# The Compliance Monitoring Data Portal (CMDP)

**Module 3: Entering PWS and Lab Profiles** 

For PWS CMDP administrators and Lab CMDP administrators

# Outline

- 1. Overview
- 2. Lab CMDP Administrators
- 3. PWS CMDP Administrators

# Overview

- Objective: to provide instructions for lab and public water system CMDP administrators on how to create a profile change request.
- Information about laboratories and public water systems (PWSs) is received by the CMDP from a primacy agency's drinking water compliance system, which is currently SDWIS/State for the majority of state primacy programs.
- Beginning in 2018, the compliance system will be the new SDWIS (Prime) as states adopt it as their new compliance data management system.

## **Role: Lab CMDP Administrator**

CMDP

- The laboratory information currently read by the CMDP includes administrative contacts along with laboratory name and laboratory ID.
- This information is viewable in CMDP as readonly data in the Laboratory Profiles.
- Though the data for laboratories are maintained by primacy agency personnel, the CMDP can be used to request changes.
- The requests are called Profile Change Requests and are submitted by a user with a Lab CMDP Administrator role (for a laboratory profile change).
- Ensuring that the data for laboratories are current enables the CMDP to properly validate samples and results while they are submitted to CMDP, thus reducing errors and improving 11/20/20/20 quality.



# To create change request

1. In the Laboratories Dashboards area, in My Laboratories, select the desired lab.

Compliance Monitoring	j Data Portal					
Home PWS Profiles Laboratory	Profiles Drinking	Water Sample Jobs Search	n Individual Sample	es System Administration		
Change Working Organization UT - C - UTAH DEPT OF HEALT V Templates	Dashboards Laboratories Dast My Laborato	aboards vries			C	R
	Lab Id	Lab Name	Address	Status		
	с	UTAH DEPT OF HEALTH DIV OF LAB SERVICLS		Active		

Select the **Laboratory Profiles** tab then select the relevant lab. If you have a long list, you can use the Search Criteria above the list to find the desired laboratory.

	Compliance Monit	oring Data Portal				Hello Scott Peterson(Private Lab CMDP Ac (ORG: UT-UTAH DEPT OF HEALTH DIV OF LAB	dministrator) B SERVICES)	🖸 Logout
	Home PWS Profiles Labo	ratory Profiles Drinking Water Sa	mple Jobs Search Individual Sar	mples System Administration				
(	Laboratories							
ſ	Search Criteria (Laborator	ry Information)		1				
	Laboratory ID Lat	ooratory Name Status	Search	Pasat				
ļ			▼ Search	Reset				
	My Laboratory(ies)							
	🤁 Refresh							
	Primacy Agency	Laboratory ID	Laboratory Name	Status	Address	Phone	Email/URL	
	Utah	С	UTAH DEPT OF HEALTH DIV OF LAB SERVICES	Active				
	11/28/2017							

#### Initially you will be on the **Laboratory Profiles** page. There you will see that lab's profile details.

Compliance M	onitorin	g Data Portal				Hello Scott Peter (ORG: <i>UT-UTAH DEP</i>	son(Private Lab C T OF HEALTH DIV	CMDP Administrator) ( OF LAB SERVICES)	🖉 Logo
Home PWS Profiles	Laboratory	Profiles Drinking Wate	er Sample Jobs Search In	dividual Samples System Ad	ministration				
Laboratories Laborator	y Profile - C	×							
Navigation Pane	4	Laboratory Profile							
Laboratory		Basic Information							^
S Profile		Primacy Agency	Laboratory ID	Laboratory Name	Status	Address	Phone	Email/URL	
ᢐ Change Request		Utah	с	UTAH DEPT OF HEALTH DIV OF LAB SERVICES	Active				
		Laboratory Contac	cts						
		First Name	Last Name	Contact Type	Address	Phone		Email/URL	100
	G	L			No items to show.				
		Laboratory Certifie	cations		1				
		Certification Level	Method N	lumber	Method Name	Analyte(s)	_	Certification Ce Start Date En	rtification d Date
					No items to show.				

