Process Safety Office® PHAGlobal®

Do's & Don'ts – Tips to Navigate the Software

PHAGlobal® software is an Excel add-in, however some of the Excel functions you may be familiar with are disabled within PHAGlobal®.
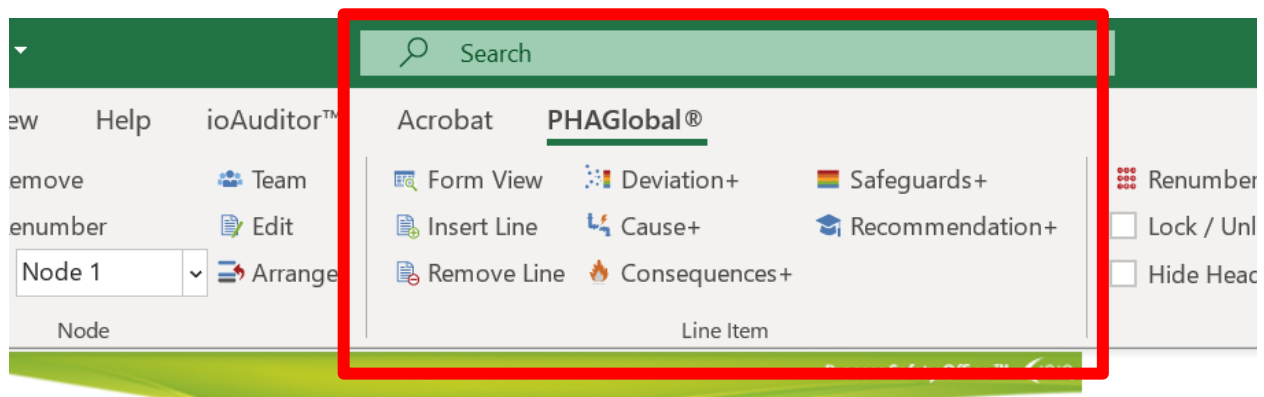
DO NOT use the normal Excel functions to navigate through the PHAGlobal® spreadsheets. Also DO NOT disable the PHAGlobal® add-in to try and edit the PHA study using Excel functions.
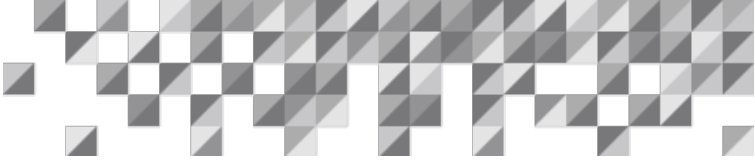
1   To ADD columns to the spreadsheet or RENAME existing column you must EDIT the templates.

Columns can only be added by editing the templates. To EDIT templates please contact ioMosaic IT support.

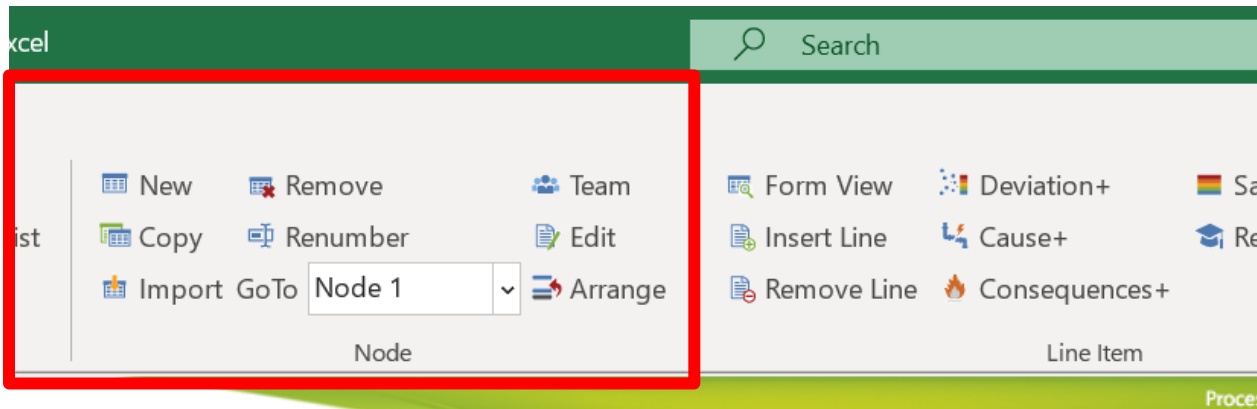**2   To ADD/INSERT or DELETE a row use the LINE ITEM feature in PHAGlobal® - DO NOT use the Excel function.**

