

SWIMS User Guide - CLMN Basics

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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) ⓘ

[Log in →](#) [Clear](#)

Volunteers and Other Users:

[Forgot your Password?](#)
[Get a WAMS user ID and password](#)
[How to get a WAMS user ID and password](#)

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

For more information or to obtain access, please contact: [SWIMS Help Team](#).

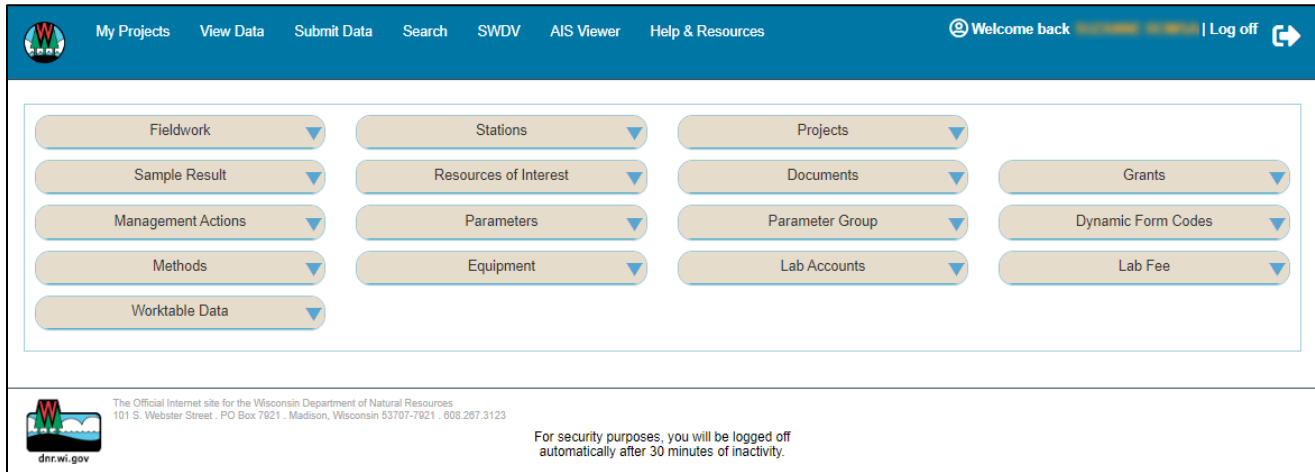
If you can't sign in and know your WAMS has been added, try clearing your browsers cache using the following steps:

- **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.

