

SWIMS Guide for Project Riverine Early Detectors (RED) Volunteers

Welcome to the Surface Water Integrated Monitoring System (SWIMS)

When you visit the SWIMS database and enter your data, you are recording your work the same way as the statewide Aquatic Invasive Species (AIS) County Coordinators, regional Stream or Lake Biologists, and other paid staff. Just like those folks, your efforts contribute to a knowledge base that, through the database, becomes available to professionals and the public on the DNR website in the form of tables of information and interactive maps.

The data collected in SWIMS is also crucial to federal scientists and regulators because the data are shared through SWIMS with the U.S. Environmental Protection Agency for Clean Water Act required reporting.

Let us reassure you about some top concerns we often hear from volunteers and even some professionals:

- 1) You can't break the database
- 2) If you make a mistake, it can be corrected 99% of the time

Getting Started with SWIMS

Access to SWIMS is role-based. Everyone who has access to SWIMS can find, view, and browse data. The ability to submit, edit and delete data depends on the assigned user roles and are granted based on the users' needs.

SWIMS profile: Everyone who submits data to SWIMS needs to have a SWIMS profile (account). Your SWIMS profile connects you to your monitoring projects, such as the one for your specific waterbody or specific grant. You can be involved in one project or many, but you will only need one SWIMS profile. You will need to provide your name, address, phone number, email address, and, most importantly, a WAMS ID.

WAMS ID: The WAMS ID and password will be your SWIMS ID (username) and password for access to the database.

Step 1: Register for a WAMS ID. For more detailed directions, [click here](#)

Step 2: Send your new WAMS ID (username) to wav@extension.wisc.edu for WAV staff to create your SWIMS account. You will be able to log in to SWIMS once your account/profile is created and linked to your new WAMS ID. They will not need your password. Please also indicate the county where you will be monitoring.

Step 3: You are ready to log in to SWIMS!

Logging into SWIMS:

Go to the SWIMS login page: <https://apps.dnr.wi.gov/swims/>

Type your username and password, check the box for **'External Users and Volunteers (WAMS);'** and click Log in. You may also want to save the page to your favorites or bookmark it in your browser.

If you see "Invalid login attempt," it is generally because you forgot to click the "External Users" box.

Surface Water Integrated Monitoring System (SWIMS)

Please Log in

User ID

Password

Internal DNR Users (Active Directory) ⓘ

External Users and Volunteers (WAMS) ⓘ

[Log in →](#) [Clear](#)

Volunteers and Other Users:
Forgot your Password?
Get a WAMS user ID and password
How to get a WAMS user ID and password

The Surface Water Integrated Monitoring System (SWIMS) is a water data system designed to ensure that staff and management have access to high quality surface water, sediment and aquatic invasives data in an accessible format.

For more information or to obtain access, please contact: SWIMS Help Team.

Project RED Data Entry

Volunteers usually collect data in the field on a paper form. In SWIMS, that paper form is replicated electronically for data entry into the system. Each time you submit data to SWIMS, a new **Fieldwork Event** is created.

These directions will work whether you add data for yourself or someone else.

Adding a New Stream Monitoring Event

1. Creating a new Fieldwork Event

To enter a new fieldwork event to SWIMS: Click on Submit Data in the Toolbar, then again on Submit Data under the Monitoring Data heading.

My Projects View Data **Submit Data** Search

Submit Data

Monitoring Data

Submit Data

Generate Labslips

2. Select Project, Data Collectors, Station, and Date / Time

This is the standard view. The default information will vary for each person and is based on your projects, where they take place, and who generally collects the data. If the information fields are empty or the information shown is not for the project you want, you need to use the dropdown arrows to select the correct project, data collectors, station, etc.

The screenshot shows the 'Create Monitoring Data' form with the following fields and callouts:

- 1**: Project dropdown menu showing 'Project Riverine Early Detectors (REC)' and a 'Find Project' button.
- 2**: Data Collectors dropdown menu showing 'Emily Heald' and a 'Find Data Collector' button.
- 3**: Station dropdown menu showing '10057322 - Location Specified on Ne:' and a 'Find Station' button.
- 4**: Start Date field showing '08/01/2023'.
- 4**: Start Time (HH:MM AM/PM) field showing '2 : 00 PM'.
- 5**: Form dropdown menu showing 'Project Riverine Early Detection (REC)' and a 'Find Form' button.
- 4**: End Date field showing '08/01/2023'.
- 4**: End Time (HH:MM AM/PM) field showing '3 : 15 PM'.
- Document field with 'Find Document' and 'Create Document' buttons.
- I want to enter latitude and longitude on the next page (optional).
- 6**: Fieldwork Comment text area.

