



Field Exercise and Data Entry

We are going to practice using the AKN for a field exercise. We will 1) collect data in the field using several survey techniques, 2) upload sampling units for our surveys into the project, 3) enter the data collected in the field under those sampling units. This prepares us for Exercise 5, where we will examine this data in the Analyst tool.

Field Exercise: Collect Data

We will divide up into groups to conduct surveys along different point count transects. Each group will also complete one area search plot and a species checklist. Everyone will collect their own data on their own datasheet and then enter it into their own transect and area search plot created within the DOD_ DEMO project.

Point Counts

We will conduct standard point count surveys using a 5-minute protocol that is used by Klamath Bird Observatory. You will be surveying for all species you see or hear at each point. Divide your observations into 1-minute time bins, record the number of birds and the detection type (song, call, visual, drum, wing, or flyover), and estimate the initial distance in meters (we will have some rangefinders to help you calibrate your estimates). An example datasheet is below.

Point Count Data Form

Page 1 of 2

Study Area: Field Exercise Site Code: A Month: 05 Day: 18 Year: 2024 Visit: 1 Observer: CRG

Point #	Start Time	Minute	Species Code	Count	DT	Distance	Prev	Breed
01	7:45	1	GRSP		S	32		
			MODO		S	18		
			WEME		S	84		
			WEKI		V	22		
		2	HOLA		C	31		S
			CORA		C	102		
		3	GRSP		S	52		
			RNEP		C	205		
			AMRO		V	30		
		4	RTHA		V	72		
			BARS	2	V	24		
		5	NONE					
02	8:01	1	MODO		S	14		
			GRSP		S	31		
			GRSP		S	22		
		2	HOLA		S	18		
			TUVU		F	31		
		3	RNEP		C	482P		
			WEKI	2	C	48		
		4	NONE					
		5	HOLA		S	68		



Area Search

We will conduct standard area search surveys using a protocol that is used by Klamath Bird Observatory. Your group leader will select a center point near your point count transect and define a 50m radius area to survey. You will spend 20 minutes conducting a thorough census for all species you see or hear on this plot. You may also record species seen or heard outside the plot in a separate part of the datasheet. There is no limit to how far outside the plot you can record species, but you should prioritize recording all individuals that occur within your plot first. Record the number of birds and the detection type (song, call, visual, drum, wing, or flyover). If you see evidence of breeding associated with your observations, record a breeding code. If you have more than three observations of a species in your plot, you can put additional observations for that species on a new line. The species name abbreviation box is useful for writing out the name of a bird if you don't know the species code. The "loc" column stands for Location, and can optionally be used to indicate special areas in your plot (e.g. Riparian vs Upland). An example datasheet is below.

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Area Search Data Form

Study Area: Field Exercise Site Code: A-00 Site Name: A-Plot Month: 08 Day: 28 Year: 2024

Obs. Initials: CRG Start Time (24 hr): 0825 End Time (24 hr): 0845 Duration (minutes): 20

On Area Detection Type and Count		Off Area Detection Type and Count			
Species Code	Species Name Abr.	g	h	g	h
SOSP	Song Sparrow	1V	2C	1S	
AMRO	Am. Robin	2V	1V	4	
BCCH	Black-cap. Chickadee	3C	52V		
YEWA	Yellow Warbler	1S	1V	M	

Thinking Ahead: Area searches are a good option for surveys when birds are not expected to be on territory—for example, colonial nesting waterbirds, migratory shorebirds, or surveys conducted during the non-breeding season. They are also a good option for known areas of interest that are too small for a robust point count study design (e.g., a small restoration treatment area, or a wetland) or when the area is better surveyed as a thorough search and census (e.g., a survey for rare or elusive species).



Species Checklist

We will record a species checklist throughout the entire survey period. Record the start time when you first enter the field and an end time when the field exercise is complete. As you observe species for the first time, add the species common name or 4-letter code to your species list. This includes species seen during the point count or area search survey and when travelling between points. You can optionally record the latitude and longitude of species of interest. This data will be entered using a modified Area Search Protocol and does not require counts of individuals to be recorded.

