



# LABCUP

INVENTORY  
MANAGEMENT  
SOFTWARE

**For Administrators  
Central Washington  
University  
3rd November 2020**

- |                     |   |
|---------------------|---|
|                     | <ul style="list-style-type: none"><li>● <b>Tasks Overview</b></li></ul>   |
|                     | <ul style="list-style-type: none"><li>● <b>Virtual Hierarchy &amp; Ownership</b></li><li>● <b>Physical Space</b></li><li>● <b>Key Users &amp; Responsibilities</b></li><li>● <b>Host Configuration</b></li><li>● <b>Inventory Configuration</b></li><li>● <b>Email &amp; Label Templates</b></li><li>● <b>Available modules</b></li></ul> |
| Site Administrator  |   |
| Group Administrator | <ul style="list-style-type: none"><li>● <b>Group User Management</b></li><li>● <b>Emergency Page</b></li></ul>  |

# How to access ...

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- Web address



- Web browser



- Login: Central auth credentials

# How to access ...

- iPhone, iPad App (free)



LabCup chemical inventory

LabCup Ltd. Tools

PEGI 3

★★★★★ 3

This app is compatible with all of your devices.

Installed

- Android App (free)



**Labcup** 4+

Laboratory management

Labcup Ltd

Free



- **Tasks Overview**
  - **Virtual Hierarchy & Ownership**
  - **Physical Space**
  - **Key Users & Responsibilities**
  - **Host Configuration**
  - **Inventory Configuration**
  - **Email & Label Templates**
  - **Available Modules**
- **Group User Management**
- **Emergency Page**

# Tasks Overview

Site Administrator			
Site Safety Officer			
Group Administrator	Group Administrator	Group Administrator	Group Administrator
Group Safety Officer	Group Safety Officer	Group Safety Officer	Group Safety Officer

- **NOT FOR CHEMICAL MANAGEMENT**
- **Setup Organisation Physical Space**
- **Organisation Hierarchy**
- **Key Users**
- **Emergency**
- **Server Parameters & Authentication**

# Tasks Overview

Site Administrator			
Site Safety Officer			
<b>Group Administrator</b>	<b>Group Administrator</b>	<b>Group Administrator</b>	<b>Group Administrator</b>
Group Safety Officer	Group Safety Officer	Group Safety Officer	Group Safety Officer

- **Ultimately Responsible for the Group**
- **Adding / Blocking / Removing Users**
- **Chemical Management**

# Tasks Overview

Site Administrator			
<b>Site Safety Officer</b>			
Group Administrator	Group Administrator	Group Administrator	Group Administrator
Group Safety Officer	Group Safety Officer	Group Safety Officer	Group Safety Officer

- **NOT FOR CHEMICAL MANAGEMENT**
- **Sitewise Compliance Reporting & Setup**
- **Sitewise Purchasing Approval**
- **Sitewise Risk Assessment Approval**
- **Emergency**
- **Sees EVERYTHING**



# Tasks Overview

Site Administrator			
Site Safety Officer			
Group Administrator	Group Administrator	Group Administrator	Group Administrator
<b>Group Safety Officer</b>	<b>Group Safety Officer</b>	<b>Group Safety Officer</b>	<b>Group Safety Officer</b>

- **NOT FOR CHEMICAL MANAGEMENT**
- **Groupwise Compliance Reporting & Setup**
- **Groupwise Purchasing Approval**
- **Groupwise Risk Assessment Approval**
- **Sees EVERYTHING within the Group**

# Tasks Overview

Site Administrator				
Site Safety Officer				
Group Administrator	Group Administrator	Group Administrator	Group Administrator	
Group Safety Officer	Group Safety Officer	Group Safety Officer	Group Safety Officer	
W	W	R	R	R

## *Write*

- Finding / Adding / Moving / Removing Chemicals
- Responsible Persons

## *Read*

- Finding Chemicals

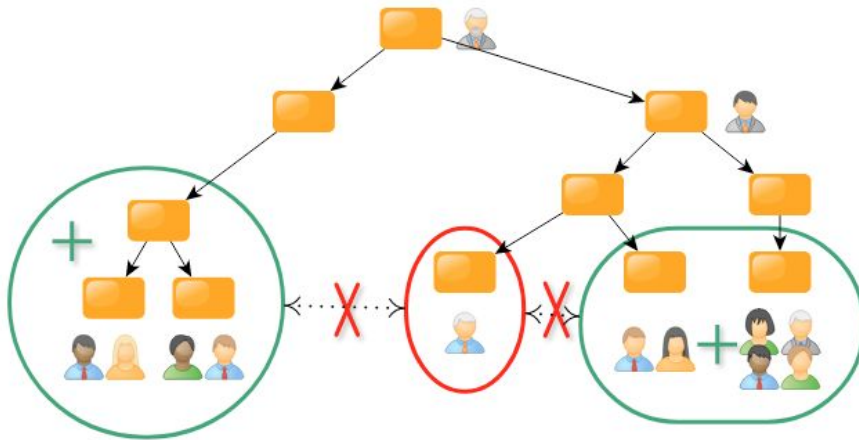
- **Tasks Overview**
- **Virtual Hierarchy & Ownership**
- **Physical Space**
- **Key Users & Responsibilities**
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# Virtual Hierarchy & Ownership

