EstuaryWatch Administration Guide

User guide for the EstuaryWatch Adminstration Area

Prepared September 2017
EstuaryWatch and CeRDI

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Accessing the administration area through the login page

Access the site at:
http://www.estuarywatch.org.au

You can also find the login under the Monitoring menu where you have the option to Submit your data.

Enter your **Username** and **Password** to the entry Administration page.

As part of the 2016 EstuaryWatch redevelopment, all existing passwords have been reset.
*If you have not received an email with updated login details or have forgotten your password, use the "**forgot username/ password**" options or contact your EstuaryWatch Coordinator.*

Changing passwords / updating your details

Once you have logged into the portal, click the '**Profile**' tab.
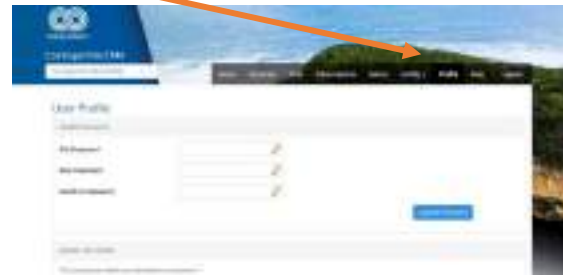
If you would like to change your password enter your **Old Password** and **New Password** under the Update **Password** heading and click **Update Password** button.

If your details are not up to date, type in new information under the **Update User Details** heading,

Click **Update details** button at the bottom of your screen when finished to save the changes:
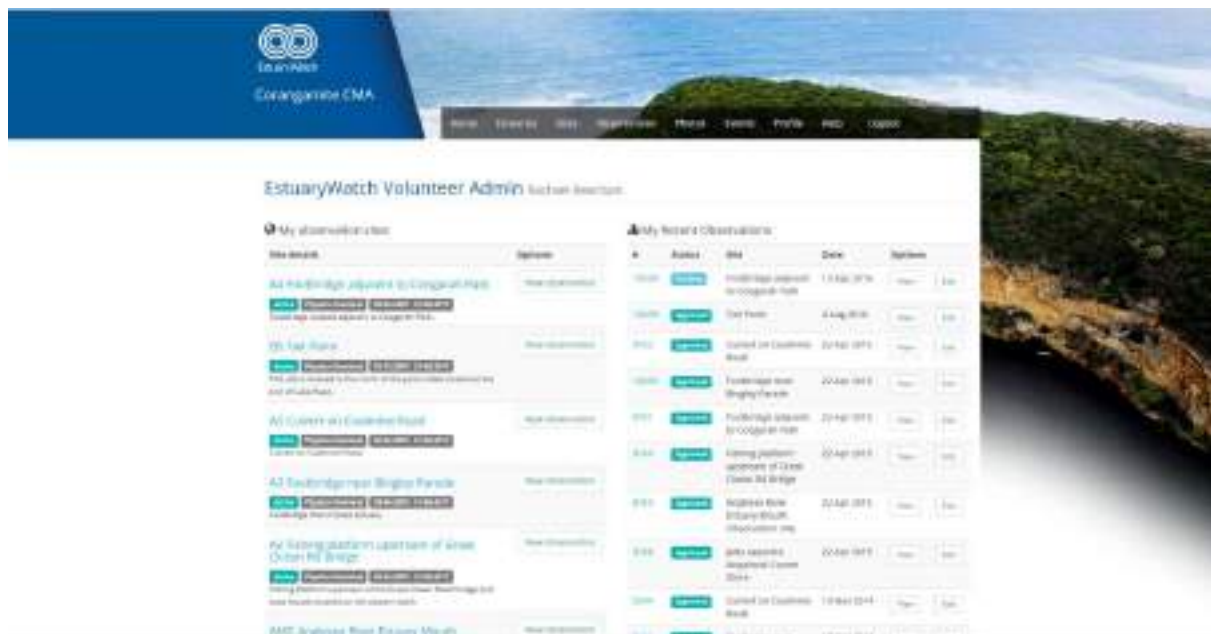

Note those with a * are the mandatory fields.

Understanding the administration page

As an EstuaryWatch volunteer, when you login you will see a **Home** page with several menu tabs along the top:

- Home
- Estuaries
- Sites
- Observations
- Photos
- Events
- Profile
- Help
- Logout

If you are a coordinator, you will see an additional tab **Config**. This is where you can manage users, monitoring groups and equipment.

Home

The **Home** page lists your assigned monitoring sites under **My observation sites** on the left hand side of the page**.** On the right hand side of the page, **My recent observations** provide a summary of all the data entered for the estuary or estuaries that you monitor.

Pending Observations lists new observations awaiting verification and approval.

Super-users will also see a drop down menu at the left of the main menu. This allows you to rapidly filter users, observations and pending observations by Catchment Management Authority (CMA) regions.

Estuaries

Under the **Estuaries** tab, you will find a list of all estuaries in your region.

You can view an overview of the estuary including the site list, linked documents and an interactive location map by clicking on the estuary name.
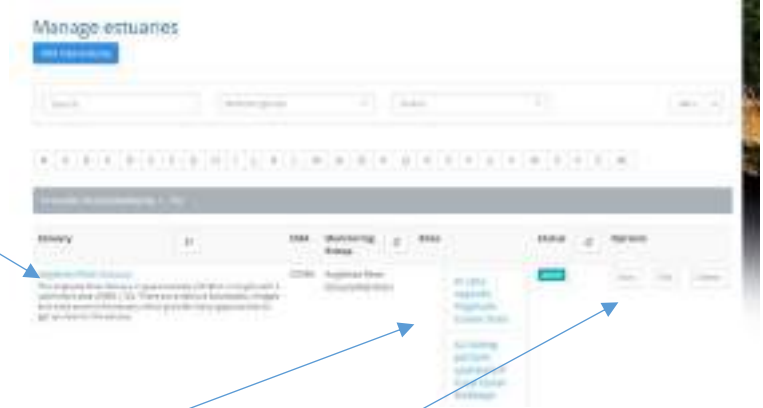

You can also navigate straight to sites in that estuary, this will open with a similar display to the estuary overview. You can also open the **Estuary sites** page by clicking on **Sites**, which will provide you with details of all estuary sites and an **Activity** summary for each. You can also enter new observations here.

Use the *Sort* function to sort estuaries, sites and monitoring groups in alphabetical order.
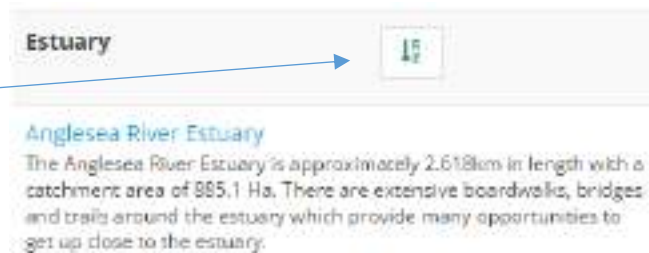
You can export all your site data to Microsoft Excel using the **'Export to Excel'** button.
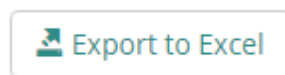
Sites

Under the **Sites** tab, you can search and view all estuary sites. You can also add new observations from here using the **New observation** button.

