

IMPACT Database User Guide
(Integrated, Management, Planning and Control Tool)

HOW TO SEARCH & OTHER FEATURES

Login to IMPACT, the database is accessible through the link provided here:

<https://www-esh.fnal.gov/pls/apex/f?p=129:1:6776227628010::::>

You need permission to add and edit work packages in the DB.

If you have issues logging into the database, please contact kathy@fnal.gov to get access.

Revision History

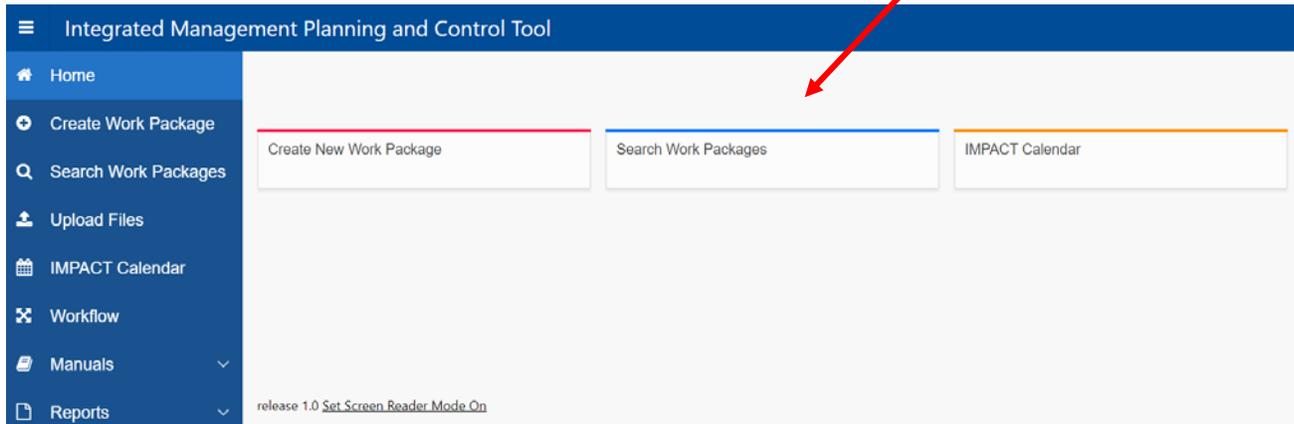
Name	Description	Date
Kathy Vuletich	Initial Release	September 2019
Kathy Vuletich	Updated search screen adding search by estimated start/end dates, and by form/permit number.	December 2019

CLICK ON A TOPIC

HOW TO SEARCH.....	3
HOW TO EXPORT SEARCH RESULTS.....	8

HOW TO SEARCH

- From the IMPACT homepage, click on “[Search Work Packages](#)” either from the left navigation menu, or the main landing page.



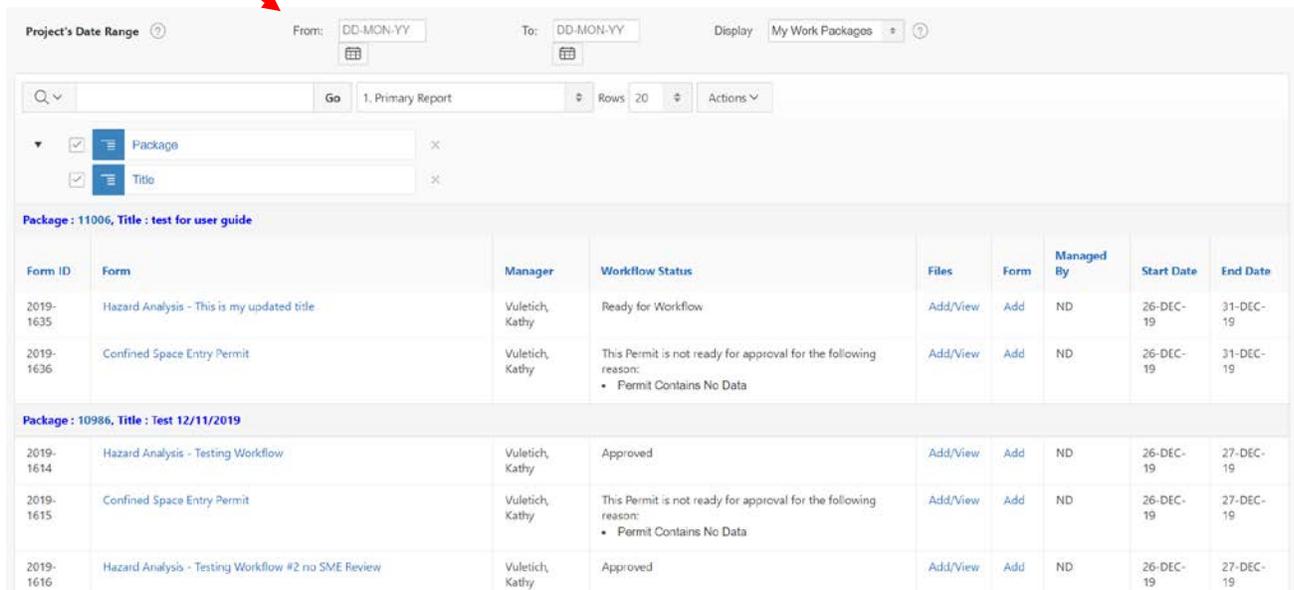
Integrated Management Planning and Control Tool

