

**Business Manager  
Net  
Supplemental Manual**

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## **Introduction**

This document outlines the order entry operation of Business Manager Net software (BM-Net). BM-Net provides an easy and convenient way for lab users to place order with the LSC Stores online.

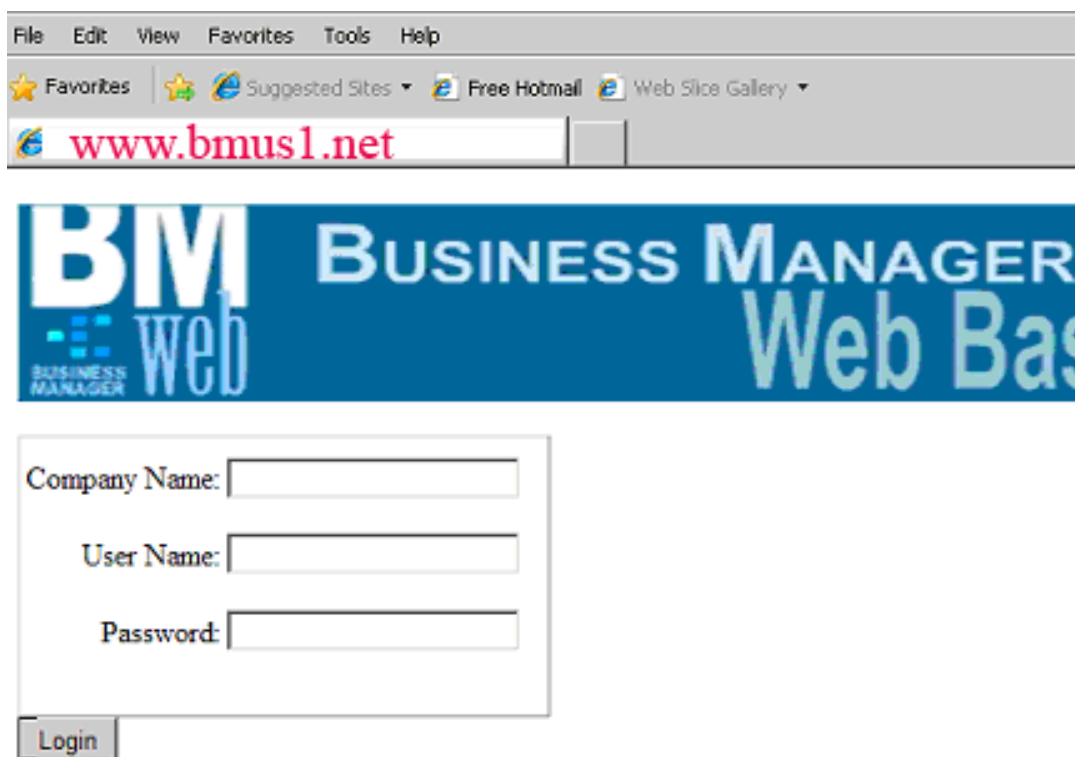
### ***How to log in and access Business Manager Net***

#### **Website information**

To connect to the system, open your browser and connect to the following site:

**[www.bmus1.net](http://www.bmus1.net)**

The website provides a secure mechanism for each user to login and use the system.



The screenshot shows a web browser window with the address bar displaying [www.bmus1.net](http://www.bmus1.net). Below the browser window is a blue banner with the text "BM BUSINESS MANAGER Web Bas". Underneath the banner is a login form with three input fields: "Company Name:", "User Name:", and "Password:". A "Login" button is located at the bottom left of the form.

### Login operation

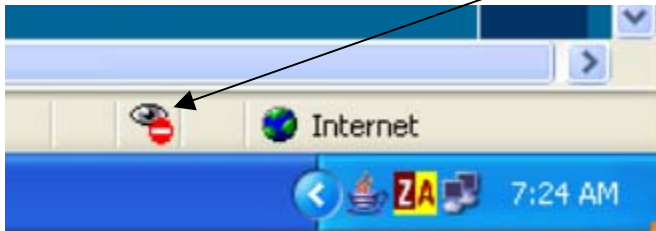
To log into the system, input the following information and click the “Login” button.

