

# Factsheet - How to upload data onto the Wai Care website

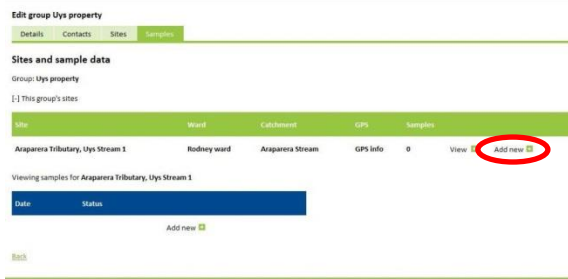
## Overview of the website:



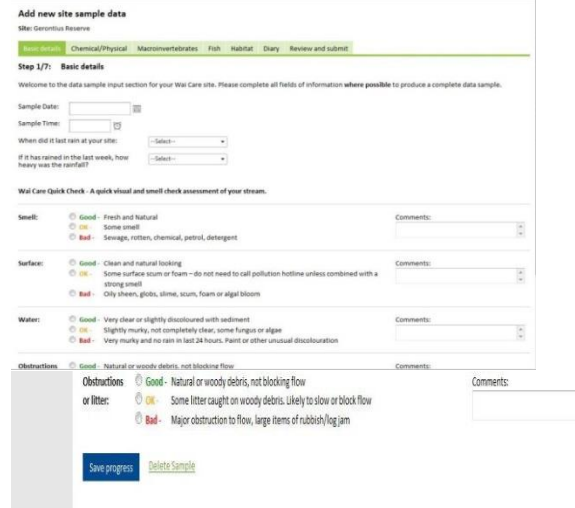
## Step 1: Login



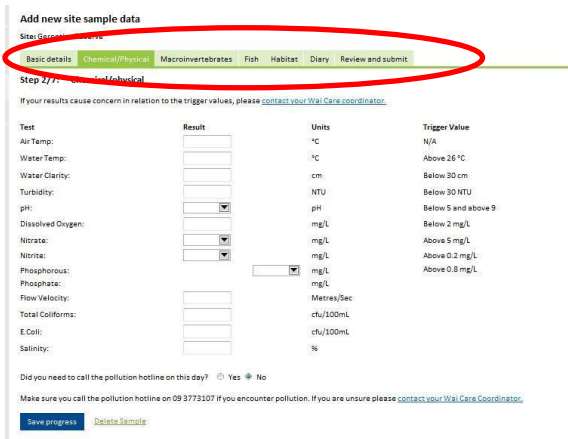
## Step 2: In group Sample - click "Add new"



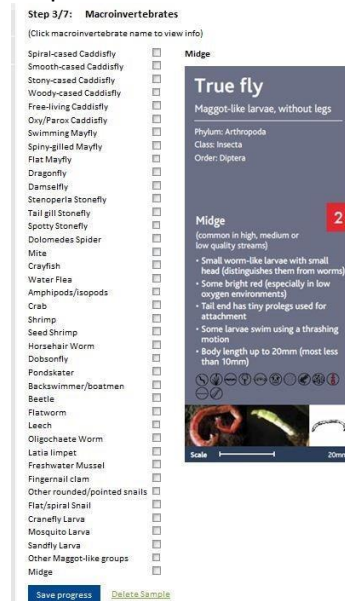
## Step 3: Enter in sample results



## Step 4: Use menu tabs to move to different sections



## Step 5:



## Step 6:

**Add new site sample data**  
Site: Gerontius Reserve

Basic details | Chemical/Physical | Macroinvertebrates | Fish | Habitat | Diary | Review and submit

**Step 4/7: Fish**  
(Click fish name to view info)

- Banded kōkopu
- Giant kōkopu
- Goldfish
- Inanga
- Kōaro
- Longfin eel
- Perch
- Redfin bully
- Rudd
- Shortfin eel
- Torrentfish
- Catfish
- Yelloweye mullet
- Cockabully Triplefin
- Common bully
- Common smelt
- Cran's bully
- European carp
- Gymbusia
- Giant Bully

**Cockabully Triplefin**

**Cockabully or triplefin (Grahamina nigripennis)**  
Family: Tripterygiidae

**Identification**

- has scales, three dorsal fins
- body usually mottled grey-brown, sometimes with a yellow-green tinge
- similar shape to the freshwater gobies (bullies) but has one more dorsal fin
- commonly up to 8cm long, occasionally up to 15cm

**Facts**

- main food items are likely to be small estuarine or freshwater invertebrates
- may lack the need/desire to migrate far upstream or the ability to climb over small obstacles

Adult cockabully, 8cm

Adult cockabully, 8cm

[Save progress](#) [Delete Sample](#)

## Step 8: Enter additional notes in Diary section if applicable

**Add new site sample data**  
Site: Gerontius Reserve

Basic details | Chemical/Physical | Macroinvertebrates | Fish | Habitat | **Diary** | Review and submit

**Step 6/7: Diary**

Note down anything unusual you saw when you were at your site e.g. you caught a fish, observed birdlife in the area, the water was very murky due to it raining heavily recently, you found a lot of bugs, you only found a few bugs & a possible explanation for this etc.

