

# Data File Uploads Procedures

## Overview

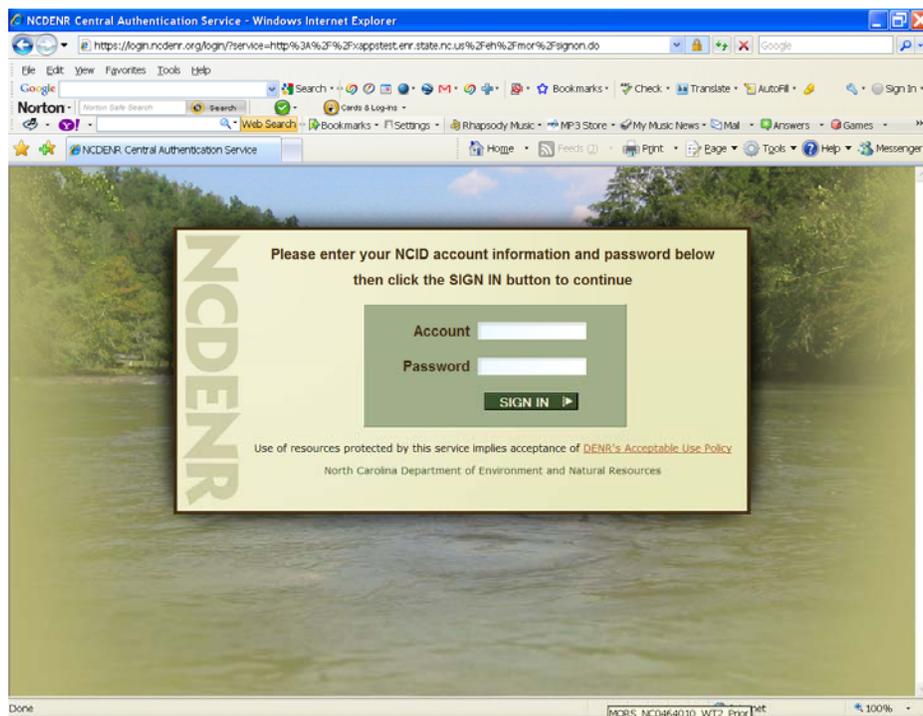
When the submit button on the eMOR workbook is pressed, two data files are created. These data files are saved in the **Data\_File\_Uploads** folder (subfolder of eMOR folder) and are to be uploaded, one each, into two different databases.

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

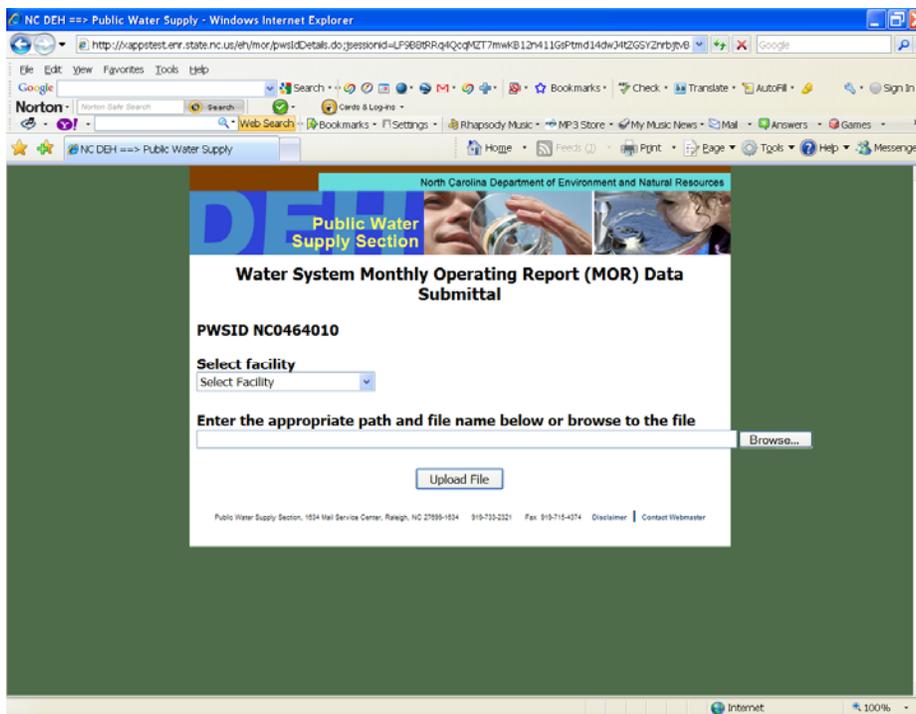
1. With an active internet connection, the workbook will automatically launch the NCDENR website for logging into the Public Water Supply Section Data File Uploads application. Once there, log in using your NCID user name for account and your NCID password.



