

# 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: \_\_\_\_\_

## Login Panel

→Click “Login”

→Click “Quarterly Pumpage Reports”

Verify that the correct Permit Holder appears in the “Permit Holder” box.

Select Year, Select Quarter, and hit “Go”

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 (Date must be entered as MM/DD/YYYY)

Water Level Information	April	May	June			
Well Id / Name	Water Level	Water Level Date	Water Level	Water Level Date	Water Level	Water Level Date
Arapahoe	300	04/17/2013	303	05/17/2013	305	06/18/2013

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 the 1st Month's Column & Hit TAB key to Advance to next field

Enter Other Water Sources, if applicable, in 1st Month → TAB

Enter Sold/Used in the 1<sup>st</sup> Month's Column → TAB

Enter Total # of Service Connections in the 1<sup>st</sup> Month's Column →TAB

Enter # of New Service Connections in the 1<sup>st</sup> Month's Column →TAB

Enter New Service Connection Addresses in the 1<sup>st</sup> Month's Column →TAB

Loss and Loss Percent are automatically computed and populated.

Hit TAB key to Advance to next monthly column and repeat the above steps.

when finished entering → Click "Save" -- "Update Complete" should display at the bottom of the screen

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 "Print" to get a paper copy for your files

→ Click "Log Out"