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Center for Operational Oceanographic
Products and Services (CO-OPS)

eSite User's Guide

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1. Introduction

This document provides instruction for accessing, navigating and using eSite. eSite is a web-based interface through which station and instrumentation metadata for CO-OPS water level and meteorological observation systems can be entered, submitted, verified and recorded.

eSite allows users to record and update specific information describing the site, local contacts and site-specific logistical considerations. Users are able to modify the metadata describing parts and accessories; remove parts and accessories; or add new or undocumented parts and accessories. The application will also allow event-driven information such as dive inspections; GPS observations; leveling team, equipment and measured elevations to be recorded and stored into the database.

All information saved via the eSite application is stored in tables unique to eSite. Therefore, a site report can be built incrementally, allowing the user to save data and return later to complete an eSite report. The data in the eSite Report database will not affect data in the production database until it has passed through the verification and approval process.

2. System Requirements

System requirements for using the eSite Report Application include:

- a) Access to the internet
- b) A valid CO-OPS Application username and password
- c) Access approval from the Configuration & Operational Engineering Team (COET)

Access to eSite is obtained by applying for an account using the CO-OPS Application Access Management Console located at <https://access.co-ops.nos.noaa.gov/am/login.do>. NOAA employees and contractors with an “@noaa.gov” email address can login using their email address and password, and only need to apply for access to eSite. External users will set their own password, which must conform to the Department of Commerce password security requirements and must be changed every 60 days. See specific documentation on the Access Management Console for more details.

3. Accessing eSite

eSite can be accessed at the following URL: <https://access.co-ops.nos.noaa.gov/esite/login.jsp>. Any standard web browser can be used with eSite, but Google Chrome is preferred, particularly when the user intends to print a report.

3.1. Access Levels

Due to the wide range of changes that can be made to the database via eSite, functionality available to the user depends highly on the user’s access level. These access levels are assigned and maintained by COET to ensure that personnel have the minimum level of access required to perform their duties. Access level functionality is cumulative, and each level is as follows:

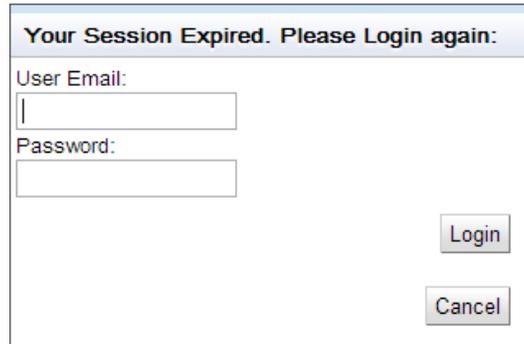
Visitor The user is able to view and print reports; Visitor access will be provided to CO-OPS personnel and others on an as-needed basis.

Submit The user is able to build and submit a site report; Submit access will be provided to field personnel and active CO-OPS contractors' that are expected to be compiling maintenance documentation.

Advance The user is able to reject or advance submitted site reports to COET; Advance access will be provided to Regional Coordinators and Task Managers overseeing in-house and contracted maintenance events.

Approve The user is able to reject or approve advanced site reports, unlock reports, or delete reports in progress; Approve access is limited to COET personnel tasked with reviewing and approving maintenance documentation.

3.2. Session Timeout



The image shows a standard web browser login prompt. The title bar of the dialog box reads "Your Session Expired. Please Login again:". Below the title bar, there are two text input fields. The first is labeled "User Email:" and the second is labeled "Password:". To the right of the input fields, there are two buttons: "Login" and "Cancel".

If the eSite interface is left open and idle for 30 minutes, the user's session will expire and any open reports will be locked, requiring the user to log back in. As long as the user continues to work in eSite, the session will lock. When a user is finished working in eSite, it is a recommended practice to close any open reports and log out of eSite, rather than just closing the browser window. This will ensure that reports are not locked, and can be accessed by other users.

Please Select

Open Site Report for Station ID:

Or Select:

- List of All Existing Advanced Reports
- List of All Existing Submitted Reports
- List of All Existing In Progress Reports
- List of All Existing Reports
- List of All Stations

All Stations or Existing Reports:

ID	Name	Maint End Date	30 Day Deadline	Report Status
8770475	PORT ARTHUR, SABINE NACHES CANAL	No Date	No Date	In Progress
8773037	SEADRIFT, SAN ANTONIO BAY	No Date	No Date	In Progress
8775792	PACKERY CHANNEL	No Date	No Date	In Progress
8776139	BIRD ISLAND	No Date	No Date	In Progress
9063053	Fairport, Lake Erie	No Date	No Date	In Progress
9063063	Cleveland, Lake Erie	2013-05-04	2013-06-03	In Progress
9063079	Marblehead, Lake Erie	No Date	No Date	In Progress
9063085	Toledo, Lake Erie	No Date	No Date	In Progress
9063090	Fermi Power Plant, Lake Erie	2013-04-28	2013-05-28	In Progress
9410170	SAN DIEGO, SAN DIEGO BAY	2013-04-10	2013-05-10	Submitted: Rejected after Advancing
9410230	LA JOLLA, PACIFIC OCEAN	2013-04-14	2013-05-14	Advanced
9410660	LOS ANGELES, OUTER HARBOR	2013-04-20	2013-05-20	Submitted
9410840	SANTA MONICA, PACIFIC OCEAN	2013-04-18	2013-05-18	Submitted
9411340	SANTA BARBARA, PACIFIC OCEAN	2013-04-24	2013-05-24	Submitted
9412110	PORT SAN LUIS, PACIFIC OCEAN	2013-04-27	2013-05-27	Submitted

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Figure 1 eSite Main Menu

Finally, the buttons at the top can be used to view archived reports for a selected station, and unlock or delete existing reports. The unlock and delete features are only available for users with Approve access.

