

Outfall Database For IDDE Manual

User Guide Version 1 - July 2006

Comprehensive Outfall Database - [Main Menu]

File Edit Insert Records Window Help

Main Menu Inventory Query Inspection Query Investigation Query Reports Administration Export Previous

Welcome to the Comprehensive Outfall Database. Please select from the menu items below:

Outfall Inventory

List all Outfalls for the following stream (select from menu): Search

- OR -

List all Outfalls for the following community (select from menu): Search

Create a new Outfall Inventory record:

Inspections

List all items for the following stream (select from menu): Search

- OR -

List all items for the following community (select from menu): Search

Create a new Inspection record:

Investigations

List all items for the following stream (select from menu): Search

- OR -

List all items for the following community (select from menu): Search

Create a new Investigation record:

Additional Information

Explore Watershed Maps (select from menu): Open

Explore Storm Sewer Maps (select from menu): Open

View Data Documentation (select from menu): Open

Database version 1.0.95 08/15/2003

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Disclaimer:

This Outfall Database was originally developed for internal use only by the Northeast Ohio Regional Sewer District. It was adapted to share with northeast Ohio communities in 2003 to support NPDES Phase II Permit requirements and further adapted to share as part of the IDDE Manual. The District makes no warranties, expressed or implied, with respect to the use of this outfall database to support NPDES Phase II Permit requirements or for any other specific purpose. The District and its employees expressly disclaim any liability that may result from the use of this database.

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General Comments - System Requirements [\(TOC\)](#)

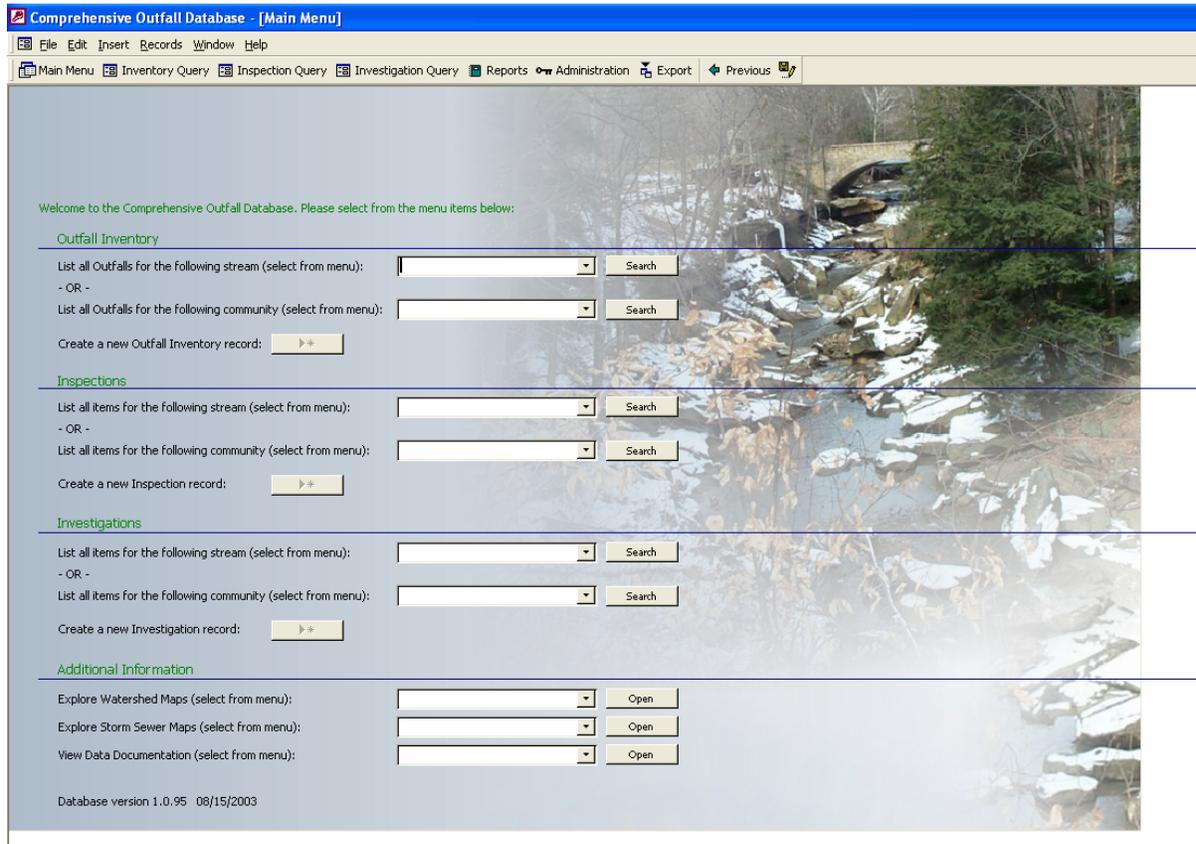
- **Software Version** - The NEORS D Comprehensive Outfall Database (COD) needs to run on Microsoft Access 2000 or later version.
- **Resolution/Monitor Size** - The recommended screen resolution setting is 1024x768. Also, to minimize user scrolling throughout the database screens, a 17" monitor or greater is recommended.
- **File Location** - The COD should be loaded onto a centralized file storage location (hard drive or server) with at least 1 Gb of available memory. This will allow for the addition of photos and other graphical files.
- **File Structure**
 - *Root Directory* - e.g. C:\IDDEManual_OutfallDatabase\ (User Identified)
 - *Subdirectories*
 - **Documentation** - Required for the Main Menu to access associated documentation files.
 - **Extra** - Required, along with file mdac_typ.exe to allow for exports
 - **Images** - Required for individual database modules to access files. Subdirectories are automatically created by the database as the user creates outfalls and adds images. Examples of images subdirectories that may be created:
 - **ACMB - Abrams Creek Main Branch** root subdirectory for the stream
 - Abrams Creek Main Branch.
 - ◆ **ACMB0010** - subdirectory for outfall ACMB0010
 - ◆ **ACMB0020** - subdirectory for outfall ACMB0020
 - **Storm Sewer Maps** - Required for Main Menu to access storm maps - these maps are added by the user into this specific subdirectory (PDF Version only).
 - **Watershed Maps** - Required for Main Menu to access watershed maps - these maps are added by the user into this specific subdirectory (PDF Version only).
 - *User-defined subdirectories* - The user is able to create subdirectories as necessary to store related files. These subdirectories will not be linked to the outfall database.

