

Step by Step Guidance for Promoting Historic Marsh Bird and LandBird Point Count Data

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I. New User Access to the AKN Database

To begin:

- Download the “AKN Point Count and Marshbird User Guidance Manual” at <http://ecos.fws.gov/ServCatFiles/reference/holding/56489>.
- You may also review the “AKN Quick Help Guide 1: Registering and Getting Started in the AKN” at <https://ecos.fws.gov/ServCat/Reference/Profile/89570>.

Then do the simple registration process:

- Register as an active user (**see manual, “Site Registration”**)
 1. Log into <https://data.pointblue.org/science/biologists/> and click “here” in the message box; or log into:
<https://data.prbo.org/apps/public/index.php?page=new-user-registration>.
 2. Fill in the form with your information, including creating a password and specifying your “Project” name (“REFUGENAMENWR”, example: CRABORCHARDNWR).
 3. You will receive an email acknowledging your registration request. Confirm your registration via the link provided in the email.
- The *Project Leader* for your project will receive your registration information and approve you with either *Biologist* or *Project Leader* access. You will receive an email confirming your approval to access the AKN database.
- Log in to AKN Biologists Application (**see manual, “Login”**) at <https://data.pointblue.org/science/biologists/>.
- Or Log into AKN Project Leaders Application at <https://data.prbo.org/apps/projectleaders/>.

Note: *Biologist* and *Project Leader* are database user access titles and do not necessarily correspond with a person’s actual job title. *Biologist* access allows users to enter and review data. *Project Leader* access has the same permissions as a *Biologist* with added abilities to define sampling units, manage data sharing, and provide access to projects.

II. Step by Step for Station Biologists and Managers

A. How to Review Your Data and Promote it for Use on AKN

OPTION #1—Reviewing data against the observation download spreadsheet

- Locate your original point count paper data sheets or electronic data spreadsheets.
- Obtain an Excel spreadsheet download of all of your legacy point count data on the AKN. The *Project Leader* assigned to your project can download this for you. You can apply filters to the spreadsheet so that you can easily sort by date and route making review against field sheets easy.
- Review enough surveys to feel assured the data entered is correct.
- Point location verification: obtain a download of point location data in WGS84 form. Contact the project's *Project Leader* for help with downloading. You can then project these locations and verify that they fall about where you would expect them to on your refuge. (No need to navigate on the ground!)
- Promote and share your data by continuing with step B below, or contact the *Project Leader* for assistance.

OPTION #2—Reviewing data against AKN review screens on the website:

- Locate your original point count paper data sheets or electronic data spreadsheets.
- Navigate to your historic point count data (**see manual, "Review / Edit a Record"**)
 1. Click on your project (refuge) name under "Projects"
 2. Select "Point Count Surveys" under "Observation Types"
 3. Select a "Point Count Transect or Route"
 4. Select a survey date under "Review / Edit an existing visit"
- Review the data (**see manual, "Review / Edit a Record"**) with original data sheets or spreadsheets. We ask that you spot check enough randomly selected points from various years of data to assure reasonable accuracy. Focus on accuracy of species, and total numbers, less on distance and time bands, or site conditions.
 1. Proof/correct the general data: date, protocol used, observer
 2. Proof/correct the points surveyed and start times
 3. Proof/correct the site conditions for each point
 4. Proof/correct the observation data

- Point location verification: Your *Project Leader* can provide a download of point location data in WGS84 for you. You can then project these locations and verify that they fall about where you would expect them to on your refuge. (No need to navigate on the ground!)
 1. If you have ARCGIS capability, shape files of your sampling units are available for download on the Project Leaders application of AKN. See section C below, “How to Download AKN Location Data.”
- Change data status to *Clean* (see manual, “**Change Status of a Record**”) or contact your *Project Leader*. See below.
 1. Scroll to the top and click “Proofing Completed.”

B. How to “Share” Your Historic Point Count Data

- Review enough random points from different routes and years as outlined above to assure reasonable accuracy.
- If you find your data has significant numbers of errors:
 1. Navigate to your survey Review / Edit screens on the AKN user interface as outlined in “Option #2” above.
 2. Correct and promote your observation data as above for each historic survey.
- If you find your randomly selected point data has been entered correctly, or when you have made all needed corrections:
 1. Contact your *Project Leader* for batch promotion of your historic point count Data to *Sharing Level 5*.
 2. Alternatively, *Project Leaders* may click on “Data Sharing Levels” in the right column on your station’s AKN Biologists home screen. Highlight your surveys and change the status from *Raw* to *Sharing Level 5*. Click “Set.” Then click “Save.” Done.

