

SciList

User Guide

View/Edit Master Items and Stock

1351 master items in 1741 locations

Item	Location	Sub-Location	Full Stock	Actual	Unavail
Apron, protective	Prep Area		0	2	0
Aquaponics [kit]	Biology Store	14	2	2	0
Aquarium accessories, large	Junior Science Store	21 floor	1	1	0
Aquarium accessories, small	Junior Science Store	11	1	1	0
Aquarium picture, background	S3		1	1	0
Armature [model]	S4		0	0	0
Armature [model]	Physics Store		0	1	0
Artemia (prepared slide)	Compactus	7-3	1	1	0
Audio Amplifier	Physics Store	02	1	1	0
Autoclave	Physics Store	08	0	1	0
Bacillus subtilis (chart)	Prep Area	Bench	1	1	0
Bag, brown paper	Compactus	chart	1	1	0
Bag, plastic	Compactus	1-4	2	2	0
Bag, plastic, black garbage	Compactus	1-5	0	0	0
Balance, analytical electric, substitution	Compactus	3-1	0	0	0
Balance, digital, 0.001g	Junior Science Store		1	0	0
Balance, digital, 0.01g	S4		0	0	0
Balance, digital, 0.01g	Prep Area	Balance	1	1	0
Balance, digital, 1.0 g	Prep Area	Balance	0	1	0
Balance, digital, 1.0 g	Compactus	Balance	2	2	0
Balance, digital, 1.0 g	Compactus	4-3	4	4	0
Balance, internal lever type, 5kg	Prep Area	Balance be	0	4	0
			0	0	0
			0	0	0
			2	2	0
			17	5	0
			0	12	0
			0	1	0
			1	1	0
			2	2	0

Item Description
Top loading, sensitive to 0.1 gram, AND HL400g

Stock Comment
In use on balance bench

Stocktake Activities

Enter Stocktake Quantities

☒ by Location
☐ by Category

Must be done before proceeding to next steps ...

Final step in the stocktake process

Science Supply Australia

PO Box 465
GLEN WAVERLEY 3150
Fax: 1300 857 533

Order No: 30009
Date: 10 JUN 2009

Customer Account No: SS8798
Contact: Ms Keryn Young
Email: xxx@edumail.vic.gov.au

Item	Product Code	Quantity	Unit Price	Cost
Striated muscle (prepared slide)	PS1980	2	7.50	15.00
Filter, polarizing	1883-010	1 pr	12.40	12.40
Bottle, dropping, glass, 50ml	H0936/2480	12	0.90	10.80
plain cap for dropping bottle, 50ml	2450	12	0.12	1.44
Measuring cylinder, 100ml, glass	22601-80	6	10.45	62.70
Funnel, glass, 5cm	1070705	6	4.45	26.70
Beaker, 500ml, glass	2110648	6	5.70	34.20
Beaker, 250ml, glass	2110636	6	4.35	26.10
Flask, conical, 250ml	1070234	6	3.20	19.20
Total				208.54

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Any software inevitably evolves and this documentation may not always represent all the features available, or the screen shots may look different to actual.

You may check www.carobcom.com for a .pdf version of this document that should be current.

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Chapter 1

Overview

Installation

SciList runs a standard Windows installation. If the setup doesn't start automatically, run Setup.exe from the CD.

SciList installs by default in C:\SciList, but you may change this location if you wish.

Windows 7 and Vista will not allow changes to be made to any file in the Program Files folders or the Windows folders. SciList is a database program that requires files to be changed constantly.

For Win 7 and Vista, do not install SciList into the Program Files folder.

Installation to C:\SciList is recommended.

The installation also creates a desktop icon and a program menu option but makes no changes to the registry.

To copy SciList to another computer or to a network, simply copy the SciList folder. You then only need to place a shortcut to SciList.exe for it to be fully functioning.

We suggest when starting with SciList, install to your own C: drive, then later copy the folder to the network if others require access to the program.

SciList is installed without any password control. This means all users have full access to all parts of the program. If you put SciList on a network or otherwise require password activation, copy the file named dssw2.tps from the control sub-folder into the SciList folder. If this file is present, then passwords are activated. See Chapter 7 for details.

Registration Code

Every SciList requires a unique registration code. Without the code, SciList will operate for around a month and a half. Once CaRob receives payment we fax or email the code to the contact person.

Enter the registration code from the File menu

What does SciList do?

SciList is a school science laboratory inventory management, stock taking and re-ordering system. It is not limited to science applications. It developed as a science based system, but it suits any general purpose inventory management need.

SciList provides a systematic approach to the management of your resources, with a systematic data base and integrated procedures for stocktake and orders..

The program has four major functions.

1. Build a database listing your equipment, consumable items and chemicals; describe and identify them, assign stock levels and locations, and record purchase details.
2. Report on the database. Generate listings such as: items in a location; item groupings (categories and disciplines assigned by you); dangerous goods and hazardous substances register; and keyword searches.
3. Use the database to manage your stocktake and report shortfalls in stock levels, which may then be used to...
4. Generate purchase orders by supplier. After ordering through SciList, the supplier, product code and unit price are automatically added to the item record and used in future orders. Full or partial receipt of orders is recorded and a back order report can be run. Invoices can be recorded. Expenditure may be reported.

The database is searchable by:

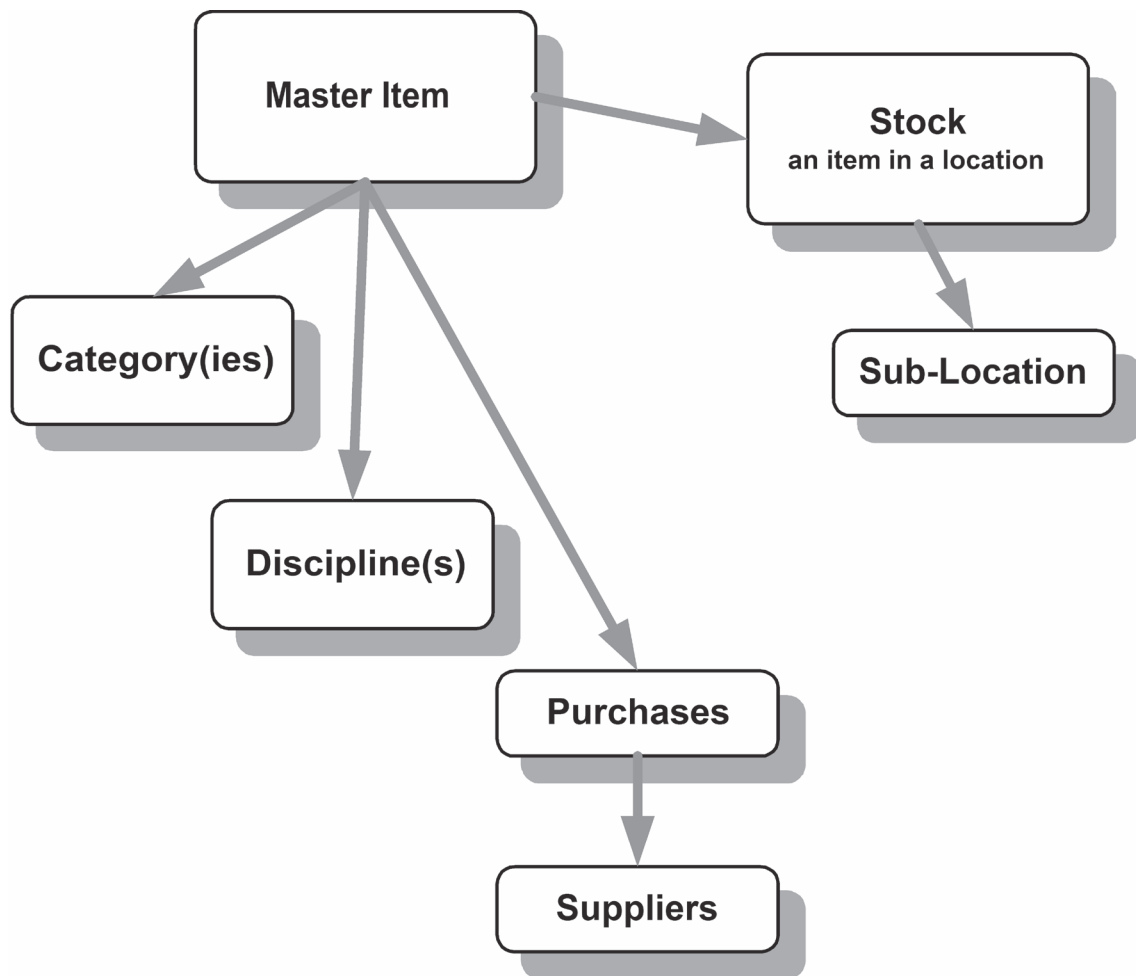
- Keyword
- Item name
- Category and Discipline
- Location

You can assign levels of access to the database by different users, e.g. "Admin" for the Lab tech, and "User" for teachers. Various functions of the database can be enabled or disabled according to user access level. There is also facility to create a non-public, non-searchable list of equipment.

5. Existing data may be imported if you currently record equipment or chemicals in another electronic form such as a spreadsheet.

The Structure of SciList

Main data and relationships



You may use SciList at different levels:

Master Items must hold details of all items that are in stock and can hold details of items that could potentially be in your stock.

Stock Items are items from the master list that have been assigned a quantity in a specific location.

Adding sub-locations to stock will help staff to find items and help with stocktaking.

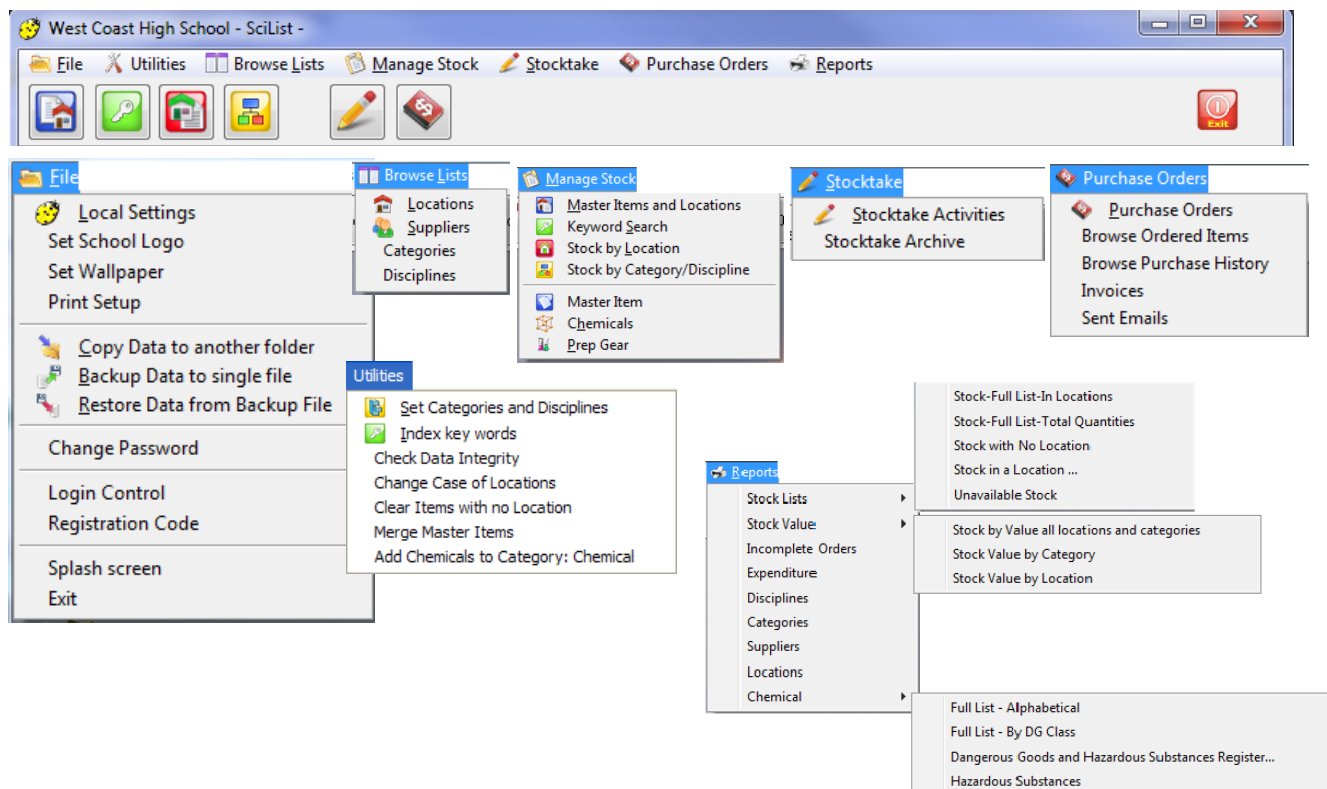
Assigning a category (e.g. aquarium equipment or glassware) enables convenient grouping of equipment by their function, even though they may be in different disciplines or locations.

Assigning a discipline (e.g. physics) is another way of grouping stock.

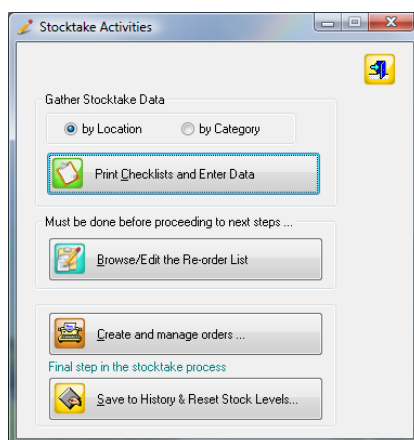
Purchase histories are useful when re-ordering as product codes, suppliers, and prices are able to be looked up and are transferred onto new orders.

SciList Menus

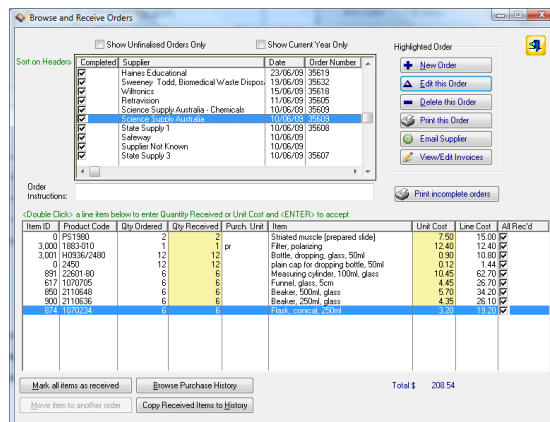
All functions can be accessed from the drop down menus, below.
Please note that menus can change over time as SciList evolves.



Updating Stock and their Locations; Categorising, and Finding Stock



Stocktake Activities



Purchase Orders

SciList Overview

Browse > Master Items and Stock

All items that are, or may be, in stock are listed as Master Items in the left hand table. The right hand table shows items that are actually in stock with their locations and quantities.

An item in stock is indicated with the tick in the left hand column.

View/Edit Master Items and Stock

Locate by Item: 1351 master items in 1746 locations

Item	Location	Sub-Location	Quantities		
			Full Stock	Actual	Unavail
Melting point tube	Compactus	8-3	3	3	0
Mercury collector	Chem Store	B10	0	1	0
Mercury spill apparatus	Chem Store	corr.	2	2	0
Meter, AC current	Physics Store	02	2	2	0
Meter, high current, AC-DC, 0-25 amp.	Physics Store	02	4	4	0
Metronome	Physics Store	02	0	1	0
Microbiology [kit]	Junior Science Store	09	1	1	0
Micrometer, screw gauge, metric, to 25mm	Physics Store	02	5	5	0
Microscope lens, oil immersion objective	Compactus	7-3	1	1	0
Microscope slide cabinet, 100slide capacity	Junior Science Store	24	2	2	0
Microscope slide, cavity	Junior Science Store	24	3	2	0
Microscope slide, cavity	Compactus	3-3	0	1	0
Microscope slide, plain glass	Junior Science Store	24	5	1	0
Microscope slide, plain glass	Compactus	3-4	0	4	0
Microscope slides, prepared, animal [kit]	Junior Science Store	24	1	1	0
Microscope slides, prepared, junior [kit]	Junior Science Store	24	1	1	0
Microscope slides, prepared, plant & animal [kit]	Junior Science Store	24	1	1	0
Microscope slides, prepared, plant [kit]	Junior Science Store	24	1	1	0
Microscope slides, prepared, VCE [kit]	Compactus	7-3	1	1	0
Microscope, binocular, senior	Junior Science Store	24	1	1	0
Microscope, computer	Compactus	4-1	1	1	0
Microscope, monocular, intermediate	Junior Science Store	19	12	12	0
Microscope, monocular, junior	Junior Science Store	18	15	15	0
Microscope, monocular, senior	Junior Science Store	23	12	12	0
Microscope, stereo, Bios	Bench	1	1	2	0
Microscope, stereo, Griffin	Junior Science Store	Bench	2	2	0
Microscope, stereo, Kinei	Junior Science Store	Bench	1	1	0
Microscopes, stereo, HED-Deluxe	Junior Science Store	Bench	9	9	0
Microscopy [kit]	Junior Science Store	24	14	14	0
Milk carton	Biology Store	08	0	1	0

Microscope, computer
Item Description
Interfaces with computer for projection

Stock Comment

Window may be resized vertically

Edit Master Items
+ Insert Change Delete Set Categories and Disciplines
View Purchase History Index Keywords

Edit Stock (Locations)
+ Insert Edit Delete

Update Master Item...

Record will be Changed

Item: Microscope, computer (50 characters max)

General

Description: Interfaces with computer for projection

Image Filename: computer microscope.jpg in Images Folder

Unit: item

Total Ideal Qty: 1

Item Value: 270.00 This is updated automatically. Otherwise, enter it yourself.

☐ Is Chemical Check this if the item is a chemical

OK Cancel

Master item details (above)
Contains general information about the item. It is possible to store and display an image for an item.

Stock details

Has quantities and status of that Master Item in specific locations

Update Stock Item...

Item: Microscope, computer

Location
Room: Compactus
Shelf: 4-1 If numeric type "01", ... "09", "10" etc

Ideal Quantity: 1

Stock Take Quantity: 1 (Including Temporarily Unavailable)

Temporarily Unavailable Qty: 0

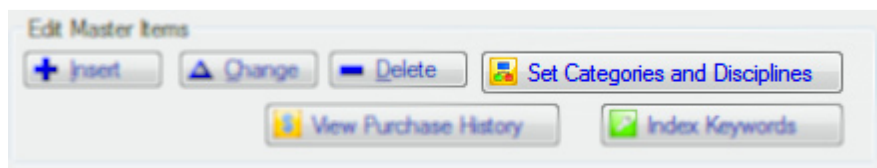
Comment:

Note: Quantities apply to above location only.

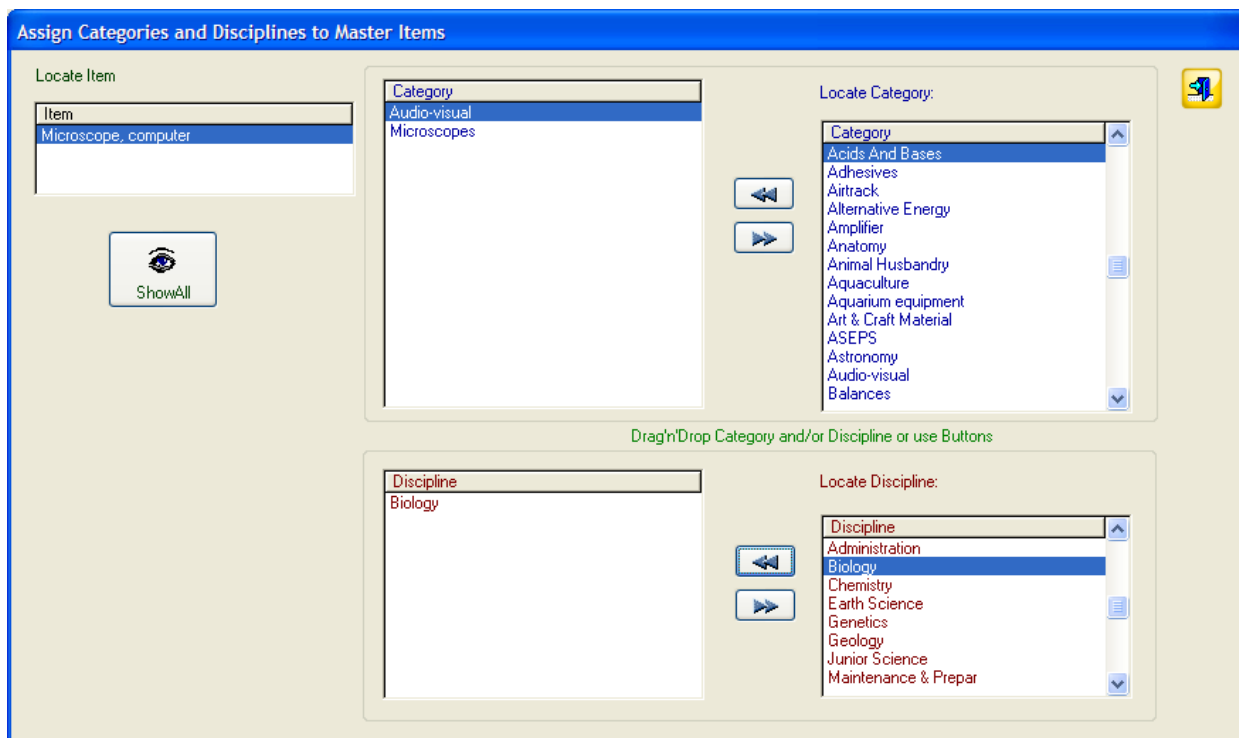
Record will be Changed

OK Cancel

Setting Categories and Disciplines for Master Items



Clicking on **Set Categories and Disciplines** allows you to associate a master item with a category or subset of items and a teaching discipline. Both are optional.



A **Category** allows the grouping of items that may be different but are used together in some way, e.g. Microscopes, their slides, lamps, and any poster on microscopes.

Two categories are made automatically by SciList

- Consumable
- Chemical - if chemicals are imported or if the utility 'Add Chemicals to Category Chemical' is used.

A **Discipline** allows the grouping of items according to their usefulness to subjects and levels taught, e.g. *Biology*, *Physics*, *Year 12*.

Items can belong to multiple categories and disciplines.

These associations are useful for locating stock for class use and for stocktakes.

Setting your Organisation Details

File > Local Settings

Set all of your contact Details here

The contact details are printed on orders.

Note the ability to auto generate order numbers with an optional prefix.

For email capability, tick Activate Email and fill in the settings on the Email Setup tab.

You may need to ask your network person about the settings.

The chemical tab allows you to say whether you are using SciList to record chemicals and if so, if you are using the NSW coding format.

Locating Stock

There are several ways of locating stock items:

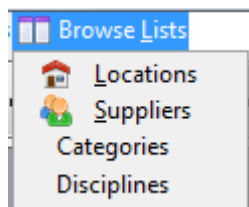
- Search by key word
- Filter by location
- Filter by Category and/or Discipline



(See chapter 3 for detail)

Related LookUp Tables

From the Browse Lists Menu



You will maintain these lists to suit your own requirements

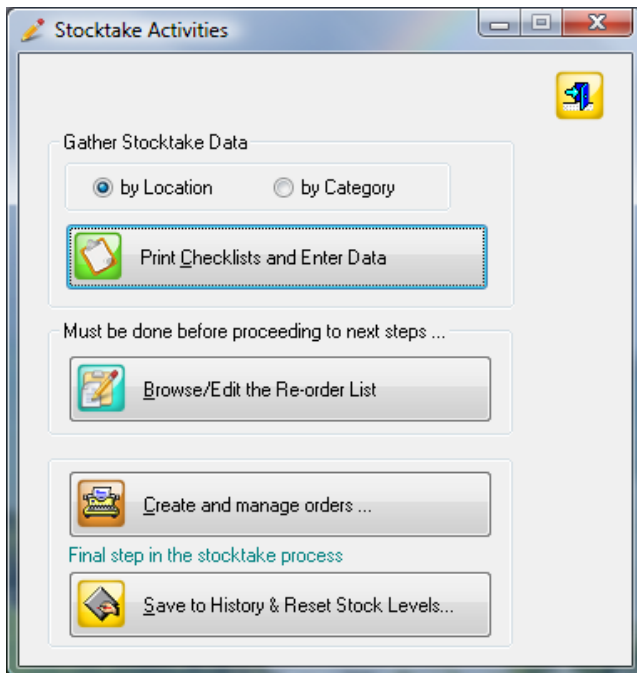
Locations, Categories and Disciplines - associated with Stock Items

Suppliers - required when Orders are to be made

Stocktake Activities

(Detailed in Chapter 3)

You are guided through the stocktaking process from this window.



The process comprises these steps:

Print stocktake checklists either by Category or by Location, and use them to record your counts.

Enter the stocktake counts into SciList

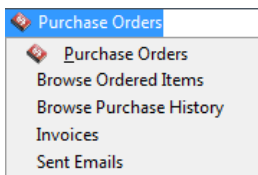
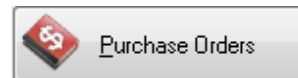
View and edit all items that are under-stocked and may need to be re-ordered.

Create and edit orders based on the re-order list. After orders are received, mark off received items.

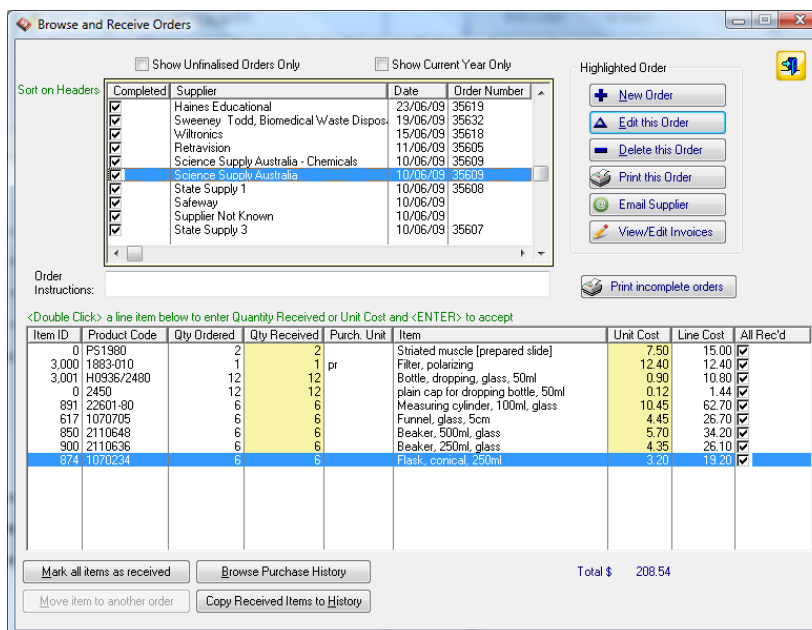
Save stocktake counts to history and reset stock levels based on the reordered quantities and write-offs.

Purchase Orders

(Detailed in Chapter 4)



Purchase orders may be required at any time, not just as a result of stocktake, so it has its own button and menu



The browse table can be set to show only uncompleted orders or only this year's orders.

- View, create and edit orders
- Email the supplier
- Print an order (paper or .pdf)

Items received are checked off.

When all items are received the line items are flagged as 'All received'

The order can then be copied to history and is automatically flagged as Completed

- View an item's purchase history

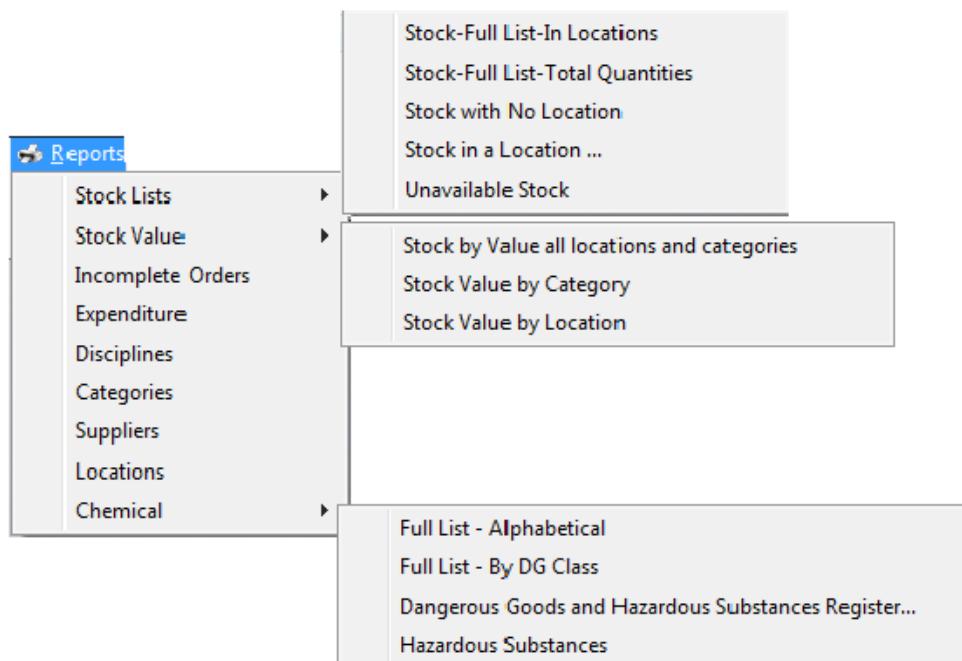
Reports

Reports are print-outs on paper. Most are A4 portrait in size.

All reports print to screen where the view can be resized, the contents viewed, and some or all pages printed.

A range of reports are available from the Reports menu.

This menu is subject to change as other reports may be added later.



Other reports, specific to a selected item, are available from browse tables



An order, for example, is highlighted and then printed

SciList Behaviour

SciList contains windows that display, print and operate on data. Before working with SciList, it is advisable to familiarise yourself with the following:

Edit-In-Place

Where only one or two fields are to be edited, Edit-In-Place is often employed. This means if you insert or change a record you do it directly in the table, a bit like you do with a spreadsheet.

Edit-In-Place is indicated with a message above the table and the fields that you are able to edit are shown coloured yellow.

<DBL-CLICK>	Edit the selected record
<TAB>	Move to the next field
<ENTER>	Accept a change and save the whole line
<UP or DN Arrow>	Accept and move up or down the table
<ESC>	Cancel.

Item	Room	Location	Quantities		Unit
			Stocktake	Ideal	
Tape, adhesive, loose	Biology St	03	0	0	
Teaspoon, plastic, loose	Biology St	03	0	0	
Balloon, loose	Biology St	04	0	0	
Forceps, disposable, loose	Biology St	04	0	0	
Matches, loose	Biology St	04	0	0	
Paper clip, loose	Biology St	04	0	0	
Pin, drawing, loose	Biology St	04	0	0	
Rubber band, loose	Biology St	04	0	0	
Toothpick, loose	Biology St	04	0	0	
Wooden icypole stick, loose	Biology St	04	0	0	
Globe, mounted, 60w	Biology St	05	5	5	
Plant pot	Biology St	06		20	
Potting mix	Biology St	06	0	0	bag
Potting mix, cacti & succulents	Biology St	06	0	0	bag
Scoria	Biology St	06	0	0	bag
Vermiculite	Biology St	06	0	0	bag
Vacuum pump, rotary	Biology St	08	1	1	
Crockery	Biology St	09	1	1	box
Tray, wooden, dissecting	Biology St	09	11	11	
Cup, foam	Biology St	11	1	1	box
Cup, plastic, loose	Biology St	11	1	1	
Burette stand, wooden, spare parts	Biology St	12	4	4	
Plate glass	Biology St	12	0	0	
Seaweed pressing [kit]	Biology St	12	1	1	
Wooden hollow block & lids	Biology St	12	10	10	
Balance, single pan, triple beam, to 0.1g	Biology St	13	1	1	
Balance, single pan, triple beam, to 1 g	Biology St	13	1	1	
Oil spill kit [prac]	Biology St	13	1	1	bag
Aquaponics [kit]	Biology St	14	2	2	tub
Flow rate buckets [prac]	Biology St	14	9	9	set

Tables and Forms

Some records have many fields, some of which may be required, others optional.

The screenshot shows a window titled 'Browse the MasterItem file' with a table of items. The table has columns: Item ID, Item, Quantity, Reorder Qty, Stocktake Qty, Unit, and Value. The 'Update Master Item...' dialog box is open, showing the 'General' tab for the item 'Balance, HL200i'. The dialog includes fields for Description, Image Filename, Unit, Total Ideal Qty, Item Value, and a checkbox for 'Is Chemical'. A red message at the top says 'Record will be Changed'.

Item ID	Item	Quantity	Reorder Qty	Stocktake Qty	Unit	Value
2,349	Bag, plastic, freezer	2	0	0	2	0.00
7	Balance, analytical, electric, substitution	1	0	1	1	0.00
2,206	Balance, digital, SK-5001	2	0	2	2	245.00
327	Balance, digital, 0.001g	1	0	1	1	0.00
8	Balance, digital, 0.01g	1	0	1	1	0.00
328	Balance, digital, 0.1g	2	0	2	2	0.00
613	Balance, digital, 1.0 g	4	0	4	4	73.00
2,189	Balance, electronic, GF-300	1	0	1	1	999.00
2,249	Balance, HL200i	4	0	4	4	120.00
9	Balance, internal lever type, 5kg	0	0	0	0	0.00

These records are typically viewed on a Browse Table and edited on an Update Form.

Insert or Change buttons will open the record.

Usually double clicking will open a record for editing.

the OK button will accept and close the form.

The <ESC> key will cancel and close any form.

Update forms provide different techniques to prevent invalid data entry.

