

## Data Entry & Data Management Guidelines

### - 2023 Fall Covey Counts -

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

## Checklist

The data entry deadline is December 15, 2023. 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.
  - “Data Entry\_ARU Deployment History\_YourLastName”
  - “Data Entry\_CoveyCount Surveys\_YourLastName”
- ☐ ~~All ARU audio files should be uploaded to [BirdLocale.org](https://birdlocale.org) following the instructions below (pg. 2) and on the website. Again, please send David a notifying email once all files from the season have been uploaded. **\*\*Updates to BirdLocale still pending. \*\***~~
- ☐ All covey count field datasheets should be scanned and uploaded to the “Scanned Datasheets” folder located within your OneDrive folder. These must follow the conventions detailed below (pg. 5).
- ☐ All practice-type information should be added to the spreadsheet titled “SiteIDs\_YourLastName” (details on pgs. 5-6).

## ARU Data Management

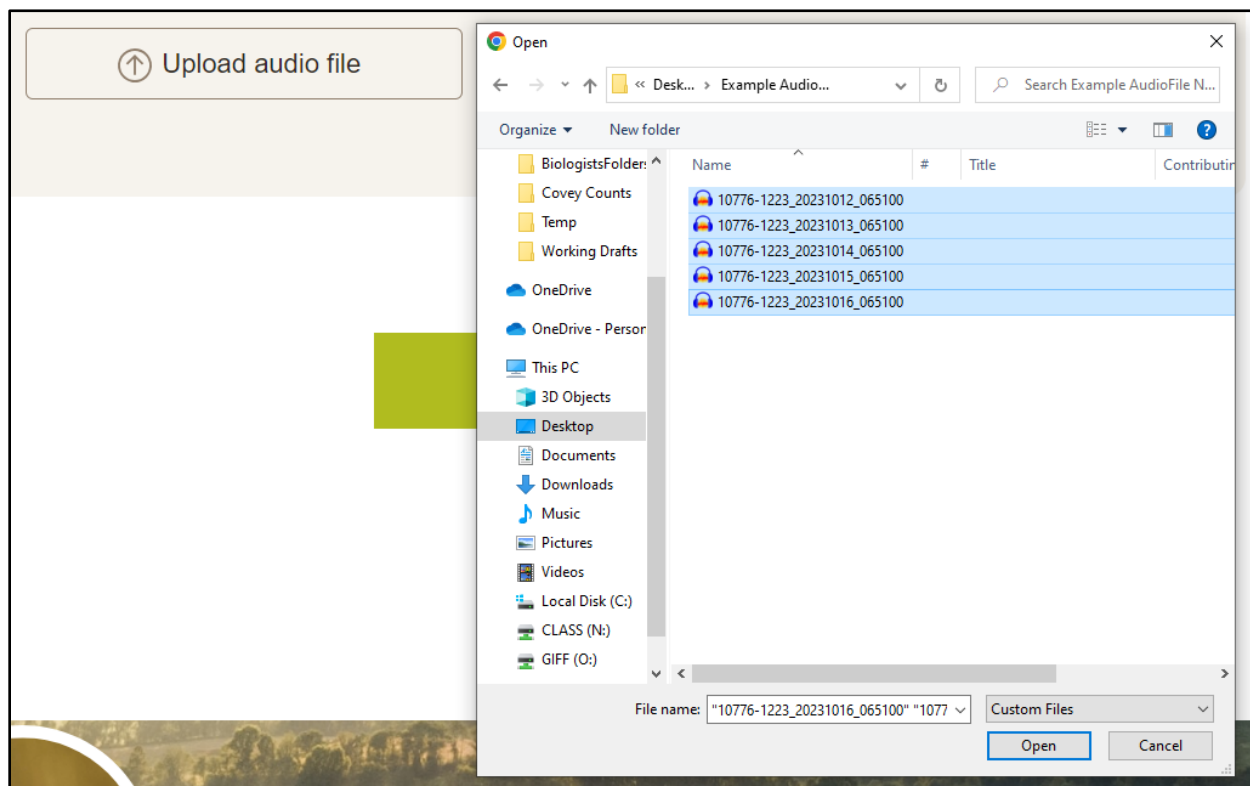
Before deploying your ARUs, please make sure you have read and understood the [ARU Deployment SOP](#). In particular, make sure the ARU is renamed according to the specified naming conventions (#5 under “ARU Settings for Song Meter Mini” in the SOP). The recorder name *must* be updated anytime the ARU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

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 at least until the end of the field season, but possibly moved to an external hard drive after the end of the field season).

