



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 (*Figure 1*). 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

Figure 1

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.

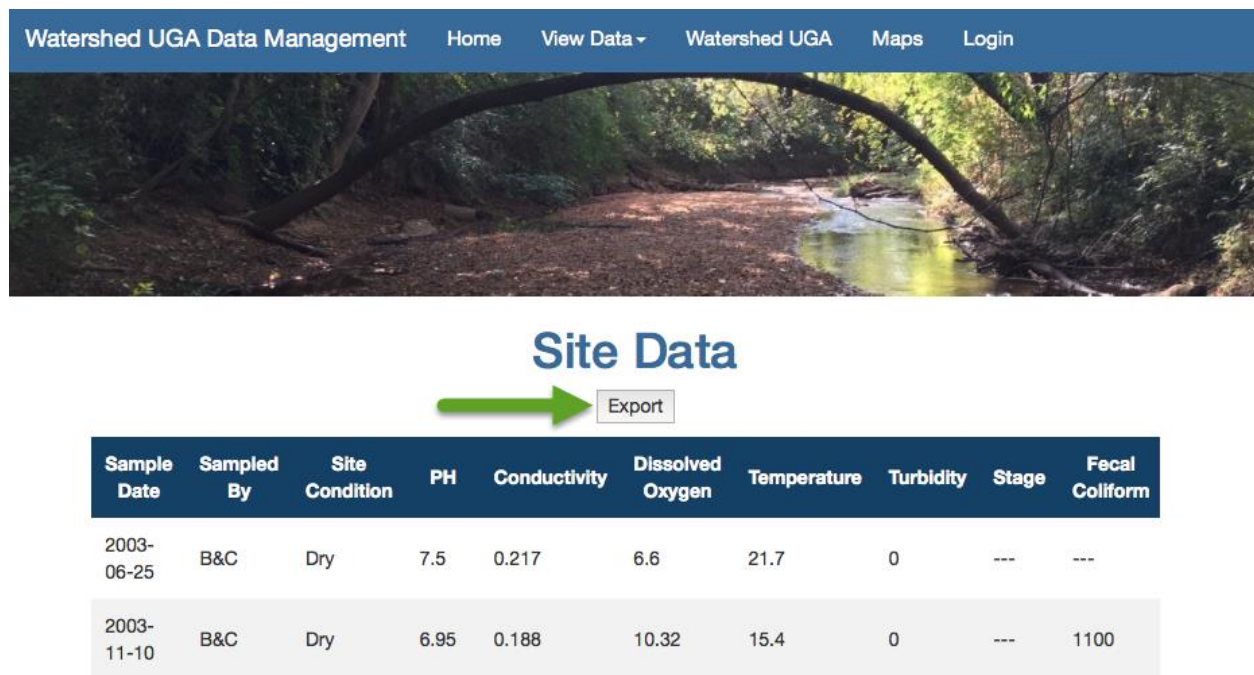


Figure 2

Export Data (Public User)

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

Watershed UGA Data Management Home View Data ▾ Watershed UGA Maps

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.

Site Name :

Please Select a Value ▾

Site Point :