1. Select the correct project from the **Project** dropdown box. The project will be named according to the county you monitored in. For example: “Project Riverine Early Detectors (RED) – Dane County”. If you do not see a project for the county you monitored in, please contact us at wav@extension.wisc.edu.
2. Select the data collectors (you and your teammates) from the **Data Collectors** dropdown box.
 - a. If you don’t see the names of your monitoring teammates listed, then you will need to create a new data collector group with their names. See the section in this guide on *How to Add Data Collectors and Create New Data Collector Groups* for more information.
3. Confirm that the monitoring station from the **Station** dropdown matches the county you are monitoring in. For example: “10057322 – Location Specified on Next Page – Dane County – 13”
 - a. Report missing or incorrect station information to the WAV program and wait until the correct project and station information are available before entering your monitoring data.
4. Enter the **Start Date** and **Start Time** of the monitoring event.
 - a. Once the **Start Time** is entered, the **End Date** will auto populate to match the **Start Date**, but the **End Time** will default to 11:59 PM. Change the End Time.
5. Make sure the “Project Riverine Early Detection (RED)” form is selected from the **Form**

dropdown.

6. Enter any comments into the **Fieldwork Comment** box (i.e. weather, wildlife, additional names of data collectors, etc.)

	Parameter	Result	Unit
Location Monitored	Waterbody Name	Starkweather Creek	
Location Monitored	Start Latitude (ex. 43.074747)	43.106747	DECIMAL DEGREES ▼
Location Monitored	Start Longitude (ex. -89.384625)	-89.341686	DECIMAL DEGREES ▼
Location Monitored	Start Location Description	End of Commercial Ave near McCormick Pa	
Location Monitored	End Latitude (ex. 43.074747)	43.090143	DECIMAL DEGREES ▼
Location Monitored	End Longitude (ex. -89.384625)	-89.334293	DECIMAL DEGREES ▼
Location Monitored	End Location Description	Clbrch Park boat launch	
Species Looked For	Japanese Knotweed	YES ▼	
Species Looked For	Purple Loosetrife	YES ▼	
Species Looked For	Phragmites	YES ▼	
Species Looked For	Japanese Hops	YES ▼	
Species Looked For	Flowering Rush	YES ▼	
Species Looked For	Hydrilla	NO ▼	
Species Looked For	Brazilian Waterweed	NO ▼	
Species Looked For	Eurasian Water-Milfoil	YES ▼	
Species Looked For	Curtly-Leaf Pondweed	YES ▼	
Species Looked For	Yellow Floating Heart	YES ▼	
Species Looked For	Didymo	NO ▼	
Species Looked For	Zebra Mussels	YES ▼	
Species Looked For	Quagga Mussels	YES ▼	
Species Looked For	New Zealand Mudsnaill	YES ▼	
Species Looked For	Red Swamp Crayfish	YES ▼	
Species Looked For	Faucet Snail	YES ▼	
Species Looked For	Other Species		

Save Save and Return Enter First ID#

** You can add photos directly to the fieldwork event to provide your images of any suspect invasive species you found. Photos can be uploaded to your fieldwork event AFTER you have completed your data entry**

Directions are in the *How to Add a Document (Photo)* section of the guide. TIP: Have the images already saved to your computer so that they are ready to add.

Once everything on the first page has been completed, you can click “Save” or “Next”:

- ‘Save’ will save your data and keep you on the same page
- ‘Next’ will save your data *and* move you to the next data entry page

3. Enter your monitoring location and species looked for

Enter the name of the waterbody that you monitored.

Enter your start and end coordinates, and a detailed description of where you started and ended (i.e., at a park, road crossing, or specific boat landing). If you monitored at a single point along a river or stream, your start and end coordinates will be the same. **Coordinates should be provided in decimal degrees.**

The format for decimal degrees looks like this: 43.074155, -89.410157

The first number is the “latitude” and the second is the “longitude.” Please note that the longitude should be negative in Wisconsin.

Indicate which species you monitored for by indicating “YES” or “NO” with the dropdown menus. **Do not leave these fields blank, as we need to know if you looked for the organism.** Remember – you can look for as many or as few species as you prefer or are comfortable identifying.

If you **did not** find any invasive species, you can click “Save and Return” – and you are finished!

If you **did** find any invasive species, you can click the “Enter First ID #” button to move forward

4. Enter your species found

Enter an ID# for each species found. This is simply a way for you to keep track of however many species you located, to cross reference with your potential voucher samples or photo numbers.

Use the drop down menu to indicate the species you found.

Enter the latitude/longitude of the location where you found the species. **Please use decimal degrees.**

Estimate the area of the population. Remember, it’s just an estimate and does not need to be perfect. Do not risk your safety to make area estimates.

Add additional comments as needed to clarify the location of the population. For example, “Near pier next to baseball field parking lot”.

Parameter	Result	Unit
ID#	<input type="text" value="1"/>	
Species Name	<input type="text" value="Eurasian Water-Milfoil"/> ▼	
Latitude (ex. 43.074747)	<input type="text" value="43.091490"/>	DECIMAL DEGREES ▼
Longitude (ex. -89.384625)	<input type="text" value="-89.333874"/>	DECIMAL DEGREES ▼
Area	<input type="text" value="2"/>	METERS SQUARE ▼
Additional Comments	<input type="text" value="Near pier next to baseball field parking"/>	

If you have additional species to report, you can click “Enter Next ID #” and repeat the process above. If you are finished, click “Save and Return”.

