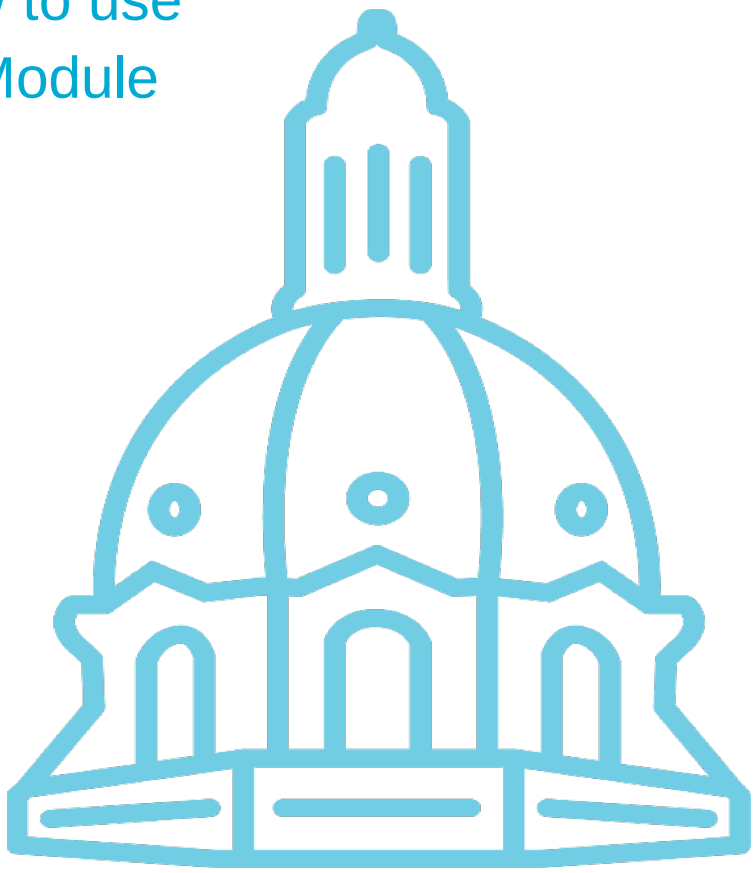
ETS – Airshed Data Administration Training Manual

An overview on how to use the Administration Module in ETS



Classification: Public

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1. ETS Role Management

Each Client Account must be assigned a role or roles which defines the functionality that this account can access while on the ETS air data module. This is designed to allow organizations to delegate specific functionality to certain accounts for different forms and stations. Multiple roles can be assigned to each Client Account.

Please note:

- Site Administrator needs to assign coordinator roles(s).
- A Coordinator needs to go through each user and assign role(s) or remove roles as needed for each station.

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Roles in ETS

Site Administrator

- Create accounts and assign Coordinator role for the area operator in ETS account node

Coordinator (will be discussed in this manual)

- Can create stations and assign roles by station within the assigned “area operator” in admin module

Station Manager (will be discussed in this manual)

- Can modify ambient station details and assign reference data. Role can be assigned by station.

Reviewer

- Can review *Pending Review* submissions of others and pass or fail them, progressing them to *Submitted* or *Review Failed* status. Can view and edit the submissions of others. Role can be assigned by station.

Submitter

- Can create requests and begin the submission process; data will be validated and submission will progress to *Pending Review* but not to *Submitted*. Cannot view submissions of others. Role can be assigned by station.

Viewer

- Can view the submissions of other users and view station information. Role can be assigned by station.

Roles	Role Assignment by Station	Create Station	Update Ambient Station info (includes assigning VVC, equipment)	See Stations (read-only)	Submit (create a submission)	Review (sign off on a submission)	View Submissions (work in progress)
Coordinator	Yes	Yes	No	Yes	No	No	Yes
Station Manager	No	No	Yes	Yes	No	No	No
Reviewer	No	No	No	Yes	No	Yes	Yes
Submitter	No	No	No	Yes	Yes	No	No
Viewer	No	No	No	Yes	No	No	Yes

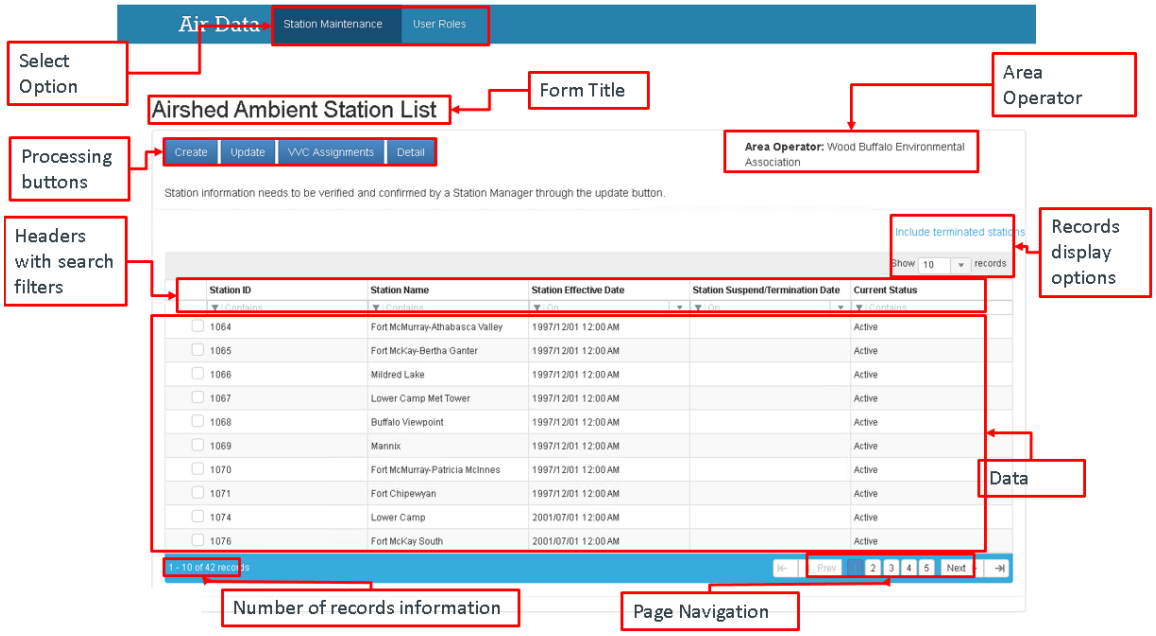
Classification: Public

2. Airshed Administration Form Types

Processing Form

This is a typical form used for updating, assigning VVCs, and getting detailed information on stations when the "***Station Maintenance***" option is selected.

The contents in the form will change depending on the selection made and will be identified throughout this document.



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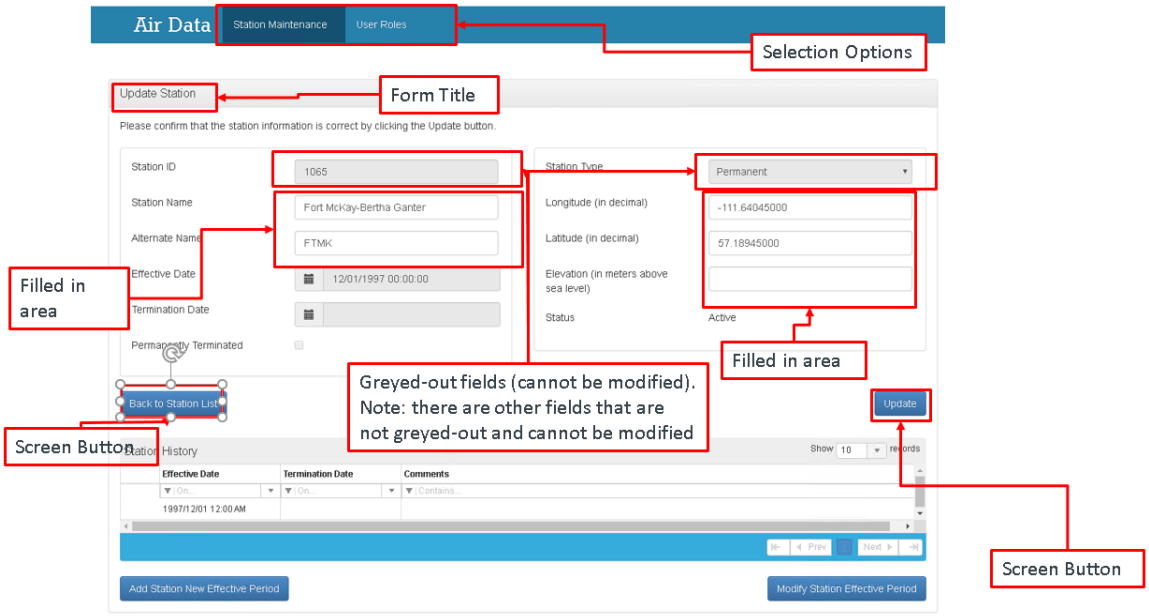
Create/Update Form

This is a typical form used to create, update, and provide details for existing stations when the "***Station Maintenance***" option is selected and you have a Station Manger Role.
The contents in the form will change depending on the selection made and will be identified throughout this document.



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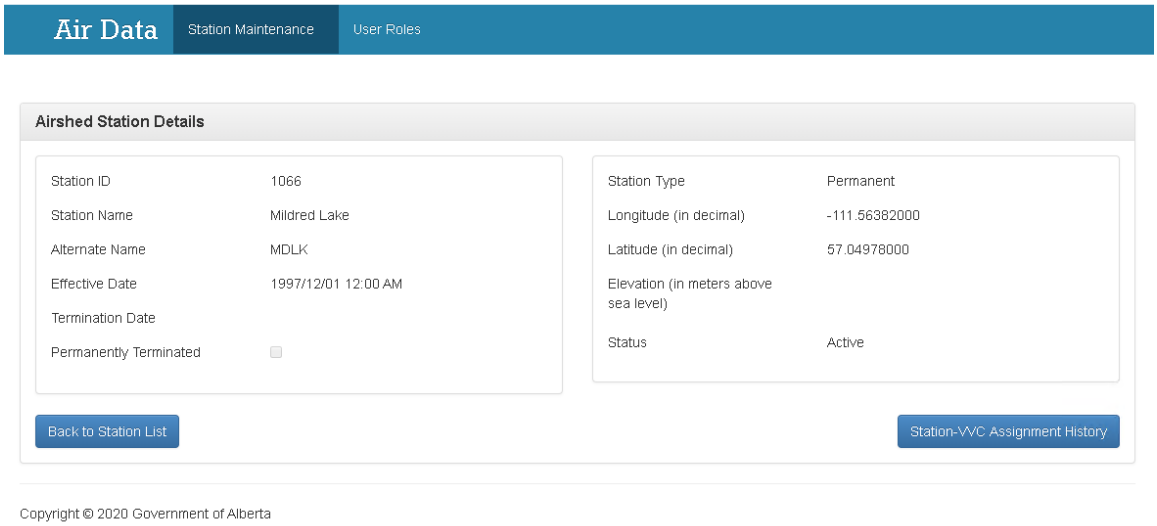
Details Form

This is an example of a details form, where you can view information, but not update it.



Classification: Public

3. Airshed Administration (Coordinator)

Airshed Administration Screen

This is the "***Airshed Administration***" Screen for the Coordinator. At the top of the screen in the blue band are 2 choices:

- "***Station Maintenance***" - the Station Manager maintain information on the stations, and
- "***User Roles***" - the Station Manager assign various roles and stations to user(s).

To access the "***Airshed Administration***" screen, the Coordinator signs on to ETS, clicks "***Air Data***" node and clicks the "***Administration***" sub-node.

The Coordinator:
1. signs on to ETS,
2. clicks "***Air Data***" node,
3. clicks "***Administration***" sub-node,

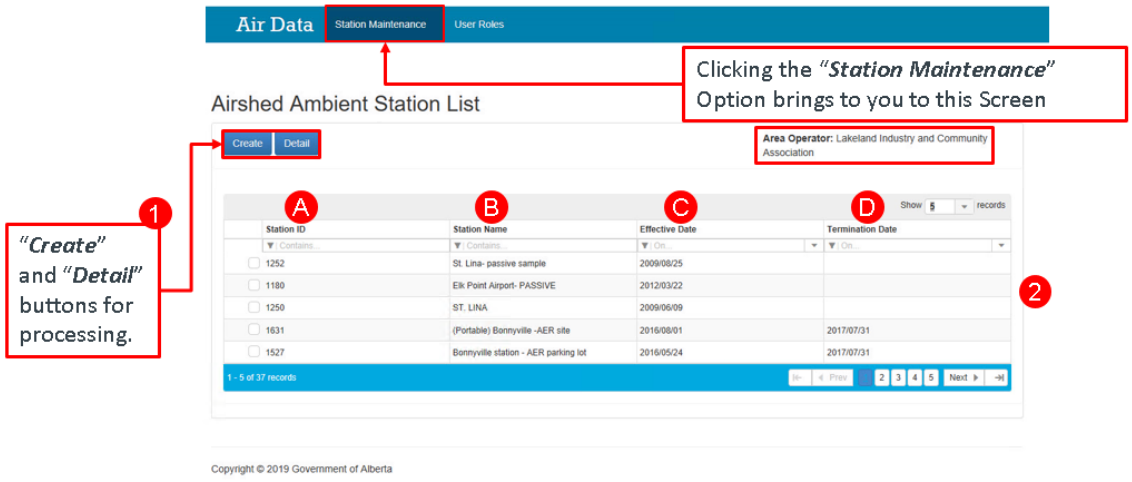
to get the "***Airshed Administration***" screen shown on above.

