



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

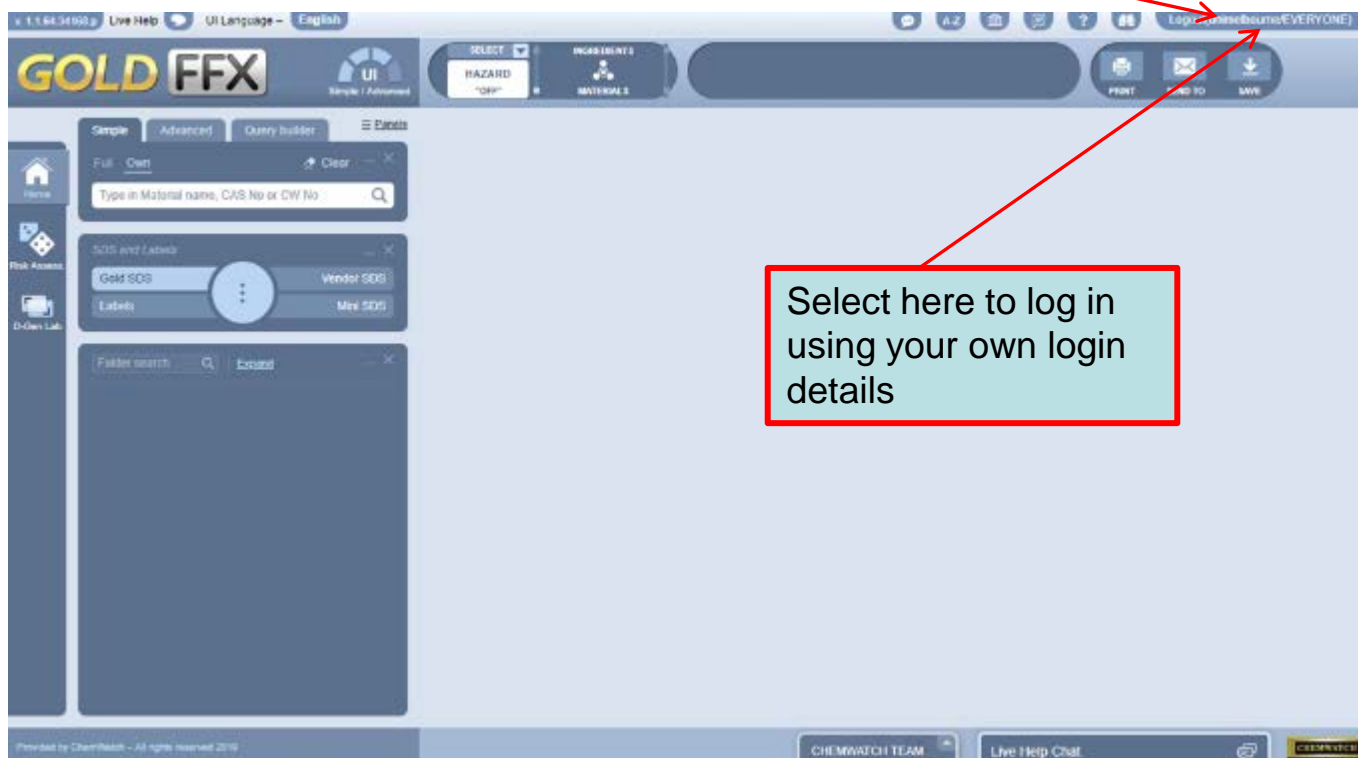
This link is designed to take users straight into the GoldFFX SDS page that is accessible to everyone.

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

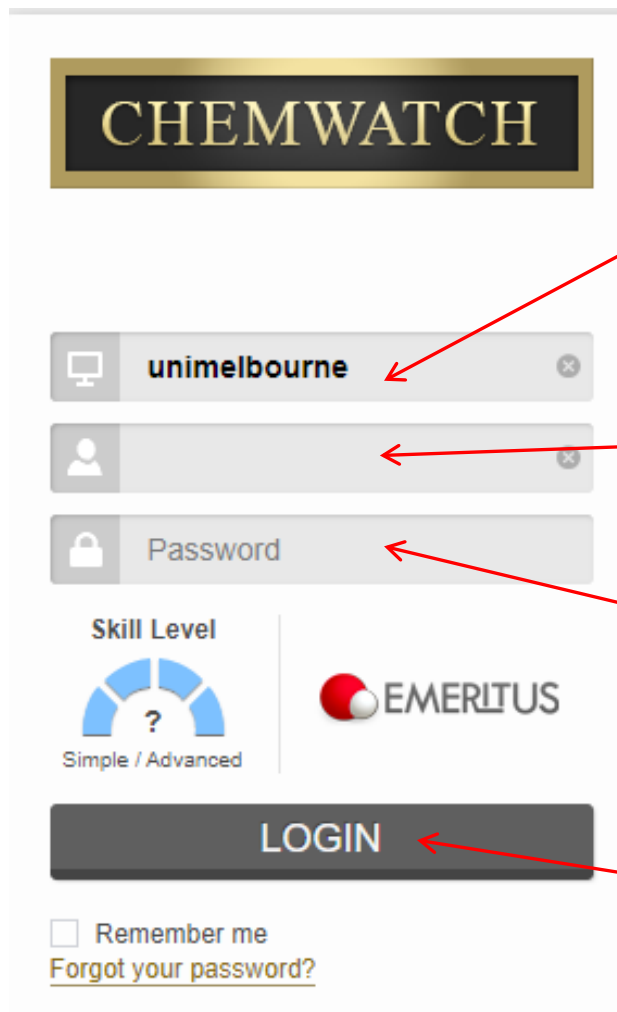
* <https://safety.unimelb.edu.au/hazard-topics/chemical-management>

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)**



Access your chemical inventory



The screenshot shows the CHEMWATCH login page. At the top is a gold-bordered box with the word "CHEMWATCH" in black serif font. Below this are three input fields: the first contains "unimelbourne" with a red arrow pointing to it from instruction 1; the second is empty with a red arrow pointing to it from instruction 2; the third is labeled "Password" with a red arrow pointing to it from instruction 3. Below the fields 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. A large dark grey "LOGIN" button has a red arrow pointing to it from instruction 4. At the bottom left is a "Remember me" checkbox and a "[Forgot your password?](#)" link.

