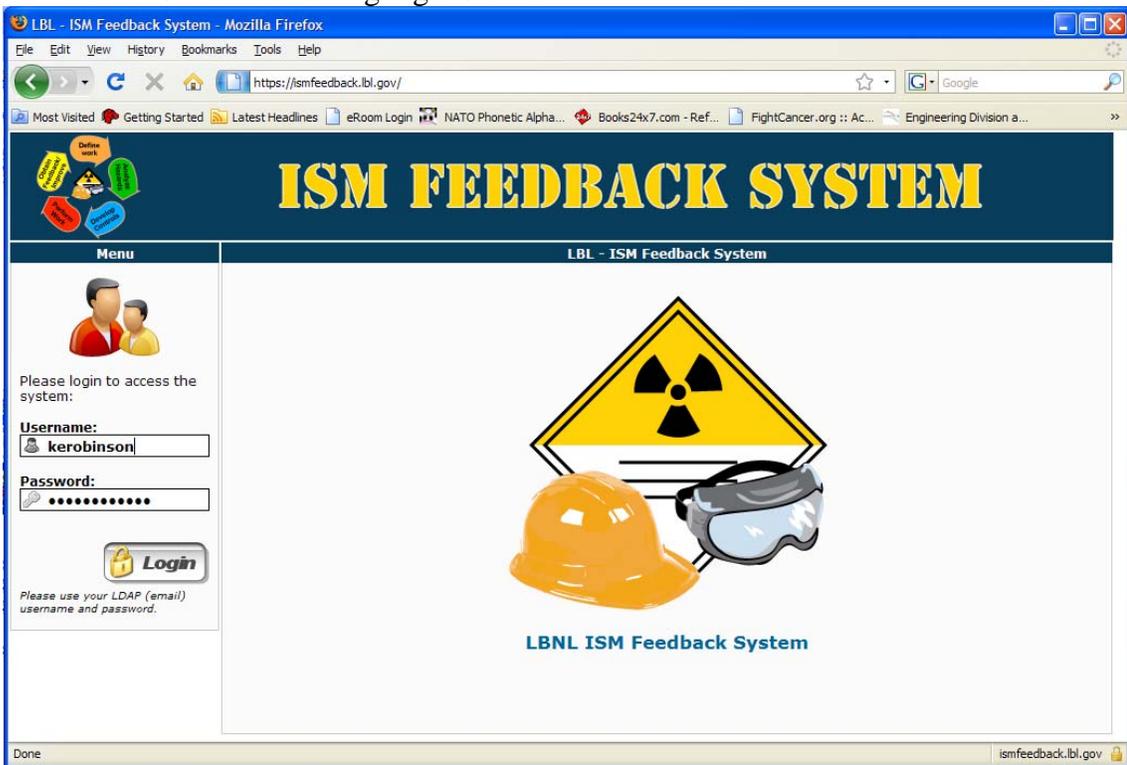


ISM Feedback System Quick Start Documentation

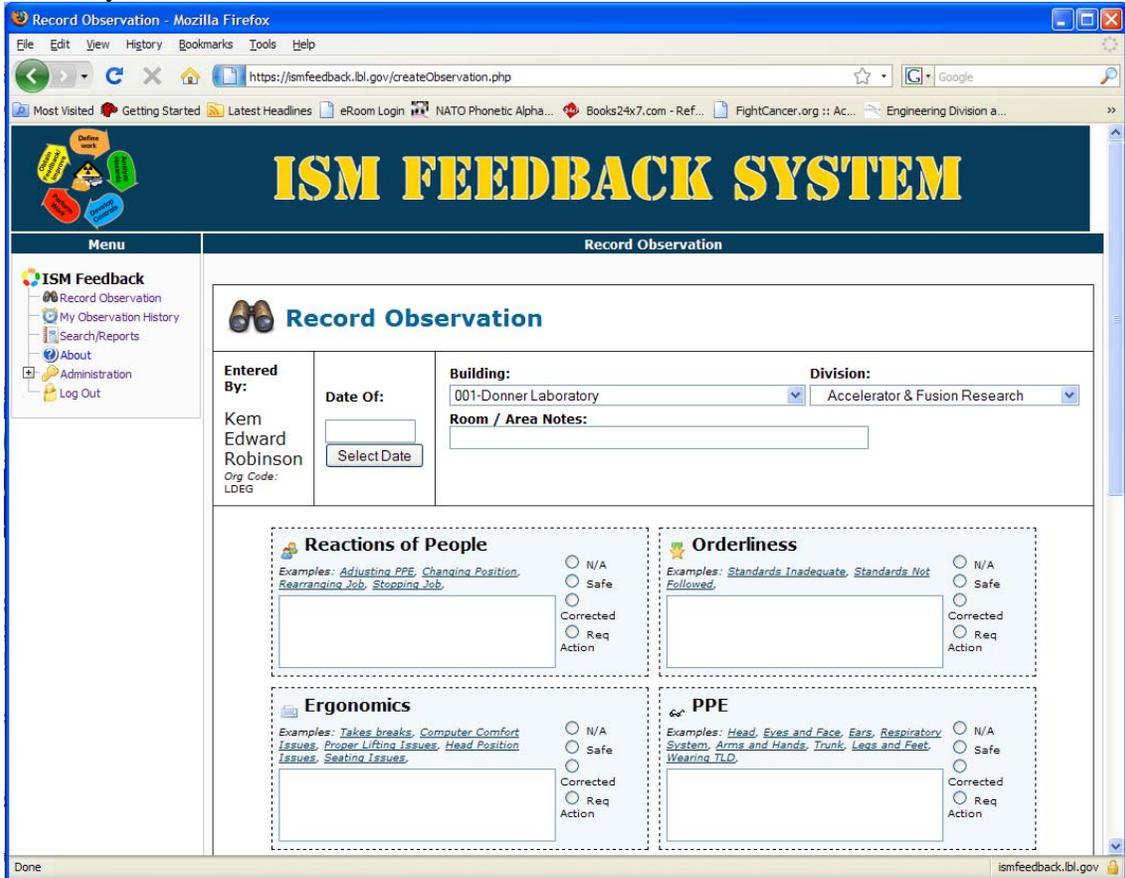
1. Go to <https://ismfeedback.lbl.gov>

You will see the following login screen:

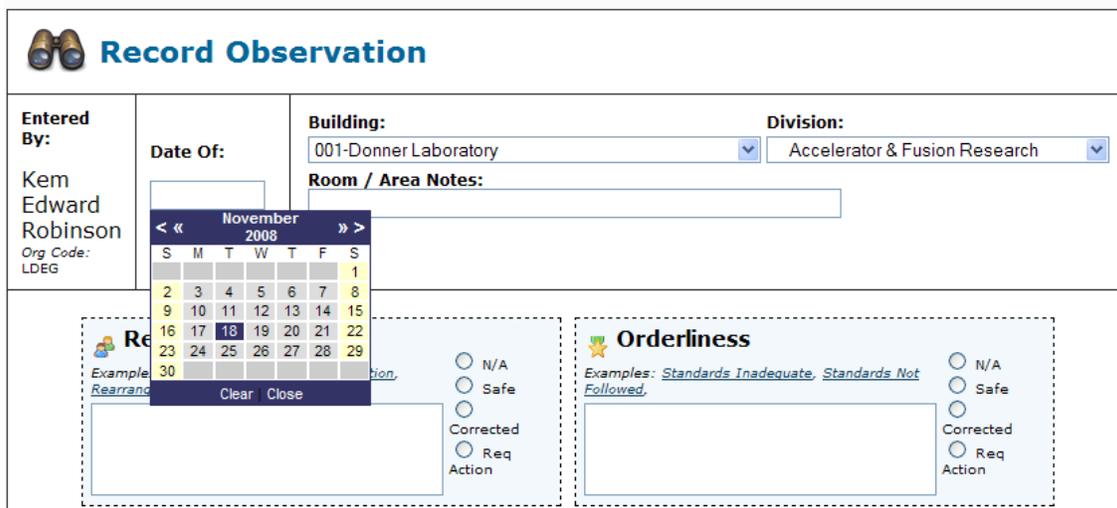


2. Login using your LDAP for username and password. If you cannot login, please send an e-mail to ISM@lbl.gov and the situation will be remedied.

