

Water Reporter Setup and Use for PC

This is a document intended to aid you in setting up your water reporter account and to show how to enter and edit data for your sites. There is more information at <https://help.waterreporter.org/en/>.

Sections in this document:

[Creating Your Account](#)

[Joining Doan Brook Watershed Partnership Group](#)

[Entering Data](#)

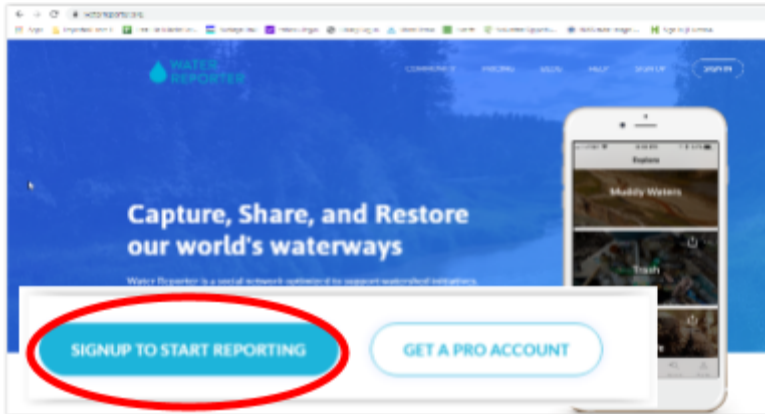
[Editing Data](#)

[Signing Out of Water Reporter](#)

Create Your Account

From your computer, go to <https://www.waterreporter.org/>. In order to monitor with Water Reporter you need, at minimum, a unique log in to the system. Follow these steps to get started.

Choose **SIGNUP TO START REPORTING**.



Sign Up

First name

Last name

Email

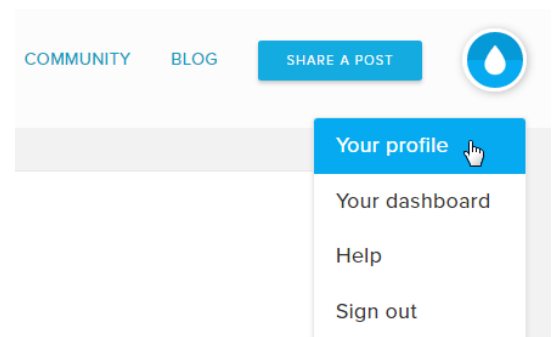
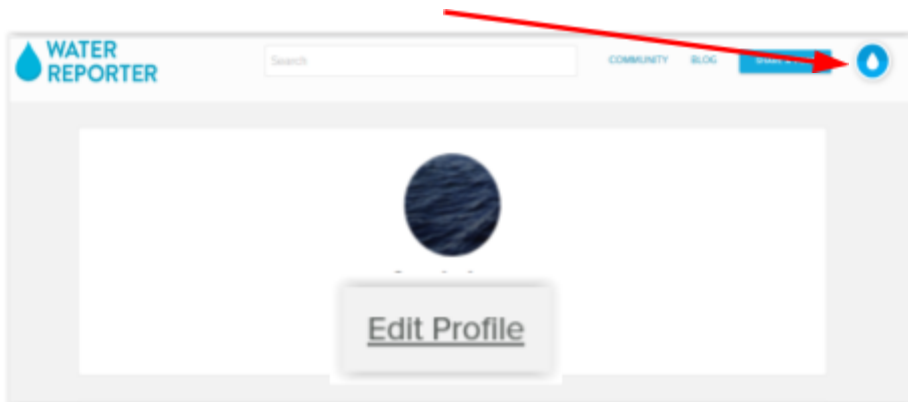
Password

Retype your password

SIGN UP FOR WATER REPORTER

At the next screen, enter your information and be sure to record your password. **Click on the Green bar, SIGN UP for WATER REPORTER.**

At the following screen **click on Edit Profile** and enter your information. If the page doesn't appear as shown, **click on the Water Drop** symbol and **choose Your Profile**.

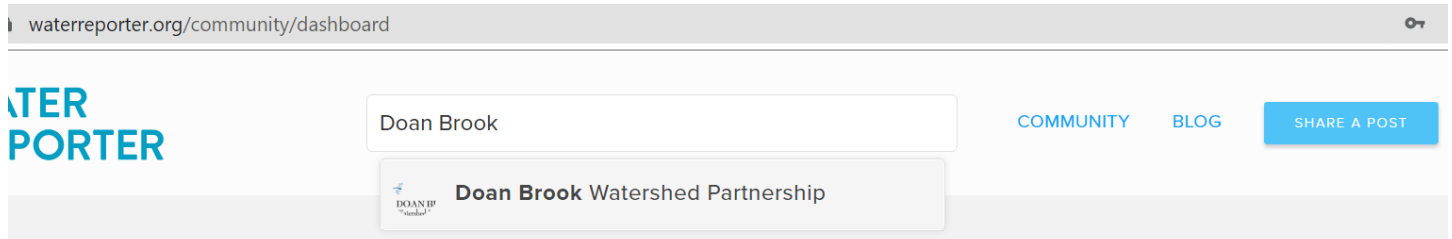


None of the fields are required. Note that the email address and phone number will be visible to the entire community if you choose to enter them. You can also upload a picture if you like.

