



MassDEP

**Massachusetts Department of Environmental Protection
Bureau of Water Resources
Division of Watershed Management
Watershed Planning Program**

STANDARD OPERATING PROCEDURE

EQuIS EDGE Quick Guide for Field Use of Tablets

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List of Revisions

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Quick Guide: EDGE Field Use

Roles and Responsibilities

Pre-Survey Steps

- 1) Pre-log EDD (Project Lead)
- 2) Prepare Tablet for Survey (Field & Lab Operations Coordinator)
- 3) Confirm Tablet Ready for Survey (Crew Lead)

During Survey Steps

- 4) During Survey (Crew Lead)

Post Survey Steps

- 5) Post Survey (Field & Lab Operations Coordinator)
- 6) Load EDD to EQuIS (Data Manager)

Pre-Survey Steps

1) Pre-log EDD (Project Lead)

What's Needed:

- Laptop configured to run EDGE (As set up by Data Manager)
- Logged onto network, OneDrive files are syncing
- Completed pre-survey PAPER field sheets (Or equivalent in Excel)

Create new EDD

- A. Launch EDGE from desktop shortcut
- B. Select "Home" tab
- C. Select "New EDD" in ribbon
- D. Enter name for EDD using project trip (e.g., 25-G001)

Hover over the lower right corner of the EDGE window to see the file name of the EDD

Prelog Site visits

- A. Continue with OR re-open EDD (25-G001.xlsx)
- B. Select "Form" tab
- C. Select "MADEP Observation" tab
- D. Select "Project" from "Task Chooser"
- E. Select "UniqueID" from "Location Chooser/Filter"
- F. Select "New" in ribbon
- G. Enter FSLog# ("25-G001-01")

To filter locations by Project:

- Click Filter tab in Location Chooser pane
- Click Location Groups "..."
- Select Project Code = Task Code for your Project
- Click Green Arrow
- Return to Location tab (now filtered)

---Pause, Confirm--- FSLog#/Project/Station on screen

- H. Select "Field Sheet Type" (Lake, River or Pipe)
- I. Enter:
 - Crew Lead
 - Time Zone
 - Weather Conditions (**Not Recorded**)



- Air Temp (**Not Recorded**)
- Dominant Substrates (**Not Recorded**)
- Tidal Condition (Not Applicable OR leave blank)
- Moss-Density, Color, Substrate (**Not Recorded**)
- Wildlife (**Not Recorded**)
- Overall Aquatic Plants (**Not Recorded**)
 - Floating, Emergent, Submerged, Duckweed, Free Floating Algae, Aquatic Plant Species (**Not Recorded**)
- Loose Floc-Density, Color, Substrate (**Not Recorded**)

J. Select “Save” in ribbon (EDD will save to **2025_EDGE_EDD_PreLog** folder (OneDrive synced to cloud)

K. Select “MADEP Sample” tab

L. Add “Sample-Lab” samples by clicking “+” button

-Add sample details (except Start/End Times, Start/End Depths, Others)

-Add bottles in “Bottle grid” by selecting “Add” button

-Complete entry of bottle details (except “Bottle Collected”)

M. Repeat step “L” for each Sample OWMID

N. Add “Sample-Probe” samples by clicking “+” button

-Add probe sample details (except Start Times and Depth Calibrated on Site)

O. Select “Save” in ribbon (EDD will save to **2025_EDGE_EDD_PreLog** folder (OneDrive synced to cloud)

---Repeat steps “A” through “O” for each site visit---

P. Confirm EDD is complete (Has all site visits for the date/trip - From “Form” tab, select “Record” from ribbon and compare sites to completed paper field sheets or equivalent in Excel)

Q. Select “Save” in ribbon (EDD will save to **2025_EDGE_EDD_PreLog** folder (OneDrive synced to cloud)

R. Close EDGE

S. Confirm EDDs have been synced to the cloud **2025_EDGE_EDD_PreLog** folder (by project/project lead)

- Open Windows Explorer, open synced Project folder under “Commonwealth of Massachusetts”→confirm all EDDs (e.g. 25-G001.xlsx) show Status as green/cloud
- OR, confirm OneDrive icon on Windows Task Bar shows no errors and all files have been synced

This step is complete when EDD has all site visits for date/trip, has been saved, and EDGE has been closed; all EDDs have been confirmed synced

2) Prepare Tablet for Survey (Field & Lab Operations Coordinator)

What’s Needed:

-Assigned Tablet fully charged

-Assigned Tablet connected to network on docking station, logged on

-Access to EDD pre-log EDD cloud folder

-Tablet kit (backpack, hand strap, extra stylus, car charger, extra battery, 2 gallon zip-loc bag)



Place Pre-logged EDD on tablet

- A. Login to network-connected tablet
- B. Open Office 365 in browser (Google Chrome)
- C. Launch OneDrive
- D. Navigate to **2025_EDGE_EDD_PreLog** Folder, shared by Tom Dallaire
- E. Select pre-logged EDDs needed for date/project, click Download
- F. Navigate to Downloads folder on tablet, unblock/unzip folder contents, move EDDs to **C:\EDGE_EDD** folder
- G. Logout

