

Data Upload and Evaluation Tool (DUET) User Guide

Version 3.0

Prepared for the

Environmental Protection Agency (EPA) Chesapeake Bay Program Office (CBPO)



Prepared by



The Interstate Commission on the Potomac River Basin

and



April 23, 2026

Document Change History

Date	Version #	Change Description
12/03/2012	0.1	Initial Draft
12/19/2012	0.2	Updated screens
12/31/2012	0.3	Incorporated review findings
01/15/2013	1.0	Revised by Project Manager
02/06/2013	1.1	Revised by Customer and Subject Matter Expert
02/12/2013	1.2	Final internal revisions
11/12/2013	2.0	Incorporating changes implemented in DUET V2
12/03/2013	2.1	Revised by Customer and Systems Architect
04/23/2026	3.0	Revised by Project Manager, incorporating changes implemented in DUET version 5.6.1

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1.0 Data Upload and Evaluation Tool (DUET) Background

1.1 What is DUET?

The CBP's Data Upload and Evaluation Tool (DUET) enables the submission, review, transformation and storage of water quality data and the related metadata for the NonTidal Water Quality Monitoring (NTWQM) Program and the Tidal Water Quality Monitoring (TWQM) Program. Accepted data uploaded to DUET is stored in the Chesapeake Environmental Data Repository (CEDR). DUET is currently on version 5.6.1 and is the revised version of the Data Upload and Quality Assurance Tool (DUQAT).

1.2 Data Submittal and Outputs Overview

The submitted water quality data will be reviewed by DUET, and based on that review generates routine reports with selected metadata on the following:

- Integrity Checks of the submitted data file.
- Completeness of the submitted data, in relation to the data expected.
- Quality of the submitted data, in relation to possible clerical errors, extreme values, logical relational expressions, and data accuracy (bias and precision).

The CBP Water Quality Data Manager – herein referred to as “Data Manager” – reviews the quality assurance reports and data files before accepting the file.

1.3 Accessing Data Submitted to DUET

The resultant water quality data are stored in CEDR, built on Microsoft SQL Server 2014 relational database management system.

Data users can access the publicly available data via DataHub <https://datahub.chesapeakebay.net/>. This is the Chesapeake Bay Program's primary tool for accessing, searching, and downloading environmental data for the Chesapeake Bay watershed.

DUET also allows data to be uploaded to the EPA's Water Quality eXchange (WQX) and is publicly available on the EPA's Water Quality Portal.

1.4 Intended Audience

The intended audience for this document is external DUET Users such as Data Submitters, Data Delegates, and Quality Managers. An internal DUET user guide for CBPO Data Managers and Data Center Team members is a separate internal CBPO document.

2.0 Getting Started

2.5 User Login

Enter the following link into the internet browser of choice: <http://duet.chesapeakebay.net/>. Next, click the **Log In** button in the top right corner (Figure 2-1).



Figure 2-1 Home Screen

Note that on smaller screens, the **Log In** button may be under a drop-down menu (Figure 2-2). Click on the drop-down menu and the **Log In** button will appear.

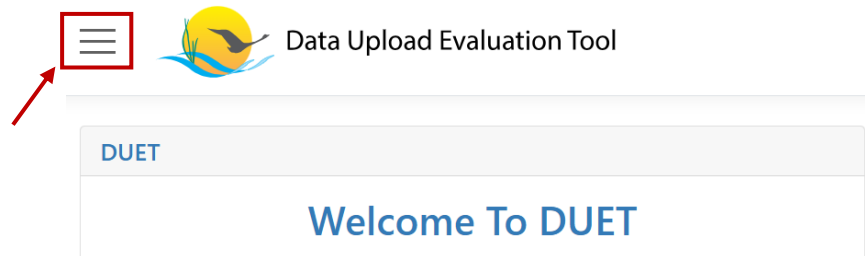


Figure 2-2 Alternate Home Screen

To login to DUET, enter the Username and Password provided by the Data Manager. The login screen is displayed below, Figure 2-2.

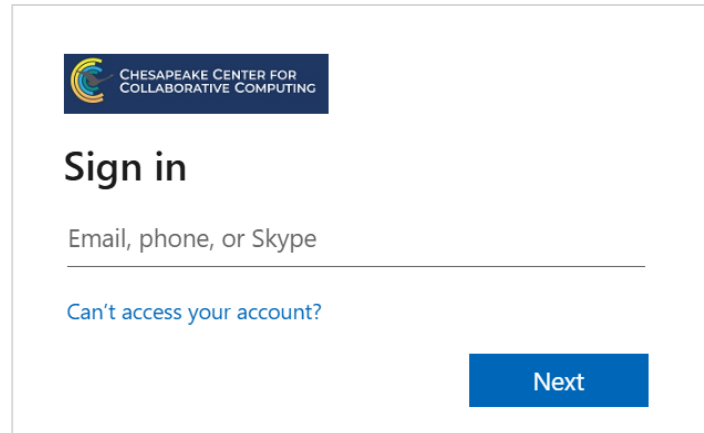


Figure 2-2 Login Screen



Helpful tip: If you have not been given a username and password, contact the Data Manager for a DUET Access Request Form at datamanagers@chesapeakebay.net

2.6 Forgot Your Password? Having trouble logging in? Account Locked?

If at any point the username and/or the 12-digit alphanumeric password has been forgotten, there are problems logging into DUET, or an account has become locked, please contact the EPA Chesapeake Bay Office Help Desk.

