


# How to enter AIS Monitoring Data into SWIMS

1. To get started, you will need a user id and password. If you already have these, skip to step two. DNR staff can skip step two (just email [Jennifer.filbert@wi.gov](mailto:Jennifer.filbert@wi.gov) with what counties you are monitoring in and lat/longs of any zebra mussel plate samplers).
2. For non-DNR staff who need a user id and password:
  - Go to <http://wisconsin.gov> Click on **Get Your Wisconsin User ID** 
  - Click **Self Registration**. Scroll down and hit **Accept**
  - Fill in your information. If you have a problem with it not accepting your mailing address, just leave the whole address blank (there is a bug that causes it to not accept some addresses). Only fields with a \* are required. Before hitting submit, print the page and jot down your password.
  - Open your email account and look for an email from Wisconsin.gov. Click on the link in the email and log in.
  - Email your user id and what lakes(s) you're monitoring to [Jennifer.filbert@wi.gov](mailto:Jennifer.filbert@wi.gov) You will get a reply within a couple of business days saying you're all set up to enter data! If you are monitoring zebra mussels using sampler plates, please send a lat/long for each sampler plate location.
3. To enter data
  - Go to <https://dnrx.wisconsin.gov/swims> (note it's https instead of http, and a 'x' follows dnrx). DNR staff go to: <http://prodoasjava.dnr.wi.gov/swims/> (log in with your Oracle ID and password – the one you use for time reporting)
  - Log in. Click on the **Submit Data** tab and click **Add New**
  - Select the project from the dropdown. For DNR staff, projects are broken down by county.
  - Select the monitoring station and data collectors. If there are additional data collectors not listed, feel free to list them in the comments area.
  - Enter the Start Date and Time (when you started monitoring that day). End Date and Time (when you finished monitoring that day) are optional. For Zebra Mussel and Crayfish monitoring with traps/substrate samplers, Start Date is the date you set the traps. End Date is the date you pulled up the traps.
  - Down below, enter your written observations in the comment box (i.e. weather, other wildlife)
  - Click **Next** and fill in your results
  - When finished, click **Save and Add Another Date**, or if you're finished: **Save and Return to List**. If you click **Save and Return to List** (or if you click **View List** from the Submit Data tab), you will see the data you have entered.
4. How to Edit Existing Data

You can edit data you've entered during the current season. Here's how:

  - Log into SWIMS. Click the **Submit Data** tab. Click **View List**. Click the pencil icon for the data you want to edit.
  - You can edit on the first page if necessary, and then click **Next**. You can now edit your results. If you hit **Save and Return to List**, your changes will save.

If you need assistance with anything related to reporting your data, feel free to contact Jennifer at [Jennifer.filbert@wi.gov](mailto:Jennifer.filbert@wi.gov)

**AIS field forms:** <http://dnr.wi.gov/lakes/CLMN/forms/> (Note: These are for volunteers, DNR staff, county staff, and anyone else doing AIS monitoring)

**AIS Monitoring Protocols:** <http://www.uwsp.edu/cnr/uwexlakes/clmn/publications.asp#Manuals>

**AIS Lists (which waters have a particular species):** <http://dnr.wi.gov/lakes/AIS>