REPROTOX VA

http://va.reprotox.us/

User Guide

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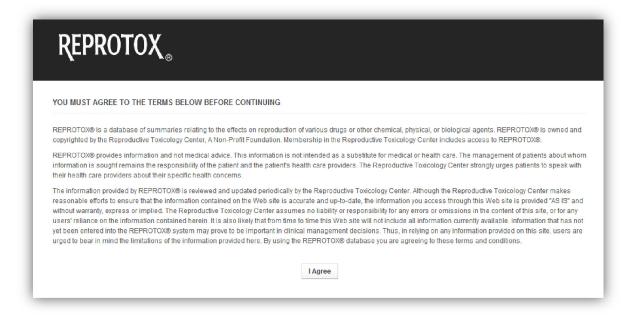
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1. Accessing the Database

REPROTOX can be accessed through any modern web browser by navigating to: http://va.reprotox.us.

2. Logging In (VA Network)

If you are within the VA's network, you should be automatically logged into REPROTOX once navigating to the web address above. The first page you will see presents the REPROTOX terms, which must be agreed to before using the database.

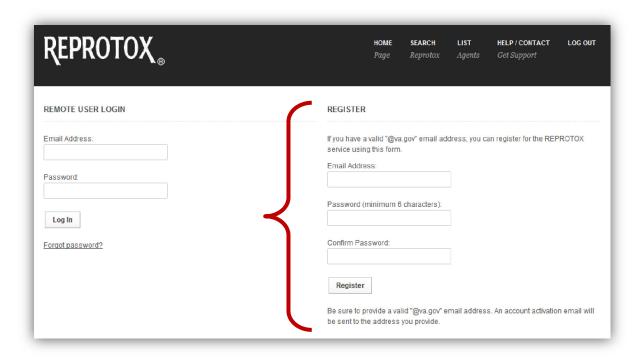


Once you have agreed to the terms by clicking the "I Agree" button, you will have access to the REPROTOX database.

3. Signing Up (Remote Users)

A remote user (i.e., a user not currently within the VA network) may still gain access to the REPROTOX database as long as the user has a valid "@va.gov" email address.

When a remote user navigates to http://va.reprotox.us, the user will be redirected to the login page. If the remote user has not yet registered with REPROTOX, the user will need to do so using the registration fields on the right side of the page (shown below).

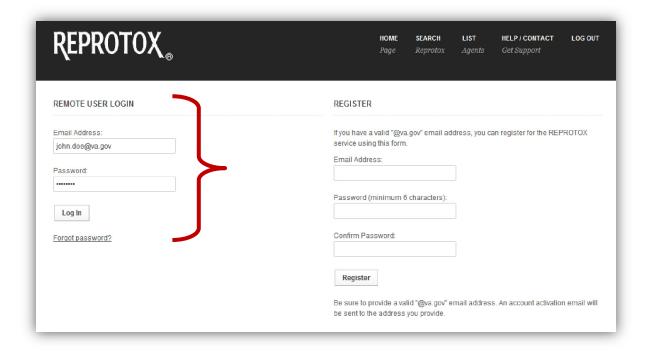


Be sure to use a valid "@va.gov" email address to register (e.g., john.doe@va.gov). Any other email address will not be accepted by the system. You will also be requested to generate and confirm a password that is six or more characters.

Once you enter the required information, click the "Register" button. An email will be sent to the email address you have provided. A link will be provided in that email allowing you to activate your account.

4. Logging In (Remote Users)

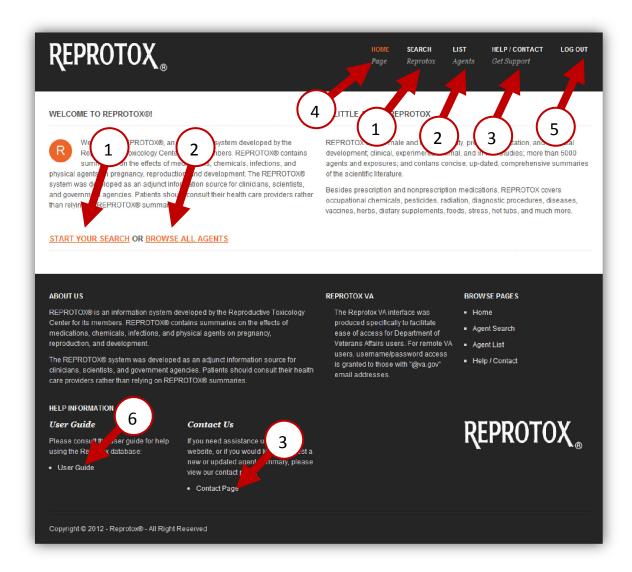
If a remote user has signed up for REPROTOX, the user can login by navigating to http://va.reprotox.us in any modern browser. The user's "VA.gov" email address and REPROTOX password should be entered on the left side of the login page, as shown below.



Once you click the "Log In" button, you will be directed to the REPROTOX terms page. You must agree to the REPROTOX terms before accessing the database.

