User Guide

BCCA Cancer Research Centre

Safety Training Database and Website

May 24, 2011
Revision: 2.0

1. Table of Contents

2. Overview

Caution

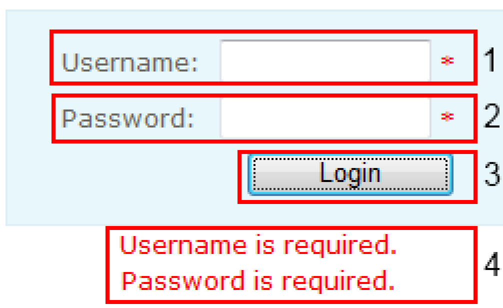
The application will time out after 3 hours, even if you are actively doing something. Be sure to time yourself and logout, then log back in before beginning a long activity.

There is a security precaution in place that prevents the user from typing the greater than (>),less than (<), ampersand (&), and pound (#) characters, as these characters can be used to inject scripts.

3. Login & General Page

3.1. Logging In

All pages in the system require you to log in before you can access them.

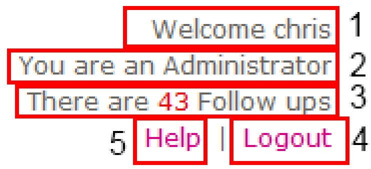


To Log in:

1. Enter your username in the Username field.
2. Enter your password in the Password field.
3. Click the **Login** button.
4. Any errors with the login will occur below:
    - Username is required.
    - Password is required.
    - Username/Password pair not found.

3.2. User Information

Once a user is logged in they will see their user information on the top right of the page (Opposite from logo).



1. Shows the logged in user.
2. Shows the role of the logged in user of 3 system roles.
    - Administrator
    - Safety Officer
    - Lab Manager
3. Shows how many follow ups are in the system that the user may access.
4. A link to log out of the system.
5. A link to the help documentation.

4. Reporting Tab

The reporting tab is for creating and updating employees, and creating incident reports about those employees.

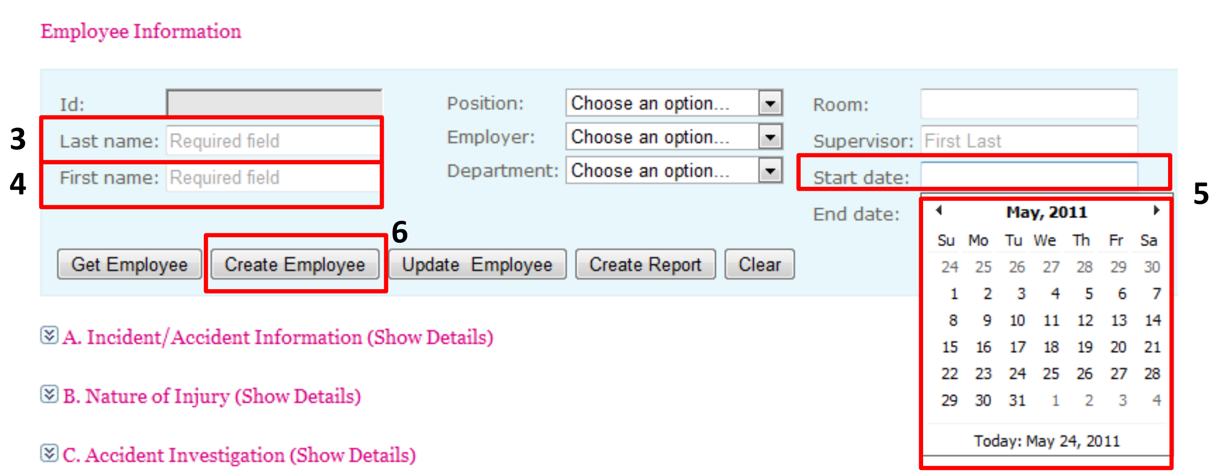
4.1. Create a Employee

To create an employee, only a unique first name and last name, and the start date are required. You should enter information for the other fields (to make searching more efficient). You cannot choose the employee's ID as is it a unique, automatically-assigned number.

To create an employee with only the required information:

1. Login to your account (See 3.1 Logging In above).
2. Click on the "Incident Reports" tab.
3. Type a first name.
    - Only letters and apostrophes are allowed, maximum 50 characters.
4. Type a last name.
    - Only letters and apostrophes are allowed, maximum 50 characters.
5. Type a start date or choose one from the calendar chooser.
    - This is the date the employee started working.
    - The date format is "M/D/YYYY".
6. Click the "Create Employee" button.
7. Wait for the system to process your request.
    - If there are error messages, correct the errors and click "Create Employee" again.
    - If you still get an error, check you have an internet connection and that your account hasn't timed out.
    - If you still get an error, contact your system admin.

If the basic employee is created successfully, a pop-up window with a green-coloured message will appear and the gray ID field will show the new employee's ID.



To create an employee with more detailed information:

1. Complete steps 1 through 5 above (for creating a basic employee).
   - Don't click the "Create Employee" button yet.
2. Choose a Position from the drop down list.
   - If you don't choose an option, the user will not have an position.
   - If you choose "Other (specify)", a textbox will appear for you to type a position.[1]
3. Choose an Employer from the drop down list.
   - If you don't choose an option, the user will not have an employer.
   - If you choose "Other (specify)", a textbox will appear for you to type an employer.[2]
4. Choose a Department from the drop down list.
   - If you don't choose an option, the user will not in a department.
   - If you choose "Other (specify)", a textbox will appear for you to type a department.[3]
5. Type a room.
6. Type a supervisor.
   - First and last name separated by a space.
   - Only letters and apostrophes are allowed for the names, maximum 50 characters.
7. Type an end date or choose one from the calendar chooser.
   - Click the textbox to get the calendar chooser to appear.
   - This is the date the employee stopped working.
   - The date format is "M/D/YYYY".
   - The end date must be later than the start date.
8. Click the "Create Employee" button.
9. Wait for the system to process your request.
   - If there are error messages, correct the errors and click "Create Employee" again.
   - If you still get an error, check you have an internet connection and that your account hasn't timed out.
   - If you still get an error, contact your system admin.

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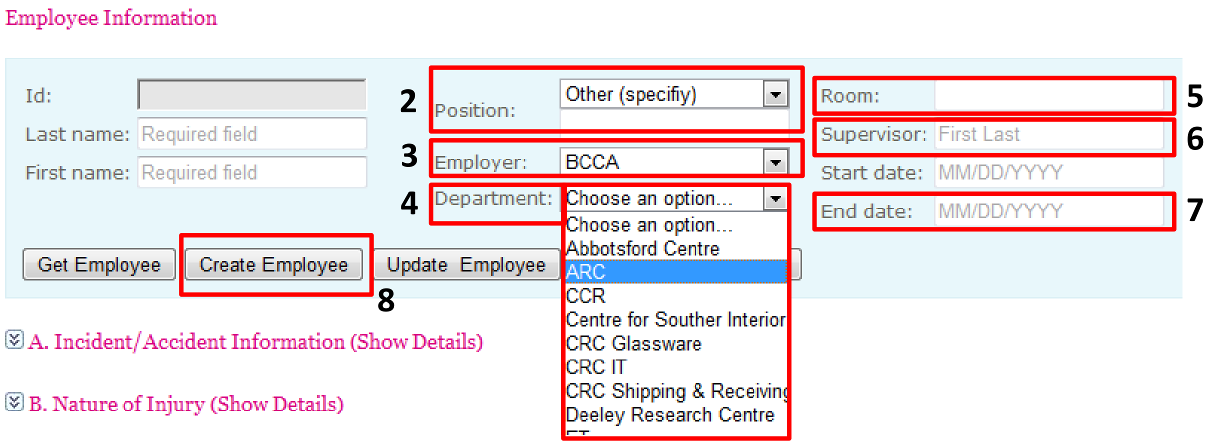
[1] Any position you put in the textbox will only exist in the employee's record and will not appear in the positions drop down list. To add a position to the drop down list, you need to login to the admin account and go to the Position Management section of the admin page.

[2] Any employer you put in the textbox will only exist in the employee's record and will not appear in the employers drop down list. The employers list cannot be changed.

[3] Any department you put in the textbox will only exist in the employee's record and will not appear in the departments drop down list. To add a department to the drop down list, you need to login to the admin account and go to the Department Management section of the admin page.

If the detailed employee is created successfully, a pop-up window with a green-coloured message will appear and the gray ID field will show the new employee's ID.



4.2. Load an Employee

To load an employee, you must know the employee's first and last name. Loading an employee will populate the employee info form with the employee's data. This will allow you to create an incident report about that employee.

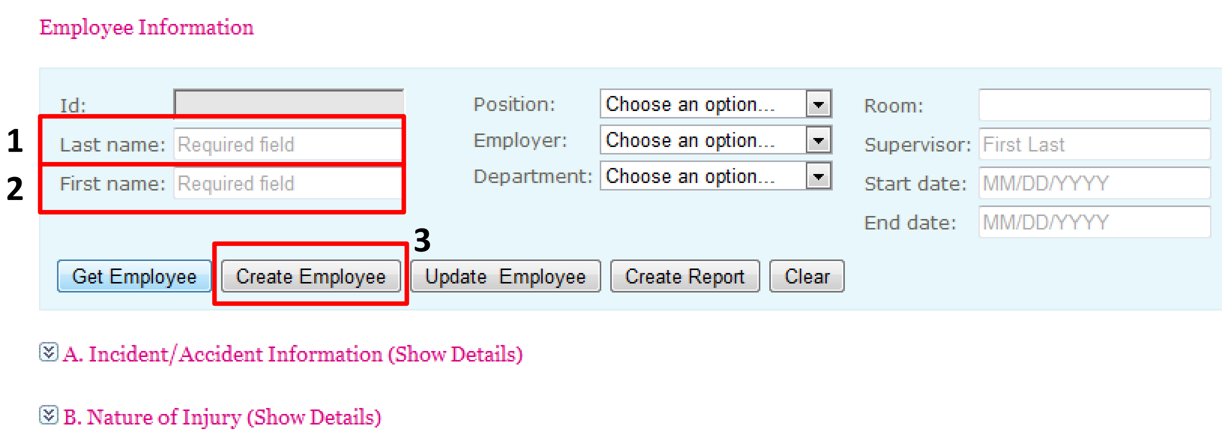
All unsaved information you have written in the employee information form will be overwritten by this function. Information pertaining to the report itself will be unaffected.

Note: the employee names are not case sensitive.

To load an employee:

1. Type a first name.
   - Only letters and apostrophes are allowed, maximum 50 characters.
2. Type a last name.
   - Only letters and apostrophes are allowed, maximum 50 characters.
3. Click the "Get Employee" button.
4. Wait for the system to process your request.
   - If there are error messages, correct the errors and click "Get Employee" again.
   - If you are still getting errors, check you have an internet connection and that your account hasn't timed out (refresh the page or go to a different page).
   - If you still get an error, contact your system admin.

If the employee is successfully loaded, a pop-up window with a green-coloured message will appear and the employee's information will appear in the form.



4.3. Update an Employee

After loading an employee, you can change their data and save those changes. These changes will be visible to all users of the system and like you, all users can freely change the data.

Note: the employee names are not case sensitive.
Note: the employee's ID cannot be changed.

To update an employee:

1. Complete all the steps in 3.2 to load an existing employee.
2. Change the data you want, including the first and last names.
3. Click the "Update Employee" button.
4. Wait for the system to process your request.
    - If there are error messages, correct the errors and click "Update Employee" again.
    - If you are still getting errors, check you have an internet connection and that your account hasn't timed out (refresh the page or go to a different page).
    - If you still get an error, contact your system admin.

If the changes are successfully saved, a pop-up window with a green-coloured message will appear and the next time you load the employee, the new information will appear.

4.4. Create an Incident Report

Overview.

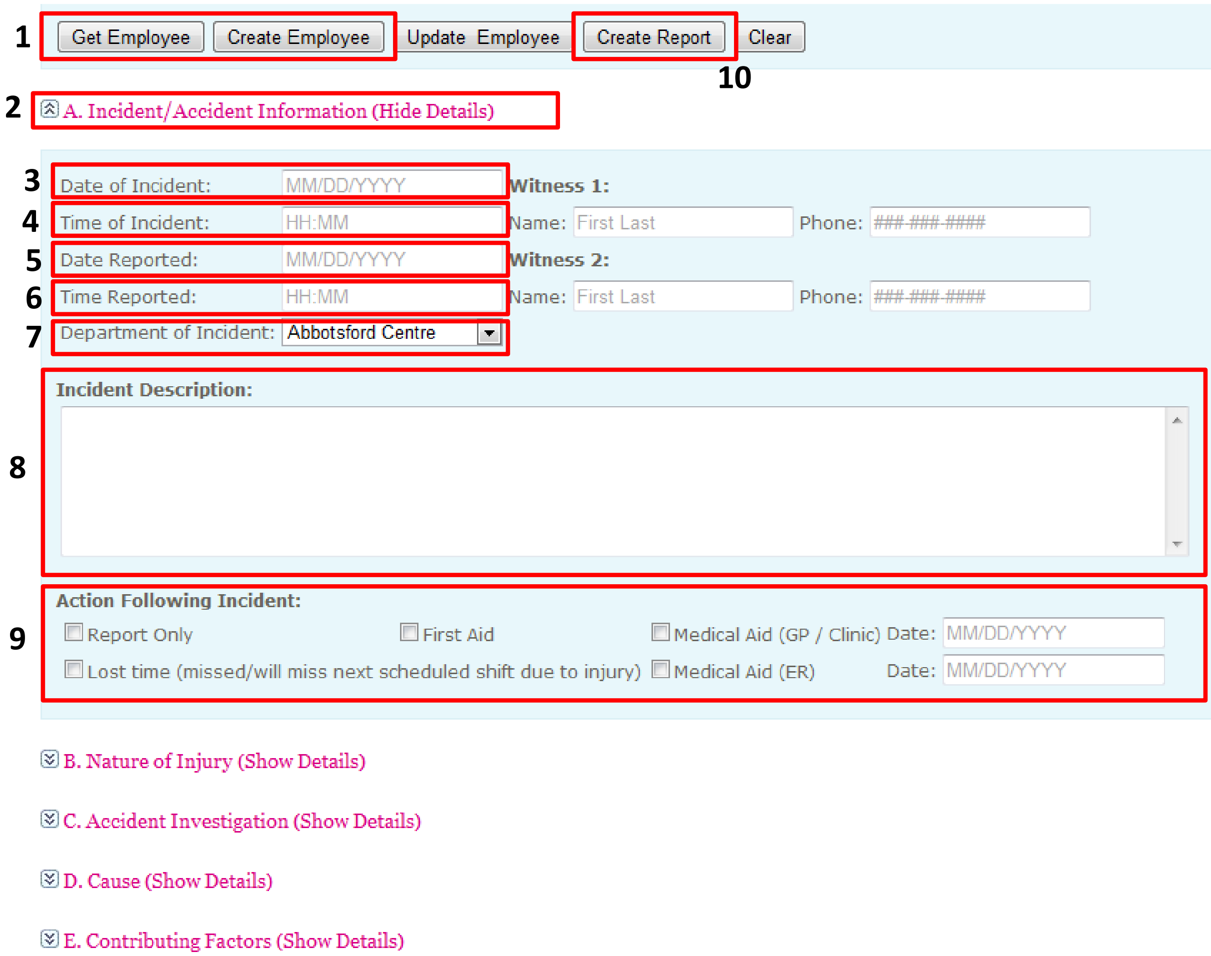
Note: the report does not include sections F, G, and H. These sections can be filled in using the Follow Up page.

