

# 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:**

...


Building	Room	Date of Last Inspection	Next Inspection Deadline	Date of Scheduled Inspection
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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.

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

**Select One or More Facility Room Projects**

Filter by Building Name | Go Clear Advanced

Deselect All

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▲ Building Name	Room Number
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	5260B
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	3010-WS13
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	5203

**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.

**Select One or More Facility Room Projects**

Filter by Building Name %Olds Go Clear Advanced

Deselect All

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▲ Building Name	Room Number
<input type="checkbox"/> OLDS HALL	308B
<input type="checkbox"/> OLDS HALL	403A
<input type="checkbox"/> OLDS HALL	208
<input type="checkbox"/> OLDS HALL	412
<input type="checkbox"/> OLDS HALL	SW1
<input type="checkbox"/> OLDS HALL	110F
<input type="checkbox"/> OLDS HALL	16
<input type="checkbox"/> OLDS HALL	300D

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**.

**Select One or More Facility Room Projects**

Filter by

Room Number

Go

Clear

Advanced

Deselect All

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▲ Building Name	Room Number
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1100
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1100D
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1005
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	2100
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1000AA
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	3100
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1000A
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	1001
<input type="checkbox"/> 1855 PLACE-BUILDING 1801	PH5100

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**.

Select One or More Facility Room Projects

Filter by Building Name ▼ %Fee  Go Clear **Advanced** ←

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

Select One or More Facility Room Projects

Filter by Building Name ▼ %Fee  **Go** Clear Basic  
and Room Number ▼ %A333

The system will then display the search results.

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▲ Building Name	Room Number
<input type="checkbox"/> FEE HALL	A333

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 Room Projects

Filter by Room Number ▼ %A5

The system displays an additional filter selection field:

Select One or More Facility Room Projects

Filter by Room Number ▼ %A5   Basic

and Room Number ▼

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

Select One or More Facility Room Projects

Filter by Room Number ▼ %A5   Basic

and Building Name ▼ %Plant

The system will then display the search results.

▲ Building Name	Room Number
<input type="checkbox"/> PLANT AND SOIL SCIENCE	A522
<input type="checkbox"/> PLANT AND SOIL SCIENCE	A534
<input type="checkbox"/> PLANT AND SOIL SCIENCE	A501

To clear your search results, select **Clear**.

Select One or More Facility Room Projects

Filter by Room Number ▼ %A5 Go Clear Basic  
and Building Name ▼ %Plant

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

Select One or More Facility Room Projects

Filter by Building Name ▼ | Go Clear Advanced