GoldFFX manifests/chemical inventories

Business Services

Health & Safety

Chemical Safety Consultant

Chemical inventory access

Chemical inventory access allows you to:

1. **Access** your chemical inventory for your workplace

2. **Manage chemical inventories**
   - ✓ Create a **chemical inventory** by material and vendor
   - ✓ **Add** or **delete** chemicals and alter quantity
   - ✓ **Modify** the inventory

3. Access the **Report Generator** module

Note: The chemical inventory is called a "manifest" in GoldFFX.

You are given your own user login and temporary password which you can change if needed

Access your chemical inventory

Locate GoldFFX from *Health and Safety. Chemical Management**

Select ACCESS GOLDFFX

Chemical management

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GoldFFX access to SDSs and chemical inventories, risk assessments, general and specific chemical requirements

Chemicals are in use in a wide variety of environments throughout the University.

Laboratories and workshops especially may use, handle and store an enormous variety of chemicals, some of which can affect people's health and cause damage to property or the environment. Equally, however, offices may use chemicals such as glues, printing agents and cleaning agents, which also present a certain level of risk.

Some of the requirements for chemical management can be quite complex. The Health & Safety: Chemical requirements and associated guidance material aims to provide simple, directive guidance on how to achieve compliance in regard to chemical management at the University of Melbourne.

GoldFFX

Access GoldFFX

Log in to GOLDFFX

Use your University user name and password

GoldFFX Chemical Management System
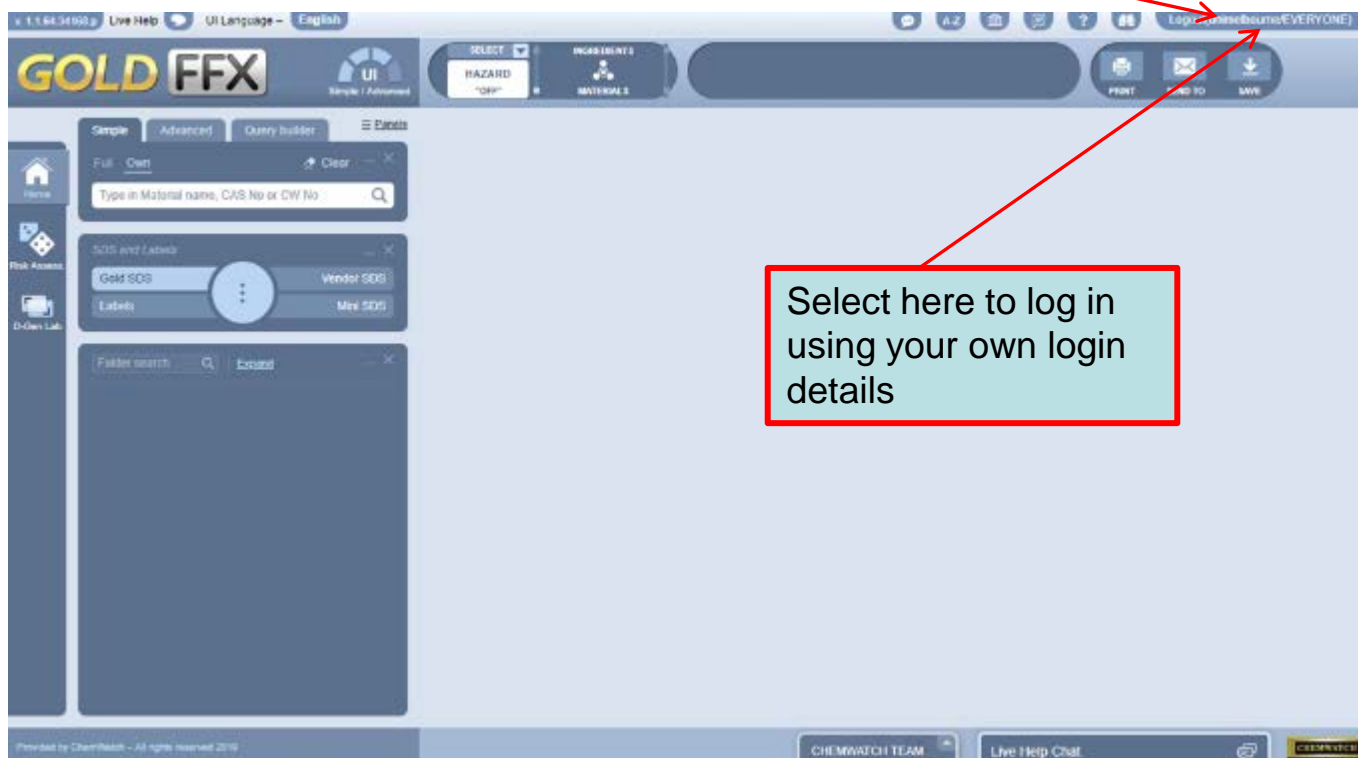
Access GoldFFX

This link is designed to take users straight into the GoldFFX SDS page that is accessible to everyone.

For troubleshooting and quick guides please return to the chemical management page or contact the Chemical Management team for further assistance.

