



THE UNIVERSITY OF
MELBOURNE

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

Select ACCESS GOLDFFX

Chemical management

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

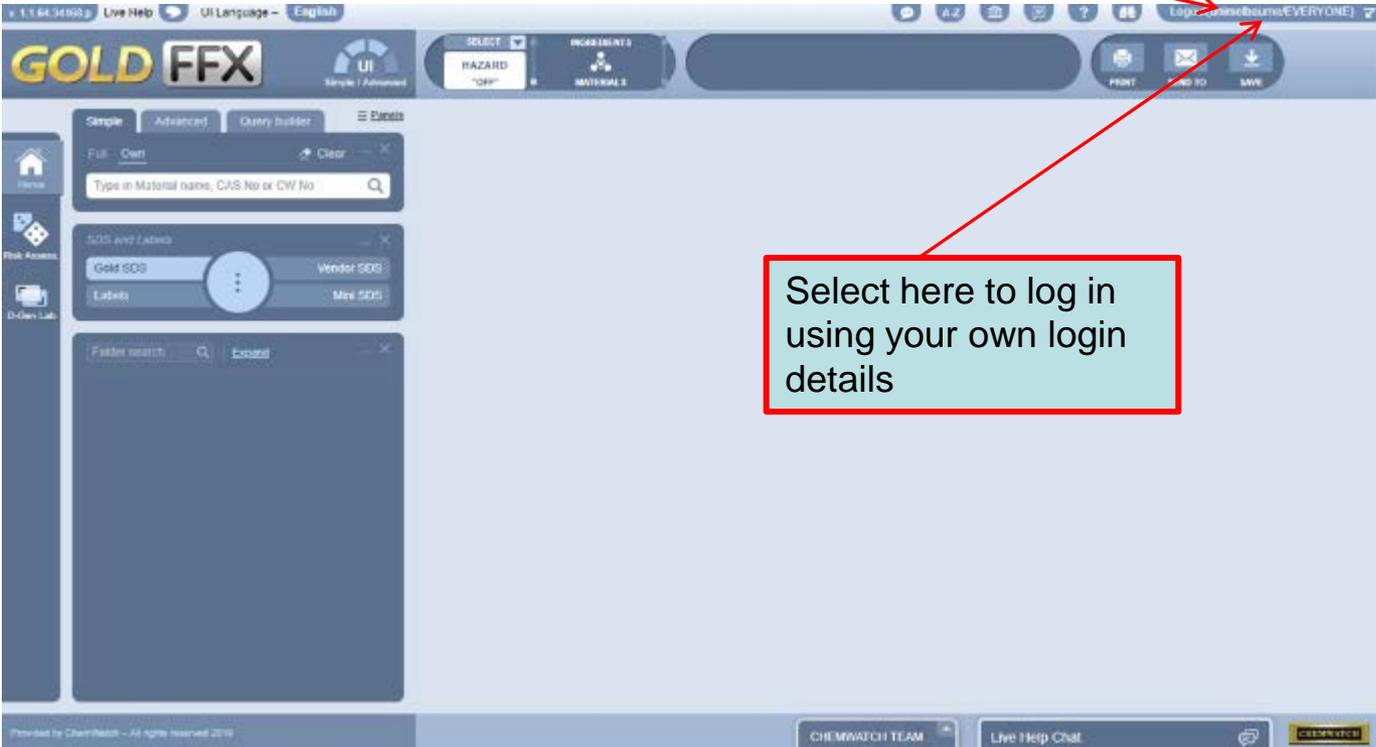
This link is designed to take users straight into the GoldFFX SDS page that is accessible to everyone.

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>

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)**



The screenshot shows the GoldFFX web interface. At the top right, the user is logged in as 'unimelbourne/EVERYONE'. A red arrow points from the text 'Logout(unimelbourne/EVERYONE)' in the list above to this user information in the interface. Another red arrow points from a callout box to the 'Logout' link in the top right corner of the interface. The callout box contains the text: 'Select here to log in using your own login details'. The interface includes a search bar, a sidebar with navigation options, and various toolbars for query building and printing.



