Automated Data Management (ADM & AutoDM) Application User's Manual

Watershed Monitoring Section

Divisions of Environmental Assessment and Restoration

Florida Department of Environmental Protection

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INTRODUCTION

The latest version of the Automated Data Management (ADM) application was developed by staff in the Florida Department of Environmental Protection (DEP) Office of Technology and Information Services (OTIS). The current version of ADM was developed on a web-based platform that supports Oracle Forms version 12.6 and recently migrated to the Cloud. Reports generated in ADM are generated using PHP (Hypertext Preprocessor) via a web based tool called AutoDM developed by OTIS.

LOGON SCREEN & WEB BROWSER

The ADM application is accessed from the Cloud via a desktop JNLP file using Java™ Web Launcher. Google Chrome or Firefox are the recommended web browsers for the AutoDM application. The PHP reporting portion of AutoDM can be accessed at the following website: https://prodlamp.dep.state.fl.us/autodm/. Any task that updates information in the Oracle Generalized Watershed Information System (OGWIS) database must be performed in the ADM Oracle Forms application. The user can use the report buttons in ADM to launch the AutoDM PHP reports application. To use ADM most effectively, log on to both interfaces before beginning work.

LOGON SCREEN FOR ADM ORACLE FORMS:

Access the ADM Oracle Forms application by double-clicking on the desktop JNLP FDEP_FORMS icon ( )which will open a Java window (**Figure 1**). Place a checkmark in the box next to “Do not show this againfor apps from the publisher and location above" and then click the **Run** button.

NOTE: An up-to-date copy of Java must be running on your computer. DEP employees may need to contact the DEP Service Desk to have Java updated on their computers.

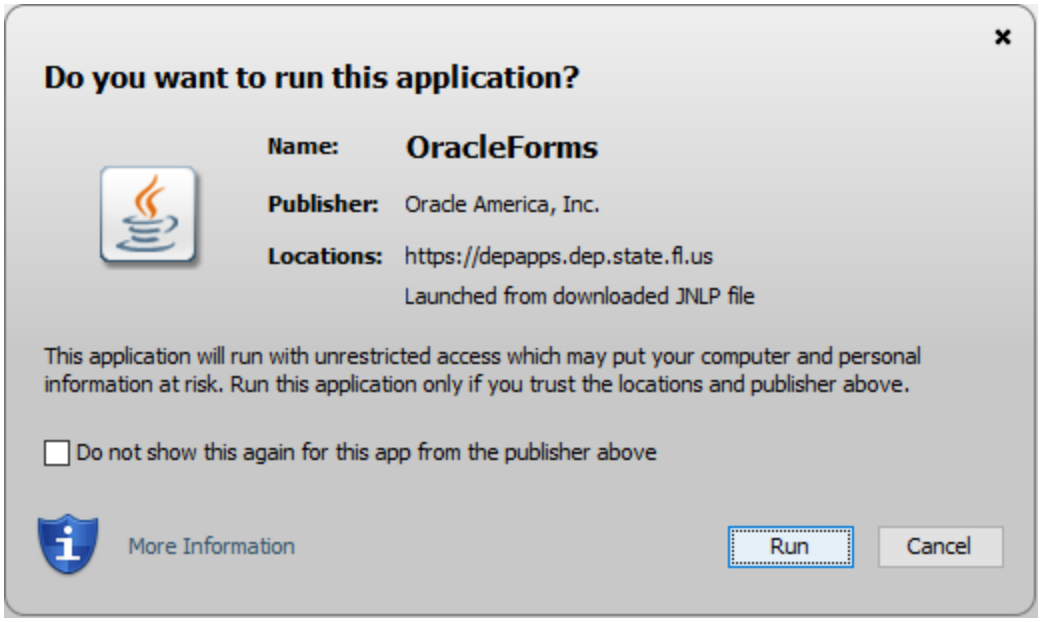


Figure 1. Screenshot of Java window and dialog box.

After Java loads, a logon screen will appear in the Java window, and the Windows browser will contain a large dark gray box(**Figure 2**). The Windows browser window must remain open when using the ADM application, even though many tasks will be performed in the Java window.

LOGON EXAMPLE:

Username: Your DEP Oracle Account user ID (e.g. Doe_J).

Password: Password is initially given by the Administrator or OTIS. User will be prompted to change their password after the first logon. Users must contact the DEP Service Desk to reset their password if it is forgotten.

Database: ORAPROD

Click the **Connect** button to complete the logon.

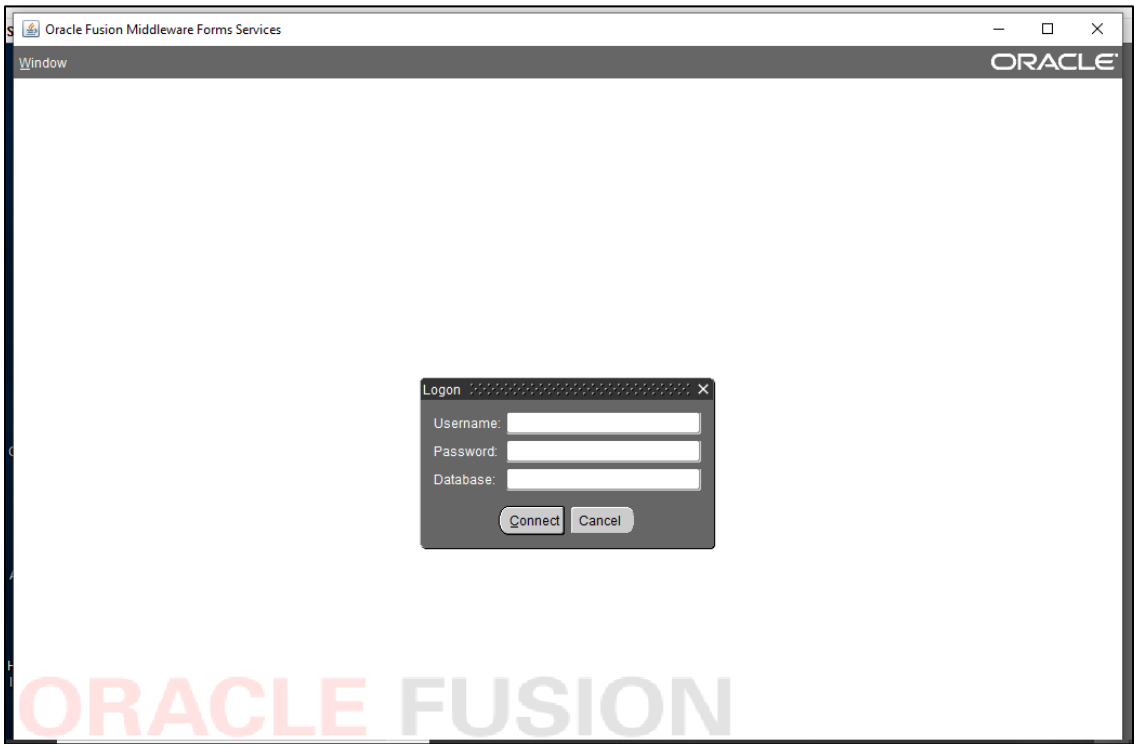


Figure 2. Screenshot of ADM Oracle Forms logon screen.

After completing the information requested on the logon screen, the DEP Enterprise Applications start page will open in the Java window. Click the **Adm-Automated Data Management** link in the upper left corner of the screen (**Figure 3**).

The Java window (icon on Windows taskbar) will then display the start page of the ADM application (**Figure 4**) It will also display a large gray box titled FDEP Oracle Forms. Do not close the gray Java window as that will terminate the session and the logon process will have to be repeated.

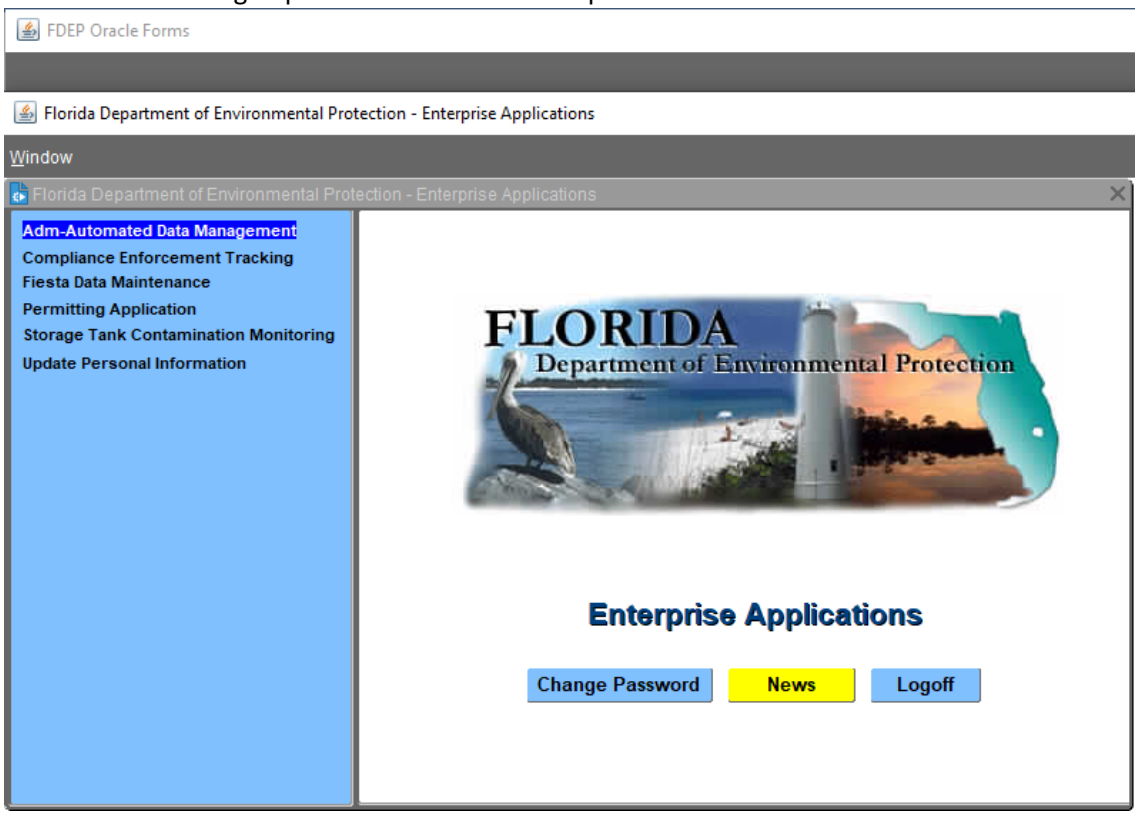


Figure 3. Screenshot of main DEP Enterprise Applications page. The “Adm-Automated Data Management” link is highlighted in blue in the upper left corner of the screen. The FDEP Oracle Forms gray box can be seen above the application page. Other applications in the list on the left-hand side of the screen depend on the user and are not described in this manual.

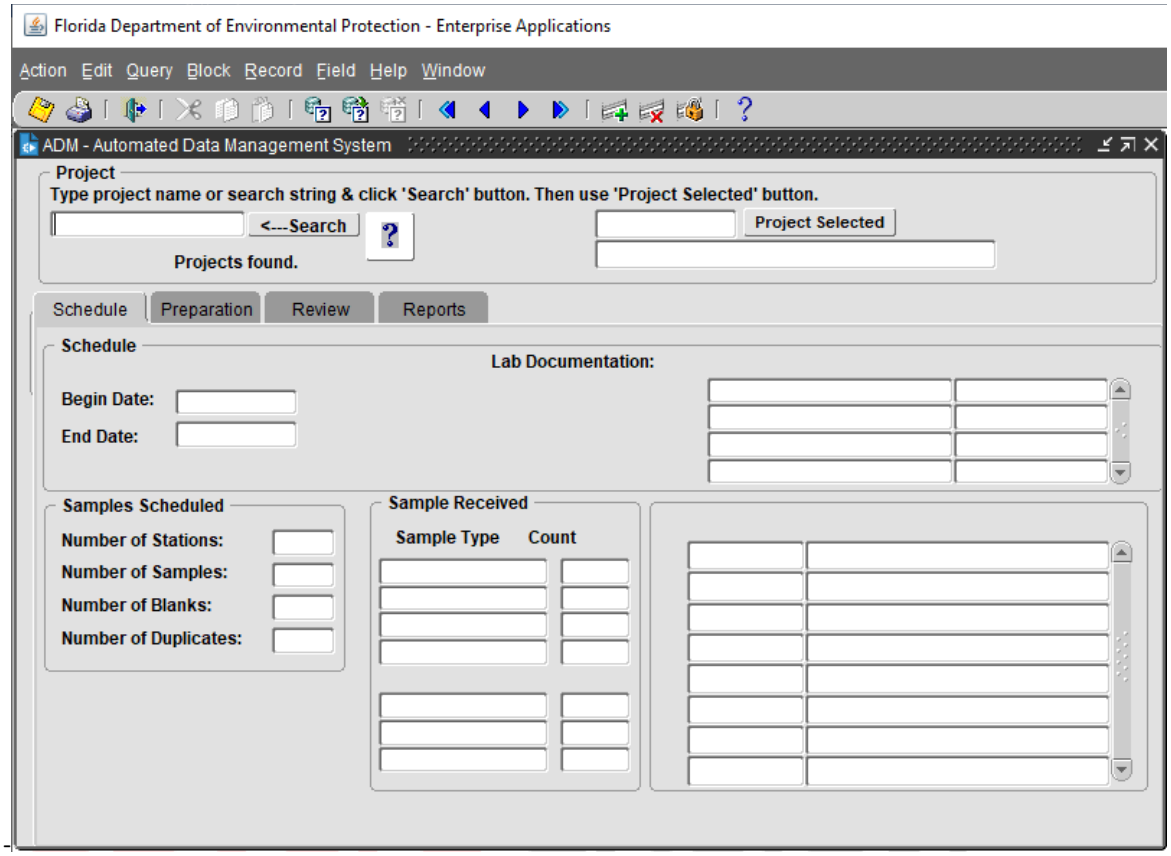


Figure 4. Screenshot of start page for ADM application.

LOGON SCREEN FOR AutoDM PHP REPORTS:

Choose Login (**Figure 5**). Log in using your DEP email or network username and your DEP network password.

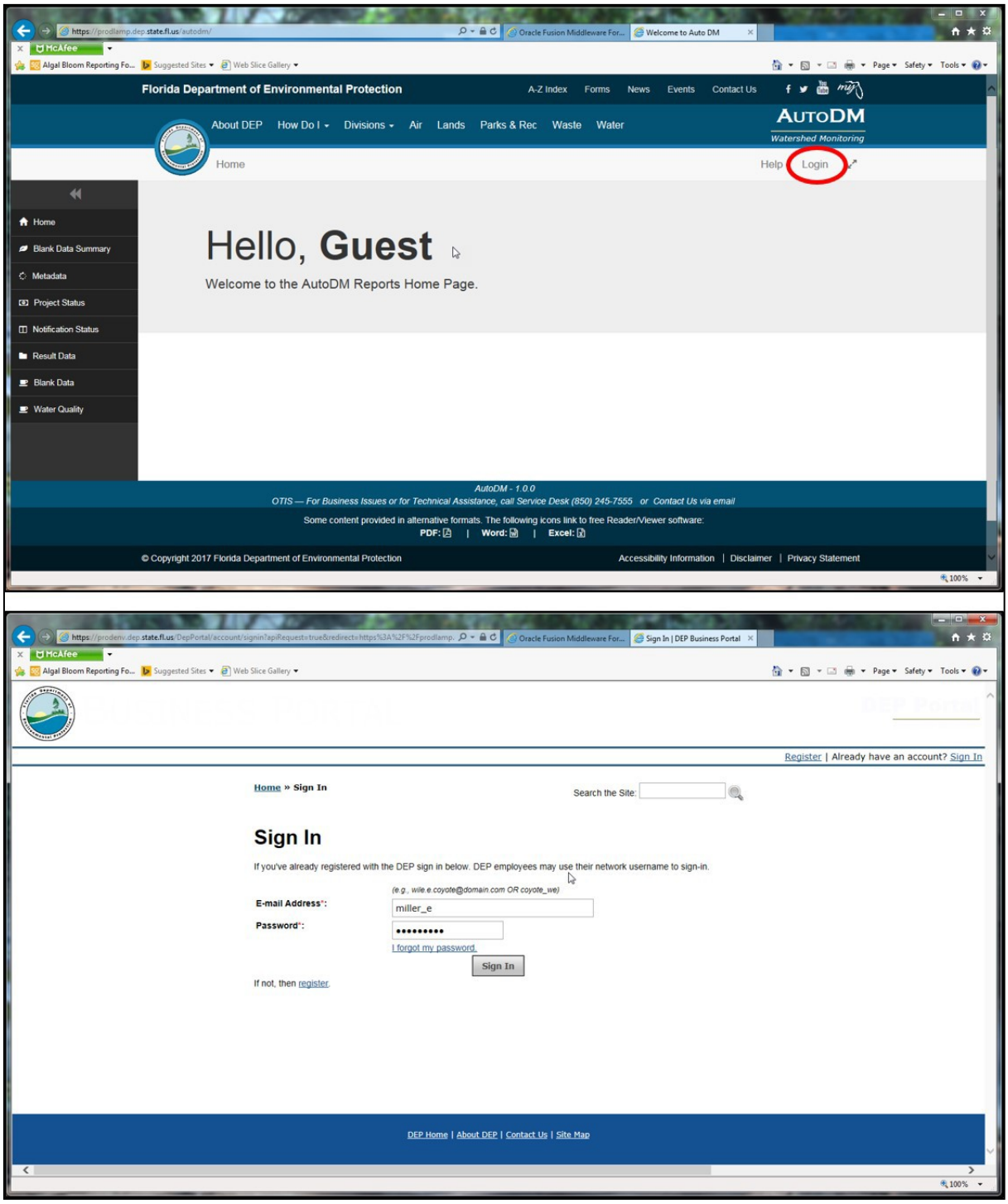


Figure 5. Screenshots of AutoDM welcome and logon screens. The login link is circled in red in the upper right corner of the welcome screen.