To create an incident report:

1. Complete all the steps in 3.1 or 3.2 to load or create an employee.
   - If you skip this step, the system will try to load (not create) the employee for you.
2. Click the pink heading "A. Incident/Accident Information (Show Details)".
   - This shows the first part of the report form.
   - You can click the heading again to hide that section of the form.
3. Type the date of the incident or choose a date from the calendar chooser.
   - Click the textbox to get the calendar chooser to appear.
   - The date format is "M/D/YYYY".
4. Type the time of the incident.
5. Type the dates reported or choose a date from the calendar chooser.
   - Click the textbox to get the calendar chooser to appear.
   - The date format is "M/D/YYYY".
6. Type the time reported.
   - The combined date and time reported must be later than the date and time of the incident.
7. Choose a department from the "Department of Incident" drop down list.
   - This is the department the incident took place in.
   - If you select the "Other" option, you cannot enter a specific department.
8. Enter an incident description.
   - You can only type a maximum of 8000 characters.
9. Check at least one "Action Following Incident" checkboxes.
   - If you select one of the medical aid checkboxes, you must enter a date as well.
10. Click "Create Report".
11. Wait for the system to process your request.
    - If there are error messages, correct the errors and click "Update Employee" again.
    - If you are still getting errors, check you have an internet connection and that your account hasn't timed out (refresh the page or go to a different page).
    - If you still get an error, contact your system admin.

All the other fields on the form are optional. However, it's recommended you select at least one checkbox from each section (B, C, D or E). You can click on each of the pink headings to show or hide that section of the report.

Note: the author of an incident report, and his or her department, is automatically saved with the report.


1
Get Employee
Create Employee
Update Employee
Create Report
Clear
10
2
A. Incident/Accident Information (Hide Details)
3
Date of Incident: MM/DD/YYYY
4
Time of Incident: HH:MM
5
Date Reported: MM/DD/YYYY
6
Time Reported: HH:MM
7
Department of Incident: Abbotsford Centre
Witness 1:
Name: First Last
Phone: ###-###-####
Witness 2:
Name: First Last
Phone: ###-###-####
8
Incident Description:
9
Action Following Incident:
Report Only
First Aid
Medical Aid (GP / Clinic) Date: MM/DD/YYYY
Lost time (missed/will miss next scheduled shift due to injury)
Medical Aid (ER)
Date: MM/DD/YYYY
B. Nature of Injury (Show Details)
C. Accident Investigation (Show Details)
D. Cause (Show Details)
E. Contributing Factors (Show Details)

5. Clear the Form

Clicking the clear button will erase all information in the entire form (both the employee and report information). Any unsaved information will be lost.

To clear the entire form:

1. Click the "Clear" button.

6. Training Tab

6.1. Create a User

Same as Reporting Tab, see Section 3.3.

6.2. Get a User

Same as Reporting Tab, see Section 3.3.

6.3. Update a User

Same as Reporting Tab, see Section 3.3.

6.4. View Valid Employee Courses

1. To view courses that have not expired for an employee, fill in the "Last name" and "First name" fields in the Header Info section.
2. Click the Get Employee button.
3. Expand Courses (Show Details)
4. Expand Valid: (Show Details)

6.5. View Expired Employee Courses

6.6. View All Courses (Course Catalogue)

The Course Catalogue contains all the courses currently in the database. To view it, simply expand Courses (Show Details) and then Catalogue (Show Details).

6.7. Edit an Invalid Employee Course

6.8. Edit a Valid Employee Course

1. To edit the course date and expiry date of a course taken by an employee, follow the steps in 4.4.
2. Click edit for the chosen course
3. Choose a new date for Course Date and/or Expiry Date.
4. Click Update.

6.9. Add a Course to Invalid Courses

6.10. Add a Course to Valid Courses

If an employee has completed a course, follow the instructions below to add a course to their training record.

1. To add a course to Valid Courses, follow the steps in 4.4.
2. Click Add Course.
3. Select a course.
4. Enter in a Course Date and/or End Date if applicable.

6.11. View Course Details

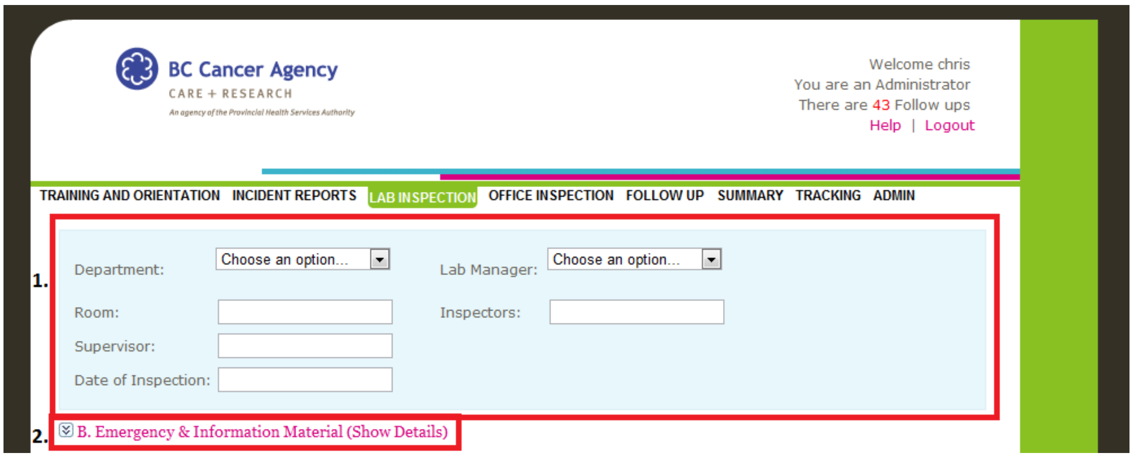
1. To view course details for a course taken by an employee, first complete the steps in 4.4.
2. Click Details for the desired course. If the course selected has details, it will appear underneath the valid course list.

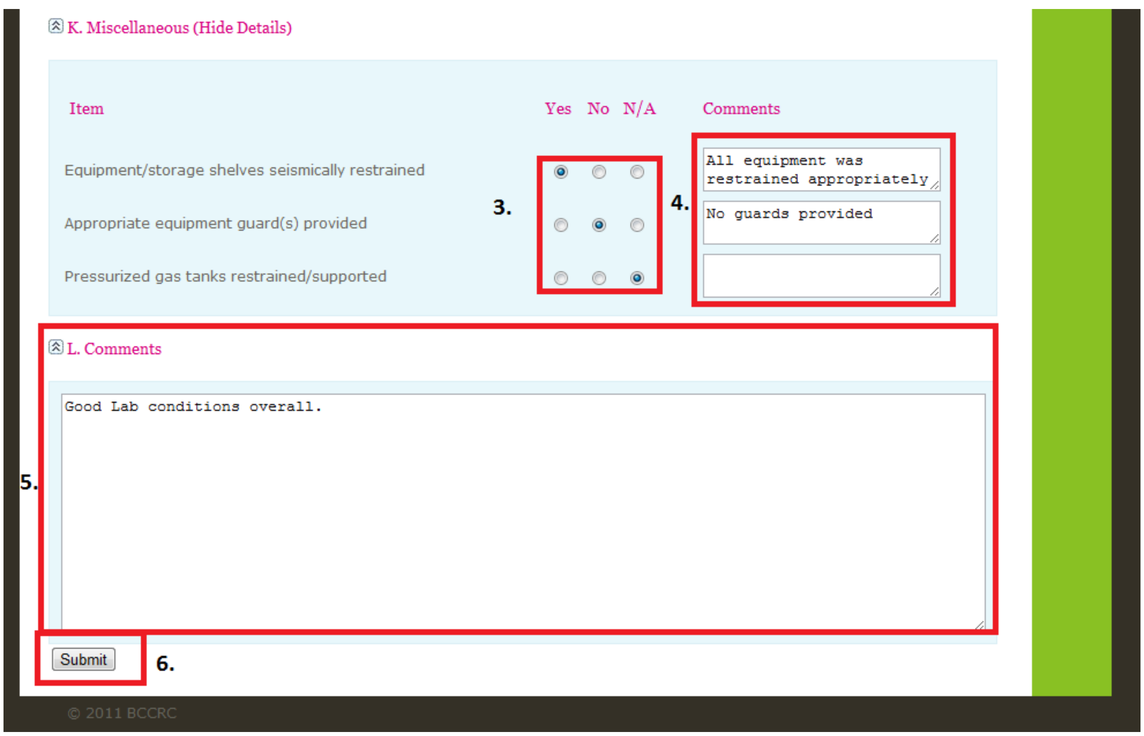
6.12. Edit Course Details

1. To edit the course details, follow the steps in 4.11.
2. Edit the desired fields.
3. Click Save Details.

7. Lab Inspection Tab

7.1. Create a Lab Inspection



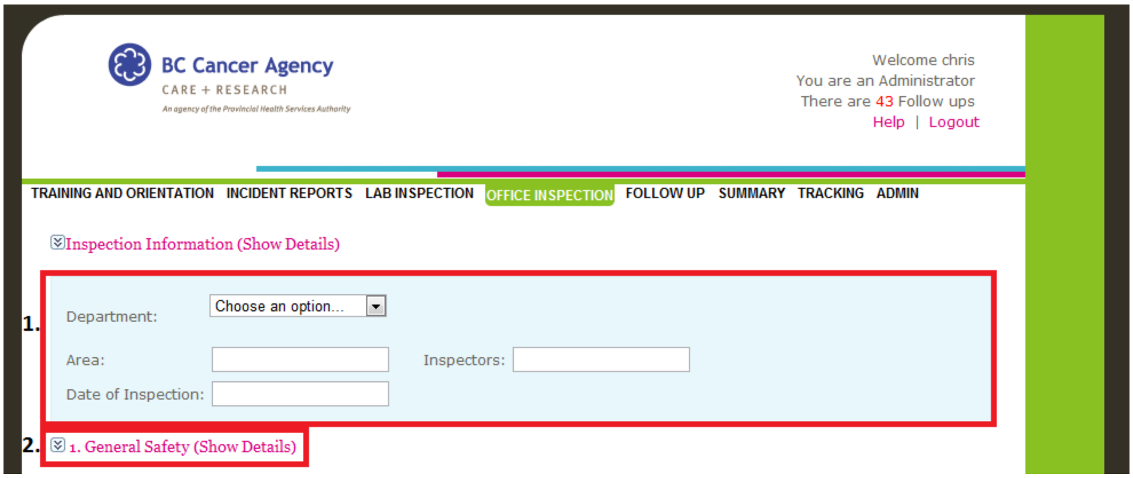


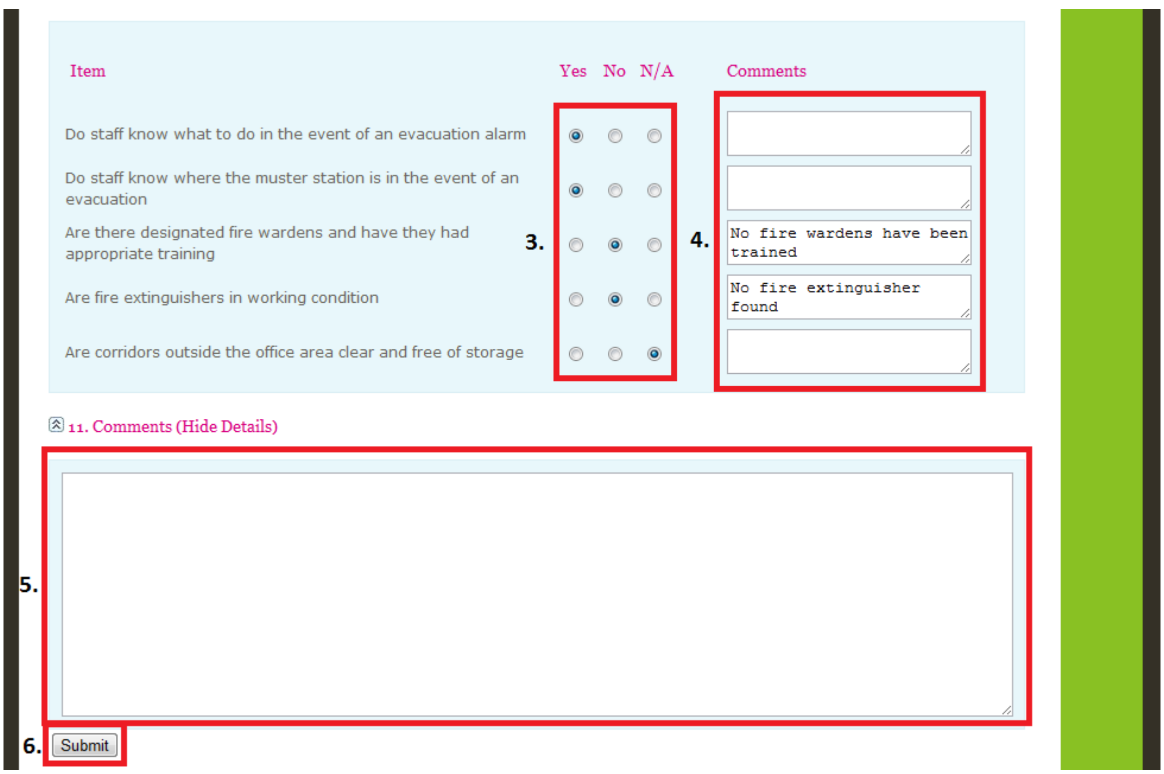
Logged in as any User:

1. Fill out the information at the top of the page.
2. Click "(Show Details)" on each of the headers that follow
3. Be sure to select at least one of the radio button choices of Yes, No or N/A for each entry.
4. Include any comments associated with each entry in the comment Text field beside the radio buttons.
5. Any additional comments about the overall report should be placed in the larger comment box at the end of the form.
6. After all entries have been completed, Click the "Submit" button.

