



Isostock 3 – Key Features

Introduction.

Isostock 3 displays isotope information in a more user-friendly way than the previous Isostock 2 version. As well as having a different “feel” it displays most of the information that you as a radiochemical user needs in a single screen. It is reasonably intuitive for those that are familiar with Isostock 2. Radiation Protection Supervisors will provide local training and support for Isostock 3.

A simple 20 page training manual is available at:

<http://www.nottingham.ac.uk/safety/documents/isostock-training.pdf>

Features

1. **Logging In.** Login as before. However, **you will need to obtain a new password** from your Radiation Protection Supervisor because your previous password cannot be migrated into the new system.
2. **Menu Bar Operations.** The menu bar groups the types of operations you might wish to perform under a number of categories. The most common operations for users will be under either Request, Receive or Compounds menu options. Whichever menu group is selected will bring up a list of operations in a box on the left hand side of the screen.
3. **Request Compound.** Use Create New Request [or Create from Standard Request if your compound has been set up in this]. This will be authorised by your RPS.
4. **Receive Compound.** Where local procedures allow users to receive compounds onto Isostock select the Receive From Request option. This will display a list of compounds available for receipt - select the relevant one. You will need to enter the storage location for it and write the reference code on the container.
5. **Using the Compound.** The “Compound Details” under the “Compounds” menu option will display in the bottom left-hand box a list of the compounds you have most recently used. These can be accessed directly by clicking on the compound reference. The full details of the last compound you accessed are displayed in the main window. However, the first time you use Isostock 3 these details will be blank but will be built up as your use on the system develops. The menu on the left hand of the screen lists the operations that you are able to perform, such as using, disposing and moving compounds.
6. **Use References.**
 - a. When taking part of a stock compound into use Isostock 3 assigns a new ID number automatically. This uses the format of the parent compound number followed by a sequential letter, A for the first aliquot, B for the second and so on. Sub aliquots of these will be labelled with a further number – e.g.:
 - i. K123
 - ii. K123A; K123B; K123C
 - iii. K123A1; K123A2; K123A3; K123B1; K123B2 etc,
 - iv. K123A1A; K123A1B; K123A2A; K123A2B; K123B1A; K123B1B etc



- b. This system associated each sample or aliquot with the person creating it and it is treated as if it were a stock item so will have its own use and disposal records. It is no longer necessary to create a separate three character code (e.g. JS1; JS2; HZ1) to identify each aliquot of the stock. The new code however must be written on the aliquot to identify it.
 - c. If material is going to be used and disposed of on the same day it is not necessary to create sub-samples. However if it is to be kept overnight or longer then it must be recorded as a sub-sample. This is to ensure that it can be identified and its records found should the user not be present at a later date.
 - d. It is easy to switch between parent and child aliquots by toggling with the option in the left hand menu list.
7. **Disposal.**
- a. It is now possible to make up to five disposals at a time on the same screen, for example a disposal to drain and a disposal to a waste container. Previously this required opening up a second window and making a series of disposal entries. Disposals can also be entered as a percentage of the original stock for example 70% to drain and 30% to solid waste.
 - b. When disposing to a waste container you can select from an existing available container or if none is available then a new container can be made easily by a single click. The system collects all the information needed as it knows the user, compound and location. A new code will be assigned which must be written on the container.
8. **Compound History Information.** In the "Compound Details" screen transaction notes show the compound and any sub-samples taken from it but not further sub-sub sampling – these would be displayed in the sub-sample history notes. Transaction notes in grey refer to the sub samples.
9. **Data Entry Time Limit.** Records must be made as soon as possible to the time of the transaction. Users have 7 days to enter the transaction data into Isostock. After this they will need to contact their RPS.
10. **Expiry Date.** This is for information and is an indication of when the material will not longer be viable due to decay or decomposition and should be considered for disposal. This is set at 3 half-lives or 1 year whichever is shorter.

Launching Isostock 3

Whereas Isostock 2 was launched by a desktop icon, Isostock 3 is launched via Microsoft's Application Virtualisation (or App-V for short), which is used to deliver applications to computers running Windows XP and Vista. This might need installing on your PC – to check click the "Start" button and then "All Programs". If it is installed there will be a program group called UoN Software. [If this is not installed see the notes at the end of this section].

To Launch Isostock:

- 1) Click "Start"



- 2) Click "All Programs"
- 3) Click UoN Software
- 4) Click Safety Office
- 5) Click Isostock
- 6) Select your site from the list of four short cuts (one for each site). This brings up the Isostock login page.

To Install App-V

- 1) Open Internet Explorer.
- 2) Type Downloads into the address bar. There is no need to enter http etc. This opens Information Services Software search screen.
- 3) Type App-V into the software search field and click Search
- 4) An information box about App-V will open just beneath this. Click the Download hyperlink.
- 5) Click Run or Install on the subsequent screens accepting all the default options.
- 6) Restart your computer on completion.

Problems:

I cannot find the UoN Software group. App-V has not been installed. A further check on this is that when installed there will be a Local Disk (V:) visible in the list of drives in My Computer.

I have got a UoN Software group but when I click on UoN Software, there is not a Safety Office option displayed in the list of software. Your network login has not been added to or migrated over to the AD Group. Please email your network login to bb-safety-office@exmail.nottingham.ac.uk . Once you have been added you will be able to access Isostock from any computer on the University network that is registered on the AD domain.

I can get to Isostock 3 but cannot log on as my name is not on the drop-down list of usernames. You have not been added to or migrated over to Isostock 3. Please email bb-safety-office@exmail.nottingham.ac.uk. When migrating users to Isostock 3 the opportunity was taken to remove old or inactive users from the system. If your name was not included in the list of current workers from your area and there were no active records against your name you will not have been migrated.