You could also note down any activities you're planning e.g. a creek cleanup, planting day, weeding session, pest monitoring etc., and how these went.

Diary Entry:

Photos: (click Save Progress to upload and preview images)

[add]	[add]	[add]	[add]	[add]
No image	No image	No image	No image	No image

Upstream    Downstream    caption    caption    caption

[Save progress](#) [Delete Sample](#)

## Step 7:

**Add new site sample data**  
Site: Gerontius Reserve

Basic details | Chemical/Physical | Macroinvertebrates | Fish | **Habitat** | Diary | Review and submit

**Step 5/7: Habitat**

(All choices required if any macroinvertebrates recorded)

**Watercourse Type**

Stream    Wetland    Estuarine

**Catchment Landuse**

Bush    Pasture    Urban

**General /Reach Substrata (at site and upstream)**

Gravelly    Stony    Concrete    Muddy    Sandy    Weedy

**Microhabitat (where the sample came from)**

Mud Scrape    Open Water    Macrophytes    Root Systems    Woody Debris    Stones

**Temperature/shade (at site and upstream)**

Shady Site    Some Trees    Unshaded Site

**Water Current Speed**

Fast    Slow    Stagnant

**Stream Bank Stability/erosion**

No Erosion    Some Erosion    Very Unstable

[Clear selections](#)

Further Comments:  
e.g. type of bank protection or modification (metres and true left/right), type of riparian zone (metres)

[Save progress](#) [Delete Sample](#)

## Step 9: Review and submit your sample

Public site

**Contact your coordinator**

My Profile    Your coordinator is Shelley Hackett

Phone:    Email: shelly.hackett@auklandcouncil.govt.nz

Sites

Diary

Contact Coordinator

Subject:

Attach files:

Message:

[Send](#)

## Step 10: You can view all your sample results in the Site section

Public site

**Sites and sample data**

My Profile    17 Your sites

**Sites**

Site	Water	Macroinvertebrates	Fish	Diary
Gerontius Reserve	North Stone road	Deep Creek	28	<a href="#">View</a> <a href="#">Add new</a>

Viewing samples for Gerontius Reserve

Date	Water	Macroinvertebrates	Fish	Diary
23 May 2013	Complete	<a href="#">View</a>		
29 May 2013	Complete	<a href="#">View</a>		
26 May 2013	Complete	<a href="#">View</a>		
21 Aug 2009	Complete	<a href="#">View</a>		
28 May 2009	Complete	<a href="#">View</a>		
04 Dec 2008	Complete	<a href="#">View</a>		
20 Nov 2008	Complete	<a href="#">View</a>		
17 Sep 2008	Complete	<a href="#">View</a>		
20 Jun 2008	Complete	<a href="#">View</a>		
11 Nov 2008	Complete	<a href="#">View</a>		
13 Nov 2007	Complete	<a href="#">View</a>		
09 Oct 2007	Complete	<a href="#">View</a>		
18 Sep 2007	Complete	<a href="#">View</a>		
14 Aug 2007	Complete	<a href="#">View</a>		
27 Jul 2007	Complete	<a href="#">View</a>		

## Step 11: Edit your profile under the My Profile section

Public site

**Edit your profile**

My Profile    **Details**    Contacts    Change password

Sites

Diary

Contact Coordinator

Wai Care Group Name:

Ward:

Coordinator:

Representation Type:

School Decile Rating:

Street Address:

Postcode:

Upstream:

User Name:

Email:

Biography:

Website:

Group Image:

Max file size: 2MB. Acceptable file formats: .jpg, .png, .gif, .jpeg

[Update](#)

## Step 12: How to export data

Wai Care  
Partner for healthy communities

Home About Wai Care Get involved Mountains to the sea Environmental impact Resources Contact us

Welcome Torbay Primary School [Back to member area](#) [Logout](#)

### Export site data to excel

Select wards:

- Albany ward
- Albert-Eden-Russell ward
- Franŀin ward
- Henderson- Maccay
- Hopkirk ward
- Manukau ward
- Manurewa-Papakura ward
- Manurewa-Tamaki ward
- Other ward
- North Shore ward

Select individual sites:

- John Brooke below stormwater pipe
- 423 Palm Rd
- 292 Beach Road
- 294 Beach Rd
- 316 Percance Rd
- A 101 further up the coast
- Albion-Cokeby (market)
- ACC small pond
- Albion/Cokeby (house) - House 104 2
- Albion/Cokeby (house) - House 104 1
- 33 Glenar Road
- Adrian Reserve

Start date: 23/01/2000

End date: 24/05/2015

[Export to Excel](#) [Export to Csv](#) [Preview Data](#)

## Step 13: Changing your password

Wai Care Group Area

Public site

### Edit your profile

My Profile [Details](#) [Contacts](#) [Change password](#)

Sites

Diary

Contact Coordinator

Current password:

New password:

Confirm new password:

[Change password](#)

## Step 14: Public site – how to export data

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Start date: 23/01/1990

End date: 24/05/2015

[Export to Excel](#) [Export to Csv](#) [Preview Data](#)