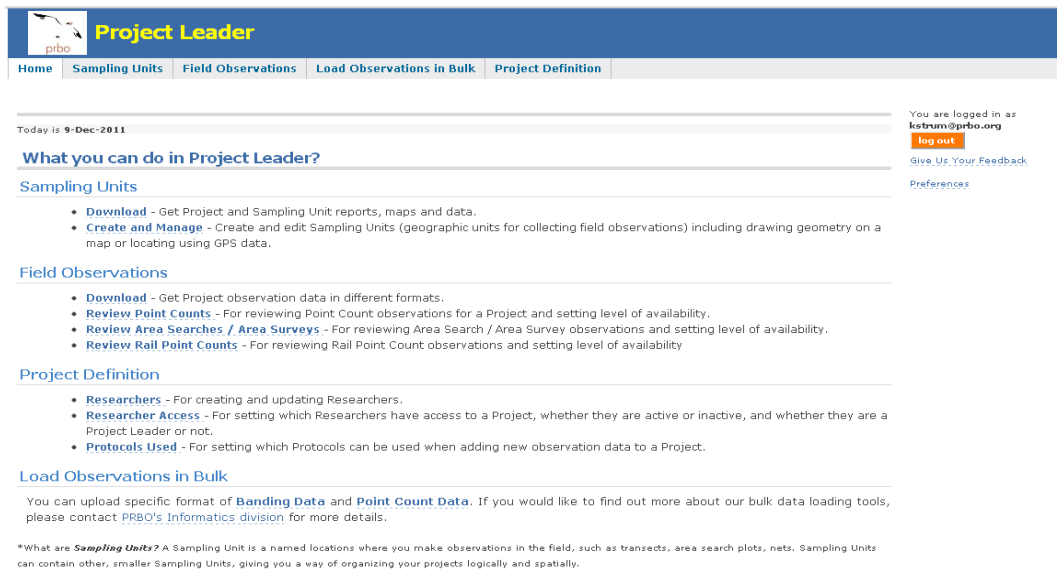


PROJECT LEADER TIP #9 HOW TO CHANGE PROJECT DATA FORMS

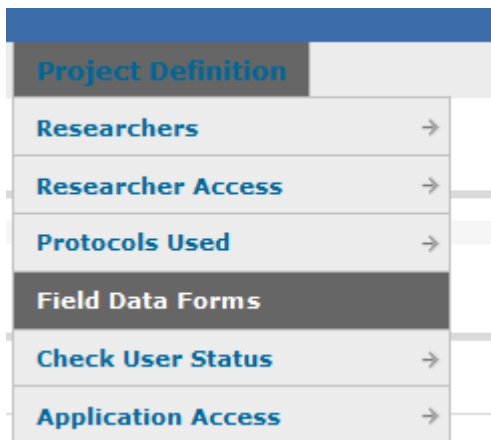
The Project Data Forms page in Project Leaders allows a project leader to update the link to datasheets and protocol from other websites. This page also gives the project leader the ability to make sampling units visible or invisible to persons entering data and to group sampling units.

I. TO CHANGE THE HYPERLINK TO PROJECT DATAFORMS:

1. Log-in to CADC and choose the Project Leaders application



2. Under Project Definition at the top of the page select “Field Data Forms”



Project Leader Tip #9: Changing Field Data Form URL


3. On the following screen, choose your project of interest and click enter. Only projects where you are designated a Project Leader will appear here.
4. On the Project Data Forms page you will see a table of [Field Data Forms](#). Click on the small pencil icon to the right of the URL you want to change.

Project Data Forms

open new project SFSS - San Francisco Shorebird Surveys

add one

Print Copy table to: CSV HTML DOC PDF

Form Name	Observation Protocol	Site Condition Protocol	Form URL	
San Francisco	WATERBIRD_COU	PFSS_WEATHER_H	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey	

5. Cut and paste the new URL into the “Data Form URL” field and click “Update”.

Edit Data Form

*Select your project **SFSS - San Francisco Shorebird Surveys**

*Data Form Name **San Francisco**

Data Form URL

*Observation Protocol

SiteConditionProtocol

update **cancel**

6. You will be brought back to the protocol page.
7. Log-out as a Project Leader and re-log-in as a Citizen Scientist and click on the “Field Data Form” under your project link to see the new re-direct.

II. TO MAKE SAMPLING UNITS VISIBLE OR INVISIBLE:

Over the course of a project, sampling units can change, be added or removed. In order to accommodate these changes the project leader can add or remove sampling units that can be seen and used to enter data in the Citizen Scientist’s application.

1. Follow steps 1 through 3 above.
2. On the field data form page you will see a table of [Project Dataform Sampling Unit](#). This table lists the Form Name (group of sampling units) on the left and all of the sampling units that are visible on the right. Click on the small pencil icon to the right of the sampling units.

