ARIZONA WATER QUALITY DATABASE

eAquaPro
USER GUIDE

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ADEQ
Arizona Department
of Environmental Quality

User guide prepared by
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Revision History

Version	Date	Created By	Reviewed By	Description
1.0	4/10/2017	John Fischer		Initial Version of User Guide Document

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1. System Detailed Overview

1.1. Accessing eAquaPro/Login Page

To access the eAquaPro application, open the Internet Explorer application on your local computer and navigate the appropriate URL[1]. Click the **Login** button and enter your User name and Password in the "User Login" section and click the 

(SIGN IN) button to enter the eAquaPro Application. If you have forgotten your password, click the 'Forgot Your Password?' link, and fill out your username and email address in the window that pops up and click the "Retrieve Password" button and your login information will be emailed to you.

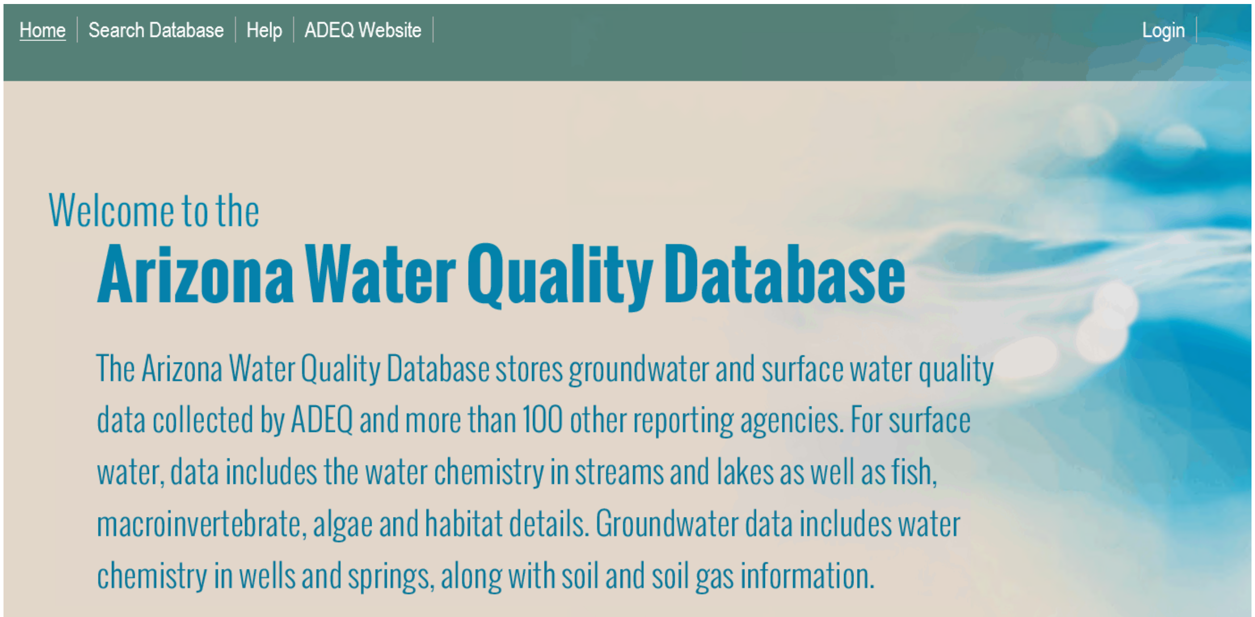

Figure 2-1: Login Screen

1.2. eAquaPro Navigation and Information Features

The following Features are included within the eAquaPro Web Application to help you navigate through eAquaPro or to provide further information on the eAquaPro Web Application.

1.3. Yellow Bubble Instruction Text

At the top of each screen within eAquaPro, a Yellow Bubble is included briefly describing the functions of the current screen. This is a good place to start if you are unsure of the functionalities available on an eAquaPro Web Screen.

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1 This item is current as of the time that this document was last updated: the eAquaPro Public URL is http://eAquaPro .idem.in.gov/eAquaPro .Web/Pages/Main/Login.aspx

Figure 2-2: eAquaPro Yellow Bubble Instruction Text

1.4. Help Icons

In select areas of the eAquaPro Web Application, Help Icon's are included to provide detailed help on a specific area of the current eAquaPro Web Screen. Click on the Help Icon to view a pop up window containing the helpful information.

Figure 2-3: eAquaPro Help Icon Text

1.5. Mouse-Over's

Icons within the eAquaPro Application have mouse-over associated with them briefly describing the Icon meaning. .

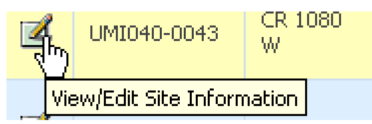


Figure 2-4: Mouse-Over's

1.6. Home, Help, and Logout

At all points within the eAquaPro Web Application, you will have access to the following options:

- Home ( ): Click on the Home Icon located in the Upper Left portion of all eAquaPro Web Pages to navigate your browser back to the eAquaPro Web Application Home Page.
- Help ( ): Click on the Help Icon located in the Upper Right portion of all eAquaPro Web Pages to view a PDF copy of the eAquaPro User Guide (this document).
- Logout ( ) : Click on the Logout Icon located in the Upper Left portion of all eAquaPro Web Pages to exit out of the eAquaPro Web Application.

1.7. Left Navigation Panel

After logging into the eAquaPro Web Application, a list of the system modules available to you will appear on the Left Navigation Panel. Public User's will have access to the "Site Management", "Project

Management", "Search Data", "WQX Submission" under Projects and "System Settings" and "My Account" Modules. Other eAquaPro Modules are for State Use only and as such are described in the eAquaPro Administrator Guide separate of this document. Unless the system notifies you otherwise, you may access the available Module Functions by clicking at any time on one of the available Left Navigation Panel Links. The following sections describe the Public Navigation Panel Modules in more detail.

Figure 2-5: eAquaPro Navigation Panel

2. Home

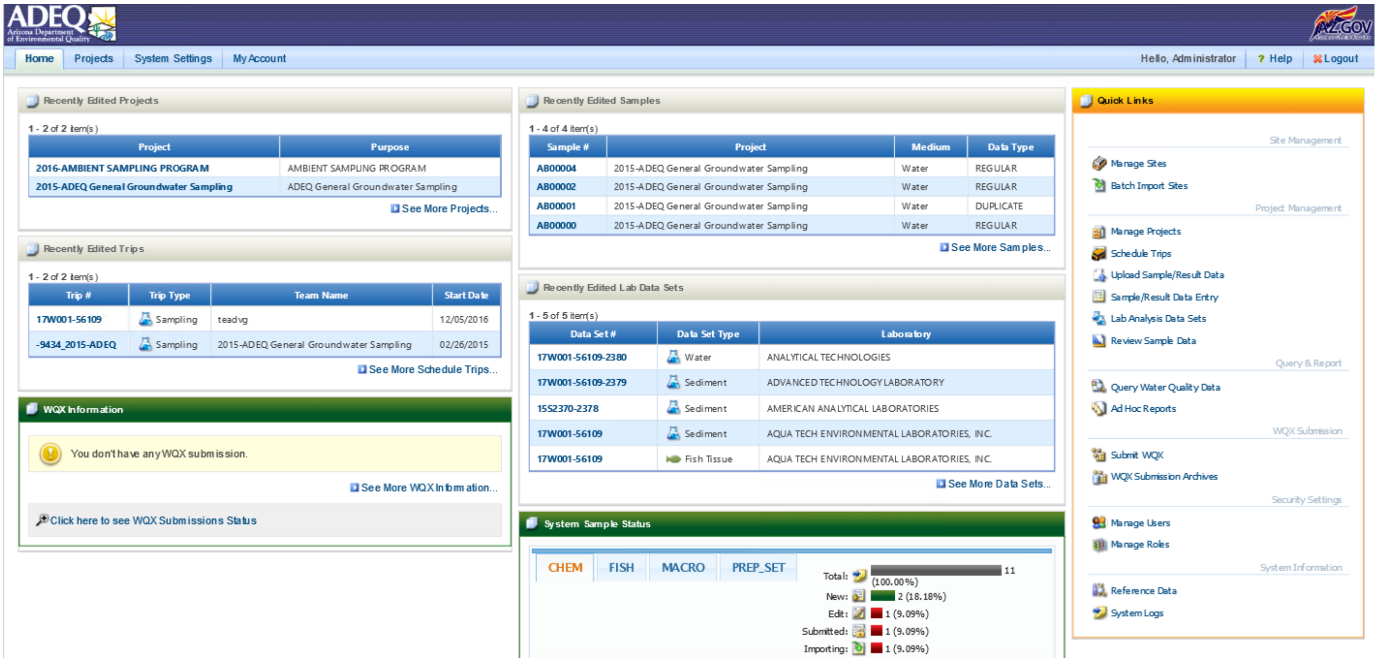
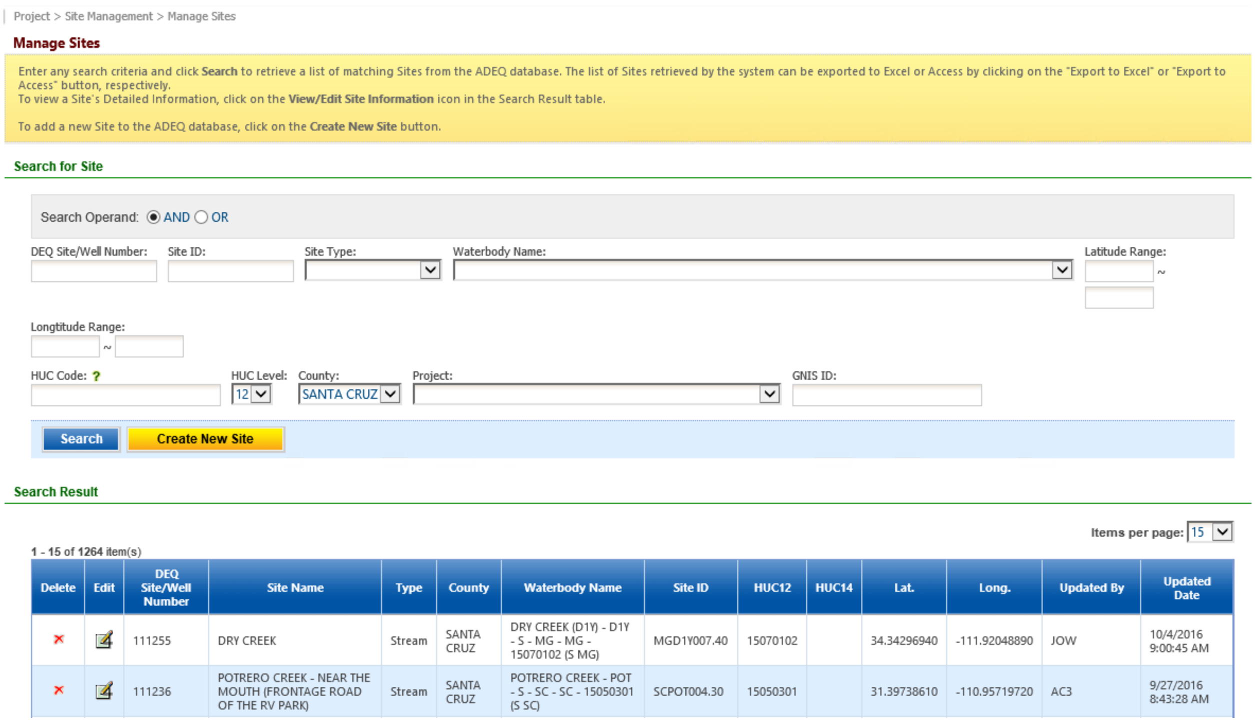


Figure 2-6. Home

This page contains quick links to the individual and last/recent saved module information of the application and can help the user to directly go to the particular module/project.

3. Projects – Site Management

3.1. Manage Sites



3.1.1. Manage Sites – Search

Figure 2-7: Manage sites - Search

This page will allow the user to enter search criteria on the top, and clicking on **Search** button the application will retrieve Sites matching the search criteria from the eAquaPro database for the value entered in the text boxes or from the drop down selected. The "Manage Sites" screen allows the user to view a list of the sites that your eAquaPro User Account is currently associated with; the user may also view current Site Details, request to associate a New Site with one of the Current Sites, or request to associate one or more additional Sites to the users eAquaPro User Account. The user can search the eAquaPro database using two options which are 'and' & 'or', and based on the search operand, the application will retrieve the data.

The search result table on the screen will display a list of Sites within the eAquaPro system. The icon will display the "Site Details" Screen (See Below) where the user can edit or change the data entered depending on the security role. The **Create New Site** will allow the user to create a new site to your eAquaPro User Account depending on if the user's security profile has the authority. If the user does not have authority then the application will not allow the user to create a new site.

The **Export to Excel** will allow the user to export the data to an .xls file.

The **Export To Access** button will allow the user to export the data to an .mdb file.

3.1.2. Manage Sites – General Information Tab

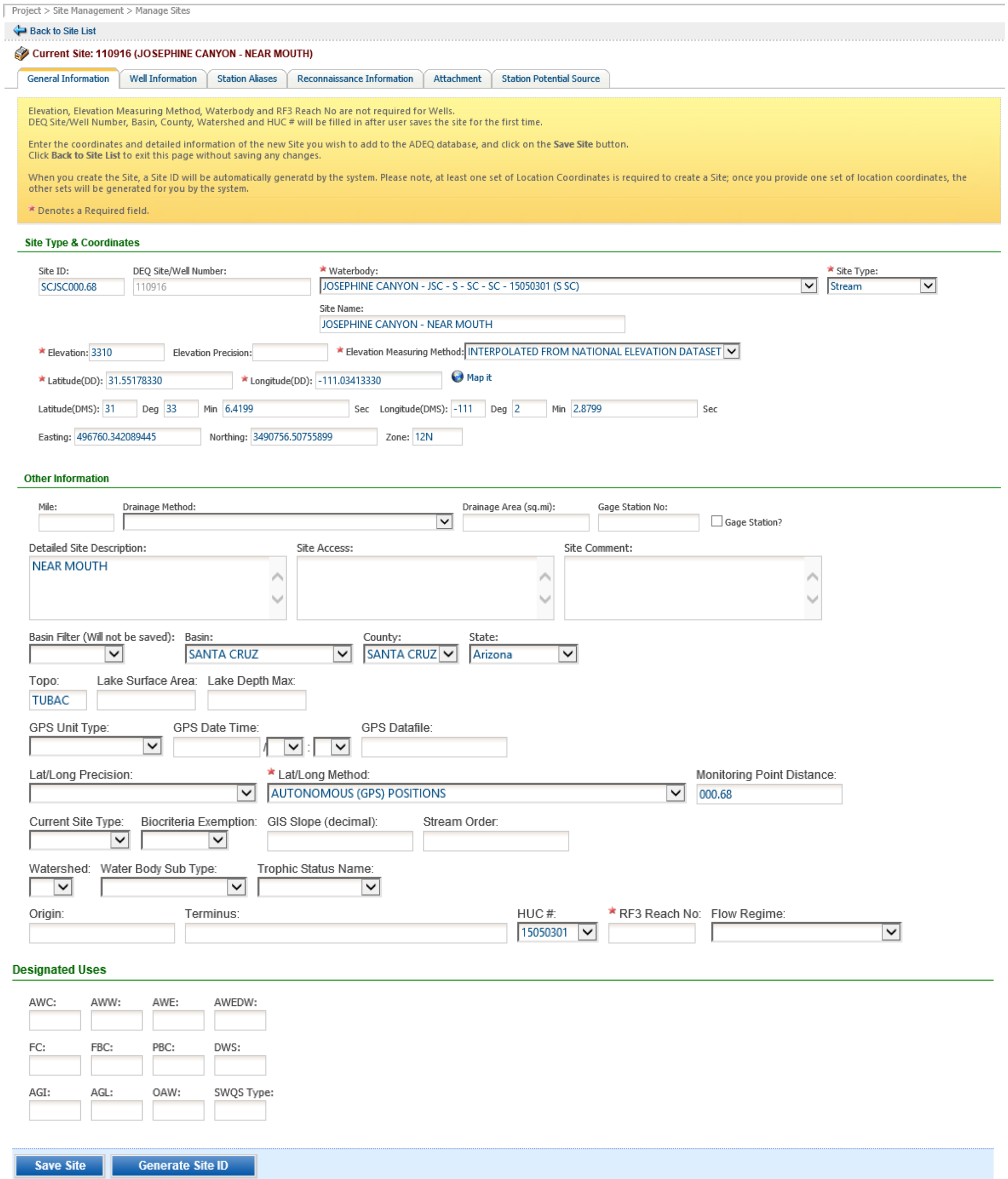


Figure 2-8: Manage sites – General Information tab.

The "Site Details" page allows the user to View and Edit Site Details (with appropriate rights). The user can enter the coordinates and detailed information of the new Site you wish to add to the eAquaPro database and clicking on the 

button; the eAquaPro system will verify that the entered location is valid and that it does not already exist. The “Map It” hyperlink will open a view of the location coordinates in Google maps.

The user can edit the Site Details in the General Information tab, and enter information in the text fields that display on the page. All fields marked with a red asterisk (*) are required. In order to save any Site Details changes that has been made, the user has to click the 

button. A confirmation message will appear on top of the page, if the information is saved correctly. If one or more required fields are empty, the message ‘Required Field’ will appear on top of the page when you attempt to save.

To return to your eAquaPro User Account Associated Site list without saving any uncommitted changes, click the 

hyper link.

3.1.3. Manage sites – Reconnaissance Information Tab

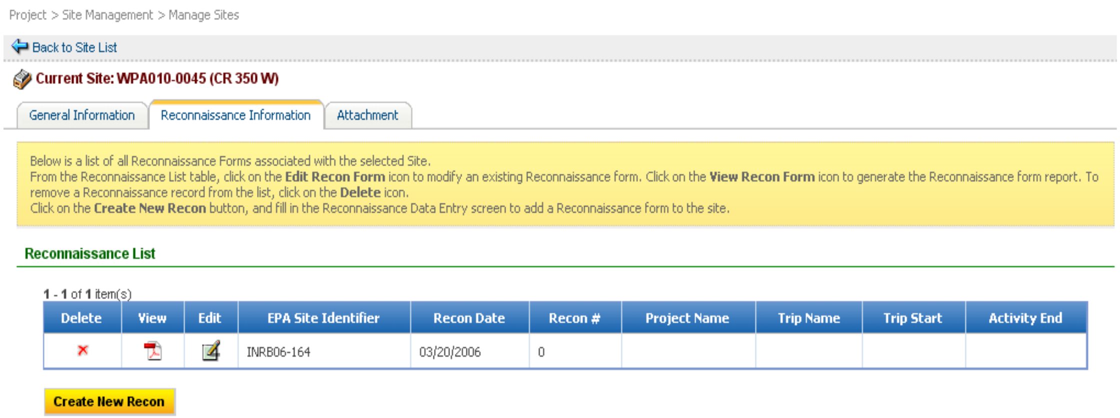


Figure 2-9: Manage sites- Reconnaissance Information tab.

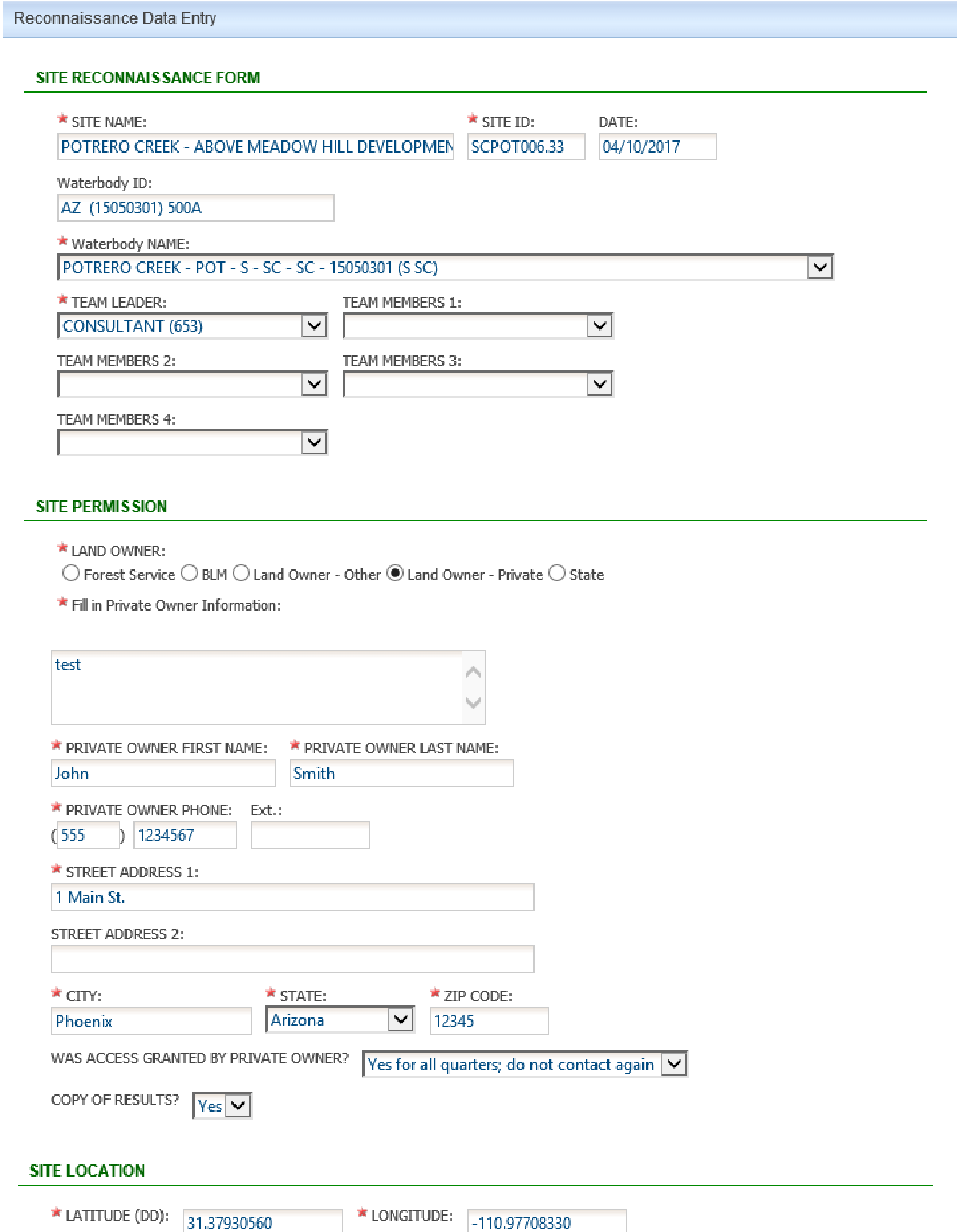
This page shows the user a list of all Reconnaissance Forms associated with the selected Site. . The “Reconnaissance list” screen allows you to View Details in the Reconnaissance Information tab, as well as to View Sites currently associated to the Project.

The edit icon will allow the user to edit the data or change the data that already exists in the system depending on if the security role is permitted. The icon will pop up message confirming the deletion of the record and if “yes” is selected, application will delete the record. If “cancel” is selected, application will not delete the record. This deleting of record depends on the security profile and if the profile allows the user to delete. The **Create New Recon** button will open a new window 'Reconnaissance data entry' which allows the user to create a new recon if the security profile allows creating one.

The icon will allow the user to read the Recon report.

To return to your eAquaPro User Account Associated Site list without saving any uncommitted changes, click the Back to Site List hyper link.

3.1.4. Manage Sites – Add/ Edit Reconnaissance tab


Reconnaissance Data Entry

SITE RECONNAISSANCE FORM

* SITE NAME: POTRERO CREEK - ABOVE MEADOW HILL DEVELOPMEN
* SITE ID: SCPOT006.33
DATE: 04/10/2017

Waterbody ID: AZ (15050301) 500A

* Waterbody NAME: POTRERO CREEK - POT - S - SC - SC - 15050301 (S SC)

* TEAM LEADER: CONSULTANT (653)
TEAM MEMBERS 1:
TEAM MEMBERS 2:
TEAM MEMBERS 3:
TEAM MEMBERS 4:

SITE PERMISSION

* LAND OWNER:
Forest Service / BLM / Land Owner - Other / Land Owner - Private (selected) / State

* Fill in Private Owner Information:

test

* PRIVATE OWNER FIRST NAME: John
* PRIVATE OWNER LAST NAME: Smith

* PRIVATE OWNER PHONE: (555) 1234567
Ext.:

* STREET ADDRESS 1: 1 Main St.

STREET ADDRESS 2:

* CITY: Phoenix
* STATE: Arizona
* ZIP CODE: 12345

WAS ACCESS GRANTED BY PRIVATE OWNER? Yes for all quarters; do not contact again

COPY OF RESULTS? Yes

SITE LOCATION

* LATITUDE (DD): 31.37930560
* LONGITUDE: -110.97708330

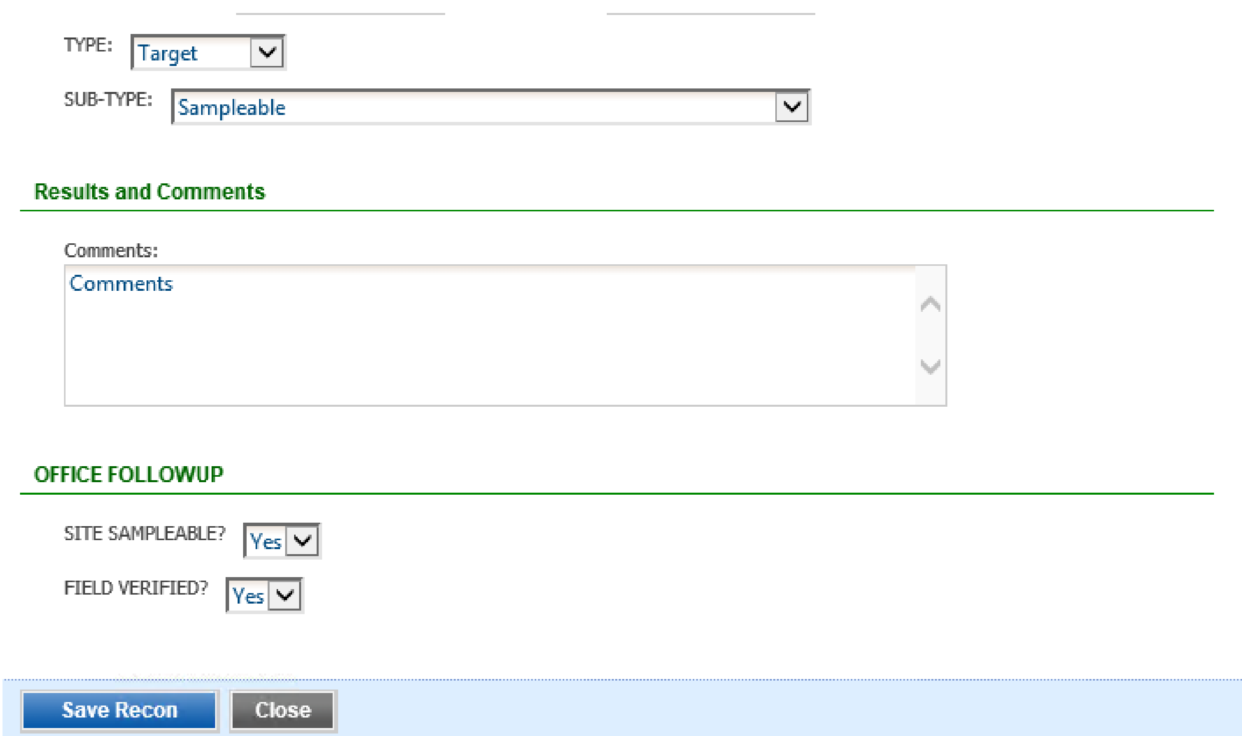


Figure 2-10: Manage Sites – Add/ Edit Reconnaissance tab

This page will be opened once the user clicks on the edit icon of a row in the reconnaissance tab or when creating a new recon, if security profile allows to. This page will allow the worker to edit the data that already exists in the system or even for creating a new recon.

The user can edit the Reconnaissance Details in the Reconnaissance tab, and enter information in the text fields that display on the page. All fields marked with a red asterisk (*) are required. In order to save any changes that has been made, the user has to click the **Save Recon** button. A confirmation message will appear on top of the page, if the information is saved correctly. If one or more required fields are empty, the message 'Required Field' will appear on top of the page when you attempt to save.

To return to your Reconnaissance list without saving any uncommitted changes, click the **Close** button.

3.1.5. Manage Sites – Attachment Tab

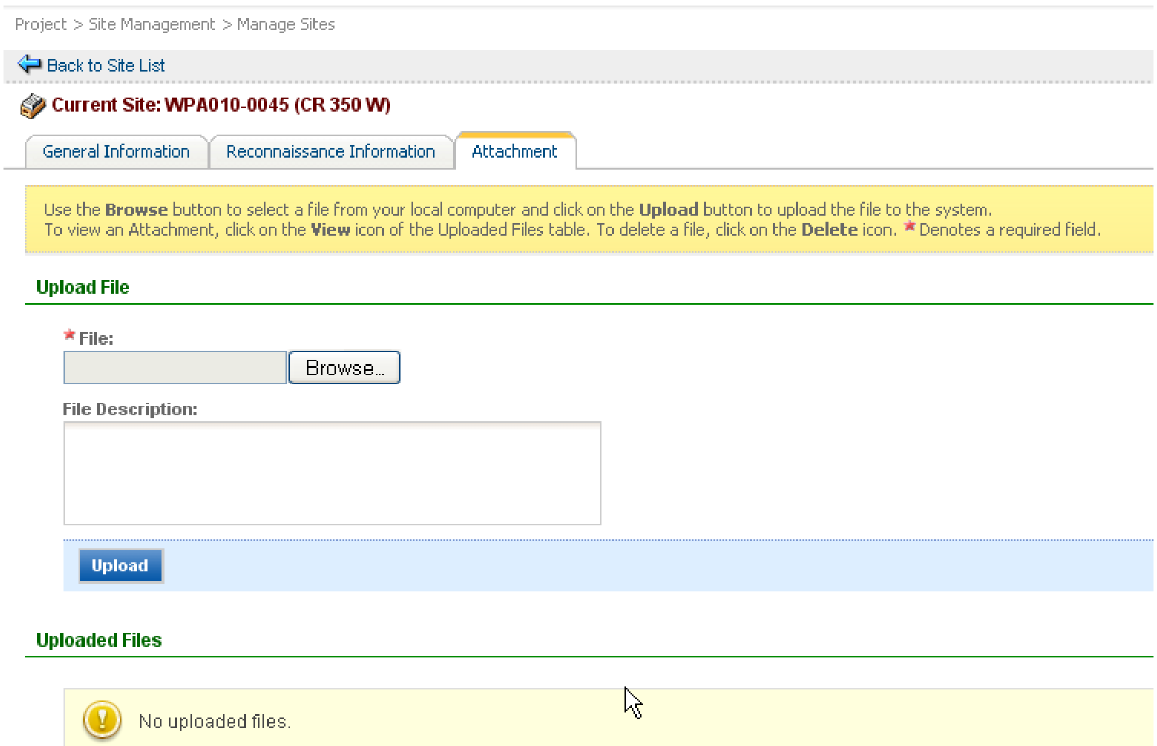


Figure 2-11: Manage Sites – Attachment Tab

This Attachment tab displays the list of files uploaded by that site. The Browse... button will allow selecting the file that needs to be uploaded. The Upload button will upload the file together with file description and display below the uploaded files. The icon will allow user to view the file which has been selected. The icon will pop up message confirming the deletion of the record and if “yes” is selected, application will delete the record. If “cancel” is selected, application will not delete the record.

To return to your eAquaPro User Account Associated Site list without saving any uncommitted changes, click the Back to Site List hyper link.

3.2. Batch Import Sites

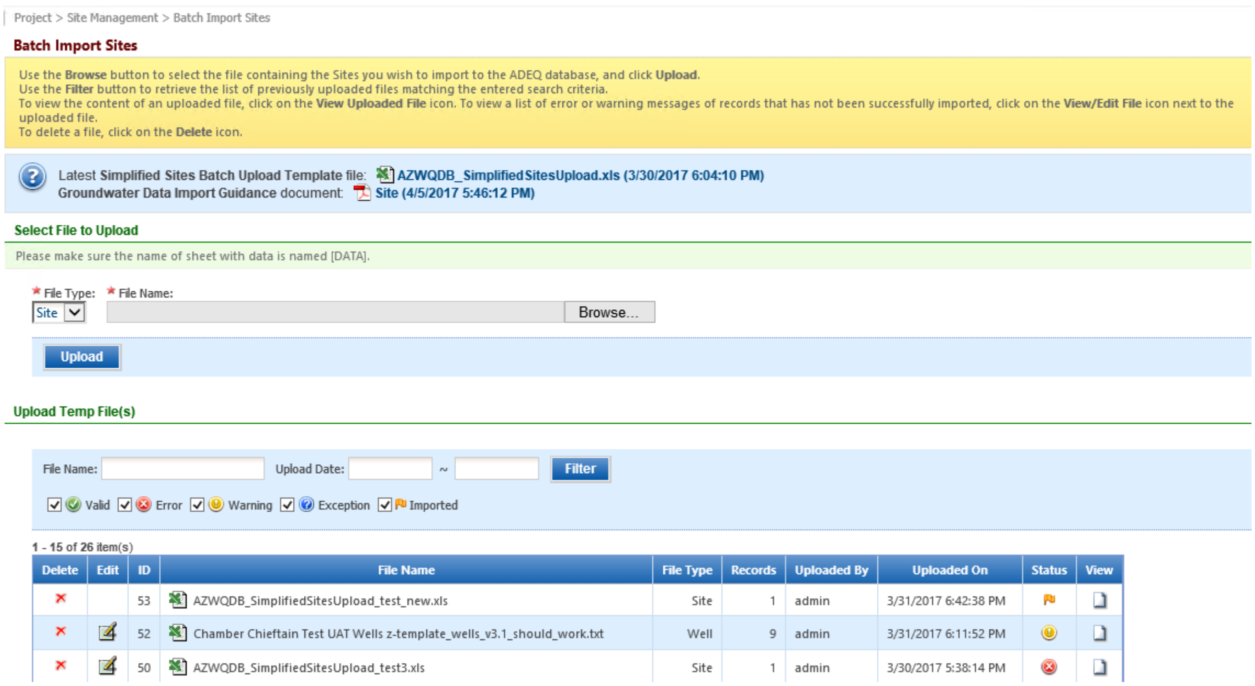


Figure 2-12: Batch Import Sites

This page will show all the files that are attached or uploaded to the batch import sites. The 

Button will allow the user to browse and select the file that needs to be uploaded. The 

button will upload the file selected by the user and display on the list below. The 

button will filter and display the record based on the filter criteria checked.