Please select a Site Point 1 ▾

A

Export Selected

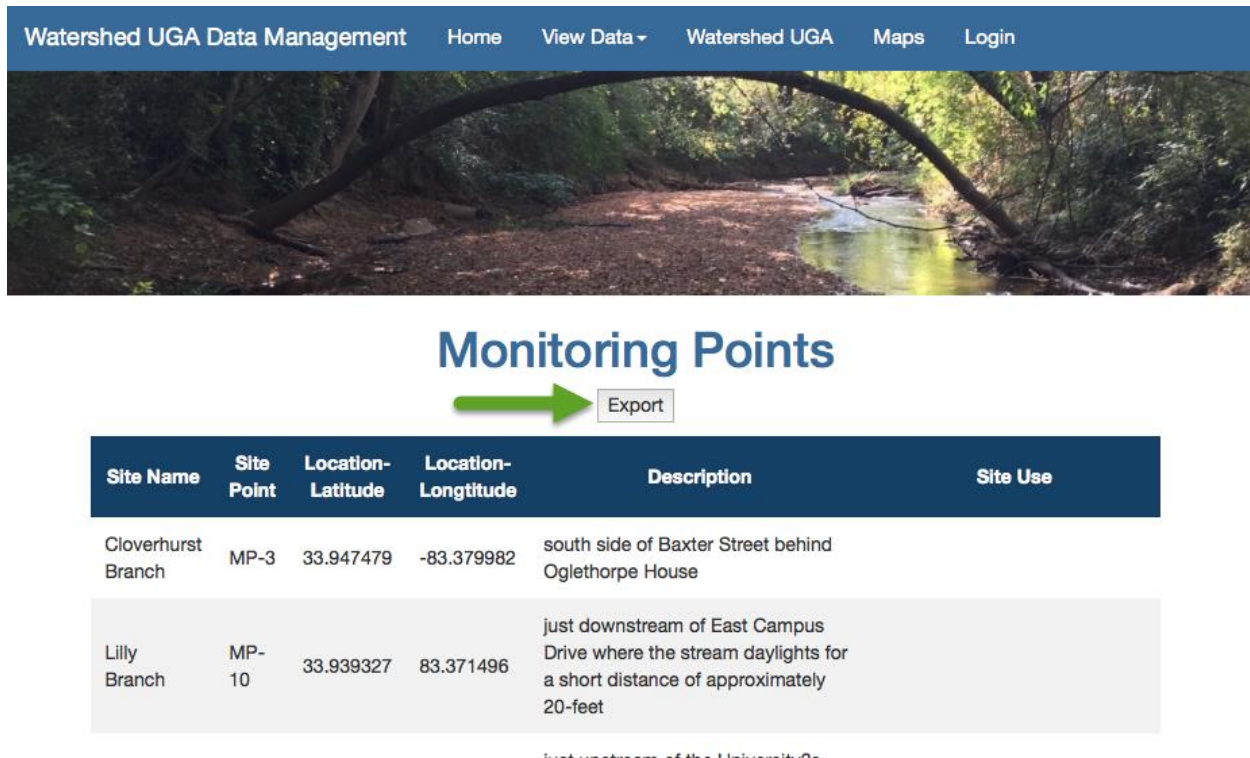
B

Export All

Figure 3

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** (Figure 3).

For *monitoring site and point data*, the Export button will automatically download all corresponding data from the database (*Figure 4*).



The screenshot shows the 'Watershed UGA Data Management' web application. The navigation bar includes links for Home, View Data, Watershed UGA, Maps, and Login. Below the navigation bar is a banner image of a stream. The main content area is titled 'Monitoring Points' with a green arrow pointing to an 'Export' button. Below this is a table with the following data:

Site Name	Site Point	Location-Latitude	Location-Longitude	Description	Site Use
Cloverhurst Branch	MP-3	33.947479	-83.379982	south side of Baxter Street behind Oglethorpe House	
Lilly Branch	MP-10	33.939327	83.371496	just downstream of East Campus Drive where the stream daylights for a short distance of approximately 20-feet	

