## 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".

y Projects Submit Data Reports, Maps, and I	Vater Integrated Monitoring System (SWIMS)
My Projects  Garfoot Creek at Observatory Rd (near Garfoot and Observatory)  Tasks  C Enter New Field Results C Edit Field Results View Station Map Print Datasheets and Manuals C Download Data	Garfoot Creek at Observatory Rd (near Gar Project Details Project ID CB5M-133439 Start Date 04/01/2009 Description Citizen-Based Stream Monitoring site to collect various
Project Details  Project Overview  Project Details  Reports	

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

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My Projects Subm	it Data	Reports, Maps,	and Documents	
Reports -> CBSM Re	port			
Project	ID: CBS	6M-133439 Name: G	iarfoot Creek at Obs	ervatory Rd (ne
Select Report Options	;			
Report Current Year Data	Yes	•		
Start Date	1/1/20	10	Select Date	
End Date	9/14/2	010	Select Date	
Report Output Format	PDF	•		
Create Report	_		_	

## Surface Water Integrated M

## VOLUNTEER STREAM MONITORING DATA STATION REPORT

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".

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My Projects	Submit Data	Reports, Maps,	and Documents	
Reports -> CB	SM Report			
Project	ID: CBS	6M-133439 Name: G	arfoot Creek at Obs	ervatory R
Select Report (	Options			
Report Current Ye	ar Data 🛛 No 🛉	-		
Start Date	05/01/	2006	Select Date	
End Date	8/14/2	010	Select Date	
Report Output Fo	rmat PDF			
Create Report	-			

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.

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