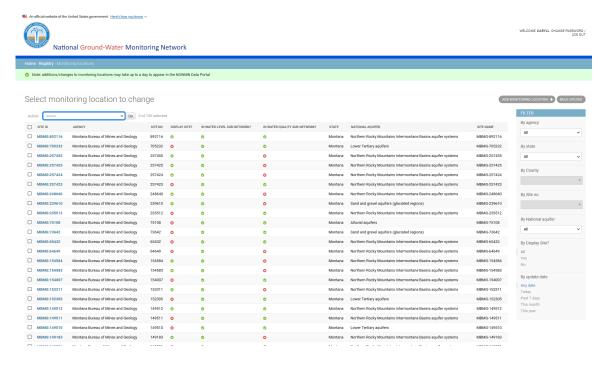
Monitoring Location Registry Management Application: User Documentation

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 Locations' from the Site Administration page.



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.
 - o 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:	v	
State:		
County:		☐ In water-level sub-network?
Latitude(decimal degrees):		Water-level network name:
Longitude(decimal degrees):		Water-level baseline?
Horizontal datum:		Water-level well type: Water-level well Water-level well
Lat/Long method:		Water-level well characteristics:
Lat/Long accuracy:		Water-level well purpose:
Altitude:		Water-level well purpose notes:
Altitude units:		☐ In water quality sub-network?
Altitude datum:		Water quality network name:
Altitude method:		□ Water quality baseline?
Altitude accuracy:		Water quality well water quality well Water quality well
Well depth:	(3)	characteristics:
Well depth units:		Water quality well purpose:
National aquifer:		Water quality well purpose notes:
Local aquifer name:		Link:
Site type:	_ •	
Aquifer type:		Cancel Save and add another Save and continue editing SAVE

- 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 beused 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 F ield 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 thisfeature, 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

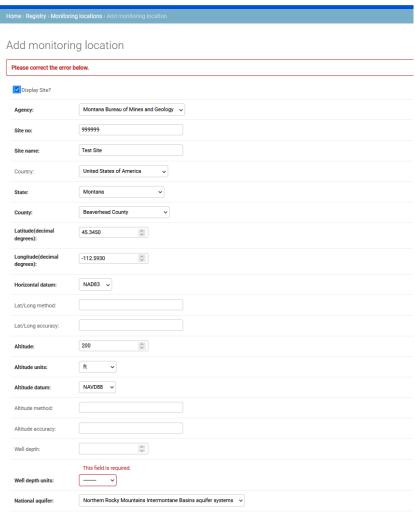
the Monitoring Locations page on the Monitoring Location Registry Management System. Note: you will only see sites from your agency in the Monitoring Location Registry Management System.

- 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.





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.