

Electrical Surveyor Database User's Guide



Quickbase Log-in

The image shows a web browser window with the address bar displaying **lbln.quickbase.com**. The page content includes a login form with fields for "Email Address" (containing "Email@lbl.gov") and "Password" (masked with dots). A "Sign in" button is visible. To the right, there is a promotional banner for a "FREE 30-day trial" with a "Sign up now!" button. Several callout boxes provide instructions: one points to the address bar, another to the "Sign In" link in the top right, and three others point to the login form fields and buttons. A "Sign In" button is also highlighted on the right side of the page.

lbnl.quickbase.com

Navigate to **lbnl.quickbase.com**. **Please reset all Bookmarks you might have to the old Quickbase website.**

Click "Sign In"

Enter your email and password.
**Note: If first time log-in use "password" as password, the system will then prompt you to register.*

Note: Your password can be recovered by clicking here.

Note: Check this box if you want the computer to remember your password

Sign in

Click "Sign In" to complete log-in.

Sign up for a **FREE 30-day trial**
✓ No cost.
✓ No obligation.
Sign up now!

Select Application

intuit QuickBase

★ My Apps Electrical Equipment Inspection D... LOTO Permit Database

QuickBase > My Apps in lbl

Search my apps... Adv. Search + New App

Icons Details Show All Categories

| App Name | Activity | Last Visited | Category | Manager |
|--|----------|---------------|----------|-------------------|
| LOTO Permit Database | | Today | | mascott@lbl.gov |
| Electrical Equipment Inspection Database | | | | |
| Test Copy of LOTO Permit Database | | | | |
| LOTO and Elect Subcon Tracker | | | | |
| LOTO Permit Prototype 2012 | | Jan. 11 | | mascott@lbl.gov |
| Electrical Qualifications and OJT | | Jan. 4 | | mascott@lbl.gov |
| Electrical Insulating Glove Tracker | | Aug. 15, 2012 | | mascott@lbl.gov |
| LOTO Procedure Inspection | | Aug. 7, 2012 | | mascott@lbl.gov |
| LBNL Qualified Electrical Workers | | Aug. 7, 2012 | | kmjohnson@lbl.gov |

Note: Your screen might look different depending on the view mode. (This image shows Details view)

Select the "Electrical Equipment Inspection Database" option.

Note: Your list of applications might be longer or shorter depending on your level of access.

feedback

Home Page (Dashboard)

★ My Apps | LOTO and Elect S... | Electrical Insulating... | EEWP | LOTO Procedure I... | LBNL Qualified Ele... | LOTO Permit Dat... | Electrical Equipme... | New App

Home | Equipment Identification | Division Safety Coordinat...

Electrical Equipment Inspection Database > Home Page



Import/Export | Print this page

Your homepage will display Equipment Surveys for which you are listed as the Surveyor.

Welcome Equipment Surveyors!

Electrical Equipment Inspection Program (EEIP) Database

My Surveys

| Full Report | Grid Edit | Email | More | Equipment Identification | | | | | | | | | | | |
|---|-------------|---------|----------|--------------------------|----------|-----------------------|--------------------|----------------|------------|--------------|-------|---------------------------------|-----------------------|--------------|---------------------------|
| | Status | Barcode | Building | Room Number | Location | Responsible Person | Resp. Person email | Equipment Name | Risk Group | Manufacturer | Model | Equipment Type | Operating Environment | Attachment I | Date Created |
|   | Uninspected | 1 | | | | Last Name, First Name | | | Low | | | Commercially made, 120V plug-in | Indoor Dry | | 04-25-2013 01:03 PM (PDT) |

Click the "pencil" (edit) or "eye" (view) icon to edit or view permit.

Make your upgrade to the new QuickBase a success!

Creating a new Survey

Click this button to initiate a new Survey.

Home Equipment Identification Division Safety Coordinat...

Electrical Equipment Inspection Database Home Page

Import/Export Print this page

Add Equipment Identification

Equipment Identification

- Aging Report: 120+ days since inspection
- All Failed Equipment by Division.
- ALS FY09-10 Pass: Non-referenced/Referenced
- Conditional B6 Inverpower
- Division High Priority By Equipment Type
- EEIP Overall status
- EEIP Overall Status by Division
- FY13 - YTD High Risk Inspections
- FY13 - YTD High Risk Inspections (Graph)
- FY13 - YTD High Risk Inspections by category (Graph)
- FY13 - YTD High Risk Inspections by division
- FY13 - YTD High Risk Inspections by division

Welcome Equipment Surveyors!

