Sustainable Groundwater Management Act Portal

Monitoring Network Module
Batch Import Groundwater Elevation Data Process

User Manual

CALIFORNIA DEPARTMENT OF WATER RESOURCES
SUSTAINABLE GROUNDWATER
MANAGEMENT OFFICE

A. Upload Batch Import Groundwater Elevation Data Templates

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

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

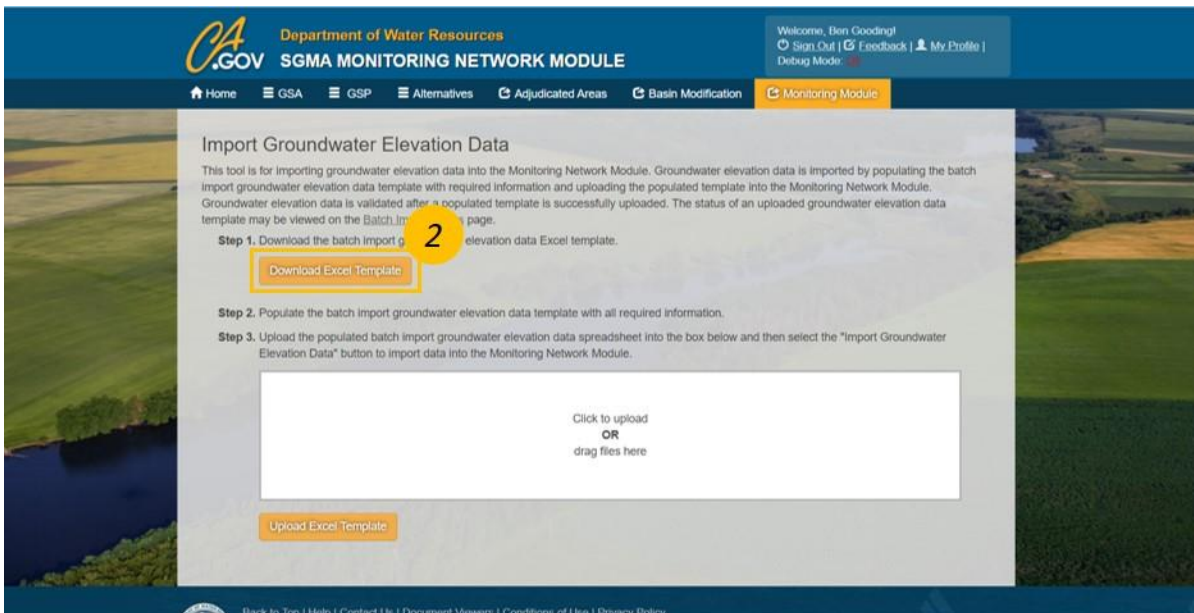2. Click the **Download Excel Template** button. The **Excel Template** opens.

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

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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.

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.

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.

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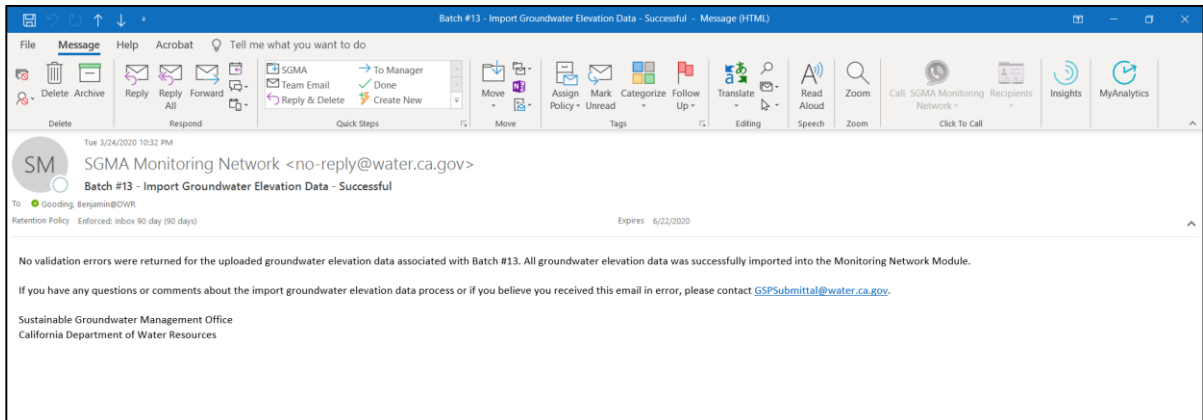
Figure 5. Screenshot of the Import Groundwater Elevation Data – Successful email

