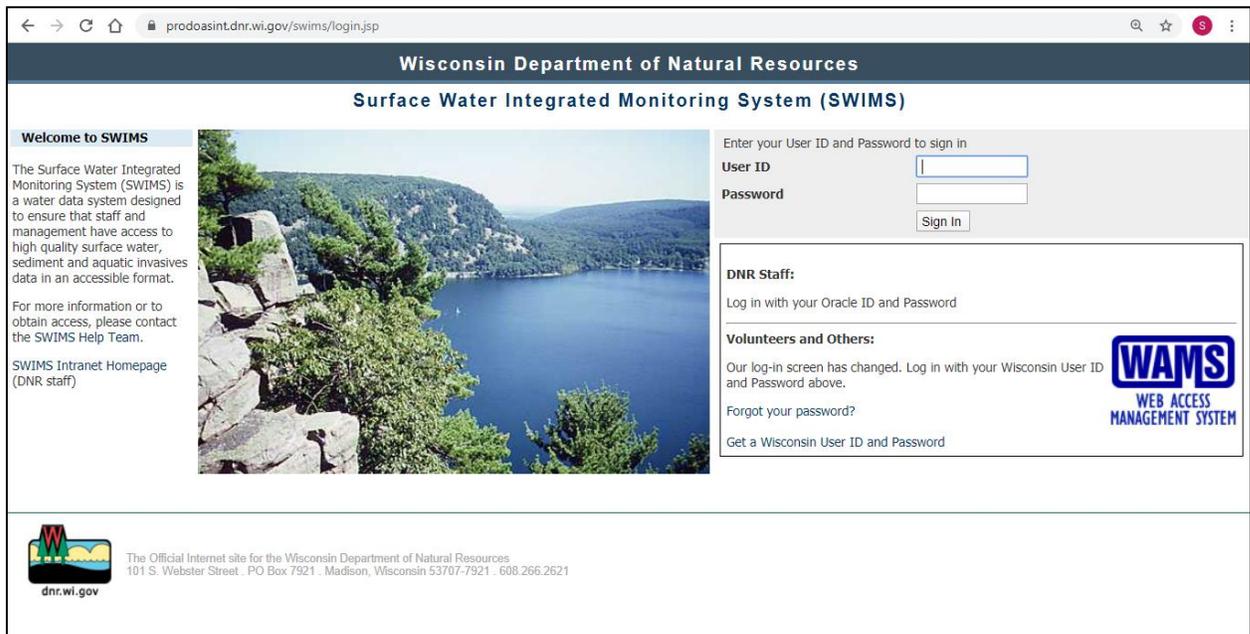


How to Enter Aquatic Invasive Species Monitoring Data into SWIMS

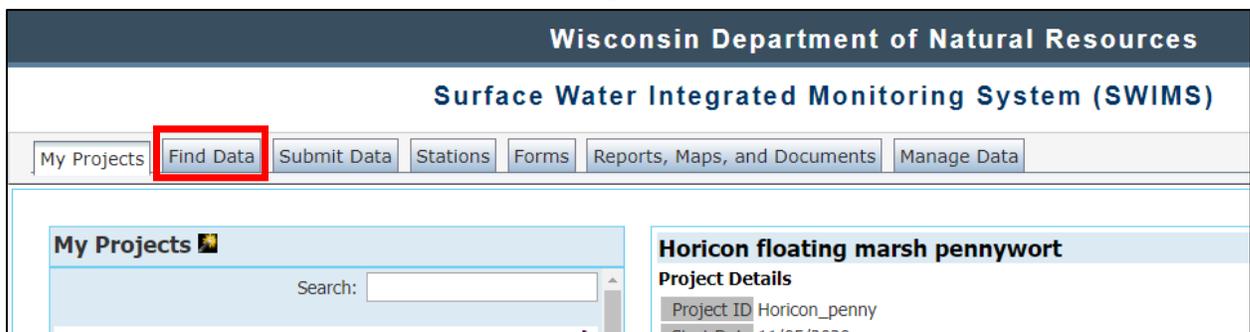
Updated: April 5, 2021

Note: It is generally good practice to click 'Save' after each applicable step before moving onto the next step.

