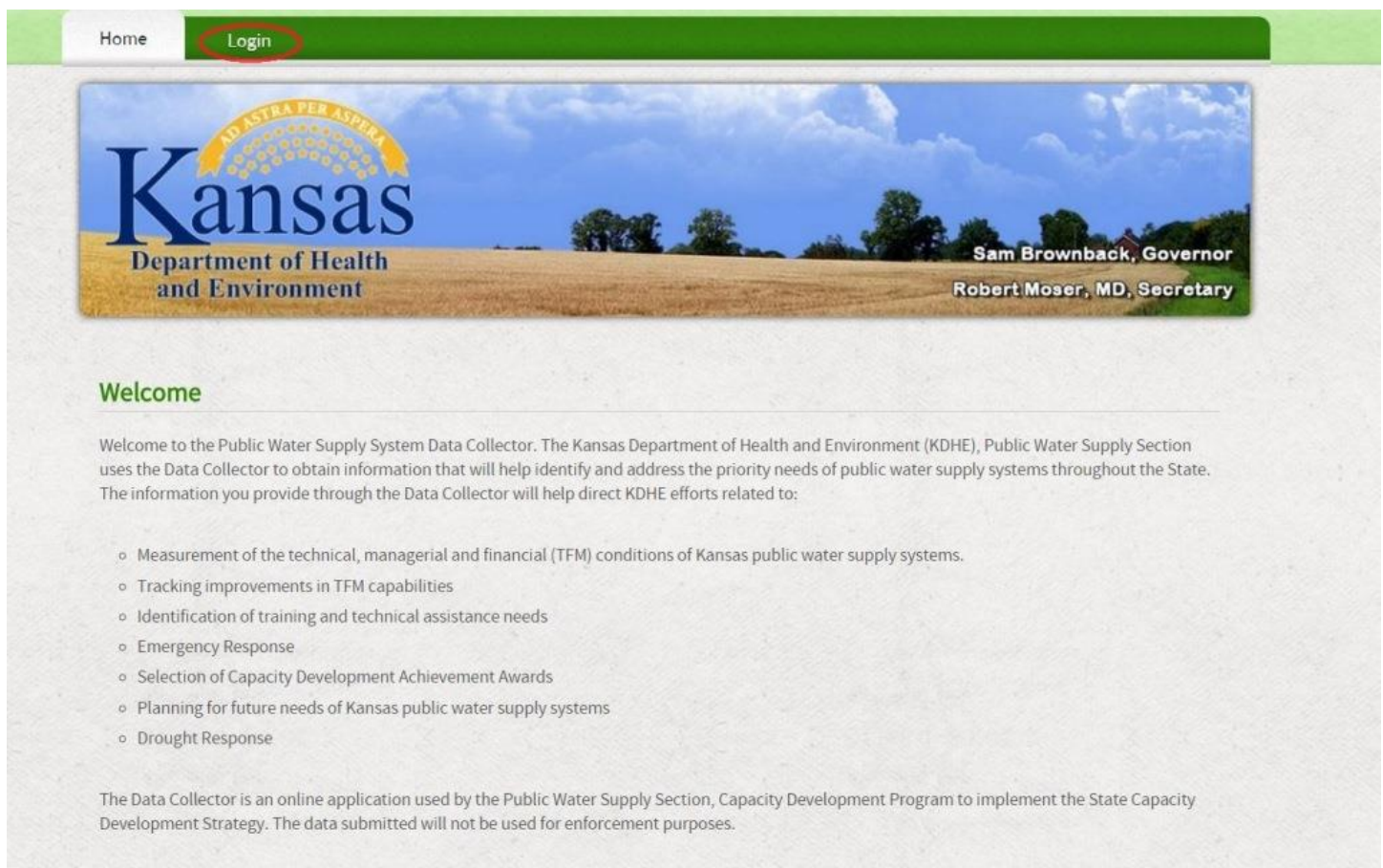




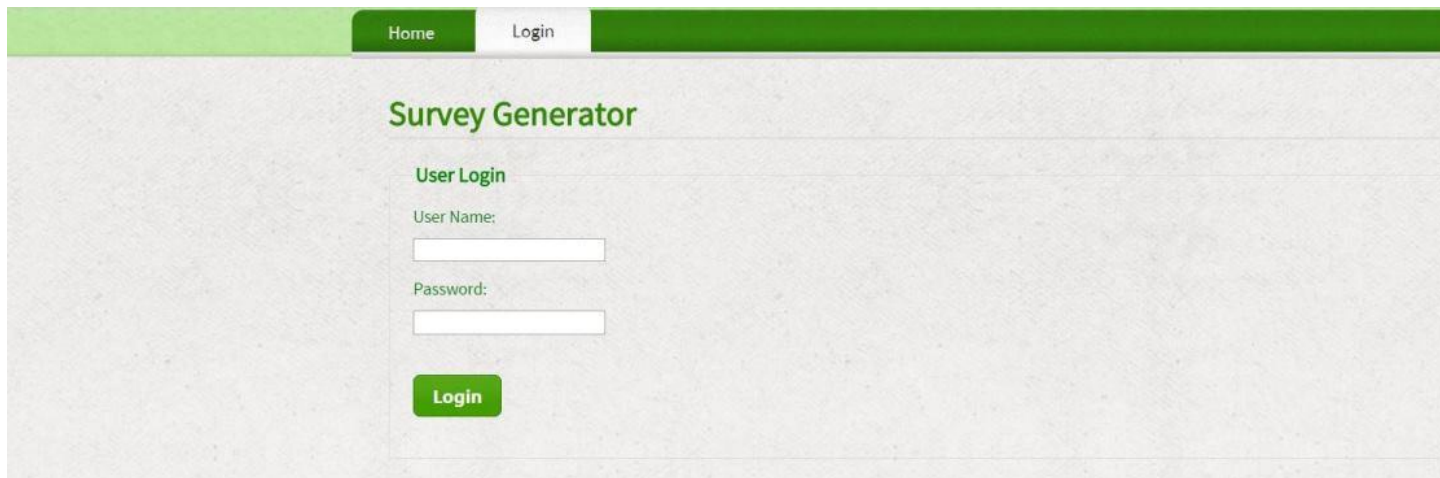
## How to Access Data Surveys Through the Public Water Supply Data Collector

The Public Water Supply Data Collector (PWSDC) application allows the public water supply systems of Kansas to submit certain kinds of information to KDHE online. Once you reach the PWSDC webpage at <http://pwsdc.kdhe.state.ks.us/>, you will need to click on the word “Login” at the top of the screen.



