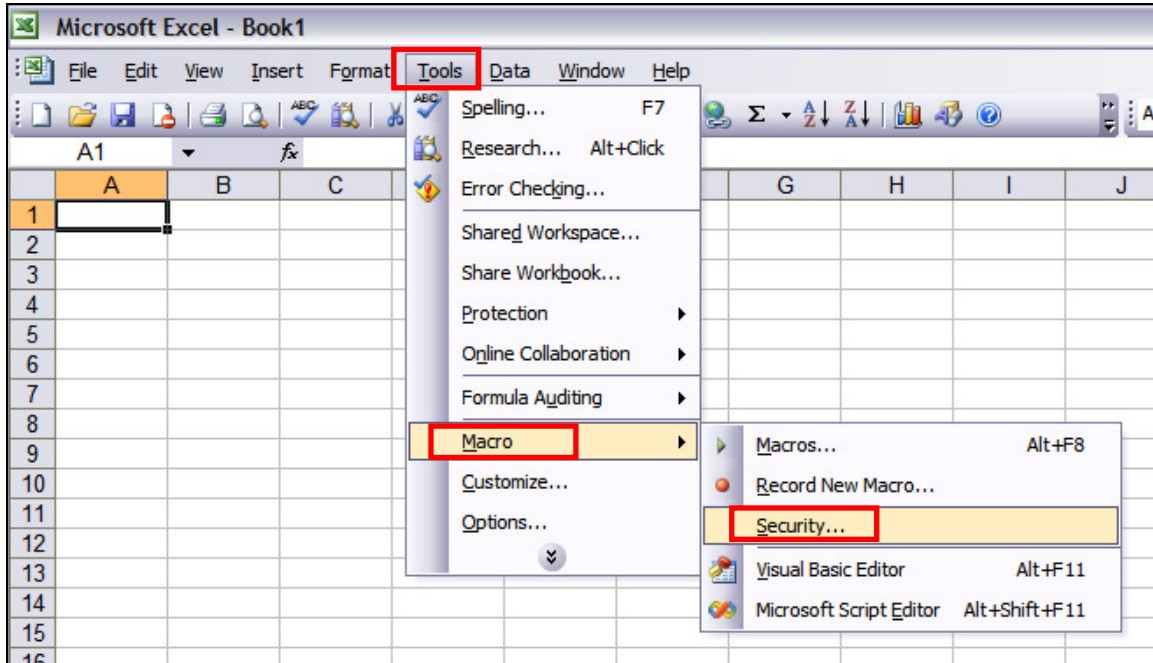


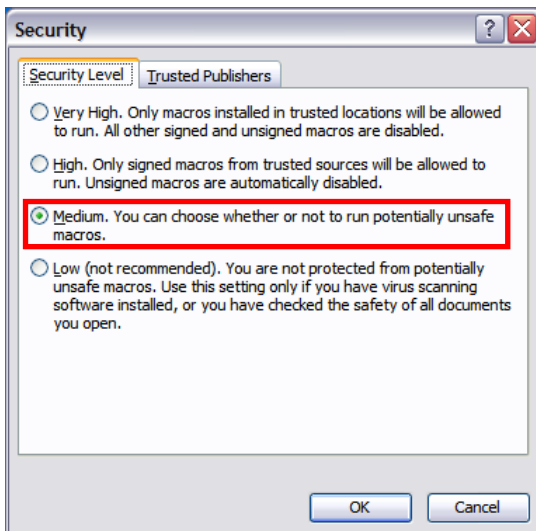
## Pivot Tool Installation

Excel 2003

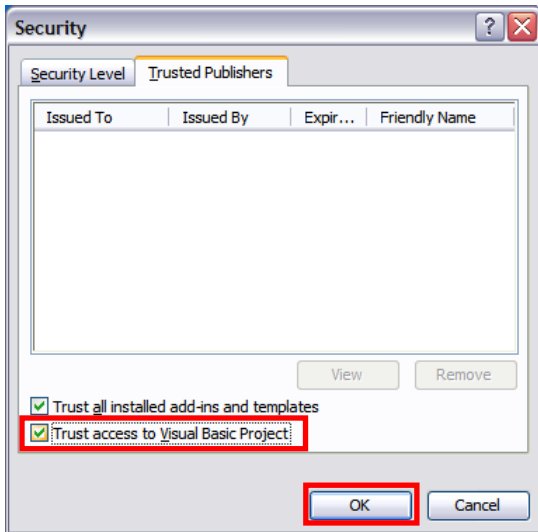
1. Open Microsoft Excel.
2. Click “Tools” then “Macro” then select “Security”.



