Instructions for Direct Entry of Needs Assessment Data to the Website

Water systems serving more than 100,000 people have the option of entering data directly onto the Assessment Website. You should begin by navigating to the Website via the URL: www.dwneeds.com. More complete instruction for upload of data can be found on the Log In page in the *Website Demonstration* training presentation and the *Reference Manual*.

LOGGING IN TO THE SITE

The first step is to log in to the Website. Your username is your water system PWSID. The first time you log in, use your state two-letter abbreviation as the password. You will then be asked to enter additional information and change your password for future access to the site. After logging in, you will be directed to your water system under the System View. As a water system user, you will mostly utilize the Home page and the System View under the System Stats page. Take a few minutes to look around the Website and orient yourself.

DATA ENTRY OPTIONS

There are two options for entering data.

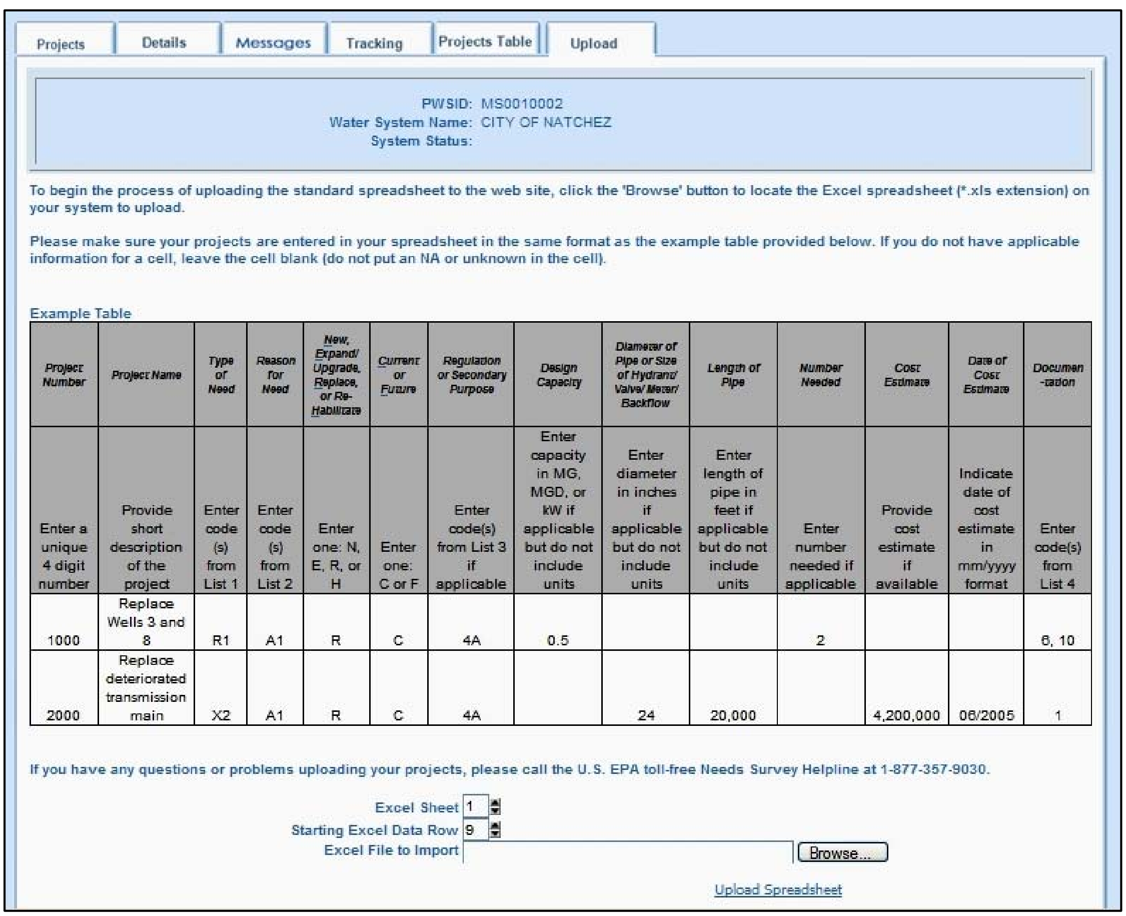
- You can enter all your information at once through the upload of an Excel spreadsheet. This is the recommended option for uploading multiple projects.
- You can enter data directly into a table format that is identical to the project tables in the questionnaire (the three tables are combined into one for this purpose) from the Projects Table tab under the System View.