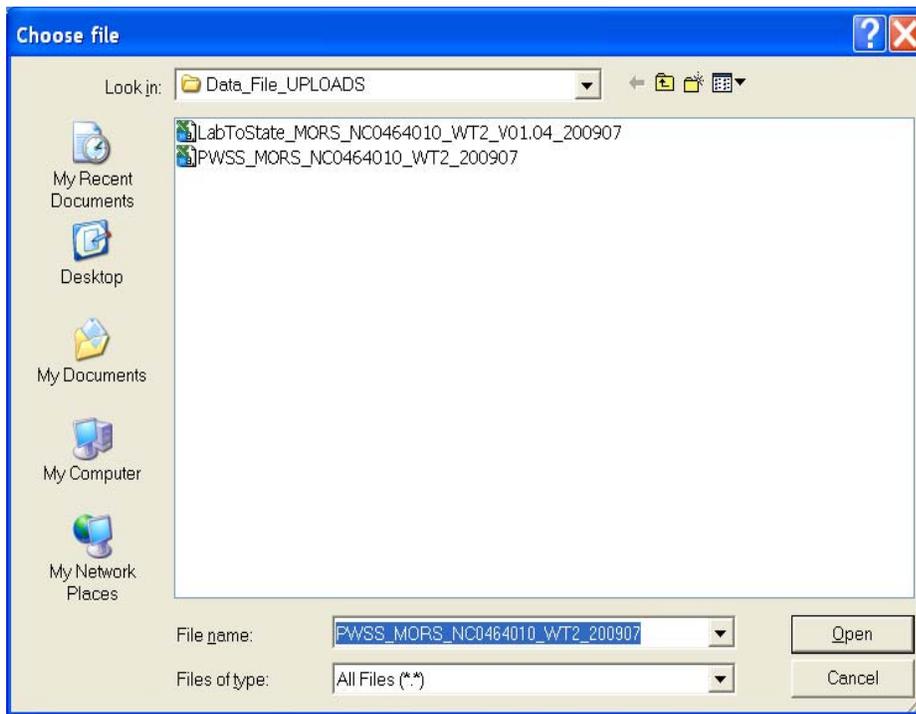
2. Next, enter the PWSID for your system **without dashes**. For example, you could enter NC0464010, or nc0464010, or 0464010, but **not** 04-64-010.



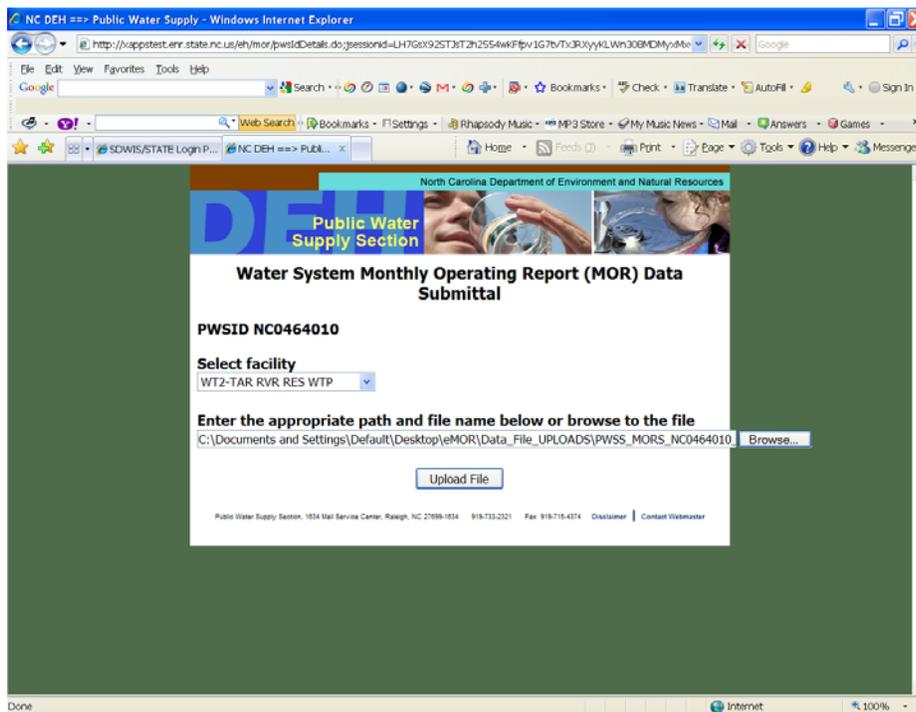
3. Select the appropriate facility from the drop down menu.



