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<b>horizons</b> regional council	<b>Hydrology Operations</b> <b>Manual</b>	

## Hilltop Sampler - Data Entry

### Overview:

This appendix covers the data entry process undertaken by either an Environmental Data (ED) staff member or an external contractor.

In order for an ED or external contractor to effectively undertake data entry they must have access to

- Hilltop Sampler
- The wqlabresults@horizons.govt.nz mail box

Below is a flow diagram explaining the process they must follow.