See the section *Entering Observations* for more information on adding a new observation.

As with your Estuaries list, you can export site data as a .csv file. Scroll to the bottom of your site list and click on the **Export to Excel** button.

If you only wish to export data from a subset of sites, use the search and filtering options at the top of the page to refine your site list first.

Observations

This page provides details of individual observation made at your estuary sites.

Here you can add, search and view your observations. Observations **Pending** approval by your coordinator will be identified.

Photos

Under the **Photos** tab, you can upload images that will be added as temporary user photos. When working in the field, you might access this page to upload photo point photos or event photos to be entered with a data sheet at a later date. See page *Photos and Files* for step by step instructions for uploading photos.
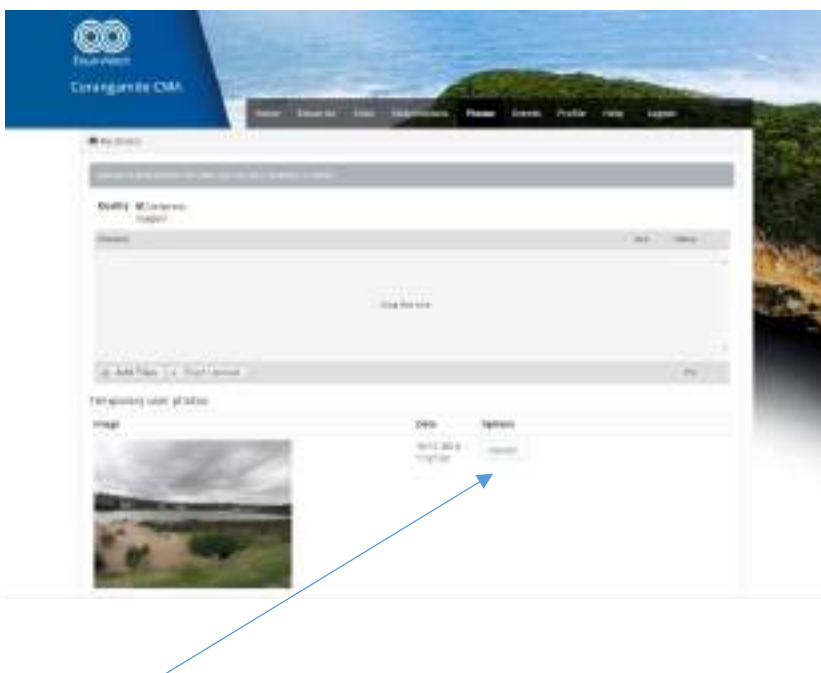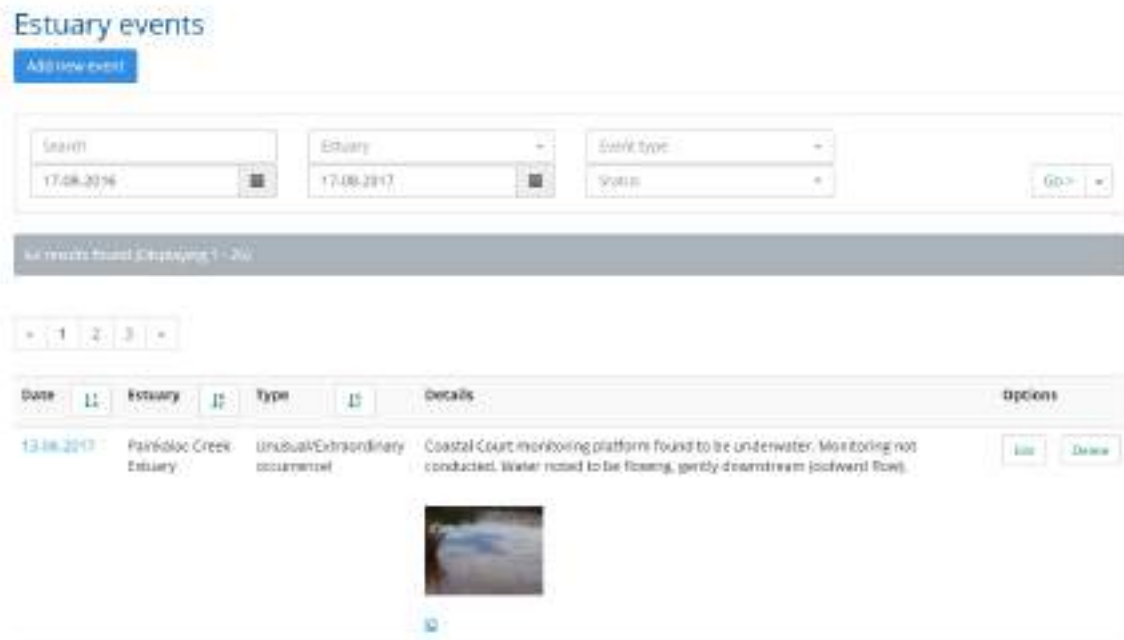
You can **Delete** images when you no longer need photos on the temporary user photo file by clicking the delete button next to the image.

Events

This provides an overview of all estuary events.

You can add, search and view all estuary events here.

Understanding the search functions

The administration interface has a number of ways to search for sites. Each follows the same general principles for searching, and replicates functionality elsewhere in the EstuaryWatch site.

Estuaries search

This search function allows you to search for estuaries and sites within estuaries. All users can filter estuaries by monitoring group and status (active, inactive, retired).

Site search

Here you search for sites in your region and apply an estuary, site type or status filter.

Observations search

This function allows you to search for individual observations and apply search filters e.g. filter by site type, estuary, site name, date and status (Active, Inactive or retired). An **Active** site is one that has been active in the last 12 months. An **Inactive** is a site that hasn't be monitored in the last 12 months. A **Retired** site is one that is no longer monitored. A site is often retired if it is deemed unsafe to monitor.

You can also enter new observations using the 'Add new observation' button

Events search

You can add, search for and edit estuary events here. You can filter results by estuary, event type, date and site status.

Type your keyword or site name into the **Search** box, e.g. typing the word *closure* will return a list of all estuary entrance closures, which you can further filter by estuary or date.

Other search functions

Coordinators will have access to additional search functions on the Home tab (Region search) and on the **Config** tab.

Use the dropdown menu to select which search function and lists you wish to view.

If you select **Users** type a user's first name or surname in the search box to find them in the list.