8. Office Inspection Tab

8.1. Create an Office Inspection



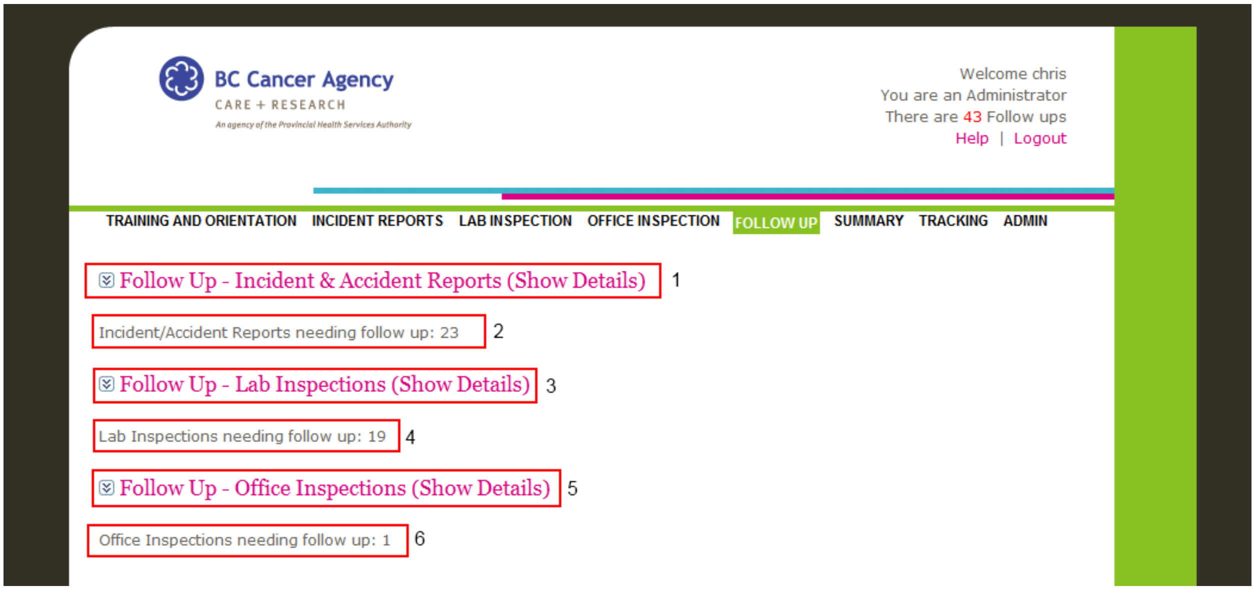


Logged in as any User:

1. Fill out the information at the top of the page.
2. Click "(Show Details)" on each of the headers that follow
3. Be sure to select at least one of the radio button choices of Yes, No or N/A for each entry.
4. Include any comments associated with each entry in the comment Text field beside the radio buttons.
5. Any additional comments about the overall report should be placed in the larger comment box at the end of the form.
6. After all entries have been completed, Click the "Submit" button.

9. Follow Up Tab

The Follow up page is for Safety Officers and Lab Managers to fill out the Follow up information for submitted reports. Safety Officers can see and fill out any reports/inspections in the system, while Lab Managers can only deal with their corresponding Lab's Inspections & Reports.

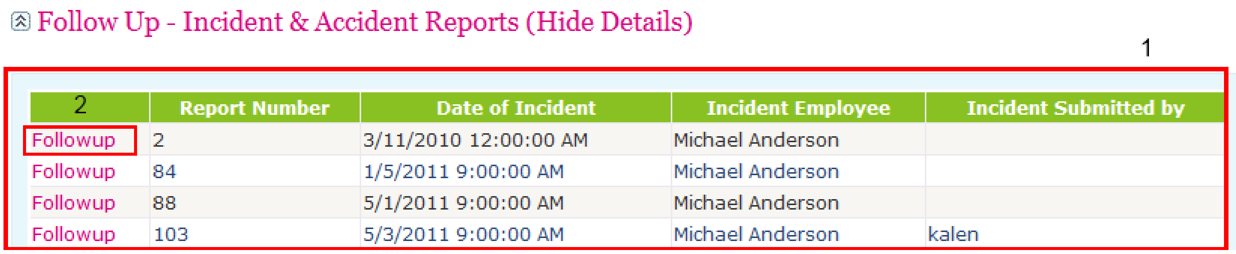


As per the screenshot above:

1. Clicking this heading will expand all the *Incident & Accident Reports* that need following up.
2. Shows the total number of *Incident & Accident Reports* that need following up.
3. Clicking this heading will expand all the *Lab Inspections* that need following up.
4. Shows the total number of *Lab Inspections* that need following up.
5. Clicking this heading will expand all the *Office Inspections* that need following up.
6. Shows the total number of *Office Inspections* that need following up.

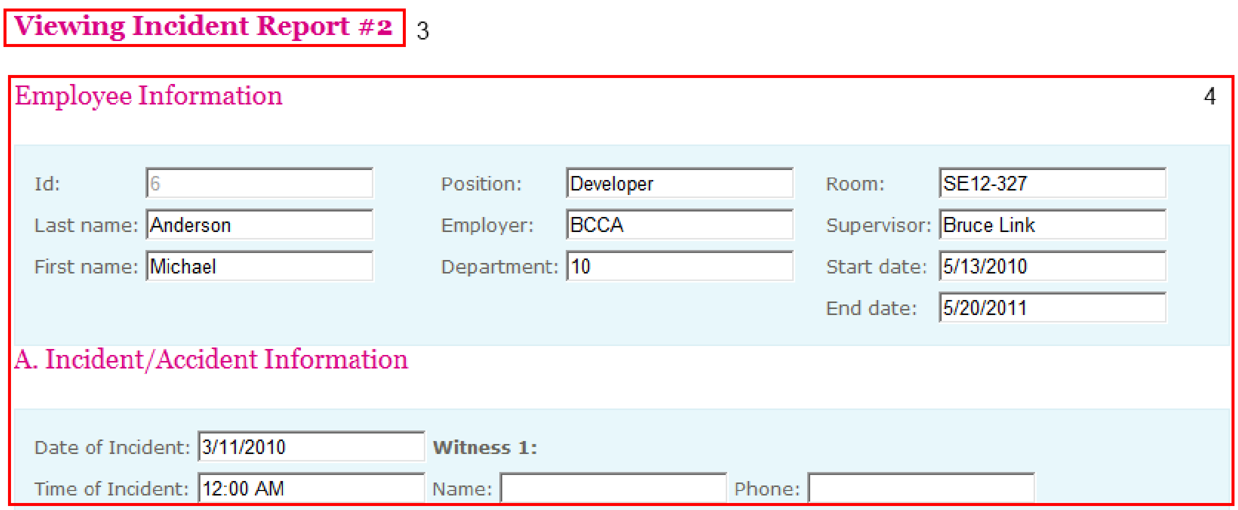
9.1. Follow Up an Incident Report

Submitted Incident & Accident Reports can be viewed and followed up by:

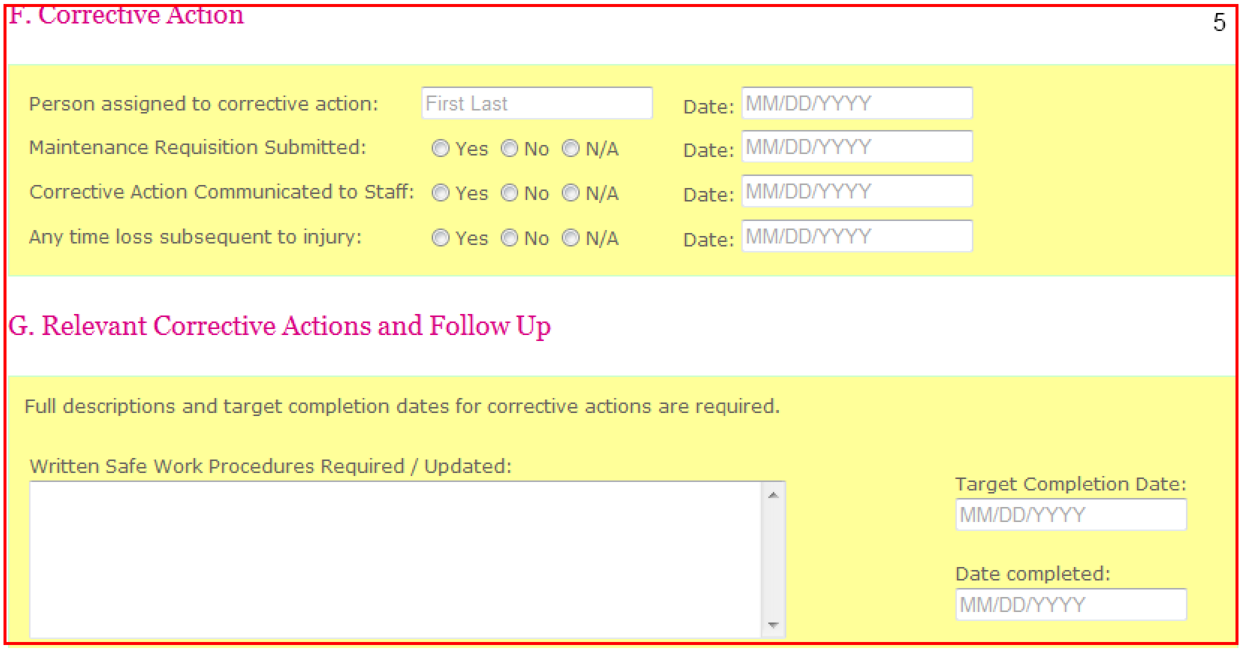


	Report Number	Date of Incident	Incident Employee	Incident Submitted by
Followup	2	3/11/2010 12:00:00 AM	Michael Anderson	
Followup	84	1/5/2011 9:00:00 AM	Michael Anderson	
Followup	88	5/1/2011 9:00:00 AM	Michael Anderson	
Followup	103	5/3/2011 9:00:00 AM	Michael Anderson	kalen

1. Shows a list of all Incident & Accident Reports that need Following up.
2. Clicking the "Followup" link beside a specific report will bring you to the Follow up page for the corresponding report.



3. Shows the number of the Incident Report that you are viewing.
4. Shows the details of the previously entered information for the Incident Report.



5. Fields outlined in yellow are part of the Follow up information. This is where you can fill out the details of the follow up and add comments to the follow up.

6. Shows that the logged in user is submitted the follow up. This cannot be changed.
7. Clicking the "Save Followup" button will save all entered follow up fields(in yellow) and allows for you to come back later and edit or change the details. This will keep the report on the follow up page.
8. Clicking the "Submit Followup" button will submit the entered follow up fields and mark the follow up as complete; removing it from the follow up page.

9.2. Follow Up a Lab Inspection

Submitted Lab Inspection can be viewed and followed up by:

Follow Up - Lab Inspections (Hide Details) 1

2

3	Inspection Number	Date of Inspection	Location	Lab Manager	Inspection Submitted by
Followup	6	6/28/2010 12:00:00 AM		Liz Chavez	
Followup	9	6/28/2010 12:00:00 AM		Gitte Gerhard	
Followup	10	6/28/2010 12:00:00 AM		Rebecca Cullen	
Followup	30	4/5/2011 12:00:00 AM	TFL - 327	Rebecca Cullen	
Followup	33	4/5/2011 12:00:00 AM	TFL - 327	Rebecca Cullen	
Followup	34	4/5/2011 12:00:00 AM	TFL - 327	Rebecca Cullen	

1. Click the Follow Up – Lab Inspection Header to open the list of Lab Inspections needing follow up.
2. There will be a list of all inspections needing follow up for your lab, if you are a Lab Manager, or all of the Lab Inspections if you are a Admin or Safety Officer.
3. Click follow up next to the inspection number to Follow up on the Inspection.

Viewing Lab Inspection #6 4

5

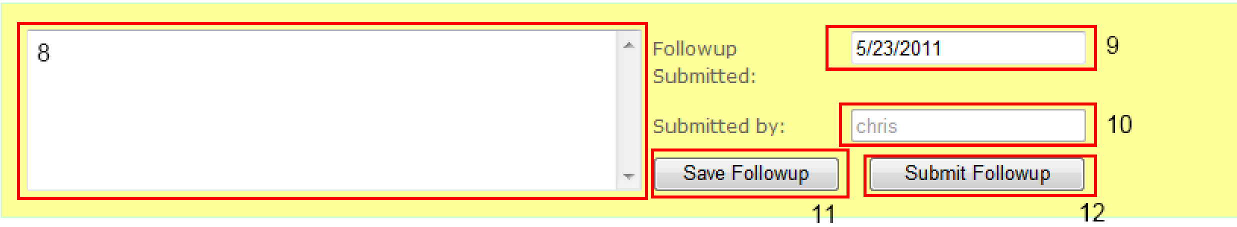
Department: TFL **Supervisor:** Lansdorp
Room: **Inspector:** Susan MacPhail
Lab Manager: Liz Chavez
Date of Inspection: 6/28/2010

Item	Checked (yes/no)	Comment 6	Corrective Action Taken
Fire Evacuation route posted on the exits in each section/floor	N/A		
Fire extinguisher in working condition	N/A		
Blood and Body Fluid protocol posted	N/A		
Injury on Duty Flow Chart posted	N/A		

7

4. On the next page, you will be shown what Lab Inspection you are looking at.
5. The blue box at the top will include header information for the inspection, indicating where the inspection was for, when it was conducted, and who conducted it.
6. Listed below, are the items from the Lab Inspection form, wether the item was checked yes, no or n/a on the form, and the comment about the item.
7. The area next to each item is a field for a comment about the corrective action taken in response to the item of the lab inspection.

