Data Entry & Data Management Guidelines

- 2024 Spring Point Counts -

Contact: David Tilson (david.tilson@uga.edu)

Checklist

The <u>data entry deadline is August 2, 2024</u>. This is a hard deadline. By then, you should have the following completed:

- ☐ Both "Data Entry" spreadsheets in your OneDrive folder should be completely filled out. Once all data from the season has been entered, please send David (see contact above) an email notification.
    - o "Data Entry_ARU Deployment History_*YourLastName*"
    - o "Data Entry_PointCount Surveys_*YourLastName*"

- ☐ All covey count field datasheets should be scanned and uploaded to the "Scanned Datasheets" folder located within your OneDrive folder. These <u>*must*</u> follow the conventions detailed below (pg. 4).

- ☐ ****Updates to BirdLocale are still pending, but the site is expected to be up and running soon. Once it is ready, David will publish an updated version of this document and send out an email announcement. <u>Unless otherwise notified, expect BirdLocale downloads to be due by August 2nd</u>.**

ARU Data Management

The Forest Management and Grassland clusters will be using Song Meter Minis for monitoring. Only the Shrub Planting cluster will use AudioMoth ARUs. If you are unsure what cluster your state is in, check the [WLFW Monitoring Design PowerPoint](#) (slide 5).

<u>Song Meter Users</u>
Before deploying your ARUs, please make sure you have read and understood the [Song Meter Deployment SOP](#). In particular, make sure the ARU is renamed according to the specified naming conventions (#5 under "ARU Settings for Song Meter Mini" in the SOP). The recorder name *must* be updated anytime the ARU is moved to a new location.

<u>AudioMoth Users</u>
Before deploying your ARUs, please make sure you have read and understood the [AudioMoth Deployment SOP](#).

Unfortunately, AudioMoths do not include the unit ID or point ID in the filenames of the audio files. Therefore, you must manually rename the audio files upon download. [Note: never encrypt SD cards.

Details below.] AudioMoths provide filenames in the following format: YYYYMMDD_HHMMSS.wav.
However, we need files to be named according to these conventions:

> ARUID-POINTID_YYYYMMDD_HHMMSS.wav
>
> ARU ID: always a 5-digit number
> Point ID: always a 4-digit number
> YYYYMMDD: audio start date (year, month, day)
> HHMMSS: audio start time (hour, minute, second)

Therefore, you must manually rename the audio files to include the ARU ID and Point ID. [Example: if we deploy ARU 54787 at point 1223 on 1/17/2024, the first file on the SD card should look something like: "20240118_050000.wav". The file should be renamed so that the new name is "54787-1223_20240118_050000.wav".]

Please download and update the filenames as soon as possible after ARU retrieval. It is vital to add this metadata to the filenames while the information is still fresh in your mind. If you are retrieving multiple SD cards in the same day, it is recommended that you keep the cards in the units until you can download the data. If you must swap out SD cards that day for redeployment, you must keep careful track of each SD card to avoid mix ups.

Everyone
Once an ARU has been retrieved, files should be copied onto the surveyor's computer. If you are using a government computer, **never** encrypt SD cards. If files from the SD card require modification (e.g., renaming), you must first transfer the files to the computer (this doesn't require encryption); only then may you modify files.

Two copies of the data should be kept at all times. At first, this will be one copy kept on the SD card and one kept on the computer. Once a copy has been uploaded to BirdLocale, the copy on the SD card can be cleared (and the one on the computer retained indefinitely, though it can be moved to an external hard drive after the end of the field season).

**To be updated once the new system for BirdLocale is running. I will also try to make a short video tutorial demonstrating multifile submissions. Please keep all data organized and ensure the metadata in the audio filenames is correct; it will be difficult to recall necessary details to correct filenames if needed later.

A log should be continuously updated on the "Data Entry_ARU Deployment History_*YourLastName*" spreadsheet located in your OneDrive folder. Surveyors should periodically download the spreadsheet to their computer and change the file name to include the date of download. This will prevent the need for reentering all the data if it is accidentally overwritten or deleted. Do **not** rename, reorder, or change the validation parameters on any of the fields within the spreadsheet. This includes adding new columns/fields; don't do it.

Covey Count Data Management

All covey count data should be continuously updated on the "Data Entry_CoveyCount Surveys_*YourLastName*" spreadsheet located in your OneDrive folder. As with the ARU Deployment History, surveyors should periodically download the spreadsheet to their computer and change the file name to include the date of download. This will prevent the need for reentering all the data if it is accidentally overwritten or deleted. Do **not** rename, reorder, or change the validation parameters on any of the fields within the spreadsheet. This includes adding new columns/fields; don't do it.

Please be consistent with your data entries. Typos or inconsistencies can cause the computer to misread data during analysis and with 30+ surveyors, it is not feasible for David to hand review each record.

