Entering Citizen-based Stream Monitoring Data into SWIMS

(SWIMS) is the acronym for the Wisconsin Department of Natural Resources (WDNR) Surface Water Integrated Monitoring System database. This database is available to biologists across the state of Wisconsin and is an integral part of how the Citizen-based Stream Monitoring (CBSM) data are communicated to those individuals working on various water quality issues on rivers and streams in Wisconsin.

All CBSM volunteers are encouraged to view and explore the data available in SWIMS and learn more about the meaning of the data they are observing and recording.

After each stream monitoring event, someone (only one person, please) must enter your team’s data in SWIMS. These instructions explain the process.

Any CBSM Volunteer who wishes to enter, edit, or view data must take the following steps, each of which is described in detail on the following pages:

(1) Obtain a Wisconsin User ID (WAMS).
(2) Email the following information to the CBSM program staff. (Note: These first two steps only have to be done once to get your account setup in SWIMS.)
   - CBSM Volunteer name
   - Organization name
   - WAMS username
   - List of monitoring sites
(3) Apply to have new sites registered in SWIMS (if needed).
(4) Wait for CBSM program staff to be in touch with you that you are set to enter data in SWIMS (or send a gentle email reminder or call them if it’s been more than two weeks since you sent in your information).
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I. How to Get a WAMS User ID and Password

Volunteers need a User ID and Password to enter and edit data using the SWIMS database on an internet-connected computer. The State of Wisconsin established the Wisconsin Web Access Management Systems (WAMS) to allow access by authorized individuals to State forms and databases available through the internet. The simple self-registration procedure creates a personal Wisconsin Login Account ID that allows you access to SWIMS. If you already have a WAMS ID, you can use this ID to access the SWIMS database. If you do not already have a WAMS ID, follow the directions below.

NOTE: Your web browser should be Microsoft Internet Explorer version 5.5 or higher. For more information on the purpose of WAMS, their web site and account management tips see Appendix A.

1. Access Wisconsin.gov

Click open your Microsoft Internet Explorer browser and type in the URL: http://www.wisconsin.gov/. Click on the Wisconsin User ID link.
2. **Access WAMS**

Click the "OK" button in the Security Alert box. The next screen is the WAMS "Wisconsin User ID" Screen. Use the vertical scroll bar on the right-hand of the screen to move down the page if necessary. Click on the "Self-Registration (Request a Wisconsin User ID and Password)" link.

3. **Accept User Acceptance Agreement**

The next screen is the WAMS "Self-Registration" screen. The screen explains the WAMS registration process. Scroll down and read the State of Wisconsin Web Access Management System User Acceptance Agreement. Click on the "Accept" button at the bottom of the page to move to the next screen.
4. **Complete the Profile Information**

Fill in your name and email in the “Profile Information”.

NOTE: Only fields with a Red * next to them are required. There is a bug with entering postal addresses. We suggest leaving the address blank. Addresses for volunteers are kept separately in the SWIMS database system. We will have your address in the SWIMS database if you have already given it to us.

5. **Create your User Id and Password**

Enter the requested information in “Account Information” including a User ID and Password (both which you pick), and personal e-mail address. See Appendix A for tips on Passwords.

NOTE: You can click on the printer icon on your tool bar to print out a copy of this screen if you wish to retain a record of your User ID and Password for future reference. Be sure to record your User ID and Password, and keep this information in a handy but secure location.

Click on the "Submit" button.
6. Open Your Personal E-mail Account and Log In

Now open your personal e-mail account. Check your mailbox for a message from “Wisconsin.gov” thanking you for registering with the State of Wisconsin Web Access Management System.

Open the email and click on the link in the e-mail. You must complete this final step within four days of receiving the message, or you will need to repeat the registration process.

7. Log-in to WAMS with Your New User ID and Password

When you click on the Web link in the e-mail message from “Wisconsin.gov”, it will take you back to the WAMS web site. You will see the WAMS Account Activation Final Step screen. Log in your User ID and Password again in the Account Activation Screen, and click on the “Login” button. You will receive your final e-mail message that your self-registration is complete. Now you have completed the WAMS registration process and you can exit the WAMS web site.
8. **E-mail your User ID to CBSM Program Staff**

The last step is to **e-mail your WAMS User ID to Kris Stepenuck** ([kfstepenuck@wisc.edu](mailto:kfstepenuck@wisc.edu)) or the Level 2 Program Coordinator. In the e-mail, tell us what kind of monitoring you are doing and where (e.g., Stream Monitoring on Black Earth Creek). Within a couple of business days, we will enter your user ID into the SWIMS database and send you an e-mail back letting you know that you are all set up to enter data.

II. **Registering new sites**

   a. If you have new monitoring sites that need to be registered in SWIMS, please complete the following online form:  

5. **Using the Surface Water Data Viewer to Determine Site Coordinates**

   To use the Surface Water Data Viewer to determine the latitude and longitude for your site follow these steps.

   1. Go to:  
2. Use your mouse to zoom in to the location where you monitor by holding down the mouse button and dragging the mouse to form a box around the area of interest.

3. Repeat this process until you have zoomed in to your stream site.
4. Click on the Identify button at the top of the screen, and then click on your stream site about where you monitor.

