Database Administration – Data Management

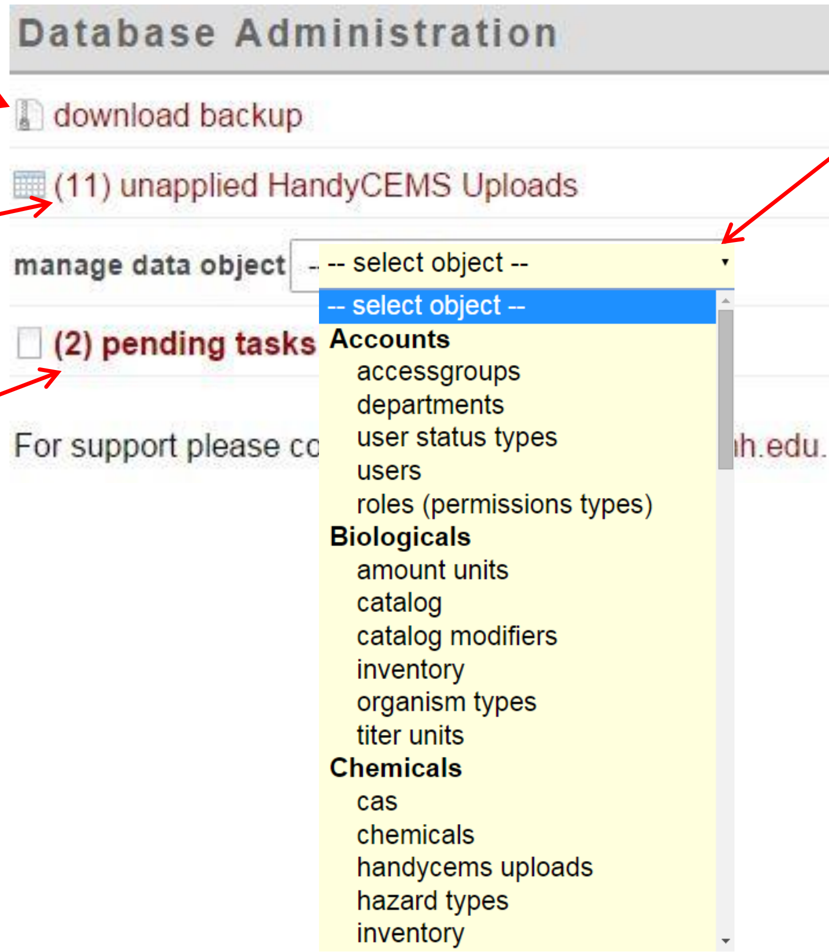
Managing Data

Database Administration Dashboard Layout

Click to backup all CEMS objects into a .zip file

Contains a log of all HandyCEMS uploads for the chemicals not yet added into the system

Users can submit requests such as asking the database administrator to correct container details. The requests will show up here



Manageable data can be accessed with this drop down menu, such as adding/editing users, buildings, chemicals, etc.

Editing Accounts

Account Objects

- Account objects such as accessgroups, departments, User status types, users and roles (permissions types) can all be edited through the manage data object -> Accounts section.