There are two types of import files that can be used: Excel imports for Surface Water sites and .txt files for Groundwater Sites. At the top of the page there is Excel import template that the user can fill out if the user does not already have an import file available. Below that there is a pdf **Site** guide that provides instructions for generating the Groundwater import file.

The icon will pop up message confirming the delete and if "yes" is selected, application will delete the record. If "cancel" is selected, application will not delete the record. The  icon will allow the record to be modified by the user. The view icon  will open the file selected by the user in excel spreadsheet (for Surface Water site uploads) or as a text file (for Groundwater uploads).

3.2.1. Batch Import Sites – Edit

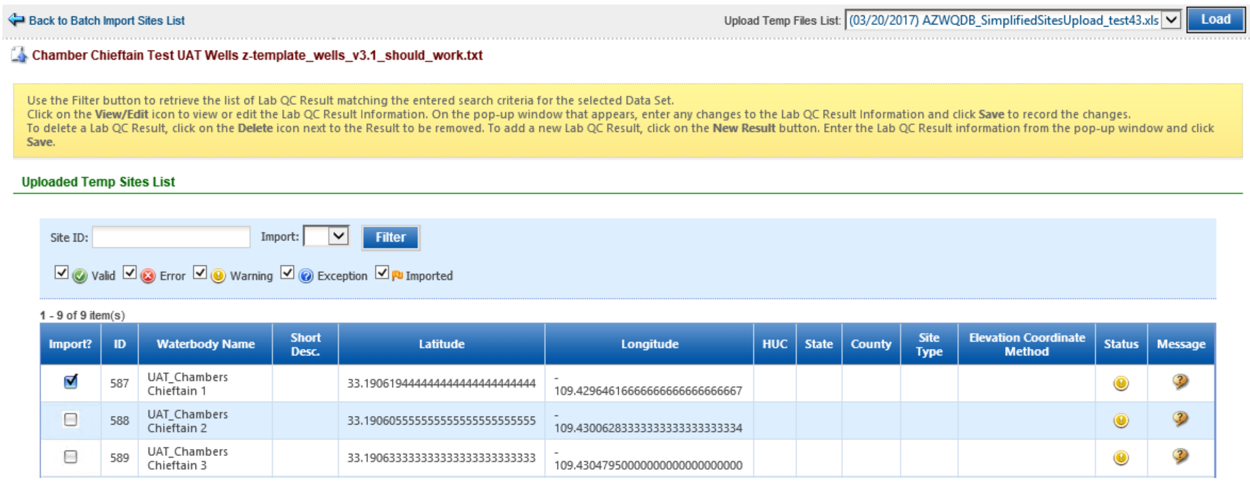


Figure 2-13: Edit Batch Import Sites

This page will be populated after the user has selected to edit a particular row in the Batch Import Sites lists. The user can select the check box for the rows the user would like to import. The Load button will load all the information for which the search criteria are selected by the user from the drop down field. The Filter button will filter and display the record based on the filter criteria checked. The file AZWQDB_SimplifiedSitesUpload.xls (3/30/2017 6:04:10 PM) on top of the page will allow the user to open the Latest Site Data Upload Template file in excel format. The Import button will import all the data which has been selected by the user.

To return to your eAquaPro User Account Batch Import Site list without saving any uncommitted changes, click the Back to Batch Import Sites List hyper link.

4. Projects – Project Management

4.1. Manage Projects

4.1.1 Manage Projects – General Information Tab

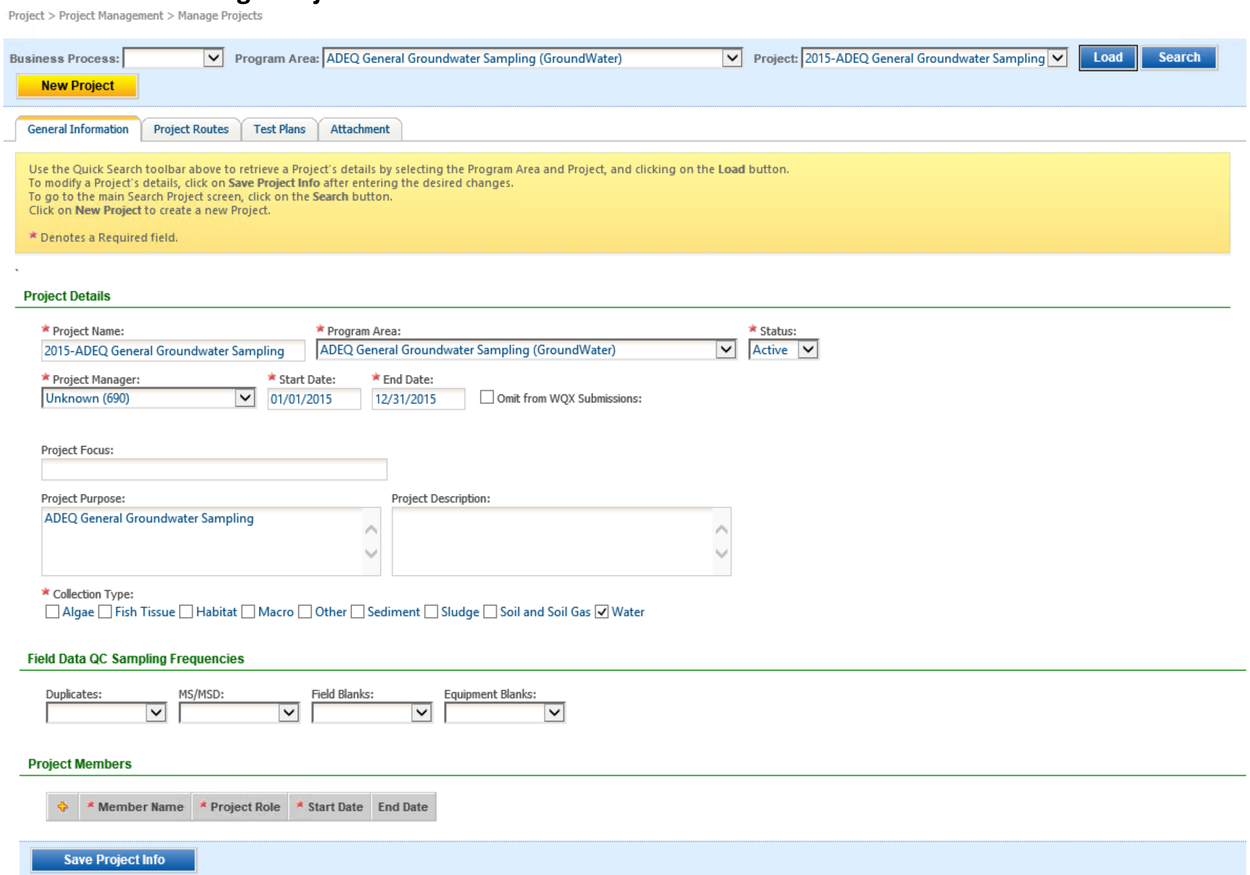


Figure 2-14: Manage Projects – General Information Tab

This page will display all information in the General Information tab depending on the drop down values selected/entered in the Search Criteria. The Load button will load all the information on the all the tabs for the search criteria entered. The Search button will navigate the user to a "Search for Project" page. The New Project button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. (If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved). An entry with a blank value on required fields will results in an error message being displayed saying on top of the page, mentioning that the required fields must be filled.

By clicking on the  icon under the project members, the application will add a new record to the project members list. This list defines the users that can modify project and sample related data and how. The icon under the project members will pop up message confirming the deletion of the record. If “yes” is selected, application will delete the record. If “cancel” is selected, application will not delete the record. The 

button will save information entered in the General Information tab with all required field information.

Note: If a new project is created and after the General information data is saved, the page will refresh with the Project Routes tab, Test Plans tab and Attachment tab enabled.

4.1.2. Manage Projects – Project Routes Tab

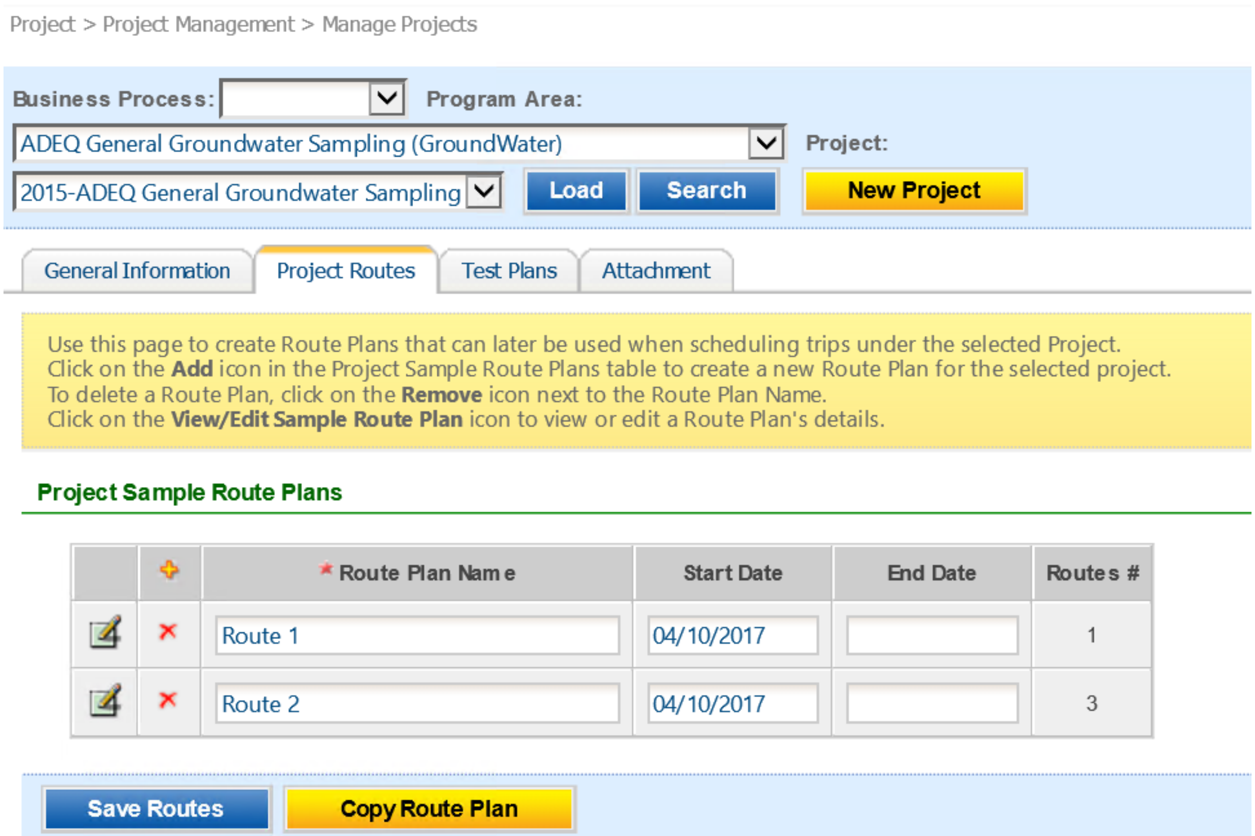


Figure 2-15: Manage Projects – Project Routes Tab

The **Load** button will load all the information to all the tabs for the program area and project entered.

The **Search** button will navigate the user to a "Search for Project" page. The **New Project** button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. **(**If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved). An entry with a blank value on required fields will results in an error message being displayed saying on top of the page, mentioning that the required fields must be filled.

The Project Routes tab page will allow creating Route Plans that can later be used when scheduling trips under the selected Project. This page displays all the Project sample route plans. A new route can also be added by clicking the ✚ **icon** under Project Sample Route plans (If New Project Information is Saved then Project Routes tab is enable. Otherwise application will disable the tab if the new project is created but not saved).

The  sign under the project sample route plans will add a new record to the project sample route plan. The icon will pop up message confirming the delete. If “yes” is selected, application will delete the record; if “cancel” is selected, application will not delete the record. The icon  will re-direct the application to a different page where the user may create the record or change the data that already exists in the system. The 

button will save the information entered in the Project route tab with all required field information. If the required fields are not entered, system will display error message saying the required field information needs to be entered before data can be saved on top of the tab page. The 

button will pop a new window named 'Create a New Route Plan from the existing Route Plan' enabling the user to copy an existing route plan. By clicking “OK” button, the new route plan will be created. If the “cancel” button in the Create New Route Plan page is selected, then the application will not copy the route plan.

4.1.3. Manage Projects – Project Routes Tab - Project Sample Route Plan Detail

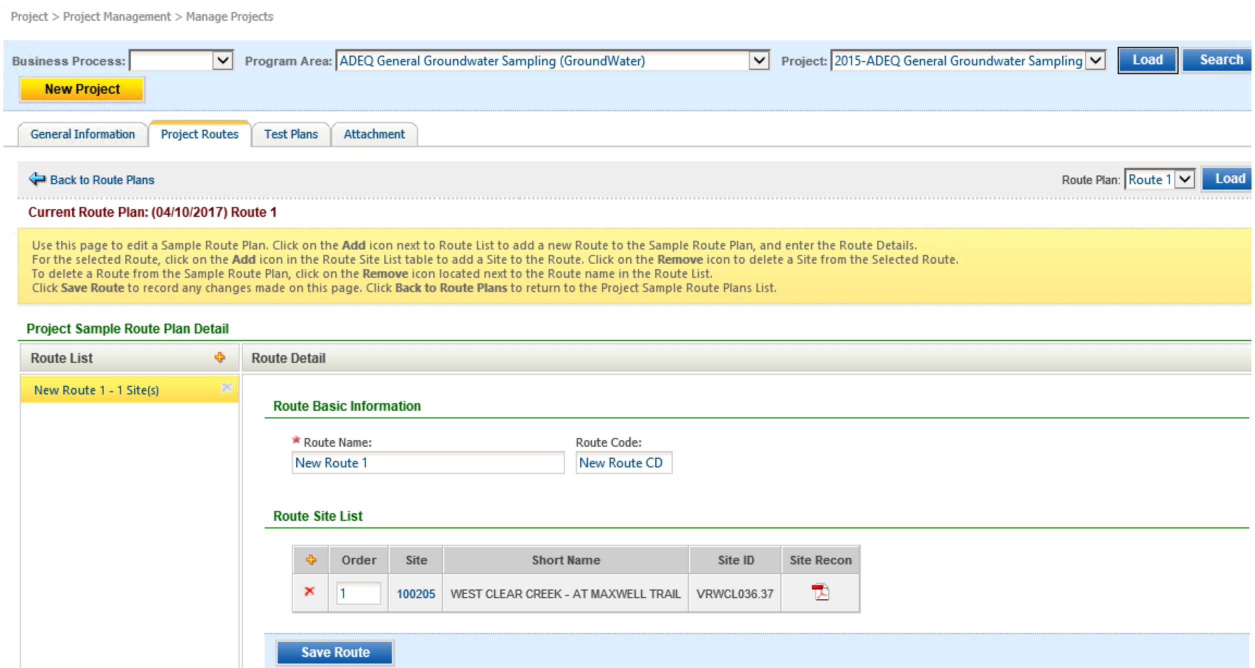


Figure 2-16: Project Sample Route Plan Detail

The project route detail displays the project sample route plan detail for the route selected in the project plan tab. The page will display data depending on the program area and project drop down value selected from the search criteria bar.

The **Load** button will load all the information on the all the tabs for the search criteria entered. The **Search** button will navigate the user to a "Search for Project" page. The **New Project** button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. **(**If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved). An entry with a blank value on required fields will results in an error message being displayed saying on top of the page, mentioning that the required fields must be filled.

Clicking on the icon in the Route List left-handed panel will add a new Route to the Sample Route Plan, and will enable the fields under the Route Detail panel. The icon sign next to a Route Name under the Route List panel will pop up message saying “Are you sure you want to delete?” If “OK” button is clicked, application will delete the record; if “Cancel” button is clicked the system will not delete the record. Clicking on the icon under Route Site List in the Route Detail panel the application will pop up the Site Search screen for user to search and select sites to be added. A New record will be added to the Route Site List for each selected site. The icon is next to any record under the Route Site List in the Route Detail panel. When the icon is clicked, the message “Are you sure you want to delete?” will pop up. If the user clicks OK, application will delete the record; if user clicks “Cancel”, system will not keep the record. The Save Routes button under the Route Detail panel will save the information entered in the Route Detail panel. If the required fields are not entered, application will display error message saying the required field information need to be entered before data can be saved.

By Clicking on “View Site Recon Report” in the row selected, under Route Site List in the Route Detail panel, the application will open a site recon report in pdf format.

To return to your eAquaPro Route Plans list without saving any uncommitted changes, click on the Back to Route Plans hyper link.

4.1.5. Manage Projects – Test Plan Tab

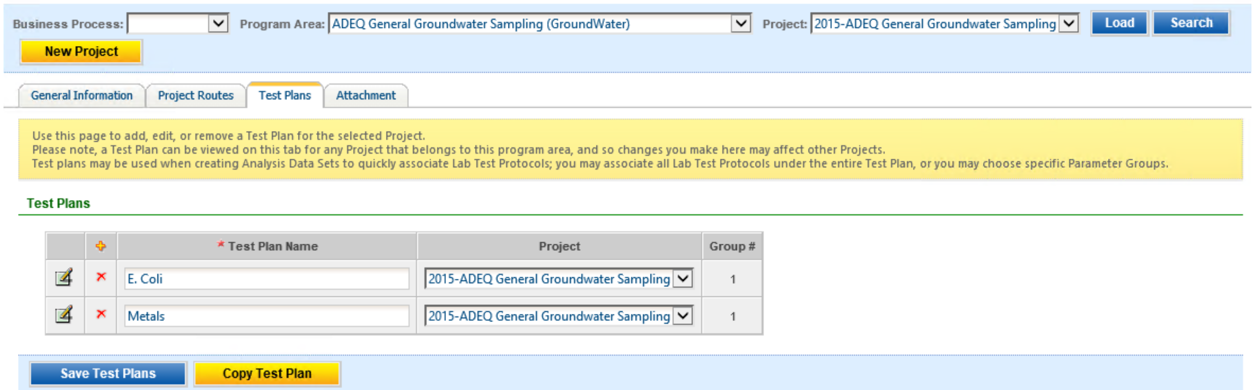


Figure 2-18: Manage Projects – Test Plan Tab

The project plan tab page will allow adding or removing a Test Plan for the selected Project. . This page displays all the test plans if they were already entered into the system. Alternatively, a new test plan can be created by clicking the plus sign under the test plans **(**If New Project Information is Saved, then Test Plans tab is enable. Otherwise, application will disable the tab if the new project is created but not saved). The page will display data depending on the program area and project drop down value selected from the search criteria bar.

The **Load** button will retrieve and load information on all the tabs for the search criteria entered. The **Search** button will navigate the user to a "Search for Project" page. The **New Project** button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. **(**If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved).

The icon under test plans will add a new record to the Test Plans. The icon under test plans will pop up message confirming the delete and if yes is selected, application will delete the record. If cancel is selected, application will not delete the record. The icon under Test plans will re-direct to the test plan detail page which will allow the user to change or edit the data which already exists in the system. The **Save Test Plans** button saves the information entered in the Test Plan tab with all required field information. If the required fields are not entered, application will display error message saying the fields are required, before data can be saved.

The **Copy Test Plan** button will pop a new window named 'Create a New Test Plan from the existing Test Plan' allowing the user to copy an existing test plan, and by clicking OK button, the new test plan will be created. If the cancel button in the “Create a New Test Plan from the existing Test Plan” page is selected, then the application will not copy the test plan.

4.1.6. Manage Projects – Test Plan Tab - Test Plan Detail

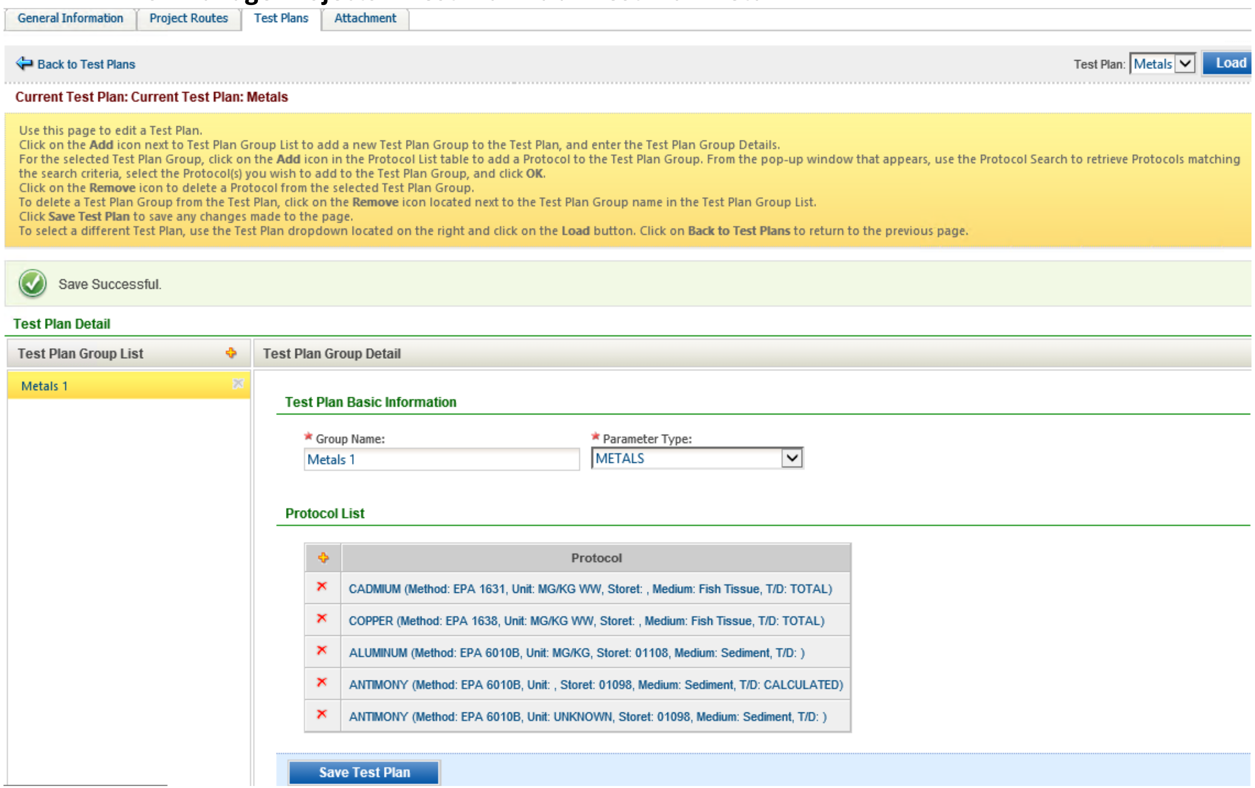


Figure 2-19: Test Plan Tab - Test Plan Detail

The Test Plan group detail will display the detail for the test plan selected. This page will retrieve and load information, corresponding to the Program area and project menus in the Search bar in the Test Plan Detail screen.

The Load button will retrieve and load information on all the tabs for the search criteria entered. The Search button will navigate the user to a "Search for Project" page. The New Project button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. **(**If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved).

The user can select Test Plan from drop down menu, and clicking on the Load button under the Test Plans tab will load information corresponding to the Test Plan selected, in the Test Plan Detail screen.

The icon in the Test Plan Group List on the left-handed panel will add a new Test Plan Group to the Test Plan, and will enable the fields under the Test Plan Group Detail panel. The icon next to a Test Plan Group Name under the Test Plan Group List panel will delete a Test Plan Group from the Test Plan and will pop up message "Are you sure you want to delete?" If the user clicks "OK", application will delete the record; if the user clicks "Cancel", application will not delete the record.

For the selected Test Plan Group, when the user clicks on the icon in the Protocol List table the user can add a Protocol to the Test Plan Group. From the pop-up window that appears, use the Protocol Search to retrieve Protocols matching the search criteria, select the Protocol(s) you wish to add to the Test Plan Group, and click OK. The icon under the protocol list will allow the user to delete a Protocol from the selected Test Plan Group and the application will and will pop up message "Are you sure you want to delete?" If the user clicks "OK", application will delete the record; if the user clicks "Cancel", application will not delete the record.

The Save Test Plan button under the Test Plan Group Detail panel will save the information entered in the Test Plan Group Detail panel. If the required fields are not entered, application will display error message saying the required field information need to be entered before data can be saved.

The Back to Test Plans hyper link will return the user to the main Test Plans screen under Test Plans tab.

4.1.7. Manage Projects – Test Plan Tab – Add Protocol list

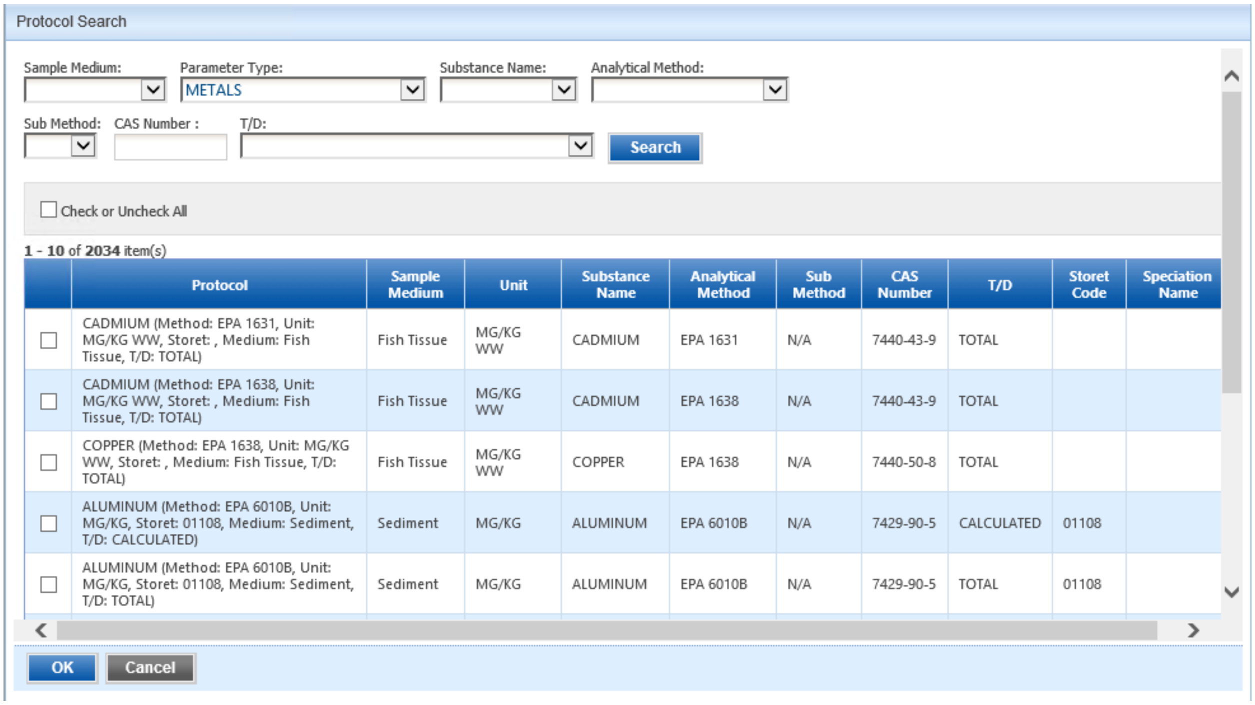


Figure 2-20: Test Plan Tab – Add Protocol list

This page is populated when the user clicks on the plus icon under the protocol list in the test plan detail tab page. This page will allow the user can add a Protocol to the Test Plan Group.

The user can use the Protocol Search page to retrieve Protocols matching the search criteria, and the user can select the Protocol(s) they wish to add to the Test Plan Group, and click **OK** button. The **Cancel** button will cancel without saving any changes and will go back to the test plan detail tab.

4.1.8. Manage Projects – Test Plan tab – Copy test plan

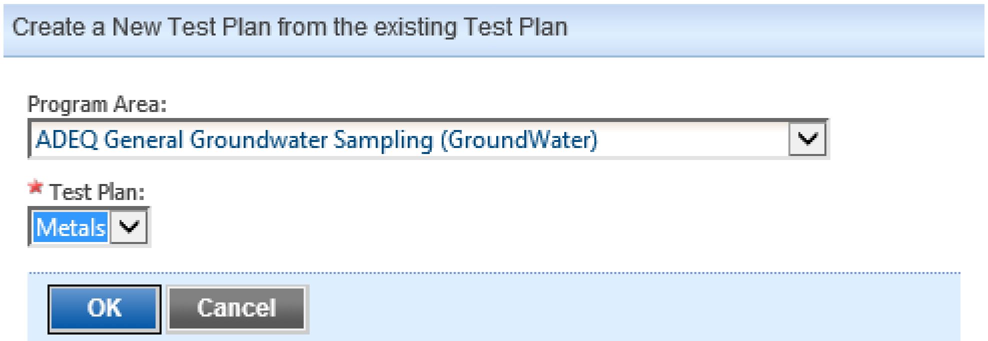


Figure 2-21: Test Plan tab – Copy test plan

This form will be populated when the user clicks on the copy test plan button in the test plan tab. It will allow the user to copy an existing test plan, and by clicking OK button, the new test plan will be created. If the Cancel button is selected, then the application will not copy the test plan and will close the form without saving any information.

4.1.10. Manage Projects – Attachment Tab

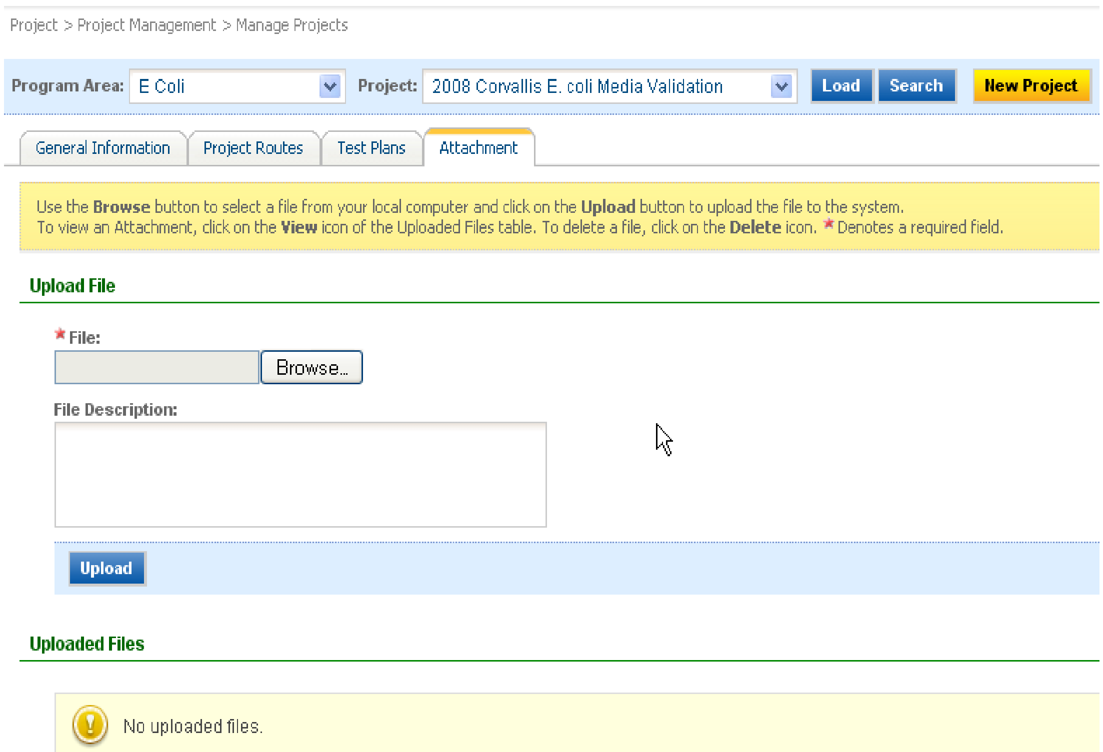


Figure 2-22: Manage Projects – Attachment Tab

The Attachment tab will display the files that are attached to the existing project. This page will also retrieve and load information, corresponding to the Program area and project menus in the Search bar in the Attachment screen.

The **Load** button will retrieve and load information on all the tabs for the search criteria entered. The **Search** button will navigate the user to a "Search for Project" page. The **New Project** button will leave the current page and direct the user to Create New Project page with General Information tab enabled and asterisk(*) marked as required fields and other tabs disabled until New Project information is saved, depending on the security profile of the user. Only when the security profile allows creating a new project will the application allow the user to do so. Otherwise, read-only access will be granted by the application. **(**If New Project Information is created and saved, then other tabs are enabled. Otherwise application will disable all other tabs if new project is created but not saved).