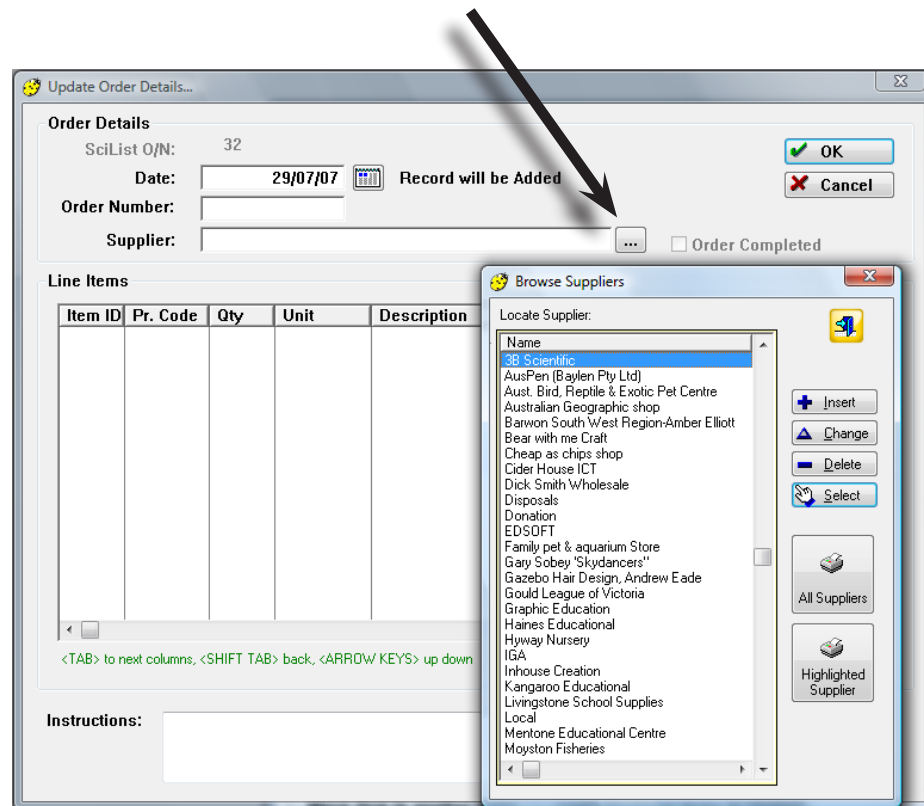
The screenshot shows the 'Update Stock Item...' dialog box for the item 'Acrylic square'. It includes fields for Location, Sub-location, Stock Quantity, Stock Take Quantity, and Temporarily Unavailable Qty. Annotations explain: 'Drop lists allow an easy selection, from options that you have entered yourself, in this case, locations.' (pointing to the Location dropdown), 'Look up tables give you a selection and are indicated by the ellipses ... button' (pointing to the Sub-location button), and 'Spin boxes give a range of values from which to select' (pointing to the Stock Quantity spin box). A list of locations is shown: Room, Biology Store, CS, Chem Store, Compactus, Elsewhere, Ephemeral, Junior Science S, Physics Store, Prep Area, S1, S2, S3, S4.

Keyboard Shortcuts for Update Forms

- <ESC> - Escape Key
Closes any window or cancels an operation.
- <ENTER> - Enter Key
Accepts data on a form and closes the window
- <TAB> - Tab key
Moves from field to field on a form
- <SHIFT - TAB> - Shift key with <TAB>
Moves to previous field on a form

Lookup Tables

Where a standardised word (such as a supplier name or item name) is being entered, usually a button with ellipses on it will provide a **LookUp Table**.



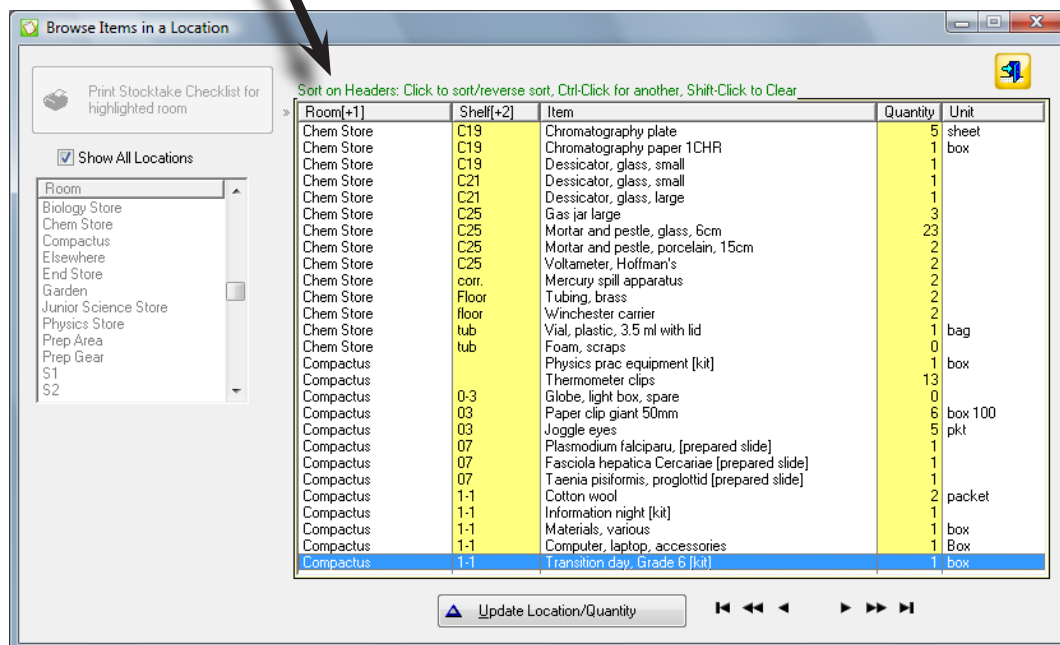
You may type the word, but if you get it wrong, the lookup pops up and you can choose the correct item.

Instead of fully typing a word, *it is often easiest to type the first letter of a word*, then press the <TAB> key to automatically bring up the lookup table from which to select.

The <ESC> key will close any window and cancel the update. Sometimes you get stuck in a loop where you want to cancel, but SciList tries to force you to make a choice. <ESC> will get you out of it.

Sort Headers

Where tables offer *Sort Headers*, you can sort on one or more columns in forward or reverse order as shown here.



Click once on the heading to sort (ascending). Click again to reverse the sort.

Multiple Column Sorting

It is often useful to sort on one column, e.g. Room and then sort within that on another column e.g. Item, so that items are grouped by room and alphabetical within that.

To do this:

- <CLICK> on first column header
- <CTRL - CLICK> on successive columns
- <SHIFT - CLICK> to clear the sort headers

Scrolling through long browse tables

Some tables can have many entries and you need to be able to browse through them.

Arrow keys will move up or down a line at a time.

<Page Up> and <Page Down> keys scroll one screen at a time.

<CTRL> with <Page Up> or <Page Down> will go to the Top or Bottom of the list

Some tables offer VCR controls which move you through the list.



They go to top or bottom, screen up or screen down, or single line at a time

Locators

A locator is present on tables with many records and is indicated by a prompt like **Locate Item** or **Locate Category**.

Items only show in this list if the total stock quantity is not equal to the ideal quantity.
If you are not going to re-order for any item, then change the ideal level to reflect your actual stock.

Locate by item name: **mea**

Edit-in-Place on the ideal quantity

Item	Room	Location	Local Quantities				Unit
			Ideal	Stocktake	Reorder	Excess	
Beaker, 100ml, glass	Prep Area	Class Set	13	0	13	0	
Beaker, 250ml, glass	Prep Area	23	10	6	4	0	
Beaker, 250ml, glass	Prep Area	13	2	2	0	0	
Beaker, 250ml, glass	S5		13	13	0	0	
Beaker, 250ml, glass	S2		13	13	0	0	
Beaker, 250ml, glass	S1		13	13	0	0	
Beaker, 250ml, glass	S3		13	13	0	0	
Beaker, 250ml, glass	Prep Area	Class Set	13	0	13	0	
Beaker, 500ml, glass	Prep Area	23	10	7	3	0	
Beaker, 500ml, glass	S1		13	13	0	0	
Beaker, 500ml, glass	S2		13	13	0	0	
Beaker, 500ml, glass	S3		13	13	0	0	
Beaker, 500ml, glass	S5		13	13	0	0	
Measuring cylinder, 100ml, glass	S1		13	13	0	0	
Measuring cylinder, 100ml, glass	S2		13	13	0	0	
Measuring cylinder, 100ml, glass	S5		13	13	0	0	
Measuring cylinder, 100ml, glass	S3		13	13	0	0	
Measuring cylinder, 100ml, glass	Prep Area	23	10	4	6	0	
Measuring cylinder, 100ml, glass	Prep Area	13	2	2	0	0	
Measuring cylinder, 100ml, glass	Chem Store	B9	2	2	0	0	
Rod, stirring, plastic	Junior Scien	04	13	13	0	0	
Rod, stirring, plastic	Prep Area	23	8	0	8	0	
Rod, stirring, plastic	Prep Area		13	2	11	0	
Stopper, solid, Kartell, test tube	Compactus	8-4	60	12	48	0	

A locator allows for automatic scrolling based on the data in one of the columns and makes it easier to find one item from many in a list.

First *click the table anywhere* so Windows 'knows' what your mouse is focussed on.

Then *type the first few letters* of the word you want to scroll to. The letters show above the table as you type, and the table simultaneously scrolls to the nearest matching record.

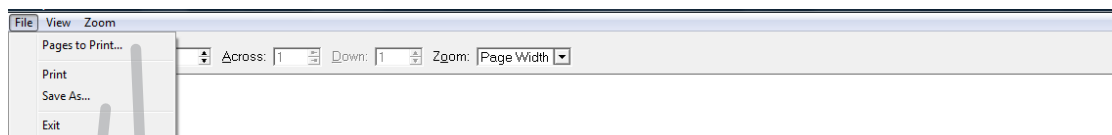
The **Up or Down Arrow** will totally clear the locator text.

Use the **Backspace Key** to remove characters.

When located, you can edit that record as usual.

Printing

As long as a printer is installed under Windows, it will work with SciList. Choose a printer from the File menu. You can change to any other printer available to you before a specific print job E.g. if you want to print in colour or print double-sided, this may be available on another printer.



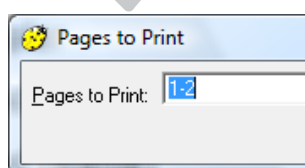
Stock Items by Location Biology Store

Location	Item	Quantity	Unit
	Overhead projector	1	
	Telescope, astronomical, reflecting, 4"	1	
	Television set	1	
	Water sampler	1	
	Pole, extendable	1	
	Acacia seed (wattle)	0	pkt
01	Biot's apparatus	2	
01	Conductor, insulated, cone sphere, hollow ball	1	
01	Electrophorus, simple form	1	
01	Electroscope, pivoted needle with scale	2	
01	Electroscope, gold leaf	11	

All reports preview to screen where you can view the output.

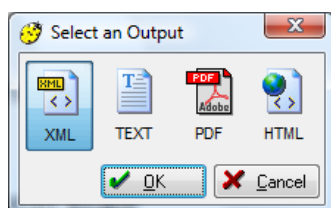
At this stage you may:

- cancel
- print all pages
- select some pages to print



To print specific pages, go to **File > Pages to Print**.

Enter page numbers separated by commas e.g. 1,4,5, or a range of pages by using a dash e.g. 1-5, or combination e.g. 1,5-9.



Print to Text, XML, HTML, or Acrobat Reader document

From the preview window, all or most reports offer the ability to:

- print to an Acrobat .pdf file
- print to a text file
- print to an html or xml file

Go to **File > Save As...**

Select one of these options and you will be prompted for a file name and location.

Chapter 2

Building your Stock List

What this chapter is about

This chapter provides a detailed guide to setting up SciList, along with the rationale behind the decisions you may have to make as you proceed.

It is assumed that you have read and understood the previous section, covering how to insert and edit records, and how to locate records in tables.



Everything in this chapter relates to the Master Items and Locations button shown or from the menu Manage Stock > Master items and Locations

Building the Database

Before beginning your database, you should think about how you intend using it.

You start with a list of **items** and link each item to one or more **locations**. You can print lists of items by location.

Assigning **sub-locations** allows you to produce a report of items stored in fairly specific locations, for example, all items on Shelf 3 in the Physics storeroom. This makes finding items and stocktaking much quicker and easier.

Setting ideal, or desired, quantities on items allows for effective stocktaking. After a stocktake, stock numbers are compared to your ideal stock numbers. Orders can be automatically generated for identified shortfalls.

To produce reports based on groupings of items, for example, a list of all your charts, or all equipment items used for year 7 Heat unit, you will need to assign an item to one or more **categories** or **disciplines**.

It is more time effective in the long run to assign location, quantity and category/discipline details as you put an item into the database. However, these details may be added at any later stage.

Some lists have been included for you as a starting place – categories, disciplines, suppliers.

An extensive list of common science department equipment has been supplied with SciList.

Managing LookUp Tables and Constants

Much of the data you work with will hardly change once it has been entered. This includes: your Organisation Details, Suppliers, Categories, Disciplines, and Locations.

Organisation Details

File > Local Settings

The contact details are used on orders and other reports. You may also activate the email facility and set your email details here.

Record Will Be Changed

West Coast College

General | **Email Setup** | Chemical Options

Contact Person: Ms Karen Young

Address Line 1: PO Box 45

Address Line 2: Coleraine Street

Town or Suburb: WEST COAST

State: VIC

Post Code: 3309

Phone: 03 5577 1344

Fax: 03 5577 4449

Email: young.karen.e@edumail.vic.gov.au

ABN: 45 147 144 348

☐ Auto-generate Order No. Order No Prefix:

☒ Activate Email

OK Cancel

Auto-generate Order Number

If you want SciList to create the order number, check this box. SciList will generate an increasing order number for each order, e.g. 12, 13, 14 ...

You may add an optional prefix. e.g. SCI so that an order number would be created as SCI12, SCI13, SCI14...

The automatic order number can be over-written by you at any time.

If you use a separate order book, do not activate Auto-generate

Activate Email

Check this box to activate the Email Setup tab (below).

General | **Email Setup**

Domain: eg provider.net.au

Server: smtp.hotkey.net.au eg smtp.provider.net.au

Port: 25 usually 25

Authorised User: eg user@provider.net.au

Password:

An authorised user is required for most managed email systems such as Edumail. Most general email servers are not managed and an Authorised User should not be entered.

Send Test Message The email will use the above settings to send a message to the email address on the previous tab.

Email Settings

You need to contact your network manager for your specific server settings.

Domain

Usually not critical, and can usually be left blank

Server and Port

The name of your email server and its port. SMTP mail defaults to Port 25, but yours may be different.

Authorised User

General email usually does not require an account name in order to accept an email. In this case, leave it blank like the above example.

Managed Servers such as Edumail in Victoria will not accept email unless it is from an authorised user with a password. In this case, you must enter an account name and its password. Depending on how the server is configured, the account name may simply be the name e.g. tom, or it may be the full account name tom@edumail.vic.gov.au.

Send Test Message

A sample email will be sent using the settings from this window to the email address on the General tab. You may need to try different variations. Some servers require Authorised User, others won't work unless it is empty.

Chemical Options

If using SciList to record chemicals, check these settings

Suppliers

Browse Lists > Suppliers

Required when managing purchase orders and purchase history. When starting off with SciList you could ignore these until you get around to handling purchase orders and then add them as you need them

Name	Contact Person	Town	Phone	Fax	Acc. No.	Web Address
3B Scientific		MALVERN	9822 7162	9822 0388		www.auspen.com
AusPen (Baylen Pty Ltd)		MELBOURNE	9548 2422			
Australian Geographic shop		PORTLAND	5272 8344 / 0437 109 420	5277 9926		
Barwon South West Region-Amber El						
Bear with me Craft						
Betta Electrical						
CaRob		PORTLAND				www.carobcom.com
Cheap as chips shop		ENDEAVOUR HILLS VIC	03 97007769	03 97007994		
Cider House ICT		MITCHELL PARK	08 8377 4748	08 8377 4749		www.creativepumps.com
Creative Pumps etc		BANKSTOWN				www.dealsdirect.com.au
Deals Direct		NORTH RYDE NSW	1300 366 644 -0299373200	(02)9395 1155		
Dick Smith Wholesale		PORTLAND				
Disposals						
Donation						
EDISOFT		BLACKBURN	1800 338 873 98784899	1800 674 899		www.edsoft.com.au
Family pet & aquarium Store		BELMONT, GEELONG	5241 2235	5243 7468		
Gay Sobey "Skydancers"		HARCOURT	03 5474 2468			
Gazabo Hair Design, Andrew Eade						
Gould League of Victoria		MODRABBIN	9532 0909	9532 2860		
Graphic Education		THURINGOWA CENTR	07 47232048	07 47230149		www.graphiceducation.co
Haines Educational		MALVERN EAST	03 9568 6966	03 9568 6977		www.haines.com.au
Hallidays Butchers			55232744			
Hwyway Nursery		PORTLAND	55232089			
IGA		PORTLAND	55233494			
Industrial Equipment & Control		THORNBURY	9497 2555	9497 2166		www.iecpl.com.au
Inhouse Creation						
Jacka the Knacka		CAMPERDOWN	55931986			
Jenny Smart (Jena Catlars)		KORROIT	55857921, 0428 896246			www.hop.com.au
Kangaroo Educational		BROOKVALE NSW	1300 133889	1800 780089		
Laboratory Technicians Association V		WARRAGUL				www.livingstone.com.au
Livingstone School Supplies		ROSEBURY	1300 721 721 (sales)	02 9313 6444		
Local						
Mentone Educational Centre		MENTONE	95533234	9553 4562		www.mentone-educationa

Edit buttons

Print list of all suppliers

Print one page with several formats of mailing label

If you enter a website for a supplier, the link at the top of the browse window is active.

Record Will Be Changed

Name: EDISOFT

Street Address: Factory 5, Apollo Court

Mail Address: P.O. Box 314

Town: BLACKBURN

State:

PC: 3130

Email:

Phone: 1800 338 873 98784899

Fax: 1800 674 899

Specialty: Crocodile-clips software

Contact Person:

Web Address: www.edsoft.com.au

Customer Account No:

Comment:

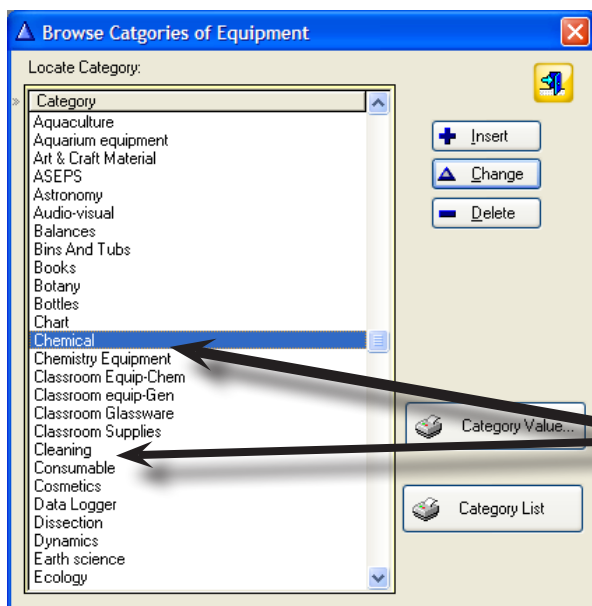
OK Cancel

Entering an email address will allow you to email this supplier.

Customer Account Number, if you have one, entered here will appear on any purchase order.

Supplier Update Form

Categories



Browse Lists > Categories

A range of categories are supplied. You may edit these to suit yourself.

Categories can be useful to group items relating a common theme, even though they may be dissimilar.

This can be useful during stocktake for example.

Chemical and *Consumable* are both used within SciList by the program.

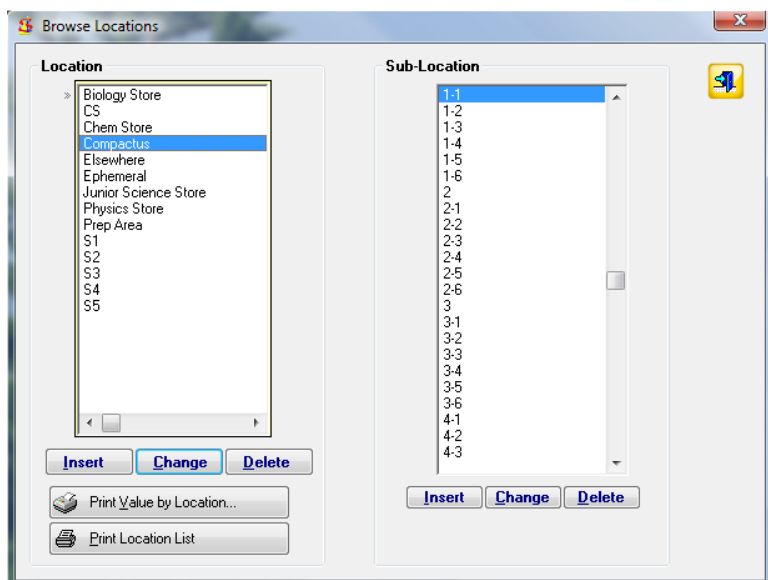
We suggest you use singular rather than plural where practical i.e. Chart, not Charts

Locations and Sub-locations

Browse Lists > Locations

A location is usually something that has many items, such as a store-room, classroom, or compactus.

Each location is typically (but not always) broken into sub-locations such as shelves, cupboards etc.



In this window, the sub-locations are shown for the highlighted location. Each location will have different sub-locations.

From this window, you may edit Locations (left) and the highlighted location's Sub-locations.

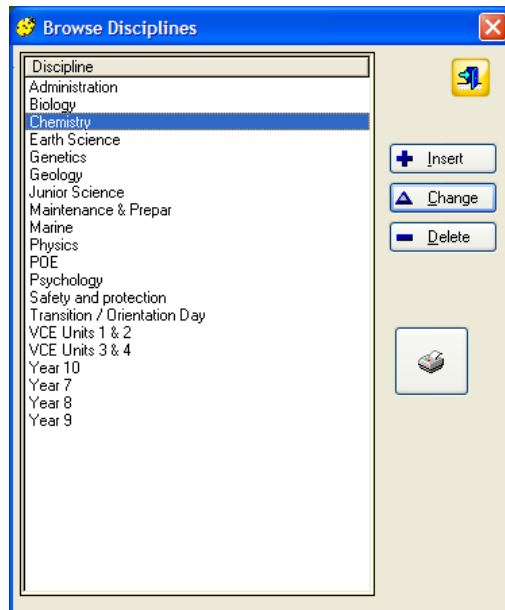
Sub-locations should be entered systematically as shown in the example for a compactus, where the numbering represents bays and shelves.

It is important to have the main locations correct before adding stock items.

From this window you may also print a list of all locations and sub-locations and print a list of items in each location based on a minimum value. e.g. all items above \$500

Disciplines

Disciplines provide another way of being able to print and sort items.



It is OK to change the names of Categories, Locations, and Disciplines. any time. Items in them will remain in them.

Items and Stock



To view the list, click on the 'Manage Stock' button.

This screen provides access to all the main functions relating to stock items:

- Insert, change or delete master item names
- Add master item descriptions, unit descriptors, images
- Add locations, quantities, stock comments
- Add or view purchase histories
- Assign categories and disciplines
- Key word search.

The tick in the first column indicates the item is in stock.

Master Item and Locations

Browse the list by using the scroll bar, or by locator, i.e. type in the first few letters of an item name to locate it.

Item	Location	Sub-Location	Quantities		
			Full Stock	Actual	Unavail
Resistor, standard, 22 ohm	Physics Store	03	1	1	0
Resistor, standard, 5 ohm	Physics Store	03	4	4	0
Resistor, standard, 50 ohm	Physics Store	03	6	6	0
Resistor, standard, 500 ohm	Physics Store	03	1	1	0
Resistor, variable	Physics Store	07	17	17	0
Retort stand ring, 10.0cm	S3		7	7	0
Retort stand ring, 7.5cm	S3		18	18	0
Retort stand ring, 7.5cm	Prep Area	13	0	1	0
Retort stand, 45cm	Biology Store	floor	27	27	0
Retort stand, 75cm	Junior Science Store	floor	38	11	0
Retort stand, 75cm	Biology Store	floor	0	27	0
Retort, 500ml	Chem Store	B9	2	2	0
Retort, small	Chem Store	B9	0	1	0
Rheostat	Physics Store		2	2	0
Rheostat and mount	Junior Science Store	13	2	2	0
Rheostat, spare	Junior Science Store	13	2	2	0
Rheostat, tubular, sliding contact	Physics Store	13	3	2	0
Rheostat, tubular, sliding contact	Junior Science Store	13	0	1	0
Ripple tank tray, wooden and glass	End Store		0	3	0
Ripple tank, for overhead projector	Physics Store	05	2	2	0
Rock hammer, metal	Junior Science Store	20 floor	10	11	0
Rock making, sedimentary [prac]	Junior Science Store	floor	1	1	0
Rock set	Junior Science Store	17	7	7	0
Rock set, small	Junior Science Store	17	12	17	0
Rock set, small	Junior Science Store	17	0	12	0
Rock specimens, loose, tub	Junior Science Store	20 floor	1	2	0
Rocket kit	Compactus	4-6	1	1	0
Rod, aluminium, Singing rod	Compactus	9-6	1	1	0
Rod, brass, 45cm x 6.4mm (Heat unit)	Junior Science Store	22 floor	16	16	0
Rod, copper	Junior Science Store	22 floor	18	18	0

- You may use an item name as is, alter it as you wish, or change it completely.
- Unwanted item names may be deleted as you come across them. Alternatively you may wait until you have built your database and assigned locations to all your stock items, and then delete all unwanted item names en masse. (Utilities Menu > Clear Items with no Locations)

Editing Master Items

To Insert a master item

Click the insert (Ins) button. (On left hand side of window)

Record will be Added

Item: (50 characters max)

Description:

Image Filename: in Images Folder

Unit:

Total Ideal Qty: 0

Item Value: 0.00 This is updated automatically from latest recorded purchase. Otherwise, enter it yourself.

☐ Chemical Check this if the item is a chemical

OK Cancel

For Chemicals See Chapter 6

Enter the name of your item on the Update Master Item form.

When naming a master item, use a systematic format to assist the grouping and locating of similar items. e.g. Globe 12W, Beaker 500 ml

Use singular, not plural. 'Globe', not 'Globes'

Add other details as appropriate.

The Item Value is optional. The entry can be automatically updated when purchase orders are saved to history, and over time, many values will end up here. You might initially only enter a value for items required on the school Asset Register. e.g. items over \$500. Or you may need to enter all values for the full insurance value of all stock. See *Reports > Stock Value* to print.

The latest price of purchase goes in to Item Value field. So if you buy a new unit of an expensive item, all existing ones will be considered to be that value also. For example, a new dual power pack is around \$500 now. But you may not want the value for the one you have had for 30 years recorded at \$500. Solution – enter as individual Master Items, no. 1, no. 2 etc. , each with its own separate value and purchase history.

Another idea is to record historical values for older items in the Description field of the Master Item.

To delete a master item

Highlight the item and click the delete (Del) button. This will delete the item and all its connected information including locations, purchase history, etc. It will not delete the item from any relevant purchase order.

To change a master item

To alter the master item title, or add or change other details, highlight the item and click on the change (Ch) button.

Master Item Specifics

Master Item Description

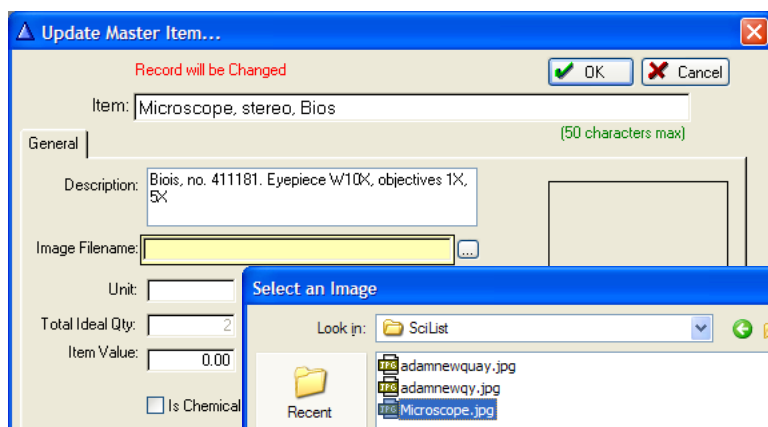
A written description of an item may help to:

- Specifically identify it (model numbers, range, brand, etc.)
- Inform about its usefulness (dimensions, construction materials, intended uses, etc.)
- Describe component parts
- Describe related items (for example, the name of a series of charts, or other equipment the item may be closely linked with)
- Enhance keyword searching (for example, the item title for a prepared slide is *Fasciola hepatica* Cercariae, while the description might contain its common name, Liver Fluke. A keyword search of any of these words will then find the slide)
- Serial numbers of expensive equipment can be included in the description.

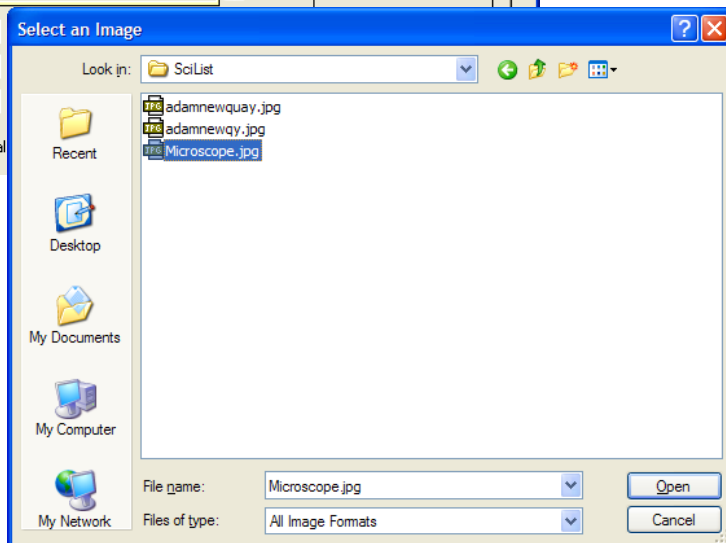
To add or change a description, click change (Ch) on the Master Item List screen to go to the Update Master Item screen. Click on the Description box and add your details.

Images

An image may be included for selected items to more completely identify them to users. This is particularly useful for charts, unusual equipment, and equipment kits.

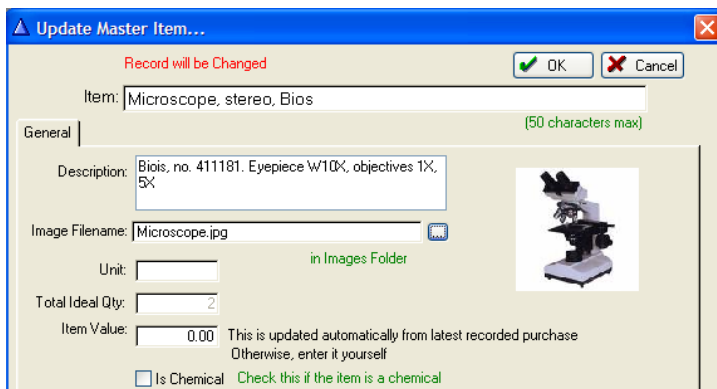


Click the ellipses (...) button to bring up a file dialog box...



Select the file...

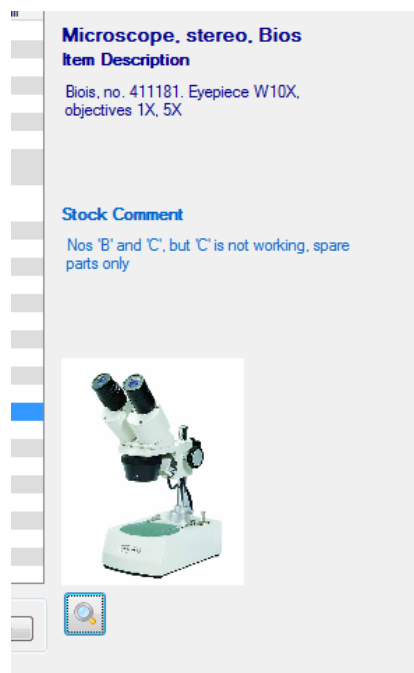
Click open...



The image is automatically copied into the SciList Image sub-folder

The image will appear on the Master Item List in all search modes – main list, keyword, category and discipline, and on the Master Item List update screen.

The magnifying glass (bottom) allows you to view the image in more detail.



Unit

When adding an item, add a unit description if it helps during stocktake, ordering, and locating equipment.

For example, if you buy plastic cups by the carton, and count them during stocktake by the carton, then record 'carton' or 'ctn' in the unit field. Whenever you see a screen or produce a list showing the stock level of plastic cups, the unit 'carton' will also appear. Other descriptors of units might be 'box', 'box of 10', 'pkt 100', etc.

Otherwise leave the unit field blank for counting individual items.

Total Ideal Quantity

You can't edit this field. The number shown here represents the total ideal (or desired) quantity of this item you have stored at all locations. It is calculated automatically, by totalling the ideal quantities from each location of that item.

To Save

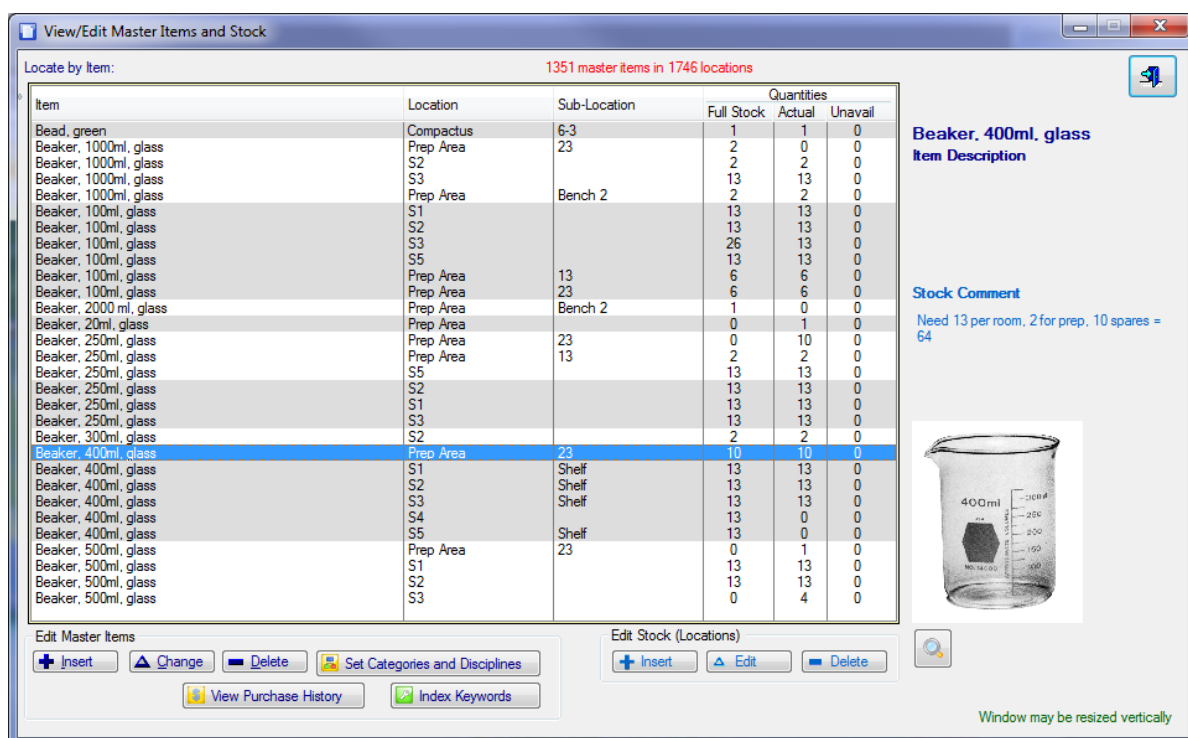
When you have added all the information you wish, click 'OK' to finish. You may edit the information at any time by clicking change (Ch) on the Master Item List screen.