1. Ensure the domain reads **unimelbourne**

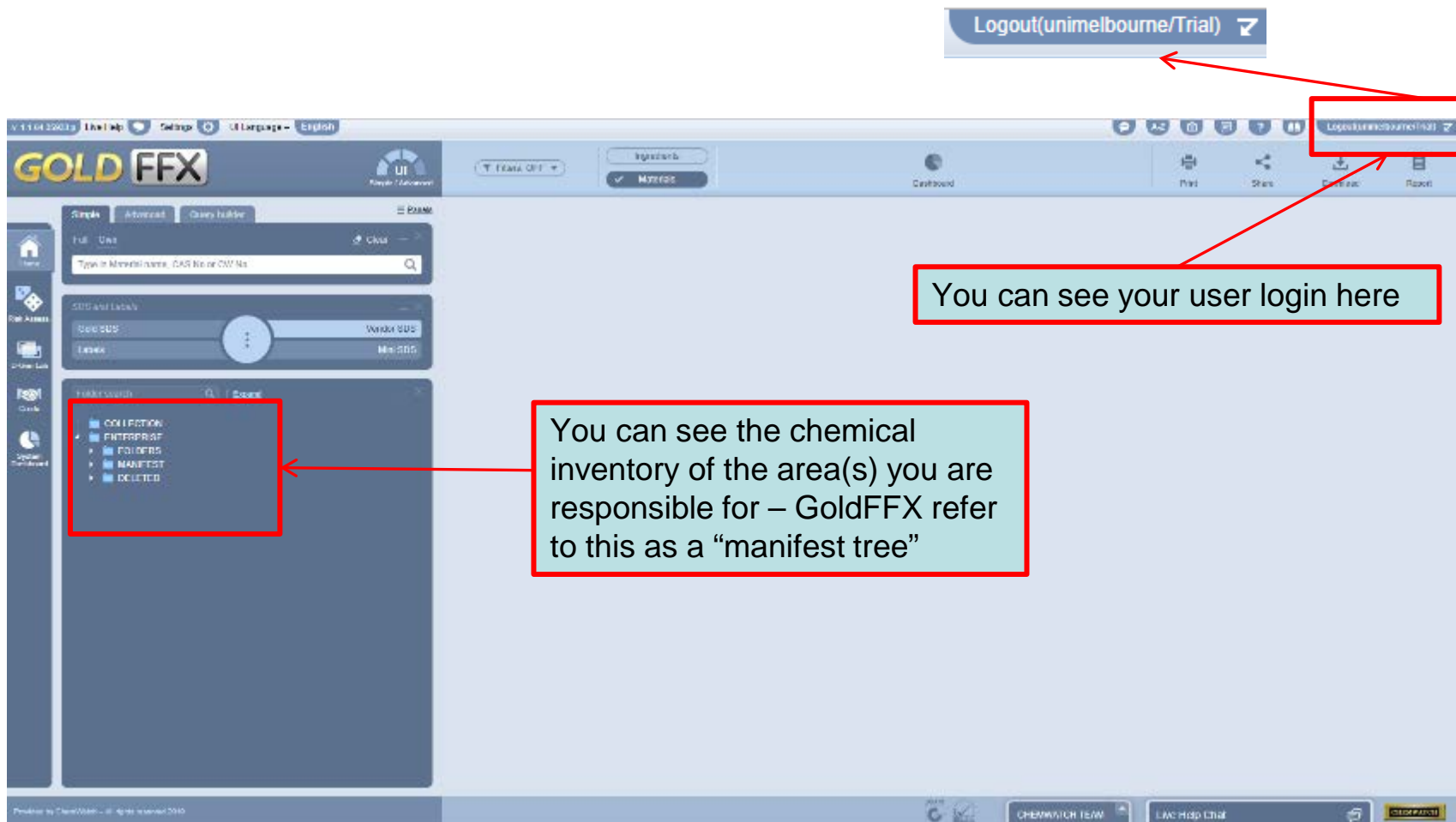
2. Type in your user login

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 it from a text box that says "You can see your user login here". Below this, a red box highlights the same "Logout(unimelbourne/Trial)" link in the top right corner of the application's header. On the left side, a "Manifest tree" is visible, containing a list of folders: "COLLECTION", "ENTERPRISE", "FOLDERS", "MANIFEST", and "DELETED". A red box highlights this list, with an arrow pointing to it from a text 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 interface also includes a search bar, a "Simple" tab, and various navigation icons.

Logout(unimelbourne/Trial)

You can see your user login here

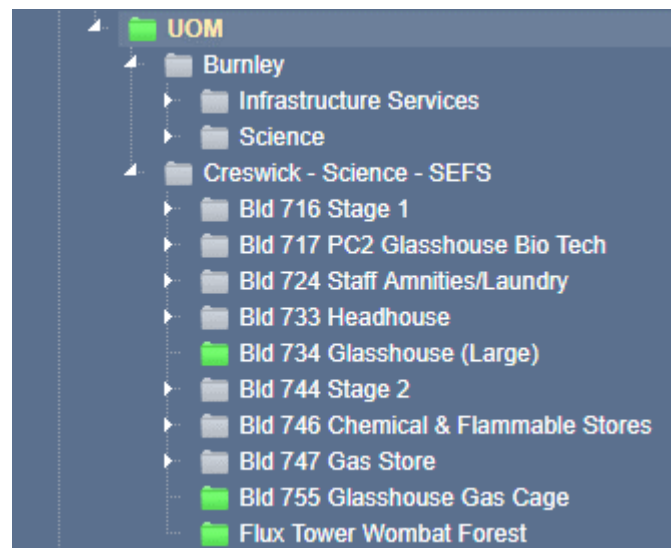
You can see the chemical inventory of the area(s) you are responsible for – GoldFFX refer to this as a “manifest tree”

