Colorado Division of Water Resources

Online Data Submittal

Water Levels

User Documentation

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Overview

Colorado's Division of Water Resources' (DWR) Online Data Submittal application allows user to submit data to DWR. Data that can be submitted include meter readings, diversion records, and well water levels.

Users of the Online Data Submittal application implicitly agree to the terms of our disclaimer*.

Disclaimer

Some data presented on the DWR Online Data Submittal application ("The Application") are provisional and subject to revision. These data include diversion records, meter readings, and well water levels that have been submitted to us by users of the application.

 Inaccuracies in the data may occur – **Subsequent review may result in significant revisions to the data**.

Data users are cautioned to consider carefully the provisional nature of the information before using it for decisions that concern personal or public safety or the conduct of business that involves substantial monetary or operational consequences.

URLs

* **Login URLs:**
  http://www.dwr.state.co.us/DataSubmittal
  http://www.dwr.state.co.us/DataSubmittal/Default.aspx
* **Help (this document):**
  http://www.dwr.state.co.us/DataSubmittal/Documents/UserGuide_OnlineDataSubmittal.pdf
* **Contact:**
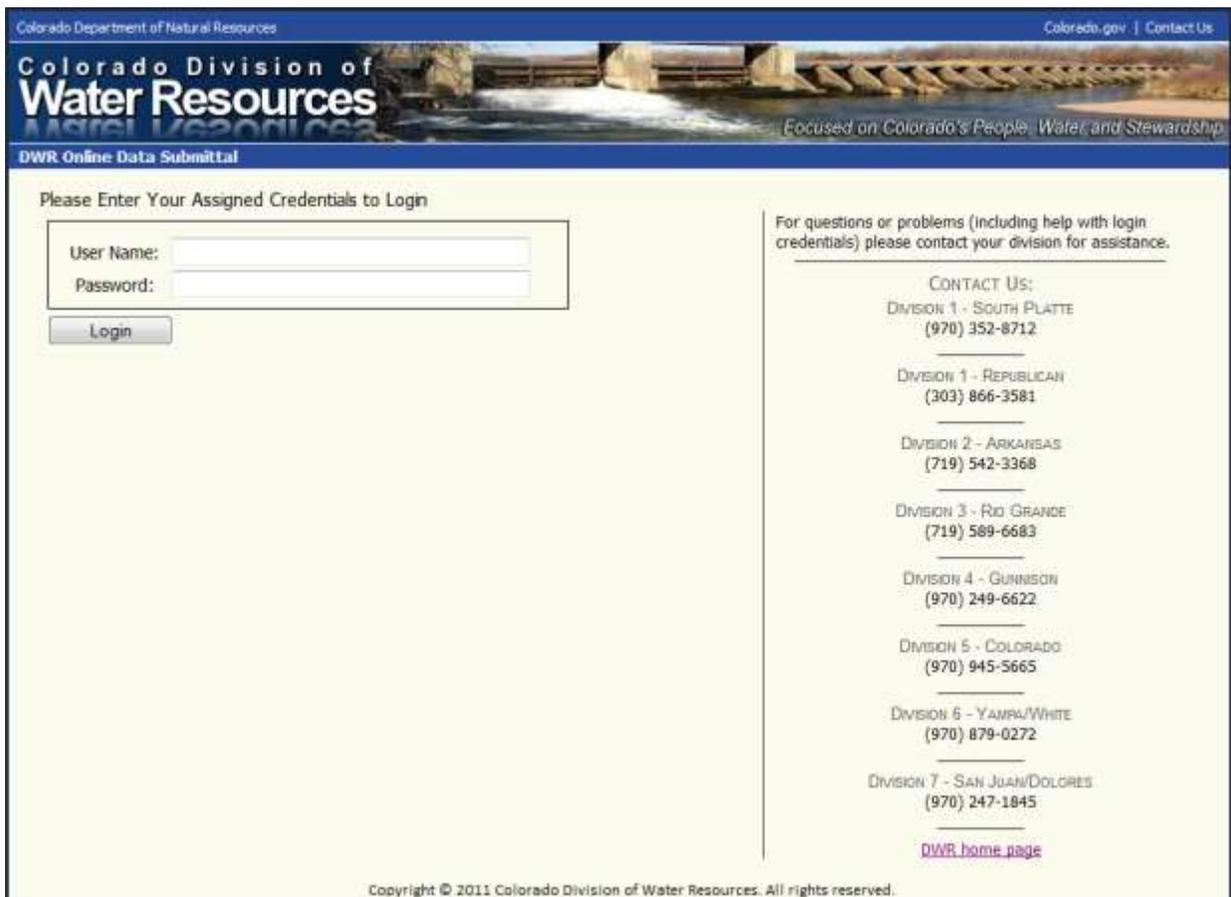 Contact information is on the initial login page: http://www.dwr.state.co.us/DataSubmittal

Site Usage / Instruction

Login

The first step to submitting your meter readings is to log in to the Online Data Submittal application. You will need to be registered with DWR to do so – valid user names and passwords can be obtained by contacting DWR directly, using the contact information on the login (initial) page. If you already had a login on the old Groundwater Meter Reading submittal site, **your old password will still work**, with your registered email address as your user name.

