



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

AKN Point Count and Marsh bird User Guidance Manual





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Conventions

- Always use Google Chrome when working in the application.
- Terminology in the AKN will have a different meaning than how it is used in your office.
- Point latitudes and longitudes are projected in the WGS84 datum.
- Do not use your network password when registering for an account. Your network password will change. Your AKN password will not, unless you decide to change it every time you update your network password.



Conventions (cont): Database User Titles

- The user titles in the AKN have no relation to an individual's job title and duties. To avoid confusion, it is important to keep this in mind while working in the AKN database site.
- User titles correspond to the applications to which the user has access.
 - **Project Leaders:** access to the Project Leader application, the Biologists application, and the Analyst application.
 - **Biologists:** access to the Biologists application, and the Analyst application.
 - **Analysts:** access to only the Analyst application.
 - **Administrator:** only a few will be granted access to the Data Administration application and they may or may not have access to the other applications as well.
- The graphic on the next page represents the levels of access and responsibility, as well as, access to the different applications.



Conventions (cont): Database User Titles

Project Leader: Set up project, assign researchers to project, grant/revoke access requests, review and grant/decline data requests, review/publish data, download data/metadata.

Biologist: Enter, edit, and proof data. Often the person collecting field data, or transcribing from field notes. Can download event and observation data.

Analyst: Generate simple summaries and visualizations of data.

Administrator:
Creates and defines sampling unit types and projects.



Those highlighted in red are most relevant to FWS and partners


AKN's Data Sharing Levels

- **Raw** – Data were input but no further review or processing has taken place. Data are available for project use only and not to AKN.
- **Clean** – Data were input and reviewed by member(s) of the project team. Data are available for project use only and not to AKN.
- **Approved** – Data were reviewed, but no indication has been made of AKN data sharing levels. Data are available for project use only and not to the AKN.
- **Restricted** – Same as “Approved” and not distributed and shared to other AKN partners automatically. All access to data must come through requests to the contributing institution project management.
- **Level 1** – Some information is made available to others than project members about the data. Specifically, only dataset metadata are made available to any application or service.
- **Level 2** – Level 1 + data can be used in certain publicly available, predefined visualizations (i.e maps/graphs), but direct access to the data is restricted.
- **Level 3** – Level 2 + BMDE dataset is available upon request, subject to approval from the original data provider.
- **Level 4** – Level 3 + some components of the data are available to existing bioinformatic efforts (GBIF and ORNIS). These efforts only provide the data “marked-up” to Darwin Core, used to describe primary occurrence (location, date and species for example).
- **Level 5** – Level 4 + complete BMDE dataset is available for download directly via download tools.



Site Registration

Biologists application web site: <https://data.pointblue.org/science/biologists/>

- Type your email address.
- Click 

- Clicking “here”, in the message, will send you to the MWADC User Registration site (see next page).

Login to Biologists App ×

Email



Login to Biologists App ×

This user account was not found, please re-enter your email address or register for an account [here](#)

Email





Site Registration (cont.)


Register for a user account at: [MWADC User Registration](https://data.prbo.org/apps/public/index.php?page=new-user-registration)

(<https://data.prbo.org/apps/public/index.php?page=new-user-registration>)

Be prepared with the following to complete the form:

- FWS Email address
- Name of the project you wish to join (i.e., the refuge name with no spaces). If the user doesn't have a project name, they can gain access by using project name FWSDEFAULTACCESS
- You will also create a password which you will use to login (do not use network password)

New User Registration

Please follow the seven (7) step process below to signup for a user account. When you see  below, click on it to get more information about that field.

Step 1 - Enter your name and email address. Your email address will be your user name when you log into the applications. (Point Blue personnel should NOT use this registration process, contact IT instead)

*First Name *Last Name

*Email Address

*Reenter your Email Address


Step 2 - Enter a password or an OpenID for logging into your account (not both). If you don't know what an OpenID is, enter a password.

Your New Password

Confirm Your New Password

or

Your OpenID  

[Go here](#) to find out more information about  OpenIDs and where to get one.

Step 3 - Next, provide additional information about yourself.

*Your Organization


Address

City State Zip

Country

Phone Number ext

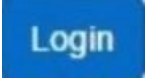
Step 4 - See if the organization you work for is listed below. This will determine the visual style for your application. If your organization isn't listed below, select Default.

*Choose your organization or Default 

[Go to Table of Contents](#)




Login

- Login at: data.pointblue.org/science/biologists
- Enter your email address and password, then click  to proceed.

Login to Biologists App ×

Email

Password



[Forgot your password?](#)



Biologists Application Home Screen – Biologist Level Access*

Biologists

Project: CRANEMEADOWSNWR (Biologist)

Welcome to AKN Biologists

AKN Biologists is an application for entering and reviewing field observations in support of the Avian Knowledge Network, hosted by [Point Blue Data Solutions](#)

Projects

What project do you want to work in?

[Quick Tips >>](#)

AGASSIZNWR - Agassiz NWR
CRANEMEADOWSNWR - Crane Meadows NWR
UMBAGOGNWR - Umbagog NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- [Point Count Surveys](#)
- [Secretive Marshbird Surveys](#)
- [Site Conditions](#) ▶

Locations and Sampling Units

- [Get GPS files or maps for Project](#) ▶

*This is similar to what an individual provided “Biologist” level access will see upon login. There may be more or less projects, i.e., refuge names in the list; it depends on the number of projects to which the user is provided access.



Biologists Application Home Screen – Project Leader Level Access*

Biologists

Project: CRANEMEADOWSNWR (Project Leader)

Welcome to AKN Biologists

AKN Biologists is an application for entering and reviewing field observations in support of the Avian Knowledge Network, hosted by Point Blue Data Solutions

Projects

What project do you want to work in?

[Quick Tips >>](#)

- CRANEMEADOWSNWR - Crane Meadows NWR
- DAGMARWMA - Dagmar WMA
- DAHOMYENWR - Dahomey NWR
- DARBONNENWR - D'Arbonne NWR
- DELAIRDIVOFGREATRIVERNWR - Delair Div of Great River NWR
- DEVILSLAKEWMD - Devils Lake WMD
- DRIFTLISSAREANWR - Driftless Area NWR
- DUMBIO - Test Project for trying out Biologists 2
- DUMM - Dummy data in Plummas/Lassen
- EARLBUSSBAYOUDEVIEWWMA - Earl Buss Bayou DeView WMA
- FASTERNNECKNWR - Eastern Neck NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- Point Count Surveys
- Secretive Marshbird Surveys
- Site Conditions ▶

Project Management Tools

Locations and Sampling Units

- Manage Sampling Units for Project ▶
- Download Locations to GPS, GIS and more ▶

Protocols

- Manage Protocols for Project ▶
- Protocol Research

Researchers and Users

- Assign Researchers to Project ▶
- Registered User Search ▶

Observations

- Download Observations ▶
- Data Sharing Levels ▶

Analysis

- Analyze Observations ▶

*This is similar to what an individual provided “Project Leader” level access will see upon login. There may be more or less projects, i.e., refuge names in the list; it depends on the number of projects to which the user is provided access.



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

AKN Landbird Point Count: Creating a Point Count Survey Record






Create a Point Count Survey Visit

- Scroll to Select your Project in the Projects window (i.e. Refuge name)
- Under the **Project Observation Types** Heading, click **Point Count Surveys**

The screenshot shows the 'Biologists' application interface. At the top, the breadcrumb 'Project: CRANEMEADOWSNWR (Project Leader)' is circled in red with an arrow pointing to it from the text 'Selected project'. Below this is a 'Projects' section with a dropdown menu open, listing various projects. 'CRANEMEADOWSNWR - Crane Meadows NWR' is highlighted in blue. A red arrow points from the text 'Projects window' below to this dropdown. To the right, under the 'Project Observation Types' heading, 'Point Count Surveys' is circled in red. The interface also includes sections for 'Project Management Tools' and a footer with 'Feedback | Help | User: lisa_carter@fws.gov | Logout' and 'Powered by Point Blue Data Solutions'.



Create a Point Count Survey Visit

Biologists 

Project: CRANEMEADOWSNWR (Project Leader) Type: Point Count


Point Count Transects or Routes

Where are the observations located?

 Quick Tips >>

Transect Names

- [Crane Meadows NWR > 002 \(002\)](#)
- [Crane Meadows NWR > 003 \(003\)](#)
- [Crane Meadows NWR > 004 \(004\)](#)
- [Crane Meadows NWR > 006 \(006\)](#)
- [Crane Meadows NWR > 008 \(008\)](#)
- [Crane Meadows NWR > 102 \(102\)](#)
- [Crane Meadows NWR > 103 \(103\)](#)
- [Crane Meadows NWR > 104 \(104\)](#)
- [Crane Meadows NWR > 106 \(106\)](#)
- [Crane Meadows NWR > A-2009a \(A2009A\)](#)
- [Crane Meadows NWR > B-2009a \(B2009A\)](#)
- [Crane Meadows NWR > Landbird_Point_Counts \(LANDBIRDPTCT\)](#)

- Select the transect* or route to enter new surveys.
- To return to the home page, at any time, click on the **Biologists ** icon in the navigation bar at the top of the screen.

*If the transect is not listed, contact your Database Project Leader or your Regional Data Manager.



Create a Point Count Survey Visit

1 Section for creating new survey records.

2 Section for reviewing/editing existing survey records.

3 Incorrect transect? Click on "Location", in the navigation bar, to return to the Transects or Routes screen.

Biologists Project: CRANEMEADOWSNWR (Project Leader) Type: Point Count Location: Landbird_Point_Counts (LANDBIRDPCTCT) 3

🕒 Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tips >>](#)

1 **+ Create a new visit**

Choose from the protocols below and select the *Start* button.

[Quick Tips >>](#)

Observation protocol ⓘ

Select an observation protocol ...

Site condition protocol ⓘ

None

Start

2 **📝 Review / edit an existing visit**

Review and edit an existing visit below by selecting the date.

[Quick Tips >>](#)

Date	Visit	Count	Start Time	End Time	Protocol	Status
2011-06-16	1	80	05:45:00	09:07:00	5_10m50_100M+	RAW
2011-06-08	1	129	05:55:00	09:59:00	5_10m50_100M+	RAW
2011-06-01	1	118	05:20:00	08:22:00	5_10m50_100M+	RAW

3 rows

Feedback | Help | User: lisa_carter@fws.gov | Logout Powered by Point Blue Data Solutions



Create a Point Count Survey Visit

Biologists Project: CRANEMEADOWSNWR (Project Leader) Type: Point Count Location: Landbird_Point_Counts (LANDBIRDPTCT)

Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

Quick Tips >>

+ Create a new visit

Choose from the protocols below and select the *Start* button.

Quick

1

Observation protocol

5_10m50_100M+ - 5,10min w/ 50,100,>100m	▼
Select an observation protocol ...	
5_10m50_100M+ - 5,10min w/ 50,100,>100m	
None	▼

Start

1 Select an Observation Protocol*:

- Click the down arrow
- Select your protocol

*Protocol not listed? Contact your Database Project Leader or Regional Data Manager.



Create a Point Count Survey Visit

After selecting your observation protocol:

- 1 Select the correct site conditions protocol*. For Landbird (Point Count), select FWS_LANDBIRD_SITE_INFO.
- 2 Click “Start”.

*If you don't see the correct Site Condition protocol, contact your Database Project Leader or Data Manager.

+ Create a new visit

Choose from the protocols below and select the *Start* button.

[Quick Tips >>](#)

Observation protocol ⓘ

5_10m50_100M+ - 5,10min w/ 50,100,>100m

Site condition protocol ⓘ

1

FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information

None

FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information

FWS_MARSHBIRD_SITE_INFO - FWS Marshbird Site Information

+ Create a new visit

Choose from the protocols below and select the *Start* button.

[Quick Tips >>](#)

Observation protocol ⓘ

5_10m50_100M+ - 5,10min w/ 50,100,>100m

Site condition protocol ⓘ

FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information

2

Start



Create a Point Count Survey Visit: General

Biologists **Project:** CRANEMEADOWSNWR (Project Leader) **Type:** Point Count **Location:** Landbird_Point_Counts (LANDBIRDPTCT) **Visit:** New **Protocols:** 5_10m50_100M+ FWS_LANDBIRD_SITE_INFO

+ New Point Count Visit

What did you see during your visit?

General

Enter the following information about your visit.

[Quick Tips >>](#)

Date ⓘ	Visit ⓘ	Data Sharing ⓘ	Observer ⓘ
<input type="text" value="Enter date of event"/>	<input type="text" value="1"/>	<input type="text" value="RAW"/>	<input type="text" value="Carter, Lisa"/>

Tip: If you wish to go back to the previous screen, click "Visit" located within the breadcrumb, in the navigation bar, and the record will not be created.

Fill in **General** Survey information:

- **Date:** Select Survey Date from calendar or type date in the box.
- **Visit:** Select the visit # for the survey.
 - visit number represents the number of times observations have been made at a set of points within the same transect or route within the year.
- **Data Sharing:** Default is "RAW" and not editable until you "Save to Database"
- **Observer:** Select Observer from the dropdown list.
 - If the Observer is not listed, they have either not registered or have not been added to the Project (aka. Refuge) as a biologist
- Scroll down to next section.



Create a Point Count Survey Visit: Points Surveyed

📍 Points Surveyed

Check the points you surveyed and enter a start time for each (end time will be calculated from protocol definition). Mark here if you visited a point but no species were detected.

[Quick Tips >>](#)

<input type="checkbox"/>	Point ⓘ	Start Time ⓘ	End Time	Detections? ⓘ	Notes ⓘ
<input checked="" type="checkbox"/>	3FQURU1T09	05:00	05:10	<input checked="" type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	4FQURU1T09	05:20	05:30	<input checked="" type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	5	05:45	05:55	<input checked="" type="radio"/> yes <input type="radio"/> no	Place notes here
<input type="checkbox"/>	6FANGE1T03			<input checked="" type="radio"/> yes <input type="radio"/> no	
<input type="checkbox"/>	7FANGE1T03			<input checked="" type="radio"/> yes <input type="radio"/> no	
<input type="checkbox"/>	8FANGE1T03			<input checked="" type="radio"/> yes <input type="radio"/> no	

Fill in information for **Points Surveyed**:

- **Point:** Select points surveyed for the selected route and date.
- **Start Time:** Enter the Start time when the survey began at the specified point.
- **Detections?:** Default is “yes”. If no birds were observed, select “no”.
- **Notes:** Add point-specific notes.
- Scroll down to next section.

*If you don't see the point you surveyed, contact your Database Project Leader or Regional Data Manager.



Create a Point Count Survey Visit: Site Conditions

Site Conditions

Enter the following environmental conditions about the event location.

[Quick Tips >>](#)

Site Conditions Location

Select each of the points below and fill out the site conditions for each. **Point tabs**

3FQURU1T09

4FQURU1T09

5

WEATHER AND TIDE

Background Noise Code

Select one...

Temperature

Temp. Units

Select one...

Tide Code

Select one...

WEATHER AND TIDE (CONT'D)

Wind Speed Beaufort Scale

Select one...

Wind Direction

Select one...

Sky Code:

Select one...

Fill in information for **Site Conditions*** :

- **Background Noise/Temperature/Wind Speed/Wind Direction/Sky Code:** Enter recorded code/value from field datasheet.
 - If any conditions were not recorded during the survey, select “9 = Not Recorded”.
 - Enter site conditions for remaining points by clicking on the tab for the indicated point.
- Scroll down to next section.

* If site conditions do not get added to a record at the time it's being created, please refer to the [Quick guide on Reviewing and Editing of Site Condition Records \(Landbird & Marsh Bird\)](#).



Create a Point Count Survey Visit: Observations

Observations

Enter the species you observed at the points selected above.

[Quick Tips >>](#)

[Search the species database](#) ← *Species database link*

For distance bin columns, you will enter Count and Detection together in *Dot Notation*, such as 2S (see "Quick Tips >>" above for details). Valid Detections are listed below.

Protocol: 5_10m50_100M+

Detections: NR (Not Recorded)

#	Point ⓘ	Species ⓘ	Time Bin ⓘ	0 - 50 ⓘ	50 - 100 ⓘ	> 100 ⓘ	Note ⓘ	
1	3FQURU1T09	AMCR	0_5min	1				✕
2	3FQURU1T09	AMCR	0_5min		1			✕
3	3FQURU1T09	AMCR	0_5min	1				✕
4	3FQURU1T09 ▼		0_5min					✕
5	Select point...							✕
6	Select point...							✕

Next row defaults to Point, Time, Time Bin based on previous row's entries.

Fill in information for **Observations** :

- **Point #:** Select point where observation was made.
- **Species:** 4-letter code for the observed species.
- **Time Bin:** Select the time bin from the dropdown list (0-9min).
- **0-25 / 25-50 / 50-100 / >100 / FLY:** Enter Count and Detection Type (A = Auditory, V = Visual, B = Both). If observation protocol doesn't use Detection Type, enter Count only.
- **Note:** Enter any notes about the observation.
- Scroll down to next section.



Create a Point Count Survey Visit: Observations

#	Point ⓘ	Species ⓘ	Time Bin ⓘ	0 - 50 ⓘ	50 - 100 ⓘ	> 100 ⓘ	Note ⓘ	
1	3FQURU1T09	AMCR	0_5min	1				
2	3FQURU1T09	AMCR	0_5min		1			
3	3FQURU1T09	AMCR	0_5min	1				
4	4FQURU1T09	RBWO	5_10min		2			
5	4FQURU1T09	MODO	0_5min	4				
6	Select point...							
7	Select point...							
8	Select point...							
9	Select point...							
10	Select point...							
11	Select point...							
12	Select point...							
13	Select point...							
14	Select point...							
15	Select point...							
16	Select point...							
17	Select point...							
18	Select point...							
19	Select point...							
20	Select point...							

+ 20 rows

Save to database

- Continue entering rows for every species detected, at each point, time bin, etc., until all observations are entered.
- Click the **+ 20 rows** button to add more rows of data, when needed.
- Review your entire record for completeness and accuracy.
- Click **Save to database** when finished.



U.S. Fish and Wildlife Service

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This concludes the guidance on how to create a new Point Count survey record.



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AKN Landbird Point Count: Reviewing and Editing a Point Count Survey





Review/Edit a Visit

- After saving a visit, you will be on the Review/Edit screen for that record.
- The next few pages will show you how to:
 - Navigate to the Review/Edit page, if you leave the page after entering your data.
 - Proof, Edit, and if needed, Delete each visit.
 - Update the status of the record from RAW to CLEAN.
- If you need to proof the record at a later time, you may use the link on the Table of Contents page to return, directly, to this section.