Species Checklist																																																																									
Site	<u>Field Exercise</u>	Observer	<u>CRG</u>																																																																						
Date	<u>7/31/2026</u>	Add'l Observers (#)	<u>3</u>																																																																						
Start time	<u>7:45</u>	Initials:	<u>NRH, EEA, KEH</u>																																																																						
End Time	<u>8:45</u>																																																																								
<table><thead><tr><th>Species</th><th>Coordinates (Optional)*</th></tr></thead><tbody><tr><td>GRSP</td><td></td></tr><tr><td>MODD</td><td></td></tr><tr><td>WEME</td><td></td></tr><tr><td>WEKI</td><td></td></tr><tr><td>HOLA</td><td></td></tr><tr><td>CORA</td><td></td></tr><tr><td>RNEP</td><td></td></tr><tr><td>AMRO</td><td></td></tr><tr><td>RTHA</td><td><u>42.498459, -122.080436</u></td></tr><tr><td>BARS</td><td></td></tr><tr><td>TUVU</td><td><u>42.70579, -122.07504</u></td></tr><tr><td>SOSP</td><td></td></tr><tr><td>BCCH</td><td></td></tr><tr><td>YEWA</td><td></td></tr></tbody></table>	Species	Coordinates (Optional)*	GRSP		MODD		WEME		WEKI		HOLA		CORA		RNEP		AMRO		RTHA	<u>42.498459, -122.080436</u>	BARS		TUVU	<u>42.70579, -122.07504</u>	SOSP		BCCH		YEWA		<table><thead><tr><th>Species</th><th>Coordinates (Optional)*</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	Species	Coordinates (Optional)*																																								
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Thinking Ahead: Collecting comprehensive species checklists is one easy way to gather incidental species observations between surveys. They can occur simultaneously with point count surveys to ensure species that might not be observed during a point count are still recorded, and to create a comprehensive list of all the species that were observed on a given day.

Point Count Data Form

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Study Area

Site Code

Month		Day		Year			

Vis

Observer		

[illegible][illegible]

Notes:

Previous (Prev): P = Detected at previous station Detection Type (DT): S = Song, C = Call, V = Visual, W = Wing, D = Drumming, F = Fly over.

Breeding Status (Breed): **N** = active Nest, **M** = carrying nesting Material, **F** = carrying Food or Fecal sac, **D** = Distraction display,

L = Local young fed by adult, Y = local Young incapable of sustained flight, C = Copulation or Courtship, T = Territorial behavior, S = territorial Song or drumming.

Point Count Data Form

Page

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Site Code

Month		Day		Year			

Vis

Observer		

[illegible][illegible]

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Study Area				Site Code				Site Name				Month		Day		Year	
Obs. Initials			Start Time (24 hr)		End Time (24 hr)			Duration (minutes)									

[illegible][illegible]

Notes:

Checked	Copied	Entered
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Species Checklist

Site

Observer

Date _____

Add'l Observers (#) _____

Start time

Initials:

End Time

[illegible][illegible]

Notes:

*Coordinates can be written in any format, but must be converted to WGS84 (Latitude/Longitude) to enter into the AKN.



Create the necessary Sampling Units

In order to enter data, we first need to create sampling units that document where the data was collected. We will use the Sampling Unit Manager tool, like we did in Exercise 1, to create sampling units. However, this time we will learn how to use a shapefile to add geometry to each point, and create a different type of sampling unit called an “Area Search Plot”. Before we start, we need to download a shapefile that contains the locations of the points your group visited, using the Project Downloader tool.

Step 1: Download Shapefile with Coordinates

1. Navigate to the **Project Downloader** application and log in if needed. (You can find a link on the DoW AKN Portal, www.dodakn.org, under the “Manage Data” tab under the “Discover Data” heading. The tool is labelled “Raw Data Download”.)
2. Locate the **DOD_DEMO** project in the white box on the left and click the blue triangle next to it to expand the sampling unit hierarchy.
3. You’ll see a list of Study Areas (most of these are service branches). Click on the blue triangle next to the **Field Exercise** study area to expand the sampling units within it.
4. Find the transect that was assigned to your group, e.g. “A(A)”, and click on the box to select this transect. This will also select all the points nested within the transect. (If you are not sure which transect you were assigned, ask a member of your group.)

