WQX Web Basics

Phase One

Special Acknowledgement to the ***Delaware Nation of Oklahoma*** who originally created this presentation. It was updated by the EPA 11/2015

Setting Up your Account and getting started with WQX Web

http://www3.epa.gov/storet/wqx/wqxweb.html

STORET Home
About STORET/ WQX
Data download
Online Tutorials
Data Submittal
Useful Internet Links
Support
Tools/ Web Services
Frequent Questions
Helpdesk
Sitemap

What is WQX?

The Water Quality Exchange (WQX) is a new framework that makes it easier for States, Tribes, and others to submit and share water quality monitoring data over the Internet. States, Tribes and other organizations can now submit data directly to the publicly-accessible STORET Data Warehouse using the WQX framework. The STORET Data Warehouse will continue to be the repository for all modern STORET data and will now also be the new home for data submitted through WQX. WQX will eventually replace the distributed STORET Database (including the STORET Data Entry Module, Reports Module, and STORET Import Module or SIM) as the primary means of submitting water quality monitoring data to EPA.

The purpose of these pages is to assist water quality professionals and data managers with understanding WQX, how it works, how it relates to STORET, and how to begin submitting data using the WQX framework. Below is a description of how WQX works, followed by useful links for water quality data managers.

How does WQX Work?

WQX uses Extensible Markup Language (XML) and a defined set of data elements (the WQX schema) to allow states, tribes and other organizations to submit data from their own database to the STORET Warehouse. WQX makes use of the technology and procedures that are defined by the National Environmental Information Exchange Network. EXIT Disclaimer

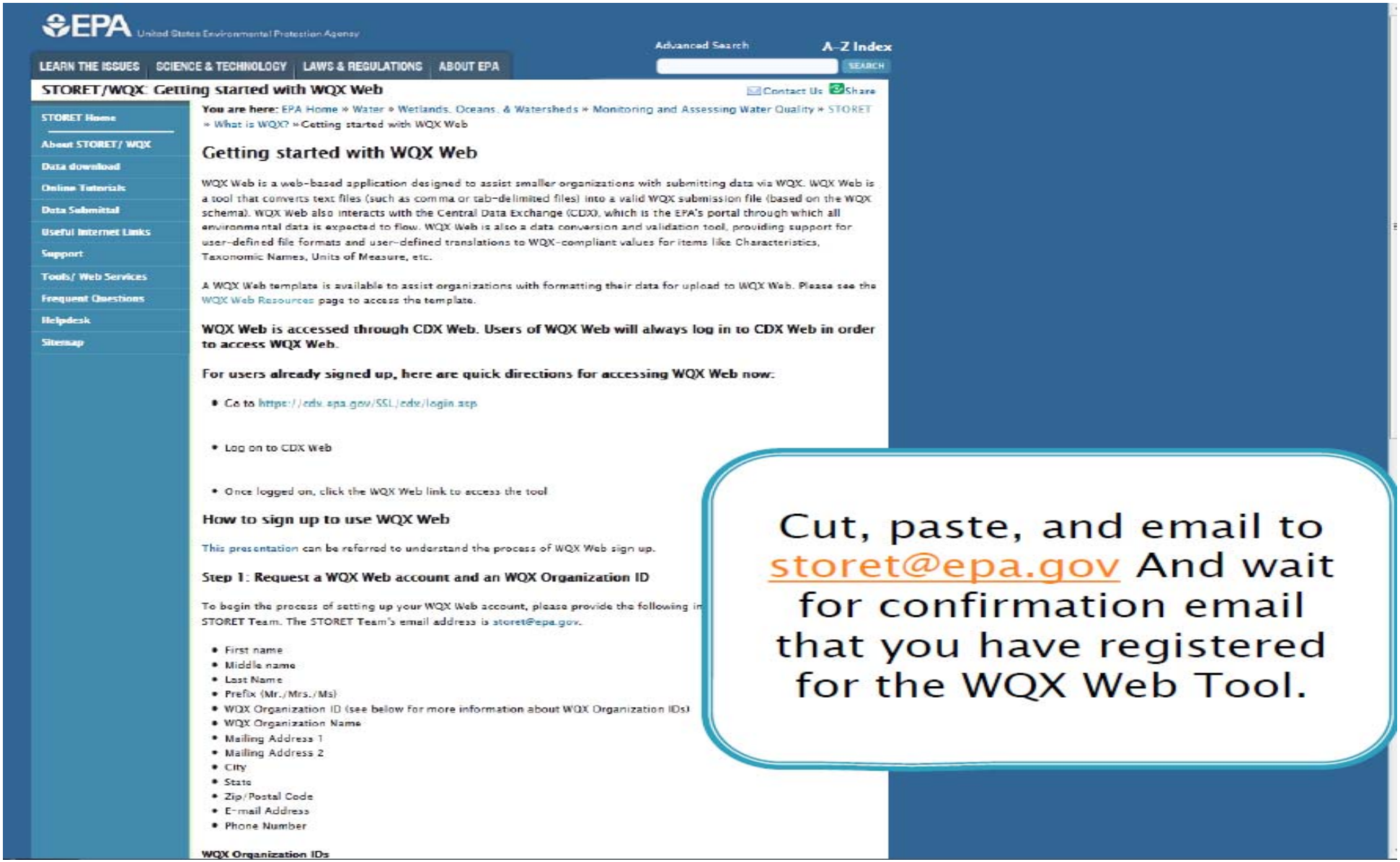
Data can be submitted via WQX through different mechanisms. Exchange Network Nodes or Node Clients may be used to submit data that follow the WQX schema. Alternatively, data can be submitted using WQX Web, a web-based data loading tool that is based on the WQX schema.

The WQX schema is based on the Environmental Sampling, Analysis and Results EXIT Disclaimer (ESAR) data standard, which is EPA's approved standard for sharing water, solid waste and air quality data. It also uses other registries of common data, names, and data formats.

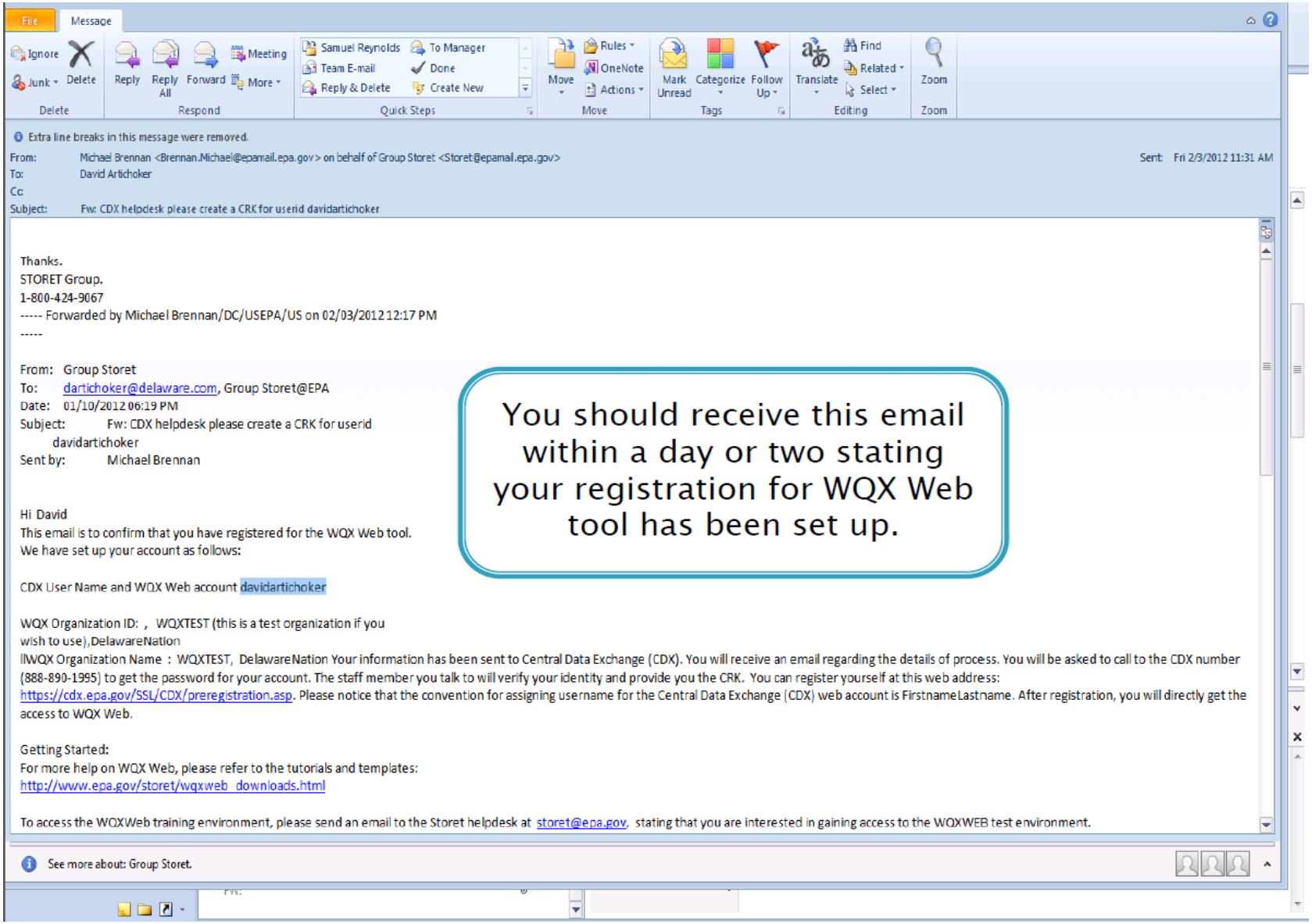
This technical WQX fact sheet (PDF 1.1 MB) describes how WQX works.

WQX Web Tool

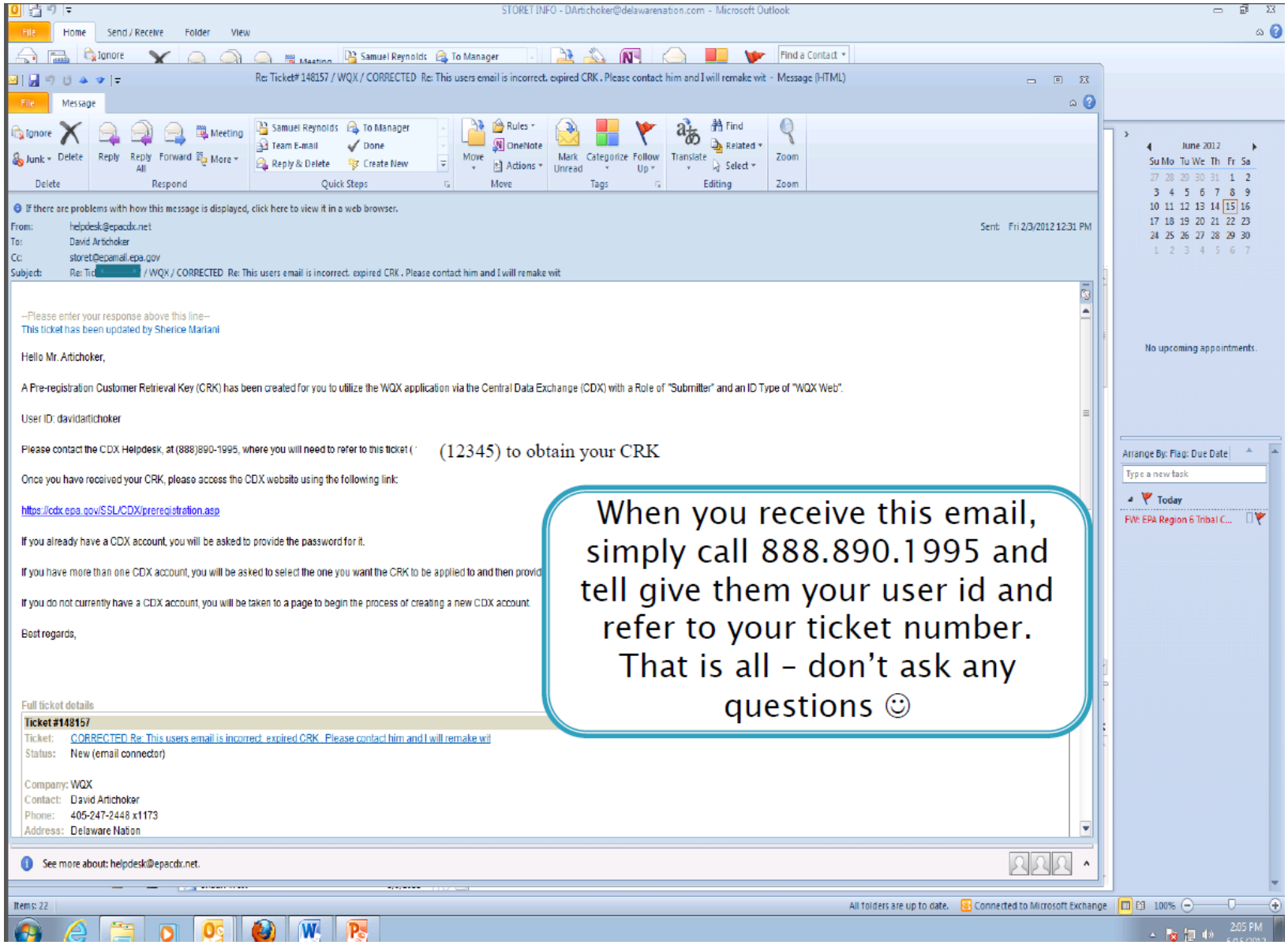
- **Getting started with WQX Web** - Steps for an organization to take in order to begin submitting data using WQX Web
- **WQX Web Resources and Downloads** - Templates, Tutorials and User Guide for WQX Web
- **Transitioning from WebSIM** - Guidance for current users of WebSIM

