WQX Web 2.5 User Guide

Addendum

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1. Introduction

WQX Web version 3.0 contains dramatic changes to the user interface and additional changes to enhance the user experience and provide improved functionality. However, the core features and functionality of WQX Web remains the same in version 3.0 and the same basic process for using WQX Web to convert data files into the proper WQX-compatible format and submit them to WQX still apply.

It will require significant effort to update the entire WQX Web User Guide to reflect all of the changes in version 3.0. For now, this addendum to the User Guide is being provided, which will highlight the most significant changes between version 2.12 and version 3.0.

# 2. Modernized User Interface

2.1 Drop-Down Menus

WQX Web 2.5 no longer has the space-consuming navigation panel on the left side of every page. Instead, it uses a slim set of drop-down menus across the top of the page that only appear when you need them. Additionally, several pages that were used solely for navigation purposes have been replaced by the drop-down options available in the menu. The menu is organized from left to right in correlation to the typical work-flow needed to prepare and submit a dataset to WQX.
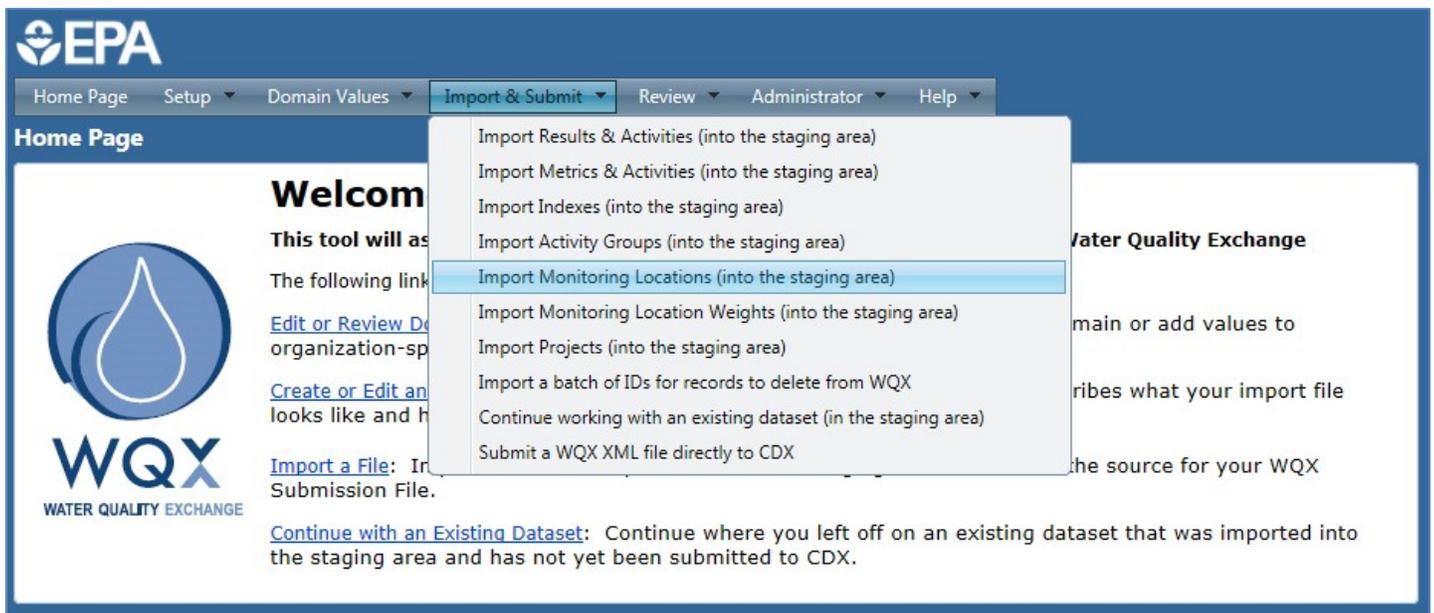
2.2 The Help Menu

