

SWIMS User Guide - WAV Basics

Rev. May 2023



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Welcome to the Surface Water Integrated Monitoring System (SWIMS)

Maybe you've just put in your boat inspection hours at the boat launch, spent a couple of hours enjoying a cool stream where you measured transparency and flow, or boated out to the center of your favorite lake to get a Secchi disc reading and collect a water sample. You carefully noted the data you've collected on your program's recording form, and now it's time to enter it into 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 general 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 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 depend 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: Go to the and register for a WAMS ID. For more detailed directions, [click here](#)

Step 2: Send your new WAMS ID (username) to your program coordinator, local coordinator or the DNRSWIMS@Wisconsin.gov inbox to create or set up 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.

Note: If you have issues with getting or using the WAMS ID and password, you must use the WAMS website's HELP feature to get assistance. DNR Staff and program coordinators cannot change your WAMS ID or password.

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

Because this guide is focused on Volunteer Basics, we will focus on what's most important to you: Submitting Data, Editing Data, and Viewing Data. If you are interested in exploring SWIMS further, contact your program coordinator for more information about our detailed guide.

Logging In and Your First Visit To SWIMS

Once your SWIMS profile is created and linked to your WAMS ID, you can log into SWIMS and get started. *If you try to sign in and get an error message*, it is probably because the WAMS ID still needs to be added to your profile. You can contact your program coordinator to check.

Tips:

- This version of SWIMS will appear best at 90% zoom on most browsers.
- At this time, SWIMS will appear and function best on laptops or larger screened devices.

Logging into SWIMS

Click on this <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) ⓘ

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](#).

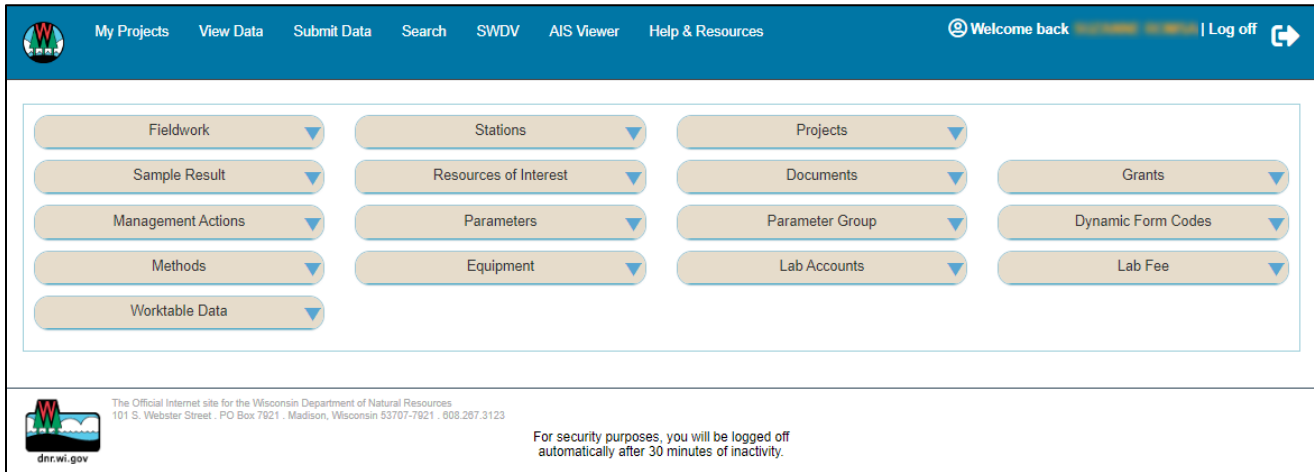
If you can't sign in and know your WAMS has been added, try clearing your browsers cache using the following steps:

- **Process 1**
 - [Clear your browser cache](#)
 - Attempt to sign into SWIMS again
- **Process 2** (If process 1 does not work.)
 - [Clear your browser cache](#)
 - [Reset your WAMS password](#)
 - Attempt to sign into SWIMS again

When you need help, start with your coordinator. For general assistance, you may also contact DNRSWIMS@Wisconsin.gov.

