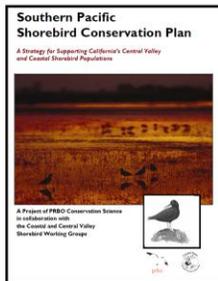




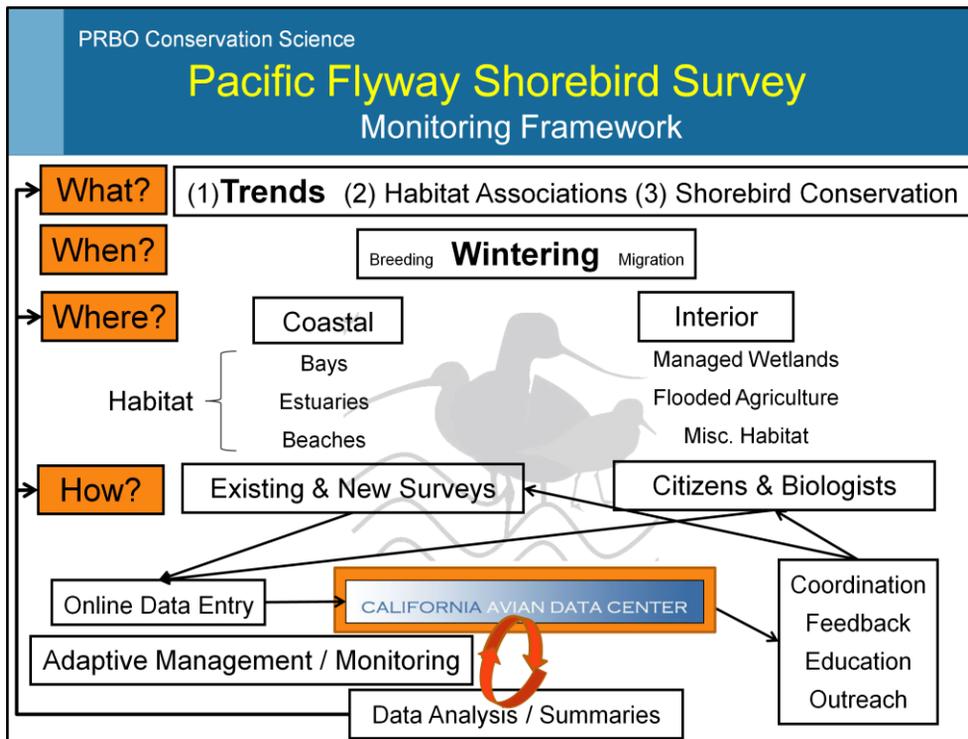
This is a report to the California Landscape Conservation Cooperative (CA LCC) describing the development of the online data entry portal for shorebird monitoring data from the CA LCC and other regions in the Pacific Flyway as part of the Pacific Flyway Shorebird Survey (PFSS). Report was compiled and submitted March 2011.



“Our overall vision is a coordinated set of monitoring programs across the Pacific Flyway that provide a coherent view of shorebird population trends as a basis for guiding conservation priorities.”



One of the key recommendations stemming from the completion of the Southern Pacific Shorebird Conservation Plan (Hickey et al. 2003) was a need for large-scale monitoring of Pacific Flyway shorebird populations to quantify spatial and temporal trends and habitat associations. In an attempt to fulfill this recommendation, which requires monitoring over a very large geographic landscape in a way that would be sustainable over time, there was a vision for a coordinated set of monitoring programs.



During 2009 and 2010 we developed the conceptual model for the Pacific Flyway Shorebird Survey (PFSS). The PFSS wanted to gather data on Pacific Flyway shorebird population trends (>90% of those in California winter within the CA LCC), habitat associations, and be able to model these data to inform shorebird conservation and management actions.

The PFSS targets wintering shorebird populations because (1) they are easier to access than breeding shorebirds and more species can be monitored simultaneously, (2) there is typically lower variation in counts relative to migration based surveys, (3) it is the longest continuous period of use by shorebirds within their annual migration cycle and thus has there is the possibility for effective management actions, and (4) long-term changes in the distribution of wintering shorebirds may be an indicator of large-scale habitat changes as the result of climate change (e.g. sea-level rise).

In the first phase of the PFSS, we focus on wetland dependent shorebird species but hope to expand to include data on beach obligate shorebirds (snowy plover) and rocky inter-tidal species (oystercatcher/turnstones) in the future. Within the CA LCC the primary wetland habitat occurs along the coast and in the Central Valley. The distribution of birds along the coast is largely driven by the presence of tidal mudflats and salt ponds, while in the Central Valley shorebirds primarily use flooded agriculture (e.g. rice) and managed wetlands.

In order to complete surveys over such a large landscape requires coordination of existing shorebird monitoring programs and new surveys when data are lacking. It also requires participation by both professional biologists but, perhaps in a larger part, citizen scientists.

The key to holding all these simultaneously moving parts together is a centralized data platform with online data portal. This provides a framework for efficient data entry, survey coordination, rapid feedback, and data analysis functions. The California Avian Data Center (CADC) provides the foundation to develop this tool for shorebird monitoring in the CA LCC and beyond.

PRBO Conservation Science

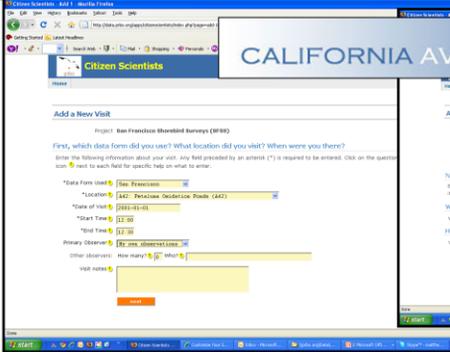


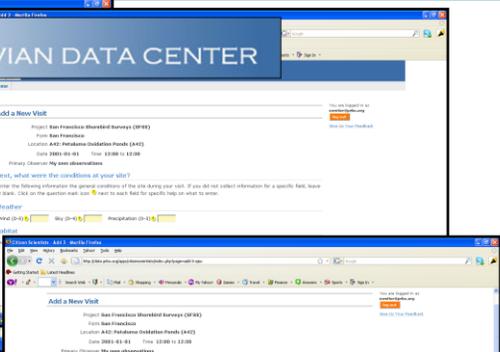
Data Centralization

“The Glue”

