16.2 Tip Sheet: How do I enter new water levels using screen entry?
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> *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 2 from the main GWSI menu – **Screen 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 screen that appears will look similar to:

***** Make Site Selection *****

Agency Code USGS_   **Site ID**

    Station Name

❖ Enter the agency code of the site for the water levels being entered.

❖ Enter the Site ID or enter a <CR> which will allow for entry of the Station Name.

❖ Enter **9 – Water-Level Data Record.**

❖ 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.

❖ When the following screen appears, enter the date and time of the water level measurement you wish to enter (time is not a required field):

❖ If the items are correct enter a **Y** for the next prompt.

❖ A prompt for water-level entry code will appear on the screen above. 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 Entered From:
 L = Land Surface,   M = Measuring Point,   S = Sea Level
```

❖ Depending on the water-level entry code entered, a screen similar to the following will appear:

```
                        ***** Water Level Data *****

Agency Code USGS        Site ID 463722111590201
Measurement Date 05-04-2003                      Time Water Level Measured
Water Level from LSD 1=____.__                              Status 2=
Method of Measurement 3=          Reference 4=              Accuracy 5=
Source 6=                    Party ID 7=            Source Agency 8=USGS
                                                   Web-ready Flag 9=Y
```

❖ 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
H = Nrby recent flow     R = Recently pumped
```

❖ 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 are 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
```

❖ Accuracy of the water-level measurement is automatically populated based on the value entered for the water level. If you wish to change it, you can do it here. The choices are 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 are 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 select the agency of the person(s) who made the water-level measurement from a pick list.

❖ At the next prompt a default of **Y** appears. Entering a **Y** or a **N** will determine whether the water level you entered is displayed on NWISWeb.

❖ Finally, enter either 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 new date or a new time at the following screen (the default date will be the last entered):

***** Water Level Record Selection *****

Agency Code USGS   **Site ID 463722111590201**
Measurement Date MM-DD-YYYY   **Time Water Level Measured**
>>>>>"00-00-0000"=No More Water Levels

❖ Follow the steps as outlined above to enter another water level.

❖ When you are finished entering water levels for a site, enter **00-00-0000** in the measurement date field.

❖ If you want to enter water levels for another site, enter **2 – Select New Site.**

❖ Follow the steps above beginning with entering the agency code and site information.

❖ When all data entry is completed for all sites, exit the screen entry program by selecting option **1 – Exit HDRINP** from the following menu:

```
 1   Exit HDRINP Program

 2   Select New Site

 3   General Site Data Record

        (SITE)

 4   Construction Data Records

        (CONS,HOLE,CSNG,OPEN,LIFT,REPR,MPNT)

 5   Miscellaneous Data Records

        (OWNR,OCNT,OTID,OTDT,VIST,LOGS,NETW,SPEC,MSVL,COOP,RMKS)

 6   Discharge Data Record

        (DISC)

 7   Geohydrologic Data Records

        (GEOH,AQFR)

 8   Hydraulic Data Records

        (HYDR,COEF)

 9   Water Level Data Record

        (LEV)

10   Observation Data Record

        (OBS)
```

❖ 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.