

Quick Guide

Safety - Building/Room Search

A variety of Biosafety and Radiation Safety SmartForm pages require the Principal Investigator to identify the Building and Room where material is either stored and/or used.

This Quick Guide provides helpful hints to assist the user to search for and add a building(s) and a room(s) to their Safety submission.

Building/Room SmartForm Pages:

- Radiation Producing Machinery
- Radiation Locations
- Tissue, Blood, or Body Fluids
- Human Primary Cells or Cell Lines
- Bacteria, Yeasts, Fungi, or Parasites
- Viruses or Prions
- Toxins, Agricultural Pathogens, or Select Agents
- Animals and Invertebrates
- Exposure Assessment and Protective Equipment
- Safety Incident
- Safety Inspection

Select the ellipsis (search feature).

* Usage Locations: ... Building Room

There are no items to display

Note: In many of the search fields, you can start typing and the system will autofill; in addition to performing the lookup (ellipsis selection). It does limit results, therefore, performing the full search may be a better option.

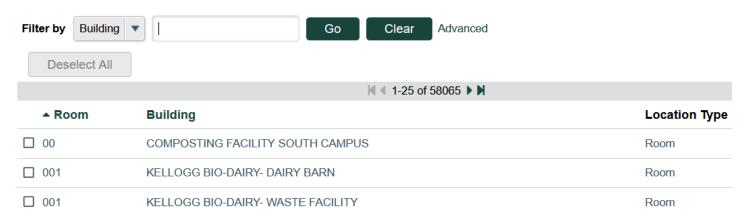


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The system displays a slide-in window that allows the user to search for and select a Building/Room.

Select One or More Facility Projects

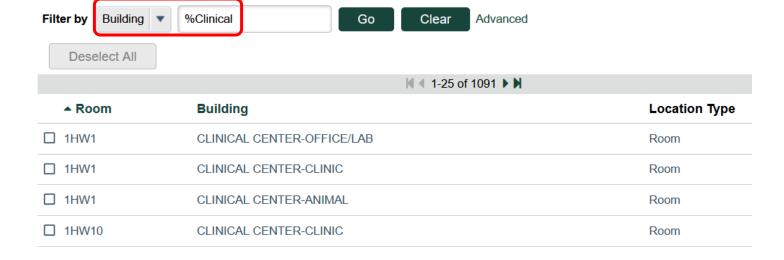


Note: by default, the displayed results are based on Building Name rather than Room Number.

To search for a specific Building, enter a value in the search field (e.g., %Clinical) and select Go.

Note: % is used as a wildcard.

Select One or More Facility Projects



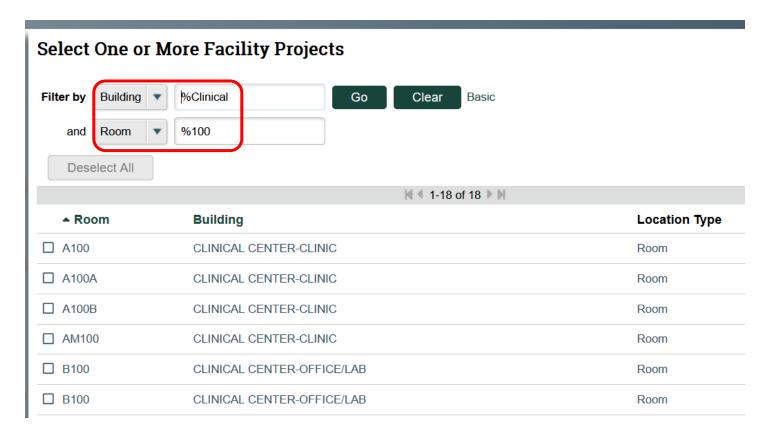


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The system displays all Room Numbers associated with the Clinical Center. Scroll through the displayed results to select the correct Room Number.

To search for a specific Room Number, use the *Filter by* dropdown feature and select Room Number; enter a value in the search field (e.g., %100) and select *Go*.



The system displays all Buildings (Clinical) with a Room Number '100' (or Rooms with '100' as part of the identifier). Scroll through the displayed results to select the desired Building and Room.



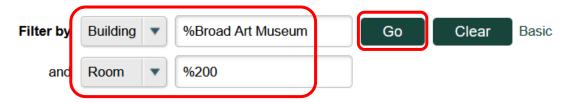
To search for a specific Building Name and Room Number, enter a value in the Building Name search field (e.g., %Broad Art Museum) and select Advanced.

Select One or More Facility Projects



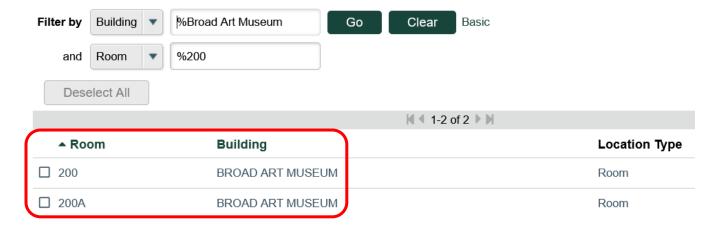
Enter a value in the Room Number search field (e.g., %200) and select *Go*.

Select One or More Facility Projects



The system will then display the search results.

Select One or More Facility Projects





To search for a specific Room Number and Building Name, enter a value in the Room Number search field (e.g., %A5) and select *Advanced*.

Select One or More Facility Projects



The system displays an additional filter selection field:

Select One or More Facility Projects



Select Building Name by using the dropdown feature; enter a value in the search field (e.g.,%Plant) and select *Go*.

The system will then display the search results.

▲ Room	Building	Location Type
☐ A50	PLANT AND SOIL SCIENCE	Room
☐ A501	PLANT AND SOIL SCIENCE	Room
☐ A502	PLANT AND SOIL SCIENCE	Room
☐ A504	PLANT AND SOIL SCIENCE	Room
☐ A505	PLANT AND SOIL SCIENCE	Room
☐ A508	PLANT AND SOIL SCIENCE	Room
☐ A51	PLANT AND SOIL SCIENCE	Room



To clear your search results, select Clear.

Select One or More Facility Projects



The default search view is displayed; the system allows the user to enter new search values.

Select One or More Facility Projects

