DATA MANAGER GUIDE





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ACCOUNT SETUP

Water Reporter supports three types of account users: Basic users, Group Owners, and contributors. All users start by creating a basic user account.

Step 1: Create your Account

Navigate to www.waterreporter.org. Click the "sign up" button in the upper right hand corner.

WATER REPORTER Search	SIGN UP SIGN IN
	Create your account
Sign Up 'All fields are required. First name	Sign Up Sign Up Sign Up Create your account Complete the sign up page to register your email address. You we continue to use your email address to log-in to Water Reporter in the future. When you click "Sign up for Water Reporter" the system will create your account. Expect to receive a welcome email in your inbox. When you click "Sign up for Water Reporter" the system will create your account. Expect to receive a welcome email in your inbox. Navigate your Dashboard Edit Profile Use the Edit Profile button below your name to add more person detail to your account. Your Personal Information. Your Personal Information. Your Position at you sey our real name. Do no use your organization's name here as it creates confusion when you create a group with the same name. Your Position. What is your position at your organization? This will be public if you choose to include it. Your Organization. Name your organization. This is a text field and will not impact the group that you form in the next step. Memberships. This will populate as you create or "follow" new groups.
Last name Email Your email address Password Create a password	When you click "Sign up for Water Reporter" the system will create your account. Expect to receive a welcome email in your inbox.
Retype your password SIGN UP FOR WATER REPORTER By clicking "Sign up for Water Report", you agree to our terms of service and privacy statement. Well accessioning send you account-related emolis.	
	Navigate your Dashboard
LEVSN Demonstration	Edit Profile Use the Edit Profile button below your name to add more personal detail to your account.
Your Personal Information Below are your personal account details. These control how you bg in, let us know how best to contact you, and keep your reports, comments, and images organized.	Your Personal Information. Your Name. We recommend that you use your real name. Do not use your organization's name here as it creates confusion when
YOUR NAME LEVISM Demonstration	you create a group with the same name.
Concessor E.C Standard Reserved to Concessor United	Your Position . What is your position at your organization? This will be public if you choose to include it.
venetorurs Organization	Your Organization . Name your organizaiton. This is a text field and will not impact the group that you form in the next step.
Model a public picture MOVLPACHAR MOVLPAC	Memberships . This will populate as you create or "follow" new groups.
E0	Profile Picture . Please upload a profile photo, it helps personalize your account.
	Contact Information . This is publicly shared and optional. Bio . This is publicly shared and optional, but helps personalize

your account.



Step 2: Create a Group

Create your own Group in Water Reporter. This is where you will build a data source of your monitoring stations and manage any data collectors who share data to you via Water Reporter.

		Ì		
	LE	VSN Demonstrati	ion	
	Edt Pr	efie		
		API tokens		
You need an access token to cre to link your Water Reporter acco	ate external applications and r unt to FieldDoc.	etrieve data available through th	e public Water Reporter API. A	ccess tokens can also be used
+ Create a token				
		Snapshot		
0	0	0	0	0
posts	ectoris	comments	lixes	groups
		X		
		Tour Groups		
	Get star	ted with Water Reporter	Groups.	
	Put Water Reporter to work fo	r you by creating a group. Unloc	k a host of handy features,	
	including portable maps and the data behind posts shared	watershed-based notifications. Ye with your group and connect with	ou'll also be able to access th your volunteers.	
	-			
		CREATE A GROUP		

Create a Group

From your Account Dashboard, click the button to "Create a Group".

	New Org	anization	
	Please fill out your organiz *All fields a	ation's profile information. re required.	
NAME			
KEYWORDS	Provide a list of keywords that people c is long or hard to remember!	in use to find your group. This is helpful when your group's nar	ne
DESCRIPTION			Â
.060	Include your organization's logo	racters, including speces and punctuation.	
	Email address	Website http://www.coolgroup.org/	
CONTACT INFORMATION	info@example.com		

New Organization

Please fill out all fields with your organization's profile information.

Name. This is the name that will appear on your dashboard.

Keywords. Keywords can help people find your group. .

Description. This public facing space is available for all users to see. You can use the space to describe your organization or describe any calls-to-action that you have to your Water Reporter users.

Logo. Your logo will be displayed throughout the user experience. Square logos are best. To really make your logo stand out, upload a 256 x 256 logo on a white background.

Contact Information. These items will be visible on the group's Water Reporter page.

Click Save.

		Your Groups	Create group
THIS IS THE GROUP ACCESS POINT	->	LEVSN Demo Account This is not a real account, but it is a real demonstration. Manage account	



Step 3. Add Owners

If you have co-managers, you can add them to your Group through the group edit page. All comanagers must create a Basic Water Reporter account before they can be added to your group.

		Your Groups Create group
This is not This is not Shapshot	a real account, but it is a real	LEVSN Demo Account
DATA SOURCES	← DASHBOARD	LEVSN Demo Account
MEMBERS	SNAPSHOT	
POST EXPORTS	DATA SOURCES	These settings control how your group profile appears on the website and in the mobile apps.
PROFILE	MEMBERS	Name (required) LEVSN Demo Account
	POST EXPORTS	
	EDIT	Keywords
	1101122	Hint: Provide a comma-separated list of keywords that people can use to find your group. This is helpful when
		your group's name is long or hard to remember!
		Description
		Hint: Descriptions may contain up to 500 charsclers, including spaces and punctuation.
		Email address
		info@example.com
		Hint: This email address is public.
		Website http://www.example.com/
		Logo (required)
		Bemove Image
	->	Owners
		Add up to 10 group owners here. Please remember that everyone on the team will have full access to all group features, so make sure you grant these permissions only to people you trust. If you have trouble managing group ownership, feel free to drop us a line at support@waterreporte.org.
		LEVSN Demonstration
		V

Enter your account

From your Account Dashboard, click the button to "Manage Account"

Select Edit

Navigate to your Edit Page. From this settings page your can change Group profile settings and add up to 10 group owners. Group owners have full access to the account, such as editing data sources, building maps, and importing/exporting data.

Owners. Owners must be searched for by typing in a name or email address.

Click the check mark to save your work.



PREPARE THE DATA

DATA SOURCE SET UP

To create your data source you will need to pull together some required data components that will form the data source. Once you have the structure framed you can add in historical data, collect data, enter thresholds and parameters, and build maps.

Step 1: Preparing your data for Water Reporter

Water Reporter simplifies data management, but you need get your data in order first. To get started, gather all of the defining fields of your monitoring program. This section shows you the required information necessary to have on hand to create a data source.

	А	В	С	D
1	station_id	station_name	latitude	longitude
2	S1	Whiskey Island	41.498035	-81.70961
3	S2	Columbus and Riverbed Station	41.48799	-81.70038
4	S3	Drydock Ave Station	41.489009	-81.68191
5				

Stations

Continuous monitoring occurs at fixed stations, or the places where you monitor. Build a .csv file with the following fields. Make sure to have your column headers match these fields directly for a successful upload.

This link downloads a suggested spreadsheet from which you can build your station list. *Tip: Check your downloads folder for the file.*

	A	В	С
1	Parameter Name	datasheet name	Units
2	pН	pН	none
3	water temperature	water_temp	celsius
4	air temperature	air_temp	celsius
5	dissolved oxygen	do	mg/L
6	conductivity	conductivity	mS/cm
7	turbidity	turbidity	tss
8	nitrate		ppm
9	phosphate		ppm

Parameters

Parameters are the quantitative components for which you monitor, the data collected via your sample. These fields can have thresholds and indicators associated with them, which gives owners a great advantage at sharing the meaning of data with general audiences. For non-quantitative parameters users can either assign a value to each label (if you want the data to appear on a trend map) or you can solely collect the information through the data form. If this all sounds premature, that's OK! Right now you just want to make a list of the parameters that you want to include in your data source that you also want to appear on a trend map.

Follow this <u>link</u> for an example spreadsheet to organize your parameter information. NOTE: Your list should match the parameters chosen by the LEVSN program.

Label	Range	Color	Label	Range	Color
threat	<5	#7e001€	threat	> 300	#7e001e
normal	>=5 & <=9	#007e21	normal	< 300	#007e21
threat	>9	#7e001e		e.coli	

Ranges

Each parameter can have thresholds assigned to the score and an indicator tied to the threshold. While you will have to manually enter this information, you can prepare your information before you start building the data source.



Step 2: Create the Data Source

Once you know what you want to include in your data model, it's time to build the source so that it can accept and manage your data. This section walks you step by step through setting up your data source. Pay attention to the details and the order of operations.

)	
		The Comm	ions	
		http://chesapeakeco	mmons.org	
The Commons is a	non-profit technology o	organization that helps	s environmental groups le	verage technology to achieve
their mission and n whether it's paddlin	neasure improvement to	o our natural resource	s. Share your posts of how	you enjoy your waterways,
incure it's puteri	ig, swittining, its inig, of	r enjoying a gorgeous	, nem.	
		Manage acco	ount	

Open your Account

Only Account Owners can set up data sources. Let's navigate to your data source page so that you can get started. **Click on Manage Account** to enter your organization's management dashboard.



Account Snapshot

From the Snapshot summary you can navigate to all of your subscription features. To create a new data source you will **click on the Data Sources** tab.



Create a Data Source

On the Data Source Landing Page you can access all of your data sources. To create a new data source, **click either the plus sign or** "create a data source" button.



Name your data source

Ideally, your data source name should match the name of your monitoring program. Otherwise, choose an name that is specific and easy to reference by all subscription owners.

Click: Skip Ahead

For the purposes of this training, click skip ahead to continue to set up your water quality monitoring data source.





STEP 2: CREATE THE DATA SOURCE

← DASHBOARD	Water Quality Monitoring Program: Adjust settings
← DATA SOURCES	
	Sample geolocation
	Data sources store monitoring samples collected at fixed locations (stations) or arbitrary observation positions. Which should you choose? Samples associated with fixed stations (the default setting) can be visualized through time-based analycis (or lightweight parameter terical analysis. The most parameter and with when you walke outcom data but don't how where observations will occur. Important: Prese note that stations and on-the-fly positioning cannot be used together.
	Use fixed stations O Collect on-the-fly locations
	Annual scores or samples
	Data sources store an unlimited number of monitoring samples collected over time at fixed locations (stations). However, we know that sometimes you may want to leave out the gritty details and give your audience an easy-to understand snapshot or ecosystem health. The annual score feature makes it possible to create an overall 'report card' for your monitoring program.
	When added to a map, annual score data sources show station and parameter grades for one or more years. (One grade pe parameter per station per year.)
	Make a report card Collect samples

- DATA SOURCES			- 🖓
	Pro tip: Save si baseline. Water Just skip ahead	etup time by uploading a source file that contains all of the sample information that you want to us Reporter will read the file and create records that you'll be able to edit or remove later. Den't have to the next step. \rightarrow	e as a a file?
	File format Water Reporter on	ily accepts data in CSV format, so always double-check that your file is of the correct type.	
	File size		
	The file size canno	ot exceed 1MB. If you attempt to upload a larger file, it will be be rejected.	
	Schema		
	Please refer to the a separate, unique separate column), individual paramet	table below when preparing your spreadsheet for upload. Water Report Interprets each spreadsh e sampling event. If your samples are correctly organized one-per-row (i.e. each parameter value is then any columns not related to station , station location , collection date, or notes will be interpreters.	eet row as stored in a ted as
	All columns in the	table guide must be labeled exactly as shown.	
	Column name	Purpose	Required
	station_id	A unique identifier for each station in your monitoring network (e.g., A1). If your stations lack unique keys, an easy solution is to number them (e.g. 1.2,3,4,5). Water Reporter doesn't have an oplnion about your station identifiers as long as they're unique and make sense to your organization.	Yes
	station_name	A unique, human-friendly name for each station in your monitoring network.	Yes
	latitude	Geographic coordinate that specifies the north-south position of the monitoring station. Latitude must be expressed in decimal degrees.	Yes
	longitude	Geographic coordinate that specifies the east-west position of the monitoring station. Longitude must be expressed in decimal degrees.	Yes
	collection_date	The date when the sample was collected. If you track collection time in a separate column, please combine the date and time columns prior to upload. For best results, dates in the ISO 8601 format are strongly recommended.	Yes
	notes	Additional observations or explanatory details about the sample. Notes are limited to 500 characters. Columns with labels containing the words "comment", "annotation", or "observation" will be interpreted as notes.	No
->	Browse No f	lle selected.	

- DASHBOARD	Water Quality Monitoring Program: Complete setup
DATA SOURCES	This data source contains 0 monitoring stations and 0 parameters.

Adjust Settings

You do not need to adjust any settings because you are creating a data source with fixed stations that collects samples. **Click the Check button to contine.**

Optional: Upload a Source File

If you want to combine the steps of adding your locations and parameters, and you have historical data ready to go, you can upload that data right now.

To take advantage of this step you need to structure your data in a very specific way with column headers matching those required by Water Reporter. The data itself needs to be 'clean' too with no loose text floating in any of the cells.

Use this template to create your upload.

Browse to find and upload your template. Click the green check mark. The system will take a few minutes to read your file, create your stations and parameters, and enter in each of your samples' readings.

If you want to be certain that everything uploads correctly, we recommend that you **skip ahead to the next step by clicking the blue instructions.**

Complete Setup

Even though you haven't entered any data yet, you must **click complete setup.**



Step 3: Add stations

SUMMARY	
	Sample geologation
SETTINGS	This data source accepts sample data from fixed monitoring locations (stations). The data collection form includes a
STATIONS	 search field that contributors can use to link their observations with a specific station. (If you need to collect on-the-fly locations, please delete this data source and make a new one.)
	Annual scores or samples
	This data source can store an unlimited number of samples collected over time at fixed monitoring locations (stations).
	Analytics for this data source are based on parameter trends and current measurements. (If your intention is to create an overall "report card" for your monitoring program, please delete this data source and make a new one.)
	This data source contains 0 data points collected at 0 monitoring stations. (Data points include quantitative physical o chemical measurements and qualitative observations). There are 0 parameters under observation.
	Loois like you're just getting started. We recommend setting up your stations and parameters first. To jumpstart the process, you can upload a spreadsheet of monitoring readings or import a spreadsheet of your stations and then enter readings by hand.
	Import stations Add samples
	Download data Export all samples in this data source into a spreadsheer (.csr) file.
	Download data Export al samples in this data source into a spreadsheet (cw) file.
	Download data Export al samples in this data source into a spreadsheet (.cov) file. Delete data source "You can remove this data source by typing 'DELITE' into the box below. This step is inversible (All data will be permanently exased.

Stations

Add Stations

First step in your data source set up must be to set up your stations list. You can add/delete/edit your stations at any time.

Option 1: Add Stations Manually

If you want to add your stations manually, click on the stations tab on the left hand panel.

Option 2: Batch Upload

To upload all stations at once click on import stations and use this <u>template</u> that you used during the data source preparation period.

Option 1: Add Stations Manually

Click the plus button to add a new station manually.

- DASHBOARD	Create Station
DATA SOURCES	
SUMMARY	ID (required)
STATIONS	
	Hist: This is the unique code that identifies the station in your source data. It will never be visible anywhere and cannot be changed after you create this station.
	Name (required)
	Hint: The station name will be displayed in websites, maps, and mobile apps.
	Description
	Hert: Descriptions may contain up to 500 characters, including spaces and punctuation.
	Latitude (required) Longitude (required)
	+ - @thess Oddoor Obsetter
	Ŷ
	U

Enter in the fields and click the green check mark to create the station.

ID. This is a unique code that identifies the station in your data source. It will never be visible anywhere and cannot be changed after you create this station.

Name. This station name will be visible on station cards and in forms. The name can be edited after you create the station.

Description. Descriptions are helpful for providing additional details in regards to the monitoring station.

Latitude. Provide in decimal degrees.

Longitude. Provide in decimal degrees.





<section-header><section-header><section-header><section-header><section-header><section-header><text><section-header><text><text><text><text><text>

			-
This data source contains 3	stations.		
Pro tip: Add new station	is one-at-a-time or use the batch import f	feature to upload a spreadsheet.	
D	Name	Watershed	Sta
52 Published Sep 9, 2021	Columbus and Riverbed Station	City of Cleveland-Cuyahoga River	Ad
\$3 Published Sep 9, 2021	Drydock Ave Station	City of Cleveland-Cuyahoga River	Act
\$1 Published Sep 9, 2021	Whiskey Island	City of Cleveland-Cuyahoga River	Act
	This data source contains 3 Pro lip: Add new station Search stations 10 52 Pacified Sep 8, 2021 51 Pacified Sep 8, 2021	This data source contains 3 stations. Per lip: Add new stations one-at-a-time or use the batch import Sector stations U N N N N N N N N N N N N N N N N N N	Description Material Description Search stations Description Search stations

Option 2: Import batch stations

Click the Import Stations button.

Create a .csv file with the following columns and input your station information.

station_id this will be the station's unique identifier and cannot be changed once created

station_name provide a reader friendly name for your station

latitude enter coordinates in decimal degrees

longitude enter coordinates in decimal degrees

When you have completed the file, click browse to find the file.

Click th Upload File Button to upload the file.

Note: The file that you upload to set up your stations should only have the station information and no data or parameters.

You can review all of your stations on the stations tab. You can edit, delete, and add additional stations at any time.

Clicking on a station will open up a new page where you can manage details about your station.

Next step in setting up your data source is to **click on the Parameters tab**.





Step 4: Adding Parameters

DASHBOARD	Parameters			
← DATA SOURCES	This data source contains 7 para	meters.	-	
SETTINGS				
STATIONS	Name	Column name	Display name	Units
UNITS	Conductivity Published Oct 5, 2020	conductivity	Conductivity	-

← DASHBOARD	Create Parameter
← DATA SOURCES	
SUMMARY	Column name (required)
STATIONS	
UNITS	Hint: This is the un-modified column name found in all source spreadsheets.
PARAMETERS	Display name (required)
	Het Since users of the public site may not understand your column name, please enter a human-friendly version (e.g. "Ammonia FPM" becomes "ammonia").
	Citation (optional)
	Hell: Effete a link where people can learn more about this parameter; leg. https://www.epa.gov/nstlonal-aquatic-resource-surveys/indicator- chorophy/)
	Description (poptional)
	HetE Explain the significance of this parameter and identify its notable features. Descriptions may contain up to 500 characters, including spaces and punchation.
	Unit (optional) Search units
	0

← DASHBOARD	Parameters			
← DATA SOURCES	This data source contains 8 para	meters.		Croate parameter +
SETTINGS				
STATIONS	Name	Column name	Display name	Units
UNITS	Air Temperature Published Sep 9, 2021	air_temp	Air Temperature	celsius
FORM	Conductivity Published Sep 9, 2021	conductivity	Conductivity	mSilom
	Dissolved Oxygen Published Sep 9, 2021	do	Dissolved Oxygen	mgiL
IMPORTS	Nitrate Published Sep 9, 2021	nitrate	Nitrate	ppm
EXPORTS	pH Published Sep 9, 2021	pH	pH	-
	Phosphate Published Sep 9, 2021	phosphate	Phosphate	ppm
	Turbidity Published Sep 9, 2021	turbidity	Turbidity	tss
	Water Temperature	water_temp	Water Temperature	celsius

Add Parameters

Add parameters one at a time from the Parameter list summary page. Click the green + button to add each parameter.

NOTE: All parameters will be added to the digital data collection form.

Create Parameter

Enter in the information for each of the fields.

Column name (required). This field will become the header in your custom import template.

Display name (required). How the parameter will display on digital data collection forms and station cards.

Citation. Optional, but can be included in the station card to share deeper information with the audience.

Description. The description gives you a chance to explain why your program collects this information. What valuable insight does this parameter give into water quality health?

Unit. Units will appear on station cards and helps with data validity. Include a unit if one is tied to the parameter. Some parameters, such as pH are unitless.

Repeat

Keep creating new parameters until all have been added into the system. The system will add all parameters to your master list. You can click into each parameter to define ranges and edit information.



Step 5: Importing data

Once you have identified your stations and parameters, you can populate your data source with historical data. The following instructions walk you through how to generate a template, enter your data, and then upload that information.

+- DASHBOARD	Imports			-	
← DATA SOURCES	This data source contains 1 import.				+
SETTINGS	Date	User	Date range	Rows	File
STATIONS	Monday, October 5, 2020 at 1:17pm	Erin Hofmann	Oct 1, 2020 → Oct 3, 2020	9	8
UNITS					
PARAMETERS					
FORM					
CONTRIBUTORS					
SAMPLES					
IMPORTS					
EXPORTS					

Download custom template

It's time to import your data. First, download the template that the system created with all of your parameters.

Click the plus button to create a new import.

+- DASHBOARD	import samples		
DATA SOURCES	File format		
SUMMARY	Water Reporter only acr	ccepts data in CSV format, so always double-check that	your file is of the correct type.
SETTINGS	Schema		
INDICATORS	This data source accept following columns. Colu	pts sample data from fixed monitoring locations (stations lumn headers must match the example, except in the ca	 At minimum, your spreadsheet must include se of parameters.
STATIONS	station_id	collection_date	-
UNITS	CR05	2014-03-17	-
PARAMETERS			
FORM	Parameters	and the second	2.12-12-12-12-12-12-12-12-12-12-12-12-12-1
CONTRIBUTORS	You may include any nu	lumber of parameter columns, but first make sure that e	ach column is represented in your collection.
SAMPLES			
IMPORTS	Notes (optional)		
EVROPTE			
TASKS			
	West Mater may contain -	up to 500 observices including courses and superbodies. This a	and a second second second fire access
	this data source. Just a fe	lew words can give your audience some context for what's new	and noteworthy in this update.
	Click the button below	v to download an empty CSV import template. Note that	it will contain column headers but no data.
	0		
	Browse No file se	elected.	

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 A
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 station_id
 lattude
 longitude
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 ph
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 temperature
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 1
 station_id
 a
 1
 isalinity
 temperature
 tss
 1
 isali

← DASHBOARD			
DATA SOURCES	File format		
SUMMARY	Water Reporter only acco	epts data in CSV format, so always double-check that y	our file is of the correct type.
SETTINGS	Schema		
INDICATORS	This data source accepts following columns. Colur	s sample data from fixed monitoring locations (stations) mn headers must match the example, except in the case	At minimum, your spreadsheet must include te of parameters.
STATIONS	station id	collection date	-
UNITS	CR05	2014-03-17	-
PARAMETERS			
FORM	Parameters		
	You may include any nur	mber of parameter columns, but first make sure that ea	ch column is represented in your collection.
CONTRIBUTORS			
SAMPLES			
IMPORTS	Notes (optional)		
EXPORTS			
TASKS			
	this data source. Just a few	p to 500 characters, including spaces and punctuation. This the w words can give your audience some context for what's new a	issage will oppear in map summaries wherever you ind noteworthy in this update.
	Click the button below to	o download an empty CSV import template. Note that i	t will contain column headers but no data.
	Proute No file and	leaded	
	Drowse No file sen	ecteu.	

Click the download button to access your import template. These columns match the columns you created from your parameter list.

Enter your data into the template. Each sample should take up a row.

TIPS for data preparation:

You MUST include the station_id and collection_date.

- A "0" will be read as a 0 not a null cell so if you did not collect data in a sample for a specific parameter then leave the cell blank.
- Empty cells will be skipped
- Do not enter any text into the parameter columns.

Once you have populated your .csv template, upload the file into Water Reporter.



FEATURES OVERVIEW

MANAGE YOUR DATA

Once you have created a data source, use Water Reporter to store new samples, analyze results, and push data to end users through various mechanisms. This section walks you through the various features of the Data Manager

Data Manager Feature Overview

Before diving into details within specific features, let's walk through the various features that help your Data Manager run smoothly. The following list identifies the activities achievable within each tab in a data source.

- **Settings** Your data source settings let you manage the title and description. If you choose to create Maps or share your data source with contributors to collect data, the title will provide an important reference point.
- **Stations** Stations are a key component of the data model for data association. This association allows for the trend analysis and station card features to function properly. Beyond the station list, data owners can change settings, add images, 'hibernate' inactive stations, and create station-specific parameter thresholds and indicators that override the source-wide specified ranges.
- **Parameters** A numerical or other measurable factor. Chemical, physical, and biological properties should be stored here. Examples of frequently sampled or monitored parameters for water quality include temperature, dissolved oxygen, pH, conductivity, nitratates, phosphates, and turbidity. Owners may wish to include atypical parameters in the list in order to display results on the embeddable maps. Details on how to achieve this outcome are detailed in the parameters training section.
 - **Form** Forms exist to facilitate direction submissions of data from contributors and collect information beyond the list of parameters. Owners can choose from a list of field types to create a digital data collection form that owners and contributors can access from both mobile and web applications.
- **Contributors** Data source owners can open access to basic Water Reporter users to a data source's form. These individuals receive permission to access the form, enter readings, and submit samples for verification and insertion into the data source's database of readings.
 - **Samples** All readings imported or submitted and verified to this data source appears on the samples page. Owners can filter, edit, delete, and create new samples using the Form from this page.
 - **Import** Data source owners can download a template and upload batch sample data. A list of all past uploads and the files remains accessible from this page.
 - **Exports** Owners can pull all data from the system into a .csv file.
 - **Tasks** To help manage QA/QC and transparency, Data Manager upholds best data management practices to track completed activity within the data source. The system documents major tasks on this page. This is an automated section, data owners cannot make any changes to the tasks list.

SUMMARY PAGE



SUMMARY PAGE

When entering into your data source you will arrive on the summary page. From here you can review high level details, verify samples, download data, delete the data source, and navigate to other features you want to use.

- DASHBOARD	Demonstration Data Source • IDSiH1TvLRAk
- DATA SOUNCES	
SUMMARY	Sample conjugation
SETTINGS	This data source accepts sample data from fixed monitoring locations (stations). The data collection form includes a
INDICATORS	search field that contributors can use to link their observations with a specific station, (if you need to collect on-the-fly locations, please delete this data source and make a new one.)
STATIONS	
UNITS	Annual scores or samples
PARAMETERS	Analytics for this data source can solve an unimited number of samples conected over time at rowo monitoring locations plantons). Analytics for this data source are based on parameter trends and current measurements. (If your intention is to create
	an overall "report card" for your monitoring program, please delete this data source and make a new one.)
FORM	
CONTRIBUTORS	
SAMPLES	This data source contains 60 data points collected at 3 monitoring stations . (Data points include quantitative physical
IMPORTS	or chemical measurements and qualitative observations.) There are 7 parameters under observation.
EXPORTS	The sample table was last updated on Sunday, September 12, 2021 at 9:25pm.
TASKS	
	Pending samples
	Erin Hofmann - Saturday, September 11, 2021 at 9:12pm 1dbb/d05014e4298b314fb36908de9b0
	Download data
	Expert all enounder in this data source into a suspendence (could file
	capare an asimples in and data source shorts spreasariles (casy net
	A
	Delete data source
	You can remove this data source by typing 'DELETE' into the box below. This step is interversible! All data will be
	permanently erased.

Data Source Dashboard

On your summary page you can review a snapshot of the information stored in this data source. Use the hyperlinks to jump to key features: data points (aka samples), monitoring stations, or parameters.

Verify Samples

From the summary page data owners can review pending samples, make edits, and verify or delete the samples. Deleted samples are fully removed from the data source. Verified samples are added to the samples and will appear in all maps or analysis stemming from this data source.

Download Data

Tap the download button to ask the system to export a .csv file of all verified data in your datasource. Navigate to the "exports" tab to retrieve the file.

Delete the Data Source

At any time you can delete a data source. You cannot reverse this action and all data within the deleted data source will be lost.





SETTINGS

- DASHBOARD	Settings
DATA SOURCES	Created by Commons Super on Wednesday, August 5, 2020 at 612am.
SUMMARY	Charles by Commons dependent the theorem and you by solid of the test of t
SETTINGS	Last updated Oct 5, 2020
INDICATORS	and the second se
STATIONS	Demonstration Data Source
UNITS	
PARAMETERS	Description
FORM	Collecting chemical and bacterial samples along our creek.
CONTRIBUTORS	
SAMPLES	
IMPORTS	
EXPORTS	Nint: Descriptions may contain up to 500 characters, including spaces and punctuation.
TASKS	
	Sample geolocation
	This data source accepts sample data from fixed monitoring locations (stations). The data collection form includes a search field that contributions on use to link their observations with a specific station. (If you need to collect on-the-fly locations, please delete this data source and make a new one.)
	Annual scores or samples
	This data source can store an unlimited number of samples collected over time at fixed monitoring locations (station). Analytics for this data source are based on parameter trends and current measurements. If your intention is to create an overall "specific area" or your monitoring program. [passe delete this data source and make a new one.]

Edit and update your summary information on the settings page.

Data Source Details

Your data source's name will appear in multiple places including:

- the data entry page for all contributors,
- in your list of data sources,
- $\boldsymbol{\cdot}$ in your maps for available data sources to select, and
- on your map as a layer audiences can turn on and off.

Suffice it to say, choose your name carefully. But feel free to change it at any time. The updates will automatically happen everywhere of relevance.

The description will help all data source owners recall what information is housed within this data source. We recommend being thorough in your description.

STATIONS

WATER REPORTER

STATIONS

As a data source owner, you will most likely visit the Stations dashboard periodically. From this page you can edit, update, and expand information for each station. Some of the information here will display directly on any Maps that host this data source.

- DASHBUARU	Stations	Stations				
← DATA SOURCES	This data source contains 3 stations.					
SETTINGS	Pro tip: Add new stations o	Pro tip: Add new stations one-at-a-time or use the batch import feature to upload a spreadsheet.				
INDICATORS						
STATIONS						
UNITS						
PARAMETERS	ю	Name	Watershed	Status		
	53 Published Sep 9, 2021	Headwaters	City of Cleveland-Cuyahoga River	Active		
CONTRIBUTORS						
SAMPLES	Published Sep 9, 2021	Waterfall	City of Cleveland Cuyahoga River	Active		
IMPORTS	S1 Published Sep 11, 2021	River Mouth	City of Cieveland-Cuyahoga River	Active		
EXPORTS						
TASKS						

Station Dashboard Summary

Your station list reflects all stations added to this data source, regardless of hibernation/archived status. From the summary page you can add more stations using the plus button or enter into each of the stations to add more specific information.

For the purposes of training a data owner, we will enter into a station to explore all of the options to add and edit information.

Click on a station to get started.

Station Overview Page

Each station has four tabs with associated fields. Data owners can make edits to any of these fields or delete the station. For the purposes of this training, let's walk through each of the fields and what you can do with it.



Station and parameter scores. Only click on this link if you are using this data source to display annual scores. Not sure? If you are uploading data throughout a monitoring season or a monitoring season's worth of data, then you do not want to use this feature.

Station visibility. If you uncheck visibility this station will not appear on any maps that you create.

Hibernation mode. If you check hibernation then the station will appear on maps that you create but will not show any indicator and threshold information on the station point. This indicates that you used to monitor here but no one is currently collecting data. It helps audiences understand that data is not up to date.

ID. This field was determined when you set up the station. You cannot edit this field. You will always include this field when importing a data file.

Name. This field will appear in maps and in forms. The name can change without losing data but it will always be associated with the same ID.

Description. Feel free to add details here about the location, what is monitored, or who is doing the monitoring.

Monitoring Summary. The system pulls these statistics from the samples and parameters pages and displays them here for quick owner reference.



STATIONS



- DASHBOARD	$Stations \to I$	Headwaters			
DATA SOURCES	Created by 🚺 Co	ommons Super on Wednesd	ay, August 5, 2020 at 8:13am.		
SETTINGS	Last updated Sep 9				
INDICATORS	🛱 General	Image	Q Location	A Chart settings	
STATIONS					
UNITS					
PARAMETERS					
FORM					
CONTRIBUTORS			_		
SAMPLES					
IMPORTS					
EXPORTS					
TASKS					



- DATA SOURCES			
SUMMARY	Created by O Commons Super on W	Vednesday, August 5, 2020 at 8:13am.	
SETTINGS	Last updated Sep 9		
INDICATORS	A.c	0.1	CV Charlester
STATIONS	🚛 General 🔤 image	V Location	Chart settings
UNITS	Parameters - Conductivity		
PARAMETERS			
FORM	Ranges		
CONTRIBUTORS	Add numeric ranges for lightweight visual o	data analysis. Create new categories v ick the edit button to adjust a range's	with labels, descriptions, and logic conditions to
SAMPLES	provide databality context for your data. Cr	in the control control object of large 3	ngit fores and color settings.
IMPORTS		+ Add range	
EXPORTS			
TASKS	Axis limits		
	Improve the legibility of map popups and o default, Water Reporter considers all valuer displaying quantities that occur on a fixed s of your data.	ther analytical components by control s when creating axis boundaries. This scale. By adjusting the visual range, yo	ling the range of values used for display. By can sometimes be a problem, especially when ou can make sure that readers get a clear view
	Minimum value (optional)		0
	Hint: This will be the lowest number on the y-av	is. Measurements less than this minimum	will not be displayed.
	Maximum value (optional)		
			0
	Hint: This will be the highest number on the y-e perameters with no known upper limit or those	ois. Measurements greater than this maxis e with a high degree of variability.	mum will not be displayed. Not recommended for
			-

Image

Owners can select a single image for each station. This image will appear as the banner on a station card of this data source in configured Maps.

Location

The location page has a lot of great information. For example, if you are unsure of your watershed, you can grab the hydrologic unit code, as established by the National Hydrologica Database, on the location page.

You can also change the location of your station without compromising your existing data.

To change the coordinates, do one or more of the following:

- Enter coordinates manually
- Move the location icon on the map or
- Type in an address to change the coordinates.

NOTE: If you are moving a station's coordinates significantly and monitoring data already exists at the current location, you may want to consider hibernating a station and starting a new location in order to -preserve baseline data integrity.

🔀 Chart Settings

As a default, owners determine chart settings within the Parameters tab; however, in some instances monitoring stations have different thresholds and indicators. This may happen, for example, for a program that monitors in both tidal and non-tidal waters. **Use Location Chart Settings only if the ranges for one or more parameter are different than those that you establish** within the parameter page.

The process for establishing the ranges and axis limits follows the exact same flow as it does for the parameters. In an effort to save space, refer to the parameters section of this guide for instructions on how to set your ranges.

NOTE: *IF* you are using station chart settings, remember to select the parameter before beginning to customize the ranges and indicators.

PARAMETERS



PARAMETERS

Your parameters page hosts a lot of foundational information for your data source. Not only does the page define what information you will collect and store but it also is where you delineate thresholds and indicators that appear on Maps.

Summary Prior data source containt 7 parameters Search parameters Search parameters Contractions Search parameters	Units
Litrius Self-Cf: prosentation Self-Cf: prosentation Litrius Name: Column tame: Columntame: Column tame: Columntame: Column tame: Column tame:	Units
Name Calum same Diplay yane Units Calum Same Diplay yane PARAMETERS Calum Same Diplay yane Parameters Calum Same Calum Same Calum Same Calum Same Calum Same	Units
UNITY PARAMETERS Conductivity Conductivity Formation Second Parameters	
FORM Armonical Aug 16, 2020 dama dema CONTINUENTIANS Baselined Organ dama Dassined Organ Automatic Ordits, 2020 dama Dassined Organ dama	
CONTRIBUTORS Dissolved Oxygen Published Oct 5, 2020 do Dissolved Oxygen	-
	-
PH Published Sep 9, 2021 PH PH	-
EXPORTS Salinity Salinity Salinity Salinity	~
Total Suspended Solids Published Oct 5, 2020 tos Total Suspended Solids	-
Water Temperature Published Oct 5, 2020 Water Temperature	-

Parameter Dashboard Summary

Your parameter list reflects all of the parameters added to this data source. From the summary page you can add more parameters using the plus button or enter into each of the parameters to add more specific information.

Let's enter into a parameter to explore all of the options to add and edit information.

Click on an existing parameter to get started.

Parameter Overview Page

Each parameter has two tabs with many fields. Data owners can make edits to any of these fields or delete the parameter. Let's walk through each of the fields and what you can do with it.

+- DASHBOARD	$Parameters \to pH$
- DATA SOURCES	
SUMMARY	Created by 🍘 Erin Hofmann on Monday, October 5, 2020 at tr02pm.
SETTINGS	Last updated Sep 9
STATIONS	Chart settings
UNITS	
PARAMETERS	Calculations
FORM	011 On
CONTRIBUTORS	Y This parameter is not calculated.
SAMPLES	HOWE Each measurement value on ans parameter will be saved as is.
IMPORTS	Column name
EXPORTS	рН
TASKS	Hint: This is the un-modified column name found in all source spreadsheets.
	Display name
	pH
	Hete Since uses of the public site may not understand your column name, please enter a human Mendy version (e.g. "Ammonia PPM" becomes "emmonia").
	Alles
	Herk Enter an abarrative name if you went Water Reporter to use different text when labeling this parameter in maps, charts, and elsewhere on the platform.
	Citation (optional)
	Hint: Enter a link where people can learn more about this parameter. (e.g. https://www.eps.gov/hational-equatic-resource-surveys/indicators- chlorophyl)
	Description (optional)
	Hint: Epition the significance of this parameter and identify its notable heares. Descriptions may contain up to 500 chandras, including spaces and punctuation.
	Unit Search units
	Net: If the unit name you enter down't exist vet. Write Reporter will submatically create it for you.
	and a second be each address to a to a second a
	Delete pH
	You can remove this protocol by typing 'DELETE' into the box below. This step is inversable, however all indicators and thresholds associated with pH will remain in place.

General

Calculations. SKIP.

Column name. This is the un-modified column name found in all source spreadsheets. If you are uploading data, the file must have headers that match the information in the column name exactly to import correctly.

Display name. Write a name that general users will understand. The display name appears on forms and maps.

Alias. If you want Water Reporter to use different text when labeling Maps components, enter that information here. This may be the case if you are collecting E Coli (Display name = E Coli) to indicate if it's safe to swim (Alias = Swimming Conditions).

Citation. Enter a link where people can learn more about this parameter. This is a great educational field to help layer the information in a stacking manner in order to help share data with stakeholders of varying degrees of familiarity with water quality terms and monitoring strategies.

Description. Provide text that details the significance of this parameter. Descriptions will be accessible via Maps and station cards.

Unit. If your parameter has a unit, include it here. The unit will appear on station cards and maps.

PARAMETERS



+ DATA SOURCES	
SUMMARY	Created by Pirin Hofmann on Monday, October 5, 2020 at 1:02pm.
SETTINGS	Last undeted Seo 9
INDICATORS	
STATIONS	Chart settings
UNITS	Enable charts and other analytics
PARAMETERS	Turn this setting on if you want this parameter to be available on maps, station cards, and other Water Reporter analytics.
FORM	orr 🚺 on
CONTRIBUTORS	f with
SAMPLES	Scale
IMPORTS	scare revers to the number of became upper in a measurement Value (to the right of the decimal prom). For example, the number 6.6268 has a scale of four and the number 11 has a scale of zero. By default, Water Reporter does not set a specific scale when displaying measurement inhum for this camerante is measurement and the parahletic component.
EXPORTS	it's a good idea to enter the exact number of decimal digits that you want to use for this parameter.
TASKS	Count of decimal digits
	0
	- Prost
	Ranges
	Add numeric ranges for lightweight visual data analysis. Create new categories with labels, descriptions, and logic conditions to provide additional context for your data. Click the edit button to adjust a range's logic rules and color settings.
	+ Add range
	Axis limits
	Improve the legibility of map popups and other analytical components by controlling the range of values used for display. By default, Water Reporter considers all values when creating axis boundaries. This can sometimes be a problem, especially when
	displaying quantities that occur on a fixed scale. By adjusting the visual range, you can make sure that readers get a clear view of your data.
	Minimum value (ontional)
	Hint: This will be the lowest number on the y-axis. Measurements less than this minimum will not be displayed.
	Maximum value (optional)
	Maximum value (optional)
	Maximum value (optional) Hells: This will be the highest curber on the y acts. Measurements greater than this maximum will not be displayed. Not recommended for parameters with m known caper limit or these with a high degree of valuability.

🔀 Chart Settings

Each parameter has its own chart settings. Configure this feature if you have thresholds and indicators on hand for your parameter.

Thresholds, aka Ranges, and indicators, aka Labels, will have color and labeling analysis applied to the station and parameter on maps and station cards.

It's OK if you do not have this information. The maps and analytics will display a default color that you determine when configuring your map.

Enable charts and other analtics. Turn this "on" if you want to have ranges. If you enter in your ranges and want to retain the details but do not want to put the information on maps, turn this setting to "off".

Scale. Scale refers to the number of decimal digits in a measurement. By default, Water Reporter does not set a scale. Only use this if you want to enter an exact number of decimal digits in maps and other analytical components.

Ranges. You will need to add all ranges in a separate page. We will dive into this process in the next step.

Axis Limits. By default, Water Reporter considers all values when creating axis boundaries that appear in Maps and additional analytics. This can be a problem when you are displaying quantities that occur on a fixed scale. You can adjust the axis to help readers get a clear view of your data. Each paramater can have different axis limits because they appear on separate charts.

ADD RANGES

You can configure a set of ranges for each parameter. Owners will repeat the process for each parameter that has threshold information to share.

Label. This label is what will appear on maps and analytics when a data point for this parameter falls within the specified range.

Color. Water Reporter uses hexadecimal color codes. You can find your preferred color using a tool. Enter in the code. This color will appear when a data point falls within the specified range.

Description. Provides a useful internal notes section to help transfer and retain knowledge about this range to other data source owners.

Lower Bound & Upper Bound. These bounds set the range for your parameter's range. You will set multiple ranges within each parameter to capture all of the possible data inputs. On the next page we will show some example bounds.

← DATA SOURCES	-		\sim
SUMMARY	Created by	Erin Hofmann on Monday, October 5, 2020 at 1:02pm.	
SETTINGS	Last updated Sep 9		
INDICATORS	🛱 General	2 Chart settings	
STATIONS		-	
UNITS			
PARAMETERS		Add range ×	
FORM			
CONTRIBUTORS		Label	
SAMPLES			
IMPORTS			
EXPORTS		Color	
TASKS			
		Hint: Whip up your own hexadecimal color (bools like this one can help) or copy and paste from your favorite color picker. Either way, you want to end up with something that looks like this: #BaaBb4.	
		Description	
		Hint: Descriptions may contain up to 500 characters, including spaces and punctuation.	
		Lower bound	
		Select operation	
		Upper bound (optional)	
		Select operation	



less than

greater than

equal to

less than or equal to

greater than or equal to

PARAMETERS: ADD INDICATORS

Always determine your lower bound first.

If your range only has one bound, then that operation should be entered into the Lower Bound field.

Each range needs a separate label and set of operational conditions assigned to it.

The following is an example.

not equal to			
	Add range ×	Edit range ×	Add range ×
	Label Good	Label Caution	Label Caution
	Color	Color	Color
	#COSb8b	#b8860b	#b8860b Hitt: Whip up your own hexadecimal color (bods like this one can help!) or copy and paste
	from your dworke color picker. Either way, you want to end up with something that looks like this. Fibadb4.	tion your moving the coor prover, univer way, you want to end up with something the looks are this: #BasBo4 .	tron your twome coor picer. Erner way, you want to end up with something that looks i we this: FilesBld.
	Description	Description	Description
	Hint: Descriptions may contain up to 500 characters, including spaces and punctuation.	Hint Descriptions may contain up to 500 characters, including spaces and punctuation.	Hint: Descriptions may contain up to 500 characters, including spaces and punctuation.
	Lower bound	Select operation	Select operation
	greater than or equal to	less than	greater than or equal to
	Value	Value	Value
	6 C	6 Rufe: This range will capture values less than 6.	8 Rule: This range will capture values greater than or equal to 8.
	Upper bound (optional)	Upper bound (optional)	Upper bound (optional)
	Select operation	Select operation	Select operation
	less than		
	Value 8 C		
	Rule: This range will capture values less than 8.		
	Threshold line Activate this setting to draw a line on the chart marking the upper bound of this		
	•		
		Ranges Add numeric ranges for lightweight visual data analysis. Create no	w categories with labels, descriptions, and logic conditions to
		provide additional context for your data. Click the edit button to an	jjust a range's logic rules and color settings.
		+ Add	range
		Caution	
		No description	
		Rules This range captures values that meet the following condition(s	
	_	Value is greater than or equal to 8.	
			/ 1
As you define all of the fields within	each of the ranges you can	Good	
review the high level information on	the chart settings summary	No description	
page		This range captures values that meet the following condition(s	
P 9		Value is greater than or equal to 6.	
Make sure that no ranges overlap. T	his will cause an error in the	Value is less than 8.	
system. If by chance a data point fa	lls outside of the designated		/ 1
ranges it will display the map defaul	lt color.	Caution	
		No description	
REPEAT: Perform this action with al	l parameters that have	This range captures values that meet the following condition(s	
indicators.		Value is less than 6.	20
			2 1



FORM

The Form combines the parameter fields with system-generated and owner-added fields to produce data collection forms digitally. Forms are intended to be shared with volunteers that you want to contribute sample readings digitally. Forms are accessible via both the mobile and web application. Each data source has one form.

- DASHBOARD	Edit form		
← DATA SOURCES			\sim
SUMMARY	Last updated Aug 5, 2020		
SETTINGS			
INDICATORS	Use this form to collect sample data and supplemental observations, by detault, the form includes fields to parameter. We recommend filling out your parameter collection first before configuring additional form field	r each monif ds.	ored
STATIONS	These fields can be re-ordered and labeled according to your needs. Fields can contain numbers, text, dat documents.	es, images, i	or
PARAMETERS	Remember to write a clear set of instructions so that everyone on your team knows the overall approach to observations and sample data.	o take when	gathering
FORM	Instanting for the first of		
CONTRIBUTORS	Instructions		
SAMPLES			
IMPORTS			
EXPORTS			
TASKS	Hist: Instructions may contain up to 500 characters, including spaces and punctuation.		
			•
	Fields		
	Collection date		
	Date No instructions	1	-
	Optional		
	-		
	Station Text		
	No instructions	/	-
	Optional		
	Dissolved Oxygen Decimal		
	No instructions Enabled) /	-
	Optional		
	Salinity		
	Decimal Enabled		-
	Optional		
	Total Suspended Solids Decimal		
	No instructions Enabled) /	-
	Optional		
	рН		
	Decimal Enabled) /	-
	Optional		
	Contraction		
	Decimal		
	No instructions Enabled	, ,	-
	Optional		
	Water Temperature Decimal		
	No instructions Enabled) /	
	Optional		
			0
			-

Edit Form

Upon arrival on the form page you will see that your form already contains fields.

If you return to your main profile dashboard page or your mobile application you will notice that you can access the form to enter data already.

All this is to say, your form has been building itself quietly while you created your data source.

NOTE: To save changes, click the check mark. Do this often as the system does not automatically save changes for you as you make edits and updates.

Let's go through each of the actions that you can take to manage your form. From the Form Page you can:

ADD OVERVIEW INSTRUCTIONS

Each form has an overview instruction field. Fill this out at the top of the edit form page. Click save after edits are complete.

RE-ORDER FIELDS

Click the = icon and drag the field to re-position it within the form. Click save after each move so that the fields stay in their new spot.

CHANGE VISIBILITY STATUS

Toggle off the slide icon to change visibility from "enabled" to "disabled". This toggle appears for parameter fields only, meaning that you can have parameters that form contributors do not see.

ADD AND EDIT FIELDS

Click the edit pencil icon to add and edit fields. Move on the the next page for a thorough description of your options.



FORM



Edit Form Field

Click on a field's edit pencil to enter into the edit options.

Label. You can re-name any form field. If you are re-naming a parameter, however, note that the parameter will not automatically update. We recommend that you keep the label the same as the parameter to avoid data management confusion in the future.

Data Type. For parameterfields, you cannot change the data type. For all other fields, you can choose the data type.

Instructions. For owners who what to share instructions on how to perform the sampling or how to enter the data point, enter that information here. The instructions will appear within the form.

Required. By default all fields are optional except the station and date. DO NOT MAKE A FIELD BOTH REQUIRED AND PRIVATE.

Private. This setting is helpful if the data owner wants to add a notes section that only they can see.

Click save to confirm edits as you make them.



Add New Form Field

Click on the Plus Circle button to add a new field. New fields will not appear in the parameters list and cannot be displayed on maps or analyzed. If you want the information to appear on the map it must be added as a parameter.

Label. This is your field name.

Data Type. Select from the available options. Water Reporter supports most field types other than check boxes.

Instructions. For owners who want to share instructions on how to perform the sampling or how to enter the data point, enter that information here. The instructions will appear within the form.

Required. By default all fields are optional except the station and date. DO NOT MAKE A FIELD REQUIRED AND PRIVATE.

Private. This setting is helpful if the data owner wants to add a notes section that only they can see.

Click save to confirm any edits.



CONTRIBUTORS

CONTRIBUTORS

Water Reporter provides varying levels of access, or permissions, to the data source for different users. Contributors are added at the data source level and the only function that they can perform is adding data. All contributor level data is conditional and stored outside of the official data source until an owner verifies it.

- DASHBOARD	Demonstration Data Source
- DATA SOURCES	
SUMMARY	Created by O Commons Super on Wednesday, August 5, 2020 at 6:12am.
SETTINGS	Last undsted Oct 5, 2020
INDICATORS	zen aleesen on 2 vore
STATIONS	Contributors
UNITS	
PARAMETERS	Add or remove form contributors here. Heopie on this list can add readings to this data source wat the form but are not allowed to edit or delete anything else. All contributors must have a Water Reporter account.
FORM	
CONTRIBUTORS	
SAMPLES	
IMPORTS	
EXPORTS	
EXPORTS TASKS	
EXPORTS TASKS DASHBOARD	Demonstration Data Source
EXPORTS TASKS DASHEOARD DATA SOURCES SUMMARY	Demonstration Data Source
EXPORTS TASKS DASHEDARD DATA BOURCES SUMMARY SETTINGS	Demonstration Data Source
EXPORTS TASKS OASHBOARD DATA SOURCES SUMMARY SETTINGS INDICATORS	Demonstration Data Source
EXPORT TS.555 - DASHBOARD - DATA SOURCES SUMMARY SETTINGS INDICATORS	Demonstration Data Source Created by O Commons Suppor on Wednesday, August 5, 2020 et 6.12am. Last updated moments ago Contributors
EXPORT TSAKS DAHBOARD DATA SOURCE SUMMARY BIOINCATORS STATONS UNITS	Demonstration Data Source Created by O Common Support on Wednerday, August 5, 2020 et 6.12am. Last updated moment age Contributors
EXPORTS 75.5% - GASHBOARD - GASHBOARD - GASHBOARD SUMMARY SUMMARY INDICATORS STATIONS STATIONS STATIONS UNITS PARAMETES	Demonstration Data Source Created by Cre
EXPORT 75.555 - 045.9800.475 - 045.9800.475 SUMMARY INDICATORS STATIONS UNITS PARAMETERS DOIN	Demonstration Data Source Control Cont
EXPORT 15455 - 0431800485 - 0474 300465 SUMMARY SUMMARY UNICATORS UNICATORS UNICE PARAMESE PARAMESE CONTRIEUTORS	Demonstration Data Source Centred by Cen
EXPORT TSASS - DASHBOARD - DATA DURANY SUMMARY SUMMARY SUMMARY BARANETER FOR PARANETER FOR CONTRUCTOR	Demonstration Data Source Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday, August 5, 2020 at 612as. Created by O common Super on Wednesday. Contributors Contributors Vormer Guidde
EXPORT TASKS 	<section-header> Demonstration Data Source Control of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Control of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns. Custed of Connons Ruper on Wednesday, August 5, 2020 et 8.12.ns.</section-header>
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Add Contributors

A Contributor must first create a basic user account in Water Reporter.

A Data Owner can search through users by their name or their email address and then add anyone in the system as a contributor to the data source.

Owners can add as many Contributors as they choose and remove contributors as well.

Once a contributor has been added, click the green check mark to save the update.

THIS IS THE CONTRIBUTOR ACCOUNT		Owner Guide		
		Subscription		
Current plan		Basic (\$0/month)		Upgrade
		Snapshot		
O posts	0 actions	0 comments	0 likes	O groups
		Your Data Sources		
Collecting ch	emical and bacterial samples	Demonstration Data Source along our creek.	20	

How Contributors Add Samples

After being added to a data source, a contributor can access the form to add a sample two ways: via web and via mobile. These instructions are intended to help a Data Owner explain to a Contributor how to use the system.

Web Data Entry

User signs into their account.

Scroll down to the data source. Click on the Contribute Data button.



CONTRIBUTORS

- DATA SOURCES	
SUMMARY	
SAMPLES	Sample geolocation
	rins data source accepts sample data from toxed monitoring locations (stations). The data conection form includes a search field that contributors can use to link their observations with a specific station. If you need to collect on-the-fly
	locations, please delete this data source and make a new one.)
	Annual scores or samples
	This data source can store an unlimited number of samples collected over time at fixed monitoring locations (stations)
	Analytics for this data source are based on parameter trends and current measurements. (If your intention is to create an ouerall "report card" for your monitoring program, please delete this data source and make a new one.)
	an overall report card nor your momenting program, prease delete this data source and make a new one.)
	This data source contains 60 data points collected at 3 monitoring stations. (Data points include quantitative physical
	or chemical measurements and qualitative observations.) There are 6 parameters under observation.
	The sample table was last updated on Sunday, September 12, 2021 at 9:25pm.

Samples

Once in the "Contribute Data" area, the contributor will land on the sample summary page. There is nothing for them to do here.

Click on the Samples Tab.

Click the green plus button to add a new sample.

DASHBOARD	Edit sample	0
SUMMARY	Event: ladc63f2f21043d49d47f1a2a007ee93	-
SAMPLES	Created by Owner Guide on Monday, September 13, 2021 at 4:01pm.	
	Last updated on Monday, September 13, 2021 at 4.01pm.	
	Measurements and observations	
	Conductivity (optional)	
	Hist: Decimal numbers only cleased known that cannot be converted to or interpreted as decimal numbers will be refected.	
	Salinity (optional)	
	Hint: Decimal numbers only please! Inputs that cannot be converted to or interpreted as decimal numbers will be rejected.	
	Total Suspended Solids (optional)	
	Hint: Decimal numbers only pleased inputs that cannot be converted to or interpreted as decimal numbers will be rejected.	
	Water Temperature (optional)	
	Here Decimal numbers only pleased inputs that cannot be converted to or interpreted as decimal numbers will be rejected.	
	Collection date (optional)	
	2021-09-13T20:01:19.997525	
	Hink: The preferred format is yyyy-MM-dd H91mm:si: if a timestamp is provided, it will be stored in Coordinated Universal Time. Example: 2021-09-13 96:01:20	
	Station (required)	
	Dissolved Oxygen (optional)	
	Hat Derivat number out cleared lends that exceed to consistent to a interested as decisal numbers will be related	
	pH (optional)	
	Hint: Decimal numbers only pleased inputs that cannot be converted to or interpreted as decimal numbers will be rejected.	
		_
		Ľ

Enter in all of the data points for each of the fields. Click the check mark to save the sample.

That's it! The contributor has completed the task to collect and share their sample. Now, a data owner must review and verify the data in order to enter it into the data source.

MANAGE YOUR DATA SOURCE

CONTRIBUTORS





Mobile data entry

User signs into their account.

Tap the blue digital pen icon to access your digital data collection forms.

Tap on the data source that you want to add your sample to.

Enter your data into each field. Tap the green check mark to save the sample.

NOTE: The contributor will need wifi or cell service in order to submit the form.

That's it! The contributor has completed the task to collect and share their sample. Now, a data owner must review and verify the data in order to enter it into the data source.

	Demonstration Data Source · IDSITTIVERAK
← DATA SOURCES	
SUMMARY	Sample geolocation
SETTINGS	This data source accepts sample data from fixed monitoring locations (stations). The data collection form includes a
INDICATORS	search field that contributors can use to link their observations with a specific station. (If you need to collect on-the-fly locations, please delete this data source and make a new one.)
STATIONS	
UNITS	Annual scores or samples
	This data source can store an unlimited number of samples collected over time at fixed monitoring locations (stations). Analytics for this data source are based on parameter trends and current measurements. (If your intention is to create
PARAMETERS	an overall "report card" for your monitoring program, please delete this data source and make a new one.)
FORM	
CONTRIBUTORS	
SAMPLES	This data source contains 60 data points collected at 3 monitoring stations . (Data points include quantitative physical
IMPORTS	or chemical measurements and qualitative observations.) There are 6 parameters under observation.
	The sample table was last updated on Sunday, September 12, 2021 at 9:25pm.
EXPORTS	
TASKS	
	Pending samples
	Owner Guide - Monday, September 13, 2021 at 4:01pm 1adc63f2f21043d49d47f1a2a007ee93
	Erin Hofmann - Ssturdøy, September 11, 2021 at 9:12pm 1dbbfd05014e4298b314fb36908de9b0
	-
	Edit sample
- DASHBOARD	
DATA SOURCES	Save sample
SUMMARY	Event: 1adc63f2f21043d49d47f1a2a007ee93
SETTINGS	Created by Owner Guide on Monday, September 13, 2021 at 4:01pm.
INDICATORS	-
	Last updated on Monday, September 13, 2021 at 4:01pm.
STATIONS	
UNITS	Certification
PARAMETERS	This sample data has not been verified by an approved team member.
FORM	
FORM	
FORM	Measurements and observations
FORM CONTRIBUTORS SAMPLES	Measurements and observations
FORM CONTRIBUTORS SAMPLES IMPORTS	Measurements and observations
FORM CONTRIBUTORS SAMPLES IMPORTS EXPORTS	Measurements and observations Collection state (optional) 2021-09-19120-01193-975-25
FORM CONTRIBUTORS SAMPLES IMPORTS EXPORTS TASKS	Measurements and observations Collection data (optional) 2021-09-13T20-0119.997525
FORM CONTRIBUTORS SAMPLES IMPORTS EXPORTS TASKS	Measurements and observations Calection date (optional) 2021-09-13120.0119.997525 Mid: The profession dama is hypothesia in the standard in Calectinate Universit Trans. Parameter XVI at 10 YM
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Verifying pending samples

Owners will find all pending samples waiting for them on a data source's summary page.

Click the unique data string for a sample to enter into the sample.

Review and edit the sample however you would like.

Delete or verify the sample. Verified samples are added to the data source.



SAMPLES

SAMPLES

The Samples page lists all readings and data points. It is searchable and filterable. Some data owners choose to review data or make individual edits on this page. Owners can also add new individual samples via the collection form from this page.

SUMMARY					
SETTINGS	Pro tip: Add new sample	s one-at-a-time or use t	ne batch import feature to upload	a spreadsheet.	
INDICATORS	This data source contains 6 observations.	0 data points. Data poir	ts include quantitative physical o	chemical measurements and q	ualitative
STATIONS	Showing 1 to 20 of 60 data or	sints.			
DADAMETEDS			-		
FORM	Sample key	Station -	Parameter -	Collection date -	value
CONTRIBUTORS	Published Oct 5, 2020	Headwaters	Water Temperature	2020-10-05 05:18:36	10
SAMPLES	f262ca576c Published Oct 5, 2020	Headwaters	рН	2020-10-05 05:18:36	6
EXPORTS	f262ca576c Published Oct 5, 2020	Headwaters	Dissolved Oxygen	2020-10-05 05:18:36	50
TASKS	f262ca576c Published Oct 5, 2020	Headwaters	Total Suspended Solids	2020-10-05 05:18:36	5
	1262ca576c Published Oct 5, 2020	Headwaters	Conductivity	2020-10-05 05:18:36	40
	f262ca576c Published Oct 5, 2020	Headwaters	Salinity	2020-10-05 05:18:36	30
	fc2c1703da Published Oct 5, 2020	Waterfall	Water Temperature	2020-10-03 12:00:00	18
	fc2c1703de Published Oct 5, 2020	Waterfall	Total Suspended Solids	2020-10-03 12:00:00	38
	4498679ad6 Published Sep 11, 2021	River Mouth	Conductivity	2020-10-03 12:00:00	5
	4498679ad6 Published Sep 11, 2021	River Mouth	Selinity	2020-10-03 12:00:00	18
	4498679ad6 Published Sep 11, 2021	River Mouth	рН	2020-10-03 12:00:00	7
	4498679ad6 Published Sep 11, 2021	River Mouth	Dissolved Oxygen	2020-10-03 12:00:00	2
	4498679ad6 Published Sep 11, 2021	River Mouth	Total Suspended Solids	2020-10-03 12:00:00	26
	4498679ad6 Published Sep 11, 2021	River Mouth	Water Temperature	2020-10-03 12:00:00	19
	35f7daf34a Published Oct 5, 2020	Headwaters	pН	2020-10-03 12:00:00	4
	35f7daf34a Published Oct 5, 2020	Headwaters	Total Suspended Solids	2020-10-03 12:00:00	20
	35f7def34e Published Oct 5, 2020	Heedwaters	Conductivity	2020-10-03 12:00:00	79
	35f7daf34a Published Oct 5, 2020	Headwaters	Water Temperature	2020-10-03 12:00:00	17
	35f7daf34a Published Oct 5, 2020	Headwaters	Dissolved Oxygen	2020-10-03 12:00:00	7
	35f7daf34a Published Oct 5, 2020	Headwaters	Selinity	2020-10-03 12:00:00	18
	Published Oct 5, 2020	neounours	Junity	2020-0-03 12:00:00	

Samples list

On this page, owners can review invidual data points. The system does not perform any analysis on the data you see here.

You will notice that multiple readings will have the same sample key, this refers to the form submitted or the row in the template imported. In other words, all data collected in one sample has the same sample key. This is helpful if you need to find and edit a single reading.

Click on a sample key to enter into that sample. You will see all entries collected within one sample. Once in the sample you can review, edit, delete, or unverify all of the information.

Click on the green + button to add a single sample manually.



WATER REPORTER

IMPORTS

IMPORTS

Add batches of data to Water Reporter. Use your custom template to structure your data to be read by Water Reporter.

- DASHBOARD	Imports				
← DATA SOURCES	This data source contains 1 import.				+
SETTINGS	Date	User	Date range	Rows	File
STATIONS	Monday, October 5, 2020 at 1:17pm	Erin Hofmann	$Oct\ 1,2020\toOct\ 3,2020$	9	8
UNITS					
PARAMETERS					
FORM					
CONTRIBUTORS					
SAMPLES					
IMPORTS					
EXPORTS					

- DATA SOURCES									
SUMMARY	File format	el : acconte dalla	in in COV format, on abu	no de blo shoek three		ite is of the	orrest base		
	water Reporter o	niy accepts dar	a in CSV format, so arw	ays double-check the	it your	lie is of the c	orrect type.		
SETTINGS	Schema								
INDICATORS	This data source	accepts sample	e data from fixed monito	oring locations (station	ns). At	ninimum, you	ur spreadshee	t must inc	lude the
STATIONS	following column	s. Column hear	ders must match the exa	ample, except in the o	ase of	parameters.			
31411043	station_id		collection_de	ate					
UNITS	CR05		2014-03-17						
PARAMETERS									
FORM	Parameters								
	You may include	any number of	parameter columns, but	t first make sure that	each o	lumn is repr	esented in you	ar collectio	on.
CONTRIBUTORS									
SAMPLES									
IMBORTS	Notes (option	al)							
EXPORTS									
TASKS									
	this data source. J	ust a few words o	characters, including space an give your audience som	es and punctuation. This ne context for what's new	v and n	e will appear is teworthy in th	n map summane is update.	is wherever	you add
	Clair and	induced and second and	and an omnty CSV impr	ort template. Note that	t it will	contain colu	mn headers bi	ut no data.	
		Delow to down	out an empty cut impo						
			A B	C D	E	F	6	н	1
		1 stati	A 8 ion_id latitude long	C D itude collection_da c	E onduct?	F ity do	G ph	H salinity	l temperatu
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Import summary page

Owners can review all former imports (and re-access the data via the floppy disc icon) on the summary page.

To add a new import, click the green plus button.

Import new data

- If you need a fresh copy of your import template, use the cloud download button to grab the .csv file. The file will have exact column names that match those that you defined in your parameters field.
- Enter each sample has its own row add one collection date and station ID and then all of the readings collected through that sampling activity.
- **3.** After you have populated your template, make sure that you save it as a .csv file.
- 4. Browse your system to find your saved .csv file.
- 5. Upload your .csv file into your data source via the "Upload File" Button.

An "Analyzing Data" icon will appear after you click "upload". The system is confirming that your data is machine readable and adding it to the data source.

If successful, the system will land you on the Samples page to review the data. Any maps or analytics you have tied to this data source will update automatically.

NOTE: The system make take awhile to upload, depending on the size of the file. Any changes to Maps will also take at least 15 minutes to publish.

Troubleshooting data imports

If you receive an error message for your import, double check the following before trying again:

- Have you entered the station_ids correctly?
- Do all column headers match the system?
- Are there non-numerical characters in any of the cells? This could include TEXT and special characters remove those.



EXPORTS

EXPORTS

Water Reporter is optimized for data sharing. Any data you store in Water Reporter can easily be exported in a machine readable format for easy share-ability with data aggregators, data consumers or to use in analytics programs.

← DASHBOARD	Exports
← DATA SOURCES	You've created 0 excepts
SUMMARY	iou to created - suppris.
SETTINGS	
INDICATORS	
STATIONS	
UNITS	
PARAMETERS	
FORM	
CONTRIBUTORS	
SAMPLES	
IMPORTS	
EXPORTS	
TASKS	

Export Summary Page

Click the plus button to generate a new export. The system exports all data into a .csv file. There are not filters that you can apply before exporting the data.

All exports will appear for download on the export summary page once the export has been generated.



Created by Commons Supe	on Tuesday, October 1	19, 2021 at 10:55am.		
ast updated moments ago			- 1	
General settings	Layer styles	글는 Data display	- 1	
Name Water Quality				
			- 1	
Description Enter a description for this ma			- 1	
Hint: Descriptions may contain up to 500	characters, including spage	es and ounctuation.	_	
			- 1	
	View map			
Hide recent posts When this map loads, it will fetch a Water Reporter posts. Activate thi	and display up to 100 o s setting to hide the po	f your organization's most sts but keep them around	recent for later	
viewing.			- 1	
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When this map loads, its legend w can hide the panel by clicking the always hide the legend panel whe	ill be displayed in the t button located on in the map loads.	op left corner of the conta its right side. Activate this	iner. A user setting to	
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Show map details				
When this map loads, its descripti the "Show map details" button. Ac map loads.	on and layer symbolog tivate this setting to all	y will be collapsed until a u ways reveal these details v	iser clicks when the	
Important: If the "hide legend" so user clicks the button located	etting is on, the legend d on the right side of tl	l itself will remain hidden he legend panel.	until a	
Embed code			-1	
Control which posts appear on the hashtag (e.g. "saltwatch"). To crea below.	e map by adding a sear te a campaign-specific	rch word (e.g. "salmon") an map, simply enter its name	d/or e in the box	
Post Filters	Post Filters)		
<iframe< td=""><td>Word</td><td></td><td></td><td></td></iframe<>	Word			
<pre>src="https://maps.wa width="1280" height=</pre>	at Tag			
marginheight="0" mar	Enter a hashta			
	Campaign			
ro tip: You can share your map with	everyone on Water Re	porter. Just add a note so	people know	
Check out a map of the latest activ Reporter.	ty from Demonstration	Organization on Water		Commons Su
				Check out a map of Reporter.

General

Your general settings control the overall components of your map display. You will provide details for individual data source display on the following pages. If you do nothing, your map will display default settings.

Name. Appears on Map Legend as Title.

Description. Use this space to provide details on what will appear on your map and how to read it.

Hide recent posts. Toggle on if you do not have or do not want observational posts to appear upon map load.

Hide Legend. Toggle on if you want the map to load without displaying the legend. Note that the legend, when displayed, covers about 1/3 of the visible map.

Show map details. Map details provide further refinement of the map.

Embed code. If you have observational posts appearing on your map, you can add filters to control which posts appear. For example, you can only display photos with the hashtag #LEVSN. The embed code will change if you add filters.







Layers. You have the option to add National Weather Service and/or 3-Day Precitipation Forecast, if desired. You can also leave this field blank.

Watershed boundaries. Type in the watershed name or code. If you don't know it, you can grab if from your stations list in Data Sources or from an observational post. When you type in your waterhed, additional fields appear to help customize how your watershed(s) appear on the map visualization. Continue below for additional fields.

Map Style. Water Reporter uses MapBox baselayers and offers six base options for your Maps.

Access token. This field exists for users who have created additional static layers in MapBox that they want to add to their Water Reporter map.

Vhitehall Creek-Sever	n River-Chesapeake Bay · 020600040203	REMOVE
Fill color		
#003f3f		e
Hint: Whip up your own h end up with something th	exadecimal color (tools like this one can help!) or click the button to ger at looks like this; #8aa8b4 .	nerate one. Either way, you want to
Fill opacity		
.25		0
Hint: The opacity value m completely transparent, w	ust be greater than or equal to 0 and less than or equal to 1. Watershee hile those with a fill opacity of 1 are completely opaque.	I layers with a fill opacity of 0 are
Stroke width Enter a value grea	ater than or equal to 0	0
Hint: The stroke width mu	ist be greater than or equal to 0. The default value is 1.	
Stroke color		
000		
Hint: Whip up your own h end up with something th	exadecimal color (tools like this one can help!) or click the button to ger at looks like this: #8aa8b4 .	nerate one. Either way, you want to
Stroke opacity		
		0



After you have designed your base layers and additional layers, click the check mark to save your Map's characteristics.





∃≛ Display settings

Add data download link

🕒 💿 Scores 🖾 🔿

- Parameter filters

Choose how indicators should be displayed on the map. Should readers see numeric scores or text labels

CREATE AN EMBEDDABLE MAP SET UP THE MAP



O Station markers

Station cards

Data display

Now you are going to add data source(s) to your map and stylize information specific to the data source information.

Data Sources. Start typing in the name of your data source and then select that data source. You can add multiple data sources from within your account to a single map. You will need to go through the following set up steps for each data source.

NOTE: The options will differentiate if you select a continuous monitoring data source or an on-the-fly data source. You cannot add customization to observational data types.



Now you are going to add data source(s) to your map and stylize information specific to the data source information.

Labels. If you select labels then the label tied to a parameter (set up in <u>chart ranges</u>). For parameters with no labels or thresholds designated, no label will appear on the map.



Scores. Alternatively, select the Scores option if you are showcasing Annual Scores.

Click the check mark to save your work and then click the Parameter Filters Tab.



CREATE YOUR MAP

Display settings					
Data sources 👻 🛛 Wa	ter Quality Monitoring · f1060a9e	b3491011			
→ Display settings		Station markers		Station card	s
By default, this map will inc to narrow the list to focus o map. Please note that the t his list.	lude all parameters belonging t n a smaller set of parameters. L initial map load will always dis	o any data sources atta Jse this space to specif play scores and/or ind	ached to it. H y which one: icators for th	lowever, you r s should appe ne first param	nay want ar on the eter in
Available param Choose which parame items to control the or the sequence of thum	eters ters should be displayed in the der in which parameters will app bnail charts generated for each	map filter bar by toggli sear in the filter bar. No parameter in station su	ng switches te that the so immary cards	on or off. Drag ort order also s.) list sets
			Sel	lect all	>
Ph No units			off 🚺	On	-
Do mgl No units			off	On	-
Conductivity No units			Diff	On	-
Secchi depth No units			Dff 🚺	On	-
Water temperature			off 🚺	On	-
Enteroccoci No units			off	On	-
Add filtering Activate this setting to allow or dropdown menu.	w map users to view parameter-	specific indicators for e	each station I	by clicking on	a filter bar
off on A	Add filtering Activate this setting to allow map	users to view paramet	er-specific in	dicators for e	ach station by

Parameter filters

By default, the map will display all parameters included in the selected data source. If you want to limit the information shared, you can toggle off parameters. The toggled off parameter data will not be visible on the map.

Using the = icon you can also rearrange the order of the parameters.

Add filtering. We recommend turning on filtering. This feature adds more options for a user to navigate through parameters to change the information that appears on the map.

Off On	Add filtering Activate this setting to allow map users to view parameter-specific indicators for each station by clicking on a filter bar or dropdown menu.
	off On
	Filter type
	Select the type of component to use when displaying parameter filters on the map.
	Bar 💿 Dropdown O
	Add year filter
	Activate this setting to include an additional filter bar that contains the unique years in each data source. Only recommended for maps that summarize annual data.
	Off On On



Add year filter. Only add a year filter to summarize annual data, if you toggle this on for your continuous monitoring data the map may not move between parameter displays correctly.

Make sure to click the check mark to save your work before moving on to the next tab.



Display settings		
Data sources - Water Quality Monitorin	g · f1060a9eb3491011	
$\overline{\mathfrak{I}}_{F}^{+}$ Display settings $\overline{\overline{\mathfrak{I}}}$ Parameter f	Iters Station mark	ers 🛃 Station cards
Use the following settings to control how static	n markers appear on the map.	
Shape		
Diamond O Circle O Square O		
Color		
	gray	
Hint: Whip up your own hexadecimal color (tools lik you want to end up with something that looks like th	this one can help!) or copy and pasis: #8ea8b4 .	te from your favorite color picker. Either way,
Size (pixels)		
	16	0
Border width (pixels)		
]	0
Border color		
	black	
Hint: Whip up your own hexadecimal color (tools like	this one can help!) or copy and par	te from your favorite color picker. Either way,

Hibernation mode

If this map shows stations that are temporarily inactive, offline, or between monitoring seasons, it can be a good idea to assign a color, label, and description that distinguishes them from other stations. Note that you can put stations into hibernation mode via the individual station editor inside a data source.

Label

Enter a general label for hibernating stations.

Description

Enter a general description for hibernating stations.

Station markers

Shape. Select the shape of the points on the map. If you have multiple data sources in your map you should differentiate the various shapes, sizes, and colors. Default is diamond.

Color. This is the station data source default color. The color will appear whenever a threshold range color does not exist.

Water Reporter uses hexadecimal colors. You can use a tool like <u>this one</u> to discover and enter your favorite color.

Size. Size will stay consistent across all stations in the data source. A size between 12 - 18 typically looks good on a map.

Border Width. Do you want your station points to have a border?

Border Color. Select a color for the station shape border.

HIBERNATION MODE

You can put stations in Hibernation Mode on the <u>Station page</u> within the Data Source.

The fields populate similar to the general station marker set up.





Display settings			
Data sources Water Quality Monitoring - 11060a9eb3491011	Station cards		
표 Display settings 후 Parameter filters 🔮 Station markers 📻 Station cards			
Use the following settings to control how station popups appear on the map.	Station cards appear when a user click on a station point. Before changing any settings, this is what appears when you click on a		
Show charts for parameter trends By default, popups do not display parameter graphs, Activate this setting if you want to chart data for each eligible parameter monitored at a given station. (Parameters present in a data source but not monitored at the viewed station will be ignored, along with parameters for which analytics are disabled).	map's station card.		
Off 🕥 On	Charlie US65 HUC2 Whitehall Creek-Severn River-Chesapeake Bay- 02060004/203 Webselogy, May 1, 2019 to Sunday, September 1, 2019 Charle for C	USG5 HUC12 Whitehall Creek-Seven River-Chesopeake Bay - 020600040003 Websevidy, May 1, 2019 to Sunday, September 1, 2019 Cherie for C	US65 HUC12 Whitehall Creek Severn River-Chespeake Bay - 020600040203 Webnedag, May 1, 2019 to Sunday, September 1, 2019 Charlie for C
Show image By default, popups do not display the station image. Activate this setting if you want to add a prominent, full-width photo to station popups. Keep in mind that if this setting is turned on and no image exists for a given station, the card will display a static map image instead with a marker centered on the station's location.	Sala Lafet measurement. Tands 	Status Latent neuroscientification Textuck Extenceed Secil depth Reschiedepth • Sam (r = 133 + 10 mole) + = 136 - 10 mole) Na mole international Na mole international 345 -00 -00 -00 -00 Na mole international 345 -00 -00 -00 -00 -00 -00 200 500 500 -00 <th>Bala Later measurements Deck</th>	Bala Later measurements Deck
Off On		Range within sampling period	
Show indicator By default, popups do not include indicator labels or colors for the station itself. In that case, indicators will only be used to style the station's map marker. Activate this setting if you want the popup to display the station's status via indicator labels, colors, and descriptions. Off On	The following images show what changes you can make on the user interace station card by changing a setting on Station Cards.		
Hide status tab By default, station cards include a status tab that includes more detailed information about the station's current status. Activate this setting if you want to hide the summary tab.	Note that updates may take a few minutes to appear on your map.		
Off 💽 On	Show Image	Show indicator	Hide status tab
Chart type After opening a station popup, clicking on a parameter chart will display a larger graph that includes a time series of sample measurements. By default, data points are displayed as a scatter plot, but you can select another chart category here.	Off On	Off On	Off On
Scatter plot 🔹 O Line 💉 O		•	
Date range By default, graphs in station popups attempt to include all sample measurements for a given parameter. Set a date range in order to limit popup analytics to a subset of samples.	Charlie USBS HUCE: Whitehall Creen-Seven Tilver-Chesspeelee Bay -020600040203 Workwedge, May 1, 2016 Its Sunday, September 1, 3019	Charlie Unsafe USBS HUCH2 Wintinst Creak Sprem Their Creaspases Bay (2006005003) Weinwash, May 12/39 to Sunday, September 12/39	Charlie Unafe Udda Huce: Wahrald Creek Seven Rev: Chesspeake Rey: 020600040203 Webraudzy May 1.209 IS Sunday Sepander 1.209
Start date End date January 01 v 1990 v October 19 v 2121 v	Suite Latest messurements Trends	Calefe to C Status Listest measurements Thends None provided.	Extension C Litest missionments Thervis Entervised Unsurfe Sectif depth
Use latest sample for date display			• 5ak + + 126 • Unade + > 128 No active translates.
By default, popups display the full date range below the station name. Activate this setting if you prefer to show only the latest sample date instead. The label will then read as follows: "Last monitored on September 25, 2019".			
Off On	Chart Type.		
	Scatter Plot	Line; Smoothing off	Line; Smoothing on
	Enterneoid Unade X	Enterscool Usade X	Enteneered Unable X
	·	-	
	[*] ····································	··· ·· ·· ·· ··	······································
	Use latest sample for date display.		
		Charlie Unafe UK914020 Winhood Creak Sovies Rover Chrosopenie Bry -000600040003 Lait montove et Sui-Aray, September 1209 Context in C	
		Enternosol United • Side + + + 126 • Side + + + + 126 • Side + + + + + 126 • Side + + + + + + + + + + + + + + + + + + +	