

HUMAN HEALTH

ENVIRONMENTAL HEALTH

## Web Registration

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### Quick Start Guide

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**Last Updated:** March 27, 2018

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## Web Registration Quick Start Guide

### 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:

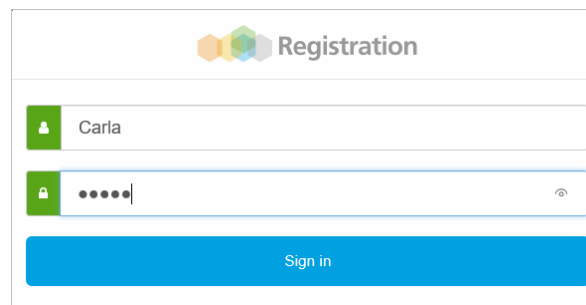
1. The **Submitter** (typically a chemist/biologist), enters chemical data into Web Registration. The data is stored in a temporary database. The submitter can search, edit, or delete the data as desired.
2. The **Reviewer** checks and approves records in the temporary table for registration. This is 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.

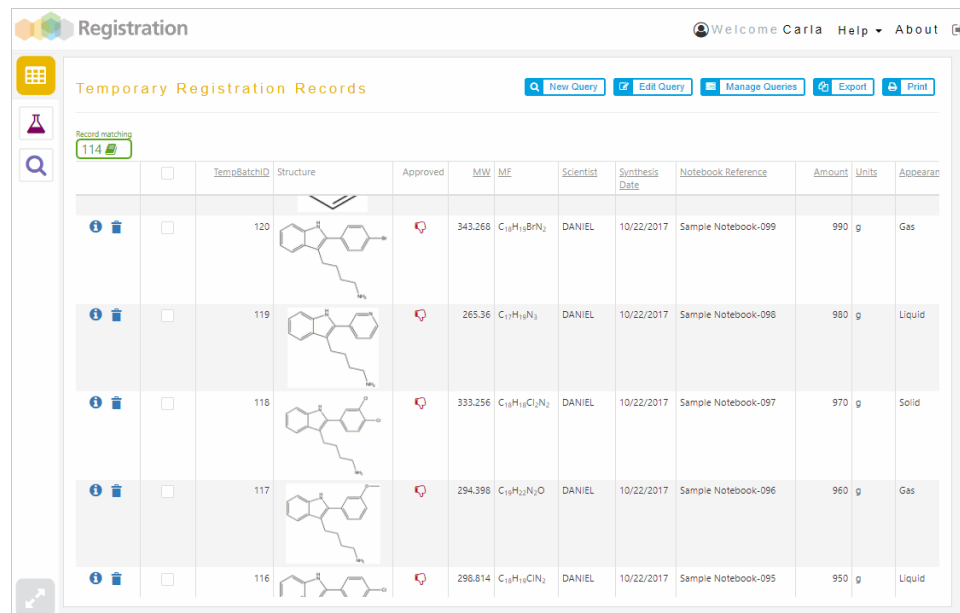
**To log in to Web Registration:**

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**.

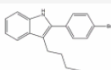

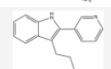

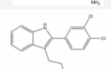

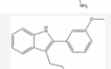

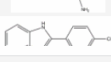



The login page features the PerkinElmer logo and the title "Registration". It includes a text input field for the username "Carla", a password input field with masked characters "•••••", and a blue "Sign in" button.

The **Temporary Registration Records** page displays:

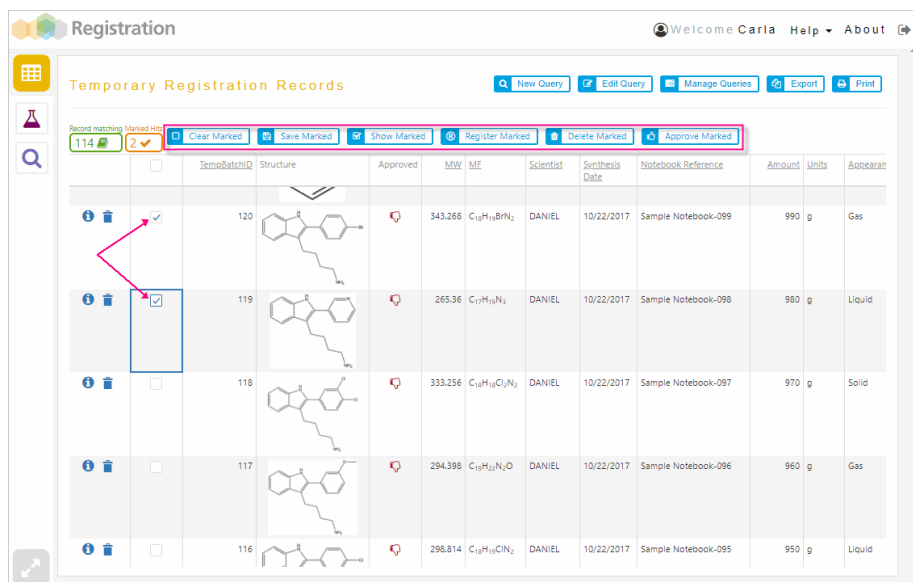


The page displays a table of temporary registration records. The table has columns for TempBatchID, Structure, Approved, MW, MF, Scientist, Synthesis Date, Notebook Reference, Amount, Units, and Appearance. There are 5 records listed, each with a chemical structure and a red 'P' icon in the Approved column.

TempBatchID	Structure	Approved	MW	MF	Scientist	Synthesis Date	Notebook Reference	Amount	Units	Appearance
120			343.268	C <sub>18</sub> H <sub>19</sub> BrN <sub>2</sub>	DANIEL	10/22/2017	Sample Notebook-099	990	g	Gas
119			265.36	C <sub>17</sub> H <sub>19</sub> N <sub>3</sub>	DANIEL	10/22/2017	Sample Notebook-098	980	g	Liquid
118			333.256	C <sub>18</sub> H <sub>19</sub> Cl <sub>2</sub> N <sub>2</sub>	DANIEL	10/22/2017	Sample Notebook-097	970	g	Solid
117			294.398	C <sub>18</sub> H <sub>19</sub> N <sub>3</sub> O	DANIEL	10/22/2017	Sample Notebook-096	960	g	Gas
116			298.614	C <sub>18</sub> H <sub>19</sub> ClN <sub>2</sub>	DANIEL	10/22/2017	Sample Notebook-095	950	g	Liquid

## Web Registration Quick Start Guide

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:



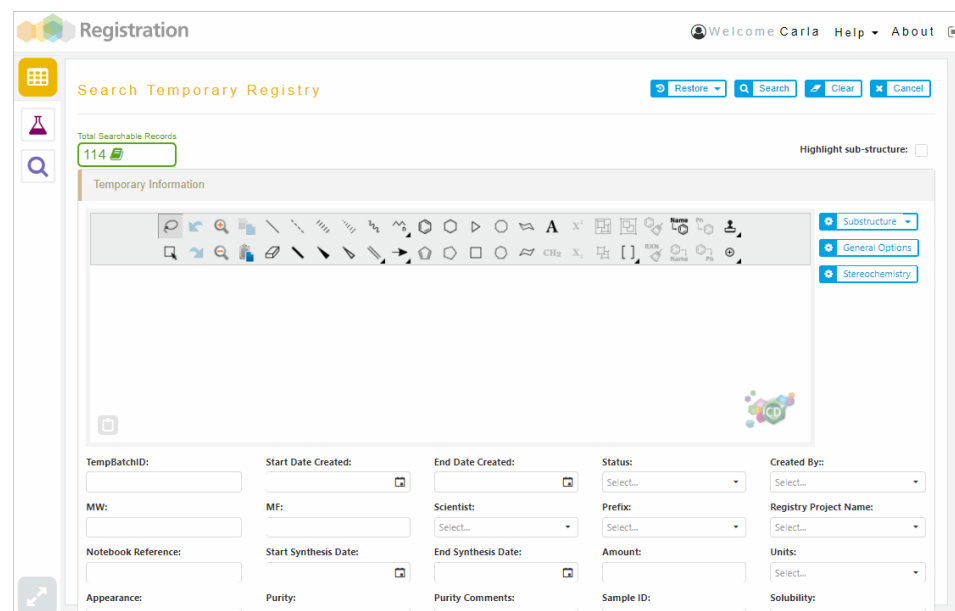
Option	Action
Clear Marked	To unmark all the marked records
Save Marked	To save the marked records as a new hit list
Show Marked	To display only the marked records in the list
Register Marked	To register all the marked records
Delete Marked	To delete the marked records in the list
Approve Marked	To approve 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.