The **Users** search function is much the same as the other searches, with the additional options to filter user searches by monitor group, CMA, user level of access and user activity status.

If you select **Meters** you can type in a keyword to search for different multi-parameter meter types.

Entering observations

There are several ways you can enter new observations data.

Click the **Observations** tab.

Click on the **Add new observation** button.

Or, on the Home page, scroll down through your list of observation sites until you find the site you wish to enter data for.

Click on the **New observation** button.

You can also enter new observations by going to the **Sites** tab, searching for your site and clicking on the **New observation** button under the column heading **Options**.
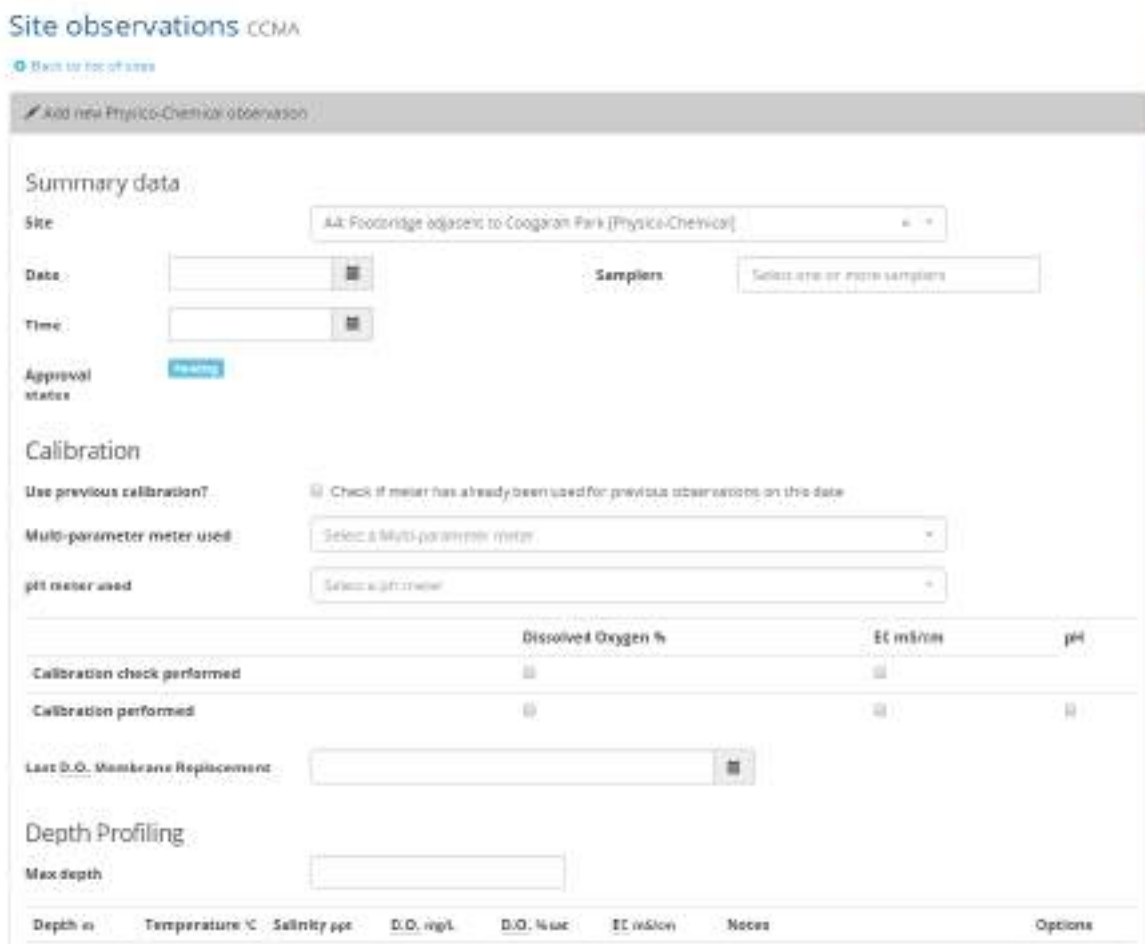Any of these options will open a new screen called **Site observation**.

If you accessed the form using **Add new observations** from the **Observations** tab, the form will open with only the summary data viewable:
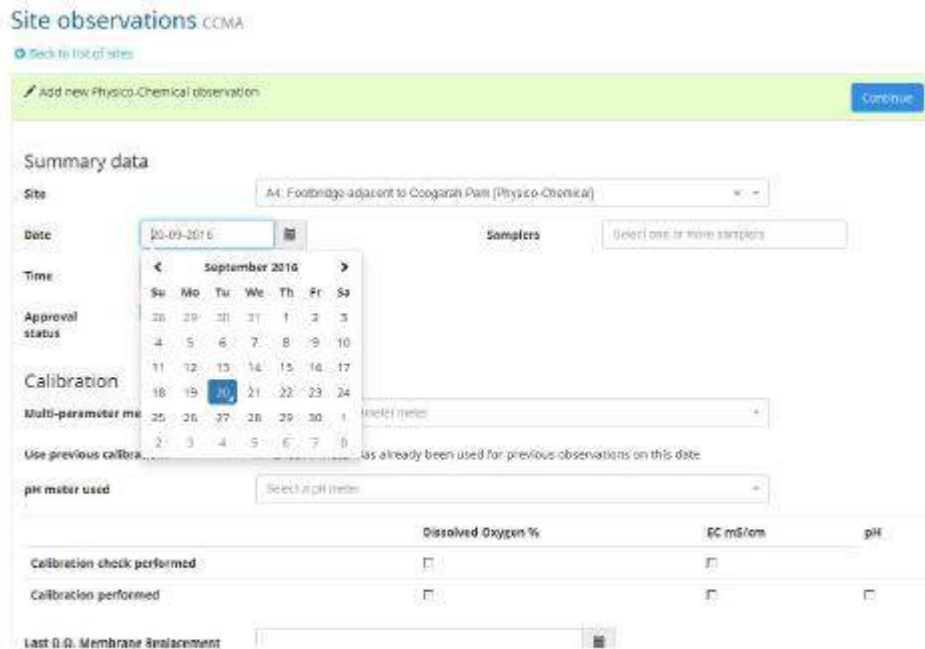

