

# Excess Soil Notice Internal Database Guide – Searching the Database

The Internal Database is only  
available to designated Ministry staff

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# What can you search for in Global Search?

Global search can search those following fields within each object

## Filing

Each record in this object represents a single Filing, including RDSD, Reuse and ProjectArea.

Key searchable fields include: Company, Notice ID, Site/Project Name, Contact, Primary Site Community /Municipality, Primary Site Address

## Site

Represents sites that are used by various Filings, including RDSD, Reuse Sites, Class 2, Landfill, etc.

Key searchable fields include: Company, Site Name, Site Address, Community, Legal Description and related Filing.

## Filing Contact

Represents Contacts which are added to each Filing, including peer reviewers, operators, QPs. Key searchable fields include: Name, Company, Address, Phone Number, Email.

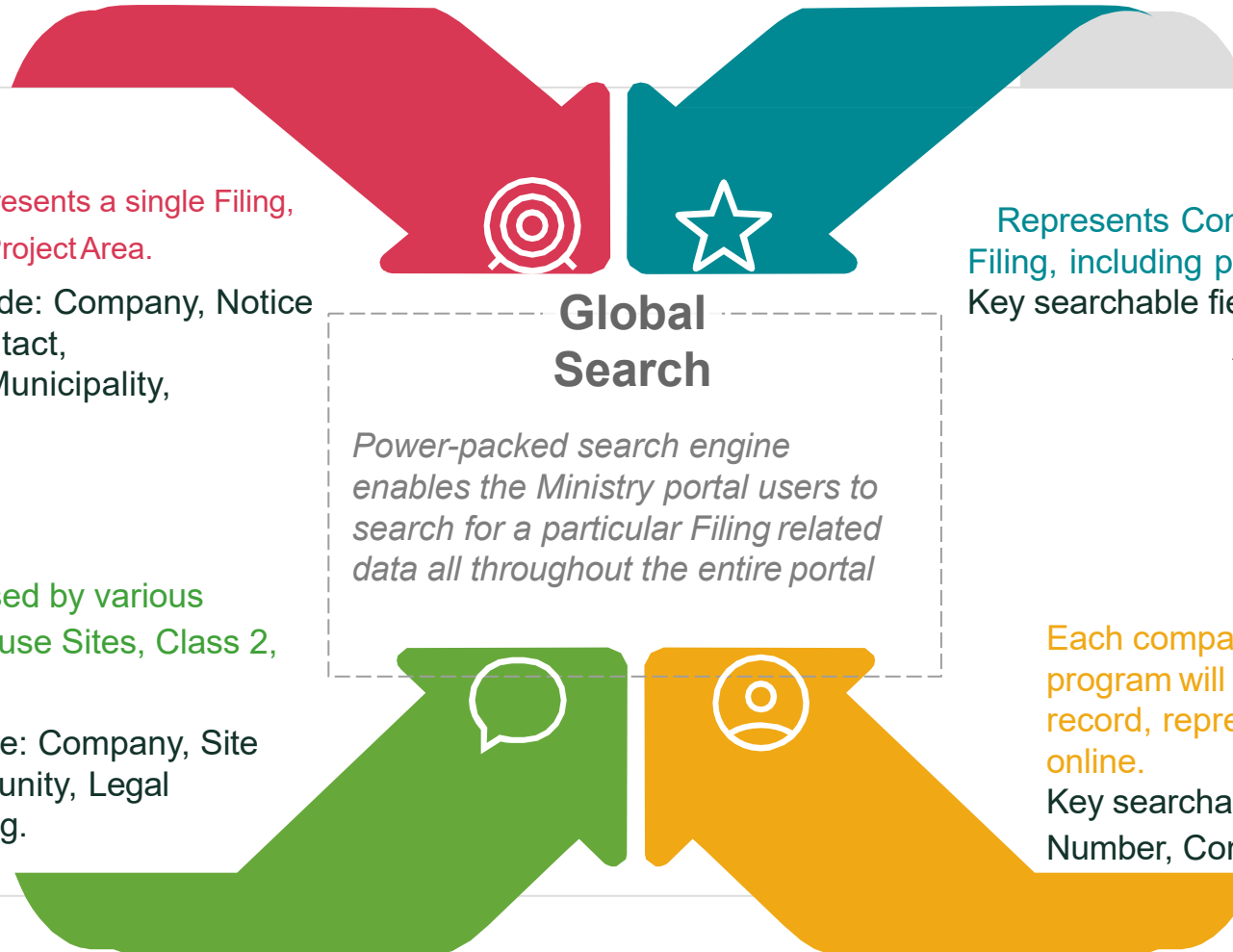
## Registration Details

Each company registered in Excess Soil program will have one Registration Detail record, representing when they registered online.

