

Data Upload and Evaluation Tool (DUET) User Guide

Version 2.1

**Prepared for the
Environmental Protection Agency (EPA) Chesapeake Bay Program Office
(CBPO)**



Chesapeake Bay Program
A Watershed Partnership

**Prepared by
Vistronix, Inc.**



December 03, 2013

Document Change History

| Date | Version # | Change Description |
|------------|-----------|---|
| 12/03/2012 | 0.1 | Initial Draft |
| 12/19/2012 | 0.2 | Updated screens |
| 12/31/2012 | 0.3 | Incorporated review findings |
| 01/15/2013 | 1.0 | Revised by Project Manager |
| 02/06/2013 | 1.1 | Revised by Customer and Subject Matter Expert |
| 02/12/2013 | 1.2 | Final internal revisions |
| 11/12/2013 | 2.0 | Incorporating changes implemented in DUET V2 |
| 12/03/2013 | 2.1 | Revised by Customer and Systems Architect |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Table of Contents

| | | |
|---------|--|-------------------------------------|
| 1.0 | Data Upload and Evaluation Tool (DUET) Background..... | 1 |
| 2.0 | Getting Started..... | 2 |
| 2.1 | User Login..... | 2 |
| 2.2 | Forgot Your Password? Having trouble logging in? Account Locked? | 2 |
| 2.3 | Email Notifications | 2 |
| 2.3.1 | Not Receiving Email Notifications? | 2 |
| 3.0 | User Interface Navigation | 3 |
| 3.1 | System Buttons..... | 3 |
| 3.1.1 | Log Out Button | Error! Bookmark not defined. |
| 3.2 | System Tabs | 3 |
| 3.2.1 | Tabs..... | 3 |
| 4.0 | Upload File Page..... | 4 |
| 5.0 | Reload File | 9 |
| 5.1 | Reloading a File | Error! Bookmark not defined. |
| 6.0 | View Status | 11 |
| 6.1 | View Status Table | Error! Bookmark not defined. |
| 6.1.1 | Statuses | 12 |
| 6.1.2 | Filter By Program | 12 |
| 6.1.3 | Filter By Year | 13 |
| 6.1.4 | Filter By Status | 14 |
| 6.1.5 | Combined Filtering | 14 |
| 6.1.6 | Sorting..... | Error! Bookmark not defined. |
| 6.2 | Process History of a File | 16 |
| 6.2.1 | Data File Details Section | 16 |
| 6.2.2 | Processing History | 17 |
| 6.2.2.1 | Processing History Report..... | 18 |
| 6.2.3 | Reports | 19 |
| 7.0 | Replace..... | 21 |
| 7.1 | Historic DUQUAT Data..... | 21 |
| 7.2 | Replacing a File..... | 21 |

Table of Figures

| | |
|---|----|
| Figure 2-1 Login Screen | 2 |
| Figure 3-1 User Interface | 3 |
| Figure 3-2 Log Out Button..... | 3 |
| Figure 3-3 DUET Navigation Bar..... | 3 |
| Figure 4-1 Upload File | 4 |
| Figure 4-2 Select Program..... | 4 |
| Figure 4-3 Delegate Selecting Agency | 4 |
| Figure 4-4 Select Project | 5 |
| Figure 4-5 Select Water Year..... | 5 |
| Figure 4-6 Choose File Button | 6 |
| Figure 4-7 Select the File and Click Open | 6 |
| Figure 4-8 Upload Button..... | 7 |
| Figure 4-9 Upload Successful and passed Integrity checks..... | 7 |
| Figure 4-10 Upload Successful and failed Integrity checks | 7 |
| Figure 4-11 Error Table | 8 |
| Figure 5-1 Reload File Screen..... | 9 |
| Figure 5-2 Reload File Tab..... | 9 |
| Figure 5-3 Select File | 9 |
| Figure 5-4 Choose File Button | 10 |
| Figure 5-5 Select the File and Click Open | 10 |
| Figure 5-6 File Reloaded Successfully..... | 10 |
| Figure 6-1 View Status..... | 11 |
| Figure 6-2 View Status Tab..... | 11 |
| Figure 6-3 Program Dropdown | 12 |
| Figure 6-4 Filtered By Tidal Program | 13 |
| Figure 6-5 Year Dropdown | 13 |
| Figure 6-6 Filtered By Year | 14 |
| Figure 6-7 Status Dropdown | 14 |
| Figure 6-8 Filtered By Status | 14 |
| Figure 6-9 Filtered By Program and Status | 15 |
| Figure 6-10 Filtered By Program, Year and Status..... | 15 |
| Figure 6-11 Sorting By Water Year | 15 |
| Figure 6-12 Sorted By Water Year..... | 16 |
| Figure 6-13 Process History Screen..... | 16 |
| Figure 6-14 Data File Details | 17 |
| Figure 6-15 Processing History..... | 17 |
| Figure 6-16 Table Sorting | 18 |
| Figure 6-17 Processing History Report Link..... | 18 |
| Figure 6-18 Processing History Report..... | 18 |
| Figure 6-19 Report..... | 19 |
| Figure 6-20 View Report Button | 19 |
| Figure 6-21 Download Report File Button | 20 |
| Figure 7-1 Replace File Screen | 21 |
| Figure 7-2 Replace File Tab | 21 |
| Figure 7-3 Select File | 22 |

| | |
|--|-----------|
| Figure 7-4 Choose File Button | 22 |
| Figure 7-5 Select the File and Click Open | 22 |
| Figure 7-6 File Replaced Successfully | 23 |

1.0 Data Upload and Evaluation Tool (DUET) Background

DUET is the revised version of the Data Upload and Quality Assurance Tool (DUQAT). DUET will enable the submission, review, transformation and archival of water quality data and the related metadata for the Nontidal Water Quality Monitoring (NTWQM) Program and the Tidal Water Quality Monitoring (TWQM) Program.

DUET will initially upload nontidal water quality data and metadata for each of six Agencies (Data Providers) collected by fifteen Sources (Data Collectors).

The submitted water quality data then will be reviewed by DUET, and on the basis of that review generate routine reports with selected metadata on the following:

- Timeliness of the Source Submissions and the Agency Uploads
- Completeness of the submitted data, in relation to the data expected.
- Quality of the submitted data, in relation to possible clerical errors, extreme values, logical relational expressions, and data accuracy (bias and precision).

The resultant water quality data and related metadata then will be archived in Chesapeake Information Management System (CIMS) as a reviewed water quality database, and an associated metadata database, respectively, by water year.

2.0 Getting Started

2.1 User Login

Enter the following link into the internet browser of choice: <http://duet.chesapeakebay.net/>
To login to DUET, enter the Username and Password provided by the Data Manager, Mike Mallonee. The login screen is displayed below.

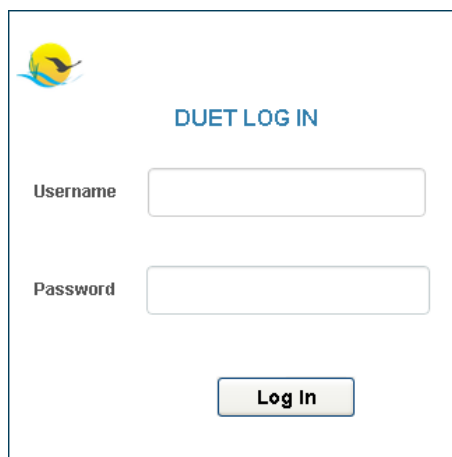
The image shows a web browser window displaying the DUET login interface. At the top left is a logo featuring a yellow sun and a blue bird. The title "DUET LOG IN" is centered at the top. Below the title are two input fields: "Username" and "Password". At the bottom center is a "Log In" button.

Figure 2-1 Login Screen



Helpful tip: Bookmark the link to DUET in your internet browser of choice.

2.2 Forgot Your Password? Having trouble logging in? Account Locked?

If at any point the username and/or the 12 digit alphanumeric password has been forgotten, there are problems logging into the DUET or an account has become locked please contact the EPA Chesapeake Bay Office Help Desk.

