

Welcome to the ChemTrack User Guide

This guide is designed to help you use the platform efficiently for managing unwanted materials and ensuring compliance with EPA standards. Below is an overview of the key functionalities available to users, along with a brief description of each option:

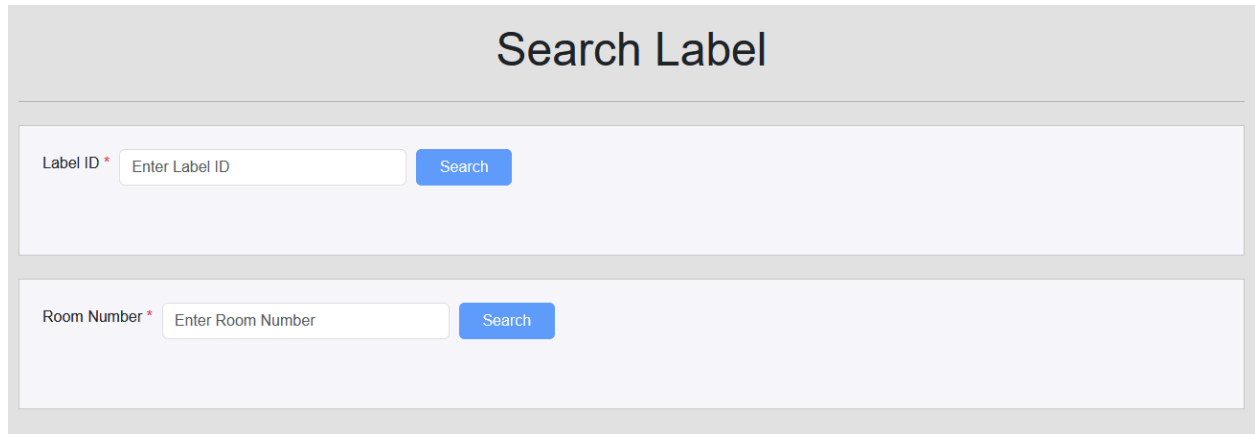
- **Search Label:** Enables searching for labels based on criteria such as label ID or room numbers.
- **Create Label:** Simplifies the creation of labels for new materials, providing essential data such as chemical name, container size, associated laboratory, and more.
- **Edit Label:** Allows updating information for existing labels, such as stored quantity or associated chemicals.
- **Invalidate Label:** Offers the option to invalidate labels that are no longer needed, changing their status to "Invalid."
- **Pickup Request:** Allows users to request the collection of unwanted materials, ensuring their proper disposal.
- **Manage Pickup Request:** Facilitates the management of pending or completed pickup requests. It also enables invalidating pending pickups.
- **Pickup History:** Provides a detailed history of all completed pickup requests and allows marking pending pickups as completed.
- **Manage Chemicals:** Enables adding, modifying or deleting chemicals from the inventory. This ensures all information is up-to-date.
- **Role Management:** Manages user roles (Admin, Professor, and Staff), assigning permissions and responsibilities as necessary.
- **Unwanted Material Summary:** Generates a summary of unwanted materials by date range or chemical name, showing the total quantity generated.
- **Unwanted Material Memorandum:** Allows generating a memorandum with specific details of unwanted materials, such as chemical name and container capacity.
- **Manage Laboratories:** Simplifies laboratory management, including assigning supervisors, updating department or building information, and more.
- **Manage Quiz:** Allows users to select questions for quizzes to validate their knowledge related to chemical handling.

This guide will help you navigate ChemTrack's features and ensure you make the most of its capabilities.

Help: Search Label Page

Page Description

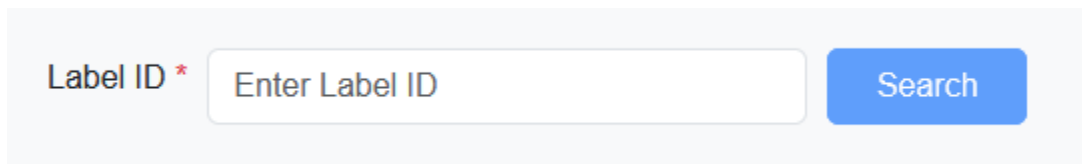
The **Search Label** page allows you to view labels associated with your assigned room numbers and search for labels within a specific room.



The screenshot shows the 'Search Label' page with a light gray header. Below the header, there are two search sections. The first section is for 'Label ID' and contains a text input field with the placeholder 'Enter Label ID' and a blue 'Search' button. The second section is for 'Room Number' and contains a text input field with the placeholder 'Enter Room Number' and a blue 'Search' button.

How to Use This Page (Step-by-Step)

1. Search Label by ID



This is a close-up of the 'Label ID' search section. It shows the text 'Label ID' followed by a red asterisk, a text input field with the placeholder 'Enter Label ID', and a blue 'Search' button.

1. Enter Label ID

- In the first box, enter the ID of any label associated with your assigned rooms.
- Example: **"38"**
- Please ensure the label belongs to one of your laboratories; otherwise, it will not be found.

Label ID *

Basic Information

Created by Label Status Pending

Date Created Message (if any)

Location and Lab Details

Department Laboratory Name

Building Principal Investigator

Room Number

Quantity and Container Capacity

Added Quantity Container Capacity

Chemical Name	CAS Number	Percentage
aluminio	234456-09-8	100%

2. Search Label by Room Number

Room Number *

1. Enter Room Number

- In the second box, enter the room number to search for labels created in that laboratory.
- Example: "Q-100".
- Please ensure that you are associated with the specified room number; otherwise, no labels will be found.

Room Number *

F-201

Search

Labels for Room Number (Pendings)

Label ID	Date Created	Created By	Chemical name	Container Size	Quantity
59	2024-12-09	orlangel.olivo@upr.edu	water, ethanol	24 gallons	17 Gallons

Help: Create Label Page

Page Description

The **Create label** page allows you to create labels associated with your assigned room numbers.