- Home
- Create Work Package
- Search Work Packages**
- Upload Files
- IMPACT Calendar
- Workflow
- Manuals
- Reports

Create New Work Package Search Work Packages IMPACT Calendar

release 1.0 Set Screen Reader Mode On

- Search by the following choices
 - Select a date range in the “**From:**” and “**To:**” fields



Project's Date Range From: DD-MON-YY To: DD-MON-YY Display: My Work Packages

Go 1. Primary Report Rows: 20 Actions

Package Title

Package: 11006, Title: test for user guide

Form ID	Form	Manager	Workflow Status	Files	Form	Managed By	Start Date	End Date
2019-1635	Hazard Analysis - This is my updated title	Vuletich, Kathy	Ready for Workflow	Add/View	Add	ND	26-DEC-19	31-DEC-19
2019-1636	Confined Space Entry Permit	Vuletich, Kathy	This Permit is not ready for approval for the following reason: • Permit Contains No Data	Add/View	Add	ND	26-DEC-19	31-DEC-19
Package: 10986, Title: Test 12/11/2019								
2019-1614	Hazard Analysis - Testing Workflow	Vuletich, Kathy	Approved	Add/View	Add	ND	26-DEC-19	27-DEC-19
2019-1615	Confined Space Entry Permit	Vuletich, Kathy	This Permit is not ready for approval for the following reason: • Permit Contains No Data	Add/View	Add	ND	26-DEC-19	27-DEC-19
2019-1616	Hazard Analysis - Testing Workflow #2 no SME Review	Vuletich, Kathy	Approved	Add/View	Add	ND	26-DEC-19	27-DEC-19

b. Enter in a word or phrase in the text search field

- i. Optional - Clicking the eyeglass dropdown to the left of the text field allows you to limit your data field search. Default is to search ALL data fields for the word or phrase.



- ii. Optional - The grouping dropdown allows you to group the search results by:
1. Primary Report – Default
 2. Grouped by Manager
 3. Grouped by Owning Organization



- iii. Optional – The rows dropdown allows you to select how many records you see per page.



- iv. Click “Go” when ready

Project's Date Range ?

From:

To:

Display: ?

Status: ?

Package ↓	Title	Forms	Manager	Status	Files	Forms	Managed By Org
10003	Test Training 20190918	<ul style="list-style-type: none"> • Hazard Analysis • Hazard Analysis • Confined Space Entry Permit 	Aschenbach, Kerry	New	Add/View	Add	FE
10002	Test 1	<ul style="list-style-type: none"> • Hazard Analysis • Confined Space Entry Permit 	Martens, Andy	New	Add/View	Add	FE/FM/U&E/DDC
10001	Test for	<ul style="list-style-type: none"> • Hazard Analysis 	Vuletich,	New	Add/View	Add	FE/ENGR/EngGrp

c. Sort and search like Excel

i. ALL headers of columns can be clicked, and a small menu opens.

Project's Date Range ? From: DD-MON-YY 📅 To: DD-MON-YY 📅 Display: My Work Packages + ?

