

EHS Agent Registration Workbook – FAQ Page

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Q. What is the purpose of the EHS Agent Workbook? 2/7/03

A. The EHS Agent Workbook is a specialized MS Excel-based document that guides you through the registration process for the use of Biological and Chemical Agents at the University.

Q. Did the new Agent Workbook take the place of the EHS Agent Registration Document? 2/7/03

A. Yes, the MS Excel-based Agent Workbook was designed to replace the previous MS Word-based document.

Q. Why was the format changed from MS Word to MS Excel? 2/7/03

A. The Agent Workbook was redesigned to utilize the data-organizing capabilities of MS Excel and to provide an automated flow of information across all electronic platforms. The new format eliminates the need for manual conversion of data between the Principal Investigator and the EHS reviewers.

Q. Where should completed workbooks be submitted? 2/7/03

A. All correspondence involving Agent Workbooks should be directed to biosafe@ehs.pitt.edu.

Q. Why are the command buttons for the section modules not active? (PC Version) 4/2/03

A. Since all command buttons are based upon embedded macros, they will be inactivated when, upon opening the workbook, the user chooses to *Disable Macros*. To correct this situation, close out of the file, reopen, and choose *Enable Macros*.

Q. Excel states that certain macros can be harmful to my system. Should I be concerned about the macros embedded in the EHS workbook? (PC Version) 4/2/03

A. No, all macros for the Agent Workbook have been designed in-house and are free of harmful viruses. EHS macros are only involved with the manipulation of the agent registration data and will not affect other system processes.

Q. Why can't I see the command buttons for the section modules on my screen? (PC Version) 4/2/03

A. Command buttons for the section modules are accessed from the worksheet titled **HUB**. Please check the worksheet tabs at the bottom of the screen and make sure the **HUB** tab is selected (in bold). If the user is currently viewing the **REV** worksheet, they can click on the command button titled **Return to Main Menu** to activate the **HUB** sheet.

Q. Why is the data entry screen for Biological Agents larger than my monitor's display area? (PC Version) 3/21/03

A. The user is currently working with an Agent Workbook that is not suited to their monitor display resolution. To check which screen resolution is currently active on your system, please do the following:

1. From the Windows Start Menu, choose **Settings, Control Panel**.
2. In the Control Panel window, double click on the **Display** icon.
3. In the Display Properties window, click on the **Settings** tab.
4. In the bottom right corner is the Screen Area setting. Most systems are set to either 800x600 or 1024x768 pixels. This is your screen resolution.

Once the current resolution has been determined, please verify that you have downloaded the Agent Workbook that corresponds. All section modules have been designed to fit the screen resolution assigned to the blank workbook.

Q. Can I manually change the view size using the MS Excel Zoom function? (PC Version) 4/2/03

A. Yes, the zoom function can be changed for viewing the **HUB** and **REV** worksheets. Please note that this will **not** change the view of the data-entry screen for each module.

Q. How do I report on specific bugs with the workbook? 3/21/03

A. It is important to forward information on bugs and other problems to EHS (biosafe@ehs.pitt.edu). Please include: computer type, operating system used, version of workbook used, and a description of the problem (including specific text from any Excel error messages).

Q. Why is the pull-down menu for selecting a specific Biological Agent blank? (PC Version) 4/2/03

A. The pull down menus for Biological and Chemical Agents are dependent upon the user selecting an option button for the class of agent. For example, in the Biological Agent section

module, the pull-down menu does not include any items until one of the Agent classes is selected. If the user clicks on **Toxins and Prions**, the pull-down menu now includes all available options for this class.

Q. What if my specific agent is not listed in the pull-down menu for that class? (PC Version) 4/2/03

A. Each pull-down menu for all agents includes **Other** as a selection. Please click on this as your pull-down choice and enter more specific information on the subsequent cell.