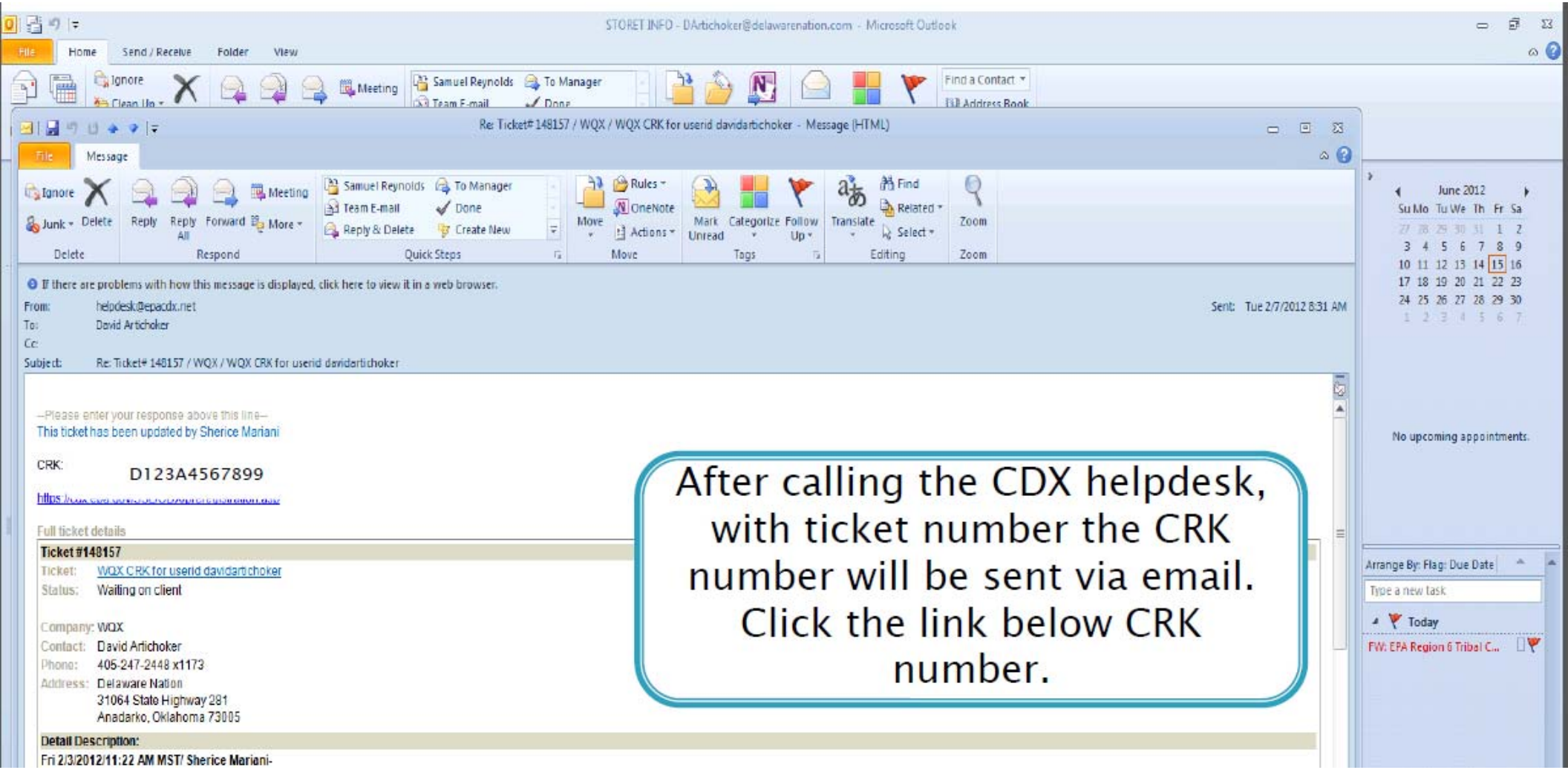


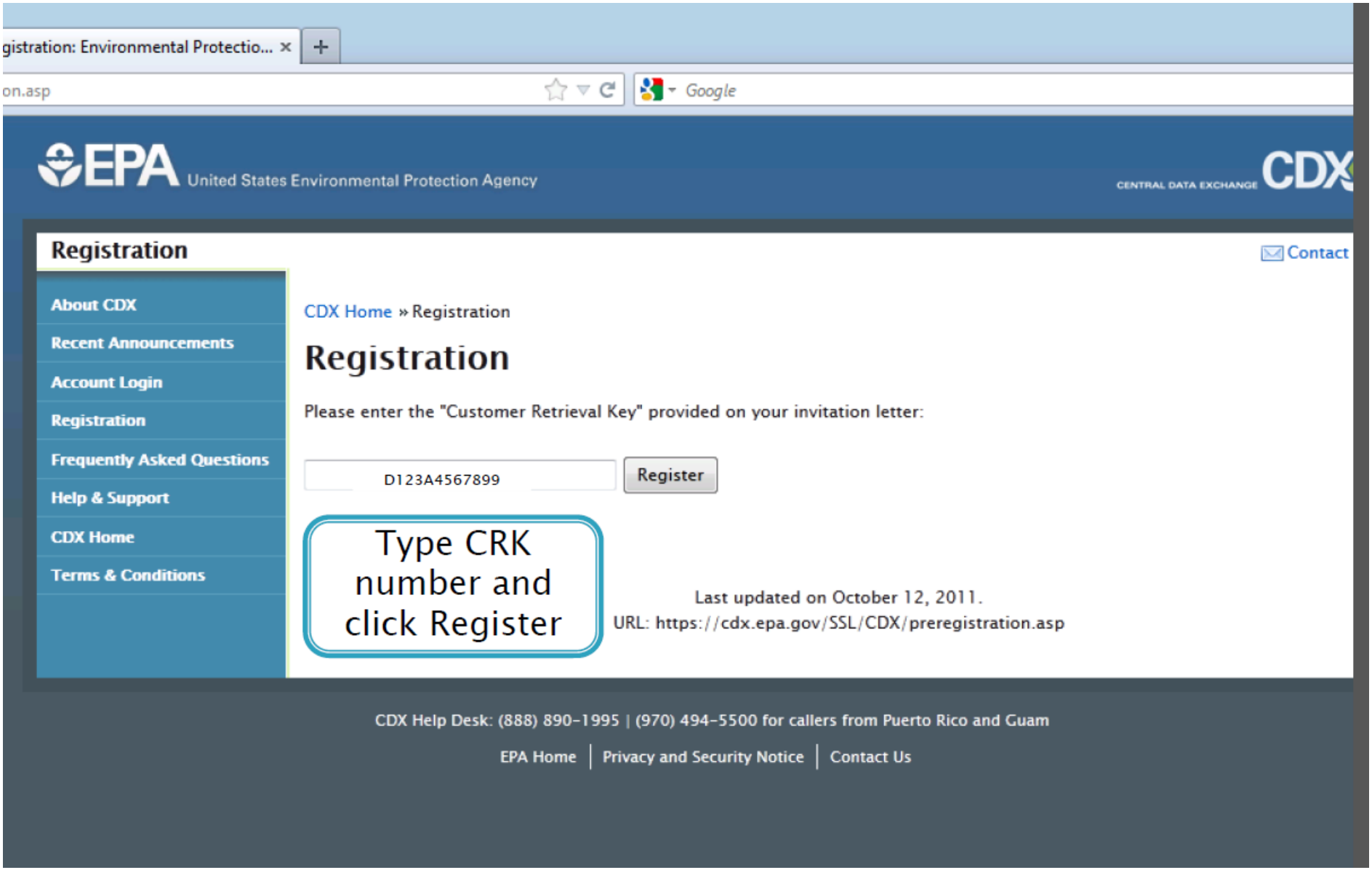
Cut, paste, and email to storet@epa.gov And wait for confirmation email that you have registered for the WQX Web Tool.


File
Message
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Delete
Respond
Samuel Reynolds
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
Extra line breaks in this message were removed.
From: Michael Brennan <Brennan.Michael@epamail.epa.gov> on behalf of Group Storet <Storet@epamail.epa.gov>
Sent: Fri 2/3/2012 11:31 AM
To: David Artichoker
Cc:
Subject: Fw: CDX helpdesk please create a CRK for userid davidartichoker
Thanks.
STORET Group.
1-800-424-9067
----- Forwarded by Michael Brennan/DC/USEPA/US on 02/03/2012 12:17 PM

From: Group Storet
To: dartichoker@delaware.com, Group Storet@EPA
Date: 01/10/2012 06:19 PM
Subject: Fw: CDX helpdesk please create a CRK for userid davidartichoker
Sent by: Michael Brennan
You should receive this email within a day or two stating your registration for WQX Web tool has been set up.
Hi David
This email is to confirm that you have registered for the WQX Web tool.
We have set up your account as follows:
CDX User Name and WQX Web account davidartichoker
WQX Organization ID: , WQXTEST (this is a test organization if you wish to use),DelawareNation
llWQX Organization Name : WQXTEST, DelawareNation Your information has been sent to Central Data Exchange (CDX). You will receive an email regarding the details of process. You will be asked to call to the CDX number (888-890-1995) to get the password for your account. The staff member you talk to will verify your identity and provide you the CRK. You can register yourself at this web address: https://cdx.epa.gov/SSL/CDX/preregistration.asp. Please notice that the convention for assigning username for the Central Data Exchange (CDX) web account is FirstnameLastname. After registration, you will directly get the access to WQX Web.
Getting Started:
For more help on WQX Web, please refer to the tutorials and templates:
http://www.epa.gov/storet/wqxweb_downloads.html
To access the WQXWeb training environment, please send an email to the Storet helpdesk at storet@epa.gov, stating that you are interested in gaining access to the WQXWEB test environment.
See more about: Group Storet.


STORET INFO - DArtichoker@delawarenation.com - Microsoft Outlook
Re: Ticket# 148157 / WQX / CORRECTED Re: This users email is incorrect. expired CRK . Please contact him and I will remake wit - Message (HTML)
From: helpdesk@epacdx.net
To: David Artichoker
Cc: storet@epamail.epa.gov
Subject: Re: Ti / WQX / CORRECTED Re: This users email is incorrect. expired CRK . Please contact him and I will remake wit
Sent: Fri 2/3/2012 12:31 PM
--Please enter your response above this line--
This ticket has been updated by Sherice Mariani
Hello Mr. Artichoker,
A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the WQX application via the Central Data Exchange (CDX) with a Role of "Submitter" and an ID Type of "WQX Web".
User ID: davidartichoker
Please contact the CDX Helpdesk, at (888)890-1995, where you will need to refer to this ticket ((12345) to obtain your CRK
Once you have received your CRK, please access the CDX website using the following link:
https://cdx.epa.gov/SSL/CDX/preregistration.asp
If you already have a CDX account, you will be asked to provide the password for it.
If you have more than one CDX account, you will be asked to select the one you want the CRK to be applied to and then provid
If you do not currently have a CDX account, you will be taken to a page to begin the process of creating a new CDX account.
Best regards,
Full ticket details
Ticket #148157
Ticket: CORRECTED Re: This users email is incorrect. expired CRK . Please contact him and I will remake wit
Status: New (email connector)
Company: WQX
Contact: David Artichoker
Phone: 405-247-2448 x1173
Address: Delaware Nation
See more about: helpdesk@epacdx.net.
When you receive this email, simply call 888.890.1995 and tell give them your user id and refer to your ticket number. That is all – don't ask any questions ☺


STORET INFO - DArtichoker@delawarenation.com - Microsoft Outlook
Re: Ticket# 148157 / WQX / WQX CRK for userid davidartichoker - Message (HTML)
If there are problems with how this message is displayed, click here to view it in a web browser.
From: helpdesk@epacdx.net
To: David Artichoker
Cc:
Subject: Re: Ticket# 148157 / WQX / WQX CRK for userid davidartichoker
Sent: Tue 2/7/2012 8:31 AM
--Please enter your response above this line--
This ticket has been updated by Sherice Mariani
CRK: D123A4567899
Full ticket details
Ticket #148157
Ticket: WQX CRK for userid davidartichoker
Status: Waiting on client
Company: WQX
Contact: David Artichoker
Phone: 405-247-2448 x1173
Address: Delaware Nation
31064 State Highway 281
Anadarko, Oklahoma 73005
Detail Description:
Fri 2/3/2012/11:22 AM MST/ Sherice Mariani-
After calling the CDX helpdesk, with ticket number the CRK number will be sent via email. Click the link below CRK number.
No upcoming appointments.


