

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

SWIMS profile: Everyone who submits data to SWIMS needs to have a SWIMS profile (account). Your SWIMS profile connects you to your monitoring projects. 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 MyWisconsin ID.

Step 1: Register for a MyWisconsin ID. Follow this video for more information on creating your ID: <https://www.youtube.com/watch?v=fgh9bW9lTmI>

Step 2: Send your MyWisconsin ID to wav@extension.wisc.edu for WAV staff to create your SWIMS account. They will not need your password. Please also indicate the county/counties where you will be monitoring.

Step 3: You are ready to log in to SWIMS! <https://apps.dnr.wi.gov/swims/>

Project RED Data Entry

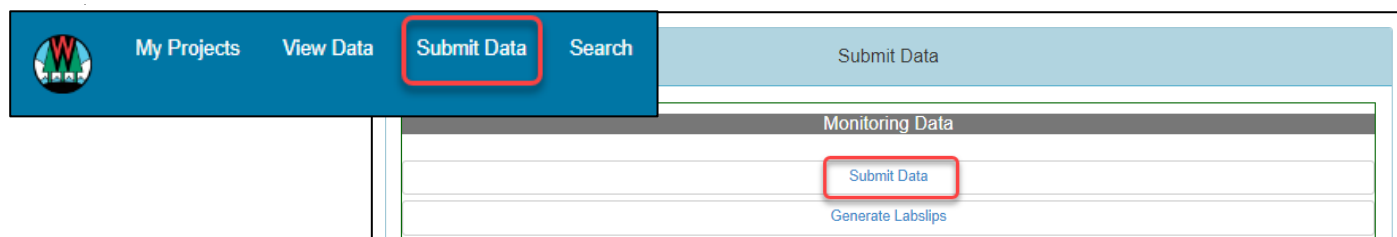
Volunteers usually collect data in the field on a paper form. In SWIMS, that paper form is replicated electronically for data entry into the system. Each time you submit data to SWIMS, a new **Fieldwork Event** is created.

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.



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

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.

A screenshot of the 'Create Monitoring Data' form. The form has a title bar 'Create Monitoring Data' and three buttons: 'Back', 'Save', and 'Next'. The form contains several fields with red boxes and numbers highlighting specific areas: 1. 'Project*' dropdown menu showing 'Project Riverine Early Detectors (REC)' with a 'Find Project' button. 2. 'Data Collectors*' dropdown menu showing 'Emily Heald' with a 'Find Data Collector' button. 3. 'Station*' dropdown menu showing '10057322 - Location Specified on Ne:' with a 'Find Station' button. 4. 'Start Date*' text field showing '08/01/2023'. 5. 'Start Time (HH:MM AM/PM)*' time picker showing '2 : 00 PM'. 6. 'Form*' dropdown menu showing 'Project Riverine Early Detection (REC)' with a 'Find Form' button. 7. 'End Date*' text field showing '08/01/2023'. 8. 'End Time (HH:MM AM/PM)*' time picker showing '3 : 15 PM'. 9. 'Document' text field with 'Find Document' and 'Create Document' buttons. 10. A checkbox labeled 'I want to enter latitude and longitude on the next page (optional)'. 11. '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	Oltbrich Park boat launch	
Species Looked For	Japanese Knotweed	YES ▼	
Species Looked For	Purple Loosestrife	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 Mudsnail	YES ▼	
Species Looked For	Red Swamp Crayfish	YES ▼	
Species Looked For	Faucet Snail	YES ▼	
Species Looked For	Other Species		

**** 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#	1	
Species Name	Eurasian Water-Milfoil	
Latitude (ex. 43.074747)	43.091490	DECIMAL DEGREES
Longitude (ex. -89.384625)	-89.333874	DECIMAL DEGREES
Area	2	METERS SQUARE
Additional Comments	Near pier next to baseball field parking	

SaveSave and ReturnEnter Next ID#

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, a search bar labeled 'Search People / Groups' contains the text 'Dickmann', with a yellow arrow pointing to it labeled '1'. Below this is a 'People' section with a table of search results. The table has columns for Name, Salutation, Title, and Organization. The first row shows 'JACOB DICKMANN' with title 'IT Project Manager' and organization 'Wisconsin DNR'. The second row shows 'Jake Dickmann' with title 'Dickman Lake, Fond du Lac Co'. The third row shows 'Wyatt Dickmann' with title 'Pelican Lake, Oneida Co'. A yellow arrow points to the 'Add' button next to 'Wyatt Dickmann' labeled '2'. Below the table is a 'New Collector Group' section with a form to add new collectors. The form has fields for Name, Salutation, Title, and Organization, and a green 'Create' button. A yellow arrow points to the 'Create' button labeled '4'. A yellow arrow points to the 'Add' button next to 'Wyatt Dickmann' labeled '3'. On the right side, there is an 'Existing Collector Groups' section with a list of groups. The list has a column for Group Name/Description. The groups listed are: 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, and JACOB DICKMANN. At the bottom, it says 'Showing 1 to 9 of 9 entries'.

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

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

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’.

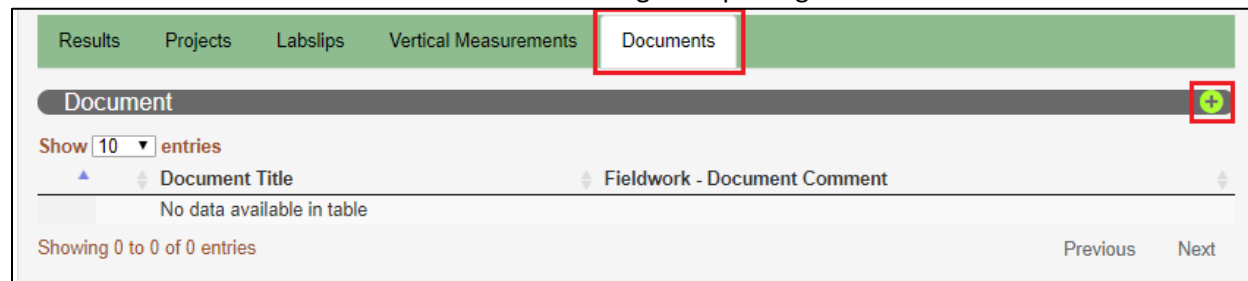


Fieldwork Overview

← Back Enable Edit

Fieldwork Seq No: 356529991 Start Date and Time: 1/1/2024 12:00:00 AM
End Date Time: 1/1/2024 11:59:00 PM Project: Project Riverine Early Detectors (RED) - Dane County
Data Collectors: Emily Heald Field Status Code: COMPLETE

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



Results Projects Labslips Vertical Measurements Documents

Document

Show 10 entries

Document Title	Fieldwork - Document Comment
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

- 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.