

# 1. Login



**Lab Graphics Studio** To Access Lab Graphics Studio, you must have a login and password. If you can't remember your password, click on the "forgot my password button."

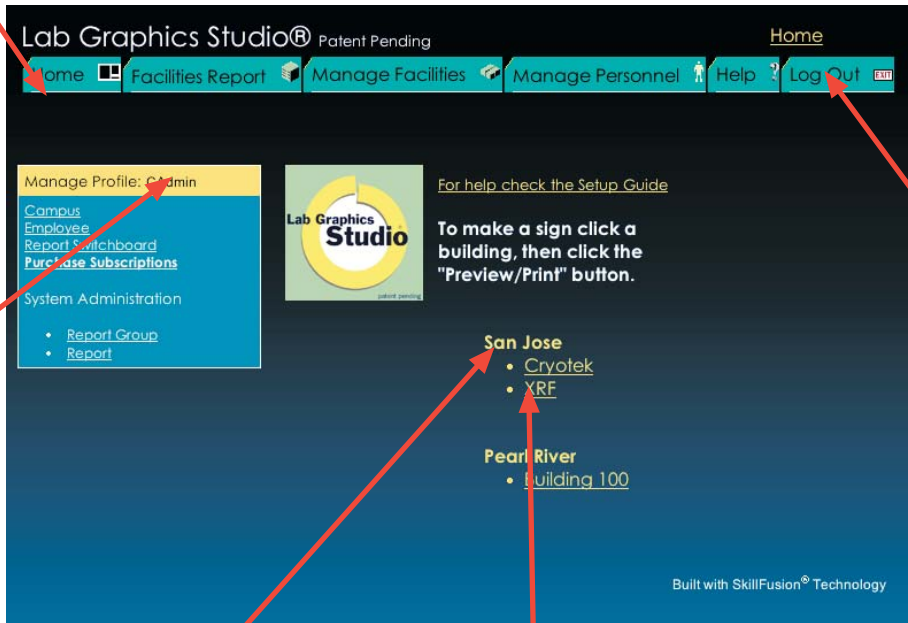
**VERISIGN SEAL**  
Lab Graphics Studio uses SSL protection, the same used by e-commerce sites like amazon.com to encrypt and protect your data.

# 2. Home

**Menu Bar** - contains tabs for managing your facilities and personnel

**Lab Graphics Studio** is set up as a hub and spoke system. This is the hub. If you are ever lost, clicking "home" will bring you back here.

**MANAGE PROFILE**  
click on the yellow bar to manage your account information, including login and password.

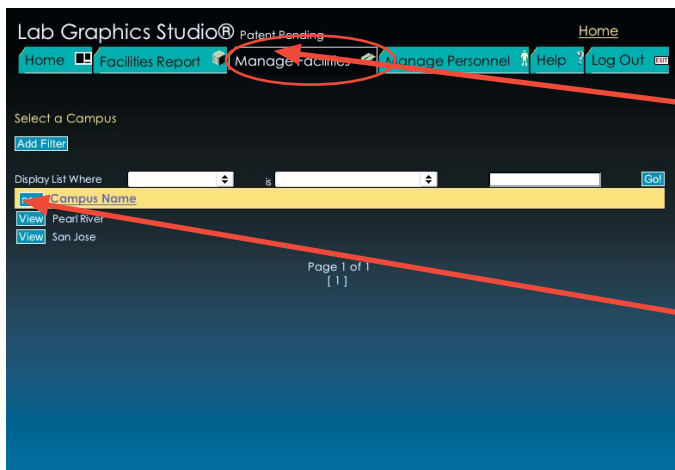


**LOGOUT**  
Click here to exit Lab Graphics Studio.

**CAMPUS**  
Each campus represents a location, such as your city.

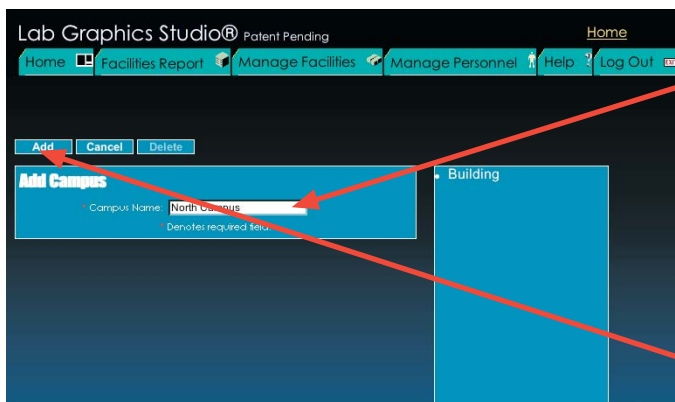
**BUILDING**  
Click on an individual building to access the sign database.