Access your chemical inventory

The screenshot shows the CHEMWATCH login interface. At the top is the 'CHEMWATCH' logo in a gold-bordered box. Below it are three input fields: the first contains 'unimelbourne', the second is empty, and the third is labeled 'Password'. To the left of the password field is a 'Skill Level' section with a blue gauge icon and a question mark, with 'Simple / Advanced' text below it. To the right is the 'EMERITUS' logo. At the bottom is a large grey 'LOGIN' button. Below the button are two links: 'Remember me' (with an unchecked checkbox) and '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.

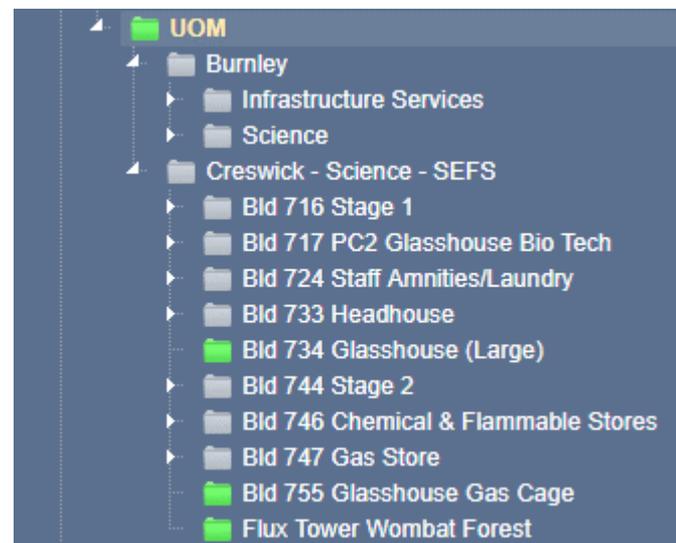
The screenshot displays the GoldFFX web application interface. At the top right, a blue button labeled "Logout(unimelbourne/Trial)" is highlighted with a red box and an arrow pointing to a callout box that says "You can see your user login here". Below this, a search bar is visible with the text "Type in Material Name, CAS No or CW No". The main content area features a "Manifest tree" on the left side, which is also highlighted with a red box and an arrow pointing to a callout box that says "You can see the chemical inventory of the area(s) you are responsible for – GoldFFX refer to this as a “manifest tree”". The tree lists several categories: COLLECTION, ENTERPRISE, FOLDERS, MANIFEST, and DELETED. The interface includes various navigation and utility icons, such as "Dashboard", "Print", "Share", "Download", and "Report". The bottom of the screen shows a footer with "Produced by ChemWatch - © 4pds (c) 2015" and "CHEMWATCH TEAM" and "LWC HELP LINK".

Access your chemical inventory

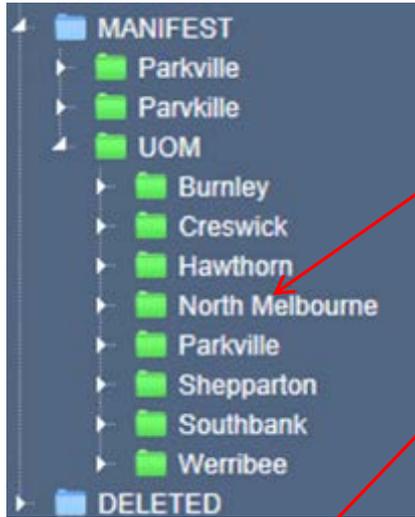
Based on your access permission, you will only see sections of the manifest tree (example of chemical inventory on the right).

