

COMBINED PROJECT LEADER TIPS #2-3-4 HOW TO EDIT SURVEY DATA

This protocol includes 6 sections related to entering and proofing data in the California Avian Data Center (CADC):

- I. Use the Biologists Application 1
- II. To Edit Existing Survey Information:..... 2
- III. To Edit Existing Survey Area Conditions:..... 4
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First, recall which fields are associated with each step of the data entry process:

Survey Information includes:

WHO, WHERE and WHEN

- Date
- Start Time
- End Time
- Researcher
- Other Observers
- Notes

Survey Area Conditions include:

- Weather: Wind, Cloud Cover, Precipitation
- Habitat: Cover Type I and II, Tide, Visible Area, PercFlood, PercBare, PercVeg

Detections include:

- Species
- Number of individuals
- Observation Comments

I. Use the Biologists Application

Log-in to CADC and choose the Biologists application

II. To Edit Existing Survey Information:

1. Under “Entering and Proofing Data—General Purpose”, select Area Searches/Area Surveys
2. Choose your project of interest on the next screen.
3. Click on the “+” to expand the tree of survey locations. Find your survey location and click it to **highlight it yellow**. A list of observations take at that survey area will appear to the right. Click the magnifying glass icon next observation you want to edit.

CVSS - Central Valley Shorebird Survey [select 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 Plot, visit summary information will appear on the page.

Search/Survey Plot: **RoadTransect002 Pt 02(RTX00202)**

Data was found for previous visits at this location. You can create a new visit with observations, or explore the previous observations made at this location.

[add new observations](#)

Previous Observations Made at this Location

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

Date	Visit#	Count	Start Time	End Time	Protocol	Status
2010-12-05		5	09:05:00	09:13:00	FIXED_RADIUS_0.1MI	CLEAN

1 row

- Click on the orange “edit” button at the top of screen

The screenshot shows the 'Biologist' web application interface. At the top, there is a navigation menu with 'Home', 'Locating Your Study Site', 'Entering and Proofing Data', and 'Other Resources'. The main heading is 'Area Search / Area Survey Visit Observations'. Below this, the breadcrumb trail reads: 'Central Valley Shorebird Survey (CVSS) > Road Transects(RTX) > RoadTransect002(RTX002) > RoadTransect002 Pt 02(RTX00202)'. The user is logged in as 'ks@trum@prbo.org'. The observation details include: Date of Visit: 2010-12-05; Protocol: Fixed 0.1mi (161m) Radius Point Count (FIXED_RADIUS_0.1MI); Visit #: (blank); Status: CLEAN. There are three orange buttons: 'edit' (highlighted with a red box), 'delete', and 'move to new location'. Below the buttons, the start time is 09:05:00 and the end time is 09:13:00, with the researcher listed as 'Sage, Nancy'. A table at the bottom shows one observation for a Greater Yellowlegs (GRYE) with a total count of 5. The table has columns for Bird, Common Name, Total, Tally of Indiv, Forage, Flock, Copulate, Display, Pair, Material, Food, Nest, Fledge, and Comment.

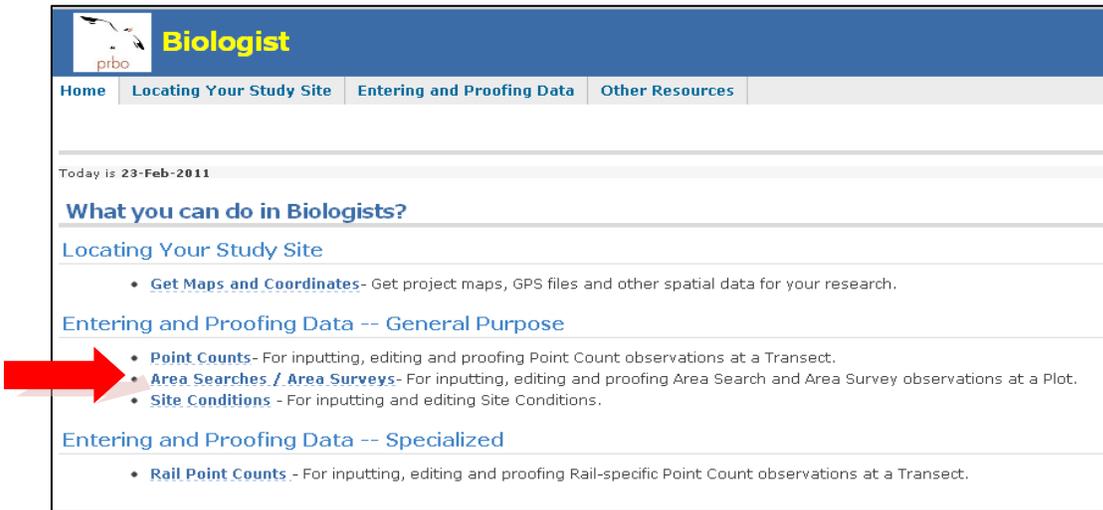
- Edit the Data as needed and click “Save”