Q. Can information be revised from the REV worksheet, or do all changes have to be made from inside each module? (PC Version) 4/2/03

A. Revisions can be made from either location. If the intended revision is minor, it is probably easier to make from the **REV** worksheet. If more significant revisions are needed, it would be better to use the automated features inside each module.

Q. If I want a printed copy of my workbook information, how do I avoid printing multiple blank sheets? 4/30/03

A. Currently, there is no selective print function for the EHS Agent workbook. This feature will be added to a future version of this document.

For the PC version, pages 1-3 will always include information for the **Administrative, Laboratory, and Personnel** sections. For sections involving agents, users should review the document using the **Print Preview** function to determine what pages should be printed.

For the MAC version, pages 1, 2 and 5 will always include the initial information for the **Administrative, Laboratory, and Personnel** sections. Again, users should review the document in **Print Preview** to determine what other pages need to be selectively printed.

Q. Why do certain cells show #### and not the actual text entered? (MAC Version) 3/21/03

A. Earlier versions of the workbooks had embedded data type conflicts that prevented the actual typed text from appearing the selected cell. Please note that this bug **does not** affect the integrity of the data and can be ignored. This bug has been corrected on the latest versions of the workbooks.

Q. Why are certain questions "grayed-out" and harder to view? (MAC Version) 3/21/03

A. Some questions are dependent upon previously entered answers and may not be required for completion of the workbook. Only questions in dark blue text are considered active and should be answered.

Q. What does a small red triangle indicate for certain cells? (MAC Version) 3/21/03

A. The small red triangle in the upper right corner of certain cells is a comment indicator. When the cursor is placed over these cells and instructional comment appears that pertains to that cell.

Q. Do I have to enter quantity information if I am not using Select Agents? 4/30/03

A. No, current and future quantity information is not required unless the agent has been classified as a **Select Agent**.

Q. How can I submit information that does not fit in the workbook? 4/30/03

A. All supplemental information can be submitted to EHS via email (biosafe@ehs.pitt.edu).

Q. How can I revise information on a workbook that has already been sent to EHS? 4/27/03

A. Send an email notice to EHS (biosafe@ehs.pitt.edu) outlining the nature of the requested revision. If the changes are relatively minor (change in locations, personnel, etc.) EHS will handle those directly and send you a confirmation email. If major revisions are needed, EHS may send you one or more sections of your workbook to revise and resubmit.

Q. Is there a naming convention for workbook files submitted to EHS? 4/30/03

A. No, there is no specific naming convention for submitted workbooks. However, it is strongly suggested that all users devise some standardized format for naming workbooks to aid in their reuse and retrieval (e.g. 03-004-DrX-Adeno.xls).

Q. Why am I blocked from entering information in certain cells? 4/30/03

A. To ensure that EHS correctly receives your agent information, all workbooks have an embedded level of protection. All questions must be answered in the location dictated by this document protection. If you receive an error message indicating a cell is blocked, please move your cursor to the correct location and enter your answer.

Q. Can I make global formatting changes to the layout of the workbook (e.g. fonts, colors, borders, etc.)? 4/27/03

A. No, the registration workbook was designed using specific variables like color, fonts, patterns and borders. Changing any of these details could alter the functionality of the workbook.

Q. Why do I get a cell size/shape error when I attempt to "cut-and-paste" information from another document into the Agent Workbook? 4/30/03

A. Size and shape errors are encountered when the active focus is not properly set on the target cell. When using the "cut-and-paste" functions, make sure that you double-click in the target cell before pasting any information copied from another document.

Q. How will I know if more information is needed for a certain question? 4/30/03

A. After you submit a completed Agent Workbook, EHS will send you a notice of receipt as confirmation. Following our review of the workbook content, EHS may ask for additional information or clarification on a subject. You may also be asked to revise one or more sections of the workbook.

Q. Once my registration is reviewed and approved by EHS, will I receive any notice? 4/30/03

A. Yes, following approval, you will receive an email stating your EHS ID number for that workbook. Please refer to this ID number when posing any subsequent questions to EHS.