

# ***Automated Data Management (ADM) Application User's Manual***

**Watershed Monitoring Section  
Divisions of Environmental Assessment and Restoration  
Florida Department of Environmental Protection  
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Table of Contents

INTRODUCTION ..... 3

LOGON SCREEN & WEB BROWSER ..... 3

SEARCHING FOR PROJECT INFORMATION ..... 7

SAVING & PRINTING REPORTS ..... 8

THE SCHEDULE TAB..... 9

THE PREPARATION TAB..... 11

    LABELS..... 12

    BLANK DATA SUMMARY REPORT ..... 15

THE REVIEW TAB ..... 16

THE REPORTS TAB ..... 20

## 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.

## LOGON SCREEN & WEB BROWSER

Internet Explorer is the recommended web browser for using the ADM application. The application can be accessed at the following website: <http://depapps.dep.state.fl.us>.

### LOGON SCREEN:

Visiting this website will open a Java window (**Figure 1**). Place a checkmark in the box next to "Do not show this again for 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.

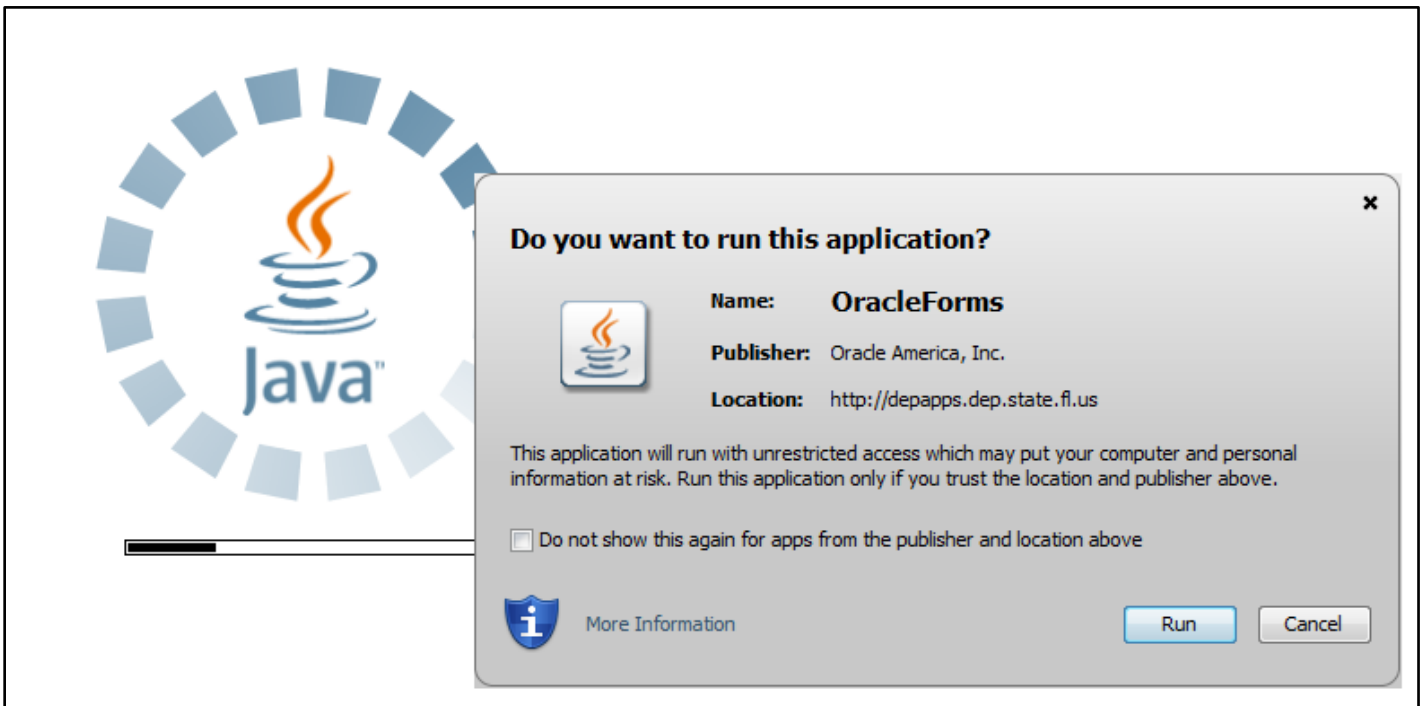


Figure 1. Screenshot of Java window and dialog box.

After Java loads, a logon screen will appear in the Java window, and the web browser will contain a large dark gray box (**Figure 2**). The web browser window must remain open when using the ADM application, even though many tasks will be performed in the Java window. Additional web browser instructions will be mentioned later in this section of the manual.

### 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.

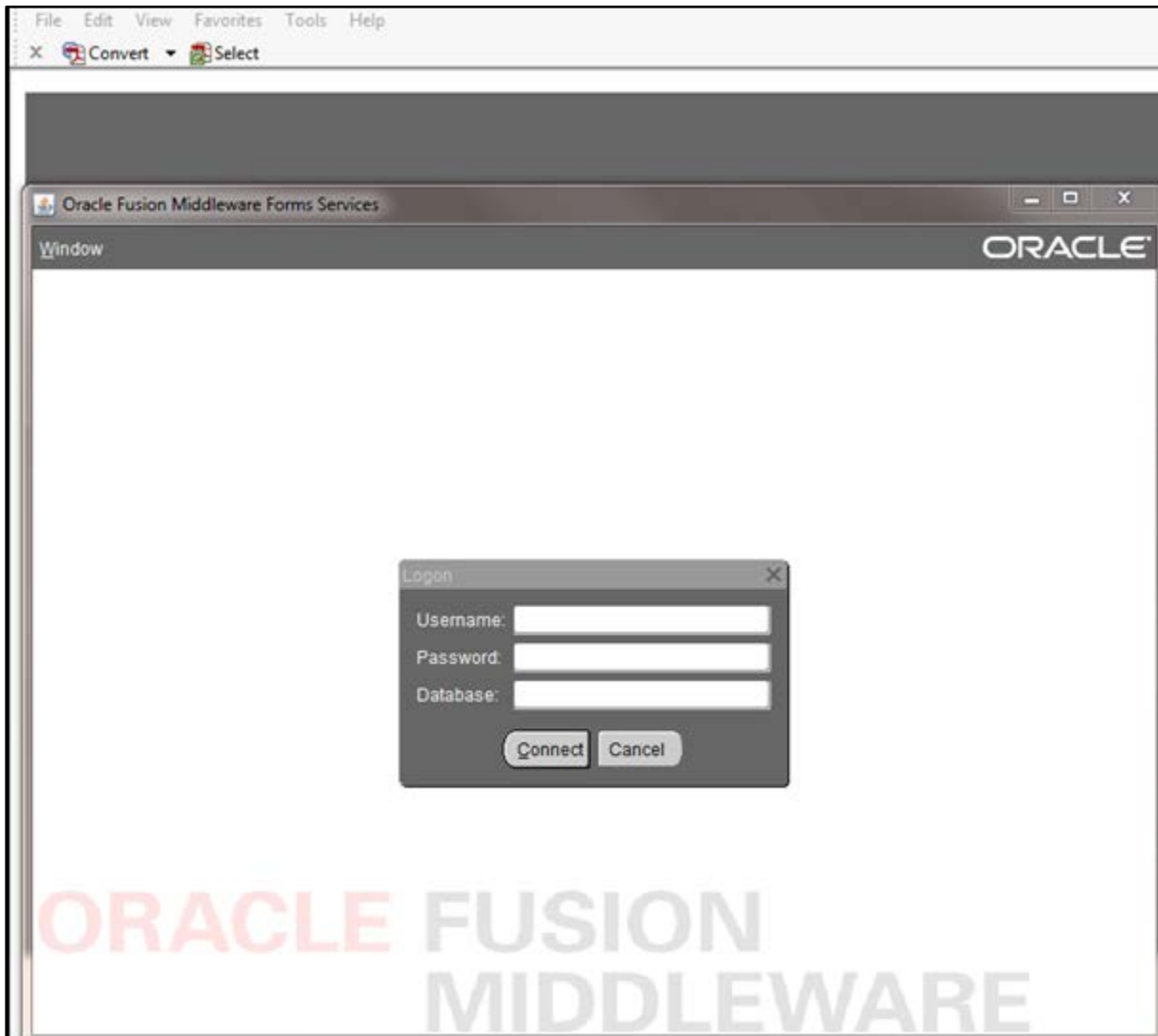


Figure 2. Screenshot of logon screen.

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**).