Included in the new menu is a "Help" menu, which provides links to a number of documents and web pages that can provide useful assistance in gaining familiarity with WQX and WQX Web.
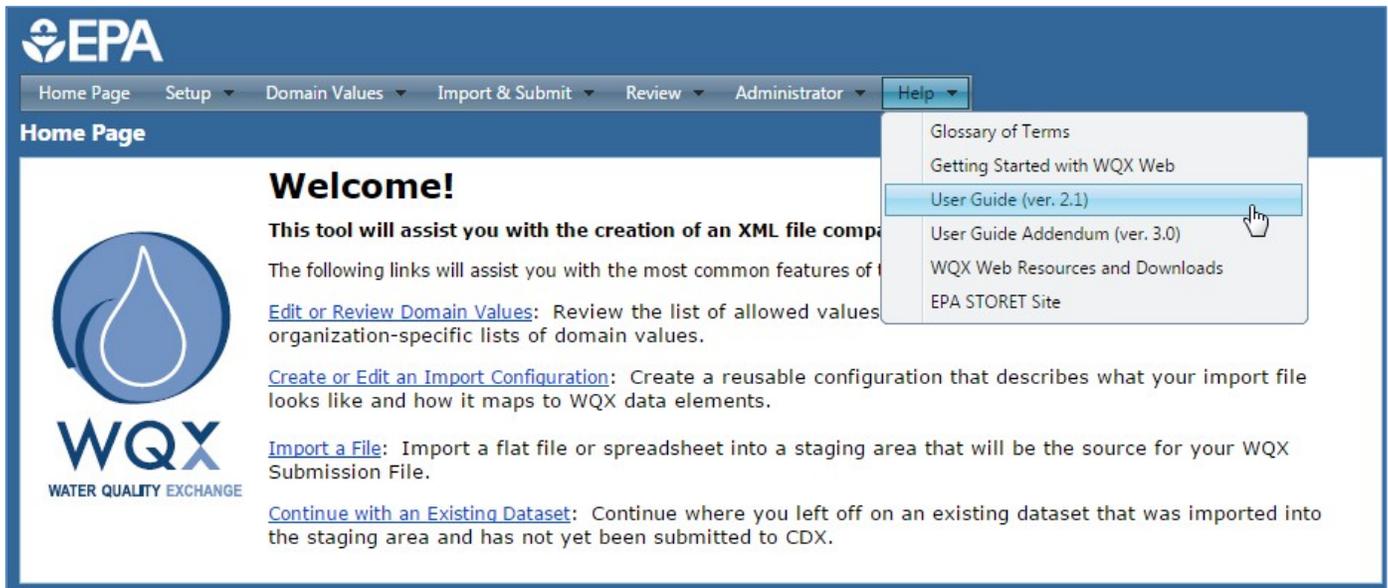
2.3 "Log Out" Button