Review/Edit a Visit

1 Scroll to Select your Project (aka. Refuge)

2 Under the **Project Observation Types** Heading, click **Point Count Surveys**

Biologists Project: CRANEMEADOWSNWR (Project Leader)

Welcome to AKN Biologists

AKN Biologists is an application for entering and reviewing field observations in support of the Avian Knowledge Network, hosted by Point Blue Data Solutions

Projects

What project do you want to work in?

[Quick Tips >>](#)

1

- CRANEMEADOWSNWR - Crane Meadows NWR
- DAGMARWMA - Dagmar WMA
- DAHOMYENWR - Dahomey NWR
- DARBONNENWR - D'Arbonne NWR
- DELAIRDIVOFGREATRIVERNWR - Delair Div of Great River NWR
- DEVILSLAKEWMD - Devils Lake WMD
- DRIFTLESSAREANWR - Driftless Area NWR
- DUMBIO - Test Project for trying out Biologists 2
- DUMM - Dummy data in Plumas/Lassen
- EARLBUSSBAYOUVIEWWMA - Earl Buss Bayou DeView WMA
- FASTERNNECKNWR - Eastern Neck NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

2

- Point Count Surveys
- Secretive Marshbird Surveys
- Site Conditions ▶

Feedback | Help | User: lisa_carter@fws.gov | Logout Powered by Point Blue Data Solutions



Review/Edit a Visit

Biologists

Project: CRANEMEADOWSNWR (Project Leader)

Type: Point Count

Point Count Transects or Routes

Where are the observations located?

Quick Tips >>

- [Crane Meadows NWR > 002 \(002\)](#)
- [Crane Meadows NWR > 003 \(003\)](#)
- [Crane Meadows NWR > 004 \(004\)](#)
- [Crane Meadows NWR > 006 \(006\)](#)
- [Crane Meadows NWR > 008 \(008\)](#)
- [Crane Meadows NWR > 102 \(102\)](#)
- [Crane Meadows NWR > 103 \(103\)](#)
- [Crane Meadows NWR > 104 \(104\)](#)
- [Crane Meadows NWR > 106 \(106\)](#)
- [Crane Meadows NWR > A-2009a \(A2009A\)](#)
- [Crane Meadows NWR > B-2009a \(B2009A\)](#)
- [Crane Meadows NWR > Landbird_Point_Counts \(LANDBIRDPTCT\)](#)

Transect Names

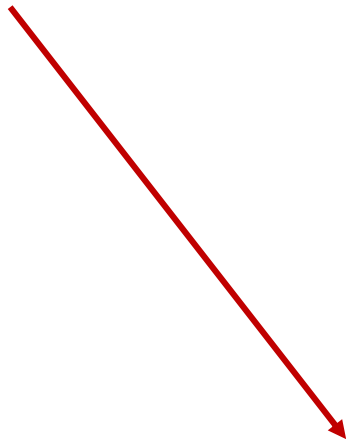


- Select the transect or route to review/edit surveys.



Review/Edit a Visit

- Click on the date of the “Visit” record to review or edit.



Biologists [↑](#) Project: CRANEMEADOWSNWR (Project Leader) Type: Point Count Location: Landbird_Point_Counts (LANDBIRDPTCT)

🕒 Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tips >>](#)

+ Create a new visit

Choose from the protocols below and select the **Start** button.

[Quick Tips >>](#)

Observation protocol ⓘ

5_10m50_100M+ - 5,10min w/ 50,100,>100m ▼

Site condition protocol ⓘ

FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information ▼

Start

✍ Review / edit an existing visit

Review and edit an existing visit below by selecting the date.

[Quick Tips >>](#)

Date	Visit	Count	Start Time	End Time	Protocol	Status
2015-04-01	1	10	05:00:00	05:55:00	5_10m50_100M+	RAW
2011-06-16	1	80	05:45:00	09:07:00	5_10m50_100M+	RAW
2011-06-08	1	129	05:55:00	09:59:00	5_10m50_100M+	RAW
2011-06-01	1	118	05:20:00	08:22:00	5_10m50_100M+	RAW

4 rows



Review/Edit a Visit: Overview

Biologists Project: CRANEMEADOWSNWR (Project Leader) Type: Point Count Location: Landbird_Point_Counts (LANDBIRDPCT) Visit: 2015-04-01

Overview

[Quick Tips >>](#)

Project:	CRANEMEADOWSNWR
Transect:	Landbird_Point_Counts (LANDBIRDPCT)
Date:	2015-04-01
Observation Protocol:	5_10m50_100M+
Visit:	1
Observer:	Carter, Lisa
Data Sharing Level:	RAW

Tip: Fields with a blue line, are editable fields.

- Verify the **Date** is correct. If incorrect, double-click in the field to change the date, then click “Save”.
- Verify the **Observer** is correct. If incorrect, double-click in the field to update the name. Click outside the field or tab to go to the next field to save the change.
- Verify the **Visit** number is correct. Correct using the same method as above.



Review/Edit a Visit: Points Surveyed

📍 Points Surveyed

A summary of each point included in this visit on this date.

[Quick Tips >>](#)

Total Points Surveyed: 3
Total Birds Counted: 10

Point ⓘ	Start Time ⓘ	End Time ⓘ	Total Count at Point ⓘ	Notes ⓘ	
3FQURU1T09	05:00	05:10	3		
4FQURU1T09	05:25	05:35	7		
5	05:45	05:55	0	Place notes here	

[+ Add more](#)

- Verify the **Points** surveyed are correct.
 - If an incorrect point was originally selected, this field cannot be edited.
 - Delete the point by clicking the in the last field, on the right.
 - To add a point, click the [+ Add more](#) button.
- Verify the **Start Time**. Double-click in the field to correct, if needed.
- Use the data in the **Observations** section to verify **Total Count at Point** is correct. (Corrections should be made in the **Observations** section.)
- Verify the **Notes**. Double-click in the field to change or add notes, as needed.



Review/Edit a Visit: Site Conditions

Site Conditions

[Quick Tips >>](#)

Location: 3_FQURU1T09 (3FQURU1T09)
Time: 05:00
Site Condition Protocol: FWS_LANDBIRD_SITE_INFO

[Download CSV](#)

Field ⓘ	Value ⓘ
Background Noise Code	1 = Faint (~40-45 dB)
Temperature	41
Temp. Units	Fahrenheit
Wind Speed Beaufort Scale	2 = Leaves Rustle (4-6 mph)
Wind Direction	6 = SW
Sky Code:	1 = Partly Cloudy

- Verify the correct site conditions were entered for each point and correct as necessary.
- If you missed creating site conditions for a point, you will need to add them via the Site Conditions page. Instructions on how to add Site Conditions are found here: [Quick Help Guide 7: Reviewing and Editing of Site Condition Records \(Landbird & Marsh Bird\)](#).

Next section: Observations



Review/Edit an Visit: Observations

Observations

Species observations with details, layout and title

[Quick Tips >>](#)

- Separate observations on individual rows
- Scroll observations (Beta)

Observation Protocol:
Total Birds Counted:

5_10m50_100M+
37

Tip: Check boxes provided to separate observations on individual rows, or toggle scrolling through observations (vs all on one page)

[Download CSV](#)

Point	Species	Time Bin	0 - 50	50 - 100	> 100	Notes	
19	AMCR	5			1		X
19	EAWP	5		1			X
19	COYE	5		1			X
19	GBHE	10	1				X
5	COYE	5		3	1		X
5	YEWA	5		1			X
5	AMGO	5	1				X
5	TRES	5		1			X
5	EAWP	5		1			X
5	TRES	10		1			X
5	AMGO	10		3			X
5	RWBL	10			3		X
5	CEDW	10		1			X
49	RWBL	5			1		X
49	COYE	5		1			X
49	COYE	5		1			X

[+ Add more](#)

- Verify the **Species**, **Time Bin**, and **Distance Bin Counts**. Double-click in the field where changes are needed.
- To add a new row, click the [+ Add more](#) button.
- If you choose to avoid having your observations “summed” by point, species and time bin, and check the box for “Separate observations on individual rows”, the interface will remember your selection the next time you login to review more records.



Review/Edit a Visit: Species List

☰ Species List

A summary of all species seen during this visit at all points.

[Quick Tips >>](#)

Total Species Observed: 3

[Download CSV](#)

Species ⓘ	Common Name ⓘ	Scientific Name ⓘ	Count for Species ⓘ	Taxonomic Order ⓘ	Occurrence ⓘ
BLJA	Blue Jay	Cyanocitta cristata	3	1369	no data
AMCR	American Crow	Corvus brachyrhynchos	3	1395	no data
AMRO	American Robin	Turdus migratorius	4	1593	no data

- Verify the species counts are as expected.
- If not, return to the observations section and re-verify your species entries there.



Review/Edit a Visit: Visits at transect

🕒 Visits at transect in 2015

All visits (including this one) in the same year at this location for this project.

[Quick Tips >>](#)

[Download CSV](#)

Date ⓘ	Visit ⓘ	Total Counted ⓘ	Protocol ⓘ
2015-04-01	1	10	5_10m50_100M+

This picture shows one visit for 2015.

- Visits at transect in [Year] – This section displays visits to the same transect in the same year as the record you are reviewing.
- You are also provided links to go directly to those other records in the event you would need to review those as well.



Review/Edit: Proofing Complete

Review or Edit Point Count Visit

Detailed information about a specific set of observations at a transect. **Double click to edit** any data with the blue vertical bar (|) next to it.

[Quick Tips >>](#)

Sections

Select a section name to jump down to.

- Overview** General information about this visit.
- Points Surveyed** Summary of visit by point.
- Site Conditions** Other information collected during the visit.
- Observations** Details of observations recorded during visit.
- Species List** Summary of species recorded, each compared to eBird by county and month.
- Visits in Same Year** Selectable list of visits at same location in the same year.

Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

Proofing completed

Clicking this button changes Data Sharing Level to "CLEAN".

Overview

[Quick Tips >>](#)

Project: CRANEMEADOWSNWR
Transect: Landbird_Point_Counts (LANDBIRDPCT)
Date: 2015-04-01
Observation Protocol: 5_10m50_100M+
Visit: 1
Observer: Carter, Lisa
Data Sharing Level: RAW

Or can click blue line here to change Sharing Level to "CLEAN".

- **Proofing completed** – click this button after review has been completed and date entry errors corrected to update the Data Sharing Level to "CLEAN".



Review/Edit: **Delete** Entire Visit

Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

✓ Proofing completed

Overview

[Quick Tips >>](#)

Project: DUMBIO
Transect: New Prairie Planting (NPP)
Date: 2015-06-26
Observation Protocol: [0_to_9m25_50_100M+_KNUTSON](#)
Visit: 3
Observer: Carlyle, Kathleen
Data Sharing Level: RAW

Delete this visit

*Clicking this button **DELETES** the entire visit record including all metadata, site conditions, and observations*

Delete this visit

- Click this button if you are SURE you wish to DELETE the entire visit. This will permanently delete all metadata, site condition, and observation data (everything you see on the page).



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

This concludes the guidance on how to review a
Point Count survey record.



[Go to Table of Contents](#)



U.S. Fish and Wildlife Service

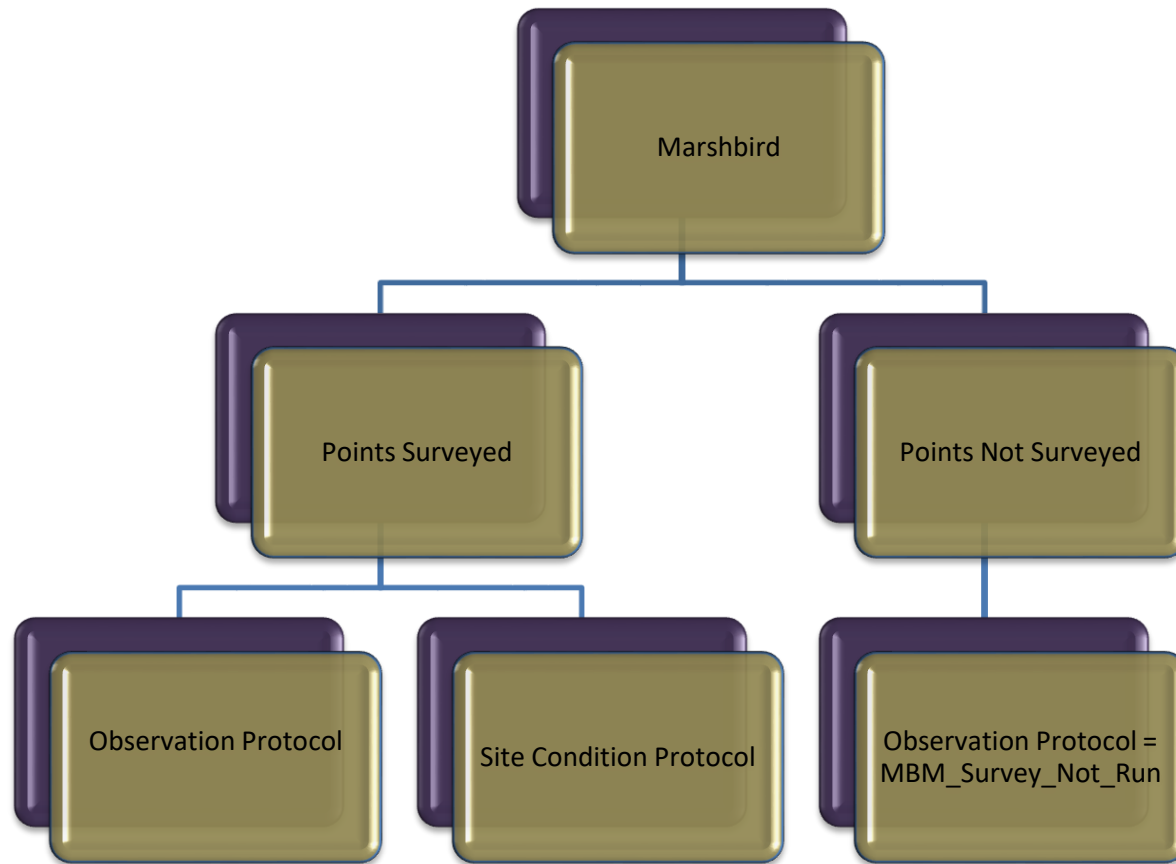
Natural Resource Program Center
National Wildlife Refuge System

AKN Marshbird: Creating a Marshbird Survey Record





Marshbird: 2 Methods to Enter a New Record





Create a Marshbird Survey Visit: Points Not Surveyed*

- In the event you are not able to conduct a survey at one or more points in a route or transect, you are still required to enter this circumstance in the database.
- You will create a separate record, using the MBM_Survey_Not_Run observation protocol, for points that you are not able to survey with other points, in the same transect.



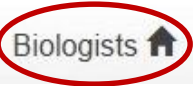
Create a Marshbird Survey Visit

The screenshot shows the AKN Biologists application interface. At the top left, the breadcrumb navigation shows "Biologists" with a home icon, and "Project: CRANEMEADOWSNWR (Project Leader)" is circled in red with a red arrow pointing to it from the text "Selected project". Below this is a "Welcome to AKN Biologists" message and a description of the application. The main content area is titled "Projects" and asks "What project do you want to work in?". A dropdown menu is open, listing various projects, with "CRANEMEADOWSNWR - Crane Meadows NWR" selected and highlighted in blue. A red arrow points from the text "Projects window" below to this dropdown menu. To the right, under "Project Observation Types", there is a list of observation types, with "Secretive Marshbird Surveys" circled in red. Below the main content, there are "Project Management Tools" including "Locations and Sampling Units", "Protocols", "Researchers and Users", "Observations", and "Analysis". At the bottom of the page, there is a footer with "Feedback | Help | User: lisa_carter@fws.gov | Logout" and "Powered by Point Blue Data Solutions".

- Scroll to Select your Project in the Projects window (i.e. Refuge name)
- Under the **Project Observation Types** Heading, click **Secretive Marshbird Surveys**



Create a Marshbird Survey Visit



Project: CRANEMEADOWSNWR (Project Leader) Type: Marshbird Count


Secretive Marshbird Routes

Where are the observations located?

[Quick Tips >>](#)

Transects

- [Crane Meadows NWR > A \(A\)](#)
- [Crane Meadows NWR > B \(B\)](#)
- [Crane Meadows NWR > C \(C\)](#)
- [Crane Meadows NWR > D \(D\)](#)

- Select the transect* or route to enter new surveys.
- To return to the home page, at any time, click on the [Biologists](#)  icon in the navigation bar at the top of the screen.

*If the transect is not listed, contact your Database Project Leader or your Regional Data Manager.



Create a Marshbird Survey: Visits Page

1 Section for creating new survey records.

2 Section for reviewing/editing existing survey records.

3 Incorrect transect? Click on "Location", in the navigation bar, to return to the Transects or Routes screen.

Biologists [↑](#) Project: CRANEMEADOWSNWR (Project Leader) Type: Marshbird Count Location: A (A)

3 Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?
[Quick Tips >>](#)

+ Create a new visit
Choose from the protocols below and select the **Start** button.
[Quick Tips >>](#)

Observation protocol **!**
Select an observation protocol ...

Site condition protocol **!**
FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information

Start

2 **Review / edit an existing visit**
Review and edit an existing visit below by selecting the date.
[Quick Tips >>](#)

Date	Visit	Count	Start Time	End Time	Protocol	Status
2005-06-15	3	105	05:40:00	09:43:00	Le_Ye_SV_AmB_Co_Pb	RAW
2005-05-31	2	58	05:18:00	08:56:00	Le_Ye_SV_AmB_Co_Pb	RAW
2005-05-04	1	283	05:59:00	09:43:00	Le_Ye_SV_AmB_Co_Pb	RAW
2005-05-04	1	0			MBM_Survey_Not_Run	RAW
2004-06-15	3	149	05:30:00	09:15:00	Le_Ye_SV_AmB_Co_Pb	RAW
2004-05-20	2	341	05:14:00	09:13:00	Le_Ye_SV_AmB_Co_Pb	RAW
2004-05-06	1	140	05:44:00	09:51:00	Le_Ye_SV_AmB_Co_Pb	RAW
2004-05-06	1	0			MBM_Survey_Not_Run	RAW
2003-06-23	3	83	05:26:00	09:30:00	Le_Ye_SV_AmB_Co_Pb	RAW
2003-06-02	2	123	05:23:00	09:30:00	Le_Ye_SV_AmB_Co_Pb	RAW

« < 1 2 > » 12 rows



Create a Marshbird Survey Visit

+ Create a new visit

Choose from the protocols below and select the *Start* button.

