



EMS Web Reporting User Manual

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1. Understanding the EMS WR User Interface

Mandatory Fields

Some EMS WR screens contain mandatory fields and drop-down lists clearly labeled with bold red text:

The screenshot shows a form with several fields. The 'Health Region' field is a drop-down menu with 'MANDATORY' written in red. The 'Monitoring Location' and 'Location Type' fields are text boxes with three dots (multi-selection symbol) to their right. The 'Time Period' section includes 'Date Specified', 'From:' and 'To:' labels, each followed by a date input field with '(YYYYMMDD)' below it. The 'To:' field is also labeled 'MANDATORY' in red.

Fields can be in a variety of formats, not limited to:

- Drop Down Lists
- Date/Times

If you do not enter the proper information into these fields, the website will give you an error and prompt you to enter in the information.

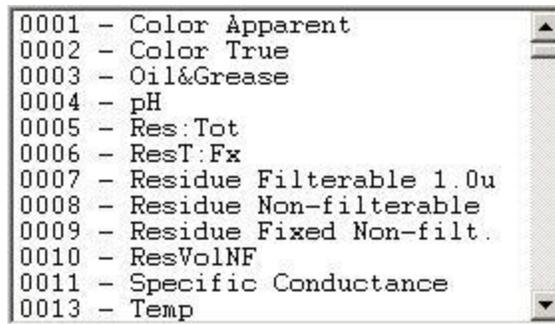
Multi Selection Lists

Multi selection lists allow you to choose information to enter into fields. For example, you can use a multi selection list to enter office codes into an Office field.

You can access these lists by clicking on the row of dots (...) — called a multi selection symbol in EMS WR — to the right of many fields:

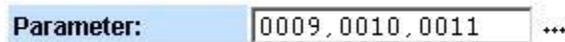
The screenshot shows a single text input field with the label 'Parameter:' to its left and three dots (...) to its right, indicating a multi-selection list.

In this case, clicking on the multi selection symbol leads to the Parameter Multi Selection page, which includes the multi selection list



By following these steps, you can select one or more list items you want to include in the Parameter field. To select:

- A Single Item: click on it
- A block of sequential items: click on the first item, press and hold shift. Click on the last item, it should select all
- Multiple individual items: hold down Ctrl and click the desired items
- Use the scroll bar to view additional items
- When finished, the parameter window will look similar to this:



The Enter Key

Avoid hitting enter after typing information into fields. This can lead to unintended behaviour of the application screens. Instead, carry out actions by clicking a the appropriate EMS WR buttons, for example, retrieve.



The Tab Key

Use the tab function to move between fields. In some cases entering data into a field and pressing tab will force the application to convert the information into a format that the server will accept. While not required it does help in some cases, so it is a good practice to use the tab function.

Date & Time Format

EMS WR has many date fields. Some of these fields are mandatory and must be filled out to search the EMS database. Fields requiring date and time (24-hour clock) must be in this format:

- yyyy-mm-dd hh:mm

Users can simplify the date and time entry by leaving out:

- The time: if it is not important as the system will default to 00:00 or 12:00am
- Separators between years, months, days, and hours, for example 199811240752

Fields requiring only the date must be in this format:

- yyyy-mm-dd

These examples illustrate how to format regular dates and times for EMS WR:

- 1995-03-12 15:15
- 1998-11-24 07:52

Entering the date in the fields will reformat the date to fit the correct format when leaving the field by clicking out, or using the tab key.

Browser & EMS WR navigation buttons

Browser navigation buttons are not part of EMS WR and should generally not be used to move around. Using the browser navigation buttons to change screens is likely to cause system errors.

If this occurs, use the EMS WR navigation buttons to move to the desired page.

Browser Status Bar

The browser status bar tells you whether the system is performing a task. Some information requests can take a long time to process. In general, you should wait until the system completes an action before clicking any navigation buttons or menu bar links.

If you click buttons or links before the status bar is complete, the system will interpret this as a new command and stop the first request. For example, if you click the graph button before a graph is finished, the system treats the latest click as a new request and restarts the processing from the beginning.

2. EMS WR Application Specific Instructions

EMS IDs are essential for finding the information you want efficiently on EMS WR, and many users will search for IDs frequently.

Main Menu

The main menu is the central location from which you can select EMS WR tools to find information.

The Main Menu page gives you access to the EMS WR report tools and provides information about them.

Monitoring Locations Page

This page allows you to select the information you want to include in the monitoring locations report. It also allows you to name the report and retrieve the information from the EMS database.

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Monitoring Locations

This screen allows the user to define which data fields are to be included in the final retrieval. The retrieval will create a comma delimited (ASCII) file which can be downloaded to the user's workstation. The file will include a column for each of the data fields selected on this screen. Users must enter a filename in the appropriate field to identify their retrieval.