The 

browse button will allow selecting the file that needs to be uploaded. The 

button will upload the file. The  icon under the uploaded files in the attachment tab will allow the user to view the file that was uploaded. The icon under the uploaded files within the Attachment tab will pop up message confirming the delete. If “yes” is selected, application will delete the record. If “cancel” is selected, application will not delete the record.

4.2. Schedule Trips

4.2.1. Schedule Trips – Search

Figure 2-23: Schedule Trips – Search

This page will retrieve and load information, corresponding to the Program area and project menus in the Search bar in the Schedule trips screen. The **Load** button will retrieve and load information on the entire trip search screen for the search criteria entered. The **Search** button will require the user to enter the drop down values in the search criteria. If there is data for the search criteria entered, then system will "**load"** the information that match the search criteria and display values in the search result below.

The  icon will allow the user to edit the trip information of a selected project. The  icon will delete the Scheduled Trip you wish to remove from the Project and will pop up message confirming the delete. If "yes" is selected, application will delete the record. If "cancel" is selected, application will not delete the record. The **New Trip** button will open a pop-up window named "Add trip" with some required fields. After the required fields are entered and OK button is clicked, application will open a new page with General Information tab and Team sampling sites tab enabled if the record is of "Sampling Trip" type. Otherwise if it is of "Recon Trip" type then the application will open the General Information tab and Recon tab (this depends on the trip type). If the required fields are not filled in, then application will display error message.

The Auto-Generate Trips button will allow user to add a trip and will automatically generate Schedule Trips based on the Project's predefined Route Plan.

a. The OK button in Auto Generate trip pop-up page will save the information for the trip added for Auto Generate trips with the required fields. If the required field information is not entered, then error message will be displayed mentioning that required field data must be entered before application can save.

b. The Cancel button in Add trip pop-up will abort the data entered.

4.2.2. Schedule Trips – General Information Tab

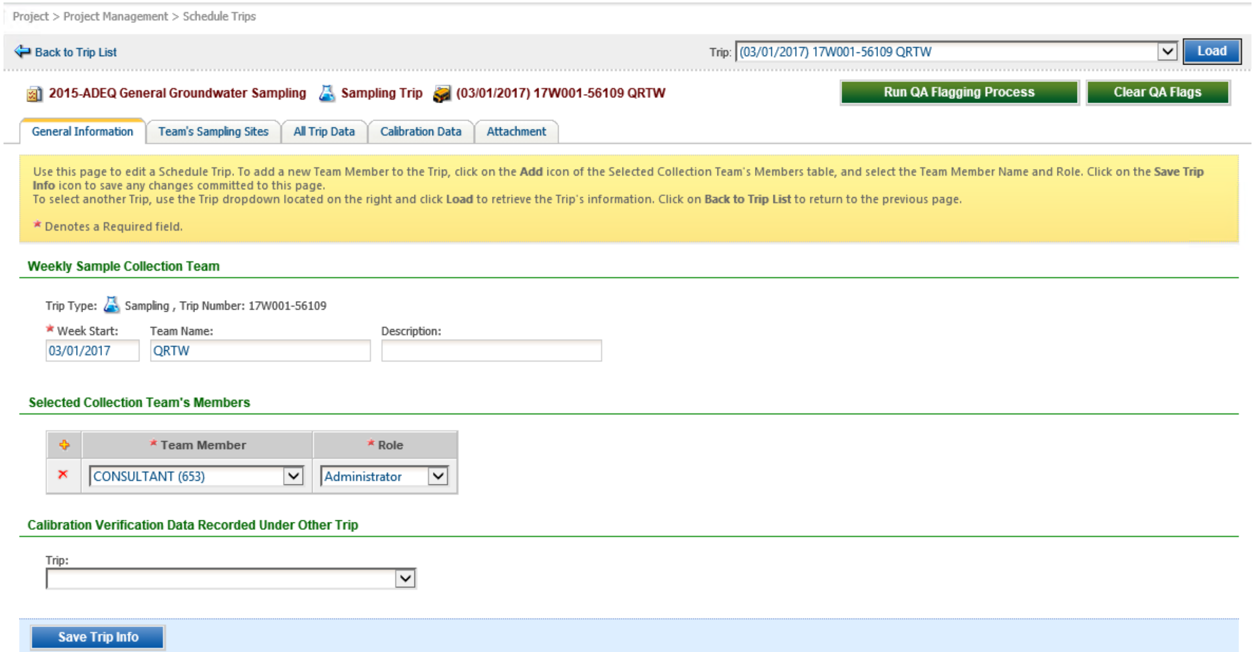


Figure 2-24: Schedule Trips – General Information Tab

This page will be populated when the user clicks on the edit icon for the selected record on the Schedule Trips search page.

The user can select Trip from drop down menu, and clicking on the **Load** button will retrieve and load information, corresponding to the Trip selected, in the Schedule Trip screen. An entry with a blank value in the required field results in an error message being displayed that the required fields cannot be blank.

The ✚ icon under selected collection team members will insert an empty row to enter team member and role information. The ✕ icon under selected collection team members will pop up message confirming the delete. If "yes" is selected, application will delete the record. If "cancel" is selected, application will not delete the record. The **Save Trip Info** button will save the information entered in this tab with asterisk (*) as required fields. If the required fields are not entered then the application will display error message.

The **Run QA Flagging Process** will pop up message "Are you sure you want to run QA Flagging Process?" If user clicks 'OK', system will run QA Flagging Process on the file. If user clicks 'Cancel', no action is taken.

The Clear QA Flags will pop up message “Are you sure you want to clear QA Flags?” If the user clicks ‘OK’, system will clear QA flags for the file. If user clicks ‘Cancel’, no action is taken.

The Back to Trip List hyper link will return the user back to the eAquaPro Schedule trips page.

4.2.3. Schedule Trips – Team Recon Sites Tab

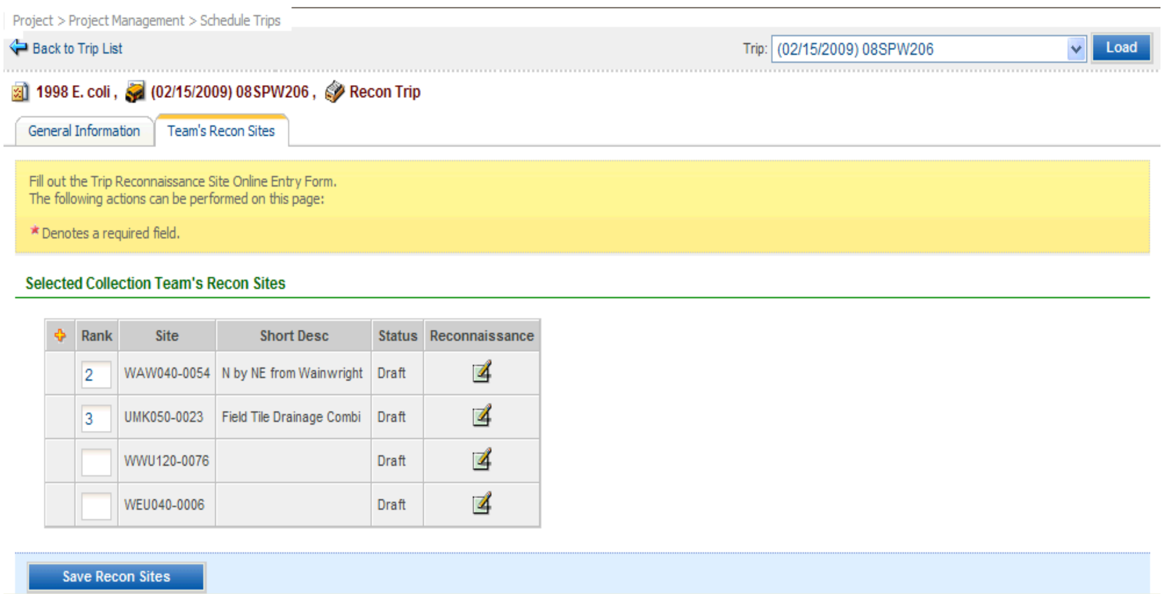


Figure 2-25: Schedule Trips – Team Recon Sites Tab

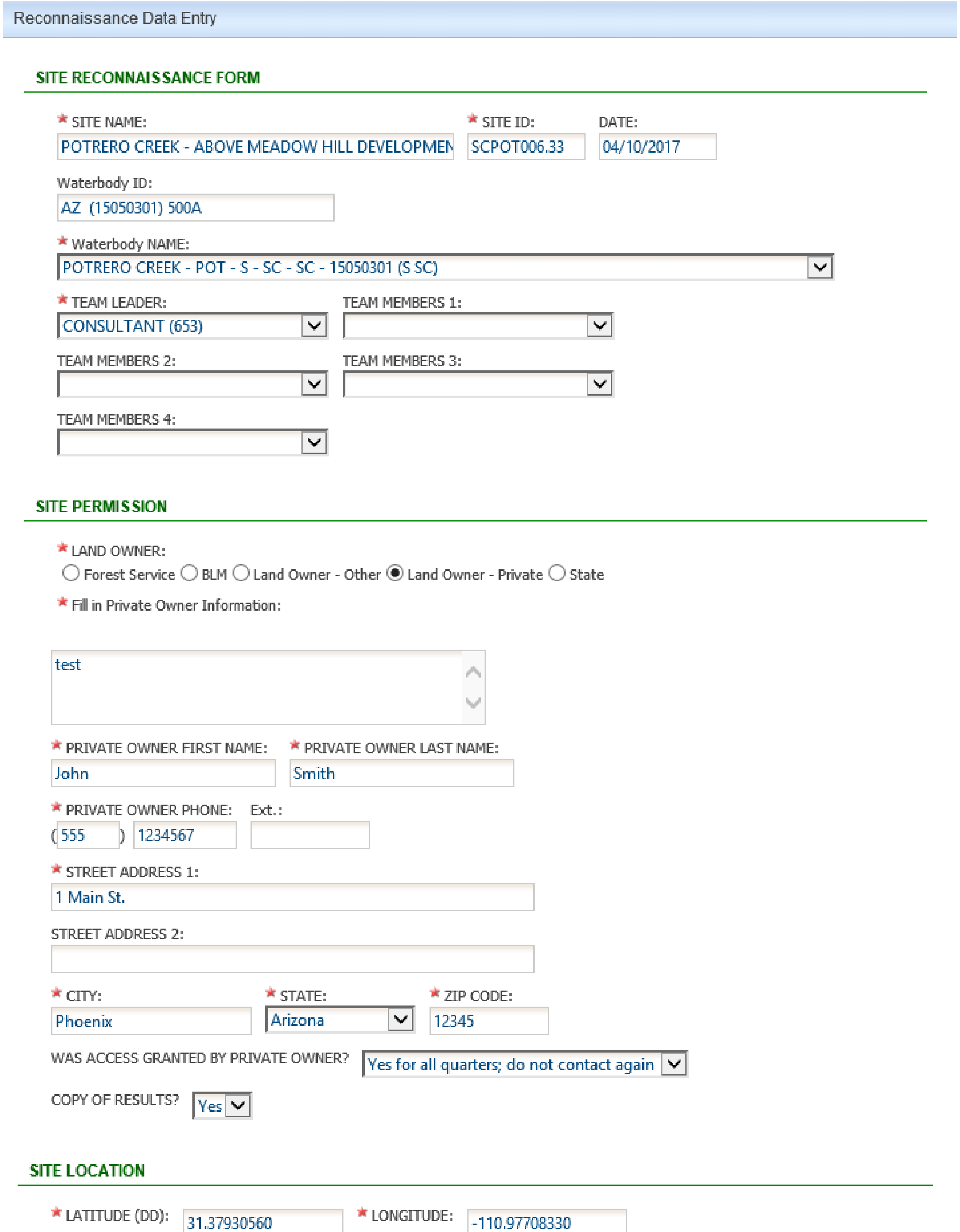
This page will be populated when the user clicks on the edit icon of the “recon trip” type for the selected record on the Schedule Trips search page.

The user can select Trip from drop down menu and clicking on the Load (**Load** button) will retrieve and load information, corresponding to the Trip selected, in the Schedule trip screen. An entry with a blank value in the required field results in an error message being displayed that the required fields cannot be blank.

The icon will add a new record of Recon Site to the trip to the selected collection teams recon sites and will open the Site Search page, allowing the user to search the records based on the site criteria entered or selected. And user can select the site records and by clicking the OK button, the application will add the sites selected by the user to the Selected Collection Team's Recon Sites. The recon icon will open the Reconnaissance data entry page where the user can edit the data. The icon will pop up message confirming the delete. If “yes” is selected, application will delete the record; if “cancel” is selected, application will not delete the record. The Save Recon Sites button will save data entered in this page marked with asterisk (*) as required field. If the required fields are not entered, then application will display error message.

The Back to Trip List hyper link will return the user back to the eAquaPro Schedule trips page.

4.2.4. Schedule Trips – Team Recon Sites Tab – Edit Reconnaissance data



Reconnaissance Data Entry

SITE RECONNAISSANCE FORM

* SITE NAME: POTRERO CREEK - ABOVE MEADOW HILL DEVELOPMEN
* SITE ID: SCPOT006.33
DATE: 04/10/2017

Waterbody ID: AZ (15050301) 500A

* Waterbody NAME: POTRERO CREEK - POT - S - SC - SC - 15050301 (S SC)

* TEAM LEADER: CONSULTANT (653)
TEAM MEMBERS 1:

TEAM MEMBERS 2:
TEAM MEMBERS 3:

TEAM MEMBERS 4:

SITE PERMISSION

* LAND OWNER:
○ Forest Service ○ BLM ○ Land Owner - Other ◉ Land Owner - Private ○ State

* Fill in Private Owner Information:

test

* PRIVATE OWNER FIRST NAME: John
* PRIVATE OWNER LAST NAME: Smith

* PRIVATE OWNER PHONE: (555) 1234567
Ext.:

* STREET ADDRESS 1: 1 Main St.

STREET ADDRESS 2:

* CITY: Phoenix
* STATE: Arizona
* ZIP CODE: 12345

WAS ACCESS GRANTED BY PRIVATE OWNER? Yes for all quarters; do not contact again

COPY OF RESULTS? Yes

SITE LOCATION

* LATITUDE (DD): 31.37930560
* LONGITUDE: -110.97708330

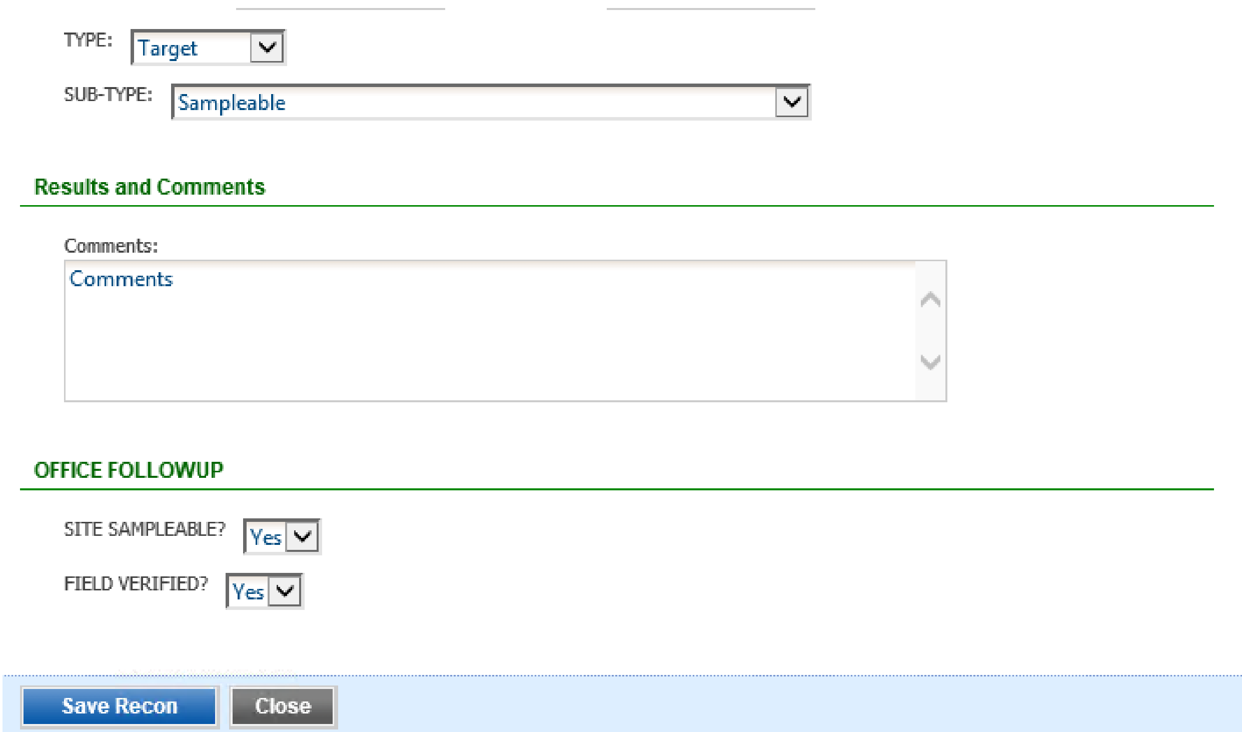


Figure 2-26: Team Recon Sites Tab – Edit Reconnaissance data

This page is populated when the user clicks on the edit icon in the Team recon sites tab on the selected row. An entry with a blank on required fields results in error message being displayed that required fields are missing and needs to be filled in. The **Save Recon** button will save data entered in this page marked with asterisk (*) as required field. If the required fields are not entered, then application will display error message and application will close the page. The **Close** button will close the page without saving.

4.2.5. Schedule Trips – Team Recon Sites Tab – Add /Edit Selected Collection Teams Recon Sites

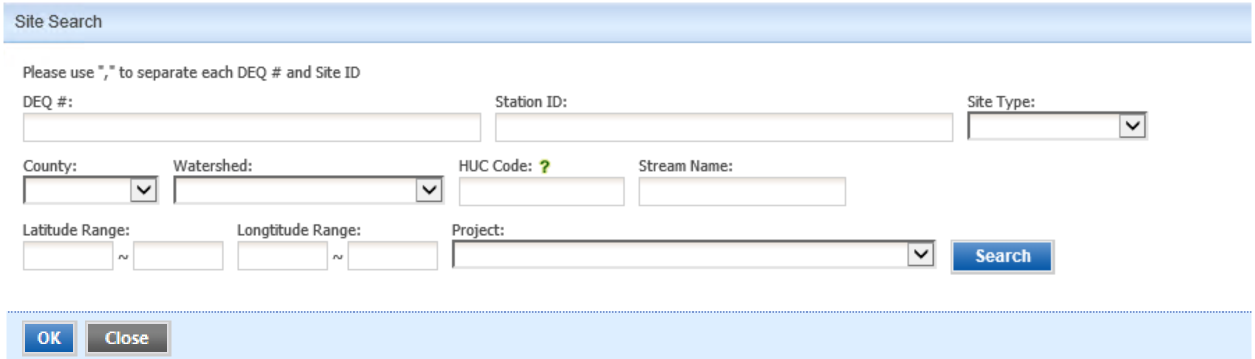
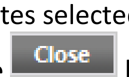


Figure 2-27: Team Recon Sites Tab - Add /Edit Selected Collection Teams Recon Sites

This page will be opened when the user will click on the plus icon under the selected collection team's recon sites in the Team Recon sites tab. This Site search page allows the user to search the sites based on the site criteria entered or selected, and the user can select the site records and by clicking the 

button, the application will add the sites selected by the user to the Selected Collection Team's Recon Sites in the Team recon sites tab. If the 

button is selected, then the application will close the page without saving any information.

4.2.6. Schedule Trips – Team Sampling Sites Tab

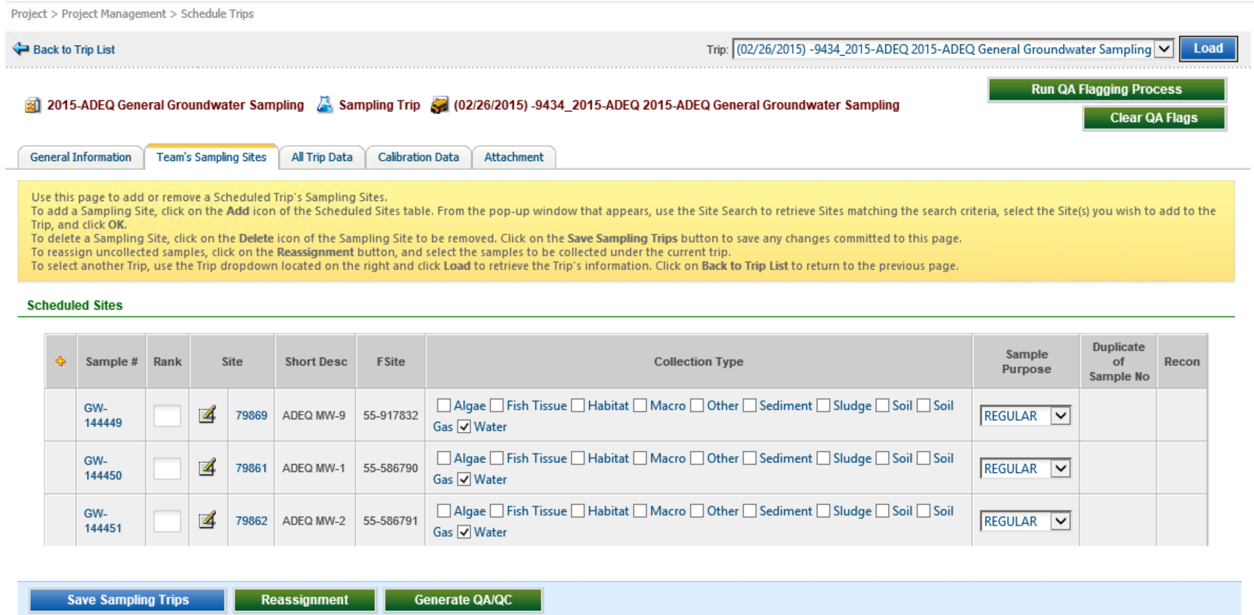


Figure 2-28: Schedule Trips - Team Sampling Sites Tab

This page will be populated when the user will clicks on the edit icon for the selected record of the sampling trip type on the Schedule trips search page

The user can select Trip from drop down menu and clicking on the Load button will retrieve and load information, corresponding to the Trip selected, in the Schedule trips screen. The will add a new record to the end of the record under scheduled sites. The will pop up message confirming the delete and if yes is selected, application will delete the record. If cancel is selected, application will not delete the record.

The icon under schedule sites will add a new Site to the Scheduled Sites table and will open the Site Search page allowing the user to search the records based on the site criteria entered or selected and user can select the site records. By clicking the OK button, the application will add the sites selected by the user to the Schedule Sites. The site icon will open the Site Search page where the user can edit the data.

The Save Sampling Trips button will save data entered in this page marked with asterisk (*) as required field. If the required fields are not entered, then application will display error message. The user can reassign uncollected samples, by clicking on the Reassignment button, and select the samples that need to be reassigned to the current trip from other trips. The Generate QA/QC will automatically generate duplicate samples and/or MS/MSD for the samples under the current trip.

The Back to Trip List hyper link will return the user to the main Schedule trips page.

4.2.7. Schedule Trips – Team Sampling Sites Tab – Add /Edit Schedule Sites

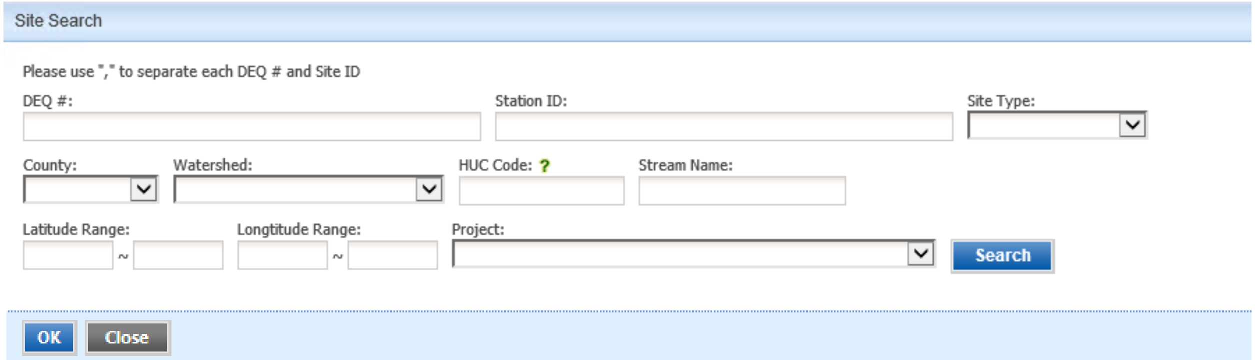


Figure 2-29: Team Sampling Sites Tab - Add /Edit Schedule Sites

This page will be opened when the user will click on the  icon under the schedule sites in the Team Sampling sites tab. This Site search page allows the user to search the sites based on the site criteria entered or selected and user can select the site records. By clicking the 

button, the application will add the sites selected by the user to the Selected Collection Team's Recon Sites in the Team recon sites tab. If the 

button is selected, then the application will close the page without saving any information.

4.3. Upload Sample/Result Data

4.3.1. Upload Sample/Result Data – Search

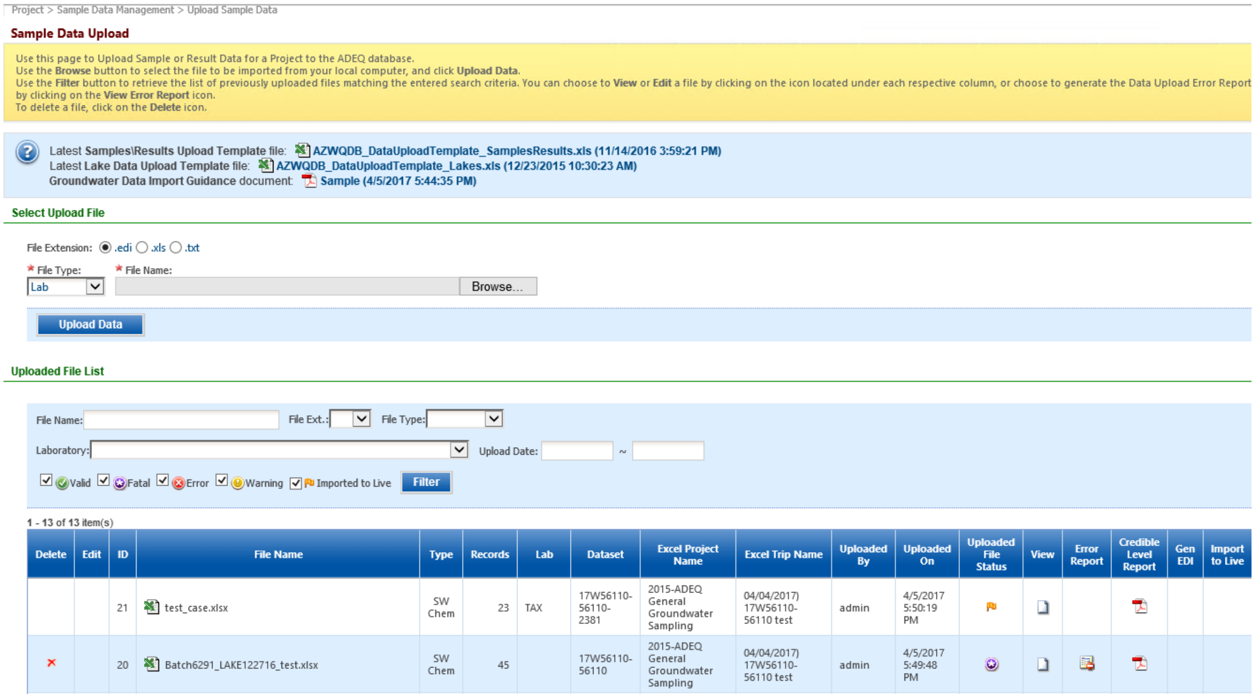


Figure 2-30: Upload Sample/Result Data – Search

This Upload Sample/Result Data page will display all uploaded files by default when the user clicks on the left side of the navigation bar. This page will upload Sample or Result Data for a Project to the eAquaPro database.

The 

button will allow user to browse and select the file which needs to be uploaded. The 

button will validate the file which is selected and uploaded by the user. The File Extension and File Type must be entered for upload to occur. If not selected, an error message will be displayed by the application. The 

button will retrieve the list of previously uploaded files matching the entered search criteria.

The  icon will allow the user to create or change data. The  icon will pop up message confirming the delete and if "yes" is selected, application will delete the record. If "cancel" is selected, application will not delete the record. The 

on the top of the page will allow the user to view the latest data upload template file in excel format.

The **view icon** will allow to user to view original uploaded file. The import icon will allow the data that is valid to be imported to the "Live" tables. (When you first click "upload", the data only stays in staging tables) The 'View error report icon' will generate the data Upload Error Report.

The Back to Upload List hyper link will return the user to the main Upload Sample / Result Data list page.

4.3.2. Upload Sample/Result Data – General Information Tab

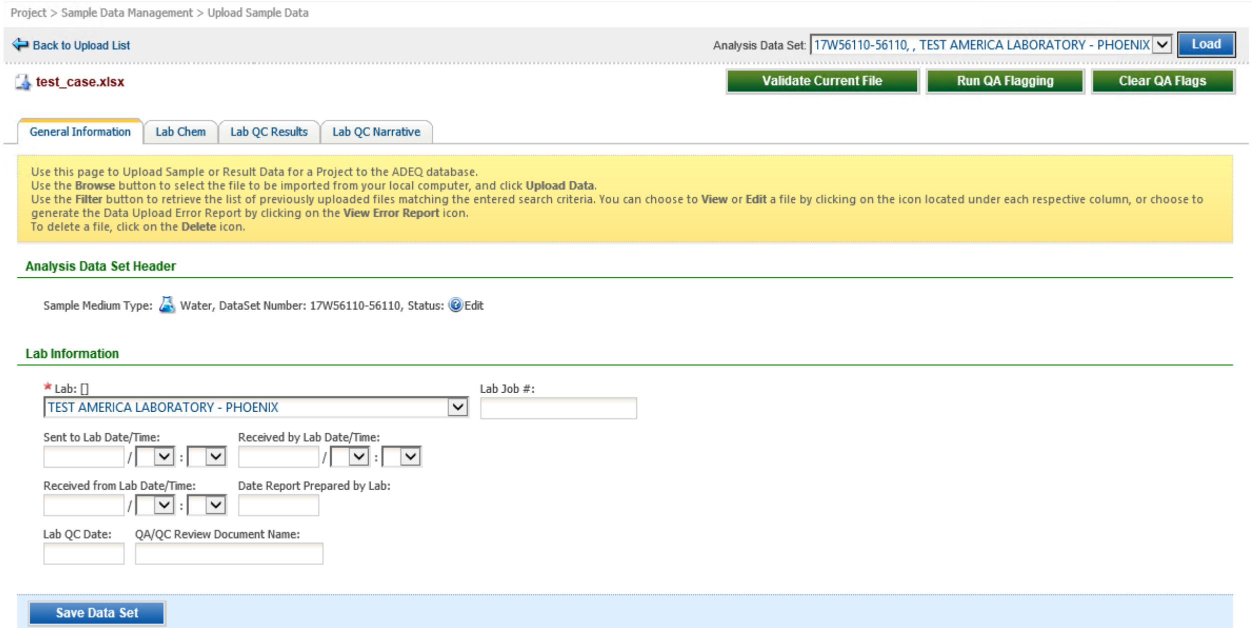


Figure 2-31: Upload Sample/Result Data – General Information Tab

This page is used to load sample or result data from eAquaPro database.

Each File could have multiple data sets. The user can select the Analysis Data Set in the drop down and by clicking the **Load** button the application will display the corresponding data. An entry with a blank value in the required field results in error displayed by the system that required field marked with asterisk (*) is missing. The **Save Data Set** button will save all the data entered in this page. If the required field data is missing, then an error message will be displayed on top of the page and will not save until the required field values have been entered.

The **Back to Upload List** hyper link will return the user to the main Upload Sample / Result Data list page.

4.3.3. Upload Sample/Result Data – Fish preps tab

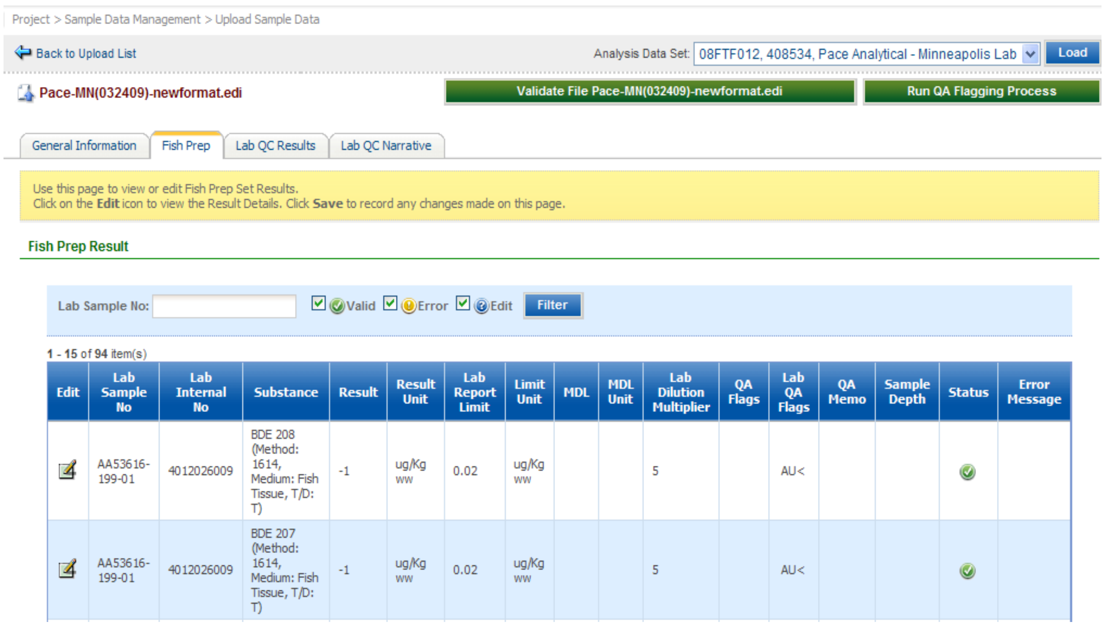


Figure 2-32: Upload Sample/Result Data – Fish preps tab

The 

button filters and displays the records based on the filter criteria checked. The  icon will populate the 'Result Detail' page which will allow the user to edit the data that already exists in the system.

