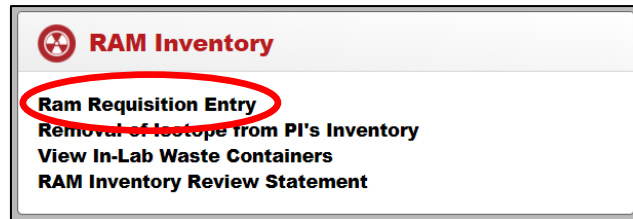


RAM Approval Number Requests and P-32/S-35 Orders from EHRHS

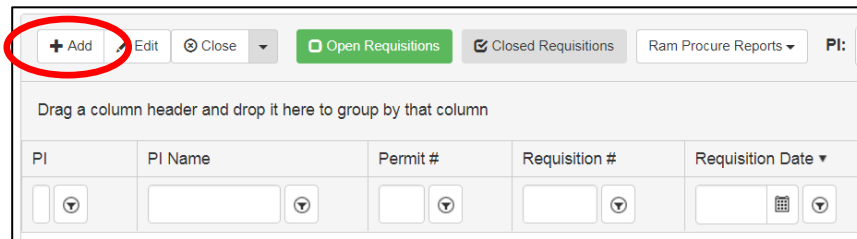
1. Go to: <https://ehrs.admin.upenn.edu/radsaf>
2. Log into RadSaf with the User Name and Password provided by EHRHS for your PI/Licensee/Lab
3. Click on **Inventory**



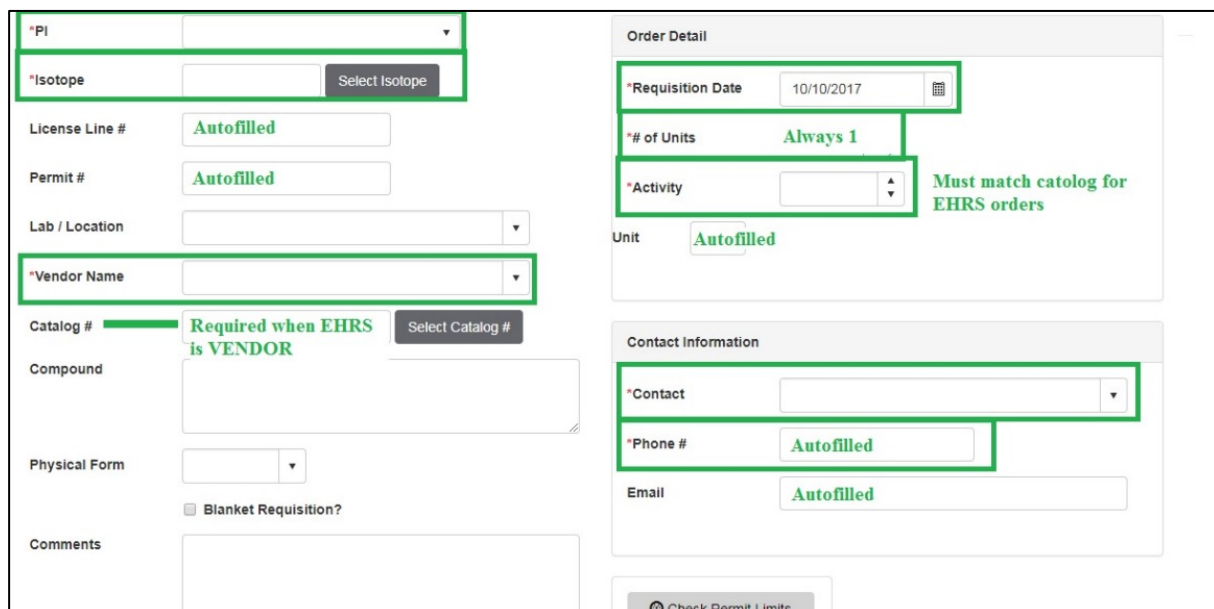
4. Click on **Ram Requisition Entry**



5. Click on **+ Add**



6. Enter RAM order details <<Items marked with a red * are required>>



*PI

*Isotope Select Isotope

License Line # Autofilled

Permit # Autofilled

Lab / Location

*Vendor Name

Catalog # Required when EHRHS is VENDOR Select Catalog #

Compound

Physical Form

Blanket Requisition?

Comments

Order Detail

*Requisition Date 10/10/2017

*# of Units Always 1

*Activity Must match catalog for EHRHS orders

Unit Autofilled

Contact Information

*Contact

*Phone # Autofilled

Email Autofilled

Check Permit Limits

7. After order details are filled in, click on **Save**
8. To print out a copy of your order confirmation, click on **Ram Procure Reports**
 - Click on **PI Reports** → “Web Order Approval Confirmation”
 - **NOTE:** For orders placed with EHRS, you must print and bring a copy of this confirmation with you when you pick up RAM from our distribution lab in Anatomy-Chemistry Building

The screenshot shows a software interface with a table and a dropdown menu. The table has the following columns: Approved?, Approval / Denial Date, PI, PI Name, Permit #, and Requisition #. Each cell in the table contains a small icon (a calendar for dates and a dropdown arrow for other fields). Above the table, there is a navigation bar with buttons for '+ Add', 'Edit', 'Close', 'Open Requisitions', and 'Closed Requisitions'. A dropdown menu labeled 'Ram Procure Reports' is open, showing 'PI Reports' and 'Web Order Approval Confirmation'. The 'Web Order Approval Confirmation' option is highlighted with a blue border.

Approved?	Approval / Denial Date	PI	PI Name	Permit #	Requisition #
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>