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

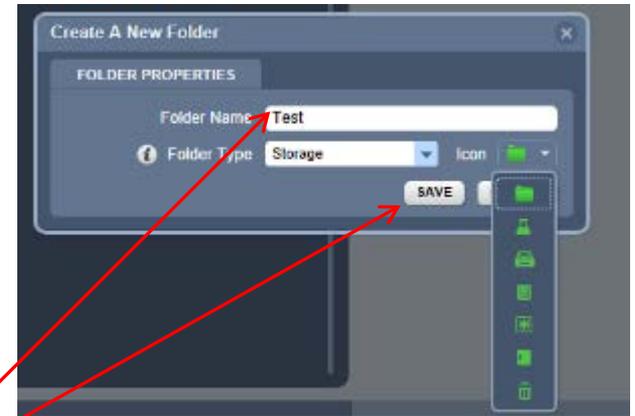
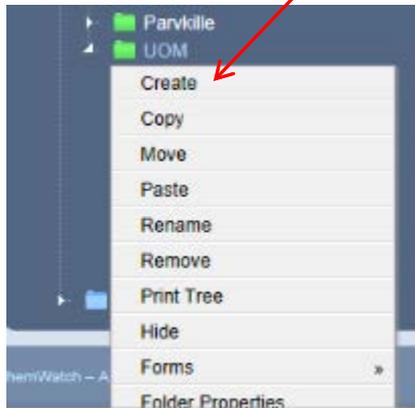


1. Right click on the 'parent' location you are given

2. Select 'create'

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

4. Select 'save'



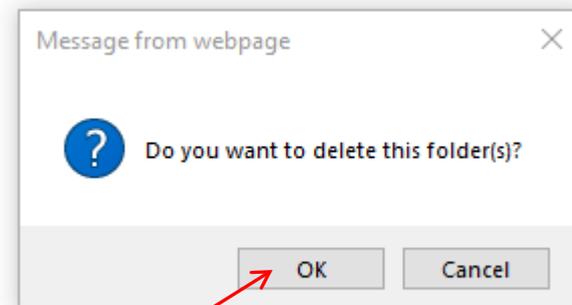
You can create more sub-locations within a folder by repeating the same steps.
Example: Under 'L1-Workshop' you can create 'Cabinet A'.

Managing your inventory – Delete an inventory folder

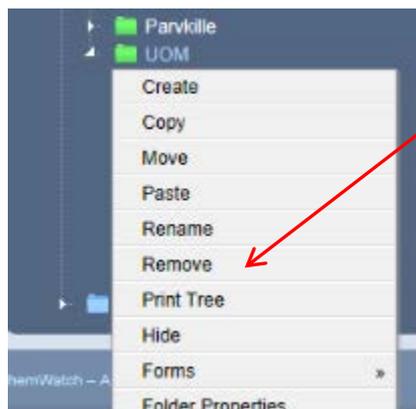


1. Right click on the location you want to delete.

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



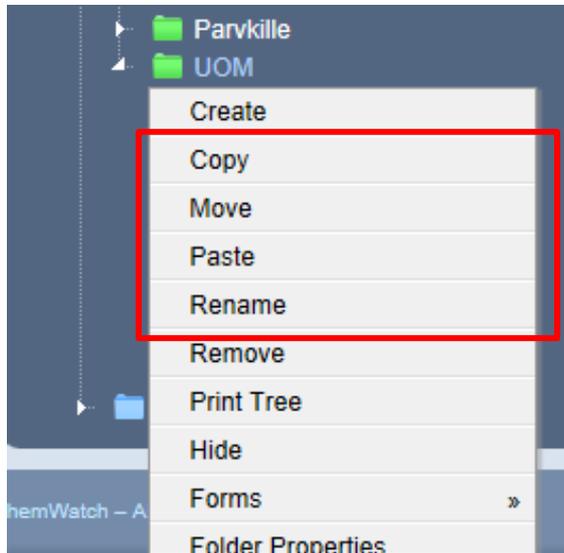
2. Select 'remove'



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

The screenshot shows the GoldFFX library search interface. A search bar at the top left contains the text 'acetone'. Below the search bar, there are filters for 'Full' and 'Own'. The main area displays a table of search results for 'acetone', with columns for 'Track', 'Name', 'Mol Wt', 'CAS Number', 'CAS', 'Syn', 'Country', 'Language', and 'Vendor'. The table lists multiple entries for 'acetone' from various vendors and countries. On the right side, there is a sidebar with filters for 'Vendors', 'Countries', 'Languages', and 'Tags'. A detailed view of a selected vendor, Sigma-Aldrich (Merck), is shown in a separate window on the right, displaying the product name, document type, vendor information, and other details.