Company: lsc  
User Name: (same user name you have been assigned for Business Manager Web)  
Password: (same as the one assigned to you for use with BM-Web)

### *How to trouble-shoot the log-in operation*

#### Internet Explorer’s “Privacy Report”

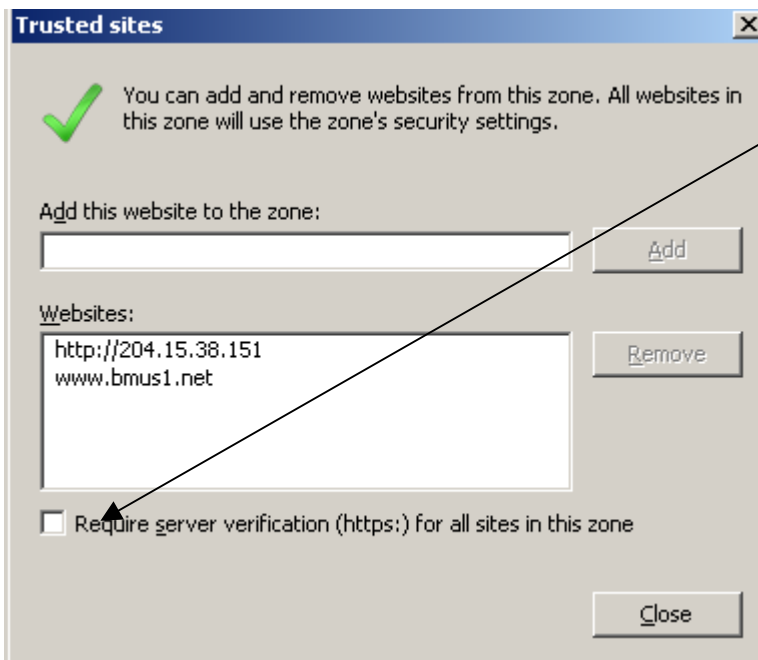
Internet Explorer users may experience difficulty logging in due to Internet Explorer’s Privacy Report. This security feature of Internet Explorer displays the following symbol at the bottom right of your screen.



If you see this symbol click on it. A window opens with a list of websites. Double click on [www.bmus1.net](http://www.bmus1.net) and instruct the system to “Allow Cookies”. Close all screens and then select Internet Explorer again to open a new session and log in.

### Configure BM-Net site as a trusted site

1. Select “Start” button of windows, “Control Panel” and then “Internet Options”.
2. Select the tab “Security”.
3. Click on to highlight the green checkmark for “Trusted Sites” and then select the button “Sites”.
4. Uncheck the option at the bottom of the window titled “Require Server Verification ....”
5. Input the following web sites in the top window and select “Add”



6. Select “Ok” and then close all windows.
7. Close Internet Explorer if already open. Open Internet Explorer and connect to [www.bmus1.net](http://www.bmus1.net). You should see the following icon at the bottom right corner of the screen:



Indicating that you have correctly added the web site as a trusted site.

## Order Operations

### How to place a new order?

To place a new order with the LSC Stores all you have to do is the following:

1. Indicate the Speed Chart (SC) / Project Grant (PG) that is to be used for the order.
2. After verifying the SC/PG information, proceed to indicate where the order should be sent to or if it is to be picked up.