5.1. Report Status

The Report Status field indicates what stage an active site report is currently in.

In Progress

A user has successfully built a new site report and is currently working on it.

Submitted

The site report for a given station has been compiled and is ready to be reviewed by a user with Advance access. The report will be read-only for users with Visitor and Submit access.

Advanced

A site report for the given station has been reviewed and is ready for final verification and approval by a user with Approve access. The report will be read-only for all other users.

In Progress: Rejected after Submitting

A Submitted report was rejected by a user with Advance access for further revision.

Submitted: Rejected after Advancing

An Advanced report was rejected by a user with Approve access for further revision.

5.2. Report Lock/Unlock

8571892	CAMBRIDGE, CHOPTANK RIVER	2013-05-01	2013-05-31	Submitted, locked by Aaron Basnett 69 hours ago
8574680	BALTIMORE, FORT MCHENRY, PATAPSCO RIVER	No Date	No Date	In Progress
8575512	U.S. NAVAL ACADEMY, SEVERN R., CHES. BAY	2013-05-06	2013-06-05	In Progress
8577330	SOLOMONS ISLAND, PATUXENT RIVER	2013-05-04	2013-06-03	In Progress: Rejected after Submitting, locked by Oliver Jones 40 hours ago

Figure 2 Locked Reports

In addition to the above statuses, users may also see text indicating that the report is locked. This occurs when a user has opened the report in eSite and is actively working on it, but a report may remain locked if the report was not closed properly and a user closed their browser. The length of time that has passed since the report was locked can be used as an indicator that this may have happened, but it is best to check with the user who locked the report before unlocking it.

The report unlock feature is only available to users with Approve level access. Please contact COET personnel to have a report unlocked as a last resort if you are unable to get in touch with the person who has locked the report. COET can be reached by email at nos.coops.oetteam@noaa.gov.

5.3. View Archive

Please Select to View Archived Report			
Select a report to view by double click the row: <input type="button" value="Cancel"/>			
Station ID	Index	Archive Date	Archiver
1617760	1	2008-02-19 15:06	
1617760	2	2008-02-26 11:10	
1617760	3	2009-07-25 16:41	Caleb Gostnell
1617760	4	2009-08-28 12:36	Artara Johnson
1617760	5	2011-01-29 18:27	Keith Brkich
1617760	6	2011-03-10 12:29	Artara Johnson
1617760	7	2012-02-16 13:33	Keith Brkich
1617760	8	2012-03-16 15:02	Trevor Mackessy-Lloyd
1617760	9	2013-04-01 21:01	

⏪ ⏩ 1-9 of 9 ⏪ ⏩

Once a report has been Approved, it is then archived for future reference. Archived reports can be viewed by entering the station ID on the Main Menu, as if opening the report, but instead of clicking “Go”, click “View Archive”. This brings up the menu shown above.

All archived reports for the queried station are displayed, as well as the date each report was archived and who archived the report. eSite also archives the initial version of each report, when Build Report is clicked, so the user is able to see what changes were made in each eSite report that is ingested.

5.4. Delete

If, for any reason, a report should need to be deleted, this functionality has been made available to users with the Approve access level. An Approver who needs to delete a report may do so by typing in the station ID on the Main Menu and clicking the “Delete” button. A prompt will appear asking the user to confirm that the report should be deleted.

With the addition of the Data Reset function described below, the need to delete entire reports from eSite should be drastically reduced. This function should only be used as a last resort option.

6. Site Report Interface

Once a user has opened a site report, eSite will load the report, providing visual feedback on the loading process. The user will then interact with the report through two components of the site report interface.



Build Report	Update Report	Print	Data Reset	Step Back	Step Forward	Draft Ready	Submit	Advance	Approve	Reject	Close				
Station	Project	Site Owner	Shelter	DCP	Parts	GOES	Solar/Battery	Well/Sump Dive	WL #1	WL #2	Sensors	GPS	Level Run	Level Team/Tools	Benchmark Elevations

Station Information

Station Id: 8571421	Station Name: BISHOPS HEAD, HOOPERS STRAIT
Latitude: 38°13'12"N	Longitude: 76°2'18"W
Time Meridian: 75 W	GMT Time Zone Offset(hrs): 5
Team Lead: Rick James	Visit Purpose: Inspected
Team Member: Aaron Basnett	Visit Begin Date: 05/02/2013
Team Member: Levi Spaven	Visit End Date: 05/04/2013
Team Member:	Primary Retained ZETG(m):
Team Member:	

Station Description:
 The station is located at the Karen Noonan Center at the end of the dirt road and on the pier of the property

6.1. Title Bar, Logout & Main Menu buttons

The title bar (shown below) displays a variety of useful information about the eSite report. The top row indicates the current status of the report as it is being loaded. While the report is being loaded, the entire interface will be greyed out and the user will be unable to interact with the eSite report.

Once the report has been loaded, the second row (in blue) will display the current status of the report, the reports version number, and details on who previously updated the report and when that occurred. The title bar also displays the name of the user who is currently logged into eSite.



At the bottom of the title bar are the Logout and Main Menu options.

The Logout option will close the active eSite report and log the user out of the eSite interface. If any changes have been made to the active eSite report, eSite will prompt the user to save the report before it is closed.

Clicking on the Main Menu option will close the active eSite report and reopen the main menu. The user will again be prompted to save any unsaved changes before the report is closed.

