



<https://secure1.state.mi.us/wellogic/Login.aspx>

Wellogic User Manual -

for Water Well Contractors



Michigan Department of Environmental Quality
Drinking Water & Municipal Assistance Division
Environmental Health Section
Source Water Unit

Revised 6/12/2017

Table of Contents

Introduction.....	2 -
Finding, Viewing, and Printing Records.....	2 -
Types of Well Records	2 -
Finding a Well Record	2 -
Search Results	3 -
Viewing and Printing Well Records	4 -
Logging In.....	6 -
Forgotten User IDs.....	6 -
Forgotten Passwords.....	6 -
Expired and Temporary Passwords	6 -
Challenge Questions	6 -
Login Home Page.....	6 -
Adding a New Record.....	10 -
Important Information Regarding Data Entry	10 -
Adding a Water Well and Pump (WW) Record.....	11 -
Adding an Abandoned Well (AW) Plugging Record	22 -
Modifying an Existing Record.....	25 -
Adding a Pump to a Water Well Record.....	25 -
Running Reports.....	26 -
Updating Your Profile.....	26 -
Changing your Password.....	27 -
Requesting an Account	27 -

Introduction

[Wellogic](https://secure1.state.mi.us/wellogic/Login.aspx) (<https://secure1.state.mi.us/wellogic/Login.aspx>) is the Internet-based data entry program developed by the State of Michigan to provide an easy method for water well drilling contractors to submit water well records. Electronic well record submittal satisfies state and county well record submittal requirements, as required by Part 127, Act 368 of the Public Acts of 1978, as amended and rules (Well Construction Code). However, those contractors who submit well records in Oakland County will need to print a paper copy of the Wellogic record and mail it to Oakland County Health Division.

Use of the Wellogic program is voluntary and free. A User ID and password are assigned to each user. After a well record is entered into Wellogic, it is automatically sent to the Department of Environmental Quality (DEQ) server and assigned an ID number. Each record is automatically stamped with the date and time of submittal.

The advantages of using Wellogic are:

- Access to hundreds of thousands of water well and abandoned well records
- Aids contractors in developing accurate bids
- Streamlines well record submittal
- Improves the quality of the data entered, reducing the amount of time spent on data review
- Reduces mailing costs and paper file storage
- Allows contractors to renew their certificates of registration electronically
- Allows for customized queries for rapid assessment of environmental threats
- Links replacement wells with abandoned wells and pump logs with drilling logs
- Allows for verifying the location of a water well or abandoned well using an interactive map
- Allows for running specialized reports

The DEQ will provide free onsite training for those local health departments (LHD) who request it. To request training, please email the Wellogic Help at wellogic@michigan.gov.

Finding, Viewing, and Printing Records

Types of Well Records

There are two different types of well records: the **Water Well and Pump Record** (WW) and the **Abandoned Well Plugging Record** (AW) in Wellogic. WW records are used to record the drilling of water wells, the deepening of an existing well, or the installation of a pump on an existing well. If the new well is replacing an existing well, the WW form also records information about the well that is being replaced (known as an abandoned well). In contrast, the AW form is only used to record the plugging of an abandoned well.

Finding a Well Record

WW and AW records are publicly available without the need to log in to Wellogic. The public Wellogic Home Page is located at <https://secure1.state.mi.us/wellogic/Login.aspx>. A search form is displayed on the home page. Well records can be found based on the location (such as County, Township, Section, or street address), the well owner name, constructed date or many other search parameters.

Log In

User ID:

Password:

Log In

[Request an Account](#)
[Forgot User ID](#)
[Forgot Password](#)

Links

[DEQ Well Construction Program](#)
[Download Wellogig Data](#)
[Get Adobe Reader](#)
[Get Firefox](#)
[DEQ Scanned Well Records \(pre-2000\)](#)
[DEQ Environmental Mapper](#)
[View Water Well Records on a Map \(GeoWebFace\)](#)

Documents

[Flowing Wells Handbook](#)
[Wellogig 2.0 Start Up Guide](#)
[Troubleshooting Guide](#)
[Wellogig FAQ](#)
[Water Wells Drilled by County & Year](#)
[Latitude & Longitude Websites](#)

User Manuals & Training

[LHD/SQM User Manual](#)
[Contractor User Manual](#)

XML Documentation

[XML Upload User Guide](#)
[XML Upload Schemas](#)

Welcome

Welcome to Wellogig, the State of Michigan's statewide groundwater database!

If you have any questions or experience problems using Wellogig, please email the Wellogig Help (wellogig@michigan.gov).

Search Water Wells

<p>Basic Information</p> <p>Search Type: <input type="text" value="Water Well Records"/></p> <p>Well ID: <input type="text"/></p> <p>Permit No: <input type="text"/> Import ID: <input type="text"/></p>	<p>Well Location</p> <p>County: <input type="text"/></p> <p>Township: <input type="text" value="Select Township"/></p> <p>Town/Range: <input type="text" value="Select"/> Section: Click Here</p>
<p>Well Address</p> <p>Street Address: <input type="text"/></p> <p style="font-size: small;">For best match, enter street name only</p>	<p>Contractor</p> <p>Registration Number: <input type="text"/></p>
<p>Well Owner</p> <p>Owner Name: <input type="text"/></p> <p style="font-size: small;">For best match, enter last name only</p>	<p>Well Details</p> <p>Well Type: <input type="text"/></p> <p>Well Use: <input type="text"/></p> <p>Constructed Between: <input type="text"/> and <input type="text"/></p> <p>Well Depth (ft.): <input type="text"/> and <input type="text"/></p> <p>Source ID/Well No: <input type="text"/> WSSN: <input type="text"/></p> <p>Pump Capacity (GPM): <input type="text"/> and <input type="text"/></p> <p>Plugged Between: <input type="text"/> and <input type="text"/></p>
<p>Database</p> <p>Created Between: <input type="text"/> and <input type="text"/></p> <p>Created By User ID: <input type="text"/></p> <p>Created By Group: <input type="text"/></p>	<p>Search Reset</p>

To search for both WW and AW records at once, change the Search Type to “All Well Records”. Once the search terms are entered, click the Search button to locate matching well records.

Search Results

Wellogig will return a list of the records that match the search terms entered. Wellogig will not display the search results if more than 100 records are found that match the search terms entered. If more than 100 records are found, narrow your search by adding more specific parameters to the search. If no records are returned, try searching using fewer or simpler search parameters.

