

Radioisotope Management Module Quick Start Guide — PI Users

Prepared by BioRAFT Professional Services

Proprietary – Not for External Distribution

Last updated: April 30, 2018



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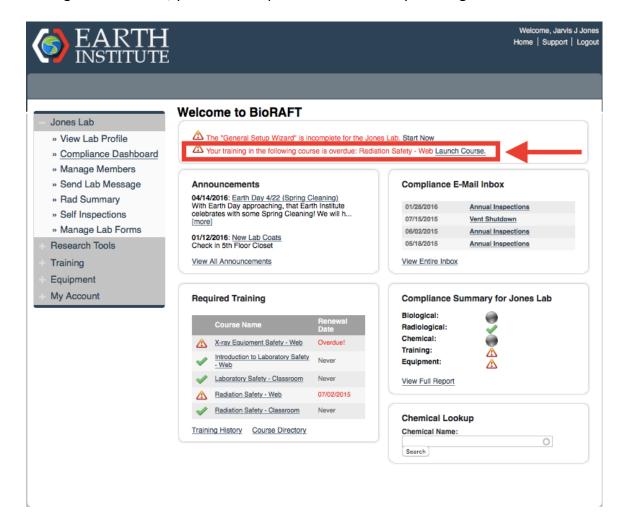
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Accessing the Radioisotope Management Module

After you log in to BioRAFT, you will see your lab homepage. *If the Training Module is enabled at your Institution:* Before you are able to access the Radioisotope Management Module, you must complete Radiation Safety Training.



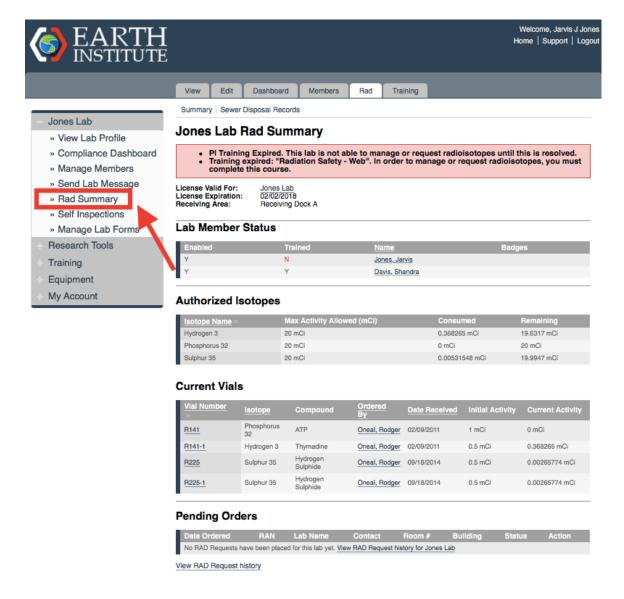




Lab Radioisotope Management Module Summary Page

To Access the Radioisotope Module, select "Rad Summary."

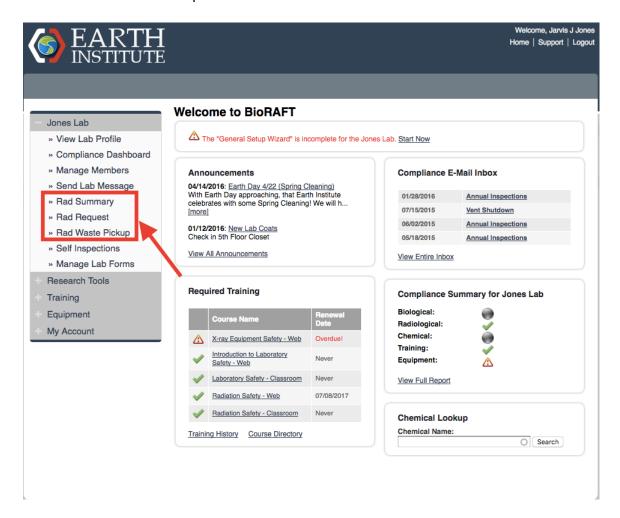
Until you complete the Radiation Safety Training course, the "Rad Summary" page will appear like this:







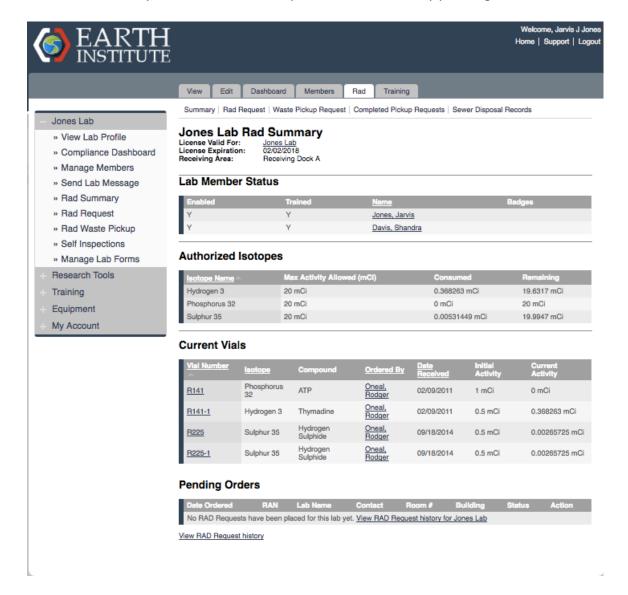
When you are compliant with your Radiation Safety Training, you will have access to the features of the Radioisotope Module.







On the "Rad Summary" page, you will have a rad summary for your entire lab, including lab member status (are the members of your lab enabled to use the Radioisotope Management Dashboard? Are they current on Radiation Safety Training? What kind of dosimetry badges are they using?), a list of authorized isotopes for your lab and their limits, an inventory of current radioisotope vials, as well as any pending rad orders.

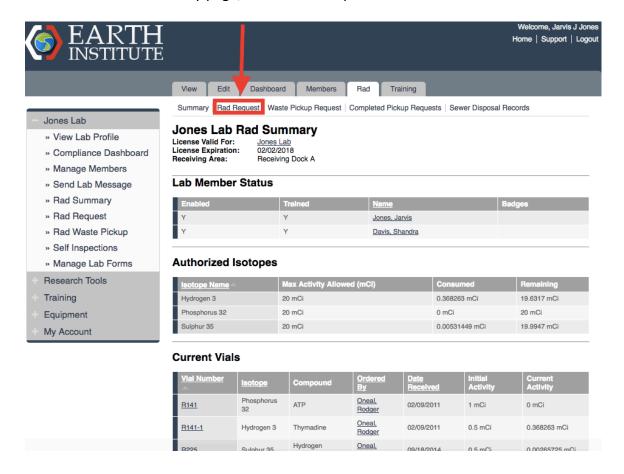






Completing a Radioisotope Order Request

1. From the Rad Summary page, select "Rad Request."



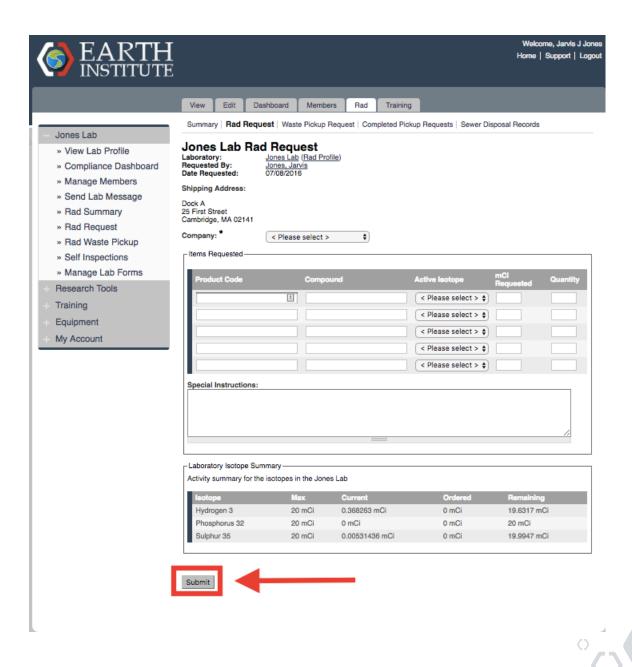




2. On this page, enter the Company (aka vendor) that you would like to order from. Enter the information for the item(s) that you are requesting, including the product code, compound, active isotope, activity requested (in mCi), and quantity. Here, you can also add any special instructions for this order.

