



# Quick Help 1: Registering and Getting Started in the AKN

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**Objective:** New users to the Avian Knowledge Network (AKN) will learn how to register for an account and request access to one or multiple projects. Existing users with *Project Leader* access will learn how to assign a new user to their project, with or without restrictions, as well as understand how to remove existing users from their project.

**Audience:** New users to the AKN database and current users with *Project Leader* access

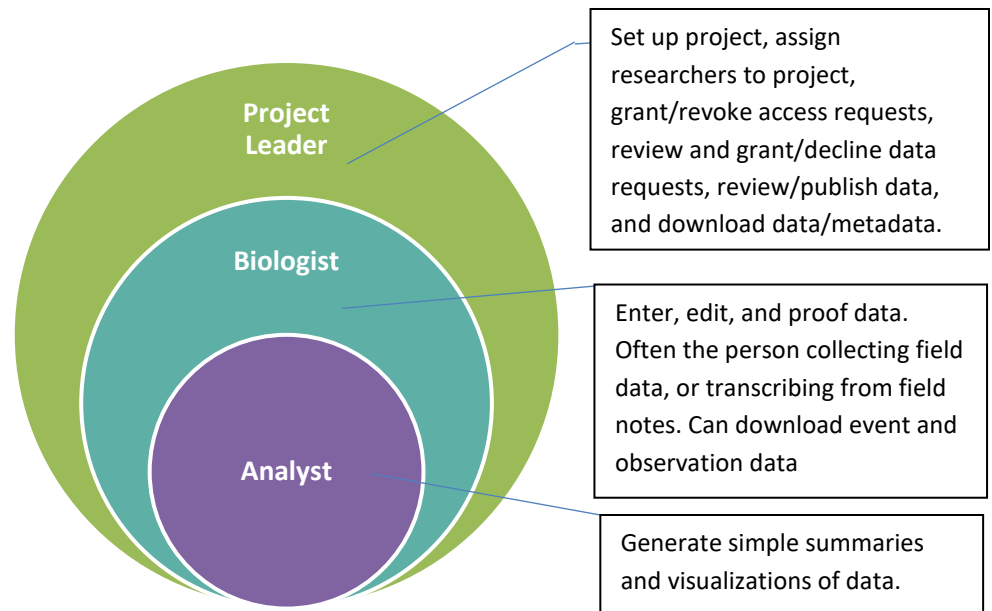
**Benefit:** New users will benefit from joining a collaborative and cost effective national avian repository where they can store, manage, and visualize their data with access to summary and graphical decision support tools. Existing users will be able to take control of their project and data by learning how to easily navigate through the database and manage who has access to their data.

## 1 Conventions

Google Chrome is the recommended browser when working in any of the AKN applications. *The website and all applications must be accessed via https pathways to ensure all content is displayed.* When registering for an account you will use your FWS email as your login name, but may choose a unique password. If you decide to use your current active directory (AD) password to login to the AKN, keep in mind that your AKN login information is not tied to your AD and will not update when you change your AD password. Should you encounter issues while registering or using the database, or if you have general questions about how to use the database, please refer to the [AKN Information page](https://sites.google.com/a/fws.gov/akn-information/help) <https://sites.google.com/a/fws.gov/akn-information/help>.

## 2 Database User Titles

In order to ensure data security, the AKN restricts permissions depending on the user's database title. Database titles do not relate to an individual's actual job title or duties. The AKN uses three main titles (in order of greatest permissions to least): *Project Leader*, *Biologist*, and *Analyst*. A *Biologist* has all of the permissions of an *Analyst*, plus additional access to functions within the Biologist application. Similarly, a *Project Leader* has access to all *Analyst* and *Biologist* functions, with added permissions to the Project Leader application. This means that a user with *Project Leader* access can also serve as the *Biologist* for their project and data if needed.



