



SciCord User Guide:

SciCord Client

A Guide to the SciCord Laboratory Management Solution

Part 2

By: The SciCord Team



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The SciCord Solution

The SciCord solution is comprised of two parts, the SciCord Portal, and the SciCord Client.

- **SciCord Portal** is designed for specific users to configure the system, by conducting administrative duties (ex. role assignment, reporting, configurations, etc.)
- **SciCord Client** is designed for scientists, supervisors, and QA personnel to go through the workflow process of creating documents and/or objects, recording data, reviewing, and completing documents. There is a system of checks and balances between users that record information into documents, and users that review, approve, and complete documents.

Together the SciCord solution and the customer maintain the integrity demanded of a compliant environment.

U.S. F.D.A. 21 CFR Part 11

The SciCord Solution represents a 'Closed System' providing compliancy to U.S. F.D.A. 21 CFR Part 11.

Part 11 applies in one of the following situations:

- When electronic records are used instead of paper.
- When people create printouts but still rely on the electronic records in the computerized system to perform regulated activities.
- Records submitted to the FDA, under predicate rules (even if such records are not specifically identified in agency regulations) in electronic format.
- Electronic signatures intended to be the equivalent of handwritten signatures, initials and other general signings required by predicate rules.



SciCord Client

The SciCord Client is initially accessed through the SciCord Applications/Client Installer section of the SciCord Portal. The user must have the Auth_WebUILogin permission to access the SciCord Portal and the Auth_ClientLogin permission to access the SciCord Client. The Permissions granted in the SciCord Portal allow a user further access based on their roles assigned in the SciCord Client. The permissions grant access to certain Documents, Objects, and Resource entity functions.

The SciCord Client is a rich internet application. It can create Documents, Objects, and Resources based on specific Templates where the user may record experimental data or Object management information. These entities can go through a workflow process from Created to Complete with various steps in between.

Versioning and Hosting

The SciCord Client provides visibility of the environment in the title bar. A user can access the full versioning information via the 'About SciCord' option in the drop-list of the 'Settings'.

- Product Name: <SciCord Client>
- Version: <Ver>
- WebApi version: <Api Ver>
- TemplateApi version: <TemplateApi Ver>
- Database version: <Database Ver>
- Environment: <Environment Name & Business version>
- Licensed to: <License>
- Memory used by process: mb
- Loaded Modules: lab equipment modules for equipment integration

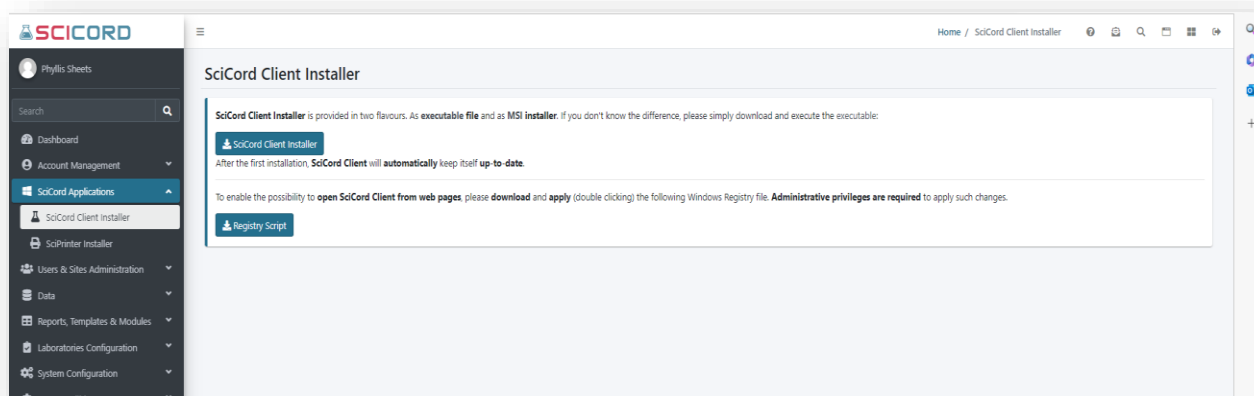
System Configuration and Customization

The SciCord Solution allows administrators to create and configure via the SciCord Portal 'system parameters', which the SciCord Client can use to implement specific Business Logic. Examples include:

- Provide a system configuration defining a default list of "Audit Reasons".
- Provide a system configuration to define whether "Audit Reasons" are mandatory.
- Provide a system configuration to define "default Review classification" automatically assigned to a new document.

Installation

Note: The User must have access to the SciCord Portal to begin the SciCord Client Installation Process.



The SciCord Applications, SciCord Client Installer can be easily installed. The direction for installation:

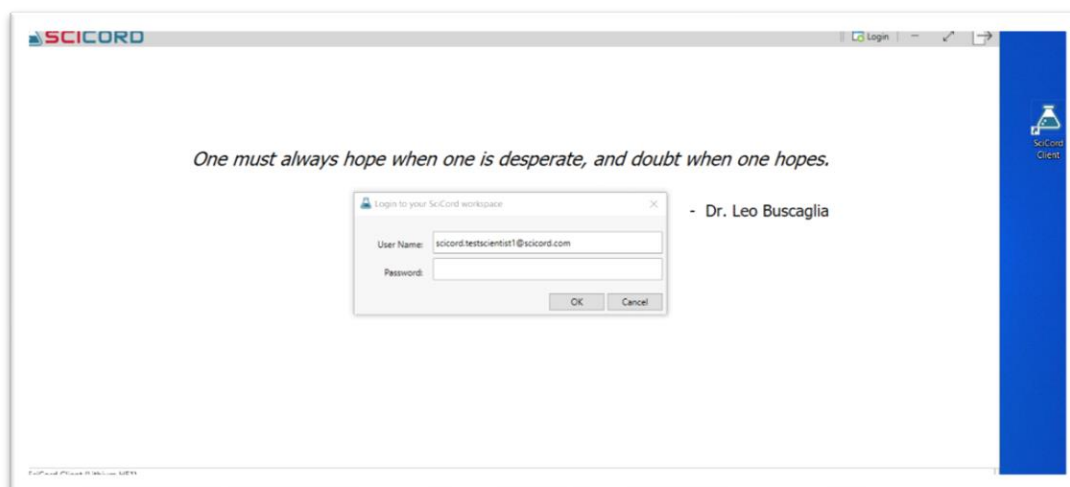


SciCord
Client

- **The SciCord Client Installer** will download an executable file onto your local machine. Once downloaded, the user may open the file where the installer file will automatically place an icon for the SciCord Client on your desktop, and open to the login screen. The name of the desktop shortcut will be 'SciCord Client'.

**This is the easiest and best option for most users.*

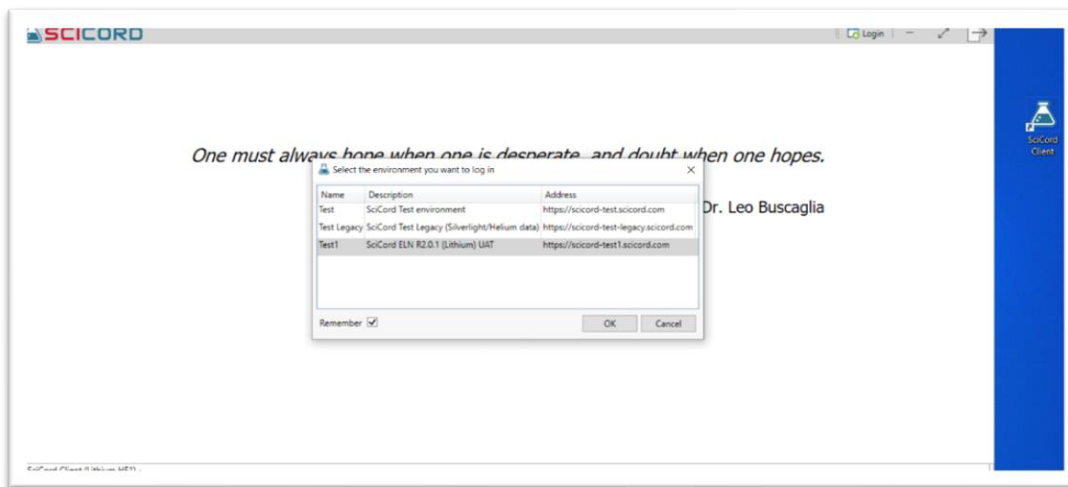
Silo Environment Login



- ✓ Enter password

- ✓ Click OK

SciCord Multitenancy Login Screen



A Multitenancy user will have a selection dialog appear. The user will need to:

- ✓ Select target environment
- ✓ “Remember” checkbox (system will automatically remember your target environment)
- ✓ Click OK

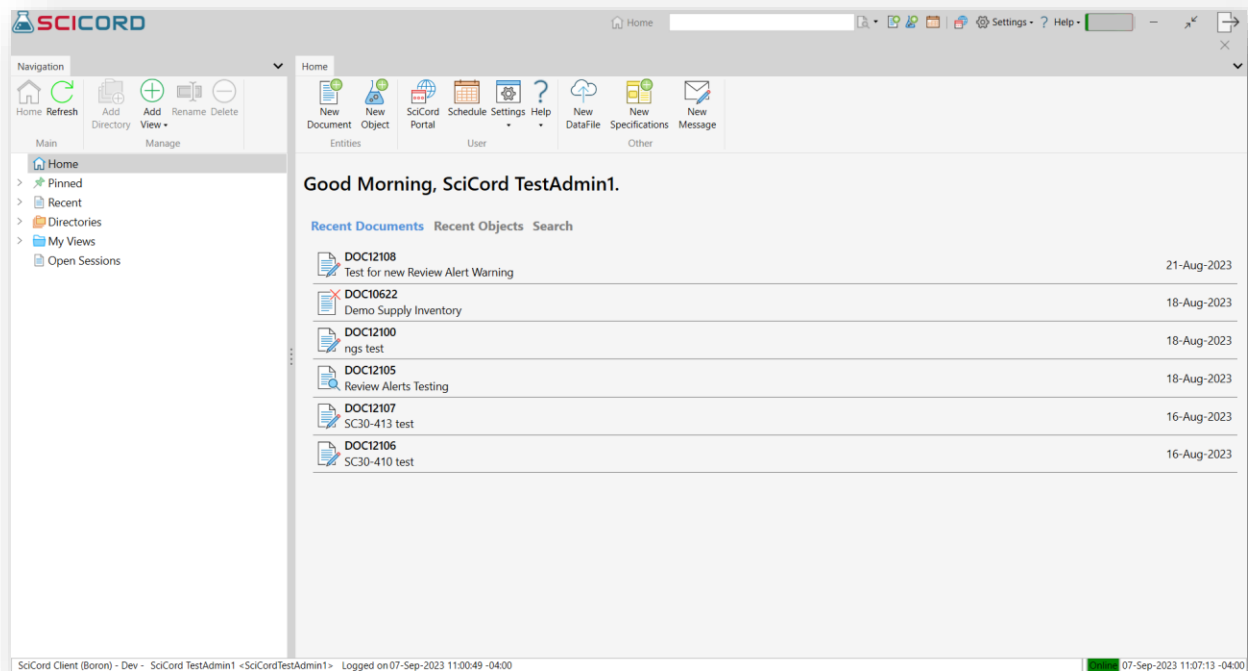
SciCord Client: Home Screen

Home Screen

Once the User has logged into the SciCord Client, it will open to the “Home” screen.

There are two visible panels in the SciCord Client Home screen:

- **Navigation** Pane in the upper left
- **Home** Pane selected is the large section on the right. Greeting appears along with recent entities (if any) that have been recently opened by the user.
 - **Recent Documents, Recent Objects, and Search** tabs are present with a full text search bar, a drop list for Document, Object, Resource, and a Help button.



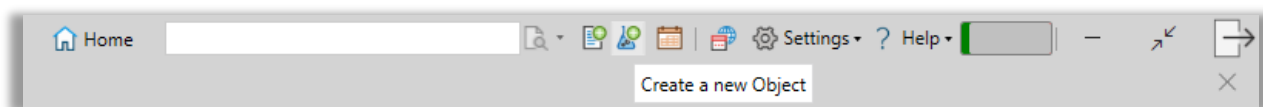
A unique feature is that the User may re-size each of the panes by selecting the border and dragging it to the desired location.

*See the SciCord Icons and Meanings section for a description of each of the icons.

SciCord Client: Home Functions

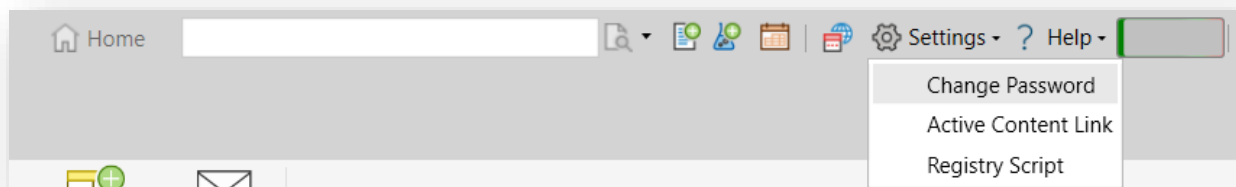
Standard Functions

There are shortcut functions that appear at the top of the Client's Home screen regardless of which View the user has selected. By hovering over each of the functions the user will observe a dialogue (tooltip) that states what each shortcut function does.



From left to right the Functions are:

- **Home:** one click navigation to the Home dashboard
- **Quick Search Bar:** once typing begins a drop list allows the user to select an entity to search for and enter in any numeric or text search for:
 - Document
 - Object
 - Resource
- **Create a new Document:** one click option to open New Document dialog
- **Create New Object:** one click option to open New Object dialog
- **My Calendar:** one click to open users Work Request schedule
- **SciCord Portal:** one click navigation to open the SciCord Portal
- **Settings:** a drop-list that allows a user to select

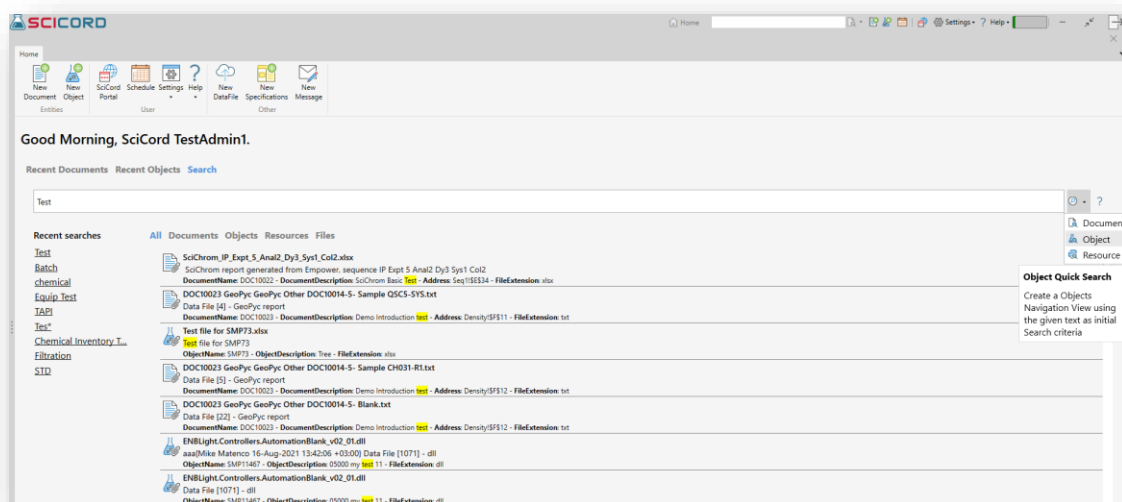


- Change Password
 - Active Content Link
 - Registry Script
- **Help**
 - Feedback
 - Help – will download the SciCord User Guide
 - About SciCord
- **Memory Usage Gauge:** color coded system usage shown in mb
- **Minimize, Maximize** screen
- **Logout Icon:** An error message will appear if any open entities need to be closed prior to logging out.
- **X:** used to close the **Home** view panels current page (*directly below the logout icon*)


- : used to collapse the **Home** ribbon

Home Dashboard

Upon login the user is greeted and can quickly look up any recently opened documents, objects, or search from a full text search bar.



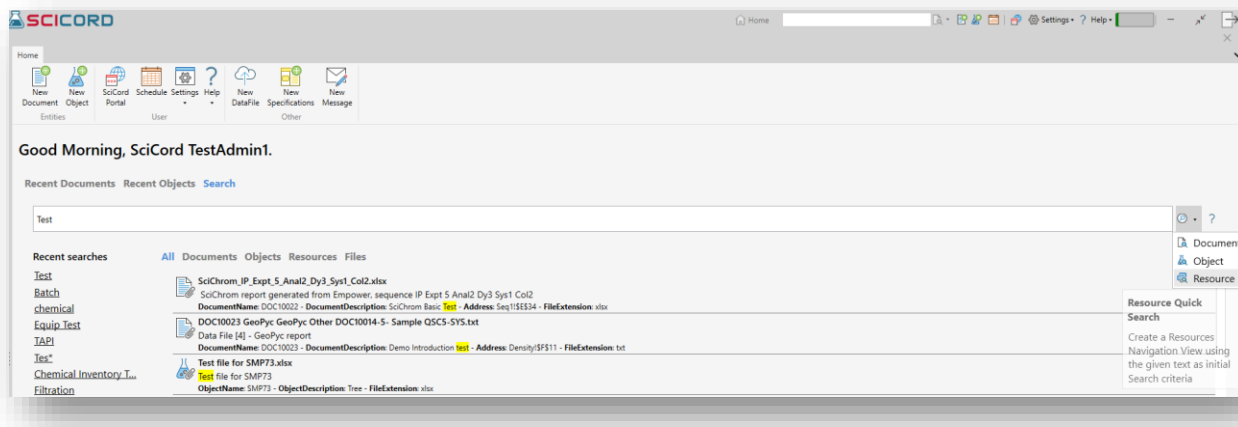
Search

Full text search bar allows for a quick search of All, Documents, Objects, Resources and Files using the tabs on the search page. A Help button  is present to assist the user using strings with the following examples:

Syntax	Example	Explanation
AND	Test AND API	include if any term is found (default behavior for multiple terms)
OR	Test OR Analysis	include if either term is identified
Prefix Search (Asterix)	DOC*	wildcard can be used as prefix
Quotes	"Exact match"	force match on entire phrase
Attribute	"Project:PRJ001"	Samples or Documents with specific attribute values (attribute name=Project)

A check box for "Only my site" is checked by default

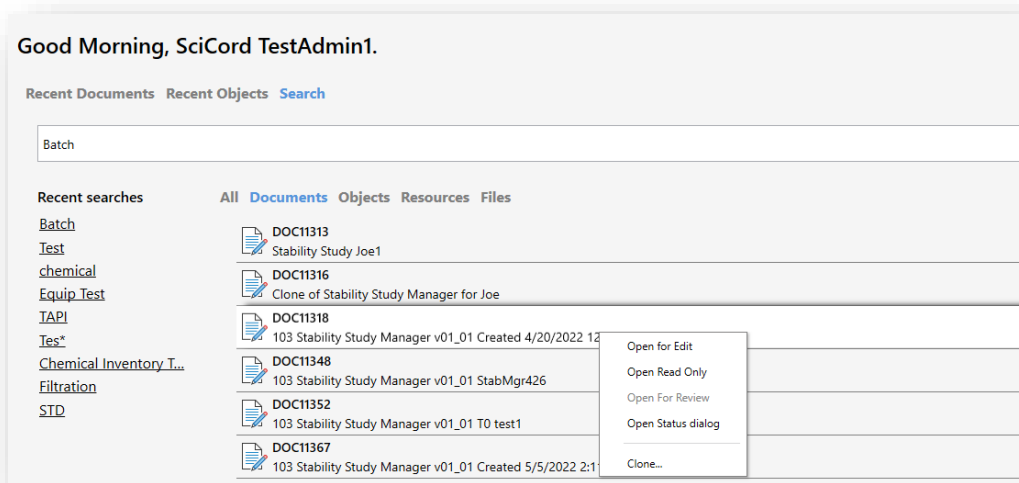
A filtered search can also be performed using the drop list at the end of the search bar.



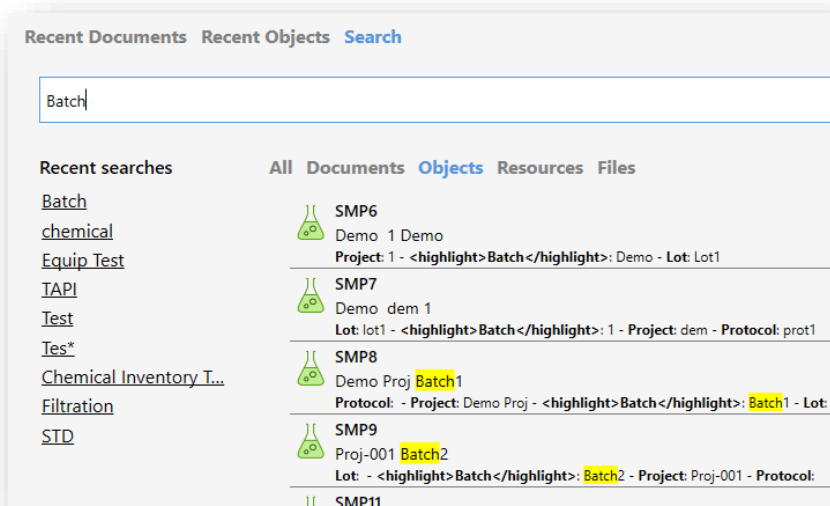
A right or left click at the “...” reveals a dialog box to select an action:

- Open for Edit
- Open for Read Only
- Open for Review
- Open Status Dialog
- Clone

Once the action is selected the system will navigate the user to the selection.

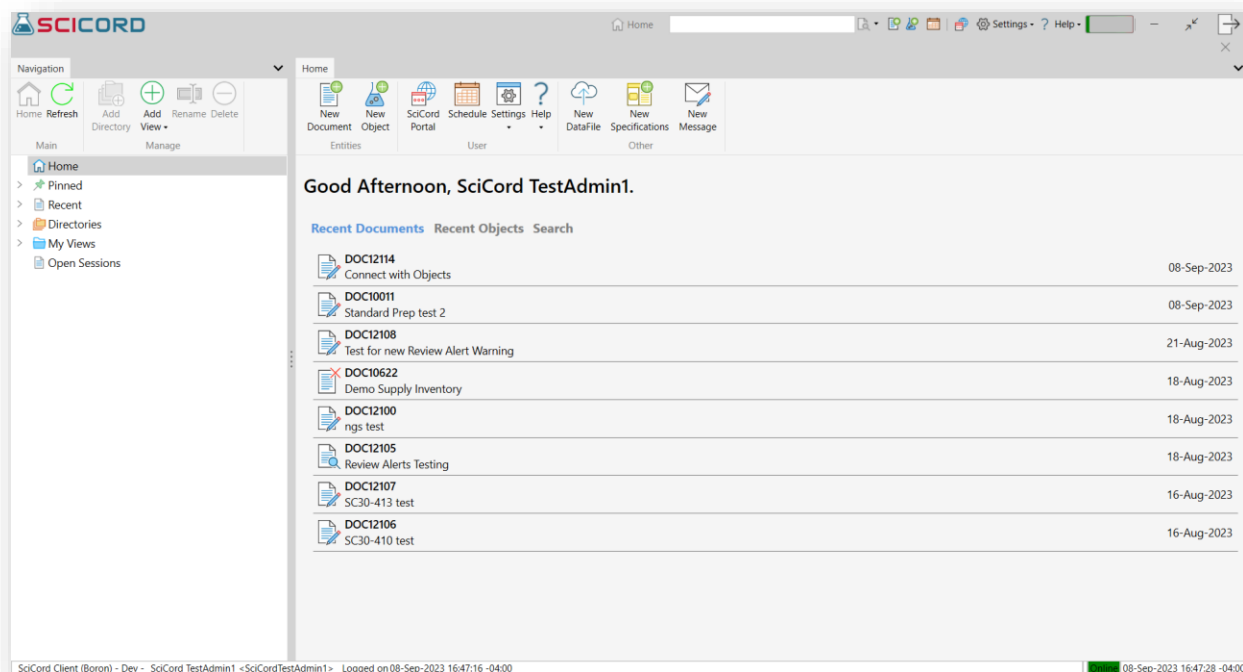


User may clear searches by right click of Recent Searches



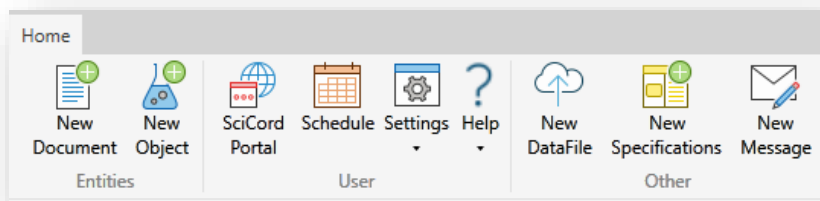
'Home' Pane

Upon login, the user is greeted and shown a list of **Recent Documents**, **Recent Objects**, and **Search** accessed.



Welcome Screen Home View

Shown here is a close up of the **Home** ribbon tab functions on the **Welcome** screen. The **Home** tab is divided into 3 sections: **Entities**, **User**, and **Other**



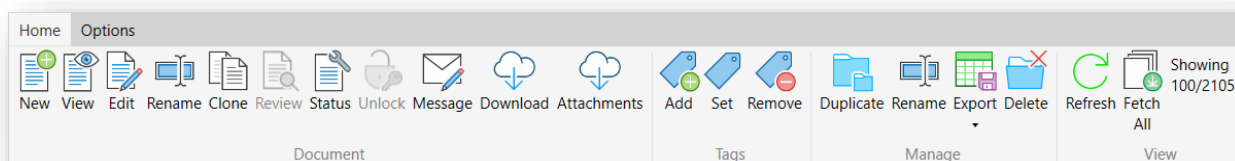
- **Entities:** allows for creation of **New Document** and **New Object**.
- **User:**
 - **SciCord Portal** one click access to the SciCord Portal login
 - **Schedule:** opens the users work request schedule
 - **Settings:** functions include:
 - **Change Password** - dialogue to change password
 - **Active Content Link**- connects users' phone to the Client. Use it as a Barcode scanner or send images (Available in 2.1 or newer version)
 - **Registry Script** – loads SciCord Client registry script
 - **Help** – downloads the SciCord User Guide
 - **Feedback** – send feedback
 - **About SciCord** – version information for SciCord Client
- **Other:** will open a dialog **that** allows for creation of **New Data File, New Specification, New Message**

SciCord Client: Tabs

Home Tab

Home tab will vary depending on the type of view that the user has accessed. The **Home** tabs are grouped and divided into sections with icons and tool tips to guide the user to complete tasks.

See **Documents** view example below:



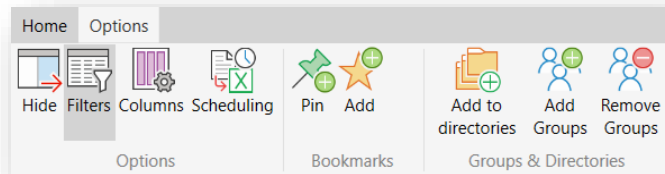
* The **Manage** and **View** sections of the **Home** tab are consistent for all views.

Options Tab

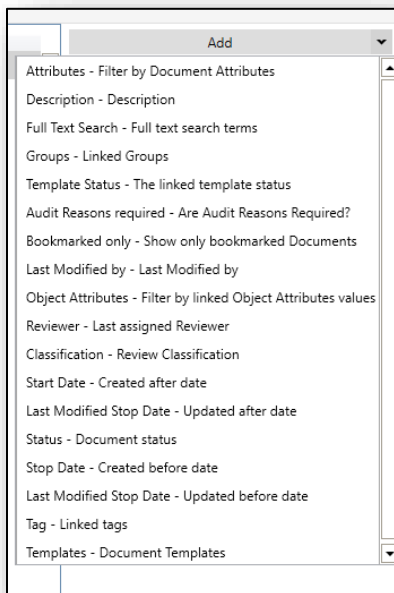
The Views Pane allows the user to quickly access from a list of views that the user may choose to include in their views list. Each of the pre-defined views are unique with their own filtering capabilities.

Tip: The User may add multiple versions of the same View and rename them if they choose; this may be beneficial to the user if they would like to filter each of the views differently.

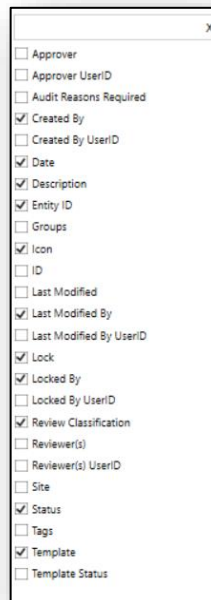
Filters: In the **Options** tab the user can reveal a hidden pane that is on the right of the SciCord Client screen. To access the **Filters** and **Columns** function navigate to:



- **Options** tab in upper toolbar
- **Hide** is used to close the **Filters**, **Columns**, and **Scheduling** pane.
- **Filters** and **Columns** icons are present may be used to sort and present data that is relevant to the User. The Default columns included on each specific 'View' pane vary depending on which View is selected. Below is an example image (from the Documents View) of the Filters and Columns that a User may choose to include in their various Views.



Filters View



Columns View

- Dialogs and/or drop lists will prompt the user for criteria to set for Filters. A slider can be used for date criteria as well as a text box for numerical entry
- Checkboxes are used to set criteria for Column filtering
- Green '+' symbol the user may add one or multiple filters
- Red '-' symbol the user may remove one or more filters

Once the filters are set, the user may sort by selecting the Column header in the specific 'View' pane, which will order the data either ascending or descending. Example below:

**Denoted by the downward arrow in the Date column, to display it is sorted in descending order. An upward facing arrow denotes ascending order.*

Current Amount	Amount	Current Location	Date	Created By	Review Classification
100	Units	Main Lab	27-Aug-2021 11:26:15	SciCord TestSamp	PeerReview

- **Scheduling** used to create recurring reports that will be sent to logged in user email. Click the dots "..." next to "Schedule"; a dialog with drop list for the Cron Expression will appear to make schedule selection.

Set schedule and click the Create button to schedule recurring data extraction. Results will be sent to your email inbox.

