Appendix E. Instructions for entering data online.

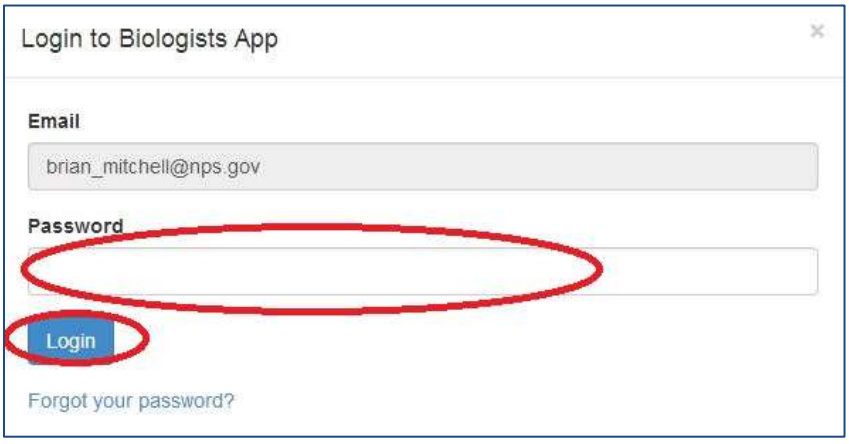
Entering Data into the Online Database

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.

3. Enter your password and click "Login".

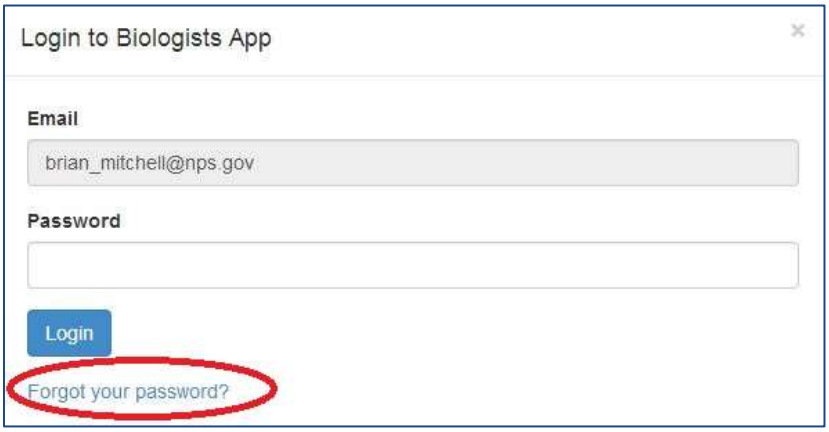


Lost Password

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

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?".



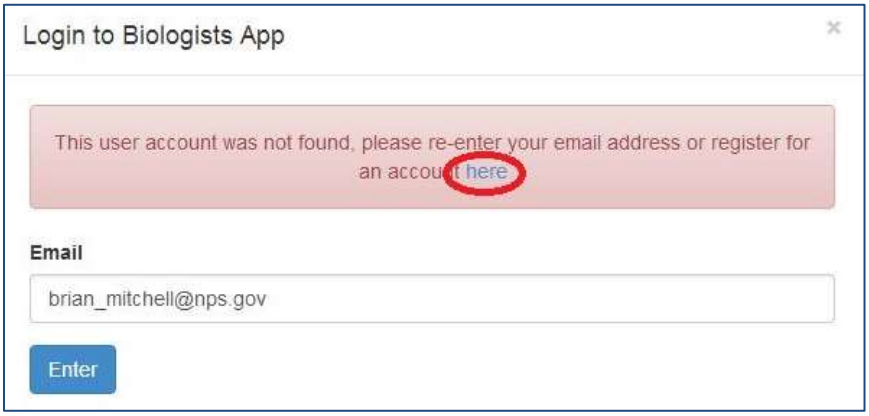
Appendix E. Instructions for entering data online (continued).

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".

New Account

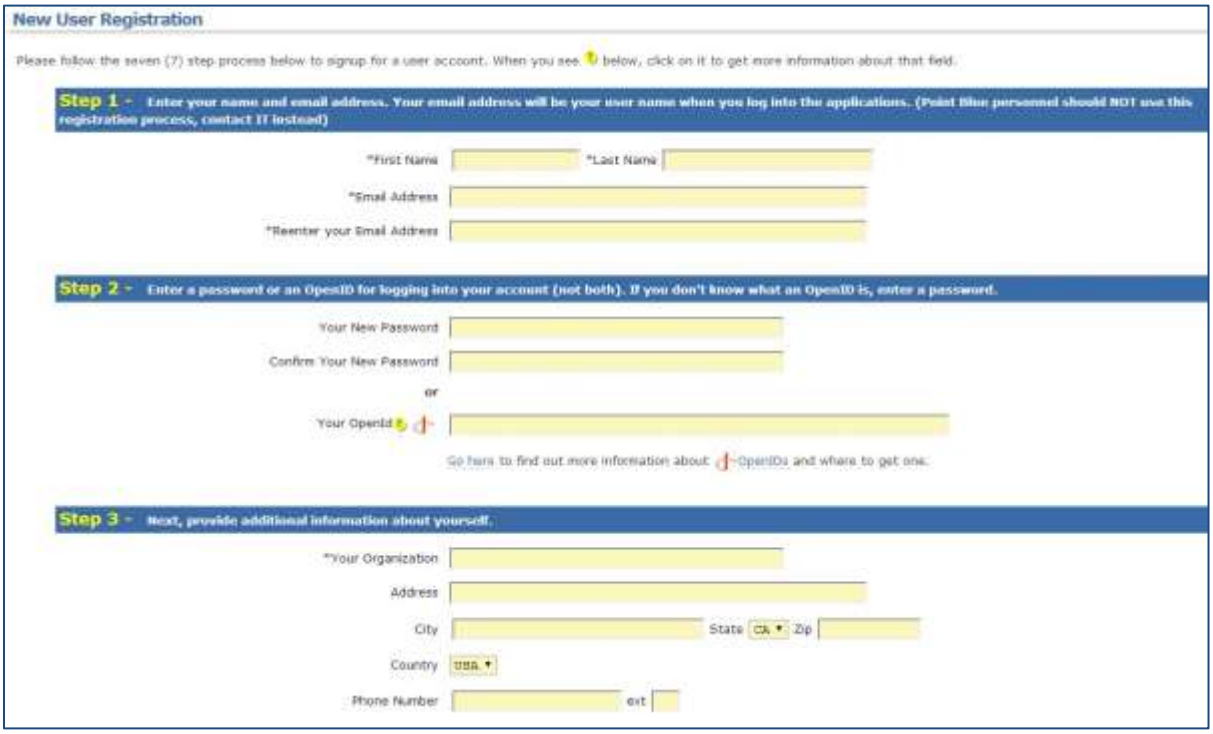
1. The database is available at http://data.prbo.org/science/biologists.
2. Enter your e-mail address when prompted.