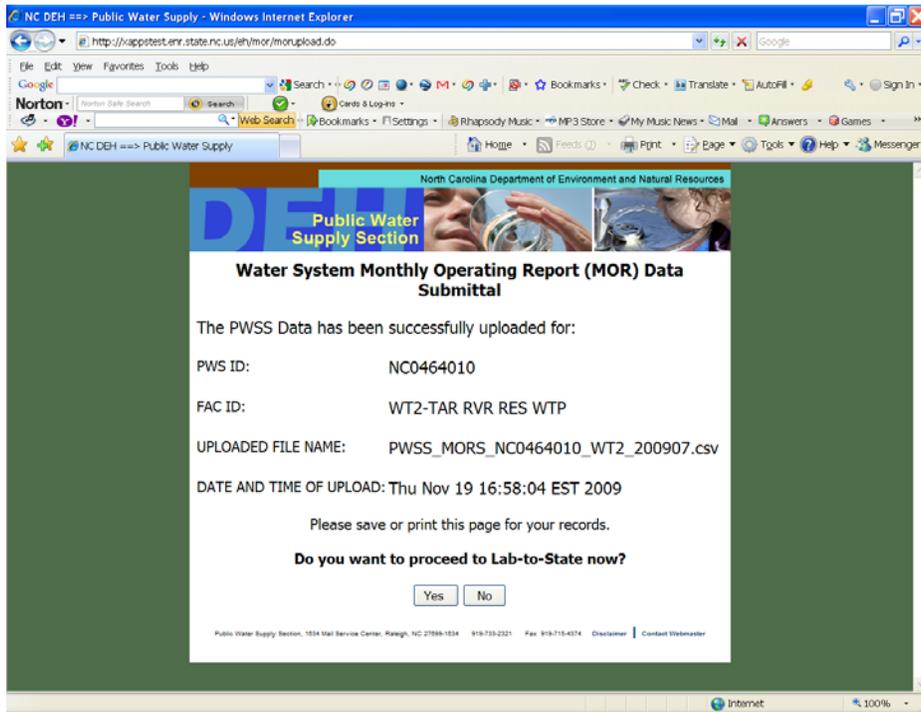
4. Browse to the file to be uploaded. This file will be found in the **Data\_File\_Uploads** folder (subfolder of eMOR) and the name will begin with “PWSS”, corresponding to the PWSS database to which it is to be uploaded.



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

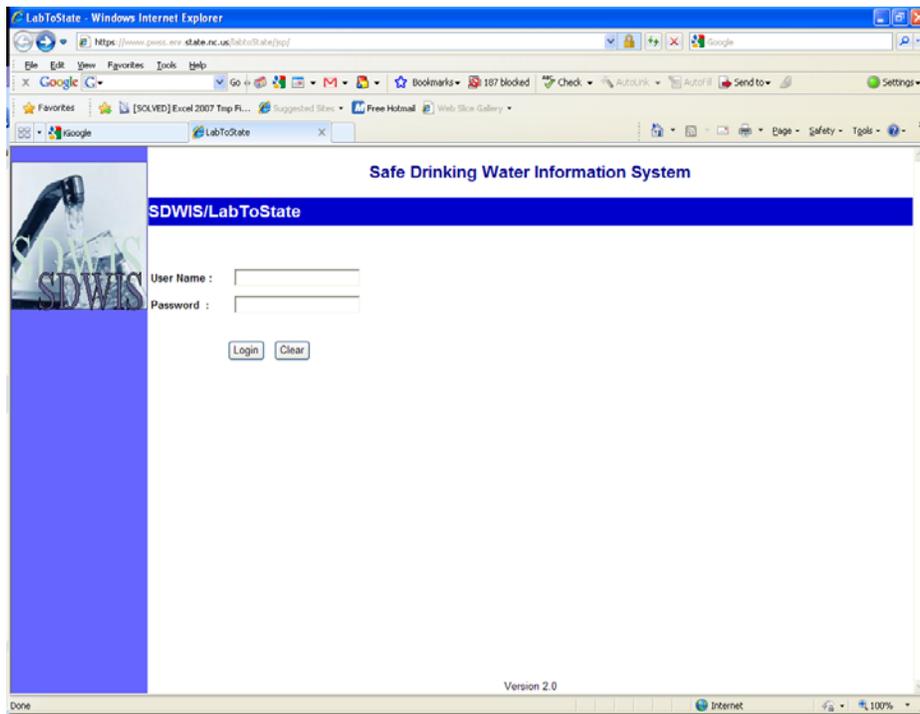


- Next, you will receive the status of the upload. You should save a copy of this page, either hard copy or electronic, and then, in most cases, proceed to Lab-to-State, the second database, by pressing the **Yes** button.



