

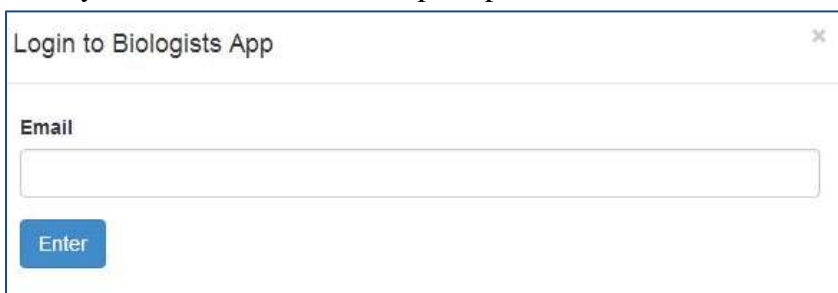
Appendix E. Instructions for entering data online.

Entering Data into the Online Database

The recommended internet browser for working with the online database is Chrome. Firefox and Safari also work, but Internet Explorer is not recommended.

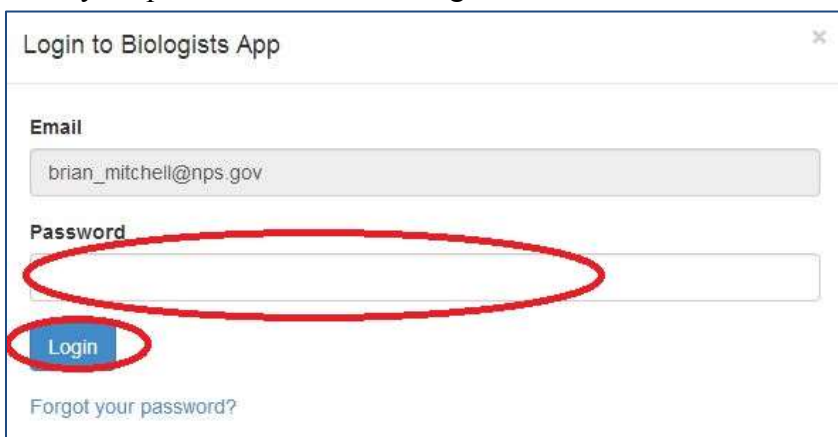
Logging in

1. The database is available at <http://data.prbo.org/science/biologists>.
2. Enter your e-mail address when prompted.



A screenshot of a web form titled "Login to Biologists App". It features a single input field labeled "Email" and a blue button labeled "Enter" below it.

3. Enter your password and click "Login".



A screenshot of the "Login to Biologists App" form. The "Email" field is filled with "brian_mitchell@nps.gov". The "Password" field is empty and highlighted with a red oval. The "Login" button is also highlighted with a red oval. A "Forgot your password?" link is visible at the bottom.

Lost Password

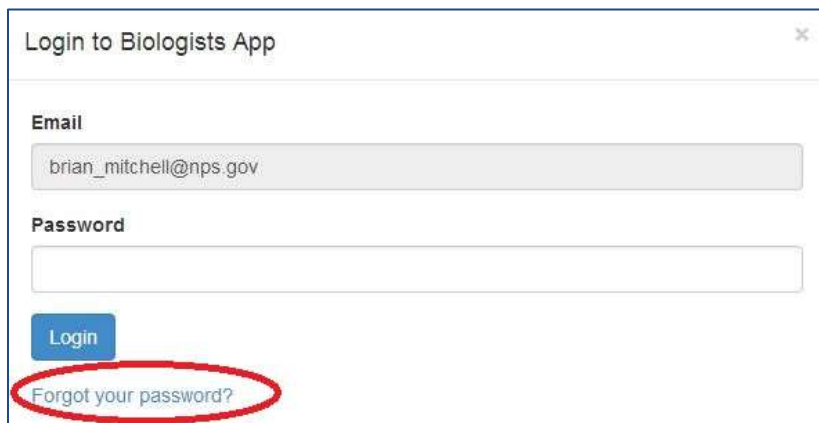
1. The database is available at <http://data.prbo.org/science/biologists>.
2. Enter your e-mail address when prompted.



A screenshot of a web form titled "Login to Biologists App". It features a single input field labeled "Email" and a blue button labeled "Enter" below it.

Appendix E. Instructions for entering data online (continued).

3. If you don't know your password or want to change it, click "Forgot your password?".



Login to Biologists App

Email

brian_mitchell@nps.gov

Password

Login

[Forgot your password?](#)

Appendix E. Instructions for entering data online (continued).

4. An e-mail will be sent to you with a link to reset your password. The link will take you to a “New Password” page where you need to enter a new password twice and then click “Save”. Once you save your new password you should follow the steps above for “Logging In”.



The screenshot shows a web form titled "New Password". At the top, it displays "*User name brian_mitchell@nps.gov". Below this, there are two input fields: "Password (Simple authorization only)" and "Confirm Password (Simple authorization only)". Both fields are currently empty and have a yellow background. At the bottom of the form, there are two orange buttons labeled "save" and "cancel".

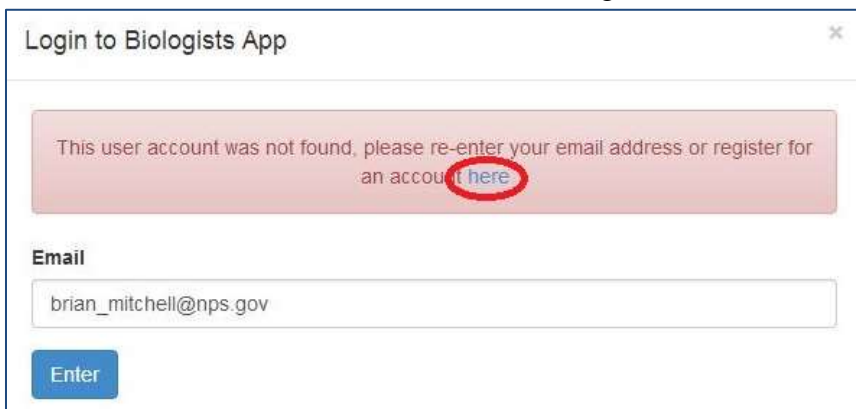
New Account

1. The database is available at <http://data.prbo.org/science/biologists>.
2. Enter your e-mail address when prompted.



The screenshot shows a web form titled "Login to Biologists App". It has a close button (X) in the top right corner. Below the title, there is a label "Email" and an empty input field. At the bottom left of the form, there is a blue button labeled "Enter".

