Texas Water Development Board (TWDB) Database Reports Application User Guide

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1. Introduction to the TWDB Database Reports Application

The Texas Water Development Board (TWDB) Database Report Application also known as the Secure Agency Reporting Application (SARA), can be used to explore available reports, run reports, and export report data using formats like PDF and Excel. To access the SARA Home page, either copy and paste the following URL web address into a browser or click on the blue linked text to load the page automatically https://www3.twdb.texas.gov/apps/SARA/default.aspx. A list of reports the user has access to will display.

The TWDB is using Okta which is an online application that provides single sign-on access to TWDB applications. Creating an Okta account and clicking on the SARA chiclet within that application will provide access to additional reports for select users and allows users to select and store their favorite reports. Copy and paste the following URL web address into a browser or click on the blue linked text to be taken to the TWDB Okta User Guide page which includes instructions on how to set up an Okta account and use it to access the SARA Home page http://www.twdb.texas.gov/apps/okta-how-to/index.asp.

2. Quick Start Diagram

For more information on each of the features in the diagram below, click on the text inside the description boxes to be taken to that section in the user guide.

Use global search to filter report data by all columns

Click question mark for feature instructions

Choose page number

Skip to last page

Go backward one page

Go forward one page

Skip to first page

Click magnifying glass to apply filters

Click column heading to sort data

Filter data by column(s) using drop-down list

Choose number of reports to display

Favorite report selections are saved when user is logged into Okta

Click report name hyperlink to run report

Filter data by column using entered text

Click email to write team responsible for report

Reset Page button clears all filters and column sorting

3. Home Page Features

3.1 Page Navigation

The total number of reports available is listed in the top right corner (Image 1). Arrow button navigation allows the user to move forward and backward through the report list page numbers. The inner arrow buttons will move through the pages one at a time and the outer arrow buttons take the user to the first and last pages of the report list (Image 2). Use the dropdown to select a specific page number (Image 3). Select the numbers 25, 50, 100, or 250 to increase or decrease the number of records displayed on each report list page (Image 4).
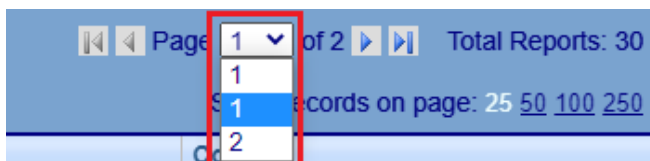
Image 1

Image 2

Image 3

Image 4

3.2 Report Information

Each report record will have the following information associated with it represented as columns in the TWDB Database Reports application table.

- **Report Id** - Unique numeric identification value associated with each report.
- **Report Name** - Unique name assigned to each report.
- **Report Description** - A description of the information provided in the report.
- **Keywords** - Additional words or phrases selected for each report that help describe it.
- **Contact** - The contact email of the TWDB team that manages the report.

3.3 Column Sorting

Table columns can be sorted individually by clicking on the underlined column heading. Clicking the column heading once will sort the report records by the column's data in descending order (Image 5). Clicking the column heading a second time will sort the report records by the column's data in ascending order. Once a column heading is clicked, a red triangle will display to the right of the column heading pointing upwards for ascending order and downwards for descending order.

Image 5

3.4 Page Filters

3.4.1 Global Filter

To search all columns by a word or segment of text, type in the global search box initially containing the description "Search all fields…"and click either the magnifying glass to the right of the text box (Image 6) or use the Enter button on the keyboard. Searches can contain a whole word or partial text which can include numbers and special characters. Once the report list is filtered by the global search feature, click the Reset Page button below the global search box or the red 'X' button to the right of the text box to clear the filter (Image 7). The global filter works independently of the column filters discussed in Section 3.4.2. The global filter will be removed once column filters are applied.

