

SWIMS User Guide - CBCW Basics

Rev. May 2023



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Welcome to the Surface Water Integrated Monitoring System (SWIMS)

Maybe you've just put in your boat inspection hours at the boat launch, spent a couple of hours enjoying a cool stream where you measured transparency and flow, or boated out to the center of your favorite lake to get a Secchi disc reading and collect a water sample. You carefully noted the data you've collected on your program's recording form, and now it's time to enter it into SWIMS.

When you visit the SWIMS database and enter your data, you are recording your work the same way as the statewide Aquatic Invasive Species (AIS) County Coordinators, regional Stream or Lake Biologists, and other paid staff. Just like those folks, your efforts contribute to a knowledge base that, through the database, becomes available to professionals and the general public on the DNR website in the form of tables of information and interactive maps. The data collected in SWIMS is also crucial to federal scientists and regulators because the data are shared through SWIMS with the Environmental Protection Agency for Clean Water Act required reporting.

Let us reassure you about some top concerns we often hear from volunteers and even some professionals:

- 1) You can't break the database
- 2) If you make a mistake, it can be corrected 99% of the time

Getting Started with SWIMS

Access to SWIMS is role-based. Everyone who has access to SWIMS can find, view and browse data. The ability to submit, edit and delete data depend on the assigned user roles and are granted based on the users' needs.

SWIMS profile: Everyone who submits data to SWIMS needs to have a SWIMS profile (account). Your SWIMS profile connects you to your monitoring projects, such as the one for your specific waterbody or specific grant. You can be involved in one project or many, but you will only need one SWIMS profile. You will need to provide your name, address, phone number, email address, and, most importantly, a WAMS ID.

WAMS ID: The WAMS ID and password will be your SWIMS ID (username) and password for access to the database.

Step 1: Go to the and register for a WAMS ID. For more detailed directions, [click here](#)

Step 2: Send your new WAMS ID (username) to your program coordinator, local coordinator or the DNRSWIMS@Wisconsin.gov inbox to create or set up your SWIMS account. You will be able to log in to SWIMS once your account/profile is created and linked to your new WAMS ID. They will not need your password.

Note: If you have issues with getting or using the WAMS ID and password, you must use the WAMS website's HELP feature to get assistance. DNR Staff and program coordinators cannot change your WAMS ID or password.

Step 3: You are ready to log in to SWIMS!

Because this guide is focused on Volunteer Basics, we will focus on what's most important to you: Submitting Data, Editing Data, and Viewing Data. If you are interested in exploring SWIMS further, contact your program coordinator for more information about our detailed guide.

Logging In and Your First Visit To SWIMS

Once your SWIMS profile is created and linked to your WAMS ID, you can log into SWIMS and get started. *If you try to sign in and get an error message*, it is probably because the WAMS ID still needs to be added to your profile. You can contact your program coordinator to check.

Tips:

- This version of SWIMS will appear best at 90% zoom on most browsers.
- At this time, SWIMS will appear and function best on laptops or larger screened devices.

Logging into SWIMS

Click on this <https://apps.dnr.wi.gov/swims/>

Type your username and password, check the box for ‘**External Users and Volunteers (WAMS),**’ and click Log in.

You may also want to save the page to your favorites or bookmark it in your browser.

If you see “Invalid login attempt,” it is generally because you forgot to click the “External Users” box.

Surface Water Integrated Monitoring System (SWIMS)

Please Log in

User ID

Password

Internal DNR Users (Active Directory) ⓘ

External Users and Volunteers (WAMS) ⓘ

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](#).

