WATER AND WASTEWATER
Data Entry Instructions

STEP 1

Open the **Benchmarking 2.0: Water and Wastewater Data Collection Tool** in Qualtrics **unc.az1.qualtrics.com/jfe/form/SV_0qhwMZtHtcn6wyG**.

Note: Qualtrics only allows work on one form for one service area and one year at a time. To work on multiple forms simultaneously, open a separate form in an incognito window or a different web browser (i.e., Google Chrome, Safari, Microsoft Edge, Firefox).

STEP 2

2a. Enter your full name and valid work email address.

2b. Select the fiscal year, jurisdiction, and service for which you are entering data and submit.

Name
First and last name of the person entering data.

Email
Email of the person entering data.

Fiscal Year
(Note: A Fiscal Year runs from July 1st to June 31st)

- ○ 2025
- ○ 2024
- ○ 2023

Select Your Jurisdiction
Start typing your jurisdiction name in the field below.

Service

- ○ Building Plan Review, Permit, and Inspections

[Submit]

STEP 3

Confirm that the year, service type, and jurisdiction match your selections. If correct, select "yes" and submit. If something isn't right, click the blue back arrow button to return to the previous page and fix any errors. **Do not use the web browser back button.**

Please select Yes below if you want to submit 2025 "Wastewater Service" data for ABERDEEN
By selecting Yes and Submit, you will be able to enter data on the next page. If you need to make any corrections, press the back button below to go to the previous page.

- ○ Yes

[←] [Submit]

STEP 4

4a. Read each metric's name and definition and for each, select either "enter data below" and input the data (numeric values only; no text or symbols)* or "N/A" if no data is available.

4b. Add any comments about the input data (optional) and submit your answers. **Review all information before submitting. Once data is submitted, there is no way to go back.**

Residential customer accounts
Total number of unique residential customer accounts.

- ⊙ Enter Data Below
- ○ N/A (Data not available)

Comments

[Submit Data]

Numerals that do not contain symbols or spaces can be copied and pasted into the data entry fields. To ensure numbers are pasted as plain text (with no formatting), paste using Ctrl+Shift+V (Windows) or Command+Shift+V (Mac), after removing all commas and spaces.

WHAT HAPPENS NEXT?

INTERNAL DATA AUDIT
OCTOBER

The School will conduct an internal audit of all approved data.

DASHBOARD
EARLY NOVEMBER

Audited data will be available on the Benchmarking 2.0 dashboard.

REPORT
NEXT JULY

The School will publish a report that includes data analyses, internal and external organizational performance challenges, and best practices and innovations to mitigate those challenges.

INFORMATION OR QUESTIONS

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