**NOTE:** The web browser ( icon on Windows taskbar) will continue to display a large gray box. Do not close the web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

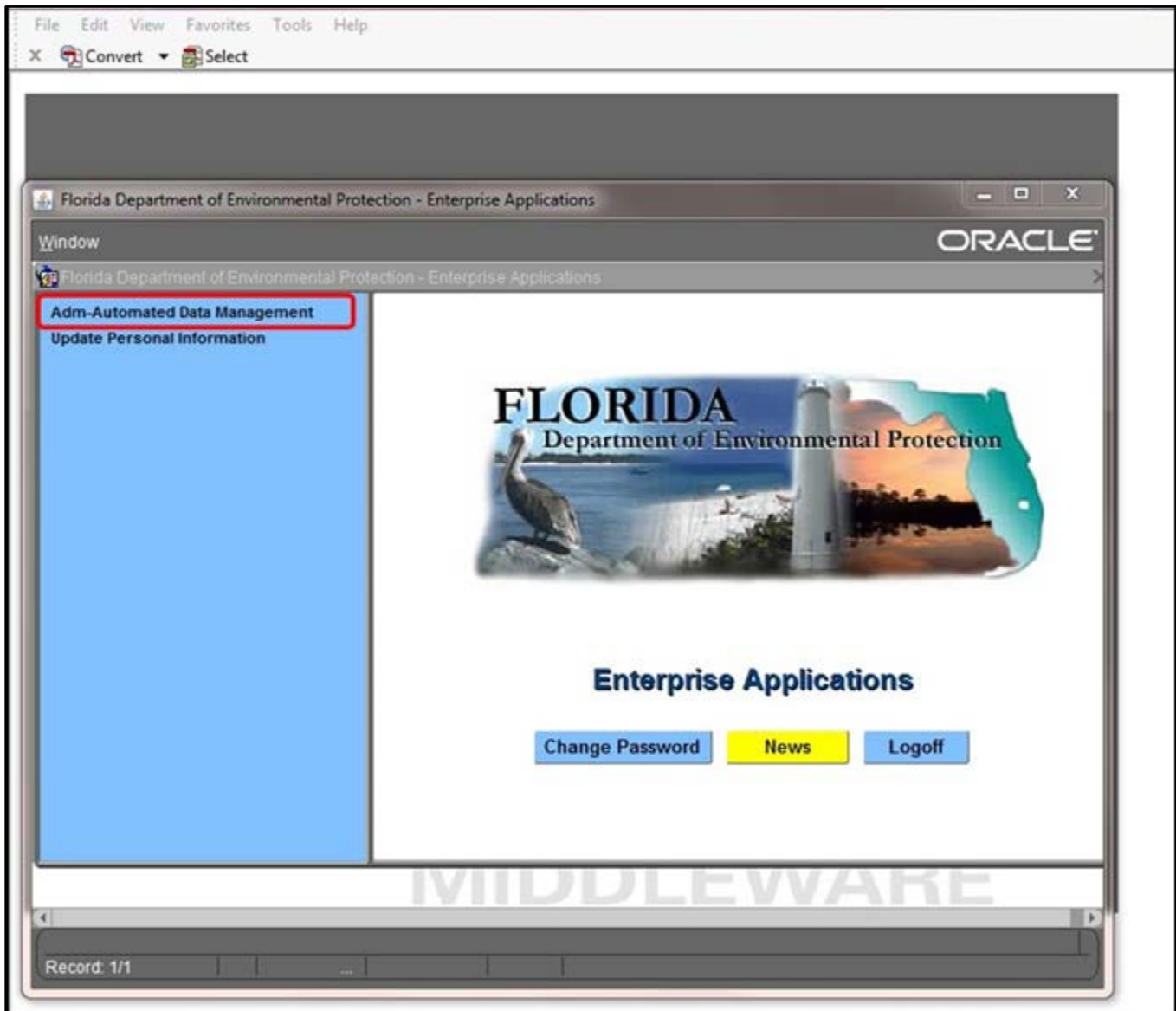


Figure 3. Screenshot of main DEP Enterprise Applications page. The “Adm-Automated Data Management” link is circled in red in the upper left corner of the screen.

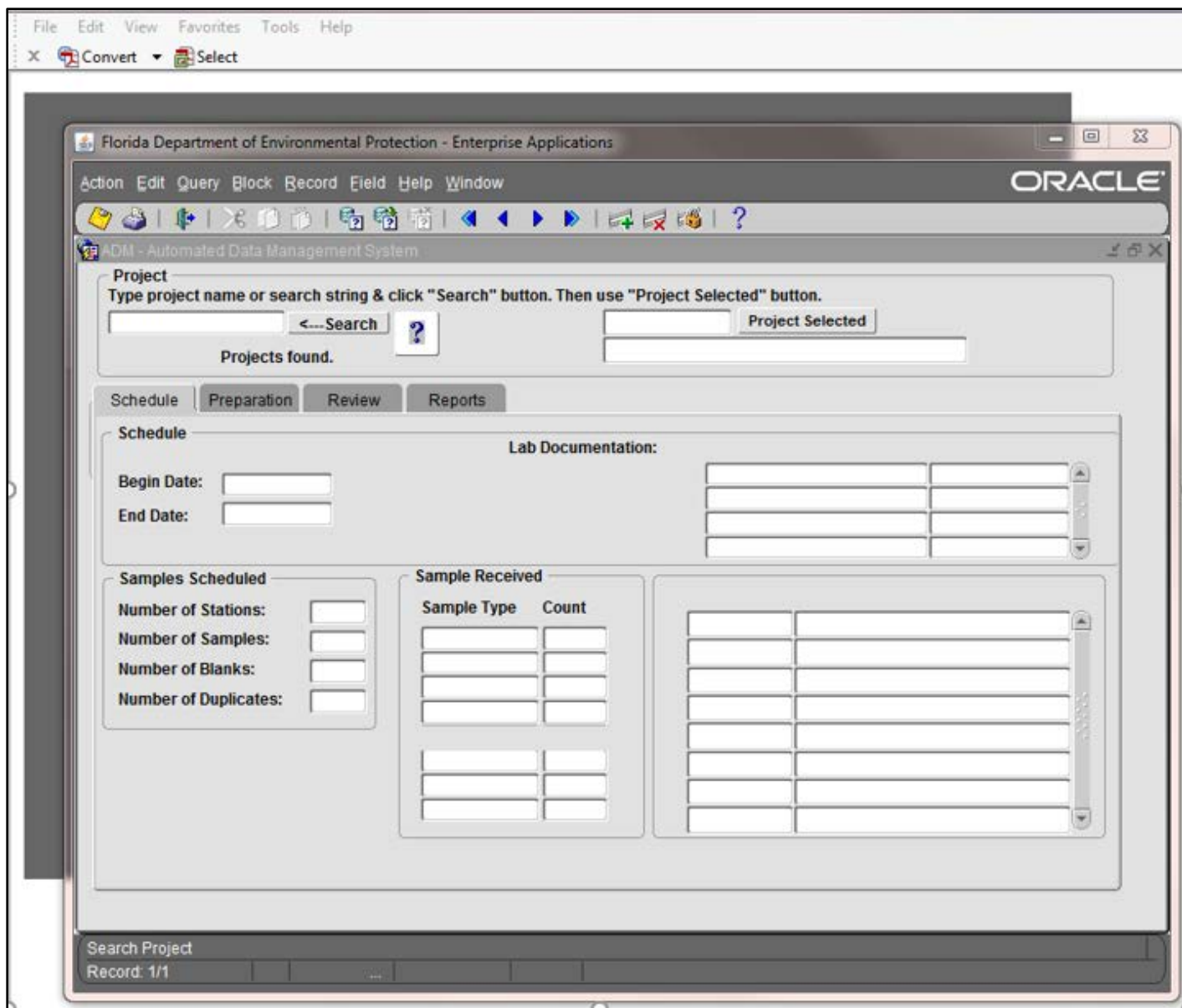


Figure 4. Screenshot of start page for ADM application.

## SEARCHING FOR PROJECT INFORMATION

To locate information about a specific project, enter the project name (e.g. "Z4LL1504") into the search box located near the upper left corner of the Java window (**Figure 5**) and click the <---**Search** button. If the provisional data for the project 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 whether or not data is retrievable is discussed in **THE REVIEW TAB** section of this document.

