

# Susquehanna River Basin Commission

*a water management agency serving the Susquehanna River Watershed*



## Monitoring Data Website Help Document

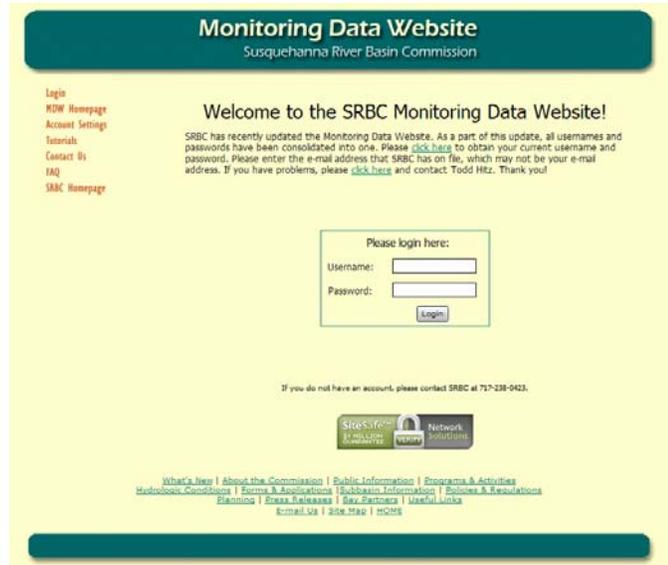
### Points of Interest regarding the Monitoring Data Website (MDW):

- 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.

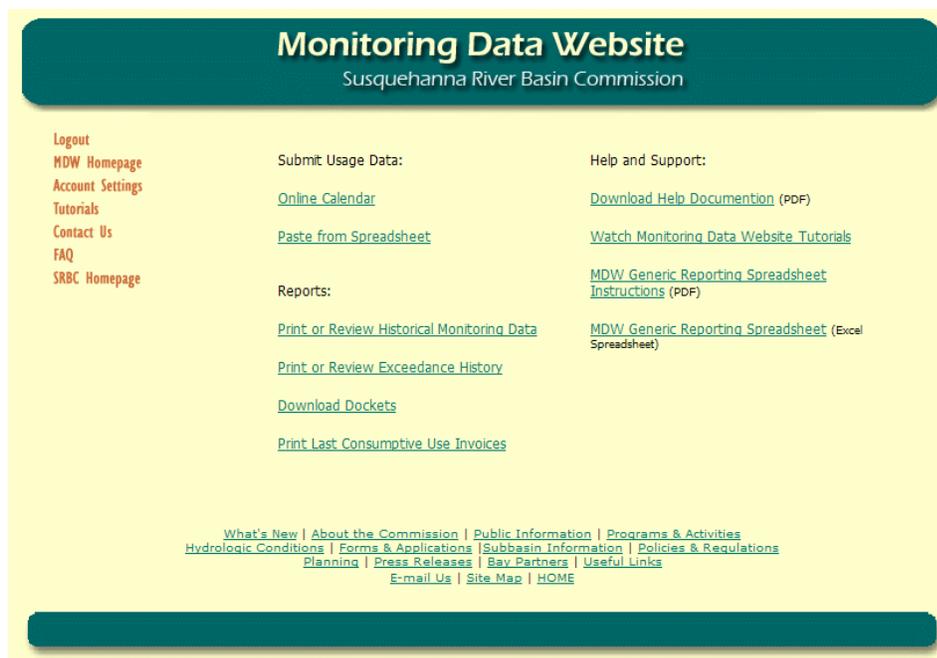
# Monitoring Data Website Help Document

## 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 Exceedance History**, **Download Dockets**, or **Print Last Consumptive Use Invoice**. These will be detailed below.



# 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.

**Monitoring Data Website**  
Susquehanna River Basin Commission

Facility: 123 Test  
Source: BAINBRIDGE VILLAGE  
Monitoring Report for: 123 Test  
Reporting: Daily  
Approval #: 20080910

**July 2008**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	Please enter your SW/GW withdrawal or Total CU for: 7/19/2008				12
13	14	[Text Box] (Gals / Day)				19
20	21	22	23	24	25	26
27	28	29	30	31		

**August 2008**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

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.

28 29 30 31

The information I provided is true and accurate to the best of my knowledge and I understand that falsifying Monitoring Data is illegal and may incur legal action.

Please enter your full name: [Text Box] [Submit]

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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*).

