

Vermont Forest Bird Monitoring Program

Data Entry Instructions

The recommended internet browsers for working with the online database are Chrome, Firefox or Safari. Internet Explorer is **not** recommended.

Observers who were registered in the “old” USGS database will have an account in the new database, but will likely need to reset their password (see “Lost/Reset Password” below).

Logging in

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

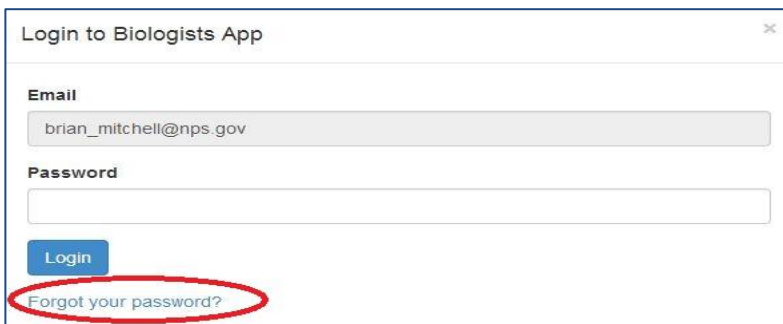


A screenshot of a web browser window titled "Login to Biologists App". It features a single text input field labeled "Email" and a blue button labeled "Enter" positioned below the field.

3. On the next screen, enter your password and click “Login”.

Lost/Reset Password

1. If you don't know your password or want to change it, click “Forgot your password?”.



A screenshot of a web browser window titled "Login to Biologists App". It features two text input fields: "Email" (containing "brian_mitchell@nps.gov") and "Password". Below the fields are a blue "Login" button and a red-outlined link labeled "Forgot your password?".

2. 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 and click “Enter”.

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

Login to Biologists App

This user account was not found, please re-enter your email address or register for an account [here](#)

Email

brian_mitchell@nps.gov

Enter

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 "Vermont Center for Ecostudies" for the Organization, with the following address: PO Box 420, Norwich, VT, 05055. The phone number is 802-649-1431.

New User Registration

Please follow the seven (7) step process below to signup 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 OpenIDs and where to get one.](#)

Step 3 - Next, provide additional information about yourself.

*Your Organization

Address

City State Zip

Country

Phone Number ext

5. For Step 4, select "Default" from the options. For Step 5, type "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 3-6 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

Type the text

- 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.



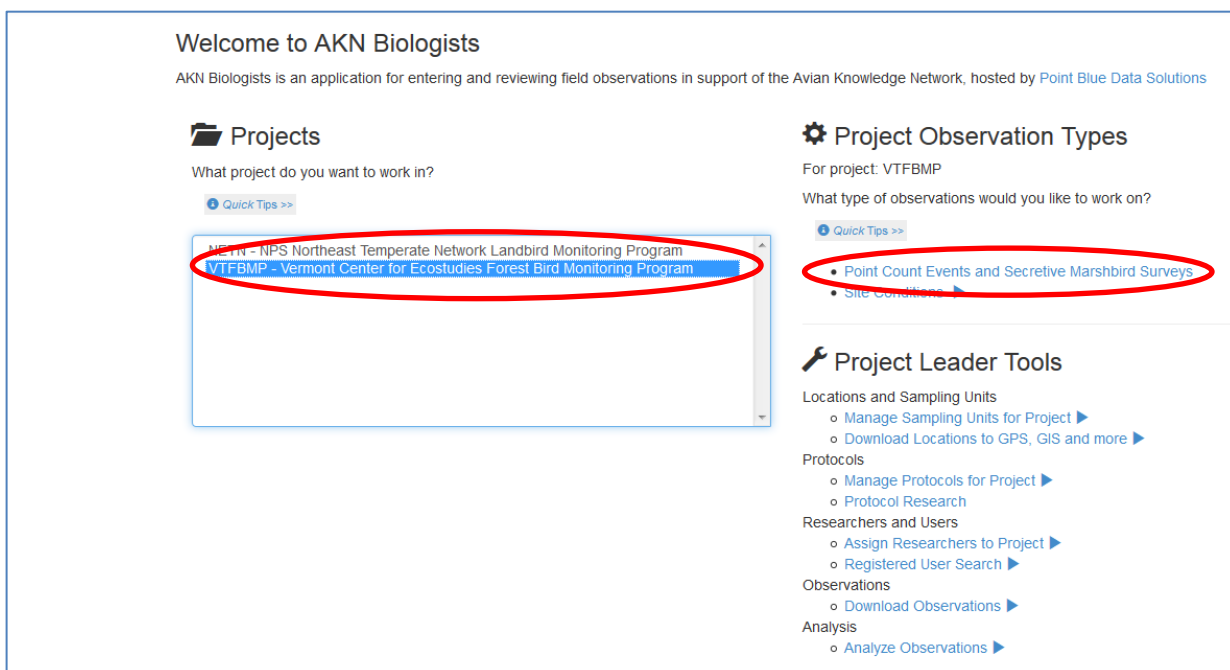
- You will not be able to log in to enter data until the approval process is completed.