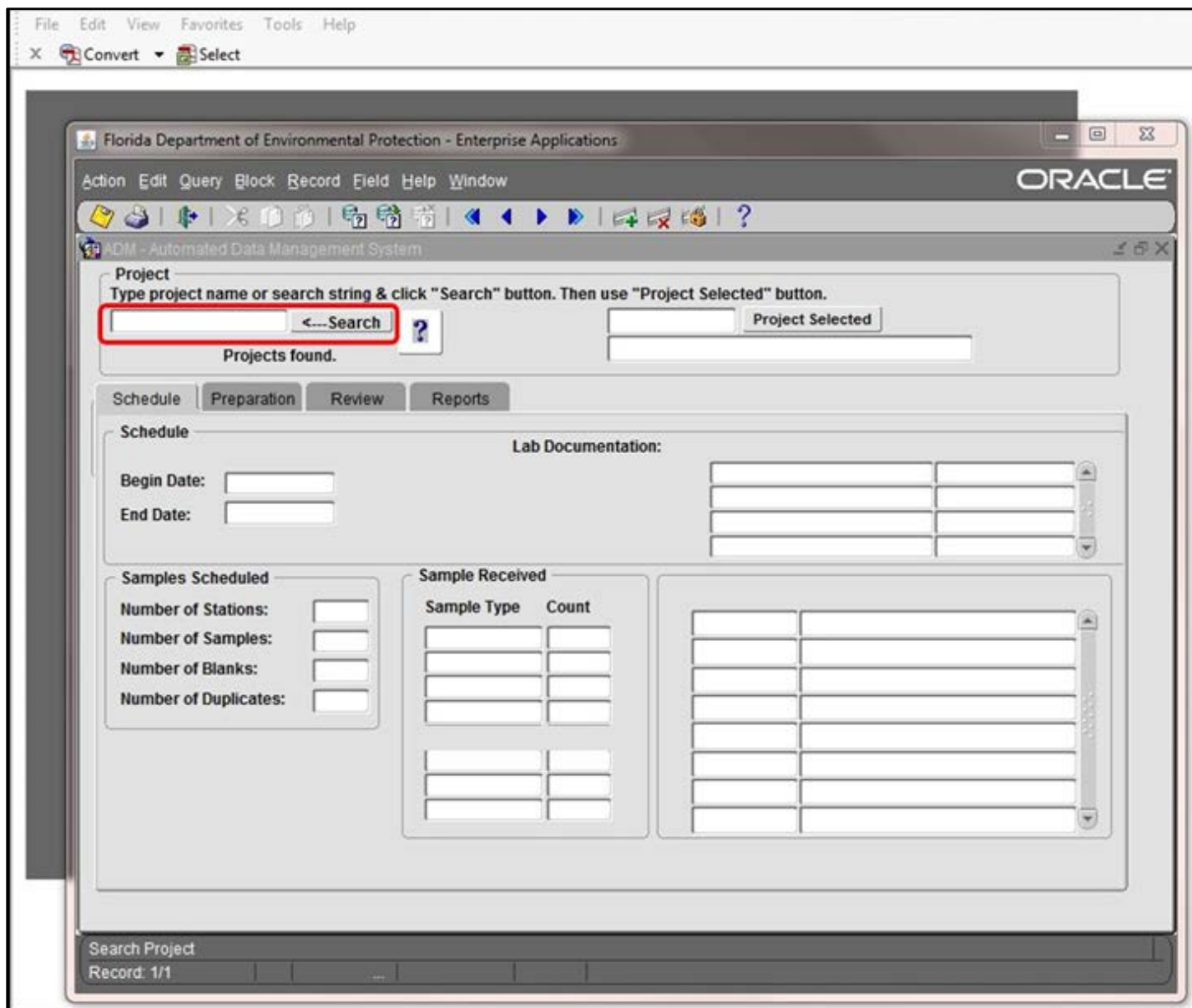


Figure 5. Screenshot of start page for ADM application. Project search box is circled in red in the upper left corner of the screen.

## SAVING & PRINTING REPORTS

ADM is capable of producing 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 the reports that are available, 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\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 will be saved as tab-delimited text files (.txt) and will open automatically in a new tab of the web browser. Project Managers requesting these reports should use the web browser's "Save As" tool to save these text files to their desired workspace on a network or local drive.
  - Blank data summary reports
  - Result data reports
  - Blank data reports
4. The following reports will be saved as portable document format (.pdf) files and will open automatically in a new tab of the web browser. Project Managers requesting these reports should use the web browser's "Save As" tool to save these .pdf files to their desired workspace on a network or local drive.
  - Metadata reports
  - Project status reports
  - Project notification reports
  - Water quality reports
  - Owners letters – note that letters will only generate if the data were requested by the owner
  - Mailing labels

**Note for reports that open in the web browser:** After you have saved and/or printed your report, close only the web browser tab for that particular report. When closing the report, do not close the whole web browser unless you are ready to exit the application. Be aware that the web browser may become minimized or hidden when working in the

Java window. If the browser does not appear on your screen, look for the  icon in the Windows taskbar.

## THE SCHEDULE TAB

The schedule tab displays a summary of the station and sample data in the project (**Figure 6**). ADM users can review the outcome of the data.

The screenshot shows the ADM - Automated Data Management System interface. The main window is titled "Florida Department of Environmental Protection - Enterprise Applications". The "Schedule" tab is selected, showing the following information:

**Project:** Z6LL1504 (1 Projects found). Search string: Z6LL1504 FT. PIERCE LL.

**Schedule:** Begin Date: 03/31/2015, End Date: 06/01/2015.

**Lab Documentation:**

| Lab request number & Date to Ship |            |
|-----------------------------------|------------|
| RQ-2015-03-30-30                  | 03/16/2015 |
| RQ-2015-04-06-22                  | 03/23/2015 |
|                                   |            |
|                                   |            |

**Samples Scheduled:**

|                       |    |
|-----------------------|----|
| Number of Stations:   | 15 |
| Number of Samples:    | 17 |
| Number of Blanks:     | 2  |
| Number of Duplicates: |    |

**Sample Received:**

| Sample Type | Count |
|-------------|-------|
| PRIMARY     | 23    |
| BOTTOM      | 12    |
| BLANK       | 3     |
|             |       |
|             |       |
|             |       |

**Stations Sampled:**

|       |            |
|-------|------------|
| 47541 | Z6-LL-9022 |
| 47538 | Z6-LL-9016 |
| 47529 | Z6-LL-9002 |
| 47535 | Z6-LL-9013 |
| 47539 | Z6-LL-9017 |
| 47542 | Z6-LL-9023 |
| 47540 | Z6-LL-9018 |
| 47530 | Z6-LL-9004 |

Project Record: 1/1 ... List of Valu...

Figure 6. Screenshot of the ADM application's schedule tab. The information for project Z6LL1504 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 STORET station ID and the primary key (pk\_station) in many reports and data management activities.

## THE PREPARATION TAB

The preparation tab (**Figure 7**) is used to print barcode labels and generate summaries of data from field collected blanks.

The screenshot displays the 'Florida Department of Environmental Protection - Enterprise Applications' window. The 'ADM - Automated Data Management System' is open, showing the 'Preparation' tab. The 'Project' section at the top contains a search bar with 'Z6LL1504' and a 'Project Selected' button. Below this, it indicates '1 Projects found.' and lists 'Z6LL1504 FT. PIERCE LL'. The 'Watershed Monitoring Documentation' section has input fields for 'Barcode Labels' and 'Request Labels', each with a 'Print' button. A note below states 'Be sure to send custody sheet and microlanduse forms.' The 'Blank Data Summary' section includes a 'Report Year/Month (YYYYMM)' field with '201206' and a 'Blank Data Summary Report' button. The bottom status bar shows 'Project Record: 1/1' and a 'List of Valu...' button.

Figure 7. Screenshot of the ADM application's preparation tab. The information for project Z6LL1504 is displayed as an example for the label section. The blank data summary information for generating the June 2012 report is displayed as an example.

## 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 8**). After specifying the number of labels to print, click the **Export Labels** button (Step 4 in **Figure 8**) to email the text file to yourself (**Figure 9**). 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 10**). After specifying the number of labels to print, click the **Export Labels** button (Step 4 in **Figure 10**), which will automatically email the text file to the ADM user (**Figure 11**). 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 Jay Silvanima or Thomas Seal.

The screenshot shows a window titled "Labels" with two tabs: "Barcode Labels" (active) and "RQ Labels". The window is divided into four steps:

- Step 1:** Project Id:
- Step 2:** Select all stations (selected) or Select Station(s) from the list. Below is a table of stations with checkboxes for selection.
- Step 3:** No. of Labels:
- Step 4:** Export Labels button

| Station Name | Selected                 |
|--------------|--------------------------|
| Z6-LL-9001   | <input type="checkbox"/> |
| Z6-LL-9002   | <input type="checkbox"/> |
| Z6-LL-9003   | <input type="checkbox"/> |
| Z6-LL-9004   | <input type="checkbox"/> |
| Z6-LL-9005   | <input type="checkbox"/> |

Figure 8. Screenshot showing options available in barcode labels tool. The information from project Z6LL1504 is shown as an example.