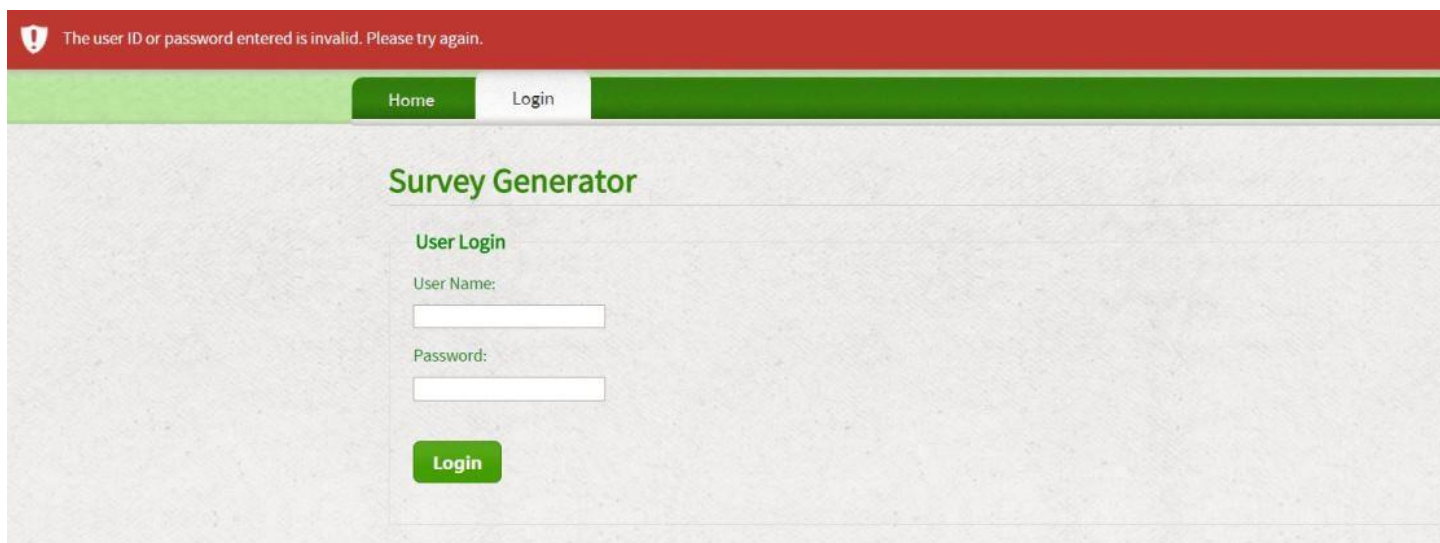
**Figure 1: PWSDC Home Page With Login Circled**

On the next screen, you will log in with the username and password for your account on the Kansas Environmental Application Portal. If you do not have a KEAP account, please refer to the guidance document that deals with registering for KEAP access, changing your password and adding applications and organization associations.



The screenshot shows the PWSDC Login Page. At the top, there is a green navigation bar with "Home" and "Login" buttons. Below the navigation bar, the page title "Survey Generator" is displayed in green. Underneath, the "User Login" section contains two input fields: "User Name:" and "Password:". A green "Login" button is positioned below the input fields.

**Figure 2: PWSDC Login Page**



The screenshot shows the PWSDC Login Page with an error message. A red banner at the top contains a warning icon and the text: "The user ID or password entered is invalid. Please try again." Below the banner, the green navigation bar with "Home" and "Login" buttons is visible. The "Survey Generator" title and "User Login" section with "User Name:" and "Password:" input fields and a green "Login" button are also present.

**Figure 3: Login Page Showing Message About An Unsuccessful Login**

If the username or password is not typed correctly a warning message will flash across the screen briefly as shown in Figure 3. After a successful login, you will be taken back to the homepage but, as shown in figure 4, a new option will appear at the top of the screen: "Take a Survey." Click on this to begin working in the Public Water Supply Data Collector.



Figure 4: PWSDC Home Page with "Take a Survey" circled

The main survey page is shown in Figure 5. You can pick one of the organizations associated with your account from the list (under “Resulting Water Systems”) at center-right, and a popup window will show you the status of the surveys associated with that system, as seen in Figure 6.

