

For the 2015 field season, the MIDN Breeding Bird Monitoring Program will again use the Avian Knowledge Network online database for all data entry. There have been significant improvements and changes to how data is entered by the user. Site conditions data may now be entered on the same screen as the point count observations data.

If you receive the error message below while using the database, please stop entering or editing data and contact the project lead: [Mark\\_Johnson@nps.gov](mailto:Mark_Johnson@nps.gov)



If you are a **new user**, you will find instructions below for setting up your new user account and proper data entry procedures.

### Entering Data into the Online Database

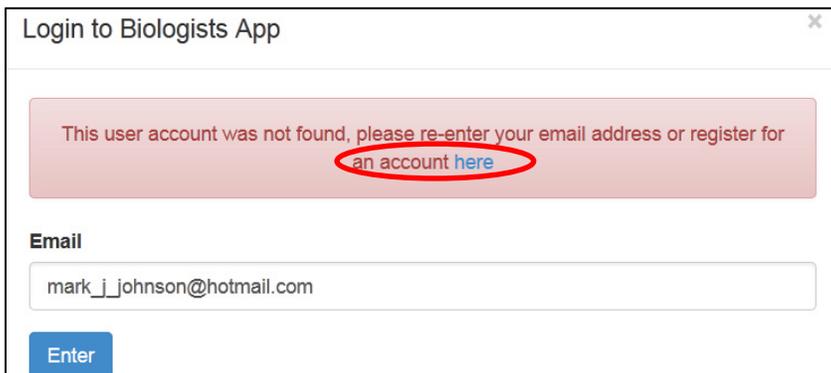
The recommended internet browser for working with the online database is Chrome. Firefox and Safari also work, but Internet Explorer is **not** recommended.

### New Account Setup

1. The database is available at <http://data.pointblue.org/science/biologists>
2. Enter your e-mail address when prompted.



3. If no account was found, click on the link to register for an account.



- You will be taken to a registration form with 7 parts. **Steps 1 and 2** should be self-explanatory. For **Step 3**, you can enter “Mid-Atlantic Network” for the Organization.

**User Registration**

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 reg: 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

- For **Step 4**, select “US National Park Service” from the options. For **Step 5**, type “MIDATLANTICNETWORK”. **Step 6** can remain blank. For **Step 7**, type the numbers in the top of the “ReCaptcha” box into the text box. If you cannot read the numbers clearly, click the “Get a new challenge” button, which is the red button with two arrows in a circle. Once the form is completed, click **register**.

**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

**Step 5 -** Enter the project code for the project you want to join. Contact the specific Project Leader to get the code for your project. A valid project code must be entered.

\*Project you wish to join

**Step 6 -** Enter any comment that will help us in processing your request.

Additional message

**Step 7 -** Finally, verify you are a human being (taxonomically speaking, Homo sapiens).

Please type in these words to make sure you are a real human being and to prevent spam submissions

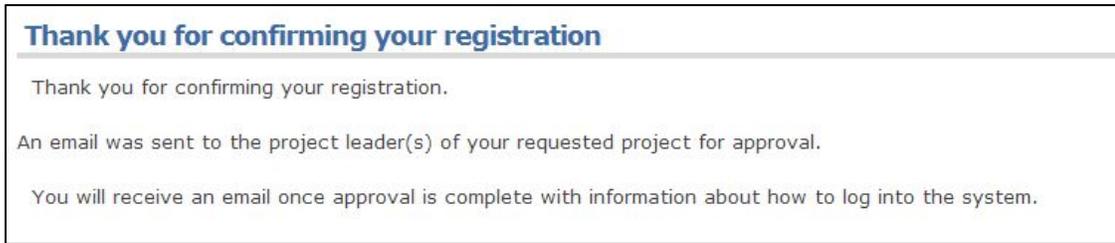
segment 

Type the text

[Privacy & Terms](#)

 **reCAPTCHA**  
stop spam, read books

6. You will receive an e-mail with a link. Clicking on the link in the e-mail will bring up a registration confirmation screen. The project leader will receive an e-mail asking him or her to approve your request for joining the project.