SEARCHING FOR PROJECT INFORMATION

To locate information about a specific project using the ADM Oracle Forms interface, enter the project name (e.g. "Z4LL1704") into the search box located near the upper left corner of the Java window for ADM Oracle Forms (**Figure 6**) and click the **<---Search** button. (Pressing "Enter" on your keyboard will *not* initiate a search.) If the provisional data has been completed by the Data Manager, the data will be retrievable. The Data Manager will notify the Project Manager by email when the provisional data for new projects are complete and available for retrieval and review. Determining if data are retrievable is discussed in the REVIEW TAB section of this document.

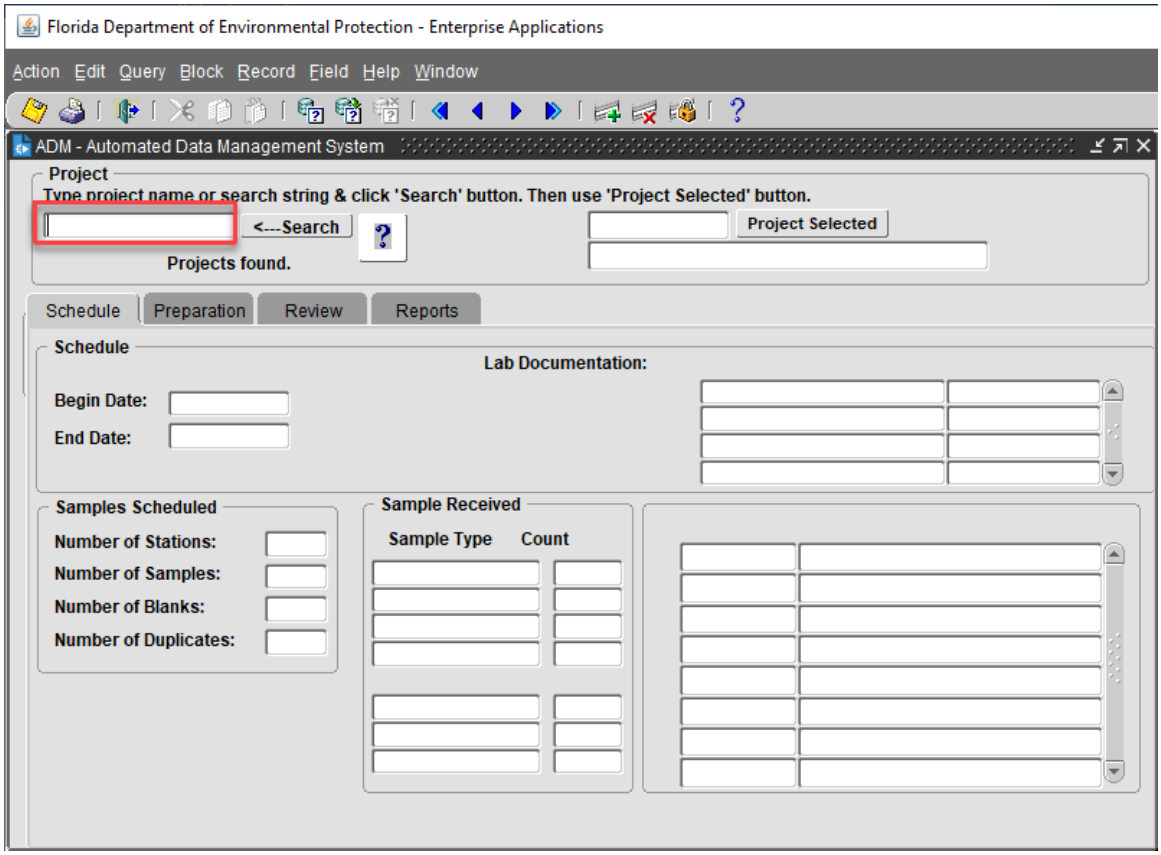


Figure 6. Screenshot of start page for ADM application. Project search box is outlined in red in the upper left corner of the screen.

To locate information about a specific project using the AutoDM PHP reports interface, choose the type of report desired from the list of reports on the left-hand side of the screen (**Figure 7**). Once a list of available projects appears, type the desired project into the box at the bottom of the list labeled '**Project**' (**Figure 8**). Any of the other boxes at the bottom of the list can be used to filter and search for a project if the project name is not known. When the list filters to the desired project, click on the project name in blue to display the report (**Figure 9**). If the project name is known, alternatively, you can enter the project into the Search box at the top right of the screen (**Figure 9**).

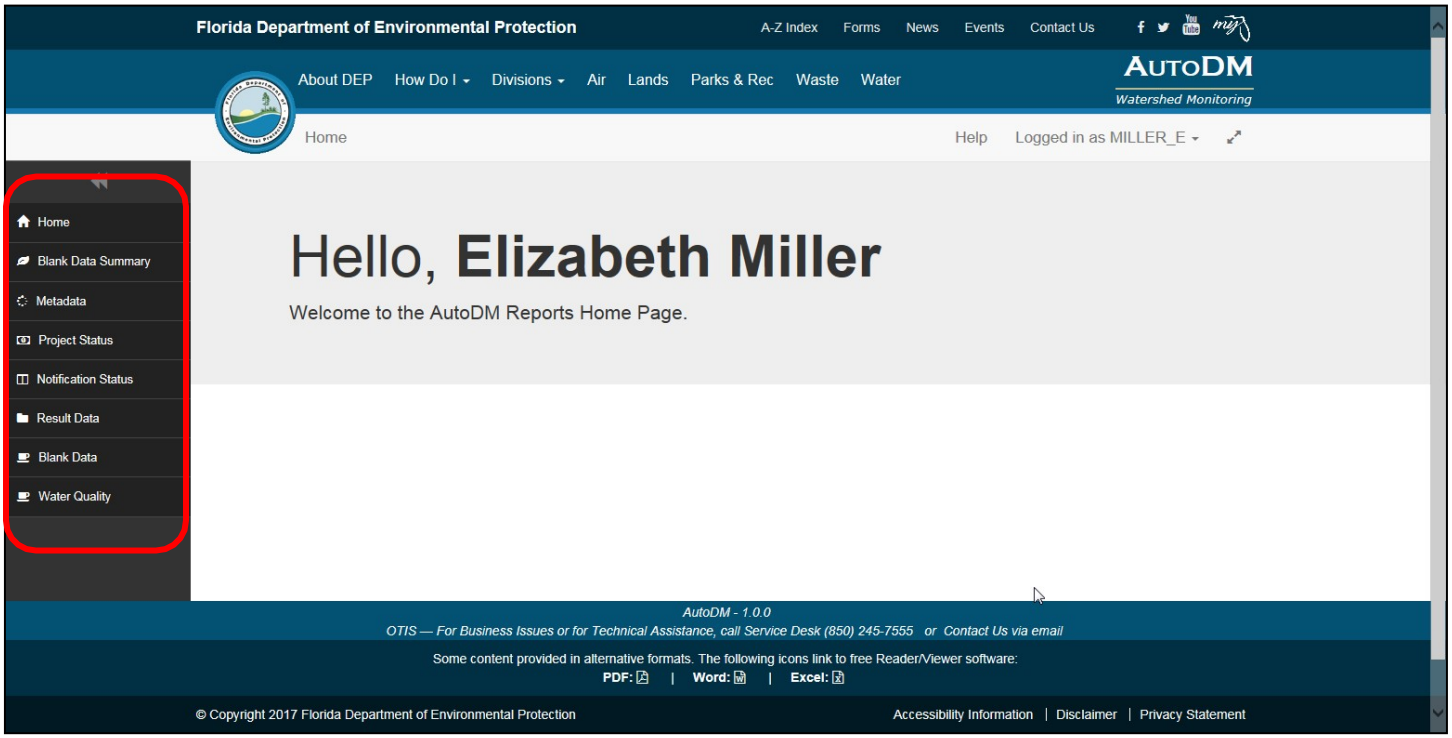
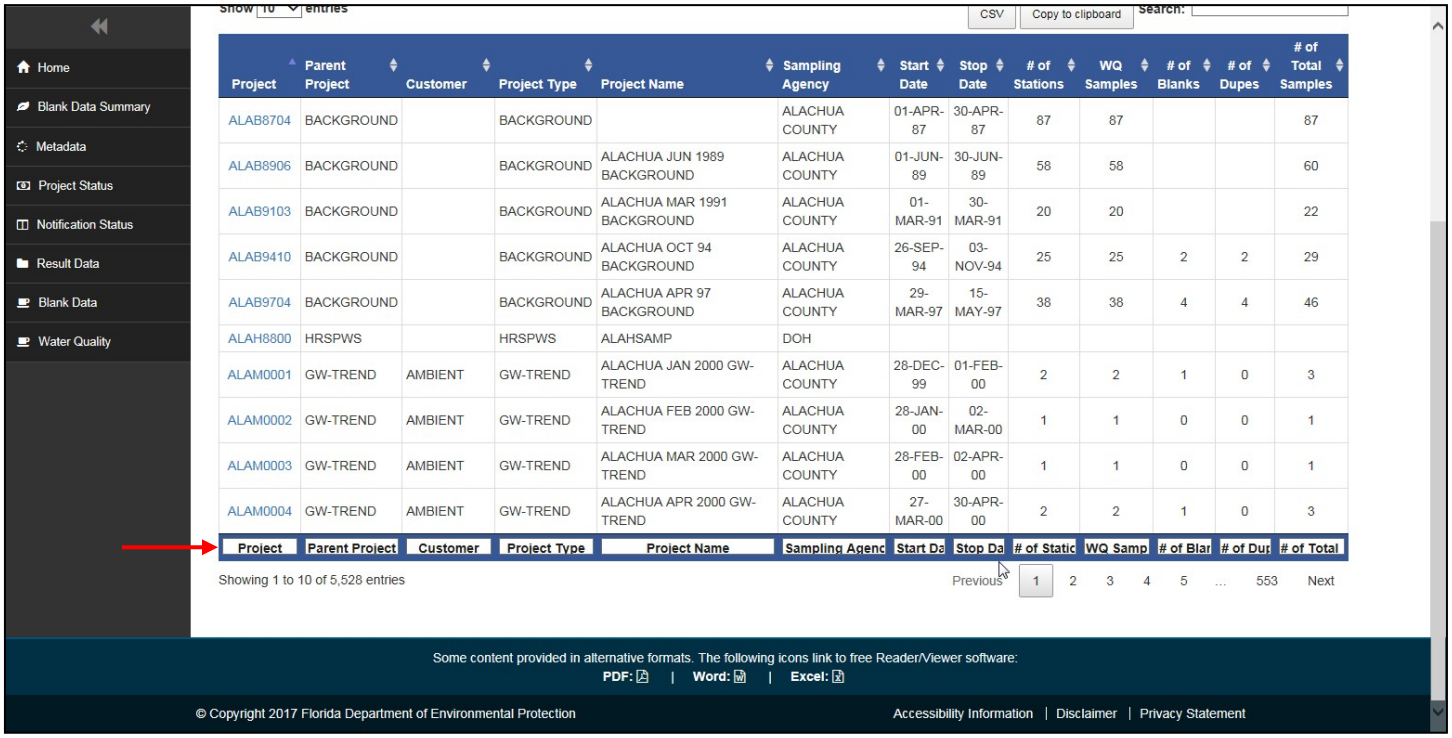


Figure 7. Screenshot of AutoDM welcome page. List of report types is circled in red on the left side of the screen.



Project	Parent Project	Customer	Project Type	Project Name	Sampling Agency	Start Date	Stop Date	# of Stations	WQ Samples	# of Blanks	# of Dupes	# of Total Samples
ALAB8704	BACKGROUND		BACKGROUND		ALACHUA COUNTY	01-APR-87	30-APR-87	87	87			87
ALAB8906	BACKGROUND		BACKGROUND	ALACHUA JUN 1989 BACKGROUND	ALACHUA COUNTY	01-JUN-89	30-JUN-89	58	58			60
ALAB9103	BACKGROUND		BACKGROUND	ALACHUA MAR 1991 BACKGROUND	ALACHUA COUNTY	01-MAR-91	30-MAR-91	20	20			22
ALAB9410	BACKGROUND		BACKGROUND	ALACHUA OCT 94 BACKGROUND	ALACHUA COUNTY	26-SEP-94	03-NOV-94	25	25	2	2	29
ALAB9704	BACKGROUND		BACKGROUND	ALACHUA APR 97 BACKGROUND	ALACHUA COUNTY	29-MAR-97	15-MAY-97	38	38	4	4	46
ALAH8800	HRSPWS		HRSPWS	ALAHSAMP	DOH							
ALAM0001	GW-TREND	AMBIENT	GW-TREND	ALACHUA JAN 2000 GW-TREND	ALACHUA COUNTY	28-DEC-99	01-FEB-00	2	2	1	0	3
ALAM0002	GW-TREND	AMBIENT	GW-TREND	ALACHUA FEB 2000 GW-TREND	ALACHUA COUNTY	28-JAN-00	02-MAR-00	1	1	0	0	1
ALAM0003	GW-TREND	AMBIENT	GW-TREND	ALACHUA MAR 2000 GW-TREND	ALACHUA COUNTY	28-FEB-00	02-APR-00	1	1	0	0	1
ALAM0004	GW-TREND	AMBIENT	GW-TREND	ALACHUA APR 2000 GW-TREND	ALACHUA COUNTY	27-MAR-00	30-APR-00	2	2	1	0	3
Project	Parent Project	Customer	Project Type	Project Name	Sampling Agenc	Start Da	Stop Da	# of Static	WQ Samp	# of Blar	# of Dup	# of Total

Figure 8. Screenshot of AutoDM report search screen. Red arrow is pointing to filtering tools at bottom of screen.

