I. System Information

A. Missouri Soil and Water Information Management System (MoSWIMS)

MoSWIMS was developed to automate the cost-share procedures used by the Missouri Soil and Water Conservation District offices. MoSWIMS automates both Regular and Agricultural Nonpoint Source Special Area Land Treatment (AgNPS SALT) projects funded for use in the district. MoSWIMS is used to allocate funds by project, obligate funds, and document incentive payments made. MoSWIMS automates cost-share forms and generates various financial and management reports. As future changes or updates are made to MoSWIMS, the program office will make the changes or updates available to districts. If the user experiences technical problems with MoSWIMS, contact your district coordinator.

B. MoSWIMS District Office Training Manual

This manual is written to enhance the understanding and effective use of MoSWIMS. If a conflict occurs between this manual and the Cost-Share Handbook, the handbook takes precedence. The information contained in the system that was used to develop the forms and reports shown in the manual are only examples and as such, may not comply with current cost-share policy. If the user experiences problems in entering information in MoSWIMS, or has questions regarding the manual's content, please direct your comments and/or questions to the your district coordinator.

C. Helpful Hints

o It is strongly recommended to utilize the main menu and the buttons in MoSWIMS to navigate between screens. Use of the buttons located on the Internet browser toolbar can cause MoSWIMS to malfunction.
o If a user has not been active on the screen for an extended period the session will time out.
  ▪ Moving the mouse does not signify activity.
  ▪ "Your session has expired due to a server restart or timeout." will display in red at the top of the screen.
o Updating information in MoSWIMS affects all users in the district, except for user preferences.
o The format for dates in MoSWIMS is MM/DD/YYYY.
o Click on grid column headers to sort information in the grid.
o A customized feature appears at the bottom of several grids.
  ▪ To select the number of records to view, click the drop-down at the bottom of the grid.

- To navigate through grids, click the arrow buttons at the bottom of the grid.
  o There are two methods to select multiple records on several screens.
    - To select the entire list, click the first record, hold down the shift key, and click the last record.
    - To select multiple individual records, click the first record, hold down the control key, and click the additional individual records.
  o Click "Show All" to display active and inactive records in grids. Click "Show Active" to display active records.
  o To navigate screens, the home and end keys on the keyboard allow quick movement between top and bottom of screens.
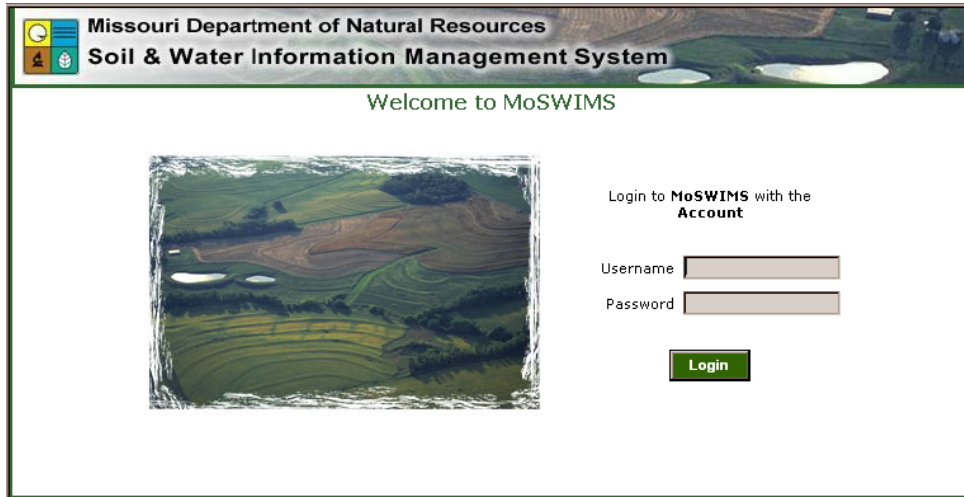
D. Login

o There are two screens utilized to login to MoSWIMS.
o The first screen contains Notice to Users, the legal notice that applies to the site.
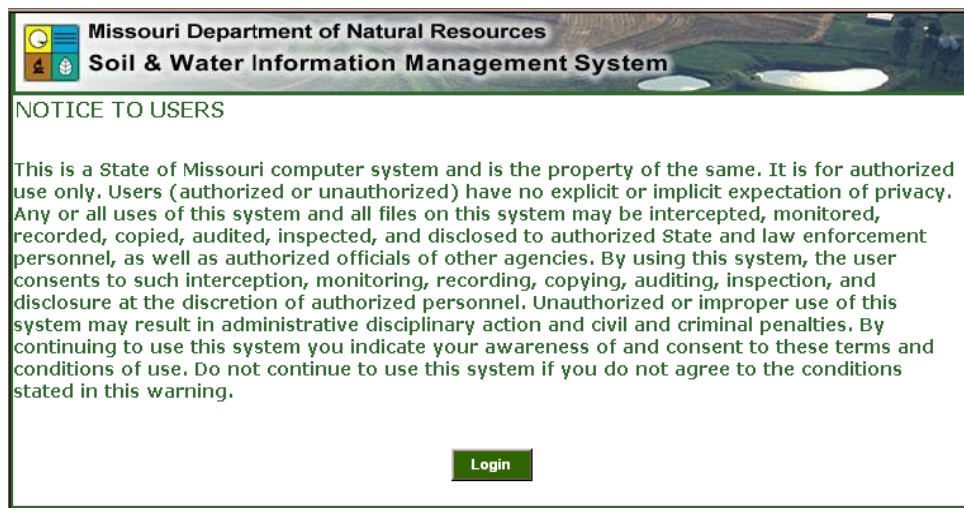
o The second screen requires a username and password.
o The usernames and passwords for MoSWIMS are the same as those entered to login to the DNR network.

o A prompt will ask if the user wants to save the password.
  ▪ It is strongly recommended to choose "No." When the network password is updated, the previously saved MoSWIMS password will no longer work.
o If the user enters their username or password incorrectly, the Login Failed screen will appear.

