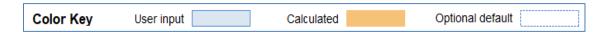# Indiana Finance Authority

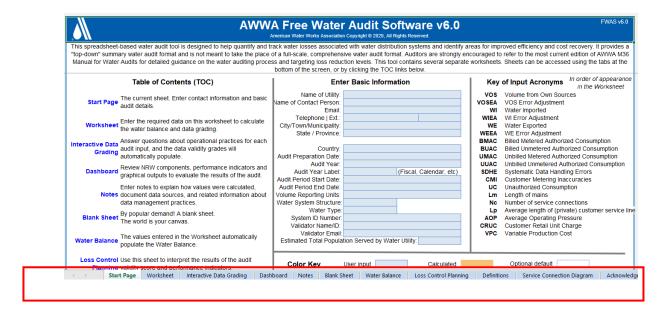*Validated Water Loss Audit Program*   *October 2021*
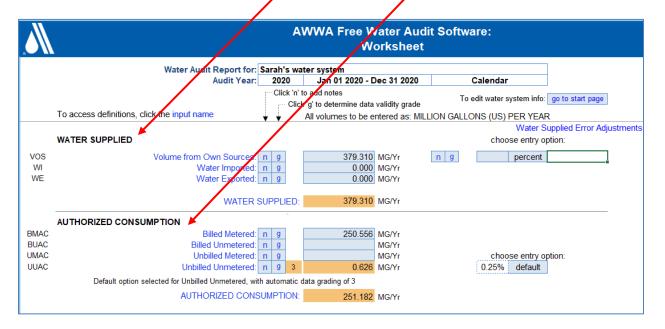
Quick Start Guide for the Water Loss Audit

1. Download the software.
    a. Link: https://www.awwa.org/Resources-Tools/Resource-Topics/Water-Loss-Control
        i. Scroll down to "AWWA Free Water Audit Software (v6.02020)"
        ii. Fill in the form and click the "submit" button
        iii. Save As "**Your Utility Name INXXXXXXX Water Loss Audit DATE**" on your computer
    b. If you cannot find the link, we can email the file to you

2. Open the software. Some basics: you only enter information in blue cells. Cells that require data entry are blue, auto generated ones are orange.
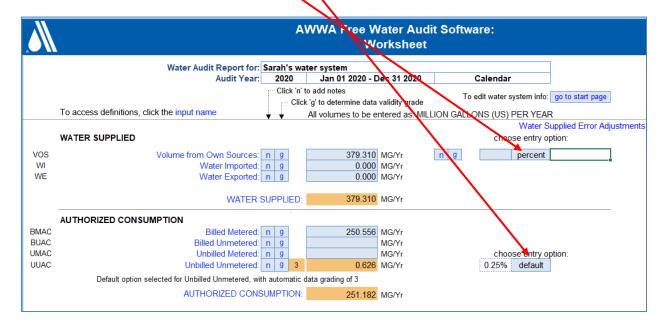

Here is a screenshot of first tab. The red box highlights the location of the tabs. You will enter data in the first couple tabs; the rest of the tabs will be auto populated.
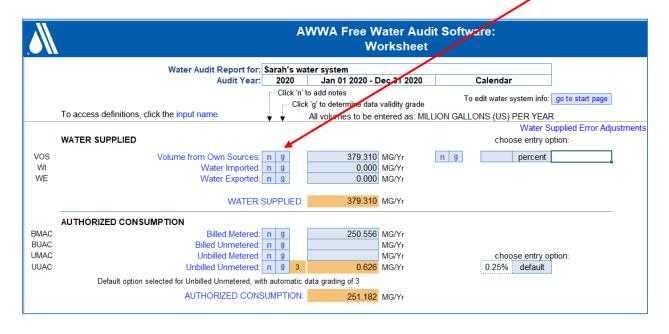
3. The Start Page Tab is where you enter some basic identification information.
   a. Please enter name of utility without the words "Town of/City of" at the beginning.
   b. **Contact person** is the name of the person who should be contacted for questions about the audit.
   c. **Audit Year** is the four-digit year of the data that will be analyzed.
   d. Hover over cells for more information about what is being requested.
   e. **System ID Number:** Each audit should reference a single PWSID but, if your system has special circumstances and needs to include multiple PWSIDs, multiple PWSIDs may be entered.
   f. Enter your **validator's name, certification number, and email**. Or have them do it when they complete their validation.

4. The Worksheet Tab is where you enter most of the water data. There are three categories of data to enter:
   a. **Basic water data** which includes WATER SUPPLIED, AUTHORIZED CONSUMPTION, SYSTEM DATA, and COST DATA. If you have questions, most words have a hyperlink to a definition.
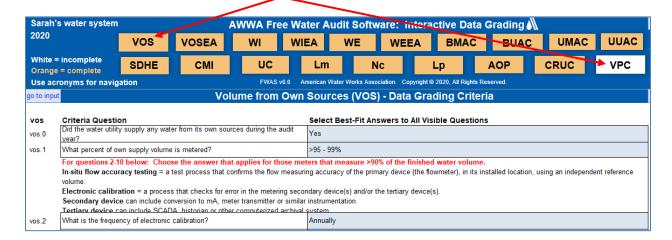
b. **Error Adjustments**: no system is perfect, and the spreadsheet is set up to account for typical water supply errors. You can use the "default" or enter another number. These boxes set off to the right of the main data entry cells.

c. **Data validity grades**: this is measurement of how confident you are in the data that you are providing. You will enter a data validity grade by clicking on lower case "g".

5. The <u>Interactive Data Grading tab</u> is where the software helps you determine the data validity grade. There are 19 categories with a handful of questions related to each one. The cells at the top will turn from white (incomplete) to orange (complete) as the questions are answered.

Once all the questions are answered, the data validity grades will populate on the <u>Worksheet Tab</u> and the <u>Dashboard tab</u>. The <u>Worksheet Tab</u> includes "**Priority Areas for Attention to Improve Data Validity"**, which may be useful next steps. The <u>Dashboard Tab</u> and the <u>Loss Control Planning Tab</u> also provide suggestions on improving performance.

Still need help? Email the IFA at WaterResources@ifa.in.gov

For more information: visit the IFA Water Loss Audit website: https://www.in.gov/ifa/water-loss-audits/