Adam Hetherwick
AJHetherwick@lbl.gov

Laura King
LKing@lbl.gov

These are the instructions for creating lab door signs via the script created by Adam Hetherwick and Laura King.
- You can create door signs for:
    - All labs
    - Specific buildings
    - Specific labs
    - Labs with changed personnel or hazard ID info since the last door sign print
    - Specific LSLs or PIs
- The script will notify the user which labs are present/absent in both Smartsheet and Activity Manager.

Expected Completion Time: 5-10 mins

Download Activity Manager Query

1. Navigate to the Activity Manager website.
2. In the toolbars tab, click Search, then Advanced Search.
3. If the query is saved, load that query. If the query is not saved it should look like this (Note: the "CRY" abbreviation was added in place of the "RAD" 7/18/24):

CONDITIONS

Select records where **all** of the following apply

Activity Status starts with ACT

and Activity Number starts with MS

and **any** of the following apply

    Hazard Hazard ID starts with BIO

    or Hazard Hazard ID starts with CHM

  or Hazard Hazard ID starts with CRY

  or Hazard Hazard ID starts with GAS

  or Hazard Hazard ID starts with NIR

[Add new condition]

HINT - for "Or" statements, use the "+" option for that row.
For "And" statements, use "{+}"

4. Once the query is loaded, save it for next time on the right side of the page with the name 'QueryResult'. Yes, the 'Q' and 'R' have to be uppercase, Python is case sensitive!
5. Click the green "Execute Query" then export to 'CSV'. The file must be 'CSV' and not 'Excel'.
6. Make sure the file is called 'QueryResult.csv' or 'QueryResult', and not 'QueryResult (i).csv'.

Download Smartsheet Database

1. Navigate to the MSB_Lab_Safety_DB
2. Click File, Export, Export to Microsoft Excel
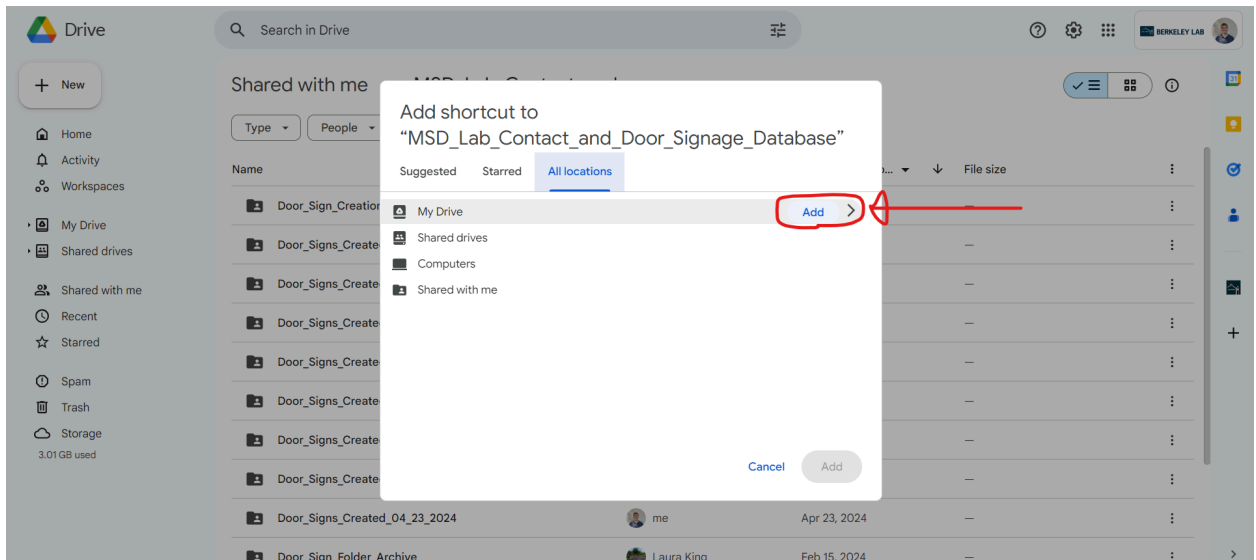3. Make sure the file is called "MSD_Lab_Safety_DB.xlsx" and not "MSD_Lab_Safety_DB (i).xlsx"