**Thank you for confirming your registration**

Thank you for confirming your registration.

An email was sent to the project leader(s) of your requested project for approval.

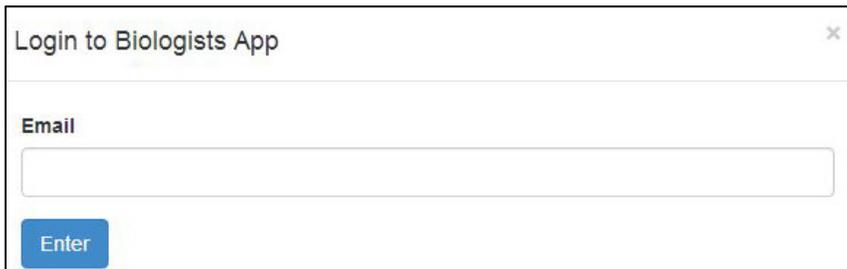
You will receive an email once approval is complete with information about how to log into the system.

7. You will not be able to log in to enter data until the approval process is completed.
8. Once you receive your approval, follow the directions at the beginning of this document for logging in.

**\*If you do not receive your approval email within 1 business day, contact [mark\\_johnson@nps.gov](mailto:mark_johnson@nps.gov)**

### Existing Account Log in

1. The database is available at <http://data.prbo.org/science/biologists>.
2. When prompted, enter your e-mail address and click **Enter**.

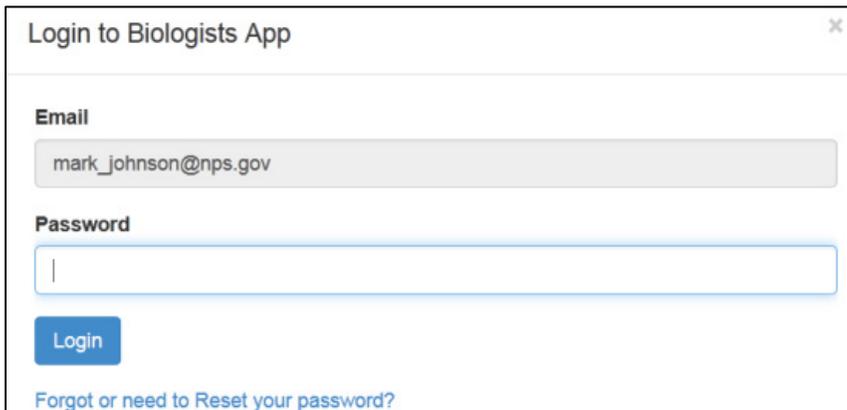


Login to Biologists App

Email

Enter

3. Enter your password and click **Login**.



Login to Biologists App

Email

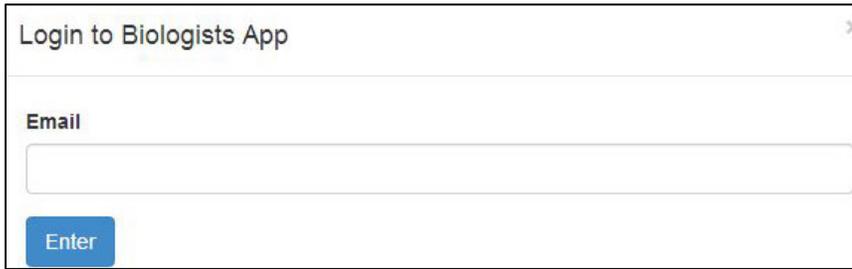
Password

Login

[Forgot or need to Reset your password?](#)

