

ELECTRONIC DATA PROCESSOR (EDP) QUICKSTART FOR DATA PROVIDERS

This document provides a quick overview on how to download, install, and use the EQuIS Data Processor (EDP) software to check and submit New York State Department of Environmental Conservation (NYSDEC) Electronic Data Deliverables (EDDs).

For a more detailed discussion of the functionality and technical specifications of EDP, *Data Providers are strongly encouraged to review the instructions and information available on the [NYSDEC EDD Submission Website](http://www.dec.ny.gov/chemical/62440.html): <http://www.dec.ny.gov/chemical/62440.html>.*

EDP DOWNLOAD PROCEDURE:

1. From the NYSDEC EDD Submission Website, click on the “*NYSDEC format files*” link.
2. Download and save the following executable files (see screen shot below):
 - EQuIS Data Processor (EDP) version 5.5.1 (or greater)
 - NYSDEC Format file version 5.5.1 (or greater)

The EDP file is the user interface (program) that must be used to check and prepare the NYSDEC EQuIS EDD for submittal. The NYSDEC Format file contains the information that the EDP program uses to check the completeness and accuracy of the NYSDEC EQuIS EDD being submitted.

The screenshot shows a web browser window displaying the EarthSoft website. The page title is "EDP Format for New York State Department of Environmental Conservation". The main content area features a table of files for download. The table has four columns: Name, Size, Type, and Modified. The first two rows are highlighted with a red border. Below the table, there is a note about the .NET Framework 3.5 requirement and a link to the NYSDEC Guidance Manual. On the right side, there are sections for "Blogroll" and "Quicklinks".

Name	Size	Type	Modified
EQuIS Data Processor (EDP) version 5.5.1	16.5 MB	.exe	Feb 22, 2011
NYSDEC Format file version 5.5.1	369KB	.exe	2011.04.07
NYSDEC Blank EDD	1.09 MB	.xls	2011.04.07
NYSDEC Format Description	186 KB	.xls	2011.04.07
NYSDEC Valid Values	666 KB	.xls	2011.04.07

.NET Framework 3.5 Required

NOTE: Detailed instructions can be found in the NYSDEC Guidance Manual located at:
<http://www.dec.ny.gov/chemical/62440.html>

Screen Shot of File Download Website (note the “Modified” column for the latest file version date)

Installing the Files

1. Open the directory where the EDP file was downloaded and double click the file to start the installation wizard. Follow the step by step procedure to finish the installation.
2. Open the directory where the NYSDEC Format File was downloaded and double click the file to start a self extraction application to install zipped files to a directory. If you have not made any changes to the default directory during the EDP installation, unzip the files to the default location. Otherwise match the install directory of the format file to that of the EDP program.

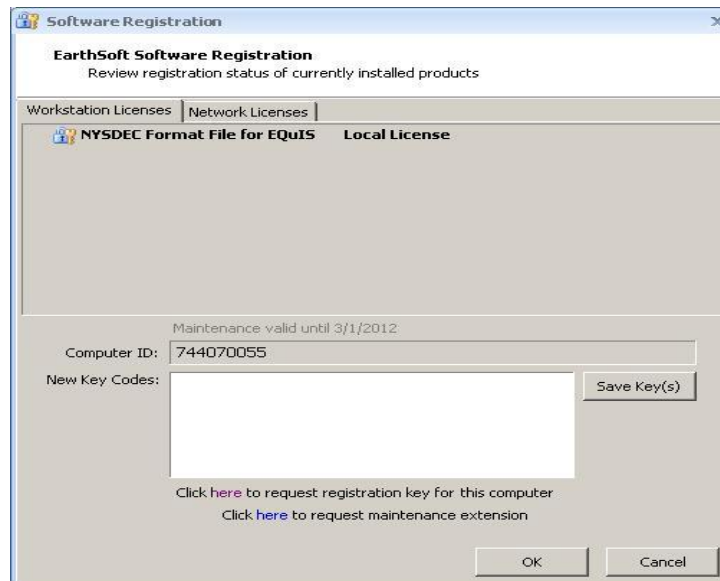
Periodically, EDP and Format files will be updated and posted to the NYSDEC EDD Submission Website. Updated files will be posted when NYSDEC updates the format of the EQuIS EDD or revises the valid values tables. Please note the “modified” date and version number associated with each of the files listed to determine if the files need to be downloaded again. **Data Providers are encouraged to check for the most recent file version prior to preparing EDD submittals to the NYSDEC.**

- To update the EDP program, download the most recent version from the NYSDEC EDD Submission Website. Prior to installing the updated program you must uninstall the current version. Once the previous version is uninstalled then the new version can be installed following the step by step instructions above.
- To update the NYSDEC Format File, download the most recent version from the NYSDEC EDD Submission Website. Starting the install of the new NYSDEC Format File will open the self extraction application to install zipped files to a directory. Make sure the check box next to “Overwrite files without Prompting” is selected and unzip the files to the same directory where they were previously installed.

