

# How to Enter Aquatic Invasive Species Monitoring Data into SWIMS

Updated: April 2023

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

1. Log in at <https://apps.dnr.wi.gov/swims/>

**Surface Water Integrated Monitoring System(SWIMS)**

Please Log in

User ID: ciotom

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.

2. Click 'Submit Data' at the top of the screen.

My Projects View Data **Submit Data** Search WATERS SWDV AIS Viewer Help & Resources Welcome back MARIA CIOTOLA | Log off

Fieldwork Stations People Projects

Sample Result Resources of Interest Documents Grants

Management Actions Parameters Parameter Group Dynamic Form Codes

Methods Equipment Lab Accounts Lab Fee

Worktable Data

- Then, 'Submit Data' again under Monitoring Data

The screenshot shows a navigation menu with three main sections: 'Submit Data', 'Monitoring Data', and 'Documents'. Under 'Submit Data', there is a 'Submit Data' link (circled in red), 'Generate Labslips', and 'Upload Bulk Data'. Under 'Monitoring Data', there is a 'Submit Data' link (circled in red), 'Generate Labslips', and 'Upload Bulk Data'. Under 'Documents', there is an 'Upload document' link.

- Search for and select the project associated with your survey, appropriate data collectors, the relevant station for the survey, fill in the date and time of the survey, and select the Aquatic Invasive Species Early Detection Monitoring Form for the appropriate year. Feel free to add any relevant comments.

The 'Create Monitoring Data' form contains the following fields and values:

- Project\*:** Aquatic Invasive Species Early Detec (dropdown), Find Project (button)
- Data Collectors\*:** MARIA CIOTOLA (dropdown), Find Data Collector (button)
- Station\*:** Trout Lake (dropdown), Find Station (button)
- Start Date\*:** 04/11/2023 (text input)
- Start Time (HH:MM AM/PM)\*:** 8 : 00 AM (time selector)
- Form\*:** Aquatic Invasive Species Monitoring I (dropdown), Find Form (button)
- End Date\*:** 04/11/2023 (text input)
- End Time (HH:MM AM/PM)\*:** 11 : 59 PM (time selector)
- Document:** (empty text input), Find Document (button), Create Document (button)
- I want to enter latitude and longitude on the next page (optional)
- Fieldwork Comment:** This is an example Early Detection Survey (text area)

- After filling in all the necessary information, click 'Save' and 'Next' at the top of the screen.

**Create Monitoring Data**

**Project\*:** Aquatic Invasive Species Early Detec

**Data Collectors\*:** MARIA CIOTOLA

**Station\*:** Trout Lake

**Start Date\*:** 04/11/2023

**Start Time (HH:MM AM/PM)\*:** 8 : 00 AM

**Form\*:** Aquatic Invasive Species Monitoring I

**End Date\*:** 04/11/2023

**End Time (HH:MM AM/PM)\*:** 11 : 59 PM

**Document:**

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

**Fieldwork Comment:** This is an example Early Detection Survey

- The next page is the Site AIS Monitoring Early Detection Form. Fill in the appropriate drop-down menus for your survey. Ensure you fill in hours spent, which Early Detection protocol you used, if an AIS sign was present, which pathway was monitored, and the species you looked for.

- After all relevant information has been filled in, click 'Save' and then 'Site 1' at the bottom of the screen.

Did you look for - Invertebrates:	Spiny waterflea?	<input type="button" value="v"/>
Did you look for - Invertebrates:	Fishhook waterflea?	<input type="button" value="v"/>
Did you look for - Invertebrates:	Zebra mussels?	YES <input type="button" value="v"/>
Did you look for - Invertebrates:	Quagga mussels?	<input type="button" value="v"/>
Did you look for - Other:	Other species	<input type="text"/>

- On the next page, fill in if the first site surveyed was at 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. Also indicate if a photo was taken of the species or if a specimen was collected for verification.