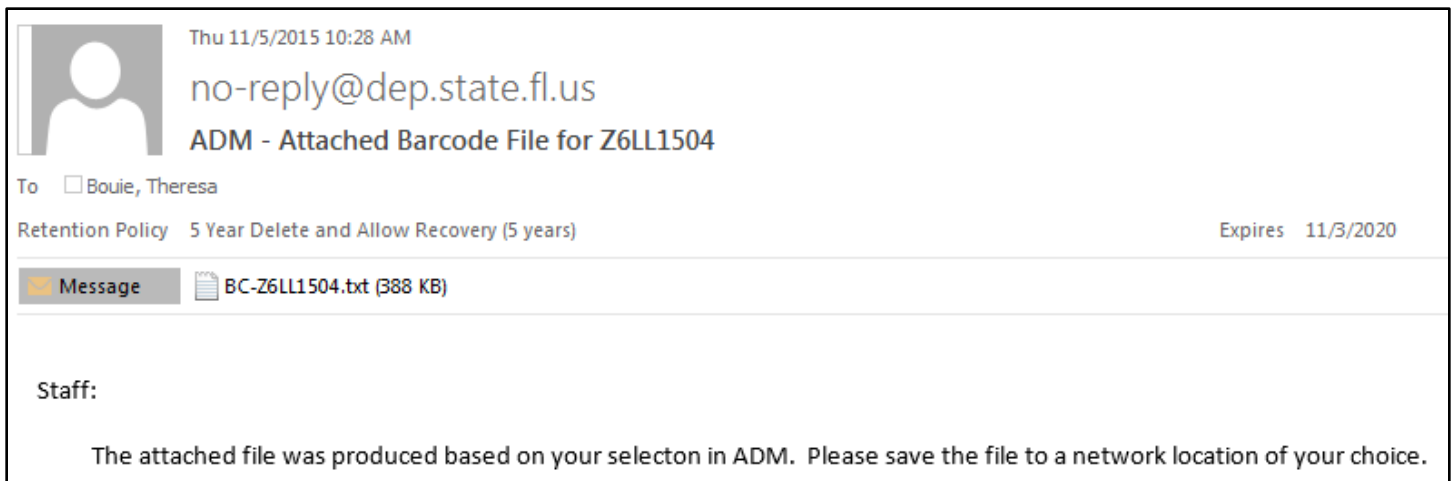


Figure 9. Screenshot showing an example of the barcode label email that is sent to the ADM user. The information from project Z6LL1504 is shown as an example.

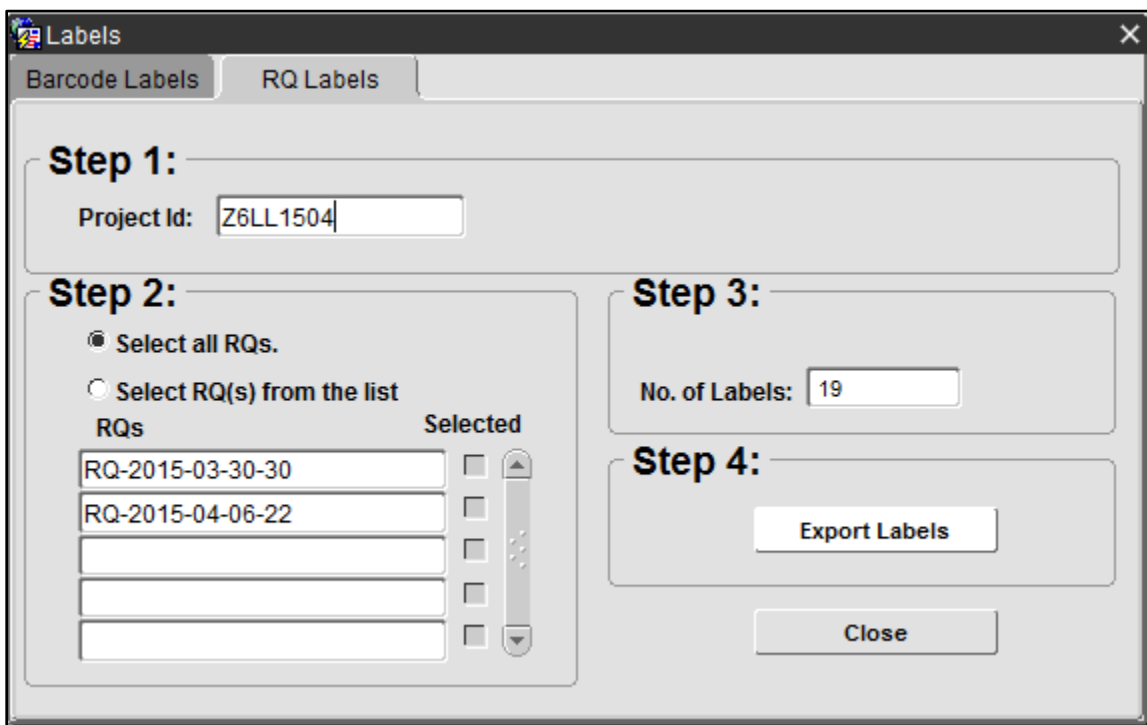


Figure 10. Screenshot showing options available in request labels tool. The information from project Z6LL1504 is shown as an example.

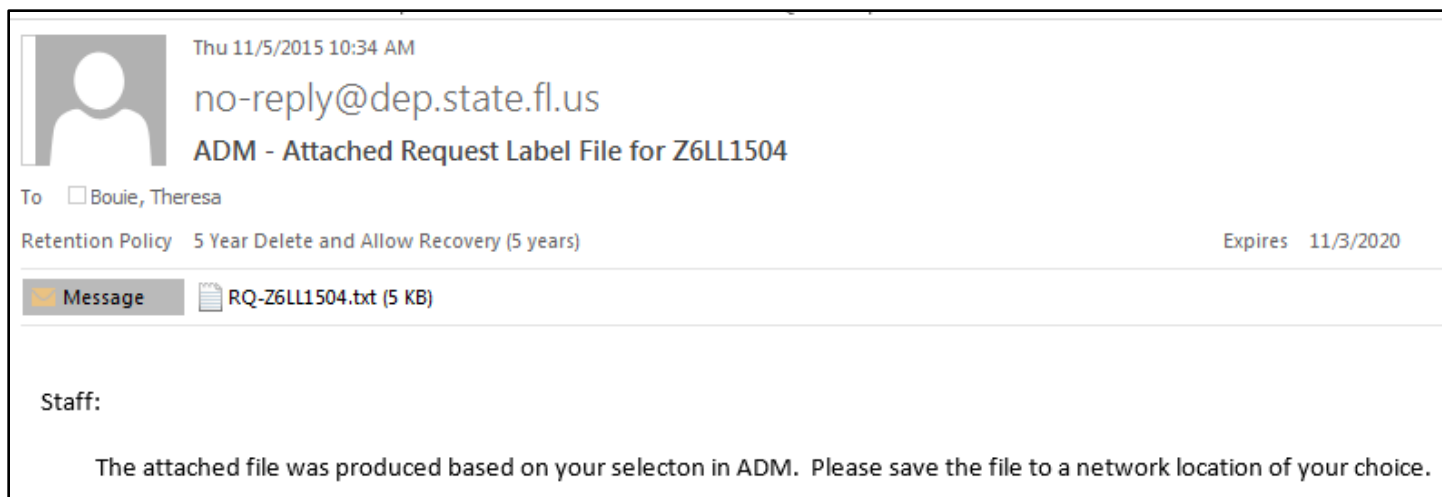


Figure 11. Screenshot showing an example of the request label email that is sent to the ADM user. The information from project Z6LL1504 is shown as an example.

## 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. To generate the report, enter the desired year and month and click the **Blank Data Summary Report** button (**Figure 12**). The web browser window will open a new tab listing field collected blank data from all projects for the selected year and month. This report can be saved as a text file using the web browser's "Save As" tool and placed on the desired network or local drive. The saved file can then be opened in Excel, following the prompts for importing a tab-delimited text file.

The screenshot shows the Oracle Enterprise Applications window for the Florida Department of Environmental Protection. The application is titled "ADM - Automated Data Management System". The "Preparation" tab is selected, showing the "Blank Data Summary" section. The "Report Year/Month (YYYYMM)" is set to "201504". The "Blank Data Summary Report" button is visible.

Below the application window, a web browser window displays the generated report. The report is a table with the following data:

| Project ID               | Sample Type | Location | Date           | Parameter                   | Value  | Unit | Method       |
|--------------------------|-------------|----------|----------------|-----------------------------|--------|------|--------------|
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Enterococci-QuantiTray      | 1.0    | UQ   |              |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Linuron                     | 0.0040 | U    | 0.0040 0.020 |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Diuron                      | 0.0020 | U    | 0.0020 0.010 |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Hardness                    | 0.35   | U    | 0.35 1.4     |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | TDS                         | 15     | U    | 15 25        |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Triphenyl Phosphate         | 2.1    | UJ   |              |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Tonalide                    | 1.6    | UJ   | 1.6 4.7      |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Galaxolide                  | 7.8    | UJ   | 7.8          |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Triclosan Methyl            | 0.13   | UJ   | 0.13         |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | TDCPP                       | 2.1    | UJ   | 2.1 6.2      |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | TCPP                        | 10     | UJ   | 10 31        |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | TCEP                        | 1.0    | UJ   | 1.0 3.1      |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Primidone                   | 0.0040 | U    | 0.0040       |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Carbamazepine               | 0.0020 | U    | 0.0020       |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Acetaminophen               | 0.0020 | U    | 0.0020       |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Escherichia Coli-QuantiTray | 1.0    |      |              |
| Z6LL15040802415040201000 | QA/QC       | BLANK    | SW 2 21-APR-15 | Sucralose                   | 0.010  | U    | 0.010        |

Figure 12. Screenshot of the ADM application's preparation tab, and an example of the blank data summary reports that can be generated. The blank data summary report from April of 2015 is shown as an example.