The 

hyper link will return the user to the main Upload Sample / Result Data list page.

4.3.4. Upload Sample/Result Data – Edit Fish preps tab

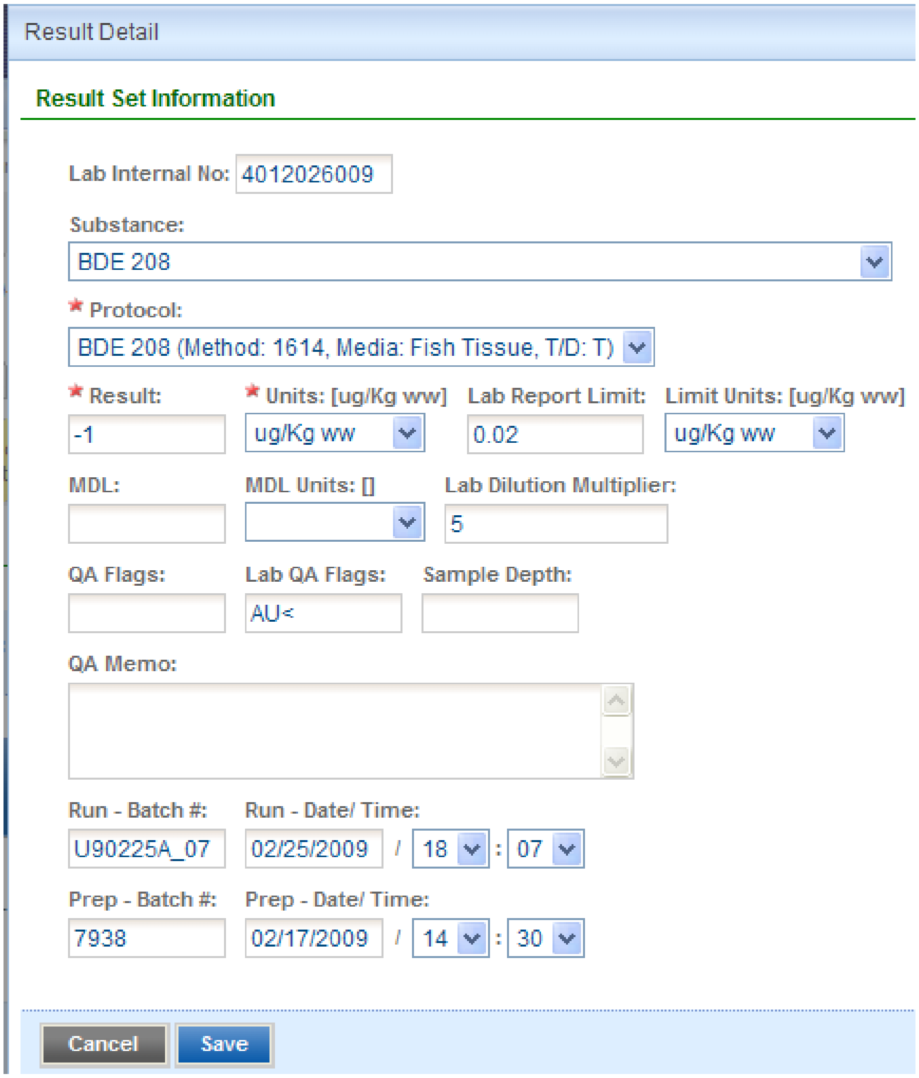


Figure 2-33: Upload Sample/Result Data – Edit Fish preps tab

This page will be populated when the user clicks on the edit icon in the fish prep tab page.

The **Save** button will save data entered in all the columns marked with asterisk (*) as required. If the required fields are not entered, then application will display error message on top of the page and will not save the data until the required field information is entered. The **Cancel** button will close the page without saving.

4.3.5. Upload Sample/Result Data – Lab QC Result tab

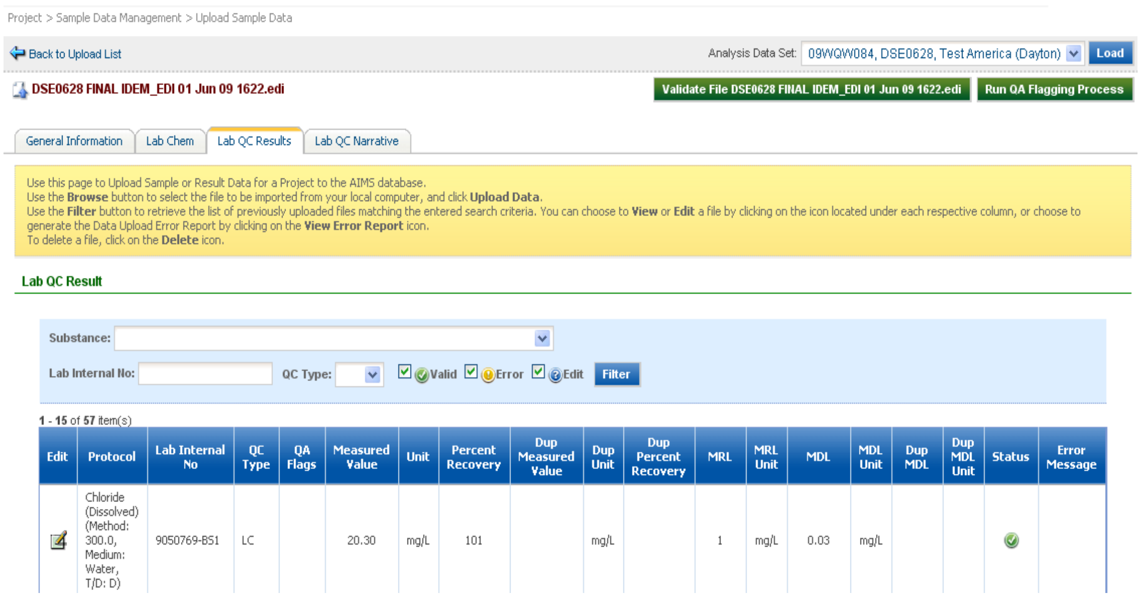


Figure 2-34: Upload Sample/Result Data – Lab QC Result tab

Each File could have multiple data sets. You can select the Analysis Data Set in the drop down and the 

button is used to display the corresponding data. The 

button will retrieve the list based on the search criteria selected. The  icon will allow the user to edit the data that already exists in the system.

The 

hyper link will return the user to the main Upload Sample / Result Data list page.

4.3.6. Upload Sample/Result Data – Edit Lab QC Result tab

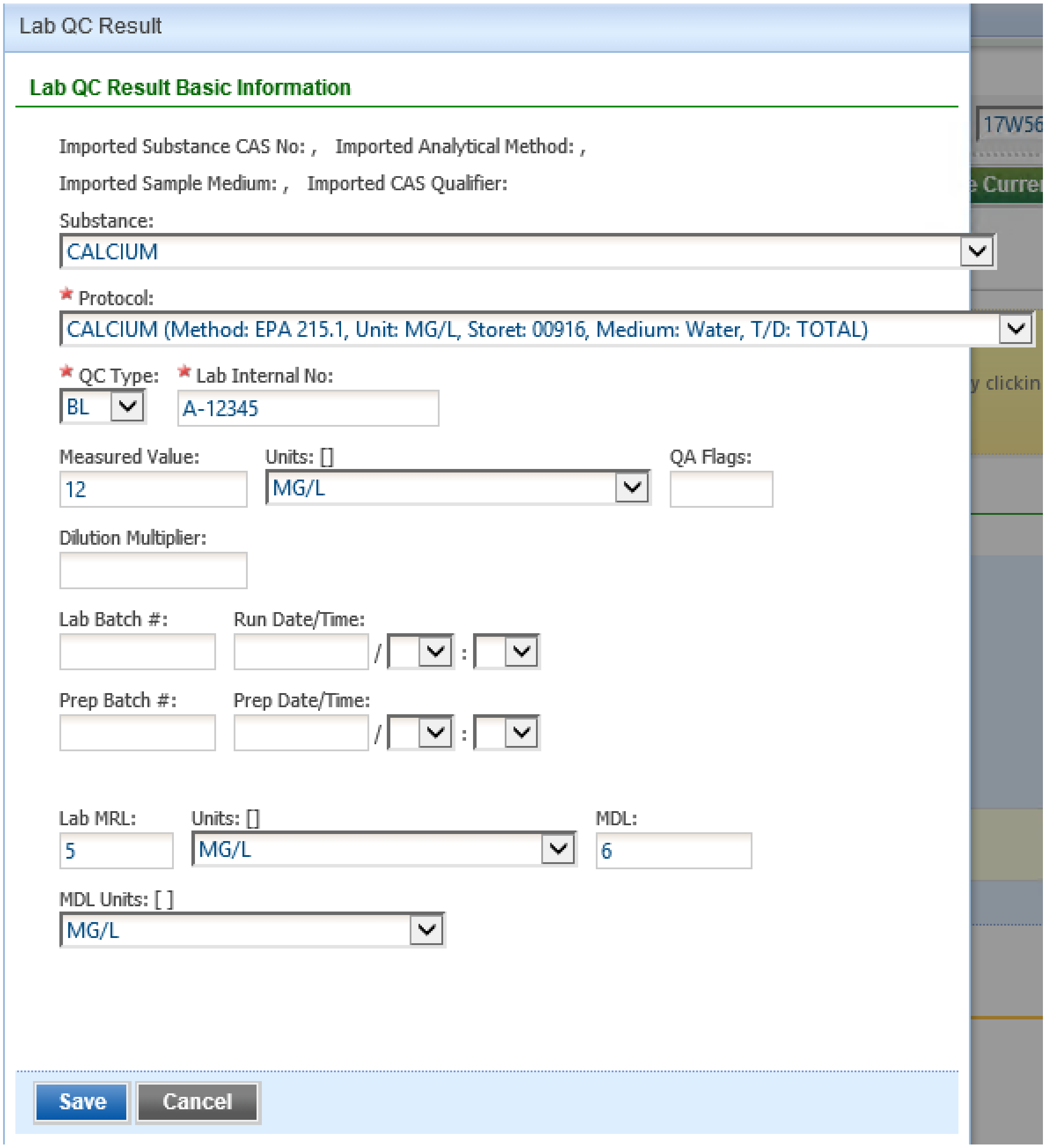


Figure 2-35: Upload Sample/Result Data – Edit Lab QC Result tab

This page will be populated when the user clicks on the edit icon in the Lab QC result tab. The Save button will save all the data entered in this page with columns marked with asterisk (*) as required field. If the required field data is missing, then an error message will be displayed on top of the page and will not save until the required field values have been entered. The Cancel button will exit the page without saving any data.

4.3.7. Upload Sample/Result Data – Lab Chem Tab

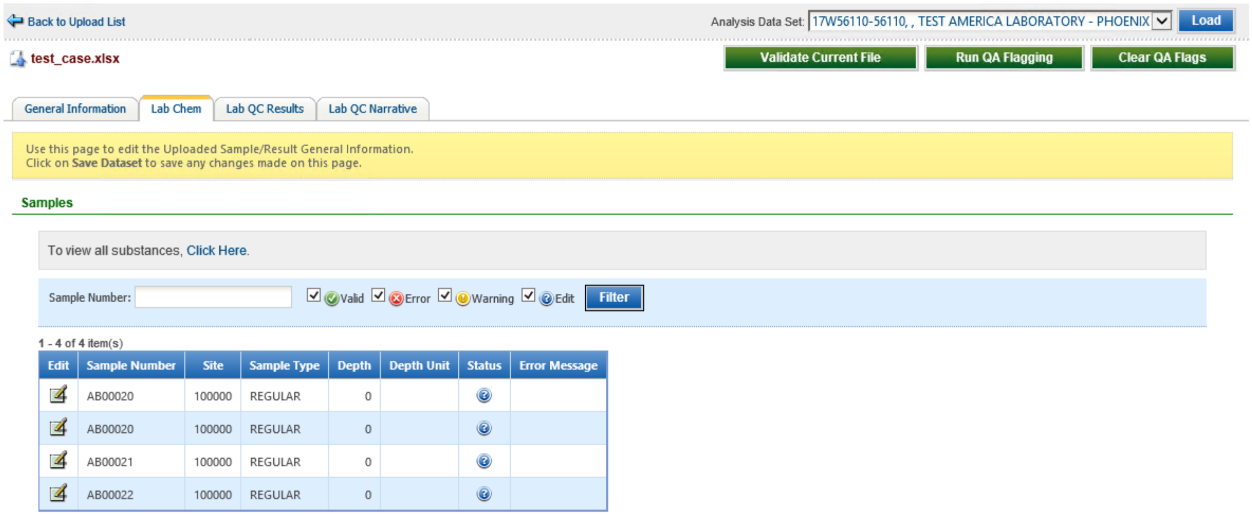


Figure 2-36: Upload Sample/Result Data – Lab Chem Tab

Each File could have multiple data sets. The user can select the Analysis Data Set in the drop down and the 

button is used to display the corresponding data. This page will display the uploaded sample/result data information. The 

button will retrieve the list based on the search criteria selected. The  icon will allow the user to edit the uploaded sample/result data information.

The 

hyper link will redirect the page to the original upload sample/result data page.

4.3.8. Upload Sample/Result Data – Lab Chem Tab Detail

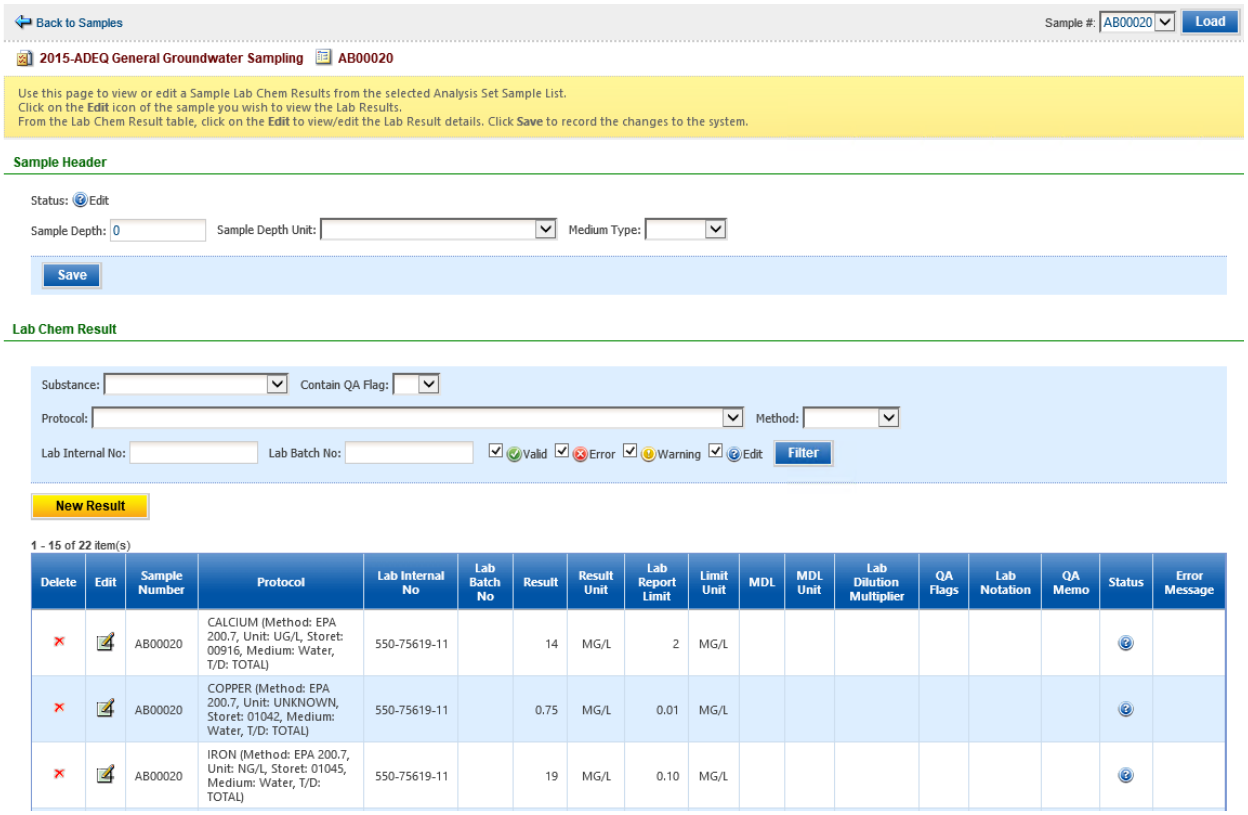


Figure 2-37: Upload Sample/Result Data – Lab Chem Tab Detail

This page will display when the user clicks on the edit icon under the samples on the lab chem tab. This page will allow the user to view or edit the Lab Chem Results from the selected Sample Number. The icon will allow editing the data that already exists in the system.

The user can select the Sample Number from the drop down, and the Load button is used to display the corresponding data. The Filter button will retrieve the list based on the search criteria selected. The Save button will save all the data entered in this page. Columns with red asterisks (*) are required fields. If the required field data is missing, then an error message will be displayed on top of the page, and the application will not save the data in the page until the required field values have been entered.

The 

hyper link will redirect the page to the original upload sample/result data page.

4.3.9. Upload Sample/Result Data – Edit Lab Chem Tab Detail

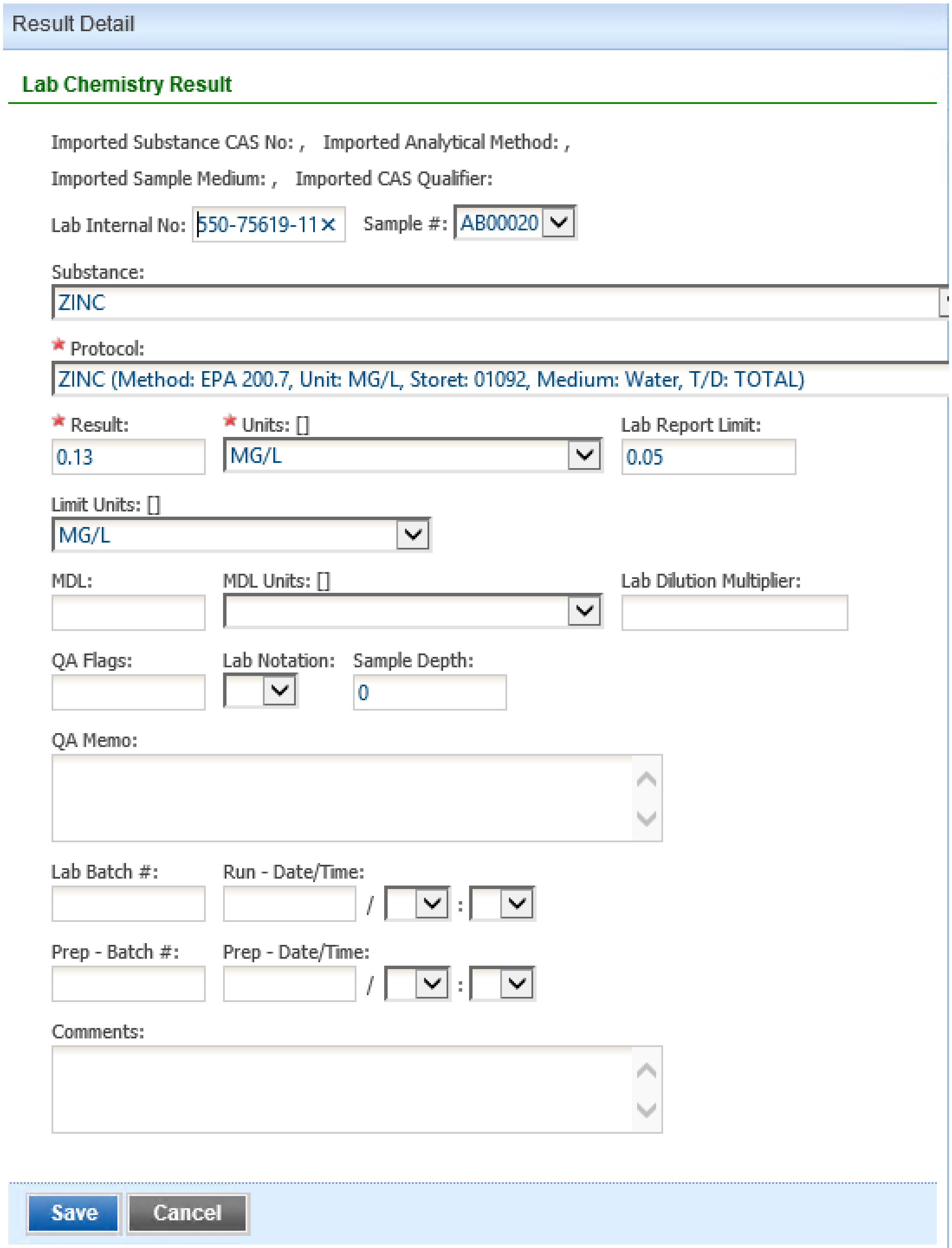
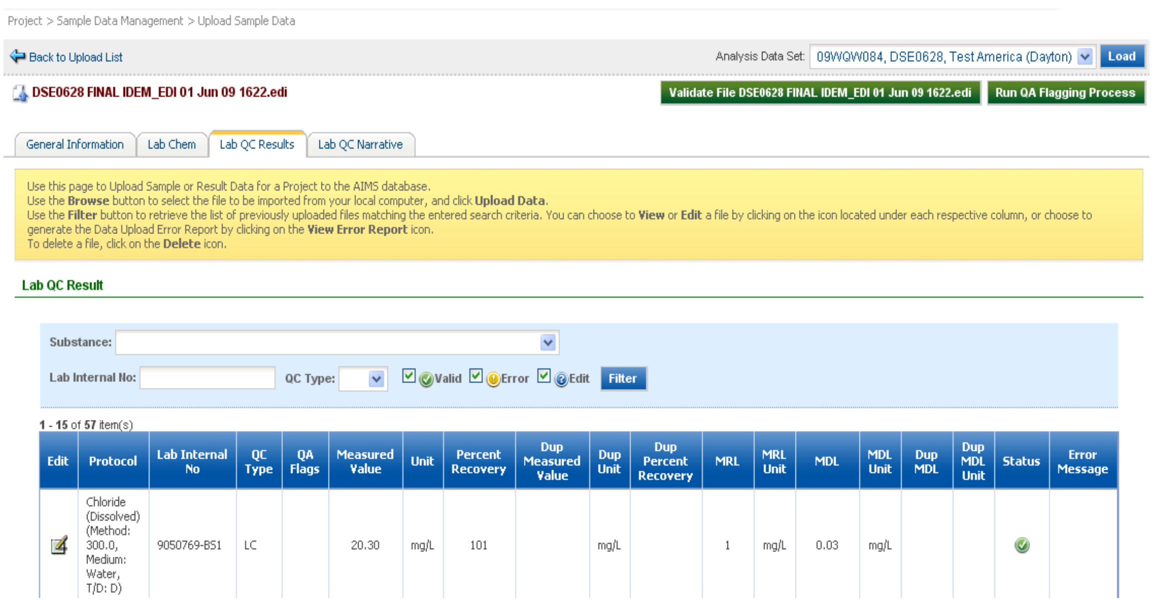


Figure 2-38: Upload Sample/Result Data – Edit Lab Chem Tab Detail

This page will be populated when the user clicks the edit icon of the selected sample under lab chem detail tab. The Save button will save all the data entered in this page. Columns marked with asterisk

(*) are required fields. If the required field data is missing, then an error message will be displayed on top of the page and will not save until the required field values have been entered. The Cancel button will exit the page without saving any data.

4.3.10. Upload Sample/Result Data – Lab QC Results Tab



Edit	Protocol	Lab Internal No	QC Type	QA Flags	Measured Value	Unit	Percent Recovery	Dup Measured Value	Dup Unit	Dup Percent Recovery	MRL	MRL Unit	MDL	MDL Unit	Dup MDL	Dup MDL Unit	Status	Error Message
	Chloride (Dissolved) (Method: 300.0, Medium: Water, T/D: D)	9050769-BS1	LC		20.30	mg/L	101		mg/L		1	mg/L	0.03	mg/L				

Figure 2-38: Upload Sample/Result Data – Lab QC Results Tab

Each File could have multiple data sets. The user can select the Analysis Data Set in the drop down, and the Load button is used to display the corresponding data. This page is used to load Sample or Result Data for a Project from eAquaPro database.

The Filter button will retrieve the list based on the search criteria selected. The icon will populate the lab QC result detail information page which will allow the user to edit the lab QC result data information.

The Back to Upload List hyper link will redirect the page to the original upload sample/result data page.

4.3.11. Upload Sample/Result Data – Edit Lab QC Results Tab

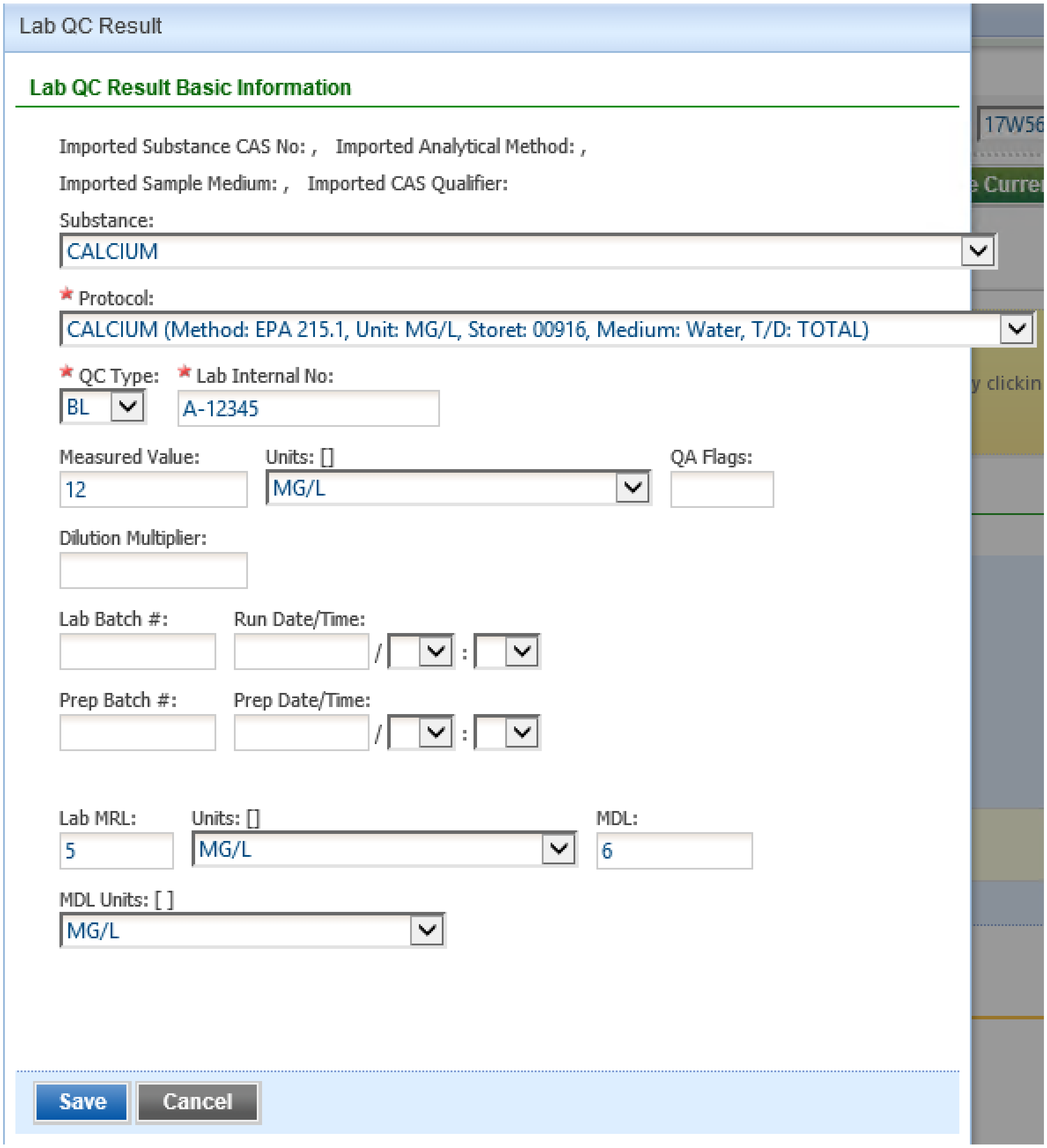


Figure 2-39: Upload Sample/Result Data – Edit Lab QC Results Tab

This page is populated when the user clicks on the edit icon in the lab QC result tab page.

The **Save** button will save all the data entered in this page. Columns marked with asterisk (*) are required fields. If the required field data is missing, then an error message will be displayed on top of the page and will not save until the required field values have been entered. The **Cancel** button will exit the page without saving any data.

4.3.12. Upload Sample/Result Data – Lab QC Narrative Tab

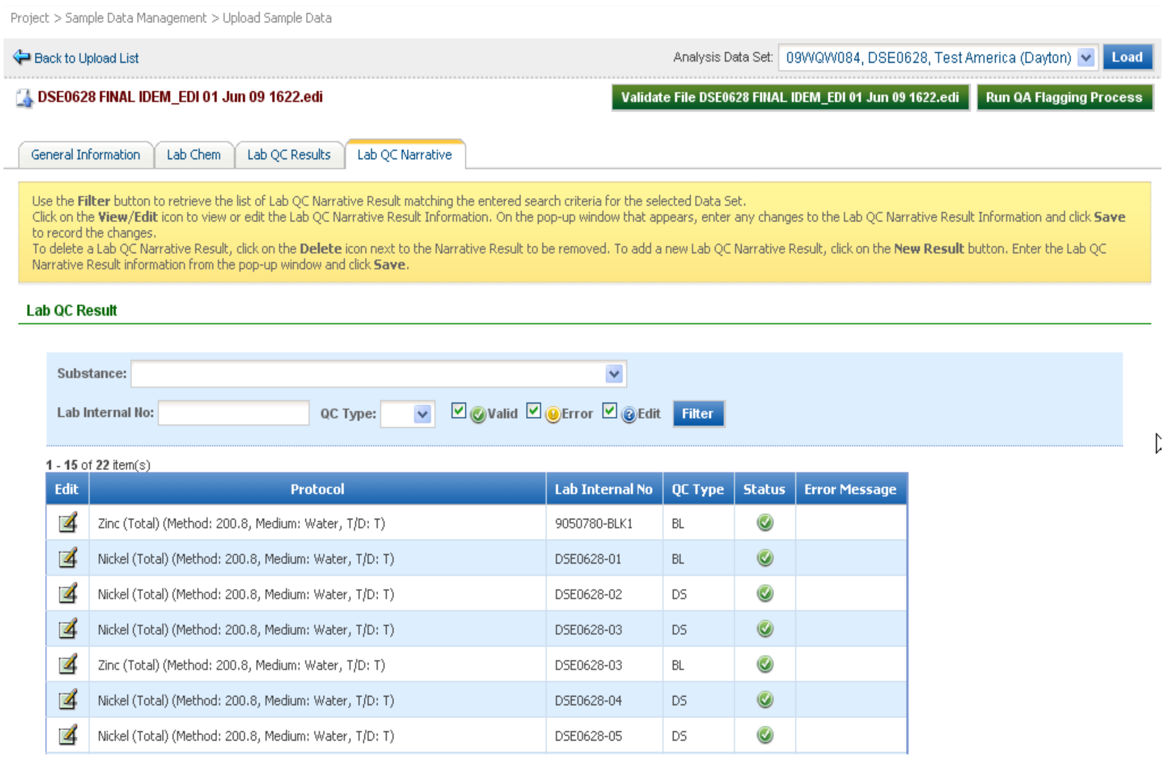


Figure 2-40: Upload Sample/Result Data – Lab QC Narrative Tab

Each File could have multiple data sets. The user can select the Analysis Data Set in the drop down, and the **Load** button is used to display the corresponding data. This page is used to load Sample or Result Data for a Project from eAquaPro database.

The **Filter** button will retrieve the list of Lab QC Narrative Result matching the entered search criteria for the selected Data Set. The  icon will populate the lab QC narrative result detail information page which will allow the user to edit the lab QC result information.

The **Back to Upload List** hyper link will redirect the page to the original upload sample/result data page.

