



May 17, 2005

**Office of Water Quality Water-Quality Information Note 2005.09**

**Subject: Field Methods— Release of Personal Computer Field Forms (PCFF) Version 5.2**

The purpose of this note is to announce the official release of Version 5.2 of the Personal Computer Field Forms (PCFF) software. The Office of Water Quality and the Colorado Water Science Center jointly supported development of this software release. This software provides the users with an efficient way to record surface-water and ground-water water-quality field notes and measures electronically. It also includes a function for downloading stream discharge measurement data from the JBS Instruments Aquacalc discharge measurement computer. All data entered into PCFF can be easily uploaded to the National Water Information System (NWIS) using batch input routines. Some benefits of the PCFF software are:

- One-time data entry--no paper forms
- Use of pick lists—no need to look up codes, etc.
- Required entry of mandatory fields—more complete field notes
- Batch data entry used to log samples into the NWIS database and enter field data—no transcription errors; saves time in the office
- Printing of completed Analytical Services Request Forms (ASRs) for the National Water Quality Laboratory (NWQL)
- Printing of completed field forms for review and filing

The software can be obtained from <http://water.usgs.gov/usgs/owq/pcff.html>.

Instructions for installing and configuring PCFF are also available at this link. User documentation and help for PCFF functions are available from within PCFF.

The file available from the link above is named PCFF\_CD.zip. This file can also be used to create a CD-ROM from which PCFF can be installed or updated. To create the CD, unzip the files to a new folder. Then write the unzipped files to a CD. The PCFF install screen will open automatically when the CD is placed in the computer. If there is no previous version of PCFF installed, then PCFF 5.2 will be installed. If a previous version of PCFF is installed, it will be updated to version 5.2 and user data and settings will be retained.

Information about fixes, changes, and updates in this version of PCFF are in the README file that's also available at the link above.

Questions about the software should be referred to Frank Crenshaw ([fccrensh@usgs.gov](mailto:fccrensh@usgs.gov)).

*If this Note was forwarded to you and you'd like to have your name placed on the WaQI Notes distribution, please send email to [nlsnow@usgs.gov](mailto:nlsnow@usgs.gov).*

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