horizons regional council

Hydrology Operations Manual

horizons regional council

Archiving a Gauging

Overview:

At this point the respective gauging has been verified, quality assured and quality coded in their respective regional gauging hts files, the Gauging Register filled out and handed in for archiving by an Analyst.

The process of archiving a gauging to the Hydrometric Archive is detailed below:
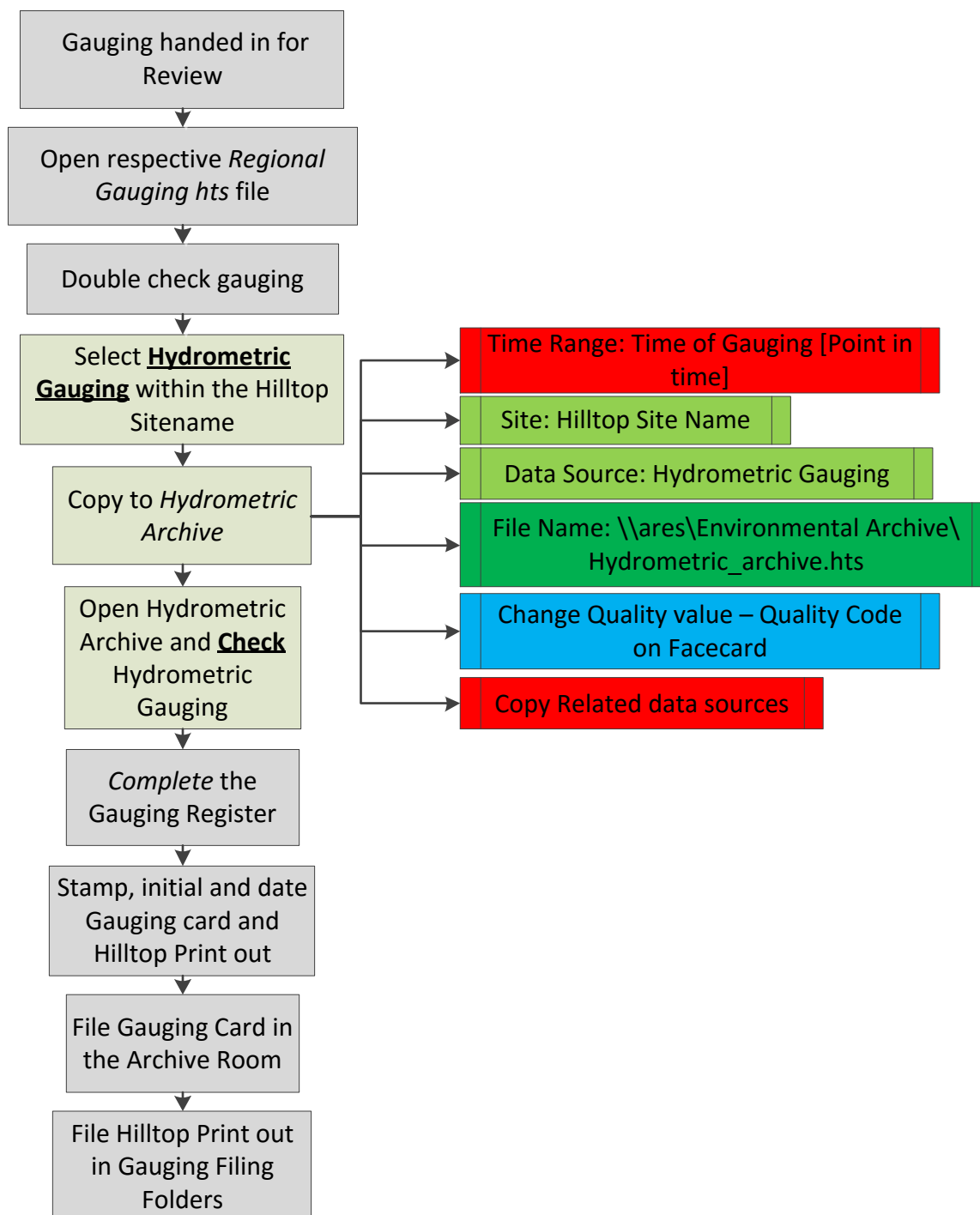
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Archiving a Gauging

➢ Correctly archiving the best available/quality data at the time is a significant part of our job.

➢ Archiving should never be rushed or completed if you are rushed, distracted or tired.

➢ Following the correct process and procedure is fundamental to maintaining the integrity of our archives

When copying the gauging from the respective regional file the following dialogue box opens up below. All the parameters need to be checked – and double checked – *before* archiving the gauging.

Do not: select All Data/Start of Date or Finish of Date – otherwise this will potentially overwrite raw/unchecked gaugings into the Hydrometric Archive
Do not: type in the Hilltop Site Name – use the drop down arrow and select the correct name
Do not: leave the Copy Related data sources un-checked
Do not: copy across an un-quality coded gauging

When you have finished archiving *always refresh your Hilltop Manager session* so that you will not accidentally copy your next work into the Hydrometric Archive. Hilltop Reloader (which reinitiates your session) is located: \\ares\Environmental Data Validation\