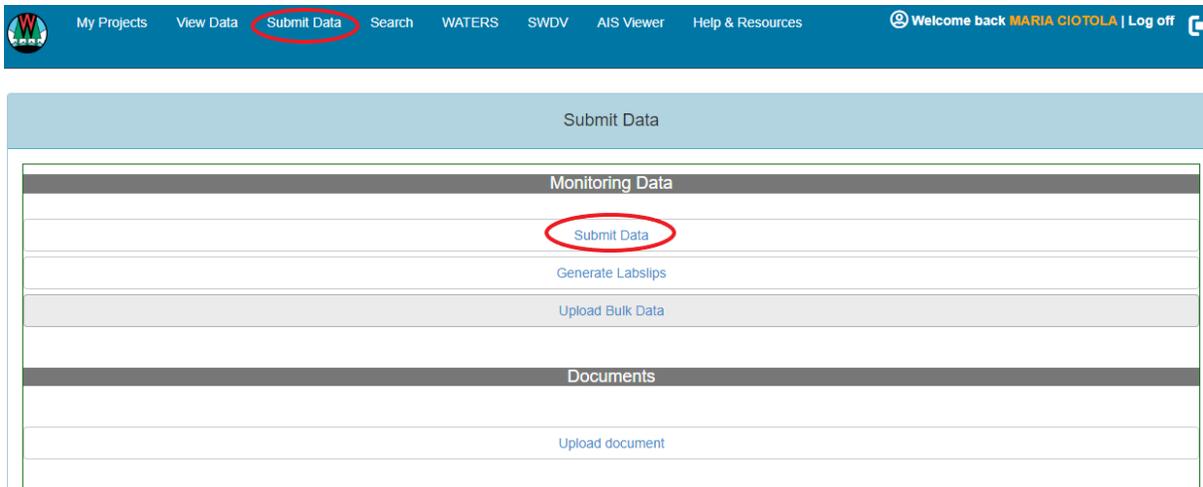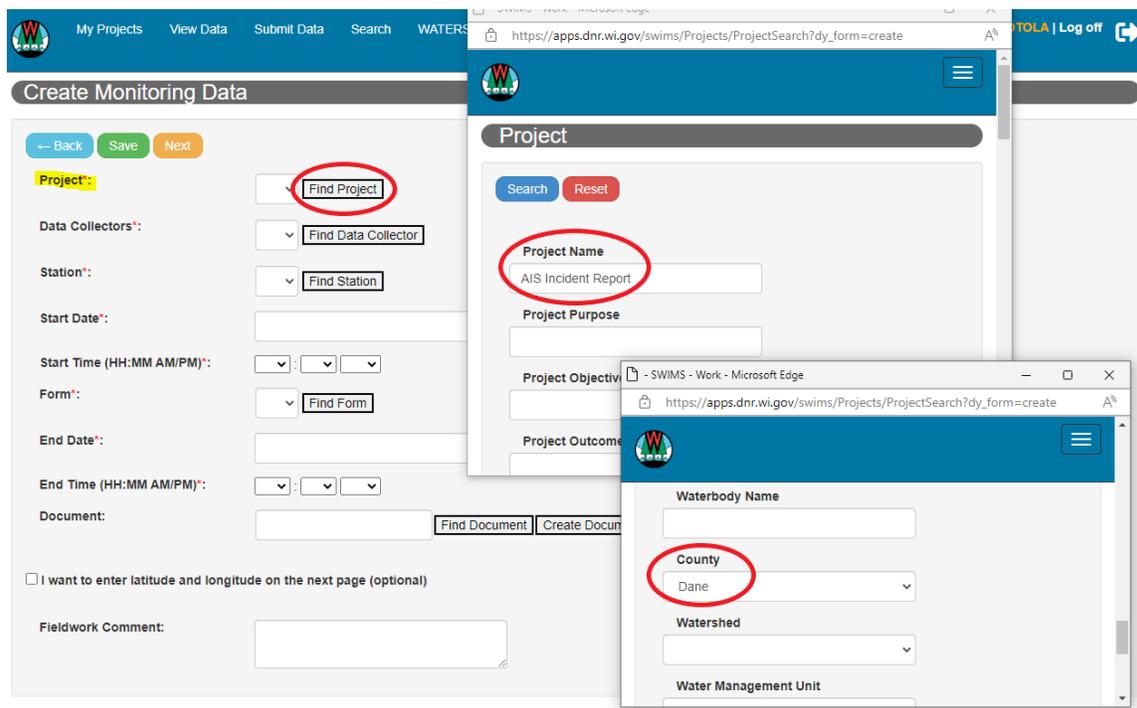# How to Enter an AIS Incident Report in SWIMS
Last updated April 2023

