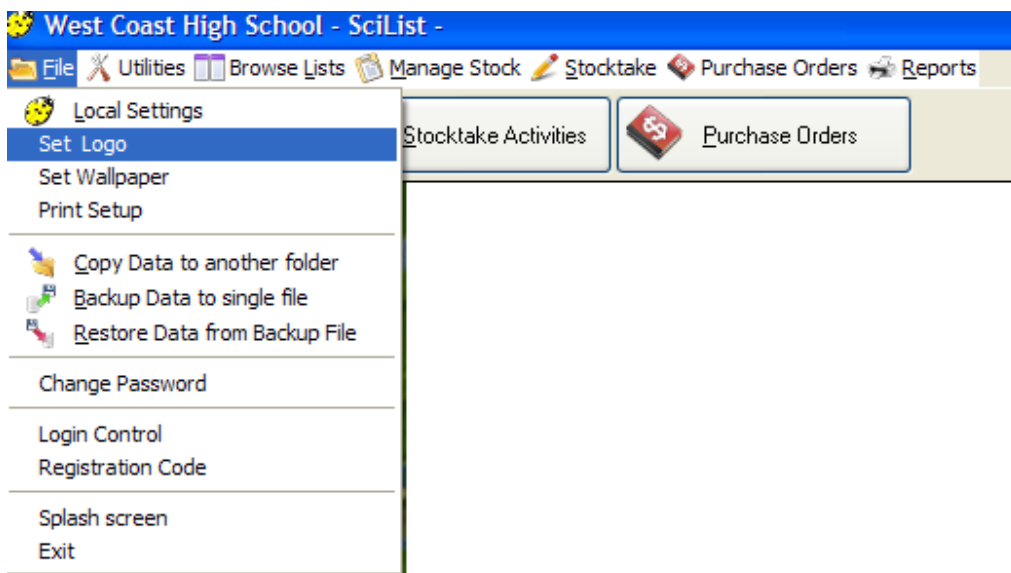


SciList Update

Brief summary of changes made in September 7th 2009 version of SciList

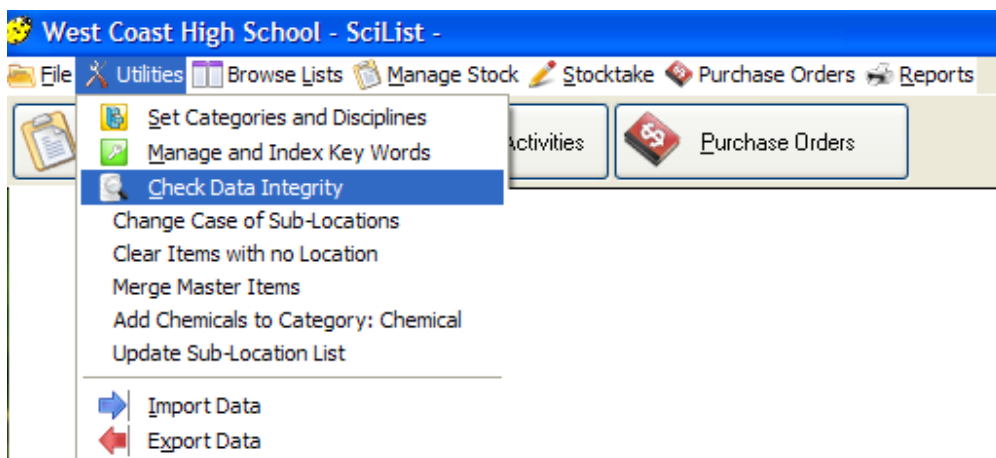
File Menu



Added the ability to *Copy Data to another folder* with the option to *Include Program Files*. Added the ability to *Back up Data to a single file* that is Date & Time stamped (i.e. create an Archive file) and *Restore Data from Backup File*.