Importing Items

If you already have a list of items and locations in a computer format such as a spreadsheet, you may be able to import them. See Chapter 7 for details.

Working with the Stock Item List (right side of screen)

Use the Edit Stock (Locations) buttons on the lower right to edit details of a master item in one or more locations.



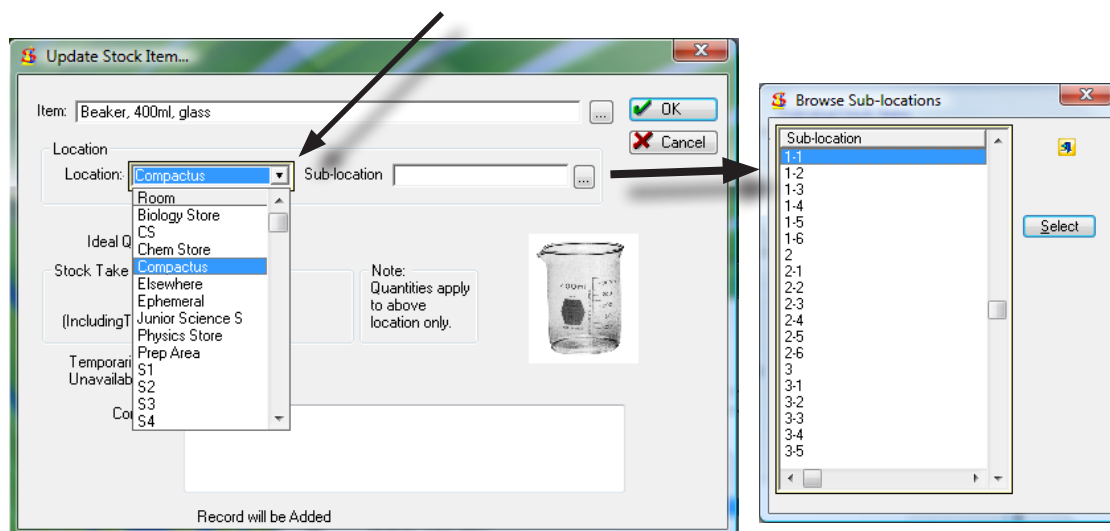
Locations

Adding locations allows you to:

- Find items quickly
- Put items away in their correct place
- Produce reports of items at a location
- Stocktake using specific checklists for small or large storage areas

Master Items often reside in multiple locations (as in above example)

Select from a drop list of Locations and then look up the Sub-location (...)



Organising your Locations

Hint: It is a good idea to have a map of your major locations with their sub-locations before entering them.

Common Locations and Sub-Locations are best entered early in your work with SciList. (From the *Browse Lists* menu)

You may choose to nominate your rooms or parts of a room as Locations, and give them appropriate names, for example, Biology Store, Physics Store, Classroom 1, Classroom 2, Compactus, etc.

Sub-locations could then be Shelf 01, Shelf 02, Cupboard 01, Drawer 01, Drawer 02, Bench, Floor, etc. (It is a good idea to have these all physically labelled and a map drawn of these sub-locations before entering stock).

If any numbering sequence is likely to exceed 9, then use two-digit numbers from 01 to 09. This is required by computers to properly sequence the numbers in lists.

Compactus shelves could be numbered firstly by Bay and then by shelf, for example 1-6 (Bay 1, shelf 6). Be consistent when you enter these names. Bench (with a capitalised first letter) and bench will be treated as two sub-locations, as will Drawer 1 (with a space) and Drawer1.

Use **Utilities > Change case of locations** to standardise the case after you have entered them all.

Choose between formats: Room 1, ROOM 1, room 1

The stocktake facility allows you to print stocktake checklists. The more specific you are assigning locations and sub-locations, the more detailed the stocktaking checklist will be. You can check equipment shelf by shelf, drawer by drawer, cupboard by cupboard.

If you don't need to assign sub-locations to your equipment items, that's OK. You may perform your stocktake room by room.

It is entirely up to you how you organise your locations and sub-locations. It helps to physically label your sub-locations for stock locating and stocktaking purposes.

Stock Reports by Location

Reports

Stock Lists	Stock-Full List-In Locations
Stock Value	Stock-Full List-Total Quantities
Incomplete Orders	Stock with No Location
Expenditure	Stock in a Location ...
Disciplines	Unavailable Stock
Categories	
Suppliers	
Locations	
Chemical	

Several reports of items are organised by location.

Stock Items in : Physics Store			
Item	Sub-Location	Total Qty	Unit
Acceleration sensor 2-axis	Shelf 09	1	
Airtrack	Bench	1	
Airtrack accessories	Shelf 15	1	box
Alternative energy [kit]	06, floor	1	kit
Ammeter, 0-1 and 0-5 amp range	Floor, 25	9	
Ammeter, 0-10 amp range	Floor, 25	1	
Ammeter, 0-5, 0-10 amp range	Shelf 25	2	
Ammeter, 0-5A, 0-50mA ranges	Shelf 25	1	
Ammeter, AC, 0-5 amp range	Shelf 02	4	
Ammeter, industrial	Display	2	
Anemometer, cup type, hand held	Shelf 02	1	
Armature [model]	Shelf 08	1	
Audio Amplifier	Shelf 02	1	

Stock in a location...

You may print an alphabetical list of all items in the Physics store, showing which shelf each is on.

Stock Items by Location: Physics Store			
Sub-Location	Item	Total Qty	Unit
Shelf 02	Pump, base plate	3	
Shelf 02	Ammeter, AC, 0-5 amp range	4	
Shelf 02	Meter, high current, AC-DC, 0-25 amp.	4	
Shelf 02	Tuning fork, C256	4	
Shelf 02	Tuning fork, E320	4	
Shelf 02	Tuning fork, G384	5	
Shelf 02	Tuning fork, C 512	7	
Shelf 02	Pendulum bob, 2cm, plastic or wood	8	
Shelf 02	Calliper, vernier, steel	9	

You could also print all items in the store, organised by shelf.

Stocktake Activities > Print Checklists...

West Coast High School			
Stock Items by Location: Physics Store			
Sub-Location	Item	Quantity	Unit
Shelf 02	Kilowatt meter	1	<input type="text"/>
Shelf 02	Meter, AC current	2	<input type="text"/>
Shelf 02	Meter, high current, AC-DC, 0-25 amp.	4	<input type="text"/>
Shelf 02	Metronome	1	<input type="text"/>
Shelf 02	Micrometer, screw gauge, metric, to 25mm	5	<input type="text"/>
Shelf 02	Milliammeter	14	<input type="text"/>
Shelf 02	Music box	1	<input type="text"/>
Shelf 02	Oersted's apparatus	2	<input type="text"/>

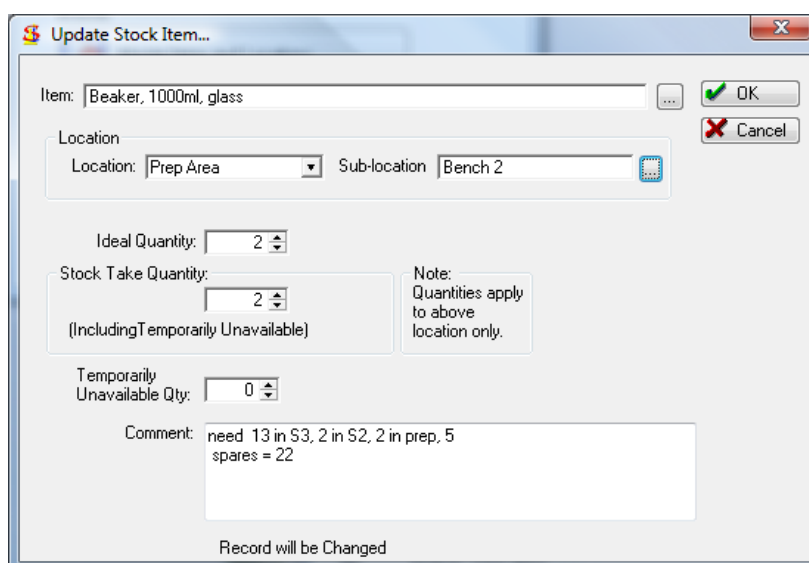
You may select a single Location and print items alphabetical, by sub-location.

This allows you to stocktake shelf by shelf.

A full list of all stock, showing the location of each, is also available from the Reports menu

Quantities

You may record for each item: an ideal quantity, a stocktake quantity, and an unavailable quantity, described below.



Ideal Quantity

This is the total amount of an item you should have at this location/sub-location, or, in other words, the full stock level.

Record the ideal quantity of an item for every location at which it is stored. If you have two classrooms, each ideally with 13 spatulas, then you would put in 13 as the ideal quantity for each of those two locations. Your total ideal quantity of spatulas (26) is calculated by SciList and displayed on the Master Item update form so you know how many you have overall. This figure is also used in stocktake calculations.

For most items ideal quantity will be determined by how many you actually have. For example, 1 van der graaff machine, or 6 power packs.

For other items, stock numbers will fluctuate. You may want to have thirteen 100 ml beakers in a classroom, and replace them from a supply of spares when numbers fall below this. You would input 13 as your ideal number for the classroom location, and an appropriate number at another location for your supply of spare 100 ml beakers.

Stocktake Quantity

This is usually the same as the Ideal Quantity of the item, except when you are undertaking a stocktake. Then, it is changed by you in the appropriate screen of the stocktake facility, and it will automatically be compared with your ideal (full stock) quantity, and the shortfall calculated. After the stocktaking process has been finalised, the stocktake quantity will revert to again match the ideal (full stock) quantity.

For example, if you have thirteen 100 ml beakers as the ideal quantity in Classroom 1, and during stocktake you find you only have ten left, then the shortfall of 3 will be calculated by SciList. More details about this process may be found in Chapter 4.

Temporarily Unavailable

This field allows you to record an item that is not available for use at the moment. If, for example, you have 6 power packs (Ideal Quantity 6), but one is being repaired, insert '1' here. You still have the item, but anyone checking to see how many power packs are available for use, will see that there are only 5 available.

Stock Comments

Record any comments here that are relevant to the item at that particular location. Examples of use might be – serial number, intended use, use restrictions, level of use, special instructions, repair or maintenance record, etc.

Categories and Disciplines

Why?

Category and discipline fields allow classification of items into convenient groups. Multiple categories and/or disciplines may be assigned to items, to group them in a meaningful way. Use this facility to search quickly through a more specific list for the item you want, and produce lists of equipment in groupings from the very specific to general.

You may search for items based on AND or OR or NOT membership of categories and disciplines.

Sample lists of categories and disciplines are provided.

In these lists:

- Categories group similar types of equipment, or equipment used for similar purposes
- Disciplines group items of equipment according to the broad field of study (Physics, Biology, etc.) or the teaching level in which they are used (VCE Unit 1 & 2, Junior Science, Year 10, etc.).

Advice

Devise groupings according to your needs to retrieve item information and produce lists. You can assign multiple categories and multiple disciplines to an item, and search also by multiple categories and disciplines.

For example, if you assign the category 'Prepared Slide' to all your prepared slides, a search of that category would produce a list of all such slides, enabling you to quickly find the one you're looking for. You could also create more specific categories to produce shorter lists, for example, Prepared slide – animal, Prepared slide – plant, etc.

If you also applied the discipline, 'VCE Unit 3&4' to appropriate slides, a search by both category and discipline would generate a list of prepared slides used for Year 12 subjects. Adding another discipline, e.g. Biology, would result in a list of prepared slides used by Year 12 Biology students.

You may not wish to include every possible piece of equipment that is used in the teaching of a particular subject, but only to classify those which are particularly important, or perhaps need to be drawn to teachers' attention.

For example:

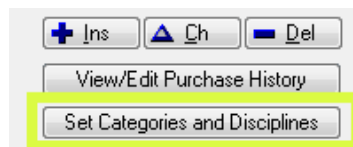
- prepared slides for Year 12 Biology
- charts available for Junior level human anatomy
- all physics equipment
- Physics equipment used by Year 7 'Heat' unit.

Assign a category to generate lists of items which need periodic checking, for example, Term check, Semester check, End of Year maintenance. For example, lab coats might be included in the mid-year maintenance, as well as the end of year maintenance categories. Senior microscopes might be scheduled for maintenance only once a year and so assigned only one category such as Term 1 maintenance.

Imagine how useful lists of tasks to be undertaken at particular times would be to a new LabTech.

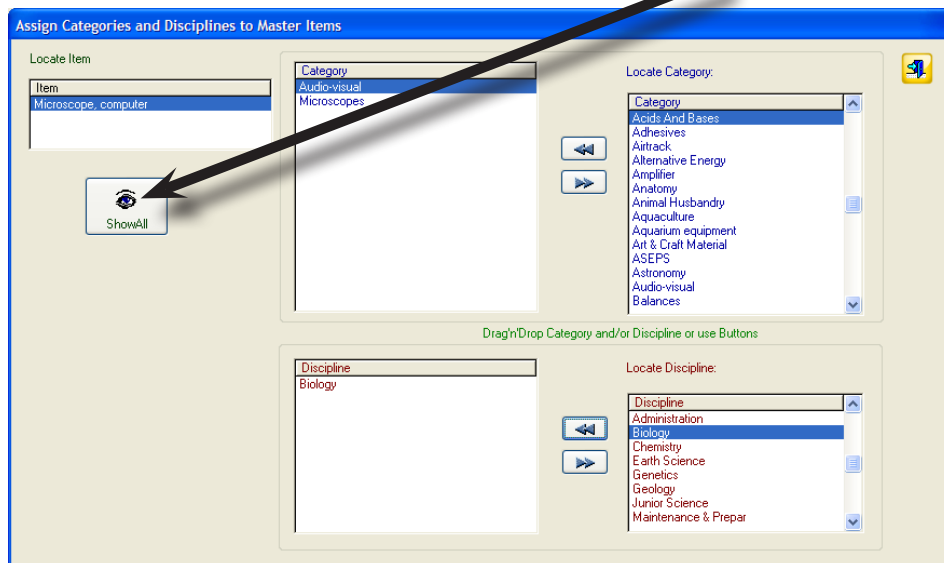
Assigning Categories and Disciplines to a Master Item

Manage Stock and Locations Menu > Master Items and Locations



Highlight the item to which you wish to add a category or discipline, and then click on the 'Set Categories and Discipline' button (bottom of window).

The item you have selected will be displayed on the Assign Categories and Disciplines screen. You may toggle between displaying just the one item or displaying the entire item list using the **Show All** button.



The blue (upper) browse lists allow you to add or remove categories.

The maroon (lower) browse lists deal with disciplines.

Each browse works in the same way:

- Use the scroll bar, or type the first few letters of the word, to search for the category you want.
- Highlight the category name by clicking on it.
- Drag and drop the category name or click on the top arrow to move the highlighted category to the screen on the left. (Remove it by doing the reverse).
- Add as many categories as you wish.

Repeat this process to assign disciplines.

Special Categories

Chemical

If chemicals are imported, a Category named Chemical is created automatically and chemicals added to it. For chemicals added yourself, a utility is to place all chemicals in the Chemical category. Utilities Menu > Add Chemicals to Category: Chemical

Consumable

When importing non-chemical data, the import file has a column named Consumable. If this is 'Yes' a category Consumable is created and the item placed in that category.

Keywords

Keyword Index

The database is searchable by keyword. This allows you to find an item even if you can't recall its exact title.

For example, did you list it under 'Model brain', or 'Brain, model'? Or a prepared slide under its title 'Cnidaria, Hydrozoa-Hydra' and all you can remember about it is that it's a Hydra slide? Searching by Keyword, you will find these items.

To use the keyword search function effectively, think about all the terms you might want to look up an item by and make sure they are included in either the item title or description.

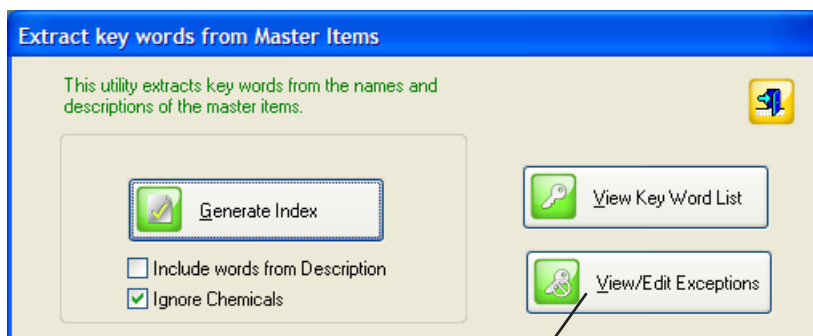
After adding or changing an item's title or description, re-index the keywords. This adds any new words you have used to the searchable list.

You might do this every time you add or change an item's title or description, or do it once after making many changes. You can set whether only titles, or titles and descriptions, are searched.

To Index Keywords:

(i.e. add new words to the list that will be searched):

Utilities Menu > Manage and Index Key Words or Master Item Screen



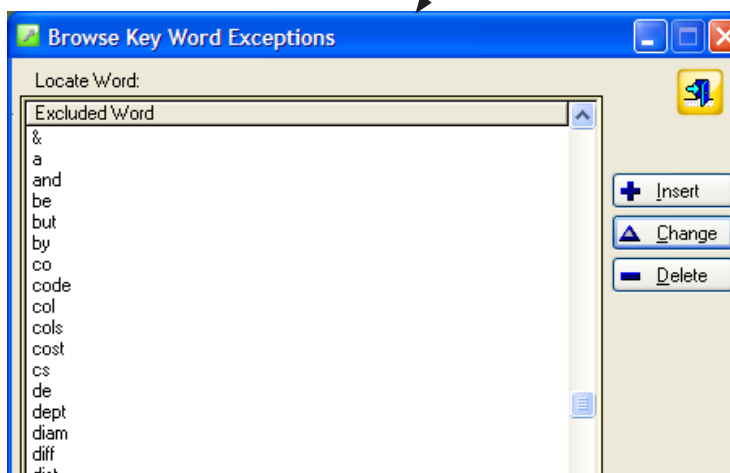
- Tick the check box 'Include words from Description' if you wish to include words from the item description field.

- Tick Ignore Chemicals if you don't need them indexed.

- Click on 'Generate Index'.

Numeric terms are not counted

SciList will take a few seconds to extract keywords from item titles and descriptions. Any new items and descriptions you have added will be included.



See Chapter 3 for locating stock by keyword search.

Keyword exceptions

Any items in this list will be ignored during the search. Keyword exceptions are words that are meaningless as search clues; words such as "and", "or" and "the". SciList has a keyword exception list with many words in it already. You can add to it at any time.

Purchase History

What is it for?

When an order is received in SciList, the items on the order can be marked as received and when all have been received, copied to a purchase history.

Details such as price, product number, supplier and purchase quantity will be recorded for an item in the master item list. Over time, a purchase history is built up which is useful for future purchasing decisions.

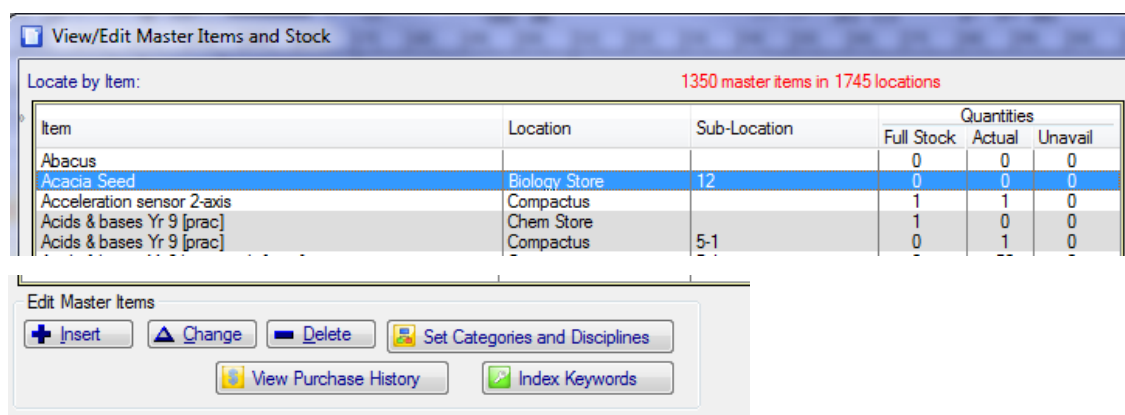
In future, after a stocktake is completed, SciList will automatically generate orders for under-stocked items, using supplier and pricing details from the purchase history. An item will be added to an order to the supplier from whom you last purchased the item, along with the price, product code, and quantity required.

Items with no history will be added to an order with the supplier 'Supplier not known' from where they may easily be moved to another order.

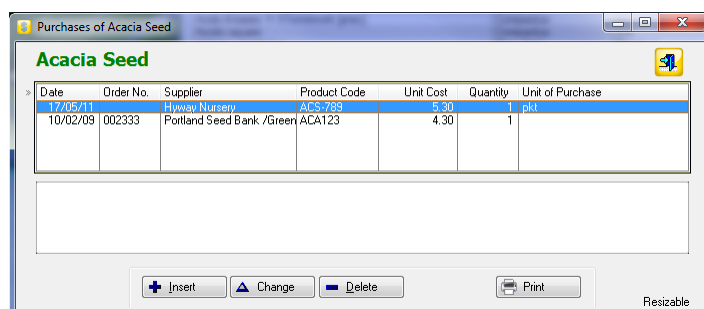
Adding, changing, or deleting a Purchase History

While much of the management of the purchase history is automatic, you may of course manually edit it.

- Highlight the item in the master list



- Click the View Purchase History button (above).



- Use the edit buttons to update the entry.

- Use the look-up button for a list of suppliers

Record Will Be Changed

Item: **Acacia Seed**

Order Number: 002333 Optional

Supplier: Portland Seed Bank /Greening Australia ...

Product Code: ACA123

Date Purchased: 10/02/2009 (dd/mm/yyyy)

Value Per Unit (\$): 4.30 (\$/pkt)

Quantity: 1 Numeric

Purchase Unit: pkt eg Box of 10, 500ml Bottle

Comment:

OK Cancel

From the lookup table of suppliers, either

- select the one you want
- or add one if they are missing, and then select.

Browse Suppliers

Locate Supplier: Sort on headers

Name	Contact Person	Town	Phone	Fax	Acc. No.	WPA
Dick Smith Wholesale Disposals		NORTH RYDE NSW PORTLAND	1300 366 644 -029373200	(02)9395 1155		
Donation Gary Sobey 'Skydancers'		HARCOURT	03 5474 2468			
Gazebo Hair Design, Andrew Eade		MODRABBIN	9532 0909	9532 2860		
Gould League of Victoria		MALVERN EAST	03 95724744	03 95724377		
Haines Educational		PORTLAND	55232053			
Hawkey Nursery		PORTLAND				
IGA		BROOKVALE NSW ROSEBURY	1300 133889	1800 780089		
Inhouse Creation			1300 721 721 (sales)	02 9313 6444		
Kangaroo Educational						
Livingstone School Supplies						
Local						
Mentone Educational Centre		MENTONE	95533234	9553 4562		
Omega Scientific		MODBURY NORTH	08 82894311	08 82894322		
Petstock		WARRNAMBOOL	5561 3371			
Portland Fasteners			55235933			
Portland High School						
Portland Seed Bank /Greening Australia		PORTLAND	5523 1111			
Prof Bunsen Science (Carl Ahlers)		GEELONG WEST, PORTLAND	52419756	5244 4986		
Protector Alsate			132832			
Royal Botanic Gardens, Melbourne						
Safeway		PORTLAND				
Science Supply Australia		GLEN WAVERLEY	1300 857 544	1300 857 533		
Scientific Pty Ltd		YAMBA, NSW	02 66458111	02 66458125		
Serrata Pty. Ltd.			02 9651 3033	02 9651 2031		
Siltex (Australia) Pty Ltd		EAST BENTLEIGH	9570 6222	9570 3644		
Southern Biological		NUNAWADING	98774597	9894 2309		
State Supply						
The Herpshop		ARDEER	9363 6841	9360 5704		
The Royal Swedish Academy of Science						
The Warehouse		WARRNAMBOOL				
Thomson Learning Australia		SOUTHBANK	1800654831	1800 641 823		
Viking Plastics Engineering		BRAESIDE	9587 2297	95871172		

Select

Insert

Change

Delete

Print

List

Label

Chapter 3

Locating Stock

What this chapter is about...

This chapter is about how to find items of stock using these three lower buttons from the Main Window toolbar

These buttons represent the location of stock by these methods respectively.



- keyword searching
- browsing a selected location
- narrowing stock down to membership of a category and/or a discipline

Each option then presents its own functionality, such as general editing of stock and locations, assigning stock to categories or disciplines and printing various lists.

Keyword Searching

What is keyword searching?

Keywords include any word in the name of an item and words in the description if you choose to include them in the indexing.

You can't be expected to know the precise name of every item, but you would most likely know part of the title, e.g. "meter"

Keyword searching will list all items that include a specified word.

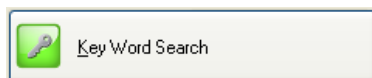
Creating the index

Utilities > Manage and Index Key Words
and on Master Stock Screen

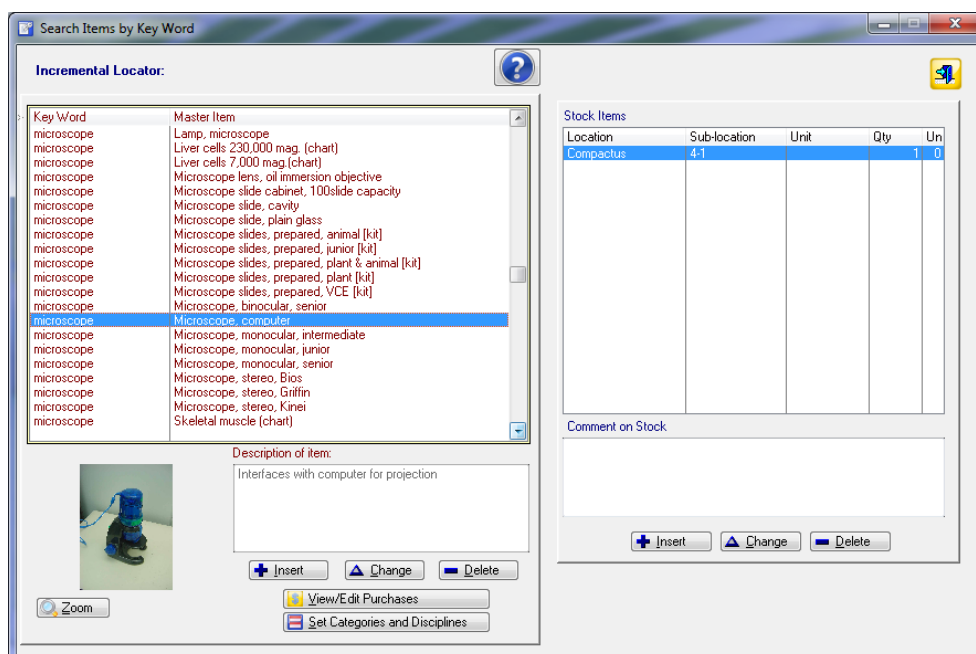
Indexing keywords is discussed in the previous chapter because it is part of the process of adding stock into your list. Periodically you need to perform an index, so the new names and descriptions can be searched for keywords. Every time you do an index it starts from scratch and rebuilds the index. At the same time you might add keyword exceptions.

Keyword exceptions are words that are meaningless as search clues; words such as "and", "or" and "the". SciList has a keyword exception list with many words in it already. You can add to it at any time.

Searching on keywords



Use this button to bring up the following window.



Keywords are alphabetically arranged in the left hand table with their associated master item.

On the right are the locations of that master item.

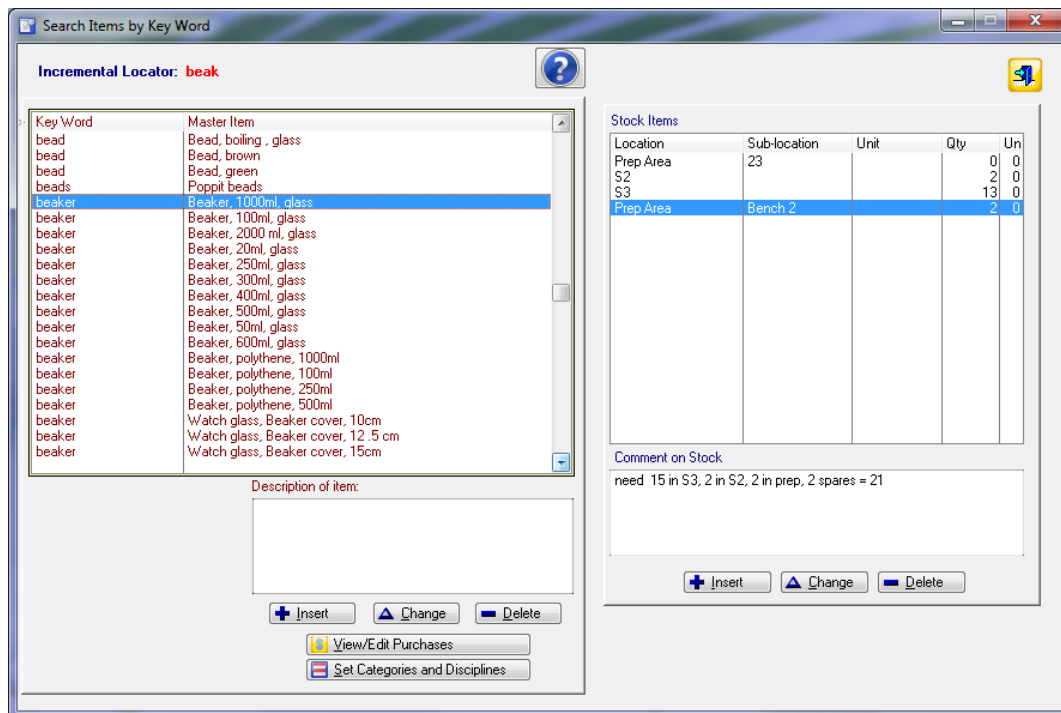
Master Items and Locations may be edited from this window in the same way as from the Master Items and Locations button.

The keyword search utilises an incremental locator. This means that as you type, the list scrolls to the first item that matches what you type.

Example: I'm looking for a beaker.

I start by clicking in the keyword table anywhere.

As I type 'beak' the cursor moves down to the first beaker.

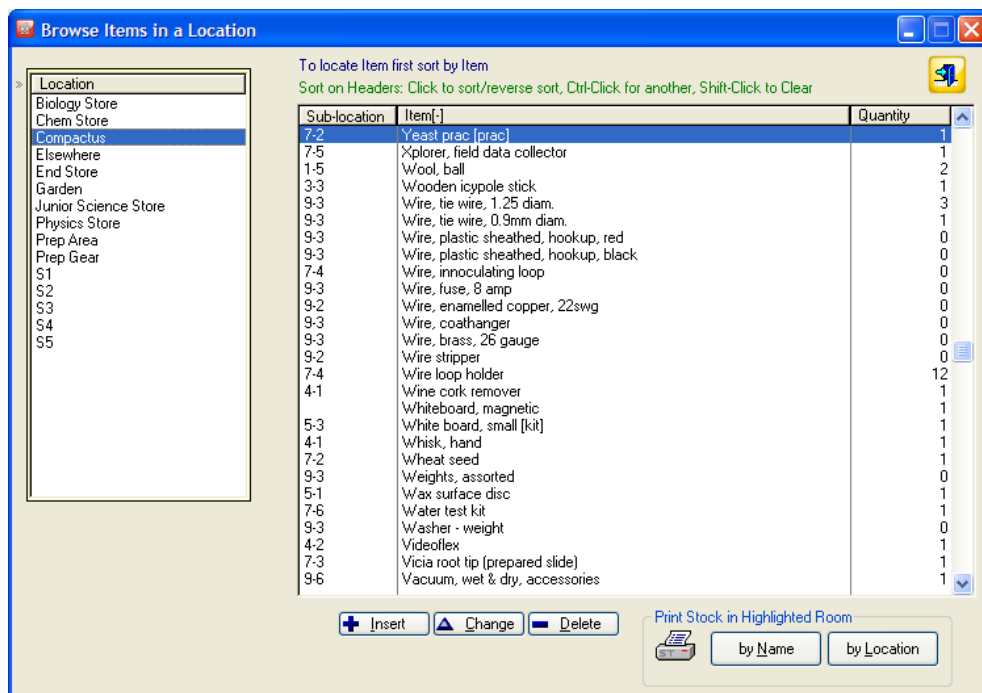


You may then scroll to the specific item of interest.

Using Up or Down arrows clears your typing.

You can correct with the <BACKSPACE> key.

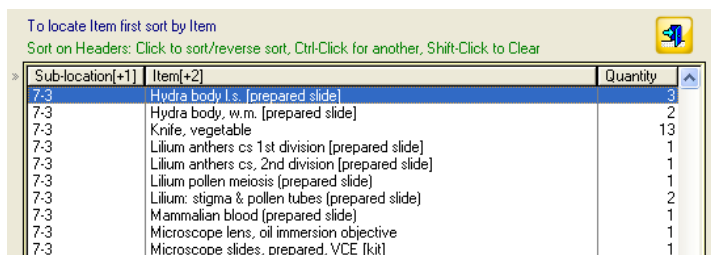
Stock by Location



Highlight a location on the left. All items in that location appear on the right.

The right hand table can be sorted on its headers. For example you may want to sort alphabetically on item name with each sub-location.

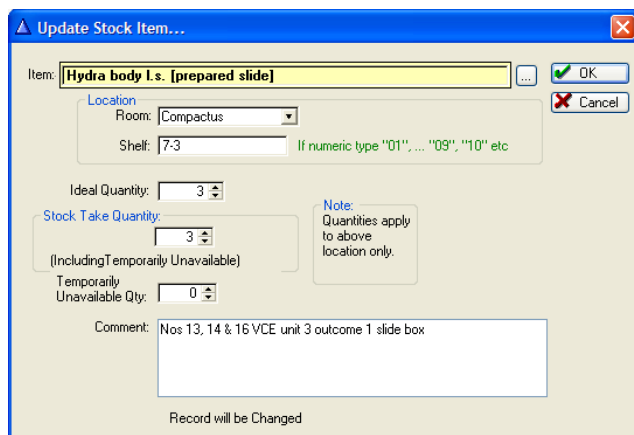
To do this you would Click the header "Sub-Location" to sort by that column. Then Ctrl-Click on the header "Item" to sort on items within the sub-locations.



