

# CHAPTER 9

## Data Submission

### Data Review

Once you've returned from your sampling site, it's important to review your data sheets. Review them right away while things are still fresh in your mind, even if you won't be entering the data until a later date. Be sure to include comments about anything unusual you noticed when you sampled. If you had to change your sampling location for some reason (flooding, construction, etc.), please note this. As you collect additional data about the stream, these comments will be valuable to see trends or explain an unusually high or low measurement.

Make sure to keep your field data sheets! You may need them several months later if you question a result. The problem may be a simple error in entering the sampling results into the database.

### Monitor Identification and Password

Once you've completed an IOWATER workshop, you will be assigned a unique IOWATER monitor identification number and password. Both will allow you to register monitoring sites online and access the online database to enter data for your monitoring sites. Do not share them with others; you are responsible for the data submitted with your numbers. If you forget your numbers contact IOWATER to retrieve them.

### Registering a Monitoring Site

In order to submit data for a monitoring site, the site needs to be registered. To register a site, complete the online registration form on the IOWATER website. To complete the form, you will need UTM coordinates for your site (see Chapter 4). Allow one week for processing. A unique site number will be assigned for your site. After your site has been registered, a dropdown box will appear that contains the site, as well as any others you have registered. Select the site for which you want to submit data to continue.

### Entering Data Online

IOWATER wants your data! You are encouraged to share your data by entering it into IOWATER's volunteer water quality database. You can access this database online at [www.iowater.net](http://www.iowater.net). This database is yours, giving you a location where you can store and retrieve your data, and allowing others to view your results. You may even discover that someone is collecting water quality information nearby, and you can compare results. It should be noted that IOWATER does not require you to share your data, although we strongly encourage you to do so. Once your site has been registered and you've received your site number, you can begin entering data.

Each field report form is menu driven. Once you have entered all of your data for a report form, hit the **NEXT** button. A confirmation page containing the information you entered will appear.

Verify that the data is correct. If a change needs to be made, hit the Back Arrow key on your browser to return to the data entry form. Make the necessary change(s), hit **NEXT** again, and verify the changes. If all the data are correct, hit the **FINAL SUBMIT** button. Your data then will be submitted to the IOWATER database. If submitted successfully, you will receive a “Thank You” confirmation page.

If you notice an error with your data after it’s been submitted, you will not be able to change it. Please contact IOWATER so the changes can be made.

## Uploading Photo Records

**Photograph requirements:** The filename can not be more than 40 characters, including the file extension. Photographs must be in JPEG or GIF format. File size must be less than 1mb (1024kb). If you have questions about these requirements, please contact IOWATER at [iowater@iowater.net](mailto:iowater@iowater.net).

1. Go to the IOWATER website at [www.iowater.net](http://www.iowater.net). NOTE: This process is designed to work with Internet Explorer – other browsers may not work.
2. Hold your mouse pointer over the “Database” in the menu bar, and a dropdown list will appear. Hold your mouse pointer over “Online Database,” and a fly-out menu will appear. Select “Submit Data” from this menu.
3. Log in with your IOWATER ID and Password.
4. From the dropdown box, select the site for which you want to submit photos to and click the “Submit” button.
5. On the data entry menu, click on “Upload Photographic Records for this Site,” which is highlighted in pink. This will take you to a data submission page.
6. Enter a title for the photo (must be less than 80 characters), the date it was taken, the photographer, and a caption (or description) for the photo.
7. Click the “Next” button to go to the confirmation page. Review the information you just entered – it is located in the green box on top of the page.
8. To select the photo you want to upload, click the “Browse” button in the middle of the page. This will open up a window that will allow you to find the location of your photo on your computer.
9. Once you locate the photo you want to upload, select it by clicking on it once and then click the “Open” button in the lower right-hand corner of the exploring window. This will place the path (or file extension) and file name in the “Select a photo to upload” box.
10. Click the “Upload” button to submit your photo. . If the upload was successful, you should be directed to a page that reads “Thank you for your upload.”

## Field Report Forms Online

Additional copies of the Chemical/Physical Stream Assessment, Habitat Assessment, and Standing Waters Assessment field report forms can be downloaded from the IOWATER website.