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|  | Hydrology Operations Manual |  |

Data Entry

Overview:

This section of the manual contains data entry protocols (internal and external) for discrete water quality data.

Software:

Horizons currently utilises Hilltop Sampler in combination with Hilltop Manager for the data entry and archiving of water quality data.

Hilltop Sampler keeps track of Water Quality grab samples. It allows the generation of unique sample ID's for a data collection run. The data collection runs (or sample runs) can be constructed to exact specifications within Hilltop Sampler. Results upload automatically on a nightly schedule from the lab (using a specified email address and labmail software). Hilltop Sampler displays these results and automatically sets the data collections status when all results have been received.

In addition the data collected from Horizons field staff using hand-held meters and other observations are entered into Hilltop Sampler prior to being archived into Hilltop Manager.

Once all the data has been received and checked the data is manually pushed over to an archive data file (Provisional Water Quality.hts) within Hilltop Manager from where internal stakeholders collect and further assess the data. Associated calibration forms for said hand-held meters are checked and then manually entered directly into the archive data file (Provisional Water Quality.hts) for internal stakeholders to access.

Sections:

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