Click the 'OK' button to submit your selection or 'Cancel' to cancel the request. Click the 'Main Menu' button to return to the Main Menu.

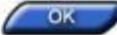
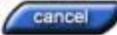


Your query has retrieved 81 records.

Data Items: (check the desired Data Item(s) to include in your retrieval)

| | | |
|---|--|--|
| <input type="checkbox"/> EMS ID | <input type="checkbox"/> Discharge To Code | <input type="checkbox"/> Established Date |
| <input type="checkbox"/> Location Name | <input type="checkbox"/> Discharge To Description | <input type="checkbox"/> Closed Date |
| <input type="checkbox"/> Location Description | <input type="checkbox"/> Latitude | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Office Code | <input type="checkbox"/> Longitude | <input type="checkbox"/> Source Class Code |
| <input type="checkbox"/> Office Name | <input type="checkbox"/> Elevation | <input type="checkbox"/> Source Class Description |
| <input type="checkbox"/> Est. Agency | <input type="checkbox"/> Geo Source Ref Code | <input type="checkbox"/> Source Class Narrative |
| <input type="checkbox"/> Est. Agency Name | <input type="checkbox"/> Geo Ref Description | <input type="checkbox"/> Contaminated Site ID |
| <input type="checkbox"/> Type Code | <input type="checkbox"/> Eco Region Code | <input type="checkbox"/> Location Comment |
| <input type="checkbox"/> Type Description | <input type="checkbox"/> Eco Region Description | <input type="checkbox"/> Number Of Samples |
| <input type="checkbox"/> Purpose Code | <input type="checkbox"/> Watershed | <input type="checkbox"/> First Collection Start Date |
| <input type="checkbox"/> Purpose Description | <input type="checkbox"/> Mobile Location Indicator | <input type="checkbox"/> Latest Collection End Date |
| | <input type="checkbox"/> Point/Area Indicator | |

Please enter a name for the retrieval to be created:

This page allows you to choose which criteria you want to include in the monitoring locations report that you download. It also allows you to name the report.

To Find Monitoring Locations

This page allows you to select the information you want to include in the monitoring locations report. It also allows you to name the report and retrieve the information from the EMS database. From the main menu, click the monitoring locations button under the information retrieval heading.

- The Monitoring Locations - Criteria page will open.
- Enter information into the fields you want to use as search criteria.

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Monitoring Locations - Criteria

This function searches the database for Monitoring Locations that match your search criteria. To limit the size and scope of the data retrieval, it is advisable to enter information in as many fields as possible. Fields with an ellipses allow users to select one or more values from a list.

NOTE: Users must enter information in **AT LEAST** one field in order for the retrieval to complete successfully.

Click the 'Retrieve' button to submit your request. Click the 'Main Menu' button to return to the Main Menu.

[main menu](#)

| | | | | | |
|--------------------------------|--|----------------------|------------------------------|-----------------------|----------------------|
| EMS ID: | <input type="text"/> | ... | Office: | <input type="text"/> | ... |
| Location Name: | <input type="text"/> | | | | |
| Date Established: | From: | <input type="text"/> | To: | <input type="text"/> | |
| | | (YYYYMMDD) | | (YYYYMMDD) | |
| Active Site: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both | | Study: | <input type="text"/> | ... |
| Establishing Agency: | <input type="text"/> | | | | |
| Location Type: | <input type="text"/> | | ... | Purpose: | <input type="text"/> |
| Source Class: | <input type="text"/> | | ... | Discharge To: | <input type="text"/> |
| Latitude: | <input type="text"/> | | Longitude: | <input type="text"/> | |
| | (99.9999) | | | (999.9999) | |
| Radius: | <input type="text"/> | Km | Geo Reference Source: | <input type="text"/> | ... |
| Monitoring Group: | <input type="text"/> | | | | |
| Eco Region: | <input type="text"/> | | ... | Permit Number: | <input type="text"/> |
| Watershed Code: | <input type="text"/> | | | | |
| Sample Start Date/Time: | From: | <input type="text"/> | To: | <input type="text"/> | |
| | | (YYYYMMDD HH24M) | | (YYYYMMDD HH24M) | |
| Locations with Results: | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both | | Parameter: | <input type="text"/> | ... |
| No Results Since: | <input type="text"/> | | | | |
| | (YYYYMMDD HH24M) | | | | |

[retrieve](#)

- From the Main Menu, click the Monitoring Locations button under the Information Retrieval heading
- Enter information into the fields you want to use as search criteria
- You must enter information into at least one field
- If you know them, type in the codes (separated by a comma). Or, use the multi-selection symbol to display multi selection lists to choose the codes.
- Click the retrieve button
- Click the checkboxes of the data items you want to include in the file download. You should always click the checkboxes for EMS ID and Location Name. Other common choices include Office Name, Establishing Agency, and Location Type.
- In the field at the bottom of the screen, type a name for the information retrieval (e.g., jsmith locations) and click the OK button.
- Click on the download data button
- Select the radio button next to the Retrieval Name created in step 5
- Click the OK button to download the file to your computer
- The file is saved as a comma-separated values (.csv) file. Use Microsoft Excel, Access, or another spreadsheet program to open the document.

