United States Department of Commerce
National Oceanic and Atmospheric Administration

National Ocean Service

Center for Operational Oceanographic Products and Services (CO-OPS)

E-Site Report Application

User's Guide

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Revision History

Name	Date	Reason For Changes	Version
Charles Johnson	01/29/2008	Initial version of the document	1.0
Roman Semkiw	11/29/2008	Updated document base on comments received from OET team	1.1
Roman Semkiw	04/22/2009	Updated the document due to changes in software design	1.2
Roman Semkiw	12/29/2009	Updated the document with new snap shots of the E-Site tab displays	1.3

1.0 Introduction

This document provides instruction for accessing and navigating the E-Site Report Application. The purpose of the E-Site Report is to provide a web-based interface through which station and instrumentation information for CO-OPS observing systems can be retrieved and recorded.

The E-Site Report Application will allow users to modify information on existing configuration parts and accessories; remove parts and accessories; or add new or undocumented parts and accessories. The application will also allow event driven information – dive information, leveling team information, leveling equipment information – to be recorded and stored into a database. The E-Site Report allows users to record site owner and site logistics Information as well.

All information saved via the E-Site Report Application is stored in an E-Site Report database. Therefore, a site report can be built incrementally, allowing this to be a planning tool as well as a reporting tool. The data in the E-Site Report database will not affect data in the production database until it is passed through the verification and approval process.

2.0 System Requirements

System requirements for executing the E-Site Report Application include:

a) Access to the internet
b) Access to the CO-OPS database environment
c) An installed version of the Appeon Xcelerator Plug-in
d) A valid E-Site Report Application username (same as D/B login username)
e) A valid E-Site Report Application password (same as the12 character email, window, D/B password)

The username and password are assigned by an E-Site administrator, and the password will conform to the Department of Commerce security requirements. The process to add a new person to have access to the E-Site application, a razor ticket must be generated with the name of the person, NOAA division and group or name of the company, and e-mail address.

3.0 Operational Concept

The user logins into the E-Site website and selects a station. The application opens a Site report for the selected station. The user clicks the “Build Report” tab to initiate the site report process. The user enters the site metadata into the Site Report. The “Update Report” tab allows the user to save the site report at any time which creates a version number.

When the user has completed entering the Site Report data, the user click the ‘Submit” tab and the application will perform data validation on some fields. If the submit process encounters an error; the application will display an error message in a pop-up window and will not submit the site report. The application will return to the displayed site report window and the user will correct the error, and the user will go through the updated and submit process until all the errors have been correct.

Once the site has passed the application submit verification process, the application will send an email to an “Advance user” indicating a site report has been submitted and the E-Site Report window closes automatically. The “Advance” user opens the submitted Site Report and validates the station report data and the completeness of the site report. Once the report has passed the “Advance” user verification process, they click on the “Advance” tab which sends an email notification to an “Approve” user.

The “Approve” user also performs a data quality assurance on the site report. Once it passes the “Approve” user verification process, the user clicks on the “Approve” tab and the application will perform data validation on some fields. If the approve process encounters an error; the application will display an error message in a pop-up window and will not approve the site report. The application will return to the displayed site report window and the user will correct the error, and the user will go through the updated and approve process until all the errors have been correct.

Once the site has passed the application approve verification process, the application will move the approve site report, which is the version that was approved, to the production database (DPASMAN). The approval process takes some time to complete due to moving large amount of the data and the possibility of other activities that are accessing the production database. In addition, the approval process performs some data validation and if the approval process encounters an error, the application will display an error message in a pop-up window and will not move the site report to the production data base. The user has the ability to correct the error and re-submit the report for approval or rejection. The error message will be displayed one at a time.

The following Figure (1) is a depiction of the site report work flow:

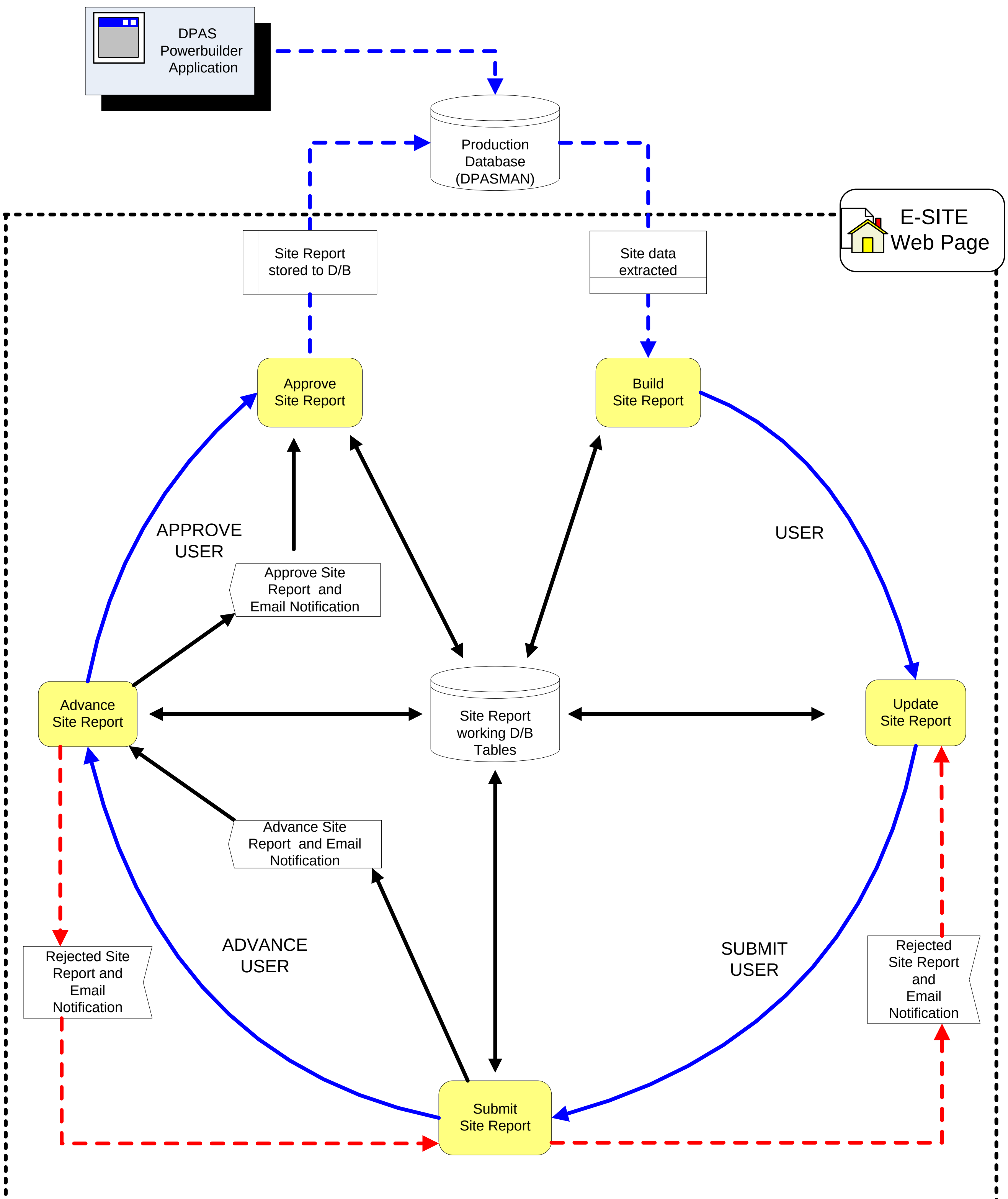
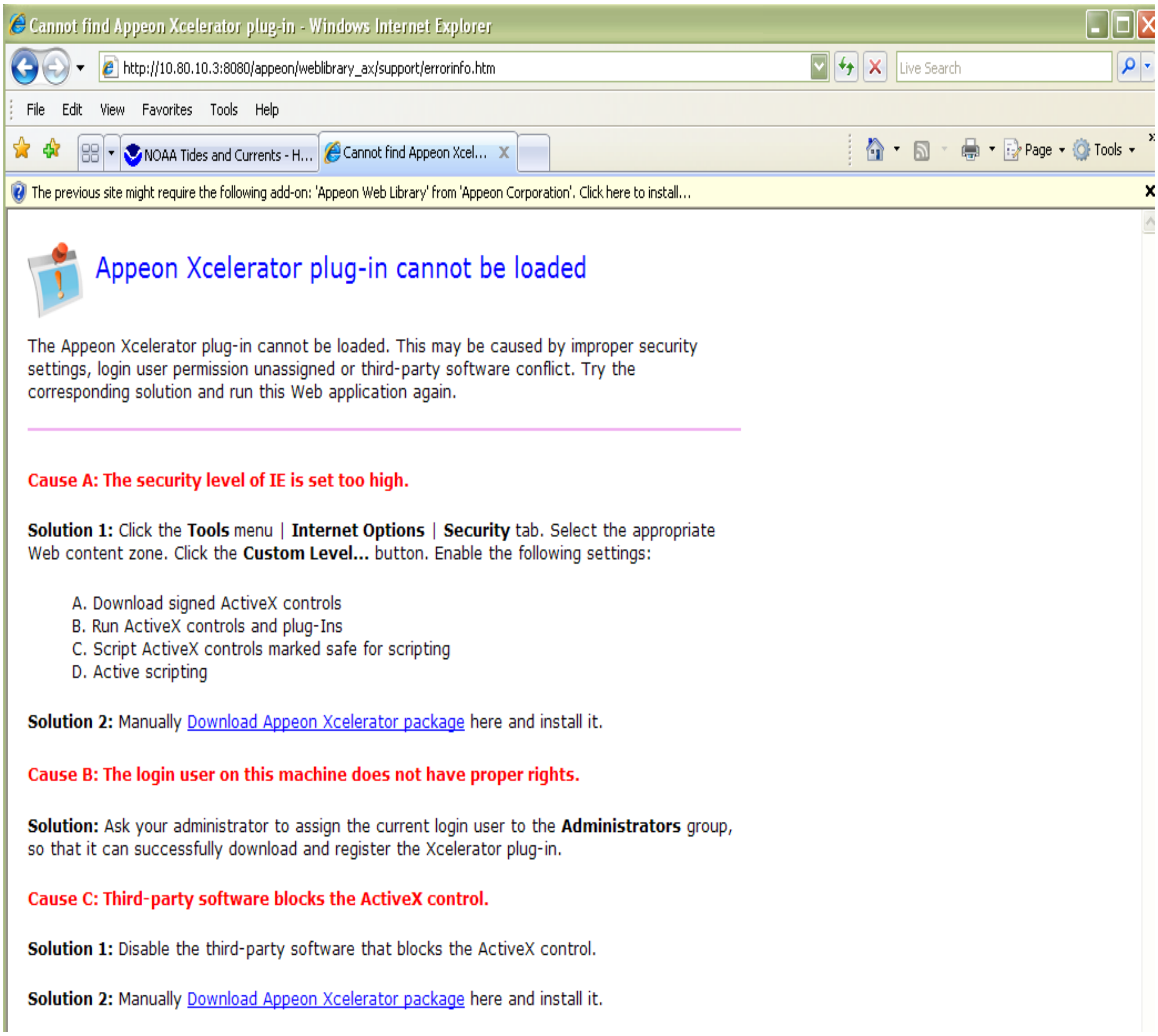