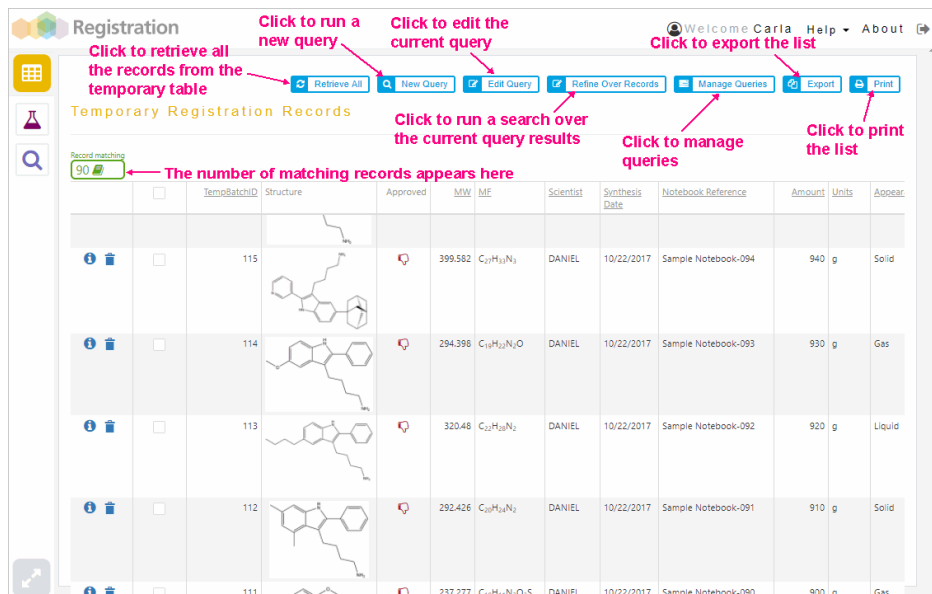
### To run searches:

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

Click to retrieve all the records from the temporary table

Click to run a new query

Click to edit the current query











Click to export the list

Click to run a search over the current query results

Click to manage queries

Click to print the list

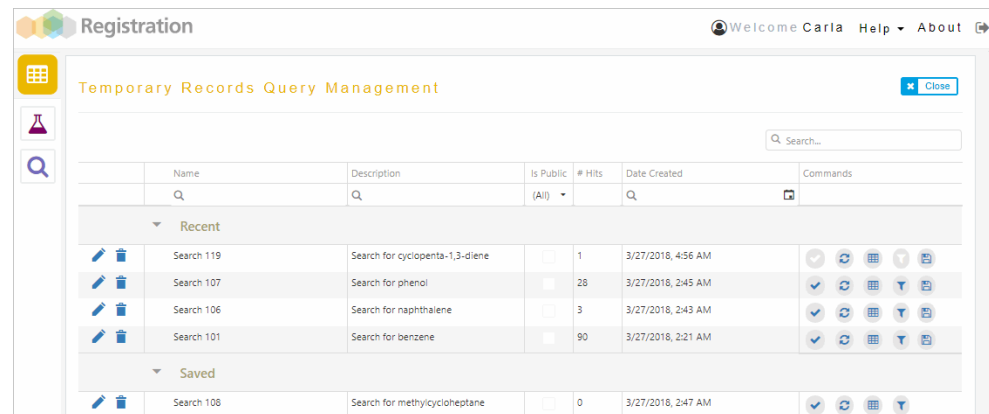
The number of matching records appears here

Record matching	TempBatchID	Structure	Approved	MW	MF	Scientist	Synthesis Date	Notebook Reference	Amount	Units	Appear
90	115			399.582	C <sub>27</sub> H <sub>19</sub> N <sub>3</sub>	DANIEL	10/22/2017	Sample Notebook-094	940	g	Solid
	114			294.398	C <sub>18</sub> H <sub>12</sub> N <sub>2</sub> O	DANIEL	10/22/2017	Sample Notebook-093	930	g	Gas
	113			320.48	C <sub>22</sub> H <sub>18</sub> N <sub>2</sub>	DANIEL	10/22/2017	Sample Notebook-092	920	g	Liquid
	112			292.426	C <sub>19</sub> H <sub>14</sub> N <sub>2</sub>	DANIEL	10/22/2017	Sample Notebook-091	910	g	Solid
	111			237.277	C <sub>10</sub> H <sub>11</sub> N <sub>2</sub> O <sub>2</sub> S	DANIEL	10/22/2017	Sample Notebook-090	900	g	Gas

## 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

Temporary Records Query Management





Search...


Name	Description	Is Public	# Hits	Date Created	Commands
Search 119	Search for cyclopenta-1,3-diene	<input type="checkbox"/>	1	3/27/2018, 4:56 AM	   
Search 107	Search for phenol	<input type="checkbox"/>	28	3/27/2018, 2:45 AM	   
Search 106	Search for naphthalene	<input type="checkbox"/>	3	3/27/2018, 2:43 AM	   
Search 101	Search for benzene	<input type="checkbox"/>	90	3/27/2018, 2:21 AM	   
<b>Saved</b>					
Search 108	Search for methylcycloheptane	<input type="checkbox"/>	0	3/27/2018, 2:47 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>
	<p>To add the query to the saved hit lists</p>
	<p>To edit the query name and description and make it public or not</p>
	<p>To delete the query</p>

Temporary Records Query Management Click to close the page 

Use the filter row to narrow down the list

Search...