Search Tips

- ✓ Use the wildcard searches for street name and owner’s last name.
- ✓ Beware of misspellings and inaccuracies.
- ✓ If you can’t locate a well record searching one way, search another way. For example, instead of searching on the well location, try searching on the contractor’s registration number and construction date range.
- ✓ Many records were originally entered without addresses.
- ✓ Permit number and tax number are not good fields to search on.
- ✓ Many Type I wells were originally entered as test wells.

The search results can be sorted by clicking on any column heading.

Select All

View/Print All Selected

Search Results - 10 Records Returned													
	Action	Type	Well ID	County	Well Address	WSSN	SourceID/ Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
<input type="checkbox"/>	PDF View Modify	WW	19000005632	Clinton	1220 Turner St			Dewitt	8	200.00	48.00	10/23/2008	Contractor
<input type="checkbox"/>	PDF View Modify	WW	19000005672	Clinton	610 MAIN DEWITT			Dewitt	8	200.00	20.00	5/12/2008	State of Michigan
<input type="checkbox"/>	PDF View Modify	WW	19000005699	Clinton	605 Birchwood			Dewitt	8	240.00	40.00	3/11/2009	Contractor
<input type="checkbox"/>	PDF View Modify	WW	19000006250	Clinton	1107 TURNER ST			Dewitt	8	200.00	42.00	6/21/2012	State of Michigan
<input type="checkbox"/>	PDF View Modify	WW	19000006260	Clinton	602 CHERRY ST			Dewitt	8	200.00	25.00	8/28/2012	State of Michigan
<input type="checkbox"/>	PDF View Modify	WW	19000006335	Clinton	1127 turner st			Dewitt	8	200.00	45.00	6/9/2014	Contractor
<input type="checkbox"/>	PDF View Modify	WW	19000006350	Clinton	1115 Turner St			Dewitt	8	195.00	45.00	7/23/2014	Contractor
<input type="checkbox"/>	PDF View Modify	WW	19000006493	Clinton	1111 TURNER ROAD			Dewitt	8	180.00	25.00	9/19/2014	State of Michigan
<input type="checkbox"/>	PDF View Modify	WW	19000006645	Clinton	1131 turner st			Dewitt	8	200.00	35.00	3/15/2016	Contractor
<input type="checkbox"/>	PDF View Modify	WW	19000006701	Clinton	615 Cherry St			Dewitt	8	220.00	18.00	10/25/2016	Contractor

Select All

View/Print All Selected

Viewing and Printing Well Records

To view or print a single well record, click the Well ID link displayed in the third column of the search result list. To view or print multiple well records, check the boxes next to the desired well records in the first column and then click the View/Print All Selected button to retrieve the well records in PDF format.



Water Well And Pump Record



Completion is required under authority of Part 127 Act 368 PA 1978.

Failure to comply is a misdemeanor.

Import ID:

Tax No: 72-003-011-004-2060	Permit No: JPHS-9CRRXD	County: Roscommon	Township: Denton
Well ID: 72000006066		Town/Range: 22N 03W	Section: 11
Elevation:		Well Status: Active	WSSN:
Latitude: 44.314016		Source ID/Well No:	
Longitude: -84.633122		Distance and Direction from Road Intersection: Located .1 mile west of Co Rd 100, 43 feet north of Bell Avenue.	
Method of Collection: Interpolation-Map		Well Owner: Dale & Anita Ladouceur	
		Well Address: 120 Bell Avenue Prudenville, MI 48851	Owner Address: 1875 W. Dill Road DeWitt, MI 48820

Drilling Method: Rotary	Pump Installed: Yes	Pump Installation Only: No
Well Depth: 256.00 ft.	Pump Installation Date: 6/10/2014	HP: 0.50
Well Use: Household	Manufacturer: Franklin Electric	Pump Type: Submersible
Well Type: Replacement	Date Completed: 6/10/2014	Pump Capacity: 12 GPM
Casing Type: PVC plastic	Model Number: 12LY05P42W230	Pump Voltage: 230
Casing Joint: Solvent welded/glued	Drop Pipe Length: 40.00 ft.	Drilling Record ID:
Casing Fitting: None	Drop Pipe Diameter: 1.25 in.	Draw Down Seal Used: No
Diameter: 5.00 in. to 196.00 ft. depth SDR: 21.00	Pressure Tank Installed: Yes	Pressure Tank Type: Diaphragm/bladder
5.00 in. to 246.00 ft. depth SDR: 17.00	Manufacturer: Flex-Lite-Flexcon	Model Number: FL7
Borehole: 8.75 in. to 256.00 ft. depth	Pressure Relief Valve Installed: Yes	Tank Capacity: 22.0 Gallons

Static Water Level: 0.00 ft. Above Grade (Flowing)	Formation Description	Thickness	Depth to Bottom
Well Yield Test: 1.00 hrs. at 40 GPM	Sand	27.00	27.00
Yield Test Method: Air	Gray Clay	15.00	42.00
Unrestricted Flow Rate: 2 GPM	Sand	8.00	50.00
Screen Installed: Yes	Gray Clay	2.00	52.00
Filter Packed: Yes	Sand	9.00	61.00
Screen Diameter: 5.00 in.	Gray Clay	79.00	140.00
Blank:	Sand	3.00	143.00
Screen Material Type: PVC-saw cut	Gray Clay	72.00	215.00
Slot Length Set Between	Sand	3.00	216.00
12.00 10.00 ft. 246.00 ft. and 256.00 ft.	Gray Clay	1.00	219.00
Fittings: None	Sand	3.00	222.00
	Gray Clay	22.00	244.00
	Sand & Gravel	12.00	256.00

Well Grouted: Yes	Grouting Method: Grout pipe outside casing
Grouting Material: Bentonite slurry	Geology Remarks:
Bags: 12.00	
Additives: None	
Depth: 0.00 ft. to 242.00 ft.	
Wellhead Completion: Pitless adapter, 12 inches above grade	

Nearest Source of Possible Contamination:	Drilling Machine Operator Name: Tom Jordan
Type: Sewer line	Employment: Employee
Distance: 10 ft.	
Direction: North	

Abandoned Well Plugged: Yes	Contractor Type: Water Well Drilling Contractor	Reg No: 72-2106
Latitude: 44.314183	Business Name: Jordan Well Drilling	
Casing Diameter: 2 in.	Business Address: 247a Nellsville Rd, Houghton Lake, MI, 48829	
Plugging Material: Bentonite slurry	Water Well Contractor's Certification	
No. of Bags: 2.00	This well/pump was constructed under my supervision and I hereby certify that the work complies with Part 127 Act 368 PA 1978 and the well code.	
Well Depth: 250 ft.	Signature of Registered Contractor	Date

General Remarks:
Other Remarks:

Example Water Well and Pump Record Generated by Welllogic

Logging In

Users who want to add or modify records, run reports, or update their profile must log into Wellogic. Logging in is performed from the public Wellogic Home Page. A Log In box is located in the top-left corner of the screen. Enter your assigned User ID and password and click the Log In button to log in.

