



CEMS

Chemical Environmental Management System

Recordset Help

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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



Recordset Layout

Recordset Title

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

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

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

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

| | Last Name | First Name | |
|---|-------------|------------|------------------------------|
| + | Aaron | | Marlen.Aaron@xyz.edu |
| + | Abarca | | Max.Abarca@xyz.edu |
| + | Abbott | | Deloris.Abbott@xyz.edu |
| + | Abels | | Fe.Abels@xyz.edu |
| + | Abercrombie | Josefina | Josefina.Abercrombie@xyz.edu |
| + | Abeyta | Effie | Effie.Abeyta@xyz.edu |
| + | | Keila | Keila.Able@xyz.edu |
| + | | Dorothy | Dorothy.Ables@xyz.edu |
| + | Abrahams | Kimi | Kimi.Abrahams@xyz.edu |
| + | Abrahamson | Lourdes | Lourdes.Abrahamson@xyz.edu |
| + | Abram | Candy | Candy.Abram@xyz.edu |
| + | Abrego | Cherlyn | Cherlyn.Abrego@xyz.edu |
| + | Absher | Sharika | Sharika.Absher@xyz.edu |
| + | Abston | Chasity | Chasity.Abston@xyz.edu |
| + | Acheson | Simona | Simona.Acheson@xyz.edu |
| + | Ackerman | Bev | Bev.Ackerman@xyz.edu |
| + | Ackley | Jeffry | Jeffry.Ackley@xyz.edu |
| + | Acosta | Daisy | Daisy@demo.fake |
| + | Acree | Jerrell | Jerrell.Acree@xyz.edu |
| + | Adam | Ami | Ami.Adam@xyz.edu |
| + | Adames | Marvis | Marvis.Adames@xyz.edu |
| + | Adamo | Cristopher | Cristopher.Adamo@xyz.edu |
| + | Adams | | Steve@demo.fake |
| + | Adamski | | Myles.Adamski@xyz.edu |
| + | Addington | Thea | Thea.Addington@xyz.edu |

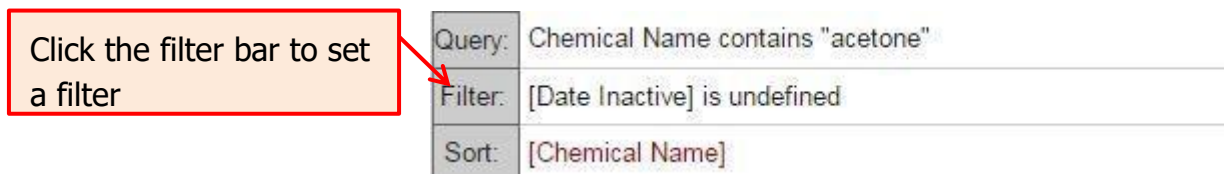
view 25 results per page Page 1 of 195



Filtering Recordset


How to Activate the Filter

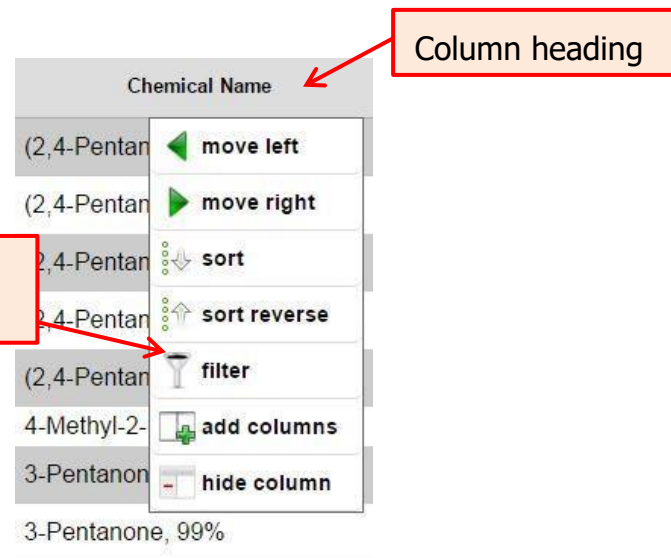
Option 1: Click the filter bar to pull up the filter form.



