# **Entering Data into Updated QAR IDIS**

Updated 11/10/2014



As you may have seen we have recently updated our website.

#### **New Web Site**



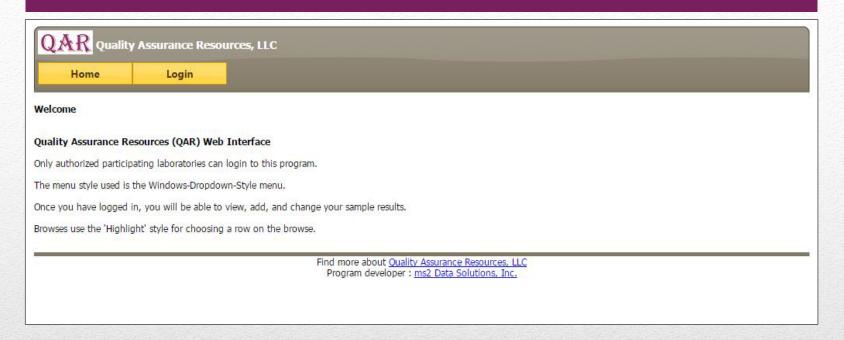
There are now two options to Log-In to IDIS. You can go to the information page or go directly to the Log-In.

## Log in options



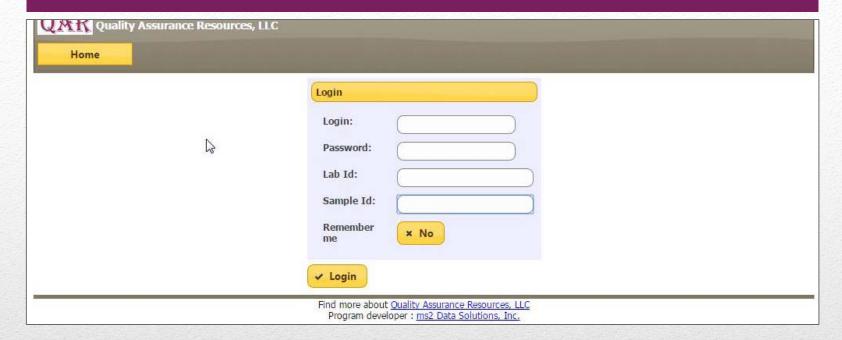
From the information page you can click on the QAR IDIS LOGIN button. Please be aware that if you have a bookmark to the previous version of the Login it will not work. You will need to create a new bookmark for the new Login.

## Information page



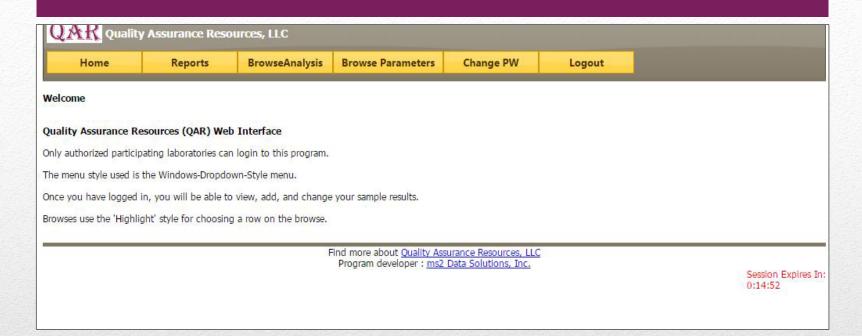
The updated Log-In has a new look but functions much in the same way as the previous version. It is also compatible with newer browsers.

#### **New look**



You will use your same Login, Password, and Lab Id as before





The tabs have not changed, just the look.





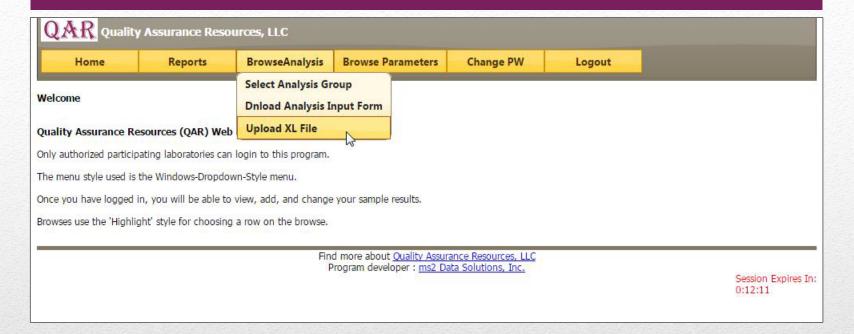
To enter data, select the "BrowseAnalysis" tab. You can either download a new Analysis Input form or upload your Excel file.