Access your chemical inventory

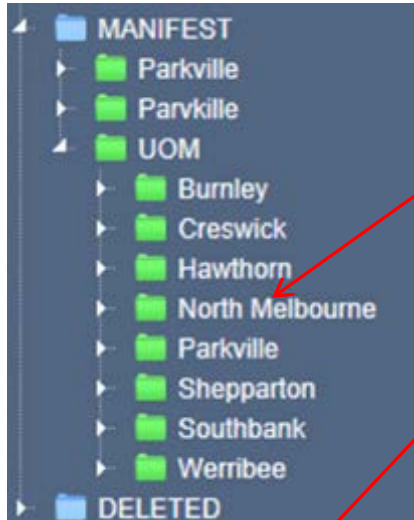
Based on your access permission, you will only see sections of the manifest tree (example of chemical inventory on the right).

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

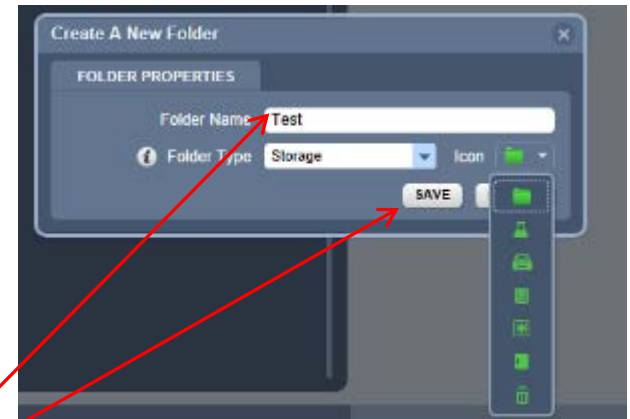
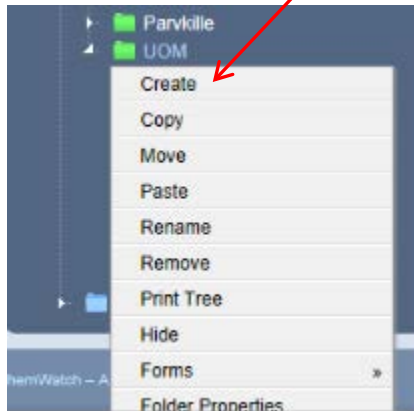


1. Right click on the 'parent' location you are given

2. Select 'create'

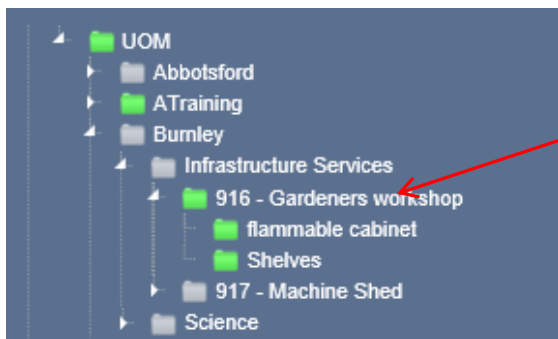
3. Type in the new folder name in Folder Name – commonly it is the location
Example: L1-Workshop

4. Select 'save'



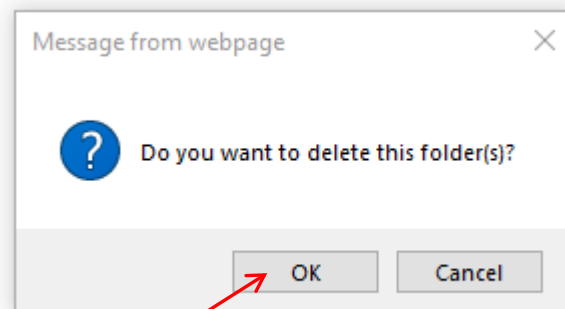
You can create more sub-locations within a folder by repeating the same steps.
Example: Under 'L1-Workshop' you can create 'Cabinet A'.

Managing your inventory – Delete an inventory folder

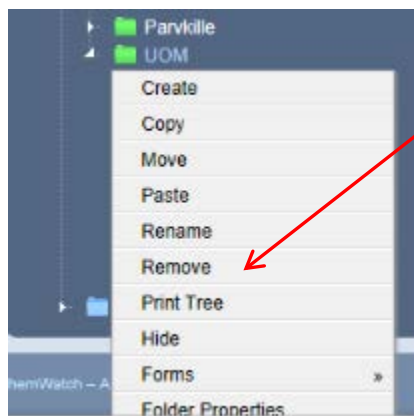


1. Right click on the location you want to delete.

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



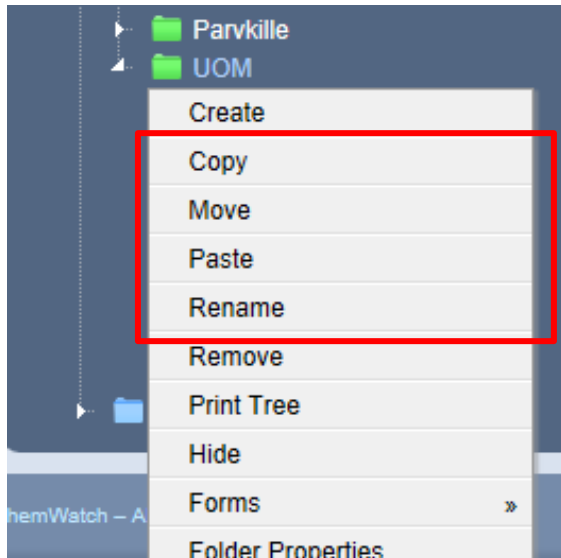
2. Select 'remove'