# 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.

**Monitoring Data Website**  
Susquehanna River Basin Commission

This form is designed for pasting Monitoring Data from Microsoft Excel ONLY. Please copy and paste your Monitoring Data into the textbox below. Ensure columns are in the correct order (Date, Amount), that the data in the amount field is in GALLONS/DAY and do not include column headers.

Facility: 123 Test

Source: BAINBRIDGE VILLAGE

Monitoring Report for:  
**123 Test**

Reporting: Daily  
Approval #: 20080910

Example:

Date: (7/1/2006 - 9/31/2006)	An
7/1/2006	84684
7/2/2006	23543
7/3/2006	65774
7/4/2006	79956
7/5/2006	70501
7/6/2006	73306

Date: (7/1/2008 - 9/30/2008) Amount: (Gal / Day)

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.

Microsoft Excel - sample data.xls [Read-Only]

DATE	Amount (Gals)
7/1/2008	40000
7/2/2008	39750
7/3/2008	39500
7/4/2008	39250
7/5/2008	39000
7/6/2008	38750
7/7/2008	38500
7/8/2008	38250
7/9/2008	38000
7/10/2008	37750
7/11/2008	37500
7/12/2008	37250
7/13/2008	37000
7/14/2008	36750
7/15/2008	36500
7/16/2008	36250
7/17/2008	36000
7/18/2008	35750
7/19/2008	35500
7/20/2008	35250
7/21/2008	35000

# 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:

**Monitoring Data Website**  
 Susquehanna River Basin Commission

This form is designed for pasting Monitoring Data from Microsoft Excel ONLY. Please copy and paste your Monitoring Data into the textbox below. Ensure columns are in the correct order (Date, Amount), that the data in the amount field is in GALLONS/DAY and do not include column headers.

Facility:   
 Source:   
 Monitoring Report for: **123 Test**  
 Reporting: Daily  
 Approval #: 20080910

Example:

H19	A	B	C	D
1				
2				
3		7/1/2006	84684	
4		7/2/2006	23543	
5		7/3/2006	65774	
6		7/4/2006	79956	
7		7/5/2006	70501	
8		7/6/2006	73306	

Date: (7/1/2006 - 9/31/2006)	Amount: (Gal / Day)
7/1/2006	84684
7/2/2006	23543
7/3/2006	65774
7/4/2006	79956
7/5/2006	70501
7/6/2006	73306

Date: (7/1/2008 - 9/30/2008)	Amount: (Gal / Day)
9/10/2008	22250
9/11/2008	22000
9/12/2008	21750
9/13/2008	21500
9/14/2008	21250
9/15/2008	21000
9/16/2008	20750
9/17/2008	20500
9/18/2008	20250
9/19/2008	20000
9/20/2008	19750
9/21/2008	19500
9/22/2008	19250
9/23/2008	19000
9/24/2008	18750
9/25/2008	18500
9/26/2008	18250
9/27/2008	18000
9/28/2008	17750
9/29/2008	17500
9/30/2008	17250

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.

9/15/2008	21000	OK
9/16/2008	20750	OK
9/17/2008	20500	OK
9/18/2008	20250	OK
9/19/2008	20000	OK
9/20/2008	19750	OK
9/21/2008	19500	OK
9/22/2008	19250	OK
9/23/2008	19000	OK
9/24/2008	18750	OK
9/25/2008	18500	OK
9/26/2008	18250	OK
9/27/2008	-18000	Amount is negative
9/28/2008	green	Amount is not numeric
9/29/2008	17500	OK
9/30/2008	17250	OK

There are errors in the data you submitted.  
Please modify your spreadsheet data and [click here](#) to try again.

# Monitoring Data Website Help Document

## 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.

**Monitoring Data Website**  
Susquehanna River Basin Commission

Facility: 123 Test

Source: AARONSBURG WATER PIPE

Monitoring Report for:

Please select a Facility and Source on the left.

**This source has been submitted. The current submission status for this facility is shown below:**

AARONSBURG WATER PIPES INC.	Submitted for 7/1/2008 - 9/30/2008
BAINBRIDGE VILLAGE	Awaiting submission for 7/1/2008 - 9/30/2008
CAERNARVON TWP AUTH	Submitted for 7/1/2008 - 9/30/2008
GW1	Submitted for 7/1/2008 - 9/30/2008
GW2	Submitted for 7/1/2008 - 9/30/2008
GW3	Submitted for 7/1/2008 - 9/30/2008
SW1	Submitted for 7/1/2008 - 9/30/2008
SW2	Submitted for 7/1/2008 - 9/30/2008
SW3	Submitted for 7/1/2008 - 9/30/2008
Total CU	Submitted for 7/1/2008 - 9/30/2008