Note the +1 and +2 on the headers.

- 1 indicates the primary sort
- 2 indicates the secondary sort
- + indicates A-Z
- indicates Z-A

Sort headers can be cleared with <Shift-Click> on any heading.



After locating a stock item, it may be edited with the usual update buttons.

You may print items ordered by Name or Location...

Ordered by Name

Stock Items in : Compactus

Item	Location	Total Qty	Unit
Acacia seed (wattle)	7-2	1	pkt
Acids & bases Yr 9 homework [prac]	5-1	50	
Acrylic square	5-6	0	
Amoeba (prepared slide)	7-3	5	
Artemia (prepared slide)	7-3	1	
Bag, brown paper	1-5	2	pkt
Bag, plastic	1-5	5	
Balance, spring, to 3 kg	9-1	2	
Ball, golf	5-5	14	
Ball, plastic	5-5	6	
Ball, solid rubber	5-5	5	
Ball, tennis	5-5	18	
Balloon	1-4	2	pkt
Balsa wood	9-6	14	strips
Bead, boiling , glass	8-3	100	
Bead, brown	6-3	1	jar
Bead, green	6-3	1	jar
Beehive shelf	8-4	12	
Blindfold	7-5	10	
Blood grouping tile	7-2	8	
Blood, amphibian (prepared slide)	7-3	1	
Blowpipe, mouth	8-3	25	

Ordered by Sub-Location within a Location

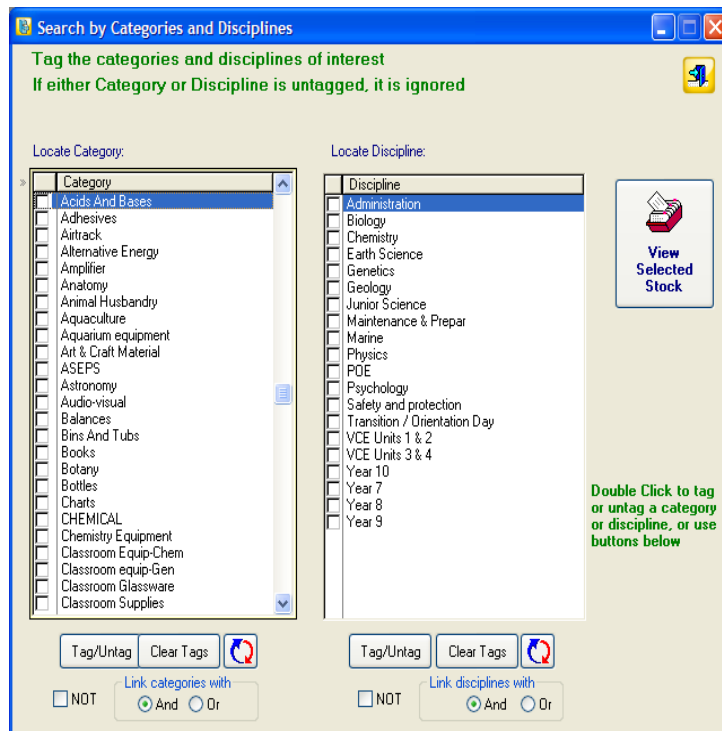
Stock Items by Location: Compactus

Sub-Location	Item	Total Qty	Unit
1-3	Chalk, coloured	1	box
1-3	Protractor, plastic	13	
1-3	Raffia, nylon	0	
1-3	Taper, wax	0	pkt
1-4	Cork, new	10	
1-4	Pipetcleaner, cotton	1	pkt 1000
1-4	Plate, plastic	2	pkt
1-4	Cotton thread	2	roll
1-4	Candle	5	pkt
1-4	Balloon	1	pkt
1-4	Skewer, wood	3	pkt
1-4	Cork, champagne	200	
1-4	Plasticine, used	1	chunk
1-4	Straw, plastic, loose	1	box
1-5	Bag, plastic	5	
1-5	Bag, brown paper	2	pkt
1-5	String	1	ball
1-5	Wool, ball	2	ball
1-5	Stockings	1	bag
1-5	Fishing line 0.4mm	1	reel
1-6	Straw, plastic	1	carton
1-6	Peg, clothes	20	
2	Pencil, writing, set	0	set
2-1	Sheet protector, A3	40	

Stock by Category/Discipline



Stock by Category/Discipline

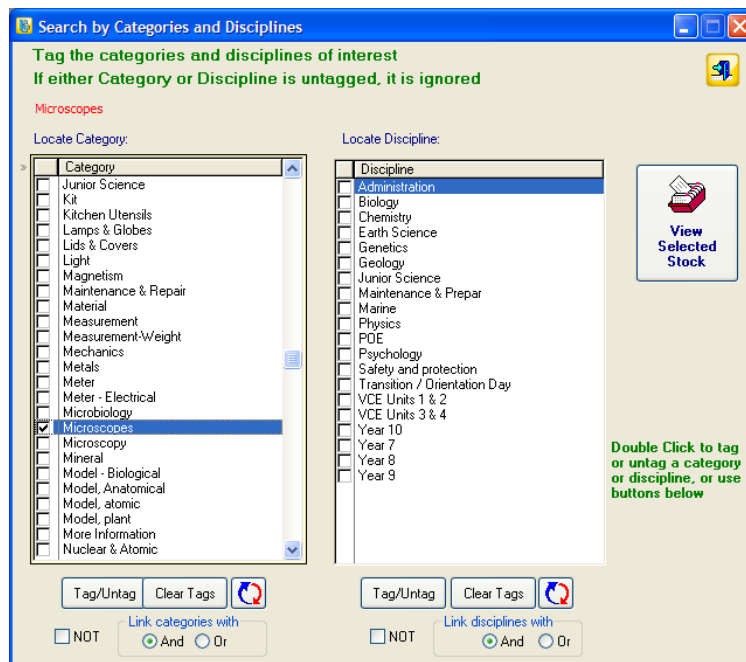


This window allows you to display stock based on its membership in categories or disciplines or combinations of one or the other.

Tag at least one category or one discipline, or both, then click **View Selected Stock** to see the items that match.

The double arrow button below the tables reverses the tagging

Example: Tagging "Microscopes"



After ticking the category or discipline, click this button.

All microscopes are now displayed, regardless of location. (next page)

Browse Stock by Master Item

Categories displayed ... Microscopes AND Disciplines displayed ...

Print Stock Items

Master Item List

An item may be in the master item list even if you don't have any in stock

Item
Lens cleaning tissue
Microscope, binocular, senior
Microscope, computer
Microscope, monocular, intermediate
Microscope, monocular, junior
Microscope, monocular, senior
Microscope, stereo, Bios
Microscope, stereo, Griffin
Microscope, stereo, Kinei
Microscopes, stereo, HED-Deluxe

Individual Stock Items

Location	Sub-location	Unit	Qty	Unavail
Prep Area	Dr 3		3	0
Compactus	3-4		2	0
Junior Science Store	24		1	0
Junior Science Store	24		1	0
Prep Area	Dr 2		2	0

(This window can take a few seconds to appear because SciList must check all master items against your selection criteria.)

You may edit any master item or any stock details from this window.

The print button shows the quantities and locations of all matching items.

West Coast High School

Stock matching criteria ...

Microscopes

Item	Location	Quantity	No. Available	No. Unavailable
Lens cleaning tissue				
	Junior Science Store -	1	1	0
	Prep Area -	2	2	0
Microscope, binocular, senior				
	Junior Science Store - 24	1	1	0
Microscope, computer				
	Compactus - 4-1	1	1	0
Microscope, monocular, intermediate				
	Junior Science Store - 19	12	12	0
Microscope, monocular, junior				
	Junior Science Store - 18	15	15	0
Microscope, monocular, senior				
	Junior Science Store - 24	12	12	0
Microscope, stereo, Bios				
	Junior Science Store - Bench	2	2	0
Microscope, stereo, Griffin				
	Junior Science Store - Bench	2	2	0
Microscope, stereo, Kinei				
	Junior Science Store - Bench	1	1	0

Complex queries

The Boolean operators below the Category and Discipline tables allow more complex searches.

NOT(CHEMICAL OR Chemistry Equipment)

Locate Category:

Category
<input type="checkbox"/> Art & Craft Material
<input type="checkbox"/> ASEPS
<input type="checkbox"/> Astronomy
<input type="checkbox"/> Audio-visual
<input type="checkbox"/> Balances
<input type="checkbox"/> Bins And Tubs
<input type="checkbox"/> Books
<input type="checkbox"/> Botany
<input type="checkbox"/> Bottles
<input type="checkbox"/> Charts
<input checked="" type="checkbox"/> CHEMICAL
<input checked="" type="checkbox"/> Chemistry Equipment
<input type="checkbox"/> Classroom Equip-Chem
<input type="checkbox"/> Classroom equip-Gen
<input type="checkbox"/> Classroom Glassware
<input type="checkbox"/> Classroom Supplies
<input type="checkbox"/> Cleaning
<input type="checkbox"/> Consumables
<input type="checkbox"/> Cosmetics
<input type="checkbox"/> Data Logger
<input type="checkbox"/> Dissection
<input type="checkbox"/> Dynamics
<input type="checkbox"/> Earth science
<input type="checkbox"/> Ecology
<input type="checkbox"/> Electricity

Tag/Untag Clear Tags

Link categories with ☒ NOT ☐ And ☐ Or

This example shows how to select all items that are in **neither** of the categories Chemical or Chemistry Equipment.

The logical structure of the query is shown above in red text.

This search is for Non-consumables in the Chemistry discipline.

Search by Categories and Disciplines

Tag the categories and disciplines of interest
If either Category or Discipline is untagged, it is ignored

NOT(Consumables) AND Chemistry

Locate Category:

Category
<input type="checkbox"/> Art & Craft Material
<input type="checkbox"/> ASEPS
<input type="checkbox"/> Astronomy
<input type="checkbox"/> Audio-visual
<input type="checkbox"/> Balances
<input type="checkbox"/> Bins And Tubs
<input type="checkbox"/> Books
<input type="checkbox"/> Botany
<input type="checkbox"/> Bottles
<input type="checkbox"/> Charts
<input type="checkbox"/> CHEMICAL
<input type="checkbox"/> Chemistry Equipment
<input type="checkbox"/> Classroom Equip-Chem
<input type="checkbox"/> Classroom equip-Gen
<input type="checkbox"/> Classroom Glassware
<input type="checkbox"/> Classroom Supplies
<input type="checkbox"/> Cleaning
<input checked="" type="checkbox"/> Consumables
<input type="checkbox"/> Cosmetics
<input type="checkbox"/> Data Logger
<input type="checkbox"/> Dissection
<input type="checkbox"/> Dynamics
<input type="checkbox"/> Earth science
<input type="checkbox"/> Ecology
<input type="checkbox"/> Electricity

Locate Discipline:

Discipline
<input type="checkbox"/> Administration
<input type="checkbox"/> Biology
<input checked="" type="checkbox"/> Chemistry
<input type="checkbox"/> Earth Science
<input type="checkbox"/> Genetics
<input type="checkbox"/> Geology
<input type="checkbox"/> Junior Science
<input type="checkbox"/> Maintenance & Prepar
<input type="checkbox"/> Marine
<input type="checkbox"/> Physics
<input type="checkbox"/> POE
<input type="checkbox"/> Psychology
<input type="checkbox"/> Safety and protection
<input type="checkbox"/> Transition / Orientation Day
<input type="checkbox"/> VCE Units 1 & 2
<input type="checkbox"/> VCE Units 3 & 4
<input type="checkbox"/> Year 10
<input type="checkbox"/> Year 7
<input type="checkbox"/> Year 8
<input type="checkbox"/> Year 9

View Selected Stock

Double Click to tag or untag a category or discipline, or use buttons below

Tag/Untag Clear Tags

Link categories with ☒ NOT ☐ And ☐ Or

Tag/Untag Clear Tags

Link disciplines with ☐ NOT ☒ And ☐ Or

Browse List of Non Consumables in Chemistry

Browse Stock by Master Item

Categories displayed ... NOT(Consumables) AND Disciplines displayed ... Chemistry

Print Stock Items

Master Item List

An item may be in the master item list even if you don't have any in stock

Item
Acids & bases Yr 9 [prac]
Acids & bases Yr 9 homework [prac]
Ammonia test strips
Aquaponics [kit]
Autoionization of water [chart]
Balance, analytical, electric, substitution
Balance, digital, 0.001g
Balance, digital, 0.01g
Balance, digital, 0.1g
Balance, digital, 1.0 g
Balance, electronic, GF-300
Ball, polystyrene, 135mm
Barium hydroxide octohydrate
Battery, lead acid, demo
Bead, boiling, glass
Beehive shelf
Booklet, Australian National Chemistry Quiz
Boss head

Master Item Description:
plastic cups for testing substances, with DG diamonds on them if necessary.

Individual Stock Items

Location	Sub-location	Unit	Qty	Unavail
Chem Store			1	0

Stock Comment:

Total: 1

Insert Change Delete

View/Edit Purchases

Set Categories and Disciplines

275 Items

This browse table may be edited or printed (below)

Report on Non Consumables in Chemistry

West Coast High School

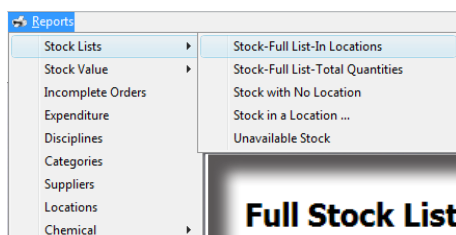


Stock matching criteria ...

NOT(Consumables) AND Chemistry

Item	Location	Quantity	No. Available	No. Unavailable
Chemistry game [game]				
Compactus - 8-2		6	6	0 set
Chromatography column with sintered c				
Compactus - 8-5		3	3	0
Chromatography of smarties [prac]				
Compactus - 8-2		1	1	0
Chromatography plate				
Chem Store - C19		5	5	0 sheet
Clamp, universal				
Junior Science Store - bench		17	17	0
S3 -		27	27	0
S5 -		41	41	0
Cleansing lotion				
Chem Store - C18		200	200	0 mL
Clip, spring, Mohrs, metal				
Compactus - 8-3		5	5	0
Colorimeter				
Compactus - 8-6		1	1	0

Other Sample Stock Reports

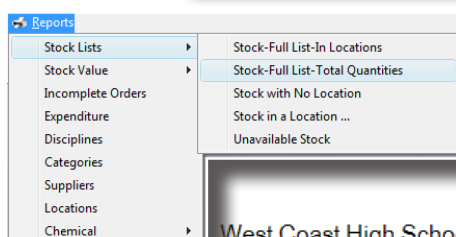


West Coast High School



Full Stock List with Location

Item	Location	Ideal Qty	Unit
Acacia seed (wattle)	Compactus - 7-2	1	pkt
Acceleration sensor 2-axis	Physics Store - 13	1	
Acids & bases Yr 9 [prac]	Chem Store -	1	
Acids & bases Yr 9 [prac]	Compactus - 5-1	1	
Acids & bases Yr 9 homework [prac]	Compactus - 5-1	50	
Acrylic square	Compactus - 5-6	0	
Adaptor, spade lug	Prep Area - Bench 1	0	
Adhesive mylar foam covers	Compactus - 6-1	10	sheet 10
Airtrack	Physics Store - bench	1	
Airtrack accessories	Physics Store - 15	1	box
Algicide	Prep Area - 06	1	bottle
Alternative energy [kit]	Physics Store - 06, floor	1	kit
Alternator [model]	S4 -	0	
Ammeter, 0-1 and 0-5 amp range	Physics Store - floor, 25	12	
Ammeter, 0-10 amp range	Physics Store - floor, 25	3	
Ammeter, AC, 0-5 amp range	Physics Store - floor, 25	4	
Ammeter, demo	S5 - display	4	
Ammeter, industrial	Physics Store - display	2	
Ammonia test strips	Prep Area - 06	1	



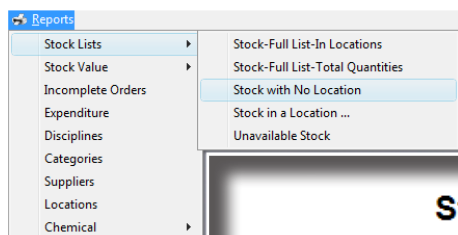
West Coast High School



Full Stock List with Total Quantities

Item	Ideal Qty	Unit
Acacia seed (wattle)	1	pkt
Acceleration sensor 2-axis	1	
Acids & bases Yr 9 [prac]	2	
Acids & bases Yr 9 homework [prac]	50	
Acrylic square	0	
Adaptor, spade lug	0	
Adhesive mylar foam covers	10	sheet 10
Airtrack	1	
Airtrack accessories	1	box
Algicide	1	bottle
Alternative energy [kit]	1	kit
Alternator [model]	0	
Aluminium potassium sulphate	0	
Ammeter, 0-1 and 0-5 amp range	12	
Ammeter, 0-10 amp range	3	
Ammeter, AC, 0-5 amp range	4	
Ammeter, demo	4	
Ammeter, industrial	2	
Ammonia test strips	1	
Amoeba (prepared slide)	5	
Amoeba [chart]	3	chart
Anemometer, cup type, hand held	2	

Stock with no Location


 West Coast High School
 Stock with no Location

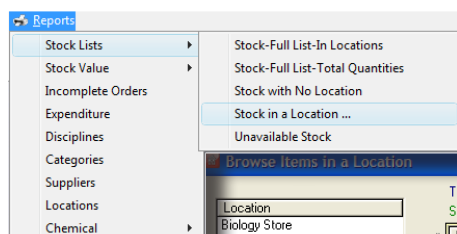

Item Name

Aluminium potassium sulphate
 Aquarium fish feeder
 Balance, electronic, GF-300

Magnifier, helping hands
 Matches
 Milk carton

In SciList, if a master item has no location then it is not considered as actual stock on hand. The above report can show you items to which you need to give a location or that may need to be deleted.

Stock in a particular location



Browse Items in a Location

Location
 Biology Store
 Chem Store
 Compactus
 Elsewhere
 End Store
 Garden
 Junior Science Store
 Physics Store
 Prep Area
 Prep Gear
 S1
 S2
 S3
 S4
 S5
 Year 9 Chem

To locate Item first sort by Item
 Sort on Headers: Click to sort/reverse sort; Ctrl-Click for another, Shift-Click to Clear

Sub-location	Item	Quantity
1-3	Taper, wax	1
1-3	Needle, sewing	1
1-3	Scissors, office	12
1-3	Glue, pva	500
1-3	Template, chemistry, Chemomat	2
1-3	Pencil, writing, set	2
1-3	Ruler, wooden, 30cm	18
1-3	Glue stick, hot melt	2
1-3	Glue gun, hot melt	2
1-3	Glue, pva, class set	6
1-3	Marking pen, permanent	6
1-3	Pencil sharpener	1
1-3	Stencil, lettering	3
1-3	Knife, Stanley, retractable blade	1
1-3	Candle in holder	2
1-3	Chalk, sticks	1
1-4	Cork, new	30
1-4	Pipcleaner	1
1-4	Plate, plastic	3
1-4	Cotton thread	4
1-4	Candle	5
1-4	Balloon	2
1-4	Skewer, wood	3
1-4	Cork, champagne	20
1-4	Plasticine, used	1
1-4	Plasticine, dark blue	1
1-5	Baq, plastic	5

+ Insert ▲ Change - Delete Print Stock in Highlighted Location
 by Name by Location

From this window, select a particular location in the left hand list.

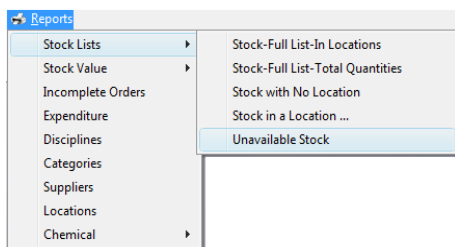
Then print the list ordered by either name or by sub-location (below)

West Coast High School

Stock Items by Location: Compactus



Sub-Location	Item	Total Qty	Unit
1-3	Pencil, writing, set	2	set
1-3	Ruler, wooden, 30cm	18	ruler
1-3	Glue stick, hot melt	2	pkt 10
1-3	Glue gun, hot melt	2	
1-3	Glue, pva, class set	6	bottles
1-3	Marking pen, permanent	6	
1-3	Pencil sharpener	1	
1-3	Stencil, lettering	3	
1-3	Knife, Stanley, retractable blade	1	



West Coast High School



Unavailable Stock

Item	Location	Total Qty	Unavai Qty	Unit
Balance, digital, 0.01g Inaccurate by 13g, cannot be calibrated. Useful for before and after weighing.	Prep Area - Balance	1	1	
Camera, Canon Powershot 1246113480 Repaired 20/11/07 under warranty Betta Electrical. Sticking power button, lens cover jams. Rec. No. 1020875352	Compactus - 4-2	1	1	Unit
Discharge tube, Maltese cross Broken in building move, 2004	Physics Store -	1	1	
Indirect evidence of atoms [prac] In Box of prac bits and pieces	Compactus - 5-1	2	1	
Radiation counter not working.	Physics Store - 06	1	1	
Sphygmomanometer, mercury not working	Chem Store - B10	1	1	

This report shows stock indicated as unavailable for use, perhaps because it is undergoing repair or service.

Update Stock Item...

Item:

Location:

Ideal Quantity:

Stock Take Quantity: (Including Temporarily Unavailable)

Note: Quantities apply to above location only.

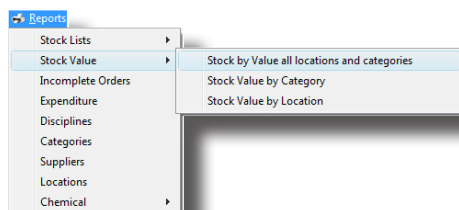
Temporarily Unavailable Qty:

Comment:

Record will be Changed

Stock Value Reports

You may print the value of stock either



Overall
From a selected Category
From a selected Location.

All of them present you with this form in which to set your options:

Report stock by value

This utility will print a list of all items that are in stock and equal or exceed a specified value.

From all categories
From all locations

Print stock whose value is at least:

\$ (Whole dollars)

Based On
☒ Single Item Value ☐ Total Value

☐ Include Description
☐ Include Locations

Print

West Coast High School

Stock of value at least \$ 200 based on Unit Value
From all categories From all locations



Item	Quantity	Unit Value	Item Value
Acceleration sensor 2-axis	1	221.70	221.70
Balance, digital SK-5001	2	245.00	490.00
Camera, Canon powershot	1	373.95	373.95
Centrifuge, electric, 6 places	1	390.00	390.00
Colorimeter, datalogging	1	265.65	265.65
Crocodile physics [software]	1	1,562.40	1,562.40
EKG sensor	1	316.80	316.80
Geiger counter, digital	1	490.00	490.00
Human eye model, 3D working	1	487.68	487.68
Magnetic stirrer	5	200.00	1,000.00
Microscopes, stereo, HED-Deluxe	9	260.00	2,340.00
Oxygen gas sensor	1	419.44	419.44
Photonics electronics trainer	5	290.00	1,450.00
Sensor, dissolved oxygen	1	489.00	489.00
Skeleton [model]	1	580.00	580.00
Total Value:			10,876.62

Chapter 4

Stocktake Activities

Stocktake Overview

SciList won't actually count or enter stock levels for you, but that's about all it won't do. It will work out shortfalls and write the orders. You will know exactly where all that new stock needs to go when it arrives.

Stocktake Logic

Stock in any location has an ideal (or expected) quantity. Over a period of time, stock may be lost due to wastage, theft, or usage. Stock can be gained due to new orders coming in. At stocktake, you print lists of ideal quantities and check them against actual levels. Apart from overall gains or losses, stock may also have been shifted from one location to another. You enter the actual quantities found in each location.

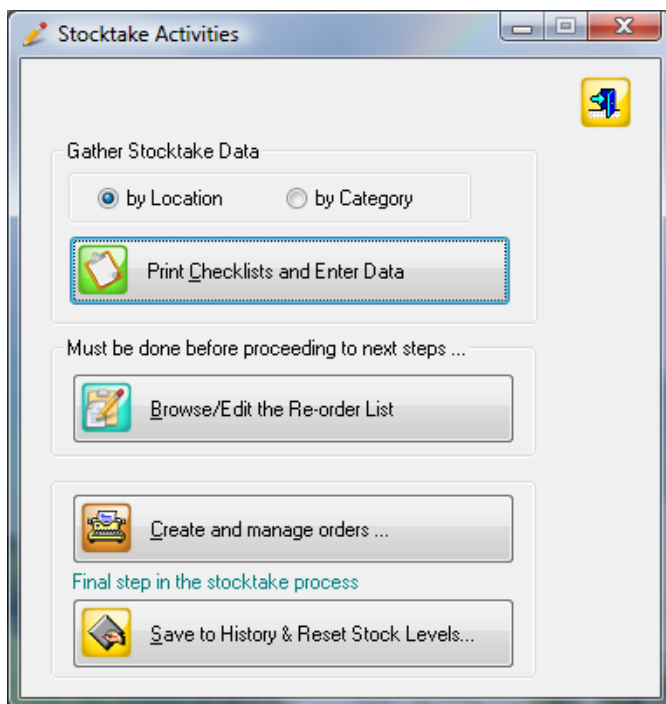
SciList will provide a list of imbalances that you can act on in several ways:

- If stocktake quantities are unbalanced between locations (they may have been put back in the wrong spot) you can move them.
- If stocktake levels are higher than the ideal, e.g. from new orders, then reset the ideal up to the new level, or add them to your spares.
- If stocktake quantities are low, either accept it and reset your ideal levels, or produce orders to make up shortfalls.

Stocktake Steps

Stocktake is controlled by working through the steps on the Stocktake window.

You can work through the stocktake steps to:



- produce stock checklists for locations or categories
- enter stock counts
- produce a list of items out of balance
- write orders to suppliers for items in shortfall
- save a history of each stocktake

Except for the first step, 'Browse/Print Stocktake Checklists', each step depends on the previous one for information so:

Move through the stocktake module step by step.

Preparing for Stocktake

The degree to which SciList will manage your stocktake depends upon how much detail you have included in your data.

Locations and Sub-Locations

These are required to produce checklists for specific locations,

Categories

required on items to produce checklists by category
e.g. 'consumables', 'glassware'

Ideal quantities on stock items

To recognise imbalances SciList needs this information on expected stock levels.

Supplier

SciList will print a list of items to be re-ordered. This is better if SciList knows things like **supplier**, **product code** or **price**. These details will be added automatically from the Purchase Orders module if an item has a purchase history.

Stocktake Size

You do not need to stocktake all items at once. You may undertake limited ones every term and major ones each year or whatever suits.

Major stocktake - print stock checklists for sub-locations in every location, allowing stocktaking to be dealt with one Location at a time. e.g. one or more rooms with all shelves.

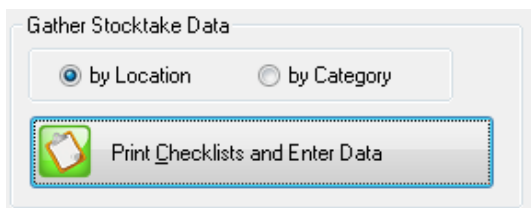
Minor stocktake – print stock checklists for one or more specific sub-locations or locations, e.g. classrooms or, print a stocktake checklist for a category such as consumables or chemicals.

After recording your stocktake results, SciList will tally numbers of an item in different locations, compare this total to full quantity (ideal) stock levels and build a purchases order list organised by supplier, with product code and price (if available).

Stocktake Detailed Guide

The first step in a stocktake is to record how much of each item you have in stock (after tidying up and putting away).

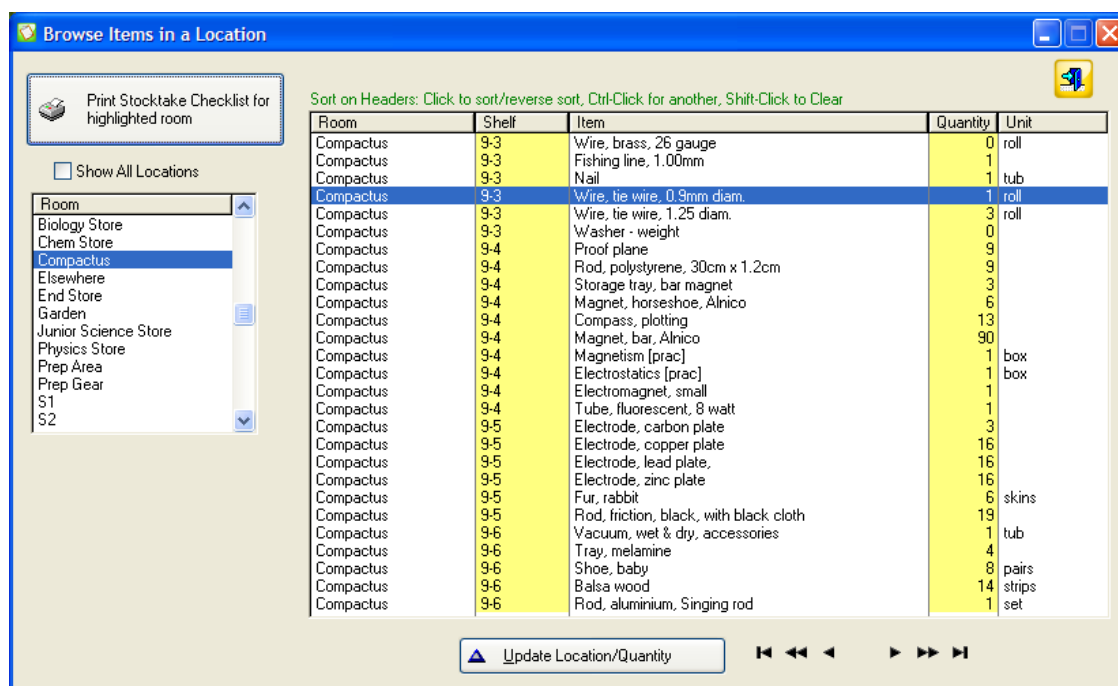
Start by printing a checklist to take to the relevant locations



1. Print a checklist...

You can choose by location or by category depending on which button is checked.

By Location:



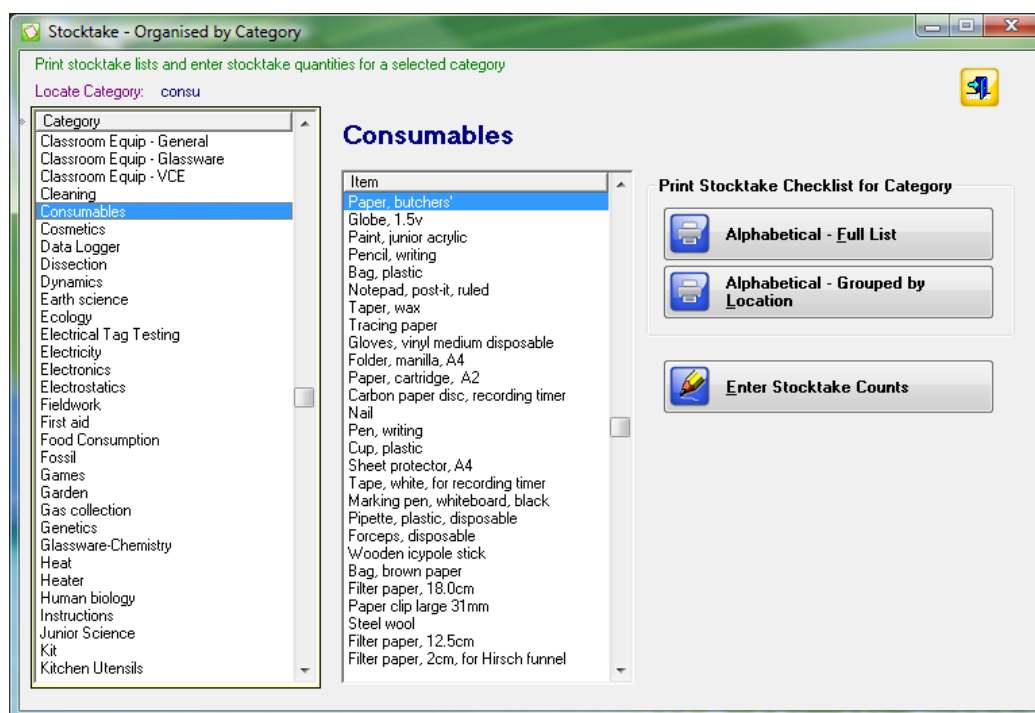
Highlight a single location at left, then click the print button.

Stock Items by Location Compactus

Location	Item	Quantity	Unit
	Physics prac equipment [kit]	1	box
	Thermometer clips	13	
0-3	Globe, light box, spare	0	
03	Paper clip giant 50mm	6	box 100
03	Joggle eyes	5	pkt
07	Plasmodium falciparu, [prepared slide]	1	
07	Fasciola hepatica Cercariae [prepared slide]	1	
07	Taenia pisiformis, proglottid [prepared slide]	1	
1-1	Cotton wool	2	packet
1-1	Information night [kit]	1	
1-1	Materials, various	1	box

This report can run to many pages.

By Category:



For stocktake purposes, the report **Grouped by Location** is usually the best. It's easier to enter the data and the sheet matches the data entry window in SciList (next page)

West Coast High School



Items by selected Category: Consumables

Item	Location	Quantities	Unit
Tape, adhesive, office (cellulose)	Biology Store 03	2	rolls
Paper clip large 31mm	Biology Store 04	1	box 100
Tape, masking, adhesive	Biology Store 04	2	rolls
Chalk, coloured	CS A1	1	box
Food colouring, Queen, blue	CS A1	20	ml
Food colouring, Queen, green	CS A1	20	ml
Food colouring, Queen, red	CS A1	50	ml
Food colouring, Queen, yellow	CS A1	20	ml
Perfume	CS A1-Ess-Oil	1	bottles
Bleach powder, hair care	CS C Floor 1	250	g
Creame peroxide for hair	CS C Floor 1	370	mL
Indicator paper pH 1-11	CS C21	3	roll
Indicator paper, full range pH 1-14	CS C21	3	roll
coconut oil	Chem Store A1-Ess-Oil	20	g
Bath and shower gel	Chem Store C Floor 1	50	mL
Cleansing lotion	Chem Store C Floor 1	50	mL
Hair conditioner	Chem Store C Floor 1	70	mL
Hair dye	Chem Store C Floor 1	2	
Hair shampoo	Chem Store C Floor 1	50	mL
Hair, human	Chem Store C Floor 1	40	grams
Handcream	Chem Store C Floor 1	50	ml
Lipstick	Chem Store C Floor 1	1	tube

2. Record stock levels on your sheets

Go off and do the stock take.