Classification: Public

Airshed Ambient Station List Screen

This is the "***Airshed Ambient Station List***" form for a particular *Airshed* having:

1. "***Create***" and "***Detail***" buttons for creating new stations, and providing detailed data on existing stations;
2. A list of stations with detailed information based on the following headers:
   a) Station ID,
   b) Station Name,
   c) Effective Date, and
   d) Termination Date



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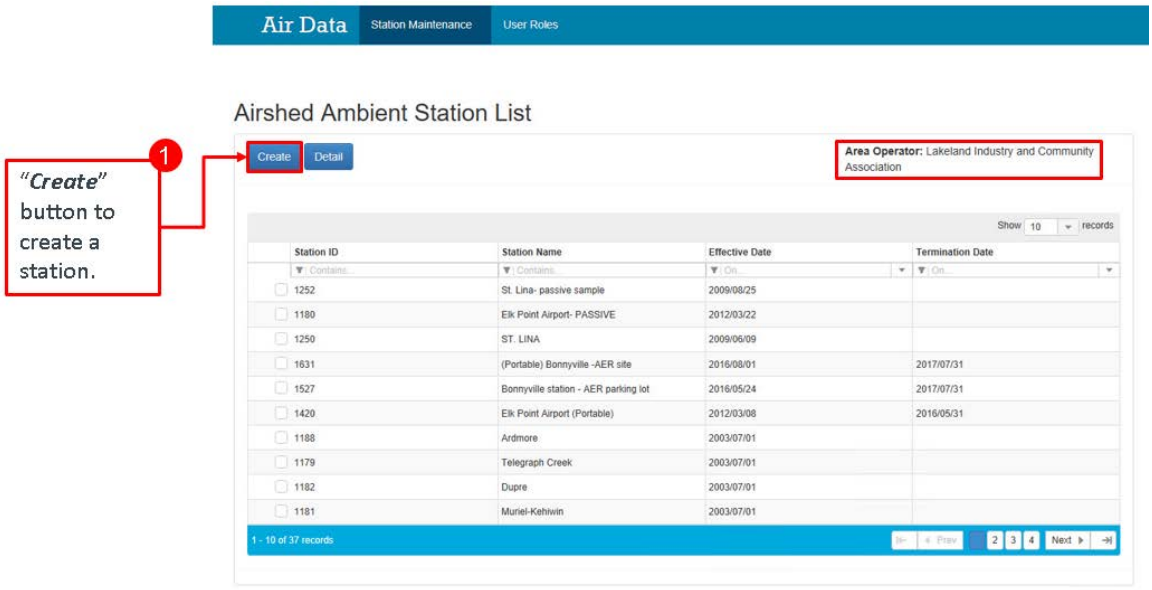
Airshed Ambient Station List: Create (Coordinator)

If the Coordinator is interested in creating a station, the Coordinator clicks the:

1. "***Create***" button at the top left.



Classification: Public

Create Station Screen (Coordinator)

This is the "***Create Station***" screen where the Coordinator creates the station by filling in the following fields:

- Station Name,
- Alternate Name,
- Effective Date,
- Termination Date,
- Station Type (i.e. Permanent, Portable, or Mobile),
- Longitude (in decimal),
- Latitude (in decimal),
- Elevation (in meters above sea level).

Note: If the Station Type is "*Mobile*" then the Longitude and Latitude fields will be greyed out and cannot be filled in. However if the station type is "*Permanent*" or "*Portable*" then the Longitude and Latitude fields must be filled in.

The "***Create***" button proceeds creating the station, where the "***Cancel***" button cancel the changes take you back to the previous screen.

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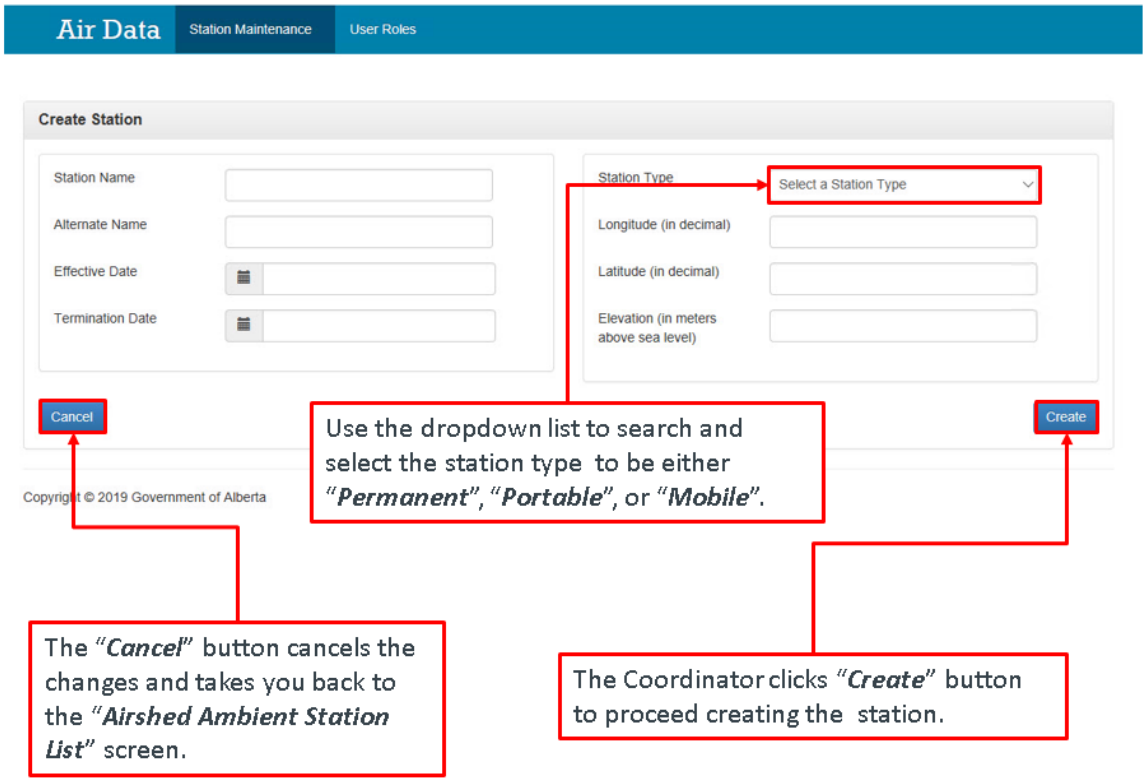

Once the data is all filled in and the "***Create***" button clicked, the Airshed Station Details is created.

To get back to the previous screen, click the "***Back to Station List***" button.

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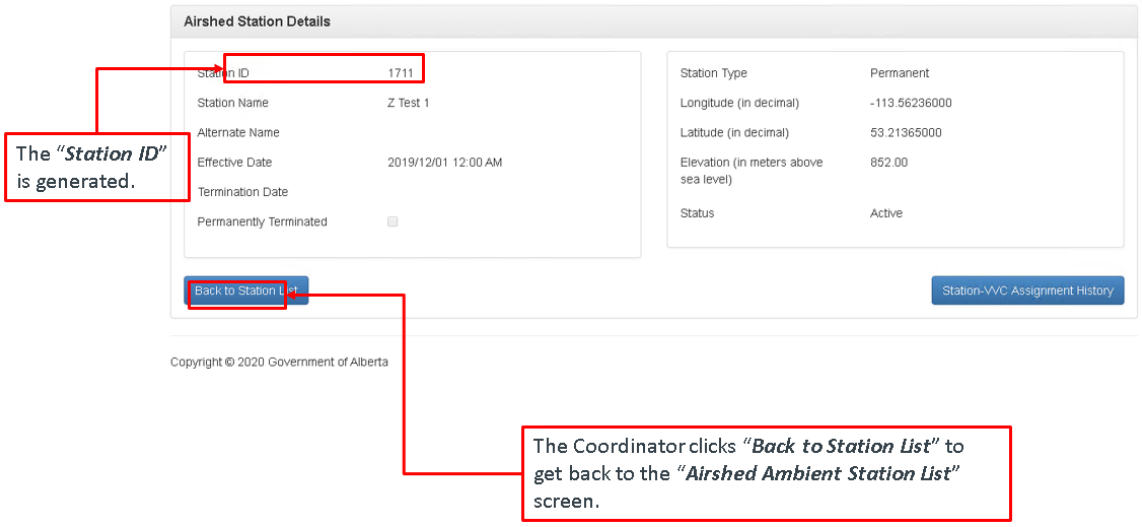


Note: the Station ID number is automatically generated and the station data that is entered cannot be amended.

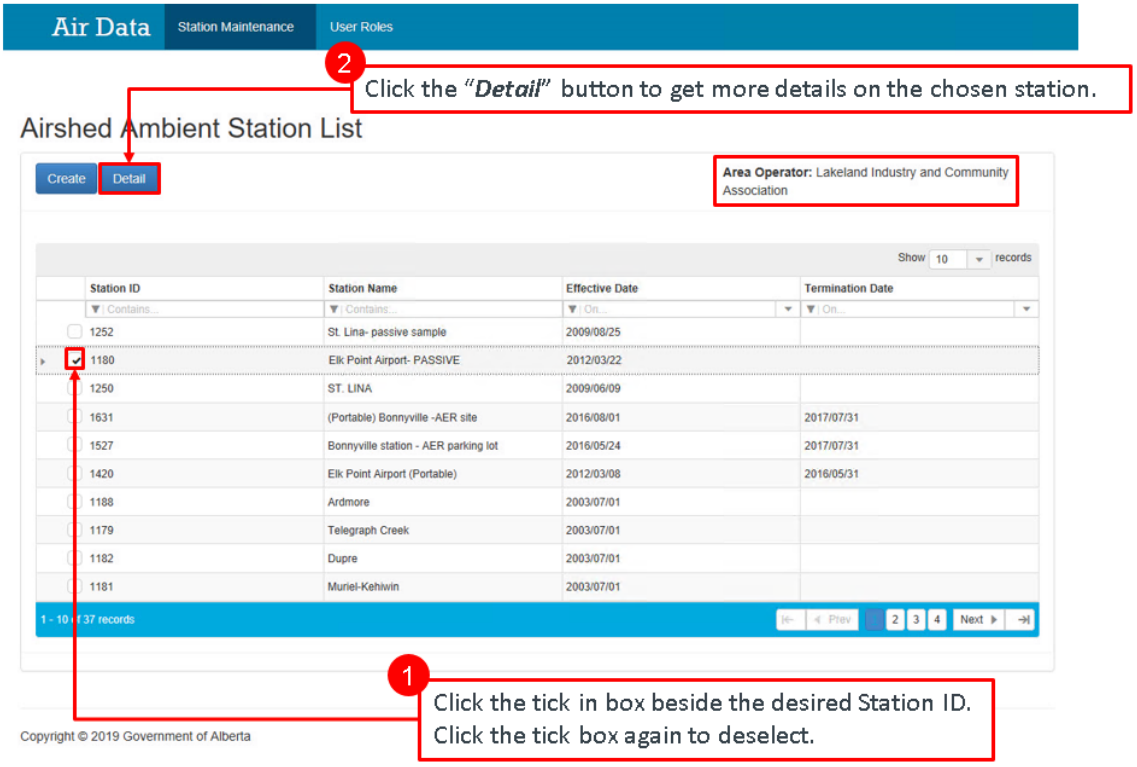
Classification: Public

Airshed Ambient Station List: Detail

If the Coordinator is interested in getting more information on a particular station, the Coordinator clicks the:

1. Tick box beside the desired Station ID (the entire row will be highlighted in blue) and
2. "***Detail***" button at the top left.

Note: To unselect the station row, click the tick box again.



