seveno
DATASIGHT

ENVIRONMENTAL
DATA MANAGEMENT SOFTWARE

DSWeb User Manual
Version 2.6

seveno

DSWeb User Manual

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1   Configure DSWeb

DSWeb is a web application that provides online access to Seveno **DataSight Enterprise** databases via common web browsers.

1.1   System Requirements

Seveno DSWeb 2.6 requires:

• Seveno DataSight Enterprise 2.9
• Microsoft SQL Server 2005, 2008, 2008 R2 or 2012
• An IIS web server with Windows Server and Microsoft .NET Framework v4.0 or later

For users, DSWeb supports Microsoft Internet Explorer 8 or later, Apple Safari, Mozilla Firefox 12.0 and Google Chrome 19.

Use of Google Maps support requires a Google Maps API v2 key and an internet connection.

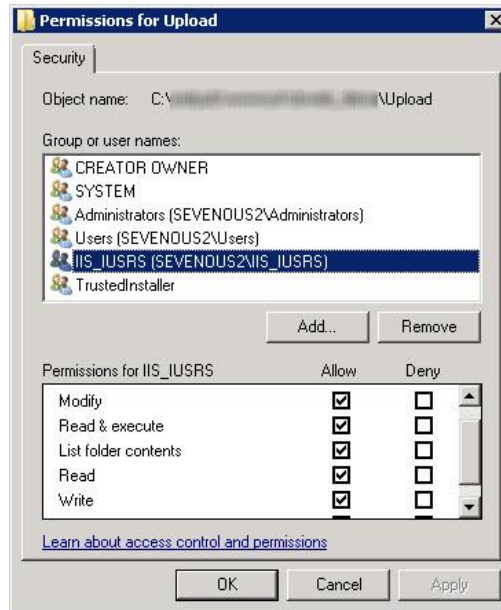## 1.2   Set up SQL Server Permissions

Seveno DSWeb supports connection to multiple DataSight Enterprise SQL Server environmental databases. In addition, DSWeb uses a separate database for storage and management of its configuration information.

The default SQL Server username is *dswebuser* and this user must have read permission for each database. You may need to contact your System or Database Administrator to assist with these steps.

1. Start your SQL management software, such as SQL Server Management Studio (used in this example). Administrative privileges are required.

2. Find *dswebuser* under Security/Logins

3. Double click on *dswebuser*

4. Go to User Mapping and setup privileges for the each database that is required to be connected to DSWeb. *dswebuser* will require at least db_datareader permission. If you expect to allow DSWeb users to upload or manually enter data, db_datawriter permission will also be required.

5. Click OK

1.3   Folder Permissions

If DSWeb users are to be permitted to upload data directly to the DataSight database, DSWeb's IIS User will require write and modify permissions on the Upload folder.

**Example DSWeb IIS user permissions on
DSWeb's Upload folder**

1.4 Default DSWeb Login

DSWeb installs with one default administrative user:
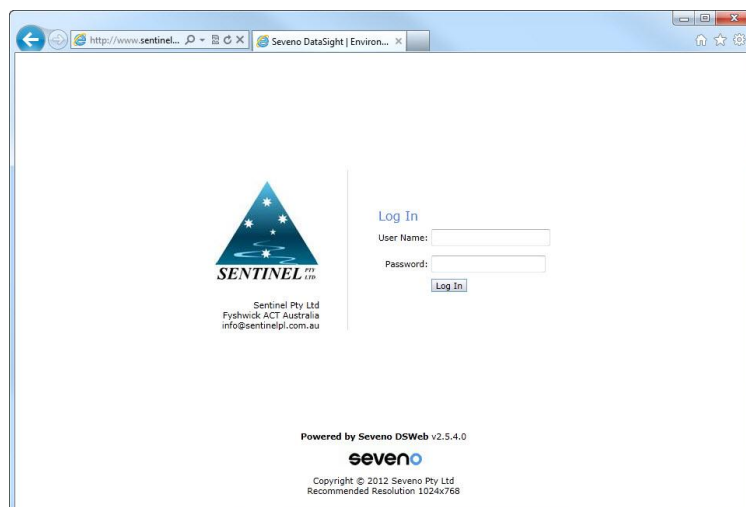
User Name: admin
Password: admin

It is recommended that you change this password after the first login.

2   Log In and View Data

2.1   Log In

Start your internet browser and navigate to the address (URL) of your DSWeb service. This address will be provided to you by your system administrator, along with your user name and password. Enter your User Name and Password and click on the Log In button.