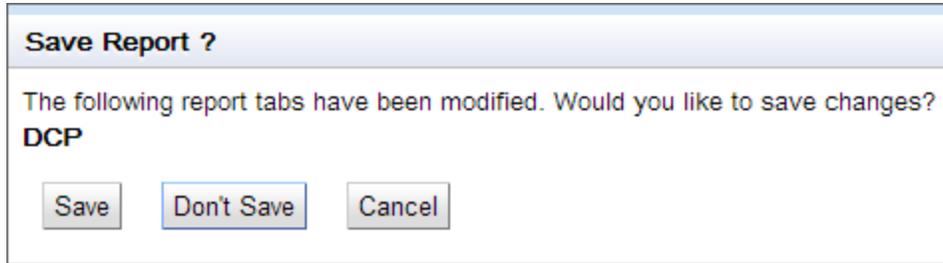
6.2. Menu Toolbar



The buttons above the site report are used to manage the status of the site report itself. Functionality of the buttons on the menu toolbar is as follows:

6.2.1. Build Report/Update Report

The Build Report and Update Report buttons both save the current version of the site report. Build is used to save the first version of the report after it is opened, while Update is used to save subsequent versions. Note that changes to the report can be made before it is built and saved in the initial version. It is recommended to build a new report prior to making any changes.



When a report is saved, a popup notification will inform you of the modifications made to the report that will be saved. Each saved version can be recalled using the Step Back/Step Forward functionality described below.

6.2.2. Print

The Print button compiles a printable version of the eSite report using the browsers printing functionality. A window will pop up allowing the user to select specific tabs for printing, allowing part of the eSite report to be printed rather than always printing the entire report. This is useful for printing only the tabs with updated information on them.

For example, GPS information is not entered into every eSite report. This function allows the user to print the report while omitting a blank page where the GPS information would appear.

It is advised that the user save the eSite report to PDF, in order to ensure the colors are rendered properly.

Print Report - Please Select Tabs to Print.
(Please select Save as PDF)

- Station
- Project
- Site Owner
- Shelter
- DCP
- Parts
- Goes
- Solar/Battery
- Well/Sump/Dive
- Water Level 1
- Water Level 2
- Sensors
- GPS
- Level Run
- Level Team/Tools
- Benchmark Elevations

6.2.3. Data Reset

The Data Reset button clears all data on the selected tab(s) and refreshes the information presented on the tab based on the current database configuration. This is useful if changes to the database are made through DPAS PowerBuilder and the eSite report becomes out of sync with the database. Data Reset allows the user to refresh a specific tab, reloading the information on that tab with the current configuration in the database, without altering any other tab in the eSite report.

Please Select Tabs to Reload from the Database.

NOTE: All tabs will be refreshed so all changes made on THIS VERSION of the report will be lost. If you don't want to lose the changes, click cancel, update the report, and then click the Data Reset Button.

- Station/Project
- Site Owner
- Shelter
- DCP
- Parts
- GOES
- Solar/Battery
- Well/Sump/Dive
- Water Level 1
- Water Level 2
- Sensors
- GPS
- Level Run/Level Team/Tools/Benchmarks

6.2.4. Step Back/Step Forward

The Step Back and Step Forward buttons are used to navigate between saved versions of the report.

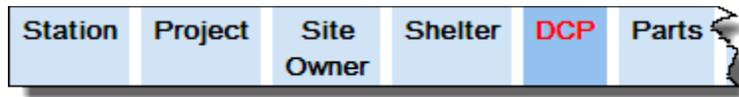
6.2.5. One-Day

The One-Day button sends the one-day report notification email to COET. The One-Day report is a required submission that contains critical information describing changes at the station that must be applied immediately, and cannot wait for the full documentation to be submitted. One piece of critical information that is needed in the One-Day site report by COET would be any changes in the sensor and/or datum offsets that result in a shift of +/- 0.006 meters. For a full discussion of the One-Day site report, please refer to the most recent version of the [CO-OPS Specifications and Deliverables for Installation, Operation and Removal of Water Level Stations.](#)

6.2.6. Submit/Advance

Each of these buttons is used to advance the eSite report through various phases of the documentation submission workflow. Upon clicking either the Submit or Advance button, eSite runs a low-level validation on all of the data contained in the report and changes the report status to “Submitted” or “Advanced”. An email notification is then sent out alerting of the status change (See the section below

for more information on Email Notifications). If the automated report validation fails for any reason, the user will be prompted with information describing which tabs are missing required information, and those tabs will be highlighted red.



6.2.7. Approve

When clicking the Approve button, eSite performs a rigorous validation process and updates the database using the information captured in the site report, then sends out an email notification to a pre-determined set of recipients alerting them that the report has been approved and ingested (See the section below for information on Email Notifications). If there is an error in the validation, or if eSite fails to write the metadata to the database, any changes to the database will be rolled back and the user will be notified of any problems in a prompt. These problems can usually be identified and corrected by performing a Data Reset on the tab with the erroneous data and rebuilding that portion of the report.

6.2.8. Reject

If an Advancer or Approver finds any errors in the report that need to be corrected, clicking Reject will change the report status to either “In Progress: Rejected after Submitting” or “Submitted: Rejected after Advancing”, depending on where in the process the report was rejected. An email notification will be sent to the user that Submitted or Advanced the report, informing them that the report has been rejected and requires revision.

6.2.9. Close

Closes and unlocks the report. eSite users should make sure to close all reports with the Close button before logging out and closing the window to avoid reports being locked unnecessarily.

6.2.10. Email Notifications

Approve Report

Add more email addresses in addition to default recipients:
[Default recipients: You, the Esite group email]

Add more in addition to default subject:
[Default Subject: E-SITE REPORT APPROVED.]

Add more in addition to default message:
[Default Message: Report has been approved.]

Add maintenance comments:

Do you want to approve the report?

