

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](mailto:kathy@fnal.gov) to get access.

### Revision History

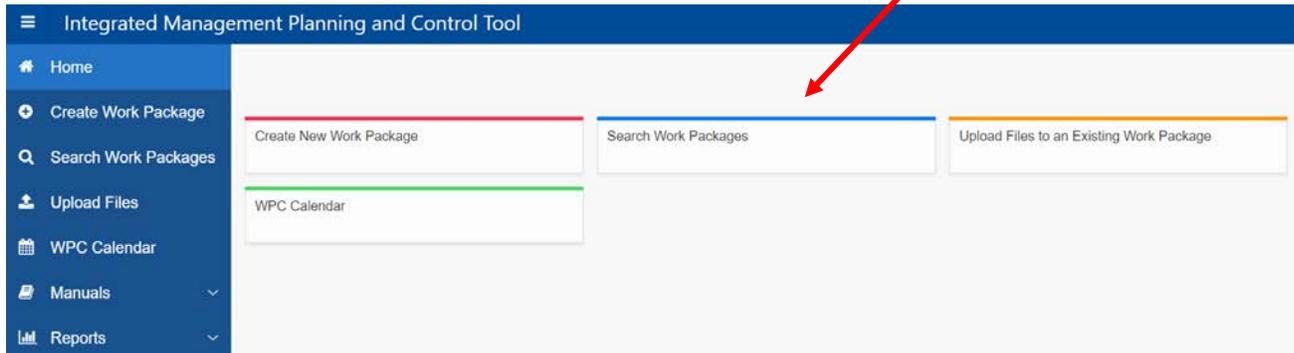
Name	Description	Date
Kathy Vuletich	Initial Release	September 2019

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## HOW TO SEARCH

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



- Search by the following choices

- Select a date range in the “[From:](#)” and “[To:](#)” fields

Project's Date Range ?

From:

To:

Display:  ?

Status:  ?

1. Primary Report  Rows

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

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: DD-MON-YY 📅      Display: My Work Packages ⌵ ?

To: DD-MON-YY 📅      Status: Active Work Packages ⌵ ?

🔍 ⌵     
      
 1. Primary Report ⌵     
 Rows 100 ⌵     
 Actions ⌵

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

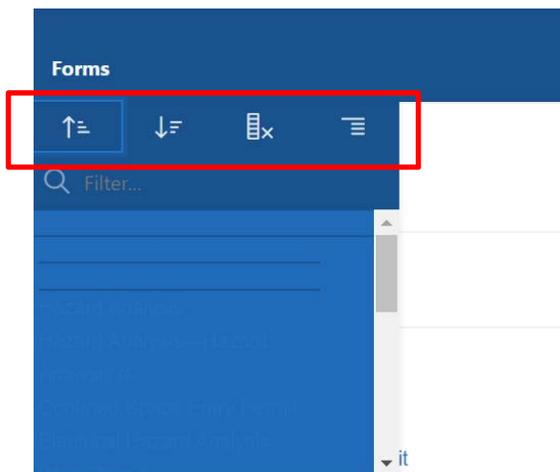
From:   Display:  ?

To:   Status:  ?

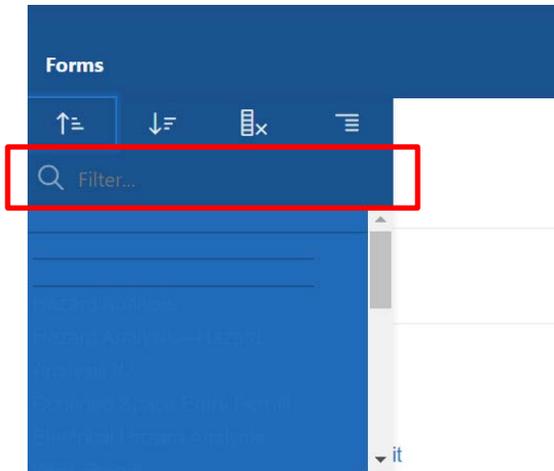
Search:   1. Primary Report  Rows:

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

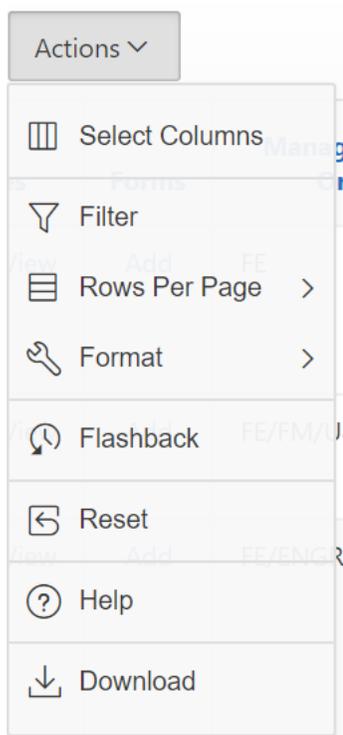
- Sort ascending (1) or descending (2)
- Hide the column (3)
- Enter a control break (4)



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



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

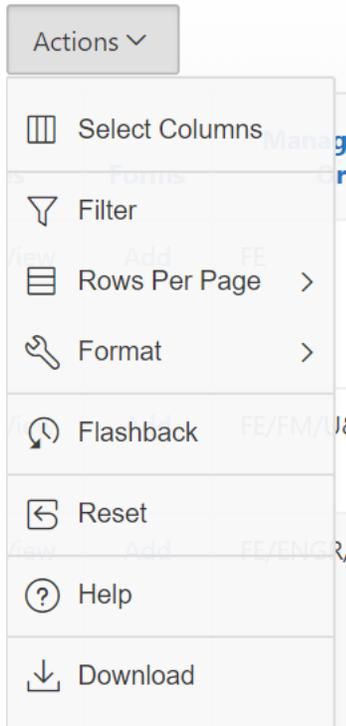


- i. Select the columns to show in your search results
- ii. Filter the columns like Excel
- iii. Change the number of results you see per page
- iv. Format your search results
- v. Flashback to a moment in time to view previous search results
- vi. Reset the results to the default list
- vii. Help
-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

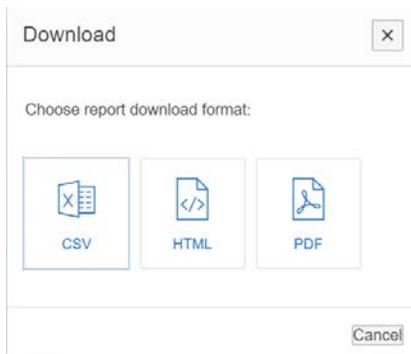
## **HOW TO EXPORT SEARCH RESULTS**

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.