## Lab-to-State Upload Procedure

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

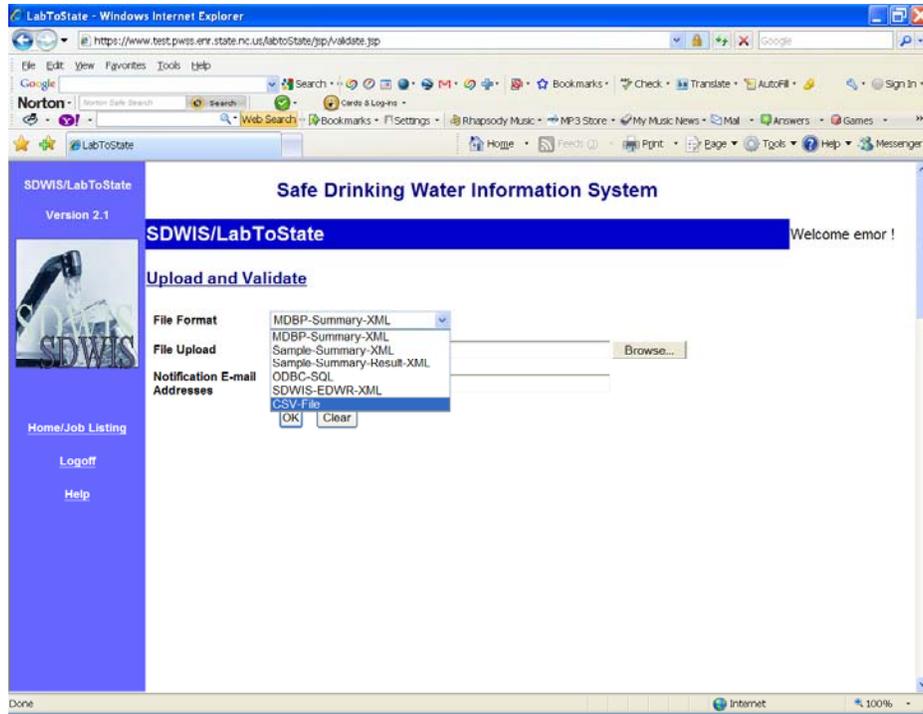


2. After logging in, you will be directed to the **Home/Job Listing** page, where you can see a list of all previously uploaded files. Here you should select **Upload and Validate** link located on the left of the page.

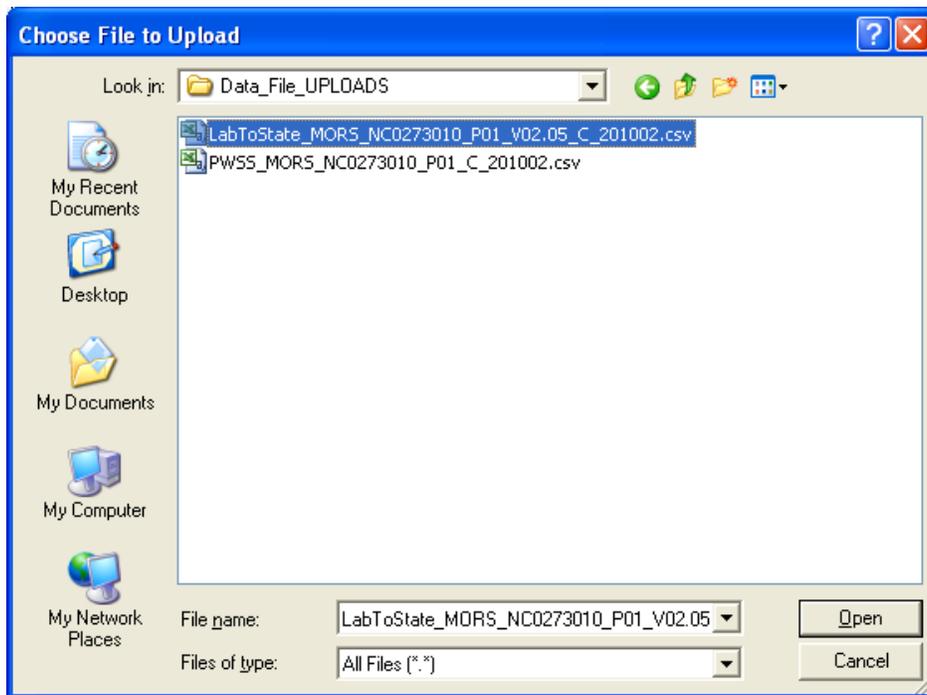
The screenshot shows the 'Job Listing' page after logging in. The browser window title is 'LabToState - Windows Internet Explorer'. The address bar shows the URL 'https://www.test.pwss.enr.state.nc.us/labtoState/jsp/index.jsp'. The page content includes a header for 'Safe Drinking Water Information System' and a sub-header 'SDWIS/LabToState'. Below this is a 'Job Listing' table. The table has the following columns: Job ID, File Name, Submitted By, Submitted On, Laboratory Name, Certified, Certified By, Certified On, and Select. The table contains 10 rows of data. A left sidebar contains navigation links: Home/Job Listing, Upload & Validate, Logoff, and Help.

