eBeaches Submissions in the Exchange Network Services Center

August 2018

ENSC Credentials

- If you have Beach Program CDX Web credentials
 - Transfer Login Credentials from CDX Web to the Exchange Network Service Center (ENSC)
 - BEACHES submitters to CDX via state node or CDX Web are assigned NAAS accounts.
 - However, CDX Web users will first need to login to CDX Web and while logged in call the CDX help desk (888-890-1995), choose Option 2 for the Node Help Desk.
 - Request to have their login profile assigned to the ENSC.
- If you do not have CDX or ENSC credentials, contact Bill Kramer at <u>kramer.bill@epa.gov</u> (202-566-0385)

ENSC Account

To set up an account, click the link below:

https://enservicestest.epacdxnode.net/login.aspx

and click the "Request an Account" link.

Users will need to set up a test account first before setting up a production account.

On the request an account page, select test account under type of account, fill out the information and select BEACHES as the DataFlow.

If a test account has already been set up, follow this link to set up a production account:

https://enservices.epa.gov/Login.aspx

File Formatting

- The Beaches Monitoring Data XML schema (<u>http://www.exchangenetwork.net/data-exchange/beach-monitoring/</u>) may be used to validate your Beaches Monitoring data file.
- The Beaches Notification Data XML Schema (<u>http://www.exchangenetwork.net/communities-of-interest/water/</u>) may be used to validate your Beaches Notification data file.

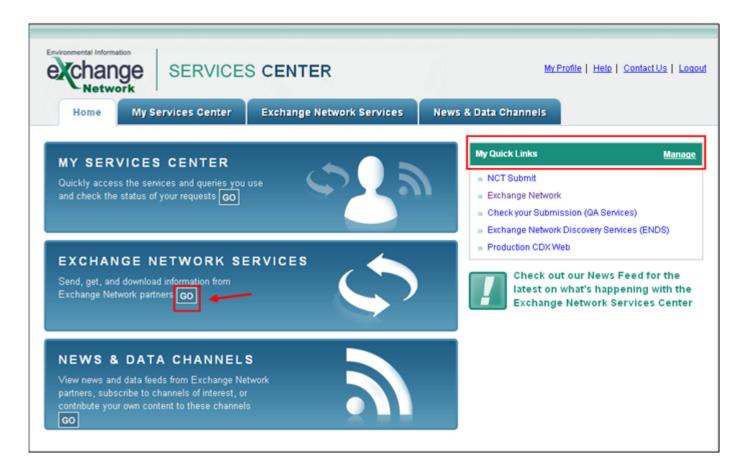
eBeaches Monitoring Submission

• To begin a submission, log into the ENSC : https://enservices.epa.gov/login.aspx

| SERVICES CENTER | Help Contact Us |
|---|---|
| SERVICES CENTER | Login |
| The Exchange Network Services Center is a web-based tool designed to allow Exchange Network users to easily send, get, and download information from other partners on the network. Note: to access this tool, you must already have an Exchange Network user account assigned to you. Request an Account | Username: kramer. bill@epa.gov Password: •••••••••••••• Domain: default Not.sure? Login Forgot Username or Password |

This application is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

• Select the "GO" button under Exchange Network Services in the middle of the page.



- You will be directed to the Exchange Network Services page.
- Under "Guide Me Step-by-Step" select the "Continue" button. You will be directed to the Guide Me Step-by-Step Submission page.
- After you are experienced, you should use the "Express Request" sequence. (slides 25, 31)

| Environmental Information Exchange Network Home My Services Center Exchange Network | k Service | s News & Data | | Help Contact Us Logout My Quick Links ▼ |
|---|-------------|--------------------------------------|---------------|--|
| Use either the Step-by-Step OR Express approach to send, get, or down | load inform | ation from the Exchange | Network. | |
| | HOOS | E | | |
| Guide Me Step-by-Step ? (recommended for novice users | | Express Request 🤗 | (recomme | nded for advanced users) |
| Step 1: Choose the Type of Transaction to Perform ? Send information to a system on the Exchange Network | OR | Search for a Servi Enter Keywords | ce by Keyword | Search |
| C Get information that is stored on the Exchange Network | | OR | | |
| O Download a document from the Exchange Network. You must know the <u>Transaction ID</u> or <u>Document ID</u> to perform a download | 1 | Browse our entire Services Di | | |
| Continue | | | | |

• Click the "Browse Services Directory" button. You will be directed to the Services Directory.

| Environmental Information Echange Network | S CENTER | | <u>My Pr</u> | rofile Help Contact.Us Loqout |
|--|--|----------|---|---|
| Home My Services Center | Exchange Network Services | News & I | Data Channels | My Quick Links 🔻 |
| | | | | Add this page to My Quick Links |
| Guide Me Step-by-Step Step 2: Select the Service you wish to Services are simply a way to allow you to send infor- system on the Exchange Network. Each Service por Search for a Service by Keyword Enter Keywords OR Browse our entire Services Directory Browse Services Directory | ormation to or get information from another of | | Step 1: Sele Step 2: Sele Step 3: Uplo Step 4: Add | vith this Transaction: ect a Transaction Type ect a Service bad Document to Send Document Metadata ate Notification List |
| | Co | ntinue | | |

Locate the eBeaches "Send Info" service and click on the Service Transaction hyperlink in that row. You will see "Send monitoring data files" in the Service Description. You will be directed to the Guide Me Step-by-Step, Step 2

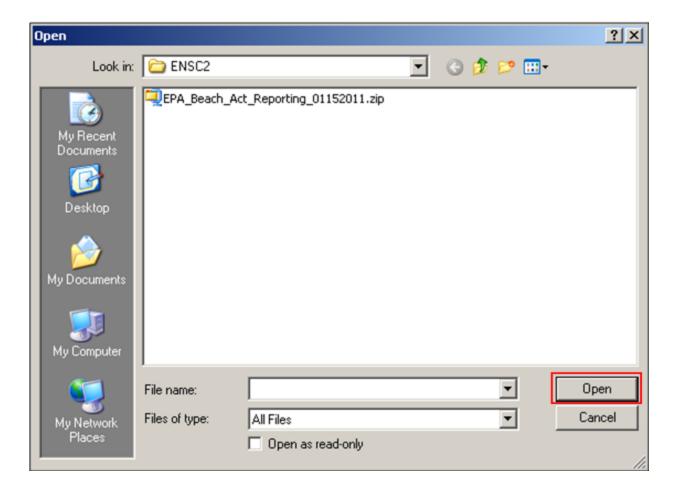
| Environmental Inform | | S CENTER | <u>My</u> | Logged In: kr Profile <u>Help</u> | amer.bill@epa.gov <u>Contact Us</u> <u>Loqout</u> |
|----------------------|---|-------------------|--|--|--|
| Home | My Services Center | Exchange Network | Services News & Data Channels | | My Quick Links 🔻 |
| Services | s Directory 🛙 | | | Add this page t | to My Quick Links |
| | es the Exchange Network Disco nload operations. Select the nar | | e BETA version, the Services Directory contain o use. | ns only services | that support |
| Filter By: Ke | yword(s) 🔽 Enter Keywo | rds Filter | Clear | | |
| | | | | | Protection Agency |
| Send Info | CDXFileShare | ProcessCDXDoc | Process an incoming shared file | .NetNode2 | U.S. Environmental Protection Agency |
| Send Info | CDXFileShareChannel | | | .NetNode2 | U.S. Environmental Protection Agency |
| | Chesapeake Bay Program Regional Exchange for | GetBMPFullRefresh | GetBMPFullRefresh | Virginia DEQ Test Node | VA Department of Environment Quality |
| Send Info | BMPs | | | | |
| Send Info | BMPs eBeaches | eBeaches Submit | eBeaches Submit: Send monitoring data files to the eBeaches system (eBeaches). | NGNProd2.0 | U.S. Environmental Protection Agency |