Follow these instructions for entering an incident report whenever a suspected AIS population is discovered incidentally (Not entered into SWIMS as part of another project):

1. Log into SWIMS and click the 'Submit Data' tab at the top of the screen. Then, click 'Submit Data' again under Monitoring Data.

2. Click the 'Find Project' button at the top of the data form. A new window will pop up. Type "AIS Incident Report" in the 'Project Name' field and choose the county from the drop-down menu in which the AIS was observed. Click 'Search'.

3. Click the arrow next to the correct AIS Incident Report, i.e. "AIS Incident Report – Dane County." This will populate the 'Project' field in the data form.

4. Use the search buttons to find and select the proper data collector and SWIMS station.

5. Then, select the Aquatic Invasive Species Incident Report (R 05/21). Do not use the animal and plant forms from 2010.

6. Lastly, enter the start and end date and any relevant comments, then, click 'Next'. Do not check the box next to 'I want to enter latitude and longitude on the next page (optional)'. This will associate the data with the wrong field station.

7. Fill out all relevant fields for the information you have and click "Save and Return". **If verification vouchers have already been received, click 'Save, and then "Next (Enter Voucher Results)" and fill out the subsequent form. When finished, be sure to click "Save and Return".**

You Are Entering Data For:					Save and Edit Header
Project:	AIS Incident Reports - Dane County				
Start Date Time:	04/26/2023				
Station:	Tenney Park Lagoon				
Form Code:	AIS_INCIDENT19_V2				

	Parameter	Result	Unit	Method
Primary Data Collector:	Name (if not provided on previous page)			
Primary Data Collector:	Phone Number			
Primary Data Collector:	Email			
Info on Aquatic Invasive Found:	Which aquatic invasive did you find?	⌄		
Info on Aquatic Invasive Found:	Other invasives found			
Info on Aquatic Invasive Found:	Habitat Type	⌄		
Info on Aquatic Invasive Found:	Other Habitat Type			
Info on Aquatic Invasive Found:	Where did you find the invasive species?			
Info on Aquatic Invasive Found:	Longitude			
Info on Aquatic Invasive Found:	Latitude			
Info on Aquatic Invasive Found:	Area Species Was Covering		⌄	
Info on Aquatic Invasive Found:	About How Many Individuals Were There?			
Info on Aquatic Invasive Found:	Can The Species Move Or Is It Attached?	⌄		
Info on Aquatic Invasive Found:	Is the specimen live or dead?	⌄		
Habitat:	Water depth where the invasive(s) were found (if applicable)		⌄	
Habitat:	Where was the invasive species located?	⌄		
Habitat:	Where was the invasive species located?	⌄		
Habitat:	Where was the invasive species located?	⌄		
Habitat:	Where was the invasive species located?	⌄		
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Habitat:	Where was the invasive species located?	⌄		
Habitat:	Where was the invasive species located?	⌄		
Habitat:	Where was the invasive species located?			
Habitat:	Other invasive species location			
Voucher Specimen:	Did you bring sample to a DNR office?	⌄		
Voucher Specimen:	Other office			
Voucher Specimen:	Photo Taken?	⌄		
Voucher Specimen:	Person who verified occurrence (type verifier name)			
Voucher Specimen:	Second Person who verified occurrence (type verifier name)			

Save   Save and Return   Next (Enter Voucher Results)