



eDMR 2.0 Walkthrough Guide

Thank you for your using the DEQ/WQD's electronic Discharge Monitoring Report (eDMR) 2.0 system. **The website can be found at the following address:**

<https://deq.state.wy.us/edmr2/>

eDMR 1.0 started accepting electronic information beginning with 1st Semester, 2006 DMRs. eDMR 2.0 was released on 6/18/2009. We are continuing to work through issues that we come across and appreciate your patience in this process. The eDMR system has been a great success, and we are encouraged with the number of people who are already using the system. This walkthrough is similar to the eDMR 1.0 walkthrough, but it has been updated to reflect the changes for eDMR 2.0.

eDMR 2.0

The eDMR process is a system for electronic submittal of DMR information. The basic process involves logging in to the system, entering the DMR information, and submitting the information to the DEQ. Some of the benefits of using the eDMR system as opposed to paper DMRs include: faster entry, information verification, viewing complete permit effluent history, complete company held permit effluent history, and more accurate data. **Before accessing the website, the permittee will have to obtain login privileges for their company and/or consultants to access the website. The authorization and activation documents can be found on the at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp. If you had an account for eDMR 1.0, you will not have to get a new account.**

Following are brief explanations of the “Webform” and “XML” approaches, and a walkthrough procedure for using and entering required WYPDES Permit information. A troubleshooting guide can be found on the at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp.

Please refer to the troubleshooting guide for information on how to handle any issues you may have. If in doubt, please contact the DEQ for further help.

Webform Approach

The majority of permittees will use the Webform version of the eDMR system. The Webform version is an electronic version of the paper DMRs. The advantage of the Webform approach is simplicity. The DEQ suggests if your company has less than approximately 50 outfalls to use the Webform approach. If your company has more than 50 outfalls, it may be worth looking into the XML approach.

Changes:

You will notice some major design changes to the eDMR 2.0 system. Data entry can occur in three tables, "Reporting Period Records", "Parameter Records", and "Value Records". The first table "Reporting Period Records," will encompass all of the "No Discharge" information and may include notes. The second table "Parameter Records," will contain the sampling types and frequencies information as well as the number of excursions. *The number of excursions is something entirely new and should be entered as the number of times a sample resulted in a value outside of the permitted effluent limit(s) of the parameter for the daily maximum or minimum, as well as the weekly average.* The third table "Value Records," is where individual parameter effluent and the "Discharge No Analysis" information are entered. There is also an option to enter notes in this table. The fourth table "Submission Period Records" displays the "Overall Status" of the DMR entry.

New Terminology (Submission Periods vs Reporting Periods):

One obstacle is the new terminology relating to what are referred to as "Submission Periods" and "Reporting Periods". Under the new system a "Submission Period" is now what was referred to as a "Reporting Period" under the old system. Yet there is still a "Reporting Period" in the new system.

- **Submission Period:** A "Submission Period" is the time in months required for DMR data to be submitted back to DEQ. Typical values are 1 - Monthly; 2 - Bi-Monthly; 3 - Quarterly; 6 - Semi-Annually and 12 - Annually.
- **Reporting Period:** A "Reporting Period" is the time in months indicating the interval that data must be reported. Typical values are 1 - Monthly; 2 - Bi-Monthly; 3 - Quarterly; 6 - Semi-Annually and 12 - Annually.
- Typical combinations of the two are as follows:

<u>Submission Period</u>	<u>Reporting Period</u>	<u>Description</u>
6	1	Submit to DEQ every 6 months; report monthly
3	3	Submit to DEQ every 3 months; report quarterly
12	6	Submit to DEQ every 12 months; report semi-annually

- A reporting period can never be less than one and can never exceed the number of months in the submission period.

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Webform Walkthrough

Here are the in-depth steps to submit information to the system by using the Webform Approach

The first step when using the Webform approach is logging in to the system. Type in your login, password and pin (which are acquired through the WYPDES Program) at the following address:

<https://deq.state.wy.us/edmr2/>

W1. After logging in to the system, select the “treeview/grid button”, which will take you to the “eDMR Selection Utility.”

