



Watershed UGA
Data Management Portal
User Guide

Users

There are three levels of access for users of the Data Management Portal. The users are as follows:

1. *Public Users* – Login Access: **No**
 - a. Users with this level of access can view and export water quality and monitoring point data.
2. *Data Users* – Login Access: **Yes**
 - a. Users with this level of access can update, add, view and export data.
3. *Administrators* – Login Access: **Yes**
 - a. Users with this level of access can update, add, view and export data, as well as manage other user accounts.

Data Management Portal Home Page

Visitors to the Watershed UGA Data Management Portal will begin their journey on the Home Page (see below). From the home page, users will be able to navigate to:

- 1) Pages Displaying Data
- 2) The Watershed UGA Main Site
- 3) The Watershed UGA Maps Page

4) A Login Page

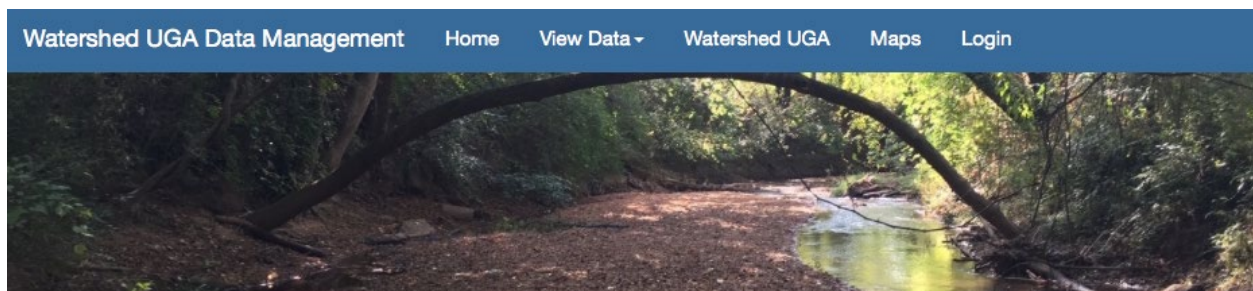


Watershed UGA Data Management Portal

Faculty, staff and students have been collecting data on UGA's streams for many years. The streams serve as a natural laboratory for undergraduate classes. Some graduate courses conduct more in-depth studies; for example, graduate students in Amy Rosemond's Freshwater Ecosystems course have been monitoring numerous water quality parameters in Lake Herrick for the past three years, and using these data as the basis for annual reports.

View Data (Public User)

From the Home Page, public users can choose to view collected water quality data or monitoring point data. Once the public user has navigated to a data page, he/she will have the option to export data to a .csv file via the “**Export**” button at the top of the page..



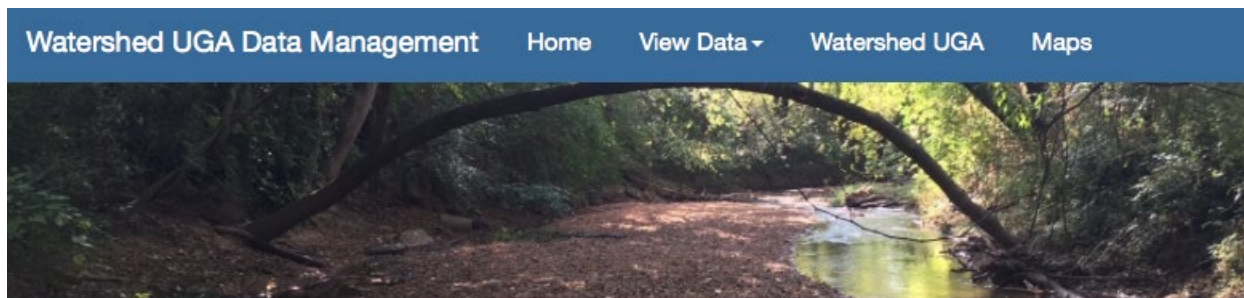
Site Data

Export

Sample Date	Sampled By	Site Condition	PH	Conductivity	Dissolved Oxygen	Temperature	Turbidity	Stage	Fecal Coliform
2003-06-25	B&C	Dry	7.5	0.217	6.6	21.7	0	---	---
2003-11-10	B&C	Dry	6.95	0.188	10.32	15.4	0	---	1100
2003-	B&C	Wet	6.1			15.0	00		140000

Export Data (Public User)

When choosing to export water quality data, public users have the option to export data from **A)** selected sites and site points or **B)** all the data at once.



Export Data

Use the form below to export collection site data as an Excel Spreadsheet.

Data for specific sites and site points can be selected using the drop-down menus.