Enter Observation Data

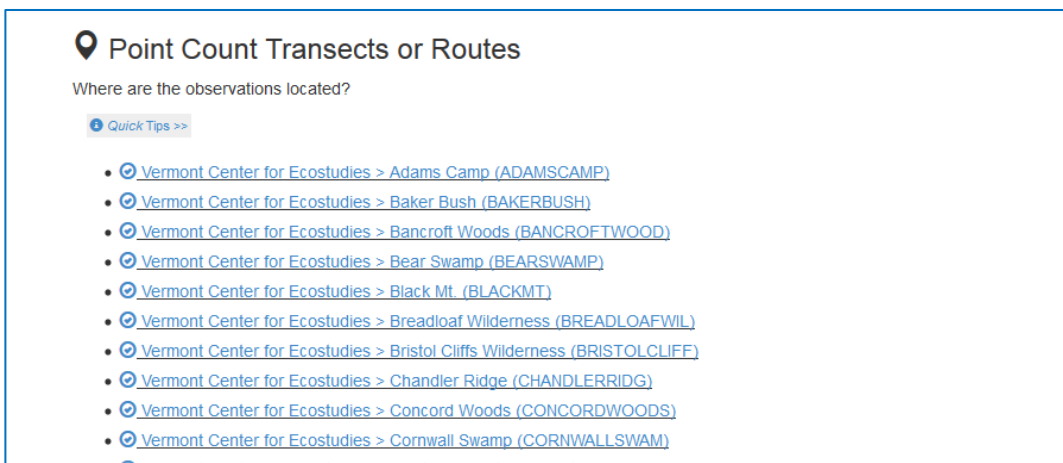
IMPORTANT: Plan to enter all of your data in one sitting. Data are cached to your internet browser during data entry, and not saved to the database until all data for a survey are entered and pass basic quality control checks. If you do have to take a break, your data will likely be saved on your computer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

NOTE: We can now enter squirrel observations directly into the database along with birds using the following codes: CHIP (chipmunk), EGSQ (eastern grey squirrel), and RESQ (red squirrel).

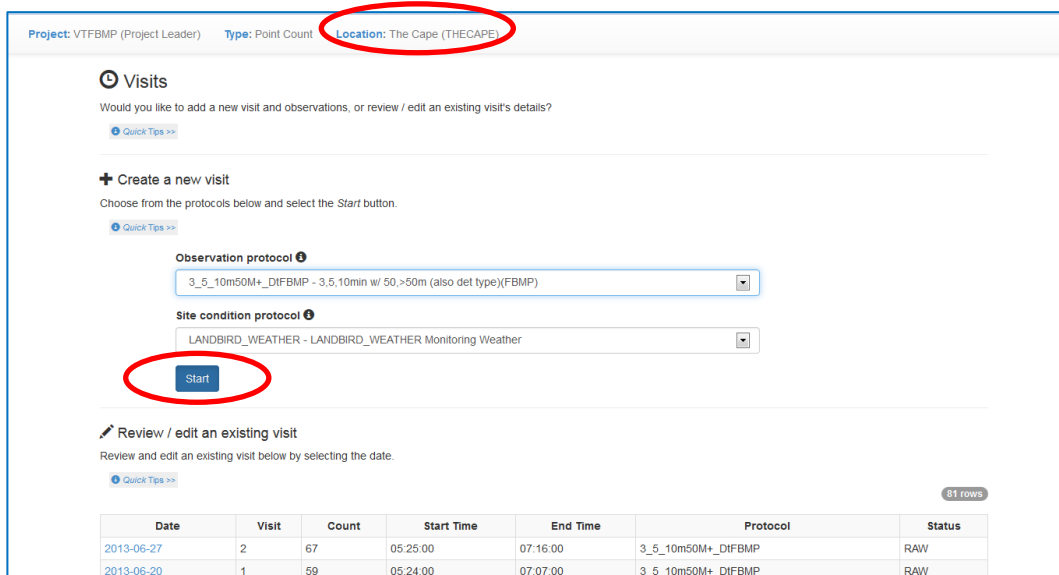
- After logging in, you will see a “Welcome” screen with projects you have access to as well as actions you can take. Make sure the project highlighted is (“VTFBMP – Vermont Center for Ecostudies Forest Bird Monitoring Program”) and click on “Point Count Events and Secretive Marshbird Surveys”.