Files should be uploaded to [BirdLocale.org](https://birdlocale.org) following the instructions on the website. This process can take a fair amount of time so do not wait until just before the deadline! [Note: new users will need to create an account from the login page.]

**Important Announcement:** BirdLocale now allows multiple file submissions. This should hopefully reduce the long upload times required in previous seasons. You will no longer need to compress (zip) files into a single folder. Instead, when you click the “Upload audio file” button on the website, you can select multiple .wav (audio) files by holding the “shift” or “ctrl” key while making your selections.



It is important to note, the website will only accept files named according to the expected conventions. As long as you remember to name the recorder according to the conventions detailed in the [ARU Deployment SOP](#), the ARU will automatically generate file names in the appropriate format. However, if you forget, you will have to rename each file manually before uploading to BirdLocale. Files should 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)

~~You should never upload files from multiple deployments in a single submission. All files in a multifile upload should be from the same deployment period. The website helps validate this by ensuring the ARU ID and Point ID in the file names matches with your entries on the “create entry” page.~~

~~When you make a multifile entry, your records will show up like separate entries in your “My Entries” page. See screenshot below using the same files as the previous screenshot above. This will be relevant if you ever need to edit an entry. If you make an error on the “create entry” page, you will have to correct each associated record if you need to edit after submission.~~

**\*\*To be updated in a subsequent version: add screenshot from “My Entries” page.**

**Once BirdLocale is fully updated, I will also try to make a short video tutorial demonstrating multifile submissions.\*\***

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<br>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.




| 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 |            |              |                         |           |
|----------|----------------------|---------------|----------|---------------------|---------------|--------------|-------------------------|---------------|---------------|------------|---------|-------------------|------------|--------------|-------------------------|-----------|
|          | ARU Unit ID          | ARU Recording |          | 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 |           |
|          |                      | Start Date    | Latitude |                     |               |              |                         |               |               |            |         |                   |            |              |                         | Longitude |
| 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                    |           |
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| 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.



| Site/ARU Information |             |               |          |                     |           | Covey Count Information |            |                 |               |               |            | Covey Information |              |             |              |                         |
|----------------------|-------------|---------------|----------|---------------------|-----------|-------------------------|------------|-----------------|---------------|---------------|------------|-------------------|--------------|-------------|--------------|-------------------------|
| Point ID             | ARU Unit ID | ARU Recording |          | 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 |
|                      |             | Start Date    | Latitude | Longitude           | Count     |                         |            |                 |               |               |            |                   |              |             |              |                         |
| 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         |                         |
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|                      |             |               |          |                     |           |                         |            |                 |               |               |            |                   |              |             |              |                         |
| 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         |                         |
|                      |             |               |          |                     |           |                         |            |                 |               |               |            |                   |              |             |              |                         |
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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 coveys are detected. Please record all the site and environmental information and write “no coveys detected” in the survey notes.

### Scanned Datasheets:

Your complete field datasheets (including the gridded maps for counts where coveys 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 covey count survey should be a separate file (e.g., do not submit all covey 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.

### Practice Type Info

Each surveyor should have a spreadsheet in their OneDrive folder called "SiteIDs\_YourLastName". This spreadsheet will look like your PointIDs spreadsheet, but it will have additional columns for you to fill in practice information for each point.

In the "Practice.Type" columns, please enter a practice type according to the conventions detailed below. Please only list practices that can be found within the 500x500-m grid surrounding the point (i.e., don't list practices for the entire contract if they aren't all represented somewhere within the point's grid). I've given you enough columns to list up to two practices per point, but please add columns as needed. Regarding applied/planned, please enter the letter that was applicable to the point as of 5/15/2023. If a practice was planned but got applied in 2023 *after* May 15, please consider it planned, but include a note in the "Practice Type Notes" column (include the month the practice was applied in the note).

Please account for all known practices applied that meet the specifications of an NRCS practice (even if they are not contracted). For example, if a field was planted to native grasses (512) in a contract and is also currently grazed (not contracted) but meeting the specifications of the 528 prescribed grazing practice, please include 528 on the spreadsheet for practice info, explaining in the "Practice Type Notes" that the practice is not contracted through NRCS.

"Practice.Type" entry conventions:

Practice code (no space) A for applied / P for planned.

Example: for a point with applied Prescribed Burning (338) and planned Forest Stand Improvement (666), you would enter something like the following:

| Practice.Type1 | PT1.Percentage | Practice.Type2 | PT2.Percentage |
|----------------|----------------|----------------|----------------|
| 338A           | 30             | 666P           | 50             |

In the "PT#.Percentage" columns, please list the percentage of the 500x500-m grid that is covered by the practice. You can use your gridded maps to help you estimate percentage (one 50x50-m square represents 1% of the entire grid).