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Airshed Station Details

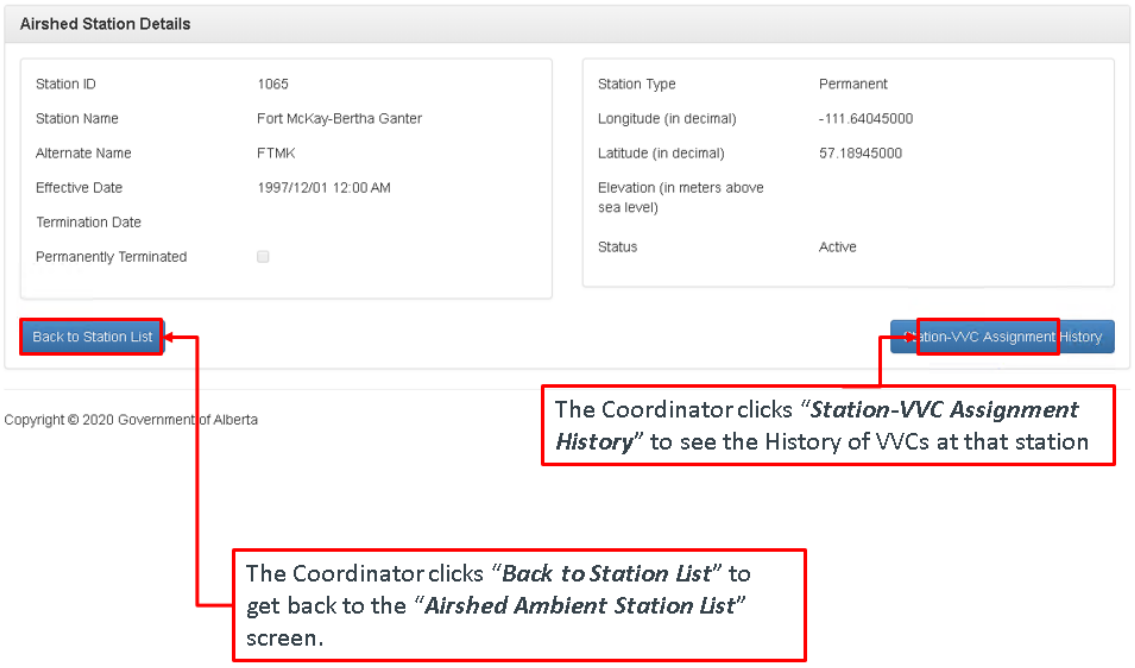
This is the "***Airshed Station Details***" form where detailed information on a particular station can be derived. The information here cannot be modified.

The information provided include:

- Station ID
- Station Name
- Alternate Name
- Effective Date
- Termination Date
- Station Type
- Longitude (in decimal)
- Latitude (in decimal)
- Elevation (in meters above sea level)

"***Back to Station List***" button takes you back to the previous screen

"***Station-VVC Assignment History"*** takes you to the history of VVC assignments at that station



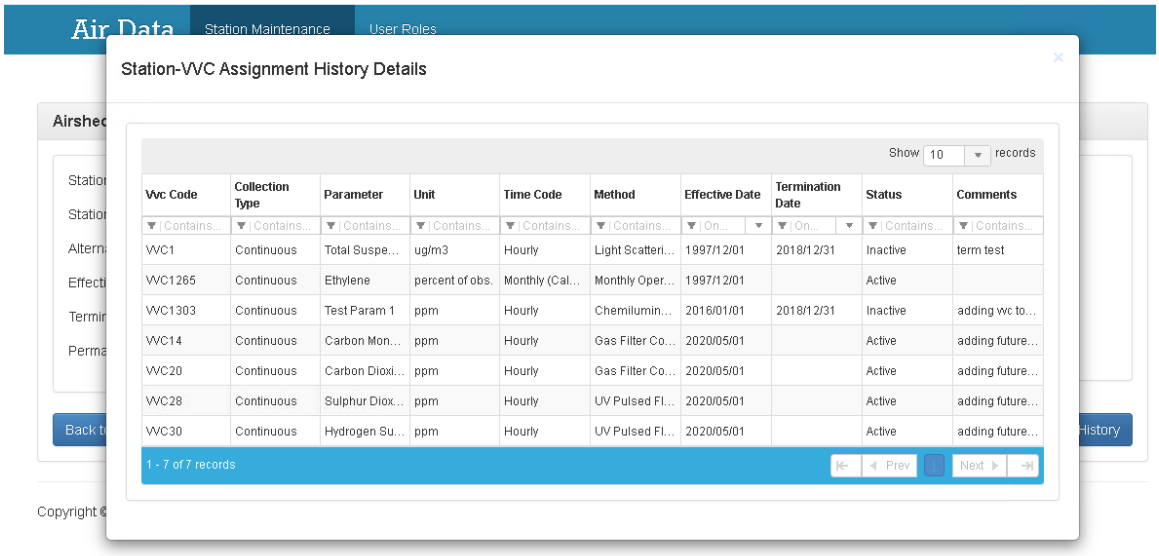
Classification: Public

Station-VVC Assignment History Popup

This is the "***Station-VVC Assignment History Details***" pop-up form where detailed VVC history on a particular station can be derived. The information here cannot be modified.

The information provided include:

- VVC Code
- Collection Type
- Parameter
- Unit
- Time Code
- Method
- Station-VVC Assignment Start Date
- Station-VVC Assignment End Date
- VVC Status
- VVC Comments



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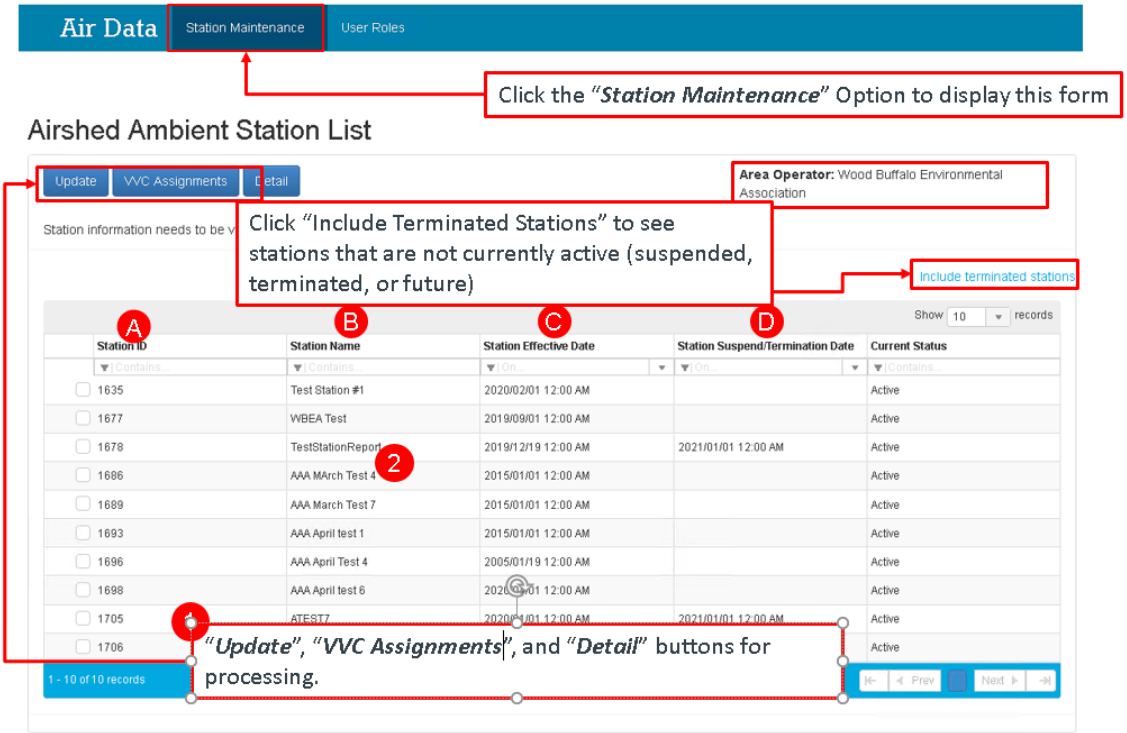
4. Station Manager Administration (Informational)

Airshed Ambient Station List

The “Airshed Ambient Station List” form has:

1. “***Update***”, “***VVC Assignments***”, and “***Detail***” buttons, for updating station details, assigning VVCs and viewing detailed data on stations;
2. A list of stations with information on based on the following headers:
   a) Station ID,
   b) Station Name,
   c) Effective Date, and
   d) Suspension/Termination Date



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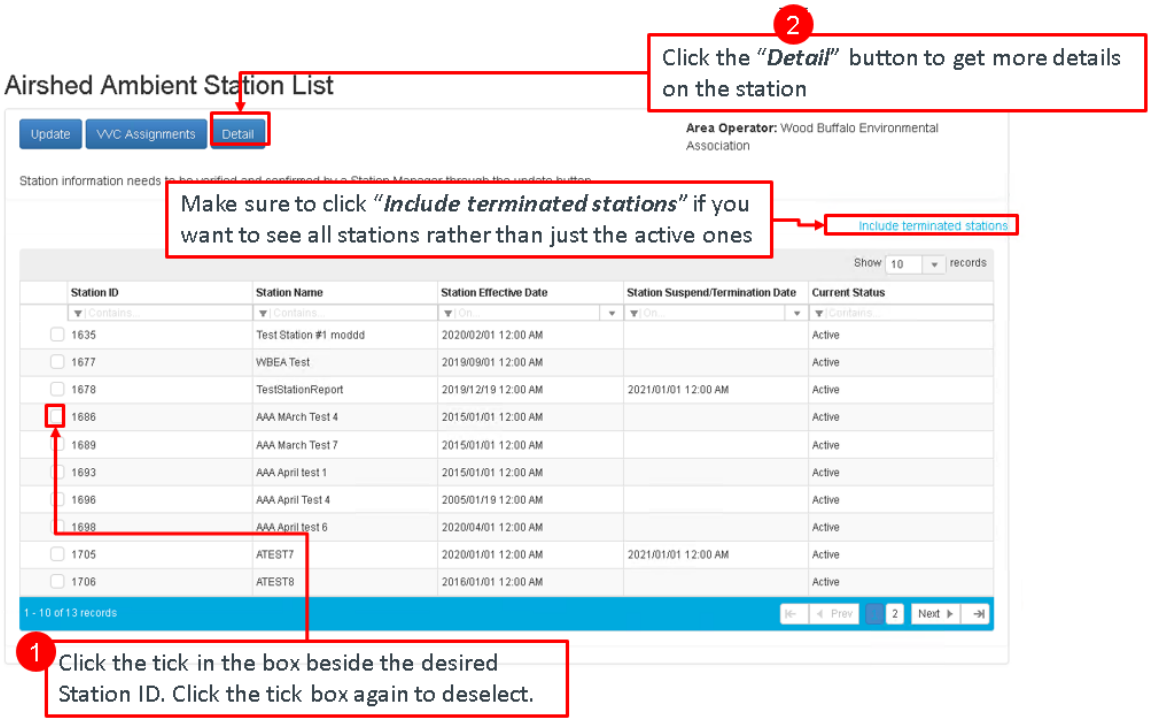
Station Detail (Read Only)

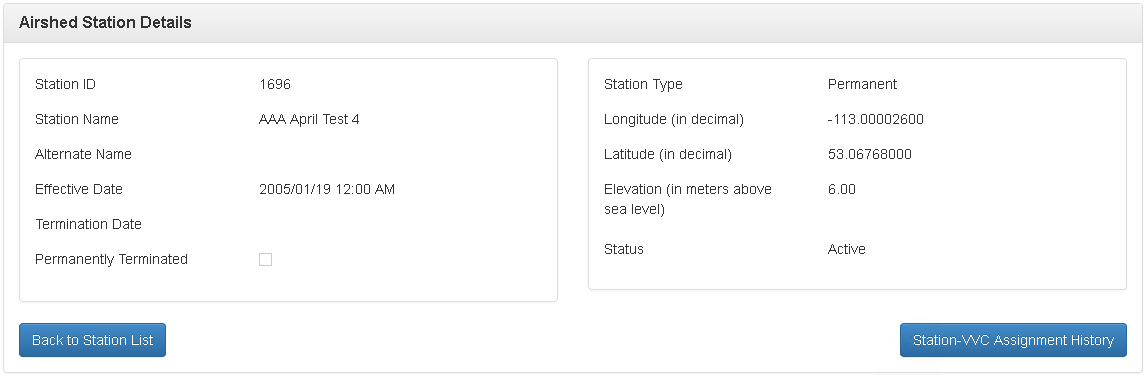
If the Station Manager (or any other role) is interested in getting more information on a particular station, or the VVCs that have been assigned to that station, the Station Manager clicks the:

1. Tick box beside the desired Station ID (the entire row will be highlighted in blue) and
2. "***Detail***" button at the top left.

Note: To unselect the station row, click the tick box a second time.



This will bring up the details of the station, although it will not show previous effective periods so if a Station Manager needs to see that information, the update screen needs to be used instead.