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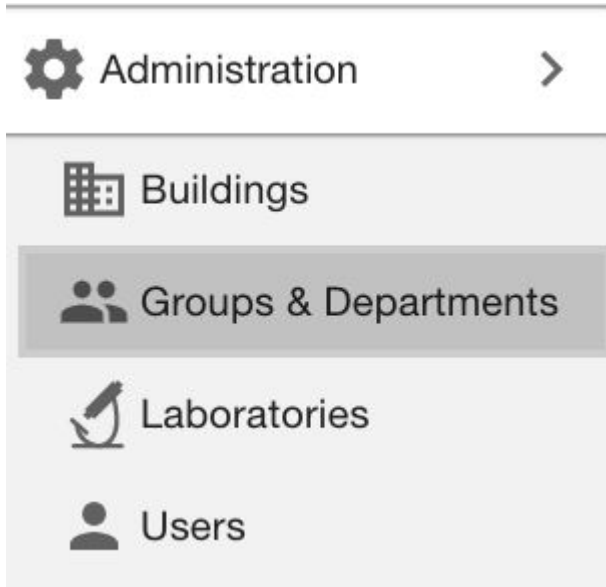
- **Full Role Based Authorisation Control (RBAC)**
  - Defaults: read, write, admin
  - Group or Site access level
  - Customisable
- **Single Sign On (SSO)**
- **Private database**
- **Own virtual or real server, industry class data security**

# Virtual Hierarchy & Ownership



- Group has ownership

# Virtual Hierarchy & Ownership



- Add one-by-one
- Import

# Virtual Hierarchy & Ownership

Groups & Departments

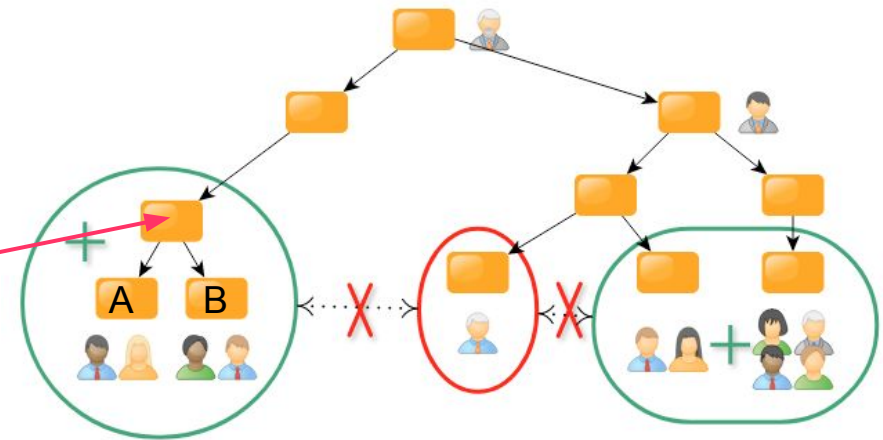
Filter ☒ Show hierarchy

Groups



Demo Department  
Department of Groups AB


Demo group A

Demo Group B



# Virtual Hierarchy & Ownership

 Groups & Departments 

 IMPORT

Filter ☒ Show hierarchy

▼ Groups

▼ Demo Department  
Department of Groups AB


Demo group A

Demo Group B

Demo Department >>

Name \*  
Demo Department

Description  
Department of Groups AB



Color  
 floralwhite

Children groups

If you wish to link a set of groups together (departments, instrument, users etc) , add the participant groups here. You will be able to access them together eg. as safety officer or for chemicals sharing.

