

# ***Data Upload and Evaluation Tool (DUET) User Guide***

**Version 1.2**

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



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## **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 from 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 User Login

Enter the following link into the internet browser of choice: <http://duet.chesapeakebay.net/>

To login to DUET, enter using the Username and Password provided by the Data Manager Mike Mallonee. The login screen is displayed below.

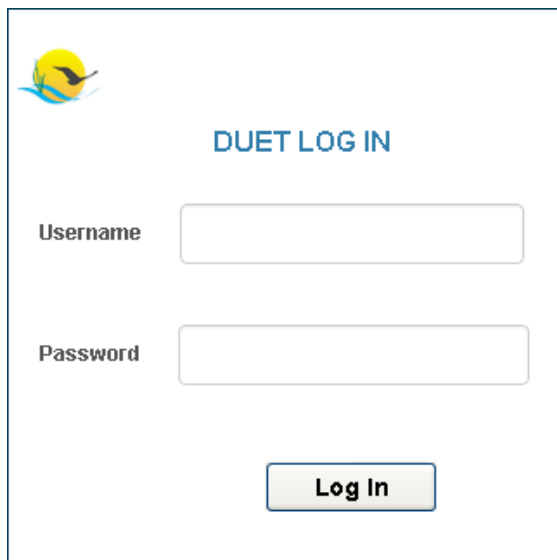
The image shows a web-based login form titled "DUET LOG IN" in blue text. In the top left corner, there is a small logo featuring a yellow sun and a blue bird. Below the title, there are two input fields: the first is labeled "Username" and the second is labeled "Password". At the bottom center of the form is a button labeled "Log In".

Figure 2-1 Login Screen



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

### 2.1 Forgot Your Password? Having trouble logging in? Account Locked?

If at any point the username and/or 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](mailto:HelpDesk@chesapeakebay.net)

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

## 3.0 User Interface Navigation

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

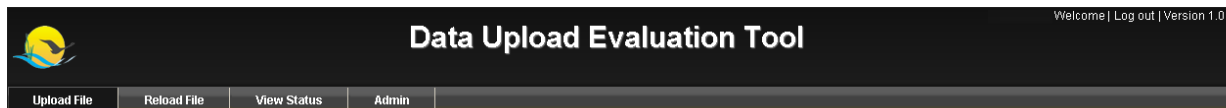


Figure 3-1 User Interface

### 3.1 System Buttons

All system users have access to the Log Out button.

#### 3.1.1 Log Out Button

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

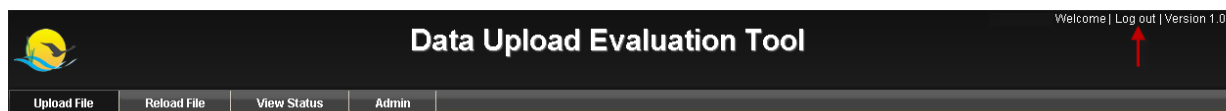


Figure 3-2 Log Out Button

Once the Log Out button is selected, the user will be taken to the Log In page.

### 3.2 System Tabs

Below is the image is the fully featured navigation bar.

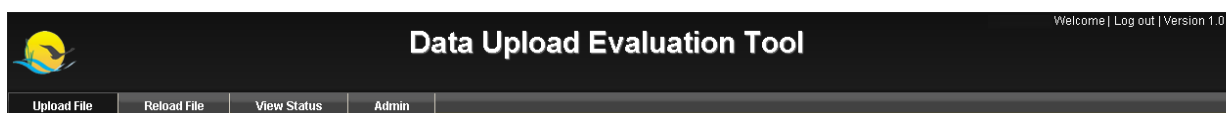


Figure 3-3 DUET Navigation Bar

The following is a list of tabs in the navigation bar.

#### 3.2.1 Tabs

- Upload File tab – Provides access to upload files.
- Reload File tab – Provides access to reload a file that needs to be replaced.
- View Status tab – Provides the ability to see the status of every file submitted. Submitters will see all files submitted by their agency. The Data Manager and Quality Managers will see every file uploaded to the system.
- Admin tab – Provides access to administrative functions. This tab is only available to the DUET Data Manager and Quality Managers.



## 4.0 Upload File Page

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

**Figure 4-1 Upload File**

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

**Figure 4-2 Select Program**

Once the program has been selected the Project dropdown will become available. Open the dropdown and select the desired project, depicted in Figure 4-3.

**Figure 4-3 Select Project**

After the Project has been selected, the Water Year can be chosen by opening its dropdown and clicking the year, depicted in Figure 4-4.

**Figure 4-4 Select Water Year**

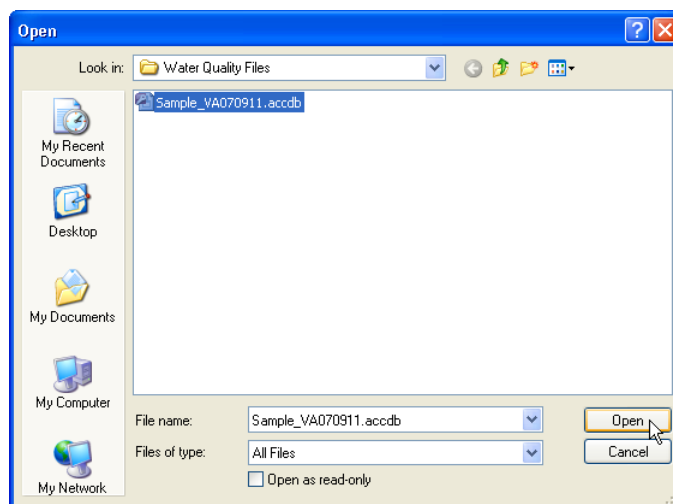
With the three parameters selected, click the Choose File button, highlighted in Figure 4-5.

**Figure 4-5 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 desired file and then the Open button at the bottom right of the pop-up, 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).

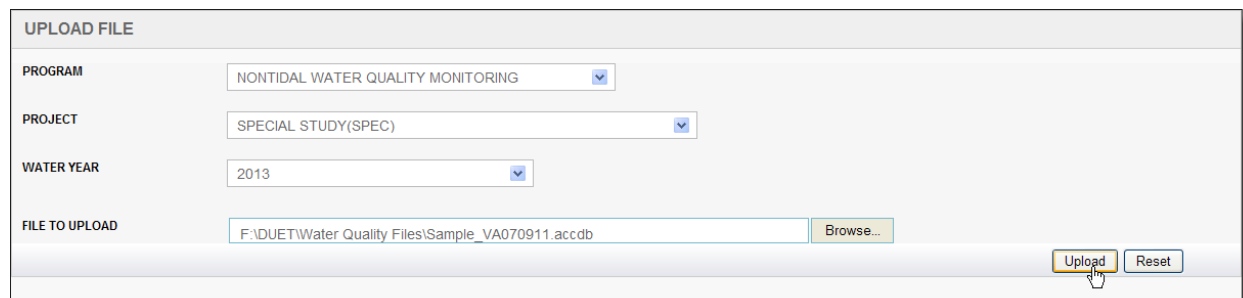


**Figure 4-6 Select the File and Click Open**

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

PROJECT SPECIAL STUDY(SPEC)

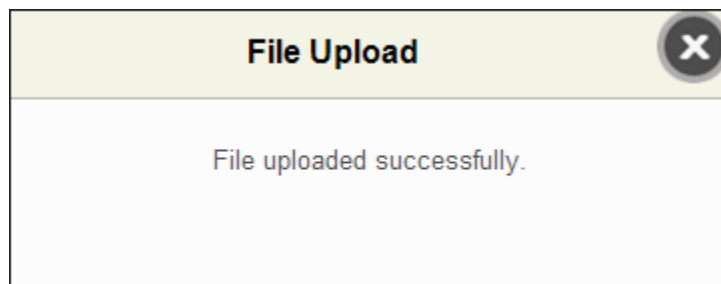
WATER YEAR 2013

FILE TO UPLOAD F:\DUET\Water Quality Files\Sample\_VA070911.accdb Browse...