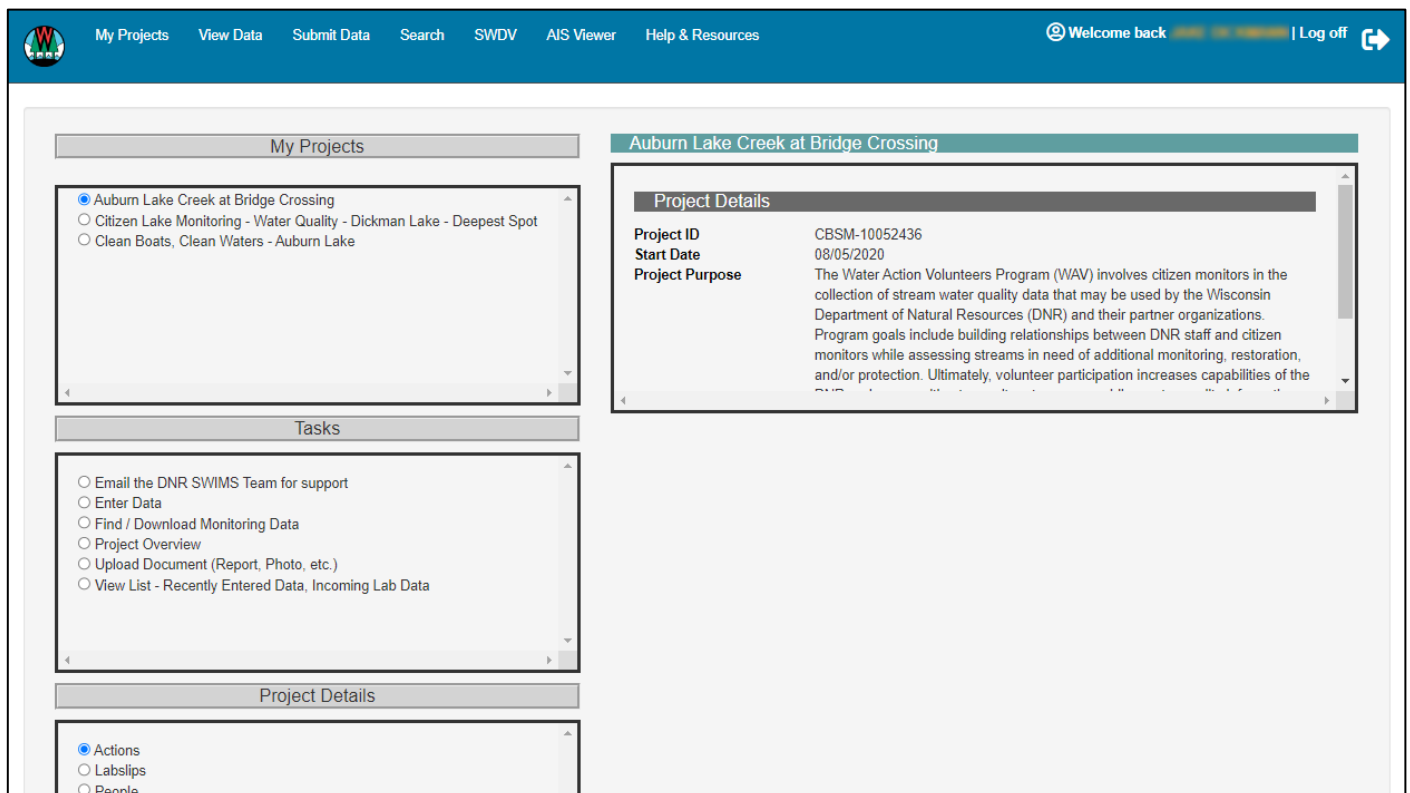
The Search Page - The main landing page

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

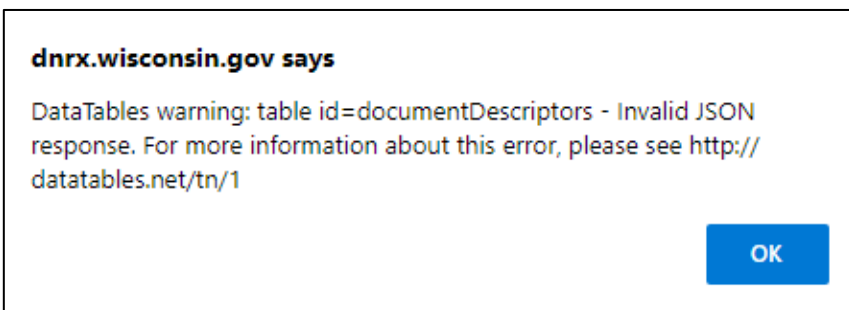
Password

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.




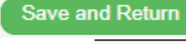
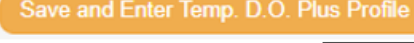
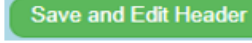
Citizen Lake Monitoring Network Data Entry

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:

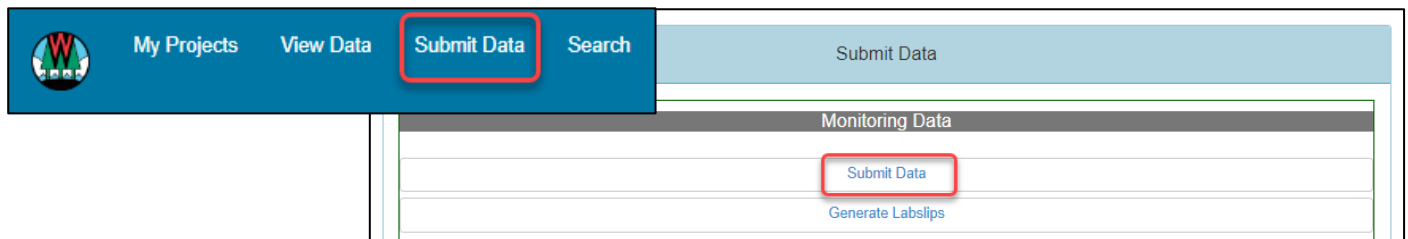
	Takes you to the prior page
	Saves the entered data and keeps you on the same page
	Saves the entered information and takes you to the next page
	Saves the entered information and takes you to the View Data page
	Saves the entered information and takes you to the next data entry form (if available)
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

Adding a New Water Quality Monitoring Event

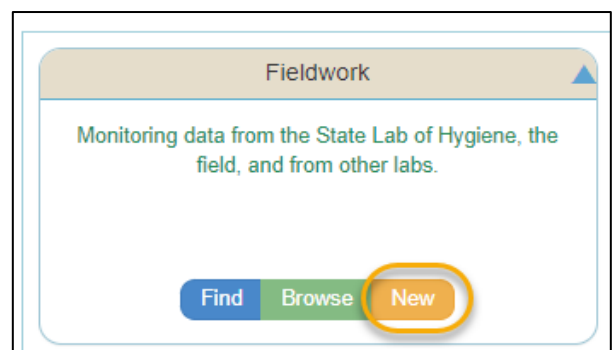
1. Creating a new Fieldwork Event

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. In most cases, this should be the same as the name of your monitoring site(s) or specific waterbody
2. Select the data collectors (lake 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 similar to 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 correct monitoring form is selected from the **Form** dropdown
 - a. For Water Quality Monitoring, make sure "Lake Monitoring-Secchi, Temperature and D.O." is selected
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'

- '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

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

- 1**: Project dropdown menu showing 'Citizen Lake Monitoring - Water Quali'.
- 2**: Data Collectors dropdown menu showing 'Jake Dickmann' and a 'Find Data Collector' button.
- 3**: Station dropdown menu showing '10052401 - Dickman Lake - Deepest'.
- 4**: Start Date text field showing '05/24/2023'.
- 4**: Start Time (HH:MM AM/PM) dropdown menu showing '10 : 14 AM'.
- 5**: Form dropdown menu showing 'Lake Monitoring - Secchi, Temperatur' and a 'Find Form' button.
- 4**: End Date text field showing '05/24/2023'.
- 4**: End Time (HH:MM AM/PM) dropdown menu showing '11 : 14 AM'.
- Document: text field with 'Find Document' and 'Create Document' buttons.
- I want to enter latitude and longitude on the next page (optional)
- 6**: Fieldwork Comment text area.

3. Enter your Secchi and Perception Data

Enter your monitoring data from the Secchi monitoring data sheets into 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 for **Results** or **Units**

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 Temp. D.O. Profile'; will save your data *and* move you to the next data entry page

Parameter	Result	Unit	Method
SECCHI DEPTH	<input type="text"/>	<input type="text"/>	CLMN SECCHI
SECCHI DEPTH HIT BOTTOM	<input type="text"/>	<input type="text"/>	CLMN SECCHI
WATER LEVEL (VISUAL)	<input type="text"/>	<input type="text"/>	CLMN SECCHI
WATER LEVEL (STAFF GAUGE)	<input type="text"/>	<input type="text"/>	CLMN SECCHI
WATER COLUMN APPEARANCE	<input type="text"/>	<input type="text"/>	CLMN SECCHI
WATER COLOR (VISUAL)	<input type="text"/>	<input type="text"/>	CLMN SECCHI
USER PERCEPTION OF WATER QUALITY	<input type="text"/>	<input type="text"/>	CLMN SECCHI
Monitoring Equipment Calibration	If you collected dissolved oxygen with a multiparameter meter, was the meter calibrated the same day?		CLMN SECCHI