Create Label

Basic Information

Created By (Username)

orlangel.olivo@upr.edu

Date

12 / 10 / 2024

Location Details

Room Number

Start typing to search for a room number

Department

Select Room Number to autofill

Building

Select Room Number to autofill

Container Details

Container Capacity

Enter container capacity (ex. 6 gallons)

Added Quantity

Enter stored quantity (ex. 4.6, 7)

Units

Select units

Label Size

Select label size

How to Use This Page (Step-by-Step)

1. Select your room number

Location Details

Room Number

Q-100

Department

Quimica

Building

Quimica

Laboratory Name

Quimica I

Principal Investigator

Pedro Santana

1. Choose your room number

- In the second box, select your room number.
- Example: "**S-123**"
- The Department, Building, Laboratory Name, and Principal Investigator fields will be autofilled based on your selection.

2. Fill your container details

Container Details

Container Capacity

7 gallons

Added Quantity

5

Units

Gallons (gal) ▾

Label Size

Medium (3x2) ▾

1. Container Capacity

- Specify the container's capacity, including the units.
- Example: "**7 gallons**"

2. Added Quantity

- Specify the volume or mass stored in the container (units not required).
- Example: "**5**"

3. Units

- Select the units for the volume or mass stored.
- Example: "**gallons**"

4. Label Size

- Select the desired label size (in inches).
- Example: "**Medium**"

3. Chemical table

Chemicals

Chemicals

Chemical Name	CAS Number	Percentage	Action
<input type="text" value="water"/>	<input type="text" value="1234-80-0"/>	<input type="text" value="50"/> <div></div>	<button>Remove</button>
<input type="text" value="Chemical Name"/>	<input type="text" value="CAS Number"/>	<input type="text" value="Percentage"/> <div></div>	<button>Remove</button>

Add Row

1. Chemical Name

- Enter a chemical name and select one from the list
- Example: "**water**"
- The CAS number will be autofilled based on your selection.

2. CAS Number

- No action needed. This field will be filled automatically after selecting a chemical from the list.

3. Percentage

- Enter the percentage for each chemical in the container.
- Example: “**50**”
- The total must equal 100 before creating the label.

4. Remove or Add Row

- Add or remove rows as needed.

4. Preview Label

[illegible]

1. Inspect your label

- Review your label before submitting and printing.

- Use the Close button to re-choose your label size if needed.

Help: Edit Label Page

Page Description

The **Edit Label** page allows you to modify existing labels associated with your assigned room numbers. Only active labels can be edited; invalid or completed labels cannot be modified.

Edit Label

Label ID *

Search

Basic Information

Edited By (Username)

Updated Quantity (Total in Container)

Units

Gallons (gal)
▼

Label Size

Small (1x1)
▼

Chemical Name	CAS Number	Percentage	Action
<input style="width: 100%;" type="text" value="water"/>	<input style="width: 100%;" type="text" value="1234-80-0"/>	<input style="width: 100%;" type="text" value="50"/> ⬆ ⬇ ⬆	Remove
<input style="width: 100%;" type="text" value="ethanol"/>	<input style="width: 100%;" type="text" value="2345-09-0"/>	<input style="width: 100%;" type="text" value="50"/> ⬆ ⬇ ⬆	Remove

Add Row

Update Label and Generate PDF

1. Find the label you need to edit.

Label ID *

Enter Label ID

Search

1. Label ID

- Enter the Label ID to be edited.
- Example: **"50"**
- Click the Search button.

2. Edit Label information

Basic Information

Edited By (Username)

orlangel.olivo@upr.edu

Updated Quantity (Total in Container)

3

Units

Gallons (gal)

Label Size

Small (1x1)

Chemical Name	CAS Number	Percentage	Action
water	1234-80-0	50	<button>Remove</button>
ethanol	2345-09-0	50	<button>Remove</button>

Add Row

Update Label and Generate PDF

1. Units

- Select the new units, if applicable.
- Example: **"Liters"**

2. Updated Quantity

- Enter the updated quantity. For example, if you add 2 gallons to an existing 1 gallon, the updated quantity will be 3. Use only the number format.
- Example: **"3"**

3. Label Size

- Select a new label size, if applicable.
- Example: **"Large"**

4. Chemical Name

- Enter a chemical name and select one from the list.
- Example: **"water"**
- The CAS number will be autofilled based on your selection.

5. CAS Number

- No action required. This field will be filled automatically after selecting a chemical from the list.

6. Units

- Enter the percentage for each chemical in the container.
- Example: **"50"**
- The total must equal 100% before editing the label.
- Adjust the percentages if necessary.

7. Remove or Add Row

- Add or remove rows as needed.

Help: Invalidate Label Page

Page Description

The **Invalidate Label** page allows you to invalidate any active label associated with your assigned room numbers. Labels that are already invalidated or completed cannot be invalidated again.



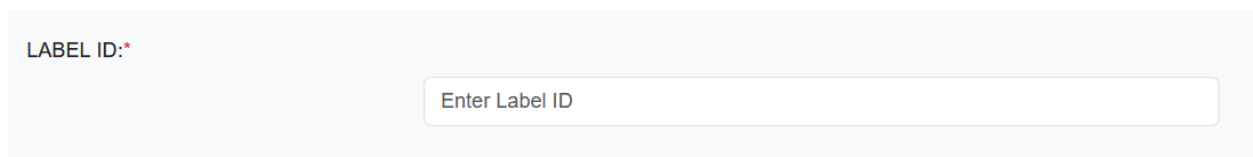
Invalidate Label

LABEL ID: *
Enter Label ID

Reason for Invalidation *
Enter reason...