- **Adobe Acrobat Reader** - In order to access the watershed maps and database documentation, the user will need to have Adobe Acrobat Reader (Version 5.0 or greater) installed on their computer.

- **Database Setup** - See Administration Function - Pg. 21 for information on how to login to the database as an administrator.
 - *User Setup* - The Database Administrator will need to setup users for the database
 - *Receiving Streams* - The Database Administrator will need to setup streams for use by the Outfall Database. See the corresponding stream naming convention document for guidelines on how to identify ("name") streams for use by this database
 - *Communities* - The Database Administrator will need to add the communities as necessary for the database. The communities will be used by the inventory module's data entry form

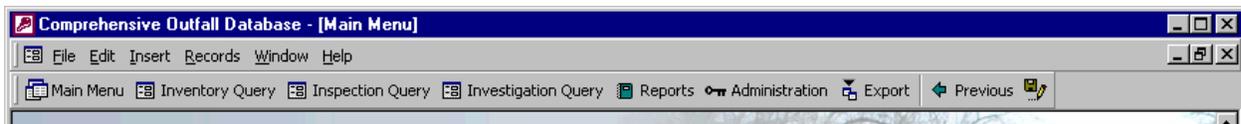
Main Menu [\(TOC\)](#)

The Main Menu (shown below) will automatically open upon launching the Outfall Database (IDDE_OutfallDatabaseV1.mdb). This menu can be used to access the Inventory, Inspection and Investigations modules.



Main Toolbar

The Main Toolbar (shown below) is set to show on top of the database. This toolbar will allow the user to access all of the menus. Additional module-specific functions will appear on this toolbar as the user navigates through the database.



Outfall Inventory Module [\(TOC\)](#)

- **List all Outfalls for Stream** - all users can use this function.
- **List all Outfalls for Community** - all users can use this function.
- **Create a new Outfall Inventory record** - users must have Administrator (Data Entry) rights and login through the administrator menu - see pg. 21.

Notes: _____

Inspection Survey Tracking Module

- **List all items (Inspections) for Stream** - all users can use this function.
- **List all items (Inspections) for Community** - all users can use this function.
- **Create a new Inspection record** - users must have Administrator (Data Entry) rights and login through the administrator menu - see pg. 21.

Notes: _____

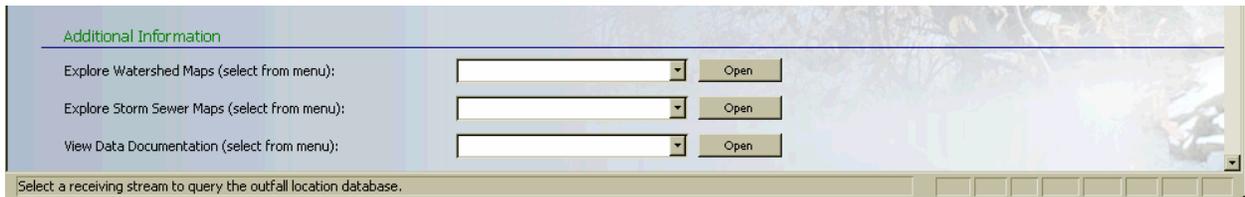
Problem/Investigation Status Module

- **List all items (Investigations) for Stream** - all users can use this function.
- **List all items (Investigations) for Community** - all users can use this function.
- **Create a new Investigation record** - users must have Administrator (Data Entry) rights and login through the administrator menu - see pg. 21.

Notes: _____

Additional Information [\(TOC\)](#)

The user can access additional information from the functions at the bottom of the Main Menu (see graphic below).



- **Explore Watershed Maps** - all users can use this function.
 - *Available Watershed Maps* - There are 2 example watershed map "books" to demonstrate some of the types of maps that users can add for additional information.
 - *Adding Watershed Maps* - Users can add a Watershed Map by placing the map file (in PDF format) in the Watershed Maps subdirectory.
- **Explore Storm Sewer Maps** - all users can use this function.
 - *Available Storm Sewer Maps* - There are 2 example "storm sewer maps" demonstrate some of the types of maps that users can add for additional information.
 - *Adding Storm Sewer Maps* - Users can add a Storm Sewer Map by placing the map file (in PDF format) in the Storm Sewer Maps subdirectory.
- **View Data Documentation** - all users can use this function.
 - *Available Data Documentation*
 - Blank Inventory Form (for Field Data Collection)
 - Blank Inspection Form (for Field Data Collection)
 - Blank Investigation Form (for Field Data Collection)
 - Stream Designation Guidelines
 - User Guide - OutfallDB_UserGuide_IDDEManual_V1.doc
 - *Adding Data Documentation* - Users can add a data documentation files by placing the files (in PDF format) in the Documentation subdirectory.

Notes: _____

Outfall Inventory Module [\(TOC\)](#)

The Outfall Inventory Module can be accessed by any of the following methods:

- **Main Menu - Summary Screen** - Users utilize the main menu to query on existing outfall inventory, bring up a query summary screen (shown below) and then view outfall inventory information by selecting an outfall and using the View Outfall function.

Outfall ID	Receiving Stream	Community	Location Description	County
ACMB0010	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway	Cuyahoga
ACMB0020	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Scenic Park	Cuyahoga
ACMB0030	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Scenic Park	Cuyahoga
ACMB0040	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway	Cuyahoga
ACMB0050	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Fairweather	Cuyahoga
ACMB0060	Abrams Creek - Main Branch	Middleburg Heights	6591 Big Creek Parkway	Cuyahoga
ACMB0070	Abrams Creek - Main Branch	Middleburg Heights	6599 Big Creek Parkway	Cuyahoga

- **Outfall Inventory Function (Top Menu)** - Users can utilize the outfall inventory function on the top menu (shown below) to query on existing outfall inventory and then select an outfall from the query summary screen.