Follow up Comments



8. At the bottom of the page is a yellow highlighted area which allows for a general comment for the Follow up.
9. After the comment, there is a field for the date, which defaults to day's current date, but can be changed if the paper follow up was completed before hand.
10. The Follow up then shows the name of the person submitted the follow up, this is who is logged in and cannot be changed.
11. Clicking the "Save Followup" button will save the information typed in the corrective action taken fields and the followup comment. This allows for you to come back, make changes or add additional information to the follow up as it will still be listed on the follow up page.
12. Clicking the "Submit Followup" button will save the information typed in the corrective action taken fields and the follow up comment. However, unlike saving, submitted the followup removes the inspection from the list of follow ups and marks the inspection as "Followed Up".

9.3. Follow Up an Office Inspection

Submitted Office Inspections can be viewed and followed up by:

Follow Up - Office Inspections (Hide Details) 1

2

3	Inspection Number	Date of Inspection	Location	Office Inspector	Inspection Submitted by
Followup	10	7/14/2011 12:00:00 AM	TFL - Terraria	Me	kalen

1. Click the Follow Up – Officer Inspection Header to open the list of Officer Inspections needing follow up.
2. There will be a list of all inspections needing follow up for your lab, if you are a Lab Manager, or all of the Lab Inspections if you are a Admin or Safety Officer.
3. Click follow up next to the inspection number to Follow up on the Inspection.

Viewing Office Inspection #10 4

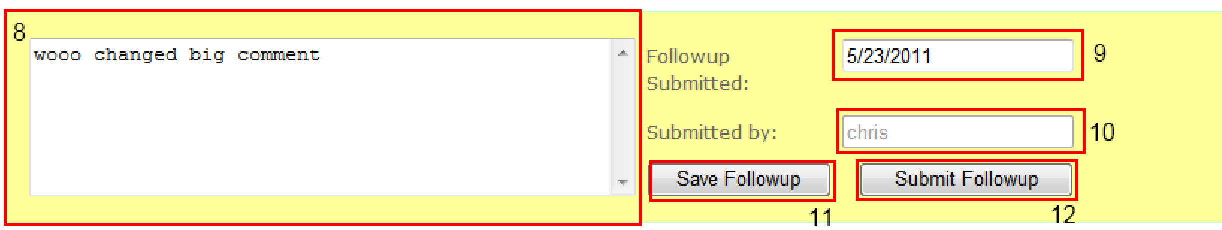
5

Department: TFL **Date of Inspection:** 7/14/2011
Area: Terraria **Inspector:** Me

Item	Checked (yes/no)	Comment 6	Corrective Action Taken
Are worker incident / injury forms available / do staff know when to use them	No	Are worker incident/injury forms available / do staff know when to use them	7
Are new employees informed of work hazards	No	Are new employees informed of work hazards	saved
Do staff know how to contact first aid	No	Do staff know how to contact first aid	
Is safety and health training provided	No	Is safety and health training provided	Is safety and health training provided

4. On the next page, you will be shown what Officer Inspection you are looking at.
5. The blue box at the top will include header information for the inspection, indicating where the inspection was for, when it was conducted, and who conducted it.
6. Listed below, are the items from the Lab Inspection form, wether the item was checked yes, no or n/a on the form, and the comment about the item.
7. The area next to each item is a field for a comment about the corrective action taken in response to the item of the lab inspection.

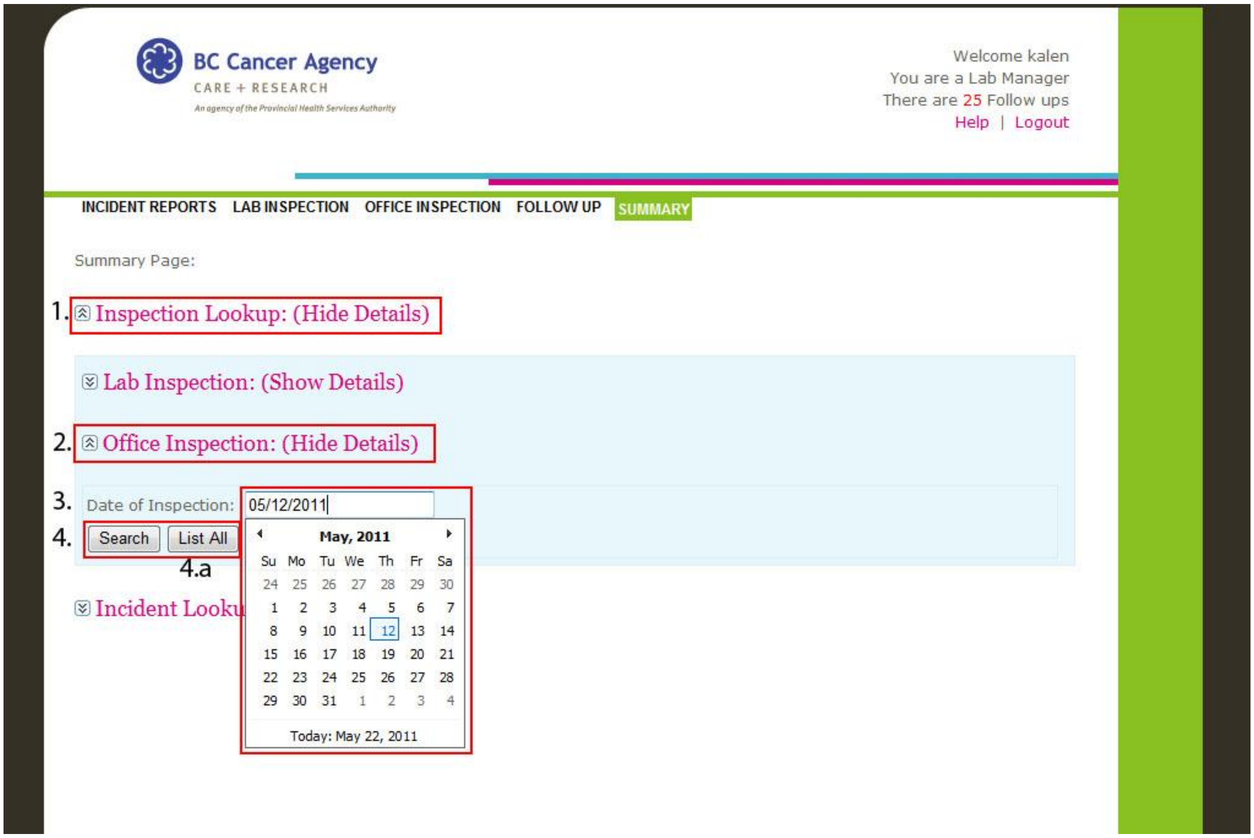
Follow up Comments



8. At the bottom of the page is a yellow highlighted area which allows for a general comment for the Follow up.
9. After the comment, there is a field for the date, which defaults to day's current date, but can be changed if the paper follow up was completed before hand.
10. The Follow up then shows the name of the person submitted the follow up, this is who is logged in and cannot be changed.
11. Clicking the "Save Followup" button will save the information typed in the corrective action taken fields and the followup comment. This allows for you to come back, make changes or add additional information to the follow up as it will still be listed on the follow up page.
12. Clicking the "Submit Followup" button will save the information typed in the corrective action taken fields and the follow up comment. However, unlike saving, submitted the followup removes the inspection from the list of follow ups and marks the inspection as "Followed Up".

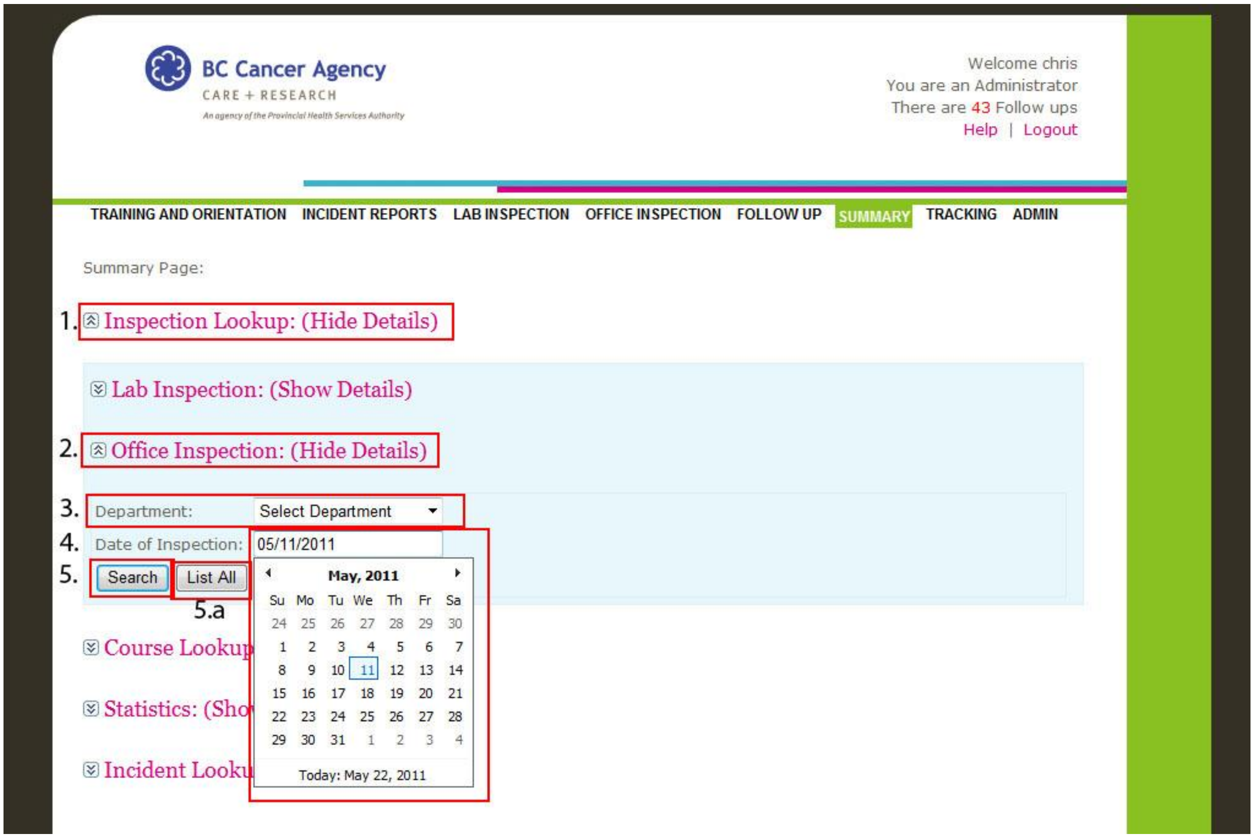
10. Summary Tab

10.1. Look up an Office Inspection



Logged in as a Lab Manager:

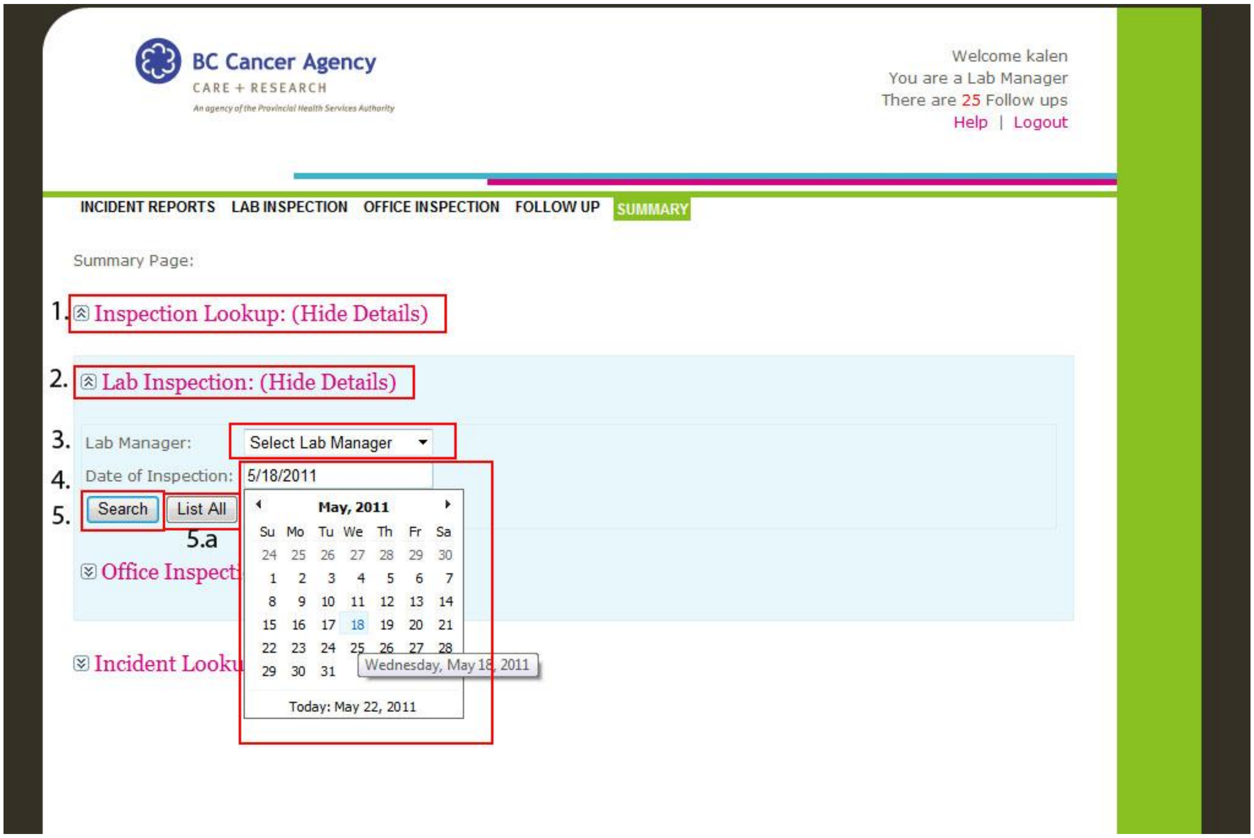
1. Click "(Show Details)" on Inspection Lookup
2. Click "(Show Details)" on Office Inspection
3. Click on the box next to "Date of Inspection" to enter a date.
4. Click "Search"
    a. If you want to search for **ALL** inspections click "List All"



