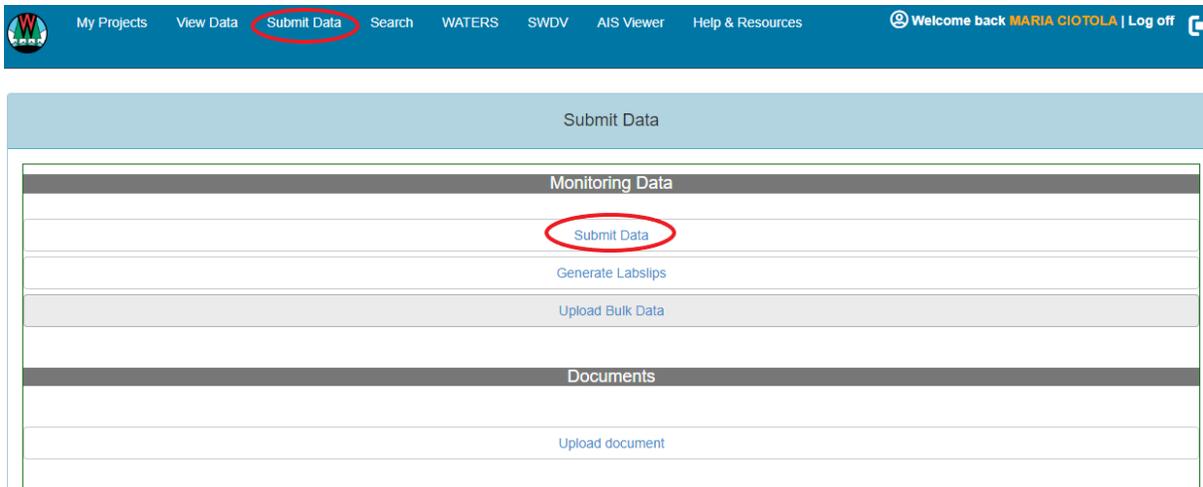


# How to Enter an AIS Incident Report in SWIMS

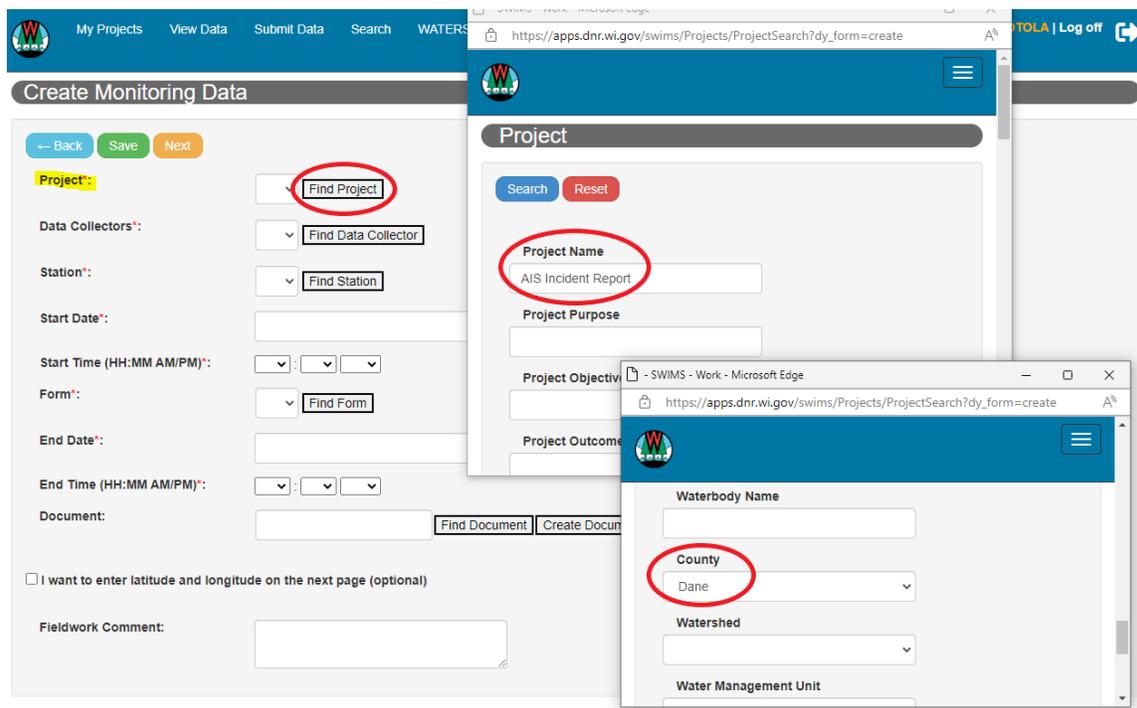
Last updated April 2023

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'.