If an incorrect password is provided more than 5 times, the account will be disabled, and it will be necessary to contact the Wellogic Help to have the account unlocked.

Forgotten User IDs

If you forgot your User ID, click the Forgot User ID link near the bottom of the Log In box. If you have a valid email address registered with Wellogic, you can retrieve your User ID by providing your email address. Wellogic will send an email containing your User ID. If you do not have an email address on file, you must contact Wellogic Help for assistance in retrieving your User ID.

Forgotten Passwords

If you forgot your password, click the Forgot Password link located at the bottom of the Log In box. After supplying your User ID and answering two pre-established challenge questions, a new temporary password will be assigned to your account. If the account has an email address associated with it, the new temporary password will be sent to you via email. Otherwise, the new temporary password will be displayed on the screen. Write it down and use it to log in again at which point you will be prompted to establish a new password of your choice.

In lieu of answering the challenge questions, users can simply email the wellogic@michigan.gov to have their password reset.

Expired and Temporary Passwords

You may be prompted to choose a new password upon logging in. This can occur for two reasons:

1. Your password has expired. Passwords typically are valid for 1 year.
2. You were issued a temporary password. This will occur if you forgot your password and requested to have it reset.

Challenge Questions

Upon first logging into Wellogic, users will be asked to select five challenge questions and supply answers to those questions. These are used to verify the user's identity if a password is forgotten. Administrators can reset the challenge questions at the request of the account holder.

Login Home Page

After successfully logging in, the Login Home Page is displayed. This screen has two main areas; an announcements section and a tab panel. The announcements section will display a message set by the Wellogic administrator. The tab panel has the following tabs:

1. Search for Well Records
2. Submit a Well Record
3. Well Records Available to Modify
4. Registration Renewal

Search for Well Records Tab

Search for Well Records
Submit a Well Record
Well Records Available to Modify
Registration Renewal

Basic Information

Search Type:

Well ID:

Permit No: Import ID:

Well Address

Street Address:
For best match, enter street name only

Well Owner

Owner Name:
For best match, enter last name only

Database

Created Between: and

Created By User ID:

Created By Group:

Well Location

County:

Township:

Town/Range: Section: [Click Here](#)

Contractor

Registration Number:

Well Details

Well Type: Well Use:

Constructed Between: and

Well Depth (ft.): and

Source ID/Well No: WSSN:

Pump Capacity (GPM): and

Plugged Between: and

The Search for Well Records Tab works the same as the search on the public home page described above. Searching for well records is the same.

The image below shows an example search result list.

Select All
[View/Print All Selected](#)

Search Results - 9 Records Returned												
Action	Type	Well ID	County	Well Address	WSSN	SourceID/ Well No.	Township	Section	Well Depth	Static Water Level	Date Constructed	Entered By
<input type="checkbox"/>	PDF View	WW 19000006335	Clinton	1127 turner st			Dewitt	8	200.00	45.00	6/9/2014	Contractor
<input type="checkbox"/>	PDF View	WW 19000006350	Clinton	1115 Turner St			Dewitt	8	195.00	45.00	7/23/2014	Contractor
<input type="checkbox"/>	PDF View	WW 19000006493	Clinton	1111 TURNER ROAD			Dewitt	8	180.00	25.00	9/19/2014	State of Michigan
<input type="checkbox"/>	PDF View	WW 19000006543	Clinton	12449 S. U.S. 27	2000419	002	Dewitt	10	260.00	65.00	4/26/2015	Local Health Department
<input type="checkbox"/>	PDF View	WW 19000006618	Clinton	12723 Holley Lane			Dewitt	9	200.00	30.00	6/19/2015	State of Michigan
<input type="checkbox"/>	PDF View	WW 19000006645	Clinton	1131 turner st			Dewitt	8	200.00	35.00	3/15/2016	Contractor
<input type="checkbox"/>	PDF View	WW 19000006686	Clinton	1592 dill rd			Dewitt	9	200.00	30.00	9/12/2016	Contractor
<input type="checkbox"/>	PDF View	WW 19000006701	Clinton	615 Cherry St			Dewitt	8	220.00	18.00	10/25/2016	Contractor
<input type="checkbox"/>	PDF View	WW 19000006719	Clinton	12645 Kruger Ln			Dewitt	10	260.00	50.00	12/26/2016	Contractor

Select All
[View/Print All Selected](#)

The Action column will always offer two choices for each record: **PDF** and **View**. The **PDF** option will produce a print-ready report of the selected WW or AW record, similar to the public home page. The **View** option will display the WW or AW data entry screen in a view-only mode. The view-only mode displays additional data entry fields that may not be visible on the PDF report.

Similar to the option available on the public search result list, multiple well records can be selected for viewing and/or printing.

Submit a Well Record Tab



Submit a Well Record:

- Water Well and Pump Record**
- Pump Installation Only Record**
- Abandoned Well Plugging Record**

[Continue](#)

The Submit a Well Record Tab panel is used to submit a new well record to Wellogic. There are either three or four options available depending on the user's permissions:

Water Well and Pump Record – Use this option to create and submit a Water Well and Pump Record.

Pump Installation Only Record – Use this option to record the installation of a pump in an existing well. For more information on this option see the *Adding a Pump Installation Only Record* section below.

Abandoned Well Plugging Record – Use this option to create and submit an Abandoned Well Plugging Record.

Upload an XML File – Use this option to upload a file containing one or more WW or AW records. This option only appears if the current user has permissions to upload XML files.

Well Records Available to Modify Tab



Search for Well Records Submit a Well Record Well Records Available to Modify Registration Renewal

You may modify the following well records by selecting the Wellogic ID link.
To add a pump or pressure tank to a well record you entered, use the Submit a Well Record tab.

Search Results

There are no well records available for you to modify.