Invalidate

1. Invalidate a label by entering its Label ID



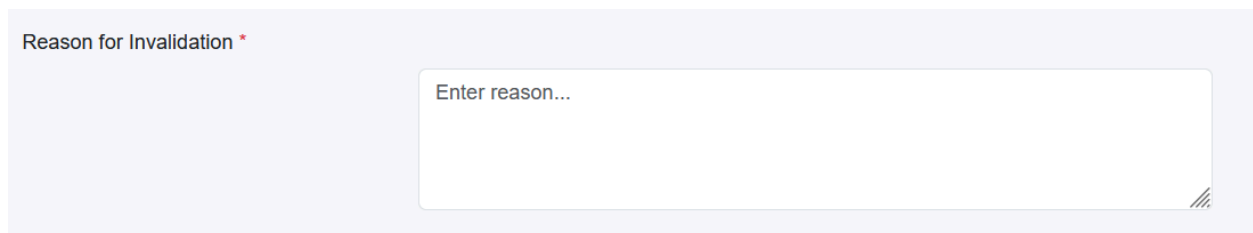
LABEL ID: *

Enter Label ID

1. Label ID

- Enter the Label ID in the designated form. Only IDs associated with your assigned room numbers and active labels will be accepted.
- Example: **"50"**

2. Explain the reason why it's being invalidated.



Reason for Invalidation *

Enter reason...

1. Explain the reason for invalidating the label

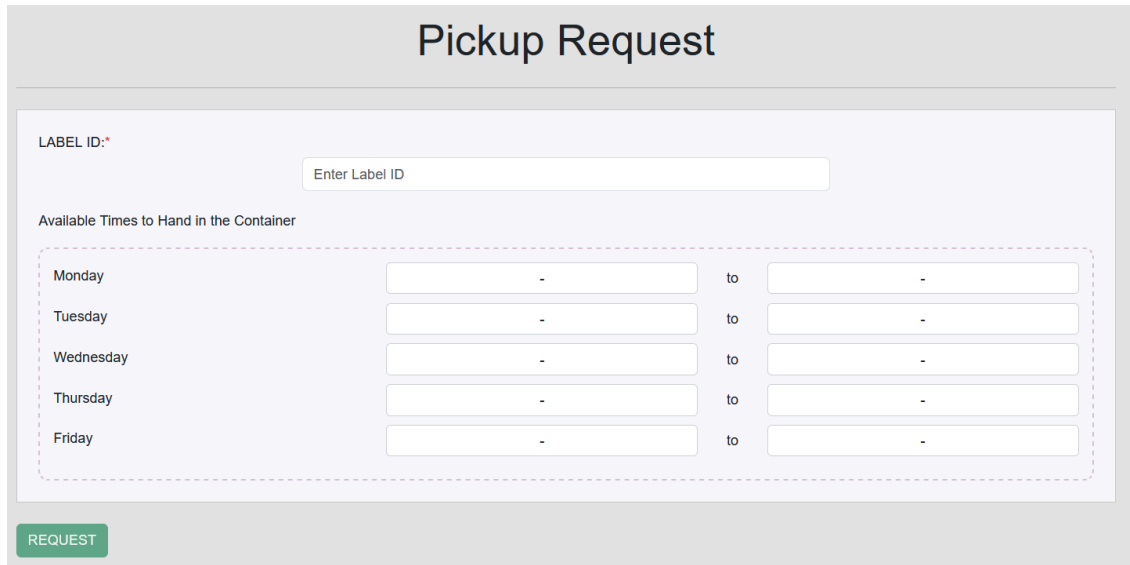
- Provide your reason.
- Example: **"The laboratory room had been selected incorrectly"**

3. Submit your invalidated label

Help: Pickup Request Page

Page Description

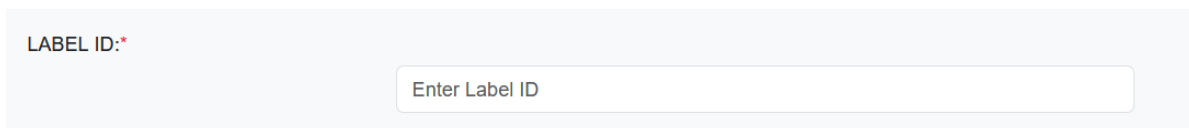
The **Pickup Request** page allows you to request a pickup for labels associated with your assigned room numbers. Only active labels can be requested for pickup; completed or invalidated labels cannot be included.



The screenshot shows a web form titled "Pickup Request". At the top, there is a label "LABEL ID: *" followed by a text input field containing the placeholder "Enter Label ID". Below this, the section "Available Times to Hand in the Container" is enclosed in a dashed border. It contains a table with days of the week (Monday through Friday) and time slots. Each day has two input fields separated by a "to" label, with a hyphen "-" in each field. At the bottom left of the form is a green button labeled "REQUEST".

Day	Time 1	to	Time 2
Monday	-		-
Tuesday	-		-
Wednesday	-		-
Thursday	-		-
Friday	-		-

1. Enter the Label ID for pickup



This is a close-up of the "LABEL ID: *" section of the form. It shows a text input field with the placeholder "Enter Label ID".

1. Label ID

- Enter the Label ID of the container to be picked up. Only IDs associated with your assigned room numbers and active labels are accepted.
- Example: "50"

2. Select your available times to hand over the container.

Available Times to Hand in the Container

Monday	<input type="text" value="-"/>	to	<input type="text" value="-"/>
Tuesday	<input type="text" value="-"/>	to	<input type="text" value="-"/>
Wednesday	<input type="text" value="-"/>	to	<input type="text" value="-"/>
Thursday	<input type="text" value="-"/>	to	<input type="text" value="-"/>
Friday	<input type="text" value="-"/>	to	<input type="text" value="-"/>

1. Choose your available time

- Specify the days and hours you will be in the laboratory to schedule a pickup for administrators.
- Example: "**Monday: 08:00am - 12:00pm**"

3. Confirm your pickup details.

Confirm Pickup Request

Label ID: 50

Requested Times:

- Monday: 08:00 AM to 12:00 PM
- Thursday: 10:00 AM to 12:00 PM

Cancel

Confirm Request

1. Confirm the pickup request window

- Review your Label ID and availability.
- Click 'Cancel' to modify the Label ID, adjust the pickup hours, or cancel the request.