Name	Description	Is Public	# Hits	Date Created	Commands	
Q	Q	(All)	Q			
Recent						
 	Search 119	Search for cyclopenta-1,3-diene	<input type="checkbox"/>	1	3/27/2018, 4:56 AM	    
 	Search 107	Search for phenol	<input type="checkbox"/>	28	3/27/2018, 2:45 AM	    
 	Search 106	Search for naphthalene	<input type="checkbox"/>	3	3/27/2018, 2:43 AM	    
 	Search 101	Search for benzene	<input type="checkbox"/>	90	3/27/2018, 2:21 AM	    
Saved						
 	Search 108	Search for methylocycloheptane	<input type="checkbox"/>	0	3/27/2018, 2:47 AM	   

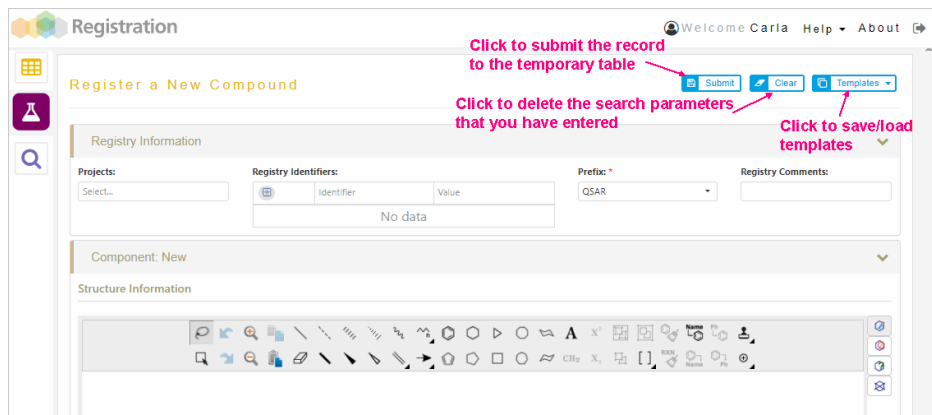
## Submitting New Compounds

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:

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

## Web Registration Quick Start Guide

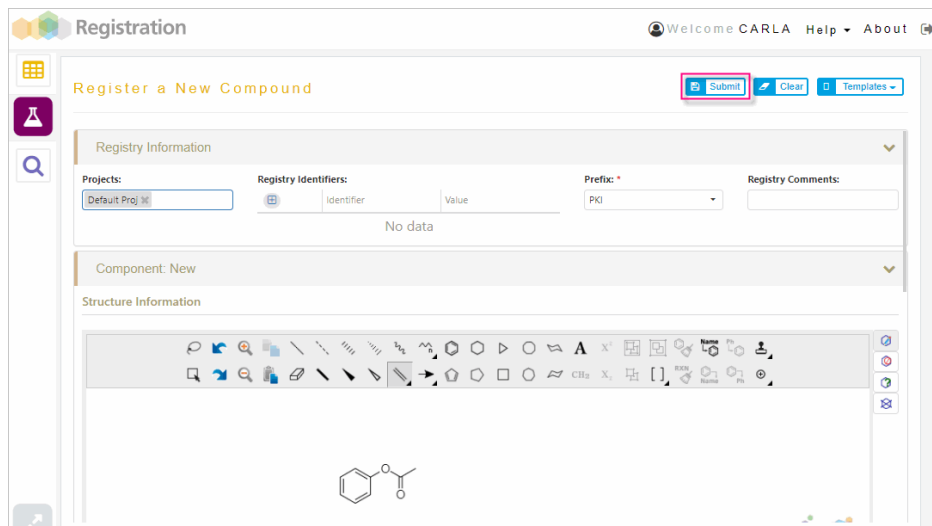


Click to submit the record to the temporary table

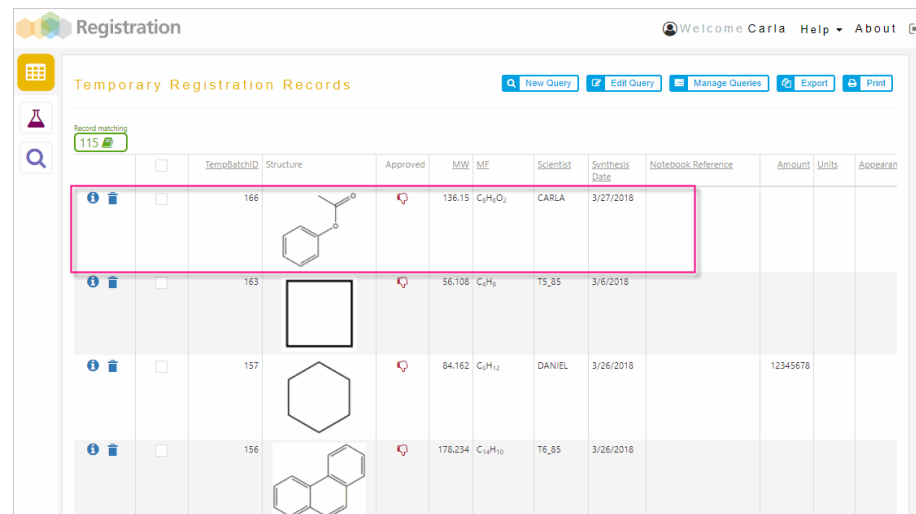
Click to delete the search parameters that you have entered

Click to save/load templates

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

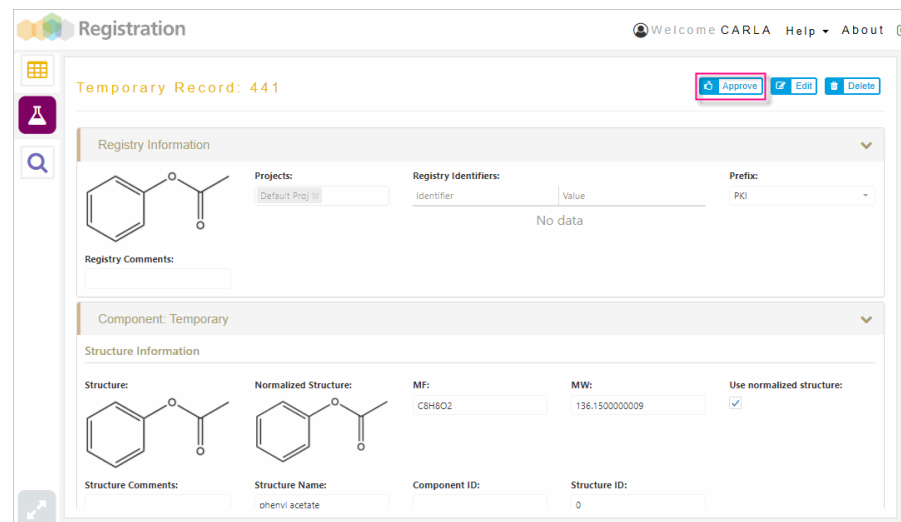


The record gets added to the **Temporary Registration Records** list:



	TempBatchID	Structure	Approved	MW	MF	Scientist	Synthesis Date	Notebook Reference	Amount	Units	Appearance
115	166	<chem>CC(=O)Oc1ccccc1</chem>	<input checked="" type="checkbox"/>	136.15	C <sub>8</sub> H <sub>8</sub> O <sub>2</sub>	CARLA	3/27/2018				
	163	<chem>C1=CC=CC=C1</chem>	<input checked="" type="checkbox"/>	56.106	C <sub>6</sub> H <sub>6</sub>	TS_85	3/6/2018				
	157	<chem>C1=CC=CC=CC1</chem>	<input checked="" type="checkbox"/>	84.162	C <sub>6</sub> H <sub>12</sub>	DANIEL	3/26/2018		12345678		
	156	<chem>c1ccc2ccccc2c1</chem>	<input checked="" type="checkbox"/>	178.234	C <sub>14</sub> H <sub>10</sub>	TS_85	3/26/2018				

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.



Temporary Record: 441

Approve Edit Delete

Registry Information

Projects: Default Proj

Registry Identifiers: Identifier Value

Prefix: PKI

Registry Comments:

Component: Temporary

Structure Information

Structure: CC(=O)Oc1ccccc1 Normalized Structure: CC(=O)Oc1ccccc1 MF: C8H8O2 MW: 136.150000009 Use normalized structure: ☒