Image 6

3.4.2   Column Filters

Click here to return to quick start diagram

To search a report list column by a selection, word, or segment of text, type in the box below the column heading initially containing the description "Enter text to filter…" or select from preset lists using the Report Id or Contact columns. Click the magnifying glass to the right of the text box to apply the filter (Image 8). The Enter button can be used to filter on typed text but will not work for preset list selections. The report list can be filtered by more than one column. After filtering one column, the next columns filtered will be limited by the results of previous filters set. When a column is filtered, a red 'X' will display next to it indicating that a filter has been applied (Image 9). Clicking on the 'X' will remove the filter from a specific column while still allowing the data to be filtered by other columns. The report list will display based upon the remaining filters set. Column filters will be removed when the global filter is applied.
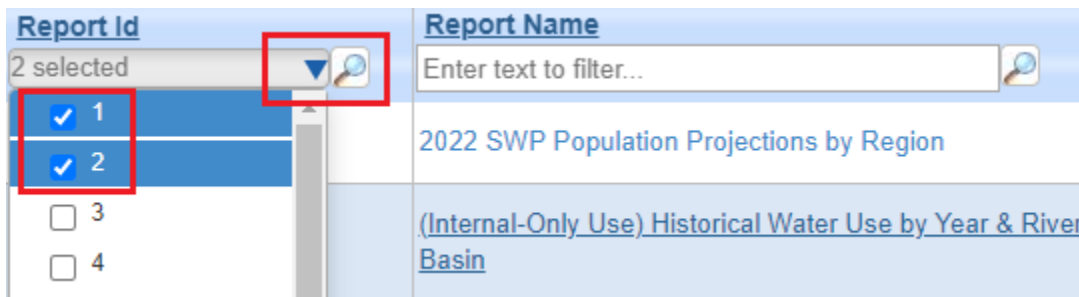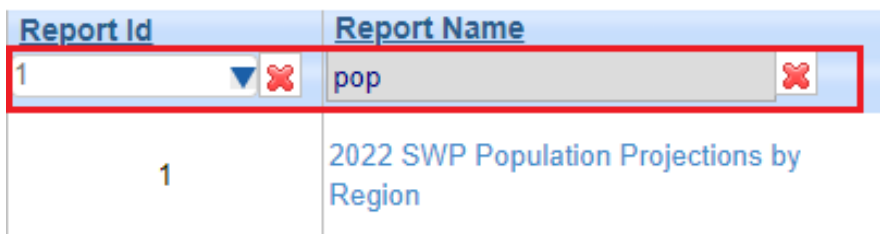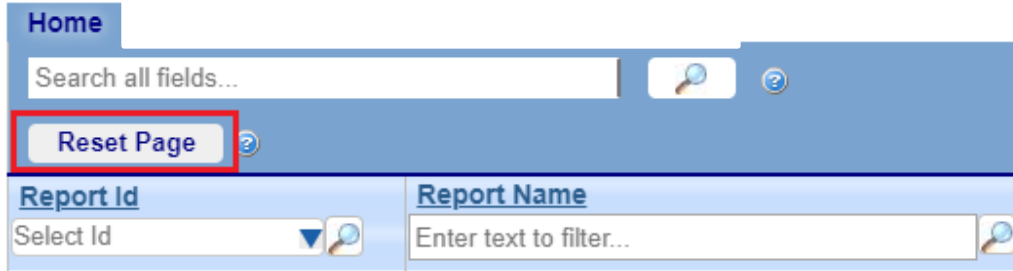
Image 8

Image 9

3.5 Reset Page
[Click here to return to quick start diagram](#)

Clicking the Reset Page button will clear all filters and reset columns to their original sort order (Image 10).