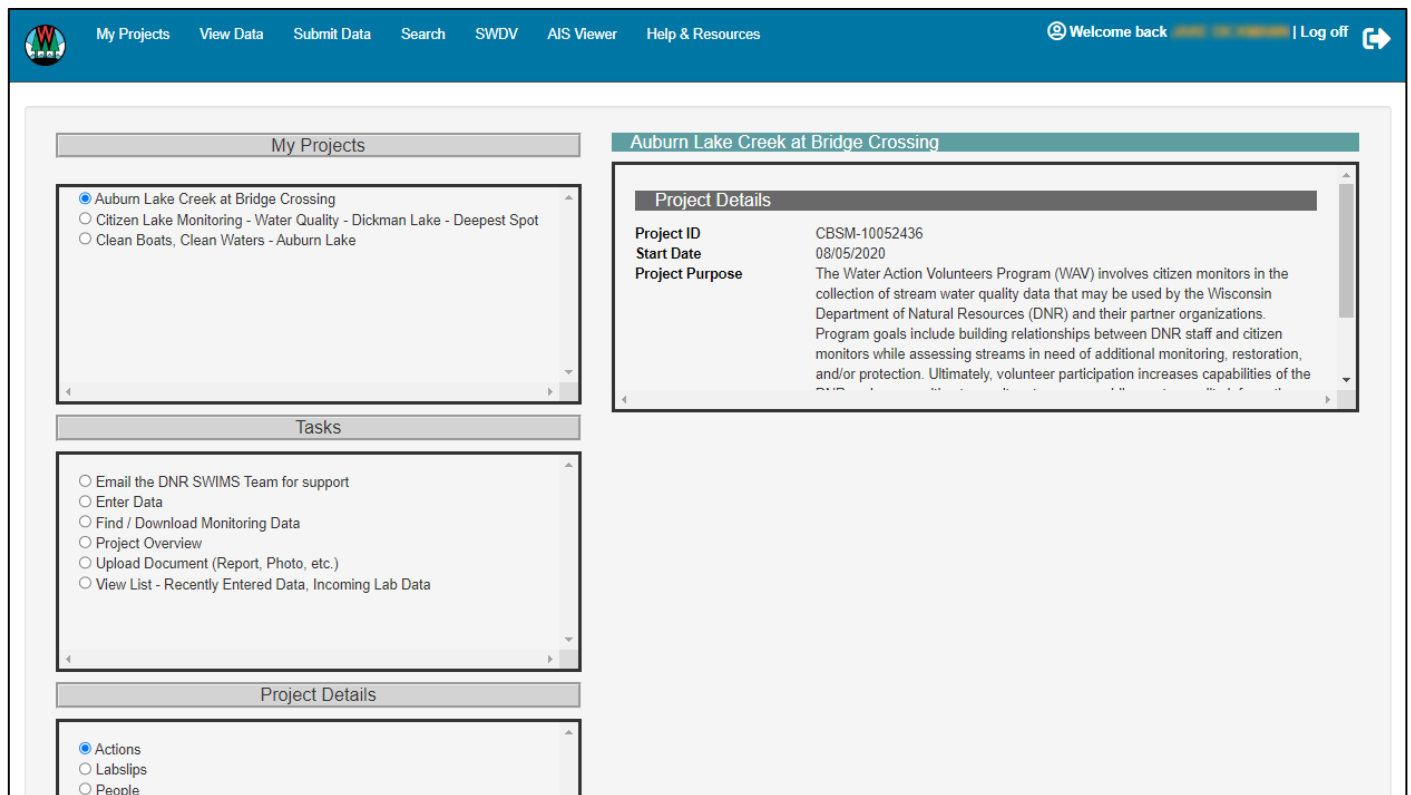
The Search Page - The main landing page

The Search page will be the first think The tabs on the table may vary from what is shown below. When a user's profile is set up, they are assigned a SWIMS User Role that gives them access to various functions in the database. Your role also determines your view and ability to use some tabs.







The My Projects Page


An area where you can see a listing of your current and active projects in SWIMS with the ability to perform certain Tasks and quickly see specific Project Details



General Navigation in the SWIMS Interface

You can navigate to view an item if any field in that row of information is highlighted in blue, a lighter shade of grey, or underlined when you hover over the item. Example: Fieldwork Seq No to navigate to a fieldwork event:

Edit	Delete	Fieldwork Seq No	Field Status Code
		<u>322756005</u>	COMPLETE
		322755925	COMPLETE

Edit	Delete	Fieldwork Seq No	Field Status Code
		<u>322756005</u>	COMPLETE
		322755925	COMPLETE

Common Symbols and Icons

Below is a list of common symbols or icons you may see in the SWIMS interface:

- Edit an item: 
- Delete an item: 
- Add a new item: 
- Download to Excel: 
- Download a SWIMS Document: 
- Open URL for a SWIMS Document: 

Common Errors and Messages

Below is a list of common error messages or pages you may see when accessing SWIMS, entering data, navigating within or viewing information in SWIMS, or downloading from SWIMS:

Error message: "Invalid login attempt. User ID valid, but not yet recognized in SWIMS":

This error will appear if your WAMS username has not yet been added to the SWIMS database. It's important to keep in mind that WAMS usernames are not automatically associated to the SWIMS database, so please make sure to follow all steps outlined on [How to get a WAMS username and password](#).

• Invalid login attempt. User ID valid, but not recognized in SWIMS

User ID

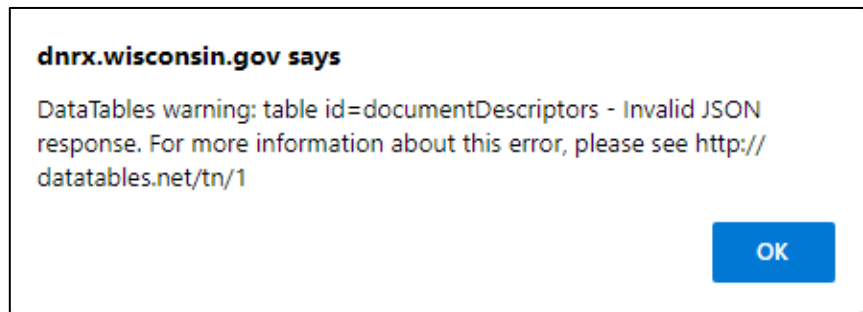
Password

Internal DNR Users (Active Directory) ⓘ

External Users and Volunteers (WAMS) ⓘ

Error message: "DataTable":

This message commonly appears when there is an issue with the data being displayed on the SWIMS interface. If you encounter this message, please email DNRSWIMS@Wisconsin.gov and provide the URL for that specific page.



Error message: "SWIMS Application Error":

The below message commonly appears when a user tries to perform an action in SWIMS that may result in an error. This may include:


- Uploading too large of a document or photo
- Trying to download too large of a dataset

If this does occur, you might want to try adjusting your search and download criteria (limiting by a date range), splitting and uploading files separately, or compressing a file. If the issue(s) persist(s), email the DNRSWIMS@Wisconsin.gov with the exact steps taken that resulted in the error.

SWIMS Application Error

An error occurred while processing your request

You may not be authorized to view this area, need to adjust your search criteria, or have encountered a database error. If this error persists, please reach out to the DNR SWIMS Team at DNRSWIMS@Wisconsin.gov with the exact steps taken that resulted in this error.



The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

For security purposes, you will be logged off automatically after 30 minutes of inactivity.




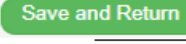
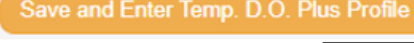
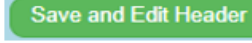
Water Action Volunteer Data Entry

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.

