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

**Date:** 20/10/2015

**Attendees:** Shelley Decker, Greg Perchard, Lauren Steeves, Patti Densmore and Julie Anne Richard

● Charles: Could the tides also be editable if needed? **Charles said this could be done. On his to do list.**

● Charles: Can the font be increased (especially for the controls)? **On his to do list for the controls.**

● Charles: The group agreed that removing the allowable initials was best. However, could this functionality be kept and used in conjunction with passwords associated which each user so we can track who logs in and out of the input tools and makes any kind of changes? Does the web tool also have this function? Can we track what user made what changes? **After talking with Charles, he will create a log file associated with each ‘data sheet’. Allowable initials will be removed in the config file and instead, when you enter the code to access the input tool, you will also need to enter your initials. All <the information that you add, delete or change will be in the log file with the date of the change. This way, we can track who makes changes. In the input tool this is not needed as you cannot edit any data sheet there. The only way to make changes is to edit the sheet in the input tool and resend it to the server for it to be approved (it will override the previous one once approved). The log will reflect what changes were made. He can explain this more in the web-ex.**

● All: 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 suggested that if the differences are not great, he could probably create/replicate those datasheets for the contractor and have a ‘PEI contractor’ button when creating the config file if this could accommodate the contractors more. In NB I think the plan was to impose (if I can use that word) what kind of datasheet we want the contractors to us. They can still use their own as long as they fill in all the information required in the input tool. Lauren, could you send Charles the datasheets for your contractors so he can see what kind of changes he would need to make?** After more discussion, the groups will check contractor fc forms and see what kind of differences they have. If the controls are the only major difference, it was suggested that we change the name of the controls to ‘positive, non-target and negative’ and allow for contractors to put ‘NA’ for the non-target control as some don’t have any. **Charles is on board with that. Please let me know if any other changes need to be made.**

● 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? **On Charles to do list.** Also we would like to view the data in the same layout as on an fc form (information is too crammed together right now). **Charles will make things less crammed together so it’s easier to sort out but it won’t be exactly like the input tool layout.**

● 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. **He will add a**  **sign next to each data sheet so the data can be viewed on the map however seeing as the data is not merged with the database yet, he will need to think about this a bit (he already seemed to have ideas…computer gibberish to me haha). We talked about this so I wanted to put it again in the minutes to show what Charles had said. He can explain this more in the web-ex.**

● All: We will from now on use our field log books to log bottle lots and transfer this information in the input tools.

● Julie: To 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).

● 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 to explain his view on this at the WebEx.**

● Charles: Add an extra box for ‘results read by and date’ for 2016 as we are going to keep the paper FC forms and the person reading the results will not necessarily be the same person who has recorded the results. Julie to add on our excel list of changes for document review: Add extra box for ‘results read by and date’. **On to do list.**

● 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). **This function is in fact the ‘maker size’ option but there is a glitch that Charles will work on.** When viewing the areas in a province on the map, can they be labelled for ex. “NS-01” instead of just “N”? Then as you get more specific labelled by subsector name? Could the wq stations also be labeled with their numbers instead of “0”? **More discussion on how many characters we want by default for deferent tabs as this will make the map quite crowded. Perhaps best to change number of characters manually each time if needed?** Suggested having a clickable option when viewing sampling station that would allow you to just see station location and name or viewing more information such as color coding and lettering. Can we also defaults the site tab to have 9 characters when using the ‘more information’ option? **After talking with Charles, he suggested that user could perhaps have options customize these settings so as to not impose one group’s preference on everyone. He will also show us in the web-ex how to create a map with only the station numbers visible.**

● Charles: When approving data in the web tools, can the 3 drop boxes at the end be defaulted to the user’s preference (perhaps in the config file)? **Charles informed me that whatever you selected in those boxes for a particular sub-sector on the previous data sheet is what will be selected by default for the next one. This means that for the first round of FC forms for each subsector we will have to select each time.**

\*For more discussion: Relook at the 10% check once we go paperless.

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

Next meeting to be planned as WebEx with Charles.