

<p>Surface Water Integrated Monitoring System (SWIMS) and Surface Water Data Viewer (SWDV) User Guide for Citizen Monitoring Volunteers</p>
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April 2007

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Introduction

The Surface Water Integrated Monitoring System (SWIMS) developed and managed by the Wisconsin Department of Natural Resources is the central database which stores data collected by Citizen Volunteers, DNR staff and others. The SWDV is designed to provide a centralized access point to comprehensive watershed management activities and water quality information for the waters of the State of Wisconsin. This User Guide is for Citizen Volunteer Monitors on how to use key features of the SWIMS and SWDV databases related to their monitoring activities.

Surface Water Integrated Monitoring System (SWIMS)

SWIMS is a statewide database to store and access water quality data. Monitoring stations are identified in the database against the 1:24,000 scale hydro layer, which makes them available in maps to view, verify and use in presentations and reports as well as in analyses. SWIMS is a dynamic database application that allows users to:

- Establish new monitoring stations or look up information and data on existing monitoring stations.
- Map precise locations of monitoring stations on a GIS hydro layer.
- Download monitoring data.
- Store related reports and photos.

Note: Some features are only available to certain users, such as DNR staff.

Contacts For Help in Using the SWIMS Database

- Jennifer Filbert for Citizen Lake Monitoring (Secchi, etc.)
Clean Boats/Clean Waters, consultants, or others monitoring lakes
608-264-8533; Jennifer.Filbert@wisconsin.gov;
- Chris Clayton for Citizen Stream Monitoring
608-266-9260; Christopher.Clayton@wisconsin.gov
- Lisa Helmuth for consultants or others monitoring rivers or streams
608-266-7768; Lisa.Helmuth@wisconsin.gov

Surface Water Data Viewer (SWDV)

The Surface Water Data Viewer (SWDV), developed and managed by the Wisconsin Department of Natural Resources, is a tool to access a variety of databases that contain fisheries data, water quality monitoring and assessment data, permits, reports, and waterbody information. Geographical Information System (GIS) mapping tools allow users to generate maps with air photos, topographic map, and selected features.

Contacts For Help in Using the SWDV Database

- Matt Rehwald, SWDV Database Manager
608-266-0164; Matt.Rehwald@wisconsin.gov
- Jennifer Filbert, SWIMS Database Manager
608-264-8533; Jennifer.Filbert@wisconsin.gov
- Lisa Helmuth SWIMS Database Manager
608-266-7768; Lisa.Helmuth@wisconsin.gov

Citizen Lake Monitoring

The Citizen Lake Monitoring Network is the core of the Wisconsin Lakes Partnership that creates a bond between over 1300 statewide citizen volunteers and the Wisconsin DNR. Volunteers assist in monitoring water clarity, water chemistry, aquatic plants and aquatic invasive species. Our goals are to collect high quality data, to educate and empower volunteers, and to share this data and knowledge.

Volunteers measure water clarity, using the Secchi Disk method, as an indicator of water quality. This information is then used to determine the lake's trophic state. Volunteers may also collect chemistry, temperature, and dissolved oxygen data, as well as identify and map plants, watch for the first appearance of Eurasian Water Milfoil near boat landings, or alert officials about zebra mussel invasions on Wisconsin lakes.

Clean Boats, Clean Waters:

The Clean Boats, Clean Waters volunteer watercraft inspection program is an opportunity to take a front line defense against the spread of aquatic invasive species. Adults and youth teams educate boaters on how and where invasive species are most likely to hitch a ride into water bodies. Volunteers perform boat and trailer checks for invasive species, distribute informational brochures and collect and report any new water body infestations.

Citizen Based Stream Monitoring Pilot Project:

The Citizen Based Stream Monitoring Pilot Project has involved citizen monitors in the process of collecting water quality data used by the DNR to assist in making management decisions. Goals of the pilot project include assessing the quality of the data collected and determining the institutional support needed to maintain its continued success. In the 2006 sampling season, 112 citizen monitors from 14 groups throughout the state participated in the pilot. Ultimately, volunteer participation in this project aids DNR staff by allowing for increased capabilities to monitor streams. Communities and the DNR can use this water quality information to make decisions that affect the management of streams throughout Wisconsin.

Contacts for Citizen Volunteer Monitoring Coordinators

- Laura Herman, Citizen Lake Monitoring Network – contact for training, equipment, statewide coordinator
715-365-8998; Laura.Herman@wisconsin.gov
- Chris Clayton, Citizen Based Stream Monitoring Pilot Project
608-266-9260; Christopher.Clayton@wisconsin.gov
- Julia Solomon, Clean Boats, Clean Waters
608-267-3531; Julia.Solomon@wisconsin.gov

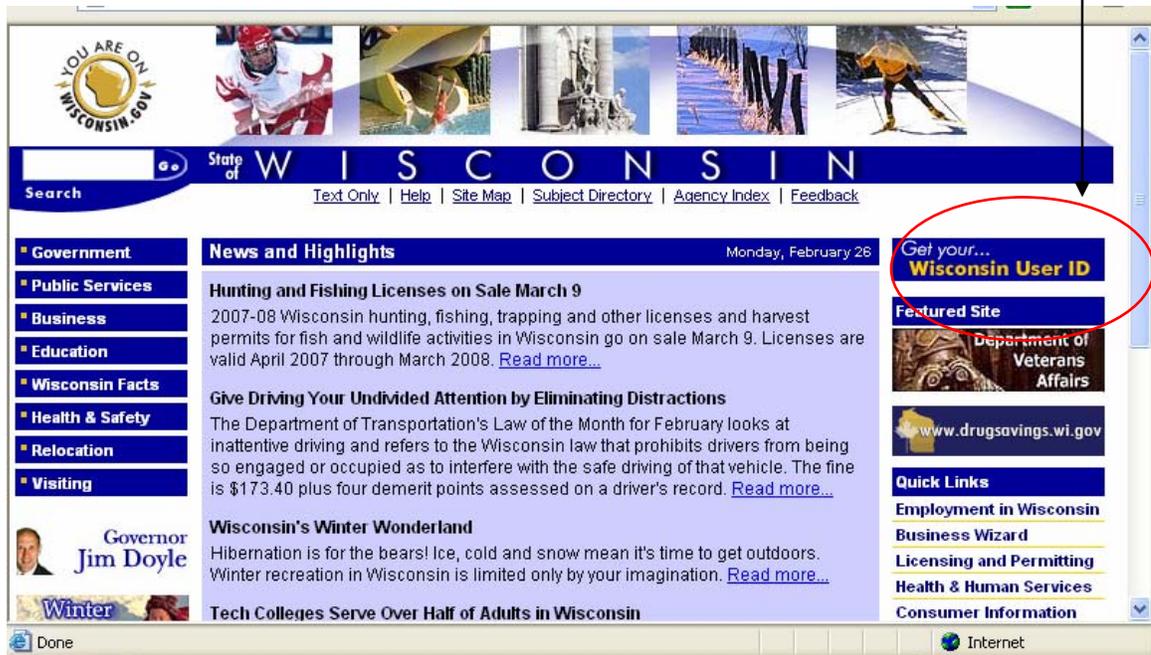
How to Get a WAMS User Id and Password

Volunteers need a User ID and Password to enter and edit data using the SWIMS database on an internet-connected computer. The State of Wisconsin established the Wisconsin Web Access Management Systems (WAMS) to allow access by authorized individuals to State forms and databases available through the internet. The simple self-registration procedure creates a personal Wisconsin Login Account ID that allows you access to SWIMS. If you already have a WAMS ID, you can use this ID to access the SWIMS database. If you do not already have a WAMS ID, follow the directions below.

NOTE: Your web browser should be Microsoft Internet Explorer version 5.5 or higher. For more information on the purpose of WAMS, their web site and account management tips see Appendix A.

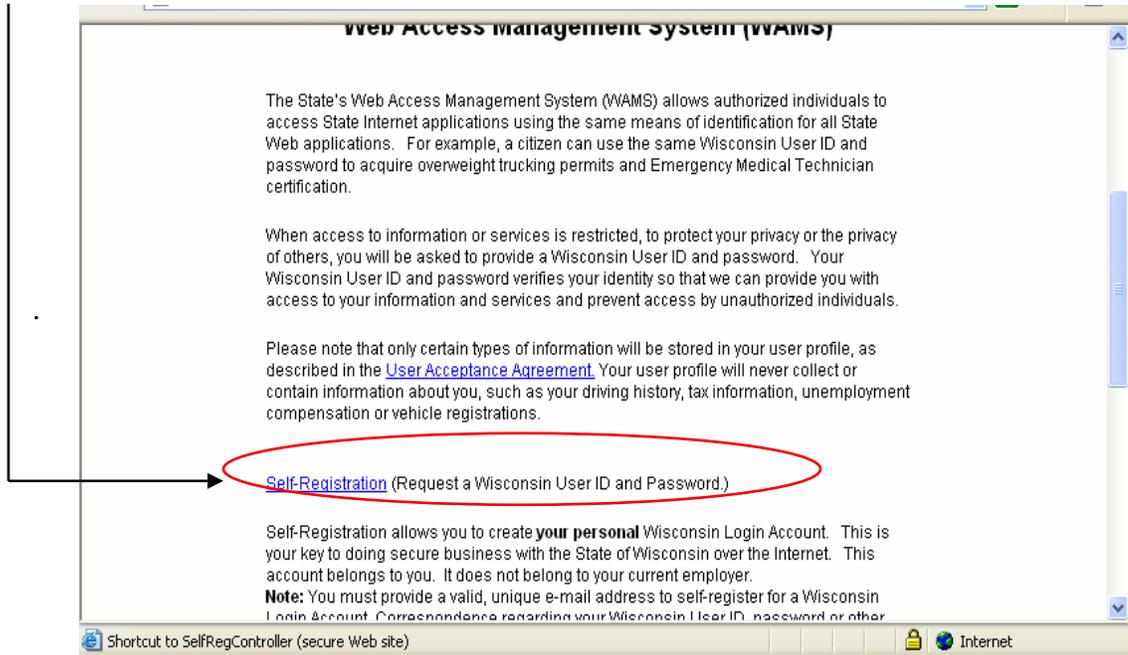
Step 1: Access Wisconsin.gov

Click open your Microsoft Internet Explorer browser and type in the URL: <http://www.wisconsin.gov/>. Click on the “**Get your Wisconsin User ID**” link



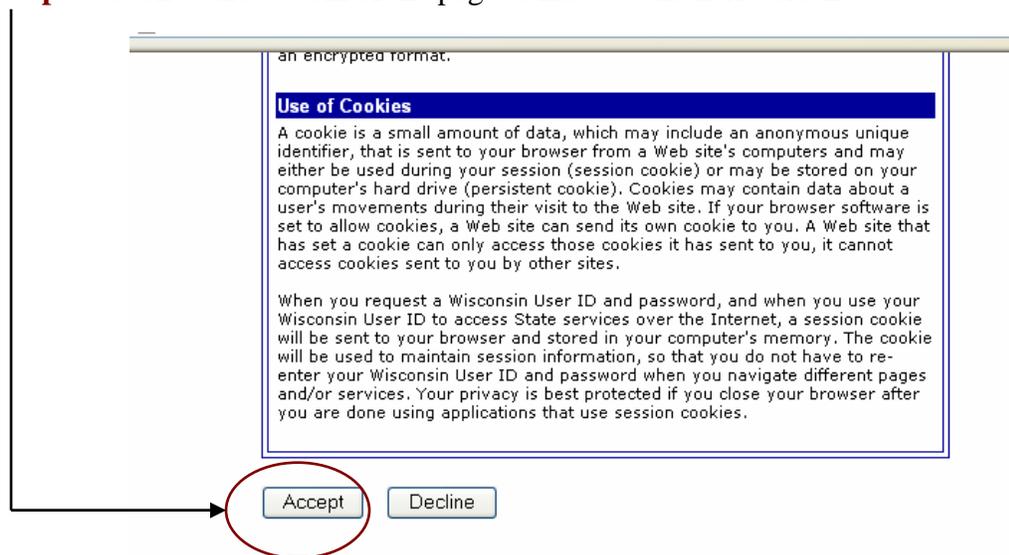
Step 2: Access WAMS

Click the "OK" button in the Security Alert box. The next screen is the WAMS "Wisconsin User ID" Screen. Use the vertical scroll bar on the right-hand of the screen to move down the page if necessary. Click on the "Self-Registration (Request a Wisconsin User ID and Password)" link.



Step 3: User Acceptance Agreement

The next screen is the WAMS "Self-Registration" screen. The screen explains the WAMS registration process. Scroll down and read the State of Wisconsin Web Access Management System User Acceptance Agreement. Click on the "Accept" button at the bottom of the page to move to the next screen.



Step 4: Complete the Profile Information

Fill in your name and email in the “**Profile Information**”.

NOTE: Only fields with a Red * next to them are required. There is a bug with entering postal addresses. We suggest leaving the address blank. Addresses for volunteers are kept separately in the SWIMS database system. We will have your address in the SWIMS database if you have already given it to us.

Self-Registration
* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix e.g., JR, SR, I, II, III

E-Mail * e.g., username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City



Step 5: Create your User Id and Password

Enter the requested information in “**Account Information**” including a User ID and [Password](#) (both which you pick), and personal e-mail address. See Appendix A for tips on Passwords.

NOTE: You can click on the printer icon on your tool bar to print out a copy of this screen if you wish to retain a record of your User ID and Password for future reference. Be sure to record your User ID and Password, and keep this information in a handy but secure location.)

