

HUMAN HEALTH

ENVIRONMENTAL HEALTH

## Web Registration

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### Quick Start Guide

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**Last Updated:** Jan 18, 2018

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## Introduction

Web Registration provides a friendly web user interface allowing users to register their organization's components and batches to a common database. Users can add, search, edit components and batches and share registration records over a network through a simple and user-friendly web interface. Any user can immediately track the records submitted by another user, enabling them to gather information stored in the database easily and quickly.

Users can enter data and administrators can manage the application configuration and settings. Registration is capable of detecting duplicate entries through a duplicate resolution mechanism before registering the component in the database.

## Web Registration Process

The registration process includes the following steps in order:

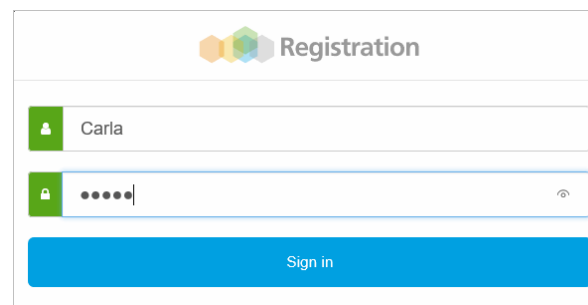
1. The **Submitter** (typically a chemist/biologist), enters chemical data into Web Registration. The data is stored in a temporary database. The submitter can search, edit, or delete the data as desired.
2. The **Reviewer** checks and approves records in the temporary table for registration. This is applied when "ApprovalsEnabled" is set to True in the Registration system settings.
3. The **Registrar** (typically a senior chemist or lab manager) reviews and registers submissions to the registry. The data is then stored permanently in the database.

## Logging In to Web Registration

In order to access the Web Registration, you need to have a user account created in advance in CBOE Manager.

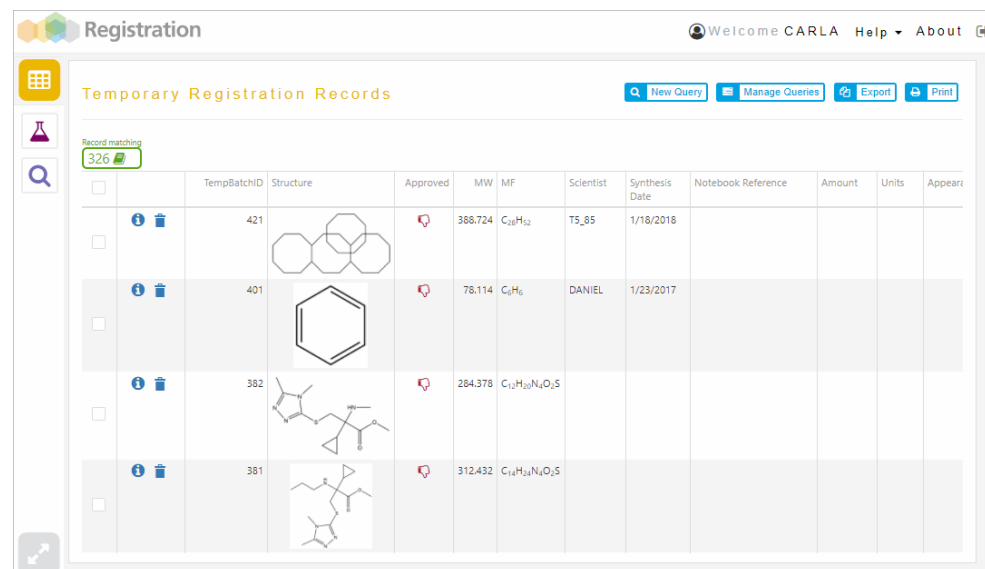
### To log in to Web Registration:

1. Open a web browser and paste the following URL:  
<http://Servername/Registration.Server/login>
2. The log in page appears. Enter your credentials and click **Sign in**.





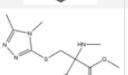

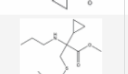



The login page features the PerkinElmer logo and the title "Registration". It contains two input fields: one for the username "Carla" and another for the password, represented by dots. A blue "Sign in" button is located below the password field.