Use the PHAGlobal® function in the "Line Item" section of the toolbar "Insert Line" or "Remove Line".
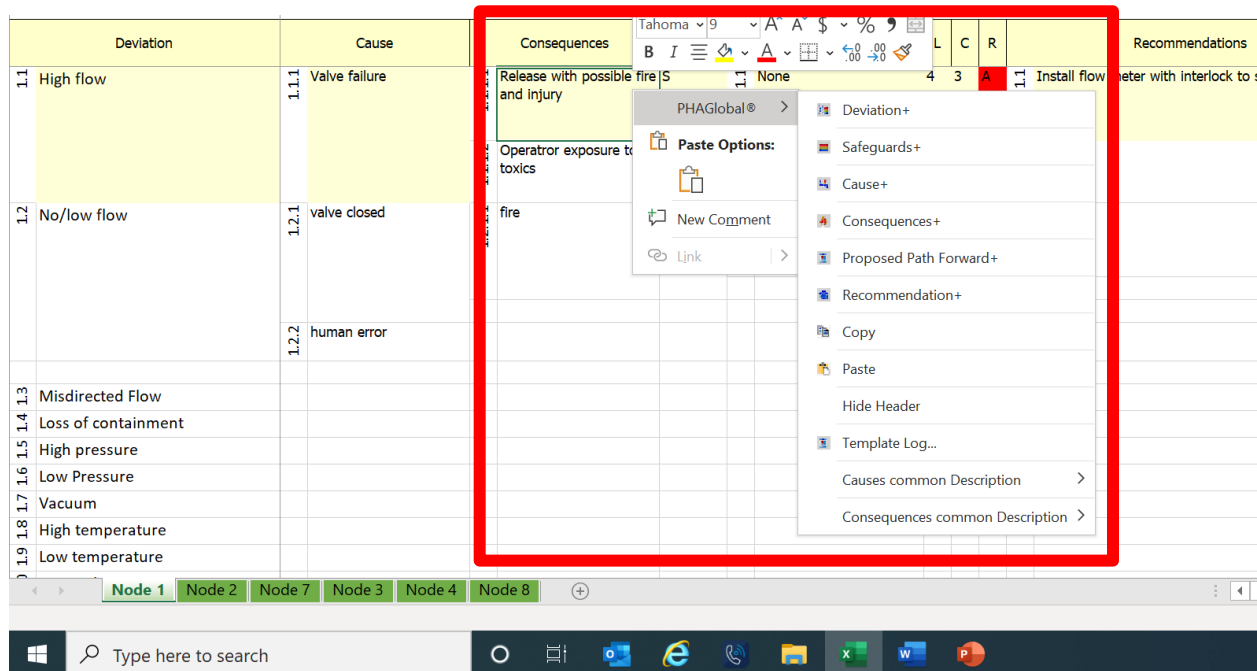
3 To COPY or ADD a node inside PHAGlobal® use PHAGlobal® functions in the Node section of the toolbar - DO NOT use the Excel function.
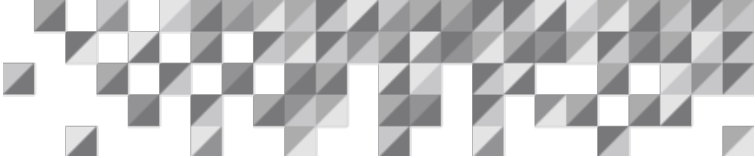
Use PHAGlobal® functions in the Node section of the toolbar. "Copy" to copy a node or "New" to add a Node.

4 To COPY CELLS inside PHAGlobal® use PHAGlobal® COPY and PASTE functions - DO NOT use the Excel functions.

Right click on the cell and use PHAGlobal® functions "copy" and "paste".

5 To COPY A NODE from another PHAGlobal® file use IMPORT in Node Section of toolbar in PHAGlobal® - DO NOT use the Excel function

Use PHAGlobal® "import" function in the Node section of the toolbar.