3. If no account was found, click on the link to register for an account.




The screenshot shows the same "Login to Biologists App" form. A red error message box is displayed in the center, stating: "This user account was not found, please re-enter your email address or register for an account [here](#)". The word "here" is circled in red. Below the error message, the "Email" label is present, and the input field now contains the text "brian_mitchell@nps.gov". The blue "Enter" button is still at the bottom left.

Breeding Landbird Monitoring Program – Volunteer Training Manual

Appendix E. Instructions for entering data online (continued).

- You'll be taken to a registration form with 7 parts. Steps 1 and 2 should be self-explanatory. For Step 3, you can enter "Northeast Temperate Network" for the Organization, with the following address: 54 Elm Street, Woodstock, VT, 05091. The phone number is 802-457-3368.

New User Registration

Please follow the seven (7) step process below to sign up for a user account. When you see  below, click on it to get more information about that field.

Step 1 - Enter your name and email address. Your email address will be your user name when you log into the applications. (Point Blue personnel should NOT use this registration process, contact IT instead)

*First Name *Last Name

*Email Address


*Reenter your Email Address

Step 2 - Enter a password or an OpenID for logging into your account (not both). If you don't know what an OpenID is, enter a password.

Your New Password

Confirm Your New Password

or

Your OpenID 

[Go here to find out more information about !\[\]\(816d0567398778a19c4fe82ba03434ff_img.jpg\) OpenIDs and where to get one.](#)

Step 3 - Next, provide additional information about yourself.

*Your Organization

Address

City State Zip

Country

Phone Number ext

- For Step 4, select "US National Park Service" from the options. For Step 5, type "NETN". Step 6 can remain blank, unless you are also an observer for VCE's Forest Bird Monitoring Program. In that case, type "Also an observer for project VTFBMP". For Step 7, type the numbers in the top of the "ReCaptcha" box into the text box. If you cannot read the numbers clearly, click the "Get a new challenge" button, which is the red button with two arrows in a circle. Once the form is completed, click "register".

Step 4 - See if the organization you work for is listed below. This will determine the visual style for your application. If your organization isn't listed below, select Default.

*Choose your organization or Default 

Step 5 - Enter the project code for the project you want to join. Contact the specific Project Leader to get the 3-4 letter code for your project. A valid project code must be entered.

*Project you wish to join 

Step 6 - Enter any comment that will help us in processing your request.

Additional message

Step 7 - Finally, verify you are a human being (taxonomically speaking, *Homo sapiens*).

Please type in these words to make sure you are a real human being and to prevent spam submissions



Appendix E. Instructions for entering data online (continued).

6. You will receive an e-mail with a link. Clicking on the link in the e-mail will bring up a registration confirmation screen. The project leader will receive an e-mail asking him or her to approve your request for joining the project.

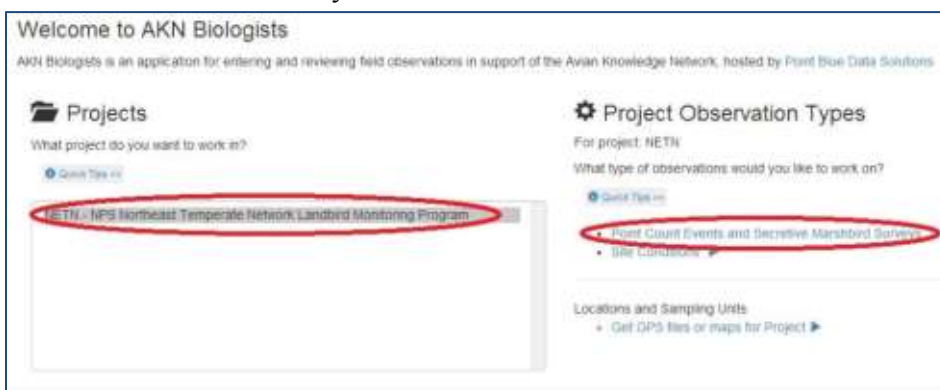


7. You will not be able to log in to enter data until the approval process is completed.

Enter Observation Data


IMPORTANT: Plan to enter all of your data in one sitting. Data are cached to your internet browser during data entry, and not saved to the database until all data for a survey are entered and pass basic quality control checks. If you do have to take a break, your data will likely be saved on your computer and you should be able to start where you left off, but this is not guaranteed (it will depend on your local computer settings). If you need to resume data entry after an interruption, restart your process at Step 1, using the same internet browser (e.g., Chrome). When you get to Step 4 you should see your previously entered data.

1. After logging in, you will see a “Welcome” screen with projects you have access to as well as actions you can take. Make sure the project is highlighted (“NETN – NPS Northeast Temperate Network Landbird Monitoring Program”) and click on “Point Count Events and Secretive Marshbird Surveys”.



Appendix E. Instructions for entering data online (continued).

- Choose your site from the list of landbird routes. The list is alphabetized by park name, then route number within each park. Note that the figure below only shows the top of the list of routes.



