AVIAN KNOWLEDGE NETWORK (AKN) DATA ENTRY PROTOCOL
HTTPS://AVIANKNOWLEDGE.NET/

This protocol includes 5 sections related to entering and proofing data in the Avian Knowledge Network (AKN):

# How to register for an AKN account

<u>First time</u> users must first register and create a username and password**. If you previously had a CADC account, DO NOT register again. You can use your CADC registered email and password to login to AKN**. See the sections below on how to enter data, gain access to a new project, or how to reset your password if you have forgotten it.

TO REGISTER
1. Go to https://avianknowledge.net/tools/
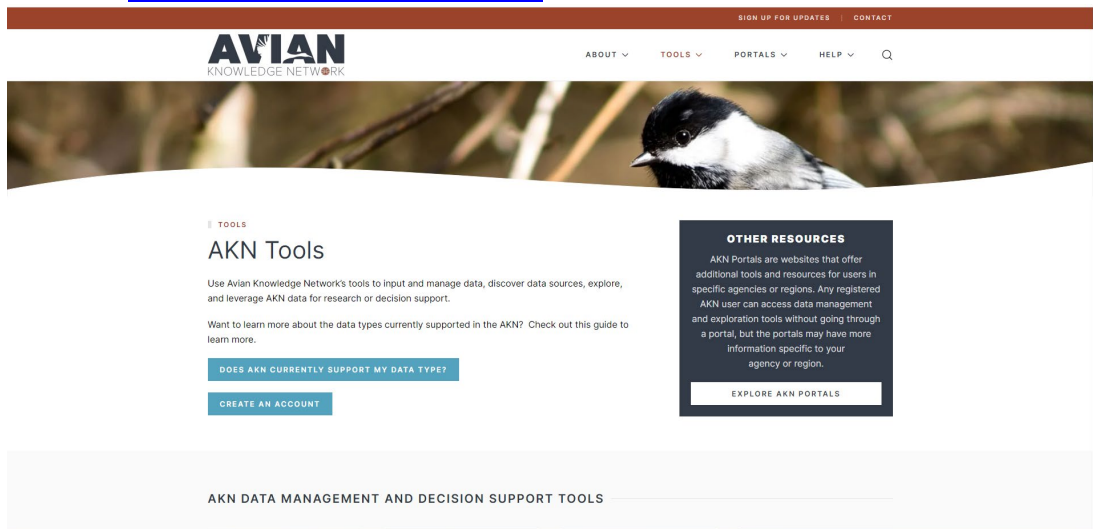
2. Scroll down to the section titled "New Users" and click on the "Create Account" button.
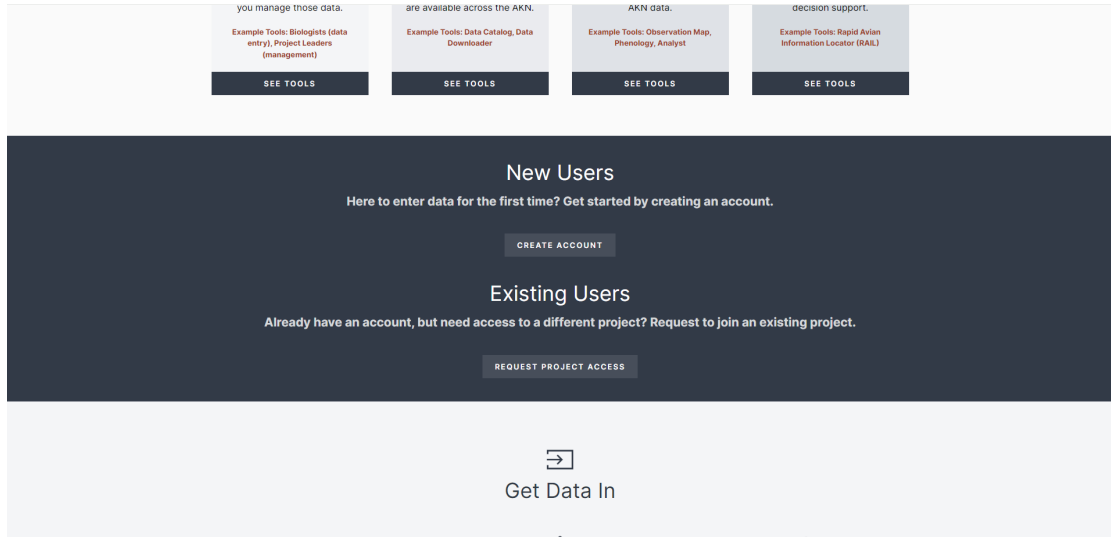
3. You should see the screen below. Fill out the required fields, indicated with an asterisk. For the "Organization" field, enter PFSS Volunteer. For the "Project you wish to join" field, enter the 4-5 letter code for the survey you are volunteering for (the project coordinator will give this to you).
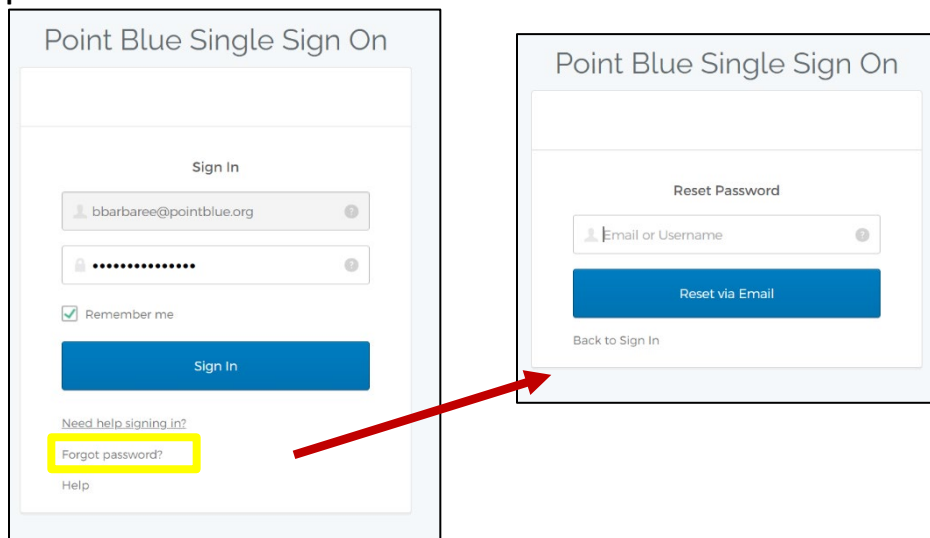