Schedule

0 0 * * * ...

At 00:00

Description

☐ Do not notify if View is empty

Create

Cron Expressions

Every day at Midnight

Every top of the hour

Every mid of the hour

Every day at Midnight

Every day at Noon

Every week on Monday at Midnight

Every week on Monday at Noon

Every month at Midnight of the first

Every month at Midnight of the 15th

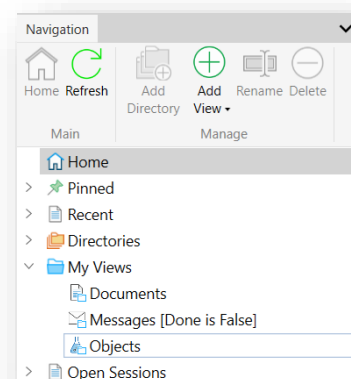
Every year on January the first at Midnight

Navigation Pane

There are six options available within the Navigation pane. Every user is allowed access to these six functions. Hovering the mouse over each icon will reveal a tool tip description of each item.

- **Home:** one click navigation to the Home dashboard
- **Refresh:** Reloads Navigation data (pinned items and directories) from the server.
- **Add Directory:** Creates a new directory in the “Directories” section of the Navigation Pane
- **Add View:** Drop list options used to create and add new views to the “My Views” section of the Navigation Pane. Available views:

- | | |
|--------------------|------------------------|
| ○ Documents | ○ Object Work Requests |
| ○ Data Files | ○ Templates |
| ○ Groups | ○ Users |
| ○ Objects | ○ My Approve |
| ○ Object Inventory | ○ My Documents |
| ○ Requests | ○ My Samples |
| ○ Messages | ○ My Data Files |
| ○ Reports | ○ My Reports |
| ○ Objects Results | ○ My Review |
| ○ Objects | ○ My Objects |
| ○ Sent Messages | ○ My Templates |
| ○ Specifications | ○ My Users |
| ○ Equipment | ○ My Equipment |
| ○ Samples | |



- **Rename:** Renames the selected entity.
- **Delete:** Deletes the selected entity.
- **^:** used to collapse the **Navigation** ribbon

Trees Section

There are six sections, or “Trees”, displayed within the Navigation Pane.

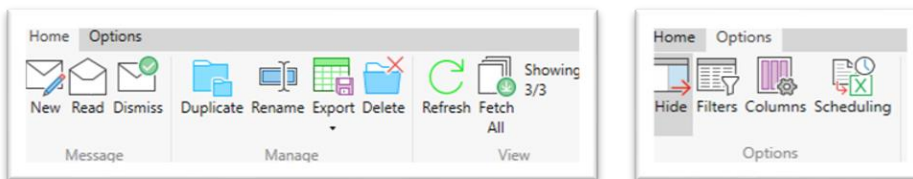
- **Home:** One click navigation to the Home dashboard
- **Pinned:** Pinned favorites, further delineates among: Documents, Objects, DataFiles, and Directories.
- **Recent:** A list of recently accessed documents or entities.
- **Directories:** A fully customizable directory structure used to store subfolders, documents, and entities in the desired tree hierarchy.
- **My Views:** The main section utilized for navigating between views, which can be customized by adding any combination of the aforementioned 26 available view choices.
- **Open Sessions:** This section displays any currently opened documents or entities.

Within the trees section, a user can Right Click any entity to access the following options:

- **Open:** Allows a user to open an entity for Edit, Read Only, Review, or Status.
- **Add New:** Option only available to subfolders within directories.
- **Clone:** Allows a user to clone a document or entity.
- **Delete:** Allows a user to delete a view or subfolder within a directory.
- **Rename:** Allows a user to rename a document
- **Add to Directories:** Allows a user to link an entity to a defined directory
- **Pin:** Pins any entity or directory to the “Pinned” section of the Navigation Pane
- **UnPin:** UnPins any entity or directory from the “Pinned” section of the Navigation Pane
- **Copy Reference:** Copies the reference to any entity

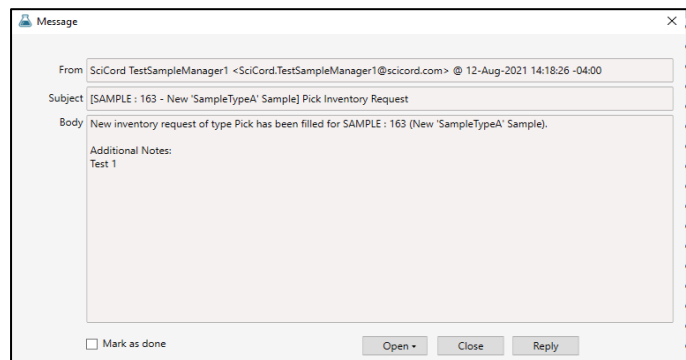
Messages View

Below is an image of the functions associated with the Messages View. There are three sections: **Message**, **Manage**, **View**.



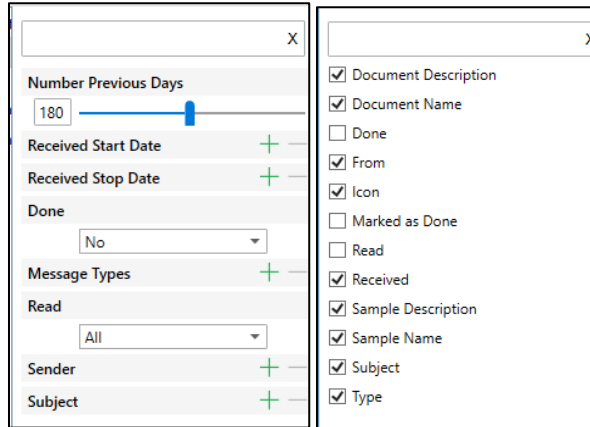
In the **Message** section, from left to right the functions are:

- **New Message** – a dialogue that allows a user to send a Message (Subject and Body) to users with access to the SciCord Client. Once typing begins, a selection of system users appears in the Recipients field to Add to the message.
- **Read Message** – The user is allowed to Read the Message that has been selected.



- **Dismiss** - The user can 'Dismiss' or mark as done on the Read Message dialogue or they can select the Dismiss icon as seen above in the Messages Functions ribbon.

**Tip: The User may change their mail preferences by using the Options tab Filters.*



Messages default Filters and Columns








The **Manage and **View** sections of the **Home** tab are consistent for all views.*

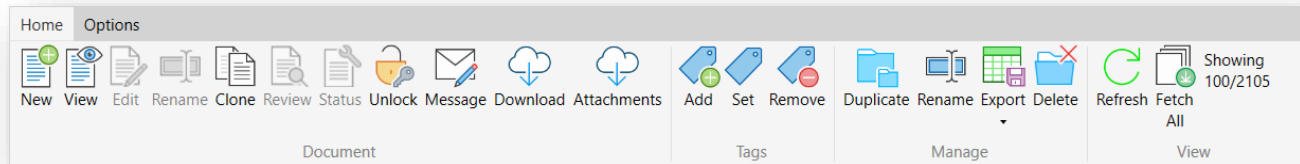
- **Duplicate** – create a copy of the view
- **Rename** – user can rename the message view
- **Export View** – allows the User to Save as an Excel file the Messages View
- **Delete** – removes the messages view
- **Refresh** – allows the View page to be refreshed
- **Fetch All** – shows the number of Messages included in the Messages View. If there are no Messages, then this will appear as '0/0'.

Documents View

The Documents View lists all the Documents in the SciCord Client.

Icon and **Lock** column appear in the Documents View. The icon meanings are described:

Icon	Meaning
	Created Status
	Cancelled Status
	Rework Requested Status
	In Progress Status
	Review Assigned Status
	Approve Assigned Status
	Complete Status



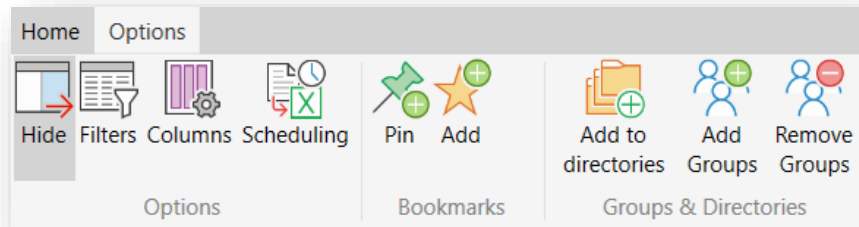
**Hover the mouse over each icon to view the tool tip for each.*

- **New:** Document_Edit permission required
- **View:** Document_View permission; opens document with a ribbon stating:
 - “READ ONLY VIEW Changes to the document will not be persisted.”
- **Edit:** Document_Edit permission required
- **Rename:** Document_Edit permission required; renames selected document.
- **Clone:** Document_Clone permission; clones selected document.
- **Review:** Document_Review permission required; user is assigned to Review the Document
- **Status:** Document Status Update permissions required.
- **Unlock:** Document_Unlock permission required.
- **Message:** Create a message for the selected document.
- **Download:** Downloads the document.
- **Attachments:** Downloads document attachments.

The **Tags, **Manage** and **View** sections of the **Home** tab are consistent for all views.*

- **Add:** Links a tag to the document.
- **Set:** Replaces tags linked to the document.
- **Remove:** Removes tags linked to the document.
- **Duplicate:** Creates a copy of this view.
- **Rename:** Renames the Document view.
- **Export:** Allows the User to Save as an Excel File the Documents View.
- **Delete:** Deletes the Document view currently displayed.
- **Refresh:** Refreshes the Documents List.
- **Fetch All:** Shows the current number of documents being displayed/ the total count of documents available.

The Options tab Documents view functions (from left to right) are:



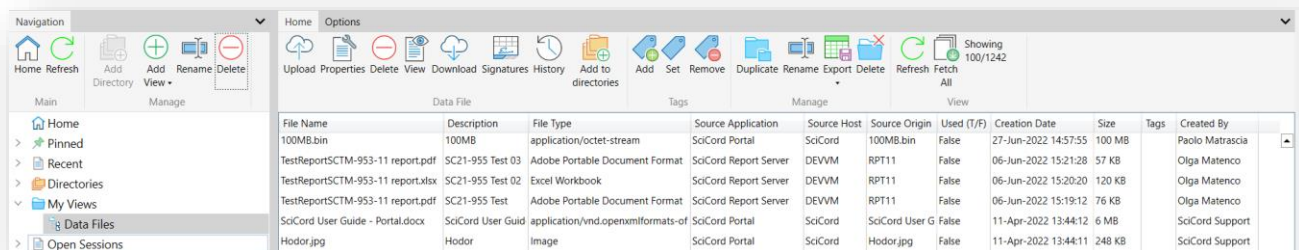
**Hover the mouse over each icon to view the tool tip for each.*

- **Hide:** Using this icon will close the filters/columns display.
- **Filters:** Filter data to locate or narrow to locate an entity.
- **Columns:** Checkboxes used to reveal columns to be shown in entity view.
- **Scheduling:** Schedule periodic extractions.
- **Pin:** Using this icon will pin the selected document to the “Pinned” section of the Navigation Pane.
- **Add:** This icon will add the selected document to the “MyViews” section of the Navigation Pane.
- **Add to Directories:** This icon will add the selected document to a desired directory within the “Directories” section of the Navigation Pane. The specific directory destination will be defined in a secondary dialog that pops up after the icon is clicked.
- **Add Groups:** Add the selected Document(s) to one or more Groups.
- **Remove Groups:** Remove the selected Document(s) to one or more Groups.

The user may add any Filter to the View and any additional column.

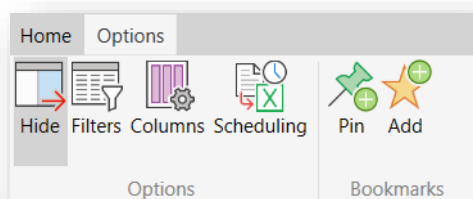
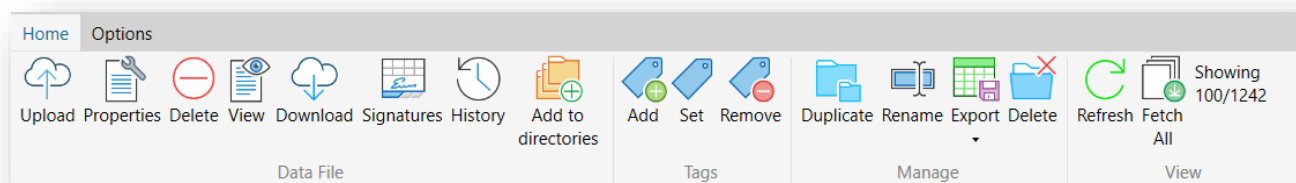
DataFiles View

The SciCord Client supports the storage of generic files, called ‘Data Files’ throughout the system. Data Files may be uploaded to the system using the SciCord Client or the SciCord Portal. Once a Data File is added to the system it can be used as an attachment in any document and may be shared with other users.



File Name	Description	File Type	Source Application	Source Host	Source Origin	Used (T/F)	Creation Date	Size	Tags	Created By
100MB.bin	100MB	application/octet-stream	SciCord Portal	SciCord	100MB.bin	False	27-Jun-2022 14:57:55	100 MB		Paolo Matrasia
TestReportSCTM-953-11 report.pdf	SC21-955 Test 03	Adobe Portable Document Format	SciCord Report Server	DEVVM	RPT11	False	06-Jun-2022 15:21:28	57 KB		Olga Matenco
TestReportSCTM-953-11 report.xlsx	SC21-955 Test 02	Excel Workbook	SciCord Report Server	DEVVM	RPT11	False	06-Jun-2022 15:20:20	120 KB		Olga Matenco
TestReportSCTM-953-11 report.pdf	SC21-955 Test	Adobe Portable Document Format	SciCord Report Server	DEVVM	RPT11	False	06-Jun-2022 15:19:12	76 KB		Olga Matenco
SciCord User Guide - Portal.docx	SciCord User Guid	application/vnd.openxmlformats-off	SciCord Portal	SciCord	SciCord User G	False	11-Apr-2022 13:44:12	6 MB		SciCord Support
Hodor.jpg	Hodor	Image	SciCord Portal	SciCord	Hodor.jpg	False	11-Apr-2022 13:44:11	248 KB		SciCord Support

The Icons present in the Data Files view are from left to right:



- **Upload:** DataFile_Create permission required; A dialogue will appear allowing the user to Upload a File, Set Tags, and provide any Notes
- **Properties:** DataFile_Edit permission required; user may change the File Name, Folder, Description, Tags, and Notes of a Data File
- **Delete:** DataFile_Delete permission required; User may Delete any Data File from the System
- **View:** view the data file
- **Download:** The User may Download the Data File
- **Signatures:** view and manage the electronic signatures
- **History:** will open the history for this file
- **Add to Directories:** This icon will add the selected data file to a desired directory within the “Directories” section of the Navigation Pane. The specific directory destination will be defined in a secondary dialog that pops up after the icon is clicked.

The **Tags, **Manage** and **View** sections of the **Home** tab are consistent for all views.*

Below are the Filter and Column choices provided to the User for sorting Data Files and presenting information that is relevant to the User.

Add

Creator - DataFile uploader

Descriptions - Descriptions

Folder - Folder where the DataFile is located

Used - Show DataFiles that have been attached to a Document or Object

ID - DataFile ID (e.g. 1234)

Bookmarked only - Show only bookmarked DataFiles

Applications - Application that was used to upload the DataFile

Hosts - Hosts

Creation Start Date - Created after date

Creation Stop Date - Created before date

Tags - Linked Tags

☒ Created By
☐ Created By User ID
☒ Creation Date
☒ Description
☒ File Name
☒ File Type
☐ Folder
☐ ID
☐ Last Modified
☐ Last Modified By
☐ Last Modified By UserID
☐ Notes
☒ Size
☒ Source Application
☒ Source Host
☐ Source Origin
☒ Tags
☒ Used (T/F)

Filters View

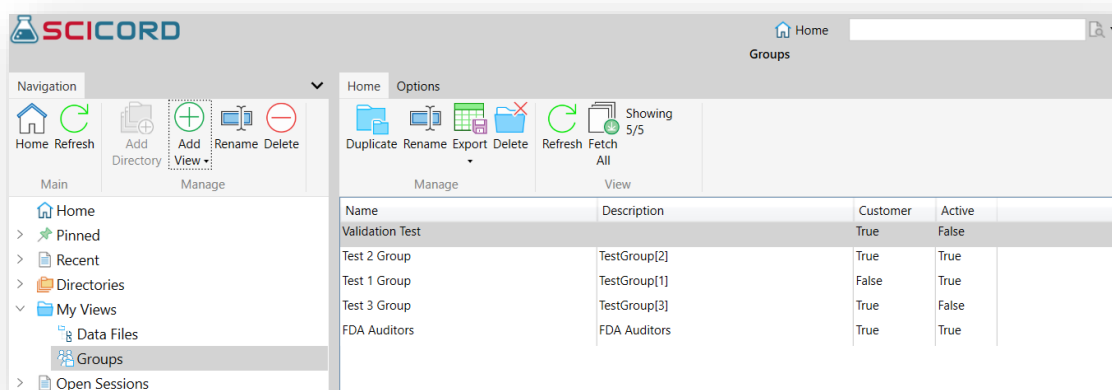
Columns View

Groups View

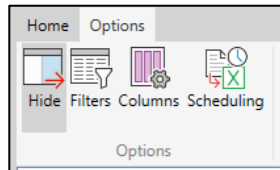
The user can define and manage 'Groups' for the purpose of assigning and filtering entities. Groups are defined in the SciCord Portal by an Administrator, and include the Group Name, a Description, Active flag, and Customer flag.

In the SciCord Client, Users will be able to add, or remove, Documents to all Groups that they are a member of. The user will not be allowed to add, or remove, any Documents to Groups that they are not a member of.

The Groups View shows to the user which Groups that they are a member of.

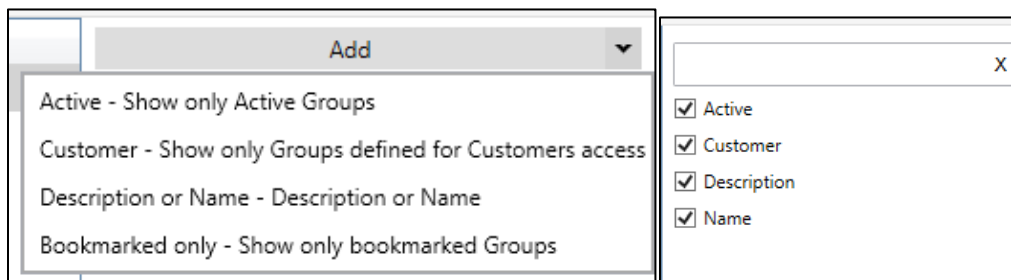


The Icons that are associated with the Groups View Options are, from left to right:



The action items listed in **Groups view; **Home** and **Options** tab, **Manage**, **View**, and **Options** sections are consistent for all views*

Below are images of the Filters and Columns available to the User in the Groups View:



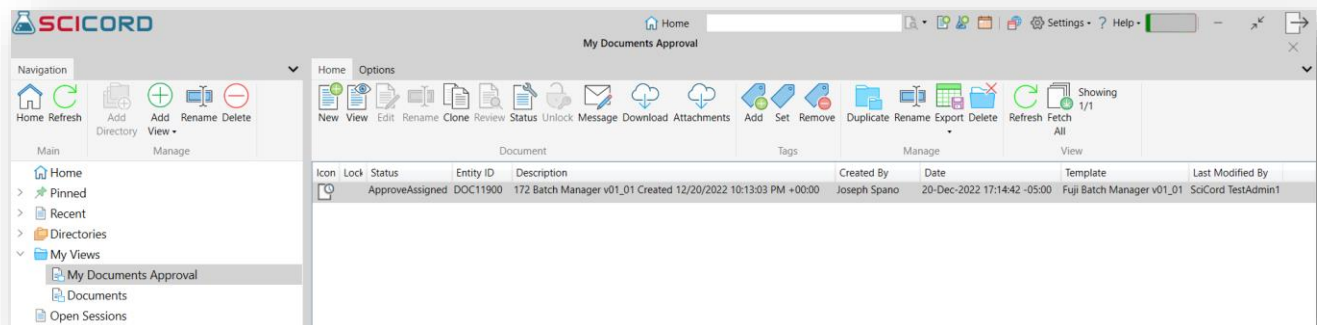
Filters View

Columns View

MyApprove View

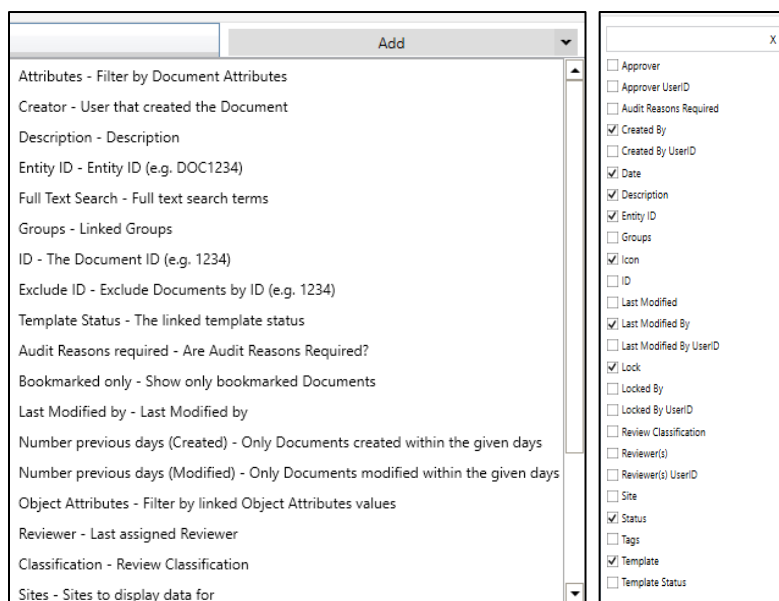
The MyApprove View is a special implementation of a Documents view. This view displays Documents in 'ApproveAssigned' status only, where the assigned approver is the current active User.

A user that is assigned approver of a document, meaning in 'ApproveAssigned' status, the document will appear in the 'MyApprove' View.



**Although many of these icons are viewable, only a few are selectable depending on the users' actions and set permissions*

Below are the Filters and Columns that a user may use to sort and display the details of the MyApprove View.



Filters View

- Attributes - Filter by Document Attributes
- Creator - User that created the Document
- Description - Description
- Entity ID - Entity ID (e.g. DOC1234)
- Full Text Search - Full text search terms
- Groups - Linked Groups
- ID - The Document ID (e.g. 1234)
- Exclude ID - Exclude Documents by ID (e.g. 1234)
- Template Status - The linked template status
- Audit Reasons required - Are Audit Reasons Required?
- Bookmarked only - Show only bookmarked Documents
- Last Modified by - Last Modified by
- Number previous days (Created) - Only Documents created within the given days
- Number previous days (Modified) - Only Documents modified within the given days
- Object Attributes - Filter by linked Object Attributes values
- Reviewer - Last assigned Reviewer
- Classification - Review Classification
- Sites - Sites to display data for

Columns View

- ☐ Approver
- ☐ Approver UserID
- ☐ Audit Reasons Required
- ☒ Created By
- ☐ Created By UserID
- ☒ Date
- ☒ Description
- ☒ Entity ID
- ☐ Groups
- ☒ Icon
- ☐ ID
- ☐ Last Modified
- ☒ Last Modified By
- ☐ Last Modified By UserID
- ☒ Lock
- ☐ Locked By
- ☐ Locked By UserID
- ☐ Review Classification
- ☐ Reviewer(s)
- ☐ Reviewer(s) UserID
- ☐ Site
- ☒ Status
- ☐ Tags
- ☒ Template
- ☐ Template Status

Filters View

Columns View

Bookmarking Functions

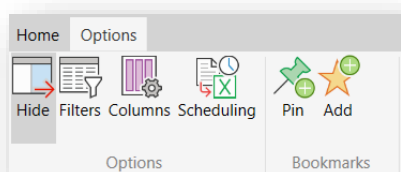
These functions allow a user to create a saved shortcut list for the logged user. These features are present in the **Options** tab as **"Pin"** and **"Add"**.

The **"Add"** button will add the selected entity to the 'My' view. (ex: My DataFiles,,), and is available for the following entities:

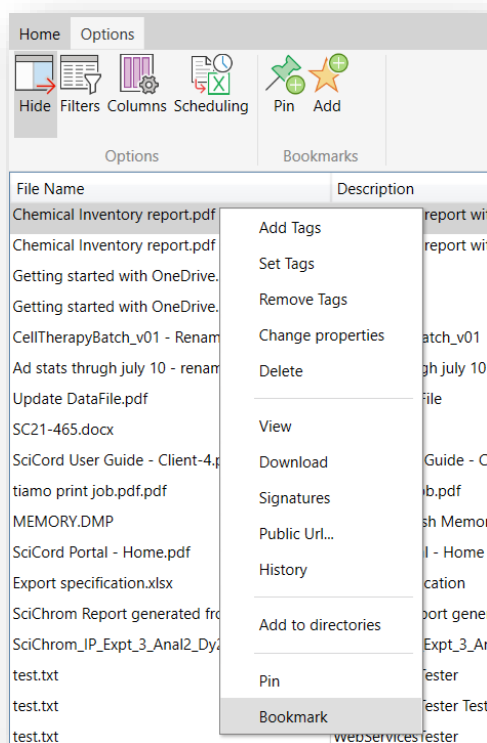
- Documents
- Samples
- Objects
- Data Files
- Equipment
- Templates
- Users
- Reports
- Review
- Approve

The **“Pin”** button will add the selected entity to the “Pinned” section of the Navigation Pane., and is available for the following entities:

- Documents
- Samples
- Objects
- Data Files
- Equipment
- Review
- Approve



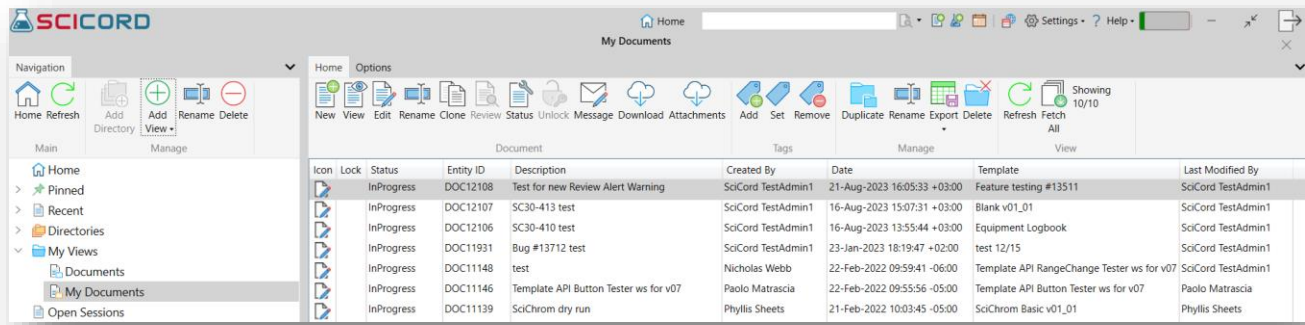
Toolbar view



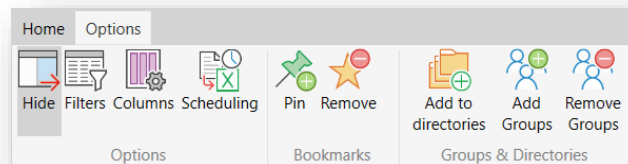
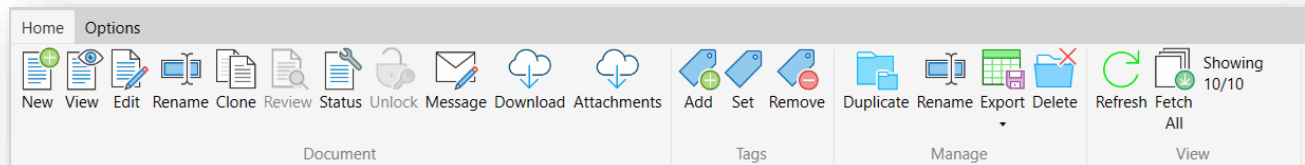
Contextual view

MyDocuments View

The 'My' View is a bookmarking functionality. The user can quickly access and manage Documents that have either been created by the user, or that they decided to include in their MyDocuments View by using the **Bookmark** function.

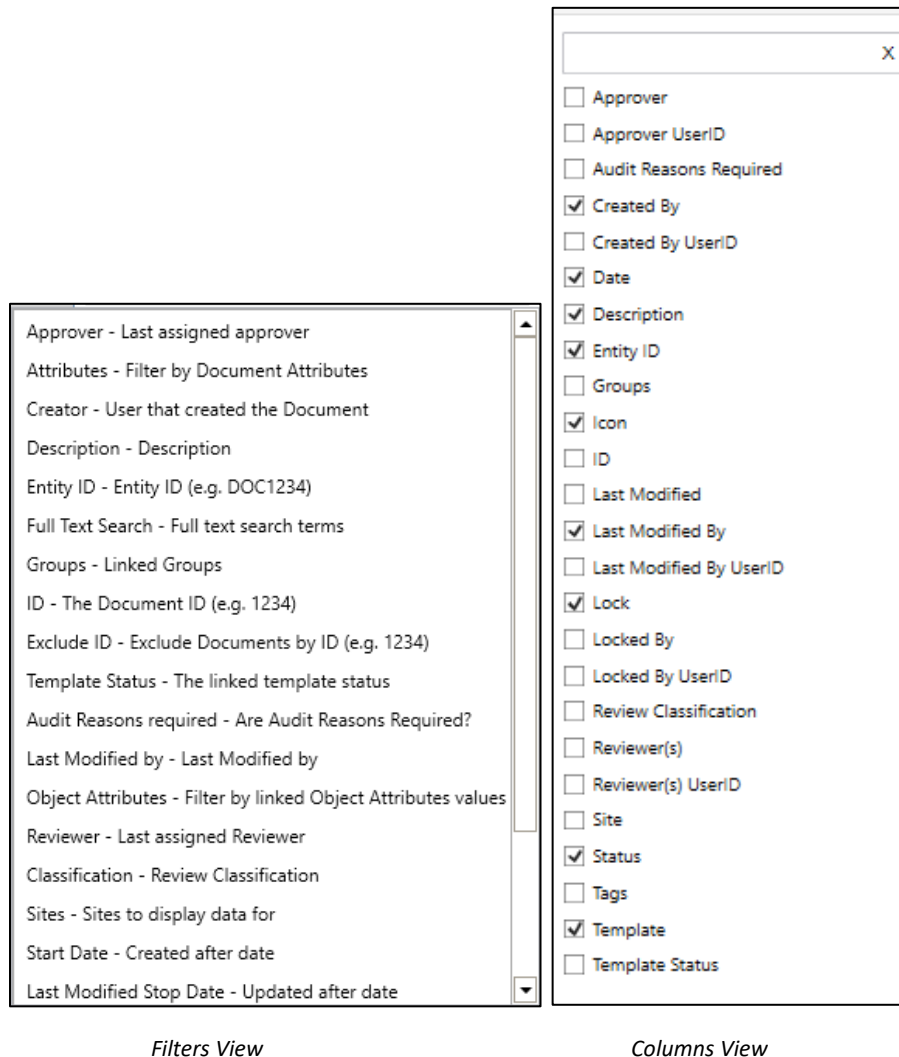


Below are the icons associated with the **Home** and **Options** tab **MyDocuments** View



The **Home and **Options** tab icons available are consistent for Document and MyDocuments views.*

Below are images of the default Filter and Column settings that a user may use to sort and display the details of the **MyDocuments** view.