gistration: Environmental Protectio...
on.asp
Google
EPA United States Environmental Protection Agency
CENTRAL DATA EXCHANGE CDX
Registration
Contact
About CDX
Recent Announcements
Account Login
Registration
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
CDX Home » Registration
Registration
Please enter the "Customer Retrieval Key" provided on your invitation letter:
D123A4567899
Register
Type CRK number and click Register
Last updated on October 12, 2011.
URL: https://cdx.epa.gov/SSL/CDX/preregistration.asp
CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam
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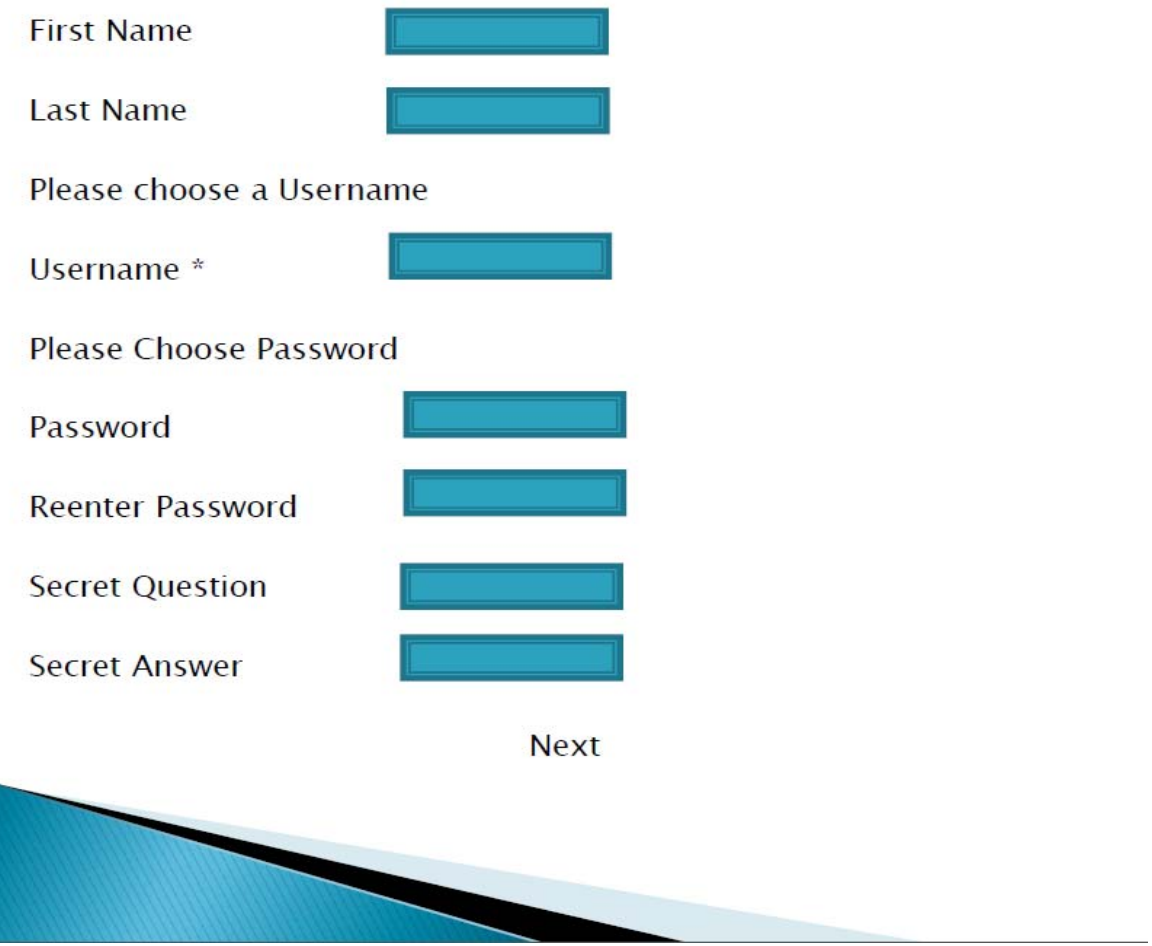
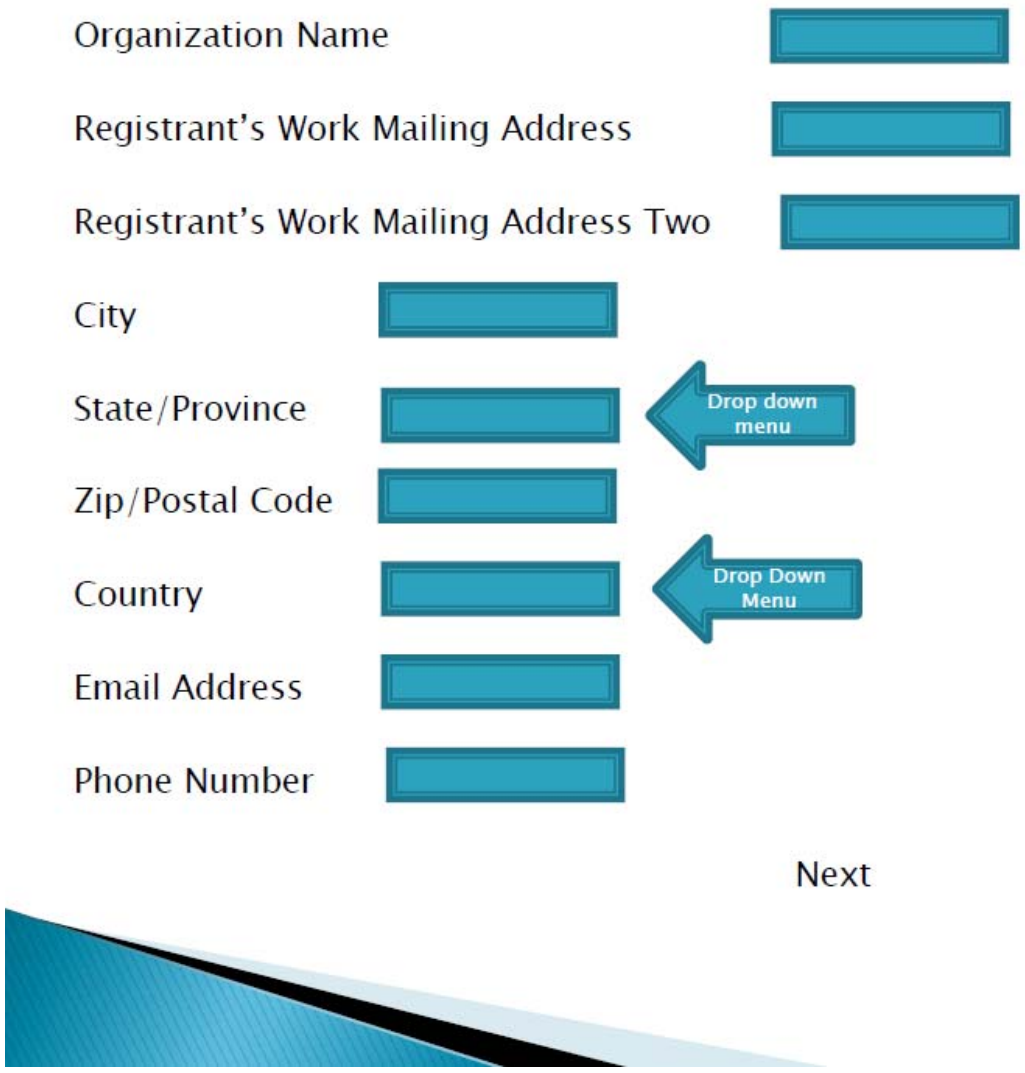
What you will see next after typing in CRK :
(Unable to print screens.)




Organization Name
Registrant's Work Mailing Address
Registrant's Work Mailing Address Two
City
State/Province
Drop down menu
Zip/Postal Code
Country
Drop Down Menu
Email Address
Phone Number
Next

Registration

CDX Registration: Verify Program

WQX √

Program Role ID Type Program ID Submission Method Verify

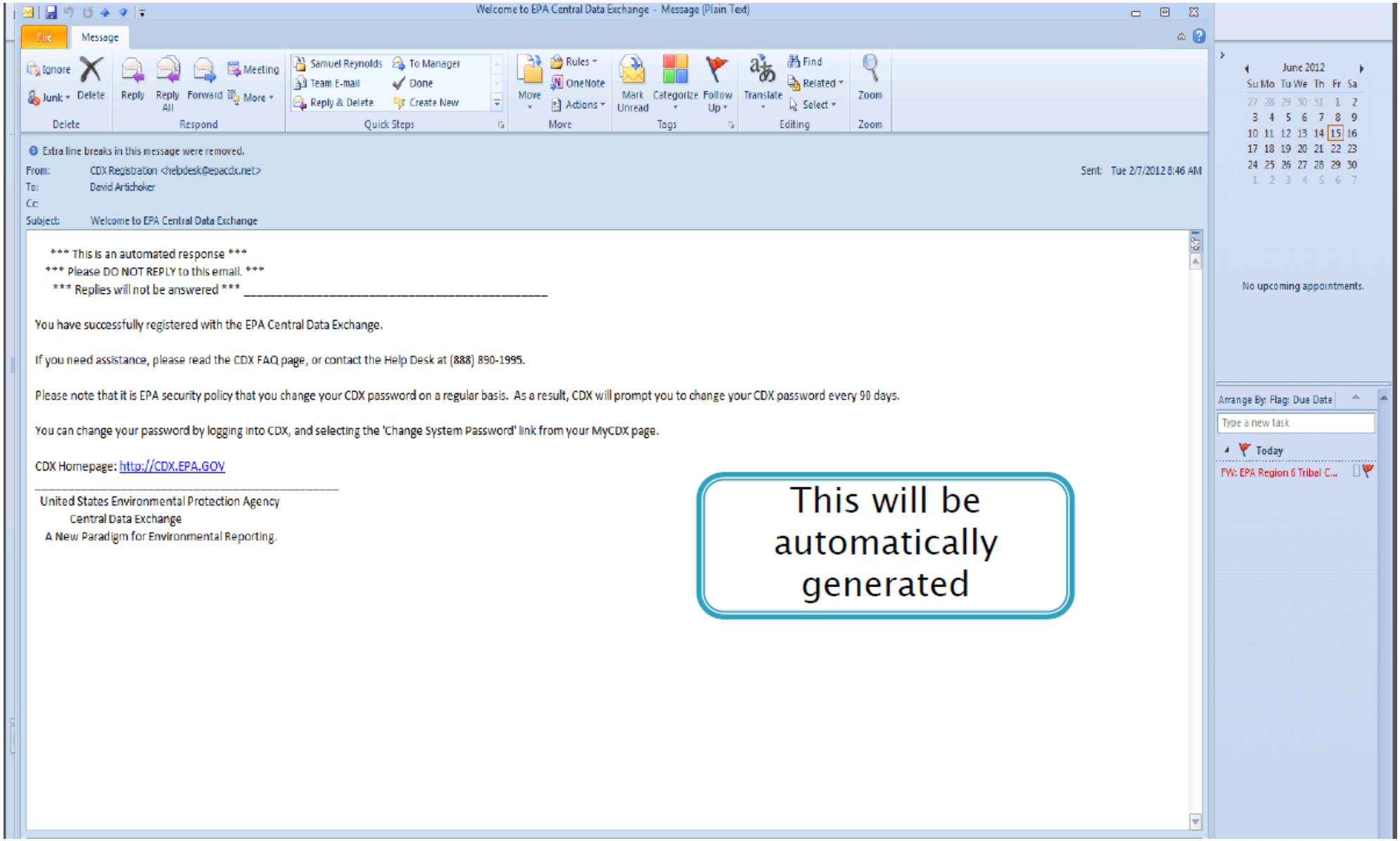
(All these headings are prefilled)

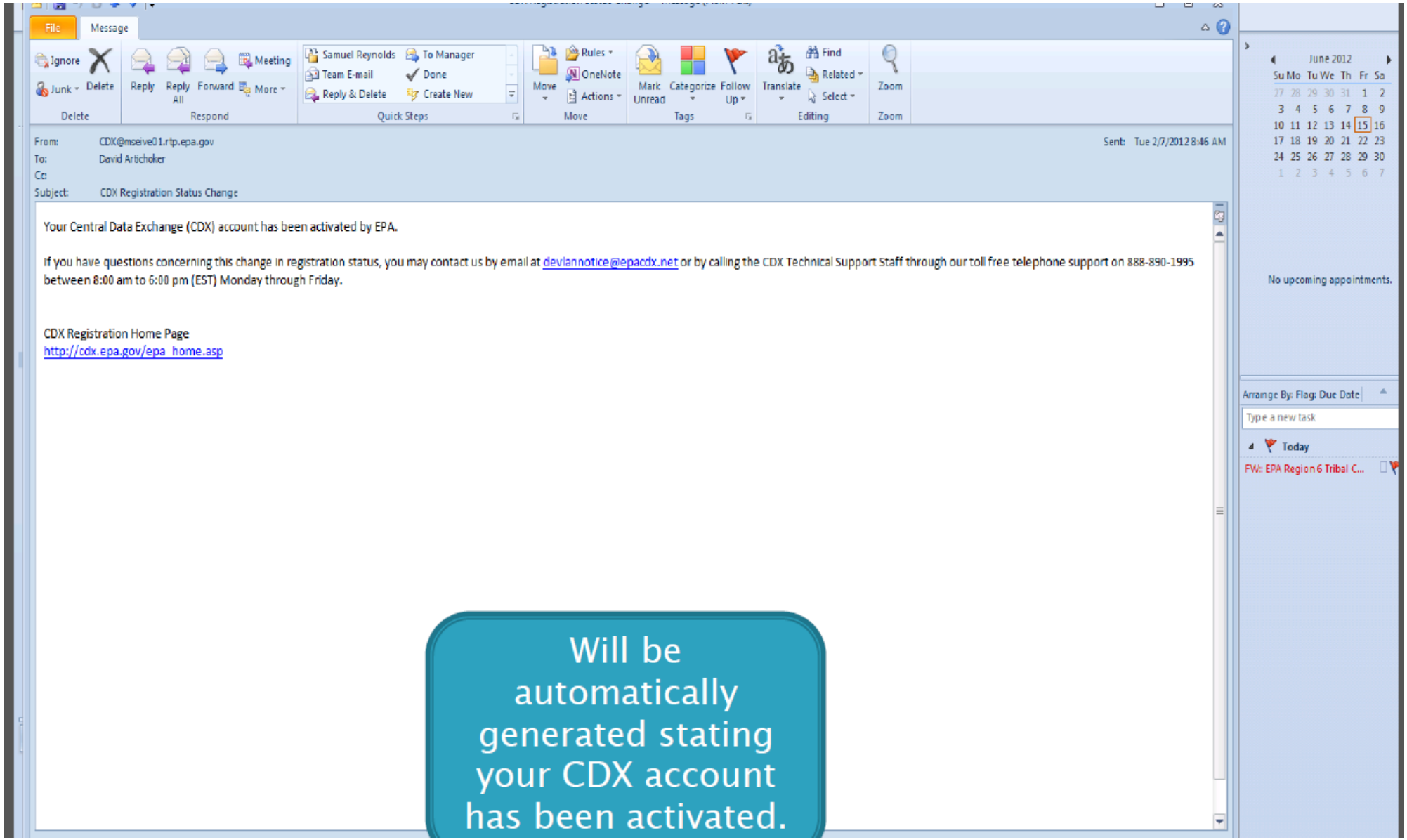
Next

Congratulations you have successfully completed the online portion of CDX Registration.
You should receive an email conformation shortly confirming receipt of your information.