Data Entry Basics

Example of common buttons found in the data entry process:

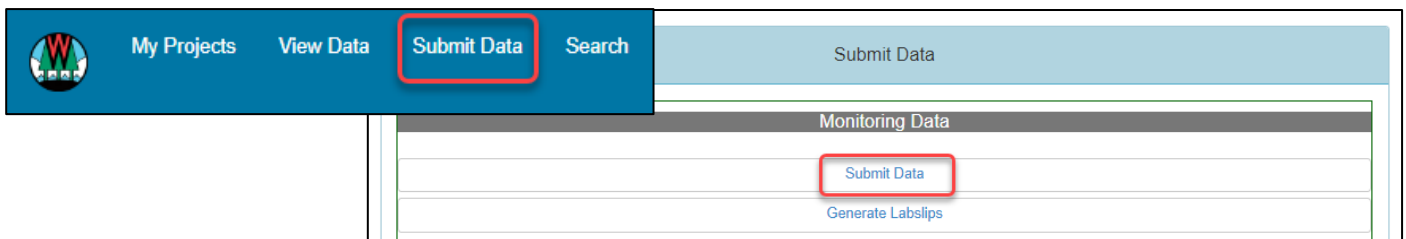
	Takes you to the prior page
	Saves the entered data and keeps you on the same page
	Saves the entered information and takes you to the next page
	Saves the entered information and takes you to the View Data page
	Saves the entered information and takes you to the next data entry form (if available)
	Saves the entered information and takes you to the page to update Fieldwork level information (Data Collectors Station, Date, etc.)

Adding a New Stream Monitoring Event

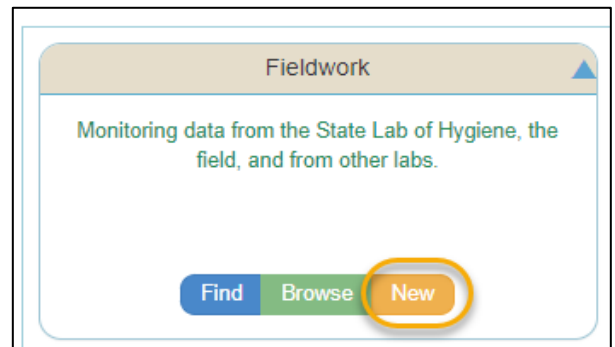
1. Creating a new Fieldwork Event

To enter a new fieldwork event to SWIMS, you can either:

- Click on Submit Data in the Toolbar, then on Submit Data under the Monitoring Data portion



- Click the Fieldwork module and select New



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

This is the standard view once you click on 'New' to submit your data. 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.

1. Select the correct project from the **Project** dropdown box. This should be the same as the name of your monitoring site(s)
2. Select the data collectors (stream monitors) from the **Data Collectors** dropdown
 - a. If not located, see the section 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 is the same as the **Project** name
 - 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 the same **Start Date**, but **End Time** will default to 11:59 PM. Change the End Time
5. Make sure the "WAV Stream Monitoring 2015" form is selected from the **Form** dropdown
6. Enter any comments into the **Fieldwork Comment** box (i.e. weather, wildlife, additional names of inspectors, etc.)

NEW: You can add photos and other supporting documents directly to a fieldwork event. It can be done before you move on to enter your data on the second page or after you have finished data entry.

Directions are in the [Adding a Document](#) section of the guide. TIP: HAVE THE DOCUMENT (photo, word doc, etc.) ALREADY SAVED TO YOUR COMPUTER SO THAT IT IS READY TO ADD.

Once everything on the first page has been completed, you can either click 'Save' or 'Next'

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

- 1**: Project dropdown menu (Auburn Lake Creek at Bridge Crossin)
- 2**: Data Collectors dropdown menu (Jake Dickmann) and Find Data Collector button
- 3**: Station dropdown menu (10052436 - Auburn Lake Creek at Bri)
- 4**: Start Date (05/24/2023) and End Date (05/24/2023) fields
- 4**: Start Time (10:14 AM) and End Time (11:14 AM) time pickers
- 5**: Form dropdown menu (WAV Stream Monitoring 2015) and Find Form button
- 6**: Fieldwork Comment text area

Buttons at the top: Back (blue), Save (green), Next (orange). Buttons at the bottom: Find Document, Create Document.

- '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 Weather, Temp., D.O., etc. Data

Enter your monitoring data from the **red** (Weather) and **purple** (WAV Monitoring Parameters) boxes in the **Result** column

- Enter the values recorded for each measured parameter. If you did not monitor the parameter, LEAVE IT BLANK! Entering a '0' into SWIMS does not indicate that you did not monitor it; it indicates that you got a result of '0'!
- Use the dropdown menus when available to record your response
- Values in the grey lines will auto calculate as you enter data throughout the form
 - o As you type your second transparency trial (Transparency Trial 2), the value in the Transparency Average column will auto calculate

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page
- 'Save and Enter Flow Data'; will save your data *and* move you to the next data entry page

	Parameter	Result	Unit	Method
Weather	Weather	<input type="text"/>		
	Sampling Date:	<input type="text"/>		
	Weather over past two days	<input type="text"/>		
	Current Stream Condition	<input type="text"/>		
	Current Streamside Observations	<input type="text"/>		
WAV Monitoring Parameters	Air Temperature	<input type="text"/>	C	
	Water Temperature	<input type="text"/>	C	
	Dissolved Oxygen (D.O.) Sampling Method	<input type="text"/>		
	Dissolved Oxygen	<input type="text"/>	MG/L	
	Dissolved Oxygen % Saturation	<input type="text"/>	%	
	pH	<input type="text"/>	SU	
	Transparency Tube Length	<input type="text"/>	cm	
	Transparency Trial 1	<input type="text"/>	cm	
	Transparency Trial 2	<input type="text"/>	cm	
	Transparency Average(Calculates when saved)	<input type="text"/>	cm	
	Specific Conductance	<input type="text"/>		
	Chloride Sample Collected?	<input type="text"/>		
	Point/Outfall Number-Chloride	<input type="text"/>		
Total Phosphorus Sample Collected?	<input type="text"/>			
Point/Outfall Number-TP	<input type="text"/>			

Save
Save and Return
Save and Enter Flow Data

4. Enter your Streamflow and Equipment Calibration Data

On this page, you can enter data from the **green** box (Streamflow Data) and data from the **orange** box (Calibration information).