The **Temporary Registration Records** page displays:

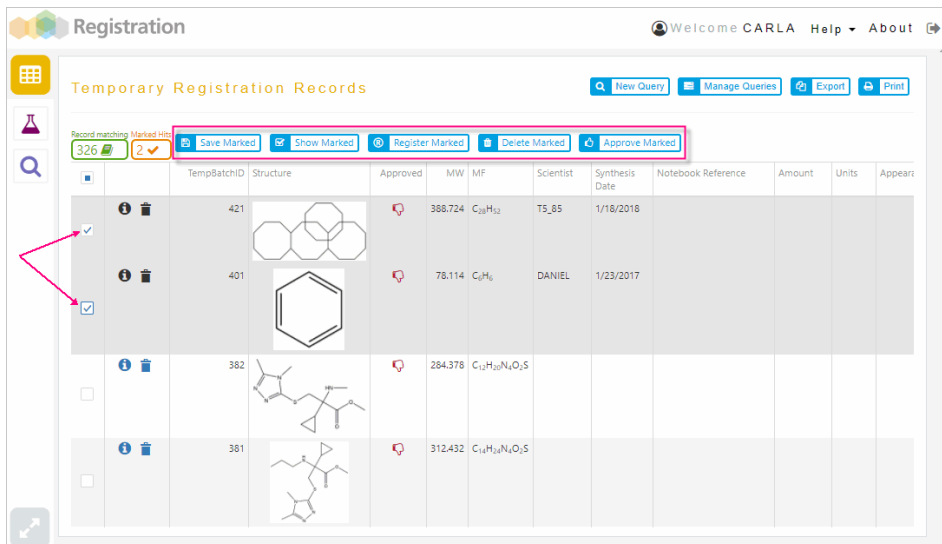


The page displays a table of temporary registration records. The table has columns for TempBatchID, Structure, Approved, MW, MF, Scientist, Synthesis Date, Notebook Reference, Amount, Units, and Appears. The first record is highlighted with a green border and a "Record matching" label.

TempBatchID	Structure	Approved	MW	MF	Scientist	Synthesis Date	Notebook Reference	Amount	Units	Appears
421			388.724	C <sub>18</sub> H <sub>12</sub>	T5_85	1/18/2018				
401			78.114	C <sub>6</sub> H <sub>6</sub>	DANIEL	1/23/2017				
382			284.378	C <sub>12</sub> H <sub>10</sub> N <sub>4</sub> O <sub>5</sub>						
361			312.432	C <sub>14</sub> H <sub>14</sub> N <sub>4</sub> O <sub>5</sub>						

Select a record/multiple or all records in the list to mark it/them, to get and to execute the menu options that appear at the top of the table:

## Web Registration Quick Start Guide



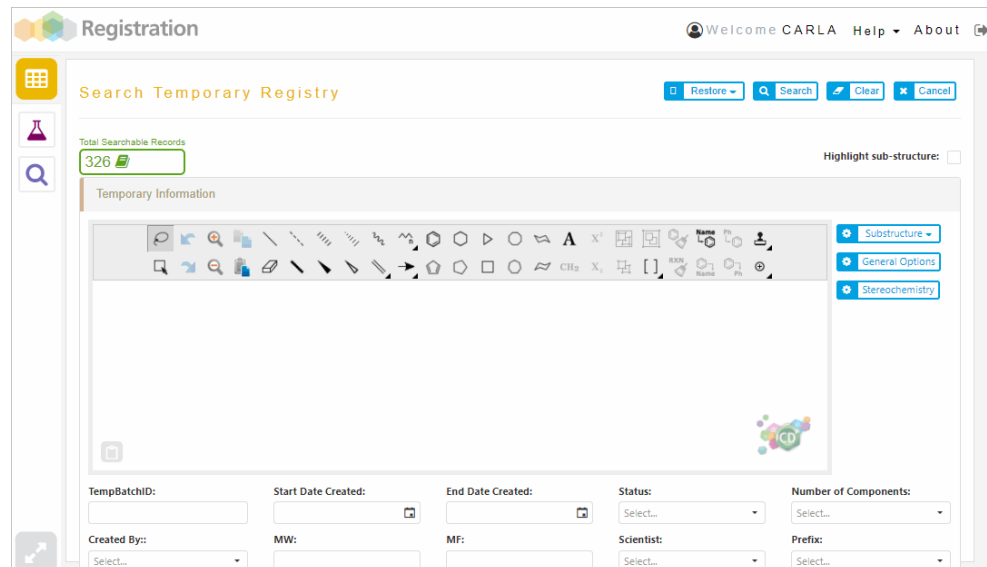
Option	Action
Save Marked	To save the marked records as a new hit list
Show Marked	To display only the marked records in the list
Delete Marked	To delete the marked records in the list
Approve Marked	To approve the marked records in the list

## Searching Temporary Registry

You can run searches to look for specific records in the list of temporary registered records.