Upload Reset

**Figure 4-7 Upload Button**

After the Upload button has been selected, a pop-up message will appear with an alert that the file has successfully been uploaded into DUET.



**Figure 4-8 Upload Successful**

## 5.0 Reload File

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

Select File	File Name	Agency	Status	Water Year	Original Upload Date
<a href="#">Select</a>	VA070911duet3.acddb	VADEQ	Processing Error	2012	1/3/2013 4:03:45 PM
<a href="#">Select</a>	VA070911-2007.acddb	VADEQ	Processing Error	2011	1/3/2013 4:03:44 PM
<a href="#">Select</a>	VADEQsubmittalfbs3.acddb	VADEQ	Failed Checks	2012	1/3/2013 3:40:04 PM
<a href="#">Select</a>	VA070911-2003.mdb	VADEQ	Processing Error	2011	1/3/2013 2:22:09 PM
<a href="#">Select</a>	VA070911duet.acddb	VADEQ	Processing Error	2011	1/3/2013 1:25:07 PM
<a href="#">Select</a>	VA070911duet2.acddb	VADEQ	Processing Error	2011	1/2/2013 12:32:04 PM

Figure 5-1 Reload File Screen

### 5.1 Reloading a File

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

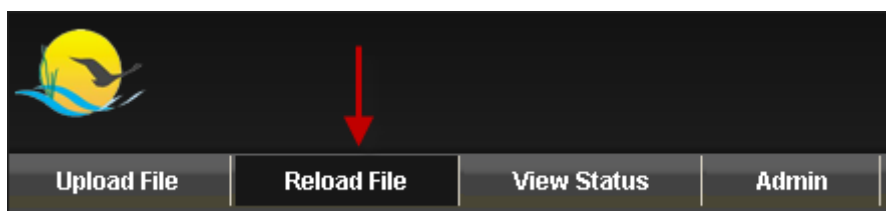


Figure 5-2 Reload File Tab

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

Select File	File Name
<a href="#">Select</a>	VA070911duet3.acddb
<a href="#">Select</a>	VA070911-2007.acddb
<a href="#">Select</a>	VADEQsubmittalfbs3.acddb

Figure 5-3 Select File

After selecting the desired file, click the Choose File button, illustrated in Figure 5-4.



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

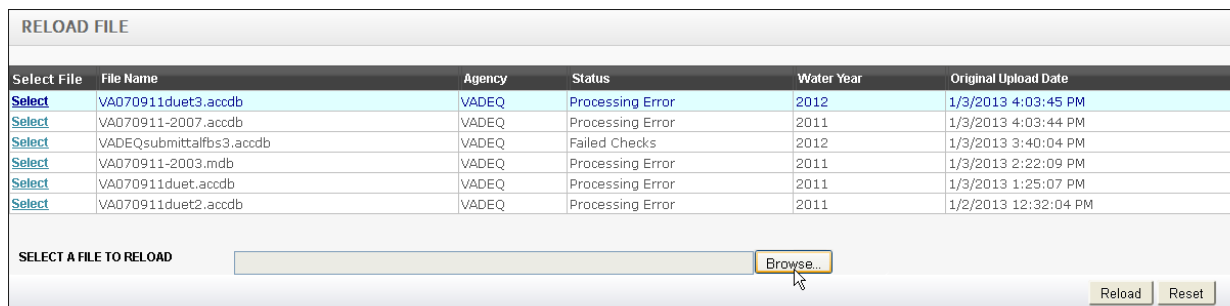


Figure 5-4 Choose File Button

Upon clicking the Choose File button, 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, as depicted in Figure 5-5.

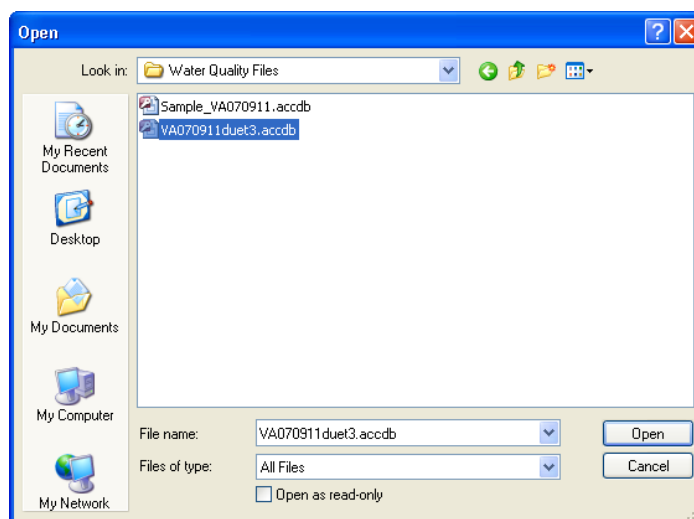


Figure 5-5 Select the File and Click Open

Once the Open button has been clicked, the selected file name will appear in the SELECT A FILE TO UPLOAD field, portrayed in Figure 5-6.

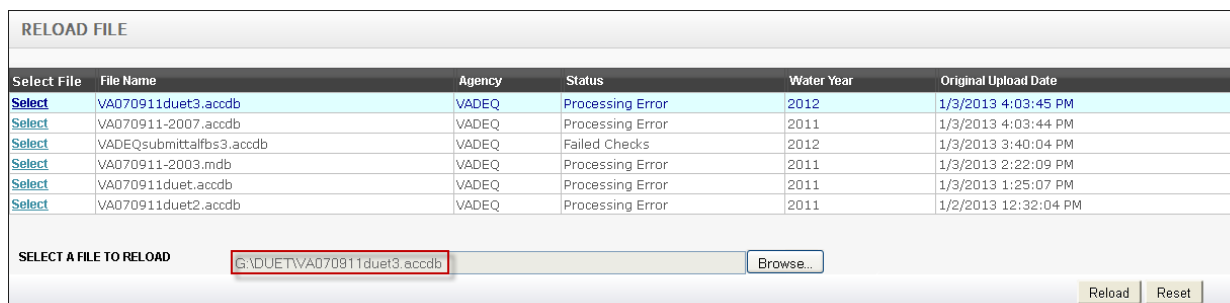


Figure 5-6 File Name Appears

Finally, click the Reload button, illustrated in Figure 5-7.

RELOAD FILE					
Select File	File Name	Agency	Status	Water Year	Original Upload Date
Select	VA070911duet3.accdb	VADEQ	Processing Error	2012	1/3/2013 4:03:45 PM
Select	VA070911-2007.accdb	VADEQ	Processing Error	2011	1/3/2013 4:03:44 PM
Select	VADEQsubmittal3.accdb	VADEQ	Failed Checks	2012	1/3/2013 3:40:04 PM
Select	VA070911-2003.mdb	VADEQ	Processing Error	2011	1/3/2013 2:22:09 PM
Select	VA070911duet.accdb	VADEQ	Processing Error	2011	1/3/2013 1:25:07 PM
Select	VA070911duet2.accdb	VADEQ	Processing Error	2011	1/2/2013 12:32:04 PM

SELECT A FILE TO RELOAD

Figure 5-7 Reload button



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.

