Sustainable Groundwater Management Act Portal

Monitoring Network Module Batch Import Groundwater Elevation Data Process

User Manual



A. Upload Batch Import Groundwater Elevation Data Templates

1. Click the **Import Groundwater Elevations** icon. The **Import Groundwater Elevation Data** page opens.

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| - | Import Groundwater | Batch R0012 / R0013 / R0014 / Batch Import | Monitoring Network | | | |
| | Elevations | Status | Мар | | | |

Figure 1. Screenshot of the Groundwater Wells homepage highlighting the Import Groundwater Elevations icon

2. Click the **Download ExcelTemplate** button. The **ExcelTemplate** opens.

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| | Upload E | Excel Template | | | - Contract | | - adda and |

Figure 2. Screenshot of the Import Groundwater Elevation Data page and Download Excel Template button location



3. Fill in all required fields and save.

3a. Local well name is no longer a required field and is only used as a reference for users. If a validation error is returned the groundwater elevation reading will reference the local well name entered into the template but this value is not saved with the reading.

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Figure 3. Screenshot of the batch import groundwater elevation data Excel template

4. Upload the Excel template into the dotted box on the Import Groundwater Elevation Data page.

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| - | | Downloa | d Excel Temp | | | | | |
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Figure 4. Screenshot of the Import Groundwater Elevation Data page and the Upload Excel Template box and button

5. Click the Upload Excel Template button.

5a. If successful, a **Success** window opens stating the assigned Batch # and that the groundwater elevation data is being validated.



5b. The data validation process may take seconds to hours depending on the number of groundwater elevation readings uploaded.

5c. An email will be sent to the user's SGMA Portal User ID email address once the validation process is complete.

6. The data validation process email will either state Successful or Error(s).

Successful. A successful email indicates no validation errors were returned and that the uploaded data was successfully imported into the Monitoring Network Module.

| □ ♡ ○ ↑ ↓ • | Batch #13 - Import Groundwater Elevation Data - Successful - Message (HTML) 20 - C | × |
|--|---|---|
| File Message Help Acrobat ♀ Tell me what you want to do Image: State of the | Image: Speech and Speech an | ^ |
| SGMA Monitoring Network <no-reply@water.ca Batch #13 - Import Groundwater Elevation Data - Successful To @ Gooding, BerjamingDVM Retention Policy Enforced Indox 50 days(90 days)</no-reply@water.ca | .GOV> Expires 6/22/0020 | ^ |
| No validation errors were returned for the uploaded groundwater elevation data associa If you have any questions or comments about the import groundwater elevation data pro Sustainable Groundwater Management Office California Department of Water Resources | ed with Batch #13. All groundwater elevation data was successfully imported into the Monitoring Network Module. cess or if you believe you received this email in error, please contact <u>GSPSubmittal@water.ca.gov</u> . | |

Figure 5. Screenshot of the Import Groundwater Elevation Data – Successful email

Error(s). An error(s) email indicates validation errors were returned for one or more readings associated with a Batch #. The groundwater elevation readings with validation errors must be updated or deleted prior to the uploaded data being imported into the Monitoring Network Module.

| - H + | | | Satur #15 - Import Dr | roundwater Hendrice Data - Smooth - Ma | naga (settal) | | | | - 0 | * |
|---|--|---|---|--|------------------------|--|-------------------------------|---------------|------------------|------|
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| Validation, errors we #15 being imported If you have any que hustainable Ground California Departme | the naturated for our or more go into the Munitoring Network b those or comments allout the i water Management Office ent of Water Resources | oundwater elevation stadings associat todulo: import groundwater elevation data pro | ed with Batch #15. Th cess or if you believe | ever readings inset be updated or dele | nation the <u>Band</u> | h Jerupott J Kathan proget Smithal (Browster, Jac. Au | prior to any groundwater elev | ation data an | ociated with Ba | tets |
| | | | | | | | | | | |

Figure 6. Screenshot of the Import Groundwater Elevation Data – Error(s) email

Note: Please be patient when waiting for a data validation process email.

A **Successful** email generally takes <u>longer</u> to be sent than an **Error(s)** email. A **Successful** email is sent after data has been validated and imported into the Monitoring Network Module, while an **Error(s)** email is sent after data has been validated. If a Batch # has an **Importing** status, that indicates no validation errors were returned and the recently uploaded Excel template is actively being imported into the Monitoring Network Module.