4.3.13. Upload Sample/Result Data – Edit Lab QC Narrative Tab

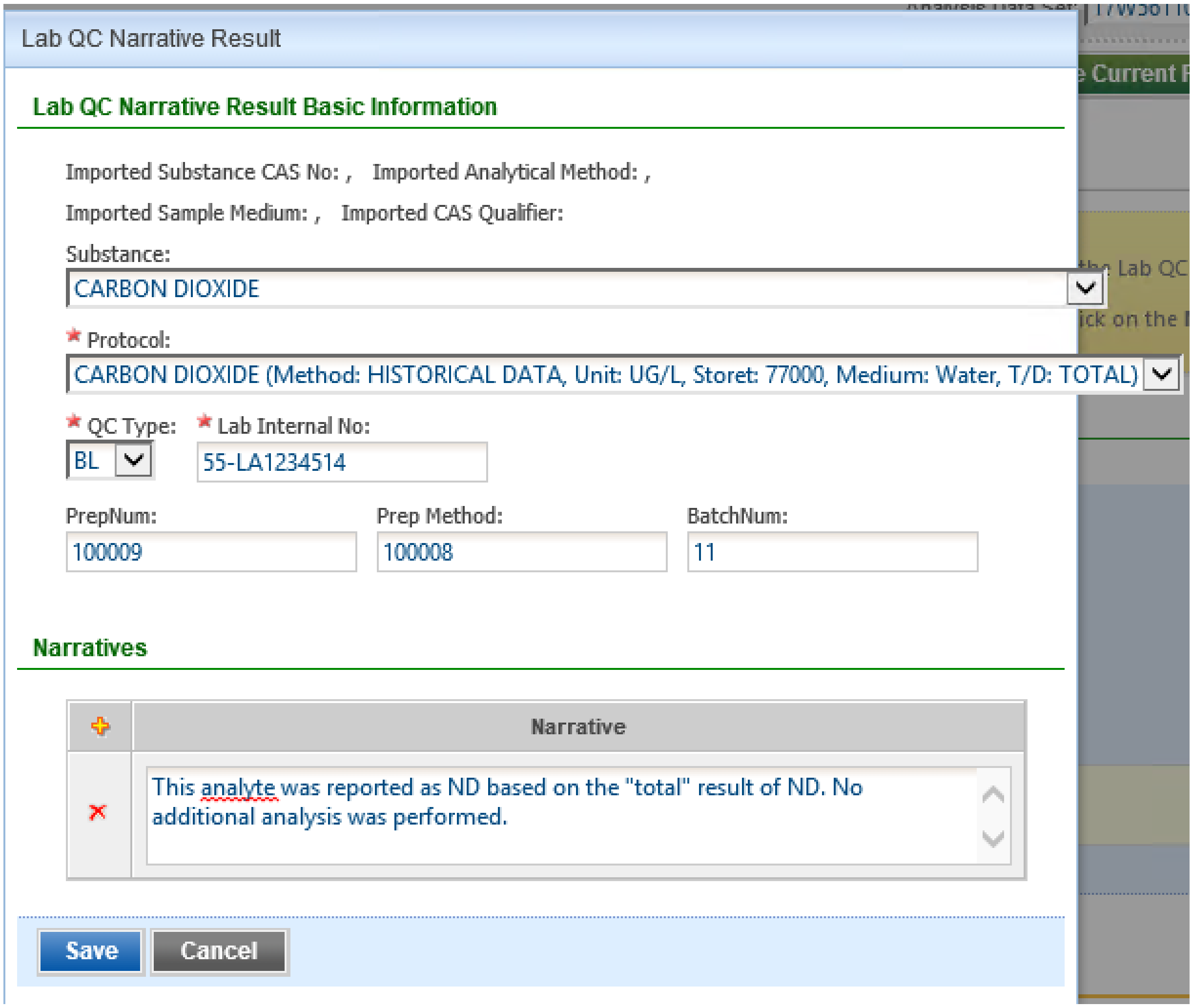


Figure 2-41: Upload Sample/Result Data – Edit Lab QC Narrative Tab

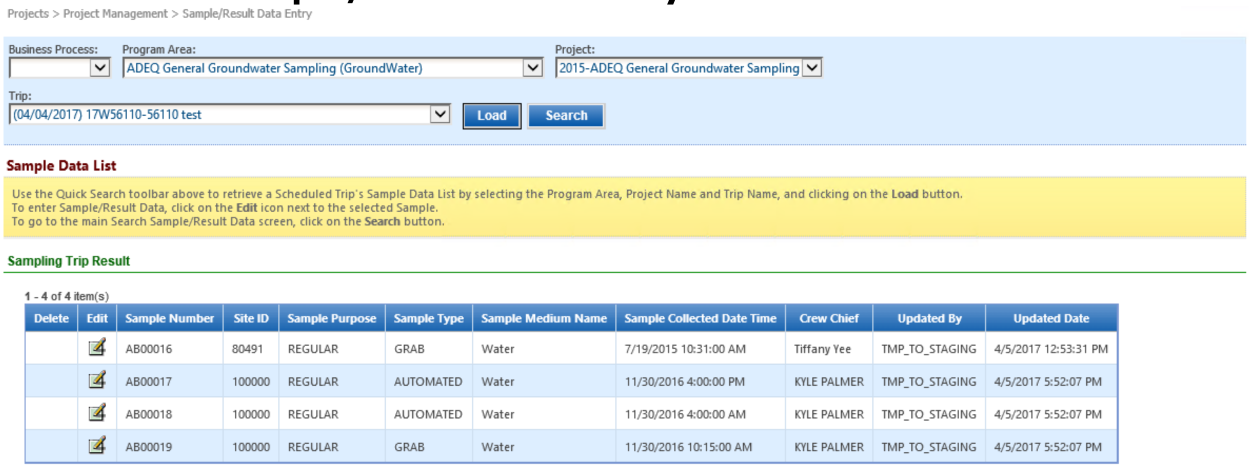
This page is populated when the user clicks on the edit icon under the lab QC result list. The 

button will save all the data entered in this page. Columns marked with asterisk (*) are required fields. If the required field data is missing, then an error message will be displayed on top of the page and the application will not save the data until the required field values have been entered. The 

button will exit the page without saving any data.

4.4. Sample/Result Data Entry

4.4.1. Sample/Result Data Entry – Search



Delete	Edit	Sample Number	Site ID	Sample Purpose	Sample Type	Sample Medium Name	Sample Collected Date Time	Crew Chief	Updated By	Updated Date
		AB00016	80491	REGULAR	GRAB	Water	7/19/2015 10:31:00 AM	Tiffany Yee	TMP_TO_STAGING	4/5/2017 12:53:31 PM
		AB00017	100000	REGULAR	AUTOMATED	Water	11/30/2016 4:00:00 PM	KYLE PALMER	TMP_TO_STAGING	4/5/2017 5:52:07 PM
		AB00018	100000	REGULAR	AUTOMATED	Water	11/30/2016 4:00:00 AM	KYLE PALMER	TMP_TO_STAGING	4/5/2017 5:52:07 PM
		AB00019	100000	REGULAR	GRAB	Water	11/30/2016 10:15:00 AM	KYLE PALMER	TMP_TO_STAGING	4/5/2017 5:52:07 PM

Figure 2-42: Sample/Result Data Entry – Search

The quick search tool bar above the list is used to retrieve a schedule trips sample data list by selecting the program area, project name and trip name.

The **Load** button will load the entire sample data list for the drop down list selected by the user. The **Search** button will redirect the user to "Search for Sample/Result" page.

The  icon will allow the user to change the data or edit the data already existing in the application. The icon will pop up message confirming the delete and if "yes" is selected, application will delete the record. If "cancel" is selected, application will not delete the record.

4.4.2. Sample/Result Data Entry – Header Tab

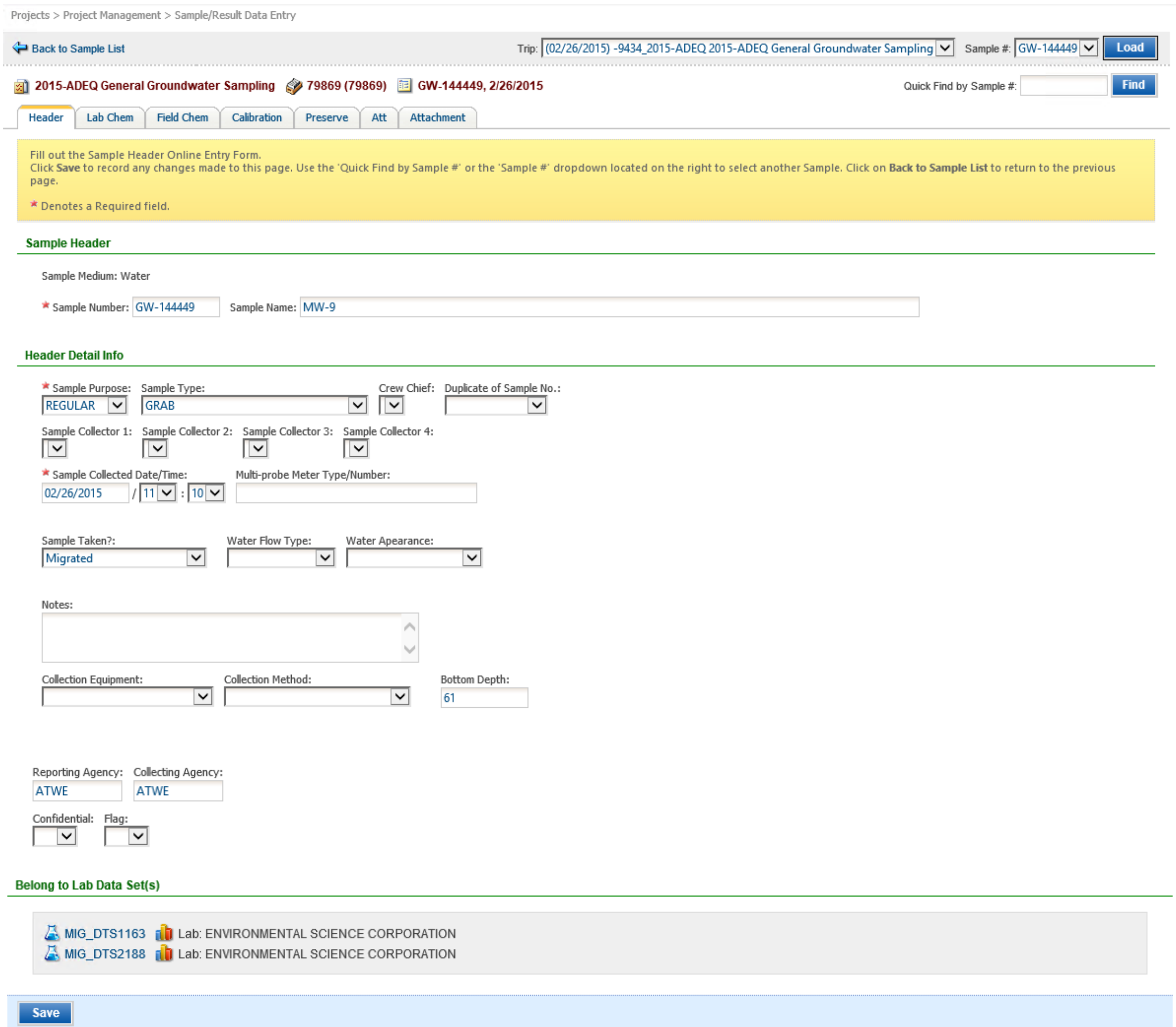


Figure 2-43: Sample/Result Data Entry – Header Tab

The **Load** button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The **Find** button will find if there is a suitable match for the find criteria entered. An entry with blank value in the required fields will display an error message by the system, mentioning that required fields value is missing on top of the page. The **Save** button will save the data entered together with the required field information. If the required field values are not entered, then application will display an error message for required field values marked with asterisk (*) to be entered.

The **Back to Sample List** hyper link will take the user back to the Sample/ Result data entry list page.

4.4.3. Sample/Result Data Entry – Lab Chem Tab

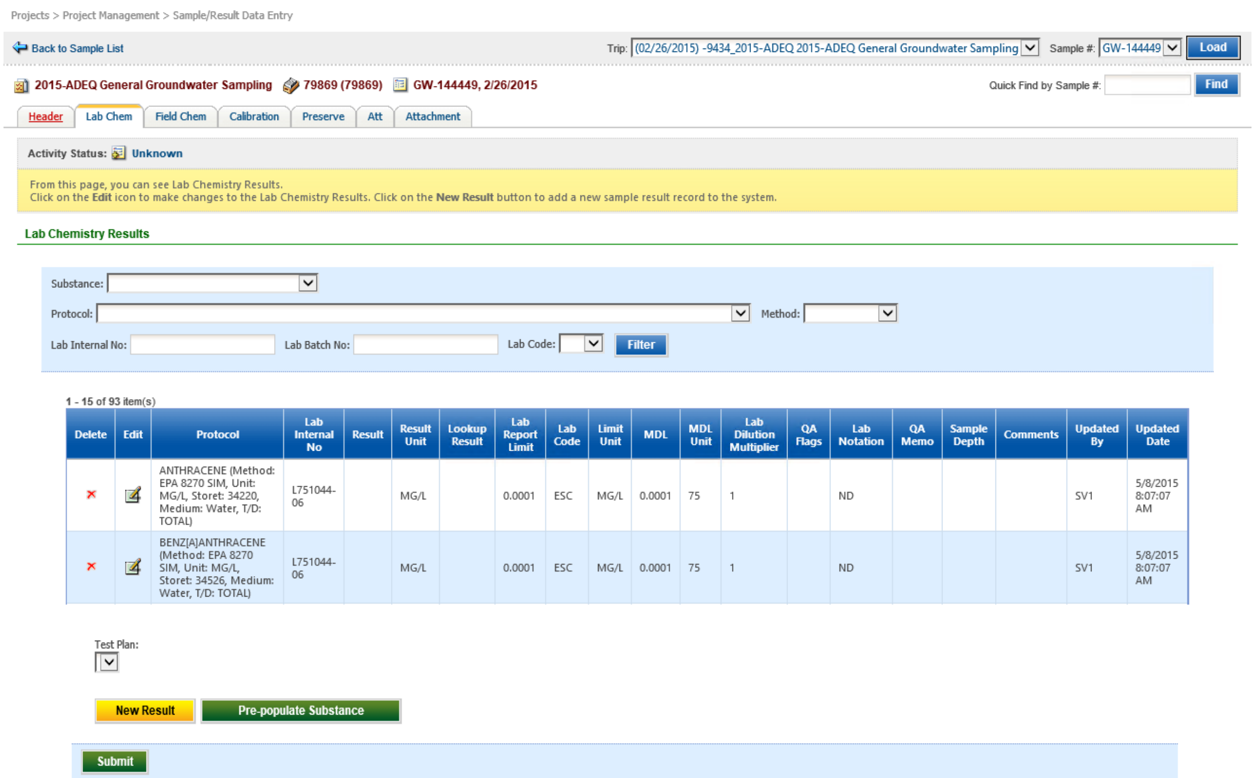


Figure 2-44: Sample/Result Data Entry – Lab Chem Tab

This page lists all the lab chemistry results.

The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The  icon will pop up the lab chemistry detail page which will allow the user to change or edit the data that already exists in the application. The New Result button will pop up a new lab Result detail page which will allow the user to enter a new record in the system. The icon will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record. The Submit button will pop up message confirming the status change. If yes is selected, application will set data status to “submitted”. If cancel is selected, application will not change the status of the record.

The Back to Sample List hyper link will take the user back to the Sample/ Result data entry list page.

4.4.4. Sample/Result Data Entry – Edit Lab Chem Window

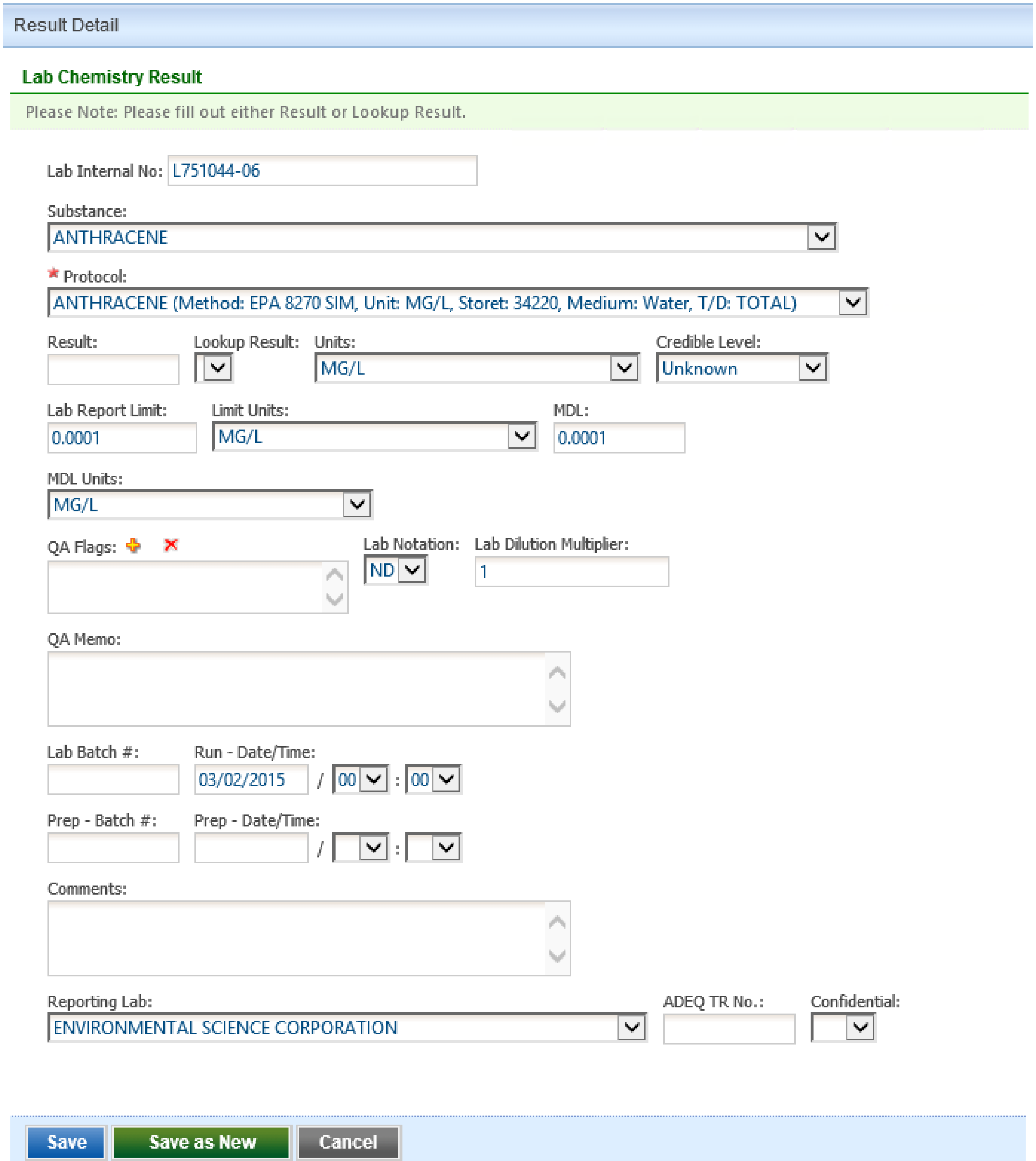


Figure 2-45: Sample/Result Data Entry – Edit Lab Chem Window

This page is displayed when the user is creating a new chemistry result or editing an existing one. An entry with a blank value in required fields results in error displayed on top of the page by the system that required field marked with asterisk (*) is missing. The Save button will save the data entered in the page. If the required field values are not entered, then application will display error message for required field values marked with asterisk (*) to be entered. The Save as New button will allow the user to save the record as a new record. The Cancel button will exit the page without saving any data.

NOTE: Users can click the button next to **QA Flags:** to search for QA Flags that can be added to the result record independent of the QA Flagging process.

4.4.5. Sample/Result Data Entry – Field Chem Tab

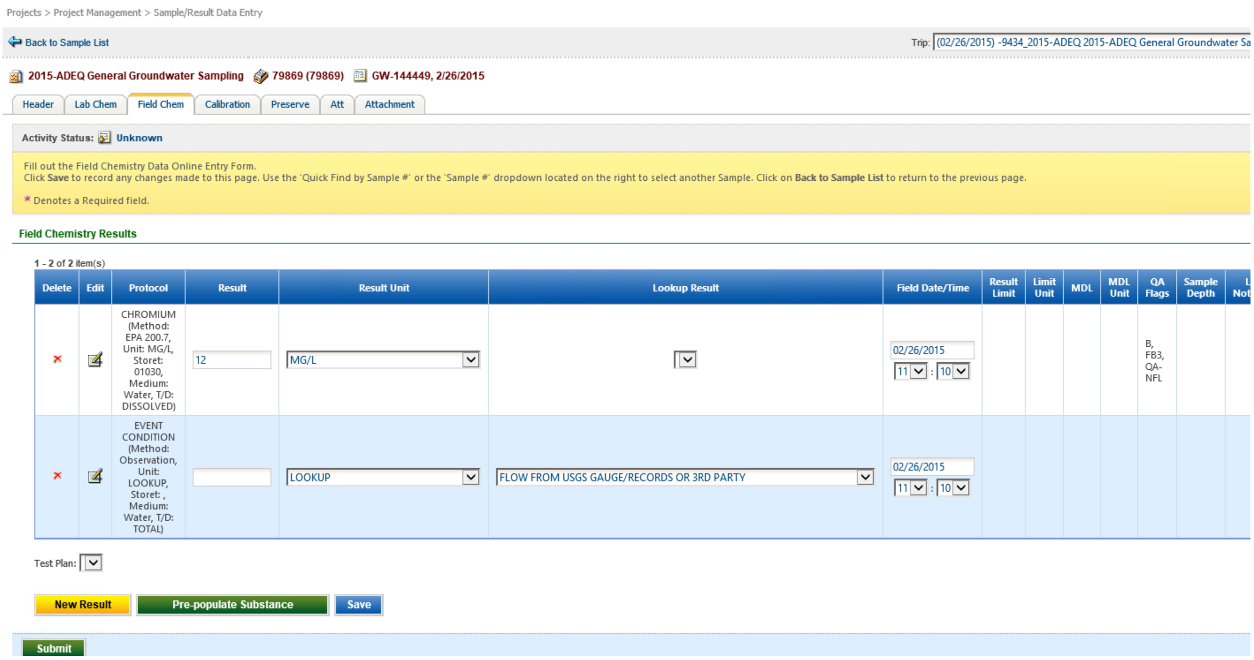


Figure 2-46: Sample/Result Data Entry – Field Chem Tab

This page lists all the field chemistry results.

The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The icon will pop up the field chem detail page which will allow the user to change or edit the data that already exists in the application. The New Result button will pop up a new field chem Result detail page which will allow the user to enter a new record in the system. The icon will pop up message confirming the delete. If “yes” is selected, application will delete the record. If “cancel” is selected, application will not delete the record. The Submit button will pop up message confirming the status change. If yes is selected, application will set data status to “submitted”. If cancel is selected, application will not change the status of the record.

The Back to Sample List hyper link will take the user back to the Sample/ Result data entry list page.

4.4.6. Sample/Result Data Entry – Edit Field Chem Tab

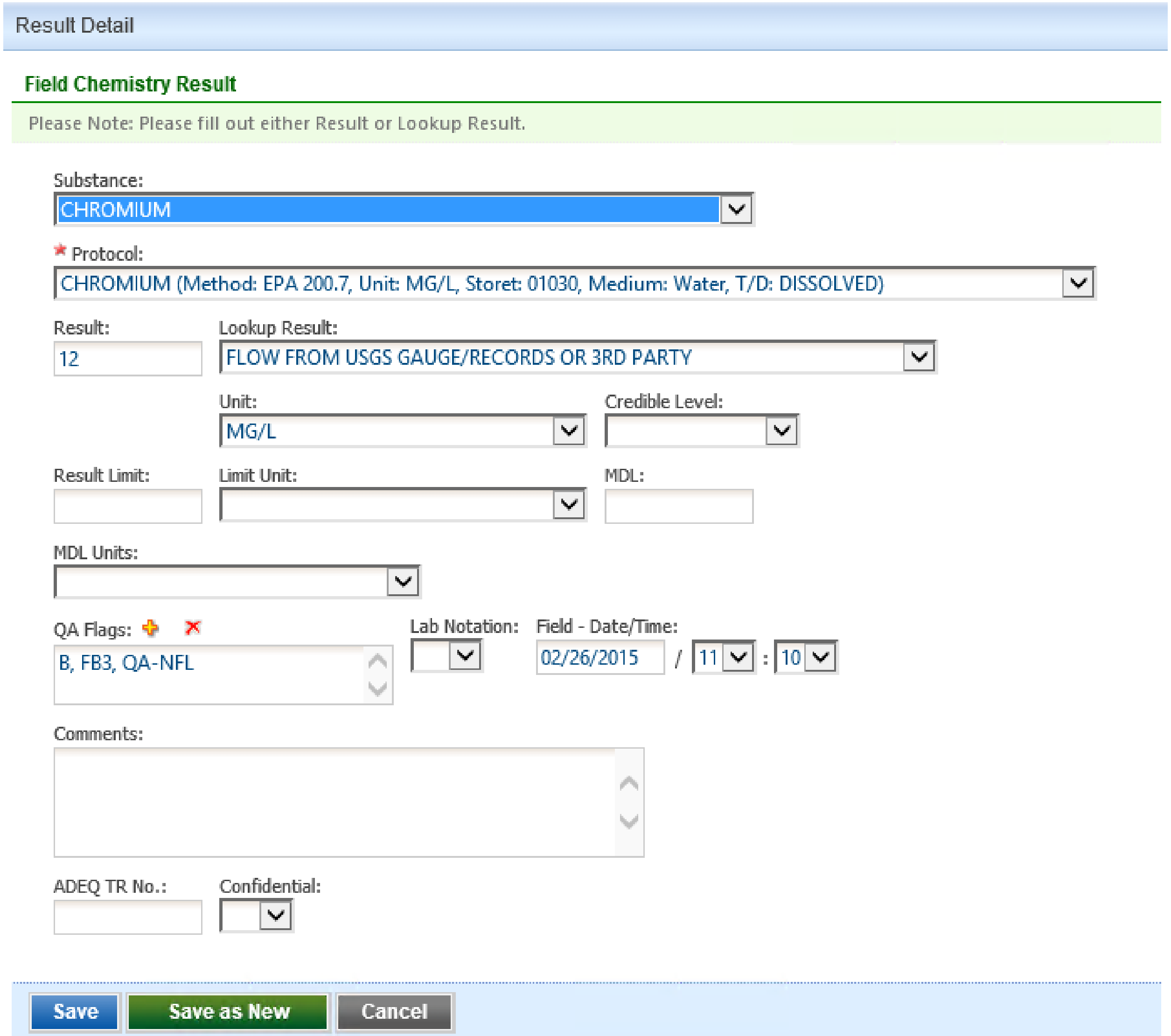
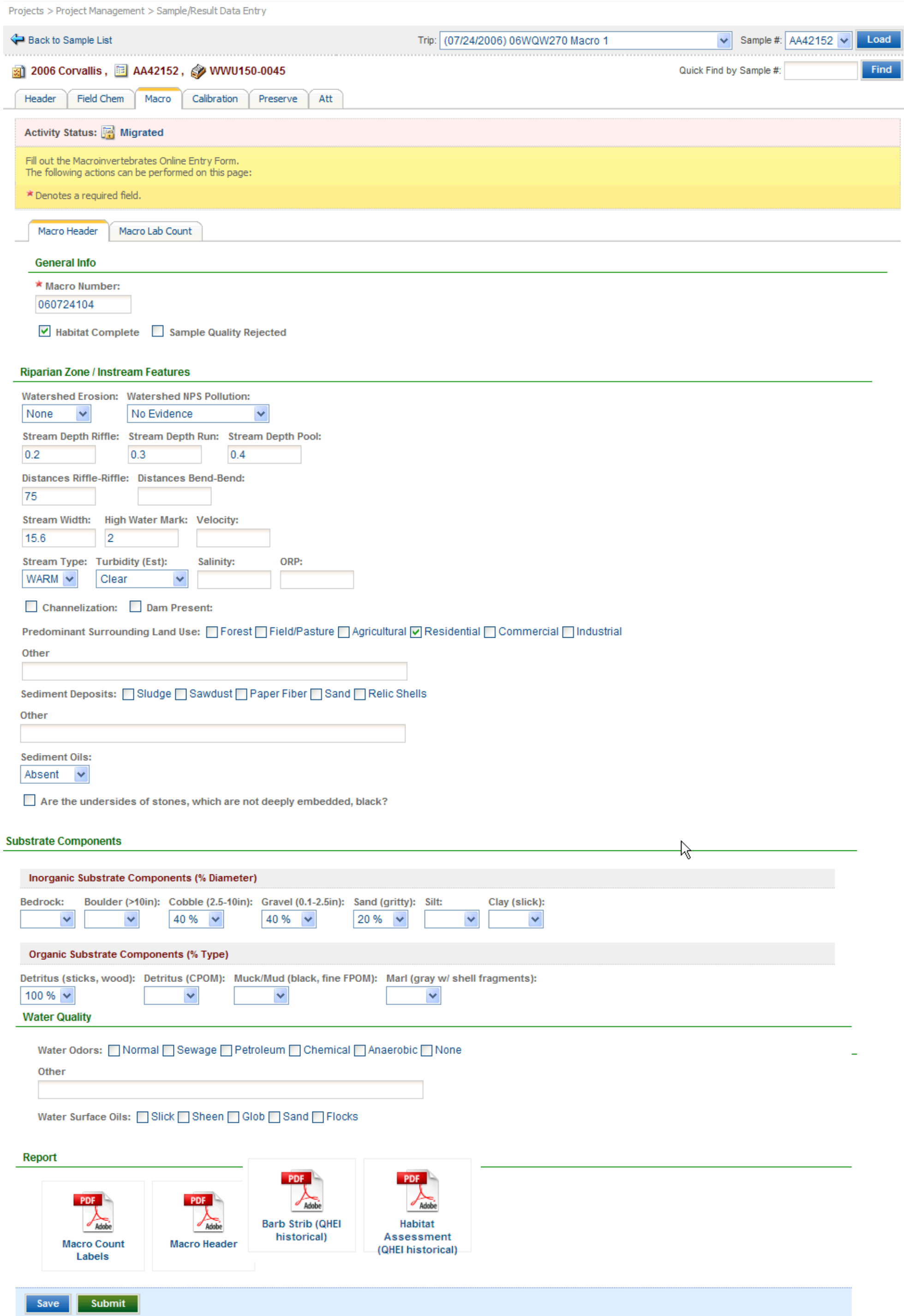


Figure 2-47: Sample/Result Data Entry – Edit Field Chem Tab

This page is displayed when the user is creating a new chemistry result or editing an existing field chemistry result record. An entry with a blank value in required fields results in error displayed by the system that required field marked with asterisk (*) is missing on top of the page. The **Save** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The **Save and Continue** button will allow the user to save the record as a new record and without exiting the page; the user can create another new record. The **Cancel** button will exit the page without saving any data.

4.4.7. Sample/Result Data Entry – Macro Tab – Macro Tab – Header tab

Note: This Macro tab section is entirely preliminary. Macro results will be addressed in Release 2.



This page will allow the user to enter all the invertebrate information

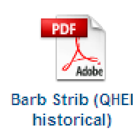
The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required field values marked with asterisk (*) to be entered. The Submit button will pop up message confirming the status change. If yes is selected, application will set data status to "submitted". If cancel is selected, application will not change the status of the record.

By clicking on 

, the application will open Macro Count Labels Report. By Clicking on 

, the application will open Macro Header Report.

If report icon is available: then the user can click on 

'Barb Strib (QHEI historical)' and the application will launch the Barb Strib (QHEI historical) in PDF format. Compare launched Barb Strib Report with existing Barb Strib Labels Report and all fields must match up.

If report icon is available: Click on 

'Habitat Assessment (QHEI historical)' Report and application will launch the Habitat Assessment report in PDF format. Compare launched Habitat Assessment Report with existing Habitat Assessment Report and all fields must match up.

The ⇦ Back to Sample List hyper link will take the user back to the Sample/ Result data entry page.

4.4.8. Sample/Result Data Entry – Macro Tab- Macro Lab Count Tab

Note: This Macro tab section is entirely preliminary. Macro results will be addressed in Release 2.