Job ID	File Name	Submitted By	Submitted On	Laboratory Name	Certified	Certified By	Certified On	Select
449	LabToState_MORS_NC0464010_WT1_V02.05_200909.csv	emor	2009-11-17 15:56:27.488	beta test	N			<input type="checkbox"/>
448	LabToState_MORS_NC0464010_WT1_V02.05_200909.csv	emor	2009-11-17 15:55:14.83	beta test	N			<input type="checkbox"/>
380	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-28 12:58:32.609	beta test	Y	emor	2009-10-28 12:59:50.578	<input type="checkbox"/>
379	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-28 12:50:39.243	beta test	Y	emor	2009-10-28 12:52:05.775	<input type="checkbox"/>
378	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-28 12:29:58.477	beta test	Y	emor	2009-10-28 12:31:32.197	<input type="checkbox"/>
377	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-28 12:17:25.343	beta test	Y	emor	2009-10-28 12:20:38.47	<input type="checkbox"/>
376	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-28 11:42:21.206	beta test	Y	emor	2009-10-28 11:54:23.419	<input type="checkbox"/>
361	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-15 10:23:07.653	beta test	Y	emor	2009-10-15 10:34:58.022	<input type="checkbox"/>
357	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-10-07 15:14:41.744	beta test	Y	emor	2009-10-28 08:07:57.088	<input type="checkbox"/>
319	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv	emor	2009-08-25 10:29:48.437	beta test	Y	emor	2009-08-25 10:32:26.548	<input type="checkbox"/>

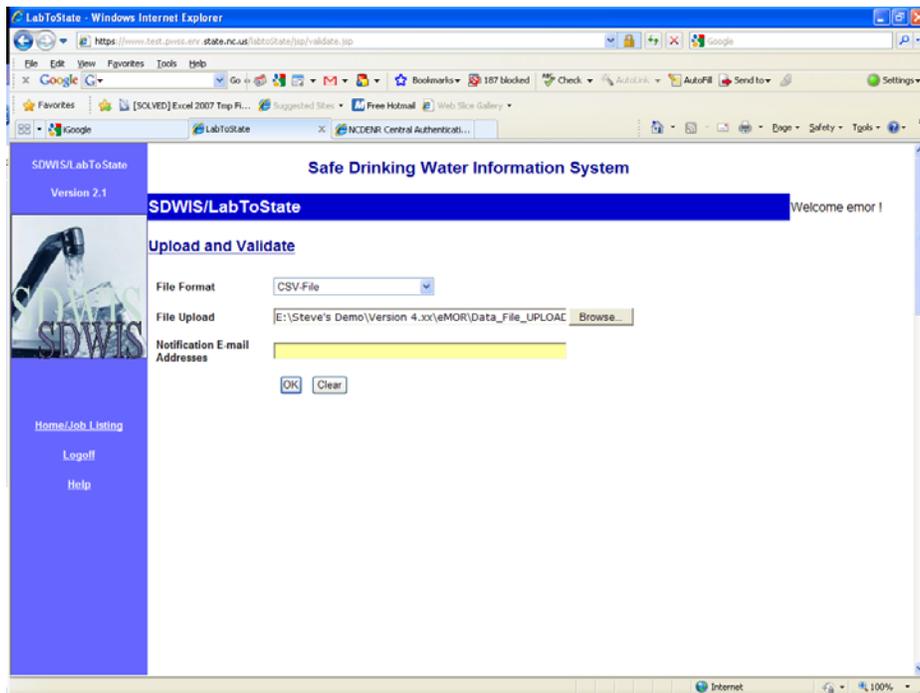
3. Select **CSV-File** from the file format drop down menu. ***This is critical. The file will not upload if CSV-File is not selected.***



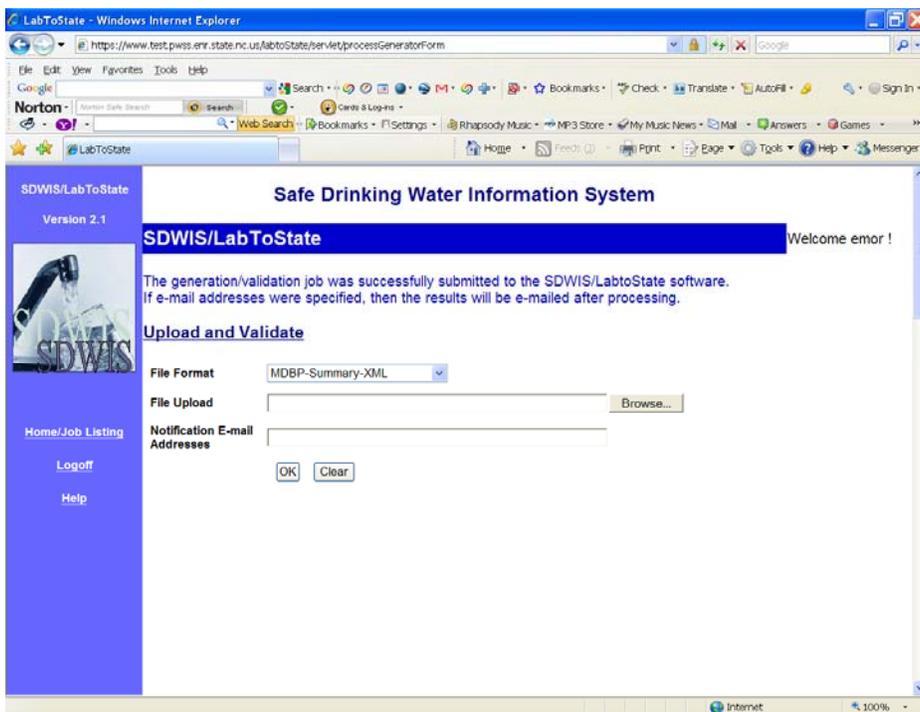
4. Browse to the Lab-to-State file to be uploaded. Once again, this file will be found in the **Data\_File\_Uploads** folder (subfolder of eMOR) and the name will begin with "LabToState".



