Stormwater BMP Database User Guide

Table of Contents

Inventory Database

Upon opening the database users will come to a switchboard:
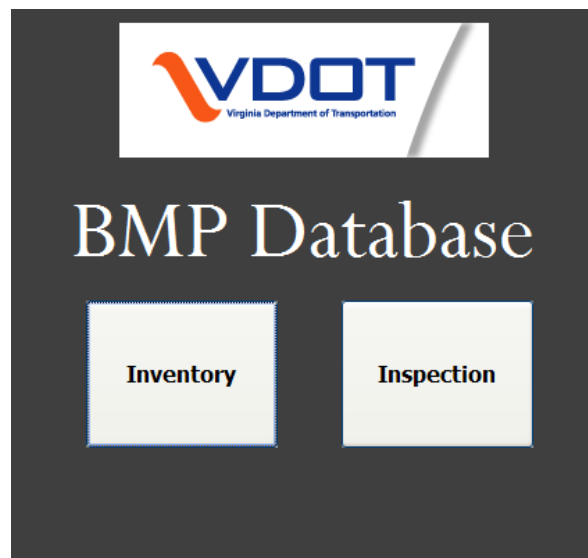
Users must first enter data into the Inventory Database before entering data into the Inspection Database. Clicking the "Inventory" button will take you to the Inventory Database:

Click the "Add Record" button.

Clicking the "Add Record" button will bring up this prompt:

Enter the SWMID of your new record.

A new record will be created and the SWMID will be populated. Enter information in the form, starting with the textboxes located at the top left (Alternate ID, Inventory Date, etc.). Your selection for "General BMP Type" will determine what fields must be populated in the area, so be sure this field is accurately filled out.

Basin specific fields

If the selection for General BMP Type is "Basin" then a "BASIN GENERAL DESCRIPTION" area will become visible at the bottom of the form:

This must be completed before proceeding to the Inspection Database, as the data entered here will impact the structure of the Inspection Form.

Inspections Database

Inspection information can be entered for records already in the Inventory Database using this form. Data entered in the Inventory Form will be visible in the Inspection Form

The tabs that are visible will be based on the "General BMP Type" selected in the Inspections Database. If "Basin" is selected then the tabs will be for basins, if "Filtration" is selected, the tabs will be for filtration, and so on.

Steps to adding a new inspection

A record must first be entered in the Inventory Form before an inspection can be entered.   Do the following to add a new inspection:
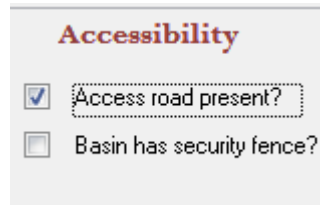
Navigate to the SWM ID you wish to update. If you are not already viewing the SWM ID you wish to update, use the "Select by SWM ID" tool in the upper right hand corner to select the appropriate SWM ID.

Click the "Add New Inspection" button

Doing this will add a new inspection for the current SWM ID.

Once the SWM ID has been entered the user may begin filling out all the fields in the form, it is important to enter the date of the inspection as this will differentiate the inspection from other records for the same SWM ID. Information from the Inventory Form is imported to the Inspection Form and viewable (but not editable). Information gathered in the Inventory Form will determine whether certain

fields are active in the Inspection Form.   For instance, take a case where the box is checked next to "Access road present?" under "Accessibility" in the Inventory Form for a "Basin" BMP type:

If this is the case, then in the Inventory Form the checkbox for "Access road eroded or in need of repair" will be active.   Had "Access road present?" not been checked in the Inventory Form the "Access road eroded or in need of repair" checkbox would be shown as greyed out, similar to the 3 checkboxes at the bottom of this figure:
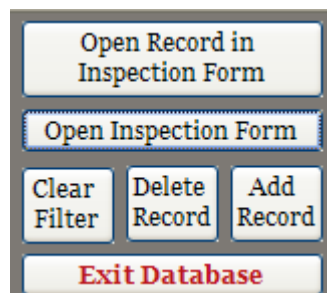
Tools

There are several tools that have been created to make the database easier to use.

Inventory Form Tools

This set of tools is in the upper right hand corner of the Inventory Form:

Open Record in Inspection Form – This will open up the inspection form with a filter set for the inventory record you are currently in. You will only see the inspections for that particular record after opening the form.   There must be an existing inspection for this work correctly.

Open Inspection Form – This will open the inspection form. It will simply open to the first record rather than filtering records as the "Open Record in Inspection Form" button does.

Clear Filter – This will clear any filtered records so that all records can be seen within the form.

Delete Record – Deletes the current BMP from the inventory.

Add Record – Use this to add a new BMP to the inventory.

Exit Database – Closes the database.

Inspection Form Tools

This set of tools is in the upper left area of the Inspection Form:

Update Record in Inventory Form – Opens current inspection record in the Inventory Form. Use this to update any inventory information related to that particular BMP. This will open the Inventory Form with a filter on. To remove the filter use the "Clear Filter" button in the Inventory Form.

Add New Inspection – This should be used whenever you are adding a new inspection to a location that has had a previous inspection entered into the database.   This will add a new inspection for the SWM ID you are currently viewing. To change SWM ID's use the "Select by SWM ID" in the upper right hand corner (described below).

Add First Inspection – This is similar to the "Add New Inspection" tool. This should only be used to archive the very first inspection. Use the "Add New Inspection" tool for all subsequent inspections.

Delete Inspection – This deletes the current inspection.

Open Report – Use this button to open a report with all inventory and inspection information for the current SWM ID.

Clear Filter – This will clear any filtered records so that all records can be seen within the form.

Exit Database – Closes the database.

Select by SWM ID dropdown tool

One tool that is in both the Inventory Database and the Inspection Database is the "Select by SWM ID" dropdown box:

This tool is found in the upper right hand corner and has a yellow font. Selecting an SWM ID from the dropdown menu will filter the form so that only records for that SWM ID are shown. In the Inventory

Form it will simply take you to the SWM ID as there is only one record per SWM ID. In the Inspection Form it will filter out the form so that only inspections for the selected SWM ID are visible. Clicking the "Clear Filter" button will remove this filter so that other records can be viewed after using this tool.