- If you did not monitor the streamflow, answer 'No' to the 'Was streamflow monitored?' question at the top of the page and LEAVE THE REST BLANK!
- Values in the grey lines will auto calculate as you enter data throughout the form
- Use the dropdown menus to indicate if your meters were calibrated or not
- If you did not monitor for road salt, leave the ECTestr line blank

REMEMBER, 0 cannot be the last value for a stream measurement point

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page
- 'Save and Enter Thermistor Data'; will save your data *and* move you to the next data entry page

	Parameter	Result	Unit	Method
	Was streamflow monitored?	<input type="checkbox"/>		
	Streamflow method used?	<input type="text"/>		
Flow Meter Method	Streamflow if using flow meter (cfs):	<input type="text"/>	CFS	
	Additional Comments	<input type="text"/>		
Stream Flow Float Method	Length Assessed	<input type="text"/>	Feet	
	Stream Width	<input type="text"/>	10ths Feet (eg 12.6)	
	Stream Measurement Point 1 (ALWAYS 0)	<input type="text"/>	10ths Feet	
	Stream Measurement Point 2	<input type="text"/>	10ths Feet	
	Stream Measurement Point 3	<input type="text"/>	10ths Feet	
	Stream Measurement Point 4	<input type="text"/>	10ths Feet	
	Stream Measurement Point 5	<input type="text"/>	10ths Feet	
	Stream Measurement Point 6	<input type="text"/>	10ths Feet	
	Stream Measurement Point 7	<input type="text"/>	10ths Feet	
	Stream Measurement Point 8	<input type="text"/>	10ths Feet	
	Stream Measurement Point 9	<input type="text"/>	10ths Feet	
	Stream Measurement Point 10	<input type="text"/>	10ths Feet	
	Stream Measurement Point 11	<input type="text"/>	10ths Feet	
	Stream Measurement Point 12	<input type="text"/>	10ths Feet	
	Stream Measurement Point 13	<input type="text"/>	10ths Feet	
	Stream Measurement Point 14	<input type="text"/>	10ths Feet	
	Stream Measurement Point 15	<input type="text"/>	10ths Feet	
	Stream Measurement Point 16	<input type="text"/>	10ths Feet	
	Stream Measurement Point 17	<input type="text"/>	10ths Feet	
	Stream Measurement Point 18	<input type="text"/>	10ths Feet	
	Stream Measurement Point 19	<input type="text"/>	10ths Feet	
	Stream Measurement Point 20	<input type="text"/>	10ths Feet	
	Total Sum of Depths	<input type="text"/>	Feet	
	# of Intervals	<input type="text"/>		
	Ave. Depth	<input type="text"/>	Feet	
	Cross Sectional Area	<input type="text"/>	Square Feet	
	Velocity Float Trial 1	<input type="text"/>	Seconds	
	Velocity Float Trial 2	<input type="text"/>	Seconds	
	Velocity Float Trial 3	<input type="text"/>	Seconds	
	Velocity Float Trial 4	<input type="text"/>	Seconds	
	Sum of Float Trials	<input type="text"/>	Seconds	
	Number of Trials	<input type="text"/>		
	Float Time Average	<input type="text"/>	Seconds	
	Average Surface Velocity	<input type="text"/>	Ft per Second	
	Velocity Correction Factor	<input type="text"/>		
	Corrected Surface Velocity	<input type="text"/>	Ft per Second	
	Calculated Streamflow	<input type="text"/>	CFS	
	Corrected Streamflow (Calculated):	<input type="text"/>	CFS	
Monitoring Equipment Calibration	Dissolved Oxygen Meter Calibrated?	<input type="checkbox"/>		
	pH Meter Calibrated?	<input type="checkbox"/>		
	ECTestr Calibrated?	<input type="checkbox"/>		

Save
Save and Return
Save and Enter Thermistor Data

5. Enter your Thermistor Data

On this page, you can enter data from the **blue** box (Continuous Temperature Monitoring Device) from the back of the datasheet

- Use the dropdown menus (when available) to record your responses
- Please remember to enter the time of deployment or retrieval of the thermistor (be sure to enter AM or PM using the dropdown menu to the right)
 - o If you are doing the monthly check, LEAVE THOSE BLANK!

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page
- 'Save and Enter Biotic Index Data'; will save your data *and* move you to the next data entry page

	Parameter	Result	Unit	Method
Thermistor	Serial Number	<input type="text"/>		
	Thermistor Type	<input type="text" value="v"/>		
	Activity Performed	<input type="text" value="v"/>		
	Thermistor Deployment Time	<input type="text"/>	<input type="text" value="v"/>	
	Thermistor Retrieval Time	<input type="text"/>	<input type="text" value="v"/>	
	Monthly Check-Thermistor submersed?	<input type="text" value="v"/>		
	Location of deployment or action taken if not submersed.	<input type="text"/>		

6. Enter your Biotic Index Data

On this page, you can enter data from the **red** box (Biotic Index Data) from the back of the datasheet

- Enter the values recorded for each measured parameter. If you did not monitor the parameter, LEAVE IT BLANK!
- Use the dropdown menus when available to record your response
- Values in the grey lines will auto calculate as you enter data throughout the form

