

Monitoring Location Registry Management Application: User Documentation

Authentication

- Access the Monitoring Location Registry from: <https://www.usgs.gov/apps/location-registry/>
- Click on 'Enter Admin Interface' and enter your login information. If you are a USGS user, use BisonConnect to login.
- If this is the first time that your organization or agency is adding sites to the system, contact Candice Hopkins (chopkins@usgs.gov) to obtain a user account and to have your organization added to the system.

View Monitoring Locations Registry

- Select 'Monitoring Bureau Locations' from the Site Administration page.

The screenshot displays the 'Monitoring Locations Registry' page. At the top, there is a navigation bar with 'Home', 'Registry', and 'Monitoring locations'. Below the navigation bar, there is a note: 'Note: additions/changes to monitoring locations may take up to a day to appear in the NGWMN Data Portal'. The main content area is titled 'Select monitoring location to change' and features a table of monitoring locations. The table has the following columns: SITE ID, AGENCY, SITE NO, DISPLAY SITE?, IN WATER LEVEL SUB-NETWORK?, IN WATER QUALITY SUB-NETWORK?, STATE, NATIONAL AQUIFER, and SITE NAME. The table lists 20 sites, all from the Montana Bureau of Mines and Geology. A filter sidebar on the right allows filtering by agency, state, county, site no, national aquifer, and display site?.

SITE ID	AGENCY	SITE NO	DISPLAY SITE?	IN WATER LEVEL SUB-NETWORK?	IN WATER QUALITY SUB-NETWORK?	STATE	NATIONAL AQUIFER	SITE NAME
MBMG-892116	Montana Bureau of Mines and Geology	892116				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-892116
MBMG-705232	Montana Bureau of Mines and Geology	705232				Montana	Lower Tertiary aquifers	MBMG-705232
MBMG-257455	Montana Bureau of Mines and Geology	257455				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-257455
MBMG-257425	Montana Bureau of Mines and Geology	257425				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-257425
MBMG-257424	Montana Bureau of Mines and Geology	257424				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-257424
MBMG-257423	Montana Bureau of Mines and Geology	257423				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-257423
MBMG-248640	Montana Bureau of Mines and Geology	248640				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-248640
MBMG-239610	Montana Bureau of Mines and Geology	239610				Montana	Sand and gravel aquifers (glaciated regions)	MBMG-239610
MBMG-235512	Montana Bureau of Mines and Geology	235512				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-235512
MBMG-75108	Montana Bureau of Mines and Geology	75108				Montana	Alluvial aquifers	MBMG-75108
MBMG-73642	Montana Bureau of Mines and Geology	73642				Montana	Sand and gravel aquifers (glaciated regions)	MBMG-73642
MBMG-65432	Montana Bureau of Mines and Geology	65432				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-65432
MBMG-64649	Montana Bureau of Mines and Geology	64649				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-64649
MBMG-154584	Montana Bureau of Mines and Geology	154584				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-154584
MBMG-154583	Montana Bureau of Mines and Geology	154583				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-154583
MBMG-154007	Montana Bureau of Mines and Geology	154007				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-154007
MBMG-153311	Montana Bureau of Mines and Geology	153311				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-153311
MBMG-152305	Montana Bureau of Mines and Geology	152305				Montana	Lower Tertiary aquifers	MBMG-152305
MBMG-149512	Montana Bureau of Mines and Geology	149512				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-149512
MBMG-149511	Montana Bureau of Mines and Geology	149511				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-149511
MBMG-149510	Montana Bureau of Mines and Geology	149510				Montana	Lower Tertiary aquifers	MBMG-149510
MBMG-149183	Montana Bureau of Mines and Geology	149183				Montana	Northern Rocky Mountains Intermontane Basins aquifer systems	MBMG-149183

The Monitoring Locations page is the main page to perform tasks in the Monitoring Locations Registry. From this page you can edit sites, add new sites, navigate to the Bulk Uploads page, delete multiple sites, and download selected sites to a .csv file.