Phone number: 410-267-5769 Select option #2

Email: HelpDesk@chesapeakebay.net

Inform the Help Desk analyst of the name of the application (DUET) and the name of the network (Chesapeake Center for Collaborative Computing or abbreviated to C4).

2.7 Email Notifications

Whenever a file is uploaded, reloaded, replaced, or undergoes any status change, the system will send out an email alerting the user and Data Manager of the success or failure of that action or status.

2.7.1 Not Receiving Email Notifications?

- ✓ Ensure that noreply@chesapeakebay.net is listed as a trusted account by email providers.
- ✓ Contact the Data Manager to verify that email associated with the account is correct.

2.8 DUET User Role Name

Users are assigned a Role Name by the Data Manager. Each Role Name is associated with associated access permissions in DUET. DUET Users can be assigned the following roles:

Table 2-1 DUET User Role Names

Role Name	Role Purpose	Who
Data Submitter	Submit files for Tidal Water Quality Monitoring, Shallow Water Monitoring, or Nontidal Water Quality Monitoring programs.	Data Providers and Data Collectors can both be classified as a Submitter.
Data Delegate	Submit Tidal Water Quality Monitoring, Shallow Water Monitoring, or Nontidal Water Quality Monitoring programs on behalf of an organization.	Associated with one of the following: <ol style="list-style-type: none"> 1. Virginia Institute of Marine Science (VIMS) 2. Old Dominion University, Department of Chemistry and Biochemistry, Water Quality Laboratory (ODU) 3. USGS Maryland, Delaware and District of Columbia Water Science Center (USGSMD)
Quality Manager	Review Precision and Bias Summary Reports in Excel format, download and view processing history.	Designated CBPO team members
Data Manager	Manages the QA/QC, file acceptance, and file import to CEDR for CBP Monitoring Programs.	CBPO Data Managers and associated Data Center team members only.



Helpful tip: The role of Submitter can be given to Data Providers and Data Collectors.

3.0 User Interface Navigation

3.1 System Buttons

Figure 3-1 displays DUET’s user interface (UI) navigation bar. The features available are based on the role assigned to each user by the Data Manager.

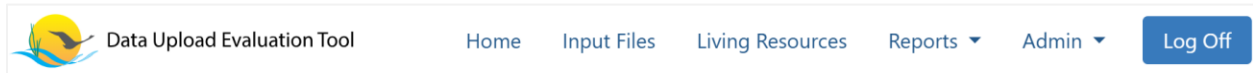


Figure 3-1 Navigation Bar

3.1.1 Log Out

To end a session in DUET, the user must click the **Log Off** button, highlighted in Figure 3-2.

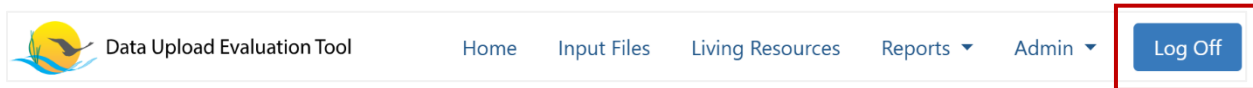


Figure 3-2 Log Off Button

3.1.2 Input Files

To upload a file, the user must click the **Input Files** button, highlighted in Figure 3-3.

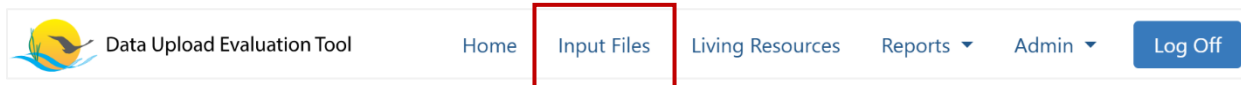


Figure 3-3 Input Files Button

3.2 Input Files Page

The **Input Files** button brings the user to the Input Files page, shown in Figure 3-4. The **Upload a File** button is highlighted by a blue box and the Actions panel by a red box.











Figure 3-4 Input Files Page

3.2.1 Actions Panel

The following is a list of the actions in the Actions Panel. Not all actions are available to every role. The “Enabled For” column indicates which buttons are visible for each role.