After completing the registration page, an email from "no-reply@pointblue.org" will be sent to the email account you entered. You need to click the link provided in the email to continue your registration. **The link will expire in 24 hours, and you will have to re-register**. After you click the link to confirm your email address, an email is sent to the project leader for final approval. Each user account request requires manual approval, so if you do not receive your confirmation email from no-reply@pointblue.org within 24 hours on a weekday or by Monday if registering on a weekend, please check your junk/spam folder and reach out to your survey coordinator or support@pointbluehelp.zendesk.com with your name and email address used to register.

How to add a project to your existing AKN account

If you already have an AKN (formerly CADC) account from a previous survey project (e.g., SFSS San Francisco Bay Shorebird Survey) but have begun to volunteer for a different shorebird survey project, you will need to add a new project. To do this, you will need to email the project leader, and they can add you to the project.

How to reset a password

Go to: https://data.pointblue.org/science/biologists and enter your email address as if you were trying to access Biologist and hit the "Enter" button. Next, you will be asked for your password (see images below). Below the blue "Sign In" button, click on "**Need help signing in?**" and then select "**Forgot password?**".
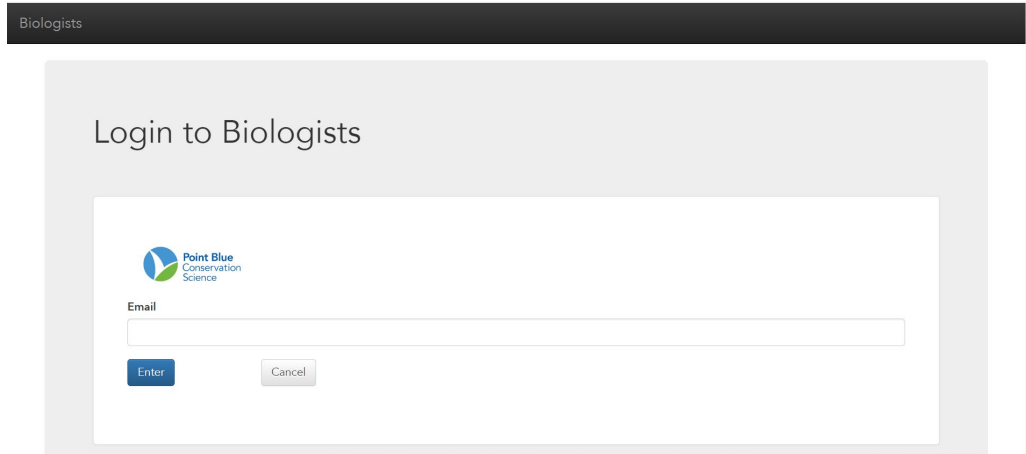