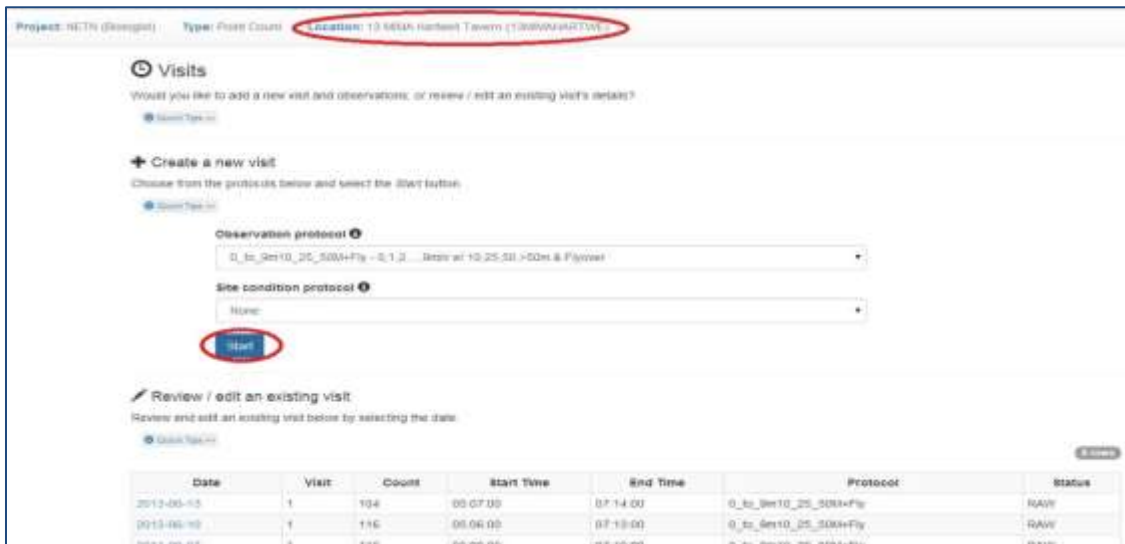
Point Count Transects or Routes

Where are the observations located?

[Quick Tips >>](#)

- ☒ [Acadia NP > 30 ACAD Schoodic \(30ACADSCHOOD\)](#)
- ☒ [Acadia NP > 31 ACAD Giant Slide Trail \(31ACADGIANTS\)](#)
- ☒ [Acadia NP > 32 ACAD Witch Hole Pond \(32ACADWITCHH\)](#)
- ☒ [Acadia NP > 33 ACAD Seal Cove Center \(33ACADSEALCO\)](#)
- ☒ [Acadia NP > 34 ACAD Seal Cove East \(34ACADSEALCO\)](#)
- ☒ [Acadia NP > 35 ACAD Seal Cove West \(35ACADSEALCO\)](#)
- ☒ [Acadia NP > 36 ACAD Youngs Mtn \(36ACADYOUNGS\)](#)
- ☒ [Marsh-Billings-Rockefeller NHP > 10 MABI East \(10MABIEAST\)](#)
- ☒ [Marsh-Billings-Rockefeller NHP > 11 MABI Northwest \(11MABINORTHW\)](#)
- ☒ [Marsh-Billings-Rockefeller NHP > 12 MABI South \(12MABISOUTH\)](#)
- ☒ [Minute Man NHP > 13 MIMA Hartwell Tavern \(13MIMAHARTWE\)](#)
- ☒ [Minute Man NHP > 14 MIMA Miriam's Corner \(14MIMAMIRIAM\)](#)

- The next screen allows you to create a new visit (enter data) or review previous visits to the route. To get to the data entry screen, first verify the location at the top of the screen, then click “Start”. The observation protocol (“0_to_9m10_25_50M+Fly”) and site condition protocol (“None”) should be set by default; do not change this (site conditions will be entered later). **Note:** if you got interrupted during data entry and need to resume where you left off, or are interested in scanning old data for the route (including viewing a list of species detected during a given survey), click on the date of the survey in the “Review/edit an existing visit” section.



Project: RETH (Reynolds) Type: Point Count Location: 13 MIMA Hartwell Tavern (13MIMAHARTWE)

Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tips >>](#)

Create a new visit

Choose from the protocols below and select the START button.

[Quick Tips >>](#)

Observation protocol

0_to_9m10_25_50M+Fly - 0, 1, 2 ... Review at 10:25:00 > 50m & Flyover

Site condition protocol

None

Start

Review / edit an existing visit

Review and edit an existing visit before by selecting the date.

[Quick Tips >>](#)

Date	Visit	Count	Start Time	End Time	Protocol	Status
2012-06-15	1	104	06:07:00	07:14:00	0_to_9m10_25_50M+Fly	RAW
2015-06-10	1	116	06:06:00	07:13:00	0_to_9m10_25_50M+Fly	RAW
2015-06-07	3	116	06:05:00	07:10:00	0_to_9m10_25_50M+Fly	RAW

Appendix E. Instructions for entering data online (continued).

4. You will be taken to a “New Visit” screen. Fill out the “General” section at the top with the date of the survey and visit number, and verify that the correct observer name is selected (the database will default to the person entering the data). The date can be entered in a variety of formats and will convert to the standardized format used by the database. The visit number should be “1” for the first visit of the year, and then increment for any additional visits. If two people collect data concurrently (double-observer point counts), the lead observer (official volunteer for the route) uses visit “1” and the other observer uses visit “2”.

Project: NETN (Biologist) Type: Point Count Location: 13 MMA Natwet Tavern (13MMAHARTVE) Visit: New Protocol: 0_10_9m10_25_50MxFly

+ New Visit
What did you see during your visit?

General
Enter the following information about your visit.

[Quick Tips](#)

Date [?] Visit [?] Data Sharing [?] Observer [?]

Enter date of event 1 RAW Michael Brian

5. The next section is “Points Surveyed”. For each point that was surveyed, place a check in the box to the left of the point name. Then provide the starting time for each count. If any of the point counts had NO birds detected, click in the circle next to “no” in the “Detections?” column. Finally, add any notes about the point count (e.g., comments about noise, or other unusual events). The image below shows the “Points Surveyed” section filled out for a partial survey of the first four points on a route, where the fourth point had no bird detections.

Points Surveyed
Check the points you surveyed and enter a start time for each (end time will be calculated from protocol definition). Mark here if you visited a point but no species were detected.

[Quick Tips](#)

<input type="checkbox"/>	Point [?]	Start Time [?]	End Time	Detections? [?]	Notes [?]
<input checked="" type="checkbox"/>	MMA1301	06:05	06:10	* yes <input type="radio"/> no <input type="radio"/>	Noisy - traffic
<input checked="" type="checkbox"/>	MMA1302	06:35	06:45	* yes <input type="radio"/> no <input type="radio"/>	
<input checked="" type="checkbox"/>	MMA1303	07:02	07:12	* yes <input type="radio"/> no <input type="radio"/>	
<input checked="" type="checkbox"/>	MMA1304	07:29	07:39	<input type="radio"/> yes * no <input checked="" type="radio"/>	
<input type="checkbox"/>	MMA1305			* yes <input type="radio"/> no <input type="radio"/>	
<input type="checkbox"/>	MMA1306			* yes <input type="radio"/> no <input type="radio"/>	
<input type="checkbox"/>	MMA1307			* yes <input type="radio"/> no <input type="radio"/>	

Appendix E. Instructions for entering data online (continued).