Account Information

Your User ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Password must be between 7-20 characters and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question *

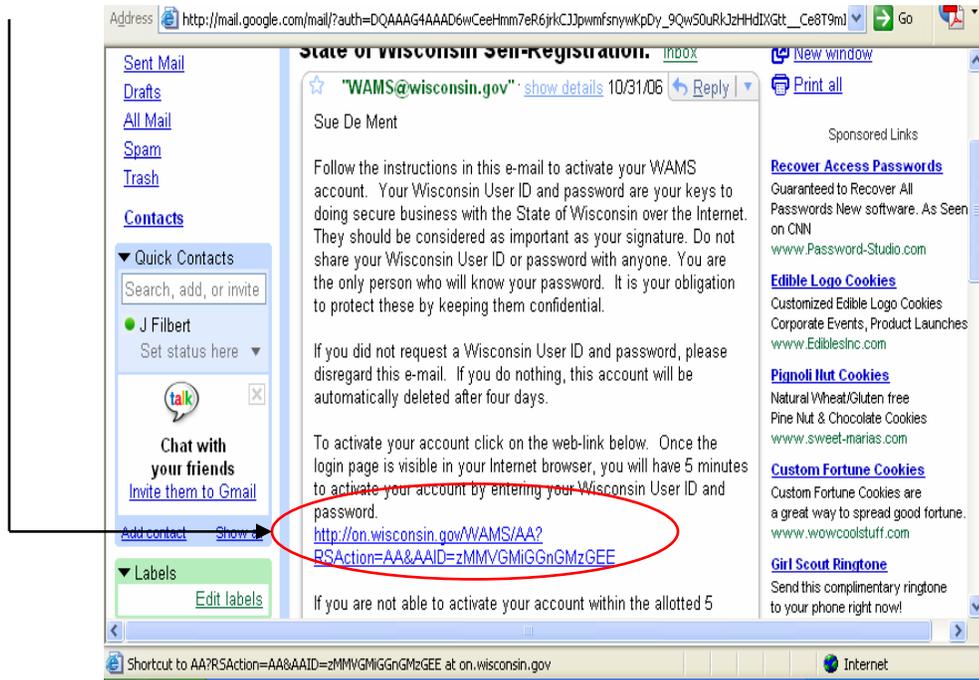
Answer to Secret Question *

Click on the “**Submit**” button.

Step 6: Open Your Personal E-mail Account and Log In

Now open your personal e-mail account. Check your mailbox for a message from “Wisconsin.gov” thanking you for registering with the State of Wisconsin Web Access Management System.

Open the email and click on the link in the e-mail. You must complete this final step within four days of receiving the message, or you will need to repeat the registration process.



Step 7: Log-in to WAMS with Your New User ID and Password

When you click on the Web link in the e-mail message from “Wisconsin.gov”, it will take you back to the WAMS web site. You will see the WAMS Account Activation - Final Step screen. Log in your User ID and Password again in the Account Activation Screen, and click on the "**Login**" button. You will receive your final e-mail message that your self-registration is complete. Now you have completed the WAMS registration process and you can exit the WAMS web site.

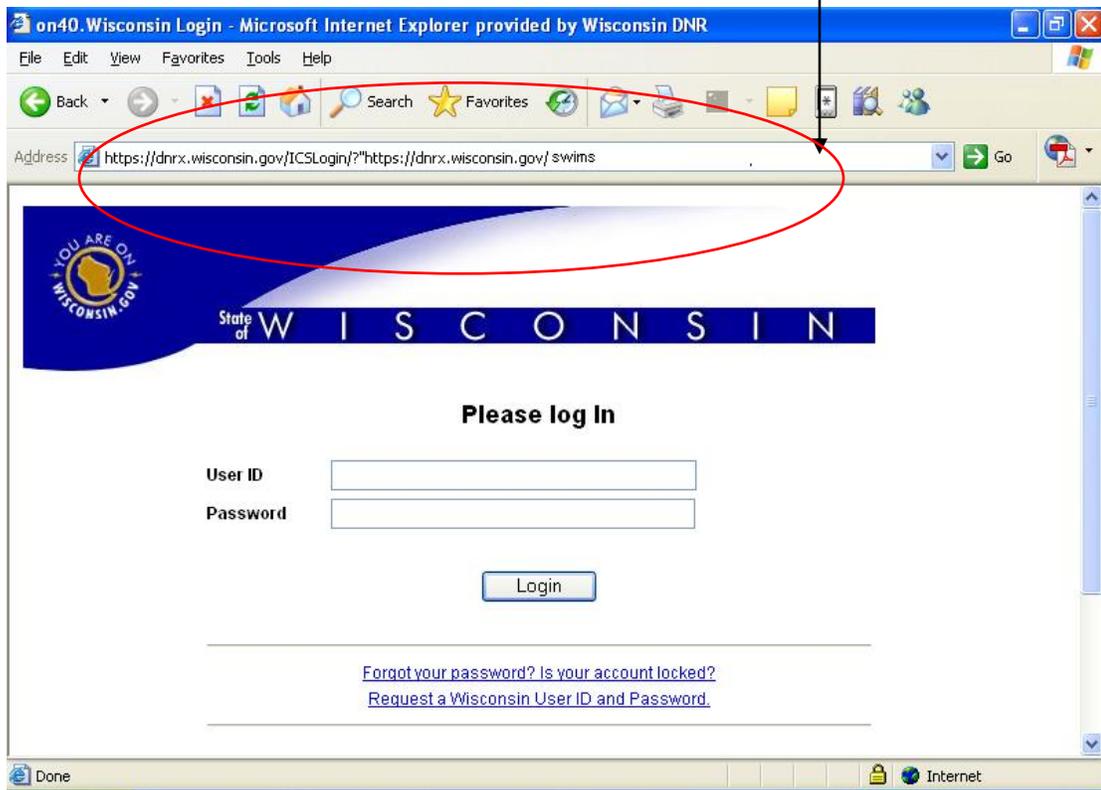
Step 8: E-mail the DNR with your User ID

The last step is to **e-mail us your WAMS User Id**. In the e-mail, tell us what kind of monitoring you are doing and where (i.e. Secchi monitoring on Big Lake, Shawano County or Clean Boats, Clean Waters on Big Lake, Shawano County, or Stream Monitoring on Black Earth Creek). Within a couple of business days, we will enter your user ID into the SWIMS database and send you an e-mail back letting you know that you are all set up to enter data. Contact one of the SWIMS file managers below with your User ID information:

Using the Surface Water Integrated Monitoring System (SWIMS)

- **Access Swims**

Open your web browser and type in: <https://dnrx.wisconsin.gov/swims/> and log in with your WAMS user ID and password.



- **Enter Monitoring Data**

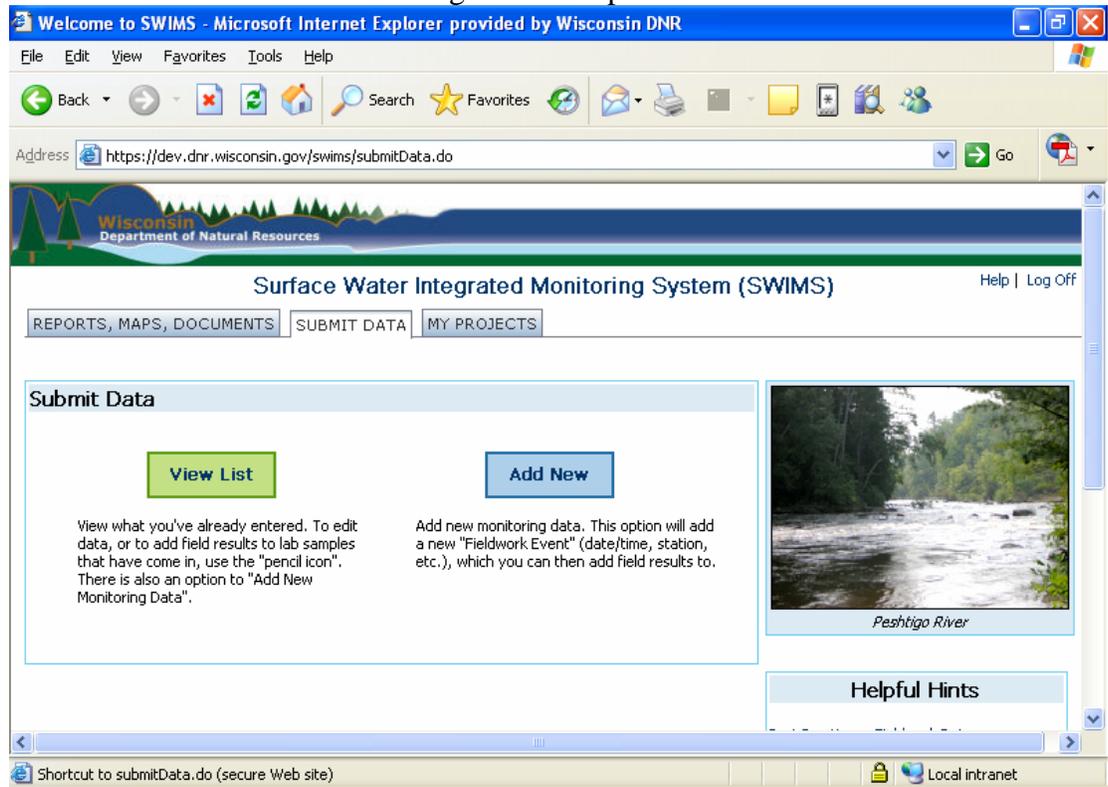
Step 1: Once you are logged into SWIMS, navigate to the “Submit Data” tab.
You have two options here to enter data:

- **View List**

Select this link to view, edit, or add to data that has already been entered. For example, if you sent a sample to the State Lab of Hygiene for analysis and you want to add your Secchi data, use this link.

- **Add New**

Select this link to enter new monitoring or boat inspection data.



Step 2: Select the Monitoring Project

To enter new monitoring data, click on the “**Add New Monitoring Data**” link mentioned above. You will access the “**Enter Monitoring Data**” page. Select the project from the “**Project**” drop-down arrow list. If you don’t see your project here, contact one of the file managers listed in the section: “Contacts For Help in Using the SWIMS Database” on page 3.

Enter Monitoring Data - Microsoft Internet Explorer provided by Wisconsin DNR

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Local intranet

Address <https://dev.dnr.wisconsin.gov/swims/createDynamicForm.do> Go

Wisconsin Department of Natural Resources

Surface Water Integrated Monitoring System (SWIMS) Help | Log Off

REPORTS, MAPS, DOCUMENTS SUBMIT DATA MY PROJECTS

Home -> Enter Monitoring Data

Fields denoted with an asterisk (*) are REQUIRED.

Project * Citizen Lake Monitoring - Big Lake Selected Project: Citizen Lake Monitoring - Big Lake

Data Collectors * Joe Smith (or) Search All People Selected Collectors: Joe Smith

Station * 593076, BIG LAKE - DEEP HOLE Selected Station: BIG LAKE - DEEP HOLE

Start Date * Select Date

Time

Form * Wisconsin Self-Help Lake Monitoring - Secchi, Temperature and D.O.

Next

Optional Fields

End Date Select Date

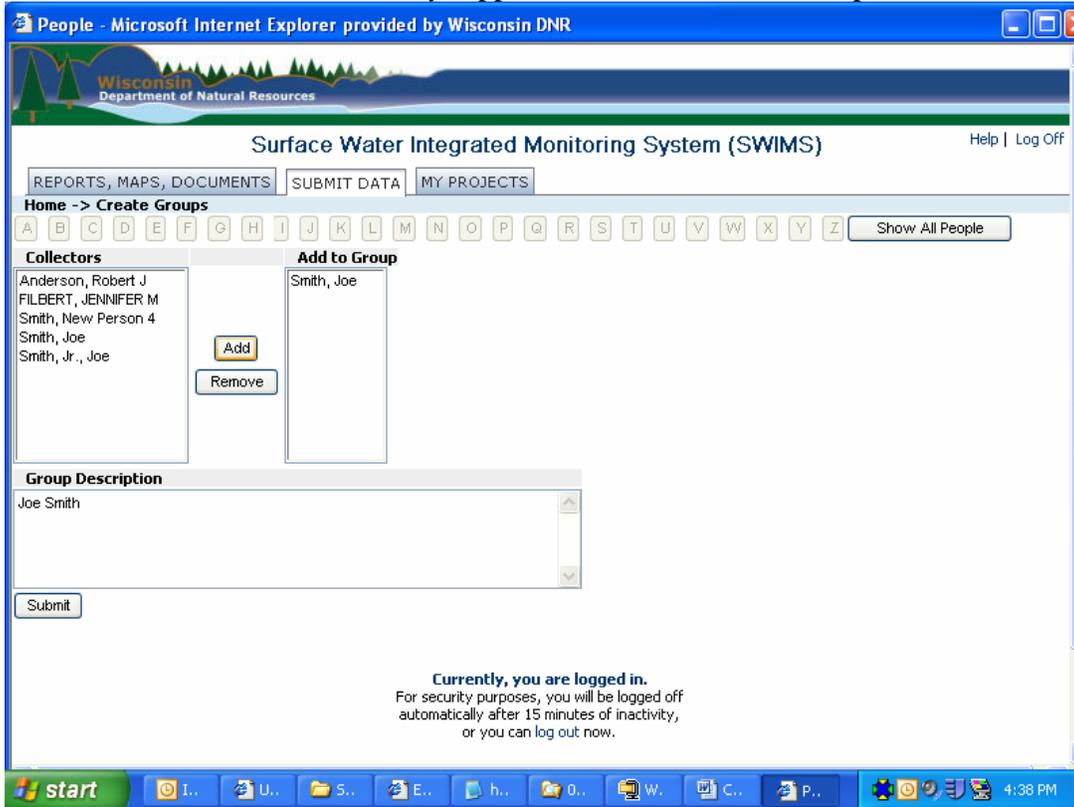
Time

Comments

Done Local intranet

Step 3: Select the Collector Names

To identify the data collectors for the new monitoring data, select names from the “**Collectors**” list. If you don’t see the combination of people you want, click on the “**Show All People**” button. “**Show All People**” allows you to create a new combination of people. You can add people to your list of collectors by clicking on the person’s name, and then the “**Add**” button. Click on the “**Submit**” button once you’ve selected everyone who has collected the new data you are adding. After you do this once, the names will always appear in the “**Collectors**” dropdown box.