[Quick Tips >>](#)

Observation protocol ⓘ

1

Le_Ye_SV_AmB_Co_Pb - LEBI, YERA, SORA, VIRA, AMBI, COMO, PBGR ▼

Select an observation protocol ...

Le_Ye_SV_AmB_Co_Pb - LEBI, YERA, SORA, VIRA, AMBI, COMO, PBGR

MBM_Survey_Not_Run - Secretive Marshbird Survey Not Run; additional detail in SamplingEvent_Count, SamplingEventRemarks

THE_SURVING_SITE_INFO - The Landing Site information

Start

1 Select an Observation Protocol*:

- Click the down arrow
- Select your protocol

*Protocol not listed?
Contact your Database
Project Leader or Regional
Data Manager.



Create a Marshbird Survey Visit

After selecting your observation protocol:

1 Select the correct site conditions protocol*. For Secretive Marsh bird surveys, select FWS_MARSHBIRD_SITE_INFO.

+ Create a new visit
Choose from the protocols below and select the *Start* button.
[Quick Tips >>](#)

Observation protocol ⓘ

Le_Ye_SV_AmB_Co_Pb - LEBI, YERA, SORA, VIRA, AMBI, COMO, PBGR ▼

Site condition protocol ⓘ

1

FWS_MARSHBIRD_SITE_INFO - FWS Marshbird Site Information ▼

None

FWS_LANDBIRD_SITE_INFO - FWS Landbird Site Information

FWS_MARSHBIRD_SITE_INFO - FWS Marshbird Site Information

2 Click “Start”.

+ Create a new visit
Choose from the protocols below and select the *Start* button.
[Quick Tips >>](#)

Observation protocol ⓘ

Le_Ye_SV_AmB_Co_Pb - LEBI, YERA, SORA, VIRA, AMBI, COMO, PBGR ▼

Site condition protocol ⓘ

FWS_MARSHBIRD_SITE_INFO - FWS Marshbird Site Information ▼

2

Start

*If you don’t see the correct Site Condition protocol, contact your Database Project Leader or Data Manager.



Create a Marshbird Survey Visit: General

Project: CRANEMEADOWSNWR (Project Leader) Type: Marshbird Count Location: A (A) Visit: New Protocols: Le_Ye_SV_AmB_Co_Pb
FWS_MARSHBIRD_SITE_INFO

+ New Secretive Marsh Bird Visit

What did you see during your visit?

General

Enter the following information about your visit.

[Quick Tips >>](#)

Date **i**

Enter date of event

Visit **i**

1

Data Sharing **i**

RAW

Observer **i**

Carter, Lisa

Tip: If you wish to go back to the previous screen, click "Visit" located within the breadcrumb, in the navigation bar, and the record will not be created.

Fill in **General** Survey information:

- **Date:** Select Survey Date from calendar or type date in the box.
- **Visit:** Select the visit # for the survey.
 - visit number represents the number of times observations have been made at a set of points within the same transect or route within the year.
- **Data Sharing:** Default is "RAW" and not editable until you "Save to Database"
- **Observer:** Select Observer from the dropdown list.
 - If the Observer is not listed, they have either not registered or have not been added to the Project (aka. Refuge) as a biologist
- Scroll down to next section.



Create a Marshbird Survey Visit: Points Surveyed

📍 Points Surveyed

Check the points you surveyed and enter a start time for each (end time will be calculated from protocol definition). Mark here if you visited a point but no species were detected.

[Quick Tips >>](#)

<input type="checkbox"/>	Point ⓘ	Start Time ⓘ	End Time	Detections? ⓘ	Notes ⓘ
<input checked="" type="checkbox"/>	A01	05:00	05:13	<input checked="" type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	A02	05:20	05:33	<input checked="" type="radio"/> yes <input type="radio"/> no	
<input checked="" type="checkbox"/>	A03	05:37	05:50	<input type="radio"/> yes <input checked="" type="radio"/> no	Place notes here
<input type="checkbox"/>	A04			<input checked="" type="radio"/> yes <input type="radio"/> no	
<input type="checkbox"/>	A05			<input checked="" type="radio"/> yes <input type="radio"/> no	

Fill in information for **Points Surveyed**:

- **Point:** Select points surveyed for the selected route and date.
- **Start Time:** Enter the Start time when the survey began at the specified point.
- **Detections?:** Default is “yes”. If no birds were observed, select “no”.
- **Notes:** Add point-specific notes.
- Scroll down to next section.

*If you don't see the point you surveyed, contact your Database Project Leader or Regional Data Manager.



Create a Marshbird Survey Visit: Site Conditions

Site Conditions

Enter the following environmental conditions about the event location.

[Quick Tips >>](#)

Site Conditions Location

Select each of the points below and fill out the site conditions for each.



WEATHER

Temperature: Temp Units: Wind Speed: Sky Code:

TIDE AND WATER LEVEL

High tide time: Water depth: (inches) Water Salinity: (ppt) Tide Code:

DISTANCE AID, BOAT TYPE, NOISE LEVEL

Boat type: Distance Aid: Background Noise:

Fill in information for **Site Conditions*** :

- **Temperature/Temp Units/Wind Speed/Sky Code/High tide time/Water depth/Water Salinity/Tide Code:** Enter recorded code/value from field datasheet.
 - If any conditions were not recorded during the survey, select “9 = Not Recorded”.
 - Enter site conditions for remaining points by clicking on the tab for the indicated point.

* If site conditions do not get added to a record at the time the record is being created, please refer to the [Quick Guide 7 on Reviewing and Editing of Site Condition Records \(Landbird & Marsh bird\)](#).



Create a Marshbird Survey Visit: Site Conditions

DISTANCE AID, BOAT TYPE, NOISE LEVEL

Boat type: **i**

Not Applicable/ **v**

i

v (other)

Distance Aid: **i**

3 = Surveyor Fl **v**

Background Noise: **i**

1 = Faint (~40-45 dB) **v**

DISTURBANCE

Date of last disturbance: **i**

07/2014 (MM/YYYY)

Type of last disturbance: **i**

Fire **v**

MANAGEMENT ACTION

Date of last management action **i**

v (MM/YYYY)

Type of last management action **i**

Not Applicable/None **v**

i

v (other)

Continue filling in information for the rest of the **Site Conditions*** :

- **Boat type/Distance aid, Background noise/Date and Type of last disturbance/Date and Type of last management action** : Enter recorded code/value from field datasheet.
 - If any conditions were not recorded during the survey, select “9 = Not Recorded”
- Scroll down to next section.



Create a Marshbird Survey Visit: Observations – Focal Marsh Birds

Secretive Marshbird Observations

Enter the secretive marshbird species you observed at the points selected above.

[Quick Tips >>](#)

[Search the species database](#)

← [Species database link](#)

Enter 1 or one of the Detections listed below.

Protocol: Le_Ye_SV_AmB_Co_Pb

Detections: H (Heard), HS (Heard and Seen), NR (Not Recorded), S (Seen)

Distances: Exact distance between 0 and 1000. }

#	Point	Species	Pass 1	Pass 2	Pass 3	Pass 4	Pass 5	LEBI	YERA	SORA	VIRA	AMBI	COMO	PBGR	Outside	Distance	Duplicate	Call Types	Note
1	A01	LEBI	S	S				HS	HS							20		Ank-ank, Kak	
2	A01	VIRA			H	H	H	H	H	H	H	H		H		35		Kikik	
3	A01	LEBI	S	S	S			HS	HS	HS	HS	S	HS	HS		15		Ank-ank	
4	A02	AMBI			H		H	H			H	H				50		Chu-peep	
5	A02																		
6	Select point...																		

Fill in information for **Observations** :

- **Point #:** Select point where observation was made.
- **Species:** 4-letter code for the observed species.
- **Time Bins:** Enter detection cues for as many time bins where bird was detected.
- **Outside:** If detection was outside of established time bins, place detection in this field.
- **Distance:** Enter exact distance.
- **Duplicate:** Indicate if detected bird was a duplicate from another point by entering a **Y**.
- **Call types:** Choose the call type for the detected bird.
- **Note:** Enter notes taken for observed bird.



Create a Marshbird Survey Visit: Observations – Focal Marsh Birds

#	Point	Species	Pass 1	Pass 2	Pass 3	Pass 4	Pass 5	LEBI	YERA	SORA	VIRA	AMBI	COMO	PBGR	Outside	Distance	Duplicate	Call Types	Note
1	A01	LEBI	S	S				HS	HS							20		Ank-ank, Kak	
2	A01	VIRA			H	H	H	H	H	H	H	H		H		35		Kikik	
3	A01	LEBI	S	S	S			HS	HS	HS	HS	S	HS	HS		15		Ank-ank	
4	A02	AMBI			H		H	H			H	H				50		Chu-peep	
5	A02																		
6	Select point...																		
7	Select point...																		
8	Select point...																		
9	Select point...																		
10	Select point...																		
11	Select point...																		
12	Select point...																		
13	Select point...																		
14	Select point...																		
15	Select point...																		
16	Select point...																		
17	Select point...																		
18	Select point...																		
19	Select point...																		
20	Select point...																		

+ 20 rows

- Continue entering rows for every individual bird detected, at each point, time bin, etc., until all observations are entered.
- Click the **+ 20 rows** button to add more rows of data, when needed.
- Scroll down to next section.



Create a Marshbird Survey Visit: Observations – Non-Focal, Non-Marsh Birds

Non-focal Species Observations

Enter the non-focal species you observed at the points selected above.

[Quick Tips >>](#)

Search the species database

Enter a count into one or more distance bins for each species

#	Point	Species	0 - 50	25 - 50	50 - 100	> 100	NR	Note	
1	A01	AMCR		20					X
2	A02	RWBL	8						X
3	Select point...								X
4	Select point...								X
5	Select point...								X
6	Select point...								X
7	Select point...								X
8	Select point...								X
9	Select point...								X
10	Select point...								X
11	Select point...								X
12	Select point...								X
13	Select point...								X
14	Select point...								X
15	Select point...								X
16	Select point...								X
17	Select point...								X
18	Select point...								X
19	Select point...								X
20	Select point...								X

+ 20 rows

Save to database

Fill in information for **Observations** :

- **Point #:** Select point where observation was made.
- **Species:** 4-letter code for the observed species.
- **Distance Bins:** Enter the number of individuals observed for each species, in the appropriate distance bin. (Detection cues are not used.)
- **NR:** Enter the number of individuals observed for each species here, if distance was not recorded.
- **Note:** Enter notes taken for observation.
- When record is complete, click Save to database



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

This concludes the training on how to create a new Marshbird survey record.



[Go to Table of Contents](#)



U.S. Fish and Wildlife Service

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AKN Marshbird: Reviewing and Editing a Marshbird Survey





Review/Edit a Visit

- After saving a visit, you will be on the Review/Edit screen for that record.
- The next few pages will show you how to:
 - Navigate to the Review/Edit page, if you leave the page, temporarily.
 - Proof, Edit, and if needed, delete each visit.
 - Update the status of the record from RAW to CLEAN.
- If you need to proof the record at a later time, you may use the link on the Table of Contents page to return, directly, to this section.



Review/Edit a Visit

1 Scroll to Select your Project (aka. Refuge)

2 Under the Project Observation Types Heading, click Secretive Marshbird Surveys

Biologists Project: CRANEMEADOWSNWR (Project Leader)

Welcome to AKN Biologists

AKN Biologists is an application for entering and reviewing field observations in support of the Avian Knowledge Network, hosted by Point Blue Data Solutions

Projects

What project do you want to work in?

[Quick Tips >>](#)

1

CRANEMEADOWSNWR - Crane Meadows NWR

DAGMARWMA - Dagmar WMA

DAHOMENWR - Dahomey NWR

DARBONENWR - D'Arbonne NWR

DELAIRDIVOFGREATRIVERNWR - Delair Div of Great River NWR

DEVILSLAKEWMD - Devils Lake WMD

DRIFTLESSAREANWR - Driftless Area NWR

DUMBIO - Test Project for trying out Biologists 2

DUMM - Dummy data in Plumas/Lassen

EARLBUSSBAYOUVIEWWMA - Earl Buss Bayou DeView WMA

FASTERNNECKNWR - Eastern Neck NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- Point Count Surveys
- Secretive Marshbird Surveys **2**
- Site Conditions ▶

Project Management Tools

Locations and Sampling Units

- Manage Sampling Units for Project ▶
- Download Locations to GPS, GIS and more ▶

Protocols

- Manage Protocols for Project ▶
- Protocol Research

Researchers and Users

- Assign Researchers to Project ▶
- Registered User Search ▶

Observations

- Download Observations ▶
- Data Sharing Levels ▶

Analysis

- Analyze Observations ▶

Feedback | Help | User: lisa_carter@fws.gov | Logout

Powered by Point Blue Data Solutions



Review/Edit a Visit

Biologists

Project: CRANEMEADOWSNWR (Project Leader)

Type: Marshbird Count

Secretive Marshbird Routes

Where are the observations located?

Transects



Quick Tips >>

- [Crane Meadows NWR > A \(A\)](#)
- [Crane Meadows NWR > B \(B\)](#)
- [Crane Meadows NWR > C \(C\)](#)
- [Crane Meadows NWR > D \(D\)](#)

- Select the transect or route to review/edit surveys.



Review/Edit a Visit

Biologists Project: CRANEMEADOWSNWR (Project Leader) Type: Marshbird Count Location: A (A)

Visits

Would you like to add a new visit and observations, or review / edit an existing visit's details?

[Quick Tips >>](#)

+ Create a new visit

Choose from the protocols below and select the *Start* button.

[Quick Tips >>](#)

Observation protocol

Le_Ye_SV_AmB_Co_Pb - LEBI,YERA,SORA,VIRA,AMBI,COMO,PBGR

Site condition protocol

FWS_MARSHBIRD_SITE_INFO - FWS Marshbird Site Information

Start

Review / edit an existing visit

Review and edit an existing visit below by selecting the date.

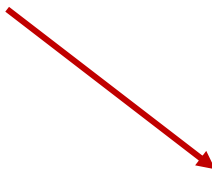
[Quick Tips >>](#)

12 rows

Download CSV

Date	Visit	Count	Start Time	End Time	Protocol	Status
2005-06-15	3	105	05:40:00	09:43:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2005-05-31	2	55	05:18:00	08:56:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2005-05-04	1	283	05:59:00	09:43:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2005-05-04	1	0			MBM_Survey_Not_Run	AVAILABLE Level 5
2004-06-15	3	149	05:30:00	09:15:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2004-05-20	2	341	05:14:00	09:13:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2004-05-06	1	0			MBM_Survey_Not_Run	AVAILABLE Level 5
2004-05-06	1	140	05:44:00	09:51:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2003-06-23	3	83	05:26:00	09:30:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2003-06-02	2	121	05:23:00	09:30:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2003-05-15	1	47	05:38:00	09:36:00	Le_Ye_SV_AmB_Co_Pb	AVAILABLE Level 5
2003-05-15	1	0			MBM_Survey_Not_Run	AVAILABLE Level 5

- Click on the date of the "Visit" record to review or edit.





Review/Edit a Visit: Overview

Overview

[Quick Tips >>](#)

Project: CRANEMEADOWSNWR
 Transect: A (A)
 Date: 2015-04-01
 Observation Protocol: Le_Ye_SV_AmB_Co_Pb
 Visit: 1
 Observer: Carter, Lisa
 Data Sharing Level: RAW



Tip: Fields with a blue line, are editable fields.

Points Surveyed

A summary of each point included in this visit on this date.

[Quick Tips >>](#)

Total Points Surveyed: 3
 Total Birds Counted: 32

Point ⓘ	Start Time ⓘ	End Time ⓘ	Total Count at Point ⓘ	Notes ⓘ	
A01	05:00	05:13	23		
A02	05:20	05:33	9		
A03	05:37	05:50	0	Place notes here	

[+ Add more](#)

- Verify the **Date** is correct.
 - If incorrect, double-click in the field to change the date.
 - Click “Save”.
- Verify the **Observer** is correct.
 - If incorrect, double-click in the field to update the name.
 - After making the correction, and clicking outside the field—or tabbing to the next field—you will see a confirmation that your change was saved.
- Verify the **Visit** number is correct. Correct using the same method as above.



Review/Edit a Visit: Points Surveyed

📍 Points Surveyed

A summary of each point included in this visit on this date.

[Quick Tips >>](#)

Total Points Surveyed: 3
Total Birds Counted: 32

Point ⓘ	Start Time ⓘ	End Time ⓘ	Total Count at Point ⓘ	Notes ⓘ	
A01	05:00	05:13	23		
A02	05:20	05:33	9		
A03	05:37	05:50	0	Place notes here	

[+ Add more](#)

- Verify the **Points** surveyed are correct.
 - If an incorrect point was originally selected, this field cannot be edited.
 - Delete the point by clicking the in the last field, on the right.
 - To add a point, click the [+ Add more](#) button.
- Verify the **Start Time**. Double-click in the field to correct, if needed.
- Use the data in the **Observations** section to verify **Total Count at Point** is correct.
- Verify the **Notes**. Double-click in the field to change or add notes, as needed.



Review/Edit a Visit: Site Conditions

Site Conditions

[Quick Tips >>](#)

Location: 3_FQURU1T09 (3FQURU1T09)
Time: 05:00
Site Condition Protocol: FWS_LANDBIRD_SITE_INFO

[Download CSV](#)

Field	Value
Background Noise Code	1 = Faint (~40-45 dB)
Temperature	41
Temp. Units	Fahrenheit
Wind Speed Beaufort Scale	2 = Leaves Rustle (4-6 mph)
Wind Direction	6 = SW
Sky Code:	1 = Partly Cloudy

[+ Add more](#)

- Verify the correct site conditions were entered for each point.
- Correct entries by double-clicking in the field and entering the correct information.
- If you missed creating site conditions for a point, you can add them via the Site Conditions page. Instructions on how to add Site Conditions are found here: [Quick Help Guide 7: Reviewing and Editing of Site Condition Records \(Landbird & Marsh Bird\)](#).



Review/Edit a Visit: Observations – Focal Birds

Marshbird Observations

Species observations with details, layout and titles dependent on protocol.