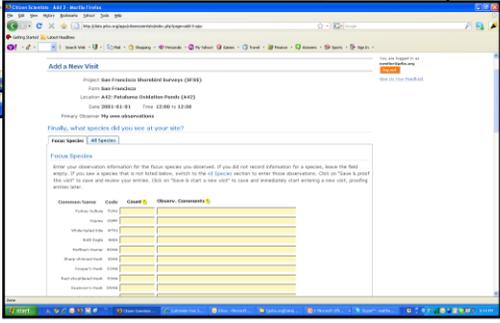


CALIFORNIA AVIAN DATA CENTER





1. Online data entry portal
2. Interactive online data summary tools
3. Enables link to data from other Pacific Flyway shorebird projects



As part of 2010 CA LCC funding , we developed and launched (1) an online data entry portal for wintering shorebird monitoring in the CA LCC as part of the Pacific Flyway Shorebird Survey and (2) interactive data summary tools to visualize shorebird monitoring data (*report pending completion*). Data centralization is the essential glue to hold large-scale monitoring programs together over time through data standardization.

- Simple process to register for a specific project to which you will be contributing data
- Standardized 4-step data entry process for all shorebird monitoring programs to allow ease of use if collecting data on multiple projects
- Feedback on the number of birds counted and species for each contributor for each project

Using the shorebird data entry portal through CADC is a simple process. First, an observer must register in the system and be assigned to a project (see Appendix I: CADC registration protocol). Second, the observer can enter and proof data in an easy 4-step process. Once they have started entering data they will immediately receive simple summaries anytime they log into their CADC account.



The 4-Step Process

Step 1: Survey location/date/time/observers

Step 2: Site Conditions

- Weather
- Habitat

Step 3: Bird Observations

- Species
- Count

Step 4: Proofing your data

Once an observer has registered, they can begin entering data in a 4-step process [see next 4 slides].

PRBO Conservation Science

Step 1: Survey location / date / time




Latest Headlines

Search Web • Mail • Shopping • Personals • My Yahoo! • Games • Travel • Finance • Answers • Sports • Sign In

Citizen Scientists

Home

Add a New Visit

You are logged in as [mreiter@prbo.org](#)
[log out](#)
[Give Us Your Feedback](#)

Project **San Francisco Shorebird Surveys (SFSS)**

First, which data form did you use? What location did you visit? When were you there?

Enter the following information about your visit. Any field preceded by an asterisk (*) is required to be entered. Click on the question mark icon (?) next to each field for specific help on what to enter.

*Data Form Used

*Location

*Date of Visit

*Start Time

*End Time

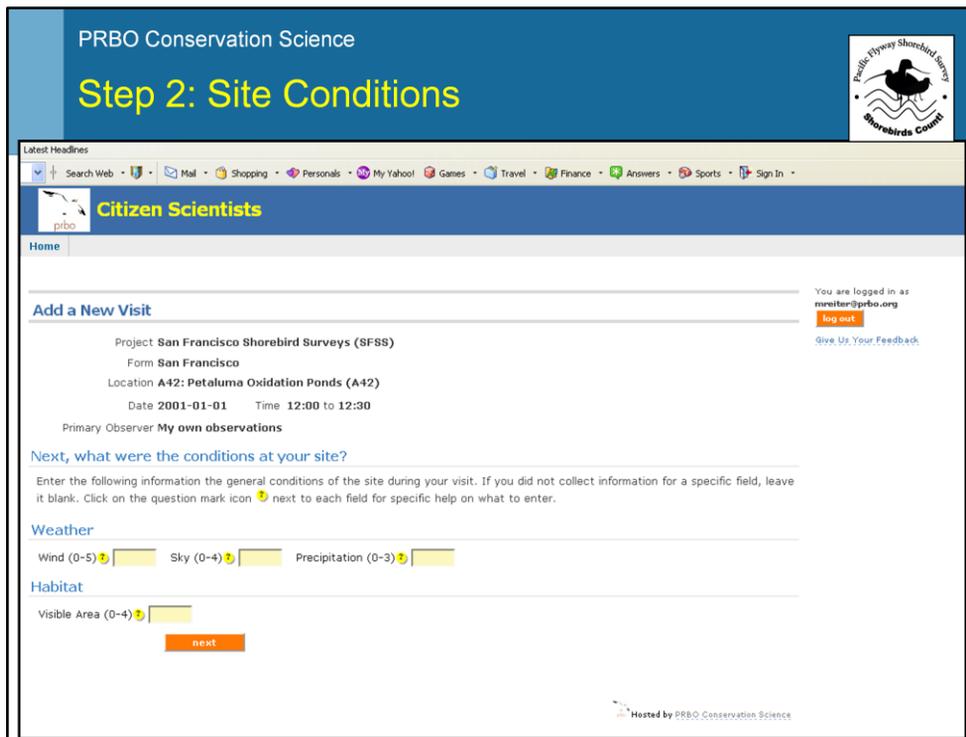
Primary Observer

Other observers: How many? Who?