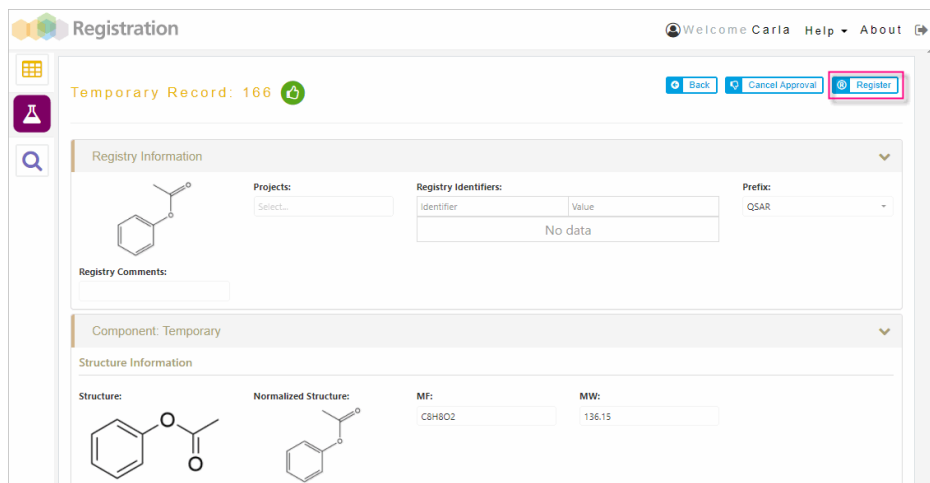
Structure Comments:

Structure Name: phenyl acetate Component ID: Structure ID: 0

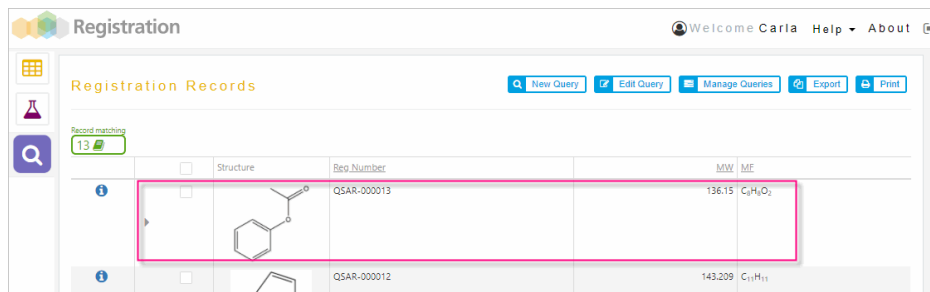
## Web Registration Quick Start Guide

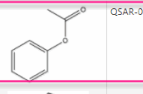

The record is ready to be registered.

- As a registrar log in to Web Registration and look for the record to register by running queries.
- 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:

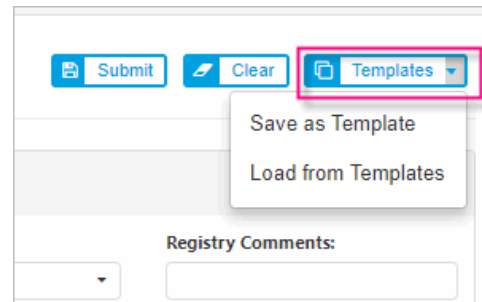


Structure	Reg Number	MW	MF
	QSAR-000013	136.15	C <sub>8</sub> H <sub>8</sub> O <sub>2</sub>
	QSAR-000012	143.209	C <sub>11</sub> H <sub>11</sub>

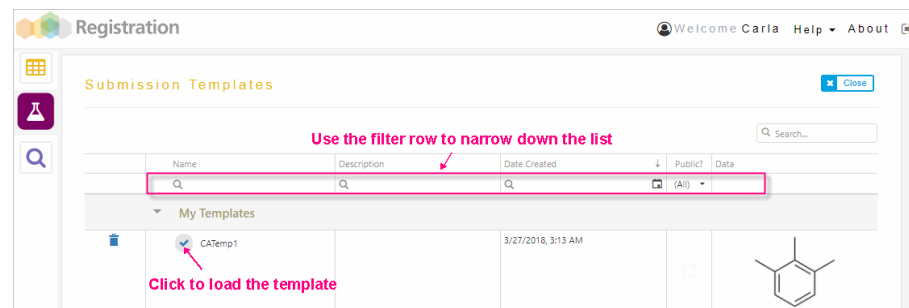
Note: The options that you see when you log in depend on the privileges that you are granted by the administrator user.


