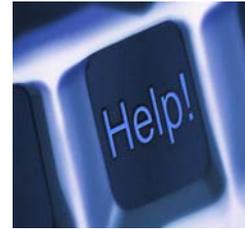


Water Diversion, Water Utilization and Monitoring Results Submittal

Hints and Tips



General

- See 'Documents and Forms' for step by step directions with screen shots
- If you already have a NJDEP Online account you only have to add the Water Diversion, Water Utilization and Monitoring Results Submittal Service and your facility to your workspace.
- At anytime in the process you can click My Workspace to start over
- Retrieve projects in progress from my workspace -services in progress
- Prepare data ahead of time so you do not get timed out for inactivity
- Use the progress bar on left to go backwards to previous screens in the service
- Save often
- Check the monitoring period and make sure it's the correct one-data entered in the wrong period will be required to be reentered.
- In the Monitoring Results Screen, use the tab key to move between cells and rows
- If you obtained a renewal or modification within a monitoring period, there will be a form to fill out up until the old activity ends, and another form from the start of the new activity. Make sure you submit both forms.
- Use “My Services in Progress” and “My Services Submitted” in My Workspace to come back to an in-progress report at a later date and to view a previously submitted report.



Using the Cut and Paste Feature

- Copy the monitoring data structure from DEP Dataminer at http://datamine2.state.nj.us/DEP_OPRA/OpraMain/categories?category=Water+Allocation and manage your data in a spreadsheet to cut down on data entry time.
- Don't copy any the headers from your own spreadsheet into the results form. This causes all the header data to go into the first cell and produces errors.

Manage Security

- You can prevent unauthorized access to your monitoring data by filling out and submitting the Facility Security Administrator form, and can grant access to other users to be Preparer Access (can't certify), or General Access(can certify).