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page
- 'Save and Enter Qual. Fish Habitat (<10M)'; will save your data *and* move you to the next data entry page

	Parameter	Result	Unit	Method
Group 1-Sensitive:	Stonefly Larva	▼		
	Dobsonfly Larva	▼		
	Alderfly Larva	▼		
	Water Snipe Fly Larva	▼		
	No. of Group 1 animals Present(Calculated):			
Group 2-Semi-sensitive:	Caddisfly Larva	▼		
	Dragonfly Larva	▼		
	Water Penny Larva	▼		
	Crayfish	▼		
	Crane Fly Larva	▼		
	Freshwater Mussel or Fingernail clam	▼		
	Mayfly Larva	▼		
	Damselfly Larva	▼		
	Riffle Beetle (larva or adult)	▼		
	No. of Group 2 animals Present(Calculated):			
Group 3-Semi-tolerant:	Black Fly Larva	▼		
	Non-red Midge Larva	▼		
	Snails: Orb or gilled (right side opening)	▼		
	Amphipod or Scud	▼		
	No. of Group 3 animals Present(Calculated):			
Group 4-Tolerant:	Pouch Snail (left side opening)	▼		
	Isopod or Aquatic Sowbug	▼		
	Bloodworm Midge Larva (red)	▼		
	Leech	▼		
	Tubifex Worm	▼		
	No of Group 4 animals Present(Calculated):			
	Total Animals [Group 1+2+3+4] (Calculated):			
	Group 1 Total Value [# Present x 4] (Calculated)			
	Group 2 Total Value [# Present x 3] (Calculated):			
	Group 3 Total Value [# Present x 2] (Calculated):			
	Group 4 Total Value [# Present x 1](Calculated):			
	Total Value [Group 1+2+3+4] (Calculated):			
	Index Score [Total Value/Total Animals](Calculated):			
Key Aquatic Invasive Species (AIS)	Rusty crayfish suspect found and vouchered?	▼		
	Asian clam suspect found and vouchered?	▼		
	NZ mudsnail suspect found and vouchered?	▼		
	Faucet snail suspect found and vouchered?	▼		

Save
Save and Return
Save and Enter Qual. Fish Habitat (<10M)

7. Enter your Stream Habitat Data

7a. Streams < 10m Wide

If your stream is >10m wide, then do not enter any data into this form and click the 'Save and Enter Qual. Fish Habitat (>10M)' button

This page is for entering habitat data for streams <10m wide (separate data sheet)

- Enter the values recorded for each measured parameter. If you did not monitor the parameter, LEAVE IT BLANK!
- Use the dropdown menus when available to record your response
- Values in the grey lines will auto calculate as you enter data throughout the form

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page
- 'Save and Enter Qual. Fish Habitat (>10M)'; will save your data *and* move you to the next data entry page

Parameter	Result	Unit	Method
Riparian Buffer Width Score:	▼		
Bank Erosion Score:	▼		
Pool Area Score:	▼		
Width:Depth Ratio Score:	▼		
Riffle:Riffle or Bend:Bend Ratio Score:	▼		
Fine Sediments Score:	▼		
Cover for Fish Score:	▼		
Qualitative Fish Habitat Total Score (Calculated):			

Save Save and Return Save and Enter Qual. Fish Habitat (>10M)

7b. Streams > 10m Wide

This page is for entering habitat data for streams >10m wide (separate data sheet)

- Enter the values recorded for each measured parameter. If you did not monitor the parameter, LEAVE IT BLANK!
- Use the dropdown menus when available to record your response
- Values in the grey lines will auto calculate as you enter data throughout the form

After all the monitoring data is entered, you can either click:

- 'Save'; will save your data and keep you on the same page
- 'Save and Return'; will save your data and direct you to the *View Data* page

Parameter	Result	Unit	Method
Bank Stability Score:	▼		
Maximum Thalweg Score:	▼		
Riffle:Riffle or Bend:Bend Ratio Score:	▼		
Rocky Substrate Score:	▼		
Cover for Fish Score:	▼		
Qualitative Fish Habitat Total Score (Calculated):			

Save Save and Return

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 does not show up on the list and helps regularly, they should have a profile added. If you are still looking for the person, contact your statewide program, county or DNR coordinator to have them added to SWIMS.
 - b) If the help was a one-time event, the other person could be noted in the comments section of the fieldwork. If that is the case, only the actual **Data Collectors** can be searched for and listed as Data Collectors.
- 4) Once all the names you need are in the New Collector Group box at the bottom of the page, click 'Create' 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.

Groups

Search People / Groups 1

People

Show 10 entries Filter Dickmann

x	Name	Salutation	Title	Organization
Add	JACOB DICKMANN		IT Project Manager	Wisconsin DNR
Add	Jake Dickmann		Dickman Lake, Fond du Lac Co	
Add	Jake Dickmann			
Add	Wyatt Dickmann		Pelican Lake, Oneida Co	

Showing 1 to 4 of 4 entries Previous 1 Next

New Collector Group

Name	Salutation	Title	Organization	Remove
<input type="text"/>				<input type="button" value="Create"/>

