

Click Helpful Hints Guide

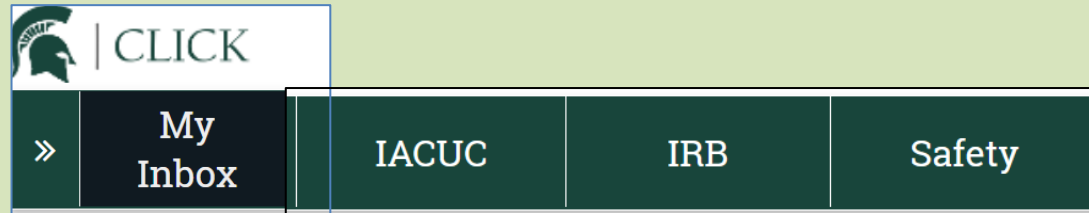
– System URL/Select Module

Select Google Chrome, Mozilla Firefox, or Safari

Access the system through ORRS site (<https://orrs.msu.edu/click/index.html>) or EBS tile (<https://ebs.msu.edu>)

To find things:

Start at ***My Inbox***, then select module



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– Create/Delete/Navigate

To create things: Use **buttons**

Create Safety Submission

Edit Protocol

To submit things: Use **activities**

↶ Submit

➔ Submit Response

To navigate things: Use the **Jump-To** menu

📁 Save

↶ Exit

⚠ Hide/Show Errors

🖨 Print

↶ Jump To ▾

Basic Information & Funding

- Basic Information

- Protocol Team Members

- Funding Sources

Click Building & Room Information

– Example 1

To search things (people, buildings):
Example on this page is for *Plant Biology* building

First, select **Advanced**

Select One or More Facility Projects

Filter by Building

Then, use the **wildcard “%”**
to enter **Building** and **Room**
search criteria,
then select **Go** button

Select One or More Facility Projects

Filter by Building Basic

and Room

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Room	Building	Location Type
<input type="checkbox"/> 130	PLANT BIOLOGY	Room
<input type="checkbox"/> 230	PLANT BIOLOGY	Room
<input type="checkbox"/> 30	PLANT BIOLOGY	Room
<input type="checkbox"/> 306	PLANT BIOLOGY	Room
<input type="checkbox"/> 306A	PLANT BIOLOGY	Room
<input type="checkbox"/> 306B	PLANT BIOLOGY	Room
<input type="checkbox"/> 308	PLANT BIOLOGY	Room
<input type="checkbox"/> 309	PLANT BIOLOGY	Room
<input type="checkbox"/> 330	PLANT BIOLOGY	Room

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– Example 2

To search things (people, buildings):
Example on this page is for *University Research Containment Facility* building

First, select *Advanced*

Select One or More Facility Projects

Filter by Building

Select One or More Facility Projects

Filter by Building Basic

and Room

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Room	Building	Location Type
<input type="checkbox"/> 100	ENDOCRINE RES-ADREC CONTAINER	Room
<input type="checkbox"/> 100	UNIV RESEARCH CONTAINMENT	Room
<input type="checkbox"/> 100B	UNIV RESEARCH CONTAINMENT	Room
<input type="checkbox"/> 100C	UNIV RESEARCH CONTAINMENT	Room
<input type="checkbox"/> 100D	UNIV RESEARCH CONTAINMENT	Room
<input type="checkbox"/> 101	ENDOCRINE RES-ADREC CONTAINER	Room
<input type="checkbox"/> 101	VETERINARY DIAGNOSTIC LAB-CONTAIN 2	Room
<input type="checkbox"/> 101	VETERINARY DIAGNOSTIC LAB-CONTAIN 3	Room
<input type="checkbox"/> 101	VETERINARY DIAGNOSTIC LAB-CONTAIN 1	Room

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Then, use the *wildcard “%”*
to enter **Building** and **Room**
search criteria,
then select **Go** button

Click Building & Room Information Table

Table of IPF Building Names & Aliases with Corresponding Building Search Terms in Click

Building	Alias	Wildcard % Search
UNIV RESEARCH CONTAINMENT	UNIV RES CONTAINMENT, UNIVERSITY RESEARCH CONTAINMENT FACILITY, URCF, VRS	%containment
BIO ENGINEERING	BIOENGINEERING, INSTITUTE FOR QUANTITATIVE HEALTH SCIENCE AND ENGINEERING, IQ	%bio e
BIOMEDICAL PHYSICAL SCIENCES	BIOMED, BIOPHYSICAL SCIENCE, BPMB, BPS	%biomedical phys
CLINICAL CENTER-CLINIC	CCA, CCD, CCR, CLIN CTR - CLINIC, CLINIC, CLINICAL CENTER A, CLINICAL CENTER D, CLINICAL CENTER E	%clinical center
INTERDISCIPLINARY SCIENCE & TECH	IST, ISTB	%interd
PLANT BIOLOGY	A.E.C., ATOMIC ENERGY COMMISSION PLANT RES LAB, PLANT BIOLOGY LAB, PLANT RESEARCH LAB, PLANT SCIENCE LAB, PLB	%plant b
PLANT AND SOIL SCIENCE	MOLECULAR PLANT SCIENCE, PLANT AND SOIL, PSS	%plant and
GRAND RAPIDS RESEARCH CENTER	GRAND RAPIDS RESEARCH FACILITY, GRRC	%grand rapids
VETERINARY MEDICAL CENTER	LARGE ANIMAL CLINICAL SCIENCES, SMALL ANIMAL CLINICAL SCIENCES, VET, VET MED, VETERINARY CLINIC, VMC PATHOLOGY BUILDING, VMO	%veterinary medical

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– Additional Help

To find learning resources:
<https://orrs.msu.edu/click/index.html>

To ask for help: clickhelpdesk@msu.edu, 517-355-2000