## THE REVIEW TAB

The review tab (**Figure 13**) summarizes the status of the project's data, including whether the data has been received, processed, or completed.

The screenshot shows the Oracle ADM (Automated Data Management System) application window. The title bar reads "Florida Department of Environmental Protection - Enterprise Applications". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The toolbar contains various icons for file operations and navigation. The main window title is "ADM - Automated Data Management System".

The "Project" section at the top has a text input field containing "Z6LL1504", a "<---Search" button, and a "Project Selected" button. Below this, it says "1 Projects found." and displays "Z6LL1504 FT. PIERCE LL".

Below the project information are four tabs: "Schedule", "Preparation", "Review" (which is selected), and "Reports".

The "Review" tab contains several sections:

- Status of Raw Data:** Includes three text input fields: "Field Data" (07/29/2015 15:45), "Lab Data" (07/27/2015 19:00), and "Provisional" (07/29/2015 16:25).
- Status of Release Data:** Includes a "Release" button, a "Revert Release" button, and a "STORET" button. A red note states: "Note: Revert release button will delete all files of the project." Below these is a "Project Status Report" button.
- Database Checks:** Includes a text input field (11/03/2015 15:36) and a "Run Checks" button. The text describes the report's contents: "This report includes a station count, analyte count per station, missing analytes, equipment blank count, equipment blank detections and the existence of excessive turbidity (n > 100 NTU). This is your metadata file for future reference!"
- Project Comments:** Includes a "Save" button and an "Editor" button. The text says: "Update existing comments or create new comments below pertaining to any deviations from typical project. Maximum characters allowed 2000. Click 'Save' when finished."

Figure 13. Screenshot of the ADM application's review tab. The information from project Z6LL1504 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.
- **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). The lab data are typically batch processed on Mondays, but issues may arise that require the Data Manager to manually process the lab data.

- **Provisional:** The date that the project's provisional data are completely assembled by 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 STORET. Note that the project's data can still be un-released on the back-end by the Data Manager.
- **Revert Release:** Clicking this button will remove all of 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 should discuss reverting release with the Section Administrator and Data Manager before doing so.**
- **STORET:** The date that the project's data are loaded to STORET. This field is populated by the Data Manager from the backend of the database.

## 3. Database Checks

The Database Checks tool generates a metadata report (**Figure 14**) that should be examined when reviewing the project's data. This report must be generated before the project's data can be 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. 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.

Note: When a user is finished viewing this report in the web browser, only the tab containing the report should be closed. Do not close the entire web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

| <b>Database Checks for: Z6LL1504</b> |              |                             |
|--------------------------------------|--------------|-----------------------------|
| <b>Date:</b> 11/03/2015 15:36        |              |                             |
| Add comments on the last page.       |              |                             |
| Page 1 of 3                          |              |                             |
| <u>Stations Sampled</u>              |              |                             |
| Station                              | Station Name | Station Alias               |
| 0                                    | BLANK        | PLACE HOLDER FOR BLANK DATA |
| 47529                                | Z6-LL-9002   |                             |
| 47530                                | Z6-LL-9004   |                             |
| 47531                                | Z6-LL-9006   |                             |
| 47532                                | Z6-LL-9007   |                             |

Figure 14. Screenshot of a metadata report generated using the Run Checks tool. The information from project Z6LL1504 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 about individual projects. 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. This tool can also be used to display a report of any overdue projects. Clicking on the **Project Status Report** button will open a tool with options for producing two types of reports.

Note: When users are finished viewing these reports in the web browser, only the tab containing the report should be closed. Do not close the entire web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

- **Project Status Report:** This tool (**Figure 15**) produces a report listing the dates that the field data were loaded into GWIS by the Data Manager, the date that the provisional data were created, and the date that the data were released. The report also lists the target dates for provisional data creation and data release. Users have a choice to include all projects in the report, or to limit the report to one project. If the "Use a search string to limit returns" radio button is selected, the program will pre-populate the search field with the project that is currently loaded. Users also have the option to include only overdue projects in the report. To generate the report, click the **View Report** button. 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.
- **Notification Status Report:** This tool (**Figure 16**) produces a report listing the sites where owners' letters were requested, the letter recipients' names, and the dates that the letters were sent. To generate the report, click the **View Report** button. 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.

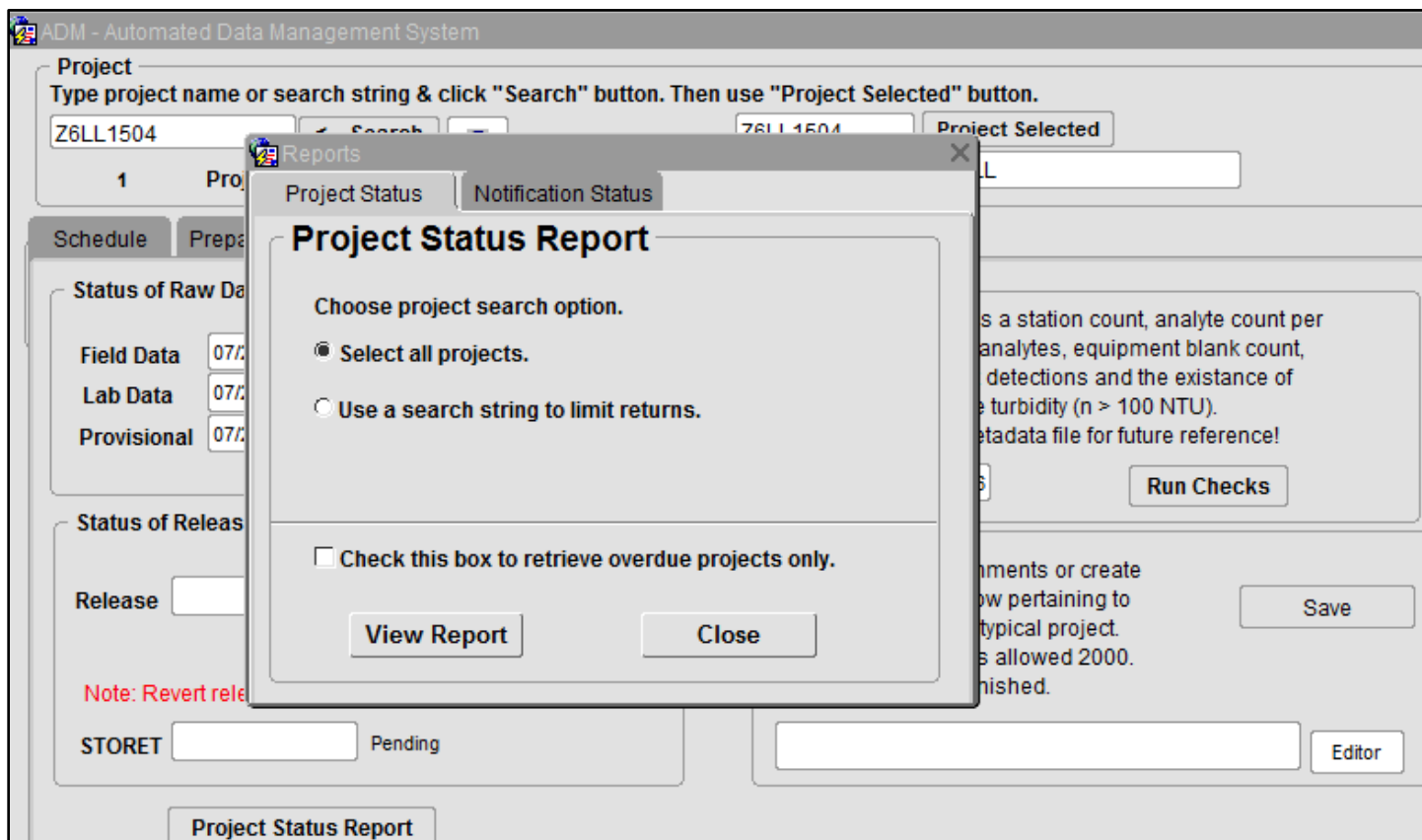


Figure 15. Screenshot of the project status report tool, showing the options available for producing a project status report.