If you have a new account that has been created by DWR, you will be prompted to change you initial password the first time you login.

Figure 1

1) Enter your email address for User Name
2) Enter your password
3) Click the "Login" button

Account Summary

After you login, you will be directed to a "Welcome" page, which is also an account summary page. This page will show what you are authorized to submit data for – these are called data elements. The data elements assigned to you will be listed in the blue and white grid, which is controlled by the two drop-down lists above it. Possibly you are authorized to submit other data in addition to meter readings; such as well levels or diversion records. If this is the case, you may select the different data type(s) from the "Data Type" list here.

Within the grid, you may select any element for which to enter meter readings by clicking the "Edit" button.

The "Bulk Upload" button will allow you to upload data for any and all of the elements listed on the grid, by going to our Bulk Upload page (discussed later)

Figure 2

1) Select the "Meter Reading" data type from the "Data Type" list (if not already selected)
2) Select the year for which you want to enter meter readings in the "Reporting Period" list
3) Click the "Edit" button in the row of the meter (data element) for which you will enter data; or,
4) Click the "Bulk Upload" button to specify a file to upload

Water Level Details

When you click the "Edit" button in "Available Water Level Data Elements", you are directed to the Well Measurements page. This is where you can enter measurements (water levels) for a given well.

The first section the details of the well – alias, permit number, USGS site identifier, location, ownership and physical information. The well alias may be changed to a different name to help you remember and identify the well. All other listed details are read-only.

The grid on this page shows existing measurements that have been made during the selected period. The rows in the grid are limited to the year specified in the "Reporting Period" list, and may be limited further by changing the selected item in the "Show Values For" list from "Full Year" to a specific month.

The "Back to List" button will return you to the "Account Summary Page".

Figure 3

1. If desired, change the "Data Submittal Element Name", which is an alias for you to call the well:
   a) Modify the text in the "Data Submittal Element Name" text box
   b) Click the "Save" button
2. Click the "Edit" button in the row of any displayed water level measurements, or click the "Add Measurement" button. This will open the water level editor pop-out (see next section)*, which will allow you to edit or add a water level measurement.
3. Click the "Back to List" button to return to the "Account Summary Page".

* The "Edit" button may be disabled and locked – if a measurement has already been entered for the specified date and your account rules specify "No Resubmittal Allowed".

Enter/Edit Water Level Measurement

The "Edit Water Level Measurement" form (Figure 17) pops up when you click the "Edit" or the "Add Measurement" buttons on the Well Details page. A measurement consists of the date the measurement was made, the measurement point (relative to the ground, in feet), and the depth to water level from the measuring point – also in feet.
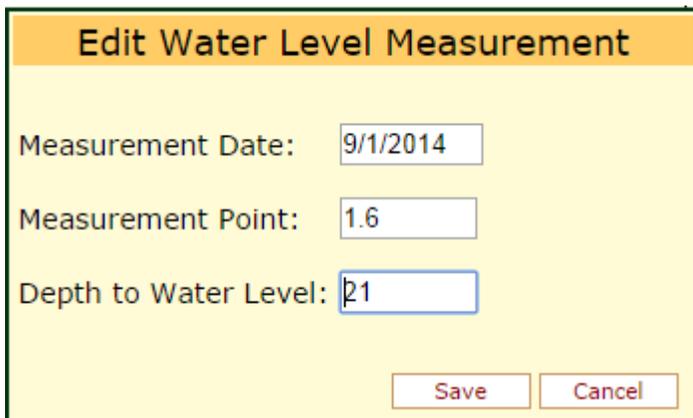
Figure 4

1. Enter the date in the "Measurement Date" box, either by typing it or selecting the date using the calendar control
2. Enter the "Measurement Point", as a decimal or whole number. As a default it will bring in last known measuring point value.
3. Enter the "Depth to Water Level", as a decimal or whole number
4. Click "Save" to save the measurement and return to the details page

Once the water level measurement is saved, the new/edited measurement will be refreshed in the measurements grid on the well measurements page.

Water Levels Bulk Upload

Click the "Bulk Upload" button on the Account Summary page to upload files containing water levels. You will be directed to the Bulk Upload page, where you can specify the parameters of the upload.

The grid on this page shows all the wells (data elements) for which you can upload data. All measurements in your upload must match a well in the grid to be accepted.

Upload files must match the format specified in this document for acceptable upload file formats (see Appendix A).

Bulk Upload
Instructions: ⊕

Step 1: Set Data Type and Time Period
Data Type: Water Levels   Time Period: 2011 ▾

Available Water Levels Data Elements for 2011   Viewing 1 - 2 of 2

Alias	Element Identifier	Last Reading Date	Last Reading	Units	Edited By
Well: HUDYE FARMS US, INC	HUDYE FARMS US, INC	09/14/2014	54	FT	DIVISION OF WATER RESOURCES (PUCCINI, MATT) on 09/26/2014
Well: SC00109631CBB3	SC00109631CBB3	09/16/2014	126	FT	DIVISION OF WATER RESOURCES (PUCCINI, MATT) on 10/08/2014

Step 2: Specify File
[Choose File] No file chosen

Step 3: Upload File [Upload]

Return to Summary List

Figure 5

Bulk Upload
Water Levels

Job Processing...