After the Upload button has been clicked, a pop-up message will appear alerting that the file has been successfully uploaded into DUET, Figure 5-8.

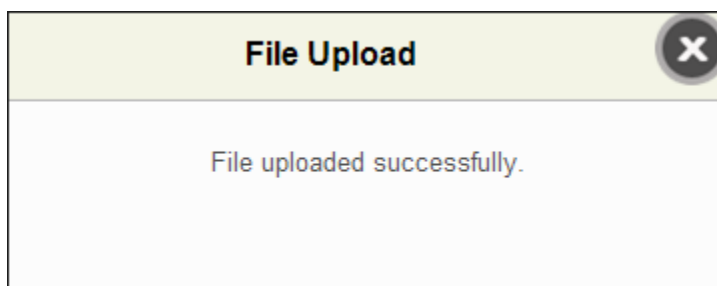


Figure 5-8 File Uploaded Successfully

## 6.0 View Status

Figure 6-1 depicts the View Status page. This page provides the ability to monitor the statuses of all the files uploaded into DUET. The Data Manager can view every file while Submitters can only view files submitted by their agency.

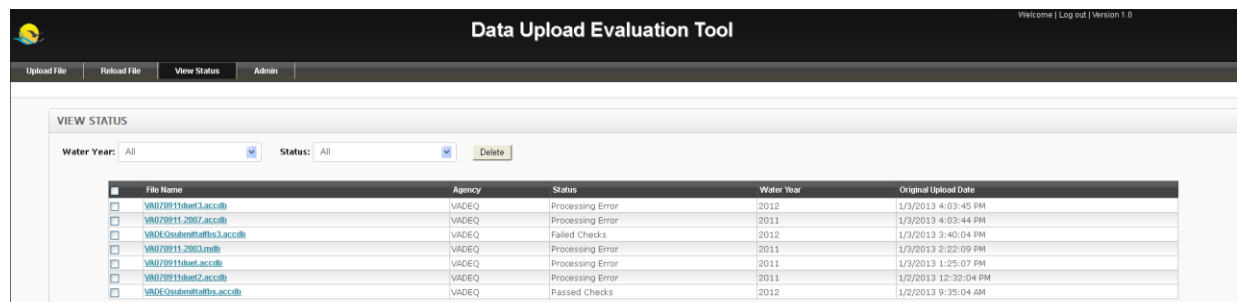


Figure 6-1 View Status

### 6.1 View Status Table

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

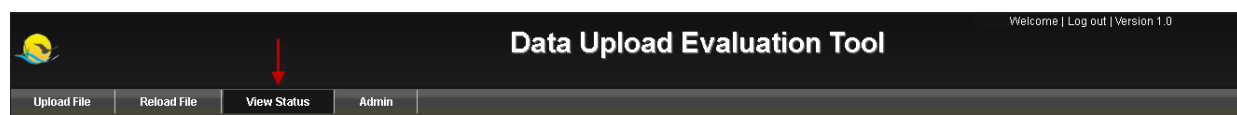


Figure 6-2 View Status Tab

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.

#### 6.1.1 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 Checks	A start of timeliness, completeness or QA/QC checks.
Failed Checks	The failure of timeliness, completeness or QA/QC checks.
Passed Checks	The passing of timeliness, completeness or QA/QC checks.
Accepted	Occurs when the Data Manager accepts a file that passed checks
Imported to CIMS WQ	File transferred to the Water Quality database.
Reloaded	A previously uploaded file that is uploaded again.
Begin Import	The start of data transferring to the Water Quality Database.
Processing Error	The file fails integrity checks or system down while processing a file for checks.

Status	Definition
Failed Import to CIMS WQ DB	System failure or shutdown occurs while transferring data to Water Quality database.

### 6.1.2 Filter By Water Year

To filter by Water Year, open the Water Year dropdown and click the desired year, depicted in Figure 6-3.

Agency	Status	Water Year	Original Upload Date
VADEQ	Failed Checks	2011	1/4/2013 10:23:29 AM
VADEQ	Processing Error	2012	1/4/2013 10:10:36 AM
VADEQ	Processing Error	2012	1/4/2013 10:05:08 AM
VADEQ	Processing Error	2011	1/3/2013 4:03:44 PM
VADEQ	Failed Checks	2012	1/3/2013 3:40:04 PM
VADEQ	Processing Error	2011	1/3/2013 2:22:09 PM
VADEQ	Processing Error	2011	1/3/2013 1:25:07 PM
VADEQ	Processing Error	2011	1/2/2013 12:32:04 PM

Figure 6-3 Water Year Dropdown

Once the Water Year has been selected, only files with matching Water Years will be visible, illustrated in Figure 6-4.

File Name	Agency	Status	Water Year	Original Upload Date
VADEQsubmit1a1b3.accdb	VADEQ	Failed Checks	2011	1/4/2013 10:26:18 AM
VA070911-2007.accdb	VADEQ	Processing Error	2011	1/3/2013 4:03:44 PM
VA070911-2003.mdb	VADEQ	Processing Error	2011	1/3/2013 2:22:09 PM
VA070911duet2.accdb	VADEQ	Processing Error	2011	1/3/2013 1:25:07 PM
VA070911duet2.accdb	VADEQ	Processing Error	2011	1/2/2013 12:32:04 PM

Figure 6-4 Filtered By Water Year

### 6.1.3 Filter By Status

To filter by Status, open the Status dropdown and click the desired state, depicted in Figure 6-5.

File Name	Water Year	Original Upload Date
VA070911duet3.accdb	2011	1/4/2013 4:24:29 PM
VADEQsubmit1a1b3.accdb	2011	1/4/2013 4:24:03 PM
VA070911-2003.mdb	2011	1/4/2013 4:20:29 PM
VADEQsubmit1a1b33.accdb	2012	1/4/2013 3:41:00 PM
VA070911-2007.accdb	2011	1/4/2013 3:39:32 PM

Figure 6-5 Status Dropdown



Once the Status has been selected, only files with matching statuses will be visible, illustrated in Figure 6-6.

File Name	Agency	Status	Water Year	Original Upload Date
<a href="#">VADEQsubmit1fbs.accdh</a>	VADEQ	Passed Checks	2011	1/4/2013 4:24:03 PM
<a href="#">VADEQsubmit1fbs3.accdh</a>	VADEQ	Passed Checks	2012	1/4/2013 3:41:00 PM

Figure 6-6 Filtered By Status

### 6.1.4 Combined Filtering

Both of the filtering options can be used together to further refine the View Status table.

Select both a Water Year and a Status from their dropdowns, depicted in Figure 6-7.

File Name	Agency	Status	Water Year	Original Upload Date
<a href="#">shiva.accdh</a>	MDDNR	Processing Error	2013	9/5/2012 11:05:38 AM
<a href="#">Copy of testdemo2.accdh</a>	VADEQ	Processing Error	2013	8/1/2012 2:41:35 PM
<a href="#">FOD.suo</a>	VADEQ	Processing Error	2013	7/17/2012 9:15:00 AM

Figure 6-7 Filtered By Water Year and Status

### 6.1.5 Sorting

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 6-8 and 6-9.