Visit notes

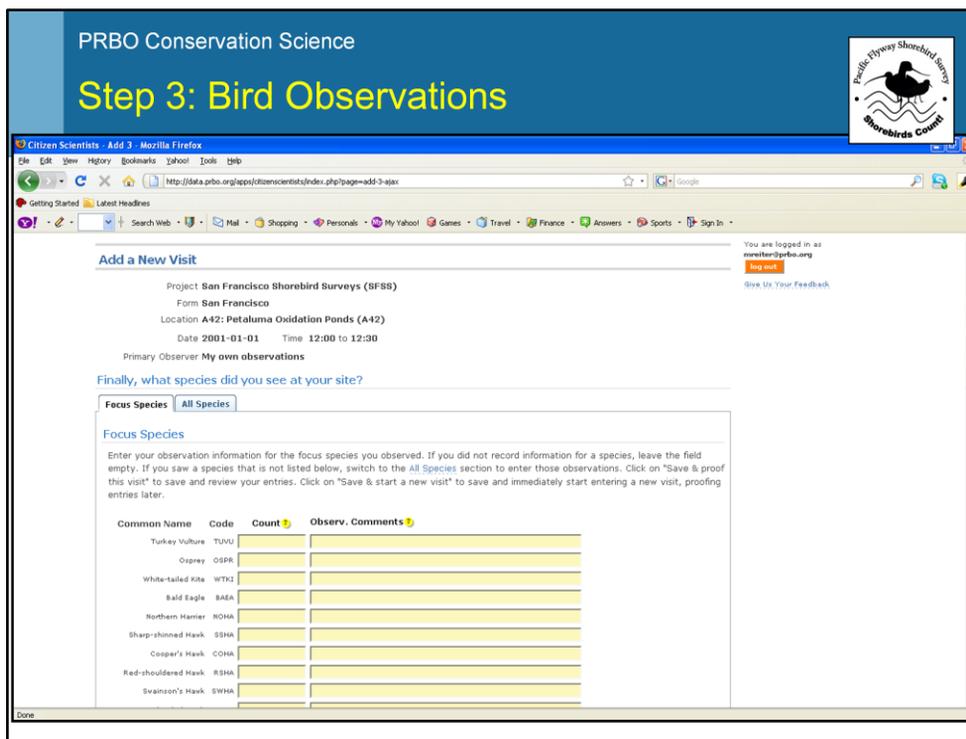
[next](#)

In step 1, the observer is asked where they completed the survey, the date, the time of day, and who was there counting. There is also the capacity to enter notes about the survey visit.



In step 2, the observer enters site condition data. This generally includes the weather and then some measures of habitat. In the San Francisco Bay example here, we only ask observers to record the percentage of the survey area they actually could check for birds. Often surveys areas are not 100% available to be surveyed. This is often the result of limited accessibility or visual obstructions (e.g. vegetation) that prevent the possibility of counting shorebird even if they were present.

However, we have developed several different portals that allow for different habitat conditions to be recorded during observations (see "Take a Test Drive" slide below).



In step 3, observers enter their bird observations for the survey location. Most species recorded during shorebird surveys (i.e. shorebirds, raptors) are listed taxonomically in the table provided. Species also can be entered manually through the “All Species” tab. Comments about the individual species observations (e.g. bird behavior) can also be entered.

PRBO Conservation Science

Step 4: Proofing Data

Your Visit

Project **San Francisco Shorebird Surveys (SFSS)**

Location **A42: Petaluma Oxidation Ponds (A42)**

Date **2011-03-11** Time **11:00 to 12:00**

Status **RAW**

Primary Observer **My own observations**

Other Observer(s)

Visit Notes

Observations at this location on 2011-03-11 at 11:00

[Edit your observations](#)

Bird	Common Name	Total	Tally of Indiv	Forage	Flock	Copulate	Display	Pair	Material	Food	Nest	Fledge	Comment
GRYE	Greater Yellowlegs	9999	9999										

Species list for this visit (Occurrence comparison to Sonoma County)

Species	Count	Common Name	Scientific Name	Taxon Order	Occurrence
GRYE	9999	Greater Yellowlegs	Tringa melanoleuca	446	likely

Site Conditions at this location on 2011-03-11 at 11:00

[Edit site conditions](#)

In Step 4, the observer is asked to proof the data they have entered. Steps 1 – 3 can all be edited at this point if an error is discovered. Once the data have been proofed and any changes made, the observer can indicate that proofing is complete. The data are now stored in CADC and await review and sign-off by a project leader before they are archived and made available for data summaries.

Rapid Feedback



Latest Headlines

Search Web Mail Shopping My Yahoo! Games Music Answers Sports Sign In

San Francisco Shorebird Surveys (SFSS)

[Add a new visit](#)

Total Birds Counted For Project: 275726
 Total Birds You've Counted: 11039 (4.004%)

Field Data Forms for San Francisco Shorebird Surveys (SFSS)

Click on one of the following links to download and print a field data form. If you are not sure which form to download, please contact the project leader for this project.

San Francisco

My visits to San Francisco Shorebird Surveys (SFSS) and/or observations entered for others

Date	Location	Count	Start Time	End Time	Status	Observer
2011-03-11	A42: Petaluma Oxidation Ponds (A42)	9999	11:00:00	12:00:00	RAW	Ralter, M
2010-11-19	B11: Castro Cove (B11)	554	09:35:00	10:00:00	CLEAN	Rice, D
2010-11-19	H23: Ravenswood Tract Pond R4 (H23)	61	08:55:00	10:16:00	CLEAN	Ralter, M
2010-11-19	G71: Ravenswood Tract Pond SF2 (G71)	138	10:30:00	12:15:00	CLEAN	Ralter, M

My Species List for San Francisco Shorebird Surveys (SFSS)

Common Names

- White-tailed Kite
- Semipalmated Plover
- Black-necked Stilt
- American Avocet
- Greater Yellowlegs
- Willet
- Marbled Godwit
- Western Sandpiper

Observers get immediate feedback once they have entered data into CADC as part of a project. On the personal citizen scientist page that comes up once they are logged in to CADC, an observer can see how many birds they have counted for each project they collect data, which species, and what percentage of the total birds counted to date on a project was by them. There will be additional online interactive data summary tools available soon.



Latest Headlines

Search Web - Mail - Shopping - My Yahoo! - Games - Music - Answers - Sports - Sign In -

San Francisco Shorebird Surveys (SFSS)

[Add a new visit](#)

Total Birds Counted For Project: 275726 Total Birds You've Counted: 11039 (4.004%)

3 rows

Field Data Forms for San Francisco Shorebird Surveys (SFSS)

Click on one of the following links to download and print a field data form. If you are not sure which form to download, please contact the project leader for this project.

