

Assigning Laboratory Emergency Contacts in eRRRP

Important Notes:

- To assign a user as an emergency contact to a chemical inventory **the user must have an emergency phone number set in their profile.**
- Once the Emergency Contact(s) have been set with this new process they will copy forward the same as chemicals when a Chemical Inventory is copied.
- Inventories for common rooms will pull Emergency Contacts from inventories with chemicals stored in those rooms.

Known Issues:

- An update will be added shortly to prevent copying "DISABLED" user accounts as Emergency Contacts if an existing Chemical Inventory is copied to a new Chemical Inventory.

Setting emergency phone number in profile

- Login to eRRRP: <https://vawww.gateway.research.va.gov/errrp>.
- Click your name in the navigation bar at the top of the page.
- From the ensuing dropdown menu click the "Update Profile" link.
- Under "Personal Contact Information" fill in the "Emergency Phone" field. If there are other required fields missing you may need to fill those in as well. They are marked with an asterisk (*).
- Click the "Submit" button.
- You should get a "Data Saved Successfully" message.

Assigning an Emergency Contact(s) to a Chemical Inventory / Verifying the pdf

- Login to eRRRP: <https://vawww.gateway.research.va.gov/errrp>.
- Set your role to SYSUSER.
- Click the "New Chemical Inventory" link in the left nav under "Chemical Inventories".
- On the ensuing list page select a PI for whom you wish to create a Chemical Inventory.
- If the PI has no Chemical Inventories check "Yes, please begin" under "Please confirm that you wish to begin a new chemical inventory". If the PI has a previous inventory you may check "Yes" for "Would you like to copy the last inventory".
- Check "Yes, please begin" for "Please confirm that you wish to begin a new chemical inventory".
- Click the "Submit" button.
- On the ensuing page click the "Add Chemicals" button.
- The Chemical Inventory is now divided into two tabs: "Chemicals" and "Emergency Contact(s)". Under the "Chemicals" tab add at least one chemical (same process as before).
- To test the requirement of at least one Emergency Contact click the "sign this Chemical Inventory" link on the page.
- You should receive the following error: "You must add at least 1 emergency contact to this chemical inventory in order to sign it". Click the "Return to edit chemical inventory" link.
- If it wasn't automatically selected click the "Emergency Contact(s)" tab.

- Under "User (Last Name)" begin typing your last name (or a user you know has an Emergency Phone number on file). When the user's full name is suggested click on it. Then click the "Assign" button.
- The user should now appear in the list below.
- Click the "sign this Chemical Inventory" link on the page.
- Check "Yes, I would like to sign this Chemical Inventory" for "Are you sure you want to sign".
- Click the "Submit" button.
- You should get a "Data Saved Successfully" message.
- Click the "Return to Chemical Inventories list" link
- Click the "View" button in the "Actions" column of the row for the inventory you just created.
- You should see the new Emergency Contact(s) on the pdf.

Unassigning an Emergency Contact(s) from a Chemical Inventory

- *This test assumes you completed the "Assigning an Emergency Contact(s) to a Chemical Inventory" test to assign at least one Emergency Contact.*
- Login to eRRRP: <https://vawwww.gateway.research.va.gov/errrp>.
- Set your role to SYSUSER.
- Click the "New Chemical Inventory" link in the left nav under "Chemical Inventories".
- On the ensuing list page select a PI for whom you wish to create a Chemical Inventory.
- If the PI has no Chemical Inventories check "Yes, please begin" under "Please confirm that you wish to begin a new chemical inventory". If the PI has a previous inventory you may check "Yes" for "Would you like to copy the last inventory".
- Check "Yes, please begin" for "Please confirm that you wish to begin a new chemical inventory".
- Click the "Submit" button.
- On the ensuing page click the "Add Chemicals" button.
- The Chemical Inventory is now divided into two tabs: "Chemicals" and "Emergency Contact(s)".
- Click the "Emergency Contact(s)" tab.
- Click the "Unassign" button in the "Actions" column of the row for the user you wish to unassign.
- The user should be removed from the Emergency Contact(s) list.