File Name	Agency	Status	Water Year	Original Upload Date
<a href="#">VA070911duet3.accdh</a>	VADEQ	Processing Error	2011	1/2/2013 8:30:32 AM
<a href="#">VA070911-2007.accdh</a>	VADEQ	Processing Error	2011	1/2/2013 8:23:17 AM
<a href="#">VADEQsubmit1fbs3.accdh</a>	VADEQ	Accepted	2011	1/2/2013 8:21:21 AM
<a href="#">VA070911duet2.accdh</a>	PADEP	Processing Error	2011	1/2/2013 8:31:54 AM

Figure 6-8 Sorting By Status

File Name	Agency	Status	Water Year	Original Upload Date
<a href="#">VADEQsubmit1fbs3.accdh</a>	VADEQ	Accepted	2011	1/2/2013 8:21:21 AM
<a href="#">VADEQsubmit1fbs.accdh</a>	DEDNREC	Passed Checks	2011	1/2/2013 8:42:02 AM
<a href="#">VA070911duet.accdh</a>	VADEQ	Processing Error	2012	1/2/2013 8:43:35 AM
<a href="#">VA070911duet2.accdh</a>	PADEP	Processing Error	2011	1/2/2013 8:31:54 AM
<a href="#">VA070911duet3.accdh</a>	VADEQ	Processing Error	2011	1/2/2013 8:30:32 AM
<a href="#">VA070911-2007.accdh</a>	VADEQ	Processing Error	2011	1/2/2013 8:23:17 AM

Figure 6-9 Sorted By Status

## 6.2 Process History of a File

Once the desired file has been located click its file name and the system will display its Process History, Figure 6-10.

The screenshot shows the 'Data Upload Evaluation Tool' interface. At the top, there's a navigation bar with 'Upload File', 'Reload File', 'View Status', and 'Admin'. The main content area is titled 'PROCESS HISTORY FOR: VADEQsubmittal.xls.acddb'. It features three columns: 'Data File Details', 'Processing History', and 'Reports'. The 'Data File Details' column shows the file name, size (1,269,760 bytes), and submitter (Virginia Department of Environmental Quality). The 'Processing History' column includes a table with status and date entries: 'Uploaded' (1/4/2013 10:53:53 AM), 'Begin Checks' (1/4/2013 10:54:11 AM), and 'Passed Checks' (1/4/2013 10:54:15 AM). The 'Reports' column has links for 'VIEW REPORT' and 'DOWNLOAD REPORT FILE'.

Figure 6-10 Process History Screen

### 6.2.1 Data File Details

The left hand column of the Process History contains the Data File Details of the selected file, highlighted in Figure 6-11.

This screenshot is identical to Figure 6-10, but the 'Data File Details' column is highlighted with a red rectangular box. The details shown are: FILE NAME: VADEQsubmittal.xls.acddb, FILE SIZE: 1,269,760 bytes, and SUBMITTER: Virginia Department of Environmental Quality.

Figure 6-11 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.

### 6.2.2 Processing History

The center column, highlighted in Figure 6-12, 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: VADEQsubmittallbs.acddb

Home > View Status

Data File Details

**FILE NAME** [VADEQsubmittallbs.acddb](#)

**FILE SIZE** 1,269,760 bytes

**SUBMITTER** Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

Status	Date
Uploaded	1/4/2013 10:53:53 AM
Begin Checks	1/4/2013 10:54:11 AM
Passed Checks	1/4/2013 10:54:15 AM

1

Reports

**VIEW REPORT**

**DOWNLOAD REPORT FILE**

Figure 6-12 Processing History

The Processing History table can be sorted by the Status and Date by clicking the Status and/or Date link, highlighted in 6-13.

PROCESS HISTORY FOR: VADEQsubmittallbs.acddb

Home > View Status

Data File Details

**FILE NAME** [VADEQsubmittallbs.acddb](#)

**FILE SIZE** 1,269,760 bytes

**SUBMITTER** Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

Status	Date
Uploaded	1/4/2013 10:53:53 AM
Begin Checks	1/4/2013 10:54:11 AM
Passed Checks	1/4/2013 10:54:15 AM

1

Reports

**VIEW REPORT**

**DOWNLOAD REPORT FILE**

Figure 6-13 Table Sorting

### 6.2.2.1 Processing History Report

To view the Processing History report, click the hyperlink highlighted in Figure 6-14.

PROCESS HISTORY FOR: VADEQsubmittallbs.acddb

Home > View Status

Data File Details

**FILE NAME** [VADEQsubmittallbs.acddb](#)

**FILE SIZE** 1,269,760 bytes

**SUBMITTER** Virginia Department of Environmental Quality

Processing History

[View processing history in report form](#)

Accept

Status	Date
Uploaded	1/4/2013 10:53:53 AM
Begin Checks	1/4/2013 10:54:11 AM
Passed Checks	1/4/2013 10:54:15 AM

1

Reports

**VIEW REPORT**

**DOWNLOAD REPORT FILE**

Figure 6-14 Processing History Report Link

Upon clicking the hyperlink, a text file containing the report is downloaded. An example is displayed in Figure 6-15.

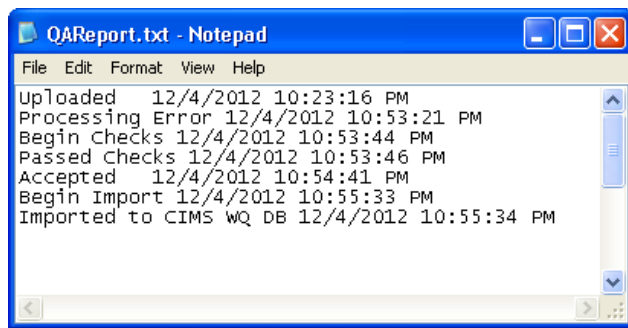


Figure 6-15 Processing History Report

### 6.2.3 Reports

The right hand column, highlighted in Figure 6-16, contains a Quality Assurance (QA) report on the file that can be viewed or downloaded.

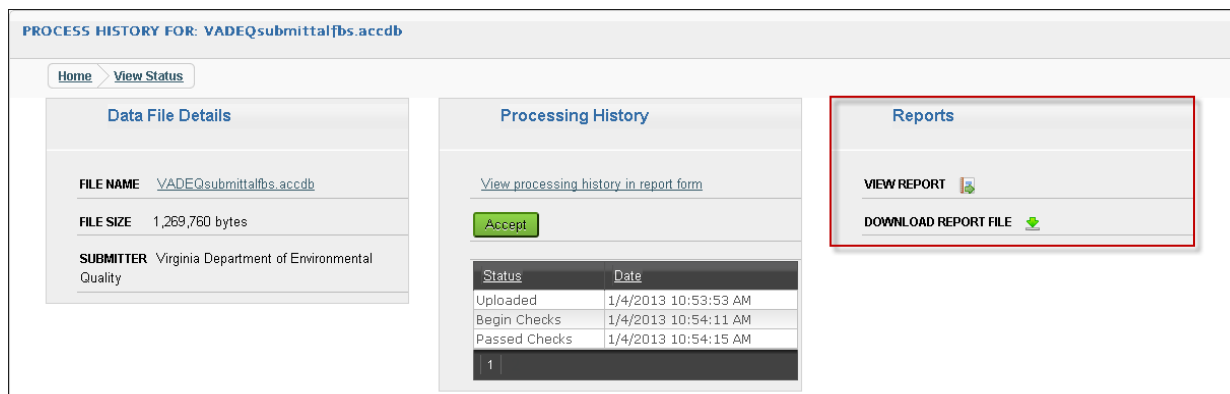


Figure 6-16 Report



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

To view the QA Report within DUET, click the VIEW REPORT button highlighted in Figure 6-17.