[Quick Tips >>](#)

Scroll observations (Beta)

Observation Protocol: [Le_Ye_SV_AmB_Co_Pb](#)

Total Secretive Marshbirds Counted: 4

[Download CSV](#)

Point	Time	Species	Pass 1	Pass 2	Pass 3	Pass 4	Pass 5	LEBI	YERA	SORA	VIRA	AMBI	COMO	PBGR	Outside	Distance	Duplicate	Call Types	Notes
A01	05:00	LEBI	1S	1S				1HS	1HS							20		Ank-ank,Kak	
A01	05:00	VIRA			1	1	1	1	1	1	1	1		1		35		Kikik	
A01	05:00	LEBI	1S	1S	1S			1HS	1HS	1HS	1HS	1S	1HS	1HS		15		Ank-ank	
A02	05:20	AMBI			1		1	1			1	1				50		Chu-peep	
A03	05:37	n/a																	

[+ Add more](#)

- Verify the **Species**, **Time Bin**, and **Distance**, and **Call Types**, etc. Double-click in the field where changes are needed.
- To add a new row, click the [+ Add more](#) button.



Review/Edit an Visit: Observations – Non-Focal Birds

Non-focal Observations

Non-focal species observations with details, layout and titles dependent on protocol.

[Quick Tips >>](#)

Observation Protocol: Le_Ye_SV_AmB_Co_Pb

Total Non-Focal Birds Counted: 28

[Download CSV](#)

Point <i>i</i>	Time <i>i</i>	Species <i>i</i>	0 - 50 <i>i</i>	25 - 50 <i>i</i>	50 - 100 <i>i</i>	> 100 <i>i</i>	NR <i>i</i>	Notes <i>i</i>	
A01	05:00	AMCR		20					
A02	05:20	AMRO	8						

[+ Add more](#)

- Verify the **Species**, **Distance Bins**, and **Counts**, etc. Double-click in the field where changes are needed.
- To add a new row, click the [+ Add more](#) button.



Review/Edit a Visit: Species List

☰ Species List

A summary of all species seen during this visit at all points.

[Quick Tips >>](#)

Total Species Observed: 5

[Download CSV](#)

Species ⓘ	Common Name ⓘ	Scientific Name ⓘ	Count for Species ⓘ	Taxonomic Order ⓘ
AMBI	American Bittern	<i>Botaurus lentiginosus</i>	1	254
LEBI	Least Bittern	<i>Ixobrychus exilis</i>	2	256
VIRA	Virginia Rail	<i>Rallus limicola</i>	1	382
AMCR	American Crow	<i>Corvus brachyrhynchos</i>	20	1395
AMRO	American Robin	<i>Turdus migratorius</i>	8	1593

- Verify the species counts are as expected.
- If not, return to the observations section and re-verify your species entries there.



Review/Edit a Visit: Visits at transect

🕒 Visits at transect in 2015

All visits (including this one) in the same year at this location for this project.

[Quick Tips >>](#)

This section displays links, and a summary to all visits, to the same transects, within the same year.

[Download CSV](#)

Date ⓘ	Visit ⓘ	Total Counted ⓘ	Protocol ⓘ
2015-04-01	1	32	Le_Ye_SV_AmB_Co_Pb

- Visits at transect in [Year] – This section displays visits to the same transect in the same year as the record you are reviewing.
- You are also provided links to go directly to those other records in the event you would need to review those as well.



Review/Edit: Proofing Complete

Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

✓ Proofing completed

Overview

Quick Tips >>

Project:	CRANEMEADOWSNWR
Transect:	A (A)
Date:	2015-04-01
Observation Protocol:	Le_Ye_SV_AmB_Co_Ph
Visit:	1
Observer:	Carter, Lisa
Data Sharing Level:	RAW

Clicking this button changes Data Sharing Level to CLEAN.

- **Proofing completed** – click this button after review has been completed and date entry errors corrected.
- After clicking the button, the Data Sharing Level status will update to “CLEAN”.
- At this status, it is not yet publicly shared, but ready for the next level to share.



Review/Edit: **Delete** Entire Visit

Overview

[Quick Tips >>](#)

Project:

Transect:

Date:

Observation Protocol:

Visit:

Observer:

Data Sharing Level:

*Clicking this button **DELETES** the entire visit record including all metadata, site conditions, and observations*

DUMBIO

Wonderful Wetland (WONDERWET)

| 2016-03-08

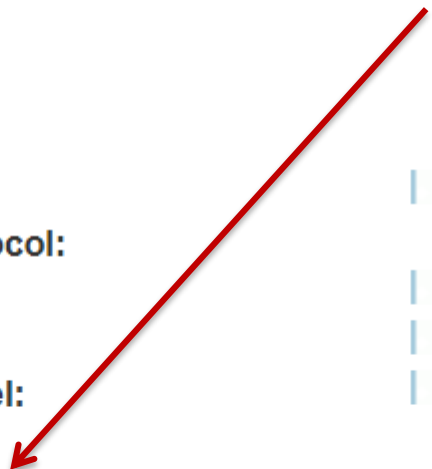
| [LeSV_KA_Pb](#)

| 1

| Carlyle, Kathleen

| CLEAN

Delete this visit



Delete this visit

- Click this button if you are SURE you wish to DELETE the entire visit. This will permanently delete all metadata, site condition and observation data (everything you see on the page).



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

This concludes the training on how to review a
Marshbird survey record.



[Go to Table of Contents](#)



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Navigating from Biologist App to Project Leader App





Navigating from Biologist App to Project Leader App

Biologists [Home](#) Project: CRANEMEADOWSNWR (Project Leader)

Welcome to AKN Biologists

AKN Biologists is an application for entering and reviewing field observations in support of the Avian Knowledge Network, hosted by Point Blue Data Solutions

Projects

What project do you want to work in?

[Quick Tips >>](#)

- CHAUTAQUANWR - Chautauqua NWR
- CHINCOTEAGUENWR - Chincoteague NWR
- CIBOLANWR - Cibola NWR
- CLARENCECANNONNWR - Clarence Cannon NWR
- COKEVILLEMEADOWSNWR - Cokeville Meadows NWR
- COLUMBIANWR - Columbia NWR
- CRANEMEADOWSNWR - Crane Meadows NWR**
- DAGMARWMA - Dagmar WMA
- DAHOMYENWR - Dahomey NWR
- DARBONNENWR - D'Arbonne NWR
- DEERFOOTNWR - Deer Foot NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- Point Count Surveys
- Secretive Marshbird Surveys
- Site Conditions ▶

Project Management Tools

Locations and Sampling Units

- Manage Sampling Units for Project ▶
- Download Locations to GPS, GIS and more ▶

Protocols

- Manage Protocols for Project ▶
- Protocol Research

Researchers and Users

- Assign Researchers to Project ▶
- Registered User Search ▶

Observations

- Download Observations ▶
- Data Sharing Levels ▶

Analysis

- Analyze Observations ▶

- You may click on most of the links under Project Management Tools to go from the Biologists application to Project Leader.
- Exceptions:
 - Protocol Research
 - Data Sharing Levels



Navigating from Biologist App to Project Leader App

- Clicking on Manage Sampling Units for Projects will take you to . . .

Biologists Project: CRANEMEADOWSNWR (Project Leader)

Welcome to AKN Biologists

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- COKEVILLEMEADOWSNWR - Cokeville Meadows NWR
- COLUMBIANWR - Columbia NWR
- CRANEMEADOWSNWR - Crane Meadows NWR**
- DAGMARWMA - Dagmar WMA
- DAHOMMEYNWR - Dahomey NWR
- DARBONNENWR - D'Arbonne NWR
- DEERCRANWR - Deer Creek NWR

Project Observation Types

For project: CRANEMEADOWSNWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- Point Count Surveys
- Secretive Marshbird Surveys
- Site Conditions ▶

Project Management Tools

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- **Manage Sampling Units for Project**
- Download Locations to GPS, GIS and more ▶

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- Manage Protocols for Project ▶
- Protocol Research

Researchers and Users

- Assign Researchers to Project ▶
- Registered User Search ▶

Observations

- Download Observations ▶
- Data Sharing Levels ▶

Analysis

- Analyze Observations ▶



Navigating from Biologist App to Project Leader App

- . . . the screen, in the Project Leader app, where you can create and manage the sampling units within your project.
- From here, you can go to the Home page, or to any other page, using the tabs near the top of the page.

Project Leader - Man x

data.prbo.org/apps/projectleaders/index.php?page=manage-sampling-units

Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Create and Manage Sampling Units

CRANEMEADOWSNWR - Crane Meadows NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

★ CRANEMEADOWSNWR - Crane Meadows NWR

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

Hosted by [Point Blue Conservation Science](#)

You are logged in as **lisa_carter@fws.gov**
[log out](#)
[Give Us Your Feedback](#)
[Preferences](#)

How Do I...
[... create a new Transect of points from a GPS-U file?](#)
[... handle the message "Error on Add: Duplicate entry ...?"](#)
[... update points in a transect using a GPS-U file??](#)



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Navigating from the Project Leader App to the Biologists App



- To return to the Biologists app, click on the USFWS shield, in the upper left corner of the screen.
- Clicking here will take you to the Point Blue Hosted Applications page.



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Navigating from the Project Leader App to the Biologists App



Point Blue Hosted Applications

AKN Scientific Data Application List

Citizen Scientists

Application for Citizen Scientist volunteers to enter the data that they have collected for a project.

Biologists

Application for all Biologists, including browsing Sampling Units and entering observation data.
(For the older version... [Biologists](#))

Project Leaders

Application for all Project Leaders, including defining Sampling Units and providing access for Researchers to your Projects.

Analysts Tools

Application with tools to retrieving and analyzing observation data.

- From this page, you will click the “Biologists” link to return to the Biologists app.

[Go to Table of Contents](#)



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Project Leader: Download Project Data



Clapper Rail

© CCNAB



Download Project Data

- The kinds of information that you may download from the “Sampling Units – Download” option are as follows. (The process is the same for all so the instructions will cover just one of the options.)
 - **Sampling unit entities within the project, i.e., Study Area names, Center points (Lat/Long), Transect names, Point names, and Point locations (Lat/Long)**
 - **GPS locations (UTM)**
 - **GIS data (ESRI Shape files, Google Earth files)**
 - **Sampling Unit hierarchy for entire project**



Download Project Data: Sampling Units - Download

- Select Download under Sampling Units on home screen (or hover over Sampling Units tab, with mouse pointer) and select Download.

Project Leader

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

Download
Create and Manage →

Today is 21-Jan-2016

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 Transect Observations** - For reviewing Transect 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.

Load Observations in Bulk

You can upload specific format of **Banding Data** and **Point Count Data**. If you would like to find out more about our bulk data loading tools, please contact PRBO's Informatics division for more details.

Tabs accessible from anywhere in Project Leader app.

What you can do in Project Leader?

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- **Download** - Get Project and Sampling Unit reports, maps and data.
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- **Review Rail Point Counts** - For reviewing Rail Point Count observations and setting level of availability

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Load Observations in Bulk

You can upload specific format of **Banding Data** and **Point Count Data**. If you would like to find out more about our bulk data loading tools, please contact PRBO's Informatics division for more details.

*What are **Sampling Units**? A Sampling Unit is a named locations where you make observations in the field, such as transects, area search plots, nets. Sampling Units can contain other, smaller Sampling Units, giving you a way of organizing your projects logically and spatially.



Download Project Data: Sampling Units - Download



Project Leader

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

Sampling Units - Download - Select Project

*Select your project

- COLWS - Colombia Waterbird Survey
- CONFEDSALISHKOOTENAITRIBES - Confed. Salish/Kootenai Tribes
- CONNECTICUTSTATEDEPTENVPLANNINGW - Connecticut State Dept Env. Planning Wildlife
- COMP - CALPIP-Coastal NPS Monitoring
- CORD - Colorado River Delta
- COSU - Cosumnes River
- CFNMM - Carrizo Plain National Monument Monitoring
- CFR - Continuous Plankton Recorder
- CRAB_ORCHARD_NWR - Crab Orchard NWR
- CRANEMEADOWSNWR - Crane Meadows NWR**

enter

The Project you want to work with.

You are logged in as
lisa_carter@fws.gov

log out

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[Preferences](#)

- Select the project name
- Click **enter**



Download Project Data: Sampling Units - Download

- You may select individual points, transects or select all by clicking on the appropriate box.



Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Sampling Units - Download

CRANEMEADOWSNWR - Crane Meadows NWR [open new project](#)

Selecting Sampling Units: Check all of the Sampling Units you want to select by clicking on each one. Open any part of the tree to get to more Sampling Units. To uncheck a Sampling Unit, click on it again. If you check or uncheck a Sampling Unit that contains other Sampling Units, the entire set of Sampling Units will be checked or unchecked. Click *Select All* to select and *Clear All* to unselect everything in the tree.

1. Select sampling units from the tree below.

[select all](#) [clear all](#)

- CRANEMEADOWSNWR - Crane Meadows NWR
 - Crane Meadows NWR (CRANEMEADOWS)
 - 002 (002)
 - 020 (020)
 - 021 (021)
 - 022 (022)
 - 023 (023)
 - 024 (024)
 - 025 (025)
 - 026 (026)
 - 027 (027)
 - 003 (003)
 - 004 (004)
 - 006 (006)
 - 008 (008)
 - 102 (102)
 - 103 (103)
 - 104 (104)
 - 106 (106)
 - A (A)
 - A-2009a (A2009A)
 - B (B)
 - B-2009a (B2009A)
 - C (C)
 - D (D)
 - Landbird_Point_Counts (LANDBIRDPTCT)

2. Download selected Sampling Units as:

All coordinate data uses the WGS-84 datum.

- Sampling Units and center points (LatLong):
- GPS locations (UTM):
- GIS data:
- new!** Measurements (areas only):
- Sampling Unit heirarchy for entire project:

Text file	CSV (Excel) file
GPS U file	Waypoint file
ESRI Shape file	Google Earth file
Text file	CSV (Excel) file
HTML	
Text file	HTML

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How Do I...

[... Which datum should I use??](#)



Download Project Data: Sampling Units - Download



Project Leader

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

Sampling Units - Download

CRANEMEADOWSNWR - Crane Meadows NWR [open new project](#)

Selecting Sampling Units: Check all of the Sampling Units you want to select by clicking on each one. Open any part of the tree to get to more Sampling Units. To uncheck a Sampling Unit, click on it again. If you check or uncheck a Sampling Unit that contains other Sampling Units, the entire set of Sampling Units will be checked or unchecked. Click *Select All* to select and *Clear All* to unselect everything in the tree.

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 - 024 (024)
 - 025 (025)
 - 026 (026)
 - 027 (027)
 - 003 (003)
 - 004 (004)
 - 006 (006)
 - 008 (008)
 - 102 (102)
 - 103 (103)
 - 104 (104)
 - 106 (106)
 - A (A)
 - A-2009a (A2009A)
 - B (B)
 - B-2009a (B2009A)
 - C (C)
 - D (D)
 - Landbird_Point_Counts (LANDBIRDPTCT)

2. Download selected Sampling Units as:

All coordinate data uses the WGS-84 datum.

- Sampling Units and center points (LatLong):**
 - [Text file](#)
 - [CSV \(Excel\) file](#)
- GPS locations (UTM):**
 - [GPS-U file](#)
 - [Waypoint file](#)
- GIS data:**
 - [ESRI Shape file](#)
 - [Google Earth file](#)
- new! Measurements (areas only):**
 - [Text file](#)
 - [CSV \(Excel\) file](#)
 - [HTML](#)
- Sampling Unit heirarchy for entire project:**
 - [Text file](#)
 - [HTML](#)

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[Give Us Your Feedback](#)

[Preferences](#)

[How Do I...](#)

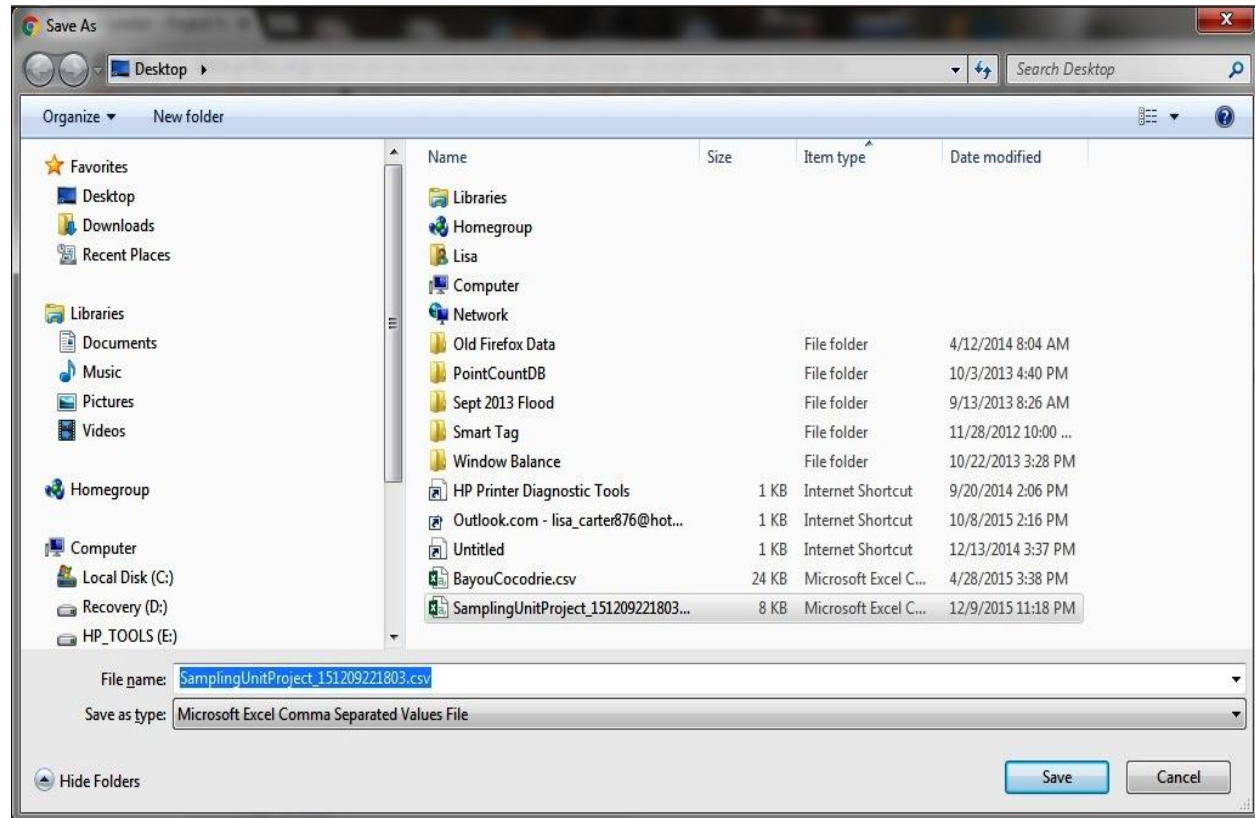
[... Which datum should I use??](#)

- Then click the Text file or CSV (Excel) file option for Sampling Units and center points.



