# Uploading results to the NSW Waterwatch ALA Online Database !!
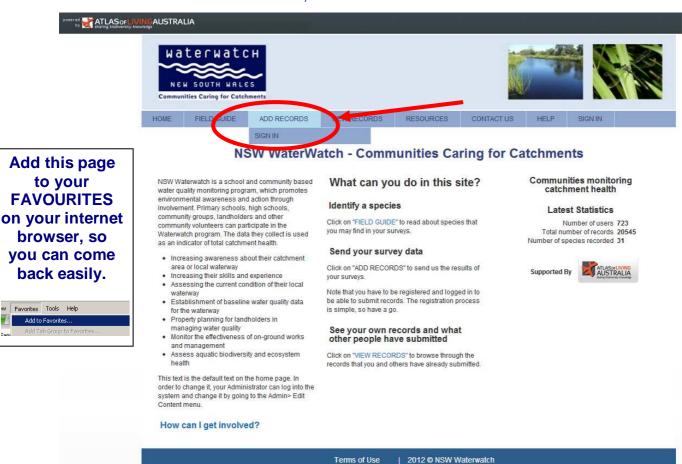
**TO ENSURE YOU CAN VIEW THE NEW ALA DATABASE FORMAT CORRECTLY, PLEASE USE GOOGLE CHROME OR MOZILLA FIREFOX AS AN INTERNET SEARCH PROGRAM – YOU CAN DOWNLOAD THESE FREE FROM:**
**Google Chrome: https://support.google.com/chrome/answer/95346?hl=en**
**Mozilla Firefox: http://www.mozilla.org/en-US/firefox/new/**

**STEP 1:**     Log onto the Waterwatch website at **http://root.ala.org.au/bdrs-core/nswww/home.htm**

**STEP 2:**     Click on **ADD RECORDS**, then click on **SIGN IN**.

**Add this page to your FAVOURITES on your internet browser, so you can come back easily.**



**STEP 3:**     Then enter your Username and Password (P@ssw0rd), and click **Sign In**
*\* PLEASE NOTE THAT USERNAMES & PASSWORDS ARE CASE SENSITIVE!*

*Note: If you forget your password, click on the link at the bottom, which will send you an automatically generated email with a new password to login with. You can then go to your Profile and change it.*
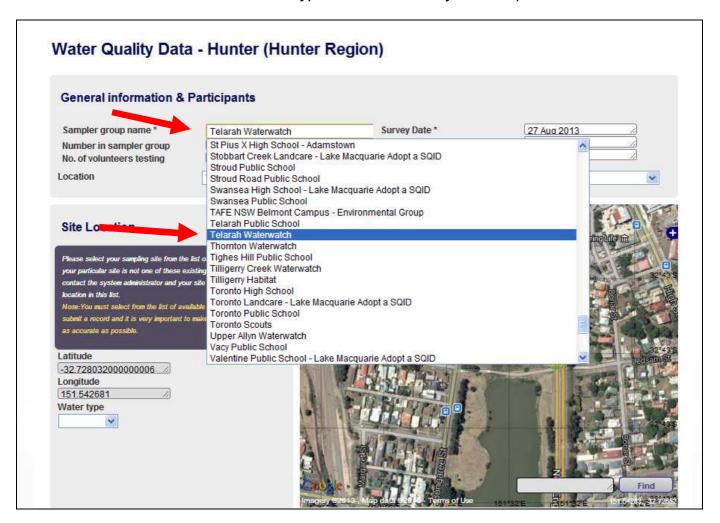
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**Step 4:** Go to **ADD RECORDS**, and click on the **Water Quality Data** option for your region.



*If you monitor for water bugs, this will appear here also – if not, just ask your coordinator to add bugs for your group.*

