

Building/Room Search – Tips and Tricks

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 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 (browse feature).

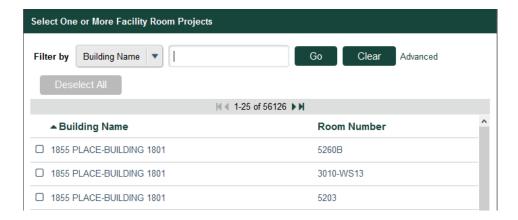
Identify the locations where animals are being housed or used:



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

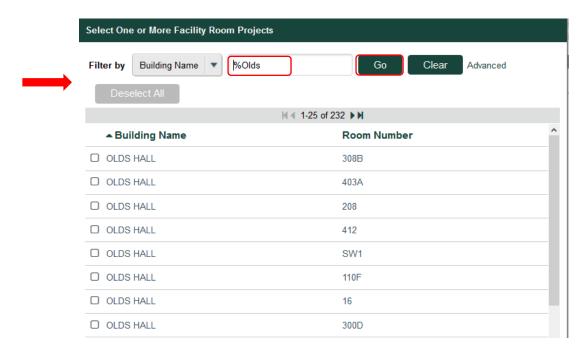


The system displays a pop-up window that allows the user to search for and select a Building/Room.



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

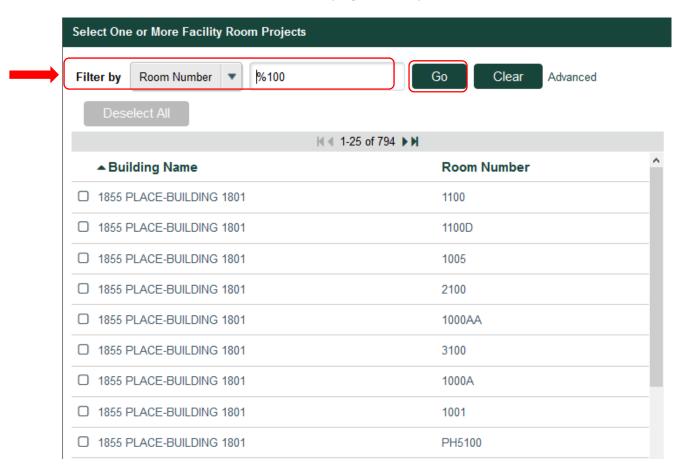
To search for a specific Building, enter a value in the search field (e.g., %Olds) and select **Go**. Note: % is used as a wildcard.





The system displays all Room Numbers associated with Olds Hall. 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 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., %Fee) and select **Advanced**.



Enter a value in the Room Number search field (e.g., %A33) and select Go.



The system will then display the search results.

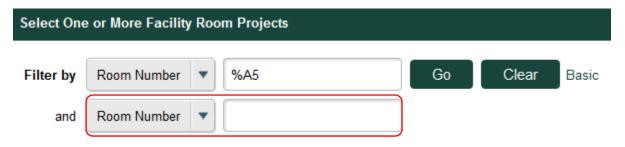




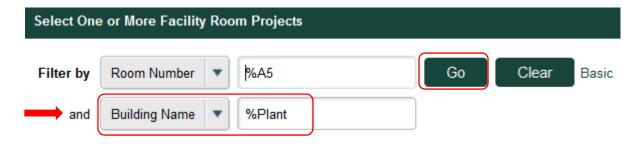
To search for a specific Room Number and Building Name, enter a value in the Room Number search field (e.g., %A5) and select **Advanced**.



The system displays an additional filter selection field:



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

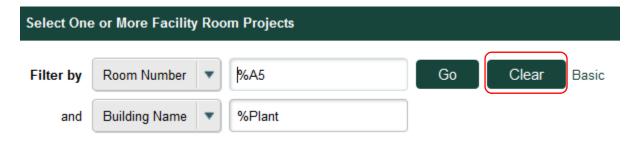


The system will then display the search results.

▲ Building Name	Room Number
☐ PLANT AND SOIL SCIENCE	A522
☐ PLANT AND SOIL SCIENCE	A534
☐ PLANT AND SOIL SCIENCE	A501



To clear your search results, select Clear.



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

