Index of Wetland Condition Field Assessment Tool v1.1 – user guide

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Background

Accessing the tool

The tool is optimised for use on iOS and Android smartphones and tablets and runs in either Google Chrome (Android or iOS) or Safari (iOS) web browsers. In your browser, enter the following URL to open the tool: **iwc.vic.gov.au/miwc**. Data connectivity is needed when you first launch the tool. To add a shortcut to your device's home screen, refer to the following websites:

Safari users: https://www.makeuseof.com/tag/add-website-shortcuts-iphone-home-screen/

Chrome users: https://www.wikihow.com/Set-a-Bookmark-Shortcut-in-Your-Home-Screen-on-Android

Safari users who have previously accessed an earlier version of the tool will need to refresh the browser cache prior to accessing v1.1. To do so, go to settings > Safari, and select "Clear History and Website Data".

What does the tool do?

The tool is used to enter Index of Wetland Condition (IWC) assessment data collected in the field as prescribed by the IWC Assessment Procedure (DELWP 2018). Assessments can be uploaded to the IWC Data Management System (IWCDMS) via the tool when there is data connectivity. This tool is an alternative to using the field sheets contained in the back of the IWC Assessment Procedure and entering data manually into the IWCDMS. Note that the tool cannot currently:

- Capture or upload photos from your device to the IWCDMS (this needs to be done via the IWCDMS and there is a prompt in the app to do so).

- enable the user to draw and annotate the base maps used in the IWC assessment. These will need to be downloaded from the IWC Wetland Mapping Tool (http://mapshare.maps.vic.gov.au/MapShareVic/index.html?viewer=MapShareVic.PublicSite&locale=en-AU) as hard copies and annotated in the field.

Who should use it?

The tool is designed for anyone qualified to do an IWC assessment – please refer to the IWC Assessment Procedure for information on the skills required for an IWC assessment.
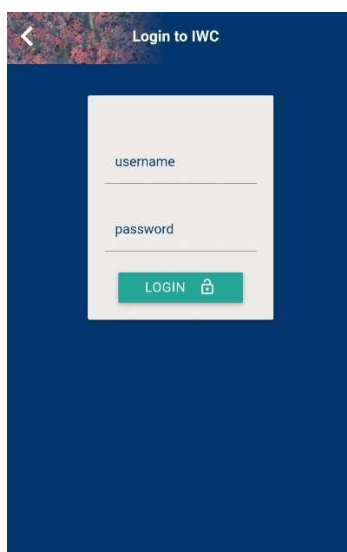
User instructions

Entering assessment data

Step 1: Load the Tool: iwc.vic.gov.au/miwc

Data connectivity is required for this step.

Step 2: Enter your login details

The first time you access the tool you will be asked for your username as password – this is the same username and password that you use to login into the IWCDMS. If you do not have an IWCDMS user account, you will need to fill out the user registration form at iwc.vic.gov.au prior to using the tool.

When the tool opens, you will see the following screen:

*!* *Important information about logging in*

If you can't remember your login and/or password, please contact IWC Support to have these sent to you.

Data connectivity is required to log in and refresh the reference data. Once this is done assessments can be completed if there is no data connectivity.

Following login, reference data that the tool uses will load – these are:

- Assessment types (full IWC assessment or EVC only assessment)
- Assessors (all people who previously done an IWC assessment)
- EVCs (all Victorian wetland EVC names, numbers and their life forms)
- Flora (al Victorian flora from the Victorian Biodiversity Atlas)
- Wetland sites (all wetland sites stored on the IWCDMS including all wetlands on the Victorian Current Wetland Inventory and user-created sites)

The tool's home screen will then load as shown in the image on the following page.
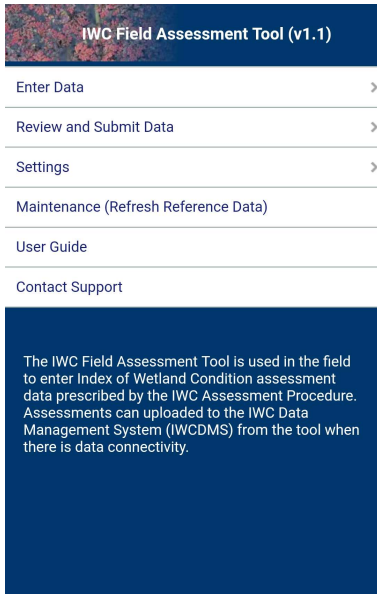
Options on this screen

