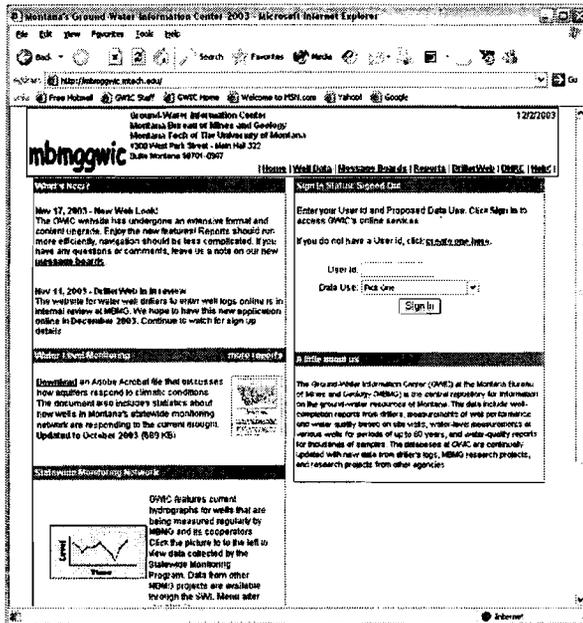


USING GWIC ON THE WORLD WIDE

Step One – Get to the GWIC Site

Our site can be reached directly at <http://mbmggwic.mtech.edu> or through a link on the Montana Bureau of Mines and Geology website under the **Groundwater** option on the main page. The MBMG page is located at <http://www.mbm.mtech.edu> and can usually be reached 24 hours a day. Click on the link called "GWIC Online Database" and you will arrive at a page that looks like:



You should Bookmark here!

Some of the information at the bottom of this page may not show if your window is too small. You can use the scroll bars to see all of the page.

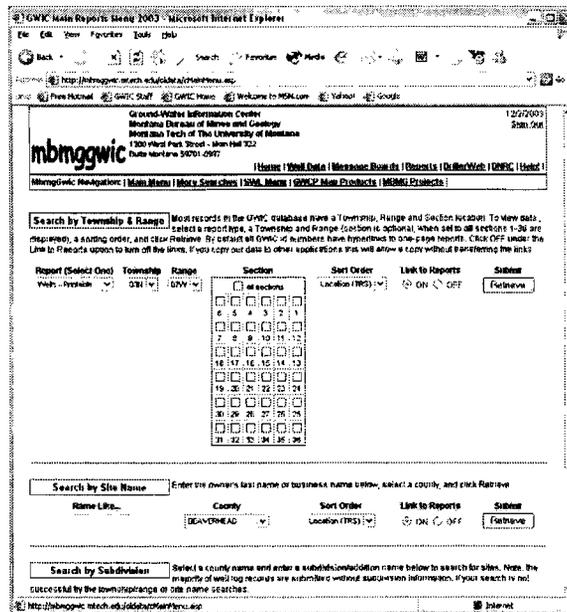
Step Two – Create a User name

If you have never used GWIC before you need to click on "**Create one here.**" You will be prompted to pick a user name and for some general information about yourself and what you do. There are no fees for use of the databases and information that we collect from you is for our own internal use.

Step Three – Log in to the Databases

If you already have a user-name, enter it in the Sign In box. You will need to supply your user-name, and your proposed use for the data. The screen offers the most commonly used categories.

Once you are signed in, you will see a report selection page (see other side.) The page is divided into four major sections. The first is for Township/Range/Section searches. The second is for searching by owner's name. The third is for searching by subdivision. The fourth is for retrieving one-page reports. To search the data bases, select a report, enter your search criteria, and click the "Retrieve" button. Data matching your criteria will be returned to your browser window. The Township search covers an area of about 36 square miles. To narrow your search to about a square mile you may add Section(s) to the search criteria.



Step Four – Saving/Printing the Data

You will notice right away that some of the reports are designed for printing and some are designed for downloading to your computer. The best solution for the non-printable reports is to save the data as an "HTML" file. (Note: different browsers vary in how they name files, explore how your browser saves data) Save our data by choosing Save As... under the File menu of most Browsers. After the data are saved, you can open the HTML file in the newer versions of the more popular spreadsheet packages such as Microsoft Excel or Quattro Pro. You can then use controls within the spreadsheet to print all or part of the data.

Step Five – Explanations

There are links at the top of the site to pages that explain some of the most common questions or difficulties you may encounter. Under the "Help!" link there are several aids to the GWIC user including e-mail links to staff under the "Staff" link, who can help you with questions you may have.

Step Six – Having Trouble?

We are trying to provide a useful "self-service" option to the GWIC database and will continually work to improve your access. If you are having difficulty using the GWIC Internet site or need data/reports that are not yet offered, contact us in Butte for assistance. If you have any comments or suggestions we would certainly appreciate hearing them! We can be reached by:

Mail: Ground-Water Information Center
1300 West Park Street – Main Hall 322
Butte Montana 59701-8997

Phone: (406) 496-4336
Fax: (406) 496-4343
E-mail: GWIC@mttech.edu