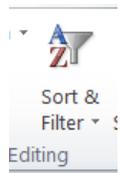


FINDING WELL COMPLETION REPORT DATA ON NFWATER.COM

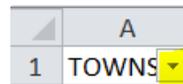
Accessing Data

1. Open the NFWMD webpage (nfwwater.com).
2. Click “Permits” at the top of the page.
3. Click “Well Permits.”
4. Choose “Data, Setbacks, Fees & Maps” (left hand list).
5. Under “Data, Setbacks, Fees & Maps,” click on “Well Data from Submitted Completion Reports (by County).” Under “Well Data,” select either **Basic Information** (includes township, range, section, FLUWID, well use*, diameter, well depth, casing depth, well address, static water level, job type, permit) or **Detailed Well Information** (includes the above, latitude/longitude information, owner information, contractor information). Click on the county under the Basic or Detailed Well Information. On the pop-up box, or at the bottom of your screen, click “Open” for the county excel spreadsheet file (the file won’t be automatically saved). Be patient, it might not happen instantly.
6. After the page opens, double-click on the county excel spreadsheet. An excel spreadsheet will open with information for that county.
7. Go to the upper right corner and click on Sort and Filter.
8. When the drop-down box opens, select “filter” and click. You’re now ready to narrow down how you want to search.

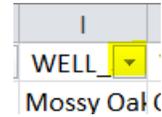


Types of Searches

1. To search by Section, Township, and/or Range:
 - a. Click on the dropdown box by Township.
 - b. Click on the “Select All” box, below the “Search Field,” and remove the checkmark. Next click the boxes for the township(s) you want to search. You can choose more than one box of townships.



- c. Do the same thing with Range and/or Section.
2. You use the same process to search by well use or by diameter.
 3. To search by address: Click on the dropdown box in “Well Street” column and type in the name of the street in the “Search” box. (For Oak Street, type in Oak). Remember that less is more, and using only the street name will find all of the completion reports for wells on that street. Don’t use words like street, avenue, north, south, etc. An exception to this is if you’re searching for a state highway with a number, like Highway 331. Try using both the abbreviation (Hwy 331) and the entire word (Highway 331). These are **not** case sensitive so it doesn’t matter if you capitalize or not.
 - a. After you’ve entered the street name, click OK and the spreadsheet will automatically be sorted by that street name. Use the dropdown menu to see all the street names.
 - b. Use the same process to search by owner’s name.



Note: Remember that you can use as many dropdown filters as needed to narrow your search.

Increasing Width of a Column

To increase the width of any column, put the mouse cursor on the vertical line at the top

of the column and between the columns.  When the spreadsheet cursor (+) is on that line, click and hold down to drag the line to the right. (Column I) | (Column J). When exiting the spread sheet do not save your changes.

However, if you want to save your excel inquiry page to a file folder, you can do so by clicking the “File” tab found at the top of page in the left hand tab, next to the “Home” tab.



If you have any questions on these procedures, please feel free to call the Well Permitting Staff for help.

