

Western Asio flammeus Landscape Study (WAfLS)

Data Entry Protocol for Avian Knowledge Northwest

Version 1.00

Ellie Armstrong June 2018

Data Entry Protocol for Online System (continued).

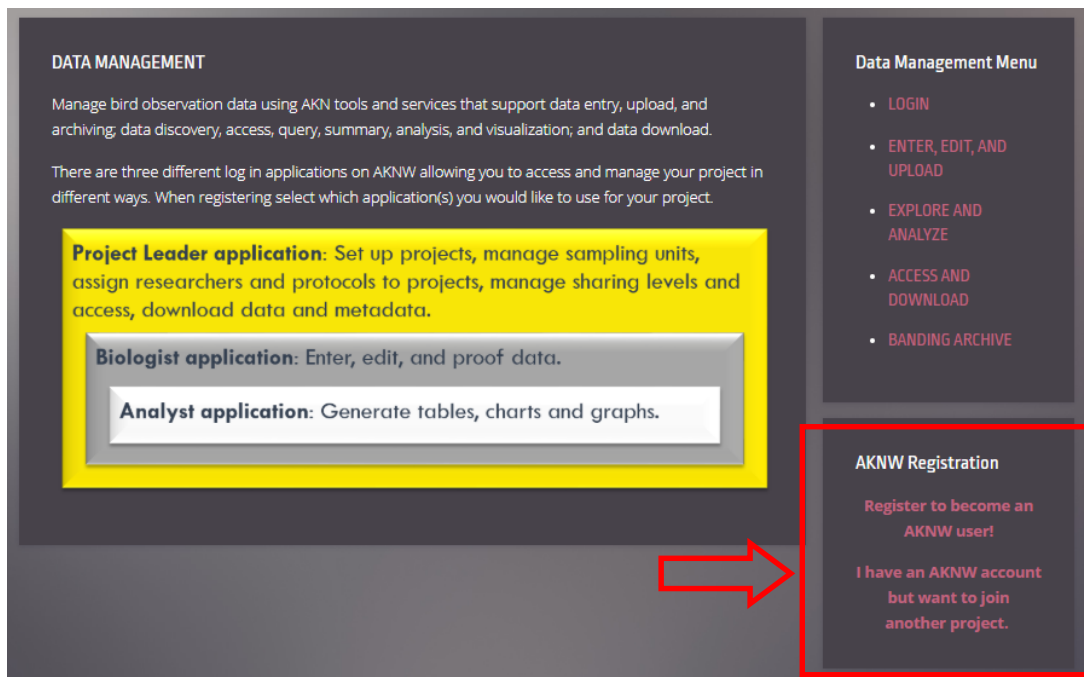
Data will be entered online through Avian Knowledge Northwest (AKNW). To use this online system you must register and create an AKNW account, there can sometimes be a lag time between creating an account and gaining access so try and register prior to when you want to start entering data.

1. How to register for an AKNW account

First time users must first register and create a user name and password. If you already have an AKN account but do not have access to this project you must request access

A. TO REGISTER

1. Go to <http://www.avianknowledgenorthwest.net/data-management>
2. Click on “Register to become an AKNW user!” or “I have an AKNW account but want to join another project”



3. Enter the information requested on the following page. Note: In the step for “Project you would like to join”, enter –WAFLS
4. After completing the registration page, an email from “no-reply@prbo.org” will be sent to the email account you entered. You **need to click** the link provided in the email in order to complete your registration. **The link will expire in 24 hours and you will have to re-register.** If you do not receive your confirmation email promptly, check your junk or spam folder. After checking your spam folder, if you still did not receive an email from no-reply@prbo.org please contact Ellie at eea@KlamathBird.org or help at cadc_webmaster@prbo.org with your name and email address used to register.

Data Entry Protocol for Online System (continued).

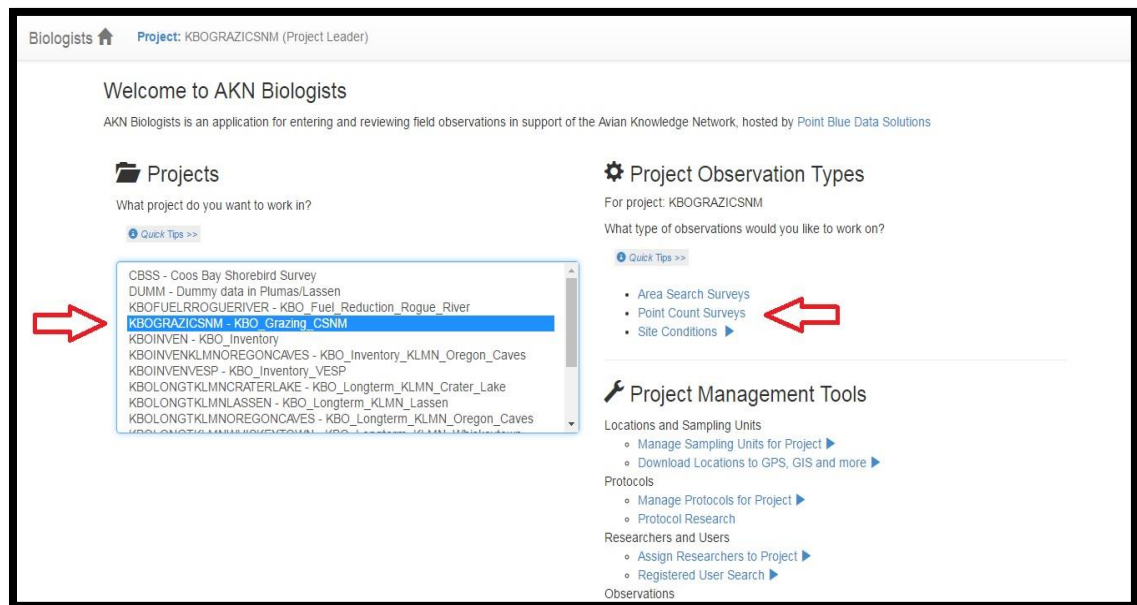
2. How to enter data

A. Log-In

1. Go to <http://www.avianknowledgenorthwest.net/data-management/login>
2. Click on “Biologist application login”
3. Next page, enter email address and press enter
4. Next page, enter your password and press Login

B. Select Project

1. Once you are logged-in, all the projects that you are associated with will show-up on the screen, select project WAFLS and observation type Point Count Surveys.