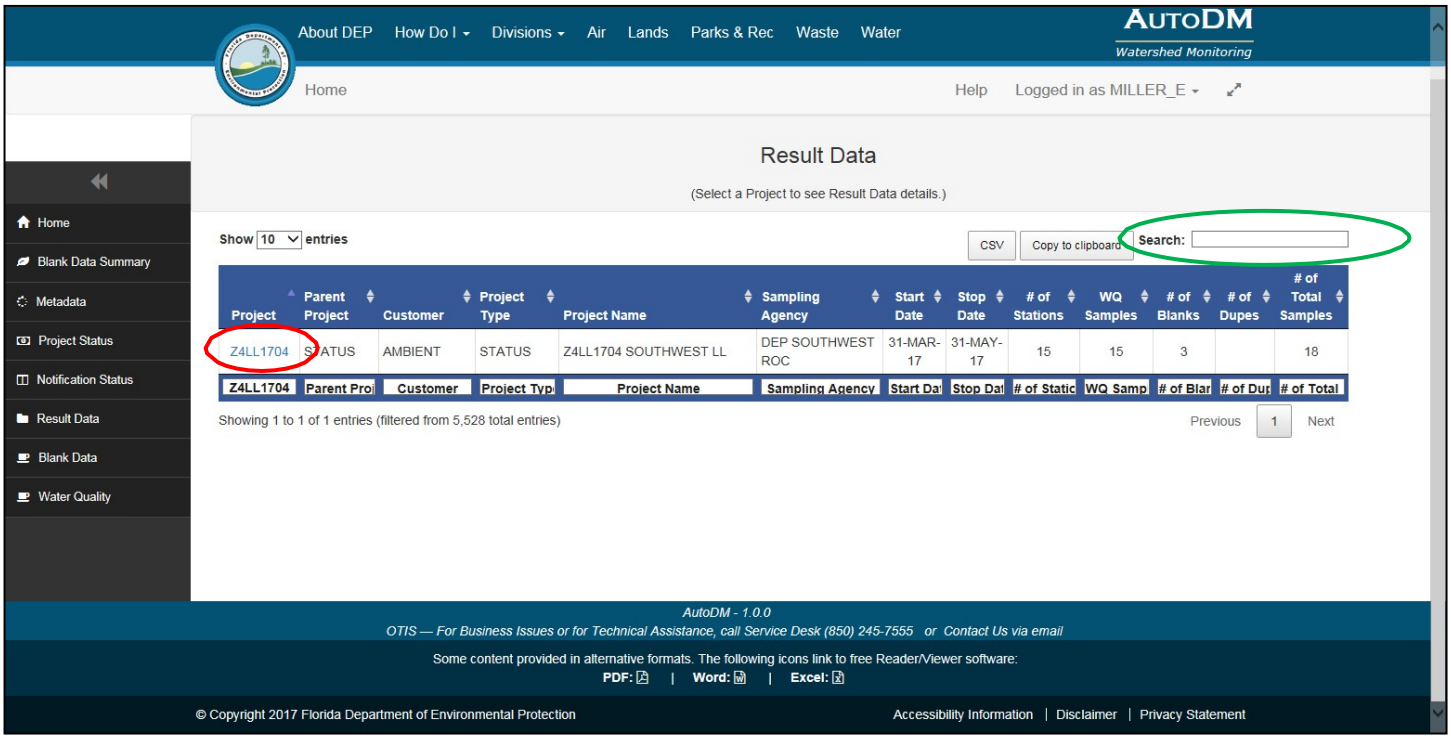


Figure 9. Screenshot of AutoDM report search screen showing filtered results for a specific project. The information for project Z4LL1704 is displayed as an example. Link to display report for that project is circled in red. Search box at top right of the screen is circled in green.

SAVING & PRINTING REPORTS

ADM can produce a variety of reports for individual projects. The format for each type of report is preset and cannot be altered by the user. Below is a list of available reports, along with their respective file types. Instructions are also provided for Project Managers who will be responsible for using reports to review provisional data as specified in the Watershed Monitoring Data Management Protocols. More information about each of the individual reports will be provided later in the manual.

1. The following reports will be saved as tab-delimited text files (.txt) and automatically emailed to the ADM user. The email sender will be listed as a no-reply email address. Project Managers requesting these reports should save them to the DEP network drive at \\FLDEP1\Dear\WQAP\Sol_Z\provis.
    - Barcode labels
    - Request labels
2. The following reports will be saved as comma-separated values (.csv) files and automatically emailed to the ADM user. The email sender will be listed as a no-reply email address. Project Managers requesting these reports should save them to their desired workspace on a network or local drive.
    - Pivot table value (number) reports
    - Pivot table value (text) reports
3. The following reports can be generated from the ADM Oracle Forms interface and will automatically open in the AutoDM PHP reports interface if the user is already logged in to AutoDM. These reports can also be generated

directly from the AutoDM interface but must be searched for using the instructions in the SEARCHING FOR PROJECT INFORMATION section of this document. Project Managers (PM) requesting these reports should use the buttons provided to save the files as .csv files or copy the data to clipboard and paste into text editing software or Excel. The resulting files should be saved to the PM's desired workspace on a network or local drive.

- Blank data summary reports
- Result data reports
- Blank data reports
- Project status reports
- Project notification reports

4. The following reports are no longer functional in ADM and were not programmed into AutoDM. Until further notice, Project Managers should create owner's letters manually, using the Microsoft Word templates available at X:\WQAP\Sol_Z\Owners Letters and attachments.

   - Owners letters
   - Mailing labels

5. The following reports can be generated from the ADM Oracle Forms interface and will automatically open in the AutoDM PHP reports interface if the user is already logged in to AutoDM. These reports can also be generated directly from the AutoDM interface but must be searched for using the instructions in the SEARCHING FOR PROJECT INFORMATION section of this document. Project Managers requesting these reports should save them to their desired workspace on a network or local drive as .pdf files. To create the .pdf files, select the web browser's "Print" tool, enable printing of background colors and images in the page setup options, and select Adobe PDF as the printer.

   NOTE: The Metadata report **must** be generated from the ADM Oracle Forms interface the first time Run Checks is performed (see the REVIEW TAB section of this document), but thereafter can be generated from AutoDM.

   - Metadata reports
   - Water quality reports

SCHEDULE TAB

The schedule tab of the ADM Oracle Forms interface displays a summary of the station and sample data in the project (**Figure 10**). ADM users can review the outcome of the data.

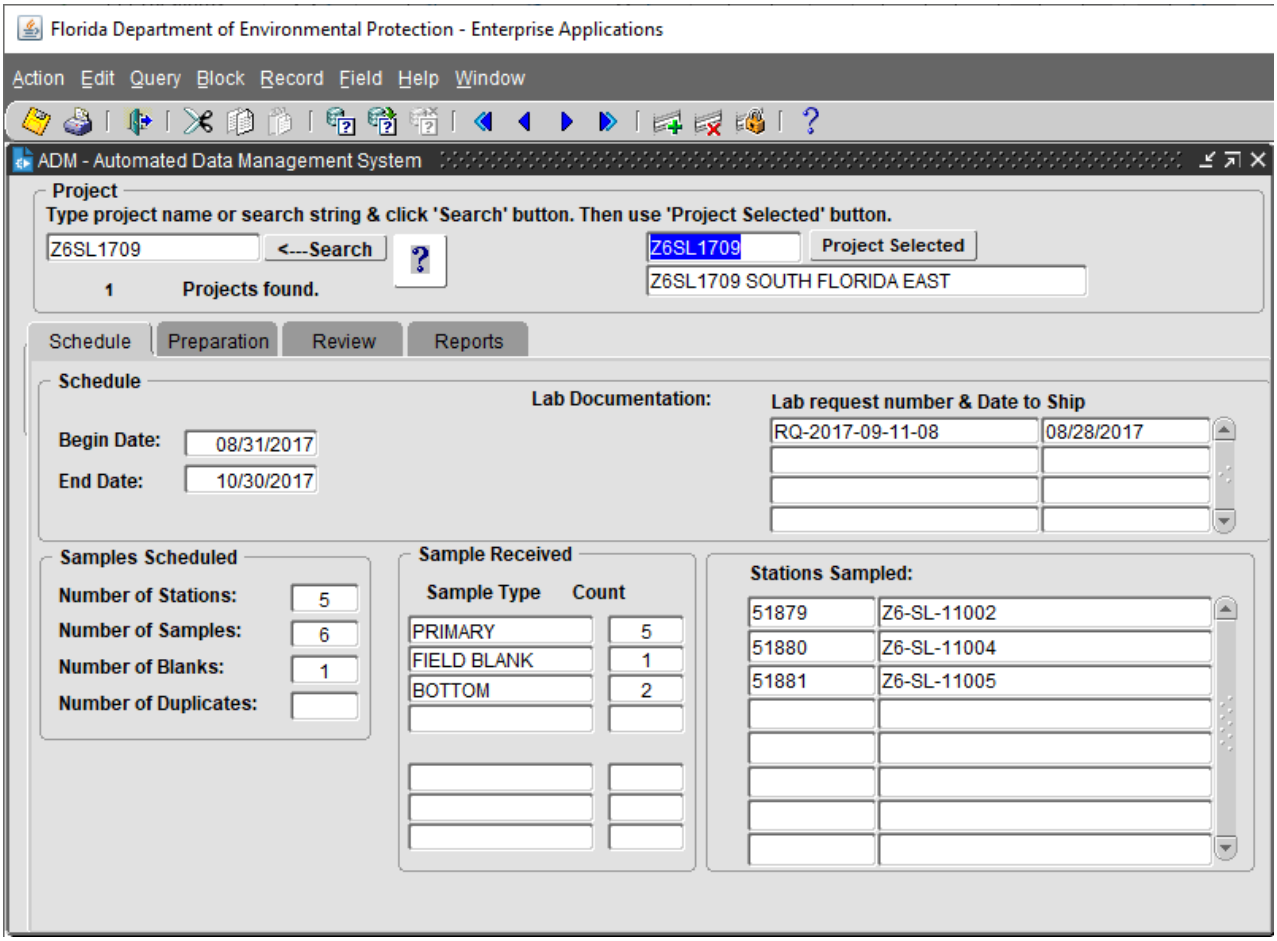


Figure 10. Screenshot of the ADM application's schedule tab. The information for project Z6SL1709 is displayed as an example.

The following information is available in the schedule tab:

1. **Schedule:** Shows the time period in which data generation occurred. The begin date is typically the date that the request (RQ) information is loaded into the Generalized Water Information System (GWIS) database from the Laboratory Information Management System (LIMS).

2. **Lab Documentation:** Shows the RQ numbers and the dates that sampling kits are scheduled to be shipped by the DEP lab.

3. **Samples Scheduled:** Shows an estimate of the number of stations, samples, blanks, and duplicates scheduled. This information is populated by the Data Manager when the RQ's are loaded.

4. **Sample Received:** Shows the number of primary, bottom, and blank samples received. A sample can consist of field data, lab data, or both. Note that sample matrix is not distinguished in this summary, therefore both the primary water samples and primary sediment samples are included in the PRIMARY count.

5. **Stations Sampled:** Lists the station identification (ID) numbers and station names. Note that the station ID number is also the WIN / STORET station ID and the primary key (pk_station) in many reports and data management activities.

PREPARATION TAB

The preparation tab (**Figure 11**) is used to print barcode labels.

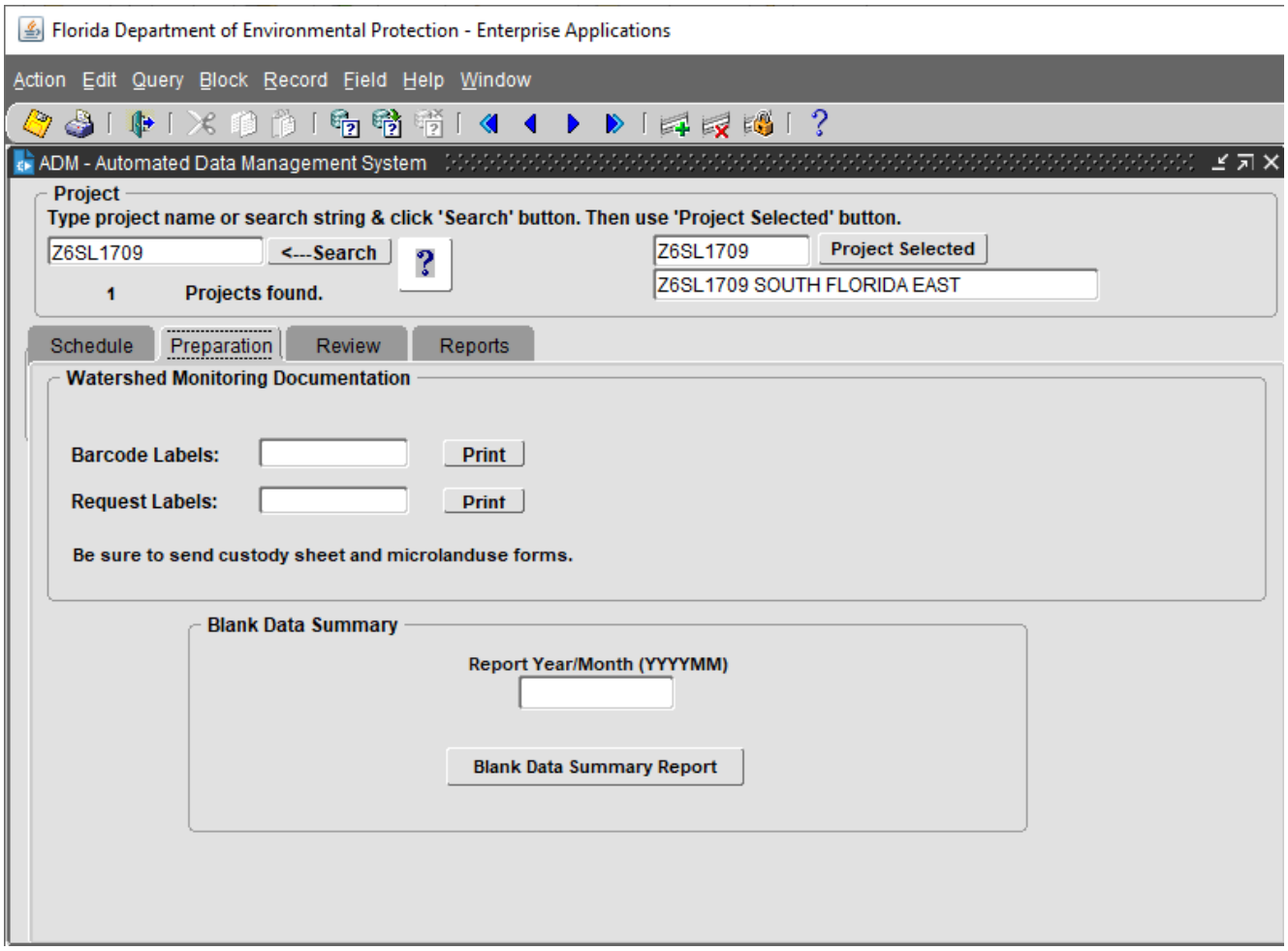


Figure 11. Screenshot of the ADM application's preparation tab. The information for project Z6SL1709 is displayed as an example for the label section. Blank Data Summary should be generated using the AutoDM php reporting tool.

LABELS

The barcode labels and request labels tools are used to create text files containing information that can be used by the SATO label printer. To open the barcode label tool, click the **Print** button next to the phrase "Barcode Labels:". The barcode label tool allows users to select which stations to create labels for, and to specify the number of labels required for each station (Step 2 and Step 3 in **Figure 12**). After specifying the number of labels to print, click the **Export Labels** button (Step 4 in **Figure 12**) to email the text file to yourself (**Figure 13**, **Figure 14**). The email will be automatically sent to the email address associated with the user's DEP Oracle applications account.

To open the request label tool, click the **print** button next to the phrase "Request Labels". The request label tool allows users to select which RQs to create labels for, and to specify the number of labels required for each RQ (Step 2 and Step 3 in **Figure 15**). After specifying the number of labels to print, click the **Export Labels** button (Step 4 in **Figure 15**), which will automatically email the text file to the ADM user (**Figure 16, Figure 17**). The email is automatically sent to the email address associated with the user's DEP Oracle applications account.

Note: The barcode labels and request labels require additional preparation and quality assurance checks to ensure that

the correct information is printed on the labels. For assistance please contact Liz Miller or Thomas Seal.