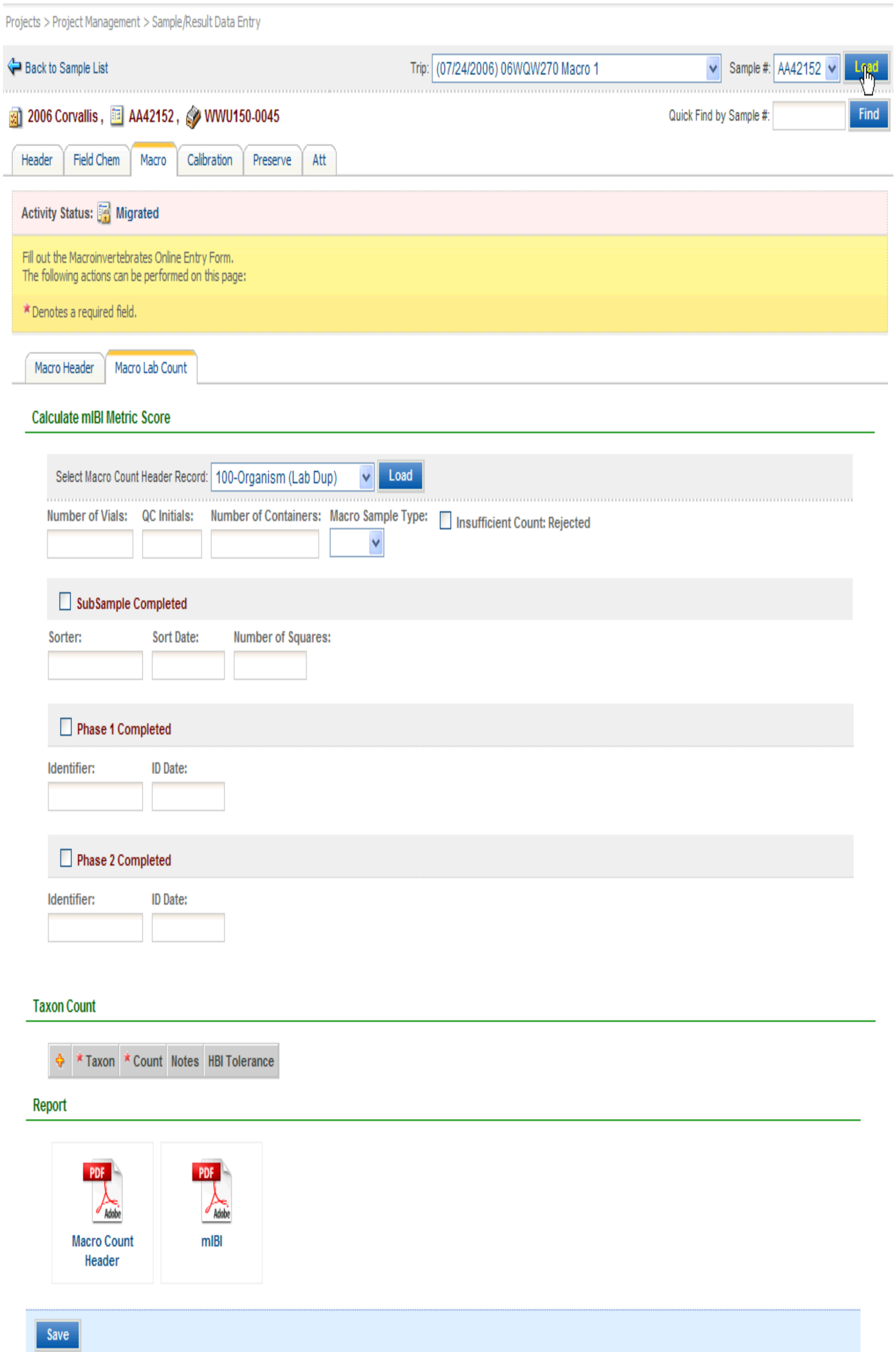


Figure 2-49: Sample/Result Data Entry – Macro Tab- Macro Lab Count Tab

This page will allow the user to enter all the invertebrate information

The 

button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The 

button will find if there is a suitable match for the find criteria entered.

The 

button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The  icon under Taxa count will pop up new page named ' Taxon Search' page which will allow the user to retrieve the list based on the search criteria entered and the user can select the respective records and by clicking the OK button, the application will add the selected records to the taxa list on the Macro lab count page.

By Clicking on 

'Macro Count Header' Report the application will launch the Macro header report in pdf format. Compare launched Macro Count Header Report with existing Macro Count Header Report and all fields must match up.

By Clicking on 

'mIBI' Report the application will launch the Macro header report in pdf format.

4.4.10. Sample/Result Data Entry – Prep Set Tab – Basic Information Tab

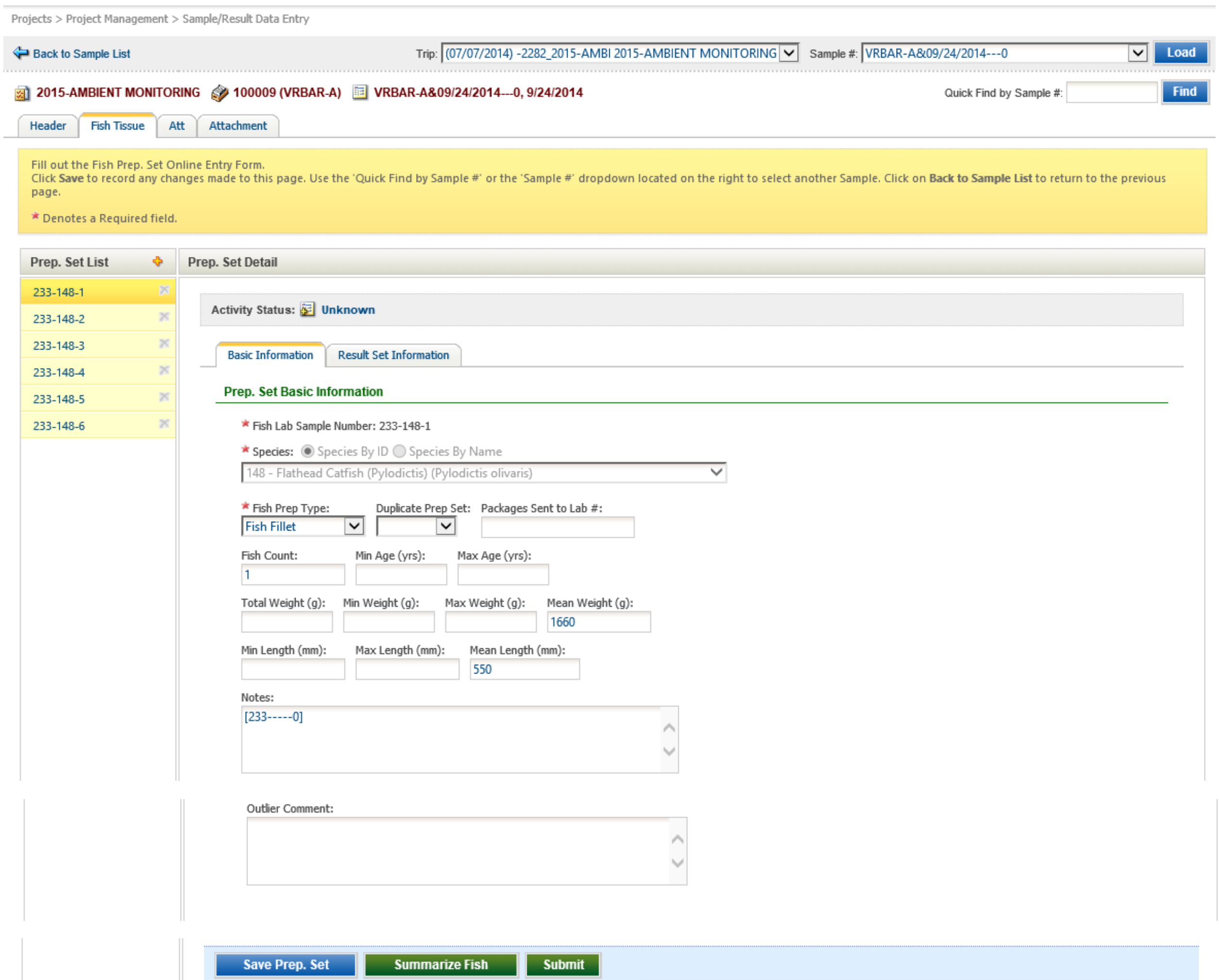


Figure 2-55: Sample/Result Data Entry – Prep Set Tab – Basic Information Tab

The **Load** button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The **Find** button will find if there is a suitable match for the find criteria entered.

The **Save Prep. Set** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The icon under prep set list will pop up an Add Fish Prep Set Parameter Group page where the user can add a record and can enter detail in the prep set basic information on the right. The icon under prep set list will pop up message confirming the delete and if yes is selected, application will delete the record. If cancel is selected, application will not delete the record.

The 

hyper link will take the user back to the Sample/ Result data entry page.

4.4.12. Sample/Result Data Entry – Prep Set Tab – Add Prep Set List

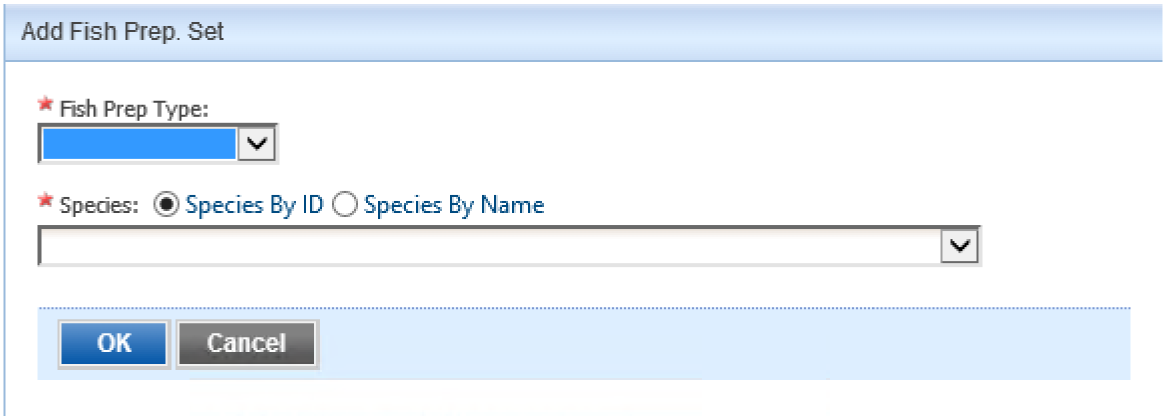
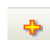


Figure 2-57: Sample/Result Data Entry – Prep Set Tab – Add Prep Set List

The page is opened when the user clicks on the  icon under Prep set list in the Prep set tab and a new record will be added.

The 

button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required field fields marked with asterisk (*) to be entered. The 

button will exit the page without saving any data.

4.4.13. Sample/Result Data Entry – Prep Set Tab – Result Information Tab

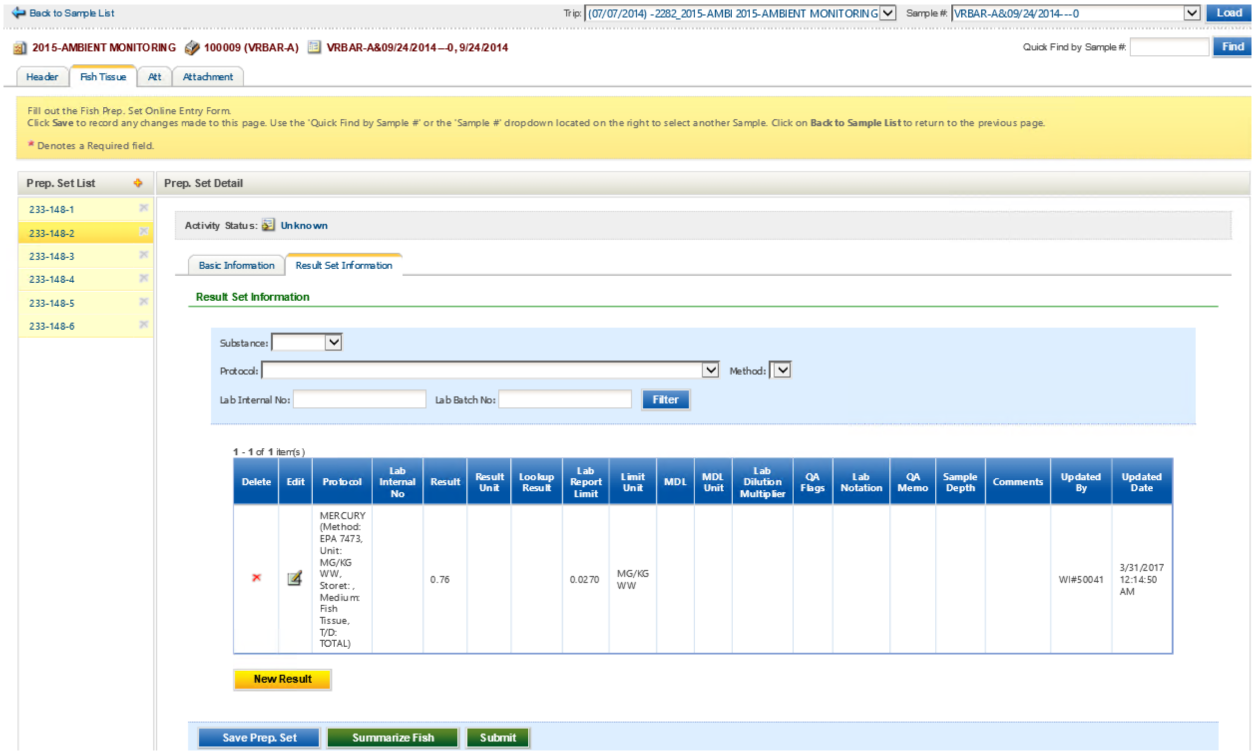


Figure 2-58: Sample/Result Data Entry – Prep Set Tab – Result Information Tab

The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The Save Prep. Set button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required field values marked with asterisk (*) to be entered. The Submit button will pop up message "Are you sure you want to submit?" If the user clicks on the OK button, the application will submit the data; if the cancel button is selected, then the application will not change the status of the record. The

The New Result button will pop up the 'Result set detail' page which will allow the user to add a new record. The  icon will open the 'Result set detail' page which will allow the user to add a new record. The icon under result set information, will pop up message confirming the delete. If yes is selected, application will delete the record; if cancel is selected, application will not delete the record.

The  icon under prep set list will open the 'Add fish prep set' page which will allow the user can add a record. The icon under prep set list will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record. If the user selects on each of the record under prep set list, then the application will load the respective data on the General Information tab and Result set tab for the record selected.

The 

hyper link will take the user back to the Sample/ Result data entry page.

4.4.14. Sample/Result Data Entry – Prep Set Tab – Result Information Tab – Add/Edit Result Set Information Window

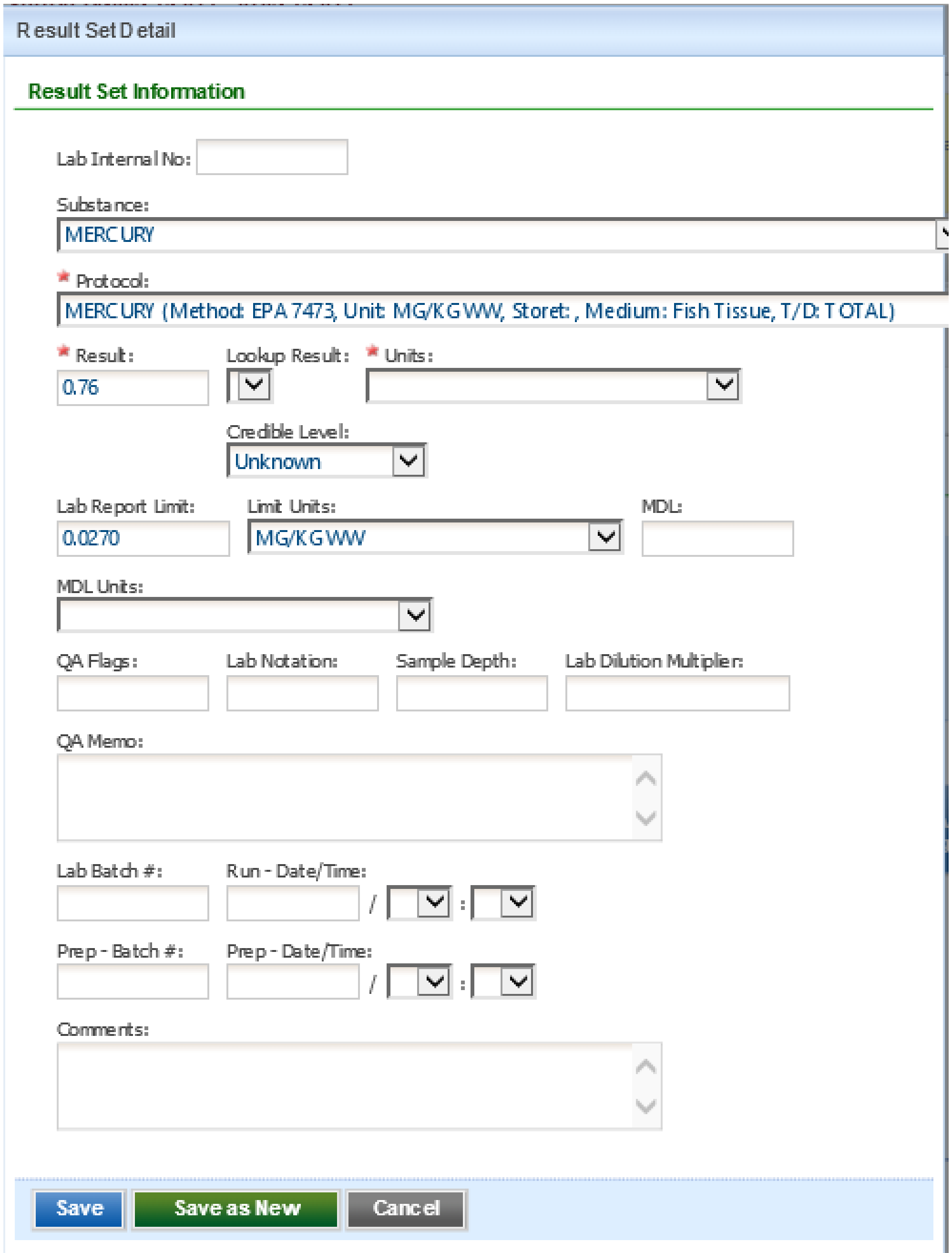


Figure 2-59: Result Information Tab – Add/Edit Result Set Information Window

The page is opened when the user clicks on the  icon under Prep set list in the Prep set tab and a new record will be added.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data. The Save as New button will save the record as a new record and the user can create another new record without exiting or closing the page.

4.4.15 Sample/Result Data Entry – Att tab

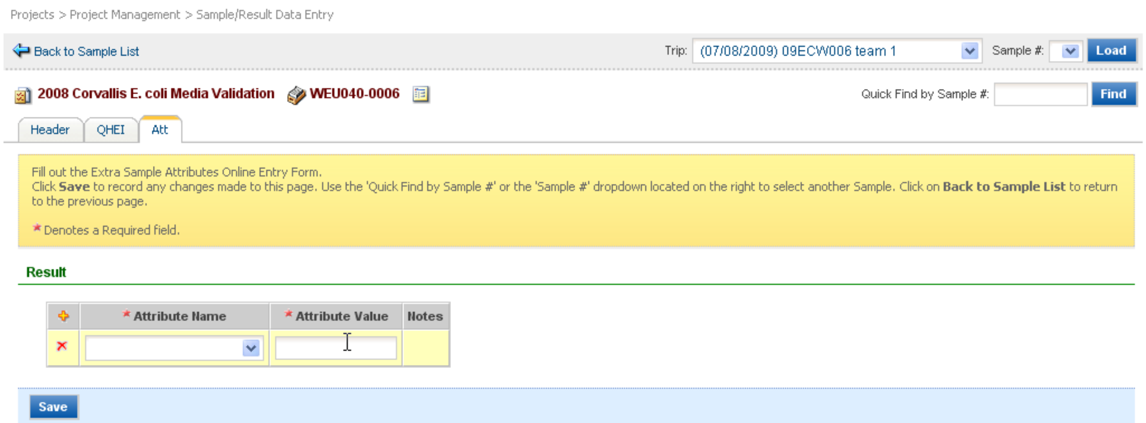


Figure 2-60: Sample/Result Data Entry – Att tab

The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The icon under result will allow the user to add a record. The icon under result list will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record. The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered.

The Back to Sample List hyper link will take the user back to the Sample/ Result data entry page

4.4.16. Sample/Result Data Entry – Habitat Tab

Note: This Habitat tab section is entirely preliminary. Macro results will be addressed in Release 2.

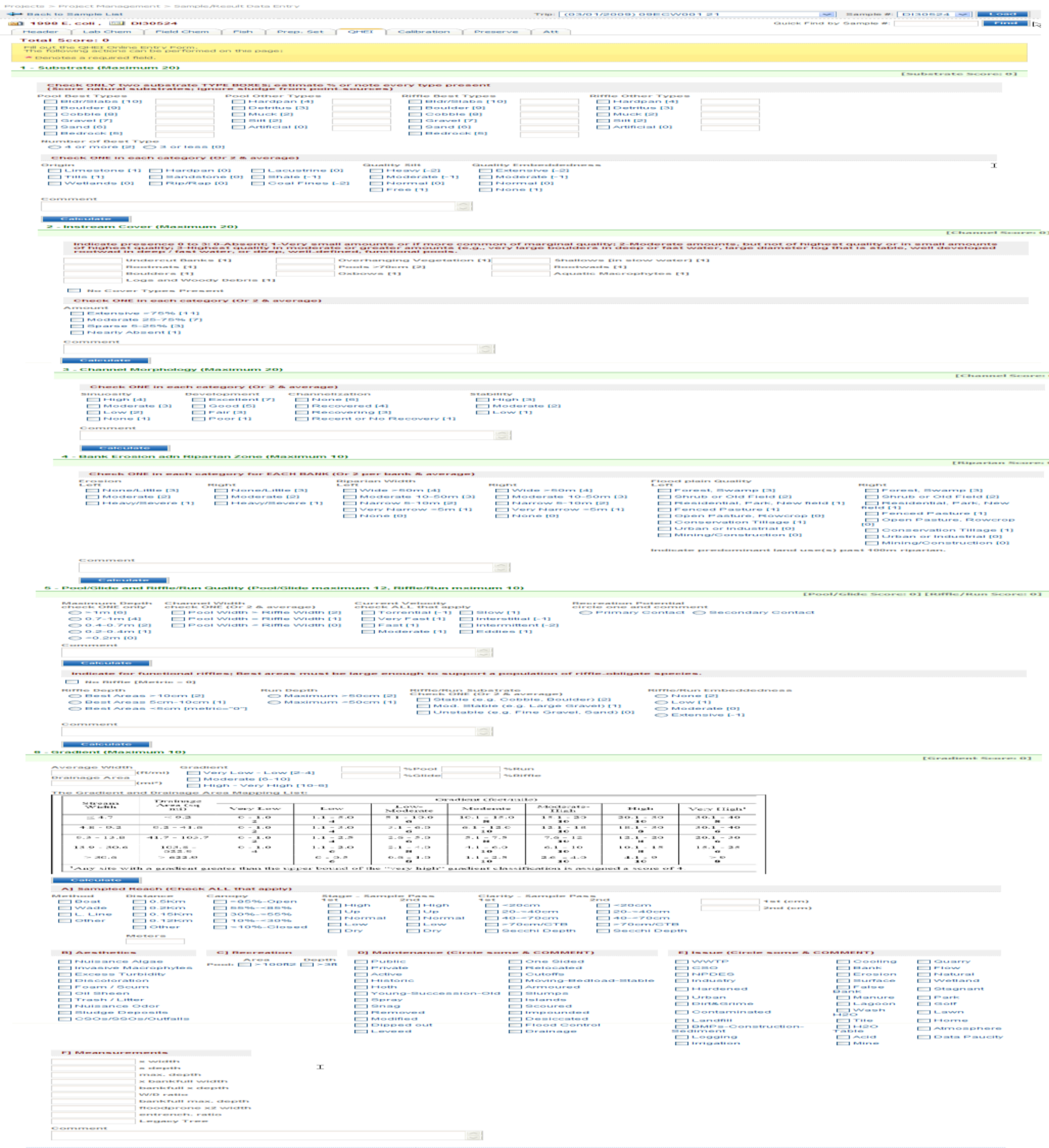


Figure 2-61: Sample/Result Data Entry – QHEI Tab

The Load button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The Find button will find if there is a suitable match for the find criteria entered.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Calculate button under the substrate category will calculate and save data related to the substrate category. The Calculate button under the in stream cover category will calculate and save data related to the in stream cover category. The Calculate button under the channel morphology category will calculate and save data related to the channel morphology category. The Calculate button under the riparian zone and bank erosion category will calculate and save data related to the riparian zone and bank erosion category. The Calculate button under the pool/glide category will calculate and save data related to the pool/glide category. The Calculate button under the riffle/ run category will calculate and save data related to the riffle/ run category. The Calculate button under the gradient category will calculate and save data related to the gradient category. The Calculate button under the impacts miscellaneous category will calculate and save data related to the miscellaneous category.

By clicking on QHEI - IDEM button the application will launch the IDEM Qualitative Habitat Evaluation Index report. Compare launched QHEI – IDEM Report with existing QHEI - IDEM Report and all fields must match up.

The Back to Sample List hyper link will take the user back to the Sample/ Result data entry page.

4.4.17 Sample/Result Data Entry – Calibration Tab

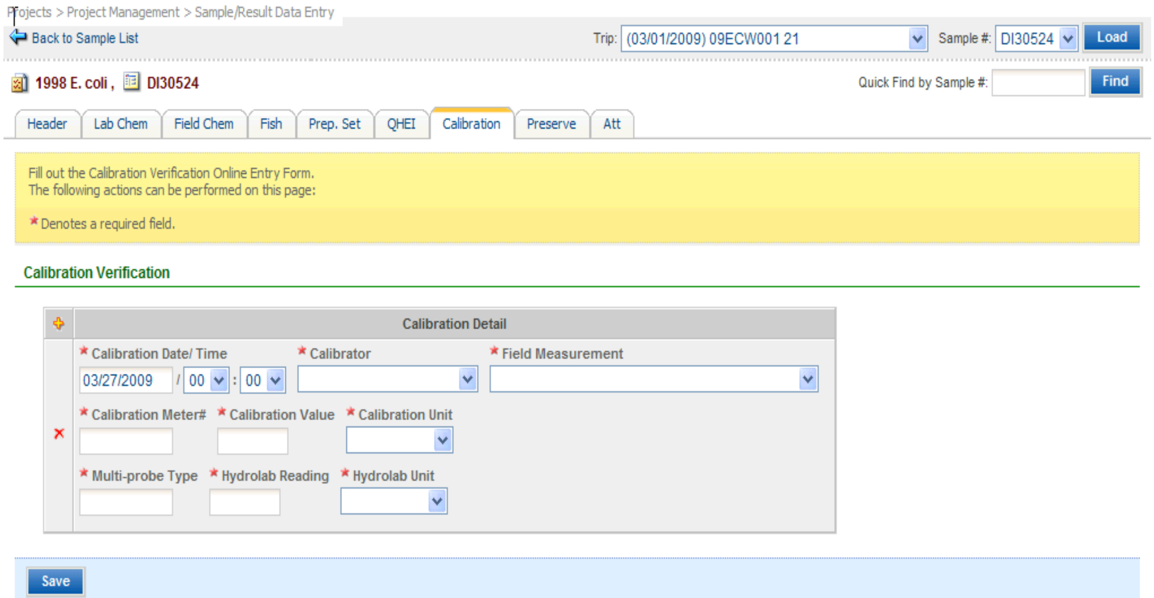


Figure 2-62: Sample/Result Data Entry – Calibration Tab

The **Load** button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The **Find** button will find if there is a suitable match for the find criteria entered.

The **Save** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered on top of the page.

The  icon under calibration verification will allow the user can add a record. The  icon under field calibrations will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record.

The **Back to Sample List** hyper link will take the user back to the Sample/ Result data entry page.

4.4.18. Sample/Result Data Entry – Preserve Tab

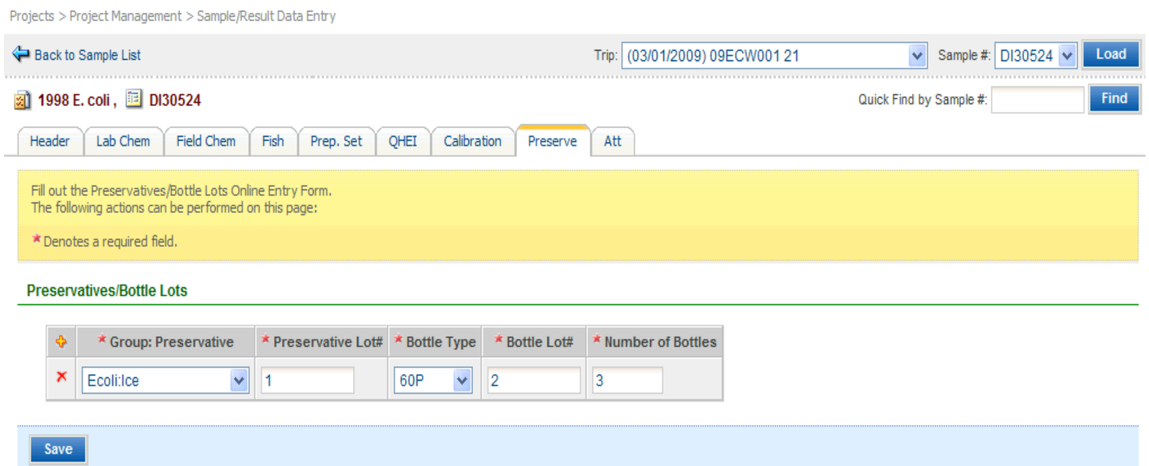


Figure 2-63: Sample/Result Data Entry – Preserve Tab

The 

button will load the entire data list based on the item in drop down list selected by the user. The user can use the 'Quick Find by Sample #' or the 'Sample #' drop down located on the right to select another Sample. The 

button will find if there is a suitable match for the find criteria entered.

The 

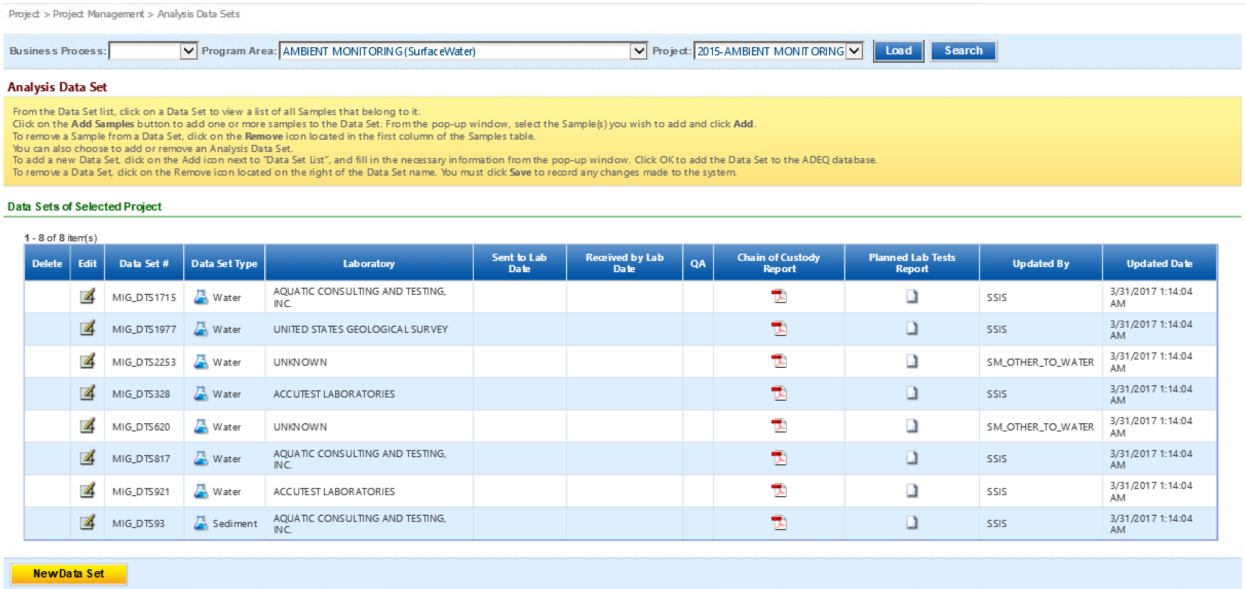
button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered on top of the page.

The  icon under Preservatives/ bottle lots will allow the user can add a record. The  icon under preservatives/ bottle lots will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record.

The 

hyper link will take the user back to the Sample/ Result data entry page.

4.5. Lab Analysis Data Sets – Search



Delete	Edit	Data Set #	Data Set Type	Laboratory	Sent to Lab Date	Received by Lab Date	QA	Chain of Custody Report	Planned Lab Tests Report	Updated By	Updated Date
		MIG_DTS1715	Water	AQUATIC CONSULTING AND TESTING, INC.						SSIS	3/31/2017 1:14:04 AM
		MIG_DTS1977	Water	UNITED STATES GEOLOGICAL SURVEY						SSIS	3/31/2017 1:14:04 AM
		MIG_DTS2253	Water	UNKNOWN						SM_OTHER_TO_WATER	3/31/2017 1:14:04 AM
		MIG_DTS328	Water	ACCUTEST LABORATORIES						SSIS	3/31/2017 1:14:04 AM
		MIG_DTS620	Water	UNKNOWN						SM_OTHER_TO_WATER	3/31/2017 1:14:04 AM
		MIG_DTS817	Water	AQUATIC CONSULTING AND TESTING, INC.						SSIS	3/31/2017 1:14:04 AM
		MIG_DTS921	Water	ACCUTEST LABORATORIES						SSIS	3/31/2017 1:14:04 AM
		MIG_DTS93	Sediment	AQUATIC CONSULTING AND TESTING, INC.						SSIS	3/31/2017 1:14:04 AM

Figure 2-65: Lab Analysis Data Sets – Search

The **Load** button will load all the information on the all the tabs for the search criteria entered. The **Search** button will redirect the user to a page with many different search criteria under "Search for Analysis Data Set". The **Search** button under all the criteria in this page will search the data for the values selected from the drop down list. By clicking on the search button the application will display the search result data.

The icon will allow data to be changed or edited which already exist in the system for the selected row. The icon will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record.

The **New Data Set** button will open up the "Add Analysis Data Set Page" to add a record. Clicking on this button will redirect the application and will enable only the General Information tab. Other tabs would be disabled until information is saved in the General tab. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered.

