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Breeding Bird Survey
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QUICK GUIDE TO THE ONLINE DATA ENTRY PROGRAM (V3.0)

The Online Program (V3.0) Currently Allows You To:
- Take and review the observer training (see below to learn how!)
- Update your contact information (see below to learn how!)
- Enter bird data for a given route (see below to learn how!)
- Add or edit stop descriptions (see below to learn how!)
- Add or edit stop coordinates (see below to learn how!)

ACCESS and LOGIN

—— To Access The Site:
1. Visit the BBS home page at http://www.pwrc.usgs.gov/bbs/
2. Click the "Data Entry" link under the "Get Involved!" section.

—— To Log In:
1. Click the "Data Entry Program (V3.0)" link
2. Enter your observer number and country and then select the region, route number, and run year. This will gain you access to all of your routes.

—— Navigating:
- Use the four links located at the top of the page -or-
- Select the desired shortcut from the center of the screen

TRAINING (Back to top):
The observer's methodology training status is indicated on the page following the Login.

- New Observers are instructed to complete the training and are provided a link to directly access the training program. Successful completion of the program must occur before new observers can access other online features.
- Veteran Observers are asked to complete the training and are presented with a link to access the training program. Completion of the program, however, is not required to access the other online features.
- Certified Observers have successfully completed their training and are provided with a

link to the training program as a convenience, should they wish to review it.

UPDATING CONTACT INFORMATION (Back to top):
We encourage all observers to keep their phone number, email address, and other personal information current. Observers can edit their contact information at any time using the "MY INFO" navigation link located at the top of the page. To maintain the referential integrity of the observer number, the first and last name fields can not be edited.

ENTERING BIRD DATA   (Back to top):
Entering bird data online is easy and straightforward and simply requires that you **mail a copy of your field notes or data sheets, maps, and caution sign to the BBS office at the end of the season.** Field notes/field sheets are used for clarification during end of year data editing.

—— To <u>Begin</u> entering data from the <u>current year</u>:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Start" link appearing in the Bird Data column and corresponding to the appropriate row of the route that you would like to enter.
3. Proceed through the series of pages by clicking "Next" to save and advance.
4. Be sure to click "Save" if you would like to exit and return later to data entry.
5. Click "Submit" when data entry is complete to finalize your data.

—— To <u>Return</u> to entering data:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "In Progress" link appearing in the Bird Data column and corresponding to the appropriate row of the route that you would like to continue entering.
3. Continue through the series of pages by clicking "Next" to save and advance.
4. Click "Submit" when data entry is complete to finalize your data.

—— To <u>Review</u> finalized data from the <u>current year</u>:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Completed" link appearing in the Bird Data column and corresponding to the appropriate row of the route that you would like to review.

—— To <u>Begin</u> entering data from a <u>previous year</u>:
1. Click the "Route List" navigation link at the top of the page.
2. Next click the "HERE" link in the 'previous years' sentence above the route table.
3. Then click the "START" link appearing in the Bird Data column and corresponding to the appropriate row of the route that you would like to enter.
4. Continue through the series of pages by clicking "Next" to save and advance.
5. Click "Submit" when data entry is complete to finalize your data.

—— To Review finalized data from a previous year:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "HERE" link in the 'previous years' sentence above the route table.
3. Then click the "Completed" link appearing in the Bird Data column and corresponding to the appropriate row of the route that you would like to review.

ADDING/EDITING STOP DESCRIPTIONS :
We encourage all observers to maintain up-to-date online stop descriptions for their route(s). This ensures continuity for current observers, future observers, and the central office.

—— To Create stop descriptions:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Create" link appearing in the Stop Descriptions column and corresponding to the appropriate row of the route that you would like to enter.
3. Enter the appropriate collection time information and click "Save".
4. Click "Next".
5. Follow the directions in the top of the box and select whether you would like to 1) paste a pre-formatted set of stop descriptions into the current page or 2) type the stop descriptions into the forms on the following pages.
6. Continue through the series of pages by clicking "Next" to save and advance.
7. Click "Exit" on the Review and Print page to return to the navigation links.

—— To Update existing stop descriptions:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Update" link appearing in the Stop Descriptions column and corresponding to the appropriate row of the route that you would like to update.
3. Review the existing stop descriptions and click "Update".
4. Enter the appropriate collection time information and click "Save".
5. Click "Next".
6. Follow the directions in the top of the box and select whether you would like to 1) paste a pre-formatted set of stop descriptions into the current page or 2) type the stop descriptions into the forms on the following pages.
7. Continue through the series of pages by clicking "Next" to save and advance.
8. Click "Exit" on the Review and Print page to return to the navigation links.

ADDING/EDITING STOP COORDINATES :

—— To Create stop coordinates:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Create" link appearing in the Stop Coordinates column and corresponding to the appropriate row of the route that you would like to enter.
3. Enter the appropriate collection information and click "Save".
4. Click "Next".
5. Follow the directions in the top of the box and select whether you would like to 1) paste a pre-formatted set of stop coordinates into the current page or 2) type the stop coordinates into the forms on the following pages.
6. Continue through the series of pages by clicking "Next" to save and advance.
7. Click "Exit" on the Review and Print page to return to the navigation links.

—— To Update existing stop coordinates:
1. Click the "ROUTE LIST" navigation link at the top of the page.
2. Next click the "Update" link appearing in the Stop Coordinates column and corresponding to the appropriate row of the route that you would like to update.
3. Review the existing stop coordinates and click "Update".

4. Enter the appropriate collection information and click "Save".
5. Click "Next".
6. Follow the directions in the top of the box and select whether you would like to 1) paste a pre-formatted set of stop coordinates into the current page or 2) type the stop coordinates into the forms on the following pages.
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