Step 4: Select the Monitoring Station

Select the monitoring station location for the new monitoring data from the “**Station***” drop-down arrow list.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Enter Monitoring Data' page of the Surface Water Integrated Monitoring System (SWIMS). The browser's address bar shows the URL: <https://dev.dnr.wisconsin.gov/swims/createDynamicForm.do>. The page header includes the Wisconsin Department of Natural Resources logo and the title 'Surface Water Integrated Monitoring System (SWIMS)'. Navigation tabs for 'REPORTS, MAPS, DOCUMENTS', 'SUBMIT DATA', and 'MY PROJECTS' are visible. The main form area is titled 'Home -> Enter Monitoring Data' and includes a red warning: 'Fields denoted with an asterisk (*) are REQUIRED.' The form contains several required fields: 'Project *' (Citizen Lake Monitoring - Big Lake), 'Data Collectors *' (Joe Smith), 'Station *' (593076, BIG LAKE - DEEP HOLE), 'Start Date *' (593076, BIG LAKE - DEEP HOLE), and 'Form *' (Wisconsin Self-Help Lake Monitoring - Secchi, Temperature and D.O.). There are also 'Selected Project' and 'Selected Collectors' fields. Below the required fields is an 'Optional Fields' section with 'End Date', 'Time', and 'Comments' fields. A 'Next' button is located at the bottom left of the form. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

Step 5: Enter Monitoring Collection Date, Time and Optional Fields Information

Enter information in the “**Start Date***” and “**Time**” fields for your new monitoring data. Select the form you want to use to enter data from the “**Form***” drop-down arrow list. The Forms are limited to those associated with the Project. *(If you don't see any choices here, or don't see what you're looking for, contact one of the manager in the section: “Contacts For Help in Using the SWIMS Database,” on page 3.)* You can now fill in information in the “**Optional Fields**” section if you want, such as field comments (weather, etc.) in the “**Comments**” area. Click on next “**Next**” to continue.

- Clean Boats, Clean Waters volunteers entering data for a range of dates (such as a month), or just for a day at the landing, should enter an **End Date and Time**.
- All volunteers should enter their Weather and related comments in the comments field.

The screenshot shows a web browser window titled "Enter Monitoring Data - Microsoft Internet Explorer provided by Wisconsin DNR". The address bar shows the URL: https://dev.dnr.wisconsin.gov/swims/createDynamicForm.do. The page header includes the Wisconsin Department of Natural Resources logo and the title "Surface Water Integrated Monitoring System (SWIMS)". Navigation tabs include "REPORTS, MAPS, DOCUMENTS", "SUBMIT DATA", and "MY PROJECTS". The main content area is titled "Home -> Enter Monitoring Data" and includes a note: "Fields denoted with an asterisk (*) are REQUIRED." The form fields are as follows:

Project *	Citizen Lake Monitoring - Big Lake	Selected Project:	Citizen Lake Monitoring - Big Lake
Data Collectors *	Joe Smith	Search All People	Selected Collectors: Joe Smith
Station *	593076, BIG LAKE - DEEP HOLE	Selected Station:	BIG LAKE - DEEP HOLE
Start Date *	5/1/2006	Select Date	
Time	1:00 PM		
Form *	Wisconsin Self-Help Lake Monitoring - Secchi, Temperature and D.O.		

Below the main form is an "Optional Fields" section with the following fields:

End Date	Select Date
Time	
Comments	

The browser's status bar at the bottom shows "Done" and "Local intranet".

Step 6: Enter Monitoring Data

The form you selected in Step 5 above will appear, and you can enter the data. If you are a Lake volunteer and chose the “**Secchi, Temperature and D.O. Form**”, there will be a button on the bottom to go to the next page to add your Profile information. Enter your results. If you did not collect data for a certain parameter, it is OK to leave it blank.

Step 7: Save and Return

If you need to add another date, click on the “**Save and Enter Another Date**” button. If you are done entering information, click on the “**Save and Return to List**” button. The “**Save and Return to List**” button will take you to a list of data you recently entered or collected – see example below.

Fieldwork Start	Project	Data Collectors	Status	Station ID	Station Name
07/07/2010 02:05 PM	Team Fake	New Person 4 Smith	COMPLETE	10028687	BLACK EARTH CREEK - STH 14 2ND BRIDGE WEST OF MIDDLETON
05/01/2010 01:00 PM	Citizen Lake Monitoring - Big Lake	New Person 4 Smith	COMPLETE	593076	BIG LAKE - DEEP HOLE
07/07/2007	Citizen Lake Monitoring - Big Lake	Joe Smith	COMPLETE	593076	BIG LAKE - DEEP HOLE
06/04/2007 10:00 AM	Citizen Lake Monitoring - Big Lake	Jr. Smith	COMPLETE	593076	BIG LAKE - DEEP HOLE

Step 8: Edit Data

If you made a mistake, go to the **“Submit Data”** tab. Then click on **“View List”** link. A list of data you recently entered will appear. You can use the **“Order by”** dropdown to sort the list. Click on the **“pencil icon”** for the record you want to edit. The **“Edit Monitoring Data”** page will appear. You can edit the time, data collectors, comments, etc. on this page. If you made a mistake on something not editable, contact one of the file managers listed in the section: **“Contacts For Help in Using the SWIMS Database”** on page 3.

The screenshot shows the 'Enter Monitoring Data' form in a Microsoft Internet Explorer browser window. The browser title is 'Enter Monitoring Data - Microsoft Internet Explorer provided by Wisconsin DNR'. The address bar shows the URL: <https://dev.dnr.wisconsin.gov/swims/updateDynamicForm.do?id=8036158>. The page header includes the Wisconsin Department of Natural Resources logo and the title 'Surface Water Integrated Monitoring System (SWIMS)'. Below the header are navigation tabs: 'REPORTS, MAPS, DOCUMENTS', 'SUBMIT DATA', and 'MY PROJECTS'. The main content area is titled 'Home -> Enter Monitoring Data' and includes a note: 'Fields denoted with an asterisk (*) are REQUIRED.' The form fields are: Project: 'Citizen Lake Monitoring - Big Lake'; Station: 'BIG LAKE - DEEP HOLE'; Data Collectors: 'Joe Smith'; Start Date: '05/01/2006'; Time: '1:00 PM'; Form: 'Wisconsin Self-Help Lake Monitoring - Secchi, Temperature and D.O.'. There are buttons for 'Show Map', 'Save and Return to List', and 'Next'. An 'Optional Fields' section includes 'End Date' and 'Time' fields. A 'Comments' text area is at the bottom.

If you click on the same form again in the **“Form”** drop-down arrow list and then click on the **“Next”** button, you can edit the results.

The screenshot shows the 'Fieldwork Event and Result Form' in a Microsoft Internet Explorer browser window. The browser title is 'Fieldwork Event and Result Form - Microsoft Internet Explorer provided by Wisconsin DNR'. The address bar shows the URL: https://dev.dnr.wisconsin.gov/swims/generateDynamicFormItems.do?fieldworkId=8036158&formCode=SECCHI_TEMPDO. The page header includes the Wisconsin Department of Natural Resources logo and the title 'Surface Water Integrated Monitoring System (SWIMS)'. Below the header are navigation tabs: 'REPORTS, MAPS, DOCUMENTS', 'SUBMIT DATA', and 'MY PROJECTS'. The main content area is titled 'Home -> Fieldwork Event and Result Form' and includes a note: 'Fields denoted with an asterisk (*) are REQUIRED. Fieldwork event data can be corrected later after submitting parameter results below.' The form displays the following information: 'You Are Entering Data For: Project: Citizen Lake Monitoring - Big Lake, Start Date Time: 05/01/2006 01:00 PM, Station: 593076 - BIG LAKE - DEEP HOLE'. Below this is a table for data entry:

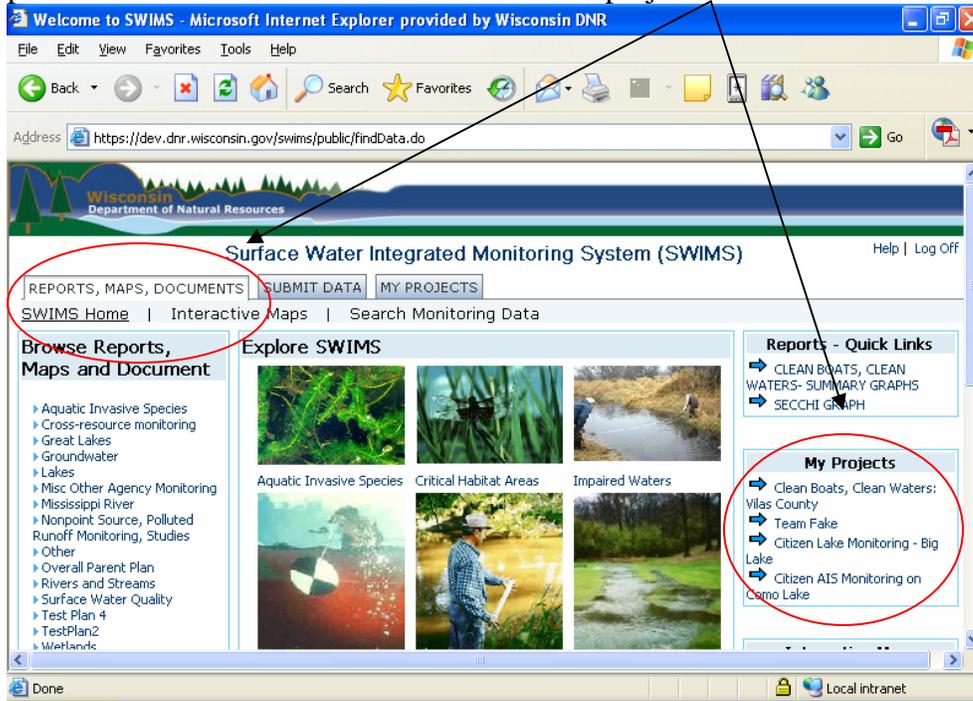
Parameter	Result	Units	Method
SECCHI DEPTH - FEET	10	FEET	CLMN SECCHI
SECCHI DEPTH HIT BOTTOM	N	Y/N	CLMN SECCHI
WATER LEVEL (STAFF GAUGE)		FEET	CLMN SECCHI
WATER LEVEL (VISUAL)	NORMAL		CLMN SECCHI
WATER COLUMN APPEARANCE	CLEAR		CLMN SECCHI
WATER COLOR (VISUAL)	BLUE		CLMN SECCHI
User Perception of Water Quality	1		CLMN SECCHI

There is a 'Save and Edit Header' button at the top right of the table area.

- **Find a Report for Your Project**

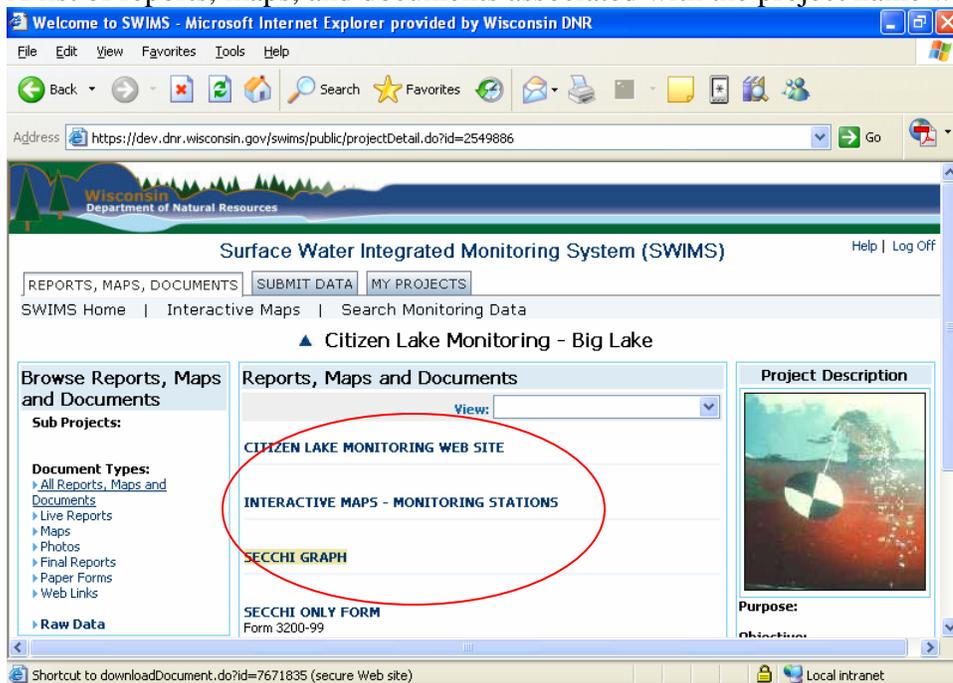
Step 1: Reports, Maps, Documents

Click on the “**Reports, Maps, Documents**” tab. You should see links to your projects on the right under “**My Projects**” once you have logged into SWIMS – see previous section: Access SWIMS. Click on a project.



