



# VA SOS Database Entry Instructions



## Logging in and General Information

To use this online data entry system, you must first register by creating an account with a unique username and password. This will allow you to keep track of and make corrections to data you submit.

1. The VA SOS database can be accessed via [vasos.org](https://vasos.org) or directly at <https://vasosdata.org/>.
2. To register a new account, click the "Register" button below the login area.

VA **Save Our Streams**  
*Protecting Virginia's Natural Resources Since 1989*

Not logged in

Please Log In

Username:

Password:

Login

[Register](#) [Forgot password](#)

3. You can then make a new account by creating a unique username and password. You must provide an active email address to register.

Enter User Details

Username:

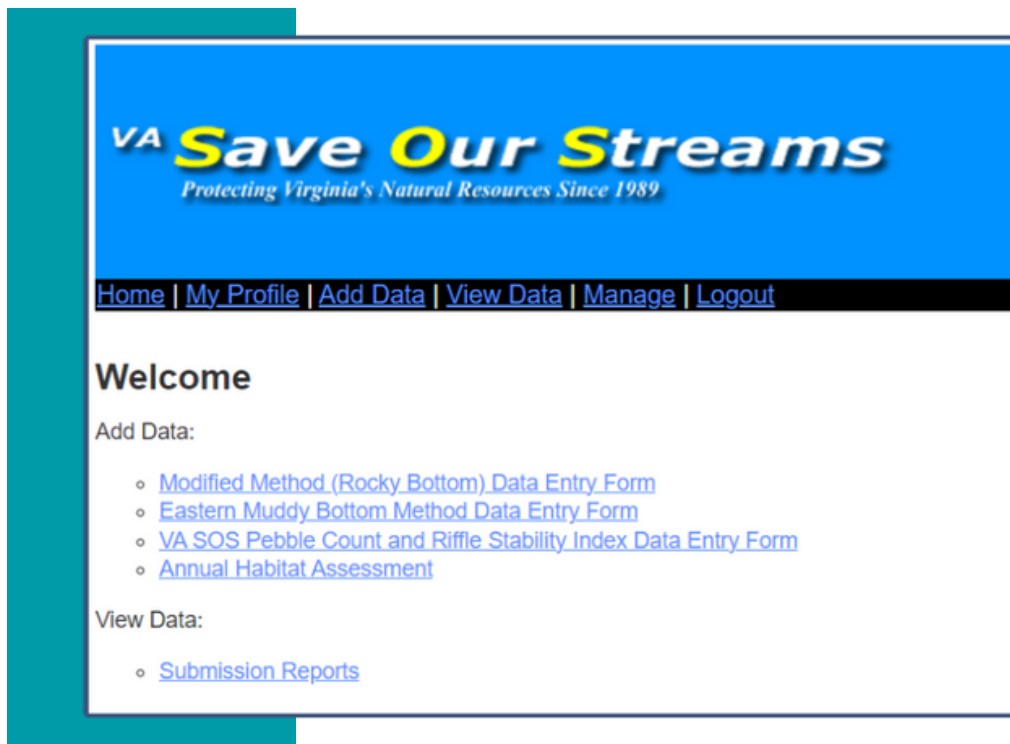
E-mail:

Password:

Confirm Password:

Register Cancel

4. Once you have registered, you can immediately log in.
5. After logging in, you will be brought to the Home page, which will allow you to enter, view, or edit your data.
6. The top bar menu features the add and view data options, as well as links to manage your profile (My Profile), add data (Add Data), view or manage data (View Data) and manage monitoring sites (Manage).



## Add Data

To add data into the VA SOS Data Entry system, select the Add Data heading from the header links or Add Data on the homepage.

1. Select the sampling method you used, either Rocky (Modified) or Muddy Bottom. The forms are in similar order to your field data sheet.
  - Please note that there are two retired protocols also available on this page: VA SOS Pebble Count and Riffle Stability Index and the Annuals Habitat Assessment. These two protocols are no longer in use and should not be selected.

**Modified Method (Rocky Bottom) Data Entry Form: New entry**

Site:

[Can't find your stream?](#)

Date:

Number of Participants:

Group or Individual:

Name of Certified Monitor:

Average stream width:

Average stream depth:

Flow rate (High/Normal/Low/Negligible):

Weather last 72 hours:

Water Temperature:

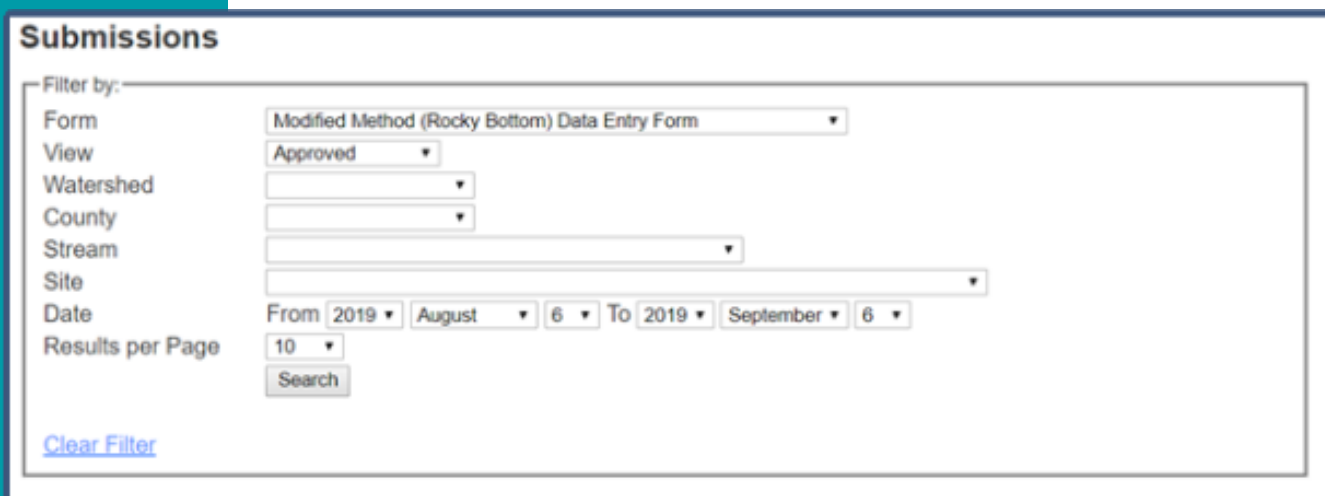
2. Use the drop down list to select your monitoring site from the given list. You can either scroll through the streams and sites until you find your site, or type the first two letters of the name of the stream and selecting the appropriate site.
3. If you do not know the site name for your stream:
  - a. Contact your regional coordinator or VA SOS coordinator.
  - b. Select a site you believe is correct. Once you select a site, you will see the description and coordinates of the site. If this is not the right site, select another site.
  - c. Go to Manage in the top menu bar and check the full list of all sites registered for your stream.
4. If your site is not listed, or you monitored at a new site, you may add a site by selecting “Can’t find your stream?” on the data entry page. Please be sure that your site is not listed in the database before adding it.
  - a. When adding a new site, please reference the [VA SOS Naming Guidelines](#) document for instructions.

# Completing Data Entry

5. Enter the information from your field data sheet into the online form.
  - a. The database should automatically calculate the total organism count and metric calculations during data entry. Please confirm the totals and scores calculated by the database with your own work to ensure data is entered correctly.
6. Enter ALL certified monitors present in the Name of Certified Monitor field. List anyone present who is not a certified monitor in the Other Monitors field.
7. Once you have completed the data sheet, select submit.
8. After submission you will be taken back to the data entry Home page. If you need to edit your entry for any reason, you can do so by searching for it in View Data.
9. Once your data is submitted, it will not be made available to other users until it is quality assured by the VA SOS office.

## View Data

1. To view data that has been entered into the VA SOS database, select View Data from the home page or top menu.
2. You will be taken to the Submission page, where you can search the entire database for any monitored site.



The screenshot shows a web interface titled "Submissions". On the left, there is a "Filter by:" section with a list of fields: Form, View, Watershed, County, Stream, Site, Date, and Results per Page. To the right of this list are corresponding input fields. The "Form" field is set to "Modified Method (Rocky Bottom) Data Entry Form". The "View" field is set to "Approved". The "Date" field is set to "From 2019 August 6 To 2019 September 6". The "Results per Page" field is set to "10". There is a "Search" button at the bottom right of the filter section. A "Clear Filter" link is located at the bottom left of the filter section.

Filter by:	Value
Form	Modified Method (Rocky Bottom) Data Entry Form
View	Approved
Watershed	
County	
Stream	
Site	
Date	From 2019 August 6 To 2019 September 6
Results per Page	10

[Clear Filter](#)

3. The Submissions page can search the database based on several criteria.

- Form – choose either the Rocky (Modified) Bottom or Muddy Bottom method.
- View – choose Approved to see all public data or My Submissions to view only your data.
- Watershed
- County
- Stream
- Site
- Date
- Results per page

4. Once you have put in your filters, select Search to return the records that meet the parameters of your filter. It may take several minutes to produce search results depending on the amount of data being pulled.

5. The data you select will show up below your filter box in a spreadsheet format. You can view each individual entry as a separate page by selecting View under the Actions column for each entry.

6. You may also click Download to download the data to view and analyze in Excel. All approved VA SOS data is freely available to the public. However, please be sure to credit other monitoring groups and individuals if you use their data in any reports, presentations, or outreach activities.

VA SOS data is also viewable on the [Clean Water Hub](#). Data is quality assured and transferred to the Hub semi-annually. Users can see their data graphed over time for each site and use these graphs to communicate your stream conditions with the public. Users can also submit additional data like Salt Watch or Nitrate Watch to their sites in the Clean Water Hub.

To request a profile for your organization in the Hub, where all of your sites can be linked and data can be downloaded, please email [vasos@iwla.org](mailto:vasos@iwla.org).

# Manage

Selecting the Manage button from the header menu will take you to the screen to manage your monitoring sites. When you select sites from the manage screen, it will take you to a list of all the sites with the site information.

1. You can add new sites here, but you cannot edit sites.
2. If you need to edit a site, please contact the VA SOS office.
3. To view information about a site, click on its station identifier.
4. You can either use the scroll buttons on the bottom of the stream to scroll through the site list, or you can jump to your site by clicking on the first letter of the stream name in the header of the site list.

# My Profile

Click this section to update your login information.

# Questions?

Please email [vasos@iwla.org](mailto:vasos@iwla.org) with any questions or concerns about the VA SOS Database or your data.

Virginia Save Our Streams is a project of the Izaak Walton League of America.

[www.vasos.org](http://www.vasos.org) | [vasos@iwla.org](mailto:vasos@iwla.org)