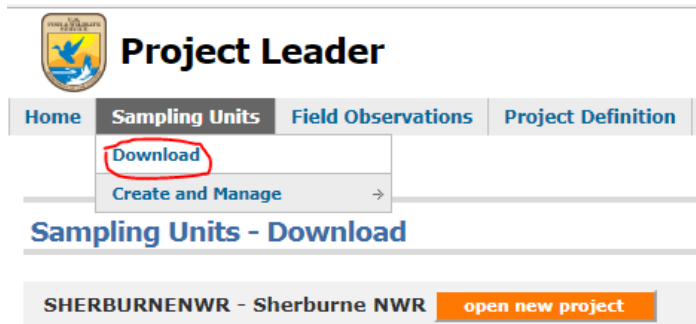
Your point count data is now publically available for use!

C. How to Download AKN Location Data

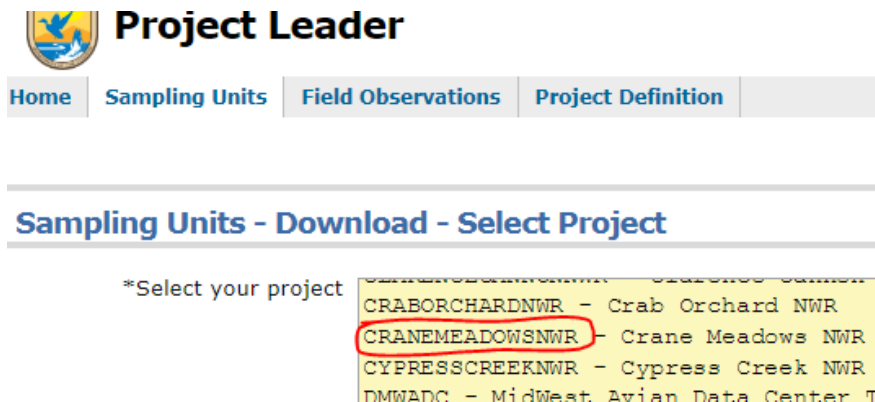
- Log in to the AKN Project Leaders

application <https://data.prbo.org/apps/projectleaders/>.

- On the home page, select "Sampling Units," then click on "Download."

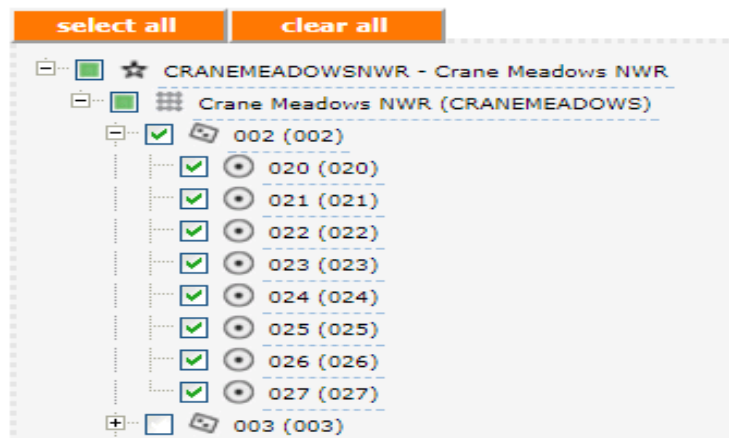


- Select the refuge for which you have *Project Leader* access. Click "enter."



- On the "Sampling Units-Download" page, select (check box) the routes or points you are interested in.

1. Select sampling units from the tree below.



- Select the type of file you would like (GIS, CVS, ESRI Shape File etc.). That is it!

2. Download selected Sampling Units as:

All coordinate data uses the WGS-84 datum.

- Sampling Units and center points (LatLong):

Text file

CSV (Excel) file

- GPS locations (UTM):

GPS-U file

Waypoint file

- GIS data:

ESRI Shape file

Google Earth file

Note for CVS file downloads: It is useful to add filters to the column headers and to freeze the top row. This makes it very easy to isolate surveys by route, year or date for data review or for investigation. To save these features save the file as an Excel workbook and add a useful name to the file.

D. How to Download AKN Observation Data

- Log in to the AKN Project Leaders

application <https://data.prbo.org/apps/projectleaders/>.

- On the home page, select "Field Observations," then "Download."



Project Leader

Home Sampling Units **Field Observations** Project Definition

Download →

Review Point Counts →

Review Area Search / Survey →

Review Transect Counts →

Review Marshbird / Nightbird Counts →

Review SF Bay Rail Point Counts →

Agassiz NWR

Big Muddy NWR

Oaks NWR

Stone NWR

- Select the refuge for which you have *Project Leader* access. Click “enter.”



Project Leader

Home Sampling Units **Field Observations** Project Definition

Field Observations - Download- Select Project

*Select your project

Select a project...