IMPORTANT NOTE: Your User Name will define your permissions to view data and other information. The databases, stations, variables and functions available to you may differ from those visible to a different user.
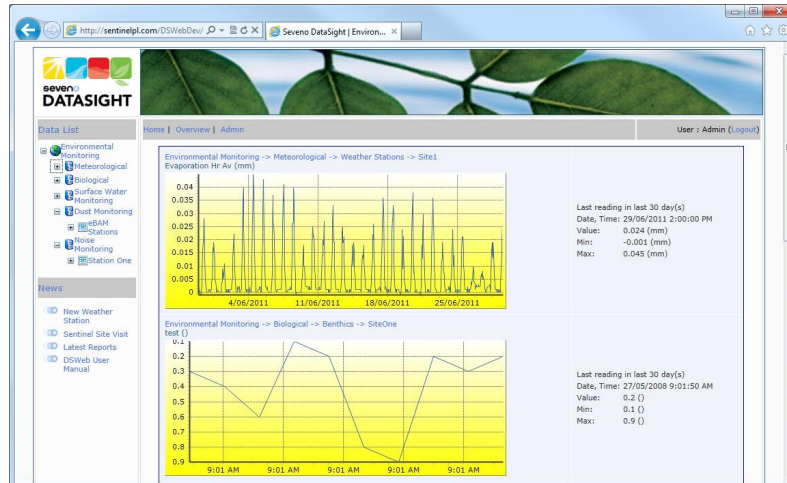

The DSWeb login screen in Internet Explorer. Logo and text will vary.

2.2   The Overview Page

The Overview page displays graphs that have been pre-selected by the DSWeb administrator. These will usually relate to stations and variables that are commonly viewed and deemed as an important first check of the data when first logging in. Latest, minimum and maximum values for the last 24 hours are also shown.

This screen will only be available to users permitted to view it. Check with your administrator if you do not see an overview. In addition, the graphs in your overview will be restricted to the stations that you have been permitted to view.

Click on the link at the top of each graph to navigate directly to the data page for that station.

2.3   The Home Page

The Home page displays a title, general text and individual news items relating to your database(s). You will only see the news items that your administrator has permitted you to view.

2.4   Station Data

To view data and other information relating to a station, expand the levels in your data list and click on the name of the station you wish to view.

"Last Value" information is initially shown. You may then proceed to view:

- Station location in a Google Map
- Control Documents relating to the station
- Data tables and graphs

2.4.1 View in Google Maps

To view a station's location in Google Maps, click on **View Map**. A pop-up window with the map will appear. Hover your cursor over the pin or click on the pin for more information.
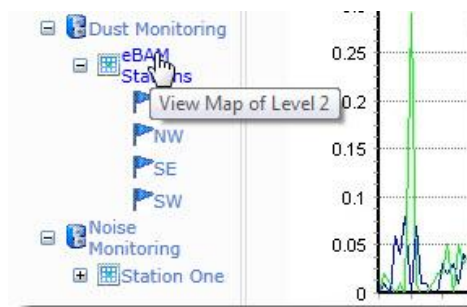

To view the locations of all stations in this Level 2 category, click on the level name in the Data List.

NOTE: Valid geographical information should be entered into your station properties (via DataSight Enterprise). If this information is not present in the database, the station's location will default to 0,0 (on the equator, south of Ghana).

2.4.2 View and Export Variables Data

In the Selected Values column, select the variables that you wish to view and click on **Get Selected Variables Data**. The data is presented in tabular format.

Next, you may refine your view by specifying a time period. Choose a pre-defined period from the list or manually enter a date range, then click on **Submit**.

For quick conversion from tabular to graphical view, click on the 🔵 icon.

To export your data:
1. Select a format from the list
2. Click on **Export**.
3. Follow the instructions presented by your internet browser to open or save the file

2.4.3 Create a Graph

In the *Selected Values* column, select the variables that you wish to graph and click on *Get Selected Variables Graph*.

Next, you may refine your graph.
1. Specify a time period. Choose a pre-defined period from the list or manually enter a date range, then click on *Submit*.
2. Select a different graph type from the *Graph type* list
3. Invert the Y-axis by checking the *Graph Invert* checkbox

For quick conversion from graphical to tabular view, click on the ⊞ icon.

To export your data:
1. Select a format from the list
2. Click on *Export*.
3. Follow the instructions presented by your internet browser to open or save the file

2.4.4 Control Documents

In the DataSight database, Control Documents are stored files that relate to a specific station or a specific level in the data structure. These might be photographs, spreadsheets, raw data files, instrument user or service manuals, etc.

To view these documents via DSWeb:
1. Expand the levels in your data list and click on the name of the station that you are interested in
2. Click on *Control Documents*
3. Click on the file name of the document you wish to view
4. Follow the instructions presented by your internet browser to open or save the file

You can also upload new documents via the *Add your control document here* section.

NOTE: The DSWeb application will need to have appropriate *write* permissions to successfully upload documents to the DataSight database. Check with your administrator.