Electrical Equipment Inspection Program (EEIP) Database

My Surveys

Full Report Grid Edit Email More No results

| Status | Barcode | Building | Room Number | Location | Responsible Person | Resp. Person email | Equipment Name | Risk Group | Manufacturer | Model | Equipment Type | Operating Environment | Attachment I | Date Created |
|--------|---------|----------|-------------|----------|--------------------|--------------------|----------------|------------|--------------|-------|----------------|-----------------------|--------------|--------------|
|--------|---------|----------|-------------|----------|--------------------|--------------------|----------------|------------|--------------|-------|----------------|-----------------------|--------------|--------------|

No equipment identification found

My Apps LOTO and Elect S... Electrical Insulating... EEWP LOTO Procedure I... LBNL Qualified Ele... LOTO Permit Dat... Electrical Equipme... New App

Home Equipment Identification Division Safety Coordinat...

Equipment Identification Add Equipment Identification
REPORTS & CHARTS

Save Cancel

Surveyor * Johnson, Katherine

Select Surveyor Name from the pull-down menu.

Location Information

Division Make a Selection...

Select the Division the equipment belongs to.

Barcode *

Enter the barcode number you place on the equipment. Omit leading zeros and no two barcodes can be used twice. You will receive an error message if the number placed here is not unique.

Building Room Number Location

This symbol will give you "help" with each section if you forget what specific info it is asking for.

Responsible Person Email

Last Name, First Name

Division Safety Coordinator Email

Equipment Information

Specific location of where the equipment is located shall be listed here. This is information the Inspectors will use when coming to inspect your equipment.

Equipment Identification Add Equipment Identification
REPORTS & CHARTS

Save Cancel

Fields which are marked unique must contain unique values for all the records. You have entered a duplicate value for the unique field "Barcode" Please check your data and try again.
(The equipment identification was not saved)

Enter as much information from the equipment as you can.

Scroll up to the top of the page.

Click "Save" to submit your application or Click "Cancel" to abort the session

*Commercially made, 120V plug-in
Commercially made, 208V
Other commercially made equip.
LBNL made
Other custom made
Powered rack
Powered bench
System/Assembly*

*CE
Other similar markings
Unmarked
System Assembly/Multiple
Equipment*

Low:
- 120 VAC equipment built to CE, CSA or similar foreign standard
- Any CSA Equipment identical to equipment already inspected (same make & model).
- Equipment from designated trusted manufacturers

Medium: >208 VAC equipment built to CE or similar foreign standard

High: All other equipment not low or medium.

Indicate the the operating environment of the equipment (i.e.. indoor, outdoor, etc.)

If the equipment has a marking, but it is NOT a listed NRTL marking (i.e., CE, Non-approved CSA or UL), this pull down box should indicate that and the unacceptable label shall be described in the comments box.

Explain any concerns you might have about the equipment, any special characteristics about the equipment, list the equipment type and any non NRTL markings it might have on it.

You can add up to 8 attachments

Attach the medium resolution picture of the front and back of the equipment that you took in the field.

Equipment Information

| Equipment Name | Manufacturer | Model | Serial No. (Optional) |
|----------------------|----------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Equipment Type *

Operating Environment *

Other equipment markings *

Risk Group *

Comments

Attachments

****Please limit file size <300KB.**

Attachment 1

☐ Add Another Attachment

Copying Existing Entries

If you have more than one piece of equipment that you need to enter, you can copy an entry that is already entered into the database.

Go to your "Home" page and then find the survey you would like to copy.

The screenshot displays the EEIP Database interface. The top navigation bar includes links for 'My Apps', 'LOTO and Elect ...', 'Electrical Insulati...', 'EEWP', 'LOTO Procedur...', 'LBNL Qualified ...', 'LOTO Permit D...', 'Electrical Equipm...', and 'New App'. The 'Home' link is highlighted with a red box. Below the navigation bar, the 'Home Page' is shown with a green 'Add Equipment Identification' button. The main content area features a 'Welcome Equipment Surveyors!' message and the 'Electrical Equipment Inspection Program (EEIP) Database' title. Under 'My Surveys', a table lists equipment entries. The first entry is 'Uninspected' with a status of '1'. A red box highlights the 'View' icon (an eye) next to this entry, with a callout box saying 'Click "View"'. Below the table, the 'Equipment Identification' detail page for entry #30573 is shown. The 'More' dropdown menu is highlighted with a red box, and a callout box says 'Click "More" and select "Copy the Equipment Identification"'. The dropdown menu options are: 'Copy this Equipment Identification', 'New notification...', and 'Print'.