Phone number: 410-267-5769 Select option #2

Email: HelpDesk@chesapeakebay.net

Inform the Help Desk analyst of the name of the application (DUET) and the name of the network (CIMS).

2.3 Email Notifications

At any point that a file is uploaded, reloaded, replaced or has any status change the system will send out an email alerting to the success or failure of that action or status.

2.3.1 Not Receiving Email Notifications?

- Ensure that noreply@chesapeakebay.net is listed as a trusted account by email providers.
- Contact the Data Manager to verify that email associated with the account is correct.

3.0 User Interface Navigation

Figure 3-1 displays DUETS’s fully featured user interface (UI) navigation. The number of features available is determined by the role assigned to each user. These roles will be predetermined by the Data Manager.

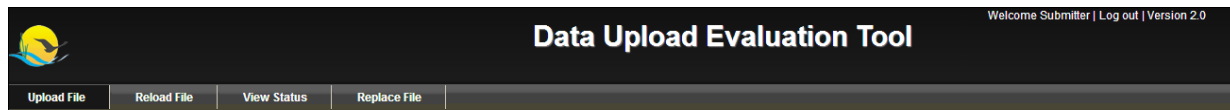


Figure 3-1 User Interface

3.1 Log Out Buttons

To end a session in DUET, the user must click the Log Out button, highlighted in Figure 3-2.

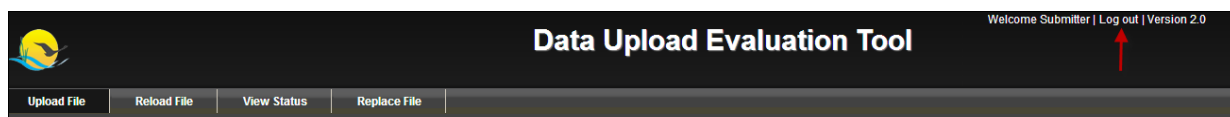


Figure 3-2 Log Out Button

3.2 System Tabs

Below is the image is the navigation bar.

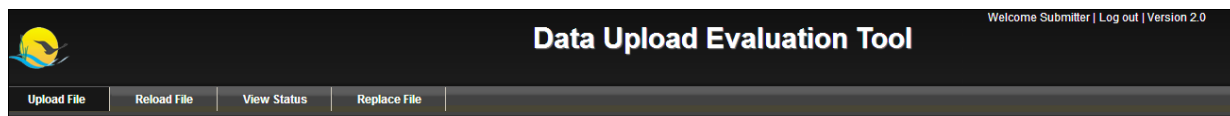


Figure 3-3 DUET Navigation Bar

3.2.1 Tabs

The following is a list of tabs in the navigation bar that are available to all with the role of Data Submitter or Data Delegate.

| Tab | Access Provided |
|--------------|--|
| Upload File | Uploading new files |
| Reload File | Reload a file that has errors and has not been accepted into the Water Quality Database |
| View Status | Data Submitters can see the current all files submitted by their agency |
| | Data Delegates will only be able to view the files they personally submit |
| Replace File | Replacing files that have passed all checks and has been accepted into the Water Quality (WQ) Database |

4.0 Upload File Page

Select File Upload Page:

The Upload File page, displayed below in Figure 4-1, is where all files are initially uploaded.

Figure 4-1 Upload File

Choose Program:

To upload a file - Open the Program dropdown, depicted in Figure 4-2, and select the desired WQ program.

Figure 4-2 Select Program

Select Agency:

Once the program has been selected the Agency dropdown will become visible. User role types determine if the Agency field can be edited.

- Data Submitter's agency is pre-populated and cannot be edited.
- Data Delegates' agency dropdown will be populated with Agencies predetermined by the Data Manager. Select the desired Agency, as shown in Figure 4-3.

Figure 4-3 Delegate Selecting Agency



Helpful tip: If the Agencies or the Projects listed are incorrect please contact the Data Manager.

Choose Project:

The Project dropdown will also become visible; only projects that the Data Manager has designated for a particular agency shall be available. Open the dropdown and select the desired project, depicted in Figure 4-4.

UPLOAD FILE

PROGRAM: NonTidal Water Quality Monitoring

AGENCY: Maryland Department of Natural Resources (MDDNR)

PROJECT: SELECT PROJECT

FILE TO UPLOAD: NonTidal Monitoring - Out Of Network (NTID)

Buttons: Upload, Reset

Figure 4-4 Select Project

Identify Water/Grant Year:

After the Project has been selected, the Year must be chosen by opening its dropdown and clicking the year, shown in Figure 4-5.

UPLOAD FILE

PROGRAM: NonTidal Water Quality Monitoring

AGENCY: Maryland Department of Natural Resources (MDDNR)

PROJECT: NonTidal Monitoring - Out Of Network (NTID)

WATER YEAR: SELECT WATER YEAR

FILE TO UPLOAD: 2013

Buttons: Upload, Reset

Figure 4-5 Select Water Year



Helpful tip: Nontidal programs are associated with Water Years. Tidal & Shallow Water Monitoring programs are associated with Grant Years.

Select File To Upload:

With the four parameters selected, click the Choose File button, highlighted in Figure 4-6.

Please note: the internet browser used will determine the exact language used and the number of steps required to select the file and upload it into DUET. The steps below are based on Google Chrome version 31.

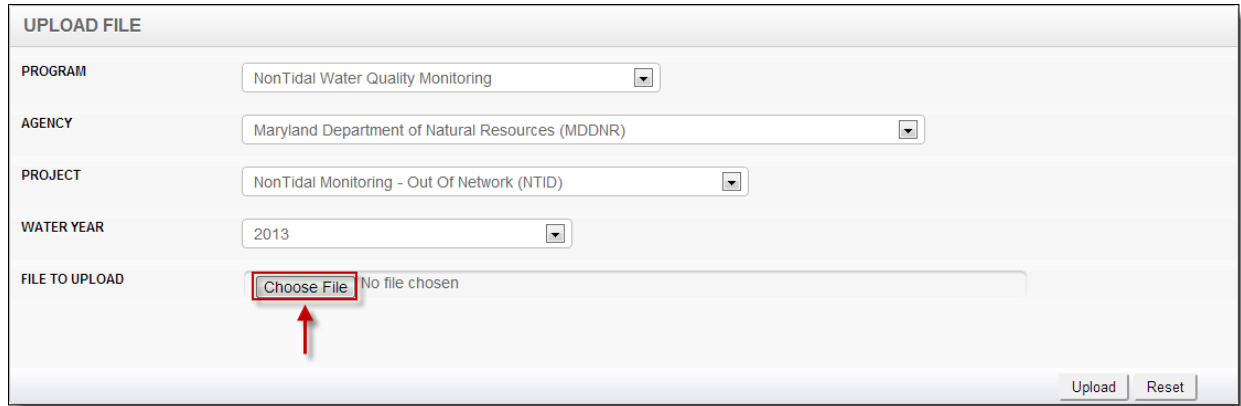



Figure 4-6 Choose File Button

Upon clicking the Choose File button, a file browser pop-up will open to assist with finding the desired file. Click the file and then the Open button, as portrayed in Figure 4-6. If necessary, click the Cancel button to close the pop-up.

 Helpful tip: The only file type allowed is a Microsoft Access file (accdb or mdb).

