

# How to Enter State Scale Statistical (Probability) Survey Results in ATTAINS

Version: 4/05/2019: This document is based on the March ATTAINS software release.

**Purpose:** To explain how to use the Surveys module to enter summary results from State Scale Statistical (Probability) Surveys into the ATTAINS User Interface. The module does not accept the raw survey data, only the final condition estimates for each water type and state-defined Survey Category.

**Audience:** Users with Data Entry or Administrator permissions for the Surveys module.

**Note:** By default, users have been set to Read Only for the Surveys module. If you need to be able to edit and submit survey results data, but currently only have Read Only rights, please contact your regional Data Management Coordinator (DMC) to have your permissions updated. Data Entry permissions will allow you to add and edit survey results data. Administrator permissions will allow you to add and edit survey results data, as well as finalize and publish the results.

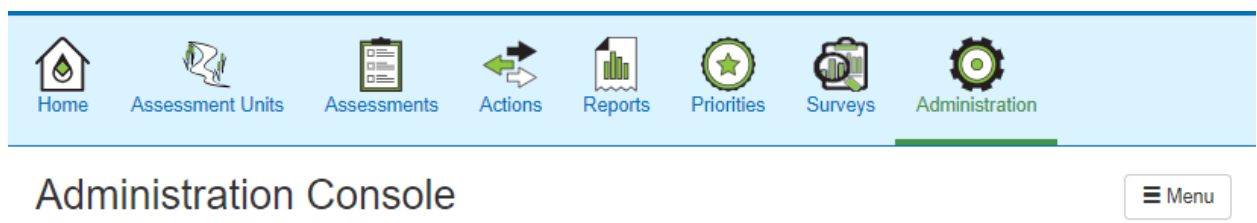
## Domain Setup

Steps must be taken to setup the initial domain values (such as Category names and Use or Condition labels) that will be used when entering the survey data. However, this step may only be completed by a state **ATTAINS Domain Administrator**. If you are not a state user with ATTAINS Domain Administrator authority, contact the person who has that role. This step only needs to be completed once and then the domains can be reused for future surveys.

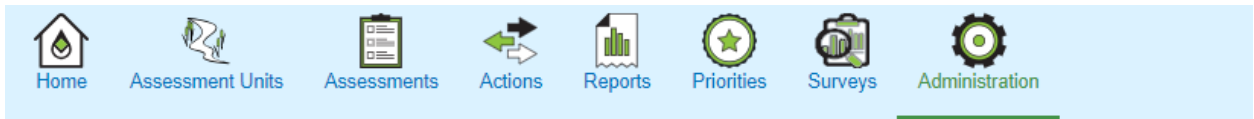
### Set Up the Survey Categories

A State **ATTAINS Domain Administrator** must define the Survey Categories (such as Good/Fair/Poor or Optimal/Fair/Suboptimal) before they can be used in the Surveys module.

1. Go to the Administration tab.



2. Click on the Menu button, and then click "Manage Domain Values".



## Administration Console

Menu

Manage Domain Values

## Administration Console

Menu

**Domain Management**

Domain Type

3. In the Administration Console, for the Domain Type, select “Survey Category” from the drop-down menu. Any codes that have already been established for your Organization will show in the table on the right side of the page. If you do not see the code you want, enter the appropriate information in the fields on the left side of the screen.

## Administration Console

Menu

**Domain Management**

Domain Type

Code

Description

Show All

Code	Description	Context
Fair	Fair Condition	TEST_ORG_C
Good	Good Condition	TEST_ORG_C
Poor	Poor Condition	TEST_ORG_C

- a. **Code:** This is the name of the Survey Category that you would like to show up in the User Interface, and eventually be published with the data. **Note:** Check your spelling before you click “Add”, because you cannot edit the Code later.
- b. **Description:** This is a definition of the Survey Code.
- c. **Context:** This refers to who can see and use this code. This is automatically populated with your Organization ID.

## Set Up the Use or Condition Labels

A state **ATTAINS Domain Administrator** must set up any Use or Condition label the state would like to use in the Surveys module from the Administration tab. If you are not a state user with ATTAINS Domain Administrator authority, contact the person who has that role. This step only needs to be performed once.

1. Go to the Administration tab.
2. Click on the Menu button, and then click “Manage Domain Values”.
3. In the Administration Console, for Domain Type, select “Survey Use or Condition” from the drop-down menu. Any codes that have already been established for your Organization appear in the table on the right side of the page. If you do not see the code you want, enter the appropriate information in the fields on the left side of the screen and click Add.

