



# Information Management Requirements Development Tool Quick Start Guide

An SRS<sup>1</sup> information management system is the combination of data management systems, tools, processes and interfaces that collectively manage data generated by the SRS and provide users with the information they need. Systems can range in complexity from a dashboard that integrates data from multiple components to a relatively simple interface supporting a single SRS component.

Regardless of system complexity, it is important to clearly define system requirements to guide selection and design of a solution that meets the needs of all users. The **Information Management Requirements Development Tool** is a free tool designed to help users define, consolidate, and prioritize requirements. Specifically, this tool walks users through modules that:

- Allow SRS component teams to develop component functional requirements
- Allow IT<sup>2</sup> personnel to develop technical requirements
- Allow the IT design team to efficiently consolidate and review all requirements data

This Quick Start Guide provides instructions for downloading and launching the tool. Once running, on-screen content will guide you through use of the tool. As all instructions are embedded in the tool, there is no separate users' guide. The tool supports standard browser accessibility features.

The Information Management Requirements Development Tool is used through an internet browser. It does not require software installation or running an executable file.

<sup>1</sup> SRS = Surveillance and Response System

<sup>2</sup> IT = Information Technology

## ***Getting Started***

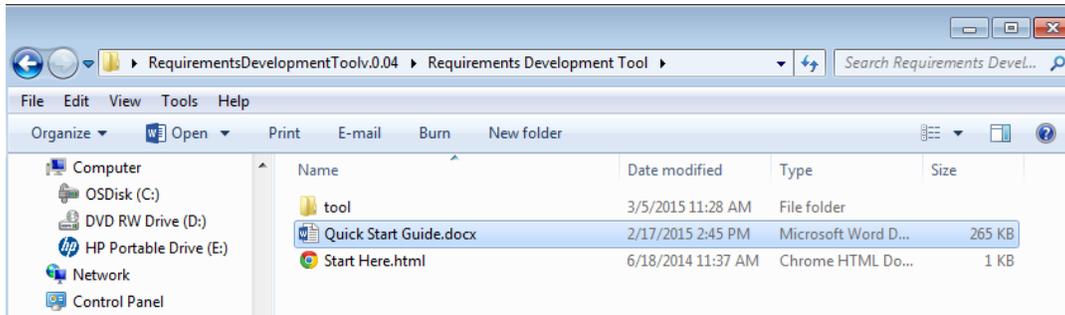
### **Select a Browser**

An internet browser installed on the local computer must be used to open the tool. Before launching the tool, you must select which browser to use.

- Google Chrome: This browser will run the tool seamlessly and no configuration is necessary before launching the tool.
- Mozilla Firefox: This browser will run the tool seamlessly and no configuration is necessary before launching the tool.
- Internet Explorer: ActiveX must be enabled in order to store input properly. Instructions for enabling ActiveX are included in the next section. You can still use the tool if you choose not to enable ActiveX (or if you do not have the administrative rights to do so), but any information you enter will not be saved if you close the browser or reload the page. **Launch the Tool**

Complete the following steps to open the tool in the browser selected above.

1. Download **RequirementsDevelopmentToolv.X.zip** from EPA’s Surveillance and Response Systems web area (<http://www.epa.gov/waterqualitysurveillance/surveillance-and-response-system-resources>).
2. Unzip it to a local computer or drive.
3. Navigate to this unzipped folder, as shown below.



4. Right-click the **Start Here.html** file. Select “Open With” and choose the browser you will be using to run the tool. Alternately, you can just double-click this file if the browser you chose is the default browser on your computer.
  - If you are using Internet Explorer, a dialog box from ActiveX will appear. Click “Yes” to enable ActiveX. If it does not appear, ActiveX may be disabled in Internet Explorer. This can be changed in Internet Explorer by going to Tools -> Internet Options -> Security -> Custom Level. Scroll down to the "ActiveX Controls and plug-ins" section and select "Enable" under each of the options. Click "OK" to save the changes, and then refresh the page.
5. The selected browser will launch and open the tool’s Introduction screen, as shown below. Click “Get Started” for additional instruction on navigating through the tool, and follow on-screen prompts as you work through the modules.