Select Your Outfall Criteria

To search for a Outfall Location record, enter your selection criteria into the fields below. You can complete any number of the fields (or even leave all of them blank). To view a search based on your criteria, press the Run Query button.

Receiving Stream:

Community:

County:

Location Description Contains Text:

Outfall ID Contains Text:

Query Type: Match ALL Fields Match Any Field

- **New Outfall (Main Menu)** - Users can utilize the New Outfall function on the Main Menu to access the Outfall Inventory data entry form. Users will first have to enter an Outfall ID in the New Outfall Inventory Record dialog box (shown below).

New Outfall Inventory Record

To create a new Outfall Inventory record: first select a receiving stream and type in an identification number then press the Create Outfall button.

Receiving Stream:

Outfall ID:

Buttons: Clear Query, Create Outfall

Outfall Inventory Module - Data Entry [\(TOC\)](#)

For data entry for new outfalls (or editing existing outfall inventory), the user will utilize the Outfall Inventory Module data entry screen (shown below).

The screenshot shows the 'Outfall Inventory Report Data Entry Form' window. The window title is 'Comprehensive Outfall Database - [Outfall Inventory Report Data Entry Form]'. The menu bar includes File, Edit, Insert, Records, Window, and Help. The toolbar contains icons for Main Menu, Inventory Query, Inspection Query, Investigation Query, Reports, Administration, Export, and Previous. The main area is divided into several sections: 'Outfall Location Report' (with fields for Outfall ID, Receiving Stream, Stream Segment, Watershed, Community, County, Parcel Number, Location Description/Address, State Plane North, State Plane East, CRGS North, CRGS East, CRGS/Cleveland Regional Geodetic Survey, Latitude, Longitude, and Elevation (ft.)), 'Outfall Photograph' (with a large empty area and 'No images available.' text), and 'Area Location Map' (with a large empty area). The 'Storm Sewer Map Info' section is also visible at the bottom. The status bar at the bottom right shows 'FLTR' and some empty boxes.

Major sections of the Outfall Inventory Module include the following:

- **Outfall Location** - The user inputs general information about the location of the outfall in this section. Fields include the following:
 - *Outfall ID* - Already selected by user
 - *Receiving Stream* - Already selected by user
 - *Stream Segment* - Users can use this field to tie into the ODNR/OEPA Stream Identification system. Default setting is that this field is inactive
 - *Watershed*
 - *Community*
 - *County*
 - *Parcel Number*
 - *Location Description/Address*
 - *State Plane North/State Plane East*

- *CRGS North/CRGS East* - Cleveland Regional Geodetic Survey Coordinate System
- *Latitude/Longitude* - This coordinate system is tied into the Map function at the top toolbar. Allows users to create and copy a Map from www.mapquest.com
- *Elevation*

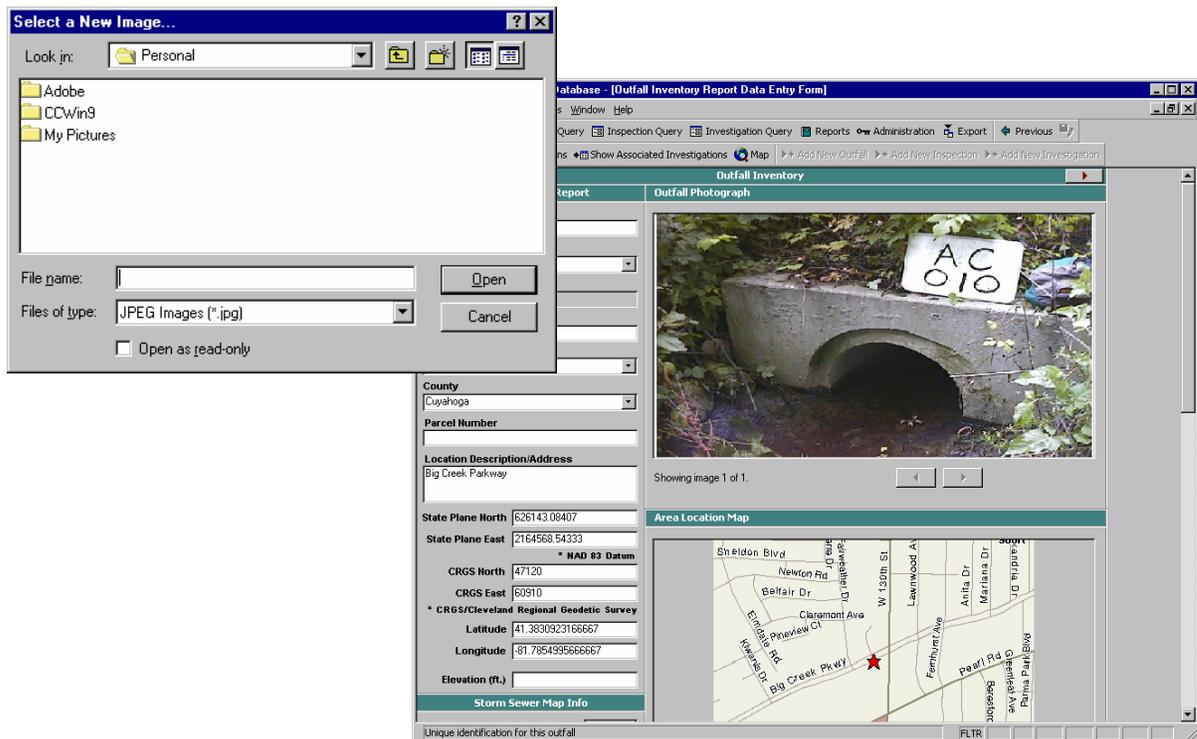
- **Storm Sewer Map Info** - The user input general information about the mapping status of the outfall in this section. Field include the following:
 - *Outfall/Sewer Shown on Map*
 - *Map ID*
 - *Map Source*
 - *Outfall Location (Facing Downstream)* - Users should use the following guidelines:
 - *Outfall RR* - For a pipe on the right side of the waterway
 - *Outfall RL* - For a pipe on the left side of the waterway
 - *Confluence RR* - For a ditch, swale, tributary or other open channel on the right side of the waterway
 - *Confluence RL* - For a ditch, swale, tributary or other open channel on the left side of the waterway
 - *Midstream* - For any sampling points (permanent or temporary) not tied to an outfall pipe or confluence.