## 3 New User Registration and Project Access

### 3.1 Registering and requesting project access

All new users may register by going to [Point Blue's new user registration page at \(https://data.prbo.org/apps/public/index.php?page=new-user-registration\)](https://data.prbo.org/apps/public/index.php?page=new-user-registration). In order to register, users must provide their name, email address, and the organization they are affiliated with. FWS staff: use your fws.gov email when creating an account. This will serve as your user name when logging in, as well as is used to determine the visual style and functionality of the database to your specific organization's needs. To finish registering, you will need to create a password and specify which project, (a.k.a. refuge for FWS staff), you would like to join. For FWS National Wildlife Refuges, projects are named based on a standard code. This code will be the name of the refuge as one word, in all caps. For example, if you were entering data into the AKN for Monte Vista NWR, your project code would be MONTEVISTANWR. By typing in your fws.gov email address and specifying US Fish Wildlife Service as your organization, you should be given a list of available project codes to choose from. If you have completed all required fields in the registration form and are not presented with a list of projects, make sure you are accessing the form via an https URL (see the URL given above). This will ensure all content is displayed and working properly. It is important to note that project codes only exist for projects already established within the AKN database. If your refuge or site has never participated in the AKN, or if you are not sure if your project exists in the AKN, you will need to contact the Database Specialist by going to [the AKN Information site: https://sites.google.com/a/fws.gov/akn-information/Ask-a-Question](https://sites.google.com/a/fws.gov/akn-information/Ask-a-Question).

City
State CA Zip
Country USA
Phone Number ext

**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
US Fish Wildlife Service

**Step 5 -** Enter the project code for the project you want to join. This field is required. Contact the specific Project Leader for your project if you do not know it.

\*Project you wish to join
Field required
Select project...
ARTHURMARSHALLOXAHATCHEENWR
ASHMEADOWSNWR
ASSABETRIVERNWR
BACKBAYNWR
BALCONESCANYONLANDSNWR
BALDKNOBNWR
BANDONMARSHNWR
BAYOUCOCODRIENWR
BAYOUSAUVAAGENWR
BEARLAKENWR
BEARRIVERMIGRATORYBIRDEFUGE
BIGBOGGYNWR
BIGBRANCHMARSHNWR
BIGOAKSNWR
BIGSTONENWR
BILLWILLIAMSRIVERNWR
BILLYFRANKJRNISQUALLYNWR
BITTERLAKENWR
BLACKBAYOULAKENWR
BLACKBEARDSTANDNWR

**Step 6 -** Enter any comment that will help us in p
Additional message

**Step 7 -** Finally, verify you are a human being (ta
Please type in these words to make sure you are a real human being and to prevent spam submissions

Project list should list all available FWS associated projects if you used your fws.gov email and specified FWS as your organization.

Once you submit your registration and specify the project code, an email will be sent to the *Project Leader* of that project prompting them to approve you with either *Biologist* or *Project Leader* access. **Project Leaders:** refer to section 4 of this document for instructions on approving project access.

## 3.2 Requesting access to multiple projects

Once you have registered and been assigned to at least one project, the process is similar for gaining access to additional projects. You may request access to other projects by filling out a [request form](#) and indicating the project code for the project you wish to join. Alternatively, if you know the *Project Leader* you may contact them directly to request approval.

## 3.3 Logging in to the AKN

Where you choose to login will depend on your database user title and purpose. The first option is through the [Biologists application at https://data.pointblue.org/science/biologists/](https://data.pointblue.org/science/biologists/). Both *Biologists* and *Project Leaders* may use this portal to enter, edit, or proof data. If you are a *Project Leader* you may login through the [Project Leaders application at https://data.prbo.org/apps/projectleaders/](https://data.prbo.org/apps/projectleaders/) to set up the project location data, assign researchers, grant project access, review/publish data, and download data and metadata.

In the Biologists application, you will first select the project you would like to work on, and then specify the type of observation (e.g., landbird point count, secretive marsh bird). IWMM users: please select the **IWMM Portal** to work with data related to the Integrated Waterbird Management & Monitoring (IWMM) protocol.