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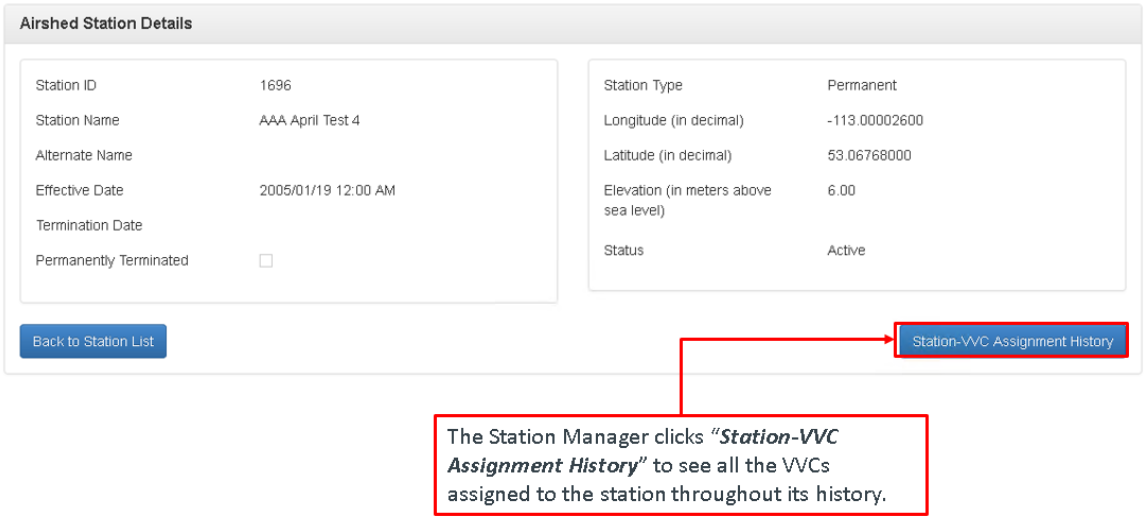
Station-VVC Assignment History (Read Only)

If the Station Manager needs to see the Station-VVC history (in a read only format) they can also do so from this screen by pressing the "***Station-VVC Assignment History***" button.



This will bring up a read-only popup window showing the Station-VVC Assignment history:

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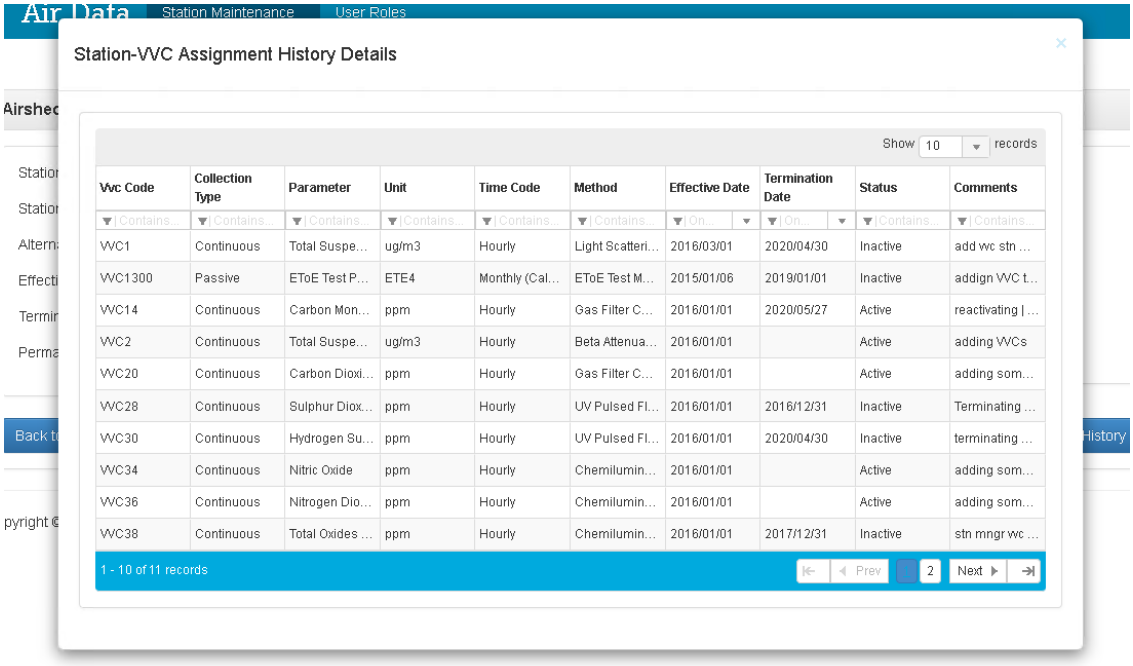


To modify any of these, the ***Update Station-VVC*** function must be used (discussed later in this document).

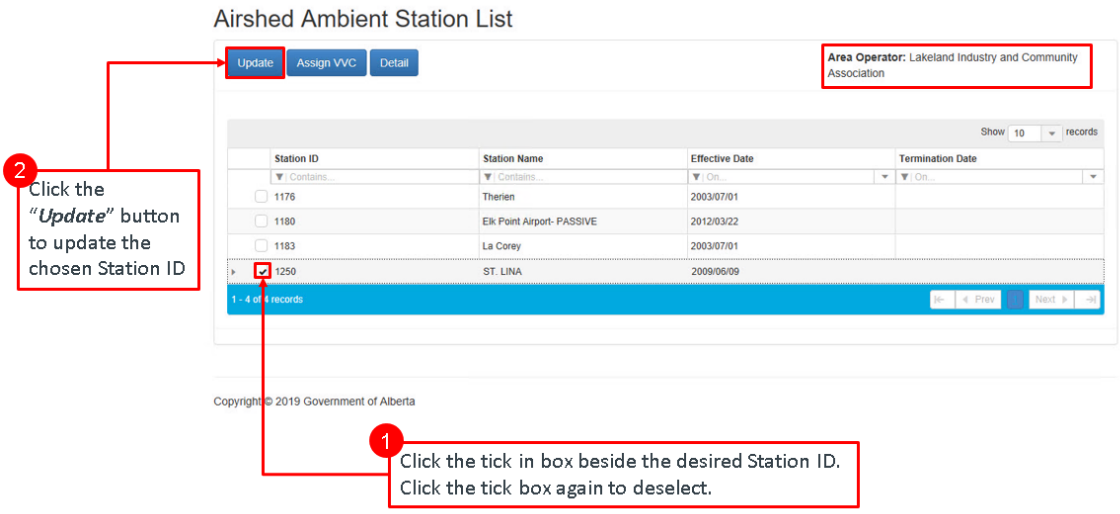
Classification: Public

5. Station Manager Administration (Stations)

Using Station Update

If the Station Manager is interested in updating information on a particular station, the Station Manager clicks the:

1. Tick box beside the station (the entire row will be highlighted in blue) and
2. "***Update***" button at the top left.



Updating Station

The upper section of this screen is the "***Update Station***" form where Station Manager can amend/update information on the station.

The following fields can be updated:

- Station Name;
- Alternate Name;
- Longitude (in decimal);
- Latitude (in decimal);
- Elevation (in meters above sea level).

The following fields are greyed-out and cannot be updated:

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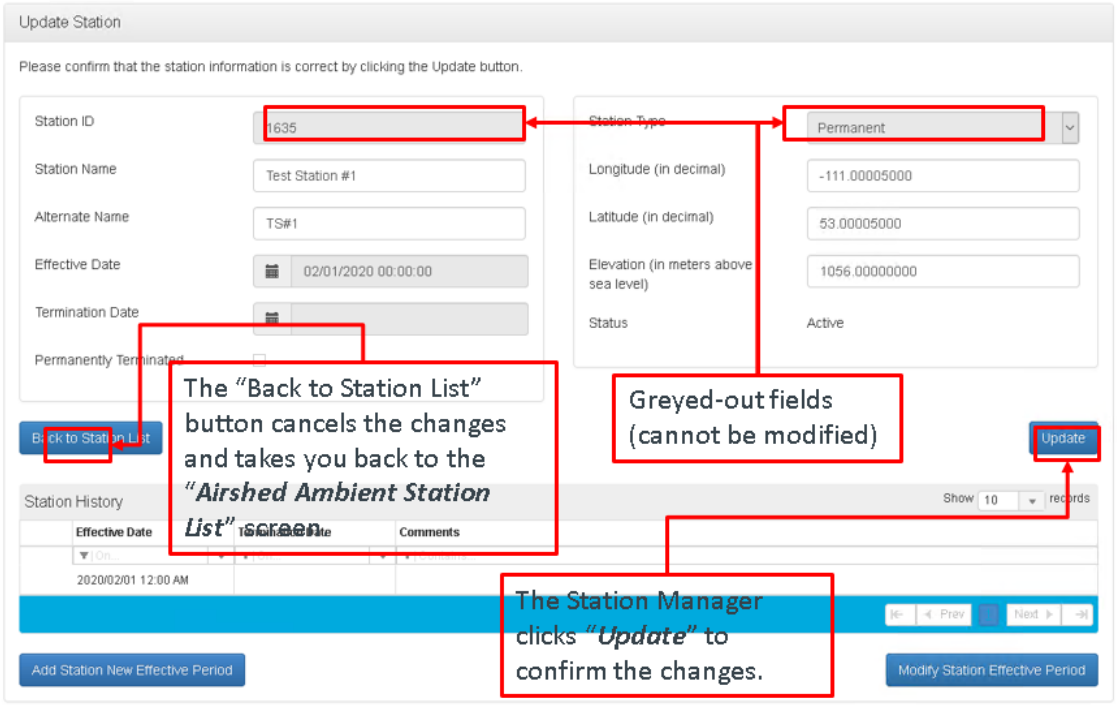
- Station ID;
- Station Type

The following fields are also greyed out in the upper section and now require using the Station History Section and Modifying the Station Effective Period (This is a change from the previous release)

- Effective Date
- Termination Date
- Status
- Permanently Terminated Checkbox

The "***Update***" button confirms the amendment where the "***Back to Station List"*** button cancels the changes and takes you back to the previous screen.

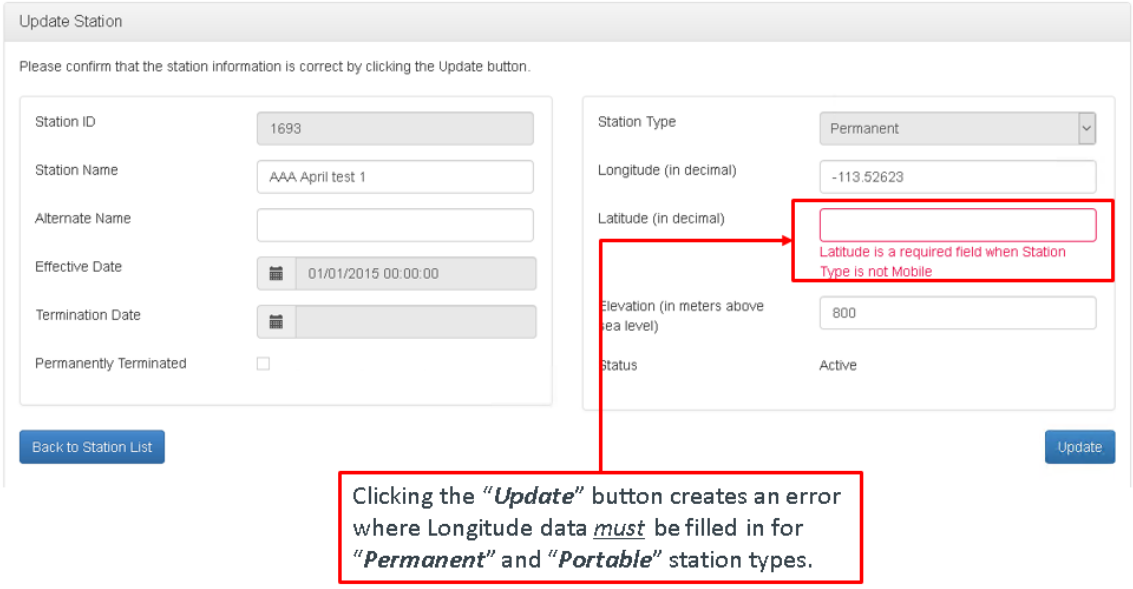


Classification: Public

Update Station (Error)

This is typical error message. In this case, the Longitude field was not filled in resulting in the message "***Longitude is a required field when Station Type is not Mobile***".

Note: Whenever the Station Type is "*Mobile*", the Longitude and Latitude fields will be greyed out and cannot be filled in. For "*Permanent*" and "*Portable*" station types, the Longitude and Latitude fields must be filled in or the error will occur. When filling in the Longitude and Latitude data, please ensure the information goes to at least 5 decimal places.