- Choose your site from the list of routes. The list is alphabetized by site name. Note that the figure below only shows the top of the list of routes.



- 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 (“3_5_10m50M+”) and site condition protocol (“Landbird_Weather”) should be set by default. **Note:** if you got interrupted during data entry and need to resume where you left off, or are interested in reviewing 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.



- 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, or “2” for the second.

5. Next, fill out the “Site Conditions” section (temperature, sky code, wind direction, and wind speed). 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.

6. 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.

<input type="checkbox"/>	Point	Start Time	End Time	Detections?	Notes
<input checked="" type="checkbox"/>	MIMA1301	06:05	06:15	<input type="radio"/> yes <input type="radio"/> no	Noisy - traffic
<input checked="" type="checkbox"/>	MIMA1302	06:38	06:48	<input type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	MIMA1303	07:02	07:12	<input type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	MIMA1304	07:29	07:39	<input type="radio"/> yes <input checked="" type="radio"/> no	

7. 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. 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.

8. 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:

2 found

YEWA: Yellow Warbler Setophaga petechia	SOYW: Sonora Yellow Warbler Setophaga petechia sonorana
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9. 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 right and left. Note: If you did not record the time of detection of a species, 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: 3_5_10m50M+_DIFBMP
Detections: B (Both (visual/auditory)), C (Call), D (Drumming), F (F - Flock), Fam (Family Group), I (I - Ind Seen), IndO (Individual Observed), IndV (Individual Seen), Na (Active Nest), NR (Not Recorded), S (Song)

#	Point	Time	Species	Time Bin	0 - 50	> 50	NR	Breeding	Note
1	701	05:34	EAWP	0_3min	S				
2	701	05:34	OVEN	0_3min	2S				
3	701	05:34	BTBW	3_5min		S			
4	701	05:34	YBSA	3_5min		D			
5	701	05:34	BLJA	3_5min		C			
6	701	05:34	EGSQ	3_5min	C				
7	701	05:34	OVEN	3_5min		S			
8	701	05:34	AMCR	5_10min		2C			
9	701	05:34		5_10min					
10	Select point...								

10. 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.

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

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](#)

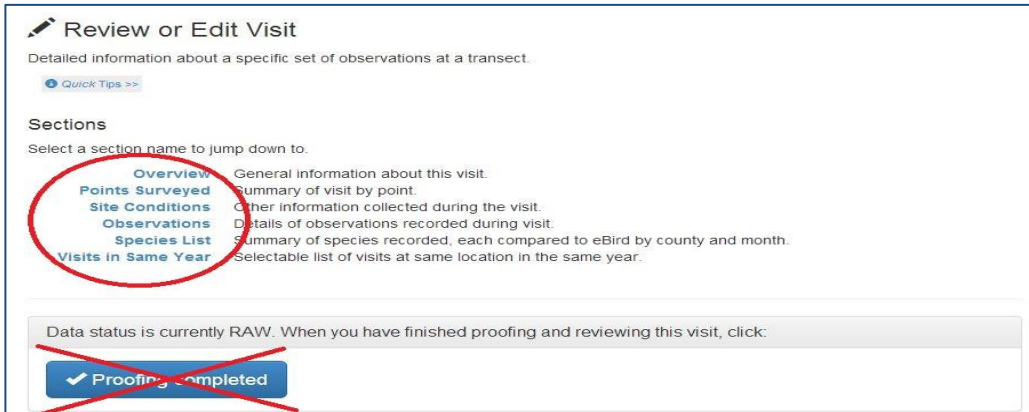
- If an error message appears on the screen, review the data and correct the error. The most common errors are invalid species codes and invalid detection cues. Note that you can sort by species code by clicking the “Species” label, to facilitate locating problem codes. All other fields can also be sorted.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



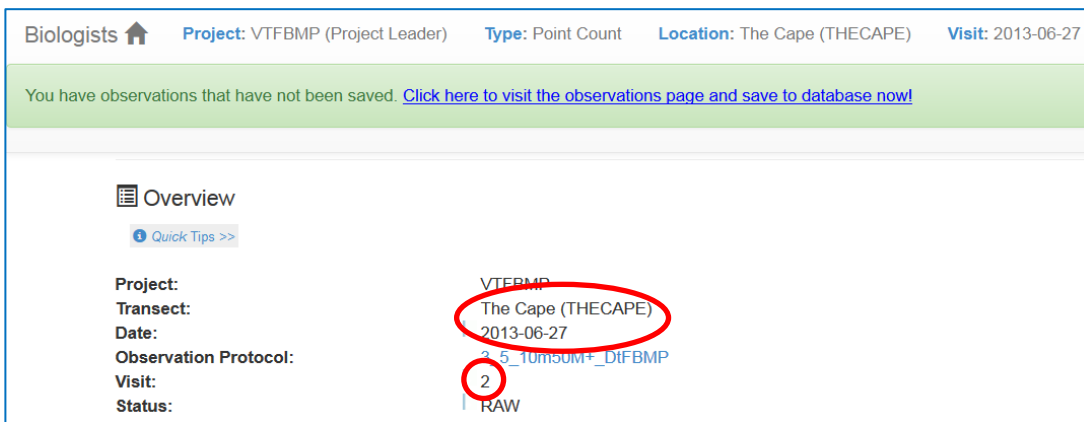
- If the data were saved successfully, you will see a message after clicking “Save to database”. You can close the message by clicking the “X” to the far right of the message. You will be taken to the “Review or Edit Visit” screen for proofing your data.