When you choose the site name, the rest of the form will automatically expand. If you accessed the form from the **Home** page, it will automatically expand with the site name pre-populated.
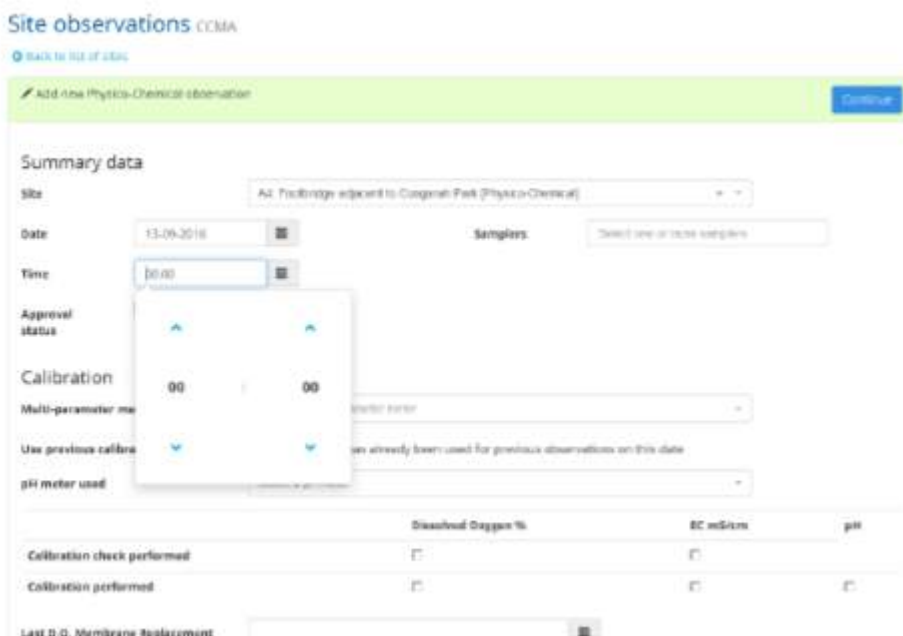
Summary data

In the **Summary data** section, click on the calendar icon next to the **Date** field and select the date that the data were collected.

Click on the calendar icon next to the **Time** field and select the time that the data was collected. To enter the time, you can either use the up and down arrows or click on the **00**. You can also manually type the time into the field.
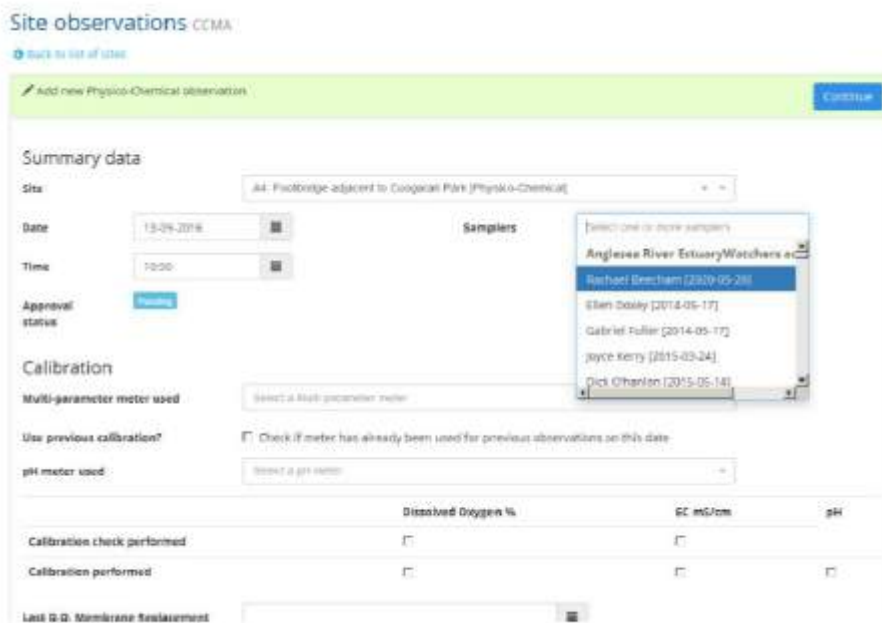
Click inside the **Samplers** field. You can either scroll down and click on the volunteer who was present or you can begin to type their name until it appears as an option on the scroll down menu. Repeat this process for each volunteer who was present at the monitoring session.

To assist in finding the relevant sampler, the list is ordered in the following groups

- Samplers in your monitoring group
- Active volunteers (All groups)
- Active coordinators
- Inactive volunteers
- Inactive coordinators

The list can be filtered by typing a partial first or last name

- Eg: Type: "Jo" in the search box will list users like "John" or "Jones"

Physical and Chemical data entry

Calibration

If you have already entered data for this date on this estuary you can tick the box next to, **Use previous calibration?** and proceed the **Depth Profiling** section.

If this is the first data sheet entered for the monitoring session, select the **Multi-parameter meter used** from the scroll down menu.

Select the **pH meter used** from the scroll down menu.
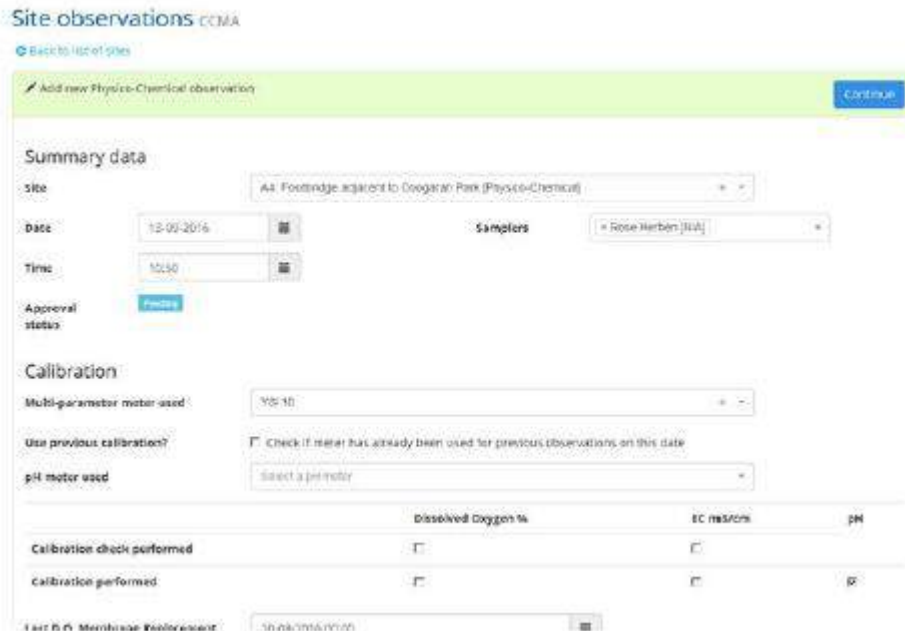
Tick the boxes beneath the parameters if **Calibration check performed**. Tick the boxes beneath the parameters if **Calibration performed**.

Click the calendar icon next to the **Last D.O Membrane Replacement** field and select the date and time the D.O membrane was last replaced.