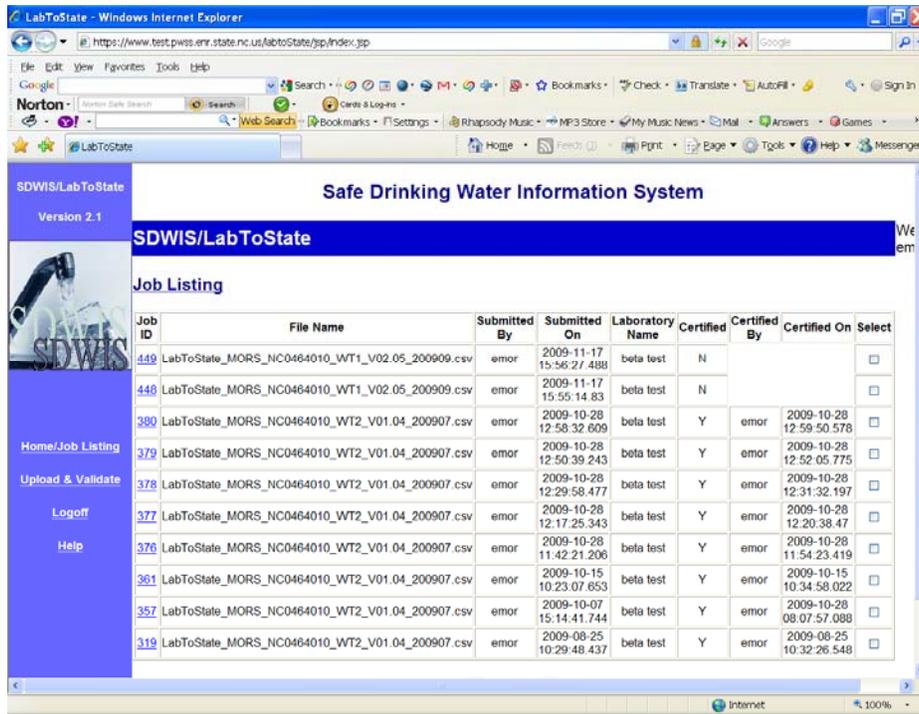
5. Once you have selected CSV-File as the File Format and selected the appropriate file to upload, press the **OK (or Process)** button. Note, there is no need to provide a notification email address *unless there is a secondary address* that you would like to receive the confirmation email.



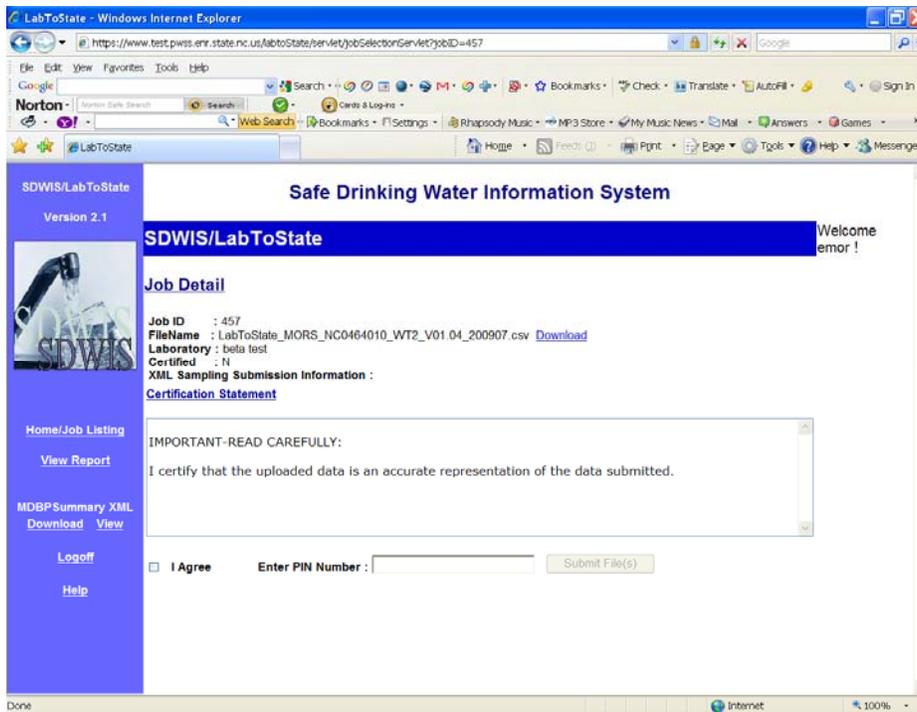
6. At this point, you will receive a status notification pertaining to the job generation as shown below. This does not mean that the files have been uploaded to the database yet. Before this can happen, you should review the information and certify that the information is correct. Only then should the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