Filters View

Columns View

MyDataFiles View

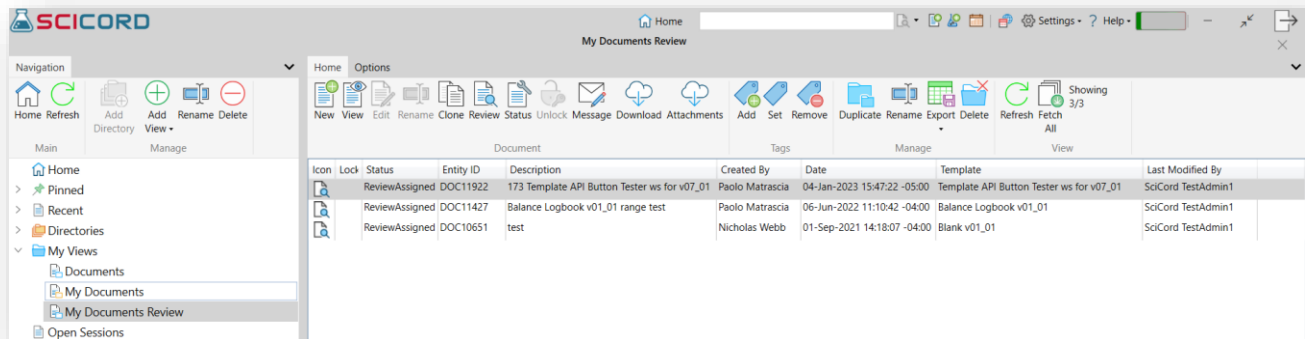
The 'My' View is a bookmarking functionality. Using the **MyDataFiles** function the user can include the generic DataFiles into their 'My' View.

The **Bookmark/Add** icon appears in the **Options** tab DataFiles toolbar, or the user can right-click on any Data File and an option to **Bookmark** will be available.

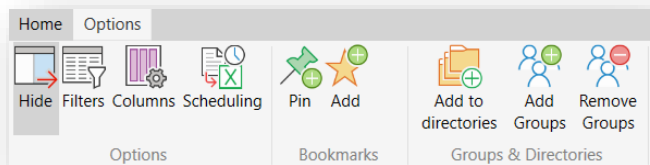
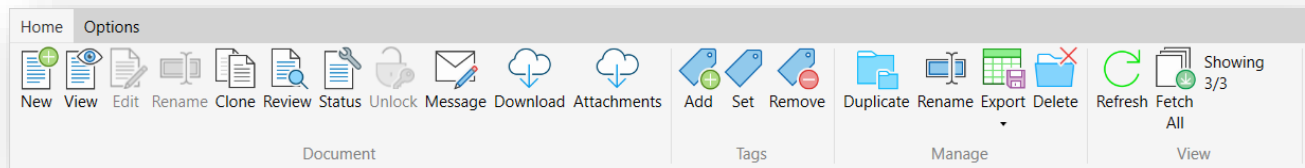
MyReview View

The **MyReview** view is a special implementation of a Documents View. This view displays documents in **ReviewAssigned** status only, where the assigned reviewer is the current active user.

The 'My' View is a bookmarking functionality. The user can quickly access and manage Documents assigned to them for review.



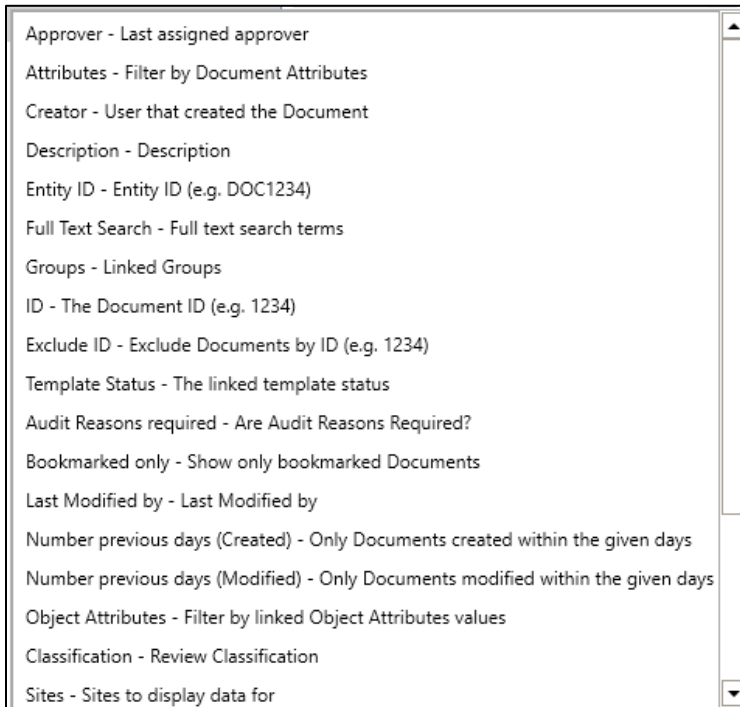
The Icons in the MyReview View toolbar can be seen below:



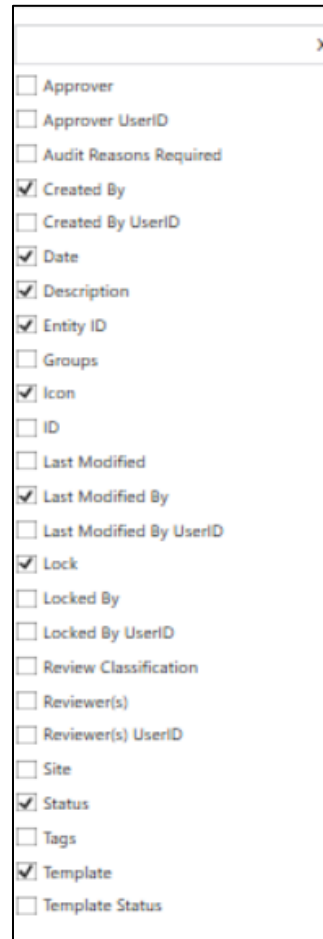
Important Icons are the 'Open Document for Review', the 'Modify Document Status', and potentially the 'Create a message for the selected Document'. These icons allow the Reviewer to:

- open the Document to complete Review
- to modify the Status
- and to write a message to the Users involved with the Document

Below are the Filters and Columns available for selection in the MyReview View:



Filters View



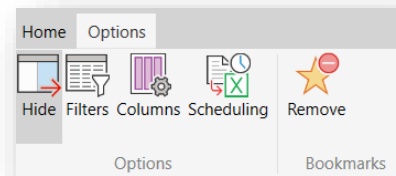
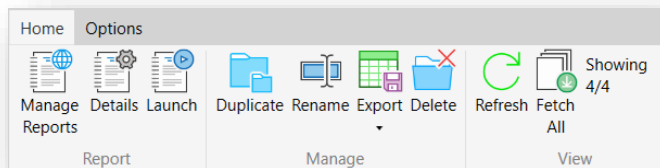
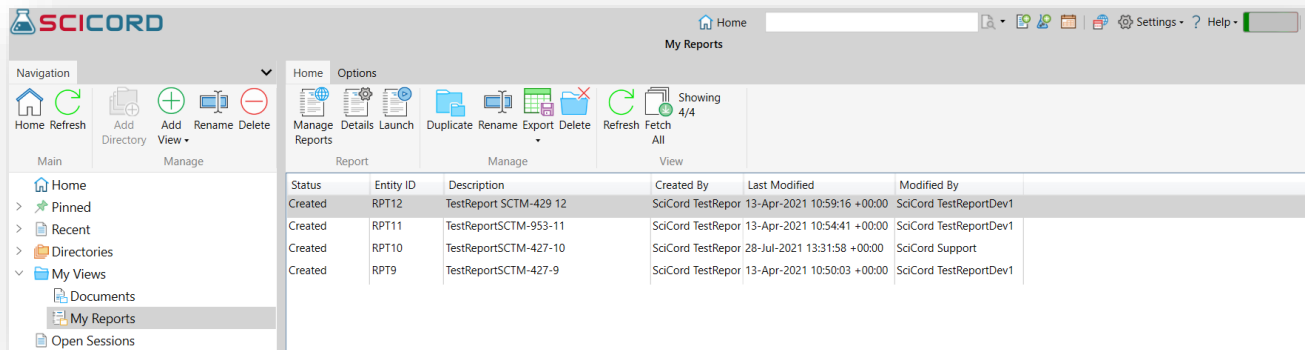
Columns View

My Reports View

The 'My' View is a bookmarking functionality. The user can quickly access and manage Reports that have either been created by the user, or that they decided to include in their MyReports View.

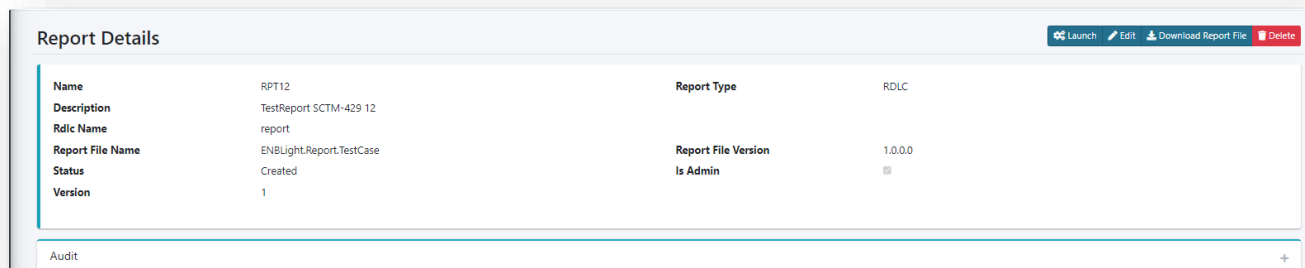
By using the **Bookmark** function the user can include Reports into their 'My' View. The **Bookmark** icon appears in the **Reports** toolbar, or the user can right-click on any **Reports** in the **Reports** View and an option to **Bookmark** will be available for selection.

The action items listed in **MyReports view; the **Home** and **Options** tab, **Manage**, **View**, and **Options** sections are consistent for all views*



Home toolbar, Reports section, functions:

- **Manage Reports:** action will open the SciCord Portal Reports Index page
- **Details:** action will open the SciCord Portal Report Details page to show Report Name, Report Type, Description, Report File – Launch option, Rdlc Name, Report File Name, Report File Version, Status, Is Admin checkbox, and Version information.



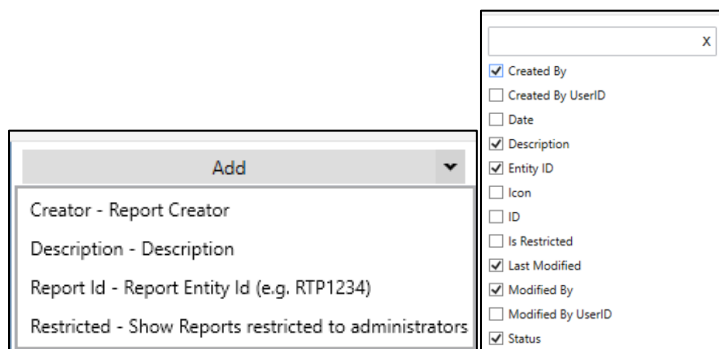
- **Launch:** action will open the **SciCord Portal Report Configuration** details with fields for Date From, Date To, drop list for Category, drop list for Site, Show button, Report File Name, Report File Version, Report File Upload Date, and Report File Uploader.



The screenshot shows the 'Report "Test Case v3.0"' configuration page. It includes fields for 'Date From' (25-Aug-2021), 'Date To' (25-Sep-2021), 'Category' (All), and 'Site' (All). A 'Show' button is present. Below these fields, a table displays report details:

Report File Name	Report File Version
ENBLight.Report.TestCase	1.0.0.0
Report File Upload Date	Report File Uploader
12-Aug-2021 13:18:21 +00:00	SciCord Support <SciCordSupport@scicord.com>

The Filters and Columns for MyReports Views are displayed here:



The image shows two side-by-side screenshots of the 'Filter view' and 'Columns view' for MyReports Views. The 'Filter view' on the left shows a list of filters: 'Creator - Report Creator', 'Description - Description', 'Report Id - Report Entity Id (e.g. RTP1234)', and 'Restricted - Show Reports restricted to administrators'. The 'Columns view' on the right shows a list of columns with checkboxes: 'Created By' (checked), 'Created By UserID' (unchecked), 'Date' (unchecked), 'Description' (checked), 'Entity ID' (checked), 'Icon' (unchecked), 'ID' (unchecked), 'Is Restricted' (unchecked), 'Last Modified' (checked), 'Modified By' (checked), 'Modified By UserID' (unchecked), and 'Status' (checked).

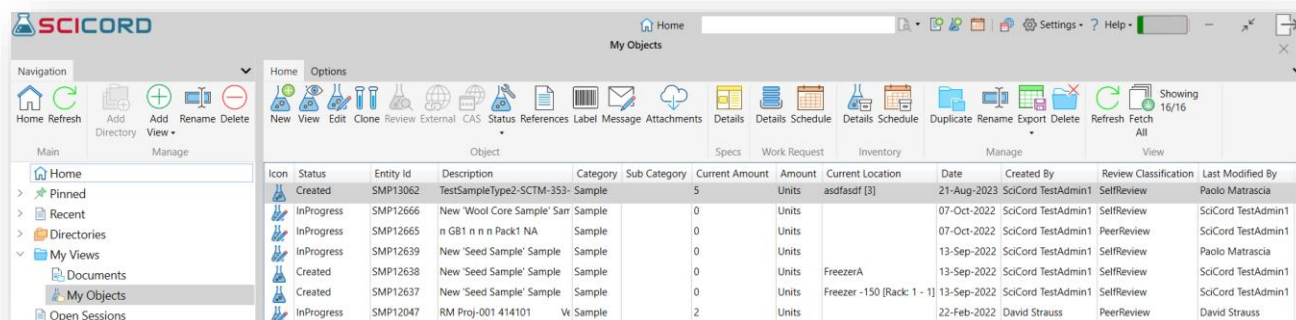
Filter view

Columns view

MyObjects View

The 'My' View is a bookmarking functionality. The user can quickly access and manage Objects that have either been created by the user, or that they decided to include in their MyObjects View.

By using the 'Add to MyObjects' function the user can include Objects into their 'My' View. The 'Add to MyObjects' icon appears in the Objects toolbar, or the user can right-click on any Object in the Objects View and an option to 'Add to MyObjects' will be available for selection

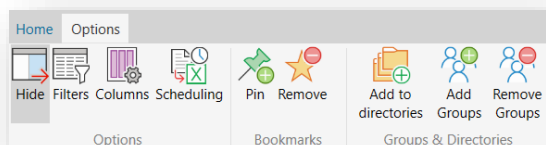
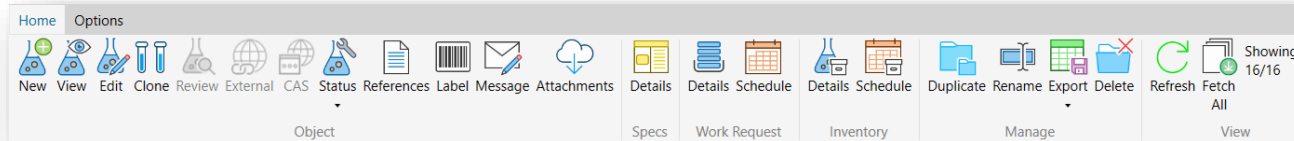


MyObjects view

Open Status dialog
Activate
Deactivate
Cancel
Open Object for Edit
Open Object for Review
Open Object Read Only
Open External Reference
Open CAS Registry URL
Clone the Object
Specifications
Open Work Requests
Work Requests Schedule
Print Labels
List References
Open Inventory
Change location
Clear location
Set Inventory amount
New Inventory Transaction
New Inventory Request
Inventory Schedule
Download Attachments
Send Message about Object
Add to directories
Pin
Remove Bookmark

MyObjects contextual view menu options

Below are the icons present in the MyObjects and My Objects View:



From the MyObjects/My Objects Toolbar the User can navigate to different tabs and options:

Object:

- **New** – action to create a new Object
- **View** – action to view a selected Object
- **Edit**- action to open Object for edit
- **Clone** – action to clone the selected Object
- **Review** – if the user is assigned as Object reviewer, this action is enabled
- **External** – opens the object external reference
- **CAS** – opens the CAS registry URL
- **Status** – action to modify the Object status
- **References** – lists object references
- **Label** -- print labels for selected objects or Objects
- **Message** – send a message
- **Attachments** – view attachment for selected Object or object

Specs:

- **Specification Details** with options to **Save**, **Add**, **Close**, **Refresh**, and **Export**. User will also have the option to **Toggle** the details of multiple **Specification**

Work Requests:

- **Work Request Details** - with options to **Save**, **Add**, **Close**, **Refresh**, **Export**, **View** and **Edit** (dependent upon ObjectWorkRequest_Edit permission or the ObjectWorkRequest_Edit permission) **Object**
- **Work Request Schedule** – displays a calendar view of **Work Requests** for selected **Object** or **Object**

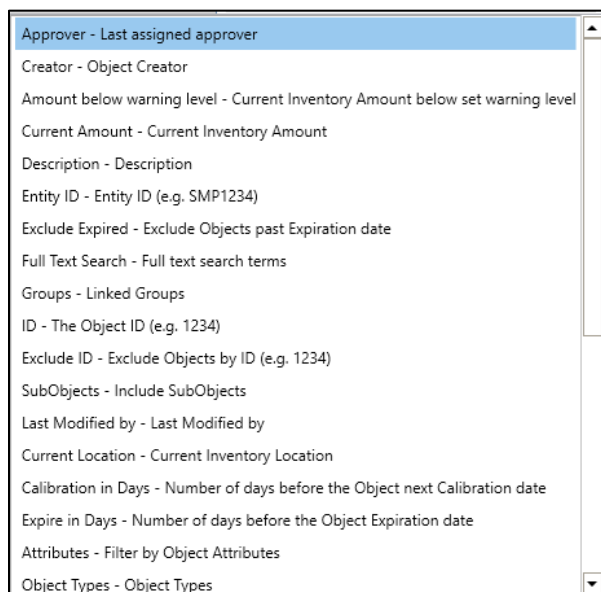
Inventory:

- **Inventory Details - Home** and **Tools** tab view with options to **Close, Refresh, Toggle, Export Transactions and Requests**
- **Inventory Schedule** – Calendar view of **Inventory Transactions**

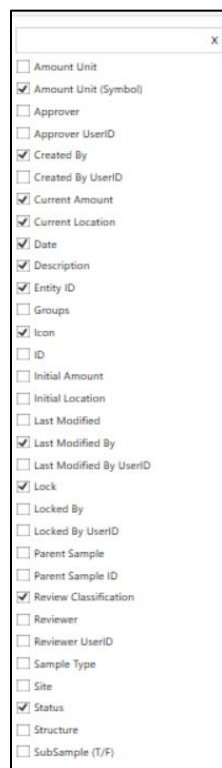
The action items listed in **MyObjects or **My Objects** view; **Home** tab, **Manage** and **View** sections are consistent for all views*

Options tab functions: The user may also **Pin** Objects to the Pinned section and **Remove** Objects from the **MyObjects** view. **Add to directories** can be used to add the object to a defined directory, and **Add/Remove Groups** can be used to add/remove the object to a defined group.

Below are the Filters and Columns that may be selected by the user to sort and display **MyObject** or **MyObject** Details:



Filters View

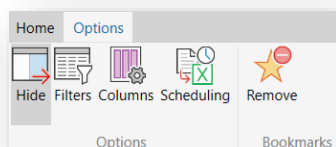
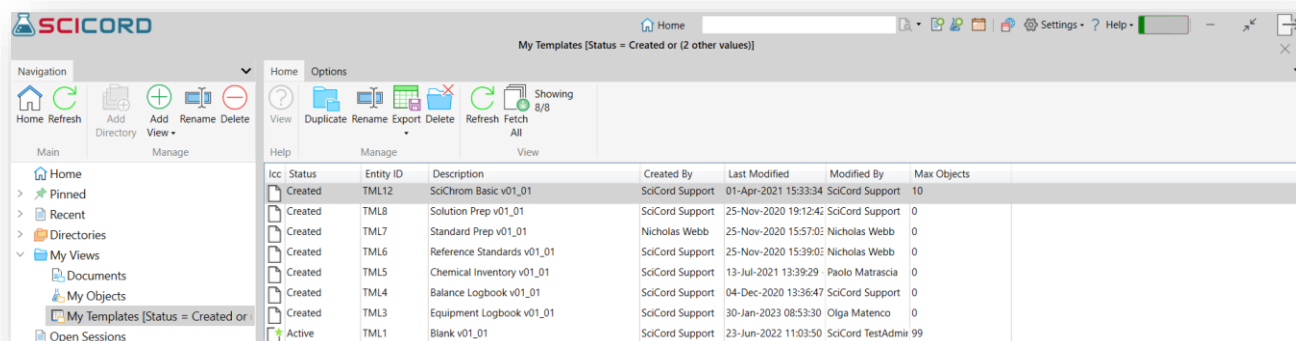


Columns View

MyTemplates View

The 'My' View is a bookmarking functionality. The user can quickly access and manage Templates that the user decides to include in their **MyTemplates** View.

The user can go to **Options** tab, **Bookmarks Add** or, right-click on any Template in the Template View and an option to **Bookmark** will be available to add the selection to **MyTemplates** view.

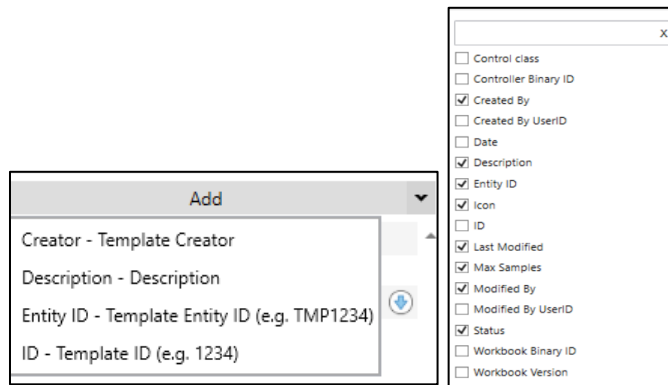


The **MyTemplates** Toolbar:

- **View (Help)** – if a Help document is associated to a template this action will open the document
- **Duplicate** – Create a copy of this view
- **Rename** – Rename the templates view shown in the **Views** pane
- **Export** – export the MyTemplates view as an excel worksheet
- **Delete** – action to delete the MyTemplates view currently shown
- **Refresh** – refreshes the current view
- **Fetch All** - the current # of templates being shown/the # of templates in the SciCord Client

**Options tab functions are consistent with other 'My' views.*

The Filters and Columns available to the User for the MyTemplates view are seen below:



Filters View

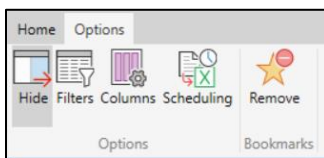
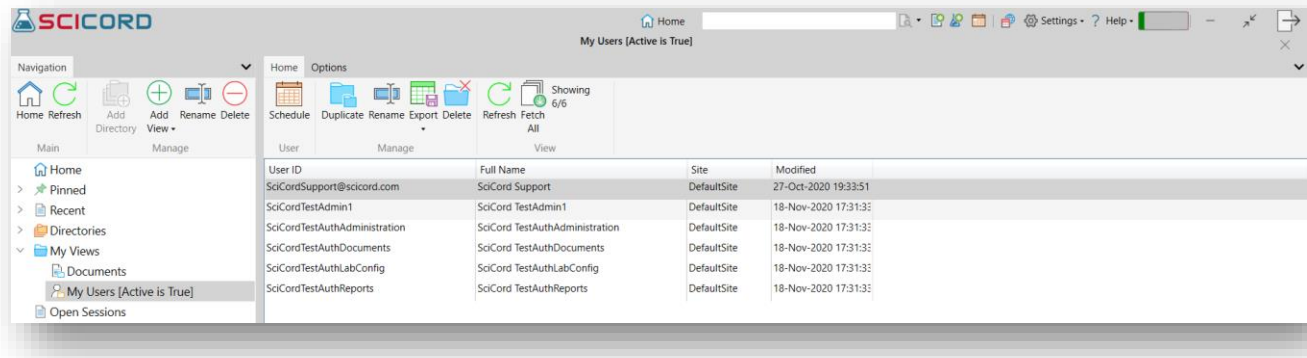
Columns View

MyUsers View

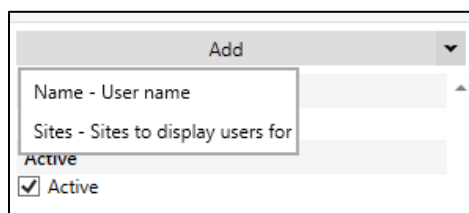
The 'My' View is a bookmarking functionality. The user can quickly access and manage Templates that the user decides to include in their **MyUsers** View.

The user can go to **Options** tab, **Bookmarks Add** or, right-click on any User in the **MyUsers** View and an option to **Bookmark** will be available to add the selection to **MyUsers** view.

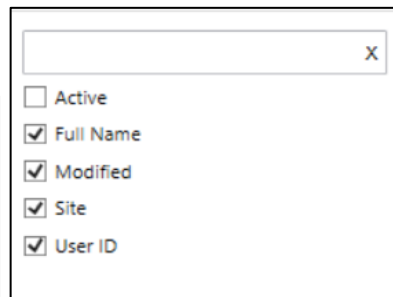
The **Schedule** function will open a calendar view of the users **Work Request** schedule. All other functions are the same as other 'My' views.



Below are the Filters and Columns available to the User to filter and display User details.



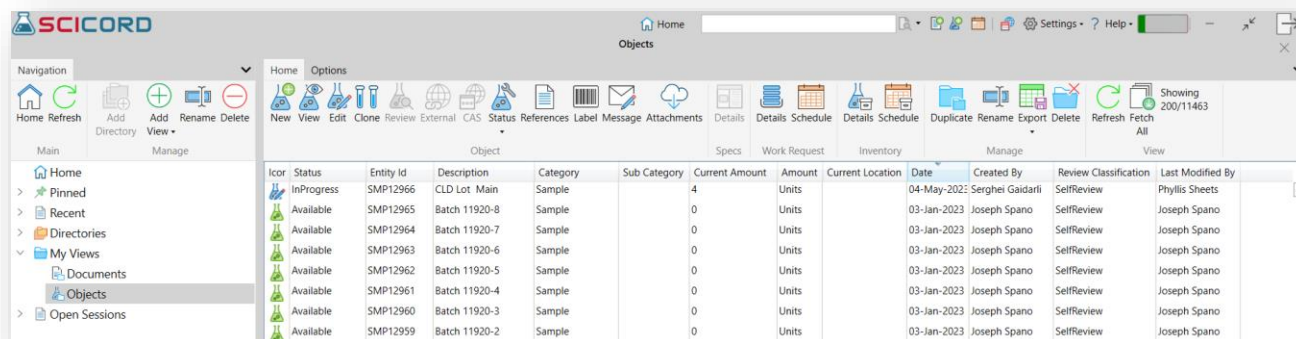
Filters View



Columns View

Objects and Objects View

The Objects view implements a specific filtered and customizable view for Objects that are in the SciCord Solution. The Objects that appear in the Objects View are initially restricted to the User's Site.



Objects View shown with contextual menu options

Open Status dialog

Activate

Deactivate

Cancel

Open Object for Edit

Open Object for Review

Open Object Read Only

Open External Reference

Open CAS Registry URL

Clone the Object

Specifications

Open Work Requests

Work Requests Schedule

Print Labels

List References

Open Inventory

Change location

Clear location

Set Inventory amount

New Inventory Transaction

New Inventory Request

Inventory Schedule

Download Attachments

Send Message about Object

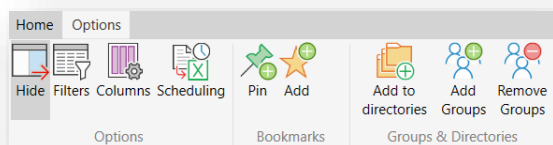
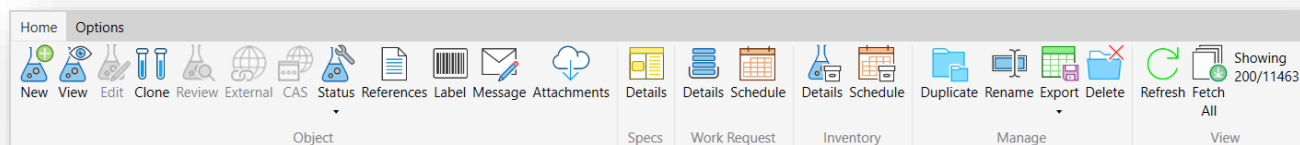
Add to directories

Pin

Remove Bookmark

Contextual menu options

The Objects/Objects View Toolbar includes the following Icons:



- **New** – action to create a new Object
- **View** – action to view a selected Object
- **Edit** – action to open Object for edit
- **Clone** – action to clone the selected Object
- **Review** – if the user is assigned as Object reviewer, this action is enabled
- **External** – opens the object external reference
- **CAS** – opens the CAS registry URL
- **Status** – action to modify the Object status
- **References** – lists object references
- **Label** -- print labels for selected objects or Objects
- **Message** – send a message
- **Attachments** – view attachment for selected Object or object

The **Specifications, Work Requests, Inventory, Manage, and View sections** of the **Home** tab are consistent and previously covered in the **MyObjects** and the **MyObjects** view.