6. Before entering observations, verify any species codes on your coding sheet that you are unsure about; the database will not check your species codes for errors until you complete data entry, and data entry errors that accidentally produce a valid code (for an unintended species) will not be detected by the database. For example, the correct Yellow Warbler code is YEWA, not YWAR, and gray squirrel is EGSQ. To verify species codes, click on “Search the species database” in the “Observations” section of the data entry screen.



Observations
Enter the species you observed at the points selected above.

[Quick Type >>](#)

Search the species database

For distance bin columns, you will enter Count and Detection together in Dot Notation, such as 2S (see "Quick Type >>" above for details). Valid Detections are listed below.

Protocol: 0 to 30mS, 35 to 50mH+Fly
Detections: C (Call), D (Drumming), Fam (Family Group), Flk (Flock), IndV (Individual Seen), Na (Active Nest), NR (Not Recorded), S (Song)

#	Point	Time	Species	Time Bin	0 - 10	11 - 25	26 - 50	> 50	NR	Breeding	Note
1	Select point...										
2	Select point...										
3	Select point...										
4	Select point...										

7. A new tab should open in your browser; begin typing a code, common name, or scientific name in the “Search for:” box to check your codes.



Species Lookup
Type (at least 2 letters) to lookup either a species scientific name, common name and/or a 4 letter species code. Click on the species you want to save for data entry.

Search for:
yellow war

2 found

YEWA: Yellow Warbler Setophaga petechia	SOYWR: Sonora Yellow Warbler Setophaga petechia sonoriensis
--	--

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Appendix E. Instructions for entering data online (continued).

- Once you are confident that your species codes are correct, enter data in the “Observations” section. The columns on the online form will match your data coding sheet, except that the online form has columns for “Breeding” (not used by this project, but available to document signs of breeding) and “Notes”. Clicking “i” next to a column heading will provide a list of valid codes, and the “Quick Tips” link at the top of the Observations section has useful information about data entry. The data entry form will automatically convert entries to all caps, and you can use “Enter” to go to a new line, the up or down arrows to move vertically, and Tab and Shift-Tab to move forward and back. Note: If you did not record the time of detection of a species (e.g., for flyovers), select “NR” for the Time Bin.

Observations

Enter the species you observed at the points selected above.

[Quick Tips >>](#)

[Search the species database](#)

For distance bin columns, you will enter Count and Detection together in Dot Notation, such as 2S (see “Quick Tips >>” above for details). Valid Detections are listed below.

Protocol: 0_to_9m10_25_50M+Fly

Detections: C (Call), D (Drumming), FAM (Family Group), FLK (Flock), I (Individual Seen), NA (Active Nest), NR (Not Recorded), S (Song)

#	Point	Time	Species	Time Bin	0 - 10	11 - 25	26 - 50	> 50	NR	FLY	Breeding	Note
1	MIMA1301	06:05	RBWO	9 (1st min)		C						
2	MIMA1301	06:05	ETTI	9 (1st min)	C							
3	MIMA1301	06:05	AMCR	6 (4th min)				C				
4	MIMA1301	06:05	BCCH	1 (9th min)	I							
5	MIMA1302	06:38	MYWA	9 (1st min)		2I						
6	MIMA1302	06:38	AMGO	6 (4th min)			C					
7	MIMA1302	06:38	RWBIL	9 (1st min)			C					
8	MIMA1302	06:38	BHVI	9 (1st min)				C				
9	MIMA1302	06:38	VEER	0 (10th min)		I						
10	MIMA1302	06:38	BTBW	2 (8th min)			C					
11	MIMA1302	06:38	COGR	7 (3rd min)				C				
12	MIMA1302	06:38	HETH	7 (3rd min)		C						
13	MIMA1302	06:38	BRCR	3 (7th min)			C					
14	MIMA1302	06:38	BTHW	8 (2nd min)			C					
15	MIMA1302	06:38	CAGO	9 (1st min)						NR		
16	MIMA1302	06:38	PIWO	9 (1st min)						NR		
17	MIMA1302	06:38	EGSQ	9 (1st min)		I						
18	MIMA1302	06:38	EGSQ	6 (4th min)		I						
19	MIMA1303	07:02	ETTI	9 (1st min)	C							
20	MIMA1303	07:02	AMRO	8 (2nd min)		C						

+ 25 rows

Save to database

- | | | | | | | | | | | | | | | | | | | | |
|----|---------|-------|-------|-------------|---|---|--|--|--|--|--|--|--|--|--|--|--|--|---|
| 18 | MMA1302 | 06:38 | ECSQ | 6 (4th min) | | I | | | | | | | | | | | | | X |
| 19 | MMA1303 | 07:02 | ETTI | 9 (1st min) | C | | | | | | | | | | | | | | X |
| 20 | MMA1305 | 07:02 | AIRIO | 8 (2nd min) | | C | | | | | | | | | | | | | X |
- + 20 rows
Save to database

- | | | | | | | | | | | |
|----|---------|-------|------|-------------|---|---|--|--|--|--|
| 18 | MWA1302 | 06:38 | EGSQ | E (4th min) | | I | | | | |
| 19 | MWA1303 | 07:02 | ETTI | E (1st min) | C | | | | | |
| 20 | MWA1305 | 07:02 | AMRO | S (2nd min) | | C | | | | |
- +20 rows
- Save to database

