Job Sheet: Add a New Station to HydroBase - using Add Location

1. Open the **Hydro** perspective, if not already open.
2. Select "**Hydro Apps**" then select "**Hydro Database Manager**". This launches the **HydroBase** application
3. From the **Location** pull down, select **Add Location**.
4. On both the **Geophysical** and **Additional Info** pages, enter as much information as possible. Lat/lon is required to define a site! Enter County/State, HSA, WFO, and time zone or default values will remain in the database.
5. If the the **shef_load_ingest** token is <mark>set to **ON**, skip steps 6-13.</mark> Check this token in the Localization perspective > Hydro Apps > Hydro > Apps_defaults > BASE Apps_defaults file (default is **ON**) and possibly the SITE Apps_defaults file (if you override this token from the BASE Apps_defaults file). If **ON**, new data will be ingested for the given ID. If **OFF**, you must make this change manually as listed in steps 6-13 below).

    If **shef_load_ingest** token is **OFF** …

6. From the **Data Ingest** pull down, select **Ingest Filter**.
7. From the **Ingest Filter** GUI, click the **New** button at the bottom of the interface.
8. Enter the new location id in the **Location**: box.
9. Select the **Duration**, **TypeSource** and **Extremum** parameters from the pull-down menus below **and**
10. Select the **Physical Element** from the scrolling menu on the right.
11. Make sure the **Master Switch checkbox** is highlighted. If this is not highlighted, data will not be ingested.
12. **NEVER** click the check boxes to the right of the "**Set Switches for All Listed Above**" or click the **Set Switches for All Listed Above** button! This changes all the flags in your database, and you probably do not have a record of them to restore them! There is no **UNDO** !!
13. Click the **Apply** and **Ok** buttons to add the data item to the ingest filter.

    <mark>Continue</mark> from here if **shef_load_ingest** token is **ON** or you did **steps 6-13.**

14. Add information in the **River Gage** menu - Flood Category, Impact Statement, Low Water Statement, Flood Damage, Crest History, and Low Water should be set to their proper values. These must be set for RiverPro to work properly. You also need a **Rating Curve** from the RFC (import using RUHT program, etc.).
15. From the **River Gage** -> Unit Hydrograph menu, define a hydrograph for the location. Contact the gage owner for a hydrograph. This must be set for Site-Specific Hydrologic Predictor (SSHP) to work properly.
16. From the **Location** menu, add optional information to the Contacts, County/Zone UGC, Gage History, and Data Sources menu.