A. Find your chemical

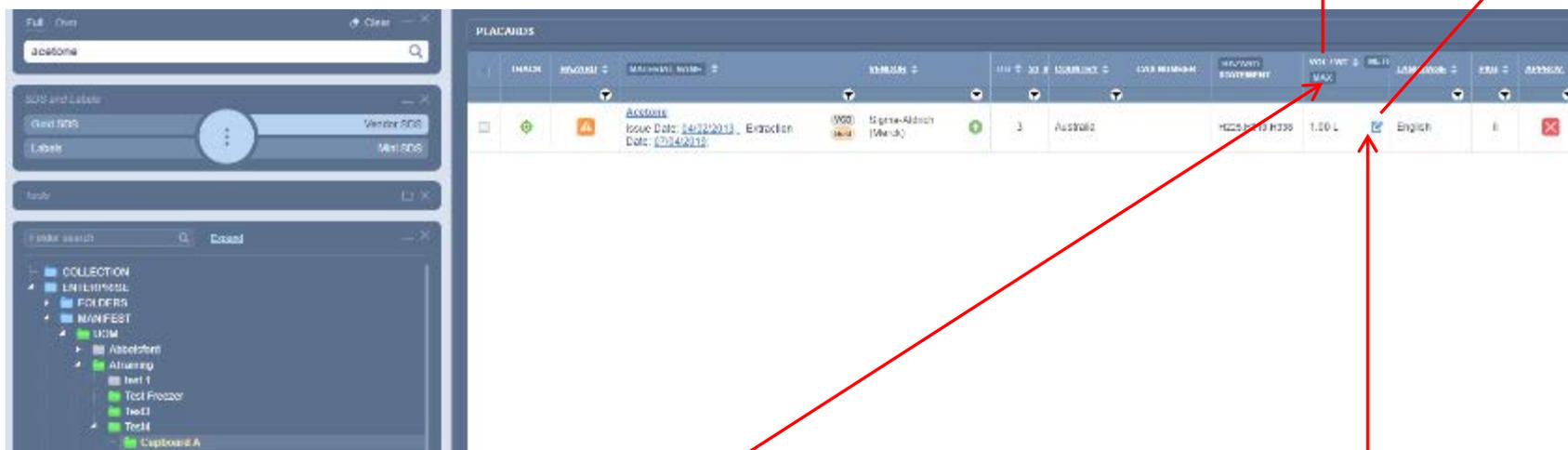
1. Ensure you select 'Full'
2. Type in the name of chemical, and press

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 3a: Enter the chemical quantity into the inventory



The screenshot shows a web-based inventory management system. On the left, a folder tree is visible with 'Capitosa A' highlighted. On the right, a table of placards is shown. The 'VOL / WT' column is highlighted with a red box containing the text 'VOL / WT' and 'MAX'. A red arrow points from this box to a pencil icon in the 'Actions' column of the same row. Another red arrow points from the pencil icon to a third red box containing the text 'MAX'.

