ISIS User Manual for Departmental, School and University Administrator

ISIS (pronounced ī-səs) is Northwestern University’s Integrated Safety Information System. ISIS is the on-line web application by which PIs submit applications and registrations for review. ISIS also builds a laboratory’s Safety Profile and serves as an educational resource for all laboratory workers. The administrator profiles allow you to view most of this information, depending upon which administrator rights you have been granted. This manual will help you make the best use of your account.

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This manual will help you make the best use of the ISIS Administrator modules. You can navigate this manual page by page, or you can print the .pdf file.

When you Click the Search for PI button, you will have two ways to search for PIs.

Please note the Back to Previous Page button. You must navigate through ISIS using the NEXT and BACK to PREVIOUS PAGE buttons. Do not use your browser’s back button.

USING THE ADMINISTRATOR MODULES

Log into ISIS using your NetID and password. From the drop-down, select either the Departmental, School or University Administrator profile. Only those profiles for which you have access will be available. (See Figure D-1) Click Next.

Figure D-1. Profile selection page
This will take you to the main menu page. The title of the page will reflect the profile you selected. In this image, the Departmental menu page is displayed, however, the menu page for the School and University profiles are the same.

**The Main Menu Page**

Along the top, you will see several drop-down menus to assist you with navigation. Many of the options duplicate the navigation buttons at the left of your screen. (See Figure D-2)

*Main Menu* will return you to this page from any page other than reports. *Search* will allow you to look up a specific principal investigator or a specific laboratory. *View Reports* takes you to the report selection page. Above the drop-down menus you will see Switch Profile and Logout. *Switch Profile* allows you to switch between login profiles, if you have more than one profile.

![Departmental Administrator Menu](image)

Figure D-2. Departmental Administrator Menu page
In addition, there are three navigation buttons at the left of the Departmental Administrator menu page.

At this point, you will need to navigate this manual to the appropriate profile instructions as follows:

Departmental Administrator continue on next page. To navigate to School or University Administrator pages, click the appropriate blue link.
Search for Principal Investigators

Select the correct department or core facility from the Department drop-down. You will only see those facilities for which you have privileges. Click Search to get a list of all PIs in the department.

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the Name/NetID field before you Click Search.

The search for PI by department screen gives you a list of all currently active PIs for the department. (See Figure D-4.)
Click the name of any Principal Investigator on the list and you can view that investigator’s profile. (See Figure D-5.)

**Note:** You can go directly to a specific PI from the previous page by entering their name or netID after selecting the department.
Figure D-5. Principal Investigator Profile

Click the ‘+’ next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-6.)

Figure D-6. Profile Details
Search for Laboratory

From the **Main Menu** page, you can also click the **Search for Laboratory** button. (See Figure D-2.)

This will produce a list of all the laboratories in the departments/facilities you have privileges for. (See Figure D-7.)

![Figure D-7. List of Laboratories](image_url)

**Scroll** through the list using the arrows at the bottom of the screen. **Click on any laboratory** and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in Figure D-5.
**View Reports**

From the **Main Menu** page, you can also click the **View Reports** button. (See Figure D-2.)

![ISIS Integrated Safety Information System]

**Figure D-8. Department Report Filter Criteria**

This brings up the report selection page. (See Figure D-8.) Select the desired report from the **Report Name** drop-down list. (See Figure D-9.)
Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-10.)
Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-11.)

If the report doesn’t open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.
Figure D-11. Report in .pdf Format
Search for Principal Investigators

The School option is required. Select the **School** from the drop-down menu. If you click **Search** at this point, it will result in a list of all the laboratories for that school. To narrow your search, **Select a Department** as well as the school and click **Search**, the resulting list will contain only the laboratories for the specific department. (See Figure D-12.)

![Figure D-12. Laboratories by School and Department](image)

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the **Name/NetID** field before you **Click Search**

**Click the name** of any Principal Investigator on the list and you can view that investigator’s profile. (See Figure D-5.)
Click the ‘+’ next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-6.)
Search for Laboratory

From the Main Menu page, you can also click the Search for Laboratory button. (See Figure D-15.)

Figure D-15. Search for Laboratory

Enter a partial or complete building name and room number. For example: Entering “tech” will produce a list of all of the laboratories in Tech. See figure D-16 for a list of all laboratories in Technological Institute from our test data.
Figure D-16. Search for Laboratories by Building

Scroll through the list using the arrows at the bottom of the screen. Click on any laboratory and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in Figure D-5 in the Departmental Administrator section.
View Reports

From the **Main Menu** page, you can also click the **View Reports** button. (See Figure D-17.)

![Figure D-17. Select Report](image)

This brings up the report selection page. (See Figure D-17.) **Select** the desired report from the **Report Name** drop-down list. (See Figure D-18.)
Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-19.)
Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-11.)

If the report doesn’t open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.
<table>
<thead>
<tr>
<th>Campus</th>
<th>Department</th>
<th>PI Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Not Listed--</td>
<td>--Not Listed--</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Art Theory and Practice</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Office for Research Safety</td>
<td>2</td>
</tr>
<tr>
<td>Chicago</td>
<td>Feinberg Cardiovascular Research Institute</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Microbiology-Immunology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Office for Research Safety</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Evanston</td>
<td>--Not Listed--</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Anesthesiology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Auditing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Biological Sciences</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Center for Comparative Medicine (CCM)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Department of Molecular Biosciences</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Medicine</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Office for Research Safety</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Pathology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Summary count of PI by Department by Campus**

Northwestern University, Office for Research Safety

Figure D-20. Report in .pdf Format
Search for Principal Investigators

The School option is required. Select the School from the drop-down menu. If you click Search at this point, it will result in a list of all the laboratories for that school. To narrow your search, select a Department as well as the school and click Search, the resulting list will contain only the laboratories for the specific department. (See Figure D-21.)