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

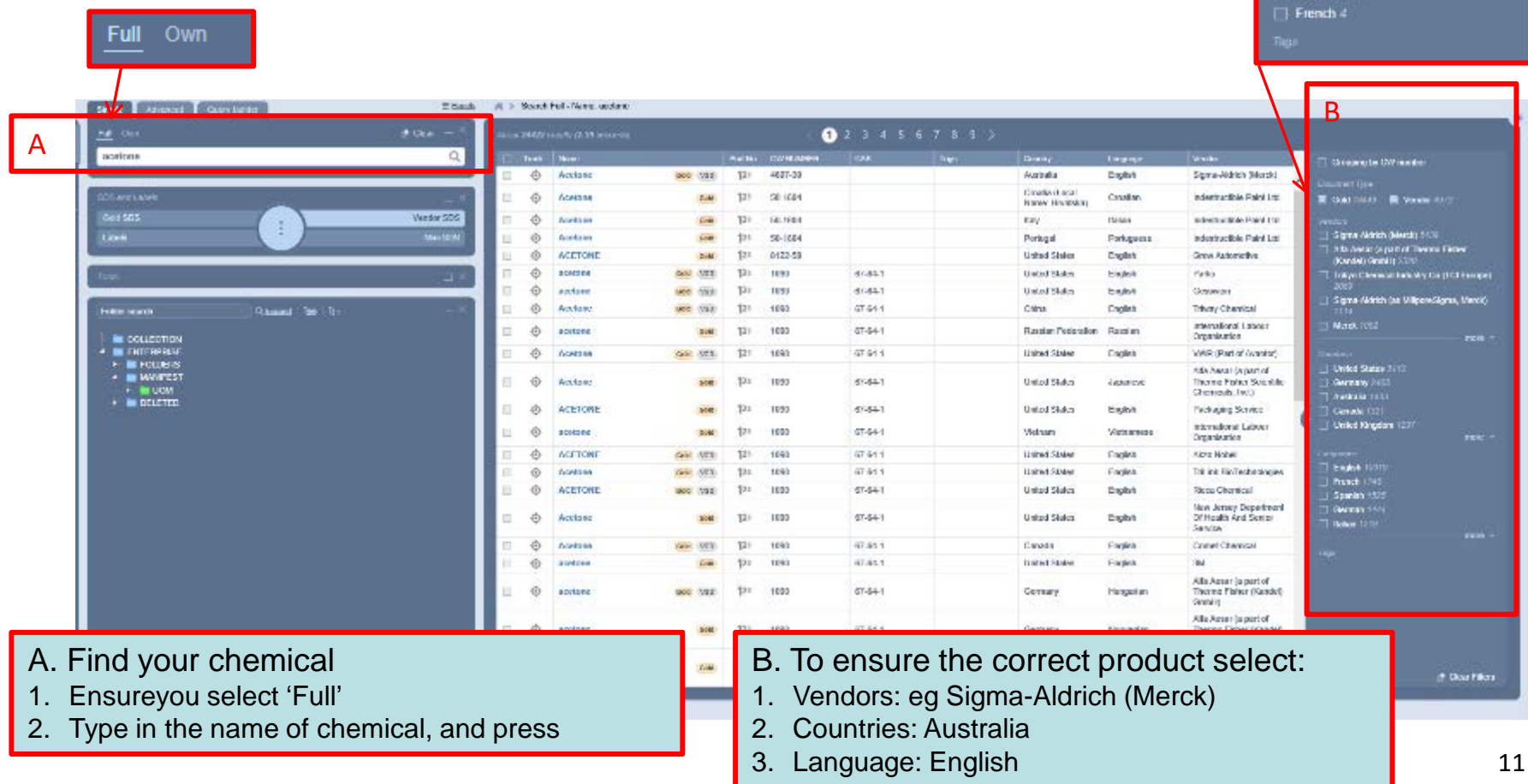
1. Select the folder you want to move (note: any subfolders under this folder will also be moved)
2. Right click on the folder and select 'move'
3. Move your cursor to the 'parent' folder where you want to move your inventory
4. Right click and select 'paste'

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'. To the right of the search bar, there are tabs for 'Full' and 'Own', with 'Full' selected. Below the search bar, there are filters for 'GDS and Labels', 'GDS 505', 'Vendor GDS', and 'Labels'. On the left side, there is a 'Filter search' section with a tree view showing 'COLLECTION', 'ENTERPRISE', 'POLYMER', 'MANIFEST', 'UOM', and 'DELETED'. On the right side, there is a table of search results with columns: 'Track', 'Name', 'Mol Wt', 'GDS NUMBER', 'GDS', 'Type', 'Country', 'Language', and 'Vendor'. The table lists various entries for 'Acetone' and 'ACETONE' from different vendors and countries. On the far right, there are three panels: 'Vendors' (listing Sigma-Aldrich (Merck), Alfa Aesar, Merck, Unspecified Supplier, and Chem-Supply), 'Countries' (listing Australia, United Kingdom, New Zealand, Japan, and Singapore), and 'Languages' (listing English and French). Annotations A and B point to specific parts of the interface: A points to the search bar, and B points to the 'Vendors' panel.

