The ARMI User Guide

Database guide for monitors and coordinators

Version 3 Aug 2021
Contents

Register for an account ............................................................... 3
  For Monitors ........................................................................ 3
  For Coordinators .................................................................. 3
Log In ......................................................................................... 4
  Change Your password ......................................................... 4
  Forgotten Password ............................................................... 5
User Menu .................................................................................. 5
  Add a New Record .................................................................. 6
    Trigger Level Breach .......................................................... 8
    Trigger level Feedback ....................................................... 8
  Sample Not Possible .............................................................. 9
  Submitted Records and Feedback ........................................... 9
Data and Charts ......................................................................... 11
  Your Records and Statistics .................................................. 11
  Your Taxon Charts ................................................................. 12
Coordinator Menu ...................................................................... 13
  Confirm Records .................................................................... 13
  Alerts Awaiting Feedback ..................................................... 14
  Editing Records ..................................................................... 15
  Deleting Records ................................................................... 15
Setting Up Sites .......................................................................... 16
  Trigger Levels ....................................................................... 16
  Inactive Sites ....................................................................... 16
Data .......................................................................................... 16
  Data Explorer ........................................................................... 17
    Download and View .......................................................... 19
    Open Data ............................................................................. 21
ARMI Maps ............................................................................... 22
  Interactive Map ....................................................................... 22
  Maps ...................................................................................... 23
Latest Stats .............................................................................. 23
Register for an account

Registering for an account enables you to upload records and access a user menu that contains your records and personal statistics.

For Monitors

Please register as soon as you have completed a training workshop and are ready to start monitoring.

Go to https://www.riverflies.org/content/register

Create your username using your full name in lower case, and the name of your river or ARMI group in capitals. If using your group you may abbreviate it. E. g.

alexjonesTHAMES

or

alexjonesTAC

New accounts are set up by Riverfly Partnership staff and the log in details sent via email.

For Coordinators

Please register for an account as soon as you are ready to establish a new ARMI group or start coordinating an existing group. Your coordinator account gives access to all new records that come in for your group, allows you to add new sites, and view up to date information on hosting training events.

https://www.riverflies.org/content/register

Please create your username by using your full name, and then adding ARMI.

E. g alexjonesARMI

New accounts are set up by Riverfly Partnership staff and the log in details sent via email.
Log In
Log in by going to ‘ARMI access’ at the top right of the homepage [www.riverflies.org](http://www.riverflies.org).

Change Your password
To change your password, log in and go to ‘My Account’ at the top Right.

Select ‘edit’ scroll down and type in your new password.

Don't forget to scroll down and click save.
Forgotten Password
You can select ‘request new password’ from the ARMI Access page. In case you do not receive it check your spam folder or contact alex@riverflies.org.

User Menu
Once you are logged in your User Menu is available on the left side of the homepage.
It gives the options to add records, view your data, and any feedback in case you have reported a trigger level breach.
Add a New Record

1. In your User Menu select ‘New record’ from the sidebar or ‘Submit a Record’ from the page.

2. Input the location, date, time, and the other monitor(s) present.
3. On the next page enter the taxa quantities. Leave any unrecorded taxa blank. The record score is calculated automatically.

In case you need to leave the record creation process without submitting, please press 'cancel record' at the bottom of the page.

In case you get stuck there are instructions available at the bottom of the page.

4. Once you are happy your record has been entered click ‘Submit’.

The record will appear in the Menu of your coordinator who will confirm the record before it enters the database proper.
Trigger Level Breach
When you submit a record that is below the trigger level for the site you will receive a warning message. This includes a reminder of the trigger breach protocol. Click ‘protocol complete’ to submit the record.

Trigger level Feedback
Coordinators add feedback to trigger level records.
Feedback is based on data and findings from monitors, and information from the local statutory agency where appropriate.

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigger breach confirmed statutory body</td>
<td>The statutory body investigated and found additional evidence of a pollution event</td>
</tr>
<tr>
<td>Trigger breach NOT confirmed statutory body</td>
<td>The statutory body investigated but could not find evidence of a pollution event</td>
</tr>
<tr>
<td>2nd sample on or above trigger level</td>
<td>The record did not support a trigger level breach as the second sample was above the trigger level</td>
</tr>
<tr>
<td>Non- pollution trigger level breach</td>
<td>The record was below the trigger level but it was not due to a pollution event e.g. river dry</td>
</tr>
</tbody>
</table>
Sample Not Possible

In case you were unable to take a sample please tick the box at the bottom of the second record submission page.

Add explanatory comments to the ‘additional comments’ section. E.g. river was dry.

This would include instances such as when the river was too high, completely dry, or otherwise unsafe to enter.

Submitted Records and Feedback

Newly submitted records go to your coordinator’s menu for confirmation. They become openly available on the database once confirmed.

All records that you submit, including unconfirmed ones are available in the ‘Record Feedback’ section of your User Menu.
The colour of ‘i’ icon to the right of each record indicates the record feedback. The key is given at the bottom of the page.

Unverified records have a blue ‘i’ icon.

Clicking the ‘i’ icon to the right of the record will bring up the full record.
Data and Charts

Your Records and Statistics

In ‘Records and Stats’ you can view your records and personal monitoring statistics.
The ‘Your Taxon’ page is very similar to the ‘Your Records and Stats’ page. But instead of showing total record scores, the graphs show individual riverfly abundance.
Coordinator Menu

Confirm Records

Clicking ‘Coordinator menu’ on the left opens the coordinator menu and displays any records awaiting confirmation.
To confirm a record, click edit and then ‘submit’ at the bottom of the page.