UBC Life Sciences Centre  
Tel: (604) 822-1793  
Fax: (604) 822-1980

Project Grant:  Delivery:

#	Product	Description	Quantity	Comment	Unit Price	Total (Includes Taxes)	Action
Product	<input type="text"/>	Description	<input type="text"/>	<input type="text"/>			
Quantity	<input type="text"/>	Comment	<input type="text"/>	<input type="text"/>			
Unit Price	<input type="text"/>	Total (Includes Taxes)	<input type="text"/>	<input type="text"/>			
						<b>Add Product Cancel</b>	
						<b>Order Total = \$0.00</b>	

Order Comments:

3. Input the products you like to order one line at a time by inputting the “Product Number” or the “Description” of the product.
4. Press the “Tab” button to proceed to the “Quantity” field to input the desired quantity of the product you wish to order.
5. Press “Tab” to proceed to the “Comment” field which enables you to input comments, reminders and notes regarding the ordered product.
6. You need to confirm and finalize the entry of each product by selecting the “Add Product” link.
7. You can input an overall comment regarding the entire order in the “Order Comments” field.

**Project Grant:** ABCD - 22R80000 (Test Lab) **Delivery:** Will Pick Up

Test Lab LSC Rm. 2540  
-, British Columbia, Canada, -

#	Product Number	Description	Quantity	Comment	Unit Price	Total (Includes Taxes)	Action
Product Number		Description					
Quantity		Comment					
Unit Price		Total (Includes Taxes)					
							Add Product Cancel
	0017251	Flask Erlenmeyer 50ml 19/22	1	See-through flasks only please.	\$20.16	\$20.16	Add New Product
	01213101	ALUMINUM FOIL 12IN X 200FT	2		\$43.67	\$87.34	Add New Product
						<b>Order Total = \$107.50</b>	

**Order Comments:** Will call before coming down to pickup.

8. You can use the three icons to the left of each product that you enter to:

Delete  
Modify  
Or Add products

9. You save the new order by selecting the “Save” button.

**Project Grant:** ABCD - 22R80000 (Test Lab) **Delivery:** Will Pick Up

Test Lab LSC Rm. 2540  
-, British Columbia, Canada, -

#	Product Number	Description	Quantity	Comment	Unit Price	Total (Includes Taxes)	Action
Product Number		Description					
Quantity		Comment					
Unit Price		Total (Includes Taxes)					
							Add Product Cancel
	0017251	Flask Erlenmeyer 50ml 19/22	1	See-through flasks only please.	\$20.16	\$20.16	Add New Product
	01213101	ALUMINUM FOIL 12IN X 200FT	2		\$43.67	\$87.34	Add New Product
						<b>Order Total = \$107.50</b>	

**New order number 13343 saved successfully. Select New Order Button to enter another one.**

**Order Comments:** Will call before coming down to pickup.

New Order Main Menu

After the order is saved successfully, the order number assigned to your order is displayed at the bottom of the screen for your records.

### How to search for a specific product stock and price information?

To access real time and up-to-date information regarding stock levels and prices at the LSC Stores, simply type in the desired product number in the “Product Number” field or its description in the “Description” field. You will then be provided with a list indicating stock levels and pricing.

#	Product Number	Description	Quantity	
Product Number	100			
Quantity	Product Number	Description	Category	Vendor
Unit Price	10001d	Dynabeads® Protein A for Immunoprecipitation	TBA	Invitrogen Canada
	10004D	Dynabeads Protein G 5ml	TBA	Invitrogen Canada
	10010023	PBS 7.4 (1X) liquid 500ml	Buffers	Invitrogen Canada
	10010049	PBS pH 7.4 10 X 500 ml	Buffers	Invitrogen Canada
	10028	EYE WASH STATION 16OZ	TBA	Fisher Scientific
			Available	On Order
			Unit Price	

### How to search for a specific product by description?

You can search for products by description simply by typing in the desired product description in the “Product” field. You can also conduct a more elaborate search using the “Filter Row” that appears with the list of products as indicated below.

