

**OCTOBER 2018**

# **VERIFICATION TOOL (VT) FOR BEACON**

## **User Guide**

**Note: The scope of this document covers only the functionality that is enabled for the October 2018 (1.1) release of the Verification Tool.**

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## A. REVISION LOG

User Guide Version Number	Date	Description of Key Changes
1.0	11/2016	Test release "R1"
2.0	2/2017	Numerous revisions associated with Release "R2a", covering additional functionality to support Notifications data flow.
3.0	3/2017	Revisions associated with Release "R2b", primarily covering mass update functionality and new WQS Criteria report.
4.0	6/2017	Revisions associated with Release "R3". All tabs under Notification are now available. New sections: Organization, Person, Mailing Address, Electronic Address, Telephone, and State Contact. Added more fields to mass update tool.
5.0	11/2017	Revisions associated with Release 1.0. Added a new Beach Procedures report. Added ability to mass delete WQS Criteria and Pollutions Sources data. Added more options under Step 2 - Additional Filtering > Select by Miscellaneous Filters. Added administrator reports and functionality for adding a new beach.
6.0	10/2018	Revisions associated with Release 1.1. Added validations on start and end dates in grouping A under Reports>Step 2-Additional Filtering. Added administrator functionality to allow add/edit/delete jurisdiction contacts and update beach historical flag data.

## B. INTRODUCTION

The Verification Tool (vT) is an online application that gives BEACON 2.0 users the ability to modify Notification, Water Quality, and Geospatial data for quality control and quality assurance purposes. [Note: For the [October 2018 \(1.1\)](#) release of the Verification Tool, only Notification data is editable.]

### B.1 Preamble (Notes for Returning Users)

If you are a new user of the vT, you can skip this preamble. The main changes in this version include:

- Added validations on Start Date (Grouping A) and End Date (Grouping A) fields under Reports > Step 2-Additional Filtering to check
  - Start Date field is not empty when End Date field has data and vice versa.
  - Start Date entered is not after the date entered in End Date field.
- Added administrator functionality for adding, editing or deleting state, territorial, tribal and EPA Beach Program contacts data.
- Added administrator functionality for updating beach historical ID flag data.

### B.2 Background: Data Submission and the BEACON 2.0 Public Site

State<sup>1</sup> beach program representatives currently submitting beach information to the U.S. Environmental Protection Agency (EPA) are requested to do so through the Central Data eXchange (CDX), which is an Office of Environmental Information (OEI) initiative to provide a single point of entry for incoming data into EPA. CDX is the gateway to the PRogram tracking, beach Advisories, Water quality standards, and Nutrients (PRAWN) database, where all beach program and notification (advisory and closing) data are stored; the Water Quality Exchange (WQX) and STOrage and RETrieval (STORET) database, where beach monitoring data are stored; and, the Reach Address Database (RAD), where normalized beach locational data are stored.

The BEach Advisory and Closing Online Notification (BEACON) system was created to meet the Agency's requirement to provide to the public a database of pollution occurrences for coastal recreation waters.<sup>2</sup> The current iteration of the system, BEACON 2.0, displays State reported

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<sup>1</sup> As used in this document, "state" includes tribes and territories in the Beach Program.

<sup>2</sup> Specifically, the Beaches Environmental Assessment and Coastal Health (BEACH) Act (section 406(e)) requires EPA to establish, maintain, and make available to the public by electronic and other means a national coastal recreation water pollution occurrence database.

beach notification, monitoring and geospatial data and is available online. For more information, see the [About BEACON 2.0 page](#).

### B.3 About the Verification Tool

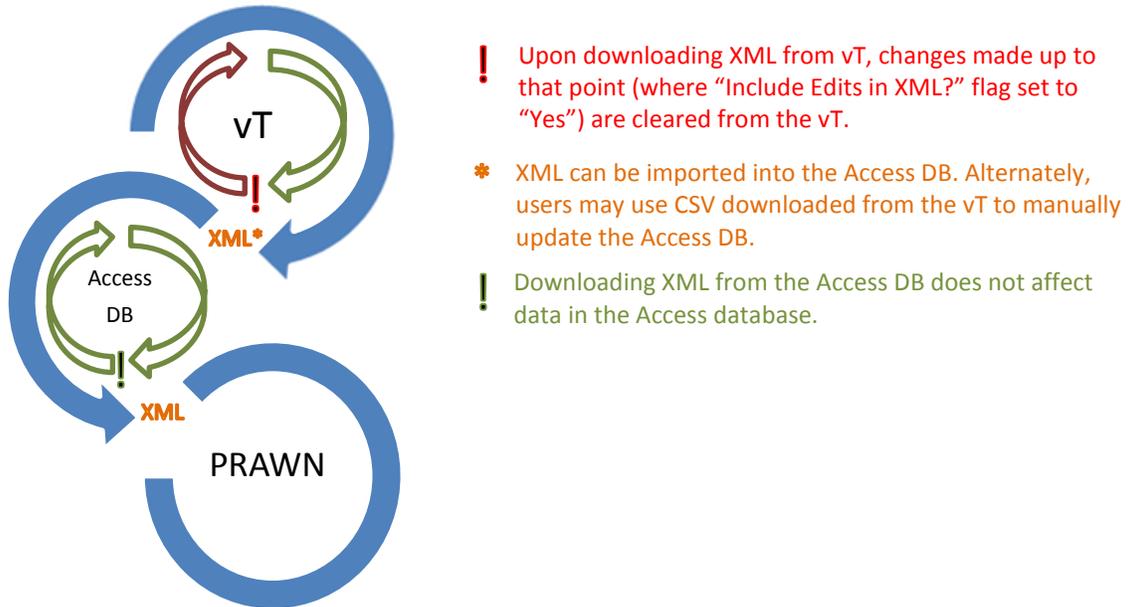
The BEACON Verification Tool (vT) allows State beach program representatives to delete, add and edit the beach data populated in the EPA databases. [Note: For the [October 2018 \(1.1\)](#) release of the Verification Tool, only Notification data is editable.] The application essentially captures the same functionality of the distributed Access databases, and can be used to accumulate draft data and edits and to submit selected data to EPA. Moreover, the application generates an XML package in the same manner as the Access databases. Users have the ability to download the XML, Send to EPA, and to a State Node. [Note: For the [October 2018 \(1.1\)](#) release of the Verification Tool, only the XML download option is enabled.] Any data changed using the Verification tool ultimately must be sent back to update the State beach representative's own database, and then those revisions submitted from the state database of record via CDX.

In particular, this tool is intended for officials from State beach programs, the EPA's Beaches program, and any database administrators in charge of a State database. An EPA Central Data Exchange (CDX) account with an eBeaches role is required to use this application (the vT).

### B.4 Key Difference between the Verification Tool and Notification Data Access Database

While the vT shares much in common with the Notification Data Access Database, it is important that users understand the vT is intended for verification activities, i.e., relatively few changes in a short timeframe. While users may accumulate a large quantity of edits, and for as many beaches as desired, in the vT, **the edits are not indefinitely saved in the vT in the same manner data changes are saved in the Notification Data Access Database**. That is, once an XML file is downloaded from the vT, the changes made up to that point (for edited records with "Include Edits in XML?" flag set to "Yes") are cleared from the vT. See Figure 1 below. Moreover, after downloading XML, the only way to see what changes were made is via the Submission History log.

Also shown in Figure 1 is that, vT outputs (for this version of the vT) must be incorporated into your Access DB (or other system) in order for the changes to be passed to PRAWN.

**Figure 1. Data Flow and Retention from Verification Tool to Access Database to PRAWN**

That said, as the application's scope is expanded in the future to support, e.g., full season submission and data management, the underlying workflows and business processes will change accordingly.

### C. FUNCTIONALITY CHECKLIST

Figure 2 below shows the functionality included in prior releases, this release, and planned for future releases. Only major functionality areas are shown. Although an area may be marked as “Yes” across releases, the configuration of the area might change.