Laboratory Certifications will be included in the Laboratory Profile once SDWIS Prime is in place

#### Role: Lab CMDP Administrator

## 2. To request a change click on **Change Request**.

Compliance Monitoring	Data Portal				Hello (ORG: <i>UT</i>	Scott Peterson(P -UTAH DEPT OF H	rivate Lab CMDP Administ HEALTH DIV OF LAB SERV	rator) ICES)	🛛 Logout
Home PWS Profiles Laboratory I	Profiles Drinking Water	Sample Jobs Sea	rch Individual Samples Syste	em Administration	<u>.</u>				
Laboratories Laboratory Profile - C	×								
Navigation Pane	Change Request								
Laboratory	Change Request								
Se Profile	📫 Add 💥 Remove	🍣 Refresh							1
S Change Request		Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On	-
	101	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016	
	41	С	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016	

## 3. To add a new request, select the + Add button under Change Request.

Compliance Monitoring	Data	I Port	tal				Hello (ORG: <i>UT</i> -	Scott Peterson(F ·UTAH DEPT OF	Private Lab CMDP Administ HEALTH DIV OF LAB SERV	rator) ICES)	😡 Logout
Home PWS Profiles Laboratory I	Profiles	Dri	nking Water Sa	Imple Jobs Sear	rch Individual Samples Syste	em Administration					
Laboratories Laboratory Profile - C	×										
Navigation Pane	Chan	nge Req	quest								
Laboratory	Chan	nge Re	equest					_			
🕸 Profile	4 /	And	Kemove	2 Refresh							1
S Change Request		ID Ad	lds new	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On	
		101 en	cord at the nd	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016	
		41		с	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016	
11/28/2017											

#### A row will be added to the table.

Change Request							
Change Reques	st .						
💠 Add 🖊 Rer	nove 😌 Refresh						
	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
101	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016
41	с	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016
	C			~	Pending	*	

4. Select the **Profile Module** from which you would like to submit the profile change request. In the example below, the user wishes to submit a **Change Request** for **Laboratory Contacts**.

Change Request							<mark>= 0 ×</mark>
Change Request	t						
👍 Add 💥 Rem	iove  Refresh						
	Lab ID'	Profile Modules*	Action*	Description	Status	Created By	Created On
101	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016
41	с	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016
	C	Basic Information	2	<b>_</b>	Pending	¥	
11/28/2017		Laboratory Certificatio	ns				

## 5. Under Action select the type of change you would like to make.

In the example below, the user wishes to Add laboratory contacts to the profile

Change Request			_		_			
Change Request	i							
💠 Add 样 Rem	ove 🤁 Refresh							I
	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On	_
101	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016	
41	C	Laboratory Contacts	Add	dd Scott Peterson as a financial and legal ontact. His info is	Accepted	Scott Peterson	09/21/2016	
	С	Laboratory Contacts	-		Pending	¥		
			Remove Edit					

6. Next, in the **Description** column, describe the change you are requesting. In the example below, the user wishes to submit a **Change Request** for the laboratory contacts. This will be read by the **State CMDP Administrator**, who will make the change for you.

nange Reques	st						
Add 💥 Rei	move 🎅 Refresh						
	Lab ID*	Profile Modules*	Action	Description	Status	Created By	Created On
] 101	с	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016
41	С	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016
				Add Scott Peterson as	64		
	C	Laboratory Contacts 💌	Add	contact.	Pending	v	

To save your request, hit the 'enter' key or click outside of the row

### The **Change Request** page keeps a history of the requests that have been made, along with their statuses.

Change Request							-	
Change Reques	it							
🖶 Add 💥 Rem	10ve 🞅 Refresh					_		J
a ID	Lab ID*	Profile Modules*	Action*	Description	Status	Created By	Created On	
101	с	Basic Information	Edit	Add "-4458" to the end o the zip code for this lab.	Accepted	Scott Peterson	10/12/2016	
41	с	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016	
122	с	Laboratory Contacts	Add	Add Scott Peterson as an administrative contact.	Pending	Scott Peterson	11/09/2016	

You can also remove a previously made request by checking the box in front of the row you wish to delete and selecting the **Remove** button.

