**CSSP Web Tools and Input Tools working group meeting minutes**

**Date:** 05/10/2015

**Attendees:** Greg Perchard, Shelley Decker, Julie Anne Richard (Lauren added her comments 15/10/2015)

● Charles and Julie: Define what are the other types of Config files on the web tools. What are they used for?

● Charles: When you put only the first letter of the allowable initials in the input tool, it accepts it just the same as if you put the full initials. Change this so that you need to put the full initials – the system can be fooled by entering G or P instead of GP.

● Julie: Add extra explanation in the WI’s about what the allowable initials do.

● Charles: Is there a way that we can change the duplicate in input tool without having to change the config file. Some days we might want to change what sample we would like to use as the duplicate.

● Charles: Data entry data / initials field only visible when the duplicate is selected. Can this be changed in Input tool FC sheet so that this field is always visible? There is lots of room on the screen for this.

● Charles: Duplicates are not being calculated correctly in input tool (example, sample 200 dup = 1.00… rlog should be 0.3010 and it’s giving something much higher.

● Charles: When you are in archive mode in the input tool and you see your different dates for the subsectors, could there be a color coding here (red are dates that have not been completed or sent to the server and black ones have been sent)? Also, can the ‘send to server’ button also reflect that (right now it just stays the same based on the last data sheet that was worked on)?

● Charles: Can we have two TC fields/boxes in input tools for when we use two coolers.

● Charles: Could it be set up that if you enter 900 it defaults to 0900 when entering sample times in the input tool?

● Charles: PEI and NS contractors don’t use the same datasheets. Most of the information would transfer over to this format but there are a couple differences. Not sure what we can do to address this but it’s something to consider.

● Charles: Entering a “-“ in the blank field makes it red but this is the correct QC for this field.

● Julie: In input tool WI, add that the F1 function works only if you click on a specific field first (example, you need to click on the TC box/field in order to have help/details for that field when you press F1).

● Charles: In the web tool, when you go in the MWQMP tab to view and approve a new data sheet that was sent to the server, could the things that were flagged in red (not conforming) in the input tool also be flagged in red here?

● Charles: In the web tools, where ever there is the word ‘in progress’ could we have either a status bar or the ‘in progress’ flashing so that we know that it’s still doing something and not ‘frozen?

● Julie: Add in config WI under 3.1.11 example of ‘group names’ so that we stay consistent. Example: classification config files would be named: NB: Classification, contractors would be named: Northeast NB Contractor etc.

● Charles: Same point as above, but add those examples in the text next to the ‘Group Name box’ on the web tools.

● Charles: Is there a way to have the web tool default right to the province you want to view upon login? Maybe this could be set up in a user’s profile? For example, I would like to login to the web tool and start right at PEI so I don’t have to navigate right from country every time I login

● Charles: MWQM plan tab, when you create a new config file, could the ‘config\_’ box (first box) be automatically generated using the ‘group name’ and ‘year’ box.

● Charles: Can we have all the buttons displayed along the top where the map button is instead of having to click on the edit button to make more buttons appear for editing/downloading a file?

● Charles: If I start to make a MWQM plan and decide to stop making a plan, there is no cancel/delete button during this step.

● Julie: In 3.1.12 of config file WI, add more explanation about where the secret code will be needed. Also, rewrite last steps (3.1.17-3.1.21) in that WI to include more details about our use for the config file and not just contractors as it’s worded right now (where and how to save config file).

● Charles: Add the ‘more text’ button for the map function when creating a config file with web tools (show at least 4 characters by default). Also, the marker size option at this point doesn’t seem to be working.

● Julie: In config file WI, add details about the map functionality.

● Charles: When creating a config file in the web tools, the map functionality puts all the sampling stations in red, could we have the classification (green, red, etc.) based on N=30 here as well?

● Charles: If the map isn’t open before creating a MWQM plan the subsector/stations won’t display when the button beside the subsector name is clicked. Going back up to the top of the page and clicking on the map button cancels the plan creation. Can we set it up so that even if you don’t have the map already open before creating a plan, the map will open if you click on the  beside the subsector name?

● Charles: An email is sent when a datasheet has been approved and there is a link to click on. Once logged into the web tool you can view the datasheet. Can the map button be linked to the area the datasheet is referring to so you can view the stations on the map? Right now nothing displays when the map button is clicked.

● Julie: Section 4, 4th bullet of ‘Cssp input tool’ WI, add that you can delete an entire data sheet if it hasn’t been already sent to the server but deleting it from the CSSP folder will not remove it from the Web tools (aka, database). Refer to appropriate section of other WI for instructions on how to delete from Web tools.

\*For more discussion: Section 4 of all the WI, we need to decide on the contact people that go in this section.

\*For more discussion with Lauren: Change WI name ‘Using CSSP Water Quality Input Tool’ to ‘Basic functionalities of the CSSP Water Quality Input Tool, and created a new WI with the step by steps of data entry (entering a new FC form). OR do we want to keep it all under one WI and just have an extra section at the end with the step by step of data entry?

\*For future discussion with Lauren, Patti and Charles: Can we have an extra box for ‘Data inputted by and date’ for 2016 as we are going to keep the paper FC forms and the person inputting the data will not necessarily be the same person who has recorded the results. For the duplicates, the data and initials for 2016 would need to be copied from that new box. When we go paperless, how do we deal with having sometimes two people doing the readings (one person reading, one recording). Do we want to separate between the two (reading and recording – this is NL’s vote) or do we want to put two initials in the ‘results recorded by’. How to we deal with this when it comes with duplicate validation? Can we change on FC form and input tool ‘results recorded by’ to ‘results read by’?

Also, SD said during the NL audit 2014, the auditor checked the data entry initials within ASGAD. When we use the new system (paperless) that won’t be an issue as the person reading/recording the results is the person entering it. At the moment, NB only writes on the FC form who has entered the data in ASGAD.