## 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.



Name	Description	Date Created	Public?	Data
CATemp1		3/27/2016, 3:13 AM		

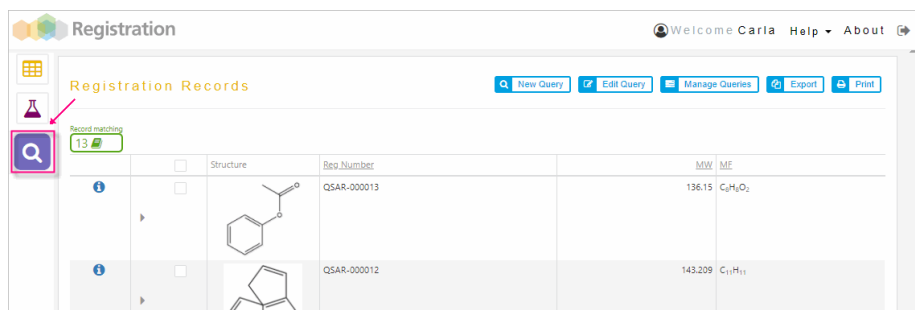
## Searching Registry

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

**To run searches:**



## Web Registration Quick Start Guide

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

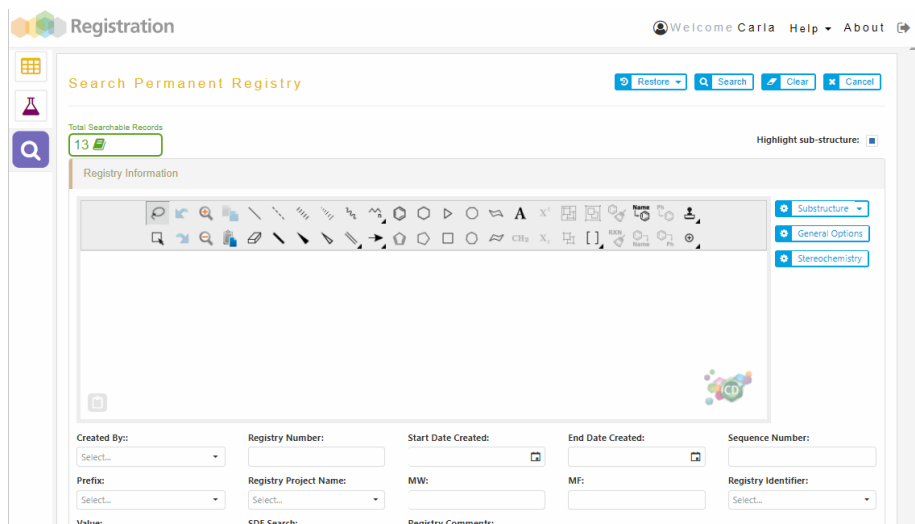


Registration Records

Record matching: 13

Structure	Reg. Number	MW	MF
	QSAR-000013	136.15	C <sub>9</sub> H <sub>9</sub> O <sub>2</sub>
	QSAR-000012	143.209	C <sub>11</sub> H <sub>11</sub>

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



Search Permanent Registry

Total Searchable Records: 13

Registry Information

Created By: Select... Registry Number: Start Date Created: End Date Created: Sequence Number:

Prefix: Select... Registry Project Name: MW: MF: Registry Identifier: Select...

Value: SDF Search: Registry Comments:

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.

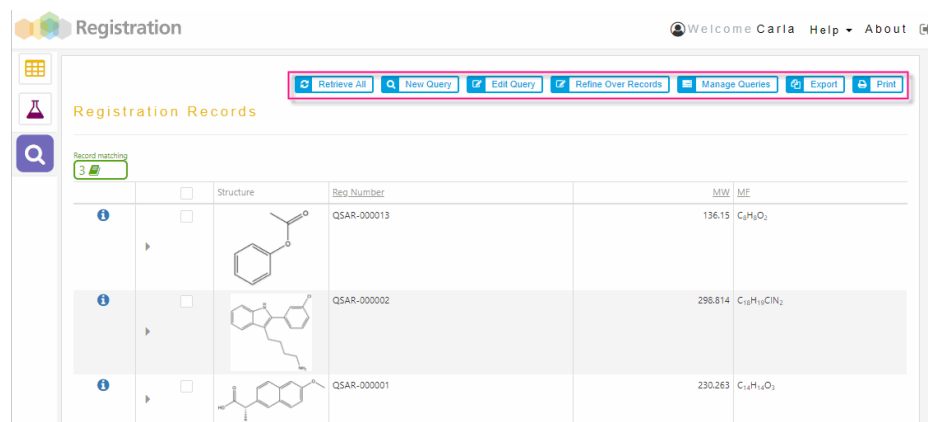
In the **Search Permanent Registry** page, click:

- **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 the last query to the search 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
- Create a new query
- Edit the current query
- Run a query over the current query results
- Manage the queries
- Export the records
- Print the records