Change Request								
Change Reque	est							
👍 Add 🧩 ही।	move 🥭 Refresh							
	Removes the	Profile Modules*	Action*	Description	Status	Created By	Created On	
101	record(s)	Basic Information	Edit	Add "-4458" to the end of the zip code for this lab.	Accepted	Scott Peterson	10/12/2016	
41	С	Laboratory Contacts	Add	Add Scott Peterson as a financial and legal contact. His info is	Accepted	Scott Peterson	09/21/2016	
122	с	Laboratory Contacts	Add	Add Scott Peterson as an administrative contact	Pending	Scott Peterson	11/09/2016	

## **Role: PWS CMDP Administrator**

- The PWS information currently read by the CMDP includes: PWS Name, PWS ID, primary and secondary administrative contacts, water system facilities, and sampling point IDs.
- This information is viewable in CMDP as readonly data in the PWS Profiles.
- Though the data for water systems are maintained by primacy agency personnel, the CMDP can be used to request changes.
- The requests are Profile Change Requests and are submitted by a user with a PWS CMDP Administrator role (for a PWS Profile change).
- Ensuring that the data for water systems are current enables the CMDP to properly validate samples and results while they are submitted to CMDP, thus reducing errors and improving 'data'quality.



#### Role: PWS CMDP Administrator

# To create change request

mplates	Water System Dashboards								
Download	My Water Sys	tems							
	Water System ID	Water System Name	Water System Type	Water Source Type	Status				
	UTAH06014	WEST BOUNTIFUL CITY WATER SYSTEM	Community	Surface Water Purchased	Active				
	UTAH06015	BOUNTIFUL CITY	Community	Surface Water	Active				
	UTAH06025	BOUNTIFUL PEAK CAMPGROUND	Transient, Non- Community	Groundwater	Inactive				

Water Systems	Diniking water sam	pie Jona Jearch ind	avidual aditipica (ayat	en Auministration					
Search Criteria	(Water System Inform	ation)							
Water System Id	20	Water System Name		Water System Type	Water Source Type	Status	-		
UTAH	~	]			•			Search Reset	
viy water Syste	m(s)								
Refresh	m(s)						Prefer	ences	▼ ✓ 🧐
Refresh Water System ID	m(s) Water System Name	Water System Type	Water Source Type	Population Served	Administrative Contact	Address	Prefer	ences Email/URL	Status
Water System Water System ID UTAH06014	Water System Name WEST BOUNTIFUL CITY WATER SYSTEM	Water System Type Community	Water Source Type Surface Water Purchased	Population Served	Administrative Contact BLAKE BOYD ANDERSON	Address	Prefer	ences Email/URL	Status Active
Wy water Syste Refresh Water System ID UTAH06014 UTAH06015	Water System Name WEST BOUNTIFUL CITY WATER SYSTEM BOUNTIFUL CITY WATER SLSTEM	Water System Type Community Community	Water Source Type Surface Water Purchased Surface Water	Population Served 0	Administrative Contact BLAKE BOYD ANDERSON MARK E SLAGOWSKI	Address	Phone	ences Email/URL	Status Active Active

1. In the Water Systems Dashboards, in My Water Systems, select the desired water system

# OR

- Select the PWS profiles tab and select the desired water system.
- If you have a large list of water systems, you can use the search criteria at the top of the page to reduce the list.

You will be on the **Water System Profile** page for the selected water system. There you will see that water system's profile details.