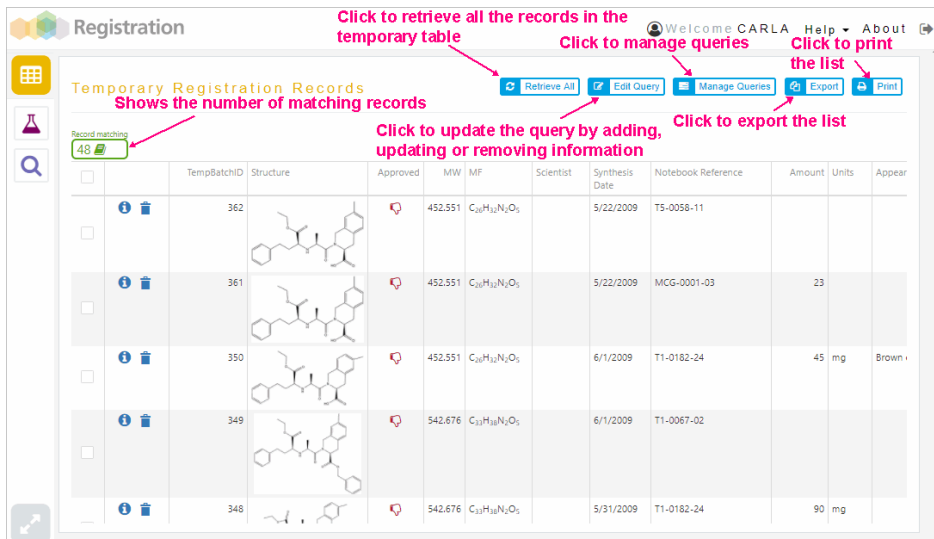
### To run searches:

1. Click on **New Query** button. The **Search Temporary Registry** page displays.



2. Enter the search criteria under **Temporary Information**. Using the ChemDraw Direct tools, draw in the drawing area the chemical structure that you are searching for and then click **Search**. A list of records matching the search criteria you specified appears.

## Web Registration Quick Start Guide



**Registration**

Welcome CARLA Help About

**Temporary Registration Records**  
Shows the number of matching records

Record matching: 48

Click to retrieve all the records in the temporary table

Click to manage queries

Click to print the list

Click to export the list

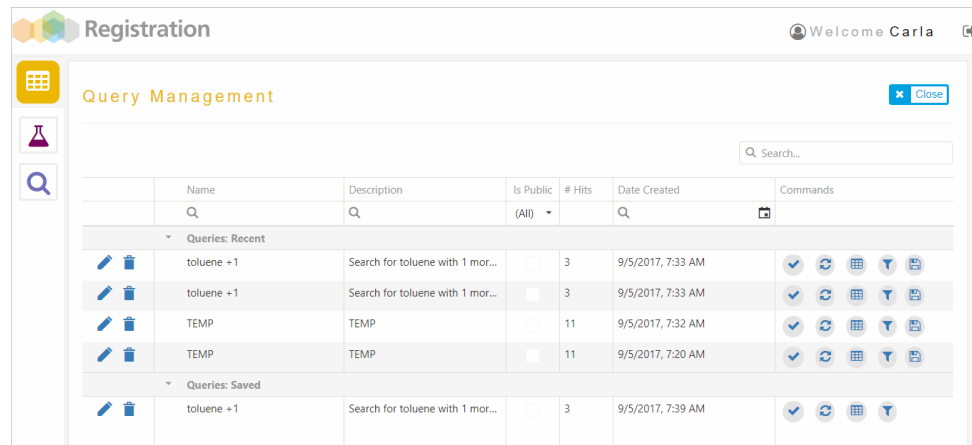
Click to update the query by adding, updating or removing information

TempBatchID	Structure	Approved	MW	MF	Scientist	Synthesis Date	Notebook Reference	Amount	Units	Appear
362			452.551	C <sub>18</sub> H <sub>12</sub> N <sub>2</sub> O <sub>5</sub>		5/22/2009	T5-0058-11			
361			452.551	C <sub>18</sub> H <sub>12</sub> N <sub>2</sub> O <sub>5</sub>		5/22/2009	MCG-0001-03	23		
350			452.551	C <sub>18</sub> H <sub>12</sub> N <sub>2</sub> O <sub>5</sub>		6/1/2009	T1-0182-24	45 mg		Brown
349			542.676	C <sub>13</sub> H <sub>10</sub> N <sub>2</sub> O <sub>5</sub>		6/1/2009	T1-0067-02			
348			542.676	C <sub>13</sub> H <sub>10</sub> N <sub>2</sub> O <sub>5</sub>		5/31/2009	T1-0182-24	90 mg		

## Managing Queries

The criteria you enter in the query input form to perform a search (a drawn structure, molecular name, etc.) is collectively called a query. You can restore, save, and delete queries that you have used to search Registration.