**Figure 2. Verification Tool Functionality Checklist (for the October 2018 release)**

Functionality Area	R1	R2a	R2b	R3	1.0	Current (1.1)	Future
Notifications Beach Data Editing: Profile	No	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Attribute	No	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Latitude/Longitude	No	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Activity	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: WQS Criteria	No	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Pollution Sources	No	Yes	Yes	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Procedure	No	No	No	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Organization Role Assign	No	No	No	Yes	Yes	Yes	Yes
Notifications Beach Data Editing: Person Role Assign	No	No	No	Yes	Yes	Yes	Yes
Organization, Person, and State Contact Editing	No	No	No	Yes	Yes	Yes	Yes
Editable Reports: Action Duration	No	No	No	No	No	No	TBD
Editable Reports: Advisory and Monitoring	No	No	No	No	No	No	TBD
Editable Reports: Beach Actions (Advisories and Closures)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Editable Reports: Beach Attributes	No	Yes	Yes	Yes	Yes	Yes	Yes
Editable Reports: Beach Days	No	No	No	No	No	No	TBD
Editable Reports: Beach Monitoring Frequency	No	Yes	Yes	Yes	Yes	Yes	Yes
Editable Reports: Beach Profile (list)	No	Yes	Yes	Yes	Yes	Yes	Yes
Editable Reports: Beach Profile (detailed)	No	No	No	No	No	No	Yes
Editable Reports: Possible Pollution Sources	No	Yes	Yes	Yes	Yes	Yes	Yes
Editable Reports: State Summary	No	No	No	No	No	No	TBD
Editable Reports: Tier 1 Stats	No	No	No	No	No	No	TBD
Editable Reports: Water Quality	No	No	No	No	No	No	TBD
Editable Reports: WQS Criteria	No	No	Yes	Yes	Yes	Yes	Yes
Editable Reports: Beach Procedures	No	No	No	No	Yes	Yes	Yes
Multi-session Editing (i.e., edits retained across log-ins)	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*
Retain 'draft' edits indefinitely ("Include Edits in XML?" = N)	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*	Yes*

Review edits before generating XML	Yes*						
Download XML	Yes						
Submit to CDX and State Node directly from vT	No	No	No	No	No	No	Yes
vT User Info from CDX	Username	Username	Username	Username	Username	Username	Add'l info
Access Submission History – View Report	Yes						
Access Submission History – Download CSV	Yes						
Access Submission History – Recreate XML	No	No	No	Yes	Yes	Yes	Yes
Mass Update	No	No	Limited	Expanded	Expanded	Expanded	Yes
Add/Merge/'Delete' beach (administrator role)	No	No	No	No	No	No	A/M/D
Generate New Beach ID	No	No	No	No	Yes	Yes	Yes
Add/Edit/Delete State, Territorial, Tribal and EPA Beach Program Contacts	No	No	No	No	No	Yes	Yes
Update Beach Historical ID Flag	No	No	No	No	No	Yes	Yes
Administrator Reports	No	No	No	No	Yes	Yes	Yes
Monitoring Data (WQX/STORET) Editing	No	No	No	No	No	No	TBD
Geospatial Data (RAD) Editing	No	No	No	No	No	No	TBD

\* All edits are retained across sessions until XML is downloaded. See Section H - Shopping Cart & Data Download and Submission for more information.

## D. RULES OF THE ROAD

1. **Recommended viewing settings:** The Verification Tool is not designed for mobile devices/small screens, reduced browser window sizes or low resolution settings. Please use a maximized browser window, and only medium to high screen resolutions.
2. **Only verify your own jurisdiction's data.** However, you may practice using the Verification Tool with the "Test" jurisdiction (See Section **Error! Reference source not found.**). Future releases will restrict users to their jurisdictions.
3. **Only make edits for one year at a time.** Future releases will enable creation of XML files containing multiple years. For now, the XML should contain data for a single year. To work on data for multiple years, complete the edits for Year A and download the XML for Year A, then complete edits for Year B and download the XML for Year B, etc.
4. **One user per jurisdiction is advised.** Future releases will facilitate concurrent editing by multiple users for the same jurisdiction and beach/year. Until then, we recommend there be one user per jurisdiction editing that jurisdiction's data. If a jurisdiction must support multiple users editing concurrently (for this release), we advise them to follow the "one user per beach/year" rule. So, two users should not try to edit the same beach for the same year at the same time. Keep in mind: this tool is intended for verification activities, i.e., relatively small amounts of changes in a short timeframe. As the application's scope is expanded in the future to support, e.g., full season submission and data management, the underlying workflows and business processes will change accordingly.
5. **Do not upload vT XML to the ENSC.** Future releases will enable submission of XML directly to CDX; at this time, the vT only supports downloading an XML file. We request that you not submit this XML via the ENSC, but instead consume the XML into your jurisdiction's copy of record database (Access DB or other system).

## E. VERIFICATION TOOL BASICS

The section describes basic characteristics of the application, including how to access and login, the layout, and general editing processes.

### E.1 Accessing the Application

An EPA Central Data Exchange (CDX) account with an eBeaches role is required to use this application (the vT). Please refer to the [CDX website](#) for registration and account instructions.

The current version of the vT can be accessed at:  
[https://ofmext.epa.gov/apex/beaconVT/f?p=beacon\\_vt](https://ofmext.epa.gov/apex/beaconVT/f?p=beacon_vt). Login with your CDX production account username and password.

### E.2 Layout

The Verification Tool implements elements of the public BEACON website and the distributed Access databases. [For the [October 2018 \(1.1\)](#) release, only the PRAWN Notification Data Access Database elements are included.] This design approach was selected so that users who are accustomed to the BEACON site and Access data databases will more easily understand and use the Verification Tool.

The application employs a multi-level tabs layout, where lower tab levels and Forms are context- and data element-specific. The first level of tabs are the following:

- **Dashboard tab:** The dashboard contains three sections displaying: your user account information and status, submission history and QA & administrative reports. [For the [October 2018 \(1.1\)](#) release of the Verification Tool, the Dashboard is largely a placeholder page, with some content inactive.]
- **Reports tab:** The same interface as the public BEACON 2.0 reports, with the additional functionality to tie in editing capabilities. [For the [October 2018 \(1.1\)](#) release of the Verification Tool, only the Beach Actions (Advisories and Closures), Beach Attributes, Beach Monitoring Frequency, Beach Profile, Possible Pollution Sources, WQS Criteria, and Beach Procedures reports are active.]
- **Notification tab:** Contains forms for editing Notifications data – layout is similar to the PRAWN Notification Data Access Database.

- **Monitoring tab:** Contains forms for editing Monitoring data – layout is similar to the WQX Monitoring Data Access Database. [This section is not available for the [October 2018 \(1.1\)](#) release of the Verification Tool.]
- **Geospatial tab:** Provides tools to edit beach locational data that is housed in the Reach Address Database. [This section is not available for the [October 2018 \(1.1\)](#) release of the Verification Tool.]
- **About tab:** Provides a basic overview of the application, and link to the User Guide
- **Shopping Cart link and tab:** Contains the user’s change log and the download/submit XML functionality. The tab appears after clicking the link.

The lower-level tabs are described elsewhere in this document in the respective sections.

### E.3 Practice Using the vT

If you wish to practice using the vT, the only important step is that you clear your practice run edits from the vT, which is simply done by setting all “Include Edits in XML?” flags to “Yes” and downloading an XML file from the Shopping Cart.

If you prefer not to make practice edits to your jurisdiction’s data, you may use the “Test” jurisdiction. Regardless, you should clear your practice run edits from the vT.

