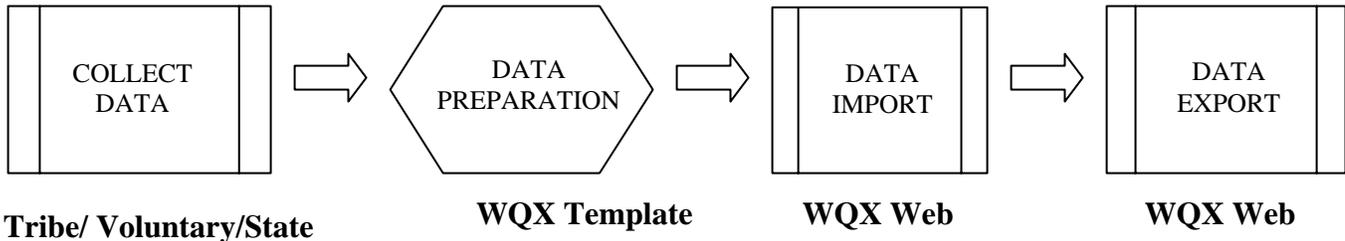


## WQX Web Cheat Sheet



### DATA PREPARATION

1. Identify the type of data to be loaded
  - a. Projects
  - b. Monitoring Locations
  - c. Activities and Results
2. Open the WQX Tribal template
  - a. Downloadable at [http://www.epa.gov/storet/wqx/wqxweb\\_downloads.html](http://www.epa.gov/storet/wqx/wqxweb_downloads.html)
3. Correctly organize the data into the template format
  - a. Make sure to check the validation in the template so that the data is formatted correctly and corresponds with the allowable values
4. Using the “Export” tab create a text file for the appropriate data

### DATA IMPORT AND VALIDATION

1. Login into CDX
2. Access WQX Web
3. Go to “Create New Dataset” (**Note: before creating an Activities and Results file, you must have already submitted both a Projects and Monitoring Locations file**)
4. Select the type of import that corresponds to the text file of data
5. Select the Import Configuration
6. Browse to the text file of data to be imported
7. Verify the Delimiter
8. When appropriate click the “Ignore First Row...” check box
9. Verify the Organization ID
10. Click Continue to import the data file
11. Review the Validation errors if any
  - a. Make corrections either using WQX Web or deleting the dataset and making the corrections in the data file and then re-importing the data file using the previous steps

### DATA EXPORT TO EPA

1. Click the Export/Submit File(s) button
2. Make sure the “Export and Submit to CDX” option is selected
3. Fill out the Header information
4. Click Continue button
5. Verify that the export was successful at CDX if not delete the dataset and make the changes to the data as suggested in the error file from CDX