

Sustainable Groundwater Management Act Portal

Monitoring Network Module

Batch Import Groundwater Elevation Data Process

User Manual



SGMA Portal Monitoring Network Module

Updated Batch Import Groundwater Elevation Data Process

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.

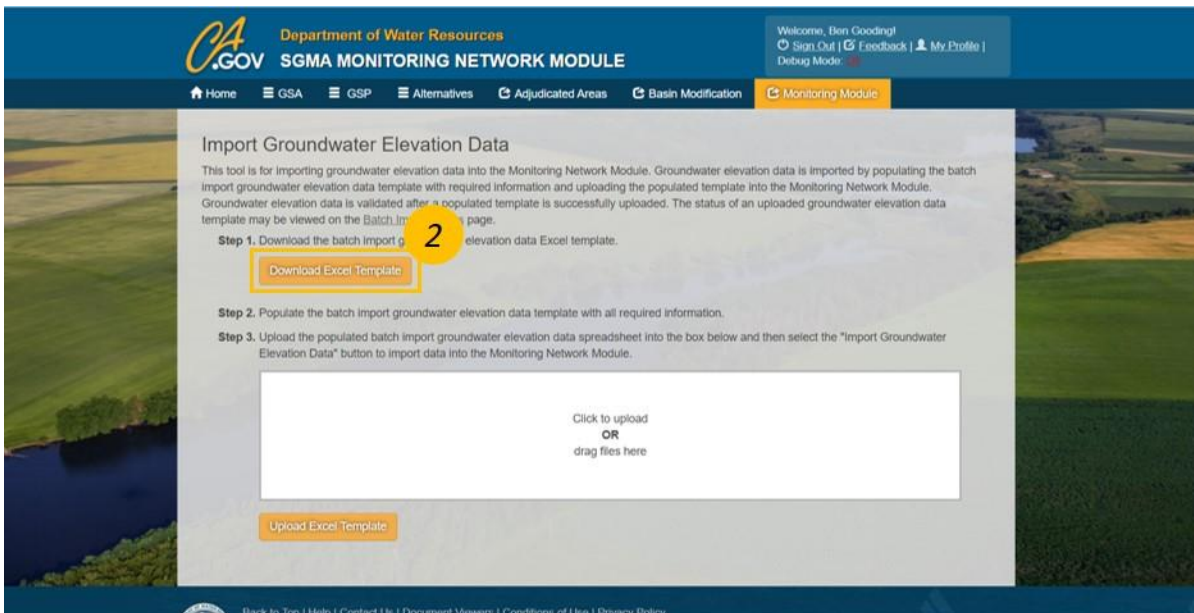


Figure 2. Screenshot of the Import Groundwater Elevation Data page and Download Excel Template button location



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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.

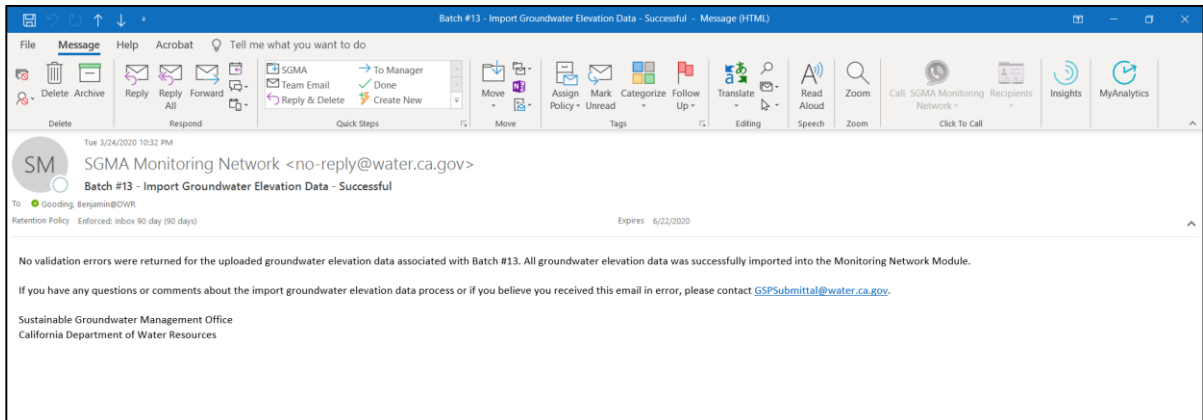


Figure 5. Screenshot of the Import Groundwater Elevation Data – Successful email

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.