Looking up Watershed Codes

Some EMS WR screens have a Watershed Code field:

| | | |
|------------------------|----------------------|---|
| Watershed Code: | <input type="text"/> |  |
|------------------------|----------------------|---|

Clicking the globe image to the right of the field opens the Watershed Dictionary - Standard Watershed Code Query page:

| Watershed Dictionary - Standard Watershed Code Query | | | |
|--|---|--------------------------------------|-------------------------------------|
| This page allows you to select and retrieve watershed codes from the province-wide database of streams, lakes wetlands and coastlines. Use the help feature for tips on using the database queries effectively and details on the data available. <i>Fill in at least one required (*) field and click "NEXT"</i> | | | |
| *Gazetted Name/Alias | <input type="text"/> | | |
| *Watershed Code | <input type="text"/> | | |
| *Waterbody Identifier | <input type="text"/> | | |
| Waterbody Type | <input type="text" value="Any Type"/> | | |
| *TRIM mapsheet | <input type="text"/> | <small>(ex: 0948.024)</small> | |
| *UTM (NAD83) | Zone <input type="text"/> | Northing <input type="text"/> | Easting <input type="text"/> |
| *Watershed Group | <input type="text" value="All Watershed Groups in BC"/> | | |
| Forest District | <input type="text" value="All Forest Districts in BC"/> | | |
| Display Report in: <input checked="" type="radio"/> alphabetical by Gazetted Name <input type="radio"/> ascending Watershed Code | | | |
| <input type="button" value="NEXT"/> <input type="button" value="Help"/> | | | |

You can use this search tool to find watershed codes for B.C. streams, lakes, wetlands, and coastlines. This is the basic procedure for using the Watershed Dictionary:

- Enter information into at least one field or drop-down list marked with an asterisk and click next
- The Fisheries Data Warehouse - Watershed Code Report page opens. For example, if you select Beaver River from the Watershed Group drop-down list, clicking next opens this page:

Fisheries Data Warehouse - Watershed Code Report

Report Criteria:
 Watershed Group (coverage) : BEAV
 Listed by alphabetical gazetted name.
 Generated : 1/27/03 7:47:52 AM

| Gazetted Name | Watershed Code | Waterbody Identifier | Type | Primary Map | UTM zone | UTM east | UTM north |
|----------------|------------------|----------------------|------|-------------|----------|----------|-----------|
| BEAVER RIVER | 213 | 00000BEAV | S | 094N09 | 10 | 425892 | 6620931 |
| BULWELL CREEK | 210-460600-24500 | 00000BEAV | S | 094N11 | 10 | 371703 | 6600776 |
| CATKIN CREEK | 210-381200 | 00000BEAV | S | 094N09 | 10 | 431446 | 6607587 |
| CHALFORD CREEK | 210-460600-59600 | 00000BEAV | S | 094N12 | 10 | 343998 | 6617100 |
| CHIMNEY CREEK | 210-436700 | 00000BEAV | S | 094N10 | 10 | 399326 | 6598017 |
| CROW RIVER | 213-073900 | 00000BEAV | S | 094N16 | 10 | 425381 | 6633506 |
| GARBUTT CREEK | 210-446700 | 00000BEAV | S | 094N07 | 10 | 395572 | 6586895 |
| GRAYBANK CREEK | 210-452200 | 00000BEAV | S | 094N07 | 10 | 391264 | 6584150 |

- Make note of the desired code from the Watershed Code column. You might need to scroll down to do this.
- For example, the watershed code for Beaver River is 213, you can copy and paste into the Watershed Code field
- Close the Fisheries Data Warehouse and Watershed Dictionary pages
- Return to your search criteria screen
- Enter the code from step 3 into the Watershed Code field
- If you require further information on how to use the Watershed Dictionary, click the Help button on the Watershed Dictionary page to read documentation for this tool

Data Results Criteria

When you click on the Data Results button on the main menu, the Data Results - Criteria page opens:

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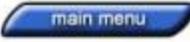
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Data Results

This screen allows the user to define which data fields are to be included in the final retrieval. The retrieval will create a comma delimited file which can be downloaded to the user's workstation. The file will include a column for each of the data fields selected on this screen. Users must enter a filename in the appropriate field to identify their retrieval.