APPENDIX

How to Add Data Collectors and Create New Data Collector Groups

If you cannot find the correct person or are adding data for one or more people working together who do not show up in the dropdown list, you can do the following:

- 1) Click on the **Find Data Collector** button next to the dropdown. The query window below will open.
- 2) Type the last name into the Search People/Groups box. The system will immediately give search results, provided the spelling is the same. You can also use portions of a name to search.
- 3) Click 'Add' next to the person's name when you find it. If additional people should be added for the fieldwork, look them up in the same manner and click 'Add' for each one. As long as they have a SWIMS profile, they should show up.
 - a) If the person helps regularly and does not show up on the list, they should have a profile added. If you are still looking for the person, contact wav@extension.wisc.edu
 - b) If the help was a one-time event, the other person could be noted in the comments section of the fieldwork event.
- 4) Once all the names you need are in the New Collector Group box at the bottom of the page, click the green 'Create' button to return to the data entry page, where you will now see them listed as Data Collectors. The new group should remain in the dropdown for future entries.

The screenshot displays the 'Groups' interface. At the top, there is a search bar labeled 'Search People / Groups' with the text 'Dickmann' entered. A yellow arrow labeled '1' points to this search bar. Below the search bar, there are two main sections: 'People' and 'Existing Collector Groups'. The 'People' section shows a table of search results with columns for Name, Salutation, Title, and Organization. The first row is for JACOB DICKMANN, IT Project Manager at Wisconsin DNR. Below the table, there are 'Add' buttons for each person. A yellow box labeled '2' highlights the 'Add' button for Wyatt Dickmann. The 'Existing Collector Groups' section shows a list of groups with a 'Select and Return' button and a 'Group Name/Description' column. Below this, there is a 'New Collector Group' form with columns for Name, Salutation, Title, Organization, and Remove. A yellow box labeled '3' highlights the 'Name' input field, and another yellow box labeled '4' highlights the 'Create' button. The interface also includes pagination controls like 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

How to Add a Document (Photo)

In SWIMS, documents can be photos of a waterbody, a found AIS, a link to a webpage, a grant deliverable, or lake, river/stream, or watershed report. For the purposes of Project RED monitoring, uploaded documents will be photos of your AIS discoveries.

SWIMS users can add documents directly to fieldwork events after you enter your data.

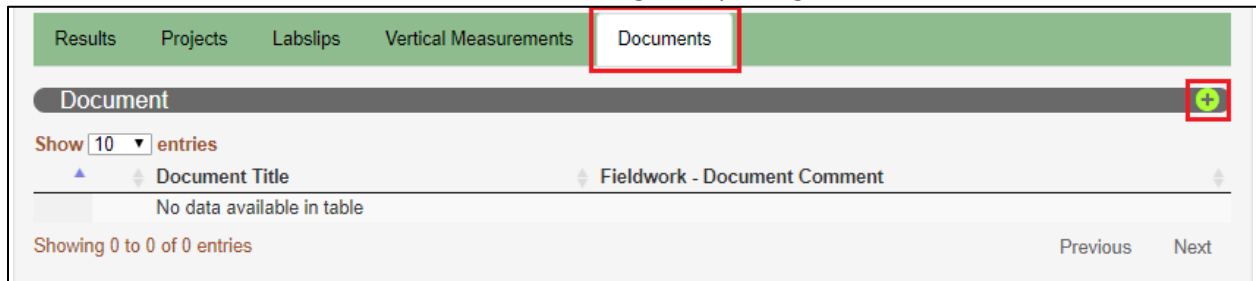
Before you start, have the document to be uploaded saved to a file. We prefer for photos to be named like this:

SPECIES NAME_ COUNTY_YYYYMMDD_ WATERBODY NAME_ LATITUDE_LONGITUDE_COLLECTOR NAME
EurasianWatermilfoil_ Dane_20230801_ Starkweather Creek_43.09_-89.33_Heald

To add a document to an existing fieldwork event, navigate to the fieldwork event by finding it on your list of submitted fieldwork (by clicking “View Data” on the top blue toolbar on the SWIMS home page). Click on the fieldwork event to open it and then click ‘Enable Edit’.



Scroll down and select “Documents” and click on the green “plus sign” button



- Title your document with the naming convention described above.
- Enter the author’s name.
- Published date is the date the photo was taken.
- Use the “choose file” button to search for the photo on your computer.
- In the description box, enter the name of your suspect species.
- Enter any additional comments you feel are relevant.
- The other fields do not need to be filled in.
- When you are finished, click “Create”.
- Add additional documents/photos in the same way if you have them.