This screen will display a list of WW and/or AW records that the current user can modify. Records can only be modified within 10 days of adding the well record provided the record was submitted within the 60 day submittal requirement. To modify a well record, click the Well ID link for the desired record. Well records no longer available to modify must be modified by the Wellogic Administrator (or local health department).

Registration Renewal Tab



Search for Well Records Submit a Well Record Well Records Available to Modify Registration Renewal

ONLINE RENEWAL IS NOT AVAILABLE AT THIS TIME.

Your most recent renewal submittal and payment have been received and processed. When next year's renewal form is available, it will show up on this tab.

If you have any questions, please contact the [Wellogic Help](#).

The Registration Renewal tab is available each February for contractor's to renew their certificate of registration electronically. The contractor must enter the number of wells drilled and pumps installed the previous calendar year, verify the contractor and business information, and verify the equipment.

There is also a link to pay the online using a credit card.

Adding a New Record

The steps for adding a new WW or AW record to Wellogic are listed below:

1. Log in to Wellogic from the public Wellogic Home Page.
2. Click the Submit a Well Record Tab.
3. Select the option button to add a Water Well and Pump Record, Pump Installation Only Record, or an Abandoned Well Plugging Record. If you choose to enter a Pump Installation Only Record, and you entered the original drilling record under the same user ID, select 'I entered the Drilling Record', and enter the Well ID or leave the field blank to search for the record.
4. Click the Continue button.
5. Complete the WW or AW form.
6. Click the Submit button to add the well record to Wellogic.

Important Information Regarding Data Entry

General Information

- Fractions must be converted to decimals.
- All picklists in Wellogic allow the user to enter the first letter of their choice. This allows the user to more quickly identify and select the appropriate item.
- Using the tab key along with your mouse is the fastest method of moving through the data entry screens.
- For multiple select picklists, hold down CTRL to make multiple selections.
- Most picklists have an "Unknown" option if the information requested is not available.
- Most picklists have an "Other" option if the item is not on the picklist. If "Other" is selected, a notepad will be displayed next to the field. Click on the notepad and enter the remarks.
- Before choosing "Other" off a picklist, check the list carefully first. For example a pump manufacturer of "Myers" on the well record is listed as "F.E. Myers" on the picklist.

Required Fields

While not all fields in Wellogic's data entry are required, records cannot be saved unless all required fields are filled in. If the user does not complete all of the required fields, the following may occur:

- The field will turn red if the user clicks in the field and clicks out of it without entering information.
- The tab with the required field will have a red dog ear on it when the user moves to a different tab.
- An error will appear when the record is submitted.

Validations

Validations are also performed as data is being entered and submitted. For example, if a user enters "abc" in the well depth field, a pop-up will appear next to the field stating that the entry needs to be a number. Also, for example, when the record is submitted, an error will appear if the geology isn't equal to or greater than the well depth. All validation errors must be resolved before the record can be saved.

Picklists Don't Show the Needed Choice: If a picklist does not have a choice that you want, select "Other", if available. When this is done, a notepad icon will appear to the right of the

picklist. Click the notepad icon to bring up a popup screen that will allow you to add your own remark. Click the OK or Cancel buttons when done.

Select Multiple Items from a Picklist: To select multiple items from a picklist (e.g. wellhead completion, screen fittings, casing fittings), hold the Ctrl button down while you select items with your mouse from the list. Click the OK or Cancel buttons when done.

Picklist Requires an Entry, but No Information is Available: If the picklist requires an entry but no information is available, choose “Unknown” from the picklist.

Date Fields

Date fields can be entered in various formats. For example, May 8, 2010 can be entered as 5/8/2010 or 05/08/2010 and you will need to type in the slashes. The year must always be 4 digits. You can also choose the date from a calendar picker, which will show up automatically.


Tabbing through Fields

Users can tab through the fields in Wellogic, as opposed to using the mouse to click on every field. If you start typing in a picklist field, the items available will start to show up. Be aware that tabbing may also take you to the michigan.gov banner above the data entry area.

If you are using the **Firefox** browser, after choosing a County, press the Enter key before tabbing to the Township field. This will make the Township field active (the 'Select a Township' text will change from gray to black). The same applies when moving from the Township field to the Town/Range field.

Adding a Water Well and Pump (WW) Record

The WW form consists of a series of seven tabs, each recording different information about the well drilling, pump installation, or well plugging activity.

WATER WELL AND PUMP RECORD New Record 

Well Details	Geology	Casing / Grouting	Screen / Water Level	Completion / Pump	Latitude / Longitude	Contractor / Abandonment
Basic Information		Well Location				
Tax No: <input type="text"/>	Permit No: <input type="text"/>	County: <input type="text"/>	Township: <input type="text"/>	Town/Range: <input type="text"/>	Section: <input type="text"/>	
Well Address		Well Details				
Distance and Direction from Road Intersection: <input type="text"/>		Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	MI: <input type="text"/>	Zip: <input type="text"/>
Well Owner		Well Use: <input type="text"/>				
<input type="checkbox"/> Owner Address Same as Well Address	Owner Name: <input type="text"/>	Well Depth: <input type="text"/> ft.		Well Status: <input type="text"/>		
Address: <input type="text"/>	City: <input type="text"/>	Well Type: <input type="text"/>		Drilling Method: <input type="text"/>		
State: <input type="text"/>	Zip: <input type="text"/>	Date Well Completed: <input type="text"/>				

The tabs displayed are as follows:

1. Well Details –The well location, well owner, well use, and other fields.
2. Geology – The different layers of material present from the surface to the bottom of the well.
3. Casing/Grouting – The well casing, borehole, and grouting materials used.
4. Screen/Water Level – The static water level, screen (if installed) and well yield test.
5. Completion/Pump – The wellhead completion, nearest sources of contamination, and pump and pressure tank, if installed.
6. Latitude/Longitude – The geographic coordinates (location) of the well.
7. Contractor/Abandonment – The contractor, pump installer, and drilling machine operator, information about the plugged well if an existing well was plugged in conjunction with the reported activity, and any general remarks about the well.

Each tab is displayed and discussed in the sections that follow. The description of each tab highlights important aspects or features of the screen.