Demo group A

Demo Group B

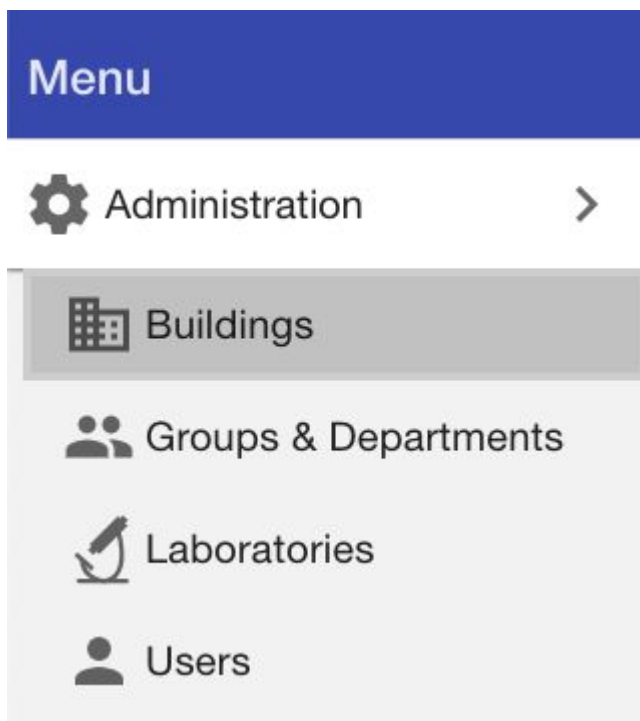
Group  



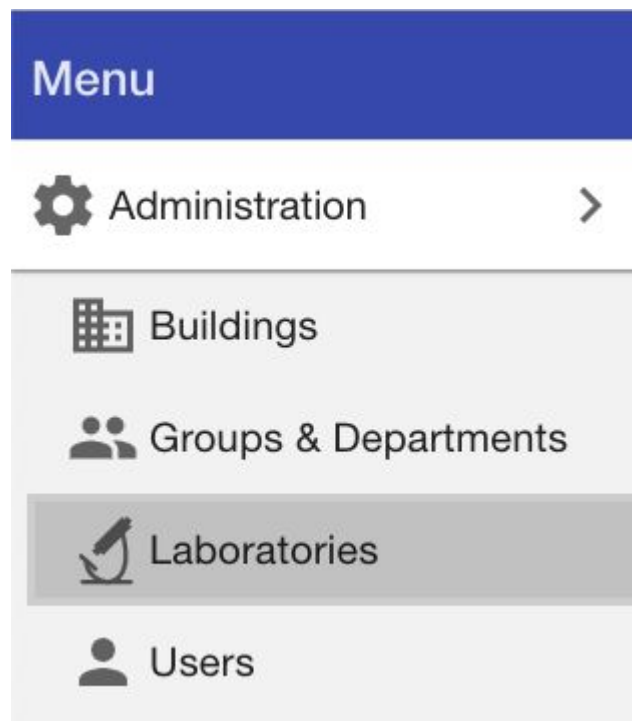
- **Tasks Overview**
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# Physical Space


## Building




## Laboratory



# Physical Space - Building



 Buildings

Name	Description	Responsible person
Demo building	R&D building	

Demo building >>

Name \*

Demo building

Address

Description

R&D building

Responsible person

Emergency contact

John Schmidt  
+123456789

i

SAVE


REMOVE

# Physical Space - Building

---

- **Building Name is important for Emergency Services**
- **Emergency Contact is important for Emergency Page**

# Physical Space - Laboratory



Lab A1 >>

Laboratories

Name

Group

Name	Groups
Lab B1	• Demo Group B
Lab A1	• Demo group A
Lab A2	• Demo group A

Laboratory or Room

Name \*

Lab A1

Building

Floor

Demo building ▾ 1

Groups

Demo group A

-

+

# Physical Space - Laboratory

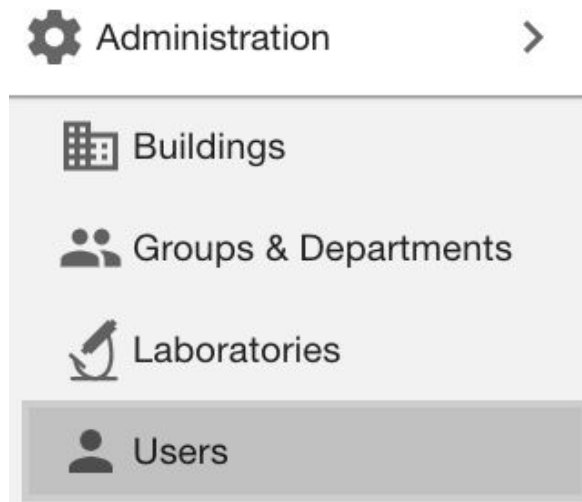
---

- **Groups can only see chemicals belongs to them even if laboratory is shared**
- **Laboratory Name is important for Emergency services**
- **Floor number is important for Emergency Floor plan**

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# Key Users & Responsibilities