1. Click ‘Edit’ to open the record

It can be useful to note the record number. Especially when deleting records.

2. Press submit to confirm the record

Alerts Awaiting Feedback

Coordinators can update trigger alert records with feedback. This feedback is stored in the database and is used to determine the different types of trigger level breach. It is also useful for updating the monitors who submitted the record.

There are four options for feedback. Feedback selection is based on information from monitors, and reports from the statutory agency contact where appropriate.

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trigger breach NOT confirmed statutory body</td>
<td>The local statutory body investigated and no further evidence of pollution event found.</td>
</tr>
<tr>
<td>Trigger breach confirmed statutory body</td>
<td>Further evidence of a pollution event was confirmed by the local statutory body.</td>
</tr>
<tr>
<td>2nd sample on or above trigger level</td>
<td>This record was below the trigger level, but the following record was above so a trigger level breach alert was not raised.</td>
</tr>
<tr>
<td>Non-pollution trigger breach</td>
<td>The trigger level was breached but not due to pollution. E.g. survey was not taken due to drought or otherwise dangerous conditions</td>
</tr>
</tbody>
</table>
To add record feedback, open a record using the same process used for confirming a record. Then select the appropriate feedback from the dropdown menu at the top of the record page. Then select ‘confirm feedback’ at the bottom of the page.

**Editing Records**

Please contact alex@riverflies.org in case you need to amend a record. Only taxa quantities and the overall score can be edited. If the date, time, or location needs changing the record will need to be deleted and reuploaded.

**Deleting Records**

Coordinators are able to delete unconfirmed records. In the Coordinator menu, select ‘delete’ to the right of the record. A box will pop up (see right) select ‘yes’.

To delete an already confirmed record please contact alex@riverflies.org.
Setting Up Sites

Coordinators can enter new sites via the ‘Enter a Site’ option in the Coordinator menu. If a new waterway or catchment needs to be added please contact alex@riverflies.org.

Site details should be checked with the statutory body contact before being registered to the database.

New sites can be selected by monitors, coordinators or the local statutory body contact. All sites should be safe, easily accessible, suitable and have land-owners permission. A completed copy of the site registration form (available in the coordinator menu under ‘Forms’) should be sent to the statutory body contact for approval. Once the site has been approved it can be registered to the database.

Trigger Levels

Trigger levels are set by your local statutory body contact. Depending on the location and available data it may be set immediately, or a period of monitoring may be required. Sites can be registered with a ‘trigger level not set’ option. This allows data to be added and the trigger level updated once set.

To update a trigger level please contact alex@riverflies.org.

Inactive Sites

Sites can be marked as ‘inactive’. Records cannot be uploaded to inactive sites but their data is preserved.

Data

A variety of options to explore ARMI data is available via the ‘Data’ menu heading.
Data Explorer
Search all our records by Catchment, River, Site or ARMI Group. Data is displayed in a series of graphs. Data can be downloaded and printed. Sub searches can also be made.

Overview of the data explorer page
2, Toggle Site Selection here

3, Click and drag the grey buttons to change the date selection

Data displayed on the chart is automatically updated when you change the date selection.
Select Download and View to access the data readouts in full. All data from your original search term will be accessible:

- Toggle results from ascending to descending order by clicking the small arrow to the right of each heading.
- Use the arrows or drag the grey slider to move horizontally and view the rows.
- Narrow down the results by using the search box.
- Or use the boxes at the base of each column.
Download data

1. Press excel to download data
2. Select 'save file' then OK
3. An excel workbook of the data will be available in your downloads folder
Open Data

The open data tool is a fast and easy way to view raw data. You can click on the coloured ‘i’ to the right of each record to view the record in full.

You can search by Catchment, river, site or ARMI Group.

Once your search has been returned, you can filter your results by searching in the boxes at the bottom of each column. You are also able to search for general terms using the box on the top right.

There is an option to print or copy the data or download as a CSV, PDF, Excel document.

To view a record in full, press the coloured ‘I’ icon to the right of each record.

Narrow down your dataset by using the search boxes at the bottom of each column

The colour of the ‘i’ icon gives information about the record

Record key
- 2nd sample on or above trigger level
- Trigger breach confirmed statutory body
- Non-pollution trigger breach
- Historic Record
ARMI Maps
Interactive Map
The Interactive map has layers so you can explore Riverfly sites, EA sites, CaBA boundaries and UK Rivers Trusts.

Clicking an information point on the map will bring up a blue box, clicking the right arrow on the box will bring up further information. A summary of the available information is given below.

<table>
<thead>
<tr>
<th>Layer</th>
<th>Information Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverfly Sites</td>
<td>River, ARMI Group, Authority Area, Easting, Northing,</td>
</tr>
<tr>
<td>EA Sites</td>
<td>Survey programme type, National Site ID, Easting, Northing,</td>
</tr>
<tr>
<td>UK Rivers Trusts</td>
<td>Name, Year established, Website, Email, Phone, Facebook</td>
</tr>
<tr>
<td>CaBA Boundaries</td>
<td>CaBA Website, CaBA Catchment, EA and NE Area, WFD River Basin District, EA Water Management Area</td>
</tr>
</tbody>
</table>
Maps
The Maps feature is a great way to visualise site locations, taxa densities and occurrence. The information displayed is based on the last samples taken for each site.

Toggle the layers using the layers icon in the top right. You can search by ARMI Group or river and the sites will be displayed as red stars. Zoom using the options in the top left. Click on a data point for further information. Toggle taxa layers to view occurrence and densities.

Latest Stats
The latest stats for the database via this page. It includes the total records, sites, and the most recent alerts.