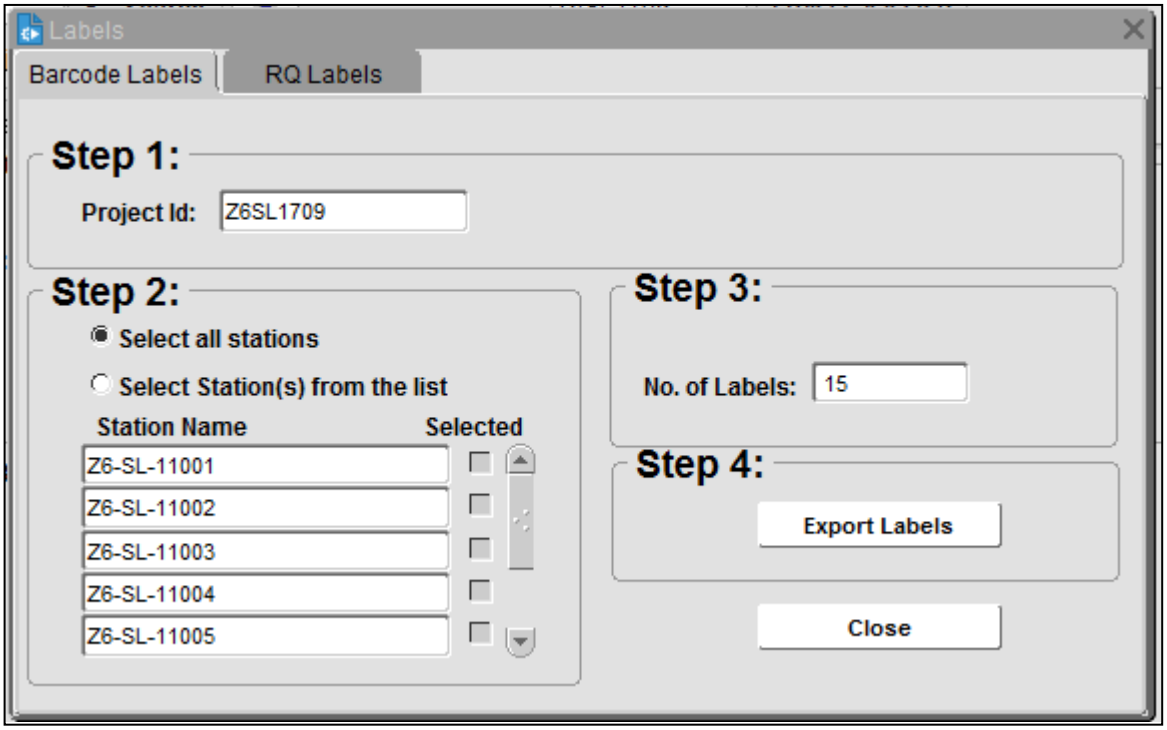


Figure 12. Screenshot showing options available in barcode labels tool. The information from project Z6SL1709 is shown as an example.

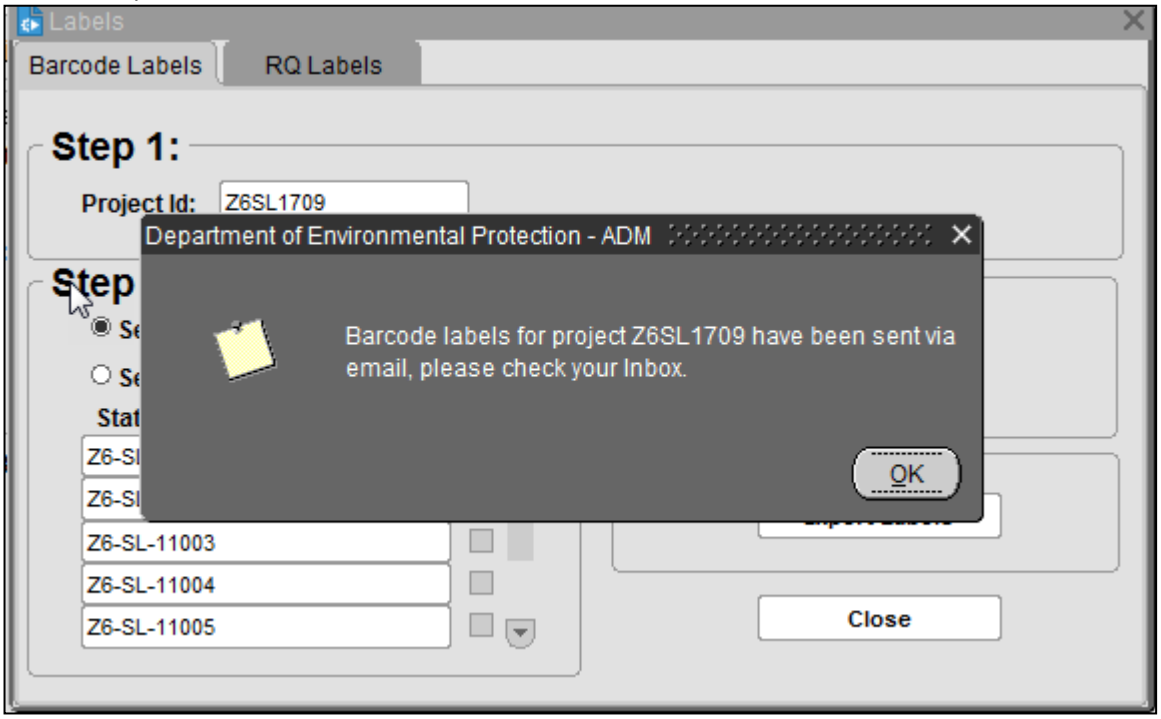


Figure 13. Screenshot showing the notification produced after clicking the “export labels” button in the barcode labels tool. The information from project Z6SL1709 is shown as an example.

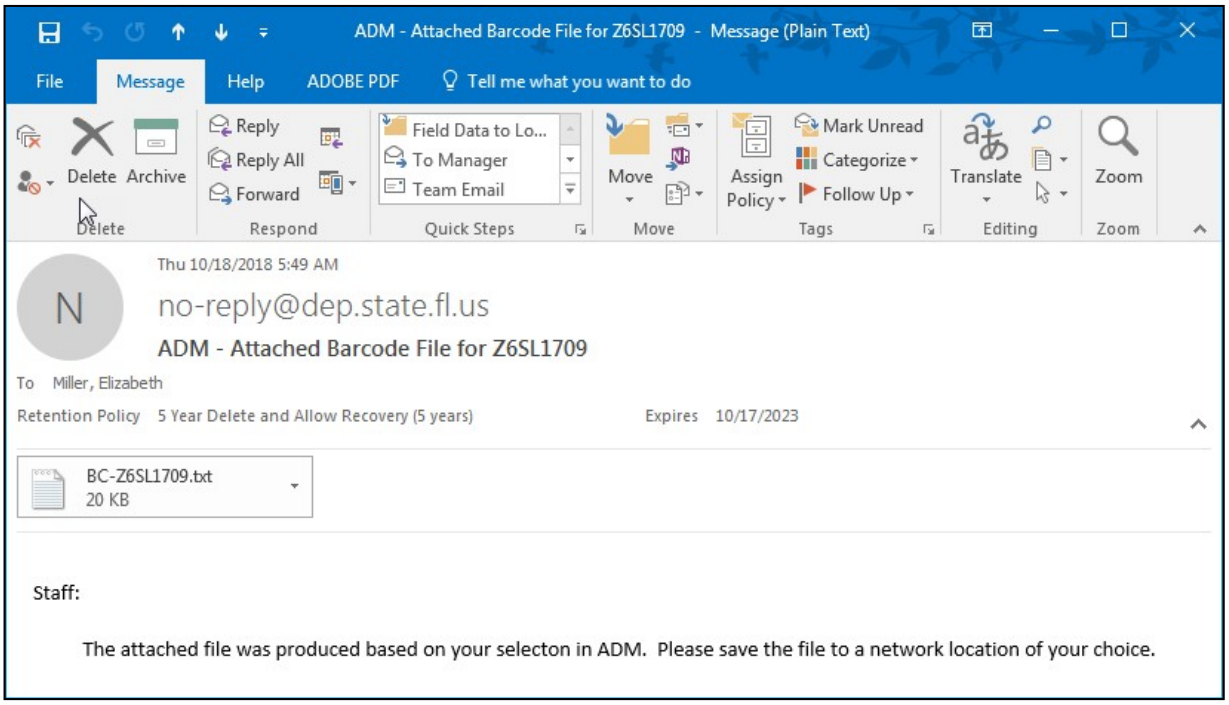


Figure 14. Screenshot showing an example of the barcode label email that is sent to the ADM user. The information from project Z6SL1709 is shown as an example.

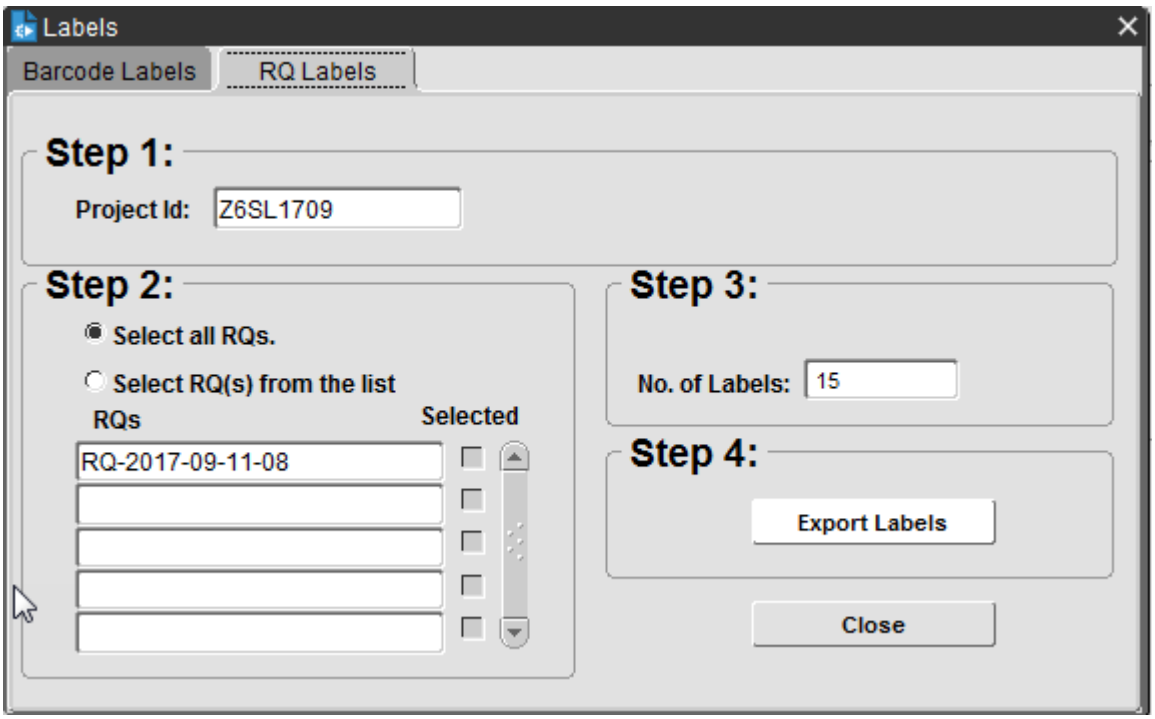


Figure 15. Screenshot showing options available in request labels tool. The information from project Z6SL1709 is shown as an example.

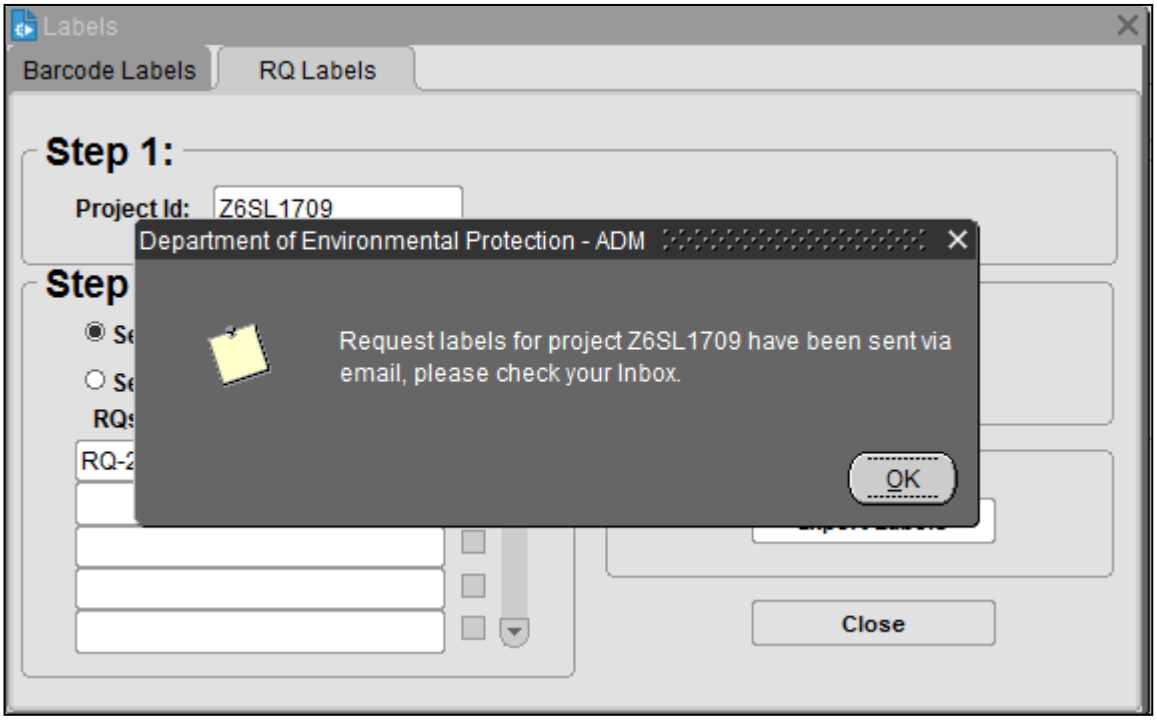


Figure 16. Screenshot showing the notification produced after clicking the “export labels” button in the request labels tool. The information from project Z6SL1709 is shown as an example.

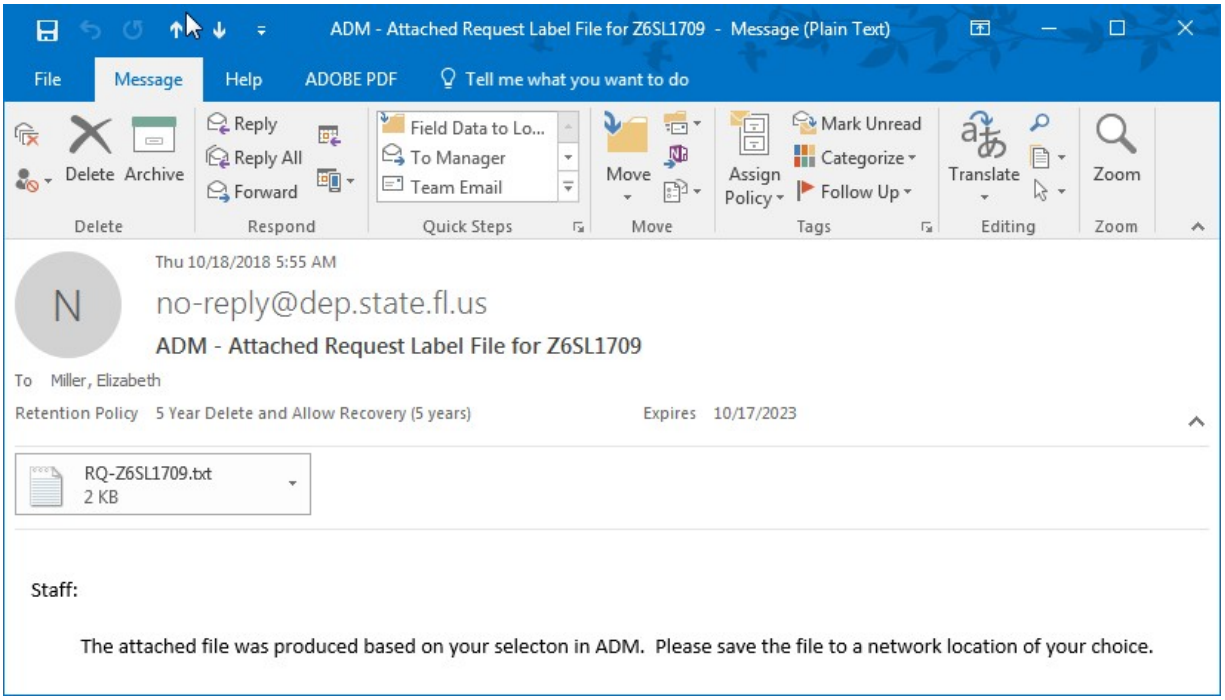
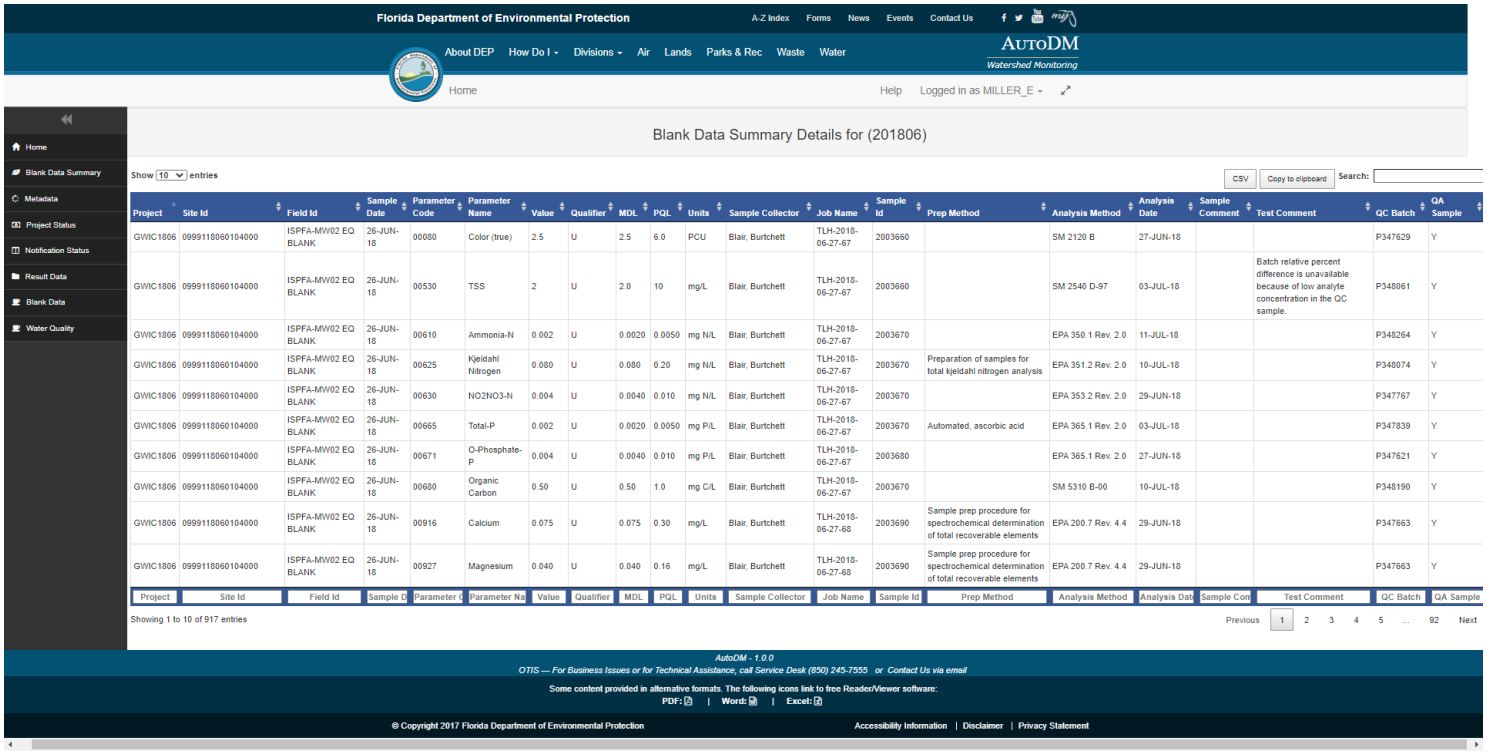