3. Enter Stocktake counts into SciList

Only record the changes



Enter Stocktake Counts

Browse Stock Items

Consumables Use Update Form ☐

Sort headers: Click to sort/reverse sort, Ctrl-Click for another, Shift-Click to restore defaults

Item	Location	Sub-location	Quantities		Unit
			Stocktake	Ideal	
Tape, adhesive, office (cellulose)	Biology Store	03	2	2	rolls
Paper clip large 31mm	Biology Store	04	1	1	box 100
Tape, masking, adhesive	Biology Store	04	2	2	rolls
coconut oil	Chem Store	A1-Ess-Oil	20	20	g
Bath and shower gel	Chem Store	C Floor 1	50	50	mL
Cleansing lotion	Chem Store	C Floor 1	50	50	mL
Hair conditioner	Chem Store	C Floor 1	70	70	mL
Hair dye	Chem Store	C Floor 1	2	2	
Hair shampoo	Chem Store	C Floor 1	50	50	mL
Hair, human	Chem Store	C Floor 1	40	40	grams
Handcream	Chem Store	C Floor 1	50	50	ml
Lipstick	Chem Store	C Floor 1	1	1	tube
Moisturising lotion	Chem Store	C Floor 1	50	50	mL
Nail polish	Chem Store	C Floor 1	1	1	bottle
Toothpaste	Chem Store	C Floor 1	2	2	
Wax dye	Chem Store	C Floor 1	2	2	
Chromatography paper 1CHR	Chem Store	C18	1	1	box
Cotton wool	Compactus	1-1	2	2	packet
Gloves, vinyl medium disposable	Compactus	1-1	1	1	box 100
Blutak	Compactus	1-2	3	3	strip
Filter paper, 12.5cm	Compactus	1-2	3	3	pkt
Filter paper, 18.0cm	Compactus	1-2	2	2	pkt
Glue stick	Compactus	1-2	24	24	
Paper clip large 31mm	Compactus	1-2	4	4	box 100
Pin, dressmakers	Compactus	1-2	1	1	packet
Razor blade, single edge	Compactus	1-2	3	3	pkt
Rubber band, size 63, med.	Compactus	1-2	1	1	box
Scissors, office, left handed	Compactus	1-2	0	0	
Tape, adhesive, office (cellulose)	Compactus	1-2	4	4	rolls
Tape, masking, adhesive	Compactus	1-2	4	4	rolls

Edit-In-Place available on Stocktake Quantity above

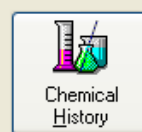
Update

Purchase History

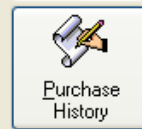
This browse displays all stock and allows you to update the stock levels.

Either or both of these buttons will appear on the right hand side of the browse table if the selected item has a purchase history, or if it is a chemical that has had prior stock levels recorded. In either case you may view the history for that item

There are two ways to enter your stock counts, depending upon whether the checkbox **Use Update Form** is checked or not.



Chemical History



Purchase History

Use Update Form ☐

Use Update Form Unticked

This allows you to edit Stocktake Quantity directly on the line.

Edit the stocktake quantity if the stock count on your checklist is different from the full-stock (ideal) number.

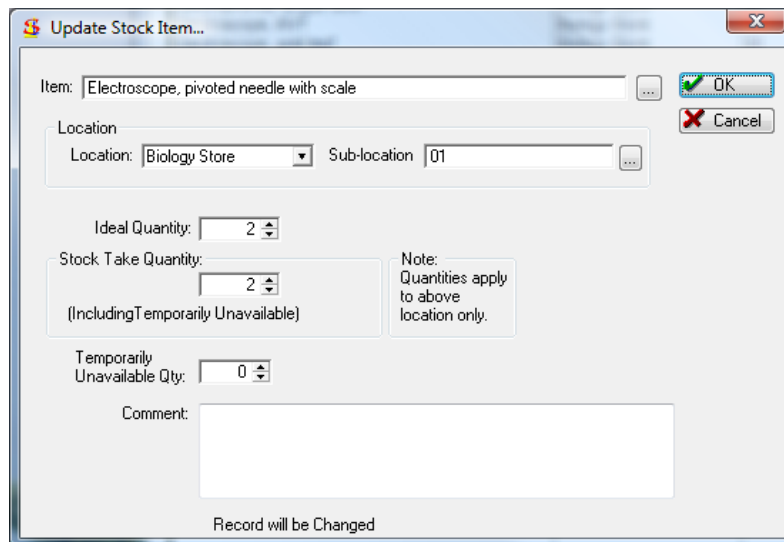
Item	Location	Sub-location	Quantities		Unit
			Stocktake	Ideal	
Tape, adhesive, office (cellulose)	Biology Store	03	2	2	rolls
Paper clip large 31mm	Biology Store	04	1	1	box 100
Tape, masking, adhesive	Biology Store	04	0	2	rolls

(see page 17 for edit-in-place key guide)

Update Form Ticked

This allows for more detailed changes..

- add, delete and change locations for an item
- change sub-locations, e.g. if you have moved or want to move the item to a different shelf
- insert new items, if you come across equipment you have not previously entered into the database
- alter full stock (ideal) quantities

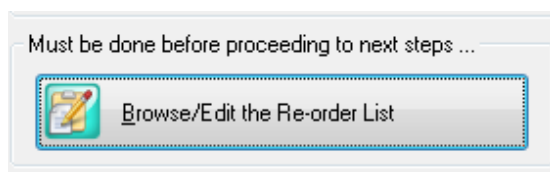


- add a comment

The Update Form

Use either of the above methods to enter your stock counts.

4. Browse the Re-order List



Each time you hit this button, SciList compares your stocktake quantities with ideal (full stock) quantities and re-creates this re-order list if there is a shortfall or discrepancy. This means it can take time to open, because it is built fresh on each occasion.

If an item in one location is not in balance, then **all** locations of that item are displayed. This assists with your overview, and enables you to re-arrange quantities between locations.

Re-Order List

Items only show in this list if the total stock quantity is not equal to the ideal quantity.
If you are not going to re-order any item, then change the ideal level to reflect your actual stock.

Locate by item name:

Edit-in-Place on the ideal quantity

List by Item Save
List by Location Accept
Cancel

Item	Location		Local Quantities				Unit
	Location	Sub-location	Ideal	Stocktake	Re-order	Excess	
Bag, plastic ziplock, sandwich	Compactus	3-1	5	3	2	0	pkt 40
Bag, plastic ziplock, snack	Compactus	3-1	6	3	3	0	pkt 65
Balloon	Compactus	1-4	2	1	1	0	pkt
Balloon	Compactus	3-3	2	2	0	0	pkt
Beaker, 1000ml, glass	Prep Area	spares	5	5	0	0	
Beaker, 1000ml, glass	S2	Shelf	2	2	0	0	
Beaker, 1000ml, glass	S3	VCE	13	11	2	0	
Beaker, 1000ml, glass	Prep Area	Bench 2	2	2	0	0	
Beaker, 500ml, glass	Prep Area	23	10	10	0	0	
Beaker, 500ml, glass	S1	Shelf	13	7	6	0	
Beaker, 500ml, glass	S2	Shelf	13	13	0	0	
Beaker, 500ml, glass	S3	Shelf	13	15	0	2	
Beaker, 500ml, glass	S5	Shelf	13	6	7	0	
Brush, flask, tufted end	S3	Sink	3	3	0	0	
Brush, flask, tufted end	S2	Sink	2	2	0	0	
Brush, flask, tufted end	S1	Sink	2	2	0	0	
Brush, flask, tufted end	S5	Sink	2	1	1	0	
Brush, test tube, small	Prep Area		6	0	6	0	
Chux wipe	Compactus	3-3	3	1	2	0	pkt
Cotton thread	Physics Store	Shelf 04	1	1	0	0	roll
Cotton thread	Compactus	1-4	4	2	2	0	roll
Cotton thread	Junior Science Store	08	2	2	0	0	roll
Cotton wool	Compactus	1-1	2	1	1	0	packet
Cotton wool	Compactus	3-3	2	2	0	0	packet

If you decide that you are not going to re-order an item, you need to set your ideal to equal the stocktake quantity. Then click Save. That removes any discrepancy and the item will disappear from this list.

N.B. Chemicals are displayed only if the stocktake quantity is lower than the Trigger Level for that chemical. Trigger level will show under the heading 'Ideal' in the above table.

Accept Button - Saves your changes and exits
Save Button - Saves, refreshes the screen and remains for further editing
Cancel

What you do with the re-order list.

Check that you agree with SciList's numbers. Check through the re-order list for items which have registered a short-fall but which you do not actually want to buy.

Perhaps an item is found to be below the Ideal Quantity but you don't want to replace it. In this case you would change the ideal quantity to reflect current quantities.

Check the item names – is there anything there you do not intend to re-order? E.g. perhaps you are a bit short of an item but not enough to buy more. You may need to go back to 'Enter Stocktake Counts' and make adjustments either to location or quantities. (If so click Accept if you have made any changes)

Items which you allow to remain on the re-order list will have orders prepared for them. You do not, of course, need to act on those orders.

Look through the quantity columns, particularly the 're-order' amount. Does it make sense to you? Again, go back and adjust any anomalies.

Note the 'Excess' quantity column. Although 500 ml beakers are down by six in S1 and seven in S5, a total of 13 beakers, there are two more than required in S3, shown as 'excess'. When SciList prepares the order form, it will deduct those two, and order 11 beakers.

The list provides a record of where items can be relocated from to make up numbers at a location with a shortfall.

Print the re-order list, either in full or by sub-location

- as an aid to putting away your new equipment when it arrives
- as an hard-copy record of your stocktake

West Coast High School Restock Items List



Item	Location	Ideal	Stocktake	Re-Order	Excess	Unit
Beaker, 1000ml, glass	Prep Area spares	5	5	0	0	
Hole punch, 2-hole	S1 Desk	1	0	1	0	
Tape, adhesive, dispenser	S1 Desk	1	1	0	0	
Tape, adhesive, office (cellulose)	S1 Desk	1	1	0	0	rolls
Scissors, office	S1 Desk	13	7	6	0	Unit
Spray bottle, meths solution	S1 Desk	1	1	0	0	

Stocktake Re-Order List

Report Date: 2/09/2007

Item	Location	Ideal	Stocktake	Re-Order	Excess	Unit
Acacia seed (wattle)	Compactus 7-2	1	1	0	0	pkt
Acacia seed (wattle)	Biology Store	2	1	1	0	pkt
Acacia seed (wattle)	Elsewhere	2	2	0	0	pkt
Beaker, 1000ml, glass	S2	2	2	0	0	
Beaker, 1000ml, glass	S3	13	10	3	0	
Beaker, 1000ml, glass	Prep Area Bench 2	2	2	0	0	

Select 'Accept' when you are happy with everything on the re-order list and proceed to the next step.

5. Create Orders from the Stocktake module

For each item listed for re-order, SciList searches the purchase history file, and assigns the item to an order for the last named supplier. It also shows the price and quantity last ordered.

If an item has no purchase history, it will be assigned to a 'Supplier not known' group of items.

Click 'Create and Manage Orders'



Create and manage orders ...



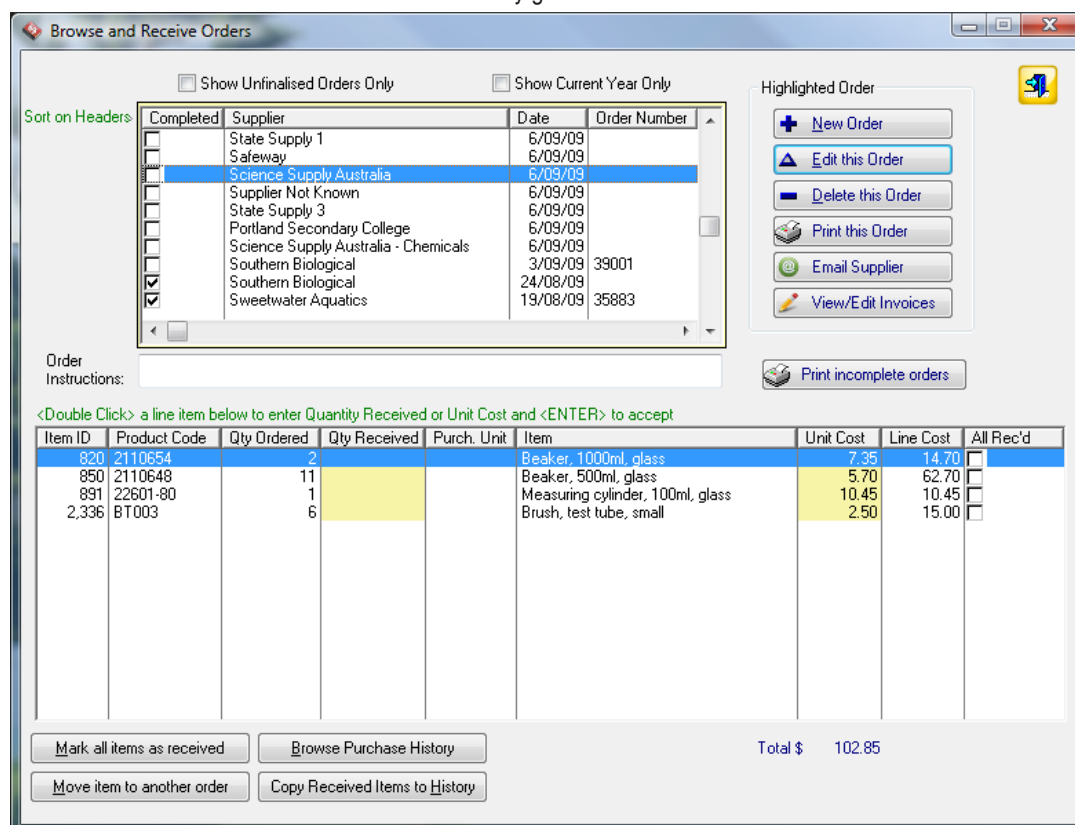
then click on 'Write Orders'

SciList analyses the re-order list and creates a set of orders. If a purchase history exists, SciList will assume the same supplier.



Click 'Manage Orders' to view and work with your orders.

Automatically generated orders



The following discussion applies to orders automatically generated by the Stocktake Module. For full instructions on using the Purchase Orders Module see the next chapter

The orders generated by the stocktake will be assigned the date of their creation.
(6/09/09 in the example)

The quantity being ordered is the stock shortfall identified in your stock take.

Editing orders generated from Stocktake Module

Items without a supplier (i.e. Supplier not known) may need to be transferred to another order or you may change the Supplier name on the order to an actual supplier.

You can transfer items from one order to another by highlighting the item and clicking on 'Move item to another order'.

Update Order Details...

Order Details

Date: 6/09/09

Order Number: SciList O/N: 166

Supplier: Science Supply Australia

www.ssapl.com.au

☐ Order Completed

Line Items

<TAB> - next column, <SHIFT TAB> - back, <ARROW KEYS> - up down

Item ID	Pr. Code	Quantity	Unit	Description	Unit Cost
820	2110654	2		Beaker, 1000ml, glass	7.35
850	2110648	11		Beaker, 500ml, glass	5.70
891	22601-80	1		Measuring cylinder, 100ml, glass	10.45
2,336	BT003	6		Brush, test tube, small	2.50

+ Insert Change - Delete

Instructions:

ex-GST

To edit order details, highlight the order name, and click on '**Edit Order**'.

Typically you might need to:

- Change the supplier
- Insert your order number
- Enter or change product code
- Enter or change unit price
- Enter or change unit

The Item ID is the SciList's internal code attached to each master item in the database. Do not alter it unless you are looking up another item.

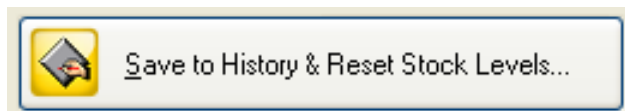
Note that all prices in SciList should be ex-GST

When orders are correct, you may print them.

A full discussion of orders is in the next chapter.

6. Save and Reset Stock Levels

Click on the final button in the sequence



You do not have to wait until orders are received to do this.

Square the stock levels

This process:

- writes the stocktake re-order list to the archive
- clears the current re-order list
- sets all stock levels to the ideal listed for that stock

Make sure you have completed the previous step:

Create and Manage Orders

Enter Stocktake Name:
eg: Consumables Semester 1 2010

Stocktake Date: dd/mm/yy

Archive Re-order List & Reset stock levels

You must do this to reset stock levels and to finalise this stocktake

Enter a name for the stocktake.

Click 'Archive Re-order List and Reset stock levels'

You will receive this message

Click 'Yes'



This will change all stocktake quantities to be the same as full stock (ideal) quantities except for chemicals. Make sure you have finalised your purchase orders before you take this step.

If a chemical was measured to be over the trigger level, that value is retained.
If a chemical was measured as below the trigger level, that value is reset to the trigger level. See Chapter 6 Chemicals for full discussion of stocktake.

Stocktake Archive

From the menu bar:

Stocktake > Stocktake Archive

This displays the results of your current stocktake and any previous ones, so you can refer to them anytime.

View Stocktake Archive

Print Highlighted Stocktake

Example stock take

Date	Name
5/09/09	Example stock take
17/12/08	full dec 2008
15/12/07	full stocktake dec 2007

Delete Highlighted Stocktake

Item	Location	Ideal	Stocktake	Re-order	Excess
Paper towel roll		3	2	1	0
Pencil, writing	Prep Area Office	24	12	12	0
Petri dish, plastic, large, sterile	Compactus 2-3	12	5	7	0
Rod, stirring, glass	Prep Area 07	6	6	0	0
Rod, stirring, glass	Prep Area Bench 2	13	12	1	0
Scissors, office	S3 Box	13	7	6	0
Scissors, office	S1 Desk	13	12	1	0
Scissors, office	S2 Desk	13	6	7	0
Scissors, office	S5 Desk	6	6	0	0
Scissors, office	Compactus 3-4	13	11	2	0
Soap bar	S3 Desk	5	0	5	0
Soap bar	S1 Sink	5	1	4	0
Soap bar	S2 Sink	5	3	2	0
Soap bar	S5 Sink	6	0	6	0
Soap bar	Prep Area 15	7	7	0	0
Soap holder	S3 Sink	7	7	0	0
Soap holder	S3 Sink	5	4	1	0
Soap holder	S2 Sink	5	5	0	0
Soap holder	S1 Sink	5	0	5	0
Spray bottle, meths solution	S5 Sink	1	1	0	0
Spray bottle, meths solution	S3 Desk	1	1	0	0
Spray bottle, meths solution	S1 Desk	1	1	0	0
Spray bottle, meths solution	S2 Desk	1	0	1	0
Spray bottle, meths solution	S5 Desk	2	2	0	0
Tape, adhesive, dispenser	Prep Area 27	1	1	0	0
Tape, adhesive, dispenser	S2 Desk	1	0	1	0
Tape, adhesive, dispenser	S5 Desk	2	2	0	0
Tape, adhesive, dispenser	Prep Area Bench 1	2	2	0	0
Tape, adhesive, dispenser	Compactus 3-2	2	2	0	0
Tape, adhesive, dispenser	Prep Area Office	1	1	0	0
Tape, adhesive, dispenser	S3 Desk	1	1	0	0
Tape, adhesive, office (cellulose)	S1 Desk	15	7	8	0


You can delete archive files you no longer want .

You can print them. This data is the same as your re-order list from Step 4.

West Coast High School

Stocktake History

full stocktake dec 2007 15 DEC 07



Item	Location	Ideal	Stocktake	Re-Order	Excess	Unit
Ammonia test strips	Prep Area 06	1	0	1	0	
Ball, golf	Compactus 5-5	12	11	1	0	
Ball, plastic	Compactus 5-5	12	6	6	0	
Ball, solid rubber	Compactus 5-5	12	0	12	0	
Ball, table tennis		2	2	0	0	
Ball, table tennis	Compactus 5-5	12	7	5	0	
Ball, tennis	Compactus 5-5	18	12	6	0	
Balloon	Compactus 1-4	2	0	2	0	pkt
Balloon	Compactus 3-3	2	1	1	0	pkt
Bandaid	Prep Area Balance	1	0	1	0	Pkt
Bandaid	Compactus 3-2	1	1	0	0	Pkt
Bandaid	Junior Science Store 03	1	1	0	0	Pkt
Bead, brown	Compactus 6-3	1	0	1	0	jar
Bead, green	Compactus 6-3	1	0	1	0	jar
Beaker, 1000ml, glass	Prep Area spares	5	4	1	0	
Beaker, 1000ml, glass	S2 Shelf	2	2	0	0	
Beaker, 1000ml, glass	S3 VCE	13	13	0	0	
Beaker, 1000ml, glass	Prep Area Bench 2	2	2	0	0	
Beaker, 100ml, glass	S1 Shelf	13	13	0	0	
Beaker, 100ml, glass	S2 Shelf	13	13	0	0	

Chapter 5

Purchase Orders

Purchase Orders

Orders may be created manually or produced automatically via a stocktake.



Purchase Orders

This button goes directly to the order window.

The Top section...

Sort on Headers

Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input type="checkbox"/>	Safeway	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	Supplier Not Known	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	
<input type="checkbox"/>	Portland Secondary College	6/09/09	
<input type="checkbox"/>	Science Supply Australia - Chemicals	6/09/09	
<input type="checkbox"/>	Southern Biological	3/09/09	39001
<input checked="" type="checkbox"/>	Southern Biological	24/08/09	
<input checked="" type="checkbox"/>	Sweetwater Aquatics	19/08/09	35883

Highlighted Order

+ New Order
 ▲ Edit this Order
 ■ Delete this Order
 🖨️ Print this Order
 📧 Email Supplier
 📄 View/Edit Invoices

Order Instructions:

Print incomplete orders

- lists your orders.
- shows the suppliers, date it was created, and your purchase order number if known.

The most recent orders appear at the top, but you may sort the orders on any column – date, completed, supplier, and order number.

You can **insert** new orders, **delete** and **edit** orders, **print** orders, directly **email** any supplier with an email address, and enter **invoice details**

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
820	2110654	2			Beaker, 1000ml, glass	7.35	14.70	<input type="checkbox"/>
850	2110648	11			Beaker, 500ml, glass	5.70	62.70	<input type="checkbox"/>
891	22601-80	1			Measuring cylinder, 100ml, glass	10.45	10.45	<input type="checkbox"/>
2,336	BT003	6			Brush, test tube, small	2.50	15.00	<input type="checkbox"/>

Mark all items as received Browse Purchase History Total \$ 102.85
 Move item to another order Copy Received Items to History

The Lower Section...

- Displays all line items for the highlighted order
- When orders arrive, the **quantity received** can be entered, and unit cost may be changed to match the invoice.
- Allows received items to be **copied to purchase history**.
- Allows a **line item to be moved** to another order.

Creating a new order

Click 'New Order' on the previous window.

Order Details

Date: 6/09/09 Record will be Added

Order Number: SciList O/N: 171

Supplier: AusPen (Baylen Pty Ltd) ☐ Order Completed

www.auspen.com

Line Items

Item ID	Pr. Code	Quantity	Unit	Description	Unit Cost
---------	----------	----------	------	-------------	-----------

Instructions:

Fill in the:

- Date
- Order number (optional)
- Supplier (required)

Click the ellipses ... button to look up a list of suppliers.

If the supplier has a web page the web link will take you there.

Any special instructions to the supplier relating to the order go here.

To enter line items click the 'Insert' button

A blank line appears in the lower section.

Select Master Item

Locate by item name:

Item

Marking pen, whiteboard, refillable

Mass of electron apparatus

Mass, calibration, 200g

Mass, calibration, 2g

Mastrings, antibiotic sets

Mat, for burners

Mat, insulating

Matches

Materials, various

Measurement [prac]

Measuring cylinder, 50 ml

Measuring cylinder, 1000ml, glass

Measuring cylinder, 100ml, glass

Measuring cylinder, 100ml, polythene

Measuring cylinder, 10ml, glass

Measuring cylinder, 25 ml, glass

Measuring cylinder, 250ml, glass

Measuring cylinder, 250ml, polythene

Measuring cylinder, 250ml, with stopper

Measuring cylinder, 25ml, polythene

Measuring cylinder, 500ml, glass

Measuring cylinder, 500ml, polythene

Measuring cylinder, 50ml, polythene

- For items in the master item list (that is most items)

Click on the ellipsis (...) and **select** a master item.

Line Items

Item ID	Pr. Code	Quantity	Unit
2.133	...	1	

This fills in the **Item ID**

Line Items

Item ID	Pr. Code	Quantity	Unit	Description	Unit Cost
2.133	22-040507	1	set	Marking pen, whiteboard, refillable	54.50

Press <TAB> to move across columns

In this example, a purchase history for this item existed so the **product code** and **price** were filled in.

If the item is not in the master file, but needs to be, use the **Insert** button in the lookup table to enter its details and then select it.

(continued next page)

Description and **Unit** will be filled from the master file, but you may edit these if you wish.

Product code and **unit cost** will show automatically if you have previously ordered the item from this supplier and saved it to history. Otherwise enter the product code and cost from a catalogue or web site.

The default **Quantity** is 1. Change as necessary.

Press <ENTER> to accept any line.

If your ordered item is not in the master file and doesn't need to be:

Item ID	Pr. Code	Qty	Unit	Description	Unit Cost
223		1		Solar cell	34.50
0		5	Pkt	Tooth picks	1.25

Insert a new item

Click on Description and type it in yourself

Fill in other columns

Item ID will be 0, but that is OK. It means it is not in your master list.



Information Window

Reminds you about the above, and keyboard shortcuts.

Help on Ordering

If an item is in the Master List (or needs to be)...
Item ID is required. Click the ellipses button (...) to look up the item.
 This will fill in Description and Unit and if a purchase history for that supplier exists, will fill in the Product Code and the last Unit Cost.
 If the item is not in the master list, the lookup table allows you to Insert it, and then Select it.
 All fields, including description, may be edited to suit.

If an item is not in the Master List (and doesn't need to be)...
Item ID must be 0
 When you Insert a line item, Item ID is the selected field. Use the mouse to click on Description and then enter it. Fill in the other fields as required.

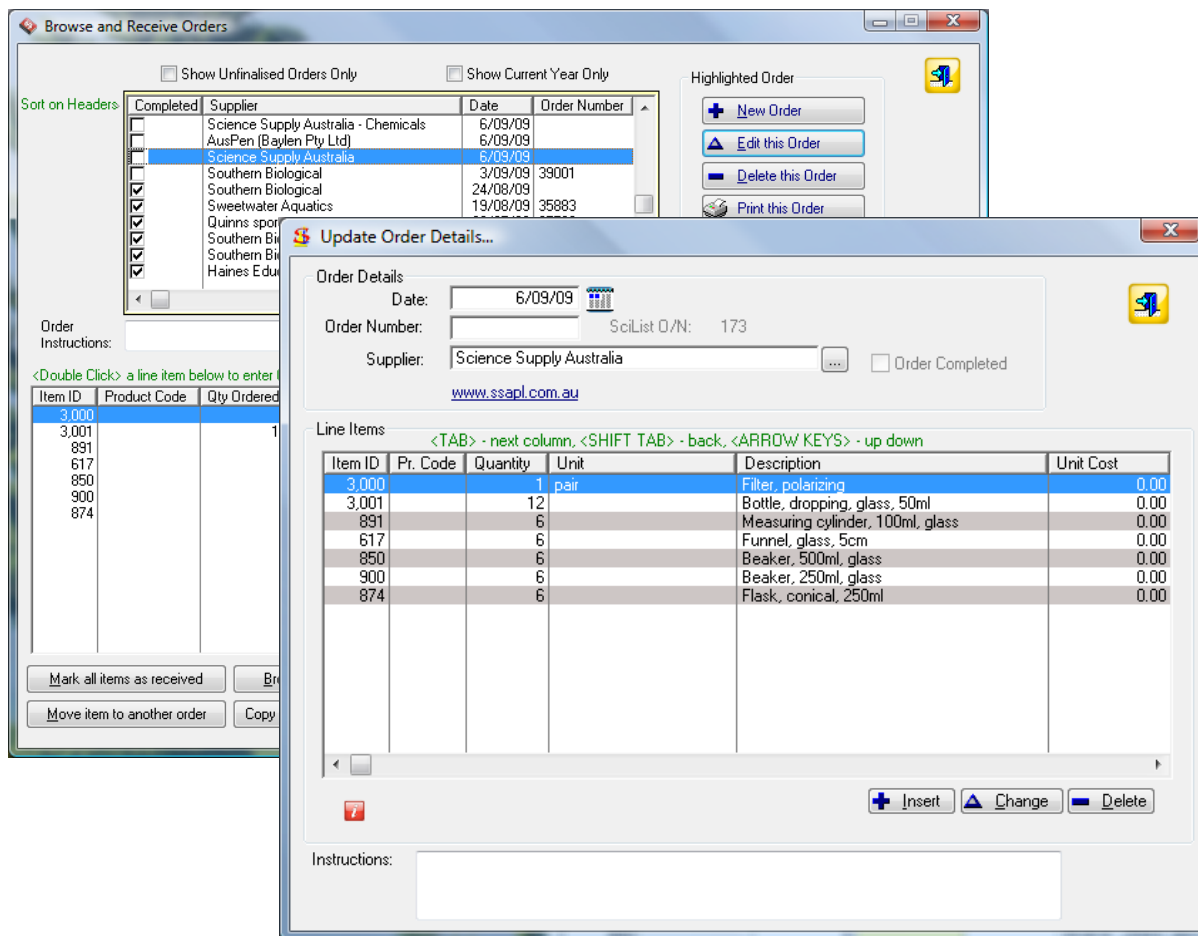
For any item...
 You may edit line item description, product code, and unit cost to match the supplier's catalog.

Keyboard shortcuts...
 <TAB> - next column <SHIFT-TAB> - previous column
 <ESC> - cancels all changes to a line item and exits Edit-In-Place
 <ENTER> - accepts all changes to a line item and exits Edit-In-Place

Working with orders

To Edit an Order's Details and Line Items

Highlight the order you want to work with and click **Edit Order**.



You may change any details.

The item description is initially the item name from your list of master items. You may edit the item name to be more appropriate for your order. This will not change the item name in the database.

Click the Exit button to accept the details of the order. Clicking Cancel (the Red X) will undo changes you may have made to Date, Order Number or Supplier. It will not undo changes to line items. They need to be edited separately.

Printing Orders

When your order is completed, you can print it.
All reports print to screen

West Coast High School

PURCHASE ORDER

Order No: 35609
Date: 10 JUN 2009

Supplier: **Science Supply Australia**
PO Box 465
GLEN WAVERLEY 3150
Fax: 1300 857 533

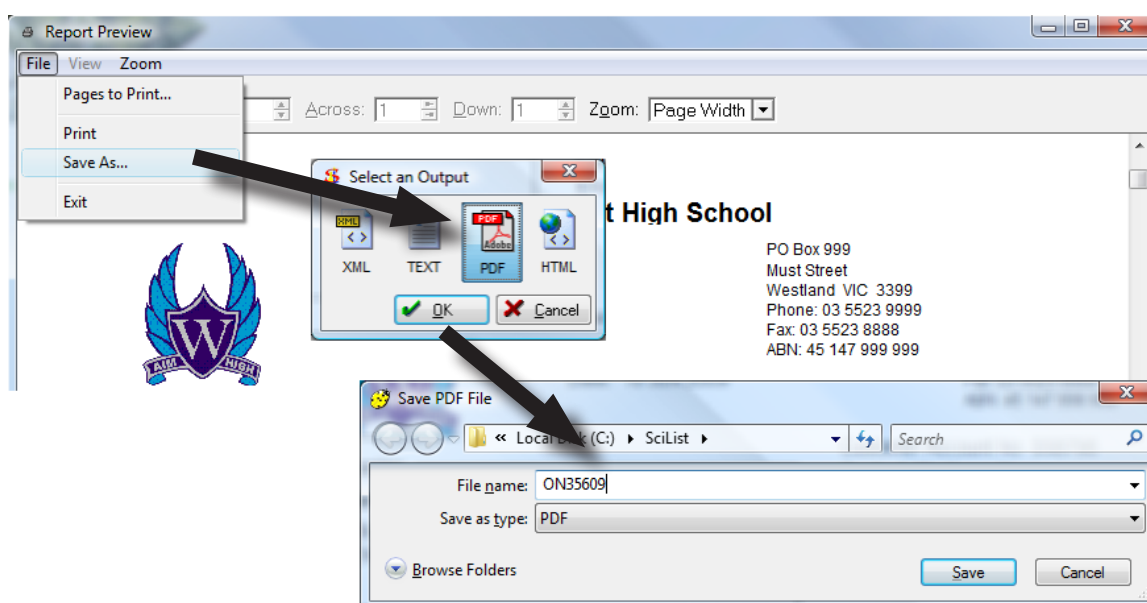
Customer Account No: SS8798
Contact: Ms Keryn Young
Email: xxxxx@edumail.vic.gov.au

Item	Product Code	Quantity	Unit Price	Cost
Striated muscle [prepared slide]	PS1980	2	7.50	15.00
Filter, polarizing	1883-010	1 pr	12.40	12.40
Bottle, dropping, glass, 50ml	H0936/2480	12	0.90	10.80
plain cap for dropping bottle, 50ml	2450	12	0.12	1.44
Measuring cylinder, 100ml, glass	22601-80	6	10.45	62.70
Funnel, glass, 5cm	1070705	6	4.45	26.70
Beaker, 500ml, glass	2110648	6	5.70	34.20
Beaker, 250ml, glass	2110636	6	4.35	26.10
Flask, conical, 250ml	1070234	6	3.20	19.20
Total \$				208.54

Page 1 of 1 Zoom: Page Width

Saving as .pdf Acrobat Reader file

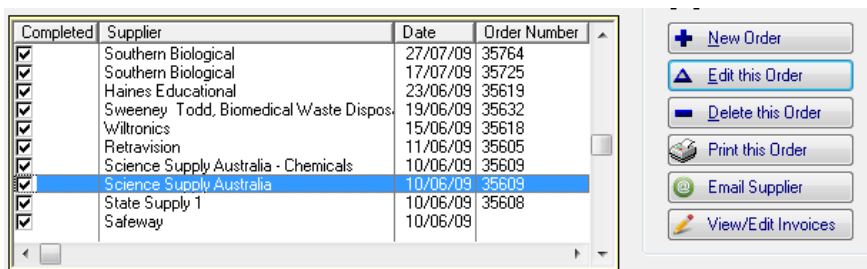
If you wish to email your order, you should save it as a .pdf file.
From the report preview window above, select File > Save As... and select .PDF



Save it with a logical name. Save it into the SciList folder, or better perhaps, you could have a sub-folder for .pdf files.

Attaching an Order to an Email

On the Orders window, the Email button will activate if an email address exists for that supplier.



