

How to create a manifest.

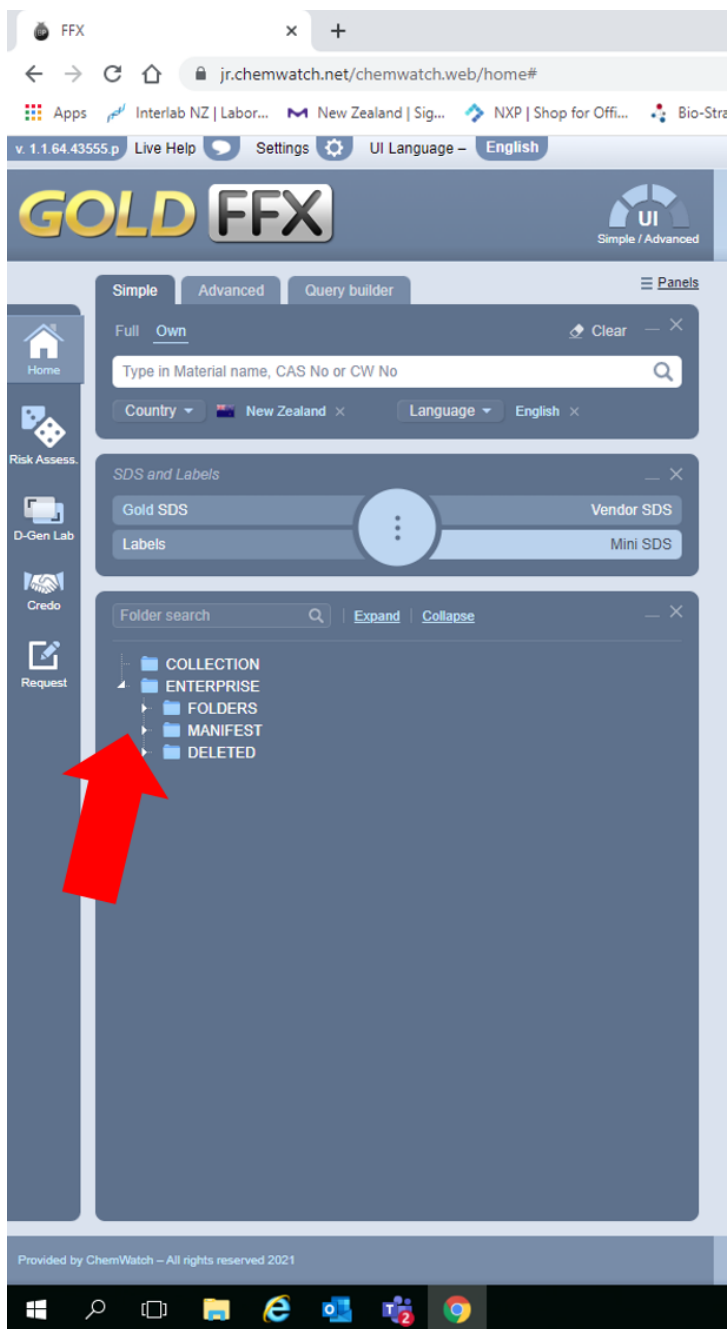
If you do not already have access to Chemwatch:

Staff or supervisors (on behalf of post-graduate students) will need to raise a support ticket with digital solutions servicedesk@vuw.ac.nz. You should request Chemwatch access and ask to be added to the “SBS Student” group and be assigned to the “SBS User” role.

Supervisors should also provide digital solutions with the name and VUW email of the student

(NB: Once you have access to Chemwatch, you may also have a need to view, create or, add substances to manifests and to edit quantities. To do this you must have the default permissions changed. Contact kayla.griffin@vuw.ac.nz if your permissions need to be altered or you need help using Chemwatch)

