INFORMATION SYSTEMS GROUP WEBSITE

REPORT GENERATOR FAQ

Q. What is the Report Generator tool used for?

A. The Report Generator allows you to access the environmental project data stored in the ISG Project databases (e.g. Portsmouth NSY, Quantico MCB, Jacksonville NAS) and create formatted reports that can be downloaded and saved to Excel or PDF formats. Currently, a Sample Summary, Appendix Crosstab, Positive Hits and Criteria Comparison reports are available.

Q. Where do I access the ISG website and the Report Generator tool?

A. http://isg.ttnus.com; Click on the "**For Employees**" menu item and provide your Windows User ID (**tt\firstname.lastname**) and password when prompted. Click the "**Reports**" item from the list of links on the left side of the page.

Q. When is the project data available to the Report Generator tool?

A. Generally, for most projects, the data are available after the validation and upload processes are completed. No preliminary data are available through the Report Generator.

Q. What is a Sample Summary Report and how do I create one?

A. The Sample Summary Report provides a chronological listing of samples grouped by location and matrix. This report displays location (well or soil boring) information, sample information (round, event, date) and chemical data (fractions and parameters) associated with each sample. The Sample Summary report also includes basic descriptive statistics such as max detect, max non-detected and a count of rejected data points.

To create a report, follow the numbered steps and make selections, working your way through the interface from top to bottom and left to right. An example Sample summary report is shown below:
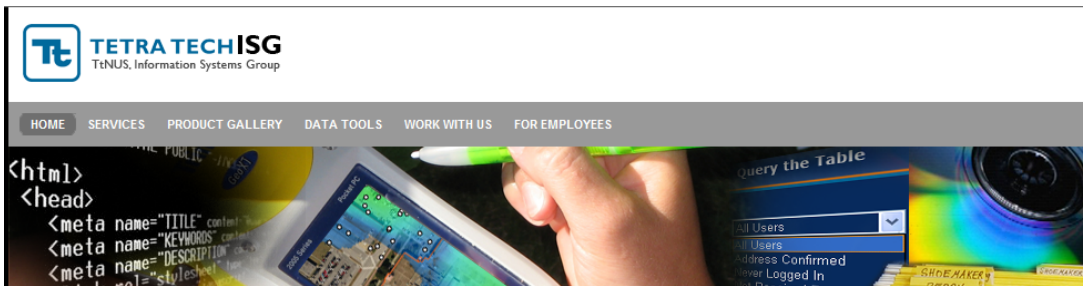
SAMPLE SUMMARY REPORT
Location ID: BA-MW04

Site: 10
OU: 1
SWMU:
Area: SITE 10
AOC: OUTSIDE BLDG 238
Sample Count: 10

Sample Matrix: GW							
BA-MW04		Well Depth:	Well Diameter:	Boring Depth:	Boring Diameter:	Screen Top:	Screen Bottom:
		28.25	2.00	28.25	14.00	10.05	20.05
Sample Dates:	Sample ID:			Top Depth:	Bottom Depth:	Round:	Event:
11/12/2001	BA-GW-MW04-01A			10.00	20.00		

	Fraction:	Units:					
	M	UG/L	Parameter Count: 24		Max Detect: 7370000	Max Nondetect: 129	# Rejected: 0
	MISC	MG/L	Parameter Count: 6		Max Detect: 20000	Max Nondetect: 4	# Rejected: 0

Parameters:	Results:
ALKALINITY	100
CHLORIDE	20000 J
NITRATE	0.20
ORTHOPHOSPHATE	0.05 U
SULFATE	2200
SULFIDE	4 U

Sample Dates	Sample ID	Top Depth	Bottom Depth
11/12/2001	BA-GW-MW04-01A-F	10.00	20.00
11/14/2001	BA-GW-MW04-01B	10.00	20.00
11/14/2001	BA-GW-MW04-01B-F	10.00	20.00
8/8/2006	BA-GW-MW-04-06A	10.00	20.00
8/8/2006	BA-GW-MW-04-06A-F	10.00	20.00
8/9/2006	BA-GW-MW-04-06B	10.00	20.00
8/9/2006	BA-GW-MW-04-06B-F	10.00	20.00
8/10/2006	BA-GW-MW-04-06C	10.00	20.00
8/10/2006	BA-GW-MW-04-06C-F	10.00	20.00

