

### 4.2.3 Basic User Users Guide

This guide details the operations that are available to the basic user. These operations are also available to the system operator and the administrator.

#### 4.2.3.1 Logging into the system

Basic users access the system via the main login page. The system will identify your user name as that of a basic user and automatically display the proper menu page. The basic user can only search the databases and is the lowest privileged access group in the Emissions Management System. The functions detailed here for the basic user are also available to the system operator and the system administrator.

#### 4.2.3.2 Basic User Main Menu



Fig 4-12: Basic User Main Menu

The basic user has access to three functions: **Change password**, **basic search** and **advanced search**. Change password allows the user to change his/her password used to

access the system and basic/advanced search provide several different methods to search through testing data stored in the database.

#### 4.2.3.3 Changing Your Password

To change your password, you must know your old password. If you don't remember your old password, contact your system administrator. Click *Change Your Password* on the basic user main menu. The form that appears will have three fields: old password, new password, and new password again (for confirmation).

A screenshot of a web browser window displaying the 'Change Your Password' form. The browser's address bar shows 'http://www.covantaenergy.com/ChangePassword.aspx'. The form has a title 'Change Your Password' and the 'COVANTA ENERGY' logo. Below the title, there is a link 'Return to Menu'. A message states 'All web transactions change your password'. The form contains three input fields: 'Old Password', 'New Password', and 'New Password Again', each with a password mask. A 'Change Password' button is located below the fields. At the bottom of the page, the 'WPI' logo is visible with the text 'Developed as a Major Qualifying Project'.

Fig 4-13: Change Password Form

Enter in your old password in the first field and then a new password in the next two fields and press *change password*. If the password entered in the second field does not match the password entered in the third field, the system will display an error message and allow you to go back and re-enter the information. If the password change was successful, the system will display a message indicating the operation was a success.

#### 4.2.3.4 Basic Search

Basic search is a simple search tool that allows you to query the database for test methods and emissions on a plant-by-plant basis. To begin using the basic search tool, click on *search for emissions* from the main menu.

Search Plant:

Test Method:

- ☐ Gr/DSCF@7%
- ☐ ng/DSCM@7%
- ☐ ppm@7%
- ☐ ug/DSCM@7%

Select All

Which emissions?

- ☐ Air Flow
- ☐ Carbon
- ☐ CO2
- ☐ Flue Gas
- ☐ Lime
- ☐ Moisture
- ☐ O2
- ☐ Results

Select All

Unit Number:

Show Repetitions:  \* to

\*(Leave blank to select all)

Search Reset

Fig 4-13: Basic Search for Emissions – Search Form

The search form has 5 different fields:

**Search Plant:** Select the plant whose data you wish to query from the drop down box. Note that you will only be able to search plants that you have permissions for. If you feel you should have access to a specific plant and do not, contact the system administrator.

**Test Method:** The method used to test for emissions. Check the box or boxes next to the test methods that you wish to include in the search. You may press the *select all* button if you wish to include all test methods in the search.

**Which Emissions:** Select the specific type of emissions you wish to include in your search. Press *select all* to include all emissions in your search.

**Unit Number:** This is the stack at which the test was administered. This field is variable by plant. If you leave this field blank, the system will display data from all stacks.

**Show Repetitions:** Most of the tests stored in the database have been run multiple times on the same stack. This field allows you to select the number of repetitions for each specific test to display in the results table. If you entered a 1 in the first box and a 2 in the second box, the system would display repetitions 1 and 2 only. Tests with no repetitions will still appear in this type of search. Leave this field blank to display all repetitions for all tests.

When you have finished filling out the search form, press the *submit* button to submit the search data to the system. If the system cannot find any data to match your query, it will inform you with an error message. Otherwise it will display a results table similar to the one in figure 4-14.

Search Results

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Table 1: Results Table

Plant	Particulate	Test Method	Emission Unit Number	Rep Number	Quality	Report Date
AL1	Particulate	ISO 15926	1	1	4410	2/18/2008
AL1	Particulate	ISO 15926	1	2	4810	2/18/2008
AL1	Particulate	ISO 15926	1	3	4410	2/18/2008
AL2	Particulate	ISO 15926	2	1	5810	2/18/2008
AL2	Particulate	ISO 15926	2	2	5507	2/18/2008
AL2	Particulate	ISO 15926	2	3	5810	2/18/2008
AL3	Particulate	ISO 15926	3	1	4410	2/18/2008
AL3	Particulate	ISO 15926	3	2	4410	2/18/2008
AL3	Particulate	ISO 15926	3	3	4810	2/18/2008
AL3	AL1	ISO 15926	1	1	44	2/18/2008

Figure 4-14: Basic Search – Results Table

The results table displays the plant name, the particulate from the test, the test method, the emission measured, the unit number, the repetition number, quality and finally the date which the information was added to the database.