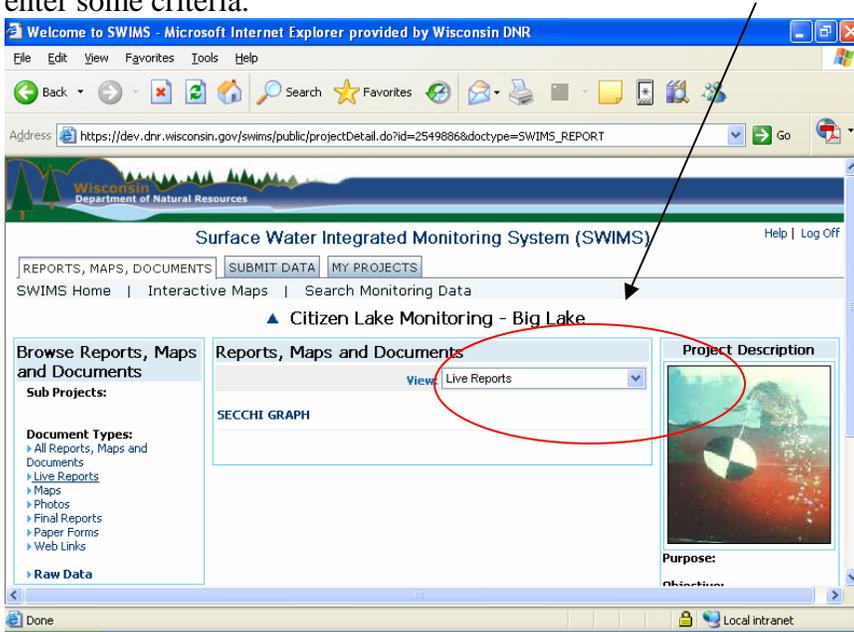
Step 2: View Titles

A list of reports, maps, and documents associated with the project name will appear.



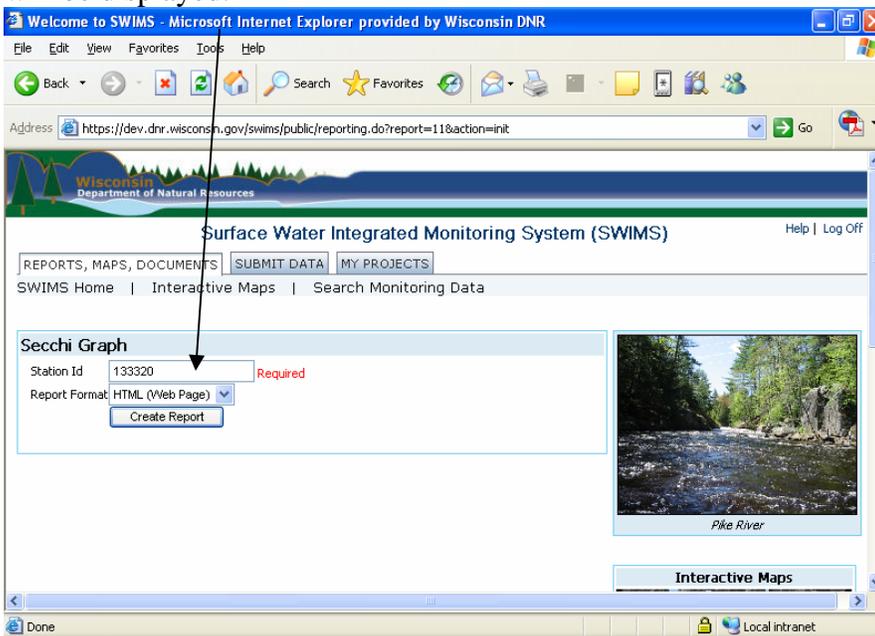
Step 3: Select Filter Option

The “**View**” drop-down arrow box in the upper right hand corner lets you filter the list to one type of document. Click on the name of the report you want to look at. Some reports will open automatically. Others will lead you to a page where you can enter some criteria.



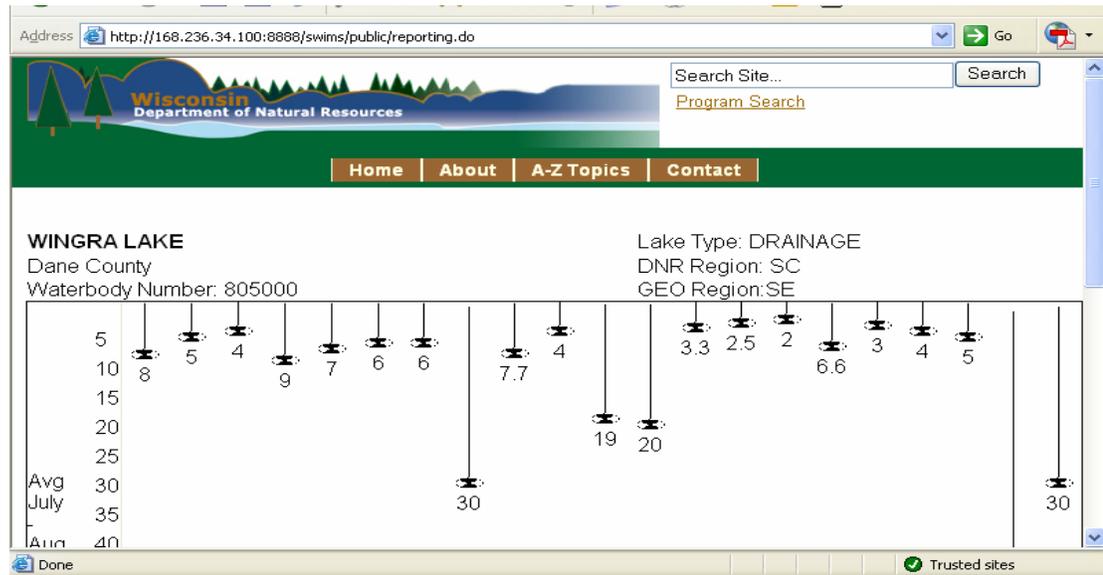
Step 4: Choose Report Format

You can choose the type of display format you want for the report. Most reports are available as web pages (HTML), PDF files (which require Adobe Acrobat Reader – free software), or “CSV” files. The CSV, or comma separated value, files generally open in Excel. Click on one of the “**Report Format**” options to select how the report will be displayed.



Step 5: View Report

This example shows the Secchi Graph for Wingra Lake.



- **Download Data for Your Project**

Step 1: Reports, Maps, Documents Tab

Click on the **“Reports, Maps, Documents”** tab. You should see links to your projects on the right under **“My Projects”**. Click on a project. On the left, click **“Raw Data”**. Now you can enter a date range and get monitoring data. Entering the date information is optional.

Welcome to SWIMS - Microsoft Internet Explorer provided by Wisconsin DNR

Address: https://dev.dnr.wisconsin.gov/swims/public/projectDetail.do?doctype=RAW_DATA&id=2549886

Surface Water Integrated Monitoring System (SWIMS)

REPORTS, MAPS, DOCUMENTS | SUBMIT DATA | MY PROJECTS

SWIMS Home | Interactive Maps | Search Monitoring Data

▲ Citizen Lake Monitoring - Big Lake

Browse Reports, Maps and Documents

Sub Projects:

Document Types:

- ▶ All Reports, Maps and Documents
- ▶ Live Reports
- ▶ Maps
- ▶ Photos
- ▶ Final Reports
- ▶ Paper Forms
- ▶ Web Links

[Raw Data](#)

View and Download Data

Project Name: Citizen Lake Monitoring - Big Lake

Type of Data: Monitoring Data

From: 1/1/2006 To: 12/31/2006

Select Date Select Date go

Project Description

Purpose:

Step 2: View Data

If there is data associated with your project, you'll get a page like this:

Surface Water Integrated Monitoring System (SWIMS)

REPORTS, MAPS, DOCUMENTS | SUBMIT DATA | MY PROJECTS

SWIMS Home | Interactive Maps | Search Monitoring Data

Home -> Fieldwork Events

Fieldwork Start	Labslip Account #	Project(s)	Data Collectors	Status	Field Sample ID	Station ID	Station Name	WBIC	Waterbody Name
12/05/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	COMPLETE		643480	BIG LAKE - SW BAY	2334700	BIG LAKE T42N R06E 504
12/05/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	SCHEDULED		643480	BIG LAKE - SW BAY	2334700	BIG LAKE T42N R06E 504
12/05/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	SCHEDULED		643480	BIG LAKE - SW BAY	2334700	BIG LAKE T42N R06E 504
12/05/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	SCHEDULED		643480	BIG LAKE - SW BAY	2334700	BIG LAKE T42N R06E 504
12/05/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	SCHEDULED		643480	BIG LAKE - SW BAY	2334700	BIG LAKE T42N R06E 504

Step 3: Download Data

Scroll down the page and click on the “Download” link.

Address: http://168.236.34.100:8888/swims/browseFieldData.do

09/21/2006		Monitoring - Big Lake	FILBERT,FALLOS	COMPLETE		6
03/03/2006 11:00 AM		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	COMPLETE		6
01/11/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	COMPLETE		5
01/01/2006		Citizen Lake Monitoring - Big Lake	Staff	COMPLETE	7547068	6
01/01/2006		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	SCHEDULED		5
05/01/2004		Citizen Lake Monitoring - Big Lake	FILBERT,FALLOS	COMPLETE		5

Download

Address: http://168.236.34.100:8888/swims/

Labslip Account #

Group

Status

Field Sample ID

Fieldwork Depth

Station Org.

Station ID

Station Name

Station Type

WBIC

Waterbody Name

Field Description

Report To

Report To EPA

Comments

Select All Unselect All

Add level of detail: <no detail>

Download the

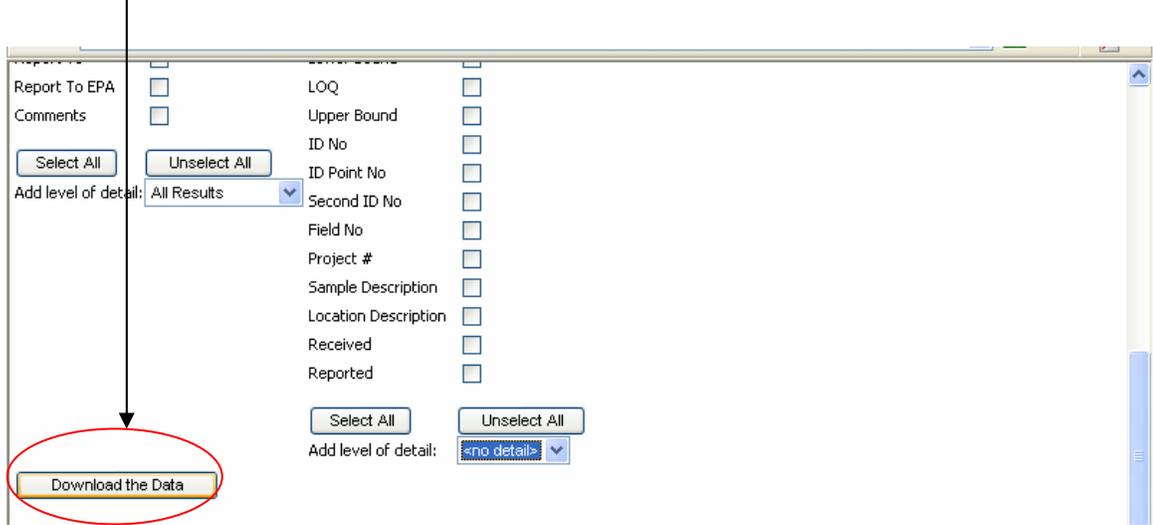
- <no detail>
- All Results
- Field Results
- Lab Results
- Summary Results

Step 4: Select Spreadsheet Columns

Check whichever columns you want to appear in your spreadsheet. In the “Add level of detail” drop-down arrow list choose “All Results”.

Step 5: Download the Data

Click on the “Download the Data” button.



Step 6: View Data

The data will be displayed in the spreadsheet columns you selected.

The screenshot shows a web browser window displaying a spreadsheet. The address bar shows the URL: <http://168.236.34.100:8888/swims/download.do>. The spreadsheet has columns labeled A through J. The data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	Fieldwork Start	Fieldwork End	Group	Station ID	Station Na	DNR Parar	Parameter	Description	Result	Units
2	01/01/2006		Staff	643480	BIG LAKE	99420	DNR_STO	SECCHI D	N	
3	01/01/2006		Staff	643480	BIG LAKE	49701	DNR_STO	SECCHI D		10 FEET
4	01/01/2006		Staff	643480	BIG LAKE	90001	SWIMS		GREEN	
5	01/01/2006		Staff	643480	BIG LAKE	90000	SWIMS		CLEAR	
6	01/01/2006		Staff	643480	BIG LAKE	90002	SWIMS			2
7	01/01/2006		Staff	643480	BIG LAKE	90004	SWIMS			6 FEET
8	01/01/2006		Staff	643480	BIG LAKE	90003	SWIMS		HIGH	
9	01/01/2007		FILBERT	593076	BIG LAKE	10	DNR_STO	TEMPERA		4 DEGREE
10	01/01/2007		FILBERT	593076	BIG LAKE	20	DNR_STO	AMBIENT		5 DEGREE
11	05/01/2007		FILBERT	593076	BIG LAKE	10	DNR_STO	TEMPERA		70 DEGREE
12	05/01/2007		FILBERT	593076	BIG LAKE	49701	DNR_STO	SECCHI D		15 FEET
13	05/01/2007		FILBERT	593076	BIG LAKE	30003	SWIMS	Zebra Mus		5 MM
14	05/01/2007		FILBERT	593076	BIG LAKE	30004	SWIMS	Zebra Mus		2 MM
15	05/01/2007		FILBERT	593076	BIG LAKE	30005	SWIMS	Zebra Mus		2 MM
16	05/01/2007		FILBERT	593076	BIG LAKE	30006	SWIMS	Zebra Mus		3.3 MM
17	05/01/2007		FILBERT	593076	BIG LAKE	30007	SWIMS	Zebra Mus		1 MM
18	07/07/2007		JENNIFER	593076	BIG LAKE	49701	DNR_STO	SECCHI D		5 FEET
19	05/01/2008		FILBERT,F	593076	BIG LAKE	90004	SWIMS			20 FEET
20	05/01/2008		FILBERT,F	593076	BIG LAKE	90003	SWIMS			DONT_KNOW
21	01/01/2006		FILBERT,F	593076	BIG LAKE	<no data>	<no data>	<no data>	<no data>	<no data>
22	05/01/2004	01/17/2007	FILBERT,F	593076	BIG LAKE	<no data>	<no data>	<no data>	<no data>	<no data>