[San Francisco](#)

My visits to San Francisco Shorebird Surveys (SFSS) and/or observations entered for others

Date	Location	Count	Start Time	End Time	Status	Observer
2011-03-11	A42: Petaluma Oxidation Ponds (A42)	9999	11:00:00	12:00:00	RAW	Relter, M
2010-11-19	B11: Castro Cove (B11)	554	09:35:00	10:00:00	CLEAN	Rice, D
2010-11-19	H23: Ravenswood Tract Pond R4 (H23)	61	08:55:00	10:14:00	CLEAN	Relter, M
2010-11-19	G72: Ravenswood Tract Pond SF2 (G72)	979	10:30:00	12:15:00	CLEAN	Relter, M

4 rows

My Species List for San Francisco Shorebird Surveys (SFSS)

Common Name

- White-tailed Kite
- Semipalmated Plover
- Black-necked Stilt
- American Avocet
- Greater Yellowlegs
- Willet
- Marbled Godwit
- Western Sandpiper

In addition to the summaries, on the personal citizen scientist page there is a link to the survey protocol and field data forms that can be downloaded as PDF files. Observers can easily retrieve documents prior to any survey.

Implementation in 2010



- Developed and launched 10 project portals for citizen scientists and partner biologists (9 within the CA LCC)
- Developed “CADC Data Entry Protocol” documents to help new users (see Appendix II)
- Compiled ~300,000 shorebird observations from surveys throughout the Central California coast and Central Valley between November 15 – December 15, 2010
- >200,000 shorebirds from a sample of San Francisco Bay
- Framework to provide interactive data summary tools (*interactive tools to be completed April 2011*)

In 2010 we employed the new user-friendly interface in CADC to develop and launch 10 project specific portals for monitoring shorebirds throughout the northern and central portions of the CA LCC. As part of the development of the portals, we also produced informational materials that guide new users through the CADC registration process and data entry interface (Appendices I & II); much of this report comes from those documents.

Between 15 November and 15 December 2010, we used the data portals to capture data from 7 coastal estuaries and 35 road transects of managed wetlands and flooded agriculture in the Central Valley as part of the pilot year of the Pacific Flyway Shorebird Survey. To date >300,000 shorebird observations have been entered into CADC from these 2010 surveys. This includes ~200,000 shorebirds in the San Francisco Bay survey alone.

In addition to the data portal, we are also developing interactive data summary tools that relate directly to data entered through these new portals. The open-source, online tools will provide simple data summaries of shorebird monitoring data at user defined spatial and temporal scales. We have completed a Beta version of this new interactive tool and should have it completed by April 2011.



Log-In

- Go to www.prbo.org/cadc
- Click on the blue “Go” button in the red box in the upper right hand part of the page
- Next page, click on the link that says [I want to log into MyCADC account](#)
- Next page, click on the link that says [Citizen Scientists](#)
- Next page, enter “demoshorebird” where prompted for an email address

Enter Data

- Once you are logged-on, to enter new data click on the “**Add a new visit**” button that is associated with the project for which you want to enter data.

We have set up a demo shorebird data entry portal to allow potential users to get a feel for how the portal works and enter data without it going into our real project databases. Please follow the instructions on this page to log-in to the demo portal.

NOTE – Only one user may be logged-in at a time so if you are unable to log-in as “demoshorebird”, please try back at a later time.

THANK YOU!



**CA Landscape Conservation Cooperative
David and Lucile Packard Foundation**

PFSS Partners



This work was made possible by the generous support of the California LCC and the David and Lucile Packard Foundation. We also acknowledge the continued support and contribution of our many partners as part of the Pacific Flyway Shorebird Survey both within the CA LCC and beyond.



Contact:
Matt Reiter
mreiter@prbo.org

“A coordinated, multi-partner monitoring program to quantify trends and habitat associations of wintering shorebirds in the Pacific Flyway.”

<http://data.prbo.org/partners/pfss/>

Please contact Matt Reiter at PRBO Conservation Science with questions about this report or the PFSS.

Matthew Reiter
PRBO Conservation Science
P.O. Box 747
Pescadero, CA 94060
mreiter@prbo.org
760-417-9997