Basic Information         Basic Information         Operation       Mater System ID       Water System Type       Water Source Type       Population Served       Address       Phone       Email/URL       Status         TAH06015       BOUNTFUL CITY WATER SYSTEM       Community       Surface Water       0       MARK E SLAGOWSKI       Address       Phone       Email/URL       Status         Other Contacts	an Pane	Water System Pro	inie -								
Mater System ID       Water System Type       Water System Type       Vater System Type       Population Served       Address       Phone       Email/URL       Status         ge Request       UTAH06015       BOUNTFUL CITY WATER SYSTEM       Community       Surface Water       0       MARK E SLAGOWISKI       Address       Phone       Email/URL       Status         Other Contacts	er System	Basic Informat	ion								
ge Request     UTAH06015     BOUNTFUL CITY WATER SYSTEM     Community     Surface Water     0     MARK E SLAGOWSKI     Active       Other Contacts		Water System ID	Water System	Water System Type V	Vater Source Type	Population Served	Administrative	Address	Phone	Email/URL	Status
Other Contacts         First Name       Last Name       Contact Type       Address       Phone       Email/URL       Status         RICHARD ALLEN       HILL       Operator       Active         GARN E       CARROLL       Operator in Charge       Charge       Active         TIMOTHY SCOTT       BARNET       Designated Operator in Charge       Active       Active         Facility IS       Facility Type       Water Source Type       Availability       Status         Facility ID       Facility Name       Facility Type       Water Source Type       Availability       Status         WS018       100 E WELL (REPLACE)       Well       Surface Water       Permanent       Inactive         TP008       100 E AST WELL (CHLORINATOR + FLUORIDE       Treatment Plant       Surface Water       Permanent       Active         Sampling Point (Select facility above for information)         Sampling Point ID       Sampling Point Type       Sampling Point Address       Status         WS018       100 E. REPLACE WELL       Lowest Disinfectant Residual       Active	ge Request	UTAH06015	BOUNTIFUL CITY WATER SYSTEM	Community S	urface Water	0	MARK E SLAGOWSKI				Active
First NameLast NameContact TypeAddressPhoneEmail/URLStatusRICHARD ALLENHILLOperatorOperatorActiveGARN ECARROLLOperator in ChargeDesignated Operator in ChargeActiveActiveTIMOTHY SCOTTBARNETTDesignated Operator in ChargeStatusActiveFacilitiesFacility IDFacility NameFacility TypeWater Source TypeAvailabilityStatusWS018100 E WELL (REPLACE)WellSurface WaterPermanentActiveTP008100 EAST WELL CHLORINATOR + FLUORIDETreatment PlantSurface WaterPermanentActiveSampling Point IDSampling Point NameSampling Point TypeSampling Point AddressStatusWS018100 E.REPLACE WELLLowest Disinfectant ResidualSampling Point AddressStatus		Other Contacts		6							
RICHARD ALLEN       HILL       Operator       Active         GARN E       CARROLL       Operator in Charge       Active       Active         TIMOTHY SCOTT       BARNETT       Designated Operator in Charge       Active       Active         Facilities       Facility ID       Facility Name       Facility Type       Water Source Type       Availability       Status         WS018       100 E WELL (REPLACE)       Well       Surface Water       Permanent       Active         TP008       100 E AST WELL (OLD)       Well       Surface Water       Permanent       Active         Sampling Points (Select facility Name       Sampling Point Type       Sampling Point Address       Status         WS018       100 E.REPLACE WELL       Lowest Disinfectant Residual       Active       Active		First Name	Last Name	Con	tact Type	Address	Pho	one	Email/URL	Status	
GARN E       CARROLL       Operator       Operator       Active         TIMOTHY SCOTT       BARNET       Designated Operator in Charge       Active       Active         Facilities       Facility ID       Facility Name       Facility Type       Availability       Status         WS018       100 E WELL (REPLACE)       Well       Surface Water       Permanent       Active         WS02       100 E AST WELL (OLD)       Well       Surface Water       Permanent       Active         TP008       100 E AST WELL CHLORINATOR       Treatment Plant       Surface Water       Permanent       Active         Sampling Point ID       Sampling Point Name       Sampling Point Type       Sampling Point Address       Status         WS018       100 E.REPLACE WELL       Lowest Disinfectant Residual       Active       Active		RICHARD ALLEN	HILL	Ope	rator					Active	
TIMOTHY SCOTT       BARNETT       Designated Operator in Charge       Active         Facilities       Facility ID       Facility Name       Facility Type       Availability       Ataius         MS018       100 E WELL (REPLACE)       Well       Surface Water       Permanent       Active         WS020       100 E AST WELL (OLD)       Well       Surface Water       Permanent       Inactive         TP008       100 E AST WELL CHLORINATOR       Treatment Plant       Surface Water       Permanent       Active         Sampling Point (D       Sampling Point Name       Sampling Point Name       Sampling Point Address       Status         WS018       100 E. REPLACE WELL       Lowest Disinfectant Residual       Sampling Point Address       Status         WS018       100 E. REPLACE WELL       Lowest Disinfectant Residual       Sampling Point Address       Status		GARN E	CARROLL	Ope	rator					Active	
Facilities       Facility Type       Water Source Type       Availability       Status         WS018       100 E WELL (REPLACE)       Well       Surface Water       Permanent       Active         WS02       100 EAST WELL (OLD)       Well       Surface Water       Permanent       Inactive         TP008       100 EAST WELL CHLORINATOR + FLUCRIDE       Treatment Plant       Surface Water       Permanent       Active         Sampling Points (Select facility above for information)       Sampling Point Type       Sampling Point Address       Status         WS018       100 E. REPLACE WELL       Lowest Disinfectant Residual       Active       Active		TIMOTHY SCOTT	BARNETT	Des Cha	ignated Operator ir rge	1				Active	
Facility IDFacility NameFacility TypeWater Source TypeAvailabilityStatusWS018100 E WELL (REPLACE)WellSurface WaterPermanentActiveWS002100 EAST WELL (OLD)WellSurface WaterPermanentInactiveTP008100 EAST WELL CHLORINATOR + FLUORIDETreatment PlantSurface WaterPermanentActiveSampling Points (Select Factories to informationSampling Point IDSampling Point NameSampling Point TypeSampling Point AddressStatusWS018100 E. REPLACE WELLLowest Disinfectant ResidualActiveActive		Facilities									
WS018100 E WELL (REPLACE)WellSurface WaterPermanentActiveWS002100 EAST WELL (OLD)WellSurface WaterPermanentInactiveTP008100 EAST WELL CHLORINATOR + FLUORIDETreatment PlantSurface WaterPermanentActiveSampling Points (Select facility bove for informationSampling Point IDSampling Point NameSampling Point TypeSampling Point AddressStatusWS018100 E. REPLACE WELLLowest Disinfectant ResidualActiveActive		Facility ID	Facili	y Name	Facility Type		Water Source Type	e	Availability	Status	
WS002100 EAST WELL (OLD)WellSurface WaterPermanentInactiveTP008100 EAST WELL CHLORINATOR + FLUORIDETreatment PlantSurface WaterPermanentActiveSampling Points (Select facility above for informationSampling Point IDSampling Point NameSampling Point TypeSampling Point AddressStatusWS018100 E. REPLACE WELLLowest Disinfectant ResidualActiveActive		WS018	100 E	WELL (REPLACE)	Well		Surface Water		Permanent	Active	
TP008     100 EAST WELL CHLORINATOR + FLUORIDE     Treatment Plant     Surface Water     Permanent     Active       Sampling Points (Select facility above for information)     Sampling Point Type     Sampling Point Address     Status       Sampling Point ID     Sampling Point Name     Lowest Disinfectant Residual     Active		WS002	100 E	AST WELL (OLD)	Well		Surface Water		Permanent	Inactive	
Sampling Points (Select facility above for information)         Sampling Point ID       Sampling Point Name       Sampling Point Type       Sampling Point Address       Status         WS018       100 E. REPLACE WELL       Lowest Disinfectant Residual       Active		TP008	100 E + FLU	AST WELL CHLORINA ORIDE	FOR Treatment P	lant	Surface Water		Permanent	Active	
Sampling Point ID         Sampling Point Name         Sampling Point Type         Sampling Point Address         Status           WS018         100 E. REPLACE WELL         Lowest Disinfectant Residual         Active		Sampling Point	s (Select facility	above for informa	ation)						
WS018 100 E. REPLACE WELL Lowest Disinfectant Residual Active		Sampling Point ID		Sampling Point Name		Sampling Point Typ	e	Sampling Poi	nt Address	Status	
		WS018		100 E. REPLACE WEL	L	Lowest Disinfectant	Residual			Active	