## Administration Console

Menu

**Domain Management**

**Domain Type**

**Survey Use or Condition**

**Survey Use or Condition**   **Context**

*No domain values available. Please enter a domain code.*

Add →
Cancel

- a. **Survey Use or Condition:** This is a label that you want to have available for your survey. For instance, if you do a survey for “Recreation” Use or “Biological Condition”, then enter that here. **Note:** Check your spelling before you click “Add”, because you cannot edit the label later.

## How to Enter the Survey Results Data

ATTAINS groups all the water types for a survey under a Survey Year. When the data are eventually published to How's My Waterway 2.0, the results for each water type will carry forward as the most recent data until a newer survey for the same water type has been entered.

1. Survey Year
  - a. If the Survey Year that you want to enter already exists, select it.
  - b. If the Survey Year that you want to enter does not yet exist, click on the "Create Survey" button.

State Statistical Surveys [Create Survey](#) Menu

Survey Year ▾	Survey Status ▾	Survey Comments ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>

- i. On the General sub-tab, enter the Survey Year (it should be entered as a 4-digit year in the format of YYYY), and a Comment that describes the Survey (such as the year(s) the sampling was conducted).

### State Statistical Survey (NEW)

**Survey Information**

<b>Survey Year*</b>	<input type="text" value="Survey Year"/>	<b>Organization</b>	TEST_ORG_C
<b>Survey Status*</b>	Draft		
<b>Comment</b>	<input style="width: 95%;" type="text" value="survey comment..."/>		

0 / 4000

Save Next > Return to List

- ii. Click the "Save" Button to save the information or click the "Next" button to save and proceed to the next step.

2. Enter “Survey Water Groups”
  - a. On the “Survey Water Type Groups” sub-tab, enter the Water Types used in the Survey and the appropriate information for each.

The screenshot displays the 'Survey Water Type Groups' sub-tab interface. At the top, there is a navigation bar with four tabs: 'General', 'Survey Water Type Groups' (which is highlighted in blue), 'Documents', and 'Summary'. Below the navigation bar is a form titled 'Survey Water Groups' with a dropdown arrow. The form contains the following fields:

- Waterbody Type Group\***: A dropdown menu with the text 'Select a water type'.
- Target Population Size\***: A text input field containing 'size' and a dropdown menu labeled 'Select units..'.
- Number of Sites Sampled\***: A text input field containing 'Site Number'.
- Comment**: A text area containing 'water group comment...' with a character count of '0 / 4000' below it.

At the bottom of the form are two buttons: 'Cancel' and 'Add ->'. To the right of the form is a table with the following columns: 'Survey Water Group', 'Size', 'Units', 'Number of Sites', and a trashcan icon. The table currently displays 'No Water Groups'.

- i. **Waterbody Type Group:** Select the appropriate Water Type from the drop-down list.
  - ii. **Target Population Size:** Enter the size of the water resource that the survey results describe. (For the LAKE/RESERVOIR/POND water type, you may enter a size for the survey, or the number of lakes if your survey was designed that way.)
  - iii. **Select units:** Select the appropriate units for the Size entered above. For the LAKE/RESERVOIR/POND water type, you may select either the area size, or the option of “Number of Lakes”.
  - iv. **Number of Sites Sampled:** Enter the number of sites sampled in this survey.
  - v. **Comment:** Enter an optional comment about the water type group surveyed (e.g., a description of the sample frame and target population).
- b. Click the “**Add**” button to add the Survey Water Group to the table on the right.
  - c. If you have additional Water Groups, repeat this step (or additional Water Groups can be added later, before finalizing the survey). Note: If you click on a Water Type in the table on the right, it opens a new window below. If you need to enter more than one Water Type, click Close in the lower window. ATTAINS will not let you add Water Types to the table (or delete Water Types from the table by clicking the trashcan icon) if the lower window is open.

- When you have completed entering the Survey Water Groups, click on the appropriate water type in the table on the right to open a new panel below.

General **Survey Water Type Groups** Documents Summary

Survey Water Groups ▾

Waterbody Type Group\*

Target Population Size\*

Number of Sites Sampled\*

Comment

0 / 4000

Add → Cancel

Survey Water Group ▾	Size ▾	Units ▾	Number of Sites ▾	...
STREAM/CREEK/RIVER	10000	Miles	50	

- If you need to edit anything related to the water type survey definition, make the changes in the new panel below.

Survey Water Group - STREAM/CREEK/RIVER Close

Waterbody Type Group\*

Target Population Size\*

Number of Sites Sampled\*

Comment

48 / 4000

5. Enter the summary statistics for the Water Type, including the Condition Estimates, for each Survey Category. You may enter overall statistics for the Use or Condition (“Use or Condition” radio button); or you may enter statistics for the combination of the Stressor and the Use or Condition (“Stressor” radio button). If you enter Condition Estimates for one or more Stressors associated with a Use or Condition, you must also enter the overall statistics for that Use or Condition on the “Use or Condition” subtab. For example, if you provide statistics for “Dissolved Oxygen” and “Temperature” on the Stressor sub-tab and associate them with the Use or Condition “Aquatic Life Use”, then you must also provide the overall Condition Estimate for “Aquatic Life Use” on the “Use or Condition” sub-tab.