## 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  
 GRANDCOTENWR - Grand Cote NWR  
**HATCHIENWR - Hatchie NWR**  
 NEALSMITHNWR - Neal Smith NWR  
 WINFIELD - WINFIELD

### Project Observation Types

For project: HATCHIENWR

What type of observations would you like to work on?

[Quick Tips >>](#)

- **IWMM Portal**
- Point Count Surveys
- Site Conditions ▶

Locations and Sampling Units

- [Get GPS files or maps for Project ▶](#)

If you are accessing the Biologists application as a *Project Leader*, you will have additional links included in the **Project Management Tools**. Selecting one of these options will bring you to the Project Leader application to manage your project and data.

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[Quick Tips >>](#)

DUMBIO - Test Project for trying out Biologists 2  
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 NEALSMITHNWR - Neal Smith NWR  
**WINFIELD - WINFIELD**

### Project Observation Types

For project: WINFIELD

What type of observations would you like to work on?

[Quick Tips >>](#)

- IWMM Portal
- Site Conditions ▶

### Project Management Tools

Locations and Sampling Units

- [Manage Sampling Units for Project ▶](#)
- [Download Locations to GPS, GIS and more ▶](#)

Protocols

- [Manage Protocols for Project ▶](#)
- [Protocol Research](#)

Researchers and Users

- [Assign Researchers to Project ▶](#)
- [Registered User Search ▶](#)

Observations

- [Download Observations ▶](#)
- [Data Sharing Levels ▶](#)

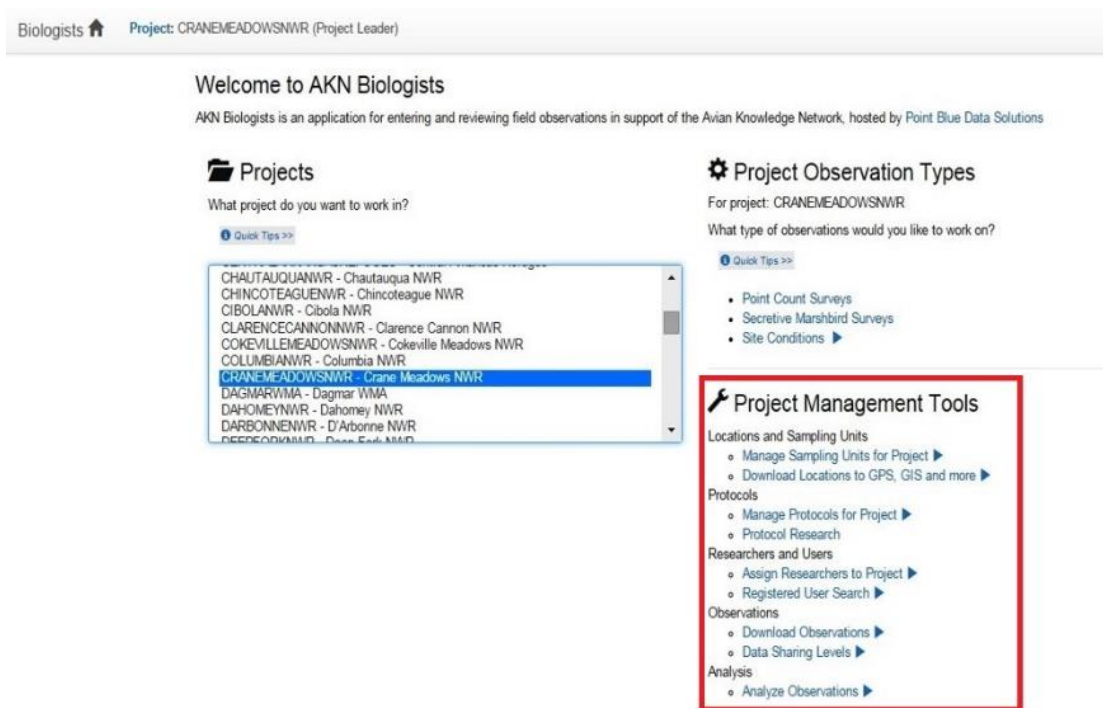
Analysis

- [Analyze Observations ▶](#)

## 4 Project Leaders: Managing Project Access

### 4.1 Navigating between Biologist and Project Leader applications

If you are entering observations and managing your project and data, you will benefit from quick access to both the Biologist and Project Leader applications. If you are entering observations in the [Biologists application \(https://data.pointblue.org/science/biologists/\)](https://data.pointblue.org/science/biologists/) you can quickly access the Project Leader application by selecting one of the options under **Project Management Tools**.