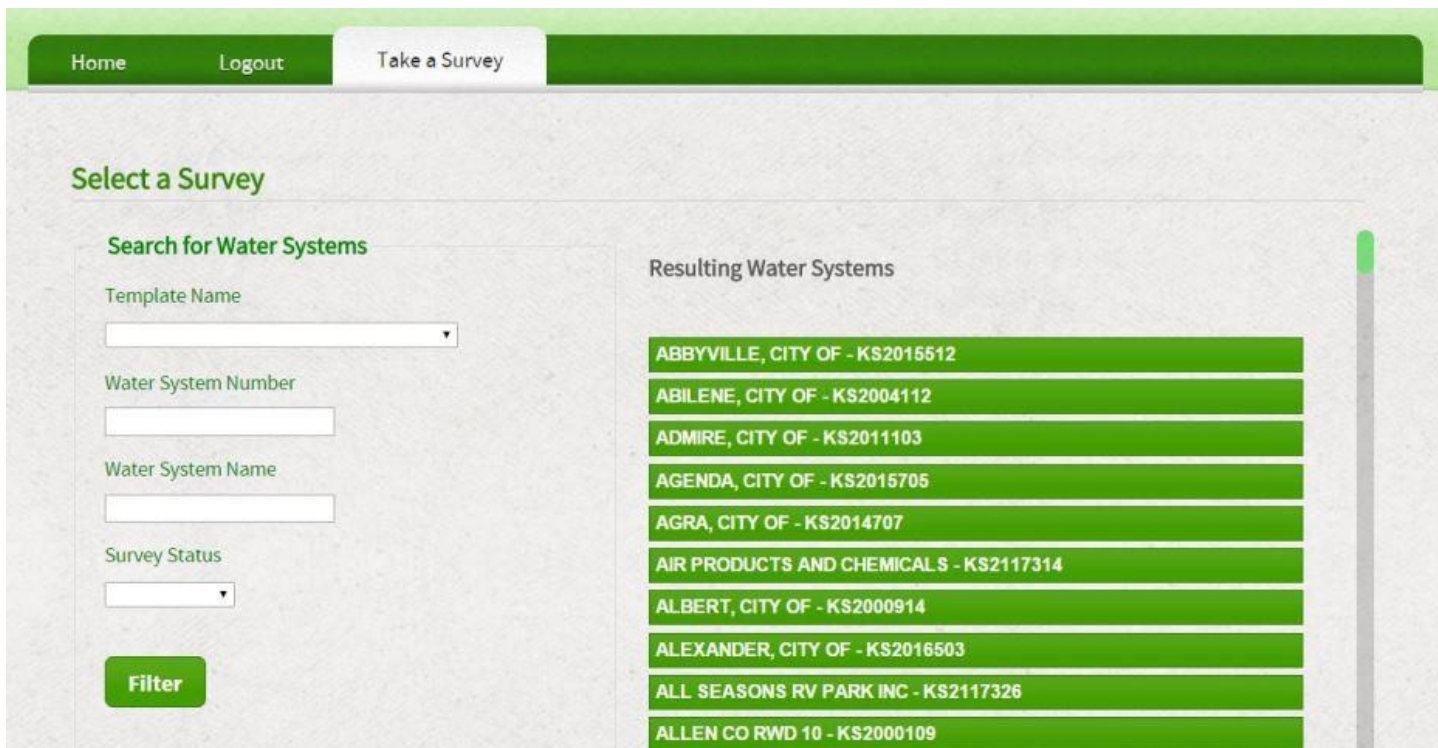