Environmental Monitoring -> Surface Water Monitoring -> Gauging Stations -> Bridge B (View Map)

Last Value | **Control Documents** | **Import Data**

Description	Start Date	End Date	File
Gauging Report (DSWEB: Admin 120.146.252.143)	1/06/2012 11:33:49 AM		Gauging Report.pdf
Site Visit Summary (DSWEB: Admin 120.146.252.143)	1/06/2012 11:33:17 AM		Site Visit Report.docx
Photo from Bridge B gauging station (DSWEB: brettm 120.146.252.143)	20/04/2012 2:29:57 PM		Weir at Bridge B.jpg

Add your Control Document here

Description [   ]
File   [   ] [Browse...]
[Add]

2.4.5 Import Data

IMPORTANT NOTE: To import data to the DataSight database via DSWeb, you must have import permission from your administrator. The *Import Data* link will only appear on your station information pages if this permission has been granted.

To import data:

1. In the data list, navigate to your desired station
2. Click on *Import Data*
3. Select *Manual Data Entry* or *Import Data File*

Manual Data Entry

1. Enter date, time and your values
2. Click on *Save*

Import Data File

Step 1 - Upload File
Browse to your file and select *Open*, then click on *Upload*

Step 2 - Choose Data Format
Configure your data format according to the file content, then click *Next*

Step 3 - Map Fields to DataSight
Map your data file fields to the corresponding DataSight database variables, then click *Next*

Step 4 - Confirm Data Format & Import Data
Confirm the data format and click *Import*

3   Manage Users and Data Visibility

A DSWeb administrator controls site appearance and user access to specific data. An administrator manages:

- Log-in page logo and text
- User accounts
- Connections to DataSight Enterprise databases
- Database banners and logos
- News items and announcements
- Individual user permissions to access specific databases, stations, variables and data records
- Visibility of graphs on the Overview page
- User permission to manually enter or upload new data

If you have administration privileges, click on *Admin* for access to administration functions:

Global Settings   Configure Log-in and Home pages ; Set Google Maps API key ;
                       Set default data periods
Add Database Wizard   Provides step by step instructions for adding a database, stations
                       and variables
Databases   Database management, including alias name, description, banner
                       and logo
Stations   Visibility of stations
Variables   Visibility of variables (including graphs on the Overview page)
Users   Users and their permissions
User Stations   Set station visibility for each user
Flags   Restrict or allow data visibility by DataSight data flags
User Flags   Set data visibility by flag for each user
News   Add, delete and edit news and announcements
Site Statistics   Provides statistical information about DSWeb

3.1   Global Settings

This page provides settings for:

- Login page logo and text
- Home page header and description
- Google Map API key
- The time period for overview graphs
- The default time period for viewing variable data

3.2   Configure Data Visibility

DSWeb provides multiple layers of control over the publishing and visibility of data in your DataSight database.

Generally, the steps to configure data visibility are:

1. Select **databases** that DSWeb will publish
You may have multiple DataSight Enterprise databases. This option allows you to connect or disconnect each database to web browser access via DSWeb.

2. Select **stations** (Level 3 in DataSight Enterprise) within each database that will be published

3. Select the **variables** from each station that will be published

4. Create **user accounts**

5. Select the stations that each user is permitted to view (**User Stations**)

6. If desired, control visibility of specific data records by their DataSight flag status (**Flags**) and user permission (**User Flags**)

3.3   The Add Database Wizard

This wizard provides a stepped process to add visibility of a new database, plus its stations and variables.

To start, click **Add Database Wizard** from the Administrator Menu

Step 1: Add Database

1. From the DataSight Database dropdown list, select the database that you wish to add. If your desired database is not shown in this list, it is likely that appropriate SQL Server privileges have not been configured. See Set up SQL Server Permissions
2. Edit the database details as required (alias name, description, etc) and click **Next**

Step 2: Add Stations

1. Enable visibility of specific stations via the check boxes in the Select column. Click **Next**.

Step 3: Add Variables

1. Select a station from the station list by clicking on the **Select** button
2. Enable visibility of specific variables from that station via the check boxes in the Select column
3. Click on **Add Selected Variables** at the bottom of the variable list to save these settings
4. Repeat the previous 3 steps for each additional station. When done, click on **Finish**

3.4   Databases

This page provides controls for:

• Database connections: Add or delete DSWeb connections to DataSight Enterprise databases.
• Alias name: the name that will appear in the data tree instead of the actual SQL Server database name.
• Description: a description of the database that will appear as a tooltip pop-up when the mouse is held over the database alias name in the data tree.
• Banner: the banner to be displayed with a specific database.
• Logo: the logo/image to be displayed with a specific database.

NOTE: When you delete or remove a database from DSWeb it only deletes or removes the access link, not the actual DataSight SQL Server database.