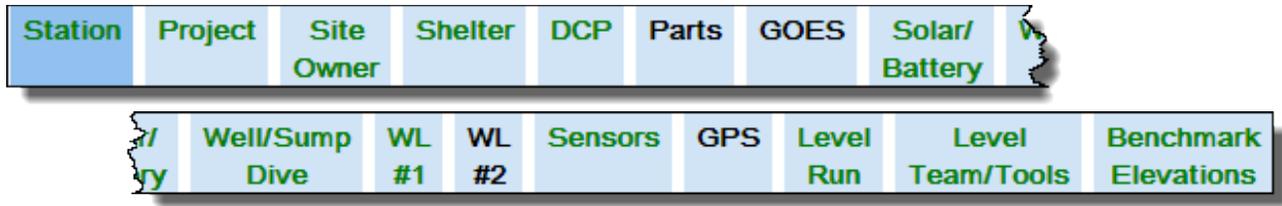
By default, eSite sends out email notifications to both the user Submitting/Advancing/etc. the report, as well as the group email nos.cooops.esiteverifiers@noaa.gov. This group is made up of the members of COET, as well as a number of other CO-OPS personnel that need to be informed when documentation is approved.

The user is able to modify the email by adding additional recipients to the distribution list, adding more details to the subject line, or adding additional comments to the body of the email message. Contractors making use of the eSite interface to submit station documentation may be required to include additional recipients, such as the Contracting Officer’s Representative, the Task Manager and others involved in the administration of CO-OPS contracts.

For the Approve Email Notification, an additional text box is available, allowing the Approver to input any comments to be included as part of the maintenance event in the database. This box should be used to provide a general overview of the tasks accomplished in the maintenance event, such as sensor modifications, dives, GPS observations or levels that were performed.

6.3. Site Report Tabs

All information contained within each site report is split across 16 different tabs, as follows:



Each tab provides a specific set of related information describing one aspect of the station. More details on the interaction with each tab is described in greater detail in Section 7.

Station

Displays and records basic information regarding the station and site visit.

Project

Displays the current station specific project instructions and provides a location for field crews to record future work needed at the station.

Site Owner

Records and displays the name & address of facility, facility owner and local contact.

Shelter, DCP, Part, GOES, Solar/Battery, WL #1, WL #2, Sensors

Records and displays detailed information regarding items specific to each tab. The WL #1 tab includes information for Acoustic and SAE water level sensors, while WL #2 includes information for pressure and microwave sensors.

Well/Sump/Dive

Records and displays detailed information regarding items specific to the Well or Sump, as well as an area to record the details on dives performed. Users should not add a dive if no dive has been performed.

GPS

Records the details of any GPS observation sessions performed.

Level Run, Level Team/Tools, Benchmark Elevations

Records the details of any leveling performed. Only one level run can be recorded per eSite report.

7. eSite Actions

7.1. Station & Visit Information

The Station, Project and Site Owner tabs contain information relating to the station as a whole and the specific site visit that the report describes. Each tab is discussed below.

7.1.1. Station

The Station tab has three main areas describing the station and purpose for the visit.

At the very top of the Station tab, six fields are greyed out and locked. These fields show the station ID & name, location, time meridian and time zone. If any of the information displayed in these fields is incorrect, first verify that the correct report has been loaded and then contact COET with information describing the discrepancy.

Below this section are a number of fields used for describing the Visit Purpose, Begin and End Dates, and who made up the field crew that performed the maintenance. Usage of the different Visit Purposes is described below:

Establish: Describes the installation of a new station, or the reoccupation of a historical site that was not actively in use.

Inspected: Describes a routine Annual Inspection trip or other routine maintenance event

Repaired: Describes an Emergency Maintenance trip

Remove: Describes the complete removal of a station

Remote Update: Describes a remotely executed update of software

The bottom section of the Station tab is comprised of four large text boxes. Each of these text boxes provides a different kind of information regarding the station as a whole. Please note that none of these boxes have a character limit in place, so any amount of information can be stored here.

Station Description: Used to describe the purpose, history, funding, etc. of the station. This box is greyed out and locked. Contact COET if a user believes information in this box is inaccurate.

To Reach: Provides detailed directions for how to get to the specific location of the station. The specific format to be used when entering information in this box is described in [SOP 3.2.3.3 \(C2\) User's Guide for Writing To Reach Statements and Bench Mark Descriptions.](#)

Station Information: Stores a variety of historic (or other) information that does not have a logical place to be stored. Also used for keeping track of recurring issues, like checking a bracket annually, noting how local construction could impact station operations, etc.

Station Logistics: Notes specific issues that need to be considered when planning a site visit. This box typically contains additional phone numbers and contacts, diving information, notes regarding leveling and other local issues that can impact station maintenance.

7.1.2. Project

The Project tab has two large text boxes, also without any character limit.

The first text box, Project Instructions, is used to display information regarding the station-specific Annual Project Instructions that are required for the next Annual Inspection. As the specific requirements are completed in the field, users typically modify this text box to mark requirements “COMPLETED” or “INCOMPLETE”, adding additional information of each as necessary.

The second text box, Future Work, is used for the field crew to submit comments on requirements that should be added to the next year’s Annual Project Instructions.

7.1.3. Site Owner

The Site Owner tab contains a variety of information describing the facility, facility owner and local contact.

7.2. Items

The screenshot shows a web form titled "Acoustic Water Level Sensor" with "Swap" and "Remove" buttons in the top right. The form contains the following fields:

DCP #:	1	Sensor ID:	A1
Serial #:	1994-4264	Date Installed:	10/25/2012 18:40:00.0
Type:	Aquatrak	Manufacturer:	Bartex, Inc.
T1/T2 Spacing(m):	1.6	Model:	NG-3000
Sensor Offset(m):	-0.103	Sound Tube Len(m):	6.058
Latitude:	37°55'23"N	Copper Tube Len(m):	0.83
Longitude:	122°24'35"W	# of Bails:	4
Comments:	Sensor changed at 18:40 UTC on 10/25/2012.		
		Sound Tube Cleaned:	Y
		Ping Test Display:	6.154
		Diff (<+/- 0.06 passes):	-0.007

Information about various parts and components of a station is organized into Items. Each Item is associated with a unique Item Number in the database, and represents a distinct component. Items are added, swapped and removed, and sometimes are slightly modified. Information contained in this section applies to the Shelter, DCP, Parts, GOES, Solar/Battery, Well/Sump/Dive, WL #1, WL #2 Sensors and GPS tabs. Interacting with Items is described in detail below.

