



Building or Updating Door Signs

Door signs must be updated if there are changes to contact information, space hazards, or required PPE.

To build or edit door signs, you must be assigned that role by your PI or Safety Designate. The PI or Safety Designate can update your roles by following these steps:

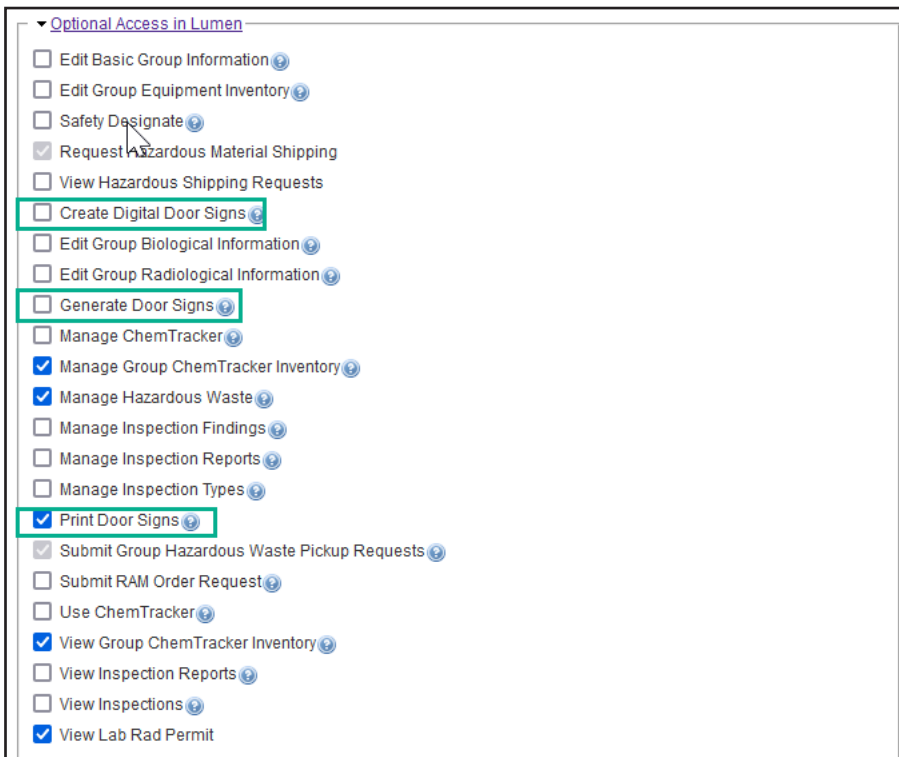
Select “Manage Members” in the left menu.



Select “Edit” next to the lab member’s name.

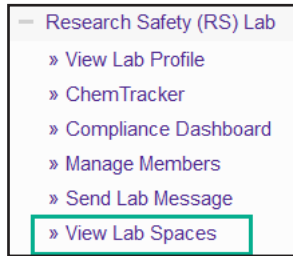
Research Safety (RS) Lab Members			
			Last Confirmed: 05/31/2023
Name	Email	Designation	
Blythe_Reginald	r-blythe@northwestern.edu	Principal Investigator	Edit
Birkett_Robert	r-birkett@northwestern.edu	Staff	Edit Remove

Under “Optional Access in Lumen, check the boxes for “Create Digital Door Signs”, “Generate Door Signs”, and “Print Door Signs”. Then select Save.

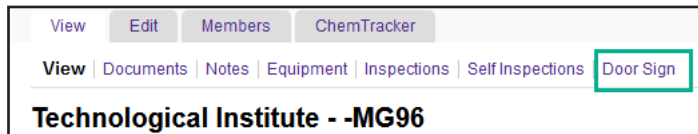


To build a new lab door sign (for spaces that have no door sign), follow these steps:

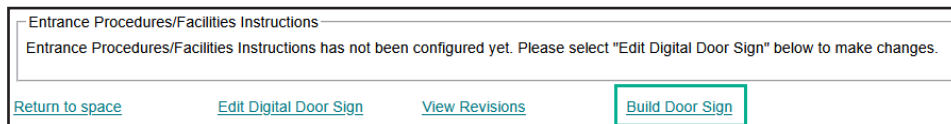
Under your lab, select “View Lab Spaces” in the left menu.



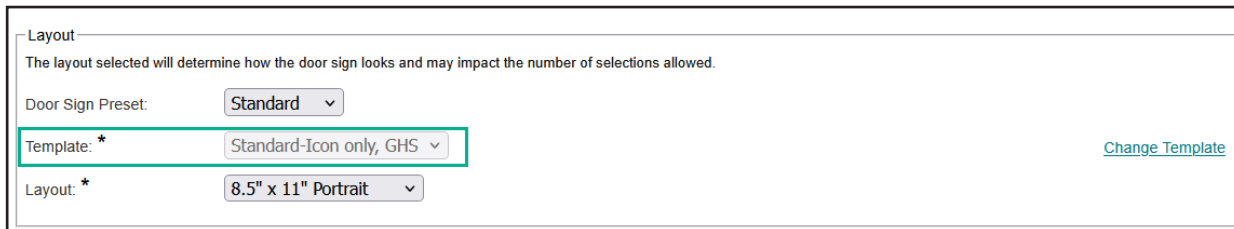
Select the space that needs a door sign, then select “Door Sign”.



Scroll to the bottom of the page and select “Build Door Sign”.



Under Layout, be sure the template “Standard-Icon only, GHS” is selected. If not, select Change Template.



Complete all relevant fields. When finished, scroll to the bottom of the form and select “Submit”.

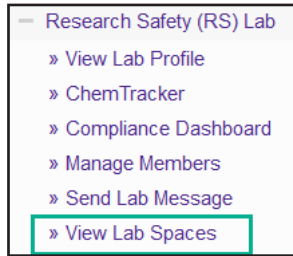
For newly created door signs, you will see this message, with an option to print.

- Your **Digital Door Sign** has been created.
- If you would like to print your door sign, please click [here](#).

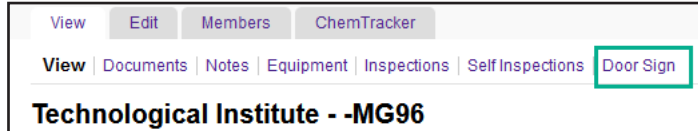
Print the door sign and place it in the sign holder on the lab door.

To update an existing lab door sign (when contact info, hazards, or PPE changes), follow these steps:

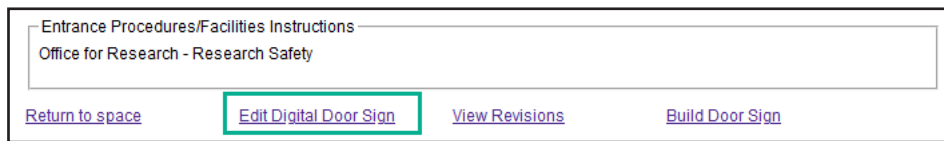
Under your lab, select “View Lab Spaces” in the left menu.



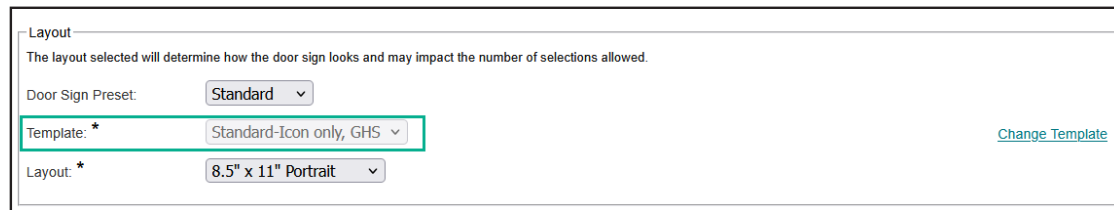
Select the space where the door sign needs to be updated, then select “Door Sign”.



Scroll to the bottom of the page and select “Edit Digital Door Sign”.



Under Layout, be sure the template “Standard-Icon only, GHS” is selected. If not, select Change Template.



Make the necessary changes, then scroll to the bottom of the form and select “Submit”.

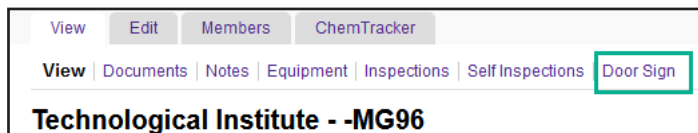
For updated door signs, you will see this message, with an option to print.

- The *Digital Door Sign* has been updated.
- If you would like to print your door sign, please click [here](#).

Print the updated door sign and place it in the sign holder on the lab door.

To reprint a lab door sign (as is, no changes required), follow these steps:

Select the door sign for the space.



You will see a Reprint option for this sign; select it to print.