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



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

4. 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.



5. 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".

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

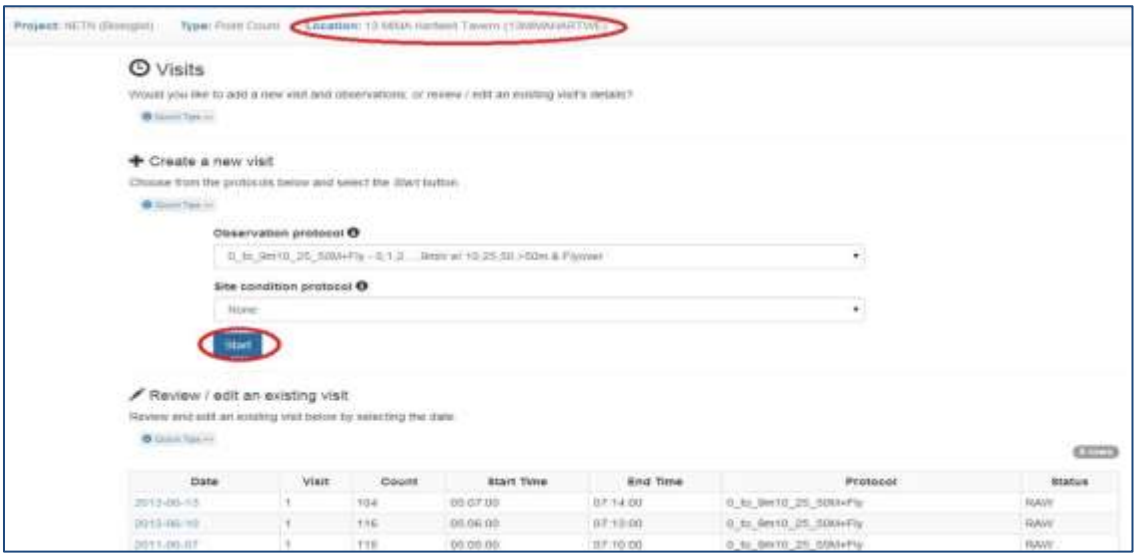
IMPORTANT: Plan to enter all of your data in one sitting. Data are cached to your internet browser during data entry, and not saved to the database until all data for a survey are entered and pass basic quality control checks. If you do have to take a break, your data will likely be saved on your computer 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).

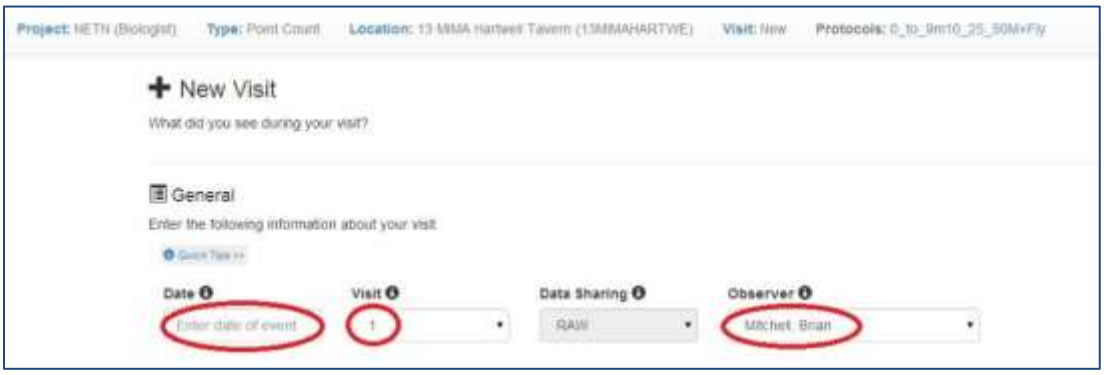
2. Choose your site from the list of landbird routes. The list is alphabetized by park name, then route number within each park. Note that the figure below only shows the top of the list of routes.

3. 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.



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".

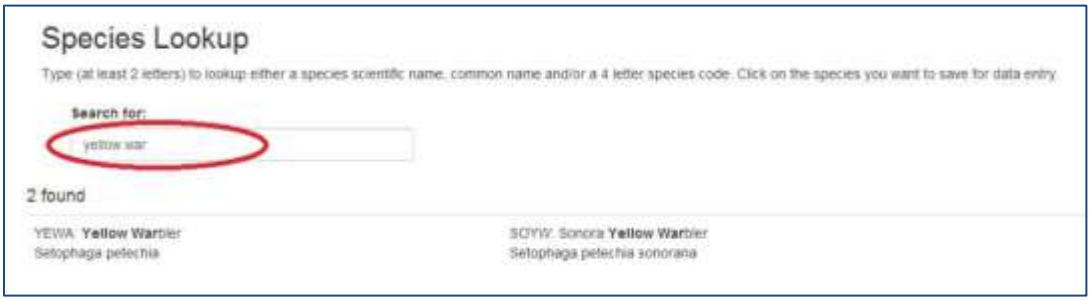


5. The next section is "Points Surveyed". For each point that was surveyed, place a check in the box to the left of the point name. Then provide the starting time for each count. If any of the point counts had NO birds detected, click in the circle next to "no" in the "Detections?" column. Finally, add 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.