To manage queries, click on **Manage Queries** button. The **Query Management** page displays:



**Registration**

Welcome Carla

**Query Management**





Q Search...

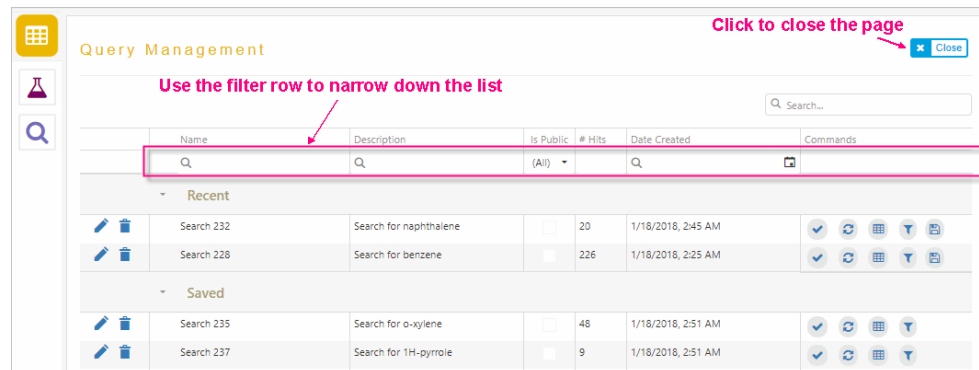
Name	Description	Is Public	# Hits	Date Created	Commands
Q	Q	(All)	Q		
<b>Queries: Recent</b>					
toluene +1	Search for toluene with 1 mor...	<input type="checkbox"/>	3	9/5/2017, 7:33 AM	
toluene +1	Search for toluene with 1 mor...	<input type="checkbox"/>	3	9/5/2017, 7:33 AM	
TEMP	TEMP	<input type="checkbox"/>	11	9/5/2017, 7:32 AM	
TEMP	TEMP	<input type="checkbox"/>	11	9/5/2017, 7:20 AM	
<b>Queries: Saved</b>					
toluene +1	Search for toluene with 1 mor...	<input type="checkbox"/>	3	9/5/2017, 7:39 AM	

For every query there is a list of actions that you can perform:

Click on	Action
	To restore the hit list of the corresponding query that has been executed
	To perform the corresponding query
	To restore the query input into the search form

## Web Registration Quick Start Guide

	<p>To integrate the results of a saved query with the results of the current query. Following are the options:</p> <ul style="list-style-type: none"> <li>Intersect with current list: displays only those records that appear in both the current hit list and in the saved hit list. This is a Boolean AND operation.</li> <li>Union with current list: displays all records in either the current list or the saved hit list. This is a Boolean OR operation.</li> <li>Subtract from current list: displays only those records that are in the saved hit list but are not in the current hit list.</li> </ul>
	To add the query to the saved hit lists
	To edit the query name and description and make it public or not
	To delete the query



The screenshot shows the 'Query Management' interface. At the top right, there is a 'Close' button with a red arrow pointing to it and the text 'Click to close the page'. Below this, a pink box highlights the filter row with the text 'Use the filter row to narrow down the list'. The interface includes a search bar, a table with columns for Name, Description, Is Public, # Hits, Date Created, and Commands, and sections for 'Recent' and 'Saved' queries.

Name	Description	Is Public	# Hits	Date Created	Commands
Q	Q	(All)	Q		
Recent					
Search 232	Search for naphthalene		20	1/18/2018, 2:45 AM	[Icons]
Search 228	Search for benzene		226	1/18/2018, 2:25 AM	[Icons]
Saved					
Search 235	Search for o-xylene		48	1/18/2018, 2:51 AM	[Icons]
Search 237	Search for 1H-pyrrole		9	1/18/2018, 2:51 AM	[Icons]

## Submitting New Compounds

You can submit a record to the temporary table in the database or, if you have adequate privileges, you can approve and register the record directly to the permanent table.