After entering your email and pressing "**Reset via Email**" you are given the following message:
"Your request to reset your password has been processed. We will be sending you an email with a link to complete the process. Please check your email promptly as this link will only be valid for today."
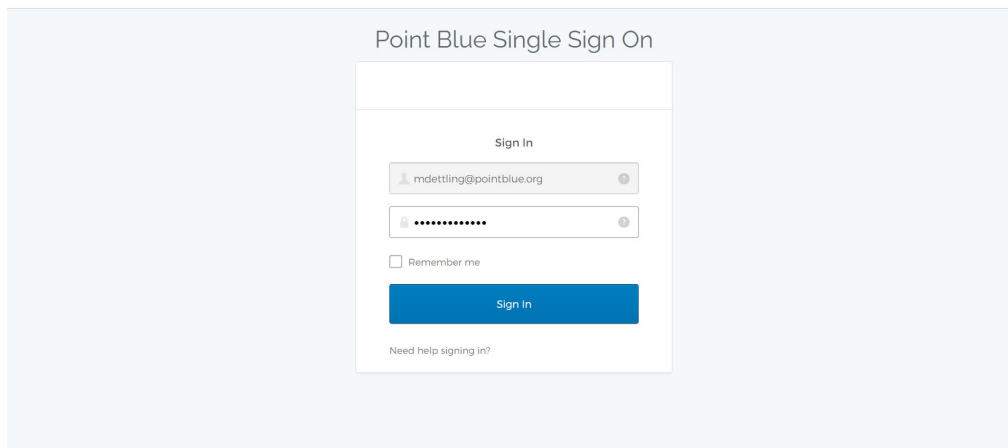Then you will get an email with a link that you click….and you can reset your password.
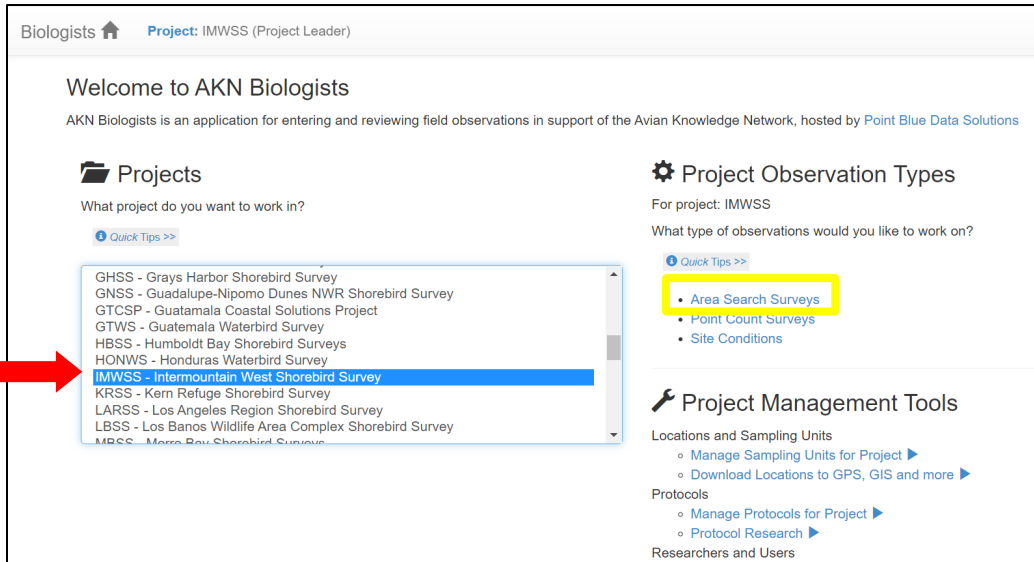
How to enter data

A. Log-In
    1. Go to https://data.pointblue.org/science/biologists

    2. Enter your email address and click "**Enter**".
    3. Next page, enter your password and click "**Sign In**".

    4. Next page, you should see the Biologists main page with your project listed under "Projects".

B. Select Project

Once you are signed in, all the projects that you are associated with will show up on the screen (likely only one or two for volunteers).

