



## How to navigate through EMS

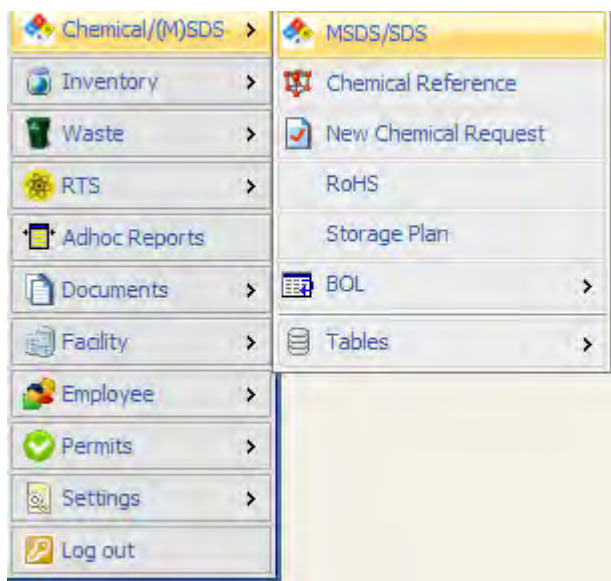
EMS is an entirely icon and menu-driven system. Records can only be accessed by first opening a database, which is done using the menus at the top of the screen. Editing and navigating tools can be accessed using the menus at the top of the screen or by pressing on the corresponding icons on the toolbar.

If a database or menu option is low lighted and not available, this either means that the module is not licensed for this installation or that user privileges to the database feature have not been granted.

See your System Administrator if access to a particular feature is necessary.

After you are logged in you can see two menus. The left one, from which you can access the main forms of the system and the upper one from which you can navigate through records, search for specific records, save, add edit or delete a record as well as execute actions available.

Placing the cursor over any part of the menu, a tooltip will be shown.



After opening a main form of the menu you can see the find screen. (\* system setting controllale)

## The Find Screen

(Each form has a different Find screen, with different set of fields available. The following is the MSDS screen)

The screenshot shows a search interface titled "Search" with a list of search criteria. Each criterion consists of a label, a search operator dropdown menu, a text input field, and a search button (three dots). The criteria listed are:

- NAME: Begins with
- GREEN ALTERN. FOR: Begins with
- MANUFACTURER: Begins with
- SUPPLIER: Begins with
- PART NUMBER: Begins with
- LOCATION: Begins with
- MSDS/SDS #: Begins with
- REVISION DATE: Equals
- SYNONYMS: Begins with
- CAS: Begins with
- REGULATION: Begins with
- FACILITY: Begins with
- COMP REGUL.: Begins with
- COMP-CHEM. NAME: Begins with
- DEPARTMENT: Begins with
- COMP-CAS: Begins with
- HAZCLASS: Begins with

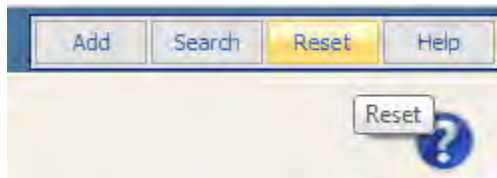
Complex searches can be performed by entering criteria into more than one field. Each field is preceded by a search operator that defaults to “**Begins with**”, meaning that the system will find only listings that begin with the characters entered. “Begins with” is especially helpful if you are unsure of the correct spelling of the criteria.

Other search operators are available in a pull-down menu and include:

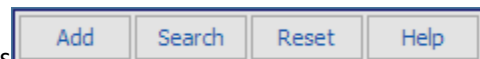
**Equal** Search for all records for which the field has data equal to the data in the search field.

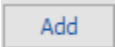
<b>Contains</b>	Search for all records for which the field contains the data entered in the search field
<b>Not Begin</b>	Search for all records for which the field has data that does NOT begin with the data in the search field
<b>Not Equal</b>	Search for all records for which the field has data NOT equal to the data in the search field
<b>Not Contains</b>	Search for all records for which the field does NOT contain the data entered in the search field
<b>Equal-or-Greater</b>	Search for all records for which the field has data equal to or greater than the data in the search field
<b>Equal-or-Less</b>	Search for all records for which the field has data equal to or less than the data in the search field
<b>Blank</b>	Search for all records for which no data exists in this field
<b>Not Blank</b>	Search for all records for which any data exists in this search field
<b>Range</b>	Search for all records for which the field has data within the range of the data in the search field


You can reset your search criteria by choosing the Reset Button at the menu



At the upper **menu** you will find available the following options



 Click Add to add a new record

 Click Search to perform a find according to the criteria you set at the find form. If you leave the find form blank, with no criteria, the system will return all the available records of the specific form.

Reset

Reset will clear the criteria you have set to the find form

Help

Help will load the Help page for the find function.

### To perform a “Find”:

Click on the **Find** icon.

