Pivot Tool Installation
Excel 2003

1. Open Microsoft Excel.

2. Click “Tools” then “Macro” then select “Security”.

3. Check “Medium” on the “Security Level” tab.
4. Check “Trust access to Visual Basic Project” on the “Trusted Publishers” tab, click “OK”.

5. Exit Excel (your updated security setting will take effect once excel reopens).
6. Open the Pivot Tool Installation Utility, Click “Install”.

7. Click “Yes”.

8. Click “Ok”.
You will notice a “Pivot Tool” icon floating around. You can drag it to the toolbar if you prefer.

The Pivot Tool installation is complete!
Pivot Tool Users Guide

The Pivot Tool can be used on data points from an eSMR. The data points can be found on the Data Summary tab of the eSMR.

Before we start lets go over the basics. Open internet explorer and navigate to CIWQS. Enter your username and password then click “Login”. You are now at the Main Menu.

1. From the Main Menu click on “Submit/ Review a Self Monitoring Report”.

2. Click on the Order Number.
3. Click on the Report name.

4. Click on the “Data Summary” tab
5. Scroll to the bottom of the page, click “Export Results to Excel”

6. Click Open.
7. Click on the “All Data” worksheet (notice there are 3 worksheets).

8. You must save the workbook to your computer (before running the Pivot Tool).
9. Click on the Pivot Tool icon.

10. Click on the “All Data” button
Your Pivot Table is created! You may adjust the dropdown lists to narrow your results and further analyze the data.