Arctic Spill Response Database Query Tool User Guide

Version 1.03

A Working Group of the Arctic Council
Acknowledgements

The Emergency Prevention Preparedness and Response Arctic Spill Response Database was funded by the U.S. Department of the Interior, Bureau of Safety and Environmental Enforcement, Oil Spill Preparedness Division, Sterling, VA, Purchase Order Number E15PD00148.


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This document has been reviewed by BSEE and approved for publication. Approval does not signify that the contents necessarily reflect the views and policies of the Bureau, nor does mention of the trade names or commercial products constitute endorsement or recommendation for use.

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Welcome

The U.S. Department of the Interior (DOI), Bureau of Safety and Environmental Enforcement (BSEE) recognizes the importance of reliable data in responding quickly and efficiently to oil spills in the Arctic Region. The Arctic Council’s requirements were complex with eight members, each with a wide array of equipment, vast geographical reach, disparate languages, and varying levels of user experience accessing databases. The extent of damage resulting from an oil spill can be mitigated when availability of resources is known, logistics channels are clear, and contingency plans are in place.

The Arctic Spill Response Database Query Tool was designed to meet those challenges.
About the Query Tool

When the Arctic Spill Response Database Query Tool loads it populates with all existing records. The list of Equipment Categories displays in a panel on the right. The Filter panel on the left side contains the possible filter options. At the bottom of the Filter panel is a display of the number of records found (Figure 1).

Next to each Equipment Category listing is a parenthesis with the number of records contained within the Equipment Category (Figure 2).
The Filter panel can be expanded by clicking the cursor on the blue vertical line, holding the left mouse button and dragging the line to the right. Drag the line to the left to decrease the Filter panel size (Figure 3).

Click the Information (!) button in the upper right corner to view information about the database (Figure 4). The User Manual can be accessed by clicking the Help (?) button.
Filtering the Data

There are three primary **Search** options with the Arctic Spill Response Database Query Tool:

1. Keyword
2. Browse Data Contents
3. Apply Filters

Using a Keyword

The **Keyword** filter in the Filter panel enables you to type in a keyword and the data will filter to match the entered data.

1. Locate the **Search** text field in the Filter panel on the left (Figure 5).

![Figure 5- Search Data Field](image)
2. In the **Search** text field type in the desired keyword; partial keywords are also accepted.

3. The records displayed in the Equipment Categories on the right immediately begin to auto filter as you type. The number of records in each Equipment Category diminishes as the filter is applied and record count in the parenthesis updates. The (Total) Records Found updates to represent the correct count for the filtered data (Figure 6).

**Note:** Keywords apply to any data field within the Equipment Category, not just the name or description field. For example, a search on the keyword “ocean” could return records with the word ocean in a street address or a description field.

![Figure 6- Using the Keyword Search](image-url)
4. Click the **Arrow** icon next to the Equipment Category to view the records associated with the keyword (Figure 7).

![Figure 7 - Click the Arrow Key to View Data](image)

5. Click the **Clear Filters** button at the bottom of the Filter panel to remove the Keyword filter (Figure 8).

![Figure 8 - Clear Filters](image)
Browse Data Contents

Without any filters, all Equipment records are available for viewing in the Equipment Category panel on the right. The Total number of available records is recorded at the bottom of the Filter panel.

1. Click the Arrow icon left of the Equipment Category heading to expand the view to include a grid with the equipment details (Figure 9).

2. A grid displays beneath the Category heading. Each row represents equipment within that Category. The grid data columns are unique to each Equipment Category with the exception of a Name column which is universal to all categories (Figure 10).

3. If necessary, use the scroll bars at the bottom and right of the panel to view all columns and data in the grid (Figure 10).

![Figure 9- Click Arrow to Expand Equipment Category View](image)

![Figure 10- Browsing the Equipment Category Data](image)
Apply Filters

Filters can be applied to the records to help pinpoint the desired data and reduce the time needed to locate a specific record. The Filter panel is on the left and contains filters grouped by Country, Equipment Type, Manufacturer, Owner, and Response Type (Figure 11).

1. If necessary, click on the Arrow icon next to the Filter heading to expand the list of available filters within the group.
2. Click in the box next to the Filter name to insert a checkmark.
3. The Equipment Category panel immediately applies the filter and updates the record count for each Equipment Category. The (Total) Records Found updates to represent the correct count for the filtered data.
4. Add additional filters as desired. Multiple filters can be applied from within a group and filters can be applied from multiple headings. If necessary, use the scroll bars at the bottom and right of the Filter panel to view all the filter options.
5. Click on the Equipment Category listing on the right to view the filtered data.
6. Click the Clear Filters button at the bottom of the Filter panel to remove all filters applied to the data.

