**CSSP Tools working group minutes**

**Date: 27/09/2016**

**On call: Laurren Steeves, Patti Densmore, Shelley Decker, Greg Perchard, Julie Anne Richard**

* We need to have a checkbox’s for the scenario where we would have two baths for one subsector (with 2 different start and end times and extra sets of controls at 44.5oC). DONE, to discuss how it will look on FC form.
* See attachment 1: In NL, for duplicates, instead of showing MPN value for the duplicate, they have ‘…’ and need to drag the column at the top to make it larger. Made column a bit wider, should not happen again. Please test
* Can there be an option in config. file creation that would allow NL to default their salinity readings to same day as sampling or does that need to be built into the input tool? Charles added a ‘same day’ button next to salinity date.
* NS: when the salinity read date was changed to a couple days after sampling date (and even when changed back to the original date), there was an error message after trying to send for approval. Error said that the ‘results read by’ date was wrong. Please test again and see if you still have this error.
* Can we just input the duplicate tube count instead of having to copy over the time, salinity and temp or can these be automatically populated and can be ‘deleted’ in case we have to duplicate after all for that run. Will remake it automatic for daily dup, intertech dup and intertech read and will have to delete manually if we don’t have a daily dup (enters automatically now once you change cell)
* See attachment 1: NL InterTech R-Log is saying ‘not calculated’: Intertech read was selected (wrong F on keyboard used), that is why it is saying ‘no acceptable’ because intertech reads have to have the same reading.
* Can the brackets of the subsector name be removed on the FC form? Done
* Still a big delay to receive email notification when a datasheet is ready to be approved by supervisor (Charles, I believe NL has already sent you an email regarding this today… 1 hr. + and still no email). Working on this.
* While we are in the testing phase, can the email notifications for NS and PEI runs only go to Laurren, to Shelley and Greg for NL and to Julie Anne and Patrice for NB? He removed some people but will need to discuss soon who should be able to receive the email. If you don’t receive emails, then you cannot go in the Sampling plan tab in Webtools (may be able to change this)
* We will need a way of tracking all the initials in particular where contractors are concerned. We will find a way internally to keep track.
* In the creation of a config. file on the webtools, can the ‘modify’ button be changed to ‘save’? Done
* Also, can we change ‘config. file’ to now be named ‘sampling plan’ ? Done
* NS: In the archive (input tool) the list of subsectors is not sorted (everything is jumbled) where as in NB and NL our list seems to be sorted by subsector code. Should be fixed now, can you check.
* When you want to change the date in the input tool and you click on the arrow to change the month, the calendar view closes and you have to open it up again to change the month a second time. Can we fix this somehow to minimize clicking? Solution here is to click on the title on top (the date) and the pop up will change to show all the months, if you click on the year. Please try this and see how it works because Charles said he didn’t have any controls on the little arrows and whether or not the calendar closes every time you make a selection.
* Process by quick drop down is same person processed several samples –He found the only way he could find of making this a bit more easy. Once you leave the cell, it will copy the initials of the top cell if there is something above.
* In the webtools, at the approval stage, the 3 drop down options that we have to select once per subsector, will the system remember the selections in the next sampling year or you have to reselect at the start of every field season (or for every config. file). If so, to minimize clicking, can we preselect these in the config. file so it defaults automatically to that selection at the approval stage? We will only have to do this once per subsector in our life. The web tools will remember the last selection made for that particular subsector. We won’t have to re-select every year.
* See attachment 2A and 2B, Station 134: NS when they sent a sheet to be approved, there were 3 different counts of 0-0-0 MPN = <2 but on the fc form, it changed it to <1. FIXED, please re-test.
* Webtools: the gray bubbles are still not tallying up correctly. On his to do.
* When creating a config. file, why is the system forcing you to open the map first? Great feature but can it be open only if needed? We had it the other way around but had him switch it because if you opened your map anywhere in between you making your sampling station selection, you would lose the selection. He put it back to how it was before (not force us to have the map open) but now with the save button, the previous problem will be resolved (as long as you remember to click on ‘save’ before you open the map).
* MWQM Site tab: can we see active stations by default and have the button to see all instead of the other way around? Switched as requested (for pollution source also).
* When you want to view a data sheet on the webtools, there is a lot of clicking necessary to get to your sheet (clicking the edit button, then downloading, then opening…). Can it be possible to just click on the name of the data sheet to open it? Can the word file be ready to click on once you’re in the WebTool? Why is it necessary to download it? Currently its 2 clicks (down arrow, then name of the sheet you want to approve) to open the data up for approval. If he makes it that you just click directly on the name of the data you want to view, the web tools would take too long to load everything (could take several minutes once we get rolling and we have a lot of sheets). He will work on making that TAB more visually logic and go from there with any other suggestions we will have to improve that part of the process (will add a year sorting fuction).
* Some tried to override the tides selection by typing manually but it gave an error. Could we define what values and in what format they need to be. We tried to replicate this error and couldn’t but if you click on the tide ‘box’ and click on F1, all the acceptable letters are written at the bottom. (Maybe send a print screen if you get the error again).
* NL not in the list of labs at the approval stage. It may be a good time to define all the labs we can think of at the moment to add in there.

Added to list:

-Caraquet Mobile Lab Environment Canada

-Maxxam Analytics Bedford

-Maxxam Analytics Sydney

-PEI Analytical Laboratory

- NL Mobile Laboratory

-Petroforma Inc.

* We also discussed what equipment (laptop, tablets, etc.) we will need. How many, what kind and what features we will need (if we have gloves on, touch screens that still works, etc).
  + Spoke to our IT guy in the building and he showed me what products are available at the moment (they change on a regular basis I think and prices will vary). The tox lab has just moved to the Surface Pro 3 pad (1103.56$ each, I think on the website the price is more). IT said they were very hard to get to install because technically they are not ‘lab’ models and so they were given a lot of grief before they got the ok. Only EX levels can have those but maybe there are other models like this. I’ve attached the spec sheets in the email.
  + The second option is more costly but it fully waterproof and is also a tablet (Thought Pad, around 2665$)

Both models have a keyboard option (round 25$) that can be detached/attached as needed. At least this is a start and we can maybe forward this information to Chris for future reference.

Chris thinks getting tablets over laptops may be very hard for us if our only reason for wanting tablets is convenience. Can we think of other reasons why they would be better?