APPENDIX I



CALIFORNIA AVIAN DATA CENTER REGISTRATION

October 1, 2010

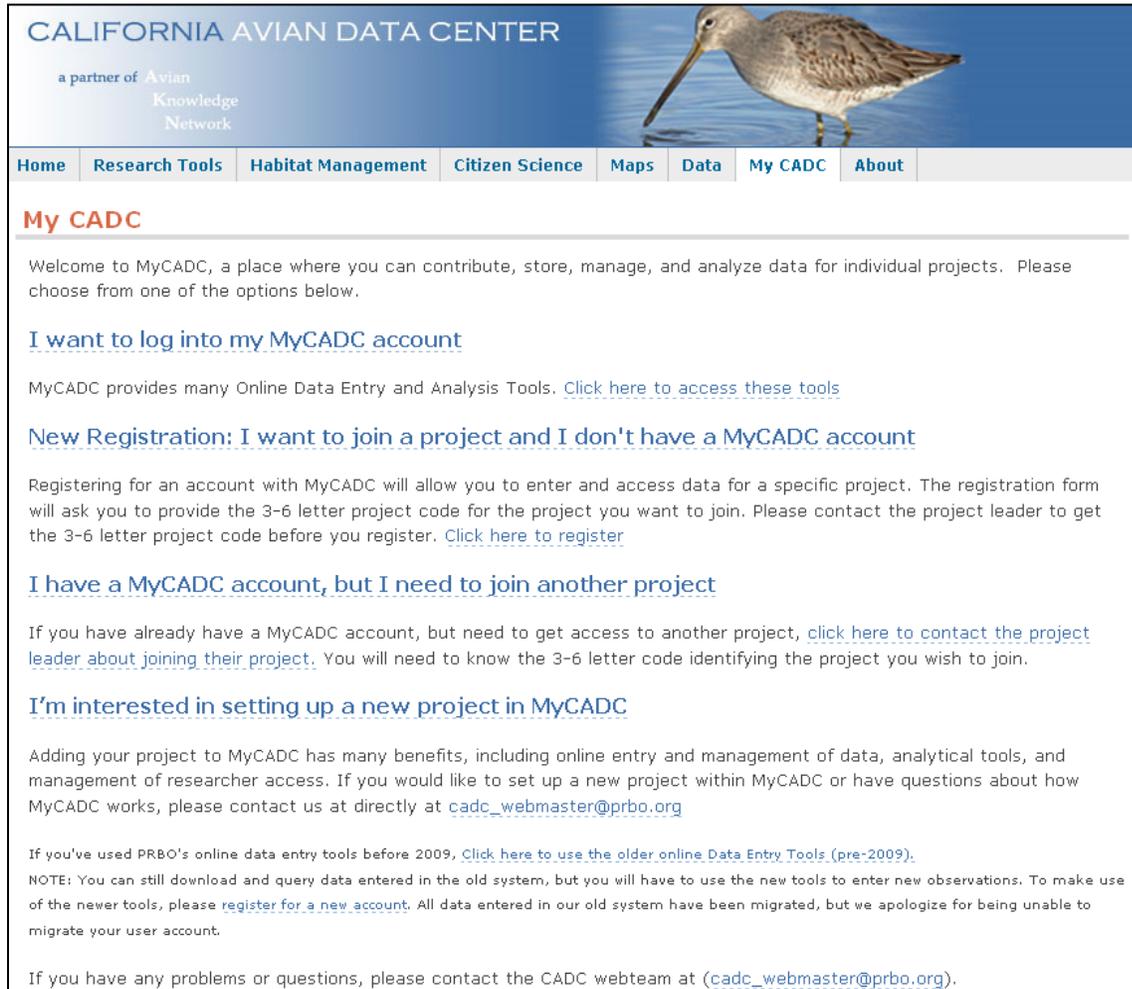
TO REGISTER

First time users must first register and create a user name and password.

1. Go to www.prbo.org/cadc
2. Click on the blue "Go" button in the red box in the upper right hand part of the page.

The screenshot shows the California Avian Data Center (CADC) website. The header includes the title "CALIFORNIA AVIAN DATA CENTER" and a navigation menu with links: Home, Research Tools, Habitat Management, Citizen Science, Maps, Data, My CADC, and About. Below the header, there is a description of the CADC as a regional node of the Avian Knowledge Network (AKN) hosted by PRBO Conservation Science. A "Featured Application" section titled "Where will the birds be?" highlights "Modeling Bird Distribution Responses to Climate Change in California". Below this are three columns: "Habitat Management" (for people involved in habitat restoration, protection, and conservation), "Research Tools" (for scientists and researchers), and "Citizen Science" (for the public to explore and find out about how collecting avian data can help conserve birds and their habitats). On the right side, there is a "My CADC" section with a "Go" button to manage and query data. Below that, "CADC Stats" shows the number of observations (66,374,618) and the most recent observation (2010-07-13). A "News" section lists recent updates, including "Farallon Data Now Available on CADC" (12/18/09), "Climate Change Bird Distribution Article Published" (09/02/09), and "MyCADC Continues to Develop" (06/12/09).

3. Select the appropriate selection on the next screen (below). Most will select “New Registration: I want...”. However if you already have a MyCADC account you may join additional projects by selecting “I have a MyCADC account, but...”.



The screenshot shows the website for the California Avian Data Center, a partner of the Avian Knowledge Network. The navigation menu includes Home, Research Tools, Habitat Management, Citizen Science, Maps, Data, My CADC, and About. The main content area is titled "My CADC" and contains the following text:

Welcome to MyCADC, a place where you can contribute, store, manage, and analyze data for individual projects. Please choose from one of the options below.

I want to log into my MyCADC account

MyCADC provides many Online Data Entry and Analysis Tools. [Click here to access these tools](#)

New Registration: I want to join a project and I don't have a MyCADC account

Registering for an account with MyCADC will allow you to enter and access data for a specific project. The registration form will ask you to provide the 3-6 letter project code for the project you want to join. Please contact the project leader to get the 3-6 letter project code before you register. [Click here to register](#)

I have a MyCADC account, but I need to join another project

If you have already have a MyCADC account, but need to get access to another project, [click here to contact the project leader about joining their project](#). You will need to know the 3-6 letter code identifying the project you wish to join.

I'm interested in setting up a new project in MyCADC

Adding your project to MyCADC has many benefits, including online entry and management of data, analytical tools, and management of researcher access. If you would like to set up a new project within MyCADC or have questions about how MyCADC works, please contact us at directly at cadc_webmaster@prbo.org

If you've used PRBO's online data entry tools before 2009, [Click here to use the older online Data Entry Tools \(pre-2009\)](#).

NOTE: You can still download and query data entered in the old system, but you will have to use the new tools to enter new observations. To make use of the newer tools, please [register for a new account](#). All data entered in our old system have been migrated, but we apologize for being unable to migrate your user account.

If you have any problems or questions, please contact the CADC webteam at (cadc_webmaster@prbo.org).

4. Enter the information requested on the following page.

*****Note:** In Step 5 of the registration process when asked “Please enter the project you would like to join”, enter **XXXX. (Project code here)**

After completing the registration page, an email from “no-reply@prbo.org” will be sent to the email account you entered. You will need to click the link provided in the email in order to complete your registration. The link will expire in 24 hours and you will have to re-register. If you do not receive your confirmation email promptly, check your junk or spam folder. After checking your spam folder, if you did not receive an email from no-reply@prbo.org please contact CADC help at “cadc_webmaster@prbo.org” with your name and email address used to register.



APPENDIX II

Entering data through the California Avian Data Center (CADC) Pacific Flyway Shorebird Survey



TO ENTER DATA:

A. Log-In

1. Go to www.prbo.org/cadc
2. Click on the blue "Go" button in the red box in the upper right hand part of the page (see below).