You will then be taken to the *Record Observation* screen shown below and are ready to enter any observations from a feedback interview:



- To enter a Feedback interview observation select the date with the button or enter the date as YYYY-MM-DD as shown below:



4. Enter the Building using the pull down menu or by typing in the 3 digit building number (with leading zeros) as shown below:

ISM FEEDBACK SYSTEM

Record Observation

Record Observation

Entered By: Kem Edward Robinson <small>Org Code: LDEG</small>	Date Of: <input type="text" value="2008-11-18"/> <input type="button" value="Select Date"/>	Building: <div style="border: 1px solid gray; padding: 2px;"> 077-Eng Shops 001-Donner Laboratory 002-Advanced Materials Laboratory 002A-Building: 002A Central Chemical Storage 003-Melvin Calvin Laboratory 003A-Building: 003A 003B-Building: 003B 004-Building: 004 004A-Building: 004A 005-Building: 005 Laboratories & Research Offices 005A-Storage Container 005B-Storage Container 006-Advanced Light Source (ALS) 006A-Building: 006A 006B-Building: 006B 006C-Storage Container 007-ALS Support Facility 007A-Building: 007A 007B-Building: 007B 007C-Building: 007C Offices 007E-Building: 007E </div>	Division: <div style="border: 1px solid gray; padding: 2px;"> Accelerator & Fusion Research </div>
<div style="border: 1px dashed gray; padding: 5px;"> Reactions of People <small>Examples: Adjusting PPE, Changing Position, Rearranging Job, Stopping Job.</small> <input type="text"/> </div>		<div style="border: 1px dashed gray; padding: 5px;"> <input type="radio"/> N/A <input type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req Action </div>	
<div style="border: 1px dashed gray; padding: 5px;"> Ergonomics <small>Examples: Takes breaks, Comp Issues, Proper Lifting Issues, Posture Issues, Seating Issues.</small> <input type="text"/> </div>		<div style="border: 1px dashed gray; padding: 5px;"> <input type="radio"/> N/A <input type="radio"/> Safe <input type="radio"/> Corrected </div>	

5. Select the division from the pull down menu.

ISM FEEDBACK SYSTEM

Record Observation

Record Observation

Entered By: Kem Edward Robinson <small>Org Code: LDEG</small>	Date Of: <input type="text" value="2008-11-18"/> <input type="button" value="Select Date"/>	Building: <div style="border: 1px solid gray; padding: 2px;"> 077-Eng Shops </div>	Division: <div style="border: 1px solid gray; padding: 2px;"> Accelerator & Fusion Research </div>
<div style="border: 1px dashed gray; padding: 5px;"> Reactions of People <small>Examples: Adjusting PPE, Changing Position, Rearranging Job, Stopping Job.</small> <input type="text"/> </div>		Room / Area Notes: <input type="text"/>	<div style="border: 1px solid gray; padding: 2px;"> Accelerator & Fusion Research Accelerator & Fusion Research Advanced Light Source Chemical Sciences Computational Research Computing Sciences Earth Sciences Engineering Environmental Energy Technologies Genomics Life Sciences Material Sciences NERSC Nuclear Sciences Physical Biosciences Physics </div>
<div style="border: 1px dashed gray; padding: 5px;"> <input type="radio"/> N/A <input type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req Action </div>		<div style="border: 1px dashed gray; padding: 5px;"> Orderliness <small>Examples: Standards Inad Followed.</small> <input type="text"/> </div>	

6. Type in the room and any specific area notes (Lab, Wet-Lab, Shop, Servers, etc.)
7. Enter in any observations you feel should be noted in the areas indicated
8. Use the radio buttons :N/A = Not Applicable, Safe, Corrected, or Requires Action.