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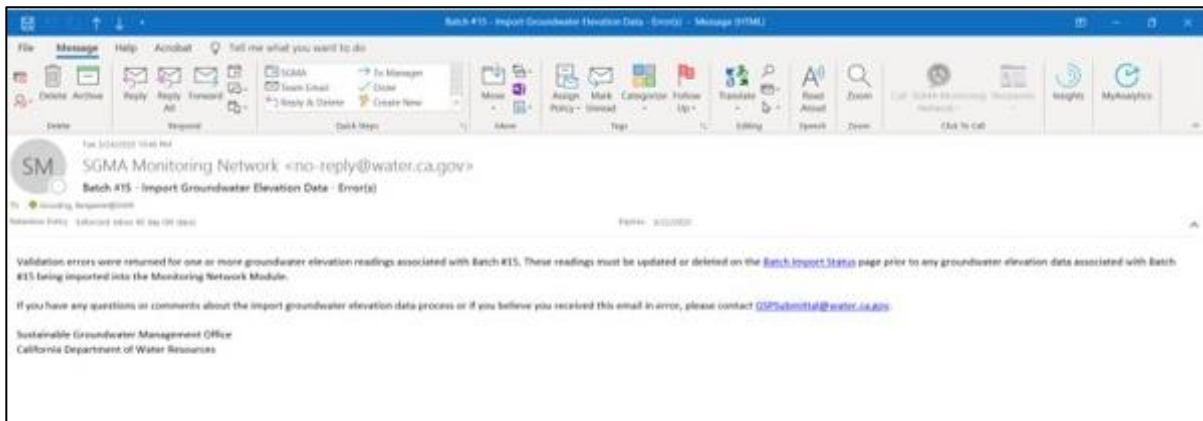
Figure 6. Screenshot of the Import Groundwater Elevation Data – Error(s) email

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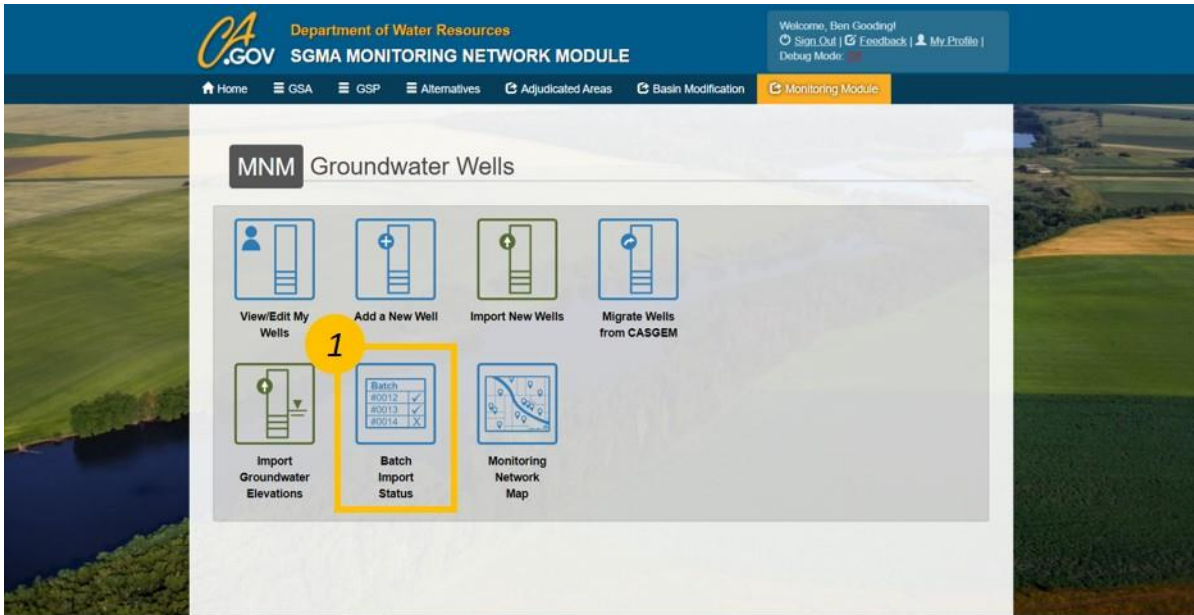
Figure 7. Screenshot of the Groundwater Wells homepage highlighting the Batch Import Status icon

