

# How to Enter State Metrics for How's My Waterway

Version: 12/16/2019

**Purpose:** To explain how to access the How's My Waterway Metrics form in ATTAINS to update the metrics for the state tab of How's My Waterway.

**Audience:** The form mentioned in this document is only available to State ATTAINS Assessment Administrators.

## Introduction

The State page of How's My Waterway (HMW) begins with up to three metrics of the state's choice, one or more URLs and a descriptive paragraph. The information for the initial release of How's My Waterway was collected and maintained in a spreadsheet. However, a new data entry form has been created in ATTAINS to allow state Assessment Administrators to enter and update the metrics shown in HMW, starting with the second release of How's My Waterway. The form was pre-populated with the information from the spreadsheet as of September 2019.

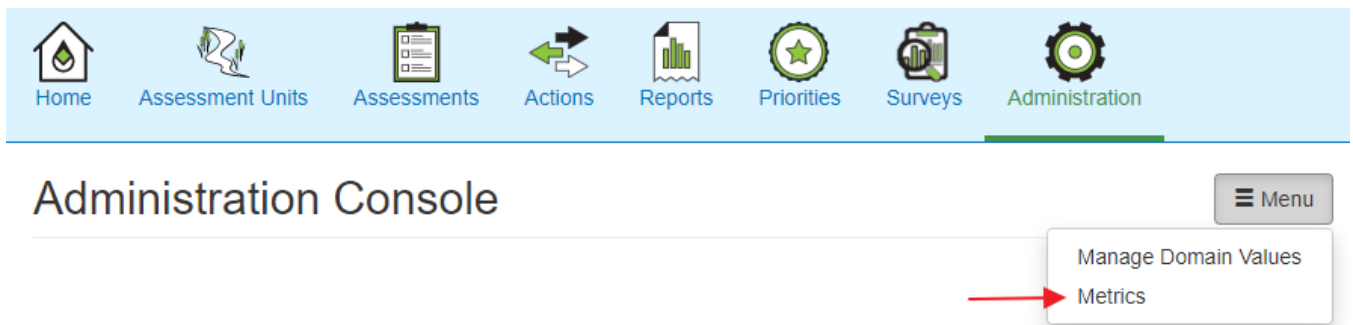
The data entered on the "Metrics" form in ATTAINS will be published through a new web service. The How's My Waterway team will switch from using the data in the static spreadsheet to using the data from the new ATTAINS web service for the second release of How's My Waterway, anticipated in Spring of 2020.

## To Do

- Verify that the data pre-loaded into the form is what you expected. Formatting and special characters may not have translated correctly.
- Update the information as necessary.

## How to View and Enter How's My Waterway Metrics

1. Go to the Administration tab of ATTAINS. This tab is only visible to Assessment Administrators.
2. Click on the Menu button and select "Metrics".



3. The “Metrics for Hows My Waterway” console opens.

## Administration Console

Menu

The information saved on this page will be available to the public on Hows My Waterway.

### Metrics for Hows My Waterway

#### Description

Description about your organization

#### URLs

#### Metrics

Save

Cancel

4. **Description** (optional): This is the paragraph that appears at the top of the How’s My Waterway state page. Review the pre-populated information and update it as needed. Note: It accepts simple text only--do not enter formatting code. What you enter is what will eventually appear in How’s My Waterway.
5. **URLs** (optional): Enter a Uniform Resource Locator (URL) web address link to a state website to provide How’s My Waterway users with more information. One or more URLs may be provided on separate lines.
  - a. Click on the “URLs” heading to expand that section of the form.
  - b. To provide a new URL, enter a URL and click the “Add” button.
  - c. To remove an existing URL, click the trashcan icon next to the link.

#### URLs

Url

url

Weblink

No Weblinks

Cancel

Add →

6. **Metrics** (optional): These are the metrics that appear at the top of the state page of How's My Waterway. Up to three metrics may be provided.
- Click on the "Metrics" heading to expand that section of the form.
  - Provide up to three state metrics of your choice.

### Metrics

Metrics are not required, but if you choose to enter a metric all three fields must be filled out. (Label, value and unit). Limit three metrics per organization.

|   |                     |                     |                    |
|---|---------------------|---------------------|--------------------|
| <p><b>Label*</b></p> <input type="text" value="label"/> | <p><b>Label</b></p> | <p><b>Value</b></p> | <p><b>Unit</b></p> |
| <p><b>Value*</b></p> <input type="text" value="value"/> | No Metrics          |                     |                    |
| <p><b>Unit*</b></p> <input type="text" value="unit"/>   |                     |                     |                    |

[Cancel](#)
[Add →](#)

[Save](#)
[Cancel](#)

7. **Save the changes.** This publishes the changes via an ATTAINS service. Once How's My Waterway switches to using the new service, then the changes will be automatically incorporated. How's My Waterway plans to incorporate the changes in the second release of How's My Waterway, anticipated Spring 2020.
- A pop-up window will inform you that saving the data will make it public and ask if you wish to save.** Click Yes to save and publish the information. Click No to cancel.

## Public Information

The information saved on this page will be available to the public on Hows My Waterway.  
Do you still wish to save?

[Yes](#)
[No](#)