



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/main-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 offices, laboratories and workshops 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

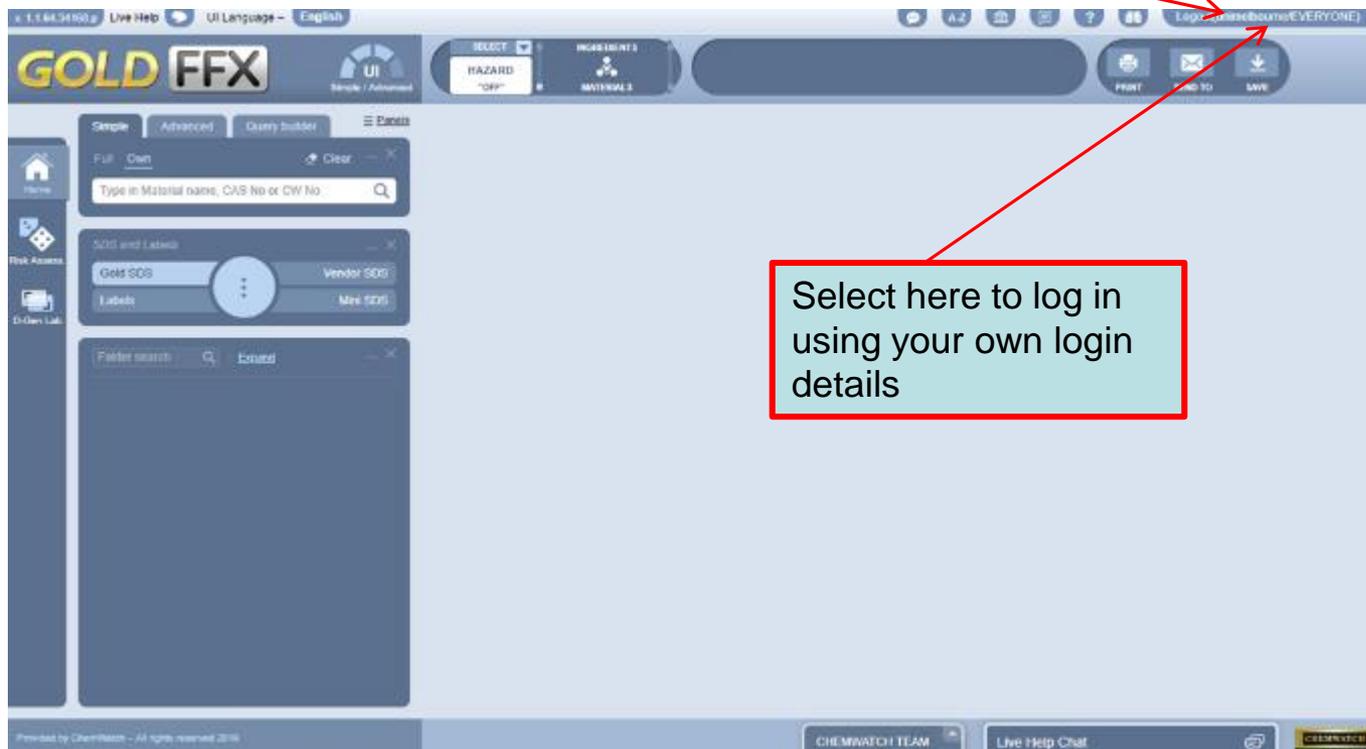
This link is designed to take users straight into the GoldFFX SDS page that is accessible to everyone.

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/main-topics/chemical-management>