Table 3-1 Explanation of the Actions Panel

Icon	Label	Action	Enabled For
	Reload or Replace File	Uploading a new file or replacing existing file	Data Manager Data Submitter ¹ Data Delegate ¹
	Download Original File & Reports	Download QA report and current uploaded file	Data Manager Data Submitter ¹ Data Delegate ¹
	Processing History	View file status and date history	Data Manager Data Submitter ¹ Data Delegate ¹ Quality Manager
	Accept File	Data Manager accepts file for import into CEDR	<i>Data Manager only</i>
	Send Acceptance Email	Data Manager emails acceptance letter to Data Provider/Data Delegate	<i>Data Manager only</i>
	Upload Acceptance Document	Data Manager uploads signed and dated acceptance letter from Data Provider/Data Delegate	<i>Data Manager only</i>
	Export File into WQX	File is exported into WQX database	<i>Data Manager only</i>
	Delete File	Data Manager deletes a submitted file	<i>Data Manager only</i>

1. Action only permitted on their own organization’s files.



Helpful tip: Your assigned role in DUET will determine which action icons are visible to you. If you believe you should be assigned a different role, please contact the Data Manager at datamanagers@chesapeakebay.net

4.0 Upload File

4.1 Select Upload a File

Select **Upload a File** from the Input Files page shown above in Figure 3-4. A pop-up window will appear, displayed below in Figure 4-1. This is where all files are initially uploaded.

Upload a File

Program * Select Program

Data Provider * Select Data Provider

Project * Select Project

File to Upload * Select files...

You can only upload **accdb**, **mdb** and **MDB** files.

Save Cancel

Figure 4-1 Upload a File

4.2 Select Program

To upload a file, open the Program dropdown, highlighted in Figure 4-2, and select the desired water quality program: Shallow Water Monitoring, Tidal Water Quality Monitoring, or NonTidal Water Quality Monitoring.

Upload a File

Program * Select Program

Data Provider * Select Program

Project * Shallow Water Monitoring

File to Upload * Tidal Water Quality Monitoring

You can only upload **accdb**, **mdb** and **MDB** files.

Save Cancel

Figure 4-2 Select Program

4.3 Select Data Provider / Data Collector

Once the program has been selected, the Data Provider dropdown will become available as well as the Data Collector checkbox. The role of the user determines whether the Data Provider field can be edited:

- Data Submitter- Data Provider organization is pre-populated and cannot be edited.
- Data Delegate - Data Provider organization dropdown will be populated with organization options predetermined by the Data Manager.

4.3.1 Data Collector

If uploading as a Data Collector, check the **Upload as Data Collector** box and select the appropriate data collector organization from the dropdown as shown in Figure 4-3. Then proceed to 4.3.2 Data Provider instructions.

The screenshot shows a dialog box titled "Upload a File" with a close button (X) in the top right corner. The form contains the following fields:

- Program ***: A dropdown menu with "Shallow Water Monitoring" selected.
- Upload as Data Collector**: A checkbox that is checked, highlighted with a red box.
- Data Collector ***: A dropdown menu with "Select Data Collector" selected, also highlighted with a red box.
- Data Provider ***: A dropdown menu with "Select Data Collector" selected.
- Project ***: A dropdown menu with "Virginia Institute of Marine Science - VIMS" selected.
- File to Upload ***: A button labeled "Select files..."

Below the form, there is a note: "You can only upload **accdb**, **mdb** and **MDB** files." At the bottom right of the dialog, there are "Save" and "Cancel" buttons.

Figure 4-3 Select Data Collector



Helpful tip: Currently, only USGS MD, ODU, and VIMS should select **Upload as Data Collector**.

4.3.2 Data Provider


If uploading as a Data Provider, leave the Data Collector box unchecked and select from the dropdown for Data Providers, shown in Figure 4-4.

Figure 4-4 Select Data Provider

4.4 Select Project


Next, select the desired project from the Select Project dropdown, shown in Figure 4-5. Only projects that the Data Manager has designated for a particular agency will be available.

Figure 4-5 Select Project

 Helpful tip: If the Data Provider or the Projects listed are incorrect, please contact the Data Manager.

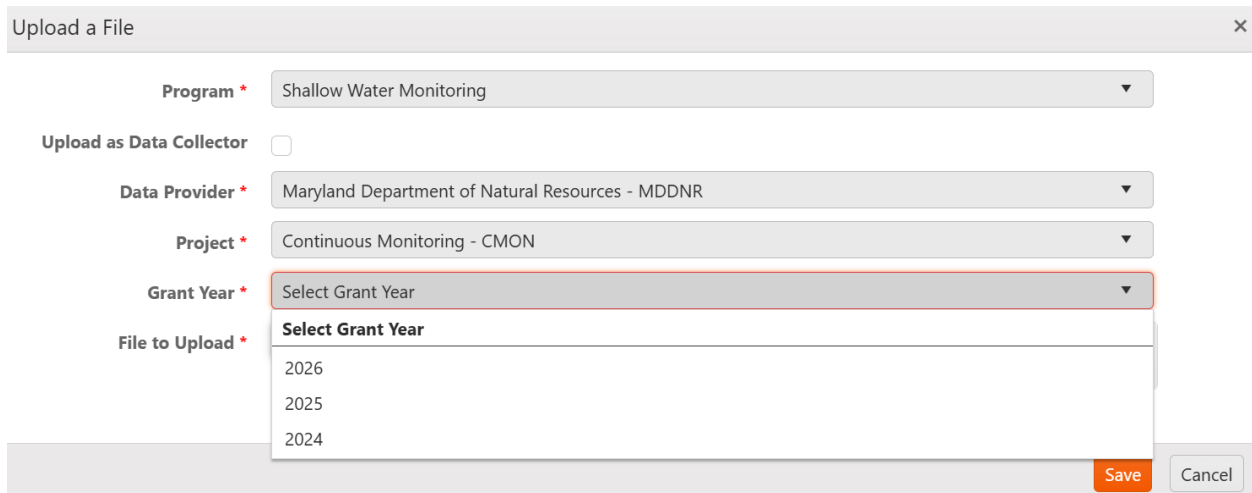
4.5 Select Year

After the Project has been selected, the Year must be chosen by opening its dropdown and clicking the year.