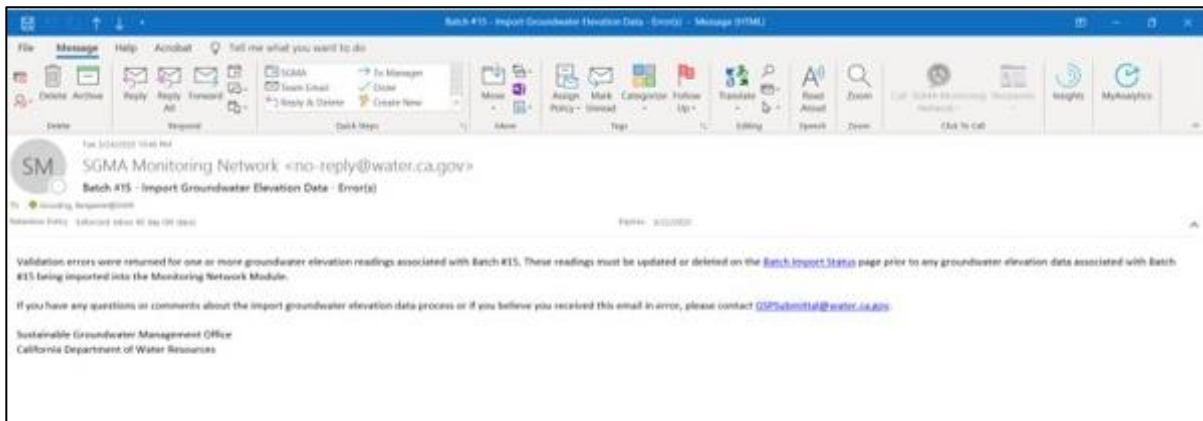


Figure 6. Screenshot of the Import Groundwater Elevation Data – Error(s) email

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

A **Successful** email generally takes longer 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.



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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.