Figure 17. Screenshot showing an example of the request label email that is sent to the ADM user. The information from project Z6SL1709 is shown as an example.

BLANK DATA SUMMARY REPORT

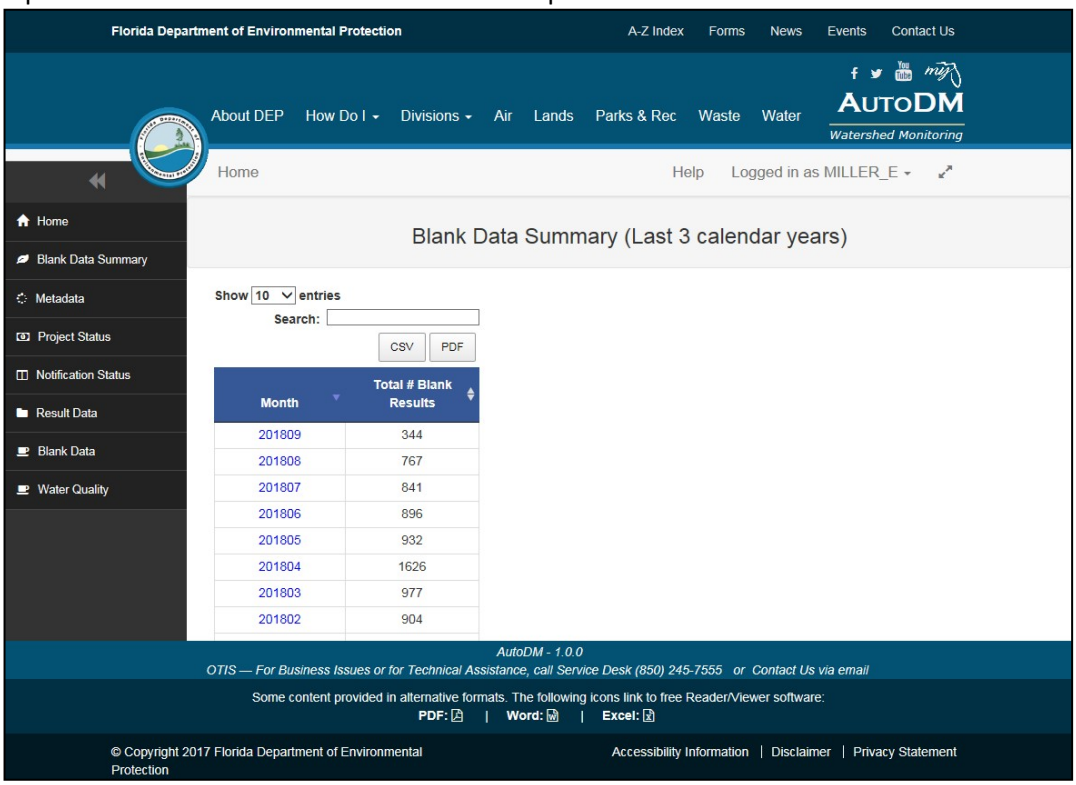
The Blank Data Summary report tool is used to generate a report of data from field collected blanks submitted as part of projects that are stored in the GWIS database. This report is generated directly from the AutoDM PHP report interface. Choose **Blank Data Summary** from the list of reports on the left-hand side of the screen. A list of available reports will

appear (**Figure 18).** Click on the blue link for the year and month desired. Save the file as previously described. Alternatively, enter the year and month in the Search box at the top right of the list. Note that although there are buttons at the top of the list for CSV and PDF, these do not currently work to retrieve blank data.



Project	Site Id	Field Id	Sample Date	Parameter Code	Parameter Name	Value	Qualifier	MDL	PQL	Units	Sample Collector	Job Name	Sample Id	Prep Method	Analysis Method	Analysis Date	Sample Comment	Test Comment	QC Batch	QA Sample
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00080	Color (true)	2.5	U	2.5	6.0	PCU	Blair, Burtchett	TLH-2018-06-27-67	2003660		SM 2120 B	27-JUN-18			P347629	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00530	TSS	2	U	2.0	10	mg/L	Blair, Burtchett	TLH-2018-06-27-67	2003660		SM 2540 D-97	03-JUL-18		Batch relative percent difference is unavailable because of low analyte concentration in the QC sample.	P348061	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00610	Ammonia-N	0.002	U	0.0020	0.0050	mg N/L	Blair, Burtchett	TLH-2018-06-27-67	2003670		EPA 350.1 Rev. 2.0	11-JUL-18			P348264	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00625	Kjeldahl Nitrogen	0.080	U	0.080	0.20	mg N/L	Blair, Burtchett	TLH-2018-06-27-67	2003670	Preparation of samples for total kjeldahl nitrogen analysis	EPA 351.2 Rev. 2.0	10-JUL-18			P348074	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00630	NO2NO3-N	0.004	U	0.0040	0.010	mg N/L	Blair, Burtchett	TLH-2018-06-27-67	2003670		EPA 353.2 Rev. 2.0	29-JUN-18			P347767	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00665	Total-P	0.002	U	0.0020	0.0050	mg P/L	Blair, Burtchett	TLH-2018-06-27-67	2003670	Automated, ascorbic acid	EPA 365.1 Rev. 2.0	03-JUL-18			P347839	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00671	O-Phosphate-P	0.004	U	0.0040	0.010	mg P/L	Blair, Burtchett	TLH-2018-06-27-67	2003680		EPA 365.1 Rev. 2.0	27-JUN-18			P347621	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00680	Organic Carbon	0.50	U	0.50	1.0	mg C/L	Blair, Burtchett	TLH-2018-06-27-67	2003670		SM 5310 B-00	10-JUL-18			P348190	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00916	Calcium	0.075	U	0.075	0.30	mg/L	Blair, Burtchett	TLH-2018-06-27-68	2003690	Sample prep procedure for spectrochemical determination of total recoverable elements	EPA 200.7 Rev. 4.4	29-JUN-18			P347663	Y
GWIC1806	0999118060104000	ISPFA-MW02 EQ BLANK	26-JUN-18	00927	Magnesium	0.040	U	0.040	0.16	mg/L	Blair, Burtchett	TLH-2018-06-27-68	2003690	Sample prep procedure for spectrochemical determination of total recoverable elements	EPA 200.7 Rev. 4.4	29-JUN-18			P347663	Y

Figure 18. Screenshot of the blank data summary reportsthat can be generated in AutoDM. The blank data summary report from June of 2018 is shown as an example.



Month	Total # Blank Results
201809	344
201808	767
201807	841
201806	896
201805	932
201804	1626
201803	977
201802	904

Figure 19. Screenshot of the AutoDM interface's Blank Data Summary report showing the options for retrieving

summaries for the last three calendar years. CSV and PDF buttons are not functional.

REVIEW TAB

The review tab in ADM (**Figure 20**) summarizes the status of the project's data, including whether the data has been received, processed, or completed.

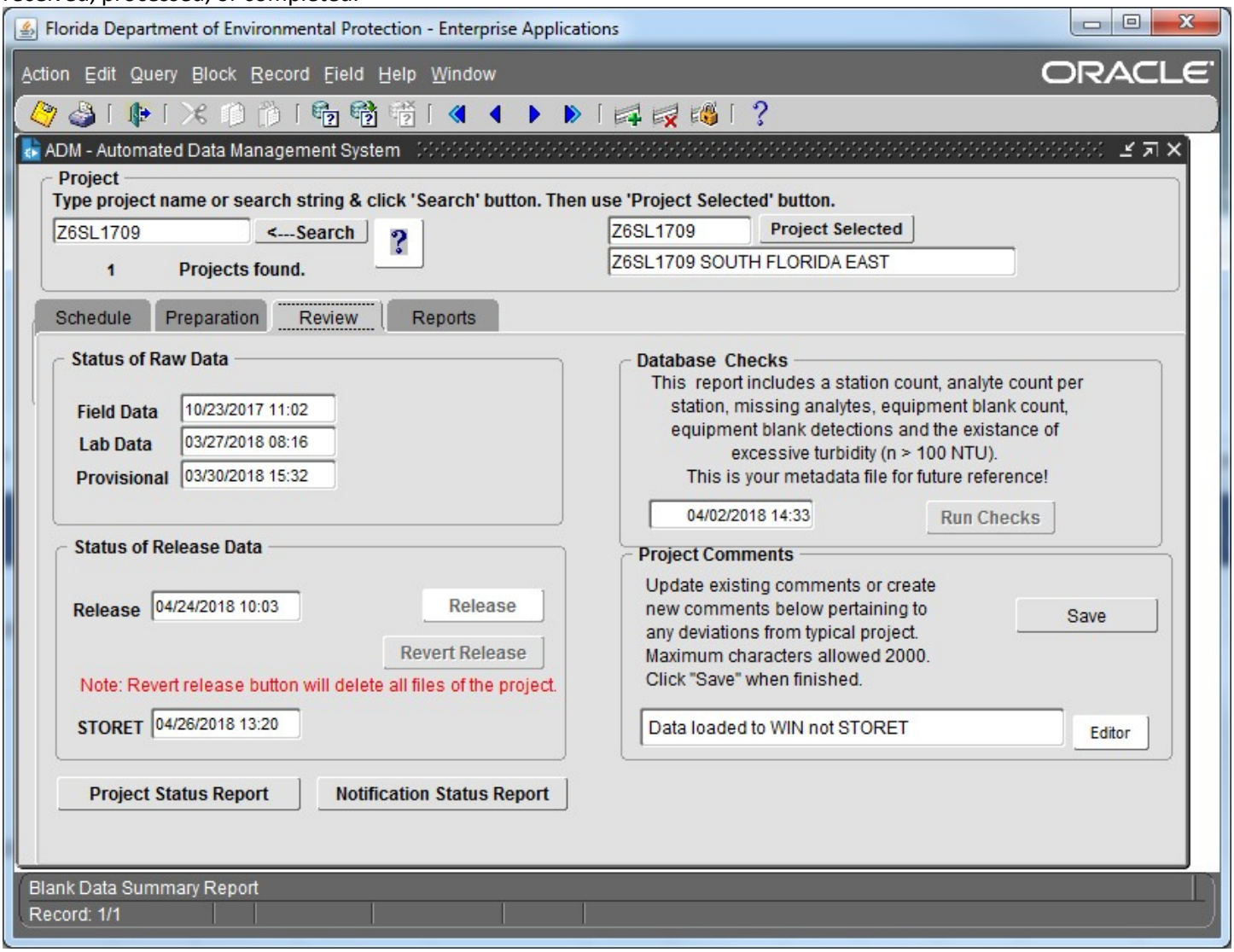


Figure 20. Screenshot of the ADM application's review tab. The information from project Z6SL1709 is shown as an example.

The following information and tools are available in the review tab:

1. **Status of Raw Data**
    - ***Field Data:*** The date that all field data for a project are loaded into GWIS by the Data Manager. This is *not* the date that field personnel enter data into Survey123.
    - ***Lab Data:*** The date that all lab data are received from LIMS. This field is left blank for projects that do

not have lab data (e.g. some Ground Water Trend Network projects) and the text 'No Lab Data' appears to the right of the field. The lab data are typically batch processed on Mondays by a chronological job stored in Oracle, but issues may arise that require the Data Manager to manually process the lab data. The Oracle chronological job sets the *Lab Data* date once the data for all jobs associated with a project have been transferred from LIMS to GWIS.

- ***Provisional:*** The date that the project's provisional data are completely assembled by the Data Manager and sent to the Project Manager for review.

2. Status of Release Data

- ***Release*:** The date, as indicated by the Project Manager, that the project's data have been reviewed, corrected, and are ready for WIN loading. Note that the project's data can still be un-released onthe back end by the Data Manager.

- ***Revert Release*:** Clicking this button will remove all the project's released files. This tool should be used when corrections are needed for data that have already been released. The person using the revert release tool must enter a comment explaining why the file is being reverted. **Note: Released data should not be reverted to unreleased except in circumstances where egregious errors are found. Project Managers must discuss reverting release with the Section Administrator and Data Manager before doing so.**

- ***STORET*:** The date that the project's data are loaded to the Watershed Information Network (WIN). This field is populated by the Data Manager from the backend of the database. Historically, data were loaded to Florida STORET, thus the old terminology. (STORET versus WIN).

3. Database Checks

The Database Checks tool generates a metadata report **(Figure 21**) that should be examined when reviewing the project's data. This report **must** be generated before the project's data can be retrieved, reviewed and released. The Project Manager should use this report to look for any issues with the data. If errors are present, a data correction request should be generated and emailed to the Data Manager. To generate the report, click the **Run Checks** button. The web browser window will open a new tab containing the report in the AutoDM PHP reports interface. This report can be saved as a .pdf file on a network or local drive. To create the .pdf file, select the web browser's "Print" tool, enable printing of background colors and images in the page setup options, and select Adobe PDF as the printer.

After the initial **Run Checks** has been completed in the ADM Oracle Forms interface, the metadata report should be re-generated using Metadata under the Reports tab in the AutoDM PHP report interface. To re-generate the report using AutoDM, choose Metadata from the list of reports on the left- hand of the screen. Find the desired report using the instructions in the SEARCHING FOR PROJECT INFORMATION section of this document. To create the .pdf files, select the web browser's "Print" tool, enable printing of background colors and images in the page setup options, and select Adobe PDF as the printer.