B. Batch Import Status Page and Updating/Deleting Readings with Validation Errors

1. Click the Batch Import Status icon. The Import Groundwater Elevations Status page opens.

1a. This page includes the status type definitions, all templates uploaded to the Module by the SGMA Portal user, and all groundwater elevation readings with validation errors.

| | Department of Water Resources SGMA MONITORING NETWORK MODULE | Welcome, Ben Gooding! Ö Sign Out G Eeedback & My Profile Debug Mode: | |
|---|--|--|--|
| | A Home ≡ GSA ≡ GSP ≡ Alternatives C Adjudicated Areas C Basin Modification | C Monitoring Module | |
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| | ViewEdit My Add a New Well Import New Wells Migrate Wells | | |
| | | | |
| - | Import Batch Monitoring Groundwater Import Network Elevations Status Map | | |
| | | | |

Figure 7. Screenshot of the Groundwater Wells homepage highlighting the Batch Import Status icon

2. Click the **Batch #** with an error(s) status to view the associated groundwater elevation readings with validation errors.



Figure 8. Screenshot of the Import Groundwater Elevations Status page with a selected Batch # highlighted



3. Click the arrow to the left a groundwater elevation reading's site code to view the associated validation errors.

| | the left of a reading's Site Code action(s) column to delete a rea | to preview the associated ding. Users are prompted | validation errors. Select th to import groundwater elev | ne / in the action(s) vation data once all r | column to update a eadings with valida | tion errors. Select the ✓ in the action(s) column to update a reading. Select the X in the ort groundwater elevation data once all readings with validation errors are updated or deleted. | | | | | |
|------|--|--|---|---|---|---|--|--|--|--|--|
| | Show 100 · entries | | | | Sea | rch: | | 1 | | | |
| | Site Code | Measurement Date | Measurement Time | RP Reading | \$ WS Reading | Row Number | \$ Action(s) | Martin a | | | |
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| | ✓ 377192N1196503W003 | 1/13/2020 | 12:00 | 100.0 | 0.0 | 14 | / × | and the states | | | |
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Figure 9. Screenshot of the Readings with Validation Errors table with a reading's validation errors expanded

4. Click the **Pencil** symbol in the action(s) column to update the groundwater elevation reading. The **Elevation Reading Form** window opens.

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|--|------|--------------------|------------------|--------------------|----------|------------|-------------|---|------------------|---|
| and the second s | _ | a ivo • enules | | | | Sea | rch: | - | | - |
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| | > | 377192N1195503W003 | 1/15/2020 | 14:00 | 100.0 | 0.0 | 16 | 1 | × | |
| | > | 377192N1195503W003 | 1/16/2020 | 12:00 | | | 17 | 1 | × | |
| | > | 377192N1195503W003 | 1/17/2020 | 12:00 | | 0.0 | 18 | 1 | × | |
| | > | 377192N1195503W003 | 1/18/2020 | 12:00 | -500 | 0.0 | 19 | 1 | × | |
| | > | 377192N1196503W003 | 1/19/2020 | 12:00 | 500000 | 0.0 | 20 | 1 | × . | |
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| and the second second | > | 377192N1196503W003 | 1/27/2020 | 12:00 | 100.0 | 0.0 | 28 | 1 | × | |

Figure 10. Screenshot of the Readings with Validation Errors table with the update reading button highlighted



5. Update the necessary fields and click the **Save** button to update the groundwater elevation reading.

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| and and the surface of the local division of | The groundwater elevation rea the left of a reading's Site Cod action(s) column to delete a re | Site Code 377192N1196503W003 | | idation errors. S iding. Select the errors are updat | elect the arrow to X in the ted or deleted. | |
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| and the second s | | Measurement Date | Measurement Time (PST) | | | State of the local division of the |
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Figure 11. Screenshot of the Elevation Reading Form with the Save button highlighted

6. Click the X button in the action(s) column to delete the groundwater elevation reading. The **Delete Elevation Reading** confirmation window opens. Click **Yes** to delete the reading.