- Biologists Project: HETR (Seagulls) Type: Point Count Location: 13 MNA Harbor Tavern (10MNAHARVATW) Visit: New Protocol: 0_0a_0m10_00_00v4Fly
- Error: invalid species: ETT
- Detections: C (Call), D (Drumming), FAM (Family Group), FLK (Flock), I (Individual Seen), NA (Active Nest), NR (Not Recorded), S (Song)
- | # | Point | Time | Species | Time Bin | 0 - 10 | 11 - 25 | 26 - 50 | > 50 | NR | FLY | Breeding | Note |
|---|---------|-------|---------|-------------|--------|---------|---------|------|----|-----|----------|------|
| 1 | MNA1301 | 06:05 | BBBO | 9 (1st min) | | C | | | | | | |
| 2 | MNA1301 | 06:05 | ETT | 9 (1st min) | C | | | | | | | |
| 3 | MNA1301 | 06:05 | AMCH | 5 (3rd min) | | | | C | | | | |

- Biologists  Project: NETN (Biologist) Type: Point Count Location: 13 MMA Hartwell Tavern (13MMAHARTWE) Visit: 2014-06-06
- Nice job! Saved event visiting 3 points successfully.
-  Quick Task

- 10

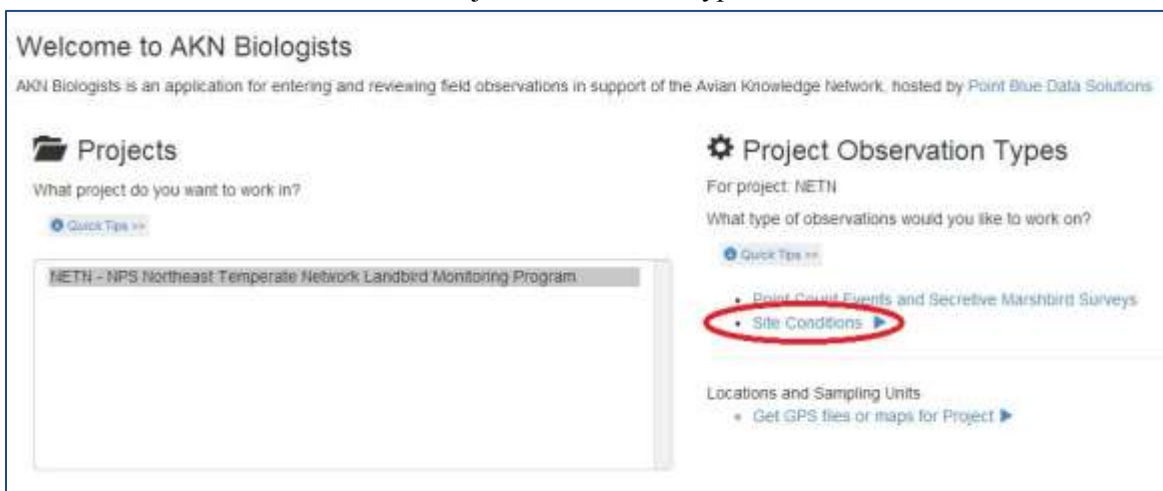
Appendix E. Instructions for entering data online (continued).

Enter Site Conditions

1. Log in to the database. If you are continuing from the previous session, click on “Project” at the top-left of the screen.