Well Details Tab

The screenshot shows a software interface with a blue header bar containing seven tabs: Well Details, Geology, Casing / Grouting, Screen / Water Level, Completion / Pump, Latitude / Longitude, and Contractor / Abandonment. The 'Well Details' tab is selected and highlighted in blue. Below the tabs, the form is divided into five sections:

- Basic Information:** Tax No: [text box], Permit No: [text box].
- Well Location:** County: [dropdown menu], Township: [dropdown menu with 'Select Township' text], Town/Range: [dropdown menu with 'Select' text], Section: [text box].
- Well Address:** Distance and Direction from Road Intersection: [text box with arrow icons], Address: [text box], City: [text box], State: MI, Zip: [text box].
- Well Owner:** Owner Address Same as Well Address, Owner Name: [text box], Address: [text box], City: [text box], State: [dropdown menu], Zip: [text box].
- Well Details:** Well Use: [dropdown menu], Well Status: [dropdown menu], Well Depth: [text box] ft., Well Type: [dropdown menu], Drilling Method: [dropdown menu], Date Well Completed: [text box].

County, Township, Town/Range and Section: Wellogic automatically filters the next picklist based on the selected choice in the previous one. For example, if Alcona County is selected, the Township picklist will only show townships that are located within Alcona County.

Addresses: If the contractor entered the well street address in the “Distance and Direction” field, leave it blank. If there is no address information, look in the Owner’s Address information and see if the driller checked “Yes” that the owner address is the same as the well address. If so, enter this information into the Well Street Address. If not, leave blank. If you select “Yes”, the information from the Well Address will be automatically transferred into the Owner Address fields.

Well Use: If agriculture, crops, cattle, or any other farm use is listed, choose “irrigation”. If the well is a Type I or II public well (as selected from the Well Use picklist), two additional fields will

appear: WSSN (Water Supply Serial Number) and Source ID/Well Number. Enter this information if it is known.

Well Status: Always choose “active” unless it is known that the well is plugged or inactive.

Well Type: If the record is for a Well Deepening, select “Well Deepening” from the Well Type picklist. When this is done, a Link to Drilling Record link will appear. If you know the Well ID number of the original drilling record for the well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

Drilling Method

If more than one drilling method is checked, select “Other” and enter both methods into the remarks.

Geology Tab

The screenshot shows the 'Geology' tab in a software application. The interface includes a navigation bar with tabs: Well Details, Geology (selected), Casing / Grouting, Screen / Water Level, Completion / Pump, Latitude / Longitude, and Contractor / Abandonment. Below the navigation bar is the 'Geology' section, which contains a table with the following columns: Primary Color, Primary Material, Description/Secondary, Description/Formation, Thickness of Stratum, Depth to Bottom of Stratum, and Actions. The table has one row with dropdown menus for the first four columns, a calculated field for Thickness of Stratum, and an input field for Depth to Bottom of Stratum. Below the table is a 'Geology Comments' text area.

Primary Color	Primary Material	Description/Secondary	Description/Formation	Thickness of Stratum	Depth to Bottom of Stratum	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(calculated)	<input type="text"/>	Save
						Add

Geology Comments:

Required Fields: Only the primary material and depth to bottom of stratum are required.

Enter Geology Information in Order of Increasing Depth: Add a record for each stratum of material that was encountered. Start by entering the shallowest stratum first followed by the next deepest onward.

Automatic Calculation of Stratum Thickness: As rows are added, Wellogic will automatically calculate the thickness of stratum for the current row by subtracting the depth to bottom from the previous row.

The depth of the bottom-most stratum must be greater than or equal to the depth of the well as specified on the Well Details tab, if supplied.

Use "Edit" to modify the layer of geology. Use "Insert" to insert a layer of geology above the one you click on. Use "Delete" to delete a layer of geology.

Formation Descriptions

Use the "Guide for Entering Formation Descriptions" and the "Guide for Entering Geological Descriptors".

Use the Geology Comments if you cannot adequately use the Wellogic picklist to describe a row of lithology. If this occurs, select "See Comments" in the Primary Material field.

Guide for Entering Formation Descriptions

EXAMPLE	PRIM. COLOR	PRIM. MATERIAL	DESC./SECOND.	DESC./FORM.
Gray clay	Gray	Clay		
Red clay & blue sand	Red	Clay and sand		Blue
Red & black clay	Red	Clay		Black
Sand & limestone		Sand and limestone		
Sand & clay		Sand and clay		
Sand with clay		Sand	w/clay	
Sandy clay		Clay	Sandy	
Soft gray clay	Gray	Clay	Soft	
Water sand		Sand	Water bearing	
Silty sand		Sand	Silty	
Hard blue clay	Blue	Clay	Hard	
Black muck	Black	Muck		
Brown sand & gravel w/ coarse clay	Brown	Sand and gravel	w/ clay	Coarse
Sand & clay with stones		Sand and clay	w/ stones	
Brown coarse sand & medium clay	Brown	Sand and clay	Coarse	Medium
Red sand blue gravel clay	Red	Sand gravel clay		Blue
Marshall sandstone		Sandstone		Marshall
Red Jacobsville sandstone & limestone	Red	Sandstone and limestone		Jacobsville

Guide for Entering Geological Descriptors

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
Active sand	sand, heaving/quick
Chert	"See Comments" (copy entry as written on log)
Clean	ignore
Crevised	fractured
Dirt	topsoil (if within the first 5-10')
Dirty	w/silt or silty
Drift	sand gravel clay, w/silt
Goey	gummy
Gritty	sandy
Heavy	dense (when referring to clay)
Mucky	wet/moist
Muddy	wet/moist
Pea Gravel	gravel (D2), medium (D3)
Putty	gummy
Quicksand	sand, heaving/quick
Rock or Bedrock	unidentified consolidated formation
Rocks	stones
Silica	"See Comments" (copy entry as written on log)
Sloppy	wet/moist
Swampy	muck
Till	sand gravel clay, w/silt
Water sand	sand, water bearing
W/b	water bearing

Casing/Grouting Tab

The screenshot shows a software interface with a blue header bar containing several tabs: "Well Details", "Geology", "Casing / Grouting" (which is selected), "Screen / Water Level", "Completion / Pump", "Latitude / Longitude", and "Contractor / Abandonment".

Under the "Casing / Grouting" tab, there are three main sections:

- Casing:** This section contains a dropdown menu for "Casing Type", a "Casing Joint" dropdown, and three rows of input fields for "Diameter" (in inches) and "Depth" (in feet). Each row also has an "SDR" input field. To the right, there is a "Casing Height" input field labeled "ft. above grade" and a "Casing Fittings" field with a link that says "Click here to select."
- Borehole:** This section contains three rows of input fields for "Diameter" (in inches) and "Depth" (in feet).
- Grouting:** This section contains a single dropdown menu labeled "Well Grouted".