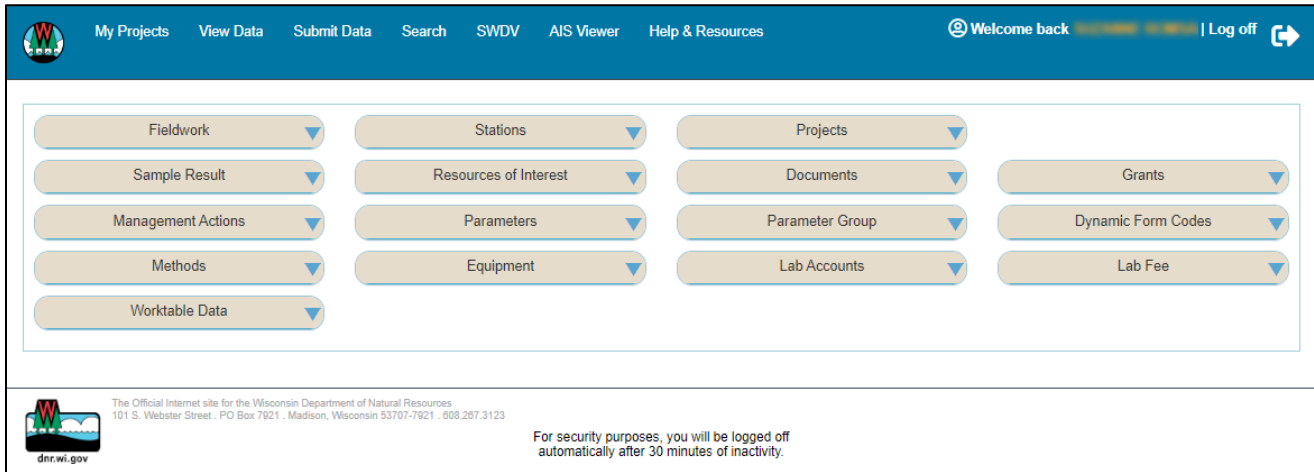
If you can't sign in and know your WAMS has been added, try clearing your browsers cache using the following steps:

- **Process 1**
 - [Clear your browser cache](#)
 - Attempt to sign into SWIMS again
- **Process 2** (If process 1 does not work.)
 - [Clear your browser cache](#)
 - [Reset your WAMS password](#)
 - Attempt to sign into SWIMS again

When you need help, start with your coordinator. For general assistance, you may also contact DNRSWIMS@Wisconsin.gov.