Q. What is a Cross Tab (Full Appendix) Report and how do I create one?

A. The Cross Tab is a report style that summarizes data by transposing data fields into horizontal columns and a vertical list. A value of interest, such as a chemical result is presented at the intersection of each column and list entry. The Full Appendix is one such Cross Tab that displays locations and samples horizontally, chemicals vertically and the validated chemical results at the intersection.
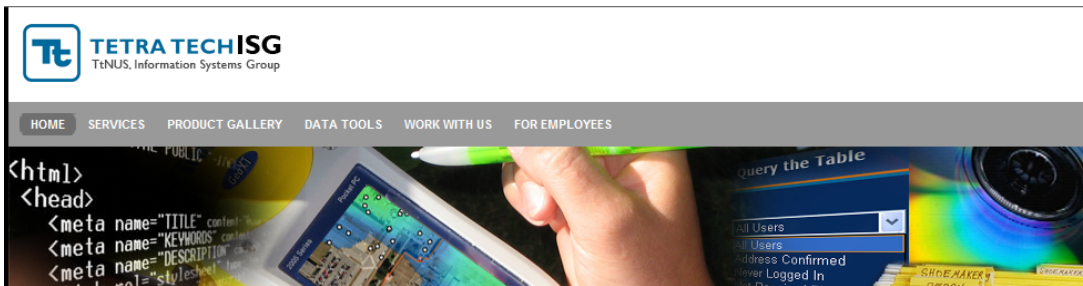
INFORMATION SYSTEMS GROUP WEBSITE
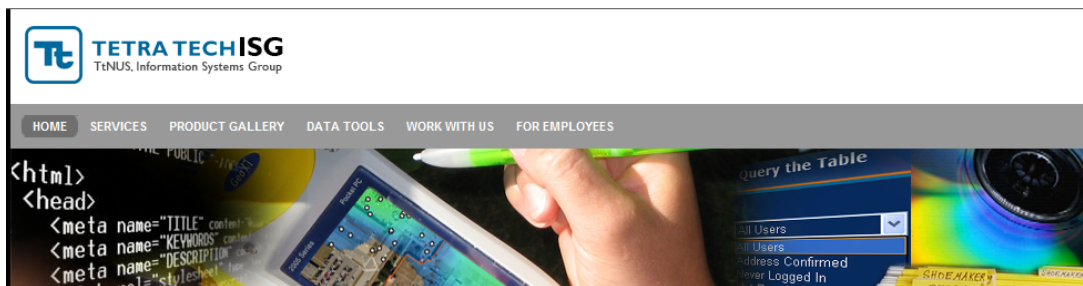
REPORT GENERATOR FAQ

To create a report, follow the numbered steps and make selections, working your way through the interface from top to bottom and left to right. Selected query values for controls on the top and left affect the values that are returned in the neighboring controls below and to the right.

The key to creating a Full Appendix report is to have acquired and selected the samples of interest in Section 2.b of the interface. An example Full Appendix report is shown below:

Example Appendix Table
GROUNDWATER

LOCATION	BA-MW01	BA-MW01	BA-MW01	BA-MW01
SAMPLE ID	B238-MW-01-11	BA-GW-MW-01-06A-F	BA-GW-MW-01-06A	BA-GW-MW-01-06B
SAMPLE DATE	8/1/1998	8/8/2006	8/8/2006	8/9/2006
FIELD				
TEMPERATURE (C)	--	20.76	20.76	21.58
DISSOLVED OXYGEN - METER (MG/L)	--	4.72	4.72	5.01
SPECIFIC CONDUCTANCE (MS/CM)	--	35.85	35.85	39.78
OXIDATION REDUCTION POTENTIAL (MV)	--	220	220	863
TURBIDITY (NTU)	--	0.25	0.25	0.15
SALINITY (PPT)	--	24.9	24.9	27.38
PH (S.U.)	--	7.44	7.44	6.85
METALS (UG/L)				
ALUMINUM	118 U	--	--	--
ANTIMONY	39.6 U	--	--	--
ARSENIC	37 UJ	--	--	--
BARIUM	2.5 U	--	--	--
BERYLLIUM	1.2 U	--	--	--
CADMIUM	2.3 UJ	--	--	--
CALCIUM	340000	--	--	--
CHROMIUM	6 U	--	--	--
COBALT	2.7 U	--	--	--
COPPER	17.9 U	--	--	--
IRON	171 U	--	--	--
LEAD	26.2 UJ	--	12.9	1.8 U
MAGNESIUM	1180000	--	--	--
MANGANESE	3 UJ	--	--	--
MERCURY	0.03 J	--	--	--
NICKEL	37.6 U	--	--	--
POTASSIUM	425000	--	--	--
SELENIUM	63.8 UJ	--	--	--

March 2011   Page 1

Q. What are Positive Hits / Criteria Comparison Reports and how do I create them?

A. The Positive Hits report is a Full Appendix report that shows only the chemicals detected at least once across your selected set of samples. The Criteria Comparison report is a Positive Hits report with screening criteria attached and shading applied to result cells having a value which is greater than one or more of the selected screening criteria.

To create a report, follow the numbered steps and make selections working your way through the interface from top to bottom and left to right. Selected query values for controls on the top and left affect the values that are returned in the neighboring controls below and to the right.

Note that if you have previously run a Full Appendix report, it is not necessary to re-select samples, as your selections have been preserved.

To run a Positive Hits report, follow the steps above and be sure that one matrix is selected and click the "**Get Criteria**" button. Do not select any criteria at this time. Click the "**Run Report**" button.

To run a Criteria Comparison report, follow the steps above and select one or more screening criteria. Use the "**Shade Exceedance Cells**" and "**Shade Detected Cells**" to select a flagging format. An example Criteria Comparison Report is shown below:
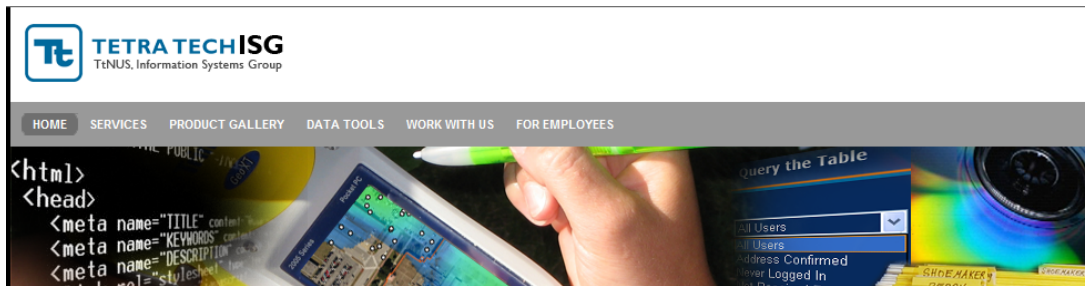
Example Criteria Comparison Table

