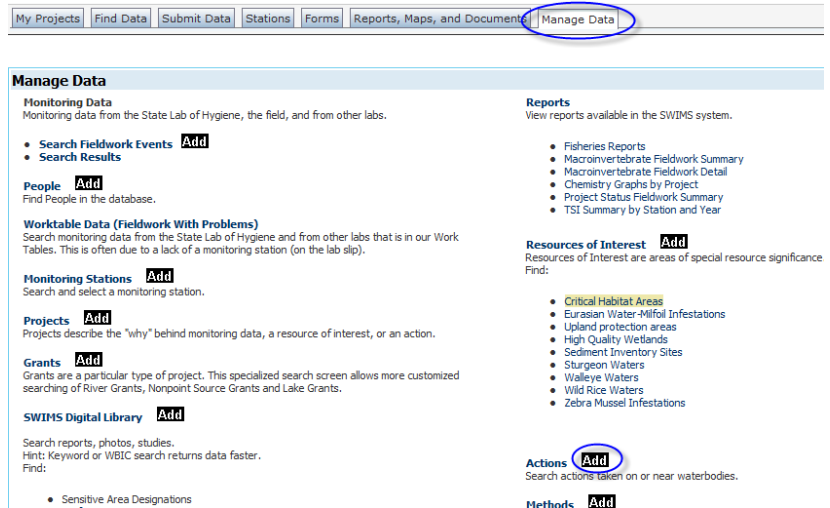
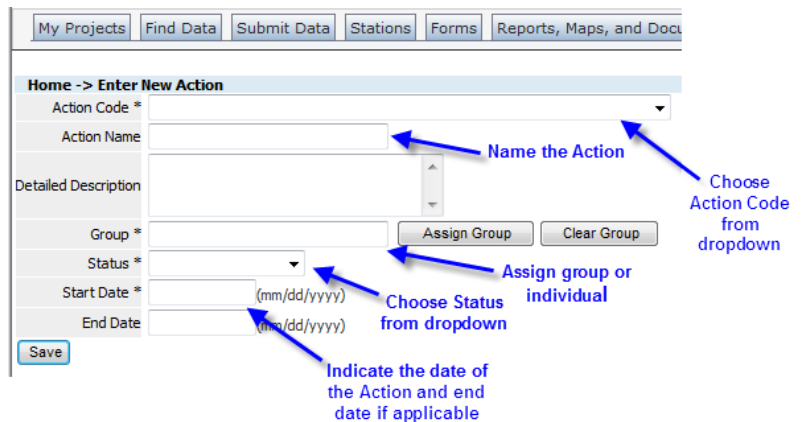


How to create an Action

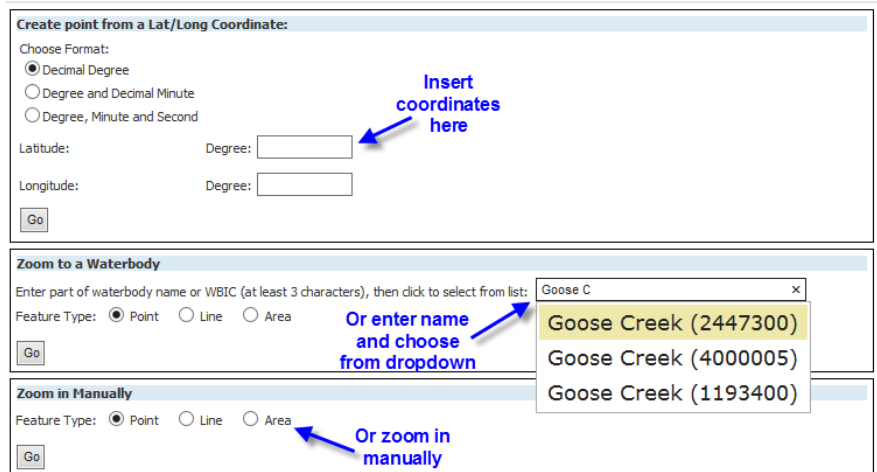
1) Go to Manage Data tab and click "Add" next to Actions.



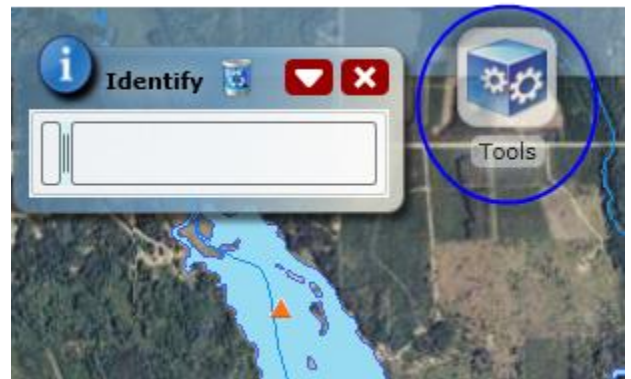
2) Fill in Action Code, Action Name, Group or Individual, Status and Start and End Data (Detail Description is optional).



