

# 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:

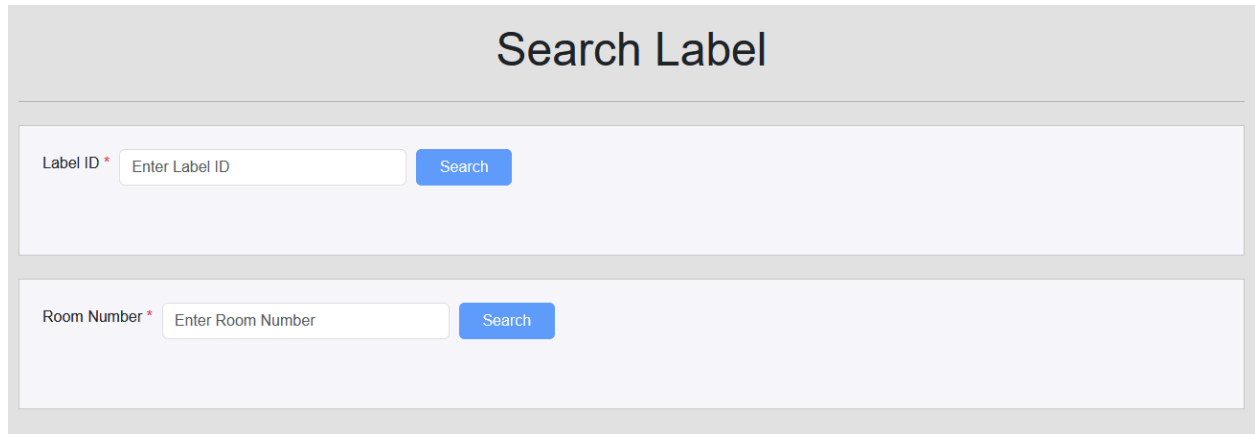
- **Search Label:** Enables searching for labels based on criteria such as label ID or room numbers.
- **Create Label:** Simplifies the creation of labels for new materials, providing essential data such as chemical name, container size, associated laboratory, and more.
- **Edit Label:** Allows updating 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.
- **Add Chemicals:** Allows users to add chemicals to the system.
- **User Request:** Allows users to request other users of staff level for administrator approval.

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

## Help: Search Label Page

### Page Description

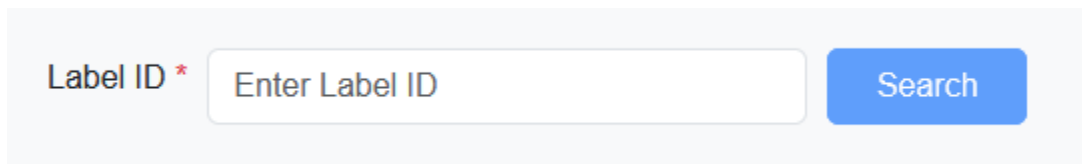
The **Search Label** page allows you to view labels associated with your assigned room numbers and search for labels within a specific room.



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

Date Created

Label Status

Pending

Message (if any)

**Location and Lab Details**

Department

Building

Room Number

Laboratory Name

Principal Investigator

**Quantity and Container Capacity**

Added Quantity

Container Capacity

## 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  
  
Added Quantity  
  
Units  
  
Label Size

#### 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
water	1234-80-0	50 <span style="font-size: 0.8em;">⬆ ⬇ ⬆</span>	<span style="background-color: #e74c3c; color: white; padding: 2px 5px; border-radius: 3px; cursor: pointer;">Remove</span>
ethanol	2345-09-0	50 <span style="font-size: 0.8em;">⬆ ⬇ ⬆</span>	<span style="background-color: #e74c3c; color: white; padding: 2px 5px; border-radius: 3px; cursor: pointer;">Remove</span>

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	Remove
ethanol	2345-09-0	50	Remove

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.

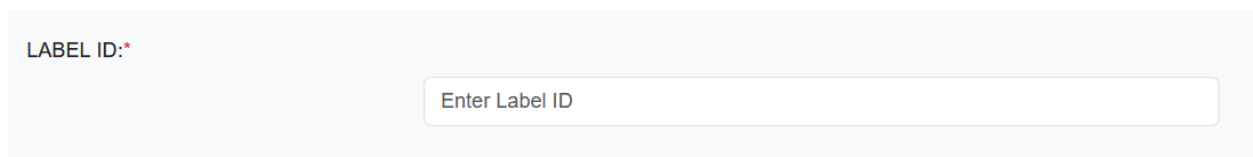
## Help: Invalidate Label Page

### 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.



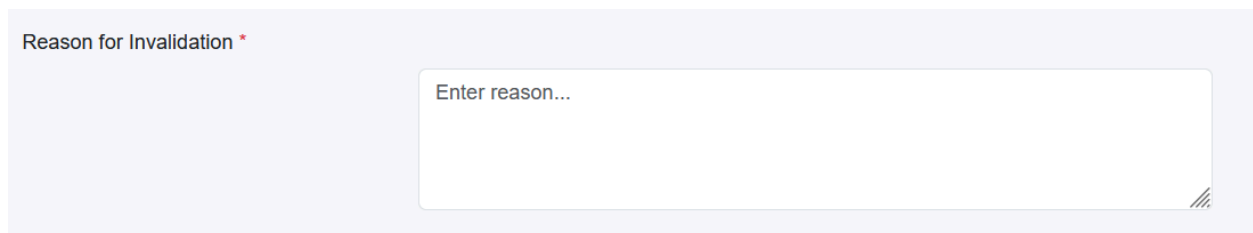
#### 1. Invalidate a label by entering its Label ID