Figure (1) - Site Report Work Flow

4.0 Starting the E-Site Report Application

Enter http://esitereport.co-ops.nos.noaa.gov/sitereport/application.htm in an Internet Explorer (IE) Window.

The application uses a product called, *Appeon Xcelerator* plug-in. This client should be installed on computer system prior to use of the application. Should a message similar to the following appear, please see your Windows System Administrator:



Assuming there is not a problem with the plug-in software, the E-Site Report login screen will be displayed.

5.0 Login Procedures

When presented with the E-Site Report login screen, enter the E-Site Report username and password provided and click "OK" (Figure 2). It may take a few moments before the Station Selection screen is presented.

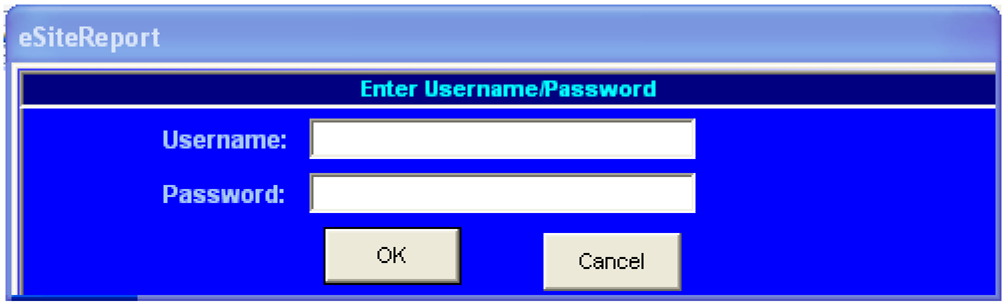


Figure 2 – Login Screen

The type of access that a user is provided by the application is determined by the User Access Level. These User Access Levels are assigned and maintained by the E-Site administrator and are as follows:

Guest:	View/print a report, may not make any changes
Build:	Guest Level plus modify/add/swap/remove items; build/update reports
Submit:	Build Level plus submit a site report
Advance:	Submit Level and advance the report
Approve:	Capabilities of all levels and the ability to save the report to the Production database
Admin:	Capabilities of approve level and the ability to update user's levels.

There will be no information presented on the screen to indicate the User Access Level.

6.0 Station Selection Screen

Upon successfully logging into the application, the Site Reports in Progress screen is presented (Figure 3). Within this screen, the window may or may not present a list of stations and their status. If the station of interest appears in this "Site Report in Progress" window, it may be opened by clicking on its station number or name. The E-Site Report will retrieve the most recent version of the saved site report information, and present it for further processing.

If the station of interest does not appear in the 'Site Reports in Progress' window, click on "Site Report" on the main E-Site Report Application toolbar and a listing of all stations will be presented. The user has three different methods to find a station in the listing. The first method is the user scrolls through the list and clicks on the appropriate Station ID to initiate a site report. The second method is the user types in the station number into the edit field and the application will display the inputted station number and station description. The user can click on the “OK” button or press the Enter key on the key board. The third method is the user starts typing in characters which perform a filter action on list and the user clicks on the station id. The user can click on the “OK” button or press the Enter key on the key board. Once the user has selected a station, the E-Site Report Application will retrieve the appropriate station configuration information that is currently available in the production database and create the site report for the given station. The user can continue with E-Site workflow process by clicking the BUILD REPORT tab (see the Workflow section for the processing steps) or close the report which will not save the site report.

Please Note:

- A site report for a given station may only be opened for editing by <u>one user</u> at a time. If a station is selected for which a site report is already open, the “Guest”-only access is given to the report regardless of the user’s normal privilege level. If no one else has the site report open, the user’s normal privilege level is higher than “Guest” and the user continues to encounter “Guest”-only privileges, notify ~~RD~~ ED as a session timeout may result in a station being incorrectly marked as locked.
- The standard operating procedure for a locked site report is to contact the user in the message (Figure 3A) and ask them to open the site report and close it. This will change the activity on the site report and will allow another user to access the site report.