Help: Manage Pickup Request Page

Page Description

The **Manage Pickup Request** page allows you to oversee pickup requests from your laboratory. You can filter pickups by status ('Pending,' 'Invalid,' or 'Completed'), by room number for convenience or by column (ascending or descending) order. Pending pickups can also be invalidated on this page.

Manage Pickup Request												
Filter by Status:			Search by Room Number:									
All			Enter room number									
Pickup ID	Label ID	Created by	Invalidated by	Chemical Name	Building	Room Number	Container Capacity	Pickup Requested	Completion Date	Message	Status	Actions
13	52	orlangel.olivo@upr.edu	orlangel.olivo@upr.edu	aluminio	Quimica	Q-100	4	12/10/2024	-	Re-use container	Invalid	
14	52	orlangel.olivo@upr.edu	-	aluminio	Quimica	Q-100	4	12/10/2024	12/10/2024	-	Completed	
15	50	orlangel.olivo@upr.edu	-	water, ethanol	Quimica	Q-100	5	12/10/2024	-	-	Pending	Invalidate

Showing 1 to 3 of 3 entries

Previous 1 Next

1. Filters or search bars

Filter by Status:

Search by Room Number:

All

Enter room number

1. Filter by Status

- Select status to filter your table.
- Example: **"Pending"**
- Table will be sorted and only display the "Pending" pickups.

2. Filter by Room Number

- Enter a room number from your assigned laboratory list .
- Example: **"Q-100"**
- Only pickups from 'Q-100' will be displayed in the table.

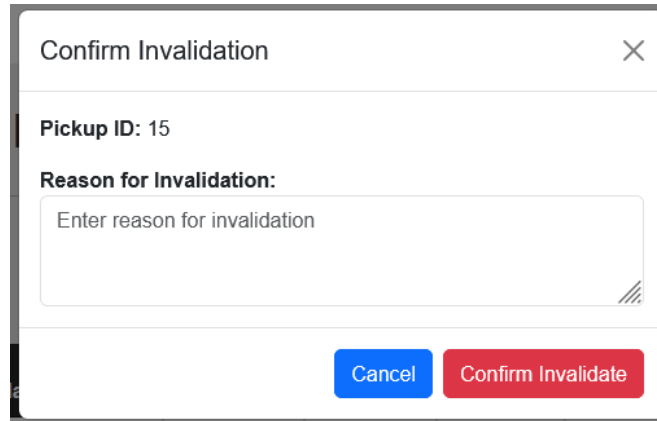
2. Invalidate Pending pickups

Pending

Invalidate

1. Invalidate Button

- Click the Invalidate Button.

A modal dialog box titled "Confirm Invalidation" with a close button (X) in the top right corner. The dialog contains the text "Pickup ID: 15" and a section labeled "Reason for Invalidation:" followed by a text input field with the placeholder text "Enter reason for invalidation". At the bottom right, there are two buttons: a blue "Cancel" button and a red "Confirm Invalidate" button.

Confirm Invalidation

Pickup ID: 15

Reason for Invalidation:

Enter reason for invalidation

Cancel Confirm Invalidate

1. Confirm Invalidation modal

- Review the Pickup ID and provide a reason for invalidating the pickup.
- Example: **"Need to re-use the container"**
- You can reschedule the pickup for the Label ID in the future.

Help: Pickup Historial Page

Page Description

The **Pickup History** page allows you to manage pickup requests across the campus. As an admin, you can mark any pending pickup as 'Clean Out' or 'Regular.' Pickups can be filtered by status ('Pending,' 'Completed,' or 'Invalid') and completed pickups can be sorted by type ('Regular' or 'Clean Out'). Additionally, pickups can be sorted by building, room number, or column order (ascending or descending).

Pickup Historial													
Filter by Status:		Filter by Type:		Search by Building:		Search by Room Number:							
All		All		Enter building name...		Enter room number...							
Pickup ID	Label ID	Requested By	Date Requested	Completion Date	Chemical Name	Building	Room Number	Stored (with Units)	Container Size	Timeframe	Status	Completion Method	Actions
13	52	orlangel.olivo@up.edu	2024-12-10	-	aluminio	Quimica	Q-100	4 Gallons	4	Monday: 08:00 AM to 11:00 AM	Invalid	N/A	-
14	52	orlangel.olivo@up.edu	2024-12-10	2024-12-10	aluminio	Quimica	Q-100	4 Gallons	4	Monday: 12:00 PM to 3:00 PM	Completed	Regular	-
15	50	orlangel.olivo@up.edu	2024-12-10	-	water, ethanol	Quimica	Q-100	3 Gallons	5	Wednesday: 09:00 AM to 11:00 AM, Thursday: 08:00 AM to 11:00 AM	Pending	N/A	<button>Regular</button> <button>Clean Out</button>
Showing 1 to 3 of 3 entries								Previous	1	Next			

1. Filters or search bars

Filter by Status:		Filter by Type:		Search by Building:		Search by Room Number:	
All		All		Enter building name...		Enter room number...	

1. Filter by Status

- Select status to filter your table.
- Example: **"Pending"**
- Table will be sorted and only display the "Pending" pickups.

2. Filter by Type

- Select type to filter your table.
- Example: **"Clean Out"**
- The table will be sorted to display only pickups marked as 'Clean Out' and completed.

3. Filter by Room Number

- Enter a room number from your assigned laboratory list .
- Example: **"Q-100"**
- Only pickups from 'Q-100' will be displayed in the table.

4. Filter by Building

- Enter a building from your assigned laboratory list.
- Example: **"Quimica"**

- Only pickups from 'Quimica' will be displayed in the table.

2. Mark as completed a Pending pickup

Pending	N/A	<div>Regular</div> <div>Clean Out</div>
---------	-----	---

1. Confirm Invalidation modal

- Review the Pickup ID and mark the pickup as completed, either as 'Regular' or 'Clean Out'.
- Example: "Clean Out".

3. Confirm your selection

Mark Pickup as Completed

Are you sure you want to mark this pickup as completed?