Casing Fittings: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

Grouting: When "Yes" is selected from the Well Grouted picklist, a series of additional fields will become visible for data entry.

Grout material must be entered from top to bottom.

Do not enter brand names for grouting material or additives.

Screen/Water Level Tab

The screenshot shows a software interface with a blue header bar containing several tabs: 'Well Details', 'Geology', 'Casing / Grouting', 'Screen / Water Level', 'Completion / Pump', 'Latitude / Longitude', and 'Contractor / Abandonment'. The 'Screen / Water Level' tab is selected and active. Below the header, the form is organized into three main sections:

- Water Level:** Contains a 'Static Water Level' input field followed by 'ft.' and a 'Flowing' picklist.
- Screen:** Contains a 'Screen Installed' picklist.
- Well Yield Test:** Contains a 'Yield Test Method' picklist and three rows of input fields for 'Pumping Level' (ft.), 'Time' (hrs.), and 'Rate' (GPM).

If the Well was Flowing: If “Yes” is selected from the Flowing picklist, the Unrestricted Flow Rate will become visible for data entry.

If a Screen Was Installed: If “Yes” is selected from the Screen Installed picklist, a series of additional fields will become visible for data entry.

If Screen Was Not Installed: If screen is not installed, you must provide a reason why.

Slot Size: Slot size must be entered as a whole number. If .006, enter as 6. If .010, enter as 10, and so on.

Screen From and To: Screen length must be entered from top to bottom (for example 55’ to 75’, not 75’ to 55’).

Screen Fittings: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

Completion/Pump Tab

The screenshot shows a software interface with several tabs: Well Details, Geology, Casing / Grouting, Screen / Water Level, Completion / Pump (selected), Latitude / Longitude, and Contractor / Abandonment. The main content area is divided into four sections:

- Wellhead Completion:** A link labeled "Click here to select."
- Nearest Sources of Possible Contamination:** Two rows of input fields. Each row has a "Type:" dropdown menu, a "Distance:" input field followed by "ft.", and a "Direction:" dropdown menu.
- Pump:** A "Pump Installed:" dropdown menu.
- Pressure Tank:** A "Pressure Tank Installed:" dropdown menu and a checkbox labeled "Pressure Relief Valve Installed".

Wellhead Completion List: Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel button when done.

Nearest Sources of Contamination: Use the “Guide for Entering Sources of Contamination”.

Guide for Entering Sources of Contamination

ENTRY ON WELL RECORD	WELLOGIC DATA ENTRY
SDS, SP, Sewage, Septic	Septic Tank
Field, Tile Field, Leach Field	Drainfield
Sanitary Sewer, Municipal Sewer, Sewer	Sewer Line
Sewage Ejector, Ejector, Pump, Sump	Sewage Pump Chamber
Barn Yard, Cattle Pen, Hog Pen	Animal Yard
Fuel Oil, Kerosene, Diesel	Fuel Tank
Lake, River, Pond, Creek	Surface Water
Not Yet Installed	None

If a Pump was Installed: If “Yes” is selected from the Pump Installed picklist, a series of additional fields will become visible for data entry.

If a Pressure Tank was Installed: If “Yes” is selected from the Pressure Tank Installed picklist, a series of additional fields will become visible for data entry.

Latitude/Longitude Tab

The screenshot shows a software interface with a tabbed menu at the top. The 'Latitude / Longitude' tab is selected. Below the menu, the 'Latitude / Longitude' section contains the following fields:

- Latitude: [Text Input]
- Longitude: [Text Input]
- Collection Method: [Dropdown Menu]
- Accuracy: [Text Input] [Dropdown Menu]
- Date of Collection: [Text Input]
- Source: [Dropdown Menu]
- Remarks: [Text Area]

A blue button labeled 'Check Latitude and Longitude Accuracy' is located below the Date of Collection field. A link labeled 'Show Advanced Options' is located below the Remarks field.

Latitude and Longitude: The latitude and longitude must be entered in decimal degrees, not degrees minutes or degrees minutes seconds. If you enter a Latitude or Longitude not found in Michigan, the field will display an error.

Longitude: Enter the minus sign in front of the longitude.

Collection Method: Always choose "...GPS...SA Off" when using a GPS unit. If you collected the coordinates using a mapping program, select "Interpolation-Map" or "Interpolation-Aerial Photo".

Accuracy: Enter "10" and choose "Meters".

Source: Always choose "Contractor".

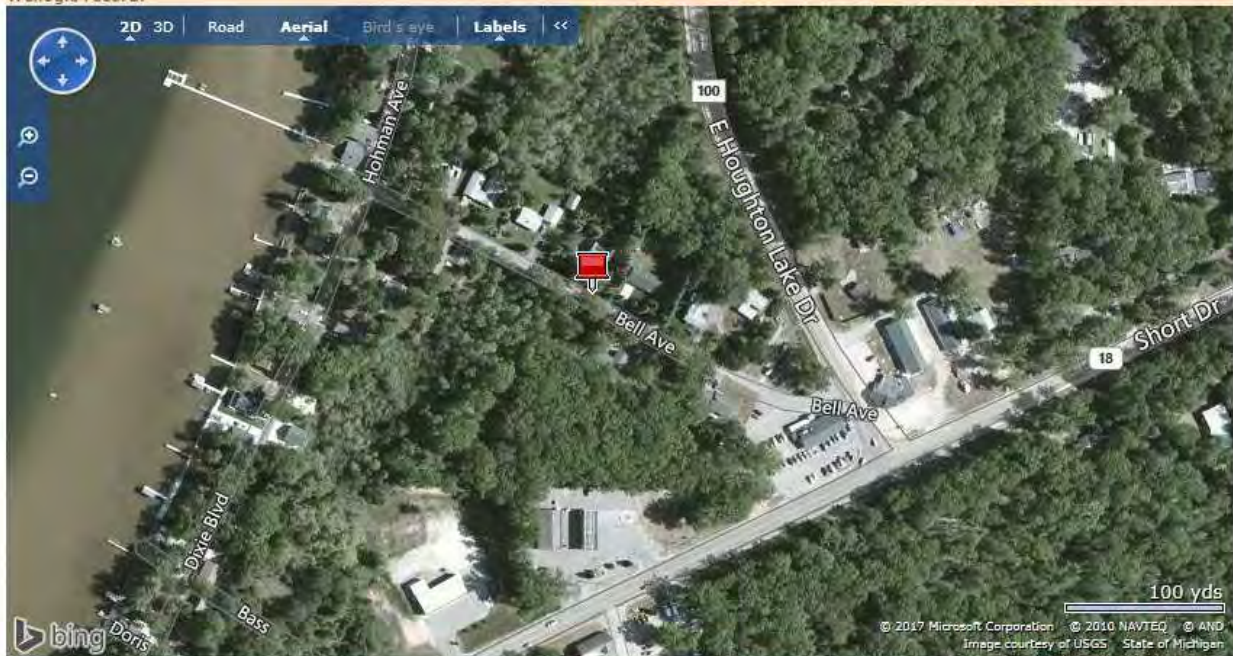
Date of Collection: Enter the date the coordinates were collected.