At the end of a project's data review, rerun the Metadata report to see if the metadata still are correct. Correcting the blank and result data doesn't automatically correct the metadata. Report any needed metadata corrections to the Data Manager.

Data Checks / Metadata Report for: Z6SL1709

Date: October 18, 2018, 10:36 am

Add Comments on the last page.

Stations Sampled

Station	Station Name	Station Alias
0	BLANK	PLACE HOLDER FOR BLANK DATA
51879	Z6-SL-11002	
51880	Z6-SL-11004	
51881	Z6-SL-11005	

Missing PRIMARY Sample data for station

Station	Station Name	Sample Type

Analyte Count

Sample Id	Station Name	Sample Type	Matrix	Count
Z6SL1709-8	BLANK	FIELD BLANK	WATER	88
Z6SL1709-1	Z6-SL-11002	PRIMARY	WATER	102
Z6SL1709-5	Z6-SL-11004	BOTTOM	WATER	6
Z6SL1709-6	Z6-SL-11004	PRIMARY	WATER	102
Z6SL1709-7	Z6-SL-11004	PRIMARY	SEDIMENT	121
Z6SL1709-2	Z6-SL-11005	BOTTOM	WATER	6
Z6SL1709-3	Z6-SL-11005	PRIMARY	WATER	102
Z6SL1709-4	Z6-SL-11005	PRIMARY	SEDIMENT	121

Figure 21. Screenshot of a metadata report generated using the Run Checks tool. The information from project Z6SL1709 is shown as an example.

4. **Project Comments**

   Project Managers, Data Managers, and Quality Assurance Officers should use the **Project Comments** tool to record comments affecting entire individual projects. Sample and result level comments are handled differently. Unusual circumstances such as the inability to collect scheduled samples or problems encountered that cause lab analyses to be missing or qualified should be documented using this tool.

5. **Project Status Report**

   This tool can be used to retrieve the history of data management activities for the specified projects or display a report of any overdue projects. Clicking on the **Project Status Report** button (**Figure 20**) will open a new tab in the AutoDM PHP reports interface with a list of projects. Find the desired project using the instructions in the SEARCHING FOR PROJECT INFORMATION section of this document. This report displays the date field data were loaded to GWIS, the target date by which field data were expected to be loaded, the date provisional data were created, the target date by which the provisional data were expected to be created, the date data were released, the target date by which data were expected to be released and an Y/N indicator of whether or not the data are overdue (i.e. were not released by the target date, **Figure 22**). For determination of target dates, refer to Watershed Monitoring Data Management Protocols. This report can be saved as a .csv file using the 'CSV' button or copied using the 'Copy to clipboard' button and pasted into text-editing software or Excel. If using the 'CSV' button, a message will appear at the bottom of the screen prompting the users to open or save the file. Open and save the file to the desired location on the network or local drive. This report can also be generated directly from the AutoDM PHP reports interface.

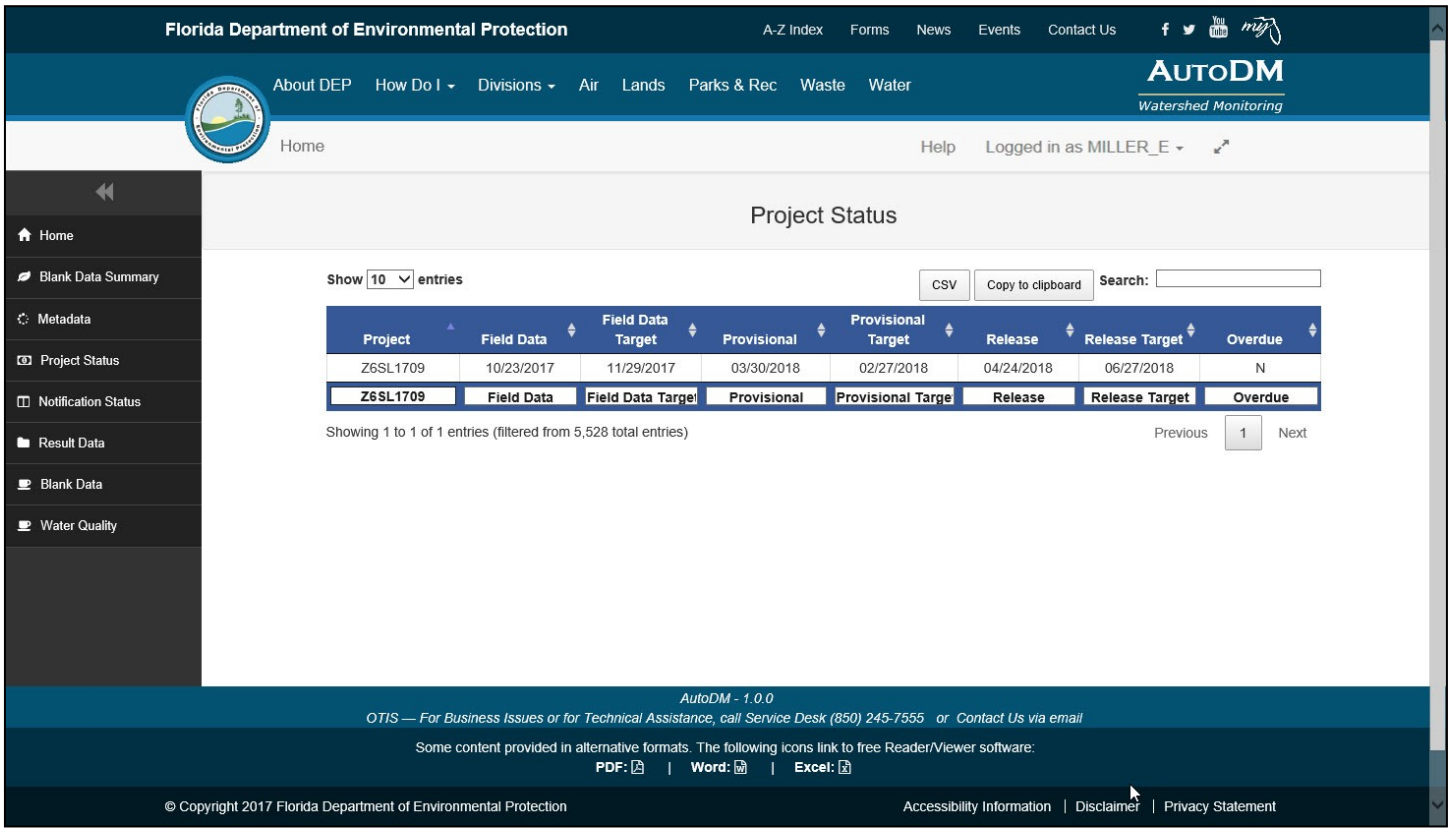
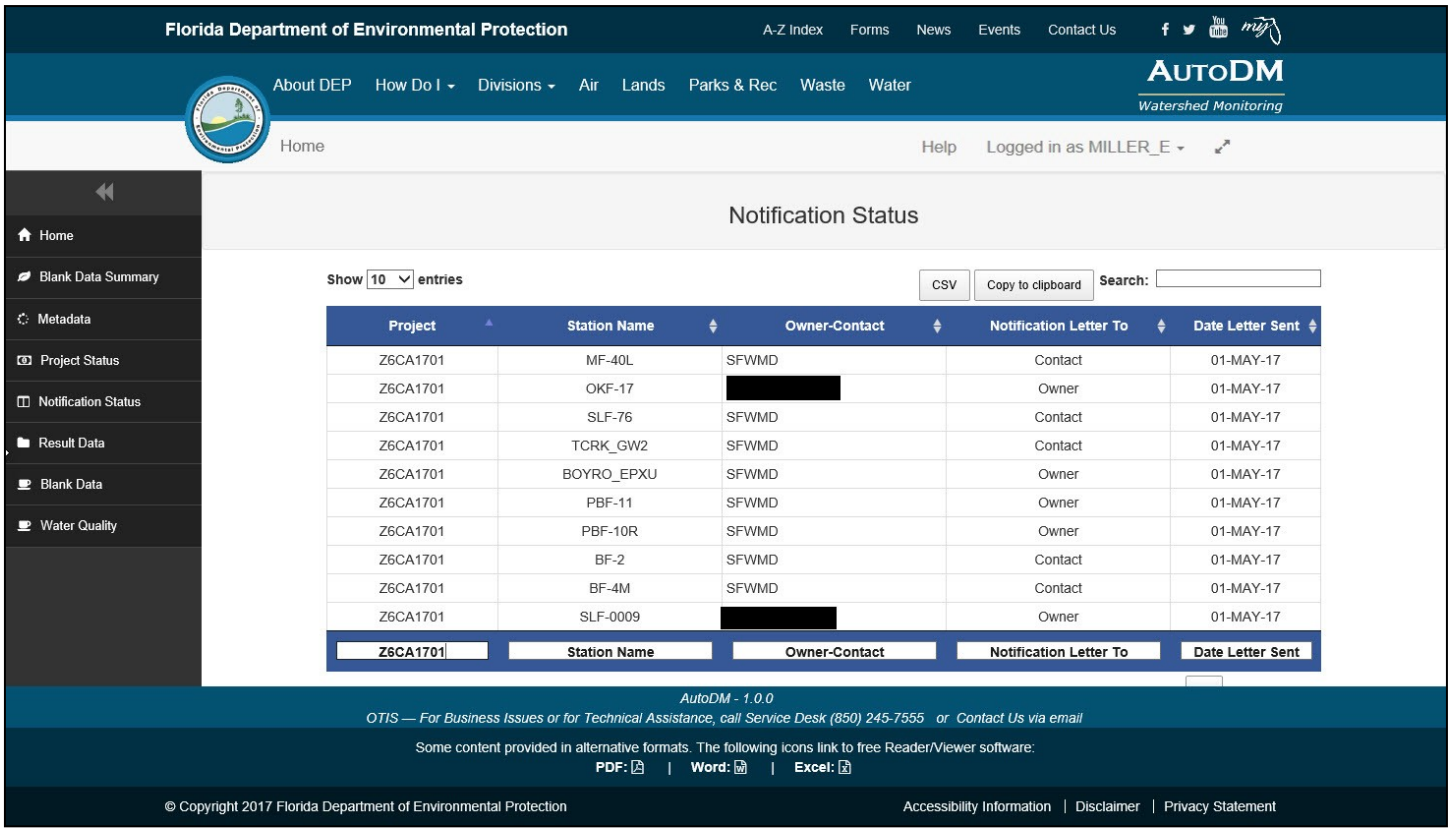


Figure 22. Screenshot of a Project Status report. The information from project Z6SL1709 is shown as an example.

6. Notification Status Report

This tool produces a report listing the sites where letters were requested, the letter recipients' names, whether the recipient is the owner or a contact and the date that the letters were sent. Clicking on the **Notification Status Report** button (**Figure 20**) will open a new tab in the AutoDM PHP reports interface with a list of projects (**Figure 23**). Find the desired project using the instructions in the SEARCHING FOR PROJECT INFORMATION section of this document. This report can be saved as a .csv file using the 'CSV' button or copied using the 'Copy to clipboard' button and pasted into text-editing software or Excel. If using the 'CSV' button, a message will appear at the bottom of the screen prompting the users to open or save the file. Open and save the file to the desired location on the network or local drive. This report can also be generated directly from the AutoDM PHP reports interface.



Project	Station Name	Owner-Contact	Notification Letter To	Date Letter Sent
Z6CA1701	MF-40L	SFWMD	Contact	01-MAY-17
Z6CA1701	OKF-17	[redacted]	Owner	01-MAY-17
Z6CA1701	SLF-76	SFWMD	Contact	01-MAY-17
Z6CA1701	TCRK_GW2	SFWMD	Contact	01-MAY-17
Z6CA1701	BOYRO_EPXU	SFWMD	Owner	01-MAY-17
Z6CA1701	PBF-11	SFWMD	Owner	01-MAY-17
Z6CA1701	PBF-10R	SFWMD	Owner	01-MAY-17
Z6CA1701	BF-2	SFWMD	Contact	01-MAY-17
Z6CA1701	BF-4M	SFWMD	Contact	01-MAY-17
Z6CA1701	SLF-0009	[redacted]	Owner	01-MAY-17
Z6CA1701	Station Name	Owner-Contact	Notification Letter To	Date Letter Sent

Figure 23. Screenshot of a Notification Status report. The information from project Z6CA1701 is shown as an example. Personal information has been redacted for publication in this manual.

REPORTS TAB

The reports tab (ADM) or reports menu (AutoDM) (**Figure 24**, **Figure 25**) contains tools for generating reports used during data review. This tab also contains tools for generating reports and recording dates that letters are sent to property owners or contacts who requested a copy of the data from specific sites. Refer to the SAVING & PRINTING REPORTS section of this document for a description of which reports can only be run from the ADM Oracle Forms interface and which reports can be run from either the ADM Oracle Forms interface or the AutoDM PHP reports interface.

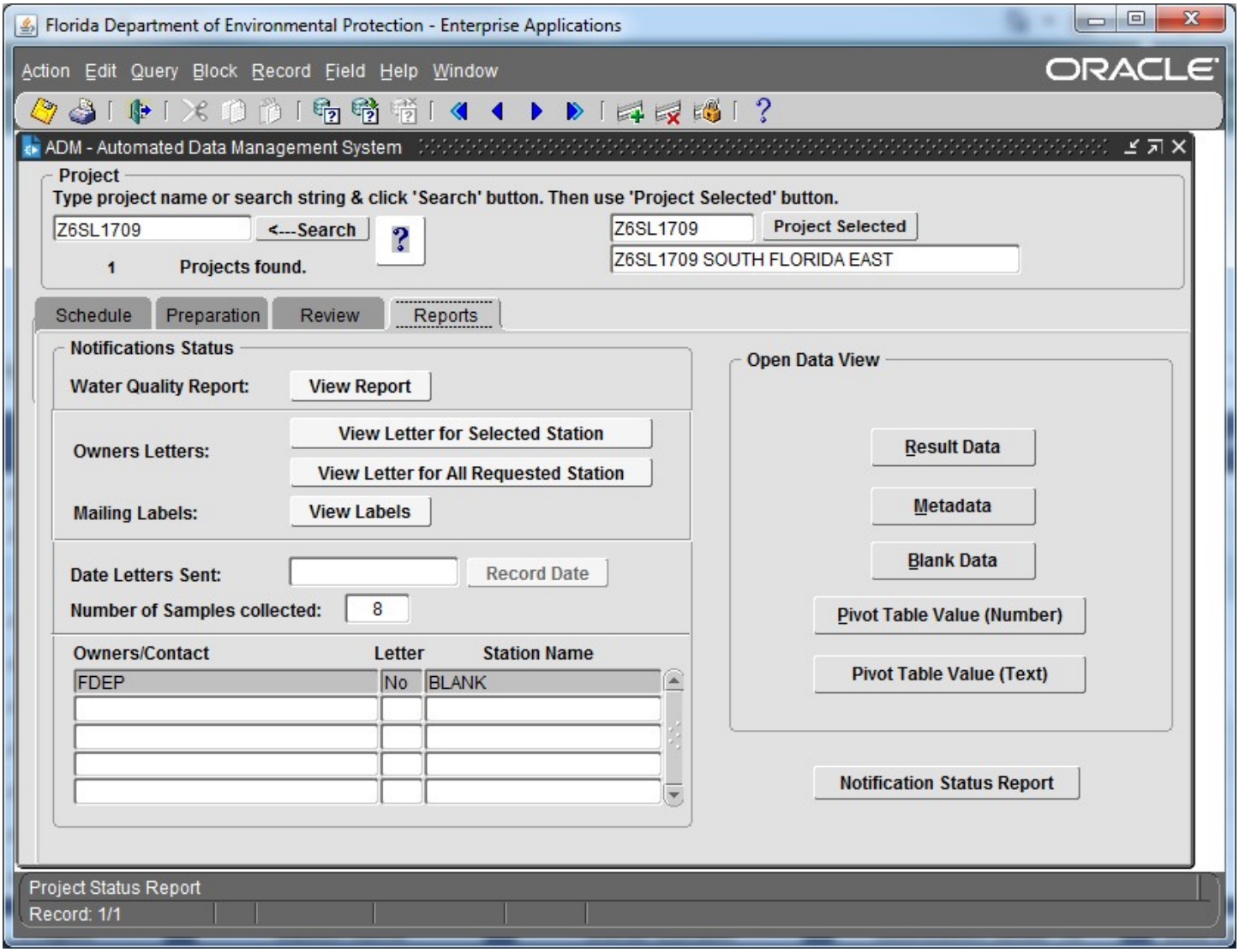


Figure 24. Screenshot of the ADM application's reports tab. The information from project Z6SL1709 is shown as an example.