If you are working within the [Project Leader application \(https://data.prbo.org/apps/projectleaders/\)](https://data.prbo.org/apps/projectleaders/) you can return to the Biologist application (or Analyst, Citizen Scientists) by clicking on the USFWS shield in the upper left corner of the screen.



## Project Leader

### 4.2 Adding non-registered users to your project

In certain cases, you may wish to add a new user to the AKN database as an observer without giving them *Biologist* or *Project Leader* access to your project. This might apply for temporary employees or volunteers who are observers collecting data for an avian study, but will not be entering the data into the AKN or using the database in any way. If the user will not be using the database they do not need to

register, however, their name and contact information will need to be added to the database in order for you to be able to select them as the observer for your data.

Start by navigating to the [Project Leader application https://data.prbo.org/apps/projectleaders/](https://data.prbo.org/apps/projectleaders/). From the Home page, hover over **Project Definition**. Select **Researchers** from the drop down list.

The screenshot shows the 'Project Leader' application interface. At the top, there is a navigation bar with tabs: Home, Sampling Units, Field Observations, Load Observations in Bulk, and Project Definition. The 'Project Definition' tab is active, showing a dropdown menu with options: Researchers, Researcher Access, Protocols Used, Field Data Forms, Check User Status, and Application Access. Below the navigation bar, the 'Create and Manage Sampling Units' section is visible. It shows a tree view of sampling units under the project 'LISACSNWR - Lisa Cs NWR'. The tree view includes 'Lisa Cs NWR (LISACS)' and 'Woody Pond North (WPN)' and 'Woody Pond South (WPS)'. To the right of the tree view, there are instructions and buttons for adding sampling units, updating geometry, and managing features.

**Project Leader**

Home Sampling Units Field Observations Load Observations in Bulk **Project Definition**

**Create and Manage Sampling Units**

LISACSNWR - Lisa Cs NWR [open new project](#)

Click on the Sampling Unit or Project you want to select (it will highlight yellow). Open any part of the tree to get to more detail. Hover on a tree node and the tooltip will tell you what type of feature it is.

**Add Sampling Units under the highlighted feature with:**

[online form](#) [GPS-U file](#) [Waypoint Plus file](#)  
[KML file](#) [SHP file](#)


**Update Sampling Unit geometry under the highlighted feature using:**

[GPS-U file](#) [Waypoint Plus file](#) [KML file](#)  
[SHP file](#)

**Manage the highlighted feature:**

[edit](#) [move in hierarchy](#) [delete](#)

Before adding a new user, use the search box to look for the new user's name and/or email address to make sure they are not already in the system. If they do not already exist in the system, click the **add one** button to add them.


**Project Leader**

[Home](#)
[Sampling Units](#)
[Field Observations](#)
[Load Observations in Bulk](#)
[Project Definition](#)

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### Researchers

add one

[CSV](#)
[HTML](#)
[DOC](#)
[PDF](#)

Last Name	First Name	Email	Projects	Status	
		joe.northrup_at_gmail.com	MAYA		
		al_demar_at_yahoo.com	BWRS, PALO, PFLY02		
		sbotzien_at_ebparks.org	BSOL		
		leoraalameda_at_att.net	CALPIF		
		ann_at_atthowe.com	MMWD, PIFR		
		odeberns_at_gmail.com	MMWD, TIMA		
		cpeaslee_at_pointblue.org	MMWD, MOKE, SJBR		
		djongsomjit_at_gmail.com	CPNMM		
	Donna			Active	
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		paul_hess_at_fws.gov	IROQUOTSINWR		
		mwimer_at_usgs.gov			
		mwimer__usgs.gov			
		laurie_wunder_at_fws.gov	UMBAGOGNWR		
		jessica_bolser_at_fws.gov	PORTLOUISANWR		