GROUNDWATER

LOCATION SAMPLE ID SAMPLE DATE	ORNL Screening Level for Tap Water	US Maximum Contaminant Level	US Maximum Contaminant Level Goal	US Sec. Maximum Contaminant Level	BA-MW01 B238-MW-01-11 8/1/1998	BA-MW01 BA-GW-MW-01-06A-F 8/8/2006
FIELD						
TEMPERATURE (C)	--	--	--	--	--	20.76
DISSOLVED OXYGEN - METER (MG/L)	--	--	--	--	--	4.72
SPECIFIC CONDUCTANCE (MS/CM)	--	--	--	--	--	35.85
OXIDATION REDUCTION POTENTIAL (MV)	--	--	--	--	--	220
TURBIDITY (NTU)	--	--	--	--	--	0.25
SALINITY (PPT)	--	--	--	--	--	24.9
PH (S.U.)	--	--	--	0	--	7.44
METALS (UG/L)						
BARIUM	7300	2000	2000	--	2.5 U	--
CALCIUM	--	--	--	--	340000	--
CHROMIUM	--	100	100	--	6 U	--
COBALT	11	--	--	--	2.7 U	--
IRON	20000	--	--	300	171 U	--
LEAD	--	15	0	--	26.2 UJ	--
MAGNESIUM	--	--	--	--	1180000	--
MANGANESE	880	--	--	50	3 UJ	--
MERCURY	0.57	2	2	--	0.03 J	--
NICKEL	730	--	--	--	37.6 U	--
POTASSIUM	--	--	--	--	425000	--
SODIUM	--	--	--	--	9100000	--
THALLIUM	--	2	0.5	--	88.6 J	--
VANADIUM	180	--	--	--	7.2 U	--
ZINC	11000	--	--	5000	0.83 UJ	--
DISSOLVED METALS (UG/L)						
BARIUM	7300	2000	2000	--	--	--
CALCIUM	--	--	--	--	--	--
CHROMIUM	--	100	100	--	--	--

Q. I would like to create a report that shows only the detected results shaded; I'm not concerned with exceedances. How do I achieve this?

A. Follow the steps for creating a Criteria Comparison report and select any one criterion. Set the "**Shade Exceedance Cells**" and "**Shade Detected Cells**" background and foreground values to the exact same color. After exporting to Excel, the criteria column can be removed.
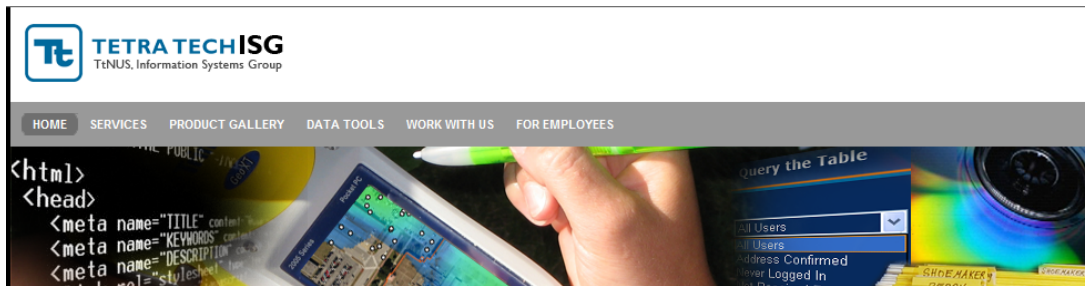
INFORMATION SYSTEMS GROUP WEBSITE

REPORT GENERATOR FAQ

Q. How do I export a report?

> **A.** On the right side of the viewer toolbar, select an export format then click the "**Export**" link. The image below shows the viewer toolbar:

Q. Do I have to select locations and include a sample date range before I get samples?

> **A.** No, as long as one Search Category value is selected, you can retrieve all of the samples for the selected Search Category value. Locations and sample date range can be used to refine your sample list to what you need.

Q. When I go to add a sample date range, it won't accept input. What's wrong?

> **A.** The radio button option must be set to "Yes" in order to set and include a sample date range.

Q. I ran a report with a lot of samples selected (over 250). When I export to excel some of the samples appear to be missing. Where are they?

> **A.** The Report Generator exports to an Excel 2003 file format which has a limit on the number of columns in one worksheet. When a large group of samples is exported, the samples are exported in groups of 200 and multiple worksheets are added to the file. Check Sheet2, Sheet3, etc.

Q. I don't see the database or screening criteria I need for my project. How do I have them added?

> **A.** Certain components of the Report Generator are managed independently for each project database. Contact douglas.schloer@tetratech.com or isg@tetratech.com to have a database project and criteria added to the Report Generator.