Set Up Script

1. Navigate to the MSD Lab Contact / Door Signage Database Google Drive

2. If you've already added a shortcut in your 'MyDrive', skip this step. If not, right click the entire folder, then "Organize", "Add Shortcut".
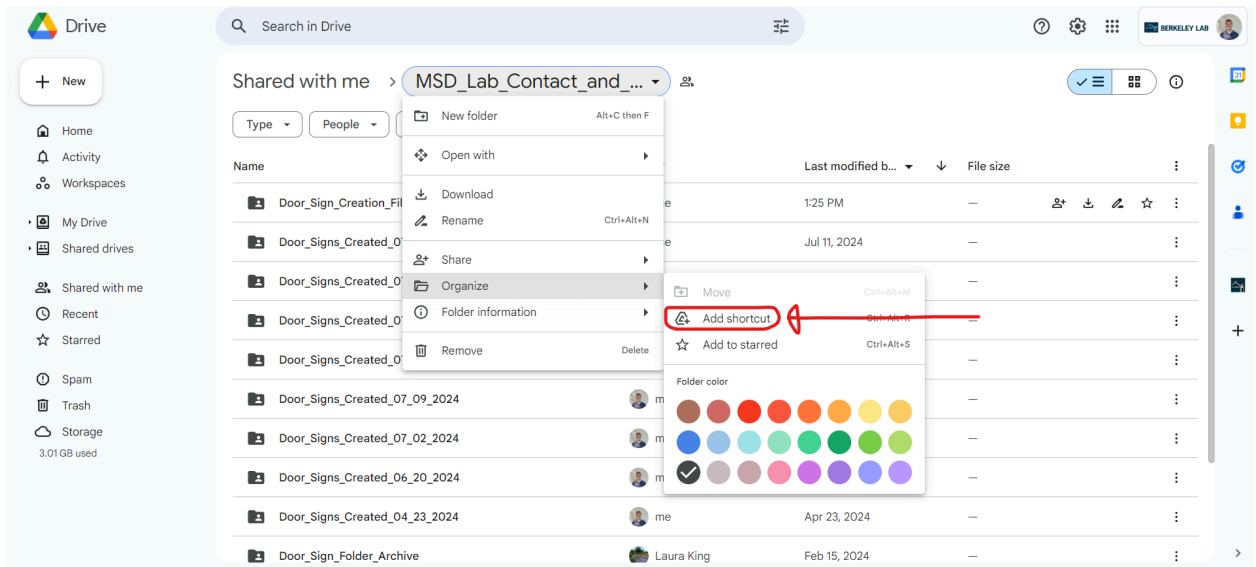

A window will pop up. Select My Drive:

3. From your computers' local downloads folder, drag the 'QueryResult' and 'MSD_Lab_Safety_DB' files into the Door_Sign_Creation_Files folder.
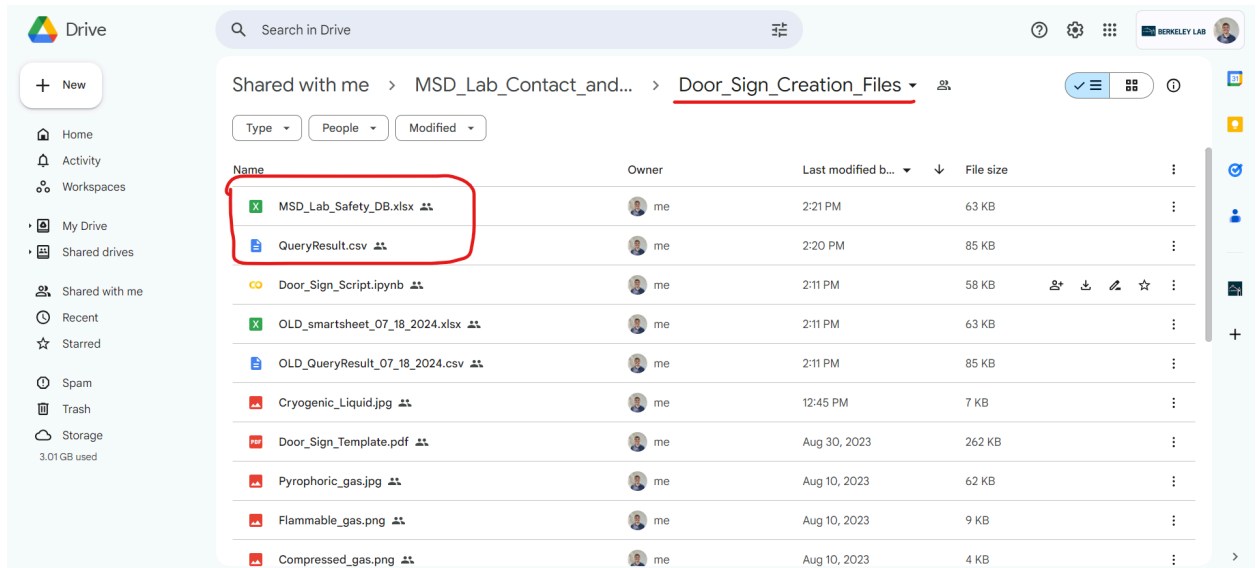
4. In the [Door_Sign_Creation_Files](#) folder, right click the Door_Sign_Script_MSD.ipynb then select "Open With", then "Google Colaboratory". (ipynb = interactive Python Notebook) If you don't see the option to open in Google Colab, select "Connect more apps", then search and install Google Collaboratory.
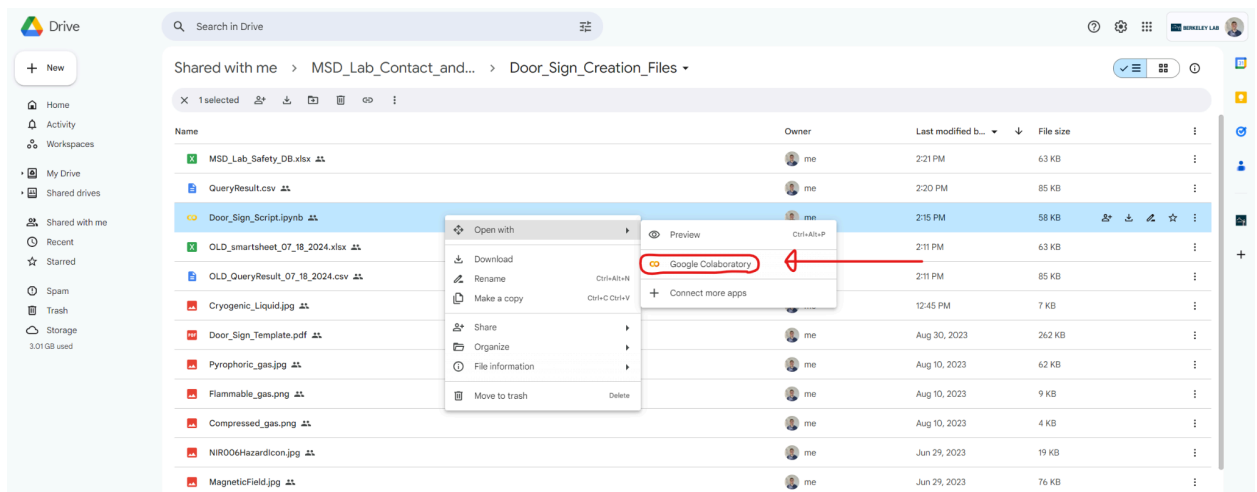
5. If it is your first time running the script today, select "Runtime" then "Run all". If it is not your first time running the script today, select "Runtime" then "Restart Session and Run