NOTE: Changing the Frequency to one of the 'average' options, will reduce the number of data fields that can be included in the final retrieval.

Click the 'OK' button to submit your selection or 'Cancel' to cancel the request. Click the 'Main Menu' button to return to the Main Menu.


Frequency
 Sample Detail
 Weekly Average
 Monthly Average
 Yearly Average

Your query has retrieved 2 records.

Data Items: (check the desired Data Item(s) to include in your retrieval)

| | | |
|---|---|--|
| <input type="checkbox"/> EMS ID | <input type="checkbox"/> Analyzing Agency | <input type="checkbox"/> ParameterCode |
| <input type="checkbox"/> Location Name | <input type="checkbox"/> Ministry Contact | <input type="checkbox"/> Parameter Name |
| <input type="checkbox"/> Longitude | <input type="checkbox"/> Sampler | <input type="checkbox"/> Analytical Method Code |
| <input type="checkbox"/> Latitude | <input type="checkbox"/> Requisition Number | <input type="checkbox"/> Analytical Method Name |
| <input type="checkbox"/> Collect. Start Date | <input type="checkbox"/> Lab Arrival Temp | <input type="checkbox"/> Result Letter |
| <input type="checkbox"/> Collect. End Date | <input type="checkbox"/> Lab Arrival Date | <input type="checkbox"/> Result |
| <input type="checkbox"/> State Code | <input type="checkbox"/> Upper Depth | <input type="checkbox"/> Confidence Interval |
| <input type="checkbox"/> State Description | <input type="checkbox"/> Lower Depth | <input type="checkbox"/> Continuous Maximum |
| <input type="checkbox"/> Descriptor Code | <input type="checkbox"/> Tide Code | <input type="checkbox"/> Continuous Minimum |
| <input type="checkbox"/> Descriptor Name | <input type="checkbox"/> Tide Name | <input type="checkbox"/> Continuous Duration |
| <input type="checkbox"/> Class Code | <input type="checkbox"/> Upper Height | <input type="checkbox"/> Continuous Duration Units |
| <input type="checkbox"/> Class Name | <input type="checkbox"/> Lower Height | <input type="checkbox"/> # of Data Points |
| <input type="checkbox"/> Collect. Method Code | <input type="checkbox"/> Flow | <input type="checkbox"/> QA Index |
| <input type="checkbox"/> Collect. Method Name | <input type="checkbox"/> Flow Units | <input type="checkbox"/> Result Comment |
| <input type="checkbox"/> Sampling Agency | <input type="checkbox"/> Direction Code | <input type="checkbox"/> Parameters Across |

Please enter a name for the retrieval to be created:

Press OK to begin. When the retrieval is complete, the file will be available from the "Download Data Files" screen.

This page allows you to choose the criteria you want to include in the data results report that you download. It also allows you to name the report.

Download Data Files

The Download Data tool allows you to download the files you create with the Monitoring Locations and Data Results tools:

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Download Data Files

This screen displays a list of files available for exporting to a user's workstation. It displays the file name, file status, date created, number of records and the type of report.

IMPORTANT: Only files with a status of 'Y' are available for export. Files with a status of 'N' are still processing.

Select the radio button next to desired file and click 'OK' to download. Click the 'Main Menu' button to return to the Main Menu.

| Selected | Retrieval Name | Complete? | When Created (YYYY/MM/DD 24:MI) | # of Records | Retrieval Type |
|----------------------------------|----------------|-----------|------------------------------------|--------------|----------------|
| <input checked="" type="radio"/> | manual example | Y | 2003-01-15 14:19 | 81 | Locations |

Press OK to download the file to your local computer.

This page lists the files you have retrieved using the Monitoring Locations and Data Results tools, and allows you to download them to your computer.

3. Predefined Reports & Graphs

This page provides an expanded description of what certain types of graphs are. These descriptions will assist you as you will know what types of data you will have to request in order for you to get the results that you are after.

Trend Graph

The Trend Graph allows you to see how the level of a single parameter has changed over time at a single monitoring location. You can choose to graph all historical samples for a parameter, or you can specify a time period:

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File Edit Action Special Options Window Help

Trend Graph - Criteria

This screen allows the user to request a graph for one parameter at one location over time. The user may request either a linear or logarithmic graph.

Click 'Graph' to display the requested graph.

back

EMS ID:

Graphing Y-Axis:

Linear 

Logarithmic 

Parameter For Graphing:

Time Period:

Show The Entire History Of The Selected Parameter

Show The Selected Parameter For A Specific Date Range

From: (YYYYMMDD) To: (YYYYMMDD)

graph

Exceedance Graph

The Exceedance Graph enables you to determine, at a glance, whether a water sample from a single location complies with the [Canadian Drinking Water Guidelines \(CDWG\)](#). The page allows you to select the parameter results you want to graph and produces a graph for those parameter results.