Using the Surface Water Data Viewer (SWDV)

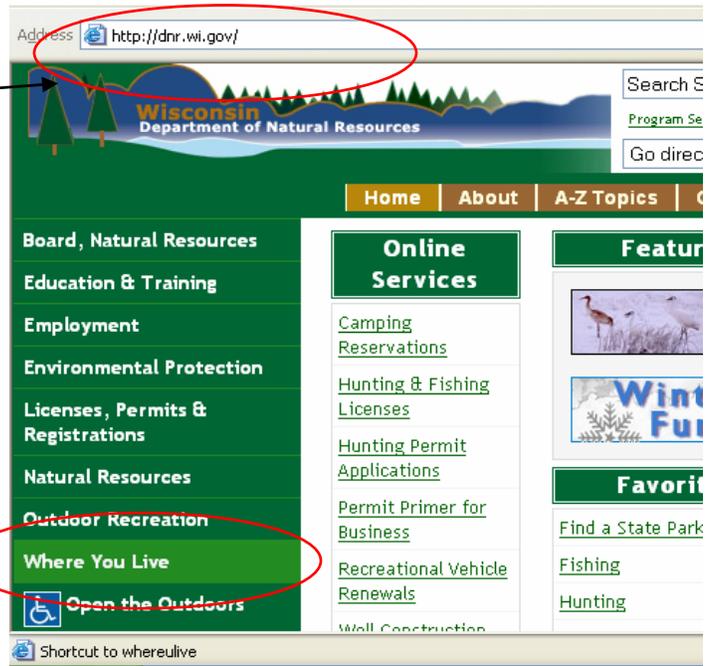
- Access the Surface Water Data Viewer

Step 1: Type in the Web Site Address

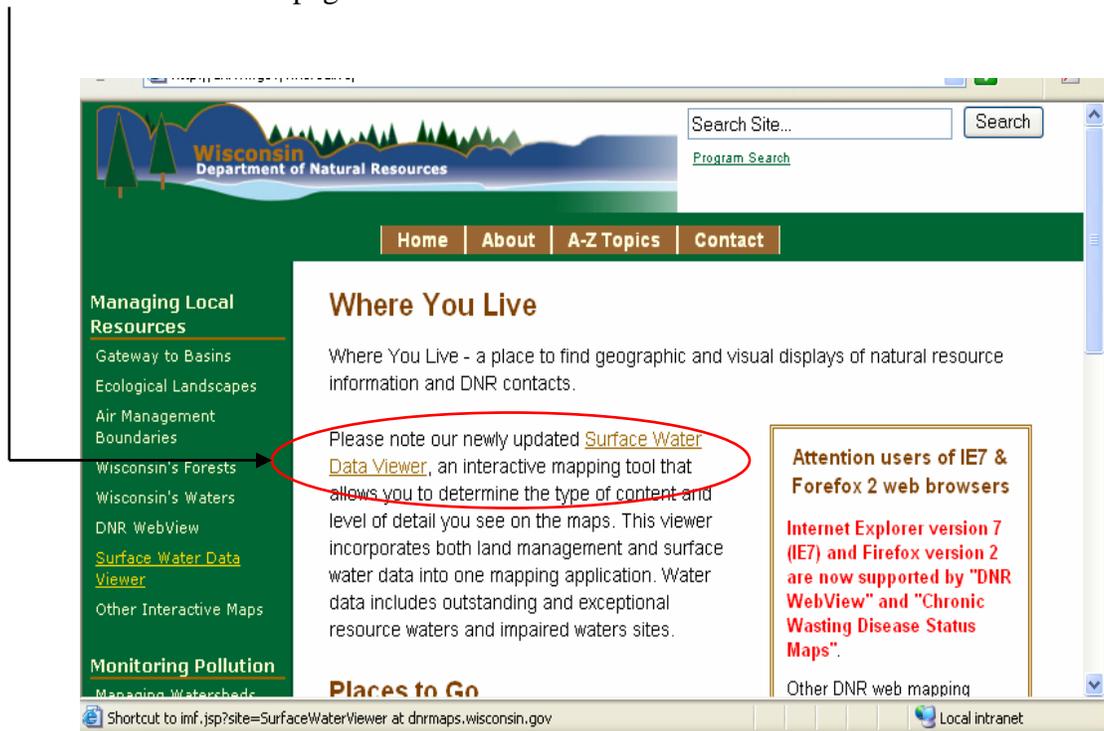
Type in this URL:

<http://dnr.wi.gov> in the address box of your internet-connected computer.

Click on the link to “**Where You Live**” in the left-hand column.



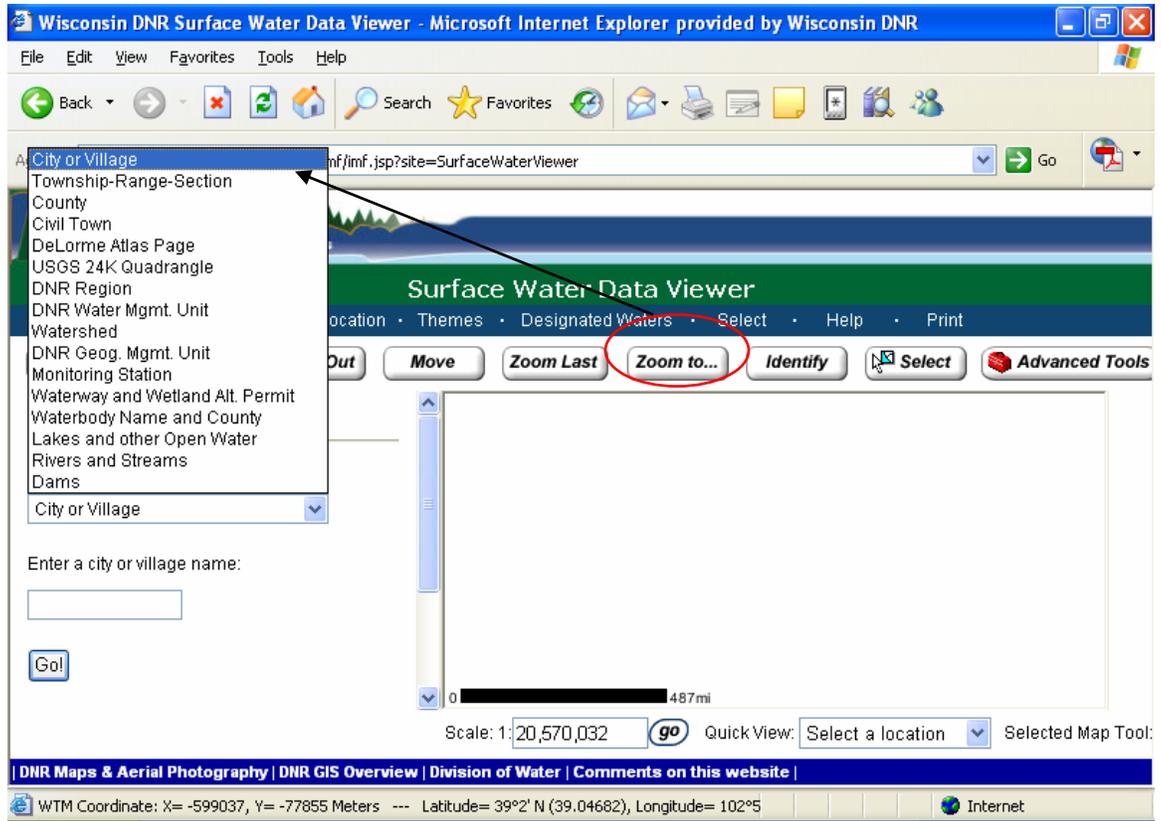
Step 2: Go to the Viewer Click on the “**Surface Water Data Viewer**” link on the “**Where You Live**” page.



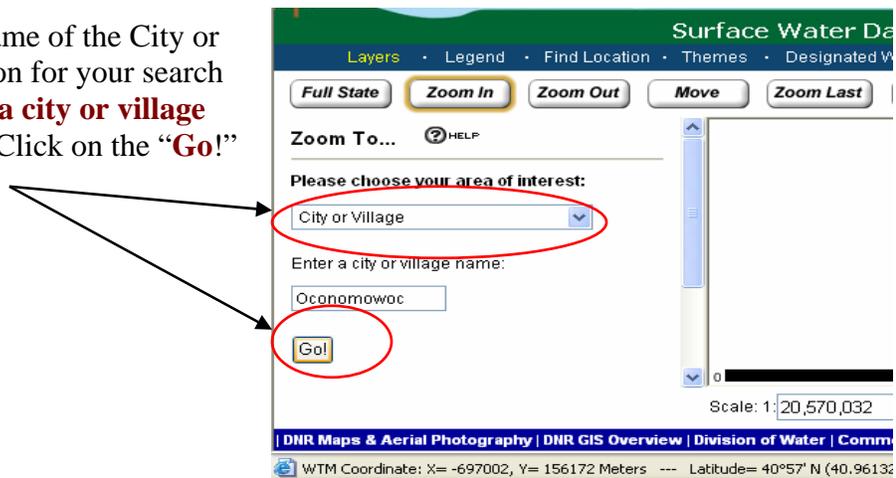
- **Go to a Place**

Step 1: Use the “Zoom To” feature

Click on the **“Zoom To”** button. A drop-down menu will appear on the left. Click on the category for your search. For example, if you want to go to a City or Village, choose that option. The map will zoom to the location specified. *NOTE: if your location is in an unincorporated area, choose the **“Civil Town”** option.*

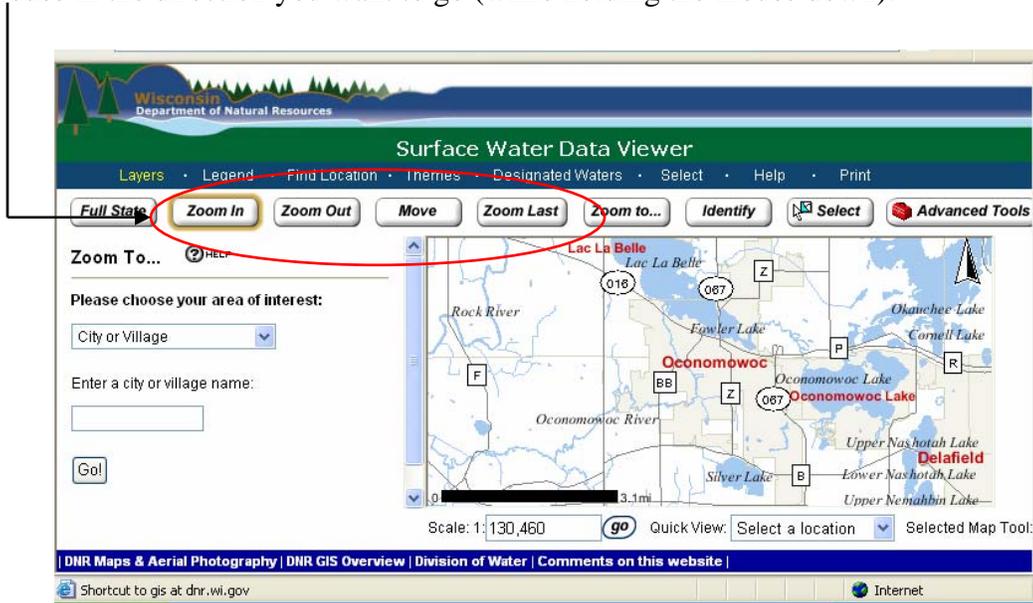


Type in the name of the City or Village location for your search in the **“Enter a city or village name”** box . Click on the **“Go!”** button.



Step 2: Use the “Zoom In”, “Zoom Out” and “Move” buttons

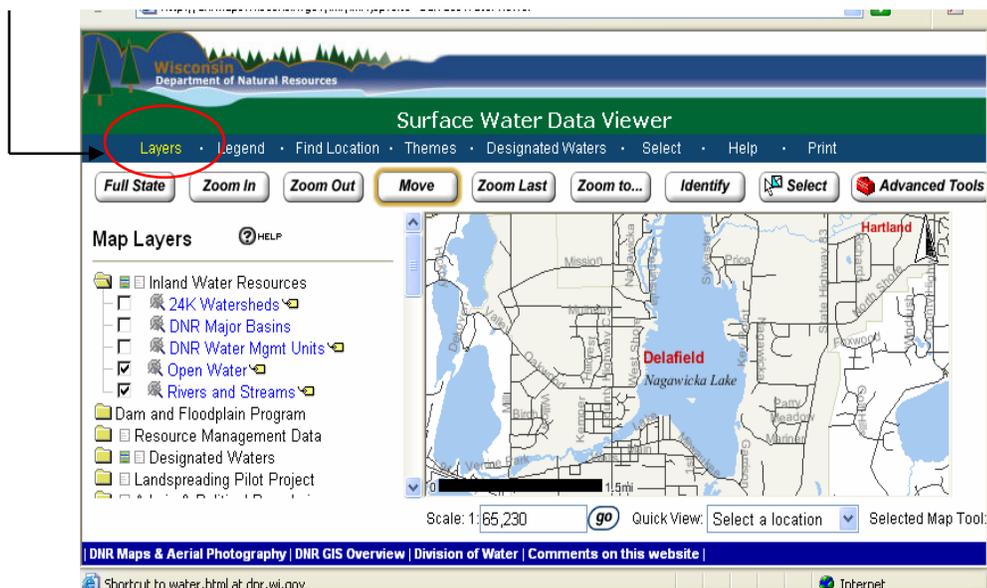
You can Zoom closer, or further away using the “**Zoom In**” or “**Zoom Out**” buttons. For example, click the “**Zoom In**” button. Then click on the part of the map you want to get closer to with the crosshairs. You can also move the map around using the “**Move**” button. Click on “**Move**”, then click on part of the map and move your mouse in the direction you want to go (while holding the mouse down).