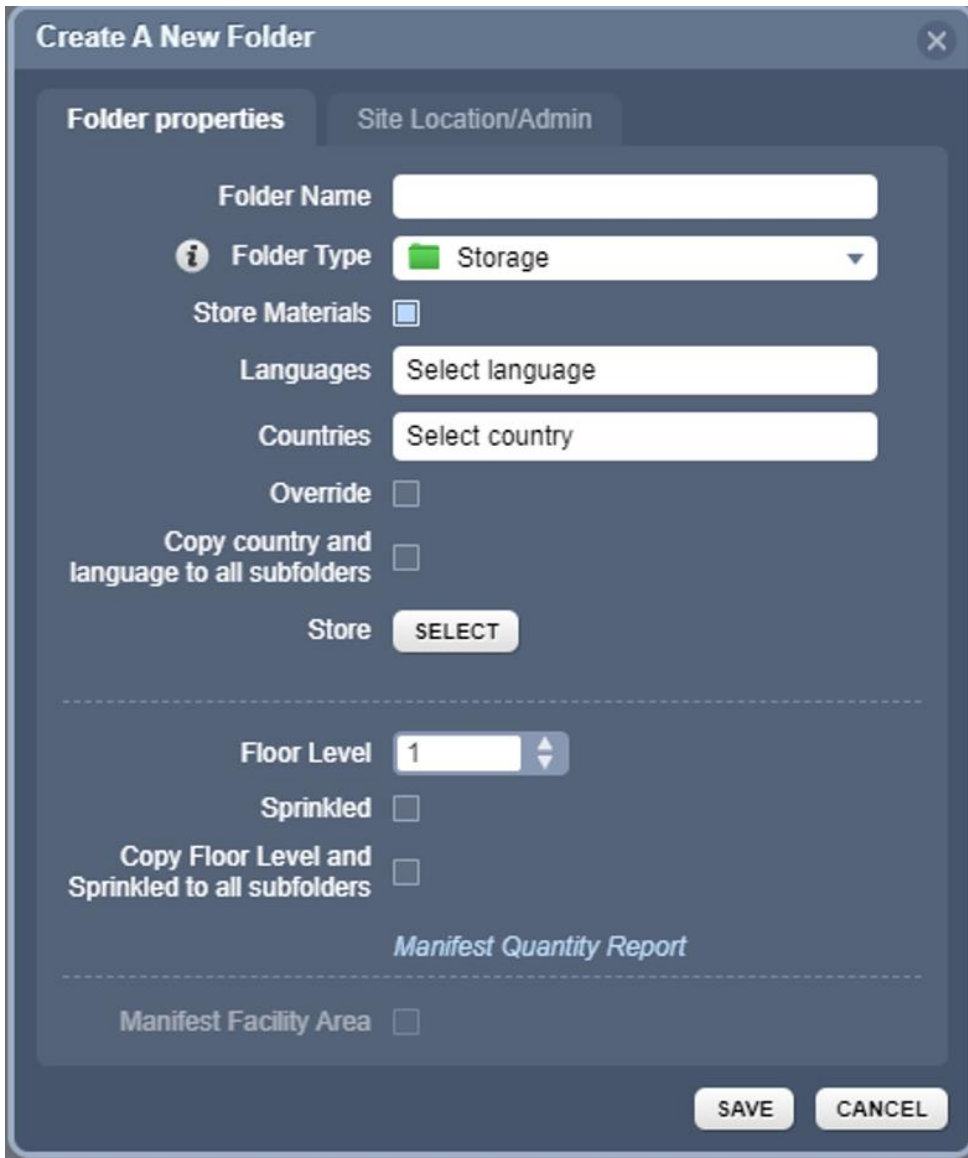
1. Log into Chemwatch.
2. Expand Manifest directory. Click on triangle to left of Manifest, NOT on the word MANIFEST



3. Right click on location for new manifest e.g. TTR and select “Create”

The screenshot displays the GOLD FFX web application interface. At the top, the browser address bar shows the URL `jr.chemwatch.net/chemwatch.web/home#`. The application header includes the GOLD FFX logo and a UI selector set to 'Simple / Advanced'. Below the header, there are navigation tabs for 'Simple', 'Advanced', and 'Query builder'. A search bar is present with the placeholder text 'Type in Material name, CAS No or CW No'. Below the search bar, there are filters for 'Country' (New Zealand) and 'Language' (English). The main content area features a 'Folder search' section with a tree view of folders. The folders listed are ARCH&D, Cotton SGEES, CSB, Flammability, LABY, SBS, and TTR. A red arrow points to the TTR folder, which has a context menu open over it. The context menu options include: Create, Copy, Move, Paste, Rename, Remove, Print Tree, Hide, Forms, and Folder Properties. Below the folder tree, there are several sub-folders: 301, 303 Ecology Lab, 305, 307 - Ball/Gardner, and 307 - Patrick/Gerth. The footer of the application states 'Provided by ChemWatch - All rights reserved 2021'. The Windows taskbar is visible at the bottom of the screen.

4. In popup window, enter name of new folder name and click on Save.



The image shows a 'Create A New Folder' dialog box with a dark blue background and a light blue header. The header contains the title 'Create A New Folder' and a close button (X). Below the header, there are two tabs: 'Folder properties' (selected) and 'Site Location/Admin'. The 'Folder properties' tab contains the following fields and options:

- Folder Name:** A text input field.
- Folder Type:** A dropdown menu with a green folder icon and the text 'Storage'.
- Store Materials:** A checkbox that is currently unchecked.
- Languages:** A text input field with the placeholder text 'Select language'.
- Countries:** A text input field with the placeholder text 'Select country'.
- Override:** A checkbox that is currently unchecked.
- Copy country and language to all subfolders:** A checkbox that is currently unchecked.
- Store:** A button labeled 'SELECT'.

Below a dashed horizontal line, the following fields and options are visible:

- Floor Level:** A spinner control showing the number '1'.
- Sprinkled:** A checkbox that is currently unchecked.
- Copy Floor Level and Sprinkled to all subfolders:** A checkbox that is currently unchecked.

Below another dashed horizontal line, the text '*Manifest Quantity Report*' is displayed.

At the bottom of the dialog, there is a checkbox labeled 'Manifest Facility Area' which is currently unchecked.

At the bottom right of the dialog, there are two buttons: 'SAVE' and 'CANCEL'.

5. New manifest has been created. This will be inserted into the directory tree alphabetically e.g. “New manifest” created within the TTR manifest

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