Registration Records

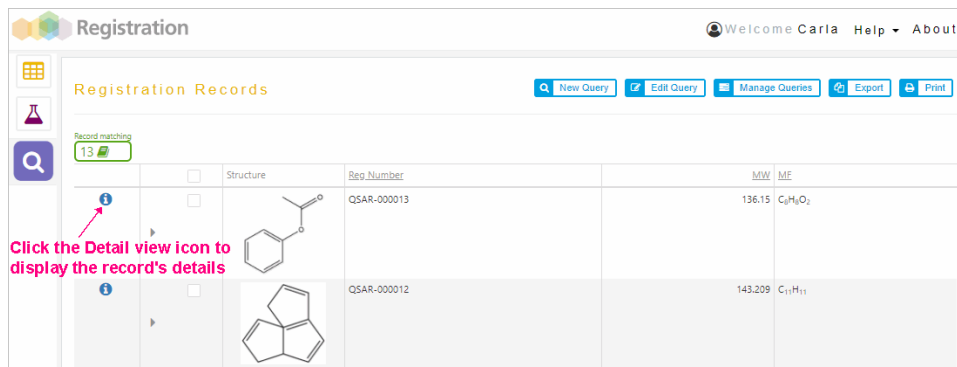
Record matching: 3

Structure	Reg. Number	MW	MF
	QSAR-000013	136.15	C <sub>9</sub> H <sub>9</sub> O <sub>2</sub>
	QSAR-000002	298.814	C <sub>18</sub> H <sub>18</sub> ClN <sub>2</sub>
	QSAR-000001	230.263	C <sub>14</sub> H <sub>14</sub> O <sub>3</sub>



## Web Registration Quick Start Guide

### Viewing Record's Details







Registration

Welcome Carla Help About

Registration Records

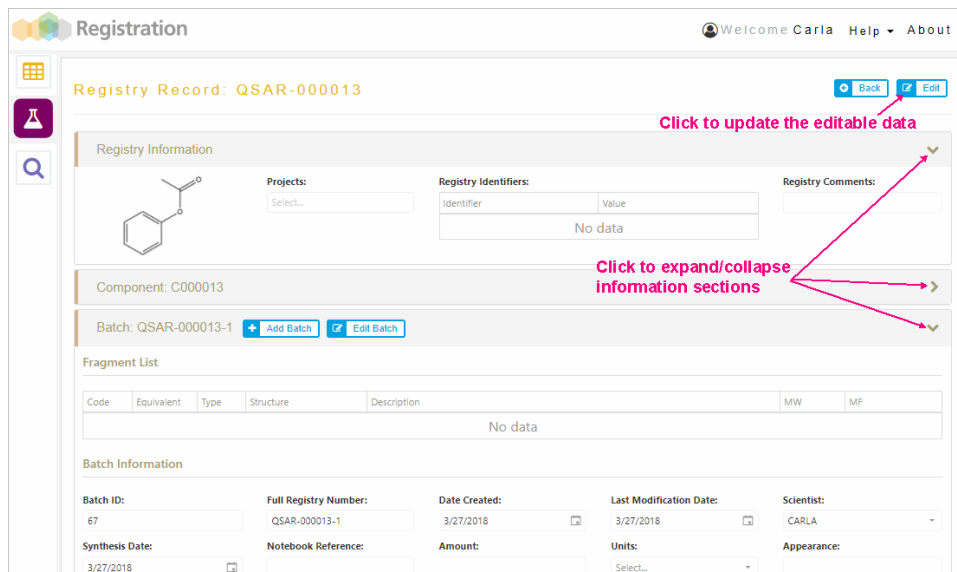
New Query Edit Query Manage Queries Export Print

Record matching 13

	Structure	Reg Number	MW	MF
		QSAR-000013	136.15	C <sub>9</sub> H <sub>8</sub> O <sub>2</sub>
		QSAR-000012	143.209	C <sub>11</sub> H <sub>11</sub>

Click the Detail view icon to display the record's details

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



Registration

Welcome Carla Help About

Registry Record: QSAR-000013

Back Edit

Click to update the editable data

Registry Information

Projects: Select...

Registry Identifiers:

Identifier	Value
No data	

Registry Comments:

Component: C000013

Click to expand/collapse information sections

Batch: QSAR-000013-1 Add Batch Edit Batch

Fragment List

Code	Equivalent	Type	Structure	Description	MW	MF
No data						

Batch Information

Batch ID: 67	Full Registry Number: QSAR-000013-1	Date Created: 3/27/2018	Last Modification Date: 3/27/2018	Scientist: CARLA
Synthesis Date: 3/27/2018	Notebook Reference:	Amount:	Units: Select...	Appearance: