

DO'S AND DON'Ts FOR DOEHRs

DO

- DO update your profile annually.
 - The system will not process account change request unless your HIPPA, PII and IA training information is current.
 - You will not receive e-mail notifications from the system unless your e-mail address is correct in your profile.
 - Updating your profile before 12 months of inactivity will prevent your account from being systematically locked.
- DO check the Frequently Asked Questions (FAQ) and answers at www.nmcphc.med.navy.mil , occupational health, Industrial Hygiene, before sending e-mail questions or calling NMCPHC.
 - Many of the questions you may have, have been asked by another program office, researched and answered. Use of the FAQ process maximizes resources, knowledge sharing, and prevents redundant work.
- DO ensure your Industrial Hygiene Program Office (IHPO) has at least one User Security Administrator (USA) assigned.
 - The USA is the gate keeper to the IHPO. The USA approves, locks, unlocks, stop dates personnel accounts in the IHPO, and ensure profiles are kept up to date.
 - As a USA please limit the granting of power users to 1 or 2 personnel per Program Office with justification from the USA.
 - When a USA leaves (retires/separates from service/moves to new IHPO), notify the Service Level Administrator (SLA) at the Navy and Marine Corps Public Health Center so they can stop date the USA's account. Also, let the SLA who the new USA will be.
- As a USA, DO verify the roles a person requests are valid and appropriate for their duties in the IHPO.
 - Navy Industrial Hygienist do not currently use Import/Export IH Lab Data or the Environmental Health, Food Protection, Facilities, Incident Reporting, Radiation, and Registry Permissions.
- As a USA, DO stop date Program Personnel no longer active in current IHPO.
 - If individual is moving to another IHPO, have them apply for the new IHPO **BEFORE** stop dating them in current IHPO.
 - DO NOT lock their account. Locking an individual's DOEHRs account will prevent them from accessing DOEHRs at their future IHPO.

DO NOT

- DO NOT request a Service Level Administrator (SLA) role or Global Permissions.
 - The SLA role and global permissions are only approved for a select few having access to all program offices.
- DO NOT request permission to Import/Export IH Lab Data or the Environmental Health, Food Protection, Facilities, Incident Reporting, Radiation, and Registry modules of DOEHRS.
- DO NOT as a USA grant everyone in your Program Office USA permissions or power users, this should be limited to 1 or 2 personnel per Program Office.
- DO NOT use semicolons (;) when naming shops, process, SEG, etc.
 - Semicolons are file delimiters. The use of semicolon within a data field (e.g. shop name) will present problems with the data warehouse.
- DO NOT use Back or Forward buttons from the Internet Browser.
 - Using back and forward buttons while in DOEHRS may cause duplication of shops, process, equipment, SEGs and Samples. Samples cannot be readily deleted from DOEHRS.
- DO NOT attempt “what-if” scenarios in your Production account/ IHPO.
 - All practice and “what-if” scenarios should be done in the Demonstration and Training Environment so any data entered won’t negatively affect metric data.