### E.4 General Data Editing Processes

- **Be sure to review Section D - Rules of the Road**
- **“Verification Session”:** All edits are retained across multiple sessions (i.e., log in and log out) until a submission is made. For this release, because submission to EPA and nodes is not enabled, downloading XML represents a submission action. Therefore, a “verification session”...
  - *Begins* with the user’s first saved edit, and
  - *Continues* as the user makes additional edits, even if logging out and logging in later, until it...
  - *Ends* once the user clicks the Download File [XML] button in the Shopping Cart.  
**Note:** This applies only to edited records where the “Include Edits in XML?” flag is “Yes”. Records for which the user set this flag to “No” do not get included in XML, and therefore, are not cleared from the vT.

- Changes made in the application are shown in reports with varying *Record Status* indicators, depending on the type of change:
  - *Original* refers to records currently in the production EPA database; these have not been revised in the Verification Tool.
  - *Not Saved* refers to records added in current session but not yet saved.
  - *Deleted* items will be highlighted **red**.
  - *Updated* items will be highlighted **yellow**.
  - *New* items will be highlighted **green**.

**Note:** New records will show as “New” until the record is submitted (meaning XML is downloaded). For example, if you add a new Activity one day (and did not download XML), then come back the next day and change data for the record you created, the status will still be “New”.
  
- As with the Notification Data Access database, all records are flagged as “Include Edits in XML?” “Yes” or “No”.
  - Only records where the flag is set to “Yes” are included in the downloadable XML file.

**Note:** The “Include Edits in XML?” field in the vT is a radio button that defaults to “Yes”; however, the value is only associated with a record once a form is saved. Thus, unlike the **Notification Data Access database**, where every record with the flag set to “Yes” is always included in the XML, the vT only includes in the XML those records that were modified **and saved**.
  - Also, only edited records where the flag is set to “Yes” will appear in the default Shopping Cart view. However, there is a toggle to also show edited records where the flag is set to “No”. This toggle only affects the shopping cart report; it does not affect the XML file.
  
- Submission to EPA and nodes is not enabled for this release. To simulate submission, clicking the Download XML button (in the Shopping Cart) will also trigger post-submission processes.
  - For example, a Submission History report will be generated and made accessible from the Dashboard page.
  - **Additionally, clicking the Download XML button will clear all edits for records with “Include Edits in XML?” flag set to “Yes” from the Verification Tool (so that users do not continue to see edits that were already 'submitted')**. This means that the edits will not appear in the Shopping Cart, Reports, Forms, etc., and instead these will be reset to PRAWN production database values. Changes

will not show in the vT until added to the jurisdiction's database of record and resubmitted to EPA.

- **Submission sequence summary:**
  1. STARTING CONDITION: Local database of record and PRAWN and BEACON are in sync.
  2. vT session yields XML of changes that is sent to jurisdiction.
  3. The XML is imported into EPA-provided Notification Access DB (or local database of record).
  4. Notification submission from Access DB (or from local database of record) via CDX to PRAWN.
  5. Wait 4 hours for BEACON and vT to refresh from PRAWN, then see changes in BEACON or vT.
  6. When changes show, then can initiate next vT editing session.
  
- Once edits are submitted to EPA and successfully validated and loaded in the respective EPA database, and upon the next vT session, the record status flag will be reset to "Original".
  
- There are numerous instances of required data not being present for records in PRAWN. For this reason, users may encounter records with no values for required fields, and if trying to save other edits, will see error notifications. To resolve, simply enter values for all missing required fields.
  
- For some Forms, changes made are not automatically saved. Users must click a Save button.

## F. REPORTS

The Reports tab contains an interface similar to the public BEACON 2.0 reports interface, with additional functionality to tie in editing capabilities. [For the [October 2018 \(1.1\)](#) release of the Verification Tool, only the Beach Actions (Advisories and Closures), Beach Attributes, Beach Monitoring Frequency, Beach Profile, Possible Pollution Sources, WQS Criteria, and Beach Procedures reports are active.] Because the operation of the filter wizard is the same, please refer to the [BEACON 2.0 User Guide](#) for details on using the wizard. The remainder of this section describes only the functionality unique to the Verification Tool.

Unlike the public BEACON 2.0 reports, the reports as viewed in the Verification Tool allow users to:

- Delete records from the report interface; and,
- Click hyperlinked data to navigate to respective forms in the Notifications tab for editing.
- For selected reports, select beaches for Mass Update: To edit multiple beaches at the same time, select the check box next to each beach you would like to edit then click the Mass Update button. Note: You must select at least two beaches. For further instructions, see Section F.3.

In addition, any data changes made in the Verification Tool will be reflected in the reports with status highlight indications (see Section D.4 for details) and the Record Status column.

**Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

### F.1 New WQS Criteria Report

The vT includes a new report, WQS Criteria, which presents details of the water quality standards that apply to the water accessible from the beach. This report includes Indicator Name, Water Type, Measure Type, Measure Value, Measure Unit, and Criterion Comment. The list is sorted by default, by state, year, and beach. **Note:** This report includes monitored and non-monitored beaches because all waters have WQS.

- Because criterion records do not have a unique identifier in the PRAWN schema, the "WQS Criterion" column was added to allow a means of identifying like records. This field simply combines all the criterion data into one cell. This combined value can be used to more easily identify beaches that share criterion associations. Additionally, from the toolbar, you can choose the "Grouped by Criterion" option to view an alternate version of the report in which all beaches are grouped by the WQS Criterion values.
- Mass Update is enabled for this report.

- This report also shows beaches that do not have any criterion records. ***Filtering for these beaches and using Mass Update will help states meet the new requirement that all beaches must have a criterion.***

## F.2 New Beach Procedures Report

The vT includes a new report, ~~the~~ Beach Procedures, which presents details about the procedures used for monitoring, notification, issuance, and reopening beaches. The report includes Procedure ID, Procedure Code, Description, and Submitting Agency. The list is sorted by state, year, and beach by default. **Note:** This report includes monitored and non-monitored beaches.

- The Primary Report (see drop-down on the toolbar) lists procedures for each Beach/Year and is grouped by State and Year.(in release 1.1 only one state and year can be in an xml)
- The Grouped by Procedure Code alternate report shows all beaches with a given procedure, further grouped by State and Year.
- Users viewing this report may find that a beach needs to have one or more procedures assigned. The last column in the report, *Assign More Procedures to Beach*, contains a link to the **Beach Procedure Assign Form** for the respective beach/year where users can assign procedures.
- Mass Update is enabled for this report. **Note:** A beach might be shown multiple times in a report; thus, when selecting rows (i.e., checking boxes) for mass update, be sure to select **at least 2 beaches** for mass update.

## F.3 Changes to Other Reports and Report Wizard in the vT

Below are changes made to the Report Wizard:

- In the Select by Date (click to open/close selection list) section under Step 2, added validations on Start Date (Grouping A) and End Date (Grouping A) fields to check
  - Start Date field is not empty when End Date field has data and vice versa.
  - Start Date entered is not after the date entered in End Date field.

## G. NOTIFICATION DATA FLOW [NOTIFICATION TAB]

This section of the application contains the Forms used to edit Notification data; the layout is similar to the PRAWN Notification Data Access Database. Upon clicking the Notification tab, a row of second-level tabs will appear: Beach, Organization, Person, Mailing Address, Electronic Address, Telephone, and State Contact.

### G.1 Beach tab

The Beach tab contains all the Forms necessary to find and edit beach notification data.

#### G.1.1 Beach Search: Criteria

The default view of the Beach tab is the Beach Search Criteria Form. Enter search criteria into the form fields and click the Search button. To remove all search criteria from the form fields, click the Clear button. After clicking the Search button, a search results report will be returned showing all matching beaches.

State and Year must be provided for any search.

#### G.1.2 Beach Search: Results

This page shows all the beaches matching the search criteria. Note: beaches are repeated for each selected year. **REMINDER: Only make edits for one year at a time (i.e., per session – you will get a download error, see §H.1.2).** Records modified in the vT appear first in the list.

- To edit beach information for a specific beach/year, click the respective Beach ID link.
- Mass Update: To edit multiple beaches at the same time, select the check box next to each beach you would like to edit then click the Mass Update button. Note: You must select at least two beaches. For further instructions, see Section F.3.
- To return to the Beach Search Criteria page, select the Back button.

### G.2 Beach Details

This view is accessed by clicking a beach ID link from the Beach Search results page or the data links in the editable BEACON reports. The Beach Details view includes a row of third-level tabs:

- Profile
- Attribute
- Latitude/Longitude
- Activity
- WQS Criteria

- Pollution Sources
- Procedure
- Organization Detail & Role
- Person Detail & Role

Each tab is described further in the following sections.

### G.2.1 Profile tab

This page allows users to edit beach Profile data for the selected beach.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
  - Required fields are indicated with a red asterisk.
  - Back: Click the Back button to
    - return to the Beach Search Results page, if you navigated to the form from there.
    - return to the Shopping Cart, if you navigated to the form from there.
    - return to the Beach Profile report, if you navigated to the form from there.
- Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.
- Reset - While editing a beach, but prior to saving changes, the Reset button can be used to undo all edits, resetting the data to the production database values.
  - Save - Users must click the Save button to retain any edits.

### G.2.2 Attribute

This page allows users to edit beach Attribute data for the selected beach and year.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
  - Required fields are indicated with a red asterisk.
  - Back: Click the Back button to
    - return to the Beach Search Results page, if you navigated to the form from there.
    - return to the Shopping Cart, if you navigated to the form from there.
    - return to the Beach Attributes report, if you navigated to the form from there.
- Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.
- Reset - While editing a beach, but prior to saving changes, the Reset button can be used to undo all edits, resetting the data to the production database values.
  - Save - Users must click the Save button to retain any edits.

### G.2.3 Latitude/Longitude

This page allows users to edit beach Latitude and Longitude data for the selected beach.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.
  - return to the Beach Attributes report, if you navigated to the form from there.

**Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

- Reset - While editing a beach, but prior to saving changes, the Reset button can be used to undo all edits, resetting the data to the production database values.
- Save - Users must click the Save button to retain any edits.

### G.2.4 Activity tab

This page displays the activities for the selected beach and year. From here, users can delete, add, and edit beach activity data.

- To delete an activity, check the record(s) for deletion in the report, then click the Delete Activity button.
- To add a new beach activity, click the Add New Activity button.
- To edit beach activity data, click the edit button next to the activity you wish to edit.

#### G.2.4.1 Add/Edit Beach Activity form

Use this form to enter/change the information for the Activity, including the associated Activity Indicator/Reason/Source details.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- As of the November 2017 (1.0) release of the Verification Tool, users can check the box for Actual Stop Date Unknown to auto-populate the Action/Actual Stop Date field. This is only enabled if Action/Actual Start Date is provided.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.
  - return to the Beach Actions report, if you navigated to the form from there.

**Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

- Reset - While editing a beach, but prior to saving changes, the Reset button can be used to undo all edits, resetting the data to the production database values.
- Save - Users must click the Save button to retain any edits.

NOTE: Submitting an updated activity to PRAWN results in a new record being created in PRAWN and the current one being deleted. Therefore, activities that are revised will ultimately receive a new Activity ID.

#### **G.2.4.1.1 Add/Edit Activity Indicator/Reason/Source**

Use this form to delete/add/edit Activity Indicator/Reason/Source details.

- To delete an Indicator/Reason/Source record, check the record(s) for deletion in the report, then click the Delete Indicator/Reason/Source button.
- To add a new beach activity, click the Add Indicator/Reason/Source button.
- To edit beach activity data, click the edit button next to the activity you wish to edit.

#### **Add/Edit Activity Indicator/Reason/Source Form**

- Select the Activity Class. The Activity Type options will change depending on the selected Activity Class.
- Choose one or more Activity Types (hold Control button to select multiple).
- Optionally, enter a Description.
- Click the Add button to add the entries; if editing an existing entry, click the Submit button.

#### **G.2.5 WQS Criteria**

This page displays the WQS Criteria data for the selected beach and year. From here, users can delete, add, and edit data.

- To delete Criterion data, check the record(s) for deletion in the report, then click the Delete Criterion button.
- To add a new Criterion, click the Add New Criterion button.
- To edit a Criterion, click the edit button next to the record you wish to edit.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.
  - Return to the WQS Criterion report, if you navigated to the form from there.

**Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

**New requirement: For every beach/year, there must be at least one Criterion entry. Many beaches do not meet this requirement; please add at least one Criterion if none are shown.**

### G.2.5.1 Add/Edit Beach Criterion form

This Form allows users to edit beach Criterion data for the selected beach and year.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Submit button to add/edit the Criterion. The pop-up form will close and the Criterion entry will show on the Criterion page.

### G.2.5.2 Saving Criteria Entries

Although Criteria data are shown on a separate tab in the Verification Tool, they are in fact a subsection of Attribute data. As of the November 2017 (1.0) release of the Verification Tool, you can save your changes to Criteria data by clicking Save on the Add/Edit Beach Criterion form; however, if the beach is missing required Attribute data in PRAWN, you will be prompted to provide this information as part of your submission.

The "Include Edits in XML?" field has been added on both the Criterion list page and the form. The flag field is set up to auto-populate and show Yes/No based on the following conditions:

- 1) If there is no missing required Attribute data, the flag will show the value that is on the Attribute tab;
- 2) If there is missing required Attribute data, the flag is set to "No (Required Attribute data missing. After saving WQS Criterion data, please go to the Attribute tab and fill out the missing data in required fields and click on Save.)"

### G.2.6 Pollution Sources

This page displays the Pollution Sources data for the selected beach and year. From here, users can delete, add, and edit data.

- To delete Pollution Sources data, check the record(s) for deletion in the report, then click the Delete Pollution Source button.
- To add a new Pollution Source, click the Add New Pollution Source button.
- To edit a Pollution Source, click the edit button next to the record you wish to edit.
  - Only the Comment field can be edited.
  - To change the Source, delete the existing record and add a new one.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.
  - return to the Possible Pollution Sources report, if you navigated to the form from there.

**Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

### G.2.6.1 Add/Edit Beach Pollution Source form

This Form allows users to edit beach Pollution Source data for the selected beach and year.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Submit button to add/edit the Pollution Source. The pop-up form will close and the Pollution Source entry will show on the Pollution Sources page.

### G.2.6.2 Saving Pollution Source Entries

Although Pollution Source data are shown on a separate tab in the Verification Tool, they are in fact a subsection of Attribute data. As of the November 2017 (1.0) release of the Verification Tool, you can save your changes to Pollution Source data by clicking Save on the Add/Edit Beach Pollution Source form; however, if the beach is missing required Attribute data in PRAWN, you will be prompted to provide this information as part of your submission.

The "Include Edits in XML?" field has been added on both the Pollution Source list page and the form. The flag field is set up to auto-populate and show Yes/No based on the following conditions:

- 1) If there is no missing required Attribute data, the flag will show the value that is on the Attribute tab;
- 2) If there is missing required Attribute data, the flag is set to "No (Required Attribute data missing. After saving Pollution Source data, please go to the Attribute tab and fill out the missing data in required fields and click on Save.)"

### G.2.7 Procedure Assign

This page allows users to manage which procedures are assigned to the selected beach. The list shows all procedures available for the associated Submitting Agency<sup>3</sup>. Use this form to assign procedures to the selected beach.

- To assign a procedure, check the box in the Assign Procedure column. Click Save when finished assigning procedures to the beach.
- Unassign a procedure:
  - Due to current PRAWN configuration, it is not possible to unassign a procedure that is assigned in PRAWN. In these cases, the check boxes are greyed out and inactive.
  - Alternately, you can request that the assignment be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).
  - For procedures that are assigned within a Verification Tool session, you can unassign by unchecking the box and clicking Save.

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<sup>3</sup> The list of procedures for each Submitting Agency is managed from the Procedure page.

- Back: Click the Back button to
    - return to the Beach Search Results page, if you navigated to the form from there.
    - return to the Shopping Cart, if you navigated to the form from there.
    - return to the Beach Procedures report, if you navigated to the form from there.
- Note:** If you navigate to the reports using your browser's back button, you may need to refresh the page to see the latest changes.

Note: The determination of whether an assigned procedure will be included the xml is based on the "Include in XML" flag setting for the procedure, which is found on the Procedure page.

## G.2.8 Organization Role Assign

This section shows all organizations and roles currently assigned to the selected beach. Note: to change the list of organizations, go to the Organization section (see G.4).

- To assign a new organization role, click the Assign New Role button and complete the form.
- To edit a role, click the Edit link for a role and complete the form.
- To delete a role:
  - This is only available for roles created within a Verification Tool session. To delete, check the box next to the role(s), then click the Delete Role button.
  - For other records, instead of deleting the assignment, set the status to Inactive.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.

### G.2.8.1 Add/Edit Beach Organization Role Assignment form

This Form allows users to edit beach Organization Role Assignment data for the selected beach and year.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Submit button to add/edit the assignment. The pop-up form will close and the entry will show on the list page.

### G.2.8.2 Saving Organization Role Assignments

Although Organization Role Assignment data are shown on a separate tab in the Verification Tool, they are in fact a subsection of Profile data. As of the November 2017 (1.0) release of the Verification Tool, you can save your changes to Organization Role Assignment data by clicking Save on the Add/Edit Organization Role Assignment form; however, if the beach is missing

required Profile data in PRAWN, you will be prompted to provide this information as part of your submission.

The "Include Edits in XML?" field has been added on both the Organization Role Assignment list page and the form. The flag field is set up to auto-populate and show Yes/No based on the following conditions:

- 1) If there is no missing required Profile data, the flag will show the value that is on the Profile tab;
- 2) If there is missing required Profile data, the flag is set to "No (Required Profile data missing. After saving Organization Role Assignment data, please go to the Profile tab and fill out the missing data in required fields and click on Save.)"

### G.2.9 Person Role Assign

This section shows all persons and roles currently assigned to the selected beach. Note: to change the list of organizations go to the Person section (see §G.5).

- To assign a new role, click the Assign New Role button and complete the form.
- To edit a role, click the Edit link for a role and complete the form.
- To delete a role:
  - This is only available for roles created within a Verification Tool session.
  - To delete, check the box next to the role(s), then click the Delete Role button.
  - For other records, instead of deleting the assignment, set the status to Inactive.
- Back: Click the Back button to
  - return to the Beach Search Results page, if you navigated to the form from there.
  - return to the Shopping Cart, if you navigated to the form from there.

#### G.2.9.1 Add/Edit Beach Person Role Assignment form

This Form allows users to edit beach Person Role Assignment data for the selected beach and year.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.  
Click the Submit button to add/edit the assignment. The pop-up form will close and the entry will show on the list page.

#### G.2.9.2 Saving Person Role Assignments

Although Person Role Assignment data are shown on a separate tab in the Verification Tool, they are in fact a subsection of Profile data. As of the November 2017 (1.0) release of the Verification Tool, you can save your changes to Person Role Assignment data by clicking Save on the Add/Edit Person Role Assignment form; however, if the beach is missing required Profile data in PRAWN, you will be prompted to provide this information as part of your submission.

The "Include Edits in XML?" field has been added on both the Person Role Assignment list page and the form. The flag field is set up to auto-populate and show Yes/No based on the following conditions:

- 1) If there is no missing required Profile data, the flag will show the value that is on the Profile tab;
- 2) If there is missing required Profile data, the flag is set to "No (Required Profile data missing. After saving Person Role Assignment data, please go to the Profile tab and fill out the missing data in required fields and click on Save.)"

### **G.3 Procedure (G.3 was Mass Update, see §G.10)**

This section contains information about the procedures used for monitoring, notification, issuance, and reopening beaches. Use this section to manage procedures for your Submitting Agency.

Since the Verification Tool is currently unable to automatically determine your associated Submitting Agency, you must select the value from the Pick Agency drop-down menu. After selecting a value, the list returned will be all procedures available for the associated Submitting Agency -- based upon the values populated in PRAWN (plus any procedures already created within the vT). States using the Notifications Access DB, for example, may have more procedures in their database. Procedures created in the vT will be stored within the vT application – users must ensure that procedures created in the vT are also added to their database of record, e.g., Notifications Access DB.<sup>4</sup>

Only procedures that are assigned to a beach are transmitted in the XML package to PRAWN. This assignment is accomplished via the Procedure Assign tab, which is found in the Beach section (see G.2.7).

- Add Procedure: Click the Add New Procedure button and complete the form.
- Edit Procedure: Click the Edit link for a procedure and complete the form. WARNING: If you change a procedure that is currently assigned to any beach, you must 'reassign' the revised procedure to each beach.
- Delete Procedure:
  - This is only available for procedures created within the Verification Tool. To delete, check the box next to the procedure(s), then click the Delete Procedure button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).

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<sup>4</sup> The need to maintain separate lists of procedures arises from the fact a jurisdiction's comprehensive list of procedures are not necessarily stored in PRAWN – only procedures assigned to beaches make it into PRAWN. So, e.g., if a jurisdiction has 10 procedures but only 8 are assigned to beaches, PRAWN will only show 8 procedures.

### G.3.1 Add/Edit Procedure form

This Form allows users to add or edit Procedures for the Submitting Agency.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.4 Organization

This section contains basic data on the organizations involved in the Beach Act Grant Program, such as organization code, name, and description.

As we are currently unable to limit your view to only those organizations associated with your beaches/jurisdiction, all organizations are shown here. **Please proceed with caution.**

- **Add Organization:** Click the Add New Organization button and complete the form.
- **Edit Organization:** Click the Edit link for an organization and complete the form. If you change an organization that is currently assigned to any beach, you do not need to 'reassign' the organization.
- **Delete Organization:**
  - This is only available for organizations created within a Verification Tool session. To delete, check the box next to the organization(s), then click the Delete Organization button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).

Notes:

- Contact information (mailing address, electronic address, telephone) associated with organizations is managed in separate sections (see second-level tabs).
- Organizations are assigned to beaches using the Organization Role Assign form (see G.2.8).

### G.4.1 Add/Edit Organization form

This Form allows users to add or edit Organizations.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.5 Person

This section contains basic data on the persons involved in the Beach Act Grant Program, such as person identifier code, name, and title.

As we are currently unable to limit your view to only those persons associated with your beaches/jurisdiction, all persons in PRAWN are shown here. **Please proceed with caution.**

- **Add New Person:** Click the Add New Person button and complete the form.
- **Edit Person:** Click the Edit link for a person and complete the form. If you change a person that is currently assigned to any beach, you do not need to 'reassign' the person.
- **Delete Person:**
  - This is only available for persons created within a Verification Tool session. To delete, check the box next to the person(s), then click the Delete Person button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).
  - Or, instead of deleting the record, set the status to Inactive (via the Edit form).

Note:

- Contact information (mailing address, electronic address, telephone) associated with persons is managed in separate sections (see second-level tabs).
- Persons are assigned to beaches using the Person Role Assign form (see §G.2.9).

### G.5.1 Add/Edit Person form

This Form allows users to add or edit Persons.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.6 Mailing Address

This section contains mailing address details for organizations and persons involved in the Beach Act Grant Program.

As we are currently unable to limit your view to only those records associated with your beaches/jurisdiction, all mailing address records in PRAWN are shown here. **Please proceed with caution.**

- **Add New Mailing Address:** Click the Add New Mailing Address button and complete the form.
- **Edit Mailing Address:** Click the Edit link for a mailing address and complete the form. Note: Only Effective Date and Status can be edited for an existing record in PRAWN. If you change a mailing address that is currently assigned, you do not need to 'reassign' the address.
- **Delete Mailing Address:**
  - This is only available for records created within a Verification Tool session. To delete, check the box next to the record(s), then click the Delete Mailing Address button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).
  - Or, instead of deleting the record, set the status to Inactive (via the Edit form).

### G.6.1 Add/Edit Mailing Address form

This Form allows users to add or edit Mailing Address data.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.7 Electronic Address

This section contains electronic address details for organizations and persons involved in the Beach Act Grant Program.

As we are currently unable to limit your view to only those records associated with your beaches/jurisdiction, all electronic address records in PRAWN are shown here. **Please proceed with caution.**

- **Add New Electronic Address:** Click the Add New Electronic Address button and complete the form.
- **Edit Electronic Address:** Click the Edit link for an electronic address and complete the form. Note: Only Effective Date and Status can be edited for an existing record in PRAWN. If you change an electronic address that is currently assigned, you do not need to 'reassign' the address.
- **Delete Electronic Address:**
  - This is only available for records created within a Verification Tool session. To delete, check the box next to the record(s), then click the Delete Electronic Address button.

- Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).
- Or, instead of deleting the record, set the status to Inactive (via the Edit form).

### G.7.1 Add/Edit Electronic Address form

This Form allows users to add or edit Electronic Address data.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.8 Telephone

This section contains telephone details for organizations and persons involved in the Beach Act Grant Program.

As we are currently unable to limit your view to only those records associated with your beaches/jurisdiction, all telephone records in PRAWN are shown here. **Please proceed with caution.**

- **Add New Telephone:** Click the Add New Telephone button and complete the form.
- **Edit Telephone:** Click the Edit link for a record and complete the form. NOTE: Only Effective Date and Status can be edited for an existing record in PRAWN. If you change a record that is currently assigned, you do not need to 'reassign' the address.
- **Delete Telephone:**
  - This is only available for records created within a Verification Tool session. To delete, check the box next to the record(s), then click the Delete Telephone button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).
  - Or, instead of deleting the record, set the status to Inactive (via the Edit form).

### G.8.1 Add/Edit Telephone form

This Form allows users to add or edit Telephone data.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.9 State Contact

This section contains details for key Beach Act Grant Program contacts.

As we are currently unable to limit your view to only those records associated with your jurisdiction, all State Contact records in PRAWN are shown here. **Please proceed with caution.**

**ALSO NOTE: Only one record can be passed in a single XML package at this time. Therefore, please edit only one state contact record per session.**

- **Add New State Contact:** Click the Add New State Contact button and complete the form.
- **Edit State Contact:** Click the Edit link for a record and complete the form.
- **Delete State Contact:**
  - This is only available for records created within a Verification Tool session. To delete, check the box next to the record(s), then click the Delete State Contact button.
  - Alternately, you can request that the record(s) be deleted manually by contacting [ebeaches@cgifederal.com](mailto:ebeaches@cgifederal.com) (CC [kramer.bill@epa.gov](mailto:kramer.bill@epa.gov)).

### G.9.1 Add/Edit State Contact form

This Form allows users to add or edit State Contact data.

- Please refer to the [Beach Notification Database User Guide](#) for details on the data fields and requirements.
- Required fields are indicated with a red asterisk.
- Click the Save button to add/edit the record. The pop-up form will close and the entry will show on the list page.

## G.10 Mass Update

This release contains limited mass update functionality. This feature will be expanded in future releases.

### G.10.1 Initial Selection of Beaches for Mass Update

You can select beaches for mass update via the Beach Search Results page and from reports enabled for mass update (currently, Beach Monitoring Frequency, Possible Pollution Sources, WQS Criteria). In each case, select the check box next to each beach you would like to edit, then click the Mass Update button. Note: You must select at least two beaches. (Users are advised to perform a Pre-check, described at §G.10.2.2 below, prior to attempting to mass update.)

The reports offer the advantage of querying and filtering more data fields, compared to the Beach Search Results page, to help produce targeted subsets for mass update. Moreover, you can query the report to focus on beaches that share a common value that you wish to edit, or beaches that are missing values you want to add. Also, as of the November 2017 (1.0) release of the Verification Tool, users can now mass delete WQS Criteria and Pollution Sources data. Queries can be performed using the report toolbar or column headers.

Notes:

- Beach Monitoring Frequency:
  - Not all fields in the report can be mass updated at this time. The fields that can be mass updated are the following:
    - Swim Season Monitoring Frequency
    - Swim Season Monitoring Frequency Units
    - Off Season Monitoring Frequency
    - Off Season Monitoring Frequency Units
    - Monitoring Reporting Frequency (to EPA)
    - Monitoring Reporting Frequency Units
  
- Possible Pollution Sources:
  - Mass update can be used to **add** or **delete** pollution sources for the selected beaches.
  - Mass update also can be used to edit values for “Pollution Sources Investigated?” and “Pollution Sources Found?” via the Attribute data section.
  
- WQS Criteria:
  - Each of the criterion-related data fields are enabled for mass update: Indicator Name, Water Type, Measure Type, Measure Value, Measure Unit, Criterion Comment.
  - This report also shows beaches that do not have any criterion records.
  - Because criterion records do not have a unique identifier in the PRAWN schema, the “WQS Criterion” column was added to allow a means of identifying like records. This field simply combines all the criterion data into one cell. This combined value can be used to more easily identify beaches that share criterion associations.
  - Mass update can be used to **add** or **delete** criteria for the selected beaches.
  
- Beach Procedures:
  - Currently, the mass update functionality only allows for assigning procedures to beaches – it does not allow mass unassign. To unassign a procedure for any beach, you will need to proceed to the beach (via the Notification tab) and unassign it there.
  - A beach might be shown multiple times in a report; thus, when selecting rows (i.e., checking boxes) for mass update, be sure to select at least 2 beaches for mass update.

**Note regarding use of Check All:** This option will include only those rows in view (100 by default). To include more beaches/rows, first increase the number of rows shown in the report (from the toolbar, Actions > Rows per page).

## G.10.2 Mass Update Form

Upon clicking the Mass Update button on the Beach Results page or the mass-update enabled reports, the Mass Update Form will load. Use the form to make bulk changes to the selected beaches. The layout of the page is as follows:

- At left are the data fields for adding/editing data.
- At right is a panel showing the list of beaches selected for the mass update transaction.
- At the top of the mass update form are several action buttons, described further below.

### G.10.2.1 Key Considerations

**Please note:**

- Only a subset of Notifications data fields are available for mass updating at this time. Additional fields will be enabled in future releases.
- A beach cannot be processed via Mass Update if that beach has any missing required data not being addressed via the mass update. For example, you cannot mass update "Length (in hours) of swim day" for a beach that is missing "Swim Season Monitoring Frequency" (if this field is not also being edited via the mass update). *See Pre-check below.*

### G.10.2.2 Pre-check Beaches

Before attempting to mass update, users are advised to click the Pre-check Beaches button to see an error report of missing required data (see §G.10.2.4).

This pre-check only addresses Attribute data (including WQS Criteria and Pollution Sources) fields at this time. You will need to either resolve all missing required data in your mass update transaction, edit each beach separately first, or remove the beach from the list:

- **Expanding your mass update scope:** Assuming all the beaches in your list should have the same values for all missing required (Attribute data), fields, you can simply include these other fields in the mass update transaction. Otherwise, you will need to resolve individuals beach issues first or remove beaches from the mass update list.
- **Resolving individual beach issues separately:** You can click on a beach ID in the list to go to the beach editing forms, where you can resolve any issues (for Attribute data), then return to mass update. From the editing forms, clicking the Back button will return to the Pre-check page.

- **Removing beaches from the mass update list:** If you want to exclude any of the listed beaches from your mass update transaction, check the beaches in the list and click Remove Beach(es) from Mass Update List.