Enter Data – used to enter assessment data (either a full IWC assessment of EVC only assessment)

Review and Submit Data – used to edit, delete or upload assessments to the IWCDMS that have not been automatically saved during the assessment

Settings – a setting to disable the automatic upload feature (this should remain on unless you have been advised to turn it off by IWC support)

Maintenance (Refresh Reference Data) – used to refresh the reference tables if you have been advised to do so by IWC support

User Guide – opens this guide

Contact support – opens a new email to technical support (iwc.support@delwp.vic.gov.au)

Step 3: Select "Enter Data"

Step 4: Select the assessment version
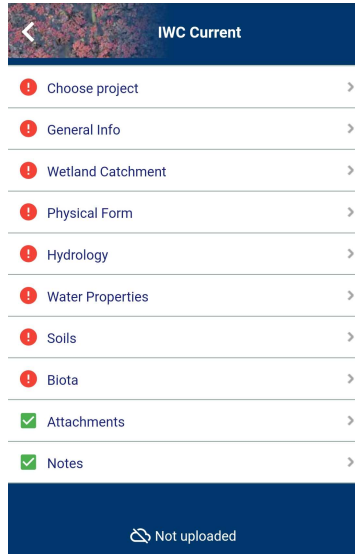

Options on this screen

Full IWC assessment – select this if you are collecting data for all IWC subindices

Wetland EVC assessment only – select this if you are collecting the general wetland information and EVC information only

Step 5: Entering data

After the assessment version is selected, the assessment sections are shown. An exclamation mark adjacent to the section means that the data entry for that section is not complete. A tick means that the section is complete, or the data is not mandatory. You can start at any section, however

Full IWC Assessment screenshot

Options on this screen

*Choose project – used to select the project that the assessment(s) belongs to.*

*General Info, Wetland Catchment, Physical Form, Hydrology, Water Properties, Soils and Biota – data entry forms for the respective IWC subindices **(note that for a Wetland EVC only assessment – only the General Info and Biota sections are required)***

Attachments – a form used to collect information about the base map and photopoints (this is currently not mandatory)

Notes – used to document any notable flora or fauna observed during the assessment

At the bottom of the screen, the automatic upload status is shown. This is shown on all assessment screens.

First, select the project that the assessment belongs to. The project can be other one that is on IWCDMS and assigned to you or a new project.
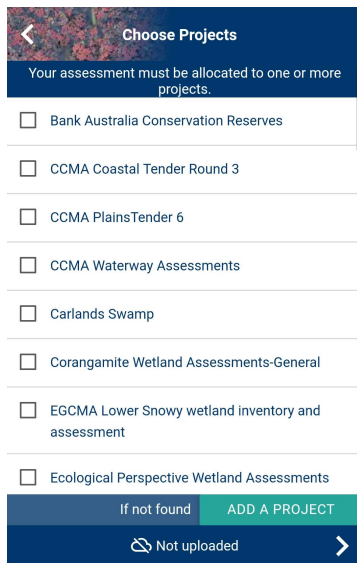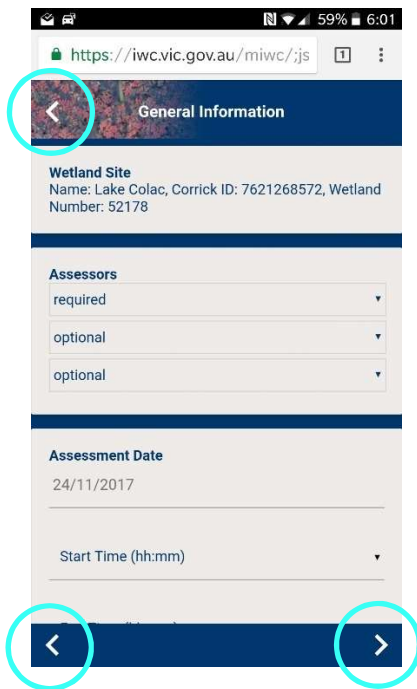

Tips

A list of projects assigned to you will be displayed. Tap on the appropriate project.

If your assessment belongs to a new project, tap on "ADD A PROJECT at the bottom right of the screen. A form will be displayed requesting details of the project.

Once the project is selected or a new project is created, you will be taken to "General Information" section.