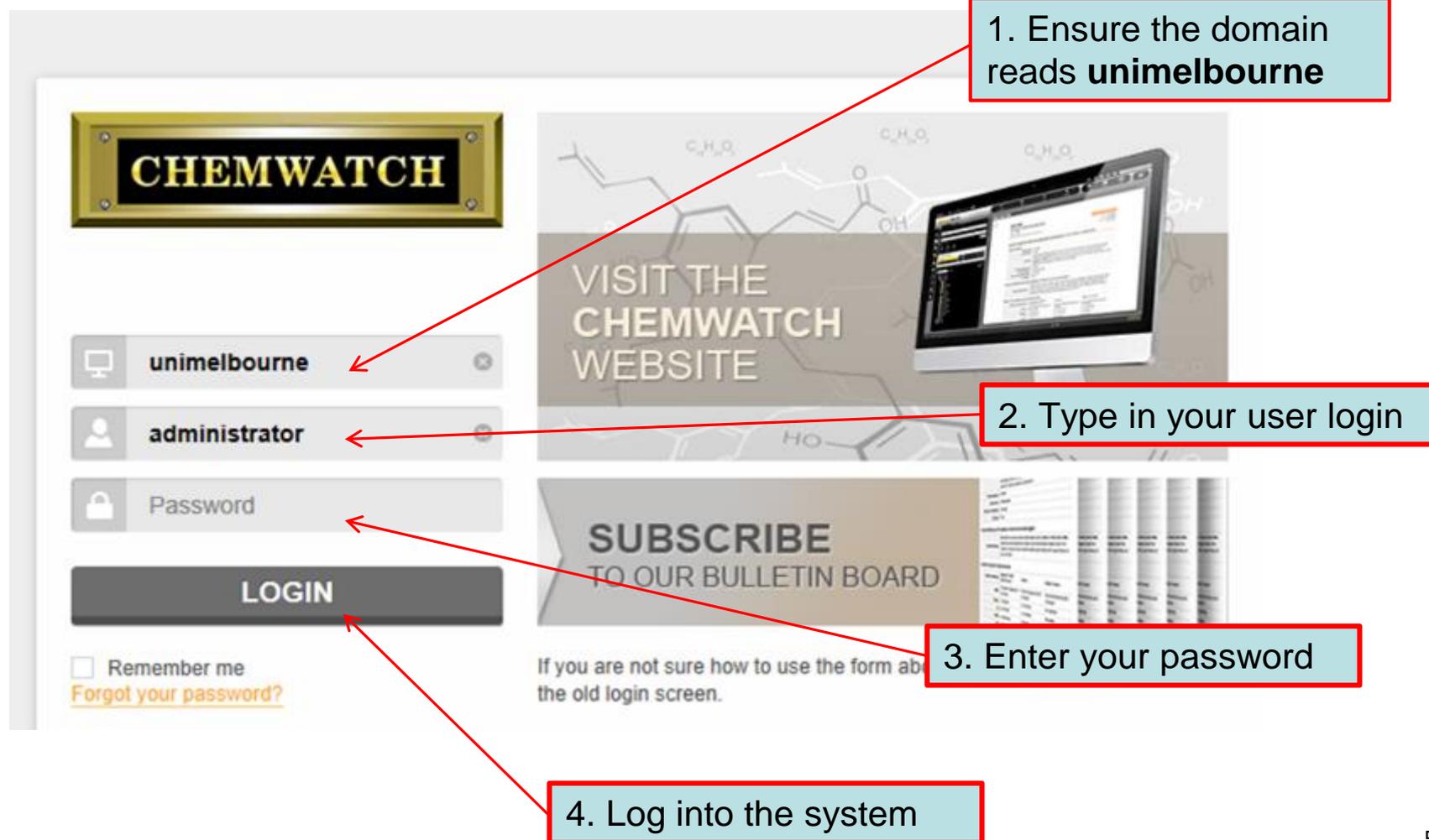
Access your chemical inventory

- 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 displays the GoldFFX web application interface. At the top right, a user profile dropdown menu is visible, showing the text "Logout(unimelbourne/EVERYONE)" with a right-pointing arrow. A red arrow points from this text to a red-bordered box containing the text "Select here to log in using your own login details". The interface includes a search bar, a sidebar with navigation options, and a main content area with various filters and data tables.

Access your chemical inventory



The image shows a screenshot of the Chemwatch login page. The page features a 'CHEMWATCH' logo in a gold frame at the top left. Below it is a login form with four input fields: 'unimelbourne' (with a computer icon), 'administrator' (with a person icon), 'Password' (with a lock icon), and a 'LOGIN' button. There are also checkboxes for 'Remember me' and a link for 'Forgot your password?'. The background of the page includes chemical structures and a computer monitor displaying a website. Four red callout boxes with arrows point to the login fields and button, providing instructions:

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 user profile dropdown menu is visible, containing the text "Logout(unimelbourne/Trial)". A red box highlights this menu, with a red arrow pointing to a text box that says "You can see your user login here".

On the left side of the interface, there is a "Folder search" panel. A red box highlights a tree view of folders: "COLLECTION", "ENTERPRISE", "FOLDERS", "MANIFEST", and "DELETED". A red arrow points from this box to 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”".

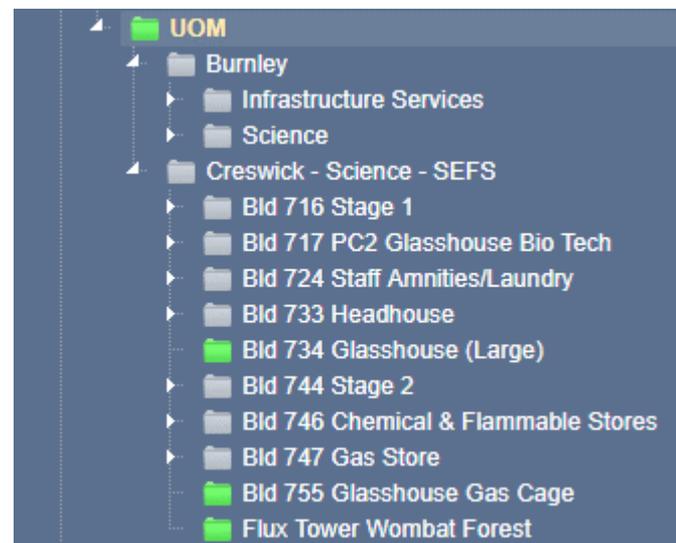
The interface also features a search bar, various navigation icons, and a footer with copyright information and logos for CHEMWATCH TEAM and LINC HUB CTR.

Access your chemical inventory

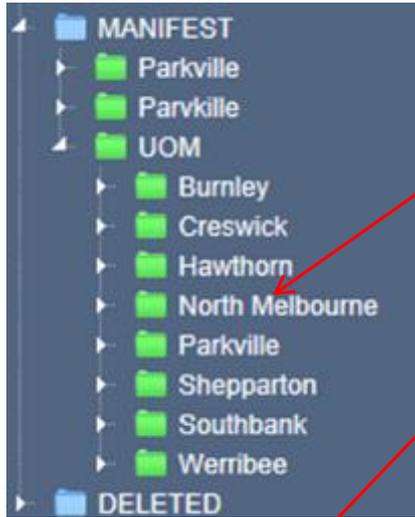
Based on your access permission, you will only see sections of the manifest tree (example of chemical inventory on the right).