Download Project Data: Sampling Units - Download

- In the “Save As” window, navigate to the directory where you want to save the file.
- The file will have a generic title so, if you like, choose a more descriptive name.
- Click “Save”.





Download Project Data: Sampling Units - Download

- The output file will look something like this.

1	Name	Short Name	Descriptive Types	Latitude	Longitude
2	Crane Me	CRANEMEADOWS	Study Area	45.933918	-94.251044
3	2	2	Point Count Transect	45.9514163	-94.1972844
4	3	3	Point Count Transect	45.9484918	-94.1972215
5	4	4	Point Count Transect	45.945843	-94.1974741
6	6	6	Point Count Transect	45.9416372	-94.1994348
7	8	8	Point Count Transect	45.9439346	-94.1957815
8	102	102	Point Count Transect	45.9684279	-94.1785173
9	103	103	Point Count Transect		
10	104	104	Point Count Transect		
11	106	106	Point Count Transect		
12	A-2009a	A2009A	Point Count Transect		
13	B-2009a	B2009A	Point Count Transect		
14	C	C	Secretive Marshbird Transect		
15	D	D	Secretive Marshbird Transect		
16	B	B	Secretive Marshbird Transect		
17	A	A	Secretive Marshbird Transect		
18	Landbird_	LANDBIRD	Point Count Transect		
19	20	20 Wetland	Point Count Point	45.93179007	-94.24536744
20	21	21 Alfalfa	Point Count Point	45.93058268	-94.24961005
21	22	22 Alfalfa	Point Count Point	45.92797117	-94.24973203
22	23	23 Seeded N	Point Count Point	45.93250588	-94.25562581
23	24	24 Wetland	Point Count Point	45.93249558	-94.25820551
24	25	25 Woodland	Point Count Point	45.93627289	-94.25355647
25	26	26 Seeded N	Point Count Point	45.9395014	-94.25052009



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

This concludes the training on how to download project data.



[Go to Table of Contents](#)



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Project Leader: Create and Manage Sampling Units





Create and Manage Sampling Units

- In the pages that follow you will learn how to:
 - **Create a Study Area**
 - **Add Transects (a.k.a Routes) to your project Study Areas**
 - **Add Points to your Transects**
 - Manually, using an online form
 - Automatically, using a GPS file, i.e. SHP file, KML file, etc.
 - **Manage or Edit a Sampling Unit object**
 - Rename an object
 - Move an object in the Sampling Unit Hierarchy



Create a Study Area



Project Leader

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

Today is 21-Jan-2016

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

[Sampling Units - Manage](#)

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- [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 Transect Observations](#) - For reviewing Transect 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.

- From the Project Leader home page, select Create and Manage under Sampling Units.
- Alternatively, mouse over the Sampling Units tab and select Create and Manage.



Create a Study Area



Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Create and Manage Sampling Units - Select Project

*Select your project

- LBL - LBL
- LBSS - Los Banos Wildlife Area Complex Shorebird Survey
- LCRU - Las Cruces Biological Station
- LEOPOLDWMD - Leopold WMD
- LEVADMCB - Levad MCB
- LEVEE_DITCH - Levee Ditch
- LEVEL_PONDS - Level Ponds
- LIMIT_CLUB - LIMIT CLUB
- LINP - Line P Surveys
- LISACSNWR - Lisa Cs NWR

enter

- Select your project.
- Click 



Create a Study Area

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

☆ LISACSNWR - Lisa Cs NWR

Project

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- Highlight the project name.
- Under “Add Sampling Units under the highlighted feature” click the “online form” button.



Create a Study Area

Add a New Sampling Unit


*Select your project LISACSNWR - Lisa Cs NWR

As part of No other study area

Add One

- *Type(s) of sampling unit ?
- Blood Collection (Point or Area)
 - Egg collection (Point or Area)
 - Net (Point or Area)
 - Other Banding Location (Point or Area)
 - Other Bird Observation Point (Point)
 - Other Nest (Point or Area)
 - Predatory Fish Diet Collection (Point)
 - Shorebird Area (Area)
 - Shorebird Site (Area)
 - Shorebird Subsite (Area)
 - Specimen Collection (Point or Area)
 - Study Area (Area)
 - Target Species Sampling Area (Area)
 - Territory (Point or Area)
 - Trap (Point or Area)
 - Weather Station (Point)

enter
cancel

- Check the box next to Study Area for the sampling unit type.
- Click 



Create a Study Area

Add a New Sampling Unit

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **No other study area**

Add One

*Type(s) of sampling unit **Study Area (Area)**

*Create a name for this sampling unit **Lisa Cs NWR**

*Give this sampling unit a short name **LISACS**

Description **Study area could be a name of a study being done at selected routes or transects at a refuge (e.g. "Woody Woodpecker Family Census") or a repeat of the refuge name. |**

Digitize Location:



Add to CalPif
(optional)

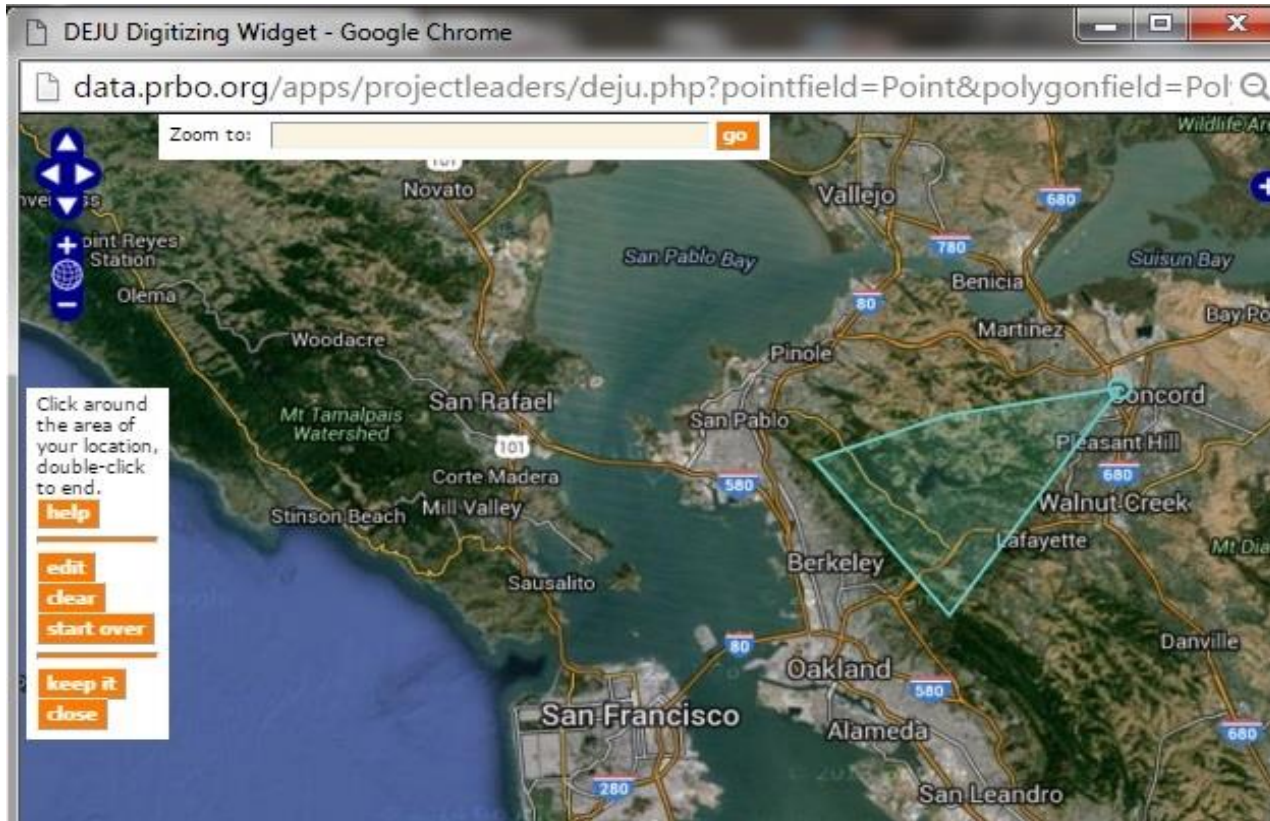
save

cancel

- Create a name for your study area. If no specific study is being done, use the name of the refuge.
- Give the study area a short name.
- The description is optional.
- If you want to draw a polygon for the study area click the "Area" button.



Create a Study Area



- Click on the map to begin polygon.
- Drag your mouse around the area of the polygon, single click to create the polygon borders.
- Double click at the end of the polygon.
- If you want to draw a polygon for the study area click the “Area” button.
- Click “keep it” when you have your polygon correct.



Create a Study Area

Add a New Sampling Unit

*Select your project **LISACSNWR - Lisa Cs NWR**

As part of **No other study area**


Add One

*Type(s) of sampling unit **Study Area (Area)**

*Create a name for this sampling unit **Lisa Cs NWR**

*Give this sampling unit a short name **LISACS**


Description
Study area could be a name of a study being done at selected routes or transects at a refuge (e.g. "Woody Woodpecker Family Census") or a repeat of the refuge name.

Digitize Location:  POLYGON((-122.26923767090295
37.97109579167729,-122.22941223144913
37.8464918975119,-121.98221984863513

**Add to CalPif
(optional)**

save

cancel

- After saving the polygon, you will return to the previous screen, where the polygon coordinates will be displayed.
- Click 



Create a Transect

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Study Area



Tool tip

Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- Now your study area is under the project.
- Highlight the study area to which you want to add transects.
- Click the “online form” button.

*Note the tool tip that appears when you hover over an object on the screen.



Create a Transect

Add a New Sampling Unit

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **Lisa Cs NWR(LISACS)**

Add One

*Type(s) of sampling unit

- Area Search Plot (Area)
- At-Sea Transect (Line or Area)
- Banding Net Collection (Area)
- Blood Collection (Point or Area)
- CTD Sample (Point)
- Depredation Plot (Point or Area)
- Diet Observations (Point or Area)
- Disturbance Plot (Point or Area)
- Egg collection (Point or Area)
- Fixed Radius Point Count Transect (None)
- Fixed Transect (Line)
- Forage Behavior Observation Point (Point or Area)
- Habitat Use Observation Point (Point or Area)
- Hydroacoustic Data Sample (Line)
- Index Plot (Point or Area)
- IWMM Management Unit (Area)
- Migration Observation Point (Point or Area)
- Nest Plot (Point or Area)
- Net (Point or Area)
- Other Banding Location (Point or Area)
- Other Bird Observation Point (Point)
- Other Nest (Point or Area)
- Point Count Transect (None)
- Predatory Fish Diet Collection (Point)
- Sea Watch Observation Point (Point)
- Seabird Diet Collection (Point or Area)
- Seabird Observation Point (Point or Area)

- Check the box for “Point Count Transect” or “Secretive Marshbird Transect” if that’s what you want to create.
- Click



Create a Transect

Add a New Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR
As part of Lisa Cs NWR(LISACS)

Add One

*Type(s) of sampling unit ? Point Count Transect (None)

*Create a name for this sampling unit Woody Pond South

*Give this sampling unit a short name ? WPS

Description South end of Woody Pond

save

cancel

- Now give your transect a name and a short name.
- Click 

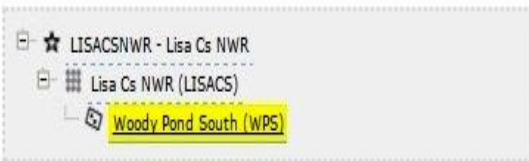


Add a Point to a Transect Using an Online Form – Manual Method

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Point Count Transect

Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- Click the transect name to highlight it.
- Click the “online form” button, under “Add Sampling Units under the highlighted feature with:”.



Add a Point to a Transect Using an Online Form – Manual Method


Add a New Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR
As part of Woody Pond South(WPS)

Add One

*Type(s) of sampling unit Point Count Point (Point)

enter
cancel

- Check the box next to “Point Count Point”.
- Notice the only option is a Point Count Point. The reason for this is highlighted sampling unit is a Point Count Transect. If I had selected a Secretive Marshbird Transect the only option, in this screen, would be a Secretive Marshbird Point.
- Click 



Add a Point to a Transect Using an Online Form – Manual Method

Add a New Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR
As part of Woody Pond South(WPS)

Add One

*Type(s) of sampling unit

*Create a name for this sampling unit

*Give this sampling unit a short name

Description

Digitize Location:

- Give your point a name and a short name.
- The description is optional.
- To enter coordinates for your point, click the “Point” button next to “Digitize Location”.



Add a Point to a Transect Using an Online Form – Manual Method

- Enter your Lat/Long coordinates in the boxes provided.
- Click “keep it” to save.

DEJU Digitizing Widget - Google Chrome

data.prbo.org/apps/projectleaders/deju.php?pointfield=Point&polygonfi

Zoom to: go

Click on the map to place your location.

help

Latitude: 37.91477929

Longitude: -122.20469299

clear

keep it

close



Add a Point to a Transect Using an Online Form – Manual Method

Add a New Sampling Unit

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **Woody Pond South(WPS)**

Add One

*Type(s) of sampling unit **Point Count Point (Point)**

*Create a name for this sampling unit **Woody Pond South Pt 1**

*Give this sampling unit a short name **WPS1**

Description


Digitize Location:



POINT (-122.20469299316684 37.91477929798624)

save

cancel

- You are now in the previous screen, where you can see the coordinate information just entered.
- Click 



Add a Point to a Transect Using a GPS File – Automated Method

Project Leader

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

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- LISACSNWR - Lisa Cs NWR
 - Lisa Cs NWR (LISACS)
 - Woody Pond North (WPN)
 - Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

- online form
- GPS-U file
- Waypoint Plus file
- KML file
- SHP file**

Update Sampling Unit geometry under the highlighted feature using:

- GPS-U file
- Waypoint Plus file
- KML file
- SHP file

Manage the highlighted feature:

- edit
- move in hierarchy
- delete

- Click the transect name to highlight it.
- Click the “SHP file” button, under “Add Sampling Units under the highlighted feature with”.



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Add Site Locations from SHP File

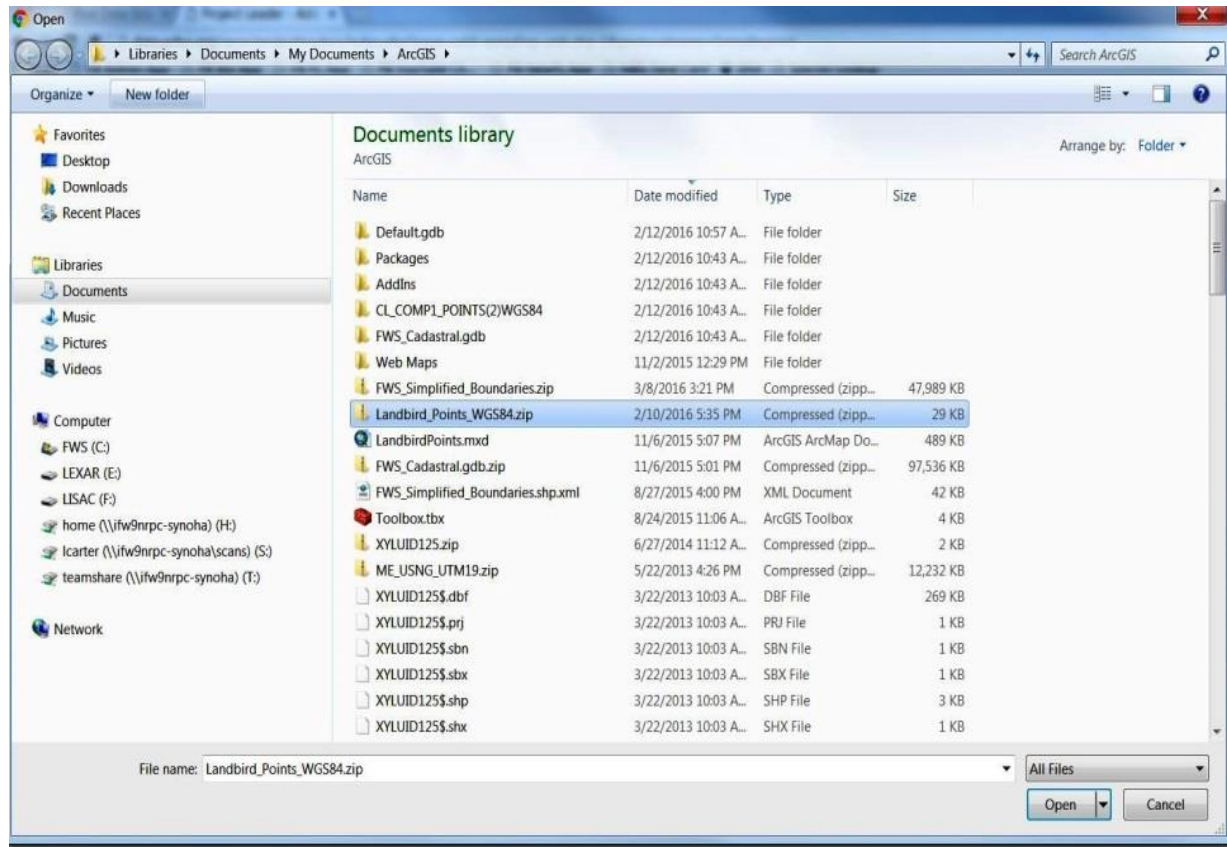
All coordinates must be projected into World coordinates (Latitude/Longitude), WGS-84 datum. Use ArcMap or another product to project your SHP files before loading.

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **Woody Pond South(WPS)**
Enter ZIP file of SHP/SHX/DBF files: No file chosen
*Type(s) of sampling unit Point Count Point (Point)
Prefix for each Long Name
Suffix for each Long Name

- Click the “Choose File” button and navigate to the location of your GPS file—this is the zip file containing the entire GPS SHP file package.
- Click



Add a Point to a Transect Using a GPS File – Automated Method



- In the “Open” dialogue box, select the GPS .shp zip file.
- Click Open button.