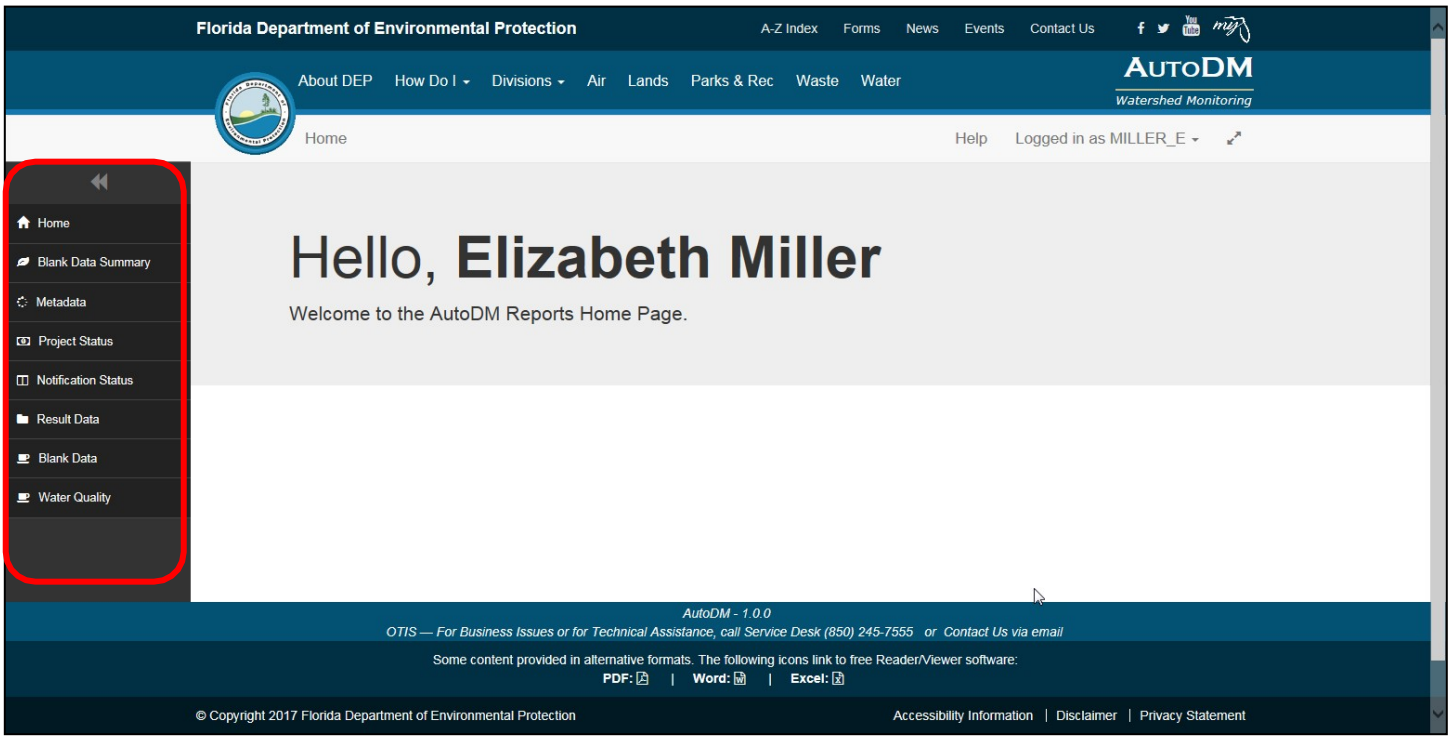


Figure 25. Screenshot of the AutoDM reports menu. List of report types is circled in red on the left side of the screen.

The following information and tools are available in the AutoDM PHP report menu. If the user attempts to generate them from the ADM Oracle Forms interface, they will generate automatically **only** if AutoDM is already running. Otherwise, attempting to generate them from ADM will open the AutoDM log in page, require log in, and the report will have to be generated as described below:

1. ***Water Quality Report:*** This tool generates a report that lists the data available for each sample or field collected blank. The easy to follow layout of this report makes it ideal for sharing results with owners or contacts that have requested a copy of the data. To generate the report, click the **Water Quality** menu item in AutoDM. Type the desired project into the **Search:** box at the top right of the screen. Alternatively, any of the boxes at the bottom of the list can be used to filter and search for a project.When the list filters to the desired project, click on the project name to display the report (**Figure 26**).The web browser window will open a new tab containing the report (**Figure 27**, **Figure 28**). This report can be saved as a .pdf file and placed on the desired network or local drive. To create the .pdf file, select the web browser's "Print" tool, enable printing of background colors and images in the page setup options, and select Adobe PDF as the printer.

2. ***Date Letters Sent:*** This date can only be entered in the ADM Oracle Forms interface. This tool is used to record the date all requested letters for a given project have been sent to property owners or contacts. After all letters in a project have been sent, Project Managers should enter the date all letters were sent and click the **Record Date** button. Clicking the **Record Date** button without entering a date will use the current date as the date the project's letters were completed. Note that if there were no owner/contact data requests (entered through GWIS; T_STATION.NOTIFICATION_LETTER), the **Record Date** button is greyed out and cannot be clicked.

3. ***Number of Samples Collected:*** This information is only displayed in the ADM Oracle Forms interface and displays count of the total number of samples (including field collected blanks) in a project. Primary water sample data, bottom water sample data, and primary sediment sample data from the same station are each counted as separate samples. This is not editable in ADM. If the count is incorrect, notify the Data Manager.

DEP Water Quality Monitoring Report

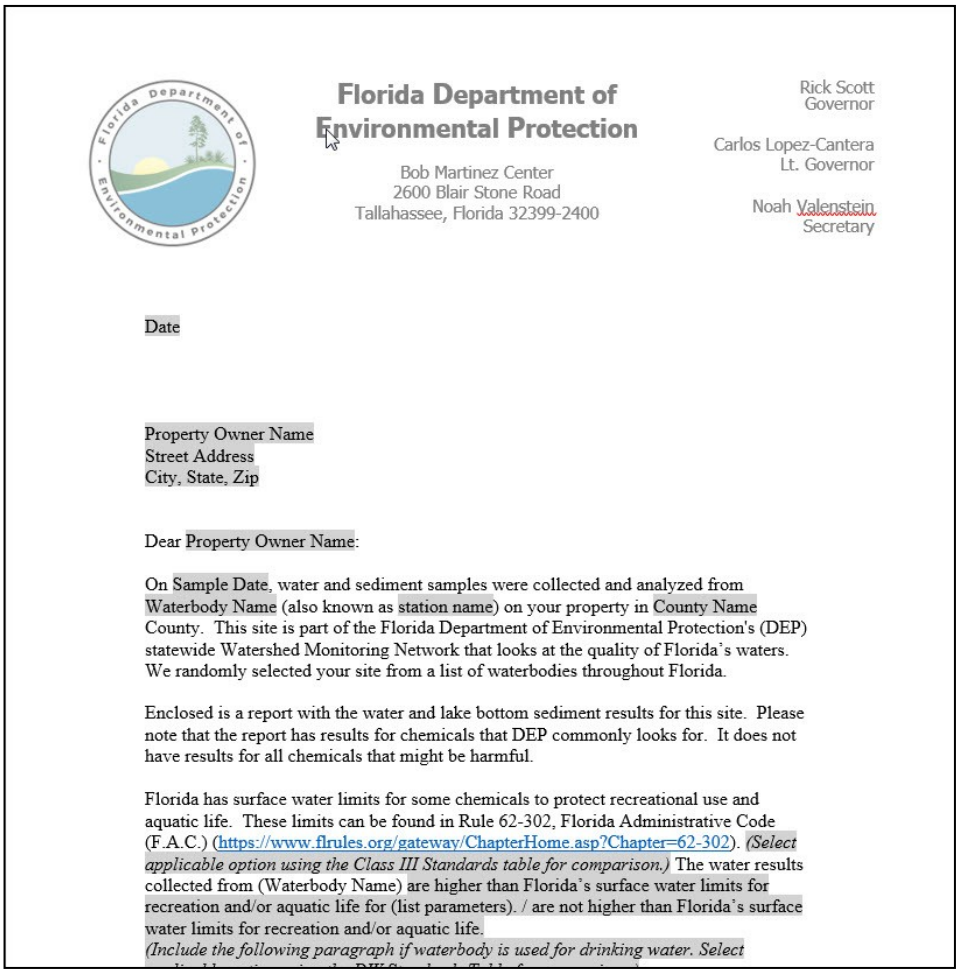
Project:	Z6SL1709
Project Name:	Z6SL1709 SOUTH FLORIDA EAST
Collection Agency:	DEP SOUTHEAST ROC
Date Range:	Sep 18, 2017 to Sep 19, 2017
Counties:	MARTIN ST. LUCIE

Figure 26. Screenshot of the cover page of a report generated using the Water Quality Report tool. The information from project Z6SL1709 is shown as an example.

Station:	51881	**County:**	MARTIN
Station Name:	Z6-SL-11005	**Waterbody:**	HENDERSON POND
Latitude:	271517.011	**Owner:**	
Longitude:	801423.395	**Date & Time:**	09/19/2017--10:50

Analyte	Value	Qualifier	Units	Sample Type
PCB-1260 Sediments	4.7	UJ	ug/Kg	PRIMARY
Kjeldahl Nitrogen, Total (as N) Sediment	7.3E+03	IQ	mg/Kg	PRIMARY
Phosphorus, Total (as P) Sediment	230		mg/Kg	PRIMARY
Acenaphthylene Sediment	47	U	ug/Kg	PRIMARY
Acenaphthene Sediment	47	U	ug/Kg	PRIMARY
Anthracene Sediment	47	U	ug/Kg	PRIMARY
Benzo(a)pyrene Sediment	47	U	ug/Kg	PRIMARY
Naphthalene Sediment	120	U	ug/Kg	PRIMARY
Phenanthrene Sediment	47	U	ug/Kg	PRIMARY
Pyrene Sediment	61	I	ug/Kg	PRIMARY
Benzo(a)anthracene Sediment	47	U	ug/Kg	PRIMARY
Dibenzo(a,h)anthracene Sediment	47	U	ug/Kg	PRIMARY
DDD (p,p') Sediment	3.9		ug/Kg	PRIMARY
BHC, Gamma (Lindane) Sediment	0.23	U	ug/Kg	PRIMARY
Chlordane Sediment	15		ug/Kg	PRIMARY
Dieldrin Sediments	0.93	U	ug/Kg	PRIMARY
Endrin Sediments	0.93	U	ug/Kg	PRIMARY
Heptachlor epoxide Sediments	0.47	U	ug/Kg	PRIMARY
PCB-1221 Sediments	4.7	U	ug/Kg	PRIMARY
PCB-1232 Sediments	4.7	U	ug/Kg	PRIMARY
PCB-1242 Sediments	4.7	U	ug/Kg	PRIMARY

Figure 27. Screenshot of a station's page from a report generated using the Water Quality Report tool. A site from project Z6SL1709 is shown as an example.



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary

Date

Property Owner Name
Street Address
City, State, Zip

Dear Property Owner Name:

On Sample Date, water and sediment samples were collected and analyzed from Waterbody Name (also known as station name) on your property in County Name County. This site is part of the Florida Department of Environmental Protection's (DEP) statewide Watershed Monitoring Network that looks at the quality of Florida's waters. We randomly selected your site from a list of waterbodies throughout Florida.

Enclosed is a report with the water and lake bottom sediment results for this site. Please note that the report has results for chemicals that DEP commonly looks for. It does not have results for all chemicals that might be harmful.

Florida has surface water limits for some chemicals to protect recreational use and aquatic life. These limits can be found in Rule 62-302, Florida Administrative Code (F.A.C.) (https://www.flrules.org/gateway/ChapterHome.asp?Chapter=62-302). *(Select applicable option using the Class III Standards table for comparison.)* The water results collected from (Waterbody Name) are higher than Florida's surface water limits for recreation and/or aquatic life for (list parameters). / are not higher than Florida's surface water limits for recreation and/or aquatic life.
(Include the following paragraph if waterbody is used for drinking water. Select

Figure 28. Screenshot of the owner's letter template for large and small lakes.

4. ***Result Data:*** This tool generates a report that lists the data available for all samples in the selected project. Each row in the report contains the data for one analyte from one sample (**Figure 30**). The Project Manager should use this report to look for any issues with the data. If errors are present, a data correction request should be generated and emailed to the Data Manager. To generate the report in the ADM Oracle Forms interface, click the **Result Data** button. The web browser window will open and display the data in the AutoDM PHP report interface if that interface has already been opened and logged in to. If the AutoDM interface has not been opened and logged in to, the **Result Data** button will launch the AutoDM interface. Log in as described in the LOGON SCREEN & WEB BROWSER section of this document, and search for the desired project as described in the SEARCHING FOR PROJECT INFORMATION section of this document. This report can be opened as a .csv file using the AutoDM 'CSV' button or copied using the AutoDM 'Copy to clipboard' button and pasted into text-editing software or Excel. If using the 'CSV' button, a dialogue box will open at the bottom of the screen prompting the user to open or save the file. The file can then be opened and saved as an Excel file to the desired network or local drive Note that for analytes where the result is stored only as a text value (e.g. Sediment Color) the result will not show up in this report.

5. ***Metadata:*** This tool generates a metadata report for the selected project. Note that this report is identical to the metadata report generated using the Run Checks tool in the Review tab of the ADM Oracle Forms application (**Figure 21**). The Project Manager should use this report to look for any issues with the data. If errors are present, a data correction request should be generated and emailed to the Data Manager. To generate this report using the tool on the Reports tab of the ADM Oracle Forms application, click the **Metadata**

button. If generating this report using the AutoDM PHP reports interface, click the **Metadata** report in the list of reports on the left-hand side of the screen. Search for the desired project as described in the SEARCHING FOR PROJECT INFORMATION section of this document. The web browser window will open a new tab containing the report. This report can be saved as a .pdf file using the web browser's "Save As" tool, and placed on the desired network or local drive.

6. ***Blank Data:*** This tool generates a report that lists the data available for all field collected blanks in the selected project. Each row in the report contains the data from one analyte for one blank (**Figure 31**). The Project Manager should use this report to look for any issues with the data. If errors are present, a data correction request should be generated and emailed to the Data Manager. To generate the report in the ADM Oracle Forms interface, click the **Blank Data** button. The web browser window will display the data in the AutoDM PHP report interface if that interface has already been opened and logged in to. If the AutoDM interface has not been opened and logged in to, the **Blank Data** button will launch the AutoDM interface. Log in as described in the LOGON SCREEN & WEB BROWSER section of this document, and search for the desired project as described in the SEARCHING FOR PROJECT INFORMATION section of this document. This report can be opened as a .csv file using the AutoDM 'CSV' button or copied using the 'Copy to clipboard' button and pasted into text-editing software or Excel. If using the 'CSV' button, a dialogue box will open at the bottom of the screen prompting the user to open or save the file. The file can then be opened and saved as an Excel file to the desired network or local drive.

7. ***Pivot Table Value (Number):*** This report can only be generated using the ADM Oracle Forms interface. This tool generates a report that lists a condensed version of the data available for all samples and field collected blanks in the selected project. This report is best used for Trend projects. It is particularly helpful for checking ranges of values over the entire data set and for identifying the need for 'G' qualifiers. Each row in the report contains the data for one sample, from all analytes with result values stored as numbers. There will be columns for analytes with result values stored as text (e.g. Sediment Odor), but the results will not be visible in this report. If errors are present, a data correction request should be generated and emailed to the Data Manager. To email the report to yourself (**Figure 32**), click the **Pivot Table Value (Number)** button. A warning message will be displayed, indicating that it will take a few moments to generate the report. The email will then be automatically sent to the email address associated with the user's DEP Oracle applications account. The email will contain the report attached as a .csv file (**Figure 33**). The .csv file can be renamed and saved in the desired network or local drive. The saved file can then be opened in Excel. For projects where additional analytes such as pesticides, personal care products and/or dissolved nutrients and metals are collected, there may be too many analytes for the ADM reporting tool to properly create the pivot table. In these cases, the headers and result rows wrap, and the wrapping occurs at a given character limit not at a set analyte. In these cases, contact the Data Manager to have a pivot table generated.