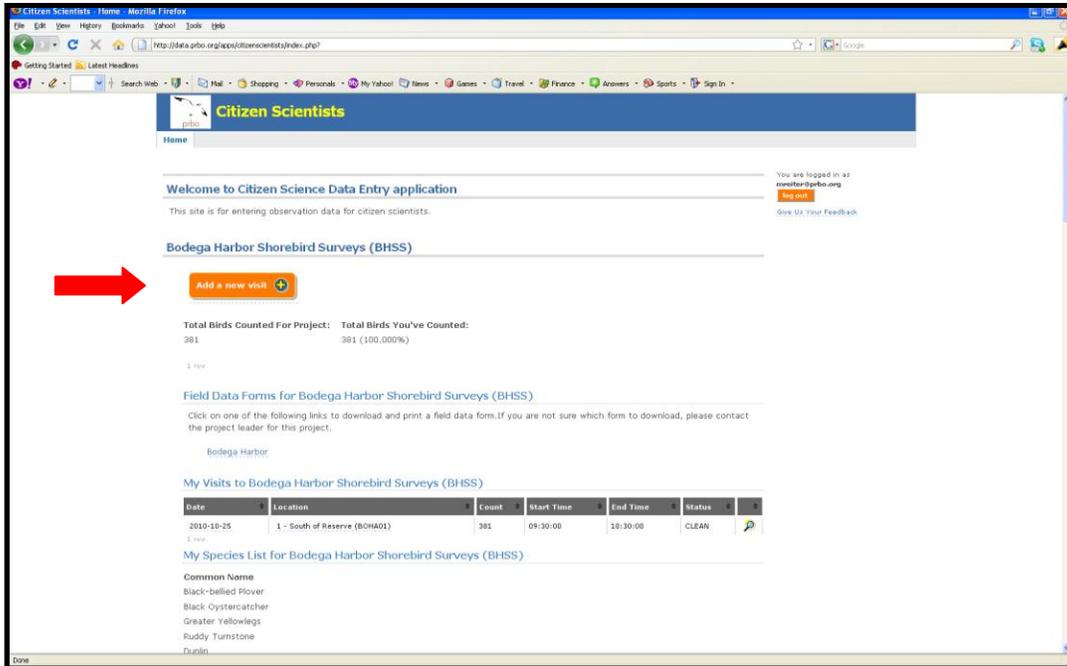
The screenshot shows the California Avian Data Center (CADC) website. The header includes the title "CALIFORNIA AVIAN DATA CENTER" and a navigation menu with links for Home, Research Tools, Habitat Management, Citizen Science, Maps, Data, My CADC, and About. A featured application titled "Where will the birds be? Modeling Bird Distribution Responses to Climate Change in California" is highlighted with a "NEW Now" badge. Below this are three main sections: "Habitat Management" (for restoration and conservation), "Research Tools" (for scientists and researchers), and "Citizen Science" (for the public to explore and find out about bird habitats). On the right side, there is a "My CADC" section with a "Go" button and "CADC Stats" showing 66,374,618 observations and the most recent observation on 2010-07-13. There are also news items and a "MyCADC Continues to Develop" section.

3. Next page, click on the link that says [I want to log into MyCADC account](#)
4. Next page, click on the link that says [Citizen Scientists](#)
5. Next page, enter email address and press [enter](#)
6. Next page, enter your password and press [Log On](#)

PFSS Data Entry Protocol

B. Select Project

Once you are logged-on, all the projects that you are associated with will show-up on the screen (see below.)



The screenshot shows the Citizen Scientists web application interface. The page title is "Citizen Scientists" and the URL is "http://data.pfss.org/apps/citizenscientist/index.php?". The page is for the "Bodega Harbor Shorebird Surveys (BHSS)" project. A red arrow points to the "Add a new visit" button. Below the button, there are statistics for birds counted, field data forms, a table of visits, and a species list.

Welcome to Citizen Science Data Entry application
This site is for entering observation data for citizen scientists.

You are logged in as [nveiter@pfss.org](#)
[Log out](#)
[Give Us Your Feedback](#)

Bodega Harbor Shorebird Surveys (BHSS)

[Add a new visit](#)

Total Birds Counted For Project: 381 Total Birds You've Counted: 381 (100.000%)

Field Data Forms for Bodega Harbor Shorebird Surveys (BHSS)
Click on one of the following links to download and print a field data form. If you are not sure which form to download, please contact the project leader for this project.

Bodega Harbor

My Visits to Bodega Harbor Shorebird Surveys (BHSS)

Date	Location	Count	Start Time	End Time	Status
2010-10-25	1 - South of Reserve (B0HA01)	381	09:30:00	10:30:00	CLEAN

My Species List for Bodega Harbor Shorebird Surveys (BHSS)

Common Name

- Black-bellied Plover
- Black Oystercatcher
- Greater Yellowlegs
- Ruddy Turnstone
- Dunlin

To enter new data click on the “Add a new visit” button (in orange above) that is associated with the project for which you want to enter data.

Note: Each survey point or survey area should be recorded on a separate data sheet and should be entered separately as a new visit.

C. Enter Data

There are 3 data entry screens for getting PFSS data into CADC.

1. “Where did you survey? When did you survey? Who did the survey?” screen. The fields on this screen should match the fields on your data form. After filling in the fields press “next” at the bottom of the screen (**note:** press the yellow question marks next to any field to obtain help).

The screenshot shows the 'Add a New Visit' form in the Citizen Scientists application. The project is 'Fallow Field Shorebird Surveys (FFSS)'. The form includes the following fields:

- *Data Form Used: Select a location... (dropdown)
- *Location: Select a location... (dropdown)
- *Date of Visit: (text input)
- *Start Time: (text input)
- *End Time: (text input)
- Other observers: How many? (input: 0) Who? (text input)
- Visit notes: (text area)

 A 'next' button is located at the bottom center of the form. The page also shows a login status for 'kstrum@prbo.org' and a 'log out' button.

2. “What were the conditions at your site?” screen (below). The fields on this screen should match the fields on your data form and be described in the survey protocol. After filling in the fields press “next” at the bottom of the screen (**note:** fields may differ than the example below depending on your project and protocol.).

The screenshot shows the 'Add a New Visit' form in the Citizen Scientists application, pre-filled with data. The project is 'Fallow Field Shorebird Surveys (FFSS)'. The form is for 'Form Yolo' at 'Location Yolo Paddy 5 South 410Y (410Y)' on 'Date 2010-07-15' at 'Time 09:00 to 09:07'. The 'Next, what were the conditions at your site?' section includes the following fields:

- Weather:** Temp (F), Wind (0-6), Direction, Sky (0-3), Precip (0-4).
- Habitat:** Dry %, Moist %, Flooded %.
- Vegetation:** Emergent %, Height (0-6).
- Water Depth:** 100m (in), 200m (in).

 A 'next' button is located at the bottom center of the form. The page also shows a login status for 'kstrum@prbo.org' and a 'log out' button.