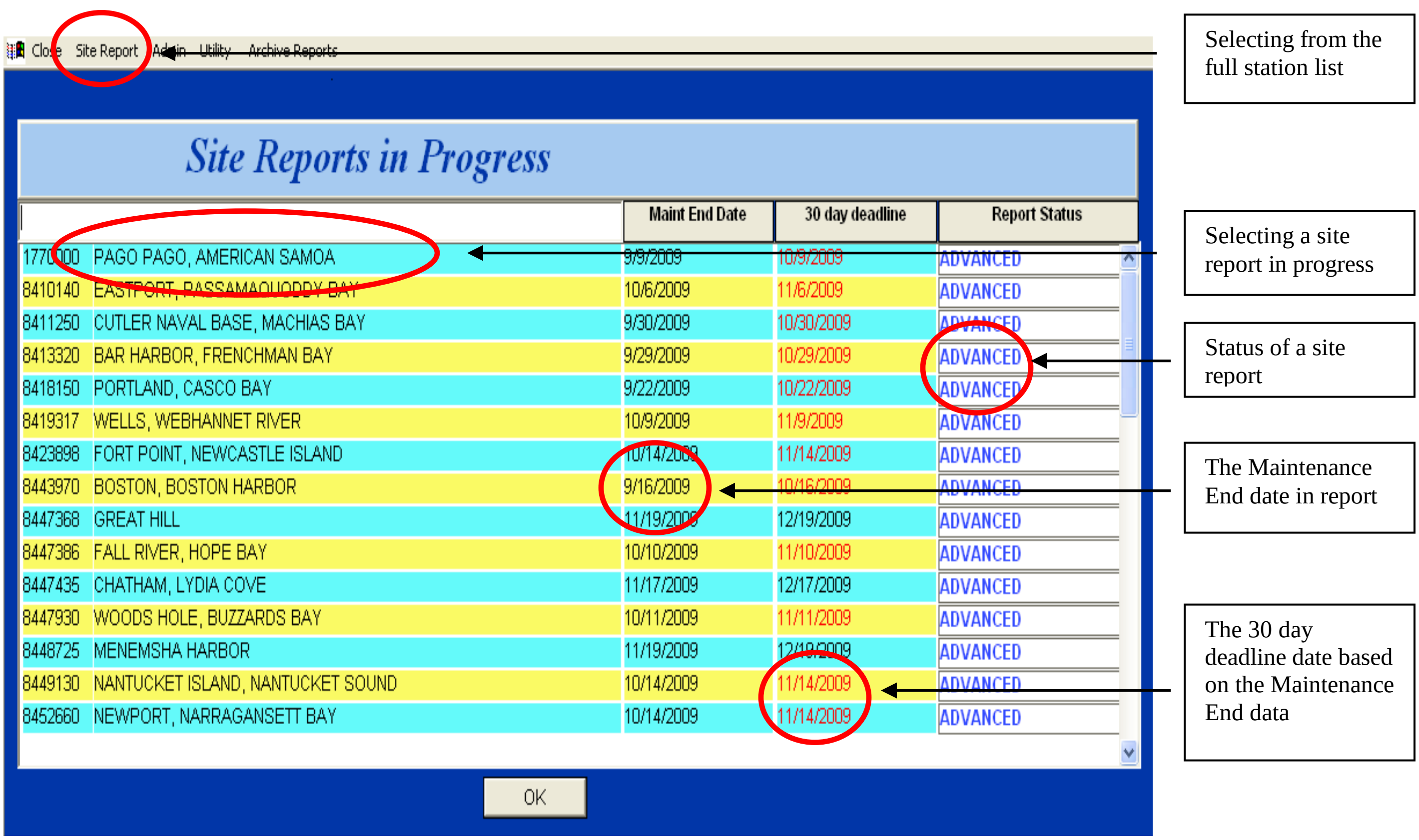


Figure 3 – Site Reports in Progress screen

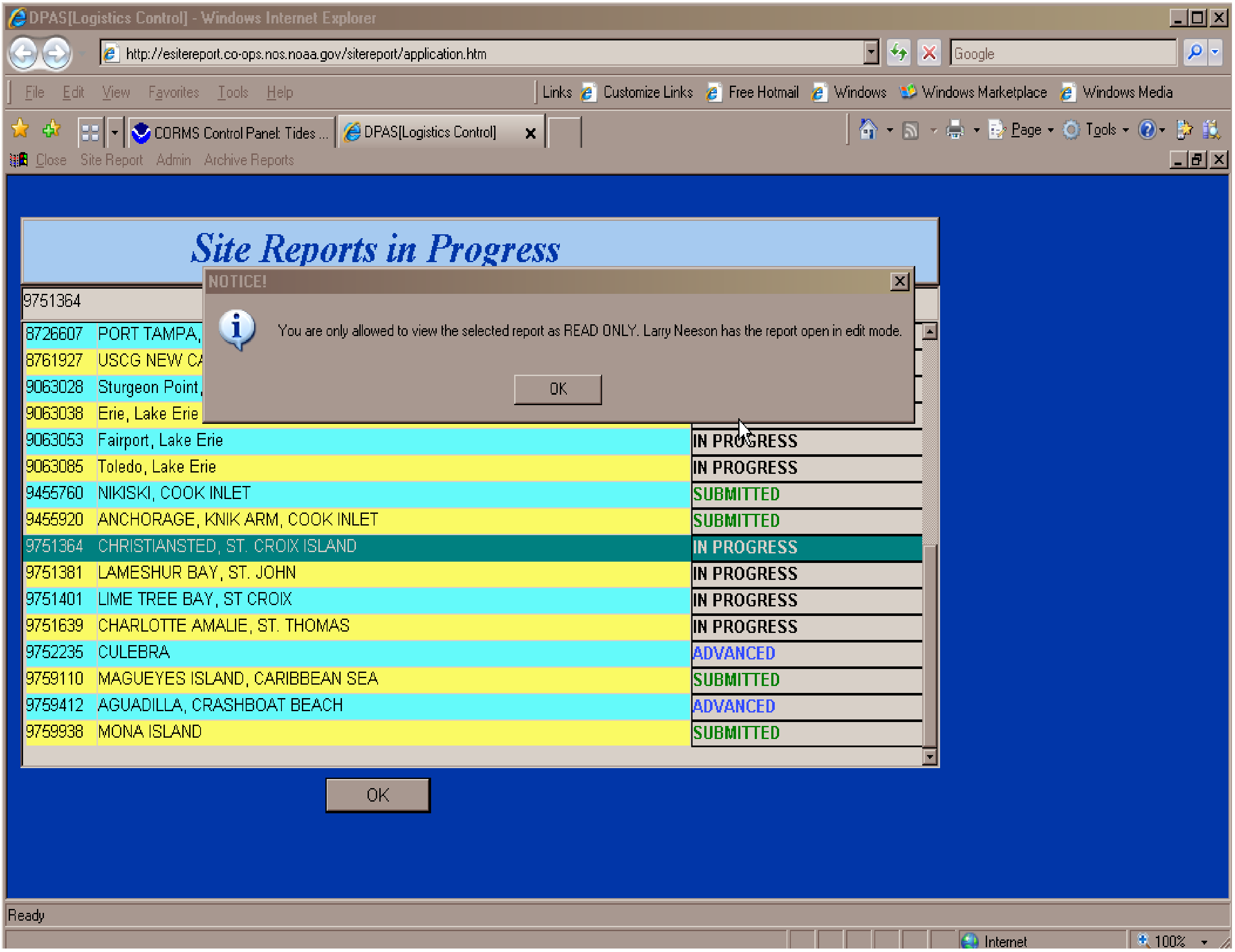


Figure 3A – Site Report Read Only message

6.1 Site Report Status

The Site Report Status window displays the Station Id, Station name, Maintenance End Date, 30-day deadline, and Report Status. The Maintenance End Date is the date that is entered in the Station Site Report under the Station tab. The 30-day deadline is a calculated field that is based on the Maintenance End Date. This field is used a guidance for users to complete the station Site Report lifecycle process.

In the far right column in the Site Report in Progress window, there is a column to display the status of a Site report for a station. A station may or may not have an indicator.

The "IN PROGRESS" status indicates that a user has successfully initiated the first version of the site report by clicking on the Build Report Tab and is currently working on the site report.

The first version of the site report contains metadata for that station that has been extracted from the production database.

The SUBMITTED status indicates that a site report for a given station has been submitted to an “Advance” user. Once a site report reaches the submitted state, the “Advance” user will perform the first step of the verification and approval process. Only users with “Advance” or “Approve” level authority are allowed to modify the report. Other users will be given “Guest”-only access to the report.

The ADVANCE status indicates a site report for the given station has been advanced to an “Approve” user. The APPROVE user will perform the final step in the verification and approval process. Once a site report reaches the Advance state, only users with ““Approve” level authority is allowed to modify the report and save the data to the production database. Other users are given “Guest”-only access to the report.

The ADVANCE, BUT REJECTED status indicates a site report for the given station has been advanced and was rejected by the “Approve” level authority user. The site report is now at the submitted level and is waiting for the assigned “Advance” user to review the report based on the email why the report was rejected. The site report can be corrected or rejected again and sent back to the original user who submitted the report. If the report was corrected by the “Advance” user, the “Advance” user can re-advance the site report for approval.

The SUBMITTED, BUT REJECTED status indicates that a site report for a given station has been submitted and was rejected by the “Advance” level authority user. The site report is now at the build level and is waiting for the last user who submitted the report to review the report based on the email why the report was rejected. The correct site report will be re-submitted again and go through the verification and approval process again.

7.0 E-Site Report Screen

There are three (3) main components to the E-Site Report Screen (Figure 4):