2. On the following page select the route that you surveyed (use Ctrl F to quickly search).

C. Create a new visit

To start entering new data you will need to select the correct protocols.

1. Under observation select SEOW_Survey_1-c- Short-eared Owl Survey 1c
2. Under Site condition protocol select SEOW_CONDITIONS-WAFLS
3. Under Transect site condition select SEOW_WEATHER_MILAGE
4. Click Start

Data Entry Protocol for Online System (continued).

Biologists Project: WAFLS (Project Leader) Type: Point Count Location: CA-01 (CA-01)

🕒 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 ⓘ

SEOW_Survey_1-c - Short-eared Owl Survey 1c (simple layout) ▼

Site condition protocol ⓘ

SEOW_CONDITIONS - WAFLS Site Information ▼

Transect site condition protocol ⓘ

SEOW_WEATHER_MILAGE - WAFLS Weather and Milage ▼

[Start](#)

D. Selecting points and entering data

1. Fill out the general information of date when the survey took place, visit number, primary observer's name (there will be a spot later to type in additional observers), data sharing should say Raw at this point.

If you are entering data for someone else and their name is not in the drop down Observer field, please contact your state coordinator and they will add the name for you.

2. Enter route level information such as affiliation, hours, mileage, other observer's names, and weather.

3. Select the point that you surveyed and enter the start time for each point (make sure this is using a 24 hr clock! i.e. 6:45pm should be entered as 18:45), end time should automatically populate. Detection should have yes checked, even if no owls were detected, if a note was taken at this point enter it in the Notes column.

4. Enter the vegetation and longitude and latitude data for each point, tab through the points listed to enter your data for each point surveyed.

Double check your data that the vegetation cover adds up to 100% and that your longitude and latitude data are in decimal degrees.

5. Under Observations, Point, select a point from the drop-down menu.

Time: This will automatically populate with that point's start time.

Data Entry Protocol for Online System (continued).

Species: Enter SEOW if a Short-eared Owl was detected, if another focal species was detected enter the code for that (Long-eared Owls (LEOW), Northern Harriers (NOHA), Ferruginous Hawks (FEHA), Burrowing Owls (BUOW), Long-billed Curlews (LBCU)). If no SEOWs or other focal species were detected enter NONE.

Count: How many birds you detected, if NONE was entered for species put a 0 here.

Detection: How the owl was detected, H=Hear, S=Seen. For other focal species or NONE enter NA.

Distance: Distance recorded to the owl, L200 for <200m, L400 for 200-400m, L600 for 400-600m or G600 for >600m. For other focal species or NONE enter NA.

SEOW Initial Direction: Use the drop down menu for the direction in which the owl was detected. For other focal species or NONE select 0.

SEOW Habitat Observed: Use the drop down menu to select the habitat the owl was observed in. For other focal species and NONE select 0.

Minutes: Select the minutes the owl was observed in. For other focal species and NONE leave blank.

Vocalizations: Select all the vocalizations the owl made during the survey. For other focal species and NONE leave blank.

Behavior: Select all the behaviors observed for the owl during the survey. For other focal species and NONE leave blank

Continue to add each detection record for the point, once one point has been completed make sure to select the next point in the drop down menu. Once the entire route has been entered select Save to Database. The system is designed to help catch errors, if errors are flagged fix them and again select Save to Database.

E. Proofing Data

1. After you have saved your work the site will take you to a Review and Edit page where you will review what you entered and make any changes you see fit. Scroll through the page and carefully review each section making sure that it matches the hard copies of your data. If you see an error, double click on the box to edit it.

2. After you have finished proofing, editing, downloading and saving that routes data click Proofing completed.

Data Entry Protocol for Online System (continued).

The screenshot shows a web interface for reviewing or editing a point count visit. At the top, there is a navigation bar with the following information: 'Biologists' with a home icon, 'Project: KBORESEARCH (Biologist)', 'Type: Point Count', 'Location: RACR_00_Polygon (RACR_00)', and 'Visit: 2016-06-27'. Below the navigation bar is the main heading 'Review or Edit Point Count Visit' with a pencil icon. Underneath, there is a sub-heading '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.' and a 'Quick Tips >>' link. A 'Sections' section follows, with the instruction 'Select a section name to jump down to.' and a list of sections: 'Overview' (General information about this visit.), 'Points Surveyed' (Summary of visit by point.), 'Observations' (Details of observations recorded during visit.), 'Species List' (Summary of species recorded, each compared to eBird by county and month.), and 'Visits in Same Year' (Selectable list of visits at same location in the same year.). Below the sections is a grey box containing the text 'Data status is currently RAW. When you have finished proofing and reviewing this visit, click:'. Underneath this box is a blue button with a checkmark and the text 'Proofing completed'. At the bottom left of the interface is a tab labeled 'Overview' with a list icon.

When you are ready to enter your next visit go back by selecting Visits on the top of the screen, you can then start the process over from section C.