4. Enter your Temperature and Dissolved Oxygen Profile Data

On this page, you can enter data your temperature and dissolved oxygen profile data

- 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'!
- Depth Units (**blue**) will default to FEET. You can click the dropdown to change you units
- Temp. Units (**green**) will default to DEGREES F. You can click the dropdown to change your units
- If you need more rows for your depth profile data, click the blue plus icon to add additional rows

After all the monitoring data is entered, click 'Save and Return to List'; this will save your data and direct you to the *View Data* page

Adding a New Ice Observation

1. Creating a new Fieldwork Event

Initiate a new fieldwork event similar to the [steps outlined above](#).

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

Select the correct project and other information similar to the [steps outlined above](#), but this time selecting the Ice Observation project from the **Project** dropdown

- In most cases, the name of the **Project** should be the same as the name of your specific waterbody
- The **Start Date / Start Time** and **End Date / End Time** of the monitoring event is the date of Ice On / Off
 - o You will still need to navigate to the next data entry page to enter these dates and additional information
- Make sure the correct monitoring form is selected from the **Form** dropdown
 - o For “Ice On” observations, make sure “Ice Observation Report - “Ice On”” is selected
 - o For “Ice Off” observations, make sure “Ice Observation Report - “Ice Off”” is selected

Once everything on the first page has been completed, you can either 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 Ice Observation Data

Ice On

This page is for entering “Ice On” observation data

- Enter the values recorded for each measured parameter **making sure to at least** enter *Month, Date, and Year* of “Ice On”
- Use the dropdown menus when available to record your response

After all the monitoring data is entered, you can either click ‘Save’ or ‘Save and Return’

Parameter	Result	Unit	Method
Describe your observation point	<input type="text"/>		
Portion of lake you can see from observation point	<input type="text"/>		
If other method used, please describe	<input type="text"/>		
Month of "Ice On"	<input type="text"/>		
Date of "Ice On"	<input type="text"/>		
Year of "Ice On"	<input type="text"/>		

Ice Off

This page is for entering “Ice Off” observation data

- Enter the values recorded for each measured parameter **making sure to at least** enter *Month, Date, and Year* of “Ice Off”
- Use the dropdown menus when available to record your response

After all the monitoring data is entered, you can either click ‘Save’ or ‘Save and Return’

Parameter	Result	Unit	Method
Describe your observation point	<input type="text"/>		
Portion of lake you can see from observation point	<input type="text"/>		
If other method used, please describe	<input type="text"/>		
Month of "Ice Off"	<input type="text"/>		
Date of "Ice Off"	<input type="text"/>		
Year of "Ice Off"	<input type="text"/>		
Ice Duration (# days frozen) if known	<input type="text"/>	<input type="text"/>	

Adding a New AIS Monitoring Event

1. Creating a new Fieldwork Event

Initiate a new fieldwork event similar to the [steps outlined above](#).

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

Select the correct project and other information similar to the [steps outlined above](#), but this time selecting the Citizen Aquatic Invasives project from the **Project** dropdown

- In most cases, the name of the **Project** should be the same as the name of your specific waterbody

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

3. Enter your AIS Presence / Absence Data

This page is for entering your AIS presence and absence information collected using CLMN protocols

- 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

After all the monitoring data is entered, you can either click 'Save' or 'Save and Return'