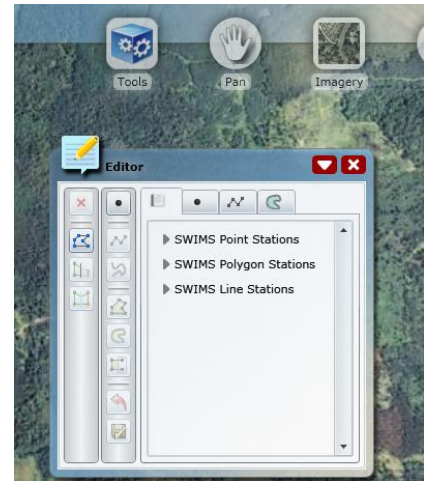
3) If Latitude and Longitude are known, enter coordinates in the proper format, click "Go", and skip to step 5a. If coordinates are unknown, enter part of the waterbody name and choose from the dropdown list OR zoom in manually by clicking the Point, Line, or Area feature type



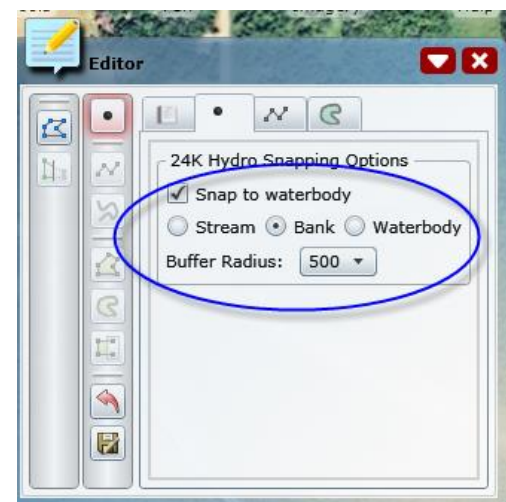
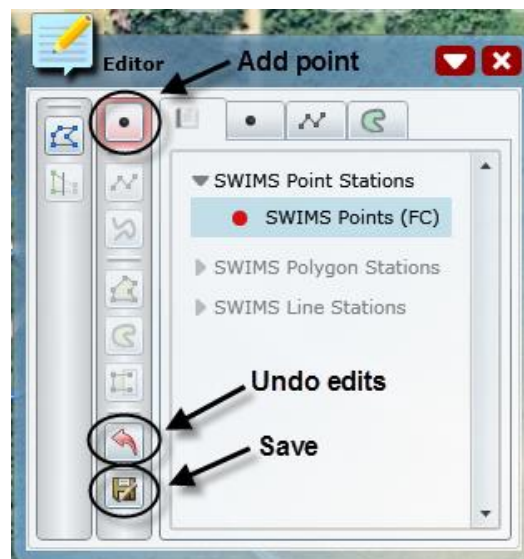
- 4) Zoom in and out using the mouse or the “Pan” widget to find a location. If a station already exists, click on “Tools” and “Identify” to obtain a Station ID.



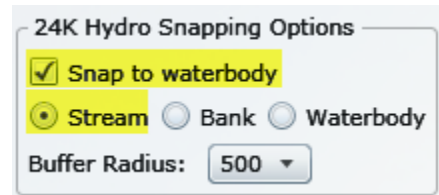
- 5) Click on “Tools” and “Editor” to open the Editor Window.



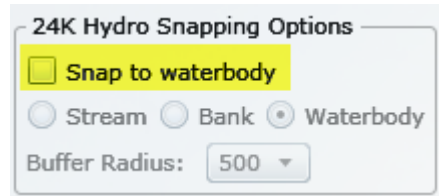
- a) The majority of stations created will be **Point Stations**: Click to activate the add point button and then click on the location of the map to add a station. By default, stations are snapped to bank of streams or shoreline of lakes in the 24K Hydro Point tab (see below for snapping options). If no changes are desired, click “Save” and proceed to Step 6.



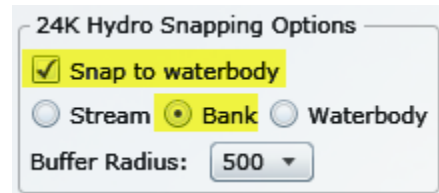
Stream Lines: Use this option if you are making a station on a line feature (small stream) and you want to snap to the center line of that feature.



