Note: These instructions have been designed for the Enterotester V200 and V677 templates (Refer to: http://www.public.health.wa.gov.au/3/1287/2/publications.pm). They may not be compatible with other Enterotester template versions!

Step 1

A) Open a new Excel worksheet within an Excel workbook and enter or copy into the worksheet all of your bacterial enterococci sample results and relevant information.

B) Organise all sample results by the order of their respective site location/site code.

Note: It is best to open a new worksheet for each site location/site code set of results!

C) Organise the sample results for each site location/site code from left to right in the order of ‘collection date’ and then ‘result’. The order of other fields is not important, as date and enterococci value are the only 2 fields that will be copied into the Enterotester template (see Example pg 2).

Note: A minimum of 8 sample results for a particular site location/site code is required to initiate the ‘Enterotester template’. However, the reliability and confidence of data output (i.e. 95th percentiles and accompanying trigger levels), with only 8 samples will be significantly reduced!

In reality it is better to have many more samples. The Department of Health – Western Australia, recommends a minimum of 65 samples, collected from a particular site location over 5 consecutive years, to provide sufficient confidence and reliability in the 95th percentile data output.
### Example of Excel Worksheet for Specific Site Location ordered by Collection Date and then Enterococci Result

<table>
<thead>
<tr>
<th>Collection Date</th>
<th>Result</th>
<th>Site Code</th>
<th>Site Location</th>
<th>LT</th>
<th>Result</th>
<th>Test definition</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-Nov-05</td>
<td>52</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>52</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>16-Nov-05</td>
<td>9</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>9</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>28-Nov-05</td>
<td>52</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>52</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>21-Dec-05</td>
<td>52</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>52</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>10-Jan-06</td>
<td>20</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>20</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>23-Jun-06</td>
<td>20</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>20</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>05-Feb-07</td>
<td>20</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>20</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
<tr>
<td>09-Feb-07</td>
<td>20</td>
<td>EV3/539</td>
<td>River East Bank</td>
<td></td>
<td>20</td>
<td>Confirmed Enterococci</td>
<td>MPN/100 mL</td>
</tr>
</tbody>
</table>

**Note:** The Excel worksheet is an example of how data might be organized and displayed for tracking and reporting purposes.
Step 2

D) Double click on the Enterotester template to open a new workbook.

E) Click on the ‘Enable Macros’ button (This is the middle button – see below).

Step 3

A) Read the Terms of Use Agreement (see pg 4).

B) Click on the ‘Yes’ button (see pg 4) to accept Terms of Use Agreement.
By using the Enterterter Template and Instructions you are agreeing to comply with, and be bound by, the following Terms of Use. Please review the following Terms of Use carefully. If you do not agree to these Terms, you should not use the Template or Instructions.

1) This Agreement is between you and the State of Western Australia, represented by the Western Australian Department of Health. All communication in respect of this Agreement will be to the Environmental Health Directorate, Western Australian Department of Health (Attn: Michael Koutsoukos), PO Box 8172, Perth Business Centre, Western Australia 6849, AUSTRALIA (email to michael.koutsoukos@health.wa.gov.au).

2) The material subject to the present Agreement is designated as the Enterterter Template.

3) You agree to recognise and acknowledge the ownership by the State of Western Australia, represented by the Western Australian Department of Health, of the Copyright to the Enterterter Template, in reproducing or quoting any material sources therein.

4) The Enterterter Template may be used for bona fides personal, academic, research, public health and other non-commercial purposes.

5) The Enterterter Template is not to be reproduced or used for any commercial purposes without the written permission of the Western Australian Department of Health. The Department is under no obligation to grant this permission.

6) You agree to advise the Western Australian Department of Health of any modifications that may be made to the Enterterter Template, and to allow access to the new material, if requested.

7) You agree not to provide the Enterterter Template to any third party. Any requests from other parties for access to the Enterterter Template will be referred to the Western Australian Department of Health.

8) All information and content provided in the Enterterter Template is given in good faith by the Western Australian Department of Health, and is believed to be reliable and accurate at the time of development. The State of Western Australia, the WA Department of Health and their respective officers, employees and agents, do not accept any liability or responsibility for the Enterterter Template, or any consequences arising from its use.

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Step 3

Read the pop-up dialogue box and click ‘OK’ (see pg 5).
Step 4

Blank screen is ready for data entry. Click onto relevant worksheet to copy data.
Step 5

A) Select relevant data from worksheet with columns arranged in order by ‘date’ and then ‘enterococci result’.

B) Right-click mouse or press ‘context-menu’ key (to left of right Ctrl key) and choose ‘Copy’ from the shortcut menu, or press ‘Control-C’ using the keyboard.
Step 6.1

A) Click back to Enterotester workbook.

B) Press ‘context-menu key’ or right-click mouse on top left cell of yellow highlighted columns i.e. Row 24, Column A.

C) Choose ‘Paste’ or ‘Paste Special’ from the shortcut menu. If the copied data has been concatenated (i.e. 2 cell values are merged to form 1 cell value), ‘Paste Special’ must be chosen.

If you used the concatenate function to merge 2 cells together in the excel datasheet e.g. < & 10 became < 10 then click ‘Paste Special’, if not may click ‘Paste’

Step 6.2 – Only applicable if ‘Paste Special’ function selected (Step 6.1)

Click on ‘Values’ and then click on ‘OK’.
Step 7

The relevant data should now have been copied into the yellow cells. Click on the ‘Fix’ button to initiate the Enterotester calculator.
Step 8
Click on the ‘OK’ button to accept the Enterotester calculator recommendation.

Step 9
Click on the ‘OK’ button to accept the calculated mathematical recommendation.
Step 10

Click on the ‘OK’ button to export data to the ‘Results’ worksheet

Step 11

Click on the ‘OK’ button to export data to ‘Row 3’ of the ‘Results’ worksheet. Alternatively designate another number row and then click ‘OK’.
Step 12

Enter ‘Site Code’, ‘Site Name’ and ‘Seasons Covered’ details into designated cells in the results row worksheet (see 2nd worksheet below).

Step 13

Press ‘Ctrl-PageUp’ or click on the ‘95%ile Calculator’ worksheet tab at the bottom of ‘Results’ worksheet page (see pg 12).
Step 14

If reusing the worksheet, select and delete all data in yellow marked cells.
Step 15

If necessary, you can now repeat this process for other sample locations/site codes using data from another worksheet.

More Information:

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