

16.6 Tip Sheet: How do I generate field forms?

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- ❖ Field forms allow you to customize a list of GWSI fields that can be used in the field to collect information for a new site or to add information for an existing site.
- ❖ The output from this program is a form that can be used by field personnel to collect information at a selected site.
- ❖ Forms for new sites contain blanks for all selected components and forms for existing sites will pre-populate selected Sitefile components where data exist.
- ❖ Start GWSI at your UNIX system prompt. Choose option 11 from the main GWSI menu—**Generate Field Forms**. Field forms are set up by prompting you for desired components. The default for the prompt is usually **Y** (yes).
- ❖ Select **Enter** to accept the default (**Y**) to generate a field form. **N** will terminate the program.
- ❖ The next screen will look similar to this:

```
***** FLDFORM *****
Revision NWIS-4.3.2-20030527
U.S. Geological Survey
Water Resources

Select Field Form Template Name (A): _____
```

- ❖ If a template exists that you want to use, enter the name at this prompt.
- ❖ If a template does not exist enter a filename for a new template at the prompt. The program will respond with:

```
Do You Want to Try Another One? N
*****File Does Not Exist*****
```

- ❖ By accepting the default (**N**), the program will prompt:

```
Do You Want to Create a New Template? Y
```

- ❖ By accepting the default (**Y**), the program will prompt for the components that are to be included on the form. Valid responses for the prompts include:

1. **Y** – accept this selection (default)
2. **N** – decline this selection
3. **Q** – quit specifying component selection and start over

- ❖ Record types (Sitefile, CONS, MISC, etc.) are displayed beginning with the Sitefile and progressing through the ground-water record types; if you type **Y** for the displayed record type, individual components within the record type will be prompted for inclusion on the form. You also can specify the number of blank lines for components where multiple entries are possible.
- ❖ Continue this process until all desired components are selected. The program then asks if you want to Output a Field Form. Typing **N** to the prompt, **“Do You Want to Create a New Form?”** will start the process over at the prompt for creating field forms.
- ❖ Once a template has been populated with the selected components, you are prompted to output the field form. To save the field form select **Enter** or **Y**. If for some reason the field form should not be saved type **N**, and the program is then terminated.
- ❖ If you select **Enter** or **Y**, processing continues and you are prompted for the output filename:

Select Form Output File Name (A): f.username.001_____

The default name format is shown, f.username.XXX, where username is the user's ID and XXX is a sequence number.

- ❖ The program will prompt for site IDs to use in the field form you have created or selected. If you have a file containing the site IDs answer **Y** (the default is **N**) and input the filename.
- ❖ If you do not have a file containing a list of site IDs, answer **N**. The program will prompt for site IDs. To enter more than one site ID answer **Y** at the prompt: **“Site Finished Output Another One? N”**. Continue until all site IDs are input.

Note: To create a blank field form for a **new site, leave the “Select a site” prompt blank and** hit **Enter**.

- ❖ Print the file saved above, to have paper copies of your field forms to use in the field.
- ❖ Once a field form template has been created it can be reused by simply entering the name of the template at the prompt and entering the site IDs as described above.