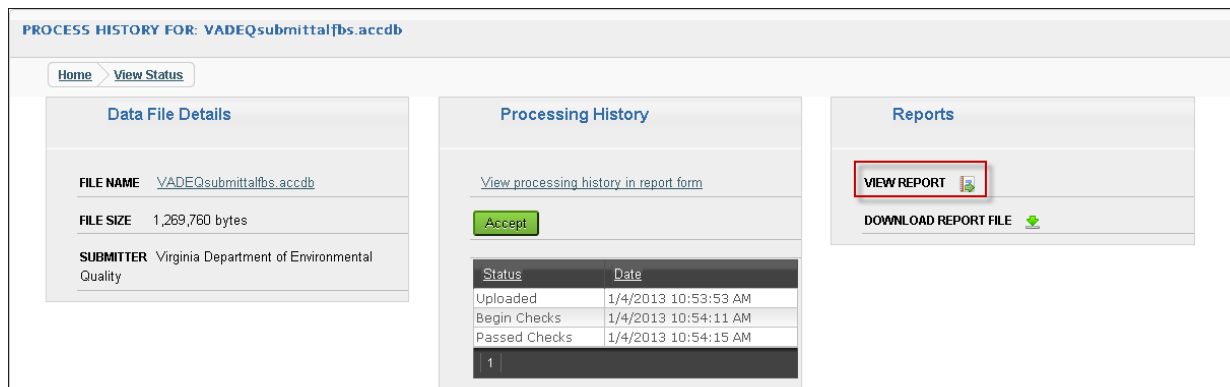


Figure 6-17 View Report Button

To download the report, click the **DOWNLOAD REPORT FILE** button highlighted in Figure 6-18.

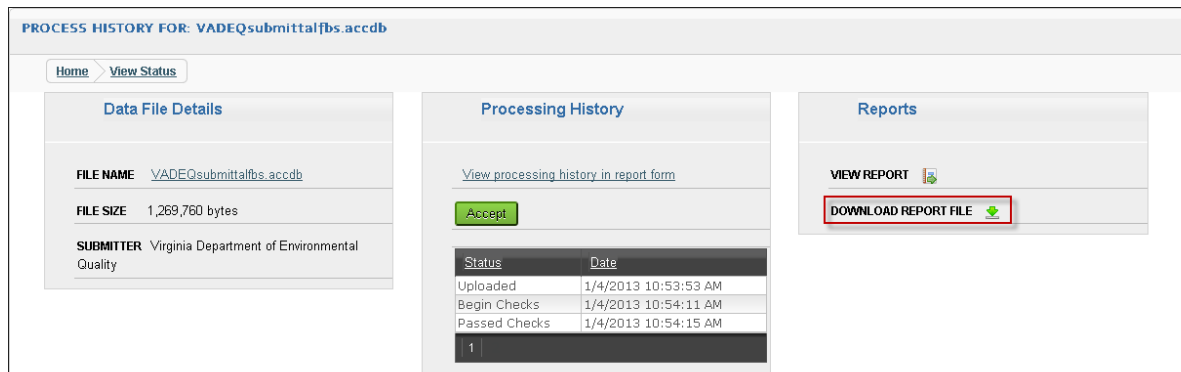


Figure 6-18 Download Report File Button

### 6.2.4 Accepting a File

Once a file has passed checks, it is available to the Data Manager to accept the file. To accept the file, click the green **Accept** button, displayed in Figure 6-19. The **Accept** button will be grayed out and disabled when files that have not yet passed checks.

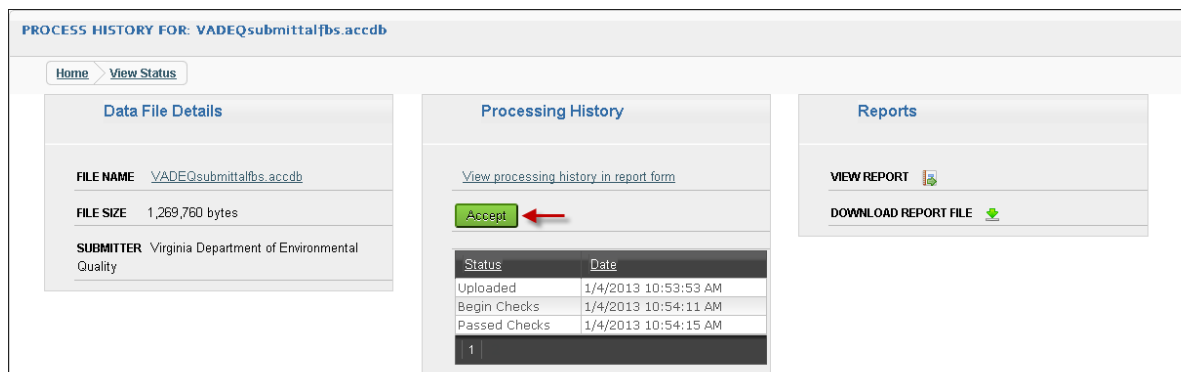


Figure 6-19 Accept Button Enabled

After the **Accept** button has been clicked, the new status will appear in the Processing History module, highlighted in Figure 6-20.

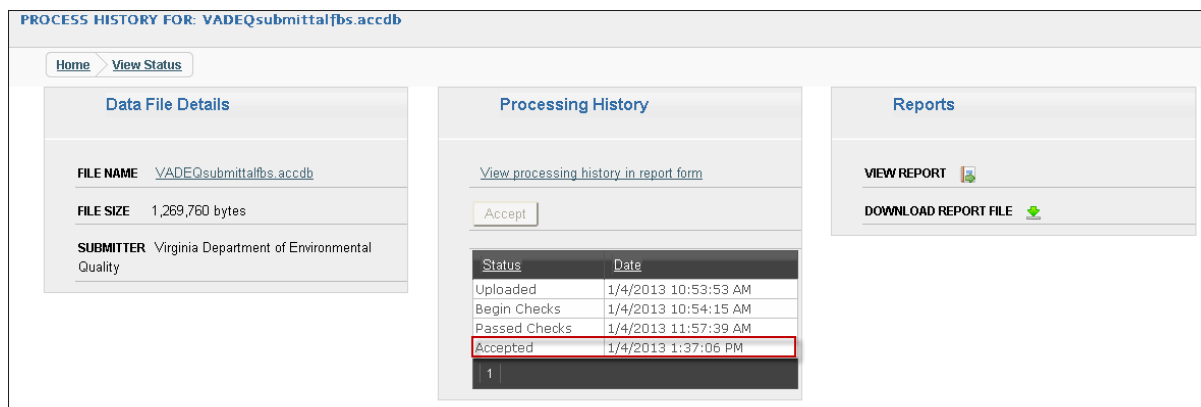


Figure 6-20 Updated Processing History

## 7.0 Admin

Figure 7-1 depicts the Admin page. This page provides the Data Manager and the Quality Manager with the ability to manage user accounts, view files uploaded into DUET and generate reports.

