Structures (Diversions)
Description with Step by Step Instructions

Description:

The "Structures (Diversions)" tool provides access to detailed information about structures and structure associations. Data associated with structures include:

- Diversions (summary and detailed time series)
- Water rights (transactions and net amounts)
- Irrigated acres
- Diversion comments.

Structure/Diversion data may be selected based on division/district and structure type, and may be further refined using the following criteria:

- **Structure Name**
- **Structure ID**
- **Source**
- **Legal Location**
- **Decreed Amounts**
- **Owner Name**
- **Case Number**

Use (How-To)**:**

1. From the CDSS Home Page, mouse-over "View Data" on the menu bar, then click "Structures (Diversions)".
2. Towards the top of the page, there is a drop-down list labeled "Water Division/District". Select a water division (1 through 7) or a water district (organized by division) from the list. You may also choose "All – Entire State" to not limit the search results to a division or district.
3. Choose a type of structure from the "Structure Type" drop-down list. Available options are: "All Structures" (not limited by type), "Other", "Ditch", "Well", "Reservoir", "Spring", "Seep", "Mine", "Pipeline", "Pump", and "Power Plant".
4. Choose a tab to define the rest of your search options. The search tabs are: "Structure Name", "Structure ID", "Source", "Legal Location", "Decreed Amounts", "Owner Name", and "Case Number".
   - **Structure Name:** Enter the name of the desired structure. You may enter the full name, or just the first few characters.
   - **Structure ID**: Enter the ID of the structure. You are allowed to enter a second ID to create a range, and return all of the structures with ID's that fall within that range.
   - **Source**: Water source – enter the name of the source of water. Often the name of a river or stream (i.e. "Yampa River"). You may enter the full name, or just the first few characters.
   - **Legal Location:** Enter legal location (Public Land Survey) information; Drop-down lists are provided as a convenience for some of the fields. PM, Range, and Township are all required. You can leave some or all of the remaining fields blank for a broader search result. The PLS fields are:
     - **Q10**: 10 acre quarter section – a dropdown list is provided containing ordinal abbreviations.
     - **Q40**: 40 acre quarter section – a dropdown list is provided containing ordinal abbreviations.
     - **Q160:** 160 acre quarter section – a dropdown list is provided containing ordinal abbreviations.
     - **Section:** 2 boxes are provided – a text box for the section number, and a dropdown to specify "U", as the upper section indicator (optional).

        - **Township:** 3 boxes are provided – a text box for the township number (required), a dropdown to specify "H" as the half township section indicator (optional), and a dropdown to specify the township direction: "N" for North and "S" for South (optional but typically included).
        - **Range:** 3 boxes are provided – a text box for the range number (required), a dropdown to specify "H" as the half range indicator (optional), and a dropdown to specify the township direction: "E" for East and "W" for West (optional but typically included).
        - **PM:** Principle Meridian – indicates which survey (required). A dropdown provides a list of single letter abbreviations: "S" = Sixth, "N" = New Mexico, "C" = Costilla Survey, "B" = Baca (Luis Maria Baca Grant) Survey, and "U" = Ute Survey.
    - **Decreed Amounts**: This option will allow you to select structures based on their decreed amounts. First, select a "Decree Type" (see the decree types listed in the column definitions section for an explanation of decree types). Then, select a Operator from the dropdown list of relational operators. Finally, specify an amount in the "Value" box.
    - **Owner Name**: Enter the name of the owner of the structure. You may enter the full name, or just the first few characters.
    - **Case Number**: Enter the water right case number. You may enter the full number, or just the first few characters.
5. Once you have specified your search criteria, click the "Submit Request" button.
6. If there are matching results for your search, you will see a results grid in the middle of the page. The results grid contains a list of structures that match the criteria you specified. You may scroll through the list to view the results; you may also choose to display or export the results in another format (step 7).
7. Once you have a results grid, the contents of that grid may be exported to any of the formats listed in the drop-down list in the "Results List Report" box: "Adobe Acrobat", "HTML Web Format", "MS Excel" , "Comma Delimited File (CSV)", or "Tab Delimited File". Choose the format you prefer and click the "Generate Report" button.
8. Follow the ensuing instructions from your web browser to either open the report on your screen or save it to your computer.
9. Individual Structure Reports are also available. To enable these reports, click on the desired structure in the results grid. The row you selected will now be highlighted blue, and the buttons in the "Structure Reports" section are now enabled.
10. There are two Structure Report options: "Diversion Records" and "Structure Summary"
    Diversion Records:

    This option brings up a dialog box for specifying the desired diversion for a report, and the date range.

    There is a results grid in the dialog box containing the diversions for the selected structure. Select the diversion you want by clicking its row. You can select multiple rows by holding down your Ctrl key while clicking in the grid.

    There are several options available to you in the dialog box that control what reports or exports you will get. Multiple reports or exports may come up depending on the options you choose. The different reports available are:

    - **"Time Step":**
      For each time step in the selected diversion records (i.e. "Annual", "Daily"), there will be a pop-up report (PDF) showing the diversion record details in that time step.
    - **"Diversion Comments" Checkbox:**
      Checking this checkbox will result in a pop-up report (PDF) showing the comments for the selected diversion records over the specified time period.
    - **Reservoir/Release Data - "Summary" Checkbox:**
      Checking this checkbox will result in a pop-up report (PDF) – "Reservoir Summary Report" - showing "Not Released Codes", FDU, LDU, "Days Water Released", acres irrigated, total released, and comments in an annual time step tabular format.
    - **Reservoir/Release Data - "Measurements" Checkbox:**

Checking this checkbox will result in a pop-up report (PDF) – "Reservoir Measurement Report" - showing available gage height, storage, fill, release, and evaporative loss data in a time series format.

There are also date ranges shown in the diversions grid and adjacent to available checkboxes. Use these numbers to help determine the period of record you want for your reports, which you specify in "Start:" and "To:" in the "Report Options".

Once you have all the options specified, you have two action options:

- **"Summary"** button:
  Produces a PDF formatted report (or reports), as controlled by the options you have set. See the bulleted list above for the explanation of the available data.
- **"Export"** button:
  Exports the data in tabular format, as plain text, delimited by either tabs or commas. You may set the delimiter for the text fields in the ensuing dialog box. The data exported is in according to the options set. See the bulleted list above for the explanation of the available data.

Structure Summary:

This option brings up a dialog box for specifying the included elements of a structure summary report.

Once you click the structure summary button you can specify what you would like on your structure summary report. All the options are checked as default. Uncheck any of the options you do not want on the report.

Click the "Get Structure Summary" button to open the report. It will open as a PDF.