Suggest adding bookmark to the **2025_EDGE_EDD_PreLog** folder in browser

This step is complete when EDD has been confirmed placed on tablet in C:\EDGE_EDD

3) Confirm Tablet Ready for Survey (Crew Lead*)

What's Needed:

-Assigned Tablet connected to network (On docking station)

*Only permanent staff member assigned to be Crew Lead needs to be logged on during survey
Seasonal staff assigned as Crew Lead (bacteria-only runs) should fill out paper field sheets and return to office to complete entry of each day's EDDs

Confirm tablet ready for Survey (prior to departure)

- A. Power tablet on (Green button)
- B. Press Ctrl+Alt+Delete on keyboard
- C. Login using standard login credentials (email address: First.Last@mass.gov) to establish current password (Tablet will NOT be connected to network in the field – staff may not be able to login using latest password without this step)
- D. Launch EDGE from desktop shortcut
- E. Open EDD to be used in field (Confirm EDD is correct—trip, FSLOG#s, stations)
- F. Close EDGE, log off tablet and leave on docking station until ready for survey

**This step is complete when password and EDD have been confirmed, and user has logged off
Tablet is now ready to be taken into the field**



During Survey Steps

What's Needed:

- Assigned Tablet with loaded EDD, Crew Lead Password is current
- Tablet kit (Backpack, hand strap, extra stylus, car charger, extra battery, 2 gallon Ziploc bag)

4) During Survey (Crew Lead)

- Power on tablet (Green button) if previously shut down
- Press "P1" button to get login screen (equivalent to pressing Ctrl+Alt+Delete on keyboard)
- Login using standard login credentials (email address: First.Last@mass.gov)
- Launch EDGE from desktop shortcut
- Select "Form" tab
- Select "Load" from the ribbon
- Select/Open EDD*

*Allow time for EDD to load → Intelligent Bar "Evaluating location status finished"

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- Select "MADEP Observation" tab
 - From "Form" tab, select "Record" from ribbon
 - Select "Clear Filter"
 - Select Field Sheet Log for site visit

---Pause, Confirm--- FSLog#/Project/Station on screen

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- Complete entry of all required "Red" data elements on "MADEP Observation" tab
 - Select "MADEP Sample" tab

---Pause, Confirm OWMIDs on screen

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- Complete entry of all required "Red" data elements on "MADEP Sample" tab
 - Confirm data entry of all data elements and review for accuracy before leaving site
 - Observation and Sample Tabs are "Clear" (Not RED); or Alert doesn't show "Err" in Location Chooser or Record Selector window
 - Select "Save"
 - IMPORTANT: Blackout screen ("Stippled" Button immediately BELOW green power button) to save power and disable screen input
 - Place tablet on car charger between site visits

---Repeat steps "H" through "R" for each site visit---

- After completing all site visits, confirm all field sheets completed
 - All FSLog#s in Record selector are "Clear" – showing no Alert errors "Err"
- Close EDGE
- Shut down tablet
- Upon return to office place tablet in docking station or connect using USB-ethernet network connector
- Reboot with tablet on docking station (Green button) or with network connector (may take several minutes)
- Confirm Getac screen has come up
- Turn in tablet kit

This step is complete when no errors shown on FSLog#s, tablet has been rebooted on docking station and tablet kit has been turned in



Post-survey steps

What's Needed:

- Assigned Tablet connected to network on docking station, logged on
- Access to EDD cloud "FINAL" folder

5) Post survey, prior to releasing tablet for next field use (Field & Lab Operations Coordinator)

- Power tablet on (Green button), if needed
- Press Ctrl+Alt+Delete on keyboard
- Login to network connected tablet
- Open Office 365 in browser (Google Chrome)
- Launch OneDrive
- Navigate to **2025_EDGE_EDD_FINAL** folder (Shared by Tom Dallaire)
- Upload EDDs (and associated folders) for the day from **C:\EDGE_EDD** to specific Project Folder in **2025_EDGE_EDD_FINAL**
- Remove EDDs/folders for the day from tablet **C:\EDGE\EDD** folder after confirming EDDs and folder contents have been fully uploaded the cloud

Suggest adding bookmark to the
2025_EDGE_EDD_FINAL folder in browser

6) Load EDD to EQuIS (Data Manager)

- Launch EDGE from desktop shortcut
- Open EDDs and review for completeness (all red fields are clear for all FSLog#s)
- Login to EQuIS Enterprise
- Open EDP dashboard
- Confirm selected format is MassDEP_EDGE_EDP
- Load EDDs into EDD Upload widget (browse to folder or drag and drop)
- Review EDDs with Error status in EDP EDD Status widget
- Resolve any errors in EDGE and reload EDD to Enterprise