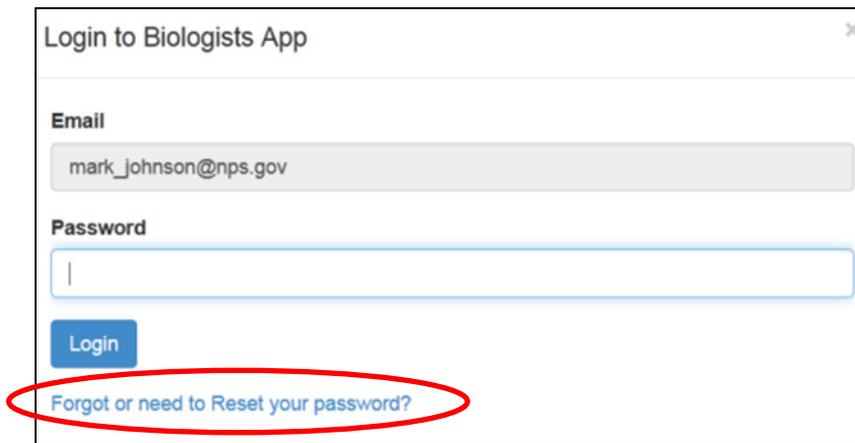
### Lost Password Procedure

1. Enter your e-mail address when prompted.



The screenshot shows a web browser window titled "Login to Biologists App". It contains an "Email" label above a text input field. Below the input field is a blue button labeled "Enter".

2. If you don't know your password or want to change it, click **Forgot or need to reset your password?**.



The screenshot shows the same "Login to Biologists App" form. The "Email" field is now filled with the text "mark\_johnson@nps.gov". Below the "Email" field is a "Password" label above an empty password input field. A blue button labeled "Login" is positioned below the password field. At the bottom of the form, a blue link labeled "Forgot or need to Reset your password?" is circled in red.

3. An e-mail will be sent to you with a link to reset your password. The link will take you to the New Password page where you need to enter a new password twice and then click **Save**. Once you save your new password you should follow the steps above for **Existing Account log in**.

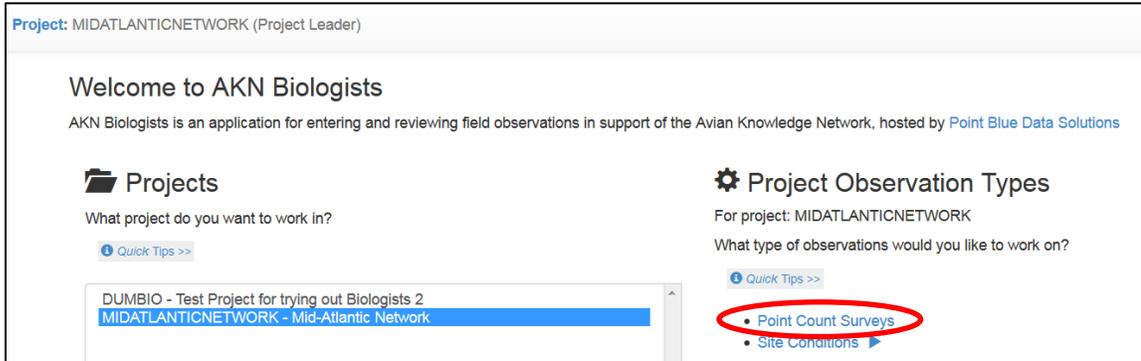


The screenshot shows a web browser window titled "New Password". It displays the user's name as "\*\*User name mark\_johnson@nps.gov". Below this, there are two password input fields: "Password (Simple authorization only)" and "Confirm Password (Simple authorization only)". At the bottom of the form, there are two orange buttons labeled "save" and "cancel".