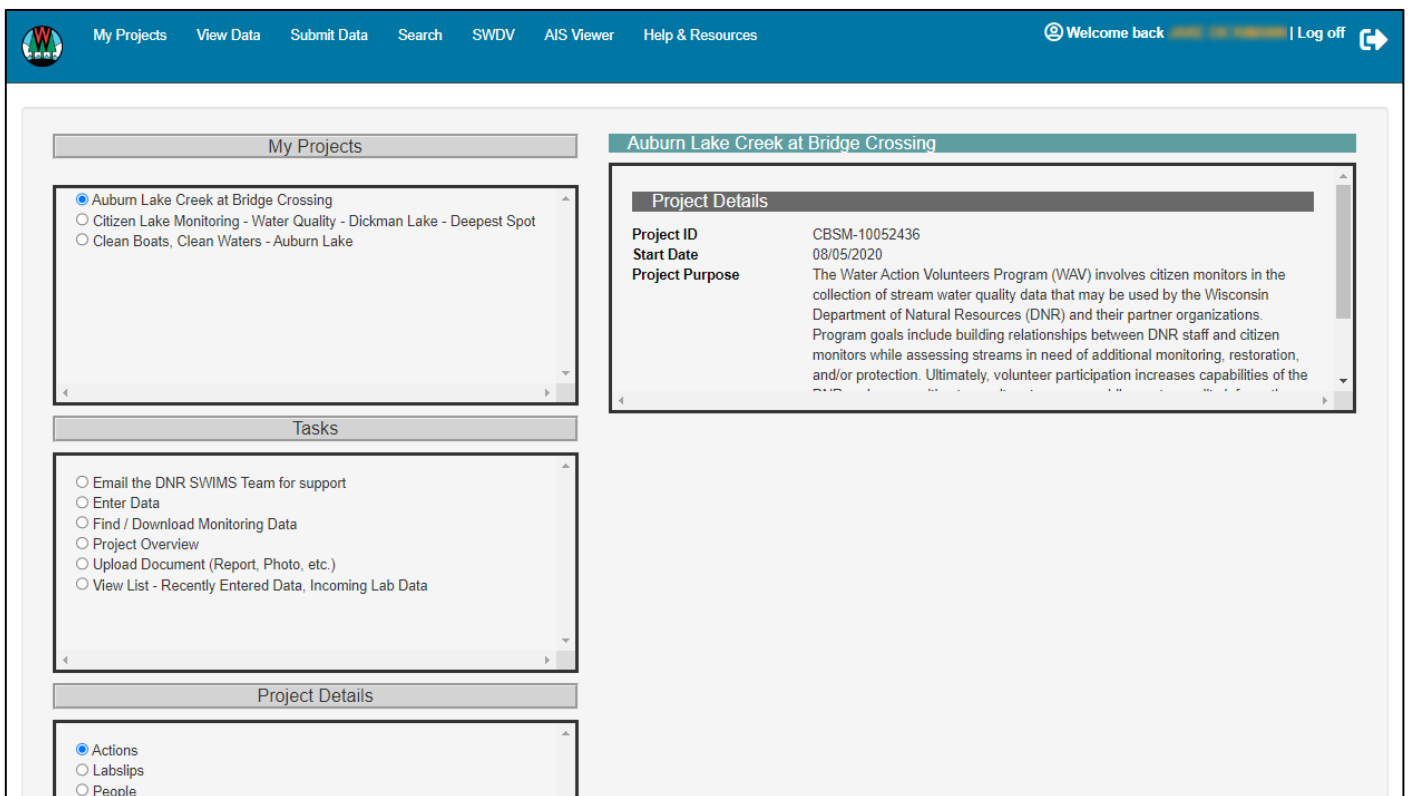
The Search Page - The main landing page

The Search page will be the first think The tabs on the table may vary from what is shown below. When a user's profile is set up, they are assigned a SWIMS User Role that gives them access to various functions in the database. Your role also determines your view and ability to use some tabs.







The My Projects Page

An area where you can see a listing of your current and active projects in SWIMS with the ability to perform certain Tasks and quickly see specific Project Details



General Navigation in the SWIMS Interface

You can navigate to view an item if any field in that row of information is highlighted in blue, a lighter shade of grey, or underlined when you hover over the item. Example: Fieldwork Seq No to navigate to a fieldwork event:

Edit	Delete	Fieldwork Seq No	Field Status Code
		<u>322756005</u>	COMPLETE
		322755925	COMPLETE

Edit	Delete	Fieldwork Seq No	Field Status Code
		<u>322756005</u>	COMPLETE
		322755925	COMPLETE

Common Symbols and Icons

Below is a list of common symbols or icons you may see in the SWIMS interface:

- Edit an item: 
- Delete an item: 
- Add a new item: 
- Download to Excel: 
- Download a SWIMS Document: 
- Open URL for a SWIMS Document: 

Common Errors and Messages

Below is a list of common error messages or pages you may see when accessing SWIMS, entering data, navigating within or viewing information in SWIMS, or downloading from SWIMS:

Error message: "Invalid login attempt. User ID valid, but not yet recognized in SWIMS":

This error will appear if your WAMS username has not yet been added to the SWIMS database. It's important to keep in mind that WAMS usernames are not automatically associated to the SWIMS database, so please make sure to follow all steps outlined on [How to get a WAMS username and password](#).

• Invalid login attempt. User ID valid, but not recognized in SWIMS

User ID

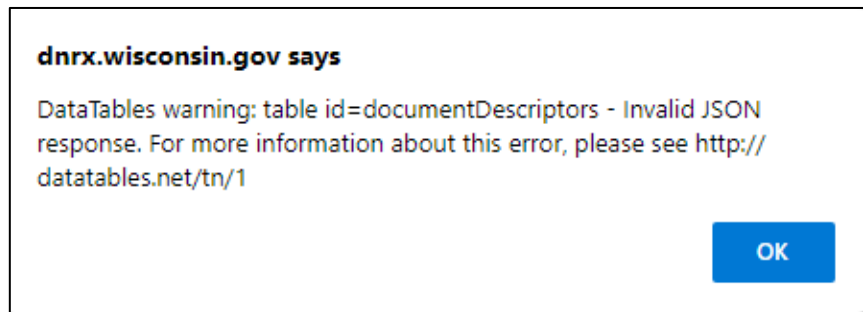
Password

Internal DNR Users (Active Directory) ⓘ

External Users and Volunteers (WAMS) ⓘ

Error message: "DataTable":

This message commonly appears when there is an issue with the data being displayed on the SWIMS interface. If you encounter this message, please email DNRSWIMS@Wisconsin.gov and provide the URL for that specific page.



Error message: "SWIMS Application Error":

The below message commonly appears when a user tries to perform an action in SWIMS that may result in an error. This may include:


- Uploading too large of a document or photo
- Trying to download too large of a dataset

If this does occur, you might want to try adjusting your search and download criteria (limiting by a date range), splitting and uploading files separately, or compressing a file. If the issue(s) persist(s), email the DNRSWIMS@Wisconsin.gov with the exact steps taken that resulted in the error.