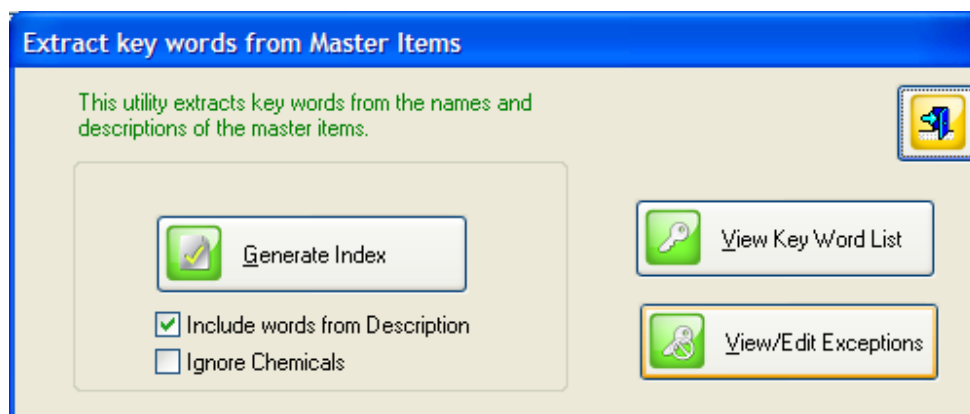
File > Local Settings form has a number of new fields which are described further below.

Utilities



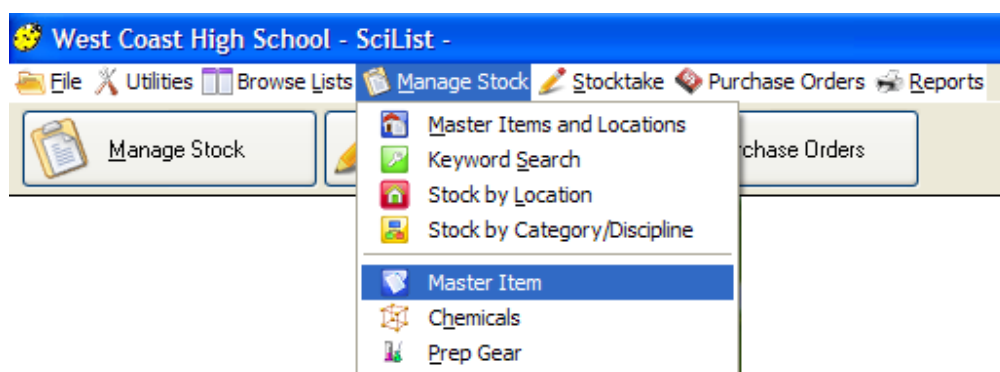
The menu *Utilities > Check Data Integrity* now tidies up problems caused in data in previous versions. It deletes duplicate purchase histories and orphaned purchase order items (these occurred in past data when orders were deleted) as well as taking Chemicals out of the Stock

Value count. These faults are now corrected in this version. It also updates past orders to the new format showing quantities on received orders (see under Purchase Orders module).



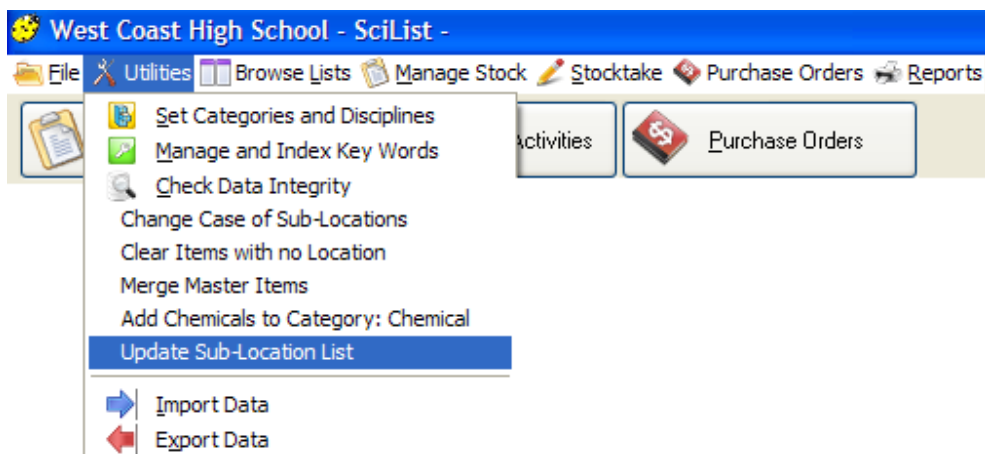
The menu *Utilities > Manage and Index Keywords* now manages everything to do with the **Keyword Index**. The bug which occurred when *Ignore Chemicals* ticked is now corrected. The index now ignores all numerals e.g. ignores 100ml as a keyword.

