



## Coordinated Monitoring Schedule CMS Website

### **Viewing the Schedule**

**Step 1.** Type <http://cms.lcra.org> in your internet browser.

**Step 2.** To select a basin, scroll over the map or click a basin from the list at the bottom of the page. Alternatively, click a TCEQ Region number at the bottom of the page. Note: For historical queries, select past fiscal years using the drop box to the left of the map.

**Step 3.** Query by selecting attributes (e.g., TCEQ Region, segment, submitting entity) across the top of the screen to obtain the desired schedule. For example, select a segment from the segment box and RT in the program box to view the Routine Monitoring done by all entities in the chosen segment. Click the SUBMIT QUERY arrow at the top, far right of the screen.

**Step 4.** To sort the information in a column, select the REPORT VIEW icon at the top of the page, and click on a column header to sort. Click the column header again to reverse the order.

- To print a copy of the schedule, go to Page Setup in the File menu and choose Landscape. Set right and left margins to 0.25". Click OK and then Print or Print Preview.
- To download the schedule, select the REPORT VIEW icon at the top of the page, and select DOWNLOAD at the bottom of the page. Save as "filename" and open in any spreadsheet program using pipe | delimited text.

### **Editing the Schedule**

**You must log on with your username and password to make changes to your schedule. The LOG IN button is at the top of the page.**

- To delete a site or edit the sampling frequency – Click on the site description to open the edit window. Make appropriate changes and follow the selections at the bottom of the form to confirm the changes.
- To add a site with a TCEQ approved station number - Click ADD SITE in the upper header and select the site from the drop down box. Complete the SUBMITTING ENTITY, COLLECTING ENTITY, and MONITORING TYPE information from the drop down boxes and click SUBMIT. Complete the sampling frequency information and click SUBMIT CHANGES.

To report problems, create a password, or create a temporary site number, contact Garreth Hays at [Ghays@lcra.org](mailto:Ghays@lcra.org) or 800 776 5272 ext. 2371

## **Mapping Function**

The CMS mapping function was created using Google Maps, an internet based mapping system. For best results, a high speed internet connection is recommended. The mapping function offers four distinct ways to view sampling sites:

- Basin view – displays all monitoring sites within a selected basin
- Regional view – displays all monitoring sites within a TCEQ Region
- Segment view – displays all monitoring sites within a selected segment
- Site view – displays the monitoring site selected

Access the CMS by following steps 1 and 2 on page 1

**Basin or Regional View Map** - After selecting your basin or TCEQ Region, click on the MAP icon button on the top of the page – a map will pop up with all sampling locations in the basin or TCEQ Region you selected

**Segment View** – After selecting your basin or TCEQ Region, click on the MAP button located in the segment bar

**Site View** - After selecting your basin or TCEQ Region, click on the MAP button located immediately after the site description

## **Notes:**

- Once the map view is up, you may zoom in by double clicking on the map at the point of interest (this centers the image) and using the zoom ladder on the left to select the desired view. You can also use your mouse to “drag” the map and adjust the view.
- Once the desired site(s) are displayed, you may choose from map view (with terrain is the default), or satellite view by selecting the buttons in the upper right hand corner of the map.
- Station information is displayed by scrolling over the points on the map
- The mapping function works with historical queries – the map will reflect the information from the CMS of the year selected.