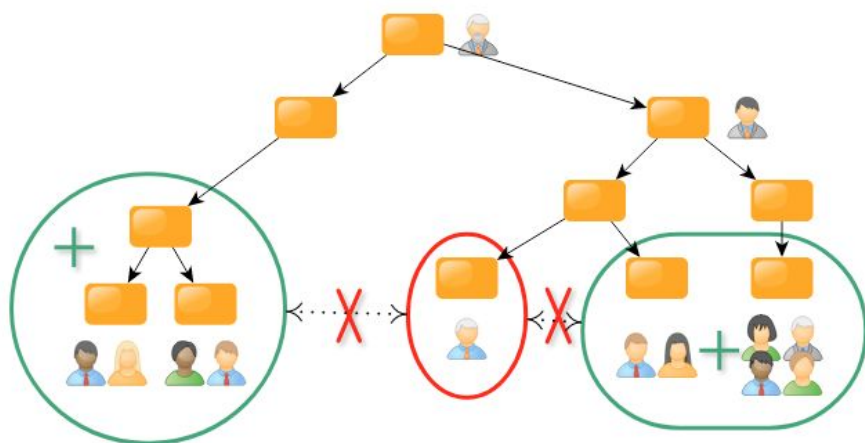
---



- Adding Group Administrators
- Add one-by-one
- Import



# Key Users & Responsibilities



## Group Roles



Admin

Write


Read

(Group Safety Officer)

# Key Users & Responsibilities

Users 		
 IMPORT		
Filters		
Name	Group	Role
Name	Username	Roles
admin	admin	• Site Administrator
demo user	demo user	• Group Administrator - Demo group A
jane smith	jane smith	• Group Edit - Demo group A
joe bloggs	joe bloggs	• Group Edit - Demo group A
john smith	john smith	• Group Edit - Demo group A
Safety Officer	safety1	• Site Safety Officer
User1 in group A	user a1	• Group Administrator - Demo group A
User1 in group B	user b1	• Group Administrator - Demo Group B
User2 in group A	user a2	• Group Read - Demo group A

# Key Users & Responsibilities

Users

Filters

Name

Group

Name	Username	Roles
admin	admin	• Site Admin
demo user	demo user	• Group Adm
jane smith	jane smith	• Group Edit
joe bloggs	joe bloggs	• Group Edit
john smith	john smith	• Group Edit
Safety Officer	safety1	• Site Safety
User1 in group A	user a1	• Group Adm
User1 in group B	user b1	• Group Adm
User2 in group A	user a2	• Group Read

Group roles

☐ Demo Department (Department of Groups ,

☒ Demo group A

☐ Demo Group B

Group Ad

Group Ed

Group Loading Bay

Group Read

Group Safety Officer

SAVE

RESEND WELCOME EMAIL

REMOVE

Site Hazardous Waste Disposal

Site Loading Bay

Site Safety Officer

☐

☐

☐

- **Tasks Overview**
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# Host Configuration - General



## Host configuration

GENERAL

SECURITY

PURCHASE ORDER

MODULES

Name

User interface language

English (United Kingdom)

Country

▼ United States ▼

Currency Code

USD - US Dollar

Currency Symbol

▼ \$ ▼

Date format

DD/MM/YYYY

Default time zone

America/New\_York ▼

System of measurement

US customary units

SDS Languages

▼ English ▼



Address

Post address

Documentation URL



# Host Configuration - General

## Risk management

### Enabled forms

☒ Process risk assessments

Chemical process form type ▼

☒ Work/Activity assessments

Work activity form ▼

☒ Storage assessments

☒ Incident reports

## Client side settings

☒ Enable offline storage

Safety Data Sheet (SDS) Expiry ▼

### Chemical expiration notifications

Notification day in advance

14

# Host Configuration - Security



## Host configuration

GENERAL

**SECURITY**

PURCHASE ORDER

MODULES

### Authentication providers

☒ Labcup ☐ SAML ☐ Shibboleth ☐ Apereo CAS

### Password policy

Minimum length

5

Maximum length

Other requirements

☐ a-zA-Z ☐ 0-9 ☐ !@#\$

### Session policy

Idle session timeout

Days

Hours

Minutes

1

0

0

Absolute session timeout

Days

Hours

Minutes

30

0

0

☒ Enable "Stay logged in" checkbox ⓘ

# Host Configuration - PO



## Host configuration

GENERAL

SECURITY

**PURCHASE ORDER**

MODULES

### Purchasing workflow

☐ Approval required

### Order method


- ☐ Accountant
- ☐ Pouchin from ERP (please contact)
- ☐ Pouchout to vendor

### Shopping catalogs

☐ Thomas Scientific ☐ Custom catalog (please contact)



