



Open Range
S O F T W A R E

How to Do Interactive Searching For Sample Surveys

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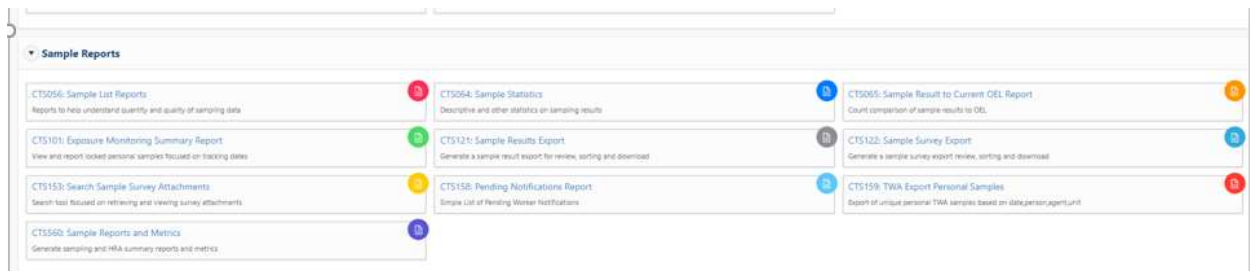
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Introduction

Survey/sample searches are performed in the Sample Reports section under the Exposure Assessment module.



- Survey level information should be searched under CTS122: **Sample Survey Export**
- Sample-level information should be searched under CTS121: **Sample Results Export**.



Depending for what one is looking, it may be necessary to search both on the survey and sample levels since all the survey level information will not be available when searching on the sample level and vice versa. The below discussion is applicable to searching in both CTS121 and CTS122.

Basic Searching Guidance using Default Columns

On CTS121: Sample Results Export

- Determine whether to use filters on the main screen or in Add/Edit Base Filters. If only one or two filters are needed, the main screen should be fine, but if there are multiple filters, the Add/Edit Base Filter is advisable since multiple criteria can be searched at the same time. Base filters are used to narrow down the set of records the interactive search tool will process. There are hundreds of thousands of records in the system, if you do not establish a base filter that narrows the search set, all samples will be searched every time you enter an interactive search filter.
- Determine the desired date range to search. The system defaults to the past 12 months. This can either be done from the main screen or under Add/Edit Base Filters.

Currently, the Add/Edit Base Filters is not available for the Sample Survey Export screen. Surveys have fewer records than samples, so base filters are not needed.

Refining the Search Function

Features applicable to both the Sample Results Export and Sample Survey Export screens permit the user to control the selection/order of columns, additional filtering options, and creation of personal reports.

1. **Revising the Displayed Columns:** Once the base filters are in selected, one can adjust the displayed screen by going to Actions and choosing "Select Columns" at the top of the list.

The default columns will be displayed on the right and additional options will be displayed in the list on the left.

To move an item to the display list, click on it and click the right arrow to move it over. The item will move to the bottom of the list and the information will be displayed in a column to the far right of the report screen.

If it is desired to move a column further to the left or right of the report screen, use the up/down arrows (those with the line above the arrow will move the column all the way to the top or bottom).

Apply the desired configuration, and the main screen will display accordingly.

2. **Filtering Information:**

When a subset of more than one item but not all in a column are desired (such as when there are ten agents, and one wants to search for only two of them or several buildings at a time), the filter tool (under Actions) can be used for the query instead of the search box so that multiple searches do not have to be done.

After "Filter" is selected, pick the column in which several choices are desired, set the Operator to "in", and then select the down arrow on the Expression box. All choices in the selected column will display in a pick box and simply click on each desired one and then click Apply.

The screen will now display the results for several selected items at the same time (and individual reports do not have to be run for each). If it is desired to include many options in the filter, it may be easier to use “not in” as the operator. Other operators are available in the filter, some of which may be applicable to the search, just ensure the column is selected first so that the applicable operators display.


3. Creating Reports:

If one uses similar reports frequently, personalized reports can be created using the Save Report option. For example, if one regularly runs a facility characterization report for different rooms, one could set up the basic wipe report with applicable result types and then save it. Then only the location and preferred data range would have to be entered each time it is used.

To use this feature, do not create the report with Add/Edit Base Filters, rather enter the filters using the search box, and as applicable, use the Filter option (described

above) for more complex filter combinations. Determine if the report will be Public (click the Public box; report will be available to others to use) or Private (do not click the Public box; only associated with one log-in) and apply.

Note: You must be assigned the right to save public reports in your Open Range profile. If you do not see a public report option and want to save public reports, contact your system administrator to update your authorization features.