3 4

Existing Collector Groups

Show 10 entries Filter Dickmann

Select and Return Group Name/Description

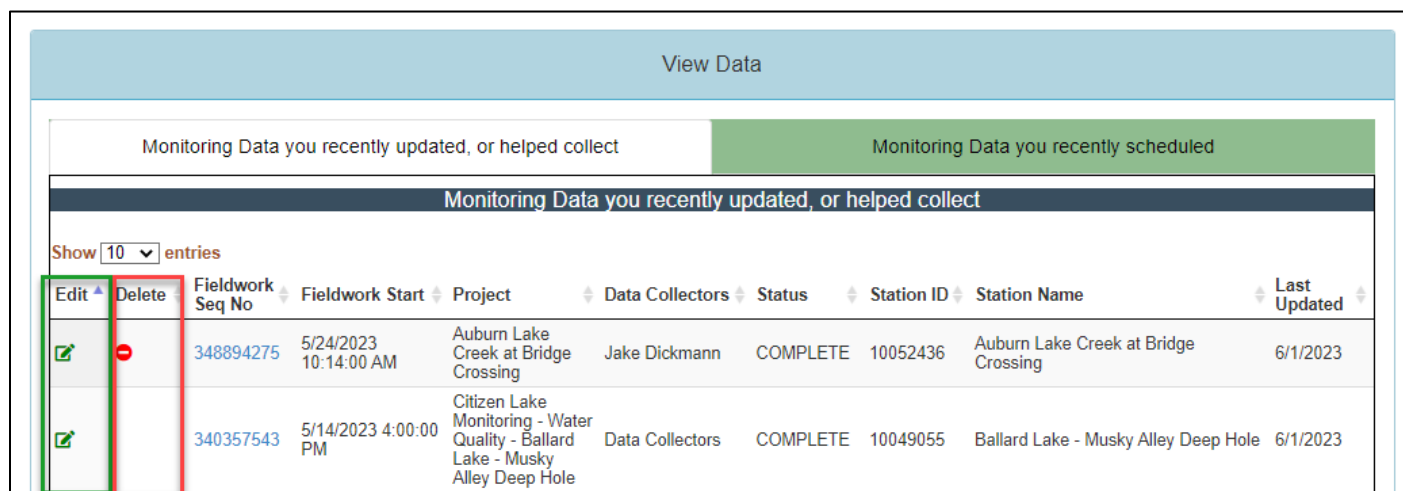
←	Wyatt Dickmann
←	JACOB DICKMANN, Jake Dickmann
←	JACOB C DICKMANN, ELIZABETH A ROCKOW
←	JACOB DICKMANN, AMY KRETLOW
←	Jake Dickmann_0
←	Jake Dickmann
←	Heidi J Bunk, JACOB C DICKMANN
←	JACOB C DICKMANN, Jeanne S Scherer
←	JACOB DICKMANN

Showing 1 to 9 of 9 entries Previous 1 Next

Tip: Notice that on the right, there can already be a list of the person paired with other data collectors that you can use. Click on the arrow to add one of these existing groups. People who have changed jobs may be listed from an old profile. DNR profile names are in all caps.

Viewing and Editing Your Recently Entered Data

Once you click 'Save and Return,' the **View Data** page will display rows of all the fieldwork you have entered data for or are associated with. The fieldwork event you just entered will be at the top. You can click on any table heading to reorganize the list of fieldwork events.



View Data									
Monitoring Data you recently updated, or helped collect					Monitoring Data you recently scheduled				
Monitoring Data you recently updated, or helped collect									
Show 10 entries									
Edit	Delete	Fieldwork Seq No	Fieldwork Start	Project	Data Collectors	Status	Station ID	Station Name	Last Updated
		348894275	5/24/2023 10:14:00 AM	Auburn Lake Creek at Bridge Crossing	Jake Dickmann	COMPLETE	10052436	Auburn Lake Creek at Bridge Crossing	6/1/2023
		340357543	5/14/2023 4:00:00 PM	Citizen Lake Monitoring - Water Quality - Ballard Lake - Musky Alley Deep Hole	Data Collectors	COMPLETE	10049055	Ballard Lake - Musky Alley Deep Hole	6/1/2023

Editing Data:

If you want to return to the data entry pages to check on something or correct a mistake, you can click on the pencil icon in the *Edit* column. This will allow you to edit as needed and save the fieldwork event again. If you run into an issue, contact your program coordinator.

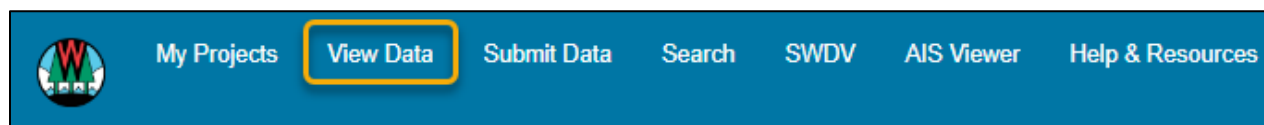
Deleting Data:

If you made major errors and want to start over, you can click the delete icon in the *Delete* column. This icon will only appear for Field data. Lab data cannot be deleted from the SWIMS interface.

Be very careful to make sure you are selecting the correct fieldwork event to delete. As mentioned above, the order will change each time you open one of your fieldwork events and close it again, moving it to the top regardless of where you first found it. In other words, if you opened the fieldwork listed fourth, once you close it, it will be listed first.

When in doubt about editing or deleting, check with your program coordinator or email DNRSWIMS@wisconsin.gov.

You can access the View Data page at any time by clicking the 'View Data' tab near the top



Need More Help? Reach out to your local program coordinator if you have any questions or encounter minor data record issues regarding data entry or individual results. If they cannot help, answer questions, or resolve the issues, contact DNRSWIMS@Wisconsin.gov.

Documents

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.

Adding a New Document

SWIMS users can add documents directly to fieldwork events when you enter your data. For example, if you took photos of a population of invasive species you are reporting for a WAV or AIS Monitoring event, you can upload one at the same time you enter the rest of your data. Additional photos can be added to the fieldwork after initial entry. We will look at the general process first.