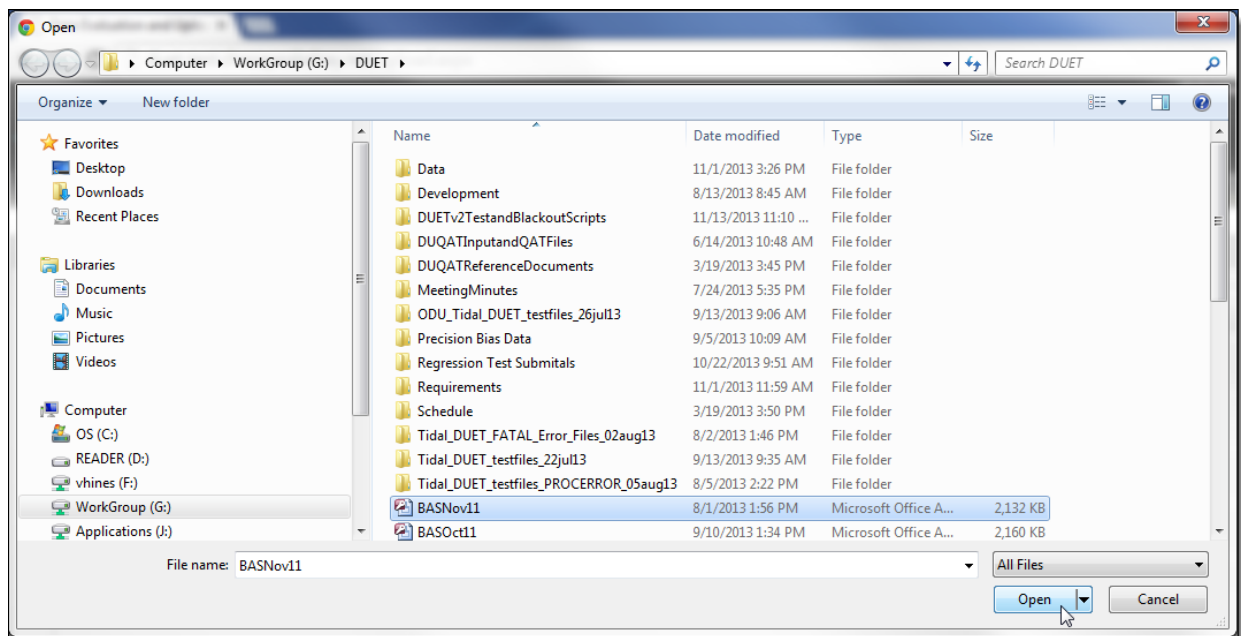


Figure 4-7 Select the File and Click Open

Once the Open button has been clicked the selected file name will appear in the File To Upload field. Click the Upload button at the bottom of the screen to upload the file into DUET, depicted in Figure 4-7.



Note: At any point the Upload File form can be cleared out by clicking the Reset button. It is located to the right of the Upload button.

UPLOAD FILE

PROGRAM: NonTidal Water Quality Monitoring

AGENCY: Virginia Department of Environmental Quality (VADEQ)

PROJECT: NonTidal Monitoring - Out Of Network (NTID)

WATER YEAR: 2011

FILE TO UPLOAD: Choose File | BASNov11.accdb

Buttons: Upload, Reset

Figure 4-8 Upload Button

File Uploaded

After the Upload button has been selected, a pop-up message will appear with an alert that the file has successfully been uploaded and whether the file passed or failed Integrity Checks.

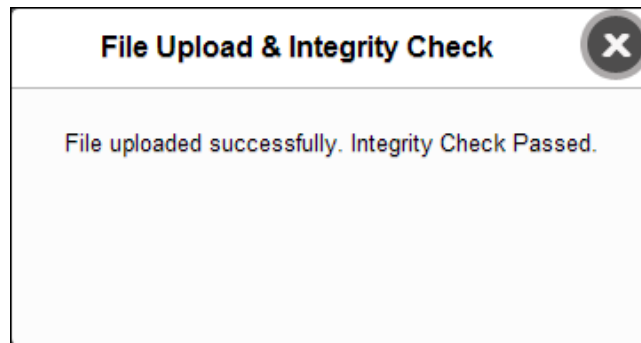


Figure 4-9 Upload Successful and passed Integrity checks

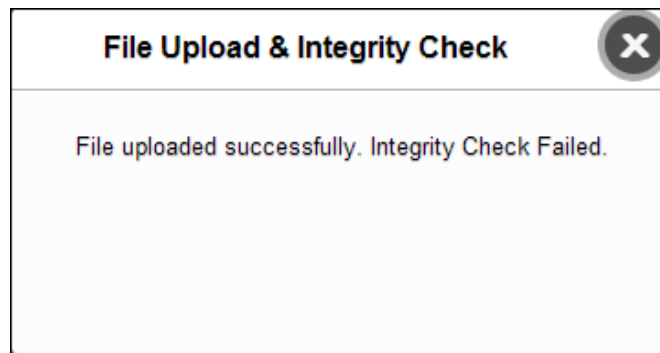
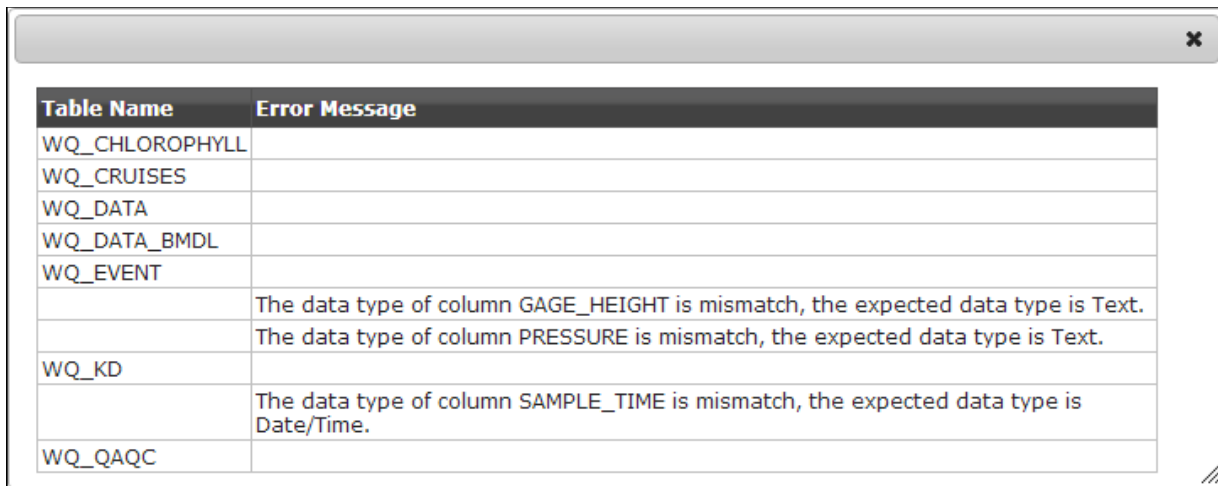


Figure 4-10 Upload Successful and failed Integrity checks

In the event the file fails Integrity checks an error table will appear on the Upload file page, shown in Figure 4-11.



| Table Name | Error Message |
|----------------|---|
| WQ_CHLOROPHYLL | |
| WQ_CRUISES | |
| WQ_DATA | |
| WQ_DATA_BMDL | |
| WQ_EVENT | |
| | The data type of column GAGE_HEIGHT is mismatch, the expected data type is Text. |
| | The data type of column PRESSURE is mismatch, the expected data type is Text. |
| WQ_KD | |
| | The data type of column SAMPLE_TIME is mismatch, the expected data type is Date/Time. |
| WQ_QAQC | |

Figure 4-11 Error Table

5.0 Reload File

Select File to Reload Page:

Figure 5-1 displays the Reload File page. This page is used in the event an uploaded file needs to be reloaded. This could be due to a file failing checks, the wrong file was initially uploaded or because of a data change.