4.5.1. Analysis Data Sets – Add New Data Set

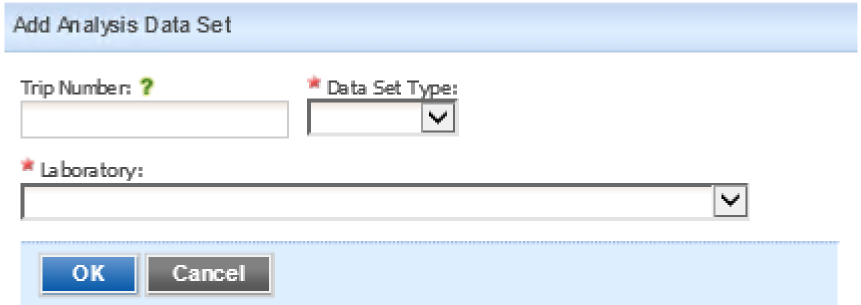


Figure 2-66: Analysis Data Sets - Add New Data Set

The form is opened when the user clicks on the 

button under datasets of selected projects and allows the user to add a new record to the list.

The 

button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The 

button will exit the page without saving any data.

4.5.2. Analysis Data Sets – General Information Tab

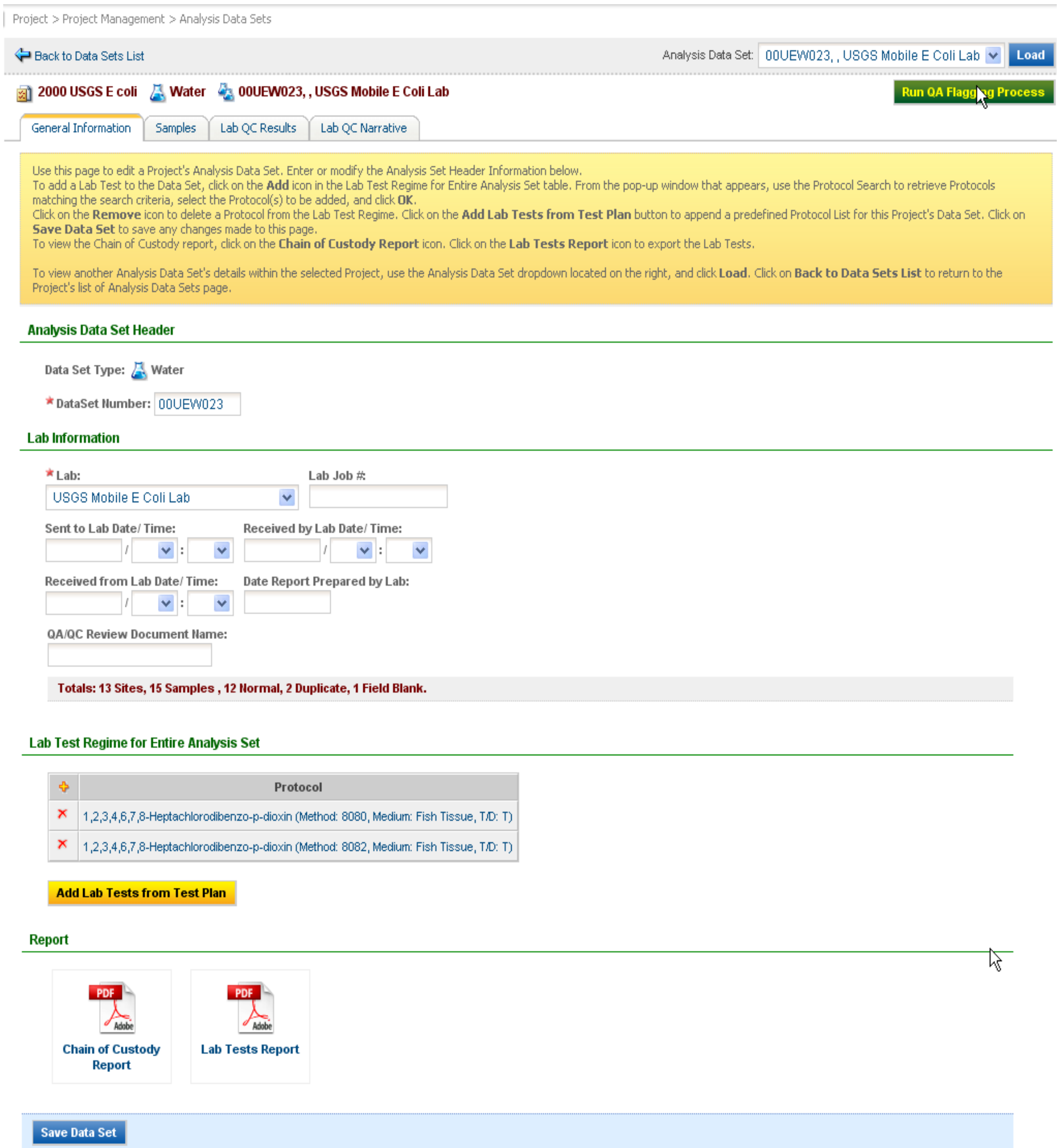


Figure 2-67: Analysis Data Sets - General Information Tab

The user can select Analysis Data Set from drop down menu and clicking on the **Load** button will retrieve and load information, corresponding to the Analysis data set selected, in the General tab screen.

An entry with a blank for required field results in error displayed by the system that required field marked with asterisk (*) is missing. The **Save Data Set** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered.

The  icon under lab test regime for entire analysis set will pop up the protocol search page, and a new record can be created. The icon will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record. The 

button will open the "Add lab test from test plan" page, which will allow the user to add test plan.

The 

hyper link will take the user back to the lab analysis data sets list page

4.5.3. Analysis Data Sets – General Information Tab – Add Lab Test from Test Plan

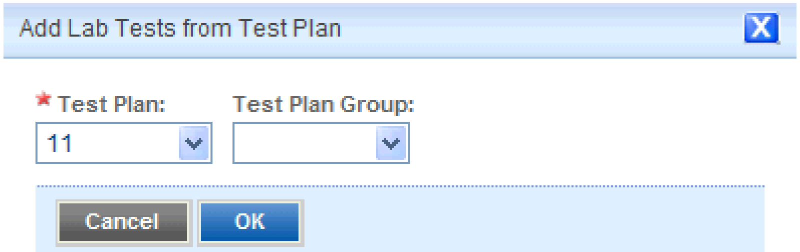


Figure 2-68: Analysis Data Sets - General Information Tab - Add Lab Test from Test Plan

The page is opened when the user clicks on the **Add Lab Tests from Test Plan** button on the General information tab on the lab analysis data sets, which will allow the user to add a new record to the list.

The **OK** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The **Cancel** button will exit the page without saving any data.

4.5.4. Analysis Data Sets – General Information Tab – Add Protocol Search

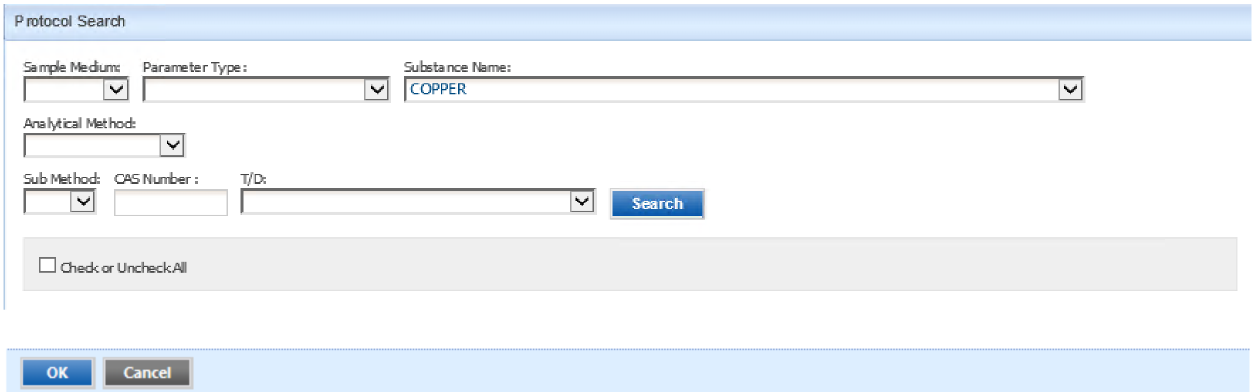


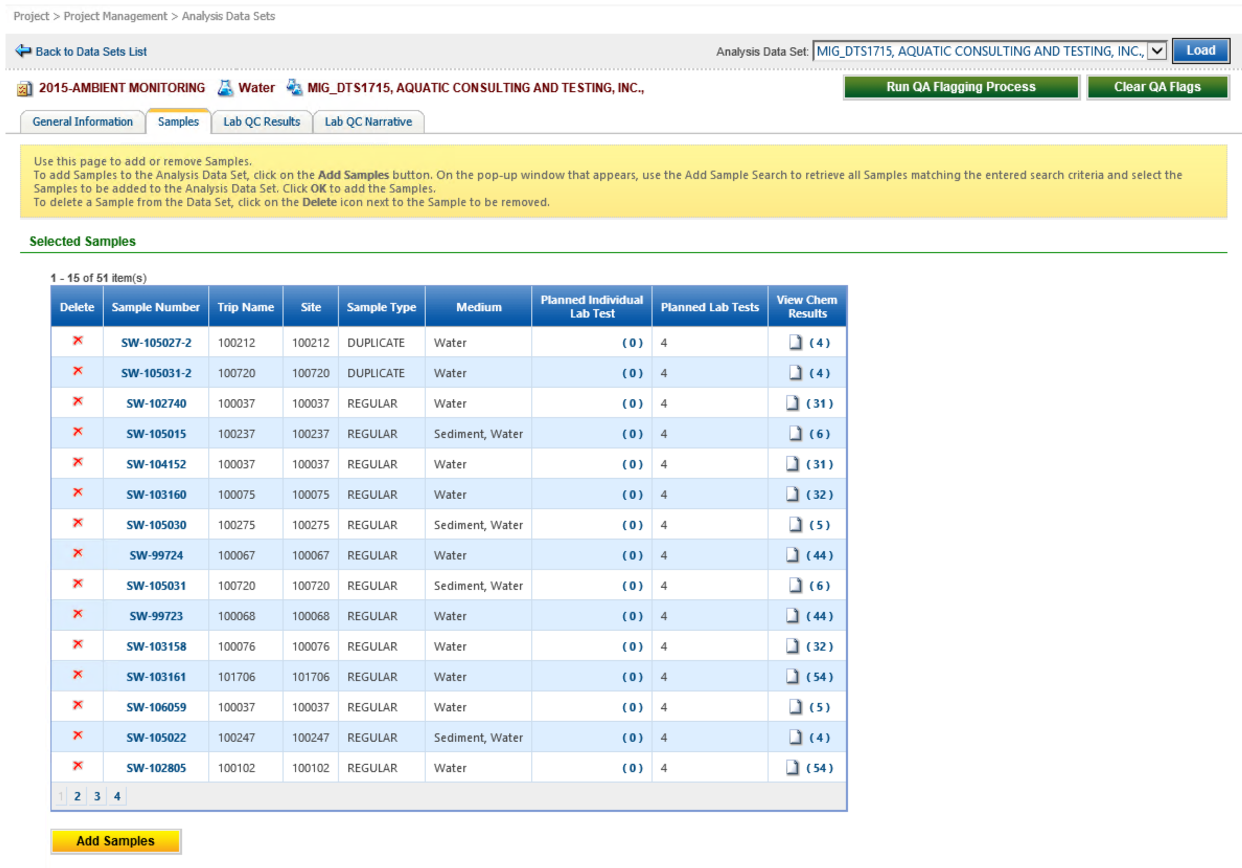
Figure 2-69: Analysis Data Sets – General Information Tab – Add Protocol Search

The page is opened when the user clicks on the under the Lab Test Regime for Entire Analysis Set on the General information tab on the lab analysis data sets page, which will allow the user to add a new record to the list .

The OK button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data.

The Search button will search if there is data for the search criteria entered, and then system will "**load"** the information related to the search criteria entered and display values in the result table, which will be dynamically generated, depending on whether the search returns any record or not.

4.5.5. Analysis Data Sets – Samples tab



Delete	Sample Number	Trip Name	Site	Sample Type	Medium	Planned Individual Lab Test	Planned Lab Tests	View Chem Results
	SW-105027-2	100212	100212	DUPLICATE	Water	(0)	4	(4)
	SW-105031-2	100720	100720	DUPLICATE	Water	(0)	4	(4)
	SW-102740	100037	100037	REGULAR	Water	(0)	4	(31)
	SW-105015	100237	100237	REGULAR	Sediment, Water	(0)	4	(6)
	SW-104152	100037	100037	REGULAR	Water	(0)	4	(31)
	SW-103160	100075	100075	REGULAR	Water	(0)	4	(32)
	SW-105030	100275	100275	REGULAR	Sediment, Water	(0)	4	(5)
	SW-99724	100067	100067	REGULAR	Water	(0)	4	(44)
	SW-105031	100720	100720	REGULAR	Sediment, Water	(0)	4	(6)
	SW-99723	100068	100068	REGULAR	Water	(0)	4	(44)
	SW-103158	100076	100076	REGULAR	Water	(0)	4	(32)
	SW-103161	101706	101706	REGULAR	Water	(0)	4	(54)
	SW-106059	100037	100037	REGULAR	Water	(0)	4	(5)
	SW-105022	100247	100247	REGULAR	Sediment, Water	(0)	4	(4)
	SW-102805	100102	100102	REGULAR	Water	(0)	4	(54)

Figure 2-70: Analysis Data Sets –Samples tab

The user can select Analysis Data Set from drop down menu, and clicking on the Load button will retrieve and load information, corresponding to the Analysis data set selected, in the General tab screen.

This page will display all the samples in the Analysis data sets. The Add Samples button will pop up the 'Add Samples' page which will allow the user to display all the samples based on the search criteria entered or selected and by selecting the respective samples, and by clicking the OK button, the application will add the samples to the analysis data sets. By clicking the cancel button in the add samples page will close the page without saving

The icon under the selected sample will pop up message confirming the delete. If the user selects OK, then the application will delete the record. If cancel button is selected, application will not delete the record. The (Planned Individual Lab Test icon) on the selected row will open the "Lab Test Regime for Individual Sample" page, and the user can change the data entered and save the lab test regime. If the cancel button is selected in the "Lab Test Regime for Individual Sample" page, then the application will not save the data and will close the page without saving. The  'view chem result' icon will open the "Result Chemical Detail" page, and will allow the user to view the data that already exists in the system.

The 

hyper link will take the user back to the lab analysis data sets list page.

4.5.6. Analysis Data Sets – Sample Tests tab – Add samples

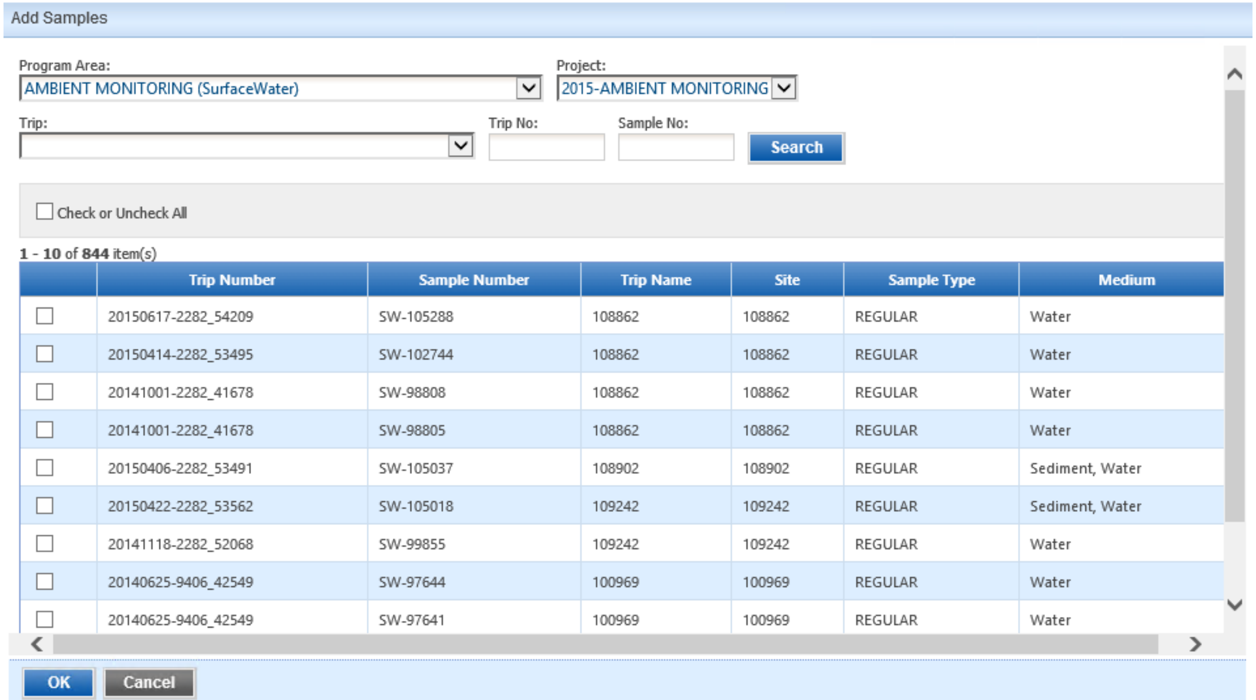


Figure 2-71: Analysis Data Sets – Sample Tests tab – Add samples

This page will open when the user clicks on the Add Samples button in the Sample tab page. It will allow the user to add Samples to the Analysis Data Set.

The user can select the data in the search criteria bar, and clicking on the Load button the application will retrieve and load information, corresponding to the search criteria selected.

The OK button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data.

4.5.7. Analysis Data Sets – Sample Tests tab – Edit Individual lab test

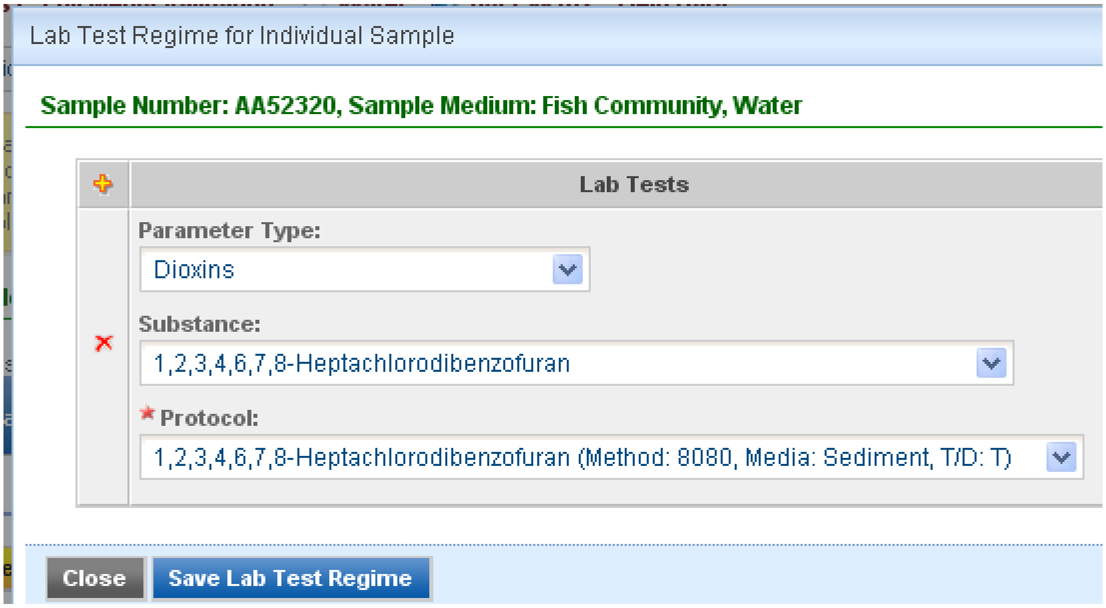
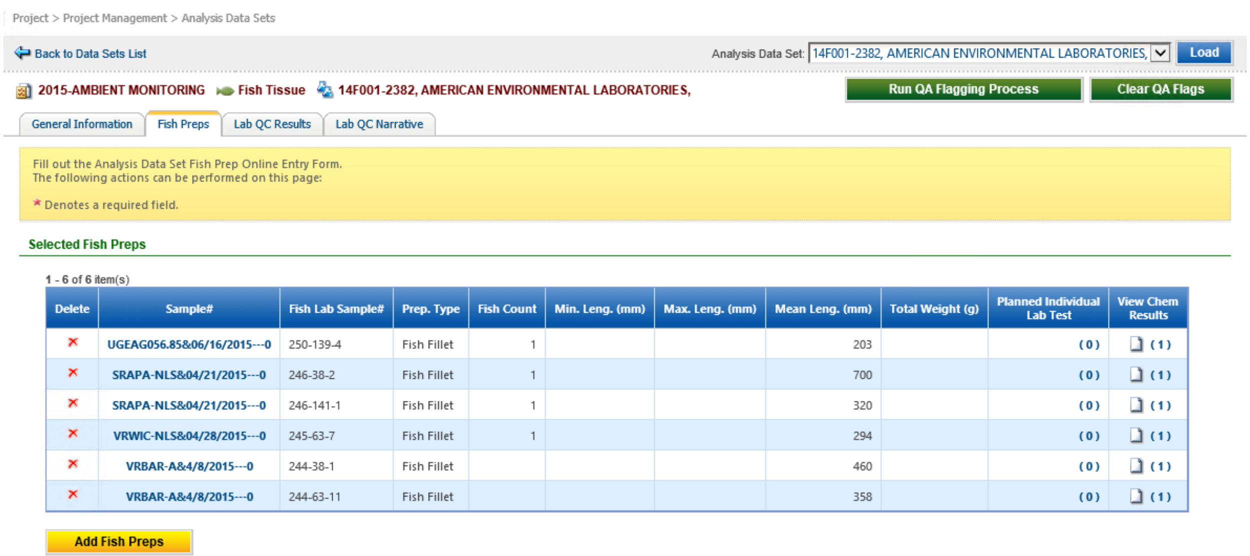


Figure 2-72: Analysis Data Sets – Sample Tests tab – Edit Individual lab test

This page will open when the user clicks on (Planned Individual Lab Test icon). The icon will add a new record to the system. The icon will pop up message confirming the delete. If yes is selected, application will delete the record. If cancel is selected, application will not delete the record. The Save Lab Test Regime button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Close button will close the page without saving.

4.5.8. Analysis Data Sets – Fish Preps Tab



Delete	Sample#	Fish Lab Sample#	Prep. Type	Fish Count	Min. Leng. (mm)	Max. Leng. (mm)	Mean Leng. (mm)	Total Weight (g)	Planned Individual Lab Test	View Chem Results
✕	UGEAG056.85&06/16/2015---0	250-139-4	Fish Fillet	1			203		(0)	(1)
✕	SRAPA-NLS&04/21/2015---0	246-38-2	Fish Fillet	1			700		(0)	(1)
✕	SRAPA-NLS&04/21/2015---0	246-141-1	Fish Fillet	1			320		(0)	(1)
✕	VRWIC-NLS&04/28/2015---0	245-63-7	Fish Fillet	1			294		(0)	(1)
✕	VRBAR-A&4/8/2015---0	244-38-1	Fish Fillet				460		(0)	(1)
✕	VRBAR-A&4/8/2015---0	244-63-11	Fish Fillet				358		(0)	(1)

Figure 2-73: Analysis Data Sets – Fish Preps Tab

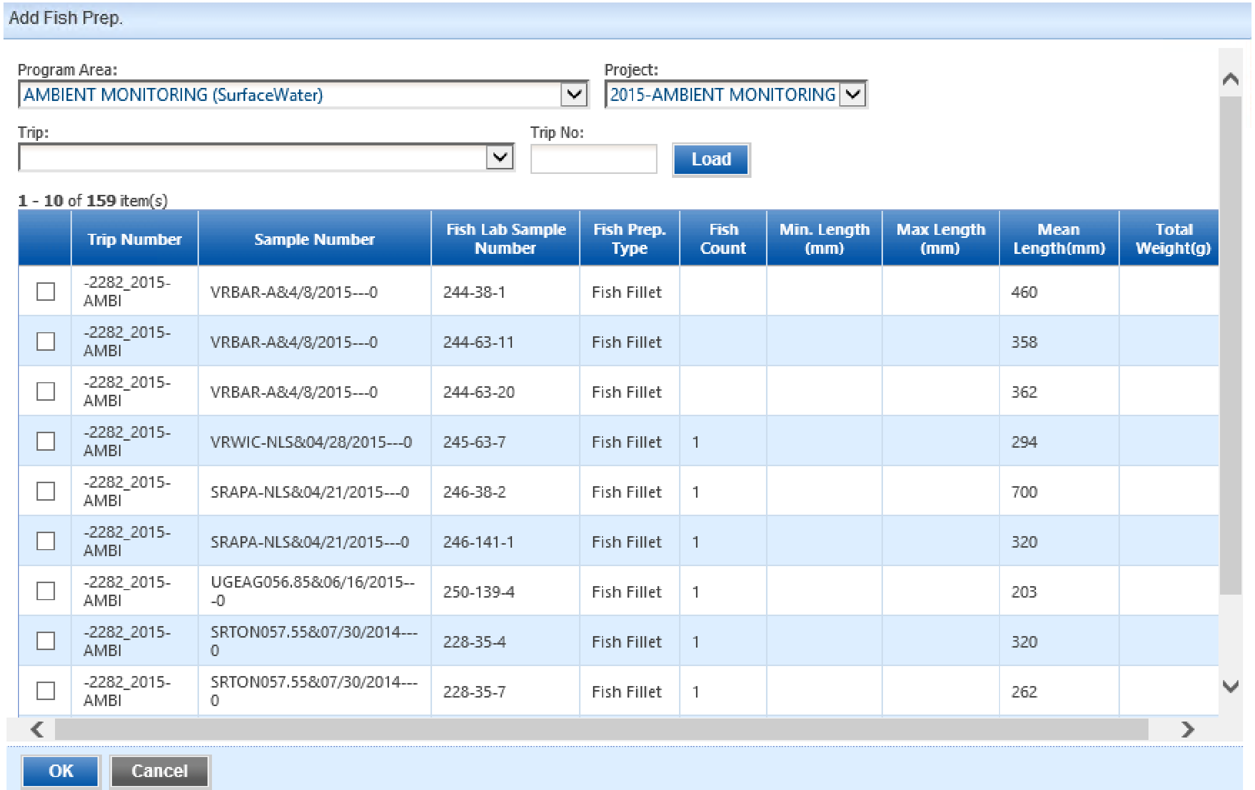
The user can select Analysis Data Set from drop down menu, and clicking on the **Load** button will retrieve and load information, corresponding to the Analysis data set selected, in the General tab screen.

The ✕ icon under the selected fish preps will pop up message confirming the delete. If user selects OK, then the application will delete the record. If cancel is selected, application will not delete the record. The **Add Fish Preps** button will pop up a new window named 'Add fish preps', and the user can add a new record by entering the detail information on the page and save.

The **View Chem Results** icon on the selected record will open the "Fish Preparation Chemical Detail" page and will allow the user to view the data that already exists in the system.

The **Back to Data Sets List** hyper link will take the user back to the lab analysis data sets list page.

4.5.9. Analysis Data Sets – Fish Preps Tab – Add Fish Prep



	Trip Number	Sample Number	Fish Lab Sample Number	Fish Prep. Type	Fish Count	Min. Length (mm)	Max Length (mm)	Mean Length(mm)	Total Weight(g)
☐	-2282_2015-AMBI	VRBAR-A&4/8/2015---0	244-38-1	Fish Fillet				460	
☐	-2282_2015-AMBI	VRBAR-A&4/8/2015---0	244-63-11	Fish Fillet				358	
☐	-2282_2015-AMBI	VRBAR-A&4/8/2015---0	244-63-20	Fish Fillet				362	
☐	-2282_2015-AMBI	VRWIC-NLS&04/28/2015---0	245-63-7	Fish Fillet	1			294	
☐	-2282_2015-AMBI	SRAPA-NLS&04/21/2015---0	246-38-2	Fish Fillet	1			700	
☐	-2282_2015-AMBI	SRAPA-NLS&04/21/2015---0	246-141-1	Fish Fillet	1			320	
☐	-2282_2015-AMBI	UGEAG056.85&06/16/2015---0	250-139-4	Fish Fillet	1			203	
☐	-2282_2015-AMBI	SRTON057.55&07/30/2014---0	228-35-4	Fish Fillet	1			320	
☐	-2282_2015-AMBI	SRTON057.55&07/30/2014---0	228-35-7	Fish Fillet	1			262	

Figure 2-74: Analysis Data Sets – Fish Preps Tab – Add Fish Prep

This page will be opened when the user clicks on the **Add Fish Preps** button in the Fish Prep Tab page.

The user can select the search criteria and by clicking on the **Load** button the application will retrieve and load information, corresponding to the search criteria selected

The **OK** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required field values marked with asterisk (*) to be entered. The **Cancel** button will exit the page without saving any data.

4.5.10. Analysis Data Sets – Lab QC Result Tab

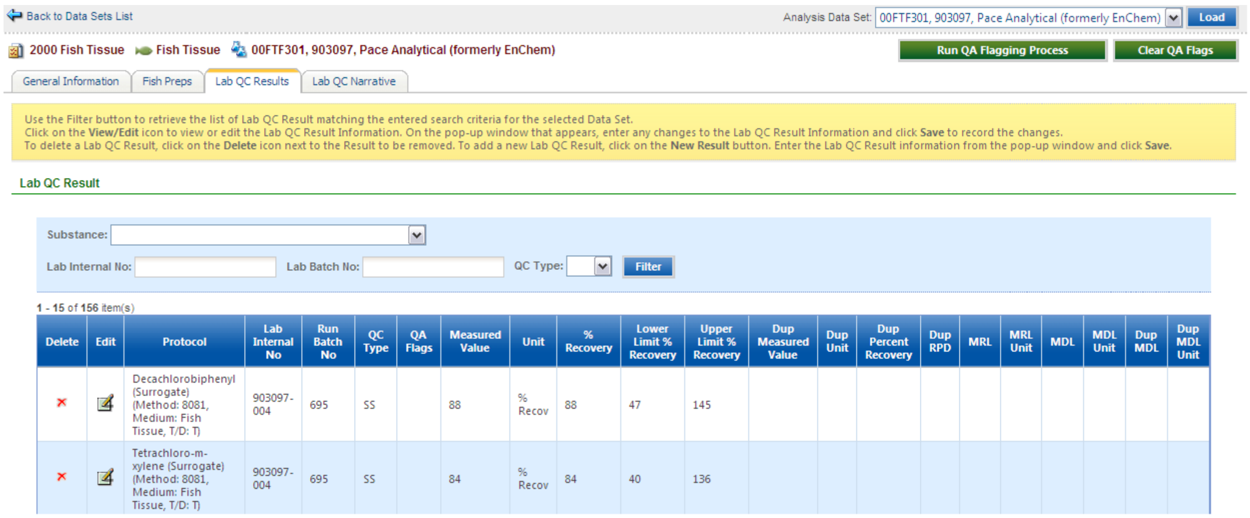


Figure 2-75: Analysis Data Sets – Lab QC Result Tab

The user can select Analysis Data Set from drop down menu and clicking on the Load button will retrieve and load information, corresponding to the Analysis data set selected. The Filter button will display the result based on the criteria entered by the user.

The Run QA Flagging Process will pop up message "Are you sure you want to run QA Flagging Process?" If user clicks 'OK', system will run QA Flagging Process on the file. If user clicks 'Cancel', no action is taken.

The Clear QA Flags will pop up message "Are you sure you want to clear QA Flags?" If the user clicks 'OK', system will clear QA flags for the file. If user clicks 'Cancel', no action is taken.

The icon under the lab QC result list will pop up message confirming the delete. If the user selects OK, then the application will delete the record. If cancel is selected, application will not delete the record. The  will allow the user to edit the record that already exists in the system. The New Result button will open the "Lab QC Result page", which will allow the user to enter a new record.

The Back to Data Sets List hyper link will take the user back to the lab analysis data sets list page.