A. Find your chemical

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

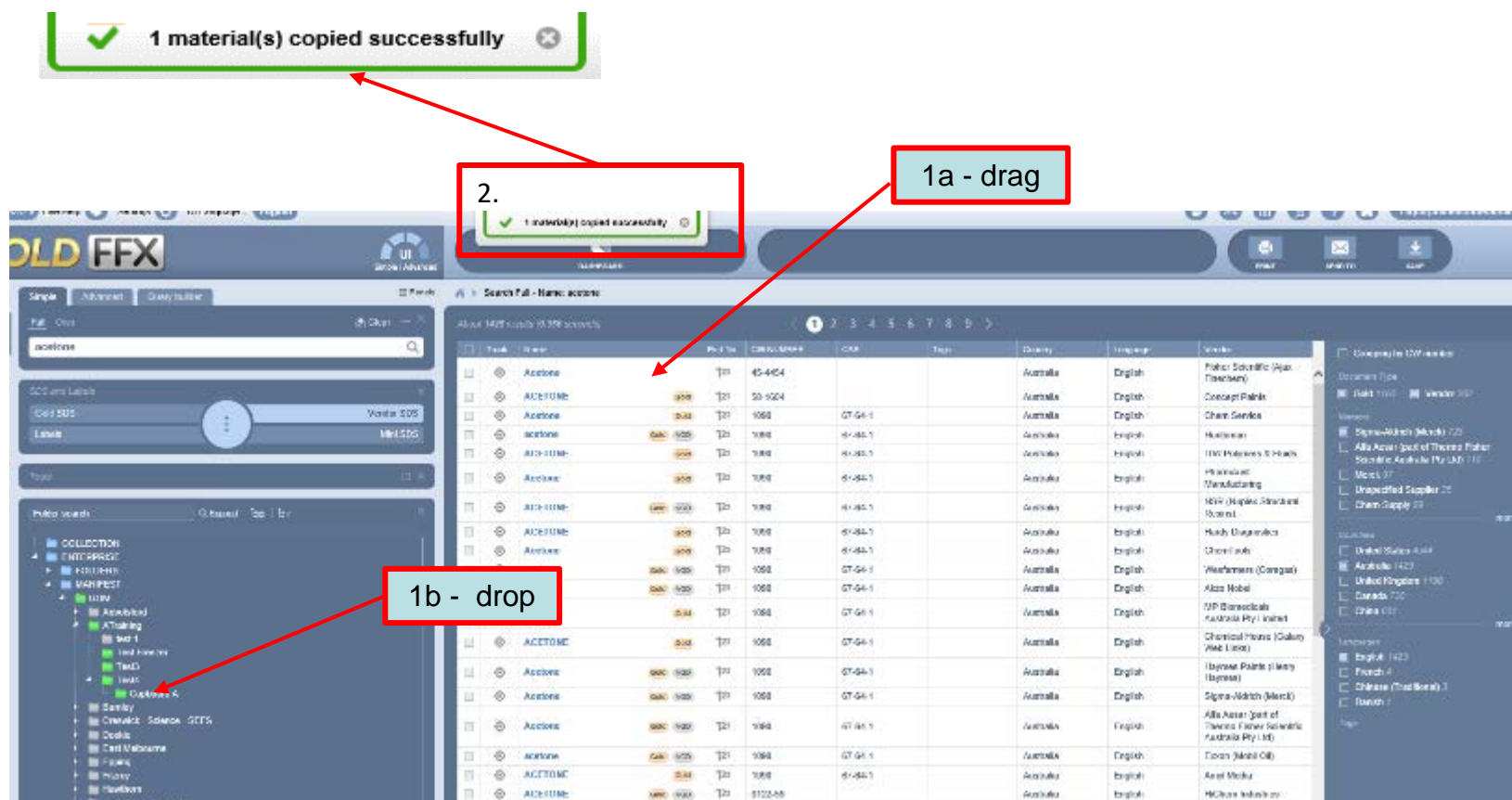
B. To ensure the correct product select:

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'



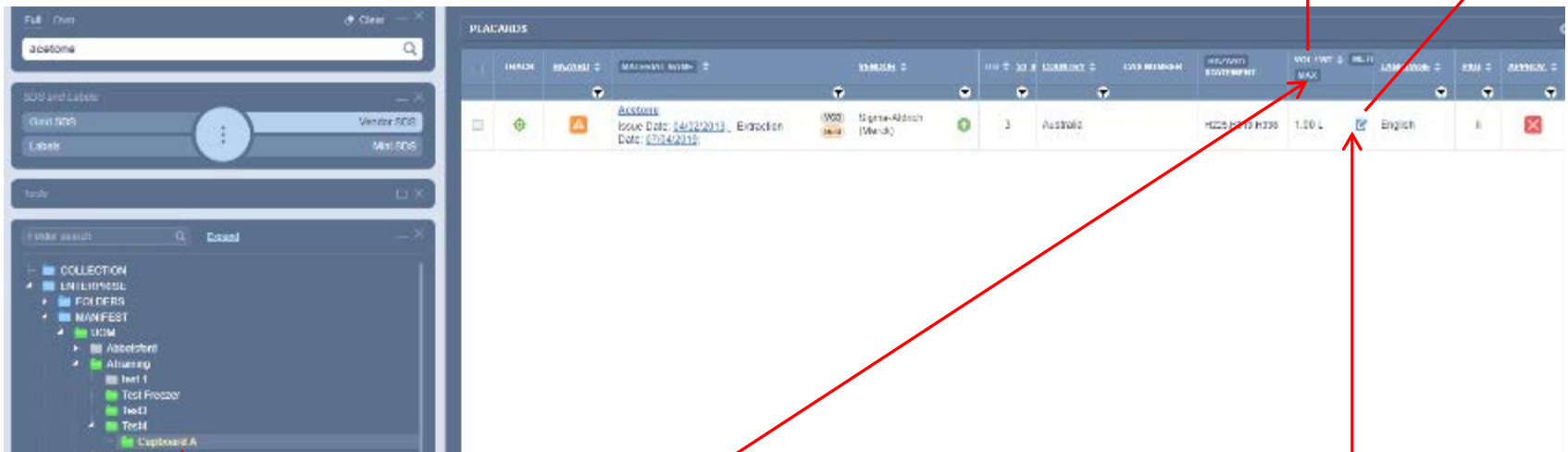
The screenshot displays the FFX inventory management interface. At the top, a green notification bar states "1 material(s) copied successfully". Below this, a red box labeled "2." points to the notification. Another red box labeled "1a - drag" points to a row in the chemical list. A third red box labeled "1b - drop" points to a folder in the left-hand navigation pane.

The main table lists chemicals with columns: Task, Name, Price, Catalogue, Stock, Type, Density, Language, and Vendor. The table contains multiple entries for Acetone.