![Figure 11- Applying Individual Filters](image-url)
Filtering Equipment by the Vessel

You have the option to filter equipment that is located on a vessel.

Apply Vessel Filters

Filters can be applied to the Vessel records to help pinpoint the desired data and reduce the time needed to locate a specific record (Figure 12).

1. The Filter panel is on the left. If necessary, click on the Arrow icon next to the Equipment Type Filter heading to expand the list of available filters within the group.

2. Click on the Arrow icon next to the Vessel (Non-Skimming) or (Skimming).

3. Click in the box next to the Filter name to insert a checkmark.

4. The Equipment Category panel immediately applies the filter and updates the record count for the appropriate Vessel Equipment Category. The (Total) Records Found updates to represent the correct count for the filtered data.

5. Add additional filters as desired. Multiple filters can be applied from within a group and filters can be applied from multiple headings. If necessary, use the scroll bars at the bottom and right of the Filter panel to view all the filter options.

6. Click on the Vessel Equipment Category listing on the right to view the filtered data.

7. Click the Clear Filters button at the bottom of the Filter panel to remove all filters applied to the data.
Figure 12- Apply Individual Vessel Filters
Filter Vessel Equipment

You can quickly view the equipment located on a specific vessel.

1. Click the **Arrow** icon left of the Vessel Equipment Category heading to expand the view to include a grid with the equipment details (Figure 13).

![Figure 13- Expanding the Vessel Equipment Category](image)

2. A grid displays beneath the Category heading. Each row represents a vessel within that Category. To view the equipment on the vessel, click **Filter Vessel Equipment** (Figure 14).

![Figure 14- Filter Vessel Equipment](image)
3. The selected vessel name appears in the Search text field and the total records found updates to show the number of equipment data that was located on the ship. Equipment categories on the right that contain equipment data open to display grids with the equipment details (Figure 15).

![Figure 15- Equipment Data for the Selected Vessel](image)

4. Click the Clear Filters button at the bottom of the Filter panel to remove all filters applied to the data (Figure 16).

![Figure 16- Clear Vessel Filter Data](image)
Reorganizing Grid Columns

Columns in an Equipment Category grid can be reorganized by preference to assist in sorting the data.

1. Select a column heading, hold the mouse button and drag the column heading to the left or right depending on desired location (Figure 17). A visual cue helps determine placement; a solid vertical bar displays on the left side of a column heading indicating the column would be moved to that location.

2. Release the mouse button and the column will be placed to the left of the vertical bar (Figure 18).

NOTE: Column reorganization will remain ONLY for the current grid session. If a new filter is applied, the grid would close to update the data set and when the Equipment Category view is expanded, the columns will have reverted to the default placement. Data that is exported to Excel would use the default column placement, but columns can be reorganized from within the Excel application.
Exporting the Data

Records in the Equipment Category panel can be exported to an Excel file. This includes the complete record set or a filtered set of records.

**NOTE:** The Record Set exported to Microsoft Excel will be in a basic format. The data should be reviewed within Excel and manipulated as needed before distributing or printing.

1. Conduct a search for the desired records using one of the Search options described in this document (Figure 19).

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**Figure 19- Searching for Fire-Resistant Booms**
2. Click the **Export Data** button at the bottom of the Filter panel (Figure 20).

3. You will be prompted to select the system of measure, **Imperial (US)** or **Metric**. Select the radio button for the desired option and click **OK** (Figure 21).
4. The standard “Save As” window displays, browse to the correct folder on your local hard drive or servers to save the exported file. Type in a **File Name**, verify **File Type** (.xlsx or .cvs), and click the **Save** button (Figure 22).

![Figure 22- Save As Dialog Box](image)

5. The file exports to the selected location. If you have selected an Excel file type, by default Microsoft Excel will launch to open the file for viewing*.

*NOTE: Depending on your local computer settings, the Excel Auto Open feature may not be allowed. Please locate the file in the selected folder and double-click the file name to open the file manually.
6. The exported Record Set displays in Microsoft Excel. The Equipment Category is listed at the top of the Excel window and is the Excel sheet label at the bottom of the window. Please review and manipulate the data as needed before distributing (Figure 23, Figure 24).

Figure 23- The Exported Data in Excel Format

Figure 24- The Exported Data in Excel Format with Multiple Equipment Categories and Country Filters