7.2.1. Add Item

Wind Sensor

Click the Add Sensor button to add a new Sensor panel.

The Add Item function is used when a sensor, part or other component is newly installed at the station. At the very top of each tab with Items, there is an “Add xxxx” button. In some instances, there is also a drop-down menu with a list of different categories of Items. For example, the Sensors tab has a drop-down allowing the user to specify what type of sensor is being added to the station.

Once the “Add xxxx” button is clicked, a new Item will appear below. The user should fill out as much information on the Item as possible. Any field that is highlighted with a red border is a required field and must be completed before the report can be Draft Ready, Submitted, Advanced or Approved.

Wind Sensor - Added

DCP #: 1 Sensor ID: C1

Type: RM Young Wind Manufacturer: R. M. Young Model:

Serial #: Date Installed: 00 00 Date Removed:

Cable Type: Cable Length (m):

Height Above MET SRM (m): Latitude: Longitude:

Sensor Comments:

Most Items have an Item Type. Selecting the Item Type will automatically populate the Manufacturer and Model fields. If a specific Item Type does not appear in the drop-down list, users should contact COET describing the Item that seems to be missing so that it can be added to the database and be made available for use with eSite.

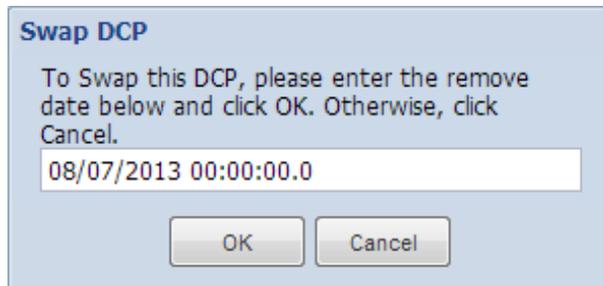
If an Item is added by mistake, clicking the “Remove” button will delete the erroneous Item from the report entirely.

7.2.2. Swap Item

Sensor ID: F1

The Swap Item function is used when a sensor, part or other component is replaced with an equivalent component in the same site visit. A good example of this is swapping an Aquatrak Transducer. When this occurs, the sensor is not being removed or installed, and will be put back into operation once the maintenance is complete. All that is happening is that the physical component is being replaced in kind.

In order to make it intuitive to Swap an Item, a distinct “Swap” button has been placed in the top right corner of each Item panel in the eSite report. When the “Swap” button is clicked, a prompt will appear asking for a removal date. This date will be used as both the remove date for the old Item, as well as the install date for the new Item.



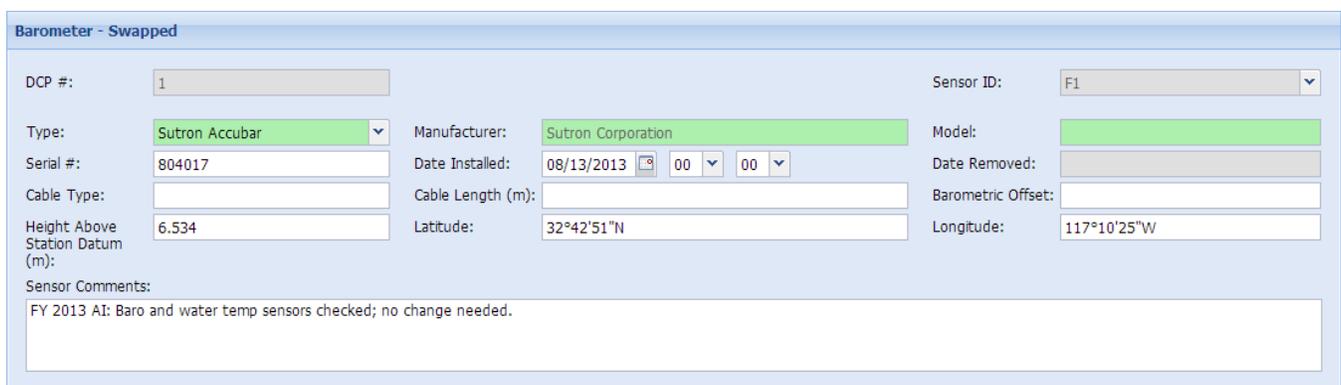
Swap DCP

To Swap this DCP, please enter the remove date below and click OK. Otherwise, click Cancel.

08/07/2013 00:00:00.0

OK Cancel

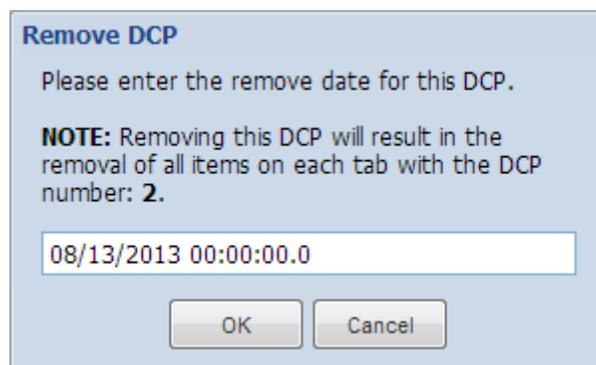
The Swap Item function will automatically remove the existing Item and add a “Swapped” item of the same type to the eSite report. The Swapped Item will be assigned to the same DCP, and in the case of sensors will be assigned to the same Sensor ID. These fields will be greyed out and cannot be modified. The Item Type, Latitude and Longitude and some additional information describing the removed Item will be copied over to the Swapped Item, but these values can be modified if necessary.