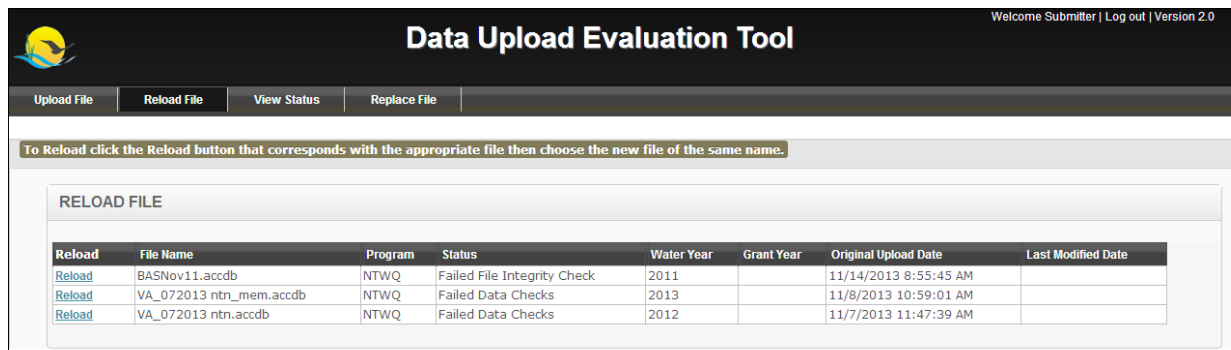


Figure 5-1 Reload File Screen

Accessing the Reload Page:

Access the Reload File page by clicking on the Reload File tab, highlighted in Figure 5-2.

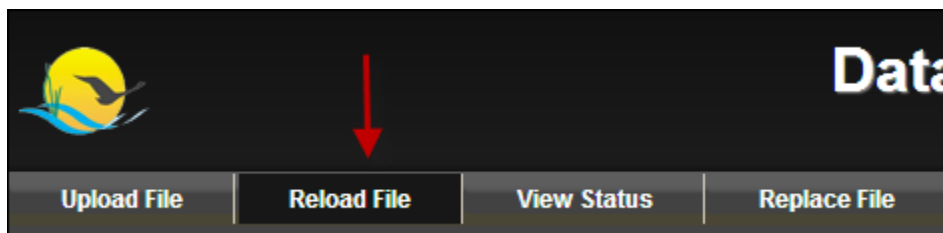


Figure 5-2 Reload File Tab

Click the Reload Button:

In order to reload a file, click the Reload button that corresponds with the file that will be reloaded, depicted in Figure 5-3.

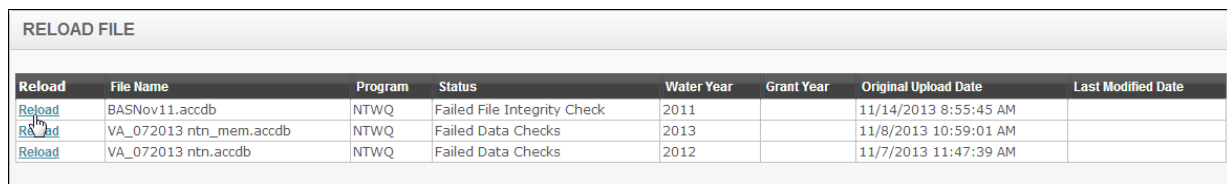


Figure 5-3 Select File



Note: The file being reloaded must have the same name as the file originally uploaded.

A pop-up will appear titled SELECT A FILE TO RELOAD. Click the Choose File button, shown in Figure 5-4.

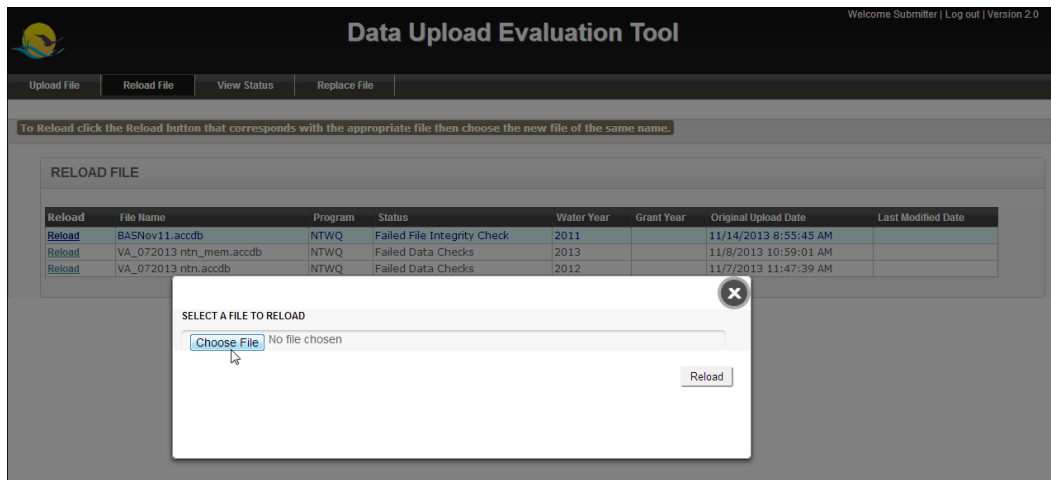



Figure 5-4 Choose File Button

Locating the File to Reload

A pop-up assisting to find the desired file will appear. Click on the desired file and then the Open button at the bottom right of the pop-up. The file name will appear in the DUET file loader, as depicted in Figure 5-5.



Figure 5-5 Select the File and Click Open

 Note: At any point the Reload File form can be cleared out by clicking the Reset button. It is located to the right of the Reload button.

File Reloaded

After the Reload button has been clicked, a pop-up message will appear alerting that the file has been successfully uploaded into DUET, Figure 5-6.

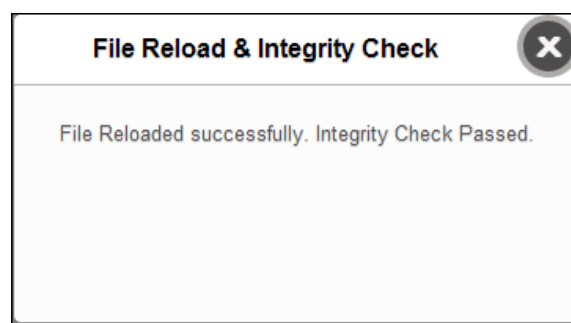


Figure 5-6 File Reloaded Successfully

6.0 View Status

File View Status Page:

Figure 6-1 depicts the View Status page. This page provides the ability to monitor the statuses of all the files loaded into DUET. The Data Manager can view every file while

- Submitters can only view files submitted by their agency
- Delegates can view files submitted by the Delegate

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|---|------------|------------|------------------------|--|
| BASNov11.accdb | 2011 | | 11/14/2013 8:55:45 AM | Passed Data Checks |
| VA_072013_ntn_mem.accdb | 2013 | | 11/8/2013 10:59:01 AM | Failed Data Checks |
| VA_072013_ntn.accdb | 2012 | | 11/7/2013 11:47:39 AM | Failed Data Checks |
| ODU_0597598.accdb | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VIMS_SWM12_q4.accdb | | 2012 | 11/5/2013 4:22:19 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database |
| ODU_0600603.accdb | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database |
| VA012012ntn.accdb | 2012 | | 10/23/2013 3:04:24 PM | Imported into the Water Quality Database |
| VA_04_06_2013_ntn.accdb | 2013 | | 10/22/2013 12:06:39 PM | Imported into the Water Quality Database |
| VA_02_03_2013_ntn.accdb | 2013 | | 10/22/2013 12:05:45 PM | Imported into the Water Quality Database |
| VA_012013_ntn.accdb | 2013 | | 10/22/2013 12:04:52 PM | Imported into the Water Quality Database |
| VA052012ntn.accdb | 2012 | | 10/22/2013 8:56:42 AM | Imported into the Water Quality Database |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database |

Figure 6-1 View Status

Accessing the View Status Page:

Access the View Status page by clicking on the View Status tab, highlighted in Figure 6-2.

Figure 6-2 View Status Tab

Upon clicking the View Status tab, the View Status table will become available. The table will display the following headers: File Name, Agency, Status, Water Year and Original Upload Date. It can be sorted by the following parameters: Water Year and Status.

