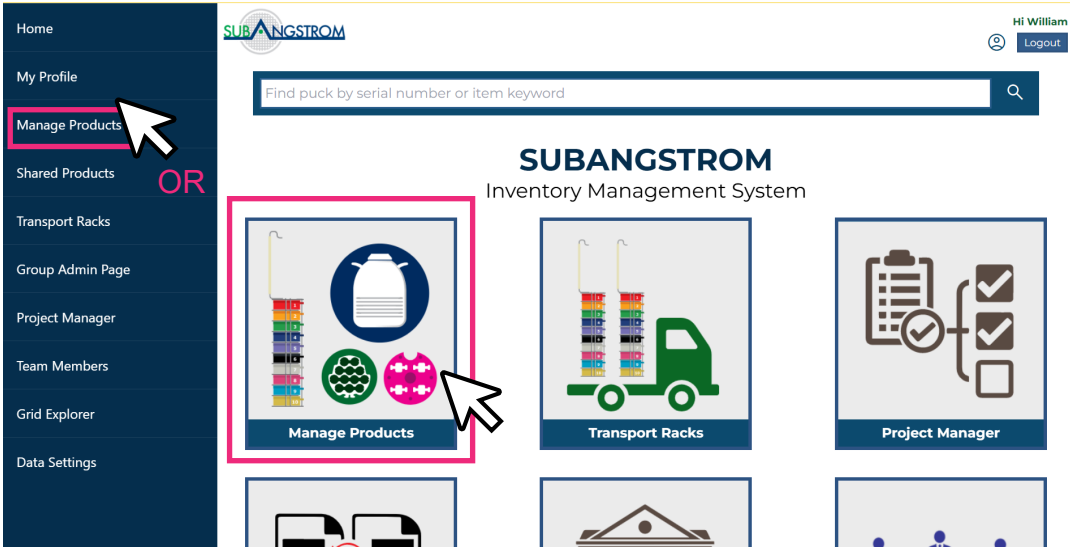


1. Go to inventory.subangstrom.com and select "Signup". Use code **CEMC** to create an account. A CEMC admin will approve and give you access. Then, you can finish setting up your account.



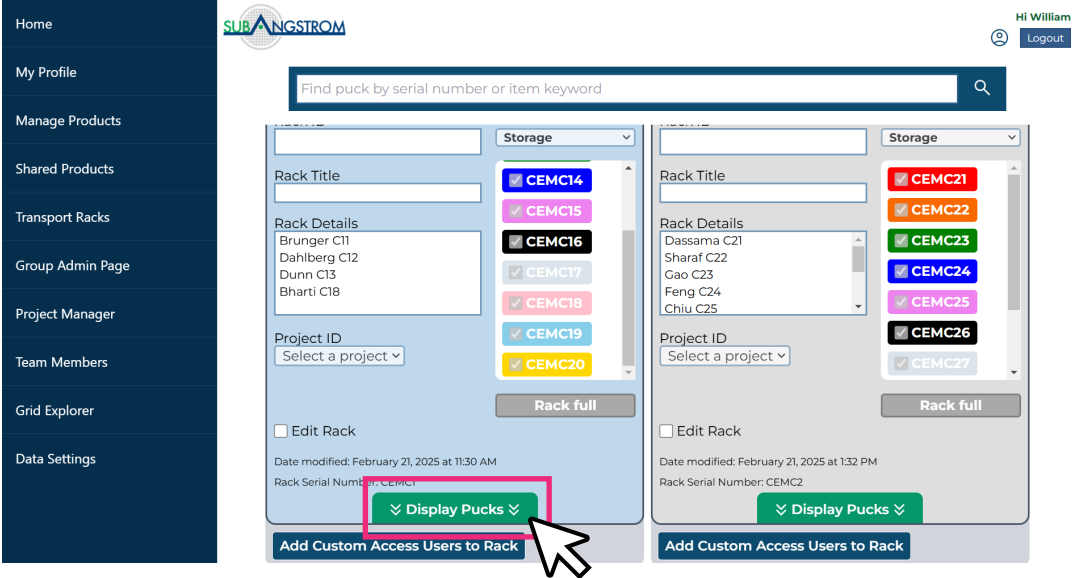
2. On the homepage, click on "Manage Products."



3. Click on Dewar 1.



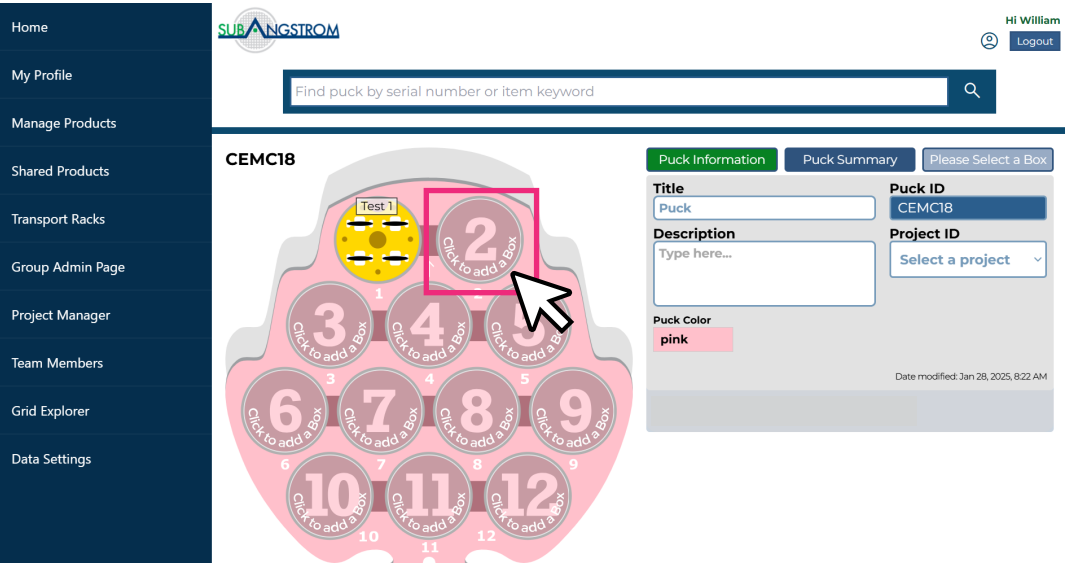
4. Find your rack and click “Display Pucks.”
For this example, we will use Bharti’s puck.



5. You will be taken to an interactive graphic showing the pucks you have access to. In this example all the pucks are shown, but only the one(s) you have access to will be shown. Click on the puck you need to edit.



6. Click on where you'd like to add a box (or edit existing.)



7. Enter your name, lab, and date as your box name, even if your lab has the whole puck. *Improperly labeled boxes are subject to removal.* In the “Box Description” you can add whatever identification you want (e.g., “#03345, apoferritin”). Indicate any biological hazards if present.

8. You can select your box type/color and numbering system. Select “Create Box” when done.

9. You can now enter details for your grids. There is no “save” button on this screen, but the software will autosave after you make a change. A green circle with a checkmark will appear indicating it has been autosaved. To delete a box, scroll up to where you enter the box information.