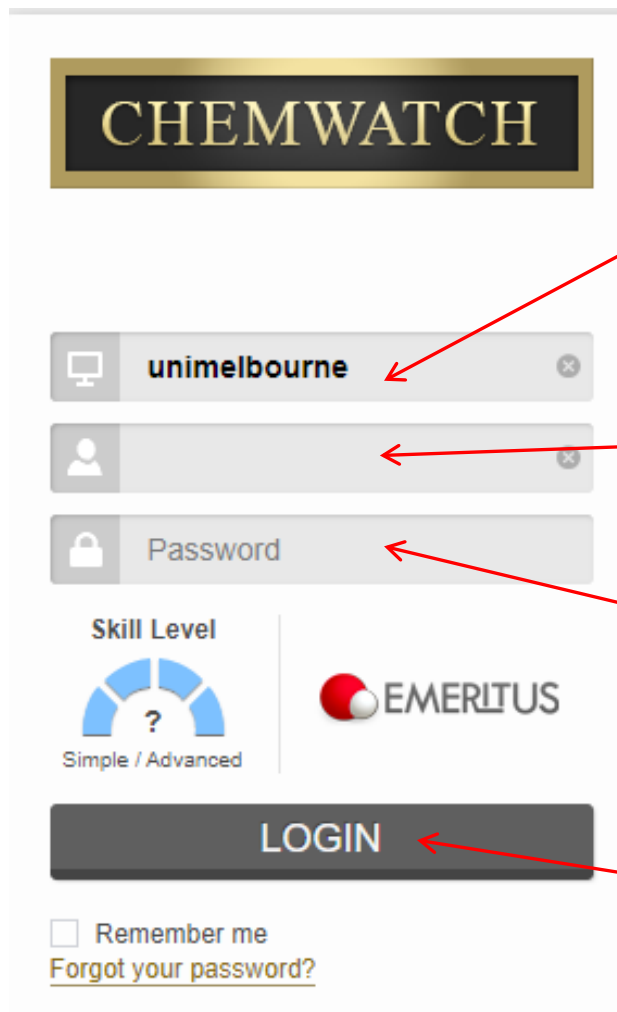* https://safety.unimelb.edu.au/hazard-topics/chemical-management

3

Access your chemical inventory

- GoldFFX opens in general user (everyone) access.
- You need additional permissions (GoldFFX user login and password) to access chemical inventories.
- Select **Logout(unimelbourne/EVERYONE)** ⏻

Select here to log in using your own login details

Access your chemical inventory

CHEMWATCH

🖥 unimelbourne

👤

🔒 Password

Skill Level

? Simple / Advanced

⚪ EMERITUS

LOGIN

☐ Remember me
Forgot your password?