3. “Finally, what species did you see at your site?” screen (below).
 - a. The “**Focus Species**” table contains the large majority of species that you will see on your surveys.
 - b. Enter the “**Count**” for each species from your data sheet.
 - c. You do NOT need to enter “0” for species you did not see.
 - d. If you saw no birds at a survey site scroll to the bottom of the species table and press the orange “**No species observed Save & proof this visit**” button.
 - e. If a species does not appear in the Focus Species table, use the “**All Species**” tab to enter data for species not listed in the table.
 - a. Enter the name of the species in the provided space.
 - b. Select the correct four-letter code from those listed and that match those in “PFSS_SpeciesList.pdf”
 - c. Enter the “**Count**” for each species
 - d. Press “**next**” before moving on the next species OR before switching back to the “**Focus Species**” table
 - f. You can use the Focus Species and All Species tables interchangeably to enter data. However, please only enter data for species within the guilds listed in the project protocol and the project species list (i.e. do not enter gulls or terns.)
 - g. Once you have entered all the species detection data press “**Save and Proof this Visit**”

http://data.prbo.org/apps/citizenscientists/index.php?page=add-3-ajax

Citizen Scientists

Home

Add a New Visit

Project **Fallow Field Shorebird Surveys (FFSS)**
 Form **Yolo**
 Location **Yolo Paddy 5 South 410Y (410Y)**
 Date **2010-07-15** Time **09:00 to 09:07**

You are logged in as **ksbrum@prbo.org**
[log out](#)
 Give Us Your Feedback

Finally, what species did you see at your site?

Focus Species | **All Species**

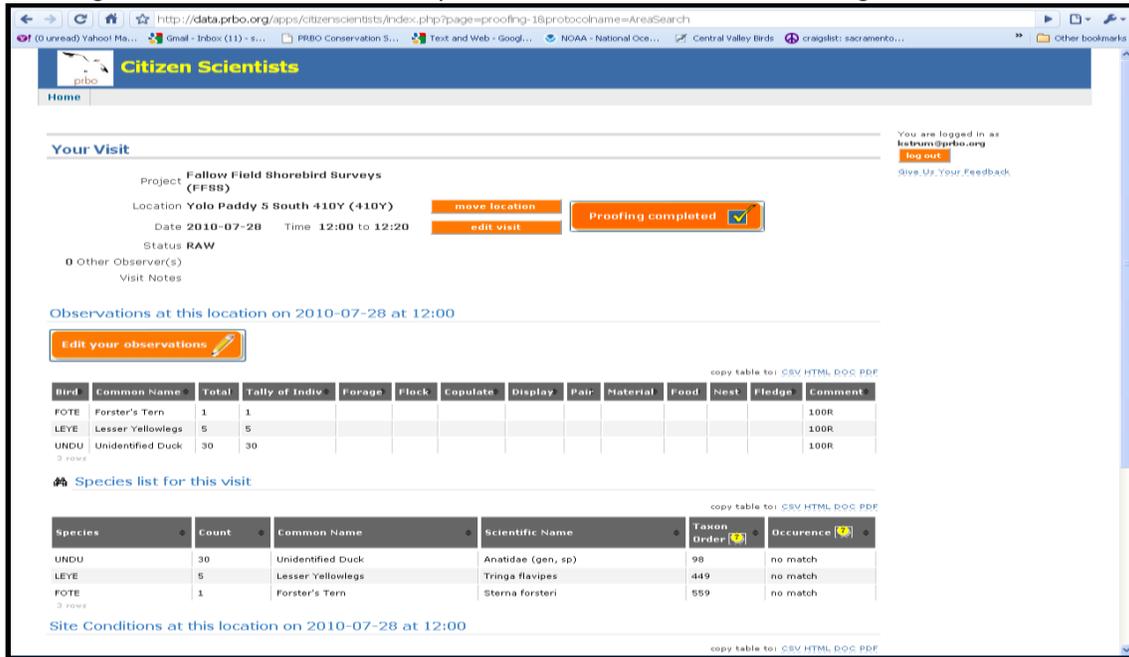
Focus Species

Enter your observation information for the focus species you observed. If you did not record information for a species, leave the field empty. If you saw a species that is not listed below, switch to the **All Species** section to enter those observations. Click on "Save & proof this visit" to save and review your entries. Click on "Save & start a new visit" to save and immediately start entering a new visit, proofing entries later.

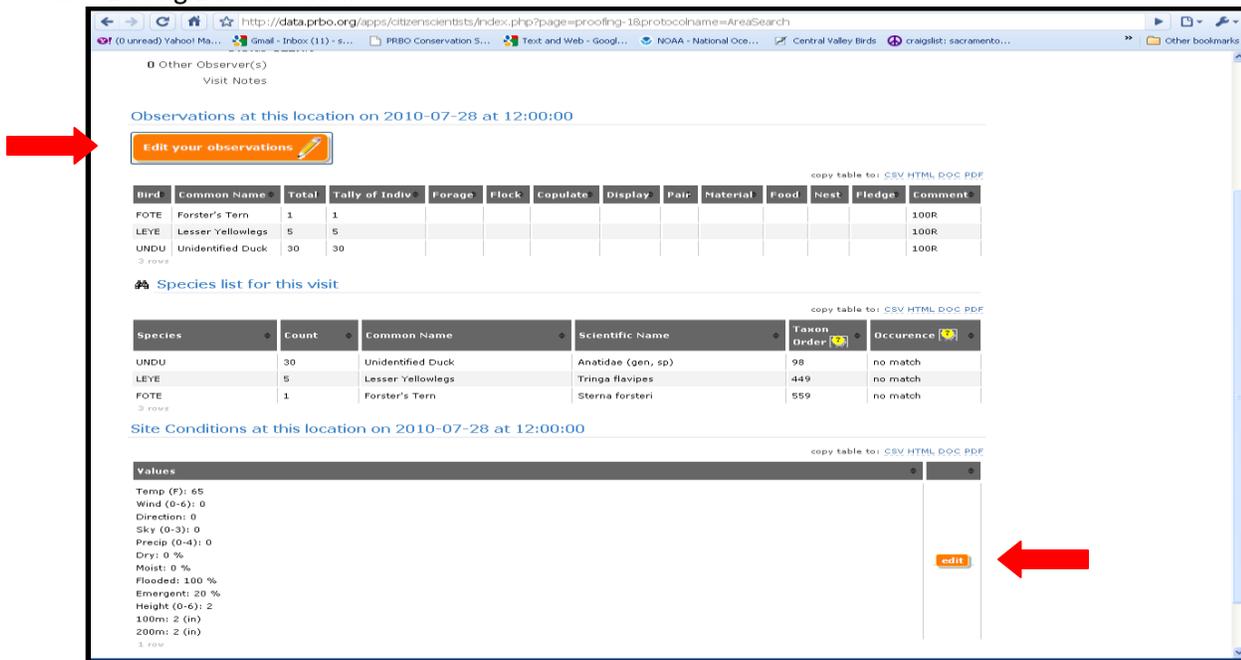
Common Name	Code	Count	Observ. Comments
Black-bellied Plover	BBPL	<input type="text"/>	<input type="text"/>
Blue-winged Teal	BWTE	<input type="text"/>	<input type="text"/>
Caspian Tern	CATE	<input type="text"/>	<input type="text"/>
Cinnamon Teal	CITE	<input type="text"/>	<input type="text"/>
Dunlin	DUNL	<input type="text"/>	<input type="text"/>
Forster's Tern	FOTE	<input type="text"/>	<input type="text"/>
Great Blue Heron	GBHE	<input type="text"/>	<input type="text"/>
Great Egret	GREG	<input type="text"/>	<input type="text"/>