| Environmental Exchange Network Services Center - Windows Internet Explorer | | _ & × |
|---|---|----------------|
| → → Image: Step 2 Selected.aspx | 🔒 🐓 🗙 💽 Bing | P - |
| 🔆 Favorites 🛛 🏠 🛱 2012 Swimming Season Up 🦉 Data User Corner Beach Gr 🧭 Beaches BEACON 2.0 US | S E USAJOBS Search ▼ | • ? • " |
| Environmental Information SERVICES CENTER | Logged In: kramer.bill@epa.gov <u>My Profile</u> <u>Help</u> <u>Contact Us</u> <u>Loqout</u> | * |
| Home My Services Center Exchange Network Services News & D | Data Channels <u>My Quick Links</u> V | |
| Guide Me Step-by-Step ? (recommended for novice users) | Your Progress with this Transaction: | |
| Step 2: Select the Service you wish to use ? Services are simply a way to allow you to send information to or get information from another computer system on the Exchange Network. Each Service performs a unique type of transaction. You are currently using the following Service: Service Name eBeaches Submit Description eBeaches Node NGNProd2.0 Publisher U.S. Environmental Protection Agency | Step 1: Select a Transaction Type Step 2: Select a Service Step 3: Upload Document to Send Step 4: Add Document Metadata Step 5: Create Notification List Click here for Additional service help information | |
| Select a different Service Back Continue | | |
| EPA Home Privacy and Security Notice Contact Us | <u>s</u> 1 |) |
| | Local intranet Protected Mode: Off | ~ |

• Select the "Choose File" button to be directed to the File Upload dialog box

| Home | My Services Center | Exchange Network Services | News & Data Channels My Ouick Links |
|----------------|--|---|--|
| uide Me St | ep-by-Step 🛿 | (recommended for novice | users) Your Progress with this Transaction: |
| elect a Docume | et a Document to Send (?) end from your computer or network No file chosen | k to upload. The file cannot be more than 1 Gb. | Step 1: Select a Transaction Type Step 2: Select a Service Step 3: Upload Document to Send |

- Select the file you would like to submit to eBeaches Monitoring.
- The only valid file extensions for eBeaches Monitoring submissions in ENSC are ZIP or XML files. The zipped file can only contain one XML document; however can contain other documents within the ZIP.



• Once a valid file is chosen, the file selection will be displayed on the screen. Select the "Continue" button to be directed to Step 4.

| Network | | My Profile Help Contact Us Logout |
|--|--|---|
| Home My Services Center Guide Me Step-by-Step @ Step 3: Select a Document to Send @ Select a Document from your computer or network Choose File EPA_Beach_Act_Reporting_01 You have selected the following file(s): EPA_Beach_Act_Reporting_01152011.zip View Remove | (recommended for novice users) k to upload. The file cannot be more than 1Gb. | & Data Channels My Quick Links ▼ Your Progress with this Transaction: ✓ Step 1: Select a Transaction Type ✓ Step 1: Select a Service Step 3: Upload Document to Send Step 4: Add Document Metadata Step 5: Create Notification List |

• For a BEACHES file submission, please do not enter any information on the metadata page.

| SERVICES CENTER | <u>My Profile Help Contact Us Logo</u> |
|--|--|
| Home My Services Center Exchange Network Services News & Da | ta Channels My Quick Links |
| Guide Me Step-by-Step 2 (recommended for novice users) | Your Progress with this Transaction: |
| Step 4: Additional Data Flow Specific Information: | Step 1: Select a Transaction Type Step 2: Select a Service |
| Add information about your Document (Metadata) 🕜 It is recommended that you include information about your document as it can greatly enhance the future use, analysis and discovery of data | Step 3: Upload Document to Send Step 4: Add Document Metadata Step 5: Create Notification List |
| Note: this information is only required if it is not included in the Header of your uploaded file. If you are not sure whether this information is in your file, please include it below. | |
| Document Title: | |
| Document Description: | |
| | |
| Author: | |
| Organization: | |
| Category: | |
| | |
| Keywords (separate with comma): | |
| Back | |
| | |
| | |

• Enter any email addresses to also receive notice of the transaction status change and select "SEND DATA." The original submitter will automatically receive email notifications.

| Home My Services Center | S CENTER | My Profile Help Contact Us Los & Data Channels My Quick Links |
|--|---|--|
| Guide Me Step-by-Step ? Step 5: Identify Individuals to Notify of | (recommended for novice users) | Your Progress with this Transaction: |
| | vant notified when the status of this transaction changes d. | Step 1: Select a Transaction Type Step 2: Select a Service Step 3: Upload Document to Send |
| | | Step 4: Add Document Metadata Step 5: Create Notification List |
| Back | SEND DATA | |

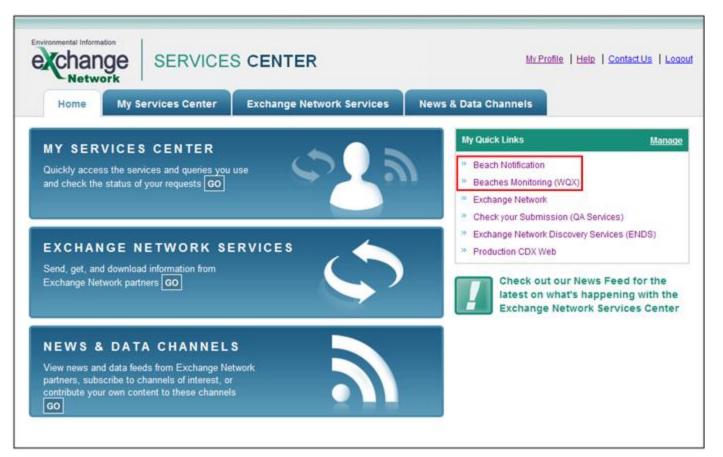
- You will receive a confirmation notice that your submission has been received and has been assigned a Transaction ID. Select "View the Status of this request in My Activity" to be directed to the "My EPA Activity" page.
- You can also select "Add this Service to My Quick Links" in order to add this service to the Quick Links section of the ENSC Home Page.

| exchange | SERVICE | S CENTER | | | | My Profile Help | Contact Us Logos |
|--|---|---------------------------|-----------|----------|--------------|-------------------|--------------------|
| Network Home My | Services Center | Exchange Network S | ervices | News & D | ata Channels | | My Quick Links |
| Request Rece | ved! | | | | | | |
| Your File EPA_Beach_ | Act_Reporting_011520 | 11.zip has been received. | | | | | |
| The following Transact | ion ID has been assigne | d to this request: | | | | | |
| _9d5aad93-611d-44 | 61-8464-10c05179b1a4 | 7 | | | | | |
| Current Status of Req | uest: | | | | | | |
| Transaction Status | Service Name | Transaction Type | Date | | | | |
| Received | eBeaches Submit | Send Information | 3/23/2012 | 3:37 PM | | | |
| What would you like to View the Status of this red Complete another Transac Complete another Transac Add this Service to My Qu | uest in My Activity tion using this same Ser tion using a different Ser | | | | | | |