To enter new data, click on the project you want to enter data for, and it will then be highlighted in blue (red arrow) and then click on the "**Area Search Surveys**" button (in yellow box).

You may see some items listed under "Project Management Tools". If you do see them, please do not click any of the "Project Management Tools".

Note: Each survey area or sub-area should be entered separately as a new visit. Make sure to find the area or sub-area name that exactly matches the area you surveyed.

C. Enter Data

There are 3 data entry screens for getting shorebird survey data into AKN.

1. Find and click on the survey area or sub-area for data entry. To find your survey site, you can either scroll through the list or for projects with many areas use the find function (CTRL F and type in your survey area name or code).
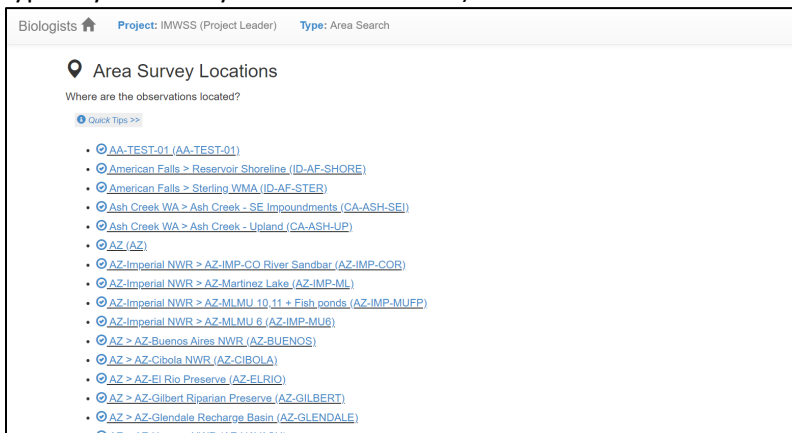
2. Select the Observation Protocol "WATERBIRD_COUNT" and Site Condition Protocol "PFSS_WEATHER_HABITAT_TIDE" for most projects. For SFSS only, choose Site Condition Protocol "PFSS_WEATHER_HABITAT_BIRDUSE". Then click "**Start**".

3. Data Entry Screen (New Area Search/Area Survey Visit). At the top of the page, you will see that the Project, Type, Location, Visit, and Protocols are listed. The fields on this screen should match the fields on your data form. Start by entering the General information from your survey: Date, Start/End Time, Observer name, # of Other Observers, Other Observer Names, and Notes. After the relevant fields are complete, scroll down to the Site Conditions Section.

4. The Site Conditions section has fields that should match the fields on your data form based on the protocol used during your survey. After filling in the fields for Site Conditions, scroll down to the Observations Section.

🌲 Site Conditions

Enter the following data about your visit for this date.

ℹ️ *Quick Tips >>*

WEATHER (WIND, CLOUD, AND PRECIP)

Wind (0-6) ℹ️   **Precipitation (0-3)** ℹ️   **Cloud Cover** ℹ️

(%)

HABITAT -- COVER TYPE

Dominant Cover   **Additional Cover**
Type (1-26 or 99) ℹ️   **Type (1-26 or 99)** ℹ️

TIDE

Tide (1-9) ℹ️

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5. The Observations section (below).
   a. Enter the species four-letter code ("Species") for the species or species grouping.
      i. Use the "Search the species database for what species are allowed for this Protocol" link at the top of the section to find species and four-letter codes.
   b. Enter number observed ("Count Detection") for the species.
      i. You do NOT need to enter "0" for species you did not see.
   c. The "Notes" section can be used for any notes specific to this observation.
   d. Once you have entered all the species detection data press, scroll down and press the blue button "**Save All**".
   e. If you had no bird observations in a survey area, scroll to the bottom of the Observation table and press the blue button "**Save-No Species Detected**" button.

👓 Observations

Enter the species you observed at this location.

ℹ️ *Quick Tips >>*

Search the species database for what species are allowed for this Protocol

Enter a Count for each Species entered. Click **Save All** below when finsihed.
If you did not see any species, leave this area blank and click **Save - No Species Detected** below.