- **Look at Layers of Information**

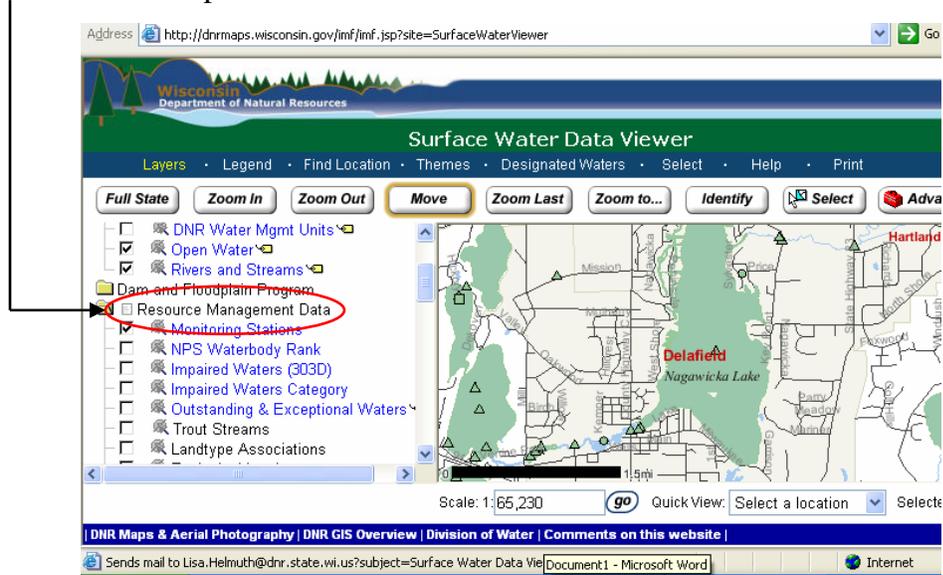
Step 1: Choose a Layer

Once you zoom to a place, you can click “**Layers**” on the menu bar, to choose what kind of information to look at on the map. .



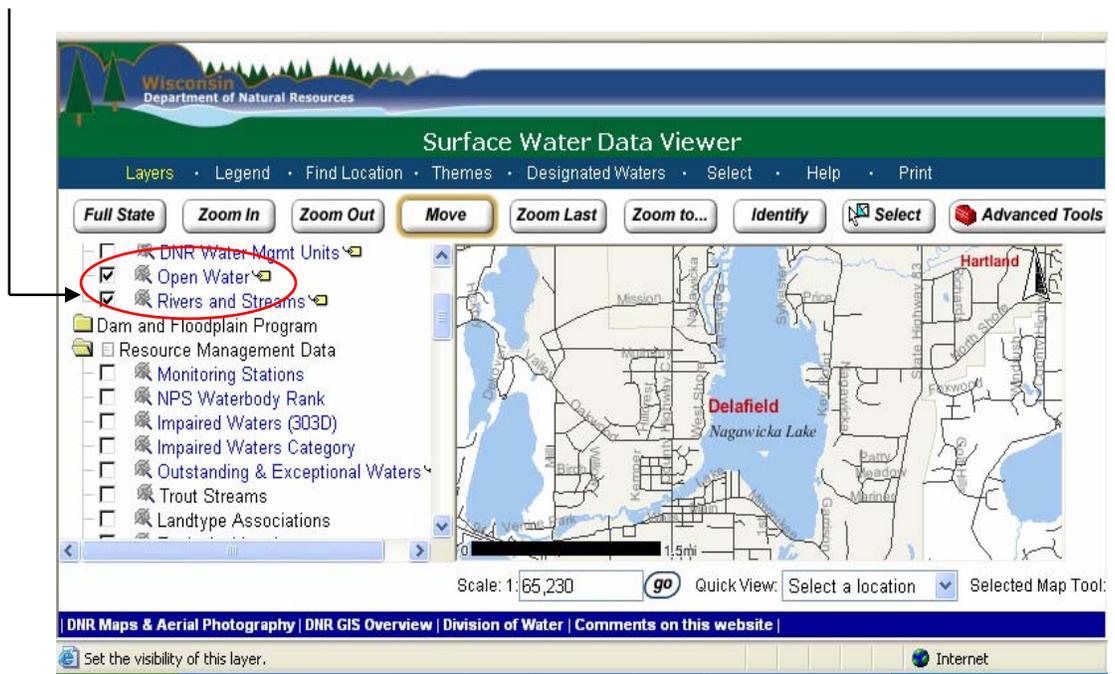
Step 2: Open a Folder

Click on the “**folder icon**” to see the choices in a category. For instance, click on the folder next to the “**Resource Management Data**” folder to see the categories displayed as in the example below.



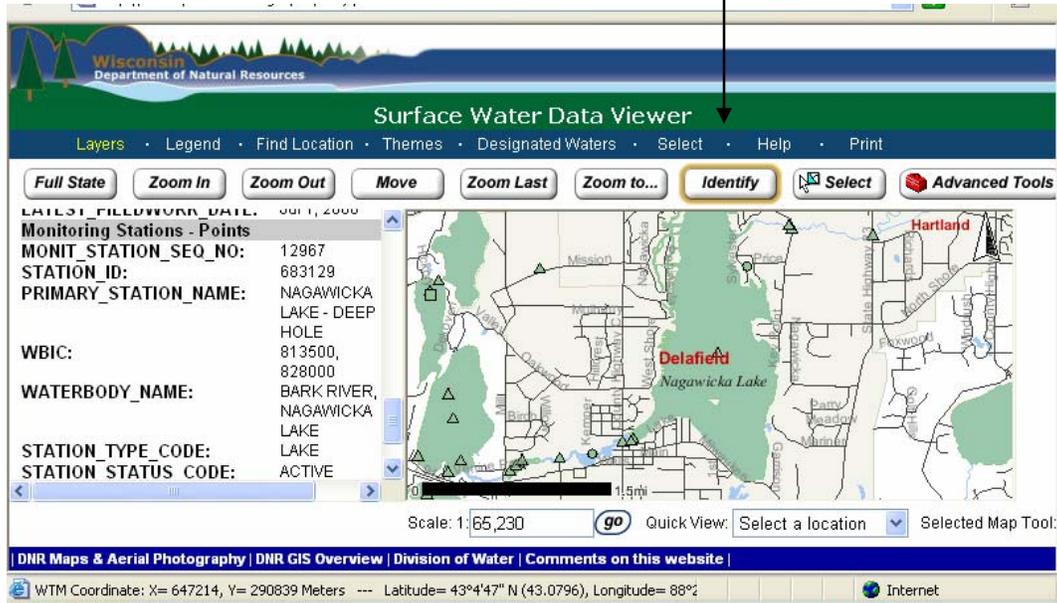
Step 3: Turn on the Information Layer

To turn on a layer of information, click on the “**checkbox**”. A check will appear in the box, and the map will change to display the information you selected.



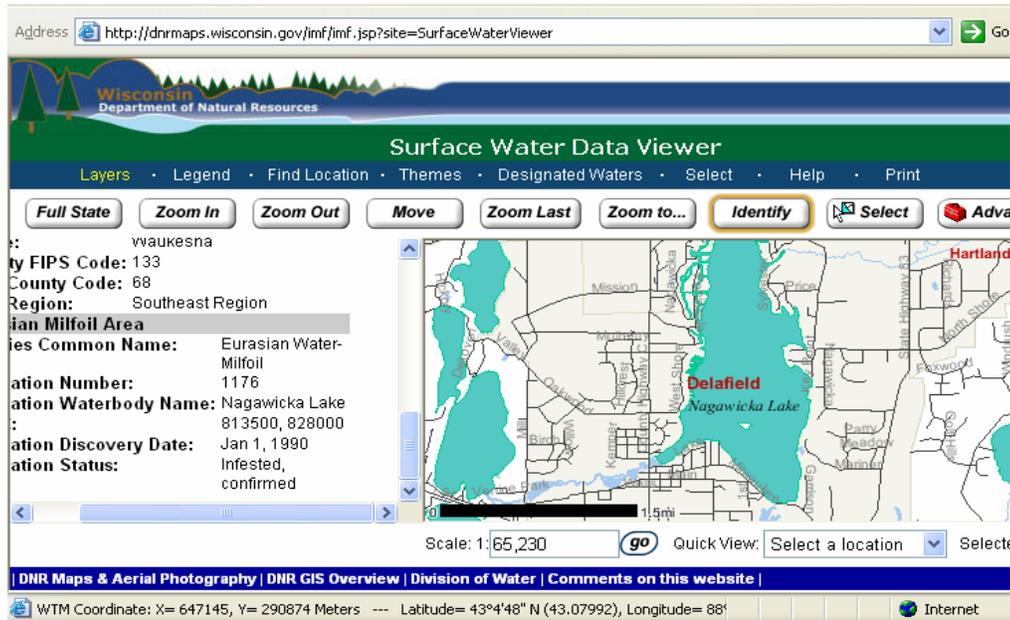
Step 4: Use the Identify Button for more Detailed Information

In this case, we turned on the “**Monitoring Stations**” layer. If you click on the “**Identify**” button, then click on a little triangle which represents a monitoring station location, detailed information about the monitoring station will appear on the left-hand side of the screen.



Step 5: Change to a New Layer

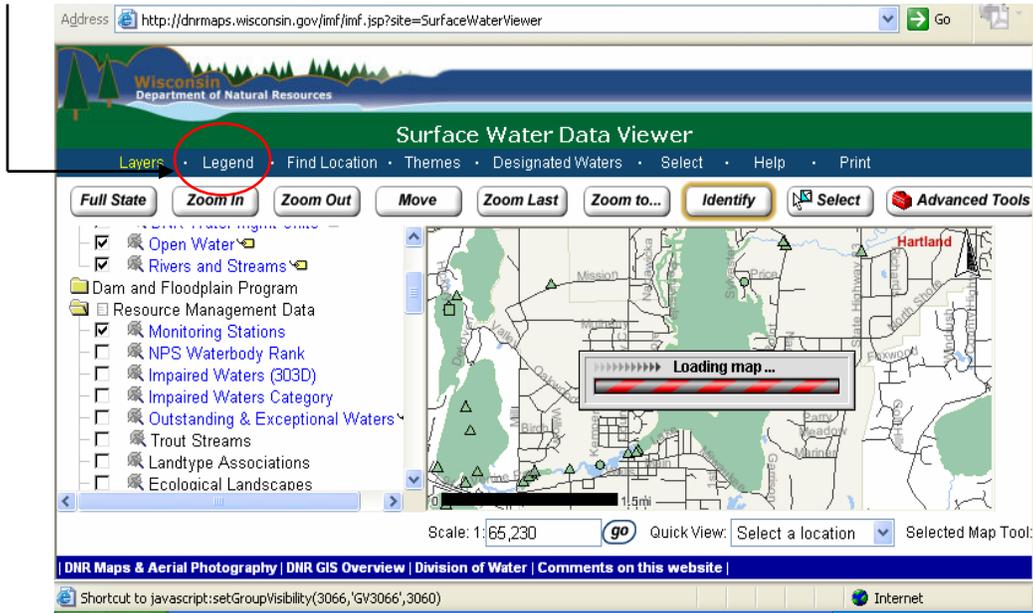
To look at different information, click the “**Layers**” tab again. You can “uncheck” the “**Monitoring Stations**” layer. Then click on the “**Eurasian Water Milfoil Infestations**” box. The map will change to show you this layer of information. Again, you can click the “**Identify**” button and click on part of the map to see the details for this feature on the left-hand side of the screen.



- **View Legend Symbols**

Step 1: Use the Legend Tab

You can also click the “**Legend**” Tab in the menu bar to see what the symbols and colors mean on various layers.



Step 2: View the Map Legend Symbols

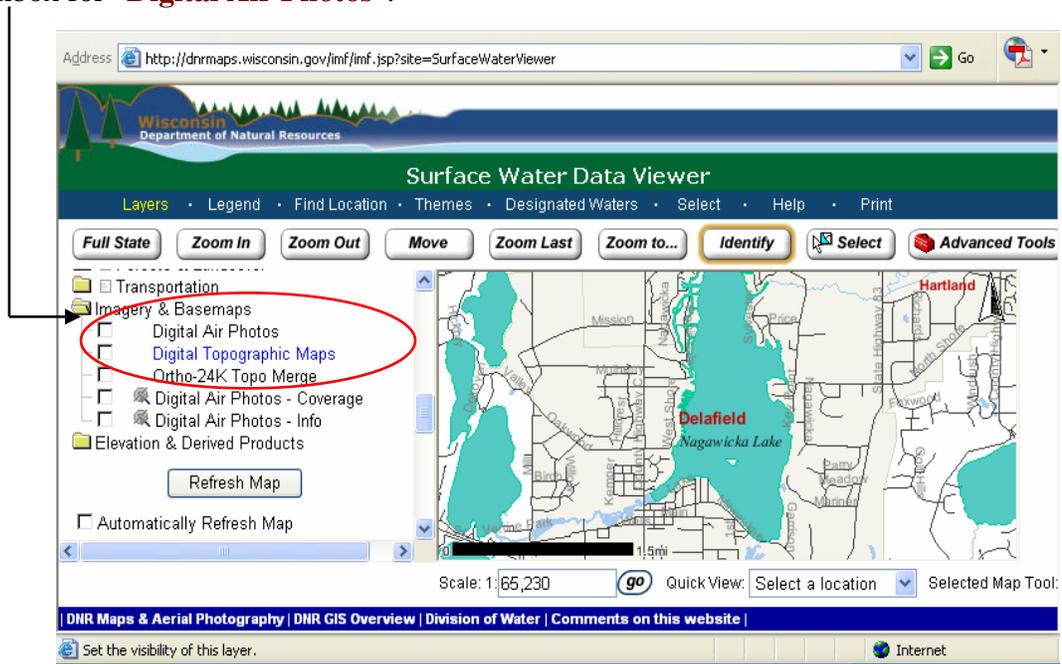
This example shows the map legend for the “**Eurasian Water Milfoil Infestations**” information layer.