W2. The next step is to select the permit you want to enter information for from the “Tree View Control.”

The screenshot shows the eDMR Selection Utility webform. At the top, there is a header for the State of Wyoming Department of Environmental Quality, Water Quality Division. The main content area is titled "eDMR Selection Utility" and features a dropdown menu for permit selection, currently showing "Pennaco Energy, Inc. - 90567". Below this, there are checkboxes for "WYG Only" and "WYR Only". A second dropdown menu shows "WY0053422 | Brinkerhoff 6 Option 1". The main tree view displays a hierarchical structure of permit nodes, including "Pennaco Energy, Inc.", "08/12/2005 - 01/31/2008 [-1] (Eff-Exp Rng)", "02/01/2008 - 12/31/2010 [0] (Eff-Exp Rng)", "02/01/2008 - 12/31/2010 (Int Rng)", "Semi-Annual (Sub Freq)", "01/01/2008 - 06/30/2008 (Sub Rng)", "07/01/2008 - 12/31/2008 (Sub Rng)", "01/01/2009 - 06/30/2009 (Sub Rng)", "07/01/2009 - 12/31/2009 (Sub Rng)", "01/01/2010 - 06/30/2010 (Sub Rng)", "001 (Sub Pd - 323410) - SUB", "002 (Sub Pd - 320834) - SUB", "003 (Sub Pd - 320836) - SUB", "Monthly (Rpt Freq)", "01/01/2010 - 01/31/2010 (Rpt Pd - 1280208)", "02/01/2010 - 02/28/2010 (Rpt Pd - 1280209)", "03/01/2010 - 03/31/2010 (Rpt Pd - 1280210)", "04/01/2010 - 04/30/2010 (Rpt Pd - 1280211)", "05/01/2010 - 05/31/2010 (Rpt Pd - 1280212)", "06/01/2010 - 06/30/2010 (Rpt Pd - 1280213)", "Semi-Annual (Rpt Freq)", "07/01/2010 - 12/31/2010 (Sub Rng)", and "Yearly (Sub Freq)". A "Get Data" button is located to the right of the tree view. Below the tree view, there is an "Instructions:" section with a scrollable text area containing the following text: "Select the desired Permit Number from the dropdown list of permit numbers. Each level (+/- sign) in the treeview control is referred to as a node. Expand each node until you reach the level you are interested in and then select the node by clicking on the text. You can only select from the (Sub Rng) and lower levels. Once you have selected the desired node press the [Get Data] button in order to view the parameter data associated with the selected level. To view only the WYG permits select the [WYG Only] check box. To view only the WYR permits select the [WYR Only] check box. Once you've selected either [WYG Only] or [WYR Only] uncheck the currently checked box to get back to the WY0 permit."

The format of the tree view control has changed. The new format is based off the monitoring periods as opposed to outfalls. When you are ready to enter information into the system, select the permit you would like to work on, and then select the permits effective and expiration range (Eff-Exp Rng). Then select the interim range (Int Rng), and then the submission frequency (Sub Freq). The submission frequency can be “Monthly,” “Quarterly,” “Semi-Annual,” and/or “Annual”. After you selected the appropriate submission frequency select the submission period (Sub Pd) which includes one or more outfall numbers. This is followed by the reporting frequency (Rpt Freq) and reporting period (Rpt Pd). However, selecting all the way down to the “Rpt Freq” or the “Rpt Pd” is problematic as this will not include all the required fields for the data that needs to be reported. The best option is to select an outfall from the “Sub Rng” and click on “Get Data”.

There is also an option to view WYG (Temporary Discharge Permits) and WYR (Stormwater Construction Permits) that have been issued to your company. However, in general no DMRs are set up for these permits because in the majority of the cases no data gets entered. To view WYG or WYR permits only check the corresponding checkbox. If you want to view your WY0 permits (regular discharge permits) again uncheck the checked checkbox and you will be able view your WY0 permits.