Cancel

Confirm

1. Confirm Invalidation modal

- Confirm your selection to mark the pickup order as completed.

Help: Manage Chemicals Page

Page Description

The **Manage Chemicals** page provides administrators the tools to manage chemicals in the system. This includes adding new chemicals, searching for existing ones, editing details, and deleting chemicals.

The screenshot shows the 'Manage Chemicals' page. At the top, there's a header 'Manage Chemicals'. Below it, there are two main sections. The first section is for adding a chemical, with fields for 'Chemical Name' (placeholder: 'Enter Chemical Name') and 'CAS Number' (placeholder: 'Format XXXXX-XX-X (2-6 digits, 2 digits, 1 digit)'). A green 'Add Chemical' button is to the right. The second section is for searching, with a field 'Search Chemical by Name' (placeholder: 'Search by Chemical Name') and a blue 'Search' button.

How to Use This Page (Step-by-Step)

1. Add Chemical

1. Enter Chemical Name

A close-up of the 'Chemical Name' input field. The field is labeled 'Chemical Name' and contains the text 'Ethanol'.

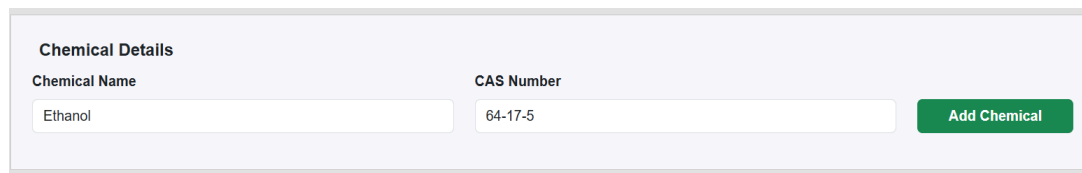
- In the first box, type the name of the chemical you want to add.
- Example: "Ethanol" or "Acetic Acid."

2. Enter CAS Number

A close-up of the 'CAS Number' input field. The field is labeled 'CAS Number' and contains the text '64-17-5'.

- In the second box, type the chemical's CAS (Chemical Abstracts Service) number.
- CAS numbers are unique identifiers assigned to chemicals and ensure there's no confusion between substances.
- The CAS number must follow this format: XXXXX-XX-X (e.g., 7647-14-5). It can range from 2-6 digits on the first field, 2 digits in the middle field and 1 digit on the last field.

3. Add the Chemical

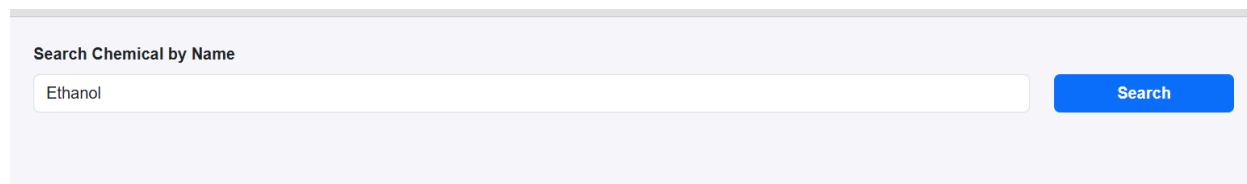


Chemical Details

Chemical Name	CAS Number	
Ethanol	64-17-5	Add Chemical

- Once both fields are filled out correctly, the "Add Chemical" button will become active.
- Click the button to add the chemical to the system.
- You'll see a success message if the chemical is added successfully.

2. Search for a Chemical



Search Chemical by Name

Search Chemical by Name	
Ethanol	Search

1. Enter Search Term:

- Type the chemical name you want to find in the "Search Chemical by Name" field. Suggestions will appear as you type.

2. Search:

- Click the "Search" button to find matching chemicals.
- If results are found, they will display in a table below.
- If no results are found, you'll see an alert.

3. Edit a Chemical

Search Chemical by Name

Ethanol Search

Chemical Name	CAS Number	Actions
ethanol	64-17-5	Edit Delete

1. **Look up the Chemical in the search bar:**

- Use the search function to find the chemical you want to edit.

2. **Open the Edit Modal:**

Edit Chemical ×

Chemical Name

ethanol

CAS Number

64-17-5

Cancel Save changes

- Click the "Edit" button next to the chemical in the table.
- A form will appear with the current details of the chemical.

3. **Modify Details:**

- Update the chemical name and/or CAS number in the provided fields.
- Ensure the new values are valid and unique.

4. **Save Changes:**

- Click "Save Changes" to apply the updates.
- The system will refresh the table to show the updated details.

4. Delete a Chemical

Confirm Deletion

×

Are you sure you want to delete this chemical?

- **Chemical Name:** ethanol
- **CAS Number:** 64-17-5

Cancel

Delete

1. **Look up the Chemical in the search bar:**
 - Use the search function to find the chemical you want to delete.
2. **Open the Delete Confirmation Modal:**
 - Click the "Delete" button next to the chemical in the table.
 - A confirmation window will appear with the chemical details.
3. **Confirm Deletion:**
 - Click "Delete" to remove the chemical.
 - The system will update the table to reflect the deletion.

Help: User Request Page

Page Description

The **User Request** page allows professors to submit requests for new users (e.g., Teaching Assistants, Lab Technicians, Students) to be added to the system. The form includes fields for user details and their associated room numbers.

User Request

Name	Last Name
<input type="text" value="Enter name"/>	<input type="text" value="Enter last name"/>
Email	Department
<input type="text" value="Enter email"/>	<input type="text" value="Enter department"/>
Room Number	Role
<input type="text" value="Enter room number (e.g., B-257)"/> <input data-bbox="771 888 803 924" type="button" value="+"/>	<input type="text" value="Teaching Assistant/Lab Technician/Student"/>

How to Use This Page (Step-by-Step)

1. Fill Out the User Details

Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Email	Department
<input type="text" value="john.doe@upr.edu"/>	<input type="text" value="Quimica"/>
Room Number	Role
<input type="text" value="B-257"/> <input data-bbox="771 1518 803 1554" type="button" value="+"/>	<input type="text" value="Teaching Assistant/Lab Technician/Student"/>

- Name:**
 - Enter the first name of the user in the "Name" field (e.g., "John").
- Last Name:**
 - Enter the last name of the user in the "Last Name" field (e.g., "Doe").
- Email:**
 - Enter the user's email address in the "Email" field (e.g., "johndoe@example.com").

