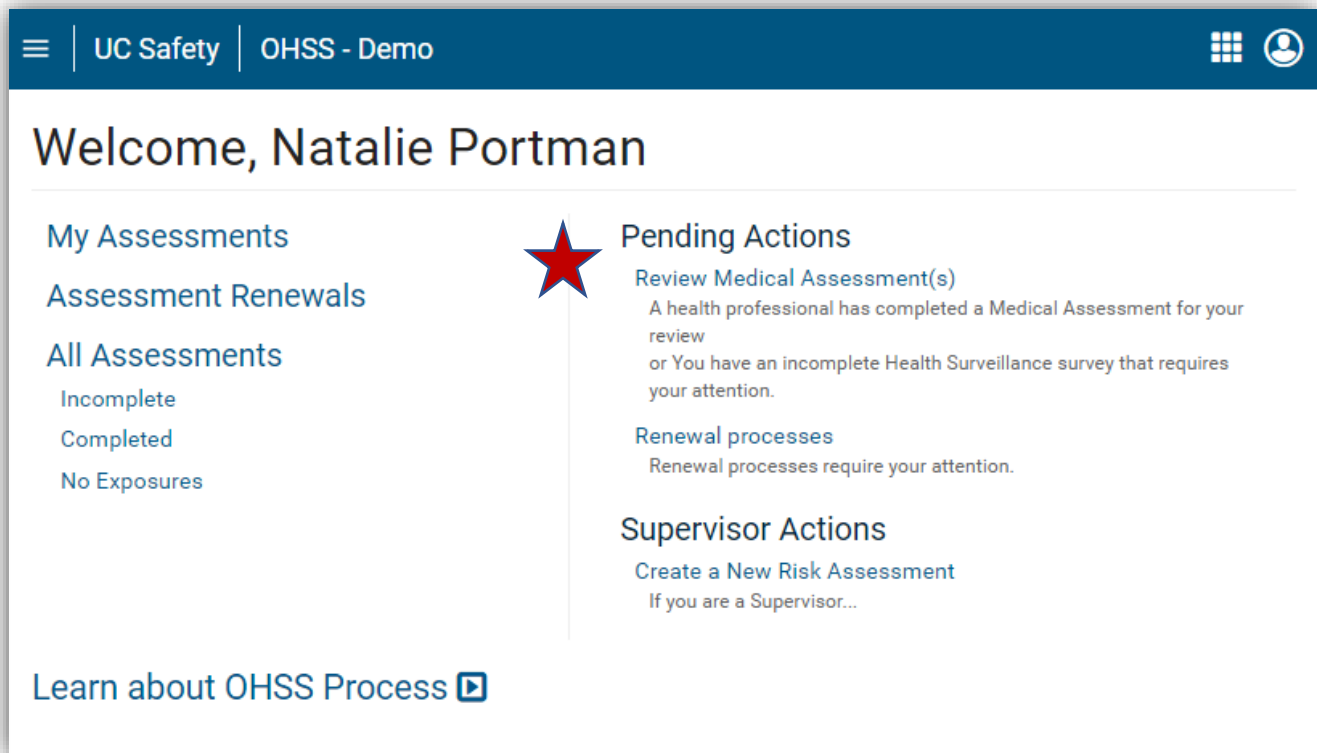


PI = Supervisor's Home Page



The screenshot shows a user interface for a PI or Supervisor. The top navigation bar includes 'UC Safety' and 'OHSS - Demo'. The main content area is titled 'Welcome, Natalie Portman' and is divided into several sections: 'My Assessments' (with sub-links for 'Assessment Renewals', 'All Assessments', 'Incomplete', 'Completed', and 'No Exposures'), 'Pending Actions' (marked with a red star icon, containing 'Review Medical Assessment(s)' and 'Renewal processes'), and 'Supervisor Actions' (containing 'Create a New Risk Assessment'). A 'Learn about OHSS Process' link is located at the bottom left.

All actions and information available to a PI can be accessed directly from their homepage.

Sections

The PI or Supervisor Home Page is organized into six key sections:

- **My Assessments:** Displays the Risk Assessments (RA), Health Questionnaires (HQ), and Medical Assessments (MA) where the logged-in user is the participant.
- **Assessment Renewals:** Lists participants whose Risk Assessments require review or updates.
- **All Assessments:** Provides an overview of all assessments and their statuses, including those created by the user or assigned to them.
- **Pending Actions:** Highlights items that need immediate attention.
- **PI or Supervisor Actions:** Enables the creation of new Risk Assessments from scratch.
- **Learn About the OHSS Process:** Features an expandable graphic outlining the process in five steps.

OHSS Quick Tips for PI's

Access the system

Visit: <https://ehs.ucop.edu/ohss>

The search feature in OHSS pulls names from the PPS feed, which may include multiple individuals with similar names. Follow these guidelines for accurate results:

- **Search Format:** Use "Last Name, First Name" format. Other combinations are not recognized.
- **Input:** Enter the full name or as many characters as possible for better accuracy.
- **Missing Participants:** Approximately 2-5% of users may not appear in searches. If this occurs, have the participant log in to <https://ehs.ucop.edu/uksafety>. This action captures their information in the system, enabling the PI to locate them.
- **Further Assistance:** If issues persist, contact the Service Desk at service@riskandsafetysolutions.com

Copying a Risk Assessment

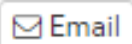
If you have multiple participants performing similar tasks, you can **copy an existing Risk Assessment** to save time:

- From the **home screen**, select **All Assessments**.
- Locate the Risk Assessment for the participant you wish to copy.
- In the **RA** column, click the drop-down arrow and select **Copy**.
- Search for the participant to whom you want to apply the copied assessment.
- Make any necessary edits to the copied Risk Assessment before saving.

Participant	Supervisor	Department	RA
<input type="checkbox"/> Marion Cotillard	Natalie Portman	MEDICINE	09/21/2016 - A

OHSS Quick Tips for PI's

Checking the Status of an Assessment

1. From the home screen, navigate to **All Assessments**.
2. Sort assessments by selecting the column header you want to organize by.
3. Locate the **participant and hover over the date in the row to view the status code explanation**.
4. For PI Actions:
 - Resend reminder emails by clicking the Email button on the far right.  **Email**
 - Archive inactive participants assessments to remove them from the list (data will remain in the system).

All Assessments

Participant	Supervisor	Department	RA	HQ	MA	Send Email
[Redacted]	[Redacted]	[Redacted]	11/19/2024 - A	11/19/2024 - P	--	
[Redacted]	[Redacted]	--	08/07/2024 - A	08/29/2024 - MP	--	
[Redacted]	[Redacted]	[Redacted]	02/21/2024 - A <input type="button" value="Copy"/>	04/18/2024 - CN	--	08/29/2024
[Redacted]	[Redacted]	[Redacted]	02/29/2024 - A <input type="button" value="Copy"/>	04/18/2024 - CN	--	08/29/2024
[Redacted]	[Redacted]	[Redacted]	11/19/2024 - P	--	--	<input type="button" value="Email"/> 11/19/2024