2. Click on “Site Conditions” under “Project Observation Types”.

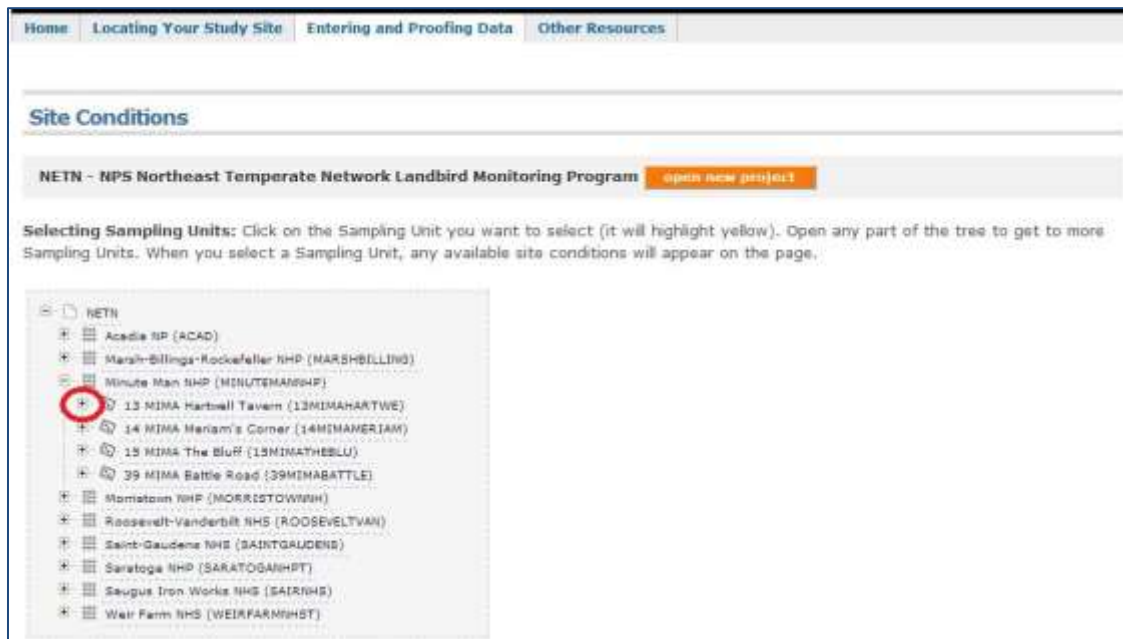


3. On the next screen, you will see a list of parks. Click on the “+” next to your park.

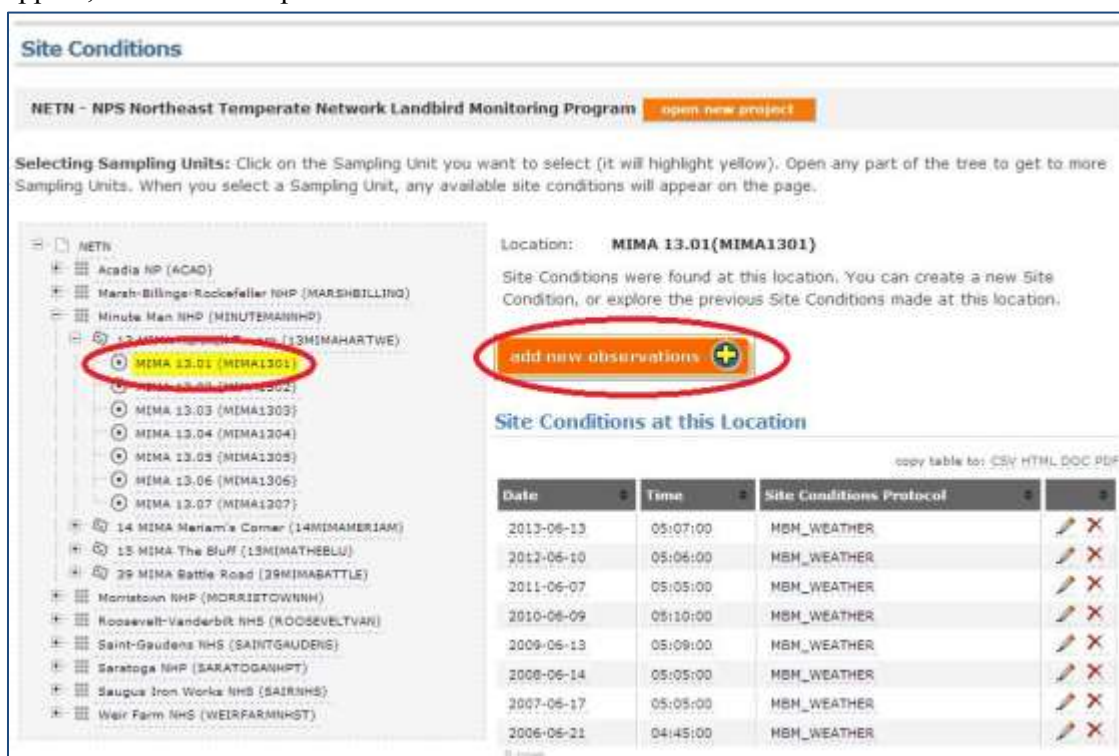


Appendix E. Instructions for entering data online (continued).

4. Click on the “+” next to your site to display the list of points.



5. Click on the first point you sampled. A list of existing dates with site observations will appear, as well as an option to “add new observations”. Click on “add new observations”.



Appendix E. Instructions for entering data online (continued).

6. Enter the date (the database uses YYYY-MM-DD, but will attempt to convert other formats) and time of your observations. The researcher can be changed if the person entering data is different from the person collecting the data, but normally can be left at “My own observations”. Click “next”.

Add Site Conditions

Site Conditions

Please enter the following information about the site condition.

Project: **NPS Northeast Temperate Network Landbird Monitoring Program (NETN)**

Location: **MIMA 13.01(MIMA1301)**

*Date ? **2014-06-06**

*Time ? **06:05**

*Protocol ? **LANDBIRD_WEATHER Monitoring Weather (LANDBIRD_WEATHER) ▼**

Researcher ? **My own observations ▼**

next **cancel**

7. Enter the temperature, sky code, wind direction code, and wind speed code. Note that the database cannot handle alphabetical wind direction codes, so convert your codes as follows: 0 = No Wind, 1 = N, 2 = NE, 3 = E, 4 = SE, 5 = S, 6 = SW, 7 = W, 8 = NW, 9 = Not Recorded. Click Save after entering your condition codes.

Add Site Conditions

Site Condition Details

Please enter the following detail information about the site condition.

Location: **MIMA 13.01(MIMA1301)**

*Date ? **2014-06-06** *Time ? **06:05**

Weather

Temperature **56** (F) Sky Codes (0-8) **1** Wind Direction Codes (0-8) or S **3** Wind speed (0-5) **2**

save **cancel**

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Appendix E. Instructions for entering data online (continued).

- You will be returned to the screen from Step 5, and your newly entered site conditions will be reflected on the table of existing site conditions. Repeat Steps 5 – 7 for each additional point that was sampled.

Site Conditions

NETN - NPS Northeast Temperate Network Landbird Monitoring Program [open new project](#)

Selecting Sampling Units: Click on the Sampling Unit you want to select (it will highlight yellow). Open any part of the tree to get to more Sampling Units. When you select a Sampling Unit, any available site conditions will appear on the page.

Location: **MIMA 13.01(MIMA1301)**

Site Conditions were found at this location. You can create a new Site Condition, or explore the previous Site Conditions made at this location.

[add new observations](#)

Site Conditions at this Location

[copy table to: CSV HTML DOC PDF](#)

Date	Time	Site Conditions Protocol		
2014-06-06	06:05:00	LANDBIRD_WEATHER		
2013-06-13	05:07:00	MSM_WEATHER		
2012-06-10	05:06:00	MSM_WEATHER		
2011-06-07	05:05:00	MSM_WEATHER		
2010-06-09	05:10:00	MSM_WEATHER		
2009-06-13	05:09:00	MSM_WEATHER		
2008-06-14	05:05:00	MSM_WEATHER		
2007-06-17	05:05:00	MSM_WEATHER		
2006-06-21	04:45:00	MSM_WEATHER		

- Once you have completed data entry of site conditions, log out of the database or close your browser. The site conditions are entered on an older application that does not connect back to the main application used for entering and reviewing observation data.

[Home](#) [Locating Your Study Site](#) [Entering and Proofing Data](#) [Other Resources](#)

Site Conditions

NETN - NPS Northeast Temperate Network Landbird Monitoring Program [open new project](#)

Selecting Sampling Units: Click on the Sampling Unit you want to select (it will highlight yellow). Open any part of the tree to get to more Sampling Units. When you select a Sampling Unit, any available site conditions will appear on the page.