Figure 4

****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 (*Figure 5*).

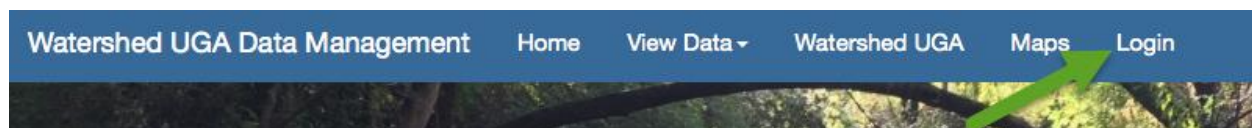
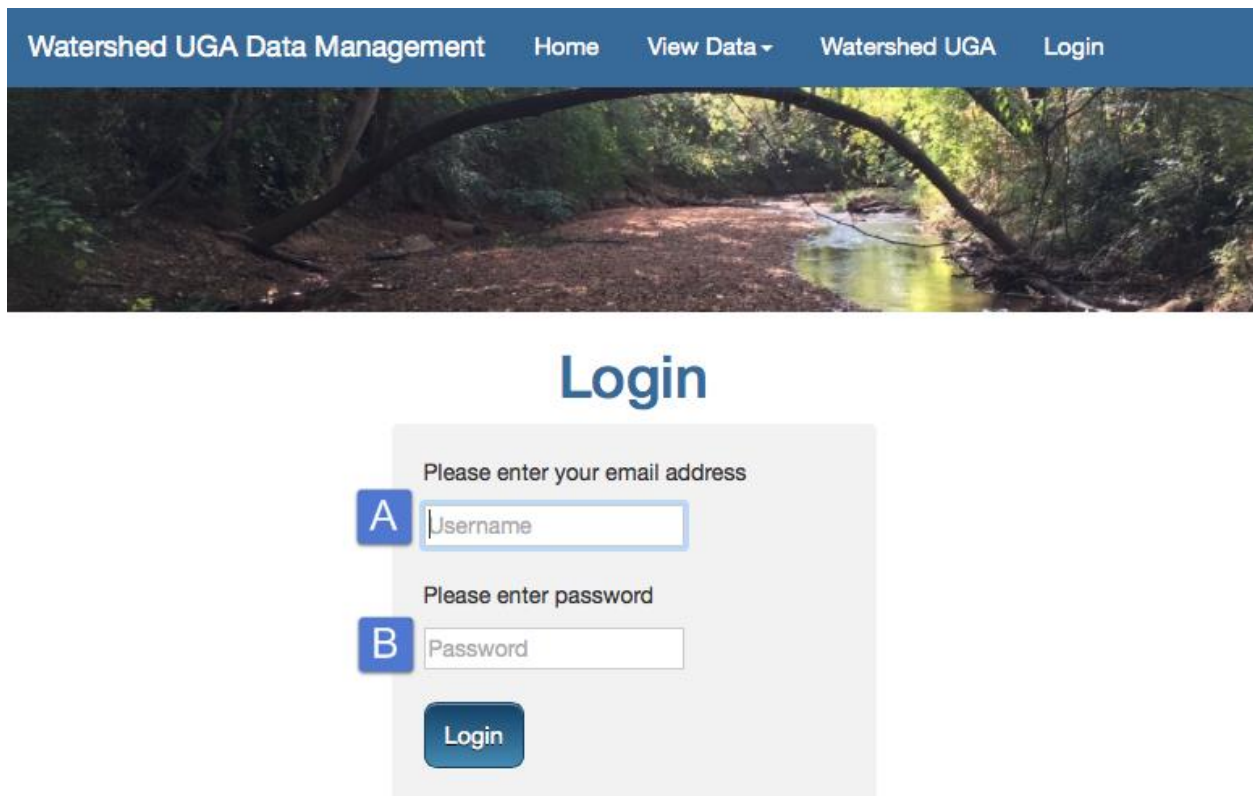


Figure 5

The user will be taken to a login screen and prompted to enter an **A)** email address and **B)** password to complete the login (*Figure 6*).



The screenshot shows the login interface for the Watershed UGA Data Management system. At the top is a blue navigation bar with the text "Watershed UGA Data Management" and links for "Home", "View Data" (with a dropdown arrow), "Watershed UGA", and "Login". Below the navigation bar is a wide landscape photograph of a river flowing through a forest. Centered below the image is the word "Login" in a large, blue, sans-serif font. Underneath "Login" is a light gray rectangular box containing the login form. The form has two input fields: the first is labeled "Please enter your email address" and contains the placeholder text "Username"; the second is labeled "Please enter password" and contains the placeholder text "Password". To the left of the "Username" field is a blue square icon with a white letter "A", and to the left of the "Password" field is a blue square icon with a white letter "B". Below the password field is a blue "Login" button with white text.

Figure 6

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 Portal Dashboard.