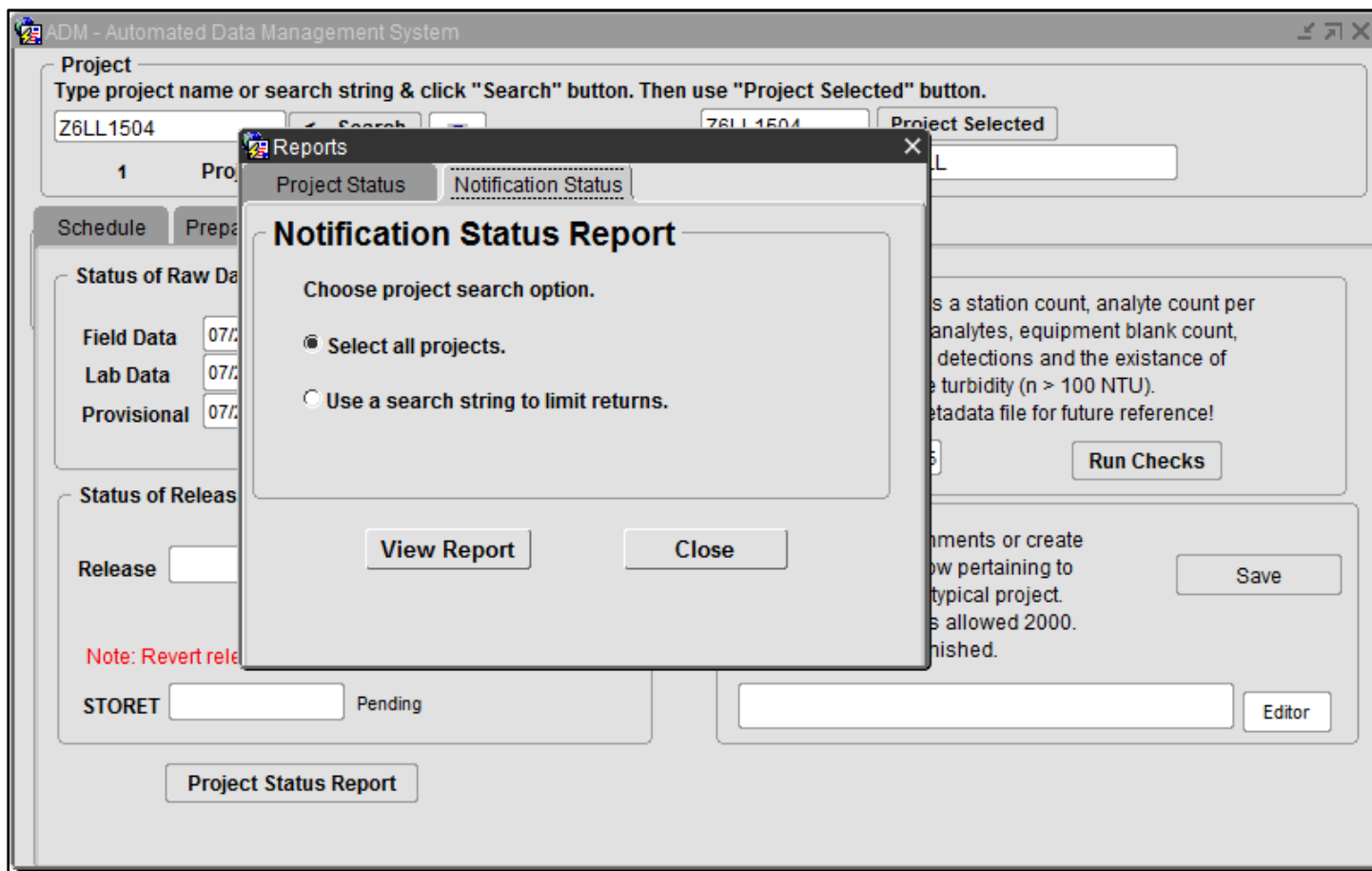


Figure 16. Screenshot of the project status report tool, showing the options available for producing a notification status report.

## THE REPORTS TAB

The reports tab (**Figure 17**) contains tools for generating reports used during data review. This tab also contains tools for generating reports and letters that are sent to property owners or contacts that have requested a copy of the data from specific sites.

The screenshot shows the 'ADM - Automated Data Management System' interface. The top menu bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Help', and 'Window'. The 'ORACLE' logo is in the top right. Below the menu is a toolbar with various icons. The main window has a tabbed interface with 'Schedule', 'Preparation', 'Review', and 'Reports' tabs. The 'Review' tab is active, showing the 'Project' section with a search for 'Z6LL1504' and a 'Project Selected' button. Below this, a table shows '1 Projects found.' with columns for 'Owners/Contact', 'Letter', and 'Station Name'. The table contains one row with 'FDEP', 'Yes', and 'BLANK'. To the right of the table is a 'Notifications Status' section with buttons for 'View Report', 'View Letter for Selected Station', 'View Letter for All Requested Station', and 'View Labels'. Below this is a 'Date Letters Sent' field and a 'Record Date' button. At the bottom, there is a 'Number of Samples collected' field with the value '38'. On the right side of the 'Review' tab, there is an 'Open Data View' section with buttons for 'Result Data', 'Metadata', 'Blank Data', 'Pivot Table Value (Number)', 'Pivot Table Value (Text)', and 'Notification Status Report'. The bottom status bar shows 'Search Project' and 'Record: 1/1'.

| Owners/Contact | Letter | Station Name |
|----------------|--------|--------------|
| FDEP           | Yes    | BLANK        |
|                |        |              |
|                |        |              |
|                |        |              |
|                |        |              |

Figure 17. Screenshot of the ADM application's review tab. The information from project Z6LL1504 is shown as an example.

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

### 1. Notifications Status

Note: When users are finished viewing these reports in the web browser, only the tab containing the report should be closed. Do not close the entire web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

- **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 **View Report** button. The web browser window will open a new tab containing the report (**Figure 18**, **Figure 19**). 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.
- **Owners Letters:** This tool generates a prepopulated letter (**Figure 20**) designed to accompany the water quality report (**Figure 19**) that will be sent to a property owner or contact that requested a copy of the data from a specific station. To generate a letter for a single station selected from the owners/contacts list, click the **View Letter for Selected Station** button. To generate letters for all stations in a project with owners / contacts that have requested data, click the **View Letter for All Requested Stations** button. The web browser window will open a new tab containing the letter(s) (**Figure 20**). The letter(s) can be saved as a .pdf file using the web browser's "Save As" tool, and placed on the desired network or local drive.

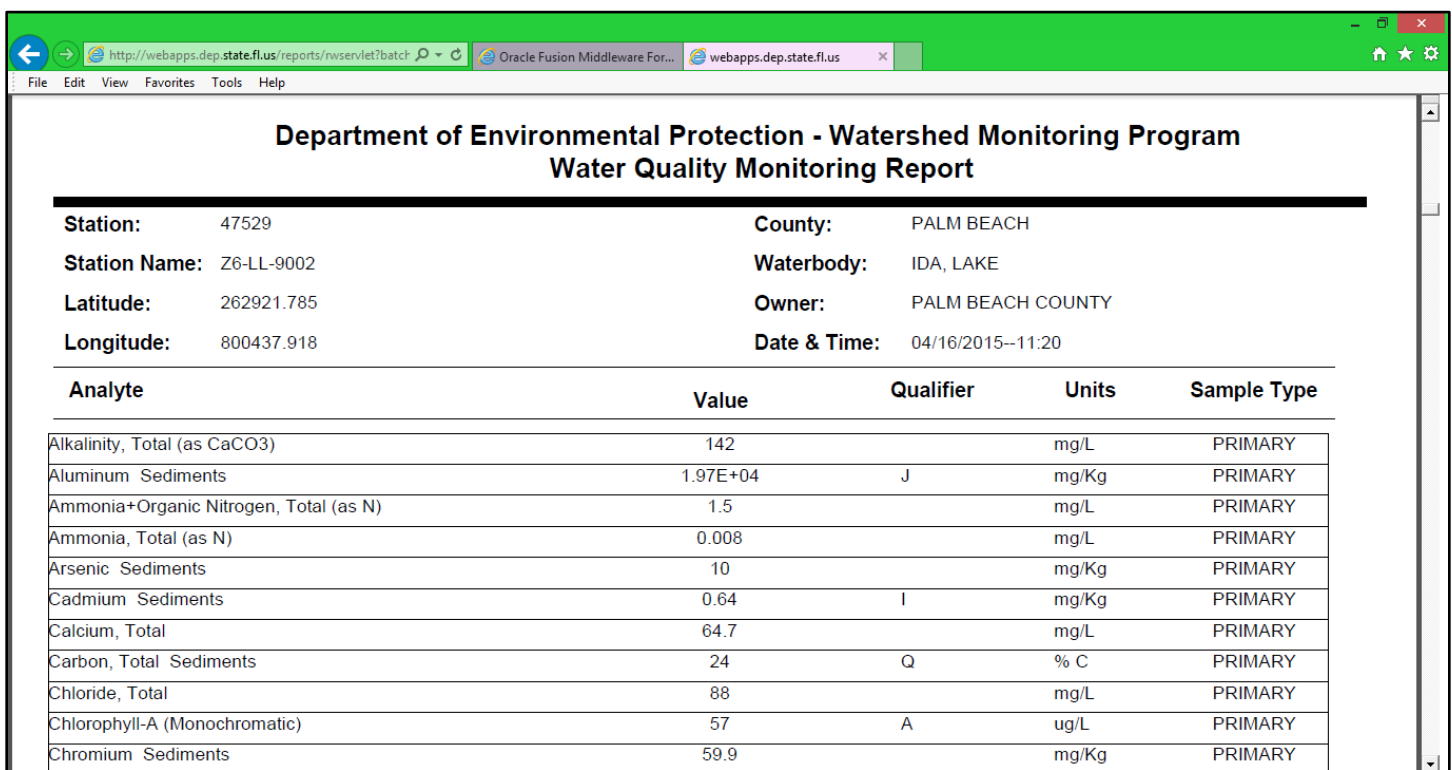
Note: As of July 2016, the template used to generate these prepopulated letters is outdated. Until further notice, Project Managers should create owner's letters manually, using the Microsoft Word templates available at [\\FLDEP1\SOL\\_Z\Owners Letters and attachments](#).