- a. Select the appropriate option from the Parameter Type radio button.

## Use Parameters

Parameter Type  Use or Condition  Stressor

- b. To enter the overall statistics for the Use or Condition, select the “Use or Condition” radio button.

**Use Parameters**

---

Parameter Type  Use or Condition  Stressor

Use or Condition\*

Category\*

Statistic\*

Metric Value\*

Margin of Error\*

Confidence Level\*  %

Comment

0 / 4000

Type	Use or Condition	Stressor	Category	Statistic	Metric Value	Margin of Error	Confidence Level	...
No Survey Use Parameters								

- i. **Use or Condition:** Select the Use or Condition from the drop-down box. (This list includes any Uses or Condition labels that have been added via the Domain Administration module. If you don't see a Use or Condition that you want to use, contact your state ATTAINS Domain Administrator to have it added.)
- ii. **Category:** Select the Survey Category (e.g., Good/Fair/Poor or Optimal/Fair/Suboptimal) that you want to enter from the drop-down list. (If

you don't see the Category label that you are expecting, contact your state ATTAINS Domain Administrator to have it added.)

- iii. **Statistic:** Select “**Condition Estimate**”. Note: The ability to enter the Mean for a condition or stressor is not yet configured in ATTAINS. The option of Mean is available from the drop-down but ATTAINS assumes the metric values being entered are percentages, so an enhancement is needed to accept units for a Mean value.
  - iv. **Metric Value:** Enter the Condition Estimate percentage
  - v. **Margin of Error:** Enter the Margin of Error
  - vi. **Confidence Level:** Enter the Confidence Level (percent)
  - vii. **Comment:** Provide a comment (optional)
  - viii. **Click the Add button** to save the information to the table on the right.
  - ix. **Repeat this step for each combination** of Use or Condition and Category to be entered. (If you have one Use and your Categories were Good/Fair/Poor, you would need to complete this step three times.)
  - x. Note: If you enter something that is incorrect, click the trashcan icon to delete the row and re-enter the row with the correct data.
  - xi. Filtering: The “...” button in the table header provides the option to “Show Filter”, which adds filter boxes at the top of each column.
- c. To enter the statistics for the Stressor and the Use or Condition it is tied to, select the “**Stressor**” radio button.

### Use Parameters

Parameter Type  Use or Condition  Stressor

Stressor

Category\*

Statistic\*

Metric Value\*

Margin of Error\* ±

Confidence Level\*  %

Use or Condition\*

Comment

0 / 4000

Use or Condition	Stressor	Category	Statistic	Metric Value	Margin of Error	Confidence Level	...
<i>No Survey Use Parameters</i>							



- i. **Stressor:** Select the Stressor or Parameter name from the drop-down list.
  - ii. **Category:** Select the Survey Category (e.g., Good/Fair/Poor or Optimal/Fair/Suboptimal) that you want to enter from the drop-down list. (If you don't see the Category label that you are expecting, contact your ATTAINS Domain Administrator to have it added.)
  - iii. **Statistic:** Select Condition Estimate. The ability to enter a measure of central tendency for a condition or stressor (e.g., the mean or median) will be available in a future release.
  - iv. **Metric Value:** Enter the Condition Estimate percentage
  - v. **Margin of Error:** Enter the Margin of Error
  - vi. **Confidence Level:** Enter the Confidence Level (percent)
  - vii. **Use or Condition:** Select one or more Uses or Conditions that this Stressor applies to. For example, if you surveyed for the Stressor "Ammonia" and it applied to both your "Overall Use Support" Use and your "Aquatic Life Use Support" Use, you can select both of those Uses from the Use or Condition search box (without having to enter the same statistics separately for each Use or Condition). To select more than one Use or Condition, select the first from the list and then start typing the second and ATTAINS will filter the values. Click on the one(s) you want to include.
  - viii. **Comment:** Provide a comment (optional)
  - ix. **Click the Add button** to save the information to the table on the right.
  - x. **Repeat this step for each combination** of Stressor and Category to be entered. (If you have one Stressor and your Categories were Good/Fair/Poor, you would need to complete this step three times.)
  - xi. **Note:** If you enter something that is incorrect, click the trashcan icon to delete the row and re-enter the row with the correct data.
- d. When you have finished entering your data, click on the Next tab, to save the data and go to the Summary sub-tab. Or, scroll up and click on the Save button to save and remain on the Survey Water Type Groups sub-tab.