The screenshot shows the 'Edit Area Search / Area Survey Event' form in the Biologist web application. The breadcrumb trail is the same as in the previous screenshot. The form is titled 'Visit Information' and contains the following fields: Protocol (Fixed 0.1mi (161m) Radius Point Count (FIXED_RADIUS_0.1MI)), Visit # (input field), Date of Visit (2010-12-05), Start Time (09:05), End Time (09:13), Researcher (Don't change dropdown), Number of other observers (0), Names of other observers (comma separated) (input field), and Notes and flyovers (input field). At the bottom of the form are 'save' and 'cancel' buttons. The footer indicates the site is hosted by PRBO Conservation Science.

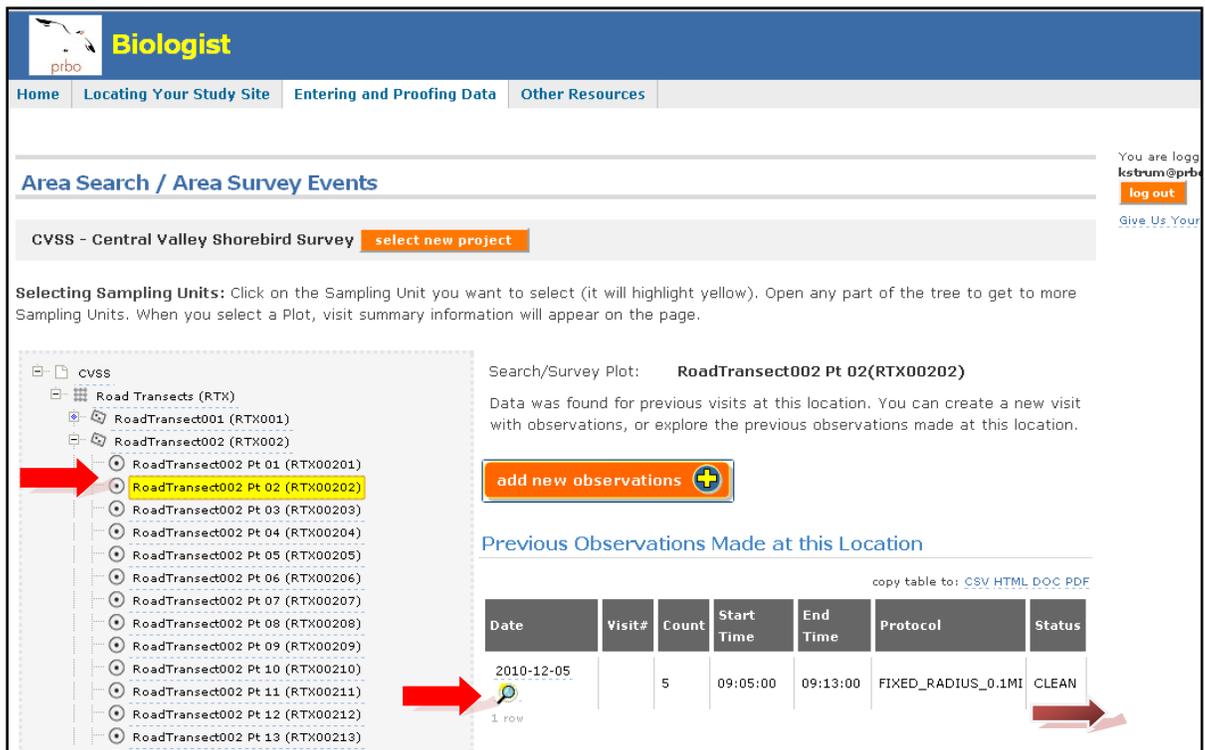
- You will be returned to the Observation Screen from Step 5. To get back to the list of survey locations click Editing and proofing data from the menu bar at the top of the screen then select Area Searches/Area Surveys. You will be taken back to the screen where you choose your project to continue.