• You may save this service to your Quick Links and rename as "Beach Monitoring (WQX)."

| Environmental Information Ecchange Network | | CENTER | | | <u>My Profile</u> <u>Help</u> | Contact Us Loqout |
|--|--|---------------------|-----------------------|---|---------------------------------|---------------------|
| Home My | Services Center | Exchange Network Se | rvices | News & Data Channels | | My Quick Links 🔻 |
| Request Rece | ived! | | | | | |
| | | | | | | |
| Transaction Status | Service Name | Transaction Type | Add | Page to My Quick Links | | close |
| Received | eBeaches Submit | Send Information | | have selected to add this | s page to your | |
| What would you like to View the Status of this reo Complete another Transac Complete another Transac Add this Service to My Qu Log out of the Services Ce | uest in My Activity tion using this same Serv tion using a different Serv ick Links | | Provi Beac Plac | de a name for this page: thes Monitoring (WQX) ce link: Top of List End of List | | i to My Quick Links |

- You will be able to access your Quick Links on the ENSC Home Page.
- The links are shortcuts to the actual services and expire After 90 days of no use, in both ENSC Test and ENSC Production. To reactivate them, search for the service from the services directory and go through the normal process of submitting data. After the process is complete, the "shortcut" on the "My Services Center" tab will refresh and become active. You can then use them as you previously did.



 You will receive a confirmation notice that your submission has been received and has been assigned a Transaction ID. Select "View the Status of this request in My Activity" to be directed to the "My EPA Activity" page.

| Environmental Information | SERVICES | | | | | <u>My Profile</u> <u>Help</u> | Contact Us Logour |
|---|--|--------------------------|----------|-----------|--------------|---------------------------------|---------------------|
| Home My | Services Center | Exchange Network So | ervices | News & Da | ita Channels | | My Quick Links V |
| Request Rece | eived! | | | | | | |
| Your File EPA_Beach | _Act_Reporting_0115201 | 1.zip has been received. | | | | | |
| The following Transact | ion ID has been assigned | to this request: | | | | | |
| _9d5aad93.611d.44 | 61-8464-10c05179b1a4 |] | | | | | |
| Current Status of Reg | juest: | | | | | | |
| Transaction Status | Service Name | Transaction Type | Date | | | | |
| Received | eBeaches Submit | Send Information | 3/23/201 | 2 3:37 PM | | | |
| What would you like t View the Status of this red Complete another Transad Complete another Transad Add this Service to My Qu Log out of the Services Co | quest in My Activity tion using this same Sen tion using a different Serv ick Links | | | | | | |

 Details on the submission status can be found on the "My EPA Activity" page within My Services Center. Clicking on the hyperlink Transaction ID will direct you to the "Transaction Details" page. The Transaction ID relates to which file was submitted.

| e chang | | | | News & Data Channe | <u>My Profile Help Contact Us Logout</u> |
|-------------------|--------------------|---------------------------------------|-------------------------------|-----------------------------|--|
| | art page | Channels the status of your transa | | News & Data Channe | els <u>My Quick Links</u> ▼ |
| Filter By: Transa | ction ID 💽 🔤 9d5aa | d93-611d-4461-846 | Itter Clear | | C Refresh Activity |
| Service Name | Dataflow Name | Transaction Status | Transaction Type Send Info | Date 3/5/2012 8:14:51 AM | Transaction ID _9d5aad93-611d-4461-8464-0c05f79b1a4 |
| | | REVENED | | | |

• Below shows the Transaction Details page.

| exchange Network | | | a | | My Profile Help | Contact.Us Logout |
|----------------------|------------------------|---------------------------|---------------|----------|---------------------|---------------------|
| Home | My Services Center | Exchange Network Services | News & Data C | hannels | | My Quick Links 🔻 |
| Transactior | Details | | | | | |
| Transaction ID: | _9d5aad93-611d-4461-84 | 64-10c05179b1a4 | | Document | s Associated with t | his Transaction: |
| Transaction Status: | RECEIVED | | | eBeacher | s monitoring.zip | View Details |
| Date: | 3/5/2012 8:14:51 AM | | | | | |
| Service Name: | | | | | | |
| Message: | | | | | | |
| DataFlow: | eBeaches | | | | | |
| Transaction Type: | Submit | | | | | |
| Approved Count: | 0 | | | | | |
| Recipients: | | | | | | |
| Return to My Activit | У | | | | | |

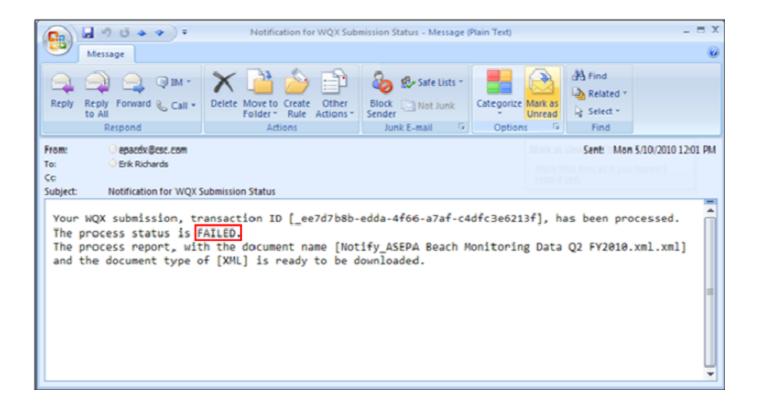
• The status on the Transaction Details page will update once the file has either successfully processed or has failed. A successful submission is shown below.

| e change Network | | 2 | | <u>My Profile</u> <u>Help</u> | ContactUs Logout |
|----------------------|--|---------------|----------|---------------------------------|--------------------|
| Home | My Services Center Exchange Network Services | News & Data C | hannels | | My Quick Links V |
| Transaction | n Details | | | | |
| Transaction ID: | _9d5aad93-611d-4461-8464-fDc05f79b1a4 | | Document | s Associated with t | his Transaction: |
| Transaction Status: | COMPLETED | | eBeaches | s monitoring.zip | View Details |
| Date: | 3/5/2012 8:14:51 AM | | | | |
| Service Name: | | | | | |
| Message: | | | | | |
| DataFlow: | eBeaches | | | | |
| Transaction Type: | Submit | | | | |
| Approved Count: | 0 | | | | |
| Recipients: | | | | | |
| Return to My Activit | y. | | | | |

• You will receive an email either containing the "completed" successful submission status, or

| | | Notification for WQX Subr | mission Status - Message (I | Plain Text) | | - = × | | |
|-----------|---|--|-----------------------------|------------------------------|---------------------|-------------------|--|--|
| • | Message | | | | | ۷ | | |
| Reply | Reply Forward & Call - to All | Delete Move to Create Other Folder * Rule Actions * | Block Not Junk | Categorize Mark as Unread | A Find Related * | | | |
| | Respond | Actions | Junk E-mail 🛛 🖓 | Options 🕞 | Find | | | |
| From: | epacdx@csc.com | | | | Sent: Mor | 5/10/2010 2:23 PM | | |
| To: Cc | | | | | | | | |
| Subject: | Notification for WQX S | ubmission Status | | | | | | |
| The | Subject: Notification for WQX Submission Status Your WQX submission, transaction ID _9d5aad93-611d-4461-8464-fDc05f79b1a4! has been processed. The process status is COMPLETED. The process report, with the document name [Notify_ASEPA Beach Monitoring Data Q2 FY2010.xml.xml] and the document type of [XML] is ready to be downloaded. | | | | | | | |
| | | | | | | - | | |
| | | | | | | * | | |

• ... an email notification for a failed submission.



