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”
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.

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

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

3. 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.

4. Click “save” at the bottom of the page. You will be taken back to the Project Data Forms page.

5. 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.

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.

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.