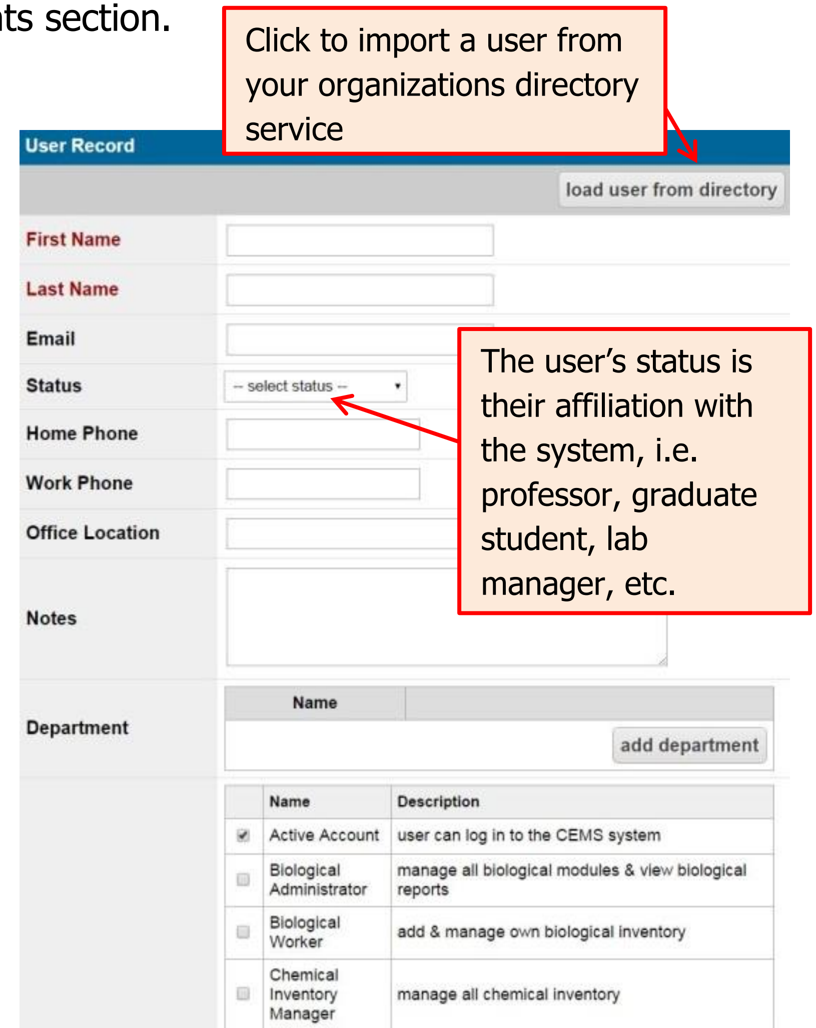
How to Add/Edit New Users

Step 1: From the manage data objects dropdown menu, click on the *users* link under the *Accounts* section. This will bring you to a list of all users.

Step 3: click on the or the button to add/edit users.

Step 4: fill out the information asked in the user record.

Step 5: Click save to submit the new user.



Generic Forms

- Generic Forms allow administrators to define new forms in the system to collect records for custom inventories, inspections logs, etc. Administrators can ask custom questions for users to submit data into. Recordset will display the submitted data where it can be filtered and sorted.

How to Create/Edit a Form

Step 1: From the manage data objects dropdown click on the *Forms* link under the *Generic Forms* section.

Step 2: This link will bring you to a list of all the generic forms created.

Step 3: Click on the or the button to add/edit the forms.

Step 4: The first page will be the form properties page. It asks for information such as the name of the form and the workflow model. A workflow model defines all the possible states of submissions and the required user privileges for operating within those states.

Step 5: Click save to start designing a form, and see *How to Design a Form* below.