The logout link is now a button displayed in the upper right hand corner of the application and is always available. It continues to provide the number of minutes remaining before your session will end (if there is no activity). It now updates each minute, rather than once every five minutes.
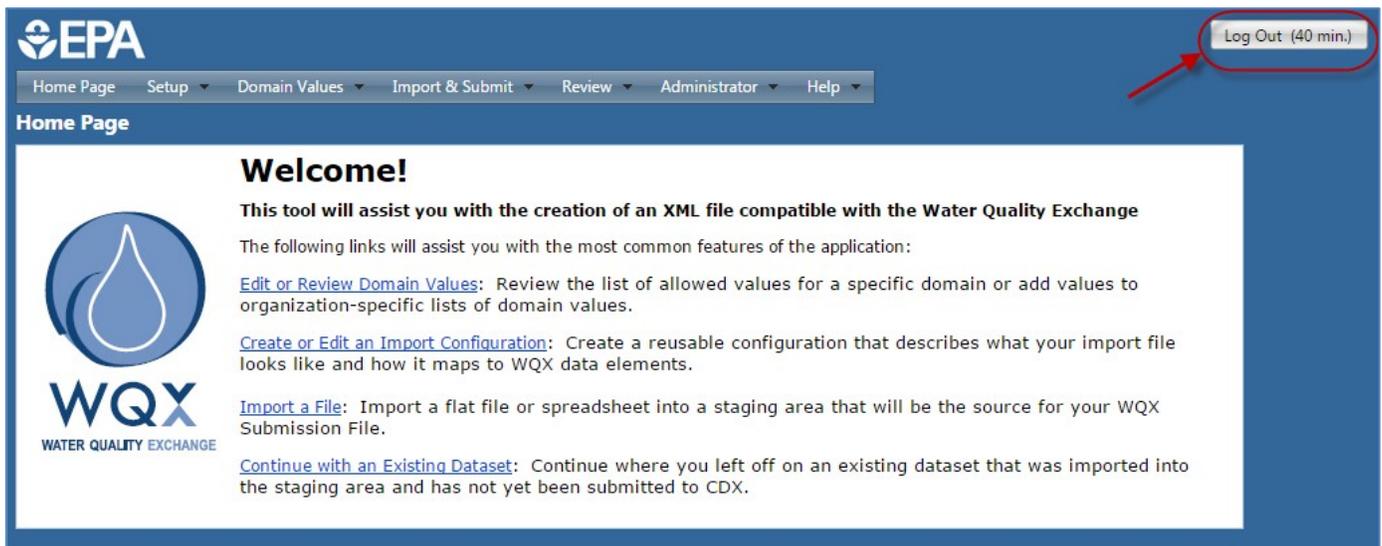
2.4 Improved List Pages

2.4.1 Separate Search Criteria and Data Tabs

WQX Web 2.5 implements an more efficient, tabbed search mechanism in the list pages. This mechanism reduces the amount of scrolling required when viewing data and allows for future expansion of the search criteria. You enter your search criteria in the "Search Criteria" tab and then query WQX for matching records by clicking the "Search" button at the top of the page.

The system will display any matching data in the tab named after the type of data for which you are searching (in this example we are searching for "Activities".

2.4.2   Buttons Moved to Top of Page

Buttons on all pages have been moved to the top of the page so that you can get to them quickly and easily (i.e.: you no longer have to scroll down to the bottom of the page to find the buttons).
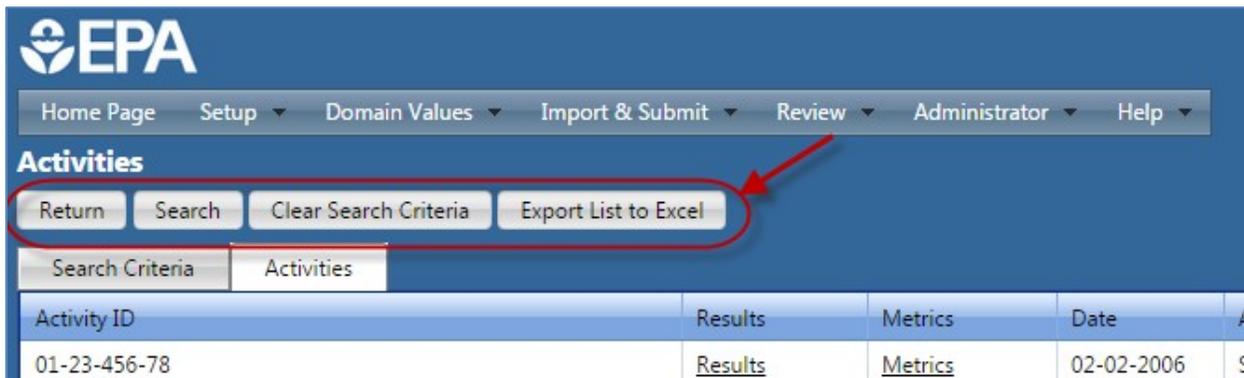
2.4.3   More Efficient Searches by Location