### 3. Adding a campus



Click on the “Manage Facilities” tab on the menu bar. It will take you to a page that displays your current campuses.

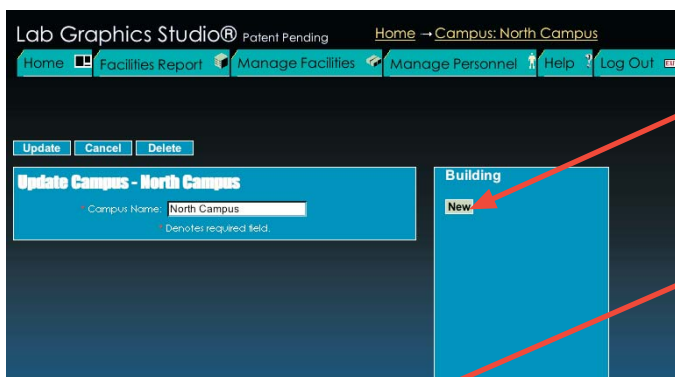
To add a new campus click on the “NEW” button on the yellow bar.



Name your campus

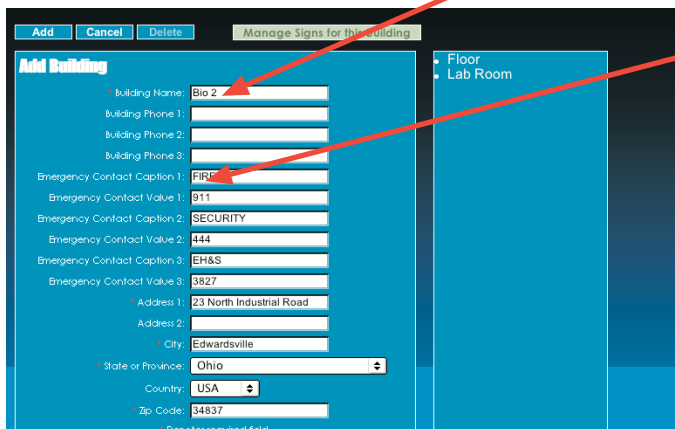
Click “ADD”

### 4. Adding a building



To add a new building click on the “NEW” button .

Enter the pertinent information into the form. Ignore the building phone number fields.



The “Emergency Caption” fields are the emergency contacts on the lower right hand side of your sign template. These can be any numbers that you might need, such as Fire, EH&S, Security, Radiation Officer, etc. These numbers can be different for each building.

When you are finished, click “ADD”

## 5. Adding Floors

Lab Graphics Studio® Patent Pending Home → Campus: North Campus → Building: Bio 2

Pending

Home Facilities Report Manage Facilities Manage Personnel Help Log Out

Add Cancel Delete

**Add Floor**

Number: 1 Denotes required field.

**Add Floor:** Enter each floor, from the ground floor or basement up. **Note:** You may enter text, such as “mezzanine”, or “4A” instead of numbers.

**When you have added your last floor,** click “HOME” to return to your main page.

## 6. Manage Personnel

Lab Graphics Studio® Patent Pending Home

Home Facilities Report Manage Facilities Manage Personnel Help Log Out

Manage Profile: CAdmin

Campus Employees Report Switchboard Purchase Subscriptions

System Administration

- Report Group
- Report

For help check the Setup Guide

To make a sign click a building, then click the "Preview/Print" button.

San Jose

- Cryotek
- XRF

Pearl River

- Building 100

North Campus

- Bio 2

Built with SkillFusion® Technology

**When you return to your homepage,** you will see your new campus and building listed.

**Click on the “Manage Personnel” tab to access your personnel database.**

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Home Facilities Report Manage Facilities Manage Personnel Help Log Out

Select an Employee

Add Filter

Display List Where [ ] & [ ] [Go]

Employee Number	First Name	Last Name	Company Name	Phone Number	Cell Phone Number	Email Address	Address 1	City	Zip Code
<a href="#">View</a>	Dr.	Fryburn	Biotek - Account	3888	378-377-2800				
<a href="#">View</a>	Ellen	Fitzpatrick	Biotek - Account	3890	278-388-2888				
<a href="#">View</a>	Gary	Bornea	Biotek - Account	3880	278-388-3890				
<a href="#">View</a>	John	Yee	Biotek - Account	3972	278-388-2380				
<a href="#">View</a>	Jonah	Pietric	Biotek - Account	3920	278-388-3928				
<a href="#">View</a>	Marilyn	Chu	Biotek - Account	3892	278-388-9000				
<a href="#">View</a>	Martin	Ortiz	Biotek - Account	2890	278-388-3729				

**From the Manage Personnel page,** you can edit existing personnel by clicking “VIEW”, or add personnel by clicking the “NEW” button on the yellow bar.