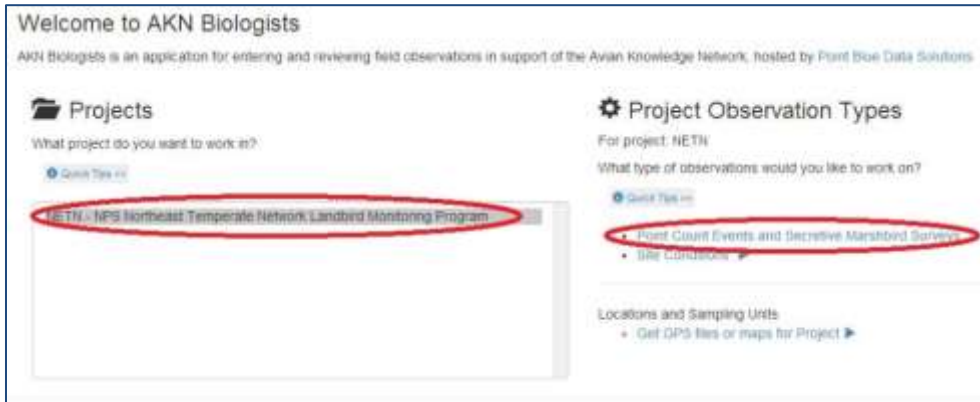
Location: **MIMA 13.01(MIMA1301)**

You are logged in as **johndoe@unm.edu**
[Log out](#)
[Give us your feedback](#)
[Preferences](#)

Appendix E. Instructions for entering data online (continued).

Proof Observation and Site Data

1. After logging back in (<http://data.prbo.org/science/biologists>; you may be logged in automatically) you will see the “Welcome” screen again. Make sure the project is highlighted (“NETN – NPS Northeast Temperate Network Landbird Monitoring Program”) and click on “Point Count Events and Secretive Marshbird Surveys”.



2. Choose your site from the list of landbird routes. The list is alphabetized by park name, then route number within each park. Note that the figure below only shows the top of the list of routes.



Appendix E. Instructions for entering data online (continued).

- The next screen allows you to create a new visit (enter data) or review previous visits to the route. You want to “Review/edit an existing visit” rather than start a new visit, so click on the visit.

Project: NETH (Bosque) Type: Point Count Location: 13 MMA Harriet Tavern (TDMMA/HARTVE)

Visits
Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tip >>](#)

+ Create a new visit
Choose from the protocols below and select the Start button.

[Quick Tip >>](#)

Observation protocol
0_to_0m10_25_50m+Fly--0.1.2...0m at 10.25.50 >00m & Flyover

Site condition protocol
None

Start

Review / edit an existing visit
Review and edit an existing visit below by selecting the date.

[Quick Tip >>](#)

Date	Visit	Count	Start Time	End Time	Protocol	Status
2014-06-06	1	23	06:05:00	07:12:00	0_to_0m10_25_50m+Fly	RAW
2015-06-12	1	104	05:07:00	07:14:00	0_to_0m10_25_50m+Fly	RAW
2012-06-12	1	116	05:06:00	07:13:00	0_to_0m10_25_50m+Fly	RAW

[Close](#)

- The next screen is long, and contains the data you entered as well as a species list. Clicking a link in the “Sections” portion will jump to a portion of the “Review or Edit Visit” screen. You will see a box that says “Proofing Completed”. **DO NOT** click this box until the data have been reviewed according to the procedures below.

Review or Edit Visit
Detailed information about a specific set of observations at a transect.

[Quick Tip >>](#)

Sections
Select a section name to jump down to:

- Overview** General information about this visit.
- Points Surveyed** Summary of visit by point.
- Site Conditions** Other information collected during the visit.
- Observations** Details of observations recorded during visit.
- Species List** Summary of species recorded, each compared to eBird by county and month.
- Visits in Same Year** Selectable list of visits at same location in the same year.

Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

✓ Proofing Completed

Appendix E. Instructions for entering data online (continued).

- Begin by clicking the “Overview” link or scrolling to the Overview section. Verify the site (“Transect” in the database), Date, and Visit. These data cannot be changed; if there is an error contact the Project Manager for assistance.

Overview

[Quick Tips >>](#)

Project: NETN

Transect: 22 SAGA Saint-Gaudens (22SAGASAINTEG)

Date: 2013-06-25

Observation Protocol: 0 to 9m10_25_30m41 ly

Visit: 2

Status: RAW

- Continue to the “Points Surveyed” section, either by scrolling down or using the link at the top of the page. Verify that all your points are listed, and that the Start Time for each point and any notes related to each point count are correct. If you need to edit a Start Time or Note, just double-click in the field and make your change. Unlike when entering observations, each change you make on this screen is saved to the database immediately after you leave the data field (by pressing enter or clicking outside of the field). This section also displays the number of species detected at each point (“Total Count at Point”).

Points Surveyed

A summary of each point included in this visit on this date

[Quick Tips >>](#)

Total Points Surveyed: 8

Total Birds Counted: 93

Point	Start Time	End Time	Total Count at Point	Notes
SAGA2201	05:00	05:10	10	
SAGA2202	05:23	05:33	11	
SAGA2203	05:46	05:56	10	
SAGA2204	06:05	06:15	9	
SAGA2205	06:23	06:33	12	
SAGA2206	06:45	06:55	16	
SAGA2207	07:05	07:15	10	
SAGA2208	07:31	07:41	15	

[+ Add more](#)

Appendix E. Instructions for entering data online (continued).

7. Continue to the “Site Conditions” section, either by scrolling down or using the link at the top of the page. Each point count station will be listed separately, and the stations might not be listed in order. For each station, verify the time, observer, temperature, wind direction, and wind speed (listed as “Wind”). The wind direction codes are: 0 = No Wind, 1 = N, 2 = NE, 3 = E, 4 = SE, 5 = S, 6 = SW, 7 = W, 8 = NW, 9 = Not Recorded.



Site Conditions

[Quick Tips](#)

Location: MMA 13.01 (MMA 13.01)
 Time: 06:05
 Site Condition Protocol: LANDBIRD_WEATHER
 Observer: Mitchell, Brian

[Download CSV](#)

Category	Field	Value
Weather	Temperature	56
Weather	Sky	1
Weather	WindDirection	3
Weather	Wind	2

[+ Add more](#)

- a. **IMPORTANT:** If you discover an error in the site conditions, the errors cannot currently be fixed from this screen. Making changes generates an error message and the data are not actually corrected even though the data on the screen are altered. Review all the site condition data and create a list of the corrections needed, then click the “Add more” button below the site conditions for the first point needing correction.