Key searchable fields include: Registration Number, Company Name, Activation Year.

## Global Search

*Power-packed search engine enables the Ministry portal users to search for a particular Filing related data all throughout the entire portal*



# How to use Global Search

Global search lets you search across objects. Think of an object as the 'type of information' that is stored. In this example, we've searched for a keyword of "top soils"

1. By default, you will be shown results across all object types
2. Your search results are separated by object types, and the number of results per object is displayed
3. Results can be sorted within their object categories
4. You can quickly filter by one of the object types here
5. Searching by an account name will show related objects with that account name

The screenshot shows the RPRa Global Search interface. At the top, there is a search bar with the text "top soils" and a "SEARCH" button. The user is identified as "MECP USER". The navigation menu includes "REGISTRANTS", "Notices", and "REPORTS".

On the left side, there is a "Search Results" sidebar with a "Collapse List" button. The sidebar is currently set to "All".

The main content area displays search results for "top soils". The results are organized into sections:

- Filings**: 1 Result. A table with columns: NOTICE ID, ACCOUNT, FILING TYPE, SITE / PROJECT NAME, STATUS, CREATED BY. The result is: N00001032, Top Soils Corp, Project Area Notice, Top Soil's Project, In Progress, Mark Joanas.
- Filing Contacts**: 4 Results • Sorted by Relevance. A table with columns: RELATED CONTACT ID, FIRST NAME, LAST NAME, FILING, COMPANY NAME, STREET, CITY, BUSINESS PHONE NUMBER, EMAIL, RO. The results are: RC-0002356, Mark, Joanas, N00001148, Top Soils Corp, 123 Street New, Dundee, 1235678990, pnicolasf\_y996v@nafxo.com, Ov; RC-0002357, Mark, Joanas, N00001148, Top Soils Corp, 123 Street New, Dundee, 1235678990, pnicolasf\_y996v@nafxo.com, Op; RC-0002358, Mark, Joanas, N00001149, Top Soils Corp, 123 Street New, Dundee, 1235678990, pnicolasf\_y996v@nafxo.com, Pr; RC-0002056, Mark, Joanas, N00001032, Top Soils Corp, 123 Street New, Dundee, 1235678990, pnicolasf\_y996v@nafxo.com, Pr.
- Sites**: 5 Results • Sorted by Relevance. A table with columns: SITE NAME, FILING, ACCOUNT, LOCATION, COMMUNITY, PROVINCE, POSTAL CODE, IS PRIMARY, COM. The results are: Uxbridge Site, N00001149, Top Soils Corp, Uxbridge description, Uxbridge, Township of, Ontario, [checked], Top; My RDSD Site, N00001148, Top Soils Corp, 16 Trent Hills Road, Trent, Trent Hills, Municipality of, Ontario, T1A A7R, [checked], Top; Cool Class 2 Site, Top Soils Corp, 16 Class 2 Street, Chisholm, Township of, Chisholm, Township of, Ontario, A1A 1A2, [unchecked], Top; This is my Class 1 Site Name, Top Soils Corp, 18 York Street, Tweed, Municipality of, Tweed, Municipality of, Yukon, a1a 1s1, [unchecked], Top; C1 Destination Site, N00001149, Top Soils Corp, 16 Fakington Road, Fakeville, Waterloo, City of, Ontario, W1A A1A, [unchecked], Top.

# How to organize and see information

List view provide an easy way to quickly organize and see your information on-the-go without having to create a report or dashboard. This option is great for queries you run frequently and can be customized to suit your needs.

- 1. Select the desired list view type:** The Registrants and Notices tabs allow you to select the type of records to be shown in the list view. Here we've selected the Notices tab.
- 2. Select a list view:** List views allow you to easily constrain the records to be shown. In this example the Final Submission list view has been selected. This list view has been configured to only show Filings in final submission status.
- 3. Search the list view:** Using the list view search you find specific records in your results by searching for:
  - Notice ID
  - Company
  - Site / Project Name
  - Contact

The screenshot shows the RPRAs (Resource Productivity & Recovery Authority) web application interface. At the top, there is a search bar with the text "Search for Filings and related data" and a "SEARCH" button. Below the search bar, there are three tabs: "REGISTRANTS", "Notices", and "REPORTS". The "Notices" tab is selected and highlighted with a green box and a callout "1". Below the tabs, the page title is "Notices" and the subtitle is "Navigate and search through a list of notices. Click on a notice filing name to view additional site and contact details". Below the subtitle, there is a dropdown menu for "Filings - Final Submission" with a callout "2" and a search icon. To the right of the dropdown is a search input field with the placeholder text "Search this list..." and a callout "3". Below the search input field, there are several icons for filtering and sorting. Below the search input field, there is a table with the following columns: "Notice Id", "Account", "Filing Type", "Proj...", and "Status". The table contains 9 rows of data, each with a "Final Submission" status.