SWIMS Application Error

An error occurred while processing your request

You may not be authorized to view this area, need to adjust your search criteria, or have encountered a database error. If this error persists, please reach out to the DNR SWIMS Team at DNRSWIMS@Wisconsin.gov with the exact steps taken that resulted in this error.



The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

For security purposes, you will be logged off automatically after 30 minutes of inactivity.




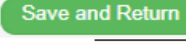
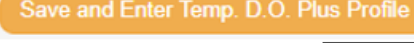
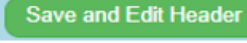
Watercraft Inspection Data Entry

Volunteers usually collect data in the field on a paper form. In SWIMS, that paper form is replicated electronically for data entry into the system. Each time you submit data to SWIMS, a new **Fieldwork Event** is created.

These directions will work whether you add data for yourself or someone else.

Data Entry Basics

Common buttons found in the data entry process:

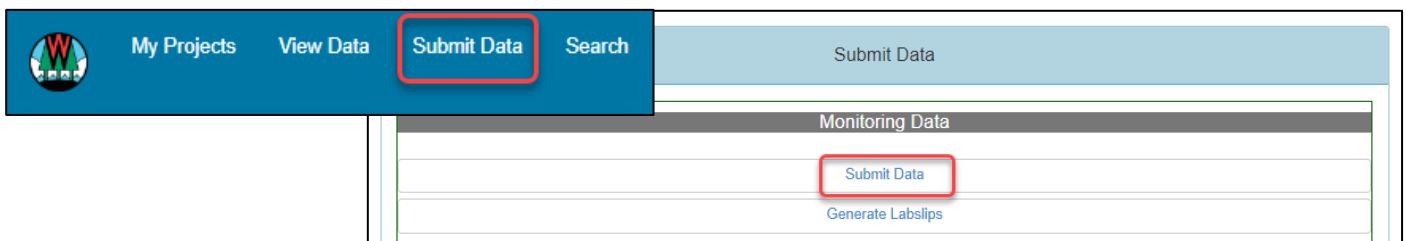
	Takes you to the prior page
	Saves the entered data and keeps you on the same page
	Saves the entered information and takes you to the next page
	Saves the entered information and takes you to the View Data page
	Saves the entered information and takes you to the next data entry form (if available)
	Saves the entered information and takes you to the page to update Fieldwork level information (Data Collectors Station, Date, etc.)

Adding a New Watercraft Inspection Event

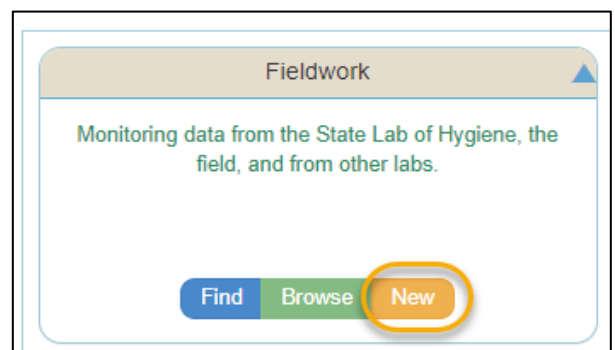
1. Creating a new Fieldwork Event

To enter a fieldwork event to SWIMS, you can:

- Click on Submit Data in the Toolbar, then on Submit Data under the Monitoring Data portion



- Click the Fieldwork module and select New



2. Select Project, Data Collectors, Landing, and Date / Time

The Create Monitoring Data page

This is the standard view once you click on 'New' to submit your data. The default information will vary for each person and is based on your projects, where they take place, and who generally collects the data. If the information fields are empty or the information shown is not for the project you want, you need to use the dropdown arrows to select the correct project, data collectors, station, etc.

1. Select the correct project/grant from the **Project** dropdown box. the name of the **Project** should be the same as the name of your specific waterbody or, for a CBCW grant, the organization that received the grant
2. Select the data collectors (CBCW inspector) from the **Data Collectors** dropdown
 - a. You can select the Organization or lake Organization / Association / District
 - b. If not located, see the section on [How to add Data Collectors and create new Data Collector Groups](#) for more information.
3. Select the correct station (boat landing) from the Station dropdown
4. Enter the **Start Date** and **Start Time** of the inspection event
 - a. Once the **Start Time** is entered, the **End Date** will auto populate to the same **Start Date**, but **End Time** will default to 11:59 PM. Change the End Time
5. Make sure the current "Watercraft Inspections Report" form is selected from the **Form** dropdown
6. Enter any comments into the **Fieldwork Comment** box (i.e. weather, wildlife, names of inspectors, etc.)