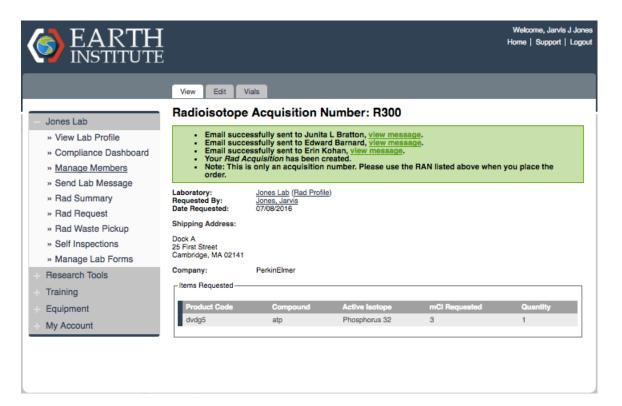
This page also displays a "Laboratory Isotope Summary," which gives you a quick look at the isotopes that you are permitted to order and their limits.

When you have completed entering the data for your request, click "Submit."





3. Once you have submitted the order request, an email is sent to Radiation Safety Office personnel to inform them of your request. You will see a message at the top of the screen to confirm that a "Rad Acquisition" has been created and a RAN (Rad Acquisition Number) has been assigned to your request.







4. When you return to the "Rad Summary" page, you will see your current Isotope inventory as well as a list of pending Rad Requests. Your new order request will be seen here until it is received.

Current Vials



Pending Orders



View RAD Request history

Viewing Rad Order Request History

1. To view past Rad Order requests, scroll to the bottom of the "Rad Summary" page and select "View RAD Request history."

Pending Orders







2. On this page, you can review all past Rad Requests. You can filter by Date range, Building, Department, Lab, Campus, and RAN (Rad Acquisition Number). You can also sort the view by the date that the order was placed.

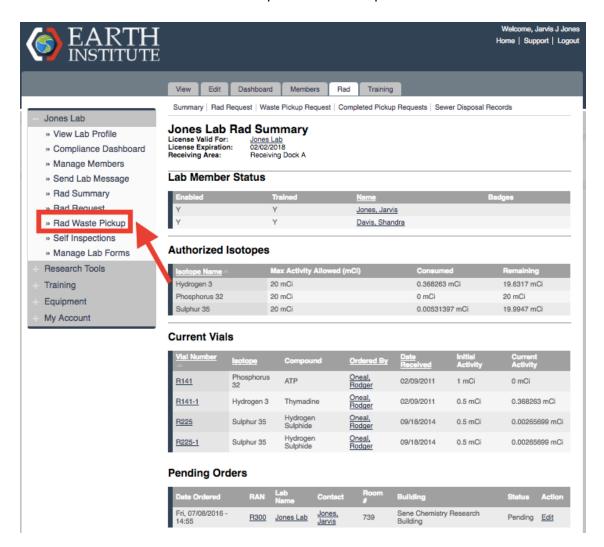






Waste Pickup Request

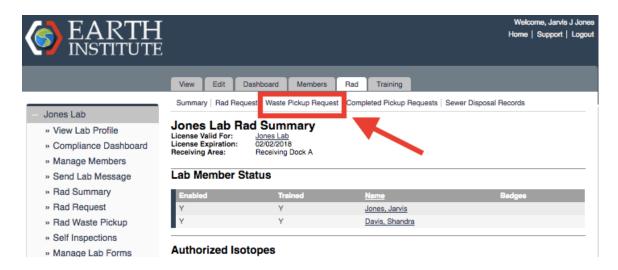
1. You can access the waste pickup request page by two methods. **Method 1:** Click the "Rad Waste Pickup" in the left dropdown menu.







