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/reports/list. 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. 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
- Click report name hyperlink to run report
- Click magnifying glass to apply filters
- Filter data by column using entered text
- Filter data by column(s) using drop-down list
- Click email to write team responsible for report
- Filter data by column heading to sort data
- Choose number of reports to display
- Go backward one page
- Go forward one page
- Skip to first page
- Skip to last page
- Choose page number
- Filter report data by all columns
- Click question mark for feature instructions
3. Home Page Features

3.1 Page Navigation

Click here to return to quick start diagram

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 1](image1.png)

**Image 2**

![Image 2](image2.png)

**Image 3**

![Image 3](image3.png)

**Image 4**

![Image 4](image4.png)
3.2 Report Information
Click here to return to quick start diagram

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
Click here to return to quick start diagram

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](image5.png)

3.4 Page Filters

3.4.1 Global Filter
Click here to return to quick start diagram

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](image6.png)
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](image)

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)

![Image 12](image)
### 3.7 Running a Report

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

Click on a report name to run a report (Image 13). This will load a pop-up window with the report’s information.

*Image 13*

<table>
<thead>
<tr>
<th>Report Id</th>
<th>Report Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Id</td>
<td>Enter text to filter...</td>
</tr>
<tr>
<td>1</td>
<td>2022 SWP Population Projections by Region</td>
</tr>
</tbody>
</table>

### 4. Report Pop-Up Window Functionality

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

When a report name is clicked, a report data pop-up menu will display. This window has its own 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 14 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 14*
4.1 Navigation

Click here to return to quick start diagram

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 15). A specific page can also be selected (Image 16).

Image 15

Image 16

4.2 Refresh Report Data

Click here to return to quick start diagram

A circular arrow button will refresh the report’s data and display current data from the database (Image 17).

Image 17
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 18). 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 18]

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 19).

[Image 19]
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 20). 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 21) 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 22).
# 2021 Regional Water Plan - Population Projections for 2020-2070

State, Region, and County Summary

<table>
<thead>
<tr>
<th>Region</th>
<th>County</th>
<th>2020 Population</th>
<th>2040 Population</th>
<th>2070 Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region A Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region B Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Region C Total</td>
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<td></td>
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<tr>
<td>Region D Total</td>
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<tr>
<td>Region E Total</td>
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<td>Region F Total</td>
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<td>Region H Total</td>
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<td>Region I Total</td>
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<td>Region O Total</td>
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</tr>
<tr>
<td>Region P Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Image 21](https://via.placeholder.com/150)

![Image 22](https://via.placeholder.com/150)
4.6 Printing Report Data

Click here to return to quick start diagram

To print a report, click the printer icon button (Image 23) and follow the browser’s prompts (Image 24).

Image 23

Image 24
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 25 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 26) will locate the next instance the text is found.

Image 25

<table>
<thead>
<tr>
<th>Image 25</th>
</tr>
</thead>
</table>

Image 26

<table>
<thead>
<tr>
<th>Image 26</th>
</tr>
</thead>
</table>

4.8 Close the Report Pop-Up Window

Click here to return to quick start diagram

To close the report pop-up window, click the ‘X’ in the top right corner of the window (Image 27).

Image 27

| Image 27 |