Advanced Options: Skip these fields. They are not required.

Checking the Accuracy of Latitude and Longitude: Wellogic offers a means to verify that the latitude and longitude coordinates match with the County, Township, Town/Range, and Section entered on the Well Details tab. Click the Check Latitude and Longitude Accuracy button to bring up the following screen:

Map Location Selector

The grid below this map compares the county, town/range, and section data with the latitude and longitude location (as entered into Wellogic). If the latitude and longitude you entered is not correct, double-click on the map to move it to a new location. The grid below will be updated as needed. To save the revised data, click "Update". Clicking "Cancel" will exit the map without making any changes to the Wellogic record.



	County	Township	Town/Range	Section
Location Specified on Well Details Tab:	Roscommon	Denton	22N 03W	11
Location of Map Marker:	Roscommon	Denton	22N 03W	11

Cancel Update

The red map marker shows the location of the well at the latitude/longitude coordinate entered into Wellogic. To move the pushpin to a different location, double click on the map. The red marker will move to the new location.

A message area appears at the bottom of the screen. In this area, the County, Township, Town/Range and Section as entered on the Well Details tab are shown across the top row (captioned "Location Specified on the Well Details Tab"). The row beneath it is the County, Township, Town/Range and Section based on the location of the red marker (captioned "Location of Map Marker"). Each time the red marker is moved, the calculated county, etc. are updated.

Click the Update button to use the current location of the red marker to update the Latitude/Longitude Coordinates AND the County, Township, Town/Range and Section on the Well Details tab. The Update button will only be active if the map marker is moved. If the initially entered latitude and longitude are correct, but the Well Details values are not, click Cancel, then return to the Well Details tab to update those values manually.

Click the Cancel button to close the Popup screen without making any changes to the well record.

Contractor/Abandonment Tab

Well Details	Geology	Casing / Grouting	Screen / Water Level	Completion / Pump	Latitude / Longitude	Contractor / Abandonment
Contractor						
Contractor Type:	Water Well Drilling Contractor					
Registration Number:	72-2106					
Registered Contractor Name:	Thomas W Jordan					
Business Name:	Jordan Well Drilling					
Address:	247a Nellsville Rd					
City, State, Zip:	Houghton MI 48629					
Drilling Machine Operator						
Operator Name:	Tom Jordan					
Employment:	Employee					
Pump Installer						
<input type="checkbox"/> Pump Installer Different from Drilling Machine Operator						
Plugging Information						
Abandoned Well Plugged:	Yes					
Original Drilling Record Well ID:	Link to Drilling Record					
Latitude:	44.314183					
Longitude:	-84.633055					
Check Latitude and Longitude Accuracy						
Well Diameter:	2.00 in.					
Well Depth:	250.00 ft.					
Plugging Material:	Bentonite slurry					
Quantity Used:	2.00 Bags					
<input type="checkbox"/> Casing Removed						
General Remarks						
<input type="text"/>						

Contractor Name and Address: The contractor's name and address information is automatically filled out with the current user's information. If this information is incorrect, please update it on the User Profile screen as described in the *Updating Your Profile* section of this document.

When Plugging Information Does Not Apply: The Plugging Information area (on the right half of the screen shown above) will not display in some circumstances. This is dependent upon the Well Type on the Well Details tab.

If a Replacement Well was Drilled, but the Existing Well was not Plugged: Choose "No" from the Abandoned Well Plugged pick list. A new pick list will appear captioned "Reason for not Plugging Well". This information must be supplied.

If an Existing Well was Plugged: Choose "Yes" from the Abandoned Well Plugged pick list. A series of additional fields will display allowing for information to be entered about the existing well.

A Link to Drilling Record link will appear among the new fields. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

The Check Latitude and Longitude Accuracy button works in a similar manner to that which is described on the Latitude/Longitude tab above, however it does not compare the location of the red marker with the information on the Well Details tab since the location of the plugged well and replacement well are not the same.

Submit Record: Upon completion of all seven tabs, click the submit button. A confirmation screen will indicate the Well ID of the newly created record. Any validation errors will need to be resolved before the record will save.

Print the Record

Click to Print This Well Record to view the well record in PDF format.

Adding an Abandoned Well Plugging (AW) Record

The AW form consists of a series of four tabs, each recording different information about the well plugging activity.

The image below shows the AW data entry screen.

ABANDONED WELL PLUGGING RECORD

New Record

The screenshot shows a web form titled "ABANDONED WELL PLUGGING RECORD" with a "New Record" link. The form has four tabs: "Well Details", "Plugging Materials", "Latitude / Longitude", and "Contractor / Abandonment". The "Well Details" tab is selected and contains the following sections:

- Basic Information:** Tax No. (text input), Permit No. (text input).
- Well Location:** County (dropdown), Township (dropdown with "Select Township" text), Town/Range (dropdown with "Sele" text), Section (link "Click Here").
- Well Address:** Distance and Direction from Road Intersection (text input), Address (text input), City (text input), State (dropdown), Zip (text input).
- Well Owner:** Owner Address Same as Well Address, Owner Name (text input), Address (text input), City (text input), State (dropdown), Zip (text input).
- Well Details:** Well Use (dropdown), Well Construction Type (dropdown), Date Drilled (text input), Date Plugged (text input).

At the bottom right of the form are "Submit" and "Cancel" buttons.

The tabs displayed are as follows:

1. **Well Details** – The well location, well owner, well use and status.
2. **Plugging Materials** – The plugging materials used to plug the well.
3. **Latitude/Longitude** – The geographic coordinates (location) of the well.
4. **Contractor/Abandonment** – The contractor, information about the plugged well, and any general remarks.