E. Home Screen

Things to Know:

o When the username and password are accepted, the "Logged In" screen opens. Choosing "Home" at the top of the screen will also bring you back to this screen.

o The main menu is the green menu across the top of the screen. Use this menu to access a variety of drop-down menus and navigate through MoSWIMS.

o Below the main menu, the words 'Logged In' will appear. This indicates that the user has successfully logged into MoSWIMS.

o The district number and name are listed below that.
  ▪ While using MoSWIMS, the information that appears in this identification bar will change depending on which screen the user is working in.

o This screen displays the user's name, date, and time last logged in.

o The "Termination Date Warning," "Fund Status," and "Cooperator SAM II Status" grids display on this screen.
  ▪ Users have the option of viewing these. This will be discussed in more detail in the next section.

Logged In

District: 1 - DISTRICT

Welcome TEST TWO
The current user last logged in 11/23/2009 2:00:31 PM

Update User Preferences

Termination Date Warning

Current Fiscal Year Report   Tips

	Term Date	Contract #	Event	Cooperator	Home Phone	CS $
✏	11/25/2009	R 001-09-0057	CNT PMT	DALE FARMS INC	(660) 872-6358	$5,073.71
✏	12/01/2009	R 001-09-0038 CO5	CHG ORD	JAMES R PARSONS	(417) 246-1078	$10,000.00
✏	12/01/2009	R 001-09-0089 CO1	CHG ORD	PAUL REEDER	(660) 872-6266	$10,000.00
✏	12/01/2009	R 001-09-0106 CO1	CHG ORD	HELEN A COOPER	(660) 872-6252	$574.22
✏	12/01/2009	SN045 001-09-0001 CO2	CHG ORD	VERNON L PRICE	(660) 425-3092	$8,250.00

Fund Status for FY 2010

Fiscal Year for report: 2010 ▾ Report

Project	Allocation Group	Allocated	Obligated	Unobligated	Contract Payments	Remaining Payments	Active
GM	GRAZING MANAGEMENT 2010	$24,750.00	$6,704.17	$18,045.83	$0.00	$24,750.00	✓
GWP	GROUND WATER PROTECTION 2010	$1,870.00	$1,200.00	$670.00	$0.00	$1,870.00	✓
R	REGULAR COST-SHARE 2010	$65,652.45	$65,652.45	$0.00	$40,004.52	$25,647.93	✓
SA	SENSITIVE AREAS 2010	$15,400.00	$3,004.81	$12,395.19	$3,004.81	$12,395.19	✓
SE	STREAMBANK EROSION 2010	$5,500.00	$0.00	$5,500.00	$0.00	$5,500.00	✓

Cooperator SAMII Status

	Contract #	Event	Cooperator	SAM II Vendor	SAM II EFT
✏	GM 001-10-0025	CNT	BARRY G WIMBERLY	⊘	⊘
✏	GM 001-10-0026 CO1	CHG ORD	BARRY G WIMBERLY	⊘	⊘
✏	GWP 001-10-0024	CNT	BAV FARMS LLC	⊘	⊘
✏	GWP 001-10-0040 CO1	CHG ORD	ROBERT W ALLEN	⊘	⊘
✏	GWP 001-10-0041	CNT	ROBERT W ALLEN	⊘	⊘

|◄ ◄ ► ►| Change Grid Size ▾   Page 1 of 10

F. User Preferences
Things to Know:

o Click the "Update User Preferences" button on the Logged In screen.

o A User's ID and Access Rights are viewable in the User Preferences screen.

o User Security Level also displays.

o The Location is read-only and designates which district the user is working in.

o The user's e-mail address appears in this screen.

o Users can indicate a login reporting option for the "Fund Status," "Termination Date Warning," and the "Cooperator SAMII Status" grids on the Home screen.

o Set the number of days the Termination Date Warning will report on.

▪ This report lists contracts with a termination date within the warning range set in the User Preferences screen.

▪ Each user can set their individual preferences and it does not interfere with other users in that district.

o Click the "Update" button to save changes.

G. Security Administration

Things to Know:

o   This screen is viewable to District Administrators only and is used to edit and enter user accounts.
o   Only the District Administrator can edit users.

Enter Information in MoSWIMS:

1. From the main menu, select "System Setup" and then select "Security Administration."
2. Create a "User ID" by entering the user ID used to log on to the network/computer.
3. Enter in the user's first and last names in the appropriate boxes.
4. Select the "Add" button.
5. The new user's password is the same password used to log on to the computer/network.
6. Set the access rights for the user, and then click "Update."
    a.   If the user actively participates in cost-share, set the cost-share option to "Yes."
    b.   If the user only reviews reports for the district, set the cost-share option to "No."
7. Once the District Administrator has added a user, the user's information will appear in a grid located at the bottom of the screen.
8. Once a user is added, they cannot be deleted, but only made inactive.
    a.   Users can be set to inactive by removing the checkmark in the "Active" box.
    b.   Inactivate a user by unchecking the "Active" box, and then click "Update"

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