Administration Dashboard (Administrator)

The **Administration Dashboard** (Figure 7) 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

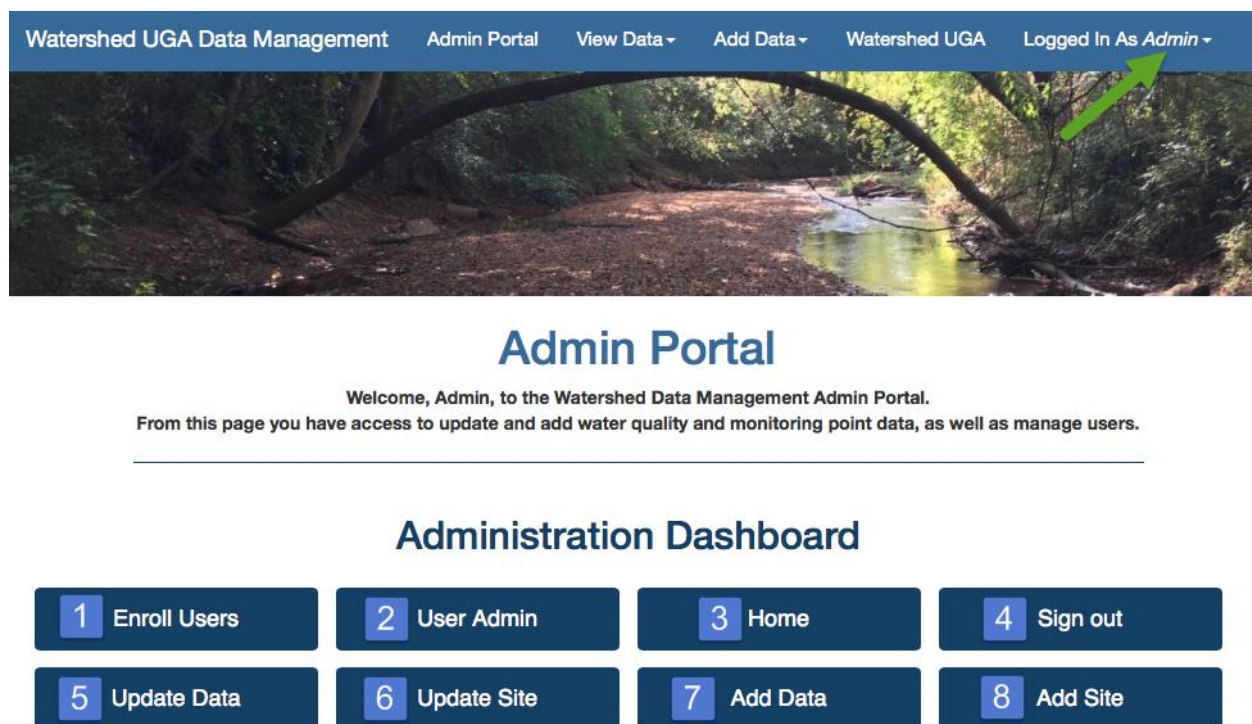


Figure 7

****NOTE:** 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)

From the **Admin Dashboard**, click **Enroll Users** (*Figure 8*).



Figure 8

From the Enroll User page, administrators can add new Data Users and other Administrators into the database. To add users, enter the following information into the provided form:

1. The User's Email Address – This will act as a username for authentication purposes
2. The User's Name – This is the name that will appear in the “Logged in As...” feature on each page
3. Admin Access – Choose the user's level of access
4. Password – Assign the user a password

Once ALL fields have been populated, click **Enroll** to add the user into the database (*Figure 9*).

 A screenshot of the 'Enroll Users' form. The title 'Enroll Users' is at the top in blue. Below it is the instruction 'Please enter user information'. The form contains four numbered fields:

- Field 1: 'Please enter user's email address:' followed by a text input box.
- Field 2: 'Please enter the user's name:' followed by a text input box.
- Field 3: 'Is this user an administrator:' followed by radio buttons for 'No' and 'Yes'.
- Field 4: 'Password:' followed by a text input box.

 At the bottom of the form is a blue button labeled 'Enroll'.