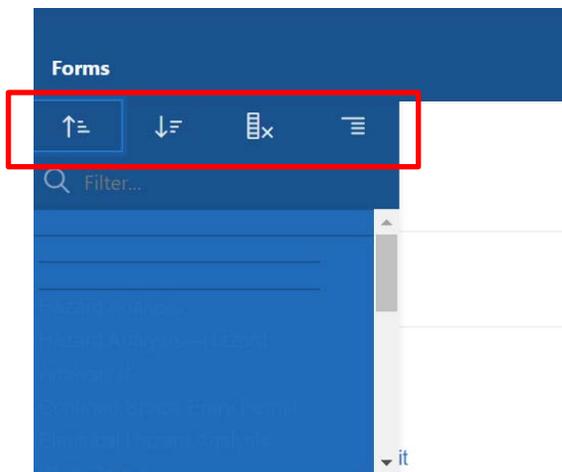
Q Go 1, Primary Report ⌵ Rows: 20 ⌵ Actions ⌵

Package ×
 Title ×

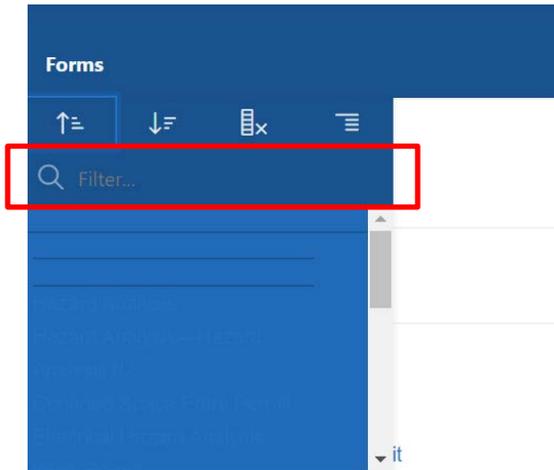
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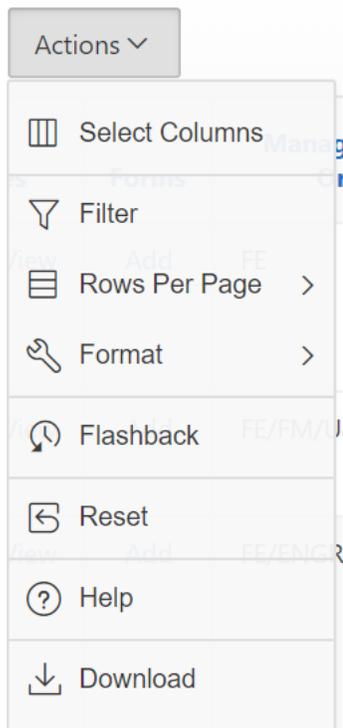
1. Sort ascending (1) or descending (2)
2. Hide the column (3)
3. Enter a control break (4)



4. Search on the column by entering word(s) in the search field.



- d. Use the “Actions” menu to perform similar actions

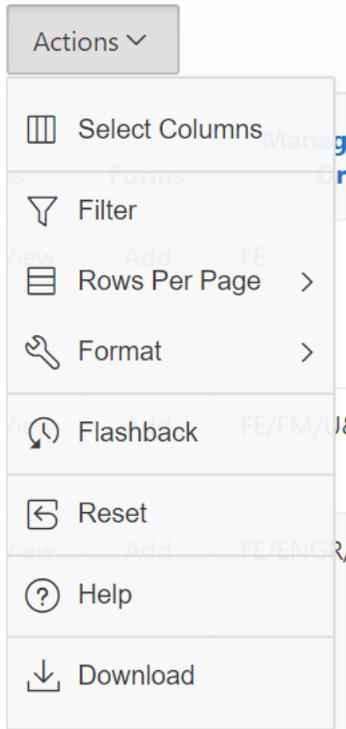


- i. Select the columns to show in your search results
- ii. Filter the columns like Excel
- iii. Change the number of results you see per page
- iv. Format your search results
- v. Flashback to a moment in time to view previous search results
- vi. Reset the results to the default list
- vii. Help
- viii. Download to external format.

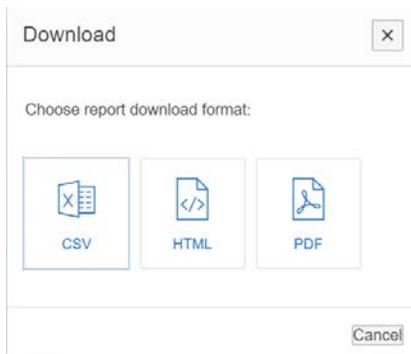
HOW TO EXPORT SEARCH RESULTS

Any search results can be downloaded and exported to a CSV Excel file, HTML, or a PDF.

1. Click on the “[Actions](#)” menu in the search screen, and click on “[Download](#)”.



2. Choose the file format you wish to export to.



3. Find your file in the browser download and save it to your computer.