NEW FEATURES:

- You can also select a submission range (Sub Rng) to enter eDMR information into the database. By doing this you will be able to enter information for all of the applicable outfalls at one time instead of selecting submission or reporting periods for individual outfalls. Be careful however, because there can be a lot of information and if you select too high of a level it could take a long time to open. In addition, if you select a timeframe outside of when you are allowed to report the system will not let you enter information.
- We also added the possibility to display DMRs that have been “Marked for Delete”. To do this you check the box “Display Marked for Delete” on the “eDMR Selection Utility” page. The “Marked for Delete” concept was designed to address the duplicate and triplicate, etc. problem we experienced when eDMR 2.0 was first released. The idea was to mark the duplicates, etc. for delete to hide them without actually deleting any of the information. This was done to increase performance of the tree-view grid and to reduce the amount of data that had to be entered. The majority of the data effected by the “Marked for Delete” process is related but not limited to the second semester 2009.

W3. When the Webform opens, you will see three (3) main tables: “**Reporting Period Records**”, “**Parameter Records**”, and “**Value Records**”. The “Reporting Period Records” table will encompass all monthly “No Discharge” information and may include notes. The “Parameter Records” table will contain the sampling types and frequencies information as well as the number of excursions. *The number of excursions is something entirely new, it should be entered as the number of times a sample resulted in a value outside of the permitted effluent limits.* The “Value Records” table is where you enter individual parameter effluent and where the “Discharge No Analysis” information is entered. There is also an option to enter notes in this table. The fourth table found in the top right corner is the “Submission Period Record”. The “Submission Period Record” displays the “Overall status” of the DMR entry. The status can be “Valid (VAL)”, “Error (ERR)”, “Invalid (INV)”, “Submitted (SUB)”, “Amended Valid (AMV)”, and “Amended Error (AME)”. The status gets displayed after the entered data is saved. On occasion the overall status is “ERR” although the status fields in the three main tables is “VAL”. In this instance you should click on “Update eDMR Status” and this should change the overall status to “VAL”. If this does not fix the overall status please contact the DEQ for further help. The overall status is also displayed in the Sub Rng next to the outfall number on the treeview/grid. If no status is displayed next to the outfall number this indicates that no data has been entered or submitted for this outfall.

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- vi. **NoDischType** – This column stores no discharge information. It is an **optional** column if there is a no discharge situation during the sampling period.
- vii. **Comment** – The comment field is a column that stores notes added by the permittee.
- viii. **AddComment** – The AddComment column is an **optional** mechanism to report any issues to the DEQ. The issues may range from exceedances to why a sample was missed. More information about exceedances and the AddNote feature can be found in the troubleshooting guide.
- ix. **DMRDueDate** – The date the eDMR information must be submitted.
- x. **Status** – Indicates whether submitted information is valid or not.

Parameter Records Table

Outfall, BeginDate, EndDate, SF, RF, and Status are the same as in Reporting Period Records table.

- ix. **Parameter** – Parameters required for discharge sampling analysis.
- x. **Monitoring Locations** – Indicates whether the it is an effluent or influent (intake) sample.
- xi. **SmpType** – The type of sample that was required to be taken by the permit.
- xii. **SmpFq** – Minimum sampling frequency required by the Permit.
- xiii. **ActSmpFq** – The permittee should report the actual sampling frequency. This column is optional because it is defaulted with the required sampling frequency.
- xiv. **#Excursions** – The number of excursions is a required field and is the number of samples that resulted in a value outside of the permitted effluent limits for daily maximum and minimum limits, as well as weekly average limits.

Value Records Table

Outfall, BeginDate, EndDate, SF, RF, Parameters, Monitoring Locations, Comment, AddComment, and Status are the same as in the Parameter Records table.