1. Ensure the domain reads **unimelbourne**
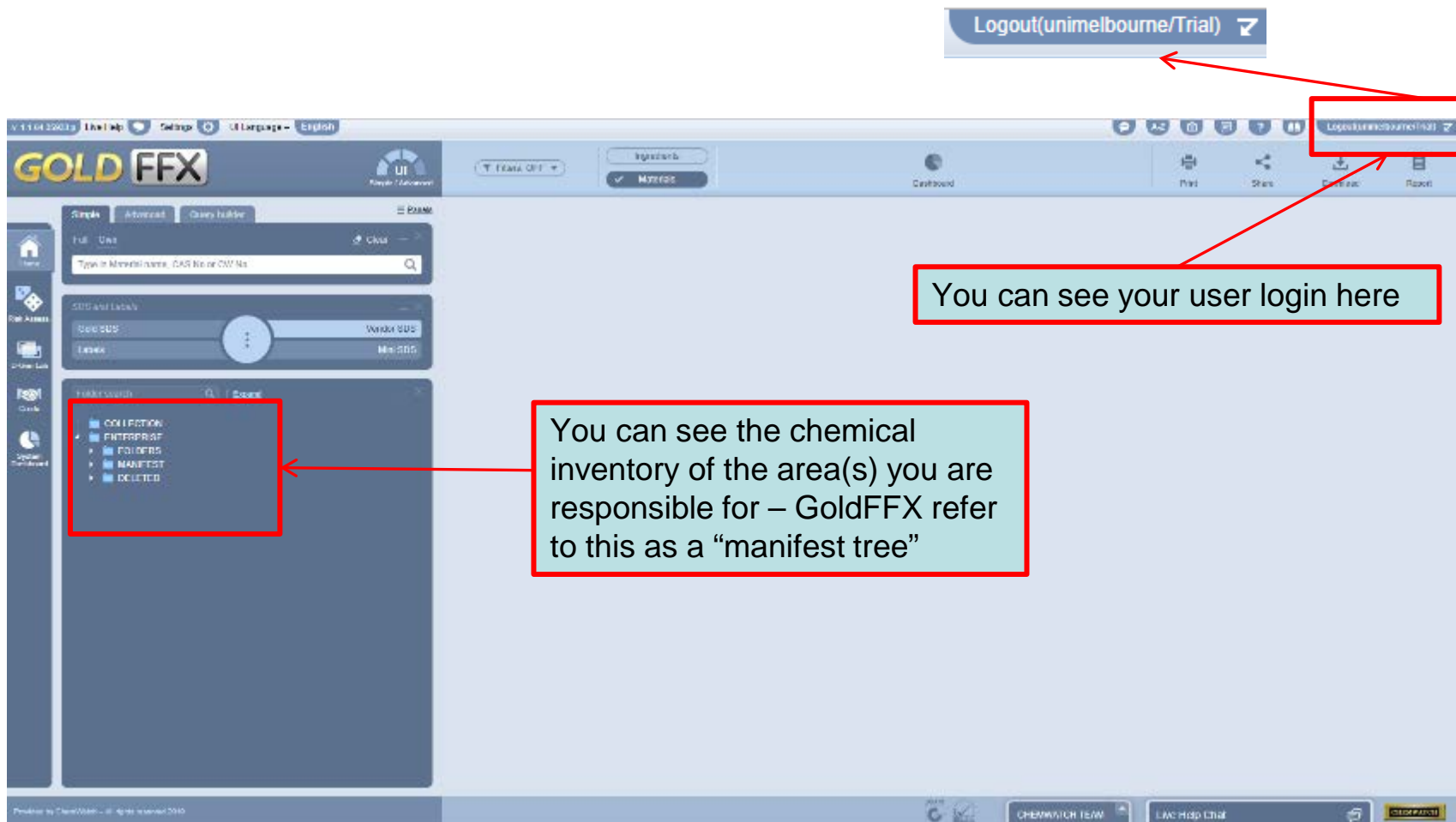
2. Type in your user login

3. Enter your password

4. Log into the system

Access your chemical inventory

GoldFFX opens in manifest/chemical inventory user access.

Logout(unimelbourne/Trial)

You can see your user login here

You can see the chemical inventory of the area(s) you are responsible for – GoldFFX refer to this as a "manifest tree"

Access your chemical inventory

Based on your access permission, you will only see sections of the manifest tree (example of chemical inventory on the right).

Folders you can access will be highlighted in green. Folders you cannot access will be grey.

Select a triangle to access lower levels of the tree.
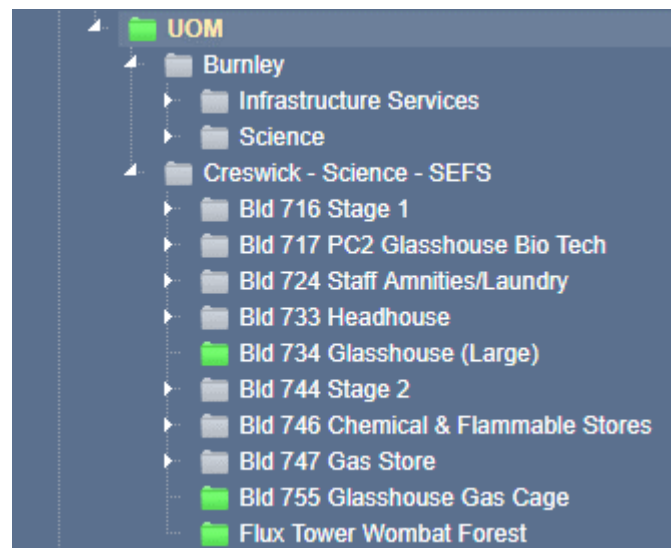
Managing your inventory – Create an inventory folder
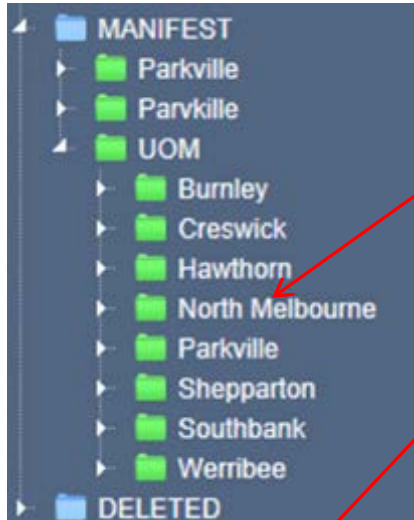
1. Right click on the 'parent' location you are given

2. Select 'create'

3. Type in the new folder name in Folder Name – commonly it is the location
Example: L1-Workshop

4. Select 'save'
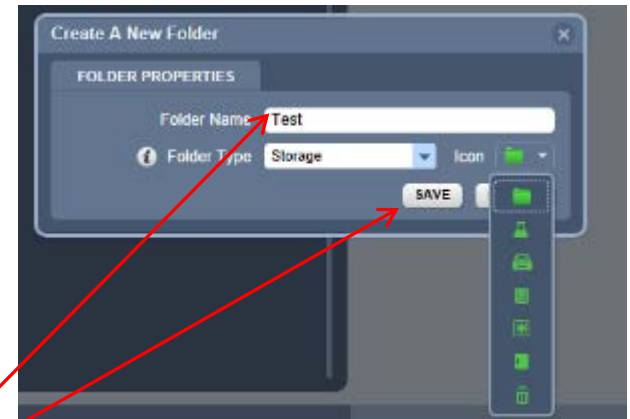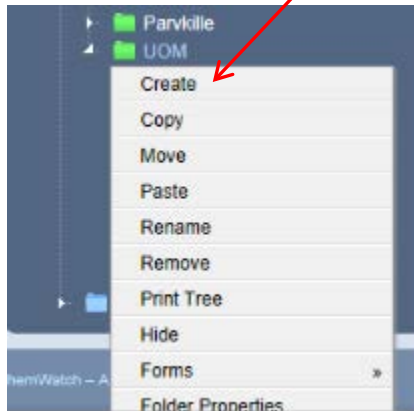
You can create more sub-locations within a folder by repeating the same steps.

Example: Under 'L1-Workshop' you can create 'Cabinet A'.