The AW data entry functions the same as the WW data entry. Some notes are as follows:

Enter plugging materials in order of increasing depth. Add a row for each type of plugging material used. Start by entering material used at the shallowest depth first and continue onward to increasing depth. The plugging material unit is automatically chosen based on the plugging material.

A Link to Drilling Record link is visible on this form. If you know the Well ID number of the original drilling record for the plugged well, click this link. You may then enter the Well ID, if known, or a search can be performed to locate the Well ID of the original drilling record.

If equipment was removed from the well, check the Equipment Removed checkbox. It will then be necessary to indicate what equipment was removed. Click the Click Here to Select link to choose from a list of one or more items from a popup screen. Click the OK or Cancel buttons when done.

Submit the Record

Upon completion of all four tabs, click the Submit button located at the bottom right side of the screen, below the tabs. It may take up to several seconds to complete the submission. A confirmation screen will indicate the Well ID of the newly created record. Any validation errors will need to be resolved before the record will save.

Print the Record

Click to Print This Well Record to view the well record in PDF format.

Modifying an Existing Record

Contractors may modify a well record up to 10 days after the record is added to Wellogic provided the well record was submitted within the 60 day submittal requirement. Contractors may only modify records that they themselves entered. Contact the Wellogic Help for assistance if it is determined that a correction is needed to a submitted well record after this period has passed.

To modify a record, follow the steps below:

1. Return to the Contractor Home screen by clicking the Home link on the navigation bar that appears near the top of any screen.
2. Select the "Well Records Available to Modify" tab.
3. Click the link for the WW or AW record you wish to edit.

The selected record will display. Make the desired modifications and click the Re-Submit button when finished.

Adding a Pump to a Water Well Record

To add a pump to a well using Wellogic, follow the steps below:

1. Return to the Contractor Home screen by clicking the Home link on the navigation bar that appears near the top of any screen.
2. Select the "Submit a Well Record" tab
3. Select the option for "Pump Installation Only Record".
4. The next step will depend on whether or not you entered the drilling record into Wellogic for which the pump was added:
 - a. **No, I did not enter the original drilling record into Wellogic:** Leave the "I Entered the Drilling Record" box unchecked and click the Continue button. A new WW data entry form will display. Wellogic will automatically set the Pump Installation Only pick list to "Yes". Continue adding the well record information as described in the *Adding a Water Well and Pump Record* section above.
 - b. **Yes, I entered the original drilling record into Wellogic:** Select the "I Entered the Drilling Record" checkbox. A textbox will appear allowing you to enter the Well ID of the original drilling record to which the pump was added. Either type the Well ID (if known) or click the Continue button to search for the drilling record. Once the Well ID is selected, Wellogic will open the Original Drilling record and will automatically set the "Pump Installed" pick list to "Yes". Add the pump installation information to the Completion/Pump Tab and re-submit the record to update it with the new pump information.

Note: After the pump is added to the well record using this process, the record will then automatically reappear to the local health department indicating the pump was added.

Running Reports

Wellogic includes a number of built-in reports. To access the reports, follow the steps below:

1. Select the Reports link on the navigation bar that appears near the top of any screen. A list of built-in reports available to the user is displayed.
2. Select the desired report from the list.
3. Enter the information needed for the report, such as choosing a specific location, Well ID, contractor, or date range. Each report requires different information to be entered.
4. Click the Run Report button.

Reports can be exported in a variety of formats using the toolbar that appears at the top of the report. Export formats include PDF, Excel spreadsheet, or others.

Updating Your Profile

Contractors can edit their name, email address, phone, and fax number at any time. Contractors can also edit the list of counties assigned to their account. County lists that appear elsewhere within Wellogic will be filtered to only show the selected counties. This provides the convenience of not having to scroll through a list of counties which are of little interest to the contractor.

Business information is displayed on this screen, but cannot be edited. Contact the Wellogic Help if you need to edit the business name or address.

User Profile

Contact Information

Registration Number: 98-0000	Group*: Contractor
First Name*: Test	Phone 1: (800) 555-1234
Last Name*: Contractor	Phone 2:
Address Line 1*: Address1	Fax: (800) 555-5678
Address Line 2:	Email: ladouceura@michigan.gov
City*: CityName	
State*: MI Zip*: 48912	

Assigned Counties:

Alcona, Alger, Allegan, Alpena, Antrim, Arenac, Baraga, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gladwin, Gogebic, Grand Traverse, Gratiot, Hillsdale, Houghton, Huron, Ingham, Ionia, Iosco, Iron, Isabella, Jackson, Kalamazoo, Kalkaska, Kent, Keweenaw, Lake, Lapeer, Leelanau, Lenawee, Livingston, Luce, Mackinac, Macomb, Manistee, Marquette, Mason, Mecosta, Menominee, Midland, Missaukee, Monroe, Montcalm, Montmorency, Muskegon, Newaygo, Oakland, Oceana, Ogemaw, Ontonagon, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Schoolcraft, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne, Wexford

Save

Business

Test Business	Phone: (313) 555-1212
123 Michigan Ave.	Fax:
Lansing, MI 48912	Email:

To update the contact information above or to change your challenge questions, contact Wellogic Help at wellogic@michigan.gov or 517-284-6533 (Anita).

Change Password

Your password must meet the following criteria:

- Passwords must be at least 5 characters long.
- Contain at least one lowercase character.

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Change Password

Changing your Password

Users may change their password at any time by using the Change Password section of the User Profile screen. To change your password, follow the steps below:

1. Select the Profile link on the navigation menu that appears near the top of any screen. The User Profile page will display.
2. Enter the existing password in the Existing Password field.
3. Enter the new password in the New Password field.
4. Enter the same password again in the Confirm Password field.

Click the Change Password button when done.

Requesting an Account

Requesting a new account can be done online from the public [Wellogic home page](https://secure1.state.mi.us/wellogic/Login.aspx). (<https://secure1.state.mi.us/wellogic/Login.aspx>).

To request a new account, follow the steps below:

1. From the Wellogic Home Page, click the Request an Account link located within the Log In box. An Account Request screen will appear.
2. Select "Contractor" from the Account Type pick list.
3. Enter your contact and business information into the account request form.
4. Select the counties by clicking the Click Here to Select link.
5. Click the Submit Request button when done. A Wellogic administrator will review and approve or deny the account request. If you supplied an email address, the account activation email will be delivered via email. Otherwise, the applicant will be contacted by the Wellogic Help with the User ID and a temporary password.