File Statuses

Files listed on the View Status table will have one of the following statuses:

| Status | Definition |
|--|--|
| Uploaded | A file that has been uploaded for the first time. |
| Begin Data Checks | A start of timeliness, completeness or Quality Assurance/Quality Control (QA/QC) checks. |
| Failed Data Checks | The failure of timeliness, completeness or QA/QC checks. |
| Passed Data Checks | The passing of timeliness, completeness or QA/QC checks. |
| Accepted | Occurs when the Data Manager accepts a file that passed checks |
| Imported into the Water Quality Database | File transferred to the WQ Database. |
| Reloaded | A previously uploaded file that is uploaded again. |
| Begin Import | The start of data transferring to the WQ Database. |
| Processing Error | The file fails integrity checks or system down while processing a file for checks. |
| Transferring Water Quality Measured | Data that is measured then moved to begin calculations. |
| Replace | A file that has been Imported into the WQ Database that has been replaced. |
| Failed File Integrity Check | System failure or shutdown occurs while transferring data to WQ Database. |

Filtering By Program

To filter by Program, open the Program dropdown and click the desired program, depicted in Figure 6-3.

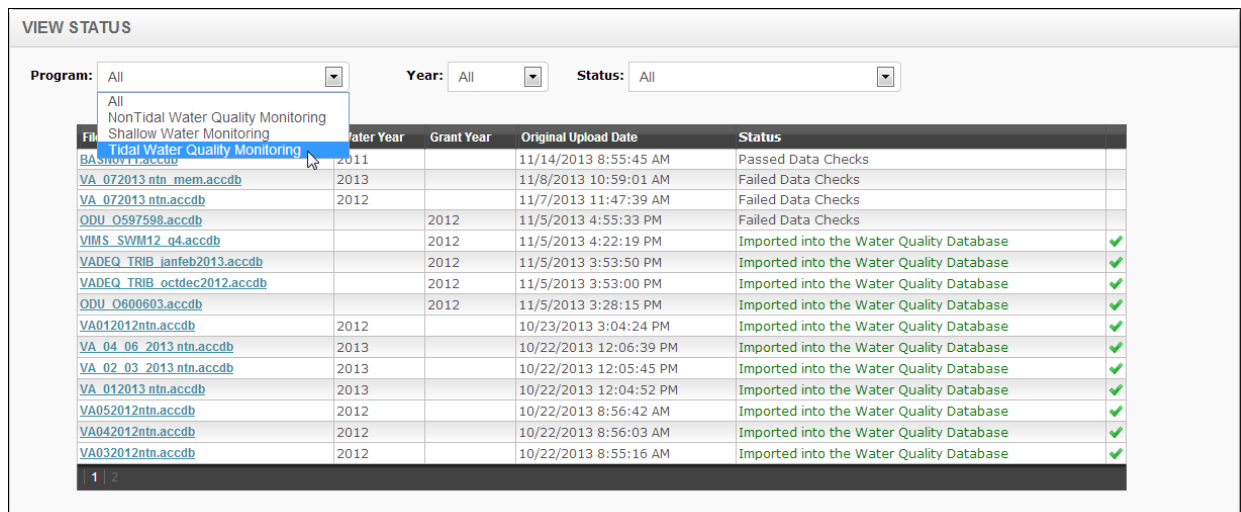


Figure 6-3 Program Dropdown

Once a Program has been selected, only files with matching the Program will be visible.

VIEW STATUS

Program: Tidal Water Quality Monitoring Agency: All Grant Year: All Status: All

| File Name | Agency | Water Year | Grant Year | Original Upload Date | Status |
|-----------------------------|--------|------------|------------|----------------------|--|
| ODU_O597598.accdb | VADEQ | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VADEQ_TRIB_janfeb2013.accdb | VADEQ | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_octdec2012.accdb | VADEQ | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database |
| MDDNR_TRBApr13.accdb | MDDNR | | 2012 | 11/5/2013 3:44:54 PM | Imported into the Water Quality Database |
| MDDNR_TRBMar13.accdb | MDDNR | | 2012 | 11/5/2013 3:44:17 PM | Imported into the Water Quality Database |
| MDDNR_TRBFeb13.accdb | MDDNR | | 2012 | 11/5/2013 3:43:35 PM | Imported into the Water Quality Database |
| ODU_O600603.accdb | VADEQ | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database |
| MDDNR_BAYMay13.accdb | MDDNR | | 2012 | 11/5/2013 1:56:29 PM | Imported into the Water Quality Database |
| MDDNR_BAYApr13.accdb | MDDNR | | 2012 | 11/5/2013 1:48:48 PM | Imported into the Water Quality Database |

Figure 6-4 Filtered By Tidal Program

Filtering By Year

To filter by Year, open its dropdown and click the desired year, depicted in Figure 6-5.

VIEW STATUS

Program: All Year: All Status: All

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|-----------------------------|------------|------------|-----------------------|--|
| BASNov11.accdb | 2011 | | 11/5/2013 8:55:45 AM | Passed Data Checks |
| VA_072013_ntn_mem.accdb | 2013 | | 11/5/2013 10:59:01 AM | Failed Data Checks |
| VA_072013_ntn.accdb | 2012 | | 11/5/2013 11:47:39 AM | Failed Data Checks |
| ODU_O597598.accdb | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VIMS_SVM12_q4.accdb | | 2012 | 11/5/2013 4:22:19 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database |
| ODU_O600603.accdb | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database |
| VA012012ntn.accdb | 2012 | | 11/5/2013 3:04:24 PM | Imported into the Water Quality Database |
| VA_04_06_2013_ntn.accdb | 2013 | | 11/5/2013 12:06:39 PM | Imported into the Water Quality Database |
| VA_02_03_2013_ntn.accdb | 2013 | | 11/5/2013 12:05:45 PM | Imported into the Water Quality Database |
| VA_012013_ntn.accdb | 2013 | | 11/5/2013 12:04:52 PM | Imported into the Water Quality Database |
| VA052012ntn.accdb | 2012 | | 11/5/2013 8:56:42 AM | Imported into the Water Quality Database |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database |

Figure 6-5 Year Dropdown

After the Year has been selected, only files that match the year will be visible, illustrated in Figure 6-6.

VIEW STATUS

Program: All Year: 2012 Status: All

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|-----------------------------|------------|------------|-----------------------|--|
| VA_072013_ntn.accdb | 2012 | | 11/7/2013 11:47:39 AM | Failed Data Checks |
| ODU_0597598.accdb | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VIMS_SWM12_q4.accdb | | 2012 | 11/5/2013 4:22:19 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database |
| ODU_0600603.accdb | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database |
| VA012012ntn.accdb | 2012 | | 10/23/2013 3:04:24 PM | Imported into the Water Quality Database |
| VA052012ntn.accdb | 2012 | | 10/22/2013 8:56:42 AM | Imported into the Water Quality Database |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database |
| VA022012ntn.accdb | 2012 | | 10/22/2013 8:54:32 AM | Imported into the Water Quality Database |
| VA092012ntn.accdb | 2012 | | 10/22/2013 8:53:25 AM | Imported into the Water Quality Database |
| VA082012ntn.accdb | 2012 | | 10/22/2013 8:52:51 AM | Imported into the Water Quality Database |
| VA072012ntn.accdb | 2012 | | 10/22/2013 8:51:54 AM | Imported into the Water Quality Database |
| VA062012ntn.accdb | 2012 | | 10/22/2013 8:50:34 AM | Imported into the Water Quality Database |

Figure 6-6 Filtered By Year

Filtering By Status

To filter by Status, open the Status dropdown and click the desired state, depicted in Figure 6-7.