Managing your inventory – Delete an inventory folder
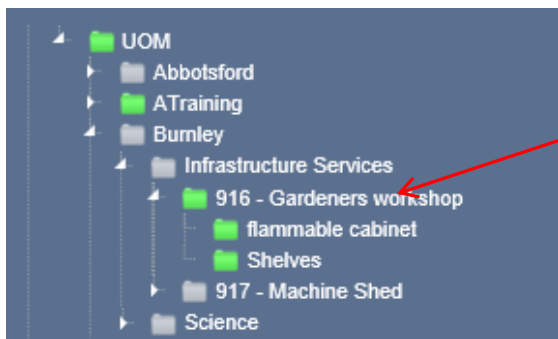
1. Right click on the location you want to delete.

   Note: By deleting a folder, you will also delete the subfolders.

Message from webpage

? Do you want to delete this folder(s)?

OK   Cancel
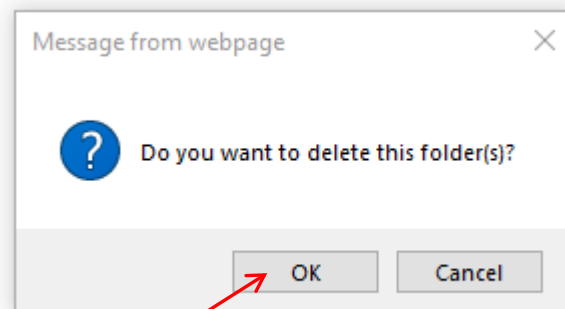
2. Select 'remove'
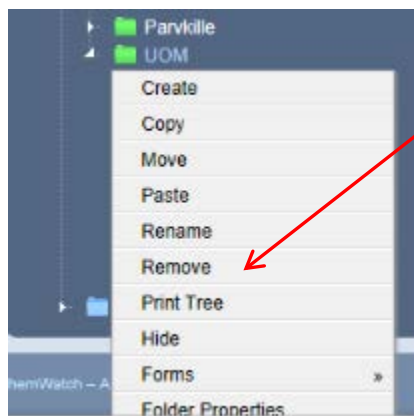
3. Confirm you want to delete the folder (and its subfolders) by selecting 'OK'

If you delete a chemical inventory folder that you later require, contact the Business Services, Chemical Safety Consultant to retrieve the deleted inventory folder.

Managing your inventory – Other useful functions
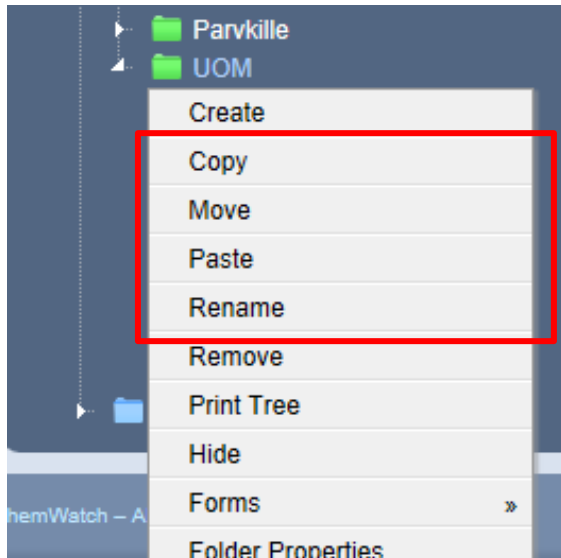
Copy a folder to another location
1. Select the folder you want to copy (note: any subfolders under this folder will also be copied)
2. Right click on the folder and select 'copy'
3. Move your cursor to the 'parent' folder where you want the copy of your inventory
4. Right click and select 'paste'

Move a folder to another location
1. Select the folder you want to move (note: any subfolders under this folder will also be moved)
2. Right click on the folder and select 'move'
3. Move your cursor to the 'parent' folder where you want to move your inventory
4. Right click and select 'paste'
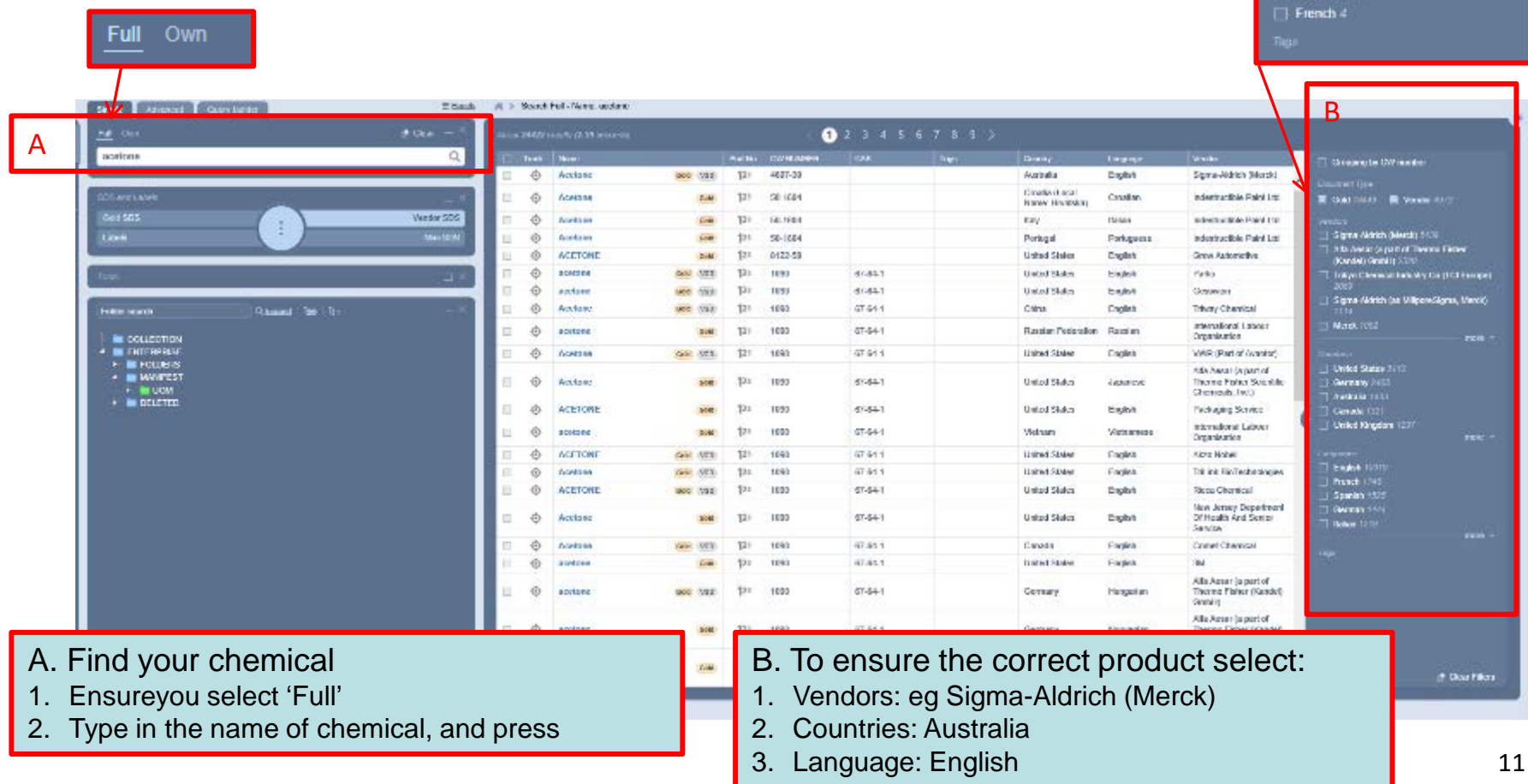
Rename a folder
1. Select the folder you want to rename
2. Right click on the folder and select 'rename'
3. Once the box turns white, you can rename the folder
4. To confirm select 'enter'