Figure 9

****After you create a user account, you will need to notify and provide them with their username and password****

User Administration (Administrator)

After enrolling a user, the site will redirect to the **User Administration** page. From this page, administrators can view, edit and delete users from the database. Here are a few key features of the User Administration page:

- A.** An administrator can quickly check each user's level of access by viewing the **Admin** column. A “y” will appear in the column for Administrators and an “n” for Data Users.
- B.** To enroll more users from this page, click “+ **Add User**” just below the Users table.

The screenshot shows the 'User Administration' page. At the top is a navigation bar with links: 'Watershed UGA Data Management', 'Admin Portal', 'View Data', 'Add Data', 'Watershed UGA', and 'Logged In As Admin'. Below the navigation bar is the page title 'User Administration' and a welcome message: 'Welcome to the User Administration Page. From this page you can view, edit and delete users.' Below this is a table titled 'Users'.

Username	Email	Date Created	Admin	Edit	Delete
Admin	adminuga@uga.edu	2017-04-17	y	edit	delete
User	student@gsu.edu	2017-04-17	n	edit	delete

Below the table is a button labeled '+Add a User' with a blue square icon containing the letter 'B'. Below the button is a link: 'Click [here](#) to log out.'

Figure 10

****TIP:** Administrators can navigate back to the Admin Dashboard from any page by clicking **Admin Portal** in the navigation bar.

Update Data (Administrator)

From the **Admin Dashboard**, click **Update Data** (Figure 11).

Administration Dashboard



Figure 11

From the Update Data page, Administrators can update, delete, and export individual water quality data records.

To update a record, click the **Update** button on the left-hand side of a row (Figure 12). This will redirect to a form for that record that can be edited (Figure 13).

Watershed UGA Data Management Admin Portal View Data ▾ Add Data ▾ Watershed UGA Logged In As Admin ▾										
Update Collection Site Data										
Export										
Update	Delete	Sample Date	Sampled By	Site Condition	PH	Conductivity	Dissolved Oxygen	Temperature	Turbidity	
Update	Delete	2003-06-25	B&C	Dry	7.5	0.217	6.6	21.7	0	
Update	Delete	2003-11-10	B&C	Dry	6.95	0.188	10.32	15.4	0	
Update	Delete	2003-11-24	B&C	Wet	6.1	---	---	15.9	32	
Update	Delete	2004-01-14	B&C	Dry	7.8	0.17	10.8	11	10	

Figure 12

Update Water Quality Data

Please use the below form to update this entry in the database.

Sample Date :	Sampled By :
<input type="text" value="2003-06-25"/>	<input type="text" value="B&C"/>
Site Condition :	PH :
<input type="text"/>	<input type="text"/>

Figure 13

Once the form has been updated, scroll to the bottom of the page and click **Update Data** (Figure 14). Once clicked, the database record will be updated and the site will redirect to the Water Quality Data Page.

VINYL_CHLORIDE :	XYLENES_MP :
<input type="text" value="1"/>	<input type="text"/>
Site Name:	Site Name:
<input type="text" value="Tanyard Creek"/>	<input type="text" value="MP-1"/>
<input type="button" value="Update Data"/>	