Depth Profiling – entering your Phys-chem data

Type the maximum depth into the **Max depth** field. This is recorded in metres.
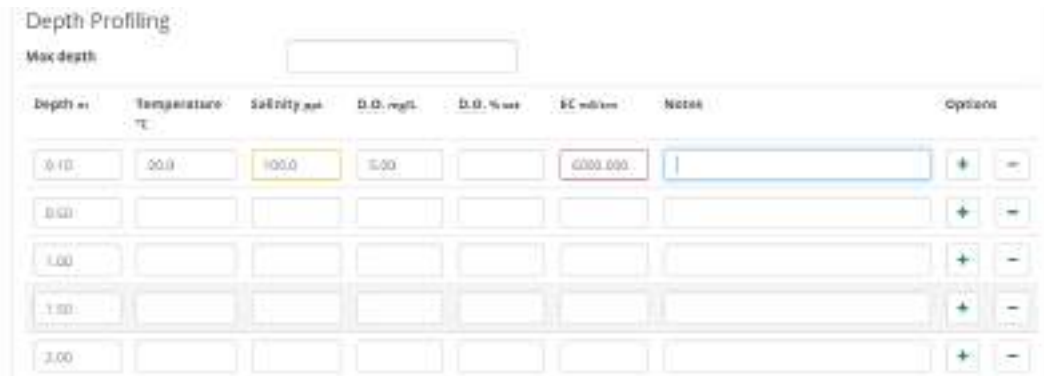
Complete the **Depth Profiling** table. Use the plus (+) or minus (-) buttons to add or remove rows.

The data entry system has a built-in feature that highlights cells when the data you entered is unusual or out of range. This is intended to alert you to check if you have made a data entry mistake.

Tips:
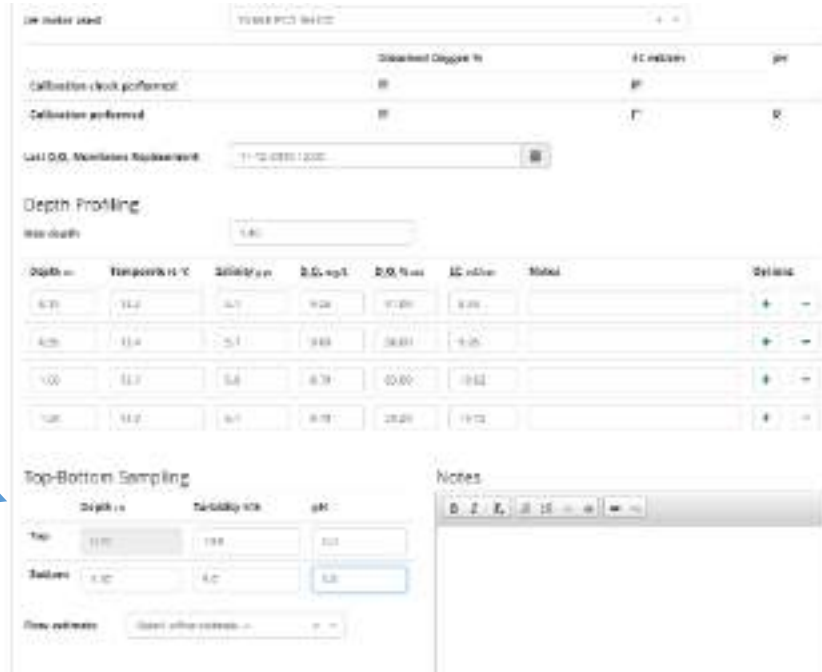
If your values are out of the expected range, they will show up a yellow or red highlight around the Result box. There will also be an error message on the screen.

Check your result and change it if needed. If a yellow result is correct, include a comment in the notes field as to what might have caused it.

You can submit data with a yellow warning. A red warning is outside the allowed range and will not let you submit data. Please notify your EstuaryWatch Coordinator if you have a value outside the allowed range.

Top Bottom Sampling

Type the Top and Bottom Turbidity and Top and Bottom pH into the **Top-Bottom Sampling** table.
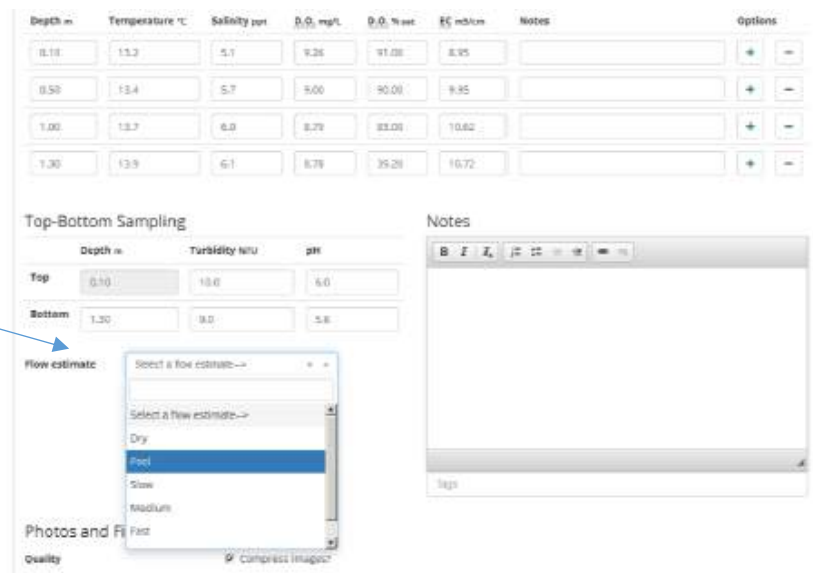
Select the **Flow estimate** from the scroll down menu.

Type any observations you recorded in the **Notes** field.

Click in the box below the Notes field that says **Tags**. Select any topics covered in your notes from the scroll down menu. Click the box again if you want to add another **Tag**.

Photos and Files

Photos and Files is where you upload photos and copies of your datasheets.

> *Tip 1:*
>
> *Submitting electronic copies of your datasheets will speed up the approval process, and save you the cost of postage!*
>
> *Tip 2:*
> *Upload temporary user photos to EstuaryWatch using your phone or tablet before you start entering an observation to avoid the hassle of transferring files between devices.*
>
> *CAUTION:*
> *Photos that contain identifiable persons require consent. Talk to your coordinator about the photo permission procedure in your region.*
> *Extra caution is required if photos involve school groups or minors.*

You can either scan your sheets or photograph them on your phone.

To upload a file from your computer; either
1. Drag the files into the uploader box; OR
2. Click the **Add files** button to browse and select the file(s)

Click **Start upload** once all files are selected.

Using a photo from your phone or tablet
iPad/iPhone
- Click the **Add files** button to view the upload options

- Select **Take photo** to take a new picture; OR
- Select **Photo library** to user an existing picture

Android devices
- Click the **Add files** button to view the upload options

- Select **Camera** to take a new picture; OR
- Select **Documents** to select an existing picture

  Then click **Start upload** button when all files are added.