Barometer - Swapped

DCP #:	1	Sensor ID:	F1
Type:	Sutron Accubar	Manufacturer:	Sutron Corporation
Serial #:	804017	Date Installed:	08/13/2013 00:00
Cable Type:		Cable Length (m):	
Height Above Station Datum (m):	6.534	Latitude:	32°42'51"N
Sensor Comments:	FY 2013 AI: Baro and water temp sensors checked; no change needed.		

7.2.3. Remove Item



Remove DCP

Please enter the remove date for this DCP.

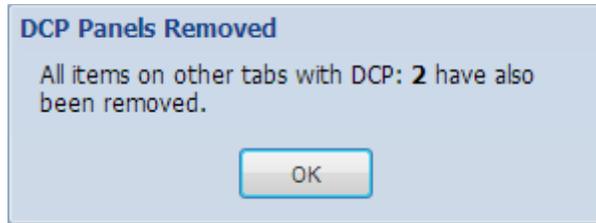
NOTE: Removing this DCP will result in the removal of all items on each tab with the DCP number: **2**.

08/13/2013 00:00:00.0

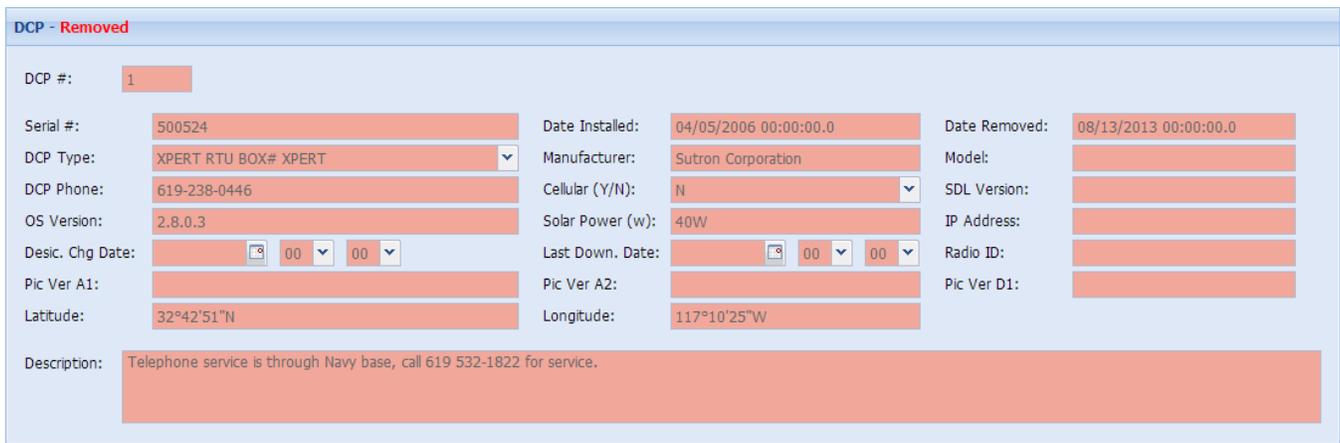
OK Cancel

The Remove Item function is used when an item is completely removed from the station without being replaced. Clicking the Remove Item button (which is adjacent to the swap button on an Item) will cause a removal date prompt to appear, as is shown above.

When a DCP is removed, any Item in the Parts, WL #1, WL #2 or Sensors tabs will be automatically removed. This is noted in the Remove DCP prompt as a reminder, and an additional window will pop up confirming that all Items related to the removed DCP were also removed.



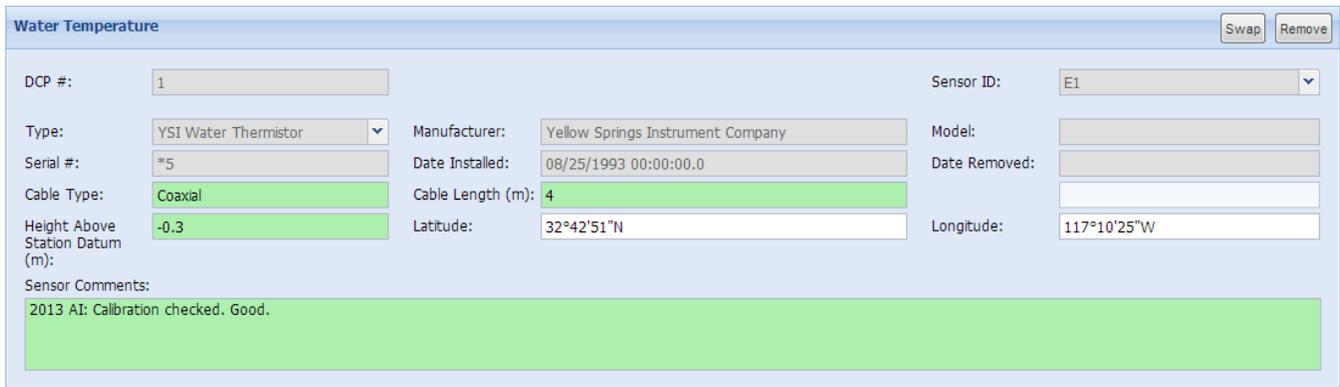
Upon removal, eSite will lock all of the Item’s fields and give them a red background, as well as displaying the word “Removed” in red, as shown below.



7.2.4. Modify Item

Any Item currently installed at the station can be modified to update specific information. When a report is Built, Items are loaded from the database with a number of fields greyed out and locked. These fields, like the DCP #, Sensor ID, Serial # and others, cannot be modified without performing a Swap.

All fields that are not locked can be updated with new information. Once new information has been entered, any field that has been modified will be highlighted green.