Finish

After clicking Finish, it will take you to My CDX


Welcome to EPA Central Data Exchange - Message (Plain Text)
File
Message
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Delete
Respond
Samuel Reynolds
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
Extra line breaks in this message were removed.
From: CDX Registration <helpdesk@epacdx.net>
To: David Articholer
Cc:
Subject: Welcome to EPA Central Data Exchange
Sent: Tue 2/7/2012 8:46 AM
*** This is an automated response ***
*** Please DO NOT REPLY to this email. ***
*** Replies will not be answered ***
You have successfully registered with the EPA Central Data Exchange.
If you need assistance, please read the CDX FAQ page, or contact the Help Desk at (888) 890-1995.
Please note that it is EPA security policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.
You can change your password by logging into CDX, and selecting the 'Change System Password' link from your MyCDX page.
CDX Homepage: http://CDX.EPA.GOV
United States Environmental Protection Agency
Central Data Exchange
A New Paradigm for Environmental Reporting.
This will be automatically generated
June 2012
Su Mo Tu We Th Fr Sa
27 28 29 30 31 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
1 2 3 4 5 6 7
No upcoming appointments.
Arrange By: Flag: Due Date
Type a new task
Today
FW: EPA Region 6 Tribal C...


File
Message
Ignore
Junk
Delete
Reply
Reply All
Forward
Meeting
More
Delete
Respond
Samuel Reynolds
Team E-mail
Reply & Delete
To Manager
Done
Create New
Quick Steps
Move
Rules
OneNote
Actions
Move
Mark Unread
Categorize
Follow Up
Tags
Translate
Find
Related
Select
Editing
Zoom
Zoom
From: CDX@mseive01.rtp.epa.gov
To: David Artichoker
Cc:
Subject: CDX Registration Status Change
Sent: Tue 2/7/2012 8:46 AM
Your Central Data Exchange (CDX) account has been activated by EPA.
If you have questions concerning this change in registration status, you may contact us by email at devlannotice@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between 8:00 am to 6:00 pm (EST) Monday through Friday.
CDX Registration Home Page
http://cdx.epa.gov/epa_home.asp
June 2012
Su Mo Tu We Th Fr Sa
No upcoming appointments.
Arrange By: Flag: Due Date
Type a new task
Today
FW: EPA Region 6 Tribal C...
Will be automatically generated stating your CDX account has been activated.

- To go to your CDX Web Account simply type:

https://cdx.epa.gov

EPA United States Environmental Protection Agency

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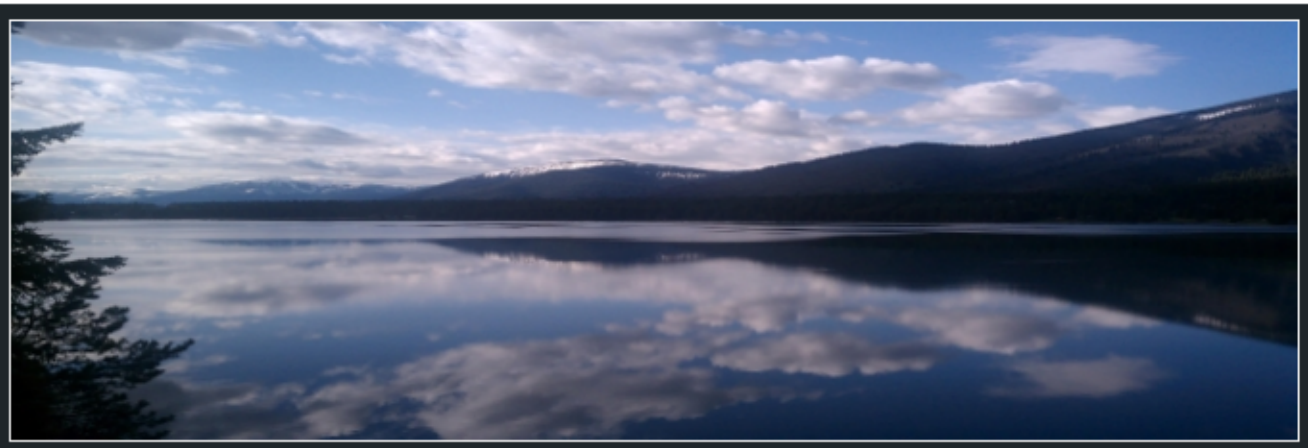
CDX Central Data Exchange

Contact Us



Log in to CDX

User ID

Password

Log In | Register with CDX

Forgot your Password?

Forgot your User ID?

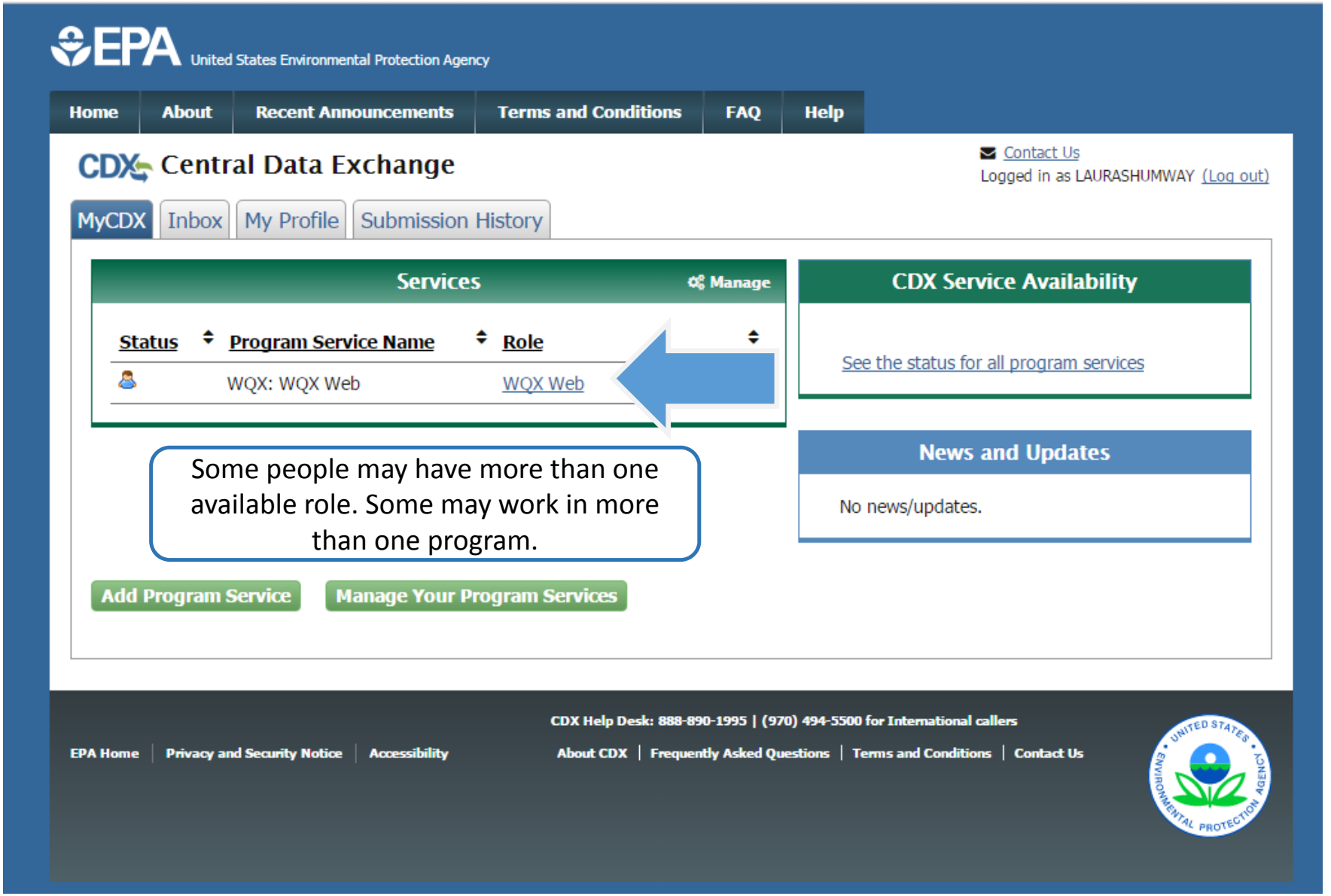
Warning Notice and Privacy Policy

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice


EPA United States Environmental Protection Agency
Home
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FAQ
Help
CDX Central Data Exchange
Contact Us
Logged in as LAURASHUMWAY (Log out)
MyCDX
Inbox
My Profile
Submission History
Services
Manage
Status
Program Service Name
Role
WQX: WQX Web
WQX Web
CDX Service Availability
See the status for all program services
Some people may have more than one available role. Some may work in more than one program.
News and Updates
No news/updates.
Add Program Service
Manage Your Program Services
CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers
EPA Home
Privacy and Security Notice
Accessibility
About CDX
Frequently Asked Questions
Terms and Conditions
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Phase One

COMPLETE!!!!!

Congratulations ☺ ☺ ☺

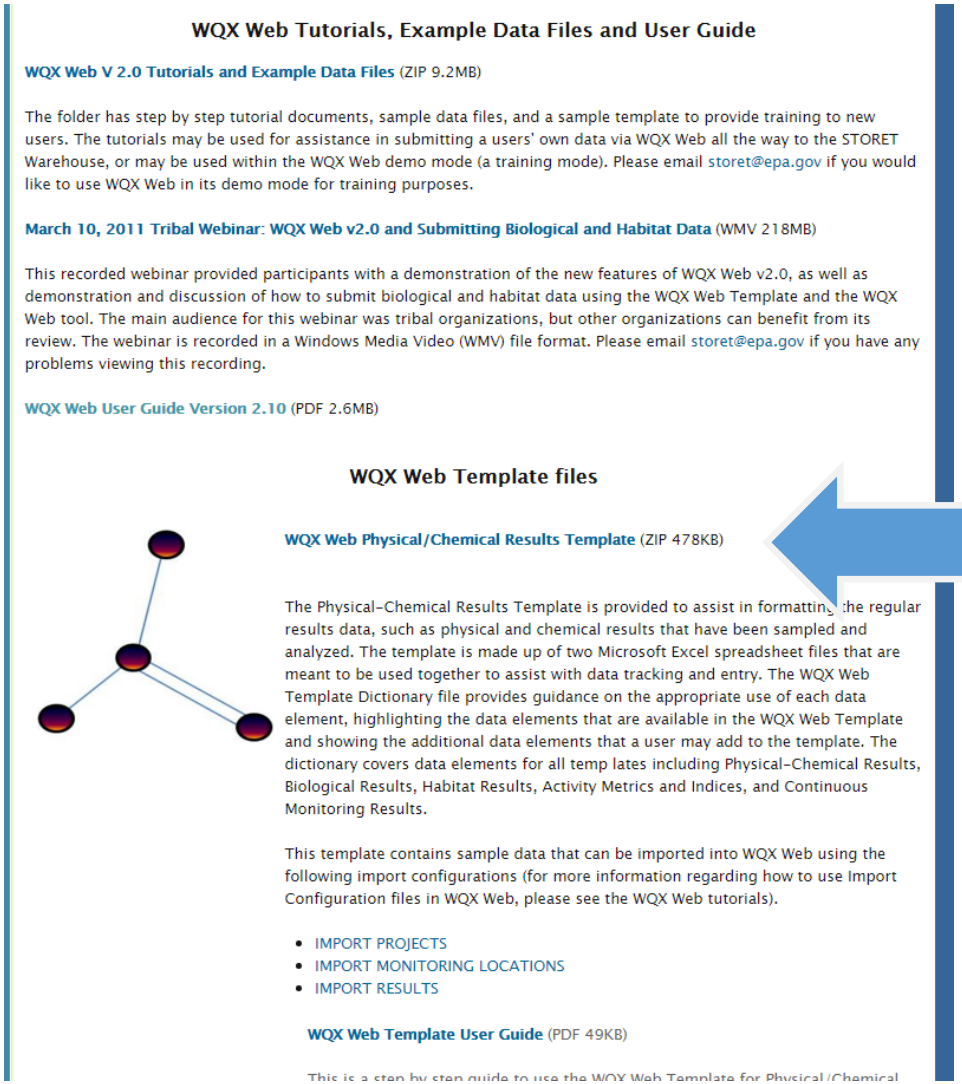
Phase 2 – Part A

- Setting up your template
- Getting familiar with the template

To download the WQX Template

http://www3.epa.gov/storet/wqx/wqxweb_downloads.html

- Scroll down and go to "WQX Web Physical/Chemical Results Template"



WQX Web Tutorials, Example Data Files and User Guide

WQX Web V 2.0 Tutorials and Example Data Files (ZIP 9.2MB)

The folder has step by step tutorial documents, sample data files, and a sample template to provide training to new users. The tutorials may be used for assistance in submitting a users' own data via WQX Web all the way to the STORET Warehouse, or may be used within the WQX Web demo mode (a training mode). Please email storet@epa.gov if you would like to use WQX Web in its demo mode for training purposes.