5. Using the Database

The REPROTOX database is designed to be as user-friendly and intuitive as possible. A screenshot of the home page is shown below, with different links numbered to explain their functions.



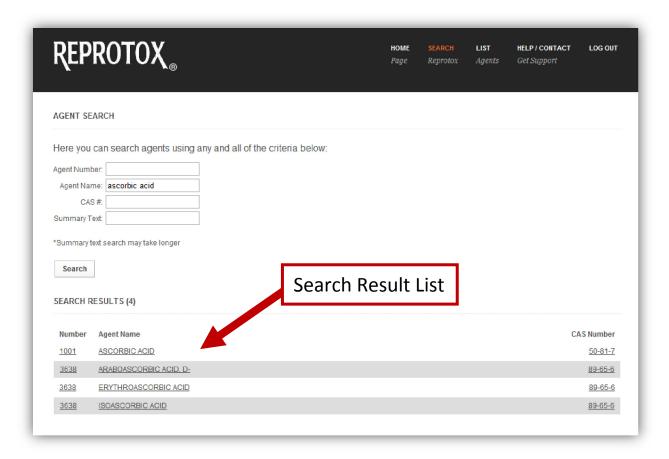
- 1. **Link to the Search Page.** On the Search Page, you are able to enter in chemical, drug, etc. names and other identifying information to find relevant summaries.
- 2. **Link to the Browse Page.** On the Browse Page, you will be able to find agents by the letters they start with.
- 3. **Link to the Help/Contact Page.** This page will provide a link to the user manual (this document) as well as a web form that can be filled out to request help with the database.
- 4. **Link to the Home Page.** This link will bring the user to the page shown above.
- 5. **Logout Link.** The logout link should be used when the user is done using the database. This is especially important for remote users on public computers.
- 6. User Guide Link. This link will allow you to download this user guide document.

6. Using the Search Page

REPROTOX can be searched using any and all of the following criteria:

- Agent Number The agent number is the number used by the REPROTOX database to identify agents.
- **Agent Name** The agent name is the commonly accepted name of an agent. When multiple names for an agent are known, they are all included (e.g., ascorbic acid and vitamin c)
- CAS Number The unique Chemical Abstracts Service number for each agent.
- **Summary Text** The text located within the REPROTOX summary of the agents.

Once you enter your search criteria, click the "Search" button. The search results will be displayed below the search options, as shown below. (<u>Note</u>: If only one search result is returned, you will be taken directly to the summary of that result).



If you click on a search result, you will be taken to the REPROTOX summary of that agent.

A few features to note about searching the REPROTOX database:

- Multiple fields can be searched simultaneous.
- Fields can be partially entered. For example, if a user does not know how to spell "penicillin," he can search for "penic" and penicillin will show up in the search results.
- If a search only has one result, the user will be taken directly to the summary of the resultant agent.

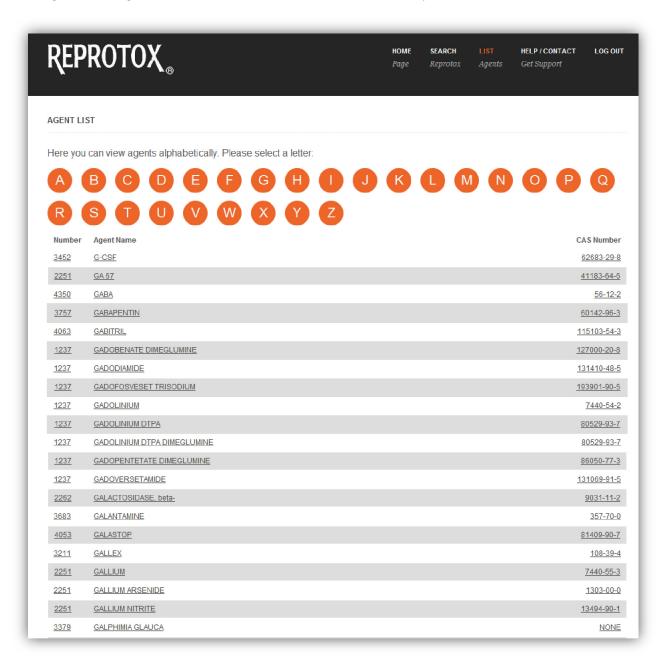
7. Reading an Agent Summary

Agent summaries in the REPROTOX database generally have a few important parts. These are:

- 1. **Indentifying information** This information includes agent number, agent name, CAS number, the date that the summary was last updated, and any cross-references (e.g., Vitamin C would be listed as a cross-reference of Ascorbic Acid).
- 2. **Quick Take** The "Quick Take" section provides the user with a quick, informative look at what is discussed in the rest of the agent summary.
- 3. **Summary** This section provides discussion of relevant studies and analyses.
- 4. **References** References are included to indicate from where information in the summary was gathered.

