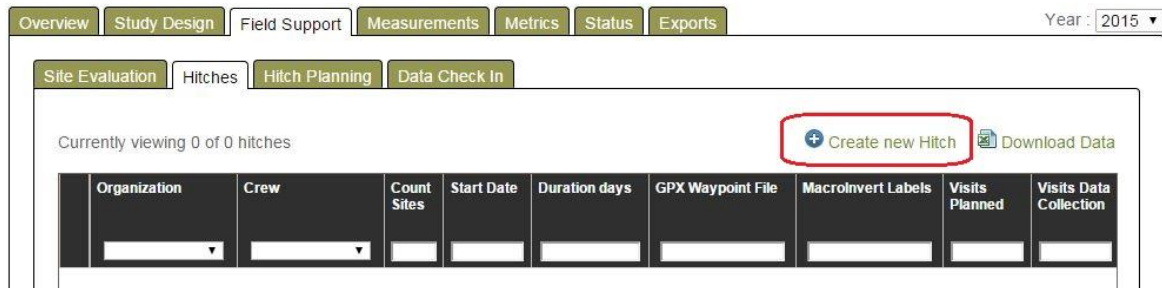


# Hitch Planning

A hitch is simply defined as a collect of sites visited by an organization during a set of days or weeks. Hitches can be as short as one day or as long as thirty days. Each hitch must be assigned to one crew and as a result one organization. Planning and monitoring hitches will help crew supervisors balance workload, ensure implementation of the study design, and ensure that field data are being consistently processed through-out the summer. During 2012, hitches were most useful when they extended the duration of one month. Setting up distinct hitches for each month (June, July, Aug, Sept and Oct hitches) was a good balance to the benefits of having defined sprints of work. Establishing hitches throughout the field season is an effective way to establish goals for the crew, track progress toward completion, keep up-to-date on data processing, and make adjustments to help stay on track.

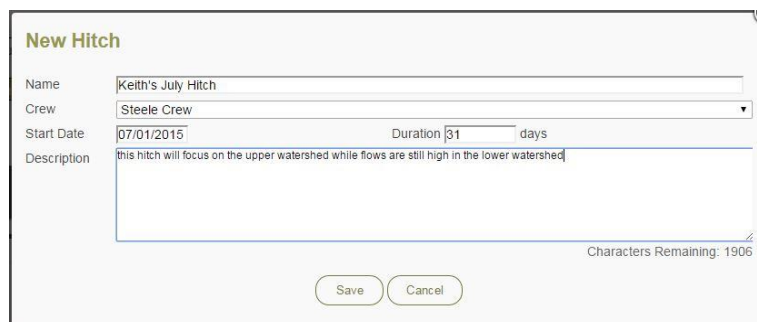
## Creating a Hitch

1. Navigate to your Watershed Detail Page
2. Select the current Sampling Year from the drop down on the right
3. Click the Field Support Tab
4. Click the Hitches Tab
5. Click the “Create New Hitch”



The screenshot shows a web interface with a top navigation bar containing tabs: Overview, Study Design, Field Support, Measurements, Metrics, Status, and Exports. On the right, there is a 'Year' dropdown menu set to 2015. Below this is a sub-navigation bar with tabs: Site Evaluation, Hitches, Hitch Planning, and Data Check In. The main content area displays 'Currently viewing 0 of 0 hitches' and a '+ Create new Hitch' button (highlighted with a red box) next to a 'Download Data' icon. Below the navigation is a table with the following columns: Organization, Crew, Count Sites, Start Date, Duration days, GPX Waypoint File, MacroInvert Labels, Visits Planned, and Visits Data Collection. Each column has a corresponding input field.