Once everything on the first page has been completed, you can either click 'Save' or 'Next'

- 'Save' will save your data and keep you on the same page
- 'Next' will save your data *and* move you to the next data entry page

The screenshot shows the 'Create Monitoring Data' form with the following fields and callouts:

- 1**: Project dropdown menu (Clean Boats, Clean Waters - Auburn I)
- 2**: Data Collectors dropdown menu (Jake Dickmann) with a 'Find Data Collector' button
- 3**: Station dropdown menu (10019077 - Auburn Lake -- Access)
- 4**: Start Date (05/24/2023) and Start Time (10:14 AM) fields
- 5**: Form dropdown menu (Watercraft Inspection Report (Reviser)) with a 'Find Form' button
- 4**: End Date (05/24/2023) and End Time (11:14 AM) fields
- Document field with 'Find Document' and 'Create Document' buttons
- I want to enter latitude and longitude on the next page (optional)
- 6**: Fieldwork Comment text area

Navigation buttons at the top: Back (blue), Save (green), Next (orange).

3. Adding CBCW Summary Totals

Enter each parameter result into the appropriate boxes. You will be entering the tallies for the day for each inspector/set of inspectors:

- Summary totals will be entered into the **Result** column
- You may need to select the correct unit in the **Unit** column

After all the summary information is filled in, you can either click the 'Next >> Lakes and Rivers Last Visited' button or the 'Save and Return' button:

- 'Save' will save your data and keep you on the same page
- 'Save and Return' will save your data and direct you to the *View Data* page
- 'Next >> Lakes and Rivers Last Visited' will save your data *and* move you to the next data entry page

Fieldwork Event and Result Form

Fields denoted with an asterisk (*) are REQUIRED.
Fieldwork event data can be corrected later after submitting parameter results below.

You Are Entering Data For: Save and Edit Header

Project: PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2023 CBCW

Start Date Time: 05/24/2022

Station: Pelican Lake -- State landing access at Near Cth G

Form Code: WATERCRAFT_2018

	Parameter	Result	Unit	Method
Time Spent	Time Spent by Paid Inspectors (Hours)	6	HOURS ▾	
Time Spent	Time Spent by Volunteer Inspectors (Hours)	0	HOURS ▾	
Boat was...	Entering (# Boats)	15	WATERCRAFT ▾	
Boat was...	Leaving (# Boats)	8	WATERCRAFT ▾	
Boat was...	N/A			
Contacted this season?	Contacted - Yes	20	WATERCRAFT OPERATORS ▾	
Contacted this season?	Contacted - No	3	WATERCRAFT OPERATORS ▾	
Willing to answer?	Willing - Yes	18	WATERCRAFT OPERATORS ▾	
Willing to answer?	Willing - No	5	WATERCRAFT OPERATORS ▾	
Used Different Water	Used past 5 days?-Yes	2	WATERCRAFT ▾	
Used Different Water	Used past 5 days?-No		▾	
Used Different Water	Used past 5 days?-Don't Know	21	WATERCRAFT OPERATORS ▾	
People Contacted	Number of People Contacted		▾	

Save
Save and Return
Next >> Lakes and Rivers Last Visited

4. Adding Lakes and Rivers Last Visited

On this page, you can enter any lakes and rivers last visited by boaters (usually obtained after asking if the boater has used a different water in the past 5 days). There are a total of 30 entry options for Waterbody Name / County combinations

1. For the first waterbody visited in the last 5 days, type in the waterbody name in the *Waterbody Name* box and select the county from the *County* dropdown
2. For the second waterbody visited in the last 5 days, type in the waterbody name in the *Waterbody Name* box and select the county from the *County* dropdown
3. Repeat for all other waterbodies visited in the last 5 days

Once done, scroll down to the bottom of the page and click 'Save and Return'. This will save your data and direct you to the *View Data* page. The 'Save' button will save your data and keep you on the same page

Fieldwork Event and Result Form

Fields denoted with an asterisk (*) are REQUIRED.
Fieldwork event data can be corrected later after submitting parameter results below.