VIEW STATUS

Program: All Year: All Status: All

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|-----------------------------|------------|------------|------------------------|--|
| BASNov11.accdb | 2011 | | | Passed Data Checks |
| VA_072013_ntn_mem.accdb | 2013 | | | Failed Data Checks |
| VA_072013_ntn.accdb | 2012 | | | Failed Data Checks |
| ODU_0597598.accdb | | 2012 | | Failed Data Checks |
| VIMS_SWM12_q4.accdb | | 2012 | | Imported into the Water Quality Database |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | | Imported into the Water Quality Database |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | | Imported into the Water Quality Database |
| ODU_0600603.accdb | | 2012 | | Imported into the Water Quality Database |
| VA012012ntn.accdb | 2012 | | 10/23/2013 3:04:24 PM | Imported into the Water Quality Database |
| VA_04_06_2013_nm.accdb | 2013 | | 10/22/2013 12:06:39 PM | Imported into the Water Quality Database |
| VA_02_03_2013_nm.accdb | 2013 | | 10/22/2013 12:05:45 PM | Imported into the Water Quality Database |
| VA_012013_nm.accdb | 2013 | | 10/22/2013 12:04:52 PM | Imported into the Water Quality Database |
| VA052012ntn.accdb | 2012 | | 10/22/2013 8:56:42 AM | Imported into the Water Quality Database |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database |

Figure 6-7 Status Dropdown

Once the Status has been selected, only files matching that status will be visible, illustrated in Figure 6-8.

VIEW STATUS

Program: All Year: All Status: Passed Data Checks

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|----------------|------------|------------|-----------------------|--------------------|
| BASNov11.accdb | 2011 | | 11/14/2013 8:55:45 AM | Passed Data Checks |

Figure 6-8 Filtered By Status

Combined Filtering

All of the filtering options can be used together to further refine the View Status table. Select any two of the three dropdown options, as highlighted in Figure 6-9, or all three, Figure 6-10.

VIEW STATUS

Program: NonTidal Water Quality Monitoring Water Year: All Status: Failed Data Checks

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|---|------------|------------|-----------------------|--------------------|
| VA_072013_ntn_mem.accdb | 2013 | | 11/8/2013 10:59:01 AM | Failed Data Checks |
| VA_072013_ntn.accdb | 2012 | | 11/7/2013 11:47:39 AM | Failed Data Checks |

Figure 6-9 Filtered By Program and Status

VIEW STATUS

Program: NonTidal Water Quality Monitoring Water Year: 2013 Status: Failed Data Checks

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|---|------------|------------|-----------------------|--------------------|
| VA_072013_ntn_mem.accdb | 2013 | | 11/8/2013 10:59:01 AM | Failed Data Checks |

Figure 6-10 Filtered By Program, Year and Status

Sorting the Table

To sort the View Status table, click on the header of the column to be sorted. For example, click the Water Year header to sort the table by water years, portrayed in Figures 6-11 and 6-12.

VIEW STATUS

Program: All Year: All Status: All

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|---|------------|------------|------------------------|--|
| ODU_0597598.accdb | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VIMS_SWM12_04.accdb | | 2012 | 11/5/2013 4:22:19 PM | Imported into the Water Quality Database ✓ |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database ✓ |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database ✓ |
| ODU_0600603.accdb | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database ✓ |
| BASNov11.accdb | 2011 | | 11/14/2013 8:55:45 AM | Passed Data Checks |
| VA_072013_ntn.accdb | 2012 | | 11/7/2013 11:47:39 AM | Failed Data Checks |
| VA012012ntn.accdb | 2012 | | 10/23/2013 3:04:24 PM | Imported into the Water Quality Database ✓ |
| VA052012ntn.accdb | 2012 | | 10/22/2013 8:56:42 AM | Imported into the Water Quality Database ✓ |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database ✓ |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database ✓ |
| VA_072013_ntn_mem.accdb | 2013 | | 11/8/2013 10:59:01 AM | Failed Data Checks |
| VA_04_06_2013_ntn.accdb | 2013 | | 10/22/2013 12:06:39 PM | Imported into the Water Quality Database ✓ |
| VA_02_03_2013_ntn.accdb | 2013 | | 10/22/2013 12:05:45 PM | Imported into the Water Quality Database ✓ |
| VA_012013_ntn.accdb | 2013 | | 10/22/2013 12:04:52 PM | Imported into the Water Quality Database ✓ |

1 | 2

Figure 6-11 Sorting By Water Year

VIEW STATUS

Program: All Year: All Status: All

| File Name | Water Year | Grant Year | Original Upload Date | Status |
|---|------------|------------|------------------------|--|
| VA_072013_ntn_mem.accdb | 2013 | | 11/8/2013 10:59:01 AM | Failed Data Checks |
| VA_04_06_2013_ntn.accdb | 2013 | | 10/22/2013 12:06:39 PM | Imported into the Water Quality Database ✓ |
| VA_02_03_2013_ntn.accdb | 2013 | | 10/22/2013 12:05:45 PM | Imported into the Water Quality Database ✓ |
| VA_012013_ntn.accdb | 2013 | | 10/22/2013 12:04:52 PM | Imported into the Water Quality Database ✓ |
| VA_072013_ntn.accdb | 2012 | | 11/7/2013 11:47:39 AM | Failed Data Checks |
| VA012012ntn.accdb | 2012 | | 10/23/2013 3:04:24 PM | Imported into the Water Quality Database ✓ |
| VA052012ntn.accdb | 2012 | | 10/22/2013 8:56:42 AM | Imported into the Water Quality Database ✓ |
| VA042012ntn.accdb | 2012 | | 10/22/2013 8:56:03 AM | Imported into the Water Quality Database ✓ |
| VA032012ntn.accdb | 2012 | | 10/22/2013 8:55:16 AM | Imported into the Water Quality Database ✓ |
| BASNov11.accdb | 2011 | | 11/14/2013 8:55:45 AM | Passed Data Checks |
| ODU_0597598.accdb | | 2012 | 11/5/2013 4:55:33 PM | Failed Data Checks |
| VIMS_SWM12_q4.accdb | | 2012 | 11/5/2013 4:22:19 PM | Imported into the Water Quality Database ✓ |
| VADEQ_TRIB_janfeb2013.accdb | | 2012 | 11/5/2013 3:53:50 PM | Imported into the Water Quality Database ✓ |
| VADEQ_TRIB_octdec2012.accdb | | 2012 | 11/5/2013 3:53:00 PM | Imported into the Water Quality Database ✓ |
| ODU_0600603.accdb | | 2012 | 11/5/2013 3:28:15 PM | Imported into the Water Quality Database ✓ |

1 | 2

Figure 6-12 Sorted By Water Year

6.3 Process History of a File

File Processing History Page:

In order to view the processing history of any file uploaded into DUET click its file name and the system will display its Process History, Figure 6-13.

Welcome Submitter | Log out | Version 2.0

Data Upload Evaluation Tool

Upload File | Reload File | View Status | Replace File

PROCESS HISTORY FOR: [BASNov11.accdb](#)

Home > View Status

Data File Details

FILE NAME: [BASNov11_accdb](#)

FILE SIZE: 2,793,472 bytes

SUBMITTER: Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

VIEW REPORT

DOWNLOAD REPORT FILE

Figure 6-13 Process History Screen

Note: The Accept button is only enabled for the Data Manager.

Data File Details Section

The left hand column of the Process History contains the Data File Details of the selected file, highlighted in Figure 6-14.

PROCESS HISTORY FOR: BASNov11.accdb

Home > View Status

Data File Details

FILE NAME [BASNov11.accdb](#)

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

[VIEW REPORT](#)

[DOWNLOAD REPORT FILE](#)

Figure 6-14 Data File Details

This section provides the ability to download the file by clicking the File Name hyperlink. It also provides the file’s size and the agency that submitted it.

Processing History of a File

The center column, highlighted in Figure 6-15, contains the file’s processing history by displaying the files status changes and provides a link to view the history in a report.

PROCESS HISTORY FOR: BASNov11.accdb

Home > View Status

Data File Details

FILE NAME [BASNov11.accdb](#)

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

[VIEW REPORT](#)

[DOWNLOAD REPORT FILE](#)

Figure 6-15 Processing History

The Processing History table can be sorted by the Status and Date by clicking the Status and/or Date link, highlighted in 6-16.

PROCESS HISTORY FOR: BASNov11.accdb

Home > View Status

Data File Details

FILE NAME BASNov11.accdb

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

VIEW REPORT

DOWNLOAD REPORT FILE

Figure 6-16 Table Sorting

Downloading the Processing History Report

To view the Processing History report, click the hyperlink highlighted in Figure 6-17.