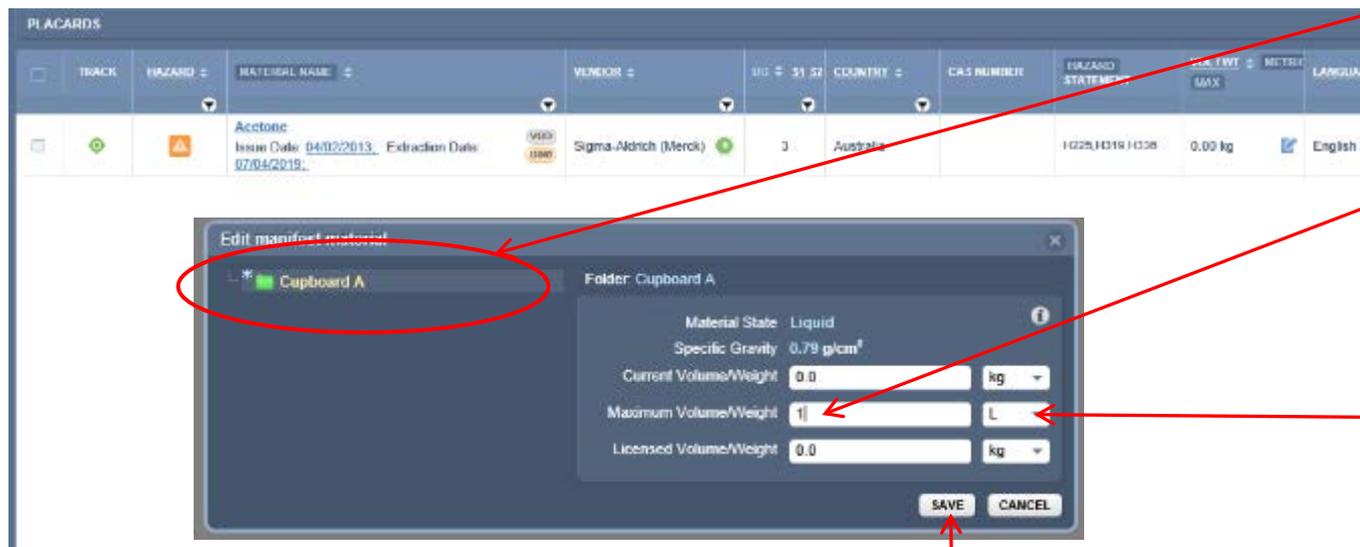
1. Ensure the folder inventory you are working on is highlighted.

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



The screenshot shows a software interface for managing chemical inventory. At the top, there is a table of placards. Below it, a dialog box titled 'Edit manifest material' is open, showing a tree view with 'Cupboard A' selected. The dialog box contains fields for 'Material State' (Liquid), 'Specific Gravity' (0.79 g/cm³), 'Current Volume/Weight' (0.0 kg), 'Maximum Volume/Weight' (1 L), and 'Licensed Volume/Weight' (0.0 kg). The 'Maximum Volume/Weight' field is highlighted with a red circle, and the unit 'L' is selected from a dropdown menu.

TRACK	HAZARD	MATERIAL NAME	VENDOR	UG	SI	COUNTRY	CAS NUMBER	HAZARD STATEMENT	RELATIVE MAX	METRIC	LANGUAGE
		Acetone Issue Date: 04/02/2013, Extraction Date: 07/04/2019	Sigma-Aldrich (Merck)	3		Australia		1G2510191038	0.00 kg		English

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.