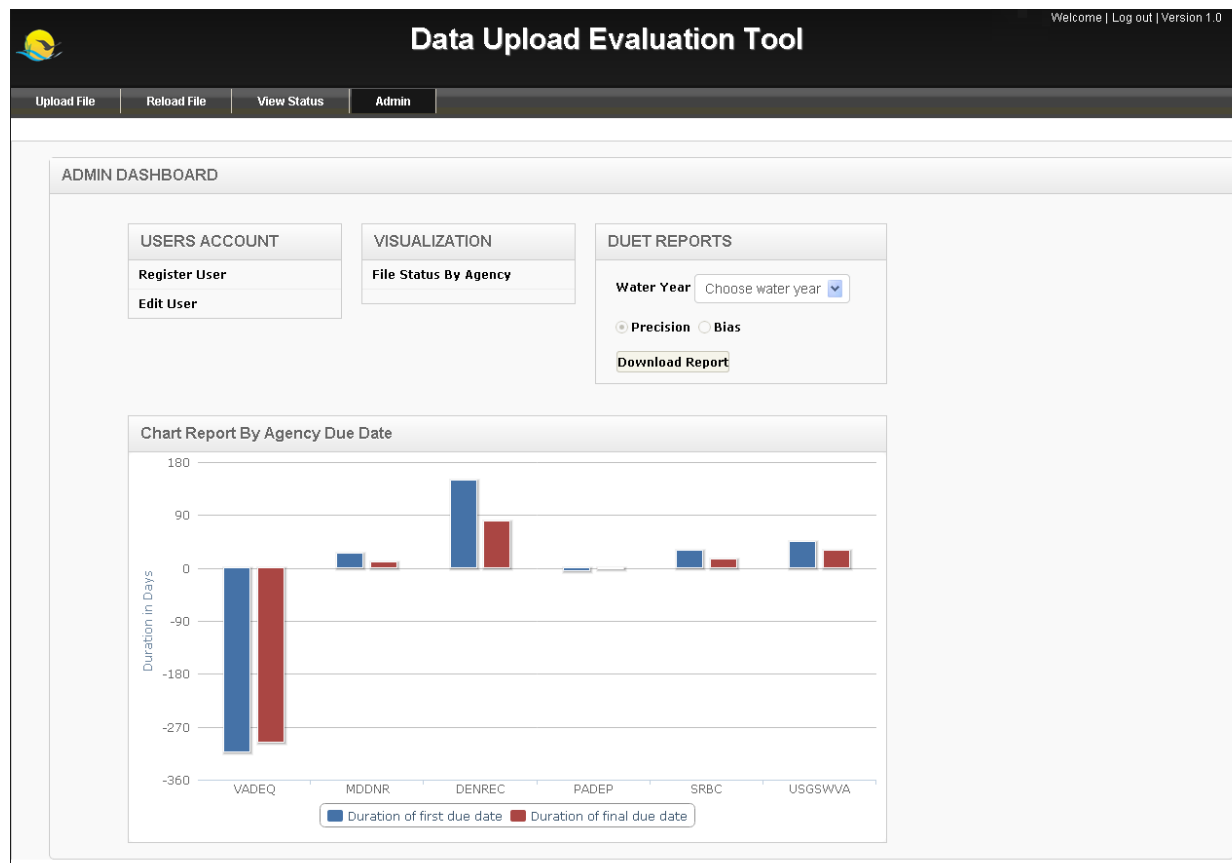


Figure 7-1 Admin Page

### 7.1 Manage User Accounts

To access the Admin page, click on the Admin tab.

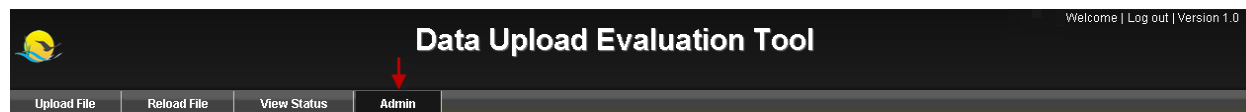
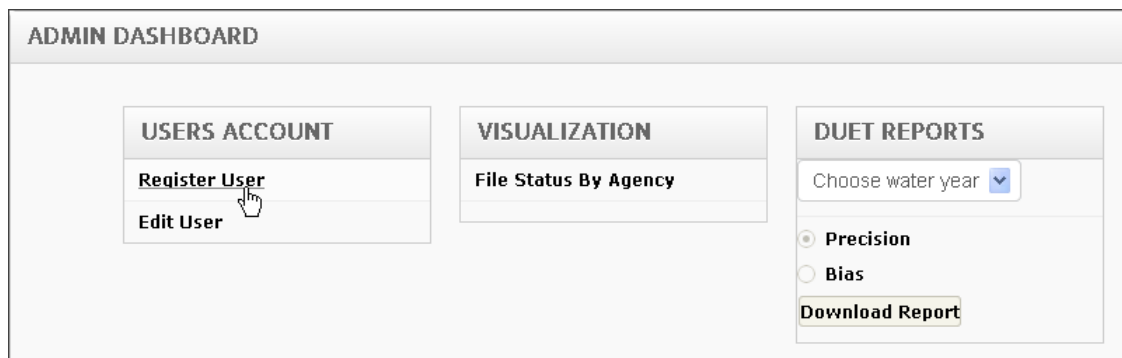


Figure 7-2 Admin Tab

#### 7.1.1 Register User

To register a user, click the Register User button within the User Accounts section, depicted in Figure 7-3.



**Figure 7-3 Register User Link**

Upon clicking the Register User link a User Registration Form will pop-up, displayed in Figure 7-4.

 The image shows a 'User Registration Form' with the following fields: 'User Name', 'First Name', 'Last Name', 'Email', 'Agency Name' (a dropdown menu with 'SELECT AGENCY' as the placeholder), and 'User Role' (a dropdown menu with 'SELECT ROLE' as the placeholder). At the bottom of the form are two buttons: 'Register' and 'Reset'.

**Figure 7-4 User Registration form**

Enter the desired information into the all of the fields and click the Register button, depicted in Figure 7-5.



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

 The image shows the 'User Registration Form' with sample data entered into all fields: 'User name' is 'NewUser1', 'First name' is 'New', 'Last name' is 'User', 'Email' is 'Test@EPA.gov', 'Agency Name' is 'Old Dominion University(ODU)', and 'User role' is 'Submitter'. The 'Register' button is highlighted with a yellow border and a mouse cursor is pointing at it. The 'Reset' button is also visible.

**Figure 7-5 Register button**

### 7.1.2 Edit a User Account

To edit a user's account, click the Edit User link within the User Accounts section, depicted in Figure 7-6.

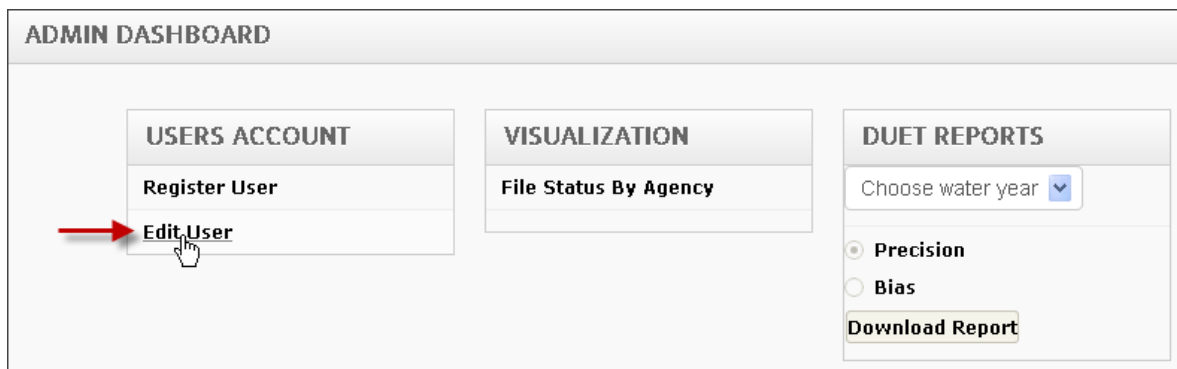


Figure 7-6 Edit User Link

Upon clicking the Edit User link, the system will display the Edit User page. It includes a table listing all of the users registered into DUET. The far right hand column of the table contains blue Edit buttons which provides access to editing a user profile, highlighted in Figure 7-7.