7.2.5. Latitude/Longitude

Latitude and Longitude

DEGREE MINUTE SECOND DIRECTION

Latitude : 43 20 18.2 North

Longitude: 78 43 38.0 West

OK Cancel

The Latitude and Longitude of Items, where required, is entered via a pop-up window allowing entry in the Degrees, Minutes, Seconds format. Double-clicking on either the Latitude or Longitude field for an Item will bring up the window. All Latitude and Longitude values should be entered using tenths of a second.

7.2.6. Date Picker

Date Installed: 05/21/2013 00 00

March 2013

M	T	W	T	F	S	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

The Date Picker can be used to select dates by clicking on the calendar logo next to the date field. This provides an intuitive way to enter dates. Alternatively, the user can type the date in by hand, but all dates must follow the mm/dd/yyyy format.

7.2.7. Item Description/Comments

Each Item in the report has an associated Description or Comments field. These fields are used for entering miscellaneous information that is not captured in a specific field elsewhere. With the exception of fields on the Station and Project tabs, all Description and Comments fields are limited to 256 characters. If the user enters more than 256 characters in a character limited field, a prompt will appear notifying the user that the character limit has been exceeded, and the text will be truncated to 256 characters.

All Item Description/Comments fields should be used to briefly describe any pertinent information related to the current site visit. These fields should not be used to store large amounts of logistical information that is used on a recurring basis.

7.2.8. Required Fields

As previously mentioned, there are a number of required fields on various Items in the eSite report. These fields are highlighted in red, as shown above. While the eSite report can be saved without completing these fields, the Submit, Advance and Approve functions cannot be performed until these fields are filled out. Incomplete required fields do not prevent the submission of the Draft Ready report.

7.3. Bench Marks & Leveling

Information for leveling is contained in three separate tabs:

7.3.1. Level Run

The Level Run tab is used to input all of the information describing the level run itself. The user should populate the fields on this tab based on the information contained within the leveling abstract generated from Translev.

PBM Designation Sync

When the report is built, eSite pre-populates the PBM Designation based off the PBM that is currently configured in the database. It is a good policy to verify that the PBM shown in eSite is correct, particularly if a PBM change was discussed in the pre-trip meeting. If the PBM shown is incorrect, COET will be unable to Approve the report.

The way to fix this problem is to perform a Data Reset on the Level Run, Level Team/Tools and Benchmark Elevations tabs once COET has configured the PBM history in the database. This will clear all information on these tabs and refresh them, using the correct PBM.

If the wrong PBM is displayed, contact COET to confirm that the PBM should change and that it has been properly updated in the database; then perform the Data Reset as described.

7.3.2. Level Team/Tools

Leveling Team				
Job	First Name	Middle Name	Last Name	
Observer				Delete Row
Rod Person				Delete Row
Party Chief				Delete Row
				Delete Row

Leveling Equipment		
Item	Type	Serial#
DNA03-----Level Instrument-----Digital Level		
Wild GPCL2 (2 m)-----Level Rod-----Barcode		
Wild GPCL2 (2 m)-----Level Rod-----Barcode		

The Level Team/Tools tab is used to input all of the information describing who performed the leveling and what equipment was used. If a specific serial number is not available in the drop down list, use the NOSERIAL# option and mention the missing serial numbers in the Level Run comments box.

7.3.3. Benchmark Elevations

Benchmark Information							
Designation	Condition	Most Recent Elevation (m)	Most Recent Date	Present Elevation (m)	Difference (m)	Latitude	Longitude
941 0170 TIDAL 12	Good	6.325	04/10/2013 00:00:00.0			32°42'56"N	117°10'22"W
941 0170 T	Good	4.3118	04/10/2013 00:00:00.0			32°42'46"N	117°10'24"W
941 0170 V	Good	4.0766	04/10/2013 00:00:00.0			32°42'43"N	117°10'23"W
941 0170 TIDAL 9	Good	10.925	03/26/2011 00:00:00.0			32°42'48"N	117°9'59"W
M 57	Good	7.8	03/26/2011 00:00:00.0			32°42'59"N	117°10'11"W
TBM 941 0169 AQUATRAK	Good	6.2256	04/10/2013 00:00:00.0			32°42'42"N	117°10'19"W
941 0170 W	Good	5.0276	04/10/2013 00:00:00.0			32°42'57"N	117°10'24"W
941 0170 X	Good	5.5263	04/10/2013 00:00:00.0			32°42'51"N	117°10'25"W
941 0170 Y	Good	5.0315	02/20/2012 00:00:00.0			32°43'0"N	117°10'24"W
941 0170 Z	Good	5.0337	02/20/2012 00:00:00.0			32°43'5"N	117°10'24"W
941 0170 S	Not Found	4.9399	02/20/2012 00:00:00.0			32°42'53"N	117°10'24"W
941 0170 N TIDAL	Not Found	5.8258	02/20/2012 00:00:00.0			32°42'56"N	117°10'19"W

The Benchmark Elevations tab is populated with the designation, condition, previous elevation and location of all active benchmarks in the station’s benchmark network. This includes marks that are in good condition, as well as any marks that have been marked Searched For, Not Found. Upon entering the newly surveyed elevation of each mark, the difference between the new and previous elevation is calculated and displayed for informational purposes.

8. Specific Nuances

8.1. Shaft Angle Encoders in the Great Lakes

The primary retained ZETG is the Accepted Datum Offset that is stored in both the DCP and Database. If a station has a hydraulic corrector, it is also factored into the Accepted Datum Offset.

8.2. Meteorological Sensor Heights

Sensor heights of each meteorological sensor installed shall be measured according to the reference point indicated in each sensor’s data window. Some sensors are measured above the Met SRM, while others are above Station Datum. If no sensor height has been recorded, a dummy value of “999.999” shall be used to populate the required sensor height field.