Below are the Filters and Columns that may be used by the User to sort and display the Object/Object details

Approver - Last assigned approver
 Creator - Object Creator
 Amount below warning level - Current Inventory Amount below set warning level
 Current Amount - Current Inventory Amount
 Description - Description
 Entity ID - Entity ID (e.g. SMP1234)
 Exclude Expired - Exclude Objects past Expiration date
 Full Text Search - Full text search terms
 Groups - Linked Groups
 ID - The Object ID (e.g. 1234)
 Exclude ID - Exclude Objects by ID (e.g. 1234)
 SubObjects - Include SubObjects
 Bookmarked only - Show only bookmarked Objects
 Last Modified by - Last Modified by
 Current Location - Current Inventory Location
 Calibration in Days - Number of days before the Object next Calibration date
 Expire in Days - Number of days before the Object Expiration date
 Category - Object Categories

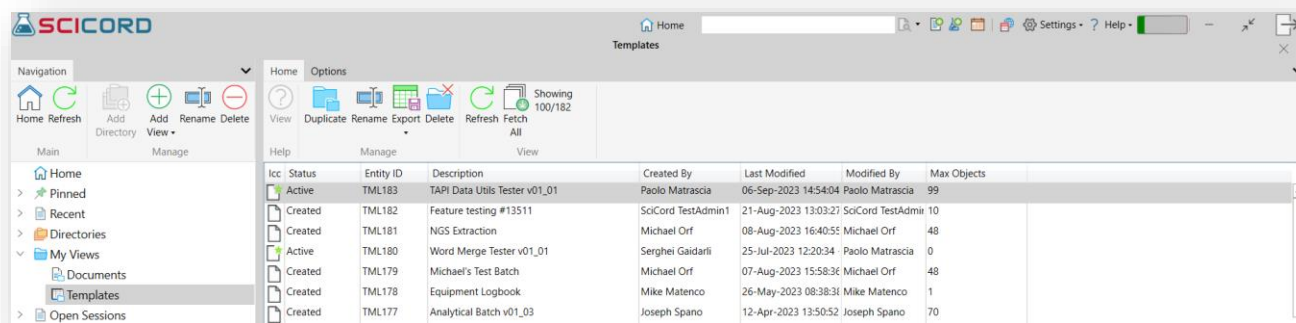
Filters View

<input type="checkbox"/>	Amount Unit
<input checked="" type="checkbox"/>	Amount Unit (Symbol)
<input type="checkbox"/>	Approver
<input type="checkbox"/>	Approver UserID
<input checked="" type="checkbox"/>	Created By
<input type="checkbox"/>	Created By UserID
<input checked="" type="checkbox"/>	Current Amount
<input checked="" type="checkbox"/>	Current Location
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Entity ID
<input type="checkbox"/>	Groups
<input checked="" type="checkbox"/>	Icon
<input type="checkbox"/>	ID
<input type="checkbox"/>	Initial Amount
<input type="checkbox"/>	Initial Location
<input type="checkbox"/>	Last Modified
<input checked="" type="checkbox"/>	Last Modified By
<input type="checkbox"/>	Last Modified By UserID
<input checked="" type="checkbox"/>	Lock
<input type="checkbox"/>	Locked By
<input type="checkbox"/>	Locked By UserID
<input type="checkbox"/>	Parent Sample
<input type="checkbox"/>	Parent Sample ID
<input checked="" type="checkbox"/>	Review Classification
<input type="checkbox"/>	Reviewer
<input type="checkbox"/>	Reviewer UserID
<input type="checkbox"/>	Sample Type
<input type="checkbox"/>	Site
<input checked="" type="checkbox"/>	Status
<input type="checkbox"/>	Structure
<input type="checkbox"/>	SubSample (T/F)

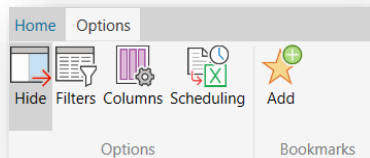
Columns View

Templates View

The Templates View is a list of all the Templates in the SciCord System that are available to the user. The View will show the Status of the Template as Created, Active, Validated, or Inactive. The user can create multiple Templates Views and rename them as the user pleases.



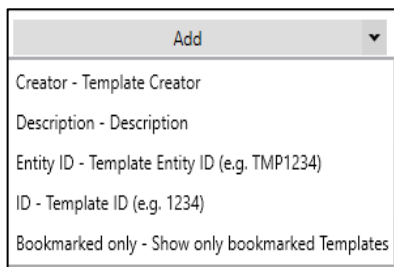
Icon	Status	Entity ID	Description	Created By	Last Modified	Modified By	Max Objects
	Active	TML183	TAPI Data Utils Tester v01_01	Paolo Matraschia	06-Sep-2023 14:54:04	Paolo Matraschia	99
	Created	TML182	Feature testing #13511	SciCord TestAdmin1	21-Aug-2023 13:03:27	SciCord TestAdmin	10
	Created	TML181	NGS Extraction	Michael Orf	08-Aug-2023 16:40:55	Michael Orf	48
	Active	TML180	Word Merge Tester v01_01	Sergei Gaidarli	25-Jul-2023 12:20:34	Paolo Matraschia	0
	Created	TML179	Michael's Test Batch	Michael Orf	07-Aug-2023 15:58:36	Michael Orf	48
	Created	TML178	Equipment Logbook	Mike Matenco	26-May-2023 08:38:31	Mike Matenco	1
	Created	TML177	Analytical Batch v01_03	Joseph Spano	12-Apr-2023 13:50:52	Joseph Spano	70



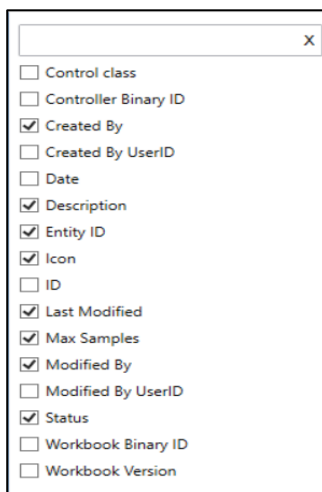
The **Templates** Toolbar:

- **View (Help)** – if a Help document is associated to a template this action will open the document
- **Duplicate** – creates a copy of this view
- **Rename** – Rename the templates view shown under the **MyViews** section
- **Export** – export the Templates view as an excel worksheet
- **Delete** – action to delete the Templates view currently shown
- **Refresh** – refreshes the current view
- **Fetch All - Showing #/#** - the current # of templates being shown/the # of templates in the SciCord Client

Below are the Filters and Columns that the User may use to sort and display the Template details.



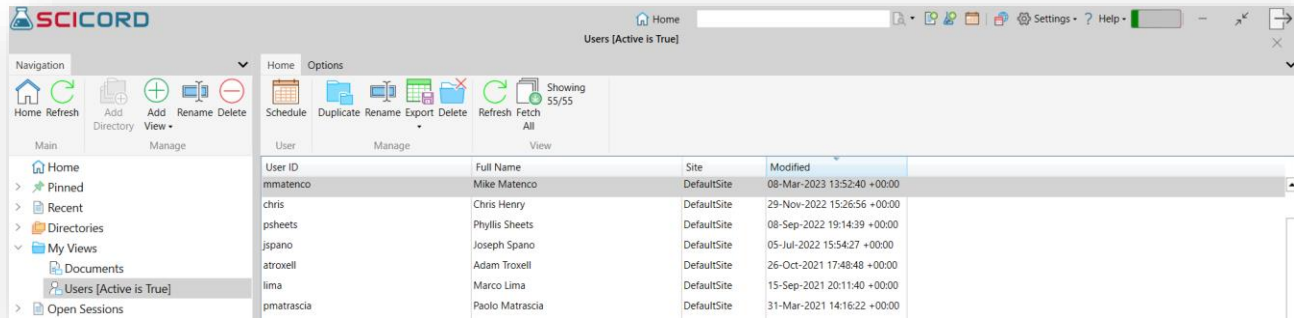
Filters View



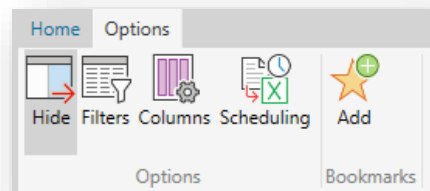
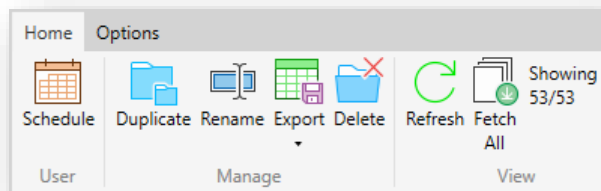
Columns View

Users View

The Users View implements a specific filtered and customizable View of the Users that are in the SciCord System.



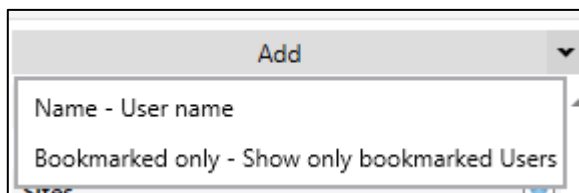
Below are the toolbar functions associated with the Users View.



- **Schedule** – action will open the selected users **Work Request** schedule.

All other sections in the **Home and **Options** tab are consistent with **MyUsers** view previously discussed.*

Below are the Filters and Columns associated with the Users View.



Filters View

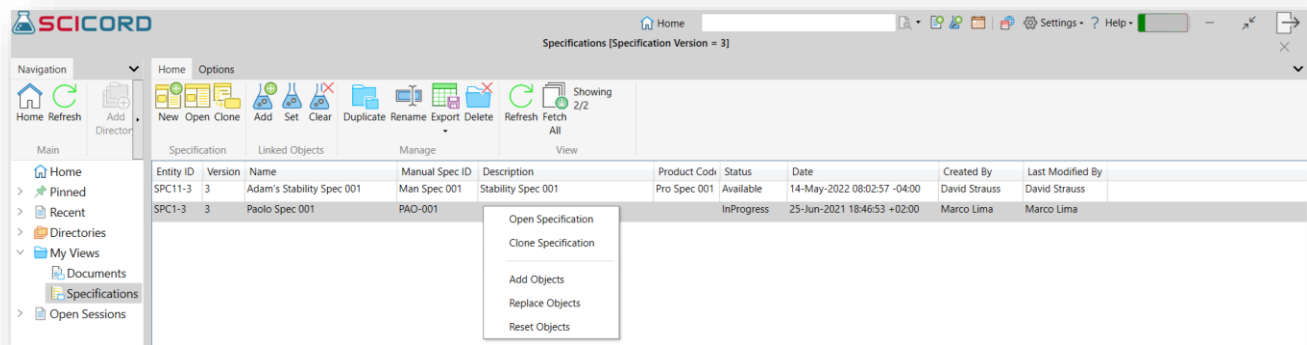


Columns View

Specifications View

The Specifications view implements a specific filtered and customizable view for Specifications that are in the SciCORD System. The Specifications that appear in the Specifications View are initially filtered to the User's Site.

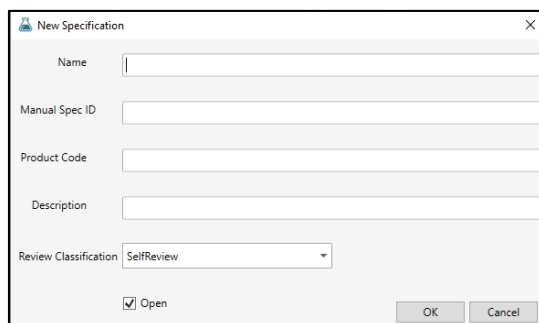
The View will show the Entity ID, Version, Name, Manual Spec ID, Description, Product Code, Status, Review Classification, Date and Creator of the Specification. The user can create multiple Specification Views and rename them as the user pleases.



Specification's view shown with contextual options



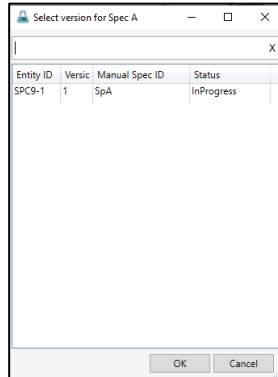
The **Home** toolbar functions



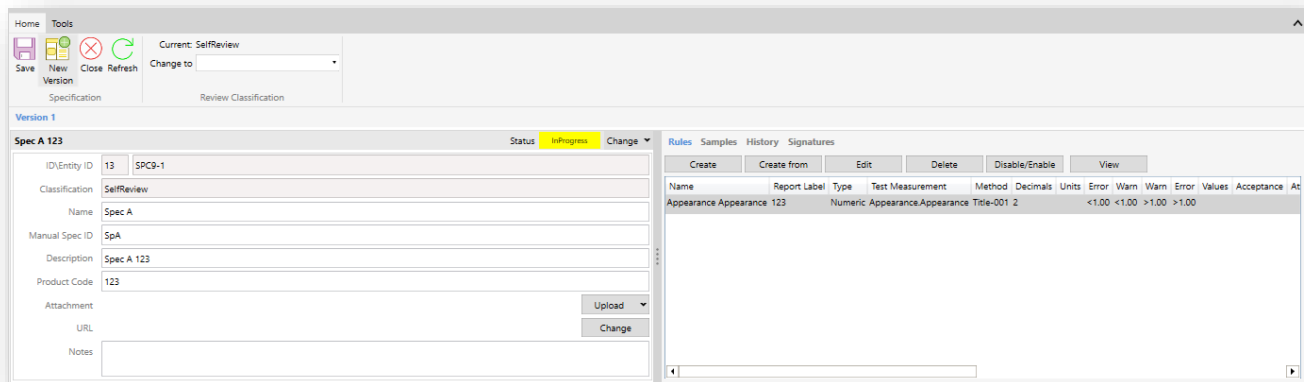
The screenshot shows the 'New Specification' dialog box. It contains fields for Name, Manual Spec ID, Product Code, and Description. There is a dropdown menu for Review Classification, currently set to 'SelfReview'. At the bottom, there is a checkbox labeled 'Open' which is checked, and 'OK' and 'Cancel' buttons.

- **New** – Dialog for new specification includes, Name, Manual Spec ID, Product Code, Description, Review Classification drop list with selections for SelfReview, PeerReview, PeerReviewApprove. An Open checkbox to have the Specification open for edit.

- **Clone** – opens a dialog to select and clone an Object



- **Open** – open the specification for edit has fields for:
 - **Toolbar options for: Specification** section - **Save, New Version, Close, Refresh** and **Review**
 - **Classification** section with drop list option to change the review classifications. A tab with the **Version** is located above the specification name.
 - Information on the left side of the Specification view pane:
 - **ID/Entity ID**
 - **Classification**
 - **Name**
 - **Manual Spec ID**
 - **Description**
 - **Product Code**
 - **Attachment** – Upload from local file or a Data File
 - **URL** – option to **Change** the URL button
 - **Notes** – free text field



Open Specification showing all attributes

All other sections in the **Home and **Options** tab are consistent with all views.*

Below are the default Filters and Columns associated with the Specifications View:

Specification Creator - Specification Creator	
Specification Description - Specification Description	
Object Description or Entity ID - Filter by linked Object Description or Entity ID	
Specification Entity ID - Specification Entity ID	
Specification ID - Specification ID	
Specification Last Modified by - Specification Last Modified by	
Number Previous Days (Created) - Only Specifications created within the given days	
Number Previous Days (Modified) - Only Specifications modified within the given days	
Object Attributes - Filter by linked Object Attributes values	
Object Types - Filter by linked Object Types	
Object Description - Filter by linked Object Description	
Object Entity ID - Filter by linked Object Entity ID	
Object ID - Filter by linked Object ID	
Object Status - Filter by linked Object Status	
Specification Classification - Specification Review Classification	
Specification Manual Spec ID - Specification Manual Spec ID	
Specification Name - Specification Name	
Specification Num - Specification Num	

Filter's view

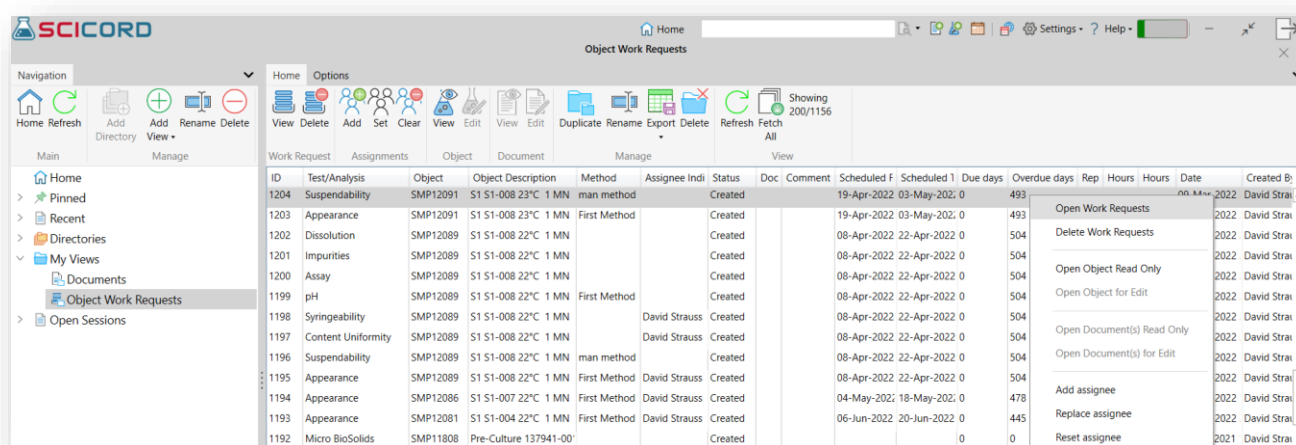
<input type="checkbox"/> Comment
<input checked="" type="checkbox"/> Created By
<input type="checkbox"/> Created By UserID
<input checked="" type="checkbox"/> Date
<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Entity ID
<input type="checkbox"/> ID
<input type="checkbox"/> Last Modified
<input checked="" type="checkbox"/> Last Modified By
<input type="checkbox"/> Last Modified By UserID
<input checked="" type="checkbox"/> Manual Spec ID
<input checked="" type="checkbox"/> Name
<input type="checkbox"/> Num
<input checked="" type="checkbox"/> Product Code
<input type="checkbox"/> Review Classification
<input type="checkbox"/> Site
<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Version

Columns view

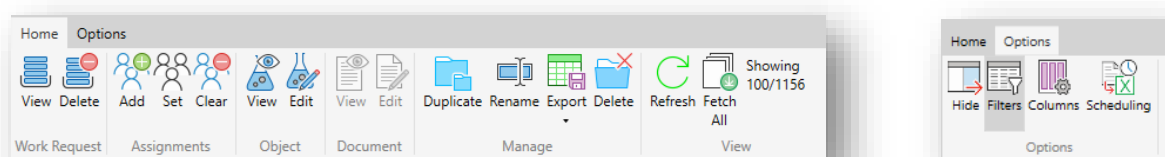
Object Work Requests View

The Object Work Requests view implements a specific filtered and customizable view for Work Requests that are in the SciCord System. The Work Requests that appear in the Work Requests View are initially filtered to the User's Site.

The View will show the Entity ID, Test Analysis, Object, Object Description, Method, Assignees, Status, Experiments, Comments, Scheduled From, Scheduled To, Due Days, Overdue days, Replicates, Hours expected, Hours spent, Date, Created By, Last Modified By. The user can create multiple Work Requests Views and rename them as the user pleases.



Object Work Request View with contextual menu options



The **Home** toolbar functions are -

- **Work Request Section –**
 - **View:** selection will open the Work Request in read only mode
 - **Delete:** action will open a dialog asking if the user is sure they want to delete the selected work request. Button to select Yes or No.
- **Assignments Section -**
 - **Add:** selecting a work request select **Add** will open a dialog to select a user to add to the **Work Request**. A checkbox is available for “**Only my site**”

- **Set:** action will replace a user that is assigned to a Work Request with another user by opening a dialog box to select a different user.
- **Clear:** will reset all assignees associated to the selected **Work Request**
- **Object Section -**
 - **View:** opens the object in read only mode
 - **Edit:** opens the object for edit
- **Document Section -**
 - **View:** opens the document in read only mode
 - **Edit:** opens the document for edit

All other sections in the **Home and **Options** tab are consistent with all views.*

Below are the default Filters and Columns associated with the Work Requests View:

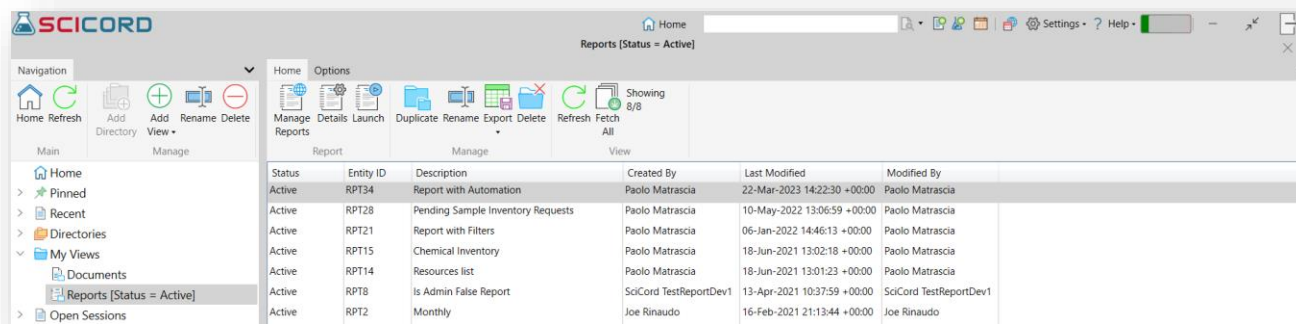
Analysis - Required activity	<input checked="" type="checkbox"/> Assignee Individual(s)
Assignee - Assignee	<input checked="" type="checkbox"/> Comment
Document Attributes - Show only WorkRequests linked to Document matching given Document Attributes	<input checked="" type="checkbox"/> Created By
Creator - Task creator	<input type="checkbox"/> Created By UserID
Object Description - Filter by linked Object Description	<input checked="" type="checkbox"/> Date
Object Description or Entity ID - Filter by linked Object Description or Entity ID	<input checked="" type="checkbox"/> Document(s)
Work Request ID - Work Request ID (e.g. 1234)	<input checked="" type="checkbox"/> Due days
Hours Expected - Hours Expected	<input checked="" type="checkbox"/> Hours (expected)
Hours Spent - Hours Spent	<input checked="" type="checkbox"/> Hours (spent)
Object Attributes - Filter by linked Object Attributes	<input checked="" type="checkbox"/> ID
Object Types - Filter by linked Object Types	<input type="checkbox"/> Instructions
Object Entity ID - Filter by linked Object Entity ID (e.g. SMP1234)	<input type="checkbox"/> Last Modified
Object ID - Filter by linked Object ID (e.g. 1234)	<input checked="" type="checkbox"/> Last Modified By
Object Status - Filter by linked Object Status	<input type="checkbox"/> Last Modified By UserID
Replicates - Replicates	<input type="checkbox"/> Location
Start Date - Tasks due after date	<input checked="" type="checkbox"/> Method
Status - Status	<input checked="" type="checkbox"/> Object
Stop Date - Tasks due before date	<input checked="" type="checkbox"/> Object Description
	<input type="checkbox"/> Object ID
	<input type="checkbox"/> Object Status
	<input type="checkbox"/> Object Type
	<input checked="" type="checkbox"/> Overdue days
	<input checked="" type="checkbox"/> Replicates
	<input checked="" type="checkbox"/> Scheduled From
	<input checked="" type="checkbox"/> Scheduled To
	<input type="checkbox"/> Site
	<input checked="" type="checkbox"/> Status
	<input checked="" type="checkbox"/> Test/Analysis
	<input type="checkbox"/> User(s)

Filter's view

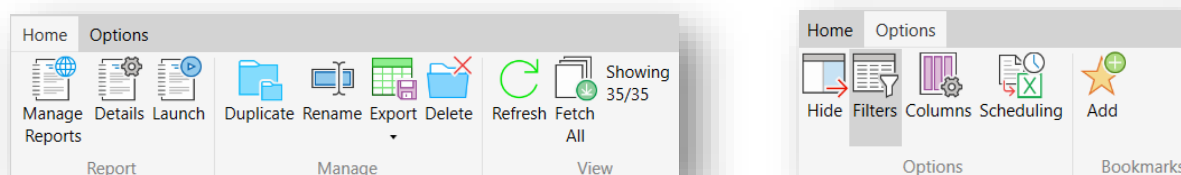
Column's view

Reports View

The Reports view implements a specific filtered and customizable view for Reports that are in the SciCord System. The Reports that appear in the Reports View are initially filtered to the User's Site.



Report's view



The Home toolbar shows:

- **Reports section:**
 - **Manage Reports** - opens the SciCord Portal Reports Index
 - **Details:** opens the SciCord Portal Report Details page of the selected report
 - **Launch:** opens the SciCord Portal report configuration page and a **Show** button.

All other sections in the **Home and **Options** tab are consistent with all views.*

Below are the default Filters and Columns associated with the Reports View:

Creator - Report Creator

Description - Description

Report Id - Report Entity Id (e.g. RTP1234)

Restricted - Show Reports restricted to administrators

Bookmarked only - Show only bookmarked Reports

X

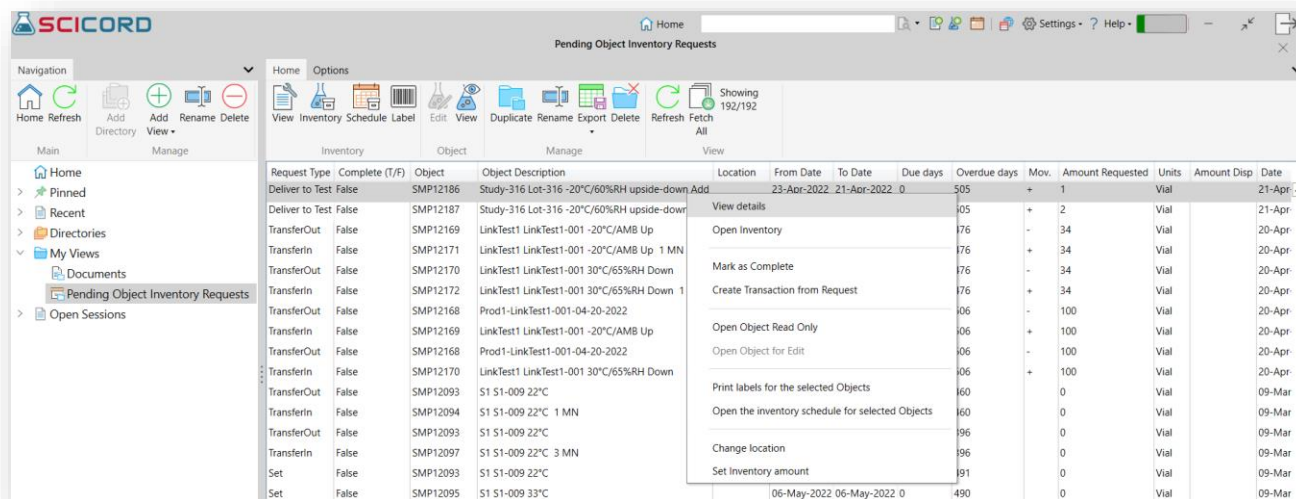
☒ Created By
☐ Created By UserID
☐ Date
☒ Description
☒ Entity ID
☐ Icon
☐ ID
☐ Is Restricted
☒ Last Modified
☒ Modified By
☐ Modified By UserID
☒ Status

Filter's view

Column's view

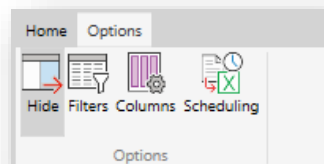
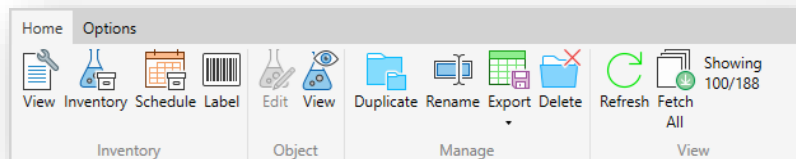
Object Inventory Requests View

The Object Inventory Requests view implements a specific filtered and customizable view for Object Inventory Requests that are in the SciCord System. The Object Inventory Requests that appear in the Object Inventory Requests View are initially filtered by Status.