| 1 | Re | adings with Va | alida | tions Errors | | | | | | |
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| - | Sho | w 100 • entries | | | | | Sea | rch: | | |
| | | Site Code | - | Measurement Date | Measurement Time | RP Reading | WS Reading | Row Number | \$ Ac | tion(s) |
| - | > | 377192N1196503W003 | | 1/3/2020 | 12:00 | 100.0 | 0.0 | 4 | 1 | × |
| | > | 377192N1196503W003 | | 1/13/2020 | 12:00 | 100.0 | 0.0 | 14 | 1 | × |
| | > | 377192N1196503W003 | | 1/14/2020 | 12:00 | 100.0 | 0.0 | 15 | 1 | × |
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| | > | 377192N1196503W003 | | 1/20/2020 | 12:00 | XXX | 0.0 | 21 | 1 | × |
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| | > | 377192N1195503W003 | | 1/22/2020 | 12:00 | 100.0 | | 23 | 1 | × |
| | > | 377192N1196503W003 | | 1/23/2020 | 12:00 | 100.0 | -500 | 24 | 1 | × |
| | > | 377192N1196503W003 | | 1/24/2020 | 12:00 | 100.0 | 500000 | 25 | 1 | × |
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| | > | 377192N1196503W003 | | 1/26/2020 | 12:00 | | 0.0 | 27 | 1 | × |
| | > | 377192N1196503W003 | | 1/27/2020 | 12:00 | 100.0 | 0.0 | 28 | 1 | × |
| 24 | > | 377192N1196503W003 | | 1/28/2020 | 12:00 | 100.0 | 0.0 | 29 | 1 | × |
| 1 | > | 377192N1196503W003 | | 1/29/2020 | 12:00 | 100.0 | 0.0 | 30 | 1 | × |

Figure 12. Screenshot of the Readings with Validation Errors table with the delete reading button highlighted

7. After all groundwater elevation readings with validation errors are updated or deleted a **Ready to Import** window opens. Click **Yes** to import the groundwater elevation data associated with the Batch #. If **No** is selected the Batch # may be imported at a later date.



C. Upload Groundwater Elevation Templates

1. Click the **Airplane** button in a Batch #'s action(s) column to import the associated groundwater elevation data into the Monitoring Network Module.

2. Click the **X** button in a Batch #'s action(s) column to delete the Batch # from the Monitoring Network Module.

| | 0.Go | Department | of Water Reso NITORING N | urces IETWORK MODI | JLE | Welcome, Ben Goodingl ©Sign Out ØFeedback Debug Mode | Lity Profile | |
|--------|---|---|--|---|---|--|-------------------------------------|--|
| | Home | ≣GSA ≣ GSP | Alternatives | CAdjudicated Areas | CBasin Modification | C Monitoring Module | | |
| - | Import This tool is following sta | Groundwater for viewing the status of atuses: | Elevations uploaded batch im Description | Status port groundwater elevatio | n data templates. Each up | loaded temptate is assigned a Bate | ch # and one of the | |
| | Validating Success Ready to in Importing Error(s) | port | Groundwater Groundwater Groundwater Groundwater Groundwater Readings wi | covery being uploaded inplate is actively being va- elevation data successfu elevation data is ready to elevation data is actively elevation reading(s) in th th Validation Errors* table | lidated liy imported into the Monith be imported into the Mon being imported into the M e uploaded template return below | oring Network Module Itoring Network Module onitoring Network Module ned validation error(s). Update the: | se readings in the | |
| | From the ta readings mi Module. | ble below select a Batc ust be updated or delete | h # with an Error(s) ed prior to any grou | status to view associated ndwater elevation data, as | groundwater elevation rea sociated with the selected | adings which returned validation en I Batch #, being imported into the M | ror(s). These fonitoring Network | |
| | Show 10 | entries | | | | Search: | 1 2 | |
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| 15 | 11 | SGMA_Batch_Import | GWLD_FINAL (32) xls | 8 | Success | 3/24/2020 9.58 PM | | |
| | 8 | SGMA_Batch_Import | GWLD_FINAL (32) xls | 8 | Success | 3/24/2020 9 29 PM | | Contraction of the local division of the loc |
| Para I | 1 × | DOLLAR DOLLAR TOWNER | man in manual spins of | | A | 0.04.0000 0.00 004 | | |

Figure 13. Screenshot of the Import Groundwater Elevations Status page with the import and delete Batch # buttons highlighted