VIEW USER STATUS						
<a href="#">Home</a>						
First Name	Last Name	User Name	Agency	Email	Role	Edit
Suzanne	Doughten	sdoughte	St. Mary's College of Maryland	sdoughte@odu.edu	Submitter	<a href="#">Edit</a>
Britt	Andersen	britt	Virginia Institute of Marine Science	britt@vims.edu	Submitter	<a href="#">Edit</a>
Jennifer	Abdella	jabdella	Virginia Department of Environmental Quality	jaabdella@smcm.edu	Submitter	<a href="#">Edit</a>
DC	Submitter	dcdoh	Indian Head Division Naval Surface Warfare Center	mlane@chesapeakebay.net	Submitter	<a href="#">Edit</a>
Seth	Berry	sberry	Indian Head Division Naval Surface Warfare Center	berrysm@ih.navy.mil	Submitter	<a href="#">Edit</a>
Amy	Drohan	adrohan	DC Department of Health	AFDrohan@smcm.edu	Submitter	<a href="#">Edit</a>
Bruce	Michael	bmichael	Virginia Institute of Marine Science	bmichael@dnr.state.md.us	Submitter	<a href="#">Edit</a>
Mark	Trice	mtrice	Maryland Department of Natural Resources	mtrice@dnr.state.md.us	Data Manager	<a href="#">Edit</a>
Yemi	Fawehinmi	gunnergory	Maryland Department of Natural Resources	yfawehinmi@chesapeakebay.net	Data Manager	<a href="#">Edit</a>
Test	Acot	testacot	Maryland Department of Natural Resources	cknoche@chesapeakebay.net	Submitter	<a href="#">Edit</a>
Getye	Eshete	geshete	Virginia Department of Environmental Quality	geshete@chesapeakebay.net	Data Manager	<a href="#">Edit</a>
Jim	Gordon	jimgordon	United States Geological Survey - West Virginia	gothampd@dnr.gov	Quality Manager	<a href="#">Edit</a>

Figure 7-7 View User Status page

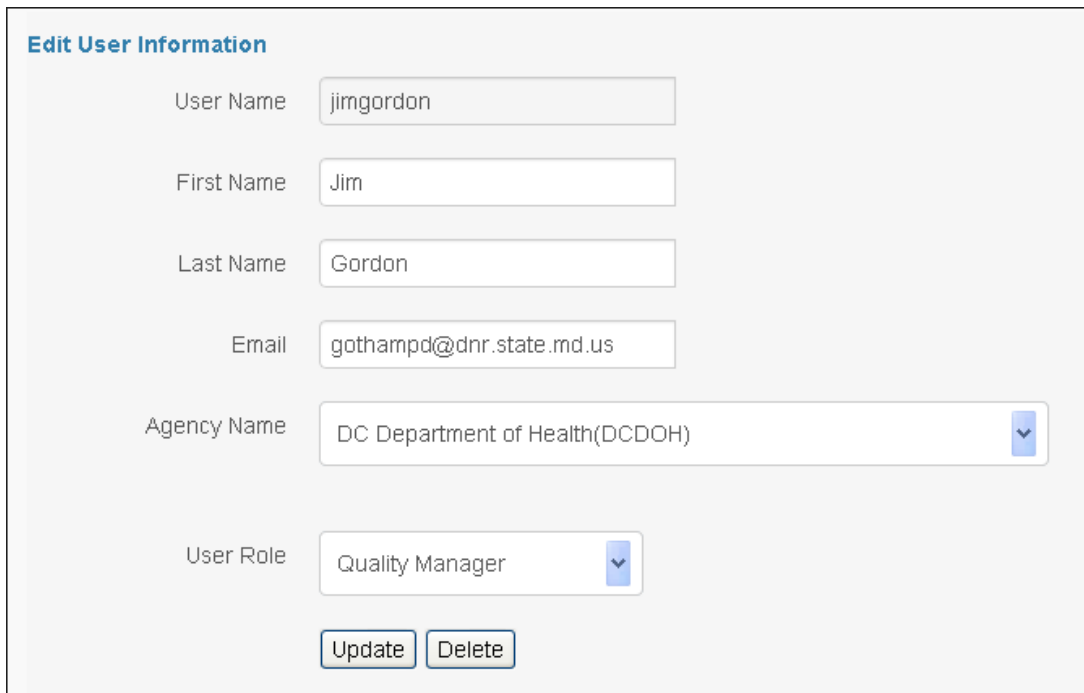
Click the blue Edit link that corresponds to the user to be edited. It is located on the far right hand corner of the Edit User table, demonstrated in Figure 7-8.

VIEW USER STATUS						
<a href="#">Home</a>						
First Name	Last Name	User Name	Agency	Email	Role	Edit
Suzanne	Doughten	sdoughte	St. Mary's College of Maryland	sdoughte@odu.edu	Submitter	<a href="#">Edit</a>
Britt	Andersen	britt	Virginia Institute of Marine Science	britt@vims.edu	Submitter	<a href="#">Edit</a>
Jennifer	Abdella	jabdella	Virginia Department of Environmental Quality	jaabdella@smcm.edu	Submitter	<a href="#">Edit</a>
DC	Submitter	dcdoh	Indian Head Division Naval Surface Warfare Center	mlane@chesapeakebay.net	Submitter	<a href="#">Edit</a>
Seth	Berry	sberry	Indian Head Division Naval Surface Warfare Center	berrysm@ih.navy.mil	Submitter	<a href="#">Edit</a>
Amy	Drohan	adrohan	DC Department of Health	AFDrohan@smcm.edu	Submitter	<a href="#">Edit</a>
Bruce	Michael	bmichael	Virginia Institute of Marine Science	bmichael@dnr.state.md.us	Submitter	<a href="#">Edit</a>
Mark	Trice	mtrice	Maryland Department of Natural Resources	mtrice@dnr.state.md.us	Data Manager	<a href="#">Edit</a>
Yemi	Fawehinmi	gunnergory	Maryland Department of Natural Resources	yfawehinmi@chesapeakebay.net	Data Manager	<a href="#">Edit</a>
Test	Acot	testacot	Maryland Department of Natural Resources	cknoche@chesapeakebay.net	Submitter	<a href="#">Edit</a>
Getye	Eshete	geshete	Virginia Department of Environmental Quality	geshete@chesapeakebay.net	Data Manager	<a href="#">Edit</a>
Jim	Gordon	jimgordon	United States Geological Survey - West Virginia	gothampd@dnr.gov	Quality Manager	<a href="#">Edit</a>

Figure 7-8 Edit buttons

Clicking the Edit link will open a pop-up that contains the user's profile, displayed in Figure 7-9. All fields are editable except for the User Name.





**Edit User Information**

User Name

First Name

Last Name

Email

Agency Name

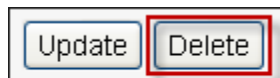
User Role

**Figure 7-9 Edit User Form**

Once all of the necessary changes have been made, click the Update button to save the changes. The updated information will appear in the user table.

### 7.1.3 Delete a User

User profiles can be deleted by clicking the Delete button, highlighted in Figure 7-10.