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.

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.



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

8. 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	RWBL	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	BTNW	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						

+ 20 rows

Save to database

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

9. You will need to click on "+20 rows" at the bottom-left of the data entry screen for each additional batch of 20 rows. Once all data rows are entered, review the data for errors and correct any mistakes you see. Pay particular attention to the species codes. The database will allow ANY 4-letter combination during data entry, and it will not catch mistakes that produce a 4-letter code for a different species than the one observed.

10. Once you are comfortable with the data accuracy, click "Save to database". The database will perform a number of data checks.

11. If an error message appears on the screen, review the data and correct the error. The most common errors are invalid species codes and invalid detection cues. Note that you can sort by species code by clicking the "Species" label, to facilitate locating problem codes. All other fields can also be sorted. Don't forget to correct your coding sheet as well if you used an incorrect species code.

12. If the data save successfully, you will see a message after clicking "Save to database". You can close the message by clicking the "X" to the far right of the message.

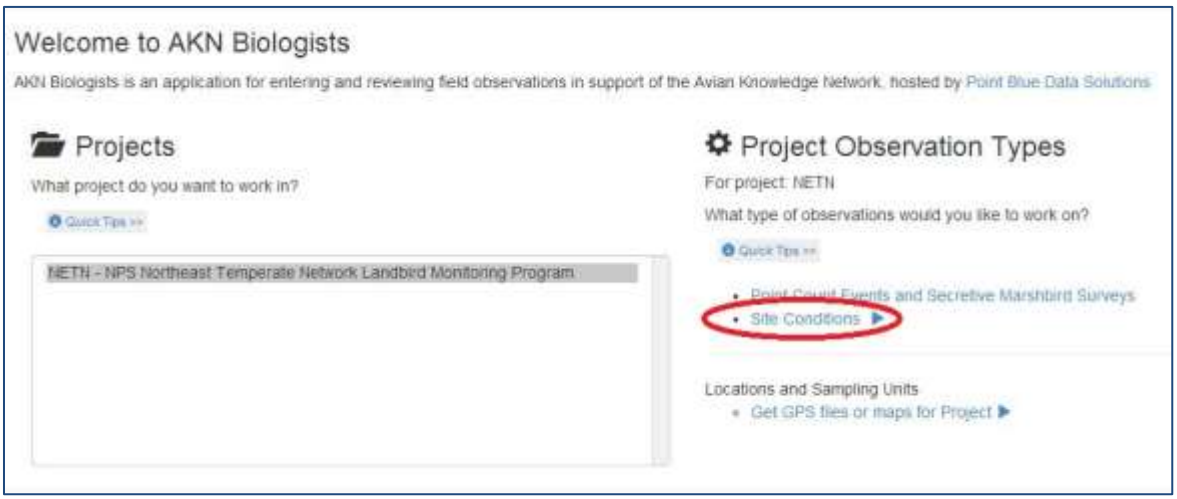
13. You will be taken to the "Review or Edit Visit" screen for proofing your data. This might be a good time to take a break if you need one!

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

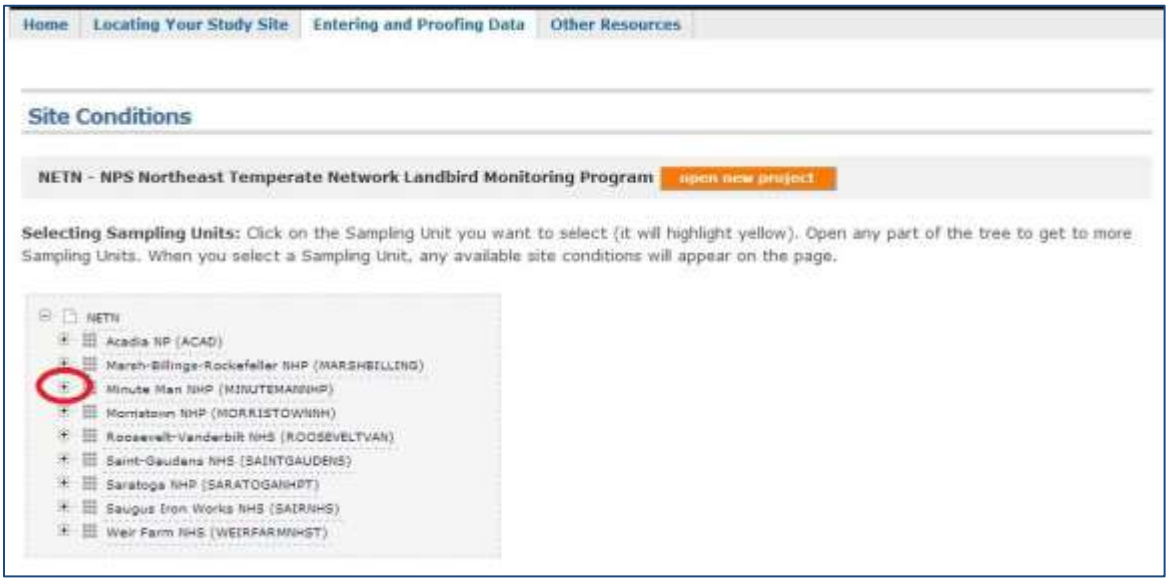
Enter Site Conditions

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".

