

Instructions for Online Quarterly Reporting

From your web browser: <http://www.haysgroundwater.com/>

→Click "Login Panel" (NOTE: A drop down panel will appear to enter the following)

Username: _____

Password: _____

→Click "Login"

→Click "Quarterly Pumpage Reports"

Select Year, Select Quarter, and hit "Go"

"No Quarterly Report Found" listed at the bottom or

"Record Displayed" listed at the bottom

Water Level Information (NOTE: If you do not measure water levels then you may enter 0's or TAB through to Add Another Well Name or further, to begin entering pumped amounts.

Enter Well Name, Number, or other Well Identifier

Hit TAB key to Advance

Enter Water Level and Date Taken for each month

Add another well to enter water level data for another well

Remove well button to remove last well line displayed

OR Hit TAB key to advance to enter Pumped Amounts

Groundwater Pumped information

Enter Groundwater Pumped in 1st Month's Column

Hit TAB key to Advance to next field

Enter Other Water Sources 1st Month → TAB

Enter Sold → TAB

Enter # of Connections →TAB

Loss and Loss Percent are automatically computed and populated.

Hit TAB key to Advance to next monthly column

OR when finished entering → Click "Save"

Quarterly Totals are automatically computed and populated.

NOTE: If loss ratio is greater than 15% (per Rule 9) an explanation field will display for that quarter to capture reasons for loss.

NOTE: If sold is greater than pumped amounts it displays a pop up box and requests that you correct it if needed.

→ Click "Save" -- "Update Complete" displayed

→ Click "Print" to get a paper copy for your files

→ Click "Log Out"