 Helpful tip: NonTidal programs are associated with Water Years. Tidal and Shallow Water Monitoring programs are associated with Grant Years.

4.5.1 Select Grant Year

For Tidal and Shallow Water Quality Monitoring Programs, select the appropriate Grant Year as depicted in Figure 4-6.



Upload a File ×

Program * Shallow Water Monitoring ▼

Upload as Data Collector

Data Provider * Maryland Department of Natural Resources - MDDNR ▼

Project * Continuous Monitoring - CMON ▼

Grant Year * Select Grant Year ▼

File to Upload * Select Grant Year

- 2026
- 2025
- 2024

Save Cancel

Figure 4-6 Select Grant Year

4.5.2 Select Water Year

For NonTidal Water Quality Monitoring programs, select the appropriate Water Year as depicted in Figure 4-7.

The screenshot shows a modal window titled "Upload a File" with a close button (x) in the top right corner. The form contains several fields:

- Program ***: NonTidal Water Quality Monitoring
- Upload as Data Collector**:
- Data Provider ***: Maryland Department of Natural Resources - MDDNR
- Project ***: NonTidal Network Monitoring - NTN
- Water Year ***: Select Water Year (dropdown menu is open, showing a list of years from 2020 to 2025)
- File to Upload ***: Select Water Year

A "Cancel" button is located in the bottom right corner of the dialog. A page indicator "- 500 of 187" is visible at the bottom right.

Figure 4-7 Select Water Year

4.6 Select Collection Sampling Period

Some Tidal and Shallow Water Quality Monitoring programs will have a collection sampling period. If a dropdown appears for Collection Sampling, select the appropriate sample period as shown in Figure 4-8. NonTidal Water Quality Monitoring programs do not have a collection sampling period.

The screenshot shows a modal window titled "Upload a File" with a close button (x) in the top right corner. The form contains several fields:

- Program ***: Shallow Water Monitoring
- Upload as Data Collector**:
- Data Provider ***: Maryland Department of Natural Resources - MDDNR
- Project ***: Continuous Monitoring - CMON
- Grant Year ***: 2025
- Collection Sampling ***: Select Sample Period (dropdown menu is open, showing a list of months from July 2025 to December 2025)
- File to Upload ***: Select Sample Period

A "Cancel" button is located in the bottom right corner of the dialog.

Figure 4-8 Select Collection Sampling Period

4.7 Select File to Upload

Next, click the **Select files...** button as shown in Figure 4-9. Upon clicking the **Select files...** button, a file browser pop-up window will appear. Click the file and then the **Open** button, as shown in Figure 4-9. If necessary, click the **Cancel** button to close the pop-up.

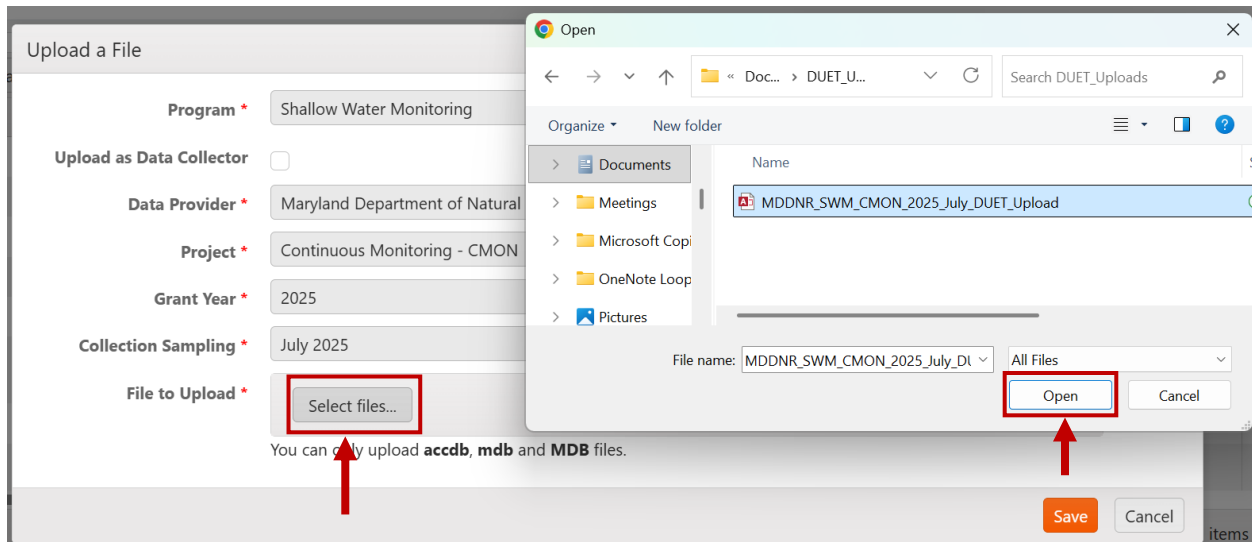


Figure 4-9 Select File



Helpful tip: The only file type allowed is a Microsoft Access file (.accdb or .mdb).