4.5.11. Analysis Data Sets – Lab QC Result Tab – Add New Lab QC Result

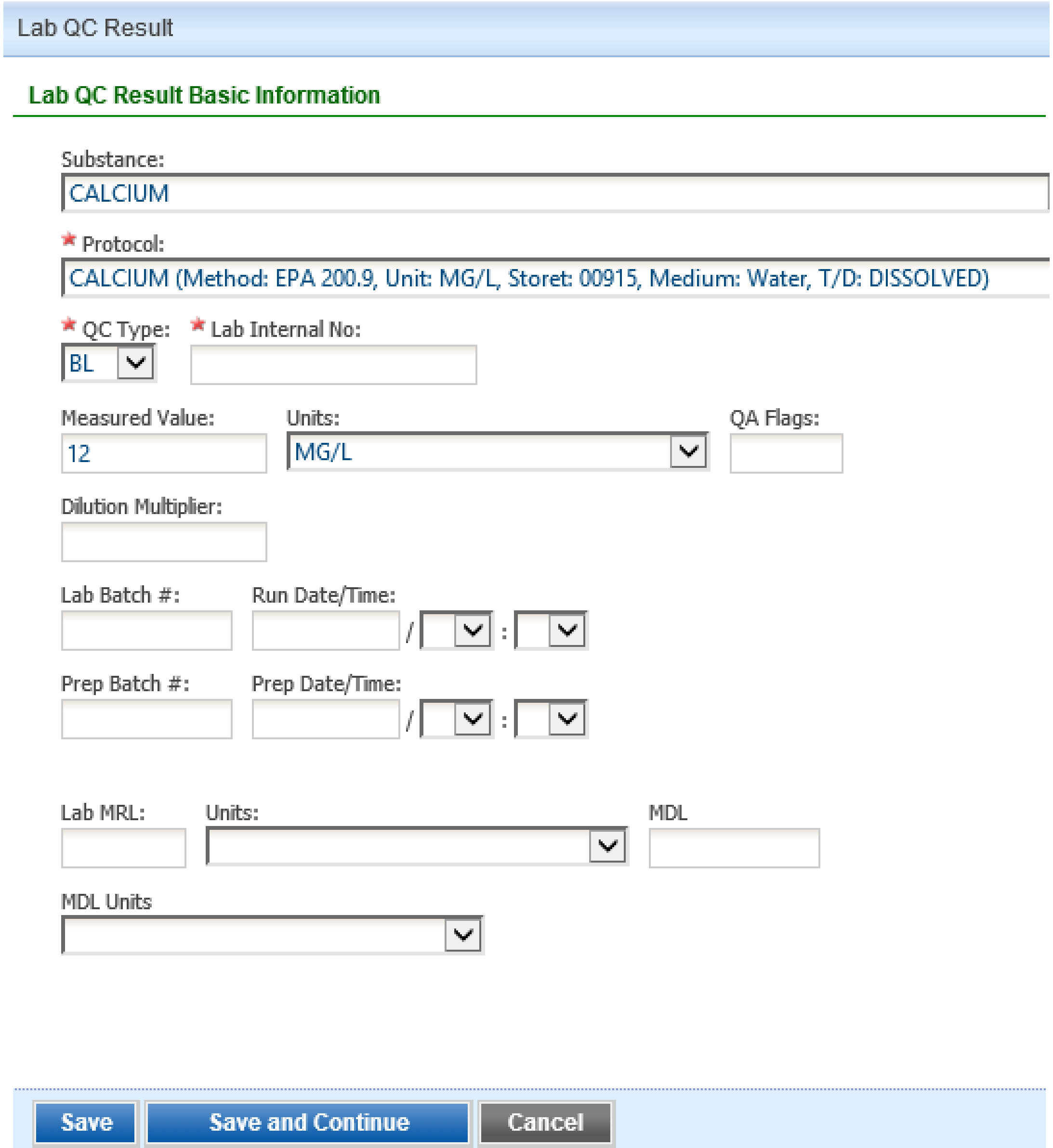


Figure 2-76: Analysis Data Sets – Lab QC Result Tab – Add New Lab QC Result

This page will open when the user clicks on the **New Result** button 'Lab QC Result" tab page.

The **Save** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The **Cancel** button will exit the page without saving any data.

The **Save and Continue** button will save the input data as a new record, while the user can create another record without exiting the page.

4.5.12. Analysis Data Sets – Lab QC Narration Tab

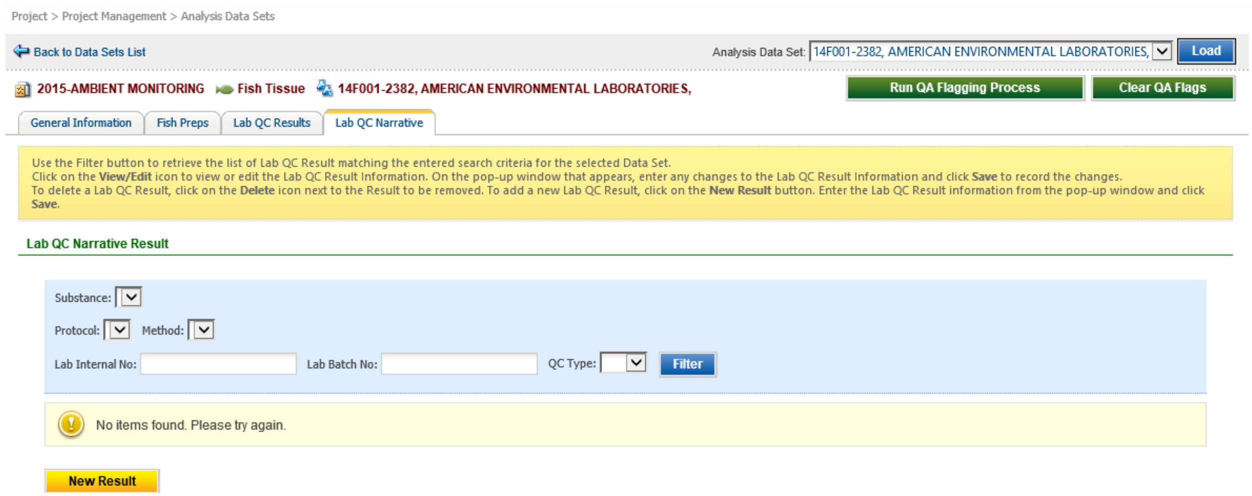


Figure 2-77: Analysis Data Sets – Lab QC Narration Tab

The user can select Analysis Data Set from drop down menu and clicking on the Load button will retrieve and load information, corresponding to the Analysis data set selected. The Filter Filter button will display the result based on the criteria entered by the user in the search bar.

The icon under the lab QC narrative result list will pop up message confirming the delete. If the user selects OK, then the application will delete the record. If cancel is selected, application will not delete the record. The will allow the user to edit the record that already exists in the system. The New Result button will open the “Lab QC Narrative Result page”, which will allow the user to enter a new record.

The Back to Data Sets List hyper link will take the user back to the lab analysis data sets list page.

4.5.13. Analysis Data Sets – Lab QC Narrative Tab – Add New Result

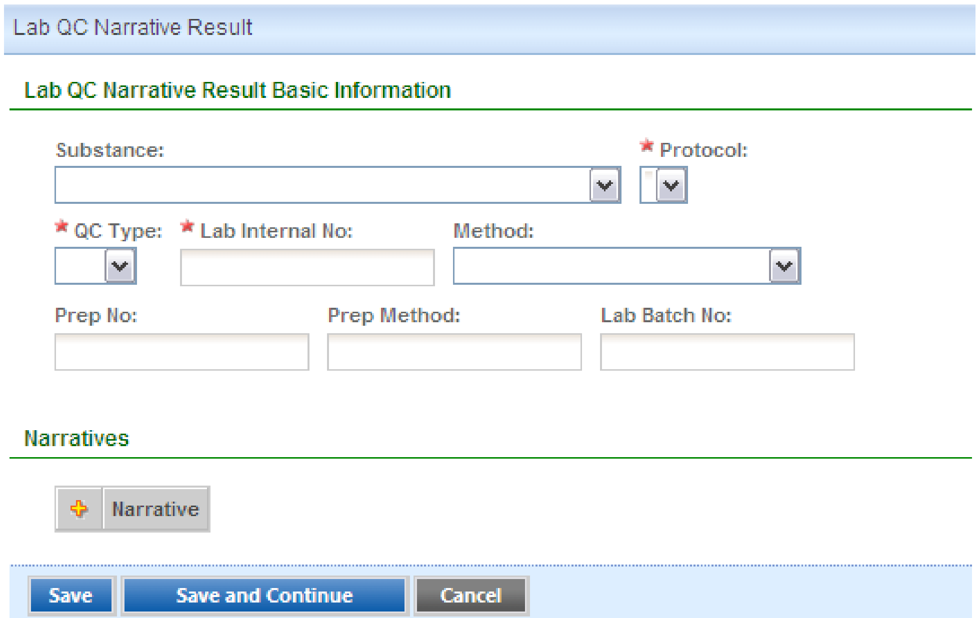


Figure 2-78: Analysis Data Sets – Lab QC Narrative Tab – Add New Result

This page will open when the user clicks on the **New Result** button 'Lab QC Narrative" tab page. The **Save** button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The **Cancel** button will exit the page without saving any data. The **Save and Continue** button will save the input data as a new record and the user can create another record without exiting the page. The icon under the narratives will add a new narrative record to the system.

4.6. Review Sample Data – Search by activity

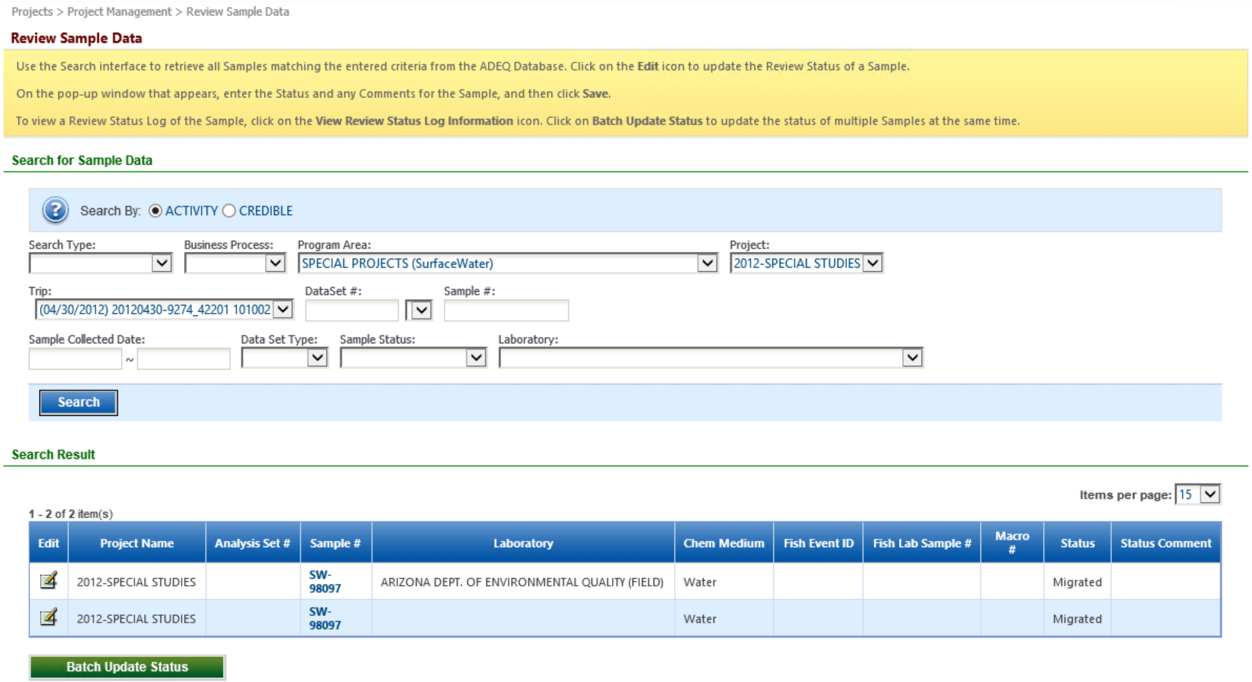


Figure 2-79: Review Sample Data – Search by activity

The 

button will search if there is data for the search criteria entered, and then system will "**load**" the information related to the search criteria entered and display values in the search result below.

The  icon will allow the user to edit the data that already exists in the system for the selected row.

The 

button will open the "Batch update review status page", which will allow the user to update the status.

4.7. Review Sample Data – Edit Search by activity

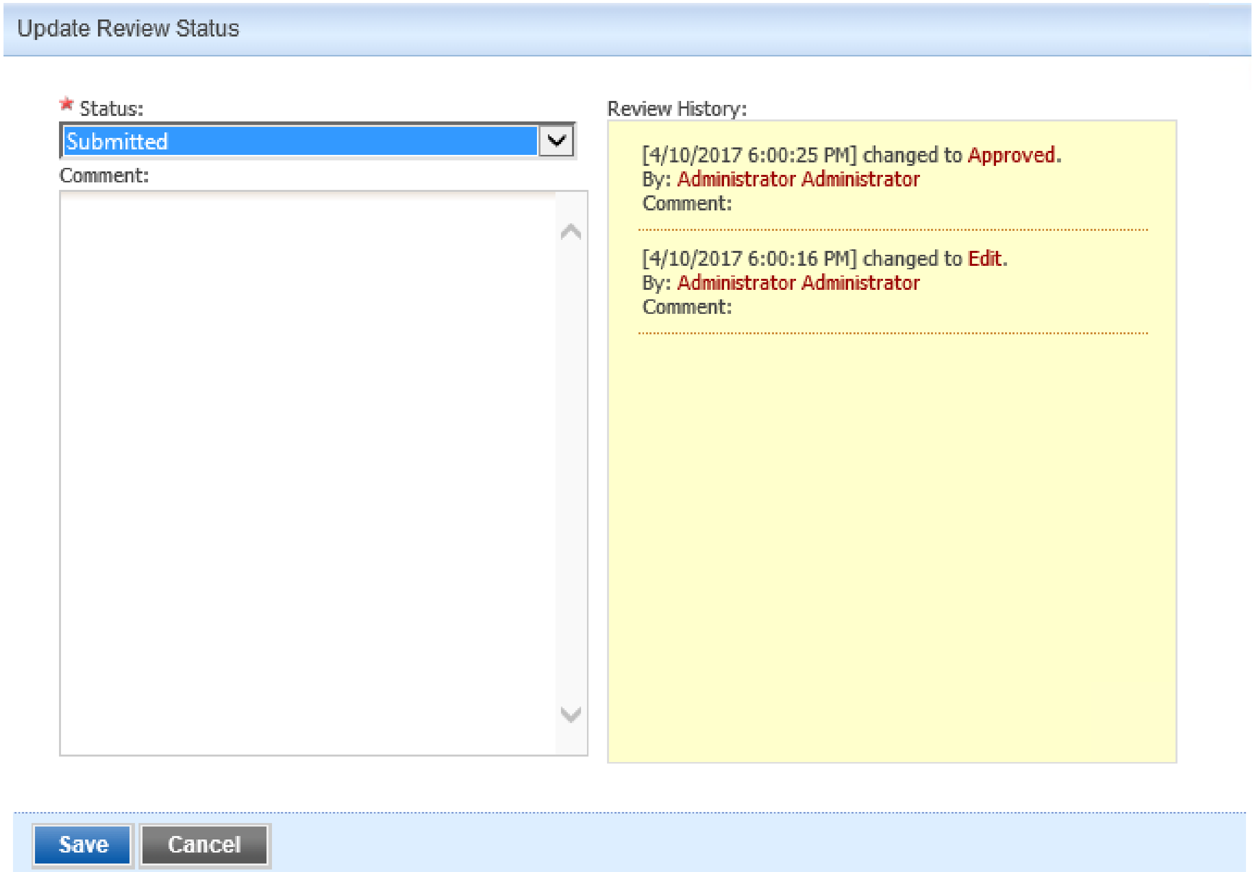


Figure 2-80: Review Sample Data – Edit Search by activity

This page will open when the user clicks on the edit icon on the Review Sample Data page.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data. The review history section on the right will display the history for each of the status selected by the users.

4.8. Review Sample Data – Search by activity -Batch update status

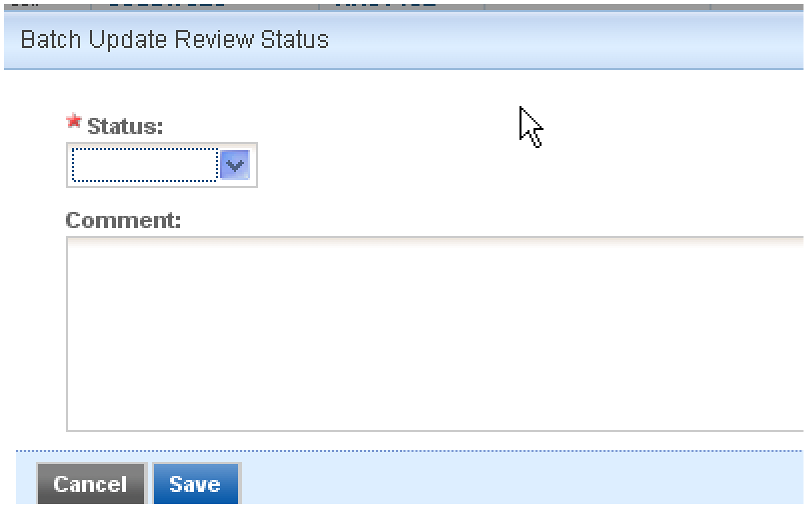


Figure 2-81: Review Sample Data – Search by activity -Batch update status

This page will open when the user clicks on the Batch Update Status button on the "Review sample data" page. This page will allow the user to update the status.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data.

4.9. Review Sample Data – Search by assessment -Batch update status

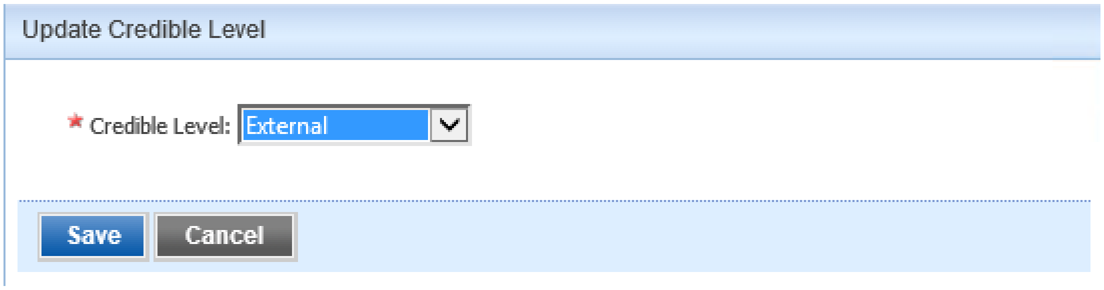


Figure 2-82: Review Sample Data – Search by assessment -Batch update status

This page will display when the user clicks on Batch Update Assessment Level, which enables him to update samples status in batch based on the assessment level.

The Save button will save the data entered together with the required field information. If the required field values are not entered, then application will display error message for required fields marked with asterisk (*) to be entered. The Cancel button will exit the page without saving any data.

5 Query and Report

5.1. Query Water Quality Data

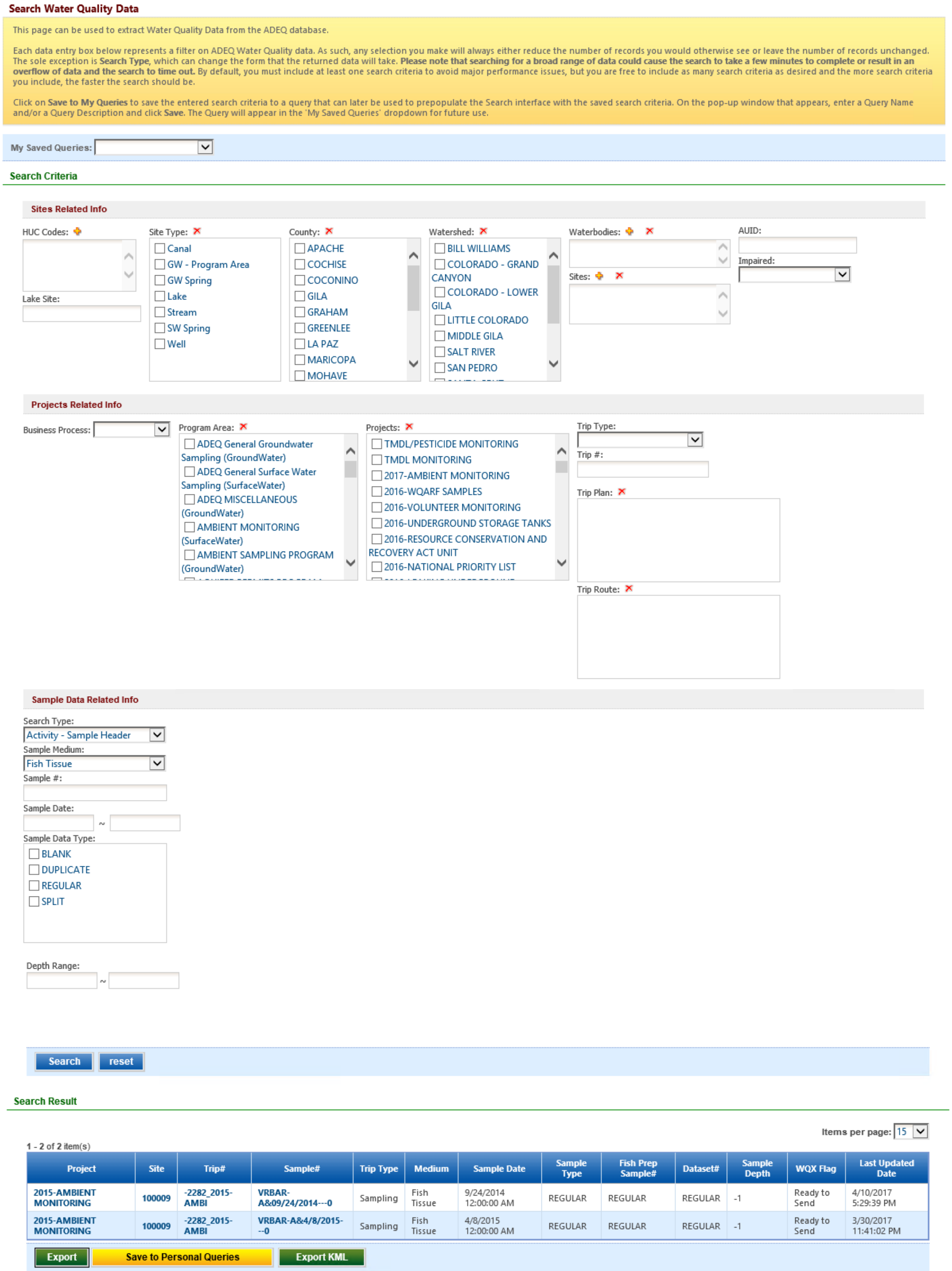


Figure 2-83: Query Water Quality Data

The Search button will search if there is data for the search criteria entered, and then system will "**load"** the information related to the search criteria entered and display values in the Search Result list below. By Selecting a Query Name from the 'My Saved Queries' dropdown, the System will refresh the Search Water Quality Data screen to re-populate search criteria fields and display the corresponding search results.

There are three sections to the query page that can be used to build a query:

1) Site Information

    This section allows the user to filter search results down by site and location. User can select information relating to Site Type, County, Watershed, Waterbodies, Sites , and HUC Code.

    Waterbodies, Sites and HUC Codes can be searched for using their search pop-up buttons, . Please note that AUID, Impaired and Lake Site will all be removed from the Water Quality Query page with Release 2; they are not functional.

2) Project Information

    This section allows the user to filter search results down by Program Area and Project. Note that Business Process here is not a search parameter, it just provides a filter on the Program Area and Projects lists. Once the user selects one or more Program Areas (if they choose to), then the Projects list will be filtered down to display only projects associated with selected Program Areas. If the Program Area or Project selected has an associated Trip Plan and Trip Routes, then those lists will be populated an all associated Trip Plans will be selected by default. This will allow the user to select from the Trip Route list if desired.

    It is important to note that once the user has made a selection from the Trip Route list, these selections will override the selections of Program Area and Project. If the user wishes to further limit their search results to a particular year while selecting a Trip Route, then the user must enter a date range in the Sample Data Information section.

3) Sample Data Information

    This section contains allows the user to define what kind of samples or results they would like to search for. It also allows the user to select a search type, which define the format of the search results output and can also allow the user to select from additional search parameters.

NOTE: The following search types are to be removed from eAquaPro or will only be available in Release 2:

Result – Chem, WQS
Result – Fish Community
Result – Chem, Coliform
Result – Chem, E. Coli

The only required field for a database query is the **Search Type**, but the user is required to enter at least one other search criterion before the page will return results.

1. The icon next to '**Waterbodies:**' will look up for streams and add selected one(s) as Search Criteria, and the 'Stream Search' window will pop-up.

    a. Enter Stream Name and click **Search** on the Stream Search pop-up window, and the application will display and allow user to select the entered Stream Name. By default, if no stream name is entered, the system will display all stream names available in the system. If user enters one letter, the system will retrieve and display all stream names starting with the entered letter.

    b. Select Waterbody Name(s) and click **OK** on the Stream Search pop-up window, and the Stream name(s) will be added to the search criteria.

    c. Click **Close** on the Waterbody Search pop-up window, and the System will close the Waterbody Search window, and no stream will be added to the search criteria.

d. Click on icon next to 'Waterbody:' field and all stream names entered will be removed.

2. Click on the icon next to '**Sites:**' to look up for sites and add selected one(s) as Search Criteria.

a. Enter any Site Search Criteria and click **Search** on the Site Search pop-up window , and System will retrieve all sites corresponding to the search criteria entered. By default, if no search criteria are entered, the system will display all sites available in the system.

b. Select Site(s) and click **OK** on the Site Search pop-up window and Site(s) will be added to the Water Quality Data Search Criteria.

c. Click **Close** on the Site Search pop-up window and System will close the Site Search window, and no site will be added to the search criteria.

d. Clicking on icon next to the 'Sites:' field and all site names entered in the field box will be removed.

3. Click on the icon next to '**Parameters:**' to look up specific substances and add selected one(s) as Search Criteria.

a. Enter any Parameter Search Criteria and click **Search** on the Site Search pop-up window, and System will retrieve all sites corresponding to the search criteria entered. By default, if no search criteria are entered, the system will display all parameters available in the system.

b. Select Parameters(s) and click **OK** on the Parameter Search pop-up window and Parameters(s) will be added to the Water Quality Data Search Criteria.

c. Click **Close** on the Site Search pop-up window and System will close the Site Search window, and no site will be added to the search criteria.

d. Clicking on the checkbox next to the 'All Parameters' field and all parameter names entered in the field box will be checked.

e. Once the user has search for and selected a list of parameters, they will not be able to see the whole list again without restarting their session. To search for results based on new parameters, the user will need to use the Parameters search pop-up again to repopulate the **Parameters:** list on the query page.

By clicking on the icon next to the various check box lists (e.g. Watershed, Program Area or Trip Plan), the application will delete the records which have been check marked by the user.

4. By Clicking on **Save to Personal Queries** button the application will open the Save to Personal Queries window.

a. Enter Query Name and Query Description, and click Save and System will save all entered search criteria as a query that can later be used to pre-populate the search screen. The Query Name entered will then be displayed on the 'My Saved Queries' drop down.

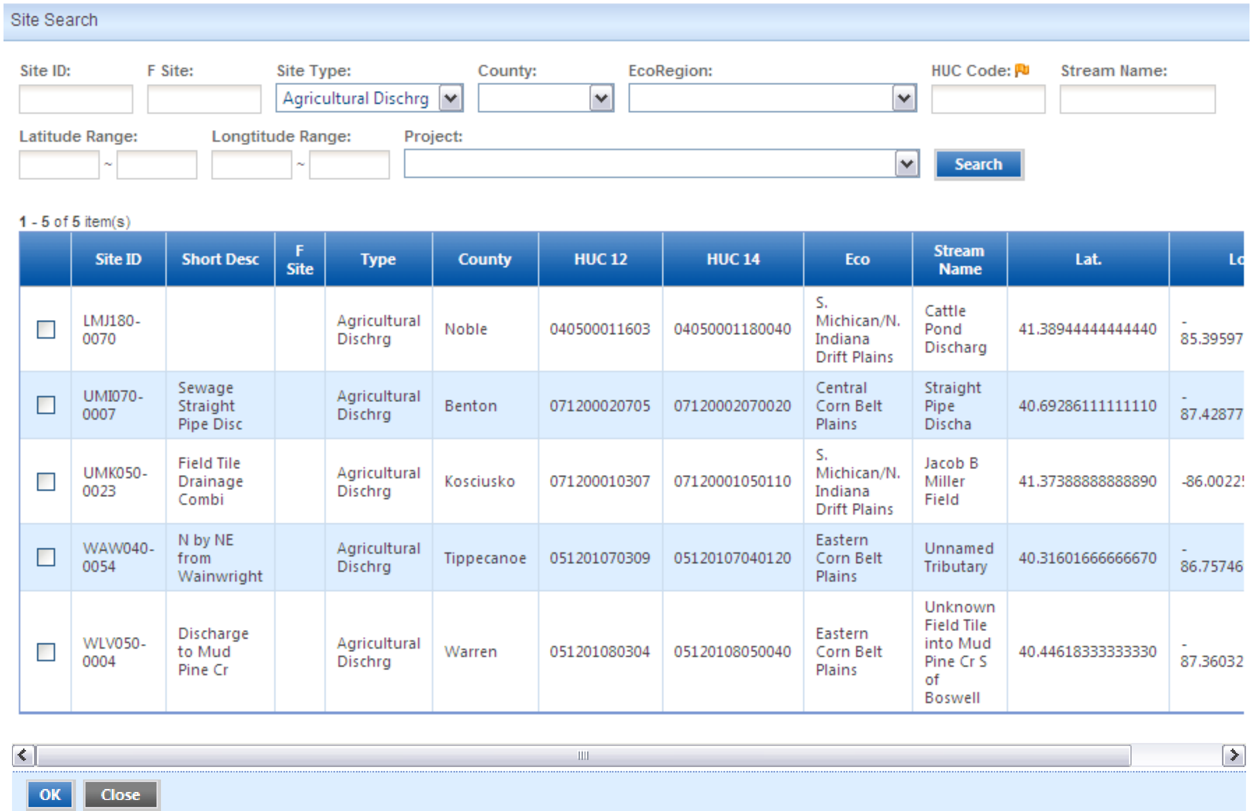
b. Click **Cancel** on the Save To My Queries pop-up window, and System will close the Save To My Queries window, and no further action will be taken

5. By clicking on **Export**, the user will be prompt with a File Download Dialog. He or she may choose to save the data as an Excel sheet to local hard drive or as an Access .mdb file.

6. User can generate a pop-up of containing a 3D plot of the data currently presented on the screen, as well as a Google map covering the data area by clicking **Show 3D Plot**.

7. User can export to a KML file, viewable in Google Earth, by clicking **Export KML**.

5.1.1 Query Water Quality Data – Add Site Search



	Site ID	Short Desc	F Site	Type	County	HUC 12	HUC 14	Eco	Stream Name	Lat.	Lo
☐	LMJ180-0070			Agricultural Dischrg	Noble	040500011603	04050001180040	S. Michican/N. Indiana Drift Plains	Cattle Pond Discharg	41.38944444444440	-85.39597
☐	UMI070-0007	Sewage Straight Pipe Disc		Agricultural Dischrg	Benton	071200020705	07120002070020	Central Corn Belt Plains	Straight Pipe Discha	40.69286111111110	-87.42877
☐	UMK050-0023	Field Tile Drainage Combi		Agricultural Dischrg	Kosciusko	071200010307	07120001050110	S. Michican/N. Indiana Drift Plains	Jacob B Miller Field	41.37388888888890	-86.0022
☐	WAW040-0054	N by NE from Wainwright		Agricultural Dischrg	Tippecanoe	051201070309	05120107040120	Eastern Corn Belt Plains	Unnamed Tributary	40.31601666666670	-86.75746
☐	WLV050-0004	Discharge to Mud Pine Cr		Agricultural Dischrg	Warren	051201080304	05120108050040	Eastern Corn Belt Plains	Unknown Field Tile into Mud Pine Cr S of Boswell	40.44618333333330	-87.36032

Figure 2-84: Query Water Quality Data -Add Site Search

This page will open when the user clicks on the icon under the sites in the Query water quality data page.

This Site search page allows the user to search the sites based on the site criteria entered or selected, and by clicking the Search button, the application will list the data based on the search criteria entered. The user can select the site records. And by clicking the OK button, the application will add the sites selected by the user to the Site list in the Query water quality data page. If the Close button is selected, then the application will close the page without saving any information.

5.1.1 Query Water Quality Data – Add Waterbody Search

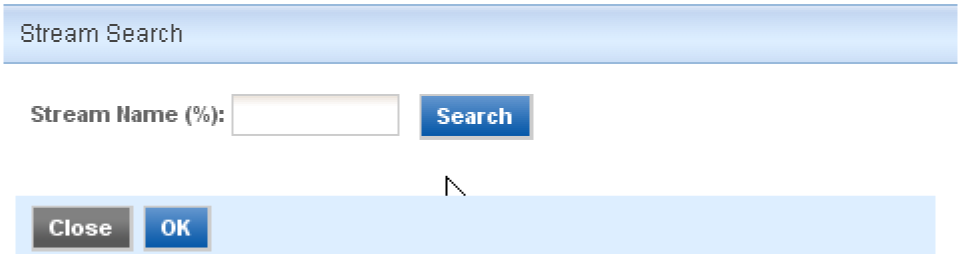


Figure 2-85: Query Water Quality Data -Add Stream Search

This page will open when the user clicks on the icon under the streams in the Query water quality data page.

This page allows the user to search the streams based on the criteria entered. By clicking on the Search button, the application will check the database for the search criteria entered by the user. If there is data matched with the search criteria, then the application will display the data. By clicking the OK button, the application will add the stream selected by the user to the Stream list in the Query water quality data page. If the Close button is selected, the application will close the page without saving any information.

6 WQX Submission

Note: WQX Submission will be addressed in Release 2.

Appendix A: Glossary

Term	Definition
Business Process	Denotes Groundwater or Surface Water business process groups. Generally this is used to provide a quick filter of information so that the user can select data relevant to their work.
Program Area	The highest data level in eAquaPro. Program Areas define a grouping of work that can cover years and different purposes. They can only be created by Administrators in the Reference Data section of the site.
Project	Projects are subsets of Program Areas that cover a specific purpose or period of time. They are associated with specific data types, defined by the user, and generally have universal QA/QC requirements within the project.
Trip Plan	Trip Plans are used to define where samples will be taken for a Project. They are comprised of Trip Plan Routes

Term	Definition
Trip Plan Routes	Trip Plan Routes are groups of sites that are associated with a Project or Program Area. They are useful for grouping data within a Program Area without respect to Project, but they are also used to define areas that Trips are meant to take place.