Purpose

This document outlines the procedure for laboratories to submit lead and copper data in the Lab-To-State portal.
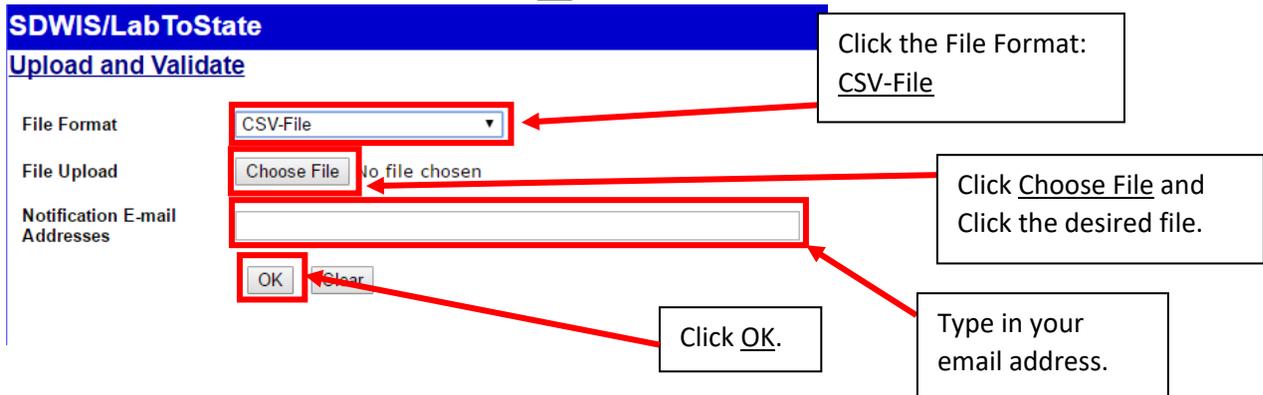
1) Navigate to this website:
   http://wb-sb-sdws-web3:8080/labtoState/jsp/index.jsp

2) Type in your username and password. Click Login.

Safe Drinking Water Information System

SDWIS/LabToState

SDWIS/LabToState Version 3.0

User Name :

Password :

Login   Clear

Type in your User Name and Password.

Click Login.

3) You should be taken to the following webpage.
   Verify your lab name and click Upload and Validate.

Verify that you are logged in.

Safe Drinking Water Information System

SDWIS/LabToState

Welcome wecklabs !

Job Listing

Job ID	File Name	Submitted By	Submitted On	Laboratory Name	Certified	Certified By	Certified On	Select

< 1 of 1 >

Delete Jobs   Clear

Home/Job Listing

Upload & Validate

Logoff

Help

Click Upload & Validate.

4) Click the File Format of CSV-File. Upload the file from your computer. Type the email address that you would like to receive notification emails from. Click OK.

SDWIS/LabToState

Upload and Validate

File Format   CSV-File

File Upload   Choose File   No file chosen

Notification E-mail
Addresses

OK   Clear

Click the File Format: CSV-File

Click Choose File and Click the desired file.

Type in your email address.

Click OK.

5) You should see a successful status message. Click Home/Job Listing.

6) Click the Job Listing number that you just uploaded.

7) Click View Report.

8) A separate window or tab will appear. Your CSV may generate error reports and be shown on the left pane. **Please make all necessary corrections and re-upload the file before proceeding to Step 9.** By clicking the links on the left side, you should be able to troubleshoot and correct your CSV file accordingly (Generation-Errors is another option that will appear on the left side if you have any a generation error). If the Generation Error Count and the Validation Error Count are zero for all structure sets (as shown below), you are ready to proceed to Step 9.

Investigate errors by clicking these links.

EDWR-Errors
Result-Errors
Sample-Errors

SDWIS/LabToState Reports

Job Summary

If you have zeros here, please proceed to Step 9.

Structure Set	Generation Record Count	Generation Error Count	Validation Record Count	Validation Error Count
Sample	34	0	34	0
SampleResult	68	0	68	0

9) Please return to the original page, Click I Agree, enter your Pin Number, and Click Submit File(s).

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Version 3.0

Safe Drinking Water Information System

SDWIS/LabToState

Job Detail

Job ID   : 10
FileName : 6F29032 DRAFT SDWIS CA 27 Sep 16 1819.csv Download
Laboratory : APPLIED P & CH LABORATORY (SO.CAL.)
Certified   : Y
XML Sampling Submission Information : edwr-2017-06-06-09-14-54-APPLIED P & CH LABORATORY (SO.CAL.)-gpenales2-2150465805359793498.xml;

Certification Statement

IMPORTANT-READ CAREFULLY:

I certify that the uploaded data is an accurate representation of the data submitted.

Home/Job Listing
View Report
EDWR XML
Download View
Configuration
Log Files
Logoff
Help

☐ I Agree   Enter PIN Number : [   ]   Submit File(s)

Click the check box.

Type your PIN number.

Click Submit File(s).