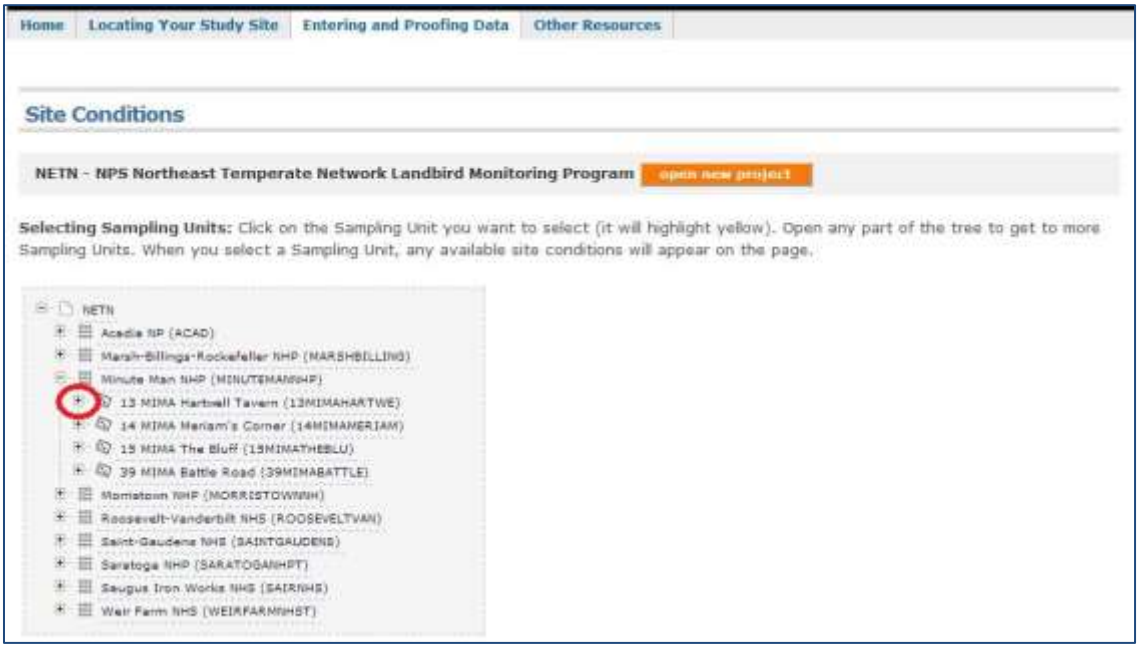


3. On the next screen, you will see a list of parks. Click on the "+" next to your park.

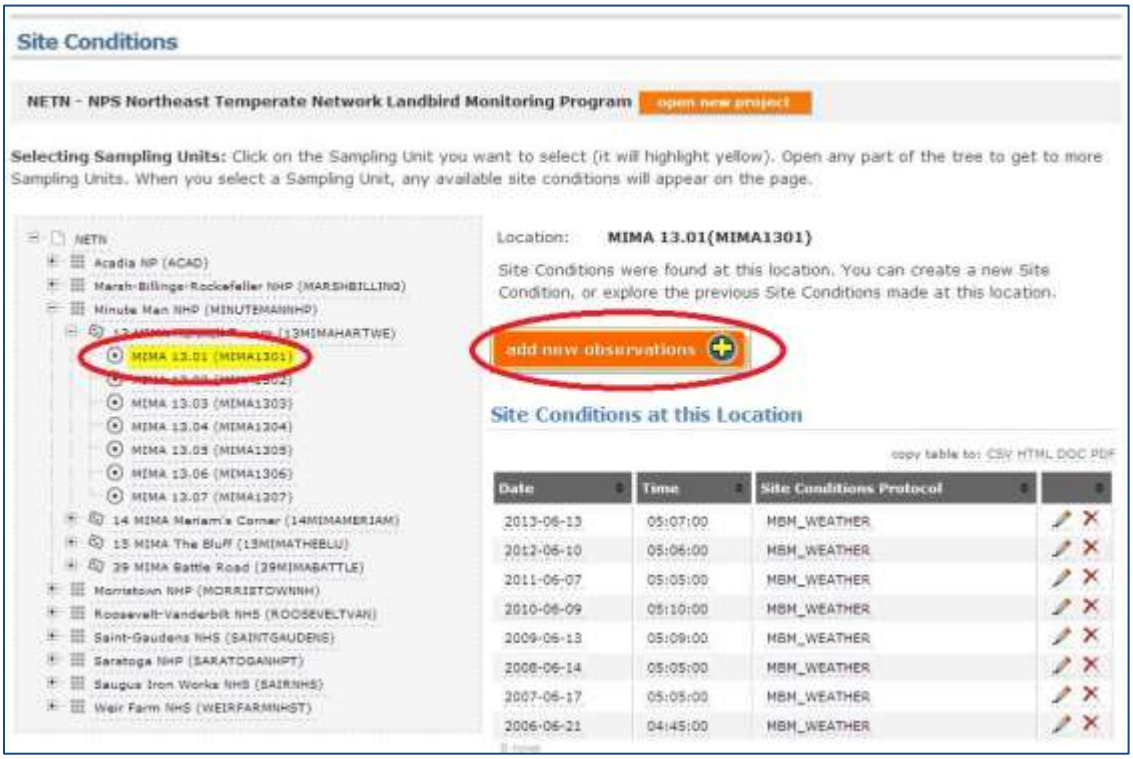


Appendix E. Instructions for entering data online (continued).