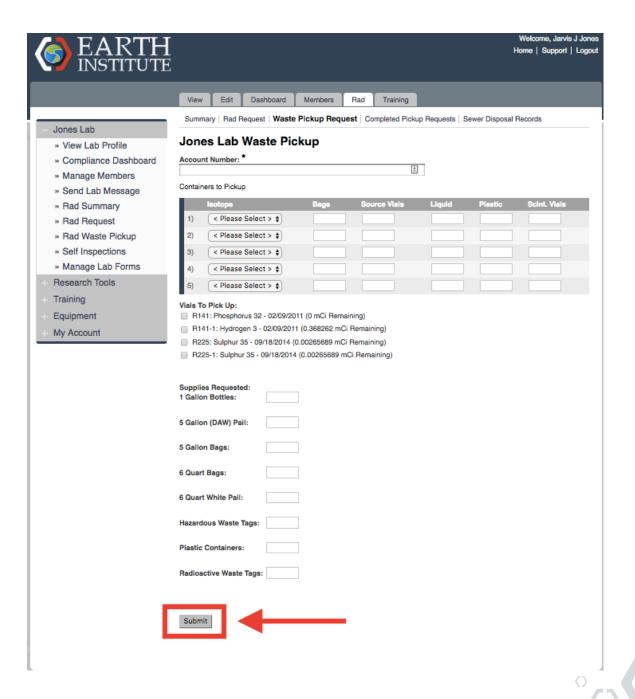
Method 2: Select "Waste Pickup Request" from the Rad Summary Page.







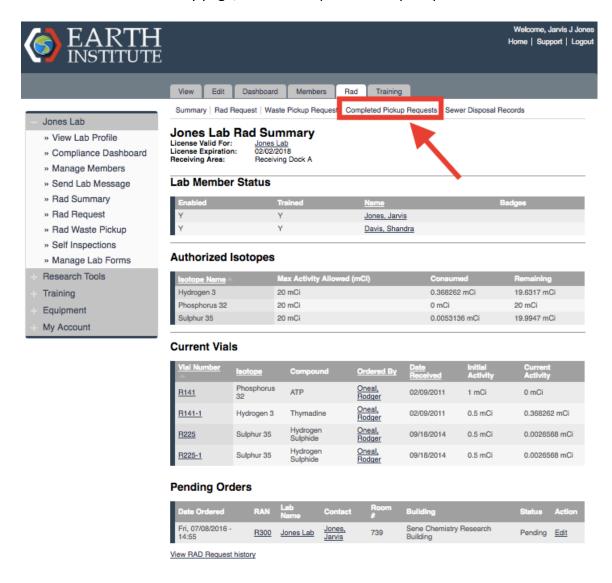
2. Enter the account number that you would like the waste pickup request associated with. Complete the "containers to pickup" field, including the isotope in the waste and the kind of container that the waste is in. Also indicate if you have any vials to pickup for waste. At the bottom of the page, you can enter if you would like to request the Radiation Safety Officer to deliver any supplies when completing the waste pickup. When you have completed entering information, click "Submit" to send your request to Radiation Safety.





View Completed Pickup Requests

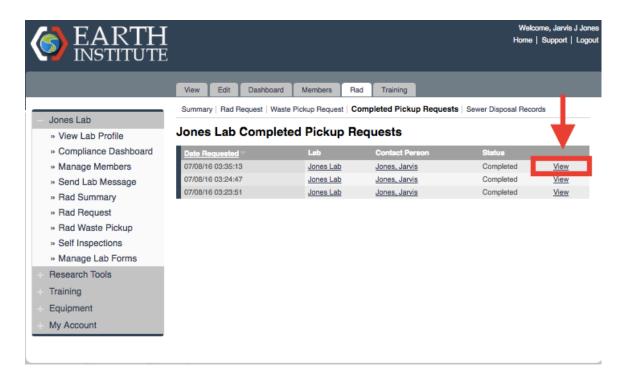
1. From the Rad Summary page, select "Completed Pickup Requests."







2. On this page, you can review all of the completed waste pickup requests for your lab. You can sort this view by "Date Requested." To view an individual request, click "View."



Please feel free to send an email to support@bioraft.com with any questions you may have regarding the BioRAFT Radioisotope Management Module or call us at 1-800-939-RAFT.