Logged in as an Administrator

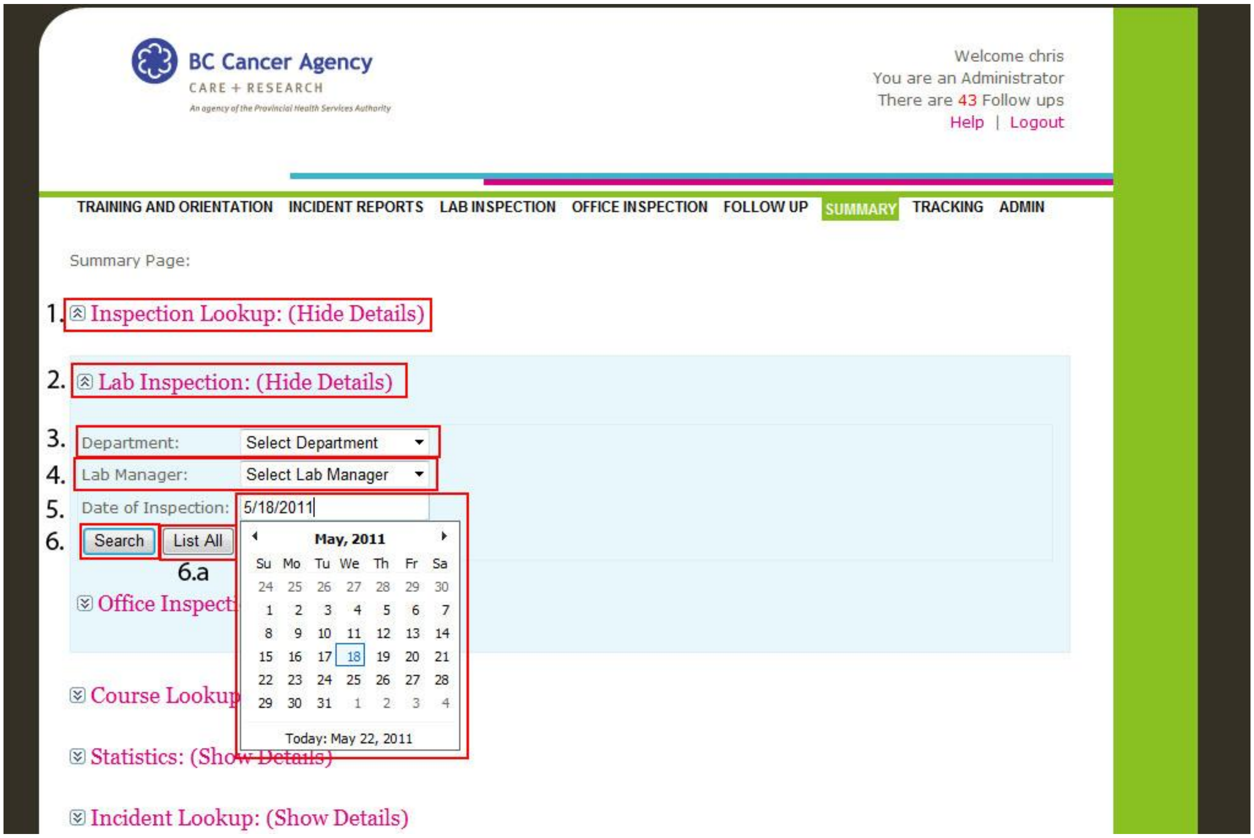
1. Click "(Show Details)" on Inspection Lookup
    2. Click "(Show Details)" on Office Inspection
    3. Select a Department from the dropdown list.
    4. Click on the box next to "Date of Inspection" to enter a date. (Optional)
    5. Click "Search"
        a. If you want to search for **ALL** inspections click "List All"

1.2. Look up a Lab Inspection



Logged in as a Lab Manager:

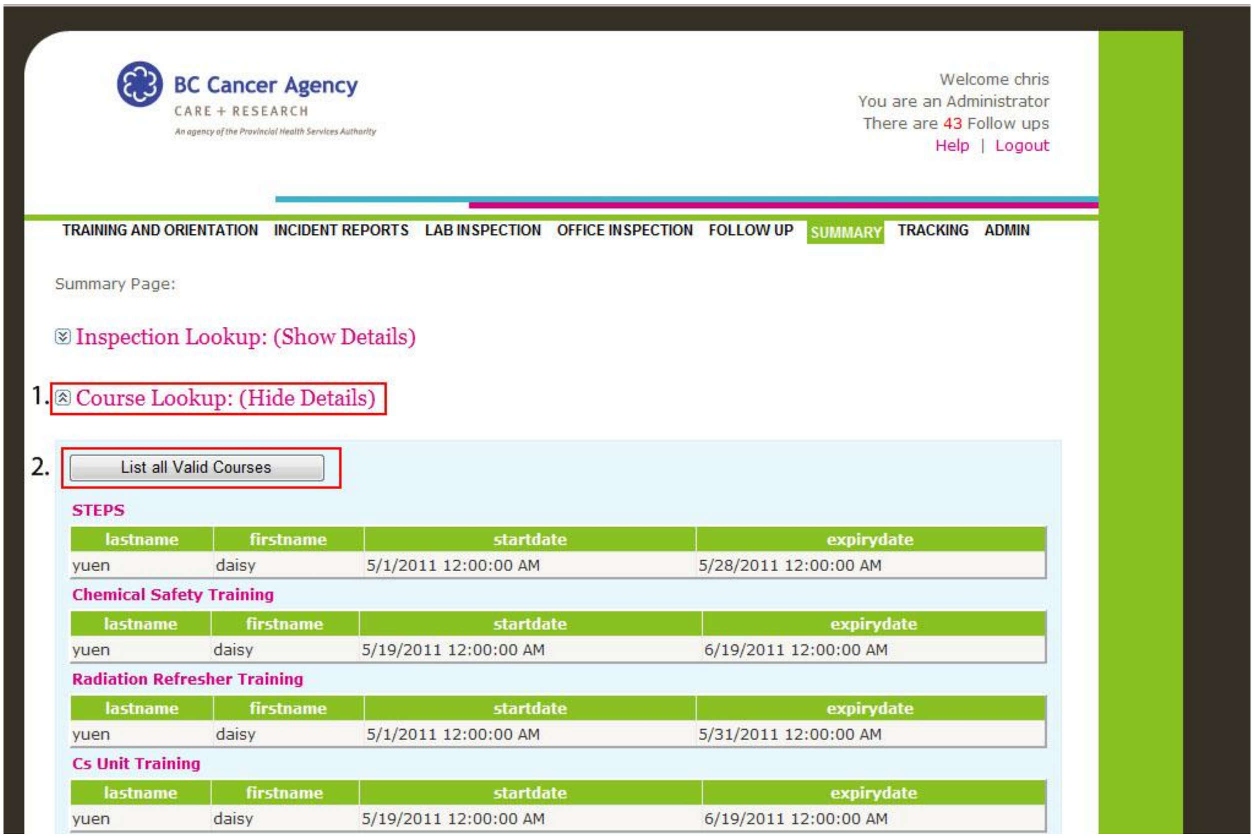
1. Click "(Show Details)" on Inspection Lookup
2. Click "(Show Details)" on Lab Inspection
3. Select a Lab Manager from the dropdown list. (Optional)
4. Click on the box next to "Date of Inspection" to enter a date. (Optional)
5. Click "Search"
    a. If you want to search for **ALL** inspections click "List All"



Logged in as an Administrator:

1. Click "(Show Details)" on Inspection Lookup
2. Click "(Show Details)" on Lab Inspection
3. Select a department from the dropdown list. (Optional)
4. Select a Lab Manager from the dropdown list. (Optional)
5. Click on the box next to "Date of Inspection" to enter a date. (Optional)
6. Click "Search"
   a. If you want to search for **ALL** inspections click "List All"

1.2. Look up Valid Courses

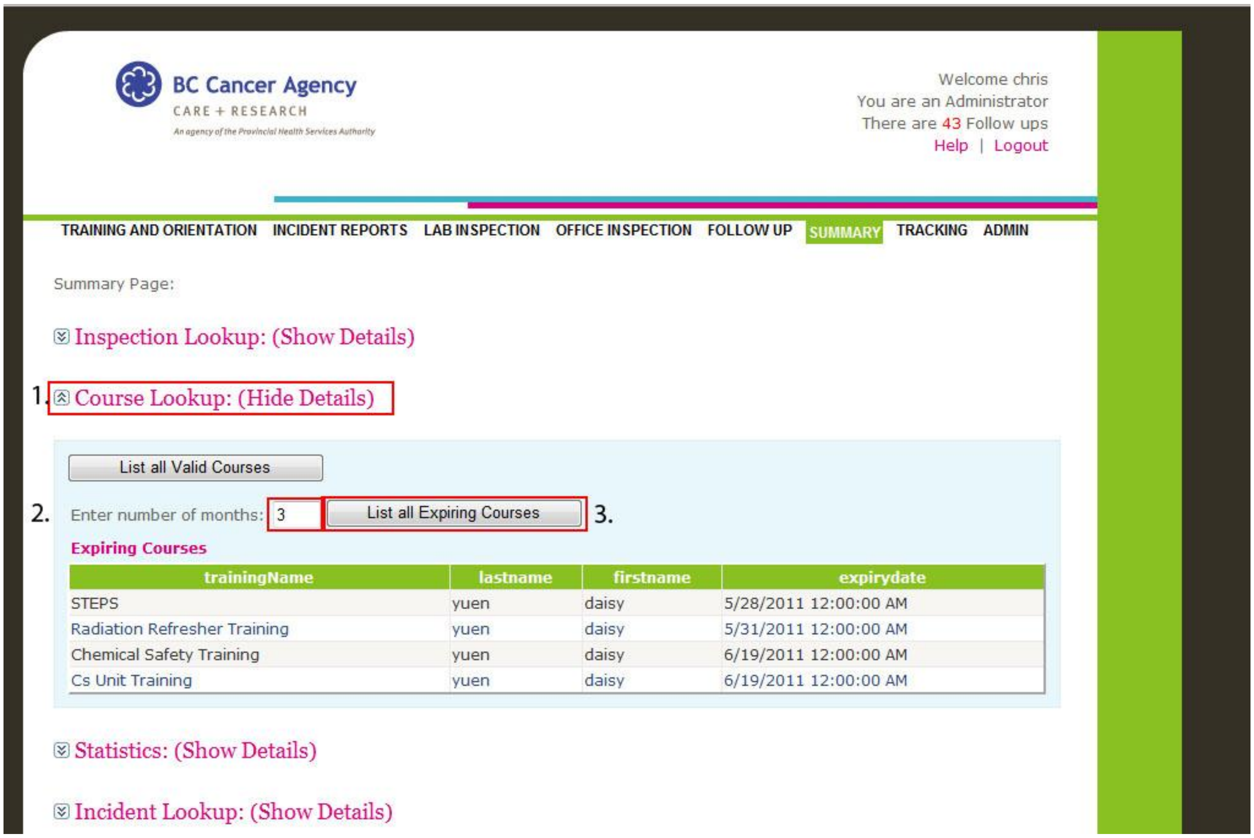


Logged in as an Administrator:

1. Click "(Show Details)" on Course Lookup
2. Click the button "List all Valid Courses"

Note: Lab Mangers do not have access to this feature.

1.3. Look up Expiring Courses

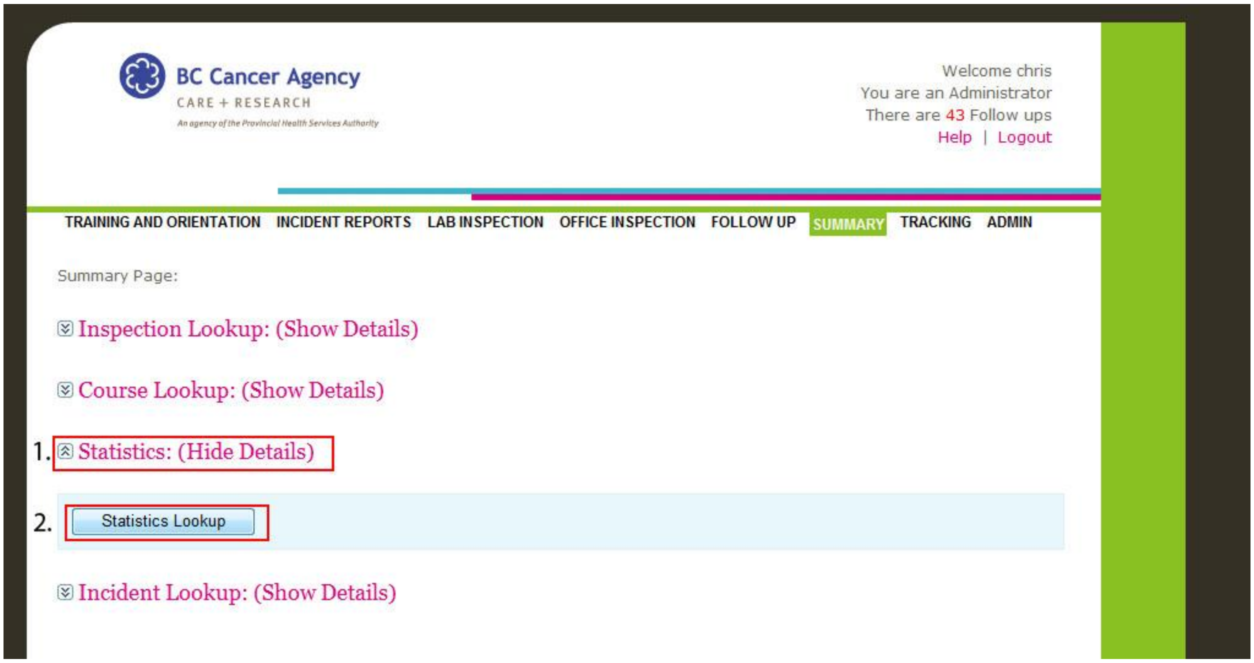


Logged in as an Administrator:

1. Click "(Show Details)" on Course Lookup
2. Enter a number of months you want to look for in the textbox.
3. Click the button "List all Expiring Courses"

Note: Lab Mangers do not have access to this feature.