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

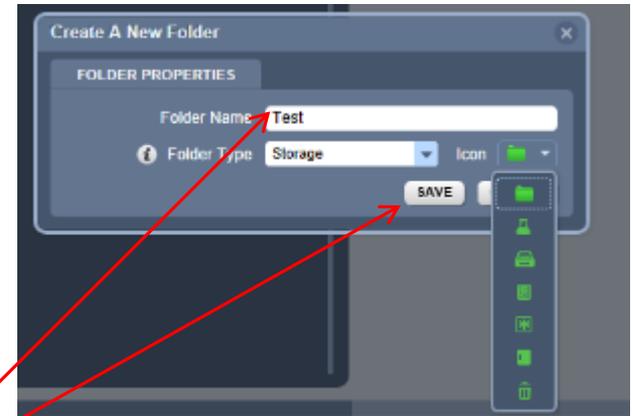
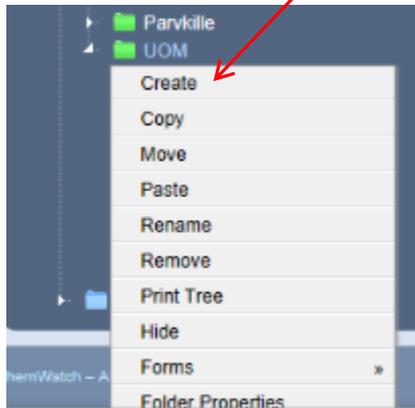


1. Right click on the 'parent' location you are given

2. Select 'create'

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

4. Select 'save'



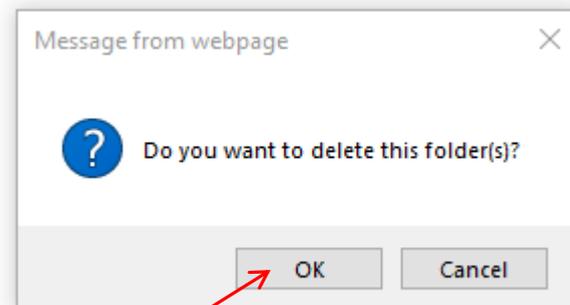
You can create more sub-locations within a folder by repeating the same steps.
Example: Under 'L1-Workshop' you can create 'Cabinet A'.

Managing your inventory – Delete an inventory folder

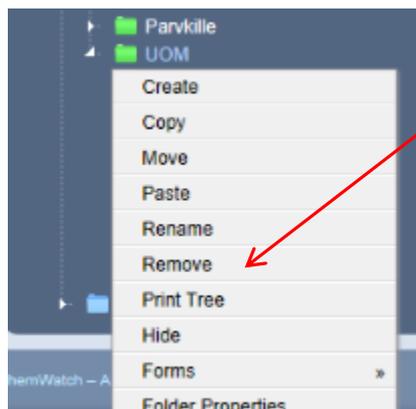


1. Right click on the location you want to delete.

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



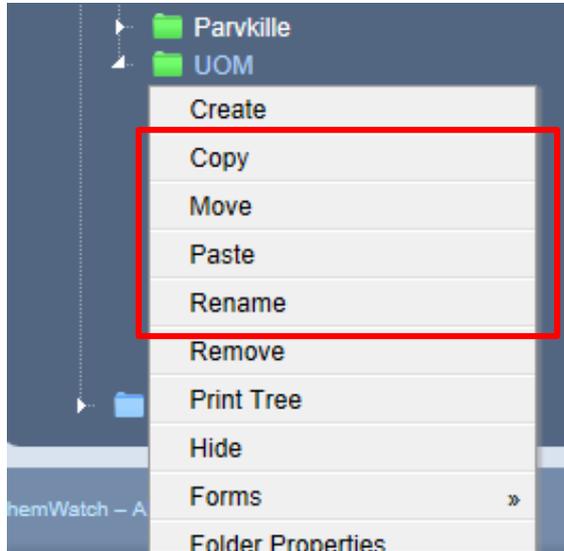
2. Select 'remove'



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 several filter panels. The 'Full Own' filter is selected. The search results are displayed in a table with columns for 'Track', 'Name', 'Mol No.', 'CAS No.', 'CAS Name', 'CAS', 'Tags', 'Country', 'Language', and 'Vendor'. The table lists multiple entries for 'Acetone' from various vendors and countries. A sidebar on the right contains a list of filters: 'Vendors', 'Countries', 'Languages', and 'Tags'. The 'Vendors' filter is expanded, showing a list of vendors including Sigma-Aldrich (Merck), Alfa Aesar, Merck, and Chem-Supply. The 'Countries' filter is also expanded, showing a list of countries including Australia, United Kingdom, New Zealand, Japan, and Singapore. The 'Languages' filter is expanded, showing a list of languages including English and French. A red box labeled 'A' highlights the search bar and the 'Full Own' filter. A red box labeled 'B' highlights the filter panels on the right side of the interface.