8. ***Pivot Table Value (Text):*** This report can only be generated using the ADM Oracle Forms interface. Use this report to examine Status project data. This tool generates a report that lists a condensed version of the data available for all samples and field collected blanks in the selected project. It contains the same information as the Pivot Table Value (Number) report and shows the values for the text fields (e.g. Water Sample Collection Device, Sediment Odor) that appear empty in the Result Data report. Each row in the report contains the data from all analytes for one sample. The Project Manager should use this report or the Pivot Table Value (Number) report to look for any issues with the data. If errors are present, a data correction request should be generated and emailed to the Data Manager. To email the report to yourself (**Figure 34**), click the **Pivot Table Value (Text)** button. A warning message will be displayed, indicating that it will take a few moments to generate the report. The email will then be automatically sent to the email address associated with the user's DEP Oracle applications account. The email will contain the report attached as a .csv file (**Figure 35**). The .csv file can be renamed and saved in the desired network or local drive. The saved file can then be opened in Excel. For projects where additional analytes such as pesticides, personal care products and/or dissolved nutrients and metals are collected, there may be too many analytes for the ADM reporting tool to properly create the pivot table. In these cases, the headers and result rows wrap, and the wrapping occurs at a given character limit, not at a set

analyte. In these cases, contact the Data Manager to have a pivot table generated.

9. ***Notification Status Report***: This tool is identical to the **Notification Status Report** tool in the Review tab of the ADM application (Item 6 under the REVIEW TAB section of this document)

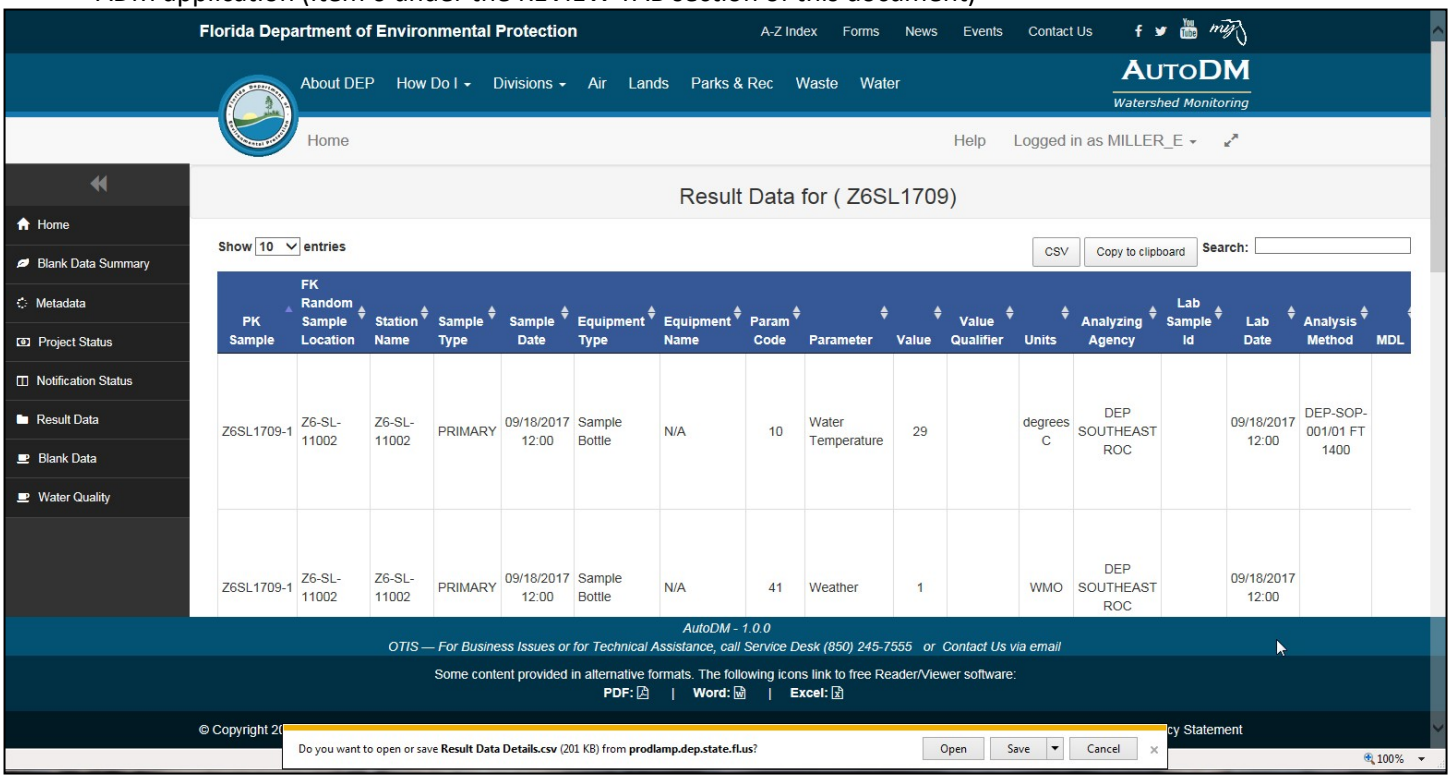


Figure 30. Screenshot of a Result Data report. Data from project Z6SL1709 is shown as an example.

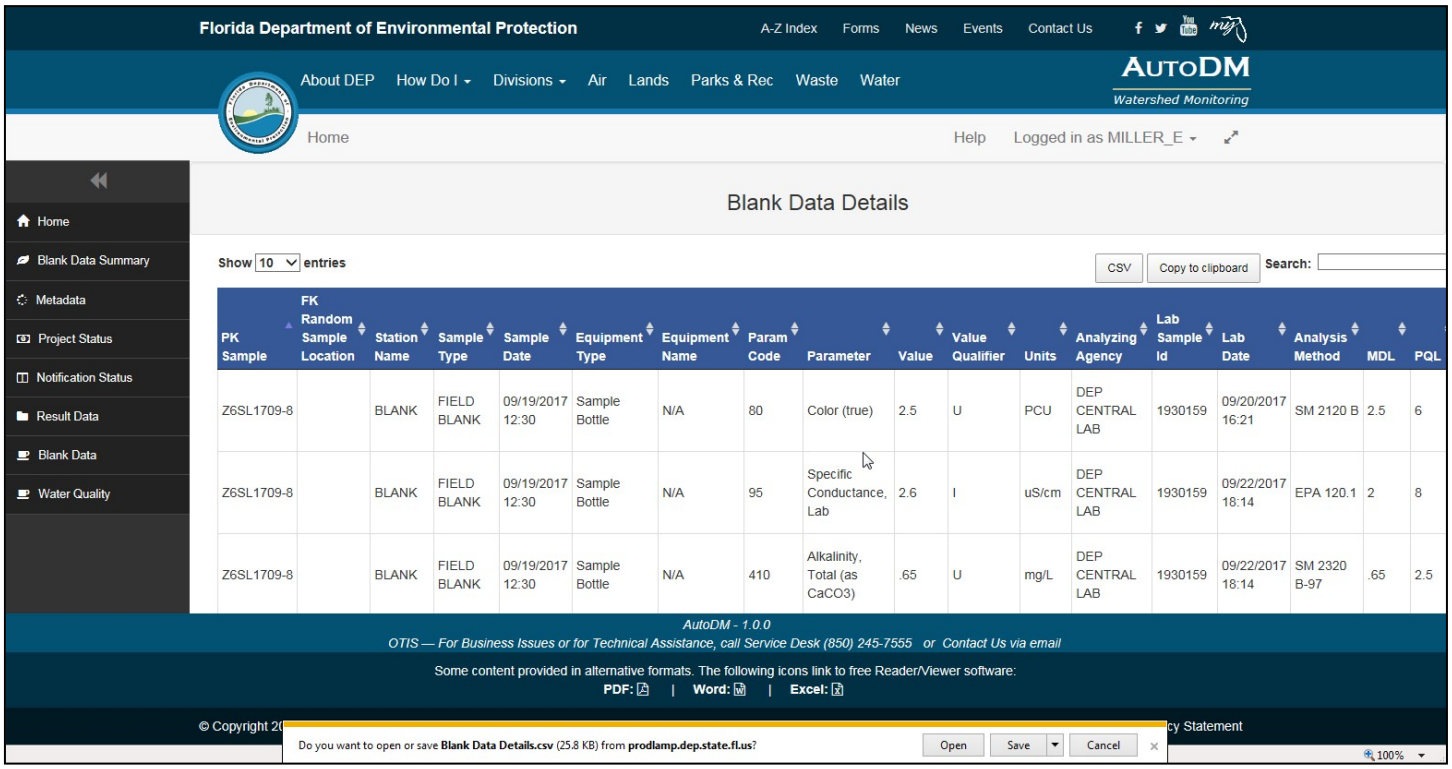


Figure 31. Screenshot of a Blank Data report. Data from project Z6SL1709 is shown as an example.

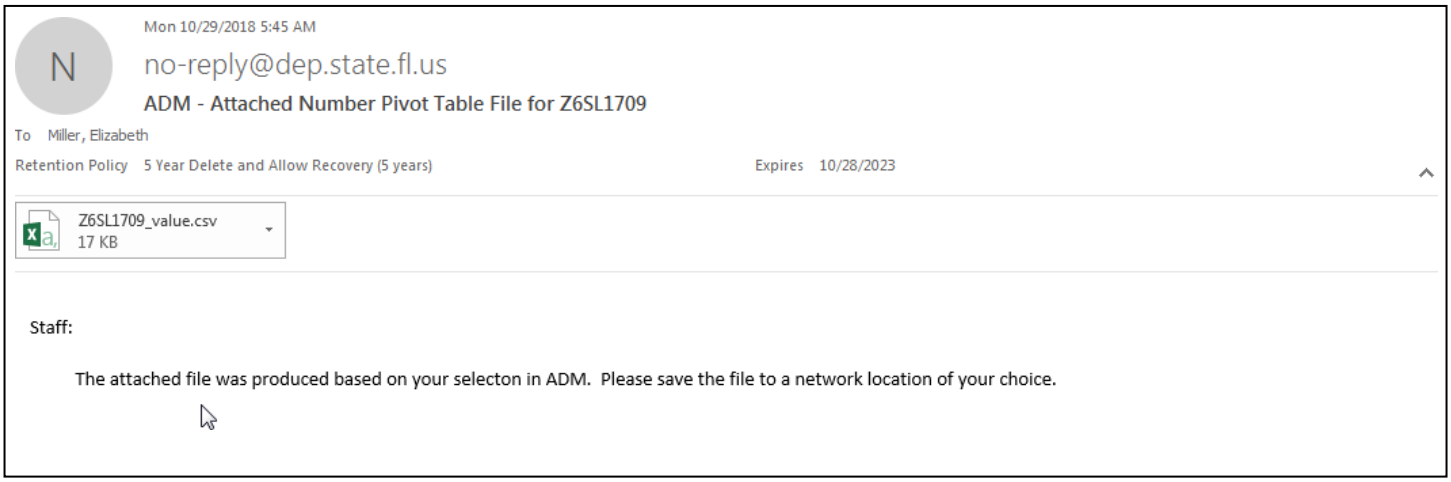


Figure 32. Screenshot showing an example of the Pivot Table Value (Number) report email that is sent to the ADM user. The information from project Z6SL1709 is shown as an example.

	A	B	C	D	E	F	G	H	I	J
1	Sample Id	Station No	Station Name	Collection Date	Sample Type	Matrix	Water Temperature	Water Temperature_VQ	Weather	Weather_VQ
2	Z6SL1709-8	0	BLANK	9/19/2017 12:30	FIELD BLANK	WATER				
3	Z6SL1709-1	51879	Z6-SL-11002	9/18/2017 12:00	PRIMARY	WATER	29		1	
4	Z6SL1709-6	51880	Z6-SL-11004	9/19/2017 11:30	PRIMARY	WATER	27.8		0	
5	Z6SL1709-7	51880	Z6-SL-11004	9/19/2017 11:45	PRIMARY	SEDIMENT				
6	Z6SL1709-5	51880	Z6-SL-11004	9/19/2017 11:28	BOTTOM	WATER	27.1			
7	Z6SL1709-3	51881	Z6-SL-11005	9/19/2017 10:35	PRIMARY	WATER	27.7		0	
8	Z6SL1709-4	51881	Z6-SL-11005	9/19/2017 10:50	PRIMARY	SEDIMENT				
9	Z6SL1709-2	51881	Z6-SL-11005	9/19/2017 10:33	BOTTOM	WATER	27.2			
10										

Figure 33. Screenshot of a Pivot Table Value (Number) report. Data from project Z6SL1709 is shown as an example.

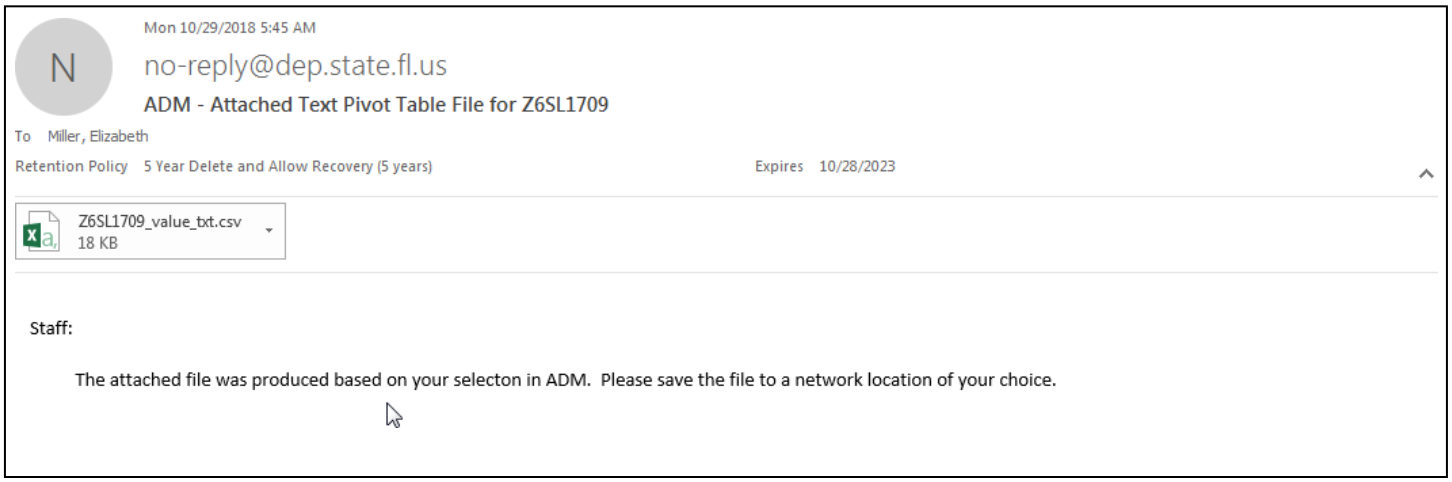


Figure 34. Screenshot showing an example of the Pivot Table Value (Text) report email that is sent to the ADM user. The information from project Z6SL1709 is shown as an example.

	A	B	C	D	E	F	G	H	I	J
1	Sample Id	Station No	Station Name	Collection Date	Sample Type	Matrix	Water Temperature	Water Temperature_VQ	Weather	Weather_VQ
2	Z6SL1709-8	0	BLANK	9/19/2017 12:30	FIELD BLANK	WATER				
3	Z6SL1709-1	51879	Z6-SL-11002	9/18/2017 12:00	PRIMARY	WATER	29		PARTLY CLOUDY	
4	Z6SL1709-6	51880	Z6-SL-11004	9/19/2017 11:30	PRIMARY	WATER	27.8		CLEAR	
5	Z6SL1709-7	51880	Z6-SL-11004	9/19/2017 11:45	PRIMARY	SEDIMENT				
6	Z6SL1709-5	51880	Z6-SL-11004	9/19/2017 11:28	BOTTOM	WATER	27.1			
7	Z6SL1709-3	51881	Z6-SL-11005	9/19/2017 10:35	PRIMARY	WATER	27.7		CLEAR	
8	Z6SL1709-4	51881	Z6-SL-11005	9/19/2017 10:50	PRIMARY	SEDIMENT				
9	Z6SL1709-2	51881	Z6-SL-11005	9/19/2017 10:33	BOTTOM	WATER	27.2			
10										

Figure 35. Screenshot of a Pivot Table Value (Text) report. Data from project Z6SL1709 is shown as an example.