![Figure D-21. Laboratories by School and Department](image)

You may narrow your search to a specific PI associated with that department or facility by adding his/her Name or NetID to the Name/NetID field before you Click Search.
Click the name of any Principal Investigator on the list and you can view that investigator’s profile. (See Figure D-22.)

![Principal Investigator Profile](image)

Figure D-22. Principal Investigator Profile

Click the ‘+’ next to any of the topics at the bottom, and you can view all available information for that topic. (See Figure D-23.)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Use</td>
<td>Pending approval</td>
</tr>
<tr>
<td>Compressed Gases</td>
<td>Pi has 3 workers using compressed gas cylinders, 1 worker filling and maintenance of oxygen cylinders.</td>
</tr>
<tr>
<td>Hazardous Chemicals</td>
<td>Pi has 3 workers using hazardous chemicals.</td>
</tr>
<tr>
<td>Human Gene Transfer</td>
<td>NEW REGISTRATION not submitted yet</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td>Pi has 12 workers using PPE. View Report</td>
</tr>
<tr>
<td>Radioactive Materials</td>
<td>RDSC approval date: 08/20/2009</td>
</tr>
</tbody>
</table>
Search for Laboratory

From the Main Menu page, you can also click the Search for Laboratory button. (See Figure D-24.)

Enter a partial or complete building name and room number. For example: Entering “tech” will produce a list of all of the laboratories in Tech. See figure D-25 for a list of all laboratories in Technological Institute from our test data.
Figure D-25. Search for Laboratories by Building

Scroll through the list using the arrows at the bottom of the screen. Click on any laboratory and you will get the basic information for that lab. Click on the Principal Investigator name and you will be taken to the complete profile for that laboratory as seen in D-5 in the Departmental Administrator section.
View Reports

From the **Main Menu** page, you can also click the **View Reports** button. (See Figure D-26.)

![Figure D-26. Select Report](image)

This brings up the report selection page. (See Figure D-17.) Select the desired report from the **Report Name** drop-down list. (See Figure D-27.)
Figure D-27. Select Report Name

Click the Run Report button. Depending upon the report, this may take several seconds to process. When the report is ready, it will be displayed as Report Output. (See Figure D-28.)
Double-click the report name to open it. You may have to give your browser permission to open the pdf file. (See Figure D-29.)

If the report doesn’t open immediately, look for a message near the top of your browser. In Windows 7, you will get a message box at the bottom of your screen.

Note: Some reports give you more than one output option for convenience in working with the report data.
## Training Needs for PI

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Training needs</th>
<th>Comp. Date</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devendou, Sage</td>
<td><a href="mailto:s-devendou@northwestern.edu">s-devendou@northwestern.edu</a></td>
<td>Personal Protective Equipment, Radioactive Material Safety, Radworker Registration</td>
<td>05/03/2011</td>
<td>N/A</td>
</tr>
<tr>
<td>Kairi, Ankiet Santanand</td>
<td><a href="mailto:AnkietKairi2010@u.northwestern.edu">AnkietKairi2010@u.northwestern.edu</a></td>
<td>Personal Protective Equipment, Radioactive Material Safety</td>
<td>03/25/2007</td>
<td>N/A</td>
</tr>
<tr>
<td>Marzoukhi, Neema Ali</td>
<td><a href="mailto:Neema.Marzoukhi2012@u.northwestern.edu">Neema.Marzoukhi2012@u.northwestern.edu</a></td>
<td>Personal Protective Equipment, Radioactive Material Safety, Radworker Registration</td>
<td>01/12/2009</td>
<td>N/A</td>
</tr>
<tr>
<td>Moore, Irene</td>
<td><a href="mailto:irene-moore@northwestern.edu">irene-moore@northwestern.edu</a></td>
<td>Personal Protective Equipment, Radioactive Material Safety, Radworker Registration</td>
<td>10/03/2005</td>
<td>N/A</td>
</tr>
<tr>
<td>Morton, George B</td>
<td><a href="mailto:g.morton@northwestern.edu">g.morton@northwestern.edu</a></td>
<td>Compressed Gas and Cryogenic Liquid Cylinder, Hazardous Waste Management, Laboratory Safety, Personal Protective Equipment, Radioactive Material Safety, Radworker Registration</td>
<td>09/07/2011</td>
<td>N/A</td>
</tr>
<tr>
<td>Moskal, Tera</td>
<td><a href="mailto:t-moskal@northwestern.edu">t-moskal@northwestern.edu</a></td>
<td>Personal Protective Equipment, Radioactive Material Safety, Radworker Registration</td>
<td>09/07/2011</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**
- ✔️ indicates training requirement is completed.
- ✗ indicates training requirement is about to expire.
- ⬤ indicates training requirement is not completed.
- ❖ indicates training is recommended.

Figure D-29. Report in .pdf Format
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