#### 4.2.3.5 Advanced Search

Advanced search is a search tool that allows you to compare emissions data from different plants on the same screen. It works in much the same way as the basic search. To begin an advanced search, click *advanced search* from the main menu. You will then be taken to step one of the advanced search wizard.



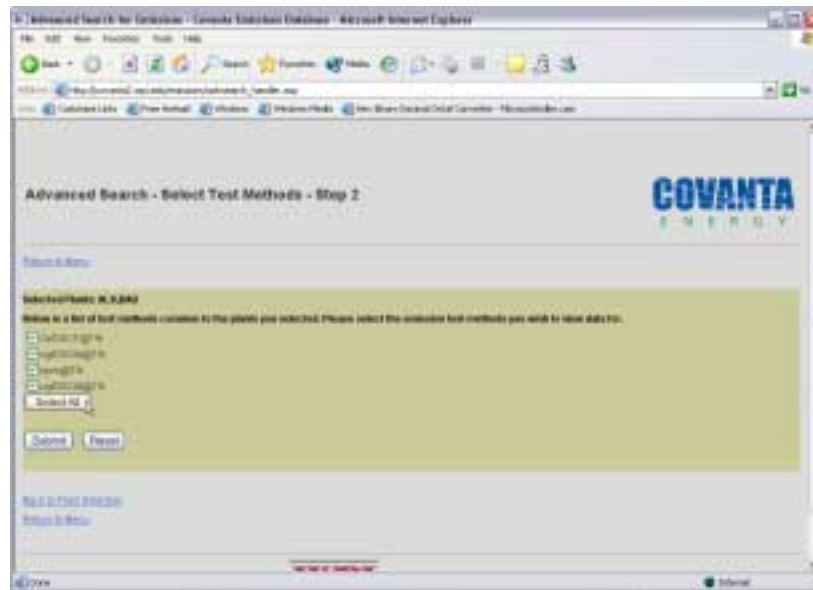


Fig 4-16: Advanced Search Wizard – Step 2

In step two of the wizard, the system will display the abbreviations of the plants selected, and display the test methods specific to those plants. Select the test methods that you wish to include in your search. If you wish to include all the test methods in your search, press the *select all* button. When you have finished selecting test methods, press the *submit* button to proceed to the next step.

In step three of the wizard, you will be prompted to select what specific types of emissions, unit number, and repetitions range you wish to include in your search.

Selected Plants: ALKBAB  
 Selected Methods: ppm@7%

Below is a list of emissions common to the plants and test methods you selected. Please select the emissions you wish to view data for.

Which emissions?

- ☐ Carbon
- ☐ CO2
- ☐ Lime
- ☐ Moisture
- ☐ O2
- ☒ Residuals

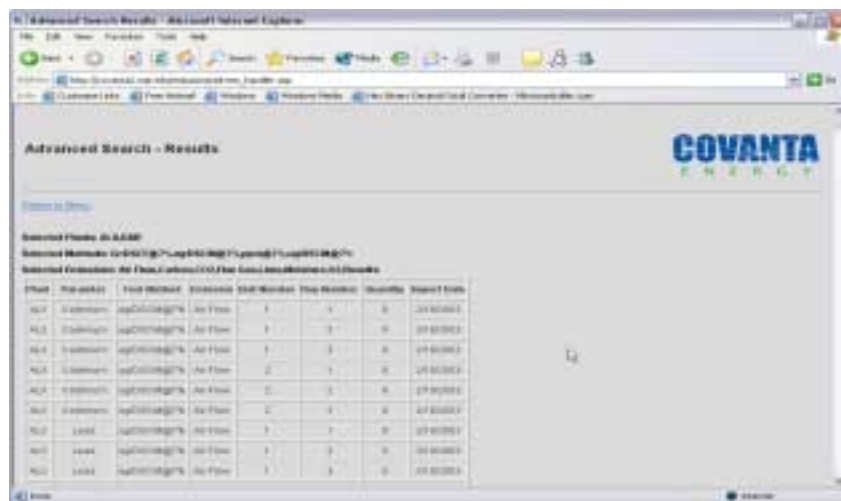
Unit Number:  to

Show Repetitions:  to   
 \*(Leave blank to select all)

Fig 4-17: Advanced Search Wizard – Step 3

The system will display the plants and test methods already selected and prompt you to select a series of emissions common to all plants. Pick the emissions you wish to include in your search or click the *select all* button to select all emissions. Then enter the unit number and repetition range you wish to view and press *submit* to process the search and retrieve your results.

The advanced search results are displayed in tabular format arranged by plant.