Task	Name	Price	Catalogue	Stock	Type	Density	Language	Vendor
	Acetone	45-454						Polys Scientific (Aust. Division)
	Acetone	50-1024						Concept Polymers
	Acetone	1068		07-64-1				Chem Service
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				HMW Polymers & Resins
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Manufacturing
	Acetone	988		61-84-1				NEC (Haplo Chemicals) Ltd.
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Chem Service
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Manufacturing
	Acetone	988		61-84-1				NEC (Haplo Chemicals) Ltd.
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Chem Service
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	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Manufacturing
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	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Chem Service
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Manufacturing
	Acetone	988		61-84-1				NEC (Haplo Chemicals) Ltd.
	Acetone	988		61-84-1				Hudson
	Acetone	988		61-84-1				Chem Service
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	Acetone	988		61-84-1				Manufacturing
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	Acetone	988		61-84-1				Manufacturing
	Acetone	988		61-84-1				NEC (Haplo Chemicals) Ltd.
	Acetone	988		61-84-1				Hudson

Managing your inventory – Add a chemical

Step 3a: Enter the chemical quantity into the inventory



The screenshot shows a web application interface. On the left is a sidebar with a folder tree under 'COLLECTION'. The main area displays a table of 'PLACARDS'. The table has columns for 'NAME', 'ISSUE DATE', 'EXPIRATION DATE', 'VOL / WT', 'LANGUAGE', and 'ACTION'. The 'VOL / WT' column for the selected row shows 'MAX'. A pencil icon is visible in the 'ACTION' column.

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

PLACARDS

TRACK	HAZARD	MATERIAL NAME	VENDOR	UQ	ST	COUNTRY	CAS NUMBER	HAZARD STATEMENT	MAX	NET WT	NET WT	LANGUAGE
		Acetone Issue Date: 04/02/2013, Extraction Date: 07/04/2019	Sigma-Aldrich (Merck)	3		Australia		1025,1031,1038	0.00 kg			English

Edit manifest manifest

Folder: Cupboard A

Material State: Liquid
Specific Gravity: 0.79 g/cm³

Current Volume/Weight: 0.0 kg

Maximum Volume/Weight: 1 L

Licensed Volume/Weight: 0.0 kg

SAVE CANCEL

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.

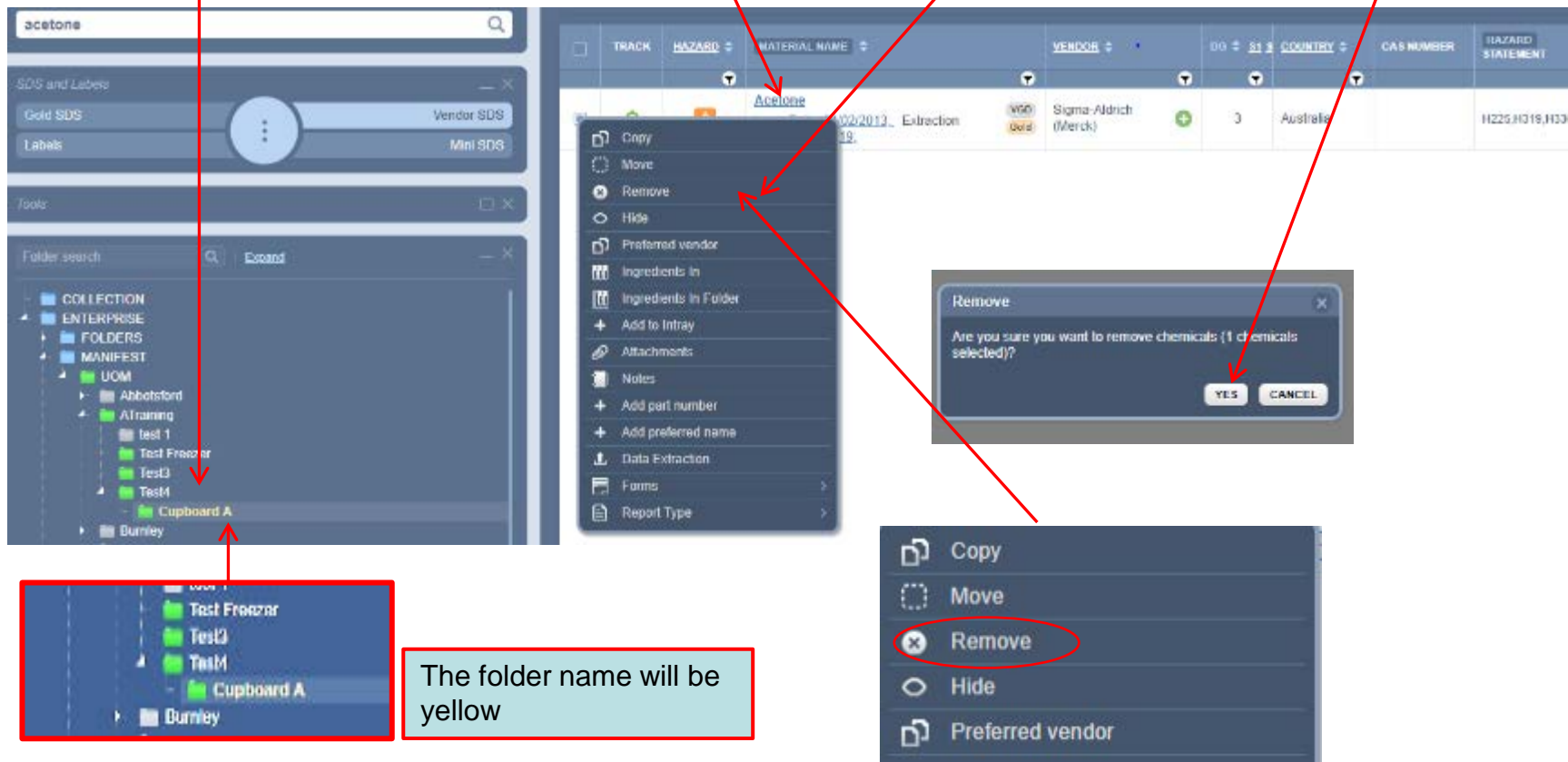
Managing your inventory – Delete a chemical