ISM FEEDBACK SYSTEM

Record Observation

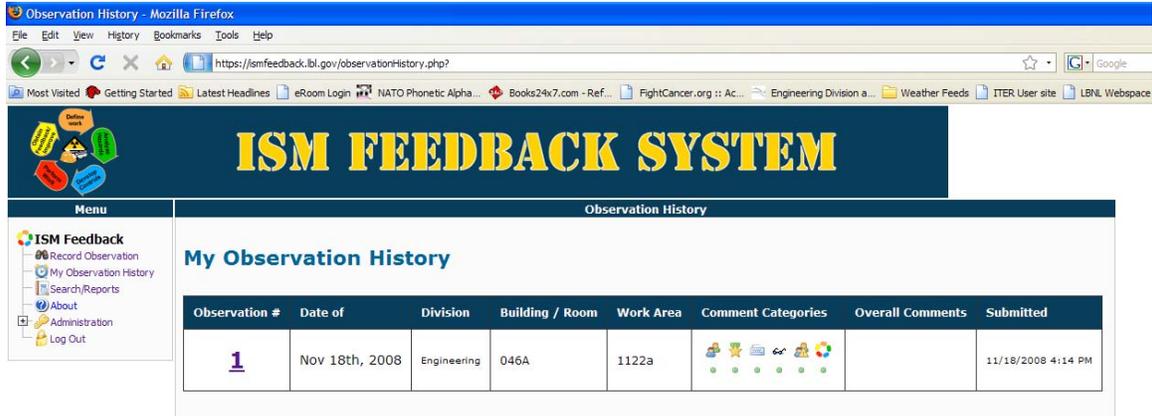
 Record Observation			
Entered By: Kem Edward Robinson <small>Org Code: LDEG</small>	Date Of: 2008-11-18 <input type="button" value="Select Date"/>	Building: 077-Eng Shops	Division: Engineering
		Room / Area Notes: 123 - Main Machine Shop	
Reactions of People <small>Examples: Adjusting PPE, Changing Position, Rearranging Job, Stopping Job.</small> Reacted positively.	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action	Orderliness <small>Examples: Standards Inadequate, Standards Not Followed.</small> A few areas needed some attention.	<input type="radio"/> N/A <input type="radio"/> Safe <input checked="" type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action
Ergonomics <small>Examples: Takes breaks, Computer Comfort Issues, Proper Lifting Issues, Head Position Issues, Seating Issues.</small> Adequate.	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action	PPE <small>Examples: Head, Eyes and Face, Ears, Respiratory System, Arms and Hands, Trunk, Legs and Feet, Wearing TLD.</small> Everyone was wearing appropriate PPE.	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action
Tools and Equipment <small>Examples: Tools, Usage, Condition, New Tools Required, Cabling Issues.</small> Tools were in good condition. Guards and controls were in place and used.	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action	Procedures <small>Examples: Inadequate, Not Known/Understood, Not Followed, Not Familiar with Postings, LOTO.</small> Procedures where required were understood and available	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action
Positions of People <small>Examples: Restricted Movement, Falling hazards, Hazardous Exposure, Overexertion, Repetitive Motions, Awkward Positions.</small> Good	<input type="radio"/> N/A <input checked="" type="radio"/> Safe <input type="radio"/> Corrected <input type="radio"/> Req <input type="radio"/> Action	ISM <small>Examples: Work Scope, Hazards Analysis, Hazard Controls, Perform Work, Follow up/Feedback, Process Improvement.</small> Lack of clarity on JHA, and authorizations. Didn't have full understanding of how to report or see lessons learned	<input type="radio"/> N/A <input type="radio"/> Safe <input type="radio"/> Corrected <input checked="" type="radio"/> Req <input type="radio"/> Action
<input type="button" value="Attach a file"/> 	CC List: <input type="text"/>	If you want someone to receive a copy of your observations enter e-mail here	
Overall Comments:	If you want to attach a file for whatever reason click on this button		
			When you're done click on this button
<input type="button" value="Submit Report"/>			

Use radio buttons to help in searching report aspects

9. After enter all observations click on the *Submit Report* button.

At this point you're done (Select *Log Out* from side menu), unless you'd like to see what you've done or what others have written.

