# EMS Web Reporting User Manual

Updated: May 20 2018

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Web Reporting User Manual</td>
<td>1</td>
</tr>
<tr>
<td>Updated: May 20 2018</td>
<td>1</td>
</tr>
<tr>
<td>1. Understanding the EMS WR User Interface</td>
<td>2</td>
</tr>
<tr>
<td>Mandatory Fields</td>
<td>2</td>
</tr>
<tr>
<td>Multi Selection Lists</td>
<td>2</td>
</tr>
<tr>
<td>The Enter Key</td>
<td>3</td>
</tr>
<tr>
<td>The Tab Key</td>
<td>3</td>
</tr>
<tr>
<td>Date &amp; Time Format</td>
<td>3</td>
</tr>
<tr>
<td>Browser &amp; EMS WR navigation buttons</td>
<td>4</td>
</tr>
<tr>
<td>Browser Status Bar</td>
<td>4</td>
</tr>
<tr>
<td>2. EMS WR Application Specific Instructions</td>
<td>4</td>
</tr>
<tr>
<td>Main Menu</td>
<td>4</td>
</tr>
<tr>
<td>Monitoring Location Search</td>
<td>4</td>
</tr>
<tr>
<td>To Find Monitoring Locations</td>
<td>5</td>
</tr>
<tr>
<td>Looking up Watershed Codes</td>
<td>6</td>
</tr>
<tr>
<td>Data Results Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Previous Queries</td>
<td>9</td>
</tr>
<tr>
<td>3. Tables &amp; Reports</td>
<td>10</td>
</tr>
<tr>
<td>Latest Results Summary</td>
<td>10</td>
</tr>
<tr>
<td>Predefined Reports and Custom Reports</td>
<td>12</td>
</tr>
<tr>
<td>Detailed Results Report</td>
<td>12</td>
</tr>
<tr>
<td>Historical Statistics Report</td>
<td>13</td>
</tr>
<tr>
<td>4. Glossary of EMS WR Terms</td>
<td>14</td>
</tr>
<tr>
<td>5. Contact The Help Desk</td>
<td>15</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Collection Start Date/Time:</th>
<th>MANDATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[YYYY/MM/DD HH:MM]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection End Date/Time:</th>
<th>MANDATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>[YYYY/MM/DD HH:MM]</td>
<td></td>
</tr>
</tbody>
</table>

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 downward facing triangle — called a multi selection symbol in EMS WR — to the right of many fields:

Parameter: ▼

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:

```
Parameter: 1110,1109,N100,0000
```

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 the appropriate EMS WR buttons, for example, Next.

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 Location Search

This page allows you to select the information you want to include in the monitoring locations report.
This page allows you to choose which criteria you want to include in the monitoring locations report that you download.

To Find Monitoring Locations

This page allows you to select the information you want to include in the monitoring locations report. It allows you to download the information from the EMS database. From the main menu, click the Monitoring Locations Search 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.
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.
For more search options click the Advanced Search button
When you are happy with your selection click the retrieve button
Click the checkboxes of the data items you want to include in the file download or leave the default selection and click Next
Note your file name
Select your file from the list and click download
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 (Advanced Search) have a Watershed Code field:

Watershed Code:

Clicking the globe image to the right of the field opens the Watershed Dictionary - Standard Watershed Code Query page:
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 Search
- The Fisheries Data Warehouse - Watershed Code Report page opens. For example, if you select Beaver River from the Watershed Group drop-down list, clicking Search opens this page:

2,268 results found. Click on the Export Results button to export the results as a CSV file.
- 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 Liard River is 210, 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 Search & Download button on the main menu, the Data Results - Criteria page opens:

Fill in at least one of the fields, click the downward triangles to get more options for that field or click the Advanced Search button to view more search options. Click Next.
Select the criteria you want to download or leave the default selection and click next.

Previous Queries

The Previous Queries tool allows you to download the files you create with the Monitoring Locations and Data Results tools:
This page lists the files you have retrieved using the Monitoring Location Search and Data Search & Download tools, and allows you to download them to your computer.

### 3. Tables & Reports

#### Latest Results Summary

The latest results summary page displays a table showing the results from the most recent sampling at a given location. If you know the EMS ID of the location you wish to query enter it, if you don’t know which EMS ID to use click the downward triangle to the left of the EMS text box to open a search screen.
Once you have your EMS ID selected click search to generate a table of results.

At the bottom of the page there is a link to download the data, preform another query or return to the main menu.
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.
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.
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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser Navigation Buttons</td>
<td>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). 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</td>
</tr>
<tr>
<td>Term</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| is less prone to errors.  | 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. A .csv file might contain this information:  
  • 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 |
| .csv document             | 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. |
| Dialogue Box              | Alphanumeric identifier for an EMS monitoring location.                                                                                       |
| EMS ID                    | 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                                                                           |

5. Contact The Help Desk

Before You Call

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