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Add Site Locations from SHP File

All coordinates must be projected into World coordinates (Latitude/Longitude), WGS-84 datum. Use ArcMap or another product to project your SHP files before loading.

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **Woody Pond South(WPS)**
Enter ZIP file of SHP/SHX/DBF files Landbird_P..._WGS84.zip
*Type(s) of sampling unit Point Count Point (Point)
Prefix for each Long Name
Suffix for each Long Name

- Click the box next to “Point Count Point” to choose it as the sampling unit type.
- Enter a Prefix and/or Suffix for the Long Name of the points, if needed.



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Add Site Locations from SHP File

Select columns to be used for the long and short name of each feature created. This data in one or both of these columns should be unique for each location. If not, the duplicate long names will be automatically numbered to make them unique.

*Column for Short Name


Correction	▲
Datum	
Lat	
Lon	
LUID	
LUName	
OrgCode	
PointID	
PtName	
State	▼

*Column for Long Name

Correction	▲
Datum	
Lat	
Lon	
LUID	
LUName	
OrgCode	
PointID	
PtName	
State	▼

next

cancel

- Select the columns to be used for the short and long names for the points.
- Click 



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Add SHP Site Locations

Duplicate short and long names were found for some locations in your file, and are being automatically numbered to be unique.

*Select your project **LISACSNWR - Lisa Cs NWR**

As part of **Woody Pond South(WPS)**

*Type(s) of sampling unit **Point Count Point (Point)**

Add

Select one or more SHP file entries, and click Select. Repeat for as many SHP file entries as you want. Click Clear All to start over. When finished, click Process to save everything to the database.

1. Select SHP entries to add and click Select.
Use Shift or Ctrl click for selecting multiple entries.

2. Repeat. When finished,
click Process to process list below.

WPS1 (1) [point]
WPS102 (102) [point]
WPS106 (106) [point]
WPS10750 (10750) [point]
WPS10790 (10790) [point]
WPS10830 (10830) [point]
WPS10834 (10834) [point]
WPS10870 (10870) [point]
WPS10874 (10874) [point]
WPS10910 (10910) [point]

select >>

process **clear all**

Nothing to process.

- Select the point(s) you want to add to the transect.
- If selecting more than one point, use your Shift or Ctrl key.
- Click **select**



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Add SHP Site Locations

Duplicate short and long names were found for some locations in your file, and are being automatically numbered to be unique.

*Select your project **LISACSNWR - Lisa Cs NWR**

As part of **Woody Pond South(WPS)**

*Type(s) of sampling unit **Point Count Point (Point)**

Add

Select one or more SHP file entries, and click Select. Repeat for as many SHP file entries as you want. Click Clear All to start over. When finished, click Process to save everything to the database.

1. Select SHP entries to add and click Select.
Use Shift or Ctrl click for selecting multiple entries.

- WPS1 (1) [point]
- WPS102 (102) [point]
- WPS106 (106) [point]
- WPS10750 (10750) [point]
- WPS10790 (10790) [point]
- WPS10830 (10830) [point]
- WPS10834 (10834) [point]
- WPS10870 (10870) [point]
- WPS10874 (10874) [point]
- WPS10910 (10910) [point]

select >>

2. Repeat. When finished, click Process to process list below.

process **clear all**

```

select WPS102 (102) [point]
select WPS106 (106) [point]
select WPS110 (110) [point]
select WPS111 (111) [point]
select WPS132 (132) [point]

```

- The selected points will be copied over to step 2.
- Click **process** to add the selected points to the transect.



Add a Point to a Transect Using a GPS File – Automated Method



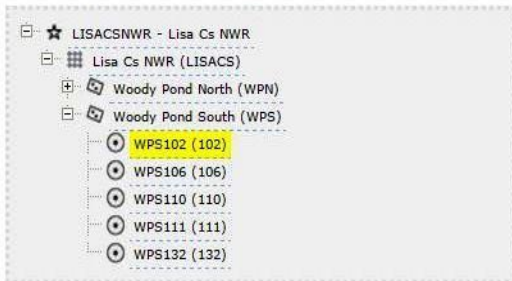
Project Leader

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

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- The points have been added to the transect.
- To verify the points, highlight one of the points and click the edit button under “Manage the highlighted feature”.



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

Home

Sampling Units

Field Observations

Load Observations in Bulk

Project Definition

Edit a Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR

As part of Woody Pond South(WPS)


Sampling Unit Name: 102 - WPS102

Edit

*Type(s) of sampling unit ? Point Count Point (Point)

enter

cancel

- The type of sampling unit, should be what you selected when creating the points.
- Click 



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Edit a Sampling Unit

*Select your project **LISACSNWR - Lisa Cs NWR**
As part of **Woody Pond South(WPS)**


[Edit](#)


*Type(s) of sampling unit **Point Count Point (Point)**

*Create a name for this sampling unit

*Give this sampling unit a short name

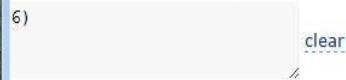
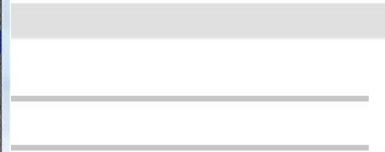
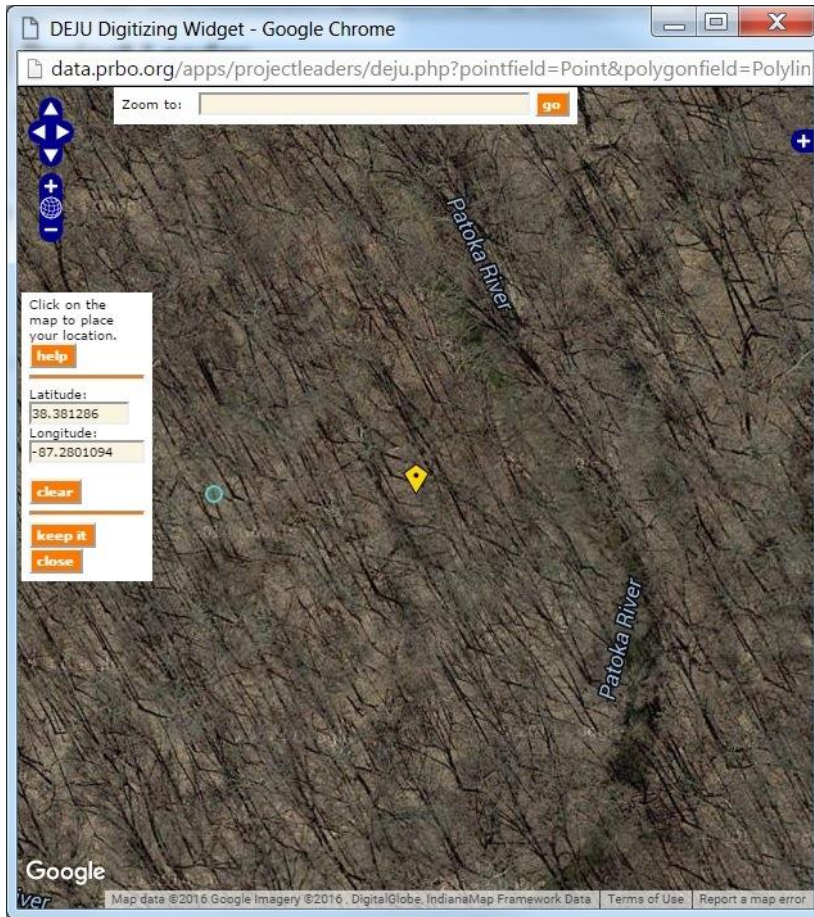
Description

Geometry:  POINT (-87.2801094 38.381286) [clear](#)

- If needed, you can edit the name of the sampling unit and/or the description.
- Click  to view the point position on a map and to edit the coordinates, if needed.



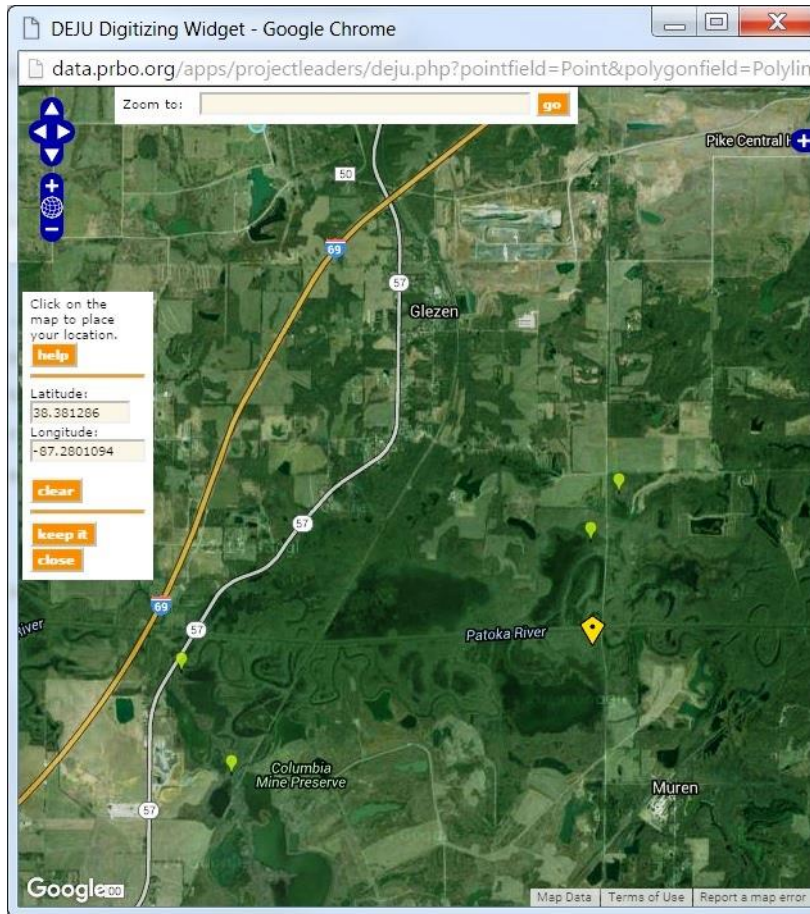
Add a Point to a Transect Using a GPS File – Automated Method



- A window opens, over the current window, to display the point on a map and the coordinates in fields that may be edited.
- You can also zoom out to see all the points that were added, on the map
- ...



Add a Point to a Transect Using a GPS File – Automated Method



- Click “clear” to clear out the coordinates.
- Click “keep it” to keep the coordinates and close the pop-up window.
- Or you can just click the red x at the upper right to keep the coordinates and close the window.



Add a Point to a Transect Using a GPS File – Automated Method



Project Leader

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

Edit a Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR
As part of Woody Pond South(WPS)


Edit

*Type(s) of sampling unit **Point Count Point (Point)**

*Create a name for this sampling unit

*Give this sampling unit a short name

Description

Geometry:  POINT (-87.2801094 38.381286) [clear](#)

- Click the “update” button to keep any changes and exit the Edit screen.
- Or click “cancel” to exit the Edit screen without making/keeping any changes.

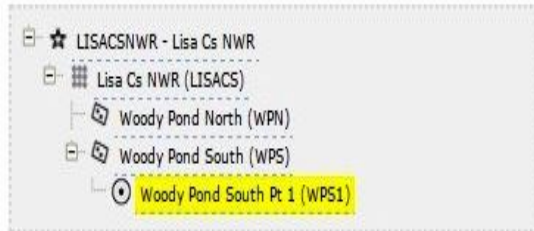


Edit a Sampling Unit – Renaming an Object

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- In this example, I've added a point to the wrong transect. I've also incorrectly named it. I must rename the point and then move the point to the correct transect.
- Select the point to be renamed.
- Under "Manage the highlighted feature", click "edit".



Edit a Sampling Unit – Renaming an Object

Edit a Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR

As part of Woody Pond South(WPS)


Sampling Unit Name: WPS1- Woody Pond South Pt 1

Edit

*Type(s) of sampling unit  Point Count Point (Point)

enter

cancel

- Check the box next to “Point Count Point”.
- Click 



Edit a Sampling Unit – Renaming an Object

Edit a Sampling Unit

*Select your project LISACSNWR - Lisa Cs NWR
As part of Woody Pond South(WPS)


Edit

*Type(s) of sampling unit **Point Count Point (Point)**

*Create a name for this sampling unit Woody Pond North Pt 1

*Give this sampling unit a short name WPN1


Description

Geometry:  POINT (-122.20469299316684 37.91477929798624)

[clear](#)

update

cancel

- Change the name and short name for the point.
- I can also update the coordinates but, in this case, just the name is wrong.
- Click 



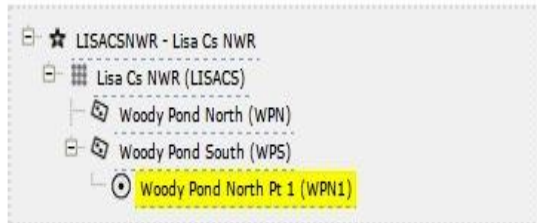
Edit a Sampling Unit

– Move an Object in the Hierarchy

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- The point is named correctly. Now the point needs to be moved to the correct transect.
- To move any object in the hierarchy, you highlight the object.
- Click the “move in hierarchy” button.



Edit a Sampling Unit

– Move an Object in the Hierarchy

Move a Sampling Unit

Project LISACSNWR - Lisa Cs NWR

Move

Name **Woody Pond North Pt 1**

Short Name **WPN1**

Type **Point Count Point (Point)**

*Move under

WPS - Woody Pond South (Point Count Transect) ▼
Choose a sampling unit to move under...
WPS - Woody Pond South (Point Count Transect)
WPN - Woody Pond North (Point Count Transect)

- Select the correct transect in the “Move under” drop down list.



Edit a Sampling Unit

– Move an Object in the Hierarchy

Move a Sampling Unit

- Click 

Project LISACSNWR - Lisa Cs NWR

Move

Name **Woody Pond North Pt 1**

Short Name **WPN1**

Type **Point Count Point (Point)**

*Move under

 update

 cancel



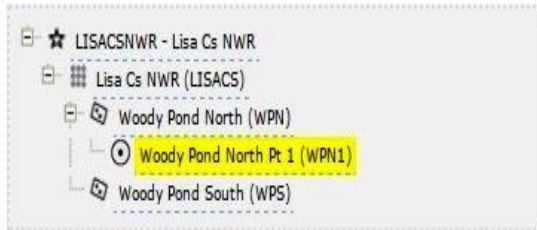
Edit a Sampling Unit

– Move an Object in the Hierarchy

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.



Add Sampling Units under the highlighted feature with:



Update Sampling Unit geometry under the highlighted feature using:



Manage the highlighted feature:



- Now the point is named correctly and in the correct transect.
- To move an entire transect, with it's points, from one study area to another, use the same process, highlighting the transect name instead.
- Any of the objects can be deleted—other than the project, itself—except if there is data associated with the object. To delete an object, highlight the object and click “delete”.



This concludes the training on how to create and manage sampling units.





U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Project Leader: Download Field Observations





Download Field Observations

- In the following pages, you will learn how to download Point Count field observations for a project, in the Project Leader application.
- The process is similar for downloading Secretive Marsh Bird Observations.



Download Field Observations

- Hover over the Field Observations tab. (You may also access from Project Leader home screen.)
- Select Download

The screenshot shows the 'Project Leader' interface. At the top, there is a navigation bar with tabs: 'Home', 'Sampling Units', 'Field Observations', 'Load Observations in Bulk', and 'Project Definition'. The 'Field Observations' tab is selected and highlighted with a red circle. A dropdown menu is open from this tab, listing several options: 'Download', 'Review Point Counts', 'Review Area Search / Survey', 'Review Rail Point Counts', 'Review Marsh Bird Counts', and 'Review Transect Counts'. The 'Download' option is highlighted in blue. Below the navigation bar, there is a section for 'Sampling Units' with a search box and a list of projects. The list includes various project codes and names, such as 'ABCCONIFERN', 'ABCOAKSNPLCC', 'ABCPRARIENPLCC - ABC_Prairie_NPLCC', 'ABCRIPIARIANNPLCC - ABC_Riparian_NPLCC', 'ABCSTRUBNPLCC - ABC_Shrub_NPLCC', 'ABSECON - Absecon', 'ADM - Audubon Drought Monitoring', 'ADOB - Adobe Valley', and 'ADPE - Adelle Penguin Metapopulation Dynamics'. An 'enter' button is visible at the bottom of the list.



Download Field Observations



Project Leader

[Home](#) [Sampling Units](#) [Field Observations](#) [Load Observations in Bulk](#) [Project Definition](#)

- Select the project name
- Click 

Field Observations - Download- Select Project

*Select your project

COLWS - Colombia Waterbird Survey
CONFEDSALISHKOOTENAITRIBES - Confed. Salish/Kootenai Tribes
CONNECTICUTSTATEDEPTENVPLANNINGW - Connecticut State Dept Env. Planning Wildlife
CONP - CALPIF-Coastal NPS Monitoring
CORD - Colorado River Delta
COSU - Cosumnes River
CPNMM - Carrizo Plain National Monument Monitoring
CPR - Continuous Plankton Recorder
CRAB_ORCHARD_NWR - Crab Orchard NWR
CRANEMEADOWSNWR - Crane Meadows NWR





Download Field Observations

- Select the points or transects from which to download data. (Or select all.)
- Fill in the “From” and “To” dates, if you want to download data from a specific date interval. Leave blank if you want all records.
- Select the type of file you want for the output: CSV (Excel) or HTML.

Field Observations - Download

CRANEMEADOWSNWR - Crane Meadows NWR [open new project](#)

Selecting Sampling Units: Check all of the Sampling Units you want to select by clicking on each one. Open any part of the tree to get to more Sampling Units. To uncheck a Sampling Unit, click on it again. If you check or uncheck a Sampling Unit that contains other Sampling Units, the entire set of Sampling Units will be checked or unchecked. Click *Select All* to select and *Clear All* to unselect everything in the tree.