EXCEL SPREADSHEET UPLOAD

Before being able to upload data using this option, you must enter your project data into an Excel spreadsheet that is titled "*Combined Project Table for Data Upload.*" This spreadsheet is available for download from the Log In page and the Home page. Do not add any columns to the spreadsheet or the upload process will not work properly.

Once you have completed the Excel spreadsheet, you can navigate to your System View and select the 'Upload' tab to begin the process.

The Website will walk you through the process of uploading, displaying, and editing data from the Excel spreadsheet. The first step in the upload process is to identify your spreadsheet file (select browse), the Excel sheet where the data resides, and the starting Excel row where the data for the projects begin.



Projects | Details | Messages | Tracking | Projects Table | Upload

PWSID: MS0010002
Water System Name: CITY OF NATCHEZ
System Status:

To begin the process of uploading the standard spreadsheet to the web site, click the 'Browse' button to locate the Excel spreadsheet (*.xls extension) on your system to upload.

Please make sure your projects are entered in your spreadsheet in the same format as the example table provided below. If you do not have applicable information for a cell, leave the cell blank (do not put an NA or unknown in the cell).

Example Table

Project Number	Project Name	Type of Need	Reason for Need	New, Expand/ Upgrade, Replace, or Re-Habilitate	Current or Future	Regulation or Secondary Purpose	Design Capacity	Diameter of Pipe or Size of Hydrant/ Valve/ Meter/ Backflow	Length of Pipe	Number Needed	Cost Estimate	Date of Cost Estimate	Documen-tation
Enter a unique 4 digit number	Provide short description of the project	Enter code (s) from List 1	Enter code (s) from List 2	Enter one: N, E, R, or H	Enter one: C or F	Enter code(s) from List 3 if applicable	Enter capacity in MG, MGD, or kW if applicable but do not include units	Enter diameter in inches if applicable but do not include units	Enter length of pipe in feet if applicable but do not include units	Enter number needed if applicable	Provide cost estimate if available	Indicate date of cost estimate in mm/yyyy format	Enter code(s) from List 4
1000	Replace Wells 3 and 8	R1	A1	R	C	4A	0.5			2			6, 10
2000	Replace deteriorated transmission main	X2	A1	R	C	4A		24	20,000		4,200,000	06/2005	1

If you have any questions or problems uploading your projects, please call the U.S. EPA toll-free Needs Survey Helpline at 1-877-357-9030.

Excel Sheet 1
Starting Excel Data Row 9
Excel File to Import
Browse...
Upload Spreadsheet

Figure 1. Excel Spreadsheet Upload

Next, click 'Upload Spreadsheet' to transfer the data from your Excel spreadsheet to the Website. The upload process will stop at the first blank row in the spreadsheet. This process will put your project data into a pending data grid that displays all uploaded project rows.

Data are checked for errors during the upload process and any errors will be highlighted in red. Some of the data may be highlighted in yellow. Yellow is not an error but indicates there may be an issue that should be investigated.

In this view, you can select:

- 'View Errors' at the bottom of the page to display only those rows with data errors.
- 'Start Over' on the bottom of the page to remove the pending data from the database and return to the beginning of the upload process (identifying an Excel spreadsheet for upload).
- 'Import' on the bottom of the page to merge to the electronic database. ONLY those rows that do <u>not</u> have errors (red highlight) will be imported and <u>removed</u> from the pending upload table. Imported projects will now be displayed in other views for your water system. Any error rows will continue to be displayed in the pending data grid until corrected and imported, or you select 'Start Over.'
- Click on the pencil icon associated with a project on the table to put the row into Edit Mode. This allows you to change various data fields in the grid. When you are done making changes, the program will re-validate the row and refresh the grid.