Registering the EQulS Data Processor

After the EDP program has been installed, you must register the software with a free registration key:

1. Double click the EDP icon on your desktop to open the program.
2. Click on the “notepad with green checkmark” icon in the upper left corner to open a drop down menu.
3. Click on the “Register” icon. A new window will open (see screen shot below). At the bottom of this window click the link to “request registration key for this computer” and follow the instructions providing the necessary information. A registration key will be emailed to you, usually within one day. Once you receive the e-mail, open it and copy (control-c) the code, and then paste it into the “New Key Codes” box in the Software Registration window. To get back to the window, simply follow the 3 steps described above. After you paste your registration key code into the box, click the “Save Key(s)” button to complete your registration. Then click “OK” to close the registration window.



EDP Software Registration Screenshot

4. Complete the Registration Form and Click Submit

EarthSoft EQulS™ is the most widely used environmental data management software in the world.

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EDP Format for NYSDEC - Registration

To request software registration keys, please provide the following information (fields in red are required):

Contact Name:

Company:

Address (Physical):

City:

State:

Zip Code:

Country:

Phone Number:

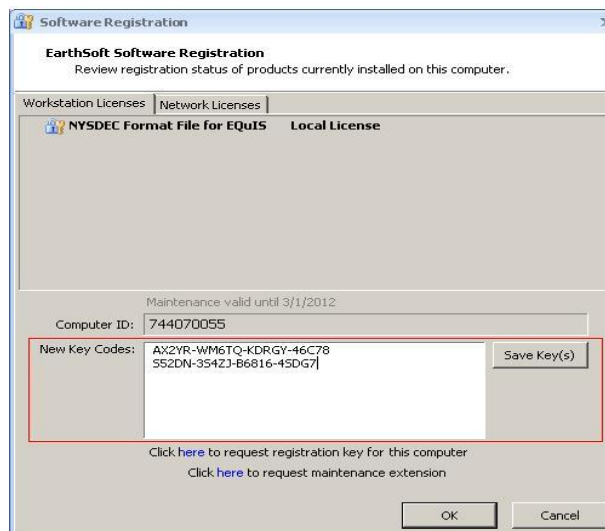
Email:

Quicklinks

- Register Software
- Maintenance Renewal Quote
- Community Center

EarthSoft Registration Form to Request Key Code for EDP Software

5. Once you receive the e-mail with a registration code, copy & paste that code back into the EDP Software Registration window under the “New Key Codes” box and click “Save Key(s)”.