6. Fill in the fields on the “New Hitch” form
  - a. Name – the suggestion is to use the Crew name and date (e.g. Joe’s Crew July 1-15)
  - b. Select Crew – crews are listed by organization
  - c. Select Start Date – click the popup calendar
  - d. Duration – enter number of days between 1-31
  - e. Description – enter any information that will be useful to you at a later date
  - f. Click Save



The 'New Hitch' form is shown with the following fields filled out: Name: Keith's July Hitch; Crew: Steele Crew; Start Date: 07/01/2015; Duration: 31 days; Description: this hitch will focus on the upper watershed while flows are still high in the lower watershed. At the bottom right, it says 'Characters Remaining: 1906'. There are 'Save' and 'Cancel' buttons at the bottom.

## Assign Sites to Hitches

1. Navigate to the Hitch Planning tab
2. The Hitch Planning grid will show sites that were approved during the site evaluation process

Currently viewing 15 of 15 sites

Site ID	Panel	Category	Sample	Use Order	Stream	Hitch	Hitch Date	Crew
<input type="checkbox"/> MOCK2012-000006	Annual Panel	Spring Creek	Sample	1	Spring Creek	Steele Hitch	05/01/2015	Steele Crew
<input type="checkbox"/> MOCK2012-000023	Annual Panel	Spring Creek	Sample	2	Spring Creek	Steele Hitch	05/01/2015	Steele Crew
<input type="checkbox"/> MOCK2012-000045	Annual Panel	Spring Creek	Sample	3	Spring Creek	Steele Hitch	05/01/2015	Steele Crew
<input type="checkbox"/> MOCK2012-000050	Annual Panel	Spring Creek	Sample	4	Spring Creek	Steele Hitch	05/01/2015	Steele Crew

3. Click the checkboxes for the set of sites that will be visited during a single hitch
4. Click the “Add Selected Sites To Hitch” button
5. In the “Assign Sites to Hitch” popup, select a hitch and click save

**Assign Sites to Hitch**  
4 site(s) selected

Select Hitch:

6. Once the site has been assigned to a hitch, you will need to select the protocol that will be implemented for this visit.

**Keith's July Hitch**  
Sitka - Steele Crew

CHaMP Training  
4 site(s) selected

Name:

Crew:

Start Date:  Duration:  days

Description:

Characters Remaining: 1906

Visits

Site ID	Stream	Panel	Category	Protocol
<input type="checkbox"/> MOCK2012-000006	Spring Creek	Annual Panel	Spring Creek	<input type="text" value="CHaMP 2014"/>
<input type="checkbox"/> MOCK2012-000023	Spring Creek	Annual Panel	Spring Creek	<input type="text" value="CHaMP 2014"/>
<input type="checkbox"/> MOCK2012-000045	Spring Creek	Annual Panel	Spring Creek	<input type="text" value="CHaMP 2014"/>
<input type="checkbox"/> MOCK2012-	Spring Creek	Annual Panel	Spring Creek	<input type="text" value="CHaMP 2014"/>

7. Any approved site can be assigned to one or more hitches. If the site is added to a second hitch, the site will appear in two rows on the Hitch Planning Grid.

## Edit an Existing Hitch

1. From the Hitches tab, click on the name of a hitch
2. Use the Hitch popup to edit the hitch or to remove visits from the hitch

**Keith's July Hitch** CHaMP Training  
4 site(s) selected

Sitka - Steele Crew

Name:

Crew:

Start Date:  Duration:  days

Description:

Characters Remaining: 1906

Visits

	Site ID	Stream	Panel	Category	Protocol
<input type="checkbox"/>	MOCK2012-000006	Spring Creek	Annual Panel	Spring Creek	CHaMP 2014
<input type="checkbox"/>	MOCK2012-000023	Spring Creek	Annual Panel	Spring Creek	CHaMP 2014
<input type="checkbox"/>	MOCK2012-000045	Spring Creek	Annual Panel	Spring Creek	CHaMP 2014
<input type="checkbox"/>	MOCK2012-000050	Spring Creek	Annual Panel	Spring Creek	CHaMP 2014

clear selection