The image shows a 'Save Report' dialog box with the following elements:

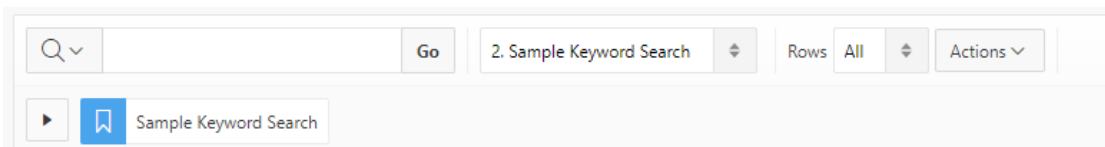
- Title bar: 'Save Report' with a close button (X).
- Form fields:
 - 'Name': A single-line text input field.
 - 'Description': A multi-line text input field.
- Checkbox: An unchecked checkbox labeled 'Public'.
- Buttons: 'Cancel' and 'Apply' buttons at the bottom right.

4. Searching with Keywords

Searching open surveys: If one wants to search, using keywords specifically in text fields on the survey and/or sample levels, there are special reports to use in CTS121 and CTS122. One report cannot search both sample and survey level information, so two searches will need to be done if both levels are necessary.

For sample level text fields, use CTS121:

- Set the desired date range first; and
- Select the public "Sample Keyword Search" report (in the report picklist to left of the search box under the base filters). The report will search text fields titled "Sample and Result Discussion," "Sample Comments," "Description of Work and Activities Happening at Time of Sampling," "Description of Engineering Controls," and "Description of Administrative Controls."

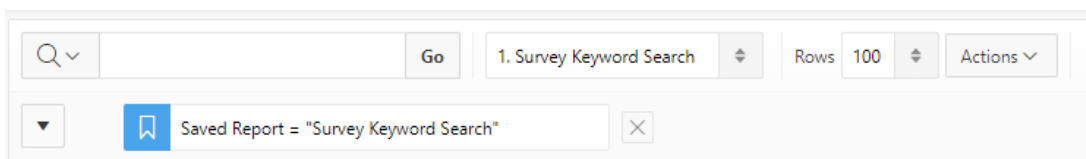


The image shows a search interface with the following elements:

- Search box: A text input field with a magnifying glass icon and a dropdown arrow.
- Go button: A button labeled 'Go'.
- Report picklist: A dropdown menu showing '2. Sample Keyword Search' with a downward arrow.
- Rows: A dropdown menu showing 'All' with a downward arrow.
- Actions: A dropdown menu with a downward arrow.
- Sample Keyword Search button: A button with a blue bookmark icon and the text 'Sample Keyword Search'.

For survey level text fields, use CTS122:

- Set the desired date range first; and
- Use the CTS122 Survey Keyword Search Report to search for specific words in text fields titled “Discussion of Results,” “Workplace and Operation Description,” “Survey Conclusions and Comments,” “Summary of Results,” “Sample Rational,” “Request Description,” and “Recommendations to Workers and Management.”



Searching closed surveys: Closed surveys can be searched using CTS151, “Data Mine Keywords in Sample Records.” (see next section for discussion)

5. Data Mining Using Keywords

To quickly search through thousands of samples across many years for keywords of interest, use CTS151. This tool is primarily used for closed surveys which have a complete set of keywords built at the time the survey is locked. Open surveys can exist in the search set, but they will not contain all the keywords for that survey while they are still open.

Keywords, on the sample and survey level, are extracted/indexed once the survey is locked or after the first night’s system routine for newly created surveys. However, additional keywords are not added for open surveys until they are locked. Thus, if the search needs to be done in a more recent survey(s), it is recommended to search both by the sample/survey keyword searches (described above) and using CTS151 (Under the Exposure Assessment Module: Sample Reports).



When you perform the keyword search and locate the sample and survey you wish to view, click on the hotlink for the sample or survey to see full detail.

Type in individual keywords (not phrases) in the search box, combination can be used but will have to be entered individually for effective searching. Phrases must match exactly so records could be missed.

CTSH /
CTS151: Data Mine Keywords In Sample Records

Rows: 100 Actions:

1 - 100 of 42,137

Sample Date	Survey ID	Sample ID	Keyword List
15-APR-2022	SID0001E	SID0001602	GORRANV SITE SID0001E SID0001602WIPE SAMPLING CLOTHING
15-APR-2022	SID0001E	SID0001602	DA GENERAL
15-APR-2022	SID0001E	SID0001602	SYSTEM ITBADGE
15-APR-2022	SID0001E	SID0001602	AREA 1