You Are Entering Data For: Save and Edit Header

Project: PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2023 CBCW

Start Date Time: 05/24/2022

Station: Pelican Lake -- State landing access at Near Cth G

Form Code: WATERCRAFT-LASTVISITED

	Parameter	Result	Unit	Method
1	Waterbody Name	Lake Mendota		
1	County	Dane County		
2	Waterbody Name	Winnebago		
2	County	Calumet County		
3	Waterbody Name			
3	County			
4	Waterbody Name			
4	County			
5	Waterbody Name			
5	County			

How to add Data Collectors and create new Data Collector Groups

If you cannot find the correct person or are adding data for one or more people working together who do not show up in the dropdown list, you can do the following:

- 1) Click on the **Find Data Collector** button next to the dropdown. The query window below will open.
- 2) Type the last name into the Search People/Groups box. The system will immediately give search results, provided the spelling is the same. You can also use portions of a name to search.
- 3) Click 'Add' next to the person's name when you find it. If additional people should be added for the fieldwork, look them up in the same manner and click 'Add' for each one. As long as they have a SWIMS profile, they should show up.
 - a) If the person does not show up on the list and helps regularly, they should have a profile added. If you are still looking for the person, contact your statewide program, county or DNR coordinator to have them added to SWIMS.
 - b) If the help was a one-time event, the other person could be noted in the comments section of the fieldwork. If that is the case, only the actual **Data Collectors** can be searched for and listed as Data Collectors.
- 4) Once all the names you need are in the New Collector Group box at the bottom of the page, click 'Create' to return to the data entry page, where you will now see them listed as Data Collectors. The new group should remain in the dropdown for future entries.

The screenshot shows a web interface titled "Groups". At the top, there is a search bar labeled "Search People / Groups" with the text "Dickmann" entered. A yellow arrow labeled "1" points to this search bar. Below the search bar is a section titled "People" with a "Show 10 entries" dropdown and a "Filter" box containing "Dickmann". A table lists search results with columns for Name, Salutation, Title, and Organization. The first row is "JACOB DICKMANN, IT Project Manager, Wisconsin DNR". The fourth row is "Wyatt Dickmann, Pelican Lake, Oneida Co", with a yellow box around the "Add" button and a yellow arrow labeled "2" pointing to it. Below the table is a "New Collector Group" section with a table with columns for Name, Salutation, Title, Organization, and Remove. A yellow box labeled "3" is around the empty "Name" input field, and a yellow box labeled "4" is around the "Create" button. To the right of the "People" section is an "Existing Collector Groups" section with a "Show 10 entries" dropdown and a "Filter" box containing "Dickmann". It lists several existing groups, each with a left-pointing arrow to its left. At the bottom of this section, it says "Showing 1 to 9 of 9 entries".

Tip: Notice that on the right, there can already be a list of the person paired with other data collectors that you can use. Click on the arrow to add one of these existing groups. People who have changed jobs may be listed from an old profile. DNR profile names are in all caps.

Viewing and Editing Your Recently Entered Data

Once you click 'Save and Return,' the **View Data** page will display rows of all the fieldwork you have entered data for or are associated with. The fieldwork event you just entered will be at the top. You can click on any table heading to reorganize the list of fieldwork events.

View Data									
Monitoring Data you recently updated, or helped collect					Monitoring Data you recently scheduled				
Monitoring Data you recently updated, or helped collect									
Show 10 entries									
Edit	Delete	Fieldwork Seq No	Fieldwork Start	Project	Data Collectors	Status	Station ID	Station Name	Last Updated
		348891720	5/24/2022 10:00:00 AM	PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2023 CBCW		COMPLETE	10018622	Pelican Lake -- State landing access at Near Cth G	6/1/2023
		348891491	5/31/2023 1:00:00 PM	PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2023 CBCW		COMPLETE	10018622	Pelican Lake -- State landing access at Near Cth G	6/1/2023

Editing Data:

If you want to return to the data entry pages to check on something or correct a mistake, you can click on the pencil icon in the *Edit* column. This will allow you to edit as needed and save the fieldwork event again. If you run into an issue, though, contact your program coordinator.

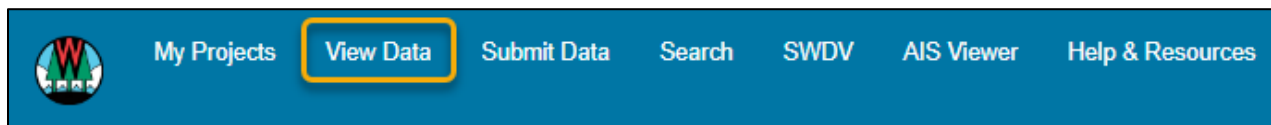
Deleting Data:

If you made major errors and want to start over, you can click the delete icon in the *Delete* column. This icon will only appear for Field data. Lab data cannot be deleted from the SWIMS interface.

