CEMS
Chemical Environmental Management System

Recordset Help

Recordset Layout

Filtering Recordset

Sorting Recordset

Column Display

Saving searches

Loading Reports

Exporting Data

What is Recordset?

Recordset is the interactive reporting tool that allows administrators to view, print, create, edit and update all tabular data within the Chemical Environment Management System

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For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit http://www.cems-info.sr.unh.edu/.

Recordset Layout

Recordset Title

Filters: Clicking this bar will allow you to apply new filters.

Click to add a new record if the user has the correct privilege.

Sorts: This bar will sort how you see the information. Click on each sort to remove it.

Click to view record tools. Record tools allow users to save reports, load reports, and export data.

Click to view/edit the record

Current page

Click to go to the previous page

Click to go to the next page

Filtering Recordset

How to Activate the Filter

Option 1: Click the filter bar to pull up the filter form.

Click the filter bar to set a filter

Query:	Chemical Name contains "acetone"
Filter:	[Date Inactive] is undefined
Sort:	[Chemical Name]
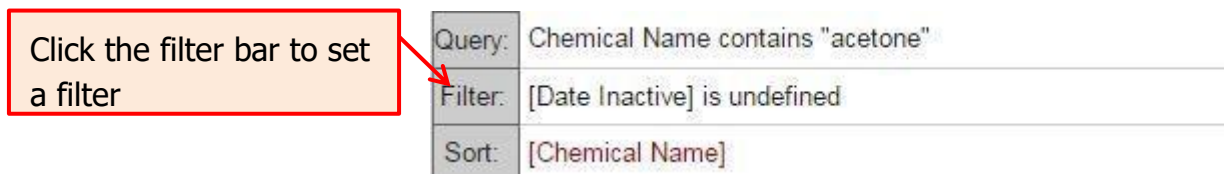
Option 2:

Step 1: Click any of the column headings to open the filter options menu.

Step 2: Click the ⏳ filter button to bring up the filter form.

Column heading

Click the filter button to set or edit a filter

Chemical Name

(2,4-Pentan	◄ move left
(2,4-Pentan	▶ move right
2,4-Pentan	sort
2,4-Pentan	sort reverse
(2,4-Pentan	⏳ filter
4-Methyl-2-	➕ add columns
3-Pentanon	➖ hide column

3-Pentanone, 99%
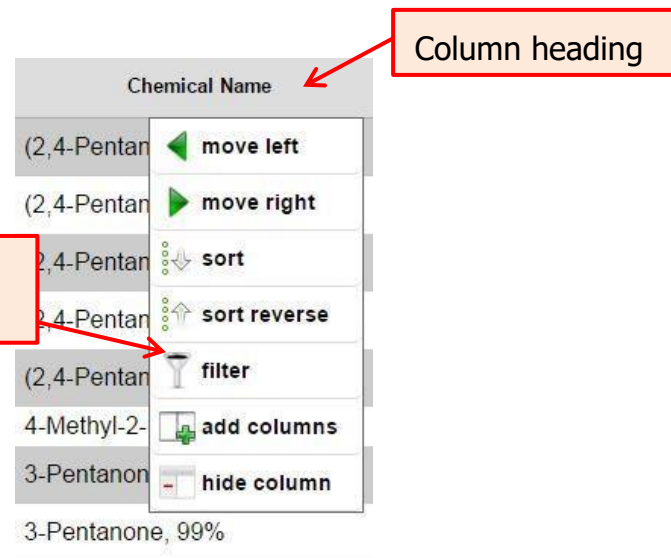
Filtering Recordset

How to Set a Filter

Step 1: Set the first entry of the filter form to a category you want to filter by.

Choose a column or predefined filter

Input a value here

filter

Step 2: Select a relational operator for comparing the left and the right sides of the filter.

| Owner ▼ | = ▼ | ▼ |) | x |

Choose a relational operator to compare sides

Click to Remove

Hazards
Hidden From Public
Inner Location
Is Expired
Is Secondary Container
Last Evaluation Date
Manufacturer
Molecular Formula
NFPA
Owner
Owner Email
Owner ID
Product Number
Quantity

=
!=
<
<=
>
>=
like
not like
contains
not contains

ok

Select ok to activate the filter

Step 3: Type in a value for the right side of the filter.