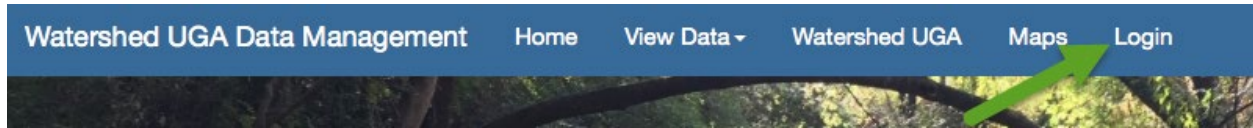
The screenshot shows a web form for exporting data. It features two dropdown menus: 'Site Name : Please Select a Value' and 'Site Point : Please select a Site Point 1'. Below these are two buttons: 'A Export Selected' and 'B Export All'. The form is enclosed in a light gray box with a blue border around the dropdown menus.

To export site specific data, users can choose specific Site Names and corresponding Site Points via the dropdown menus. Then they can click “**Export Selected.**”

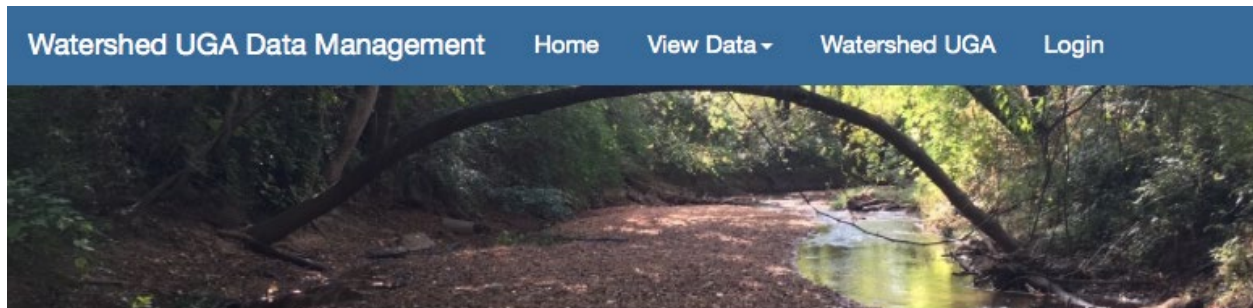
****NOTE: The export functionality is not currently supported in Google Chrome.****

Logging In

As noted earlier, Data Users and Administrators can log in to the Data Management Portal to access more advanced functionality. To login, users can click the “**Login**” link located on the right side of the navigation bar.



The user will be taken to a login screen where they will be prompted to enter an **A)** email address and **B)** password to complete the login.



Login

Please enter your email address

A

Please enter password

B

Not a registered user? Click [here](#) to navigate back to the home page.

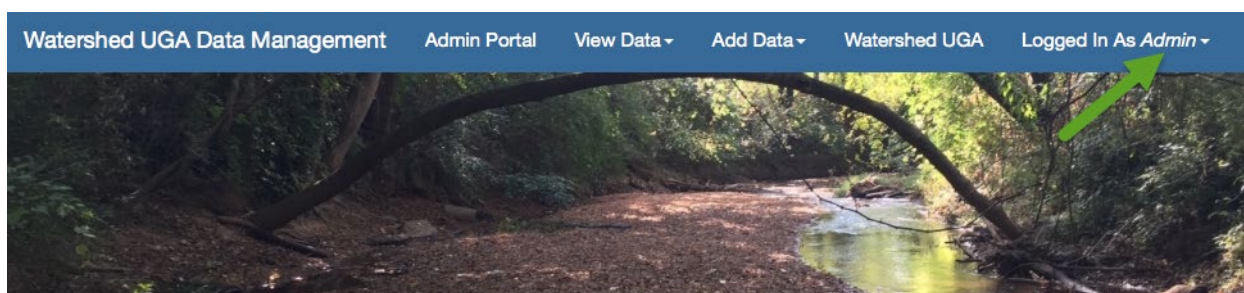
Please note that a user will have **three attempts** to login and will be given a warning following each failed attempt.

Upon login, Data Users will be taken to the Data Management Portal Dashboard and Administrators will be taken to the Administration Dashboard.

Administration Dashboard (Administrator)

The Administration Dashboard is the landing page for logged in Administrators. From the Dashboard, administrators can access the following pages:

- 1) Enroll Users – to enroll both Data Users and other Administrators
- 2) User Admin – to update profiles and delete users
- 3) Home – navigates the user back to the Data Management Portal home
- 4) Sign Out – logs the user out
- 5) Update Data – to update, delete, or export current water quality data
- 6) Update Site – to update, delete or export current monitoring site information
- 7) Add Data – to new add water quality data into the database
- 8) Add Site – to add a new monitoring site into the database



Admin Portal

Welcome, Admin, to the Watershed Data Management Admin Portal.
From this page you have access to update and add water quality and monitoring point data, as well as manage users.

Administration Dashboard



Note that the site will display the name of the user that is currently logged in at the far right side of the navigation bar.

Enroll User (Administrator)