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. Click the filter button to set or edit a filter



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

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

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

The screenshot shows a 'filter' dialog box with a dropdown menu open. The dropdown menu lists various categories: Owner, Hazards, Hidden From Public, Inner Location, Is Expired, Is Secondary Container, Last Evaluation Date, Manufacturer, Molecular Formula, NFPA, Owner (highlighted), Owner Email, Owner ID, Product Number, and Quantity. To the right of the dropdown is a list of relational operators: =, !=, <, <=, >, >=, like, not like, contains, and not contains. The '=' operator is highlighted. Below the operators is an 'ok' button. To the right of the dialog box is an 'x' button. Annotations with red boxes and arrows point to these elements: 'Choose a column or predefined filter' points to the dropdown menu; 'Choose a relational operator to compare sides' points to the '=' operator; 'Input a value here' points to the input field; 'Click to Remove' points to the 'x' button; and 'Select ok to activate the filter' points to the 'ok' button.

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

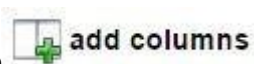
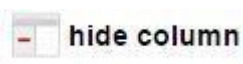
How to Adjust Column Position

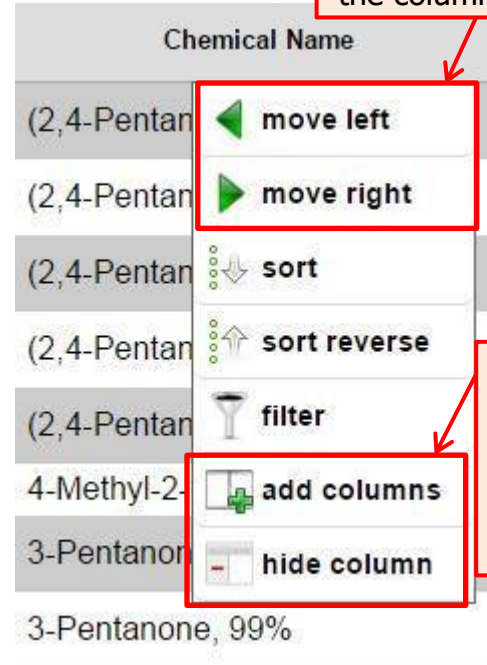
Step 1: Click on the column heading of the column which you want to move, to open the column menu.

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

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.



The screenshot shows a table with a header 'Chemical Name' and several rows of chemical names. A context menu is open over the first row, containing the following options: 'move left', 'move right', 'sort', 'sort reverse', 'filter', 'add columns', and 'hide column'. Two red callout boxes with arrows point to the 'move left' and 'move right' buttons, and another two callout boxes with arrows point to the 'add columns' and 'hide column' buttons.