Notice that the									
Administrative	Water System Pr	rofile							
<b>Contact</b> is listed in	Basic Informa Water System ID	Water System Water	ter System Type Water	Source Type Populatio	Administration	ve Address	Phone	Email/URL	Status
the first table since	UTAH06015	BOUNTIFUL CITY WATER SYSTEM Cor	nmunity Surfac	ce Water 0	MARK E SLAGOWSK	1			Active
it's considered the									I
most important	Other Contact	s							
contact.	First Name	Last Name	Contact 1	Type Ad	Iress	Phone	Email/URL	Statu	s
	RICHARD ALLEN	HILL	Operator					Active	^
	GARN E	CARROLL	Operator					Active	8
	TIMOTHY SCOTT	BARNETT	Designate Charge	ed Operator in				Active	
T	Facilities								
The <b>Sampling</b>	Facility ID	Facility Na	me	Facility Type	Water Source	се Туре	Availability	Status	
Points reflect	WS008	UTAH0601 - SOUTH	3 WEBER BASIN WCD	Consecutive Connection	n Surface Wat	ler	Permanent	Active	-
the Facility 🔨 🥆	DS001	UTAH0601 SYST	5 DISTRIBUTION	Distribution System/Zor	e Surface Wat	er	Permanent	Active	I
that is chosen	WS010 Sampling Poin	VIEWMON	T WELL	Well	Surface Wat	er	Permanent	Active	~
	Sampling Point ID	Sai	mpling Point Name	Sampling	Point Type	Sampling P	pint Address	Status	
	DS001	DIS	TRIBUTION SYSTEM	Distributi	n System			Active	^
	FC001	DIS	TRIBUTION SYSTEM	First Cus	omer			Active	8
	LD001	DIS	TRIBUTION SYSTEM	Lowest D	sinfectant Residual			Active	
	MD001	824	S 450 W	Lowest D	sinfectant Residual			Active	~