Click Email Supplier

Email to Supplier

Science Supply Australia
10 Redland Drive
PO Box 465
GLEN WAVERLEY 3150

Email To: sales@ssapl.com.au

Subject: Order

Message Body: Please find attached an order in .pdf format

Attachments: C:\SciList\QN35609.PDF

☒ Save Copy Of Email

Enter Subject

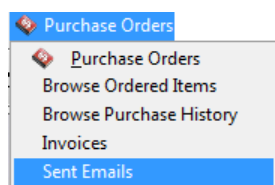
Enter a message

The contact details are entered automatically, but you can edit them.

Use the ellipses button to select your attachment

Click send when ready

A copy of the email is usually saved. These can be viewed from the Purchase Orders Menu.



Other options from the orders window

Browse the purchase history of an item

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
171	1904639	1		carton	Paper towel roll	40.49	40.49	<input type="checkbox"/>
172	1474685	12			Pencil, writing	0.17	2.04	<input type="checkbox"/>
311	1064924	1		box 100	Folder, manilla, A4	19.20	19.20	<input type="checkbox"/>
501	1224778	2		pkt	Wooden icypole stick	6.32	12.64	<input type="checkbox"/>
520	1951106	1			Hole punch, 2-hole	8.06	8.06	<input type="checkbox"/>
606	1951025	1			Tape, adhesive, dispenser	5.02	5.02	<input type="checkbox"/>
643	1329278	3		packet	Teaspoon, plastic	1.77	5.31	<input type="checkbox"/>
683	1976273	7		pkt of 20	Petri dish, plastic, large, sterile	6.58	46.06	<input type="checkbox"/>
710	1114603	8		rolls	Tape, adhesive, office (cellulose)	0.86	6.88	<input type="checkbox"/>
873	113453	16		Unit	Scissors, office	6.48	103.68	<input type="checkbox"/>
1,729	35607	10		pkt 10	Folder, Kwikzip, refills	2.64	26.40	<input type="checkbox"/>
2,391	1288008	1			Paper towel leaf	43.54	43.54	<input type="checkbox"/>
2,940	1970127	1			Brush, flask, tufted end	2.20	2.20	<input type="checkbox"/>

Total \$ 321.52

Use the button below the order

Purchases of Scissors, office						
Scissors, office						
Date	Order No.	Supplier	Product Code	Unit Cost	Quantity	Unit of Purchase
10/06/09	35508	State Supply 1	113453	6.48	16	Unit
10/12/08	34789, 347	State Supply 1	113453	2.45	33	
17/12/07	33189/3318	State Supply 1	113453	2.45	22	
31/01/07	31362	State Supply 1	1113453	1.95	38	
19/12/06		State Supply 1	1113453	1.95	38	

School Order No: 35608 SciList Order No: 146

Filtering the list of Orders

Notice the two check boxes at the top of the window. This will restrict your view to this unfinalised orders or this year's (or both)

<input checked="" type="checkbox"/> Show Unfinalised Orders Only		<input type="checkbox"/> Show Current Year Only	
Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input type="checkbox"/>	Safeway	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	
<input type="checkbox"/>	Science Supply Australia - Chemicals	6/09/09	
<input checked="" type="checkbox"/>	Science Supply Australia	6/09/09	
<input checked="" type="checkbox"/>	Southern Biological	24/08/09	
<input checked="" type="checkbox"/>	Sweetwater Aquatics	19/08/09	35883
<input checked="" type="checkbox"/>	Quinn's sportspower	29/07/09	35763
<input checked="" type="checkbox"/>	Southern Biological	27/07/09	35764

<input checked="" type="checkbox"/> Show Unfinalised Orders Only		<input type="checkbox"/> Show Current Year Only	
Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input type="checkbox"/>	Safeway	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	
<input type="checkbox"/>	Science Supply Australia - Chemicals	6/09/09	
<input checked="" type="checkbox"/>	Science Supply Australia	6/09/09	
<input checked="" type="checkbox"/>	Southern Biological	24/08/09	
<input checked="" type="checkbox"/>	Sweetwater Aquatics	19/08/09	35883
<input checked="" type="checkbox"/>	Quinn's sportspower	29/07/09	35763
<input checked="" type="checkbox"/>	Southern Biological	27/07/09	35764

Transferring an item to another order.

710	1114603	8		rolls	Tape, adhesive, office (cellulose)
873	113453	16		Unit	Scissors, office
1,729	35607	10		pkt 10	Folder, Kwikzip, refills
2,391	1288008	1			Paper towel leaf
2,940	1970127	1			Brush, flask, tufted end

Mark all items as received
Browse Purchase History

Move item to another order
Copy Received Items to History

Take highlighted item and place it with a different supplier order

You can transfer items from one order to another by highlighting the item and clicking on 'Move item to another order'

Select New Order

Change order for item: **Scissors, office**

Select New Order:

Date	Supplier
6/09/09	State Supply 1
6/09/09	State Supply 1
6/09/09	Science Supply Australia
6/09/09	Supplier Not Known
6/09/09	State Supply 3
6/09/09	Portland Secondary College
6/09/09	Science Supply Australia - Chemicals
6/09/09	AusPen (Baylen Pty Ltd)
6/09/09	Science Supply Australia
3/09/09	Southern Biological

A list of unfinalised orders is displayed.

Highlight the new order and click Accept

The product code will automatically be changed to that of the new supplier if SciList can find it in the purchase history. If not found, the product code is left blank.

Sort on Headers

Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input checked="" type="checkbox"/>	State Supply 1	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	Supplier Not Known	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	
<input type="checkbox"/>	Portland Secondary College	6/09/09	
<input type="checkbox"/>	Science Supply Australia - Chemicals	6/09/09	
<input type="checkbox"/>	AusPen (Baylen Pty Ltd)	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	Southern Biological	3/09/09	39001

Order Instructions:

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
873		16		Unit	Scissors, office	0.00	0.00	<input type="checkbox"/>

View the item under new order to check its details.

Finalising an order

When an order arrives it may be complete or incomplete

If an order is complete

Mark all items as received

Browse and Receive Orders

☒ Show Unfinalised Orders Only ☐ Show Current Year Only

Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input type="checkbox"/>	Safeway	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	
<input type="checkbox"/>	Science Supply Australia - Chemicals	6/09/09	
<input type="checkbox"/>	Science Supply Australia	6/09/09	

Highlighted Order

[+ New Order](#)
[▲ Edit this Order](#)
[■ Delete this Order](#)
[Print this Order](#)
[Email Supplier](#)
[View/Edit Invoices](#)

Order Instructions:

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
873		16	16	Unit	Scissors, office	0.00	0.00	<input checked="" type="checkbox"/>
611		1	0	pkt	Balloon	0.00	0.00	<input type="checkbox"/>
1,744		17	17		Soap bar	0.00	0.00	<input checked="" type="checkbox"/>
1,859		1	1		Spray bottle, meths solution	0.00	0.00	<input checked="" type="checkbox"/>
1,904		2	2	pkt	Chux wipe	0.00	0.00	<input checked="" type="checkbox"/>
2,945		2	2	pkt 40	Bag, plastic ziplock, sandwich	0.00	0.00	<input checked="" type="checkbox"/>
2,946		3	3	pkt 65	Bag, plastic ziplock, snack	0.00	0.00	<input checked="" type="checkbox"/>

Total \$ 0.00

[Mark all items as received](#) [Browse Purchase History](#) [Copy Received Items to History](#)

Click 'Mark all items as received'

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
873		16	16	Unit	Scissors, office	0.00	0.00	<input checked="" type="checkbox"/>
611		1	1	pkt	Balloon	0.00	0.00	<input type="checkbox"/>
1,744		17	17		Soap bar	0.00	0.00	<input checked="" type="checkbox"/>
1,859		1	1		Spray bottle, meths solution	0.00	0.00	<input checked="" type="checkbox"/>
1,904		2	2	pkt	Chux wipe	0.00	0.00	<input checked="" type="checkbox"/>
2,945		2	2	pkt 40	Bag, plastic ziplock, sandwich	0.00	0.00	<input checked="" type="checkbox"/>
2,946		3	3	pkt 65	Bag, plastic ziplock, snack	0.00	0.00	<input checked="" type="checkbox"/>

This sets the Quantity Received = Quantity Ordered and ticks All Received on each line item.

[Copy Received Items to History](#)

Click 'Copy Received Items to History' after line items are flagged as fully received. If all line items have been received, the order is then flagged as Completed in the top section.

If an order is not fully complete

Enter the quantities actually received on each line item.

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
820	2110654	2	0		Beaker, 1000ml, glass	7.35	14.70	<input type="checkbox"/>
850	2110648	11	0		Beaker, 500ml, glass	5.70	62.70	<input type="checkbox"/>
891	22601-80	1	1		Measuring cylinder, 100ml, glass	10.45	10.45	<input checked="" type="checkbox"/>
2,336	BT003	6	6		Brush, test tube, small	2.50	15.00	<input checked="" type="checkbox"/>

The order will remain unfinalised until every line item is fully received

Recording Invoices

If you record invoices, the details

- will show in the Expenditure Report
- be included in the Incomplete Orders Report

This assists you in keeping overall track of orders and expenditure

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
491	1092596	12			Marking pen, whiteboard, black	2.99	35.88	<input type="checkbox"/>
1.728	1277871	12			Folder, Kwikzip	5.72	68.64	<input type="checkbox"/>
1.893	1924559	12			Marking pen, whiteboard, red	2.99	35.88	<input type="checkbox"/>
1.894	1100203	24			Marking pen, whiteboard, blue	2.99	71.76	<input type="checkbox"/>

When you receive any invoice for fully or partly received orders:
Highlight the order and click View/Edit Invoices

Invoice No	Date	Amount

Click Insert

Invoice No: 1555
 Invoice Date: 8/09/09
 Amount (ex GST): 212.16

OK Cancel

Record will be Added

Enter details of the invoice and press OK
and the invoice is recorded.

Invoice No	Date	Amount
1555	8/09/09	212.16

Copy received items to history.

Copy Received Items to History

This will enter the item's order details (product code, price, quantity) into

The screenshot shows the 'Browse and Receive Orders' window. It has a table of orders with columns: Completed, Supplier, Date, and Order Number. The 'Completed' column has checkboxes. The 'Supplier' column lists various suppliers like 'State Supply 1', 'Safeway', 'Science Supply Australia', etc. The 'Date' column shows dates like '6/09/09'. The 'Order Number' column shows numbers like '978656'. Below the table, there is a 'Copy Received Items to History' button. A dialog box titled 'Replace Item Cost?' is open, asking: 'Do you want this value to replace the existing value of \$1.95 that is currently recorded for Scissors, office with the value \$2.3?'. The dialog has 'Yes' and 'No' buttons.

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
873		16	16	Unit	Scissors, office	2.30	36.80	✓
611		1	1	pkt	Balloon	3.40	3.40	✓
1,744		17	17		Soap bar	1.80	30.60	✓
1,859		1	1		Spray bottle, meths solution	4.50	4.50	✓
1,904		2	2	pkt	Chux wipe	5.00	10.00	✓
2,945		2	2	pkt 40	Bag, plastic ziplock, sandwich	2.30	4.60	✓
2,945		3	3	pkt 65	Bag, plastic ziplock, snack	3.70	11.10	✓

the purchase history for that item.

Click 'Copy received items to history'

As items are written to history, any changes to the price for that supplier will prompt the question shown above. Usually you will click Yes

It doesn't matter how many times you click 'Copy received items to history' because any item will only be entered once. You may do this a few items at a time or after the entire order has been filled.

Order Completion

Once all the items on the order have been

- marked as received
- copied to purchase history

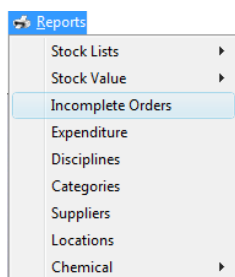
Completed	Supplier	Date	Order Number
<input type="checkbox"/>	State Supply 1	6/09/09	
<input checked="" type="checkbox"/>	Safeway	6/09/09	978656
<input type="checkbox"/>	Science Supply Australia	6/09/09	
<input type="checkbox"/>	State Supply 3	6/09/09	

the order will be automatically be flagged as Completed'.

It is up to you to decide if you delete orders after they are complete. You may find it useful to retain them for a time.

Other utilities associated with Orders

Print Incomplete Orders



Reports > Incomplete Orders

This report shows the details of any incomplete order as well as any invoices received (e.g. in last line below)

West Coast High School

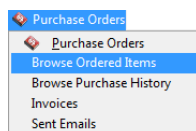
Incomplete orders prior to September 30, 2009



Date	Order Number	Supplier	Shortfall	
31/01/07	31346	Livingstone School Supplies		
		Test tube, 20 x 150mm, glass	422120115	1
		Evaporating basin, 650ml	C-67	1
28/06/07	32277	State Supply 1		
		Folder, ringbinder, A4	1064274	6
6/09/09		State Supply 1		
		Paper towel roll	1904639	1 carton
		Pencil, writing	1474685	12
		Folder, manilla, A4	1064924	1 box 100
		Wooden icypole stick	1224778	2 pkt
		Hole punch, 2-hole	1951106	1
		Folder, Kwikzip, refills	35607	10 pkt 10
		Paper towel leaf	1288008	1
		Brush, flask, tufted end	1970127	1
6/09/09		Science Supply Australia		
		Beaker, 1000ml, glass	2110654	2
		Beaker, 500ml, glass	2110648	11
6/09/09	978656	State Supply 3		
		Marking pen, whiteboard, black	1092596	12
		Folder, Kwikzip	1277871	12
		Marking pen, whiteboard, red	1924559	12
		Marking pen, whiteboard, blue	1100203	24

Received Invoice(s): 1555 8/09/09

View the Line Items in all the Orders



Purchase Orders > Browse Ordered Items

This shows all orders' line items in a single table. You can't alter them here.
Alterations are done through the Orders window

Browse ordered items								
Sort on headers... Click header to toggle between + or - sorting <CTRL> Click> - for additional columns in the sort <SHIFT> Click> - to clear all sorting								
<input checked="" type="checkbox"/>	Hide Received Items							
Rec'd	Order Number	Date	Product Code	Description	Qty	Unit	Unit Cost	Supplier
<input type="checkbox"/>	2233	31/01/07		Watch glass, Beaker cover, 12	12		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Detergent	2	bottle	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Spray bottle, meths solution	1		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Poster paper, white	1		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Cup, plastic, loose	1		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Rubber band, large	2	box	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, whiteboard, red	24		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, whiteboard, blue	26		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, whiteboard, green	12		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Tissues	4		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Chux wipe	2	pkt	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, overhead projector	3	pkt	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, overhead projector	4	pkt	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Knife, vegetable	2		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Beaker, 2000 ml, glass	1		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Plant meiosis liliun anthers t.s.(pr	1		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, whiteboard, orange	12		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Marking pen, whiteboard, brown	12		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Packing tape	2		0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Counter, stackable, plastic, large	1	jar	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Genetic peas	1	pkt	0.00	State Supply - class materials
<input type="checkbox"/>	2233	31/01/07		Sponge, kitchen	13		0.00	State Supply - class materials
<input type="checkbox"/>	32168	21/05/07	1765-001	Photonics electronics trainer	5		290.00	Haines Educational
<input type="checkbox"/>	32127	24/05/07	SCPA06	Periodic Trends [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCOA01	The Mole [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCOA07	Molar conversion paths [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCMA03	Summary of matter	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCMA06	Physical properties [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCMA07	Chemical properties [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCEB02	Le Chatelier's principle {1} [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCEB03	Le Chatelier's principle {2} [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCEB04	The Equilibrium constant [chart]	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCAB03	Bronsted-Lowry acids and bases	1		35.00	Graphic Education
<input type="checkbox"/>	32127	24/05/07	SCNA02	The International system [SI] [ch	1		35.00	Graphic Education
<input type="checkbox"/>	32168	21/05/07	1052303	Pigeon skeleton	1		135.00	Haines Educational
<input type="checkbox"/>	32168	21/05/07	MFD1250	Magnet theory board	1		39.00	Haines Educational
<input type="checkbox"/>	32168	21/05/07	HM-6	Sieve set, metal	2		79.00	Haines Educational
<input type="checkbox"/>	32168	21/05/07	D1E	Back rest small	13		20.00	Haines Educational

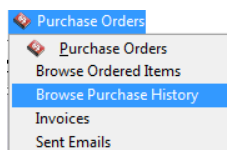
The table is useful to easily locate items not yet supplied and to get an overview of all orders.

Items with a tick have been received.

The table may be sorted on any combination of column, and can be filtered to hide received items.

Browse and Edit the full purchase history

Purchase Orders > Browse Purchase History



This shows all purchased items that have been copied to history and allow you to edit any aspect of them.

This table can be sorted by any column, or combination of columns.

Click header to toggle between + or - sorting
<CTRL-Click> - for additional columns in the sort
<SHIFT-Click> - to clear all sorting

Sort on headers...

Change Delete Print selected item history

Date	Item	Unit Cost	Unit Purchased	Quantity	Product Code	Order Number	Supplier	Comment
10/12/08	Brush, test tube, tufted end	2.20		8	1476467	34789, 34790	State Supply 1	School Order No: 347
17/12/07	Brush, test tube, tufted end	2.20		4	1476467	33189/33188	State Supply 1	School Order No: 331
10/12/08	Brush, burette	5.00		1	LW1397-01	34792	Science Supply Australia	School Order No: 347
10/12/08	Brush, pipette	4.00		1	LW1439-01	34792	Science Supply Australia	School Order No: 347
17/12/07	Paper, butchers'	30.00		1	1280473	33189/33188	State Supply 1	School Order No: 331
31/01/07	Paper, butchers'	30.00		1	1280473	31362	State Supply 1	School Order No: 313
18/12/06	Paper, butchers'	30.00		1	1280473	31362	State Supply 1	610x813mm 481.8gsm
10/12/08	Poster paper, 510X640mm, 200gsm, dark blue	8.67	Pkt 20	2	1478699	34789, 34790	State Supply 1	School Order No: 347
17/12/07	Poster paper, 510X640mm, 200gsm, dark blue	8.25		2	1478699	33189/33188	State Supply 1	School Order No: 331
17/10/07	Poster paper, 510X640mm, 200gsm, dark blue	7.40		1	1478699	32739	State Supply 1	School Order No: 327
31/01/07	Poster paper, 510X640mm, 200gsm, dark blue	7.40		1	1478699	31362	State Supply 1	School Order No: 313
19/12/06	Poster paper, 510X640mm, 200gsm, dark blue	7.40		2	1478699	31362	State Supply 1	dark blue
21/01/09	Counter, stackable, plastic, small	10.95	pkt 500	1	1922130	34954	State Supply 1	School Order No: 349
10/12/08	Counter, stackable, plastic, small	0.00	jar	1			Supplier Not Known	School Order No:
17/12/07	Counter, stackable, plastic, small	0.00	jar	1			Supplier Not Known	School Order No:
17/12/07	Globe, 1.5v	2.50		10	1063002	33182	Serrata Pty. Ltd.	School Order No: 331
10/11/06	Globe, 1.5v	2.50		10			Serrata Pty. Ltd.	plus \$10.62 postage
24/08/09	Glue stick	1.45		40	1221507		State Supply 1	
30/04/09	Glue stick	1.87		40	1221507	35473	State Supply 1	School Order No: 354
10/12/08	Glue stick	1.49		5	1221507	34789, 34790	State Supply 1	School Order No: 347
15/10/08	Glue stick	1.49		24	1221507	34524	State Supply 1	School Order No: 345
25/06/08	Glue stick	1.45		40	1221507	34108	State Supply 1	School Order No: 341
17/12/07	Glue stick	1.49		40	1221507	33189/33188	State Supply 1	School Order No: 331
29/10/07	Glue stick	1.49		20	1221507	32799	State Supply 1	School Order No: 327
28/06/07	Glue stick	1.37		20	1221507	32277	State Supply 1	School Order No: 322
31/01/07	Glue stick	1.45		40	1221507	31362	State Supply 1	School Order No: 313
18/12/06	Glue stick	1.45		40	1221507		State Supply 1	
10/12/08	Cover slip	3.29	pkts, sml	3	1476564	34789, 34790	State Supply 1	School Order No: 347
23/04/08	Cover slip	3.29	pkt 100	10	1476564	33724	State Supply 1	School Order No: 337
21/05/07	Cover slip	2.50		10	1476564	32082	State Supply 1	School Order No: 320
1/08/07	Eye [model]	34.90		1		46487	Deals Direct	School Order No: 464
10/11/06	Colour disc, Newton's	20.00					Haines Educational	
24/08/09	Paper towel roll	40.49	carton	3	1904639		State Supply 1	
10/06/09	Paper towel roll	30.13	carton	1	1941054	35608	State Supply 1	School Order No: 356
21/01/09	Paper towel roll	30.13	carton	1	1941054	34954	State Supply 1	School Order No: 349
10/12/08	Paper towel roll	30.13	carton	3	1904639	34789, 34790	State Supply 1	School Order No: 347
15/10/08	Paper towel roll	30.13	carton	1	1904639	34524	State Supply 1	School Order No: 345
26/10/08	Paper towel roll	40.49	carton	2	1904639	34108	State Supply 1	School Order No: 341

Navigation icons: back, forward, first, last, search, etc.

Record Will Be Changed

Item: **Poster paper, 510X640mm, 200gsm, dark blue**

Order Number: 31362 Optional

Supplier: State Supply 1

Product Code: 1478699

Date Purchased: 31/01/2007 (dd/mm/yyyy)

Value Per Unit (\$): 7.40 (\$/)

Quantity: 1 Numeric

Purchase Unit: eg Box of 10, 500ml Bottle

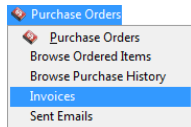
Comment:

OK Cancel

Browse Invoices

Purchase Orders > Invoices

View all invoices for a selected date range



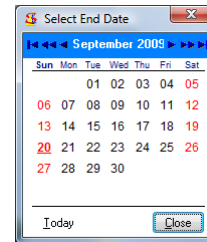
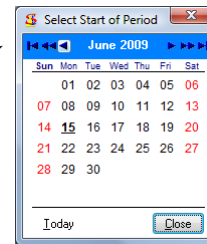
Select Date Range

This utility displays invoices in the selected date range.

Start Date: 15/06/09 14

End Date: 20/09/09 14

Browse Invoices



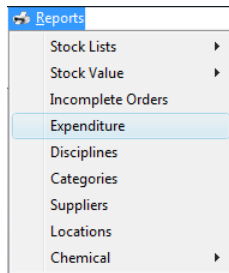
Invoices between 15/06/09 - 20/09/09

Sort on headers: Click to sort/reverse sort, Ctrl-Click for another, Shift-Click to clear
To locate by invoice number first sort by invoice number

Date(+)	Invoice No	Order Number	Amount (\$)
27/08/09	762	35763	66.00
7/09/09	23334	35883	71.95
8/09/09	1555	978656	212.16
15/09/09	10.20	35764	0.00

Print Expenditure

Reports > Expenditure



Reports on the Order amounts and Invoice amount for the selected date range

Print an Expenditure List

This utility prints orders between a selected date range along with the order amount and value of associated invoices.

Start Date: 9/06/09 14

End Date: 7/09/09 14

Print

West Coast High School
Expenditure 9/06/09 - 7/09/09



Date	Order No	Order Amount (\$)	Invoiced (\$)	Order Completed
6/09/09		217.84	0.00	<input type="checkbox"/>
6/09/09		101.00	0.00	<input checked="" type="checkbox"/>
6/09/09		102.85	0.00	<input type="checkbox"/>
6/09/09	978656	212.16	212.16	<input type="checkbox"/>
6/09/09		17,800.00	0.00	<input type="checkbox"/>
6/09/09		0.00	0.00	<input type="checkbox"/>
24/08/09		70.70	0.00	<input checked="" type="checkbox"/>
19/08/09	35883	71.95	71.95	<input checked="" type="checkbox"/>
29/07/09	35763	66.00	66.00	<input checked="" type="checkbox"/>
27/07/09	35764	10.20	0.00	<input checked="" type="checkbox"/>
17/07/09	35725	152.90	0.00	<input checked="" type="checkbox"/>
23/06/09	35619	300.00	0.00	<input checked="" type="checkbox"/>
19/06/09	35632	900.00	0.00	<input checked="" type="checkbox"/>

Chapter 6

Chemicals

Introduction

Chemicals can be considered as stock in the same way as any other item of equipment, except that there are other issues involved with them, particularly safety.

Stocktaking also works in a slightly different way with chemicals.

SciList allows you to enter (or import) a variety of data such as a chemical's UN Hazard Code (for storage and transportation) and a CAS number (a unique identifier) and provides reports with this information.

SciList does not provide Material Safety Data Sheets (MSDS) because they are subject to regular updates and there is other software that provides this information.

You may choose not to use SciList for chemicals at all.

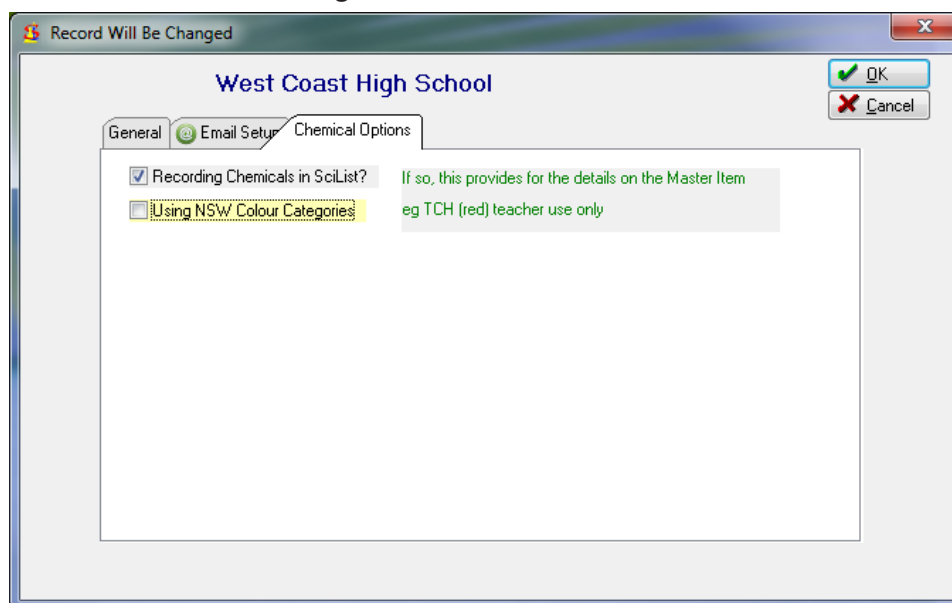
Many users will only add chemicals to SciList when re-ordering. This means that the commonly used chemicals will be in SciList, and purchasing histories will be accurate.

A complete list of chemicals is best entered by importing them if you have them in another computer format e.g. spreadsheet. See next chapter for details on import.

Activate Chemicals

Go to **File Menu > Settings** and choose the **Chemical Options**

Activate **Recording Chemicals in SciList**



NSW Colour Categories

This scheme assigns a code and colour to chemicals used in schools.

TCH - Teacher only (Red), Year 11-12 use (Orange), 7-12 (Green), K-12 (Blue)
N-not recommended (Black) , PS - Professional Staff (no colour)

Entering a Chemical

Insert a Master Item and tick 'Is Chemical'

The General Tab

Is Chemical

Tick *Is Chemical* and the *Chemical Tab* will appear behind *General*

Unit

This unit should be what you would measure or count at stocktake, not the unit of purchase. For example, you may measure a liquid in mL or L, but purchase in a 5L bottle. Use ml or litres, not 5L bottle.

We suggest that you use g instead of kg and ml rather than litre because no decimal points will need to be entered.

Quantities

Are entered when you add chemicals to a location (shown further on in this chapter)

The Chemical Tab

All fields on this tab are optional.

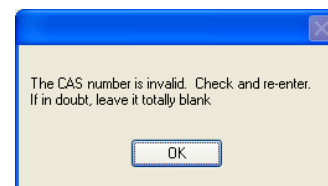
Whether you use them or not depends wholly on what compliance guidelines you are required to follow.

(See next page for explanations)

CAS Number

Chemical Abstract Services number - a unique number for each chemical. You can find it from a label, data sheet, or internet query.

The last digit is a check digit so if a digit is entered incorrectly you will be advised with this message.



Dangerous Goods Details

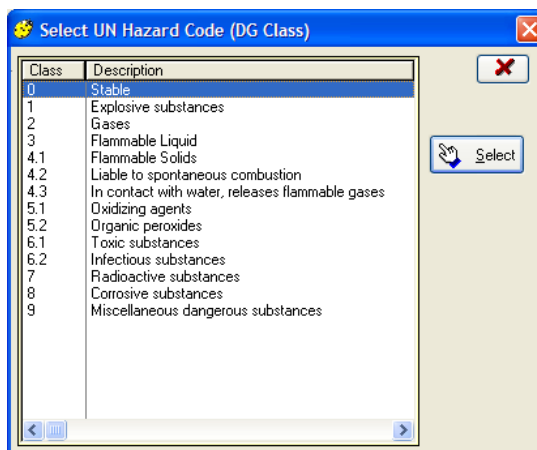
UN Number - a 4 digit number.

Dangerous Goods have the potential to cause immediate harm to people, property and the environment due to the possibility of a fire, explosion, release of toxic, flammable, or corrosive materials during a storage or handling incident.

Not all chemicals have them, and some chemicals share the same code.

The DG Class (and sub-risk) may be selected from the lookup table (left) by clicking the the *ellipses* button to the right of the entry field.

SciList uses 0 for a stable chemical.



Is Hazardous

Yes, No, or blank

A hazardous material has a potential for harm to humans, even though the actual risk may be low.

Not to be confused with the UN Hazard codes for Dangerous Goods

A chemical can be Hazardous, but not Dangerous, or Dangerous but not Hazardous. For example, a compressed gas would be dangerous (due to its compression), but may not be hazardous (due to its chemical nature).

Amount

Enter the quantity and unit e.g. 5L

This is sometimes referred to as the Manifest Quantity. It is the quantity your full container(s) would hold - a theoretical maximum quantity.

In SciLlist it is only used for printing on the dangerous goods compliance sheet. No processing or calculations are done with this number.

Packing Group

Enter I II or III or leave it blank.

The Packing Group for a chemical indicates the degree of hazard associated with its transportation. The highest group is Group I (great danger); Group II is next (medium danger), while Group III chemicals present the lowest hazard (minor danger). Packing Groups are often shown on MSDS data sheets for chemicals under the heading "Transport Information".

MSDS Date

Enter a single year if you have a current MSDS sheet for the chemical e.g. 2007. Current MSDS sheets should be no older than 5 years.

Risk Assessment Date

Enter a single year if a Risk Assessment has been written for the chemical.

NSW Chemical Category

If this is activated (File > Settings) then the selection shows at the bottom of the window.

The screenshot shows a software window titled "Update Master Item...". At the top, it says "Record will be Changed" with "OK" and "Cancel" buttons. The "Item:" field contains "Acetone (Propanone)". Below this is a "General" tab and a "Chemical" sub-tab. A red instruction reads: "Fill in only as much detail as you require. Any item can be left blank if not needed." The "CAS Number:" field contains "67 - 64 - 1" with a note "Chemical Abstracts Service unique identifier". The "Dangerous Goods Details" section includes "UN Number: UN 1090", "DG Class: 3", and "Sub Risk:". The "Is Hazardous" section has radio buttons for "Yes" (selected), "No", and "Blank". The "Amount" field contains "400 ml" with a prompt "Enter Quantity + Unit eg 500g". The "Packing Group" section has radio buttons for "I", "II" (selected), "III", and "Blank". The "Dates (Year Only)" section includes "MSDS: 2008" and "Risk Assessment Sheet:". The "NSW Chemical Category" section has radio buttons for "Not Recommended", "Teacher Only", "11-12" (selected), "7-12", "K-12", and "Prof Staff Only". A green note at the bottom says: "After adding chemicals it is suggested that they be added to a category Chemical. Do this easily from Utilities Menu > Add Chemicals to category Chemical".

You may choose an option, or leave it blank.

Placing a chemical in a location

After completing the master item details for a chemical, you will place it in one location or another.

Update Stock Item...

Item: Sodium acetate trihydrate

Location: Chem Store Sub-location: 0-Inorg-127

Trigger Level: 500 g

Stock Take Quantity: 1,010 g

Note: Quantities apply to above location only.

Comment: mw 136.08

Record will be Changed

Instead of Ideal Quantity, it will say Trigger Level

Trigger Level is the level that a quantity of chemical can fall to before it shows up for re-ordering on a stocktake. The total you would expect to have in stock is usually quite a bit higher.

This represents a different behaviour than ordinary items

Browse Stock by Master Item

Master Item List

Locate Item: sodium

Item: Sodium acetate trihydrate

Individual Stock Items

Sodium acetate trihydrate

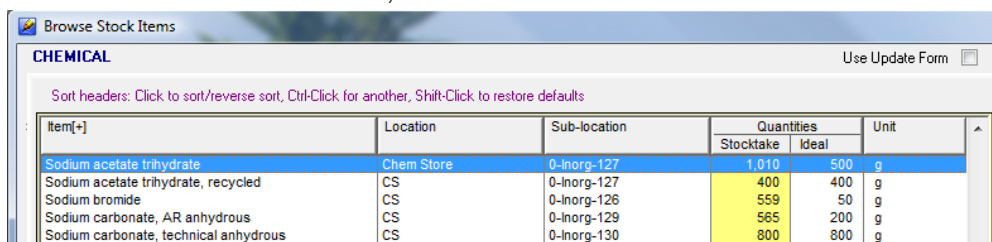
Location	Sub-location	Qty	Unavail	Unit
Chem Store	0-Inorg-127	500	0	g

Total Qty: 1,010

When you browse the chemical in the master list, QTY refers to the Trigger level, whereas the TOTAL QTY below refers to the total stocktake quantities.

Chemicals - stocktake considerations

In the stocktake window, record the actual amount of chemical in each location.



Item(+)	Location	Sub-location	Quantities		Unit
			Stocktake	Ideal	
Sodium acetate trihydrate	Chem Store	0-Inorg-127	1,010	500	g
Sodium acetate trihydrate, recycled	CS	0-Inorg-127	400	400	g
Sodium bromide	CS	0-Inorg-126	559	50	g
Sodium carbonate, AR anhydrous	CS	0-Inorg-129	565	200	g
Sodium carbonate, technical anhydrous	CS	0-Inorg-130	800	800	g

The Ideal column really means Trigger Level for a chemical

If you want to force an order to be written, change the trigger level. For example, trigger level for Sodium thiosulphate is 500g, and you have about 700g in stock, more than the trigger level so no order will be generated. You realise with the number of classes doing year 8 chemistry next year that this won't be enough, so change the trigger level to 1000g and 500g will be ordered.