Many of the list pages (under the new "Review" menu) allow you to include a list of Monitoring Location IDs in your search criteria.
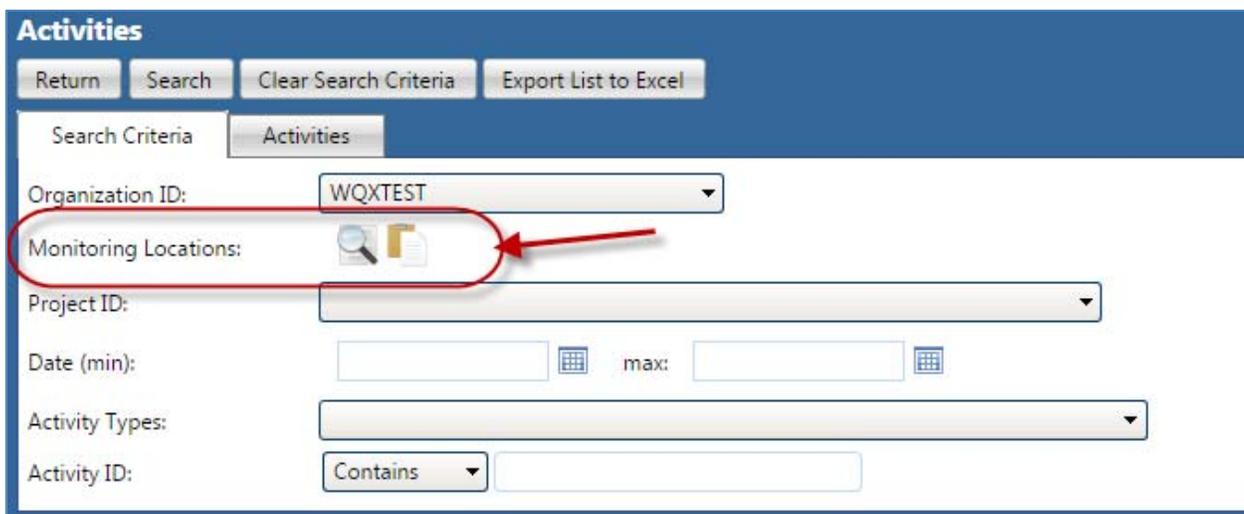
To select Monitoring Locations to use as search criteria, you click one of the buttons to the right of the "Monitoring Locations" field.

o **The first button, a magnifying glass button**, takes you to the Monitoring Locations (list) page and allows you to search for your desired locations and select them using checkboxes. You then accept the selected locations by clicking the "Accept Locations" button on the Monitoring Locations page.

Once you accept the selected locations, the system returns you to the original list page and a Monitoring Locations drop-down list (on the Search Criteria tab) will be populated with the locations you selected and accepted. All items in the drop-down list will be selected.

o **The second button, a Clipboard button**, pops open a small form with a single field that allows you to paste in a list of Monitoring Location IDs that you wish to use as search criteria.

For example, you might keep a list of Monitoring Locations you care about in a list in Excel or in a Word document. You can copy the list and then paste them into the pop-up form. After you click the "OK" button, the Monitoring Locations drop-down list (on the Search Criteria tab) will be populated with the locations you pasted into the pop-up form. All items in the drop-down list will be selected.
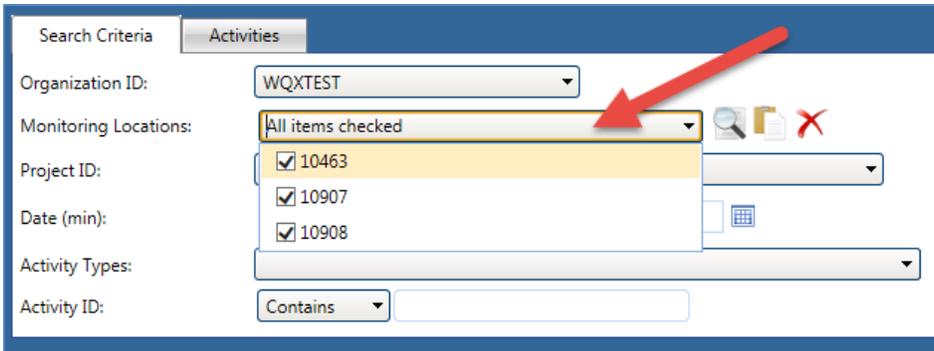

