Data File Uploads Procedures

Overview

When the submit button on the eMOR workbook is pressed, two data files are created. These data files are saved in the **Data_File_Uploads** folder (subfolder of eMOR folder) and are to be uploaded, one each, into two different databases.

The first file to be uploaded is the PWSS data file which contains each individual piece of data that has been entered into the eMOR workbook. This file is to be uploaded into the PWSS database. For this you will log in with your NCID user name and password.

The second file to upload is the Lab-to-State data file. This file contains summary data such as the max turbidity, minimum entry point residual disinfectant, number of samples, etc. This file is to be uploaded into the Lab-to-State database from which our compliance routines will be run. This is where you will log in using the Lab-to-State user name and password and, ultimately, certify the data is correct using the Lab-to-State pin.

PWSS Upload Procedure

1. With an active internet connection, the workbook will automatically launch the NCDENR website for logging into the Public Water Supply Section Data File Uploads application. Once there, log in using your NCID user name for account and your NCID password.



 Next, enter the PWSID for your system <u>without dashes</u>. For example, you could enter NC0464010, or nc0464010, or 0464010, but <u>not</u> 04-64-010.



3. Select the appropriate facility from the drop down menu.



4. Browse to the file to be uploaded. This file will be found in the **Data_File_Uploads** folder (subfolder of eMOR) and the name will begin with "PWSS", corresponding to the PWSS database to which it is to be uploaded.

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5. Once the PWSID and the upload file name have been entered via browsing, press the **Upload File** button.



6. Next, you will receive the status of the upload. You should save a copy of this page, either hard copy or electronic, and then, in most cases, proceed to Lab-to-State, the second database, by pressing the **Yes** button.



Lab-to-State Upload Procedure

1. Log in using your Lab-to-State user name and password.

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2. After logging in, you will be directed to the **Home/Job Listing** page, where you can see a list of all previously uploaded files. Here you should select **Upload and Validate** link located on the left of the page.

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3. Select **CSV-File** from the file format drop down menu. <u>*This is critical. The file will not upload if*</u> <u>*CSV-File is not selected.*</u>

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4. Browse to the Lab-to-State file to be uploaded. Once again, this file will be found in the **Data_File_Uploads** folder (subfolder of eMOR) and the name will begin with "LabToState".

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5. Once you have selected CSV-File as the File Format and selected the appropriate file to upload, press the **OK** (or **Process**) button. Note, there is no need to provide a notification email address *unless there is a secondary address* that you would like to receive the confirmation email.

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6. At this point, you will receive a status notification pertaining to the job generation as shown below. This does not mean that the files have been uploaded to the database yet. Before this can happen, you should review the information and certify that the information is correct. Only then should the file be uploaded. To complete the process, select the **Home/Job Listing** link located on the left of the page.

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7. Select the specific job that you are going to review and certify, usually, the first one in the list.

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8. <u>Right click</u> on the **View Report** link located on the left of the page and choose "Open in New Tab". This will allow you to review the generation report without leaving the main site.

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Logoff Help	I Agree Enter PIN Number : Submit File(s)	
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9. The record count will vary depending on the plant configuration and operation. You are only concerned with error counts. If you have no error counts, close this tab and proceed to Step 10. If there are error counts, close this tab and go back to the **Home/Job Listing** page and begin at step 2 again. If there are still error counts, notify the Surface Water Rule Manager. Please note the record count will vary depending upon the plant configuration and operation.

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10. From the **Job Detail** page, <u>right click</u> on the **MDBP Summary XML - View** link located on the left of the page and choose "Open in New Tab". This will allow you to review the summary report without leaving the main site.



11. The summary report is where you are to review the data and verify that the information submitted is correct. The number of summaries depends on the plant configuration and operation. Once satisfied that the data contained in the summary is correct and consistent with what was contained in the eMOR workbook, close this tab and return to the **Job Detail** page.

MDBP Summary XML - Windo	ows Internet Explorer					E 8 🗙
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		MDBP	Summary #1			
	Summary Type Code		CT10			
	PWS Identifier		NC0464010			
	SDWIS Facility Ident	ifier	WT2			
	Analyte Code		3008			
	Monitoring Period B	egin Date	2009-07-01			
	Monitoring Period E	nd Date	2009-07-31			
	Sample Reported Dat	e	2009-11-19			
	Sample Required		28			
	Sample Collected		0			
	Compliance Indicato	r	NMJ			
		MDBP	Summary #2			
	Summary Type Code		MAXT			
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	SDWIS Facility Ident	ifier	WT2			
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12. If you are ready to certify the data (i.e. sign the report), check the box that says, "I agree", enter your Lab-to-State pin, and press the **Submit Files** button.



13. At this point, you will see messaging indicating the status of the submittal.

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<u>Home/Job Listing</u> <u>View Report</u>	IMPORTANT-READ CAREFULLY: I certify that the uploaded data is an accurate representation of the data submitted.	×	
MDBPSummary XML Download View	I Agree Enter PIN Number : Submit File(s)		
Logoff	Files were successfully submitted		
Help			
Done		Internet	

14. This completes the file upload procedure. As a result of this process, you will receive a total of <u>three</u> <u>emails</u> indicating the status of upload. The first email will be received after Step 6 which will provide the job generation status.



You will receive another email after Step 11 indicating that status of the file certification and submittal.



Finally, you will receive one more email on the day following the submittal indicating the status of each record submitted. Each record will fall into one of three categories, "accepted", "rejected", or "changed". Only records that are in the "rejected" category require any follow-up action, that being notifying the Surface Water Rule Manager.

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Message	
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From: Out-Enc	Sent: Thu 9/24/2009 8:17 AM
To: Proctor, Steve	
Ce	
Subject: PW: NC XML Summary Report on Test	
This is an example email notification that water system will receive when they submit their data.	-
Eric	
Original Message	
From: XMLUser@ncdenr.gov [mailto:XMLUser@ncdenr.gov]	1
Sent: Tuesday, September 22, 2009 9:00 PM	
To: Overington, Lee	
Cc: Chai, Eric	
Subject: WC XML Summary Report on Test	
ish, edur hats test	
FileName: edur beta test-edur-23703.xml	
Migration:	
Records accepted: 0	
Records rejected: 3	
Records changed: 0	
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FileName: edur beta test-edur-10180.xml	
Migration:	
Records accepted: 0	
Records rejected: 3	
Records changed: 0	
Staging:	
Records accepted: 3	
Records rejected a	
Please click https://www.test.pwss.enr.state.nc.us/SDNISUtil to view detail reports	
This is an auto generated message, please do not reply to this message.	
XMLUSEr	