Project Leader Tip #9: Changing Field Data Form URL

Project Data Form Sampling Unit

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

Form Name	Sampling Unit Name
Columbia River Estuary	Trestle Bay East (TB-E),Trestle Bay West (TB-W),Shorebird Flats (SF),Airport Dyke Trail East (ADT-E),Airport Dyke Trail West (ADT-W),Astoria Shoreline (AST-SW),Lewis and Clark River Mouth (LCR),Warrenton Waterfront Trail (WWT),Hammond Bay Marina (HBM),Stillingtown Road (STILL),Wireless Road (WIRE),Youngs River (YGSR),North Boat Route (BOAT-N),South Boat Route (BOAT-S),Chinook (CHIN),Cape Disappointment (CAPE)

1 row

- One the next page, all of the sampling units will be listed. Click the boxes on the left to check (make appear) or un-check (make invisible) sampling units. Sampling units with checked boxes will appear as sampling units that can take data in the Citizen Scientists application. Sampling Units with un-checked boxes will not appear as a sampling unit for data entry in the Citizen Scientist’s application.

Point Blue Conservation Science **Project Leader**

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

You are logged in as [kstrum@pointblue.org](#)
[log out](#)
[Give Us Your Feedback](#)
[Preferences](#)

*Select your project **CRESS - Columbia River Estuary Shorebird Survey**
 *Data Form Name **Columbia River Estuary**

Name	ID
<input type="checkbox"/> Fort Stevens State Park(FSSP)	334451
<input type="checkbox"/> Warrenton(WARRE)	334452
<input type="checkbox"/> Youngs Bay(YB)	334453
<input checked="" type="checkbox"/> Trestle Bay East(TB-E)	334482
<input checked="" type="checkbox"/> Trestle Bay West(TB-W)	334483
<input checked="" type="checkbox"/> Shorebird Flats(SF)	334484
<input checked="" type="checkbox"/> Airport Dyke Trail East(ADT-E)	334485
<input checked="" type="checkbox"/> Airport Dyke Trail West(ADT-W)	334486
<input checked="" type="checkbox"/> Astoria Shoreline(AST-SW)	334487
<input checked="" type="checkbox"/> Lewis and Clark River Mouth(LCR)	334488
<input checked="" type="checkbox"/> Warrenton Waterfront Trail(WWT)	334489
<input checked="" type="checkbox"/> Hammond Bay Marina(HBM)	334490
<input type="checkbox"/> Columbia River Estuary(CRE)	334491
<input checked="" type="checkbox"/> Stillingtown Road(STILL)	334492
<input checked="" type="checkbox"/> Wireless Road(WIRE)	334493

- Click “save” at the bottom of the page. You will be taken back to the Project Data Forms page.
- Log-out as a Project Leader and re-log-in as a Citizen Scientist and begin entering data to see how the list of sampling units looks.

III. TO GROUP SAMPLING UNITS

For very large projects with many sampling units, it can be confusing to navigate a very long list of sampling units when entering data. As project leader, you can group the sampling units to make them easier to find. For example, in San Diego Bay, sampling units are divided into groups and surveyors are assigned to a specific group for surveys. To facilitate data entry, sampling units are grouped according to how they are surveyed. Grouping sampling units happens in a two-step process. First you create a new field data form then you add sampling units to the field data from.

Project Leader Tip #9: Changing Field Data Form URL

1. Follow steps 1 through 3 above.
2. Add a new field data form by clicking the orange “Add one” button.

Project Data Forms

SDSS - San Diego Bay Shorebird Survey

add one

Form Name	Observation Protocol	Site Condition Protocol	Form URL
Chula Vista Wildlife Preserve	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
Coronado Bay	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
D Street/Gunpowder	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
J Street Marina	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
Mission Bay/FCC	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
NAB Delta Bay	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey
NAB Delta Ocean	WATERBIRD_COUNT	PFSS_WEATHER_HABITAT_TIDE	http://data.prbo.org/cadc2/index.php?page=shorebird-tools#San%20Francisco%20Bay%20Shorebird%20Survey

3. Enter a name for the group of sampling units under “Data Form Name” and enter the hyperlink to the dataforms and protocols under “Data Form URL”. Note: You can copy and paste the url from another Field Data Form. Also make sure to choose an observation protocol and site condition protocol.

Edit Data Form

*Select your project SDSS - San Diego Bay Shorebird Survey

*Data Form Name

Data Form URL

*Observation Protocol

SiteConditionProtocol

save cancel

4. Click “save” and you will be taken back to the Project Data Forms page. Here you should see the new sampling units group under “Form Name” in the table. You should also see the new Sampling unit group in the Project Data Form Sampling Unit table. To add sampling units to the new group follow the instructions under II. above, to make sampling units visible or invisible.