ChemCentral – Account Setup

1. Log-in to the RSS Platform homepage (app.riskandsafety.com)
2. Select the appropriate ChemCentral store based on your lab's location
   a. "Weill" is for the Weill Neurosciences Building at Mission Bay
   b. "Parnassus HSE310" is for Health Sciences East (HSE), Health Sciences West (HSW), Medical Sciences Building (MSB), and Regenerative Medicine Building (RMB) / Institute for Regenerative Medicine (IRM) at Parnassus
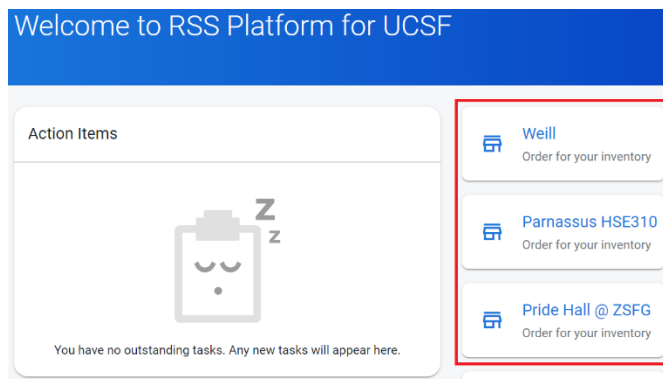
3. Select "Accounts" then the chemical inventory to purchase products for
4. Click the ellipsis button then one of the *Add* icons
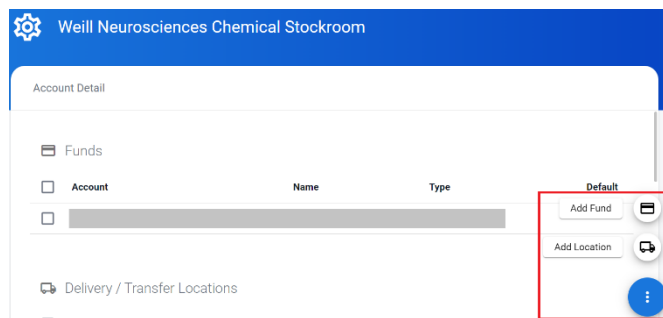
   a. Under the "Fund" page, fill in the field information below
      i. <u>Name</u>: Official or unofficial fund name
      ii. <u>Type</u>: Funding information type
         a. Within "Ucsf Chartstring," enter in the field information below
            o <u>Business Unit</u>: "SFCMP" for Univ of California CAMPUS
            o <u>Account</u>: "52201" for lab supplies
            o <u>Fund</u>: Money source (4 characters)
            o <u>Dept Id</u>: Organizational unit responsible (6 characters)
            o <u>Project</u>: Transaction activity (7 characters)
            o <u>Function</u>: Transaction function (2 characters)

For assistance or more information, contact chemcentral@ucsf.edu

Name *

Type *

Ucsf Chartstring

SFCMP   52201

Business Unit *   Account *   Fund *   Dept Id *

Project *   Activity Period   Function *   Flex Field

b. Within "Ucsf Speed Type," enter in the field information below
- o Business Unit: "SFCMP" for Univ of California CAMPUS
- o Speed Type: Chartstring shortcut (6-10 characters)

Name *

Type *

Ucsf Speed Type

SFCMP

Business Unit *   Speed Type *

b. Under the "Delivery / Transfer Location" page, select from the drop-down list the field information below
   i. Building: Sublocation building name
   ii. Room: Sublocation room number
   iii. Sublocation: Specific location name (i.e. bay, bench, cabinet, shelf, etc.)
       a. If the location of interest is not listed, add the location to your chemical inventory first as they are connected with one another
5. Toggle the "Default" toggler if the fund / location will be the usual choice, click the "Save" button, and repeat **Steps 4-5** with the other *Add* icon as necessary

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