Site Conditions

[Quick Tips](#)

Location: MMA 13.01 (MMA 13.01)
 Time: 06:05
 Site Condition Protocol: LANDBIRD_WEATHER
 Observer: Mitchell, Brian

[Download CSV](#)

Category	Field	Value
Weather	Temperature	56
Weather	Sky	1
Weather	WindDirection	3
Weather	Wind	2

[+ Add more](#)

Breeding Landbird Monitoring Program – Volunteer Training Manual

Appendix E. Instructions for entering data online (continued).

- b. Verify the point count station on the next screen, and click the pencil icon for the date that you need to edit.

Site Conditions

NETN - NPS Northeast Temperate Network Landbird Monitoring Program [open new project](#)

Selecting Sampling Units: Click on the Sampling Unit you want to select (it will highlight yellow). Open any part of the tree to get to more Sampling Units. When you select a Sampling Unit, any available site conditions will appear on the page.

- NETN
 - Acadia NP (ACAD)
 - Marsh-Billings-Rockefeller NHP (MARSHBILLING)
 - Minute Man NHP (MINUTEMANHHP)
 - 13 MIMA Hartwell Tavern (13MIMAHARTWE)
 - MIMA 13.01 (MIMA1301)**
 - MIMA 13.02 (MIMA1302)
 - MIMA 13.03 (MIMA1303)
 - MIMA 13.04 (MIMA1304)
 - MIMA 13.05 (MIMA1305)
 - MIMA 13.06 (MIMA1306)
 - MIMA 13.07 (MIMA1307)
 - 14 MIMA Meriam's Corner (14MIMAMERIAM)
 - 15 MIMA The Bluff (15MIMATHEBLU)
 - 39 MIMA Battle Road (39MIMABATTLE)
- Morristown NHP (MORRISTOWNHHP)
- Roosevelt-Vanderbilt NHS (ROOSEVELTVAN)
- Saint-Gaudens NHS (SAINTGAUDENS)
- Saratoga NHP (SARATOGANHPT)
- Saugus Iron Works NHS (SAUGUS)
- Weir Farm NHS (WEIRFARMNHST)

Location: **MIMA 13.01 (MIMA1301)**

Site Conditions were found at this location. You can create a new Site Condition, or explore the previous Site Conditions made at this location.

[add new observations](#)

Site Conditions at this Location

copy table to: [CSV](#) [HTML](#) [DOC](#) [PDF](#)

Date	Time	Site Conditions Protocol		
2014-06-06	06:05:00	LANDBIRD_WEATHER		
2013-06-13	05:07:00	MBM_WEATHER		
2012-06-10	05:06:00	MBM_WEATHER		
2011-06-07	05:05:00	MBM_WEATHER		
2010-06-09	05:10:00	MBM_WEATHER		
2009-06-13	05:09:00	MBM_WEATHER		
2008-06-14	05:05:00	MBM_WEATHER		
2007-06-17	05:05:00	MBM_WEATHER		
2006-06-21	04:45:00	MBM_WEATHER		

- c. On the next screen, correct the data and click “save”.

Edit Site Conditions

Site Condition Details

Please enter the following detail information about the site condition.

Location: **MIMA 13.01 (MIMA1301)**

*Date 2014-06-06 *Time 06:05

Weather

Sky Codes (0-8) Wind Direction Codes (0-8) or 9 Wind speed (0-5) Temperature (F)

[save](#) [cancel](#)

- d. If other points need correction, click the label for the next point on the left, and follow Steps 7b and 7c for each point.

Appendix E. Instructions for entering data online (continued).

9. Once you are confident that your species codes are correct, scroll up to the “Observations” section. Review your data line by line, to ensure that the time, distance category, and detection type are correctly entered. Point and Time cannot be changed, and the “Singing?” column should be ignored. All other data can be corrected by double-clicking in the appropriate field. Each change you make on this screen is saved to the database immediately after you leave the data field (by pressing enter or clicking outside of the field).

NOTE: If your data coding sheet has multiple individuals of the same species detected at the same time, the database will consolidate the data into one row. For example, REVI seen in distance band 2 and heard in band 3 will have “1I” in the 11-25 column and “1C” in the 26-50 column on a single row. If they were both in distance band 2, “1C1I” will be in the 11-25 column, and if they were both heard in distance band 2 then “2C” will be in the 11-25 column.

Observations
Species observations with details, layout and titles dependent on protocol

[Quick Tips](#)

Observation Protocol: 0_10_11-25_50M+Fly
Observer: Ackerson, Peg
Total Count (sum of observations): 79

[Download CSV](#)

Point	Time	Species	0 - 10	11 - 25	26 - 50	> 50	FLY	Time Bin	Singing?	Notes
SAGA2201	04:59	REVI			1S			9		
SAGA2201	04:59	BTBW			1S			9		
SAGA2201	04:59	BOCH			1S 1C			9		
SAGA2201	04:59	SCTA		1S				9		
SAGA2201	04:59	REVI			1S			5		
SAGA2201	04:59	EAPH			1C			9		
SAGA2201	04:59	OVEN				1S		3		
SAGA2201	04:59	WOTH				1S		7		

10. When you have completed reviewing all of your data, return to the top of the “Review or Edit Visit” screen and click on “Proofing completed”.

Review or Edit Visit
Detailed information about a specific set of observations at a transect

[Quick Tips](#)

Sections
Select a section name to jump down to:

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Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

✓ Proofing completed

Appendix E. Instructions for entering data online (continued).

11. You will be returned to the “Visits” screen, and the Status of your data will now be “CLEAN” instead of “RAW”.

Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tips >>](#)

+ Create a new visit

Choose from the protocols below and select the Start button.

[Quick Tips >>](#)

Observation protocol ⓘ

0_to_9m10_25_50M+Fly - 0.1.2...9m w/ 10.25.50.>50m & Flyover

Site condition protocol ⓘ

None

Start

Review / edit an existing visit

Review and edit an existing visit below by selecting the date.

[Quick Tips >>](#)

11 rows

Date	Visit	Count	Start Time	End Time	Protocol	Status
2013-06-25	2	93	05:00:00	07:41:00	0_to_9m10_25_50M+Fly	RAW
2013-06-15	1	79	05:00:00	07:20:00	0_to_9m10_25_50M+Fly	CLEAN

Congratulations! You’ve finished data entry. Please mail your field map and data coding sheets to the Project Manager.