
Installing:

1. If you already have DRINKware installed, save a copy of the file drinkware.db into another folder, before you begin a new installation.
2. From Windows, run setup.exe on the CD drive.
3. Select 32-bit long names.
4. Most often you will select "Typical" installation.
5. Select whether you want to over write any files. If you are re-installing or installing the newer version, select the "prompt" option. When you get to the file named drinkware.db, have it install the new one to a different directory.

Starting DRINKware:

1. Go to Start – Programs – OhioEPA – DRINKware
2. The first time login password is "SQL".
3. If a second login screen appears titled "Connect to SQL Anywhere", then close out of the program. Open Windows explorer, and go to the c:\dems folder. Find the file drinkware.log, be certain that it is the .log file, and delete it. You should then be able to log back in.

Setting up DRINKware:

1. Select Tools – Setup – **Laboratories**.
2. The Reporting Lab tab **MUST** be completed. At a minimum, you must have the reporting lab name and certification number. You are the reporting lab, regardless of whether you are certified laboratory or not. If you do not have a lab certification number, contact the DRINKware administrator to assign one.
3. The Contracting Lab tab must be completed with information from each of the labs you may be using for chemical and or biological analysis.
4. Select Tools – Setup – **Public Water Systems**.
5. The PWS name and number and the STU name and number must be completed. Additional information such as addresses and sample monitoring points, may be stored here. If you are reporting for more than one PWS you may continue to add additional PWS's.
6. This completes the setup of DRINKware.

Running DRINKware:

1. Select File – **New** or the blank paper icon to begin a new MOR or SSR.
2. Select the appropriate form you wish to complete, fill it out and save it.
3. To retrieve this document, select File – Open, or the open folder icon. In the next window, you will need to select the appropriate PWS. All of the forms for that PWS will be displayed. Select the form you want to see.

Exporting and submitting to Ohio EPA:

1. Select Tools – Export. This will open the export dialogue window
2. Select each of the files you need to export. There is a search function to help narrow down the list of forms to be exported.



Division Of Drinking and Ground Waters

3. Once all of the files you wish to send are selected, click on the export button.
4. DRINKware will ask for your PIN number. Be certain not to confuse the letter O with the number 0 in your PIN number. If you do not have a PIN number assigned, contact the DRINKware Administrator, to create one for you.
5. During the export function, DRINKware exports the data from your form and attaches a header with your lab ID and PIN data, and combines them into one zip file. DRINKware then places this file in the folder "c:\dems\export.
6. The zipped file must now be attached to an email and sent to Ohio EPA.
7. Open your email service and address an email to:
drinkware@www.epa.state.oh.us or
drinkware@ohio.epa.state.oh.us
8. Attach to this email, the files you have just exported. They should be in the folder c:\dems\export.
9. Send the email. A response will be sent back indicating whether the data will be processed or not. A majority of the rejected files, are due to a typographical error in the PIN number.
10. Please contact the DRINKware Administrator with any question or concerns.