- **Outfall Pipe Characteristics** - The user input general information about the outfall pipe in this section. Field include the following:
 - *Pipe Shape*
 - *Pipe Size (Height/Width)*
 - *Pipe Material*
 - *Pipe Condition*
 - *Height from Outfall to Stream* - assume an average dry-weather stream flow level.

Notes: _____

- **Outfall Type - Ownership** - The user input general information about the outfall ownership in this section. Field include the following:
 - *Outfall Type* - Determine Public vs. Private
 - *Owner*
 - *Authority*
 - *Other ID*
 - *NPDES Permit Number*
- **Comments** - The user can input general comments in this section.
- **Graphical Information** - The user can utilize the COD as a library to store digital images related to the Outfall Inventory. The graphical information is categorized as one of the following:
 - **Photos**
 - **Area Location Maps**
 - **Additional Details**

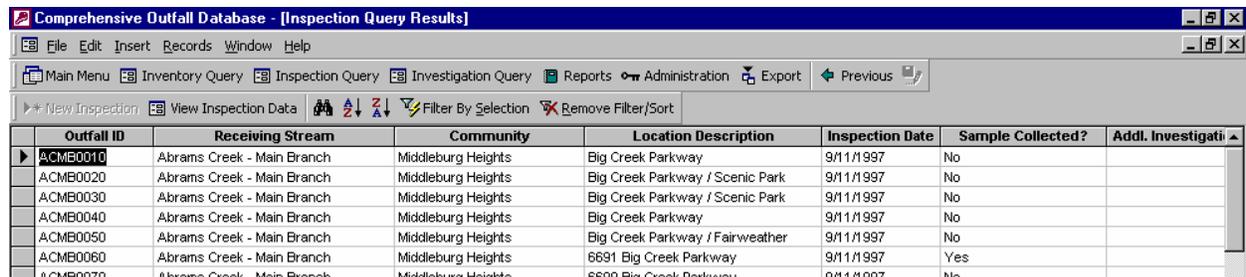
These graphical windows can access typical graphical files (.jpg, .gif, .tif, .bmp). As the user adds these images to the database, the database automatically copies and renames these images into the related outfall subdirectory.



Inspection-Survey & Sampling Module [\(TOC\)](#)

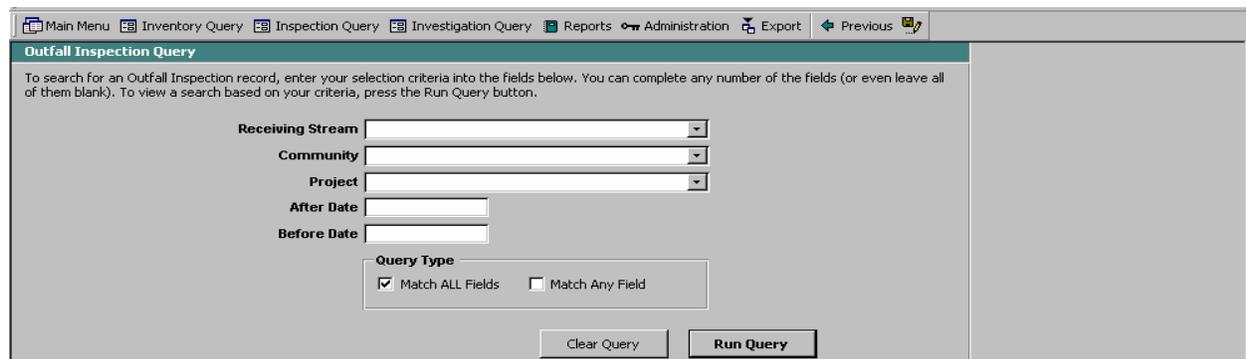
The Outfall Inspection Module can be accessed by any of the following methods:

- **Main Menu - Summary Screen** - Users utilize the main menu to query on existing outfall inspection data, bring up a query summary screen (shown below) and then view outfall inspection data by selecting an outfall and using the View Inspection Data function.



Outfall ID	Receiving Stream	Community	Location Description	Inspection Date	Sample Collected?	Addl. Investigati
ACMB0010	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway	9/11/1997	No	
ACMB0020	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Scenic Park	9/11/1997	No	
ACMB0030	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Scenic Park	9/11/1997	No	
ACMB0040	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway	9/11/1997	No	
ACMB0050	Abrams Creek - Main Branch	Middleburg Heights	Big Creek Parkway / Fairweather	9/11/1997	No	
ACMB0060	Abrams Creek - Main Branch	Middleburg Heights	6691 Big Creek Parkway	9/11/1997	Yes	
ACMB0070	Abrams Creek - Main Branch	Middleburg Heights	6690 Big Creek Parkway	9/11/1997	No	

- **Inspection Query Function (Top Menu)** - Users can utilize the inspection query function on the top menu (shown below) to query on existing outfall inspection data and then select an outfall from the query summary screen.



Outfall Inspection Query

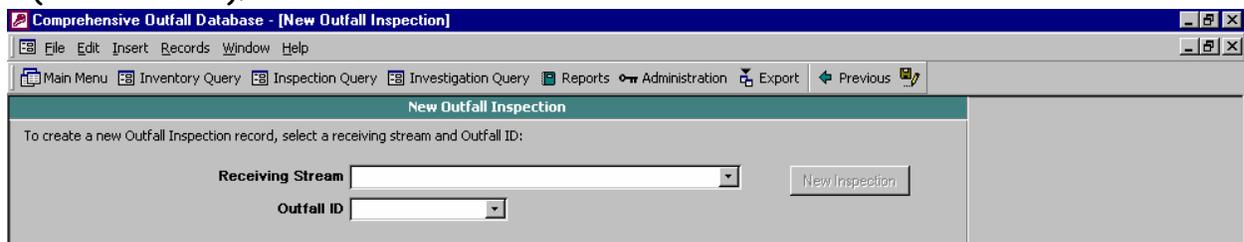
To search for an Outfall Inspection record, enter your selection criteria into the fields below. You can complete any number of the fields (or even leave all of them blank). To view a search based on your criteria, press the Run Query button.