Managing your inventory – Add a chemical

Step 1: Search for the chemical in the GoldFFX library

A. Find your chemical
1. Ensure you select 'Full'
2. Type in the name of chemical, and press
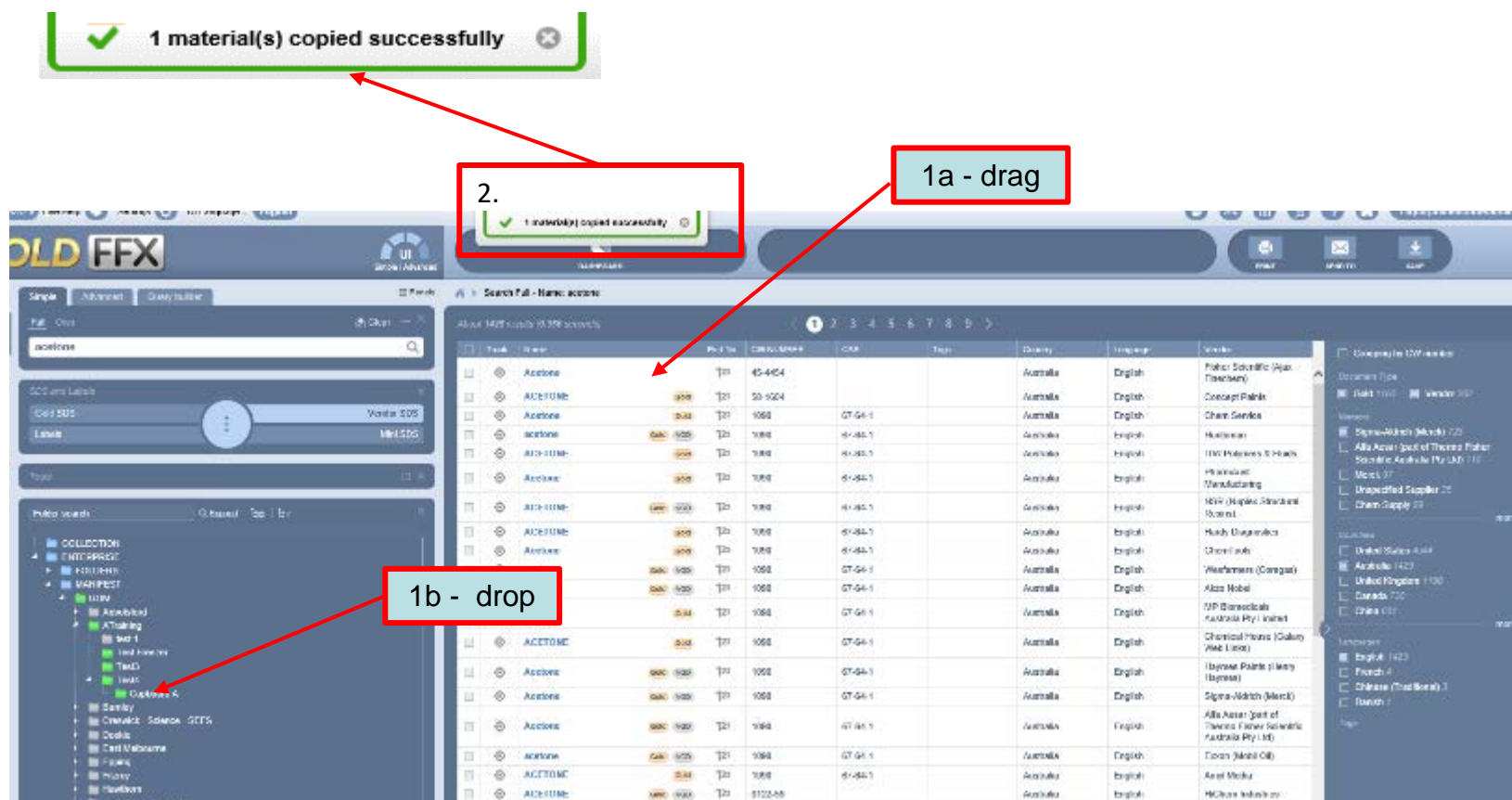
B. To ensure the correct product select:
1. Vendors: eg Sigma-Aldrich (Merck)
2. Countries: Australia
3. Language: English

