1. Go to the Chemistry Laboratory Data Entry system
   You may use any computer with web access to enter your laboratory data into the database. Start by entering the following URL:

   http://adminnt1.oneonta.edu:5000/webdb/dixonwb.mainmenu.show

   Alternatively, navigate from the Academics link on the College homepage to Academic Programs & Departments and then to Chemistry. On the Chemistry Department homepage (at www.oneonta.edu/academics/chemistry/) there is a link on the web pages for Chemistry 111/112 Laboratory or to Chemistry 111 (Kotz).

2. Enter Username and Password
   When prompted, enter CHEM111 (no spaces) for both the user name and the password.

3. Start Screen
   After entering the username and password, the first page of the Laboratory Data Management System opens. The main menu consists of two options: Enter Data and Log Off. Click on the first of these, Enter Data.

4. Personal Identification Page
   The next page asks for the following items of personal identification: your instructor’s name (choose
it from the drop-down list), your lab section number, your own one- or two-digit ID number given to you by your instructor, and your last name.

If you enter any of these incorrectly, you will not be allowed into the data entry pages. Click on the Next button to continue.

If, in spite of your best efforts, you fail to get past this point, check with your instructor. He/she may have misspelled your name when setting up the database for your section. Spaces and punctuation in names are important.

5. Choose Experiment

On the next page there is a drop-down list from which you must select the name of the experiment for which you are entering data. Only a small number of experiments will be listed at any given time, i.e., only those that are “open” for data entry.
Your instructor will give you a few days following the performance of an experiment before “closing” that experiment for further data entry. After that deadline the experiment will no longer be listed and you will not be able to enter any data for it. Click the **Next** button after selecting the experiment.

6. Data Entry for Experiment

Next, you will see an on-screen form where you will be asked to enter specified items of data from your experiment. With your laboratory report form in front of you, copy only those items of data that are specifically called for by the on-screen form. Be very careful to copy the correct items from your report form. There are certain fields in the on-screen form where data **must** be entered; those are captioned in red. After entering all the data requested, click the **Submit** button.

![Image of Alum Synthesis form]

Note that once you have submitted the data for a given experiment, you are not allowed to go back and enter it again, even to correct it. If, after submitting your data, you know you have made a mistake in entering it, you will have to ask your instructor to delete your data for the experiment so you can reenter it.

7. Log off

You will find a Log Off link either on the page that confirms the success of your data entry or by returning to the main menu.

8. Close Browser

Finally, *close your browser* in order to preserve the confidentiality of your data.