All".
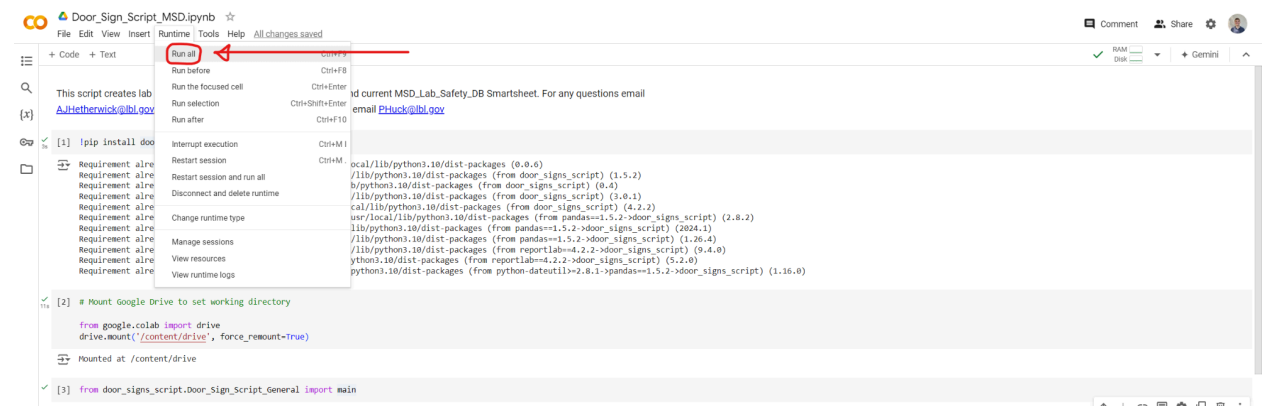
Note: You will be prompted to sign into your Google Drive account. This is to make sure the script has access to the relevant files like the icons etc.

Scroll down to the bottom to see the prompts.

6. If for any reason you would like to run the script again, you must follow the instructions from the beginning of the "Set up Script" section. Keep in mind that Google Drive sometimes doesn't update instantly. This is particularly an issue when the script is trying to read files in the Door_Sign_Creation_Files folder. Therefore, waiting an hour or two, refreshing pages, closing and reopening windows are all good ideas.

Delete Files

1. Delete the 'QueryResult' and 'MSD_Lab_Safety_DB.xlsx' from your local downloads folder.

Printing Tips

1. The easiest way to print all the door signs is to download the Door_Signs_Needed_Long.pdf and Door_Signs_Not_Needed_Long.pdf, then open them in Chrome or any other internet browser. Finally, when printing make sure the fitting is correct so the door sign format is intact. It might not be a bad idea to print one door sign with specific printer settings to ensure format is intact, then print the long pdfs.
2. If you would like to modify certain door signs, you can download them individually and open them in Chrome/Adobe Acrobat.