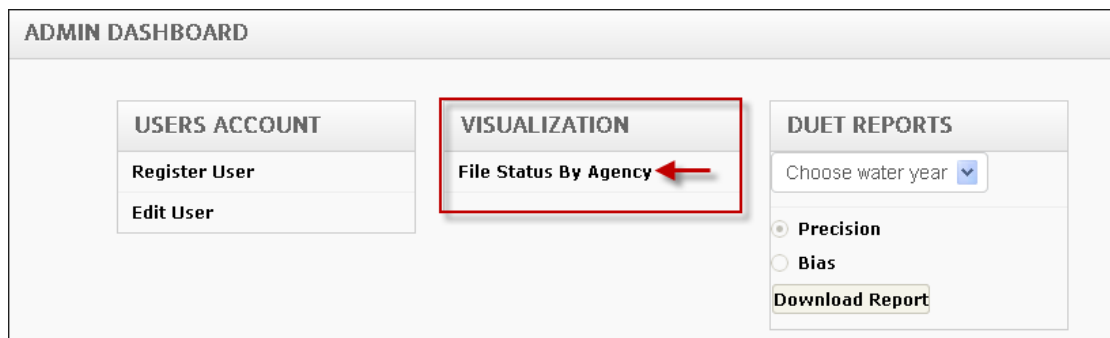
**Figure 7-10 Delete Button**

Upon clicking the Delete Button, a pop-up will appear asking for a confirmation of the user deletion.

## 7.2 Data Visualization

The Visualization module of the Admin Dashboard provides the ability to create a variety of charts, column, pie, bar and line, based on the current status of the files. The statuses are: Uploaded, Begin Checks, Failed Checks, Passed Checks, Accepted, Imported to CIMS WQ DB, Rejected, Failed Import to CIMS WQ, Reloaded, Begin Import and Processing Error.

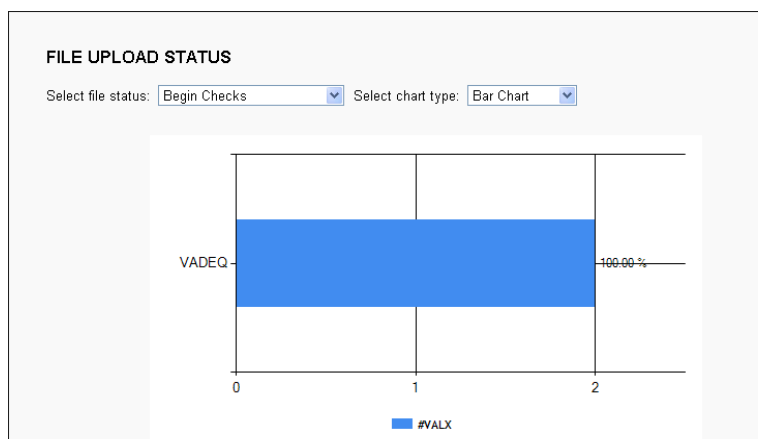
To access the charts, click the File Status By Agency link, illustrated in Figure 7-11.



**Figure 7-11 Visualization Module**

Upon clicking the File Status By Agency link, a pop-up will appear. Open the first drop down titled Select File Status and choose the file status type. Then open the second dropdown titled Select Chart Type and choose the desired format for the chart.

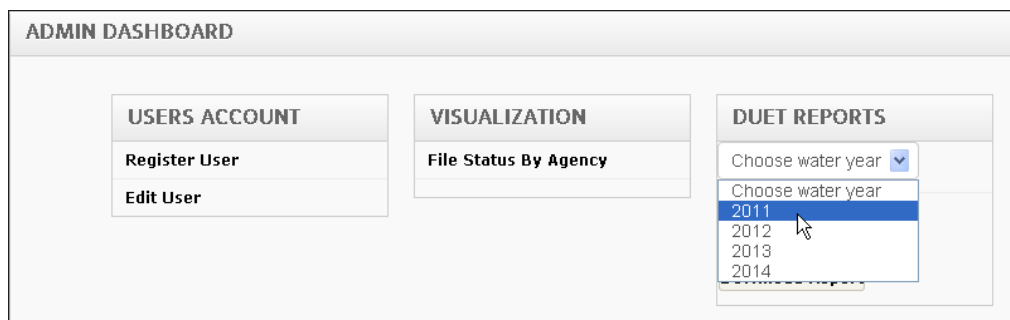
Immediately upon selecting the options, the desired chart will appear within the pop-up, displayed in Figure 7-12.



**Figure 7-12 File Status Upload Chart Pop-Up**

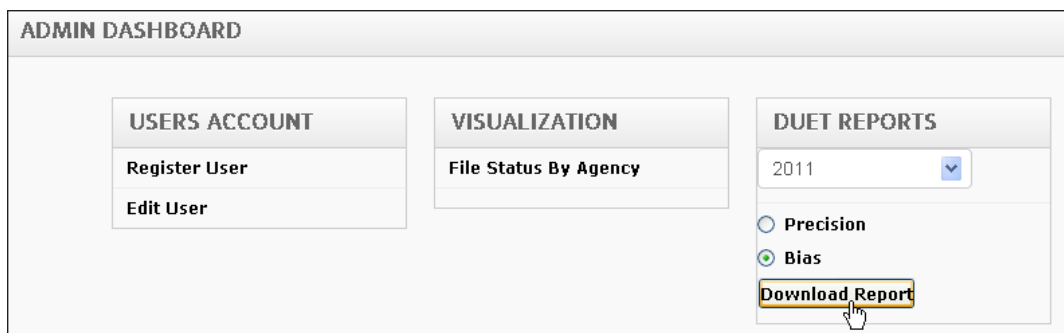
### 7.3 DUET Reports

The Admin Dashboard provides the Data Manager the ability to generate and download reports. To generate a report, open the water year dropdown in the DUET Reports module, depicted in Figure 7-13.



**Figure 7-13 DUET Report**

Upon selecting a water year, the data types become available. Select either Precision or Bias and click the Download Report button, portrayed in Figure 7-14.

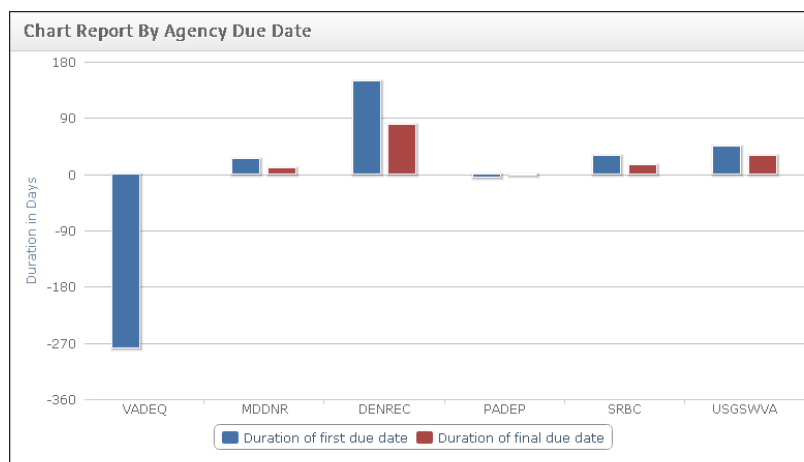


**Figure 7-14 Download a Report**

After the Download Report button has been clicked, an Excel spreadsheet containing the report will automatically be downloaded.

## 7.4 Chart Report

The Admin Dashboard provides a bar chart that displays the durations of first and final due dates per agency, displayed in Figure 7-15. This chart is in real-time.



**Figure 7-15 New Task Leads Assigned**