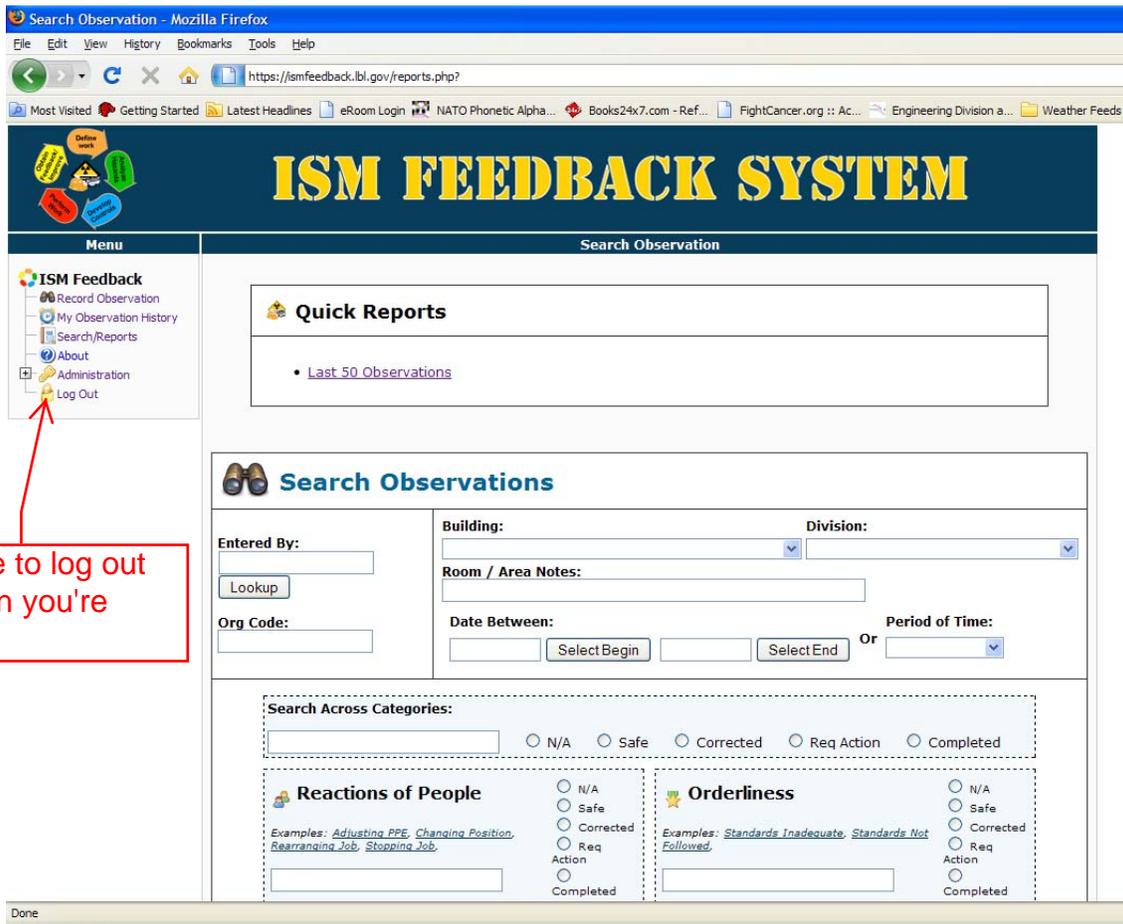
If you select the side menu option *My Observations* you will see a list of all the observations you have made



The screenshot shows the 'My Observation History' page in the ISM Feedback System. The page features a sidebar menu with options like 'Record Observation', 'My Observation History', 'Search/Reports', 'About', 'Administration', and 'Log Out'. The main content area displays a table with the following data:

Observation #	Date of	Division	Building / Room	Work Area	Comment Categories	Overall Comments	Submitted
1	Nov 18th, 2008	Engineering	046A	1122a			11/18/2008 4:14 PM

If you select the side menu option *Search Reports* you are taken to a report page that allows you to view either the last 50 observations or to search on specific rooms, dates or other criteria.



The screenshot shows the 'Search Observation' page in the ISM Feedback System. A red box highlights the 'Log Out' option in the sidebar menu with the text: "Click here to log out here when you're done." The main content area includes a 'Quick Reports' section with a link for 'Last 50 Observations', a 'Search Observations' section with various search criteria (Entered By, Building, Division, Room / Area Notes, Org Code, Date Between, Period of Time), and a 'Search Across Categories' section with radio buttons for N/A, Safe, Corrected, Req Action, and Completed. There are also sections for 'Reactions of People' and 'Orderliness' with similar radio button options.

Select the *Log Out* side menu option when you're done.