III. To Edit Existing Survey Area Conditions:

1. Under “Entering and Proofing Data—General Purpose”, select Area Searches/Area Surveys



1. On the following screen, choose your project of interest
2. Click on the “+” to expand the tree of survey locations. Find your survey location and click it to highlight it yellow.
3. A list of observations made at that survey location should appear to the right. Click the magnifying glass icon next to the observation you want to edit.



- Scroll to the bottom of the page where the Site Conditions are displayed. Click on the pencil icon for the Site Conditions you would like to edit.

WESA	975	Western Sandpiper	Calidris mauri	473	no match
LESA	1860	Least Sandpiper	Calidris minutilla	478	no match
ROSA	5	Rock Sandpiper	Calidris ptilocnemis	484	no match
DUNL	5017	Dunlin	Calidris alpina	485	no match
XWLD	12000	Unid. Western/Least Sandpiper or Dunlin	Calidris mauri/minutilla/alpina	487.1	no match
XDOW	47	Unid. Long-billed/Short-billed Dowitcher	Limnodromus scolopaceus/griseus	494.4	no match

20 rows

Site Condition Protocol **Shorebird Survey -- weather, habitat & tide data updated for 2011 (PFSS_WEATHER_HABITAT_TIDE)** Add Site Conditions

Site Conditions at this location on 2010-11-14

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

Values	
Wind (0-5): 1 ; Visible Area (0-4): 4	 
Wind (0-5): 1 ; Visible Area (0-4): 4	 

2 rows



- Edit the Data as needed and then click the orange Save button


Biologist

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

Edit Site Conditions

Site Condition Details

Please enter the following detail information about the site condition.

Location: **Humboldt Bay North(HBN)**

*Date of Visit  *Start Time 

Weather

Wind (0-5)  Sky (0-4)  Precipitation (0-3) 

Habitat

Visible Area (0-4) 

save
cancel

- You will be returned to the Observation Screen from Step 5. Your data has automatically been saved. To get back to the list of survey locations click Editing and proofing data from the menu bar at the top of the screen then select Area Searches/Area Surveys from the drop down menu. You will be taken back to a screen where you chose your project. Continue steps 3 through 6 to continue editing data.

IV. To Add New Survey Area Conditions:

We recommend always entering survey area condition data at the same time you enter the survey information and observation data. However, as project leader, there may time when you will need to enter new Survey Area Conditions during the data proofing process.

- 1) You are adding an entirely new observation during the proofing process *in the Biologists application*.
- 2) You moved the observation data to another location and need to enter the corresponding survey area conditions.

If no observation exists for the survey area of interest:

7. Click the orange Add New Observation.
8. Enter the Survey Information (see Part 1: How to Add Survey Information) when prompted and click the orange Save button. Then click Add Site Conditions. Enter the Site Conditions and click the orange Save button. You will also be prompted to add any species detections at this time (see Part 3: How to Enter Detections). If you do not need to add detections click the orange Save button.
9. You will see to the Observation Summary Screen.
 - a. If you need to edit detection data please follow steps in Part 3: How to Edit Detections.
 - b. If you are finished, click Editing and Proofing Data from the menu bar at the top of the screen then select Area Searches/Area Surveys. You will be taken back to the screen where you choose your project to continue.

Note: If your project is an **Area Search** protocol you cannot enter zero detection data through the Biologists application. You must use the Citizen Scientists application. If your project is a **Point Count** protocol you can use the Biologists application for entering zero detection data.

If you moved the observation data to another location and need to enter the corresponding survey area conditions.

10. Click on the observation that needs Survey Area Conditions.
11. Scroll to the bottom of the page to find the orange button “Add Site Conditions”
12. You will be taken to a page where you can input survey area conditions. Click save when you are finished entering data.
13. Make sure to delete any duplicate Survey Area Conditions from the original survey area location of the observations previously existed, if applicable.