Auto-generated chemical orders

The line items in a chemical re-order can look peculiar.

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
2,384	613	400		500ml	Universal indicator, ajax finechem	29.50	11,800.00	<input type="checkbox"/>
2,858	969	300		500g	Zinc sulphate, heptahydrate	20.00	6,000.00	<input type="checkbox"/>

Mark all items as received Browse Purchase History Total \$ 17,800.00

The universal indicator above is 400 ml below trigger level, so the quantity ordered is 400. However the unit price is based on a 500 ml bottle so the total cost is astronomical. Change the quantity ordered to 1 Bottle (Edit this Order button) and all will be correct.

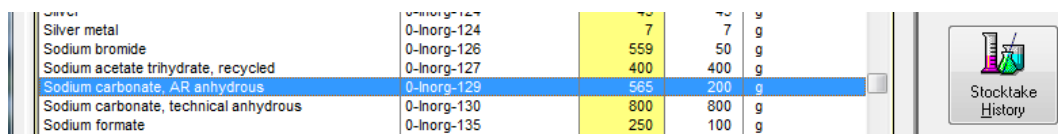
Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
2,384	613	2		500ml	Universal indicator, ajax finechem	29.50	59.00	<input type="checkbox"/>
2,858	969	1		500g	Zinc sulphate, heptahydrate	20.00	20.00	<input type="checkbox"/>

Save to History and Reset Stock Levels

This is the last step in the stock take process.

For ordinary items, the stocktake quantity is reset to the ideal.

For chemicals the stocktake quantity is retained, because it shows the actual quantities in stock.



Silver metal	0-Inorg-124	7	7	g
Sodium bromide	0-Inorg-126	559	50	g
Sodium acetate trihydrate, recycled	0-Inorg-127	400	400	g
Sodium carbonate, AR anhydrous	0-Inorg-129	565	200	g
Sodium carbonate, technical anhydrous	0-Inorg-130	800	800	g
Sodium formate	0-Inorg-135	250	100	g



Prior stock levels

Date	Trigger Qty	At Stocktake
17/12/08	200	565
6/09/09	200	565

Chemicals are saved additionally to a Chemical History file, so during subsequent stock takes, when you go to enter stocktake quantities, you can look up prior stocktake levels.

Chemical Reports

Reports

- Stock Lists >
- Stock Value >
- Incomplete Orders
- Expenditure
- Disciplines
- Categories
- Suppliers
- Locations
- Chemical >

Reports > Chemical

Reports provided specifically for chemicals:

- a full alphabetical list

Full List - Alphabetical
Full List - By DG Class
Chemical Register...
Hazardous Substances

West Coast High School



Chemical List

Item	Hazard Code	CAS Number
Sodium pyrophosphate	0	
sodium silicate (sodium orthosilicate)	8	13472-30-5
Sodium silicate, solution (water glass)	0	
Sodium sulphate, anhydrous	0	7757-82-6
Sodium sulphite, anhydrous	0	
Sodium tetraborate, borax	0	1303-96-4
Sodium thiosulphate, pentahydrate, A.R.	0	10102-17-7
Sodium thiosulphate, pentahydrate, LR.	0	
Sodium thiosulphate, technical, anhydrous	0	
Sodium, sample	4.3	7440-23-5
solochrome black , eriochrome black indicator	0	1787-61-7
starch iodide papers	0	
starch,potato,non-reducing	0	
starch,soluble	0	
stearic acid	0	
stopcock grease	0	
Strontium carbonate	0	
Strontium chloride	0	10476-85-4

- by DG Class

West Coast High School



Chemical List - by Dangerous Goods Class

Item	CAS Number	MSDS	R.A.
DG Class: 3 <u>Flammable Liquid</u>			
Acetone (Propanone)	67-64-1	2008	
Butanol	71-36-3	2007	
Cyclohexane		2003	2005
Cyclohexene		2003	2005
Edicol blue FCF (acid dye)			
ethanol 70%	64-17-5	2006	
Ethanol 95%	64-17-5	2006	
Ethyl acetate	141-78-6	2006	
Eucalyptus oil	8000-48-4	2005	
Frother, M200		2005	
Hexane		2003	
iso-butanol (iso-butyl alcohol)	78-83-1	2007	
Iso-propanol	67-63-0	2007	
Kerosene	8008-20-6	2008	
Methanol	67-56-1	2005	
Methylated spirit	64-17-5	2006	
Methylated spirit		2005	

• Chemical Register

These are essentially the same report format, except how you filter the printout.

For Dangerous Goods based on MSDS date, you may select a date or leave as 0000 for all DG regardless of MSDS date

West Coast High School

7/09/2009

Dangerous Goods and Hazardous Substances Register

Item	Dangerous Goods			Packing Group	MSDS Date	Risk Assessment Date	Amount	Location
	Hazardous	UN No.	Class Sub Risk					
1,1,1,Trichloroethane	Yes	UN281	6.1	III	2008		450 ml	CS 6.1-Toxic-
Acetic acid, glacial	Yes	UN2789	8 3	II	2005		500 ml	CS 8-Corr-02
acetic anhydride	Yes	UN1715	8 3	II	2005		500 ml	CS 8-Corr-06
Acetone (Propanone)	Yes	UN1090	3	II	2008		400 ml	CS 3-Fl.Liq-01
Aluminium chloride, hydrated	Yes		0		2006	2005	750 g	CS 0-Inorg-003
Aluminium nitrate	Yes	UN1438	5.1	III	2007		500 g	CS 5.1-Oxid-01
Aluminium powder	Yes		4.3		2005		300 g	CS 4.3-Dg.Wet-01
Aluminium sulphate	Yes		0		2007		400 g	CS 9-Misc-05
ammonia 35%	Yes		8		2005		500 ml	CS 8-Corr-11
ammonia, cloudy, commercial			8					CS 8-Corr-11
Ammonia, conc. 25%	Yes	UN2672	8	III	2005		2500 ml	CS Bfloor1
Ammonium carbonate	Yes		0		2007		400 g	CS 0-Inorg-10
Ammonium chloride	Yes		0		2000		650 g	CS 0-Inorg-11
Ammonium dichromate	Yes	UN1439	5.1	II	2008		500 g	CS 5.1-Oxid-02
Ammonium ferrous sulphate	Yes		0		2008		500 g	CS C23
Ammonium molybdate	Yes		0		2005		75 g	CS C23
Ammonium nitrate	Yes		5.1		2001		500 g	CS 5.1-Oxid-03
Antimony, pieces, sample	Yes		6.1		2005		10 g	CS 6.1-Toxic-01
Arsenic, metallic, sample	Yes		6.1		2005		25 g	CS 6.1-Toxic-03
Barium chloride	Yes		6.1		2006		250 g	CS 6.1-Toxic-05
Barium hydroxide octohydrate	Yes	UN1564	6.1	III	2007	2007	500g	CS 6.1-Inorg-

Hazardous Substances

West Coast High School

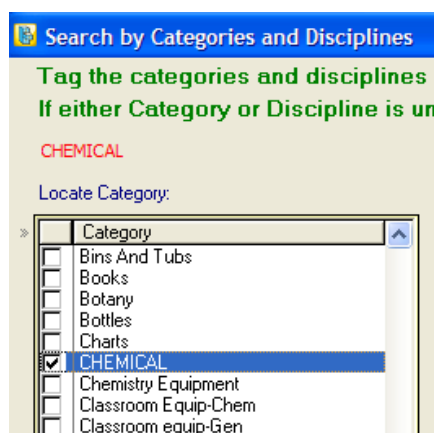
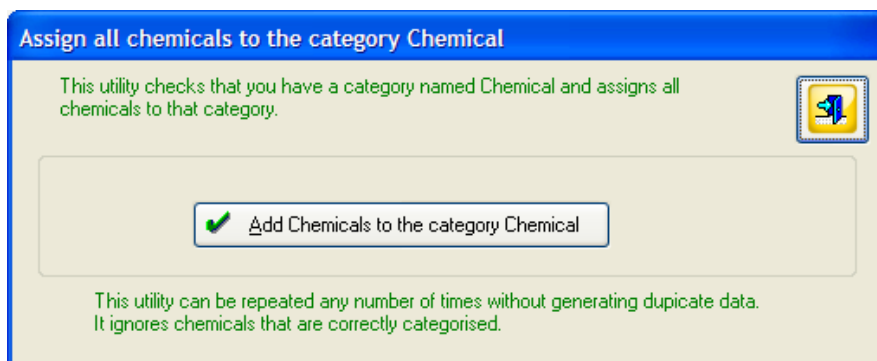
7/09/2009

Item	Dangerous Goods			Packing Group	MSDS Date	Risk Assessment Date	Amount	Location
	UN No.	Class	Sub Risk					
1,1,1,Trichloroethane	UN281	6.1		III	2008		450 ml	CS 6.1-Toxic-
Acetic acid, glacial	UN2789	8	3	II	2005		500 ml	CS 8-Corr-02
acetic anhydride	UN1715	8	3	II	2005		500 ml	CS 8-Corr-06
Acetone (Propanone)	UN1090	3		II	2008		400 ml	CS 3-Fl.Liq-01
Aluminium chloride, hydrated		0			2006	2005	750 g	CS 0-Inorg-003
Aluminium nitrate	UN1438	5.1		III	2007		500 g	CS 5.1-Oxid-01
Aluminium powder		4.3			2005		300 g	CS 4.3-Dg.Wet-01
Aluminium sulphate		0			2007		400 g	CS 9-Misc-05
ammonia 35%		8			2005		500 ml	CS 8-Corr-11
Ammonia, conc. 25%	UN2672	8		III	2005		2500 ml	CS Bfloor1
Ammonium carbonate		0			2007		400 g	CS 0-Inorg-10
Ammonium chloride		0			2000		650 g	CS 0-Inorg-11
Ammonium dichromate	UN1439	5.1		II	2008		500 g	CS 5.1-Oxid-02
Ammonium ferrous sulphate		0			2008		500 g	CS C23
Ammonium molybdate		0			2005		75 g	CS C23
Ammonium nitrate		5.1			2001		500 g	CS 5.1-Oxid-03
Antimony, pieces, sample		6.1			2005		10 g	CS 6.1-Toxic-01
Arsenic, metallic, sample		6.1			2005		25 g	CS 6.1-Toxic-03
Barium chloride		6.1			2006		250 g	CS 6.1-Toxic-05
Barium hydroxide octohydrate	UN1564	6.1		III	2007	2007	500g	CS 6.1-Inorg-
Barium nitrate	UN1446	5.1	6.1	II	2005		100 g	CS 5.1-Oxid-06

Adding Chemicals to the category Chemical

Much of SciList's functionality comes from being able to categorise items with a Category. SciList provides this utility to assign all chemicals to the category Chemical.

Utilities > Add Chemicals to Category: Chemical

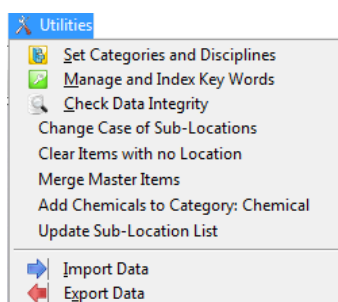
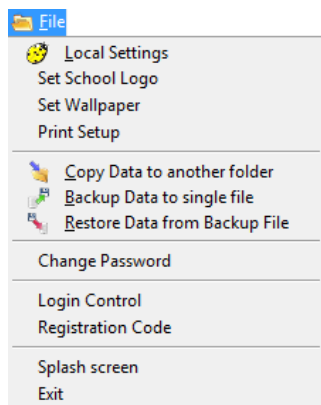


Once this is done, you may use the Search by Category and Discipline feature, to list all chemicals in their locations (left)

Chapter 7

General Utilities

General Utilities



From the Files and Utilities menus

Discussed below in no particular order

Check Data Integrity

Utilities > Check Data Integrity

This utility will go through your database, making sure that the data is logically connected. The usual reason it would not be is if a file is copied from another data location that doesn't match existing files.

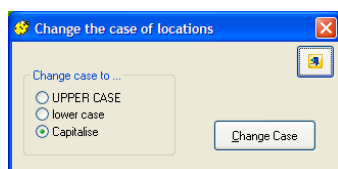
This utility will attempt to fix errors or inconsistencies and gives related messages.

Also when an update to SciList occurs, sometimes data fields need some form of update from earlier versions.

Use it any time you update, and otherwise just occasionally.

Change Case of Sub-Locations

Utilities > Change case of sub-locations

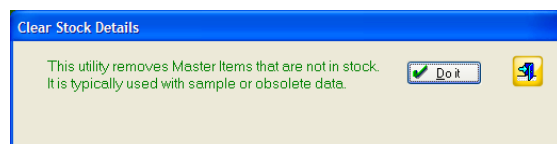


If you have imported your data or otherwise need it to be standardised. There are often many sub-locations and to do each one individually is tiresome.

You can change the format of all your locations into one of 3 formats. ROOM 5, room 5, or Room 5

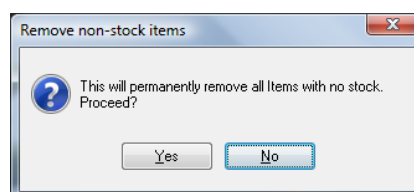
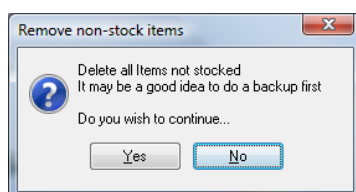
Clear Items with no Location

Utilities > Clear Items with no Location



Particularly when starting with a new data-base, many of the master items are un-related to your actual stock, so you may wish to get rid of them.

After clicking "Do It", you will receive two warning messages.

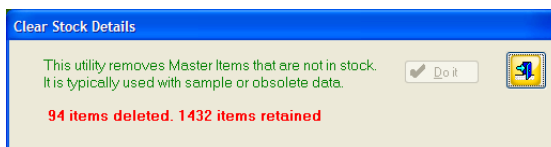


Do not do this unless you are quite sure that most or all of your master items have been given a location. If you accidentally lost a couple of items that you wanted to use, it's not a big deal, but if you lost 800, it is a problem.

Do a backup of your data first to be safe

If you answer 'Yes' to both the warnings, the process will take a certain amount of time to check the data. On a network it could be a couple of minutes.

When complete, a message is displayed:



Merge Master Items

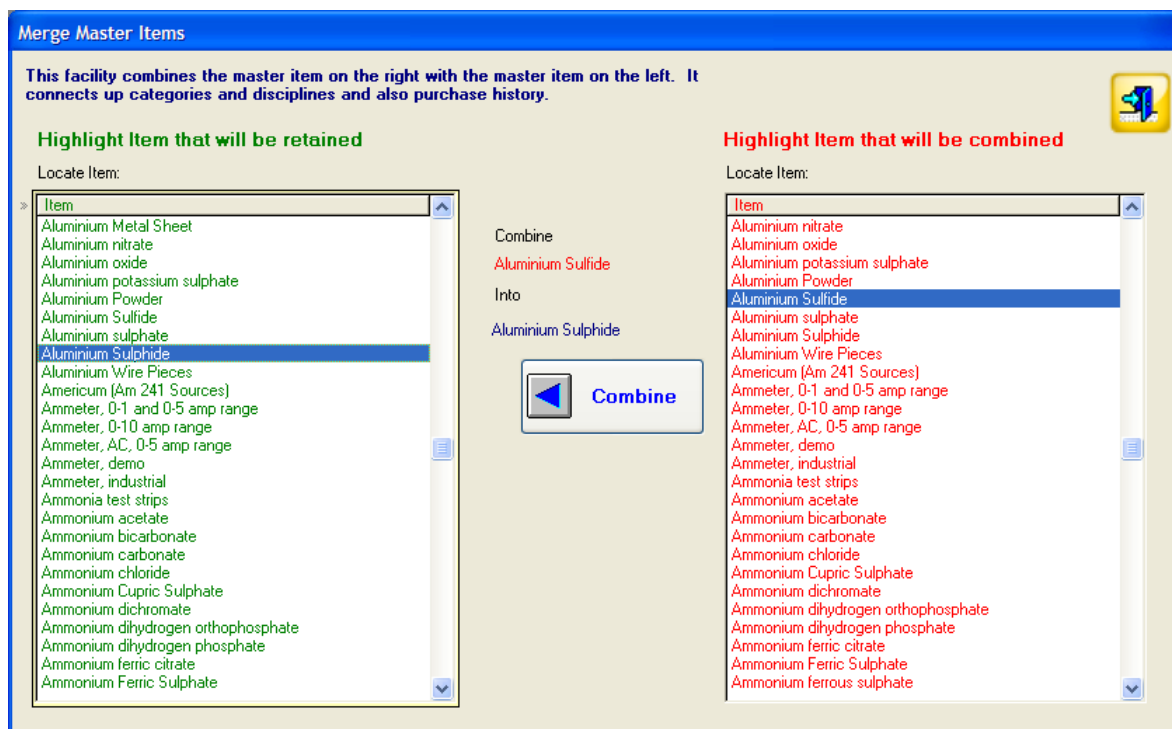
Utilities > Merge Master Items

Sometimes you have two master items that are really the same thing. Each may have their own related stock, but they are really one item.

This utility allows you to merge both items into the one.

In the screen shot above, Aluminium Sulphide is highlighted on the left as the item we want to keep, and Aluminium Sulfide highlighted on the right as the item we don't want.

After moving all stock from Sulfide to Sulphide, the Sulfide reference is deleted altogether.



Local Settings

Utilities > Local Settings

Enter all SciList owner details, contact details including email address.

Add chemicals to category: Chemical

Utilities > Add chemicals to category: Chemical

A convenient way to add all chemicals to a category called Chemical. If category Chemical does not exist it is created.

Data Backup

File > Copy Data to another folder

This option allows you to copy all data files as well as your program files to another folder. If that folder is on another computer altogether it becomes a very useful backup. You can run SciList from that other folder if you have backup up program files as well.

Your data consists of the data files in the SciList folder and images in the Images folder.

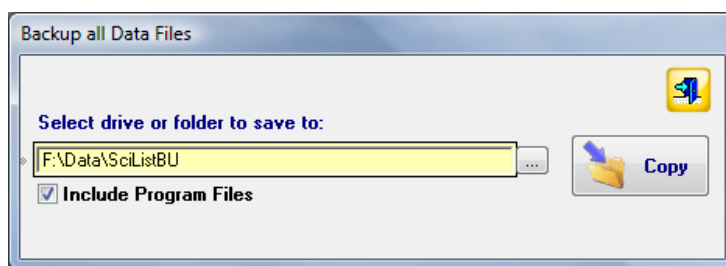
Data files are identified by the extension .tps

The backup process copies all .tps files to your selected backup location. It makes an images folder, and copies into it all images referenced from SciList. These images include all item images, wallpaper and organisation logo.

The result is a complete image of all of your data.

It is best to copy the data to a network location that gets backed up by system backups, so if you have one, talk to your network manager.

The backup window



Use the ellipses (...) to lookup a folder and create one if you need

After selecting the destination, click the Copy button

You should really back your data up to a separate drive on a network in case of your own hard drive failing.

To restore data

Use windows explorer to copy files from your back up location to the SciList folder and the images folder.

Another option for back up and restore

File > Backup Data to a single file

This method of backup saves all the data files into a single file in your SciList folder.

Advantages

It is very convenient to restore from.

If you have to send your data to another person, you can attach that single file to an email or put it on a memory stick.

You can save any number of separate backup files because they all have different names.

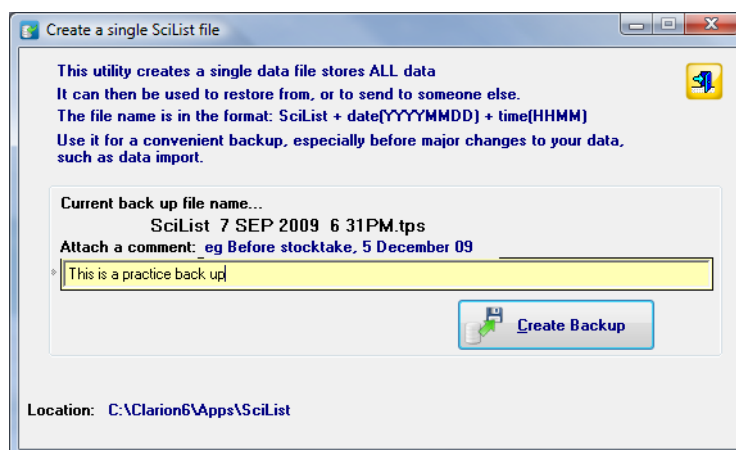
If you are about to make some changes to the database, like import a batch of chemicals or other items, you can use this option so you have a recovery position in case your data gets mangled by the import.

Disadvantage as a backup

The file is saved in the SciList folder so if that hard drive fails, you can't restore from it. You could of course copy that file to another computer.

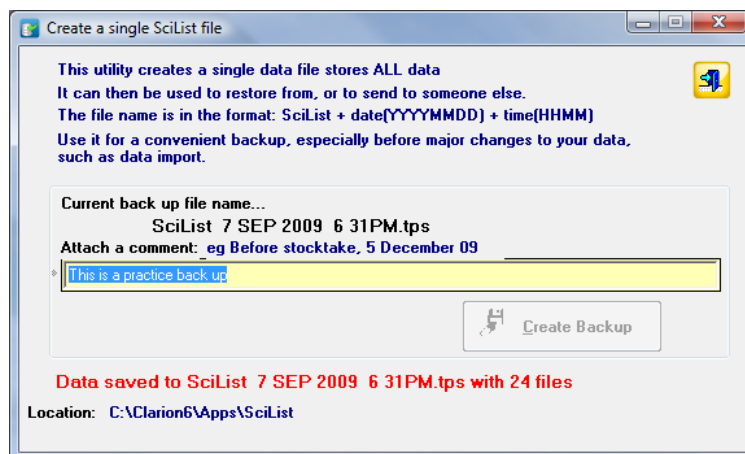
It doesn't copy program files or images

The process



The data file created is named as shown in the window. A long name composed of 'SciList' plus the date and time.

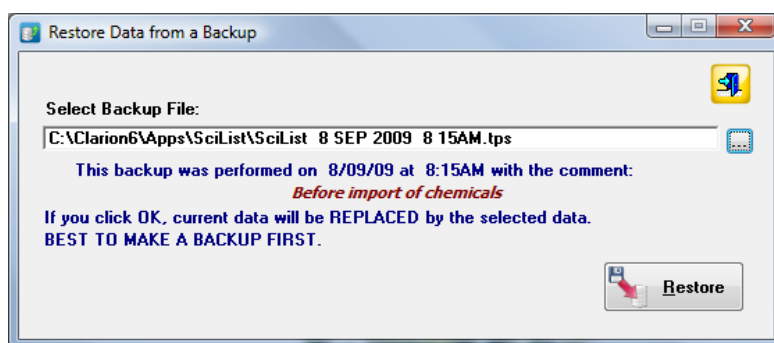
You add a comment to the backup so you know later why you did it.



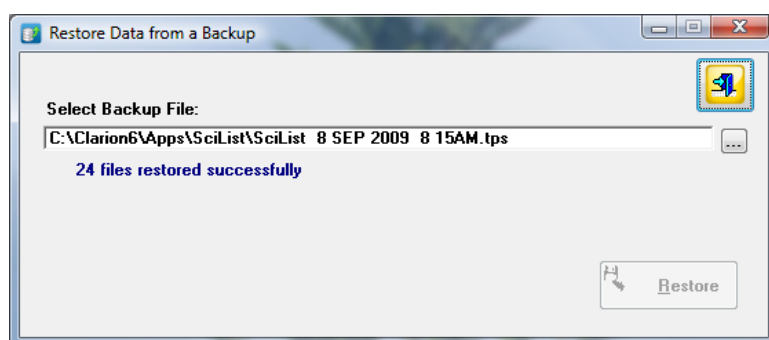
After clicking the Create Backup button, you are told how many files were saved.

Restoring from the single file backup

File > Restore Data from Backup file



Use the ellipses button (...) to look up the saved file.
Click Restore



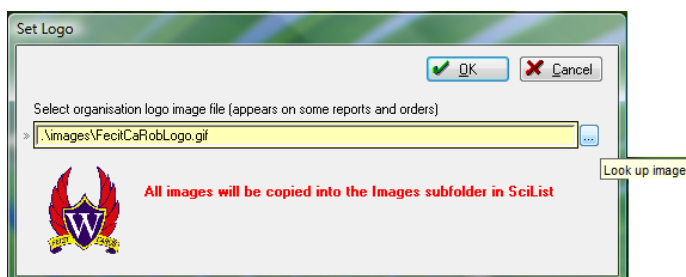
Setting the Organisation Logo



The logo is an image file that appears on reports. Importantly it appears on external documents such as Orders. It can be in any normal image format, .jpg, .gif, or .bmp.

File > Set Logo

When you look up the logo, using the ellipses button, the logo is copied into the SciList Images folder

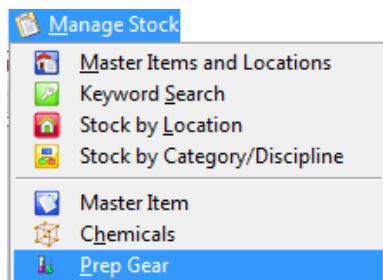


Setting the Wallpaper

File > Set Wallpaper

The wallpaper is cosmetic only and can be anything you find pleasing in a graphics format. Like the logo, when you select it from somewhere on your system, it is copied into the Images folder, where SciList will always expect to find it from then on.

Prep Gear



Manage Stock > Prep Gear

Prep Gear is non-public equipment. You want to list it, but it is not for viewing by other staff. They don't need to know anything about it.

You may never use this utility. It is not part of the main database. The utility was requested by several lab assistants for their own convenience.

The window shows a table with the following data:

Item	Qty	Room	Location
Sink cleaners	1	Prep	Dr 2
Tape, book repair	1	Prep	office drawer 2

Below the table, there is a 'Comment' field with the text: "1.8m Insert screw end into drain, twist to the right, moving cleaner back and forth at the same time. Bought Mt Gambier, about \$10, Jan 06".

The window shows the 'Item' field with 'Sink cleaners' selected. The 'Room' is 'Prep', 'Location' is 'Dr 2', and 'Quantity' is '1'. The 'Comment' field contains the same text as in the previous window. At the bottom, it says 'Record will be Changed' and has 'OK' and 'Cancel' buttons.

The Update Form

Prep Gear or Non-Public Equipment

Report Date: 22/10/2007

Item	Qty	Room	Location
Sink cleaners 1.8m Insert screw end into drain, twist to the right, moving cleaner back and forth at the same time. Bought Mt Gambier, about \$10, Jan 06	1	Prep	Dr 2
Tape, book repair State Supply, 2227681, \$10.01. Pritt , 72mm X 25M. Bought beg. 07. Use for affixing labels to solutions bottles, and any heavy duty protection of signs, labels, etc. Expensive, so use carefully.	1	Prep	office drawer 2

The printed report of Prep Gear

Login Security and Access Control

If placed on a network server or if the SciList computer is used by different users, security needs to be considered.

SciList has an optional login feature that provides two functions

- Login Security - requires users to have a password to get in
- Access Control - Restricts what an average user can do in terms of editing data

When installed for the first time, these features are not activated because we assume SciList will be on a local drive with a limited number of users and consequently, fairly secure.

Activating Login Security

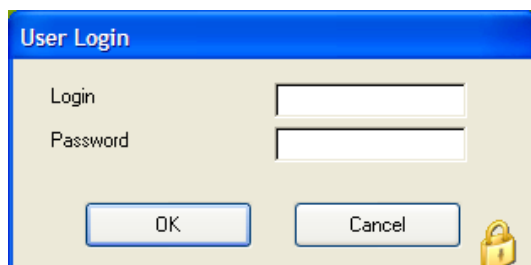
Access (or Login) Control is not activated when SciList is installed. Many users will not need it.

Access control is activated by the presence in the main SciList folder of the file **DSSW5.TPS**. If this file is present, anyone attempting to run SciList will be prompted for a login.

To Activate

With SciList closed, copy the file **dssw5.tps** from the **control** folder in SciList to the main SciList folder.

Run SciList. You will be prompted for a user name and password.



Log in as **Super**, password **super** for full access.

Logging in as **User**, password **user** gives browse rights and some print rights, but no editing rights.

The super user can add, delete and modify the functions other users can use. This is described in the subsequent pages.

A third user is provided in case access is required by CaRob Computing. Super is capable of deleting this user, but we request that you leave it.

Network Security

If placed in a network folder, do not rely totally on this security. Make sure that only legitimate SciList users have security permissions to see and use the folder.

Configuring Access Control

Background

Access Control allows the main user to limit access to the application based on who is using the program. This is necessary if you wish to expose some of the users to more functionality than others.

We have provided two users with SciList.

- Super - the fully privileged user
- User - has limited access: browse stock and print

Most users of SciList will probably be satisfied with these two, so the following sections on user management may be safely ignored.

Passwords

Change your password from the File menu. Each user can only change their own password. So Super cannot modify User's password directly. ***You must be logged on as User to change User's password.***

Changing the User Password

You have many potential individuals who may log on as User, and if any could change the password, it can be lost. Consequently we have restricted User's access to the File menu. This means that User can't normally change their own password.

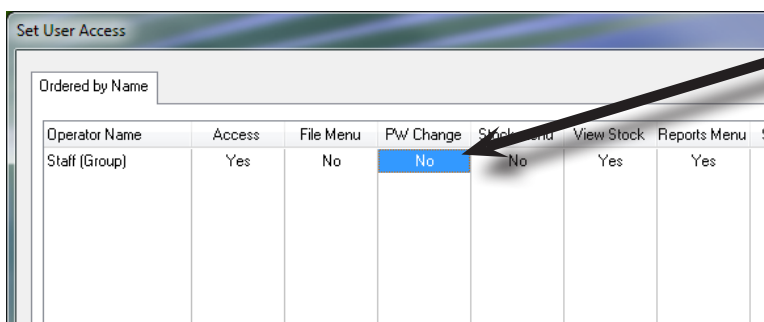
To change the User's password you must:

- 1: Log on as Super and give User access to *Change Password* on the File menu
- 2: Log on as User and change the password
- 3: Logon again as Super and block *Change Password*

These steps are illustrated below

1: Log on as Super

Login as Super and immediately press <CTRL-F8> to bring up the Access Control window.



Operator Name	Access	File Menu	PW Change	Stock View	View Stock	Reports Menu	S
Staff (Group)	Yes	No	No	No	Yes	Yes	

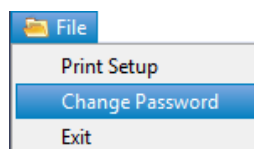
Double click the PW *Change* setting to make it "Yes".

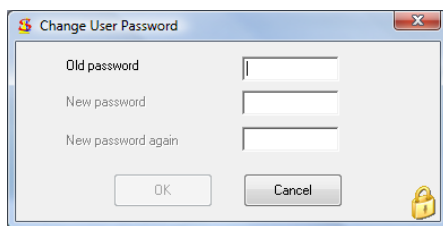
(User is a member of the staff group shown... initially the only member)

Log out

2: Log on as User

Login as User, go to the File menu and change the password.



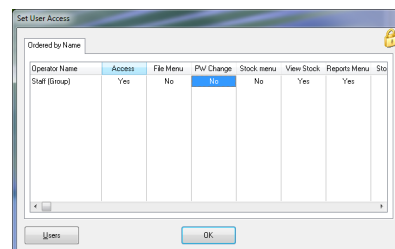


You will need to enter the existing password before you can set a new one.

Log out after changing the password.

3: Log on as Super

Repeat step 1, and change User Access to Change Password to "No"



Saving security settings

Security settings include the users, passwords, and access privileges for these users. They are stored in the encrypted file dssw5.tps in the SciList folder. ***It is recommended that you save a copy of this file in a secure location.*** It is possible (hopefully unlikely) for a user to delete this file. If it is missing, SciList has no security. Any user will have full access. On a network it might be advisable to get the network administrator to place a Deny Delete permission on it.

Lost a Password?

Restore the file dssw5.tps from your backup. All security settings will be restored.

If you have no backup of this file, delete the user and add it again. You will have to reset the password. (see above)

Login Control

Login Control enables you to create new users and fine tune a user's access rights.

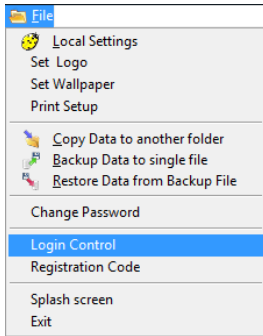
If you need a user to have more rights than User but less than Super, you might want to add a new user and set their access rights.

A user can be classified into one of 3 possible levels.

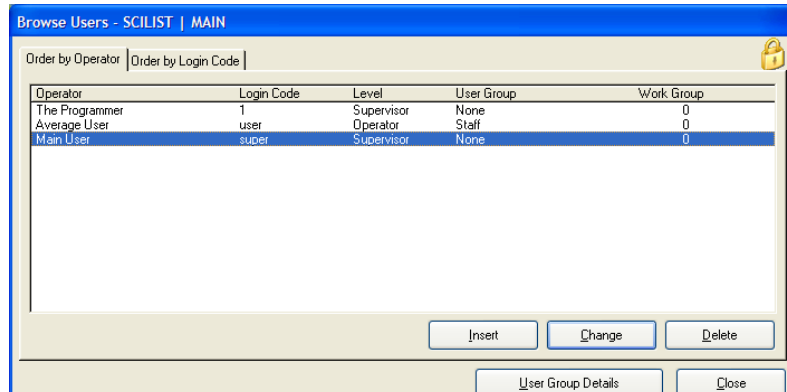
- Supervisor: This level has full access.
- No Access:
- Operator: This level is in between, i.e. a user has limited power.

A Supervisor is allowed to change the security access rights of other Users. An Operator cannot change either their own, or anyone else's, Access rights.

Inserting a new user



Go to
File > Login Control



Click **Insert**

Check **Operator Level**

Set Default access to **All Access**

Leave User Group as **None**

Click **OK**

The user name is the initial password and should be changed using the procedure described on the previous pages.