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Exceedence Graph - Criteria

An exceedence graph can include multiple parameters for one sample date at one location. Users can select the most recent sample date or specify a sample date. User may select all parameters, parameter groups (e.g. clicking on the box next to Microbiology will include all parameters in that group - total Coliforms, fecal coliforms and e-coli in the graph) and/or select individual parameters within a group by clicking on the box next to the parameter name. Where available, result standards and/or resource limits will be displayed for parameters included in the graph.

Click 'Graph' to display the requested graph.

[main menu](#)

EMS ID: ...

Graph Most Recent Sample
 Select A Specific Sample Date

Sample Date : (YYYYMMDD)

Sample Parameters

[Select All](#)
[Select Specific Parameters](#)

[Toggle section checks](#)

Microbiology

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> E Coli | <input checked="" type="checkbox"/> Fecal Coliform Bacteria | <input checked="" type="checkbox"/> Total Coliform Bacteria |
|--|---|---|

[Toggle section checks](#)

Physical

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> Conductivity | <input checked="" type="checkbox"/> Total Dissolved Solids Or Residue | <input checked="" type="checkbox"/> Turbidity |
|--|---|---|

[Toggle section checks](#)

Inorganics

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> Chloride Total | <input checked="" type="checkbox"/> Cyanide Total | <input checked="" type="checkbox"/> Fluoride Total |
| <input checked="" type="checkbox"/> Nitrogen NO3 Total | <input checked="" type="checkbox"/> PH | <input checked="" type="checkbox"/> Sodium Total |
| <input checked="" type="checkbox"/> Sulfate Total | | |

[Toggle section checks](#)

Metals

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> Aluminum Total | <input checked="" type="checkbox"/> Antimony Total | <input checked="" type="checkbox"/> Arsenic Total |
| <input checked="" type="checkbox"/> Barium Total | <input checked="" type="checkbox"/> Boron Total | <input checked="" type="checkbox"/> Cadmium Total |
| <input checked="" type="checkbox"/> Chromium Total | <input checked="" type="checkbox"/> Copper Total | <input checked="" type="checkbox"/> Iron Total |
| <input checked="" type="checkbox"/> Lead Total | <input checked="" type="checkbox"/> Manganese Total | <input checked="" type="checkbox"/> Mercury Total |
| <input checked="" type="checkbox"/> Molybdenum Total | <input checked="" type="checkbox"/> Selenium Total | <input checked="" type="checkbox"/> Uranium Total |
| <input checked="" type="checkbox"/> Zinc Total | | |

[Toggle section checks](#)

Organics

| |
|---|
| <input checked="" type="checkbox"/> Trihalomethanes Total |
|---|

[graph](#)

Predefined Reports and Custom Reports

You can produce these reports in standard formats and download them as PDF (Adobe Portable Document Format) files to your computer for review and printing. In contrast to the reports you can create using the data results tool, you cannot use reports in PDF to create graphs and carry out customized statistical analysis.

The basic procedure for using the predefined reports has four basic steps. To create each report, you will:

- Click on the report's button on the Main Menu
- Enter report criteria into the Criteria page
- Generate the report
- Download the report to your computer

Examples Include:

- Detailed Results Report
- Historical Statistics Report

Detailed Results Report

The Detailed Results Report allows EMS WR users to create a predefined report that displays detailed analytical results and a statistical summary for each parameter in the report. For example, you might use it to summarize sampling results for the year.

This report is most useful for results on a single monitoring site or a small group of sites. Reporting on a high number of monitoring sites can result in a large report. In this case, producing a custom report through the Data Results tool might be more appropriate if you need more detailed reporting.

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Detailed Results Report - Criteria

This function searches the database for samples and analytical results that match your search criteria and creates a formatted report which displays result details and provides a statistical summary. To limit the size and scope of the data retrieval, it is advisable to enter information in as many fields as possible. Fields with an ellipses allow users to select one or more values from a list.

IMPORTANT: Users must enter information in the collection start date AND collection end date fields in order for the retrieval to complete successfully.