4.8 Save and Upload File

Once the **Open** button has been clicked the selected file name will appear in the File To Upload field. Click the **Save** button at the bottom of the window to upload the file into DUET, depicted in Figure 4-10.

Upload a File

Program * Shallow Water Monitoring

Upload as Data Collector

Data Provider * Maryland Department of Natural Resources - MDDNR

Project * Continuous Monitoring - CMON

Grant Year * 2025

Collection Sampling * July 2025

File to Upload *

Select files...

MDDNR_SWM_CMON_2025_July_DUET_Upload.accdb
336.00 KB

You can only upload **accdb**, **mdb** and **MDB** files.

Save Cancel

Figure 4-10 Save and Upload File

4.9 File Uploaded

After the **Save** button has been clicked, a pop-up message will appear with an alert that the file has either:

- Successfully been uploaded, Figure 4-11
- Or
- An Error occurred, Figure 4-12. This could be due to an empty file or another error while uploading the file.

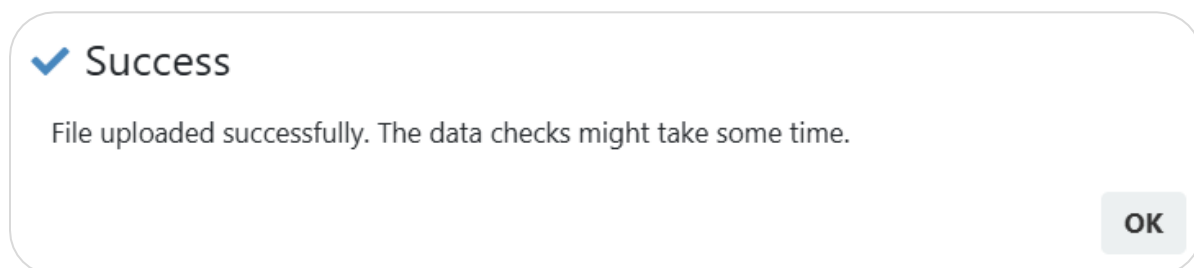


Figure 4-11 Successful Upload

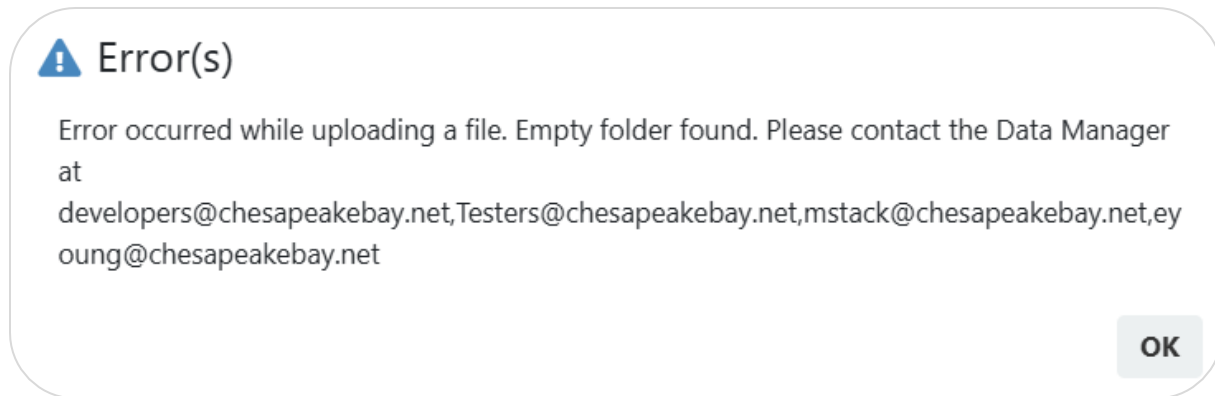



Figure 4-12 Error while uploading

5.0 Replace or Reload File

A file may need to be reloaded due to a file failing checks, the wrong file initially uploaded, or because of a data change. An uploaded file may need to be replaced after the file has been reviewed by the Data Manager.

“Reloaded” refers to a file that has been uploaded again and has not yet been accepted into CEDR. “Replaced” refers to a file that has been uploaded again and was already accepted into CEDR.

5.1 Select Replace or Reload

In the event an uploaded file needs to be reloaded, navigate to the Actions Panel and click on the **Reload or Replace** icon  that corresponds with the file that will be reloaded, depicted in Figure 5-1.