Figure 14

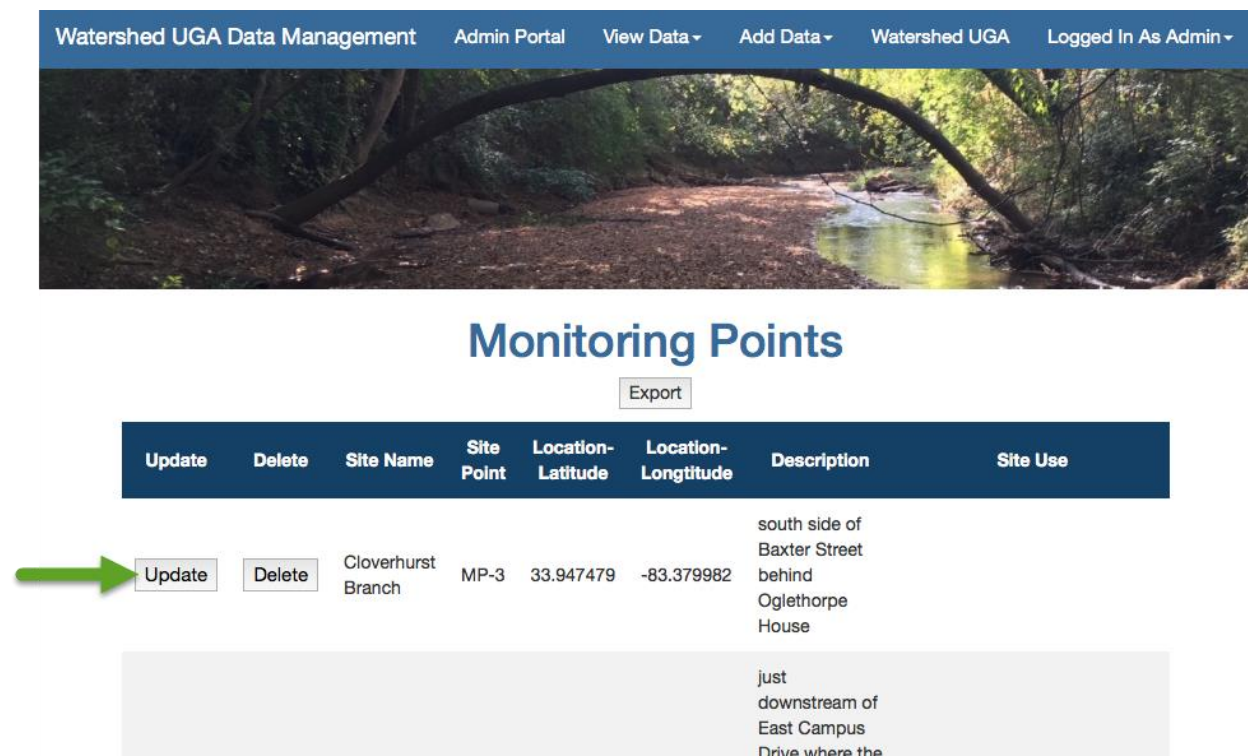
Update Site (Administrator)

From the **Administration Dashboard**, click **Update Site** to access monitoring site and point information (Figure 15).

Administration Dashboard			
<input type="button" value="Enroll Users"/>	<input type="button" value="User Admin"/>	<input type="button" value="Home"/>	<input type="button" value="Sign out"/>
<input type="button" value="Update Data"/>	<input type="button" value="Update Site"/>	<input type="button" value="Add Data"/>	<input type="button" value="Add Site"/>

Figure 15

From this page, administrators can update (*Figures 16 & 17*), delete, and export monitoring site and point information.



Watershed UGA Data Management Admin Portal View Data ▾ Add Data ▾ Watershed UGA Logged In As Admin ▾

Monitoring Points

[Export](#)

Update	Delete	Site Name	Site Point	Location-Latitude	Location-Longitude	Description	Site Use
Update	Delete	Cloverhurst Branch	MP-3	33.947479	-83.379982	south side of Baxter Street behind Oglethorpe House	
						just downstream of East Campus Drive where the	

Figure 16

Update Monitoring Point Data

Faculty, staff and students have been collecting data on UGA's streams. Please use the below form to update Monitoring Pint data to the database.

Site Name :

Site Point :

Location - Latitude :

Location - Longitude :

Description :

Site Use :