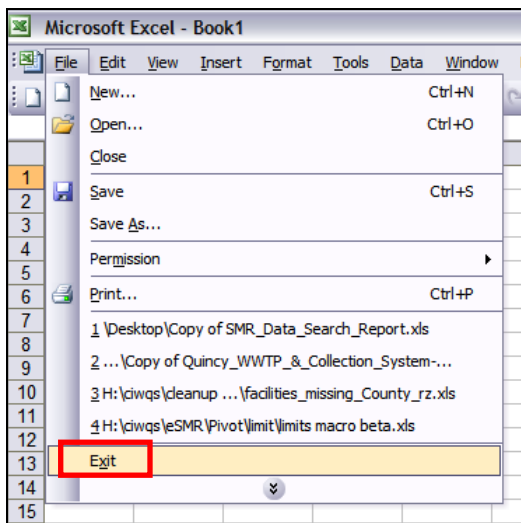
3. Check “Medium” on the “Security Level” tab.



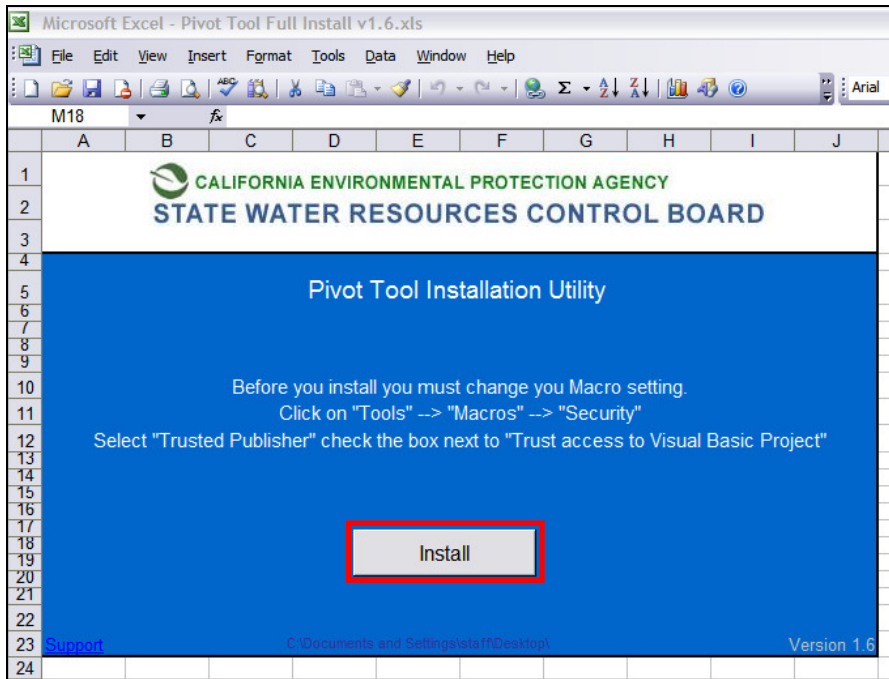
4. Check “Trust access to Visual Basic Project” on the “Trusted Publishers” tab, click “OK”.



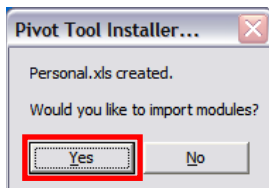
5. Exit Excel (your updated security setting will take effect once excel reopens).



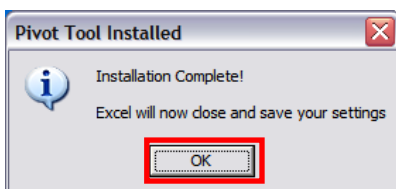
6. Open the Pivot Tool Installation Utility, Click “Install”.