### To submit a compound to the temporary table:

- Click on **Submit New Compound** icon. The **Register a New Compound** page appears:

2. Enter the record's details in the corresponding fields
3. Click **Submit** button to send the record to the temporary registry

The record gets added to the **Temporary Registration Records** list:

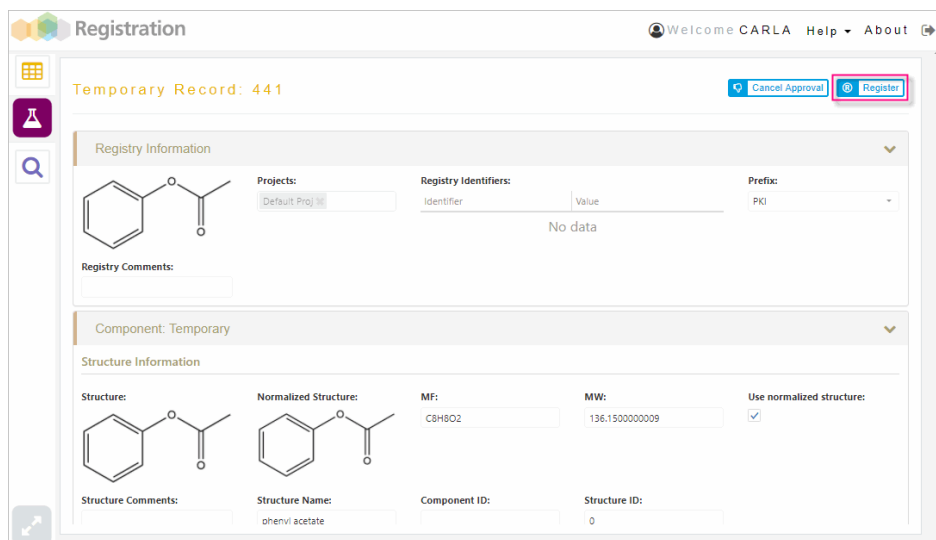
4. Log in to Web Registration with reviewer privileges and click on the **Detail view** icon, the record's details display.
5. Click **Approve** button, to approve the record.

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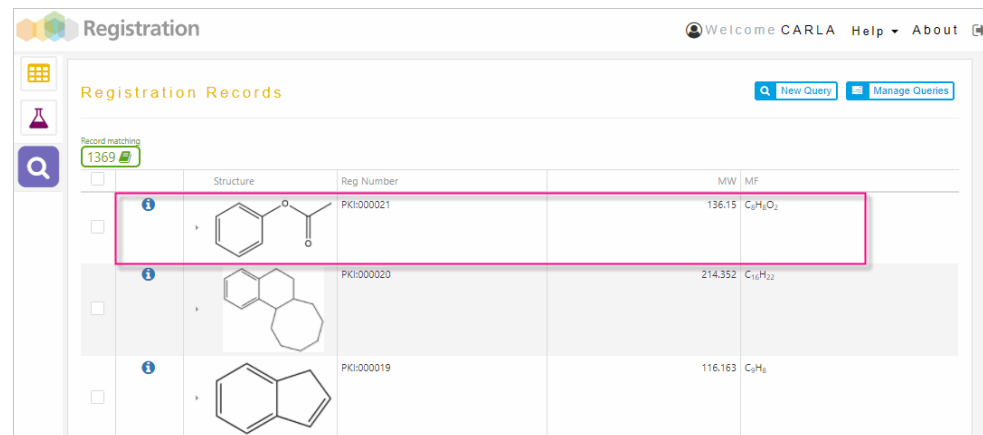
## Web Registration Quick Start Guide

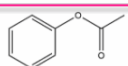

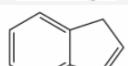
The record is ready to be registered.

- As a registrar log in to Web Registration and look for the record to register by either running queries, using the search text box or using the filter row.
- After you find the approved record to register, click on the **Detail view** icon and click on **Register** button



The record gets added to the **Registration Records** list:

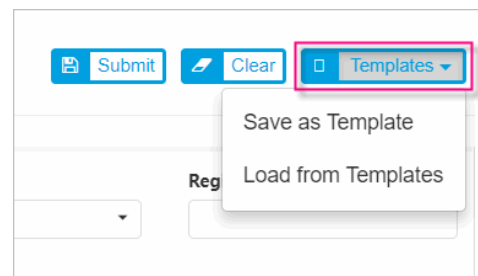


Structure	Reg Number	MW	MF
	PKI000021	136.15	C <sub>8</sub> H <sub>8</sub> O <sub>2</sub>
	PKI000020	214.352	C <sub>14</sub> H <sub>22</sub>
	PKI000019	116.163	C <sub>8</sub> H <sub>6</sub>

Note: The options that you see when you log in depend on the privileges that you are granted by the administrator user.