**Multiple Pages:** Lab Graphics Studio organizes long lists by using multiple pages. To view the next page of names, click on the page numbers at the bottom of the screen.

## Sidebar: Search Features

**Lab Graphics Studio offers** a robust search feature to help manage large amounts of data. For instance, in a long list of personnel, you can perform a search for John Doe using his first or last name, phone number, or alternate phone number. There are also other built in Boolean search features such as “like”, “not like”, “equal to”, etc.

**Type** in the employee's first and last name, phone number, and an alternate phone number, such as cell phone, pager, or a home number. If you do not wish to enter an alternate phone number, just repeat the work number.

**The phone fields** are also equipped to deal with non-numerical characters, so you can designate numbers as "home", "cell", or "pager"

**If this employee will be printing signs**, you can limit their access. When they log into the system, they will only be able to see the buildings you check off.

When you are finished, click "Add"

**Lab Graphics Studio** also gives you the power to manage details like employee number, date hired, email address, and title. These fields are optional.

**An account** will be created for this employee. You can choose to give them access to the system so they can manage and print their own signs. If you plan to do this, print this information for your records, and forward their login and password to them.

## 7. Adding a Lab

**From the home page**, click on the building name that you would like to manage signs for.

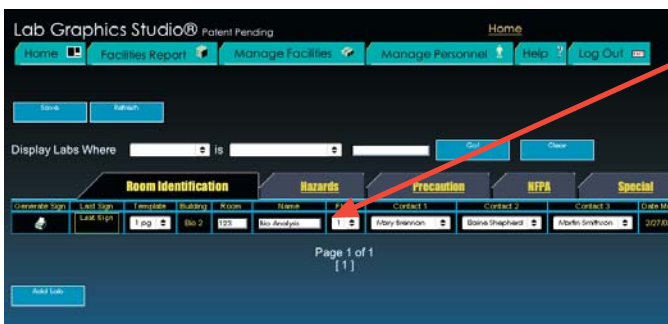
**This will take you to the Manage Signs page.** Here, you can manage your labs and print signs. It also comes equipped with a search feature.

**To add a lab**, click on the "ADD LAB" button.



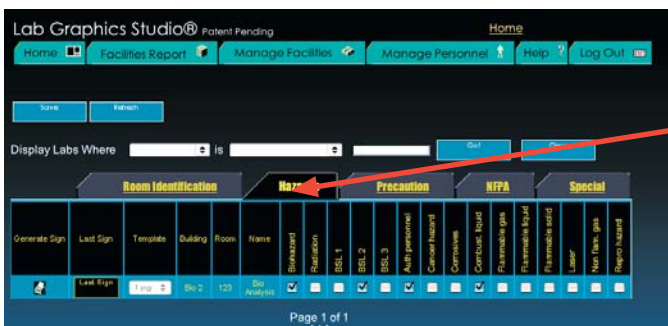
A **pop-up window** will appear that will ask for the lab name, room number, emergency contacts, and floor. The lab telephone number is an optional field. **Note:** All of this information can be easily modified down the road if you need to change it.

When you are finished, click the “ADD” button.



Your lab will appear on the sign management screen. From here, you can change the lab and contact information, as well as selecting your template.

## 8. Entering Hazard Information



Each section of your signs is represented by a different tab. Simply click on the tab that you would like to edit, then check off the hazards that apply to that lab.

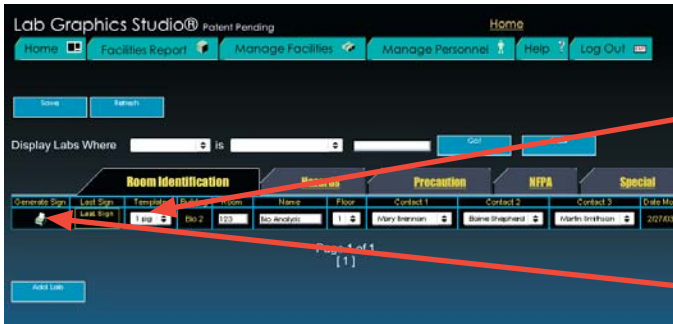
Graphics Lab can also create special tabs for you to enter text that will appear on the signs.