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



- Right click 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.



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.

Structure Set	Generation Record Count	Generation Error Count	Validation Record Count	Validation Error Count
MDBPSummary	5	0	5	0

10. From the **Job Detail** page, right click 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.

SDWIS/LabToState  
Version 2.1

Safe Drinking Water Information System

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**Job Detail**

Job ID : 457  
 File Name : LabToState\_MORS\_NC0464010\_WT2\_V01.04\_200907.csv [Download](#)  
 Laboratory : beta test  
 Certified : N  
 XML Sampling Submission Information :

Certification Statement

IMPORTANT-READ CAREFULLY:  
 I certify that the uploaded data is an accurate representation of the data submitted.

I Agree    Enter PIN Number :

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.

Submission Tracking Details	
Submission JobID	460
Submission UserID	emor
Submission Date	2009-11-21T10:03:35
Submission File Name	LabToState_MORS_NC0464010_WT2_V01.04_200907.csv

MDBP Summary #1	
Summary Type Code	CT10
PWS Identifier	NC0464010
SDWIS Facility Identifier	WT2
Analyte Code	3008
Monitoring Period Begin Date	2009-07-01
Monitoring Period End Date	2009-07-31
Sample Reported Date	2009-11-19
Sample Required	28
Sample Collected	0
Compliance Indicator	NMJ

MDBP Summary #2	
Summary Type Code	MAXT
PWS Identifier	NC0464010
SDWIS Facility Identifier	WT2
Analyte Code	0100
Monitoring Period Begin Date	2009-07-01

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.

SDWIS/LabToState  
Version 2.1

**Safe Drinking Water Information System**

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**Job Detail**

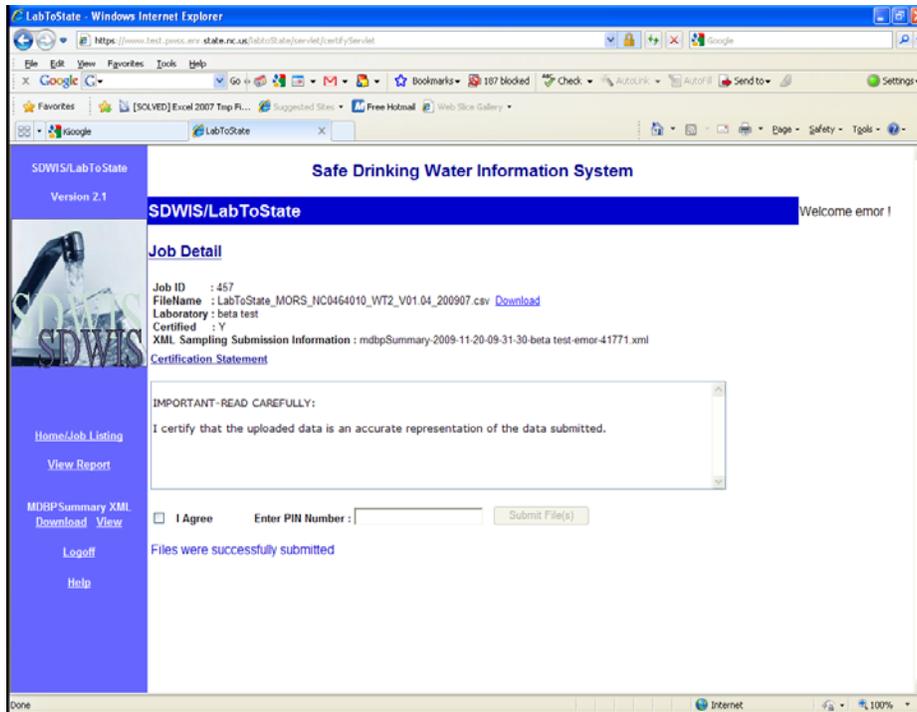
Job ID : 457  
 FileName : LabToState\_MORS\_NC0464010\_WT2\_V01.04\_200907.csv [Download](#)  
 Laboratory : beta test  
 Certified : N  
 XML Sampling Submission Information :