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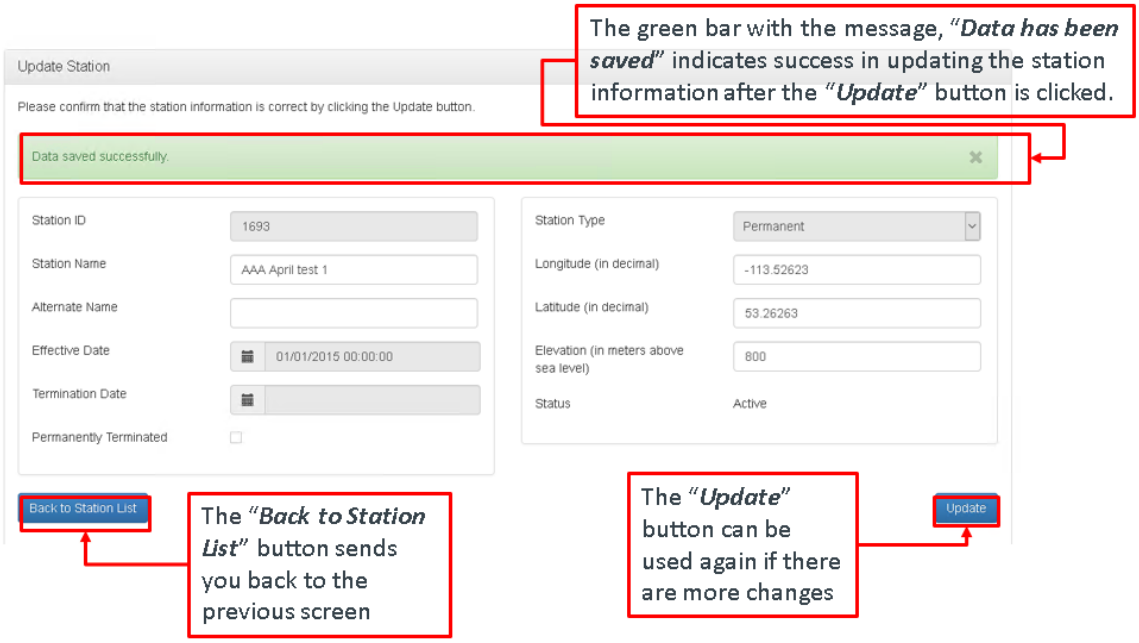
Update Station (Success)

Once the data is all filled in, the "***Update***" button clicked, and the green bar with the message "***Data has been saved***" appears, it indicates success in updating the station information.

To get back to the previous screen, click the "***Back to Station List***" button.



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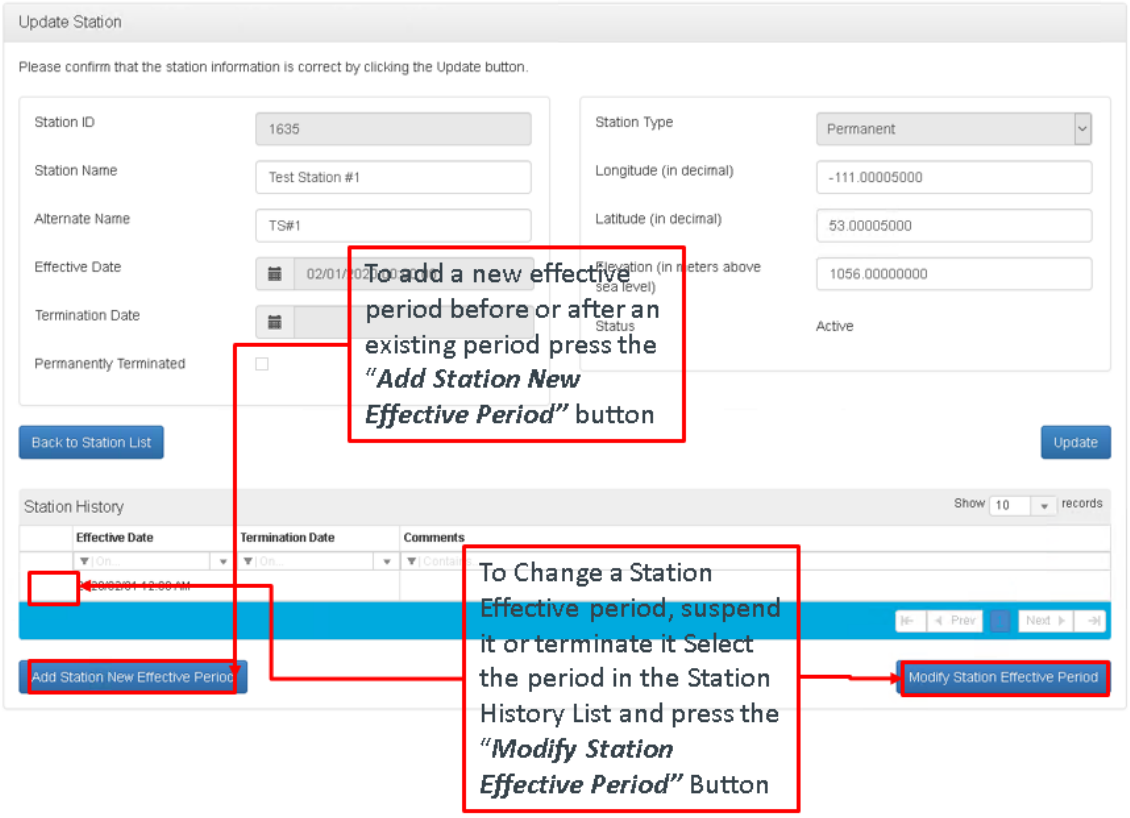
Station Effective Period (Suspend, Terminate, Change, New Period)

Note: This is a changed function in the May 26, 2020 Update.

Using the same screen as used for Station Updates, a Station Manager can change the effective period of a station; suspend or permanently terminate the station and create a new effective period for the station which will allow it to operate over separate periods of time with gaps in between.



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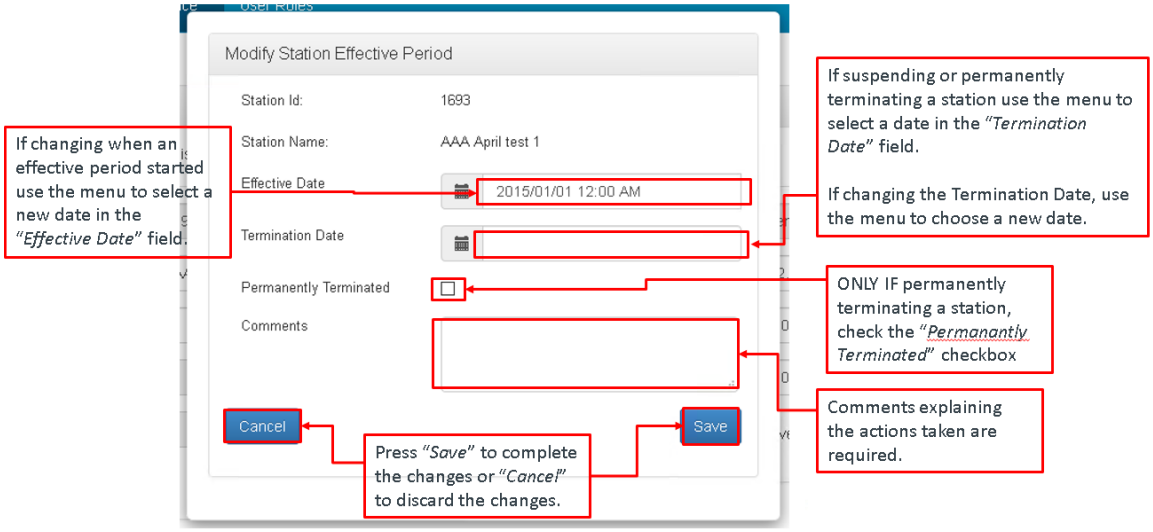
Station: Suspend, Terminate or Modify Period

If suspending or permanently terminating a station or changing the start and end dates of an effective period, first select the period from the Station History portion of the screen shown above and press the “Modify Station Effective Period” button.

The following form will popup:



Note: Be absolutely certain when permanently terminating a station as this action will prevent future changes to the station.

Note: Effective periods cannot overlap and the system will prevent changes that would result in this and return an error instead.

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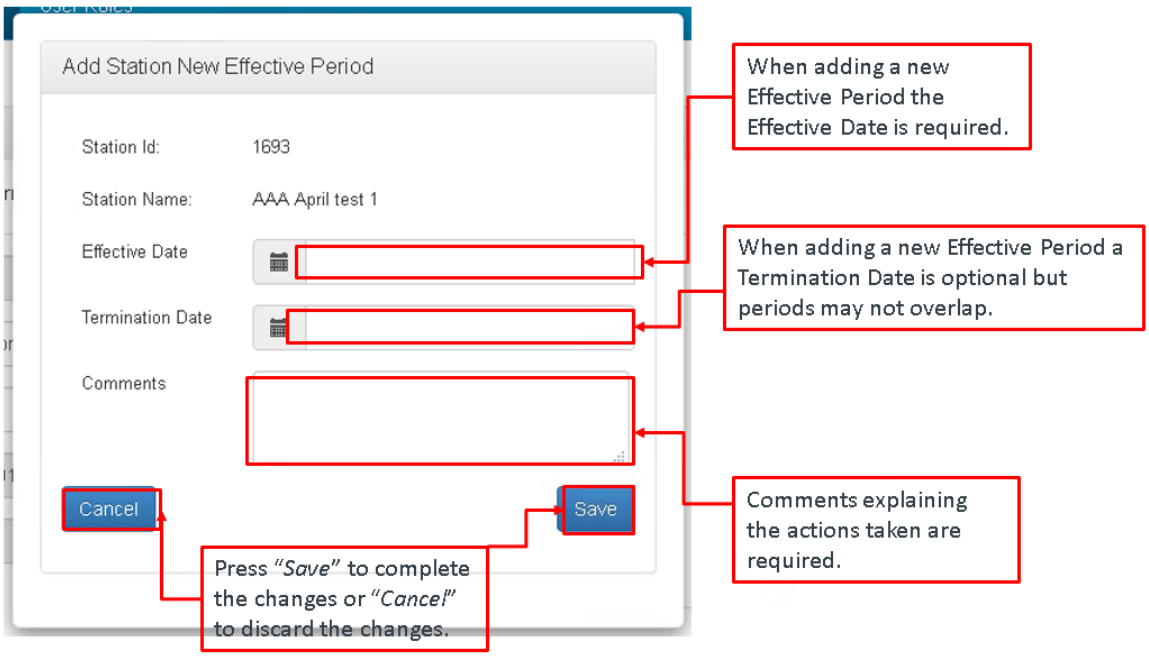
Station: Add Station New Effective Period

If adding a new Station Period, press the “Add Station New Effective Period” button shown above.

The following form will popup:



Note: Effective periods cannot overlap and the system will prevent changes that would result in this and return an error instead.

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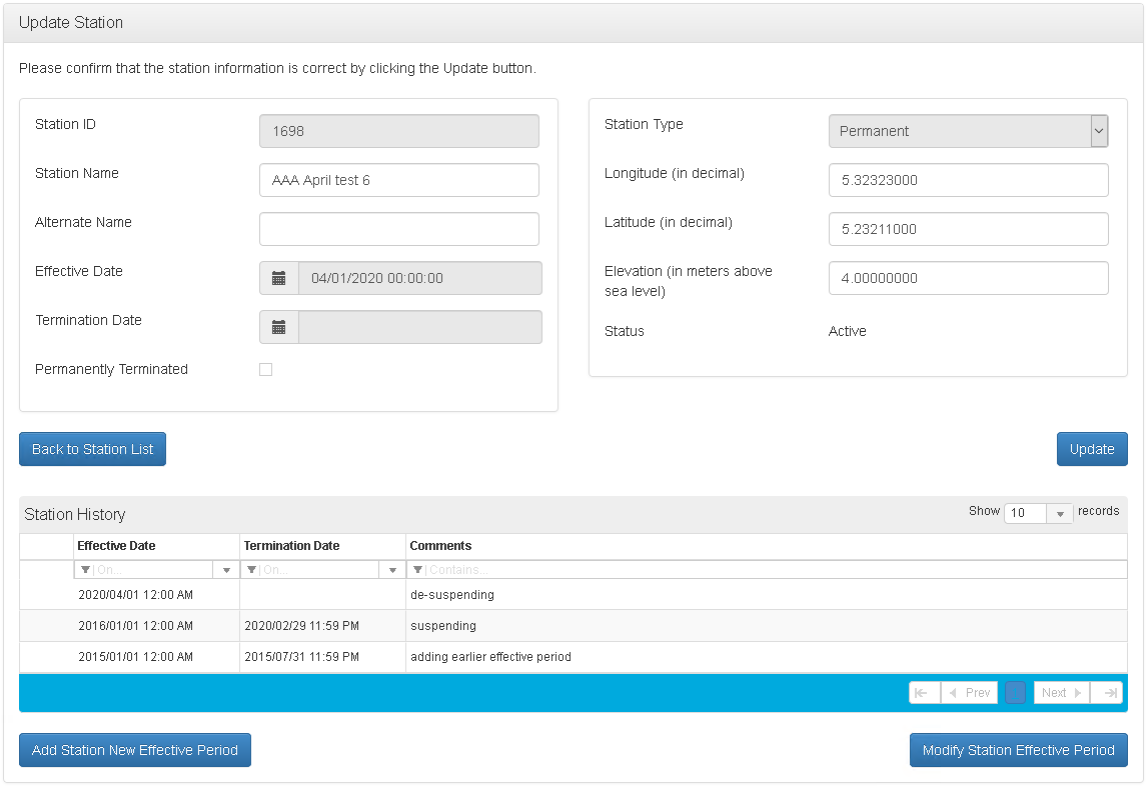
Example: Station with Multiple Effective Periods

The following is an example of a station that has multiple effective periods. The current or most recent period is always shown in the ***Update Station*** section of the page. It is possible to setup a station in the future if applicable.