• Users would download the error message(s) associated with a submission by selecting the "Download a document" radio button and select the "Continue" button.

| Home My Services Center Excl se either the Step-by-Step OR Express approach to se | nange Network Service | tion from the Exchange N | |
|--|--------------------------------------|---|--------------|
| Guide Me Step-by-Step 2 (recommended Step 1: Choose the Type of Transaction to P C Send information to a system on the Exchange Net C Get information that is stored on the Exchange Network Mowilload a document from the Exchange Network know the Transaction ID or Document ID to perform | erform ⑦ work vork You must | xpress Request 2 Search for a Servi OR Browse our entire Service Browse Services Dire | es Directory |

- After selecting "Continue" you will be directed to the Guide Me Step-by-Step page.
- Select the "NGNProd2.0" (NGNTest2.0 if you are using a Test account) as the node and "eBeaches" as the dataflow. Select the "Continue" button to be directed to Step 3.

| e char | | S CENTER | | My Prot | file Help Contact Us Logo |
|---|---|--|-------------|--------------------|---|
| Home | My Services Center | Exchange Network Services | News & D | ata Channels | My Quick Links |
| | | | | æ A | Add this page to My Quick Links |
| Guide Me St | tep-by-Step 💡 | (recommended for ne | vice users) | Your Progress with | h this Transaction: |
| | | | | | |
| Documents must the Node where | | r Node, or destination, on the Exchange Net bad is available. If you requested this docum | | Step 2: Selec | t a Transaction Type t a Node Transaction ID |
| Documents mus the Node where a previous trans Select a Node: | st be downloaded from a particula the document you wish to downlo action, you can also download it th | r Node, or destination, on the Exchange Net bad is available. If you requested this docum | | Step 2: Selec | t a Node |
| Documents must the Node where a previous trans | st be downloaded from a particula the document you wish to downlo action, you can also download it th | r Node, or destination, on the Exchange Net bad is available. If you requested this docum | | Step 2: Selec | t a Node |
| Documents must the Node where a previous trans Select a Node: NGNProd2.0 | st be downloaded from a particula the document you wish to downlo action, you can also download it th | r Node, or destination, on the Exchange Net bad is available. If you requested this docum | | Step 2: Selec | t a Node |
| Documents mus the Node where a previous trans Select a Node: NGNProd2.0 Select a DataFik | st be downloaded from a particula the document you wish to downlo action, you can also download it th | Ir Node, or destination, on the Exchange Net oad is available. If you requested this docum hrough <u>My Activity</u> . | | Step 2: Selec | t a Node |

• Enter the transaction ID and select "GET DOCUMENT(S)" to obtain the documents associated with the entered transaction ID.

| Guide Me Step-by-Step ② (recommended for novice users) Step 3: Enter Transaction ID ⑦ You must know either the Transaction ID or the Document ID associated with this document before you can download it. Enter Transaction ID (multiple documents may be associated with a single Transaction ID): ee7d7b8b-edda-4f56-a7af-c4dfc3e6213f OR Enter Document ID: | Home My Services Center | | My Profile Help Contact Us Logout |
|---|---|---|---|
| _ee7d7b8b-edda-4f66-a7af-c4dfc3e6213f OR Enter Document ID: | Step 3: Enter Transaction ID (?) You must know either the Transaction ID or the Docu | | ✓ Step 1: Select a Transaction Type |
| | _ee7d7b8b-edda-466-a7af-c4dfc3e6213f OR | associated with a single Transaction ID): | Step 3: Enter Transaction ID |
| | | GET DOCUMENT(S) | |

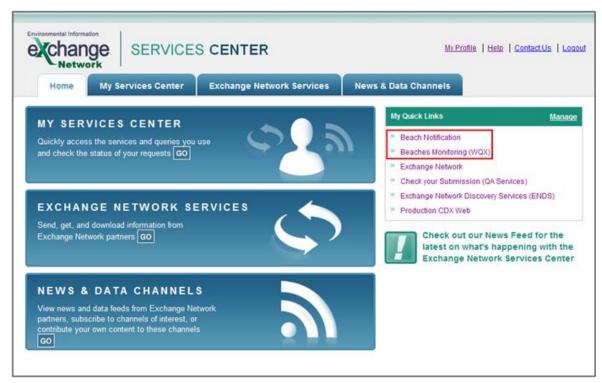
• Below shows an example of the downloaded error report.

| | 4 | | | | | |
|---|---|--|--|--|--|--|
| <return xmlns="http://exchangenetwork.net/schemas/validator/1.1/validatorEx.xsd"></return> | 4 | | | | | |
| <transactionid>_4be68143-eede-4207-b87e-7b11ab892997</transactionid> | | | | | | |
| <validationtype>schema</validationtype> | | | | | | |
| <processstatus>Finisbed</processstatus> | | | | | | |
| <pre><documentstatus>Invalid</documentstatus></pre> documentStatus> | | | | | | |
| | | | | | | |
| <timestamp>2012-01-30T21:23:15Z</timestamp> | | | | | | |
| <results>The document,d:\SOAPServer\DataFolder\ 4be68143-eede-4207-b87e-7b11ab8929970.unzipped\CNMI Beach Monitoring 2011.xml, contains the following error(s):</results> | | | | | | |
| | | | | | | |
| Error at line 3 column 1063517 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wgx/1' has invalid child element 'ActivityS | | | | | | |
| | | | | | | |
| | | | | | | |
| Error at line 3 column 1067722 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wqx/1' has invalid child element 'ActivityS | | | | | | |
| | | | | | | |
| Error at line 3 column 1071929 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wqx/1' has invalid child element 'Activity | 4 | | | | | |
| | 1 | | | | | |
| | | | | | | |

• Below shows an example of a successful processing report.

```
ProcessingReport.txt - Notepad
                                                                                          - 🗆 ×
File Edit Format View Help
k?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<?xml-stylesheet type="text/xsl" href="http://www.epa.gov/storet/download/validation.xsl"?>
<ProcessingReport>
        <TransactionIdentifier>_a0f55131-63ea-4dc8-b19a-0e3f36cb2064</TransactionIdentifier>
        <Status>Completed</Status>
        <processingsoftware version="2.30">WQX Node</processingSoftware>
        <ProcessingSoftware Version="2.26">WOX Database</processingSoftware>
        <Counts>
                <Error>0</Error>
                <warning>0</warning>
                <Project Action="Update">51</Project>
                <MonitoringLocation Action="Update">50</MonitoringLocation>
                <Activity Action="Update">576</Activity>
                <Result Action="Delete">576</Result>
                <Result Action="Insert">576</Result>
        </Counts>
        <Log>
                <LogDetail>
                        <Type>Message</Type>
                        <Text>Parse and Load started at 01/30/2012 10:46:19 AM</Text>
                        <Context/>
                </LogDetail>
                <LogDetail>
                        <Type>Message</Type>
                        <Text>Parse and Load completed at 01/30/2012 10:46:50 AM</Text>
                        <Context/>
                </LogDetail>
        </Log>
        <ProcessingFailures/>
</ProcessingReport>
```

- Below shows the eBeaches submit services saved to a user's My Quick Links on the ENSC Home Page.
- The links are shortcuts to the actual services and expire After 90 days of no use, in both ENSC Test and ENSC Production. To reactivate them, search for the service from the services directory and go through the normal process of submitting data. After the process is complete, the "shortcut" on the "My Services Center" tab will refresh and become active. You can then use them as you previously did.
- To obtain assistance completing a submission or retrieving the submission results, please contact the CDX Node Help Desk at <u>nodehelpdesk@epacdx.net</u>.



- Below shows the screen for the Express Request method of submission.
- This method can be selected instead of the Guide Me Step-by-Step method.

| SERVICES CENTER | My Profile Help Contact Us Logout |
|--|--|
| Home My Services Center Exchange Network Services News & | Data Channels My Quick Links V |
| | Add this page to My Quick Links |
| Express Request: eBeaches Submit ? | You are currently using the following Service: |
| Select a Document to Upload (max. size 1 GB): Choose File EPA_Beach_Act_Reporting_01152011.zip | Service Name eBeaches Submit |
| You have selected the following file(s): EPA_Beach_Act_Reporting_01152011.zip View Remove | Description eBeaches Submit: Send monitoring data files to the eBeaches system (eBeaches). |
| Enter Email Address(es) to Notify of Transaction Status Change (separate with comma): | Transaction Type Submit |
| | Dataflow eBeaches |
| | Node |
| Additional Data Flow Specific Information: Provide information (metadata) about this Document (recommended) | NGNProd2.0 Publisher U.S. Environmental Protection Agency |
| Cancel SEND DATA | Click here for Additional service help information |
| | Select a different Service |

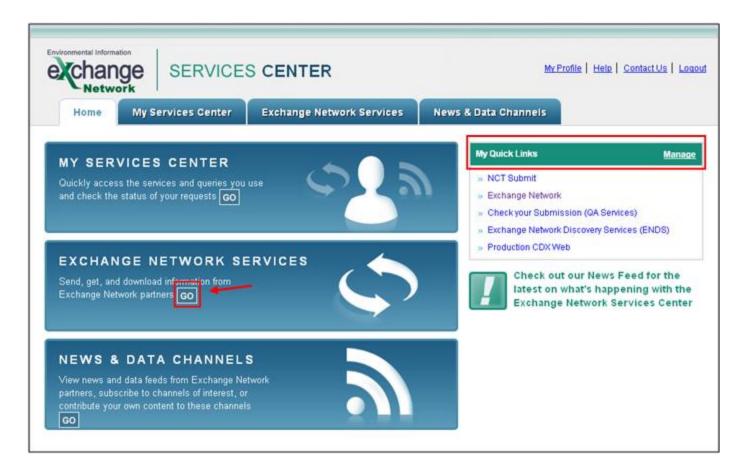
eBeaches Notification Submission

• To begin a submission, log into the ENSC. https://enservices.epa.gov/login.aspx

| echange SERVICES CENTER | |
|---|--|
| SERVICES CENTER | Login |
| The Exchange Network Services Center is a web-based tool designed to allow Exchange Network users to easily send, get, and download information from other partners on the network. Note: to access this tool, you must already have an Exchange Network user account assigned to you. | Username: kramer.bill@epa.gov Password: |
| Request an Account | Domain: default Not sure? Login Forgot Username or Password |

This application is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

• Select the "GO" button under Exchange Network Services in the middle of the page.



- You will be directed to the Exchange Network Services page.
- Under "Guide Me Step-by-Step" select the "Continue" button. You will be directed to the Guide Me Step-by-Step Submission page.
- After you are experienced, you should use the "Express Request" sequence. (slides 52, 57)

| Environmental Information Exchange Network Home My Services Center Exchange Network | My Profile Help Cont Services News & Data Channels My I | actUs Loqout Quick Links ▼ |
|---|---|---------------------------------|
| Use either the Step-by-Step OR Express approach to send, get, or downloa | oad information from the Exchange Network. | |
| Guide Me Step-by-Step ? (recommended for novice users) Step 1: Choose the Type of Transaction to Perform ? • • Send information to a system on the Exchange Network • • Get information that is stored on the Exchange Network • • Download a document from the Exchange Network. You must know the Transaction ID or Document ID to perform a download | Express Request ? (recommended for advance) OR Enter Keywords Search for a Service by Keyword OR Browse our entire Services Directory Browse Services Directory | earch |

• Click the "Browse Services Directory" button. You will be directed to the Services Directory.

| Environmental Information Exchange Network | S CENTER | | <u>My P</u> | rofile Help Contact Us Loqout |
|---|---|-------------|-----------------|---|
| Home My Services Center | Exchange Network Services | News & | Data Channels | My Quick Links 🔻 |
| | | | | Add this page to My Quick Links |
| Guide Me Step-by-Step 💡 | (recommended for n | wice users) | Your Progress w | with this Transaction: |
| Step 2: Select the Service you wish to Services are simply a way to allow you to send info system on the Exchange Network. Each Service p | ormation to or get information from another (| omputer | Step 2: Sel | ect a Transaction Type ect a Service |
| Search for a Service by Keyword Enter Keywords | Search | | Step 4: Add | oad Document to Send I Document Metadata rate Notification List |
| OR Browse our entire Services Directory Browse Services Directory | _ | | | |
| | Co | ntinue | | |
| | | | | |

Use NGNProd2.0 as the node name (NGNTest2.0 if you are using a Test account). Locate the BEACHES Notification "Send Info" service and click on the Service Transaction hyperlink in that row. You will see "Send notification data files" in the Service Description.

You will be directed to Step 2 of the Guide Me Step-by-Step submission method.

| For the BETA version, the Services Directory contains only services that support Submit, Query, Solicit, and Download operations. Select the name of the Service you wish to use. | | | | | |
|---|----------|-------------------------------|---|--|--|
| Filter By: Keywo | rd(s) 🔹 | beaches | Filter Clear | | |
| 1 - 6 of 6 < Previous 1 Next > | | | | | |
| <u>Service</u> Transaction | Dataflow | <u>Service</u> <u>Name</u> | Service Description | Node | Service Provider |
| <u>Send Info</u> | Beaches | * | Submit Beach Notification Data | Pennsylvania DEP Development Node 2.0 | Pennsylvania Department of Environmental Protection |
| Send Info | BEACHES | Submit | BEACHES Submit | NGNDev2.0 | U.S. Environmental Protection Agency |
| Send Info | BEACHES | submit | eBeaches Submit: Send notification data files to the NGN. | NGNProd2.0 | U.S. Environmental Protection Agency |
| Send Info | BEACHES | Submit | eBeaches Submit: Send notification data files to the NGN. | NGNTest2.0 | U.S. Environmental Protection Agency |
| Send Info | eBeaches | Submit | eBeaches Submit: Send files to the Water Quality System (WQX). | NGNProd2.0 | U.S. Environmental Protection Agency |
| Send Info | eBeaches | Submit | eBeaches Submit: Send files to the Water Quality System (WQX). | NGNTest2.0 | U.S. Environmental Protection Agency |

• Select the "Continue" button to be directed to Step 3.

| Home My Services Center | Exchange Network Services News & D | ata Channels | My Quick Links |
|---|---|--------------------------------------|-----------------------------------|
| uide Me Step-by-Step 🛿 | (recommended for novice users) | Your Progress with th | is Transaction: |
| tep 2: Select the Service you wish to us rvices are simply a way to allow you to send inform stem on the Exchange Network. Each Service perfo | ation to or get information from another computer | Step 1: Select a Step 2: Select a | |
| fou are currently using the following Service | | Step 3: Upload D Step 4: Add Docu | ocument to Send Iment Metadata |
| Service Name BEACHES Submit | | Step 5: Create N | otification List |
| Description BEACHES Submit: Send notification data files to | the eBeaches system (BEACHES) | Click here for Addition | al service help information |
| Dataflow BEACHES | | | |
| Node CDXProd2.0 | | | |
| Publisher J.S. Environmental Protection Agency | | | |
| Select a different Service | | | |
| Back | Continue | | |

• Select the "Choose File" button to be directed to the File Upload dialog box.

| Chang | SERVICE | S CENTER | My Profile Help Contact Us Los |
|--------------|---|--|--|
| Home | My Services Center | Exchange Network Services | News & Data Channels My Quick Links |
| uide Me Step | o-by-Step 🔐 | (recommended for no | vice users) Your Progress with this Transaction: |
| | | | |
| | a Document to Send 🕅 from your computer or network | k to upload. The file cannot be more than 1 Gb | Step 1: Select a Transaction Type Step 2: Select a Service |
| | from your computer or network | k to upload. The file cannot be more than 1 Gb | |

- Select the file you would like to submit to eBeaches Notification.
- The only valid file extensions for eBeaches Notification submissions in CDX are ZIP or XML files.

| Open | | <u>?</u> × |
|-----------------------------------|--------------------------------------|------------|
| Look in: | ENSC2 💽 🌀 🌶 📴 🖽 - | |
| My Recent Documents Oesktop | EPA_Beach_Act_Reporting_01152011.zip | |
| My Documents | | |
| My Computer | | |
| - S | File name: Ope | _ |
| My Network Places | Files of type: All Files Cano | |

• Once a valid file is chosen, the file selection will be displayed on the screen. Select the "Continue" button to be directed to Step 4.

| Home My Services Center | S CENTER | News & Data Char | My Profile Help Contact Us Logout |
|--|------------|------------------|---|
| Guide Me Step-by-Step 2 Step 3: Select a Document to Send ? Select a Document from your computer or network Choose File EPA_Beach_Act_Reporting_01 You have selected the following file(s): EPA_Beach_Act_Reporting_01152011.zip View Remove Back | 152011.zip | b. St St | Progress with this Transaction: tep 1: Select a Transaction Type tep 2: Select a Service tep 3: Upload Document to Send tep 4: Add Document Metadata tep 5: Create Notification List |

• For a eBeaches file submission, please do not enter any information on the metadata page.

| Environmental Information Environmental Information SERVICES CENTER Home My Services Center Exchange Network Services News & | My Profile Help Contact Us Logout Data Channels |
|--|---|
| Guide Me Step-by-Step @ (recommended for novice users) Step 4: Additional Data Flow Specific Information: | Your Progress with this Transaction: Step 1: Select a Transaction Type Step 2: Select a Service |
| Add information about your Document (Metadata) 🕅 It is recommended that you include information about your document as it can greatly enhance the future use, analysis and discovery of data | Step 3: Upload Document to Send Step 4: Add Document Metadata Step 5: Create Notification List |
| Note: this information is only required if it is not included in the Header of your uploaded file. If you are not sure whether this information is in your file, please include it below. Document Title: Document Description: | |
| Author: | |
| Organization: Category: | |
| Keywords (separate with comma): | |
| Back | |

• Enter any email addresses to also receive notice of the transaction status change and select "SEND DATA." The original submitter will automatically receive an email notification.

| Home My Serv | vices Center | Exchange Network Services News | & Data Channels | My Quick Links |
|--|--|--|--|--|
| uide Me Step-by-Ste | PØ | (recommended for novice user | Your Progress with th | is Transaction: |
| | | | | |
| nter the email address(es) o | of individual(s) you w | vant notified when the status of this transaction change | | and an an and the states of th |
| tep 5: Identify Individu nter the email address(es) o our email address has been nter Email Addresses (sepa | of individual(s) you w n automatically adde | vant notified when the status of this transaction change d. | Step 1: Select a 1 Step 2: Select a 2 Step 3: Upload D | Service |
| nter the email address(es) o our email address has been | of individual(s) you w n automatically adde | vant notified when the status of this transaction change d. | Step 2: Select a S | Service locument to Send |

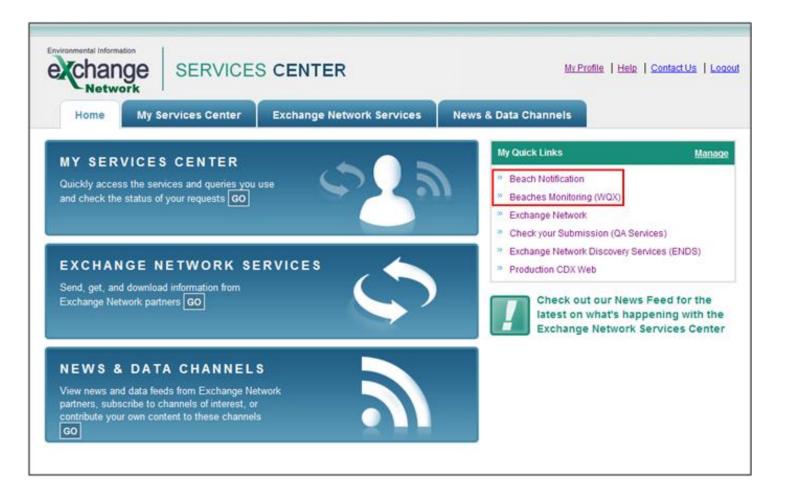
- You will receive a confirmation notice that your submission has been received and has been assigned a Transaction ID. Select "View the Status of this request in My Activity" to be directed to the "My EPA Activity" page.
- You can also select "Add this Service to My Quick Links" in order to add this service to the Quick Links section of the ENSC Home Page.

| Environmental Information echange Network | | CENTER | | | | <u>MyProfile Help Contact Us Loqout</u> |
|---|--|--------------------------|-------------|-----------|--------------|---|
| Home My | Services Center | Exchange Network Se | rvices | News & Da | ata Channels | My Quick Links 🔻 |
| Request Rece | eived! | | | | | |
| Your File EPA_Beach | _Act_Reporting_0115201 | 1.zip has been received. | | | | |
| | | | | | | |
| | ion ID has been assigned | to this request: | | | | |
| _d84cb8cb-f2aa-4b7 | 5-9526-1409f4d1fa00 | | | | | |
| Current Status of Req | juest: | | | | | |
| Transaction Status | Service Name | Transaction Type | Date | | | |
| Received | BEACHES Submit | Send Information | 3/23/2012 3 | 41 PM | | |
| What would you like t View the Status of this red Complete another Transac Complete another Transac Add this Service to My Qu Log out of the Services Ce | quest in My Activity tion using this same Serv tion using a different Serv uick Links | | | | | |

• You may save this service to your Quick Links and rename as "Beach Notification."

| exchange Network | | CENTER | | My Profile | Helo Contact Us Logos |
|--|---|---------------------|----------|--|---------------------------|
| Home My | Services Center | Exchange Network | Services | News & Data Channels | My Quick Links |
| Request Recei | ived! | | | | |
| The following Transac _48213743-623d-433b | tion ID has been assign -b62c-2cd341a4df1a | ed to this request: | | | |
| Current Status of Re | quest: | | | | |
| Transaction Status | Service Name | Transaction Type | | | 100000 |
| Received | BEACHES Submit | Send Information | | e to My Quick Links ve selected to add this page to | close |
| | | | Tou na | | |

- You will be able to access your Quick Links on the ENSC Home Page.
- The links are shortcuts to the actual services and expire After 90 days of no use, in both ENSC Test and ENSC Production. To reactivate them, search for the service from the services directory and go through the normal process of submitting data. After the process is complete, the "shortcut" on the "My Services Center" tab will refresh and become active. You can then use them as you previously did.



 You will receive a confirmation notice that your submission has been received and has been assigned a Transaction ID. Select "View the Status of this request in My Activity" to be directed to the "My EPA Activity" page.

| exchange Network | SERVICES | CENTER | | | My Profile Help Contact Us Logo |
|---|--------------------------|--------------------------------------|---------------------------|--------------|---------------------------------------|
| Home My | Services Center | Exchange Network Serv | vices News & Da | ata Channels | My Quick Links |
| Request Rece | ved! | | | | |
| Your File EPA_Beach | Act_Reporting_0115201 | 1.zip has been received. | | | |
| | | | | | |
| | ion ID has been assigned | to this request: | | | |
| _d84cb8cb-f2aa-4b75 | 5-9526-1409f4d1fa00 | | | | |
| | uest | | | | |
| urrent Status of Req | | | | | |
| | Service Name | Transaction Type | Date | | |
| Current Status of Req Transaction Status Received | | Transaction Type Send Information | Date 3/23/2012 3:41 PM | | |

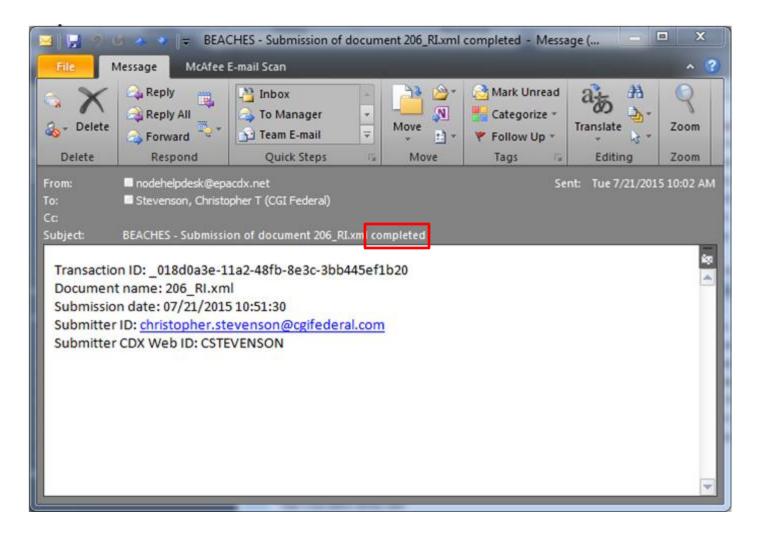
 Details on the submission status can be found on the "My EPA Activity" page within My Services Center. Clicking on the hyperlink Transaction ID will direct you to the "Transaction Details" page. The Transaction ID relates to which file was submitted.

| echang | Sec. 3383 - 33 | CES CENTE | r | 2 | <u>My Profile Help Contact Us Loqout</u> | | | |
|-------------------|-------------------------|---|---------------------|---------------------|--|--|--|--|
| Home | My Services Cente | r Exchange Net | twork Services | News & Data Channel | Is <u>My Quick Links</u> V | | | |
| | Make this my Start page | | | | | | | |
| Filter By: Transa | | v the status of your transa 8cb-f2aa-4b75-952E | liter Clear | | | | | |
| 1 - 1 of 1 | Date flow Name | Torona da an Charlan | < Previous 1 Next > | | C Refresh Activity | | | |
| Service Name | Dataflow Name | Transaction Status | Transaction Type | Date | Transaction ID | | | |
| | BEACHES | RECEIVED | Send Info | 3/5/2012 8:28:56 AM | _d84cb8cb-f2aa-4b75-9526-1409f4d1fa00 | | | |

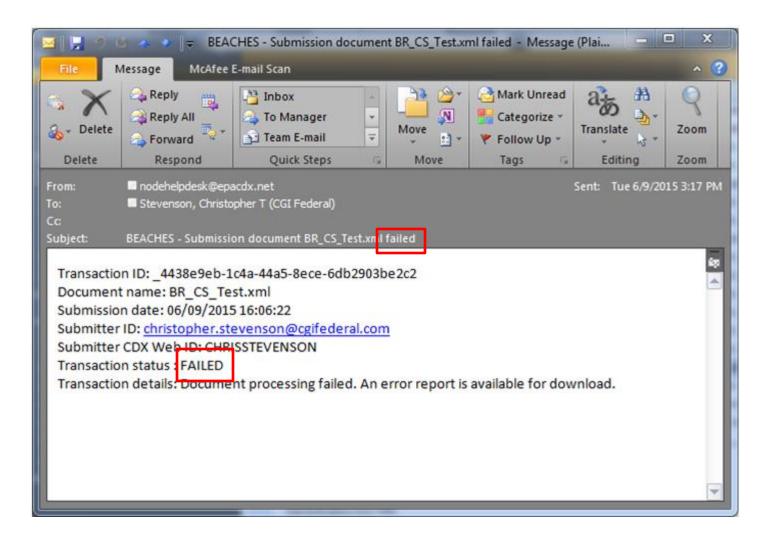
• Below shows the Transaction Details page.

| Environmental Information exchange Network | | | " | | My Profile Help | ContactUs Logout |
|--|-------------------------|---------------------------|---------------|----------|----------------------|--------------------|
| Home | My Services Center | Exchange Network Services | News & Data C | hannels | | My Quick Links 🔻 |
| Transaction | Details | | | | | |
| Transaction ID: | _d84cb8cb-f2aa-4b75-952 | 8-1409f4d1fa00 | | Document | s Associated with th | nis Transaction: |
| Transaction Status: | RECEIVED | | | eBeaches | s notification.zip | View Details |
| Date: | 3/5/2012 8:28:56 AM | | | | | |
| Service Name: | | | | | | |
| Message: | | | | | | |
| DataFlow: | BEACHES | | | | | |
| Transaction Type: | Submit | | | | | |
| Approved Count: | 0 | | | | | |
| Recipients: | | | | | | |
| Return to My Activit | y . | | | | | |

 You will also receive an email: either "completed" (without errors), or "failed" (with errors – see next page), based on your submission's validation check. The Transaction ID relates to which file was submitted. (copy the Transaction ID for use in an upcoming step)