Be very careful to make sure you are selecting the correct fieldwork event to delete. As mentioned above, the order will change each time you open one of your fieldwork events and close it again, moving it to the top regardless of where you first found it. In other words, if you opened the fieldwork listed fourth, once you close it, it will be listed first.

When in doubt about editing or deleting, check with your program coordinator or email DNRSWIMS@wisconsin.gov.

You can access the View Data page at any time by clicking the 'View Data' box near the top



Need More Help? Reach out to your local program coordinator if you have any questions or encounter minor data record issues regarding data entry or individual results. If they cannot help, answer questions, or resolve the issues, contact DNRSWIMS@Wisconsin.gov.

Where to View CBCW Data

You can view and access your CBCW data in several ways through the:

- My Projects area
- DNR CBCW pages

Where to View CBCW Data - the My Projects area

On the My Projects area under the Tasks section, there will be a radio button to *View Watercraft Summary Graphs*

The screenshot shows the 'My Projects' interface. The 'My Projects' list contains two entries for 'PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2022 CBCW' and 'PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2023 CBCW'. The 'Tasks' section has a radio button selected for 'View Watercraft Summary Graphs'. The 'Project Details' panel shows Project ID CBCW109522, Start Date 02/15/2022, and Project Purpose: Pelican Lake Property Owners Assoc Inc is sponsoring a Clean Boats Clean Waters project in 2022 at 3 single public boat landings and 0 public boat landing pairs on PELICAN LAKE (KEELERS CHW Q), PELICAN LAKE (CTY HWY G STATE), PELICAN LAKE (TOWN HWY 45).

Once you click on that button, it will direct you to a page with summary graphs and data for that specific project

The screenshot shows the project summary page. The title is 'PELICAN LAKE PROPERTY OWNERS ASSOC INC: Pelican Lake Property Owners Assoc Inc 2022 CBCW'. The location is set to 'Statewide'. The 'Boats Inspected' bar chart shows 2,821 inspections in 2022. The page includes navigation tabs for 'Watercraft Inspection Efforts', 'Boater Statistics', 'Boater Travel', 'Landings', and 'Download'. Contact information for DNR SWIMS is provided: Division of Water, Bureau of Water Quality. Links for 'Clean Boats, Clean Waters' and 'Contacts' are also present.

Year	Boats Inspected
2004	0
2005	0
2006	0
2007	0
2008	0
2009	0
2010	0
2011	0
2012	0
2013	0
2014	0
2015	0
2016	0
2017	0
2018	0
2019	0
2020	0
2021	0
2022	2,821

Where to View CBCW Data - the DNR CBCW pages

On the [DNR CBCW webpage](#), under the dropdown for **For Water Inspectors**, there will be links for:

- [Boat Landings](#)
- [Watercraft Inspection Results](#)

Boat Landings

Here you can browse boat landings throughout the state.

When you click *Details* on any given landing, you will get summary graphs for that specific landing

Boat Landings - Clean Boats Clean Waters

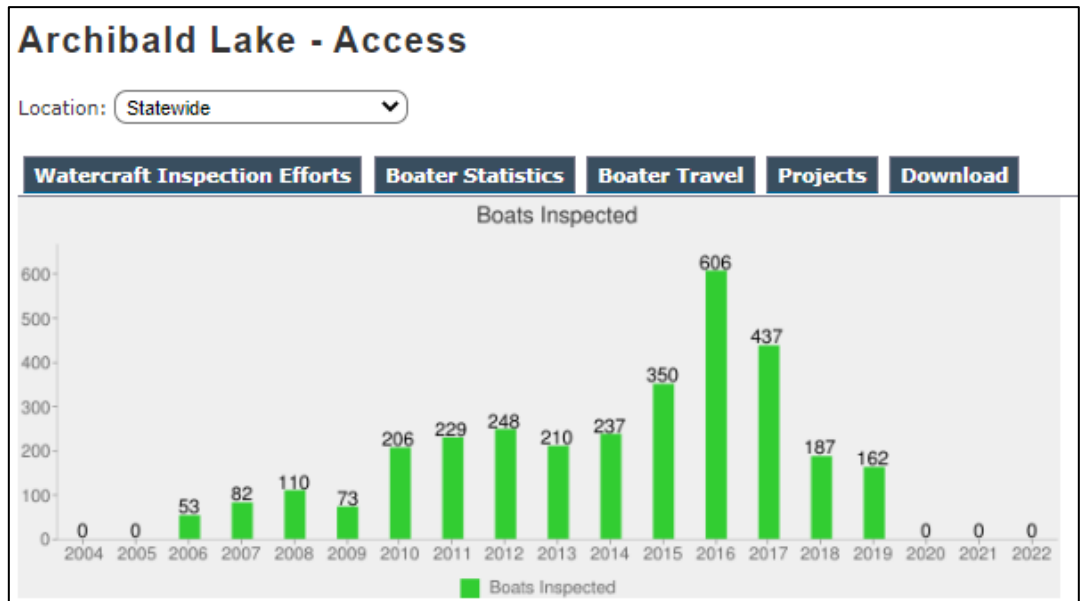
Landing Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ANY](#)