8.3. Air Gap Offsets

The Low Steel Offset and Laser Sensor Offset should be included in the comments field:

- Distance to low steel from the microwave sensor face (from air gap worksheet)
- Laser sensor distance above or below the microwave sensor (from air gap worksheet)

9. Verification and Approval Process

All information entered via eSite is stored in temporary database tables and is not applied to the production database until the information is reviewed and approved by COET personnel. The data in the eSite report is reviewed for completeness and adherence to the CO-OPS specifications for documenting station maintenance. The report verification process is as follows.

9.1. Submit/Advance

Once the initial report has been compiled by field personnel, the field crew chief should Submit the report for review by the appropriate Regional Coordinator/Task Manager. The eSite report can only be Submitted if all required fields are completed.

Once the report has been reviewed by an Advancer, it can be Advanced for a review and Approval by COET personnel. If any inaccuracies are noticed by the Advancer, the report can be rejected back to the In Progress status for further revision.

9.2. Approve

After the eSite report has been advanced, COET will review the report and either reject it or approve it. The eSite report has many quality assurance/control features built into the application. Users at each level have the ultimate responsibility for quality control. If the report is rejected, the person who advanced it will need to make the corrections required by the Approver and re-Advance the report.

The Approver will make sure comments provided by the user are consistent with the metadata that is entered in eSite. It is COET's primary goal to keep the metadata as accurate as possible. The comment/description fields should not be used to store a running history of the various components installed at the station; rather, they should be used to convey information relevant to the most recent site visit. The Approver should delete any extraneous information that is not relevant to the most recent site visit being described by the eSite report prior to approval.

The COET approver must also print the report to a PDF file for insertion into the station Site Report subdirectory and the 490 folder prior to approval.

10. Post-Approval Verification

After an eSite report is approved, the Approver should check the CORMS Control Panel, Diagtool and the various CO-OPS websites to ensure continuity of data being disseminated. If any sensors are undesignated, Approver must contact CORMS and investigate why the sensor(s) is undesignated.

The Approver must also verify that the metadata from the eSite report was properly written to the database using DPAS PowerBuilder. Specifically, the Approver will need to verify the following:

10.1. Station Information

10.1.1. Station Configuration

- Time Meridian & Tzone Corrector
 - Eastern Time: 75 W & 5
 - Central Time: 90 W & 6
 - Western Time: 120 W & 8
 - Alaska: 135 W & 9
 - i. 150 W & 10 (Nikolski, AK; Atka, AK; and Adak, AK only)

- Hawaii: 150 W & 10
- Wake / Kwajalein: 180 E & -12
- Guam: 150 E & -10
- Virgin Islands 60W & 4

10.1.2. Station Parameters

- For all Paroscientific installations, check the monthly density values and local gravity
- For all Dual Orifice Paroscientific installations, also verify the separation between the two orifices.
- For Great Lakes stations, verify the Hydraulic Corrector.

10.2. DCP Information

10.2.1. DCP Configuration

- Date and Time Meridian - All DCP's except DCP 0 should be set to "0", "WEST"
- SHEF ID and NWS ID# Copy from previously installed DCP record. If the station is newly installed, the Met Team will determine the new IDs and configure them properly.
- Project Type:
 - C - Control (For all NWLON Stations)
 - H - Hydro
 - S - Special (Non-Control /temporary installations)
 - B - Boundary (Very rare, See a Senior COET member if you think this should be used)
 - G - Global Sea Level (Very rare, See a Senior COET member if you think this should be used)

10.2.2. DCP Status

- DCP 1 should have a Priority setting of "1"; all other DCPs should have a Priority of "2".
- Display Module should be set to Yes for all DCP 1's with an Xpert Display Module installed. The Xpert for DCP 2 does not typically have a display module.
- Tsunami/Storm Surge Module should be set to 'Y' for all NWLON stations.

10.2.3. DCP Access

- Verify that phone numbers and the IP address are inserted in the DCP Access screen in DPAS PB. Make sure the Primary and non-primary DCP phone number is in the format: xxx-xxx-xxxx

10.2.4. Transmission Parameters

- Verify the transmission parameters configured in the database match the most recent GOES Distribution list or the latest email providing the GOES ID to the lab/field party/contract field party. If an eSite report is approved for a station removal event, make sure to delete the DCP transmission record for that station in the DCP transmission screen.

- Stations that transmit data by IP Modem or Iridium are not configured by COET at this time.

10.3. Sensor Information

10.3.1. Sensor Status

- Time Meridian: Always set to “0”, “West”
- Other variables shall be set according to the following table, depending on the sensor type:

Sensor ID	Priority	# of Samples	Temp Correction?	Collection Interval	Transmission Interval
A1	1	181	Station Specific	6	6
Y1	1	360	No	6	6
N1	1	36	No	6	6
T1	2	36	No	6	6
NT	1	36	No	6	6
V1	1	180	No	6	6
B1	2	180	No	6	6
U1	2	60 if A1 12 if N1	No	1	6
O1	1	12	No	3	6
Q1	1	181	No	6	6
Q2	1	181	No	6	6
C1	2	120	No	6	6
D1	2	20	No	6	6
F1	2	20	No	6	6
R1	2	20	No	6	6
E1	2	20	No	6	6
G1	2	20	No	6	6
L1	2	20	No	6	6

10.3.2. Sensor Parameters

The majority of the information found in the Sensor Parameters is not added through the eSite report application; however, it is the Approver’s responsibility to ascertain that the values and dates of these parameters are correct.

Verify the Datum offset, Accepted Datum offset, Sensor offset, Accepted sensor offset, and Accepted Orifice offset for water level stations.

Met Height parameters are ingested via eSite, but the Approver should verify that they are correct.