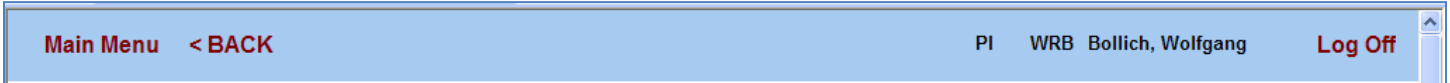


## Navigation Tips

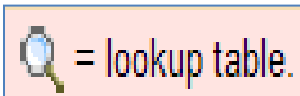
The following information may be helpful for moving through EHS Assistant, searching for information, and data entry.



## Navigation Bar



At the top of each screen will be a navigation bar with options for moving back to the previous screen (<BACK), moving to the **Main Menu** or logging off (**Log Off**). Your browser's back button will not move you to the previous screen in EHS Assistant. You must use the <BACK button specified in the navigation bar above if you wish to move back to the previous screen.

## Lookup Table



Lookup tables will have a list of options to choose from when the magnifying glass symbol next to the field is selected. You may also see a  or  symbol in some instances, which has the same function as a magnifying glass symbol.

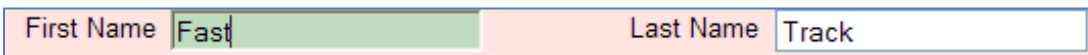
## Sorting

Some screens will have information in a column that can be sorted alpha numerically by selecting the column header. Examples of column headers are provided below.



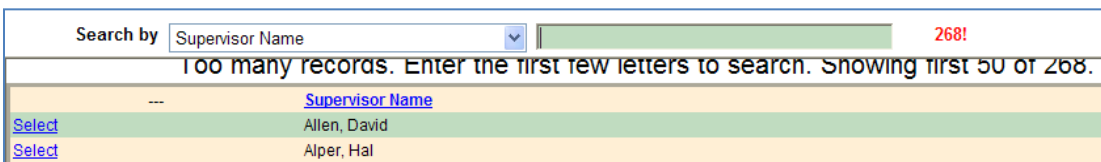
## Text Entry Fields

Text entry fields will be highlighted in green when selected as shown in the example below.



## Search Fields

Search fields narrow down the possible entries as you enter the first few letters.



## Featured Sections

### PI Information

#### PI Information

DEPARTMENT

CAMPUS MAILING ADDR.

OFFICE PHONE #

#### Emergency Contact Information

FIRST NAME

LAST NAME

PHONE #

E-MAIL

#### Labs Assigned

<a href="#">Building</a>	<a href="#">Lab</a>
SER	18
SER	205
SER	17

A brief summary of PI information will be displayed at the main menu for quick reference. Emergency contact information, highlighted in orange, can be updated. Locations (building abbreviation and room number) meeting EHS criteria to be defined as a lab will be displayed in the “Labs Assigned” section.

## **Assistance with EHS Assistant**

Contact Lab Safety

(512) 471-3511

[ehs-labstaff@austin.utexas.edu](mailto:ehs-labstaff@austin.utexas.edu)