

## Notes – CEDEN User Group Meeting

**Date:**            **May 19, 2016**

Item No.	Item
1	<p><b><u>Welcome</u></b></p>
2	<p><b><u>Data Entry Template Changes</u></b>  <i>Comments on the proposed changes are due May 19.</i></p> <hr/> <p><b><u>Notes</u></b>            We are in the process of considering changes to the CEDEN Data Entry Templates. There was a solicitation for proposed changes to the templates in February. Then we had a thirty day period for accepting comments on those proposed changes. The next step in the process is for a final decision on each proposal to be made. This will be done by the director of the Office of Information Management and Analysis (OIMA). Then there will be a six-month implementation period for those changes that were accepted.</p> <p>For more information on the process, the proposals, and corresponding comments, please see <a href="http://ceden.org/template_changes.shtml">http://ceden.org/template_changes.shtml</a>.</p>
3	<p><b><u>Finding Data Entry Efficiencies</u></b>  <i>There have been requests to make entering data into the data entry templates easier. This item is to discuss a specific proposal for providing drop down menus for the items that rely on LookUp Lists and whether this would be helpful or not. Other ideas can also be suggested.</i></p> <hr/> <p><b><u>Notes</u></b>            The group discussed the options of having a template that contained drop down menus for the fields that rely on LookUp lists and using the list of constituents to filter down the selections of matrix, method, analyte, fraction, and unit as the user progressed through the template. There would be an update mechanism so that either automatically, or as initiated by the user, the controlled vocabulary lists populating the drop down menus in Excel would be updated with the current LookUp list values in CEDEN.</p> <p>Generally these options weren't received favorably. Concerns were voiced that:</p> <ol style="list-style-type: none"> <li>1. Most lists were too long to make using drop down menus within Excel very easy;</li> <li>2. People tend to just click when presented with a drop down menu instead of considering entries more thoughtfully;</li> <li>3. Populating all of the lists within a template file would increase the size of the file, presenting potential issues with the checker for files that are already large;</li> <li>4. Many providers enter the data for one data set and then if there are subsequent data sets, much of the entries can stay the same and only the items that change, such as the result and dates are changed, so the additional functionality proposed would not provide much benefit; and</li> <li>5. The cells using the drop down menus should be programmed so that values not in the current lookup lists could still be entered so that users can tentatively complete the data entry while their values are moving through the approval process.</li> </ol>

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	<p>Subsequent to the meeting, a participant proposed another idea. The proposal is to incorporate conditional formatting into the file to identify where entered values did not match existing approved values. For example, if the user typed the station as “Station A” but in the database it is recorded as “StnA”, the entry would be highlighted in red. This would address items 1, 2, and 5, above. This option would provide more immediate feedback on key items than the process of running a file through the checker, fixing it, and then running it again. This proposal will be reviewed during the next meeting with hopes of receiving feedback on its usefulness and on any concerns it may bring.</p> <p>Jarma also discussed posting a “blank” copy of each template in addition to a copy with example data. Modifying the example data provided will be discussed in future meetings.</p>
4	<p><b><u>Wrap Up</u></b>  <i>Next meeting: June 16, 2016</i></p> <hr/> <p><b><u>Items to Discuss</u></b></p> <ul style="list-style-type: none"> <li>• Adding helpful functionality to data entry templates</li> <li>• Example data within each template</li> </ul>