A search criteria screen with several different fields that can be searched will be displayed on the screen. Many fields used as search criteria for a “Find” can be populated using pop-up tables.

(for any popup field, the auto-fill function is also available (\*system setting controllable) . Start typing and then choose from the available list).

Name	CAS
HYDROGEN PEROXIDE	

Set (or not ) your find criteria, press enter, or Search from the menu and you will see your toggle browse screen.

### The Toggle Browse

PRODUCT NAME	MANUFACTURER	CAS	CHEM.	MSDS/SDS#	REVISION #	FORMULA	(M)SDS
ACETONE	MALLINCKRODT BAKE	67-64-1	ACETONE	810229		C3H6O	>
BENZENE	MALLINCKRODT BAKE		BENZENE	810231			>
CALCIUM CHLORIDE	PRODUCT SAFETY, CH	10043-52-4	CALCIUM CHLORIDE	810230	3/2/1998	CACL2	>
CHLORO-FORM	3M	67-66-3	CHLOROFORM	820001		CHCL3	>
ETHYLOX- FORMULA	3M	75-21-8	ETHYLENE OXIDE	820002		C2H4O	>
FORMALDEHYDE	3M		FORMALDEHYDE	810287			>
FORMALDEHYDE COMP FORMULA	SCIENCE LAB.COM		FORMALDEHYDE	820003			>
NITROBENZENE LIQUID FORMULA	SIGMA CHEMICAL CO		NITROBENZENE LIQUID FORMULA	820004		C6H5NO2	>
SULFUR HEXAFLUORIDE	3M	2551-62-4	SULFUR HEXAFLUORIDE	810295			>

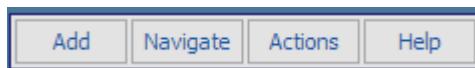
(When a record is marked it has a red background)

After you perform a find, you can see the records loaded to your screen from the toggle browse screen. A tooltip is available for every record

You can access a record by clicking it 2 times or by clicking the select button

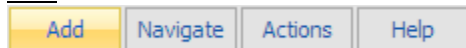


## The Toggle Browse menu



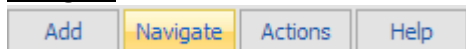
The menu at the upper right corner of your screen is now different

### **Add**

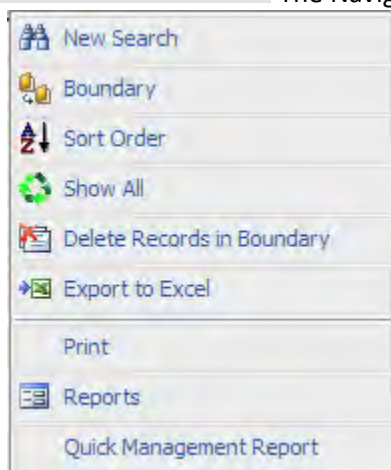


As before, you can Add a new record by clicking the  option.

### **Navigate.**



The Navigate option consists of several actions you can perform.



### **New Search**

This option allows the user to search the database for one or more specific records, determined by criteria entered into the Find screen. “Find” may also be selected from the Navigate menu.

### **Boundary**

After a “Find” is performed and the specific list of records appears, the browse capabilities will be restricted to that list. At the toggle browse mode, you switch through the records generated by choosing the “boundary” option or the unfiltered “Show all” options. If you open a record you will see that at the Navigation menu you can show/hide the boundary by choosing the “Set Boundary On/Off” option, while “toggle browse” will take you back to the latest find results

### **Sort Order**

Sort Order controls how the records in a database are displayed on the screen. Pressing on the **Sort Order Icon** displays the Sort choices for the database, such as by Chemical Name or Building. Sort choices vary according to database. “Sort Order” may also be selected from the Navigate menu.

### **Show all**

This will display all the records, disregarding your find criteria.

### **Delete Boundary**

Delete in boundary is a function where you can view the latest boundary and choose multiple records to delete.

### **Export to Excel**

Will create an excel file that you can view or save, with all the records loaded on your toggle browse.

### **Print**

The **Print Icon** lets the user print selected fields from an open database record. Other Print options, such as printing labels or reports, are available in specific RTS screens.

### **Reports**

The reports option will load a popup window where you can choose the report you wish to print.

### **Quick Management Reports**

Allows you to choose reports from a dropdown menu and print them. You can choose whether you want the report to load the active record (the one you can see at your screen) or print the whole the boundary.

### **Actions**




At this point please note that not all the forms have Global Actions available. If a form has no Global Actions, when you click on the button of the menu, no action will be performed. (a global action is an action that can be executed for as many records are loaded to your boundary, as well as for one record and that would be the record you chose and loaded from your boundary)

You will see the available Global actions of each form (if available) under the action button.

### **Help**



Click on the Help Icon for on-line assistance. Help allows the user to pick topics from a menu or search for a specific feature or function. "Help" can also be selected from the Help menu as well as the  button.