

PRBO Online Data Entry Procedures

1. Using an Internet browser logon to our web page: **www.prbo.org**

Then follow the link in the blue box on the left of the screen, under the heading, “Collecting Data?” entitled “Check out our new online data entry and query tools!”

On the page that follows, click on the “go directly to web based area search and point count data link.

2. You will see a login box asking for a user name and password. For entering area search data from Laguna de Santa Rosa plots please enter:

User Name: **ldsr**

Password: **ldsrbird**

If you are collecting data from any other areas, or using survey methods other than area searches, we will issue you with a separate user name and password.

3. You have now entered our data entry homepage. To enter new area search data, follow the link, “Enter area search data.”

4. Enter data as it appears on your field data sheets (see attached example) using codes on enclosed sheet entitled, “Area Search Species Codes.” *

In the *Station* field, enter the **four-letter code** ‘ldsr’ for the Laguna de Santa Rosa.

In the *Plot* field, enter the plot letter assigned to your area search (ex. RRF1, RRF2, RRF3, LMR1, LMR2, LMR3)

In the *Date* field, enter the date of the area search for which you are entering data.

In the *Visit* field, enter the number of the visit for which you are entering data (visit 1,2..)

In the *State* field, leave the entry “CA,” for California.

In the *Region* field, enter the **six-letter code** for the county where the search was conducted (SONOMA)

In the *Initials* field, enter your (or the primary observer’s) initials (preferably 3 letters).

In the *Start Time* field, enter the time (**24 hour clock**) at which the survey was started.

In the *End Time* field, enter the time (**24 hour clock**) at which the survey was ended.

In the *Species* fields, enter the **four-letter code** for the species you detected (see attached)

In the *Call*, *Visual*, *Song* and *Total* fields, enter the **number** of calls, visual observations, song detections and total detections you have tallied on your data sheet for each species.

Check the appropriate check boxes for behavior witnessed for members of each species.

5. Once the data has been entered, click on the “**Proof Data**” button at the bottom of the page. If you need more lines for more species, please submit the filled data page, and complete a new data page for the remaining species.
6. You will see a Data Proofing page almost identical to the data entry page. It will ask you to enter missing data for required fields, and presents you with an editable view of the data you have just entered. Please review all of your data for accuracy and completeness. Once the data has been proofed, click on the “**Finalize data and append to database**” button at the bottom of the page. You have now submitted your data.
7. You will now be returned to a list of all searches that have been submitted. You can select a search and edit the data that has been previously entered. Feel free to browse the entries, but **please only edit data that you have submitted**.
8. You can now close your Internet Browser, or click on the “**Index**” tab at the top of the page to return to the data entry home page.
9. From the data entry homepage, you have several options, including:
 - Browse/Edit your area searches** – lists entered searches for browsing and editing.
 - Query area search data** – allows you to search the entire database.
 - Forms and Instructions** – allows you to view and print instructions for using the database and field data forms.Feel free to use the various options, and browse the data.

***Important: Note that not all of the data on your field data sheets can be entered online. You are still required to submit your original data sheets to the Laguna Foundation. Please mail to:**

**Laguna Foundation
Attn: Christina Sloop
P.O. Box 7886
Santa Rosa, CA 95407**