A

B

A. Find your chemical

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

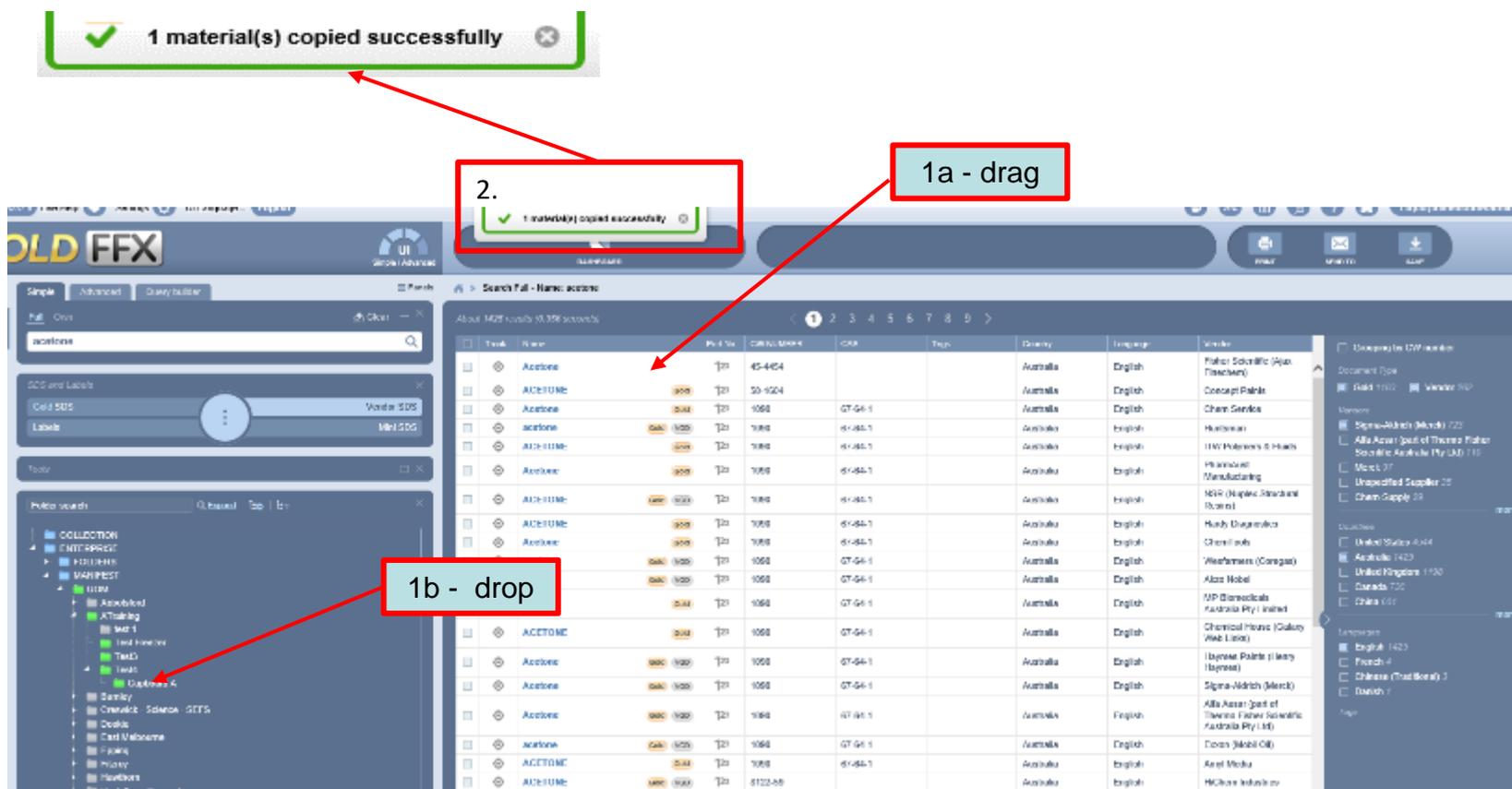
B. To ensure the correct product select:

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

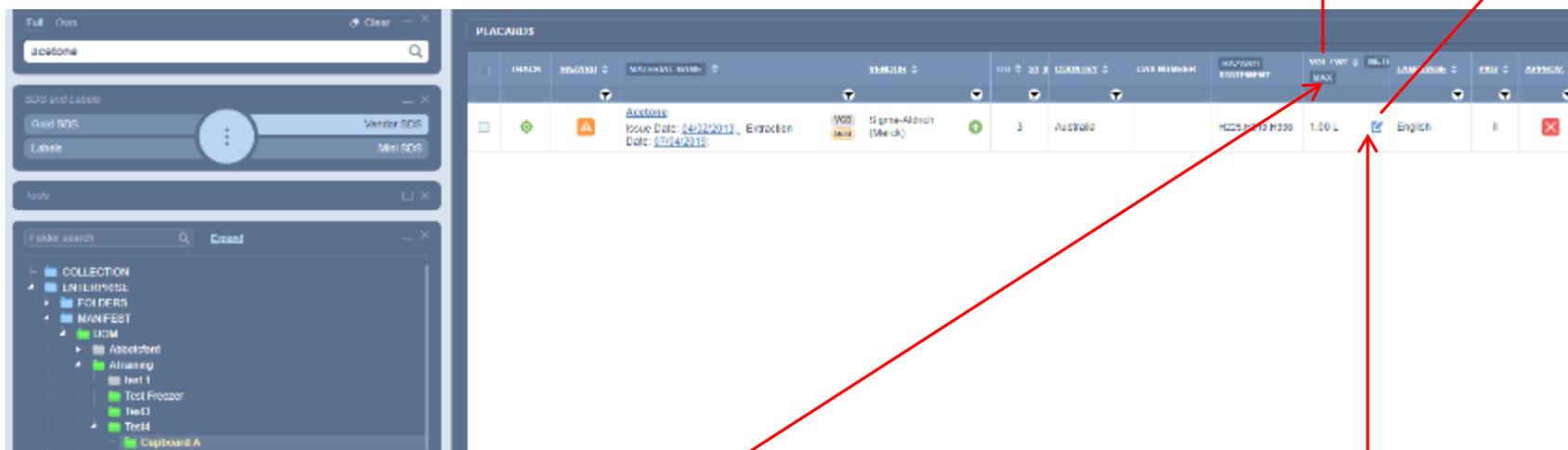
1. 'Drag and drop' the chemical into your inventory folder
2. When completed, a note will pop up 'material(s) copied successfully'



The screenshot displays the FFX inventory management interface. At the top, a green notification bar states "1 material(s) copied successfully". Below this, a table lists chemical entries with columns for "Task", "Name", "Purity", "Catalogue", "CAS", "Taps", "Quantity", "Language", and "Vendor". The table contains multiple rows for "Acetone" with various specifications. On the left side, a "Folder search" panel shows a tree view of folders, with "Collection 4" highlighted. A red arrow points from the notification bar to the table, and another red arrow points from the "Collection 4" folder to a specific row in the table. A red box labeled "1a - drag" is positioned over the table, and another red box labeled "1b - drop" is positioned over the "Collection 4" folder. A third red box labeled "2." is positioned over the notification bar.