# Host Configuration - Modules

 Host configuration

GENERAL

SECURITY

PURCHASE ORDER

MODULES

---

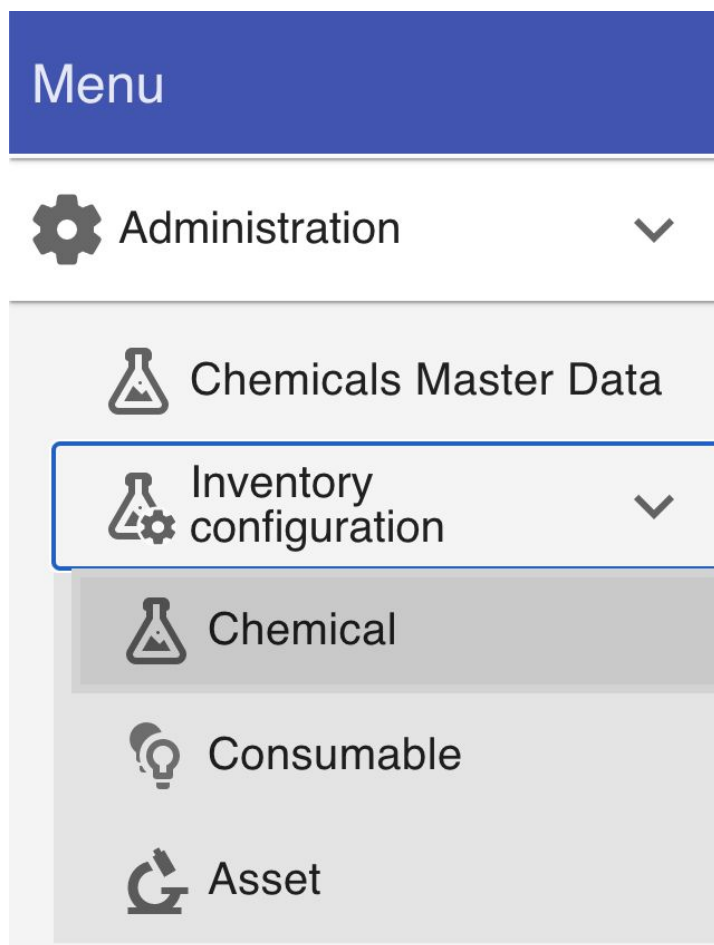
## Modules

API	<input type="checkbox"/>
Access tokens (depends on Emergency)	<input checked="" type="checkbox"/>
Antibody Inventory	<input checked="" type="checkbox"/>
Assets management	<input checked="" type="checkbox"/>
Barcodes (depends on Label printing)	<input checked="" type="checkbox"/>
Beta features	<input type="checkbox"/>
Cells Inventory	<input checked="" type="checkbox"/>
Central Authentication Service	<input type="checkbox"/>
Chemicals Inventory	<input checked="" type="checkbox"/>
Common Inventory	<input checked="" type="checkbox"/>
Consumables Inventory	<input checked="" type="checkbox"/>
Custom roles	<input checked="" type="checkbox"/>
Emergency	<input type="checkbox"/>

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# Inventory Configuration

## Inventory Configuration



- General functions
- Fields visibility

# Inventory Configuration - Chemicals

## Chemical Configuration

GENERAL

CUSTOM FIELDS

FIELDS VISIBILITY

SDS expiry

365

Day

Chemical expiration notifications

14

Day

Notification day in advance

☐ Turn off compound merge by CAS

### Enabled external services

☒ Pubchem

☒ Labcup product catalog

☒ External OCR Service



☐ Default extinguishing media (overrides SDS)

☐ Default procedure for small spills (overrides SDS):

☒ Emergency Action Code List 2019 (EAC) - UK

☒ Emergency Response Guidebook 2016 (ERG) - US, CA

☐ Emergency Response Guidebook 2016 (ERG) - US, CA

### Field settings

☐ Mark chemicals for review which has existing data in newly added optional field

# Inventory Configuration - Chemical Fields

## Chemical Configuration

GENERAL

CUSTOM FIELDS

FIELDS VISIBILITY

### Product information

☒ Lot information

☐ EC number

☒ IUPAC name

☒ Synonyms

☒ Note

☒ Tags

☒ File attachments

☐ UUID

### Quantity

☒ Current quantity / weight

☒ Current gross weight

☒ Gross weight

☒ Tare weight

### Physical properties

☒ State

☒ Quality

☒ Purity

☒ Density

☒ Melting point

☐ Melting point pressure

☒ Boiling point

☐ Boiling point pressure

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# Email & Label Templates


## Email Templates


 Administration >


 Buildings

 Groups & Departments

 Laboratories

 Users


 Templates

 Host configuration

 Barcodes

 Label printing templates

# Email & Label Templates - Email

 Email templates





Template

Admin - New user email template

Subject

Welcome to LabCup

Email body

**B** **I** **U**    Heading 1       

Dear {{user.fullname}},

Welcome to LabCup!