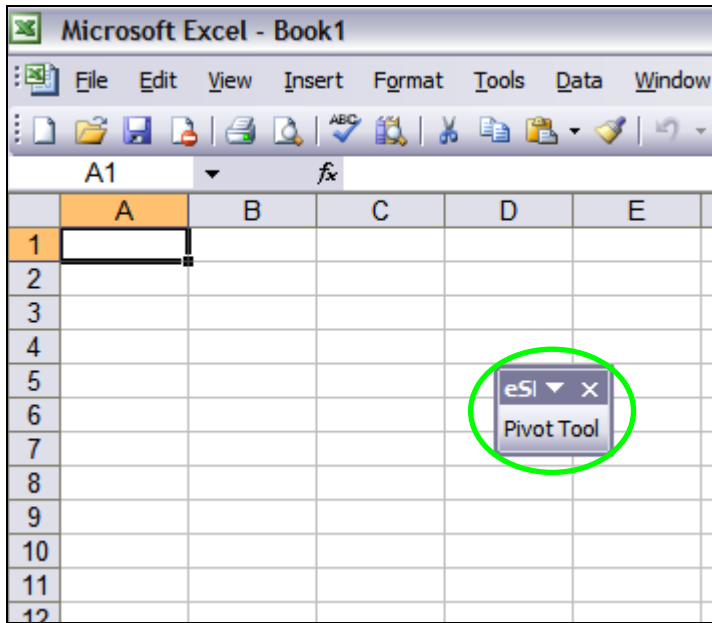
7. Click “Yes”.



8. Click “Ok”.



You will notice a “Pivot Tool” icon floating around. You can drag it to the toolbar if you prefer.



**The Pivot Tool installation is complete!**

## Pivot Tool Users Guide

The Pivot Tool can be used on data points from an eSMR. The data points can be found on the Data Summary tab of the eSMR.

Before we start lets go over the basics. Open internet explorer and navigate to CIWQS. <http://ciwqs.waterboards.ca.gov/> Enter your username and password then click “Login”. You are now at the Main Menu.

Water Boards **CIWQS** Menu Help Log out

Navigate to: [redacted]   
 You are logged-in as: [redacted] . If this account does not belong to you, please log out.

### Main Menu

Important Message: 3/8/10 - Release 5.4 has been put into production. This release included the resolution of many report issues, including and several reports that integrate data from CIWQS core and SMARTS. For a complete list of issues, please see the [status report](#) posted

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)

1. From the Main Menu click on “Submit/ Review a Self Monitoring Report”.

Water Boards **CIWQS** Menu Help Log out

Navigate to: [redacted]   
 You are logged-in as: [redacted] . If this account does not belong to you, please log out.

### Main Menu

Important Message: 3/8/10 - Release 5.4 has been put into production. This release included the resolution of many report issues, including and several reports that integrate data from CIWQS core and SMARTS. For a complete list of issues, please see the [status report](#) posted

- [Submit/Review a Self Monitoring Report \(SMR\)](#)
- [Run Reports](#)
- [View/Change My Personal Information](#)

2. Click on the Order Number.

Water Boards **CIWQS** Menu Help Log out

Navigate to: [redacted]   
 You are logged-in as: [redacted] . If this account does not belong to you, please log out.

### Self Monitoring Report (SMR)

Select the order that details the requirements for this Self Monitoring Report

Show Effective  Show All

Order Number	Program	Effective Dates
<a href="#">R5-2004-0152</a>	NPDES	10/15/2004 - <a href="#">View all Requirements for this Order</a>

3. Click on the Report name.

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)  
 Navigate to:    
 You are logged-in as: . If this account does not belong to you, please log out.

**Self Monitoring Report (SMR)**

To review or submit a report, select it from the list below. To change the list of reports, check the status types and/or enter start and end dates.

Show reports that meet these criteria

Status:

- Submitted - report was already submitted to water board
- In-Progress - report has been edited but not submitted
- Past Due - report deadline has passed and report has not been submitted
- Future - report due date is in the future

Show Report Due Between:  and

Search results: [Previous](#) 1-2 of 2 [Next](#)

Report Name	Type	Frequency	Reporting Period	Due Date	Status	Date Submitted	Date Reviewed	Report	Withdrawal
<a href="#">December 2009</a>	MONNPDES	Monthly	12/01/2009 - 12/31/2009	02/01/2010	Submitted	01/26/2010		<a href="#">Download Report</a>	<a href="#">Withdraw Report</a>
<b>January 2010</b>	MONNPDES	Monthly	01/01/2010 - 01/31/2010	03/01/2010	Submitted	03/01/2010	03/03/2010	<a href="#">Download Report</a>	<a href="#">Withdraw Report</a>

4. Click on the “Data Summary” tab

Water Boards **CIWQS** [Menu](#) [Help](#) [Log out](#)  
 Navigate to:    
 You are logged-in as: . If this account does not belong to you, please log out.