Observer Name
David Tilson
David Tilson
Dave Tilson
david tilson
David
David T
dave

Each line is its own record as far as the computer is concerned, so please make sure the "Site/ARU Information" and "Covey Count Information" is complete on every line of your entries. This may seem tedious, but you can easily copy and paste once you've entered the first line from a survey.

Point ID	Site/ARU Information					Covey Count Information							Covey Information			
Point ID	ARU Unit ID	ARU Recording Start Date	Latitude	Longitude	Date of Covey Count	Observer Name	Start Time	Temperature (F)	Cloud Cover %	Beaufort Code	Noise Code	Bird ID	Species Code	Seen/ Heard	Distance (m)	Time of First Detection
1233	14346	6/15/2023	39.83313	-93.5786	6/20/2023	David Tilson	6:01	64	0	0	1	1	NOBO	Heard	165	6:06
												2	NOBO	Heard	75	6:01
												3	NOBO	Heard	35	6:05
1235	15235	6/16/2023	40.83313	-93.5786	6/21/2023	David Tilson	7:04	74	0	3	1	1	NOBO	Heard	35	6:05
1236	14346	6/23/2023	38.83313	-93.5786	6/30/2023	David Tilson	5:59	62	5	1	2	1	NOBO	Seen	65	6:06
												2	NOBO	Heard	90	6:01
												3	NOBO	Heard	85	6:01

Point ID	Site/ARU Information					Covey Count Information							Covey Information			
Point ID	ARU Unit ID	ARU Recording Start Date	Latitude	Longitude	Date of Covey Count	Observer Name	Start Time	Temperature (F)	Cloud Cover %	Beaufort Code	Noise Code	Bird ID	Species Code	Seen/ Heard	Distance (m)	Time of First Detection
1233	14346	6/15/2023	39.83313	-93.5786	6/20/2023	David Tilson	6:01	64	0	0	1	1	NOBO	Heard	165	6:06
1233	14346	6/15/2023	39.83313	-93.5786	6/20/2023	David Tilson	6:01	64	0	0	1	2	NOBO	Heard	75	6:01
1233	14346	6/15/2023	39.83313	-93.5786	6/20/2023	David Tilson	6:01	64	0	0	1	3	NOBO	Heard	35	6:05
1235	15235	6/16/2023	40.83313	-93.5786	6/21/2023	David Tilson	7:04	74	0	3	1	1	NOBO	Heard	35	6:05
1236	14346	6/23/2023	38.83313	-93.5786	6/30/2023	David Tilson	5:59	62	5	1	2	1	NOBO	Seen	65	6:06
1236	14346	6/23/2023	38.83313	-93.5786	6/30/2023	David Tilson	5:59	62	5	1	2	2	NOBO	Heard	90	6:01
1236	14346	6/23/2023	38.83313	-93.5786	6/30/2023	David Tilson	5:59	62	5	1	2	3	NOBO	Heard	85	6:01

Feel free to insert a completely blank line in between surveys so that each can be easily separated visually. This is not required, but it may make it easier for you to review submissions if you ever need to make edits.

Point ID	ARU Unit ID	ARU Recording Start Date	Latitude	Longitude	Date of Covey Count	Observer Name	Start Time	Temperature (F)	Cloud Cover %	Beaufort Code	Noise Code	Bird ID	Species Code	Seen/ Heard	Distance (m)	Time of First Detection
		Site/ARU Information						Covey Count Information					Covey Information			
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Only create entries for surveys actually conducted (i.e., do not create a line for an anticipated survey that was never conducted; for example, one that was cancelled by rain). Entries *should* be made for surveys where no focal birds are detected. Please record all the site and environmental information and write "no focal species detected" in the survey notes.

Scanned Datasheets:

Your complete field datasheets (including the gridded maps for counts where focal birds were detected) should be scanned and uploaded as a PDF to the "Scanned Datasheets" folder located within your OneDrive folder. Label the scanned datasheets according to these conventions: *PointID_MM.DD.YY*.pdf, where *Point ID* is a 4-digit number and *MM.DD.YY* represents the date (month, day, year) of the point count.

Important: It is not enough to include the point ID and date anywhere in the file name; it must be *exactly* as specified. See examples below for a hypothetical survey conducted at point 1223 on Oct. 16, 2023:

✓ 1223_10.16.23.pdf

✗ 1223 10.16.23.pdf

✗ 1223_10.16.2023.pdf

✗ 1223_10.16.23.jpeg

Each point-count survey should be a separate file (e.g., do not submit all point counts from the whole season as a single PDF). However, the table sheet and gridded maps should be part of the same file for any given survey (i.e., don't upload each page from the same survey as a separate file). Please do not create any subfolders within the "Scanned Datasheets" folder.