2. Click the **Batch #** with an error(s) status to view the associated groundwater elevation readings with validation errors.
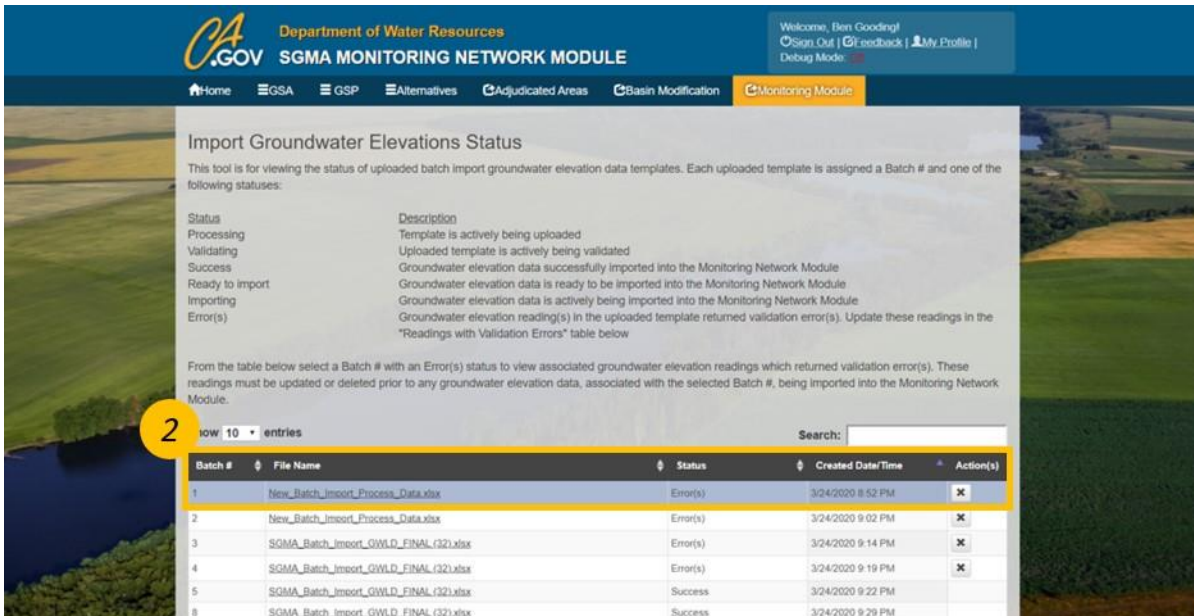
Figure 8. Screenshot of the Import Groundwater Elevations Status page with a selected Batch # highlighted

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

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.

Figure 10. Screenshot of the Readings with Validation Errors table with the update reading button highlighted
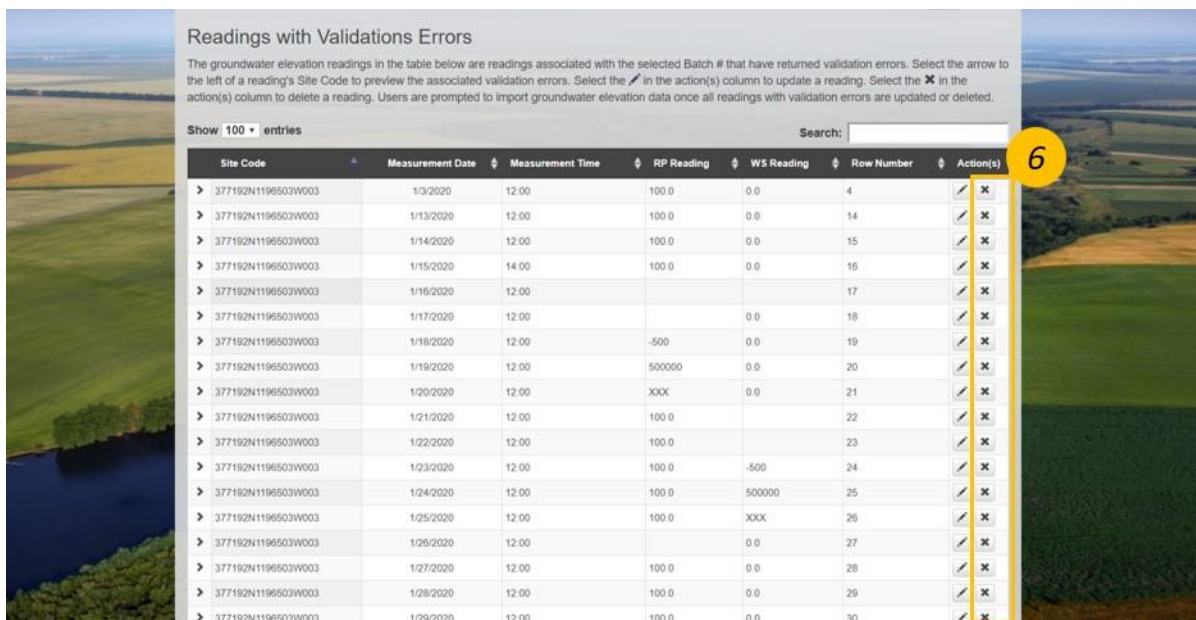
5. Update the necessary fields and click the **Save** button to update the groundwater elevation reading.

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.

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.

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