NOTE: The **Compress images?** option is selected by default.
This automatically reduces the file size of the photos without any significant loss of quality.
Uncheck the option to upload photos at the original resolution (Recommended for fast internet connections only)

You can also access photos taken previously on a different device from the **Browse temporary photos** link. See page *Photos and Files* for more information.

Once all files are uploaded they will appear at the bottom of the page. Select the file type from the **Type** scroll down menu. If the file is a photo from a photopoint site select the site name from the **Photopoint site** scroll down menu.

To **Delete file**, **under Options** click the button that has three dots inside and select **Delete file**.
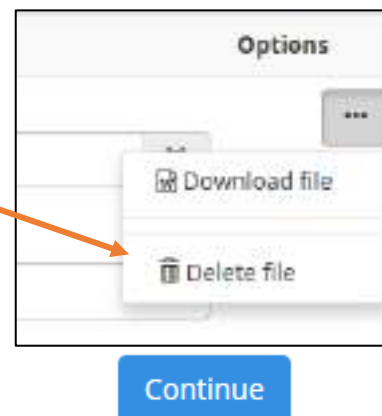
Once you have finished click on the **Continue** button.

Data entry review

A **Data entry review** page will appear. This is your opportunity to review your entry before it is submitted.

Warnings and messages will appear at the top of the screen.

You can return to the data entry form to upload a datasheet or edit your data by clicking the **Edit** button.

The **Data entry review** box provides definitions for the normality legend used to highlight when samples are unusual.

The **Overview** gives you a summary about the new site observation you entered.

Note: check that the dates match what you entered.

All the data entered is compared to the median for the previous years' worth of monitoring.

Double-check those highlighted as **Uncommon**, **Very Uncommon** and **Extraordinary**.

A summary is provided below your data to check the data range in the database.

If you find errors, click the **Edit** button. If you are happy with your data entry, click **Confirm**.
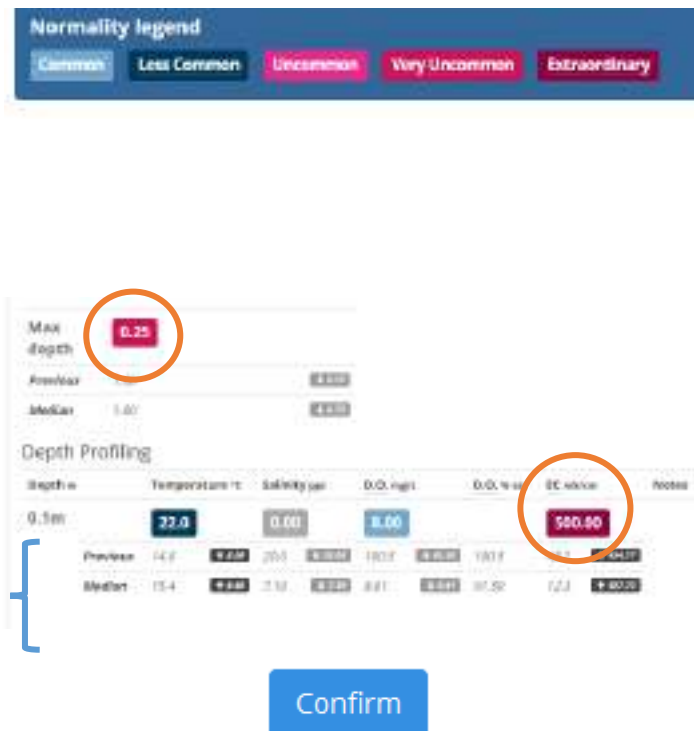
The coordinator will be notified that your data has been submitted.

You will be returned to your **Home** page where you should now be able to see your new observation listed and pending approval. Your data will still appear on the EstuaryWatch public site even though it isn't approved yet.
Note: The default ordering for observations is descending date order.

What to do if you get errors

If you have entered values that are unusual or out of range you will get an error or warning message.

Warnings for values of outside the normal range require you to double-check before you click Continue. Errors warnings will appear if you have entered values outside the absolute minimum or maximum for that test types.

You will need to review these and provide a reason before proceeding. Warnings will also appear if you have not filled in compulsory fields.

If you come across a technical issue, please supply as much detail as possible to your Regional EstuaryWatch Coordinator so they can replicate the problem

Example:

Section: EstuaryWatch Gallery
Problem: Options to sort and resize thumbnails don't do anything when clicked
Link: http://www.estuarywatch.org.au/estuary_gallery.php

Browser and Device: Firefox 47.0 on Windows 7 64 Bit

Screen Resolution: 1920 x 1080

Desktop or Tablet: Desktop

If you are not sure of your exact device or screen resolution go to http://supportdetails.com and copy or email the details.

Important note about generating salt wedge images

When all sites are visited, the data portal can automatically generate the salt wedge profile graph It is important to enter data for all sites or else no graph will be generated.

Estuary mouth condition data entry

Mouth Observation

Use the scroll down menus to select the Mouth State, Flow Present? and Flow Direction.

If the estuary was closed, record the Berm Length (m), and Berm Heights (m)

Water Levels and Tides

Type in the **Start Water Level and Finish Water Level** and the **Height** of **High** and **Low** tide.

Click on the calendar icon next to the **Time** fields and select the time that the data was collected. To enter the time, you can either use the up and down arrows or click on the **00**. You can also manually type the time into the field.

Physical Condition

Use the scroll down menus to select the **Wind Direction**, **Beaufort Scale** and **Sea State.**

Type any observations you recorded in the **Notes** field.

Click in the box below the Notes field that says **Tags**. Select any topics covered in your notes from the scroll down menu. Click the box again if you want to add another **Tag**.

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3. Drag the files into the uploader box; OR

4. Click the **Add files** button to browse and select the file(s)

Click **Start upload** once all files are selected.

Using a photo from your phone or tablet

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- Click the **Add files** button to view the upload options

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- Select **Camera** to take a new picture; OR

- Select **Documents** to select an existing picture

Then click **Start upload** button when all files are added.