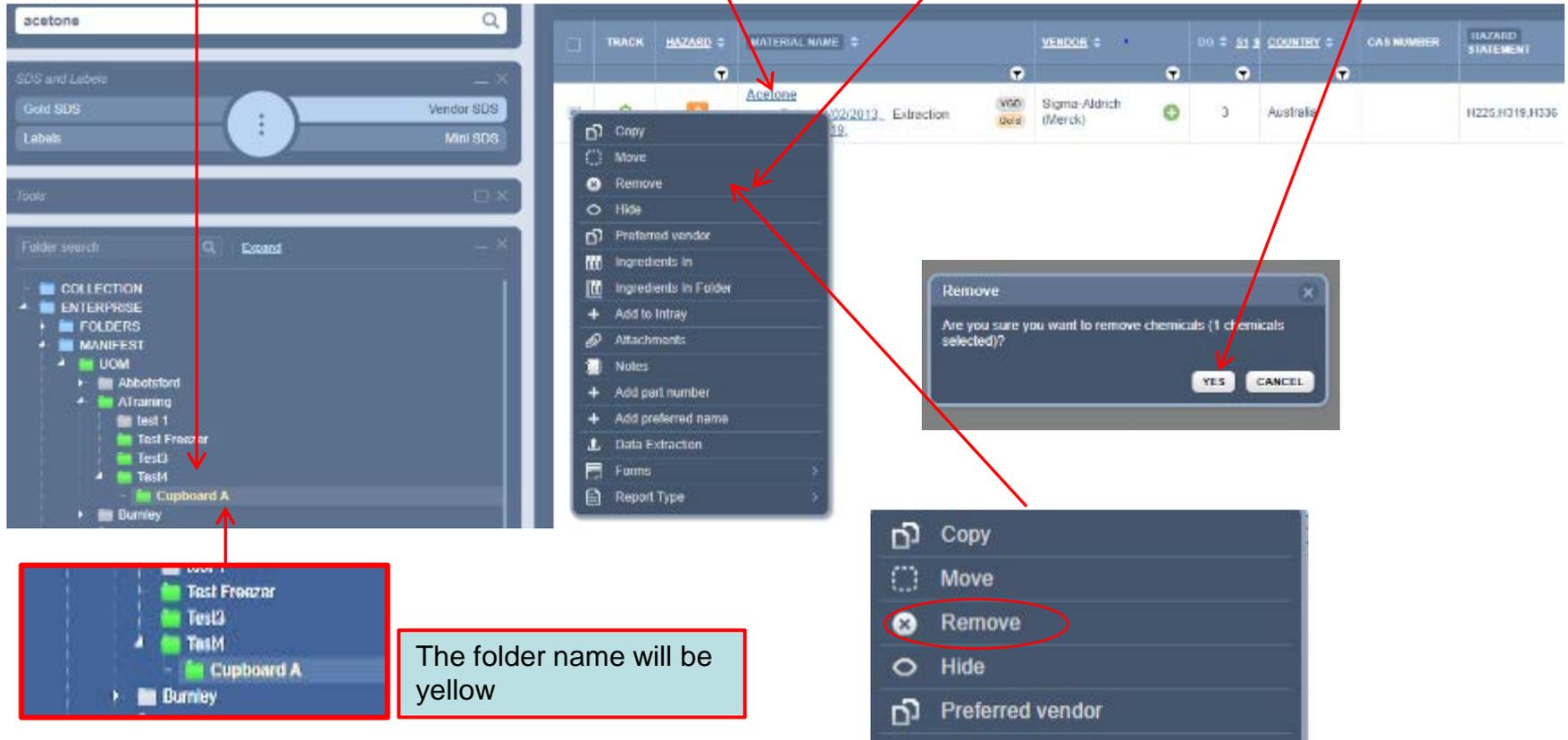
Managing your inventory – Delete a chemical

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 screenshot shows the software interface with a search bar containing 'acetone'. On the left, a folder tree is visible under 'UOM', with 'Cupboard A' highlighted in yellow. A right-click context menu is open over a table row for 'Acetone', with 'Remove' selected. A 'Remove' dialog box is displayed, asking for confirmation to remove 1 chemical, with 'YES' selected. A second context menu is shown at the bottom, with 'Remove' circled in red.

Folder search:

SDS and Labels: Gold SDS, Vendor SDS, Labels, Mini SDS

Tools:

Folder search:

COLLECTION
ENTERPRISE
FOLDERS
MANIFEST
UOM
Abbotsford
A/Training
test 1
Test Freezer
Test3
TestM
Cupboard A
Burnley

TRACK	HAZARD	MATERIAL NAME	VENDOR	UO	QTY	COUNTRY	CAS NUMBER	HAZARD STATEMENT
<input type="checkbox"/>		Acetone	Sigma-Aldrich (Merck)	kg	3	Australia		H225,H319,H336