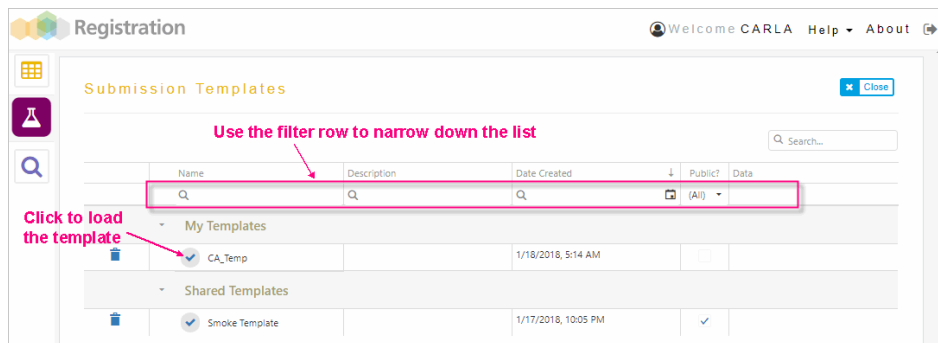
## Saving/Loading Templates

You can save a record as a draft for later use by selecting **Save as Template** option under **Templates** menu.



To open saved templates, click on **Load from Templates** option under **Templates** menu and select the template that you want from the available list.

## Web Registration Quick Start Guide

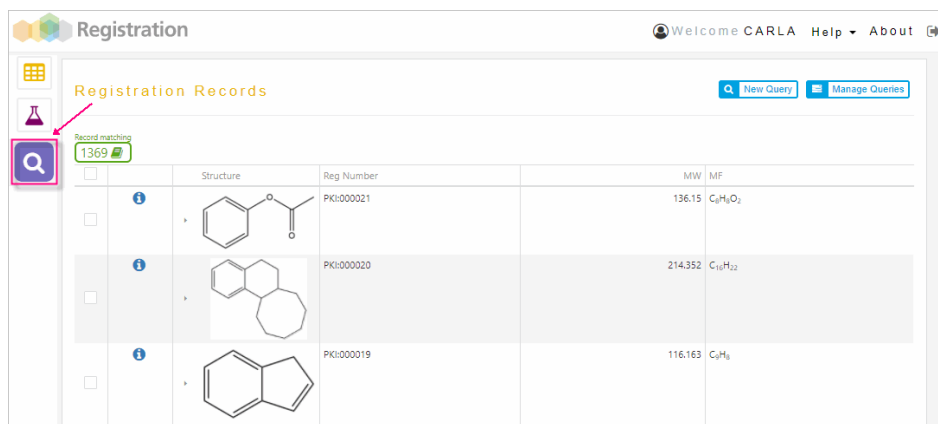


## Searching Registry

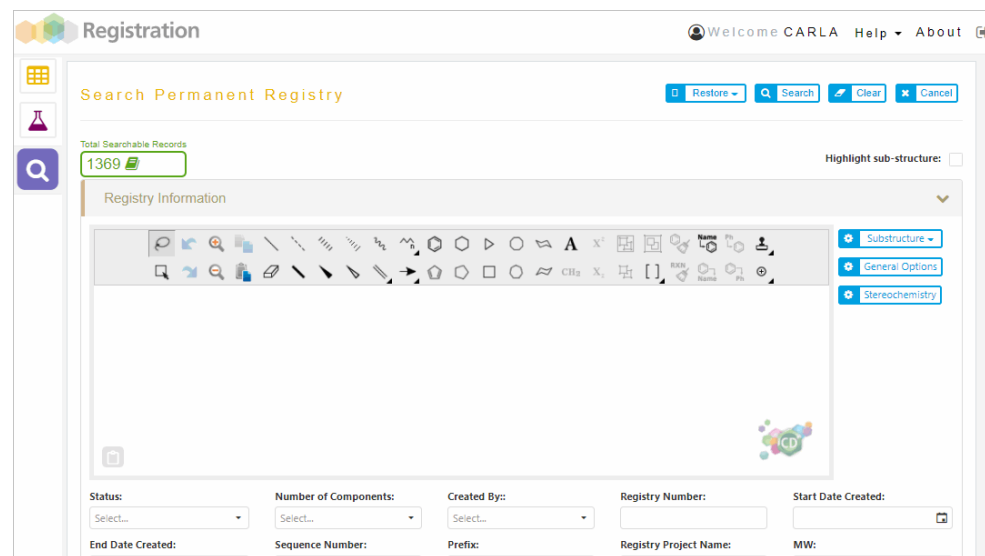
You can run searches to look for specific records in the list of permanent registered records.