Add the user's last name and first name. In the **\*Status** drop down list choose **Active**. Indicate the contact status, contact information, and any additional information as needed. At a minimum, include the user's email address. If the user does not want to be contacted, you can select **Do not contact this person**, indicating that other users will not contact them.


**Project Leader**

[Home](#)
[Sampling Units](#)
[Field Observations](#)
[Load Observations in Bulk](#)
[Project Definition](#)

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### Add a New Researcher

\*Researcher (Last Name, First Name)

Carter

Lisa

\*Status

Active - The researcher may use the system.

Contact

☒ Okay to contact
☐ Do not contact this person

Researcher is

☒ known
☐ unknown

Primary Country Code

970

Primary Phone Number

222-2100

Ext

Backup Country Code

Backup Phone Number

Ext

Email Address ?

scubydu@gmail.com

Mailing Address

City

State

Colorado

Country

United States of America

Postal Code

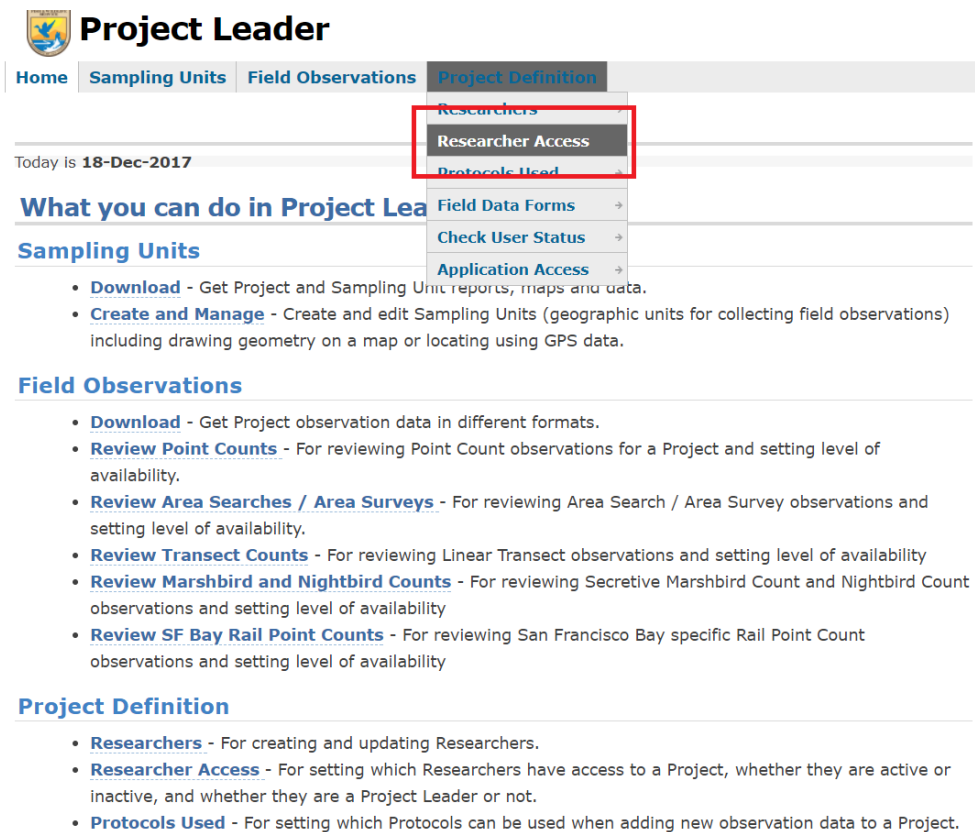
save

cancel



### 4.3 Adding registered users to your project

Start by navigating to the [Project Leader application https://data.prbo.org/apps/projectleaders/](https://data.prbo.org/apps/projectleaders/). From the Home page, hover over **Project Definition**. Select **Researcher Access** from the drop down list.