Lab Graphics Studio comes with many hazard and PPE pictograms that you may never use. Please let us know which fields you would like to eliminate so that we can keep your sign management screens as uncluttered as possible.

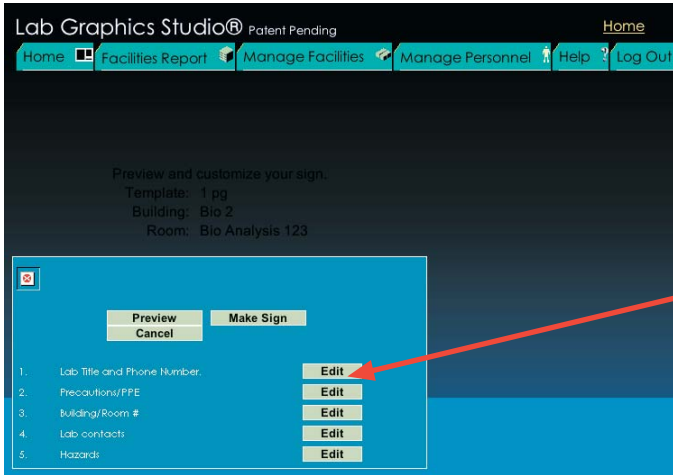
**The “SAVE” function:** When you navigate from tab to tab, the system will automatically save your changes. It is still a good idea to save your work by hitting the “SAVE” button periodically. Note: Always save your work before logging out or going back to the home page.

# 9. Preview & Print



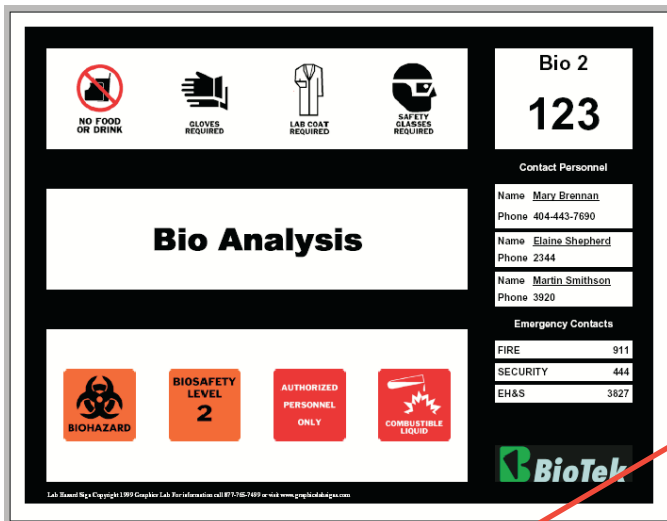
**Double-check** to make sure that you have selected the template that you wish to use. Without a template selected, Lab Graphics Studio will not print your sign.

**Click on the printer icon** to print or preview your sign.



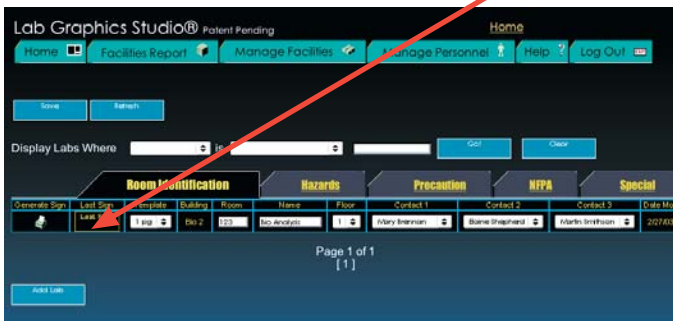
**From this screen**, you can choose to preview your sign, or print it directly. If you choose “preview”, a PDF preview will come up. If you choose “make sign”, a screen will come up telling you how many signs are left in your subscription.

**Editing features:** You can also temporarily edit information on the sign such as pictogram order. **Note:** any changes that you make will not be reflected in the database. Although it is possible, we discourage editing from this page.



**A pop-up window** will come up in Adobe Acrobat containing your sign. From here, you may print your sign or save it on your computer. The file size is small to accommodate emailing as well.

**The last sign printed** for each lab is stored on our server for your future reference. You will not be charged bringing up the last sign printed. **Note:** last sign printed does not apply to preview signs.



**If you have any questions** or difficulties with the system, don't hesitate to contact us.

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**Email: garth.johnson@perkinswill.com**