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'

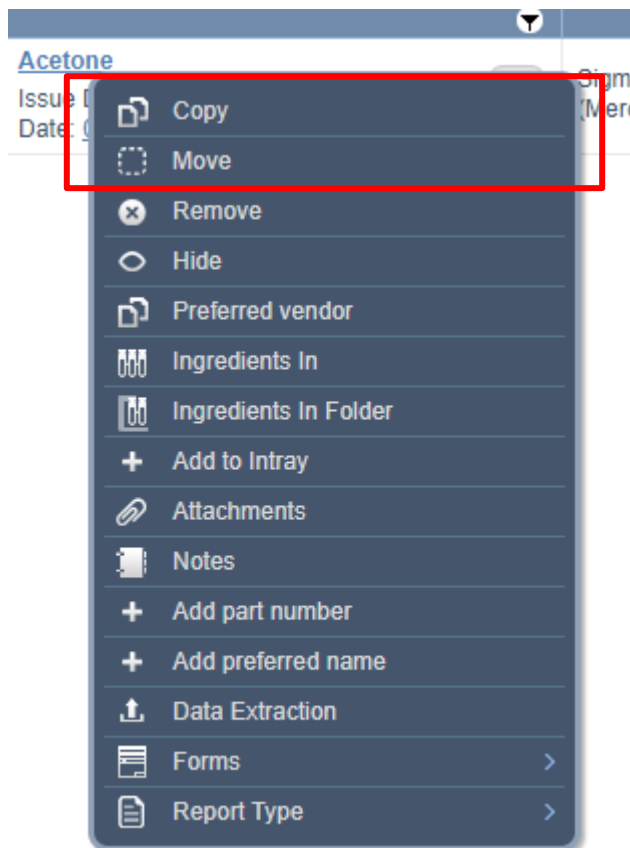


The screenshot shows the inventory management interface. On the left, a folder tree is visible under 'COLLECTION' > 'ENTERPRISE' > 'FOLDERS' > 'MANIFEST' > 'UOM'. The 'Cupboard A' folder is highlighted in yellow. A red arrow points from the instruction '1. Highlight the inventory folder where you want to delete the chemical.' to this folder. Below this, a zoomed-in view of the folder tree shows 'Cupboard A' highlighted in yellow, with a red arrow pointing to it from the instruction 'The folder name will be yellow'.

In the center, a table of chemicals is displayed. The first row is highlighted, and a right-click context menu is open over it. The 'Remove' option is selected, indicated by a red arrow from the instruction '3. Select 'remove''. The context menu also shows options like 'Copy', 'Move', 'Hide', 'Preferred vendor', 'Ingredients in', 'Ingredients in Folder', 'Add to In tray', 'Attachments', 'Notes', 'Add part number', 'Add preferred name', 'Data Extraction', 'Forms', and 'Report Type'.

Below the context menu, a 'Remove' dialog box is shown with the text 'Are you sure you want to remove chemicals (1 chemicals selected)?'. The 'YES' button is selected, indicated by a red arrow from the instruction '4. Confirm by selecting 'yes''. The dialog box also has a 'CANCEL' button.

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'

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

Full Own

1. Select 'own'
2. Enter the chemical

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



Simple Advanced Query builder
Clear

Full Own
acetone

SDS and labels
 Gold SDS Vendor SDS
 Labels Mini SDS

Tools

Folder search
 COLLECTION
 ENTERPRISE
 FOLDERS
 MANIFEST
 UOM
 Abbotston
 Altranning
 Test 1
 Test Freezer
 Test 3
 Test 4
 Cupboard A
 Bunkley
 Crookwick - Science - SFPS
 Desk 1

TRACK	HAZARD	PART NO.	MATERIAL NAME	CAS NUMBER	XSOURCE
		123	2,5-hexanedione	1594-29-7	Sigma Chemicals
		123	1-Oxobutylaldehyde dimethylacetal	5436-21-5	Sigma-Aldrich (Merck)
		123	4,6-Dioxoheptanoic acid	51558-18-4	Sigma-Aldrich (Merck)
		123	4-(4-Hydroxyphenyl)-2-butanone	5471-51-2	Sigma-Aldrich
		123	80% acetone	Gold	Multiple
		123	Acetone	Gold	Sigma-Aldrich (Merck)
		123	Acetone	Gold	Indestructible Paint Ltd
		123	Acetone	Gold	Fisher Scientific (Ajax Finechem)