PROCESS HISTORY FOR: BASNov11.accdb

Home > View Status

Data File Details

FILE NAME BASNov11.accdb

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

VIEW REPORT

DOWNLOAD REPORT FILE

Figure 6-17 Processing History Report Link

Upon clicking the hyperlink, a text file containing the report is downloaded. An example is displayed in Figure 6-18.

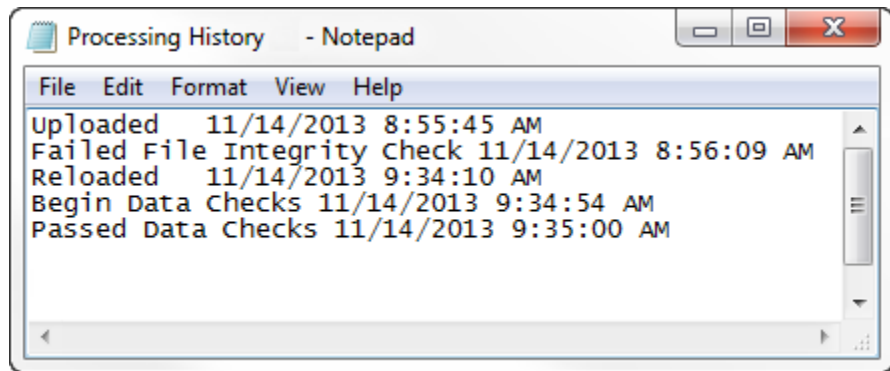



Figure 6-18 Processing History Report

Viewing the Quality Assurance Reports

The right hand column, highlighted in Figure 6-19, contains a Quality Assurance (QA) report on the file that can be viewed or downloaded.


Helpful tip: Reports cannot be viewed or downloaded when a file has Processing Error.

PROCESS HISTORY FOR: BASNov11.accdb

[Home](#) > [View Status](#)

Data File Details

FILE NAME [BASNov11.accdb](#)

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality


Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

VIEW REPORT 


DOWNLOAD REPORT FILE 

Figure 6-19 Report

To view the QA Report within DUET, click the VIEW REPORT button highlighted in Figure 6-20.

PROCESS HISTORY FOR: BASNov11.accdb

[Home](#) > [View Status](#)

Data File Details

FILE NAME [BASNov11.accdb](#)

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality


Processing History

[View processing history in report form](#)

Accept

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

VIEW REPORT  VIEW REPORT


DOWNLOAD REPORT FILE 

Figure 6-20 View Report Button

Downloading the Quality Assurance Reports

To download the report, click the **DOWNLOAD REPORT FILE** button highlighted in Figure 6-21.

PROCESS HISTORY FOR: BASNov11.accdb

[Home](#) > [View Status](#)

Data File Details

FILE NAME BASNov11.accdb

FILE SIZE 2,793,472 bytes

SUBMITTER Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

| Status | Date |
|-----------------------------|-----------------------|
| Uploaded | 11/14/2013 8:55:45 AM |
| Failed File Integrity Check | 11/14/2013 8:56:09 AM |
| Reloaded | 11/14/2013 9:34:10 AM |
| Begin Data Checks | 11/14/2013 9:34:54 AM |
| Passed Data Checks | 11/14/2013 9:35:00 AM |

Reports

[VIEW REPORT](#)

DOWNLOAD REPORT FILE

Figure 6-21 Download Report File Button

7.0 Replace

File Replace Page:

Figure 7-1 displays the Replace File page. This page is used in the event an uploaded file needs to be replaced after the file has been reviewed by the Data Manager and imported into the Water Quality Database.

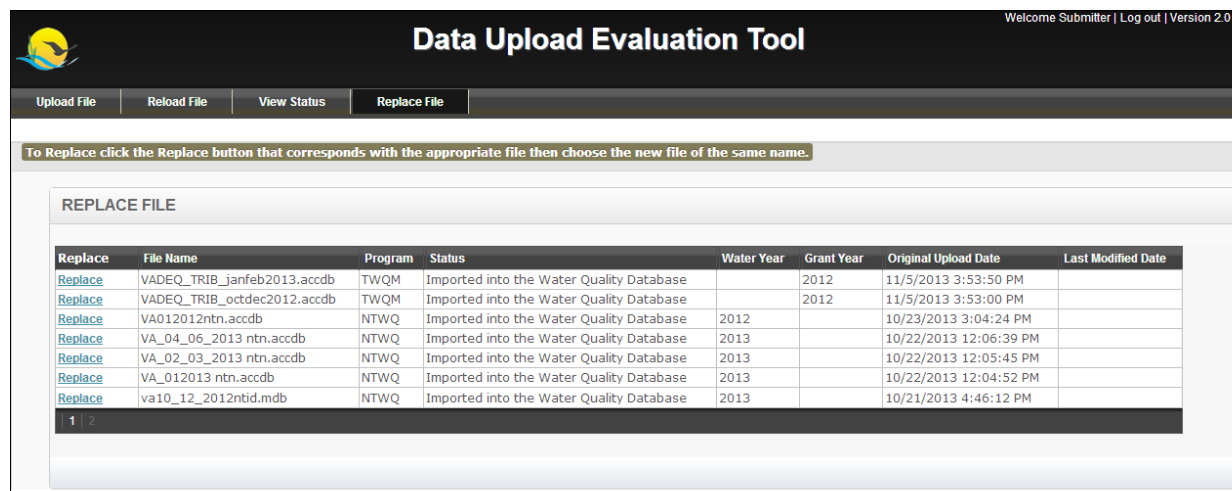


Figure 7-1 Replace File Screen



Note: The file being replaced should be of the same name as the originally uploaded.

7.1 Historic DUQAT Data

Any data uploaded into the DUQAT system cannot be replaced using the DUET application. It is considered historic data and must be preserved. If any DUQAT files need to be replaced contact the Data Manager to discuss the data change request.

7.2 Replacing a File

Accessing the Replace File Page:

Access the Replace File page by clicking on the Replace File tab, highlighted in Figure 7-2.

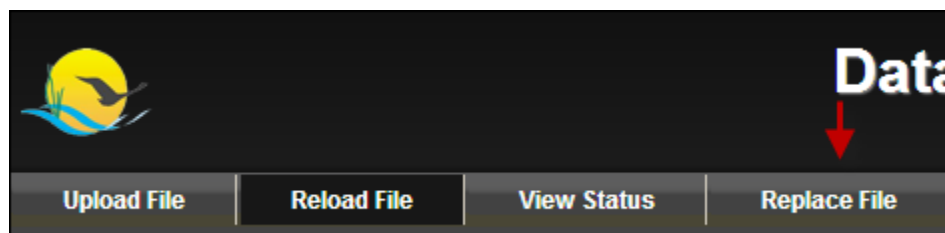


Figure 7-2 Replace File Tab

Clicking the Replace button:

In order to replace a file, click the Replace button that corresponds with the file that will be replaced, depicted in Figure 7-3.

| Replace | File Name | Program | Status | Water Year | Grant Year | Original Upload Date | Last Modified Date |
|-------------------------|-----------------------------|---------|--|------------|------------|------------------------|--------------------|
| Replace | VADEQ_TRIB_janfeb2013.accdb | TWQM | Imported into the Water Quality Database | | 2012 | 11/5/2013 3:53:50 PM | |
| Replace | VADEQ_TRIB_octdec2012.accdb | TWQM | Imported into the Water Quality Database | | 2012 | 11/5/2013 3:53:00 PM | |
| Replace | VA012012ntn.accdb | NTWQ | Imported into the Water Quality Database | 2012 | | 10/23/2013 3:04:24 PM | |
| Replace | VA_04_06_2013 ntn.accdb | NTWQ | Imported into the Water Quality Database | 2013 | | 10/22/2013 12:06:39 PM | |
| Replace | VA_02_03_2013 ntn.accdb | NTWQ | Imported into the Water Quality Database | 2013 | | 10/22/2013 12:05:45 PM | |
| Replace | VA_012013 ntn.accdb | NTWQ | Imported into the Water Quality Database | 2013 | | 10/22/2013 12:04:52 PM | |
| Replace | va10_12_2012ntid.mdb | NTWQ | Imported into the Water Quality Database | 2013 | | 10/21/2013 4:46:12 PM | |

Figure 7-3 Select File

Locating the Replacement File

A pop-up will appear titled SELECT A FILE TO REPLACE. Click the Choose File button, shown in Figure 7-4 a pop-up assisting to find the desired file will appear.