1.4. Get System Statistics



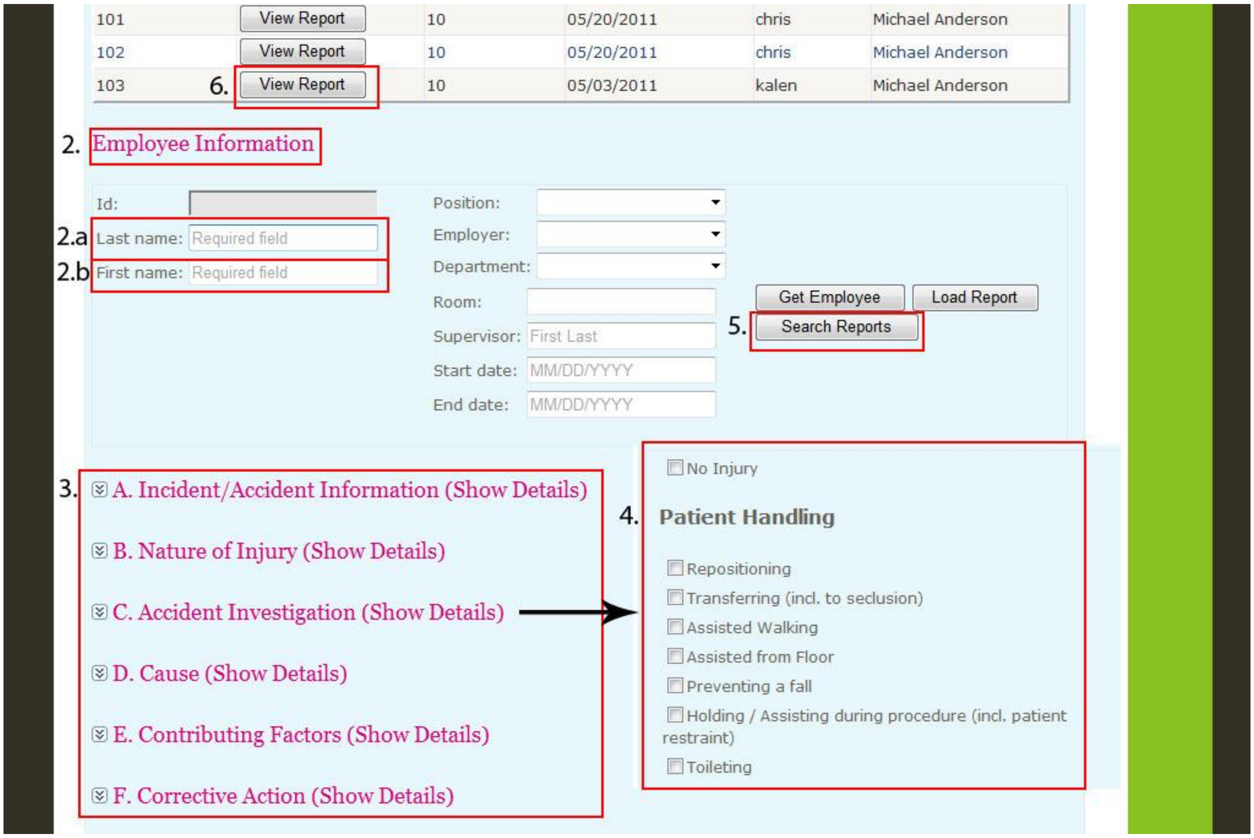
Total Lab Records:	24
Total Office Records:	2
Total Training Courses:	12
Total Indicent Records:	23
Total Departments:	19
Total Employees:	16
Total Follups Still Needed:	43

Logged in as an Administrator:

1. Click "(Show Details)" on Statistics
2. Click the button "Statistics Lookup"

Note: Lab Mangers do not have access to this feature.

1.5. Look up Incident Reports



Logged in as an Administrator or Lab Manager:

1. Click "(Show Details)" on Incident Lookup
2. Under the "Employee Information" panel, you can choose to enter any information you wish to look for.
   a. You must enter a last name
   b. You must enter a first name
3. Next, you may begin to expand any of the panels below by click "(Show Details)"
4. Check off any boxes you would like to search for.
5. Once you are ready, click "Search Reports"
   a. If a record is found it will display the result above the "Employee Information Panel"
6. Click "View Report" on the incident you would like to see.

2. Tracking Tab

This tab allows you to view incident reports and track which departments those incidents are occurring in, which employees are involved in the incidents and which courses those employees have (both completed and expired), and to view the lab and office inspections of the departments.

To start tracking:

1. Login as a Safety Officer or an Administrator.
2. Click on the "Tracking" tab.
3. Click each of the pink headings (A through E).
   - This will show the checkboxes for each section so you can select your filters.
4. Select any checkboxes you want to search for.
   - It's recommended to only select 1-2 filters. The system will find any reports that match all the selected filters. The other unselected filters or checkboxes will be ignored.
   - If you select no filters, you will get every incident report.
5. Click the "Filter Reports" button.
   - If you get an error message, make sure you have internet and that your session hasn't timed out.
   - If you are successful, the filter's section will be hidden and a results section will appear.

The results section starts with a list of all the filters you selected. The next item shown is a table of all the departments. Each department starts with a pink header. The header has the department name on the left-hand side and two buttons ("Lab Inspections" and "Office Inspections") on the right-hand side. After the header, all the reports (if any) will be listed. Each report will have number, a date, a submitter, the employee it pertains to, and three buttons ("Report", "Employee", and "Course"). After the reports, the total number of incidents for that department is given. After all the departments are shown, the total number of all the incident reports is shown. Below the grand total, is any information you selected from the table (including lists of inspections, employee information, employee courses, etc.): see below.

Note: When you click to get new information (such as a different list of inspections, employee information, etc.), the previous information does not disappear. So if you view one employee's courses, then view another employee's information, the courses section will pertain to the first employee and the employee information will pertain to the second employee. If you click the view the employee information of a third employee, the employee information will pertain to the third employee and the courses information will still pertain to the second employee.

Incident Form Filters (Show Details)

Results (Hide Details)

The filters you selected were:
☑ No Injury (Near Miss/ Unsafe Condition)

#	Date	Submitter	Employee	Click to View
Department: Abbotsford Centre				Lab Inspections Office Inspections
Number of Incidents: 0				
Department: ARC				Lab Inspections Office Inspections
Number of Incidents: 0				
Department: CCR				Lab Inspections Office Inspections
Number of Incidents: 0				
Department: Centre for Souther Interior				Lab Inspections Office Inspections
Number of Incidents: 0				
Department: CRC Glassware				Lab Inspections Office Inspections
Number of Incidents: 0				
Department: CRC IT				Lab Inspections Office Inspections
102	5/20/2011	chris	Michael Anderson	Report Employee Courses
Number of Incidents: 1				

To view the lab inspections of a department:

1. Complete all the steps in "To start tracking" above.
2. Find the department you to view lab inspections for.
3. Click the "Lab Inspections" button.
4. Wait for the lab inspections to load.
5. Scroll to the end of the departments.
    - A new section called "Lab Inspections" should have appeared.
6. Find the lab inspection you want to view.
7. Click the "Checklist" button of that lab inspection.
8. Wait for the lab inspection to load.
    - You will be taken to a different page.
9. Press the back button of your browser to return to your results list.
    - If you are unable to view the lab inspection checklist, check your internet connection and make sure your session has not timed out.

Viewing the office inspections uses the same steps, except for an office inspection rather than a lab inspection.

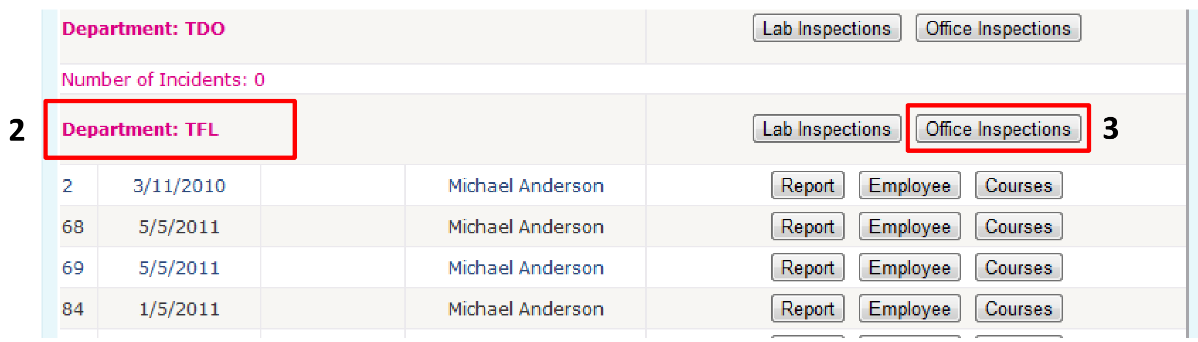
Viewing Lab Inspection #6

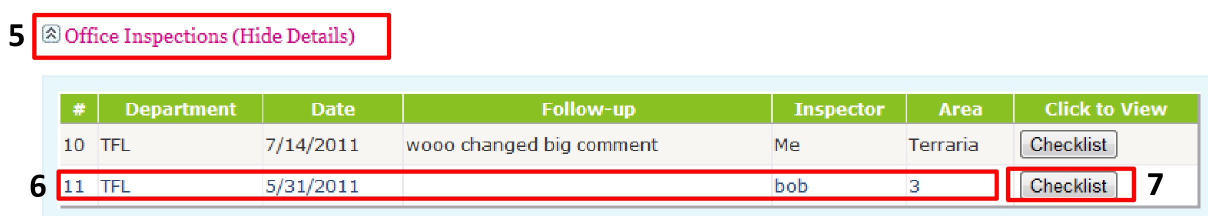
Department:	TFL	**Follow Up Status:**	Unknown
Supervisor:	Lansdorp	**Follow Up Date:**	
Room:		**Follow Up Submitter:**	
Inspector:	Susan MacPhail		
Lab Manager:	Liz Chavez		
Date of Inspection:	6/28/2010		

#	Item	Status	Inspection Comments	Follow Up Comments
Emergency & Information Material				
1	Fire Evacuation route posted on the exits in each section/floor	N/A		
2	Fire extinguisher in working condition	N/A		
3	Blood and Body Fluid protocol posted	N/A		

To view the office inspections of a department:

1. Complete all the steps in "To start tracking" above.
2. Find the department you to view lab inspections for.
3. Click the "Lab Inspections" button.
4. Wait for the lab inspections to load.
5. Scroll to the end of the departments.
   - A new section called "Lab Inspections" should have appeared.
6. Find the lab inspection you want to view.
7. Click the "Checklist" button of that lab inspection.
8. Wait for the lab inspection to load.
   - You will be taken to a different page.
9. Press the back button of your browser to return to your results list.
   - If you are unable to view the lab inspection checklist, check your internet connection and make sure your session has not timed out.





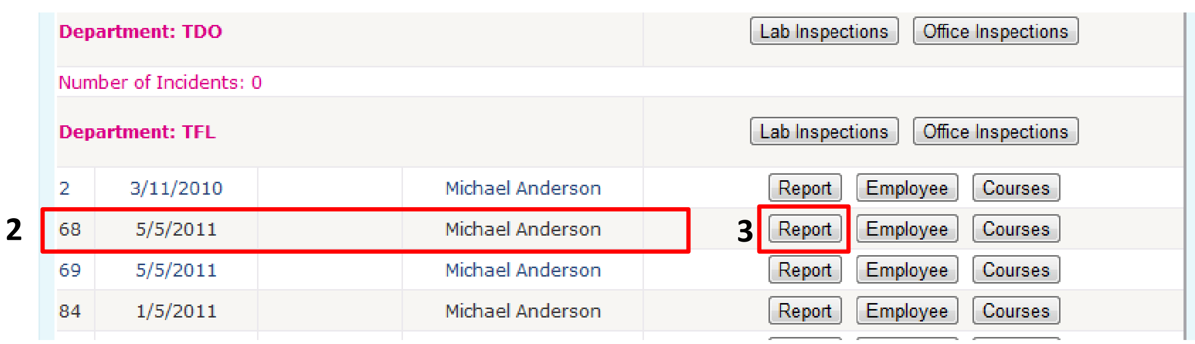
Note: if you know the number of a lab or office inspection, you can view that by entering a URL like:

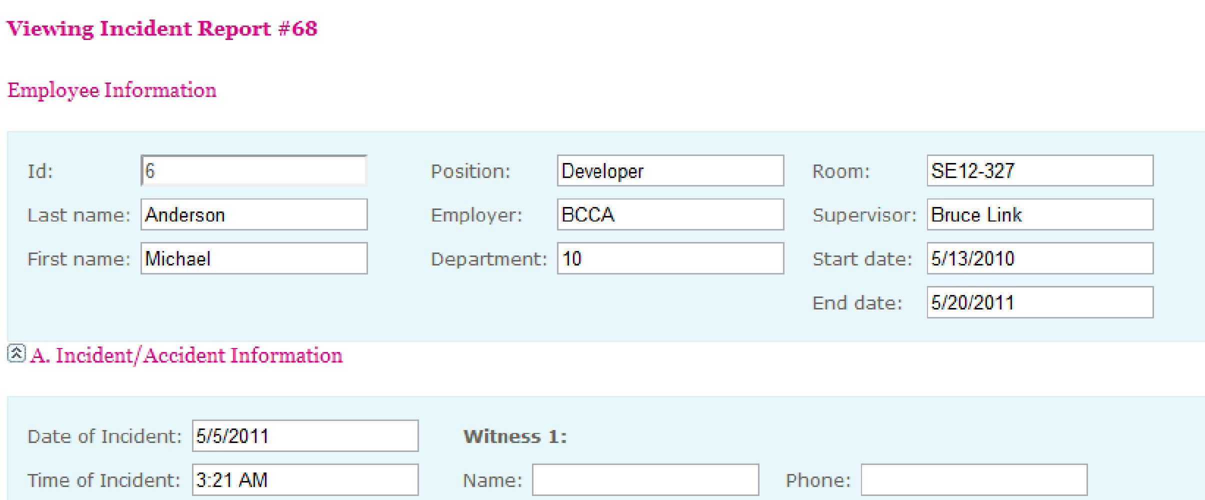
/Tracking/ViewLabInspection.aspx?LabInspectionNo=1
/Tracking/ViewOfficeInspection.aspx?OfficeInspectionNo=1

Just replace the number one with the number you want. With the URL approach, lab managers can only view inspections that occurred in their department.