- a. Do this by choosing “Site Conditions” form the drop-down menu under *Entering and Proofing Data*. Choose the survey area with redundant survey area conditions and click on the red “x” to delete.

V. To Edit Existing Observation Data:

1. Under “Entering and Proofing Data—General Purpose”, select Area Searches/Area Surveys

Biologist

Home | **Locating Your Study Site** | Entering and Proofing Data | Other Resources

Today is 23-Feb-2011

What you can do in Biologists?

Locating Your Study Site

- **Get Maps and Coordinates**- Get project maps, GPS files and other spatial data for your research.

Entering and Proofing Data -- General Purpose

- **Point Counts**- For inputting, editing and proofing Point Count observations at a Transect.
- **Area Searches / Area Surveys**- For inputting, editing and proofing Area Search and Area Survey observations at a Plot.
- **Site Conditions** - For inputting and editing Site Conditions.

Entering and Proofing Data -- Specialized

- **Rail Point Counts** - For inputting, editing and proofing Rail-specific Point Count observations at a Transect.

2. On the following screen, choose your project of interest
3. Click on the “+” to expand the tree of survey locations. Find your survey location and click it to **highlight it yellow**.
4. A list of observations made at that survey location should appear to the right. Click the magnifying glass icon next to the available observations at that location.

Biologist

Home | Locating Your Study Site | **Entering and Proofing Data** | Other Resources

Area Search / Area Survey Events

CVSS - Central Valley Shorebird Survey [select 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 Plot, visit summary information will appear on the page.

Search/Survey Plot: **RoadTransect002 Pt 02(RTX00202)**

Data was found for previous visits at this location. You can create a new visit with observations, or explore the previous observations made at this location.

[add new observations](#)

Previous Observations Made at this Location

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2010-12-05		5	09:05:00	09:13:00	FIXED_RADIUS_0.1MI	CLEAN

1 row

- In the table of Observations, click the pencil icon next to a line of data to edit.

Area Search / Area Survey Visit Observations

Central Valley Shorebird Survey (CVSS) > Road Transects(RTX) > RoadTransect002(RTX002) > RoadTransect002 Pt 11(RTX00211)

*Date of Visit: 2010-12-05 *Protocol: Fixed 0.1mi (161m) Radius Point Count (FIXED_RADIUS_0.1MI) Visit # Status: CLEAN edit delete move to new location

*Start Time: 10:04:00 *End Time: 10:07:00 Researcher: Dunn, Jim Other observers

Notes and flyovers

Add more observations

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
TUVU	Turkey Vulture	1	1										
NOHA	Northern Harrier	1	1										

Species list

Species	Count	Common Name	Scientific Name	Taxon Order	Occurrence
TUVU	1	Turkey Vulture	Cathartes aura	292	no match
NOHA	1	Northern Harrier	Circus cyaneus	312	no match

- Edit the line of data you selected and click Save; you will be returned to the Observation Summary Screen. Repeat this for each line of observations that needs to be edited.

Biologist

Central Valley Shorebird Survey (CVSS) > Road Transects(RTX) > RoadTransect002(RTX002) > RoadTransect002 Pt 07(RTX00207)

Visit: Date: 2011-12-07 Start time: 14:54:00 End time: 14:58:00

Protocol: Fixed 0.1mi (161m) Radius Point Count (FIXED_RADIUS_0.1MI)

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
KILL	Killdeer	6	6										

Edit Observation

*Species Code or Name: KILL

Count: 6

Behavior:

Observ. Comments:

save cancel

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- To get back to the list of survey locations
 - Click Proofing Completed and you will be taken back to the screen of sampling units.

- b. If the Proofing Completed button does not appear, click Entering and Proofing Data from the menu bar at the top of the screen.
8. Continue to follow steps 4 through 8 to edit all data.

VI. To Add New Observation Data:

9. If no Observations exist for the survey location of interest click the orange Add New Observation button.
10. You will be prompted to enter Survey Information (see How to Add Survey Information), Site Conditions (see How to Add Site Conditions) and then Detections. Enter the Detection Information when prompted and click "Save".

Note: If your project is an **Area Search** protocol you cannot enter zero detection data through the Biologists application. You must use the Citizen Scientists application. If your project is a **Point Count** protocol you can use the Biologists application for entering zero detections.