Susquehanna River Basin Commission

a water management agency serving the Susquehanna River Watershed

Monitoring Data Website Help Document

Points of Interest regarding the Monitoring Data Website (MDW):

- The MDW is configured to operate over a Secure Sockets Layer (SSL). SSL cannot be used for Internet communications outside the United States. All MDW submissions must occur from within the United States.

- The MDW requires that JavaScript be enabled on the Web browser. If JavaScript is disabled, the site will not work.

- When a user is logged into the MDW, a session is created for them. This session will expire after 120 minutes, and can cause various parts of the MDW to generate errors. Users should be instructed to log out and then log back into the MDW should this occur.

- The MDW is designed specifically for Internet Explorer 6.0, Internet Explorer 7.0 and Firefox (all versions). While the site may work with other browsers, the Susquehanna River Basin Commission does not recommend and will not support its use with other browsers.
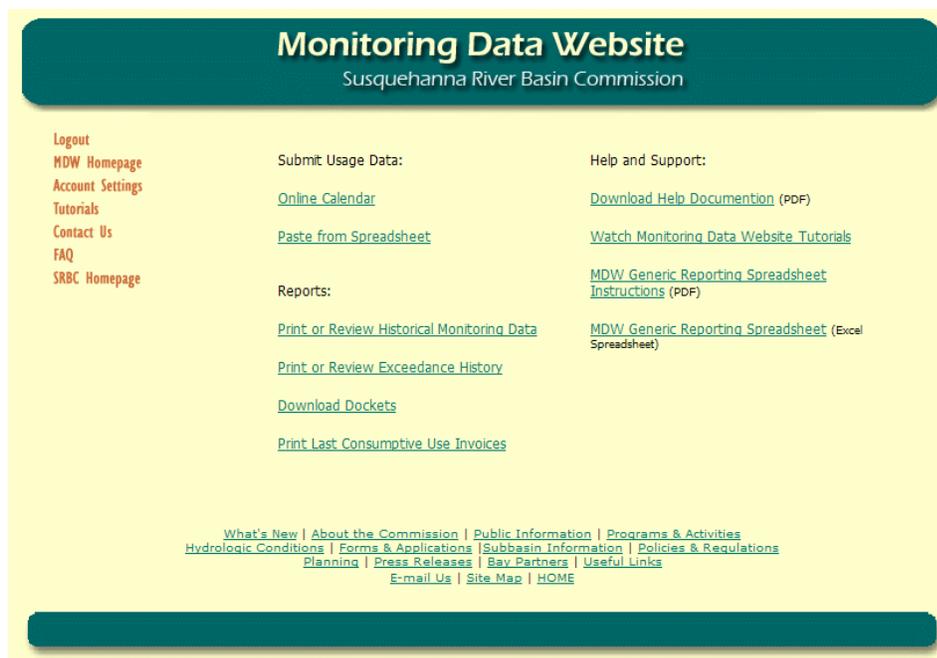
Monitoring Data Website Help Document

Basic User Instructions

The MDW can be accessed from https://services.srbc.net/reporting. Log into the MDW using your assigned Username and Password:
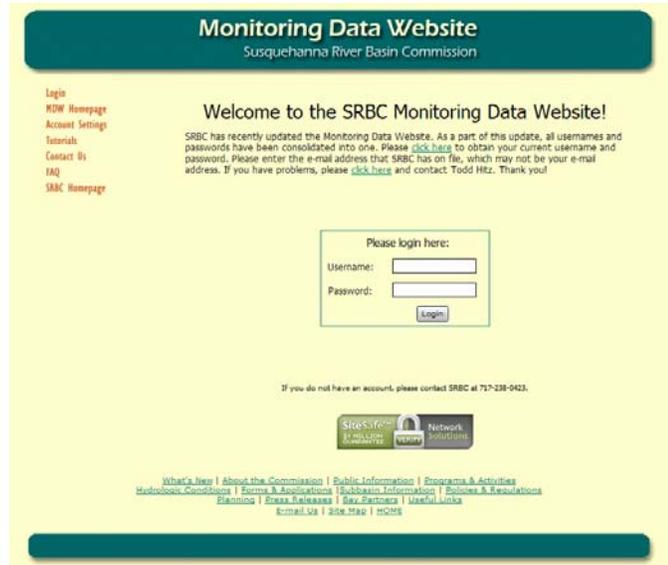
Upon login, you will see the welcome screen for the MDW. You will be given the options to **Submit Usage Data via the Online Calendar**, **Submit Usage Data via Paste from Spreadsheet**, **Print or Review Historical Monitoring Data**, **Print or Review Exceedence History**, **Download Dockets**, or **Print Last Consumptive Use Invoice**. These will be detailed below.