To view an incident report:

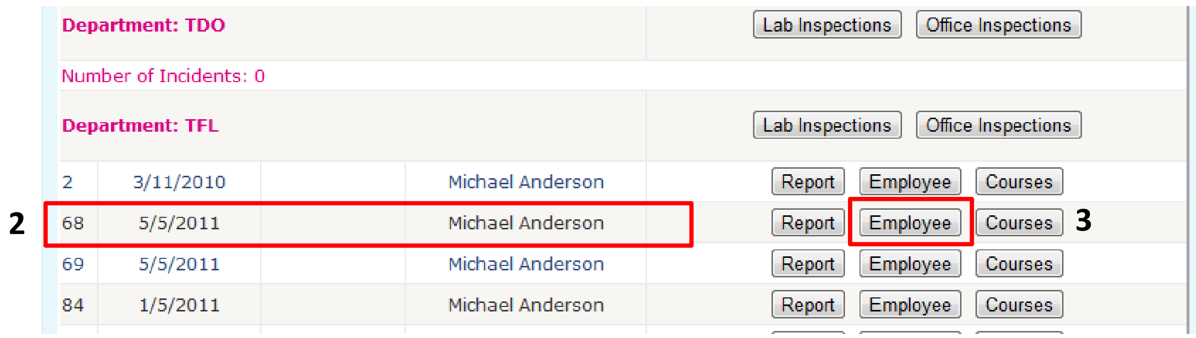
1. Complete all the steps in "To start tracking" above.
2. Find the report you want to view.
3. Click the "Report" button of that report.
4. Wait for the incident report to load.
    - You will be taken to a different page.
5. Press the back button of your browser to return to your results list.
    - If you are unable to view the incident report, check your internet connection and make sure your session has not timed out.





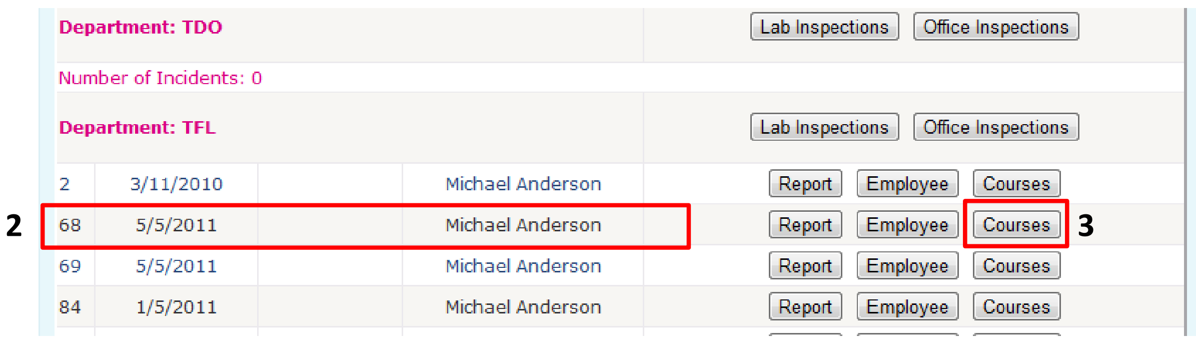
To view an employee's information:

1. Complete all the steps in "To start tracking" above.
2. Find the employee you want to view (the department/report does not matter).
3. Click the "Employee" button.
4. Wait for the employee information to load.
5. Scroll to the end of the departments.
    - A new section called "Employee Information" should have appeared.



To view an employee's courses:

1. Complete all the steps in "To start tracking" above.
2. Find the employee you want to view (the department/report does not matter).
3. Click the "Courses" button.
4. Wait for the courses information to load.
5. Scroll to the end of the departments.
    - A new section called "Employee Courses" should have appeared.



Employee Courses (Hide Details)

Courses for: Michael Anderson

Name	Status	Completion Date	Expiry Date	Required
STEPS	Incomplete	5/21/2011	6/21/2011	Yes
Chemical Safety Training	Incomplete	5/19/2011	6/19/2011	Yes
Cs Unit Training	Incomplete	5/19/2011	6/19/2011	Yes
Lab Safety Orientation	Incomplete	5/5/2011	5/6/2011	Yes
ARC Safety Training	Incomplete	5/5/2011	7/30/2011	Yes
BCCRC General Orientation	Complete	5/5/2011	6/29/2011	Yes

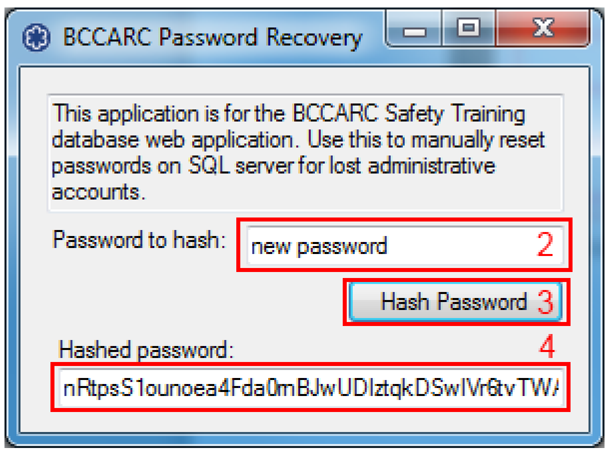
3. Admin Tab

3.1. Recover Lost Admin Password

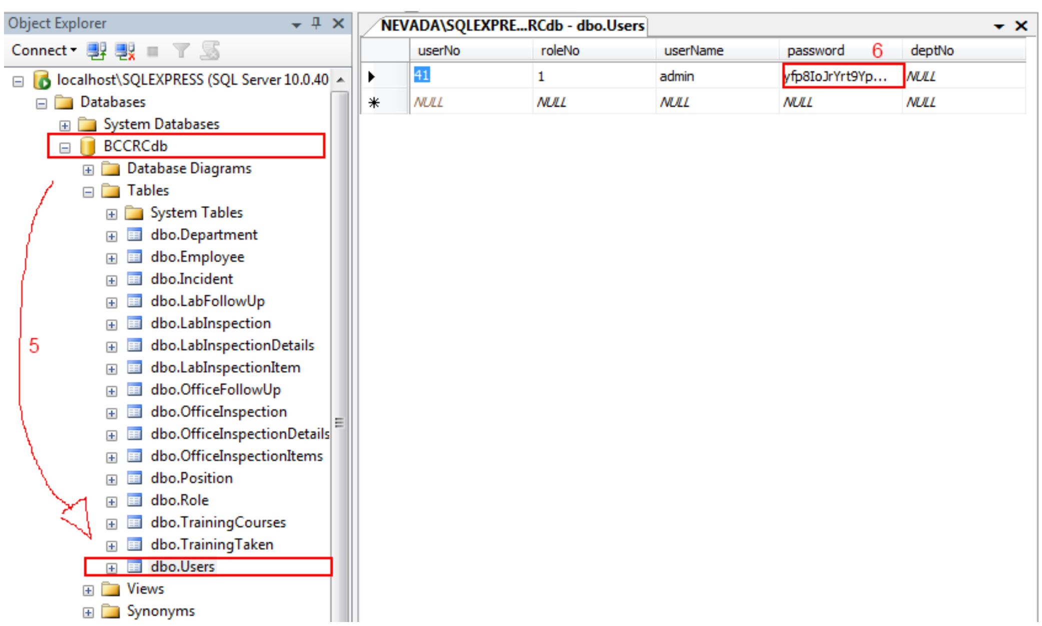
If the password for the Administrator account is lost, the only way to recover access to the account/admin system would be to manually overwrite the existing password.

This is done as follows:

1. Run the provided *BCCARCPasswordRecovery.exe.*
2. Enter the password you wish to use.
3. Click the "Hash Password" button.
4. Copy the Hashed password.



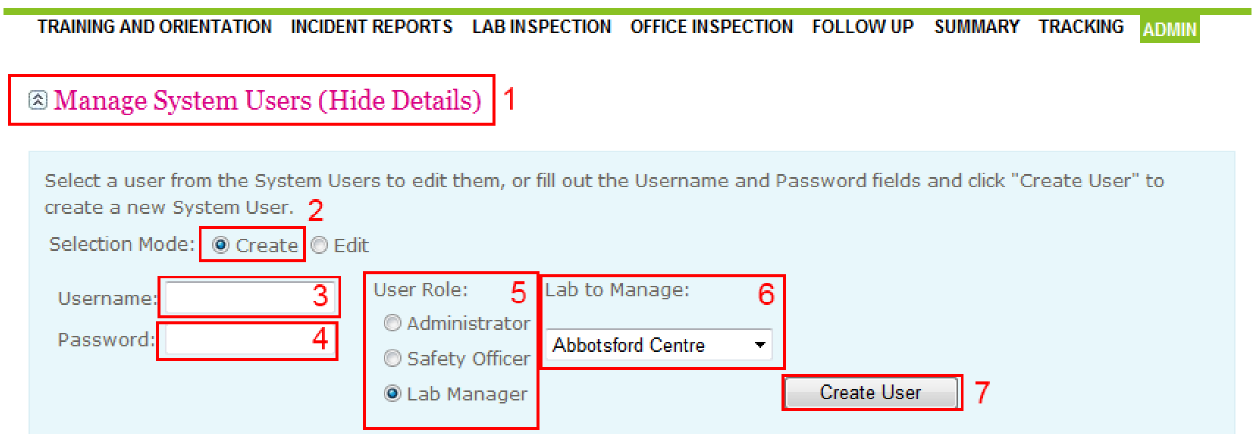
5. In SQL Server Management Studio, open the BCCRCdb and edit the Users table.
6. Paste the password into the admin user's password.



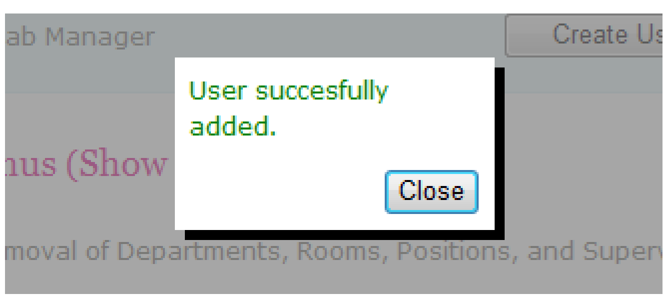
3.2. Create a new User

To add a new user login to the system:

1. Click the "Manage System Users" heading
2. Ensure "Create" selection mode is selected
3. Enter the username for the user you would like to create
4. Enter the password for the user
   - Note: The password is show in plain text
5. Choose a Role for the User you are creating
   - Administrator – has access to all pages on the system
   - Safety Officer – has access to all pages except the admin tab
   - Lab Manager – has access to only create, follow up and view Reports and Inspections for their corresponding lab.
6. If the Selected Role is "Lab Manager", select a corresponding lab for this user to look after
7. Click Create User



Upon succesful creation you will receive a popup indicating the user has been created.

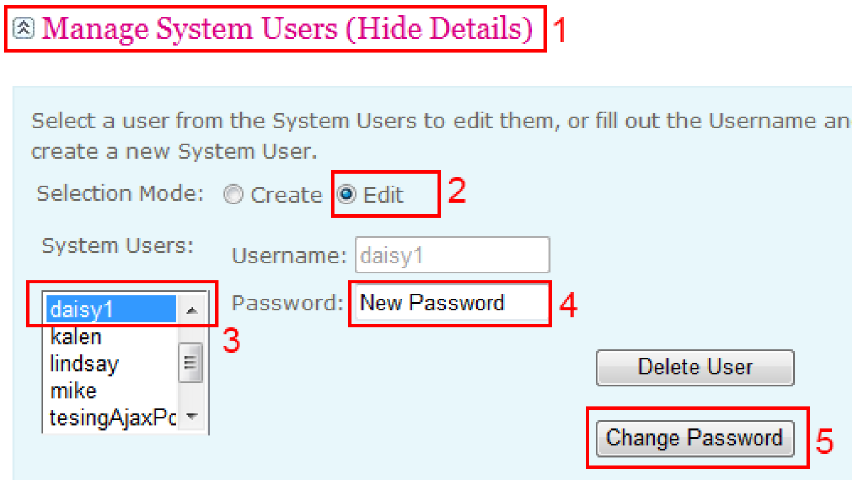


The same popup window style would display any errors if any occur.

