

AQS Web Quick Reference Guide

Changing Raw Data Values Using Maintenance

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. **IF Changing Production Data:**
 - Click Insert Record icon in top menu.
 - Click Duplicate Record icon.
 - Change incorrect value.
 - Enter Action Ind of 'U'.
 - Enter Reported Scale value (Reported Scale is the number of decimal places).
4. **IF Changing Pre-Production Data:**
 - Make necessary changes to record
 - 5. Click Save icon.
 - 6. Click Main Menu, Batch, click Stats CR.
 - 7. Click Scan Report. Evaluate Results.
 - 8. Click Stat Evaluation. Evaluate Results.
 - 9. Click Post.
 - 10. Click Post Data to Production.
 - 11. Click Return to Batch Processing.
 - 12. Use Refresh button to verify Post Session Status is 'Completed'.
 - 13. Click Raw Data Inventory report. Evaluate results

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, [type of data].
2. Enter identifying information, Execute Query.
3. Correct errors.
4. Click Save icon.
5. Click 'Submit Correct Data'.

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.
- Be as specific as possible in providing selection criteria.
- Passwords must be changed every 90 days.
- AQS User Support: 866-411-4EPA (4372)
- CDX User Support: 888-890-1995
- "%" is the wildcard for Oracle queries.

Changing Passwords

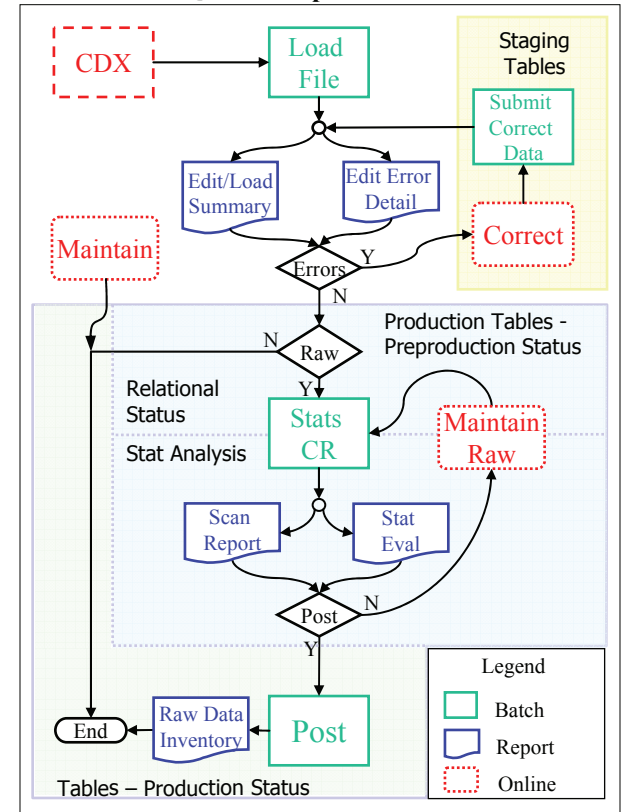
To synchronize/change passwords:

1. From Main Menu, click Admin, Security.
2. Enter "New Password", "Confirm Password" and click 'Ok'.
3. Fill in 'Current CDX Password' and click 'Synchronize CDX'.

Deleting Raw Data Records Using Maintenance

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. **IF Deleting Production Data**
 - Click Insert Record icon in top menu.
 - Click Duplicate Record icon.
 - Enter an action indicator of "D".
 - Click the Save button.
 - Click Main Menu, Batch, click Stats CR.
 - Click Scan Report and evaluate results.
 - Click Stat Evaluation and evaluate results.
 - Click Post from Batch form.
 - Click Post Data to Production.
 - Click Return to Batch Processing.
 - Click the Raw Data Inventory button and evaluate results.
4. **If Deleting Pre-Production Data**
 - Select record to delete
 - Click "Delete Record" icon
 - Click Save icon

AQS Data Input Flowchart



US EPA

Office of Air and Radiation

Office of Air Quality Planning and Standards

Information Management Group

Version 3

AQS Web Addresses

AQS Web is accessed from:
<http://www.epa.gov/ttn/airs/airsaqs/aqsweb/aqswbwarning.htm>
AQS Web User Guide:
<http://www.epa.gov/ttn/airs/airsaqs/aqsweb/aqswbhome.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/aqsweb/aqswebhome.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. Click Generate Report from any tab.

6. IF "Run Online":
 - Jobs run online will be returned to the browser.
 - 6. IF "Send via Email"
 - You will be notified via email when job is complete. Notification will be sent to the email address defined in "User Profile".
 - Click on link to retrieve report.
 - 6. IF "Send to CDX":
 - Click 'CDX to Retrieve Batch Reports'. On Criteria Set tab.
 - Login to CDX
 - Click 'Inbox' on main CDX screen.

- Double click 'CDX Admin xxxx' where xxx is the file name you assigned to the file in AQS and follow directions 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)...
Enter criteria for limiting the data (For example, state, county, site...).
4. Click the Execute Query button.

Inputting Data Using Batch

1. When you login, select Screening Group Access and available screening group.
2. Select Batch from Main Menu.
3. Click 'CDX' and login to CDX.
4. Click 'AQS: Air Quality System—File Transfer'.
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 form
8. Use Refresh button to check Session Status until Session Status is not 'Active'.
9. Click Edit/Load Summary report and evaluate results.
10. Valid data other than Raw Data (Site, Monitor etc) is posted to production in AQS. Raw data is entered in "Pre-Production" status.

- 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 via Edit/Load Summary report.
 3. Click Stat CR from Batch Load tab.
 4. Run Scan and Stat Evaluation reports.
 5. Click Post.
 6. Click Post Data to Production buttons.
 7. Click the Return to Batch Processing.
 8. Use Refresh button to verify Post Session Status is 'Completed'.
 9. Click the Raw Data Inventory and evaluate results.

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 and evaluate results.
8. Click Stat Evaluation and evaluate results.
9. Click Post.
10. Click Post Data to Production.
11. Click Return to Batch Processing.
12. After verifying the session status is 'Completed', click the Raw Data Inventory report and evaluate results.

Insert a New Site/Monitor Using Maintenance

1. From 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. To verify that Site & Monitor have been entered by clicking from Main Menu, Maintenance, Site and Monitor.
9. Enter state, County, Site Id.
10. Click Execute Query.
11. Site/monitor should be displayed.