CALIFORNIA AVIAN DATA CENTER

Point Blue
Conservation
Science

PROJECT LEADER TIP #1
HOW TO ADD RESEARCHERS

THIS GUIDE CONTAINS TWO USER TIPS:
1. How To Create a new researcher to CADC: this assumes the person has not registered for a myCADC account
2. How To Add a researcher to your project: this can be a registered user with a MyCADC account or a researcher you created.

TO CREATE A RESEARCHER IN CADC

1. Log-in to CADC as Project Leader
2. Click "Preferences" on the right-hand side of the screen and make sure 'Global Reports.UseNewStyle' is marked 'true' and click close.
3. Under Project Definition, select "Researchers"

| Home | Sampling Units | Field Observations | Load Observations in Bulk | Project Definition |

Today is **18-Jan-2011**

What you can do in Project Leader?

Sampling Units
- **Download** - Get Project and Sampling Unit reports, maps and data.
- **Create and Manage** - Create and edit Sampling Units (geographic units for collecting field observations) including drawing geometry on a map or locating using GPS data.

Field Observations
- **Download** - Get Project observation data in different formats.
- **Review Point Counts** - For reviewing Point Count observations for a Project and setting level of availability.
- **Review Area Searches / Area Surveys** - For reviewing Area Search / Area Survey observations and setting level of availability.
- **Review Rail Point Counts** - For reviewing Rail Point Count observations and setting level of availability

Project Definition
- **Researchers** - For creating and updating Researchers.
- **Researcher Access** - For setting which Researchers have access to a Project, whether they are active or inactive, and whether they are a Project Leader or not.
- **Protocols Used** - For setting which Protocols can be used when adding new observation data to a Project.

4. Frist, search the list and make sure the person you want to add is not already in the CADC database. If they are, please skip to "**ADD RESEARCHER TO PROJECT**" instructions below

5. If the person is not already in the database, select orange "add one" button

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Researchers

add one

Print *Copy table to:* CSV HTML DOC PDF

Last Name	First Name	Email	Projects	Status	
	Donna			Active	
Abbaspour	Parvaneh	pabbaspour@prbo.org	PFLY02	Active	
Abbott	William	billya1620@gmail.com		Active	
Ackerly	David	dackerly@berkeley.edu		Active	
Ackerman	Ken	PreDEJU	PFLY02	Active	
Ackerman	Josh	jackerman@usgs.gov	AVIANDEMOG	Active	

6. Fill-out the form. The only required fields are **Researcher**, **Status**, **Email Address**.
   a. Select "Active – the researcher may use the system" under "*Status".
   b. Identify if this person can be contacted.
   c. Provide a unique email address. If you do not have an email address you must create a fake one. Use the project code at the to crete a dummay email address. For example, for San Fracnscio Bay, SFSS use sfss1@sfss.com. For each observer from the same project who you don't have an address for, create numbered emails: sfss2@... sfss3@... etc. The email address can be modified later if the person wants to create a mYCADC account.
   d. Press orange "save" button at bottom of screen when complete. This person can now be added to your project.

| Home | Sampling Units | Field Observations | Load Observations in Bulk | Project Definition | |

Add a New Researcher

*Researcher (Last Name, First Name)	[ ] , [ ]
*Status	Select...
Contact	⦿ Okay to contact ○ Do not contact this person
Researcher is	⦿ known ○ unknown
Primary Country Code	[ ]
Primary Phone Number	[ ] Ext[ ]
Backup Country Code	[ ]
Backup Phone Number	[ ] Ext[ ]
*Email Address ?	[ ]
Mailing Address	[ ]
	[ ]
City	[ ]
State	Select

2

TO ADD A RESEARCHER TO YOUR PROJECT

1. Log-in as Project Leader
2. Click "Preferences" on the right-hand side of the screen and make sure 'Global Reports.UseNewStyle' is marked 'true' and click close.
3. Select "Researcher Access" under Project Definition on Home page

Home	Sampling Units	Field Observations	Load Observations in Bulk	Project Definition

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Project Definition

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4. On the next page, select the project you want to add the researcher to and click "enter"

Home	Sampling Units	Field Observations	Load Observations in Bulk	Project Definition

Researcher Project Access - Select Project

*Select your project

```
Select a project...
BHSS - Bodega Harbor Shorebird Surveys
BLWB - Bolinas Lagoon Waterbird Censuses
CVSS - Central Valley Shorebird Survey
DUMST - Fallow Field Shorebird Surveys dummy project
ESSS - Elkhorn Slough Shorebird Surveys
FFSS - Fallow Field Shorebird Surveys
KRSS - Kern National Wildlife Refuge
MBSS - Morro Bay Shorebird Surveys
PFLY01 - Pacific Flyway Project (Shorebirds)
```

enter

5. Press the "add one" button

6. Select the Researchers you want to add (it is alphabetical by last name) to the project.
   a. Under *Status select "active".
   b. For "Are they a project leader on this project?" select NO.
   c. Press "save" when complete. This researcher should now show up in the drop-down menu during data entry as a primary observer.