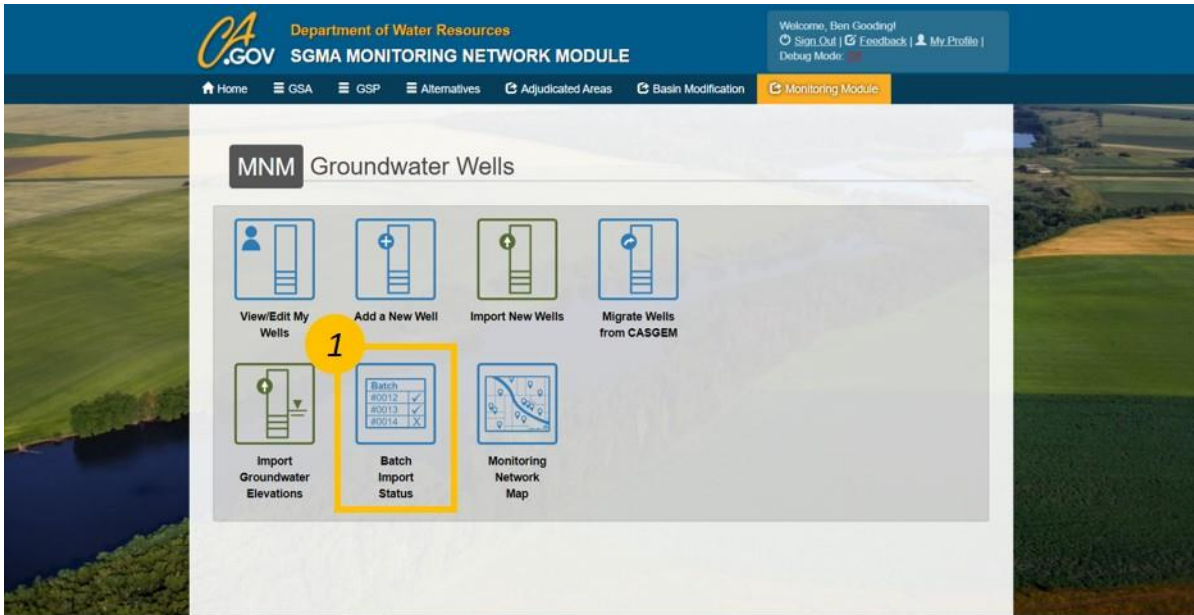


Figure 7. Screenshot of the Groundwater Wells homepage highlighting the Batch Import Status icon

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

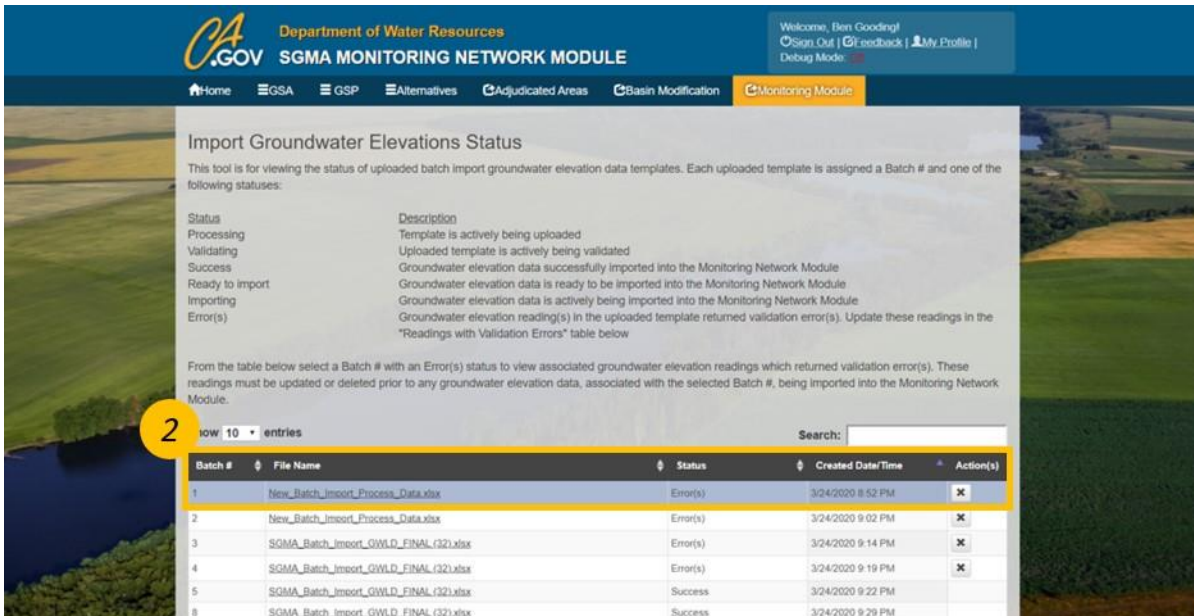


Figure 8. Screenshot of the Import Groundwater Elevations Status page with a selected Batch # highlighted



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

The screenshot shows a web application interface titled "Readings with Validation Errors". It includes a search bar and a table with columns: Site Code, Measurement Date, Measurement Time, RP Reading, WS Reading, Row Number, and Action(s). A yellow circle with the number "3" highlights the left arrow of the first row. Below the table, a dropdown menu is expanded, showing a list of validation errors such as "Questionable Measurement Code", "Reading at Reference Point", "Reading at Water Surface", "Measurement Method Code", "Measurement Accuracy", and "Collecting/Co-op Agency".