- 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.

← Back Projects + ↕						
Show 10 entries		Filter				
Edit	Delete	Project ID	Project Name	Project Type	Start Year	Status
←		AIS-INCIDENT-13	AIS Incident Reports - Dane County	Aquatic Invasive Species Monitoring	2008	Active
←		AIS-INCIDENT-53	AIS Incident Reports - Richland County	Aquatic Invasive Species Monitoring	2008	Active
←		AIS-INCIDENT-57	AIS Incident Reports - Sauk County	Aquatic Invasive Species Monitoring	2008	Active

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

### Create Monitoring Data

← Back Save Next

**Project:** AIS Incident Reports - Dane County

**Data Collectors:** MARIA CIOTOLA

**Station:** 10001230 - Tenney Park Lagoon

**Start Date\*:**

**Start Time (HH:MM AM/PM)\*:**  :

**Form\*:** Aquatic Invasive Species Incident Rej

**End Date\*:**

**End Time (HH:MM AM/PM)\*:**  :

**Document:**

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

**Fieldwork Comment:**

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

The screenshot shows a data entry form with the following fields and values:

- Project\*:** AIS Incident Reports - Dane County (dropdown), Find Project (button)
- Data Collectors\*:** MARIA CIOTOLA (dropdown), Find Data Collector (button)
- Station\*:** 10001230 - Tenney Park Lagoon (dropdown), Find Station (button)
- Start Date\*:** (empty text box)
- Start Time (HH:MM AM/PM)\*:** (empty dropdowns)
- Form\*:** Aquatic Invasive Species Incident Re (dropdown), Find Form (button)
- End Date\*:** (empty text box)
- End Time (HH:MM AM/PM)\*:** (empty dropdowns)
- Document:** (dropdown menu is open, showing options: Aquatic Invasive Species Incident Report (R 05/21), Aquatic Invasive Animal Incident Report (R 02/10), Aquatic Invasive Plant Incident Report (R 02/10), Voucher Specimen Records), e Document (button)
- I want to enter latitude and longitude on the next page (optional)
- Fieldwork Comment:** (empty text box)

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.

The screenshot shows the same data entry form as above, but with the following changes:

- Start Date\*:** 05/01/2023
- Start Time (HH:MM AM/PM)\*:** 8 : 00 AM
- End Date\*:** 05/01/2023
- End Time (HH:MM AM/PM)\*:** 11 : 59 PM
- Form\*:** Aquatic Invasive Plant Incident Repor (dropdown), Find Form (button)
- The **Next** button is circled in red.

- 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)	<input type="text"/>		
Primary Data Collector:	Phone Number	<input type="text"/>		
Primary Data Collector:	Email	<input type="text"/>		
Info on Aquatic Invasive Found:	Which aquatic invasive did you find?	<input type="text"/>		
Info on Aquatic Invasive Found:	Other invasives found	<input type="text"/>		
Info on Aquatic Invasive Found:	Habitat Type	<input type="text"/>		
Info on Aquatic Invasive Found:	Other Habitat Type	<input type="text"/>		
Info on Aquatic Invasive Found:	Where did you find the invasive species?	<input type="text"/>		
Info on Aquatic Invasive Found:	Longitude	<input type="text"/>		
Info on Aquatic Invasive Found:	Latitude	<input type="text"/>		
Info on Aquatic Invasive Found:	Area Species Was Covering	<input type="text"/>	<input type="text"/>	
Info on Aquatic Invasive Found:	About How Many Individuals Were There?	<input type="text"/>		
Info on Aquatic Invasive Found:	Can The Species Move Or Is It Attached?	<input type="text"/>		
Info on Aquatic Invasive Found:	Is the specimen live or dead?	<input type="text"/>		
Habitat:	Water depth where the invasive(s) were found (if applicable)	<input type="text"/>	<input type="text"/>	
Habitat:	Where was the invasive species located?	<input type="text"/>		
Habitat:	Where was the invasive species located?	<input type="text"/>		
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Habitat:	Where was the invasive species located?	<input type="text"/>		
Habitat:	Where was the invasive species located?	<input type="text"/>		
Habitat:	Other invasive species location	<input type="text"/>		
Voucher Specimen:	Did you bring sample to a DNR office?	<input type="text"/>		
Voucher Specimen:	Other office	<input type="text"/>		
Voucher Specimen:	Photo Taken?	<input type="text"/>		
Voucher Specimen:	Person who verified occurrence (type verifier name)	<input type="text"/>		
Voucher Specimen:	Second Person who verified occurrence (type verifier name)	<input type="text"/>		

Save Save and Return Next (Enter Voucher Results)