To edit an existing database connection:

1. Select the exiting database connection by clicking on the **Select** 🖼 button in the list of databases

2. In the Selected Record panel, edit details as required

3. Click on the **Save Record** 💾 button

To add a new database connection:

1. Click on the **New Record** 📄 button in the Selected Record panel

2. From the DataSight Database dropdown list, select the desired database

3. Edit the New Record details as required

4. Click on the **Save Record** 💾 button

Alternatively, use the **Add Database Wizard** on the main Administrator menu to create a new database connection and work through other configuration steps.

To delete an existing database connection:

1. Select the database connection by clicking on the **Select** 🖼 button in the list of databases

2. Click on the **Delete Record** ✕ button

3. Click **OK** to confirm deletion

3.5   Stations

DSWeb will only display data from 'visible' stations. To allow data from a station to be visible via DSWeb, proceed as follows:

1. In the Administrator Menu, click on **Stations**
2. Select the DataSight database from the dropdown list. All stations (Level 3) in that database will then be listed
3. Enable or disable station visibility via the check boxes in the Select column
4. Click on **Save**.

This process effectively gives DSWeb permission to publish data from the selected stations. However, additional security and visibility settings are required for variables and users.

3.6   Variables

DSWeb will only display data from 'visible' variables. To allow specific variable data from a station to be visible via DSWeb, proceed as follows:

1. In the Administrator Menu, click on **Variables**
2. Select the DataSight database from the dropdown list
3. Select the station from the Station dropdown list
4. Enable or disable station visibility via the check boxes in the Select column
5. If you also want this variable to appear as a graph on the Overview Page, check the box in the Overview column. Also check the Graph Invert option if the graph is to be inverted.
6. Click on **Save**
7. Repeat the above steps for each station

3.7 Users

This page provides controls for user accounts, including:

* Log-in credentials - User names and passwords
* User level - Standard User or Administrator
* Overview page visibility and data import permissions

Additional settings for users are found under User Stations and User Flags.

The DSWeb user list is independent of the DataSight Enterprise or SQL Server users. Creating, deleting or editing a DSWeb user will not delete or change any user information in the DataSight Enterprise configuration.

To edit an existing user:

1. Select the exiting user by clicking on the *Select* button in the list of users

2. In the Selected Record panel, edit details as required

3. Click on the *Save Record* button

To add a new user:

1. Click on the *New Record* button in the Selected Record panel

2. Enter new details

3. Click on the *Save Record* button

To delete an existing user:

1. Select the user by clicking on the *Select* button in the list of users

2. Click on the *Delete Record* button

3. Click *OK* to confirm deletion

3.8 User Stations

A DSWeb user must have permission to view each station. To set the stations that will be visible to each user, proceed as follows:

1. In the Administrator Menu, click on *User Stations*
2. Select the User from the dropdown list
3. Enable or disable station visibility via the check boxes in the Select column
4. Click on *Save*
5. Repeat the above steps for each user

3.9   Flags

DataSight Enterprise v2.9 allows custom data flags (or 'tags') to be applied to data records. For example, data that has been fully quality assured and approved for reporting and publishing might be flagged as "Approved for publishing".

Such flags in the DataSight Enterprise database present an additional opportunity to restrict data visibility via DSWeb. Continuing the above example, DSWeb might be configured to only display data that has the "Approved for publishing" flag.

To permit DSWeb to use flags that exist in a database, proceed as follows:

1. In the Administrator Menu, click on *Flags*
2. Select the DataSight database from the dropdown list. All flags in that database will then be listed
3. Enable or disable flag use via the check boxes in the Select column
4. Click on *Save*
5. Repeat the above steps for each database
6. Proceed to User Flags page to restrict/permit visibility of flagged data by user

3.10   User Flags

1. In the Administrator Menu, click on *User Flags*
2. Select the User from the dropdown list
3. Enable or disable visibility of data with specific flags via the check boxes in the Select column
4. Click on *Save*
5. Repeat the above steps for each user

3.11   News

A DSWeb user with administrative privileges may create news items or announcements and publish these on selected users' home pages. The news item titles are also listed under the data tree on every page.
The body text of the item can be edited in either simple rich text or HTML modes. To toggle between the modes, click on the *Source* button in the toolbar.

To edit an existing news item:

1. Select the news item by clicking on the **Select** button in the list

2. In the Selected Record panel, edit the details as required

3. Select the users who are to see this article on their home page

4. Click on the **Save Record** button

To add a new news item:

1. Click on the **New Record** button in the Selected Record panel

2. Edit the New Record details as required

3. Select the users who are to see this article on their home page

4. Click on the **Save Record** button

To delete an existing news item:

1. Select the database connection by clicking on the **Select** button in the list of databases

2. Click on the **Delete Record** ✕ button

3. Click **OK** to confirm deletion

3.12   Site Statistics

The Site Statistics page provides the Administrator with summary information. This includes:

- Number of Databases, Stations and Variables currently being published
- Number of users
- Login history