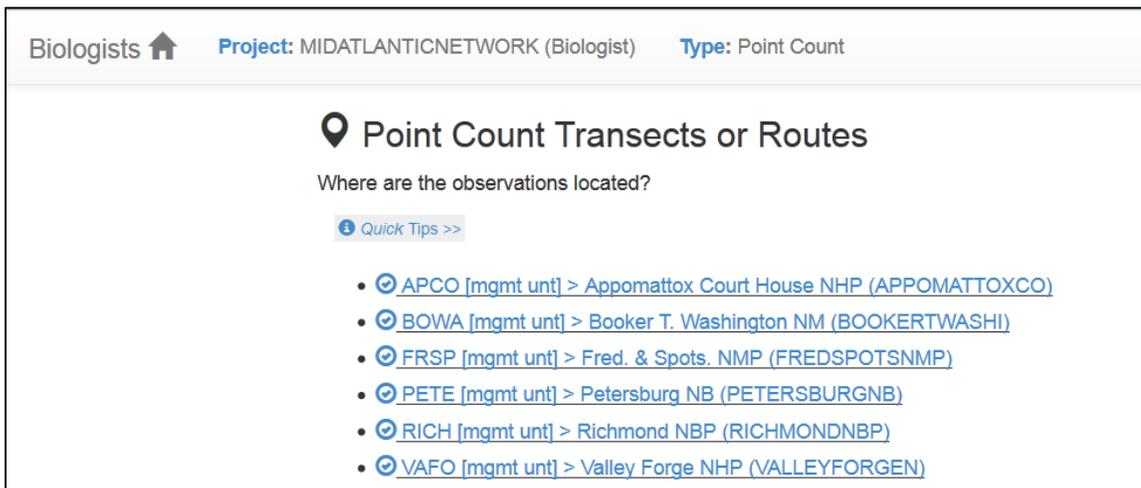
## Entering Observation Data

**IMPORTANT:** Observation data are not saved to the database until you hit the **Save to Database** button (bottom of page) and your data passes basic quality control checks (See #10 below). **If you leave the data entry screen prior to saving, you may lose the data you have already entered.**

1. After logging in, you will see a **Welcome** screen with projects you have access to as well as actions you can take. Make sure your project is highlighted (“MIDATLANICNETWORK – Mid-Atlantic Network”) and click on **Point Count Surveys**.



2. Choose your Park from the resulting list.



3. The next screen allows you to create a new visit and enter your observation data, or review previous visits to the route. To get to the data entry screen, first verify the location at the top of the screen, then click **Start**. Leave the **Observation protocol** and **Site Condition protocol** set to their default values.

**Note:** if you got interrupted during data entry and need to resume where you left off, or are interested in scanning old data for the route (including viewing a list of species detected during a given survey), click on the date of the survey in the **Review/edit an existing visit** section.

Biologists [Project: MIDATLANTICNETWORK \(Project Leader\)](#) [Type: Point Count](#) [Location: Richmond NBP \(RICHMONDNBP\)](#)

### 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**

0\_to\_9m<50M+ - 0,1,2,...,9min w/ <50,>50m

**Site condition protocol**

MIDN\_Weather - Mid Atlantic Network Weather

**Start**

- You will be taken to the **New Visit** screen. Fill out the **General** section at the top with the **survey date**, **visit number**, and verify that the correct **observer name** is selected (the database will default to the account that is logged on). The **date** can be entered in a variety of formats and will convert to the standardized format used by the database. The **visit number** should be “1” for the first visit of the year, and then increment for any additional visits.

[Project: MIDATLANTICNETWORK \(Biologist\)](#) [Type: Point Count](#) [Location: Richmond NBP \(RICHMONDNBP\)](#) [Visit: New](#) [Protocols: 0\\_to\\_9m<50M+](#)

### + New Visit

What did you see during your visit?

**General**  
Enter the following information about your visit.

[Quick Tips >>](#)

**Date** **Visit** **Data Sharing** **Observer**

Enter date of event 1 RAW Johnson, Mark

**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 type="checkbox"/>	RICHCH090			<input checked="" type="radio"/> yes <input type="radio"/> no	
<input type="checkbox"/>	RICHCH091			<input checked="" type="radio"/> yes <input type="radio"/> no	
<input type="checkbox"/>	RICHCH092			<input checked="" type="radio"/> yes <input type="radio"/> no	

- The next section is **Points Surveyed**. For each point that was surveyed, place a check in the box to the left of the point name. Then provide the **Start Time** for each point count. If any of the point counts had **NO** birds detected during your point count (rare), click in the circle next to “no” in the **Detections?** column. Finally, add any notes about the point count if necessary. **\*If you prefer to enter your data one point at a time, just select the single point you wish to enter.**