- **Menu Toolbar**
- **Data Window Tabs**
- **Data WindowData**

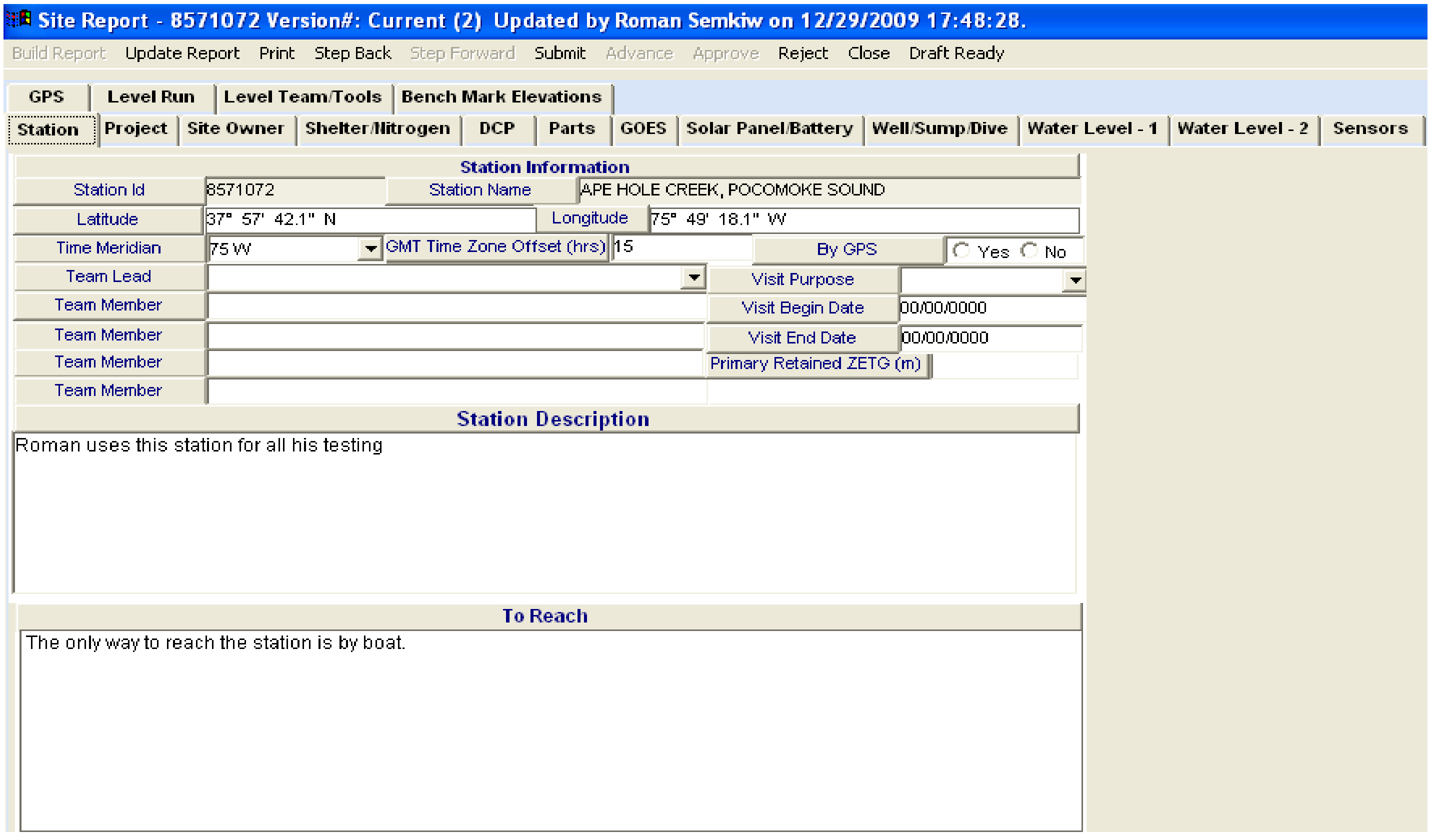


Figure 4 – E-Site Report window

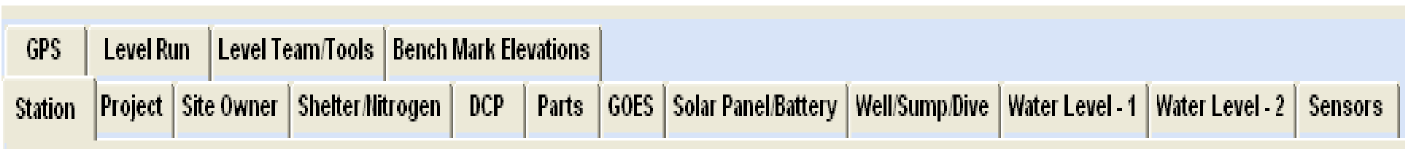
7.1 Menu Toolbar

The actions available through the Menu Toolbar are as follows:

- Add Item — Add an item to a site report
- Remove Item — Flag an item for removal from a site report
- Build Report — Save the initial version of a site report
- Update Report — Save a succeeding version of a site report
- Step Back — Navigate backward one version of a site report
- Step Forward — Navigate forward one version of a site report
- Submit — Submit a site report for verification
- Advance — Submit a site report for approval
- Approve — Load site report information into the database
- Reject — Send a site report back to the field for further work
- Print — Print a hardcopy of a site report
- Close — Close the E-Site Report screen

The Menu Toolbar is dynamic and not all selections will be available for every situation. Detailed information about functionality for each action is described in Section 8.0 (E- Site Actions).

7.2 Data window Tabs



Each tab identifies a group of information. The tabs available within the E-Site Report screen are as follows:

- Station — General information for a station
- Project — Project Instruction Information ~~and~~ for Future Work
- Site Owner — Site owner and contact information for a station
- Shelter/Nitrogen — Shelter information and nitrogen providers for a station
- DCP — General DCP and backup DCP information for a station
- Parts — Parts information for a station
- GOES — GOES transmitter information for a station
- Solar Panel/Battery — Solar panel and battery information for a station
- Well/Sump/Dive — Well, sump, and dive information for a station
- Water Level-1 — Aquatrak or SAE water level sensor information for a station
- Water Level-2 — Alternative water level sensor information for a station
- Sensors — Ancillary sensor information
- GPS — GPS information for a station
- Level Run — Level run information for a station
- Level Team/Tools — Level team and equipment information for a station
- Benchmarks — Benchmark elevation and GPS information for a station

7.3 Data Windows

For each tab there is a corresponding Data Window. Within each Data Window there may be one or more logical groupings of information, referred to as items. Each item is made up of individual fields in which values will appear (or into which values will be entered). The display of information has been assembled in such a way as to mimic the existing paper form of the site report.

To get to a specific data window, click on its associated tab.

For example, the "SENSORS" tab is selected; the user is presented with Ancillary Equipment Information screen (Figure 5).

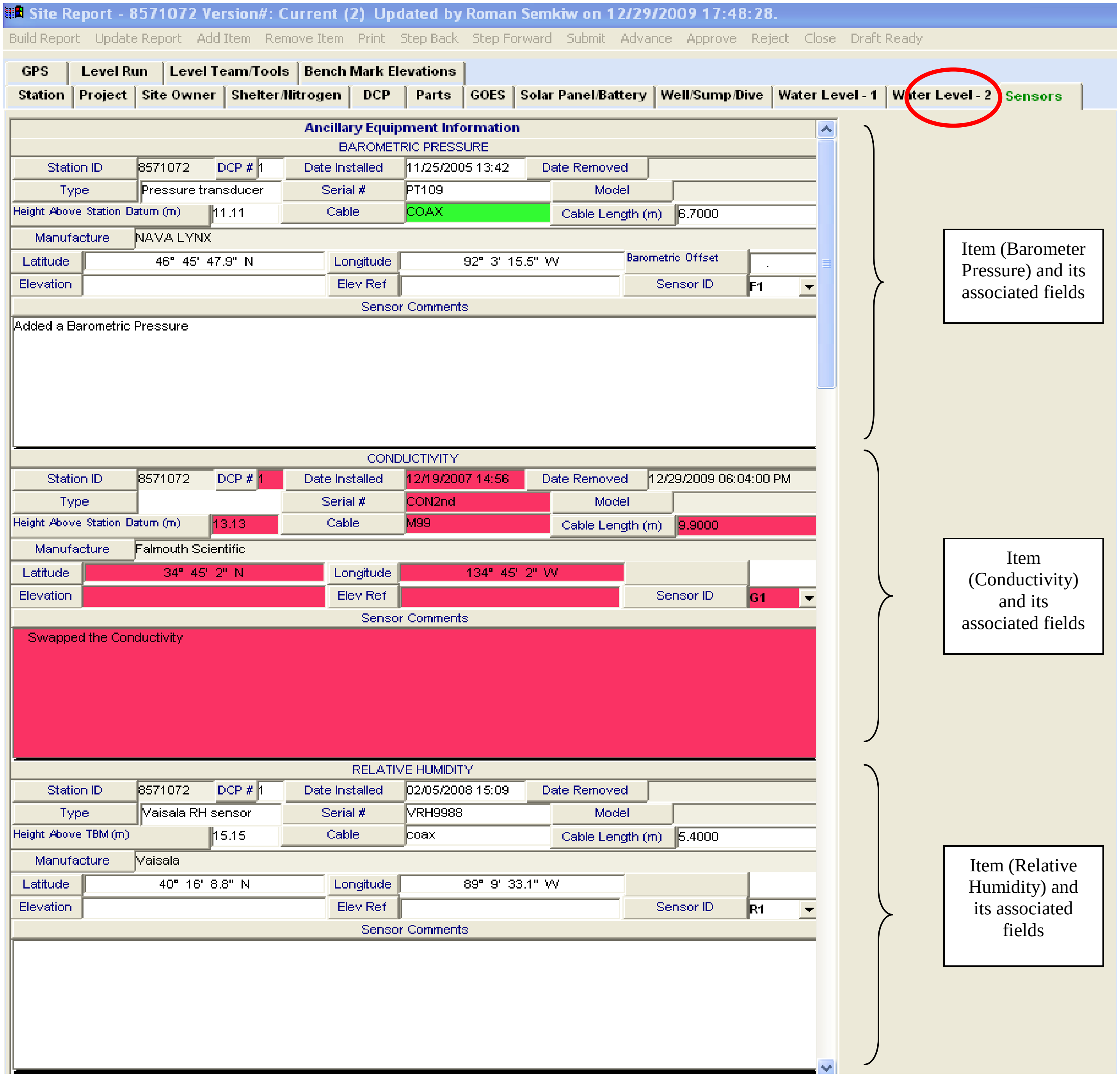


Figure 5 – Sensor Data Window displaying Ancillary Equipment information

A similar look and behavior is provided for the other data windows.

For the ease of review, color will be used within each data window. Any fields which contain values as pulled from the DPAS database are displayed in **White**. Fields that cannot be edited are displayed in **Grey.** Any items that are added or any fields within an item that are modified are displayed in **Green**. Items flagged for removal are displayed in **Red**.