- Ensure the email is valid, as the system will check for duplicates.
4. **Department:**
- Enter the department associated with the user in the "Department" field (e.g., "Chemistry").

2. Add Room Numbers

1. **Enter Room Number:**
 - In the "Room Number" field, type the room the user will be associated with (e.g., "B-257").
2. **Add More Rooms (Optional):**
 - Click the + button next to the room number field to add additional room fields.
 - Enter room numbers in each new field as needed.
3. **Remove a Room (Optional):**
 - To remove a room, click the - button next to the respective field.

3. Submit the Request

Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Email	Department
<input type="text" value="john.doe@upr.edu"/>	<input type="text" value="Quimica"/>
Room Number	Role
<input type="text" value="B-257"/> <input data-bbox="768 1119 803 1155" type="button" value="+"/>	<input type="text" value="Teaching Assistant/Lab Technician/Student"/>
<input data-bbox="745 1213 885 1247" type="button" value="Submit Request"/>	

1. **Validate the Form:**
 - The "Submit Request" button will only become active when all fields are filled.
2. **Submit:**
 - Click the "Submit Request" button to send the role request.
 - A confirmation message will appear if the request is submitted successfully.

Help: Role Management Page

Page Description

The **Role Management** page enables administrators to manage user roles, assign laboratories, and handle requests for new users. It also provides tools for viewing and editing submitted requests, search and edit users and see the certified users

Role Management

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email

Department

Enter Department

Room Number

Enter Lab (e.g., S-122)

+

Role

Select Role

▼

Add User

Submitted Requests

Username	Laboratories	Requested Role	Submission Date	Options
teresa.garcia@upr.edu	B-001, B-312	Staff	11/26/2024, 11:49:24 PM	<div>Accept</div> <div>Deny</div>
pepe.silva@upr.edu	B-001	Staff	12/3/2024, 12:40:42 AM	<div>Accept</div> <div>Deny</div>

Search User to Edit

Enter username (e.g., name.lastname)

Search

Show Certified Users

How to Use This Page (Step-by-Step)

1. Add a New User

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Email	Department
<input type="text" value="john.doe@upr.edu"/>	<input type="text" value="Quimica"/>
Room Number	Role
<input type="text" value="B-257"/> <input type="button" value="+"/>	<input type="text" value="Teaching Assistant/Lab Technician/Student"/> ▼

Add User

1. Fill Out the Form:

- **First Name:** Enter the user's first name (e.g., "John").
- **Last Name:** Enter the user's last name (e.g., "Doe").
- **Email:** Enter the user's email address. Ensure it is unique.
- **Department:** Enter the user's department (e.g., "Chemistry").
- **Room Number:**
 - Enter the room(s) associated with the user (e.g., "Q-257").
 - Click the + button to add multiple room fields if necessary (Optional).
 - Use the - button to remove any unwanted room fields (Optional).
- **Role:**
 - Select the role from the dropdown (Administrator, Professor, or Staff).

2. Submit the Form:

- Ensure all fields are filled correctly. The "Add User" button will become active once the form is valid.
- Click "Add User" to submit the form.
- A success message will appear, and the form will reset.

2. View Submitted Requests

Submitted Requests				
Username	Laboratories	Requested Role	Submission Date	Options
teresa.garcia@upr.edu	B-001, B-312	Staff	11/26/2024, 11:49:24 PM	<input type="button" value="Accept"/> <input type="button" value="Deny"/>
pepe.silva@upr.edu	B-001	Staff	12/3/2024, 12:40:42 AM	<input type="button" value="Accept"/> <input type="button" value="Deny"/>

1. Find Submitted Requests:

- Scroll down to the **Submitted Requests** table to view user role requests.

2. Review and Approve/Deny Requests:

- Each row shows details like username, requested role, and submission date.
- Use the "Accept" or "Deny" buttons to approve or deny requests:
 - **Accept:** The user will be added with the requested role.

- **Deny:** A modal will appear for confirmation before rejecting the request.

3. Search and Edit Users

Search User to Edit

Search

Username	Laboratories	Role	Options
john.doe@upr.edu	Q-257	Staff	<div>EditDelete</div>

1. Search for a User:

- In the **Search User to Edit** section, enter the user's email (e.g., "john.doe@upr.edu") in the search bar.
- Click the "Search" button to retrieve matching users.

2. Edit User Information:

Edit User

Room Numbers

Q-257

-

+ Add Room

Role

Teaching Assistant/Lab Technician/Student

Cancel

Save Changes

- Click the "Edit" button next to the user you wish to modify.
- Update details such as:
 - Room Numbers: Add, edit, or remove room assignments.
 - Role: Change the user's role.
- Save changes by clicking "Save Changes" in the modal.

3. Delete a User:

Confirm Delete

Are you sure you want to delete this user?

Cancel

Delete

- Click the "Delete" button next to the user to open the confirmation modal.
- Confirm the deletion to remove the user from the system.

4. View Certified Users

[Show Certified Users](#)

Certified Users

Name	Last Name	Completion Date	Department
Juan	Lopez	12/8/2024	ICOM

[Generate PDF](#)

1. **Show Certified Users:**

- Click the "Show Certified Users" button to display certified users.

2. **Generate a Report:**

- Use the **Generate PDF** button to download a report of certified users.

Help: Manage Laboratories Page

Page Description

The **Manage Laboratories** page allows administrators to add, search, edit, and delete laboratories. It also provides a table for displaying search results and managing laboratory details.