	Parameter	Result	Unit	Method
Time Spent	Total Paid Hours Spent	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Time Spent	Total Volunteer Hours Spent	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you monitor...	All Beaches and Boat Landings?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you monitor...	Perimeter of Whole Lake?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you monitor...	Docks or piers?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you monitor...	Other locations	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you	Walk along the shoreline?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you	Observe entire shallow water area?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you	Use rake to extract plant samples?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you	Check underwater solid surfaces?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you	Other ways of observing	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Banded Mystery Snail?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Chinese Mystery Snail?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Curly-leaf Pondweed?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Eurasian Water-Milfoil?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Fishhook Waterflea?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Hydrilla?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Purple Loosestrife?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Rusty Crayfish?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Spiny Waterflea?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Zebra Mussels?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	Did you find another invasive species?	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
Did you find	If yes, list other invasives found	<input type="text"/>	<input type="text"/>	AIS_MON_CLMN_2011
AIS Sample	Did you collect a sample and bring it to a DNR office? If so, which office?	<input type="text"/>	<input type="text"/>	
	Other office	<input type="text"/>	<input type="text"/>	

Adding a New Water Level Monitoring Reading

1. Creating a new Fieldwork Event

Initiate a new fieldwork event similar to the [steps outlined above](#).

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

Select the correct project and other information similar to the [steps outlined above](#), but this time selecting the Ice Observation project from the **Project** dropdown

- In most cases, the name of the **Project** should be the same as the name of your specific waterbody

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

3. Enter your Water Level Monitoring Data

This page is for entering your water level staff gauge information collected using CLMN protocols

- 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

After all the monitoring data is entered, you can either click 'Save' or 'Save and Return'

Parameter	Result	Unit	Method
Water level reading	<input type="text"/>	<input type="text" value=""/>	
Comments	<input type="text"/>		
Has the gauge moved?	<input type="text" value="No"/>		

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:

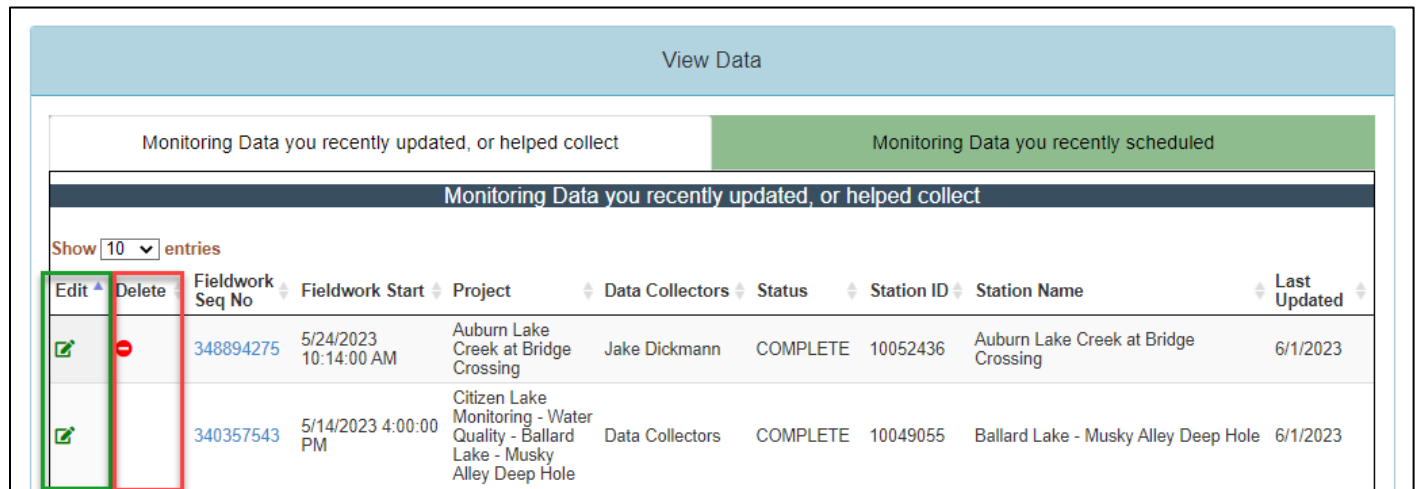
- 1) Click on the **Find Data Collector** button next to the dropdown. The query window below will open.
- 2) Type the last name into the Search People/Groups box. The system will immediately give search results, provided the spelling is the same. You can also use portions of a name to search.
- 3) Click '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.