Managing your inventory – Add a chemical

Step 3a: Enter the chemical quantity into the inventory



The screenshot shows a web interface for managing inventory. On the left, a folder tree is visible with 'cupboard A' highlighted. On the right, a table of placards is shown. The table has columns for 'VOL / WT' and 'MAX'. The 'VOL / WT' column contains the value '1.00 L' and the 'MAX' column contains the value 'MAX'. A pencil icon is visible in the top right corner of the table area.

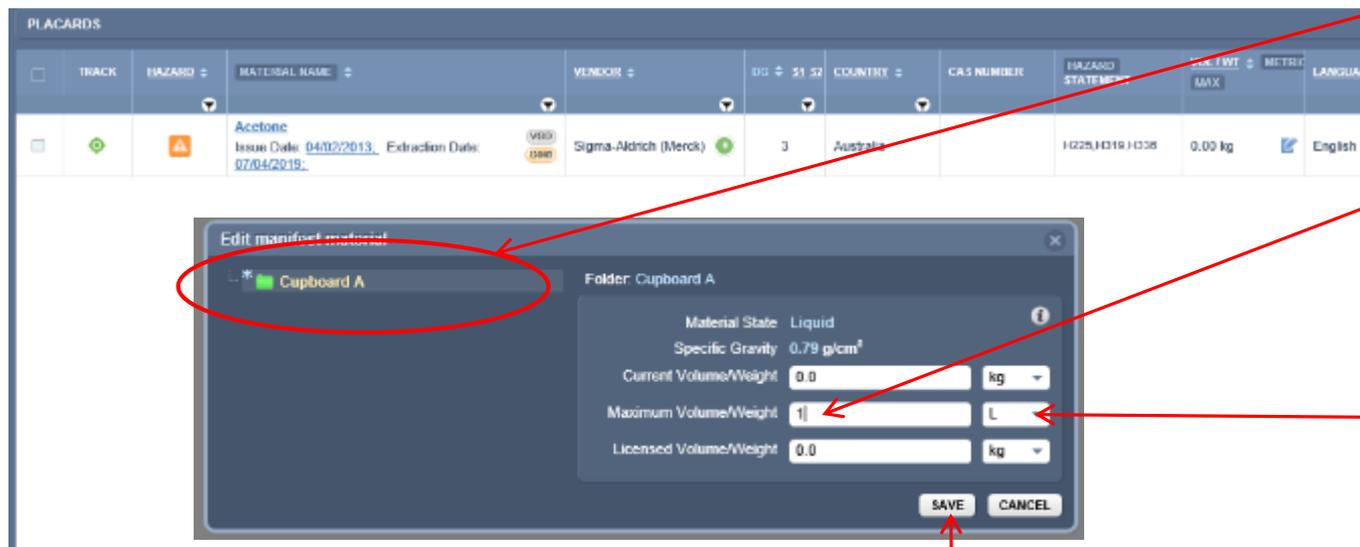
1. Ensure the folder inventory you are working on is highlighted.

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 displays a 'PLACARDS' table with columns for TRACK, HAZARD, MATERIAL NAME, VENDOR, UG, SI, SZ, COUNTRY, CAS NUMBER, HAZARD STATEMENT, GROSS WT, METRIC, and LANGUAGE. A row for 'Acetone' is visible. Below the table is an 'Edit manifest material' dialog box. The dialog box shows a folder tree with 'Cupboard A' selected. The 'Folder: Cupboard A' section contains the following fields:

Material State	Liquid
Specific Gravity	0.79 g/cm ³
Current Volume/Weight	0.0 kg
Maximum Volume/Weight	1 L
Licensed Volume/Weight	0.0 kg

Buttons for 'SAVE' and 'CANCEL' are at the bottom of the dialog box.

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.