Your account has been just created:  
Username: {{user.username}}  
Login at [{{loginUrl}}](#)

Please find the LabCup user manuals [here](#).

If you have any queries, please email us at [support@labcup.net](mailto:support@labcup.net) !

Thank you,  
Your LabCup team

Available variables

Variable	Description
loginUrl	login URL
user.fullname	user full name
user.password	password
user.username	username

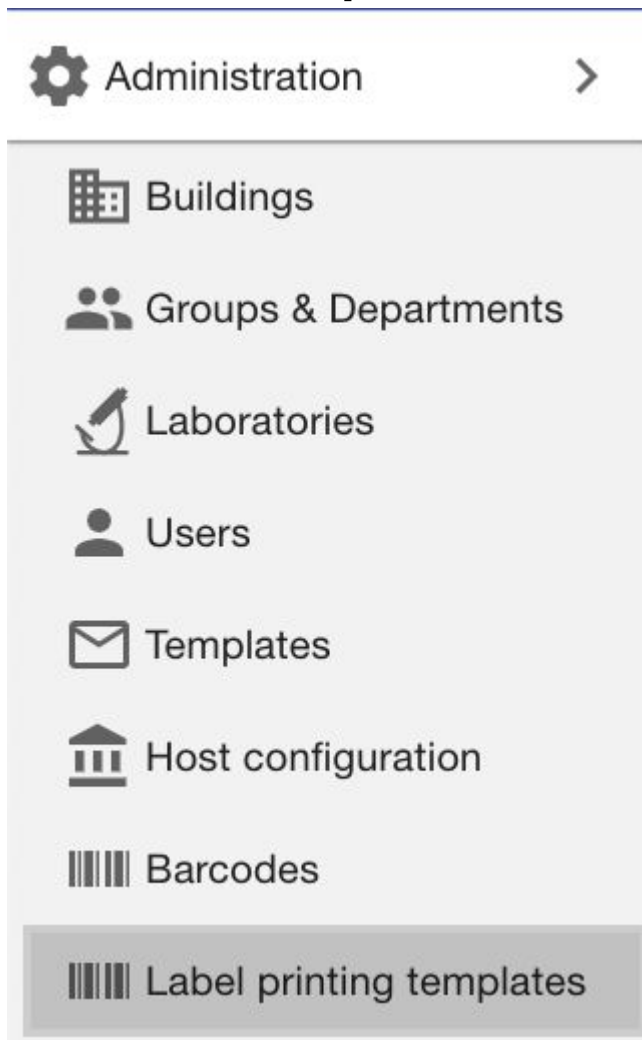
RESET TO DEFAULT

SAVE



# Email & Label Templates

## Label Templates



# Email & Label Templates - Label

Label printing

Template

GHS Label M (110 x 45 mm)



EDIT

PREVIEW

PRINT

DOWNLOAD

# Email & Label Templates - Label

## Edit template

Built-in templates or templates created by other users cannot be edited. Please duplicate first, afterwards it can be freely edited, renamed and deleted.

Global template - label printing administrator can edit

### Template name

GHS Label M (110 x 45 mm)

### Label

Width	Height	Unit	Zoom (%)
110	45	mm	100



☐ Debug PDF (if the image does not match with the generated pdf)

☒ Share globally

☒ Share with my groups

### Field

Barcode

☒ Visible ☐ Cut long text

You can move and resize the element on the left side. The below is for precise alignment

### Position (px)

X	Y	Width	Height
1	25	129	40

### Text template

{{!img barcode!mg}}

{{barcode}}

### Text align

Center

### Font size

10

Font color

### Barcode width (px)

6

### Barcode height (px)

60

### Border

☐ Top

☐ Bottom

☐ Left

☐ Right

SAVE

REMOVE



DUPLICATE TEMPLATE

# Email & Label Templates - Label

☐ Share globally

☐ Share with my groups



☒ Share globally

☒ Share with my groups

☐ Share globally

☒ Share with my groups

☐ Share with only one group (and descendants)