Water	System Profile									-	
r System Basic	Information										
Water S	System ID Wate	er System	Water System Type	Water Source Type	Population Served	Administrative Contact	Address	Phone	Email/URL	Status	
VTAH0	5015 BOU WAT	UNTIFUL CITY TER SYSTEM	Community	Surface Water	0	MARK E SLAGOWSKI	1			Active	
Other	Other Contacts										
First Na	ime	Last Name	Co	ntact Type	Address	Pho	ne	Email/URL	Status	i.	
RICHA	RD ALLEN	HILL	Op	erator	- 10			<i></i>	Active		-
GARN	Ē	CARROLL	Op	erator					Active		f
TIMOTH	IY SCOTT	BARNETT	De Ch	signated Operator in arge					Active		C
Facilit	ies		-								
Facility	ID	Facility	Name	Facility Type		Water Source Type	F	vailability	Status		
WS008		UTAHO - SOUT	6013 WEBER BASIN H	WCD Consecutive	Connection	Surface Water	F	'ermanent	Active		10
DS001		UTAHO	6015 DISTRIBUTION	Distribution S	ystem/Zone	Surface Water	F	ermanent	Active		
WS010 Samp	ling Points (Se	VIEWN elect facility	ont WELL above for inform	Well ation)		Surface Water	F	ermanent	Active		~
Sampli	ng Point ID		Sampling Point Nam	e	Sampling Point Typ	e Nesiuuai	Sampling Poin	t Address	Status		
MD203			HIGH HAA - 1		Lowest Disinfectant	Residual			Active		1
MD203	A		188 W PENMAN		Lowest Disinfectant	Residual			Active		1
MD204			1995 S BOUNTIFUL	BLVD	Lowest Disinfectant	Residual			Active		