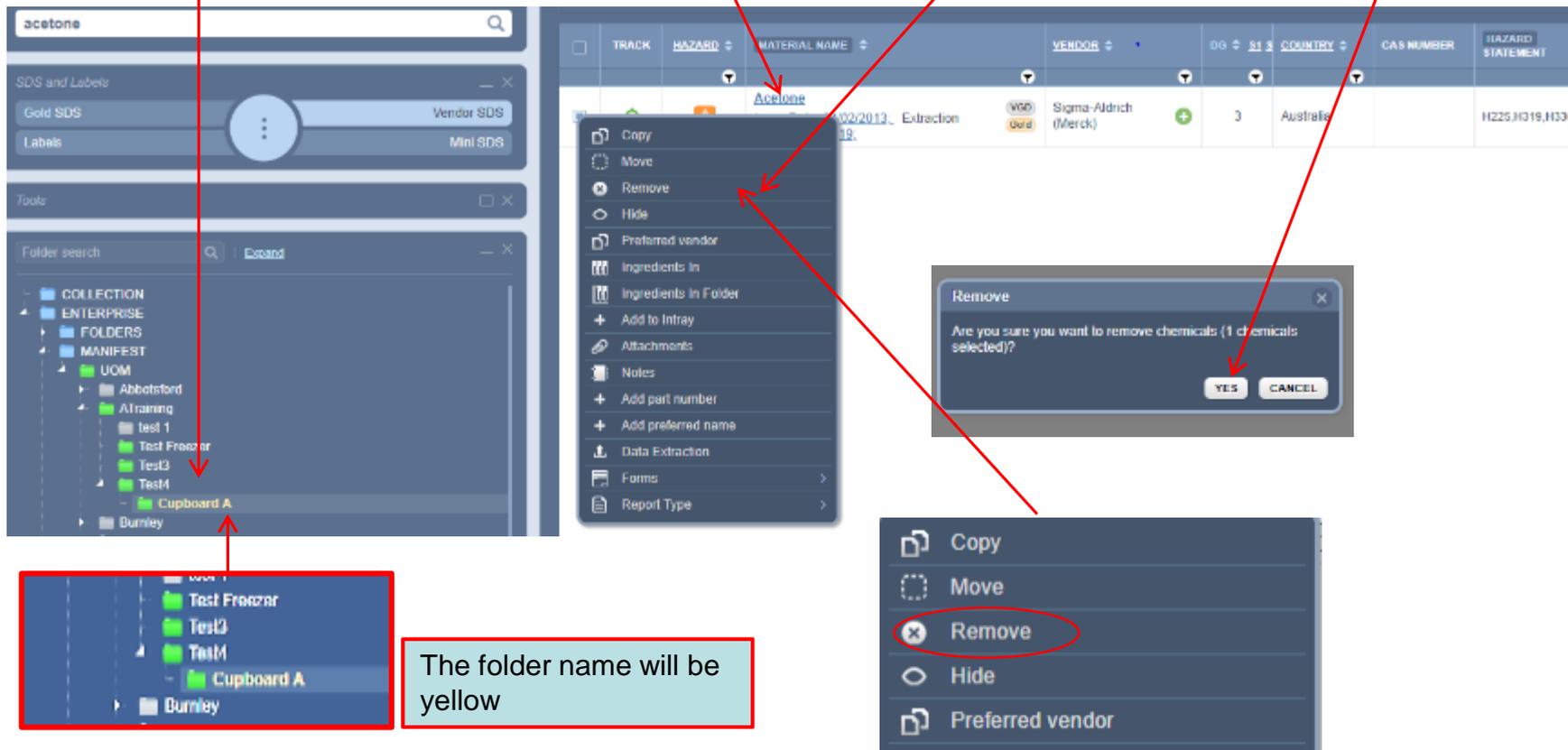
Managing your inventory – Delete a chemical

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'

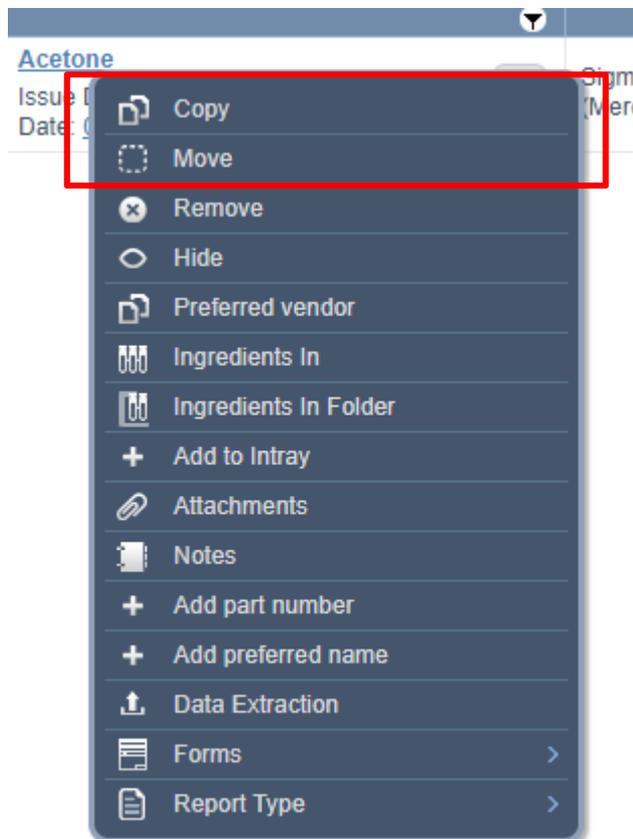
4. Confirm by selecting 'yes'



The screenshot shows the software interface with a search bar at the top containing 'acetone'. Below the search bar are sections for 'SDS and Labels' and 'Tools'. A 'Folder search' panel on the left shows a tree view of folders: COLLECTION, ENTERPRISE, FOLDERS, MANIFEST, UOM, Abbotstford, A/training, test 1, Test Freezer, TestQ, TestM, Cupboard A, and Burnley. The 'Cupboard A' folder is highlighted in yellow. A right-click context menu is open over a chemical entry in the main table, with 'Remove' selected. The chemical entry in the table has columns for TRACK, HAZARD, MATERIAL NAME (Acetone), VENDOR (Sigma-Aldrich (Merck)), and others. A 'Remove' dialog box is shown with the question 'Are you sure you want to remove chemicals (1 chemicals selected)?' and 'YES' and 'CANCEL' buttons. A second context menu is shown at the bottom right with 'Remove' circled in red.

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'