Plant	Particulate	Test Method	Emissions	Unit Number	Repetition	Quantity	Import Date
AL1	Carbon	apiC000007%	Air Flow	1	1	0	24 000001
AL2	Carbon	apiC000007%	Air Flow	1	1	0	24 000002
AL3	Carbon	apiC000007%	Air Flow	1	1	0	24 000003
AL4	Carbon	apiC000007%	Air Flow	2	1	0	24 000004
AL5	Carbon	apiC000007%	Air Flow	2	1	0	24 000005
AL6	Carbon	apiC000007%	Air Flow	2	1	0	24 000006
AL7	Carbon	apiC000007%	Air Flow	2	1	0	24 000007
AL8	Carbon	apiC000007%	Air Flow	2	1	0	24 000008
AL9	Carbon	apiC000007%	Air Flow	2	1	0	24 000009
AL10	Carbon	apiC000007%	Air Flow	2	1	0	24 000010

Fig 4-18: Advanced Search Results

Each record includes the particulate, test method, unit number, repetition number, quantity and import date. A record counter is also located at the bottom of the table for convenience.

#### 4.2.3.6 Exporting your search results

Once the system displays your search results, it is possible to save these results locally to your PC. The system will save your search results in a comma separated value (CSV) file viewable in excel or a standard text editor. To save your search results, run a



basic search or an advanced search and scroll all the way down to the bottom of the search results and look for the *export search results* button.

The screenshot shows the Nmap Scan Results window. The title bar reads "Nmap Scan Results - Microsoft Internet Explorer". The address bar shows "http://www.nmap.org". The main content area displays a table of scan results for host "192.168.1.100". The table has columns for "Port", "State", "Reason", "Service", and "Version". The results show the following open ports:

Port	State	Reason	Service	Version
21	open	SYN-ACK	FTP	vsftpd 2.0.4
22	open	SYN-ACK	SSH	OpenSSH 4.7p1
23	open	SYN-ACK	Telnet	telnetd 0.17
25	open	SYN-ACK	SMTP	Postfix smtpd
80	open	SYN-ACK	HTTP	Apache/2.2.2
110	open	SYN-ACK	POP3	Postfix pop3d
143	open	SYN-ACK	IMAP	Postfix imapd
161	open	SYN-ACK	SNMP	net-snmp
443	open	SYN-ACK	HTTPS	Apache/2.2.2
445	open	SYN-ACK	SMB	Samba 3.0.23

At the bottom of the window, there is a button labeled "Export Scan Results".

**Fig 4-19: The Export Search Results Button**

Click the *export search results* button to begin the exporting procedure. From your search results screen, you will be taken to the file export screen. Here you can enter the name of the file you wish to export your search results to. You are also shown a tabular preview of the data.

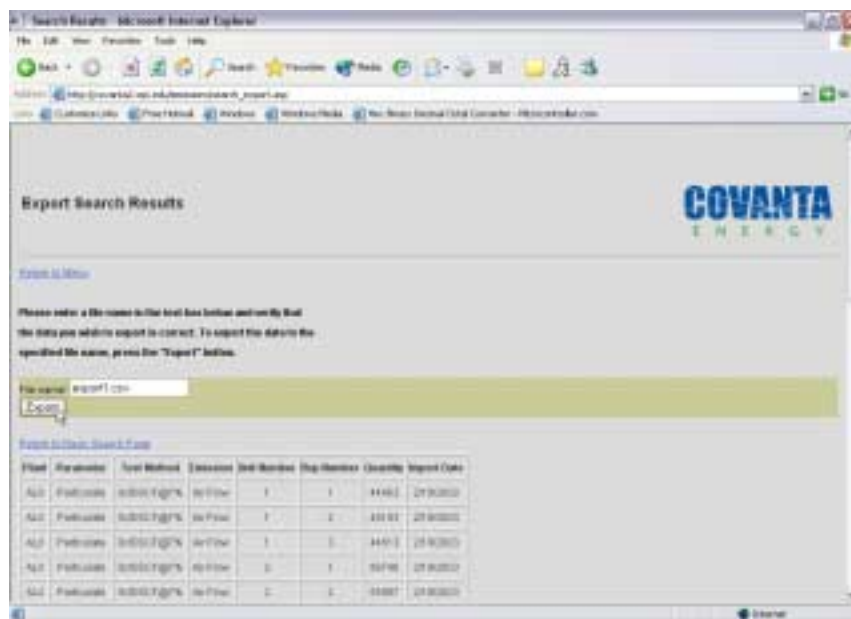


Fig 4-20: Export Search Results

To complete the export, press the *export* button. The system will export your data to a file on the file server's hard drive and display a confirmation screen that the file export was successful. The system will also display a link to the file containing your search results. Clicking this link will allow you to download the file to your computer.