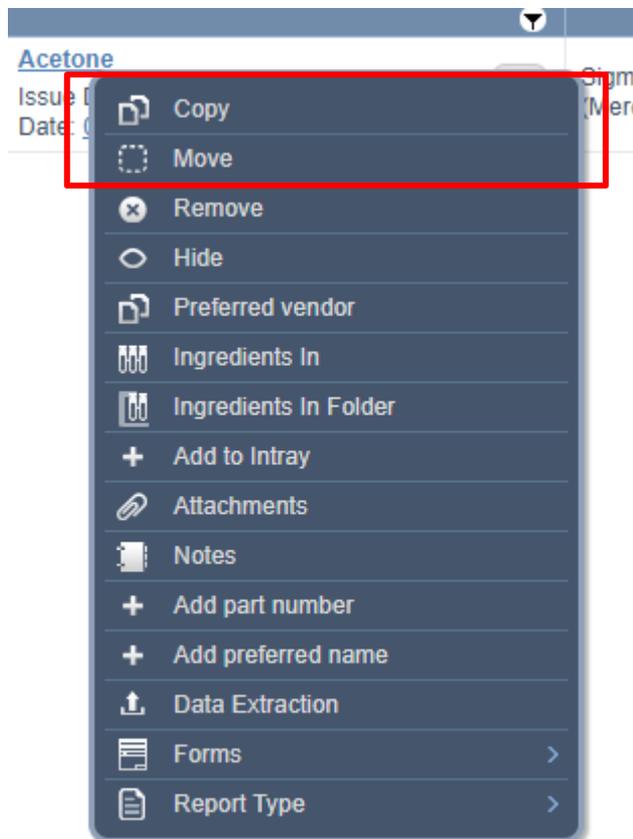
Remove
Are you sure you want to remove chemicals (1 chemicals selected)?

Copy
Move
Remove
Hide
Preferred vendor
Ingredients in
Ingredients in Folder
Add to In tray
Attachments
Notes
Add part number
Add preferred name
Data Extraction
Forms
Report Type

Copy
Move
Remove
Hide
Preferred vendor

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

2. Tracking using your chemical inventory

Full Own

The screenshot shows the left-hand navigation pane of the inventory system. At the top, there are tabs for 'Simple', 'Advanced', and 'Quantity bundles'. Below these are search filters for 'Full' and 'Own', with 'Own' selected. A search bar contains the text 'acetone'. Below the search bar are sections for 'SDS and Labels' (Gold SDS, Vendor SDS, Labels, Mini SDS) and 'Tools'. The 'Folder search' section shows a tree view with folders like 'COLLECTION', 'ENTERPRISE', 'FOLDERS', 'MANIFEST', 'UOM', 'Abbotsford', 'Altranning', 'test 1', 'test Freezer', 'test3', 'test4', and 'Cupboard A'. The 'Cupboard A' folder is highlighted in green.

1. Select 'own'
2. Enter the chemical

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

The screenshot shows a table of chemical inventory items. The columns are TRACK, HAZARD, PART.NB., MATERIAL NAME, CAS NUMBER, and YLSRCS. The table lists several chemicals, including 2,5-hexanedione, 1-Oxobutylaldehyde dimethylacetal, 4,6-Dioxoheptanoic acid, 4-(4-Hydroxyphenyl)-2-butanone, 80% acetone, Acetone, and Acetone. The 'TRACK' column contains icons: a gear icon for tracking, a warning triangle for hazards, and a question mark for unknown status. The 'Cupboard A' folder is highlighted in green in the left pane.



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



Report Generator

REPORT GENERATOR

- Selected
- Current page
- All

Report Generator enables you to:

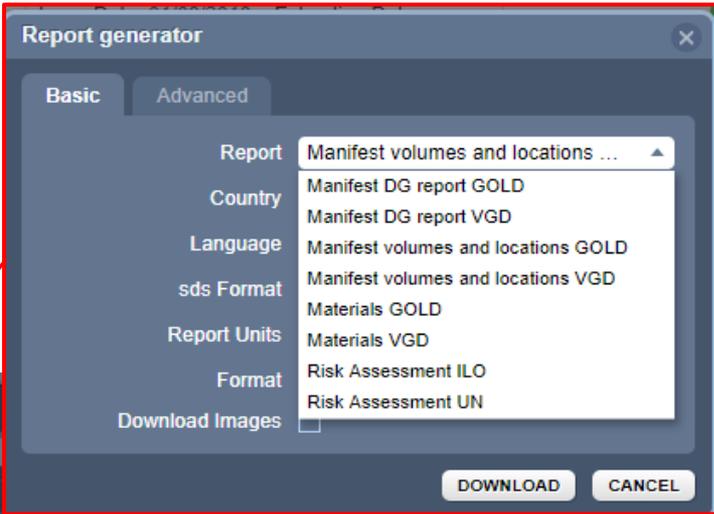
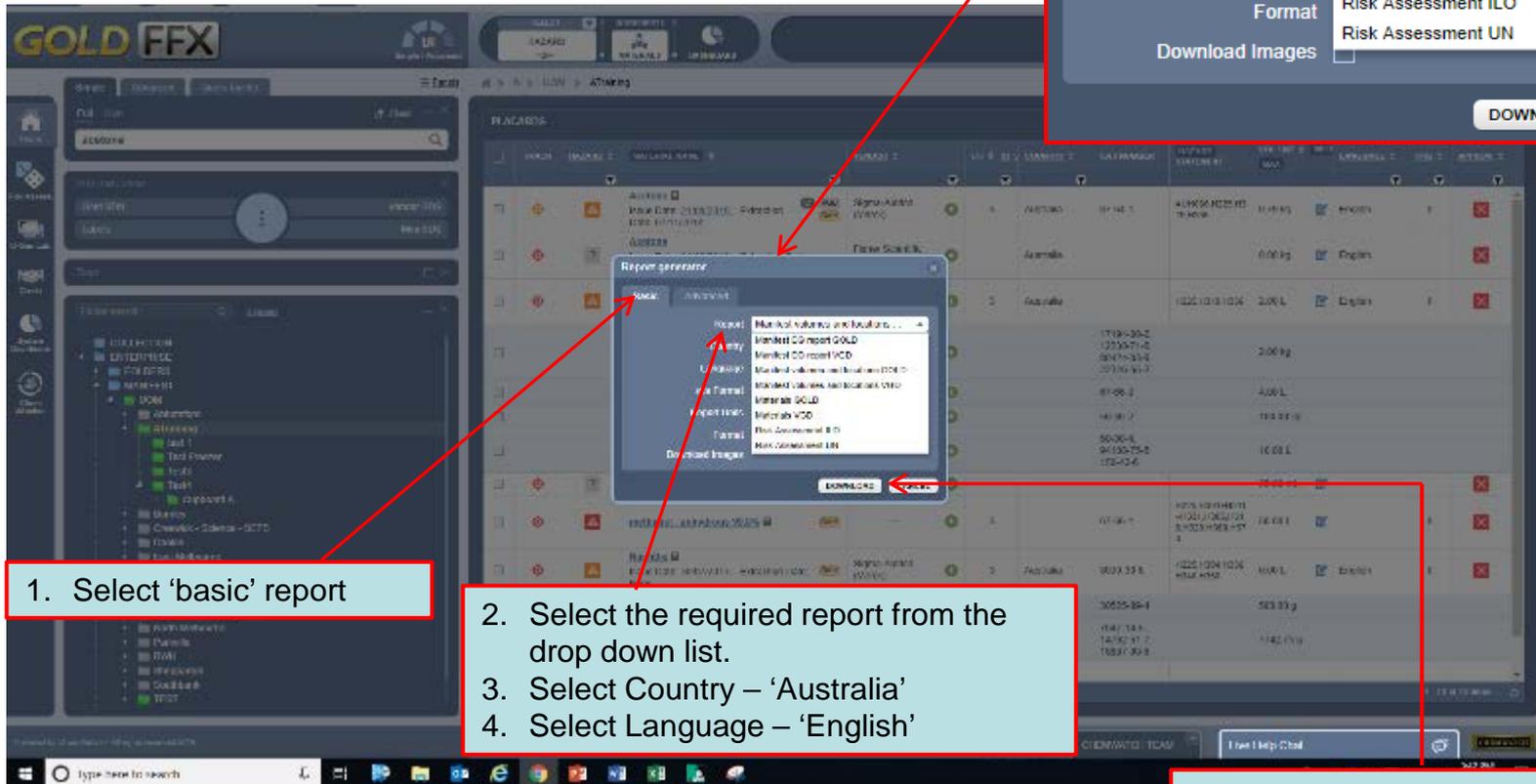
- export and print an inventory
- obtain a report for dangerous goods, hazardous substances, poisons, etc.

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



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.



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Thank you

Health and Safety