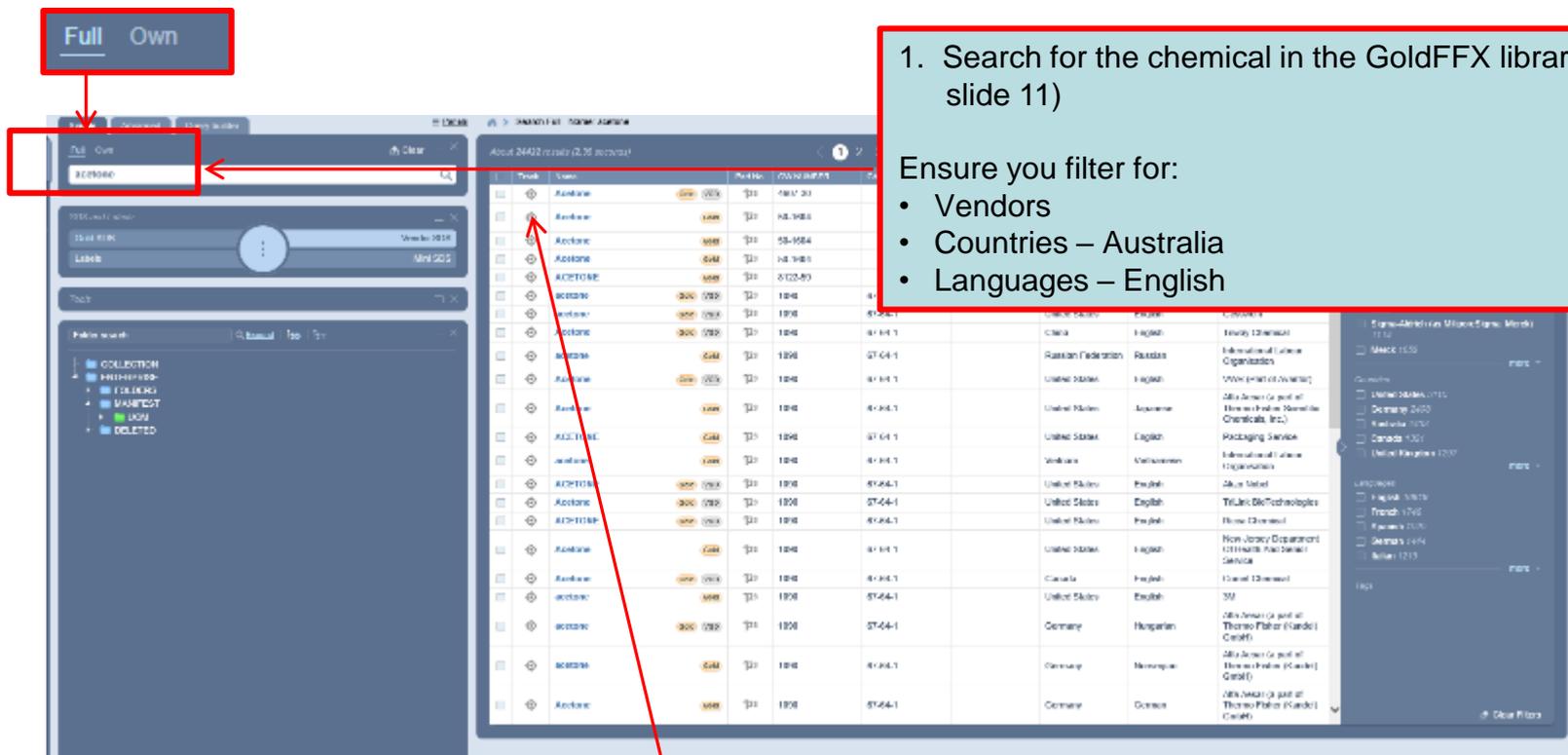
Move a chemical to another location

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



The screenshot shows the GoldFFX library interface. At the top left, there are tabs for 'Full' and 'Own'. Below them is a search bar containing 'ACETONE'. To the right of the search bar, there are filter options for 'Vendors', 'Countries', and 'Languages'. The main area displays a table of search results for 'ACETONE', with columns for 'Track', 'Vendor', 'Price', and 'Language'. A red arrow points to the 'Track' icon (a target symbol) next to one of the results. On the right side of the interface, there are additional filters for 'Countries' and 'Languages'.

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

Ensure you filter for:

- Vendors
- Countries – Australia
- Languages – English

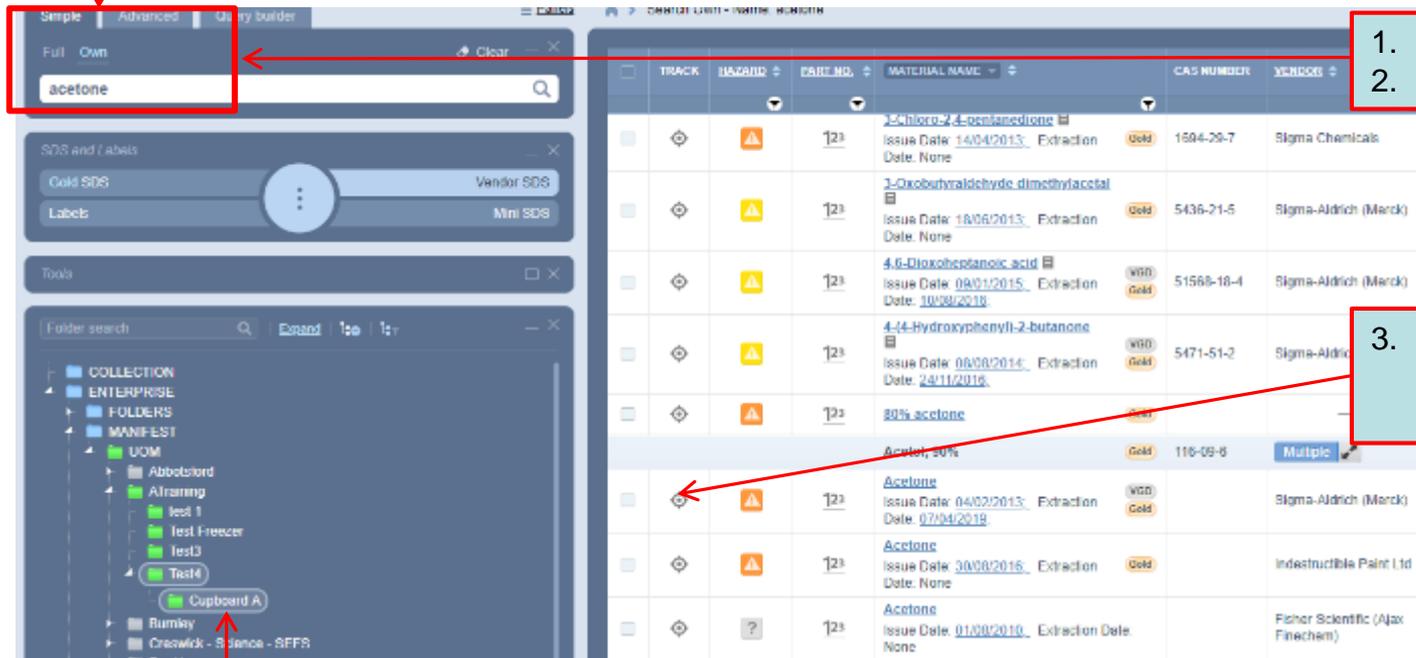
2. Select the 'track' icon next to the chemical you are locating.



