

## I. System Information

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### 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

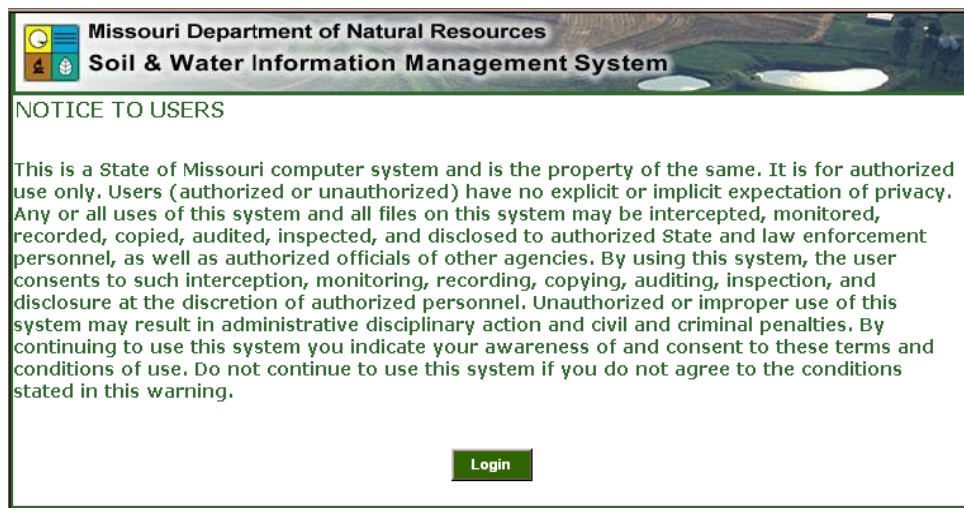
- It is strongly recommended to utilize the main menu and the buttons in MoSWIMS to navigate between screens. Use of the buttons located on the Internet browser toolbar can cause MoSWIMS to malfunction.
- If a user has not been active on the screen for an extended period the session will time out.
  - 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.
- Updating information in MoSWIMS affects all users in the district, except for user preferences.
- The format for dates in MoSWIMS is MM/DD/YYYY.
- Click on grid column headers to sort information in the grid.
- 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.

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- To navigate through grids, click the arrow buttons at the bottom of the grid.
- 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.
- Click “Show All” to display active and inactive records in grids. Click “Show Active” to display active records.
- To navigate screens, the home and end keys on the keyboard allow quick movement between top and bottom of screens.

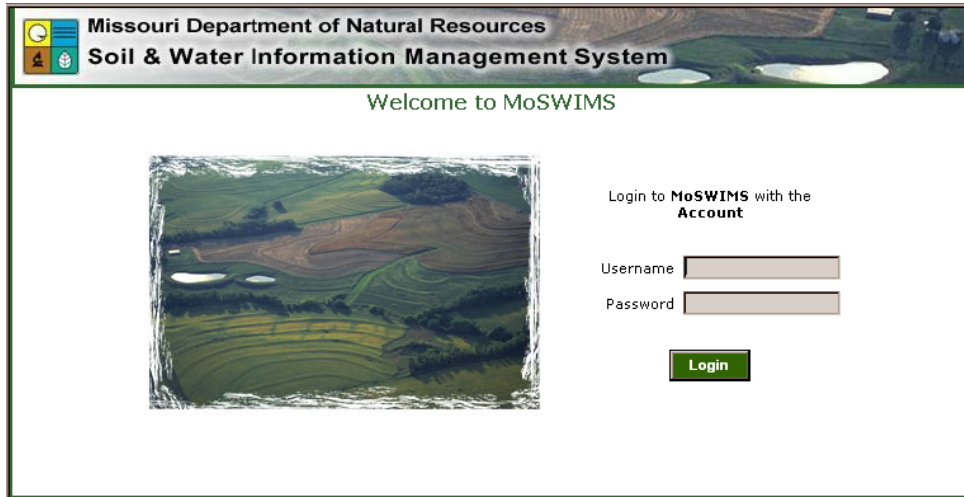
## D. Login

- There are two screens utilized to login to MoSWIMS.
- The first screen contains Notice to Users, the legal notice that applies to the site.



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- The second screen requires a username and password.
- The usernames and passwords for MoSWIMS are the same as those entered to login to the DNR network.



Missouri Department of Natural Resources  
Soil & Water Information Management System

Welcome to MoSWIMS

Login to **MoSWIMS** with the **Account**

Username

Password

**Login**

- 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.
- If the user enters their username or password incorrectly, the Login Failed screen will appear.



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**Login Failed**

You have attempted to login to this system.  
You do not have access rights to login,  
or your user id and/or password are incorrect.  
You may attempt to log in again.  
If assistance is needed, please contact your system administrator.

**Login Again**

**Close Window**

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## E. Home Screen

### Things to Know:

- 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.
- 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.
- Below the main menu, the words ‘Logged In’ will appear. This indicates that the user has successfully logged into MoSWIMS.
- 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.
- This screen displays the user's name, date, and time last logged in.
- 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	-	-

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## F. User Preferences

### Things to Know:

- Click the "Update User Preferences" button on the Logged In screen.
- A User's ID and Access Rights are viewable in the User Preferences screen.
- User Security Level also displays.
- The Location is read-only and designates which district the user is working in.
- The user's e-mail address appears in this screen.
- Users can indicate a login reporting option for the "Fund Status," "Termination Date Warning," and the "Cooperator SAMII Status" grids on the Home screen.
- 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.
- Click the "Update" button to save changes.

The screenshot shows the 'User Preferences' page for a user named 'TEST USER'. The page includes a navigation bar with links for Home, Cost-Share, Time Keeping, System Setup, Reports, and Log Out. A red asterisk indicates required fields. The user's ID is NR.TEST2, and their access rights are Cost-Share = Y and Accounting = No Access. The first name is TEST and the last name is USER. The security level is District Office Administrator and the location is 74 - AUDRAIN. The email address is TEST.USER@SWCD.MO.GOV. Below this, there is a 'Login Reporting Options' table with columns for Report Name, View Report, Don't View Report, and Days. The 'Fund Status Report' has 'View Report' selected. The 'Termination Days Warning' has 'View Report' selected and a value of 30 in the 'Days' column. The 'Cooperator SAMII Status' has 'View Report' selected. An 'Update' button is at the bottom left.

Report Name	View Report	Don't View Report	Days
Fund Status Report	<input checked="" type="radio"/>	<input type="radio"/>	
Termination Days Warning	<input checked="" type="radio"/>	<input type="radio"/>	30
Cooperator SAMII Status	<input checked="" type="radio"/>	<input type="radio"/>	

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## G. Security Administration

### Things to Know:

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

The screenshot shows the 'Security Administration' page. At the top, there is a navigation bar with links: Home, Cost-Share, Time Keeping, System Setup, Reports, and Log Out. Below the navigation bar, there is a red asterisk indicating required fields. The page title is 'Security Administration'. Underneath, it says 'District: 1 - DISTRICT'. The 'User Details' section contains several input fields: '\*User ID' (with a tip: '+See Tips for information on formatting User ID's'), '\*User First Name', and '\*User Last Name'. There is also an 'Active' checkbox which is checked. At the bottom of the form are 'Clear' and 'Add' buttons. Below the form is a 'District Users' section with a 'Show All' button. A table lists three users:

	Location	User ID	Last Name	First Name	
	DISTRICT	NRHANSC	HANSEL	CARMA	
	DISTRICT	NRBAKEM	BAKER	MELVIN	
	DISTRICT	NRFENIJ	FENIMORE	JEREMY	

### 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”