You can exit the Website and return at a later time to this screen. Your projects will remain in this screen until you either import the projects or select 'Start Over.'

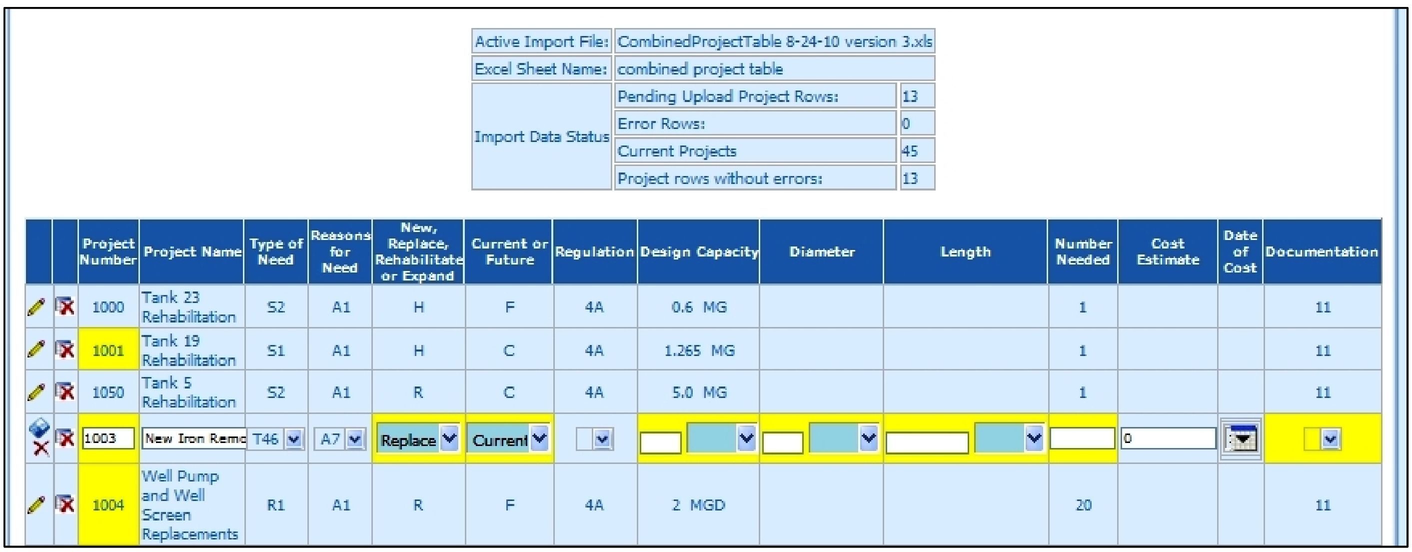


Figure 2. Project Editing

TABLE VIEW DATA ENTRY

To enter data in the Projects Table view, choose the Projects Table tab in the System View and then click the 'Add' button located in the first row. From this view you can record projects by entering text (for entries such as the project name) or choose from a dropdown list of appropriate entries. This is also a helpful view for editing projects after upload.

SUBMITTING DATA AND DOCUMENTATION

Once you have imported all of your projects you have identified, select the Submit Survey tab and complete all entries. You will need to submit the documentation of need and cost you have compiled to support the projects you listed. This can be done electronically through the Website (on the Submit Survey tab) or the documentation can be sent via FedEx to your state contact using the FedEx label included in your survey package. Finally, selecting "submit" under the Submit Survey tab will notify your state that you have entered your data and submitted your documentation.

If you have any questions about accessing this site or entering data, please contact the webmaster at webmaster@dwneeds.com or call our help line at (877) 357-9030.