D. Proof Data

After clicking **“Save and Proof this Visit”** you should be taken to the following screen:



You must proof the data you entered in order for it to become part of the database. Look carefully through the data you entered and compare it to the data on your datasheet. If you note inconsistencies between your datasheet and what appears on the screen, follow the steps beginning with Step 1 below in the **“Editing Data”** section.

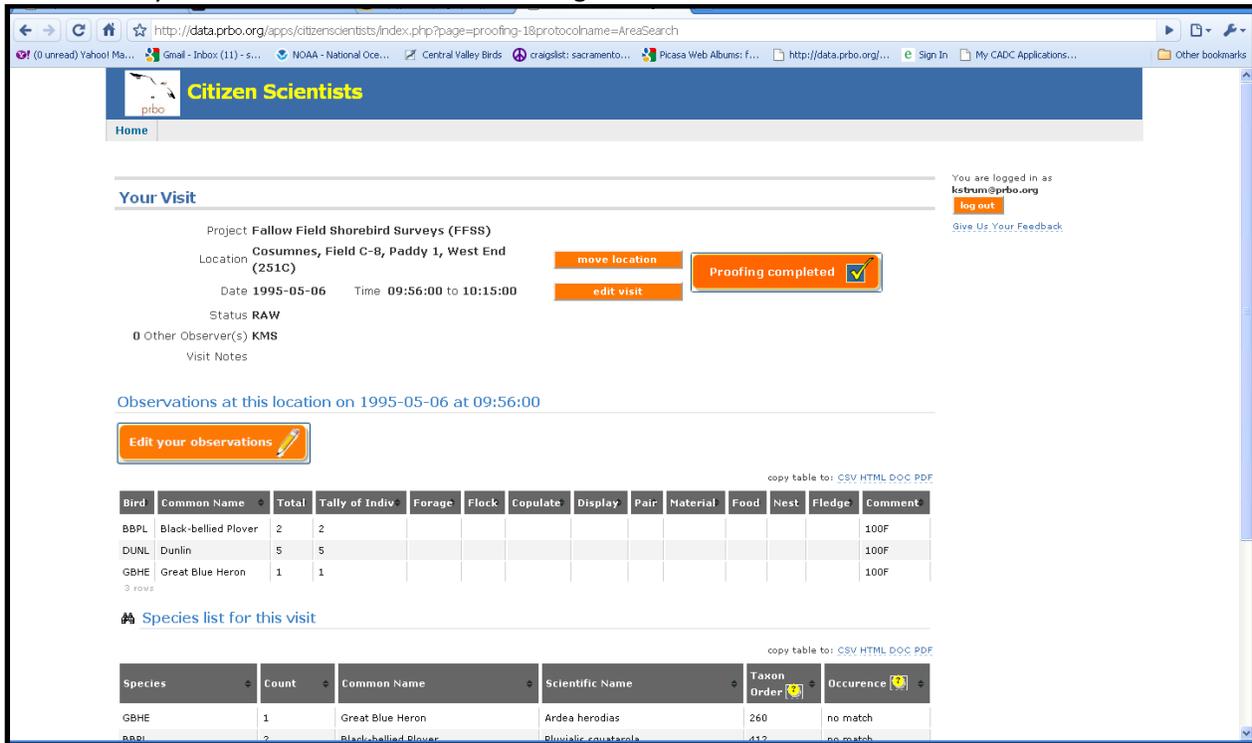


When you are finished proofing make sure to click on **“Proofing completed”** at the top of the page. Go back and follow each step to enter data for the rest of the survey points or areas.

E. Edit Data

After you enter your data you may be asked to make corrections or you may realize you have entered something incorrectly. Each section of data (site conditions, detections, etc.) has a unique place for editing data.

1. To edit your data, log on into CADC (see **A. Log In** above).
2. Click the magnifying glass  next to the observation in the project that you would like to edit and you should be taken to the following screen:



3. To edit the **Location** click **“Move Location”**. Choose the correct location for the observations and then click **“Move”**.
4. To edit the **Visit Information** (Date, Start Time, End Time, Observers, Visit Notes) click **“Edit Visit”**. Make sure to click **“Save”** when you are finished editing your data.
5. To edit your **Observations** (Species, Number, Comments, Add new species) click **“Edit your Observations”**. On the following screen, click on the data to activate the table. If you want to add an additional species, enter data in a blank field and click **“Next”**. Make sure to click **“Save & Proof this Data”** when you are finished editing your data.
6. To Edit **Site Conditions** (e.g. Weather) click **“Edit Site Conditions”**. Make sure to click **“Save”** when you are finished editing your data.
7. Finally, when you are finished editing your data click **“Proofing Completed”**