Click on SAVE when finished.

Joining Doan Brook Watershed Partnership Group

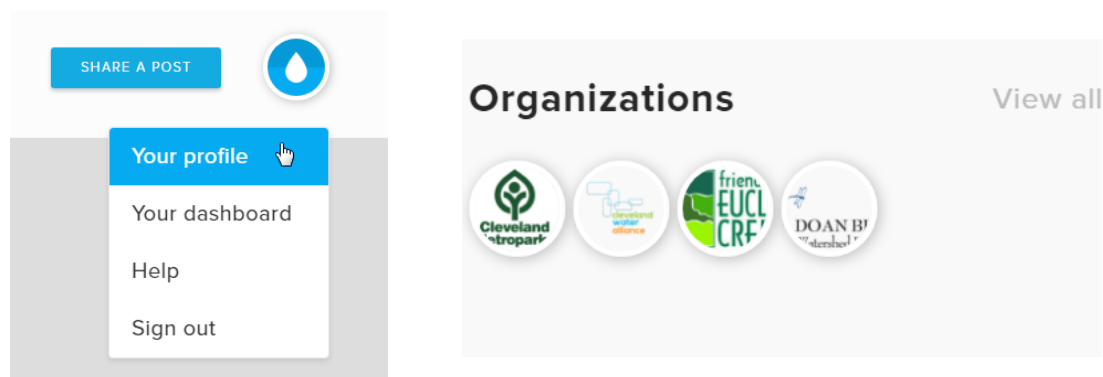
At the top of the page click in the **search box and type Doan Brook and the Doan Brook Watershed Partnership** choice will appear. Select Doan Brook Watershed Partnership.



Click on **JOIN GROUP**.