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

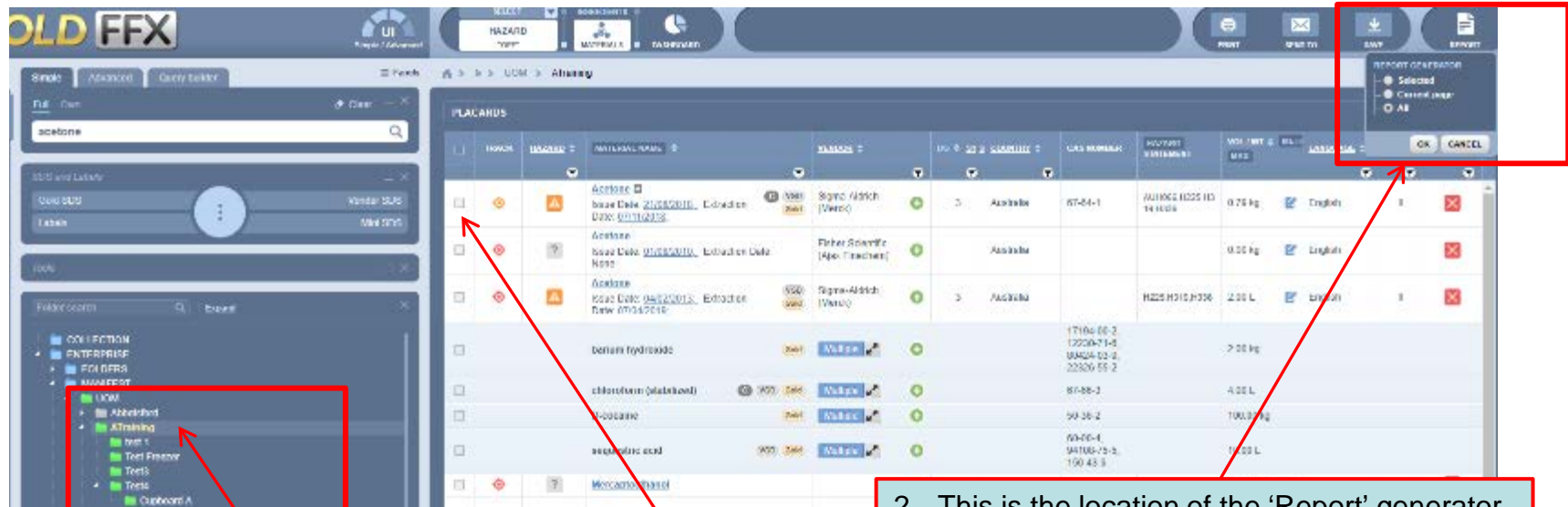
Report Generator

Report Generator enables you to:

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

REPORT GENERATOR

- ☒ Selected
- ☐ Current page
- ☐ All



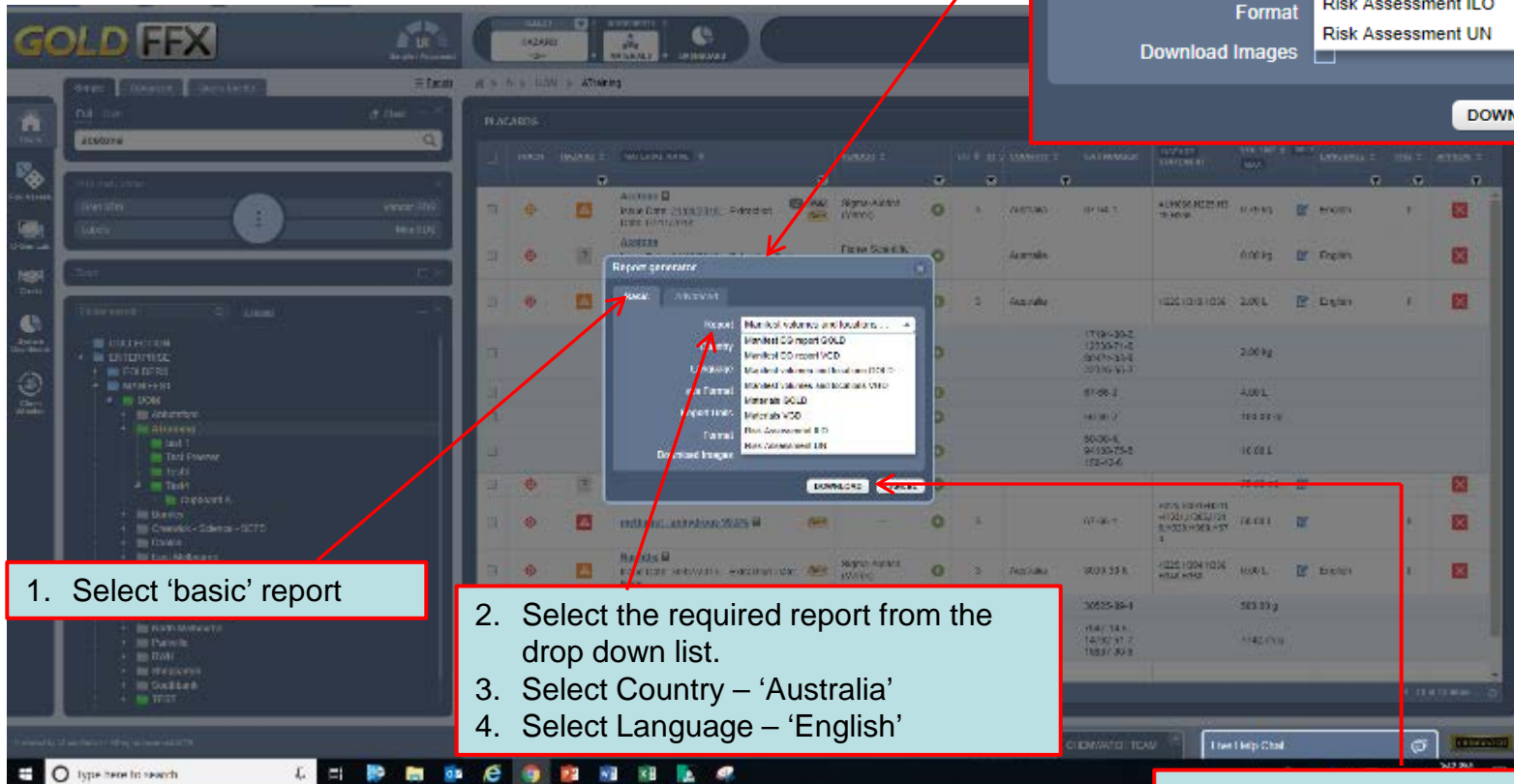
The screenshot shows the OLD FFX software interface. On the left, a folder tree is visible with 'UOM' highlighted. The main area displays a list of chemicals with columns for Name, Location, Quantity, and Status. A 'REPORT GENERATOR' dialog box is open in the top right corner, showing the same three radio button options: 'Selected', 'Current page', and 'All'. Red arrows point from the 'UOM' folder in the tree to the 'REPORT GENERATOR' dialog box and from a checkbox in the chemical list to the 'Selected' radio button.

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
Manifest DG report VGD

Language: Manifest volumes and locations GOLD
Manifest volumes and locations VGD

sds Format: Materials GOLD
Materials VGD

Report Units: Risk Assessment ILO
Risk Assessment UN

Format: ☐

Download Images: ☐

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.



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Thank you

Health and Safety