- To edit a site, click on the SITE ID to open an editing form for the site
- To add a site, click on 'Add Monitoring Location +'
- The Monitoring Locations page shows 100 sites on the first page in a vertical scrollable window. To see more sites, use the page navigation buttons at the

bottom of the table.

- Use the filters on the right to help you find the sites you want to work with. The 'By Site no' filter can be used to select a single site.
- County and National Aquifer fields are also used to filter the number of sites. To use the County Filter, you must first select a state using the state filter.
- Use the 'By Display Site' filter to shown either sites that have display turned on or sites that have display turned off.
- To clear the select sites, click on 'X Clear all filters' at the top of the filters list.
- You can use the check boxes to the left of the SITE ID to select multiple sites. The check box in the header column allows you to select all sites shown.
 - Two actions are available to perform on these selected sites from the 'Action' pulldown box. 'Delete selected monitoring locations' allows you to delete multiple sites in one action. 'Download selected monitoring locations' allows you to download the selected sites into a .csv file.
 - After you select the action you desire, click 'Go' to execute the action.
 - The 'Delete selected monitoring locations' action will bring up a page to verify that you wish to delete the selected sites.

Adding a New Site Manually

Enter the site information manually using '+ Add' on the Site Administration page or by clicking 'Add Monitoring Location' on the Monitoring Locations page.

This will open the 'Add monitoring location' form. This form allows you to enter the fields for a site.

Add monitoring location

Display Site?

Agency: Montana Bureau of Mines and Geology

Site no:

Site name:

Country:

State:

County:

Latitude(decimal degrees):

Longitude(decimal degrees):

Horizontal datum:

Lat/Long method:

Lat/Long accuracy:

Altitude:

Altitude units:

Altitude datum:

Altitude method:

Altitude accuracy:

Well depth:

Well depth units:

National aquifer:

Local aquifer name:

Site type:

Aquifer type:

In water-level sub-network?

Water-level network name:

Water-level baseline?

Water-level well type:

Water-level well characteristics:

Water-level well purpose:

Water-level well purpose notes:

In water quality sub-network?

Water quality network name:

Water quality baseline?

Water quality well type:

Water quality well characteristics:

Water quality well purpose:

Water quality well purpose notes:

Link:

- The 'Display Site?' field dictates which sites will be displayed on the portal (only those checked will be displayed). The default for this field is unchecked and it can only be changed to checked when all required fields are populated.
- The site number must be unique for all sites associated with an agency.
 - NOTE: When data is hooked-up for the site, this same site number will need to be used for the web services providing the data so consider this when entering site numbers
- If the agency you are looking for is not in the dropdown list, please place a request via gwdp_help@usgs.gov
- You may add a link for each site to a cooperator's website for additional information site in the 'link' field.
- For definitions for each of these fields and for information on the classification system see the 'Monitoring Location Registry Field Definitions'.
https://cida.usgs.gov/ngwmn/doc/TipSheets/Monitoring_Location_Registry_Field_Definitions.pdf
- The fields in Bold are required (Agency, Site_no, Site name, State, County,

Latitude, Longitude, Horizontal datum, Altitude, Altitude units, Altitude datum, Well Depth, Well depth units, National aquifer, and Site type, and Aquifer type (for wells)) and must not be left empty. You will be required to fill these in before submission.

- Other fields are conditional based on if sites are in the Water-Level Network, Water-Quality Network, or both. If the well is in either of the networks, then the corresponding fields for that network must be populated before you can turn on 'Display Site' for the site. These fields are the WL/WQ Baseline, WL/WQ Type, WL/WQ Well Characteristics, and WL/QW Well Purpose.
- You can save your work at any time using the 'Save' or 'Save and continue editing' buttons.
- Once you have completed the form, click 'Save' or 'Save and add another' to either return to the Monitoring Locations page or to open a form to add a new site.
- The 'Cancel' button will take you back to the Monitoring Locations page.
- You can add partial information for sites and have them not show up on the NGWMN Data Portal by making sure the 'Display Site' flag is not turned on.