Receiving Stream: [Dropdown]
Community: [Dropdown]
Project: [Dropdown]
After Date: [Text]
Before Date: [Text]

Query Type
 Match ALL Fields Match Any Field

Clear Query Run Query

- **New Inspection (Main Menu)** - Users can utilize the New Inspection Record function on the Main Menu to access the Inspection data entry form. Users will first have to select an Outfall from the New Outfall Inspection Dialog box (shown below).



New Outfall Inspection

To create a new Outfall Inspection record, select a receiving stream and Outfall ID:

Receiving Stream: [Dropdown] New Inspection
Outfall ID: [Dropdown]

Outfall Inspection Module - Data Entry [\(TOC\)](#)

For data entry for new inspections (or editing existing outfall inspection data), the user will utilize the Outfall Inspection Module data entry screen (shown below).

Outfall Inspection/Survey Report

Outfall Inventory Information

Outfall ID: ACMB0010
Receiving Stream: Abrams Creek - Main Branch
Community: Middleburg Heights
Location Description: Big Creek Parkway

Inspection Information

Project: SWOEF
Inspection Date: 9/11/1997 Time: 11:00:00 AM Type:
Agency: Dept:
Crew Leader: DLZ - Karl Hansen
Crew Member 1: DLZ - Jeff Romes
Crew Member 2:
Time of Last Rain: < 24 Hrs < 72 Hrs
 < 48 Hrs > 72 Hrs
Pipe Flow: None < 1/2 Pipe Full
 < 1/4 Pipe < 3/4 Pipe Trickle
Pipe Submergence: None < 1/2 Pipe Full
 < 1/4 Pipe < 3/4 Pipe
Comments:
Sampling Information

Sample Collected: Yes No
Sample ID:
Select associated Project from list or enter new Project if necessary

Major sections of the Outfall Inventory Module include the following:

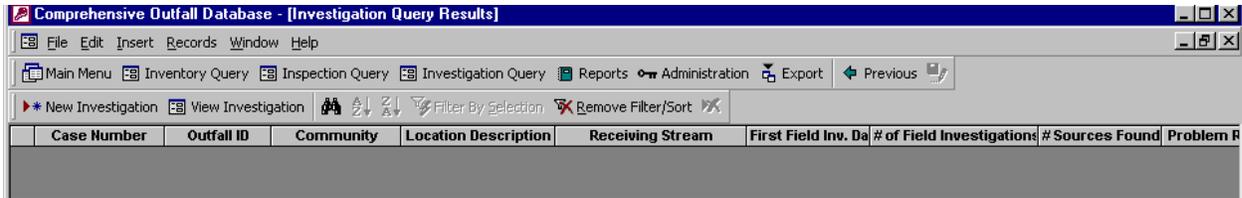
- **Inventory Info** - This is summary information from the Outfall Inventory that identifies the outfall, receiving stream, community and locations.
- **Inspection Info** - The user can input general inspection information in this section to assist in tracking who did the inspection and why. Fields include the following:
 - *Project*
 - *Inspection Date*
 - *Time*
 - *Type* - User should identify if this is an initial or follow-up inspection

- *Agency*
 - *Dept*
 - *Crew Leader*
 - *Crew Member 1*
 - *Crew Member 2*
 - *Time of Last Rain*
 - *Pipe Flow/Pipe Submergence*
 - *Inspection Comments*
- **Sampling Info** - The user can input general sampling information in this section to assist in tracking the sampling performed. Fields include the following:
 - *Sample Collected* - The user needs to select Yes to activate the following
 - *Sample Description*
 - *Estimated Flow Rate/Estimation Method*
 - *Comments*
 - *Sampling Strategy*
 - **Analytical Results** - The user can input general analytical results in this section to assist in tracking illicit discharges. Fields include the following:
 - *Lab Analysis ID*
 - *Sample Analyzed By*
 - *Fecal Coliform*
 - *E. Coli*
 - *Ammonia*
 - *Temperature*
 - *pH*
 - *Specific Conductance*
 - *Phosphorus*
 - *Dissolved Oxygen*
 - *Other Parameters/Results*
 - **Recommendations** - The user can input recommendations for additional investigations in this section to assist where problem source investigations should be performed. Fields include the following:
 - *Action Required* - No further action or Perform Investigation
 - *Comments*

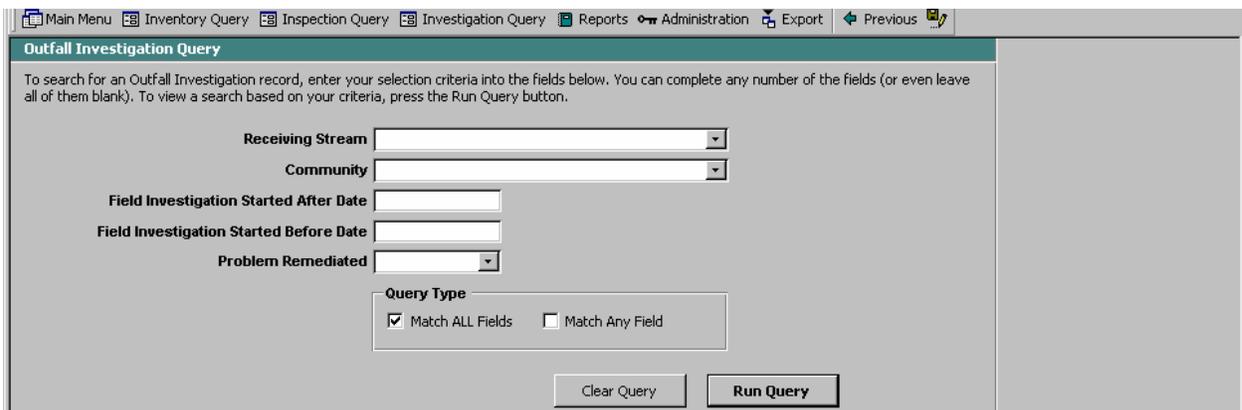
Investigation Module [\(TOC\)](#)

