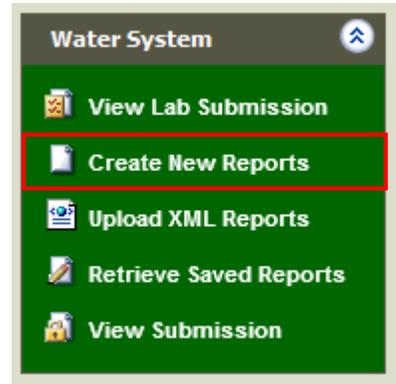**Create a new Plant Distribution MOR (Excel and xml upload)**

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.
4. Select a Download **Excel**. When downloading the Spreadsheet save it to a location on your PC where you can retrieve it. Once the file is downloaded, you can log out of the eBusiness Center.

Form Type	Description	View Form	Download		Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	View	XML	Excel	Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	View	XML	Excel	Entry

5. **Open Excel** and the Plant_MOR.xls spreadsheet.
    *   A security window may pop up regarding "Macros". A Macro is a program embedded into this spreadsheet that must run to complete the submission. Select **Enable** Macros when prompted.
6. Enter Water System information.
    Note: After entering the reporting period, the dates will fill in down the first column. If they do not, the Macros are not enabled.
    *   Enter the PWSID
    *   Enter STUID (Plant ID)
    *   Enter Reporting Lab Certification of the lab conducting analysis on this report; or 8000.
    *   Enter Reporting Period – Month and Year (m/yyyy). Reporting period is generally the previous month.


7. Enter all of your required operational data for the Plant Distribution MOR
    *   **Production**: enter the daily volume of water in **MGD** and any comments
    *   **Fluoride**: Complete this section if you add fluoride
    *   **Distribution**: Enter daily distribution chlorine values and your monthly **Chlorine Quarterly Report** data (Number of routine Micro samples and average total chlorine).
    *   **Plant Tap**: Enter daily chlorine from the Plant Tap or Entry Point.

8. **Save** the Excel spreadsheet. You may "Save As" and save with an identifiable name such as "July2013Plant MOR" or "ColumbusPlant2_July2013"

9. Select "Generate XML"
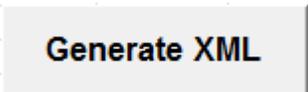
10. A Save Output Window will open asking to save an XML file. Browse to a location on your PC where you can retrieve it and select save. Note: You may save this file with an identifiable name such as "July2013Plant

MOR" or "ColumbusPlant2_July2013" . This can make it easier to find the correct file when you are uploading to eDWR.

11. Save and Close (or minimize)your Excel Spreadsheet.
12. **Log into eDWR**
13. Select **eDrinking Water Reports**.
14. Select **Upload XML Reports** from the Water System Menu.
15. Select "Browse" and browse for the XML file that you created in step 10.

16. Select Test File.

    a. If your file is formatted correctly:
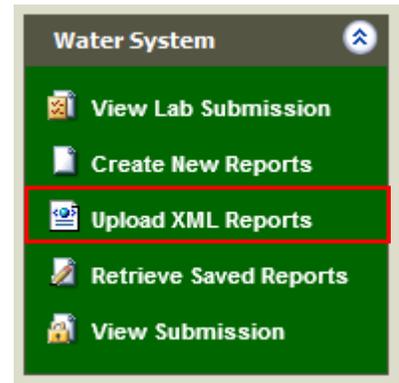
    ☑ The structure of your XML file(s) is acceptable.

   b. If not formatted correctly or there is a validation error a message such as this will be displayed:

    ❌ PLANT_MOR_2013-08-22.xml: STU ID (255555) does not exist for PWS (OH2599912).

17. If not, correct the Excel Spreadsheet and go to step 9
18. If file is Acceptable then browse for the file again
19. Check the Certify checkbox, enter PIN, Security Answer and select Submit.
20. The confirmation screen and email only indicates that you have successfully uploaded your report.
21. Select "**View Submissions**" and verify the report status and to view the report submitted to ensure it is accurate.

Re-Submitting or correcting an MOR (Excel and xml upload)

Reports are occasionally rejected and or mistakes are found and must be corrected. This requires editing and then re-submitting. Re-submitting an MOR updates the entire report, so make certain the report is complete.

1. Open Excel and the saved spreadsheet for the reporting period.
2. Edit and make corrections
3. Select "Generate XML"
4. A Save Output Window will open asking to save an XML file. Browse to a location on your PC where you can retrieve it and select save.
5. Save and Close your Excel Spreadsheet.
6. **Log into eDWR**
7. Select **eDrinking Water Reports**.
8. Select **Upload XML Reports** from the Water System Menu.
9. Select "Browse" and browse for the XML file that you created in step 4.
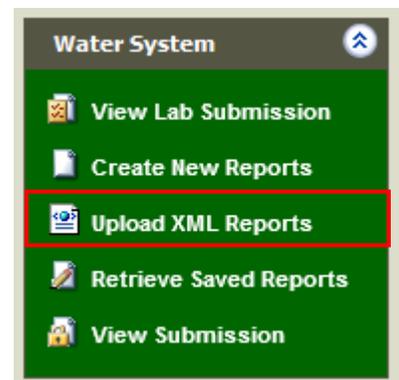
10. Check the Certify checkbox, enter PIN, Security Answer and select Submit.

11. The confirmation screen and email only indicates that you have successfully uploaded your report.

12. Select "**View Submission**" and verify the report status