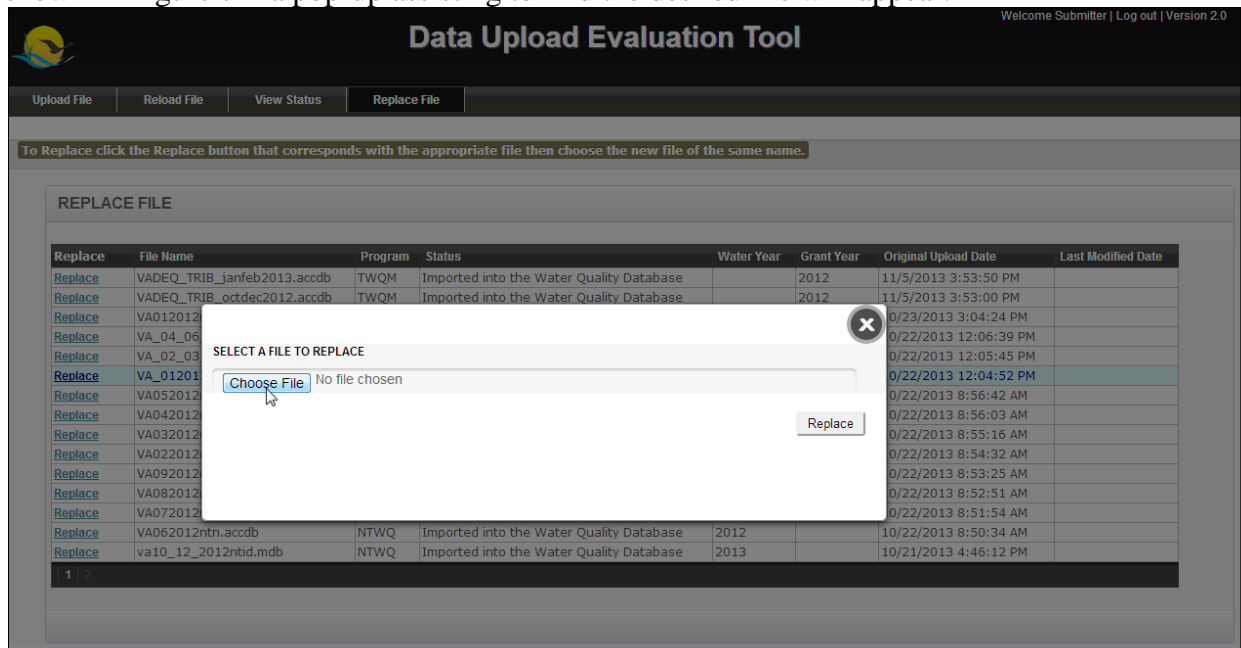


Figure 7-4 Choose File Button

Click on the desired file and then the Open button at the bottom right of the pop-up. The file name will appear in the loader, as depicted in Figure 7-5.

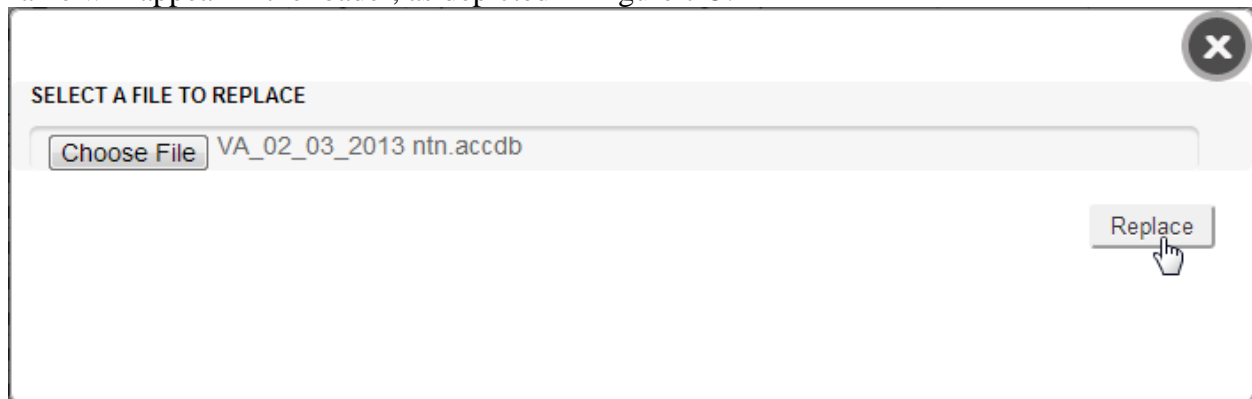


Figure 7-5 Select the File and Click Open



Note: At any point the Replace File form can be cleared out by clicking the Reset button. It is located to the right of the Replace button.

File Replaced

After the Reload button has been clicked, a pop-up message will appear alerting that the file has been successfully uploaded into DUET, Figure 7-6.

| REPLACE FILE | | | | | | | |
|-------------------------|-----------------------------|---------|--|------------|------------|------------------------|--------------------|
| Replace | File Name | Program | Status | Water Year | Grant Year | Original Upload Date | Last Modified Date |
| Replace | VADEQ_TRIB_janfeb2013.accdb | TWQM | Imported into the Water Quality Database | | 2012 | 11/5/2013 3:53:50 PM | |
| Replace | VADEQ_TRIB_octdec2012.accdb | TWQM | Imported into the Water Quality Database | | 2012 | 11/5/2013 3:53:00 PM | |
| Replace | VA012012ntrn.accdb | NTWQ | Imported into the Water Quality Database | 2012 | | 10/23/2013 3:04:24 PM | |
| Replace | VA_04_06_2013 ntrn.accdb | N | | 013 | | 10/22/2013 12:06:39 PM | |
| Replace | VA_012013 ntrn.accdb | N | | 013 | | 10/22/2013 12:04:52 PM | |
| Replace | VA052012ntrn.accdb | N | | 012 | | 10/22/2013 8:56:42 AM | |
| Replace | VA042012ntrn.accdb | N | | 012 | | 10/22/2013 8:56:03 AM | |
| Replace | VA032012ntrn.accdb | N | | 012 | | 10/22/2013 8:55:16 AM | |
| Replace | VA022012ntrn.accdb | N | | 012 | | 10/22/2013 8:54:32 AM | |
| Replace | VA092012ntrn.accdb | N | | 012 | | 10/22/2013 8:53:25 AM | |
| Replace | VA082012ntrn.accdb | N | | 012 | | 10/22/2013 8:52:51 AM | |
| Replace | VA072012ntrn.accdb | N | | 012 | | 10/22/2013 8:51:54 AM | |
| Replace | VA062012ntrn.accdb | NTWQ | Imported into the Water Quality Database | 2012 | | 10/22/2013 8:50:34 AM | |
| Replace | va10_12_2012ntid.mdb | NTWQ | Imported into the Water Quality Database | 2013 | | 10/21/2013 4:46:12 PM | |
| Replace | VA122011ntrn.accdb | NTWQ | Imported into the Water Quality Database | 2012 | | 10/21/2013 4:45:11 PM | |

File Replace & Integrity Check X

File replaced successfully. Integrity Check Passed.

Figure 7-6 File Replaced Successfully

The replaced file will go through all of the same checks as a newly uploaded file. It will also need to be re-evaluated and accepted into the WQ Database by the Data Manager.