[Certification Statement](#)

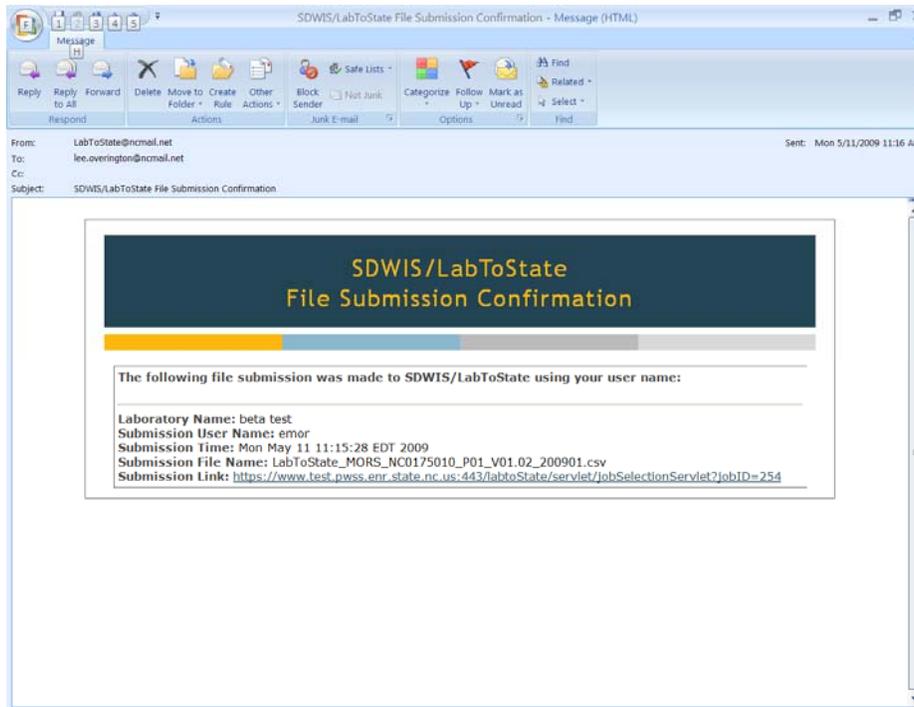
IMPORTANT-READ CAREFULLY:  
 I certify that the uploaded data is an accurate representation of the data submitted.

I Agree    Enter PIN Number :

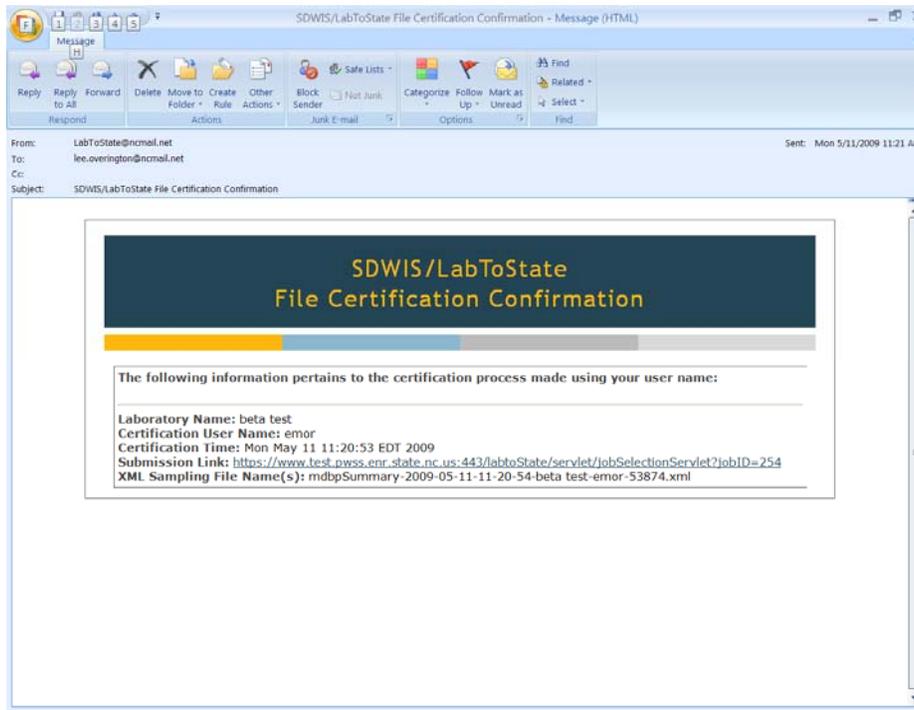
13. At this point, you will see messaging indicating the status of the submittal.



14. This completes the file upload procedure. As a result of this process, you will receive a total of three emails 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.**