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

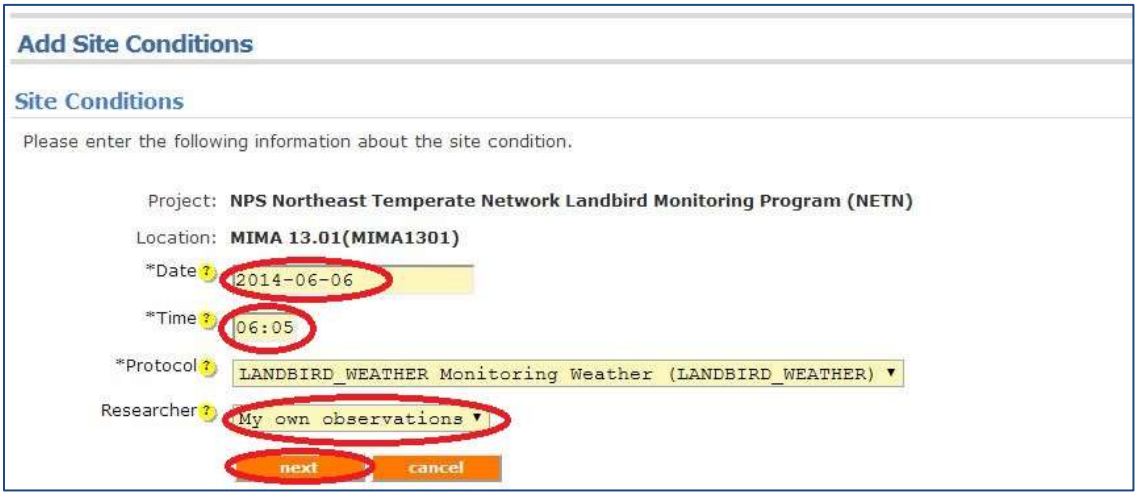


5. Click on the first point you sampled. A list of existing dates with site observations will appear, as well as an option to "add new observations". Click on "add new observations".



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

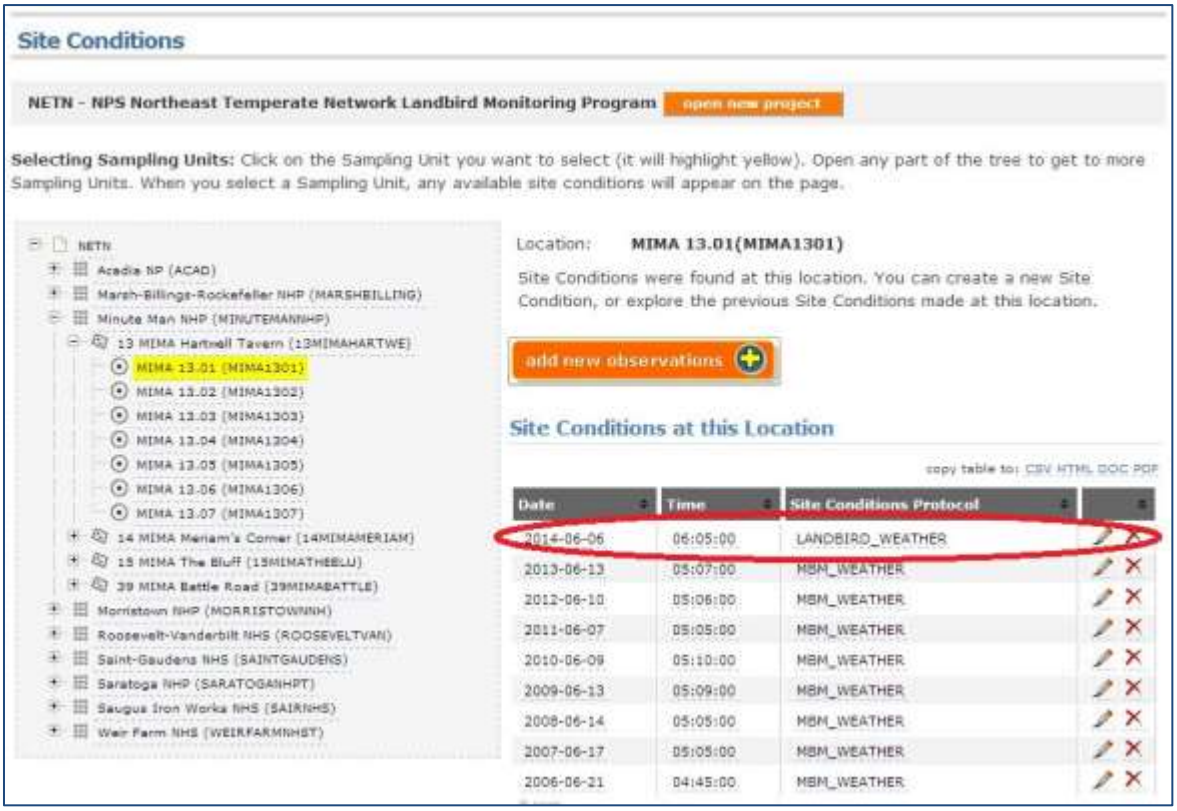
6. Enter the date (the database uses YYYY-MM-DD, but will attempt to convert other formats) and time of your observations. The researcher can be changed if the person entering data is different from the person collecting the data, but normally can be left at "My own observations". Click "next".



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.

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

8. 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.



9. 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.