## **Data Entry**

6	Note3:	Any parameter with Run1 or Run2 value zero or blank will be considered as NOT analyzed and will get rejected.							
7		To accept zero value, enter 1 in Zero Flag column.							
8	Analysis Group Id	Parameter Id	Parameter Name	Unit	Run-1 Value	Run-2 Value	Zero Result Flag	Method Code	Analysis Date
9	1	1	Moisture	%			3.70		100
10	1	10	Ash	%					
11	1	15	Sulfur, Total	%					
12	1	. 25	Volatile Matter	%					
13	1	. 20	BTU	BTU/lb					
14	1	21	Moist. Ash Free BTU	BTU/Ib					
15	1	40	Carbon	%					
16	1	41	Hydrogen	%					
17	1	42	Nitrogen	%					
18	1	16	Sulfur, Pyritic	%					
19	1	17	Sulfur, Sulfate	%					
20	1	18	Sulfur, Organic	%					
21	1	. 28	Free Swelling Index	FSI					
22	1	51	Chlorine	μg/g		X			

Please note that the form has also been updated. There is now a place for "Analysis Date". Please fill this in.

### **Excel Form**



Once you have filled in the Excel file with the correct data you can now upload the file to IDIS. Select BrowseAnalysis > Upload XL File



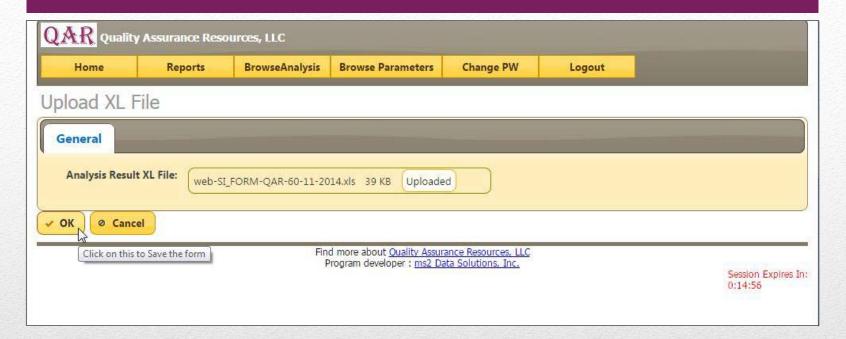


Select Add File and choose the file you want to upload

# Adding a file

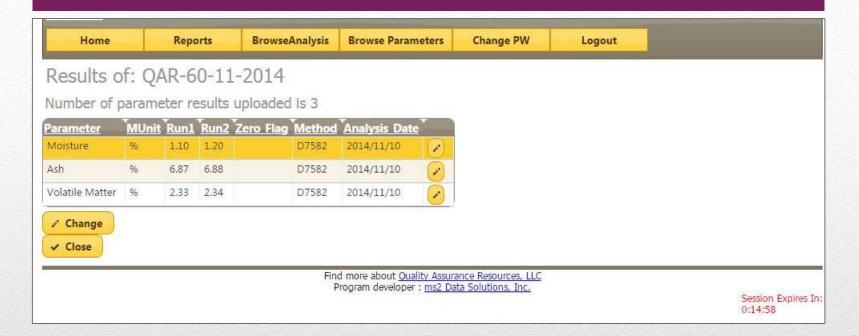


Once the file is selected it will show as above. Select Start to upload the file.



Once the file is uploaded hit Ok.

