



# General Navigation

This guide outlines the different registers within GSafe, opening each register from the GSafe home screen and basic navigation within each register including searching and filtering Register records.

## Home Screen

The Home Screen contains three main windows with several Register Tiles beneath (Figure 1). Tiles shown are dependent upon user access permissions. Click on the Register Name to access to the associated records.

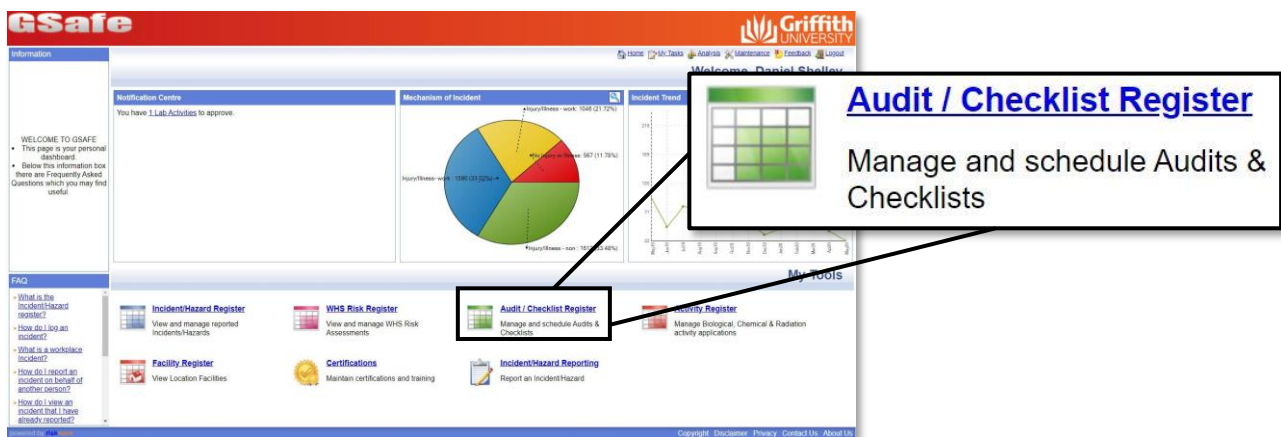









Figure 1

-  **Incident/Hazard Register** – View and manage reported Incidents/Hazards.
-  **WHS Risk Register** – View and manage WHS Risk Assessments.
-  **Audit/Checklist Register** – Manage and schedule Audits & Checklists.
-  **Activity Register** – Manage Biological, Chemical & Radiation activity applications.
-  **Facility Register** – View Location Facilities.
-  **Certifications** – Maintain certifications and training for people and locations.
-  **Incident/Hazard Reporting** – Report an Incident/Hazard.

## Register View

A Register is a table in which records are displayed. The records shown in the table depend on the Register that you are viewing and your access level. Records shown can be refined by the use of filters. Click anywhere on a record line to view the details of that record.

Active							
Ref	Application Referen...	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
		Char					
81	NLRD/023/19	Characterisation of var...	Notifiable Low Risk ...	John Baisden	Anahita Ops-Manag...	Submitted	
62		Characterisation of sod...	Notifiable Low Risk ...	Applicant Test Rese...	Applicant Test Rese...	Submitted	

Figure 2

## Toolbar

The Toolbar contains the main Navigation icons as defined below.



Takes you back to the previous screen.



Saves entered data (but does not submit).



Reloads the data from the cloud database to your browser window.



Submits an Application to be Reviewed and Approved.



Accesses GSafe Help information.



Creates a Copy of an Application.



Creates a new record.



Creates a Variation of an already Approved application.



Displays audit trail of workflows and actions.



Enables search for location, people, materials or risk assessments.



Displays the options to print



Opens the feedback window

## Information Window

This window will show error messages and status or activity updates, e.g. "Saving Data" and "Application Saved". You don't need to do anything when a status update occurs. For error messages use the information to guide you in making a correction to the record or Application you have been editing.

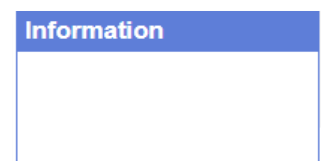


Figure 3

## FAQ - Frequently Asked Questions

The Frequently Asked Questions window contains a list of questions commonly asked relevant to that GSafe function. Click underlined questions in the FAQ window. The response will appear in the Information window above.

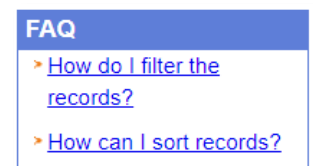


Figure 4

## The Magnifying Glass

The magnifying glass button opens a search tool for the field the button is associated with e.g. 'add person' in Figure 5.

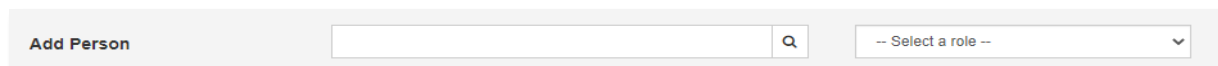


Figure 5

Press the button to open the search tool and search records for the associated field (Figure 6).

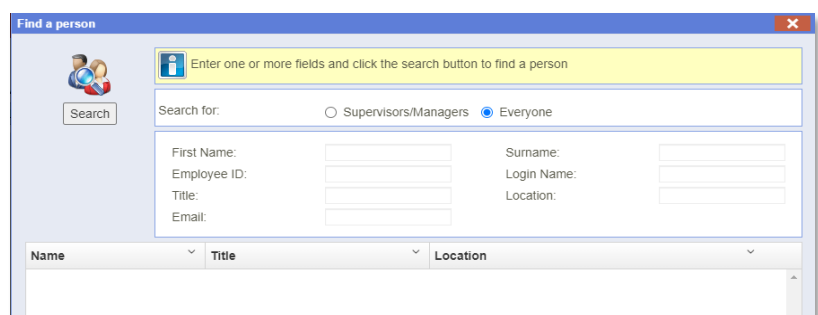


Figure 6

If you have any questions regarding this process please contact the HS&W Biosafety team at [safety@griffith.edu.au](mailto:safety@griffith.edu.au)