NOTE: The **Compress images?** option is selected by default.
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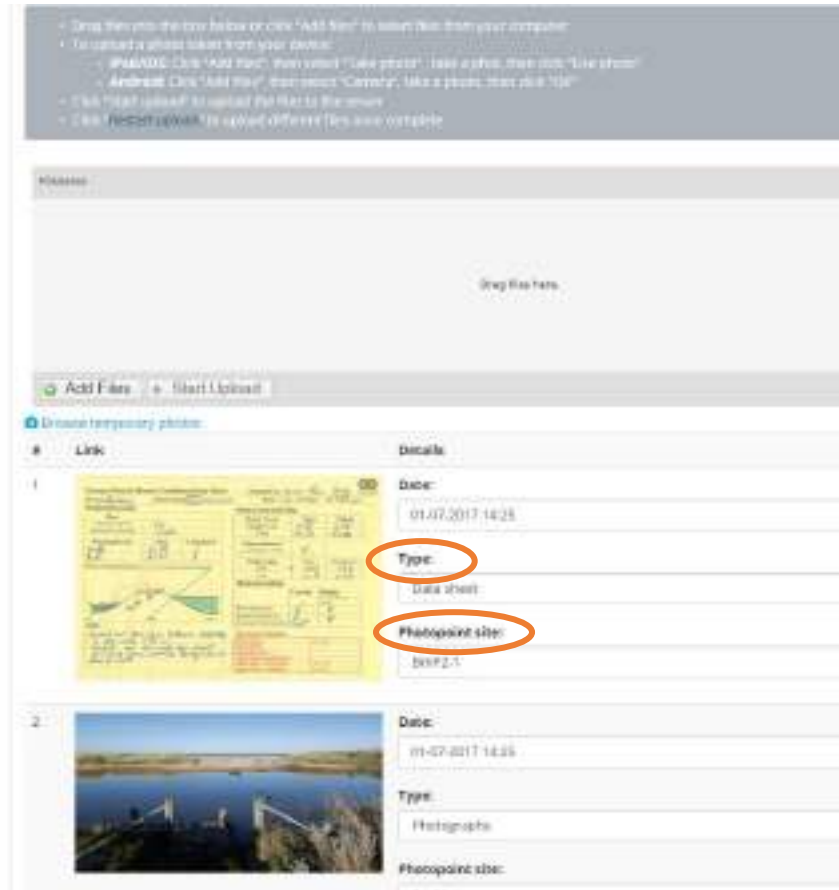
To **delete** a file, **under Options** click the button that has three dots inside and select **Delete file**.
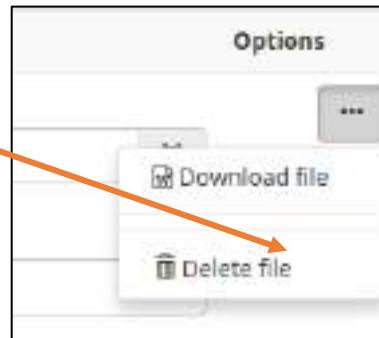
Once you have finished click on the **Continue** button.

Data entry review

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The **Data entry review** box provides definitions for the normality legend used to highlight when samples are unusual.

The **Overview** gives you a summary about the new site observation you entered.

Note: check that the dates match what you entered.

If you find errors, click the **Edit** button. If you are happy with your data entry, click **Confirm**.
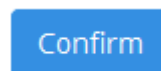

The coordinator will be notified that your data has been submitted.
You will be returned to your **Home** page where you should now be able to see your new observation listed and pending approval. Your data will still appear on the EstuaryWatch public site even though it isn't approved yet.
Note: The default ordering for observations is descending date order.

Entering events

Click the **Events** tab.

Click on the **Add new Event** button.

Select the **Estuary** from the scroll down menu.

Select the **Event type** from the scroll down menu.

Click on the calendar icon next to the **Date and Time** field and select the date and time the event took place.
In the **Description** text box, write the details of the event.
Refer to the *Photos and Files* Section for instructions.

Coordinator / administrator functions

Managing Users

The **Config>Users** tab allows coordinators to search for, add, edit and delete users.

Manage users

Add new user

You can export your user list to Microsoft Excel using the **'Export to Excel'** button:

Export to Excel

Managing monitor groups

The **Config>Monitor Groups** tab allows coordinators to explore your list of monitoring groups and to add, edit and delete groups.

Manage monitor groups

Add new monitor group

Managing equipment

The **Config>Meters** tab allows coordinators add, edit and delete new field test equipment.

Manage meters

Add new meter

Managing estuaries

The **Estuaries** tab has the option to **Add new estuary.**

Manage estuaries

Add new estuary

Managing sites

The **sites** tab has the option to **Add new site** to an estuary**.** This could be a **Guage board, Mouth Condition, Photopoint or Physico-chemical site.**

Estuary sites

Add new site

Approving observations

There are several ways can navigate to observations that are pending approval.

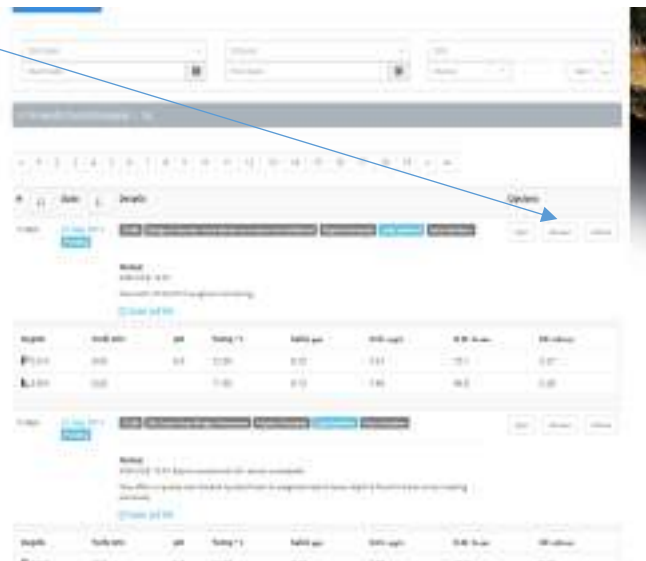Click the **Observations** tab.

Filter observations by selecting **Pending** from the **Status** scroll down menu then click **Go**. A list of all pending observations will appear.

Or, on the Home page, a list of all pending observations appears down the left hand side.

To approve a data entry, click on the **Review** button listed next to the observation.