Job Reference Number	Status	Status Description
49	Loading	Eligible data values being loaded into target tables

Status will refresh automatically.
When job finishes page will redirect to a report to view job details.

Figure 6

1. Browse to the file on your computer, by first clicking the "Browse" button
2. Click the "Upload" button once your file and path appear in the "Specify File" box
3. Wait for the file to process (Figure 19)
4. Review the bulk upload results – it may be necessary to correct data errors and re-upload the file (Figure 20)

Figure 7

Figure 20 shows the statistics report of a completed bulk file upload. The details of the report are:

- Uploaded By: Who uploaded the file (in this interface this should always match your account name)
- Uploaded Date: the date the file was uploaded and processed
- Job Reference Number: Unique identifier for the upload – use this number should you ever need help with an upload from DWR tech support
- File Rows Processed: number of rows in the CSV file uploaded
- Quality-Control Errors: errors in the data which made the reading(s) unacceptable for loading. Quality-control errors must be fixed for any given measurement before that measurement will be accepted to load into the database
- Data Values Processed: Number of meter readings within the upload file
- Data Values Loaded: Total number of accepted values, which were either inserted into the database, or used to update existing readings in the database
- Data Values Added: Number of new meter readings that were accepted and inserted into the database
- Data Values Updated: Number of meter readings that matched previously loaded readings in the database (by reading date and meter), and were used to update the existing readings
- Data Values Locked: Number of meter readings that matched previously loaded readings in the database (by reading date and meter), but could not be used because the existing readings were locked

Reset Password

When logging in the first time to a newly setup account with an auto-generated password, you must change your password. You will automatically be directed to the Password Reset page (Figure 10).

You may also reset your password anytime by clicking the "Reset Password" link on the "Account Summary" page (Figure 1).
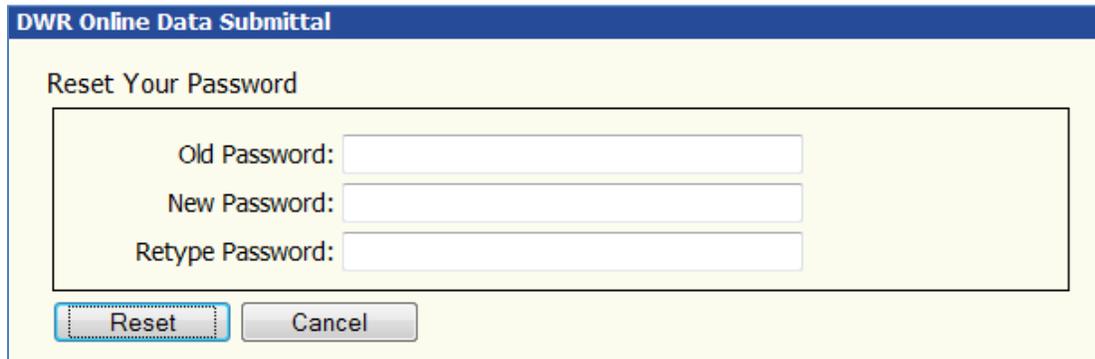
Figure 8

1. Type your current password (the one being changed) into the "Old Password" box*
   * **This step is not required when automatically being directed to this page from login**
2. Type your new password into the "New Password" box; passwords are case-sensitive, and must meet the following requirements:
   - At least 8 characters in length
   - Have at least 1 number
   - Have at least 1 letter
3. Retype your new password into the "Retype Password" box – it must match exactly the password supplied in the "New Password"

Appendix A: Water Level Bulk Upload File Format Guide

This appendix describes desired and acceptable formats for water level readings to be imported using the DWR Online Data Submittal System.

Rules for Source Files

- Files must be formatted as CSV (comma separated values) text
- Column headers must be present in CSV files.
- **The column headers must match exactly the field names listed for the file schema described in this document.**
- The identifier values must match the unique descriptor listed in the account setup for each user / data type submittal allowed

File Schema and Quality Control Rules

Water Levels – Time Series

Field Name	Description	Data Type	Nulls?
Element Name	Unique user defined name or description for the well	Text	No
Reading Date	Calendar date for the water level measurement	Date	No
Meas Point	Height of the measurement point above ground surface in feet.	Number	No
Water Depth	Depth to water, taken from Measurement Point, in feet.	Number	No

Validation Checks:

Element Name:

- Not null
- Matches a valid Element Name for the user

Reading Date:

- Within User's defined allowed submittal period.
- Valid date
- Not a future date

Meas Point:

- Numeric
- Positive (greater than or equal to zero)
- Precision allowed to the nearest 10,000th of a foot (1/16th of an inch).

Water Depth:

- Numeric
- Positive (greater than or equal to zero)
- Precision allowed to the nearest 10,000th of a foot (1/16th of an inch).