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# Monitoring Data Website Help Document

## 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.

The screenshot shows the 'Monitoring Data History Report Form' on the Monitoring Data Website. The form includes the following fields and options:

- Select Facility:** 123 Test
- Select Source:** GW2
- Select Year:** 2008
- Select Quarter:** All
- Sort (by Date Reported):** Ascending (selected) / Descending
- Show Report** button

Navigation links on the left include: Logout, MDW Homepage, Account Settings, Tutorials, Contact Us, FAQ, and SRBC Homepage. Footer links include: What's New, About the Commission, Public Information, Programs & Activities, Hydrologic Conditions, Forms & Applications, Subbasin Information, Policies & Regulations, Planning, Press Releases, Bay Partners, Useful Links, E-mail Us, Site Map, and HOME.

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

The screenshot shows the 'Monitoring Data Report' window. It includes a 'Close' button and the following fields:

- Facility:** 123 Test
- Approval #:** 20080910
- Source Name:** GW2

The report displays a table with the following data:

Source Name	Date Reported	Amount (gals/day)
GW2	7/1/2008	40000
GW2	7/2/2008	39750
GW2	7/3/2008	39500
GW2	7/4/2008	39250
GW2	7/5/2008	39000
GW2	7/6/2008	38750
GW2	7/7/2008	38500
GW2	7/8/2008	38250
GW2	7/9/2008	38000
GW2	7/10/2008	37750
GW2	7/11/2008	37500
GW2	7/12/2008	37250
GW2	7/13/2008	37000
GW2	7/14/2008	36750
GW2	7/15/2008	36500
GW2	7/16/2008	36250
GW2	7/17/2008	36000
GW2	7/18/2008	35750
GW2	7/19/2008	35500
GW2	7/20/2008	35250
GW2	7/21/2008	35000
GW2	7/22/2008	34750
GW2	7/23/2008	34500
GW2	7/24/2008	34250

# Monitoring Data Website Help Document

## 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.

The screenshot shows the 'Account Settings' page for the Monitoring Data Website. The page has a yellow background with a dark green header and footer. The header contains the site name and 'Susquehanna River Basin Commission'. A navigation menu on the left includes links for Logout, MDW Homepage, Account Settings, Tutorials, Contact Us, FAQ, and SRBC Homepage. The main content area is titled 'Account Settings' and contains a message: 'This email address will be used in the event you forget your password. It will also be used for all email correspondence from the Monitoring Data Website.' Below this is a 'Change Email Address' section with a text input field containing 'a@b.com'. A second message states: 'If you would like to change your password, please use the form below. (Leave all fields blank if you only want to change your email address.)' This is followed by a 'Change Password' section with 'New Password:' and 'Confirm Password:' input fields. A 'Save' button is located at the bottom of the form. A footer with various links is visible at the bottom of the page.

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.

The screenshot shows a login page with a yellow background. At the top, a message in orange text reads: 'The User ID/Password combination you provided did not match our records. Enter your email address below to have your username and password emailed to you.' Below this message is a text input field and a 'Submit' button. Below the input field is a box titled 'Please login here:' containing 'Username:' and 'Password:' input fields, and a 'Login' button. A black oval highlights the message and the input field. A callout box with an arrow pointing to the message contains the text: 'Displayed after failed login attempt'.

# Monitoring Data Website Help Document

## Print or Review Exceedance Data

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

The screenshot shows the 'Monitoring Data Website' interface for the Susquehanna River Basin Commission. The main heading is 'Exceedance History Report Form'. On the left, there is a navigation menu with links: Logout, MDW Homepage, Account Settings, Tutorials, Contact Us, FAQ, and SRBC Homepage. The form fields include: 'Select Facility:' with a dropdown menu showing '123 Test'; 'Select Year:' with a dropdown menu showing '2008'; 'Select Quarter:' with a dropdown menu showing 'All'; and 'Sort (by Date Reported)' with radio buttons for 'Ascending' (selected) and 'Descending'. A 'Show Report' button is located below the sort options. At the bottom of the page, there is a footer with various links: What's New, About the Commission, Public Information, Programs & Activities, Hydrologic Conditions, Forms & Applications, Subbasin Information, Policies & Regulations, Planning, Press Releases, Bay Partners, Useful Links, E-mail Us, Site Map, and HOME.