- **Mailing Labels:** This tool generates prepopulated mailing labels for all stations in a project with owners / contacts that have requested data. To generate the labels, click the **View Labels** button. The web browser window will open a new tab containing the labels (**Figure 21**). The labels can be saved as a .pdf file using the web browser's "Save As" tool, and placed on the desired network or local drive.
- **Date Letters Sent:** 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 click the **Record Date** button to record the current date as the date that the project's letters were completed. ADM does not currently allow users to enter an alternative date to the current date. If the letters were sent on a date prior to the current date, notify the Data Manager with the project and date, and that date can be entered through the backend. Note that if there were no owner/contact data requests, the **Record Date** button is greyed out and cannot be clicked.
- **Number of Samples Collected:** A 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.

# DEP Water Quality Monitoring Report

**Project:** Z6LL1504  
**Project Name:** Z6LL1504 FT. PIERCE LL  
**Collection Agency:** DEP SOUTHEAST DISTRICT  
**Date Range:** Apr 01, 2015 to May 21, 2015  
**Counties:** MARTIN  
PALM BEACH  
OKEECHOBEE

Figure 18. Screenshot of the cover page of a report generated using the Water Quality Report tool. The information from project Z6LL1504 is shown as an example.



| Department of Environmental Protection - Watershed Monitoring Program<br>Water Quality Monitoring Report |            |                         |                   |             |
|----------------------------------------------------------------------------------------------------------|------------|-------------------------|-------------------|-------------|
| <b>Station:</b>                                                                                          | 47529      | <b>County:</b>          | PALM BEACH        |             |
| <b>Station Name:</b>                                                                                     | Z6-LL-9002 | <b>Waterbody:</b>       | IDA, LAKE         |             |
| <b>Latitude:</b>                                                                                         | 262921.785 | <b>Owner:</b>           | PALM BEACH COUNTY |             |
| <b>Longitude:</b>                                                                                        | 800437.918 | <b>Date &amp; Time:</b> | 04/16/2015--11:20 |             |
| Analyte                                                                                                  | Value      | Qualifier               | Units             | Sample Type |
| Alkalinity, Total (as CaCO3)                                                                             | 142        |                         | mg/L              | PRIMARY     |
| Aluminum Sediments                                                                                       | 1.97E+04   | J                       | mg/Kg             | PRIMARY     |
| Ammonia+Organic Nitrogen, Total (as N)                                                                   | 1.5        |                         | mg/L              | PRIMARY     |
| Ammonia, Total (as N)                                                                                    | 0.008      |                         | mg/L              | PRIMARY     |
| Arsenic Sediments                                                                                        | 10         |                         | mg/Kg             | PRIMARY     |
| Cadmium Sediments                                                                                        | 0.64       | I                       | mg/Kg             | PRIMARY     |
| Calcium, Total                                                                                           | 64.7       |                         | mg/L              | PRIMARY     |
| Carbon, Total Sediments                                                                                  | 24         | Q                       | % C               | PRIMARY     |
| Chloride, Total                                                                                          | 88         |                         | mg/L              | PRIMARY     |
| Chlorophyll-A (Monochromatic)                                                                            | 57         | A                       | ug/L              | PRIMARY     |
| Chromium Sediments                                                                                       | 59.9       |                         | mg/Kg             | PRIMARY     |

Figure 19. Screenshot of a station's page from a report generated using the Water Quality Report tool. A site from project Z6LL1504 is shown as an example.

11/19/2015

[REDACTED]  
[REDACTED] LANE  
FORT WALTON BEACH FL 32547

Dear Well Owner:

On November 18, 2014, water samples from well P201001849, located in OKALOOSA County, were collected and analyzed. This well is part of the Florida Department of Environmental Protection's statewide Watershed Monitoring Network, a cooperative non-regulatory project of your water management district and the Department. The network is designed, in part, to determine the quality of our ground water, a resource over 95 percent of Floridians use as drinking water.

Enclosed is a report listing the results from the laboratory analyses of the water collected from your well. A detailed explanation of the report form is also enclosed for your reference.

If any entries are marked with the letter "P" (Primary), "S" (Secondary) or "G" (Guidance) in the "Exceedance" column, this indicates that the water in your well exceeds a primary or secondary drinking water standard, or a guidance concentration for that particular parameter. It is suggested that you contact Mr. Charles Donahue with the Florida Department of Health, at (850) 245-4240 if you have questions regarding the significance of an exceedance or any other value.

Please note that this is not a comprehensive sampling of your well water for all potentially hazardous contaminants or drinking water standards.

If there are any changes that should be made to the address above, or if you would like additional information about this well or the Watershed Monitoring Program, please call me at (850) 245-8514.

Sincerely,  
Tom Seal  
Watershed Monitoring Section

Enclosures

Figure 20. Screenshot of an owner's letter generated using the Owners Letter tool. A site from project Z1UA1411 is shown as an example. Personal information has been redacted for publication in this manual.



Figure 21. Screenshot of two mailing labels generated using the Mailing Labels tool. Sites from project Z2SS1407 are shown as an example. Personal information has been redacted for publication in this manual.

## 2. Open Data View (Figure 22)

Note: When users are finished viewing these reports in the web browser, only the tab containing the report should be closed. Do not close the entire web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

- 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 from one analyte for one sample. 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 **Result Data** button. The web browser window will open a new tab containing the report (**Figure 23**). This report can be saved as a text file (.txt) using the web browser's "Save As" tool, and placed on the desired network or local drive. The saved file can then be opened in Excel, following the prompts for importing a tab-delimited text file. 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.
- 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 application (**Figure 14**). 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 open data view tools on the Reports tab of the ADM application, click the **Metadata** button. 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.
- 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. 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 **Blank Data** button. The web browser window will open a new tab containing the report (**Figure 24**). This report can be saved as a text file (.txt) using the web browser's "Save As" tool, and placed on the desired network or local drive. The saved file can then be opened in Excel, following the prompts for importing a tab-delimited text file.
- Pivot Table Value (Number):** 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. 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. Water Sample Collection Device), but the results will not be visible in this report. The Project Manager should use this report and the Pivot Table Value (Text) 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 25**), 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 (**Figure 26**) attached as a .csv file. The .csv file can be renamed and saved in the desired network or local drive. The saved file can then be opened in Excel.

- **Pivot Table Value (Text):** 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. Data that are stored as text (e.g. Water Sample Collection Device) are only available for review using this report. Each row in the report contains the data from all analytes for one sample. The Project Manager should use this report and 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 27**), 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 (**Figure 28**) attached as a .csv file. The .csv file can be renamed and saved in the desired network or local drive. The saved file can then be opened in Excel.

### 3. Notification Status Report

This tool is identical to the **Project Status Report** tool in the Review tab of the ADM application, and can be used to retrieve the history of data management activities for the specified projects. This tool can also be used to display a report of any overdue projects. Clicking on the **Notification Status Report** button will open a tool with options for producing two types of reports.

Note: When users are finished viewing these reports in the web browser, only the tab containing the report should be closed. Do not close the entire web browser window. If the web browser window is closed, your session will be terminated and you will have to repeat the logon process.

- **Project Status Report:** This tool (**Figure 15**) produces a report listing the dates that the field data were loaded into GWIS by the Data Manager, the date that the provisional data were created, and the date that the data were released. The report also lists the target dates for provisional data creation and data release. Users have a choice to include all projects in the report, or to limit the report to one project. Users also have the option to include only overdue projects in the report. If the "Use a search string to limit returns" radio button is selected, the program will pre-populate the search field with the project that is currently loaded. To generate the report, click the **View Report** button. 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.
- **Notification Status Report:** This tool (**Figure 16**) produces a report listing the sites where owners' letters were requested, the letter recipients' names, and the dates that the letters were sent. To generate the report, click the **View Report** button. 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.