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

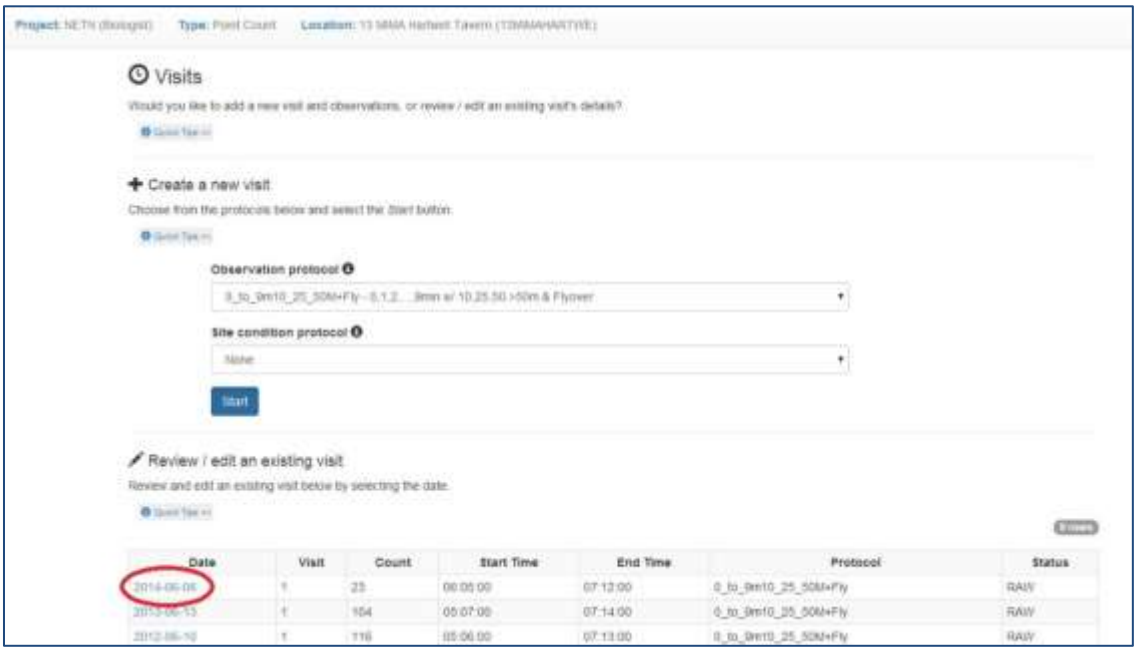
Proof Observation and Site Data

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".

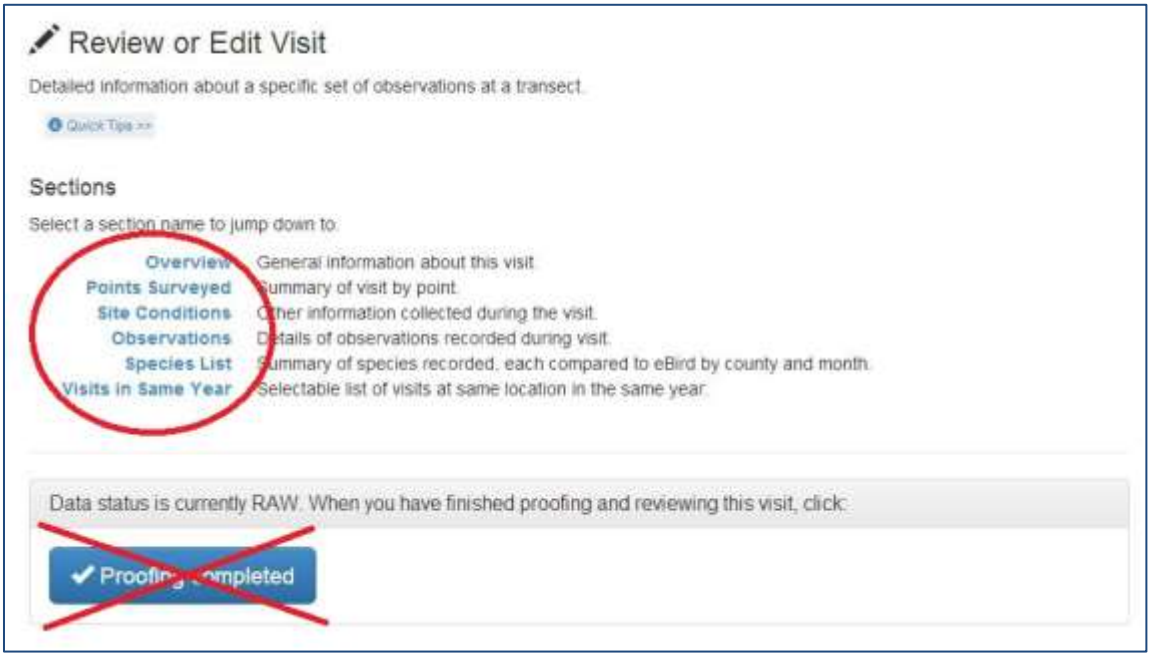
2. Choose your site from the list of landbird routes. The list is alphabetized by park name, then route number within each park. Note that the figure below only shows the top of the list of routes.

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

3. 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.



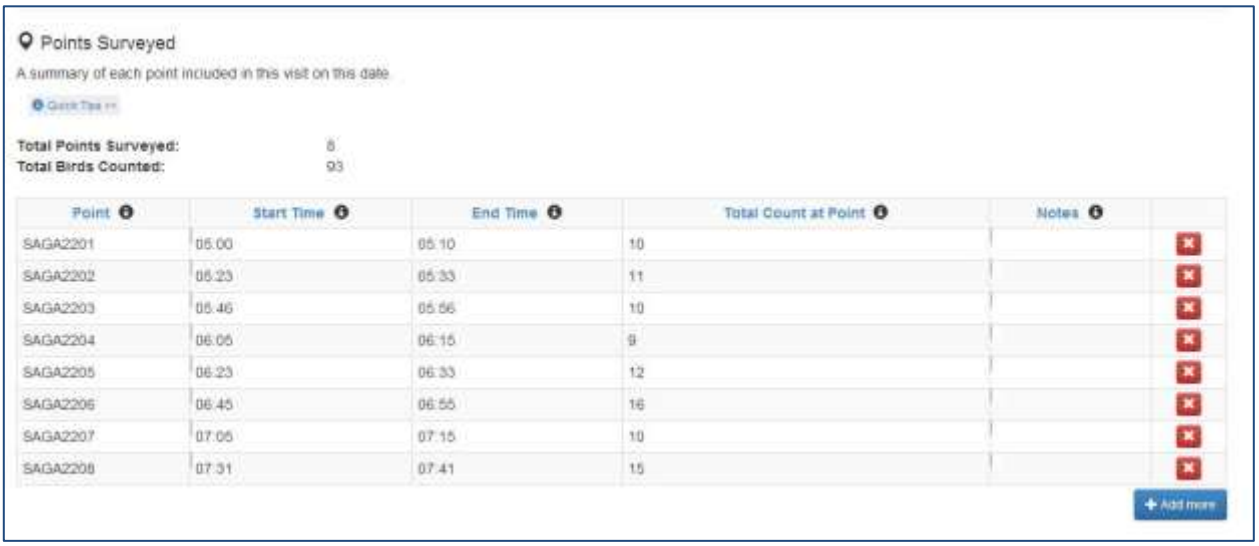
4. The next screen is long, and contains the data you entered as well as a species list. Clicking a link in the "Sections" portion will jump to a portion of the "Review or Edit Visit" screen. You will see a box that says "Proofing Completed". **DO NOT** click this box until the data have been reviewed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



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

5. 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.