	Parameter	Result	Unit	Method
Site Location Information:	Site	Boat Landing 1 ▾		AIS_EDD_2019
Site Location Information:	Latitude (i.e. 43.1234)	<input type="text"/>		AIS_EDD_2019
Site Location Information:	Longitude (i.e. -89.4567)	<input type="text"/>		AIS_EDD_2019
Site Location Information:	AIS Present?	YES ▾		AIS_EDD_2019
Species 1:	Species	Zebra Mussel ▾		AIS_EDD_2019
Species 1:	Gross Area	5 <input type="text"/>	METERS SQUARE ▾	AIS_EDD_2019
Species 1:	Cover	2: 5-25% ▾	% ▾	AIS_EDD_2019
Species 1:	Infested Area	5 <input type="text"/>	METERS SQUARE ▾	AIS_EDD_2019
Species 1:	Live:Dead Class	1: 100:0 L:D ▾		AIS_EDD_2019
Species 1:	Photo taken?	YES ▾		AIS_EDD_2019
Species 1:	Specimen Collected?	NO ▾		AIS_EDD_2019
Species 1:	Comments about this AIS at this site	<input type="text"/>		AIS_EDD_2019

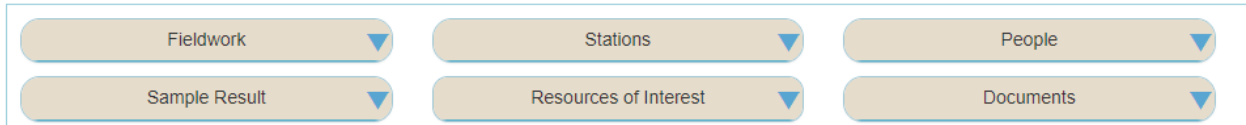
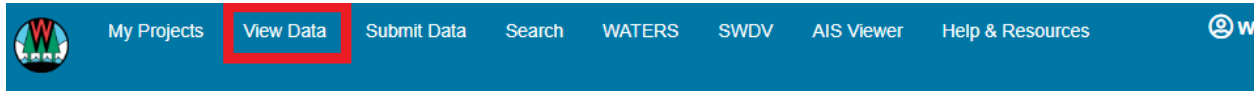
9. Once information for each species has been entered, click 'Site 2' at the bottom of the page and repeat Step 8-9 until all sites that were visited have been entered.

Species 7:	Photo taken?
Species 7:	Specimen Collected?
Species 7:	Comments about this AIS at
Additional Site Information:	Additional Comments (about

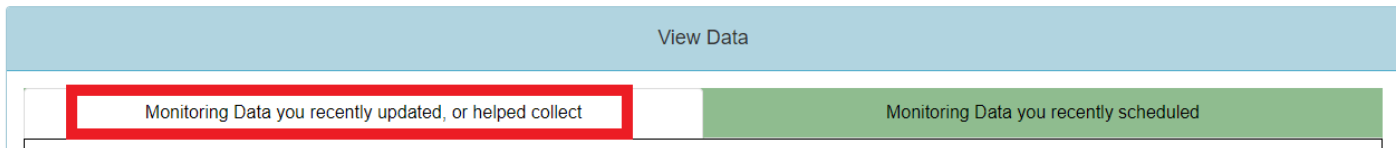
10. When all sites have been entered, be sure to click 'Save' or 'Save and Return'. If you click Save and Return to List (or if you click "View List" from the Submit Data tab), you will see a list of data you've recently entered or help collect.

# How to Edit Existing Data

1. Log in at <https://apps.dnr.wi.gov/swims/>
2. Click 'View Data' at the top of the page.





3. Two lists will be available to view: 'Monitoring Data you recently updated, or helped collect' and 'Monitoring Data you recently scheduled'. Make sure you are viewing data you recently updated or helped collect if you want to edit monitoring data that has already been entered.



4. Click the green pencil next to the Fieldwork Event you want to edit.

The screenshot shows a table titled 'Monitoring Data you recently updated, or helped collect'. It has a 'Show 10 entries' dropdown at the top left. The table has columns for 'Edit', 'Delete', 'Fieldwork Seq No', 'Fieldwork Start', 'Project', 'Data Collectors', 'Status', 'Station ID', 'Station Name', and 'Last Updated'. The first entry is circled in red, and its 'Edit' icon (a green pencil) is also circled in red.

Edit	Delete	Fieldwork Seq No	Fieldwork Start	Project	Data Collectors	Status	Station ID	Station Name	Last Updated
		343913145	4/11/2023 8:00:00 AM	Aquatic Invasive Species Early Detection 2022	MARIA CIOTOLA	COMPLETE	10022130	Trout Lake	4/12/2023

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