Texas Stream Team

Caring for Our Waters

Dataviewer: User Manual

The preparation of this publication is financed through grants from the U.S. Environmental Protection Agency through the Texas Commission on Environmental Quality. Prepared in cooperation with the Texas Commission on Environmental Quality & the U.S.

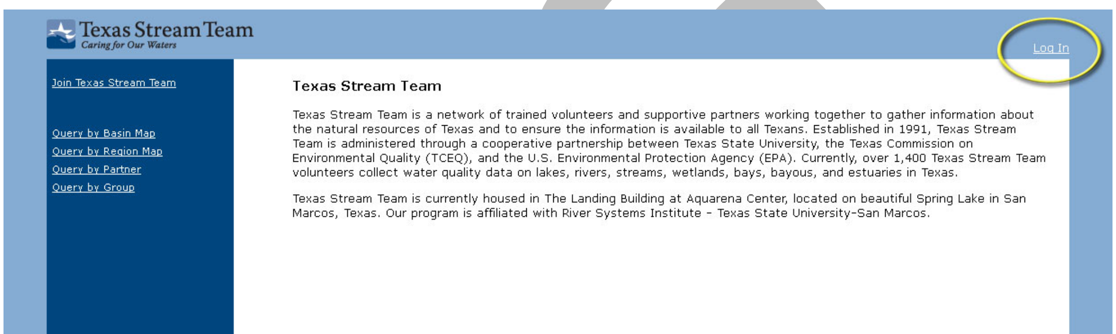
Table of Contents

Sections

Section 1: What users can do from the Dataviewer's Home Webpage

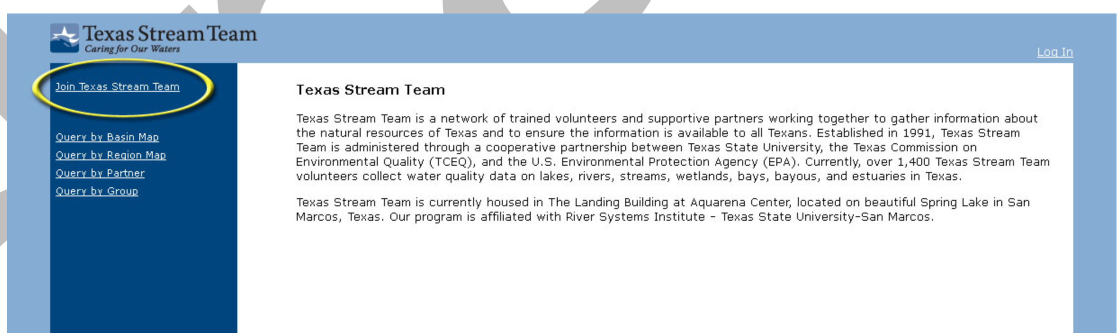
Choose to Log In to the Dataviewer database

Click the Log In link on the upper right corner of the webpage.



Choose to Join the Texas Stream Team (TST) Dataviewer

Click the Join Texas Stream Team link in the upper left corner of the webpage.



View active and inactive sites by Basin

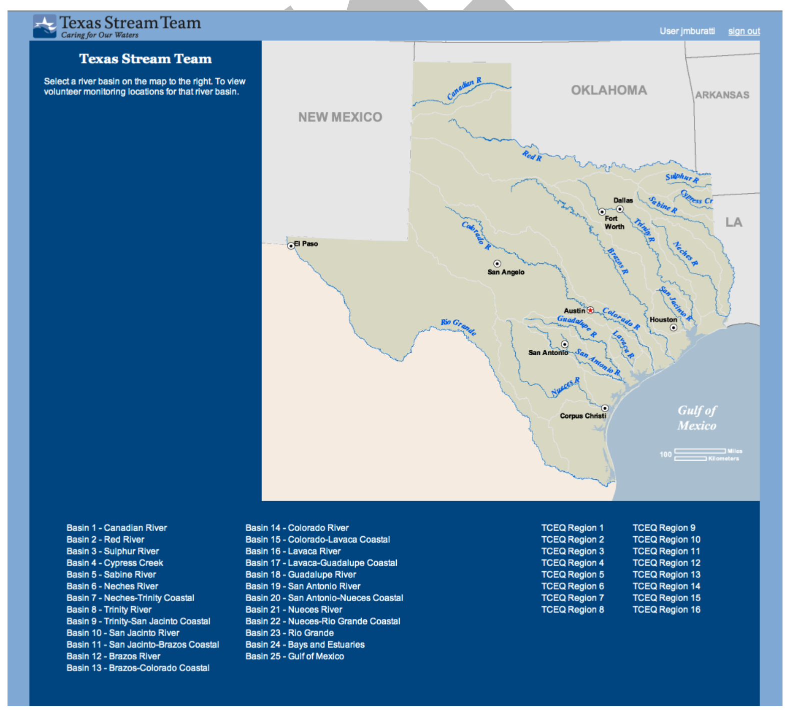
Click Query by Basin Map

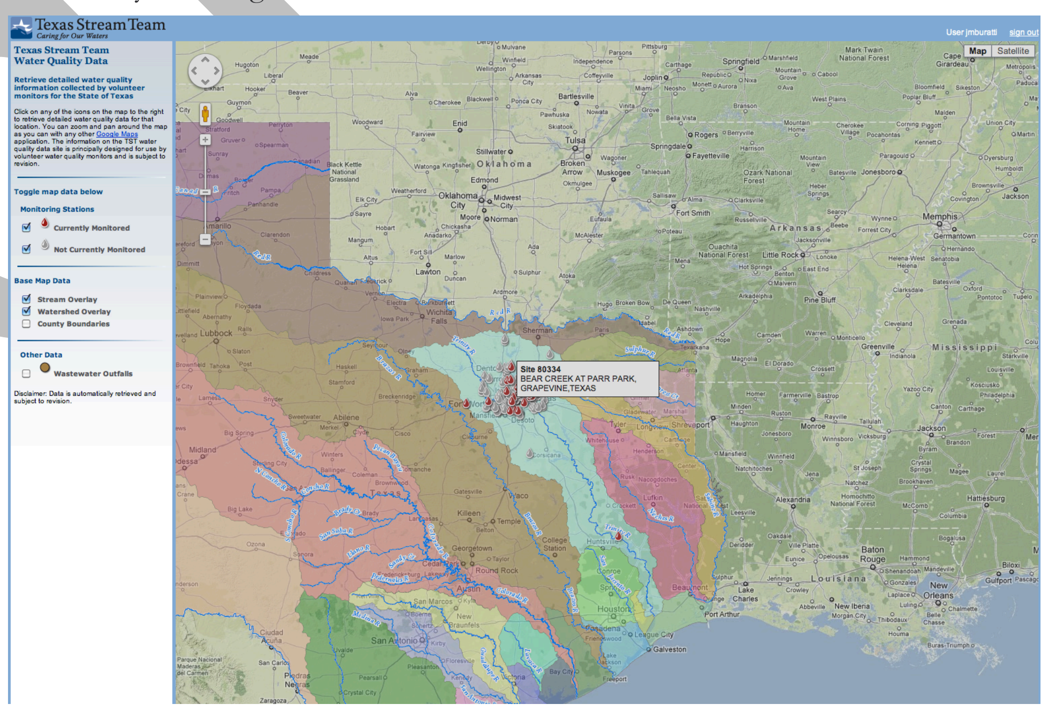
This will take to you a page showing all 25 of our basins in both map and list format. Click on the basin you would like to view on either the map or the list. This will take you to a map of Texas with all the basins shown in different colors and drops marking historic and current sampling sites for the selected basin only. Gray drops are historic sites and red sites are current sampling sites. Scroll over the drops to see the name of the site and click on the drop to select the site and see the recorded data. You can choose to see only the active sites, only the inactive site, the streams and their names, the watersheds and their names, the county boundaries and the location of the wastewater outfalls by checking the boxes on the left side of the screen.

View active and inactive sites by TCEQ Region (or major city)

Click Query by Region Map

This will take you to a page showing all 16 of the TCEQ Regions and list. Click on the basin you would like to see on either the map or the list. This will take you to a map of Texas with all the basins shown in different colors and drops marking historic and current sampling sites for the selected TCEQ Region *only*. The region boundaries are not shown on the map. Gray drops are historic monitoring sites. Red drops are current monitoring sites. Scroll over the drops to see the name of the site and click on the drop to select the site and see the recorded data. You can choose to see only the active sites, only the inactive site, the streams and their names, the watersheds and their names, the county boundaries and the location of the wastewater outfalls by checking the boxes on the left side of the screen.

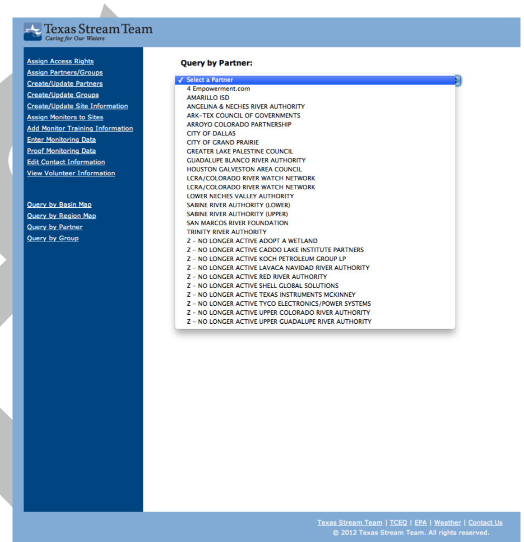




View active and inactive sites by Partner

Click Query by Partner

Choose the Partner name from the drop-down menu

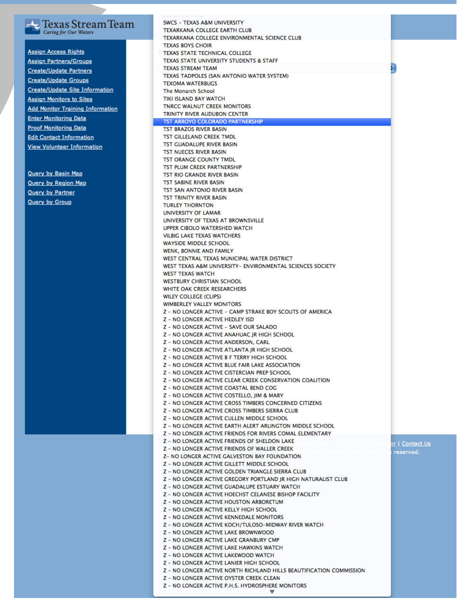


Partner with the label "Z - No Longer Active –" are partners that are not actively involved with Texas Stream Team but do have accessible, historic data. Click on the partner name and a list of the sites they have will appear. Click on the site id/name and the data associated with that site will appear in a new window. From here, you can download a full table of the data in a tab delineated text file (can be opened in Excel) by clicking on the Download Data link. You can also choose to view the location of the site on a map by clicking View Map.

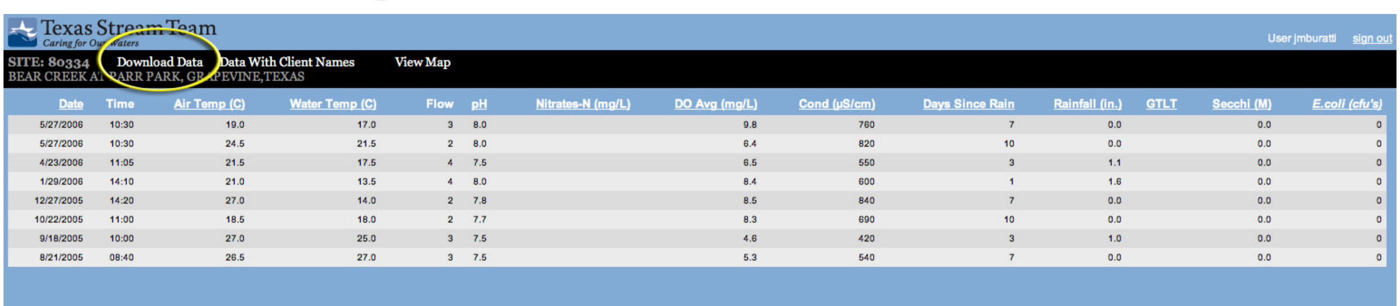
View active and inactive sites by Group

Click Query by Group

Choose the Group name from the drop-down menu



Groups with the label "Z - No Longer Active –" are groups that are not actively monitoring, but do have accessible, historic data. Click on the group name and a list of the sites they have will appear. Click on the site id/name and the data associated with that site will appear in a new window. From here, you can download a full table of the data in a tab delineated text file (can be opened in excel) by clicking on the Download Data link. You can also choose to view the location of the site on a map by clicking View Map.



Date	Time	Air Temp (C)	Water Temp (C)	Flow	pH	Nitrates-N (mg/L)	DO Avg (mg/L)	Cond (µS/cm)	Days Since Rain	Rainfall (in.)	GTLT	Secchi (M)	E.coli (cfu's)
5/27/2006	10:30	19.0	17.0	3	8.0		9.8	760	7	0.0		0.0	0
5/27/2006	10:30	24.5	21.5	2	8.0		6.4	820	10	0.0		0.0	0
4/23/2006	11:05	21.5	17.5	4	7.5		6.5	550	3	1.1		0.0	0
1/29/2006	14:10	21.0	13.5	4	8.0		8.4	600	1	1.6		0.0	0
12/27/2005	14:20	27.0	14.0	2	7.8		8.5	840	7	0.0		0.0	0
10/22/2005	11:00	18.5	18.0	2	7.7		8.3	690	10	0.0		0.0	0
9/18/2005	10:00	27.0	25.0	3	7.5		4.6	420	3	1.0		0.0	0
8/21/2005	08:40	26.5	27.0	3	7.5		5.3	540	7	0.0		0.0	0

Section 2: Joining the Texas Stream Team Dataviewer

Sections
1: Main Page
2: Join
3: For Monitors
4: For Group Leaders
5: For Partners

Before you join...you must

Complete Monitoring Training

Trainings sessions are offered several times a year in numerous areas around the state. To learn about the next training session your area, contact us at txstreamteam@txstate.edu.
For more information about what it means to become a monitor, how to become a monitor, please see http://txstreamteam.rivers.txstate.edu/monitors/become-monitor.html

Identify a group you would like to join

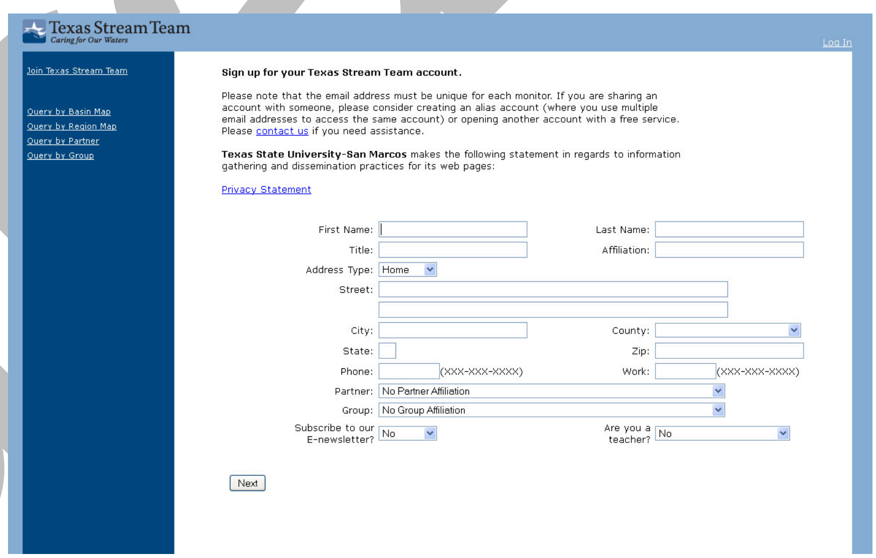
If you would like information about groups in your area or how to form a group, contact us at txstreamteam@txstate.edu.

Steps - Join the Texas Team Stream Online Dataviewer

Go to https://aqua.rivers.txstate.edu/join.aspx

Enter your contact information

In *all caps* enter: First and Last Name, Street Address, City, State, Zip code, Phone and Work/Cell Phone. You will also need to enter the county in which you live. Texas County Locator: http://www.county.org/resources/countydata/bin/locater.html

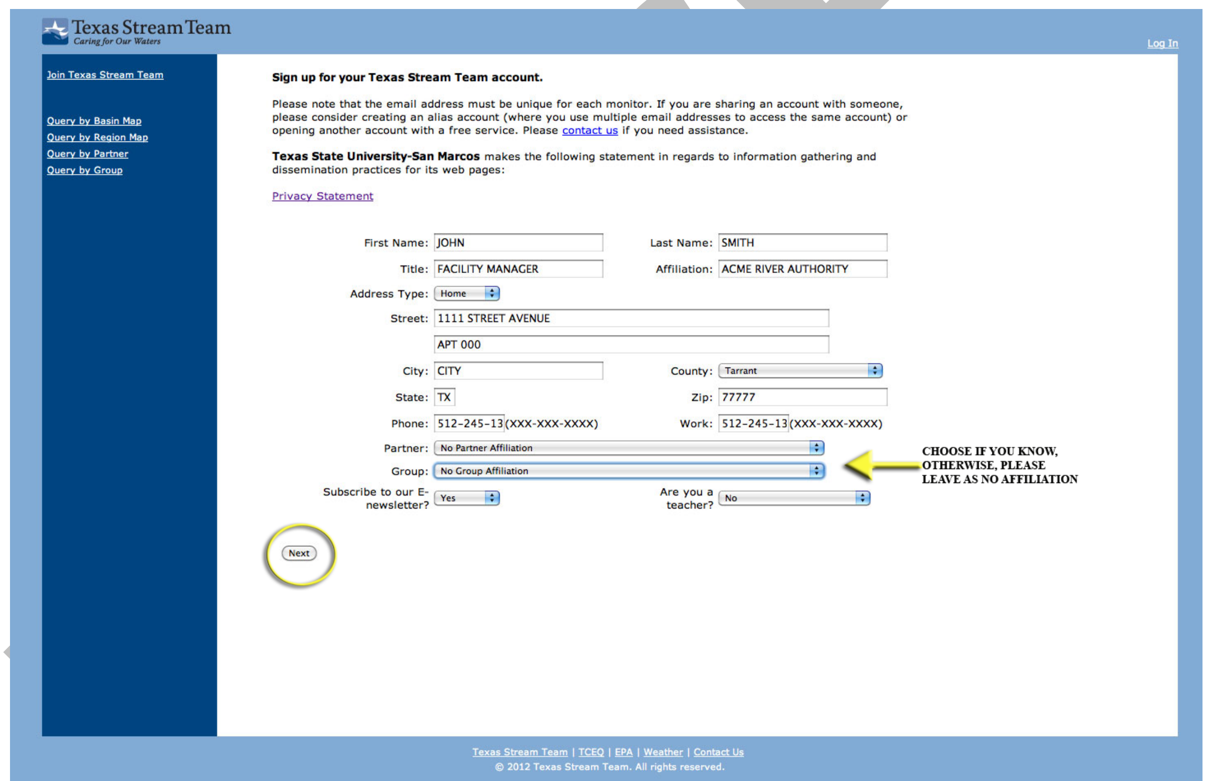


Please add your Title or Affiliation such as:
Title: Regional Coordination
Affiliation: Hays County Master Naturalist

Title: Education & Outreach Coordination
Affiliation: XXXX River Authority.

Select the partner with whom your group works

If you do not know, leave this menu blank.
If you know that your group works or gets supplies from a partner, select the name of that partner from the drop down menu.



Select the group with whom you plan to work

If you do not know your group, please select **A – Newly Trained – Need to join a group**.
If you know what group you will be joining, please select that name from the drop down menu at Group.

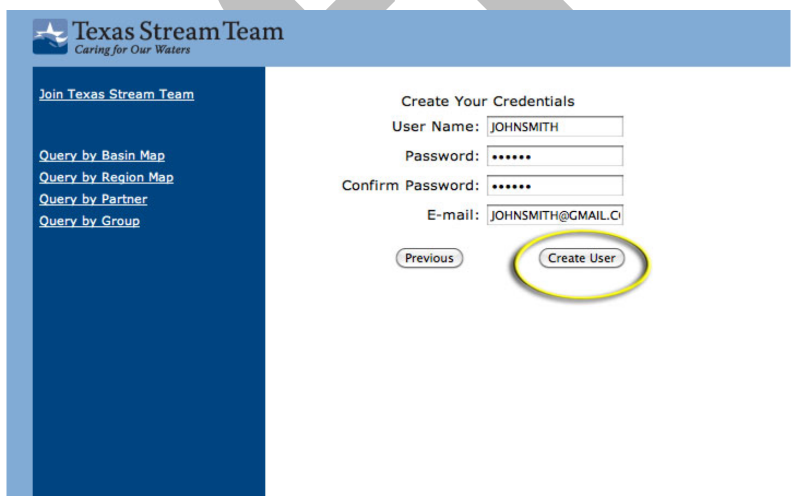
Select yes or no if you wish to get our e-newsletter and yes or no if you are a teacher

If you select yes for the e-newsletter, you will be signed up to receive *Headwaters* e-newsletter to the email address you provide on the next webpage. If you select yes, you are a teacher, you may be eligible to receive 9 TEEAC credits if you have completed water quality monitoring training, http://txstreamteam.rivers.txstate.edu/educators/earning-teeac-credit.html.

Click next.

Enter your user name on the next page

You will need to create a user name for you to use on this website. Please record this username for your records.
Suggestion on how to create a username: Type your first name and last name, in all capital letters, as one word, no breaks



Enter your password

You will need to select a password that is 6 characters min, and can be a mix of any characters or numbers. Record this password for your records in a safe location. Confirm your password by retyping it exactly the same.

Enter your email address

This email address will be your main point of contact with us. You must have an email in order to join. We will use this email to communicate data issues, program updates and/or to send you an e-newsletter.

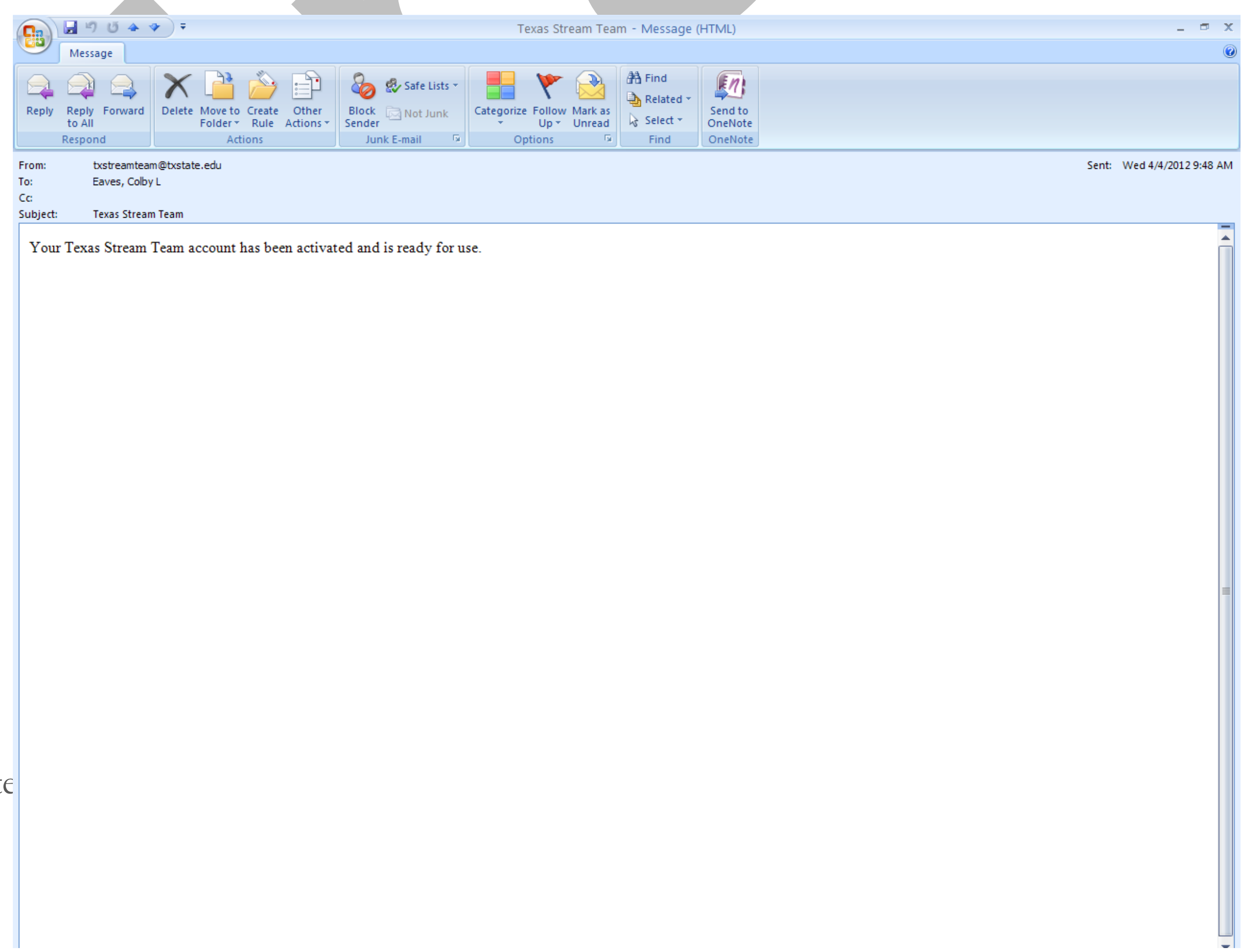
Click "Create User"

The Join session is now concluded and your Completion screen should appear. At this point, please wait until you receive our confirmation email (discussed next).

Once a representative from the TST has reviewed your request, you will receive an email that your account has been activated.

> This may take up to a week. A TST representative will review to determine if you have completed training and check that the partner and group you have entered is still active.
>
> If you are a group leader or partner, please email us at txstreamteam@txstate.edu or call us 512-245-1346/1-877-506-1401 to notify us – different permission levels will be added to your account.

You will be able to log on and use the Dataviewer as soon as you receive an email stating, "Your Texas Stream Team account has been activated and is ready for use".



Section 3: Log In Features for For Monitors

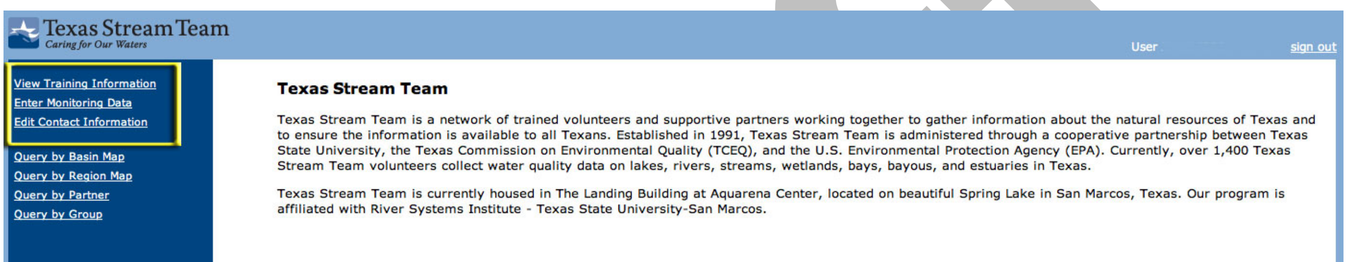
Sections
1: Main Page
2: Join
3: For Monitors
4: For Group Leaders
5: For Partners

Monitors can do the following using the Dataviewer:

View Training Information

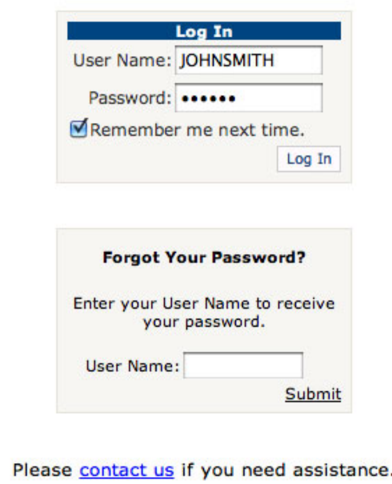
Enter Monitoring Data

Edit Contact Information



Logging in: using your username and password

Click Log In on the upper right hand corner of the webpage. If you have forgotten your password, enter your username in the Forgot Your Password? space and your password will be emailed to you.



How to View your Training Information

Click on the View Training Information link

You will see your training date and when this information was entered. Your group leader or a TST representative enters your training information. If this information is wrong or a training session was not recorded, please contact your group leader or contact TST (txstreamteam@txstate.edu, 512-245-1346/1-877-506-1401).

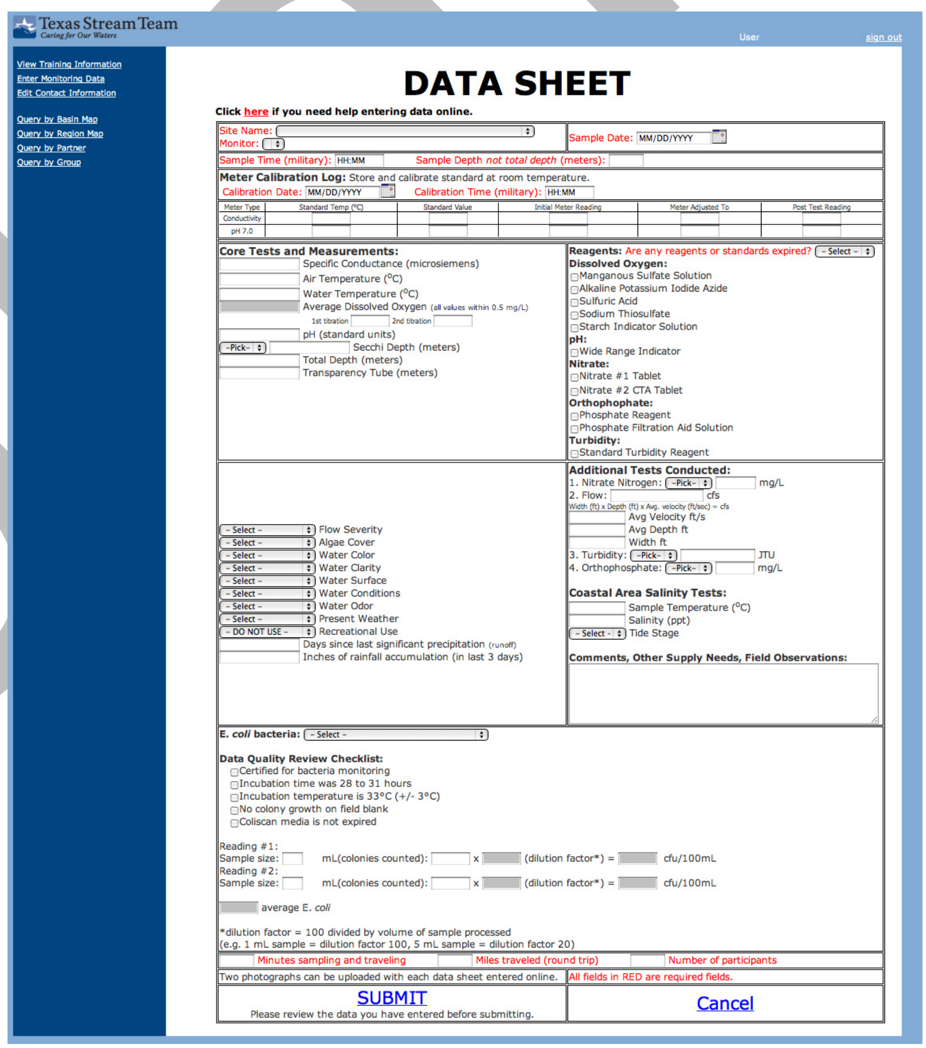
How to To Enter Monitoring Data

Click on the Enter Monitoring Data link

About the Data Sheet

- The datasheet webpage will appear.
- Any field names in red are required fields
- In areas where you need to enter a date, there will be a calendar icon. Clicking on this icon will allow you to choose the date using a calendar tool.
- Times should be entered in military style, i.e. 24 hour basis.
- Press tab to move to the next field, or click on it with your mouse.

For a full explanation of how to perform, interpret and properly record the results from each test, please refer to your training notes or the **Texas Stream Team Water Quality Monitoring Manual** (MANUAL) available at http://txstreamteam.rivers.txstate.edu/publications/program-publications.html.
For each test, the MANUAL page number explaining the test and observation is noted in parenthesis.



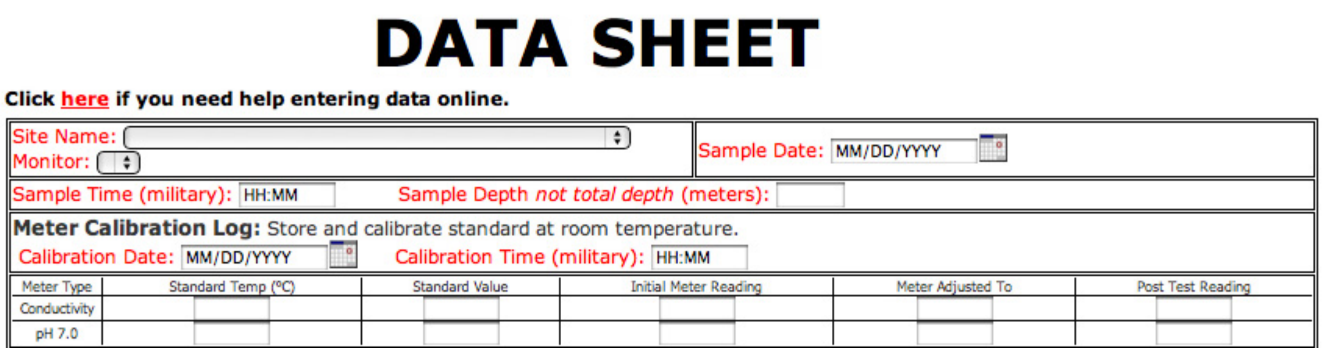
Type in your monitoring data

Personal Information, Site Information, Date, and Time fields

- Your name should appear in the Monitor field.
- Any sites registered to you will appear in the drop down menu for Site Name.
- Select the Site ID of the site for which you are entering data.
- Click on the calendar icon to enter the Sample Date
- Enter the Sample Time (in military format)
- Enter Sample Depth (standard depth is 0.3 meters)

Meter Calibration Log fields

- Record the date and time of the conductivity meter calibration (value must be within the 24 hours of sampling event).
- Enter the conductivity calibration standard value in the Standard Value field (page 43 in MANUAL).
- Enter the temperature of the calibration standard if using the calibration method involving temperature (page 44 in MANUAL).
- Enter the Initial Meter Reading from the calibration in the Initial Meter Reading field (page 44 in MANUAL).
- If the Initial Meter Reading is not within calibration standard range, calibrate the meter (p44 in MANUAL).
- Enter the new Meter Reading in Meter Adjusted To field (page 44 in MANUAL)


DATA SHEET

Click here if you need help entering data online.

Site Name:
Monitor:
Sample Date: MM/DD/YYYY

Sample Time (military): HH:MM   Sample Depth *not total depth* (meters):

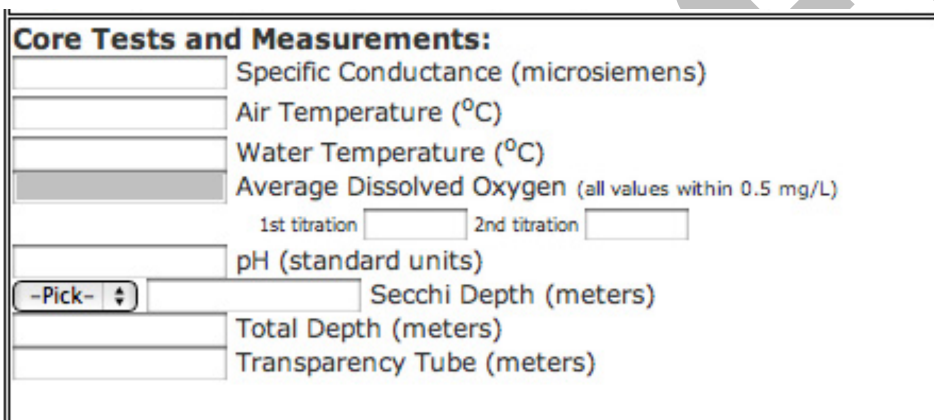
Meter Calibration Log: Store and calibrate standard at room temperature.

Calibration Date: MM/DD/YYYY   Calibration Time (military): HH:MM

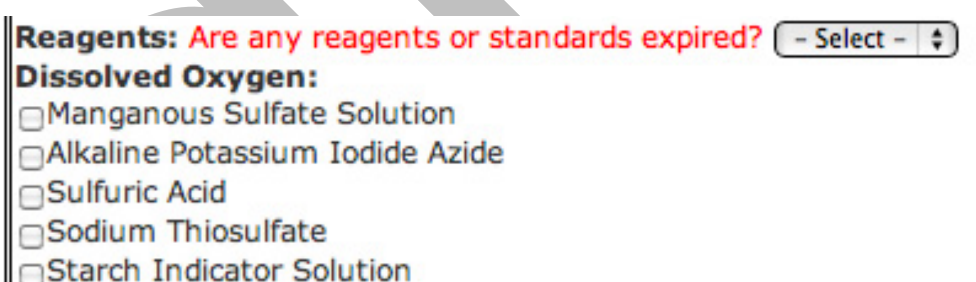
Meter Type	Standard Temp (°C)	Standard Value	Initial Meter Reading	Meter Adjusted To	Post Test Reading
Conductivity					
pH 7.0					

(Typing in your monitoring data continued)
Core Tests and Measurements fields

- Enter the conductivity meter reading in the Specific Conductance field.
- Enter Air Temperature and Water Temperature in each of their respective fields.
- For Dissolved Oxygen, you will conduct 2 tests. Enter the first reading in the 1st Titration field and the second in the 2nd Titration Field. These two values need to be within 0.2 of each other. The website will automatically generate the average. (page 31-37 in MANUAL)
- Enter the pH value in the pH field (page 37-41 in MANUAL)
- Enter the Secchi Disk Depth in the Secchi Disk field, along with choosing <, >, or = from the drop down menu (page 30 in MANUAL)
- Enter the value from t he Transparency Tube in its field if using that method

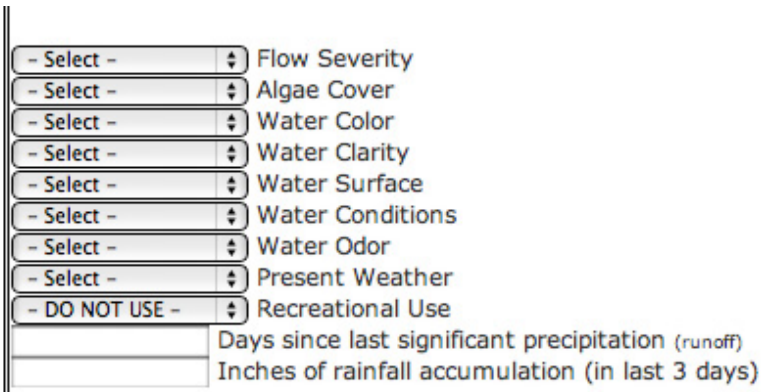


- In the Reagents fields, select NO from the drop down menu if all of your reagents are up to date.
- Select YES if you have expired reagents.
- Check the box(es) of the reagent(s) that are expired.



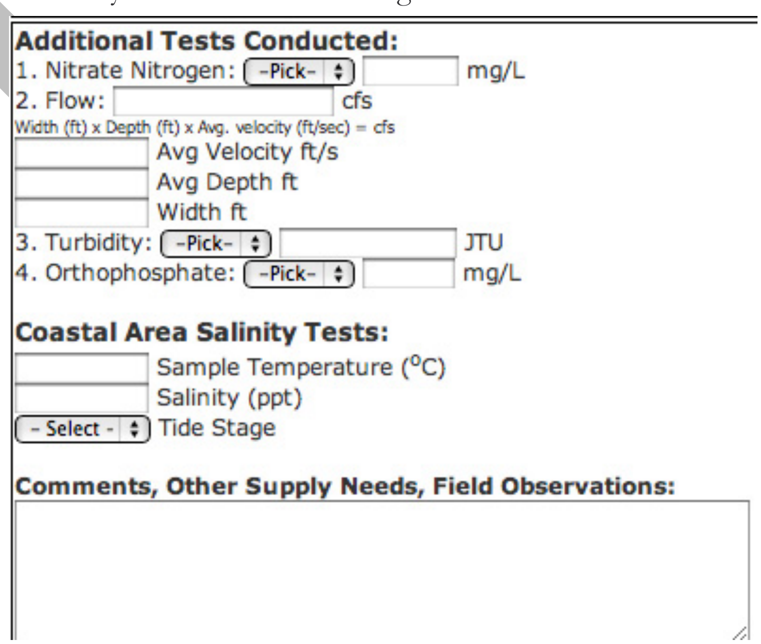
Field Observation fields

- Choose a value from the drop down menus for:
- Flow severity (also known as flow level page 22 in MANUAL)
- Algae Cover (page 23 in MANUAL)
- Water Color (page 24 in MANUAL)
- Water Clarity (page 24 in MANUAL)
- Water Surface (page 24 in MANUAL)
- Water Conditions (page 24 in MANUAL)
- Water Odor (page 24 in MANUAL)
- Present Weather (page 25 in MANUAL)
- Recreation Use – Do not enter data in this field. Write recreation observations in Comments box.
- Enter the number of days since the last noticeable rainfall upstream of your site in the "Days since last signification precipitation" field.
- Enter the total inches of rainfall that has occurred over the last three days in the "Inches of rainfall accumulation" field



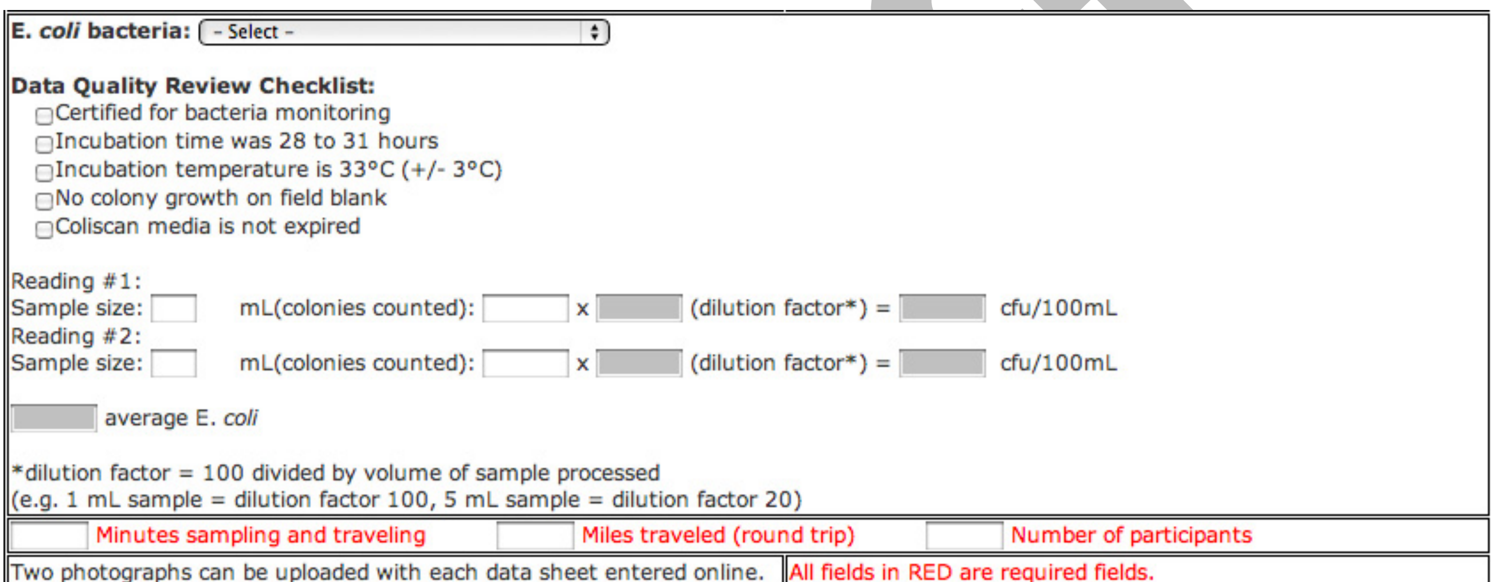
Additional Test Conducted fields

- Enter values of each test as instructed in your Advanced Training class and manuals.
- Otherwise, only enter comments in the Comment and Field Observations field.



E. coli bacteria field

- Enter the bacteria results as instructed in your Bacteria Core Training class and manual.
- Enter the number of minutes spent sampling, number of miles traveled round trip to sample and the number of participants in the respective fields at the bottom of the data sheet.
- Double check your work to make sure you have information in all the red fields and that your data records are correct.


E. *coli* bacteria: - Select -

Data Quality Review Checklist:

- Certified for bacteria monitoring
- Incubation time was 28 to 31 hours
- Incubation temperature is 33°C (+/- 3°C)
- No colony growth on field blank
- Coliscan media is not expired

Reading #1:
Sample size: mL(colonies counted): x (dilution factor*) = cfu/100mL
Reading #2:
Sample size: mL(colonies counted): x (dilution factor*) = cfu/100mL

average E. *coli*

*dilution factor = 100 divided by volume of sample processed
(e.g. 1 mL sample = dilution factor 100, 5 mL sample = dilution factor 20)

Minutes sampling and traveling Miles traveled (round trip) Number of participants

Two photographs can be uploaded with each data sheet entered online. All fields in RED are required fields.

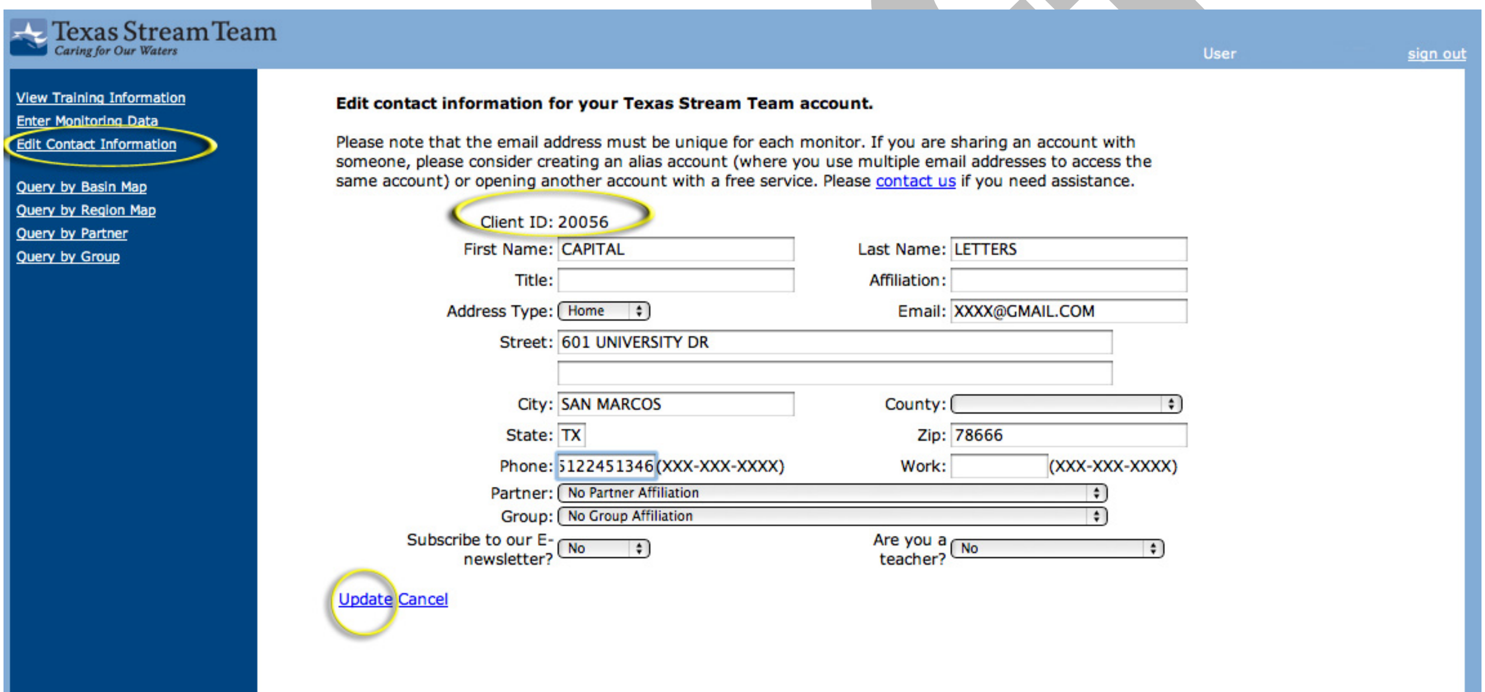
Click Submit.

From here, your group leader will need to verify your data and then it will be displayed live in the Dataviewer online database.

How To Edit Contact Information

- Click on the Edit Contact Information link
- Update your contact information.
- Write down your Client ID in you MANUAL or other place for your records.
- Click Update on the bottom left.

Note: TST staff cannot update your information. It is your responsibility to update your contact information.



Section 4: Log In features For Group Leaders

Sections

Group Leaders can do the following things from their page:

Create/Update Groups (group information is required)

Create/Update site information

Assign monitors to Sites

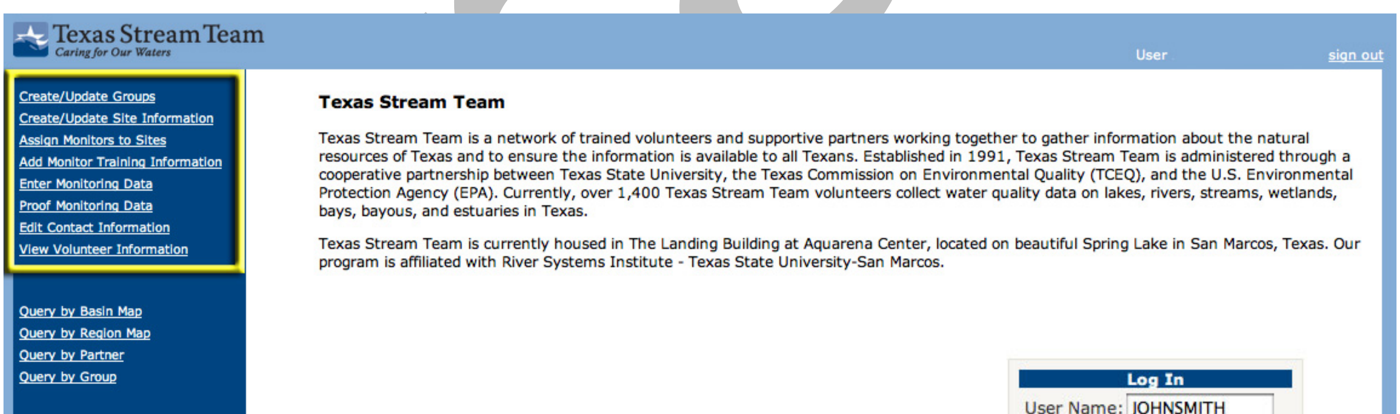
Add monitor training information

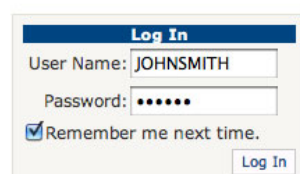
Enter Monitoring Data

Proof Monitoring Data

Edit contact information (your personal information)

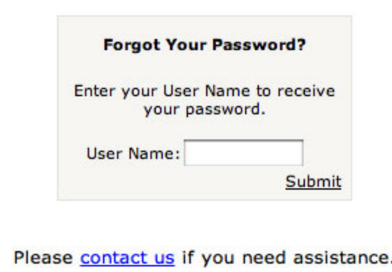
View Volunteer Information





Logging in: using your username and password

Click Log In on the upper right hand corner of the webpage.
If you have forgotten your password, enter your username in the Forgot Your Password? field and your password will be emailed to you.



How to Create/Update Groups

Note - Please only edit the group that you are associated with. If you need to create a new group, please contact the Texas Stream Team (txstreamteam@txstate.edu) prior to creating a new group.

Click on the Create/Update Groups link

Select your group using the drop down menu.

Below you will about to change the following items

Group name (Name field)
Status (where you indicate if the group is Active)
Official contact address for the group (Street, City St. Zip fields). This is usually the address of the group leader
Official contact phone and email for the group (Phone and Email fields). This is usually the phone and email of the group leader

In the drop down menus you will be able to select a group member for the roles listed below. ***More information about these roles will soon be available on the Texas Stream Team website.***

Group Member Roles	Duties
Contact Person	Primary contact for the group.
Monitoring Coordinator	Groups do not need to have someone in this position
Training Coordinator	Schedules citizen water quality monitoring trainings.
Equipment Manager	Manages all the monitoring equipment.
Data Manager	Makes sure data is entered
QAQC Manager	Reviews data submissions for potential issues or errors

How to Create/Update Groups Continued

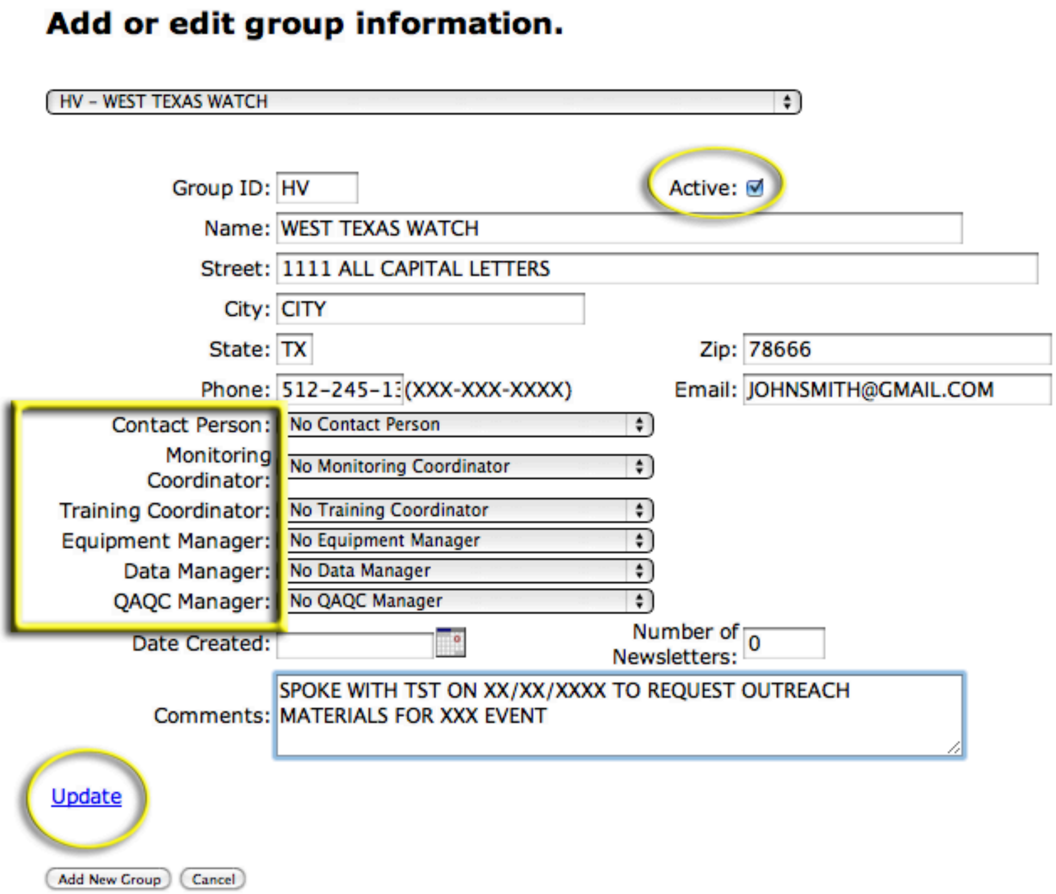
Scroll down to select the person you want to assign to a specific group member role

> You can only assign monitors who have already joined the Dataviewer and are listed with your group. If you do not see the person's name in the drop down menu, please contact them and have them join. A Dataviewer user can select your group to be "affiliated" with by logging on and clicking on Edit Contact Information.
>
> One person can be assigned to two or more roles.

Click on the calendar icon next to the Date Created field to change or add the date that your group was originally created.

Number of Newsletters field can be left at 0.

You may add comments in the Comments field, but it is not required.



How to Create/Update Site Information

Note - Please only edit the sites that you are group monitors. If you need to create a site, please contact the Texas Stream Team at txstreamteam@txstate.edu. More information about sites and how we select sites will soon be available on the Texas Stream Team website

Before you update site information, you will need to know the following:

- County of your site
- Name of your site
- Site ID
- Be able to find the site on a google maps.

Click on the Create/Update Site Information link.

Select the County that your site is in from the drop down menu.

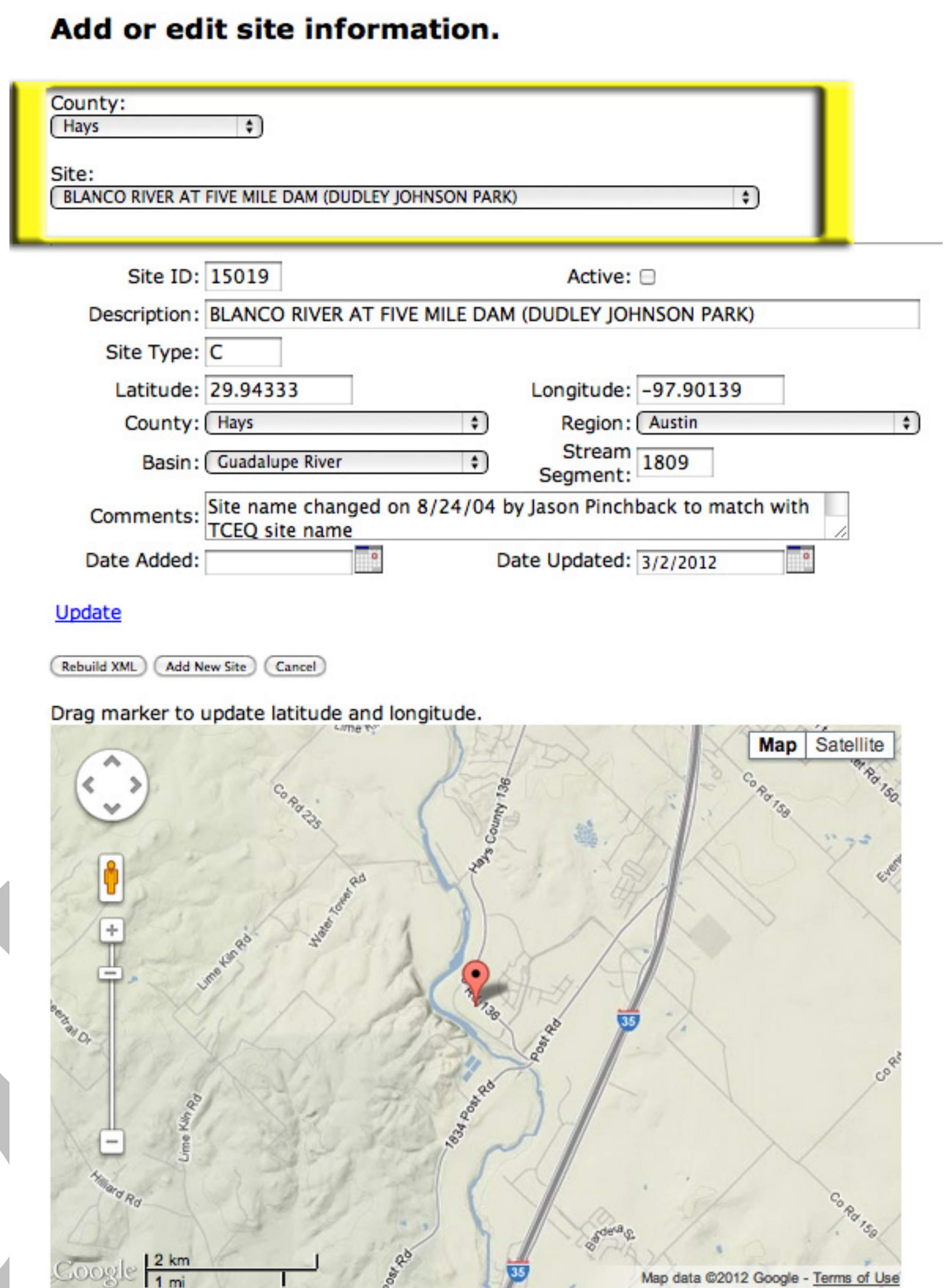
Select your site from the drop down menu.

You cannot change the Site ID. If there is a problem with the Site ID, please contact us at txstreamteam@txstate.edu

Update the Active box for an active site (no check for an inactive site).

To change the Description, type in the new name in the Description field, using ALL CAPS please.

To change the site type of the site, type in the new type code in the Site Type field.



C	core water quality monitoring
A	advanced water quality monitoring
B	bacteria monitoring
C/B	core and bacteria water quality monitoring
C/A	core and advanced water quality monitoring

To change the location of the site, move the drop pin on the map below to where the site actually is.

> Scroll you pointer over the map. The pointer will change to a little hand icon. If you hold down on your mouse button, the little hand will close to a fist, which means it is holding on the map and will move the map around. To zoom in or out, us the + and – buttons and scale on the left hand side of the map. To move the drop pin, position the little hand over it, press your mouse button to close the little hand and grasp the pin and slowly move it to the proper location. If you click the Satellite button on the top right of the map, you will get a satellite image of the area instead of the road map. As you move the pin, the website with automatically correct the Latitude, Longitude and County of your site.

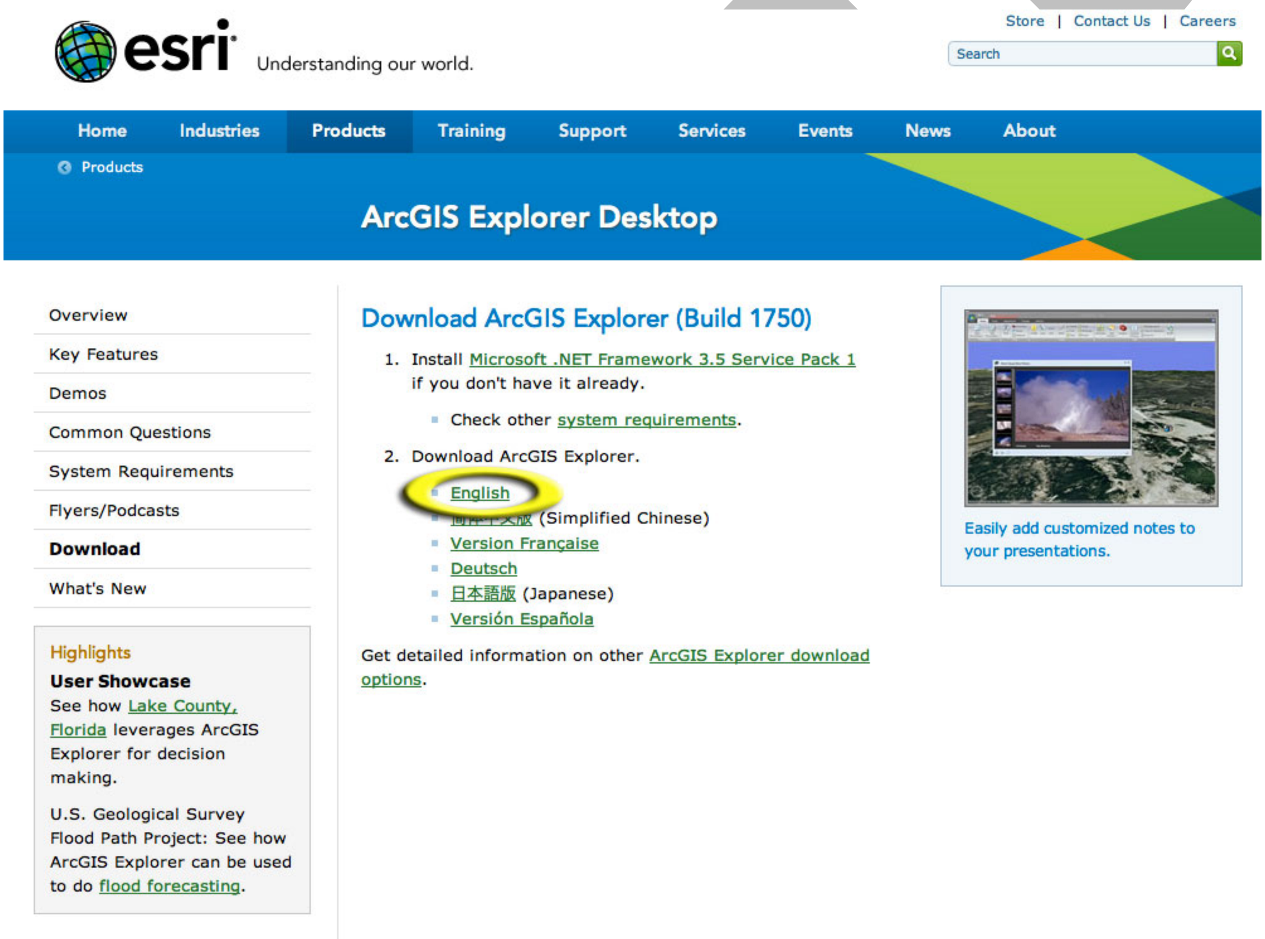
To update Region or Basin, chose the appropriate one from the drop down menus.

> If you do not know what region or basin your site is in, click on Query by Region Map or Query by Basin Map on the left hand links on the webpage. Click on the region or basin you think your site is in and zoom in to verify.

To update or add Stream Segment type the Stream Segment code into the Stream Segment field.

To find the stream segment code, follow the instructions below, or contact your partner or Texas Stream Team Representative for help.
Also see http://txstreamteam.rivers.txstate.edu/monitors/site-creation.html for more information.

- Download ArcGIS Explorer program.
  http://www.esri.com/software/arcgis/explorer/index.html
- Open and install ArcGIS Explorer. This will take several minutes.
- Download and open the file entitled "New_TST_Site" from the webpage listed above.
- Make sure at there is a check in the box next to TCEQ stream Segments. Zoom in to the area of your site using the direction and zoom scale in the bottom left of the map.
- Click on the river graphic at your site and a records box will open. The top line of this box will be SEG_ID. This is your Stream Segment ID code.



Click on the Comments field and type in any notes you would like to have in the Dataviewer database.

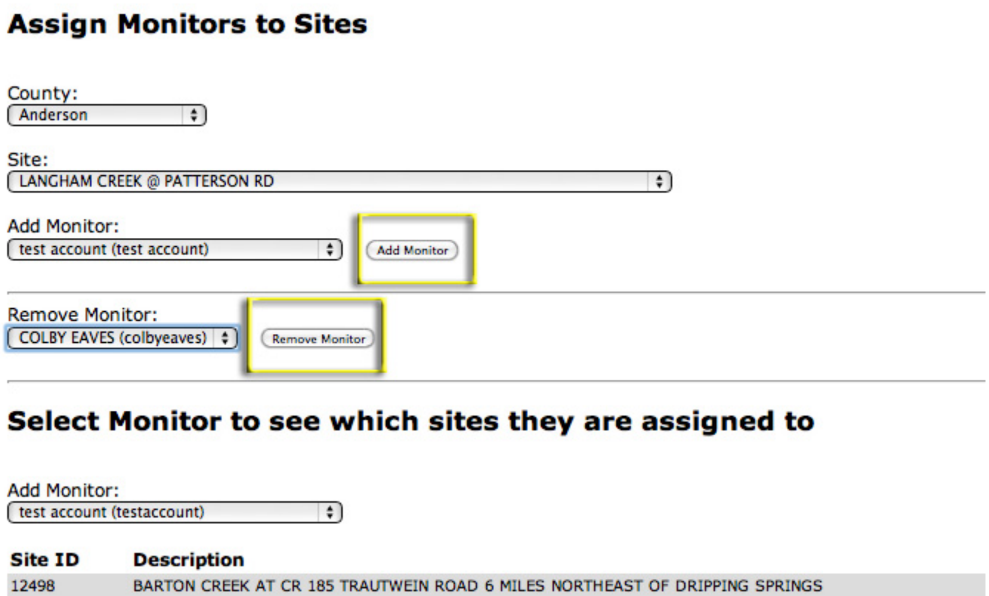
Once you have finished, please Click on UPDATE.

How to Assign Monitors to Sites

Select the county where your site is found from the drop down menu under County:

Select the site you wish to assign a monitor to.

> Please only assign monitors to sites that your group works with.
> Select the monitor you wish to assign to a site by selecting the monitor from the drop down list below Add Monitor. Click the Add Monitor Button to assign that monitor to that site.
> You will only be able to see monitors that are listed with your group. If you do not see the person's name in the drop down menu, please contact them and verify that they have joined the Texas Stream Team Dataviewer and have selected your group as the group they are associated with. If needed, they can select your group to be associated with by logging on and clicking on Edit Contact Information.
> Also note, you can add more than one monitor to any site and more than one site to each monitor.



How to Un-Assign Monitor(s) to Site(s)

To un-assign a monitor from a site, select the site and then select that person's name in the Remove Monitor drop down menu.

Click the Remove Monitor Button.

> To see what site a monitor in your group is assigned to, select their name from the drop down box under the title Select Monitor to see which sites they are assigned to. The sites they are assigned to will appear in gray boxed below the drop down menu field.

How To Add Monitoring Training Information

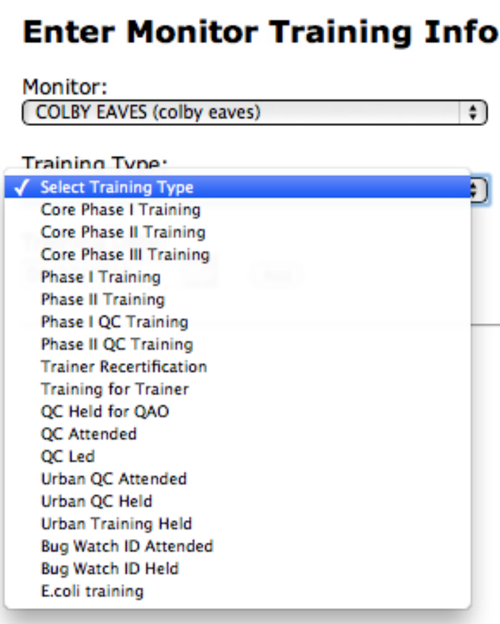
Group leaders will need to regularly update the trainings completed by monitors listed in the online Dataviewer.

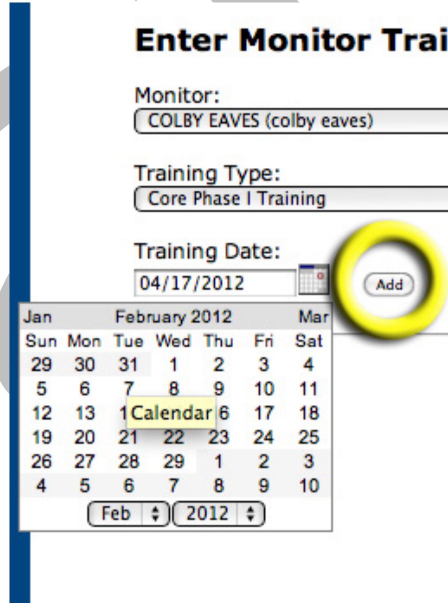
Select the Monitors name from the drop down menu.

Select the type of training that they completed under Training Type.

Click on the calendar icon or enter the date or update the date the monitor completed training.

Click the Add button to submit this information to the Dataviewer.





How To Enter Monitor Data

See Section 3 of this document (pages 11-15) above for complete instructions.

How To Proof Monitoring Data

How To Edit Contact Information

See <u>Section 3 of this document (page 17)</u> above for complete instructions.

How To View Volunteer Information

Click on the View Volunteer Information.

All the monitors listed with your group will appear in order by Client ID or alphabetically by Last Name. You can reorder the list by clicking on the Categories (Client ID, User ID, First Name, etc.)

Click on the blue **Edit** link beside that person's name to update a monitor's information.

Their information will appear in white boxes, where you can type in their new information. Group leaders will be able to **Edit** a monitor's

- First and last name
- Address, City, State and Zip
- Home phone

View volunteer information.

Download Data

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

	Client ID	User ID	First Name	Last Name	Address	Address2	City	County	State	Zip	Home Phone
Edit	20039	testaccount	test	account	123 Fake St		Nowheresville		ZZ	12345	
Edit	20040	test account	test	account	Z		Z		Z	12345	