Click the Back button to return to the Mass Update form.

### G.10.2.3 Making Edits

To perform a mass update, complete the desired fields, choose Yes or No for "Include Edits in XML?", then click the Save button. Upon clicking the Save button, you will be notified if there are beaches that could not be processed, and these will be listed in the Error Report.

- **Mass Updating the "Include Edits in XML" flag only:**  
Mass update can be used to quickly change the Include Edits in XML flag for a group of beaches. This might be done, for example, if you set the flag to No while drafting edits for a set of beaches, then want to submit these changes, in which case you need to set the flag to Yes in order to include them in the downloadable XML. To mass update the flag, simply select the beaches you want to mass update and set the value on the mass update form to Yes or No, then Save.
- **Notes on Adding and Deleting Criteria records:**
  - First, run the Pre-check to see if any beaches are missing other required Attributes data.
  - To **add** a new criterion record, click the Add New Criterion button and complete the form. Repeat for each criterion you wish to add for the selected beaches. Required fields are indicated with a red asterisk. After adding criteria records to the list, you must click the Save button on the Mass Update form to apply the records to the beaches. If you add a criterion to the list but then want to remove it, click "Remove Criterion from list below".
  - To mass **delete** criterion records, click on the link in the sentence, "If you want to delete criterion data from the beaches selected in for mass update. Then click here."
    - A popup page will open listing the criteria that you can select and delete. Check the box next to each record you wish to delete and click the Delete button (the popup will close).
    - To undo a delete (prior to exporting the XML from the Shopping Cart), return to the popup and click Undo Delete for the record (the popup will close). *Note:* Only one deleted record can be un-deleted at a time.
    - Note: you cannot delete criteria data for beaches missing required data; if you attempt to delete criteria data in this scenario, the delete action for the affected records will not register and, once the popup page closes, you will see an error message on the top of the mass update page. You should then view the Error Report and proceed with providing any

missing data prior to mass deleting criteria for these beaches.

- **Notes on Adding and Deleting Pollution Sources records:**

- First, run the Pre-check to see if any beaches are missing other required Attributes data.
- To **add** a new source record, click the Add New Pollution Source button and complete the form. Repeat for each pollution source you wish to add for the selected beaches (note: you can apply multiple pollution sources at once via the add pollution source form). After adding pollution source records to the list, you must click the Save button on the Mass Update form to apply the records to the beaches.

Note on duplication: A beach cannot have duplicate pollution sources. If attempting to add pollution sources that already exist for a beach, those pollution sources will simply be ignored in mass update processing. And, the beaches where this is encountered will be logged in the error report (see following §). If you add a pollution source here but then want to remove it, click "Remove Pollution Source from list below".

- To mass **delete** pollution source records, click on the link in the sentence, "If you want to delete pollution source data from the beaches selected in for mass update. Then click here."
  - A popup page will open listing the pollution sources that you can select and delete. Check the box next to each record you wish to delete and click the Delete button (the popup will close).
  - To undo a delete (prior to exporting the XML from the Shopping Cart), return to the popup and click Undo Delete for the record (the popup will close). *Note:* Only one deleted record can be un-deleted at a time.
- Note: you cannot delete pollution source data for beaches missing required data; if you attempt to delete pollution source data in this scenario, the delete action for the affected records will not register and, once the popup page closes, you will see an error message on the top of the mass update page. You should then view the Error Report and proceed with providing any missing data prior to mass deleting pollution source for these beaches.

- **Notes on Adding Procedure Assignments:**

- To add a new record, click the Assign/Unassign Procedure button and complete the form. Repeat for each procedure you wish to assign for the selected beaches (note: you can apply multiple procedures at once via the add procedure form). After adding procedure records to the list, you must click the Save button on the

Mass Update form to apply the records to the beaches.

- If you assign a procedure here but then want to remove it (prior to saving), click the Assign/Unassign Procedure button again, uncheck the item, and click the Assign button.
- If you assign a procedure and want to unassign it after saving the mass update transaction, you will need to proceed to the beach (via the Notification tab) and unassign it there.

#### G.10.2.4 Error Report

If notified of errors, click the Error Report button for details. The current types of errors are:

- **Required Attribute Data Missing:** You will need to add any missing required data for these beaches via additional mass updates or by editing each beach separately. It is advised that you run the Pre-check and proceed from there.
- **Duplicate Pollution Sources Found:** A beach cannot have duplicate pollution sources. If attempting to add pollution sources that already exist for a beach, those pollution sources will simply be ignored in mass update processing. Essentially, this error is for informational purposes only, as no additional user action is required. [Non-duplicate pollution sources will be added to the beach, unless those beaches also return the Required Attribute Data Missing error.]

#### G.10.2.5 List of Beaches selected

This panel shows the list of beaches selected for the mass update transaction.

- **Add More:** Clicking this button will return you to your prior location, where you can check additional beaches.
- **Remove Selected Beach(es) from List:** Check the box next to each beach you want to remove, then click this button. Note regarding use of Select All: This option will include only those rows in view (100 by default). You will only be able to remove 100 rows at a time here; repeat as needed.

Beaches remain in the list after each transaction, and the list is retained even if navigating back to the Beach Search Results page or reports *via Add More*. However, the list will be cleared if navigating to the Notification or Reports tabs by clicking on those tabs.

## H. SHOPPING CART & DATA DOWNLOAD AND SUBMISSION

The Shopping Cart contains the user's change logs and the download XML functionality.

- All edits made in the Verification Tool that have not been included in a downloaded XML are included in the change logs.
- By default, the change logs show only those edited records that have the "Include Edits in XML?" flag set to "Yes". To show other edits for records with the "Include Edits in XML?" flag set to 'No', check the box for "Include Edits in XML?" Toggle.
- The change logs are grouped by data flow. Only the Notifications change log is available for the [October 2018 \(1.1\)](#) release.
- Users will be warned when opening the Shopping Cart if their session edits contain changes to more than one year or jurisdiction (§H.1.2).

### H.1 Notification Data Change Log

This section describes the elements of the changelog portion of the Shopping Cart.

#### H.1.1 Change Log Layout

Data in the change log for the Notifications section is grouped by area (Beach, Procedure, Organizations, and Person). The cart entries can be viewed in two modes:

- **Summary Notification Data Report:** This is the default view. This view simply shows the section updated, and the type of update (Update, Delete, New) for any beach and year.
- **Detailed Notification Data Report:**
  - To access this report, click the View Detailed Beach Data Report button in the Summary report toolbar.
  - This report is grouped by Year and Beach ID.
  - For new and revised records, all added/edited fields are shown in the report. Each change will appear on a separate row with the affected field, the type of action, new and old values, and record identifying details shown.
  - For deleted records, only one row is shown.

## Notes:

- Changes to Mailing Address, Electronic Address, and Telephone data appear in the Organization OR Person section below depending on how those records are associated.
- Changes to State Contact data appear in the Organization section.

### H.1.1.1 Downloading CSV

Users can download comma separated values (csv) files, i.e., spreadsheets, of the Summary/Detailed Data Reports. To do so:

1. Click the Actions menu on the report toolbar,
2. Select the Download option, and
3. Click the CSV icon.

The data in the file will match what you currently have in the reports. So, if you turn on the “Include Edits in XML?” Toggle in the Shopping Cart, the onscreen reports will include the data with the “Include Edits in XML?” flag set to “No” and so will the downloaded csv.

And, if you filter or otherwise manipulate the onscreen reports, the downloaded csv file will reflect those alterations, too.

Downloading a csv file will not clear records from the Shopping Cart; however, as noted below, downloading an XML file will clear records with the “Include Edits in XML?” flag set to “No” from the Shopping Cart.

### H.1.1.2 Downloading XML

Click the Download File link to download the XML file containing all records that (a) have been edited in the current verification session and (b) have the “Include Edits in XML?” flag set to “Yes”.