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

The screenshot shows the 'Monitoring Data Website' interface for the Susquehanna River Basin Commission. The main heading is 'Exceedance Report'. There is a 'Close' button in the top left corner. Below the heading, there is a search bar containing '123 Test'. The main content is a table with the following columns: Source Name, Reporting Date, Amount (gals / day), and Exceedance Type. The table contains 18 rows of data, all with a reporting date of 7/1/2008 and an amount of 40000 gals/day. The exceedance types include Combined Withdrawal Limit (Peak), GW Source Limit (Peak), PWS Source Limit (Peak), SW Source Limit (Peak), and SW System Limit (Peak).

Source Name	Reporting Date	Amount (gals / day)	Exceedance Type
BAINBRIDGE VILLAGE	7/1/2008	40000	Combined Withdrawal Limit ( Peak )
GW2	7/1/2008	40000	Combined Withdrawal Limit ( Peak )
SW2	7/1/2008	40000	Combined Withdrawal Limit ( Peak )
GW1	7/1/2008	40000	GW Source Limit ( Peak )
GW2	7/1/2008	40000	GW Source Limit ( Peak )
GW3	7/1/2008	40000	GW Source Limit ( Peak )
GW1	7/1/2008	40000	GW System Limit ( Peak )
GW2	7/1/2008	40000	GW System Limit ( Peak )
AARONSBURG WATER PIPES INC.	7/1/2008	40000	PWS Source Limit ( Peak )
BAINBRIDGE VILLAGE	7/1/2008	40000	PWS Source Limit ( Peak )
CAERNARVON TWP AUTH	7/1/2008	40000	PWS Source Limit ( Peak )
SW1	7/1/2008	40000	SW Source Limit ( Peak )
SW2	7/1/2008	40000	SW Source Limit ( Peak )
SW3	7/1/2008	40000	SW Source Limit ( Peak )
SW1	7/1/2008	40000	SW System Limit ( Peak )
SW2	7/1/2008	40000	SW System Limit ( Peak )

# 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.

The screenshot shows the 'Monitoring Data Website' header for the Susquehanna River Basin Commission. On the left is a navigation menu with links: Logout, MDW Homepage, Account Settings, Tutorials, Contact Us, FAQ, and SRBC Homepage. The main content area is titled 'Approval Download Form' and includes a 'Select Docket:' section with a radio button selected for '20080910.pdf' and a 'Download' button. At the bottom, there is a footer with various informational links such as 'What's New', 'About the Commission', 'Public Information', 'Programs & Activities', 'Hydrologic Conditions', 'Forms & Applications', 'Subbasin Information', 'Policies & Regulations', 'Planning', 'Press Releases', 'Bay Partners', 'Useful Links', 'E-mail Us', 'Site Map', and 'HOME'.

## 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.

The screenshot shows the 'Monitoring Data Website' header for the Susquehanna River Basin Commission. On the left is a navigation menu with links: Logout, MDW Homepage, Account Settings, Tutorials, Contact Us, FAQ, and SRBC Homepage. The main content area is titled 'Invoice List' and contains a table with the following data:

Facility	Invoice #	Quarter	Year	Amount	Due Date
123 Test	<a href="#">7367</a>	3	2008	\$304.29	10/30/2008
123 Test	<a href="#">7372</a>	3	2008	\$304.29	10/30/2008
123 Test	<a href="#">7373</a>	3	2008	\$304.29	10/30/2008
256 Test	<a href="#">7366</a>	3	2008	\$368.69	10/30/2008
256 Test	<a href="#">7368</a>	3	2008	\$368.69	10/30/2008
256 Test	<a href="#">7369</a>	3	2008	\$368.69	10/30/2008
256 Test	<a href="#">7370</a>	3	2008	\$368.69	10/30/2008
256 Test	<a href="#">7371</a>	3	2008	\$368.69	10/30/2008

At the bottom, there is a footer with various informational links such as 'What's New', 'About the Commission', 'Public Information', 'Programs & Activities', 'Hydrologic Conditions', 'Forms & Applications', 'Subbasin Information', 'Policies & Regulations', 'Planning', 'Press Releases', 'Bay Partners', 'Useful Links', 'E-mail Us', 'Site Map', and 'HOME'.

# Monitoring Data Website Help Document

## Example of an Invoice

<b>INVOICE</b>	
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
	<b>TOTAL:</b> 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 1721 North Front Street, Harrisburg, PA 17102-2391 Phone: (717) 238-0423 - Fax: (717) 238-2436 Website: <a href="http://www.srbc.net">http://www.srbc.net</a> - E-mail: <a href="mailto:compliance@srbc.net">compliance@srbc.net</a> Monitoring data website: <a href="https://services.srbc.net/reporting">https://services.srbc.net/reporting</a>	