



Standard Operating Procedure for **USE OF WNYSTEM REAGENT INVENTORY**

1.0 PURPOSE

This procedure describes how to input reagent information into the Online WNYSTEM Reagent inventory.

2.0 SCOPE (Should include which Cores this SOP applies to)

This procedure applies to all personnel who order any reagents for use in the Core Facilities.

3.0 PROCEDURE

3.1 1) Go to URL for inventory: redcap.med.buffalo.edu/.webloc

2) Type name of new reagent into field marked Enter a new or existing Reagent (see below) and hit return.

The screenshot shows the WNYSTEM Reagent Inventory web application. At the top, there is a header with the WNYSTEM logo, a 'Share this instrument' button, and a 'Download PDF of' button with a dropdown menu. Below the header, there is a paragraph of text explaining how to view existing records and create new ones. Below the text, there is a status bar showing 'Total records: 0 / In group: 0'. Below the status bar, there is a red error message box that says 'Reagent test data entry aborted - not saved'. Below the error message, there is a table with four rows: 'Incomplete Records (0)', 'Unverified Records (0)', 'Complete Records (0)', and 'Enter a new or existing Reagent'. Each row has a dropdown menu next to it. The 'Enter a new or existing Reagent' row has a text input field. At the bottom right, there is a link that says 'Hide Unverified Records drop-down'.

WNYSTEM Reagent Inventory	
You may view an existing record/response by selecting it from one of the drop-down lists below. The records are separated into each drop-down list according to their status for this particular data collection instrument. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.	
Total records: 0 / In group: 0	
❗ Reagent test data entry aborted - not saved	
Incomplete Records (0)	— select record —
Unverified Records (0)	— select record —
Complete Records (0)	— select record —
Enter a new or existing Reagent	<input type="text"/>

[Hide Unverified Records drop-down](#)

3) At the page that opens (see next page), enter all other information including: Reagent (if you want to change the name), Gene specificity (if any), Reagent type, Quantity (include units), Purchased by (Specific Core or Admin.), Date of Purchase (use calendar), Supplier, Catalog number, Lot number, Cost, SOP used with (if known) and Location. For location put room and specific freezer, fridge, and shelf or more detailed information if known.

4) After adding all info click on Save Record (if only single entry) or Save Record and Continue if additional reagents are to be added. Click on Cancel to start over. Reagent will NOT be saved until Save Record is clicked.

Share this instrument

Download PDF of - select PDF download option -

Adding new Reagent **test**

Reagent	test <small>(To rename this record, modify the value immediately below.)</small>
Reagent	<input type="text" value="test"/>
Gene specificity	<input type="text"/>
Reagent type	<input type="radio"/> Cell culture medium or supplement <input type="radio"/> Growth factor or cytokine <input type="radio"/> Antibody <input type="radio"/> PCR reagent <input type="radio"/> Enzymes <input type="radio"/> Chemical <input type="radio"/> Virus
Quantity	<input type="text"/> reset value
Purchased by	<input type="radio"/> SSCF <input type="radio"/> SCEF <input type="radio"/> IPSF <input type="radio"/> SCSF <input type="radio"/> Admin
Date of purchase	<input type="text"/> Today Y-M-D reset value
Supplier	<input type="text"/>
Catalog number	<input type="text"/>
Lot number	<input type="text"/>
Cost	<input type="text"/>
SOP used in	<input type="text"/>
Location	<input type="text"/>
Form Status	
Complete?	<input type="radio"/> Incomplete
<div>Save Record</div> <div>Save and Continue</div>	
<div>-- Cancel --</div>	

Modified by Richard Gronostajski, 8/2/2011