Thank you for trying our FORMS II Lite Beta: Version 2.1, May 1999

Those of you who tested our first Beta from November 1998 will be pleased to find many of your requirements and suggestions have been incorporated into this release. In addition, we have added several new features that will enhance this software's performance. Thanks to EPA Regions 3, 4, 5, 6 and 10 for testing our first Beta and supplying us with so much helpful feedback.

FORMS II Lite Help & Documentation

DynCorp Help Desk can be reached at 703-715-4474, f2lite@dyncorp.com, and on the web http://199.11.42.73/itg/forms2lite.

Support Documentation is available on this CD in the "Documents" directory. Files are saved in PDF format. You can open and read the PDF files using Adobe Acrobat Reader which is on this CD by clicking on "Acrord32.exe" in the "Application" directory within the "Acrobat" directory on the CD. Or you can install Adobe Acrobat on your computer by clicking on "setup.exe" within the "Acrobat" directory. The PDF files may be copied from the CD to your PC for future reference.

About FORMS II Lite

FORMS II Lite supports the mission of EPA and contractor personnel who visit hazardous waste sites and take samples of the soil, air and water. The application automates many of the procedures that personnel must follow in order to assure data quality of the analyses that are subsequently conducted on the samples.

FORMS II Lite is being developed to:

- Automate printing of sample documentation in the field;
- Reduce the time spent completing sample collection and transfer documentation; and,
- Facilitate electronic capture of information prior to and during field sampling activities.

About This Beta Release

We eliminated the bugs that were appearing in the FORMS II Lite Beta: Version 1 and now have a product that is getting closer to a final production version. We value your continued feedback at our web site: http://199.11.42.73/ITG/forms2lite/.

Summary of New Features and Improvements

STEP 1 — Enter Site Information

- The number of fields on the screen was reduced from 17 to 15. The “CLP Project Code” and “Non-CLP Project Code” fields were removed.
- The label for “Lead Sampler” was restored to “Project Leader.”

STEP 2 — Select Sampling Team

- No improvements or features added to Step 2.

STEP 3 — Select Analysis

- The analysis abbreviation is now displayed on the screen.

- Previous sort options have been removed and users can now sort on either the Analysis or the Abbreviation.
- Key sensitive search has been added to the analysis list.
- Add analysis feature has been simplified. Analysis abbreviations are suggested to users, protections have been added to prevent duplicate analyses from being entered, and issues associated with adding and saving new analyses have been resolved.
- A new interface "Edit Turnaround Days" was added. It enables a user to assign laboratory date turnaround to each analysis (a feature of the new CLP Organic contracts). This interface also accommodates Region 4's basic project code requirement. Both of these values can be modified on a sample level, if necessary, using the new QuickEdit function. (NOTE: If project code is modified in QuickEdit, and the user returns to Step 3 and assigns a different project code, that new value will overwrite the value entered in QuickEdit.)

STEP 4 — Enter Station

- Users have an option to set system date and time to sampling date and time.
- Format of sampling time is based on a 24 - hour clock like military time.
- Option to add Region 4's media codes was added.
- Users have the option to skip STEP 5 — Assign Analysis to Station Locations — (default is set to skip Step 5). This enables a user to automatically associate the analyses selected in STEP 3 to assigned station locations. STEP 5 was not removed because it still has great utility for assigning analyses for complex sampling events.

STEP 5 — Assign Analysis to Station Location

- This step has become an optional choice. It is skipped by default unless the user chooses to deselect the “Skip Step 5” box in Step 4.

STEP 6 — Assign Bottles and Samples

- “Number of Bottles” field now defaults to one (1). This should save samplers the time of entering a value in this field when the value is usually one bottle.
- The default will check “Auto Increment Tag #.” The system remembers the last tag number assigned and increments from that number when moving from station to station and from site to site. The user may edit this number at any time before or after assigning bottles.
- Once a preservative is selected, the value is automatically assigned to each blank preservative field with the same analysis and sample number.
- CLP Sample Numbers — When a region number is entered in Step 1, the system will generate CLP sample numbers for all CLP samples when the "Use CLP Sample Numbers" checkbox is checked. The CLP sample numbers are similar to CLP sample ID numbers assigned by CLASS, because they skip the letters I, O, U, and V. These CLP sample numbers, however, increment using a BASE 32 numbering system which is an adjusted BASE 36 system leaving out the letters I, O, U, and V. Numbers go from 1 to 9, then cycle through the alphabet through Z, with the next number being 10. For example, if your last assigned number were A0009, then the next available CLP sample number would be A000A. If your last assigned number were A000Z, then the next available CLP sample number would be A0010. The user may edit the value of the next available CLP sample Number and the sample number once they are assigned to a bottle.
- This new system will warn users that they are using a previously assigned CLP sample number but will allow users to reuse these numbers. While this does not adversely affect CLP systems it may affect Regional tracking systems. Ensure that the internal database does not use the sample number alone as a unique identifier. Otherwise, the user will need to monitor what sample numbers have been previously used.
- Non-CLP Samples — The system will use the station location name/number as the sample number when the "Use Station Location Number For non-CLP Samples" checkbox is checked.

