform.io](http://getform.io/)

You will need to log in using these credentials:

Email: experimentalteama@yahoo.com  
Password: groupA123

Once logged in you will need to navigate to the account section and click change email. Once done, an email will be sent to the above email, log into Yahoo using the same credentials and follow the instructions in the email.

**Adding New Rooms**

You can add a new room using the instructions for adding new data. On the new room page, there are four coordinates, these are used for the interactive map. To get these coordinates, follow the link to the map point generator, one the website, you will need to upload the image of the map, then highlight the area of the map the room is located in. Once down click on the “show me the code” button, manually copy the four coordinates into the appropriate spaces. Once done, the room will be added and should be clickable on the interactive map.