##### 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.



##### 1. Explain the reason for invalidating the label

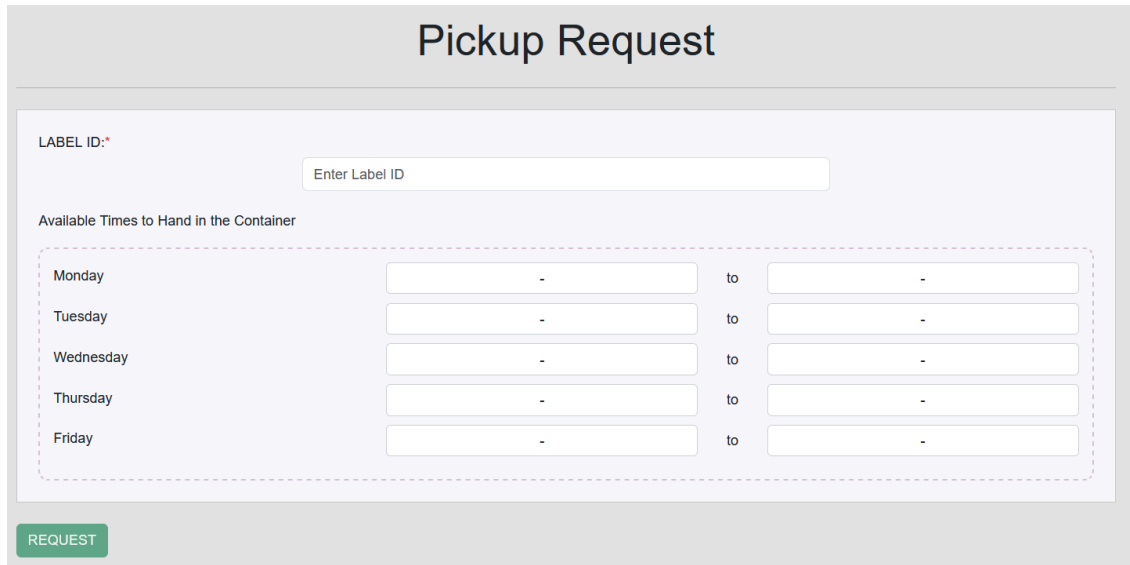
- Provide your reason.
- Example: **"The laboratory room had been selected incorrectly"**

#### 3. Submit your invalidated label

## Help: Pickup Request Page

### Page Description

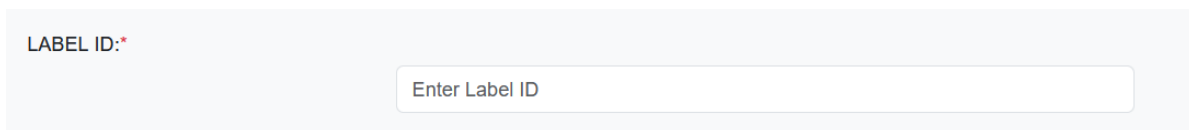
The **Pickup Request** page allows you to request a pickup for labels associated with your assigned room numbers. Only active labels can be requested for pickup; completed or invalidated labels cannot be included.



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 text "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 five rows for the days of the week (Monday through Friday). Each row has three input fields: a date field, a "to" label, and another date field. All date fields contain a hyphen "-". At the bottom left of the form, there is a green button labeled "REQUEST".

Day	Start Date	to	End Date
Monday	-	to	-
Tuesday	-	to	-
Wednesday	-	to	-
Thursday	-	to	-
Friday	-	to	-