All date fields will be formatted as ***MM/DD/YYYY***, where ***MM*** is the month, ***DD*** is the day, and ***YYYY*** is the year. The vertical slashes do not need to be typed in the date string. For example, if the date to be entered is July 4, 2007, type '07042007' and the application formats the date to read '07/04/2007~~8~~'. Where time entries are required the formatting will be ***MM/DD/YYYY hh:mm***, where ***hh*** is the hours, and ***mm*** is the minutes. If the hours and minutes are not entered, the application assigns 00:00 to that portion of the field. Most dates fields do not allow future dates, unless the date relates to an event that will take place in the future such as battery change date. The E-SITE application will pop up an error message window indicating future data in not allowed.
Most data windows have~~s~~ a scroll bar on the right hand side of the window~~. This~~ that will allow user to view additional information or records on that window. However, there is one data window that does not have the scroll bar and that is the Well/Sump/Dive data window. The Well/Sump data window displays one Well/Sump at a time. To view additional Well/Sump records, the user must click on a field in the Well/Sump data window which will indicate to the application that the pointer has focus in the Well/Sump data window. The user will use the page up or page down to display additional Well/Sump records.

8.0 E-Site Actions

E-Site Actions are functions which can be executed within the application by clicking on the menu bar. Some of the actions have drop down selections such as 'Add item' and 'Remove item'. Note that some of the actions may not be available to a user due to their User Access Level.

8.1 Build Report

In order to save the initial version of a site report for a given station, click on "Build Report" in the Menu Toolbar. Once the initial build is completed, the station will be added to the list of stations in the "Site Reports in Progress" window within the Station Selection screen.

After the initial version of a site report is saved, "Build Report" will no longer be an active menu choice.

8.2 Update Report

After the initial version of a site report is saved by clicking the Build Report action, the "Update Report" will become an active menu choice. During the modifying of the Site Report or after completing the modification process, the user can click on the Update Report in the Menu Toolbar to save the changes. For every clicking of the Update Report button, the application will save the report and create a new version number which will be displayed in the title bar of the site report.

8.3 Add Item

In order to add an item to a site report, the user must first activate the appropriate data window within which the data can be added. This is done by clicking on the tab associated with that window.

Once the correct data window is displayed, click on “Add Item” in the Menu Toolbar. From the Drop Down menu, select the item to add. An item entry window appears. The user may proceed to enter values for given fields within this window. Once a value has been entered for a field, it is highlighted in Green upon moving to the next field or performing some other action. To enter notes in the comment field, the user double clicks the ‘Comment’ field where a comment window will pop up and the user may add their comments. The user can click on the “Save Text” button to save the data and close the window or click on the “Cancel” button which closes the window without saving the data.

Most item entry windows are dynamic, that is to say they will automatically adjust in size when items are being added. The exception is the Well/Sump/Dive item entry window. Due to its size, it does not automatically adjust. In the rare event that a second Well/Sump is added to a station, the user is required to scroll or page within the entry window to reach all fields.

For those data windows in which there are no capabilities to add an item, “Add Item” will not be an active menu choice in the Menu Toolbar.

Figure 6 is an example of an item entry window into which new battery information has been added:

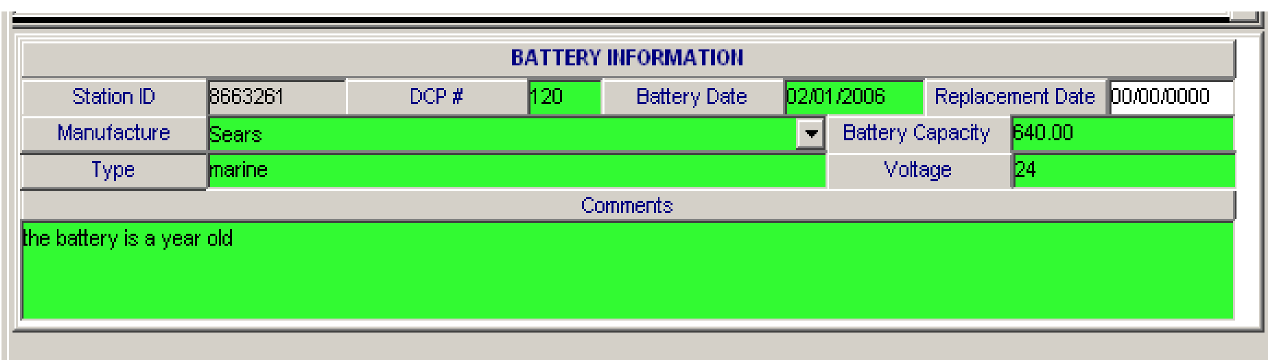


Figure 6 – Add item

8.3.1. Latitude – Longitude – Elevation

The E-Site Report records Latitude and Longitude in Degrees, Minutes, and Seconds with tenth of Second. Also, the E-Site Report records Elevation in meters and the reference datum. Users will be entering latitude, longitude or elevation for the following windows: Station, DCP, Water Level 1, Water Level 2, Sensors, and Bench Mark Elevations. To enter a Latitude, Longitude, or Elevation data, the user will double click on one of those fields

(Latitude, Longitude, or Elevation), which a pop-up window will appear (Figure 7). If there is ~~data already~~ existing data, it will be displayed in the pop up window and user can modify the data.
Once the user has completed entering the data, the user will click on the 'Apply' button which will populate the appropriate fields and all the fields will turn green.

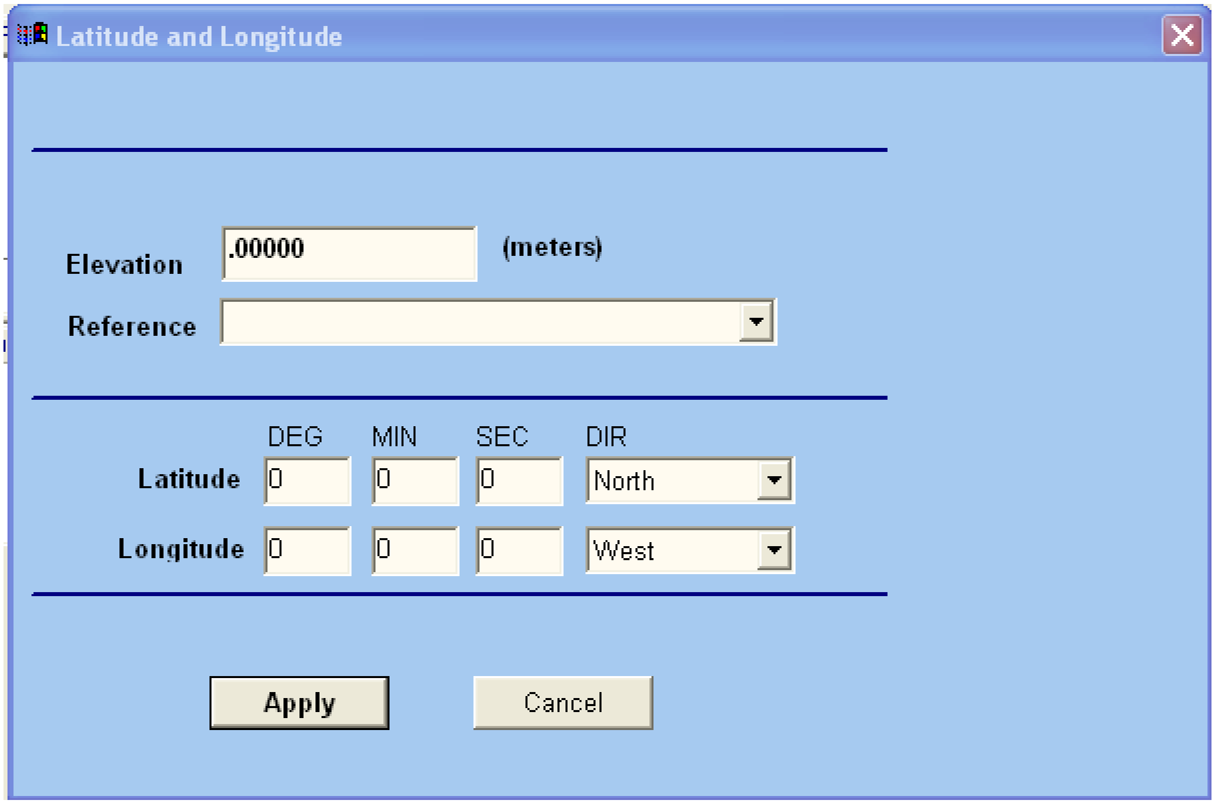


Figure 7 – Latitude and Longitude pop-up window

8.4 Remove Item

In order to remove an item from a site report, click on the appropriate data window tab from which the data can be removed.

Once the correct data window is displayed, click on "Remove Item" in the Menu Toolbar. From the Drop Down menu, select the item to remove. If more than one item exists, the application will query the user for which item to remove based on a unique identifier such as serial number or some other field if there is no serial number in the item window. If the removed item contains values pulled from the DPAS database, then all fields in the item will be highlighted in Red. Otherwise, the item is simply deleted from the site report.

For those data windows in which there are no capabilities to remove an item, "Remove Item" will not be an active menu choice in the Menu Toolbar.