o   Note that you can uncheck one or more of the check boxes next to a Monitoring Location ID (in the drop down list) if you wish to temporarily exclude a particular monitoring location from your search criteria
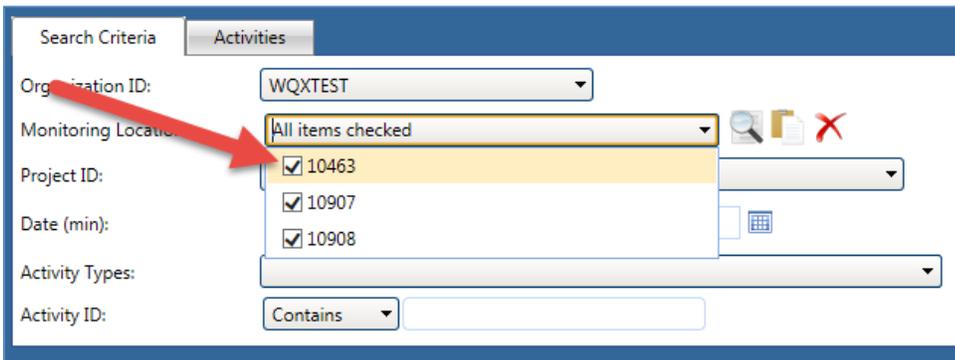
2.4.4   Better Page Navigation in List Pages

The improved list pages also employ a more efficient page navigation mechanism that allows you to jump forward or backward in batches of pages, rather than one page at a time.
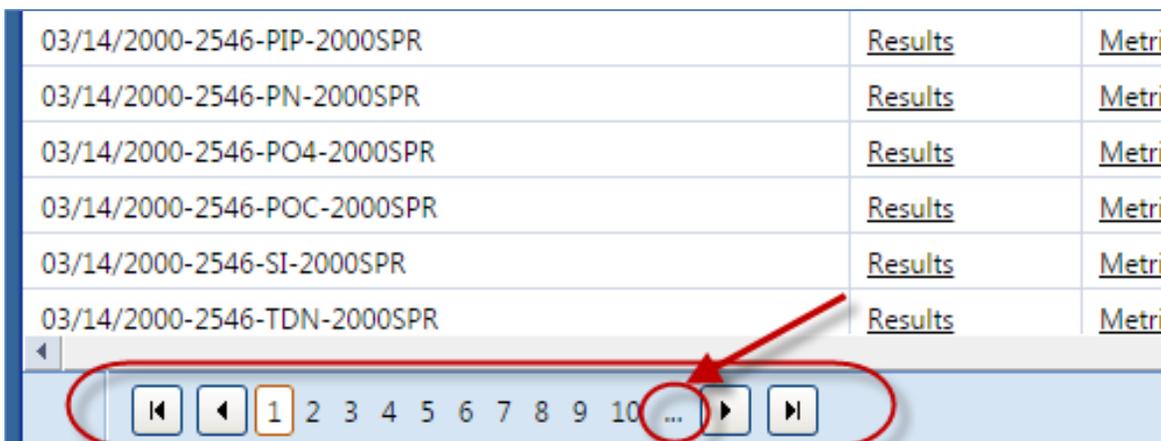

Click on the "…" link to load the next batch of 10 pages into the page list.