The screenshot shows the 'Groups' interface. At the top, there is a search bar labeled 'Search People / Groups' with the text 'Dickmann' entered. A yellow arrow labeled '1' points to this search bar. Below the search bar is a table of search results under the heading 'People'. The table has columns for Name, Salutation, Title, and Organization. The first row is 'JACOB DICKMANN, IT Project Manager, Wisconsin DNR'. The second row is 'Jake Dickmann, Dickman Lake, Fond du Lac Co'. The third row is 'Jake Dickmann'. The fourth row is 'Wyatt Dickmann, Pelican Lake, Oneida Co'. A yellow box highlights the 'Add' button next to 'Wyatt Dickmann', with a yellow arrow labeled '2' pointing to it. Below the table is a 'New Collector Group' section with a text input field and a 'Create' button. A yellow box highlights the input field, with a yellow arrow labeled '3' pointing to it, and another yellow box highlights the 'Create' button, with a yellow arrow labeled '4' pointing to it. To the right of the search results is an 'Existing Collector Groups' section with a list of groups, each with a left-pointing arrow. 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 of this list, it says 'Showing 1 to 9 of 9 entries'.

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.

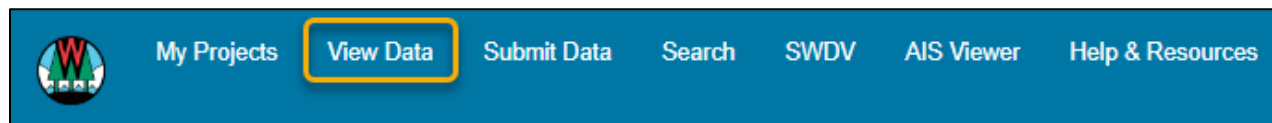
Deleting Data:

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' box 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 CLMN AIS Monitoring event or a photo of the staff gauge for CLMN water level 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

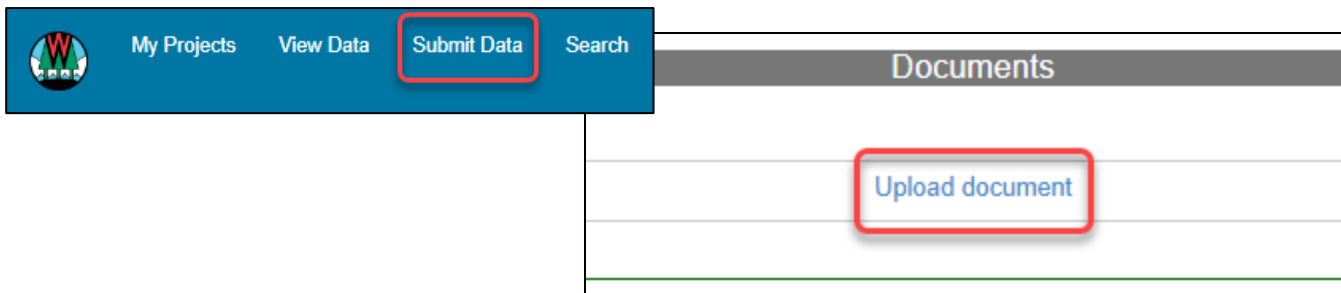
Before you start, have the document to be uploaded saved to a file or have a URL you will use available to copy and paste. If your program wants the file named in a specific way, do so. For example, AIS photos are to be named like this:

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

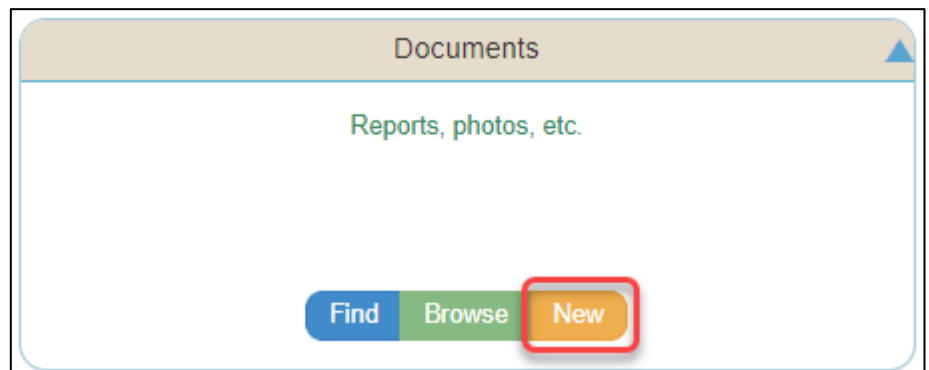
Ex: ZM_Dane_20160805_Lake Delton_1295200_Graham

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?

Create Document

← Back Create

Document Seq No: SYSTEM GENERATED

Document Title:

Author Name:

Published Date: Precision: Day Date MM/DD/YYYY

Upload File: Choose File No file chosen

URL:

Description:

Document Descriptor: DOCUMENT_TYPE

WBIC

KEYWORD

KEYWORD

Document Descriptor: + Add

Interested Parties: Author + Add

Project: + Add

- **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)*:** (three dropdown menus for hour, minute, and AM/PM)
- Form*:** WAV Stream Monitoring 2015 (dropdown) with a **Find Form** button.
- End Date*:** (empty text input)
- End Time (HH:MM AM/PM)*:** (three dropdown menus for hour, minute, and AM/PM)
- 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 blue '← Back' button and a red-bordered 'Enable Edit' button. 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. The tab is highlighted in green and has a red border. Below the tab, there is a 'Document' header and a green-bordered 'plus sign' button. The page also includes a 'Show 10 entries' dropdown, a table with columns for 'Document Title' and 'Fieldwork - Document Comment', and a 'Showing 0 to 0 of 0 entries' message. The table is currently empty, and there are 'Previous' and 'Next' navigation buttons at the bottom right.

- 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".