**STEP 5:** Click in the SAMPLE GROUP NAME field box, and find you Waterwatch Group Name in the list & select it. *You can type the first letter of your Group name in to find it faster!*
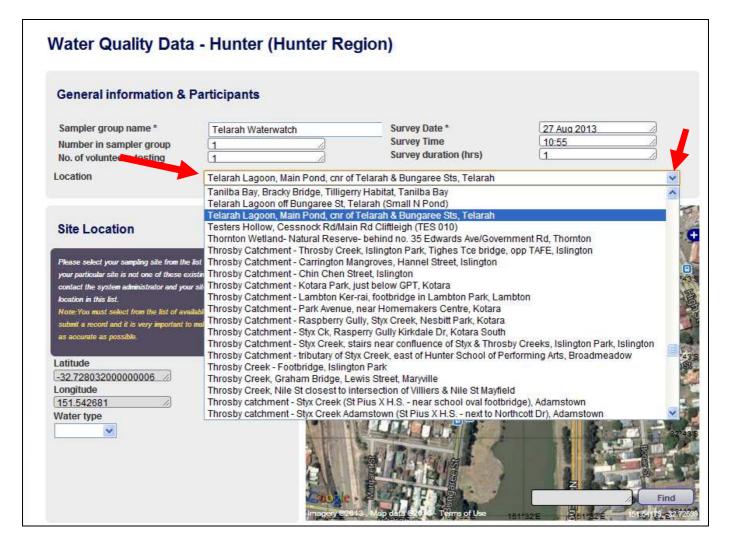
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**STEP 6:** Fill in boxes for:
- Number in sampling group (No. of volunteers/people in your group)
- No. of volunteers testing
- Survey Date & Survey Time – time & date of sampling/monitoring
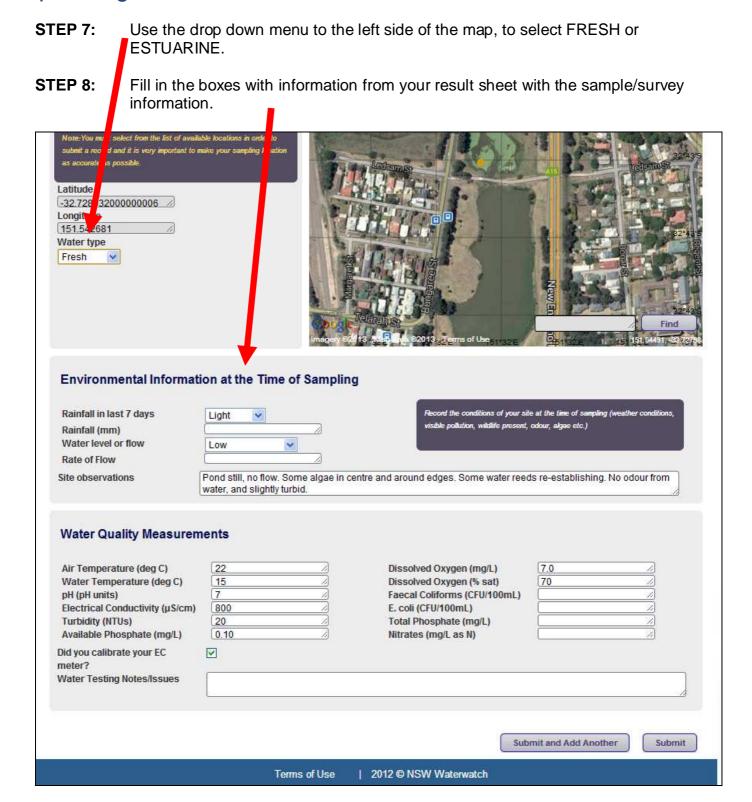- Survey duration (hrs) – how long it took to do sampling & testing.

**Next,** click in the LOCATION box, and find your site and click to select.
*If you need help with selecting the correct site, please contact your Coordinator.*



When you select the Location, the map will zoom to your site, and the longitude and latitude will autofill.
*- If your site marker (orange circle) is slightly off where it should be, contact your Coordinator to correct it.*

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**STEP 7:**     Use the drop down menu to the left side of the map, to select FRESH or ESTUARINE.

**STEP 8:**     Fill in the boxes with information from your result sheet with the sample/survey information.
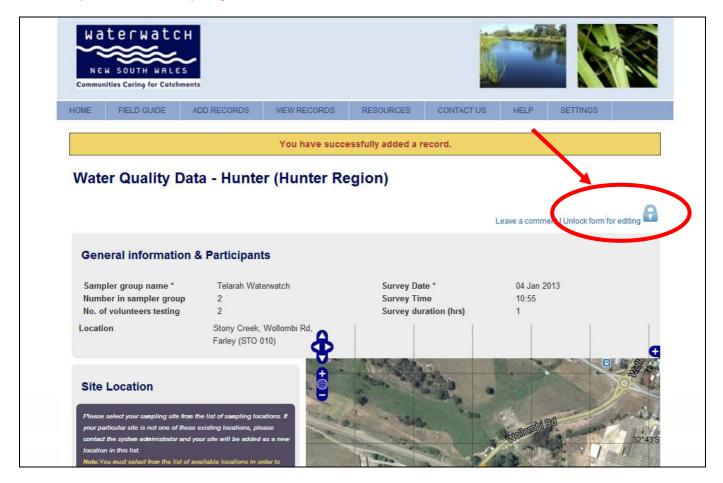


**NOTES:**
**- Remember to only enter numbers into the Water Quality Measurements boxes for the tests that you have completed. Leave the others blank – do not enter zero!**
**- Dissolved Oxygen % saturation is not auto calculated at this stage (it will be in future). DO % sat. needs to be worked out on chart in your water quality testing instructions, or use the Excel spreadsheet DO Conversion Table.**

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**STEP 9:** Click **SUBMIT**.
If you have more results to add, then click **SUBMIT and ADD ANOTHER.**

**STEP 10:** You'll then be taken to a screen, confirming you have **UPLOADED SUCCESFULLY!**

*If you wish to edit anything, click on the UNLOCK FORM FOR EDITING  lock, and edit & re-submit.*



**STEP 11:** Then, you can **LOG OUT** if you have completed you data uploads.



# *Thank you for your participation and ongoing monitoring through NSW Waterwatch in your local area.*