2.4.5   More intuitive wildcard searches (where applicable)

In previous versions of WQX Web, wildcard searches were conducted in list pages by using the percent sign (%) as part of your search text. For example, in the Results list page, you could search for Results by Activity ID. If you wanted to review all results for Activities with Activity IDs beginning with the "LoganRiver", you would enter "LoganRiver%" into the Activity ID search criteria field. Beginning with version 3.0, search criteria fields that allow wildcard searches have a drop-down list of options in front of their search criteria text box. The options are:

- "=" means that you only wish to review values that exactly match what you type (or you will provide your own wildcard expression).
- "Starts with" means that you only want to review values that start with the text you type.
- "Ends with" means that you only want to review values that end with the text you type.
- "Contains" mean that want to review values that contain the text you type (i.e. any partial match). **This is the default option.**
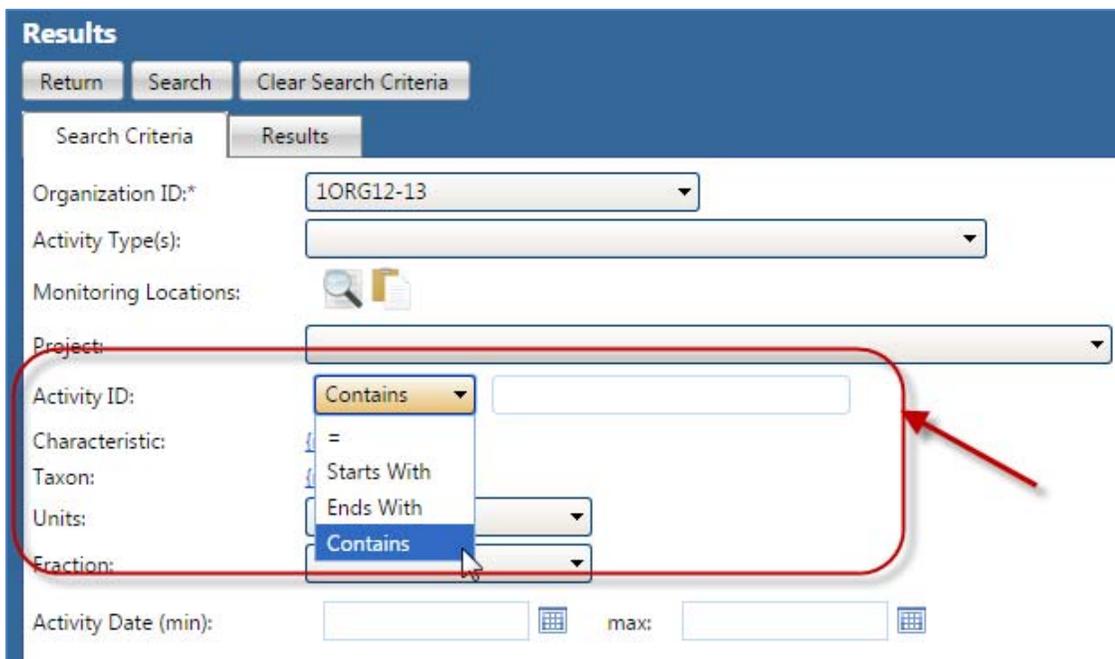
3.   New Metrics List Page

A new Metric List Page has been added to the system in order to allow you to search for and review metrics that have been submitted to WQX. Click the "Metrics" link under the Review menu to open the Metrics list page.

The new list page works similarly to other list pages. *Please review Section 3.6.2 "List Page Features" in the WQX Web user guide for an explanation of features common to all list pages. Also see, section 2.4, above, for information about the improvements to WQX Web 2.5 list pages.*

One Metrics list page Search Criteria tab feature that is not common to other list pages is the ability to search for metrics of a specific type.

4.   Support for Excel Import Files

Prior to version 3.0, WQX Web could only import text files (e.g. tab or comma delimited files), adding an extra step to the process for anyone using Excel to manage or prepare their data for import and submission to WQX. Because Excel preserves formatting, it's often more convenient than CSV/TXT files (which lose the formatting every time you close the file). Additionally the WQX Web Templates are provided in Excel files that had to be saved as text files before they could be imported into WQX Web.

Now, when importing data, the system includes Excel as one of the supported file types and is able to open, read, and import the data from the appropriate tab in the Excel spreadsheet.

