***Todd Group Onboarding***

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| **Task** | **Contact** |
| GitHub (Open science platform) | Self |
| LabArchives (Lab notebook) | Mat Todd |
| Slack (Group communication) | Mat Todd |
| Quartzy (Inventory) | Dana Klug, Fahima Idiris |
| myFinance (Ordering) | Mat Todd, John Day |
| Dropbox (File sharing) | Mat Todd |
| NMR training | Colin James |
| LCMS training | Paul King |
| Safety induction | Geoff Wells |

**Documents**

-COSHH form

-Out of hours permission form

-NMR subscribe form

-HRMS subscribe form