Proof Observation and Site Data

- The next screen is long and contains the data you entered as well as a list of species detected. Clicking a link in the “Sections” portion will jump to that section of the “Review or Edit Visit” screen (you can also just scroll down). 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.



- 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.



3. Scroll down to the “Points Surveyed” section. 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. This section also displays the number of individuals 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: 5
Total Birds Counted: 59

Point	Start Time	End Time	Total Count at Point	Notes	
701	05:24	05:34	10		✕
702	05:46	05:56	12		✕
703	06:13	06:23	11		✕
704	06:35	06:45	12		✕
705	06:57	07:07	14		✕

[+ Add more](#)

4. Scroll down to the “Site Conditions” section and verify that the information is correct

Site Conditions

[Quick Tips >>](#)

Location: The Cape (The Cape)
Time: 05:34
Site Condition Protocol: LANDBIRD_WEATHER
Observer: Faccio, Steve

[Download CSV](#)

Category	Field	Value
Weather	WindDirection	1
Weather	Wind	1
Weather	Temperature	56
Weather	Sky	0

[+ Add more](#)

5. Scroll down to the “Species List” section, just 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.

[Quick Tips >>](#)

Total Species Observed: 7

[Download CSV](#)

Species	Common Name	Scientific Name	Count for Species	Taxonomic Order	Occurrence
EGSQ	Eastern Gray Squirrel	Sciurus carolinensis	1	0	
YBSA	Yellow-bellied Sapsucker	Sphyrapicus varius	1	1022	
EAWP	Eastern Wood-Pewee	Contopus virens	1	1212	
BLJA	Blue Jay	Cyanocitta cristata	1	1369	
AMCR	American Crow	Corvus brachyrhynchos	2	1395	
BTBW	Black-throated Blue Warbler	Setophaga caerulescens	1	1678	
OVEN	Ovenbird	Seiurus aurocapilla	3	1715	

- 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.

NOTE: If your data coding sheet has multiple individuals of the same species detected during the same time bin, the database will consolidate the data into one row. For example, if two AMCRs were detected in the >50 distance band and both were heard calling during minutes 5-10, “2C” will be entered in the >50 column and “10” in the Time Bin column. But if one crow was seen while the other was heard, then “1C1P” will be in the >50 column.

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

[Quick Tips >>](#)

Observation Protocol: 3_5_10m50M+_DIFBMP
Observer:
Total Count (sum of observations): 10

[Download CSV](#)

Point	Time	Species	0 - 50	> 50	NR	Time Bin	Singing?	Notes
701	05:34	AMCR		2C		10		
701	05:34	BLJA		1C		5		
701	05:34	BTBW		1S		5		
701	05:34	EAWP	1S			3		
701	05:34	EGSQ	1C			5		
701	05:34	OVEN	2S			3		
701	05:34	OVEN		1S		5		
701	05:34	YBSA		1D		5		

- 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.

- 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

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

 Review / edit an existing visit

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

[Quick Tips >>](#) 82 rows

Date	Visit	Count	Start Time	End Time	Protocol	Status
2008-06-09	1	61	05:17:00	06:50:00	3_5_10m50M+_DIFBMP	RAW
2007-06-21	1	32			3_5_10m50M+_DIFBMP	RAW
2007-06-21	2	43			3_5_10m50M+_DIFBMP	RAW
2007-06-13	1	33			3_5_10m50M+_DIFBMP	RAW
2007-06-13	2	27			3_5_10m50M+_DIFBMP	RAW
2006-12-13	1	10	05:34:00	07:20:00	3_5_10m50M+_DIFBMP	CLEAN
2006-06-12	1	53			3_5_10m50M+_DIFBMP	RAW
2005-06-23	1	31			3_5_10m50M+_DIFBMP	RAW

Congratulations! You’ve finished data entry. Please mail your field cards and data coding sheets to VCE.