## 2. To request a change click on **Change Request**.

## A list of existing change requests is presented

avigation Pane	Change Request							
Water System	Change Reques	t						
Change Dequast	📲 Add 💢 Rem	ove 🧬 Refresh						
Change Request	D ID	Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
	123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016

#### 3. To add a new request, select the + Add button under Change Request.

A new column is added to the table, with some columns read only and some columns defaulted.

lavigation Pane	Change Request							
Water System	Change Request	t						
🗞 Profile	Add 💥 Rem	nove 🥏 Refresh						
S Change Request		Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
	123	UTAH06015	Sampling Points	Add	-	Pending	Scott Peterson	11/09/2016
		UTAH06015		•	~	Pending	v	
		UTAH06015		•		Pending	*	

4. Select the **Profile Module** from which you would like to submit the profile change request. In the example below, the user wishes to submit a **Change Request** for the **Sampling Points**.

Water Systems Water System F	Profile - UTAH06015 💥 🔪							
Navigation Pane	Change Request							- <b>-</b> ×
Uniter System	Change Request	lă.						
🗞 Profile	👍 Add 💥 Rem	ove 🥏 Refresh						
S Change Request		Water System ID*	Profile Modules*	action*	Description	Status	Created By	Created On
	123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016
		UTAH06015		<b>.</b>	~	Pending	•	
			Basic Information Sampling Points Facilities Other Contacts					

5. Under **Action** select the type of change you would like to make. In the example below, the user wishes to **Edit** the profile.

in Func	Change Request							
r System	Change Request	t);						
	👍 Add 💥 Rem	ove 🥏 Refresh						
e Request		Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
	123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016
		UTAH06015	Sampling Points	•	<b>V</b>	Pending	v	
				Add				

6. Next, in the **Description** column, describe the change you are requesting. This will be read by the State, which will make the change for you. ID (request ID), Water System ID, Status, Created By, and Created On, will be populated automatically when the Change Request is saved.

Change Request							
Change Reques	t						
👍 Add 💥 Ren	nove <i>@</i> Refresh				•		
	Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016
				Please change the	N		
	UTAH06015	Sampling Points	Edit	Sampling Point ID	Pending	*	
	Change Request Change Request	Change Request Change Request Add Kernove Refresh ID Vater System ID* 123 UTAH06015 UTAH06015	Change Request Change Request Add K Remove Refresh D Water System ID* Profile Modules* D 123 UTAH06015 Sampling Points UTAH06015 Sampling Points	Change Request Change Request Add Kemove Refresh ID Water System ID* Profile Modules* Action* I23 UTAH06015 Sampling Points Add UTAH06015 Sampling Points VEdit	Change Request Change Request Add K Remove Refresh Description 123 UTAH06015 Sampling Points Edit	Change Request Change	Change Request Change Request Change Request Add K Remove Refresh ID Water System ID* Profile Modules* Action* Description Status Created By 123 UTAH06015 Sampling Points Add Pending Scott Peterson Please change the description for Sampling Point ID Pending VITAH06015 Sampling Points Edit

To save your request, hit the 'enter' key or click outside of the row

Once a change request is saved, it will be in Pending **Status** until the State CMPD Administrator makes the corresponding modifications in the compliance system and changes the **Status** to Accepted or Rejected.

Navigation Pane	Change Request							
Water System	Change Request							
🎨 Profile	💠 Add 💥 Remo	ve 👌 Refresh						
\infty Change Request		Water System ID*	Profile Modules*	Action*	Description	Status	Created By	Created On
	123	UTAH06015	Sampling Points	Add		Pending	Scott Peterson	11/09/2016
	124	UTAH06015	Sampling Points	Edit	Please change the description for Sampling Point ID MD203	Pending	Scott Peterson	11/09/2016
					Point ID MD203			