Image 10

3.6 Tool Tips
[Click here to return to quick start diagram](#)

Click on the small question marks enclosed by a circle to display instructions about the feature located next to the question mark (Image 11). Click the red 'X' in the dark blue dialog box to close the tool tip (Image 12).
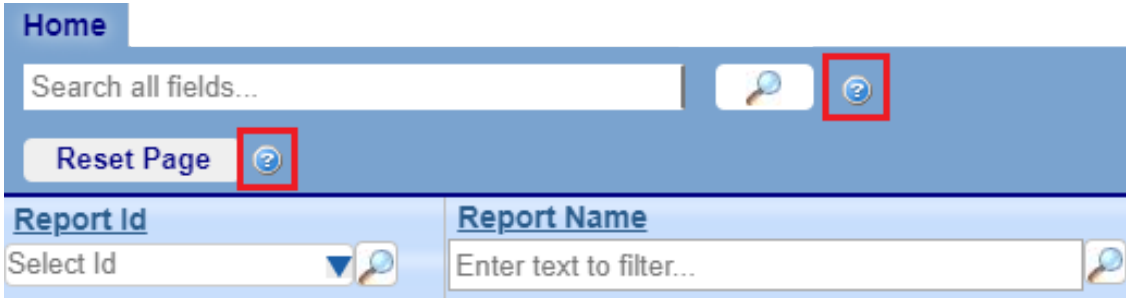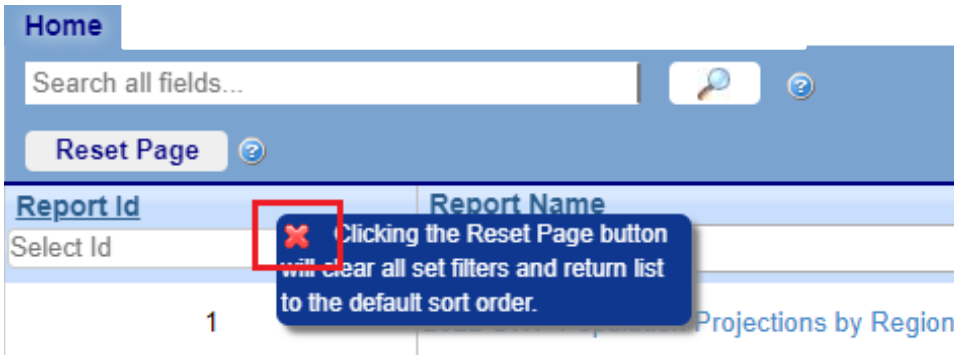
Image 11

Image 12

3.7 Favorite Report Selection
[Click here to return to quick start diagram](#)

When a SARA user is logged into the application through Okta, the column labeled "Favorite" can be used to select reports that the user wants to filter on or sort to the top of the list (Image 13). Report selections in the "Favorite" column are stored with the SARA user's account and will remain checked until the user unchecks them. To remove a report from the favorite list, uncheck the checkbox next to the report.

Image 13

Favorite	Report Id	Report Name
☐	Select Id	Enter text to filter...
☐	36	2022 SWP Population Projections by Region and County
☐	37	2022 SWP Population Projections - Select by County
☑	38	2022 SWP Population Projections by WUG
☑	39	2022 SWP Population Projections - Select by WUG
☐	40	2022 SWP Population Projections by County

3.8 Running a Report

Click on a report name to run a report (Image 14). This will load the report in a separate internet browser tab. For each report name link that is clicked on, a new tab will open with that report's information. Information provided in the report description column related to the report selected should note if a report is designed for a specific format like Microsoft Excel.

Image 14

4. Report Pop-Up Window Functionality

When a report name is clicked, the report will load in a separate browser tab with its own page functions to assist with navigation, printing, and saving the report data. Internet browser settings may need to be adjusted to allow pop-up windows to load. Once the report loads, follow prompts within the report to display data when a parameter is required. For example, Image 15 shows a report that has a year parameter that must be selected before the user can click the View Report button. Some TWDB database reports will require one or more parameters while others will not require a parameter and will load the data automatically.

Image 15
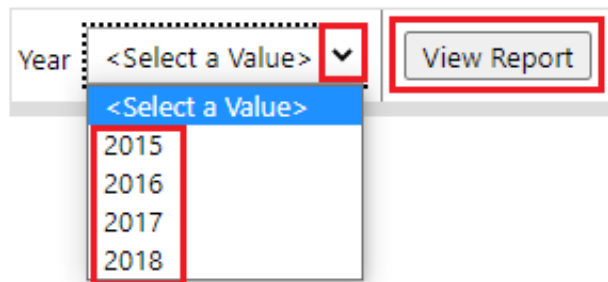
4.1 Navigation

Page navigation arrows allow forwards and backwards movement through the report data pages. The inner arrow buttons will move through the pages one at a time and the outer arrow buttons take the user to the first or last page of the report (Image 16). A specific page can also be selected (Image 17).

Image 16

Image 17

4.2 Refresh Report Data

A circular arrow button will refresh the report's data and display current data from the database (Image 18).

