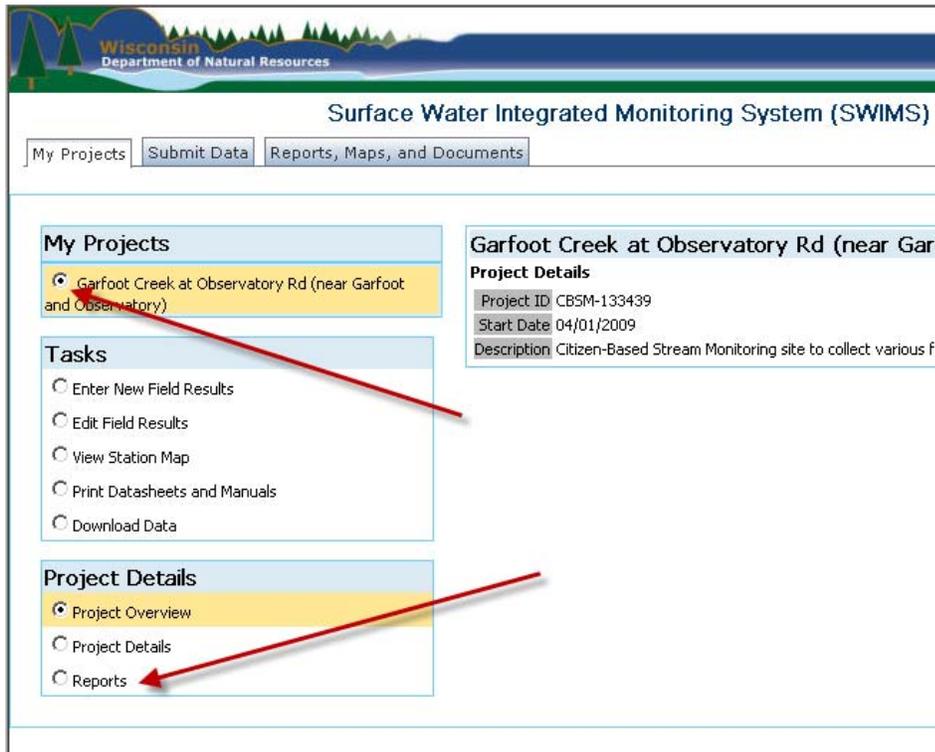


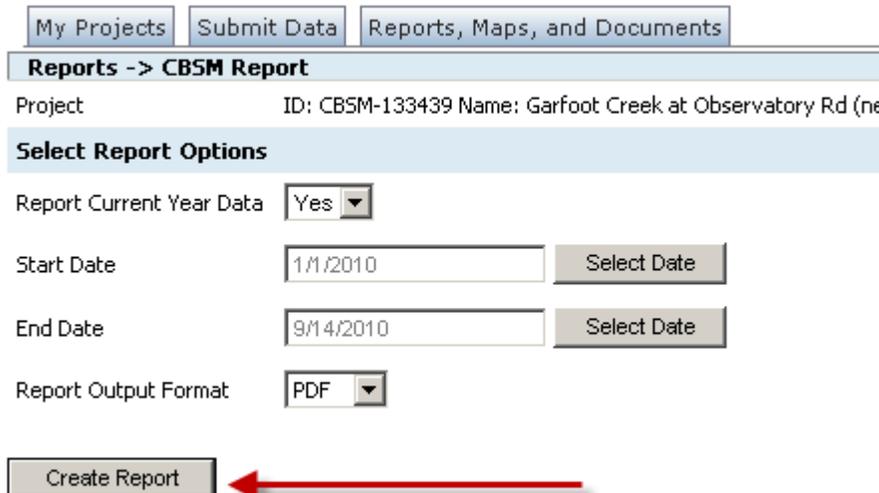
**Generating Volunteer Stream Monitoring Station Reports in SWIMS**

1. Log in to SWIMS (<http://prodoasjava.dnr.wi.gov/swims/welcome.do>).
2. Click on the 'My Projects' tab.
3. In the My Projects box, click on the circle to the left of the project you would like to create a report for. (In the case of volunteer monitoring the station and the project should be the same).
4. In the Project Details box, click on the circle to the left of "Reports".



5. If you want data displayed for the current year only leave everything as it is and click on "Create Report".

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



6. If you want more than just the current year's data then change "Report Current Year Data" to "No". Enter the time frame and report format desired in the Start Date and End Date field. Type them in or use the "Select Date" button to pick dates off of a calendar. (If the numbers stayed grayed out you have not entered a valid date, be sure you have a month, day, and year selected). *Note: The "Report Current Year Data" field really means "Report Current Year Data ONLY". Just because you changed "Report Current Year Data" to No, you can still include the current year in your date range.* Then click "Create Report".

My Projects Submit Data Reports, Maps, and Documents

**Reports -> CBSM Report**

Project ID: CBSM-133439 Name: Garfoot Creek at Observatory Rd

**Select Report Options**

Report Current Year Data

Start Date

End Date

Report Output Format

7. A new window should pop up. The window will be blank for a few minutes while the report is generated. A report similar to the one shown below will then show up. You can save this report as a .pdf or print it directly from your browser. Close this window, and go back to your "My Projects" tab to make another station report.

