Instructions for the Electronic ESR system (A. Moodenbaugh, 1/27/2012)

Your computer must be logged into the BNL domain. Follow the link to https://fsd84.bis.bnl.gov/ESR/ .
Separate login is no longer necessary for persons logging in from their BNL domain account. You will be able to see the home page similar to that below.

You must initially choose the role that you are adopting by clicking one of the buttons near the top of the page.

Below that is the Principal Investigator role. At the bottom I mention the Reviewer role.

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You may sign eESRs that you will work on using the ESR Worker/User role. Workers are expected to read the eESR, then e-sign using the button. First contact your ESH coordinator to add your name to the ESR list. Then, read the ESR using view, or obtain a hard copy. Finally you should have a "sign" button available to click on.

For the role of ESR Worker/User, the webpage looks something like this. In this case the worker would be eligible to sign PM056-2011-ArcCP.

Experimental Safety Review (ESR) Status List
ESR Roles and Associated Tasks:
Click on the appropriate tab below to see the tasks assigned under each role.

| ESR Worker/User | Principal Investigator | Reviewer | Approver | ERC | General ESRs |

As ESR Worker/User you have 5 item(s).

Below are the ESRs you are assigned to be working on.
Please sign the ESR by clicking the sign button.
If you already signed the ESR, a sign button will not be available.

ESR #	PI Name	Expires	Status	Last Edited
PM005-2010-XRD	Arnold Moodenbaugh	11/2011	APPROVED	11/9/2010 8:54:01 AM viewedit
PM006-2011-SSSynth	Qiang Li		ENTRY	3/23/2011 6:24:24 PM view edit
PM056-2011-ArcCP	C. Petrovic		ENTRY	3/11/2011 10:16:23 AM view edit sign
PM057-2011-XRmini	Cedomir Petrovic		ENTRY	3/25/2011 2:44:11 PM view edit
PM068-2011-MPMS	Genda Gu		ENTRY	3/25/2011 1:55:57 PM view edit

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For the role of principal investigator (green buttons not shown here):

| Principal Investigator |

As a PI, you must sign in the role of PI/Principal Investigator as well as worker (this normally occurs near the completion of the approval or reapproval process).

As a Principal Investigator, below are the ESRs you are responsible for.

ESR #	PI Name	Status	Last Edited	Appr By You?			
PM005-2010-XRD	Arnold Moodenbaugh	APPROVED	11/9/2010 8:54:01 AM	YES	view	edit	
PM006-2011-SSSynth	Arnold Moodenbaugh	ENTRY	3/23/2011 6:24:24 PM	NO	view	edit	sign
PM088-2011-HIP	Arnold Moodenbaugh	SENTPI	1/28/2011 4:44:32 PM	NO	view	edit	sign

Here are the instructions to start a new ESR. The "role" list of green buttons at the top of the page will differ for you.   You will again want to adopt the role of PI.

Near the bottom of the PI page there should be an option to start a new ESR. Choose the appropriate department, and then you should be set.   Once in the new ESR, there are drop-down menus that can be ordered by Life number or by last name using a button near the blank to be filled in. The info is more or less similar to that requested in a paper ESR. Please contact the ESH coordinator to inform him/her that a new ESR is being developed. He/she should then revise the default name given by the system to a name adhering to the department system and inform you of the new name.

On any page, you need to go to the next page to SAVE the work. If you go to the previous page or jump out of the eESR you will lose your work from that page.   All pages that you have left successfully using the "next page" button will be saved no matter how you exit the program. There have been some pages on which all blanks need a value before you can save and go on to the next page.   These can be a stumbling block if you don't have all needed info at hand.

You might run into some glitches in the tables -- the materials list and the list of experimenters. You may need to edit the list of trainings. These entries are tricky -- you will need the exact training course code (including hyphens) to successfully add a course. Of course, as an experienced training coordinator, you will have the course codes at hand.   When you go to the next page and add people, the entire training list will appear near each worker, but you must check the appropriate boxes to have to program assign the training. Once you SAVE by going to the next page, the training will be compared against training database records. If you go BACK to the page with workers, the training status for each checked course should be filled in in green or red. Also, there will be a comment on whether a JTA covering the training has been established.

The program will generate a default ESR Name/Number involving Dept. Code and date. You may need to ask Diane to change it to a new name that fits her naming scheme.

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Reviewer

For reviewers, choose the REVIEWER button. You will then see items that you will have responsibility to sign. There may be more than one page, so you may need to page down to see all eESRs. If you cannot see expected ESRs, please contact the ESH coordinator (entry errors of life number by ESH coordinator will block ESR information availability.)