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/

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

3. Then, 'Submit Data' again under Monitoring Data

Submit Data
Monitoring Data
Submit Data
Generate Labslips
Upload Bulk Data
Documents
Upload document

4. 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.

Create Monitoring Data

← Back   Save   Next

Project*: Aquatic Invasive Species Early Detec ⌄   Find Project

Data Collectors*: MARIA CIOTOLA ⌄   Find Data Collector

Station*: Trout Lake ⌄   Find Station

Start Date*: 04/11/2023

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

Form*: Aquatic Invasive Species Monitoring [⌄   Find Form

End Date*: 04/11/2023

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

Document: _____   Find Document   Create Document

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

Fieldwork Comment: This is an example Early Detection Survey

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

6. 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.

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

8. 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.

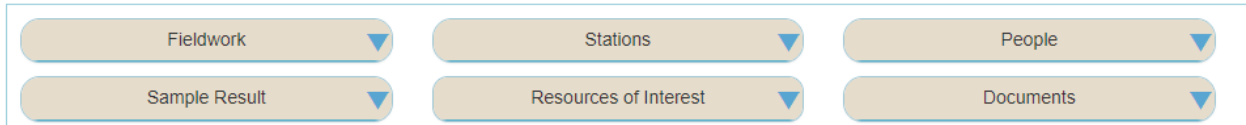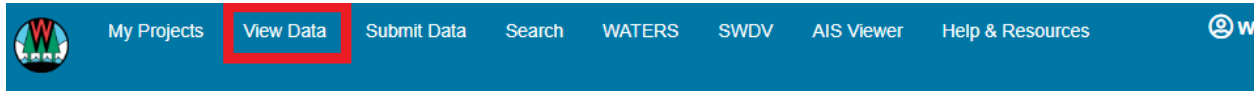|	Parameter	Result	Unit	Method
Site Location Information:	Site	Boat Landing 1 ⌄		AIS_EDD_2019
Site Location Information:	Latitude (i.e. 43.1234)			AIS_EDD_2019
Site Location Information:	Longitude (i.e. -89.4567)			AIS_EDD_2019
Site Location Information:	AIS Present?	YES ⌄		AIS_EDD_2019
Species 1:	Species	Zebra Mussel ⌄		AIS_EDD_2019
Species 1:	Gross Area	5	METERS SQUARE ⌄	AIS_EDD_2019
Species 1:	Cover	2: 5-25% ⌄	% ⌄	AIS_EDD_2019
Species 1:	Infested Area	5	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			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.
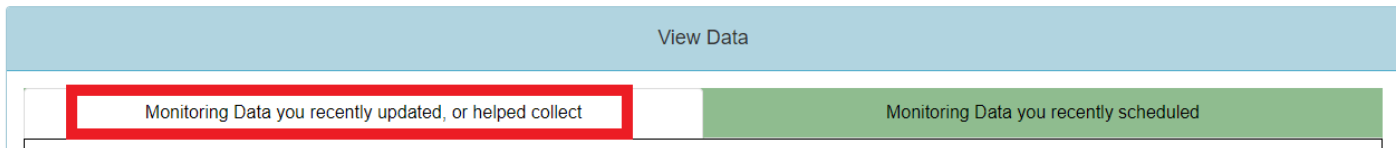

10. When all sites have been entered, be sure to click 'Save' or 'Save and Return'. If you click Save and Return to List (or if you click "View List" from the Submit Data tab), you will see a list of data you've recently entered or help collect.

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.

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.