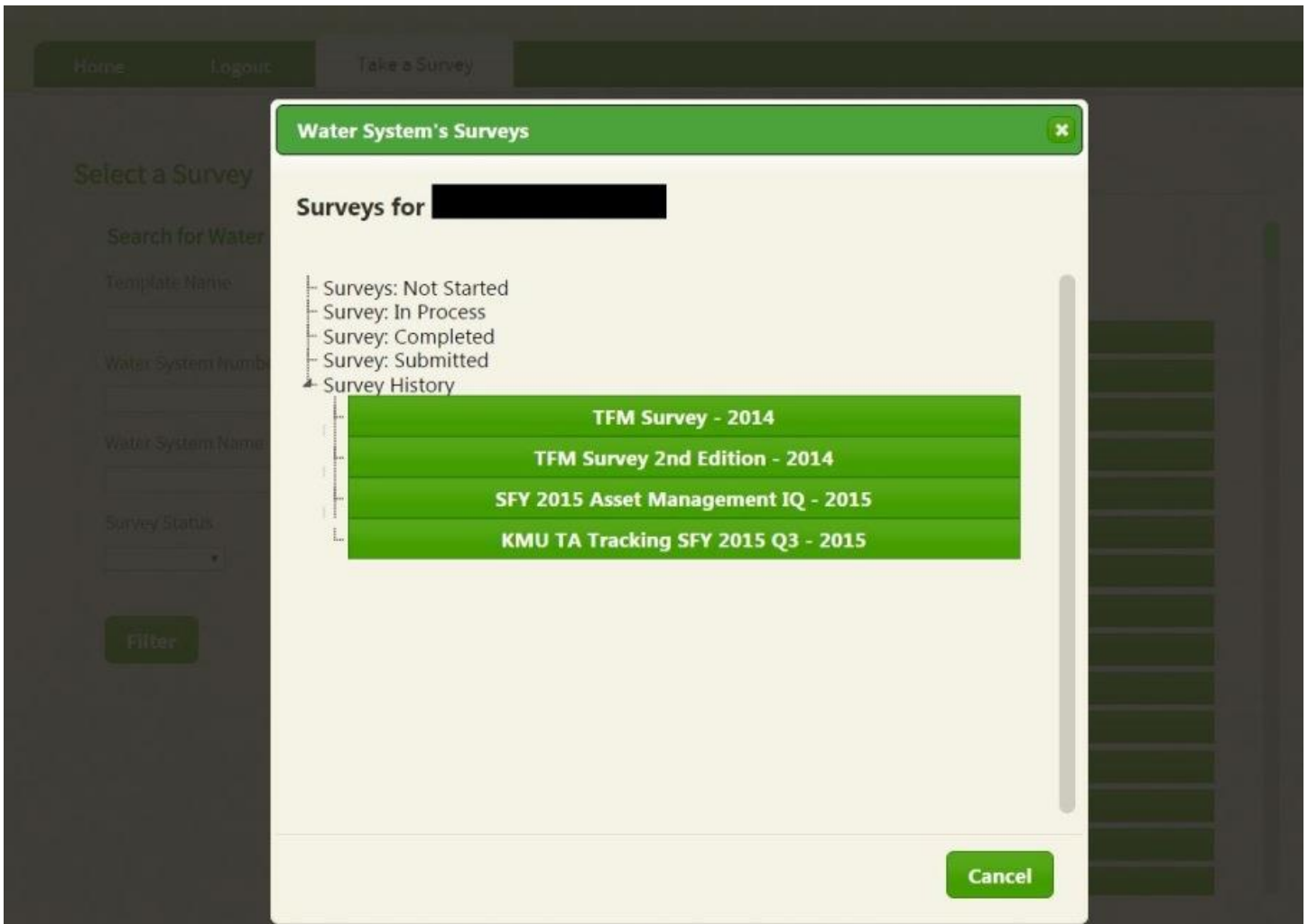