Click either of these buttons to reposition the column


Click either of these buttons to add/hide columns



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

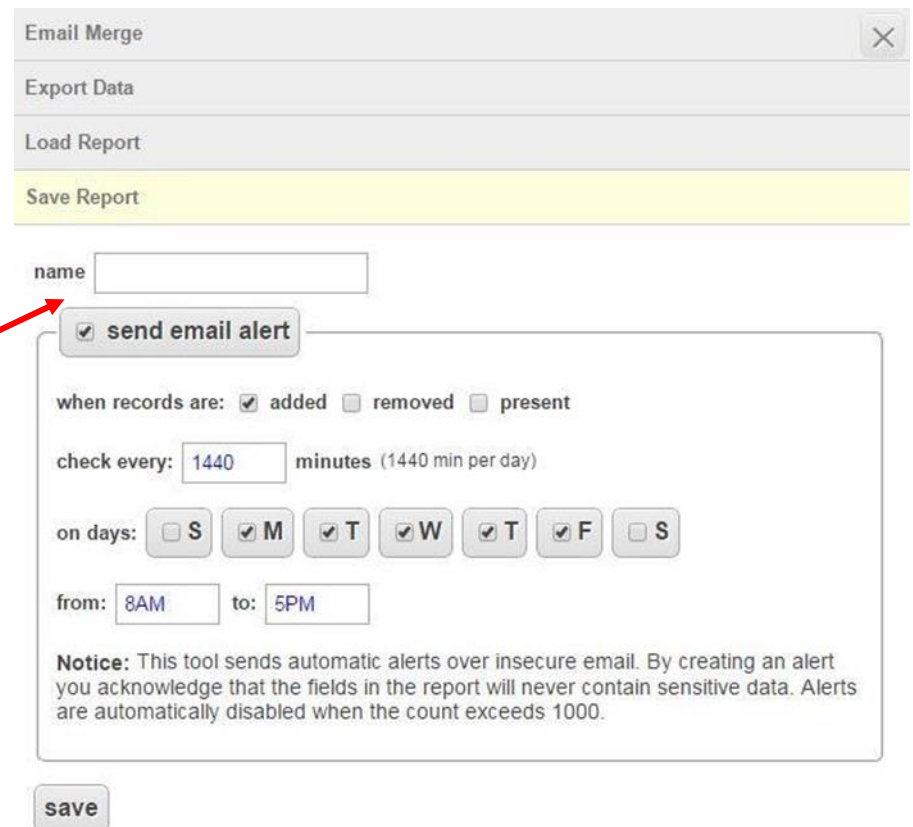
Creating Saved Searches

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: minutes (1440 min per day)

on days: S M T W T F S

from: to:

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



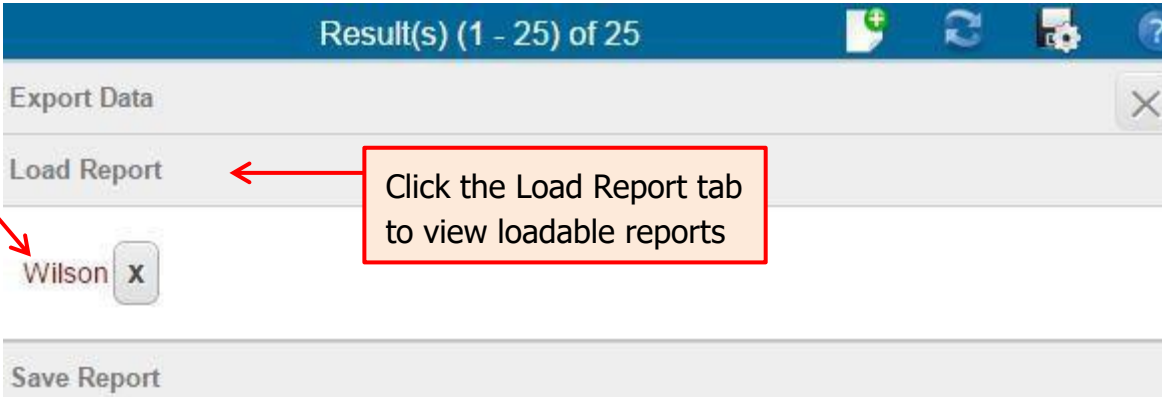
Loading Reports

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  button to show the record set tools.

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



The screenshot shows a web interface with a blue header bar containing the text "Result(s) (1 - 25) of 25" and several icons. Below the header, there are three tabs: "Export Data", "Load Report", and "Save Report". The "Load Report" tab is currently selected and highlighted. A red arrow points from a text box to the "Load Report" tab. Below the tabs, there is a report entry labeled "Wilson" with a small "x" icon next to it. A red arrow points from another text box to the "Wilson" report entry.

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.

