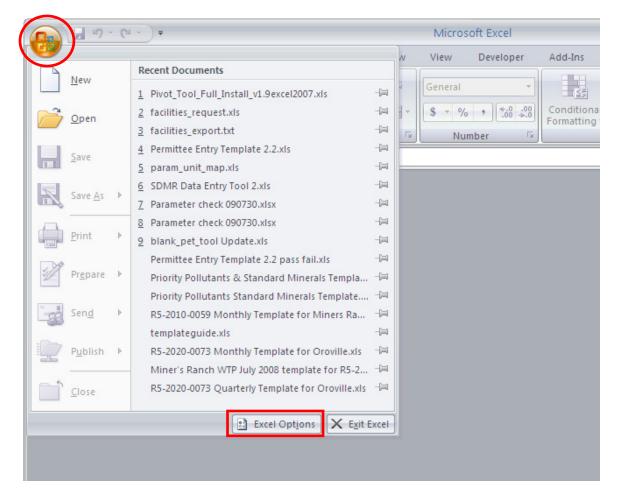


Pivot Tool Installation

Excel 2007

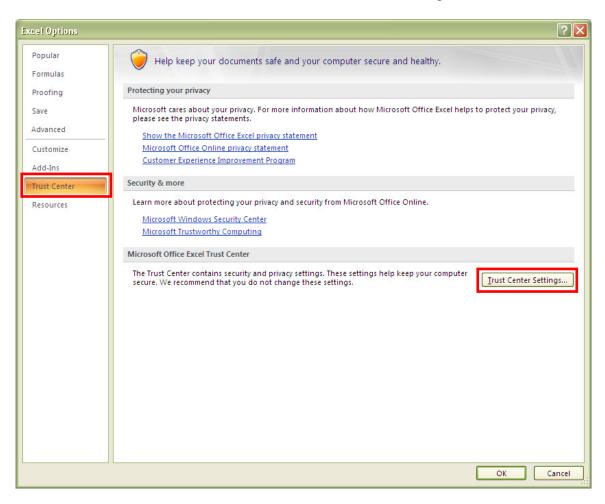
1. Open Microsoft Excel.

2. Click on the "Office button" then click on "Excel Options".





3. Click on the "Trust Center" then click on "Trust Center Settings".





- 4. Click on the "Macro Settings"5. Check "Disable all macros with notification" and "Trust access to Visual Basic Project" then click "OK".

Trust Center		? 🗙
Trusted Publishers Trusted Locations Add-ins ActiveX Settings Macro Settings Message Bar External Content Privacy Options	Macro Settings Or macros in documents not in a trusted location: Disable all macros with notification Disable all macros except digitally signed macros Disable all macros (not recommended; potentially dangerous code can run) Developer Macro Settings Image: Trust access to the YBA project object model	
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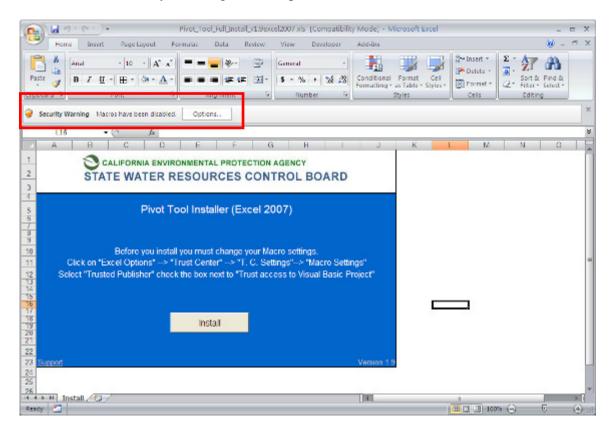


6. Exit Excel (your updated security setting will take effect once excel reopens).

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- 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"

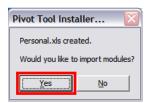




10. Click "Install".

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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.

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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. <u>http://ciwqs.waterboards.ca.gov/</u> 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".

Water Boards CIWQS	Nav You are logged-in as:	Menu Help Log out vigate to: If this account does not belong to you, please log out.
Main Menu		
	and the second	is release included the resolution of many report issues, includ a complete list of issues, please see the <u>status report</u> posted

2. Click on the Order Number.





3. Click on the Report name.

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Self Monitoring	Report (SMR)							
			the list below. To change et these criteria	the list of re	ports, chec	k the status type	es and/or enter s	tart and end dates	
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Search results:								Previous	1-2 of 2 🔽 Next
Report Name	Туре	Frequency	Reporting Period	Due Date	Status	Date Submitted	Date Reviewed	Report	Withdrawal
December 2009 MC	ONNPDES	Monthly	12/01/2009 - 12/31/2009	02/01/2010	Submitted	01/26/2010		Download Report	Withdraw Report
January 2010 MC	ONNPDES	Monthly	01/01/2010 - 01/31/2010	03/01/2010	Submitted	03/01/2010	03/03/2010	Download Report	Withdraw Report

4. Click on the "Data Summary" tab

Water Boards CIWQS	You are logged-in as:	Navigate to: . If this account does not	Menu Help Log o belong to you, please log ou	~
Back to SMR search screen		Reporting Level: Level II		
Facility Name: Quincy WWTP & Collection Syste	m	Order Number: R5-2004-0152		
Water Board Office: Region 5R - Redding		Case Worker: Jacqueline Matth	ews	
Monthly SMR (MONNPDES) report for January	2010	Report Effective Dates: 01/01/2	010 - 01/31/2010	
Status: Submitted				
No Discharge EDF/CDF Analytical Data Ca	alculated Data Data S	mmary Attachments Violations	Submittal Post Certified	Waterboard Notes



5. Scroll to the bottom of the page, click "Export Results to Excel"

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EFF- 001	Ammonia, Unionized (as N)	Standard Method (19th) 4500-NH: Nitrogen (Ammonia)	=	.074	mg/L	0		.00043	01/19/2010 13:40:	00 01/19/2010	No		Emergency Pond	
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INF-001	Total Suspended Solids (TSS)	Monthly Average (Mean)	=	116	mg/L				01/31/2010 12:00:	00 01/31/2010	No		0	
Total Re	cord Count: 6													
F	xport All Resu	Its to Excel	٦											-

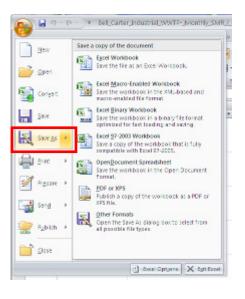
6. Click Open.





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- 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.

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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.

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