Adding Sites Using the Bulk Loading Application

Use the Monitoring Location Registry bulk load feature to enter multiple sites at one time. To access this feature, click on the 'Bulk Upload' button in the upper right-hand corner of the Monitoring Locations page to go to the Bulk Upload page.

- Click on 'Bulk Upload' to bring up the Bulk Upload page
- Click the link to download the bulk upload template. Note: the bulk upload template is an Excel file. Only csv files can be uploaded, so the file will need to be saved as a .csv file before you can upload the site.
- The Excel template has an Instructions tab, a Registry Field Definitions Tab, a Registry Tab, and two tabs containing National Aquifer Codes and Names and State and County Names.
- Read the instructions on the Instructions worksheet.
- Enter new sites on the 'Registry' tab by adding one row for each new site you'd like added to the Monitoring Location Registry. *Note that data for an example site is included, you should delete this site before you save and load the .csv file.*
- If any values are unknown, mark them as "Unknown".
- Fill out all fields in the 'Registry' tab of the template. Populate the National Aquifer Code, Country, State and County fields consistent with the 'National Aquifer Codes and Names' and 'State and County Names' tabs.
- County and State Name fields are case sensitive. Use the list on the 'State and County Names' tab to see how the fields should be populated. Always include the word 'County' in the County name field.
- Ensure none of the sites to be loaded are already in the NGWMN by looking at

the Monitoring Locations page on the Monitoring Location Registry Management System. Note: you will only see sites from your agency in the Monitoring Location Registry Management System.

- Save the 'Registry' tab as a .csv file, or, if using an Apple computer, export as 'Comma Separated (.csv)'.
- On the 'Bulk Upload' page in the Monitoring Locations Registry, upload the saved .csv file and click 'Upload Monitoring Locations'.
- Resolve any issues flagged during loading and reload, if necessary.

Edit a Site

- To edit a site, click on its 'Site ID' number in the list on the Monitoring Locations page.
- You will be taken to a form, where you can make the necessary changes to any Monitoring Location Registry fields.
- You will only be able to set the Display field to Checked if all the required fields are populated.
- Once you are done editing, click 'Save' to exit the form.
- The 'Delete' button will delete the site from the Monitoring Location Registry, make sure that this is really what you want to do before clicking this button as it is a permanent action.
- The 'Cancel' button will take you back to the Monitoring Locations page.
- Any errors or warnings for the site will be shown when 'Save' is clicked if any corrections need to be made. In the example below, Well Depth must be populated for a well before Display can be turned on for a site.



Add monitoring location

Please correct the error below.

Display Site?

Agency: Montana Bureau of Mines and Geology

Site no: 999999

Site name: Test Site

Country: United States of America

State: Montana

County: Beaverhead County

Latitude(decimal degrees): 45.3450

Longitude(decimal degrees): -112.5930

Horizontal datum: NAD83

Lat/Long method:

Lat/Long accuracy:

Altitude: 200

Altitude units: ft

Altitude datum: NAVD88

Altitude method:

Altitude accuracy:

Well depth:

This field is required.

Well depth units:

National aquifer: Northern Rocky Mountains Intermontane Basins aquifer systems

USGS Users

- The workflow for adding and editing sites is different for USGS users than that described above for external data providers.
- USGS users should log in using the Active Directory credentials.
- Viewing sites is the same for both external data providers and USGS users.
- To add sites, USGS users should click on 'Fetch ML from NWIS'. Site metadata will be pulled from the NWIS database. You will only be required to enter NGWMN metadata for your new sites.
- Bulk upload of sites is not available for USGS sites
- Editing sites is the same as for external data providers except that site attributes cannot be modified (fields are text only in form), only NGWMN attributes can be updated.
- USGS sites can be deleted from the Monitoring Location Registry from both the

'Change Monitoring Location' page and from the 'Deleted selected monitoring locations' Action pulldown menu on the Monitoring Locations Page.