• . . . or "failed" (with errors) based on your submission's validation check. The Transaction ID relates to which file was submitted. (copy the Transaction ID for use in an upcoming step)



• The status on the Transaction Details page will update once the file has either successfully processed or failed.

| exchange Network | | | " | | <u>My Profile Helo</u> | <u>Contact Us</u> Logout |
|----------------------|---------------------|---------------------------|---------------|----------|--------------------------|----------------------------|
| Home | My Services Center | Exchange Network Services | News & Data C | hannels | | My Quick Links 🔻 |
| | Details | 26-140064416-00 | | Desument | s Associated with t | his Transastians |
| Transaction Status: | | 0-1403/4011800 | | Document | s associated with t | nis fransaction. |
| Date: | 3/5/2012 8:28:56 AM | | | eBeacher | s notification.zip | View Details |
| Service Name: | | | | | | |
| Message: | | | | | | |
| DataFlow: | BEACHES | | | | | |
| Transaction Type: | Submit | | | | | |
| Approved Count: | 0 | | | | | |
| Recipients: | | | | | | |
| Return to My Activit | Ŋ | | | | | |

Users can download the error message(s) associated with a submission by selecting the "Download a document" radio button and select the "Continue" button.

| Home My Services Center Exc | hange Network Services | News & Data C | hannels | My Quick Links |
|---|--|---|-------------|-----------------|
| e either the Step-by-Step OR Express approach to s | end, get, or download informa | | etwork. | |
| uide Me Step-by-Step (recommende Step 1: Choose the Type of Transaction to I C Send information to a system on the Exchange Ne C Get information that is stored on the Exchange Ne C Download a document from the Exchange Network know the Transaction ID or Document ID to perform | Perform (?) twork twork k. You must | Corress Request 2 Search for a Servic OR Browse our entire Service Browse Services Dire | s Directory | advanced users) |

After selecting "Continue" you will be directed to the Guide Me Step-by-Step page. Select the ".NGNProd2.0" (use NGNTest2.0 if you are using a Test account) as the node and "BEACHES" as the dataflow. Select the "Continue" button to be directed to Step 3.

| | vices Center | Exchange Netwo | rk Services | News & Data Channel | s My Quick Links |
|--|-------------------------|-----------------------|---------------------|---------------------|--------------------------------|
| Services My EPA / | J Activity My Char | mels | | | Add this page to My Quick Link |
| | | 1013 | | | |
| Make this my Start page | | | | | |
| My Services 🛛 | | | | | |
| my Services u | Access senices | you have used before. | Use a New Servic | 2 | |
| All Send Info Ge | t Info Download | d Execute My Q | ueries | | |
| | | | | | |
| Download Documen | 12 2 | | | | |
| Select a Node: | | | | | |
| | | | | | |
| NGNProd2.0 | • | | | | |
| | • | | | | |
| | • | • | | | |
| Select a DataFlow: BEACHES | | | le Transaction ID) | | |
| Select a DataFlow: BEACHES | | | gle Transaction ID) | | |
| Select a DataFlow: BEACHES Enter Transaction ID (multi | | | gle Transaction ID) | | |
| Select a DataFlow: | | | gle Transaction ID) | ĸ | |

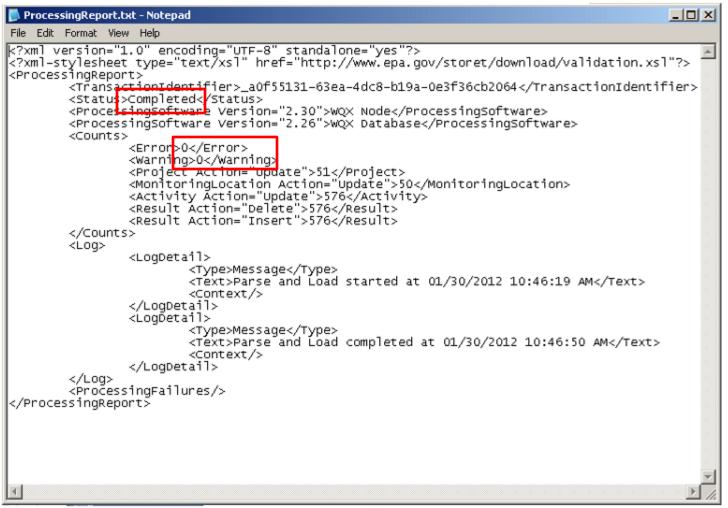
Enter the transaction ID and select "GET DOCUMENT(S)" to obtain the documents associated with the entered transaction ID.

| Home My Services Center | S CENTER | My Profile Help ContactUs Lo Data Channels My Quick Link |
|---|---|--|
| Guide Me Step-by-Step 🛙 | (recommended for novice users) | Your Progress with this Transaction: |
| an download it. Enter Transaction ID (multiple documents may l | ocument ID associated with this document before you be associated with a single Transaction ID): | Step 1: Select a Transaction Type Step 2: Select a Node Step 3: Enter Transaction ID |
| _ee7d7b8b-edda-4f66-a7af-c4dfc3e6213f DR | | |
| inter Document ID: | | |
| | | |
| Back | GET DOCUMENT(S) | |

Below shows an example of the downloaded error report.

| <pre><return 1.1="" exchangenetwork.net="" schemas="" validator="" validatorex.xsd'="" xmlns"http:=""></return></pre> | - |
|--|--------------|
| Error at ine 3 column 1063517 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wqx/1' has invalid child element 'Activity | ;y≋ |
| Error at ine 3 column 1067722 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wqx/l' has invalid child element 'Activity | s y t |
| Error at ine 3 column 1071929 : The element 'ActivityDescription' in namespace 'http://www.exchangenetwork.net/schema/wqx/l' has invalid child element 'Activity | y: • |
| x | • |

Below shows an example of a successful processing report.



- Below shows the screen for an Express Request method of submission.
- This method can be selected instead of the Guide Me Step-by-Step method.

| echange SERVICES | CENTER | | My Profile | Help Contact Us Logou |
|--|---------------------------|-----------|---|--|
| Home My Services Center | Exchange Network Services | News & Da | ata Channels | My Quick Links |
| | | | • Add | this page to My Quick Links |
| Express Request: BEACHES Submit | 8 | | You are currently us | ing the following Service: |
| Select a Document to Upload (max. size 1 GB): C:\my_data\ENSC2\eBeaches notification.zip You have selected the following file(s): eBeaches notification.zip View Remove Enter Email Address(es) to Notify of Transaction S JaneDoe@ABC123.com Provide information (metadata) about | * | | files to the eBeach Transaction Type Submit Dataflow BEACHES Node CDXProd2.0 Pub | : Send notification data ies system (BEACHES) |
| | Cancel | ND DATA | Select a different S | Service |

- Below shows the eBeaches submit services saved to a user's My Quick Links on the ENSC Home Page.
- The links are shortcuts to the actual services and expire After 90 days of no use, in both ENSC Test and ENSC Production. To reactivate them, search for the service from the services directory and go through the normal process of submitting data. After the process is complete, the "shortcut" on the "My Services Center" tab will refresh and become active. You can then use them as you previously did.
- To obtain assistance completing a submission or retrieving the submission results, please contact the CDX Node Help Desk at <u>nodehelpdesk@epacdx.net</u>.