8. Using the List Page

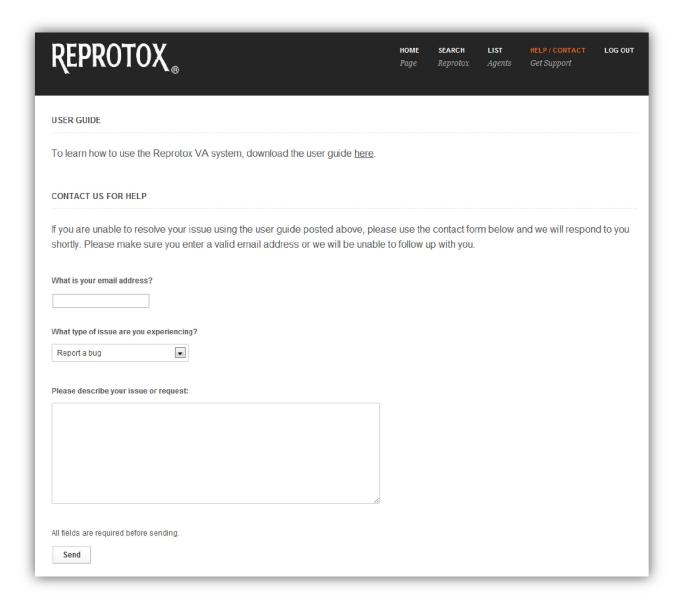
The List Page presents a selection of characters that agents start with, A through Z, from which the user can select. Once clicked, all agents starting with that letter are displayed below. The user can then navigate the options and select the desired agent to view an agent summary. The Agent List Page and a list of agents starting with the letter "G" are shown below as an example.



As shown above, agents are displayed alongside their REPROTOX number as well as their CAS Number.

9. Getting Help (Using the Help/Contact Page)

All features on the Help/Contact Page can be used regardless of whether the user is accessing the database within the VA network, accessing the database remotely, or not logged in at all. The help page offers a link to download this document, as well as a form to use to contact REPROTOX with any issues being experienced.

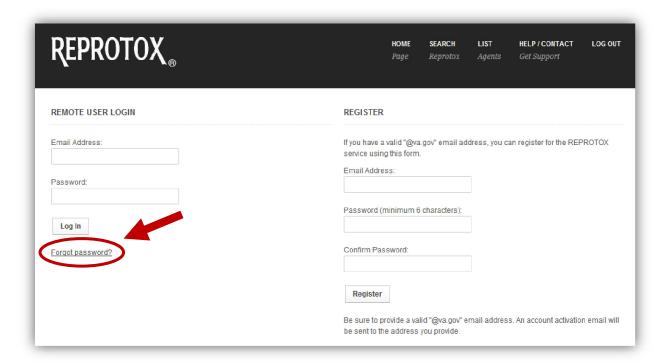


The contact form requires an email address that REPROTOX administrators can respond to, a category of the request (bug reporting, agent request, login issues, or other), as well as a narrative of the problem. All three fields are required.

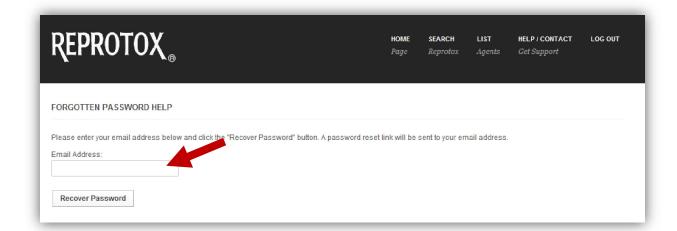
Once the form is submitted, the REPROTOX administrators will review the issue and respond shortly.

10. Retrieving or Resetting Your Password

If you have forgotten your password for remote login, a "Forgot password?" link has been provided on the Login Page, as shown below.



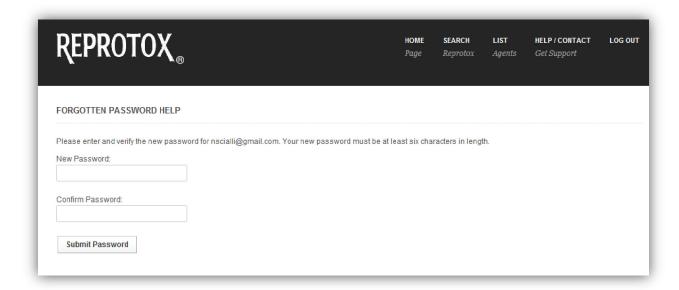
One the user has clicked the "Forgot password?" links, the next page will ask the user for the user's email address.



Enter your email address in the box and click the "Recover Password" button. If the email address is exists in the REPROTOX system, a password reset link will be emailed to that address. If you do not

receive an email to that address, consider trying to Sign Up for an account using that email address (as explained in part three of this guide).

If you do receive an email, click the password reset link provided in the email. This will bring you to a page allowing you to reset your password, as shown below. Simply enter your new password and confirm it in the two boxes and click "Submit Password."



You will now be able to log in to the system using your new password.

11. Still Need Help?

If you still need help after exploring this guide, please email the system administrator at reprotox@reprotox.org.