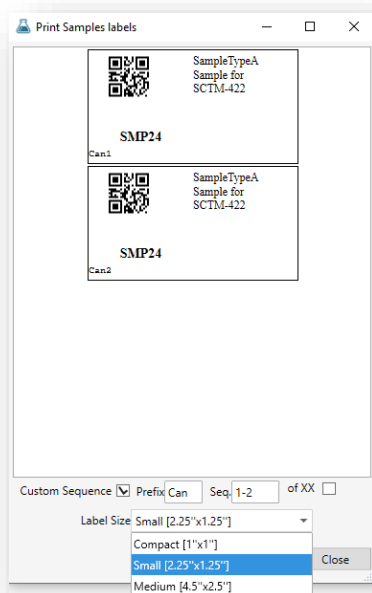
Request Type	Complete (T/F)	Object	Object Description	Location	From Date	To Date	Due days	Overdue days	Mov.	Amount Requested	Units	Amount Disp	Date
Deliver to Test	False	SMP12186	Study-316 Lot-316 -20°C/60%RH upside-down Add		23-Apr-2022	21-Apr-2022	0	505	+	1	Vial		21-Apr
Deliver to Test	False	SMP12187	Study-316 Lot-316 -20°C/60%RH upside-down					405	+	2	Vial		21-Apr
TransferOut	False	SMP12169	LinkTest1 LinkTest1-001 -20°C/AMB Up					776	-	34	Vial		20-Apr
TransferIn	False	SMP12171	LinkTest1 LinkTest1-001 -20°C/AMB Up 1 MN					776	+	34	Vial		20-Apr
TransferOut	False	SMP12170	LinkTest1 LinkTest1-001 30°C/65%RH Down					776	-	34	Vial		20-Apr
TransferIn	False	SMP12172	LinkTest1 LinkTest1-001 30°C/65%RH Down 1					776	+	34	Vial		20-Apr
TransferOut	False	SMP12168	Prod1-LinkTest1-001-04-20-2022					406	-	100	Vial		20-Apr
TransferIn	False	SMP12169	LinkTest1 LinkTest1-001 -20°C/AMB Up					406	+	100	Vial		20-Apr
TransferOut	False	SMP12168	Prod1-LinkTest1-001-04-20-2022					406	-	100	Vial		20-Apr
TransferIn	False	SMP12170	LinkTest1 LinkTest1-001 30°C/65%RH Down					406	+	100	Vial		20-Apr
TransferOut	False	SMP12093	S1 S1-009 22°C					460	-	0	Vial		09-Mar
TransferIn	False	SMP12094	S1 S1-009 22°C 1 MN					460	+	0	Vial		09-Mar
TransferOut	False	SMP12093	S1 S1-009 22°C					496	-	0	Vial		09-Mar
TransferIn	False	SMP12097	S1 S1-009 22°C 3 MN					496	+	0	Vial		09-Mar
Set	False	SMP12093	S1 S1-009 22°C					491	-	0	Vial		09-Mar
Set	False	SMP12095	S1 S1-009 33°C					490	+	0	Vial		09-Mar

Object Inventory Request view shown with contextual menu options



The **Home** tab options are:

- **Inventory section –**
 - **View** – opens a dialog to show the request details
 - **Inventory** – opens the Object inventory requests page
 - **Schedule** – opens calendar view of the Object inventory requests
 - **Label** – opens the print labels dialog, options to select **Label Size**, create **Custom Sequence**, **Print** or **Close**



- **Object section – Edit or View** the object inventory request

All other sections in the **Home and **Options** tab are consistent with all views.*

Below are the default Filters and Columns associated with the Object Inventory Request View:

Creator - Requestor
Request Type - Request Type (E.g.: Pick, Fill, etc...)
Object Description or Entity ID - Filter by linked Object Description or Entity ID
Object Current Location - Filter by linked Object Current Inventory Location
Object Attributes - Filter by linked Object Attributes values
Object Types - Filter by linked Object Types
Object Description - Filter by linked Object Description
Object Entity ID - Filter by linked Object Entity ID (e.g. SMP1234)
Object ID - Filter by linked Object ID (e.g. 1234)
Object Status - Filter by linked Object Status
Amount Requested - Amount requested
Start Date - Requests due after date
Stop Date - Requests due before date

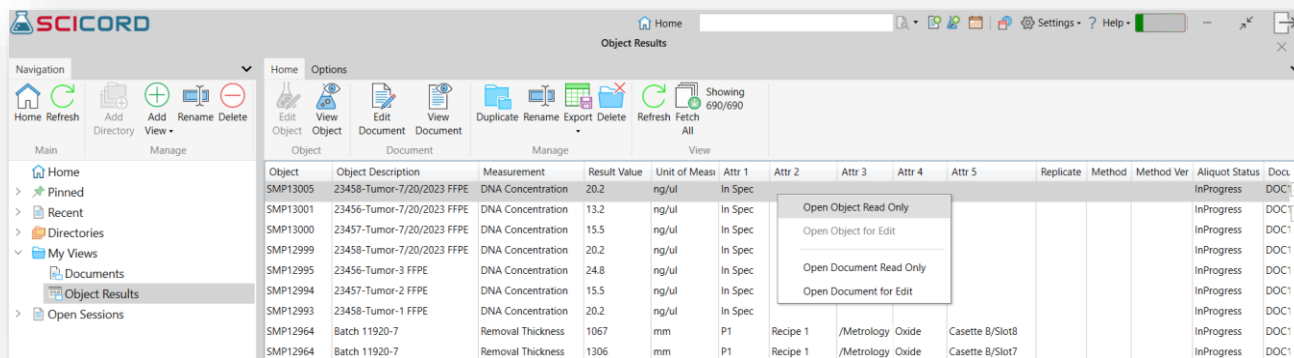
Filter's view

☒ Amount Dispensed
☒ Amount Requested
☒ Complete (T/F)
☒ Created By
☐ Created By UserID
☒ Date
☒ Due days
☒ From Date
☐ Last Modified
☒ Last Modified By
☐ Last Modified By UserID
☒ Location
☐ Location Hierarchy
☐ Locked By
☒ Mov.
☐ Notes
☒ Object
☒ Object Description
☐ Object ID
☐ Object Status
☐ Object Type
☒ Overdue days
☒ Request Type
☐ Site
☒ To Date
☒ Units

Column's view

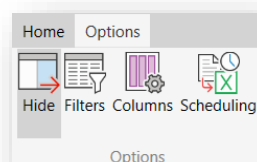
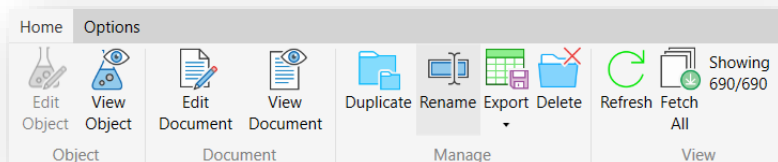
Object Results View

The Object Results View implements a specific filtered and customizable view for Object Results View that are in the SciCord System. The Object Results View that appear in the Object Results View are initially filtered by the user's site and Only Pending.



Object	Object Description	Measurement	Result Value	Unit of Meas	Attr 1	Attr 2	Attr 3	Attr 4	Attr 5	Replicate	Method	Method Ver	Aliquot	Status	Doc
SMP13005	23458-Tumor-7/20/2023 FFPE	DNA Concentration	20.2	ng/ul	In Spec									InProgress	DOC1
SMP13001	23456-Tumor-7/20/2023 FFPE	DNA Concentration	13.2	ng/ul	In Spec									InProgress	DOC1
SMP13000	23457-Tumor-7/20/2023 FFPE	DNA Concentration	15.5	ng/ul	In Spec									InProgress	DOC1
SMP12999	23458-Tumor-7/20/2023 FFPE	DNA Concentration	20.2	ng/ul	In Spec									InProgress	DOC1
SMP12995	23456-Tumor-3 FFPE	DNA Concentration	24.8	ng/ul	In Spec									InProgress	DOC1
SMP12994	23457-Tumor-2 FFPE	DNA Concentration	15.5	ng/ul	In Spec									InProgress	DOC1
SMP12993	23458-Tumor-1 FFPE	DNA Concentration	20.2	ng/ul	In Spec									InProgress	DOC1
SMP12964	Batch 11920-7	Removal Thickness	1067	mm	P1	Recipe 1	/Metrology	Oxide	Cassette B/Slot8					InProgress	DOC1
SMP12964	Batch 11920-7	Removal Thickness	1306	mm	P1	Recipe 1	/Metrology	Oxide	Cassette B/Slot7					InProgress	DOC1

Object Results view shown with contextual menu options



The **Home** toolbar options are:

- **Object section:**
 - **Edit Object** – if object is not in ‘Available’ status, user can edit the object
 - **View Object** – opens the object in read only mode
- **Document section:**
 - **Edit Document** – if document is not in ‘Complete’ or ‘Cancelled’ status, user will be able to edit the document
 - **View Document** – opens the document in read only mode

All other sections in the **Home and **Options** tab are consistent with all views.*

Below are the default Filters and Columns associated with the Object Results View:

Analysis - Test Analysis
Result Attr1 - Result additional attribute 1
Result Attr2 - Result additional attribute 2
Result Attr3 - Result additional attribute 3
Result Attr4 - Result additional attribute 4
Result Attr5 - Result additional attribute 5
Document Attributes - Created by Document matching the given Document Attributes
Measurement - Test Analysis Component
Object Description - Results for Objects matching the given Description
Object Description or Entity ID - Results for Objects matching the given Description or Entity ID
Object Attributes - Results for Objects matching the given Object Attributes
Object Types - Results for Objects matching the given Object Types
Object Entity ID - Results for Objects matching the given Entity ID (e.g. SMP1234)
Object ID - Results for Objects having the given Object ID (e.g. 1234)
Object Status - Results for Objects matching the given Status
Result Raw Value - Result Raw Value
Result Value - Result Value
Start Date - Created after date

☐ Aliquot ID
☒ Aliquot Status
☒ Attr 1
☒ Attr 2
☒ Attr 3
☒ Attr 4
☒ Attr 5
☒ Created By
☐ Created By UserID
☒ Date
☒ Document
☒ Document Description
☐ Document Status
☐ Document Template
☐ ID
☐ Last Modified
☒ Last Modified By
☐ Last Modified By UserID
☒ Measurement
☒ Method
☒ Method Version
☒ Object
☒ Object Description
☐ Object ID
☐ Object Status
☐ Object Type
☒ Replicate
☐ Result Raw Value
☒ Result Value
☐ Site
☐ Test/Analysis
☒ Unit of Measure

Filter's view

Column's view

Specifications

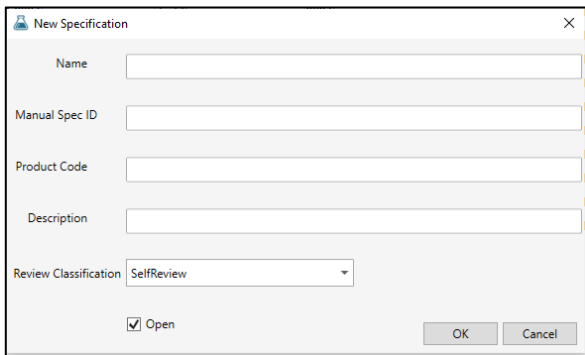
Functions

A user is able to manage Object specifications if they have the Object_Edit permission. There are sliding panes available to expand your views of the specification.

The user can create a specification, add objects to the specification, create rules, create versions, view Object results, show the history of the specification, and all signatures associated. An export of all the data to an Excel spreadsheet is also available.

The **Home** toolbar functions are shown below:

Specification:

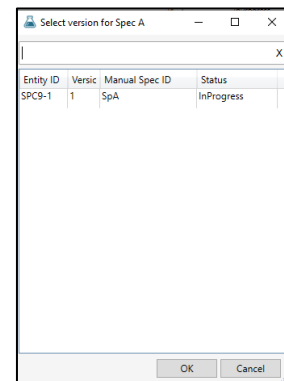


The 'New Specification' dialog box contains the following fields and controls:

- Name:** Text input field.
- Manual Spec ID:** Text input field.
- Product Code:** Text input field.
- Description:** Text input field.
- Review Classification:** Dropdown menu with 'SelfReview' selected.
- Open:** Checked checkbox.
- Buttons:** OK and Cancel.

New Specification dialog

- **New** – Dialog for new specification includes, Name, Manual Spec ID, Product Code, Description, Review Classification drop list with selections for SelfReview, PeerReview, PeerReviewApprove. An Open checkbox to have the Specification open for edit.
- **Clone** – opens a dialog to select an Object to clone



The 'Select version for Spec A' dialog box displays a table with the following data:

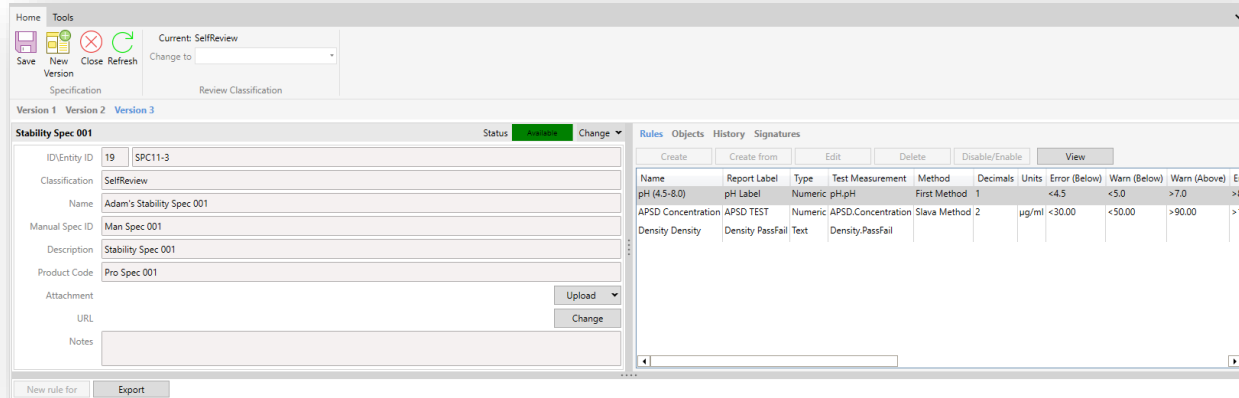
Entity ID	Versic	Manual Spec ID	Status
SPC9-1	1	SpA	InProgress

Buttons: OK, Cancel

Clone sample dialog

- **Open** – open the specification for edit has fields for:
 - **Toolbar options for: Specification section - Save, New Version, Close, Refresh and Review Classification** section with drop list option to change the review classifications. A tab with the **Version** is located above the specification name.
 - Information on the left side of the Specification view pane:
 - **ID/Entity ID**
 - **Classification**
 - **Name**
 - **Manual Spec ID**
 - **Description**
 - **Product Code**

- **Attachment** – Upload from local file or a Data File
- **URL** – option to Change the URL button
- **Notes** – free text field

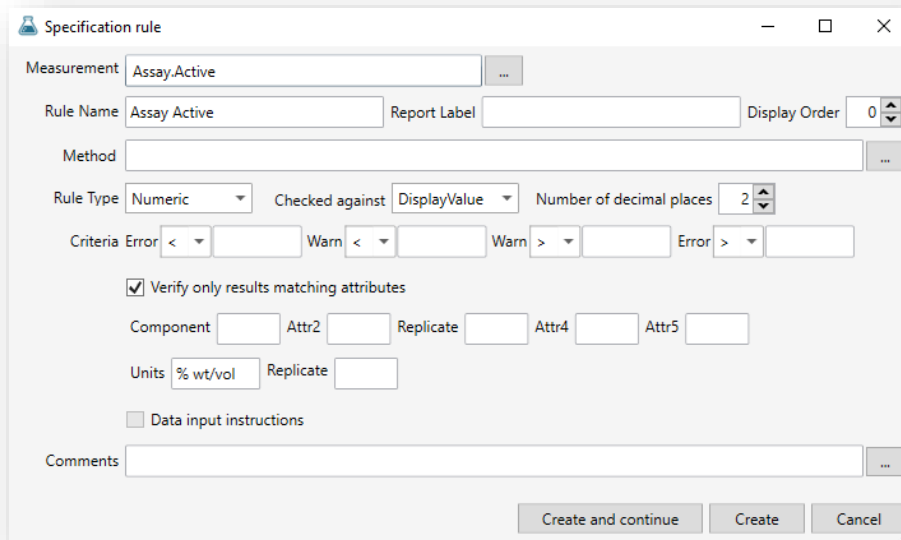


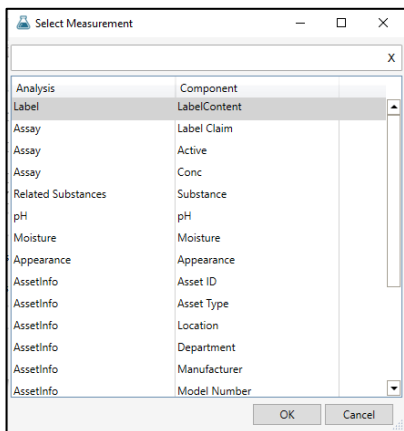
Shown here is a Created Specification for edit

- Information on the right side of the Specification view pane:
 - Tabs for **Rules, Objects, History, and Signatures**

Rules

Create a **Specification Rule** dialog:





- **Measurement** – selecting the “...” will open a Select Measurement dialog. These measurements are set up in the SciCord Portal Laboratory Configurations
- **Rule Name** is automatically populated once the **Measurement** is selected.
- **Report Label** – free text
- **Display Order** – numeric values to assign order
- **Method** - selecting the “...” will open a Select Resource dialog. The methods used are created from resource documents in the Client.
- **Verify only results matching attributes** – checkbox to

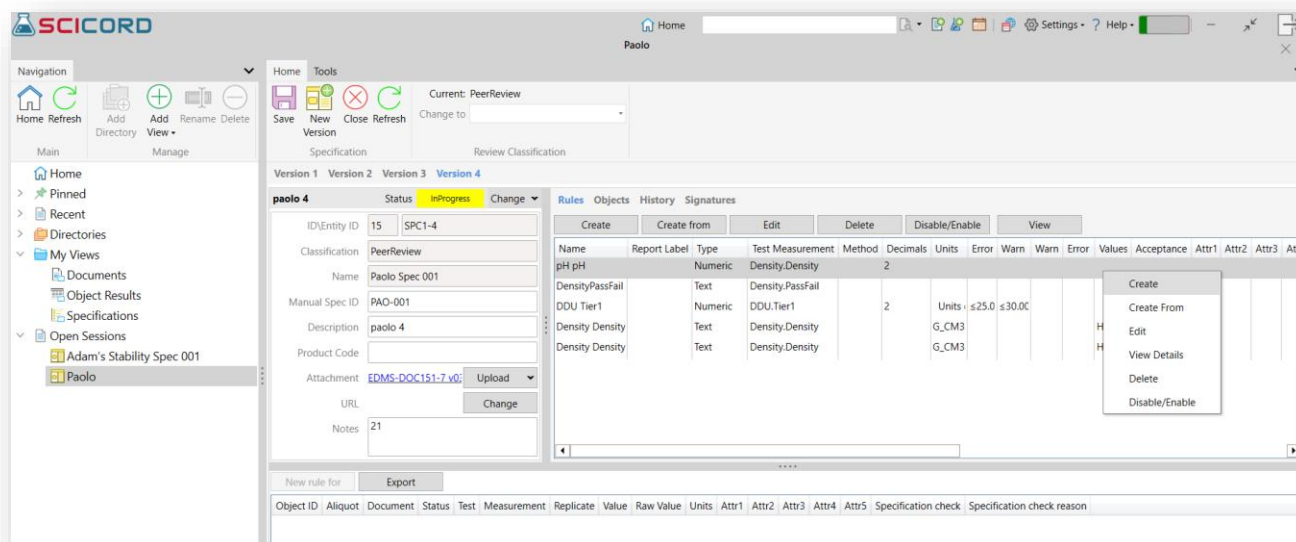
activate attributes set in the SciCord Portal Laboratory Configurations

- **Comments** - selecting the “...” will open a dialog to expand the comments box
- **Rule Type** – Numeric or Text

If **Numeric Rule Type** is selected:

- **Checked against** – drop list values set in the SciCord Portal Laboratory Configurations
- **Number of decimal places**
- **Criteria Error** – drop list selection of “≤” or “<” and a text box display to 2 decimal places
- **Criteria Warn** - drop list selection of “≤” or “<” and a text box display to 2 decimal places
- **Criteria Warn** - drop list selection of “≥” or “>” and a text box display to 2 decimal places
- **Criteria Error** - drop list selection of “≥” or “>” and a text box display to 2 decimal places
- If **Text Rule Type** is selected:
 - **Checked against** - drop list values set in the SciCord Portal Laboratory Configurations
 - **Criteria Expected values** – selecting the “...” will open a dialog to expand the text box
 - **Acceptance values** - selecting the “...” will open a dialog to expand the text box
- **Data input instructions** – checkbox to activate for Measurements with Instruction Label Attributes defined in the SciCord Portal Laboratory Configurations. Selecting the “...” will open a dialog to expand the text box

Buttons to **Create and Continue**, **Create**, and **Cancel**. Once the Specification is created



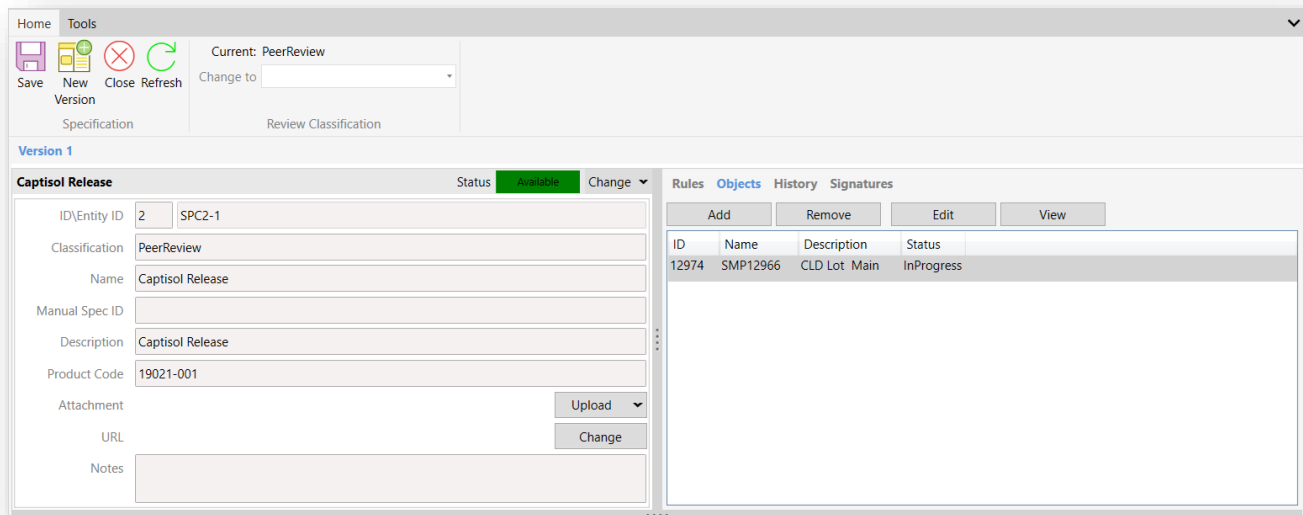
Specification Rule shown with contextual menu and all available columns and data.

Once a specification has been created the available buttons are:

- **Create**- create a rule dialog opens
- **Create from** – copies a rule from a selected rule and opens the dialog to create it
- **Edit**
- **Delete**
- **Disable/Enable** – toggles the flag to enable or disable a specification
- **View** – opens for view

Objects

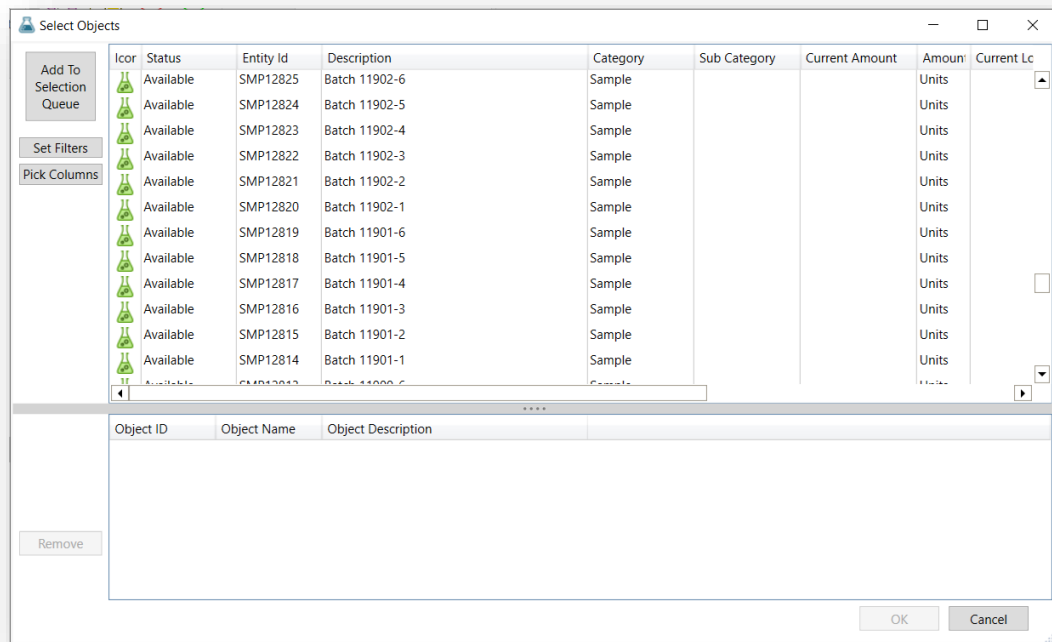
The Objects tab is available to **Add**, **Remove**, **Edit**, and **View** the Objects for the specification. The user may use the toolbar options or the contextual menu options to complete these tasks.



The screenshot shows the SciCord Client interface. At the top, there's a 'Home' tab and a 'Tools' menu with icons for Save, New, Close, and Refresh. Below this, there's a 'Current: PeerReview' section with a 'Change to' dropdown. The main area is divided into two panes. The left pane, titled 'Version 1', shows the 'Captisol Release' specification with fields for ID/Entity ID (2), SPC2-1, Classification (PeerReview), Name (Captisol Release), Manual Spec ID, Description (Captisol Release), Product Code (19021-001), Attachment, URL, and Notes. The right pane, titled 'Objects', shows a table with columns for ID, Name, Description, and Status. The table contains one row: 12974, SMP12966, CLD Lot Main, InProgress.

To 'Add' Objects to a specification:

- ✓ Select **Add** button
- ✓ Select **Objects** dialog opens



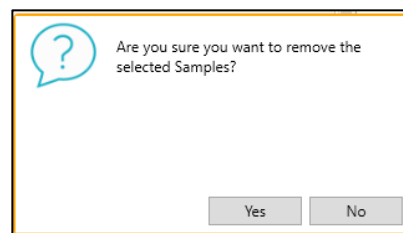
The screenshot shows the 'Select Objects' dialog box. It has a sidebar on the left with buttons for 'Add To Selection Queue', 'Set Filters', and 'Pick Columns'. The main area is a table with columns: Icor, Status, Entity Id, Description, Category, Sub Category, Current Amount, Amount, and Current Lc. The table lists 14 objects, all with a status of 'Available' and a category of 'Sample'. Below the table, there's a section for 'Object ID', 'Object Name', and 'Object Description'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- ✓ Select Object(s), using **Filters** if needed to **Add To Selection Queue**.