50530.1

Monitoring Data Website Help Document

Submit Usage Data via the Online Calendar

On this page, you will select a Facility and then a Source. The Submission calendar will load. You will select a day by clicking on it, enter your usage for the selected day in the dialog that appears, then click Store (or press Enter on your keyboard.) You cannot enter values greater than zero for dates greater than the current date.

At the bottom of the Submission form there is a checkbox which must be checked, and a textbox in which you must enter your name prior to clicking the Submit button.

Once data has been submitted, a summary of your submission status will be shown (*shown on page 6*), unless this is the last source you're submitting, in which case your data will be reviewed for Exceedences (*discussed below*).

50530.1

Monitoring Data Website Help Document

Submit Usage Data via Paste from Spreadsheet

On this page, you will select a Facility and then a Source. This will bring up an area for you to paste Excel data into and some instructions about what information to paste. The heading of the box will show the date range of data that is expected.

You should copy the date and amount information (in Gals/Day) as shown in the simple example below. The column headers should not be copied. Note that the MDW does not accept negative or decimal numbers.

Monitoring Data Website Help Document

This information is then pasted into the area in your web browser. It will appear as two columns of data:

After clicking the preview button, a review screen will appear that shows the data that was just pasted. If there are any errors detected, a message will appear next to that entry with the problem description. The incorrect data will be shown in red (for example, the second screen shows errors for negative numbers and entries that are not numeric). This data should be reviewed to ensure information is accurate and entered correctly. Should you encounter errors, click on the "click here" link to try again.

Submission Status Page

After data has been entered for a source using either of the methods described above, you will be taken to a submission status page, shown below. This will display which sources have been submitted and which are still outstanding, and which quarter the MDW is expecting.

Exceedence Page

When all sources have been submitted for a quarter, the MDW will determine if there have been any Exceedences and allow you to enter any comments you might have for the Exceedences listed. Note that if there were no Exceedences, you will not see this page. The number of violations can be clicked to bring up a listing of the entries that exceeded for that source and type.

Monitoring Data Website Help Document

Print or Review Historical Monitoring Data

After selecting this option, you will be presented with a form allowing you to select any data that has been entered into the system for that facility. You can select a source, year, reporting quarter, and sort order of the report.

Clicking on Show Report will display a printable report of the selected data in a new window, as shown below.

Account Settings

You can update the e-mail address and password stored on file by clicking on the Account Settings link. After logging in, they can enter your e-mail address or new password in the space provided, then click the Save button. You cannot delete an e-mail address once one has been added.

If you forget your login information or password, you should attempt to login once and, upon failure, you will be given a link which you can use to recover your password. If you have an e-mail address on file, you simply need to enter that e-mail address and your password will be e-mailed to you.

Displayed after failed login attempt

Monitoring Data Website Help Document

Print or Review Exceedence Data

After selecting this option, you will be presented with a form allowing you to select any exceedence data for that facility. You can select a source, year, reporting quarter, and sort order of the report.

Clicking on Show Report will display a printable report of the selected data in a new window, as shown below.

50530.1

Monitoring Data Website Help Document

Download Dockets

Clicking this link will display all dockets that are available for download. Dockets may be downloaded by selecting the option button next to the docket you wish to download and clicking the "Download" button. A dialog will appear asking if you wish to open or save the Docket. Note that Dockets are in PDF format and require Adobe Acrobat to view.

Print Last Consumptive Use Invoice

This will display a list of your Consumptive Use Invoices. To view an Invoice, click on the Invoice number link. An example Invoice is shown on the following page.

50530.1

Monitoring Data Website Help Document

Example of an Invoice

INVOICE

123 Test

,

Due Date: 10/30/2008
Invoice #: 7367

Approval #: 20080910

DESCRIPTION	AMOUNT
Consumptive Water Use: Total CU submitted for this quarter: 2.6358 mgd Grandfathered amount: 0.46 mgd Payable CU amount: 2.1758 mgd Rate: 0.14/1000 gallons Quarterly Consumptive Use for Quarter 3 of 2008	304.29
Credits:	0.00
Payments:	0.00
Refunds:	0.00
TOTAL:	304.29

Remit payment to:

SRBC Water Management Fund
P.O. Box 4586
Harrisburg, PA 17111-4586

Note: Please put your Approval Number and Invoice Number on the check.

Susquehanna River Basin Commission
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Website: http://www.srbc.net - E-mail: compliance@srbc.net
Monitoring data website: https://services.srbc.net/reporting

50530.1