March 10, 2011 Tribal Webinar: WQX Web v2.0 and Submitting Biological and Habitat Data (WMV 218MB)

This recorded webinar provided participants with a demonstration of the new features of WQX Web v2.0, as well as demonstration and discussion of how to submit biological and habitat data using the WQX Web Template and the WQX Web tool. The main audience for this webinar was tribal organizations, but other organizations can benefit from its review. The webinar is recorded in a Windows Media Video (WMV) file format. Please email storet@epa.gov if you have any problems viewing this recording.

WQX Web User Guide Version 2.10 (PDF 2.6MB)

WQX Web Template files

WQX Web Physical/Chemical Results Template (ZIP 478KB)

The Physical-Chemical Results Template is provided to assist in formatting the regular results data, such as physical and chemical results that have been sampled and analyzed. The template is made up of two Microsoft Excel spreadsheet files that are meant to be used together to assist with data tracking and entry. The WQX Web Template Dictionary file provides guidance on the appropriate use of each data element, highlighting the data elements that are available in the WQX Web Template and showing the additional data elements that a user may add to the template. The dictionary covers data elements for all temp lates including Physical-Chemical Results, Biological Results, Habitat Results, Activity Metrics and Indices, and Continuous Monitoring Results.

This template contains sample data that can be imported into WQX Web using the following import configurations (for more information regarding how to use Import Configuration files in WQX Web, please see the WQX Web tutorials).

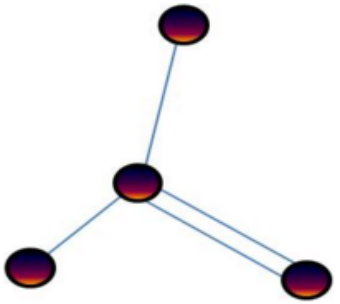
- IMPORT PROJECTS
- IMPORT MONITORING LOCATIONS
- IMPORT RESULTS

WQX Web Template User Guide (PDF 49KB)

This is a step by step guide to use the WQX Web Template for Physical/Chemical

WQX Web User Guide Version 2.10 (PDF 2.6MB)

WQX Web Template files



WQX Web Physical/Chemical Results Template (ZIP 478KB)

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- IMPORT PROJECTS
- IMPORT MONITORING LOCATIONS
- IMPORT RESULTS

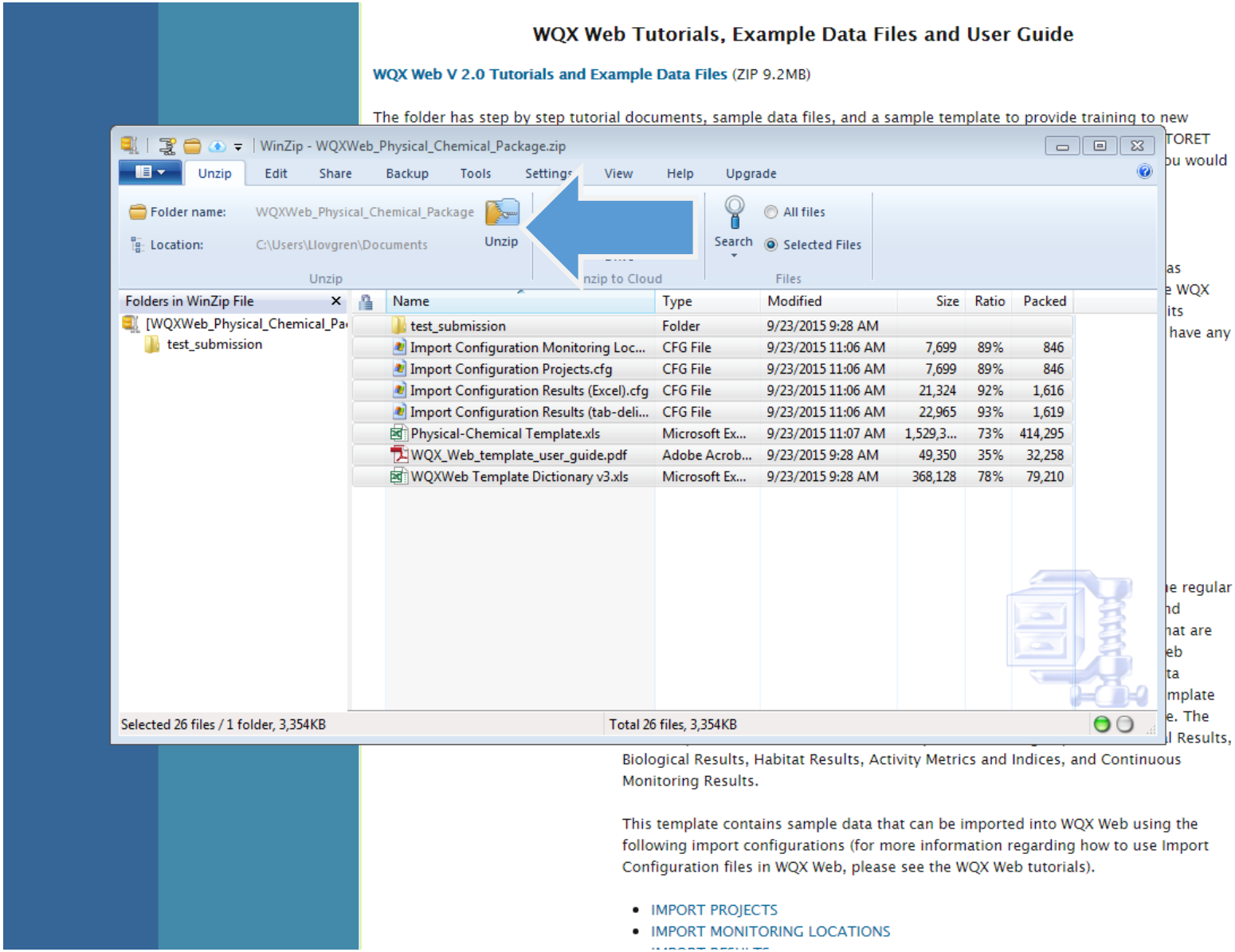
WQXWeb_Physical_C....zip

Show all downloads...

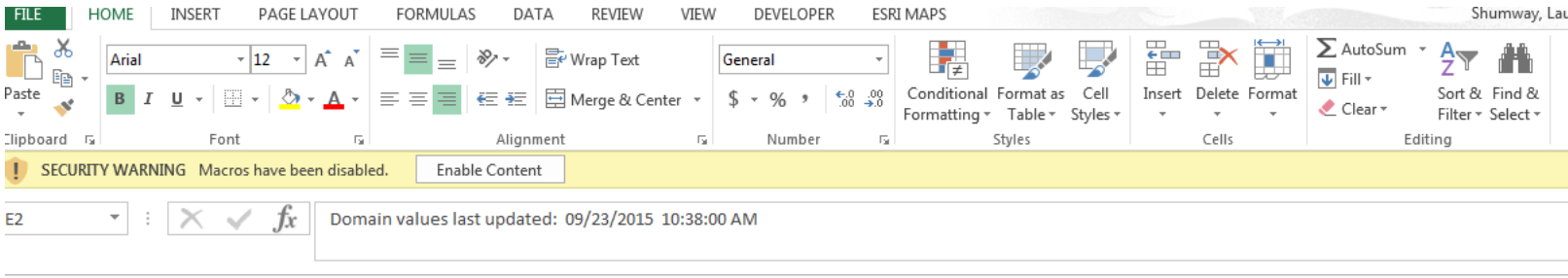
Select all the items and click Unzip

Save to “My Documents”

Open the Physical-Chemical Template.xls



Click “Enable Content”



USEPA WQXWeb Physical Chemistry Template Version 1.04

Domain values last updated: 09/23/2015 10:38:00 AM

- **This template is a data entry spreadsheet that guides data owners through organizing water quality data into a format that meets WQX data validation requirements.**
- **This template is intended to be paired with the WQXWeb Import Configuration - Import PhysChem Results.bin. Changes to the order of columns or the data format in this WQX Web template spreadsheet also need to be applied to the WQXWeb Import Configuration.**
- **Please refer to the latest version of the "WQXWeb Template Dictionary" for a detailed explanation of the contents within each data entry worksheet, in addition to a complete list of WQX Allowable Values. The dictionary also cotains a list of all the columns available in each Data Entry worksheet.**

Worksheets are color coded by function. The single pink tab contains buttons used to export data, the three yellow tabs are used to enter data, and the green tabs are reference lists for data columns that allow only specific values.

Group Name	Use	Worksheet Name	Description
Export	Use buttons on this tab convert Data Entry Worksheets (yellow tabs) to .txt files	Export	The Export tab contains buttons to automatically export data from each of the data entry worksheets into tab delimited files ready to be imported into WQXWeb.
Data Entry Worksheets	A template for submission of water quality monitoring data. Projects, Monitoring Locations and Results templates are provided for users	Projects	The Project tab contains information about the water quality data collection program
		Monitoring Locations	The Monitoring Locations tab contains information about the sites were water quality data is being collected
		Results	The Results tab contains the field and laboratory water quality data collected.
Allowable Values/ Look-up Lists/ Domain Values	Tables of allowable values for specific columns in the Data Entry worksheets. All green-colored cells contain the values that should be used in the worksheets. Others cells are included for additional reference.	Allowed Values - Monitoring Locs	This tab contains multiple tables of listing the values that can be entered in particular columns in the Monitoring Locations tab.
		Allowed Values - Results	This tab contains multiple tables of listing the values that can be entered in particular columns in the Results tab.
		Characteristics	This tab contains a table of all Characteristics in STORET that can be used in the Characteristic Name field in the Results tab. The table also has fields to indicate if a particular Characteristic requires a Sample Fraction or Field/Lab Analytical Procedure (or both) for a particular characteristic.
		Analytical Methods	This tab contains a list of all nationally available result analytical methods. Additional methods can be defined by an organization in the "Analytical & Collection Methods" tab.
		Units of Measure	This tab contains a single table listing all result units of measure available in WQX.
		Analytical & Collection Methods	This tab can be used to record organization specific Result Analytical Methods and Sample Collection Methods. Data entered in this tab is not exported to WQXWeb.

Projects: Answers the questions “Why are you sampling?” and/or “For what purpose are you sampling?”

Hint: Does not need to be overly specific. Can be used for all of the data you collect.

	A	B	C
1	**Project ID**	**Project Name**	**Project Description**
2	106 SWS	106 Surface Water Sampling	Surface water sampling executed by Tribe X under 106 grant funding

Montioring Locations: Answers the questions “Where are you sampling?” and “What type of water are your sampling?”

	A	B	C	D	E	F	G	H	I	J
1	Monitoring Location ID	Monitoring Location Name	Monitoring Location Type	HUC Eight-Digit Code	Tribal Land Indicator	Tribal Land Name	Monitoring Location Latitude	Monitoring Location Longitude	Monitoring Location Horizontal Collection Method	Monitoring Location Horizontal Coordinate Reference System
2	TT 1	Template Test 1	River/Stream	10010001	Yes	TRIBE X	40.594	-111.72	GPS-Unspecified	NAD83
3	TT 2	Template Test 2	River/Stream	03050201	Yes	TRIBE X	40.594	-111.72	GPS-Unspecified	NAD83
4	TT 3	Template Test 3	River/Stream	03050201	Yes	TRIBE X	40.527	-111.755	GPS-Unspecified	NAD83
5	TT 4	Template Test 4	River/Stream	12110111	Yes	TRIBE X	40.657	-111.77	GPS-Unspecified	NAD83
6	TT 5	Template Test 5	River/Stream	12110111	Yes	TRIBE X	40.522	-112.149	GPS-Unspecified	NAD83
7	TT 6	Template Test 6	River/Stream	14080202	Yes	TRIBE X	40.765	-111.848	GPS-Unspecified	NAD83
8	TT 7	Template Test 7	River/Stream	14080202	Yes	TRIBE X	40.771	-111.892	GPS-Unspecified	NAD83
9	TT 8	Template Test 8	River/Stream	17060201	Yes	TRIBE X	40.779	-112.099	GPS-Unspecified	NAD83
10	TT 9	Template Test 9	River/Stream	17060201	Yes	TRIBE X	40.598	-111.685	GPS-Unspecified	NAD83

Activites & Results: Answers the questions “What are you sampling?” , “When are you sampling?” , “What was the result?” and other metadata (information) is necessary for data reuse.