Figure 8 is an example of a Sensor data window from which Wind Sensor is to be removed:

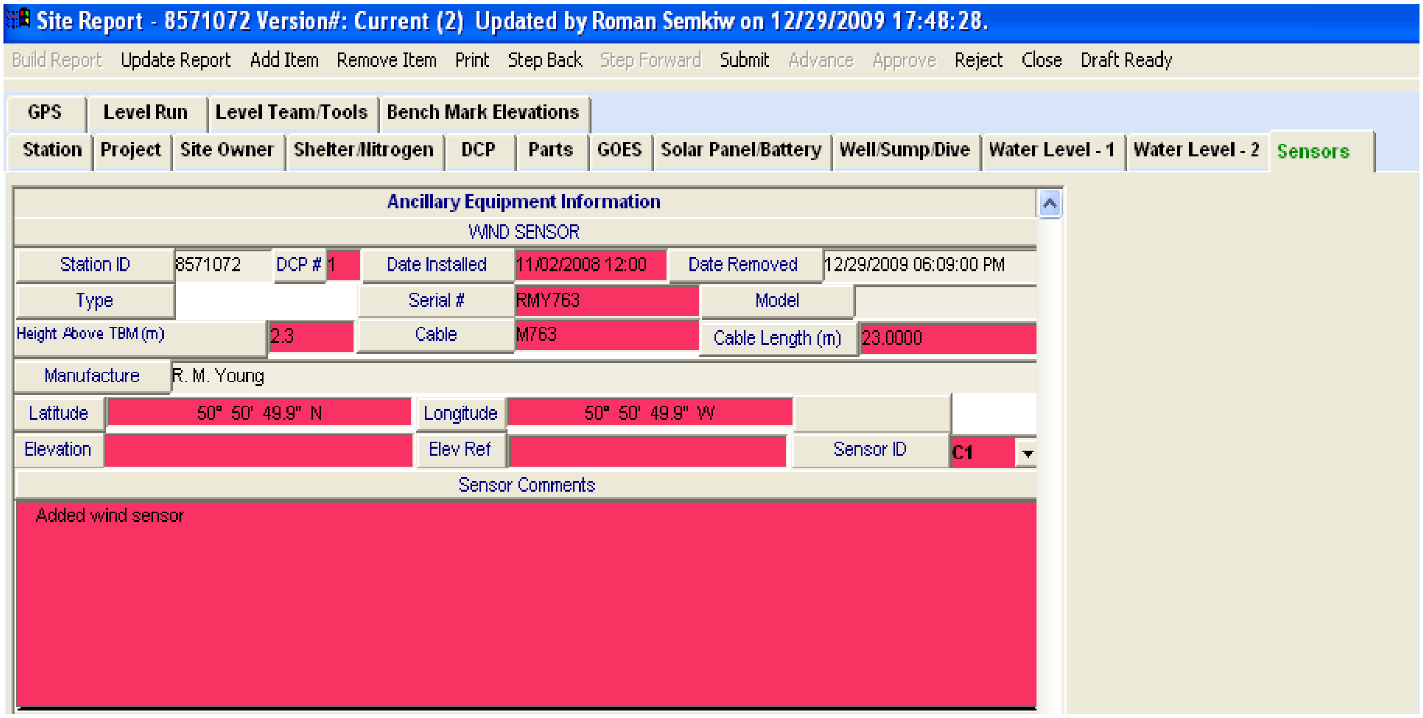


Figure 8 – Remove item

Note: If the user performs a Remove function on a DCP, then Remove function will remove parts and sensors associated to the removed DCP. Also, If a station has been removed, then the user will use the E-Site Report application to remove all the DCPs which will remove the DCPs and sensors associated to the station, then use the DPAS Powerbuilder application to remove the station.

8.5 Modify Item

In order to modify fields within an existing item of a site report, the user must first click on the appropriate data window tab within which the data can be modified.

The user does not have to click on any action in the Menu Toolbar to perform modifications. Once the correct data window is displayed, the user may proceed to change the values for given fields within the displayed item windows. Once a value has been changed within a field, it will be highlighted in Green upon moving to the next field or performing some other action.

Figure 9 is an example of a data window in which existing information was modified:

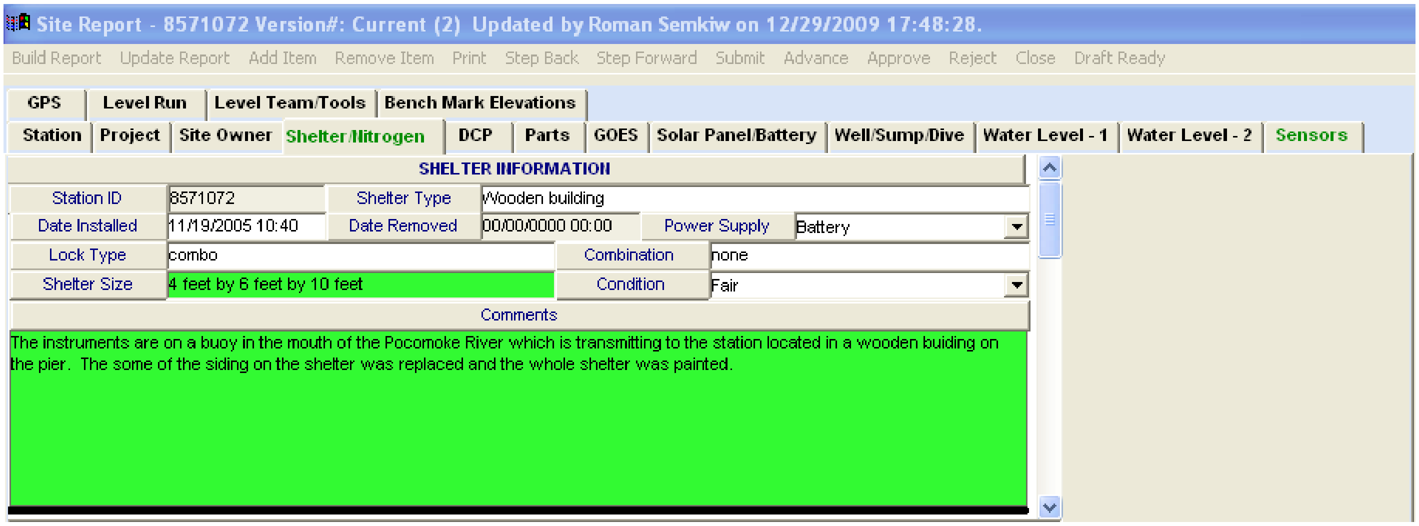


Figure 9 – Modify item

8.5.1. Modify Item Comment Fields

In order to modify all comment fields, double-click the corresponding comment field. This action activates a Rich Text Field (RTF) window into which comments may be entered. This RTF Window allows for word processor functions such as word wrap and special characters. When the comments have been entered, press 'Save Text' to place the comments into the appropriate window.

8.6 Swap Item

All sensors and DCPs may be swapped. The serial number field may or may not contain a value. Other items with serial numbers, require a removal and an add to effect the swap.

In order to swap an item within a site report, the user must first click on the appropriate data window tab within which the swap can be performed.

The user does not have to click on any action in the Menu Toolbar to perform a swap. Click on the serial number field of the item to be swapped. A prompt is displayed to verify that the items are to be swapped (Figure 10).

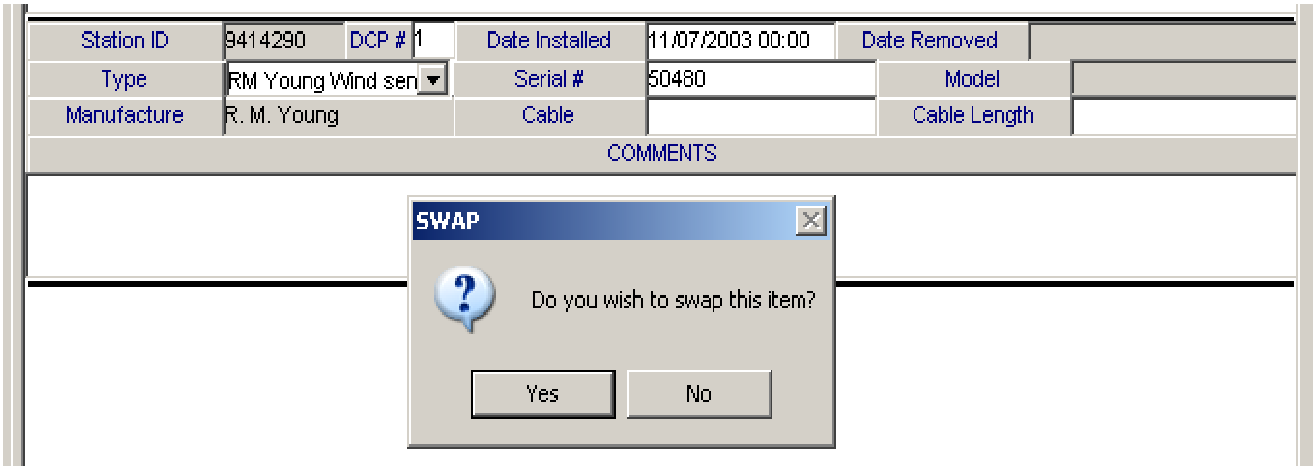


Figure 10 – Swap item prompt

Click "Yes" and the swap will proceed.