**Self Monitoring Report (SMR)**

Reporting Level: Level II

Facility Name: Quincy WWTP & Collection System Order Number: R5-2004-0152  
 Water Board Office: Region 5R - Redding Case Worker: Jacqueline Matthews  
 Monthly SMR ( MONNPDES ) report for January 2010 Report Effective Dates: 01/01/2010 - 01/31/2010  
 Status: Submitted

5. Scroll to the bottom of the page, click “Export Results to Excel”

[No Discharge](#) | [EDF/CDF](#) | [Analytical Data](#) | [Calculated Data](#) | [Data Summary](#) | [Attachments](#) | [Violations](#) | [Submittal](#) | [Post Certified](#) | [Waterboard Notes](#)

This page contains a summary of all analytical and calculated data submitted manually and/or through file upload(s) for this report.

Sorting Order for Analytical and Calculated Results:

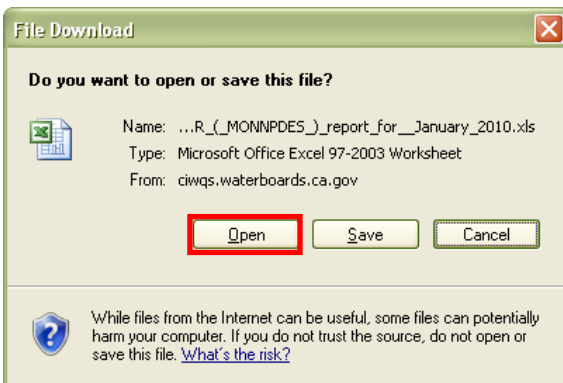
1.
2.
3.
4.
5.
6.

[Analytical result \(go to Calculated Results\)](#)

Location	Parameter	Analytical Method	Qual	Result	Units	MDL	ML	RL	Sampling Date/Time	Analysis Date	Review Priority Indicator	QA Codes	Comment
EFF-001	Ammonia, Total (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	5.4	mg/L	0		.1	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	.074	mg/L	0		.00043	01/19/2010 13:40:00	01/19/2010	No		Emergency Pond
EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD	=	6	mg/L	0		0	01/07/2010 07:46:00	01/07/2010	No		0
INF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Monthly Average (Mean)	=	143	mg/L				01/31/2010 12:00:00	01/31/2010	No		0
INF-001	Total Suspended Solids (TSS)	Monthly Average (Mean)	=	116	mg/L				01/31/2010 12:00:00	01/31/2010	No		0

Total Record Count: 6

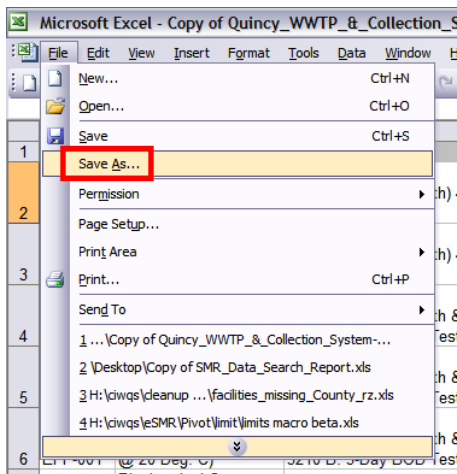
6. Click Open.