Click 'Next':

[main menu](#)

| | | | | | |
|-------------------------------|-----------------------------------|------------------|---------------------------|--|-----|
| EMS ID: | <input type="text"/> | ... | Sample State: | <input type="text"/> | ... |
| Region: | <input type="text"/> | ... | Sample Descriptor: | <input type="text"/> | ... |
| Office Code: | <input type="text"/> | ... | Collection Method: | <input type="text"/> | ... |
| Establishing Agency: | <input type="text"/> | ... | Study: | <input type="text"/> | ... |
| Analyzing Agency: | <input type="text"/> | ... | Parameter Code: | <input type="text"/> | ... |
| Location Type: | <input type="text"/> | ... | Measurement Units: | <input type="text"/> | ... |
| Monitoring Group: | <input type="text"/> | ... | QA Index: | <input type="text"/> | ... |
| Permit ID: | <input type="text"/> | ... | Data Index: | <input type="text"/> | ... |
| Collection Start Date: | <input type="text"/> | MANDATORY | Watershed Code: | <input type="text"/> | |
| | <small>(YYYYMM/DD HH24:M)</small> | | Eco Region: | <input type="text"/> | ... |
| Collection End Date: | <input type="text"/> | MANDATORY | Order By: | <input checked="" type="checkbox"/> Date | |
| | <small>(YYYYMM/DD HH24:M)</small> | | | <input type="checkbox"/> Sample State | |
| Specific Month: | <input type="text"/> | | | | |

[next](#)

Note, the images contained in this example are generic, and are applicable for all report types. As this is the same tool, all reports will behave in a similar fashion.

Historical Statistics Report

The Historical Statistics Report allows EMS WR users to create a predefined report that provides a detailed historical statistical summary for each parameter in the report. For example, you might use it to summarize sampling results for the year.

This report is most useful for results on a single monitoring site or a small group of sites. Reporting on a high number of monitoring sites can result in a large report.

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Historical Statistics Report - Criteria

This function searches the database for samples and analytical results that match your search criteria and creates a formatted report which displays the information in a statistical summary. To limit the size and scope of the data retrieval, it is advisable to enter information in as many fields as possible. Fields with an ellipses allow users to select one or more values from a list.

IMPORTANT: Users must enter information in the collection start date AND collection end date fields in order for the retrieval to complete successfully.

Click 'Next':

main menu

| | | | | | |
|------------------------|----------------------|-----------|--------------------|---|-----|
| EMS ID: | <input type="text"/> | ... | Sample State: | <input type="text"/> | ... |
| Region: | <input type="text"/> | ... | Sample Descriptor: | <input type="text"/> | ... |
| Office Code: | <input type="text"/> | ... | Study: | <input type="text"/> | ... |
| Establishing Agency: | <input type="text"/> | ... | Parameter Code: | <input type="text"/> | ... |
| Location Type: | <input type="text"/> | ... | QA Index: | <input type="text"/> | ... |
| Monitoring Group: | <input type="text"/> | ... | Data Index: | <input type="text"/> | ... |
| Permit ID: | <input type="text"/> | ... | Watershed Code: | <input type="text"/> | ... |
| Collection Start Date: | <input type="text"/> | MANDATORY | Eco Region: | <input type="text"/> | ... |
| | (YYYYMMDD HH24M) | | | | |
| Collection End Date: | <input type="text"/> | MANDATORY | Order By: | <input checked="" type="checkbox"/> Office | |
| | (YYYYMMDD HH24M) | | | <input type="checkbox"/> Location Type | |
| Specific Month: | <input type="text"/> | | | <input checked="" type="checkbox"/> Parameter | |
| | | | | <input type="checkbox"/> Sample State | |

next

Data Results Tool

The Data Results tool allows you to conduct sample result data searches of the EMS database based on a broad range of criteria, and to create customized reports of the search results. You can then download this report to your computer and analyze the data. For example, you might use the data for statistical analysis or to create graphs.

Government staff will be the most frequent users of the Data Results tool. For example, a ministry employee might want sample results data on all Cowichan Lake monitoring locations. Health authority staff might consider using the Data Results tool when the predefined reports are too narrow for their business needs.

Log Off Help Government of British Columbia

Environmental Monitoring System Ministries of Sustainable Resource & Water, Land & Air Protection Management

Data Results

This screen allows the user to define which data fields are to be included in the final retrieval. The retrieval will create a comma delimited file which can be downloaded to the user's workstation. The file will include a column for each of the data fields selected on this screen. Users must enter a filename in the appropriate field to identify their retrieval.

NOTE: Changing the Frequency to one of the 'average' options, will reduce the number of data fields that can be included in the final retrieval.

Click the 'OK' button to submit your selection or 'Cancel' to cancel the request. Click the 'Main Menu' button to return to the Main Menu.

 **Frequency** Sample Detail Weekly Average
 Monthly Average Yearly Average

Your query has retrieved 2 records.