Site Code	Measurement Date	Measurement Time	RP Reading	WS Reading	Row Number	Action(s)
377192N1196503W003	1/3/2020	12:00	100.0	0.0	4	[arrow] [X]
377192N1196503W003	1/13/2020	12:00	100.0	0.0	14	[arrow] [X]
377192N1196503W003	1/14/2020	12:00	100.0	0.0	15	[arrow] [X]
377192N1196503W003	1/15/2020	14:00	100.0	0.0	16	[arrow] [X]
377192N1196503W003	1/16/2020	12:00			17	[arrow] [X]
377192N1196503W003	1/17/2020	12:00		0.0	18	[arrow] [X]
377192N1196503W003	1/18/2020	12:00	-500	0.0	19	[arrow] [X]
377192N1196503W003	1/19/2020	12:00	500000	0.0	20	[arrow] [X]
377192N1196503W003	1/20/2020	12:00	XXX	0.0	21	[arrow] [X]
377192N1196503W003	1/21/2020	12:00	100.0		22	[arrow] [X]

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.

The screenshot shows the same "Readings with Validation Errors" table. A yellow circle with the number "4" highlights the pencil icon in the "Action(s)" column of the first row.

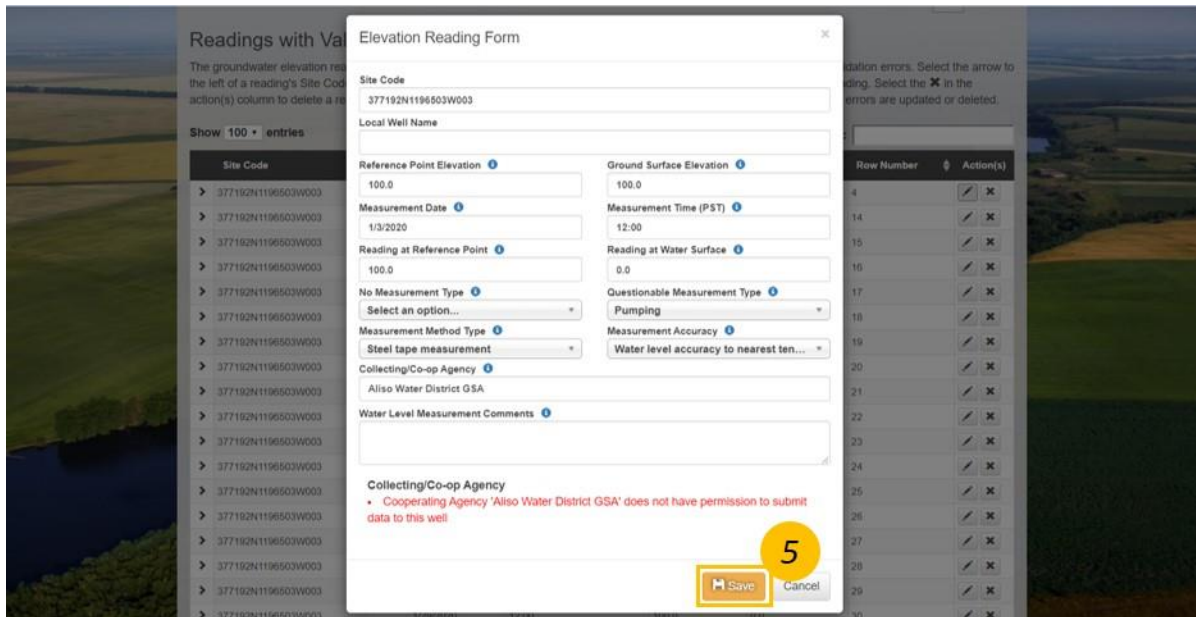
Site Code	Measurement Date	Measurement Time	RP Reading	WS Reading	Row Number	Action(s)
377192N1196503W003	1/3/2020	12:00	100.0	0.0	4	[pencil] [X]
377192N1196503W003	1/13/2020	12:00	100.0	0.0	14	[pencil] [X]
377192N1196503W003	1/14/2020	12:00	100.0	0.0	15	[pencil] [X]
377192N1196503W003	1/15/2020	14:00	100.0	0.0	16	[pencil] [X]
377192N1196503W003	1/16/2020	12:00			17	[pencil] [X]
377192N1196503W003	1/17/2020	12:00		0.0	18	[pencil] [X]
377192N1196503W003	1/18/2020	12:00	-500	0.0	19	[pencil] [X]
377192N1196503W003	1/19/2020	12:00	500000	0.0	20	[pencil] [X]
377192N1196503W003	1/20/2020	12:00	XXX	0.0	21	[pencil] [X]
377192N1196503W003	1/21/2020	12:00	100.0		22	[pencil] [X]
377192N1196503W003	1/22/2020	12:00	100.0		23	[pencil] [X]
377192N1196503W003	1/23/2020	12:00	100.0	-500	24	[pencil] [X]
377192N1196503W003	1/24/2020	12:00	100.0	500000	25	[pencil] [X]
377192N1196503W003	1/25/2020	12:00	100.0	XXX	26	[pencil] [X]
377192N1196503W003	1/26/2020	12:00		0.0	27	[pencil] [X]
377192N1196503W003	1/27/2020	12:00	100.0	0.0	28	[pencil] [X]
377192N1196503W003	1/28/2020	12:00	100.0	0.0	29	[pencil] [X]
377192N1196503W003	1/29/2020	12:00	100.0	0.0	30	[pencil] [X]

