

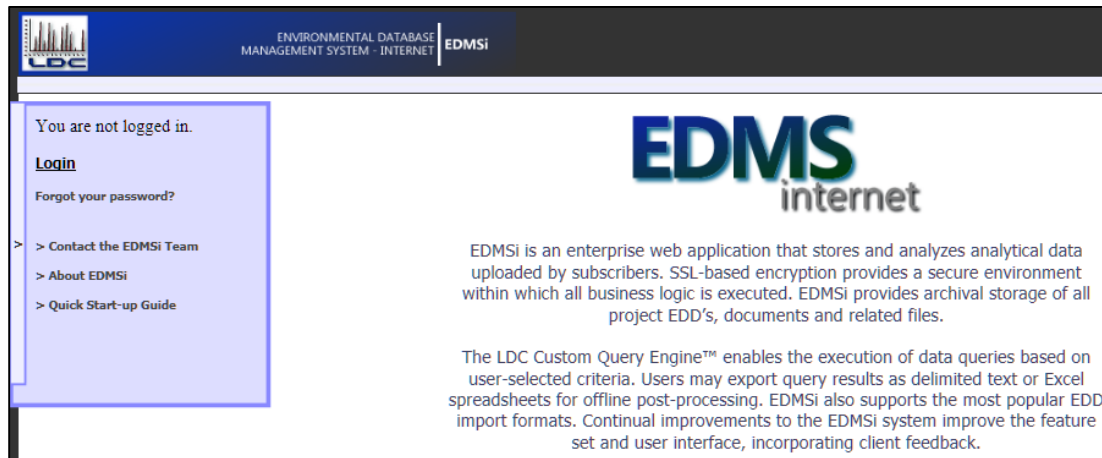
EDMSi Quick Start Guide

EDMSi is compatible with Mozilla Firefox and Google Chrome; however, it was optimized for Microsoft Internet Explorer (IE) 8 and above with Compatibility Mode turned off. The following link provides instructions on how to turn off Compatibility Mode in IE.

<http://windows.microsoft.com/en-US/windows7/How-to-use-Compatibility-View-in-Internet-Explorer-9>

How to Log-in

Your user name and password were previously emailed to you. Click on the tab located on the upper-left screen margin then click on Login to enter your user name and password.



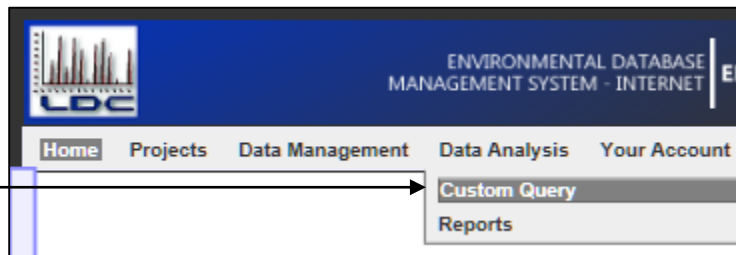
Note: The email notification announcing your EDMSi user account has instructions for changing your password and also for re-setting it should you forget your password.

How to Query Data

After logging in you can query data from the database. Querying data (i.e. lab and field data) is performed in EDMSi via the Custom Query tool.

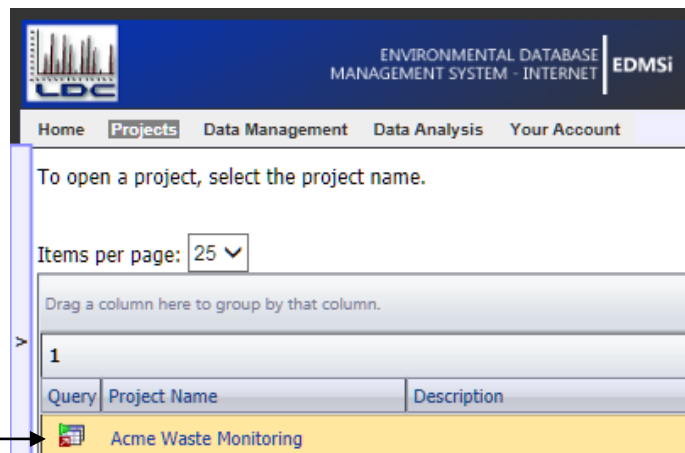
Move the mouse cursor over the **Data Analysis** menu item at the top of the screen and then click on **Custom Query**.

Click Custom query



This opens the project list, which is shown below.

Click the query icon next to the project whose data you want to query



This opens the custom query page, which is shown on the next page

From the Custom Query screen, select the appropriate **Data Type** and then select from the various filtering options as needed.

The screenshot shows the 'Custom Query' interface. At the top, there's a blue header bar with 'Custom Query' on the left and 'Expand all' on the right. Below this, a text instruction reads: 'Select the following options to filter. When an option has nothing selected, the query does not use it to filter.' The project name 'Project: Acme Waste Monitoring' is displayed. A checkbox 'Include all project-level data' is checked. Under the 'Data type' section, 'Laboratory' is selected with a radio button, and 'Field' is unselected. Below this is a list of filter categories, each with a checkmark icon: Locations, Location Groups, Sample Delivery Groups, Sample Collected Dates, Sample Types, Client Sample IDs, Methods, Test Fraction, Analytes, Analyte Groups, Result Types, Detections, Query Result Fields, and Display Options. At the bottom, there are five buttons: 'Run Query' (with a magnifying glass icon), 'MCL/PRG' (with a folder icon), 'Excel Export' (with an Excel icon), 'Text Export' (with a document icon), and 'Cancel' (with a green arrow icon).

Make your query filter selections here by expanding the filter item bar, making your selections, and then clicking Run Query to view returned results.

After selecting your filter options click the **Run Query** button located below the filter selections. This action opens your query results in a separate window.

Custom Query results can also be exported to an MS Excel spreadsheet or a tab delimited text file. You can export queried results directly after making filter selections or after the query is executed and results are displayed on screen.

NOTE: The **Data Type** option determines if “Laboratory” or “Field” data will be queried. The Laboratory Data Type option provides filtering options that return analytical chemistry data. The Field Data Type option provides different selections and filtering options that return data related to location, water level, and well purge or production.