Manage Laboratories

Add Laboratory

Department <input type="text" value="Enter department"/>	Building <input type="text" value="Enter building"/>
Room Number <input type="text" value="Enter room number (3-5 characters)"/>	Laboratory Name <input type="text" value="Enter laboratory name"/>
Professor Investigator <input type="text" value="Enter professor name"/>	Department Director <input type="text" value="Enter department director name"/>

Add Laboratory

Search Laboratory

Search Room by Number

Search

How to Use This Page (Step-by-Step)

1. Add a New Laboratory

Add Laboratory

Department <input type="text" value="Quimica"/>	Building <input type="text" value="Edificio de Quimica"/>
Room Number <input type="text" value="Q-123"/>	Laboratory Name <input type="text" value="Organic Chemistry Lab"/>
Professor Investigator <input type="text" value="John Smith"/>	Department Director <input type="text" value="Jane Doe"/>

1. Fill Out the Form:

- **Department:** Enter the department associated with the laboratory (e.g., "Quimica").

- **Building:** Enter the building name where the laboratory is located (e.g., "Edificio de Quimica").
- **Room Number:** Enter the laboratory's room number (e.g., "Q-123").
- **Laboratory Name:** Enter the name of the laboratory (e.g., "Organic Chemistry Lab").
- **Professor Investigator:** Enter the name of the professor in charge (e.g., "John Smith").
- **Department Director:** Enter the name of the department director (e.g., "Jane Doe").

2. Submit the Form:

Add Laboratory

Department

Room Number

Professor Investigator

Building

Laboratory Name

Department Director

Add Laboratory

- Ensure all fields are completed. The "Add Laboratory" button will become active once the form is valid.
- Click the "Add Laboratory" button to submit the form.
- A success message will appear, and the form will reset.

2. Search for a Laboratory

Search Laboratory

Search Room by Number

Department	Building Name	Room Number	Laboratory Name	Professor Investigator	Department Director	Actions
Quimica	Edificio de Quimica	Q-123	Organic Chemistry Lab	John Smith	Jane Doe	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Enter Room Number:**
 - In the **Search Room by Number** section, type the room number (e.g., "Q-123").
- Submit Search:**
 - Click the "Search" button to retrieve laboratory records.
- View Results:**
 - The search results will appear in the table below, displaying details such as:

- Department
- Building Name
- Room Number
- Laboratory Name
- Professor Investigator
- Department Director

3. Edit a Laboratory

Edit Laboratory ×

Department

Building

Room Number

Laboratory Name

Professor Investigator

Department Director

Cancel Save changes

- 1. Enter Room Number:**
 - In the **Search Room by Number** section, type the room number (e.g., "Q-123").
- 2. Open Edit Modal:**
 - Click the "Edit" button in the Actions column for the selected laboratory.
- 3. Modify Details:**
 - Update the fields in the modal (e.g., room number, professor investigator).
- 4. Save Changes:**
 - Click the "Save Changes" button to update the laboratory record.

4. Delete a Laboratory

chemtrack.test says

Are you sure you want to delete this laboratory?

OK

Cancel

1. **Enter Room Number:**
 - In the **Search Room by Number** section, type the room number (e.g., "Q-123").
2. **Confirm Deletion:**
 - Click the "Delete" button in the Actions column for the selected laboratory.
 - A confirmation modal will appear. Click "Delete" to proceed.
3. **Results:**
 - The laboratory will be removed from the system, and the table will refresh.

Help: Unwanted Material Memorandum Page

Page Description

The **Unwanted Material Memorandum** page allows administrators to search for labels by their ID, view associated container details, and check chemical compositions and percentages. This page is primarily used for managing unwanted materials and ensuring proper documentation of their chemical properties.

Unwanted Material Memorandum

Search Label by ID

Search

How to Use This Page (Step-by-Step)

1. Search for a Label

Search Label by ID

Search

Label ID	Container Size	Chemical Names	Percentages	Total Percentage	Material State	Container Material	Container #	pH
2	6 gal	ethanol	100%	100%				

1. Enter the Label ID:

- In the **Search Label by ID** field, input the numeric Label ID (e.g., 1).
- The Label ID must consist only of numbers. Non-numeric characters are not allowed.

2. Submit the Search:

- Click the "Search" button to initiate the search.
- If the Label ID is invalid or not found, an error message will appear.

3. View Results:

- If a valid Label ID is found, the results will populate in the table below.
- The following details will be displayed:
 - **Label ID**
 - **Container Size**
 - **Chemical Names** (one per line for each chemical in the label)
 - **Percentages** (corresponding percentage for each chemical)
 - **Total Percentage** (sum of percentages for all chemicals in the label)
 - **Material State** (This field is blank)
 - **Container Material** (This field is blank)
 - **Container #** (This field is blank)
 - **pH** (This field is blank)

Help: Unwanted Material Summary Page

Page Description

The **Unwanted Material Summary** page provides administrators with a detailed summary of unwanted materials generated over a specified time range or related to a specific chemical. The data includes total liquid and solid amounts for each chemical and offers insights into the volume and weight of generated waste.

Unwanted Material Summary

Date Range Filter
From
mm/dd/yyyy
To
mm/dd/yyyy
Search by Date

Chemical Search and Summary
Chemical Name
Search by Chemical Name
Search by Chemical

How to Use This Page (Step-by-Step)

1. Search by Date Range

Date Range Filter
From
12/10/2024
To
12/10/2024
Search by Date

Chemical Search and Summary
Chemical Name
Search by Chemical Name
Search by Chemical

Show 10 entries

Chemical Name	Liquid Amount (L)	Solid Amount (kg)
ethanol	11.36	0.00

Showing 1 to 1 of 1 entries

Previous1Next

Total Weight: 0.00 kg
Total Volume: 11.36 L

1. **Set the Date Range:**

- Use the **From** and **To** fields to define the start and end dates for the search.
- Ensure the **To** date is not earlier than the **From** date.
- Example: From 2024-01-01 to 2024-12-31.

2. **Submit the Search:**

- Click the **Search by Date** button once the date range is valid.
- The button is disabled until both dates are properly set.