Image 18
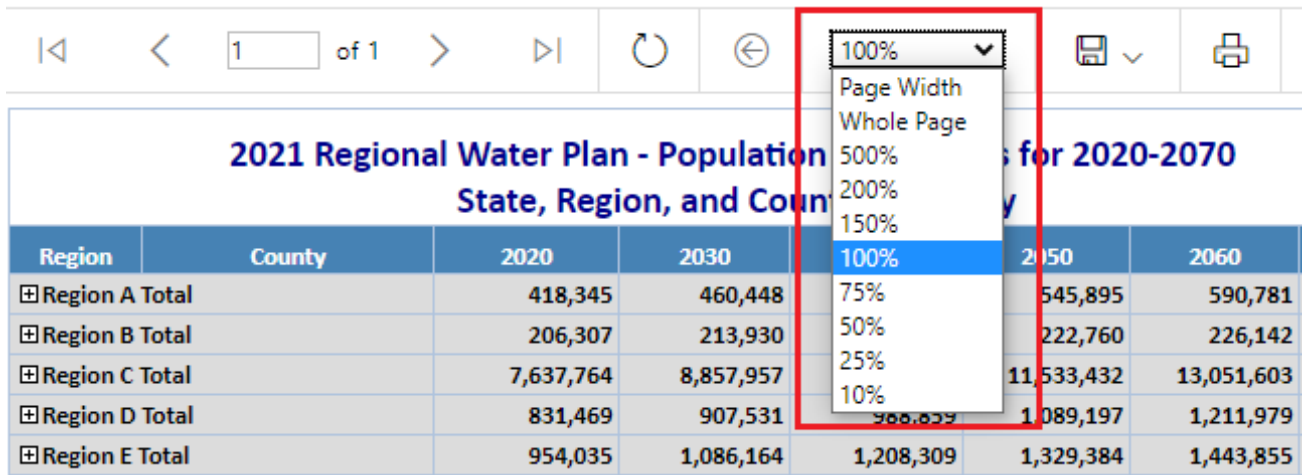
4.3 Display Size
Click here to return to quick start diagram

A drop-down list which defaults to '100%' can be used to increase or decrease the size of the report's display (Image 19). Selecting a higher percentage will increase the image size and selecting a smaller percentage will decrease the image size. There are also options to set image to 'Whole Page' or 'Page Width'.

Image 19

4.4 Return to Parent Report
Click here to return to quick start diagram

Clicking the left arrow enclosed in a circle button returns the user to a main report if a sub-report or drill-down report is clicked on (Image 20).

Image 20

4.5 Saving Report Data

Click here to return to quick start diagram

Clicking on the floppy disk icon will display a drop-down list that provides format options for saving the report data (Image 21). Options include Microsoft Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. Select one of the options provided and follow the prompts that the browser displays. The prompt could display as a pop-up window (Image 22) or as a file shown at the bottom left of the browser window that the user can click on to see menu options for opening and saving the file (Image 23).

Image 21

County	2020	2030	2040	2050
	418,345	460,448	502,685	545,895
	206,307	213,930	218,928	222,760
	7,637,764	8,857,957	10,150,077	11,533,432
	831,469	907,531	988,859	1,089,197
	954,035	1,086,164	1,208,309	1,329,384
	715,773	797,589	858,726	918,597
	2,371,064	2,720,696	3,097,007	3,494,544
	7,325,314	8,207,700	9,024,533	9,867,512
	1,151,556	1,233,973	1,309,681	1,388,867
	141,476	153,748	162,999	171,145
	1,762,591	2,094,664	2,416,725	2,697,306
	3,013,139	3,491,337	3,937,489	4,357,274
	1,960,738	2,379,222	2,794,939	3,211,938
	614,790	661,815	692,982	714,508
	540,495	594,391	645,980	697,869
	50,489	52,068	53,137	54,053