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



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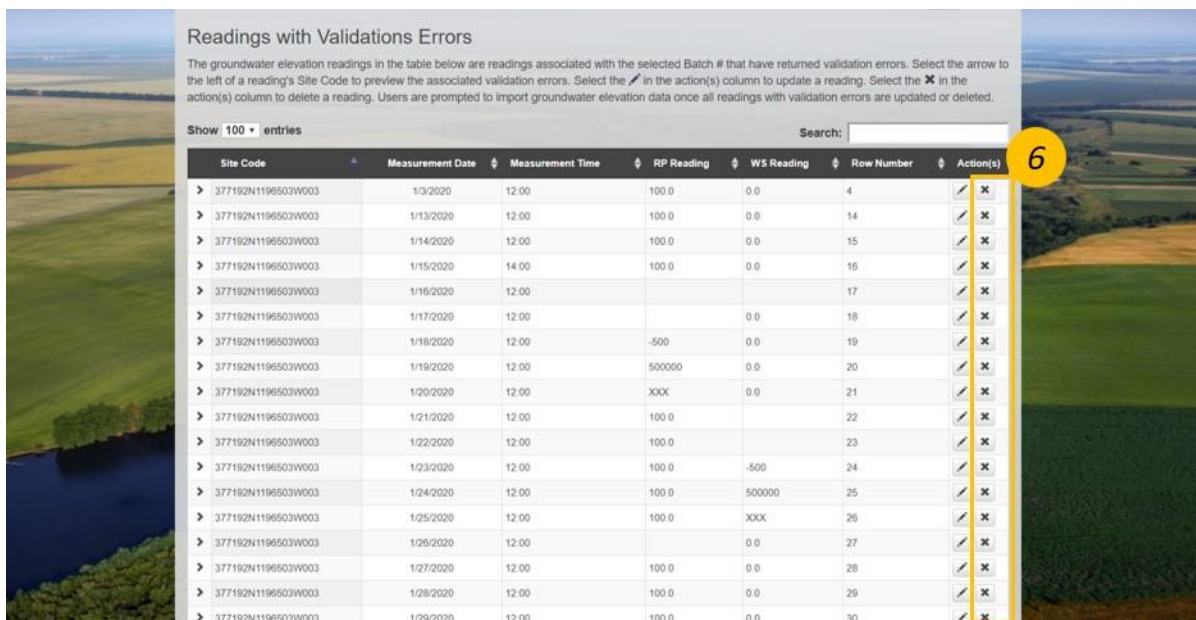
5. Update the necessary fields and click the **Save** button to update the groundwater elevation reading.



The screenshot shows the 'Elevation Reading Form' with various input fields. A yellow circle with the number '5' highlights the 'Save' button at the bottom right of the form. The form includes fields for Site Code, Local Well Name, Reference Point Elevation, Ground Surface Elevation, Measurement Date, Measurement Time (PST), Reading at Reference Point, Reading at Water Surface, No Measurement Type, Questionable Measurement Type, Measurement Method Type, Collecting/Co-op Agency, and Water Level Measurement Comments. A red error message is visible: 'Cooperating Agency 'Also Water District GSA' does not have permission to submit data to this well'.