Generic Forms

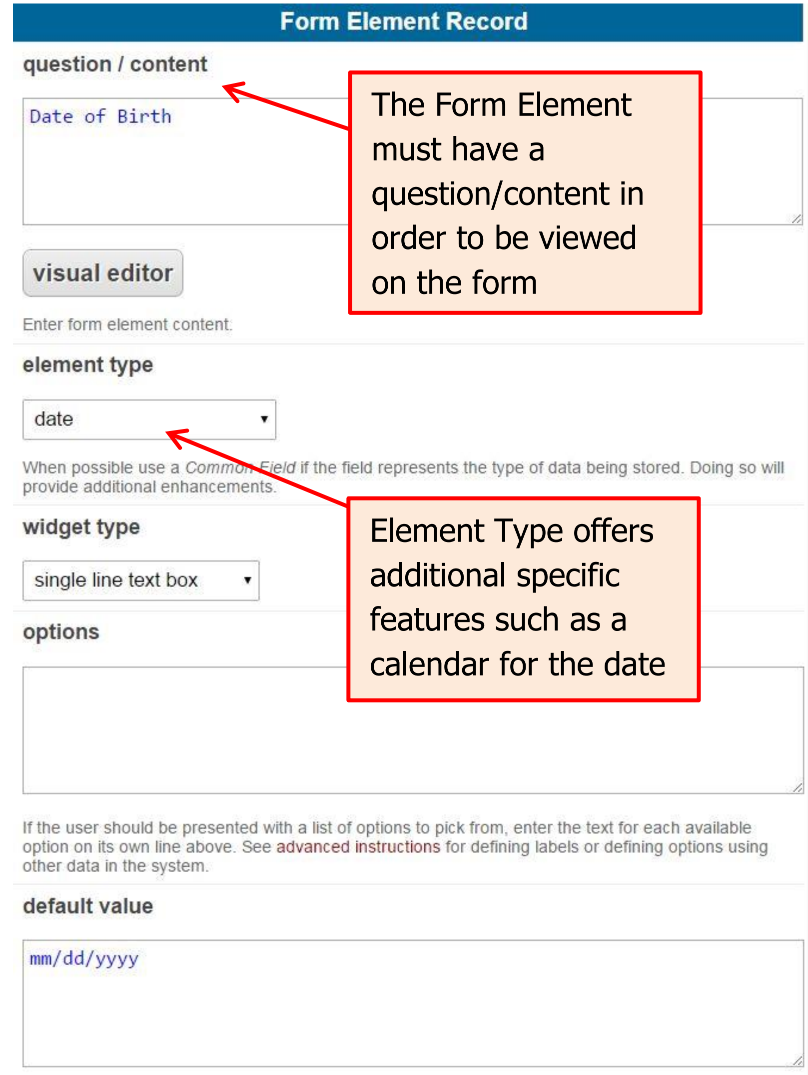
How to Design a form

Step 1: Click on the button next to the record to start editing the record.

Step 2: On the bottom of the Form Properties page will be a design form link, click this link to start designing a new form.

Step 3: In the upper right hand corner will be an Admin Menu. Click on the new to create new form elements. The Form Element Record is shown to the right .

Step 4: When finished adding the form elements, you can close out the page.



Generic Forms

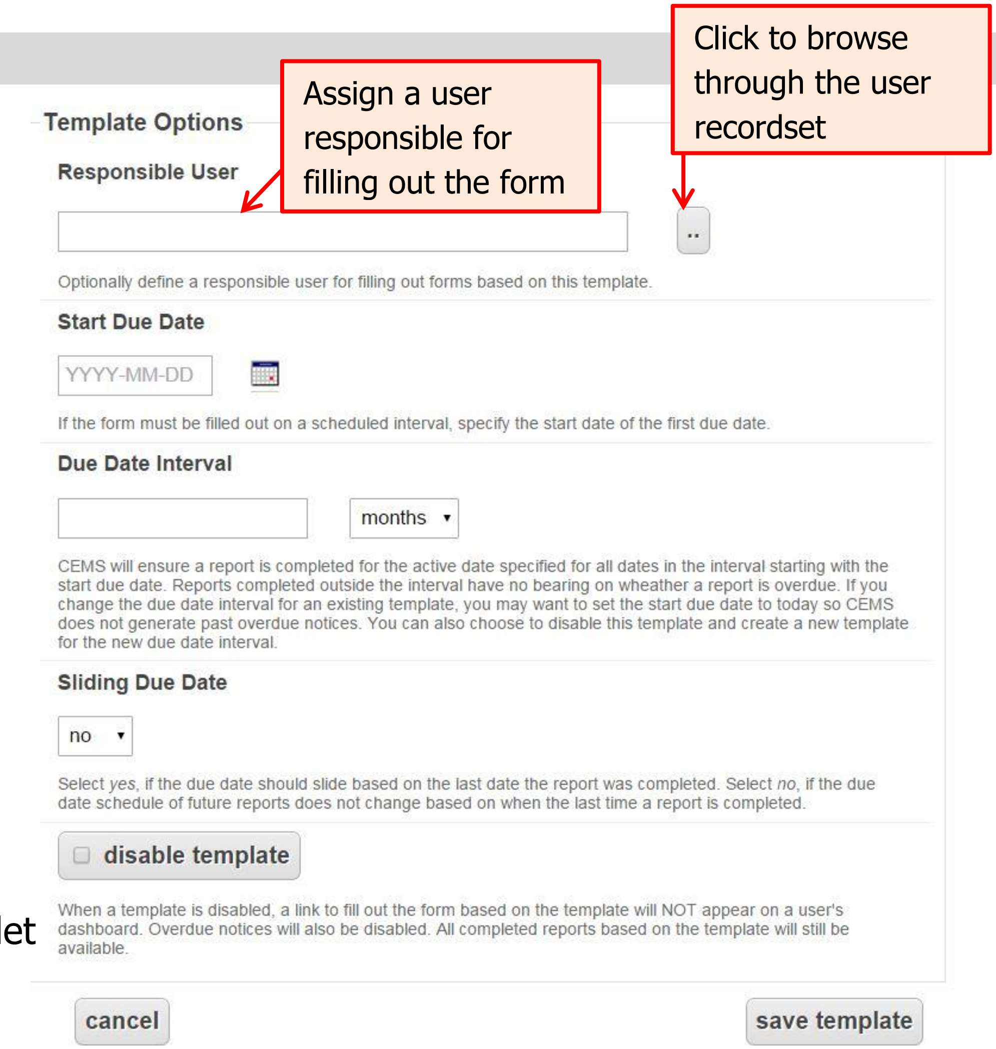
- Administrators can also designate responsible users to fill out the forms on a due date interval