Figure 17

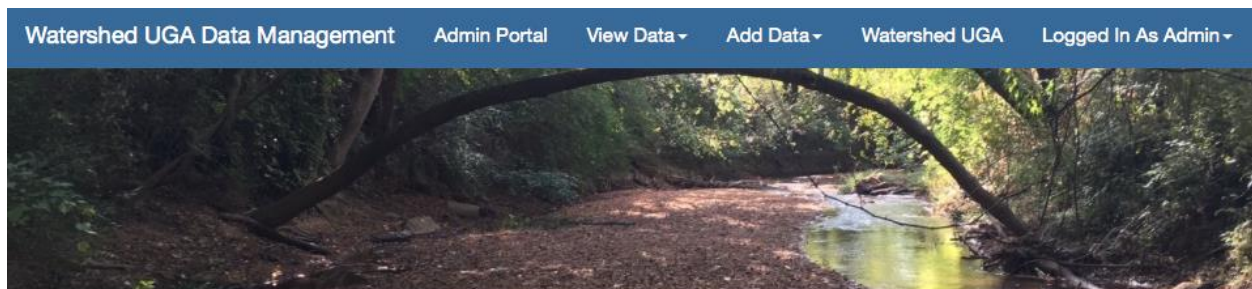
Add Data (Administrator)

The Add Data page allows administrators to add new water quality data records into the database via a form. To access this page, click the **Add Data** button on the **Administration Dashboard** (Figure 18).



Figure 18

There are **3 required fields** in the add water quality data form: **Sample Date** (Figure 19), **Site Name** (Figure 20), and **Site Point** (Figure 21). No new data can be added into the database without filling in these fields.



Add Water Quality Data

Please use the below form to enter collected stream data in to the database.

 The form is titled 'Add Water Quality Data' and contains four input fields arranged in a 2x2 grid. The fields are: 'Sample Date' (with a placeholder 'YYYY-MM-DD (Required)'), 'Sampled By', 'Site Condition', and 'PH'. A green arrow points to the 'Sample Date' field.

Sample Date : YYYY-MM-DD (Required)	Sampled By :
Site Condition : 	PH :

Figure 19

Site Name: (Required) Site Point: (Required)

✓ Please Select a Value
Cloverhurst Branch
Lilly Branch
Tanyard Creek

Please select a Site Point first

Figure 20

Site Name: (Required) Site Point: (Required)

Lilly Branch

Add Data

✓ MP-10
MP-8
MP-9
MS4-2
MS4-3
MS4-4b
MS4-4c
MS4-8

Figure 21

****NOTE:** Once a Site Name is selected, the Site Point dropdown menu will auto-populate with only the sites associated with the selected Site Name.**

After filling in the form, click **Add Data** (Figure 21) to add the new water quality data into the database.

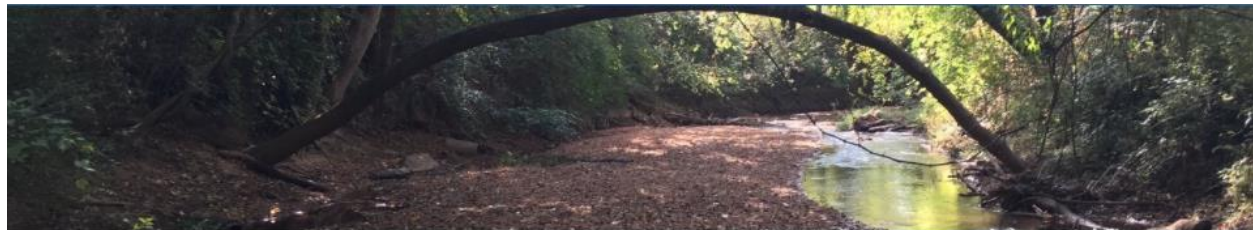
Add Site (Administrator)

The Add Site page allows administrators to add new monitoring site data records into the database via a form. To access this page, click the **Add Site** button on the **Administration Dashboard** (*Figure 22*).



Figure 22

Administrators can use the form to add new monitoring site information into the database. After filling out the form, click **Add Data** to add the new monitoring site into the database (*Figure 23*).



Add Monitoring Point Information

Please use the below form to add a new Monitoring Point in to the database.

 A screenshot of a web form titled 'Add Monitoring Point Information'. The form is set against a light gray background and contains several input fields: 'Site Name :', 'Site Point :', 'Location - Latitude :', 'Location - Longitude :', 'Description :', and 'Site Use :'. Each field is represented by a white rectangular box. Below these fields is a dark blue button with the text 'Add Data' in white. A green arrow points from the left towards this button.

