

MolMart User Instructions

Normally the computer should show a screen which leads to a log in for iLab. If not, click the home icon in the browser. If you are sent back to the previous screen, restart a browser.

After log in, you should be at a self service kiosk.

If necessary, choose the lab you are buying for.

Then use a scanner to scan the bar code of your item.

If there is a beep but nothing shows on screen, click within the **Enter or scan barcode** box.

If there is no bar code, or it does not scan, you can manually enter the catalog number.

You may need to press enter after scanning a code or entering it from a keyboard.

Note the option for multiple items; if you select it, scan one item and then enter the number you are buying.

There is an option (box) to search for items by word; if the search does not find what you are looking for, probably the word you are looking for is not in the item's current listing.

If you have an item on your list that you want to remove, click the red X on the right, and then the **Okay** box that appears.

Then select a PTAEO. If you do not see any, your principal investigator or someone designated to have that authority, commonly a lab manager or fiscal administrator needs to give you access to one. There are [instructions](#) on the ORCA web site. MolMart cannot use a PTAEO number you have or give you access to a PTAEO;

When finished, log out of iLab.

Scanners

The stand mounted scanners which have been in Molmart may still be present, and also the scanners which sit on the bench.

New scanners can interpret 2-D codes. They are set to be on at all times. Stands should arrive early October.