- **Generate Air Photos**

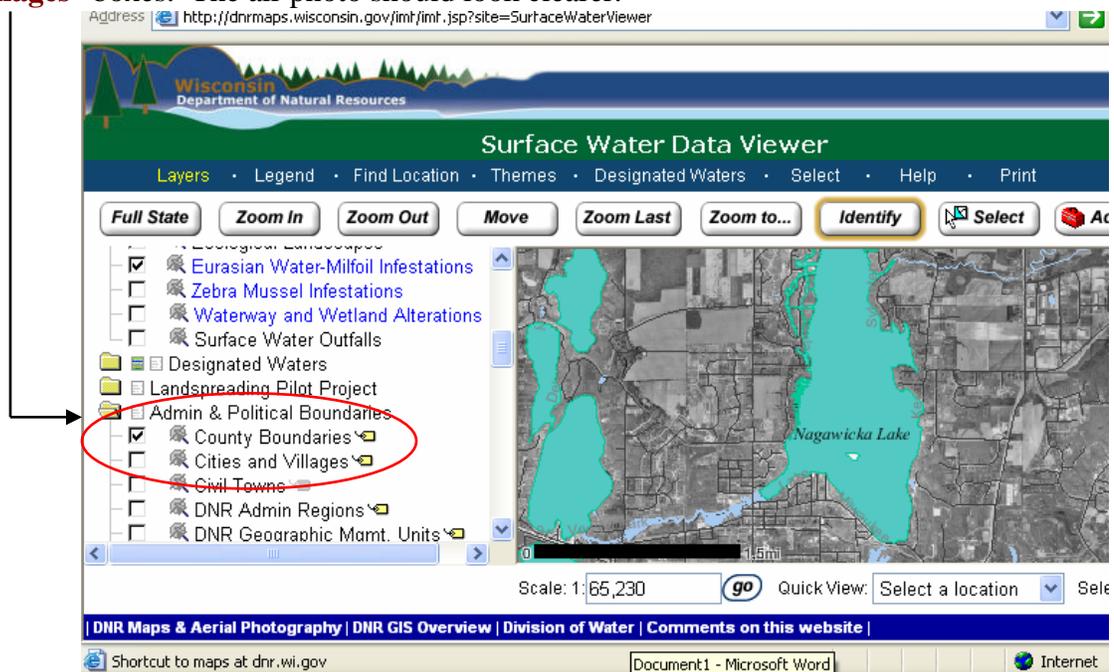
Step 1: Turn on Digital Air Photo Layers

Once you're at your final map location and desired scale, click on the **"Layers"** tab. Scroll down to the **"Imagery and Basemaps"** folder and click it open. Then click the checkbox for **"Digital Air Photos"**.



Step 2: Correct the Image if Needed

Note: Sometimes a municipality will look faded. To correct the image, go back to theGo to **"Administrative and Political Boundaries"** folder under Map Layers. Click on the folder icon and **"uncheck"** the **"Civil Towns"** and/or the **"Cities and Villages"** boxes. The air photo should look clearer.



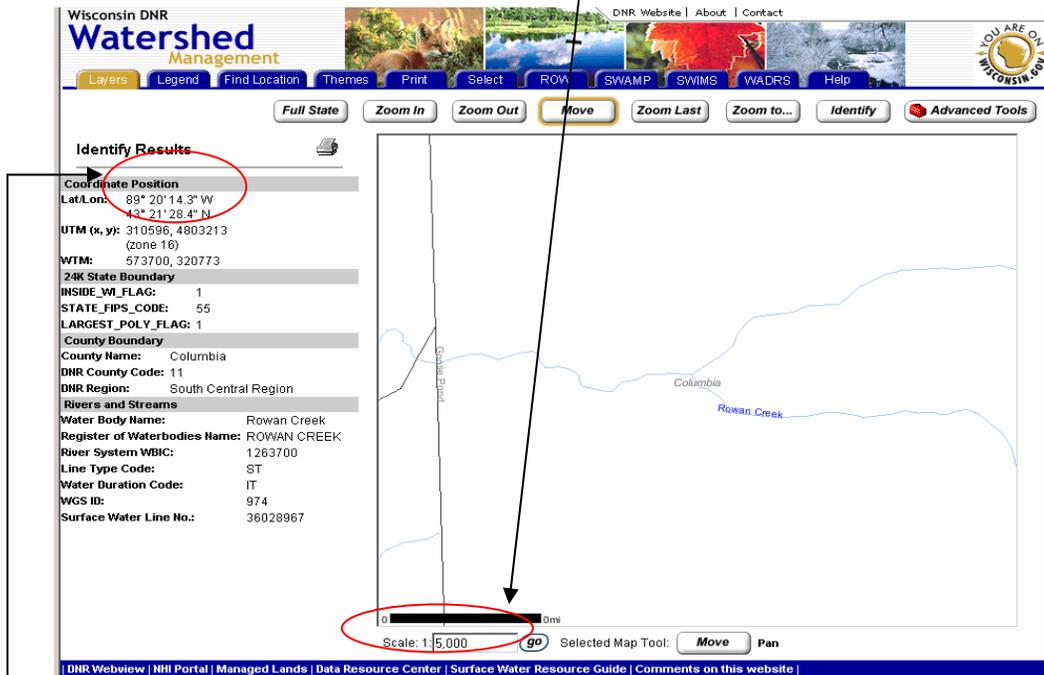
- **Look Up Latitude/ Longitude**

Step 1: Navigate to Location

Follow the steps outlined above in: “Go to a Place”.

Step 2: Adjust Scale of Map

After you have identified the approximate location of your monitoring location, change the scale at the bottom of the screen to 1:5,000.



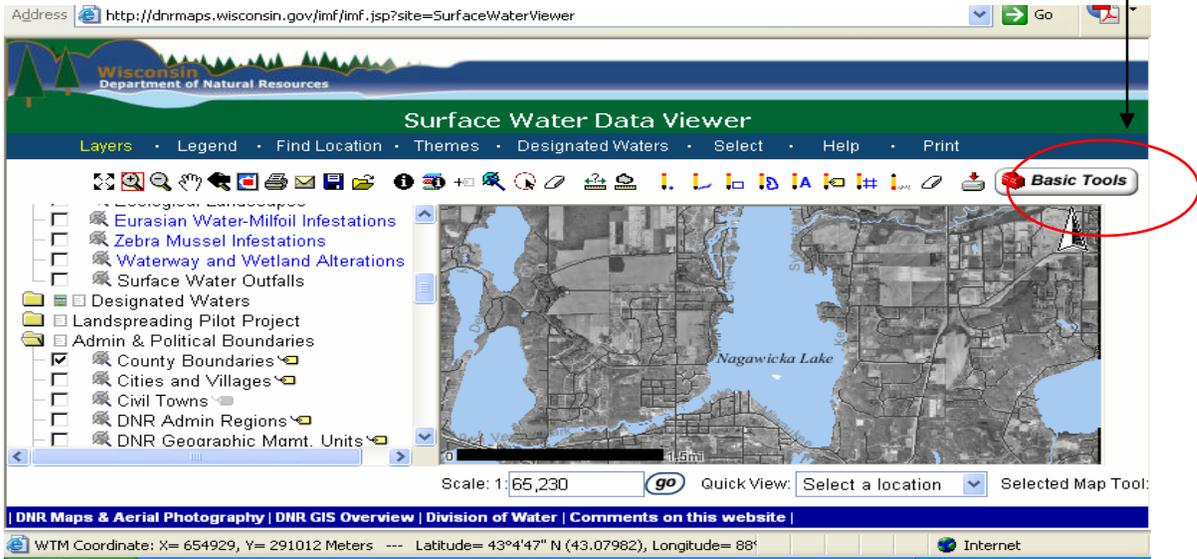
Step 3: Copy Latitude/Longitude Information

Click the “**Identify**” button, then click the map on the new monitoring station location. The latitude and longitude information for the location you clicked on will appear in the “**Identify Results**” column. Use the right-click on your mouse to copy the Latitude/Longitude information.

- **Mark up a Map**

Step 1: Find your Map Location

You can add your own labels or text to a map. Say as an example, you want to label the location of a zebra mussel you found on a lake. You want to mark where on a lake you found something. Once you're at your final map location with the desired scale and map layers turned on, click on the "**Advanced Tools**" button. *Note: Once you click on this button it will revert back to the "**Basic Tools**" button label.*



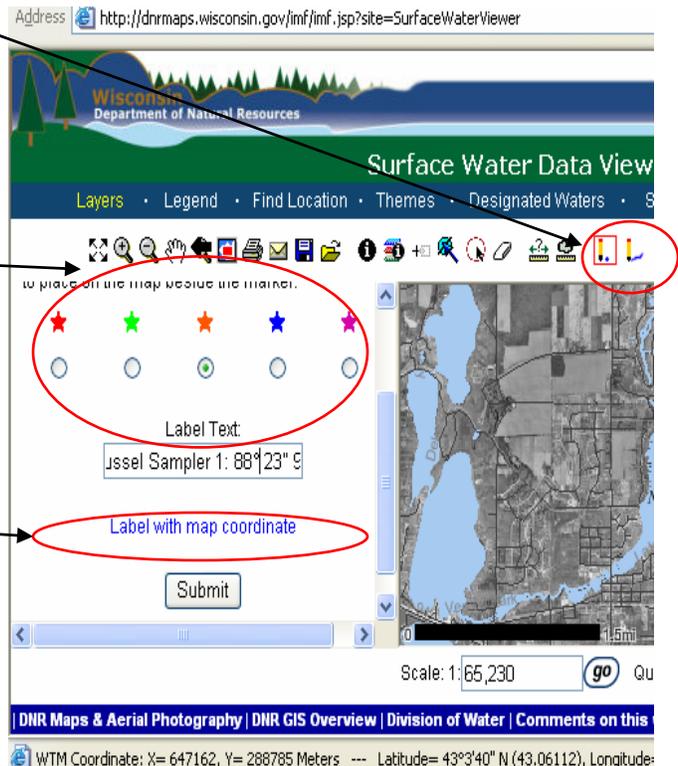
Step 2: Mark Map

Click on one of the "**pencil icons**", such as the one with the "dot". Click on the map where you want to put a "dot" (a star) and text.

A box on the left will appear where you can choose the color of the star and enter some text.

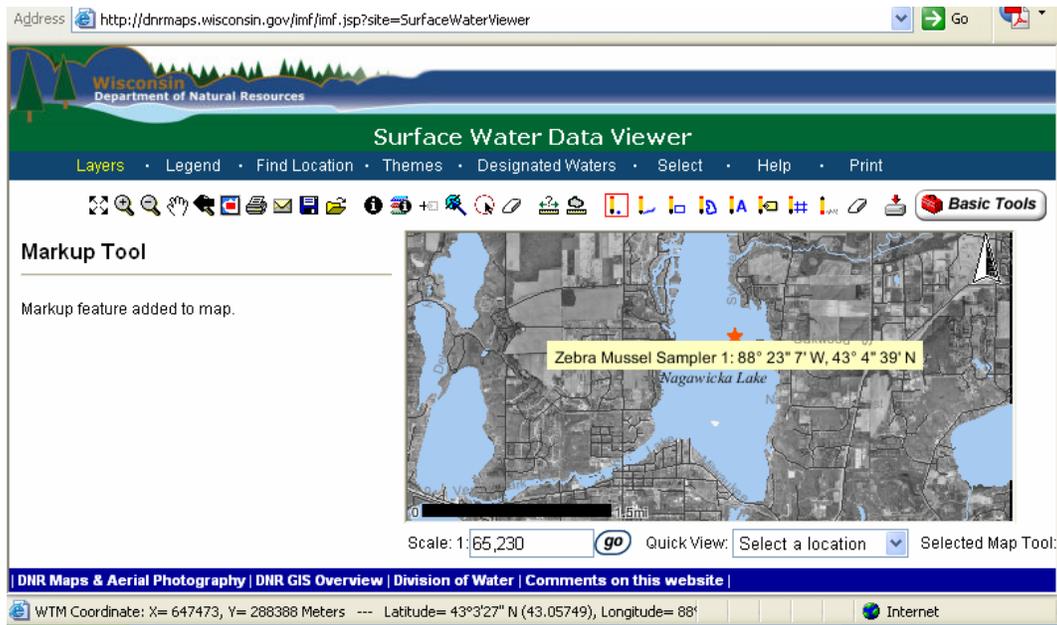
Note: If you click the "**Label with Map Coordinate**" link first, you can put the lat/long on the map, and you can still put some text before it.

When you are finished, click on the "**Submit**" button.