#	Product	Description	Quantity	Comment	Unit Price	Total (Includes Taxes)	Action
Product		Description					
Quantity	Product Number	Description	Category	Vendor	Available Qty	On Order Qty	Unit Price
Unit Price	0017251	Flask Erlenmeyer 50ml 19/22	Scientific	Scientific	15	0	20.16
	03570A	BRUSH VOLUMETRIC FLASK 250ML	Scientific	Scientific	0	0	5.26
	03570B	BRUSH VOLUMETRIC FLASK 500ML	Scientific	Scientific	0	0	5.44
	03570C	BRUSH VOLUMETRIC FLASK 1000ML	Scientific	Scientific	0	0	3.59
	10040P	FLASK ERLNMEYER 4000ML	Scientific	Scientific	0	0	55.29
	10092	FLASK FERNBACH 2800ML	Scientific	Scientific	0	0	46.45
	1012628	Flask - 25CM W/MEMBRN CAP CS/200	Scientific	Scientific	0	1	101.93
	1012634	Flask - 150CM W/MWMBRN CAP CS/50	Scientific	Scientific	0	0	86.65
	1012637	Flask Cell Culture 75cm2 Sterile Cs/100	Scientific	Scientific	5	0	97.56
	1012661	Flask - 175CM VENT ANGLED CS/50	Scientific	Scientific	1	0	100.85

In this example the user is searching for all products that have “flask” anywhere in their description. The key button symbols on the filter row enable you to fine-tune your search as you see fit.



## How to view past purchases from LSC/stores?

You can review past purchases from the LSC/Stores by selecting the “View Previous Purchases” button at the bottom right corner of the page.

UBC Life Sciences Centre  
Tel: (604) 822-1793  
Fax: (604) 822-1980

Project Grant:  Delivery:

#	Product	Description	Quantity	Comment	Unit Price	Total (Includes Taxes)	Action
Product	<input type="text"/>	Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Quantity	<input type="text"/>	Comment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Unit Price	<input type="text"/>	Total (Includes Taxes)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
							<a href="#">Add Product</a> <a href="#">Cancel</a>
Order Total = \$0.00							
Order Comments <input type="text"/>							
<a href="#">Save Order</a> <a href="#">View Previous Purchases</a> <a href="#">Logout</a>							

### Note:

If you have already started inputting an order, then you should not select the “View Previous Purchases” button since this button clears memory to display past purchases and as a result you will lose the order. Therefore select this button prior or after entry of an order.

When selected, this button displays a list of all your past purchases. You can review the details within each transaction by selecting the link “Details” situated to the left of the desired transaction.

[New Order](#) [Logout](#)

View Previous Purchases from LSC/Stores							
#	Invoice Id	Date	Client Name	Amount	Order Number	Placed By	
<a href="#">Details</a>	18347	20-Sep-2010	Lab Name	78.48	15555	Johnny Hansen	
<a href="#">Details</a>	18174	08-Sep-2010	Lab Name	45.45	0	Bill Hanegraaf	
<a href="#">Details</a>	17607	06-Aug-2010	Lab Name	138.43	15099	Johnny Hansen	
<b>Details of Invoice: 17607</b>							
No	Product No.	Description	Unit Price	Quantity	Extension		
1	EF0511	Shrimp Alkaline Phosphatase - 500 Units (1u/μ		138.43	1	138.43	
						<b>Total=138.43</b>	
<a href="#">Details</a>	17367	23-Jul-2010	Lab Name	403.70	15099	Johnny Hansen	

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### How to Logout and Exit the Program

When you finish using Business Manager, you can logout by selecting the “Main Menu” button on the bottom right corner of the screen. This button logs you out and displays the login screen for the next user to login.

The screenshot displays the Business Manager interface. At the top, there are two input fields: one for a 'Comment' and another for 'Total (Includes Taxes)'. Below these is a blue bar containing the text 'Add Product Cancel' and 'Order Total = \$0.00'. Underneath the blue bar is a text area labeled 'Order Comments' with a vertical scrollbar. At the bottom of the interface are two buttons: 'Save Order' and 'Main Menu'. An arrow points from the 'Main Menu' button to the text in the paragraph above.