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.



The screenshot shows a table titled 'Readings with Validation Errors'. A yellow circle with the number '6' highlights the 'X' button in the 'Action(s)' column for the first row. The table has columns for Site Code, Measurement Date, Measurement Time, RP Reading, WS Reading, Row Number, and Action(s). The data rows show various readings with different values and dates.

Site Code	Measurement Date	Measurement Time	RP Reading	WS Reading	Row Number	Action(s)
377192N1196503W003	1/3/2020	12:00	100.0	0.0	4	✎ ✕
377192N1196503W003	1/13/2020	12:00	100.0	0.0	14	✎ ✕
377192N1196503W003	1/14/2020	12:00	100.0	0.0	15	✎ ✕
377192N1196503W003	1/15/2020	14:00	100.0	0.0	16	✎ ✕
377192N1196503W003	1/16/2020	12:00			17	✎ ✕
377192N1196503W003	1/17/2020	12:00		0.0	18	✎ ✕
377192N1196503W003	1/18/2020	12:00	-500	0.0	19	✎ ✕
377192N1196503W003	1/19/2020	12:00	500000	0.0	20	✎ ✕
377192N1196503W003	1/20/2020	12:00	XXX	0.0	21	✎ ✕
377192N1196503W003	1/21/2020	12:00	100.0		22	✎ ✕
377192N1196503W003	1/22/2020	12:00	100.0		23	✎ ✕
377192N1196503W003	1/23/2020	12:00	100.0	-500	24	✎ ✕
377192N1196503W003	1/24/2020	12:00	100.0	500000	25	✎ ✕
377192N1196503W003	1/25/2020	12:00	100.0	XXX	26	✎ ✕
377192N1196503W003	1/26/2020	12:00		0.0	27	✎ ✕
377192N1196503W003	1/27/2020	12:00	100.0	0.0	28	✎ ✕
377192N1196503W003	1/28/2020	12:00	100.0	0.0	29	✎ ✕
377192N1196503W003	1/29/2020	12:00	100.0	0.0	30	✎ ✕

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.



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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.

Department of Water Resources
SGMA MONITORING NETWORK MODULE

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Import Groundwater Elevations Status

This tool is for viewing the status of uploaded batch import groundwater elevation data templates. Each uploaded template is assigned a Batch # and one of the following statuses:

Status	Description
Processing	Template is actively being uploaded
Validating	Uploaded template is actively being validated
Success	Groundwater elevation data successfully imported into the Monitoring Network Module
Ready to import	Groundwater elevation data is ready to be imported into the Monitoring Network Module
Importing	Groundwater elevation data is actively being imported into the Monitoring Network Module
Error(s)	Groundwater elevation reading(s) in the uploaded template returned validation error(s). Update these readings in the "Readings with Validation Errors" table below

From the table below select a Batch # with an Error(s) status to view associated groundwater elevation readings which returned validation error(s). These readings must be updated or deleted prior to any groundwater elevation data, associated with the selected Batch #, being imported into the Monitoring Network Module.

Show 10 entries Search:

Batch #	File Name	Status	Created Date/Time	Action(s)
15	SGMA_Batch_Import_GWLD_FINAL_1321.xlsx	Ready to Import	3/24/2020 10:45 PM	
14	SGMA_Batch_Import_Test_10000Records.xlsx	Validating	3/24/2020 10:39 PM	
13	SGMA_Batch_Import_Test_10000Records.xlsx	Success	3/24/2020 10:17 PM	
12	SGMA_Batch_Import_GWLD_FINAL_1321.xlsx	Success	3/24/2020 10:03 PM	
11	SGMA_Batch_Import_GWLD_FINAL_1321.xlsx	Success	3/24/2020 9:58 PM	
8	SGMA_Batch_Import_GWLD_FINAL_1321.xlsx	Success	3/24/2020 9:29 PM	
5	SGMA_Batch_Import_GWLD_FINAL_1321.xlsx	Success	3/24/2020 9:22 PM	

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