File Status	Export Status	Actions
Failed Data Checks	Not Ready to Export	      

Figure 5-1 Reload or Replace File

5.2 Select Replacement File

Once the **Reload or Replace** icon has been selected, an Upload a File pop-up box will appear as shown in Figure 5-2. Click the **Select files...** button to navigate to the correct/updated file. Select the file and click **Save**.

Upload a File ×

File to Upload *

Select files...

You can only upload **accdb**, **mdb** and **MDB** files.

Save
Cancel

Figure 5-2 Select Replacement File



Note: The file being replaced/reloaded must have the same name as the file originally uploaded.

5.3 File Reloaded

After the **Save** button has been clicked, a pop-up message will appear and state if the file was successfully uploaded into DUET, Figure 4-11 and Figure 4-12. The replaced/reloaded file will go through all the same checks as the originally uploaded file. It will also need to be re-evaluated and accepted into CEDR by the Data Manager.

5.4 Historic DUQAT Data

Any data uploaded into the old DUQAT system cannot be replaced using the DUET application. It is considered historical data and must be preserved. If any DUQAT files need to be replaced contact the Data Manager to discuss the data change request.

6.0 File and Export Status

Figure 6-1 depicts the File and Export Status columns on the Input Files page. These columns provide the ability to monitor the statuses of all the files loaded into DUET. User roles determine the files a user can view:

- Data Manager can view all files
- Data Submitters can only view files submitted by their agency
- Data Delegates can view files submitted by the Delegate

File Status	Export Status
Passed Data Checks	Not Ready to Export
Failed Data Checks	Not Ready to Export
Processing Error	Not Ready to Export
Passed Data Checks	Not Ready to Export
Imported into CEDR Database	Ready to Export
Passed Data Checks	Not Ready to Export
Imported into CEDR Database	Ready to Export

Figure 6-1 File and Export Status

6.1 File Status

6.1.1 Understanding File Status

The File Status column reports the status of the file provided by the agency. Each file will be labeled with a File Status listed in Table 6-1. When the file status changes, an email is sent to the Data Manager and the User who uploaded the data file.

Table 6-1 File Status and Definitions.

File Status	Definition
Uploaded	File was uploaded for the first time.
Begin Data Checks	Timeliness, completeness, or Quality Assurance/Quality Control (QA/QC) checks began.
Failed Data Checks	Timeliness, completeness or QA/QC checks failed.
Passed Data Checks	Timeliness, completeness or QA/QC checks passed.
Accepted	The Data Manager accepted a file that had passed all checks.
Imported into CEDR Database	File was transferred to the Chesapeake Environmental Data Repository.
Reloaded	A previously uploaded file was uploaded again.
Begin Import	Data transfer to WQX began.
Processing Error	The file fails integrity checks or system went down while processing checks.
Transferring Water Quality Measured	Measured data was moved to begin calculations.
Replaced	A file imported into DUET was replaced.
Failed File Integrity Check	System failure or shutdown occurred while transferring data.
Failed Import to CEDR	File was not imported into CEDR Database.
Failed to Upload a file	File was not successfully uploaded to DUET.
Failed to Reload or Replace a File	File was not successfully reloaded into DUET.

6.1.2 File Status and Data Checks

Users can check the File Status to determine if the data has passed or failed data checks.

- If the data has passed data checks (Figure 6-2), the Data Manager will review the QA report and determine if the data can be accepted and imported into CEDR.
- If the data failed the data checks (Figure 6-3), it will need to be reuploaded. See Section 5.0 Replace or Reload File for instructions on how to reupload and Section 7.0 Download Original File & Reports to investigate why the file failed.








File Status	Export Status	Actions
Passed Data Checks	Not Ready to Export	      

Figure 6-2 Passed Data Checks








File Status	Export Status	Actions
Failed Data Checks	Not Ready to Export	      

Figure 6-3 Failed Data Checks

6.2 Export Status


The Export Status column reports the status of the file in relation to being exported into EPA’s Water Quality eXchange (WQX) and is accessible through the EPA Water Quality Portal. Each file will be labeled with an Export Status listed in Table 6-2.

Table 6-2 Export Status

Export Status	Definition
Not Ready to Export	The file is not ready to be exported to WQX.
Ready to Export	The file is ready to be exported to WQX.
Export Started	The file is currently exporting to WQX.
Export Completed	The file has been successfully exported to WQX.
Export Failed	The file failed to export into WQX.
System Error	A system error has occurred while exporting to WQX.

7.0 Download Original File & Reports

7.1 Download Original File & Reports

To download the original file and processing reports, click on the download icon 








File Status	Export Status	Actions
Failed Data Checks	Not Ready to Export	      

Figure 7-1 Data File Download

After selecting the download icon, a zip folder will download named “Original and Export Files for [downloaded file name]”. Inside the folder there will be the original files and the DUET Quality Assurance Report, Figure 7-2.