Managing your inventory – Tracking a chemical

2. Tracking using your chemical inventory

Full Own



The screenshot shows a software interface for managing chemical inventory. At the top, there are tabs for 'Simple', 'Advanced', and 'Quantity builder'. Below these is a search bar with 'acetone' entered. To the left is a folder search tree with 'Cupboard A' highlighted in green. The main area is a table with columns: TRACK, HAZARD, PART NO., MATERIAL NAME, CAS NUMBER, and VENDOR. The table lists several chemicals, including '1,2-dichloro-4-oxoethane', '1-Oxobutane-2-thiol', '4,6-Dioxoheptanoic acid', '4-(4-Hydroxyphenyl)-2-butanone', 'Acetone, 80%', 'Acetone', 'Acetone', and 'Acetone'. The 'Acetone' entries are highlighted in blue. A 'track' icon (a gear) is visible next to the 'Acetone' entries.

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

- Selected
- Current page
- All

Report Generator enables you to:

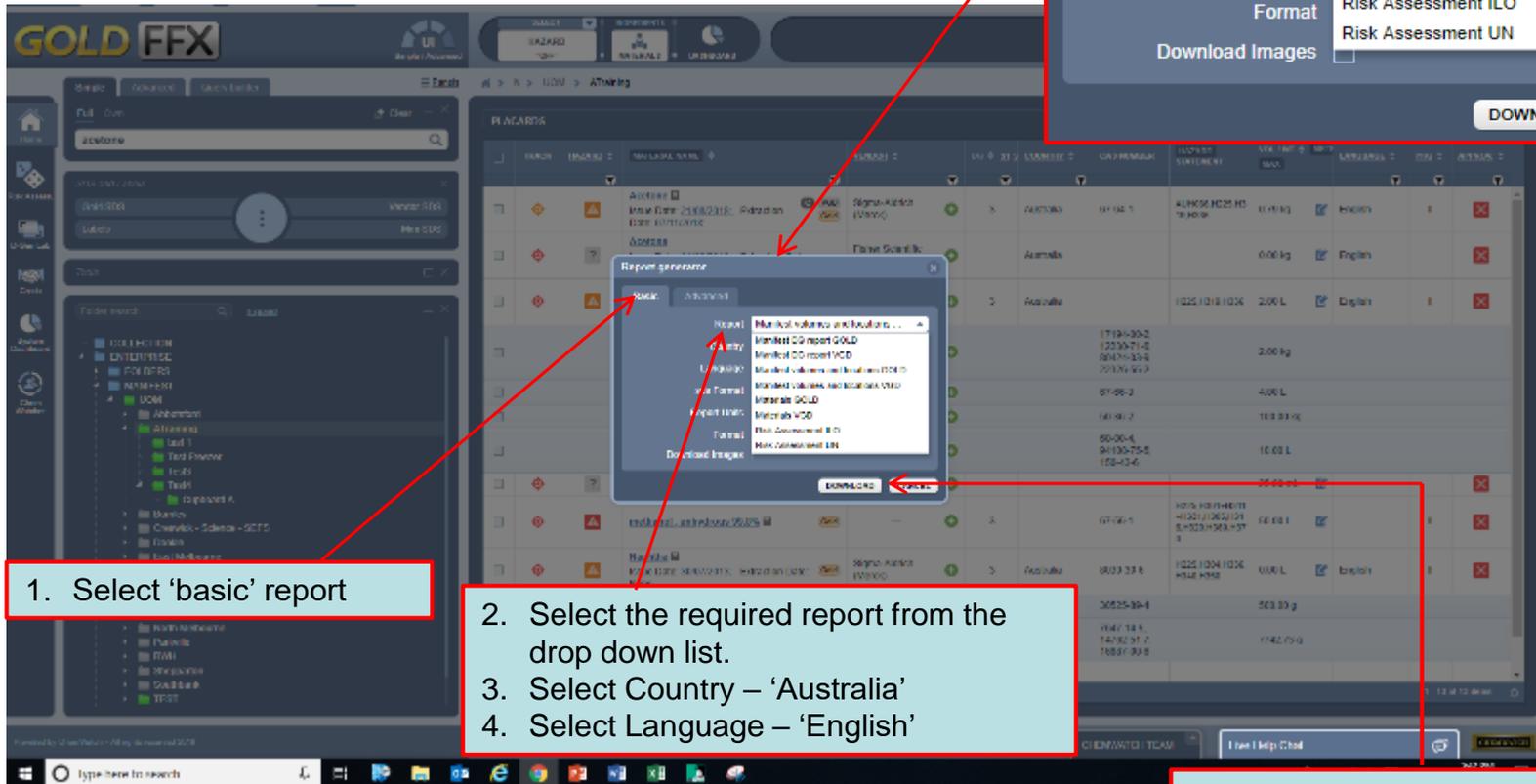
- export and print an inventory
- obtain a report for dangerous goods, hazardous substances, poisons, etc.

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