- Log in at <https://prodoasint.dnr.wi.gov/swims/login.jsp>:



- Click the 'Submit Data' tab at the top of the page:



- Under the Monitoring Data category, select 'Add New':

Wisconsin Department of Natural Resources
Surface Water Integrated Monitoring System (SWIMS) Welcome

My Projects Find Data Submit Data Stations Forms Reports, Maps, and Documents Manage Data

Submit Data

Monitoring Data

<div style="border: 1px solid green; padding: 5px; margin-bottom: 10px; text-align: center;">View List</div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px; text-align: center;">Add New</div> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px; text-align: center;">Submit Biological Data</div> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px; text-align: center;">Generate Labslip</div>	<p>View what you've already entered. To edit data, or to add field results to lab samples that have come in, use the "pencil icon". There is also an option to "Add New Monitoring Data".</p> <p>Add new monitoring data. This option will add a new "Fieldwork Event" (date/time, station, etc.), which you can then add field results to.</p> <p>Add new macroinvertebrate data. This option will collect taxa, habitat, and metrics data for macroinvertebrate data.</p> <p>Create a printable labslip (inorganic, organic, etc.), with much of the information pre-printed about the scheduled monitoring.</p>
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- Select the project associated with your survey, select yourself or other appropriate data collectors, select the relevant station for the survey, fill in the date and time of the survey, and select the Aquatic Invasive Species (AIS) Early Detection Monitoring Form [2019]. Feel free to add any relevant comments.

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Create Monitoring Data
Fields denoted with an asterisk (*) are REQUIRED.

Project * Aquatic Invasive Species Early Detection 2020

Data Collectors * SARAH FANNING

Station * 10005284, Storrs Lake Show Map

Start Date * 06/24/2020

Time [Dropdown] [Dropdown] [Dropdown]

Form * Aquatic Invasive Species (AIS) Early Detection Monitoring Form [2019]

Optional Fields

I want to enter latitude and longitude on the next page (optional)

End Date 6/24/2020

Time 11 59 PM

Comments This is an example Early Detection Survey.

Fill in the weather here, lake or streamside observations, wildlife spotted, names of additional helpers etc..

Save and Return Save Next

- Select 'Next':

My Projects Find Data Submit Data Stations Forms Reports, Maps, and Documents Manage Data

Create Monitoring Data
 Fields denoted with an asterisk (*) are REQUIRED.

Project * Aquatic Invasive Species Early Detection 2020

Data Collectors * SARAH FANNING

Station * 10005284, Storrs Lake Show Map

Start Date * 06/24/2020

Time

Form * Aquatic Invasive Species (AIS) Early Detection Monitoring Form [2019]

Optional Fields

I want to enter latitude and longitude on the next page (optional)

End Date 6/24/2020

Time 11 59 PM

Comments This is an example Early Detection Survey.

Fill in the weather here, lake or streamside observations, wildlife spotted, names of additional helpers etc..

Save and Return Save **Next**

- Proceed to fill out the dropdown boxes in accordance with your AIS Early Detection form. Ensure you fill in hours spent, which Early Detection protocol you used, if an AIS sign was present, which pathway you monitored, and species looked for.
- Click 'Site 1' to proceed to entering survey data:

Did you look for - Other: Other species

Next Date Next Station Save Save and Return to List **Site 1**

- Proceed to fill in if the first site was a boat landing or access site, and site coordinates. For each species found at that site, provide information for Gross Area, Cover, Infested Area, and Live:Dead class.