How to create a Submission Template

Step 1: On the bottom of the Form Properties page will be a new submission template, click on this link to create a new Form Template.

Step 2: After the form heading will be a section called Template Options. This section will allow you to assign user responsibility for filling out the forms.

Step 3: Click the save template button to submit the templet to the responsible user.



Custom Reports

- Custom Reports can be created to provide additional specific information about the system

How to Edit/Add Custom Reports

Step 1: From the manage data objects dropdown

click on the *Custom Reports* link under the *others* section.

```
select sign.id SIGN_ID, concat(user.fname,' ',user.lname) SIGN_CONTACT,
  user.hm_phone PROFILE_HMPH, sign.c1_hm_ph SIGN_HMPH
from sign
join user on (sign.c1 = user.id)
LEFT join user_priv ur on (user.id = ur.user and ur.priv = 1)
where locate(user.hm_phone,sign.c1_hm_ph) = 0 AND
locate(sign.c1_hm_ph,user.hm_phone) = 0
and sign.status = 'ACTIVE'
union
select sign.id SIGN_ID, concat(user.fname,' ',user.lname) SIGN_CONTACT,
  user.hm_phone PROFILE_HMPH, sign.c2_hm_ph SIGN_HMPH
from sign
join user on (sign.c2 = user.id)
LEFT join user_priv ur on (user.id = ur.user and ur.priv = 1)
where locate(user.hm_phone,sign.c2_hm_ph) = 0
AND locate(sign.c2_hm_ph,user.hm_phone) = 0
and sign.status = 'ACTIVE'
union
select sign.id SIGN_ID, concat(user.fname,' ',user.lname) SIGN_CONTACT,
  user.hm_phone PROFILE_HMPH, sign.c3_hm_ph SIGN_HMPH
from sign
join user on (sign.c3 = user.id)
LEFT join user_priv ur on (user.id = ur.user and ur.priv = 1)
where locate(user.hm_phone,sign.c3_hm_ph) = 0
AND locate(sign.c3_hm_ph,user.hm_phone) = 0
and sign.status = 'ACTIVE'
ORDER BY 1
```

Step 2: This link will bring you to a list of all the

custom reports created.

Step 3: Click on the or the button to add/edit

the Reports.

Step 4: With SQL knowledge, you can create some

simple filters and comparisons. To the right is an example

of a program that compares the phone numbers displayed on the sign and the number on the contacts profile, then displays the mismatched results. This code would go in the SQL section on the report record.