Managing your inventory – Add a chemical

Step 2: Enter the chemical into the inventory

1. 'Drag and drop' the chemical into your inventory folder
2. When completed, a note will pop up 'material(s) copied successfully'

Managing your inventory – Add a chemical

Step 3a: Enter the chemical quantity into the inventory

1. Ensure the folder inventory you are working on is highlighted.

2. Ensure the VOL/WT is '**Max**'

   Select the word current/max/licence and alter to 'Max'.

3. Select the pencil icon to start adding the quantity.

Managing your inventory – Add a chemical

Step 3b: Enter the chemical quantity into the inventory

3. Note that this is the location you are working in.

4. Input the **max** quantity of the chemical (eg 2 x 1L – enter 2L).

5. Ensure the correct unit is chosen from the drop down list.
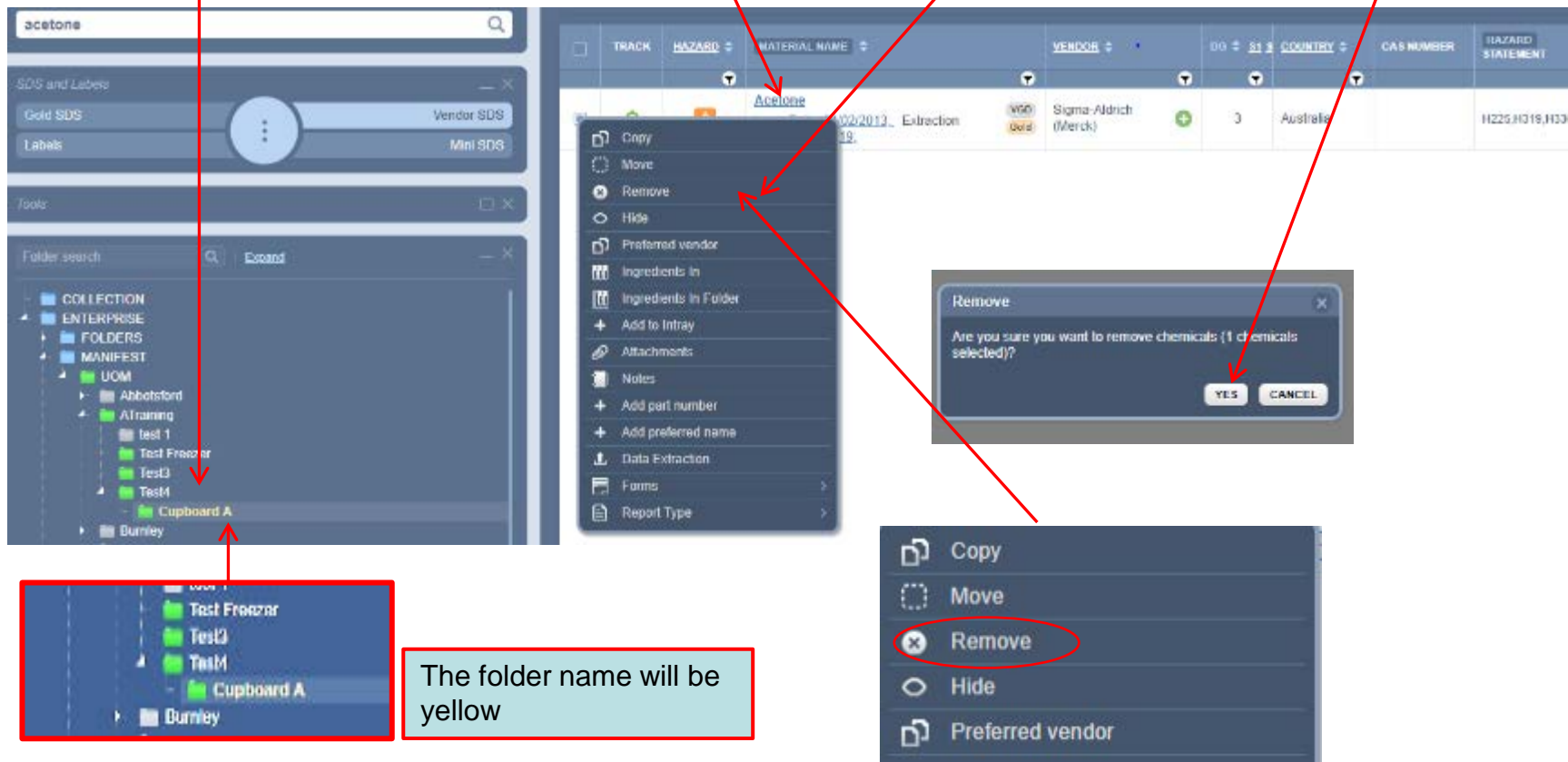
6. Save the quantity in the location folder.