- xv. **SBCode** – The statistical basis code – lets the user know if the effluent result is a minimum, maximum, average, as well as a monthly, weekly or daily value.
- xvi. **Qual** – The value qualifier lets the user know if the limit is less than or greater than or equal to a numerical limit. The value qualifier is defaulted to less than or equal to, even for limits of “Report.”
- xvii. **Limit** – The limit is the permitted discharge limit from the permit, if there is no limit it will say “Report.”
- xviii. **Units** – The units for the parameter.
- xix. **NoDischType** – This column stores no discharge information. This column is the same column as the column in the Reporting Period Records table, but it is for specific parameters instead of time frames. It is an **optional** column if there is a no discharge situation for a specific parameter during the sampling period.
- xx. **ActValQual** – The actual value qualifier is an optional column where the user can change select between “null” and “equal to”. It is important that the **ActValQual** is set to “null” when using a **NoDischType**. This should happen automatically when the “**Save**” button is hit. However, in some cases you may have to change the

ActValQual to “null” manually, when using a **NoDischType**, should the automation not work. Failure to set the **ActValQual** to “null” will result in an error message.

xxi. **Value** – The value column is where the effluent result for the parameter is reported.

W4. If the outfall was discharging for all or part of the monitoring period please continue with W4. If the outfall was not discharging please proceed to W5. The first step in filling out the “**Webform**” is to fill out the required columns; “**#Excursions**” and “**Value**”. Remember to use the laboratory report for most parameters and the field notes for field parameters such as pH, and Flow for example. You can also fill out any of the optional columns: “**NoDischType**, **AddComment**, **ActSmpTy**, **ActSmpFq**, and **ActValQual**” if needed. Remember to hit the “**Save**” button after filling out the information. If you have filled out all of the information correctly, the Overall Status in the “**Submission Periods Record**” box should say “VAL” for valid. If the status is not “VAL,” you should press the “Validate” button (pressing the button will produce a pop-up, you may have to hold down control if you have a pop-up blocker) which will produce a list of potential problems. If you are still having problems, please refer to the Troubleshooting Guide located at: http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp.

If a parameter was measured that resulted in a “Below Detection” measurement you should double click on the “**NoDischType**” column row corresponding to the parameter that resulted in the below detection measurement. A drop down box will appear with several options. Click on the “Below Detection” option. **Do NOT enter Zero (0) for a “Below Detection” measurement.** The same procedure should be used for “Discharge No Analysis” situations. If the outfall was discharging part of the month you will need to mark the other months as “Operation Shutdown.” There is also the option to report “Discharge No Analysis situations using the propagate function. To use propagate function select one or more rows in the “**Reporting Period Records Table**” and select an appropriate “Discharge No Analysis” reason from the “**Propagate No Discharge Values**” box. After selecting a “Discharge No Analysis”, click on the “**Propagate**” button. This action will auto fill in the selected “Discharge No Analysis” in “**Reporting Period Records Table**” and the “**Value Records Table**” and also will fill in the “**#Excursions**” with a “0” value in the “**Parameter Records Table**” and will remove the “Equal to” from the “**ActValQual**”.

For explanations and examples of reasons please refer to the eDMR No Discharge document which can be found at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp. Please proceed to the next step for instructions on entering the “No Discharge” parameters.

W5. If the outfall is not discharging, there are three options for entering the parameter information. The first option is the same as the “Below Detection” approach. Simply select the “No Discharge (ND)” type from the drop down list in the “**NoDischType**” column in the “**Value Records Table**”. You may also have to change the “**ActValQual**” from “Equal to” to “0” if the automation should not work. The ND type choices are “Operation Shutdown,” which is to be used if the outfall is not discharging or “Outfall Not Constructed.” The second method is much simpler to use on a larger scale. The second approach involves selecting the appropriate row in the “**Reporting Period Records Table**” and selecting a ND Type in the “**No Discharge Group**” box. Double click on the box in the appropriate row then select the No Discharge reason for the situation. The third method is the same as using the propagate function for the “Below Detection” approach. Select one or more rows in the “**Reporting Period Records Table**” and select a ND Type from the “**Propagate No Discharge Values**” box. After selecting a ND type, click on the “**Propagate**” button. This action will auto fill in the selected ND type in “**Reporting Period Records Table**” and the “**Value**

Records Table” and also will fill in the **#Excursions**” with a “0” value in the **Parameter Records Table**” and will remove the “Equal to” from the **ActValQual**”. You also have the option of adding a note in the **AddComment**” section if deemed necessary. The final step is to hit the **Save**” button to have the program fill out the appropriate fields automatically.

