

Changing Raw Data Values

- 1 From Main Menu, click Maintenance, Sample Values, Raw Data
- 2 Enter monitor identifying info, click Execute Query.
- 3 Click on field in Raw Data area to change.
- 4 Click Insert Record icon in top menu.
- 5 Click Duplicate Record icon.
- 6 Change incorrect value.
- 7 Enter Action Ind of 'U'.
- 8 Enter Reported Scale value (Reported Scale is the number of decimal places).
- 9 Click Save icon.
- 10 Click Main Menu, Batch, click Stats CR.
- 11 Click Scan Report from Batch Reports tab.
- 12 Click Stat Evaluation from Batch Report tab.
- 13 Click Post from Batch Load tab.
- 14 Click Raw Data tab, click Post Data to Production.
- 15 Click Return to Batch Processing from Raw Data tab.
- 16 Use Refresh button to verify Session Status is 'Completed'.
- 17 Click Raw Data Inventory report from Batch Report tab.

Changing Site/Monitor Data

1. From Main Menu, Maintenance, Monitor.*
 2. Enter Site/Monitor identifying info.
 3. Click Execute Query.
 4. Make changes.
 5. Click Save icon.
- * Changing site data is the same except you would specify Site from the Maintenance option.

Using Correct to Change Records in the Staging Tables

1. From Main Menu, click Correct, Raw.
2. Enter identifying information, Execute Query.
3. Correct errors.
4. Click Save icon.
5. Click 'Submit Correct Data' on Batch Load tab.

Deleting Raw Data Records

1. Use the Maintenance option to display the record. (Main Menu, Maintenance, Sample Values, Raw Data).
2. Enter monitor identifying information.
3. Click Execute Query button.
4. Insert an empty row below the record by highlighting the record to be deleted and clicking Insert Record button.
5. Duplicate the record by clicking the Duplicate Record button.
6. Add an action indicator of "D".
7. Click the Save button.
8. Click Main Menu, Batch, click Stats CR.
9. Click Scan Report from Batch Reports tab.
10. Click Stat Evaluation from Batch Report tab.
11. Click Post from Batch Load tab.
13. Click Raw Data tab, click Post Data to Production.
14. Click Return to Batch Processing from Raw Data tab.
15. After verifying the session status is 'Completed', click the Raw Data Inventory button from the Batch Report tab.

Changing Passwords

To synchronize/change passwords:

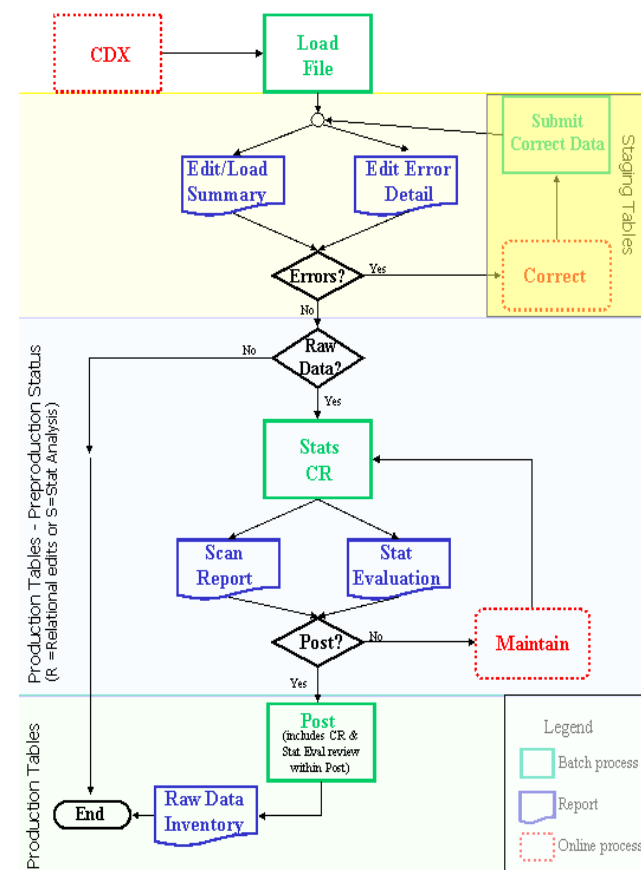
1. From Main Menu, click Admin, Security.
2. Enter new AQS password, click 'Ok'.
3. Select 'Canyon' or 'CDX' from Server Name, enter current password and click 'Synchronize'.

Tips

- Date format is: YYYYMMDD
- Under Maintain, if you are logged on in a screening group, you can only access records assigned to your screening group.
- When using reports, be as specific as possible in providing criteria.
- Passwords must be changed every 90 days.
- AQS User Support: 866-411-4EPA
- CDX User Support: 888-890-1995
- "%" is the wildcard for Oracle queries.