Managing your inventory – Delete a chemical

1. Highlight the inventory folder where you want to delete the chemical.

2. Right click on the chemical that will be deleted.

3. Select 'remove'
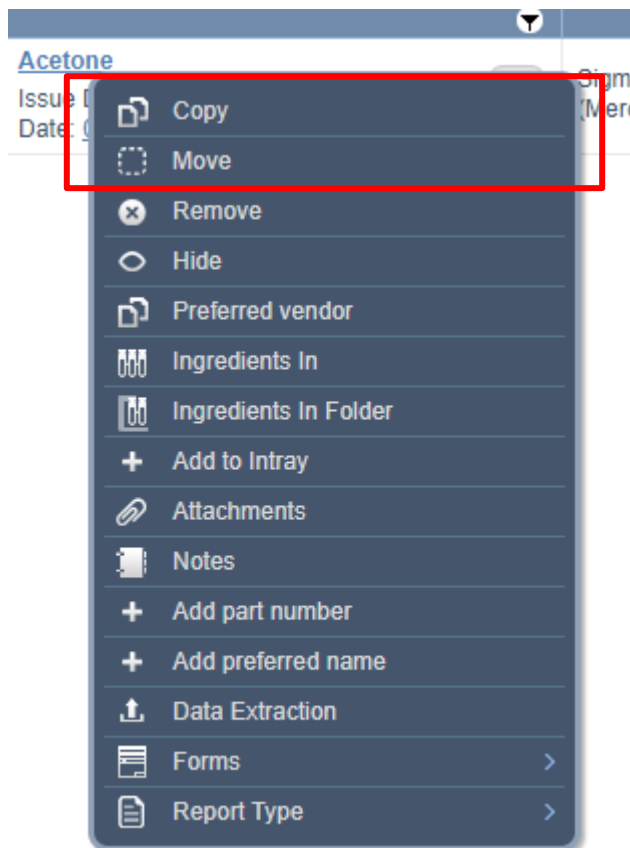
4. Confirm by selecting 'yes'

The folder name will be yellow

Managing your inventory – Other useful functions

Copy a chemical to another location
1. Right click on the chemical
2. Select 'copy'
3. Move your cursor to the folder where you want to add the chemical
4. Right click and select 'paste'

Move a chemical to another location
1. Right click on the chemical
2. Select 'move'
3. Move your cursor to the folder where you want to move the chemical
4. Right click and select 'paste'

Managing your inventory – Tracking a chemical

1. Tracking using the GoldFFX library

Tracking a chemical is a useful tool for locating chemical in your inventory

1. Search for the chemical in the GoldFFX library (refer to slide 11)

Ensure you filter for:
- Vendors
- Countries – Australia
- Languages – English

2. Select the 'track' icon next to the chemical you are locating.

Managing your inventory – Tracking a chemical

2. Tracking using your chemical inventory

1. Select 'own'
2. Enter the chemical

3. Select the 'track' icon next to the chemical you are locating.

The location(s) where the chemical is stored is highlighted in green in your inventory folder(s).
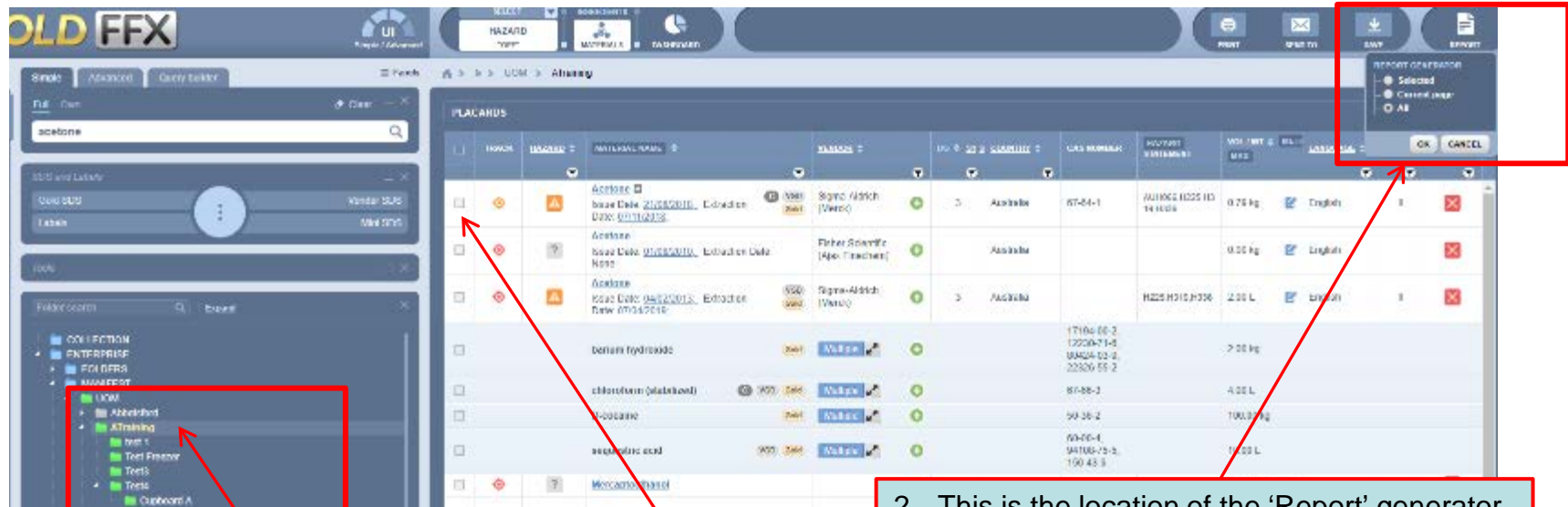
Report Generator