AIS Early Detection (R 4/19) - Site 1				
	Parameter	Result	Units	Method
Site Location Information:	Site	Boat Landing 1 ▾		AIS_EDD_2019
	Latitude (i.e. 43.1234)	42.778284		AIS_EDD_2019
	Longitude (i.e. -89.4567)	-88.916905		AIS_EDD_2019
Species 1:	Species	Eurasian Water-Milfoil ▾		AIS_EDD_2019
	Gross Area	15	METERS SQUARE ▾	AIS_EDD_2019
	Cover	3: 25-50% ▾		AIS_EDD_2019
	Infested Area	5	METERS SQUARE ▾	AIS_EDD_2019
	Live:Dead Class	1: 100:0 L:D ▾		AIS_EDD_2019
Species 2:	Species	Banded Mystery Snail ▾		AIS_EDD_2019
	Gross Area	5	METERS SQUARE ▾	AIS_EDD_2019
	Cover	4: 50-75% ▾		AIS_EDD_2019
	Infested Area	5	METERS SQUARE ▾	AIS_EDD_2019
	Live:Dead Class	6: 5:95 L:D ▾		AIS_EDD_2019

- At the bottom of the page, enter site information, including if a specimen sample was taken, a photo was taken, or no AIS was present. You may also add any site comments. Click 'Site 2' at the bottom of the page and repeat Step 8-9 until all sites have been entered:

Site Information:	Specimen sample?	▾		AIS_EDD_2019
	Photo taken?	▾		AIS_EDD_2019
	AIS Present?	▾		AIS_EDD_2019
	Comments (about site, species found, did not snorkel, etc.)			AIS_EDD_2019
Next Date	Next Station	Save	Save and Return to List	Site 2

- When all sites have been entered, be sure you click 'Save' or 'Save and Return to List'. If you click Save and Return to List (or if you click "View List" from the Submit Data tab), you will see a list of data you've recently entered or help collect.

Next Date	Next Station	Save	Save and Return to List	Site 2
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How to Edit Existing Data

1. Log in at <https://prodoasint.dnr.wi.gov/swims/login.jsp>:
2. Click the 'Submit Data' tab at the top of the page.
3. Under the Monitoring Data category, select 'View List':

Submit Data

Monitoring Data

View List

Add New

Submit Biological Data

Generate Labslip

View what you've already entered. To edit data, or to add field results to lab samples that have come in, use the "pencil icon". There is also an option to "Add New Monitoring Data".

Add new monitoring data. This option will add a new "Fieldwork Event" (date/time, station, etc.), which you can then add field results to.

Add new macroinvertebrate data. This option will collect taxa, habitat, and metrics data for macroinvertebrate data.

Create a printable labslip (inorganic, organic, etc.), with much of the information pre-printed about the scheduled monitoring.

4. Click the pencil icon for the data entry you wish to edit:

Monitoring Data you recently updated, or helped collect:		Fieldwork Start	Project
		06/24/2020	Aquatic Invasive Species Early Detection 2020
		04/22/2021 01:35 PM	Lakes Long Term Trend Monitoring (1986-present)
		07/11/2017 10:30 AM	Baseline Statewide Monitoring - Aquatic Invasive Species Rate of Spread 2017
		03/10/2021	Aquatic Invasive Species Early Detection 2020
		08/19/2019	DNR AIS Monitoring -Shawano County (Spiny Waterflea and Zebra Mussel Veliger Tows)
		08/13/2019	DNR AIS Monitoring -Oneida County (Spiny Waterflea and Zebra Mussel Veliger Tows)
		08/28/2019 01:40 PM	Bacteria & Plankton (Paid Private), DNR AIS Monitoring -Lincoln County (Spiny Waterflea and Zebra Mussel Veliger Tows)
		08/28/2019 12:30 PM	Bacteria & Plankton (Paid Private), DNR AIS Monitoring -Oneida County (Spiny Waterflea and Zebra Mussel Veliger Tows)
		08/13/2019	DNR AIS Monitoring -Oneida County (Spiny Waterflea and Zebra Mussel Veliger Tows)
		08/29/2019	DNR AIS Monitoring -Vilas County (Spiny Waterflea and Zebra Mussel Veliger Tows)

Showing 1 to 10 of 425 entries

5. You can edit comments, etc. on the first page if necessary, and then click 'Next'. You can now edit your results. If you hit 'Save and Return to List', your changes will save.