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6. Station Manager Administration (VVC Assignments)

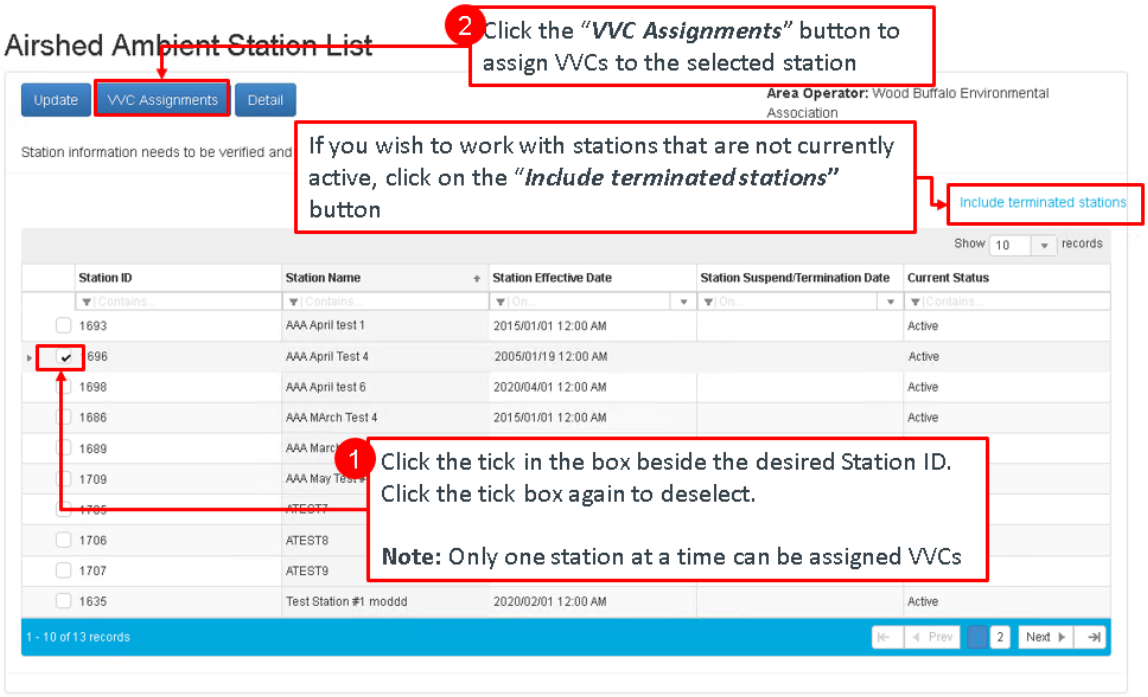
Airshed Ambient Station List: VVC Assignments

If the Station Manager is interested in assigning VVCs to a particular station, the Station Manager, clicks the:

1. Tick box beside the station (the entire row will be highlighted in blue) and
2. "***Assign VVC***" button at the top left.

Note: Only one station at a time can be assigned VVCs.

To unselect the station row, click the tick box a second time.



Airshed Ambient Station: Current Station-VVC Assignment Screen

This is the "***Station VVC Assignment***" form for a particular Station ID having information on the:

1. Station ID;

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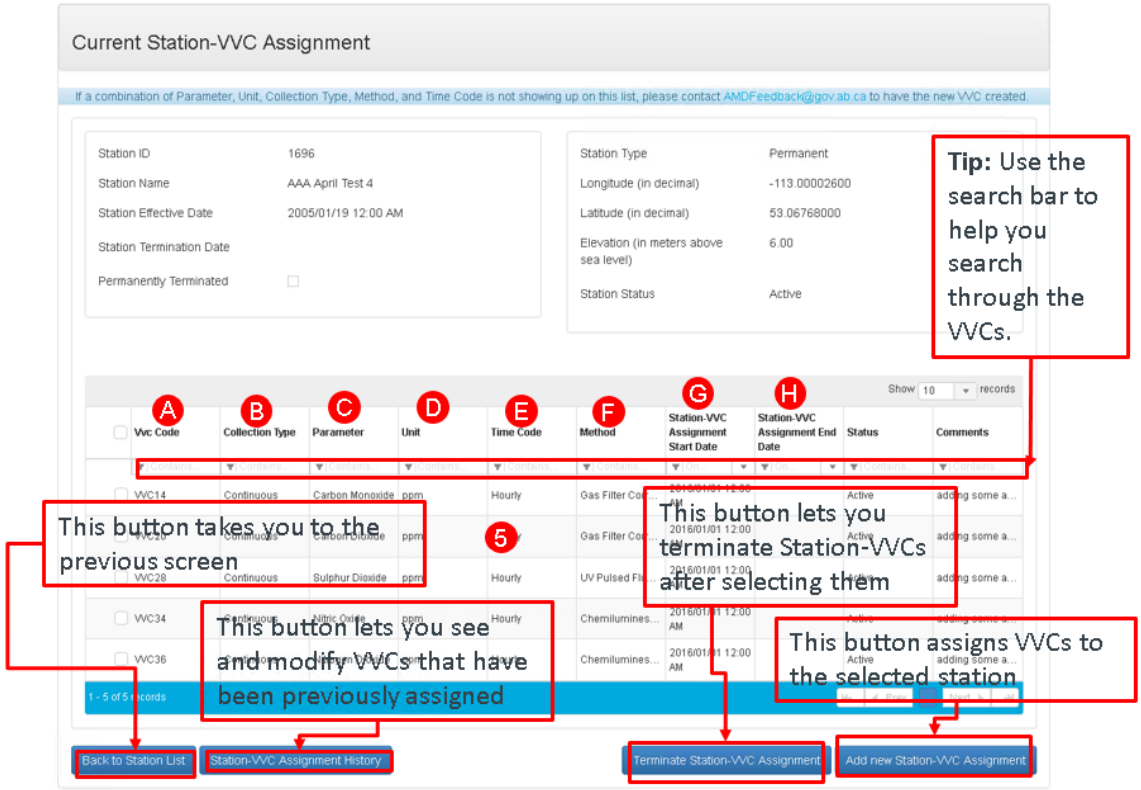
2. Name of the Station;
3. Station Effective Date;
4. Station Termination Date;
5. A list of Currently active Station-VVCs with detailed information based on the following headers:
    A. VVC Code;
    B. Collection Type;
    C. Parameter;
    D. Unit;
    E. Time Code;
    F. Method;
    G. VVC Effective Date;
    H. VVC Termination Date.

The "***Assign***" button assigns VVCs to the selected station and the "***Back to Station List***" button takes you to the previous screen.



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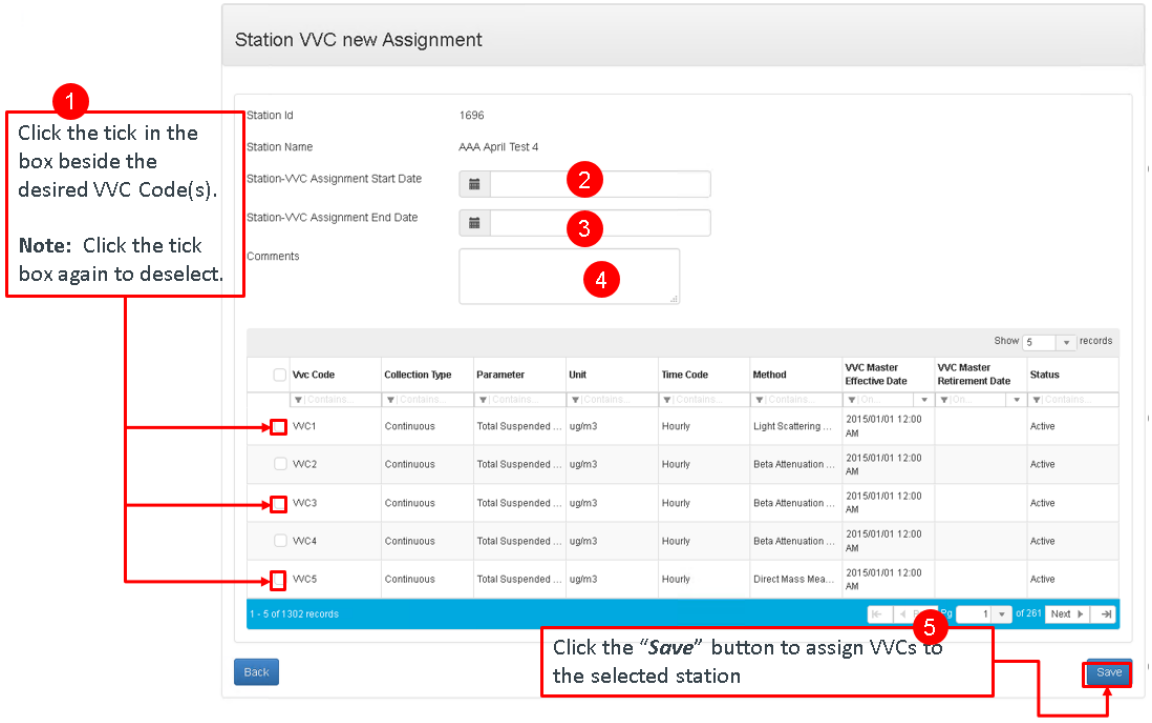
Assigning New Station-VVCs

After pressing the ***"Add new Station-VVC Assignment"*** button in the Current Station-VVC Assignment Screen the user will be presented with the screen below.

To assign new VVC(s), the Station Manager:

1. Checks the tick box beside the desired ***VVC code(s)***;
2. Enters a ***Station-VVC Assignment Start Date*** (which can include a time);
3. Optionally Enters a ***Station-VVC Assignment End Date*** (which can include a time);
4. Comments are required explaining the action taken;
5. Clicks The "***Save***" button.

Note: To unselect the VVC row, click the tick box again.



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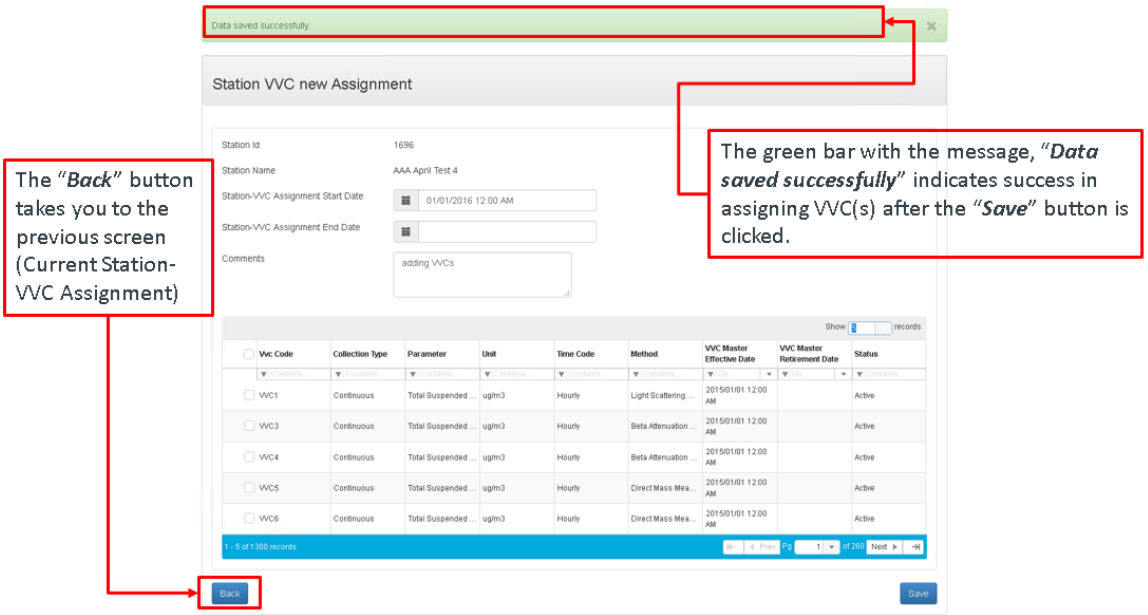
Assigning New Station-VVCs: Success

Once the "***Save***" button is clicked, the green message bar displays "***Data saved successfully***", which indicates success in assigning VVCs to the station. Additional VVCs can be assigned by checking them off and clicking "***Save***" again. Click "***Back***" to go to the previous screen (Current Station-VVC Assignment for the station you are working with).