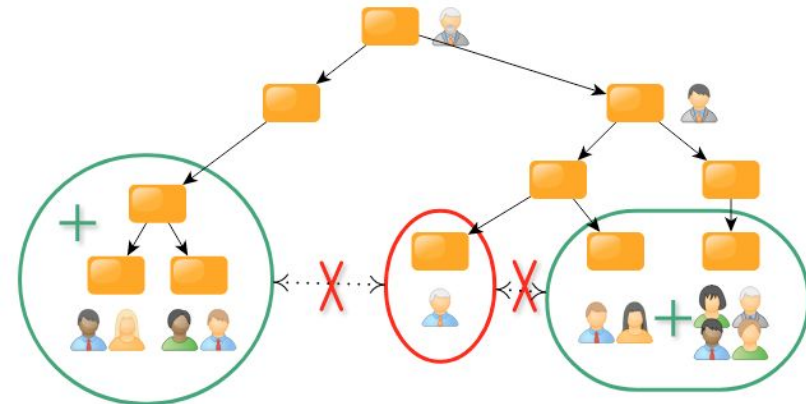
☐ Share globally

☒ Share with my groups

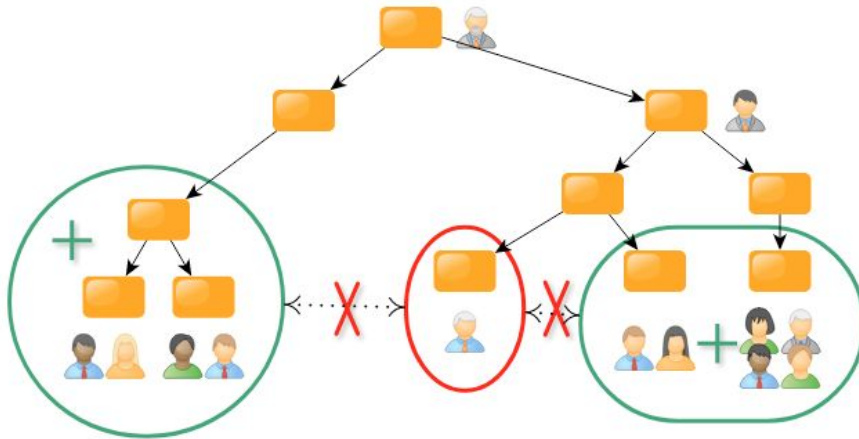
☒ Share with only one group (and descendants)

Select group

---



# Email & Label Templates - Label



☐ Share globally

☒ Share with my groups

Demo Department

Demo group A

Demo Group B

# Email & Label Templates - Label

## Edit template

Built-in templates or templates created by other users cannot be edited. Please duplicate first, and then edit.

Global template - label printing administrator can edit

### Template name

GHS Label M (110 x 45 mm)

### Label

Width	Height	Unit	Zoom (%)
110	45	mm	100

☐ Debug PDF (if the image does not match with the generated pdf)

☒ Share globally

☒ Share with my groups

### Field

Barcode

☒ Visible

You can precisely

Position (px)

VISIBLE

Barcode

Brand

CAS number

Expiry date

20

123

40

### Text template

{{!img barodelmg}}

{{!barcode}}



### Text align

Center

### Font size

10



Font color

Max image size (px)

### Barcode width (px)

6

### Barcode height (px)

60

### Border

☐ Top

☐ Bottom

☐ Left

☐ Right

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Required functions can be switched on or off


- **Chemical inventory**
  - Chemicals hazards, SDS
- **Equipment booking and Asset management**
- **EHS/Safety Officer**
  - Hazard tracking, oversight, and compliance reporting
- **Digital floor plans**
  - Live emergency and hazard information
- **Hazardous waste disposal**
  - Centralise waste disposal and packaging
- **Risk assessment**
  - General, Chemical process, Storage
  - Risk assessment: custom forms built in
- **LabCup purchasing platform**
  - Built in 1-2 stage approval process
  - All purchasing and approval can take place on LabCup that can be linked to ERP system
- **API integration**




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# Group User Management

 Admin

 User

 Trust

Users

IMPORT

EXPORT

ADD

Filter

User

Name or Username

Free text search

Group

Include descendants

Role

Provider

Affiliation

☐ Blocked Users

SEARCH

RESET


Results

User Name ↑

Name

Host roles

Group roles




admin


admin

- Site Administrator
- Fire Safety Admin
- Site Emergency
- Site Safety Officer

- Group Edit
  - Demo Department
  - Demo group A
  - Demo Group B
- Group Administrator
  - Demo Department
  - Demo group A
  - Demo Group B

# Group User Management



 Users

### Filters

Group

Name

Demo group

Name	Username
demo user	demo user
jane smith	jane smith
joe bloggs	joe bloggs
john smith	john smith

## Group roles

Access to groups can only be granted by privilege level

**Group Administrator**

**Group Edit**

**Group Loading Bay**

**Group Read**

**Group Safety Officer**

**Hazardous Waste Disposal**

**Warning!** User has no access rights and will NOT be able to log in.

SAVE

REMOVE

- **Users with chemicals can not be deleted but can be blocked**
- **Users have to have groups & roles otherwise they can not login**
- **Required user info:**
  - **Name,**
  - **Email,**
  - **SSO ID,**
  - **Group,**
  - **Access right**

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# Emergency Page

Fire Department

Building

Laboratory

a building

a lab


EXPORT


Emergency contact


Emerg Contact :)))