	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Monitoring Location ID	Activity ID	Activity Type	Activity Media Name	Activity Start Date	Activity Start Time	Activity Start Time Zone	Sample Collection Method ID	Sample Collection Equipment Name	Characteristic Name	Result Detection Condition	Result Value	Result Unit
2	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			Dissolved oxygen (DO)		6.6	mg/l
3	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			Total dissolved solids		0.319	mg/l
4	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			pH		8.57	None
5	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			Salinity		0.24	mg/l
6	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			Temperature, water		70.16	deg F
7	TT 2	TT2:200108010820	Field Msr/Obs	Water	2001-08-01	8:20:00	MDT			Turbidity		35	NTU
8	TT 2	TT2:200109100948	Field Msr/Obs	Water	2001-09-10	9:48:00	MDT			Dissolved oxygen (DO)		8.52	mg/l
9	TT 2	TT2:200109100948	Field Msr/Obs	Water	2001-09-10	9:48:00	MDT			Total dissolved solids		0.313	mg/l
10	TT 5	TT5:200109100948	Field Msr/Obs	Water	2001-09-10	9:48:00	MDT			pH		8.95	None
11	TT 5	TT5:200109100948	Field Msr/Obs	Water	2001-09-10	9:48:00	MDT			Salinity		0.23	mg/l
12	TT 5	TT5:200109100948	Field Msr/Obs	Water	2001-09-10	9:48:00	MDT			Temperature, water		61.25	deg F
13	TT 5	TT5:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			Dissolved oxygen (DO)		7.16	mg/l
14	TT 5	TT5:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			Total dissolved solids		0.367	mg/l
15	TT 5	TT5:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			pH		8.55	None
16	TT 5	TT5:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			Salinity		0.27	mg/l
17	TT 3	TT3:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			Temperature, water		49.46	deg F
18	TT 3	TT3:200110031003	Field Msr/Obs	Water	2001-10-03	10:03:00	MDT			Turbidity		43	NTU
19	TT 6	TT6:200109100948	Sample-Routine	Water	2001-09-10	9:48:00	MDT	TRIBAL QAPP	Water Bottle	Ammonia-nitrogen		0.9022	mg/l
20	TT 6	TT6:200109100948	Sample-Routine	Water	2001-09-10	9:48:00	MDT	TRIBAL QAPP	Water Bottle	Nitrate		7.2	mg/l
21	TT 6	TT6:200109100948	Sample-Routine	Water	2001-09-10	9:48:00	MDT	TRIBAL QAPP	Water Bottle	Nitrite		4.46	mg/l

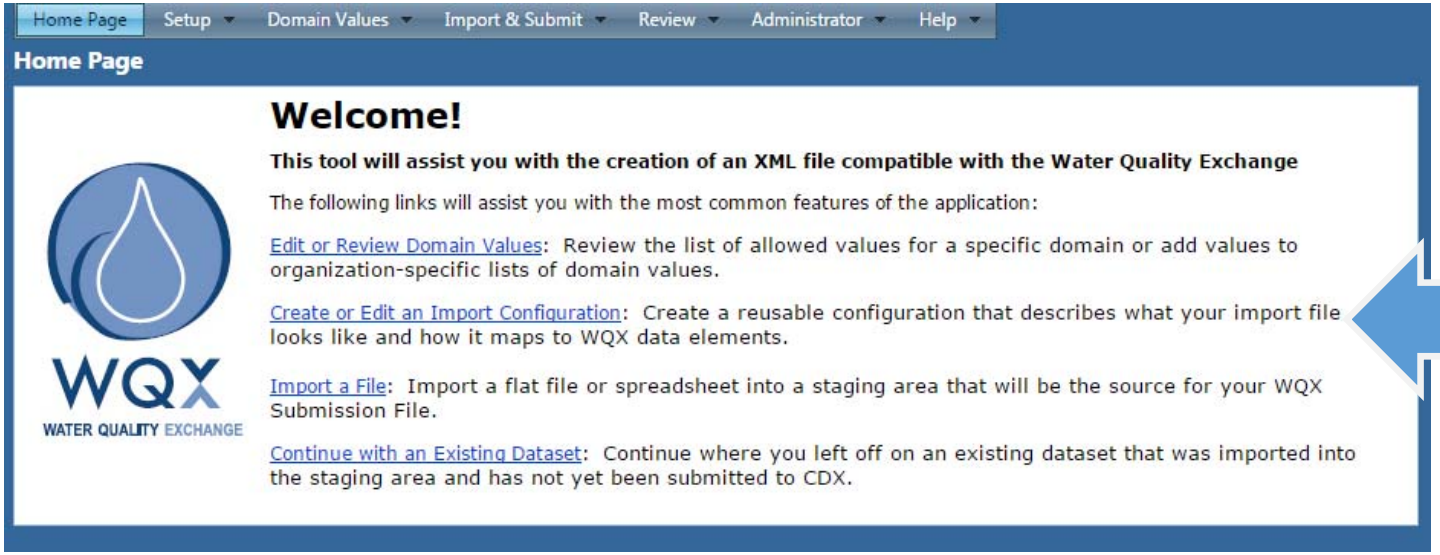
CONGRATULATIONS

YOU HAVE FINISHED PHASE 2 PART A!!!!!!!!

Phase 2 – Part B

To setup Import Configuration go to https://cdx.epa.gov/

Log In →WQX Web → Create or Edit an Import Configuration

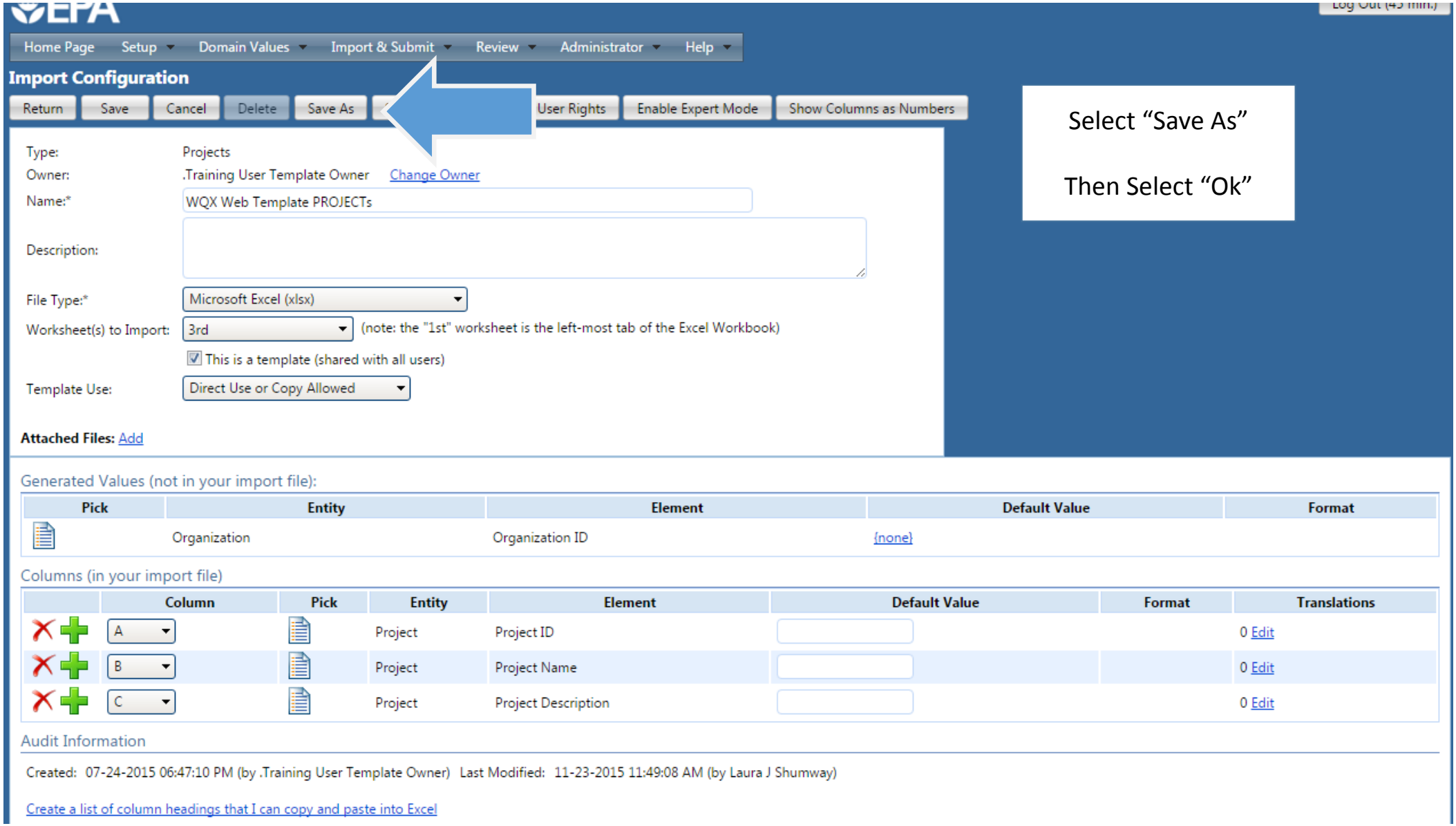


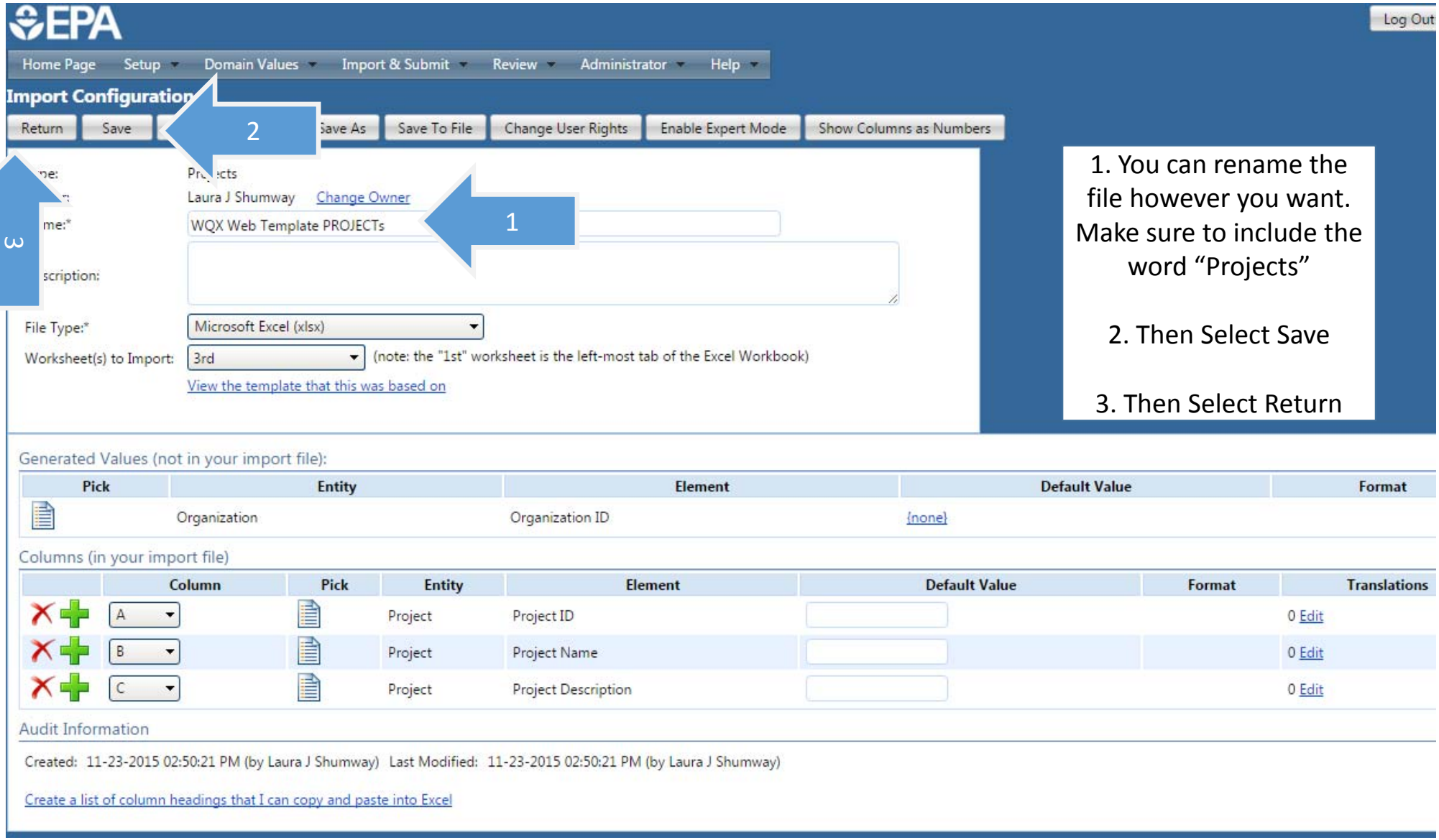
Training User Template Import Configurations

Import Configurations that match the WQX Web template already exist!