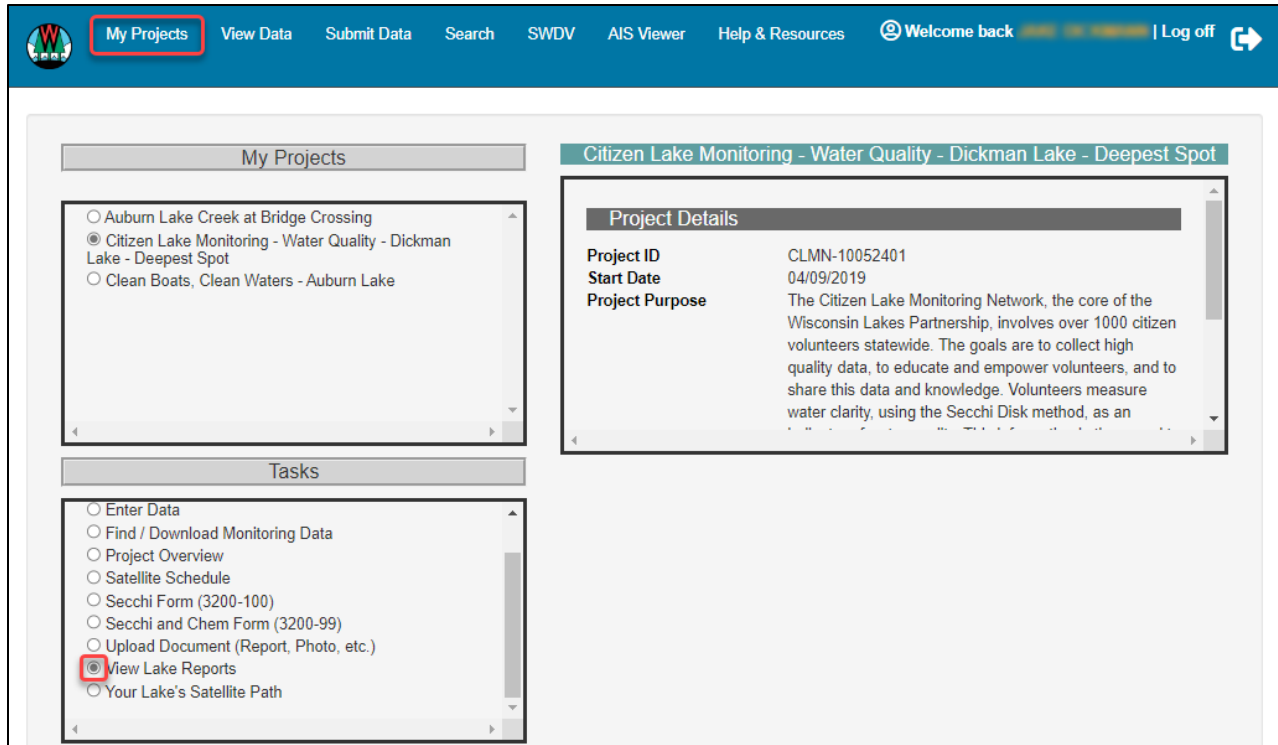
Where to View CLMN Data

You can view and access your CLMN data in several ways through the:

- My Projects area
- DNR Lake Water Quality Data pages

Where to View CLMN Data - the My Projects area

On the My Projects area under the Tasks section, there will be a radio button to *View Lake Reports*



Once you click on that button, it will direct you to a page with a list of data for that specific project. You will have options to:

- Download the data
- View details of each specific monitoring event



Citizen Lake Monitoring - Water Quality - Dickman Lake - Deepest Spot

05/24/2023

Lake Monitoring - Secchi, Temperature and D.O.

Parameter	Result	Units
SECCHI DEPTH	6	FEET
SECCHI DEPTH HIT BOTTOM	NO	
WATER LEVEL (VISUAL)	NORMAL	
WATER COLUMN APPEARANCE	CLEAR	
WATER COLOR (VISUAL)	BROWN	
USER PERCEPTION OF WATER QUALITY 1-Beautiful, could no		

Each detail page will display the data reported for that specific monitoring event

Depth	Temperature	Dissolved Oxygen
1	75.5 DEGREES F	
2	74.9 DEGREES F	
3	74.8 DEGREES F	
4	73.6 DEGREES F	
5	73.2 DEGREES F	
6	73.2 DEGREES F	
7	73.1 DEGREES F	

Where to View CLMN Data - the DNR Lake Water Quality pages

You can also view your CLMN water quality data through [DNR Lake Water Quality Data page](#)

From that page, you can select a county to browse or you can search for your waterbody of interest

Clicking on *Details* for a given site will allow you to browse raw data, narrative information, and graphs for that selected site

Data viewable in this area is collected by the CLMN program, DNR staff, and other data collectors

Lake Monitoring Reports				
Lake Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All				
Location: <input type="text" value="Adams County"/> Last Monitored: <input type="text" value="2022"/>				
Station Name	Station ID	Map	Most Recent Data	Reports
Arkdale Lake (Millpond) - Deep Hole	013159	Map	2022	Details
Arrowhead Lake - Deepest Point In Lake Just Above Dam (#5)	013037	Map	2022	Details
Big Roche A Cri Lake - Site 1 - West End - Deep Hole	013007	Map	2022	Details
Camelot Lake - (South Lobe) Above Dam	013040	Map	2022	Details
Camelot Lake - Deep Hole (North Lobe) Above Dam	013039	Map	2022	Details