Location	Pictograms	Firefighting
a		<div>CO<sub>2</sub> CARBON DIOXIDE</div> <div>WATER SPRAY</div> <div>AR-AFFF FOAM</div> <div>CLASS D POWDER</div> <div>CLASS D POWDER</div> <div>CLASS D POWDER</div> <div>CLASS D POWDER</div>
default		<div>CO<sub>2</sub> CARBON DIOXIDE</div> <div>WATER SPRAY</div>
Laboratory (all)		<div>CO<sub>2</sub> CARBON DIOXIDE</div> <div>WATER SPRAY</div>


# Emergency Page

 Emergency >

 Emergency access tokens

 Emergen

 Emergency access tokens

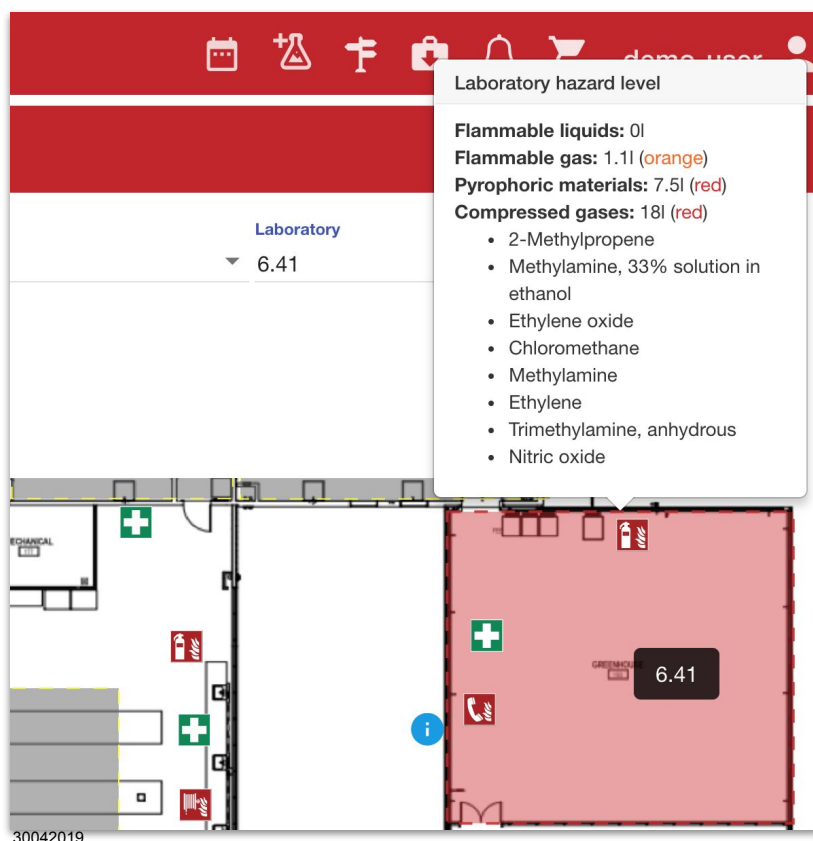


Emergency access tokens make the emergency page remotely accessible.  
This access is read only.  
Send the URL to the first responders and they will be able to look at the emergency page in a Chrome or Firefox browser.

Laboratory	Location	URL	Updated By
0.211	Corrosive - Oxidiser	<a href="https://dev.labcup.net/#/accessTokens/t/hnzlyxrrSI7nbljbKFrHLY1VvA4XIvaT">https://dev.labcup.net/#/accessTokens/t/hnzlyxrrSI7nbljbKFrHLY1VvA4XIvaT</a>	gadmin
0.211b	All	<a href="https://dev.labcup.net/#/accessTokens/t/15VA0mZA4mgGXxDPOb5cJUjhEb3fJS8">https://dev.labcup.net/#/accessTokens/t/15VA0mZA4mgGXxDPOb5cJUjhEb3fJS8</a>	gadmin

# Emergency Page - Floorplan

- The EHS/Safety Office can set maximum thresholds in labs
- Limits breached highlighted by color



labcup						
Floorplan Limits						
Enabled	Name	Type	Description	Levels		
<input checked="" type="checkbox"/>	Flammable liquids	• Transport Hazard Classes: 1 selected	Flammable liquids	Name	Description	Total Threshold
				Red	>=100L	100l
				Yellow	<100L	0l
<input checked="" type="checkbox"/>	Compressed gases	• Transport Hazard Classes: 3 selected • Hazard Statements: 4 selected	Compressed gases	Name	Description	Total Threshold
				Red		0kg
<input checked="" type="checkbox"/>	Pyrophobic materials	• Transport Hazard Classes: 2 selected • Hazard Statements: 2 selected	Pyrophobic materials	Name	Description	Total Threshold
				Red		0kg



# Thanks for your attention!