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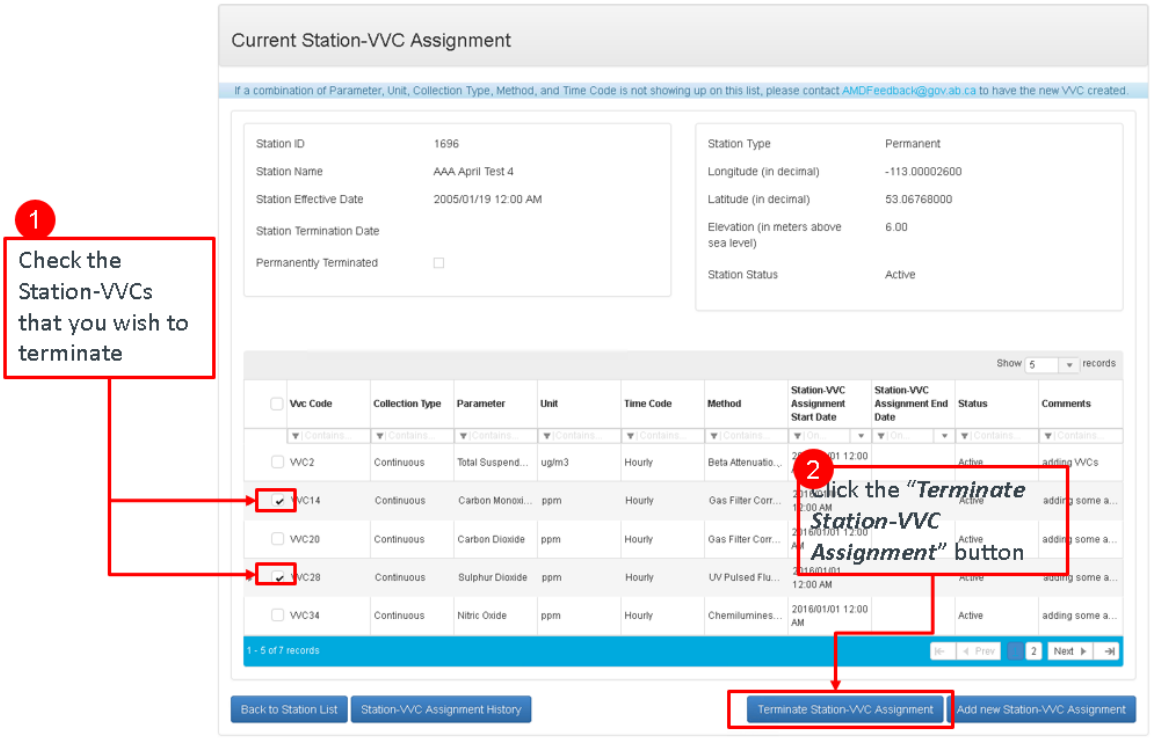
Terminating Currently Active Station-VVCs

Terminating currently active Station-VVCs begins from the ***Current Station-VVC Assignment*** Screen.

To terminate currently active Station-VVCs the Station Manager:

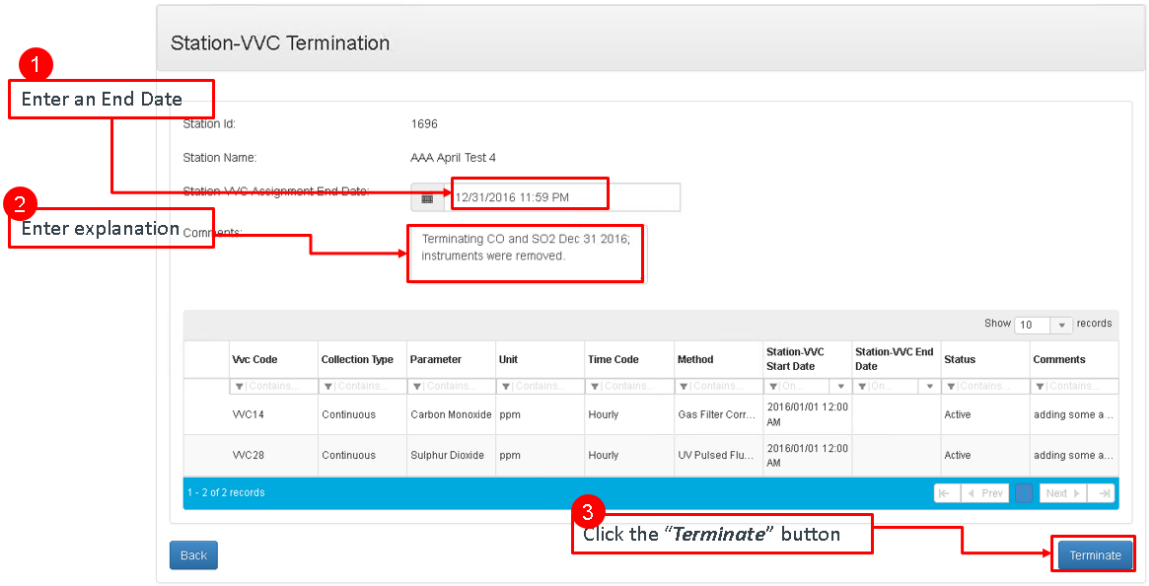
1. Clicks the checkboxes for the VVCs they wish to terminate.
2. Clicks the "***Terminate Station-VVC Assignment"*** button.



Classification: Public

A new screen will open; ***Station-VVC Termination*** and the Station Manager will:

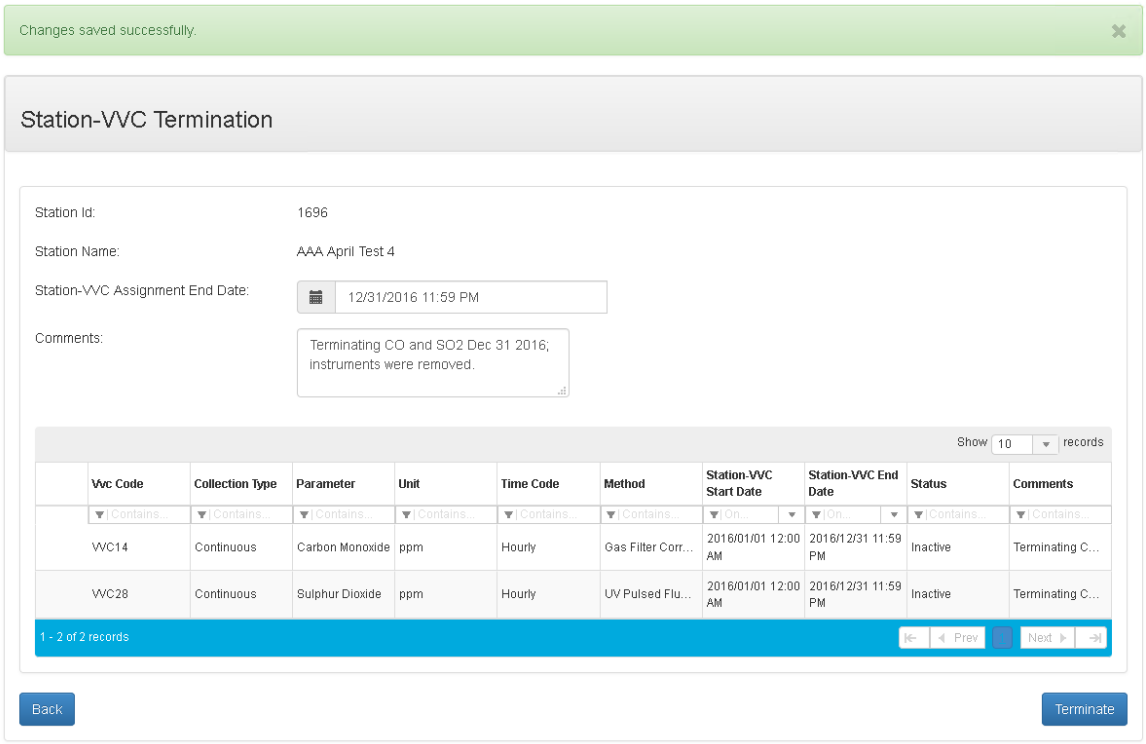
1. Choose a Station-VVC Assignment End Date (and time if needed);
2. Enter a Comment explaining the action taken;
3. Press the ”Terminate” button.



Classification: Public

Terminating Currently Active Station-VVCs: Success

Once the "***Terminate***" button is clicked, the green message bar displays the "***Changes saved successfully***." indicates success in terminating the Station-VVCs. Nothing more can be done on this screen so hit the "***Back***" button to return to the previous screen.