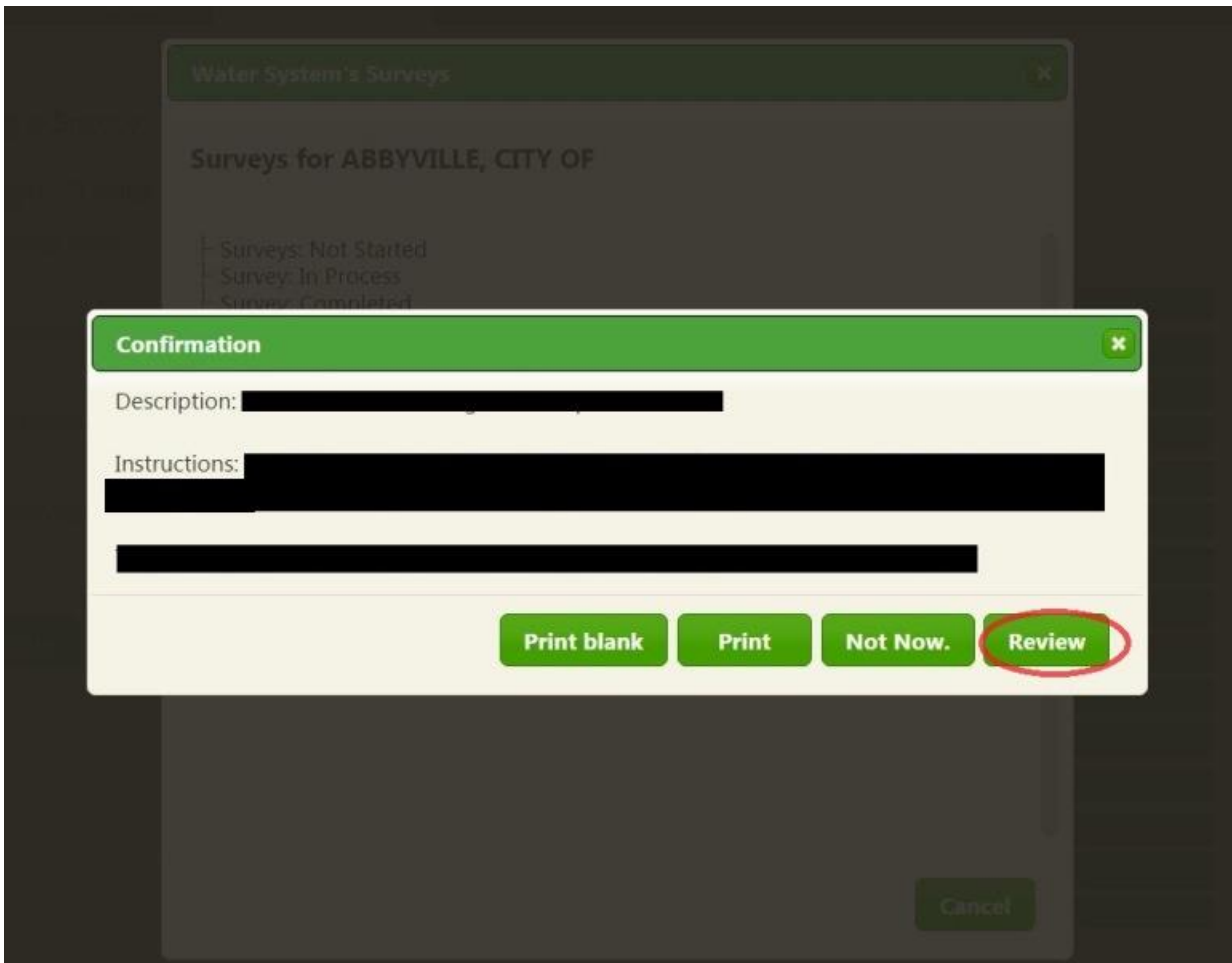
Figure 5: Main PWSDC Survey Page





**Figure 6: Popup Window Showing Status of System's Surveys**

When you click on the survey you are interested in, another popup window will appear, offering you several options as shown in Figure 7. “Print” will open up a pdf version of the survey with the work that has been completed so far, and allow you to either print it or save it to your computer. “Print Blank” will do something similar but with a blank version of the survey that you can refer back to as you research the answers to the questions on the survey. “Not Now” closes the popup window.



**Figure 7: Popup Window Showing Survey Options**

The option at far right will either say “Review” or “Let’s Go” depending on the status of the survey. If it says “Review,” then the survey has already been completed and submitted, and if you click on this option you will be able to view the results without changing anything. If the option at far right says “Let’s Go,” then the survey has not yet been submitted, and if you click on this option you will be able to work on the survey. The survey will show you one question at a time, and give you the option either “save and continue” or “save and quit” before you move on to the next question. Thanks to this option, you can quit the survey at any time and resume later without losing your work.

When you are finished working on the survey and are ready to submit, you will be prompted to “sign” your work by typing in the email address associated with your KEAP account. If you have any questions, please contact Christianne Huard (at 785-296-7111 or [christianne.huard@ks.gov](mailto:christianne.huard@ks.gov)).