Adding QA Water Sample Results (FAC, Coliforms, etc.)

[1] To add Quality Assurance (QA) Sample Results for routine FAC/Coliform (i.e. BAC-T) testing, use the Routine Monitoring link, then Program Monitoring Schedule as shown below. To add a new Task, click the drop down menu and select Add Monitoring Tasks or click (+). Note: the (+) will only appear only if there are tasks displayed.

NOTE: This type of sampling is intended for samples NOT sent to a laboratory. It is intended for samples processed “in-house” and results are manually typed into DOEHRS. Samples with advanced analysis (e.g. metals, disinfection by products, etc.) are added as seen in tutorial 27 and rely on results being imported with an electronic data deliverable (EDD).

[2] Within the Add Monitoring Task page, fill out the required fields. You must first select a Profile (a) that is already made (see tutorial 21 for making a Profile). Typically there are no Blanks in this type of sampling. Address if the sample is Bottled Water and proceed (b). Next, select the Water System Component (WSC) Type, then WSC Name (i.e. the specific WSC for your location) that houses your sampling point (c). Lastly, select a Recurrence (d). Using a One-Time recurrence is simple, but advanced users may want to set up a pattern if there is one (see Step 5). Select Add Task and Sample Now when using a One-Time recurrence (e).

All tutorials here: https://phc.amedda.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx
Adding data for a QA sampling event is relatively straightforward. Populate the required fields, but note that if an analysis was not performed that is not a part of the profile, it is not required. Be sure to click Assign Sample IDs (a) when finished, before clicking Save (and exit) (b).

After Saving the DOEHRS ID will show on the top of the next page (a). The record was loaded and can be viewed in the Reports link (b) (see tutorial 23).
To set a **schedule**, design a frequency as shown below for each sampling point. Ensure the Start-Date and Frequency are added with caution. The example below shows that results for this sampling point are due the 1st of each month. Once a Recurring Task is added it will show on the resulting Program Monitoring Schedule Page. Accessing the Due Date link will bring back up the input page seen in Step 3, as well as show past sampling results for that sampling point.

**Use ‘Add Task’ when setting a schedule.**

**Access the Due Date link to add results.**

**Frequency link allows you to modify the recurrence.**

**Past results shown ‘in-line’.**

**Use for Ad-hoc or follow up samples so the schedule is not advanced.**

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