- ✓ Click OK, the Specification Objects tab is updated to show the object selected

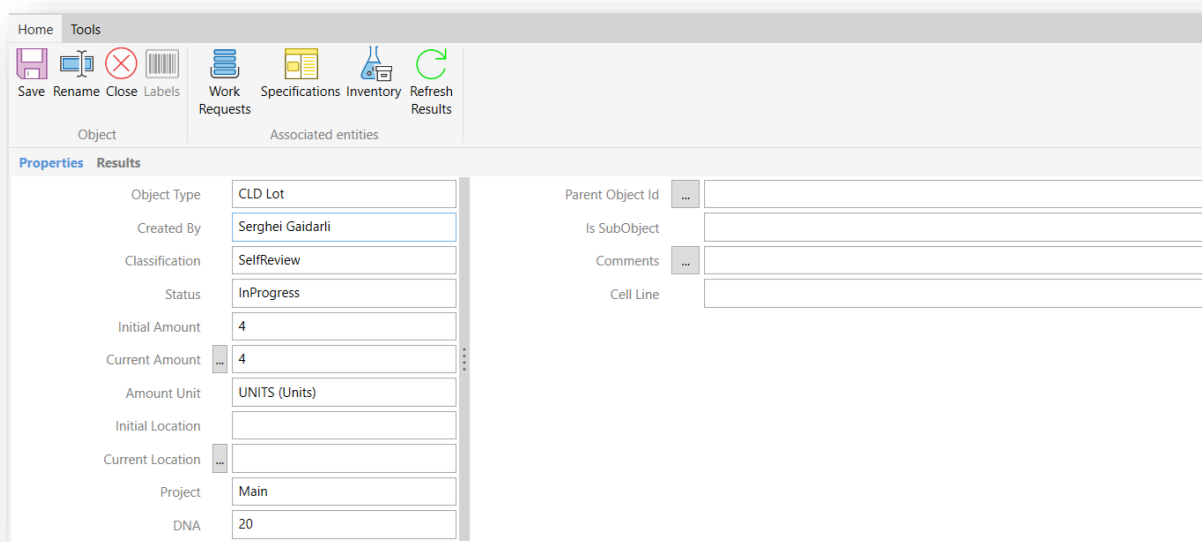
To **Remove** the Object from the **Specification**

- ✓ Select the Object
- ✓ Click Remove
- ✓ A message appears asking if you are sure you want to remove the selected Objects, click **Yes** or **No**
- ✓ The Object has been removed

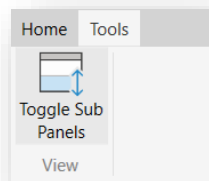


To **Edit** the Object associated to the **Specification**

- ✓ Select the Object
- ✓ Click Edit
- ✓ Dialog opens showing the **Object Properties**, toolbar options

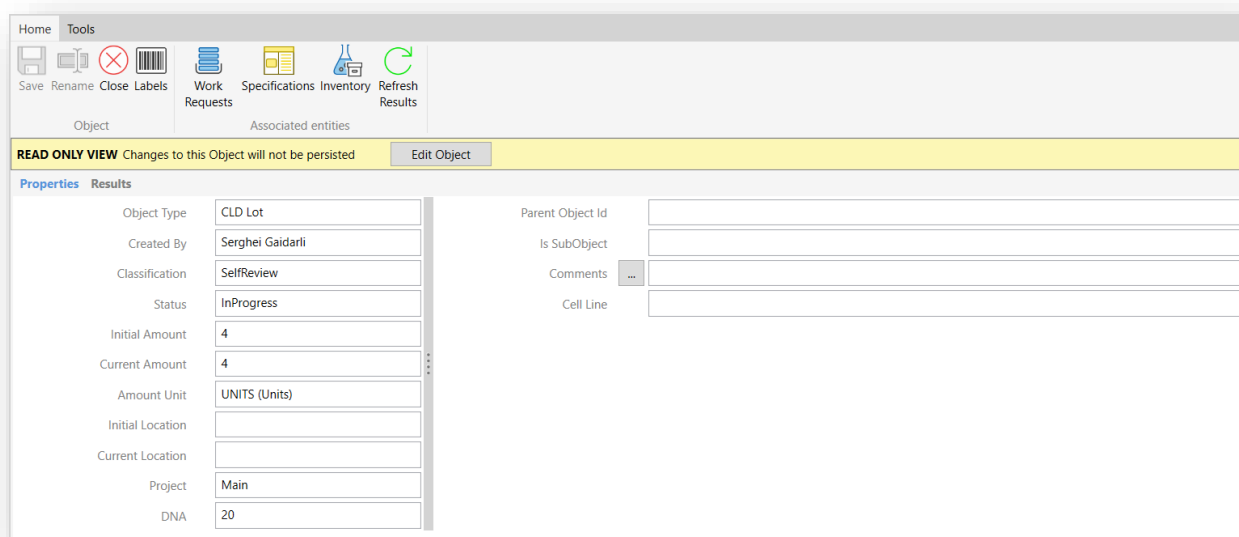


Object Properties Home tab shown with toolbar options



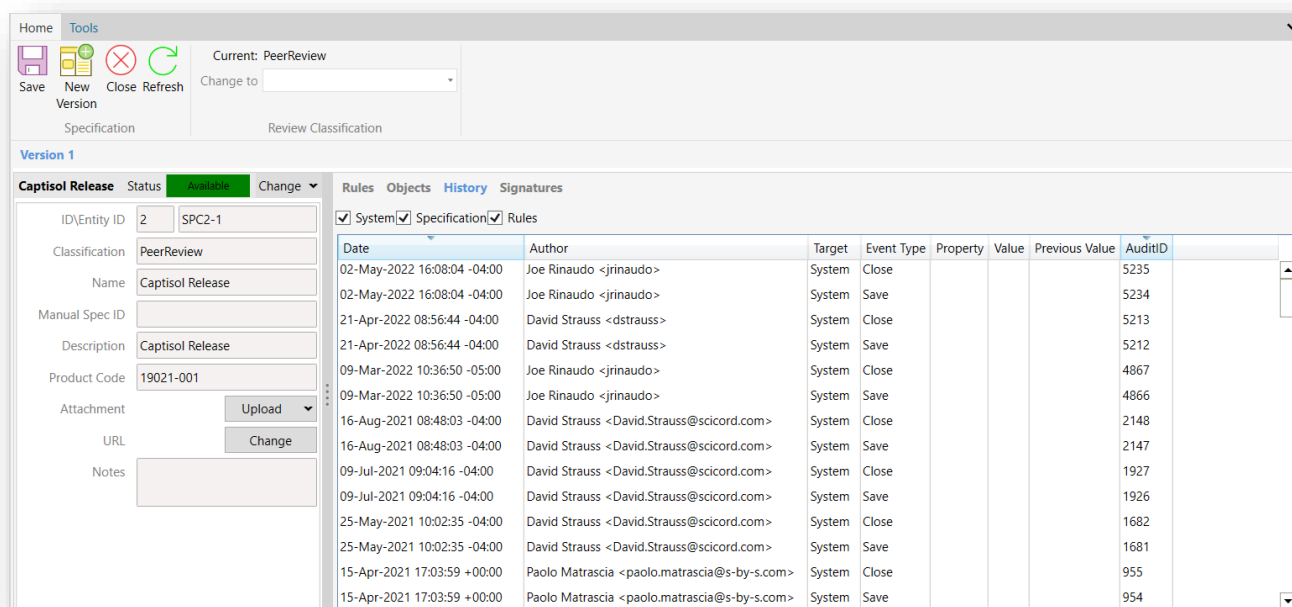
Object Properties Tools tab with subpanel toggle to reveal subpanel options – Info, Aliquots, References, History, Signatures, Attachments, Family

To use the **View** button, this action will reveal the **Object Properties** shown with yellow ribbon to designate the user is viewing in **Read Only View**



History

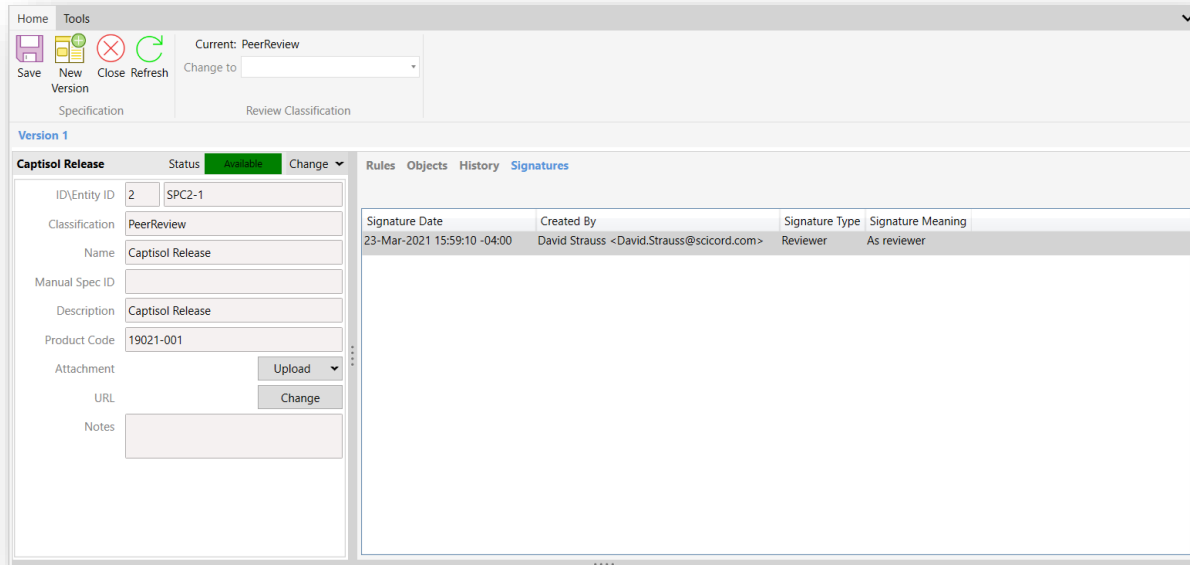
The Specification History tab has checkboxes for **System**, **Specification**, and **Rules**. These checkboxes filter the Target Column data. Columns for Date, Author, Target, Event Type, Property, Value, Previous Value, AuditID



Date	Author	Target	Event Type	Property	Value	Previous Value	AuditID
02-May-2022 16:08:04 -04:00	Joe Rinaudo <jrinaudo>	System	Close				5235
02-May-2022 16:08:04 -04:00	Joe Rinaudo <jrinaudo>	System	Save				5234
21-Apr-2022 08:56:44 -04:00	David Strauss <dstrauss>	System	Close				5213
21-Apr-2022 08:56:44 -04:00	David Strauss <dstrauss>	System	Save				5212
09-Mar-2022 10:36:50 -05:00	Joe Rinaudo <jrinaudo>	System	Close				4867
09-Mar-2022 10:36:50 -05:00	Joe Rinaudo <jrinaudo>	System	Save				4866
16-Aug-2021 08:48:03 -04:00	David Strauss <David.Strauss@scicord.com>	System	Close				2148
16-Aug-2021 08:48:03 -04:00	David Strauss <David.Strauss@scicord.com>	System	Save				2147
09-Jul-2021 09:04:16 -04:00	David Strauss <David.Strauss@scicord.com>	System	Close				1927
09-Jul-2021 09:04:16 -04:00	David Strauss <David.Strauss@scicord.com>	System	Save				1926
25-May-2021 10:02:35 -04:00	David Strauss <David.Strauss@scicord.com>	System	Close				1682
25-May-2021 10:02:35 -04:00	David Strauss <David.Strauss@scicord.com>	System	Save				1681
15-Apr-2021 17:03:59 +00:00	Paolo Matraschia <paolo.matraschia@s-by-s.com>	System	Close				955
15-Apr-2021 17:03:59 +00:00	Paolo Matraschia <paolo.matraschia@s-by-s.com>	System	Save				954

Signatures

This Signatures tab will display all signatures associated with the Specification. There are columns to show **Signature Date**, **Created By**, **Signature Type**, and **Signature Meaning**.



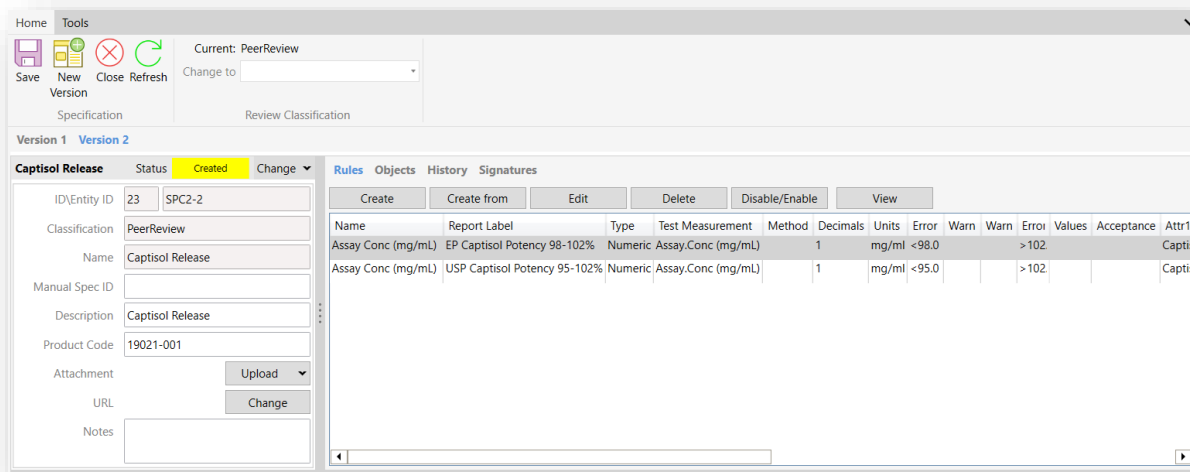
The screenshot shows the SciCord interface with the 'Signatures' tab selected. The left sidebar contains a form for 'Captisol Release' with fields for ID/Entity ID (2), Classification (PeerReview), Name (Captisol Release), Manual Spec ID, Description (Captisol Release), Product Code (19021-001), Attachment, URL, and Notes. The main area displays a table of signatures.

Signature Date	Created By	Signature Type	Signature Meaning
23-Mar-2021 15:59:10 -04:00	David Strauss <David.Strauss@scicord.com>	Reviewer	As reviewer

Specification signatures show the time and date of the signature, the user id of the Reviewer and the Approver.

Create New Version

Using the New Version button in the toolbar will create a copy of the previous version. The user can then go in and manage any updates or changes needed.



The screenshot shows the SciCord interface with the 'New Version' button highlighted in the toolbar. The 'Version 2' tab is now active, showing a table of test results.

Name	Report Label	Type	Test Measurement	Method	Decimals	Units	Error	Warn	Warn	Error	Values	Acceptance	Attr1
Assay Conc (mg/mL)	EP Captisol Potency 98-102%	Numeric	Assay.Conc (mg/mL)		1	mg/ml	<98.0			>102			Captis
Assay Conc (mg/mL)	USP Captisol Potency 95-102%	Numeric	Assay.Conc (mg/mL)		1	mg/ml	<95.0			>102			Captis

Version 2 of the Specification is denoted in a blue tab located under the New Version button

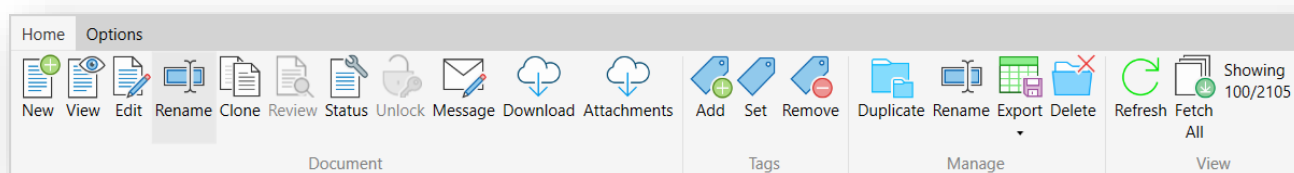
Document Editor

A User is able open any Document for Edit if they have the Document_Edit permission. After a Document has been edited and closed an electronic signature will be required.

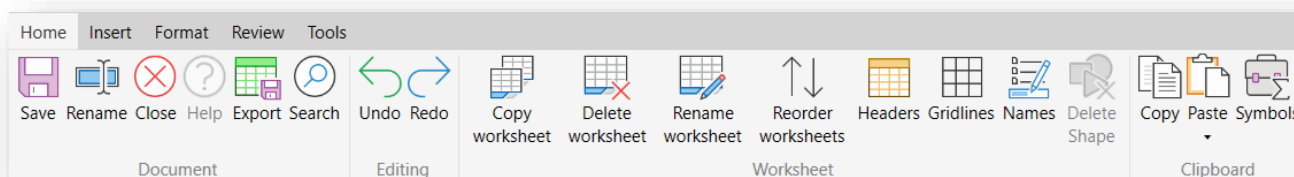
Functions

Document Editor Functions appear when the User opens a Document for Edit or Review, however only changes that are made to a Document in Edit mode will be saved. Many of the functions in the toolbar are like functions in Excel and Word. Below are images of the Document Editor Toolbar.

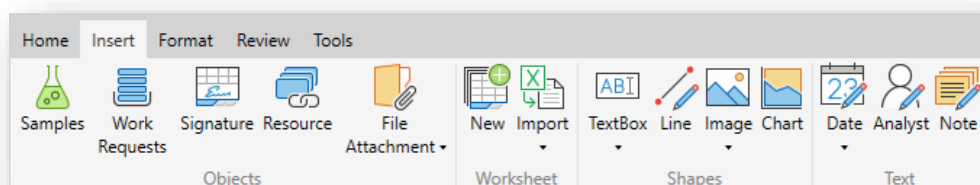
**See the SciCord Icons and Meanings section for a description of each of the icons.*



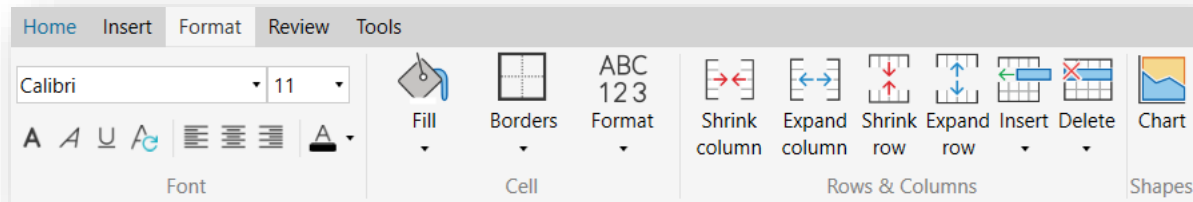
Documents View Home tab



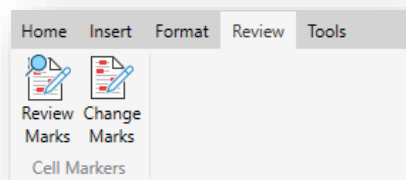
Document editor Home tab



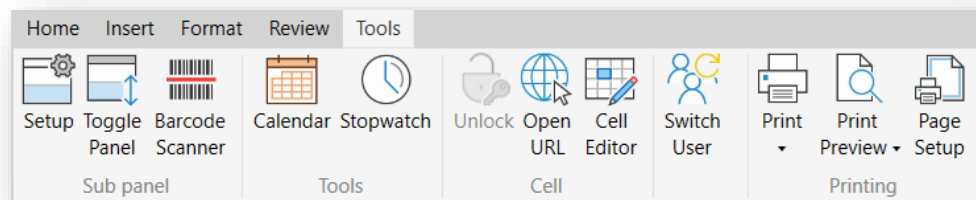
Document editor Insert tab



Document editor Format tab




Document editor Review tab



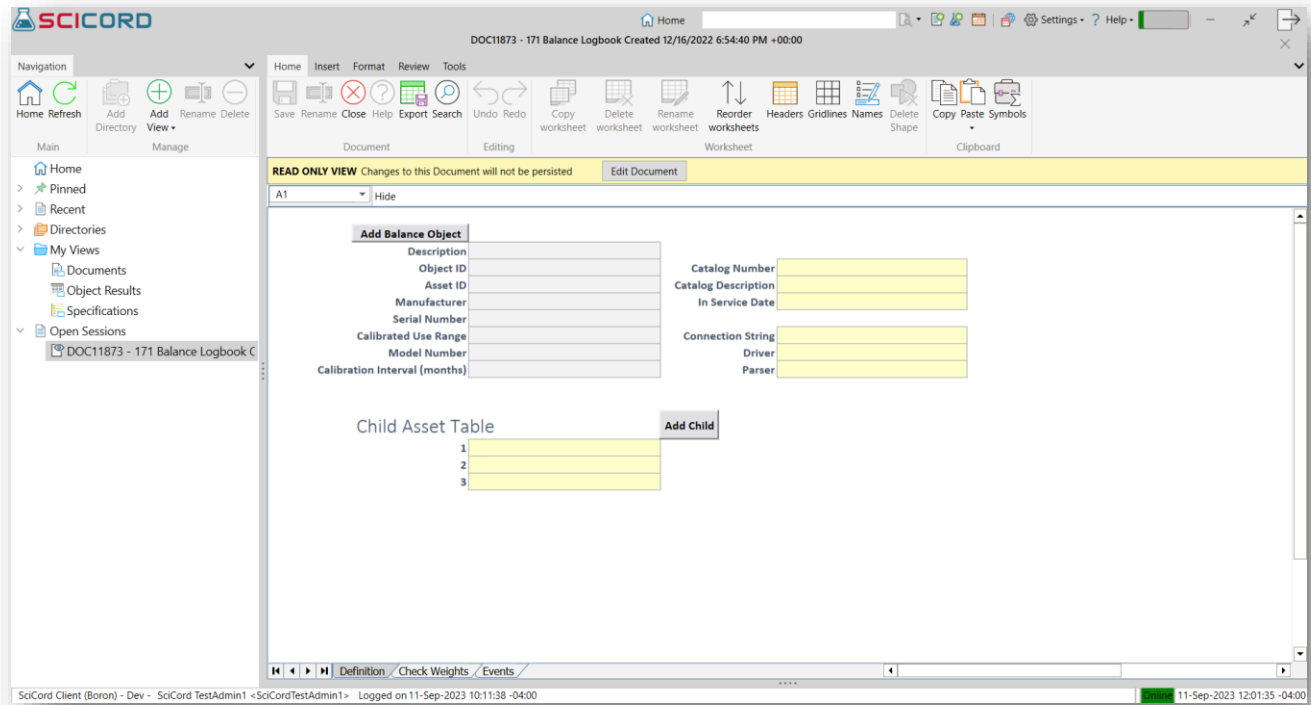
Document editor Tools tab

Create a Document

To create a Document:

- ✓ select the **New Document** icon () in the system toolbar or in a **(My)Documents** View
- ✓ A **New Document** dialogue will appear.
- ✓ The **New Document** dialogue provides buttons for a view of either 'All Templates' or 'My Templates'
- ✓ **Filter** bar can be dynamically filtered by recording text
- ✓ Select a template from the list
- ✓ **Attributes, Directories, Tags, Groups** can be added to the document. These add additional filters for the document being created.

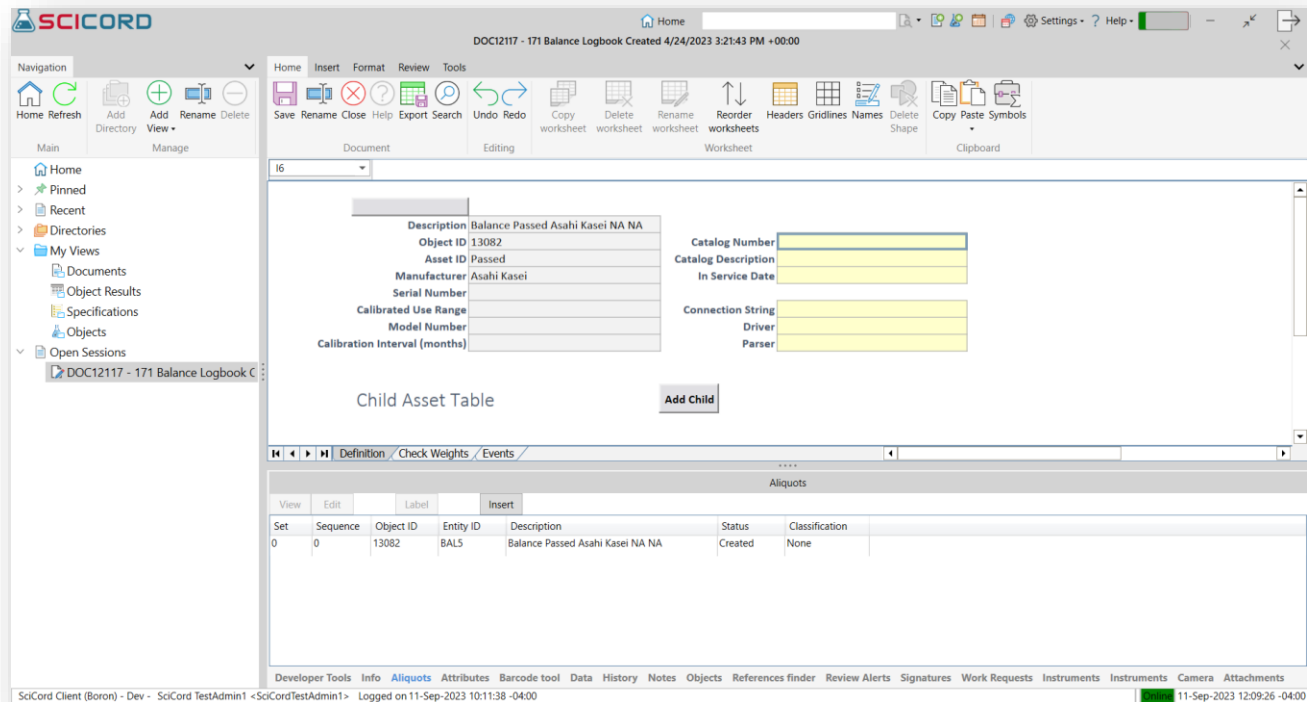
- ✓ Record a **Description** for the selected Template
- ✓ Set the **Review Classification** (SelfReview, PeerReview, PeerReviewApprove).
- ✓ **Open Document** checkbox is checked by default. This will automatically open the user document
- ✓ After '**OK**' is selected the document will be opened if the 'Open Document' flag is selected.



Read Only Mode document

Note: When a Document is opened for Read-only the Document will open with a yellow ribbon (as seen on the image above). This denotes that the Document is in Read-only mode and no changes will be saved.

Documents View Subpanels



Subpanels can be accessed by pulling up on the gray bar “.....” at the bottom of the client interface.

All Documents in the SciCord Client have Subpanels; however, each subpanel varies depending on the structure of the Template and whether there is any instrument interfacing. Some basic features include:

Description	171 Balance Logbook Created 4/24/2023 3:21:43 PM +00:00		
Template	Balance Logbook	Template Status	Created
Author	SciCord TestAdmin1 <SciCordTestAdmin1>	Creation Date	11-Sep-2023 12:07:53 -04:00
Last update by	SciCord TestAdmin1 <SciCordTestAdmin1>	Last modified Date	11-Sep-2023 12:07:53 -04:00
Review class.	PeerReview	Status	InProgress
Assigned Reviewer		Assigned Approver	
Site	DefaultSite	Max num Objects	1
Audit Reasons Required	<input type="checkbox"/>	Allow unrestricted changes	<input checked="" type="checkbox"/>

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Subpanel – Info tab

Aliquots						
View	Edit	Label	Insert			
Set	Sequence	Object ID	Entity ID	Description	Status	Classification
0	0	12522	SMP12522	API Client1 Molecule1 SciCord Drug01	InProgress	SelfReview

Developer Tools Info Aliquots Attributes Barcode tool Data History Notes Objects References finder Review Alerts Signatures Work Requests Instruments Instruments Camera Attachments

Subpanel – Aliquot's tab

Attributes							
Export	Name	Value	Attr1	Attr2	Attr3	Attr4	Attr5
	COLUMN_USAGE	10.23	2	Seq1	LastBracketPlates		
	COLUMN_USAGE	30.41	2	Seq-R1	LastBracketPlates		
	COLUMN_USAGE	1.3	2	Seq1	LastBracketTailing		
	COLUMN_USAGE	1.5	2	Seq-R1	LastBracketTailing		
	COLUMN_USAGE	12	2	Seq1	NumInjs		
	COLUMN_USAGE	13	2	Seq-R1	NumInjs		

Subpanel – Attributes tab

Input

After recording move

Subpanel – Barcode Tool

Data																
Set	Seq	Aliquot	Test	Measurement	Value	RawValue	Units	Attr1	Attr2	Attr3	Attr4	Attr5	Replicate	Method	Method Ver.	Export
0	0	Demo 010Project 010Batch	APSD	Actuation Weight	3500.0	3500	mg/act			BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Canister Name	S1C2	S1C2				BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Comment	Comment 2	Comment 2				BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	9.5	9.5238095238095	%		Stage 2	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	8.7	8.7301587301587	%		Stage 1	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	7.9	7.9365079365079	%		Induction Port	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition			%		Pre Sep	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition			%	First	Capsule	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition			%	First	Inhaler	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	11.3	11.287477954144	%	First	Stage 6	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition			%	First	Pre Sep	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	10.8	10.758377425044	%	First	Induction Port	BOL			2			✓
0	0	Demo 010Project 010Batch	APSD	Deposition	10.8	10.846560846560	%	First	Stage 1	BOL			2			✓

Subpanel – Data tab

History												
GoTo	Revert Cell Value	<input type="radio"/> Selected Cells	<input type="radio"/> Worksheet	<input checked="" type="radio"/> All	<input checked="" type="checkbox"/> Cells	<input type="checkbox"/> Shapes	<input checked="" type="checkbox"/> Attachments	<input checked="" type="checkbox"/> System	AddToReason		<input type="checkbox"/> Unrestricted	
Date	Author	Event Type	Display Value	Raw Value	Reason	Address	Source	Reviewed By	Review Date	Worksheet	AuditID	
11-Sep-2023 12:33:41	SciCord TestAdmin1 <SciCordTestAdmin1>	InitialCellEntry	µg	µg	InitialEntry	'Check Weights'!\$G\$6	Default				Check Weight 0	
11-Sep-2023 12:34:00	SciCord TestAdmin1 <SciCordTestAdmin1>	InitialCellEntry	1	1	InitialEntry	'Check Weights'!\$G\$8	Default				Check Weight 0	
11-Sep-2023 12:34:09	SciCord TestAdmin1 <SciCordTestAdmin1>	ModifiedCellEntry	3	3		'Check Weights'!\$G\$8	Default				Check Weight 0	
11-Sep-2023 12:34:24	SciCord TestAdmin1 <SciCordTestAdmin1>	FormatCell	3.000	3	FormatChange	'Check Weights'!\$G\$8	Default				Check Weight 0	
11-Sep-2023 12:34:36	SciCord TestAdmin1 <SciCordTestAdmin1>	ModifiedCellEntry	5.000	5		'Check Weights'!\$G\$8	Default				Check Weight 0	
11-Sep-2023 12:34:42	SciCord TestAdmin1 <SciCordTestAdmin1>	ModifiedCellEntry	8.000	8		'Check Weights'!\$G\$8	Default				Check Weight 0	

Subpanel – History tab

Notes									
New	Append		Remove	Manage	Done	Verify	GoTo	Export	
Created By	Date	Note Text	Is Done	Is Verified	Note Location				
SciCord TestAdmin1 <SciCordTestAdmin1>	11-Sep-2023 13:00:52	Test Comments and Notes	False	False	'Check Weights'!\$I\$9				

Subpanel – Notes tab

Objects									
	Refresh	Go to	View	Edit	Inventory	Work Requests	Label		
Status	Object	Object Type	Description	Amount in Inventory	Used by Document	Unit	Location	Role	
Available	BALS	Balance	Balance Passed Asahi Kasei	0		N.A.		Aliquot	

Subpanel – Objects tab

References finder

Tag Find View Edit Record then move Down Barcode mode

☐ Only my Site
☐ Exclude Expired

Equipment
Balance
Instrument
Hardware
Resource

Status	Object	Description	Expires on	Calibration d	SubCategory
Available	BAL5	Balance Passed Asahi Kasei NA NA	04-Sep-2023	04-Sep-2023	
Available	BAL4	Balance weeww Asahi Kasei	29-Sep-2023	29-Sep-2023	
Available	BAL3	Balance 228 Ashland NA NA			
Available	BAL2	Balance 415 Ashland 789 52204			
Available	BAL1	Balance 22 JT Baker 14 0040	21-Jul-2023	17-Jul-2023	
Available	EQP3	Balance SCI-003 Asahi Kasei ASA345 ASA345-002		31-Dec-2022	
Available	EQP2	Balance SCI-002 Ashland AS346 AS345-0003		30-Dec-2022	
Available	EQP1	Balance SCI001 SciCord M101 M101-234e		30-Dec-2022	

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Subpanel – References finder

Review Alerts

GoTo Export

Alert	Address	Display Value	Raw Value	Reviewed By	Review Date
Document Template not validated at the time of creation	1				
Document Template not validated at the time of creation		Document creat			
Unlocked cell	5				
Unlocked cell	Canisters!\$K\$8	yes	yes		
Unlocked cell	Canisters!\$K\$39	yes	yes		
Unlocked cell	Canisters!\$K\$70	yes	yes		
Unlocked cell	Canisters!\$K\$10	yes	yes		
Unlocked cell	Canisters!\$K\$13	yes	yes		
Unknown resource expiration or calibration due date at the time of recording	32				
Unknown resource expiration or calibration due date at the time of recording	Resources!\$F\$1	REF[125] STD10	REF[125] STD10		
Unknown resource expiration or calibration due date at the time of recording	Resources!\$F\$1	REF[126] STD10	REF[126] STD10		

Subpanel – Review Alerts tab

Signatures

Sign GoTo

Signature Date	Created By	Signature Type	Signature Meaning
03-Aug-2021 18:55:10 -04:00	SciCord TestScientist1 <SciCord.TestScientist1@scicord.com>	Author	Sign as Author
04-Aug-2021 09:43:48 -04:00	SciCord TestScientist1 <SciCord.TestScientist1@scicord.com>	Author	Sign as Author



Subpanel – Signatures tab

Work Requests					
View	Remove	Insert			
Sample Work	Sample	Test/Analysis	Method	Replicates	Comments
22	SMP194	Assay	Method 1		Work Request
<div>View</div> <div>Remove</div>					

Subpanel – Work Request tab

Instruments				
Refresh	Connect			
Name	Endpoint	Last check outcome	Next Periodic check due date	Calibration due date
Developer Tools Info Aliquots Attributes Barcode tool Data History Notes Objects References finder Review Alerts Signatures Work Requests Instruments Instruments Camera Attachments				

Subpanel – Instruments tab

Camera	
Disconnect	Capture
Record	Attach
Record and Attach	Options >>>
	Last capture 
Developer Tools Info Aliquots Attributes Barcode tool Data History Notes Objects References finder Review Alerts Signatures Work Requests Instruments Instruments Camera Attachments	

Subpanel – Camera tab

Attachments						
Add Attachment	Add DataFile	View	Download	Download Scichrom Summary	GoTo	History
						Append
ID	Description	Date	Created By	Source File	Attachment Location	
571	SciCord	27-Oct-2021 15:04:57	SciCord TestSampleManager1 <SciCordTestSampleManager1>	SciCord.PNG	StandardPrep!\$G\$4	

Subpanel – Attachment's tab

Additional panels may be present such as Training Assignments or Moisture Interface depending on context.