Figure 23

**** NOTE:** New site names and site points will automatically be populated in the dropdown menus on the Add Data form******

Data Management Portal (Data User)

The **Data Management Dashboard** (*Figure 24*) is the landing page for logged in Data Users, or non-administrator level users. From the Dashboard, Data Users have access to the following pages:

1. Update Data – to update, delete, or export current water quality data
2. Update Site – to update, delete or export current monitoring site information
3. Add Data – to new add water quality data into the database
4. Add Site – to add a new monitoring site into the database
5. Home – navigates the user back to the Data Management Portal home
6. Sign Out – logs the user out

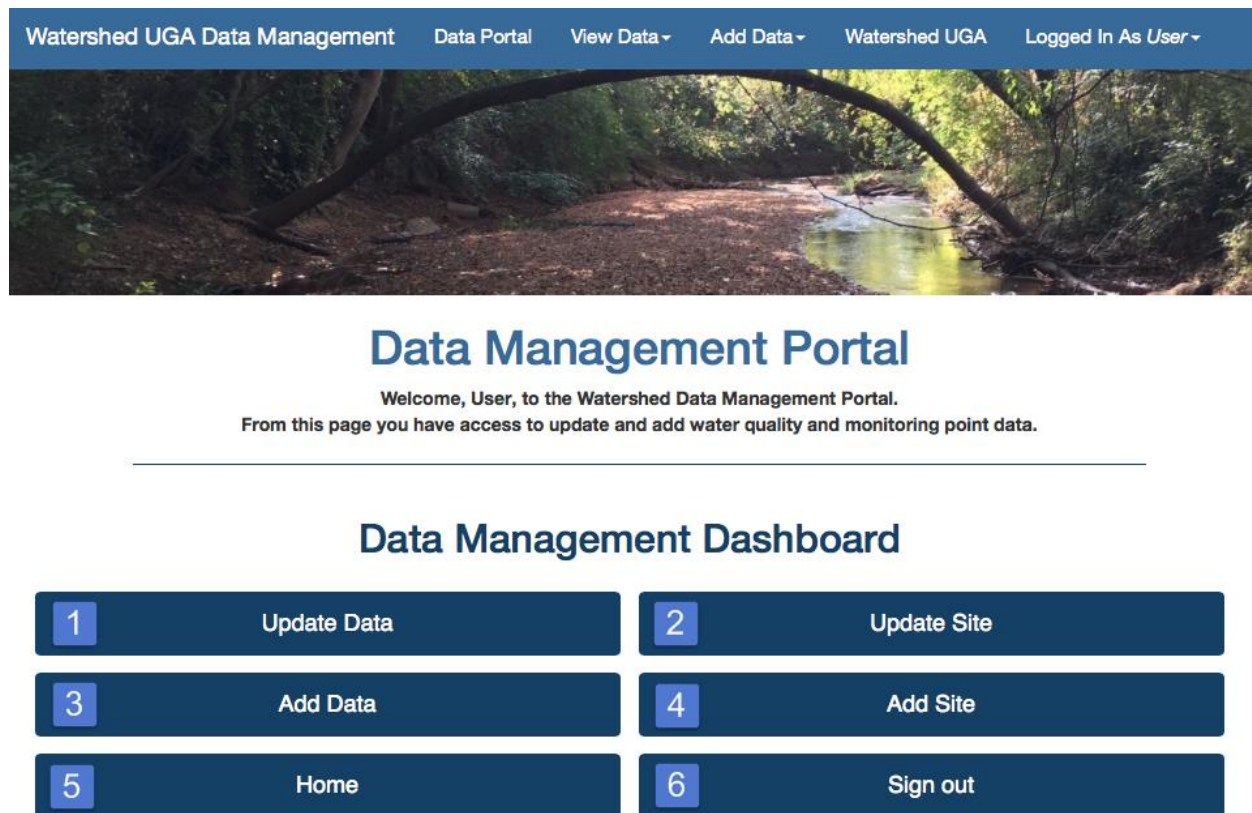


Figure 24

****NOTE:** The key difference between Data Users and Administrators is that Data Users DO NOT have access to any level of user administration**