The old collection of information for the given item is highlighted in Red. A new item entry window is displayed so that the new set of information can be entered. Certain fields, as defined by RDD, are carried over from the old window to the new. To enter new data, the user must click on a field in the new item entry window to obtain the focus of the mouse pointer.

Figure 11 is an example of a sensor swap:

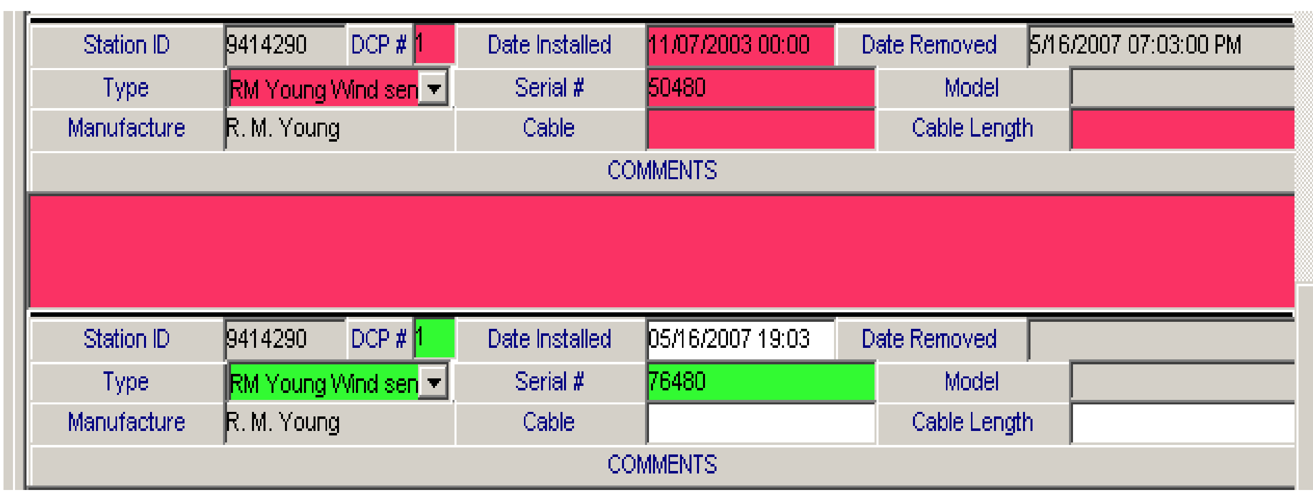


Figure 11 – Swap item

Note: If the user performs a swap function on a DCP, ~~then~~ the ~~Swap~~ swap function will not remove or swap parts or sensors associated to the DCP.

8.7 Step Back and Step Forward

When “Build Report” is selected, the initial version of a site report for a given station is saved in the E-Site Report database as version 1 and is displayed in the title bar. Subsequent versions are created each time “Update Report” is selected and the version number is displayed in the title bar along with the user that updated it. It is possible to navigate back and forth between these different versions using the “Step Back” and “Step Forward” actions within the Menu Toolbar.

To view a previous version, click “Step Back”. For each click, the application presents the user the previous version, until the first version is reached. After stepping back to a previous version, the user will need to “Step Forward” one step at a time to return to the most current version of the site report.

Note that if the “Step Back” action is used and the current version of the site report was not saved (using whichever option is active, “Build Report” or “Update Report”) that current version will not be saved and will be lost.

If for some reason the user wants to make a previous version the current version, the user must navigate to the correct version using “Step Back” and/or “Step Forward” and then click “Update Report”. That version then becomes the current version.

Once at least two versions of a site report exist, “Step Back” will become an active choice on the Menu Toolbar.

Only upon viewing a previous version of a site report will “Step Forward” become an active choice on the Menu Toolbar.

8.8 Submit a Report

When ~~the~~ users have completed making all the ~~medications~~ modifications and the site report has been saved,~~. T~~the user will click “Submit” on the Menu Toolbar to request verification and approval of the report by an Advance user. The application will perform data verification on the site report fields and will pop up a window with an error message if an error is encountered. The user clicks the ‘OK’ button and application will return to the display site report window. The user will correct the field indicated in the error message and go through the update and submit process again. Once all the errors have been corrected, the E-Site application will pop up a window asking if your want to submit the report. The user has the option to ‘Submit’ or ‘Cancel’. If the user selects the Submit option, the E-Site application will submit the latest saved version. In addition, an e-mail is sent to the appropriate personnel to notify them that a report is ready for review and a ‘Submitted’ status will be placed to the right of the appropriate station name in the “Site Reports in Progress” window within the Station Selection screen

During the submit process, the E-Site application will perform a check to see if the latest site modifications have been saved. If the latest site report modifications have not been saved, the E-Site application will pop up window asking if the user wants to save the data. The user has option to 'Save' or 'Cancel'. If the user selects the 'Save' option, the E-Site application will save the current working site report and will pop up another window asking if your want to submit the report. If the user selects the 'Cancel' option, the E-Site application will pop up another window asking if your want to submit the report.

The user has option to 'Submit' or 'Cancel'. If the user selects the Submit option, the E-Site application will submit the latest saved version. If the user selects the Cancel option, the E-Site application will pop up a window asking if the user wants to save the data. The user has the option to 'Save' or 'Cancel'. If the user selects the 'Save' option, the E-Site application will save the current working site report modifications and close the window. If the user selects the 'Cancel' option, the E-Site application will close the window without saving the latest site report modifications. .

8.9 Print

To generate a hardcopy of a site report for a given station, click "Print" on the Menu Toolbar. The printed report will include at least one blank window area for each item to provide the field personnel a method in which they can record necessary information while out in the field. If you would like to just print the fields that are populated in E-site set your default printer settings to adobe PDF. For these changes to be recognized by E-site, you must set your default printer settings while the E-Site application is closed.

8.10 Close

To close out the E-Site Report screen and return to the Station Selection screen, click "Close" on the Menu Toolbar. If changes have been made which have not been saved, the user is prompted to save your changes before closing the E-Site Report screen.

To close out of the application, click on "Close" on the main E-Site Report Application toolbar.

8.11 Draft Ready

The Draft Ready will allow a user to notify OET team via a email that a preliminary draft of the Site Report has been completed. This report is now ready for the OET team to review critical changes made in the report.

9.0 Verification and Approval Process

The goal of the verification and approval process is for the Advance and Approval users to validate the station report data and the completeness of the site report at different steps of the data flow. The final verification and approval step will move the data from the E-Site Report working database tables to the DPASMAN production database tables. Since this data now becomes part of the data ingestion process, it is very important that those tasked with Approval level authority are judicious in their verification of data from the E-SiteReport

Application. Only “Submitted” reports can be “Advanced” and only “Advanced” reports may be “Approved”.

9.1 Advance

Upon a “Submit” by a user, an E-Mail is sent to those users who have “Advance” authority. The “Advance” user reviews the document for thoroughness and accuracy. “Advance” users have “Update” capabilities and can fix any errors if they choose or they may “Reject” the report and send it back to the “Submit” user. When the “Advance” user is satisfied with the report contents, they may “Advance” the report by selecting the “Advance” menu item and responding to the confirmation questions.

The E-Site application will perform the same checks to see if the latest site modifications have been saved during the advance step. The same process as stated in the Submit action will be applied in this process.

9.2 Approval

In order to “Approve” an “Advance” report, the authorized “Approve” user will be required to open the report. After a visual verification of the data provided:

a.) All Sensors are associated to a valid DCP and has a sensor id
b.) All Parts need to be associated to it’s parent if a parent is involved.
c.) All serial numbers exist in the database and are associated to the inputted gauge, part, equipment, etc…
d.) Leveling Equipment and Leveling Team information is entered if a Level Run was done.
e.) Install and Remove dates are with in the date range of the Site Report visit start and end date.
f.) To Remove a Well, simply remove the sensor associated with the Well.

“Approve” users have “Update” capabilities and can fix any errors if they choose or they may “Reject” the report back to the “Advance” user.

The Approving User will then click the ‘Approve’ menu item. The E-Site application will perform a check to see if the latest site modifications have been saved during the approve step. The application will perform data verification on the site report fields and will pop up a window with an error message if an error is encountered. The user clicks the ‘OK’ button and application will return to the display site report window. The user will correct the field indicated in the error message and go through the update and approve process again. Once all the errors have been correct, the E-Site application will pop up a window asking if your want to approve the report. The user has option to ‘Approve’ or ‘Cancel’. If the user selects the Approve option, the E-Site application will store the approved site report into the production database.

The execution time to perform the approval process can be lengthy due to the saving of the data to the production database and other application activities on the production database.

9.3 Rejecting a report

An “Advance” user may reject a report that has been submitted. Upon “Reject”, an E-Mail is sent to the “Submit” user, if their E-Mail address is logged in the SITE_REPORT_USER table in the database, otherwise the “Advance” user will be alerted to the fact that no E-Mail address exist and will be required to notify the “Submit” user of the rejection.