- **Info:** Displays information such as the document's description, original template, author, review class, status, etc.
- **Aliquots:** The user can review the Aliquots (Objects) that have been associated with the Document.
- **Attributes:** Metadata, configured by the Template Developer, that is stored by the document and viewable to the user. Such metadata may also be used for reporting purposes.
- **Barcode Tool:** The user may record a resource into the Document by using the Barcode Tool
- **Data:** The Data tab lists all the Data from the Document that is being extracted. The Data includes Aliquots, Test (Analyses), Method, Method Version, Measurement, Value and Raw Value, the Unit, and configurable Attributes 1-5.
- **History:** The user can view the history of any cell, worksheet, or workbook. Record of all dates and times of any document creation or modifications.
- **Notes:** Allows a user to make Notes/Comments in any cell of the document. The user may create new Notes or Append old Notes. Each Note contains data on who it was Created By, the Date, the Note Text and Note Location. Once the document is in Complete status, the notes will disappear.
- **Objects:** The user can review the Objects that have been associated with the Document.
- **References finder:** Allows a user to search for objects and record references to them in the current document.
- **Review Alerts:** The user may view Review Alerts that are associated with the document. This function could lead a reviewer to potential issues with a document.
- **Signatures:** Each electronic signature that is conducted within the document is listed; the Date, Signee, Signature Type and Meaning are recorded.
- **Work Requests:** Allows a user to review work requests associated with the current document
- **Instruments:** The user can connect to an instrument that is recorded in the Document, retrieve readings from the instrument and view the Calibration Due Date, instruments last check date and the outcome.
- **Camera:** The user can interface with their PC's camera to capture/record pictures to the document in real-time.
- **Attachments:** This dialogue screen shows any item that is attached in the document. It provides details on the Description, Date recorded, Created By which User, and Source File.

Other Items that can be included in the Subpanel include:

- FD10 Interface, Raman Interface, GeoPyc Interface, Sympatec Interface, DVS Interface, Analyst Interface, and Usage Log

Structured Data

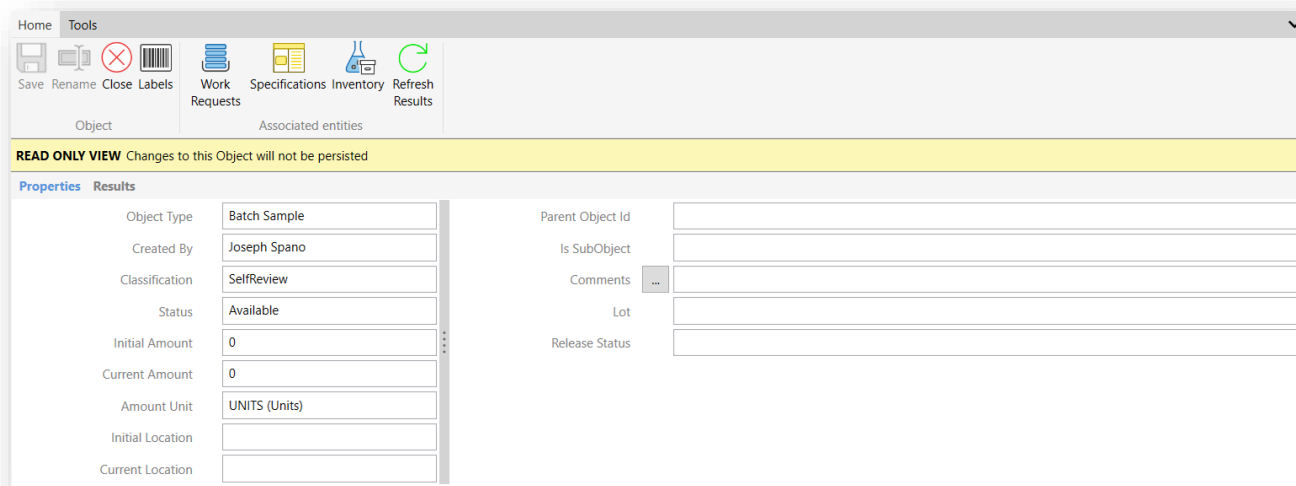
Structured Data is available and can be configured based on customer specific business logic. Structured Data consists of System Configuration information, such as Lists, Data extracted from Documents in the form of Analysis and Component Results, and Document Attributes in the form of ConfigAttribute Results.

Object Editor

Properties

A user must have the Object_Edit permission to Open an Object for Edit and the Object must be in either Created or In Progress/Rework Requested Status. A User may not Edit an Object that is in Cancelled, Review, Approve or Available Status. The Object Edit view opens onto the Objects Properties tab. On the Left Panel of the Object Properties are the Mandatory Object Attributes that are configured using the SciCord Portal. The Right Panel contains Object Properties that are Optional and configured using the SciCord Portal. Only the Attributes on the Right Panel can be Edited after the Object has been Created.

Below are examples of Attributes that can be configured in the Portal as either Mandatory or Optional.



The screenshot shows the SciCord Object Editor interface. At the top, there is a 'Tools' bar with icons for Save, Rename, Close, Labels, Work Requests, Specifications, Inventory, and Refresh Results. Below this is a 'READ ONLY VIEW' warning: 'Changes to this Object will not be persisted'. The main area is divided into two panels: 'Properties' and 'Results'. The 'Properties' panel contains a list of attributes with input fields:

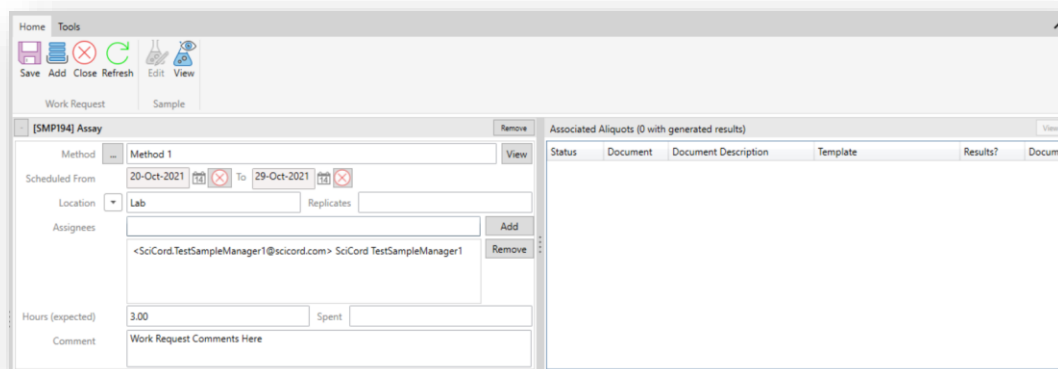
Object Type	Batch Sample
Created By	Joseph Spano
Classification	SelfReview
Status	Available
Initial Amount	0
Current Amount	0
Amount Unit	UNITS (Units)
Initial Location	
Current Location	

The 'Results' panel contains a list of attributes with input fields:

Parent Object Id	
Is SubObject	
Comments	...
Lot	
Release Status	

Object Work Requests

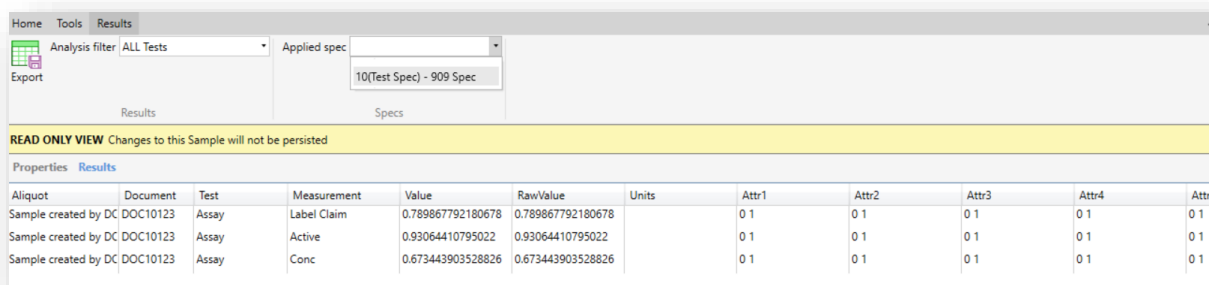
A user with the Object_Edit permission may 'Add' Work Requests to an Object. **Work Requests** are configurable using the SciCord Portal and a **Method**, **Location**, and **Comment** may be associated with each individual Work Request. The right-hand pane of the Work Requests interface provides a table for associated Aliquots, representing testing performed for a specific Object and Analysis. The user may select and View the Document.



The Subpanel shows the User the Attachments, Aliquots, History, Comments, and Signatures tabs.

Object Results

The Object Editor provides a Results tab that is a view of the Structured Results/Data as related to the current Aliquot. An 'Export' function allows the User to save the listed results as an Excel (.xlsx) or Comma Separated Values (.csv) File on their machine.



Aliquot	Document	Test	Measurement	Value	RawValue	Units	Attr1	Attr2	Attr3	Attr4	Attr5
Sample created by DC	DOC10123	Assay	Label Claim	0.789867792180678	0.789867792180678		0 1	0 1	0 1	0 1	0 1
Sample created by DC	DOC10123	Assay	Active	0.93064410795022	0.93064410795022		0 1	0 1	0 1	0 1	0 1
Sample created by DC	DOC10123	Assay	Conc	0.673443903528826	0.673443903528826		0 1	0 1	0 1	0 1	0 1

Objects Subpanel

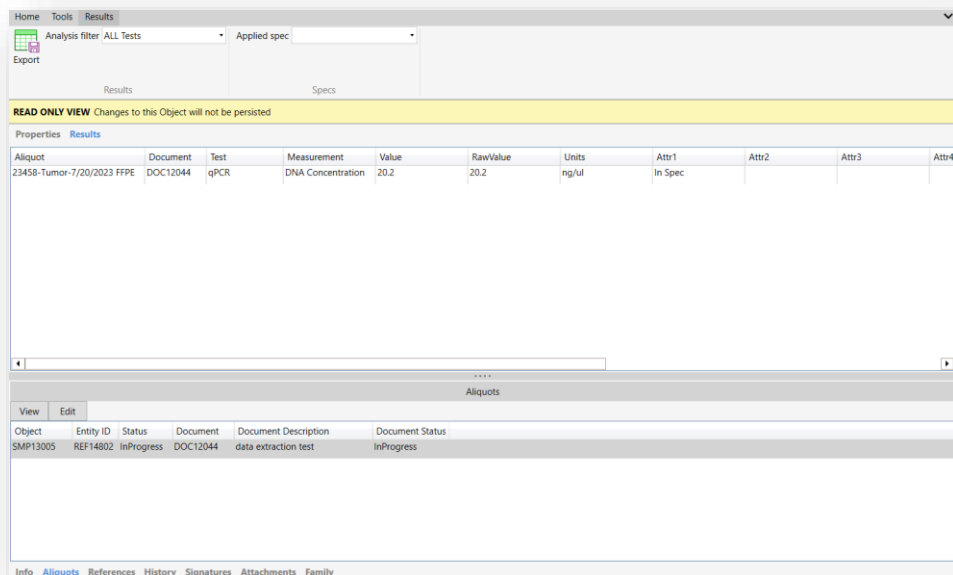
In the Object Editor, the Subpanel shows the User the Attachments, Aliquots, History, Signatures, Attachments, and Family tabs of the selected Object.

Attachments

A User may browse Attachments and Add Attachments up to 20MBs. Attachments may also be added to the Object from DataFiles. The User may Append the Attachment Description by typing into the Append bar and then selecting 'Append'. Although a User may Remove an Attachment, they can also easily Restore an attachment by 'Include Removed', selecting the Removed Attachment, and then selecting the 'Remove/Restore' button.

Aliquots

Aliquots are instances where a parent Object is introduced into a Document. Each single association between an Object and a Document will represent a unique Aliquot ID. The User may either View or Edit the Document that the Aliquot is associated with by selecting the View/Edit buttons.



Aliquot	Document	Test	Measurement	Value	RawValue	Units	Attr1	Attr2	Attr3	Attr4
23458-Tumor-7/20/2023 FFPE	DOC12044	qPCR	DNA Concentration	20.2	20.2	ng/ul	In Spec			

Object	Entity ID	Status	Document	Document Description	Document Status
SMP13005	REF14802	InProgress	DOC12044	data extraction test	InProgress

History

The History tab provides visibility and partial management of auditable events performed on an Object. In an Object Open for Edit a User can select events from the History table and append a reason via the ‘AddToReason’ button which will appear in the Reason column of the table.

Home
Tools
Results

Save
Rename
Close
Labels

Work Requests
Specifications
Inventory
Refresh Results

Object
Associated entities

READ ONLY VIEW Changes to this Object will not be persisted

Properties
Results

Aliquot	Document	Test	Measurement	Value	RawValue	Units	Attr1	Attr2	Attr3	Attr4
23458-Tumor-7/20/2023 FPFE	DOC12044	qPCR	DNA Concentration	20.2	20.2	ng/ul	In Spec			

☒ System
☒ Objects
☒ Object Attributes
☒ Attachments
☐ Comments

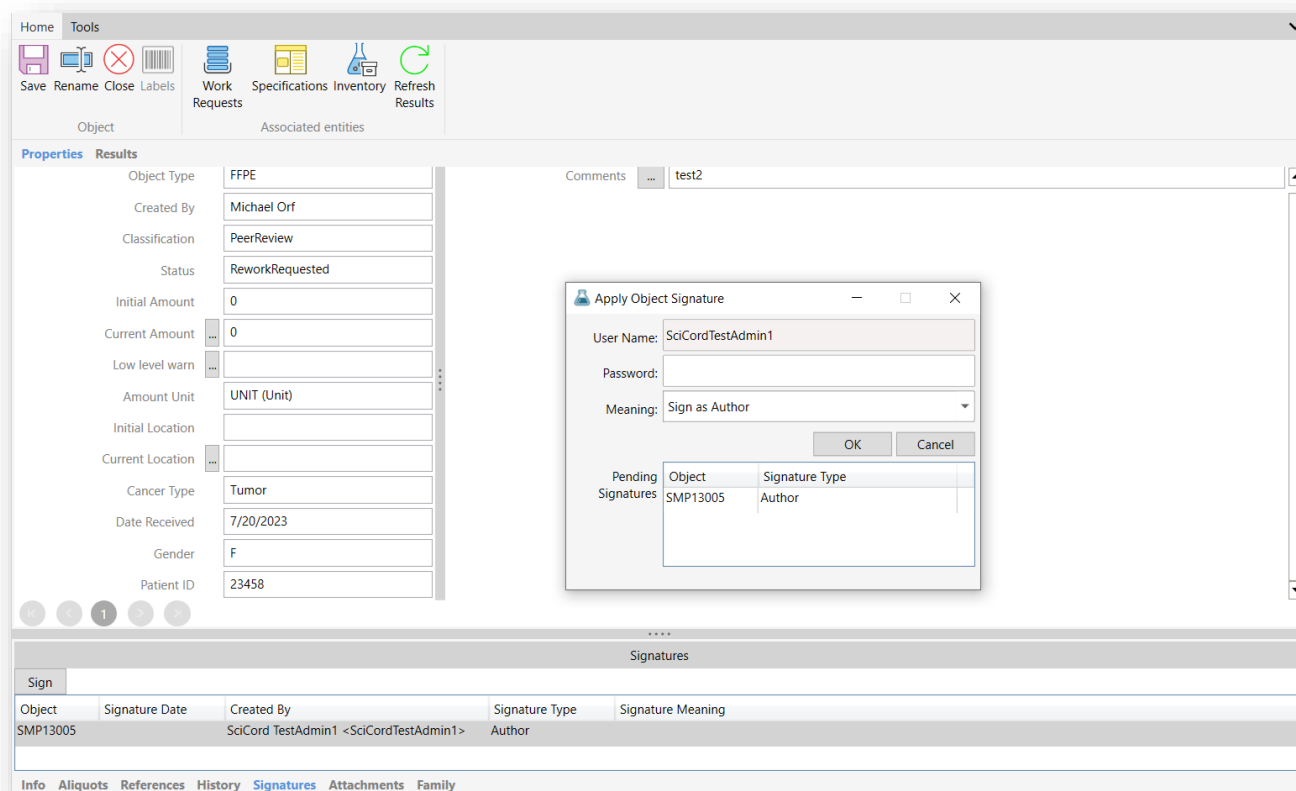
AddToReason
Export

Object	Sig?	Date	Author	Event Type	Property	Display Value	Reason	Source	Reviewed By	Review Date	AuditID
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:26	Michael Orf <morf>	InitialEntry	Experiment_id	12044	Object created by Document DOC12044	System			99949
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	StatusChange	Status	Available	Automatically set by Document DOC12044	System			99948
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Description	23458-Tumor	Automatically set by Document DOC12044	System			99947
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Date Received	7/20/2023	Automatically set by Document DOC12044	System			99946
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Cancer Type	Tumor	Automatically set by Document DOC12044	System			99945
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Gender	F	Automatically set by Document DOC12044	System			99944
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Patient Id	23458	Automatically set by Document DOC12044	System			99943
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Is_subsample	False	Automatically set by Document DOC12044	System			99942
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Parent_sample_id	12997	Automatically set by Document DOC12044	System			99941
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Experiment_id	12044	Automatically set by Document DOC12044	System			99940
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Amount_unit	UNIT	Automatically set by Document DOC12044	System			99939
SMP13005	<input type="checkbox"/>	21-Jul-2023 13:14:24	Michael Orf <morf>	InitialEntry	Initial_amount	0	Automatically set by Document DOC12044	System			99938

Info
Aliquots
References
History
Signatures
Attachments
Family

Signatures

The Object Editor supports Digital Signatures for Author(s) and Reviewer(s). The Signatures tab displays all Signatures applied to an Object, including final Approval signatures of Objects with 'PeerReviewApprove' classification and 'Complete' status. The user may also select a pending signature by a user as Author or Reviewer and sign by providing the proper password and meaning.



The screenshot displays the SciCord Client User Guide interface. The main window shows the 'Object' tab with various properties and results. A dialog box titled 'Apply Object Signature' is open, prompting the user to enter their User Name, Password, and Meaning. The dialog also shows a table of Pending Signatures.

Object Properties:

- Object Type: FFPE
- Created By: Michael Orf
- Classification: PeerReview
- Status: ReworkRequested
- Initial Amount: 0
- Current Amount: 0
- Low level warn: 0
- Amount Unit: UNIT (Unit)
- Initial Location:
- Current Location:
- Cancer Type: Tumor
- Date Received: 7/20/2023
- Gender: F
- Patient ID: 23458

Comments: test2

Apply Object Signature Dialog:

- User Name: SciCordTestAdmin1
- Password:
- Meaning: Sign as Author
- OK
- Cancel

Pending Signatures Table:

Object	Signature Type
SMP13005	Author

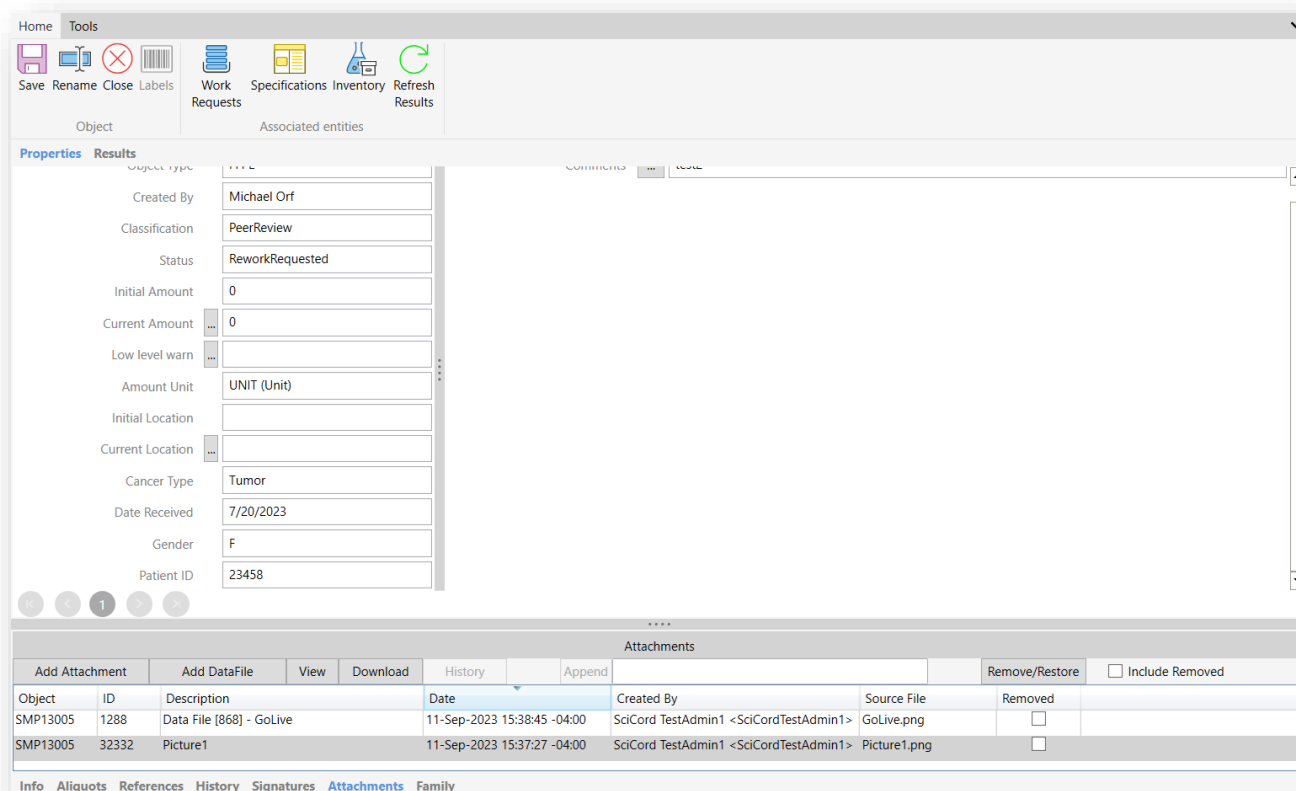
Signatures Tab:

Object	Signature Date	Created By	Signature Type	Signature Meaning
SMP13005		SciCord TestAdmin1 <SciCordTestAdmin1>	Author	

Bottom Navigation: Info Aliquots References History **Signatures** Attachments Family

Attachments

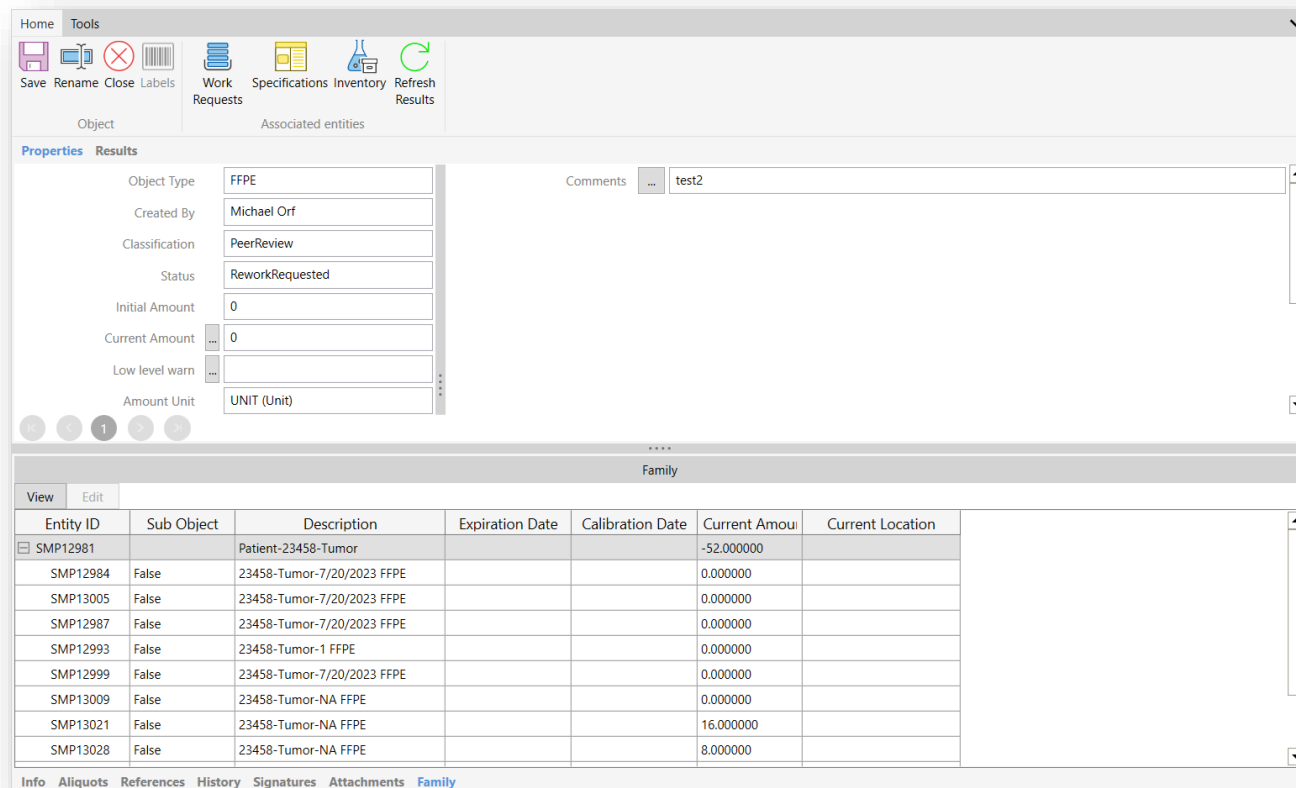
The Attachments tab permits a user to link attachments or DataFiles to the current object. The attachments tab displays all attachments and DataFiles that have been linked to the object, including the Object ID and Description, Date of attachment linkage, Created By, and Source File name. The user may also remove previously linked attachments, and filter the view to include removed attachments.



Object	ID	Description	Date	Created By	Source File	Removed
SMP13005	1288	Data File [868] - GoLive	11-Sep-2023 15:38:45 -04:00	SciCord TestAdmin1 <SciCordTestAdmin1>	GoLive.png	<input type="checkbox"/>
SMP13005	32332	Picture1	11-Sep-2023 15:37:27 -04:00	SciCord TestAdmin1 <SciCordTestAdmin1>	Picture1.png	<input type="checkbox"/>

Family

The Family tab provides a comprehensive view of the object hierarchy and the relationships between parent samples, child samples, and subsamples. Within the Family tab, you'll find valuable information such as Entity IDs, Sub Object status, Descriptions, Expiration and Calibration Dates, Current Amounts, and Locations. The parent sample takes precedence, appearing at the top level (in the first row), followed by its associated child samples.





The screenshot shows the SciCord Family tab interface. At the top, there is a toolbar with icons for Save, Rename, Close, Labels, Work Requests, Specifications, Inventory, and Refresh Results. Below the toolbar, there are two tabs: Properties and Results. The Properties tab is active, showing fields for Object Type (FFPE), Created By (Michael Orf), Classification (PeerReview), Status (ReworkRequested), Initial Amount (0), Current Amount (0), Low level warn (0), and Amount Unit (UNIT (Unit)). To the right of the Properties tab, there is a Comments field with the text "test2". Below the Properties and Results tabs, there is a table with the following columns: Entity ID, Sub Object, Description, Expiration Date, Calibration Date, Current Amount, and Current Location. The table contains 10 rows of data, including a parent sample (SMP12981) and its child samples (SMP12984, SMP13005, SMP12987, SMP12993, SMP12999, SMP13009, SMP13021, SMP13028).