AGASSIZNWR - Agassiz NWR

BIGMUDDYNFWR - Big Muddy NWR

BIGOAKSNWR - Big Oaks NWR

- Select either “Point Count Observations” or “Secretive Marsh Bird and Night Birds Observations” and “CVS file.” That is it!

2. Download observation data from selected Sampling Units into:

Filter by Date (or leave blank for all records):

From ? To ?

• Point Count Transect summary:	CSV (Excel) file	HTML file
• Point Count observations:	CSV (Excel) file	HTML file
	DBF file (legacy)	
• Area Search observations:	CSV (Excel) file	HTML file
• Banding observations:	CSV (Excel) file	HTML file
• Soil surveys:	CSV (Excel) file	HTML file
• Site conditions:	CSV (Excel) file	HTML file
• Secretive Marsh Bird and Night Bird Observations:	CSV (Excel) file	HTML file
• Transect Data:		

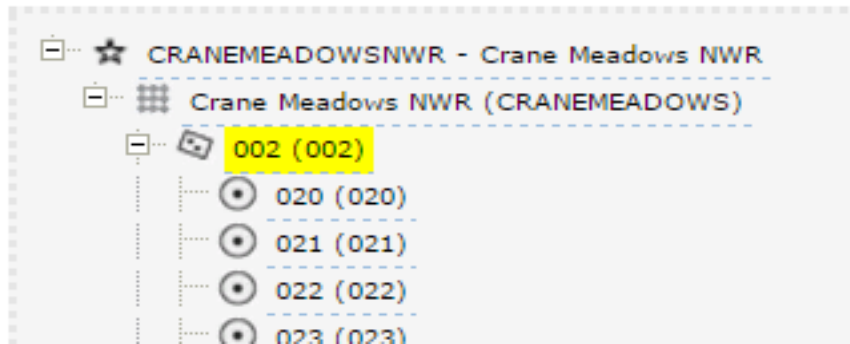
Note for CVS file downloads: It is useful to add filters to the column headers and to freeze the top row. This makes it very easy to isolate surveys by route, year or date for data review or for investigation. To save these features save the file as an Excel workbook and add a useful name to the file.

E. How to Add Points to Your Existing Point Count Transect

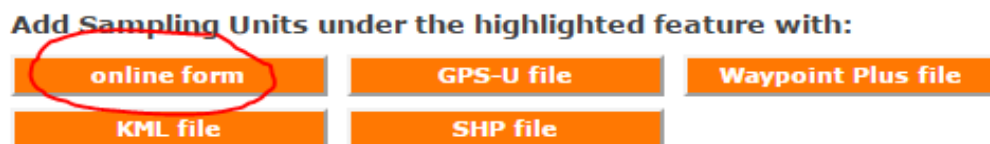
Please refer to the “AKN User Guidance Manual” found at:

<https://ecos.fws.gov/ServCat/Reference/Profile/55678>

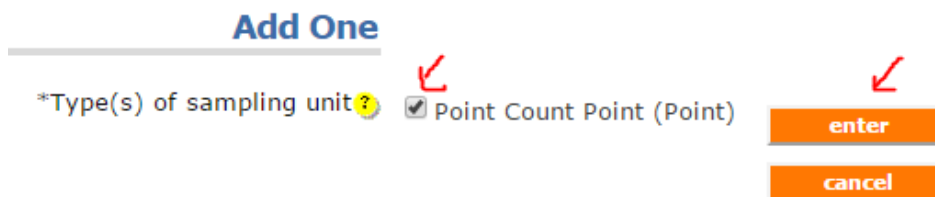
- Log into Biologists Application for your station (project).
- Under Project Management Tools click on “Manage Sampling Units for Project.”
- Then on the “Create and Manage Sampling Units” page click the + signs to open your station’s transects. (Transects have a little tilted domino next to their names.)
- Highlight the **transect** that you would like to add a point to.



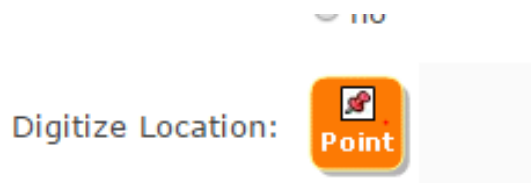
- Move to the right and under the top bold title “Add Sampling Units under the highlighted feature with:” select the “online form.”



- Click the “Point Count Point” and “enter.”



- Name your point. Use a long name (if you wish) then give it a short name (ex: East 02, E02).
- Add a description if you wish.
- Click on “Digitalize Location.”



- If you have WGS84 coordinates, you may enter them in the blanks.
- Alternatively, you can zoom in on the map and click your location.

- When you are satisfied with your point location selection, click “Keep It” and “Save.”