6. 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").



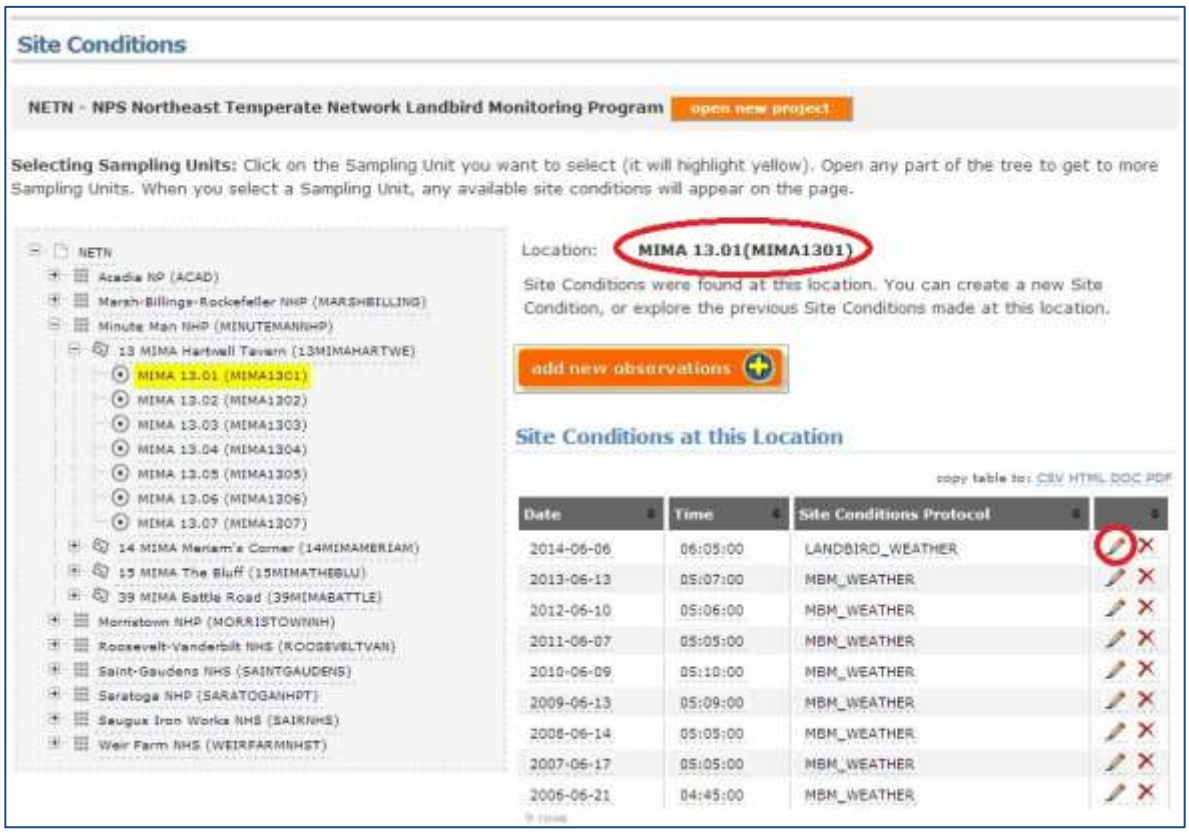
Appendix E. Instructions for entering data online (continued).

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.

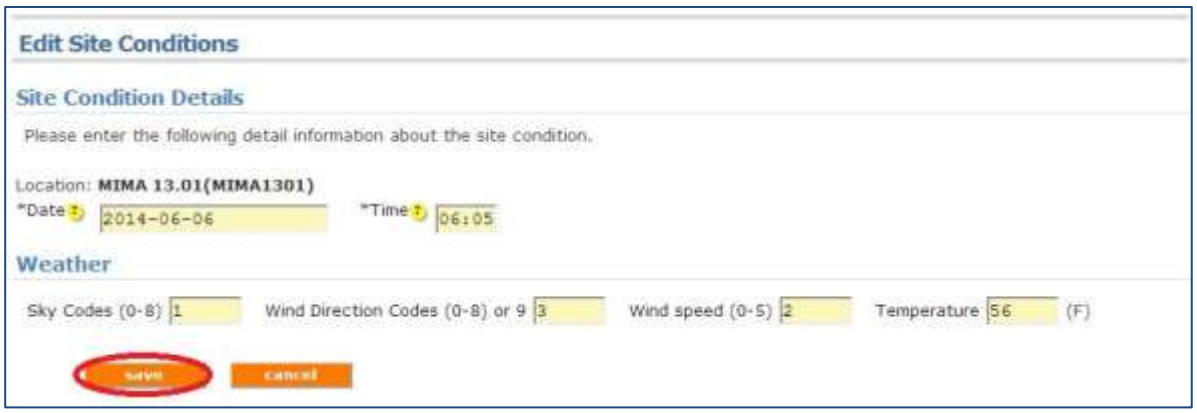
a. IMPORTANT: If you discover an error in the site conditions, the errors cannot currently be fixed from this screen. Making changes generates an error message and the data are not actually corrected even though the data on the screen are altered. Review all the site condition data and create a list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

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.



c. On the next screen, correct the data and click "save".



