

# ***eSMR Analytical Data Report Fact Sheet***

*Summary: User-specified search criteria return a list of reports. The user can select individual reports or sets of reports to export a data report to Excel. From there, users can use pivot tables or other Excel functions to organize and graph the data.*

## **Using the Report (Navigation)**

### **LOCATION**

This report is located under the Run Reports link in CIWQS under the SMR heading.

### **SEARCH CRITERIA**

Region, Case Worker, and County are “pick lists.” Pick lists display several items and have a scroll bar on the right side. The scroll bar allows the user to select multiple values. Hold down the Ctrl key and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

SMR Status is read only. Case workers can only review submitted SMRs.

Report Document Type, Reg. Measure Status, and Program are dropdown menus. The user can choose one and only one value in each of the lists. To use a drop-down, click the upside down triangle on the right.

WDID, Order Number, Due Date, and Days Late are text fields. The Due Date fields expect a date in the MM/DD/YYYY format. The Order Number must be an exact match to return data. However, the user can type in part of the WDID and get results.

The Days Late field expects a number and one section of the report displays reports that are *at least* that specified number of days late.

Gray buttons for querying by place or party take the user to the Place and Party module search screens, respectively. The user can search for a facility or organization as he/she would in CIWQS and use the “Link” hyperlink on the right to select the appropriate record for searching for a report.

The final gray button, which is called “Run Report,” starts the query.

Only regulatory measures with reporting levels set to Level II or Original eSMR are considered in this report.

### **HYPERLINKS**

The Search Criteria returns a list of Self-Monitoring reports. The link “Home” at the top right of the report takes you to the CIWQS menu. The link “Reports” takes you to the Run Reports Module.

The user may choose “New Search” taking him/her back to the search screen cleared of previous entry or “Refine Search,” which returns the user to the search with the previous criteria still selected.

The report displays 25 records. Click “Next” to look at more reports or use the drop-down to select another range of records (i.e. 26-50 of XX records). The user can also choose to see more or fewer records displayed per page by using the “Records/Page” drop-down.

## **Search Criteria**

- Region
- Report Document Type
- WDID
- Reg. Measure Status
- Place
- Discharger
- Program
- Due Date
- Days Late
- Order Number
- Case Worker
- County

## **Search Results**

- Check Box
- Facility Name
- Order Number
- Report Name
- Submitted Date

The user can choose to generate an Excel report of the analytical and calculated data submitted through the selected reports (using the check boxes) or of the submitted analytical and calculated data for all of the reports in the search results.

Clicking on the columns will sort the data. Clicking the hyperlink again will sort in reverse order. The columns are sorted across all pages, not just the values displayed on the screen.

The Facility Name links to the Facility At-A-Glance report. The Report Name links to the report in a PDF file. Click on the link. When the dialogue box appears, it asks, "Do you want to save this file?" Click "Save." Open with Adobe.

## How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866)-792-4977 or [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov) if you believe a report has not been refreshed.

## Where is this information coming from?

### SEARCH RESULTS

**Facility Name** – this is the facility or child of facility related to the activated regulatory measure with the relationship of "regulated by"

**Order Number** – this is the Order No. of the regulatory measure found in the Regulatory Measure's General Info tab

**Report Name** – from the SMR Module, this field typically indicates what type of report it is (e.g., Monthly SMR (MONNPDES) report for October 2008)

**Submitted Date** – this is the date an electronic report is submitted into CIWQS or, for paper reports it is the date recorded as Date Received in CIWQS

### EXPORTED FIELDS

**Location** – this is the Monitoring Location from the submitted report's analytical tab or calculated tab

**Parameter** – this is the Parameter field from the submitted report's analytical tab or calculated tab

**Analytical Method/Calc** – this is either the Analytical Method for single analytical results or the Calculation Type for calculated values. These values are entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Record Type** – this indicates whether the result is a single analytical value or a calculated data point.

**Qualifier** – this is the Qualifier field entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Results** – this is the Results field entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Units** – this is the Units field entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**MDL** – this is the MDL entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

## Report Facts

- This report has three distinct types of exports:
  - Analytical and Calculated SMR Report Data
  - Search Results and related report submittal information.
  - Individual SMR report in PDF

## Exported Fields

- Location
- Parameter
- Analytical Method/Calc
- Record Type
- Qualifier
- Results
- Units
- MDL
- ML
- RL
- Sample Date
- Sample Time
- Analysis Date
- Comments
- Data Source
- Facility Name
- Report Name

**ML** – this is the ML entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**RL** – this is the RL entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Sample Date** – this is the Sample Date entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Sample Time** – this is the Sample Time entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Analysis Date** – this is the Analysis Date entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Comments** – this is the Comments field entered in the analytical or calculated tabs or uploaded on the EDF/CDF tab

**Data Source** - this is the Data Source from the submitted report's data summary tab

**Facility Name** - this is the facility or child of facility related to the activated regulatory measure with the relationship of "regulated by"

**Report Name** - from the SMR Module, this field typically indicates what type of report it is (e.g., Monthly SMR (MONNPDES) report for October 2008)

### Contact Info

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