How to Add an Additional Filter

Step 1: Select the `-- add new filter element ▼` dropdown menu and select a category for the left side entry.

Step 2: Select the relationship between the new filter and the one above it by clicking on the

AND ·
AND
OR

option.

Sorting Recordset

How to Sort a List

Step 1: Click on the column heading of the category you want to sort by.

Step 2: Click either the ⬇ **sort** or ⬆ **sort reverse** button

to sort the containers by the column heading or the

reverse of the column heading.

Sort by 'Chemical Name'

Click either of these options to sort the record by that column

How to Remove a Sort

Step 1: Select the sort category link of the sort you want to remove in the sort bar. If there is not a sort bar, there is no sort set

Query:	Chemical Name contains "acetone"
Filter:	[Date Inactive] is undefined
Sort:	[Chemical Name]

Click the sort link to remove a sort
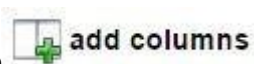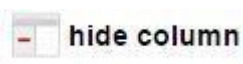
Column Display Management
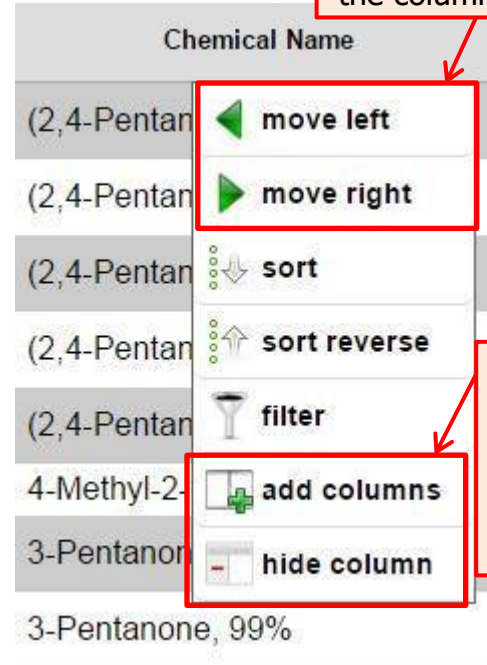
How to Adjust Column Position

Step 1: Click on the column heading of the column which you want to move, to open the column menu.

Step 2: Click on the ◀ move left or ▶ move right button depending on the desired position.

Click either of these buttons to reposition the column

Click either of these buttons to add/hide columns

How to Add/Hide Columns

Step 1: Click on the column heading of the column you want to hide or add before to open the column menu.

Step 2: Click on the add columns or hide column button depending on the desired action.

Saving Searches

- Saving a search creates a homepage shortcut to give users easy access to a specialized recordset
- Saved searches can be useful for an admin to create a save search that sends them an alert anytime a new inventory is added that has an explosive hazard
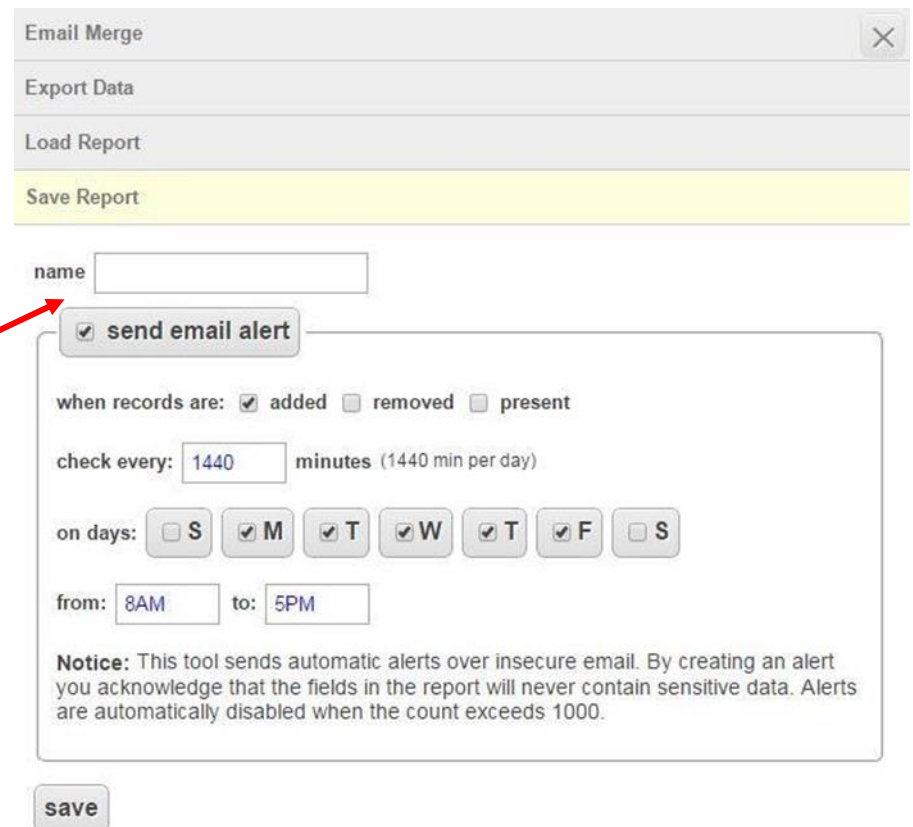
Creating Saved Searches