Submission to EPA and nodes is not enabled for this release. To simulate submission, clicking the Download XML button will also trigger post-submission processes. For example, a Submission History report will be generated and made accessible from the Dashboard page.

**Additionally, all edits for records with “Include Edits in XML?” flag set to "Yes" will be cleared from the Verification Tool (so that users do not continue to see edits that were already 'submitted'). This means that the edits will not appear in the Shopping Cart, Reports, Forms, etc., and instead these will be reset to production database values. Changes will not show in the vT until added to the jurisdiction’s database of record and resubmitted to EPA.**

Note: the downloaded XML file will be schema compliant and can be uploaded via the Exchange Network Service Center **test site** (<https://enservicetest.epacdxnode.net>) to validate; **but, do not send to the production site at this time.** Use node “NGNTest2.0” and Service “BEACHES Submit (notification data to PRAWN)”, and your test user name and password.

Please remember to consume the XML into your jurisdiction's database of record (Access DB or other system), or otherwise ensure that the changes made in the vT are incorporated into your system.

If you need to recover the same XML file at a later point, you can download the XML file via the Submissions History Log (see §H.1.1.5).

#### **H.1.1.3 Submitting Data to EPA and/or State Node**

This feature is temporarily deactivated but will be included in future releases.

#### **H.1.1.4 Help: Data changes not appearing in the Shopping Cart?**

- You may have forgotten to click Save on the respective data Form.
- Make sure the “Include Edits in XML?” flag for is set to “Yes” the records or that the “Include Edits in XML?” Toggle in the cart is on (in order to show records with “Include Edits in XML?” flag set to “No”).
- If you navigate to the cart using your browser’s back button, you may need to refresh the page to see the latest changes.

#### **H.1.1.5 Submission Reports**

After you ‘submit’ data (i.e., click the Download File [XML] button) from the Shopping Cart, all edits for records with “Include Edits in XML?” flag set to "Yes" will be cleared from the Verification Tool (so that users do not continue to see edits that were already 'submitted'). This means that the edits will not appear in the Shopping Cart, Reports, Forms, etc., and instead these will be reset to production database values.

However, you can still access the submission details, on the Dashboard page, select Submissions History Log. To view a report, click on a Submission ID to open the Submission Details report.

For each Submission Details report, the data are grouped by type into separate sections. The report will only show a data type section if such data were included in the submission.

Click the Back button to return to the Dashboard.

#### **Downloading Data**

- Click the Download Submission (CSV) button to download a .csv file that combines all sections.
- You also can download a csv file for each section via the Actions menu within each section.
- Click the Download Submission (XML) file button to download an XML file -- NOTE: the XML will contain all details below, not just changes you made in the Verification Tool.

### H.1.2 Warning Messages

Users will be warned when opening the Shopping Cart if their session edits contain changes to more than one year or jurisdiction.

- **CAUTION: Shopping cart contains beach edits for more than one year.** Future releases will enable creation of XML containing multiple years; for now, XML must include a single year only. Before downloading XML, please change the "Include Edits in XML" flag to "No" for the edits/years you want to EXCLUDE from the XML. Then, after downloading the XML, change the "Include Edits in XML" flag to "Yes" for the edits for the next year you wish to download. Note: Mass update can be used to quickly change the flag.
- **CAUTION: Shopping cart contains beach edits for more than one jurisdiction.** Users should only make edits for their jurisdiction. Please either (1) download the XML, discard the file, and start over, or (2) change the "Include Edits in XML" flag to "No" for the edits to other jurisdictions, download the XML containing only your jurisdiction's data (after downloading, you are advised to also then change the "Include Edits in XML" flag to "Yes" for the edits to other jurisdictions, download the XML containing these edits and discard the file; this will effectively clear the other jurisdiction edits from your profile.) Note: Mass update can be used to quickly change the flag (see §G.10.2.3).

## I. ADMINISTRATIVE FUNCTIONS AND REPORTS

The administrative functions, available from the Dashboard page, contains section for adding a new beach and QA/ administrative reports. These sections are only available to users designated as admin users of vT application. Non-admin users will not see these sections in the application.

### I.1 Generate New Beach ID

This view is accessed from the Dashboard page by clicking the “Generate New Beach ID” link. This page allows users to enter beach name, state, county, nearest town, and historical flag values to generate a new beach id for a new beach.

- Required fields are indicated with a red asterisk.
- Back – Click the Back button to return to the Dashboard page.
- Clear – Click the Clear button to remove data entered in all the fields.
- Save – Users must click the Save button to submit data.

Based on the data entered the following checks are run in the application and user is notified:

- a. If a record is found in PRAWN with the same Name, State/Tribe/Territory, County, Nearest Town and Historical Flag values, no new Beach is created. Draft text is shown on screen that can be used to email the requesting jurisdiction.
- b. If a record is found in PRAWN with the same Name, State/Tribe/Territory, County, Nearest Town but a different Historical Flag value, no new Beach is created and the user is given the few options on the screen.
- c. If no record is found with the Name, State/Tribe/Territory, County, and Nearest Town data provided, a new beach id is generated and displayed on the screen.

### I.2 Add/Edit/Delete State, Territorial, Tribal and EPA Beach Program Contacts

This view is accessed from the Dashboard page, by clicking the “Add/Edit/Delete State, Territorial, Tribal and EPA Beach Program Contacts” link. The link takes users to a report page that looks similar to the report on State, Territorial, Tribal and EPA Beach Program Contacts page. On this page you can click on the **Add New Contact** button or **Edit** link to go to a form where you can add/edit/delete the contacts. The form page allows users to enter first name, last name, agency name, state code, telephone number, email and url values to add or update contact information.

- Required fields are indicated with a red asterisk.
- Back – Click the Back button to return to the Dashboard page.
- Reset – Click on the Reset button to undo the changes made in the fields.
- Save – Users must click the Save button to submit data.
- Delete – Users can click on the Delete button to delete a contact.

### I.3 Update Beach Historical ID Flag

This view is accessed from the Dashboard page by clicking the “Update Beach Historical ID Flag” link. The link takes users to a report page with beach attribute data including beach status. On this page you can click on a beach hyperlink to go to a form where you can update its historical flag. The form page allows users to only change the historical ID flag value to update the beach status information.

- Required fields are indicated with a red asterisk.
- Back – Click the Back button on the report page to return to the Dashboard page.
- Reset – Click on the Reset button to undo the changes made in the fields.
- Save – Users must click the Save button to submit data.

### I.4 QA & Administrative Reports

This section is available from the Dashboard page. The QA & Administrative Reports section includes:

- Submission
- State Completion Indicator
- Beach Name Change Report
- Link to the Central Data Exchange site for Beach Monitoring Data Report

#### I.4.1 Submission report

This page allows administrators to view the state data submissions.

- Fields are available to filter the report.
- Back – Click the Back button to return to the Dashboard page.
- Refresh Report – Click on this Refresh Report button to apply filters entered in the fields, to the report.
- Reset Filters – Click on the Reset Filters button to undo the changes made in the fields and remove the report filters.

#### I.4.2 State Completion Indicator report

This page allows administrators to view the statuses for notification, location and monitoring data submissions currently in the system.

- Fields are available to filter the report.
- Back – Click the Back button to return to the Dashboard page.
- Refresh Report – Click on this Refresh Report button to apply filters entered in the fields, to the report.
- Reset Filters – Click on the Reset Filters button to undo the changes made in the fields and remove the report filters.

### **I.4.3 Beach Name Change report**

This page allows administrators to view beach name changes within the selected jurisdiction and time frame, based on the UPDATED\_DATE of the REF\_BEACH records.

- Fields are available to filter the report.
- Back – Click the Back button to return to the Dashboard page.
- Refresh Report – Click on this Refresh Report button to apply filters entered in the fields, to the report.
- Reset Filters – Click on the Reset Filters button to undo the changes made in the fields and remove the report filters.