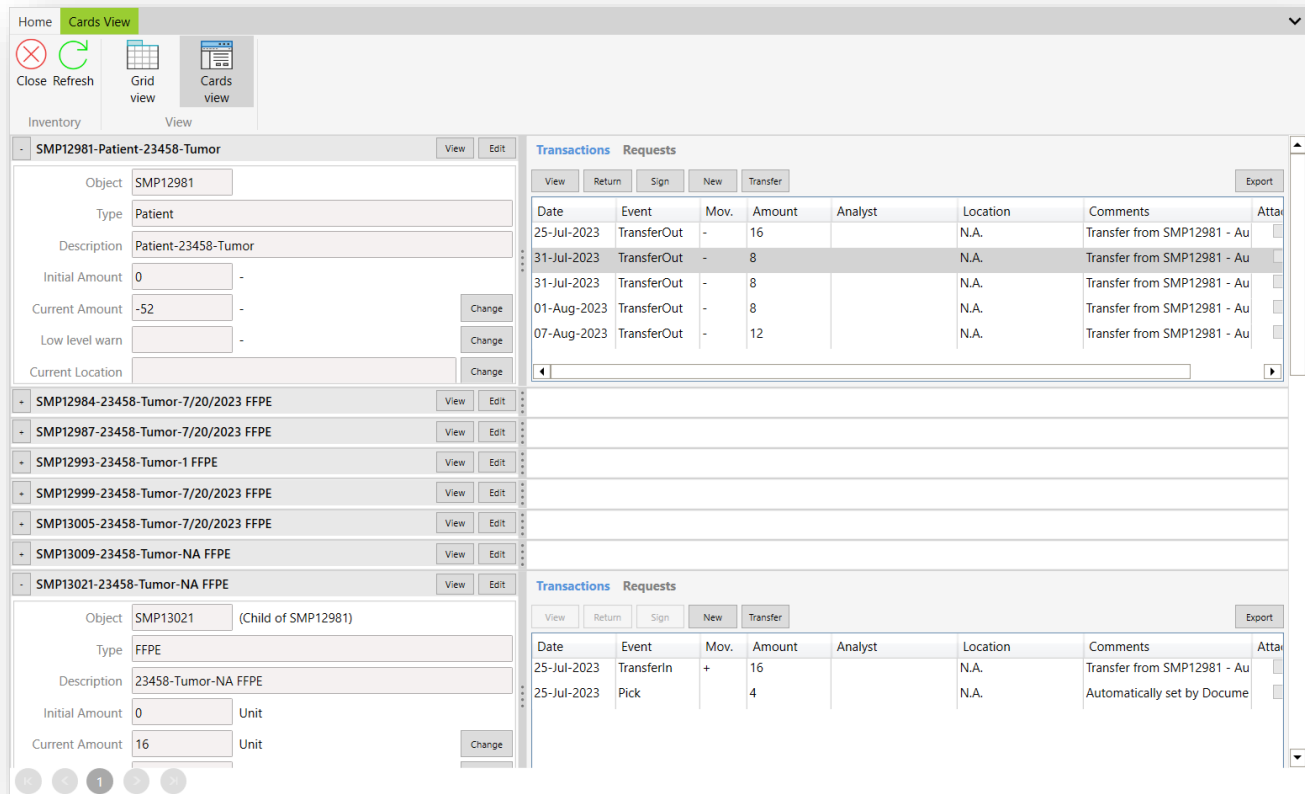
Entity ID	Sub Object	Description	Expiration Date	Calibration Date	Current Amount	Current Location
SMP12981		Patient-23458-Tumor			-52.000000	
SMP12984	False	23458-Tumor-7/20/2023 FFPE			0.000000	
SMP13005	False	23458-Tumor-7/20/2023 FFPE			0.000000	
SMP12987	False	23458-Tumor-7/20/2023 FFPE			0.000000	
SMP12993	False	23458-Tumor-1 FFPE			0.000000	
SMP12999	False	23458-Tumor-7/20/2023 FFPE			0.000000	
SMP13009	False	23458-Tumor-NA FFPE			0.000000	
SMP13021	False	23458-Tumor-NA FFPE			16.000000	
SMP13028	False	23458-Tumor-NA FFPE			8.000000	

Object Inventory

The SciCord Solution supports Objects Inventory management and custody tracking across Objects family. Inventory transactions can be booked and planned through previously entered inventory requests. The Objects Family is defined through the Parent-Object relationship. An Object may have multiple children and each child may have other children as well.

A user must have the ObjectInventory_Edit, ObjectInventory_View, ObjectInventoryRequest_Edit, or ObjectInventoryRequest_View permission to be able to open the ObjectInventory view. Depending on the permission granted the user will be able to edit or view the Inventory Requests and Inventory Transactions. A user with any of the above-mentioned permissions will be able to export all Inventory Requests for all the Objects as an Excel or CSV file. A user with the ObjectInventory_Edit or ObjectInventory_View permission may export all Inventory Transactions as an Excel or CSV file.

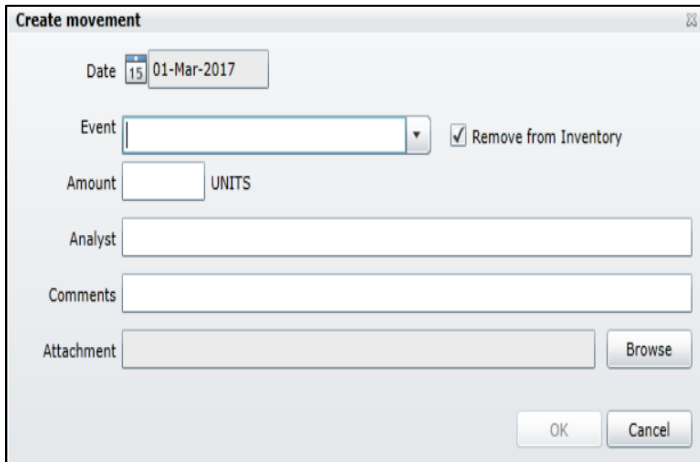
There are a couple of ways to access the Object Inventory: 1) From a 'Objects' or 'MyObjects' View, the user may select an Object, and in the Object Toolbar, click the 'Open the Object Inventory' button ; 2) If an Object is opened in either Edit or Read Only Mode, the user may click the 'Open the Object Inventory' button in the toolbar .



Date	Event	Mov.	Amount	Analyst	Location	Comments	Attach
25-Jul-2023	TransferOut	-	16		N.A.	Transfer from SMP12981 - Au	
31-Jul-2023	TransferOut	-	8		N.A.	Transfer from SMP12981 - Au	
31-Jul-2023	TransferOut	-	8		N.A.	Transfer from SMP12981 - Au	
01-Aug-2023	TransferOut	-	8		N.A.	Transfer from SMP12981 - Au	
07-Aug-2023	TransferOut	-	12		N.A.	Transfer from SMP12981 - Au	

Inventory Transactions

Inventory Transactions are used to record actual movements from or into the Inventory. The Transaction can either be recorded from scratch or created following a previous Inventory Request (see Inventory Requests). In the latter case, the system will keep the link between the Request and the Transaction. To create Inventory Transactions a User must have the ObjectInventory_Edit permission.



Create movement

Date: 15 01-Mar-2017

Event: [Dropdown] ☒ Remove from Inventory

Amount: [Text] UNITS

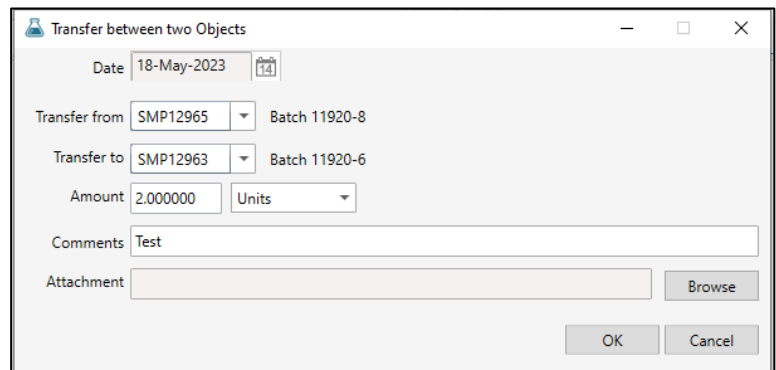
Analyst: [Text]

Comments: [Text]

Attachment: [Text]

A user may set the Transaction Date, set an Event (Pick, Return, Fill, TransferIn, TransferOut, Disposal), set an Amount to be removed or added to the current amount, record an Analyst the amount was dispensed to or returned from, record any Comments or any Attachments. With each transaction the SciCord System will automatically record the user who recorded the data, local time, and system timestamp.

A user may also Transfer material between Objects. A user with the ObjectInventory_Edit permission may conduct a Transfer. A Transfer will generate two transactions: one removing material from the Source and the other adding material to the selected 'Transfer to' Object.



Transfer between two Objects

Date: 18-May-2023

Transfer from: SMP12965 Batch 11920-8

Transfer to: SMP12963 Batch 11920-6

Amount: 2.000000 Units: [Dropdown]

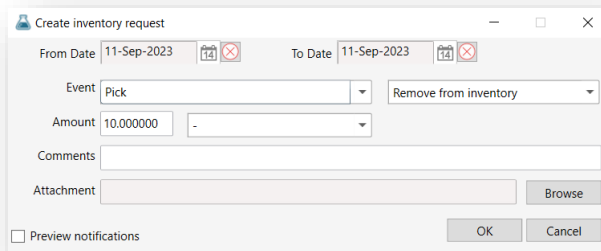
Comments: Test

Attachment: [Text]

The Transactions may be exported as either an Excel file (.xlsx) or as a CSV (.csv) file.

Inventory Requests

Inventory Requests are made by users, to request a quantity of a particular Object or to book a restitution. Inventory Requests track only the request of the material, while the actual movement from or into the inventory will be recorded by creating corresponding Inventory Transactions. Only the User with the ObjectInventory_Edit or ObjectInventoryRequest_Edit are able to create Inventory Requests and mark/unmark existing requests as 'Complete'.



Create inventory request

From Date: 11-Sep-2023 To Date: 11-Sep-2023

Event: Pick Remove from inventory: [Dropdown]

Amount: 10.000000 - [Dropdown]

Comments: [Text]

Attachment: [Text]

☐ Preview notifications

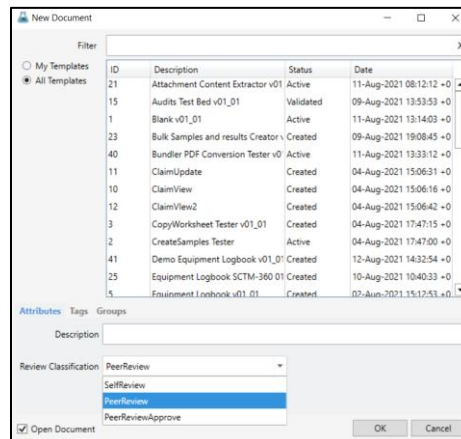
When creating a Request a user may set a Due Date, select an Event (Pick/Return), set an amount to be added (Pick) or removed (Return), make a comment, or record an attachment. As each Request is completed the SciCord Solution will automatically record the user who made the request, the local time/system timestamp, and allows a User to send notification of the Created Request to the interested parties. The Requests may be exported as either an Excel file (.xlsx) or as a CSV (.csv) file.

Document and Object Life Cycle

The SciCord Solution provides Document and Object Management capabilities for SciCord generated Documents and Objects. Document and Object management includes support for authenticated electronic signatures and controlling the review and approval processes.

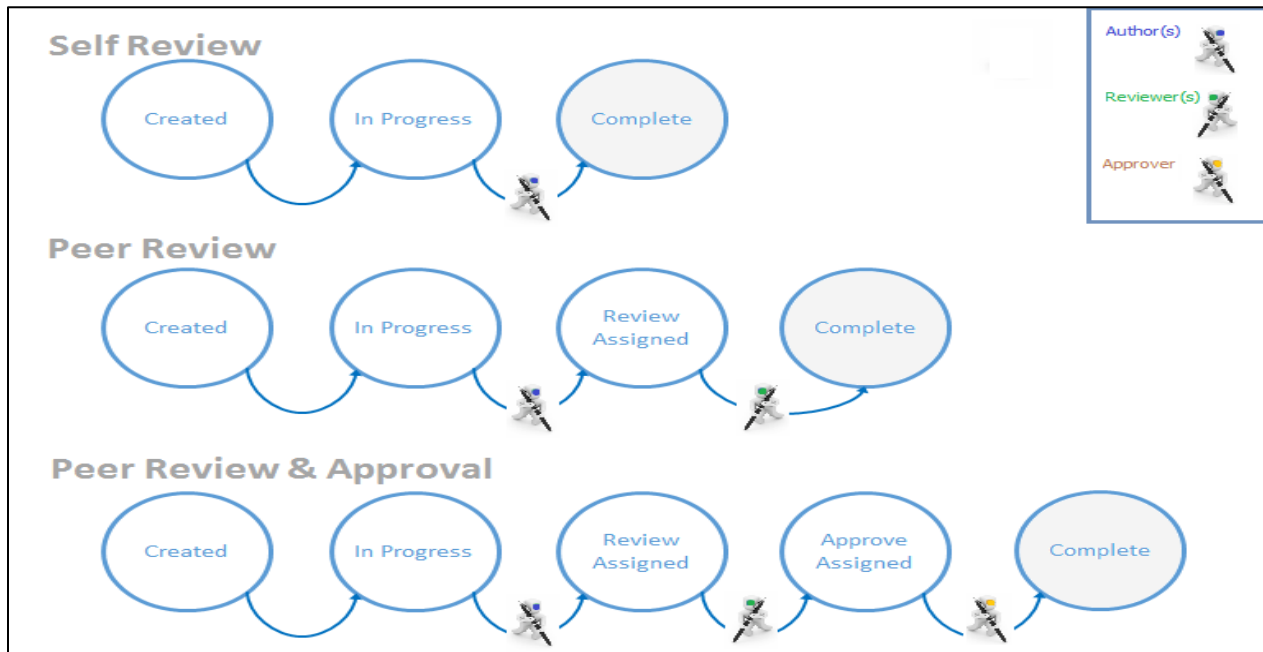
Document Life Cycle

The Life Cycle (Workflow) is determined by the user at the creation of the Document by selecting a Review Classification from the drop-list, however, the workflow may be changed afterwards by selecting the Document and then selecting the **'Modify Status'** in the Documents or MyDocuments toolbar. Only a user with one of the **Document_ReviewClassUpdate** permissions is allowed to modify the Document workflow.



Review Classifications

Below is an example of each Document Workflow (Review Classification)



Object Life Cycle

As part of the Object Type configuration, the Object Type will have a default Review Classification (Workflow) upon creation. This Workflow may be changed only by a user with one of the **Object_ReviewClassUpdate** permissions. To do so, the User would have to select the Objects in the Object/MyObject View and then select the **'Modify Status'** button in the toolbar. From the Object Status dialogue, the user will be able to modify the workflow.

Below is an example of each Object Workflow (Review Classification)

Self Review



Peer Review



Peer Review Approve



Electronic Signatures

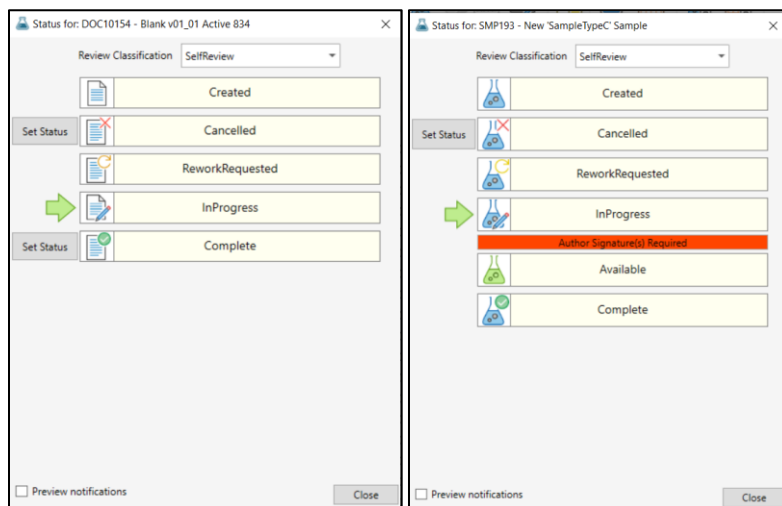
The Document/Object Editor supports in-line management of digital Signatures for Author(s), Reviewer(s). A Signatures tab in the subpanel displays all signatures applied to the Document, including final Approval signatures of Documents with 'PeerReviewApprove' classification and 'Complete' status.

Self-Review

The Self Review workflow process includes the Document or Object Creation, InProgress, and Complete phase. A Document or Object may also be Cancelled or a Rework Requested. An Object may be set to 'Available'

By selecting 'Set Status' besides 'Complete', or any of the phases (if available) the Document will be in Complete Status.

Below are images of the Workflow for a **SelfReview** Document and Object.



Self-Review Document

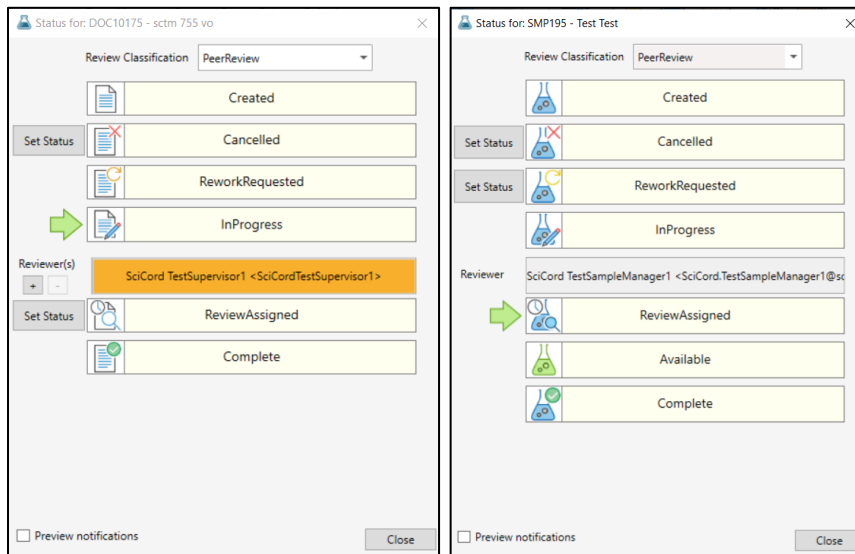
Self-Review Object

**Note: Objects include an 'Available' phase in their Life Cycle.*

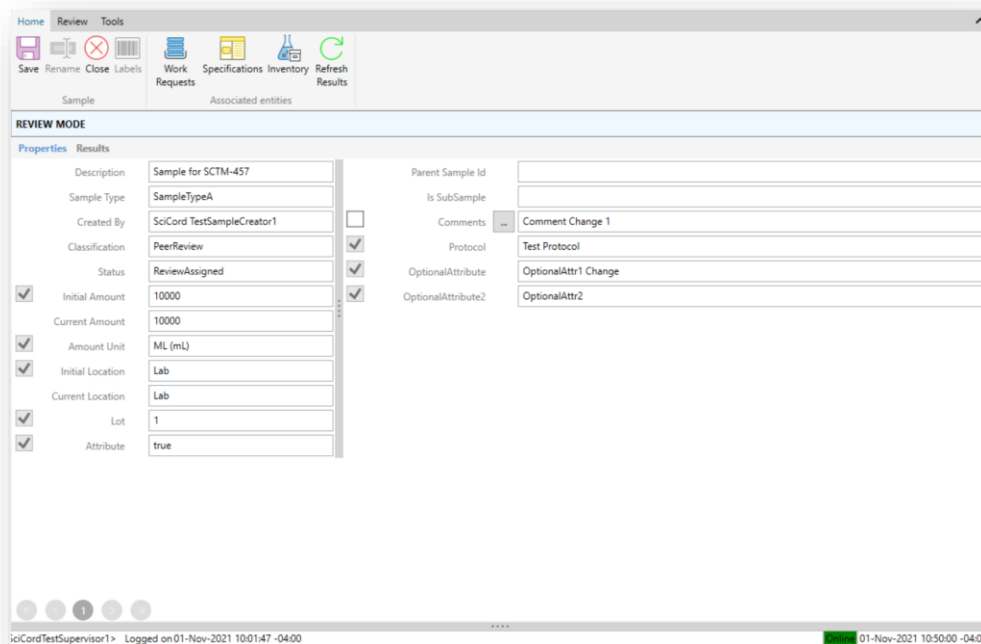
Peer Review

The Peer Review workflow process includes the Document or Object creation, InProgress, Review (ReviewAssigned), and Completion. A user may also choose to set the Document or Object to Cancelled, or have the Document or Object be Reworked (ReworkRequested).

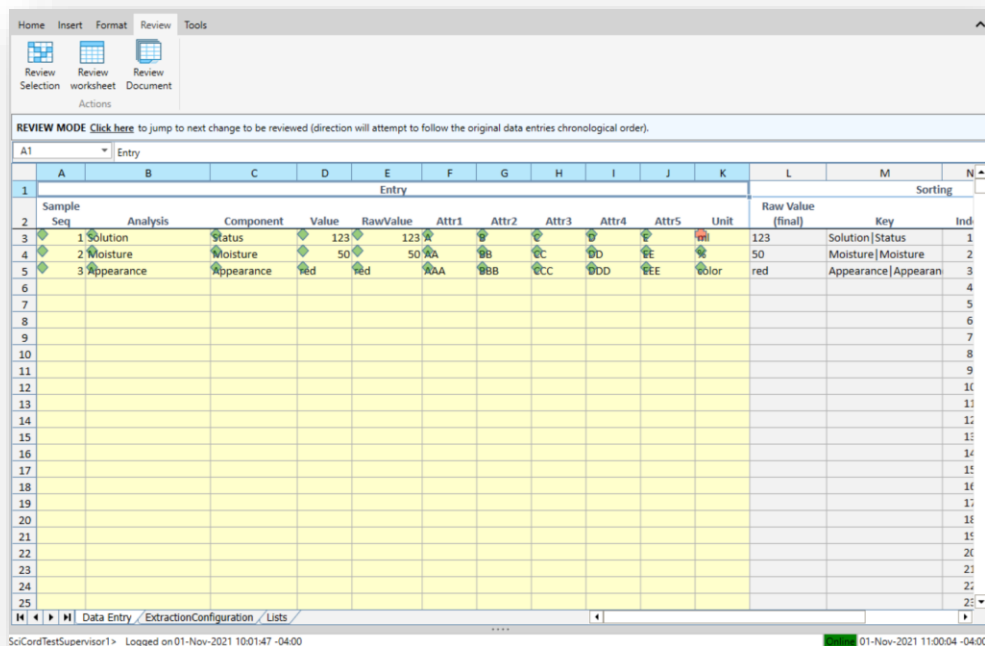
If the user were to select the 'Set Status' icon besides the Cancelled text, the Document will be in a Cancelled state. If the user would select the 'Reviewer' then the user would be able to select from a dialogue box, the Reviewer who would Review the Document.



Below are images of the Workflow for a **Peer Review** Document and Object.



Object in Review Mode



REVIEW MODE [Click here](#) to jump to next change to be reviewed (direction will attempt to follow the original data entries chronological order).

A1 Entry

Sample	Seq	Analysis	Component	Value	Raw Value	Attr1	Attr2	Attr3	Attr4	Attr5	Unit	Raw Value (final)	Key	Ind
1	1	Solution	Status	123	123	AA	BB	CC	DD	EE	Color	123	Solution Status	1
2	2	Moisture	Moisture	50	50	AA	BB	CC	DD	EE	Color	50	Moisture Moisture	2
3	3	Appearance	Appearance	red	red	AA	BB	CC	DD	EE	Color	red	Appearance Appearance	3

SciCordTestSupervisor1> Logged on 01-Nov-2021 10:01:47 -04:00

Document in Review Mode

When a Reviewer opens a Document for Review, they will notice symbols within the Document related to their Review.



- The visible entry in the cell is the initial entry.



- The visible entry in the cell is not the initial entry and the history of the cell should be reviewed using the History subpanel.

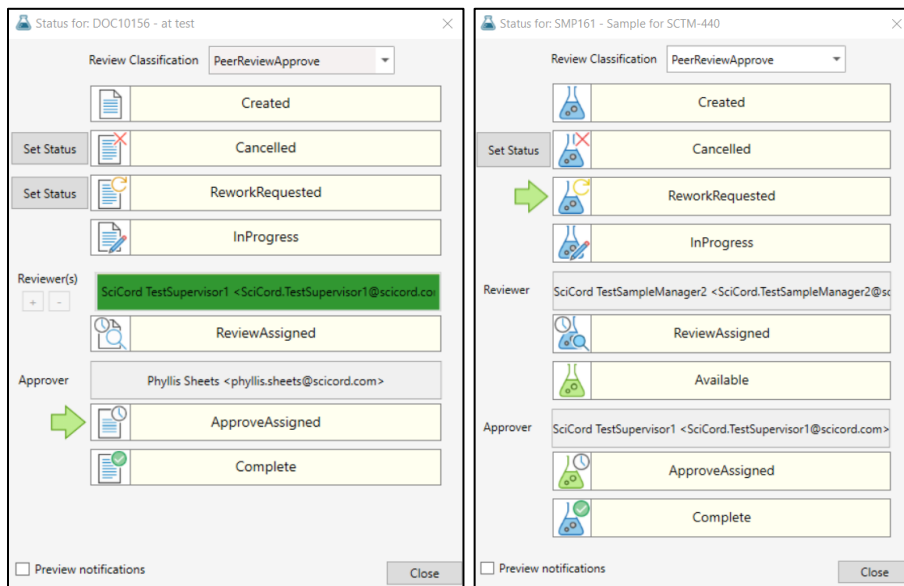
The Review may also view the subpanel Review Alerts tab, which highlights events requiring attention for the current Document. Examples of Review alerts are: Unlocking a cell, Balance not stable at time of recording, Balance not checked on day of usage, Instrument Calibration past due date at time of recording, or Document Template not validated at time of Document Creation.

Peer Review Approve

The typical PeerReviewApprove workflow process for a Document or Object would include the Document or Object creation, InProgress phase, ReviewAssigned, and ApproveAssigned. At any point a User may Cancel or assign the Document or Object to ReworkRequested.

The green depicts which stage of the workflow process (Reviewed) that the Document or Object (Rework Requested) is on. In this example the Document is in the ApproveAssigned phase of the workflow process.

Below are images of the **PeerReviewApprove** workflow for a Document and Object.




Document in PeerReviewApprove



















Object in PeerReviewApprove

Document Review

Documents that are assigned to the user for review may easily be viewed in the MyReview View. The default filtering of this View is Status: ReviewAssigned and Reviewer: the user's name. If there is a need, the user may change these default settings to include other users as well.














From the MyReview view the user can select a Document and then click on the 'Open Document for Review',  icon. After selecting the icon, the Document will open and be able to be Reviewed. Also, the User may view either the Documents or MyDocuments view and, looking at the icon column, determine whether a Document is in Review status by observing the 'Open Document for Review' icon. If the Document is in Review status, only the user who has been assigned to Review will be allowed to access the Document for Review.

SciCord Icons and their Meanings

SciCord Icon	SciCord Icon Meaning
	Create a Document
	Open Document for View/Read Only Mode
	Open Document for Edit
	Clone a Document
	Clone a view
	Review a Document
	Modify Document Status
	The Review Classification is set to Approve Assigned
	The Review Classification is set to Review Assigned
	Document is In Progress
	The Document is Cancelled
	Rework Requested Document
	The Document is Complete
	Unlock a Document/Object
	The Document/Object is locked
	Refresh the SciCord Client
	Export View or Save this Document as a Local Excel File
	Bookmark - Add to My “x” View, where x is any view
	Bookmark - Remove from My “x” View, where x can be any view



















	Add to Groups
	Remove from Groups
	Message Alert
	New Message
	Read Message
	Dismiss Message
	Create an Object
	View Object
	Edit Object
	Clone Object
	Review Object
	Modify Object Status
	Object Status is In Progress
	Object Status is Available
	Object Status is Cancelled
	Object Status is Rework Requested
	Object Status is Review Assigned
	Object Status is Approve Assigned
	Object Status is Complete
	Print Labels for Selected Objects
	Open Object Inventory
	Open Inventory Calendar
	View Object Work Requests
	Delete Object Work Requests

	Close and Save Changes
	Open the Object Work Request Calendar
	Open Object Specifications
	Add Object Specification
	Clone Object Specification
	Close View
	Move a View in the View pane up
	Move a View in the View pane down
	Create or Add a new navigation view
	Home Dashboard
	Bulk Remove views
	Delete View
	Rename a View/Document/Object
	Add Tags
	Remove Tags
	Set Tags
	Documents View
	MyDocuments View
	Objects View
	MyObjects View
	Data Files View
	MyDataFiles View
	Groups View

	Inventory Requests View
	Messages View
	Resources View
	MyResources View
	Reports View
	MyReports View
	Results View
	Sent Messages
	Specifications View
	Work Requests View
	Templates View
	MyTemplates View
	User View
	MyUsers View
	MyApprove View
	MyReview View
	Download files
	Upload files
	Delete Data File
	Data File History
	Settings
	Open SciCord Portal
	Open Resource Read Only

	Open Resource for Edit
	Print Labels for Selected Resource
	Open Resource Inventory
	Resource in Review Status
	Resource Status is Complete
	Resource Status is Cancelled
	Help
	Login
	Logout
	Save
	Search
	Reorder Worksheets
	Toggle Worksheet Headers
	Show Gridlines
	Names Manager
	Copy
	Paste
	Symbols
	Insert Signature
	Insert File Attachment
	Create New Worksheet
	Import from a Workbook
	Insert Textbox
	Insert Line

	Insert Image
	Insert Chart
	Insert Date
	Insert Analyst
	Insert Note
A	Bold
<i>A</i>	Italicize
<u>U</u>	Underline
	Left Justify
	Center Justify
	Right Justify
	Text Color
	Word Wrap
	Cell Fill color
	Cell Border
ABC 123	Cell Format
	Shrink Columns
	Expand Columns
	Shrink Row
	Expand Row
	Review Marks
	Change Marks
	Toggle Subpanel
	Barcode Scanner

	Open URL
	Switch User
	Scheduling
	Hide
	Manage Reports
	View Report Details
	Launch Report
	Redo
	Settings
	Columns
	Filters
	Close Current Page
	Expand or Collapse Tools Panel
	Review Selection– provides the Reviewer the ability to ‘Review’ each cell in a worksheet individually. By selecting the icon, the Review symbol will be removed.
	Review Worksheet– provides the Reviewer the ability to ‘Review’ each worksheet in totality. By selecting the icon, the Review symbols will be removed from the worksheet.
	‘Mark Document as Reviewed’ – provides the Reviewer the ability to ‘Review’ the workbook in totality. By selecting the icon, the Review symbols will be removed from all areas of the workbook.
	Duplicate – Creates a copy of the current view
	Add Directory