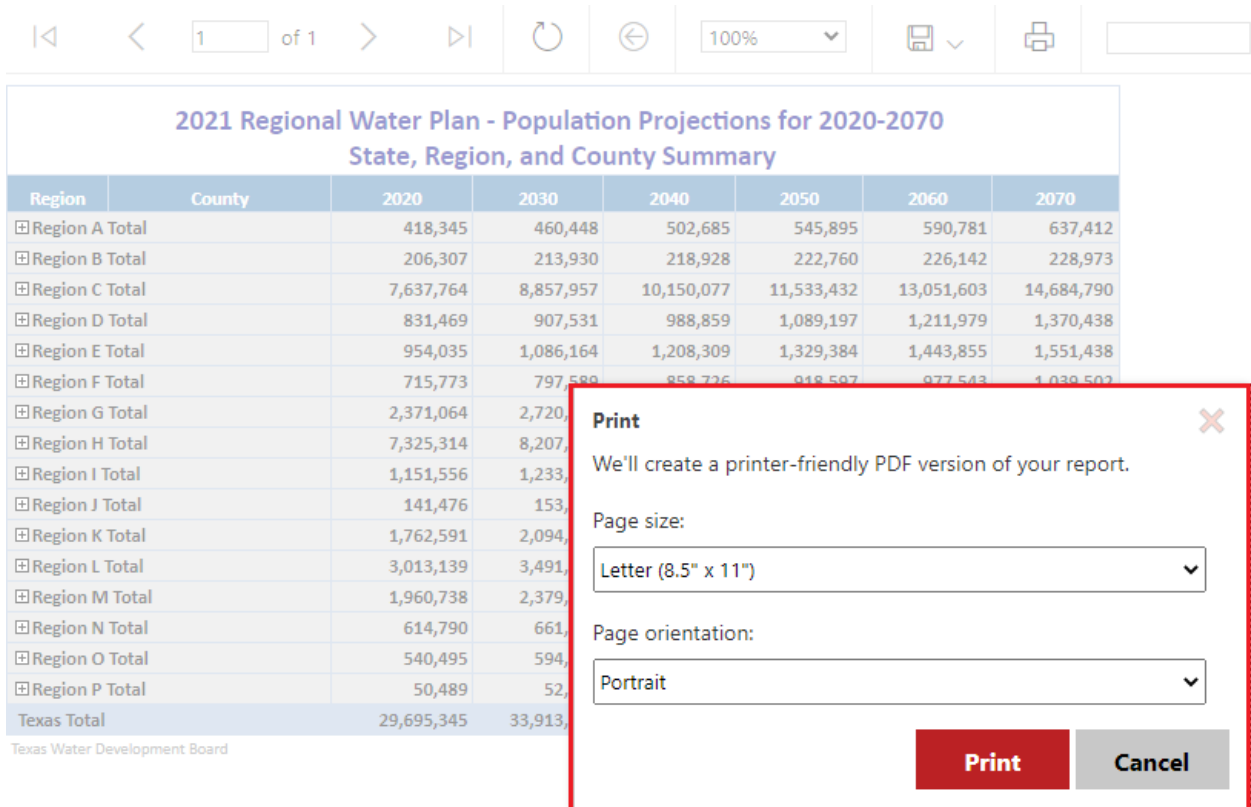*Image 22*

Image 23

4.6 Printing Report Data

[Click here to return to quick start diagram](#)

To print a report, click the printer icon button (Image 24) and follow the browser's prompts (Image 25).

Image 24

Image 25

4.7 Searching Report Data

Click here to return to quick start diagram

To search the report's data for text, type the information in the box shown in Image 26 and click the Find button located to the right of it. The browser will locate the first instance the text is listed in the report. Clicking the Next button (Image 27) will locate the next instance the text is found.
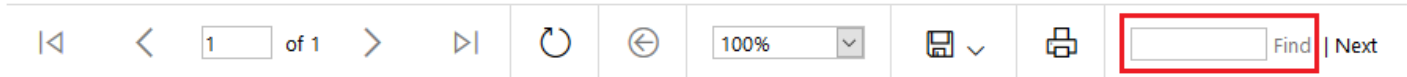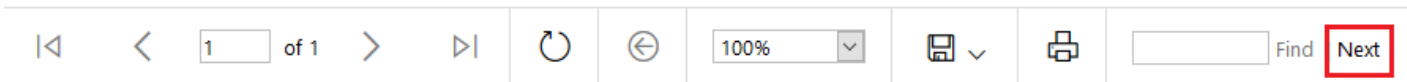
Image 26

Image 27

4.8 Return to Report List

To return to the report list in the home page, click the browser tab labeled TWDB Database Reports (Image 28).