Select # 1005 “WQX Web Template Projects (Template)”

3343	Activities and Results	WQX Web Template REGULAR Results (Template)		.Training User Template Owner
3637	Activity Groups	Import Activity Group (comma sep) (Template)		.Training User Template Owner
3294	Indexes	WQX Web Template BioHabitat INDEX (Template)		.Training User Template Owner
1118	Monitoring Locations	Import MONITORING LOCATION (Template)		.Training User Template Owner
3653	Monitoring Locations	WQXWeb Template MONITORING Location (Template)		.Training User Template Owner
1005	Projects	WQX Web Template PROJECTs (Template)		.Training User Template Owner


Home Page
Setup
Domain Values
Import & Submit
Review
Administrator
Help
Import Configuration
Return
Save
Cancel
Delete
Save As
User Rights
Enable Expert Mode
Show Columns as Numbers
Type: Projects
Owner: .Training User Template Owner Change Owner
Name:* WQX Web Template PROJECTs
Description:
File Type:* Microsoft Excel (xlsx)
Worksheet(s) to Import: 3rd (note: the "1st" worksheet is the left-most tab of the Excel Workbook)
This is a template (shared with all users)
Template Use: Direct Use or Copy Allowed
Attached Files: Add
Select "Save As"
Then Select "Ok"
Generated Values (not in your import file):
Pick
Entity
Element
Default Value
Format
Organization
Organization ID
{none}
Columns (in your import file)
Column
Pick
Entity
Element
Default Value
Format
Translations
A
Project
Project ID
0 Edit
B
Project
Project Name
0 Edit
C
Project
Project Description
0 Edit
Audit Information
Created: 07-24-2015 06:47:10 PM (by .Training User Template Owner) Last Modified: 11-23-2015 11:49:08 AM (by Laura J Shumway)
Create a list of column headings that I can copy and paste into Excel


EPA
Log Out
Home Page
Setup
Domain Values
Import & Submit
Review
Administrator
Help
Import Configuration
Return
Save
Save As
Save To File
Change User Rights
Enable Expert Mode
Show Columns as Numbers
2
1
3
Laura J Shumway
Change Owner
WQX Web Template PROJECTs
File Type:*
Microsoft Excel (xlsx)
Worksheet(s) to Import:
3rd
(note: the "1st" worksheet is the left-most tab of the Excel Workbook)
View the template that this was based on
1. You can rename the file however you want. Make sure to include the word “Projects”
2. Then Select Save
3. Then Select Return
Generated Values (not in your import file):
Pick
Entity
Element
Default Value
Format
Organization
Organization ID
(none)
Columns (in your import file)
Column
Pick
Entity
Element
Default Value
Format
Translations
A
Project
Project ID
0 Edit
B
Project
Project Name
0 Edit
C
Project
Project Description
0 Edit
Audit Information
Created: 11-23-2015 02:50:21 PM (by Laura J Shumway) Last Modified: 11-23-2015 02:50:21 PM (by Laura J Shumway)
Create a list of column headings that I can copy and paste into Excel

Copy all template import configurations

Select #3343 and select Save as → Save → Return

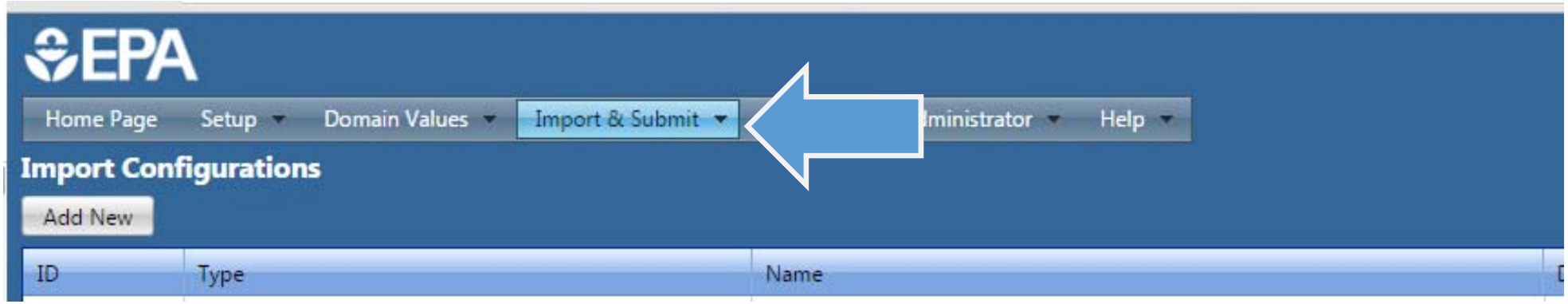
Then Select #3653 and select Save as → Save → Return

3343	Activities and Results	WQX Web Template REGULAR Results (Template)		.Training User Template Owner
3637	Activity Groups	Import Activity Group (comma sep) (Template)		.Training User Template Owner
3294	Indexes	WQX Web Template BioHabitat INDEX (Template)		.Training User Template Owner
1118	Monitoring Locations	Import MONITORING LOCATION (Template)		.Training User Template Owner
3653	Monitoring Locations	WQXWeb Template MONITORING Location (Template)		.Training User Template Owner
1005	Projects	WQX Web Template PROJECTs (Template)		.Training User Template Owner

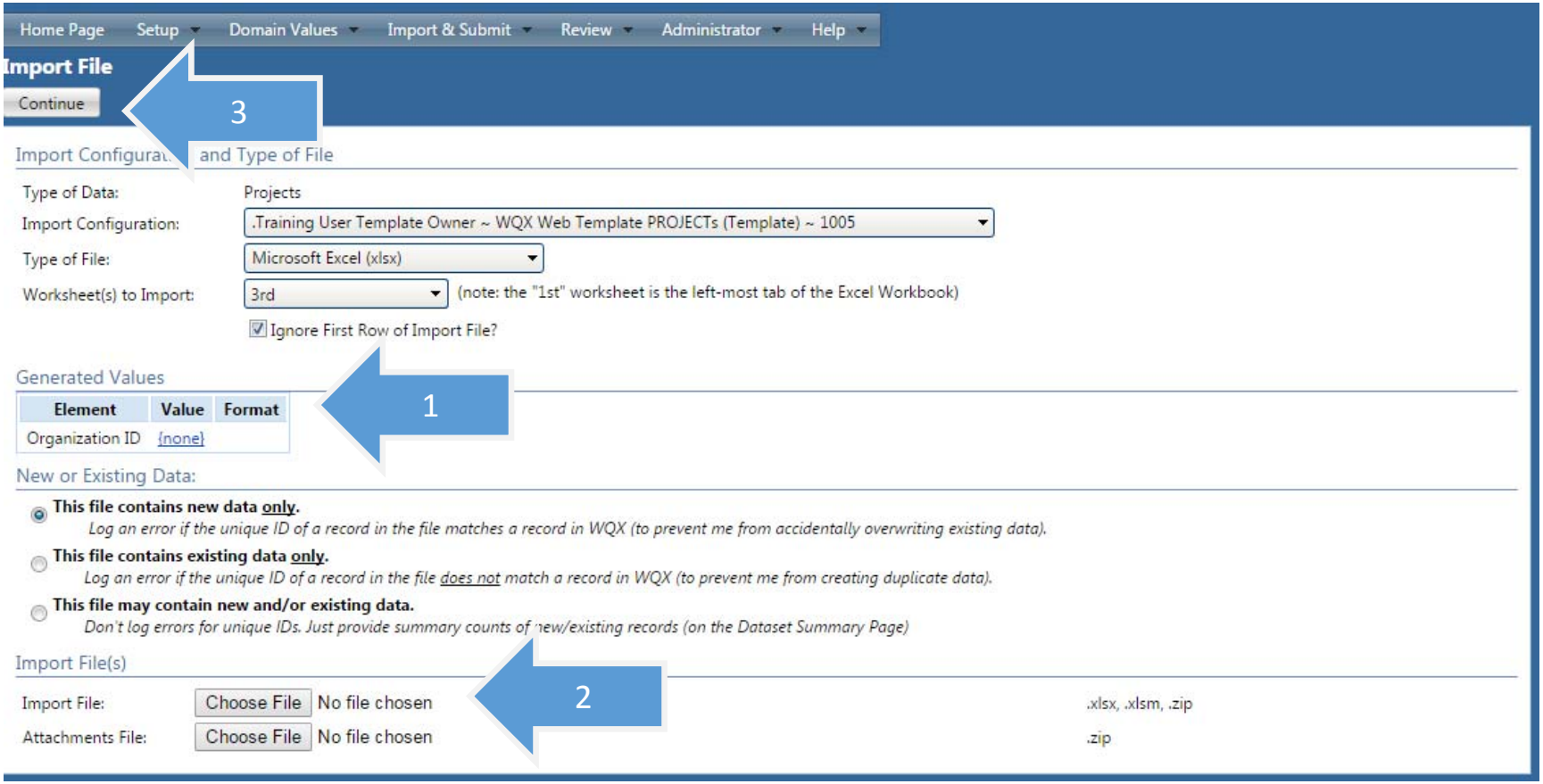
Import a File

Select Import & Submit then select → “Import Projects into the staging area”

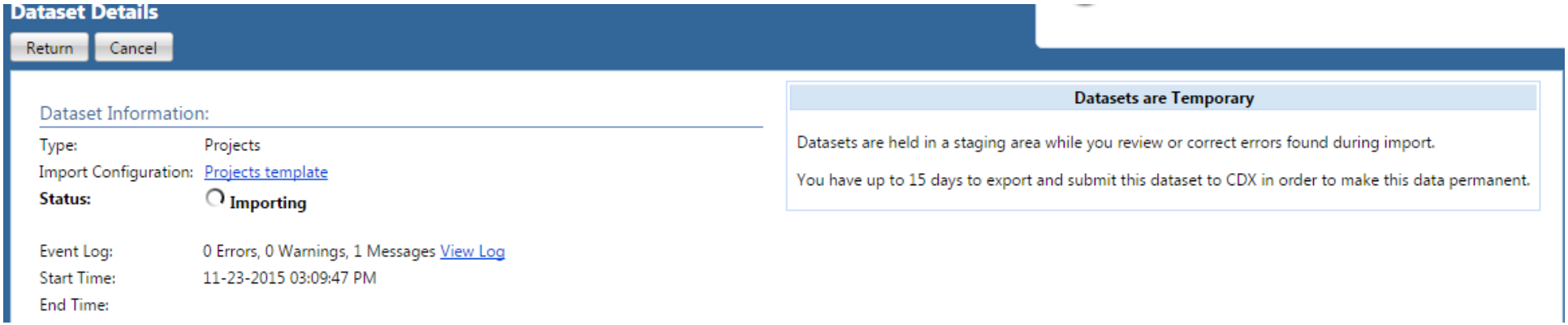
Select the project import configuration you saved on slide 31



1. Change the Org ID to your organization – If you want to test the system, select the Org ID labelled WQXTEST
2. Select Choose File then browse to My documents to select the template you filled out
3. Select Continue