Basics

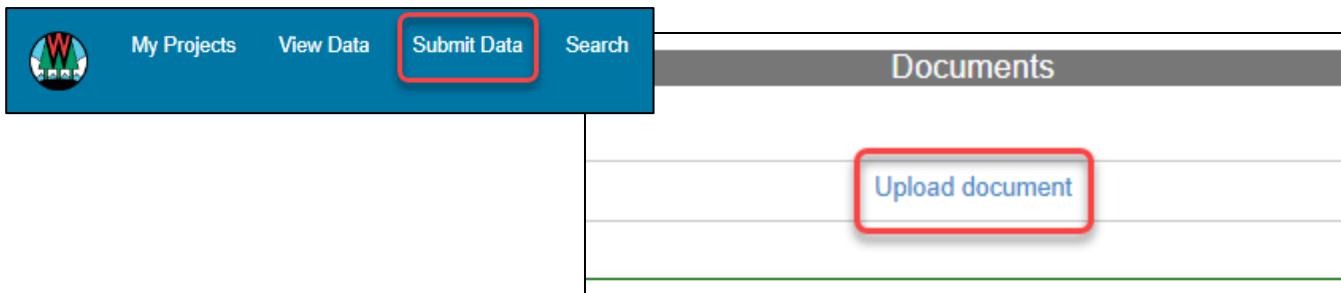
Before you start, have the document to be uploaded saved to a file or have a URL you will use available to copy and paste. If your program wants the file named in a specific way, do so. For example, AIS photos are to be named like this:

SPSCODE_ COUNTY_YYYYMMDD_ WATERBODY NAME_(WBIC or STATIONID or LATITUDE_LONGITUDE)_COLLECTOR NAME)

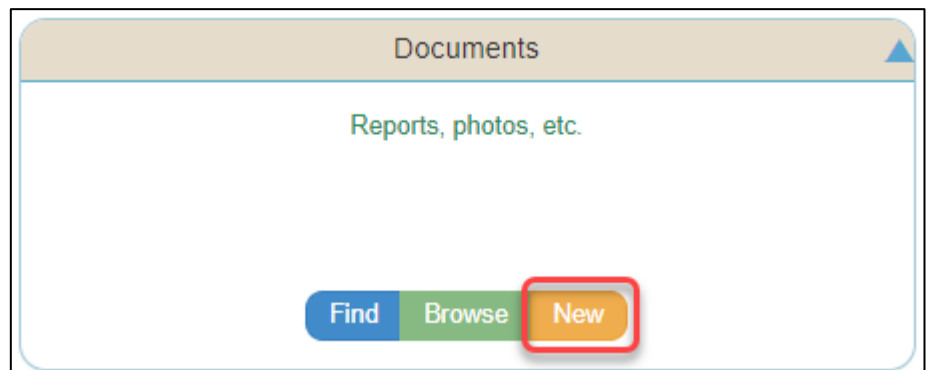
Ex: ZM_ Dane_20160805_ Lake Delton_1295200_Graham

Either of these methods will add your document to SWIMS. Below, we'll go over how to add documents directly to fieldwork

1. Click on Submit Data in the Toolbar, then on Upload Document under the Documents portion



2. Click the Fieldwork module and select New



Fill in as much information as possible when uploading a document to SWIMS. Below are the most important parts to include:

- **Document title.** Be exact when typing in the title of the document and if you need to ad-lib use brackets (i.e.: []). This helps us find the document more easily. You can use the file name of your document as a title.

- **Author Name.** Use the name of the author, photographer, etc. Don't use the name of the submitter unless they are also the author.

- **Published Date:** Typically, the date of your monitoring event

- **Upload File or URL:** Find the correct file on your computer to upload or paste in a URL.

- **Description:** General description of the document; it should be short and have pertinent information: What is contained in this document? Is it a report, photo, a map, water quality data?

The screenshot shows the 'Create Document' form with the following fields and options:

- Document Seq No:** SYSTEM GENERATED
- Document Title:** Text input field
- Author Name:** Text input field
- Published Date:** Precision: Day (dropdown), Date (dropdown), MM/DD/YYYY (text input)
- Upload File:** Choose File (button), No file chosen (text)
- URL:** Text input field
- Description:** Text area
- Document Descriptor:** DOCUMENT_TYPE (dropdown), WBIC (text input), KEYWORD (text input), KEYWORD (text input)
- Interested Parties:** Text input field, Author (dropdown), + Add (button)
- Project:** Text input field, + Add (button)

- **Document descriptors:** These label a document in a way that makes the document more easily found in a search. To add more options, click the "Add" button
 - **WBIC:** If a document is associated with a particular waterbody then the WBIC (Waterbody Identification Code) should be entered.
 - **Keywords:** These are text labels that can be the name of a species, lake or river name, or any word that people are likely to use in a search

NEW: Adding a Document to a Fieldwork Event

During Data Entry, assuming you have your photo or other document already saved to a file, click on 'Create Document' and follow the same steps as listed above to complete the form.

- If there is a document already saved to the SWIMS digital library that you wish to use, you can click on 'Find Document' and use the query window to find and add it.

The screenshot shows a form for adding a document to a fieldwork event. The form includes the following fields and controls:

- Project*:** Auburn Lake Creek at Bridge Crossin (dropdown)
- Data Collectors*:** Jake Dickmann (dropdown) with a **Find Data Collector** button.
- Station*:** 10052436 - Auburn Lake Creek at Bri (dropdown)
- Start Date*:** (empty text input)
- Start Time (HH:MM AM/PM)*:** (time selection dropdowns)
- Form*:** WAV Stream Monitoring 2015 (dropdown) with a **Find Form** button.
- End Date*:** (empty text input)
- End Time (HH:MM AM/PM)*:** (time selection dropdowns)
- Document:** (empty text input) with **Find Document** and **Create Document** buttons.

- To add a document to an existing fieldwork event, navigate to the fieldwork event by finding it on the related project page or your list of submitted fieldwork (see Fieldwork section). Click on the fieldwork event to open it and then click 'Enable Edit'.