3.3. Edit a User's Password

To edit an existing user's password:

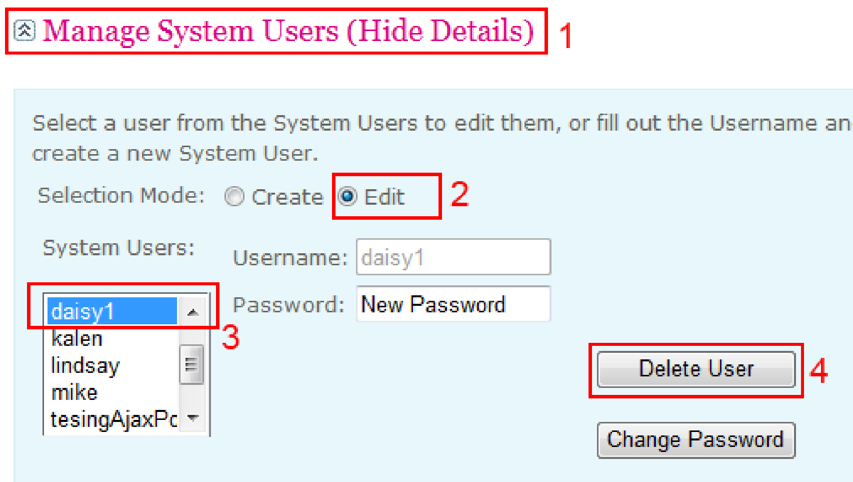
1. Click the "Manage System Users" heading
2. Ensure "Edit" selection mode is selected
3. Select the user you want to change their password from the list of users
4. Type in their new password
5. Click "Change Password"



3.4. Delete a User

To delete an existing user:

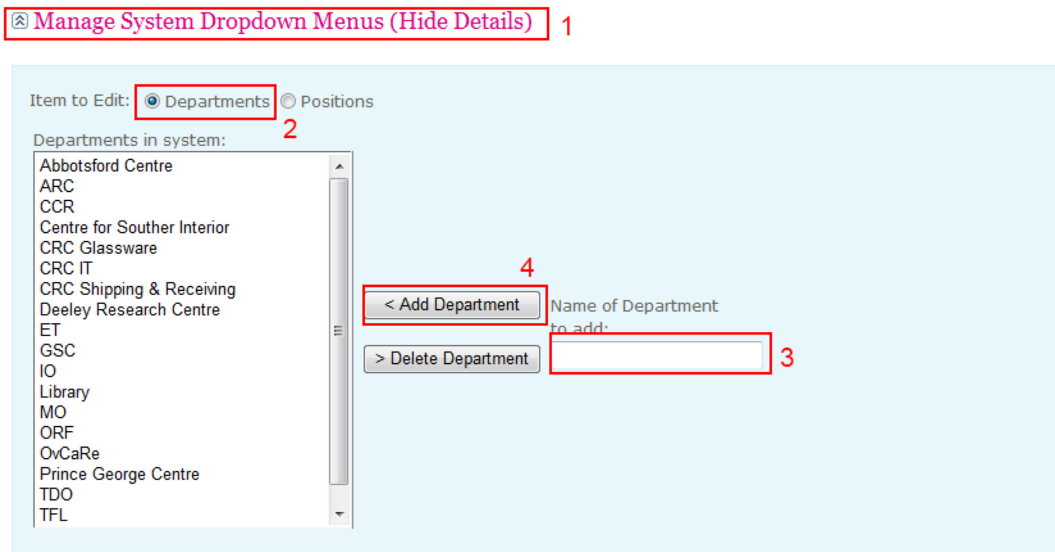
1. Click the "Manage System Users" heading
2. Ensure "Edit" selection mode is selected
3. Select the user you want to change their password from the list of users
4. Click "Delete User"
5. A confirmation box will be shown for deleting the user



3.5. Create a new Department

To create a new system menu department:

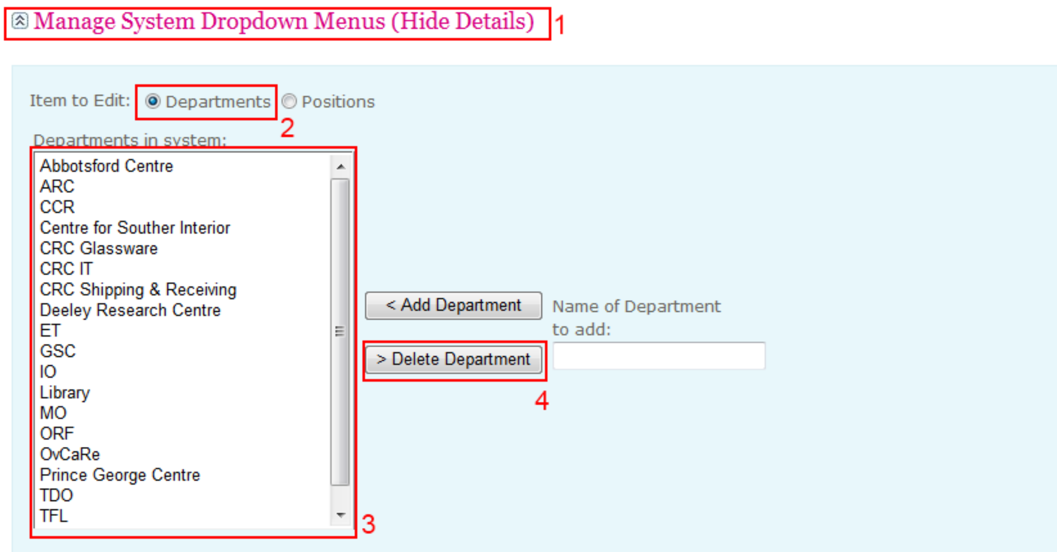
1. Click the "Manage System Dropdown Menus" heading
2. Ensure "Departments" item is selected
3. Enter the name of the department to add
4. Click "Add Department"



3.6. Delete a Department

To delete an existing system menu department:

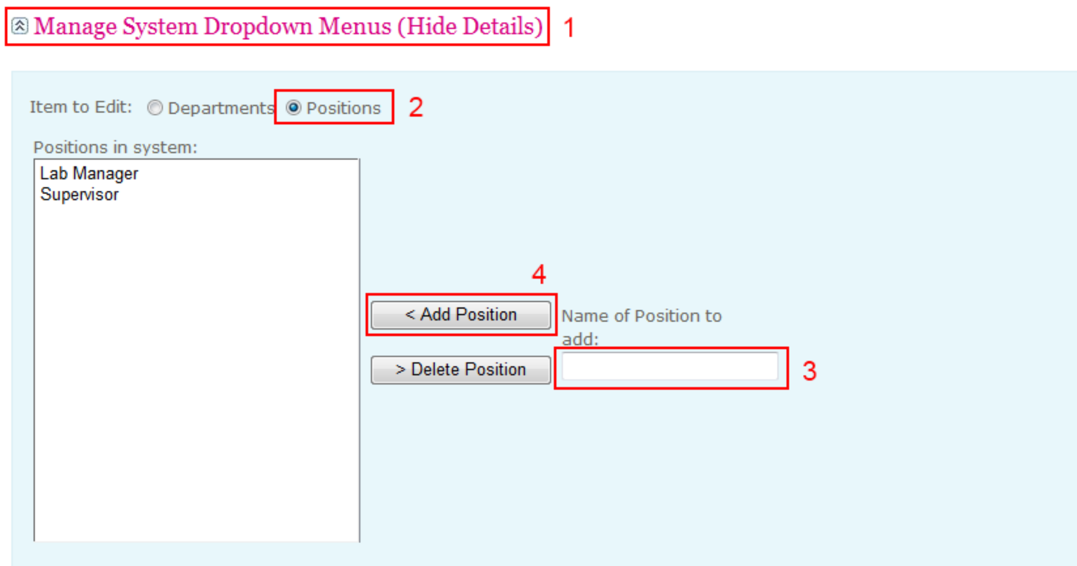
1. Click the "Manage System Dropdown Menus" heading
2. Ensure "Departments" item is selected
3. Select a department from the list to delete
4. Click "Delete Department"



3.7. Create a new Position

To create a new system menu position:

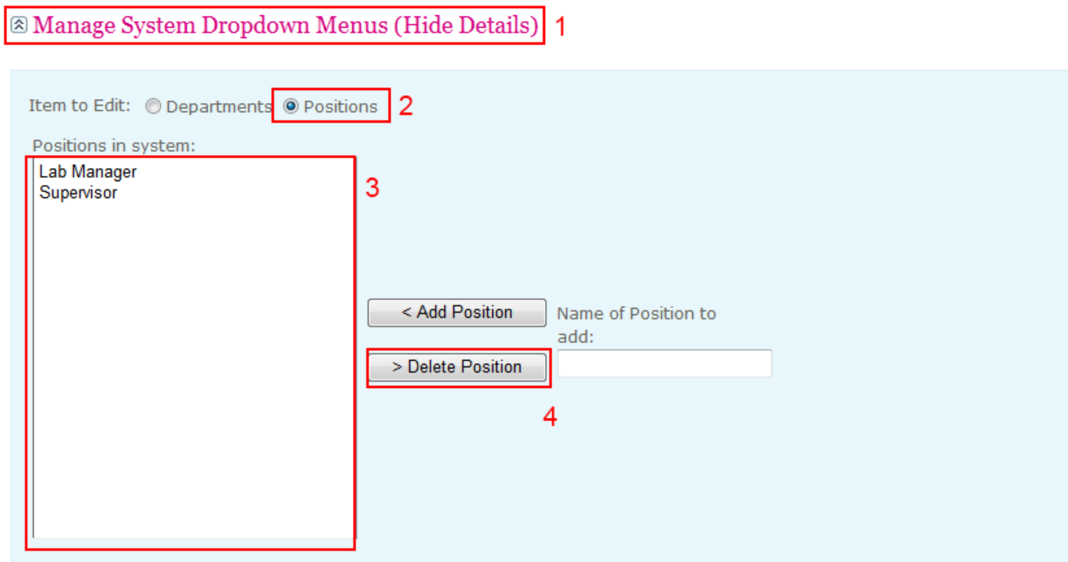
1. Click the "Manage System Dropdown Menus" heading
2. Ensure "Positions" item is selected
3. Enter the name of the position to add
4. Click "Add Position"



3.8. Delete a Position

To delete an existing system menu position:

1. Click the "Manage System Dropdown Menus" heading
2. Ensure "Position" item is selected
3. Select a position from the list to delete
4. Click "Delete Position"



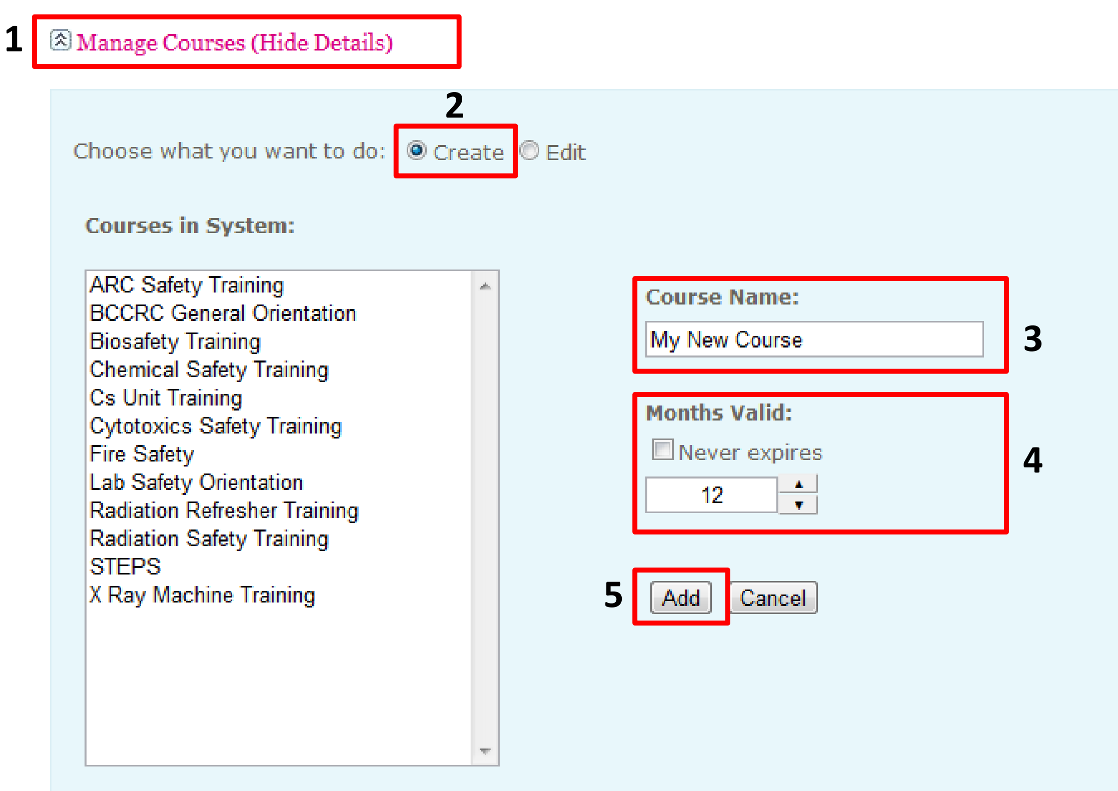
3.9. Manage Courses

This is a basic version of the course management that allows the admin to edit, delete, or create courses and includes only the course name and number of months. Course details have been omitted.

To Create a Course:

1. Click on the pink heading "Manage Courses" to expand it.
2. Select "Create" mode.
3. Type a course name.
4. Enter the months valid.
    - To create a course that never expires, check the "Never expires" checkbox.
    - The months valid field should disappear.
5. Click the "Add" button.
6. Wait for the system to process your request.
    - If there are error messages, correct the errors and click "Add" button.
    - If you still get an error, check you have an internet connection and that your account hasn't timed out.
    - If you still get an error, contact your system admin.

If the course was successfully created, a pop-up window with a green-coloured message will appear and the new course will appear in the list box of all courses.



To Edit an Existing Course:

1. Click on the pink heading "Manage Courses" to expand it (if it's not already expanded).
2. Select "Edit" mode.
   - A "Save" and "Delete" button should appear on the right-hand side form.
3. Select a course from the "Course in System" list box.
   - The right-hand side form should be populated with the course information.
4. Change the name or months valid.
5. Click the "Save" button.
6. Wait for the system to process your request.
   - If there are error messages, correct the errors and click "Add" button.
   - If you still get an error, check you have an internet connection and that your account hasn't timed out.
   - If you still get an error, contact your system admin.

If the course was successfully updated, a pop-up window with a green-coloured message will appear and the changes will be reflected in the list box of all courses.