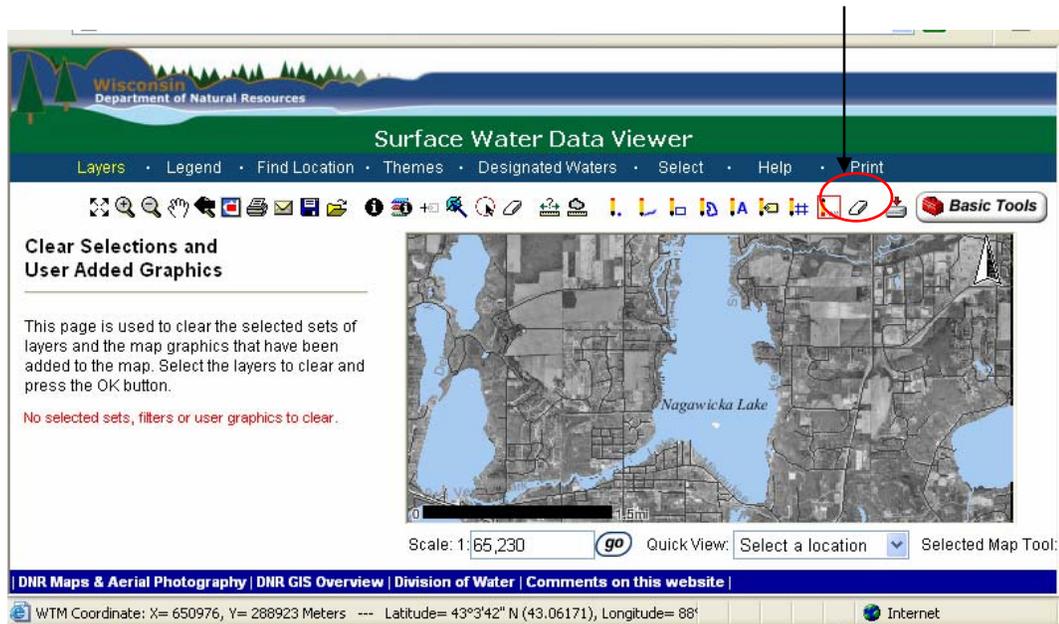
Step 3: View Your Map

View the markup feature you added to the map.



Step 4: Edit the Map if Needed

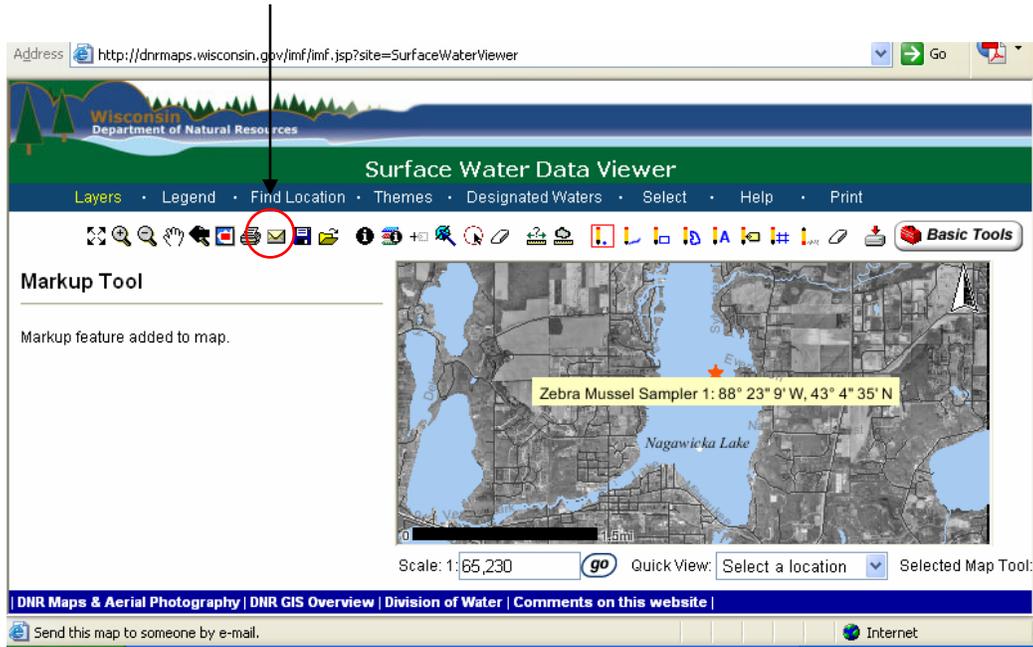
If your map is not correct, you can edit it. Click on the “eraser” icon. It should erase your text. Then follow Steps 2 and 3 above again.



- **Email a Map**

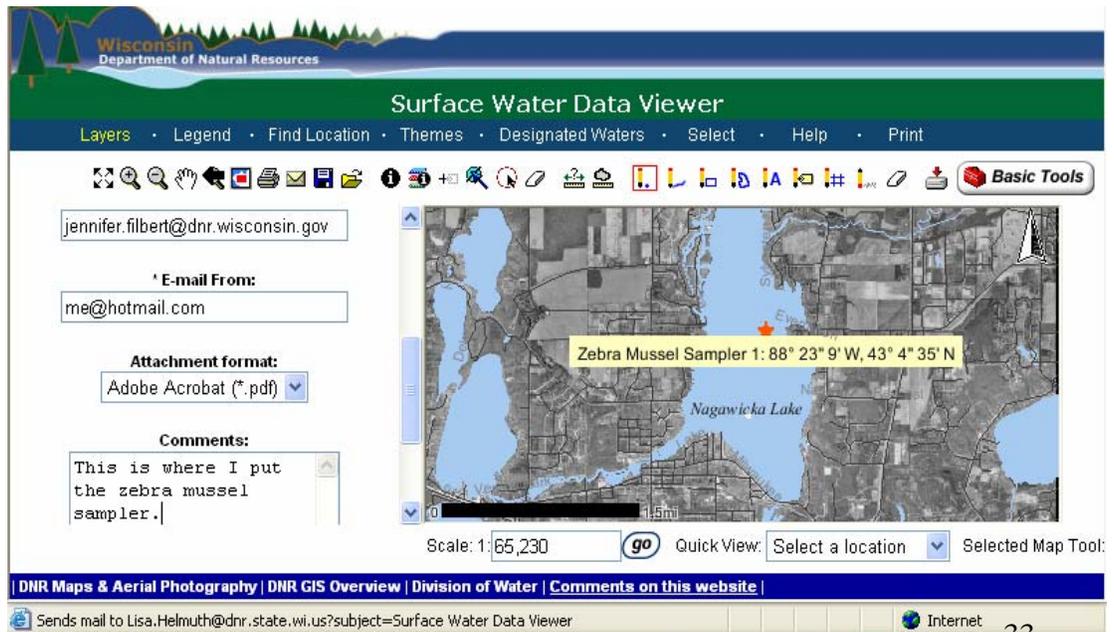
Step 1: Email a Map with the Envelope Icon

Now, let's say you have the map above with the Zebra Mussel Sampler location marked, and you want to email it. Simply click on the little **"envelope"** icon. Tip: To email a bigger map, you can use "F11" on your keyboard to view the map "full-screen". Clicking "F11" again will get it back to normal size again.



Step 2: Enter Email Information

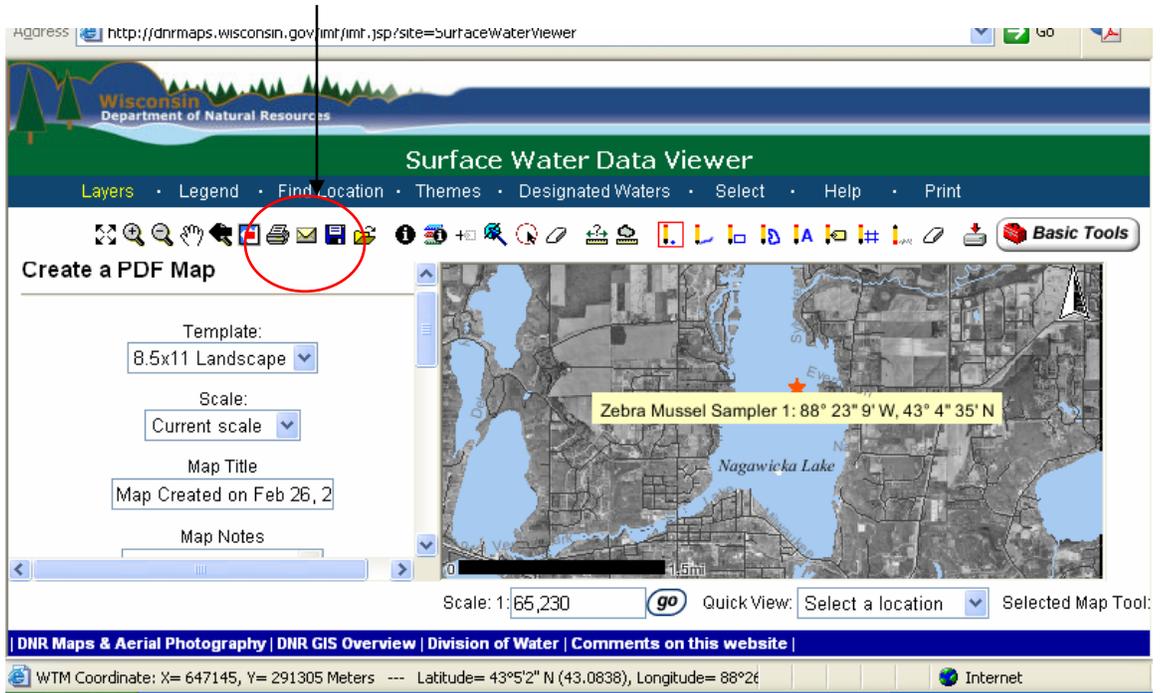
Fill in the information in the text boxes on the left-hand side of the screen and click on **"Send"**.



- **Print a Map or Save a Map**

Now, to print the map, click the little “**printer**” icon to print a map. Make sure the information in the text boxes on the left-hand side of the screen is correct and click on the “**OK**” button. Tip: To email or print a bigger map, you can use “F11” on your keyboard to view the map “full-screen”. Clicking “F11” again will get it back to normal size again.

You can also use the “**disk**” icon to save the map on your computer.



Appendix A: WISCONSIN WEB ACCESS MANAGEMENT SYSTEM (WAMS)

For more information on the purpose of WAMS, see this web site:

<https://uaon.wisconsin.gov/wimap/selfreg/WAMS.jsp>

Here are some trouble-shooting tips for managing your WAMS account.

- **TROUBLE-SHOOTING TIPS FOR FREQUENTLY ASKED QUESTIONS**

When I open the email to click the link, the link doesn't work.

If the link in the email wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.

I don't know what to put for the Secret Question

The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of first car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to tell that it's really you.

I don't have an email address.

If you don't have an email address, there are many places on the Web where you can get a free email account from Google, Hotmail (MSN), Yahoo!, etc.

When I try to fill in my information (name, address, etc.), it doesn't accept it.

There is a bug with entering postal addresses. We suggest leaving the address blank. Also note: even if you don't fill in the address, addresses for volunteers, etc. are kept in a separate database system, so we will still have your address if you have already given it to us.

I got a user id and password, but when I try to log into SWIMS, but it won't recognize me.

Be sure to email your User Id to us at the DNR (see Step 8 in the section: "How to Get a WAMS User ID and Password").

I can't remember my user id, password, and/or answer to secret question.

Account Recovery is used to restore access to your account if you cannot remember your password or your Wisconsin User ID. Also, if someone tries to log in incorrectly 3 times, your account will "lock". The account recovery process will unlock it. To use Account Recovery, you must know the answer to the secret question you answered during your original registration and have access to the e-mail address you used during WAMS registration.

Open your web browser and type in this address link in the address field box (see below): <https://on.wisconsin.gov>. Click on the "Account Recovery" on the

bottom left-hand side of the page. This should bring up a page entitled, “Wisconsin User ID Account Recovery.”

Follow these five steps:

1) Type either your User ID in the “account information” box at the bottom of the page **OR** your e-mail address (the one you registered with when you set up your WAMS account), in the second box. There is no need to enter both your User ID and e-mail address.

2) Open the e-mail and click on the first link provided. You will be asked to provide the exact answer to the secret question you answered when you first registered in WAMS. If you are successful in remembering the answer, you will be asked to create a new password for your account. Your new password must be different from your old password. (See WAMS Password helpful hints below for more information on Passwords.) If you cannot remember your answer to your secret question, you can scroll to the bottom of the Account Recovery page and click on the “support center” link to send an e-mail message regarding your problem.

Once you’ve successfully picked a new password, you’re set.

Now, the volunteer should try logging into SWIMS at:

<https://dnrx.wisconsin.gov/swims/>

- **LOCKED OUT?**

Lockouts occur when you type in your WAMS User ID and/or password incorrectly three times --- 3 strikes and you’re out. Open your web browser and type in this address link in the “Address” field box: **<https://on.wisconsin.gov>**. Click “Account Recovery”. Follow the process above (under Forgot Your Password).

- **PASSWORDS**

Passwords must be between 7-20 characters and **MUST** be a combination of letters and numbers.

If the Windows software asks you if you want to save your password, click **NO**. Windows XP does not offer a very easy way to change or remove saved passwords. If you need to change your WAMS passwords in Profile Management (see below), it will be difficult to update your old Windows XP saved password to your new WAMS password.

- **PROFILE MANAGEMENT**

Use profile management to update your WAMS contact information. For instance, if you no longer have the same e-mail address that you used when you first

registered for you're your WAMS user ID, use profile management to update the WAMS database. To update your profile information, type in this address link in your "Address" field box of your web browser: <https://on.wisconsin.gov>.

- Click on "Profile Management"
- Enter your User ID and password
- Make the necessary changes and re-enter the same password at the bottom of the page

If everything was changed successfully, you will see a page that says: "Thank you for using the State of Wisconsin Profile Management process. You will receive an e-mail confirming your updates. If you changed your e-mail address, you will receive this confirmation e-mail at both your old and new addresses. If you do not receive the e-mail, return to the Profile Management and check the accuracy of the e-mail address you entered. A valid e-mail address is required for the Account Recovery process. If you changed your Wisconsin User ID, you must Log out and then log back into access secured State Web applications. You were successful, and your account information was changed."

- **USER IDs**

User IDs must be 5-20 characters and **MUST** be a combination of letters and numbers.

If you can't remember your user id, and if you have entered data in SWIMS before, then contact one of the three people mentioned under "Contacts For Help in Using the SWIMS Databases," on page 3.