Step 1: Click the 🖼 button to display the Recordset Tools.

Step 2: Click on the Save Report bar to show save settings.

Check this box to receive automatic email updates about a saved search.

Step 3: Name the search and click the save button. Your search will now appear in a My Saved Searches box on the home screen.

Email Merge ✕

Export Data

Load Report

Save Report

name [   ]

☑ send email alert

when records are: ☑ added ☐ removed ☐ present

check every: [1440] minutes (1440 min per day)

on days: ☐ S ☑ M ☑ T ☑ W ☑ T ☑ F ☐ S

from: [8AM] to: [5PM]

Notice: This tool sends automatic alerts over insecure email. By creating an alert you acknowledge that the fields in the report will never contain sensitive data. Alerts are automatically disabled when the count exceeds 1000.
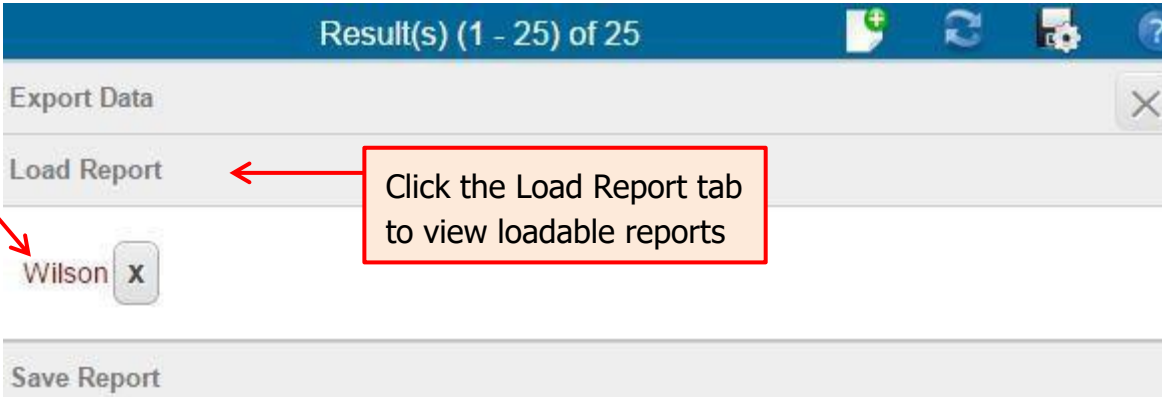
save

Loading Reports

How to Load Reports

☐ Within a record set, users can easily load saved reports without having to navigate back to the home page

Step 1: Click on the ![icon] button to show the record set tools.

Step 2: Click the Load report tab to view all loadable reports.

Loadable reports can be viewed under the Load Report tab. Click the link of the report to load the report

Click the Load Report tab to view loadable reports

Step 3: Click the link of the report you want to load to load the report.

Exporting Data

How to Export Data

 Within a record set, users can Export data from in the form of an excel, HTML or XML file

Step 1: Click on the button to show the record set tools.

Check to print all pages of the report or uncheck to print current page

Result(s) (1 – 25) of 311

Export Data

☑ all pages

download as..
CSV (Excel), HTML, XML

Load Report

Save Report

Step 2: Click the Export Data tab.

Step 3: Select the type of file you would like to download to begin.