



### 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:**



BuildingRoom

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.



### Safety – Building/Room Search

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

Filter by Building ▼  Go Clear Advanced

Deselect All

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Room	Building	Location Type
<input type="checkbox"/> 00	COMPOSTING FACILITY SOUTH CAMPUS	Room
<input type="checkbox"/> 001	KELLOGG BIO-DAIRY- DAIRY BARN	Room
<input type="checkbox"/> 001	KELLOGG BIO-DAIRY- WASTE FACILITY	Room

**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

Filter by Building ▼ %Clinical  Go Clear Advanced

Deselect All

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Room	Building	Location Type
<input type="checkbox"/> 1HW1	CLINICAL CENTER-OFFICE/LAB	Room
<input type="checkbox"/> 1HW1	CLINICAL CENTER-CLINIC	Room
<input type="checkbox"/> 1HW1	CLINICAL CENTER-ANIMAL	Room
<input type="checkbox"/> 1HW10	CLINICAL CENTER-CLINIC	Room



### Safety – Building/Room Search

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**.

#### Select One or More Facility Projects

**Filter by** Building ▼ %Clinical    Basic

and Room ▼ %100

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Room	Building	Location Type
<input type="checkbox"/> A100	CLINICAL CENTER-CLINIC	Room
<input type="checkbox"/> A100A	CLINICAL CENTER-CLINIC	Room
<input type="checkbox"/> A100B	CLINICAL CENTER-CLINIC	Room
<input type="checkbox"/> AM100	CLINICAL CENTER-CLINIC	Room
<input type="checkbox"/> B100	CLINICAL CENTER-OFFICE/LAB	Room
<input type="checkbox"/> B100	CLINICAL CENTER-OFFICE/LAB	Room

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.



### Safety – Building/Room Search

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

Filter by

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

### Select One or More Facility Projects

Filter by     Basic  
and

The system will then display the search results.

### Select One or More Facility Projects

Filter by     Basic  
and

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Room	Building	Location Type
<input type="checkbox"/> 200	BROAD ART MUSEUM	Room
<input type="checkbox"/> 200A	BROAD ART MUSEUM	Room



### Safety – Building/Room Search

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

Filter by

The system displays an additional filter selection field:

#### Select One or More Facility Projects

Filter by     Basic

and

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
<input type="checkbox"/> A50	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A501	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A502	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A504	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A505	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A508	PLANT AND SOIL SCIENCE	Room
<input type="checkbox"/> A51	PLANT AND SOIL SCIENCE	Room



## Safety – Building/Room Search

To clear your search results, select *Clear*.

### Select One or More Facility Projects

Filter by     Basic

and

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

### Select One or More Facility Projects

Filter by     Advanced