7. Click on the “All Data” worksheet (notice there are 3 worksheets).

1	Location	Parameter	Analytical Method	Calculated Method	Qual	Result	Units	MDL	ML	RL	Sampling	Sampling	Analysis D	Analysis TIR
2	EFF-001	Ammonia, Total (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)		=	5.4	mg/L	0		0.1	01/19/2010	13:40:00	01/19/2010	00:00:00
3	EFF-001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)		=	0.074	mg/L	0		4E-04	01/19/2010	13:40:00	01/19/2010	00:00:00
4	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	6	mg/L	0			01/07/2010	07:46:00	01/07/2010	00:00:00
5	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	11	lb/day	0			01/07/2010	07:46:00	01/07/2010	00:00:00
6	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	7	mg/L	0		0.01	01/14/2010	07:53:00	01/14/2010	00:00:00
7	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	42	lb/day	0		0.01	01/14/2010	07:53:00	01/14/2010	00:00:00
8	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	4	mg/L	0		0.01	01/21/2010	09:00:00	01/21/2010	00:00:00
9	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	30	lb/day	0		0.01	01/21/2010	09:00:00	01/21/2010	00:00:00
10	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	33	lb/day	0		0.01	01/28/2010	10:11:00	01/28/2010	00:00:00
11	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=	4	mg/L	0		0.01	01/28/2010	10:11:00	01/28/2010	00:00:00
12	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/01/2010	11:34:00	01/01/2010	00:00:00
13	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/02/2010	12:47:00	01/02/2010	00:00:00
14	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/03/2010	09:35:00	01/03/2010	00:00:00
15	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/04/2010	07:32:00	01/04/2010	00:00:00
16	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/05/2010	07:33:00	01/05/2010	00:00:00
17	EFF-001	Chlorine, Total Residual	Standard Method (19th) 4500-Cl G: Chlorine: DPD Colorimetric		=	0	mg/L	0		0	01/06/2010	07:16:00	01/06/2010	00:00:00

8. You must save the workbook to your computer (before running the Pivot Tool).





9. Click on the Pivot Tool icon.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

1	Location	Parameter	Analytical Method	Calculated Method	Q
2	EFF-001	Ammonia, Total (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)		=
3	EFF-001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)		=
4	EFF-001	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	Standard Method (18th & 19th) 5210 B: 5-Day BOD Test		=

A red box highlights the "Pivot Tool" icon in the "Calculated Method" column of row 3. A tooltip for the icon is visible, showing "eSI" and "Pivot Tool". A yellow box highlights the "Go CIWQS!" button below the table.

10. Click on the “All Data” button





Your Pivot Table is created! You may adjust the dropdown lists to narrow your results and further analyze the data.

Microsoft Excel - Copy of Quincy\_WWTP\_a\_Collection\_System\_-\_Monthly\_SMR\_(MONNPDES)\_report\_for\_January\_2010.xls

File Edit View Insert Format Tools Data Window Help

Arial 10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1																			
2																			
3	verage of Resu		Locati	Param	culatio	Units	Qual												
4			EFF-001																
5			Ammonia, Total (as N)	Ammonia, Unionized (as N)	Biochemical Oxygen Demand (BOD) (5-day @ 20 Deg. C)	BOD5 @ 20 Deg. C, Percent Removal	Chlorine, Total Residual	Copper, Total	Dissolved Oxygen	Flow	Hardness, Total (as CaCO3)	Lead, Total	Silver, Total	Temperature	Total Coliform				
6			Single	Monthly Average (Mean)	Single	Percent Reductio n	Single												
7			mg/L		lb/day	mg/L	%	mg/L	ug/L	mg/L	MGD	mg/L	ug/L	Degrees	MPN/100 mL				
8	Sampling Dt	Sampling Tm	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	=	
9	01/01/2010	11:34:00						0											
10		12:00:00									0								
11	01/02/2010	12:00:00																	
12		12:47:00																	
13	01/03/2010	09:35:00																	
14		12:00:00																	
15	01/04/2010	07:32:00																	
16		11:20:00																2	
17		12:00:00									0.972								
18	01/05/2010	07:33:00																	
19		12:00:00									0.823								
20	01/06/2010	07:16:00																	
21		12:00:00									0.355								
22		07:28:00																	
23	01/07/2010	07:37:00																	
24		07:46:00			11	6												43	
25		12:00:00									0.222								
26		07:31:00																	
27		12:00:00									1.999								
28	01/08/2010	15:20:00																	
29		15:34:00																	
30		15:35:00																	
31		15:52:00																	
32	01/09/2010	11:47:00																	
33		12:00:00									1.999								
34		12:00:00									1.999								
35	01/10/2010	14:04:00																	