4.2.2 System Operator Users Guide

This guide details the operations which are specific to the system operator user level. The system operator also has access to the same operations as the basic user.

4.2.2.1 Logging In

System operators access the Emissions Management System via the main login screen. The system will identify your username as that of a system operator and automatically display the appropriate menu. From the main menu, system operators can access all options available to the basic user, as well as a special set of options designed for the DBMS.

4.2.2.2 The System Operator Main Menu

Fig 4-6: System Operator Main Menu

The system operator main menu adds two additional functions: **import data**, which allows the system operator to add new data sets to the database and **delete imported data**, which allows the system operator to remove an entire data set from the database in case of data error in the data set or during the initial import.

4.2.2.3 Importing Data

Importing a data set to the system is a fairly simple procedure and works in two steps: the first step uploads the file to the file server and the second step actually imports the data into the database.

To begin, make sure that you have the Microsoft Excel CSV (comma separated value) file stored in a directory locally, or accessible on a network drive. This file should have been provided to you by the contractor who did the testing and should conform to the file import template. Click on *import data* in the main menu. This will take you to step one of the data import process.

Fig 4-7: Upload Data – File Select

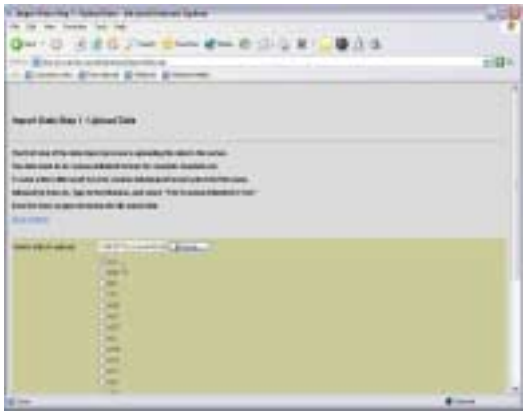

Fig 4-8: Upload Data – Plant Selection

At the **Upload Data** (the first step) screen, press the browse button and locate the Microsoft Excel CSV file and press ok. Then select the ratio button for the plant to which the data corresponds. Finally, press the *continue to step 2* button at the bottom of the page to continue.

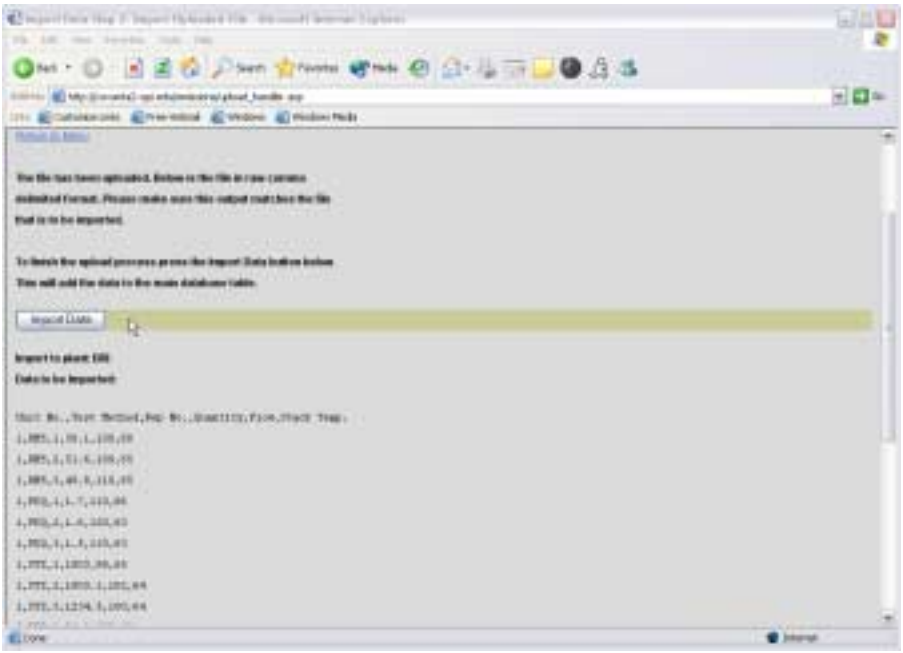

Fig 4-9: Import Uploaded File

At the **Import Uploaded File** (the second step) screen, the system will confirm that the file was successfully uploaded to the file server. It will also confirm the plant to which the data will be associated and the contents of the file. To complete the import process, simply press the *import data* button. The system will respond with a confirmation if the data was successfully imported or with an error message detailing the problem if an error occurs.