Location: [To Excel](#)

< First < Prev Page 3 of 135 Next > Last >

Landing					Watercraft Inspection		
Station Name	Station ID	County	Map	Sign Installed	Most Recent Visit	Active Volunteers?	Graphs
Archibald Lake - Access	10018632	Oconto	Map	2011	2019	Y	Details
Arnold Creek -- North Arnold Creek Access	10030958	Clark	Map		2013		Details

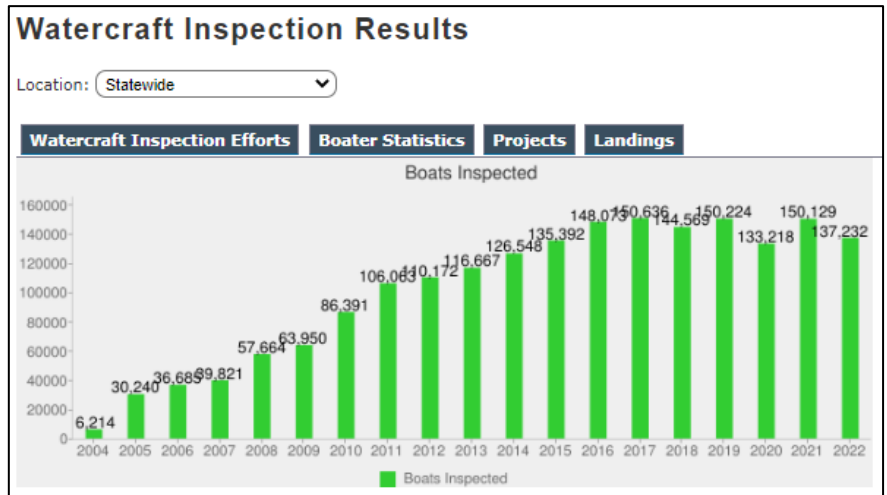
Graphs, details, and other information for that specific landing



Watercraft Inspection Results

Here you will see **Watercraft Inspection Efforts** at a statewide scale. You will have tab options to browse **Projects** and **Landings**

Watercraft Inspection Efforts: Graphs at the statewide scale. Users can select counties and regions from the Location dropdown.



Projects: Will display all CBCW projects / grants, but will only display totals for the last three years. Users can select counties and regions from the Location dropdown.

Watercraft Inspection Results
Location: Statewide

Projects That Have Been Active in 2020-2022:

< First < Prev Page 6 of 56 Next > Last >				
Project	Boats Inspected 2020	Boats Inspected 2021	Boats Inspected 2022	Details
BIG ST GERMAIN AREA LAKE DISTRICT: Big St Germain Area Lake District 2021 CBCW	0	590	0	Details
BIG ST GERMAIN AREA LAKE DISTRICT: Big St Germain Area Lake District 2022 CBCW	0	0	1710	Details

Landings: Will display all landings we track in the SWIMS database, but will only display totals for the last three years. Users can select counties and regions from the Location dropdown.

Watercraft Inspection Results - Vilas County
Location: Vilas County

Landings Visited By Watercraft Inspectors in 2020-2022:

< First < Prev Page 1 of 5 Next > Last >					
Landing	Station ID	Boats Inspected 2020	Boats Inspected 2021	Boats Inspected 2022	Details
Adelaide Lake	10006219	151	0	0	Details
Allequash Lake -- Access	10018458	157	147	115	Details
Anvil Lake -- Access	10018817	232	185	219	Details
Apeekwa Lake -- Access	10018838	0	0	0	Details