Protocol: WATERBIRD_COUNT

#	Species ℹ️	Count ℹ️	Breeding ℹ️	Notes ℹ️	
1					❌
2					❌
3					❌
4					❌

D. Proofing and Editing Data

After clicking "**Save All**" or "**Save-No Species Detected**" you should be taken to the following screen:

You must proof the data before completing data entry for each survey area.

1. Scroll down and carefully review each data entry based on the data form and/or notes.
2. If you note inconsistencies between your data form and what appears on the screen, you can edit any field that has a small vertical blue bar in the top left corner. To change the field, double click on the blue bar or anywhere within the field. See red arrows below for examples. Note: If you had a survey with No Species Detected, then your name as observer will not show up (and you can't enter it again), please put your name in the notes (this is a known glitch).
3. Once all data are proofed, press the large blue button for "**Proofing Complete**" near the top of the screen.

E. Entering data for more than one survey area or sub-area.

1. After pressing the "**Proofing Complete**" button from a previous data entry, the screen below will appear showing past data entries for that location.
2. Click on the blue button for "**Location**" (yellow box below) to return the screen for selecting Area Search Locations seen in Step C-1 previously, and then repeat the steps for Data Entry and Proofing (Steps C-D above).
3. Repeat Steps C-E until all data are entered.
4. Please hold onto your data form or scan/photograph and email your entered data form to your survey coordinator if you have not already.

Tip for entering many surveys for different areas: On the "Area Survey Locations" page (step C 1 above), once you find the location on the list of most of your surveys, you can open a new browser tab to start entering data while keeping the "Area Survey Locations" page in the same spot (so you don't have to scroll down or find it again). To do this, right click on the survey location you want to enter data for and select "Open link in new tab". A new browser tab will open for you to enter data. When you are ready to enter data for a different survey area, go back to the browser tab with the "Area Survey Locations" page that was left open and scrolled to the right location, and select the next survey area you want to enter data for.

How to edit data

You can go back to the data you entered if you have a need to make a correction. If you have any questions about whether or not to make a correction, please contact your project leader first.

1. Once you are logged in, click on the project for the data you want to edit.
2. Find the survey area in the list and click on it.
3. At the bottom of the page there is a list of all previous visits to that survey area.

Biologists 🏠	Project: SDSS (Project Leader)		Type: Area Search	Location: S::441 (441)		
Date ❶	Visit ❶	Count ❶	Start Time ❶	End Time ❶	Protocol ❶	Status ❶
2024-07-30		102	10:00	10:01	WATERBIRD_COUNT	CLEAN
2023-12-01		70	07:00	07:40	WATERBIRD_COUNT	AVAILABLE Level 3
2022-11-29		275	09:00	09:29	WATERBIRD_COUNT	AVAILABLE Level 3
2021-12-09		33	08:40	09:09	WATERBIRD_COUNT	AVAILABLE Level 3
2020-11-19		173	07:40	07:56	WATERBIRD_COUNT	AVAILABLE Level 3
2019-11-19		16	10:30	11:07	WATERBIRD_COUNT	AVAILABLE Level 3
2018-11-27		90	07:30	07:48	WATERBIRD_COUNT	AVAILABLE Level 3
2017-12-08		47	08:40	09:00	WATERBIRD_COUNT	AVAILABLE Level 3
2016-12-05		120	08:36	09:05	WATERBIRD_COUNT	AVAILABLE Level 3
2015-12-01		112	09:04	09:37	WATERBIRD_COUNT	AVAILABLE Level 3
2014-12-11		213	08:02	08:34	WATERBIRD_COUNT	AVAILABLE Level 3
2013-12-08		5	10:05	10:27	WATERBIRD_COUNT	AVAILABLE LEVEL 2
2012-12-04		54	08:12	08:35	WATERBIRD_COUNT	AVAILABLE LEVEL 2
2011-12-02		4	11:37	11:56	WATERBIRD_COUNT	AVAILABLE LEVEL 2

Feedback | **User:** mdettling@pointblue.org | Logout   Powered by Point Blue Data Solutions

4. Click on the date (in blue) for which you want to edit the data. You will see the same page as you did for the proofing and can make changes to fields with the small vertical blue bar next to them. Changes are saved after you hit Enter or click out of the field.
5. **DO NOT EDIT SURVEY DATA FROM PREVIOUS YEARS**. If you find a mistake, please contact your project leader to ask for a change to be made.