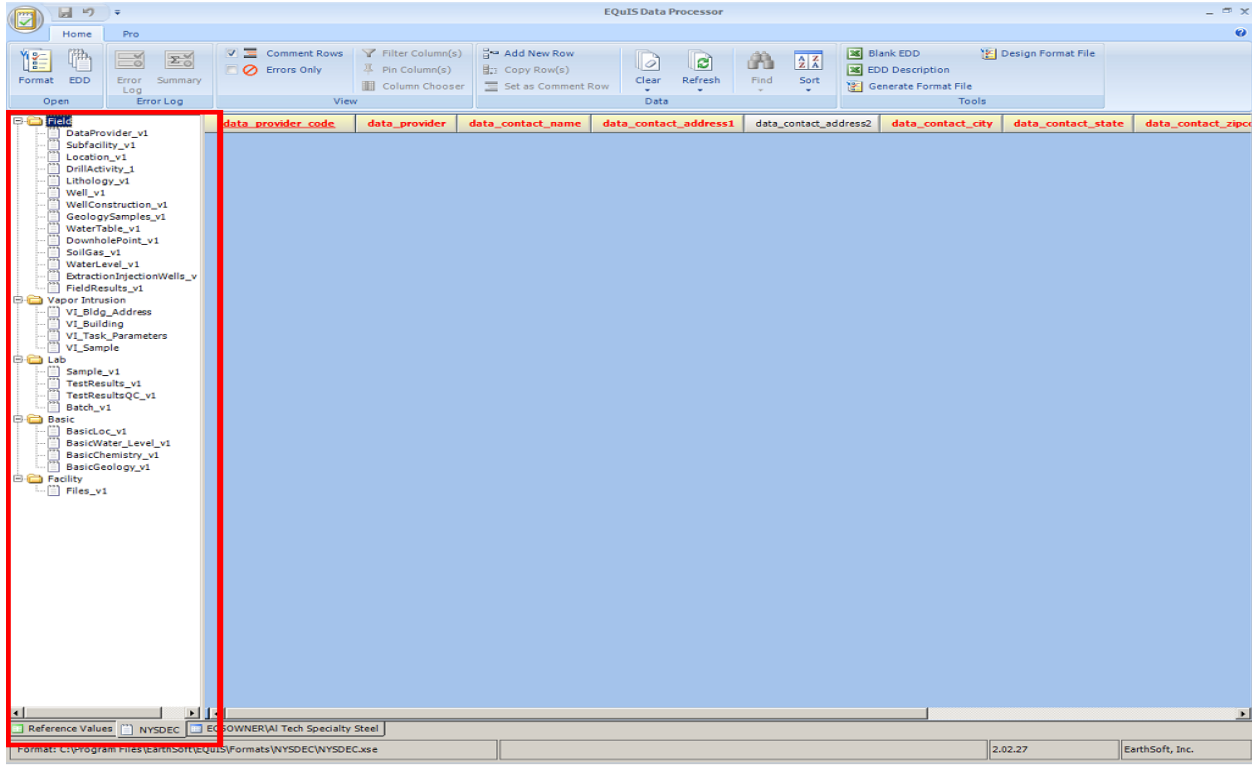
Software Registration Window

After the EDP is installed and registered, the NYSDEC Format File must be loaded.

1. Start the EDP program (it may already be open if you just completed registration).
2. Select the “checklist” icon labeled **Format** in the upper left corner.

3. Select the NYSDEC.xse file. (Note, if you did not save the Format Files to the default location when downloading, you may have to browse to their location on your computer.)
4. Click Open.

The NYSDEC Format Files are displayed along the left side of the window in the EDP program.



NYSDEC Format Tables Displayed in EDP Window

Loading your EDD

To load an Excel or Access EDD file containing multiple data sections:

1. Click the EDD button from the Open menu
2. Browse to the file, and select 'Open'.

The EDP will then load all the tables of the EDD file into the appropriate formats.

To load a text EDD file (preferred method):

1. Select the format section the text file corresponds to (for example, if a location_v1.txt file is to be checked, the location_v1 format is selected).
2. Click the EDD button from the Open menu.
3. Browse to the EDD file, and select Open.

The EDP will load the file into the selected format.

After the file has been loaded, errors will be identified with various colors. Additional details on why a record is in error are available by holding the cursor over the record in question. **Note: If the Access or Excel EDD contains header rows, the EDP will identify fields in the header rows as errors unless each header row is preceded by a pound-sign character (#). Alternatively, you may also delete the header row after it is imported to the EDP program.**

Correcting Errors in the EDD

Corrections to errors can be made to data directly in the EDP.

- To view only the records with errors, check the box next to 'Errors Only' located in the top menu bar.
- To see all the records, uncheck the 'Errors Only' box.
- You can also clear the data from the EDP by selecting Clear button in the top menu bar or right click on the table name, select "clear table" to make edits to the source file and then re-load the edit file.
- For reoccurring errors with similar values that need to be changed, the 'Find and Replace' button on the top menu bar allows users to search the file for a specified value and then replace it with another value.
- If the error is relative to a NYSDEC Valid Value, a drop down list will be available to select the appropriate value.
- If a valid value is not present, the Data Provider should follow the procedure in the EDD manual for requesting valid values.
- Once the error is corrected and the cursor is moved off the cell the color will change indicating a correct value.
- Once the record is error free it will disappear from view.

Re-load the remaining tables that make up your EDD and repeat the procedures above until no errors are identified in any of the tables. For example, a typical analytical data EDD submittal would include at a minimum:

- Subfacility_v1
- Location_v1
- Sample_v1
- TestResultsQC_v1

It is always best to load and process (error check and correct) the EDD starting from the upper tables on the list moving down to the lower tables on the list. Relationships exist between many of these tables and edits of deletions in lower tables may result in “orphan records” in the upper tables. Once you have corrected the EDD data file, save it by checking the upper left corner icon and select Save.

Sign and Submit

When all of the tables that comprise the EDD have been loaded into the EDP and no errors are shown in each table when the “Errors Only” box is checked, you are ready to submit your EDD. The EDP program has a feature which zips (compresses) the loaded files, and names the zip file with a standardized naming convention.

1. Click the icon in the upper left corner
2. Select Sign and Submit. A Sign and Submit window will open.
3. Enter your user id and password that you received from NYSDEC.
4. Select the appropriate Program Code and Facility Name from the drop down lists (Check with the NYSDEC Project Manager for the appropriate values).
5. The zip file will be saved to C:\My Documents\My EQuIS Work.
6. The zip file should then be emailed to the EQuIS Database administrator at nyenvdata@gw.dec.state.ny.us and the NYSDEC Project Manager for the site should also be cc'd on the email.

CONTACTING THE EIMS DATA MANAGER:

For questions, concerns, and comments regarding the NYSDEC EQuIS EDD submittal please consult the EDD manual and/or contact the NYSDEC EIMS Administrator nyenvdata@gw.dec.state.ny.us.

For help using the EDP program or getting the updated format files installed, please contact the EarthSoft Help Desk:

- <http://www.earthsoft.com/support/help-desk/>, or
- support@earthsoft.com, or
- (800) 649-8855