MIDN Breeding Bird Monitoring Program – AKN Online Data Entry Manual V2.0

**General**  
Enter the following information about your visit.

[Quick Tips >>](#)

**Date** 2015-03-12    **Visit** 1    **Data Sharing** RAW    **Observer** Johnson, Mark

---

**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"/>	RICHCH090	05:30	05:40	<input checked="" type="radio"/> yes <input type="radio"/> no	test
<input checked="" type="checkbox"/>	RICHCH091	06:00	06:10	<input checked="" type="radio"/> yes <input type="radio"/> no	test

6. **Site Conditions** data can now be entered on the same screen as your bird observations. Each point location marked above as surveyed is given a data entry tab. Choose the appropriate tab and enter your **Temperature**, **Sky Code**, **Wind** code, and **Noise** code values.

RICHNA052     yes  no

**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.

**RICHCH090**    RICHCH091    RICHCH092    RICHCH093    RICHCH094

WEATHER

**Temperature(F)**    **Sky Code(0-7)**    **Wind(0-6)**    **Noise(0-4)**

7. Before entering bird observations, you may verify any species codes on your coding sheet that you are unsure about; the database will not check your species codes for errors until you complete data entry. For example, the correct Yellow Warbler code is YEWA, not YWAR. To verify species codes, click on **Search the species database** in the **Observations** section of the data entry screen.

**Project:** MIDATLANTICNETWORK (Biologist)    **Type:** Point Count    **Location:** Richmond NBP (RICHMONDNBP)    **Visit:** New    **Protocols:** 0\_to\_9m<50M+

**Observations**  
Enter the species you observed at the points selected above.

[Quick Tips >>](#)

**Search the species database**

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:** 0\_to\_9m<50M+  
**Detections:** A (Auditory (any)), B (Both (visual/auditory)), Fly (Flyover), V (Visual)

#	Point	Time	Species	Time Bin	0 - 50	> 50	NR	Breeding	Note
1	Select point...								<input type="button" value="x"/>
2	Select point...								<input type="button" value="x"/>
3	Select point...								<input type="button" value="x"/>
4	Select point...								<input type="button" value="x"/>





## Proofing/Editing Observation and Site Condition Data

- Once your data has been entered you can review, edit and proof your data. If necessary, log back into the database (<http://data.prbo.org/science/biologists>). On the **Welcome** screen, highlight your project and select **Point Count Surveys**

Project: MIDATLANTICNETWORK (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 >>

DUMBIO - Test Project for trying out Biologists 2  
MIDATLANTICNETWORK - Mid-Atlantic Network

**Project Observation Types**  
For project: MIDATLANTICNETWORK  
What type of observations would you like to work on?  
Quick Tips >>

- Point Count Surveys
- Site Conditions ▶

- Choose your Park from the result list.

Point Count Transects or Routes

Where are the observations located?

Quick Tips >>

- APCO [mgmt unt] > Appomattox Court House NHP (APPOMATTOXCO)
- BOWA [mgmt unt] > Booker T. Washington NM (BOOKERTWASHI)
- FRSP [mgmt unt] > Fred. & Spots. NMP (FREDSPOTSNMP)
- PETE [mgmt unt] > Petersburg NB (PETERSBURGNB)
- RICH [mgmt unt] > Richmond NBP (RICHMONDNBP)
- VAFO [mgmt unt] > Valley Forge NHP (VALLEYFORGEN)

- The next screen allows you to enter new visit data or review/edit entered data. Since we are proofing the data, select the **visit date** to review under **Review/edit an existing visit**. Do not hit the **Start** button, it used for creating a NEW visit.

**+ Create a new visit**  
Choose from the protocols below and select the Start button.  
Quick Tips >>

Observation protocol ⓘ  
0\_to\_9m<50M+ - 0,1,2,...,9min w/ <50,>50m

Site condition protocol ⓘ  
None

~~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	Prot
2014-03-12	1	27	06:15:00	07:55:00	0_to_9m<50M+

- The next screen contains the data you entered as well as a species list. You will see a box that says **Proofing Completed**. **DO NOT** click this button **until** the data have been reviewed according to the procedures outlined below.