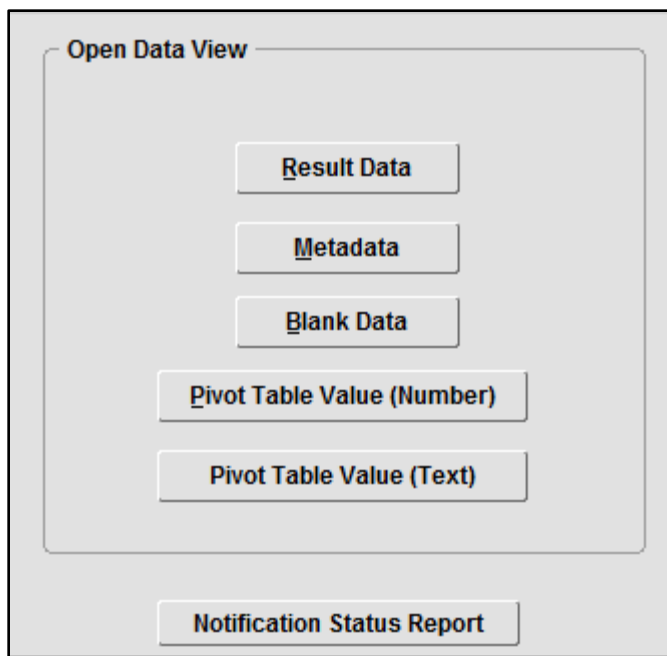


Figure 22. Screenshot of the Open Data View section of the ADM application's review tab.

| Pk Sample   | FK RandomSample | Location   | StationName | SampleType           | SampleDate              | Param Code |
|-------------|-----------------|------------|-------------|----------------------|-------------------------|------------|
| Z6LL1504-13 | Z6-LL-9002      | Z6-LL-9002 | BOTTOM      | 04/16/2015 11:18 10  | Water Temperature       |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 10  | Water Temperature       |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 41  | Weather CLEAR           |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 76  | Turbidity               | 6.2        |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 78  | Transparency (Secchi De |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 80  | Color (true)            | 43         |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 94  | Specific Conductance, F |            |
| Z6LL1504-13 | Z6-LL-9002      | Z6-LL-9002 | BOTTOM      | 04/16/2015 11:18 94  | Specific Conductance, F |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 95  | Specific Conductance    |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 299 | Oxygen, Dissolved, Fiel |            |
| Z6LL1504-13 | Z6-LL-9002      | Z6-LL-9002 | BOTTOM      | 04/16/2015 11:18 299 | Oxygen, Dissolved, Fiel |            |
| Z6LL1504-13 | Z6-LL-9002      | Z6-LL-9002 | BOTTOM      | 04/16/2015 11:18 301 | Oxygen, Dissolved Perce |            |
| Z6LL1504-15 | Z6-LL-9002      | Z6-LL-9002 | PRIMARY     | 04/16/2015 11:20 301 | Oxygen, Dissolved Perce |            |

Figure 23. Screenshot of a Result Data report generated using the Open Data View tools. Data from project Z6LL1504 is shown as an example.

| Pk Sample   | FK RandomSample | Location | StationName         | SampleType           | SampleDate | Param Code |
|-------------|-----------------|----------|---------------------|----------------------|------------|------------|
| Z6LL1504-22 | BLANK           | BLANK    | 04/21/2015 13:00 76 | Turbidity            | 0.10       | U ntu      |
| Z6LL1504-9  | BLANK           | BLANK    | 04/02/2015 10:45 76 | Turbidity            | 0.10       | U ntu      |
| Z6LL1504-38 | BLANK           | BLANK    | 05/21/2015 11:35 76 | Turbidity            | 0.10       | U ntu      |
| Z6LL1504-9  | BLANK           | BLANK    | 04/02/2015 10:45 80 | Color (true)         | 2.5        | U PCU      |
| Z6LL1504-38 | BLANK           | BLANK    | 05/21/2015 11:35 80 | Color (true)         | 2.5        | U PCU      |
| Z6LL1504-22 | BLANK           | BLANK    | 04/21/2015 13:00 80 | Color (true)         | 2.5        | U PCU      |
| Z6LL1504-38 | BLANK           | BLANK    | 05/21/2015 11:35 95 | Specific Conductance | 2.0        | U          |
| Z6LL1504-9  | BLANK           | BLANK    | 04/02/2015 10:45 95 | Specific Conductance | 2.0        | U          |

Figure 24. Screenshot of a Blank Data report generated using the Open Data View tools. Data from project Z6LL1504 is shown as an example.

Thu 11/5/2015 10:32 AM

no-reply@dep.state.fl.us

**ADM - Attached Number Pivot Table File for Z6LL1504**

To: ☐ Bouie, Theresa

Retention Policy: 5 Year Delete and Allow Recovery (5 years) Expires: 11/3/2020

Message: Z6LL1504\_value.csv (15 KB)

Staff:

The attached file was produced based on your selection in ADM. Please save the file to a network location of your choice.

Figure 25. Screenshot showing an example of the Pivot Table Value (Number) report email that is sent to the ADM user. The information from project Z6LL1504 is shown as an example.

|   | A         | B          | C            | D            | E           | F      | G          | H          | I       | J       | K         |
|---|-----------|------------|--------------|--------------|-------------|--------|------------|------------|---------|---------|-----------|
| 1 | Sample Id | Station No | Station Name | Collect Date | Sample Type | Matrix | Water Temp | Water Temp | Weather | Weather | Turbidity |
| 2 | Z6LL1504- | 47529      | Z6-LL-9002   | #####        | BOTTOM      | WATER  | 25         |            |         |         |           |
| 3 | Z6LL1504- | 47530      | Z6-LL-9004   | #####        | BOTTOM      | WATER  | 24.2       |            |         |         |           |
| 4 | Z6LL1504- | 47531      | Z6-LL-9006   | #####        | PRIMARY     | WATER  | 26.8       |            | 0       |         | 2.6       |

Figure 26. Screenshot of a Pivot Table Value (Number) report generated using the Open Data View tools. Data from project Z6LL1504 is shown as an example.

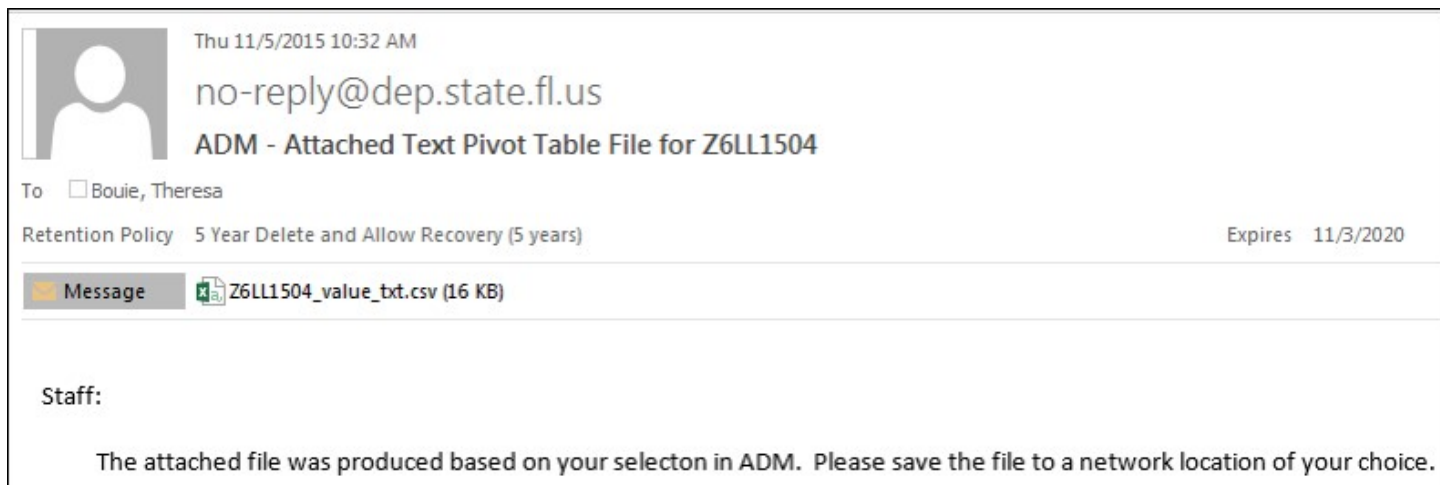


Figure 27. Screenshot showing an example of the Pivot Table Value (Text) report email that is sent to the ADM user. The information from project Z6LL1504 is shown as an example.

|   | A          | B          | C            | D            | E           | F        | G          | H          | I             | J       | K         |
|---|------------|------------|--------------|--------------|-------------|----------|------------|------------|---------------|---------|-----------|
| 1 | Sample Id  | Station No | Station Name | Collect Date | Sample Type | Matrix   | Water Temp | Water Temp | Weather       | Weather | Turbidity |
| 2 | Z6LL1504-1 | 0          | BLANK        | #####        | BLANK       | WATER    |            |            |               |         | 0.1       |
| 3 | Z6LL1504-1 | 47529      | Z6-LL-9002   | #####        | BOTTOM      | WATER    | 25         |            |               |         |           |
| 4 | Z6LL1504-1 | 47532      | Z6-LL-9007   | #####        | BOTTOM      | WATER    | 27         |            |               |         |           |
| 5 | Z6LL1504-1 | 47533      | Z6-LL-9010   | #####        | PRIMARY     | SEDIMENT |            |            |               |         |           |
| 6 | Z6LL1504-1 | 47533      | Z6-LL-9010   | #####        | PRIMARY     | WATER    | 25.5       |            | PARTLY CLOUDY |         | 2.6       |

Figure 28. Screenshot of a Pivot Table Value (Text) report generated using the Open Data View tools. Data from project Z6LL1504 is shown as an example.