

# Quick Help 3: Reviewing and Editing a Point Count Observation Record

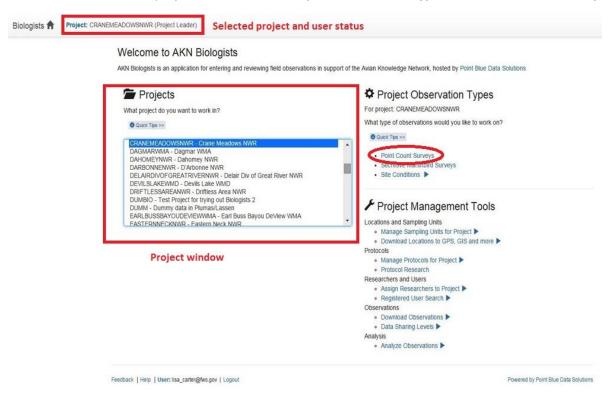
**Objective:** AKN users will learn how to review an existing point count observation record and make any necessary edits

Audience: All AKN users with Biologist or Project Leader access

**Benefit:** Proper reviewing and QA/QC of data ensures data quality and consistency. Records that have been QA/QC'd can be promoted to a sharing level of 'Clean', which indicates the record is free from errors and can now be considered for a higher sharing level to be accessible to the AKN for analysis.

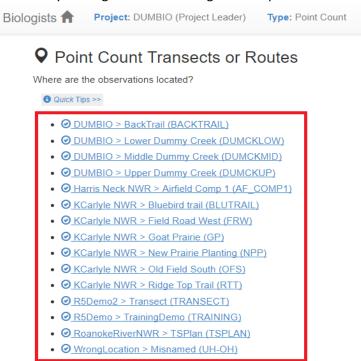
#### Step 1. Navigate to the correct project and transect/route

Start by logging in to the <u>Biologist application at https://data.pointblue.org/science/biologists</u>. From the home page, find your project (i.e., refuge) from the **Projects** list. Select your project; selected projects are highlighted in blue. Your selected project will also appear in the top bar, along with the database user role that you possess for that specific project (e.g., if you have *Project Leader* access for a project it will be listed next to the project name). Under **Project Observation Types**, click **Point Count Surveys**.



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On the next screen, you will see a list of all transects/routes associated with your project. Click on the transect corresponding to where the point count observations were collected to review data. If you do not see any transects, or if the transect you are looking for is missing, contact the project's Project Leader or your Regional Data Manager for help.



#### Step 2. Selecting and reviewing/editing a visit record

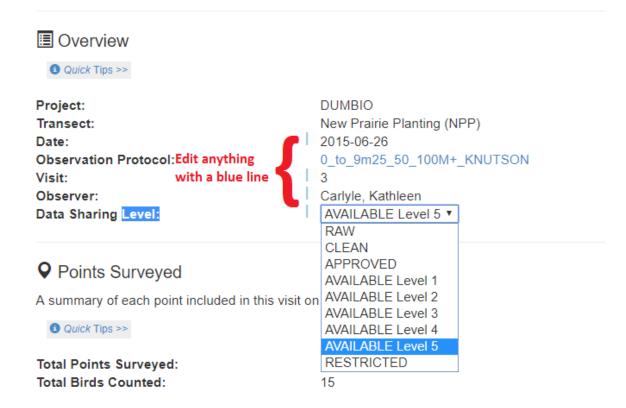
Listed under 'Review/edit an existing visit' are all of the existing point count surveys for your selected project, organized by date, with the most recent survey appearing first in the list. Click on the date of the "visit" record you wish to review or edit.

Date	Visit	Count	Start Time	End Time	Protocol	Status
2017-06-14	2	166	05:42:00	08:42:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2017-06-13	2	175	06:13:00	09:20:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2017-06-12	2	197	05:40:00	08:40:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2017-06-02	1	162	06:00:00	09:14:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2017-06-01	1	177	05:46:00	08:50:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2017-05-31	1	168	05:50:00	09:11:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2016-06-20	2	173	06:00:00	09:01:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2016-06-16	2	164	06:03:00	09:16:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2016-06-15	2	67	06:00:00	06:32:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5
2016-06-14	2	190	06:02:00	09:34:00	0_to_9m25_50_100M+_KNUTSON	AVAILABLE Level 5

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From the review screen, you have the ability to edit any data with a blue line next to it. Double-clicking on the blue line will either open a drop-down menu where you can select the correct information from a list, or give you the option to type in text.



When reviewing, verify the following information within each section is correct:

- **Overview** Date, Visit number, and Observer.
- Points Surveyed Start time, End time, Notes (optional), Total Points Surveyed, and Total Birds Counted.
  - o If an incorrect point was originally selected, this field cannot be edited.
  - o Delete points by clicking on the red X to the right of the row.
  - To add a point, click on the 'Add more' button.
- **Site Conditions (verify for each point)** Location, Time, Site Condition Protocol, and actual site conditions.
  - To add site conditions, click on the 'Add more' button.
- Observations Species, Time Bin, Distance Bins and FLY column, Notes (optional).
- **Species List** Verify the species counts are as expected.
  - o If not, return to the observations section to re-verify your species entries.

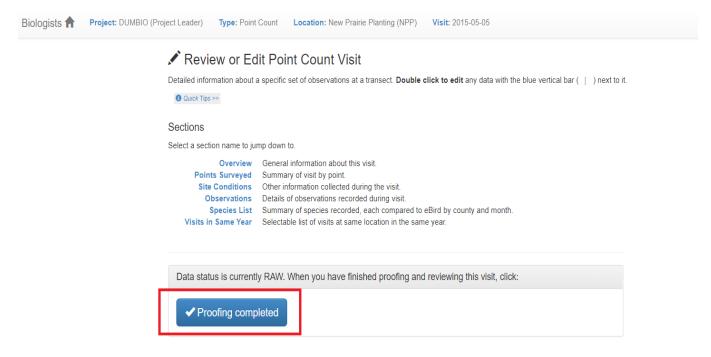
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#### Step 3. Promoting data from Raw to Clean

The AKN database uses a number of data sharing levels to enforce data quality and security. All new records by default are given a status of "Raw" indicating that the data has not been reviewed nor QA/QC'd and is only accessible to the data owners. Promoting your data to a status of "Clean" indicates that your data has been reviewed and QA/QC'd at least once. Data set to "Clean" is still only accessible to the data owners. You can read more about the AKN data sharing levels on the <u>AKN website at http://www.avianknowledge.net/index.php?page=data-access</u>.

After reviewing all of your data and verifying that it is complete and correct, promote it to a status of "Clean" by clicking on 'Proofing completed'.



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