Pivot Tool Installation
Excel 2007

1. Open Microsoft Excel.

2. Click on the “Office button” then click on “Excel Options”.

![Image of Excel Options dialog]

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3. Click on the “Trust Center” then click on “Trust Center Settings”.

![Image showing the Trust Center settings in Excel Options]
4. Click on the “Macro Settings”
5. Check “Disable all macros with notification” and “Trust access to Visual Basic Project” then click “OK”.

![Macro Settings](image-url)
6. Exit Excel (your updated security setting will take effect once excel reopens).
7. Open the Pivot Tool Installation Utility,
8. Notice the Security Warning, click “Options”.

9. Check the box next to “Enable this Content”, then click “OK”
10. Click “Install”.

11. Click “Yes”.

12. Click “Ok”.
In Excel 2007 the toolbar is now called Ribbon. If you scroll to the “Add-Ins” section of the Ribbon you will find the “Pivot Tool” icon.

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 let’s go over the basics. Open internet explorer and navigate to CIWQS. [http://ciwqs.waterboards.ca.gov/](http://ciwqs.waterboards.ca.gov/) 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. Scroll to the “Add-Ins” section of the Ribbon then 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.