Log in to Drinking Water Database (DWDB)

Go to the NSW Health hosted Application Management System URL: www.drinkingwaterdb.nsw.gov.au
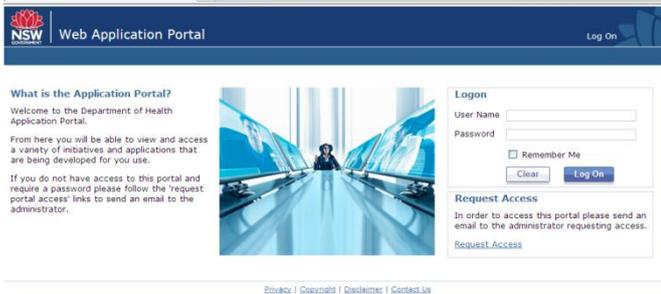
Log in using your user name and password supplied by the Water Unit. Once you have logged in, click on the 'Drinking Water Database' link.
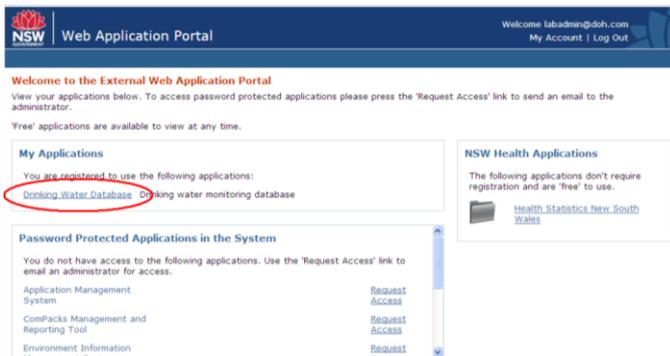
Create a new Sample Site

Go to System Maintenance -> Locality Hierarchy in the menu.

Select 'Sample Site' in the 'Level' menu using the drop down arrow, and click 'Create new' in the lower box.
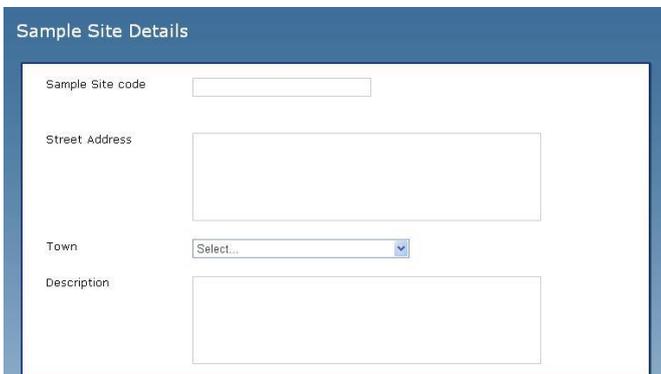
The 'Sample Site Code' is a three digit number, and cannot have been used already in the supply system.

The 'Street Address' will be used to identify the sample site along with its code.

The 'Town' is very important; the sample site must be located within a town.

The Description identifies the tap from which samples are collected.

Run a Results Report Quick

Go to Reports -> Results Report Quick in the menu.

To run a Summary Report for an Analysis type choose the Report Type 'Results Summary Report' at the top of the page, select the location for which you want the information (water utility, supply system or town), choose the Analysis Type (Microbiological, Chemistry or Fluoride), and enter the Date Range.

To run a Detailed Report for a particular characteristic choose the Report Type 'Results Detailed Report' at the top of the page, then make the other selections as for the Summary Report above.
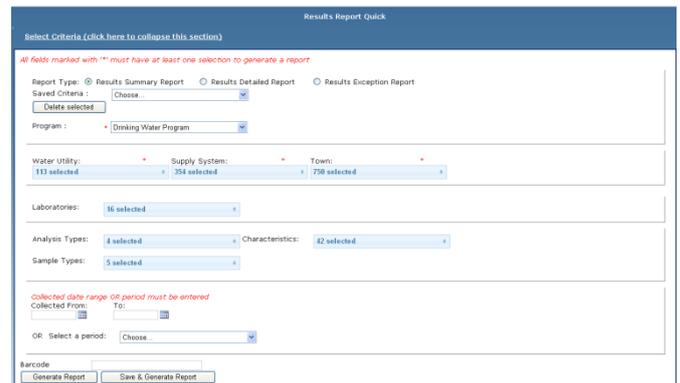
You can save the criteria for next time by clicking on the 'Save & Generate Report' button.

Fluoride results entry

Go to Enter Sample Results -> Fluoride Results Entry in the menu.

You will need to choose the right supply system, month and year. Press the 'Update' button (see screen on the next page).

Click on the word 'Daily' to show a calendar of the month chosen. Enter each day's result and/or make a comment using the 'Comment' buttons provided. The other blue lines open to show tables to enter the results from weekly samples.

Enter Results – Data entry (Results Entry Barcode)

Go to Enter Sample Results -> Results Entry Barcode in the menu.

Enter the search criteria including one or more water utilities, one or more supply systems, one analysis type and the collected date range. You do not need to enter anything in the 'Barcode' field. Click the 'Update' button.

The barcodes will be made available in a new panel

below the 'Update' button. To record results for a sample, click on the 'Enter' link in the 'Results' column. To enter another barcode, click the 'Add New' button which will add a new row to the table. Once you have finished entering the barcode and results, click the 'Submit Results' button.

Enter Results – File (Upload Results)

Go to Enter Sample Results -> Upload Results in the menu.

Select the analysis type and click the 'Browse' button to select and upload a file. Then click the 'Upload' button.

⚠ Only CSV files in the defined format are accepted.

You can download a template by clicking on the link Download *.CSV Template. The template will outline the information and format required.

More information is available in the User Manual available for download from the Water Unit Drinking Water Database page:

http://www.health.nsw.gov.au/PublicHealth/environment/water/drinking_water_database.asp

Common Error Messages

For security purposes, your session in DWDB will time-out after 30 minutes of inactivity. This means you will be automatically logged out if you have not used the system in the last 30 minutes. The screen will display the message 'Access Denied. You are not authorised to access this resource'

Simply click 'Log On' at the top left corner to return to the login page and log back in to the system.

Need further help with DWDB?

Contact your local Public Health Unit or the NSW Health Water Unit:

Email: waterqual@doh.health.nsw.gov.au

Website:http://www.health.nsw.gov.au/PublicHealth/environment/water/drinking_water_database.asp

Water Unit number: (02) 9816 0589