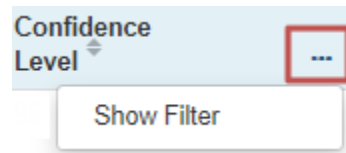
6. Enter the Documents associated with the Survey. Only one file may be selected to upload at a time. All documents uploaded to ATTAINS will be published once the survey is finalized.
- IMPORTANT:** Please **DO NOT** upload files that contain sensitive personally identifiable information (PII) such as names and home addresses of staff who conducted the surveys.

The screenshot shows the 'Documents' form in the ATTAINS system. The form is divided into several sections:

- Agency Code\*:** Radio buttons for EPA, State, and Tribe.
- Document Name\*:** Text input field with placeholder 'document name'.
- Document Type\*:** Text input field with placeholder 'document type(s)'.
- File\*:** A 'Choose File' button and the text 'No File Chosen'.
- Document URL:** Text input field with placeholder 'document url'.
- Document Comment:** Text area with placeholder 'document comment...' and a character count '0 / 4000'. Below the text area is the label 'Internal Use Only'.
- Buttons:** 'Add →' and 'Cancel' buttons.
- Table:** A table with columns 'Document Name', 'Document Type', 'Agency Code', and 'File Name'. The table currently contains the text 'No Documents'.

- Agency Code:** Select the group that created and owns the document.
- Document Name:** Type in the name that should be published for the Document that is being uploaded.
- Document Type:** Select from one (or more) of the four options. These are labels that help users understand the type of document before opening it. You may select more than one for a single document if they apply.
  - Map Image – Select this if you have an **image** (e.g., .JPG, .PNG, .BMP) of a map of survey locations that you would like to publish with the survey results.
  - SOPs – Select this if you would like to publish Standard Operating Procedures used for the survey.
  - Survey Design Document – Select this if you have files that describe the survey design.
  - Survey Report – Select this if you have a narrative report for the survey.
- File:** Choose the file to be uploaded.
- Document URL** (optional): If the document is publicly available via a web link, you may provide the web link instead of uploading the document. Please note that web links can change over time. A future change to a submitted web link will cause a broken link and make the file inaccessible to users viewing the survey results.
- Document Comment:** Provide a comment (optional)
- Click the “Add” button. The file information will show in the table on the right.**
- Repeat this process for each additional survey document to be uploaded.

7. Review the data for the survey on the “Summary” tab.
  - a. Click on a Water Group to expand the information associated with that Water Type.
  - b. The table that opens under “Survey Water Group – Use Parameters” is sortable and filterable.
  - c. To sort, click the arrows next to the column heading.
  - d. To filter the table, click the “...” button on the right side of the header row, and select “Show Filters”.



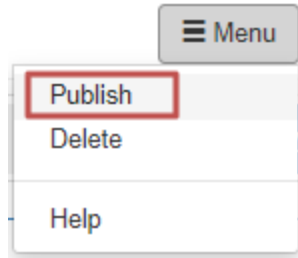
- e. The table shows 5 rows by default. To see additional rows, click on the pages of the table on the lower left. Or, click on the number of rows options on the lower right.



## Finalize and Publish the Survey

Users with Survey Administrator permissions may finalize and publish the survey.

1. Prepare to finalize the Survey.
  - a. On the “Summary” tab, check to ensure there are no error messages. If the survey is incomplete, the survey cannot be finalized.
    - i. If you have entered a Stressor associated with a Use or Condition without also entering the overall statistics for the Use or Condition, an error will show at the top of the Summary tab.
  - b. **Check the data carefully on the “Summary” tab to ensure it contains the correct information.** Once the survey is finalized, the survey will be locked and become Read-Only. No more changes may be made at that point.
2. If everything is as you expect, you may finalize and “Publish” the survey. **Note:** As of the March 2019 ATTAINS release, this locks down the survey and makes it Read-Only. Once the surveys web service is created, any finalized surveys will become accessible to the public via a web service. How’s My Waterway 2.0 will use that web service to pull survey data from ATTAINS and display it on their website.
  - a. To finalize a survey, go to the Menu button within the survey and select “Publish”.



- b. A new dialog window pops up explaining that you are about to make the data available to the public. If you are ready to do so, click “Ok”, which will lock down the survey. Otherwise, click “Cancel” and return to editing the survey.

## Publish Survey

This will publish the survey and make it public. Do you want to continue?

OK

Cancel

- c. If you clicked “Ok”, the survey becomes Read-Only, and would be visible to the surveys web service.

## Deleting a Survey

Users with Survey Administrator permissions may delete a Draft survey. **Warning:** Deleting a survey will delete data associated with that survey. Before attempting to delete a survey, please check the survey to ensure you are not deleting important data, as it cannot be retrieved after the survey has been deleted.