### To run searches:

1. Click on **Search Registry** icon, the **Registration Records** page displays



2. Click on **New Query** button, to open the **Search Permanent Registry** page



3. Enter the search criteria under **Registry Information**. Using the ChemDraw Direct tools, draw in the drawing area the chemical structure that you are searching for and then click **Search**. A list of records matching the search criteria you specified appears.

In the **Search Permanent Registry** page, click:

- **Clear** to delete the search criteria you entered
- **Cancel** to close the search form and move back to the permanent registered records in list view.

The Restore button lets you restore a query that has been previously executed:

The following options are possible:

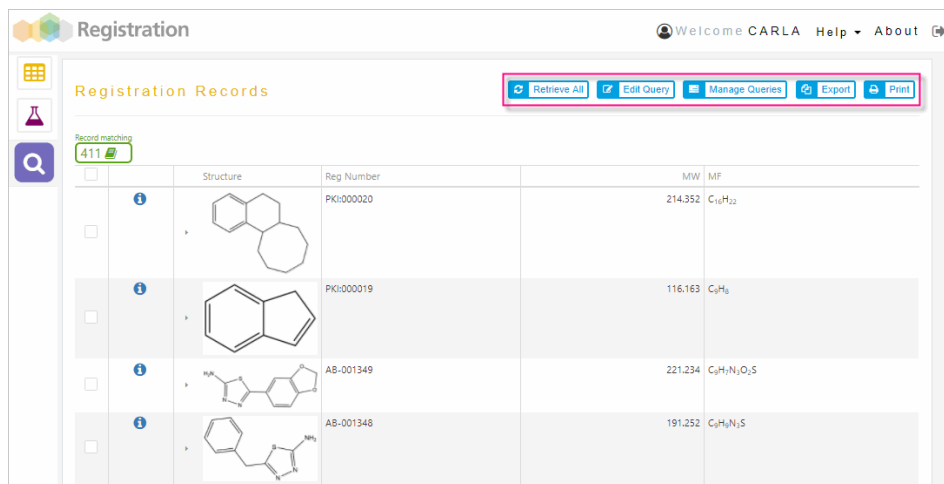


## Web Registration Quick Start Guide

- Restore Last Hitlist
- Perform Last Query
- Restore last Query to Form

As for the temporary registration records hit list, you can perform the following actions from the registration records hit list page:

- Retrieve all records
- Edit the current query
- Manage the queries
- Export the records
- Print the records

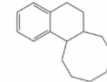
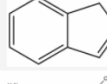
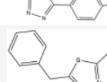
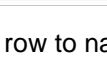