In addition, an “Approve” user can reject a report that has been advanced. Upon “Reject”, an E-Mail is sent to the “Advance” user, if their E-Mail address is logged in the SITE_REPORT_USER table in the database, otherwise the “Approve” user will be alerted to the fact that no E-Mail address exist and will be required to notify the “Advance” users of the rejection.

The user has the ability to cancel the ‘Reject’ action and the rejection message box will close and acted if the rejection process never took place.

10.0 Archived Reports

The main E-Site Report menu offers an Archive Reports menu item, which allows users to open Archived Reports (Figure 14). Reports are archived when they are Built and when they are approved.

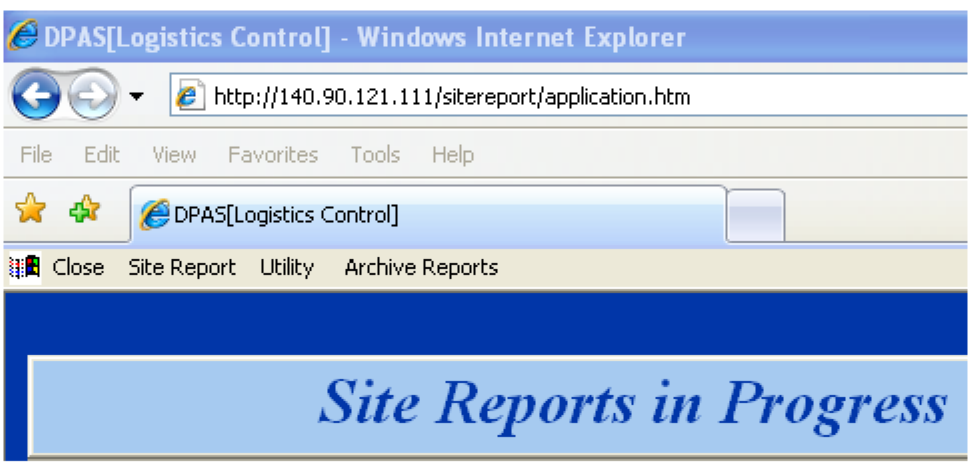


Figure 14 – Archive Reports in Main window

After selecting the Archive Report menu option, a pop-up window will appear (figure 15). The pop-up window will allow the user to enter the Station ID and select the ‘Get Archive List’ button.

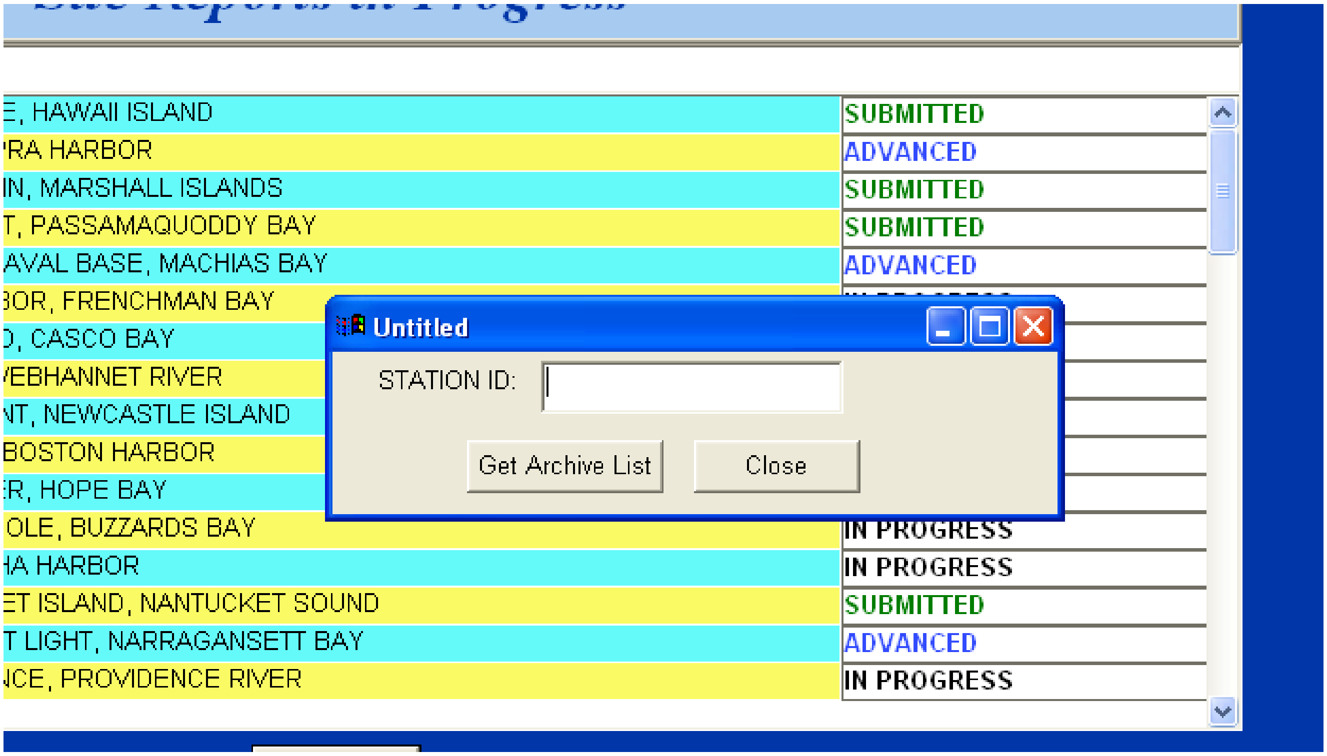


Figure 15 - Pop up window to select a station for a archive report

The E-Site application will display a window that contains list of all Archived Reports for the selected Station ID (Figure 16). The Archived Reports window will display the Station Id, Archive Date, the name of the person who built the report or the name of the person who approve the report, and sequence number. The sequence number represents either a new Build Report or an Approve Report. New Build Reports are represented with an odd number and the subsequent Approve Report would be represented with the next consecutive even number.

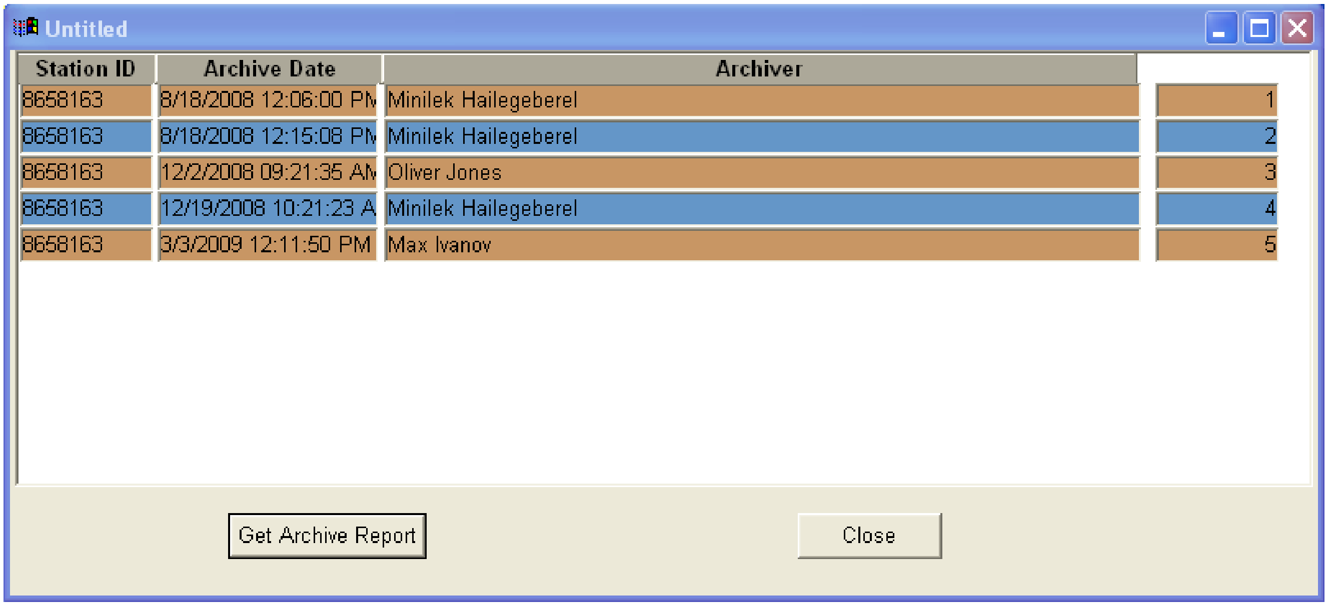


Figure 16 – Archive list window

The User will highlight the desired report by clicking any section of the row and press the ‘Get Archive Report’ button. The selected Archived Report will appear as the same report when it was built or approved. (Note: The Archived Reports may be altered but alteration cannot be saved to the database.)

11.0 Error Handling

Due to the intricate relationship between this application and the database, many of the database generated error messages are not returned to the application, but to the application server where the application is deployed. ISD has attempted to identify these and coded error messages for many of these events. These messages should help the users accomplish the ‘Submit’, ‘Advance’, ‘Approve’ process; however it is possible that some combination of events may occur which are not covered by the built in error handling. Details of what generated the error should be brought to the attention of ISD at once for investigation and correction.