AQS Web Quick Reference Guide

AQS Batch Data Input Flowchart



Differences between AQS Web and AQS client server. In AQS Web:

- No SecuRemote
- CDX is used instead of FTP to transfer data and batch reports to/from AQS.
- Internet Explorer used to access.
- In Maintain, not necessary to click 'Enter Query' before starting to enter query info.

AQS Web Addresses

- AQS Web is accessed from: <http://www.epa.gov/ttn/airs/airsaqs/aqswweb/aqswwebhome.htm>
- First Time Users: <http://www.epa.gov/ttn/airs/airsaqs/aqswweb/aqswwebhome.htm>
- AQS Web User Guide: <http://www.epa.gov/ttn/airs/airsaqs/aqswweb/aqswwebhome.htm>

Accessing AQS Web the First Time

Prior to using AQS Web for the first time, the user needs to install some additional software and complete the registration on CDX. This can be found at: <http://www.epa.gov/ttn/airs/airsaqs/aqswweb/aqswwebhome.htm>

Creating Reports

1. From the Main Menu, click Retrieval, Standard Reports Selection Criteria.
2. Provide Report Code on Criteria Set tab.
3. Provide selection criteria on Selections tab.
4. If necessary, complete Sort Order, Report Options and Raw Data Options tabs.
5. On the Generate Report tab, determine if report is to run using Online or Batch mode. (Online reports are sent to the browser, batch reports are used for large reports and are sent to users CDX mailbox.)
6. Click Generate Report on Generate Report tab.
7. Jobs run online will be returned to the browser.
8. If run as a batch report:
9. Click 'CDX to Retrieve Batch Report'. On Generate Report screen.
10. Login to CDX, click 'Inbox' on main CDX screen.
11. Double click 'CDX Admin xxxx' where xxx is the file name you assigned to the file in AQS and follow direction to download report.

Browse Data

1. Select Maintenance from Main Menu.
2. Select the type of data you want to browse: Site, Monitor, Sample Values (Raw Data)...
3. Enter criteria for limiting the data (For example, state, county, site...).
4. Click the Execute Query button.

Inputting Data Using Batch

1. Select Screening Group Access and Screening Group.
 2. Select Batch from Main Menu.
 3. Click 'CDX' and login to CDX.
 4. Click 'AQS: Air Quality System—File Transfer'.
 5. Select file(s) to be sent to AQS and click 'Send'.
 6. Wait for file to appear on AQS batch list.
 7. Click Load File on Batch Load tab.
 8. Use Refresh button to check Session Status until Session Status is not 'Active'.
 9. Verify record counts on the Batch Reports tab, Edit/Load Summary report.
 10. Data other than Raw Data (Site, Monitor etc) is sent to AQS.
- For Raw Data do the following additional steps.
1. If there are errors see 'Using Correct to Change Records in the Staging Tables.'
 2. Verify record counts on the Batch Reports tab, Edit/Load Summary report.
 3. Click Stat CR from Batch Load tab.
 4. Run Scan and Stat Evaluation reports from Batch Report tab.
 5. Click Post button on the Batch Load tab.
 6. If 'CR Exists', 'Stats Exist' or 'Monitor Locked' is **not** 'N' on Raw Overview tab; review record.
 7. Click Raw Data tab and 'Post Data to Production' buttons.
 8. Click the Return to Batch Processing on Raw Data tab.
 9. Use Refresh button to verify Session Status is 'Completed'.
 10. Click the Raw Data Inventory on Batch Reports tab.

Inputting Raw Values Using Maintenance

1. From Main Menu, click Maintenance, Sample Values, Raw Data.
2. Enter monitor identifying info, click Execute Query.
3. On Raw Data tab, click on one of the records in the 'Raw Data' area of the screen.
4. Click Insert Record icon in top menu and enter new info. (put an 'I' in the Action Ind)
5. Click Save.
6. Click Main Menu, Batch, click Stats CR.
7. Click Scan Report from Batch Reports tab.
8. Click Stat Evaluation from Batch Report tab.
9. Click Post from Batch Load tab.
10. Click Raw Data tab, click Post Data to Production.
11. Click Return to Batch Processing from Raw Data tab.
12. After verifying the session status is 'Completed', click the Raw Data Inventory report from the Batch Report tab.

Insert a New Site/Monitor Using Maintenance

1. From Screening Group and Main Menu, click Maintenance, Site. Click Cancel Query button.
2. On Basic Site Data tab, provide State, County Code, Site Id.
3. Complete information on Required and Optional tabs of Maintain Site Data screen (Basic Site Data, Agency Roles...).
4. Click Save.
5. Click Create Monitor button on Maintain Site Data Screen.
6. Provide information on Monitor Basic tab as well as other tabs. (Several required fields).
7. Click Save button.
8. Verify that Site & Monitor have been entered by clicking from Main Menu, Maintenance, Site and Monitor.
9. Enter state, County, Site Id, click Execute Query.
10. Site/monitor should be displayed.