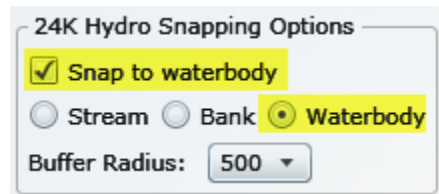
No Snapping: Use this option if you want to keep the point **EXACTLY** where you place it within the hydro layer polygon (it will pick up the WBIC) **OR** if you are creating a non-water point that should not be snapped to a waterbody.



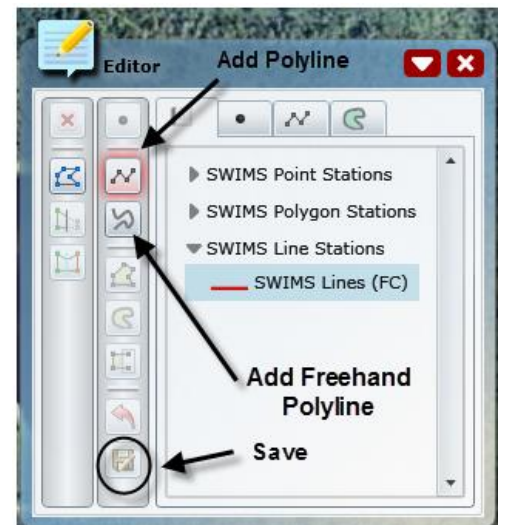
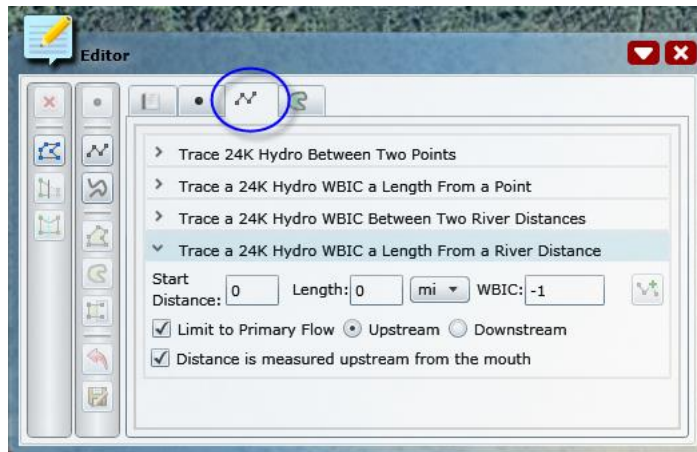
Bank or Shoreline: Use this option if you want to snap to the shoreline or a lake or the bank of a wider river (polygon features). This will probably **NOT** be used much.



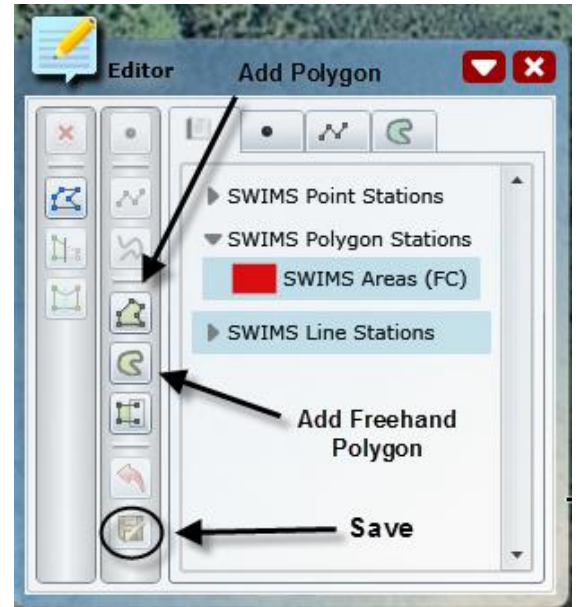
Waterbody: This option will create a point that is located at the centroid of a polygon feature. This will probably **NOT** be used much.



- b) To add a **Line** Station: Click to activate the proper line button to add a Line Station. The “Add Polyline” button will create linear lines on the map and the “Add Freehand Polyline” button will create non-linear lines. (Use Line tab and appropriate tracing option if tracing 24K Hydro feature.) Click on the map to create a line, click “Save”, and proceed to Step 6.



c) To add an **Area** Monitoring Station: Click to activate the proper tab to add a Polygon Station. The “Add Polygon” button will create rectilinear areas on the map and the “Add Freehand Polygon” button will add non-rectilinear areas. (Use Polygon tab if cloning 24K Hydro feature.) Click on map to create polygon shape, click “Save”, and proceed to Step 6.



6) Click “Save and Return” once you are directed back to “Enter New Action” screen.