- All samples for a particular station location will automatically be assigned the same sample number within each program. Inorganics will all have the same sample number, organics will all have the same sample number and non-CLP samples will all have the same sample number.
- The user may edit any sample numbers generated by the application. They will be warned if any sample number entered does not meet CLP requirements. It is up to the user to change this number. The application will allow the user to continue to generate a CLP Traffic Report with a non-compliant number; however, CLASS will not accept non-compliant numbers to be submitted.
- Upon assigning a preservative to a bottle, the preservative will automatically be assigned to the other bottles with the same analysis and sample number. You may edit or delete this value for each of the bottles.
- The application will automatically link organic and inorganic samples collected from a single station location and make them correspond to one another on the Traffic Report.

STEP 7 — Select Samples and Assign Lab

- View Matrix in the "Unassigned" samples window now allows the user to sort on this value. This allows the user to easily group their samples together for lab assignment.
- View Turnaround Time for the samples selected may be edited in QuickEdit (see additional New Features below).

STEP 8 — Select Labs and Assign Shipping

- Carrier problems have been fixed.

STEP 9 — Customize Traffic Report

- The project code has been added to the Traffic Report Number in order to make these numbers more unique.
- The selection window allows the user to group samples by project code within each shipment and will not allow the user to assign more than one project code to a Traffic Report.

GENERATE LABELS

- Upon clicking on the "Generate Labels" button in Step 6, the application will automatically display and select samples for the current Station Location selected. The displayed samples will be the samples for which labels are generated upon clicking "Generate Labels" from within this window.
- Clicking on "All Samples For Station" will display and select all samples for the current Station and all of its Station Locations.
- Clicking on "All Samples For Site" will display and select all samples for the current Site.
- The user may click on any checkbox in the "Deselect All" column to deselect a particular sample for printing, or click on the header "Deselect All" to deselect all samples from printing. The header will then change to "Select All" to allow the user to select all labels once again.
- Clicking on any of the checkboxes will undo the previous selection.
- Label templates may be edited and may replace existing templates or may be saved as new templates.

TRAFFIC REPORTS

- The format of the traffic reports has been modified, everything from better fonts, a watermark which will tell you whether its a region or lab copy, sorting analyses and tag numbers alphabetically/numerically, and automatically matching the sample with its corresponding sample.

- Unique user codes have been added to the Traffic Report Number in order to make these numbers more unique.

QUICKVIEW

- Users can sort and filter selections in each column of QuickView (Steps 4 through 9). Click on the drop-down selection box at the top of each column to see the values that populate that column. If there is a blank value, then that will be represented by a blank space. The user can filter out blank values by choosing the blank space. To clear a filter, delete the value displayed in the selection box at the top of the column or click on the "Clear Filter" button.
- The user can print the QuickView report (filtered or not filtered) by clicking on the "Print/Preview" button.

QUICKEDIT

- There is a new way to edit values that the user entered before printing the Traffic Report. At the last screen (printing Traffic Reports — after Step 9) click on QUICKEDIT.
- QuickEdit will allow the user to edit most fields. Any fields in red type may not be edited from this screen. The user may filter columns and print as in QuickView.

EXPORT

- This release allows the user to export their Site as a text file or a dBase file before printing the Traffic Report. Select EXPORT from the TOOLS menu. Select whether the export should be as a text file or a dBase file, and then select the Site to export.
- The user may select an existing template or create a new template. Existing templates may be used as they are, or may be edited. Users will be prompted to save export templates at the end of each export session.
- The user may select the data fields they would like to export from the left window of the Export Wizard by double clicking on them, or by clicking the right arrow. Use the up and down arrows to order the fields as they will appear in the export file.
- dBase file names are limited to 8 characters.

SYSTEM MAINTENANCE

- System performance may be affected as data for multiple sites are entered into the system. After Traffic Reports have been printed and data has been exported, we recommend that you delete each site using the Delete Specific Site utility under TOOLS.