1. Select sampling units from the tree below.

[select all](#) [clear all](#)

- CRANEMEADOWSNWR - Crane Meadows NWR
 - Crane Meadows NWR (CRANEMEADOWS)
 - 002 (002)
 - 003 (003)
 - 004 (004)
 - 006 (006)
 - 008 (008)
 - 102 (102)
 - 103 (103)
 - 104 (104)
 - 106 (106)
 - A (A)
 - A-2009a (A2009A)
 - B (B)
 - B-2009a (B2009A)
 - C (C)
 - D (D)
 - Landbird_Point_Counts (LANDBIRDPCTCT)

File types

Date filters

2. Download observation data from selected Sampling Units into:

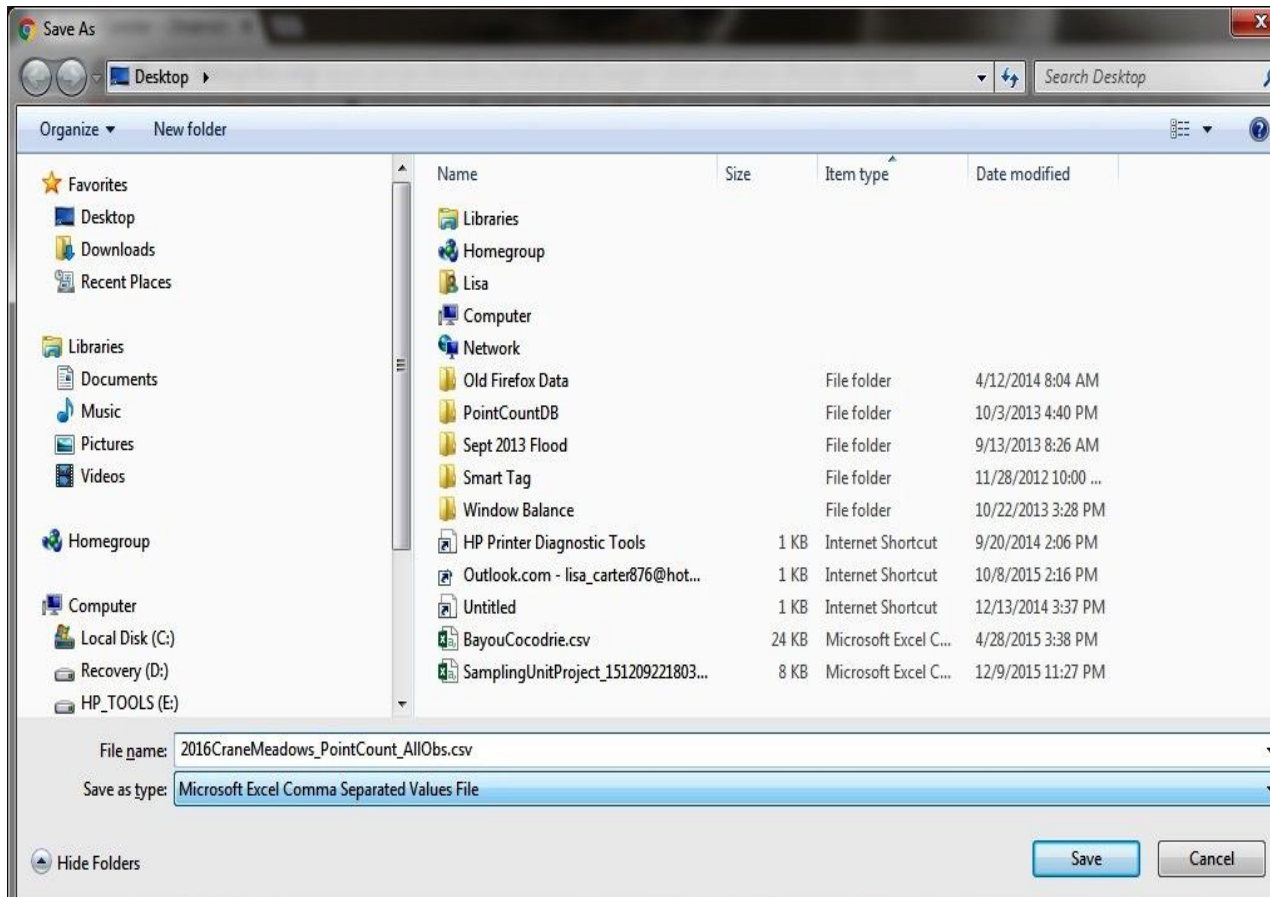
Filter by Date (or leave blank for all records):

From To

• Point Count Transect summary:	CSV (Excel) file	HTML file
• Point Count observations:	CSV (Excel) file	HTML file
	DBF file (legacy)	
• Area Search observations:	CSV (Excel) file	HTML file
• Banding observations:	CSV (Excel) file	HTML file
• Soil surveys:	CSV (Excel) file	HTML file
• Site conditions:	CSV (Excel) file	HTML file
• Secretive Marsh Bird Observations:	CSV (Excel) file	HTML file
• Transect Data Observations:	CSV (Excel) file	HTML file
• SF Bay Rail Count observations:	CSV (Excel) file	HTML file
	Google Earth file	
• Species list:	CSV (Excel) file	HTML file



Download Field Observations



- In the Save As window, navigate to the directory folder where you want to save the file.
- Change the file name to a meaningful title or accept the default.
- Click Save



Download Field Observations

- The output file will look similar to this:

Project	Transect	Point	Protocol	Visit	Date	Start Time	End Time	Observ Time	Count	Spp	Common Name	Scientific Name	Detection	Distance	E Distance	E Time Bin	Breeding	Singing	Remarks
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	YEWA	Yellow Warbler	Setophaga ruticilla	NR	L50	<50	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	COYE	Common Nighthawk	Geothlypis trichas	NR	L50	<50	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	4	SEWR	Sedge Wren	Cistothorus palustris	NR	L50	<50	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	WISN	Wilson's Sparrow	Gallinago Wilsonia	NR	G50	50 to 100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	COYE	Common Nighthawk	Geothlypis trichas	NR	G50	50 to 100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	BRTH	Brown Thrasher	Toxostoma rufum	NR	G50	50 to 100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	VEER	Veery	Catharus fuscescens	NR	G50	50 to 100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	WODU	Wood Duck	Aix sponsa	NR	G00	>100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	2	YBCU	Yellow-billed Cuckoo	Coccyzus erythrophthalmus	NR	G00	>100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	BBCU	Black-billed Cuckoo	Coccyzus erythrophthalmus	NR	G00	>100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	RBGR	Rose-breasted Gnatcatcher	Pheucticus ludovicianus	NR	G00	>100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	5:59:00	1	VEER	Veery	Catharus fuscescens	NR	G00	>100	5			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	SEWR	Sedge Wren	Cistothorus palustris	NR	L50	<50	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	BHCO	Brown-headed Nighthawk	Molothrus ater	NR	G50	50 to 100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	YBCU	Yellow-billed Cuckoo	Coccyzus erythrophthalmus	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	BBCU	Black-billed Cuckoo	Coccyzus erythrophthalmus	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	BLJA	Blue Jay	Cyanocitta cristata	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	AMCR	American Crow	Corvus brachyrhynchos	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	SOSP	Song Sparrow	Melospiza cinerea	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/21/1996	5:54:00	6:04:00	6:04:00	1	VEER	Veery	Catharus fuscescens	NR	G00	>100	10			M
CRANEME	2	20 5_10m50_		1	6/8/1997	9:23:00	9:33:00	9:28:00	1	SOSP	Song Sparrow	Melospiza cinerea	NR	L50	<50	5			M
CRANEME	2	20 5_10m50_		1	6/8/1997	9:23:00	9:33:00	9:28:00	1	SWSP	Swamp Sparrow	Melospiza cinerea	NR	L50	<50	5			M



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Natural Resource Program Center
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This concludes the training on how to download
field observation data.



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U.S. Fish and Wildlife Service

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Project Leader: Review and Share Field Observations





Review and Share Field Observations

- In this section, you will learn how to do the following:
 - **Review data entered in the Biologists app. (For this example, I will select Marshbird data but the process for Point Count data is the same.)**
 - **Set individual records to a public sharing level**



Review Field Observations

- Select Review Marsh Bird Counts from Field Observations tab.

The screenshot shows the 'Project Leader' interface. At the top, there is a navigation bar with tabs: 'Home', 'Sampling Units', 'Field Observations', 'Load Observations in Bulk', and 'Project Definition'. The 'Field Observations' tab is highlighted with a red circle. Below the navigation bar, there is a dropdown menu with the following options: 'Download', 'Review Point Counts', 'Review Area Search / Survey', 'Review Rail Point Counts', 'Review Marsh Bird Counts', and 'Review Transect Counts'. The 'Review Marsh Bird Counts' option is highlighted with a red circle. Below the dropdown menu, there is a search box with the text '*Select your project' and a list of project names: 'ABCCONIFER', 'ABCOAKSNPLCC', 'ABCPRAIRIENPLCC - ABC_Prairie_NPLCC', 'ABC RIPARIAN NPLCC - ABC_Riparian_NPLCC', 'ABC SHRUB NPLCC - ABC_Shrub_NPLCC', 'ABSECON - Absecon', 'ADM - Audubon Drought Monitoring', 'ADOB - Adobe Valley', and 'ADPE - Adelle Penguin Metapopulation Dynamics'. An 'enter' button is located at the bottom of the search box.



Review Field Observations

Point Count Visit Review - Choose Project

*Select your project

COLWS - Colombia Waterbird Survey
CONFEDSALISHKOOTENAITRIBES - Confed. Salish/Kootenai Tribes
CONNECTICUTSTATEDEPTENVPLANNINGW - Connecticut State Dept Env. Planning Wildlife
CONP - CALPIF-Coastal NPS Monitoring
CORD - Colorado River Delta
COSU - Cosumnes River
CPNMM - Carrizo Plain National Monument Monitoring
CPR - Continuous Plankton Recorder
CRAB_ORCHARD_NWR - Crab Orchard NWR
CRANEMEADOWSNWR - Crane Meadows NWR

enter

- Select the project name
- Click 



Review Field Observations

Count Visit Review: All Visits

*Project CRANEMEADOWSNWR - Crane Meadows NWR

Count Observations Made for this Project

Select a visit you would like to review in more detail.

Print Copy table to: CSV HTML DOC PDF

Date ?	Transect ?	Visit# ?	Count ?	Start Time ?	End Time ?	Protocol ?	Updated ?	Status ?
2015-04-01	A	1	32	05:00:00	05:50:00	Le_Ye_SV_AmB_Co	2016-01-06	CLEAN
2015-04-01	LANDBIRDPCT	1	10	05:00:00	05:55:00	5_10m50_100M+	2015-07-28	RAW
2003-05-15	A	1	50	05:38:00	09:36:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2003-05-15	B	1	9	07:15:00	07:51:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2003-06-02	A	2	123	05:23:00	09:30:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-15	D	3	79	05:28:00	09:28:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-09	C	3	45	05:18:00	09:01:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-09	B	3	110	05:48:00	09:25:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-15	A	3	105	05:40:00	09:43:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-31	D	2	41	05:37:00	08:53:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-26	C	2	25	05:15:00	09:06:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-26	B	2	63	05:24:00	08:39:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-31	A	2	58	05:18:00	08:56:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-04	D	1	69	05:44:00	10:15:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-03	C	1	52	05:58:00	10:14:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW

- Click on the date for each record, to see the details for review.
- The record marked CLEAN has already been reviewed by the person that entered the data.
- Yours is a 2nd review prior to setting to a public sharing level.
- Records marked RAW have not been reviewed.



Review Field Observations

Count Visit Review: Edit Status

*Project **CRANEMEADOWSNWR - Crane Meadows NWR**

*Date of Visit **2015-04-01**

*Name **A(A)**

*Protocol

Status

APPROVED ▼

update

cancel

Event summaries by Point

Print Copy table to: CSV HTML DOC PDF

Date	Transect	Visit#	Count	Start Time	End Time	Protocol	Status
2015-04-01	A01	1	23	05:00:00	05:13:00	Le_Ye_SV_AmB_Co	CLEAN
2015-04-01	A02	1	9	05:20:00	05:33:00	Le_Ye_SV_AmB_Co	CLEAN
2015-04-01	A03	1	0	05:37:00	05:50:00	Le_Ye_SV_AmB_Co	CLEAN

3 rows

Event details

- Review the details of the record: Summary, Event Details, Species List/Counts.



Set Observations to Public Sharing Level

- Click in the “Status” drop down list to select the proper status for the record.
- Click 

Count Visit Review: Edit Status

*Project CRANEMEADOWSNWR - Crane Meadows NWR

*Date of Visit ? 2015-04-01

*Name A(A)

*Protocol ?

Status ? APPROVED  

- APPROVED
- AVAILABLE Level 1
- AVAILABLE Level 2
- AVAILABLE Level 3
- AVAILABLE Level 4
- AVAILABLE Level 5
- CLEAN
- RAW
- RESTRICTED

Event sur

Print Copy tab

Date ?	Count ?	Start Time ?	End Time ?	Protocol ?	Status ?
2015-04-01	1	23	05:00:00	05:13:00	Le_Ye_SV_AmB_Co CLEAN
2015-04-01	1	9	05:20:00	05:33:00	Le_Ye_SV_AmB_Co CLEAN
2015-04-01	1	0	05:37:00	05:50:00	Le_Ye_SV_AmB_Co CLEAN

3 rows

Event details



Set Observations to Public Sharing Level

Count Visit Review: All Visits

*Project CRANEMEADOWSNWR - Crane Meadows NWR

Count Observations Made for this Project

Select a visit you would like to review in more detail.

- The record status is now updated.

Print Copy table to: CSV HTML DOC PDF

Date ?	Transect ?	Visit# ?	Count ?	Start Time ?	End Time ?	Protocol ?	Updated ?	Status ?
2015-04-01	A	1	32	05:00:00	05:50:00	Le_Ye_SV_AmB_Co	2016-01-21	AVAILABLE Level 5
2015-04-01	LANDBIRDPCT	1	10	05:00:00	05:55:00	5_10m50_100M+	2015-07-28	RAW
2003-05-15	A	1	50	05:38:00	09:36:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2003-05-15	B	1	9	07:15:00	07:51:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2003-06-02	A	2	123	05:23:00	09:30:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-15	D	3	79	05:28:00	09:28:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-09	C	3	45	05:18:00	09:01:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-09	B	3	110	05:48:00	09:25:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-06-15	A	3	105	05:40:00	09:43:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-31	D	2	41	05:37:00	08:53:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-26	C	2	25	05:15:00	09:06:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-26	B	2	63	05:24:00	08:39:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW
2005-05-31	A	2	58	05:18:00	08:56:00	Le_Ye_SV_AmB_Co	2015-03-11	RAW



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This concludes the training on how to review share data.



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Project Leader: Adding a Researcher to AKN





Adding a Researcher to AKN

- At times, you may want to add a “researcher” to AKN without giving them access to the database or interface.
- This may happen in the case of someone who volunteers, for a season, to survey birds but they won’t be entering data.
- For that person, you will want to select them as the observer for the record but they shouldn’t need to register for access to enable selecting them from the list of researchers.



Adding a Researcher to AKN



Project Leader

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

- Researchers →
- Researcher Access →
- Protocols Used →
- Field Data Forms →
- Check User Status →
- Application Access →

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- ★ LISACSNWR - Lisa Cs NWR
 - Lisa Cs NWR (LISACS)
 - Woody Pond North (WPN)
 - Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- In the top navigation bar, hover over the Project Definition tab.
- Select Researchers from the list.



Adding a Researcher to AKN



Project Leader

Home

Sampling Units

Field Observations

Load Observations in Bulk

Project Definition

Researchers

add one

Print Copy table to: CSV HTML DOC PDF



Last Name	First Name	Email	Projects	Status	
		joe.northrup_at_gmail.com	MAYA		
		al_demar_at_yahoo.com	BWRS, PALO, PFLY02		
		sbobzien_at_ebparks.org	BSOL		
		leoraalameda_at_att.net	CALPIF		
		ann_at_atthowe.com	MMWD, PIFR		
		odeberns_at_gmail.com	MMWD, TIMA		
		cpeaslee_at_pointblue.org	MMWD, MOKE, SJBR		
		djongsomjit_at_gmail.com	CPNMM		
	Donna			Active	
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		paul_hess_at_fws.gov	IROQUOISNWR		
		mwimer_at_usgs.gov			
		mwimer__usgs.gov			
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		jessica_bolser_at_fws.gov	PORTLOUISANWR		

- Before adding the new researcher name, search for the user's name to make sure they're not already in the system.
- Type the researcher's first or last name and click the magnifying glass, to narrow the selection.



Adding a Researcher to AKN



Project Leader

Home

Sampling Units

Field Observations

Load Observations in Bulk

Project Definition

Researchers

add one


Print Copy Table to: CSV HTML DOC PDF

Last Name	First Name	Email	Projects	Status	
		joe.northrup_at_gmail.com	MAYA		
		al_demar_at_yahoo.com	BWRS, PALO, PFLY02		
		sbobzien_at_ebparks.org	BSOL		
		leoraalameda_at_att.net	CALPIF		
		ann_at_atthowe.com	MMWD, PIFR		
		odeberns_at_gmail.com	MMWD, TIMA		
		cpeaslee_at_pointblue.org	MMWD, MOKE, SJBR		
		djongsomjit_at_gmail.com	CPNMM		
	Donna			Active	
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		paul_hess_at_fws.gov	IROQUOISNWR		
		mwimer_at_usgs.gov			
		mwimer__usgs.gov			
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		jessica_bolser_at_fws.gov	PORTLOUISANWR		

- If the researcher doesn't exist in the system, click the **add one** button to add them.



Adding a Researcher to AKN

 **Project Leader**

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

Add a New Researcher

*Researcher (Last Name, First Name) ,

*Status ▼

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 ▼

Country ▼

Postal Code

- Add the researcher's Last Name and First Name.
- Select "Active" as the status.
- Indicate Contact status.
- Add as much additional information, as needed.
- Click



U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

This concludes the training on how to add a researcher to AKN.



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U.S. Fish and Wildlife Service

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National Wildlife Refuge System

Project Leader: Researcher Access





U.S. Fish and Wildlife Service

Natural Resource Program Center

National Wildlife Refuge System

Giving a Researcher Access to a Project

- In this section you will learn how to:
 - Grant a researcher access to a project.
 - Revoke researcher access to a project.



Grant Researcher Access



Project Leader

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

- Researchers →
- Researcher Access** →
- Protocols Used →
- Field Data Forms →
- Check User Status →
- Application Access →

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- ★ LISACSNWR - Lisa Cs NWR
 - Lisa Cs NWR (LISACS)
 - Woody Pond North (WPN)
 - Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- In the top navigation bar, hover over the Project Definition tab.
- Select Researcher Access from the list.