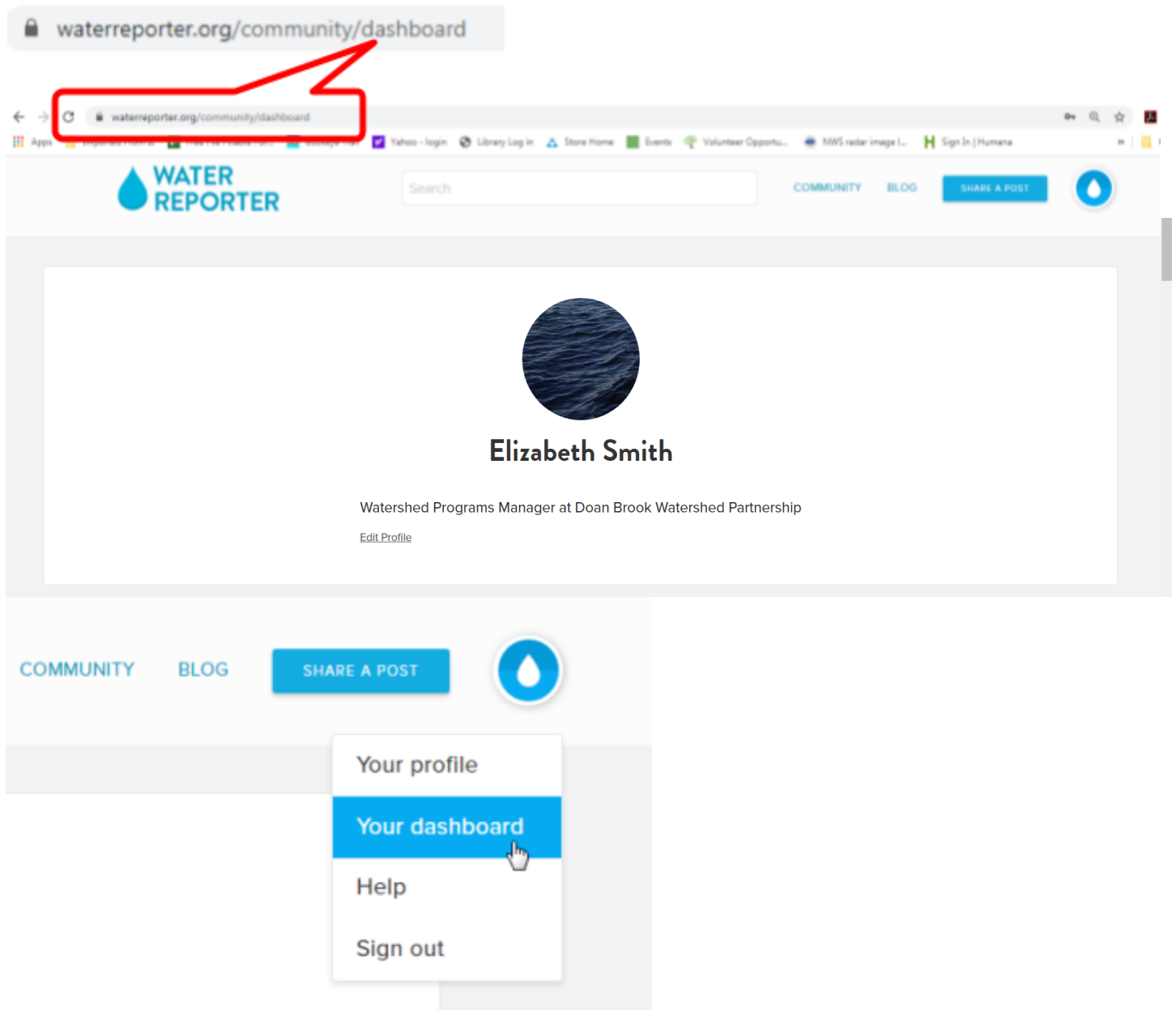


After **clicking on JOIN GROUP**, your account and picture, if uploaded previously, will appear in the People box. Next, inform Elizabeth Smith smith@doanbrookpartnership.org that you have created your Water Reporter account and have joined the Doan Brook Watershed Partnership group. Once Elizabeth has informed you that you have been added to the group, you can proceed to entering data. In **Your Profile**, you should see the Doan Brook Watershed Partnership logo in your organizations list.



Entering Data

Go to <https://www.waterreporter.org> and **Sign In** to your account. After entering your e-mail address and password, you should be automatically taken to your dashboard page which should look similar to the one shown below. If you are not at the dashboard then **click on the Water Drop** icon and **choose Your Dashboard**.



The screenshot shows a web browser at the URL [waterreporter.org/community/dashboard](https://www.waterreporter.org/community/dashboard). The page features the Water Reporter logo, a search bar, and navigation links for COMMUNITY, BLOG, and a SHARE A POST button. A user profile for Elizabeth Smith is displayed, with her title as Watershed Programs Manager at Doan Brook Watershed Partnership and an Edit Profile link. A dropdown menu is open from the Water Drop icon, showing options: Your profile, Your dashboard (highlighted with a mouse cursor), Help, and Sign out.

Scroll down the page until you see **Your Data Sources - Contribute data** for Doan Brook Watershed. If you do not have this selection, confirm with Elizabeth that you have been added to the group.

Your Data Sources

Doan Brook Watershed Water Monitoring Program

[Contribute data](#)

Click on Contribute data. Then at the next page **Click on Samples.**

← DASHBOARD

SUMMARY


SAMPLES


Doan Brook Watershed Water Quality Monitoring Program • xpA1IKfxrdyj

Sample geolocation

This data source accepts sample data from fixed monitoring locations (stations). The data collection 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

To enter a new sample, **click on the Green + circle.**



[COMMUNITY](#)
[BLOG](#)
[SHARE A POST](#)


← DASHBOARD

SUMMARY

SAMPLES

Samples

Pro tip: Add new samples one-at-a-time using the button to the right.

The next page is where you enter your data. Most of the fields are straightforward but **DO BE CAREFUL** to make sure your data for some of the **values is formatted correctly**. e.g. Salinity is to be entered in ppt not ppm.

The **Station** field can be a bit tricky. When you click in the Station field, you only get a list of 5 sites. If you do not see your site to select, you must start typing the name of your site to be able to select your site. See the below screen captures for further clarification.

Station (required)

Rockefeller Lagoon

 Lower Lake

 Green Lake

 North Branch @Nature Center at Shaker Lakes


 Gorge Trash Rack

List of 7 sites that appear when you click onto the Station box. Start typing your site name as shown in the example below for the Albanian Cultural Garden.

Station (required)
 Alb

Typing the first 3 letters 'Alb' of Albanian caused the Albanian Cultural Gardens site to appear in the selection list.

Albanian Cultural Garden

When you have filled in all the fields click on the  check box at the top or bottom of the page to save the data.

Once you have saved your first set of data, you should be able to see each field entered as a data point in your Samples page. See the below for an example:

Samples



Pro tip: Add new samples one-at-a-time or use the [batch import feature](#) to upload a spreadsheet.


This data source contains **65** data points. Data points include quantitative physical or chemical measurements and qualitative observations.

Showing **1** to **20** of **65** data points.

Sample key	Station	Parameter	Collection date	Value
65a6e0d409 Published Sep 21, 2021	Rockefeller Lagoon	Water Level	2021-07-20 12:00:00	0
65a6e0d409 Published Sep 21, 2021	Rockefeller Lagoon	pH	2021-07-20 12:00:00	7.38

Editing Data

From your samples page, click on any one of the data points (shown for example in green above) for the date and location of the data you want to edit. All the data points for that date and location will load just as a

normal data entry page shown previously. You can edit the desired value(s). Click on the  to save the data.

Signing Out of Water Reporter

When you are finished with Water Reporter, sign out by ***clicking on the Water Drop*** and choosing ***Sign Out***.