5. The latitude and longitude will show on the top left side of the screen.
6. Copy these numbers into the “Request a New Monitoring Station ID” form.
d. If you use the Surface Water Data Viewer to obtain your GPS coordinates, choose “DNR Webview” from the dropdown menu for “Lat/Long Method”.

e. If you did not use the Surface Water Data Viewer to obtain your latitude and longitude coordinates, choose the appropriate method from the dropdown menu for “Lat/Long Method”.

f. Complete the remainder of the “Request a New Monitoring Station ID” form and click the “Submit Request” button.

g. A WDNR staff person will respond to your request as soon as possible. It may be a week or two before you receive word that your station is registered. If you do not hear back after two weeks, you might consider sending a gentle email reminder or calling CBSM staff to check on your request. Please understand WDNR is generally under-staffed so people get to requests as soon as possible, but also sometimes tasks get lost in the “to do” pile.
II. Entering Data in SWIMS

**Step 1:** Login to SWIMS at: [http://prodoasjava.dnr.wi.gov/swims/submitData.do](http://prodoasjava.dnr.wi.gov/swims/submitData.do)

Open Internet Explorer and navigate to [http://prodoasjava.dnr.wi.gov/swims/submitData.do](http://prodoasjava.dnr.wi.gov/swims/submitData.do), then type your WAMS User ID and Password and click Sign In.

![Image of login screen]

**Step 2:** *Click the SUBMIT DATA tab.*

The location of this link is circled on this screen shot.
Step 3:  

*Click the Add New link.*

Use the **View List** link if you wish to view or edit previously entered data.

**Surface Water Integrated Monitoring System (SWIMS)**

**Submit Data**

[View List]  [Add New]

View what you've already entered. To edit data, or to add field results to lab samples that have come in, use the "pencil icon". There is also an option to "Add New Monitoring Data".

Add new monitoring data. This option will add a new "Fieldwork Event" (date/time, station, etc.), which you can then add field results to.

Step 4:  

*Select your monitoring site from the Project dropdown list.*

Note: Selecting the project automatically selects the monitoring station.

If your monitoring location is not listed in the drop down Project list, please do not enter your data at this time and instead contact your project leader or the CBSM data manager to get your SWIMS account assigned to the correct station(s).
Step 5: Select or create your group of Data Collectors.

If the correct list of data collectors is not in the list, create a new group.

Step 6: [If necessary] Create a new data collector group:
This step is only necessary once for each group of collectors. After the group has been created, it will be available via the dropdown box.

a. Click the binoculars icon (to the right of the Data Collectors field).

b. Click the Show All People button.
c. Click the first letter of the last name for the collector.
d. Click the Add button to add the person to the group.
e. Click the Submit button to complete the creation of the new group and return to the data entry form.
Step 7:  **Confirm that the monitoring Station is same as Project.**

Caution: If there is more than one station listed or the correct station is not listed, please do not enter your data at this time. ALSO, DO NOT USE THE BINOCULARS TO SELECT A STATION THAT DOES NOT MATCH THE PROJECT FIELD.

Report missing or incorrect station information to the CBSM Data Manager and wait until the correct project and station information are available before entering your monitoring data.

Click the **Show Map** button to confirm the location of your monitoring site. Notify the data manager if the location is incorrect.
Step 8:  *Click the Select Date button or type in the Start Date.*

Enter the date that you collected your data. Use two digits for all month and day numbers and use four digits for the year. For example: 05/08/2008 is the correct way to type the date, May 8, 2008.

Step 9:  *Enter the Time that you started your data collection work.*

We require the start time information for all monitoring data. Be sure to enter AM or PM, also. Note: 12 noon is 12:00 PM.
Step 10: **Select the Citizen-based Stream Monitoring Pilot Project form.**

The Citizen-based Stream Monitoring Pilot Project form should already be selected. If it is not, select it from the drop down list. If it is not available, you will need to contact the CBSM Data Manager to correct this before you will be able to enter your monitoring data.

Step 11: **[SKIP] Do not enter the Latitude and Longitude.**

The location of your monitoring site is already established in SWIMS. If you wish to check the location of your monitoring site, click the Show Map button as described in Step 6.

If you do click this check box, you will get the following form which allows you to enter additional comments about the location of this monitoring event.
Step 12: \textit{[OPTIONAL] Enter the End Date and Time.}

This is the date and time that you completed your monitoring work. The same restrictions as listed for the start date and time apply when entering date and time information for the end date and time.

Step 13: \textit{Enter weather and stream side Comments.}

Please, record any information that might help characterize your data. For instance, include information on weather conditions over the past 48 hours (e.g. rainfall and the amount) or any activity occurring upstream that may be affecting water quality. Also include any observations you made regarding current weather, wildlife at the site, upcoming storms, etc.

Step 14: \textit{Click Next to go to the field work data entry screen.}
Step 15:  *Enter your monitoring data in the Result column.*

Enter the values recorded for each measured parameter. The water temperature should be the temperature that was recorded from the DO meter. The recorded Weather, Water Level, and Water Clarity should be selected from the drop down list for each of those parameters.

Step 16:  *Save your monitoring result data.*

a. Click Save and Return to List to enter data for other sites.

Click Save and Return to List. You will see a list of all data you have entered for your sites.
b. **Click Save and Enter another Date to enter other data for same site.**

If you have data for several dates at the same monitoring site, then you can click **Save and Return to List** to continue entering data for the same site.

**WARNING: DO NOT CHOOSE** Save and Enter another Date **to enter data for a different site on the same date.**

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**Step 17: View, edit, or Add Monitoring Data.**

a. **Click on the pencil** to edit previously entered monitoring data.

b. **Click the magnifying glass** to view previously entered data.

c. **Click Find Data** or the **Add Monitoring Data** link to enter data to repeat steps for data for other monitoring sites.
III. Editing Data in SWIMS

You can edit data you’ve entered during the current season. Here’s how:

1. Login to SWIMS at: \texttt{http://prodoasjava.dnr.wi.gov/swims/submitData.do}
2. Click the Submit Data tab.
3. Click View List.
4. Click the pencil \acs{pencil} for the date you want to edit.
5. You can edit comments, etc. on the first page, then click Next.
6. You can edit results on this screen.
7. Click \acs{Save and Return to List} to save your changes.