Project

Select one or more projects or sampling units for data download.

Filter

All available projects and programs

Select all projects

- ▼ ☒ ★ DOD_DEMO - DoD Demonstration Project
 - ☐ Air Force (AIRFORCE)
 - ☐ Army (ARMY)
 - ▶ ☐ CAMASNWR (CAMASNWR)
 - ▼ ☒ Field Exercise (FIELD)
 - ▼ ☒ A (A)
 - ☒ A_1 (A_1)
 - ☒ A_2 (A_2)
 - ☒ A_3 (A_3)
 - ☒ A_4 (A_4)
 - ☐ A_SPCH (A_SPCH)
 - ▶ ☐ B (B)

Observation data

If you would like to download observation data, select the type(s) of survey data to be included in the download.

Survey types

NOTE: If the survey data type is not available for any number of projects you've selected, those projects will not be included in the resulting download.

- ☐ Point count observations
- ☐ Area search observations
- ☐ Secretive marshbird observations
- ☐ Vegetation observations
- ☐ Site condition observations
- ☐ Linear transect observations
- ☐ Soil survey observations
- ☐ WIFL territory summaries
- ☐ Banding observations

Date filter

5. Scroll down to the “Sampling units” header on the right side and click the box next to “**Shapefile**”, then click “**Download**”. It may take a moment for the file to download.



Sampling units

If you would like to download sampling units, select which file type(s) to include in the download.

- ☐ CSV
- ☐ KML
- ☒ Shapefile
- ☐ GPSU
- ☐ Waypoint
- ☐ Sampling unit hierarchy for entire project as text file

Download

- When the download is complete, find the folder in your files and unzip it (this is typically called “Extract All”). Inside will be a second zipped folder containing all the components of the shapefile, named “DOD_DEMO_SamplingUnits.shp”. Keep this inner folder zipped and save it somewhere you can easily find it again, such as your desktop.

Thinking Ahead: Uploading a shapefile of your points is an easy way to add sampling units to your project if you already have the geographic information in this format. In the above step, we acquired stored geometry from the AKN to quickly provide you with a shapefile of your group’s survey locations. When adding sampling units via a shapefile for actual survey locations at your own installation, you will skip to this next step--Create Sampling Units from a Shapefile—and use your own shapefile.

Step 2: Create Sampling Units from a Shapefile

- Navigate to the **Project Leader** application. (You can find a link on the DoW AKN Portal, www.dodakn.org, under the “Manage Data” tab. Or scroll to the bottom of the Project Downloader tool and select the “Project Leader” link.)
- Under “Sampling Units” click on **“Create and Manage”** to open the Sampling Unit Manager tool.
- Locate the **DOD_DEMO** project in the white box on the left and click the blue triangle next to it.
- Click on the **“Field Exercise”** Study Area to select it.
- On the right side of the screen, click on **“Create”** and select **“Online form”**
- Under “Type of sampling unit”, select **“Point Count Transect”**.



Create ▾ Manage ▾

Add Sampling Unit

Adding sampling unit to DOD_DEMO > FIELD

Type of sampling unit*

☐ Study Area

☒ Point Count Transect

☐ Area Search Plot

☐ Shorebird Area

7. Fill in the information about your Transect
 - a. Create a name for this sampling unit: Use your initials plus your group letter (e.g., "ABC_A").
 - b. Repeat the name for the sampling unit short name (e.g., "ABC_A")
 - c. Skip the other fields for now, and click **"Add Sampling Unit"**.

Create a name for this sampling unit*

ABC_A

Give this sampling unit a short name*

ABC_A

Sampling Unit Short Name is how a sampling unit will be identified in tables, maps, charts and other places where a less verbose name is appropriate. This name must be unique, and can be no longer than 12 characters.