Manage Stock module



Item ID	Item	Quantity	Reorder Qty	Stocktake Qty	Unit	Value
2,949	Bag, plastic, freezer	2	0	2	pkt	0.00
7	Balance, analytical, electric, substitution	1	0	1		0.00
2,206	Balance, digital SK-5001	2	0	2		245.00
327	Balance, digital, 0.001g	1	0	1		0.00
8	Balance, digital, 0.01g	0	0	0		0.00
328	Balance, digital, 0.1g	2	0	2		0.00
613	Balance, digital, 1.0 g	4	0	4		73.00
2,189	Balance, electronic, GF-300	1	0	1		999.00
2,249	Balance, HL200i	4	0	4		120.00
9	Balance, internal lever type, 5kg	0	0	0		0.00
506	Balance, platform type, personal	2	0	2		0.00
644	Balance, single pan, cent-o-gram	18	0	18		0.00
2,039	Balance, single pan, triple beam, to 0.1g	1	0	1		0.00
10	Balance, single pan, triple beam, to 1 g	1	0	1		0.00
2,955	Balance, spoon, digital	0	0	0		0.00

New menu on top line called *Manage Stock* and a new browse window *Master Item* which gives an alternative quick overview of all **master items**, their total quantities, reorder quantities (if a stocktake has not been finalized) and value (if not Chemical).



Sub-locations have a new dropdown list. A utility has been provided to copy all existing sub-locations into this new file. (*Utilities > Update Sub-location List*). To standardize your sub-locations, check for duplicates, inconsistencies etc. at *Browse Lists > Locations* after running the utility.

If a **Master Item** is tagged *Is Chemical*, the field called *Item Value* no longer appears. Chemicals are impossible to value as stock levels vary, purchases are often rare, stock is counted in mls and g but purchased in bottles or packets etc. of larger quantities e.g. 500ml bottle.

Purchase Orders module

Browse Suppliers

Locate Supplier: www.auspen.com Sort on h

Name	Contact Person	Town	Phone	Fax	Acc. No.
3B Scientific					
AusPen (Baylen Pty Ltd)		MALVERN	9822 7162	9822 0388	
Aust. Bird, Reptile & Exotic Pet Centre			9548 2422		
Australian Geographic shop		MELBOURNE			
Barwon South West Region-Amber Ell			5272 8344 / 0437 109 420	5277 9926	
Bear with me Craft		PORTLAND			
Belta Electrical					

Update Order Details...

Order Details

Date: 3/09/09

Order Number: 39001 SciList O/N: 162

Supplier: Southern Biological Order Completed

www.southernbiological.com

Line Items

<TAB> - next column, <SHIFT TAB> - back, <ARROW KEYS> - up down

Item ID	Pr. Code	Quantity	Unit	Description	Unit Cost
763		1		Calorimeter, Joule's	42.00

Live web links to Suppliers websites are now available from *Browse Lists > Suppliers* and *Edit Orders* menus. Web addresses must be entered in the Suppliers file.

SciList Changes Sept 2009

Sort on Headers

Completed	Supplier	Date	Order Number
<input type="checkbox"/>	Southern Biological	3/09/09	39001
<input type="checkbox"/>	State Supply 1	24/08/09	38999
<input checked="" type="checkbox"/>	Southern Biological	24/08/09	38998
<input checked="" type="checkbox"/>	Sweetwater Aquatics	19/08/09	35883
<input checked="" type="checkbox"/>	Quinns sportspower	29/07/09	35763
<input checked="" type="checkbox"/>	Southern Biological	27/07/09	35764
<input checked="" type="checkbox"/>	Southern Biological	17/07/09	35725
<input checked="" type="checkbox"/>	Haines Educational	23/06/09	35619
<input checked="" type="checkbox"/>	Sweeney Todd, Biomedical Waste Dispos.	19/06/09	35632
<input checked="" type="checkbox"/>	Wiltronics	15/06/09	35618

Order Instructions:

<Double Click> a line item below to enter Quantity Received or Unit Cost and <ENTER> to accept

Item ID	Product Code	Qty Ordered	Qty Received	Purch. Unit	Item	Unit Cost	Line Cost	All Rec'd
0	G7.50	1	1	pkt 20	375ml specimen jar	42.00	42.00	<input checked="" type="checkbox"/>
0	G7.30	1		pkt 20	125ml specimen jar	28.70	28.70	<input checked="" type="checkbox"/>

Highlighted Order

- New Order
- Edit this Order
- Delete this Order
- Print this Order
- Email Supplier
- View/Edit Invoices
- Print incomplete orders

Ability to send an order by **email** – after saving the order as a .pdf file (> *Print order* then go to *File > Save as* – choose Pdf from box). Need to set up email first (*File > Local settings*. Insert email address in the form then tick *Activate email*. Go to Tab on top > *Email Setup* and fill in details). Must have email addresses for Suppliers in the Suppliers file.