Grant Researcher Access



Project Leader


[Home](#) | [Sampling Units](#) | [Field Observations](#) | [Load Observations in Bulk](#) | [Project Definition](#)

Researcher Project Access - Select Project

*Select your project

```
LBL - LBL
LBSS - Los Banos Wildlife Area Complex Shorebird Survey
LCRU - Las Cruces Biological Station
LEOPOLDWMD - Leopold WMD
LEVADMCB - Levad MCB
LEVEE_DITCH - Levee Ditch
LEVEL_PONDS - Level Ponds
LIMIT_CLUB - LIMIT CLUB
LINP - Line P Surveys
LISACSNWR - Lisa Cs NWR
```

enter

- Select project name in the project list.
- Click 



Grant Researcher Access



Project Leader

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

Project Access

open new project

LISACSNWR - Lisa Cs NWR

add one

Print Copy Table to: CSV HTML DOC PDF

Project Leader?	Get Reg Requests?	Researcher	Email	Status	
Yes	Yes	Carter, Lisa	lisa_carter@fws.gov	Active	

- Click **add one** to select a researcher to grant access.



Grant Researcher Access



Project Leader

[Home](#) [Sampling Units](#) [Field Observations](#) [Load Observations in Bulk](#) [Project Definition](#)

Give a Researcher Project Access

*Select your project **LISACSNWR - Lisa Cs NWR**

*Researcher

- Carr, Amber (amber.l.carr@gmail.com)
- carr, caryl (caryl@gmail.com)
- Carr, Sue ()
- Carroll, Terence (terence@riverotterecology.org)
- Carroll, Zoe (zoe_carroll@fws.gov)
- Carswell, Ben (benjaminCarswell@utah.gov)
- Carter, B. Elijah (elijahcarter@gmail.com)
- Carter, Brandi ()
- Carter, Cameron (cameron.carter@myfwc.com)
- Carter, Lisa (scubydu671@gmail.com)**


*Status **Active Researcher**

*Are they a Project Leader on this Project? yes no

*If Project Leader, send project registration requests? yes no

save

cancel

- Find the researcher name in the list.
- Select “Active Researcher” as the status.
- Select Project Leader status (yes or no). This status will be for this project only.
- Select whether the researcher should receive project registration requests.
- Click 



Grant Researcher Access



Project Leader

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

Project Access

open new project

LISACSNWR - Lisa Cs NWR

add one

Print Copy table to: CSV HTML DOC PDF


Project Leader?	Get Reg Requests?	Researcher	Email	Status	
		Carter, Lisa	scubydu671@gmail.com	Active	
Yes	Yes	Carter, Lisa	lisa_carter@fws.gov	Active	

- The new name* is added to the list of researchers with access to this project.

*Note: You may have researchers with the same name, as is the case here. However, they are differentiated by the email address.



Revoke Researcher Access



Project Leader



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

Project Access

[open new project](#) LISACSNWR - Lisa Cs NWR

[add one](#)

Print Copy table to: CSV HTML DOC PDF

Project Leader?	Get Reg Requests?	Researcher	Email	Status	
		Carter, Lisa	scubydu671@gmail.com	Active	
Yes	Yes	Carter, Lisa	lisa_carter@fws.gov	Active	

- To revoke access to this project, click on the pencil icon, the name, or the email on the row for the researcher.



Revoke Researcher Access



Project Leader

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

Edit Researcher Project Access

*Select your project **LISACSNWR - Lisa Cs NWR**

*Researcher **Carter, Lisa**

*Status **Inactive Researcher** ▼

*Are they a Project Leader on this Project? yes
 no

*If Project Leader, send project registration requests? yes
 no

update

cancel

- Change the researcher status to “Inactive”.
- Click **update**



Revoke Researcher Access



Project Leader

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

Project Access

open new project

LISACSNWR - Lisa Cs NWR

add one

Print Copy table to: CSV HTML DOC PDF

Project Leader?	Get Reg Requests?	Researcher	Email	Status	
Yes	Yes	Carter, Lisa	lisa_carter@fws.gov	Active	
		Carter, Lisa	scubydu671@gmail.com	Inactive	

- The researcher status is “Inactive” and the user may no longer access the project or be selected from the observer list to add to future records for this project.



This concludes the training on how to grant and revoke researcher access to a project.





U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Project Leader: Check User Status





Check User Status

- There are many researchers in AKN. This does not mean they are all “registered” users in AKN. All the user names that were in the Point Count and Marshbird databases, at USGS, were brought over when the database migrated to AKN. But those users are not registered within AKN and, in order to use the AKN system, they will need to register with one of the AKN nodes.
- The following pages will show you how to verify if a user is registered in AKN.



Check User Status



Project Leader

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

- Researchers →
- Researcher Access →
- Protocols Used →
- Field Data Forms →
- Check User Status →**
- Application Access →

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- ★ LISACSNWR - Lisa Cs NWR
 - Lisa Cs NWR (LISACS)
 - Woody Pond North (WPN)
 - Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- In the top navigation bar, hover over the Project Definition tab.
- Select Check User Status from the list.



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National Wildlife Refuge System

Check User Status

Project Leader - Chec x

data.prbo.org/apps/projectleaders/index.php?page=check-user-status

Apps ★ Bookmarks PointBlue Admi... PointBlue Biolo... PointBlue Proje... PointBlue YouT... » Other bookmarks

Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Check User Status

Enter the EmailAddress for the user

[Check Status](#)

Hosted by Point Blue Conservation Science

- Type in the user email address.
- Click [Check Status](#)



Check User Status



Project Leader

[Home](#)

[Sampling Units](#)

[Field Observations](#)

[Load Observations in Bulk](#)

[Project Definition](#)

Check User Status

Enter the EmailAddress for the user

Check Status

This User is Registered in the Database

- The user's status is returned here:





This concludes the training on how verify the registration status of a user.





U.S. Fish and Wildlife Service

Natural Resource Program Center
National Wildlife Refuge System

Project Leader: User Application Access





User Application Access

- The following pages will show how to find out to which applications the researchers, on any project, have been given access.



User Application Access



Project Leader

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

- Researchers →
- Researcher Access →
- Protocols Used →
- Field Data Forms →
- Check User Status →
- Application Access →**

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow) - open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- ★ LISACSNWR - Lisa Cs NWR
 - ☐ Lisa Cs NWR (LISACS)
 - ☐ Woody Pond North (WPN)
 - ☐ Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

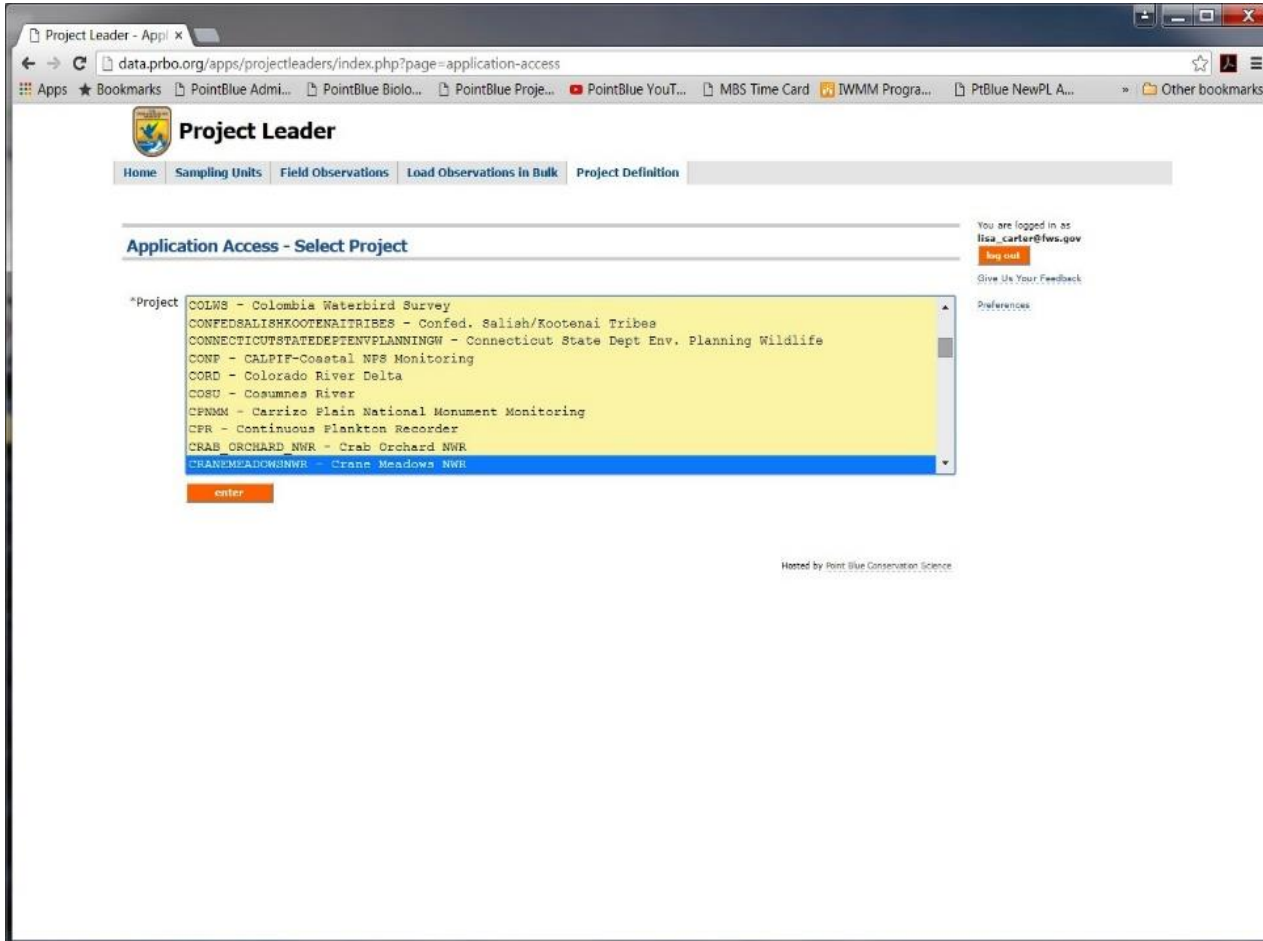
Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- In the top navigation bar, hover over the Project Definition tab.
- Select Application Access from the list.



User Application Access



- Highlight the project name in the list.
- Click 



Check User Status

- A list of researchers, assigned to the project, will be returned.
- The list will also show to which applications the researchers have access, for this project.

The screenshot shows a web browser window with the URL `data.prbo.org/apps/projectleaders/index.php?page=list-application-access`. The page title is "Project Leader" and it features a navigation menu with options: Home, Sampling Units, Field Observations, Load Observations in Bulk, and Project Definition. The main content area is titled "User Application Access" and displays the following information:

Project: CRANEMEADOWSNWR - Crane Meadows NWR
Researchers with "prbo.org" email addresses are not listed below
Contact IT or Informatics to check on the application access for "prbo" researchers

Below this information is a table with two columns: "Researcher" and "Applications". The table lists seven researchers and their assigned applications:

Researcher	Applications
jana_newman@fws.gov	projectleaders, citizenscientists, biologists, analysts
jeanne_holler@fws.gov	citizenscientists, biologists, analysts, projectleaders
kathleen_carlyle@fws.gov	analysts, citizenscientists, biologists, projectleaders
lisa_carter@fws.gov	projectleaders, analysts, citizenscientists, biologists
scubydu671@gmail.com	citizenscientists, biologists
isochaita_jor@fws.gov	citizenscientists, biologists, analysts, projectleaders
todd_sutheford@fws.gov	biologists, analysts, projectleaders, citizenscientists

At the bottom of the page, it says "7 rows" and "Hosted by Joint Blue Conservation Science".



This concludes the training on how to find out to which applications researchers, on any project, have access.





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Project Leader: Assign Project Protocols



Clapper Rail

© CCNAB



Assign Protocols to a Project

- In this section you will learn how to:
 - Assign protocols* to a project.

*The protocols you'll be assigning are actually field survey methods based on the National Protocol Framework for the Inventory and Monitoring of Breeding Landbirds Using Point Counts (Knutson, et al) or the National Protocol Framework for the Inventory and Monitoring of Secretive Marsh Birds (Conway).



Assign Protocols to a Project



Project Leader

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

- Researchers →
- Researcher Access →
- Protocols Used →**
- Field Data Forms →
- Check User Status →
- Application Access →

Create and Manage Sampling Units

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

- ★ LISACSNWR - Lisa Cs NWR
 - Lisa Cs NWR (LISACS)
 - Woody Pond North (WPN)
 - Woody Pond South (WPS)

Add Sampling Units under the highlighted feature with:

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)
[KML file](#) [SHP file](#)

Update Sampling Unit geometry under the highlighted feature using:

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)
[SHP file](#)

Manage the highlighted feature:

[edit](#) [move in hierarchy](#) [delete](#)

- In the top navigation bar, hover over the Project Definition tab.
- Select Protocols Used from the list.



Assign Protocols to a Project



Project Leader

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

Project Protocols - Select Project

*Select your project

- LBL - LBL
- LBSS - Los Banos Wildlife Area Complex Shorebird Survey
- LCRU - Las Cruces Biological Station
- LEOPOLDWMD - Leopold WMD
- LEVADMCB - Levad MCB
- LEVEE_DITCH - Levee Ditch
- LEVEL_PONDS - Level Ponds
- LIMIT_CLUB - LIMIT CLUB
- LINP - Line P Surveys
- LISACSNWR - Lisa Cs NWR

enter

- Select project name in the project list.
- Click 



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Assign Protocols to a Project

The screenshot shows the 'Project Leader' interface. At the top left is the U.S. Fish & Wildlife Service logo. Below it is a navigation bar with tabs: Home, Sampling Units, Field Observations, Load Observations in Bulk, and Project Definition. The 'Project Definition' tab is active. Below the navigation bar is a section titled 'Project Protocols'. Under this section, there is a button labeled 'open new project' and the text 'LISACSNWR - Lisa Cs NWR'. Below that is a button labeled 'add one', which is circled in red. To the right of the 'add one' button is a search input field. Below the search field is a table with the following headers: 'Protocol Id ?' (with a help icon), 'Protocol Name ?' (with a help icon), and 'Protocol Type ?' (with a help icon). The table body is currently empty.

- Click **add one** to see the list of available protocols.



Assign Protocols to a Project



Project Leader

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

Add a Protocol to this Project

*Select your project LISACSNWR - Lisa Cs NWR

*Protocols not used in project ?

- FixedTransect: WGLBBO_AERIALTR
- FixedTransect: WRP_Transect_Survey
- PointCount: 0-3_4_to_10mm100M_Dt_Sx
- PointCount: 0_to_9m10_25_50M+Fly
- PointCount: 0_to_9m25_50M+Fly
- PointCount: 0_to_9m25_50_100M+Fly
- PointCount: 0_to_9m25_50_100M+_KNUTSON
- PointCount: 0_to_9m25_50_75_100M+Fly
- PointCount: 0_to_9m<50M+
- PointCount: 10mUnltdDist

save

cancel

- The protocols are organized by type. Scroll to the type, e.g. PountCount, and then look for your specific survey method within that type.
- I selected “0_to9m25_50_100M+_Knutson”. This means, the survey is conducted from 0 to 9 minutes (10 minute survey), the distance bins are 25, 50, 100, 100+ meters.
- Click **save** to add protocol.



Assign Protocols to a Project



Project Leader

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

Add a Protocol to this Project

*Select your project LISACSNWR - Lisa Cs NWR

*Protocols not used in project ?

```

SecretiveMarshBirdCount: BlLeSV_AmB
SecretiveMarshBirdCount: BlLeSV_AmB_Co_Pb
SecretiveMarshBirdCount: BlLeSV_Cl
SecretiveMarshBirdCount: BlLeSV_Cl_AmB
SecretiveMarshBirdCount: BlLeSV_Cl_AmB_Co_AmC_Pb
SecretiveMarshBirdCount: BlLeSV_Cl_AmB_Co_Pb
SecretiveMarshBirdCount: BlLeSV_Cl_Pb
SecretiveMarshBirdCount: BlLeSV_KA
SecretiveMarshBirdCount: BlLeSV_KA_Co
SecretiveMarshBirdCount: BlLeSV_KA_Co_AmC

```

save

cancel

- This is what the list of Secretive Marshbird protocols look like.
- The Secretive Marshbird protocols are named according to the call broadcast sequence.



Assign Protocols to a Project



Project Leader

Home Sampling Units Field Observations Load Observations in Bulk Project Definition

Project Protocols

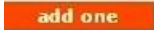
open new project

LISACSNWR - Lisa Cs NWR

add one

Print Copy table to: CSV HTML DOC PDF

Protocol Id ?	Protocol Name ?	Protocol Type ?	
0_to_9m25_50_100	0,1,2,...,9min w/ 25,50,100,>100m (Knutson 2008)	PointCount	X

- After adding the observation protocol to the project, add the site conditions (i.e., weather, noise, etc.) protocol to the project.
- Click 



Assign Protocols to a Project



Project Leader

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

Add a Protocol to this Project


*Select your project LISACSNWR - Lisa Cs NWR

*Protocols not used in project ?

```
SecretiveMarshBirdCount: Ye_SV
SecretiveMarshBirdCount: Ye_SV_AmB_AmC_Pb
SecretiveMarshBirdCount: Ye_SV_AmB_Pb
SiteConditions: CPNMM_SURVEY
SiteConditions: DESFBNWR_weather
SiteConditions: FWS_LANDBIRD_SITE_INFO
SiteConditions: FWS_MARSHBIRD_SITE_INFO
SiteConditions: FWS_PC_HAB_LWRMISS
SiteConditions: IND_IBA_WEATHER
SiteConditions: IWMM_SurveySiteConditions
```

save

cancel

- There are only two applicable site conditions protocols: FWS_LANDBIRD_SITE_INFO and FWS_MARSHBIRD_SITE_INFO.
- Select the applicable site condition protocol.
- Click 



Assign Protocols to a Project



Project Leader

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

Project Protocols

open new project

LISACSNWR - Lisa Cs NWR

add one

Print Copy table to: CSV HTML DOC PDF

Protocol Id ?	Protocol Name ?	Protocol Type ?	
0_to_9m25_50_100	0,1,2,...,9min w/ 25,50,100,>100m (Knutson 2008)	PointCount	X
FWS_LANDBIRD_SI	FWS Landbird Site Information	SiteConditions	X

- All the Landbird protocols are added to the project.
- If Marshbird surveys are also conducted at your project, you will need to add those as well.



This concludes the training on how to add survey protocols to a project.

