

HMIRS NEXTGEN QUICK GUIDE

SEARCHING FOR PRODUCT/SDS RECORDS

- **Defining Search Criteria**

- When user launches the HMIRS Web application for the first time, most common search fields are defaulted for convenience. User can alter them as per their preferences and save them as default using “Save Search Setting” option under Search Setting.
- By default, the search criteria is set to Match “All”, which is the equivalent of an “and” search. If desired, the user can change the Match option to “Any” which will behave as an “or” search.
- The web user has ability to Filter Product/SDS records with various search parameters like Service/Agency, Product Type, Product Status.
- Additionally, the user can search by the default search fields, which are Product Identifier, Product Serial Number, Company Name, CAGE/Company Code, Stock Number, and Contract Number etc.
- User can add additional search parameters by clicking “plus” icon, remove search parameters by clicking “minus” icon or simply change an existing search parameter by overriding the selected values.
- Clear button allows to quickly clears the search values (not search fields or search operators) from all the search criterion.
- After entering the desired search criterion, click the “Search” button to perform search. Search window will close and any matching product/SDS records will be displayed.
- NOTE: Please note that only one row per HMIRS Serial Number (irrespective of how many documents are attached to the product) will be displayed.

SEARCH RESULTS GRID

- **Search Results Grid Tools**

- Specified search criterion will be visible as bread crumb on the top left of the screen. User can remove a criteria by clicking the “X” icon or all criterion by clicking “Clear All” and perform new search. Number of matching product/SDS records are displayed above the search results. Search results can be exported in Excel or PDF by selecting the options under “Export” button.
- Using setting icon user can:
 - Customize result columns by selecting/unselecting checkboxes.
 - Determine column display order by clicking the up and down icons.
 - Determine number of records to be displayed on a page.
- NOTE: Clearing the browser cache will remove these settings.
- Users can further manipulate the search results by clicking in the column header to sort the records (ascending/descending), or filtering by entering values in the column filter.

- **Navigation**

- User can navigate between pages by clicking arrow icons on the bottom of the page. Additionally user can type the page number into the text field to go directly to a specific page.
- User can click on any row to view the preview pane.
- The preview pane shows the latest SDS (or MSDS if SDS is not available or Value Added Report if both SDS and MSDS are not available) on the left side.
- From the Preview Pane, the user can access attached documents, view related kit/end item components, view the value added detail, print GHS and/or DoD labels.

PRODUCT/SDS PREVIEW PANE

The preview pane shows the latest SDS (or MSDS if SDS is not available or Value Added Report if both SDS and MSDS are not available) on the left side. From the Preview Pane, the user can access attached documents, view related kit/end item components, view the value added detail, print GHS and/or DoD labels.

- **Attachments**
 - All documents that have been attached to this record will be available to open from the Attachments section. This section also allows for column filtering and sorting. To open a document, click on it and follow the prompts on the screen.
- **Kit/End Item Components**
 - If you are viewing the preview page of a kit or an end item, you can see all component records. To access the record, click on it.
- **Value Added Data**
 - Using the drop down box, user can choose to view All Value Added, All Value Added without Contacts, Custom Value Added, GHS Label or DoD Label.
 - Custom Value Added option let's user choose sections to be included in the custom Value Added Report. All these reports and labels can also be downloaded.
 - To perform a new search, user can open search window by clicking the "Expanded" hyperlink. User can also select the field from the Search by dropdown, enter the search value in next field and click search icon.

SAVINE SEARCH

By default, the web system is set to search with the following fields:

- Product Identifier
- Product Serial Number
- Company Name
- CAGE/Company Code
- Stock Number
- Contract Number

If the user wants different, fewer, or additional fields for their default search, they can do this by customizing the search, and then saving their search. This is done by clicking on the Search Settings box, and then selecting Save Search Setting.

By default, everytime the user enters the screen, the saved settings will be shown. User can modify this at any time.

User can revert back to their saved settings by using "Retrieve Saved Search" or system provided default settings by using "Restore Default Search" under Search Setting.

If cache is cleared, this will revert back to the system default.