Record Will Be Changed

West Coast High School

General | **Email Setup**

Contact Person: Ms Karen Young

Address Line 1: PO Box 45

Address Line 2: Coleraine Street

Town or Suburb: WEST COAST

State: VIC

Post Code: 3309

Phone: 03 5577 1344

Fax: 03 5577 4449

Email: young.karen.e@edumail.vic.gov.au

ABN: 45 147 144 348

Auto-generate Order No Order No Prefix:

Activate Email

OK Cancel

Record Will Be Changed

West Coast High School

General
Email Setup

Domain: eg provider.net.au

Server: eg smtp.provider.net.au

Port: usually 25

Authorised User: eg user@provider.net.au

Password:

An authorised user is required for most managed email systems such as Edumail. Most general email servers are not managed and an Authorised Used should not be entered.

Send Test Message

The email will use the above settings to send a message to the email address on the previous tab.

Your **customer number** assigned by each supplier can now be added to the Supplier's information in *Browse Lists > Suppliers*. It will then appear on any orders to that Supplier.

New option to automatically assign **Order Numbers** with your own prefix. See *File > Local Settings > Auto-generate Order No.* (see 2nd screen shot above).

Receiving orders – enter **quantity received**. (see *Update Order details* screen shot on page 3). It's easiest to use *Mark All Items As Received* button, then change the received quantity for the few items that didn't all come.

Can now query for backorders, i.e. where quantity received is less than the order quantity. The report (*Reports > Incomplete Orders*) gives a list of incomplete orders prior to a chosen order date, showing order details, the item and the shortfall.

Report Preview

File View Zoom

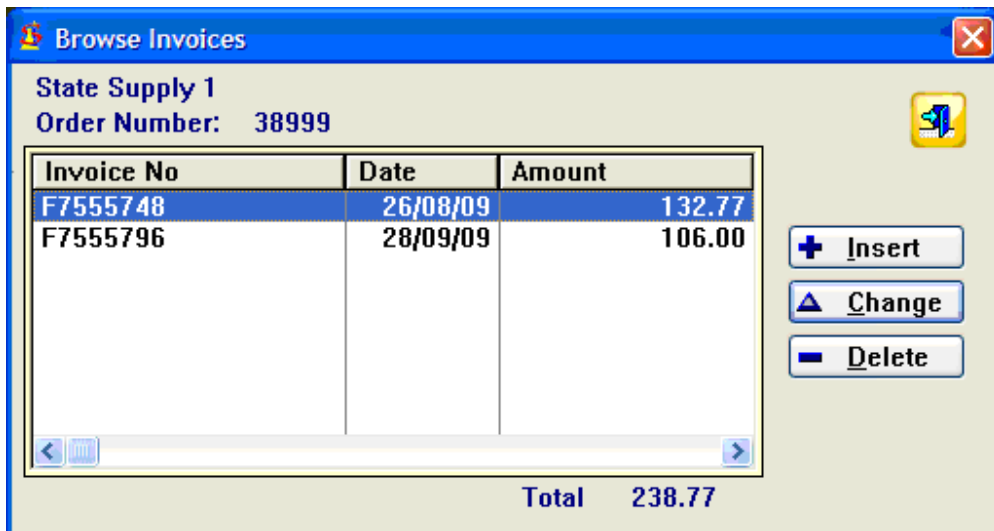
Page:
Across:
Down:
Zoom:

West Coast High School

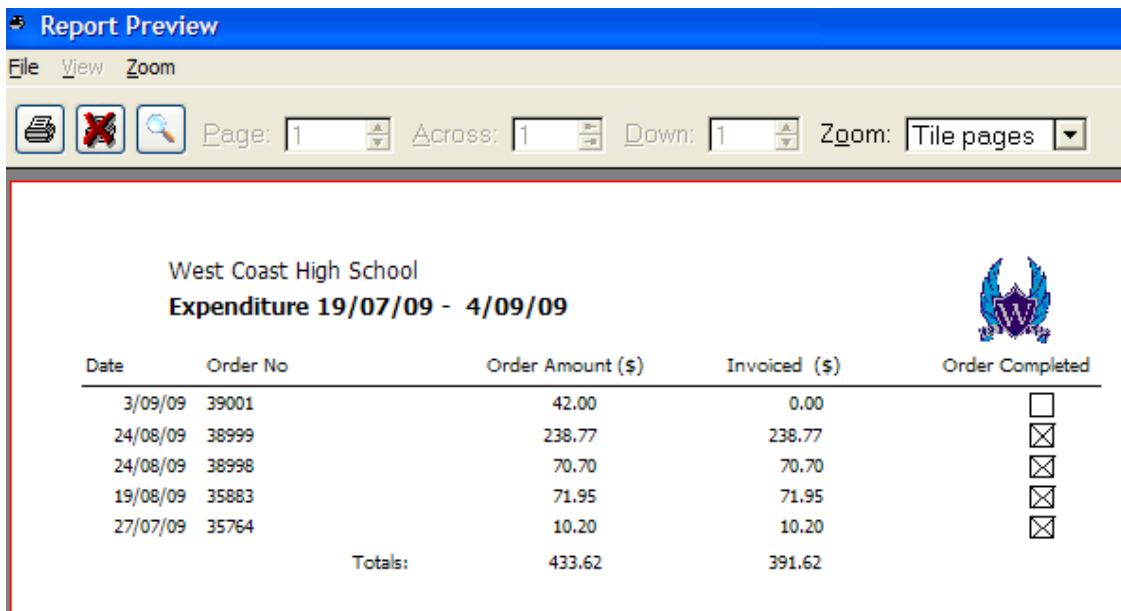
Incomplete orders prior to **September 4, 2009**

Date	Order Number	Supplier	Shortfall
3/09/09	39001	Southern Biological Calorimeter, Joule's	1

Copy to purchase history – now copies only new purchases and updated prices, doesn't make duplicates if this button is clicked more than once. E.g. often an item you ordered (from a catalogue or from your purchase history) has had a price rise. If you forget to alter the price on the order before copying to purchase history, you can edit later, then copy to purchase history again – only the unit price will be updated, there will not be a duplicate copy of the purchase history.



Invoice numbers, date(s) of invoice(s) and total cost on invoice can now be recorded for an order.



Expenditure – under *Reports > Expenditure*. This report lists all orders and invoice values, and totals expenditure between selected dates.

Stocktake module

Sort headers: Click to sort/reverse sort, Ctrl-Click for another, Shift-Click to restore defaults

Item	Location	Sub-location	Quantities		Unit
			Stocktake	Ideal	
Lens cleaning tissue	Junior Science Store	24	1	1	
Nail polish	Junior Science Store	24	2	2	bottle
Ball, polystyrene, 50mm	Junior Science Store	6	6	6	pkt 25
Paper, cartridge, A2	Junior Science Store	Bench 6	1	1	pkt 250
Poster paper, 510X640mm, 200gsm, dark blue	Junior Science Store	Bench 6	1	1	Pkt 20
Globe, 1.5v	Physics Store	03	2	2	pkt
Globe, 2.5v	Physics Store	03	1	1	pkt
Cotton thread	Physics Store	04	1	1	roll
Nail	Physics Store	04	1	1	tub
Paper clip large 31mm	Physics Store	04	1	1	box 100
Pin, dressmakers	Physics Store	04	1	1	packet
Rubber band, size 63, med.	Physics Store	04	1	1	box
String	Physics Store	04	1	1	ball

Enter Stocktake Counts: new filter on this table – shows only items in the location or category already chosen. Remember to tick the *Use Update Form* box if you need to alter any details for an item other than the stocktake quantity. Double click an item or use the *Update* button to call up the *Stock Items* update form.

Chemical Stocktake – all *Master Items* that have the box “*Is Chemical*” ticked will have the amount weighed, measured or counted at the previous stocktake listed in the yellow column. Chemical stock levels are recorded differently from other stock items. The stocktake unit is in ml or g. This is to allow a ‘trigger level’ to be used to stimulate ordering. This ‘Trigger level’ is used instead of the ‘Ideal quantity’ of non-chemicals.