Registration

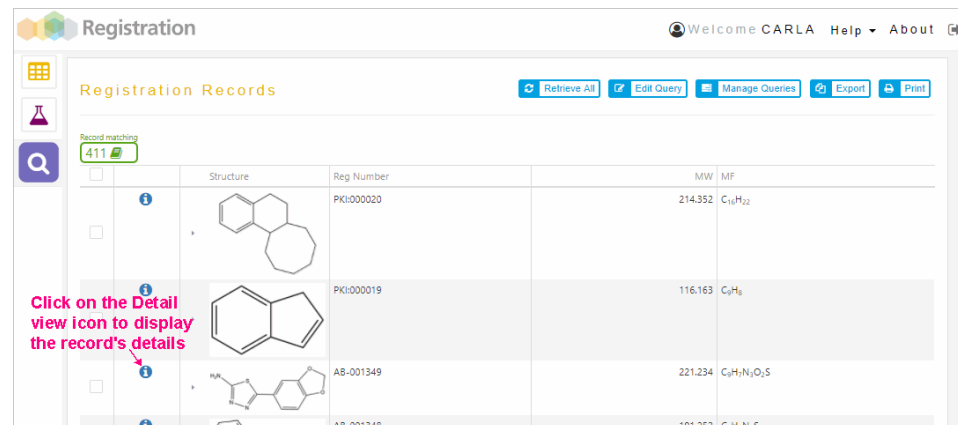
Welcome CARLA Help About

Registration Records

Record matching: 411

Structure	Reg Number	MW	MF
	PKi0000020	214.352	C <sub>10</sub> H <sub>12</sub>
	PKi0000019	116.163	C <sub>9</sub> H <sub>6</sub>
	AB-001349	221.234	C <sub>9</sub> H <sub>7</sub> N <sub>3</sub> O <sub>2</sub> S
	AB-001348	191.252	C <sub>9</sub> H <sub>7</sub> N <sub>3</sub> S

Use the filtering row to narrow down the list based on specific criteria you enter.

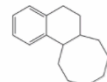
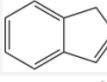
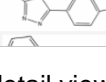



Registration

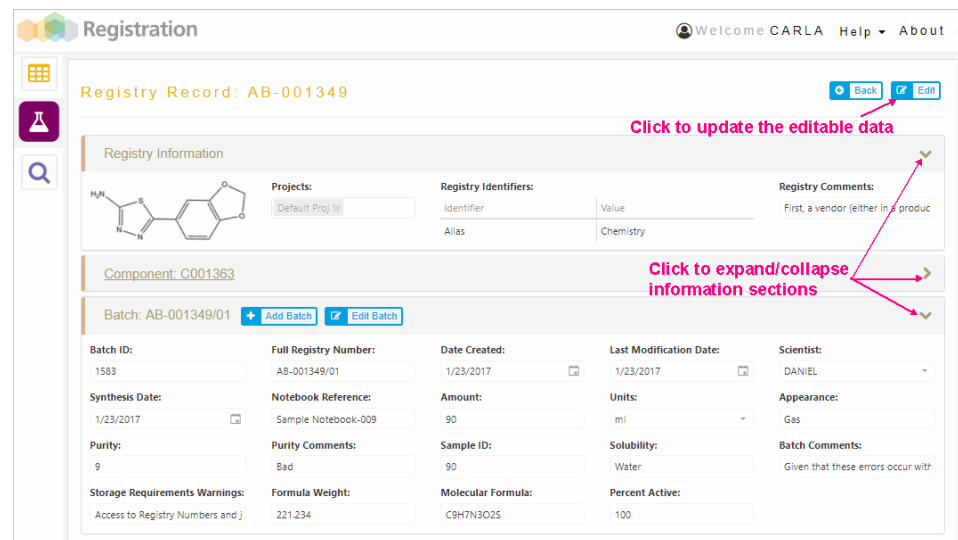
Welcome CARLA Help About

Registration Records

Record matching: 411

Structure	Reg Number	MW	MF
	PKi0000020	214.352	C <sub>10</sub> H <sub>12</sub>
	PKi0000019	116.163	C <sub>9</sub> H <sub>6</sub>
	AB-001349	221.234	C <sub>9</sub> H <sub>7</sub> N <sub>3</sub> O <sub>2</sub> S
	AB-001348	191.252	C <sub>9</sub> H <sub>7</sub> N <sub>3</sub> S

Clicking on the detail view icon for a particular record, the following page displays:



Registration

Welcome CARLA Help About

Registry Record: AB-001349

Back Edit

Click to update the editable data

Registry Information

Projects: Default Proj

Registry Identifiers:

Identifier	Value
Alias	Chemistry

Registry Comments: First, a vendor (either in a produc...

Component: C001363

Click to expand/collapse information sections

Batch: AB-001349/01 Add Batch Edit Batch

Batch ID:	Full Registry Number:	Date Created:	Last Modification Date:	Scientist:
1583	AB-001349/01	1/23/2017	1/23/2017	DANIEL

Synthesis Date:	Notebook Reference:	Amount:	Units:	Appearance:
1/23/2017	Sample Notebook-009	90	ml	Gas

Purity:	Purity Comments:	Sample ID:	Solubility:	Batch Comments:
9	Bad	90	Water	Given that these errors occur with

Storage Requirements Warnings:	Formula Weight:	Molecular Formula:	Percent Active:
Access to Registry Numbers and j	221.234	C <sub>9</sub> H <sub>7</sub> N <sub>3</sub> O <sub>2</sub> S	100