The Outfall Investigation Module can be accessed by any of the following methods:

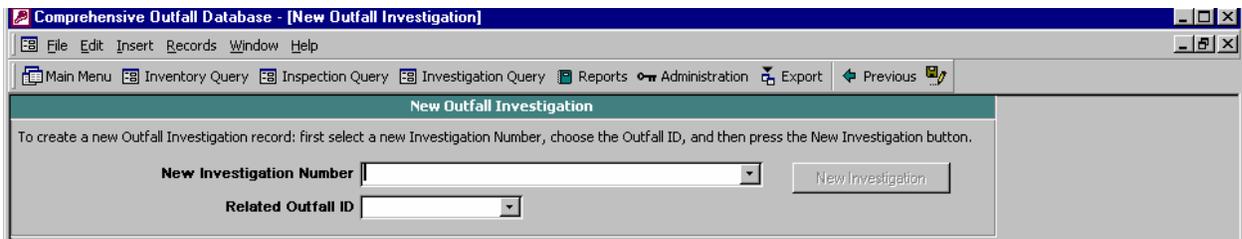
- **Main Menu - Summary Screen** - Users utilize the main menu to query on existing outfall investigation data, bring up a query summary screen (shown below) and then view outfall investigation data by selecting an outfall and using the View Investigation Data function.



- **Investigation Query Function (Top Menu)** - Users can utilize the investigation query function on the top menu (shown below) to query on existing outfall investigation data and then select an outfall from the query summary screen.



- **New Investigation (Main Menu)** - Users can utilize the New Investigation Record function on the Main Menu to access the Investigation data entry form. Users will first have to select an Outfall from the New Outfall Investigation Dialog box (shown below).



Outfall Investigation Module - Data Entry [\(TOC\)](#)

For data entry for new inspections (or editing existing outfall inspection data), the user will utilize the Outfall Inspection Module data entry screen (shown below).

Comprehensive Outfall Database - [Outfall Investigation]

File Edit Insert Records Window Help

Main Menu Inventory Query Inspection Query Investigation Query Reports Administration Export Previous

Show Outfall Inventory Form Show Outfall Inspections

Outfall Investigation

Case Number: BBMB-0803-0001
Outfall ID: BBMB0005C
Receiving Stream: Burke Brook - Main Branch
Community: Cleveland
Location Description: LTV STEEL off Campbell Road, 199 ft. upstream of MH SOCL035A0001CSD

Field Investigations | Problem Sources | Incoming Correspondence | Outgoing Correspondence

Date	Agency	Crew	File Number
------	--------	------	-------------

View Field Investigation Add New Field Investigation

Remediation Information

Remediation Status: Incomplete
Remediation Date:
Remediation Method:
Remediation Comments:
Field Verified:
Verification Date:
Verification Agency/Dept.:

Remediation Complete? FLTR

Major sections of the Outfall Investigation Module include the following:

- **Investigation Information** - This is summary information from the Outfall Inventory that identifies the outfall, receiving stream, community and locations and investigation case number.
- **Field Investigations** - The user can input field investigation information (using the Add Info function at the bottom of the summary screen) to assist in tracking who/when investigations were performed. Fields include the following:

➤ *Investigation Date*

- *Agency*
- *Crew Involved*
- *File Number*
- *Investigation Description*
- *Comments*

- **Problems Sources** - The user can input problem source information in this section.

- **Incoming Correspondence** - The user can input incoming correspondence tracking information in this section.

- **Outgoing Correspondence** - The user can input outgoing correspondence tracking information in this section.

- **Remediation Information** - The user can input remediation information to track the status of the illicit discharge elimination.
 - *Remediation Status*
 - *Remediation Date*
 - *Remediation Method*
 - *Remediation Comments*
 - *Field Verified*
 - *Verification Date*
 - *Verification Agency/Dept.*
 - *Verification Crew*

- **Follow-up Recommendations** - The user can input follow-up investigation recommendation information.

Reporting Function [\(TOC\)](#)

Several pre-formatted reports are in the database for the user to use. The user can use the Reporting Function (Top Toolbar) to access the dialog box (shown below).

The screenshot shows a software window titled "Comprehensive Outfall Database - [Reports Menu]". The window has a menu bar with "File", "Edit", "Insert", "Records", "Window", and "Help". Below the menu bar is a toolbar with icons for "Main Menu", "Inventory Query", "Inspection Query", "Investigation Query", "Reports", "Administration", "Export", and "Previous". The main content area is titled "Database Reporting" and is divided into four steps:

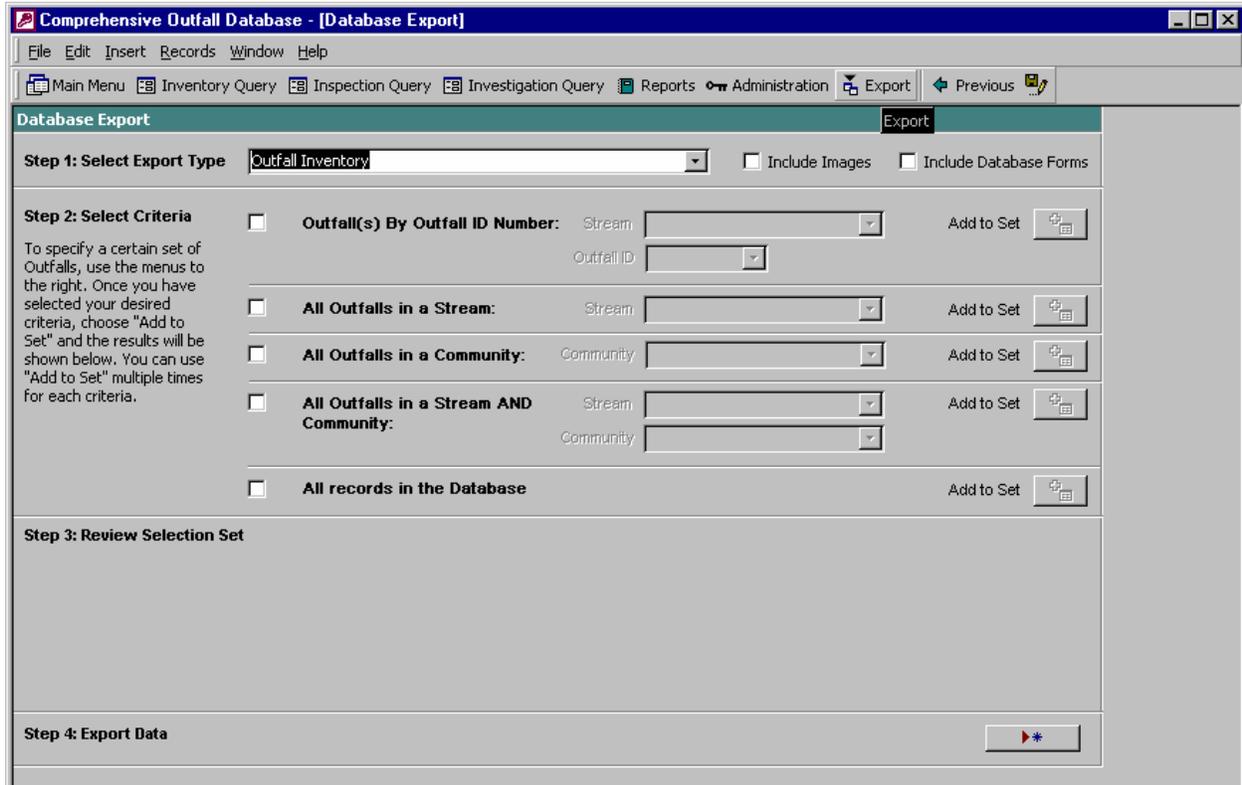
- Step 1: Select Report Type**: A dropdown menu is set to "Outfall - Location Report".
- Step 2: Select Criteria**: A text box on the left explains: "To specify a certain set of Outfalls, use the menus to the right. Once you have selected your desired criteria, choose 'Add to Set' and the results will be shown below. You can use 'Add to Set' multiple times for each criteria." There are five criteria options, each with a checkbox and an "Add to Set" button:
 - Outfall(s) By Outfall ID Number:** Stream [dropdown], Outfall ID [dropdown]
 - All Outfalls in a Stream:** Stream [dropdown]
 - All Outfalls in a Community:** Community [dropdown]
 - All Outfalls in a Stream AND Community:** Stream [dropdown], Community [dropdown]
 - All records in the Database**
- Step 3: Review Selection Set**: An empty area for reviewing the selected criteria.
- Step 4: Run Report**: A "Run" button with a red arrow and asterisk.

To create a report, users follow the four steps outlined in the dialog box.

- **Step 1: Select Report** - Select a report from the drop-down menu. The report names are fairly logical and easy to identify. However, a report guideline will be developed and sent to users in the future.
- **Step 2: Select Criteria** - Users can utilize the established pre-set queries to select the outfalls that reports will be created for. Use the Add to Set function on the right to add the outfalls to the report selection set.
- **Step 3: Review Selection Set** - Users should review the selection set to ensure that the outfalls desired for the report are in the selection set.
- **Step 4: Run Report** - Run the report and print or save as necessary.

Export Function [\(TOC\)](#)

Users can use the Export Function (Top Toolbar) to export data, images and database forms for data sharing or use in other applications (e.g. GIS). The Export Function has the same selection dialog box as the Report Function.



To export a database selection set, users follow the four steps outlined in the dialog box.

- **Step 1: Select Export Type** - Select the data types that you want to export from the drop-down menu. Be sure to click on the Images & Database Forms checkbox if these items are desired to be included in the Database Export.
- **Step 2: Select Criteria** - Users can utilize the established pre-set queries to select the outfalls that will be exported. Use the Add to Set function on the right to add the outfalls to the export selection set.
- **Step 3: Review Selection Set** - Users should review the selection set to ensure that the outfalls desired for the export are in the selection set.
- **Step 4: Export Data** - Export the data, and select the applicable directory when the dialog box prompts you to do so.

Administration Function [\(TOC\)](#)

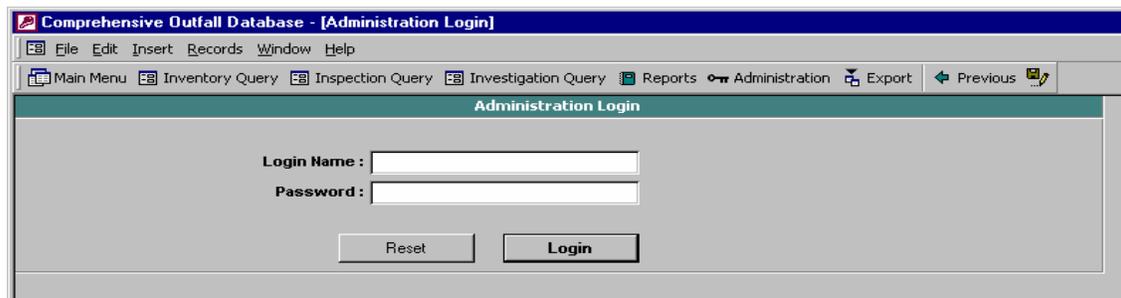
The Administration Functions allows the users to perform several database administration functions, such as adding a stream designation and adding a community. The tools provided by the Administration Function are as follows:

- **Login (Data Entry)**
 - **Security**
 - **Receiving Stream**
 - **Community**
- **Login (Data Entry)** - To perform outfall data entry or other administrative functions, the user must login as an administrator. To do so, select the Administration function from the Main Toolbar. After selecting the function, a dialog box will pop up (see below), press OK to go to the login menu.