32
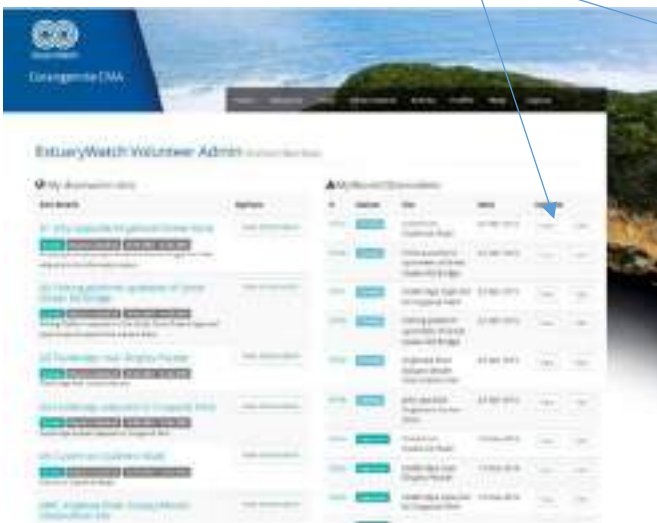
If you don't have the hard copy data sheet in front of you, click on the **Open data sheet scan** link to view the electronic copy of the data sheet.
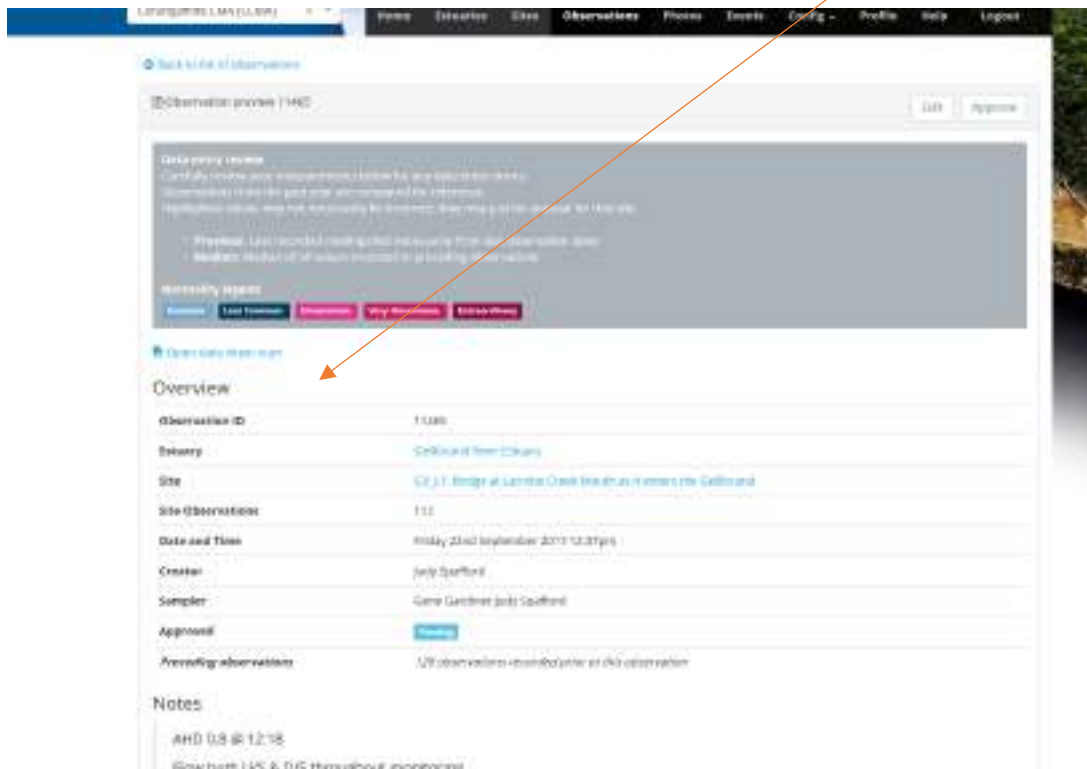
Cross check the review page with the content of the original data sheet to make sure they match. If you are happy that the entry is correct click the **Approve** button. If you need to make changes hit the **Edit** button.
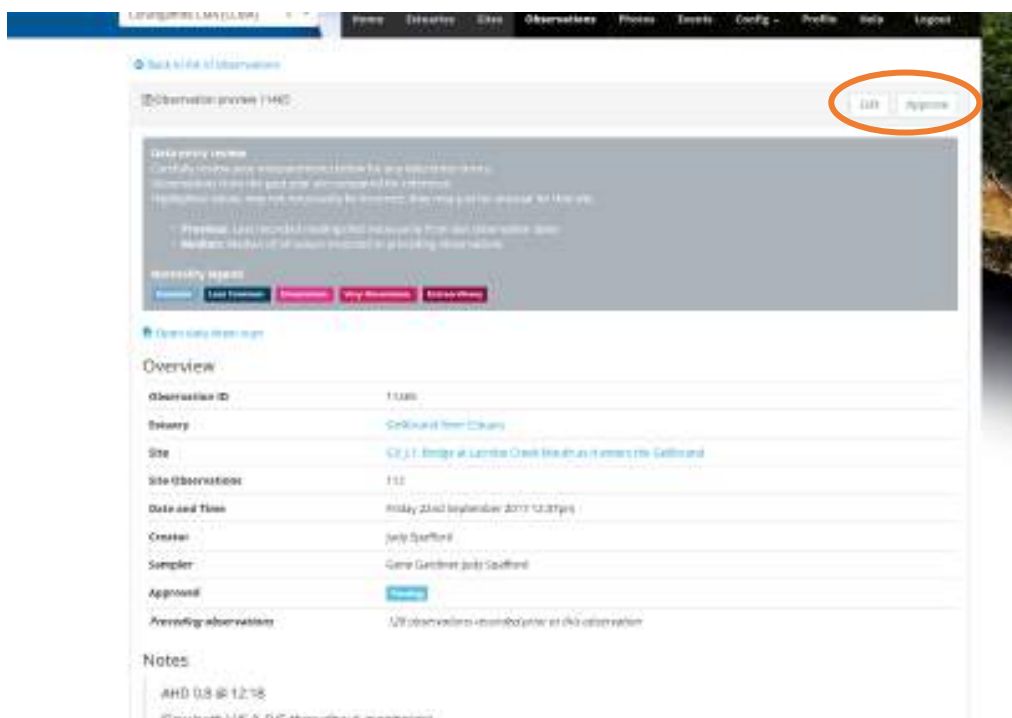
Tips:

Here are some things to look out for when reviewing observations.

- *Make sure the **Date** and **Time** match what is recorded on the data sheet.*
- *Refer to the **Notes** for anything that might need following up from a coordinator. (OH&S and Equipment)*
- *Make sure the **Equipment Calibration** details are complete. This is often not entered by EstuaryWatchers. You may need to remind them. The meter number and last membrane replacement date should be on the key tag attached to the YSI meter.*
- *Make sure all the **Sampler** names listed on the data sheet are listed*
- *If approving an estuary mouth condition sheet make sure all the photos are labelled the correct **Photopoint Site** and appear in order from left **to right.***
- *Make sure scanned copies or photos of data sheets have **Datasheet** selected for the **Type** field.*
- *When looking at the **Depth Profiling** and **Top-Bottom** table here are a few rules to remember*

-***Salinity (ppt)*** *cannot be higher than **EC (mS/cm)***
-***Dissolved Oxygen (mg/L)*** *cannot be higher than **Dissolved Oxygen (% saturation)***
-*35ppt is the salinity of the sea.*
-*54 mS/cm is the EC of the sea.*
-*If the group is using a turbidity tube, the turbidity cannot be lower than 9.*
-*pH cannot be higher than 14.*
-*the depth of the bottom measurement on the depth profile table cannot be higher than the **Max Depth**.*
-*Refer to the **Physical/chemical monitoring** and **Mouth Condition monitoring** chapters of the manual to find out what values to expect for each parameter.*