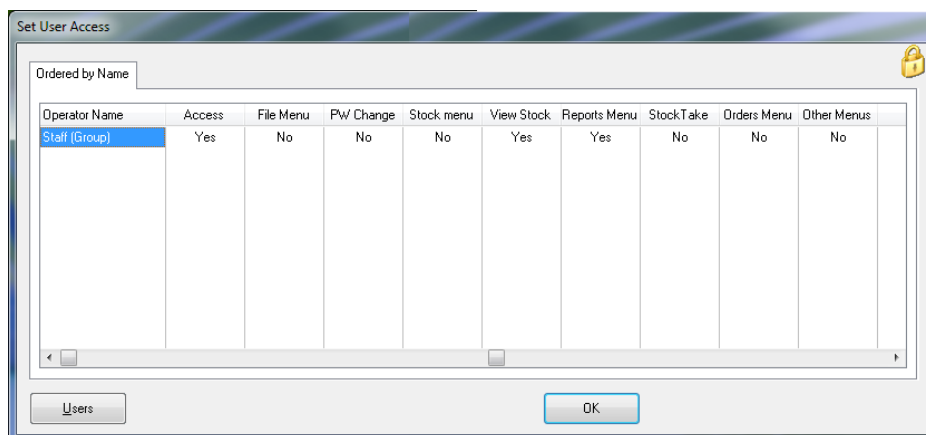
The new user has full access and now has to be restricted based on your needs.
See next section.

Access rights

The Set Access screen allows a supervisor to limit access to specific controls (menus and buttons) and windows within the application.

By going to any window and pressing <Ctrl-F8>, you will get the Set Access window. Not all windows have access rights. Usually this is because only users of Supervisor level are allowed access to them.

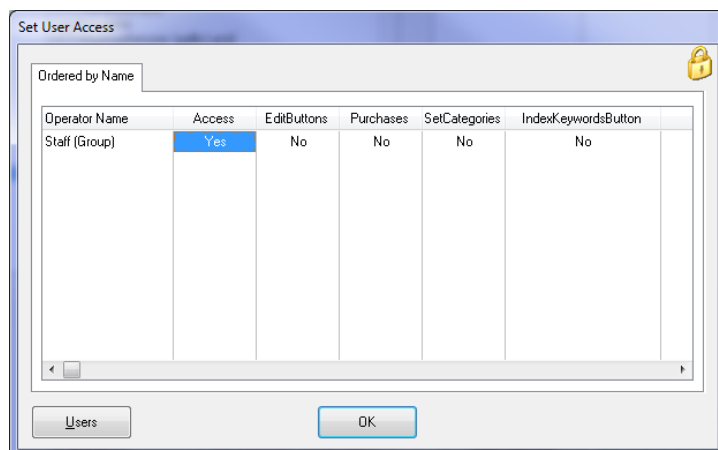
This Access Control window will have a list of the Operators on the left. Supervisors are not listed because they always have full access.



The Access Control Window when <CTRL-F8> is pressed from the main window.

The list takes the form of a spreadsheet, with the names on the left, and the access rights on the right. By double-clicking on the displayed rights, access can be changed from Yes to No.

You need to do the same on any windows to which the user then has access. Generally, if you disable Edit Buttons or Update Buttons the user will not be able to change data.

































For example:

This is the Access Control window from Browse Master Items.

Access - Yes means that staff can open the window. If you set it to no, the window will not open for them.

With other options set to NO, a staff user can browse all the data, but not change anything.

SciList's Files

Name
 category.tps
 ChemHist.tps
 discipline.tps
 dssw2.tps
 hazard.tps
 Invoice.tps
 ItemCat.tps
 ItemDisc.tps
 ItemReorder.tps
 kwexclude.tps
 kwinindex.tps
 location.tps
 masteritem.tps
 ODetail.tps
 OrderItem.tps
 orders.tps
 OwnSciList.tps
 prepgear.TPS
 Purchase.tps
 Reorder.tps
 ReorderHistory.tps
 room.tps
 SavedEmail.tps
 status.tps
 stock.tps
 StockHis.tps
 stocktake.tps
 sublocation.tps
 supplier.tps
 Upg.Tps

This listing shows all data files associated with SciList.
(Except dssw5.tps not dssw2.tps since May 2012)

SciList.exe and the various .dll files comprise the program.

SciList is written with a database development language system called Clarion. Clarion uses a proprietary data file format identifiable by the .TPS extension. Each physical data file holds one logical data table together with its indexes.

TPS files cannot be edited directly with common tools.

Restoring from a backup

To restore data from a backup, use Windows explorer to copy the .tps files from your backup folder into your working folder. See Data Backup section for further information.

Program Updates

The program will change with features requested by users, extra reports, bug fixes and so on. No commercial software is static.

Updates to SciList are posted at
<http://www.carobcom.com/download.htm>

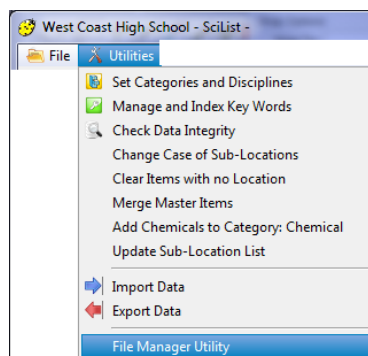
Updates are free to download unless a major rewrite is released, whereupon a charge would be made.

File structure changes

Often when a data base program is updated, there are changes to the design and structure of data tables. SciList will automatically convert data files upon the first running of the new version if it needs to.

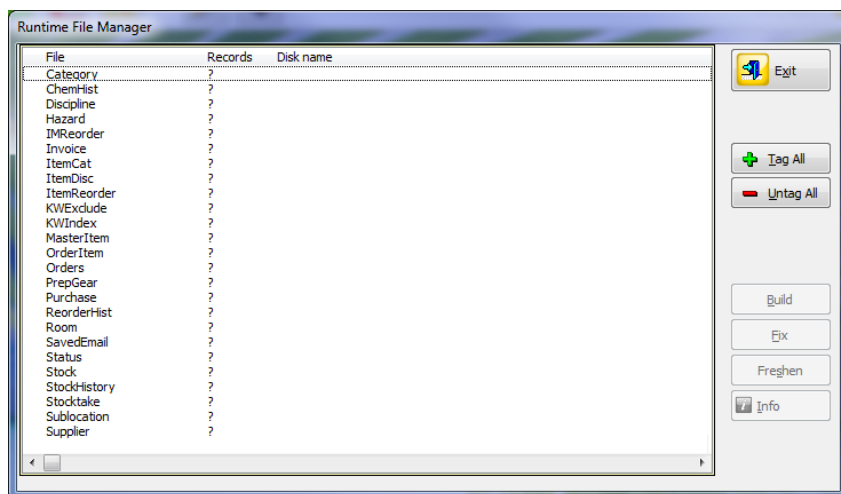
Runtime File Management Utility

New in the May 2012 SciList, this utility allows you to manage your files to some extent, especially if you think there may be a corruption.



From the Utilities Menu, choose the File Manager Utility

It displays most of the operational files. You must tag all or some of the files to work with them.



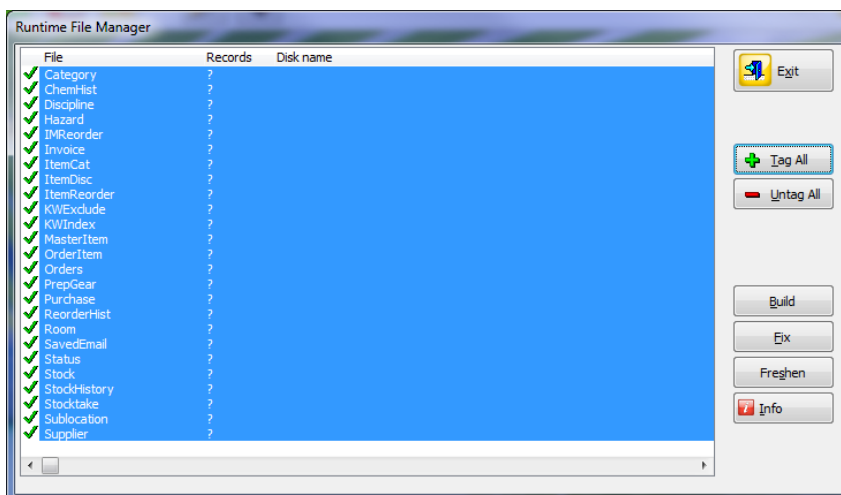
If you Tag All (or some), you may then carry out several operations.

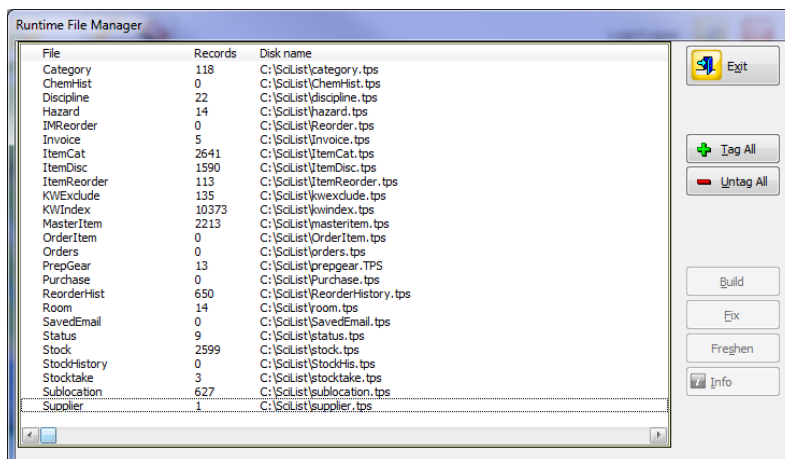
Build rebuilds all indexes (keys) in selected files.

Fix attempts to repair a corrupted file.

Freshen copies all files to new copies of themselves.

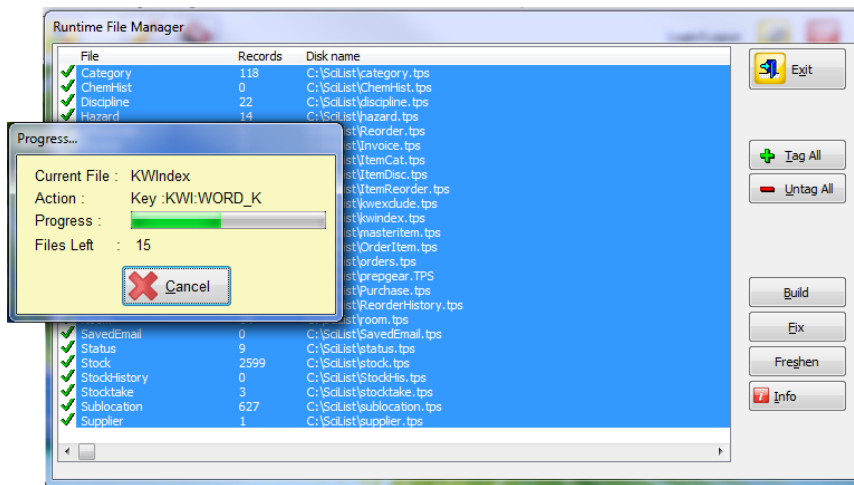
Info tells you about the file.





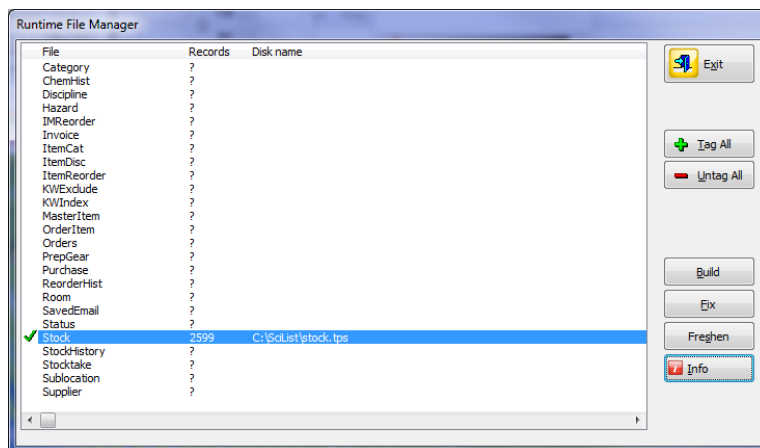
Info

lists the number of records



Build

This takes some time and a window appears, showing progress as keys are rebuilt in the selected files.



Fix

It is best to use this only on individual suspect files.

If this does not work (and it may not), use TPSFix yourself. See next section on File Recovery

Freshen

This creates a new file and copies all the old records out the old file and puts them in the new file.

This effectively removes all duplicate entries (which might be causing the Build to fail) and also can act as an effective fixing of possibly corrupted files

Recovering Files

TopSpeed files are very robust and problems are rare. However, power glitches for example can partly corrupt files. A corrupt file is usually indicated when the file is opened, either when you start SciList or try run some part of SciList. There is usually a message saying that ClaTPS.dll is having a problem with a file. The file is usually named. You can Abort or Ignore, but generally the program will fail.

TPSFix

TopSpeed provides a utility called TPSFIX.EXE which is part of the SciList installation. It is located in the directory C:\SciList\FirstAid.

TPSFIX attempts to read a corrupted TPS file and write it to a new file of the same name with an extension of .TPR.

This process does not always work if the header area of the file is damaged, so a further measure is provided. All of the major SciList data files have an Example file in the FIRSTAID directory with an extension .TPE. Given a .TPE file to work with, TPSFIX can tell what the file format ought to be, and do its best to produce the .TPR repair file.

After TPSFIX has run, producing a TPR file, the corrupt TPS file should be copied elsewhere, and the TPR file renamed as TPS. Then run SciList.

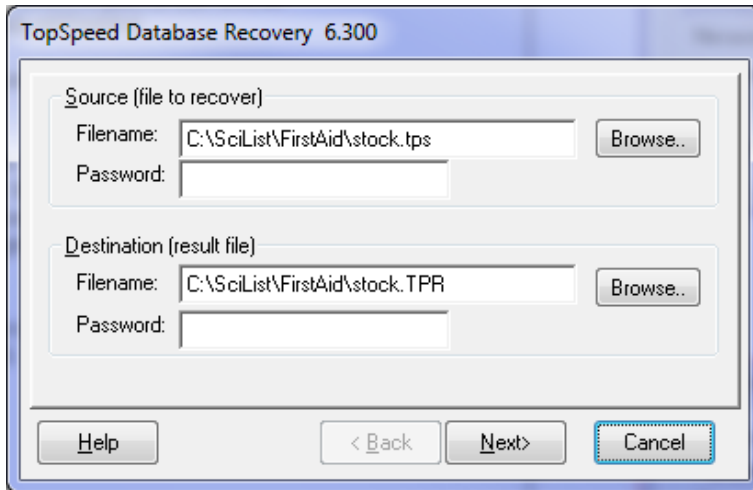
This is described in the following example.

TPSFIX Example

Assume that Stock.tps file in C:\SciList is corrupted.

- Run TPSFIX.EXE.

This window appears, asking for the file to recover.



(In this example, I have copied Stock.tps from the main folder into the FirstAid folder, so I am working on a backup)

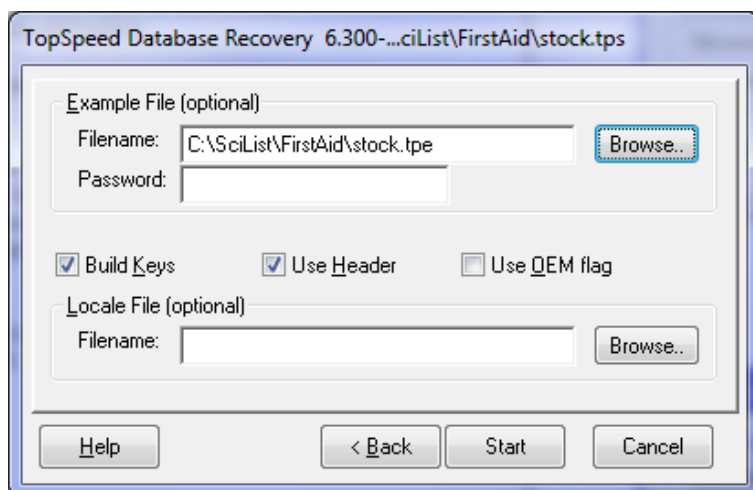
Browse and locate your Stock.tps

The recovery file is suggested as Stock.tpr.

Accept this.

- Press Next

This screen appears asking for the location of the example file. Note that this is optional, but recommended.



Find the .tpe file in the FirstAid folder

Make sure Build Keys is ticked

The Locale file is not used.

- Select Start

If the file is not corrupted, TPSFIX will tell you that it thinks the file is OK and allow you to exit.

After repair,

- Remove the suspect Stock.tps
- Rename Stock.tpr to Stock.tps. (and if necessary, copy it back to the main SciList folder)

Note that TPSFIX comes with its own Help file which can be referred to.

SciList.ini

SciList.ini is a plain text file that saves window information, including locations and fonts. If you move a window, its location is stored here.

SciList.ini is kept in the program folder.

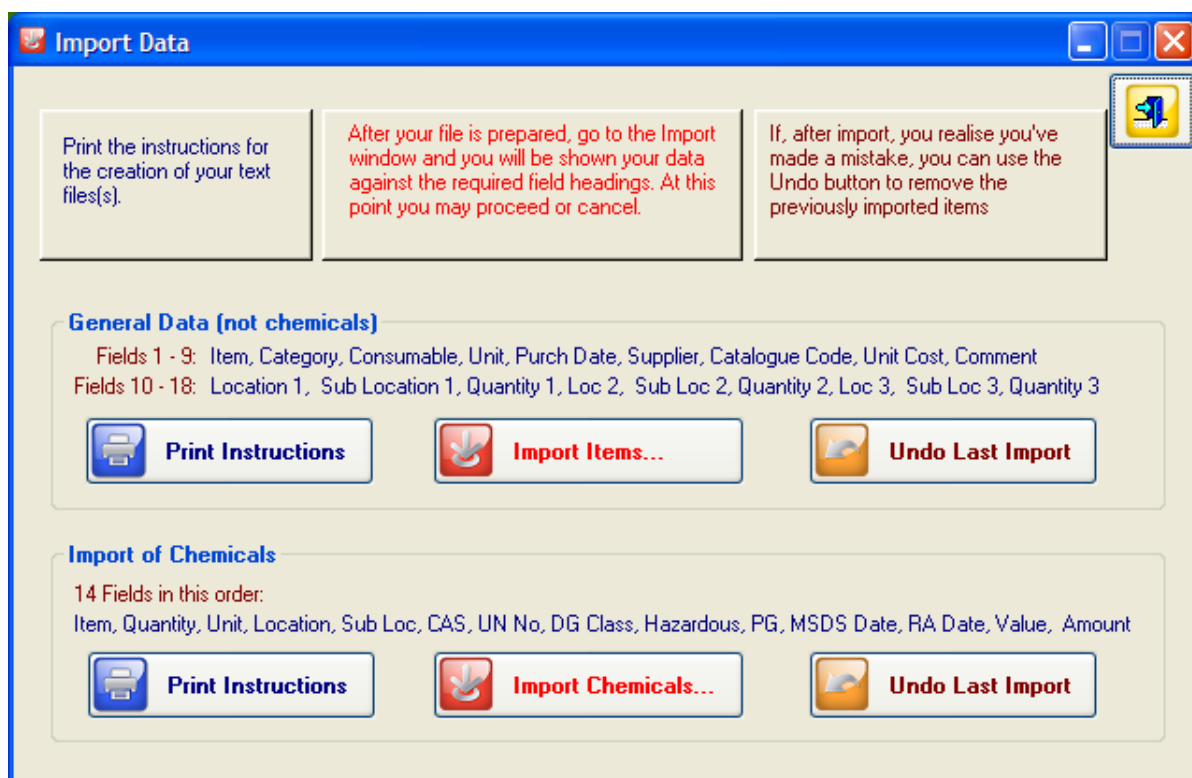
If a window does not appear when expected, it may be that the location of the window is off screen. In this case, delete SciList.ini. All windows will then be in their default locations.

Data Import

SciList allows you to import general items and chemicals as separate processes.

Many users already have stock lists in electronic form, often in a spreadsheet. If so you will probably be able to manipulate it into a format suitable for import to SciList.

Menu Option File > Import Data



For either import of general equipment or chemicals, first print the instructions.

The printed instructions will be up-to-date with your program, where-as this user guide may become out-dated. The printed instructions are convenient to give to the person making up the data.

Both imports retain existing data.

Neither import will write over an existing item if it already exists in SciList. i.e. only fresh items will be added. However, if an item exists, but the import file shows it to have stock in a new location, that stock detail is imported.

For both imports, Item Name is the only compulsory field, but obviously it would be useful to have some quantities and locations. Fields that you don't understand or don't need can be left blank in the import file.

Import Equipment - File Format

The import file must be tab-delimited text, as created by Excel when saving as Text(msdos). The name does not matter, but must have .txt extension.

Take time to check for consistent naming conventions. The main descriptor is better as the first word, so that common items are grouped together alphabetically in listings.

e.g. Beaker 100 ml
Beaker 200 ml

Be consistent with capitalisation.

Spellcheck your data before import.

This table shows the file format for general equipment.

Column Position	Column Contents	Max Size	Example	Comment
1 or A	Item Name	60 char's	Beaker - 100 ml	The only required field
2 or B	Category	30	Junior Science	SciList category The import will create the category if required.
3 or C	Consumable	3	No	If Yes, SciList creates a category named Consumable, and adds this item to that Category
4 or D	Unit	10	item	Unit of the quantity eg ml, g, carton
6 or E	Purchase Date	10	31/08/2006	DD/MM/YYYY
6 or F	Supplier Name	40	State Supply	
7 or G	Catalogue ID	20		Supplier's Catalogue Code
8 or H	Cost		3.46	Cost of a single item, no \$ sign
9 or I	Comment		Pyrex	
10 or J 11 or K 12 or L	Location 1 Sub Location 1 Quantity 1	20 20	Room S6 Cupboard 3 20	The Location will be added to SciList's locations
13 or M 14 or N 15 or O	Location 2 Sub Location 2 Quantity 2	20 20	Room S3 Front Desk 10	
16 or P 17 or Q 18 or R	Location 3 Sub Location 3 Quantity 3	20 20		

If equipment is located in more than 3 locations, duplicate the line using the same item name in column 1 and extra locations and quantities in fields 10 to 18. With duplicated items, fields 2 to 9 are only imported from the first of the lines.

Import Chemicals - File Format

The import file must be tab-delimited text, as created by Excel when saving as Text(msdos). The name does not matter, but must have .txt extension.

The import file format allows for a range of safety information. No single user would be expected to use all fields. They are there just in case you have this information already recorded and can import it.

The expected data would be Columns 1 to 4, and perhaps 13.

Columns that have no data must be retained in the text file as blanks. e.g. Unit Cost must be in Column 13 even if you have no columns 5 to 12.

Column Position	Column Contents	Max Size	Example	Comment
1 or A	Chemical Name	50 char's	Acetaldehyde	The only required field
2 or B	Quantity		3500	Will be written as both Stocktake Quantity and Tigger Level Adjust in SciList for your own usage
3 or C	Unit	10	ml	For chemicals, better to use small units (ml, g) so that quantities may be entered without decimal
4 or D	Location	20	Chem Store	
5 or E	Sub Location	20	Shelf 7	
6 or F	CAS Number	12	75-07-0	Format: Up to 7 digits - 2 Digits - 1 Digit
7 or G	UN Number	4	1090	4 digits. Don't put UN in front.
8 or H	DG Class	3	3.1	Use 0 for stable chemicals
9 or I	Hazardous	3	Yes	Yes or No or Blank
10 or J	Packing Group	3	II	I II III or blank
11 or K	MSDS Date	4	2006	If MSDS is held, 4 Digit Year
12 or L	Risk Assessment Date	4	2007	If RA is written, 4 Digit Year
13 or M	Unit Cost		12.50	No \$ sign
14 or N	Manifest Quantity	20	5 Litre	Qty + Unit. To print on DG Register

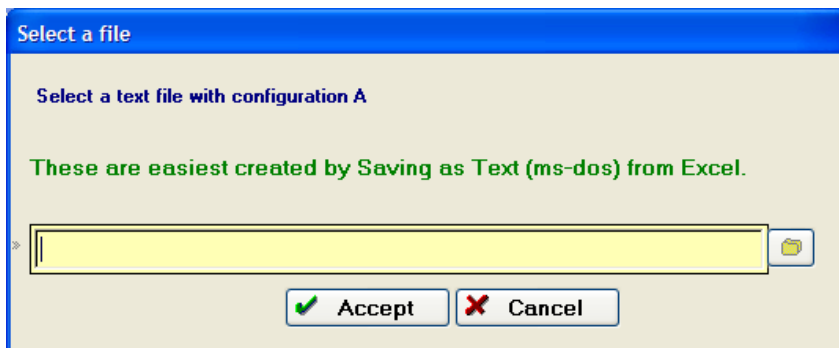
If chemicals are located in more than 1 location, duplicate the line using the same item name in column 1 and extra quantity and location in fields 2 and 4. For duplicated items other fields are ignored.

All imported chemicals are automatically added to the category named Chemical.

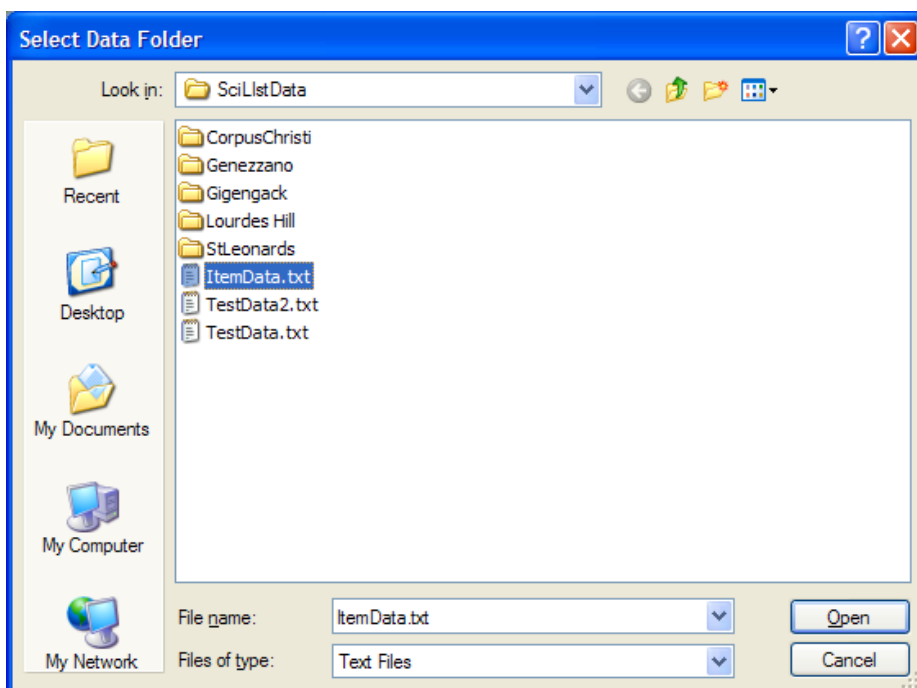
The Import Process



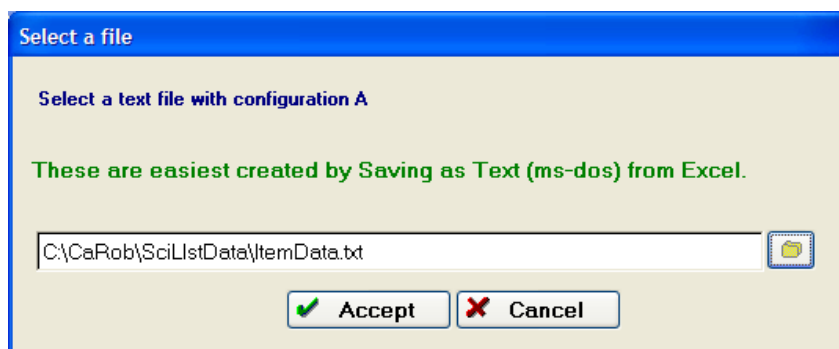
For either import, you are prompted for an import file.



Use the folder button to bring up the File Dialog below.



Select your import file.



Accept

The following window is displayed for the Item Import

Import Science Apparatus from Text File

Your data is displayed. Ensure each field matches its heading. If not correct the data before import.

Line 1 of 9 View next...

Position	Contents	Line
Col 1 (A)	Item Name	Lego technics kit
Col 2 (B)	Category	Robot
Col 3 (C)	Consumable Yes or No	No
Col 4 (D)	Unit eg ml	kit
Col 5 (E)	Purchase Date DD/MM/YYYY	28/10/2007
Col 6 (F)	Supplier Name	Sci Supplies
Col 7 (G)	Supplier Catalogue No.	SS1234
Col 8 (H)	Unit Cost eg 24.40 No \$ sign	65.75
Col 9 (I)	Comment	classroom use
Col 10 (J)	Location 1	Room S5
Col 11 (K)	Sub Location 1	Shelf 10
Col 12 (L)	Quantity in Location 1	15
Col 13 (M)	Location 2	
Col 14 (N)	Sub Location 2	
Col 15 (O)	Quantity in Location 2	
Col 16 (P)	Location 3	
Col 17 (Q)	Sub Location 3	
Col 18 (R)	Quantity in Location 3	

Import

The following window is displayed for the Chemical Import

Import Chemical List from Text File

Your data is displayed in red. Ensure each field matches its heading. If not, correct it before import.

Line 1 of 21 View next...

Position	Contents	Line
Col 1 (A)	Name	Acetaldehyde
Col 2 (B)	Quantity	450
Col 3 (C)	Unit	ml
Col 4 (D)	Location	Chem Store
Col 5 (E)	Sub-Loc	Steel Cupboa
Col 6 (F)	CAS No #####-##-#	75-07-0
Col 7 (G)	UN No #####	1090
Col 8 (H)	DG Class eg 4.1	3.1
Col 9 (I)	Hazardous (Yes/No)	Yes
Col 10 (J)	PG (I II III)	
Col 11 (K)	MSDS (Year)	2000
Col 12 (L)	Risk Assessment (Year)	2001
Col 13 (M)	Value ###.##	3.45
Col 14 (O)	Manifest Quantity	

Import

In either case you may scroll forward and view the text file records. When you are satisfied, click Import.

Undoing an import

After importing, browse your data to see if it looks correct. For chemicals, you may use the utility Browse Chemicals (Browse menu).

Chemical List

Sort on headers...

Item	DG Class	Location	Sub Location	MSDS	Quantity	Unit	CAS Number	UN No.	PG
Alizarin Red	6.1	Chem Store	Shelf	2000	15	g	1344-28-1	3132	---
Alizarin Yellow Indicator	6.1	Chem Store	Shelf	2000	5	g			---
Alizarin Yellow Indicator	6.1	Chem Store	Shelf	2000	5	g			---
Alizarin Yellow Indicator	6.1	Chem Store	Shelf	2000	5	g			---
Aluminium chloride	8	Chem Store	Shelf	2003	1,100	g	7446-70-0	1726	II
Aluminium chloride	8	Chem Store	Shelf	2003	1,100	g	7446-70-0	1726	II
Aluminium chloride	8	Chem Store	Shelf	2003	1,100	g	7446-70-0	1726	II
Aluminium Metal Shavings	6.1	Chem Store	Shelf	2000	3	bottle			---
Aluminium Metal Shavings	6.1	Chem Store	Shelf	2000	3	bottle			---
Aluminium Metal Shavings	6.1	Chem Store	Shelf	2000	3	bottle			---
Aluminium Metal Sheet	6.1	Chem Store	Shelf	2003	450	g			---
Aluminium Metal Sheet	6.1	Chem Store	Shelf	2003	450	g			---
Aluminium Metal Sheet	6.1	Chem Store	Shelf	2003	450	g			---
Aluminium nitride	5.1	Chem Store	Shelf 5	2000	500	g	24304-00-5		---
Aluminium nitride	5.1	Chem Store	Shelf 5	2000	500	g	24304-00-5		---
Aluminium nitride	5.1	Chem Store	Shelf 5	2000	500	g	24304-00-5		---
Aluminium oxide	6.1	Chem Store	Shelf	2002	800	g			---
Aluminium oxide	6.1	Chem Store	Shelf	2002	800	g			---
Aluminium oxide	6.1	Chem Store	Shelf	2002	800	g			---
Congo Red indicator	6.1	Chem Store	Shelf	2003	20	g			---
Congo Red indicator	6.1	Chem Store	Shelf	2003	20	g			---
Congo Red indicator	6.1	Chem Store	Shelf	2003	20	g			---
Copper acetate	6.1	Chem Store	Shelf	2003	500	g	142-71-2	3077	III
Copper acetate	6.1	Chem Store	Shelf	2003	500	g	142-71-2	3077	III
Copper acetate	6.1	Chem Store	Shelf	2003	500	g	142-71-2	3077	III
Copper metal	6.1	Chem Store	Shelf	2002	100	g			---
Copper metal	6.1	Chem Store	Shelf	2002	100	g			---
Copper metal	6.1	Chem Store	Shelf	2002	100	g			---
Copper nitrate	5.1	Chem Store	Shelf 5	2003	800	g	3251-23-8	1477	II
Copper nitrate	5.1	Chem Store	Shelf 5	2003	800	g	3251-23-8	1477	II
Copper nitrate	5.1	Chem Store	Shelf 5	2003	800	g	3251-23-8	1477	II
Copper Sulfate	6.1	Chem Store	Shelf	2000	450	g	7758-98-7	3077	---
Copper Sulfate	6.1	Chem Store	Shelf	2000	450	g	7758-98-7	3077	---
Copper Sulfate	6.1	Chem Store	Shelf	2000	450	g	7758-98-7	3077	---
Nitric Acid	8	Chem Store	Acids Cupboard	2000	5,000	ml	7732-18-5	2031	II
Nitric Acid	8	Chem Store	Acids Cupboard	2000	5,000	ml	7732-18-5	2031	II
Nitric Acid	8	Chem Store	Acids Cupboard	2000	5,000	ml	7732-18-5	2031	II
Sodium Nitrate	5	Chem Store	Shelf	2002	200	g	7631-99-4	1487	III
Sodium Nitrate	5	Chem Store	Shelf	2002	200	g	7631-99-4	1487	III
Sodium Nitrate	5	Chem Store	Shelf	2002	200	g	7631-99-4	1487	III

If not satisfied with the data, return to the Import Data window and select the appropriate Undo button. This will remove all items (or chemicals) and associated stock records. The Undo action does not remove Categories or Locations that were created at import so you would have to tidy those up yourself if necessary.



Export Data

File > Export Data



Export Items will export all items except chemicals.

Export Chemicals exports Chemicals only.

Both exports will overwrite any previous data in the respective text files.

Both create tab-delimited text files of the same format as required for import into SciList. These files open easily in Excel.

Exporting Items places 3 locations and quantities on one line of data. If more than 3 locations exist, the item is duplicated with the extra locations, 3 on each line.

Categories present a slight problem because the text file Equipment.txt has only one field for Category but the item may be in several categories. The export first checks if one of the categories is 'Consumable'. If so, the field Consumable is set to 'Yes'. The Category field in the text file is then set to the first category of that item that is not Consumable.

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