#### 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 text "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.

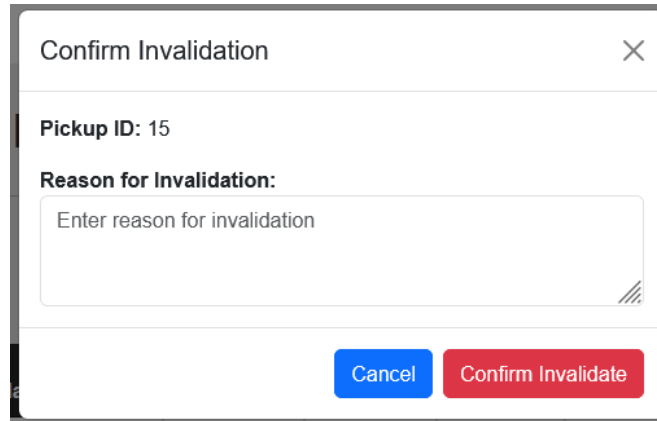
### 2. Invalidate Pending pickups

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

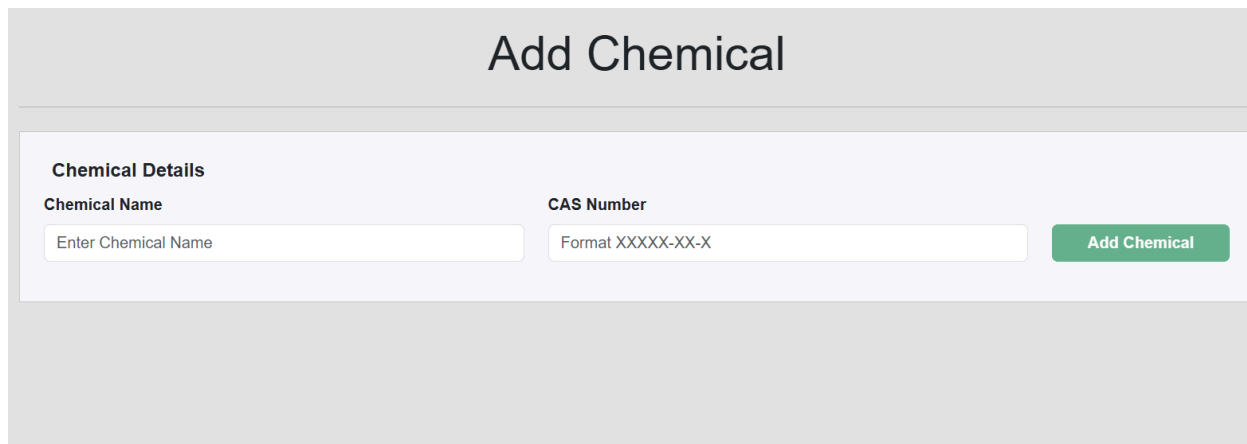
**1. Confirm Invalidation modal**

- 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: Add Chemical Page

### Page Description

The **Add Chemical** page allows you to add new chemicals to the system by providing the required details. This page ensures the chemicals added are valid and unique.

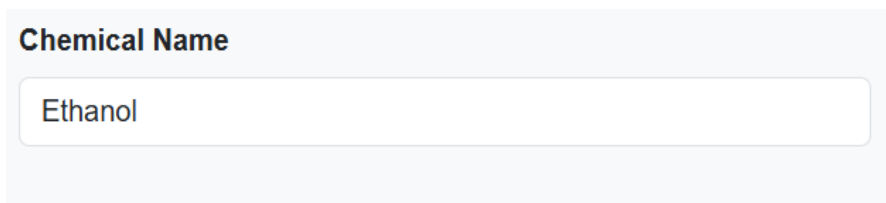


The screenshot shows a web form titled "Add Chemical". It has a light gray header with the title. Below the header is a white box containing the form fields. The form is divided into two main sections: "Chemical Details" and "CAS Number". The "Chemical Name" field is a text input with the placeholder "Enter Chemical Name". The "CAS Number" field is a text input with the placeholder "Format XXXXX-XX-X". To the right of these fields is a green button labeled "Add Chemical".

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

#### 1. Add Chemical

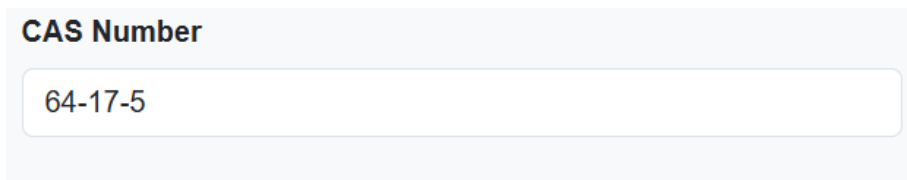
##### 1. Enter Chemical Name



The screenshot shows a close-up of the "Chemical Name" input field. The field is a text input with the placeholder "Enter Chemical Name". The word "Ethanol" is entered into the field.

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

##### 2. Enter CAS Number



The screenshot shows a close-up of the "CAS Number" input field. The field is a text input with the placeholder "Format XXXXX-XX-X". The number "64-17-5" is entered into the field.

- 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

Ethanol

CAS Number

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.



## 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

<b>Name</b>	<b>Last Name</b>
<input type="text" value="Enter name"/>	<input type="text" value="Enter last name"/>
<b>Email</b>	<b>Department</b>
<input type="text" value="Enter email"/>	<input type="text" value="Enter department"/>
<b>Room Number</b>	<b>Role</b>
<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

<b>Name</b>	<b>Last Name</b>
<input type="text" value="John"/>	<input type="text" value="Doe"/>
<b>Email</b>	<b>Department</b>
<input type="text" value="john.doe@upr.edu"/>	<input type="text" value="Quimica"/>
<b>Room Number</b>	<b>Role</b>
<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

<b>Name</b>	<b>Last Name</b>
<input type="text" value="John"/>	<input type="text" value="Doe"/>
<b>Email</b>	<b>Department</b>
<input type="text" value="john.doe@upr.edu"/>	<input type="text" value="Quimica"/>
<b>Room Number</b>	<b>Role</b>
<input type="text" value="B-257"/> <input data-bbox="769 1121 802 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.