| Status | Barcode | Building | Room Number | Location | Responsible Person | Resp. Person email | Equipment Name | Risk Group | Manufacturer | Model | Equipment Type | Operating Environment | Attachment I | Date |
|-------------|---------|----------|-------------|----------|-----------------------|--------------------|----------------|------------|--------------|-------|---------------------------------|-----------------------|--------------|--------------------|
| Uninspected | 1 | | | | Last Name, First Name | | | Low | | | Commercially made, 120V plug-in | Indoor Dry | | 04-25-2013 01:03 P |

Click "View"

Click "More" and select "Copy the Equipment Identification"

My Apps | LOTO and Elect Subc... | Electrical Insulating Gl... | EEWP | LOTO Procedure Insp... | LBNL Qualified Electri... | LOTO Permit Database | Electrical Equipment I... | New App

Home | Equipment Identification | Equipment Identification | REPORTS & CHARTS

Search reports & charts [New]

Recent

- Barcode (reference)
- Previously inspected equipment

Mine

- TAP Summary
- Bldg vs. Room # 70-279
- 9000-9999

Common

- Aging Report: 120+ days since inspection
- All Failed Equipment by Division.
- ALS FY09-10 Pass: Non-reference/Reference d
- Conditional B6 Inverpower
- Division High Priority By Equipment Type
- EEIP Overall status
- EEIP Overall Status by Division
- FY13 - YTD High Risk Inspections
- FY13 - YTD High Risk Inspections (Graph)
- FY13 - YTD High Risk Inspections by cate...
- FY13 - YTD High Risk Inspections by divi...
- FY13 - YTD High Risk Inspections by divi...
- FY13 - YTD High Risk Inspections by equi...
- High Risk Equipment
- My Surveys
- Uninspected B2 MSD High Risk
- Uninspected B53 MSD High Risk
- Uninspected B6 MSD High Risk
- Uninspected B62 MSD High Risk
- Uninspected B64 MSD High Risk
- Uninspected B66 MSD High Risk
- Uninspected B67 MSD High Risk
- Weekly Inspection Report with Risk Groups

+ New Equipment Identification

You can also find a survey by going to "Equipment Identification" and performing a search and then following the instructions in the previous slide.

Where are my filters? We display search instead of filters when your table reaches a certain size.

Show equipment identification where

all of these conditions are true

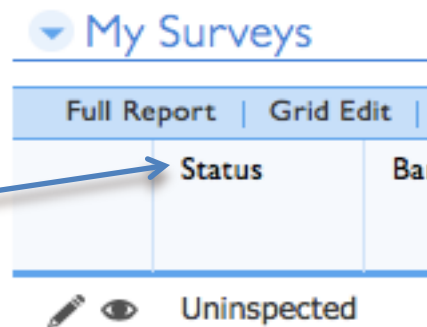
<Some field> contains

Search

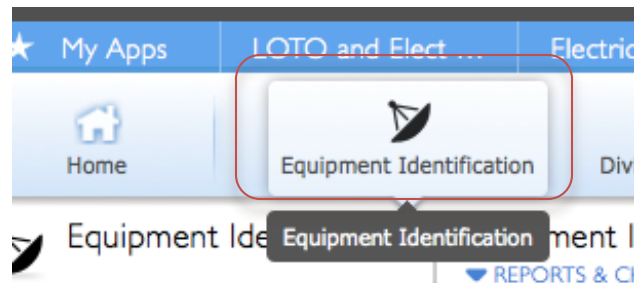
What happens after you hit “save”?

- Information you entered is saved in the database until an Inspector can be scheduled to come and inspect your equipment.
- The Inspector will be scheduled by someone in EHSS.

You can check on the status of your equipment by going to your “Home” dashboard and checking the status of your surveys.



Or, you can go the “Equipment Identification Home” and perform a search for a particular piece of equipment.



Questions, Comments or Concerns

- Please contact Katherine Johnson with any questions you have:
 - KMJohnson@lbl.gov
 - 1-510-486-4933 (office)
 - 1-510-332-9939 (cell)