W6. The final step for entry is to hit the **Save**” button. You should then check the Overall Status in the **Submission Review Record**” box that should say “VAL” for valid. If the status is not “VAL,” you should press the “Validate” button (pressing the button will produce a pop-up, you may have to hold down control if you have a pop-up blocker) which will produce a list of potential problems. If you are still having problems, please refer to the Troubleshooting Guide located at: http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp.

Instructions:

- Select one or more of the submission periods records from the grid list. Use the Ctrl or Shift keys when selecting more than one record.
- Press the [Submit Selected Periods] button to begin the submit process.
- The results of the submit process will appear in the pane below and an accompanying e-mail will be sent.

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SubID	Permit	Outfall	BegDate	EndDate	SF	Status
492250	WY0037265	DLPR	07/01/2010	12/31/2010	6	VAL
492252	WY0037265	TRIB1	07/01/2010	12/31/2010	6	VAL
492251	WY0037265	ULPR	07/01/2010	12/31/2010	6	VAL
492248	WY0037265	ICP1	07/01/2010	12/31/2010	6	VAL
492249	WY0037265	IMP1	07/01/2010	12/31/2010	6	VAL
317590	WY0037362	001	01/01/2010	12/31/2010	12	VAL
484884	WY0037362	DPR	07/01/2010	12/31/2010	6	VAL
482847	WY0037362	IMP1	07/01/2010	12/31/2010	6	VAL
482853	WY0037362	TRIB1	07/01/2010	12/31/2010	6	VAL
483346	WY0037362	UPR	07/01/2010	12/31/2010	6	VAL

Submit Selected Periods

W7. After you saved your data and the overall status is “VAL” you have to go back to the “Main Page” and select “Submit”. The submittal step is the same for both the XML and Webform process. To submit information, locate the applicable permit(s) and outfalls on the “eDMR Submit Utility” page. The permittee is able to submit multiple permit(s) and outfalls at the same time. Highlight the applicable rows to be submitted by clicking on the left side of the row in the grey box, and click on the **Submit Selected Periods**” button. If the information is valid it will be submitted to the DEQ, and the permittee will receive an email confirmation of the information submitted. The selections that were submitted will disappear from the “eDMR Submit Utility” page, but will still be able to be viewed through the “Tree View Controls” mentioned in #2 in the Webform walkthrough.

Permit Number: WY0053422
 Facility Name: Brinkerhoff 6 Option 1
 Submission Freq: 6
 Submission Beg Date: 01/01/2010 [Back To Main Page](#)
 Submission End Date: 06/30/2010 [Back To Selection Utility](#)

Propagate No Discharge Values
 Propagate

Reporting Period Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	NoDischType	Comment	AddComment	Due Date	Recv'd Date	Status
0		001	01/01/2010	01/31/2010	6	1	Operation Shutdown			07/28/2010		SUB
0		001	02/01/2010	02/28/2010	6	1	Operation Shutdown			07/28/2010		SUB
0		001	03/01/2010	03/31/2010	6	1	Operation Shutdown			07/28/2010		SUB
0		001	04/01/2010	04/30/2010	6	1	Operation Shutdown			07/28/2010		SUB
0		001	05/01/2010	05/31/2010	6	1	Operation Shutdown			07/28/2010		SUB

Parameter Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	Parameter	MonitorLocation	SmpTy	SmpFq	ActSmpFq	#Excursions	Status
0		001	01/01/2010	01/31/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB
0		001	02/01/2010	02/28/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB
0		001	03/01/2010	03/31/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB
0		001	04/01/2010	04/30/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB
0		001	05/01/2010	05/31/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB
0		001	06/01/2010	06/30/2010	6	1	Flow	Effluent Grc	CONTIN	Monthly	Monthly	0	SUB