Data Items: (check the desired Data Item(s) to include in your retrieval)

| | | |
|---|---|--|
| <input type="checkbox"/> EMS ID | <input type="checkbox"/> Analyzing Agency | <input type="checkbox"/> ParameterCode |
| <input type="checkbox"/> Location Name | <input type="checkbox"/> Ministry Contact | <input type="checkbox"/> Parameter Name |
| <input type="checkbox"/> Longitude | <input type="checkbox"/> Sampler | <input type="checkbox"/> Analytical Method Code |
| <input type="checkbox"/> Latitude | <input type="checkbox"/> Requisition Number | <input type="checkbox"/> Analytical Method Name |
| <input type="checkbox"/> Collect. Start Date | <input type="checkbox"/> Lab Arrival Temp | <input type="checkbox"/> Result Letter |
| <input type="checkbox"/> Collect. End Date | <input type="checkbox"/> Lab Arrival Date | <input type="checkbox"/> Result |
| <input type="checkbox"/> State Code | <input type="checkbox"/> Upper Depth | <input type="checkbox"/> Confidence Interval |
| <input type="checkbox"/> State Description | <input type="checkbox"/> Lower Depth | <input type="checkbox"/> Continuous Maximum |
| <input type="checkbox"/> Descriptor Code | <input type="checkbox"/> Tide Code | <input type="checkbox"/> Continuous Minimum |
| <input type="checkbox"/> Descriptor Name | <input type="checkbox"/> Tide Name | <input type="checkbox"/> Continuous Duration |
| <input type="checkbox"/> Class Code | <input type="checkbox"/> Upper Height | <input type="checkbox"/> Continuous Duration Units |
| <input type="checkbox"/> Class Name | <input type="checkbox"/> Lower Height | <input type="checkbox"/> # of Data Points |
| <input type="checkbox"/> Collect. Method Code | <input type="checkbox"/> Flow | <input type="checkbox"/> QA Index |
| <input type="checkbox"/> Collect. Method Name | <input type="checkbox"/> Flow Units | <input type="checkbox"/> Result Comment |
| <input type="checkbox"/> Sampling Agency | <input type="checkbox"/> Direction Code | <input type="checkbox"/> Parameters Across |

Please enter a name for the retrieval to be created:

Press OK to begin. When the retrieval is complete, the file will be available from the "Download Data Files" screen.

Basic Procedure for Creating Reports

To create a detailed results report:

From the Main menu, click on the appropriate button under the **Reports** heading. Enter information into the mandatory fields:

- Collection Start Date
- Collection End Date
- Health Region (some reports only)

Enter information into the other **Criteria Fields** to narrow the scope of your search. If desired, click the **More** button near the bottom right of the screen to see other options available. You might have to **Scroll Down** to see this button.

It is unlikely that you will want to change the Order By checkboxes from the default, however this option is available. For example, change the **Order By** from **Date** (default) to **Sample State** by removing the checkmark from **Date** and adding a checkmark to **Sample State**.

Once you have finished entering the parameters of your data search, click the **Next** button on the lower right hand corner of the page. You may have to scroll down to view the button. The report **Confirmation** page opens.

Take notice of the name that EMS WR has given to your report. The name will include your username, and underscore, and a number (e.g. jsmith_2011). Note that if you are generating multiple reports within the same EMS WR session, the report numbers are not necessarily going to be sequential. This is not an error.

If you are satisfied with the results of the report, click the **Generate Report** button. After a moment, the page reloads (wait for Done to appear in the browser status bar). If you want to create another report, click the **Criteria** button and return to **Step 2**. Otherwise, proceed to the next step.

Click the **Main Menu** button. Click the **List of Generated Reports** button. The **List of Generated Reports** page opens.

List Of Generated Reports

This screen displays a list and status of reports generated by the user. The list includes the report name, type, status and creation date. When the reports are complete, they will be converted into a PDF (Adobe Acrobat Viewer) file and a 'view' link will appear next to the report. By clicking on the 'view' link, users will be sent to a web page that contains the PDF file or be prompted to save the PDF file to their local workstation (depending on the settings of the local workstation).

[main menu](#)

Saved Reports for jsmith

| Name | Report Type | Status | When Created (YYYY/MM/DD 24:MI) |
|-------------|------------------------------|--------|---------------------------------------|
| JSMITH_2175 | Historical Statistics Report | Ready | 2003/01/29 06:48 View |
| JSMITH_2174 | Detailed Results Report | Ready | 2003/01/29 06:47 View |