8. You should see your new Point Count Transect on the left. If it is not already selected, click on this new transect to select it.
9. On the right side of the screen, click on **"Create"** and select **"Shapefile"**
 - a. Click on **Choose File** to locate the zipped folder you saved earlier.
 - b. Under "Type of sampling unit" select **"Point Count Point"** (this is the only option). Click **Next**.



Add Sampling Units

Adding sampling unit to DOD_DEMO > FIELD > ABC_A

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. Geodatabases are not supported. To troubleshoot errors, please see the [Project Leaders Shapefile Requirements Guide](#).

Choose shapefile zip file*

DOD_DEMO_S_gUnits.shp.zip

Type of sampling unit*

☒ Point Count Point

- c. In the boxes labeled “**Prefix for each long name**” and “**Prefix for short name**” type your initials (e.g. “ABC”). These prefixes will be added to the point names that are currently saved in the shapefile, which will make your point names unique in the Project.

Prefix for long name

ABC

Prefix for short name

ABC

10. Under “**Column for long name**” select “FULLNAME”. Under “**Column for short name**” select “NAME”. These are the field names provided in the attribute table of the shapefile.

Once the column names are selected, you should see a list of points appear. These labels are a combination of the generic point names that are saved in the shapefile with your initials added as a prefix to each (e.g. a point named “A_1” becomes “ABCA_1”).



11. Click on the **“Select all”** box, and then click **“Add Sampling Unit(s)”**.

Column for long name*

☐ OGC_FID

☐ NAME

☒ FULLNAME

☐ NOTES

Column for short name*

☐ OGC_FID

☒ NAME

☐ FULLNAME

☐ NOTES

Select all SHP entries that you would like added as sampling units.*

☒ Select all

☒ ABCA_1 (ABCA_1)

☒ ABCA_2 (ABCA_2)

☒ ABCA_3 (ABCA_3)

☒ ABCA_4 (ABCA_4)

[Exit form](#) [Add Sampling Unit\(s\)](#)

You should now see your list of points appear underneath your Point Count Transect in the box on the left. To see the geometry that was added, select one of the points you just created. On the right, a blue **“+Show geometry”** link will appear. Click this to view your point on a map.

Step 3: Create an Area Search sampling unit

1. Click on the **“Field Exercise”** Study Area to select it.
2. On the right side of the screen, click on **“Create”** and select **“Online form”**
3. Under Type of sampling unit, select **“Area Search Plot”**.
4. Fill in the information about your Area Search Plot.
 - a. Create a name for this sampling unit: Use the Point Count Transect name you used in the Field Exercise + **“Plot”**. (e.g. **“ABC_A_Plot”**)
 - b. Give this sampling unit a short name (you can reuse the name, e.g. **“ABC_A_Plot”**)
 - c. Skip the other fields for now, and click **“Add Sampling Unit”** at the bottom of the screen.



Type of sampling unit*

- ☐ Study Area
- ☐ Point Count Transect
- ☒ Area Search Plot
- ☐ Shorebird Area
- ☐ Fixed Radius Point Count Transect
- ☐ Fixed Transect
- ☐ Secretive Marshbird Transect
- ☐ IWMM Management Unit

+ Show sampling unit types not supported in Biologists

Create a name for this sampling unit*

ABC_A_Plot

Give this sampling unit a short name*

ABC_A_Plot

You should see your new Area Search Plot in the sampling unit list on the left.

Thinking Ahead: It is not recommended to skip the “Digitize location” step, as we have done here, because it is important to record the locations where surveys occurred. When conducting actual Area Search surveys, draw a polygon of your search area as you create the Area Search Plot, or create a shapefile in advance using a mapping program.