Value Records

Outfall	PV	MFD	BeginDate	EndDate	SF	RF	Parameter	MonLoc	SBCCode	Qual	Limit	Units	NoDischType	ActValQual	Value	Comment	AddComment	Status
001	0		01/01/2010	01/31/2010	6	1	Flow	Effluent Grc	MO AVG		Report	Mgal/d	Operation Shutdo					SUB
001	0		01/01/2010	01/31/2010	6	1	Flow	Effluent Grc	DAILY MX		Report	Mgal/d	Operation Shutdo					SUB
001	0		02/01/2010	02/28/2010	6	1	Flow	Effluent Grc	MO AVG		Report	Mgal/d	Operation Shutdo					SUB
001	0		02/01/2010	02/28/2010	6	1	Flow	Effluent Grc	DAILY MX		Report	Mgal/d	Operation Shutdo					SUB
001	0		03/01/2010	03/31/2010	6	1	Flow	Effluent Grc	MO AVG		Report	Mgal/d	Operation Shutdo					SUB
001	0		03/01/2010	03/31/2010	6	1	Flow	Effluent Grc	DAILY MX		Report	Mgal/d	Operation Shutdo					SUB
001	0		04/01/2010	04/30/2010	6	1	Flow	Effluent Grc	MO AVG		Report	Mgal/d	Operation Shutdo					SUB
001	0		04/01/2010	04/30/2010	6	1	Flow	Effluent Grc	DAILY MX		Report	Mgal/d	Operation Shutdo					SUB
001	0		05/01/2010	05/31/2010	6	1	Flow	Effluent Grc	MO AVG		Report	Mgal/d	Operation Shutdo					SUB
001	0		05/01/2010	05/31/2010	6	1	Flow	Effluent Grc	DAILY MX		Report	Mgal/d	Operation Shutdo					SUB

Warning!! After entering data you must press [Save] prior to selecting either the [Validate] or [Update eDMR Status] buttons. These work only on saved data. Failure to do so can result in data loss or incorrect validation results.

Amend Selected Row(s)
Clear Selected Row(s)

W8. After the DMRs were submitted it is possible to amend the submitted DMRs in case an error was when entering information into the eDMR system. In order to amend a DMR left click on the gray bar on the left side in either the “reporting period records”, the “parameter records”, or the “value record” of the row(s) that should be amended. The color of the selected row(s) will change to blue. After highlighting the row(s) that should be amended right click on the blue colored row(s) and select “amend selected row(s)” from the options menu. Once “amend selected row(s)” has been selected the color the row(s) that should be amend will change from blue to red. Now the DMR data can be amended. Please make sure to save your amended data before you submit to DEQ otherwise the amendments will get lost.

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XML Approach

The XML version of the eDMR system is most beneficial for permittees with large amounts of data to submit to the WYPDES Program. The XML approach involves a program which mines the data out of an existing database, and structures it in a way so that it may be uploaded into the WYPDES database. The main advantage of the XML approach is the benefit of not having to enter all of the information by hand. The main drawback to this method is that it is the permittees responsibility to acquire/create the program used to mine out the information. The reason the DEQ will not create a program to get the information out of a database is that no two database are alike, and the program needs to be personalized for individual databases.

XML Walkthrough

When using the XML method, your basic steps are:

- 1 – Logging in
- 2 – Download XML File
- 3 – Populate the XML File
- 4 – Upload the XML File
- 5 - Validate the XML File (Optional)
- 6 – Submit the XML File

Here are the in-depth steps to submit information to the system by using the XML Approach

- X1. The first step when using the XML approach is logging in to the system. Type in your login, password and pin (which are acquired through the WYPDES Program) at the following address: <https://deq.state.wy.us/edmr2>.
After logging in to the system select download XML, from the “Main Page.”
- X2. The next step is to select an XML to download. When choosing the “**Download XML**” option you are able to download the entire “Submission Period” of information for all outfalls or one outfall.
- X3. After selecting the download options you will be asked to verify what you want to download. In order to see the results from the option(s) you picked, click on the “Fill Grid” button. From there you select which outfalls you want to download by selecting the corresponding row(s) by clicking on the left side of the row in the grey box. You are able to multiply select as many rows as you wish to download. After highlighting the rows you wish to download, press the download button. You will then be asked for a location to store the XML file.
- X4. The next step in the process is for the information to be inputted into the XML File. The insertion of information into the XML file will be left to the permittee. It is very important to make sure all of the information is inserted into the proper place with the proper formatting.
- X5. After the permittee has populated the XML file, the permittee will be able to validate the file. From the home page, click on the “**Upload\Validate XML**” button. There are now several options, including Upload XML, Validate XML (View), Validate XML (Download), and Download WYPDES Validation Log.