3. **View Results:**

- A table will display chemicals generated within the specified date range, including their liquid and solid amounts.

2. Search by Chemical Name

Chemical Search and Summary

Chemical Name
Search by Chemical

Show entries

Chemical Name	Liquid Amount (L)	Solid Amount (kg)
ethanol	11.36	0.00

Showing 1 to 1 of 1 entries

Previous Next

Total Weight: 0.00 kg
Total Volume: 11.36 L

1. **Enter the Chemical Name:**

- In the **Chemical Name** field, type the name of the chemical (e.g., ethanol).
- Tip: if you can't find the chemical, search for it **in lowercase letters**.

2. **Submit the Search:**

- Click the **Search by Chemical** button once a valid chemical name is entered.
- The button is disabled until a chemical name is provided.

3. **View Results:**

- A table will display the total liquid and solid amounts for the specified chemical.
- If the chemical is not found, an alert will appear: *"Chemical not found or not allowed."* Tip: if you can't find the chemical, search for it **in lowercase letters**.

Help: Manage Quiz Page

Page Description

The **Manage Quiz** page provides administrators with tools to manage quiz questions. This includes activating or deactivating question and saving the changes

Manage Quiz

Below is the list of available questions for the quiz. Use the toggles to mark questions as active or inactive.

☐

1. ¿Cuál es el objetivo principal del entrenamiento de seguridad en el manejo de materiales químicos en los laboratorios del RUM?

☐

2. ¿Qué normativa regula la exposición a químicos peligrosos en los laboratorios según OSHA?

☐

3. ¿Qué se debe hacer si en un laboratorio se acumula el máximo de galones de materiales no deseados?

☐

4. ¿Cuál de las siguientes es una de las mejores prácticas recomendadas en el Plan de Manejo de Laboratorio?

☐

5. ¿Qué información debe incluirse en el etiquetado de los materiales no deseados?

☐

6. ¿Cuál es el límite de tiempo que los materiales no deseados pueden permanecer en un laboratorio antes de ser retirados?

☐

7. ¿Qué volumen máximo de materiales no deseados puede acumularse en un laboratorio antes de que deban ser retirados en 10 días?

☐

8. ¿Qué recomendación se debe seguir al almacenar sustancias corrosivas o especialmente peligrosas (PHS)?

☐

9. ¿Qué se encontró durante la inspección de la EPA en marzo de 2023 relacionado con el almacenamiento de materiales?

☐

10. ¿Cuál es la principal razón para segregar los materiales químicos en el laboratorio?

☐

11. ¿Cuál es el primer paso en el proceso de almacenamiento de productos químicos?

How to Use This Page (Step-by-Step)

1. View Available Questions

- **Locate the Question List:** The list of quiz questions is displayed in a scrollable container below the title.
- **Question Display:** Each question is numbered and includes a checkbox to indicate whether it is active or inactive.

2. Activate or Deactivate Questions

Below is the list of available questions for the quiz. Use the toggles to mark questions as active or inactive.

- ☒ 1. ¿Cuál es el objetivo principal del entrenamiento de seguridad en el manejo de materiales químicos en los laboratorios del RUM?
- ☒ 2. ¿Qué normativa regula la exposición a químicos peligrosos en los laboratorios según OSHA?
- ☐ 3. ¿Qué se debe hacer si en un laboratorio se acumula el máximo de galones de materiales no deseados?
- ☒ 4. ¿Cuál de las siguientes es una de las mejores prácticas recomendadas en el Plan de Manejo de Laboratorio?
- ☒ 5. ¿Qué información debe incluirse en el etiquetado de los materiales no deseados?
- ☐ 6. ¿Cuál es el límite de tiempo que los materiales no deseados pueden permanecer en un laboratorio antes de ser retirados?
- ☒ 7. ¿Qué volumen máximo de materiales no deseados puede acumularse en un laboratorio antes de que deban ser retirados en 10 días?
- ☒ 8. ¿Qué recomendación se debe seguir al almacenar sustancias corrosivas o especialmente peligrosas (PHS)?
- ☐ 9. ¿Qué se encontró durante la inspección de la EPA en marzo de 2023 relacionado con el almacenamiento de materiales?
- ☒ 10. ¿Cuál es la principal razón para segregar los materiales químicos en el laboratorio?

- **Enable a Question:**
 - Check the box next to a question to mark it as active.
- **Disable a Question:**
 - Uncheck the box next to a question to deactivate it.

3. Save Quiz Settings

Quiz settings updated successfully.

Below is the list of available questions for the quiz. Use the toggles to mark questions as active or inactive.

☒

1. ¿Cuál es el objetivo principal del entrenamiento de seguridad en el manejo de materiales químicos en los laboratorios del RUM?

☒

2. ¿Qué normativa regula la exposición a químicos peligrosos en los laboratorios según OSHA?

☐

3. ¿Qué se debe hacer si en un laboratorio se acumula el máximo de galones de materiales no deseados?

☒

4. ¿Cuál de las siguientes es una de las mejores prácticas recomendadas en el Plan de Manejo de Laboratorio?

☒

5. ¿Qué información debe incluirse en el etiquetado de los materiales no deseados?

☐

6. ¿Cuál es el límite de tiempo que los materiales no deseados pueden permanecer en un laboratorio antes de ser retirados?

☒

7. ¿Qué volumen máximo de materiales no deseados puede acumularse en un laboratorio antes de que deban ser retirados en 10 días?

☒

8. ¿Qué recomendación se debe seguir al almacenar sustancias corrosivas o especialmente peligrosas (PHS)?

☐

9. ¿Qué se encontró durante la inspección de la EPA en marzo de 2023 relacionado con el almacenamiento de materiales?

- **Steps to Save Changes:**
 - After toggling the desired questions, scroll to the bottom of the page.
 - Click the **Save Quiz Settings** button to save your changes.
- **Post-Save Actions:**
 - The system will process the updates and save them..
 - If the changes are saved successfully, a success message will appear at the top of the page: *"Quiz settings updated successfully."*