Enter your Data

Step 1. Enter your Point Count survey data

1. Navigate to the **Biologist Application** and log in if needed. (You can find a link to the Biologist Application on the DoW AKN Portal, www.dodakn.org, under the “Manage Data” tab. Or scroll to the bottom of the Sampling Unit Manager tool and select the “Biologist” link.).
2. Select the project **DOD_DEMO**.
3. In the list of Project Observation Types on the right, click on “**Point Count Surveys**”.
4. Find the point count transect you created with your initials and your group letter (e.g. “ABC_A”) and click on it. (Tip: To quickly search for your transect, push the “Ctrl” and “F” keys at the same time on your keyboard.)
5. Under “Create a new visit”, select the following protocols
 - a. Observation Protocol: **KBO_VRPC_3**
 - b. Site Condition Protocol: **None**
 - c. Click the **Start** button.



Biologists

Project: DOD_DEMO (Project Leader)

Type: Point Count

Location: ABC_B (ABC_B)

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

KBO_VRPC_3 - Variable-radius point count lasting 5 minutes split into 1-minute time bins

Site condition protocol

None

Start

6. Fill out the screen using the information on your data sheet.
 - a. **Date** – the date the survey occurred. Use the calendar to select a date; or enter month, day, and year in any format. It will automatically be converted to yyyy-mm-dd.
 - b. **Visit** – this is our first visit of the year to this transect (enter a “1”).
 - c. Data sharing level - set to RAW and cannot be changed.
 - d. **Observer** - you will see everyone in the project (all those in the class) can be selected. Find your name in the list if it is not already selected.
 - e. Scroll down to “Points Surveyed” and check the boxes next to the points that were visited. (Should be all four points).
 - f. **Start time** - when did the survey at each point start? Can be entered as 24-hour hh:mm, military time, or 12-hour h:mm followed by AM or PM.



General

Enter the following information about your visit.

[Quick Tips >>](#)

Date ①

2024-04-04

Visit ①

1

Data Sharing ①

RAW

Observer ①

Gillespie, Caitlyn

Dates can be input several different ways. It will automatically convert to yyyy-mm-dd after you move to the next field.

Note the End Time is automatically populated as you enter your start times

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 >>](#)

☒	Point ①	Start Time ①	End Time	Detections? ①	Notes ①
☒	B_1	08:09	08:14	☒ yes ☐ no	
☒	B_2	08:21	08:26	☒ yes ☐ no	
☒	B_3	08:45	08:50	☒ yes ☐ no	
☒	B_4	09:02	09:07	☒ yes ☐ no	
☒	B_5	09:16	09:21	☒ yes ☐ no	

If you didn't observe any birds on one of your points, you have the option to select "no" here

Notes pertaining to an entire survey period can be entered here.

- g. Observations – enter your data. (Tip: use your “Tab” key to quickly move between columns and down to the next row).
- Point** - select the point you are entering data for. Notice the time is filled in. You will enter data for all points on the transect on this page before continuing.
 - Time Bin**—enter the minute number of your observation (1,2,3,4,5). Note the “Time” field automatically updates when you enter the time bin.
 - Species** - we enter using 4 letter codes; IBP/AOU list + unknowns + common uncertain ids. (e.g. “UNSP” for Unidentified Sparrow)
 - Enter species code “NONE” if the minute you recorded data did not have any new observations.
 - For NONE species, Count should be “0”, Detection Cue is “-9” and Distance is “-9”.
 - Count**—enter the count for each observation (enter a count of “1” even if you didn’t write it out on your datasheet). Enter “0” if species was NONE.
 - Detection cue**—enter the detection cue. If you forgot to record it, or it is not applicable (i.e., species code NONE), use “-9”.
 - Distance**—enter the exact distance (in meters) recorded on your datasheet. If you didn’t record it, or it is not applicable (i.e., species code NONE), use “-9”.
 - Prev**—Check the “Prev” box to indicate if you observed a bird at a previous point. Otherwise leave it blank.
 - Breeding**—Use the dropdown box to enter “Territorial song or drumming” if you detected a bird another way but heard it sing later in the count.
 - DetectionLocationNm—skip over and ignore this field.



- x. **Notes** – this is where additional notes about a specific observation can be recorded, if applicable.