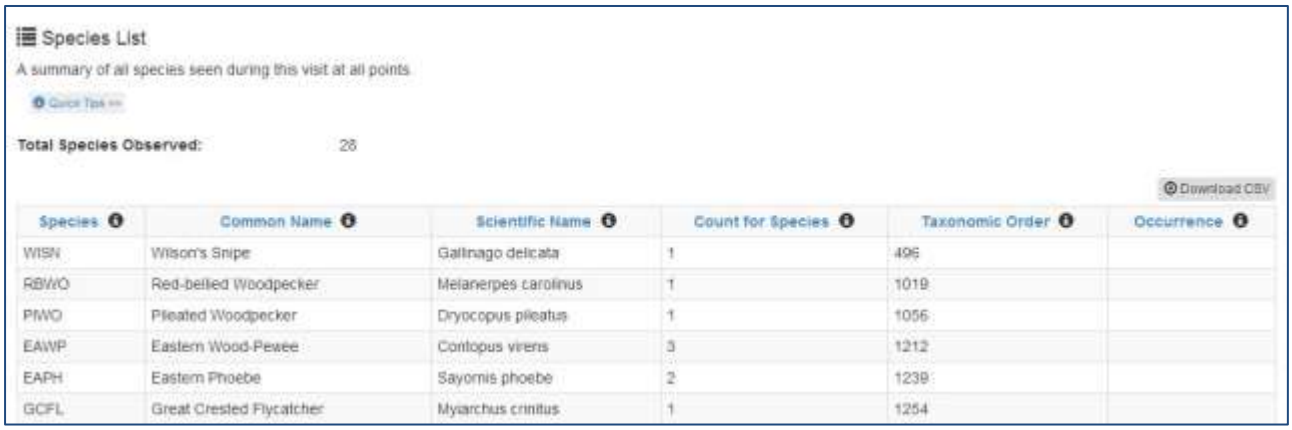
d. If other points need correction, click the label for the next point on the left, and follow Steps 7b and 7c for each point.

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

e. Once you have completed correcting the site condition data, 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.

f. Follow Steps 1-3 at the start of this section to get back to the data proofing screen for the correct visit.

8. Continue to the "Species List" section, either by scrolling down or using the link at the top of the page. This section will be below the "Observations" section. This section allows you to compare the species code used with the common name of the species. Please review the list carefully to ensure that you did not inadvertently use an incorrect species code. The Occurrence field is currently empty, but it will eventually provide information from eBird to indicate if the species is common, uncommon, rare, or never seen near the point count station and at the same time of year.



Species List

A summary of all species seen during this visit at all points

Total Species Observed: 28

Download CSV

Species	Common Name	Scientific Name	Count for Species	Taxonomic Order	Occurrence
WISN	Wilson's Snipe	Gallinago delicata	1	496	
RBWO	Red-bellied Woodpecker	Melanerpes carolinus	1	1019	
PIWO	Pileated Woodpecker	Dryocopus pileatus	1	1056	
EAWP	Eastern Wood-Pewee	Contopus virens	3	1212	
EAPH	Eastern Phoebe	Sayornis phoebe	2	1239	
GCFL	Great Crested Flycatcher	Myiarchus crinitus	1	1254	

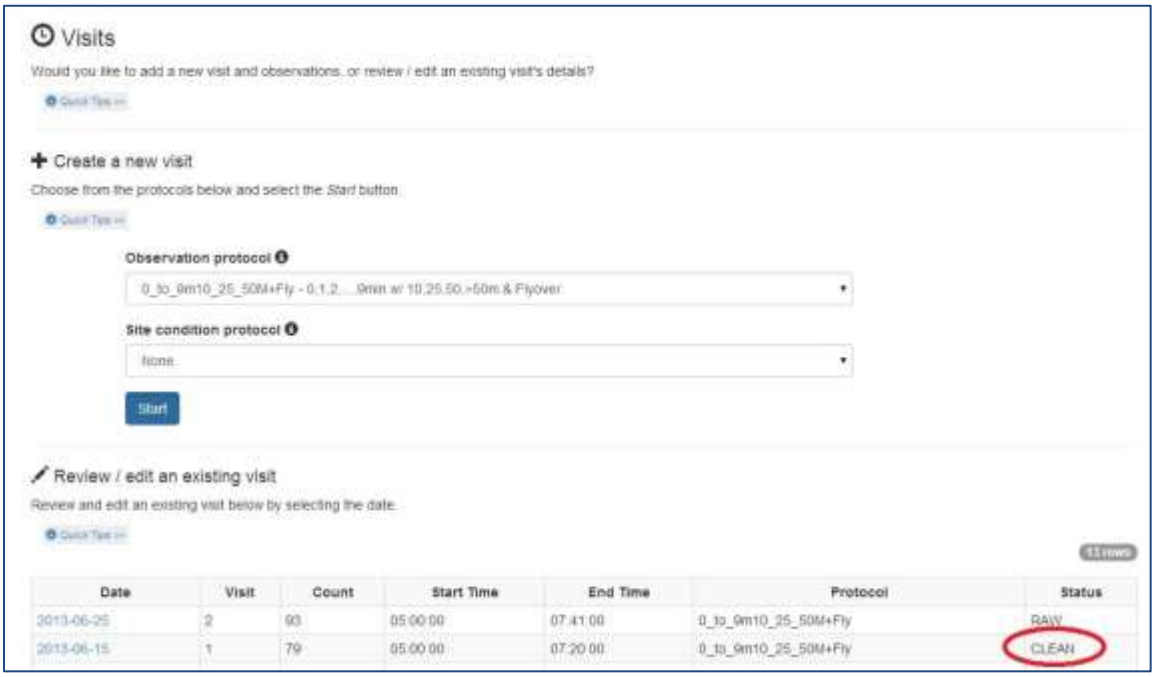
Appendix E. Instructions for entering data online (continued).

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.

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".

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".



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