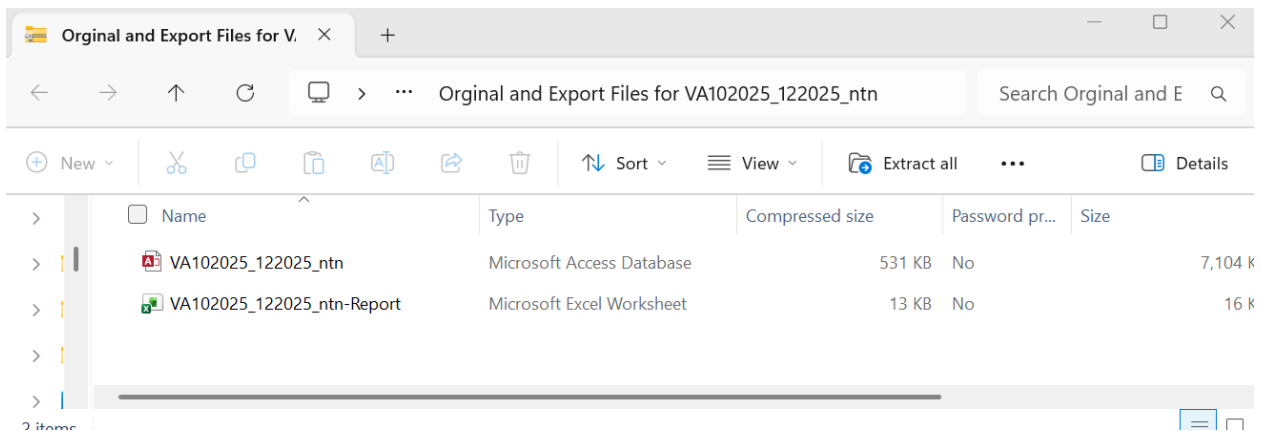


Figure 7-2 Data File Download Zip Folder


7.2 View Quality Assurance Report

The Quality Assurance (QA) report is used to identify if there are any integrity, fatal, or non-fatal errors in the dataset. The report is exported as an excel file and contains the following tabs:

Table 7-1 QA Report Tabs

Report Tab	Purpose
File Information	Contains File Name, Agency, Program, Project, Water Year, Grant Year, Submitted Date, and File Status
Integrity Checks	Checks that the submitted data file contains all of the tables and fields in the standard file. Total records as well as Integrity, Fatal, and Non-fatal errors are counted for each Table.
Completeness Check	Checks that submitted data are complete when compared to the expected dataset.
WQ_Chlorophyll	Table containing Chlorophyll data
WQ_Event	Table containing Event data
WQ_Cruises	Table containing Cruise data
WQ_Bmdl	Table containing Bmdl data
WQ_QaQc	Table containing QaQc data
WQ_Data	Table containing WQ Data
WQ_KD	Table containing KD data

8.0 Process History

To view the Processing History report of any file uploaded into DUET, click on the Process History icon  in the same row as the desired file, Figure 8-1.








File Status	Export Status	Actions
Failed Data Checks	Not Ready to Export	      

Figure 8-1 View Processing History

DUET will display Process History reports for each data submittal, shown in Figure 8-2. The processing history displays the file status changes and timestamps. The processing history can be sorted by File Status or Date by double-clicking the desired header.

Processing History ×	
File Status	Date
Passed Data Checks	09/17/2025 12:49:02
Imported into CEDR Database	02/05/2024 14:50:03
Accepted	02/05/2024 14:49:30
Passed Data Checks	02/01/2024 14:32:24
Begin Data Checks	02/01/2024 14:31:48
Begin File Integrity Check	02/01/2024 14:31:48
Uploaded	02/01/2024 14:31:35

Figure 8-2 Processing History Report

9.0 Filter and Sort Input Files

9.1 Filter the Input Files

Input Files can be filtered by the following:

- Input ID
- File Name
- Data Provider (labeled as “Provider”)
- Program
- Project

9.1.1 Click Filter Icon

To filter, select the funnel icon to the right of the column the user wants to filter by, shown in Figure 9-1.

Input Files									
+ Upload a File		Clear Filters							
Input ..	File Name	Provider	Program	Project	Water Y...	Grant Ye...			
1	VA010302	VADEQ	TWQM	TRIB		2001			
2	TRBAug02	MDDNR	TWQM	TRIB		2002			
3	VA040702	VADEQ	TWQM	TRIB		2001			

Figure 9-1 Select Filter Icon

9.1.2 Select Filter Type

After the funnel icon is selected, a dropdown will appear, as shown in Figure 9-2. The user can choose to show items with values that:

- Contain – must contain the filter text somewhere in the full value
- Starts with – must start with the filtered text