Report Generator enables you to:
- export and print an inventory
- obtain a report for dangerous goods, hazardous substances, poisons, etc.
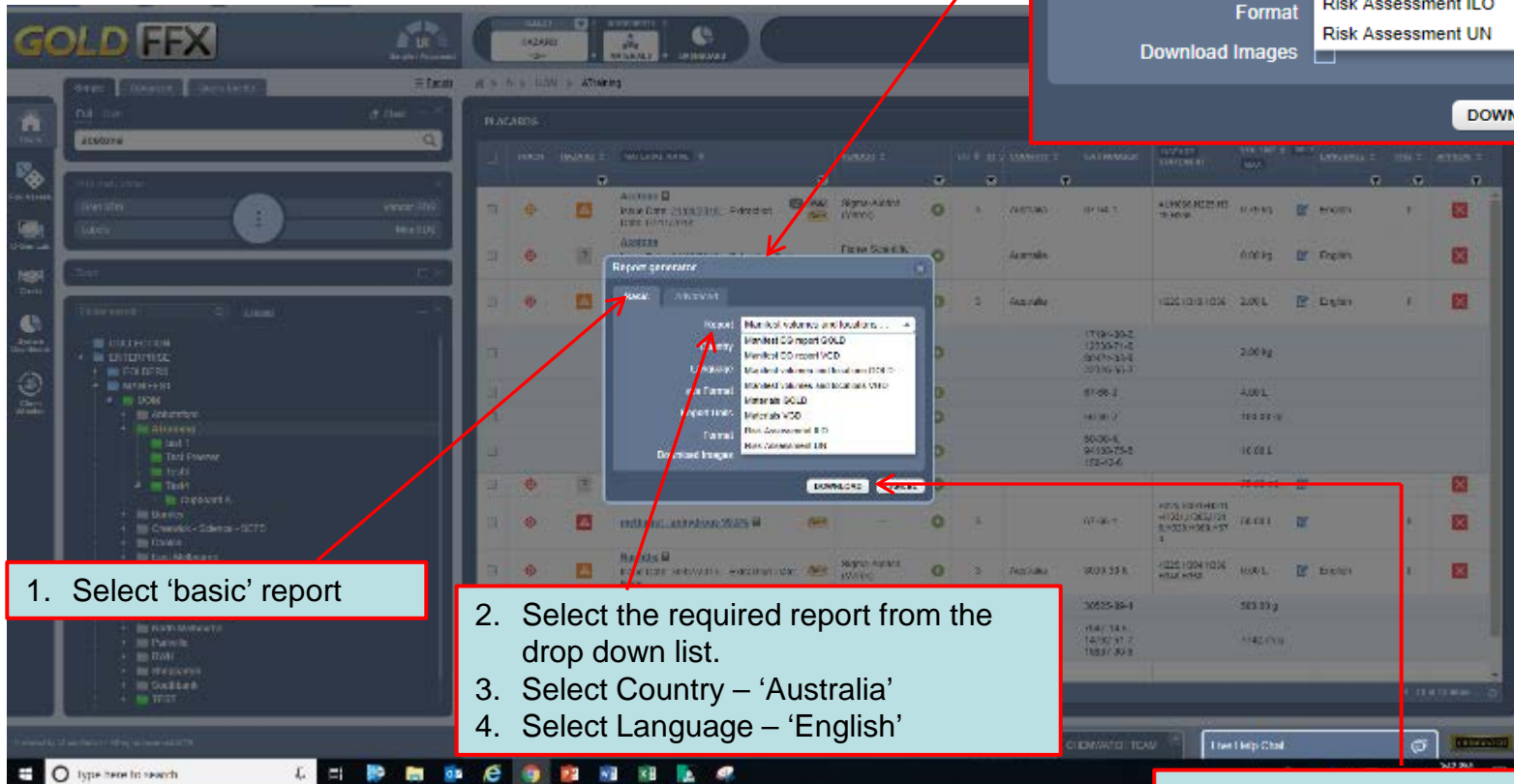
1. Highlight the folder
- name will be yellow

2. This is the location of the 'Report' generator.
3. You can select a report for:
   - Selected (chemicals)
   - Current page
   - All
4. Click 'OK'

For selected chemicals, check the boxes in front of the required chemicals. Do this before step 3.
When "All" is selected, the report generator will include all subfolders in the chosen folder.

3. Report Generator

Report generator

| Basic | Advanced |

Report	Manifest volumes and locations ...
Country	Manifest DG report GOLD
Language	Manifest DG report VGD
sds Format	Manifest volumes and locations GOLD
Report Units	Manifest volumes and locations VGD
Format	Materials GOLD
Download Images	Materials VGD
	Risk Assessment ILO
	Risk Assessment UN

DOWNLOAD   CANCEL

1. Select 'basic' report

2. Select the required report from the drop down list.
3. Select Country – 'Australia'
4. Select Language – 'English'

5. Select 'download'
The report will be in Excel format.

Thank you

Health and Safety