16.1 Tip Sheet: How do I enter new water levels using query entry?
By Julia A. Huff

> *Note* **:** The sampling site must exist in the NWIS Sitefile before new water levels can be entered. The program for adding a new site to the NWIS database is described in *Chapter 2 of the GW User's Manual*. Access to this program may be restricted to more experienced database users.

❖ Choose option 1 from the main GWSI menu – **Query Entry.**

❖ If you want to use a prompt list, enter a **Y** at the next prompt, otherwise enter **N**. If you want more information about the prompt list, refer to *Section 4.3.1.*

❖ Enter the name for the output file that will be used for batch entry later.

❖ The next prompt will be for the agency code. Enter the agency code of the site for the water levels being entered.

❖ The next prompt will be for Site ID. You can enter the Site ID or enter a <CR> which will allow for entry of the Site Name.

❖ Check to make sure the items you entered are correct, then enter **Y.**

❖ The following instructions are all based on the assumption that a prompt list was *not* used. If you are using a prompt list, the queries that appear will be different.

❖ If you have any changes to General Site Data, you can make them during the next 32 prompts. If you have no changes, simply return through these prompts.

❖ If you have any changes to Ground-water Site Data, you can make them in the next 12 prompts. If you have no changes, simply return through these prompts.

❖ Enter **NEXT** for the prompt about editing Construction Records.

❖ Enter **NEXT** for the prompt about editing Miscellaneous Records.

❖ Enter 000 for the prompt about editing Discharge Records.

❖ Enter **NEXT** for the prompt about editing Geohydrologic Records.

❖ Enter **NEXT** for the prompt about editing Hydraulic Records.

❖ When the following prompt appears, enter the date of the water level measurement you wish to enter:

> ***** **Water Level Record Selection** *****
>
>
> >>>>>"00-00-0000"=No More Water Levels
> **Measurement Date   MM-DD-YYYY**

- ❖ Next, enter the time of the water level measurement. This is not currently a required field.
- ❖ If the items look correct, enter a **Y** for the next prompt.
- ❖ Enter the water level entry code. To get a list of the options, enter a **?** and a list of valid entries will appear on the screen. The choices for this option are:

> **Water Level Entry Code=?**
>
> **Water Level Entered From:**
>
> **L = Land Surface,   M = Measuring Point,   S = Sea Level**

- ❖ Depending on the water level entry code entered, a prompt will appear asking for the water level based on the entry type entered. Enter the water level from the entry type you entered.
- ❖ Enter the status code that applies or leave this entry blank for static measurement. You can show all the choices on the screen by entering a **?.** The choices for this option are:

A = Atmospheric Prs	**I = Injector site**	**S = Nearby pumping**
B = Tide stage	**J = Injector monitor**	**T = Nrby rcnt pumped**
D = Dry	**M = Plugged**	**V = Foreign subst.**
E = Recent flowing	**N = Discontinued**	**W = Destroyed**
F = Flowing	**O = Obstruction**	**X = SW effects**
G = Nearby flowing	**P = Pumping**	**Z = Other**

- ❖ Enter the method of measurement code that applies. You can show all the choices on the screen by entering a **?.** The choices for this option are:

```
A = Airline              H = Calib.Pres.Gage      T = Electric tape

B = Recorder             L = Geophysical log      U = Unknown

C = Calib. airline       M = Manometer            V = Calib.Elec.Tape

E = Estimated            N = Nonrec. gage         Z = Other

F = Transducer           R = Reported

G = Pressure-gage        S = Steel tape
```

❖ If the water level was from a continuous recorder, enter the reference code that indicates how the water level was chosen from the readings for that day. The choices can be shown on the screen by entering a **?.** The choices for this option are:

```
M = Daily Maximum        X = Daily Mean           P = 12:00 Midnight

N = Daily Minumum        A = 12:00 Noon
```

❖ Enter an accuracy for the water level measurement entered**.** The choices can be shown on the screen by entering a **?.** The choices for this option are:

```
0 = Nearest Foot         2 = Nearest 1/100 Ft

1 = Nearest 1/10 Ft      9 = Not nearest Ft
```

❖ Enter the source for the water level measurement entered**. This is a mandatory entry.** The choices can be shown on the screen by entering a **?.** The choices for this option are:

```
A = Other Gov't          L = Logs                 R = Other Reported
D = Driller              M = Memory               S = Reporting Agency
G = Geologist            O = Owner                Z = Other
```

❖ At the next prompt you can enter the initials or names of the party that made the water level measurement**.**

❖ At the next prompt you can enter the agency of the person(s) who made the water level measurement.

❖ At the next prompt, enter a **Y** or a **N** which will determine whether the water level you entered is displayed on NWISWeb.

❖ Finally, enter an item number to change if you made an error in the steps above, or enter **0** to save your entries.

❖ If you have more water levels to enter for the same site, enter a **Y** at the next prompt; otherwise enter **N.**

❖ Enter 000 for the prompt about editing Observation Records.

❖ Enter a **Y** if you have completed entering data for the site.

❖ If you have water levels for another site you would like to enter, at the following prompt enter a **Y** and repeat the instructions from above, otherwise enter **N**:

> **Another Site? (Y or N): Y**

❖ After you have entered all water levels for all sites, you will have created an input file that can be processed into the database. For instructions about how to complete this step refer to *Chapter 6 and Chapter 7* of the GWSI User's Manual or consult with your local GWSI DBA.