Reports Ready: 2
Reports Pending: 0

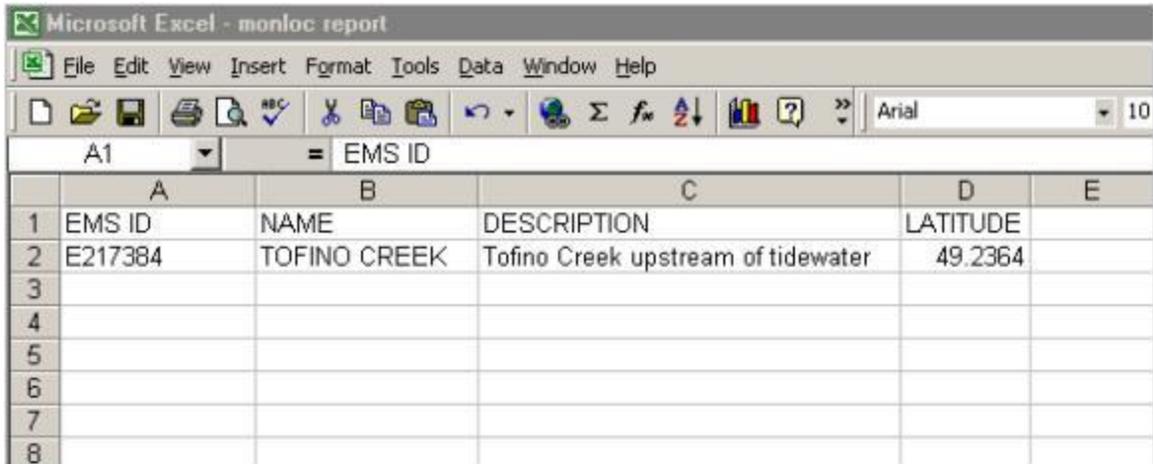
Note, the images contained in this example are generic, and are applicable for all report types. As this is the same tool, all reports will behave in a similar fashion.

Find the report you want to download and look at the **Status** column. **If the report's status is Ready, proceed to step 11.** If the report's status is Pending, you can try periodically clicking your browser's **Refresh** page, or (Reload Page) button to see whether the report is ready. **Note that some reports can take up to several hours to create.**

Click on the report to download it to your computer. Note: It might help you to install [Adobe Acrobat Reader](#), and use its functionality to help you **Save** or **Print** these reports.

Sample Reports

This shows a partial page capture of a Monitoring Locations Report opened with Excel:



4. Glossary of EMS WR Terms

This page provides a list of terms that could require some additional knowledge which can greatly assist in your understanding of what EMS WR is and how it operates.

| Term | Explanation |
|----------------------------|---|
| Browser Navigation Buttons | <p>These are buttons that users click on to move around web pages with their browser. These usually appear at the top of the screen and include commands such as back, forward, stop, and refresh (or reload).</p> <p>It is generally not recommended to use these buttons to navigate within EMS WR as the browser rely's on data saved within the website in order to operate without errors. Using the website's navigation buttons is less prone to errors.</p> |
| .csv document | <p>A .csv document is a comma-separated values text file. It contains information separated by commas and is readable in spreadsheet and database software such as Excel and Access.</p> <p>A .csv file might contain this information:</p> <ul style="list-style-type: none"> • Lastname, Firstname, Age, Gender, Location • Adams, Jane, 46, female, Victoria • Doe, John, 32, male, Kamloops • Jones, Sam, 13, male, Terrace • Smith, Mary, 64, female, Vancouver |

| Term | Explanation |
|---------------------------|--|
| Dialogue Box | A dialogue box appears on a computer screen to present information or request user input. Dialogue boxes are usually temporary, and disappear once you enter the requested information. |
| DW bacteriological report | A predefined report that summarized bacteriological results for drinking water samples. There are many reports available. This is only one example |
| EMS ID | Alphanumeric identifier for an EMS monitoring location. |
| exceedance graph | A type of graph showing how parameter results for a particular sample compare to the Canadian Drinking Water Guidelines . |
| monitoring location | Geographical sites where samples are collected for environmental monitoring purposes. Each monitoring location is a discrete geographical point (or reach of a stream or river) defined in terms of latitude, longitude and elevation. |
| parameter | Name of a variable in a test for which a results are reported |
| trend graph | A type of graph showing how selected parameter results have changed over time. |

5. Contact The Help Desk

Before You Call

Please review the [user interface guidelines](#), [application specific instructions](#), and [predefined reports and graphs pages](#). There are lots of instructions within the pages, and you may find the answers you are looking for faster than contacting the help desk for assistance.

If possible, try to reproduce the problem (this helps determine whether the problem is isolated).

Note the exact sequence of events that led to the problem, and any error messages you encountered. The help desk will need this information to assess your problem.

Upgrade To Latest Software

If you are having problems with using these websites, or are noticing some errors in the way your computer is handling these applications, there is a good chance that you should update your software to the latest version. Ensure that you have the most recent version of [Internet Explorer](#) or [Google Chrome](#), and [Adobe Acrobat Reader](#).

Contact The Help Desk

E-mail the EMS Help Desk when on-screen and online help do not provide you with the information you need.

- Email: EMShelp@gov.bc.ca
- (250) 952-6801