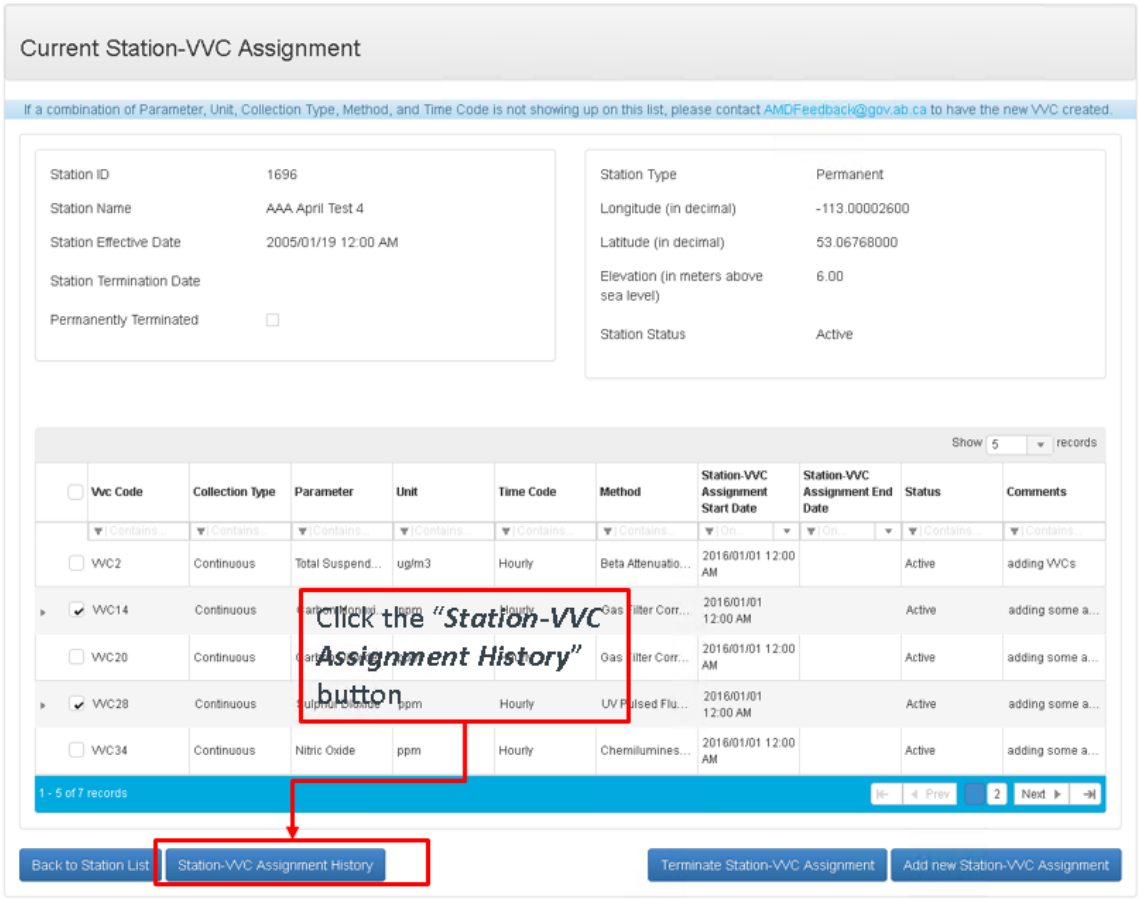


Classification: Public

Station-VVC History

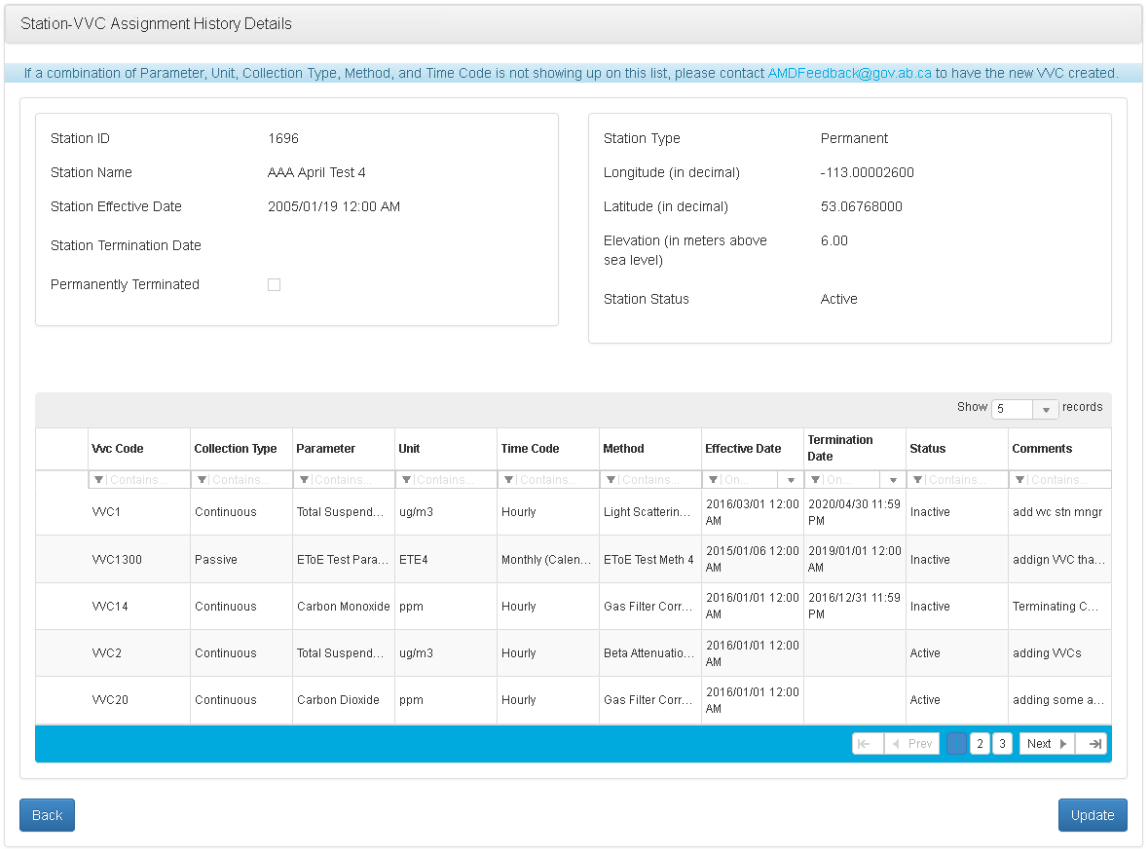
To see the entire History of VVCs assigned to a station throughout its existence and to modify those assignments the Station-VVC History can be used.

From the ***Current Station-VVC Assignment*** screen for the station you want to look at press the "***Station-VVC Assignment History***" button.



Classification: Public

Doing so will load a new screen showing all Station-VVC assignments for the history of that station.



This can be used for informational purposes or to edit the effective periods for the Station-VVC Assignments.

Classification: Public

Updating Existing (and Previous) Station-VVC Assignments

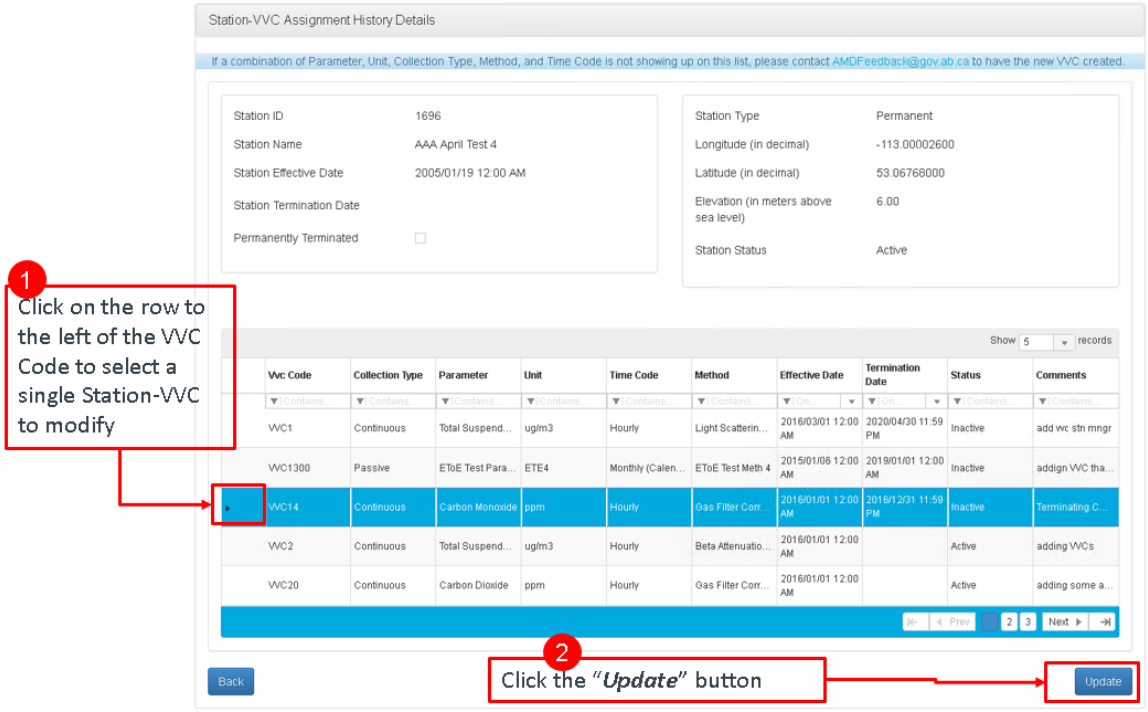
This functionality can be used to change existing Station-VVC assignments.

They can be:

1. Expanded by changing the start or end dates;
2. Shrunk by changing the start or end dates;
3. Terminated by adding an end date to a Station-VVC that was previously active;
4. Un-terminated by removing an end date, or by extending an end date beyond the present day.

From the ***Station-VVC Assignment History*** screen the Station Manager can edit a previously (or currently) assigned Station-VVC by:

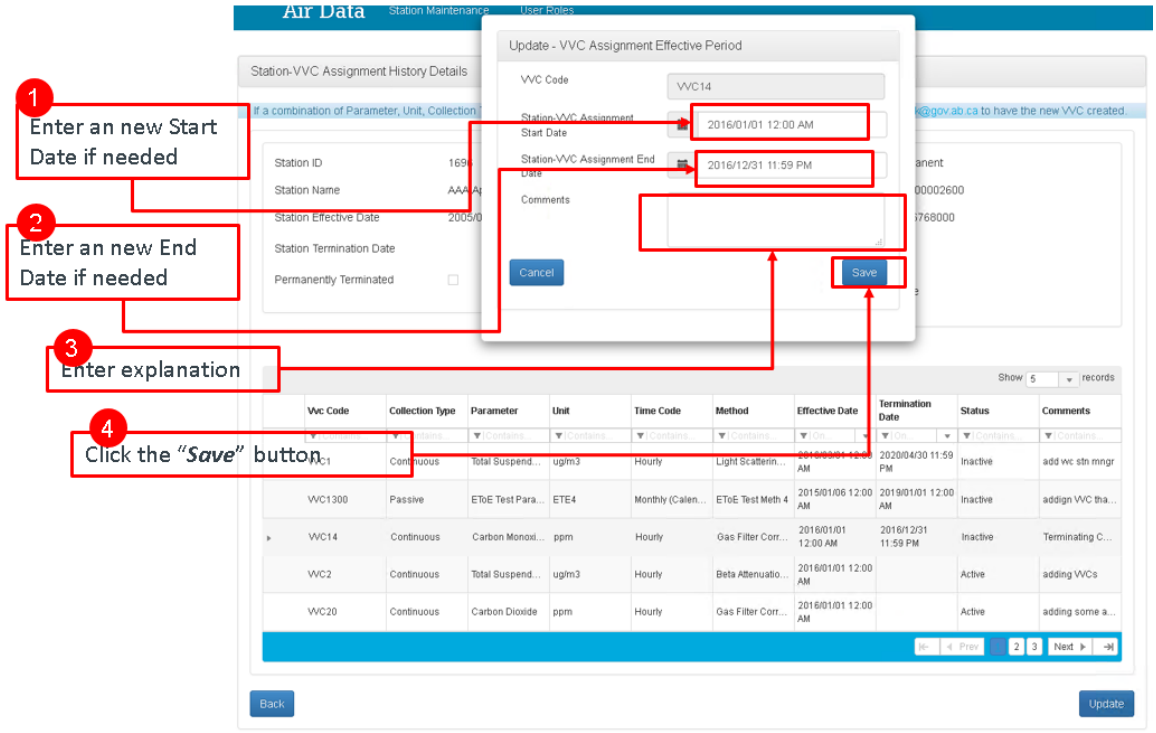
1. Selecting the Station-VVC they wish to edit by clicking the row to the left of the VVC Code.
2. Clicking the "***Update***" button.



Classification: Public

A form will pop up where the Station Manager will:

1. Enter a new Start Date for the Station-VVC assignment if needed;
2. Enter a new End Date for the Station-VVC assignment if needed;
3. Enter a comment explaining the actions taken;
4. Click the "***Save***" button.

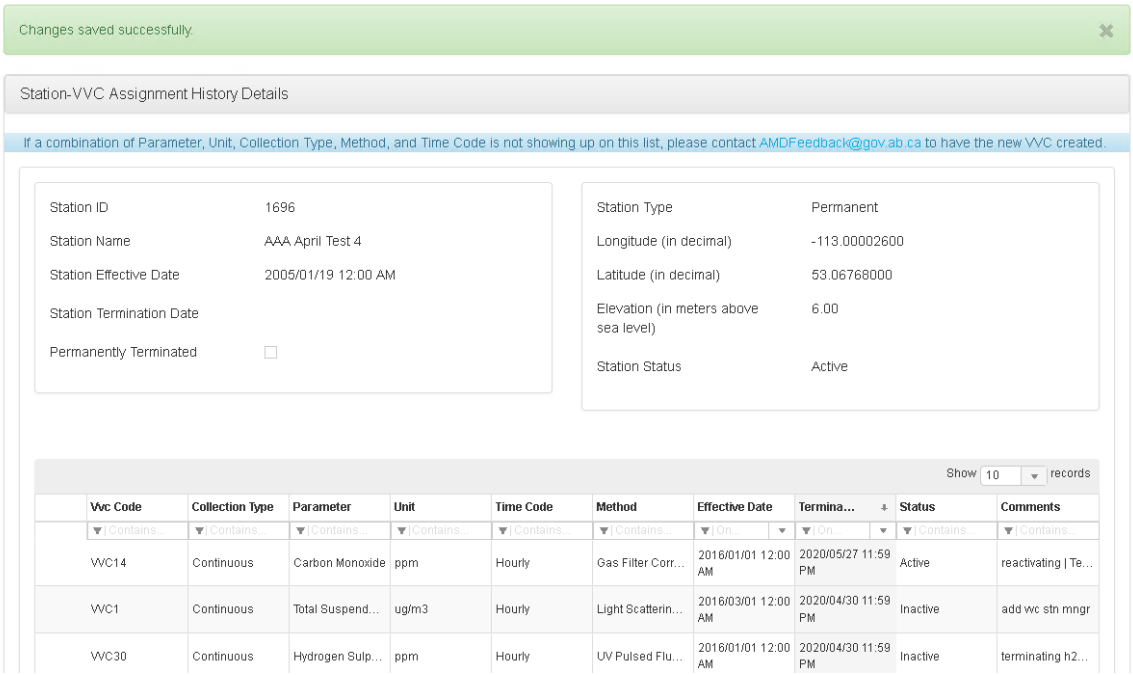


Note: The system will return an error if an attempt is made to make changes to Station-VVC assignments that would cause overlap of assignment periods for the same VVC at the same station.

Classification: Public

Updating Station-VVC Assignments: Success

If a Station-VVC assignment is successfully executed, a screen will be displayed showing that "***Changes saved successfully***".



Classification: Public

7. Revision History

Version	Date	Author(s)	Revision Notes
1.0	Nov-15-2019	Air Policy Section	Initial document
2.0	May-22-2020	Air Policy Section	Format change of the manual Update to reflect VVC Temporality and Station Temporality modifications

Classification: Public