

Sentry Internet Quick Start Instructions

If you are searching for a specific water system, and not just lists of systems by county etc., you need to know the actual name of the water system or the water system ID number. You can get this information

- from your water bill,
- from the homeowner's association or community residents, or
- by entering as much of the information as you know on the "Find Water System" page, selecting the county where the system is located, and clicking "Submit." You may be able to identify your water system in the list that displays.

To begin:

1. Click on the [Sentry Internet link](#) or type <http://www4.doh.wa.gov/SentryInternet/Intro.aspx> into your browser address line.
2. Click on the "Start" button at the bottom of the page.
3. Read the disclaimer and click "I accept" and "Submit" at the bottom of the page (you will need to do this each time you access Sentry Internet).
4. You are now on the "Find Water System" page. You can enter data here or scroll down to the **three main Sentry Internet links** located at the bottom of Sentry Internet pages and select one of the other links.
 - a. **Find Water Systems**
 - b. **Find Water Quality**
 - c. **Downloads/Reports**

Note: You can use your browser back button to return to a previous screen or use the three Sentry Internet navigation links at the bottom of each page. (a.b.c. above.)

Find Water Systems

If you are not already on the "Find Water Systems" page, click on that link at the bottom of the page.

You can search by any of the criteria on this page.

If you know the Water System ID# enter it in the "Water System ID" box to get all the information on that system. You don't need to fill in the other boxes on the page. When the page displays, note the clickable tabs at the top of the page.

If you do not know the Water System ID#, enter what you do know and click on "Submit." Note the list of blue highlighted Water System ID numbers that appear. You can click on these numbers to view a specific water system's information.

Find Water Quality

Click on the "Find Water Quality" link at the bottom of the page.

You need to enter the Water System ID number, or as much of the other information as you know (so you can get a list of systems to select from). Then select "Exceedances Only" or "All WQ (Water Quality) Data" buttons located at the top or bottom of the screen.

Downloads/Reports

The difference between a "Download" and a "Report."

Downloads are in a text-notepad format that can be copied and pasted into an Excel spreadsheet. Reports have a predetermined format.

How to Download data

Click on the "Downloads/Reports" link at the bottom of the page.

Download example: Public Water System General Information by County

1. Under the "DOWNLOADS" heading, click on a Download title: Example: Under the heading "Downloads" click on the "Public Water System General Information by County" link.
2. Make your selection from the "County drop down" list, and "Water System Group"
3. Click on "Export."
4. You can "Open" the file or "Save" the file. Since it is in a text format, choose "Save," and choose a folder to save it in.
5. Open Excel, highlight the first cell by clicking in it, choose "Data" from the toolbar.
6. Next, choose "Import External Data."
7. Navigate to the folder where you saved the text file earlier and click "Open."
8. The text wizard box opens. Make your selections here.
9. For example: you could select "Delimited" and click "Next." Select "Tab" as the Delimiter and click "Next," and then click on "Finish." Your Excel Report of your list of water systems by county is ready.

How to get a Report

Click on the "Downloads/Reports" link at the bottom of the page.

Example reports: (1) Pre-Adequacy Data Summary Report & (2) Water Facility Inventory (WFI)

1. Under the "REPORTS" heading, click on a report title. Example (1) under the heading "Miscellaneous" click on the "Pre-Adequacy Data Summary Report" link. Or, Example (2) under the heading "Water System General Information" click on the "Water Facilities Inventory Report (WFI)" link.
2. Enter the Water System ID number or Water System name. You don't need to fill in the other boxes on the page.
3. Click the "Submit" button at the bottom of the page.
4. You will receive a Summary Report or WFI report (depending on your choice above) for the water system. Notice the **envelope** with the red arrow at the top left of the screen. You can click this button to export the data.
5. Click on this button and choose the format (like PDF or Word) from the drop down list. Select which pages you want to export and click "ok." Your report is ready to save or print.