Notice Id	Account	Filing Type	Proj...	Status
1 FL-00000016	Halltech Environmental	Residential Development Soil Depot Notice		Final Submission
2 FL-00000017	Halltech Environmental	Residential Development Soil Depot Notice		Final Submission
3 FL-00000018	Halltech Environmental	Residential Development Soil Depot Notice		Final Submission
4 FL-00000087	Demo Industries	Residential Development Soil Depot Notice		Final Submission
5 FL-00000089	Tri-Phase Group	Residential Development Soil Depot Notice		Final Submission
6 FL-00000091	Tri-Phase Group	Reuse Site Notice		Final Submission
7 FL-00000092	Hoskin Scientific	Reuse Site Notice		Final Submission
8 FL-00000095	Hoskin Scientific	Residential Development Soil Depot Notice		Final Submission
9 FL-00000128	Ivey International	Reuse Site Notice		Final Submission

# Creating a new list view

Using list view allows you to efficiently survey a large quantity of filtered data. However, if you're interested in applying specific filters to suit your needs you must create a new list view.

**1. Create/Clone a list view:** With the list view page open, use the gear **widget in the right-hand corner** to create a new list view. This can be done by selecting **new** or **clone**.

\* If **new** is selected an empty list view will be created and will need to be configured from scratch.

\* If **clone** is selected all filters and fields displayed (i.e., columns) will be copied to your new list view.

**2. Rename and save:** With the New List View pop-up open, enter a name for the new list view and save.

\*Select **“Only I can see this view”** to keep the data clean.

The screenshot shows a list view interface with a search bar and a gear icon in the top right corner. The gear icon is highlighted with a green box. A dropdown menu titled 'LIST VIEW CONTROLS' is open, showing 'New' and 'Clone' options, with 'New' highlighted and a green circle '1' next to it. Below the list view, a 'New List View' pop-up is shown. The 'List Name' field is highlighted with a green box and a green circle '2', containing the text 'My Monitored Filings'. The 'Who sees this list view?' section has three radio button options: 'Only I can see this list view' (selected), 'All users can see this list view', and 'Share list view with groups of users'. A green circle with an asterisk '\*' is next to the first option. At the bottom right of the pop-up are 'Cancel' and 'Save' buttons.

m...	Status	Invento...	Maxi...	LIST VIEW CONTROLS	List View Controls
f	In Progress	1,200	10,000.00	New	17/09/2021 10:54 A
f	Updated Submission	1,200	10,000.00	Clone	30/09/2021 12:52 F

New List View

\* List Name

My Monitored Filings

Who sees this list view?

Only I can see this list view

All users can see this list view

Share list view with groups of users

Cancel Save

# Configuring a new list view

1. **Add desired filters to your list view and save:** Using the **Filter tab**, you can add filters to your list view which determine the data to be displayed. To do this click on the the "Add Filter button" icon. As shown in this example this new list view will show all Filings that have a Municipality/Community field that contains "Toronto". Once your filters have been selected click **"Save"** to apply and save your filters.

Field: Municipality/Community

Operator: contains

Value: Toronto

Filter by Owner: All filings

Matching all of these filters

Municipality/Community+ contains Toronto

Add Filter Remove All

Add Filter Logic

Done

**Note:** To filter all Filings, ensure that the **Filter by Owner** filter is set to **All Filings**.

2. **Configure your list view columns:** To display select fields as columns in your list view, use the **"Select Field to Display"** option from the gear dropdown menu. From this menu fields can be selected and displayed as columns.

LIST VIEW CONTROLS

- New
- Clone
- Rename
- Sharing Settings
- Edit List Filters
- Select Fields to Display

My Monitored Notices

100+ items • Sorted by Notice Id • Filtered by All filings • Updated 2 minutes

	Notice Id	Company	Status
23	N00001237	Newterra Ltd	In Progress
24	N00001236	Newterra Ltd	In Progress
25	N00001235	InSitu Remedi...	In Progress
26	N00001234	ACME Generat...	In Progress