Step 6: Completing the assessment, uploading data and starting a new assessment

During the assessment, data will be automatically uploaded to the IWCDMS – "Uploaded" will be displayed at the bottom of each screen as indicated:

If you did not have data connectivity at the time of completing the assessment, your assessment will remain on your device and you will need to upload your assessment as soon as you have connectivity (see Step 7 overleaf). You can start a new assessment or return to the home screen, as shown below.
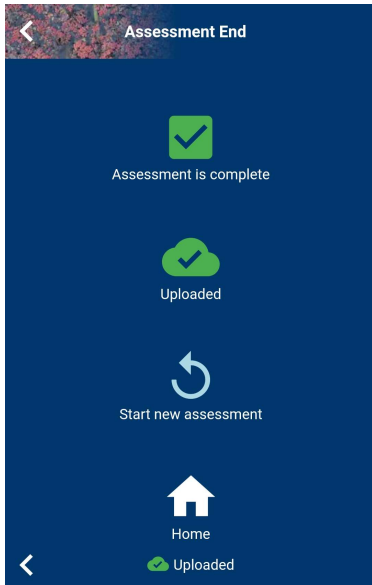
! *Important information about uploading your assessment*

You will only be able to upload your assessment if you have data connectivity – it is good practice to do this as soon as you do so.

If you do not have data connectivity, your assessment will be saved in your browser's cache file.

Step 7: Editing, deleting and uploading assessments

Either select the Home icon if you are presently on the Assessment end screen (shown above) or the back arrow at the top of the screen repeatedly until you reach the Home screen. Then tap on the Review and Submit Data option as highlighted below.
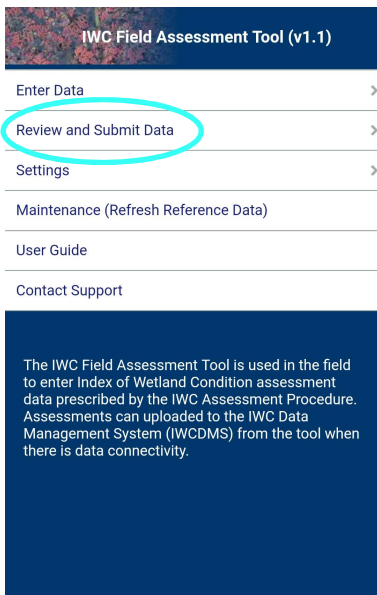
You will see the details of your assessment(s) as shown in the following image:
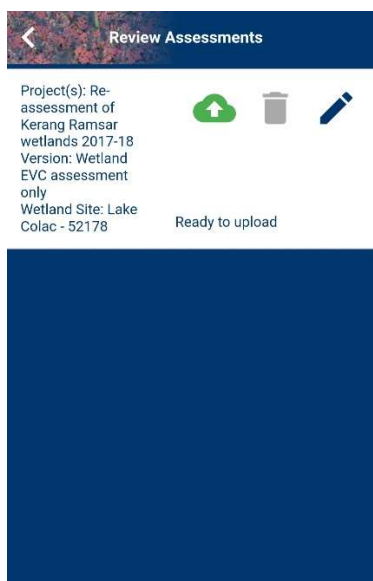
Options on this screen

Upload (cloud with arrow) – upload the assessment to the IWCDMS (internet connectivity required)

Delete (trashcan) – deletes the assessment (following a warning message)

Edit (pencil) – enables any aspect of the assessment to be edited

Once the information is uploaded it is ok to exit the browser.

Online resources

Essential resource	Website location
Index of Wetland Condition assessment procedure	iwc.vic.gov.au/resources
Benchmarks for wetland Ecological Vegetation Classes in Victoria	iwc.vic.gov.au/resources
Advisory resource	**Website location**
A guide to water regime, salinity ranges and bioregional conservation status of Victorian wetland Ecological Vegetation Classes	https://www.ari.vic.gov.au/__data/assets/pdf_file/0017/40265/ARI-Technical-Report-266-Guide-to-water-regime,-salinity-ranges-and-bioreg-cons-status-of-Vic-wetland-EVCs.pdf
The Victorian wetland classification framework	https://www.water.vic.gov.au/__data/assets/pdf_file/0023/52763/Final-for-publicatn-Wetland-Classification-Report-8Mar16.pdf
Wetland Landscape Profiles spatial data	www.data.vic.gov.au/data/dataset/wetland-landscape-profiles