At the administration login menu, enter username and password to access database administration functions. The defaults are:

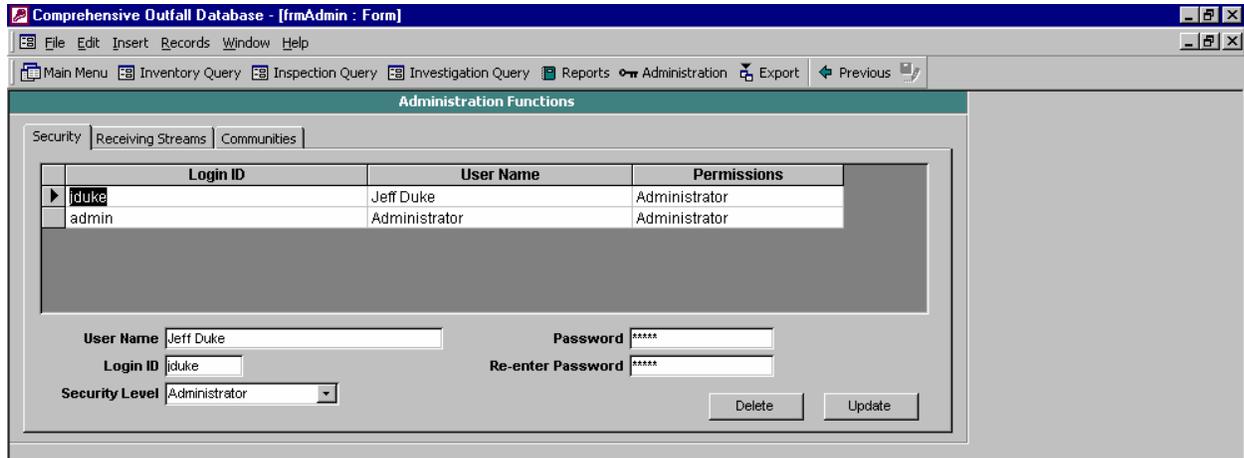
- Username: admin
- Password: admin



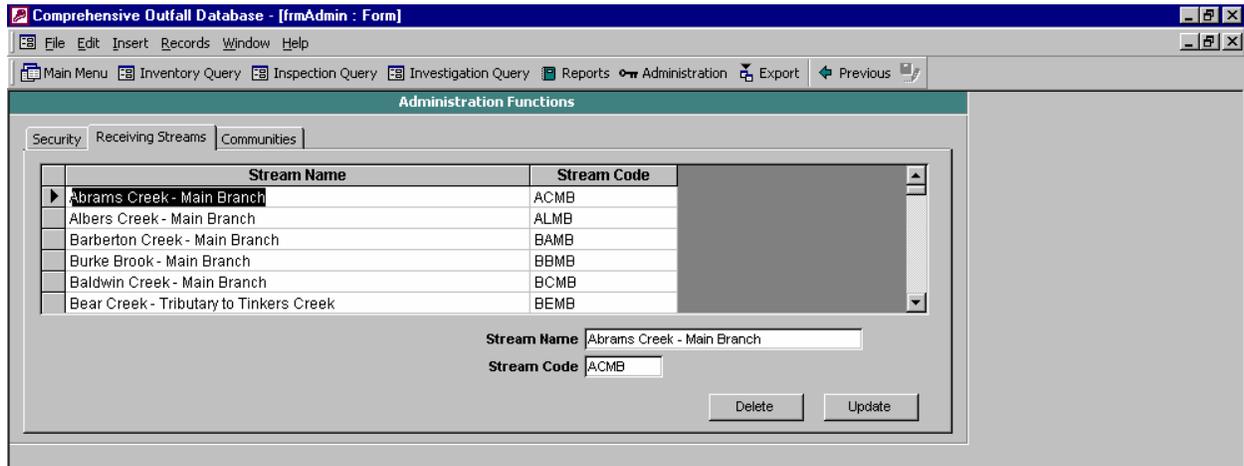
Note: It is recommended that the database administrator create unique usernames and passwords for those users who will be required to perform data entry or other administrator functions.

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- **Security** - The Administrator can add new users (login IDs and passwords) in the Administration Function by selecting the Security Tab and updating as necessary.

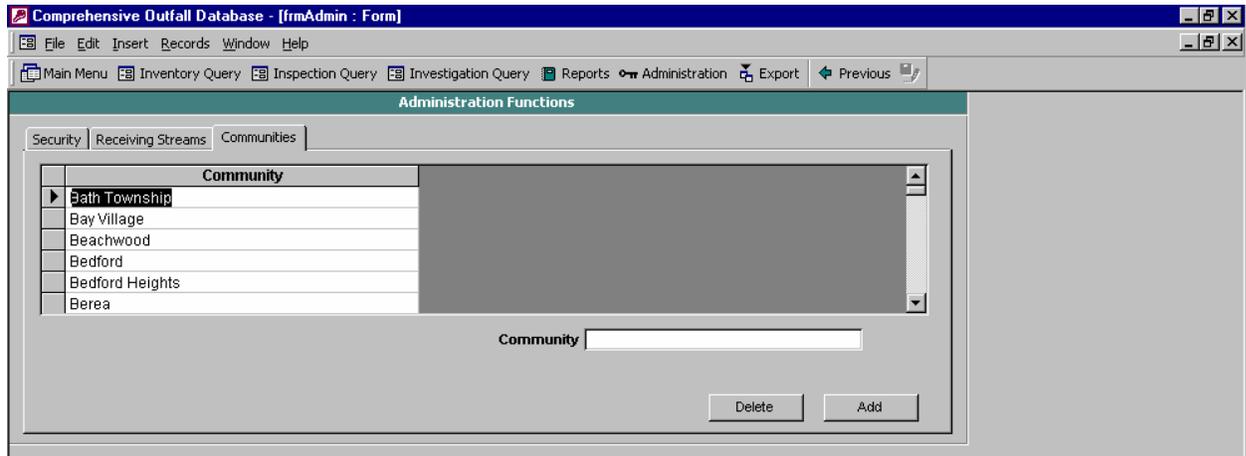


- **Receiving Streams** - The Administrator can add new receiving streams in the Administration Function by selecting the Receiving Streams Tab and updating as necessary. The user should update the stream designation documentation accordingly.



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- **Communities** - The Administrator can add new communities in the Administration Function by selecting the Communities Tab and inserting communities and adding as necessary.



Notes: _____