[Search the species database](#)

Protocol: KBO_VRPC_3

Detections: -9 (Not recorded on datasheet), C (Call), D (Distance)

Distances: Exact Distances (3 digit values from 000 to 100)

Remember, you can click here to look up a species code if you don't know it

#	Point	Time	Species	Time Bin	Count	Detection	Distance	Prev	Breeding	DetectionLocationNm	Notes
1	B_1	08:09	MODO	1	1	S	32	☐			
2	B_1	08:09	WEME	1	1	C	45	☐	territorial song or drumming		
3	B_1	08:10	GRSP	2	1	S	21	☐			
4	B_1	08:11	HOLA	3	2	V	14	☐			
5	B_1	08:12	AMCR	4	1	S	52	☐			
6	B_1	08:13	NONE	5	0	-9	-9	☐			
7	B_2	08:21	GRSP	1	1	S	23	☐			
8	B_2	08:21	AMCR	1	1	C	102	☐			
9	B_2	08:22	WEME	2	1	S	41	☐			
10	B_2	08:22	AMCR	2	1	C	401	☒			
11	Select point...							☐			

- h. Click **Save to Database** when finished entering all the points on your transect.
- If you made any errors or forgot to fill in a required field, you will get a red message at the top of the screen. Go correct the error and click the Save to Database button again.
 - If you are successful, you should see a green message at the top of the screen.
- i. After saving to the database, you will be taken to the proofing page. Review what you entered to make sure there are no mistakes. It's particularly useful to check the species list at the bottom (it will list the common and scientific names for all the species you entered on the survey) to make sure you recorded the correct species codes.

[Download CSV](#)

Species	Common Name	Scientific Name	Count for Species	Taxonomic Order	Occurrence
NONE	Surveyed No Birds	Nullus Aves	0	0	no data
MODO	Mourning Dove	Zenaidura macroura	1	614	no data
AMCR	American Crow	Corvus brachyrhynchos	3	1395	no data
HOLA	Horned Lark	Eremophila alpestris	2	1410	no data
GRSP	Grasshopper Sparrow	Ammodramus saviannarum	2	1904	no data
WEME	Western Meadowlark	Sturnella neglecta	2	2000	no data

- If you find a mistake, you can double click on the field and edit the contents to correct it.
 - Click the “Add more” button if you forgot to add a line, such as an entire species, to the event.
- j. When you are satisfied, click the **Proofing Completed** button near the top of the page.



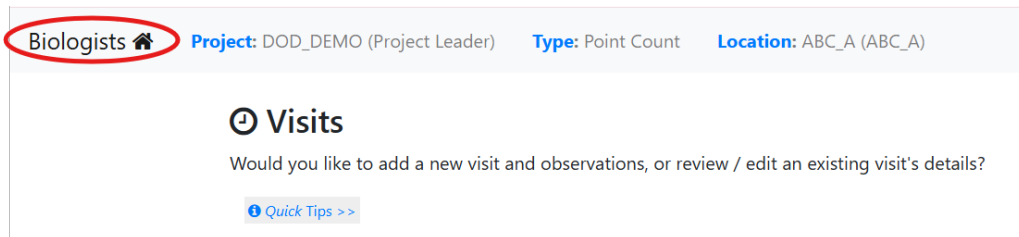
Data status is currently RAW. When you have finished proofing and reviewing this visit, click:

✓ Proofing completed

Your survey is complete. You will see your survey in the list of surveys near the bottom of the page, and the Data Sharing Level is set to CLEAN.

Step 2: Enter your Area Search survey data

1. Return to the Biologist tool home page by clicking “**Biologist**” in the top left corner.



2. Make sure the **DOD_DEMO** Project is still selected.
3. This time, click on “**Area Search Surveys**” in the list on the right.
4. Find the Area Search plot you created earlier (e.g. “ABC_A_Plot”) and click on it.
 - a. Under “Create a new visit”, select the Observation Protocol **KBO_ARSE_50m_1**.
 - b. Leave the Site Conditions Protocol as “None.”
 - c. Click the **Start** button.
5. Fill out the screen using the information on your data sheet.
 - a. **Date** – the date the survey occurred.
 - b. **Start Time** – the time the survey started.
 - c. **End Time** – the time the survey ended. Notice that area search surveys do not have a set duration coded into the protocol, so end times must be typed in.
 - d. Data sharing level - set to RAW and cannot be changed.
 - e. **Observer** – your name.
 - f. **# other Observers** – how many other people were in your group?
 - g. **Other Observer names** – typically you will fill first and last names here. For today it is ok to use just first names or initials.
 - h. **Notes** – Any notes pertaining to the survey.
 - i. Observations
 - i. **Species**—search the species database if you don’t know the 4-letter AOU code
 - ii. **Count Detection** – enter count and detection cue together, just as it appears on your datasheet (e.g. 2C)