**Project Leader**

Home | Sampling Units | Field Observations | **Project Definition**

Today is 18-Dec-2017

**What you can do in Project Leader**

**Sampling Units**

- **Download** - Get Project and Sampling Unit reports, maps and data.
- **Create and Manage** - Create and edit Sampling Units (geographic units for collecting field observations) including drawing geometry on a map or locating using GPS data.

**Field Observations**

- **Download** - Get Project observation data in different formats.
- **Review Point Counts** - For reviewing Point Count observations for a Project and setting level of availability.
- **Review Area Searches / Area Surveys** - For reviewing Area Search / Area Survey observations and setting level of availability.
- **Review Transect Counts** - For reviewing Linear Transect observations and setting level of availability
- **Review Marshbird and Nightbird Counts** - For reviewing Secretive Marshbird Count and Nightbird Count observations and setting level of availability
- **Review SF Bay Rail Point Counts** - For reviewing San Francisco Bay specific Rail Point Count observations and setting level of availability

**Project Definition**

- **Researchers** - For creating and updating Researchers.
- **Researcher Access** - For setting which Researchers have access to a Project, whether they are active or inactive, and whether they are a Project Leader or not.
- **Protocols Used** - For setting which Protocols can be used when adding new observation data to a Project.

Select the correct project from the list of names and select **enter**. **Tip: you can quickly search for your project by typing the project name in the project search box.** Select **add one** to choose a user to grant access.





## Project Leader

[Home](#)[Sampling Units](#)[Field Observations](#)[Load Observations in Bulk](#)[Project Definition](#)

### Project Access

[open new project](#)

LISACSNWR - Lisa Cs NWR

[add one](#)[Print](#) [Copy table to:](#) [CSV](#) [HTML](#) [DOC](#) [PDF](#)

Project Leader?	Get Reg Requests?	Researcher	Email	Status	
Yes	Yes	Carter, Lisa	<a href="mailto:lisa_carter@fws.gov">lisa_carter@fws.gov</a>	Active	

Find the registered user's name from the list. Select **Active Researcher** from the **\*Status** drop down list. Select whether the user should have *Project Leader* access. If they have *Project Leader* access, choose whether they should receive new registration requests. Selecting **yes** will send the user an email any time a new user requests access to that project. This means that even if you are only a *Project Leader* for landbird data, you will receive requests from users associated with marsh bird and IWMM surveys. As a result, it is recommended that this role is reserved for the main refuge *Project Leader*, Regional Coordinator (IWMM, AKN, etc.), or I&M Regional Data Manager. When you are finished adding the researcher select **save**.



## Project Leader

[Home](#) [Sampling Units](#) [Field Observations](#) [Load Observations in Bulk](#) [Project Definition](#)

### Give a Researcher Project Access

\*Select your project **LISACSNWR - Lisa Cs NWR**

\*Researcher

Carr, Amber (amber.l.carr@gmail.com)
carr, caryl (caryl@gmail.com)
Carr, Sue ()
Carroll, Terence (terence@riverotterecology.org)
Carroll, Zoe (zoe_carroll@fws.gov)
Carswell, Ben (benjamincarswell@utah.gov)
Carter, B. Elijah (elijahcarter@gmail.com)
Carter, Brandi ()
Carter, Cameron (cameron.carter@myfwc.com)
Carter, Lisa (scubydu671@gmail.com)

\*Status **Active Researcher**

\*Are they a Project Leader on this Project? ☐ yes  
☒ no

\*If Project Leader, send project registration requests? ☐ yes  
☒ no

save

cancel

At any time if you would like to revoke user access, you may do so by returning to the **Researcher Access** page and changing the record from **Active** to **Inactive** from the **\*Status** drop down list.