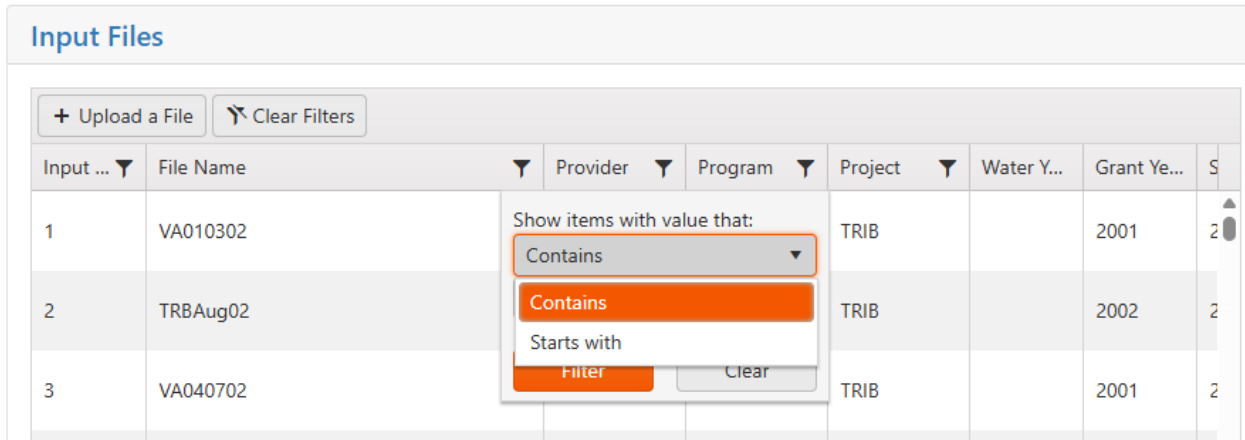


Figure 9-2 Filter Selection

9.1.3 Enter Filter Value

After selecting from the dropdown, enter the value the user wants to filter by as shown in Figure 9-3. Once a value has been entered, only files with matching values will be visible.

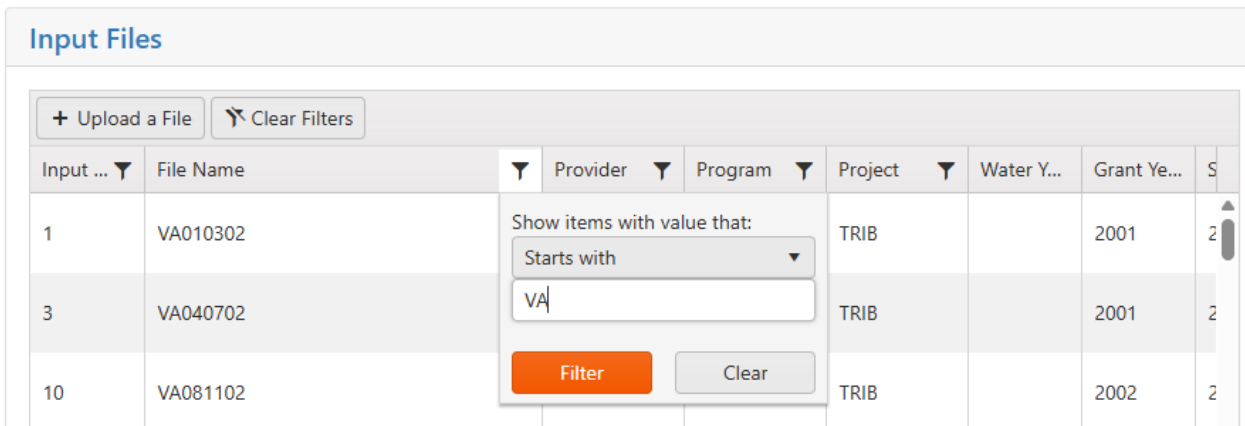


Figure 9-3 Filter Value

9.1.4 Combining Filters

Filtering options can be used together to further refine the view of Input Files shown.

9.1.5 Clear Filters

To clear all filters, click the “Clear Filters” button as shown in Figure 9-4.

Input Files

+ Upload a File **Clear Filters**

Input ...	File Name	Provider	Program	Project	Water Y...	Grant Ye...	S
1	VA010302	VADEQ	TWQM	TRIB		2001	2
3	VA040702	VADEQ	TWQM	TRIB		2001	2
10	VA081102	VADEQ	TWQM	TRIB		2002	2

Figure 9-4 Clear Filters

9.2 Sort the Input Files

To sort the view of the Input Files table, click on the column headers. For example, click the Water Year header to sort the table by water years, portrayed in Figure 9-5. Once a column header is clicked, an arrow appears to indicate the sorting is in ascending or descending order.

Input Files

+ Upload a File Clear Filters

Input Id	File Name	Provider	Program	Project	Water Y...	Grant Year
2253	ELS_DEDNREC_NTN_WY2025	DEDNREC	NTWQM	NTN	2025	
2251	VA042025_092025_ntn	VADEQ	NTWQM	NTN	2025	
2240	VA012025_052025_ntn	VADEQ	NTWQM	NTN	2025	
2221	VA101224_ntn	VADEQ	NTWQM	NTN	2025	
2256	VA102025_122025_ntn	VADEQ	NTWQM	NTN	2024	
2252	VA042025_092025_ntn_bwar	VADEQ	NTWQM	NTN	2024	
2219	SRBC WY2024 DUET UPLOAD	SRBC	NTWQM	NTN	2024	
2218	PADEP WY2024 DUET UPLOAD	PADEP	NTWQM	NTN	2024	

Figure 9-5 Sort By Water Year

10.0 Additional Help

For questions that are not addressed in this document, please contact the Data Manager at datamanagers@chesapeakebay.net.