- iii. DetectionLocationNm – Leave blank
- iv. **OffPlot**—“No” if the bird was observed “On Area”; “Yes” if the bird was observed “Off Area”
- v. **Breeding**—If you recorded a breeding code associated with your observation, enter that here
- vi. **Notes**—if applicable

Observations

Enter the species you observed at this location.

[Quick Tips >>](#)

[Search the species database for what species are allowed for this Protocol](#)

Enter Count and Detection together, such as 2C. (see “Quick Tips >>” above for details). Valid Detections are listed below. Click **Save All** below when finished. If you did not detect any species, leave this area blank and click **Save - No Species Detected** below.

Protocol: KBO_ARSE_50m_1

Detections: -9 (Not recorded on datasheet), C (Call), D (Drumming), F (Flyover), S (Song), V (Visual), W (Wing)

#	Species ⓘ	Count Detection ⓘ	DetectionLocationNm ⓘ	OffPlot ⓘ	Breeding ⓘ	Notes ⓘ	
1	SOSP	1V		No			✖
2	SOSP	2C		No			✖
3	SOSP	1S		No			✖
4	SOSP	1S		Yes			✖
5	AMRO	2V		No			✖
6	AMRO	1V		No	Y		✖
7	BCCH	3C		No	S		✖
8	BCCH	2V		No			✖
9	BCCH	3C		Yes			✖
10	Yewa	1S		No			✖
11	Yewa	1V		No	M		✖
12	Yewa	1S		Yes			✖
13							✖

- j. Click **Save to Database** when finished.
 - vii. If you made any errors or forgot to fill in a required field, you will get a red message at the top of the screen. Go correct the error and click the Save to Database button again.
 - viii. If you are successful, you should see a green message at the top of the screen.
- k. After saving to the database, you will be taken to the proofing page. Review what you entered to make sure there are no mistakes. Check the species list at the bottom to make sure you recorded the correct species codes.
 - ix. If you find a mistake, you can double click on the field and edit the contents to correct it.
 - x. Click the “Add more” button if you forgot to add a line, such as an entire species, to the event.
- l. When you are satisfied, click the **Proofing Completed** button near the top of the page.



Your survey is complete. You will see your survey in the list of surveys near the bottom of the page, and the Data Sharing Level is set to CLEAN.

Step 3: Enter your team's Species Checklist data

1. Select one person from your group to enter the species checklist data (e.g. whoever is furthest with their data entry), and confirm this person has the complete list of all species the group observed today.
 - a. If you are not the person selected to enter the data, continue reading these instructions to ensure you understand how species checklist data is entered and why.
 - b. Do not enter additional versions of this data. Only the person chosen should enter your team's data.
 - c. Steps labelled "Everyone" are meant to be completed by all members of the team. Steps labelled "Selected member only" are meant to be completed by ONLY the selected person.

EVERYONE:

2. From the current page in Biologist, click the "**Location**" button in the top bar to select a different sampling unit. Note that you should still have "Project" set to DOD_DEMO and "Type" set to Area Search.

Biologists **Project:** DOD_DEMO (Project Leader) **Type:** Area Search **Location:** ABC_A_Plot (ABC_A_Plot)

Visits

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

Quick Tips >>

3. Locate your team's pre-loaded Species Checklist sampling unit. This is an area search plot labelled with your group's letter, followed by "_SPCH" (e.g. "A_SPCH"). Once you have found the correct sampling unit, click on it.