4.2.2.4 Deleting Imported Data

It is possible to remove an entire data set from the system by selecting *delete import data* from the main menu. Possible reasons for doing this would be association with an incorrect plant, an improperly formatted CSV file, or an error with the actual data in the CSV file. Once you delete a data set, it is possible to import it again by running through the import data procedure detailed above. In order to delete a data set, it is necessary that you remember the date which it was imported as the system keeps track of data sets in this manner.

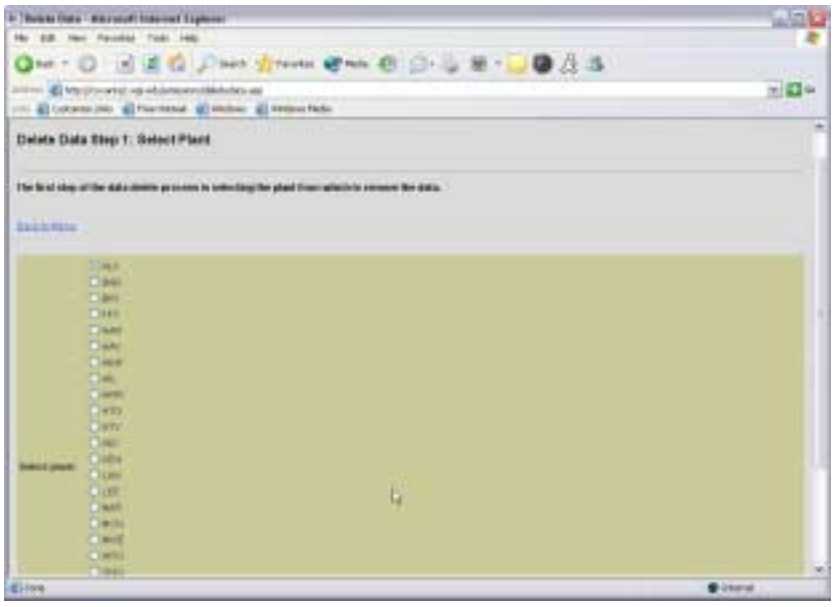

Fig 4-X: Delete Import Data – Plant Selection

Like import data, delete import data is also a two-step procedure; selecting the plant and then selecting the data set associated with that plant to delete. Clicking on *delete import data* from the main menu brings you to step one. Click the radio button

next to the plant and press the *continue to step 2* button to display the import dates of all data sets associated with that plant.

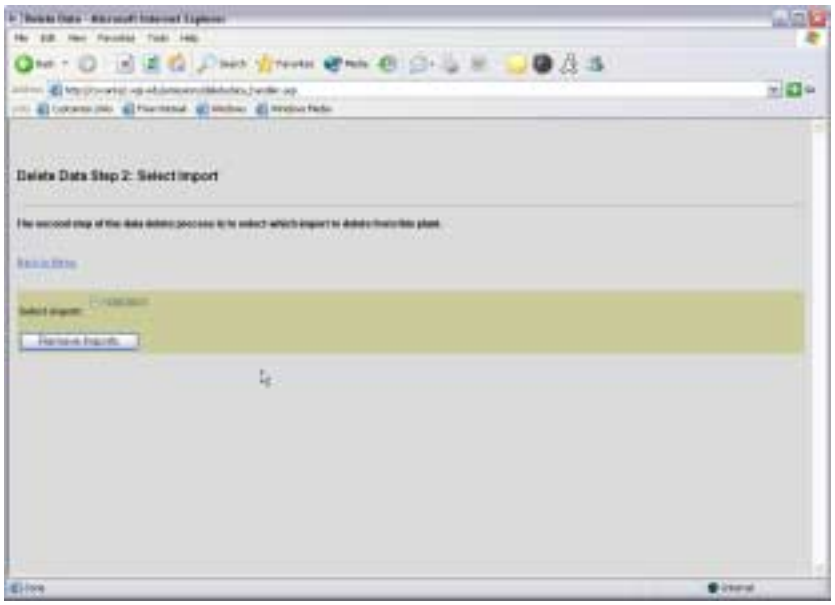

Fig 4-10: Delete Import Data – Data Set Selection

If there are no data sets associated with the plant you selected, the system will inform you that no imports are on file. If data for the plant does exist, select the radio button next to the import date that corresponds to the data set you wish to delete and press *remove imports*. If the operation was successful, the system will respond with a confirmation message. If there was an error, the system will respond with a message detailing the problem.