- Review the data you have entered under **Points Surveyed**. If any field needs to be updated, double click the field, it will become **highlighted blue**, and allow you to edit the data.

Point	Start Time	End Time	Total Count at Point	Notes	
RICHCH090	06:15	06:25	5		✕
RICHCH091	06:55	07:05	5		✕
RICHCH092	07:45	07:55	17		✕

- Continue down the page to the **Site Conditions** section and verify that the data is correct.

Category	Field	Value
Weather	Temperature	70
Weather	Sky	1
Weather	Wind	2
Weather	Noise	3

- Continue down the page to the **Observations** section and review your data line by line, to ensure that the time, distance category, and detection type are correctly entered. Data can be corrected by double-clicking in the appropriate field. **NOTE:** If your data coding sheet has multiple individuals of the same species detected at the same time bin, the database will consolidate the data into one row (see second row below).

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

[Quick Tips >>](#)

Observation Protocol: 0\_to\_9m<50M+  
Total Birds Counted: 12

[Download CSV](#)

Point	Time	Species	Time Bin	0 - 50	> 50	NR	Breeding	Notes	
RICHCH090	05:31	TUTI	9	1A				test	
RICHCH090	05:31	TUTI	5	2A	1A			test	
RICHCH091	06:08	COHA	1	1V				test	
RICHCH092	06:32	YBCU	7		2B			test	
RICHCH093	07:03	CHSW	6		4FLY			test	
RICHCH094	07:36	HAWO	3	1B				test	

[+ Add more](#)

- Continue to the **Species List** section, toward the bottom of the page. This section allows you to compare the species codes used with the common species names. Please review the list carefully to ensure that you did not inadvertently use an incorrect species code. The **Occurrence** field is currently empty, but it will eventually provide information from eBird to indicate if the species is common, uncommon, rare, or never seen near the point count station and at the same time of year.

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

[Quick Tips >>](#)

Total Species Observed: 11

[Download CSV](#)

Species	Common Name	Scientific Name	Count for Species	Taxonomic Order	Occurrence
TUVU	Turkey Vulture	Cathartes aura	3	292	
BADO	Barred Owl	Strix varia	2	755	
DOWO	Downy Woodpecker	Picoides pubescens	1	1031	
PIWO	Pileated Woodpecker	Dryocopus pileatus	2	1056	
EAWP	Eastern Wood-Pewee	Contopus virens	1	1212	
ACFL	Acadian Flycatcher	Empidonax virescens	1	1219	
GCFL	Great Crested Flycatcher	Myiarchus crinitus	1	1254	
AMCR	American Crow	Corvus brachyrhynchos	1	1395	
TUTI	Tufted Titmouse	Baeolophus bicolor	5	1446	
EUST	European Starling	Sturnus vulgaris	9	1630	
AMGO	American Goldfinch	Spinus tristis	1	2092	

- When you have completed reviewing all of your data, return to the top of the **Review or Edit Visit** screen and click on **Proofing completed** button.

- You will be returned to the **Visits** screen, and the Status of your data will now be “CLEAN” instead of “RAW”.

Date	Visit	Count	Start Time	End Time	Protocol	Status
<a href="#">2014-03-12</a>	1	26	06:15:00	07:55:00	0_to_9m<50M+	CLEAN
<a href="#">2013-07-06</a>	1	167	06:04:00	10:20:00	0_to_9m<50M+	RAW
<a href="#">2013-06-29</a>	1	57	06:42:00	09:20:00	0_to_9m<50M+	RAW
<a href="#">2013-06-22</a>	1	2	10:30:00	10:40:00	0_to_9m<50M+	RAW
<a href="#">2013-06-22</a>	2	24	06:35:00	11:08:00	0_to_9m<50M+	RAW

**Congratulations!** You’ve finished data entry! Please return your field datasheets to your Park contact. If you have any questions regarding data entry, or found errors in this document, please pass them along to your Park contact. **Thank you for your amazing volunteer efforts!!!**