- X6. The final step in the XML process is submittal. The submittal step is the same for both the XML and Webform process. To submit information, locate the applicable permit(s) and outfalls on the “eDMR Submit Utility” page. The permittee is able to submit multiple permit(s) and outfalls at the same time. Highlight the applicable rows to be submitted by clicking on the left side of the row in the grey box, and click on the “**Submit Selected Periods**” button. If the information is valid it will be submitted to the DEQ, and the permittee will receive an email confirmation of the information submitted. The selections that were submitted will disappear from the “eDMR Submit Utility” page, but will still be able to be viewed through the “Tree View Controls” mentioned in #2 in the Webform walkthrough.

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Overall Status Utility Function

The Overall Status Utility function is designed to provide the eDMR user with an easy way to check the status of the DMR entry and submittal. The user has the option to select one, multiple, or all permits, including one or more years, submission frequencies, and submission periods. There is also the possibility to use the edit function to edit individual outfalls.

Overall Status Utility Walkthrough

eDMR Overall Status Utility

Permit-Facility
 WYG Only WYR Only

Year(s)

SubmissionFrequency(s)

SubmissionPeriod(s)

PermitNum	Outfall	SF	SubID	BegDate	EndDate	OvStatus	IsLocked	EditLink
WY0000256	001	6	967	01/01/2009	06/30/2009	VAL		edit
WY0000256	002	6	108	01/01/2009	06/30/2009	VAL		edit
WY0000256	DMP1	6	332	01/01/2009	06/30/2009	VAL		edit
WY0036277	011	6	38021	01/01/2009	06/30/2009	SUB		edit
WY0036277	012	6	38023	01/01/2009	06/30/2009	SUB		edit
WY0036277	DLPR	6	38027	01/01/2009	06/30/2009	SUB		edit
WY0036277	IMP1	6	40311	01/01/2009	06/30/2009	SUB		edit
WY0036277	SUM	6	40313	01/01/2009	06/30/2009	SUB		edit

- Select one or more of the desired Permit Numbers from the [Permit-Facility] listbox of permit numbers or select [All Permits]. Press the [Go] button above.
- Select one or more of the desired Years from [Year(s)] list box. Press the [Go] button above.
- Select one or more of the desired Submission Frequencies from the [SubmissionFrequency(s)] list box. Press the [Go] button above.
- Select one or more of the desired Submission Periods from the [Submission Period(s)] listbox. Press the [Fill Grid] button to view Overall status information for you selections.
- The [EditLink] column can be used to link directly to the grid information for that DMRSubmissionID (SubID) value indicated on the grid record.

01. The first step is to select one or more permits or all permits from the “**Permit-Facility**” list box. If you want to select more than one permit hold down either the “Shift key” to select multiple permits in a row or hold down the “Ctrl key” to select several permits individually. Once you have selected your permit(s) press the “**Go**” button.
02. Select one or more years from the “Years” list box and press the “**Go**” button.
03. Next select one or more submission frequencies from the “**Submission Frequency(s)**” list box and press the “**Go**” button.
04. Lastly select one or more of the submission periods from the “**Submission Period(s)**” list box. After you clicked on the “**Fill Grid**” button you can view the “Overall Status” of your selections.

- O5. The display field indicates the “Overall Status” of the selected permit(s) and timeframe and whether the permit is locked for the selected timeframe. If a permit is locked it cannot be changed unless it gets unlocked.
- O6. There is also the option to go directly to any displayed outfall by clicking on “**Edit**” in the “Edit Link” column. This allows the user to edit and amend data. Use the back button on your browser to get back to the “**Overall Selection Utility Function**”.