The screenshot shows the 'Fieldwork Overview' page for a specific event. The page includes a navigation bar with a **← Back** button and an **Enable Edit** button (highlighted with a red box). Below the navigation bar, the following information is displayed:

- Fieldwork Seq No:** 265720996
- Start Date Time:** 8/30/2021 10:00:00 AM
- End Date Time:** 8/30/2021 10:00:00 AM
- Project:** Citizen Lake Monitoring - Water Quality - Lazy Lake; Deep Hole
- Data Collectors:** Dorothy and Bruce Curtis
- Field Status Code:** COMPLETE
- Field No:** AUGUST-113075
- Station ID:** 113075

- Scroll down and select "Documents" and click on the green "plus sign" button

The screenshot shows the 'Documents' tab selected in the fieldwork event interface. The tab is highlighted with a red box. Below the tab, there is a **Document** header and a **Show 10 entries** dropdown. A table with the following columns is shown:

Document Title	Fieldwork - Document Comment
No data available in table	

At the bottom of the page, it says "Showing 0 to 0 of 0 entries" and includes **Previous** and **Next** navigation buttons. A green plus sign button is visible in the top right corner of the document list area, highlighted with a red box.

- You can either enter a new document from this screen or search for an existing document by clicking the “Find Document” button
- Click “Create” to save that Fieldwork Document association. You will now find it under the Documents tab.

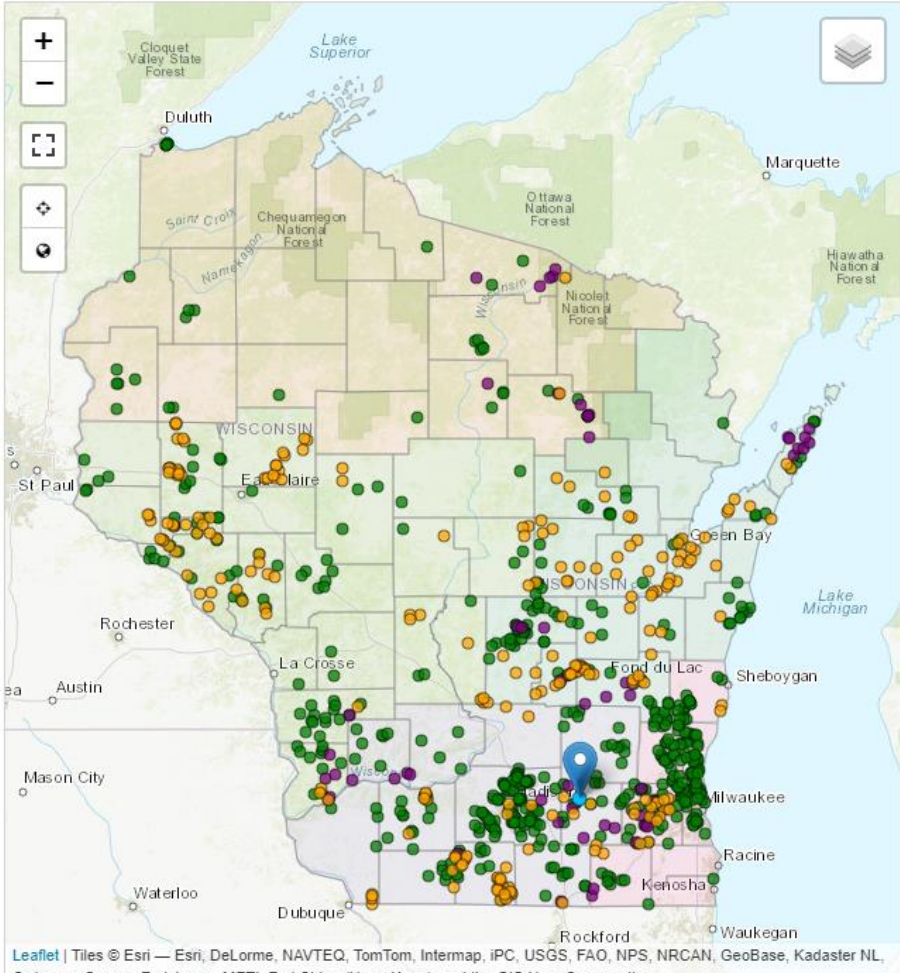
The screenshot shows a web form titled "Associate Fieldwork Document". At the top left, there are two buttons: a blue "← Back" button and a green "Create" button. Below these is a text instruction: "Add New Document - fill in the fields below and click 'Create' or 'Find Document' or 'Reset'". The "Find Document" button is highlighted with a red box. The form contains several input fields: "Document Seq No:" with the value "SYSTEM GENERATED"; "Document Title:" with the value "Wisconsin DNR Water Monitoring Strateg"; "Author Name:" with an empty text box; "Published Date:" with a "Precision:" dropdown set to "Day" and a "Date" field with the format "MM/DD/YYYY"; "Upload File:" with a "Choose File" button and the text "No file chosen"; "URL:" with an empty text box; and "Description:" with the value "Wisconsin DNR Water Monitoring Strategy Update 2015-2020".

Where to View WAV Data

The best way to view WAV data is through the [WAV Stream Monitoring Dashboard](#) found on the [WAV Webpage](#). This dashboard will allow you to explore WAV collected data through a dynamic interface. Contact the WAV program staff at wav@extension.wisc.edu for help with this dashboard.

Stream Monitoring Data Dashboard

Baseline stations are shown in green, thermistor stations in purple, and nutrient stations in orange. Currently selected station is shown in blue. Click on any station to select it, or choose from the list below the map.



Station data types:

- Baseline (stream monitoring)
- Nutrient (total phosphorus)
- Thermistor (temperature loggers)

Stations with data from:

- 2022
- 2021
- 2020
- 2019
- ANY selected year
- ALL selected years

Showing 831 out of 831 total stations

Zoom to selected site

Zoom out to all sites

Leaflet | Tiles © Esri — Esri, DeLorme, NAVTEQ, TomTom, Intermap, iPC, USGS, FAO, NPS, NRCAN, GeoBase, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), and the GIS User Community