An item may be in the master item list even if you don't have any in stock

Master Item List

Locate Item:

Item
1,1,1-Trichloroethane
1-naphthol alpha
3,4,5 trihydroxybenzoic (gallic) acid
Acacia seed (wattle)
Acceleration sensor 2-axis
Acetic acid, glacial
acetic anhydride
Acetone (Propanone)
acetylsalicylic acid (aspirin)
Acids & bases Yr 9 [prac]
Acids & bases Yr 9 homework [prac]
Acrylic square
Adaptor, spade lug
agar agar
agar nutrient
Airtrack
Airtrack accessories
Alazarine Red S

Master Item Description:
gallic acid

Individual Stock Items

3,4,5 trihydroxybenzoic (gallic) acid

Location	Sub-location	Qty	Unavail	Unit
CS	0-0rg-52	10	0	g

Stock Comment: **Total Qty: 100**
mw 188.15 1993 unused since 2002

2,213 Items

Chemicals therefore display differently on the screen above. The 10g in the Qty column is the “Trigger level” for reordering. The Total Qty amount is the actual weighed amount at the last stocktake.

A chemical may be used very slowly over many years, so a trigger level might be quite low. E.g. there is stock of 2 litres of conc. Ammonia, but based on how little is used each year it would not need to be reordered until the stock level falls to about 300 ml. So the trigger level is set at 300 ml.

When an auto order for a chemical is generated from a stocktake, the unit of the quantity is that by which it is weighed, measured or counted, but the unit by which it is purchased is usually different. E.g. a shortfall of 52 ml, 454 ml, etc., requires the order of one 500 ml bottle. You will need to manually alter the unit on the purchase order from the Stocktake Unit to the Purchase Unit and enter the correct cost.

No cost for a chemical is transferred to the Master Item value; this field no longer appears when the Master Item ‘Is chemical’ box is ticked. If it did, the purchase price multiplied by the amount held (in g or ml) would give a wildly false value. E.g. \$15 for a 500 ml bottle, multiplied by the trigger level of quantity 300 ml, gives a value of \$4500!

During a **chemical stocktake**, enter all quantities for chemicals or enter those which have changed from last stocktake. (See Keryn’s sticker method below). SciList will save last year’s stocktake quantity if it is above the trigger level. All chemicals with stocktake quantities below the trigger level will be reset. You can check the *Stocktake History* button for each chemical when entering stocktake counts to assist with usage patterns.

As with all non-chemical stocktakes, orders will be generated for chemicals with stocktake counts that are below the trigger level. If you want to force an order to be written, change the trigger level. E.g. trigger level for Sodium thiosulphate is 500g, and you have about 700g in stock, more than the trigger level so no order will be generated. You realise with the number of classes doing year 8 chemistry next year that this won’t be enough, so change the trigger level to 1000g and 500g will be ordered.

Keryn’s sticker method (learned from someone else) – put a sticker with the current year on every chemical during stocktake. Remove when used any time in the following year. Next year you won’t have to weigh, measure or guess the volume of anything with a sticker still on it, as it hasn’t been used and the previous year’s amount is still displayed in the *Enter Stocktake Counts* table. Put another sticker on everything again next stocktake, and eventually you will be able to tell how long it’s been since that chemical was used.

Item	Location		Local Quantities				Unit
	Location	Sub-location	Ideal	Stocktake	Re-order	Excess	
Bag, plastic ziplock, sandwich	Compactus	3-1	5	3	2	0	pkt 40
Bag, plastic ziplock, snack	Compactus	3-1	6	3	3	0	pkt 65
Balloon	Compactus	1-4	2	1	1	0	pkt
Balloon	Compactus	3-3	2	2	0	0	pkt
Beaker, 1000ml, glass	Prep Area	spares	5	5	0	0	
Beaker, 1000ml, glass	S2	Shelf	2	2	0	0	
Beaker, 1000ml, glass	S3	VCE	13	11	2	0	

Re-order list can now be printed by item, or by location to allow easy **restocking** when orders arrive. See *List by Location* button above.

Reports

Reports > Stock Value. If a **Master Item** is tagged *Is Chemical*, the field called *Item Value* no longer appears. Chemicals are therefore not counted in the reports on stock value.