## Finalizing Upload



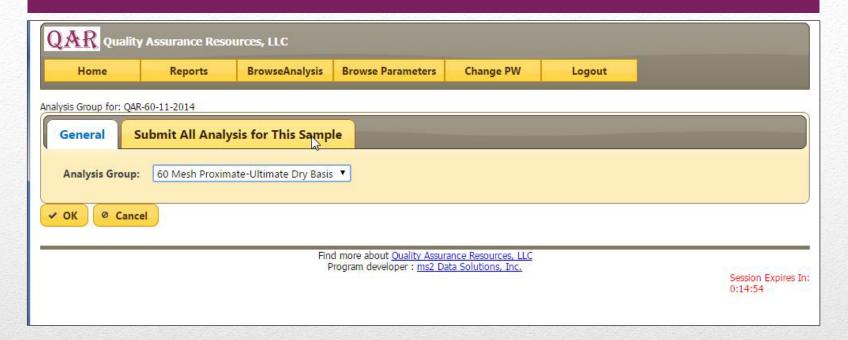
The data will be displayed. You can make changes or hit Close.

#### **Review of Data**



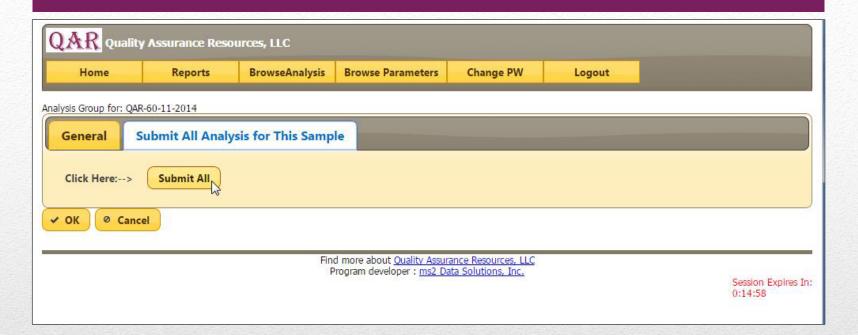
To finalized Data entry select BrowseAnalysis > Select Analysis Group

## **Finalizing Data**



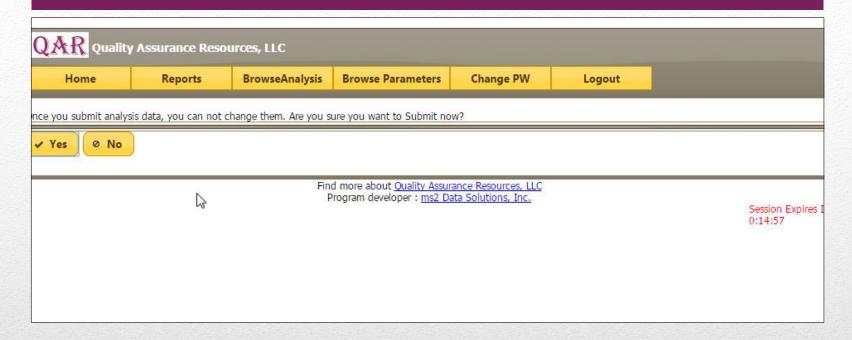
You can view the data again if desired. To finalize the data entry Select Submit All Analysis for This Sample

#### Submit



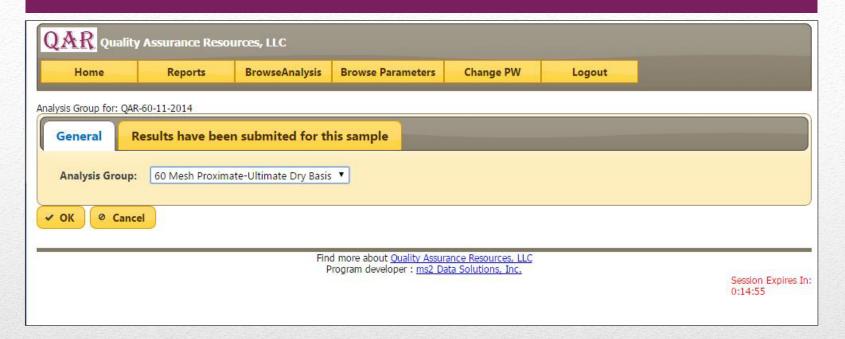
Simply select Submit All

#### **Submit**



It will ask you one final time if you are sure you want to submit the data. After you select Yes you will be logged out. You can log back in to view your data.

#### Submit



If you go back to the Browse Analysis Tab you will see that the Results have been submitted for this sample.

## **Checking Results**

If you have any problem entering data, please contact Robert Veto @ 618-539-5836 ext 121 or Amy Knop @ 618-539-5836 ext 133