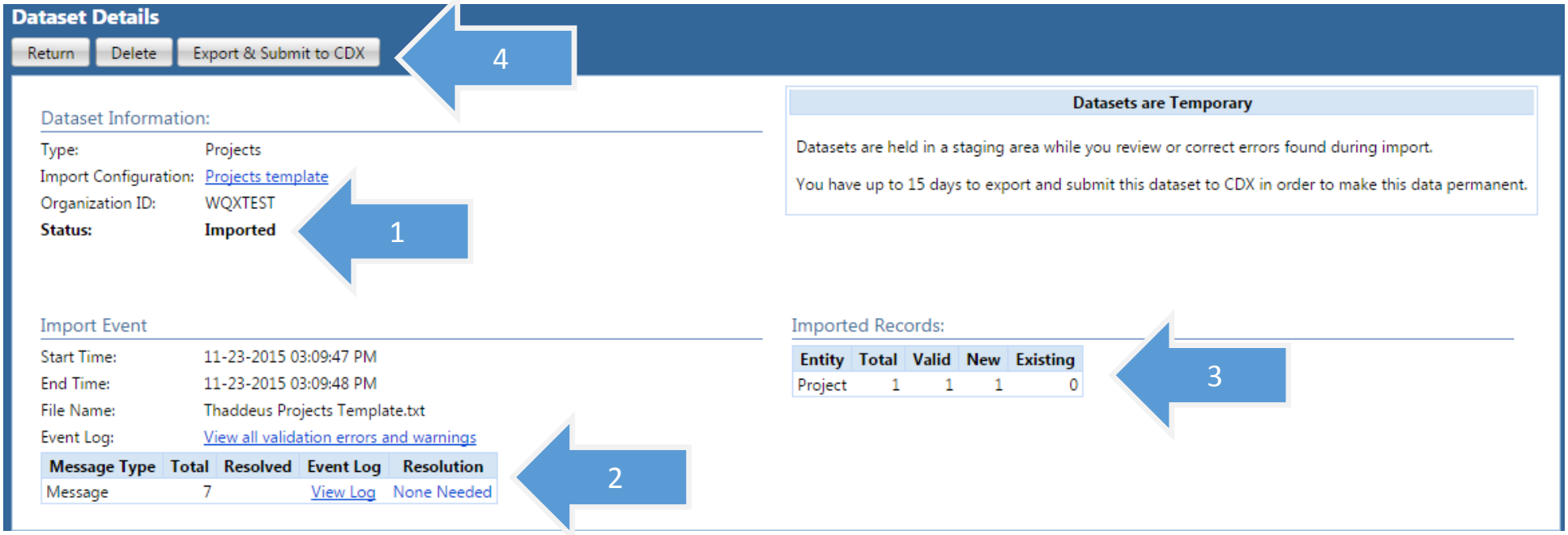


Please be patient. The dataset is importing

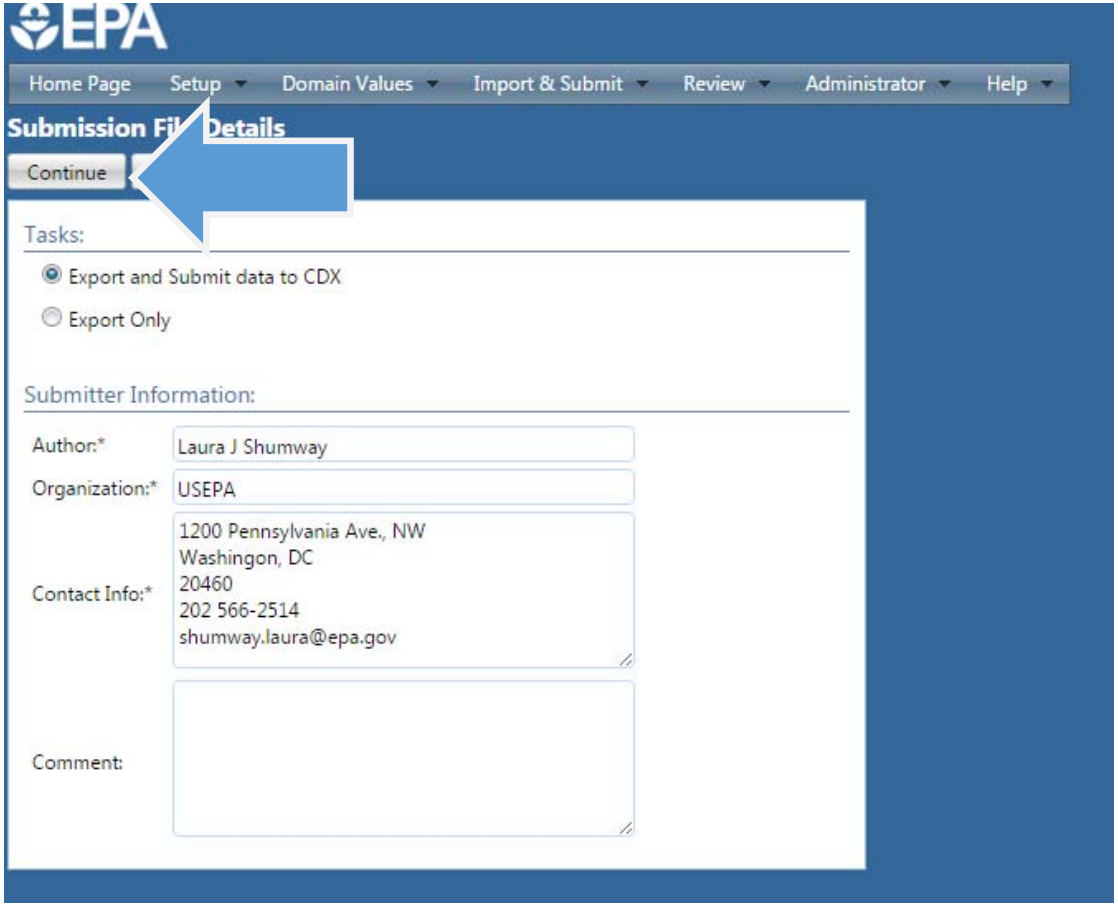


Check for errors

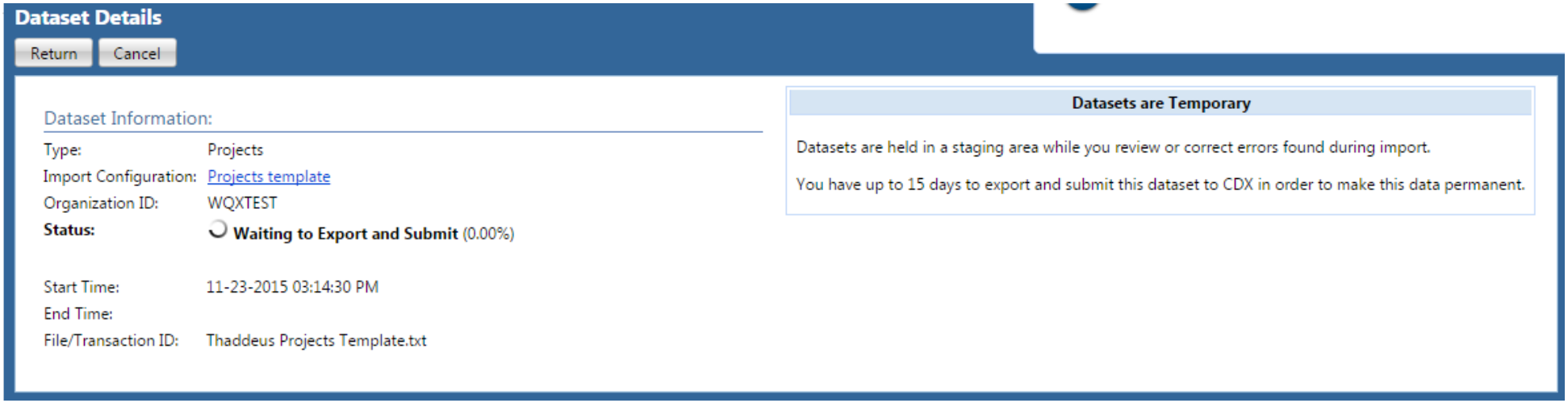
1. Check to make sure it imported
2. Check for errors
3. Make sure existing = 0. If it is larger than 0, you are overwriting another file/result.
4. If there are no errors, select Export & Submit to CDX



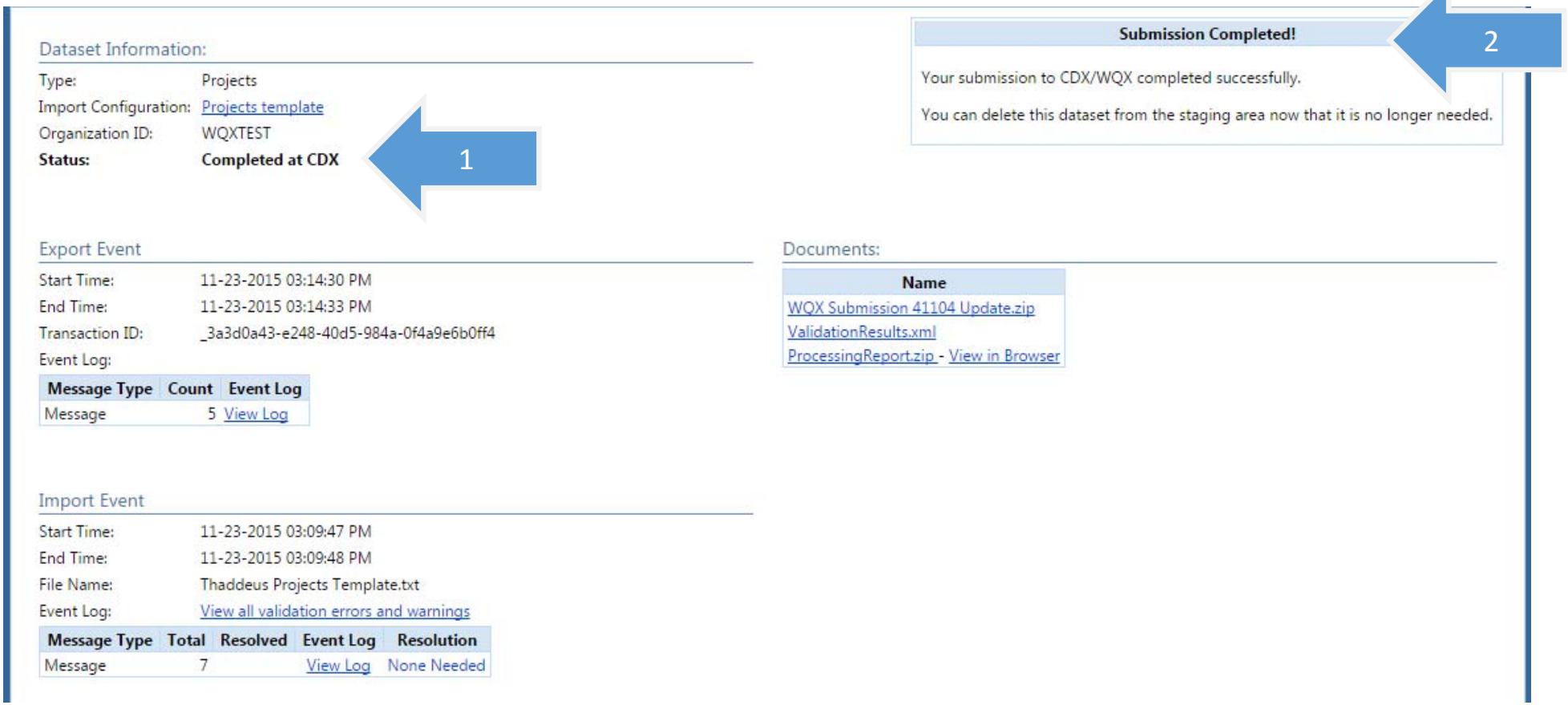
Make sure the information is correct and select Continue



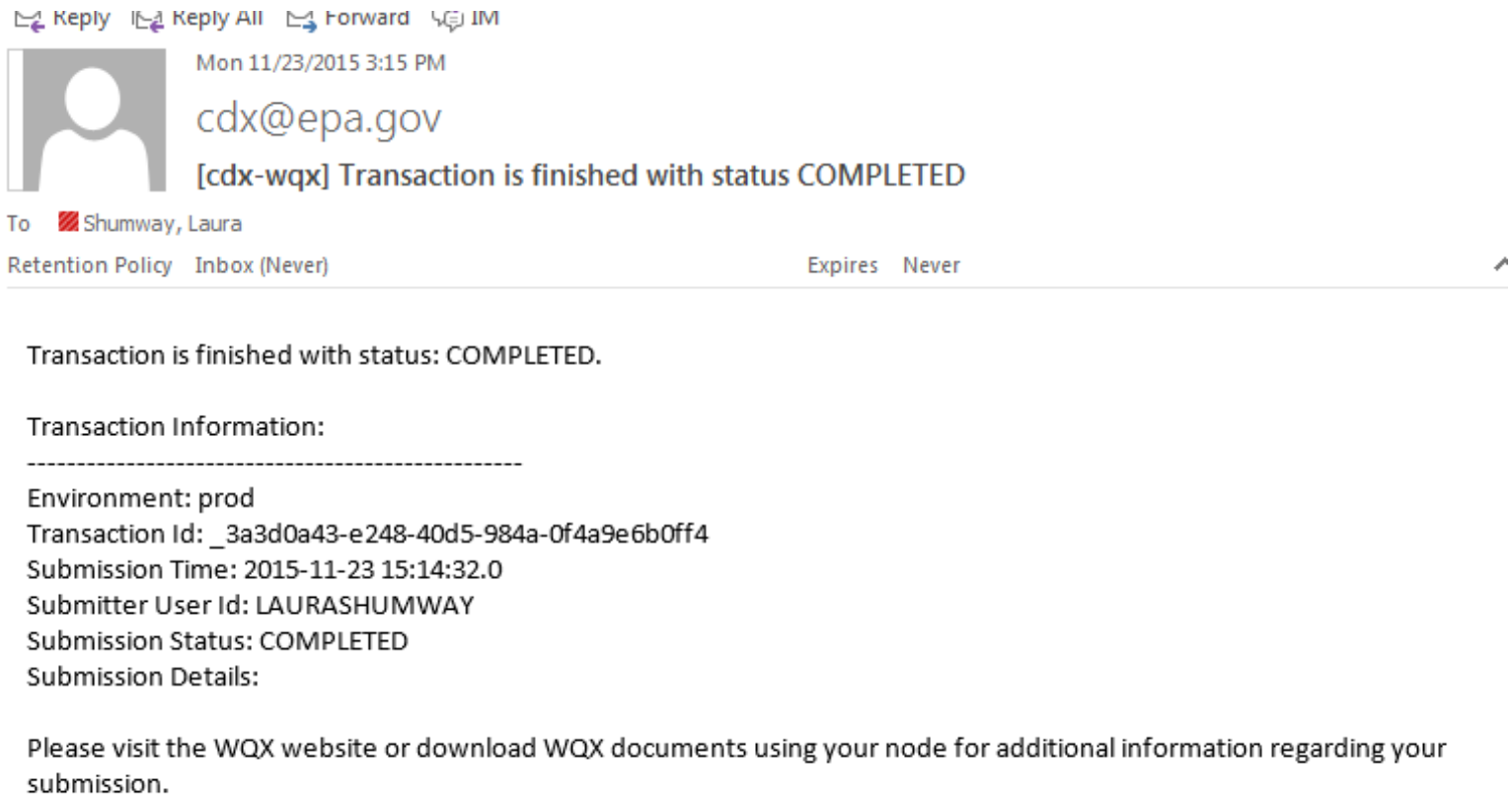
Please be patient. The dataset is going to the EPA



1. Check to make sure it is completed in the dataset information and submission completed box



You will receive a confirmation email from CDX



Reply Reply All Forward IM

Mon 11/23/2015 3:15 PM

cdx@epa.gov

[cdx-wqx] Transaction is finished with status COMPLETED

To Shumway, Laura

Retention Policy Inbox (Never) Expires Never

Transaction is finished with status: COMPLETED.

Transaction Information:

Environment: prod
Transaction Id: _3a3d0a43-e248-40d5-984a-0f4a9e6b0ff4
Submission Time: 2015-11-23 15:14:32.0
Submitter User Id: LAURASHUMWAY
Submission Status: COMPLETED
Submission Details:

Please visit the WQX website or download WQX documents using your node for additional information regarding your submission.

CONGRATULATIONS!

YOU HAVE SUCCESSFULLY SUBMITTED TO EPA!!!!!

TO SUBMIT YOUR MONITORING LOCATIONS AND RESULTS, FOLLOW STEPS OUTLINED 34-40 USING THE CORRESPONDING TEMPLATES