LABCUP REFERENCE GUIDE

The following list provides assistance on how to access labcup.net

HOW TO LOGIN:

1. If you do not have login credentials, you must refer back to the email sent to you regarding a labcup login.
2. Simply click on the login link in the email to gain access.
   - **If** you do not have an email to refer back to, email a site admin to ask for access which should be given to you shortly with a login link.
3. Once you have access to the labcup login page, click the **"Sign In"** button displayed.
4. You should be successfully logged in at this point.

Important Note:

-Do not try to Google or browse labcup.net as it will be difficult to locate the designated login page.

ADDING ITEMS TO INVENTORY:

1. Once you are successfully logged in, you should be on the **"Inventory Search"** page.
2. There will be four symbols located on the upper right hand corner of the page:
3. Click on the second symbol which displays **"Add Inventory Item"**.
4. Determine inventory type.
5. Input "Barcode", "Product Number" and "Brand" then click **"Next"**

Important Note:

-The system **requires** an input of a "Barcode", "Product Number" and "Brand".
-**Use the Barcode Stickers provided by EHS**.
-**The "Barcode" numbers cannot be repeated.**
-The camera option is not suggested for scanning barcodes or QR codes but may be applied.
-**If** you do not know the item "Product Number" or "Brand", you may input **Unknown** into field.

6. After clicking "Next", an SDS may be attached for associated hazards and will automatically be inputted for the next sections.
7. Keep clicking the "Next" button until **"Item Data"** section is reached.

Initial data › SDS › Compound › Chemical product data › UN number › Hazard › Fire Department › Item data › Overview

8. The "Lot Number" field is not necessary to fill out.
9. Input a **"Nominal Quantity"** for the item as it is **required.** For example: (oz, FL oz, Gallons, Liters, etc.)
10. Input an "Owner Group", "Responsible Person" and "Location" as it is **required.**
11. All other fields are **not required** to fill out.
12. Scroll down and click **"Finish"**.
13. Your item will then be added to the inventory for the specified location.

CHECKING INVENTORY:

1. To navigate all added inventory, first click the menu tab located at the upper left hand corner of the page.
2. After clicking, a drop down menu will appear with the following tabs:
   Click on the "Inventory" tab for the inventory search page.
3. Once the inventory search page is opened, click the "Search" button.
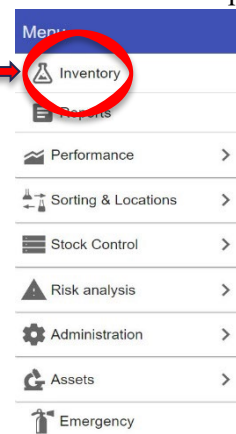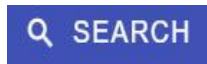
4. Scroll down and the following list should provide all of the previously added inventory items based on the inventory type.

Important Note:

-Be sure not to miss the inventory type tab such as:

CHEMICALS (498)   CELLS (0)   CONSUMABLES (0)   TISSUES (0)   ANTIBODIES (0)

HOW TO EDIT ITEMS:
(Change barcodes, locations, brand name, remove item, etc.)

1. To edit previously added inventory items, repeat the steps in "Checking Inventory" from above until you reach the list that provides you with all of the previously added inventory items based on the inventory type.
2. Once the list of chemicals is shown, navigate the desired chemical inventory item that you wish to change and click it.
3. A data sheet will open and tabs will appear at the upper right hand corner of the screen such as:

4. Navigate through the tabs shown above and click on desired outcome. For example: (Remove item, clone item, edit item, etc.)