SELECTED MEMBER ONLY:

4. Under "Create a new visit", select **SPCH_NOCOUNT_LOCATION** for Observation protocol. Leave the Site Conditions Protocol as "None." Click the **Start** button.

Observation protocol

SPCH_NOCOUNT_LOCATION - Species checklist with coordinates (species list only)

Site condition protocol

None

Start



5. Fill out the screen using the information on your datasheet.
 - a. The start and end times can describe the entire time you were in the field.
6. Under **Observations** enter your data:
 - a. **Species**—Enter 4-letter species codes.
 - b. **Latitude/Longitude**—Leave blank unless any coordinates were recorded.
 - c. **Notes**—if applicable.

Observations

Enter the species you observed at this location.

[Quick Tips >>](#)

[Search the species database for what species are allowed for this Protocol](#)

Enter a Count for each Species entered. Click **Save All** below when finished.

If you did not see any species, leave this area blank and click **Save - No Species Detected** below.

Protocol: SPCH_NOCOUNT_LOCATION

#	Species ⓘ	Latitude ⓘ	Longitude ⓘ	Notes ⓘ	
1	AMRO				✕
2	BCCH				✕
3	NOFL				✕
4	OATI				✕
5	LAZB				✕
6	YRWA				✕

7. Click **Save All** when finished.
8. Review the data you entered and click the **Proofing Completed** button when satisfied.

EVERYONE:

9. Scroll down to the “Review / edit an existing visit” table. There should be one event entered by the selected member of your group. Notice that the protocol code is shown in the protocol column. (Should say “SPCH_NOCOUNT_LOCATION”).
10. Click on the blue hyperlink showing the date your survey occurred.

Review / edit an existing visit

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

[Quick Tips >>](#)

1 rows

[Download CSV](#)

Date ⓘ	Visit ⓘ	Count ⓘ	Start Time ⓘ	End Time ⓘ	Protocol ⓘ	Status ⓘ
2026-07-01	1	0	10:10	10:30	SPCH_NOCOUNT_LOCATION	CLEAN

11. Scroll through the survey information entered by the selected member of our group.
 - a. As an active User in the Project, you are able to edit data entered by other Users. If you notice information that needs to be corrected, you can double click on any areas with a blue vertical line to fix errors.



Project: DOD_DEMO
 Site: A_SPCH (A_SPCH)
 Date ⓘ: 2026-07-01
 Observation Protocol: SPCH_NOCOUNT_LOCATION
 Visit ⓘ: 1
 Start time ⓘ: 10:10
 End time ⓘ: 10:30
 Observer ⓘ: Honkomp, Nora
 # of other observers ⓘ: 4
 Other observer names ⓘ:
 Notes ⓘ:
 Data Sharing Level ⓘ: CLEAN

12. Locate the species list entered by the selected member of your group. Compare your own list to theirs.
- You can click the **“Species”** header to sort the species codes alphabetically.
 - If any species are missing, select the **“Add more”** button to add the missing species.

Download CSV

Species ⓘ	Notes ⓘ	Latitude ⓘ	Longitude ⓘ	
AMRO				×
BCCH				×
LAZB				×
NOFL				×
OATI				×
YRWA				×
				+ Add more

13. Notice that this table does not include a column for “Count”. The Objective of this survey type is to determine species presence/absence, so recording abundance is not necessary. However, other SPCH protocols exists that do include a “Count” column.
- The columns for latitude and longitude are optional, and could be used to record locations of species of interest.
 - The sampling unit for a species checklist could include a polygon of the entire installation, or a specific area of interest. Recording coordinates helps narrow down the location a species was observed if a broad geometry is in use.

Once you have reviewed your team’s species list, the exercise is now complete.

Thinking Ahead: Recording species lists during other formal bird surveys or any time you are in the field will help capture incidental sightings of rare species in your installation’s overall species list. This information can be useful for INRMP updates and reporting. Species lists without count, such as the data recorded here, only require minimal information: date, time, observer name, species, and location if possible. This is an easy way to capture anecdotal information shared with you by other personnel and visitors to the installation.