Note: the WQX Web 2.5 Import Configuration page has been modified to allow you to specify that your file is an Excel spreadsheet and also indicate which worksheet (i.e. tab of the spreadsheet) contains data to be imported.

You may wish to change the "File Type" setting in the import configurations that you use, so that you don't need to keep changing this setting each time you import a file

5. Search Criteria Added to User List Page

System administrators can now search for a particular user, rather than having to search visually by scrolling through the list of users.

6. Search Criteria Added to Organization List Page

System administrators can now search for a particular organization, rather than having to search visually by scrolling through the list of organizations.

7.   Improved Support for Sharing "Template" Import Configurations

In the previous versions of WQX Web, every new WQX Web user was automatically granted rights to certain existing "template" Import Configurations. But there was no convenient way to manage them. WQX Web 2.5 allows system administrators to easily manage the list of "template" Import Configurations and provide a number of new features to support them.

- System administrators can flag an import configuration as a "template" and it will automatically be shared with all WQX Web users.

- Import Configuration Templates can include attached documents that users can download from the Import Configuration Page within WQX Web (rather than having to go to the STORET web site for them). These documents could include an example import file, documentation, etc.

- An import configuration will always include "(template)" at the end of its name (whenever it's displayed on a web page) so it's clear to users that it is a shared template.

8.   More Consistent Logging and Tracking of Import Errors

WQX 2.1 presented validation errors in two ways on the Dataset Summary page:

1. A count of the number of warnings, errors, and messages was displayed and a link was provided to the "Event Log", where you could review the details;

2. A separate list of counts was provided for certain types of errors (e.g. Max Length Exceeded, or Invalid Domain Value). Each link would navigate to a corresponding page where you could correct the error. There was also a count of "Other" errors, which represented all other errors (that couldn't be corrected). This link took you to the Event Log.

This approach was confusing and had some inconsistencies.

In WQX Web 2.5 we have reworked the "Other" validation errors, so that most fall within a category that can be corrected (if you choose to make corrections within WQX Web).

WQX Web 2.5 also provides a much more consistent and clear summary of the validation issues that were found while importing your file, as well as a consistent way to review those errors (either in the Event Log or on a Resolution Page – where they can be corrected).

Note that there is a link at the top of the table (summarizing your validation issues), which is titled "View all validation errors and warnings". When you click this link you will be taken to the Event Log page an it will display all validation errors and warnings. Otherwise, you can click one of the "View Log" links to view just one type of validation error (or warning or message) in the Event Log.

Also note that the "Resolution" column provides links, titled "Resolve Online". When you click on one of these links, you will be taken to a Resolution Page, where you can correct these validation errors with the WQX Web system (if you wish to do so). Note that there are also a couple types of errors that cannot be corrected with WQX Web. These are noted by the label stating "Resolve in Import File". It is

recommended that you review and resolve these errors first (in your import file) before addressing the other types of errors.

9. Saving an Import Configuration as a File

WQX Web Import Configurations can be saved to a file and restored from a file for the purposes of:

- backing up import configurations for safe keeping;

- archiving old import configurations that are no longer used;

- providing WQX Web template import configuration files that match template data spreadsheet files;

- sharing import configurations between users.

Prior to WQX Web version 3.0, however, the file format created by one version of WQX Web was not guaranteed to be compatible with newer versions of WQX Web, and sometimes restoring an import configuration to the system failed. This unreliability limited their usefulness. Starting with WQX Web 3.0, Import Configurations can be reliably saved as a file and later imported back into the system no matter whether they were created in that version of WQX Web or an earlier version (as long as the earlier version was version 3.0 or later).

10. Automatic Padding of HUC Values With Leading Zeroes, If Needed

When HUCs beginning with a leading zero are imported into Excel, they are often treated as numbers by default and Excel removes any leading zeros. If needed, WQX Web version 3.0 automatically pads HUC 8 and HUC 12 values during import with leading zeroes to restore them to their appropriate length/format.