

Latest revision 27-Apr-2017

As we enter the final stages prior to release, new features and functionality may be deployed at any time. This document will therefore be under continuous revision so please check you are working to the latest revision

DemOn Guidance Notes

IMPORTANT: Please report all testing issues using the email address apps.demon@bto.org by using this address your communications will be audited through to resolution using OTRS (Open Ticket Request System) to ensure it does not get lost and does not go unresolved. You should receive an automated reply on receipt. Reported issues will be reviewed every few days at which time you will receive feedback when we will let you know the issue has been submitted to the application developers, point you in the right direction if your issue turns out to be user 'error', may be able to offer a temporary work around until the issue has been fixed or let you know that your suggestion has been logged as a future feature request.

Please endeavour to make a separate report for each issue. An email with multiple reported issues makes it difficult to track each issue to completion as they may progress at different rates, and that could lead to issues slipping through the cracks.

WARNING testers be aware

IT IS IMPORTANT TO REMEMBER THAT THE DATA YOU ENTER THROUGH THE DemOn APPLICATION YOU ARE USING ARE BEING SUBMITTED DIRECTLY TO THE NATIONAL RINGING and NEST RECORDING DATABASE (we have already taken the testing of the features available to you as far as we can whilst using our test database). THEREFORE ONLY GENUINE DATA MUST BE ENTERED.

YOU MUST NOT SUBMIT ANY DATA YOU ENTER DIRECTLY INTO DemOn IN A SUBSEQUENT IPMR SUBMISSION. WHILST IT WOULD NOT DO ANY DAMAGE (OTHER THAN TO BRIDGET'S SANITY), EVERY RECORD WOULD BE REJECTED BECAUSE IT WOULD ALREADY EXIST IN DATABASE.

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Testing plan

During testing, features will be made available as and when they are ready for testing. Until ready for testing, some features may be hidden completely, some visible but ‘greyed-out’ and some may have limited functionality at present because their full functionality will not be realised until other elements have been built and some have yet to be built

During testing, we will review feedback and bug reports on a regular basic. Periodically we will be fixing bugs and, expand the functionality we will be asking you to test. We will be bringing more and more users on board as we get nearer to the first mass release.

We would also like to encourage ringing group secretary or trainer with C ringers to bring additional ringers they are responsible for on board. You may want to bring some on before others while you find your own DemOn feet, and continue to submit through IPMR for some.

In preparation for the mass release, we will soon be signing up all ringers who do not already have a BTO online User ID to BTO online surveys and contacting them directly with their new BTO online surveys details. This will not oblige them to start using DemOn (it is a means by which we will ensure access security to historic data) but once done there will no longer be a need to contact the BTO before bringing on new C-ringers or group members – you will just need to ask them for their BTO online user ID. In the meantime please continue to let Bridget Griffin know the permit number of those you want bring on board.

Rollout D testing

Available since Rollout A:

- **Creation and editing of Ringing Site Geometry and details.** Please read the notes before launching in as there are a few cautions.
- **Data entry.** Ringing data entry through standard data entry form. Please read “Notes regarding data entry” which as well as describing the basics of DemOn data entry highlight a few differences between DemOn codes and code you will have been used to in the past, fields that become compulsory under DemOn, and tips for organising data entry forms
- **Data search view and edit functionality.** This is continually evolving towards full functionality and its full potential will not be realised until all other aspects of DemOn have been built.

Available since Rollout-B

- **Group Management.** Adding users from your ‘Operating Group’, an Operating Group being a formal Ringing Group, formal Ringing Partnership, an Independent Trainer with dependent C’s and T’s, or an Independent A ringer with no associated C’s or T’s.
- **Operating as.** After login as yourself, unless you are an independent A-permit holder working entirely alone you will generally be operating as a member of an Operating Group to which you belong.
- **Data review and submission.** This is functionality accessed through the Custom Search. Data entered is subject to review by data controllers – typically Trainers – before being released from the pre-load table into the main database tables in the National Ringing and Nest Recording Database.

Available since Rollout-C

- All biometric validation in place
- **Non-standard captures.** A new drop-down was added to the record type field to guide users towards correct completion of condition, finding conditions, finding circumstance and metal mark info when entering data for non-standard New or Subsequent encounters through auto-fill of or restricting options for those other fields
- **Bulk editing.** Allows multiple records to be edited e.g. to revise a repeated data entry error (e.g. wrong date or Location) or overlooked fields first time around.

New for Rollout-D

Most of the ringing features that will be available at the time of release to the masses in May or early June is now in place. This includes the following that are either newly available or imminent in which case they will be deployed piecemeal over the coming weeks

- Home page. Revised look
- Site Creation, maintenance and management. Re-vamp and feature additions.
- Search/Edit Filter and results. Revamp and feature additions.
- Ringing data entry. Tweaks and feature additions.
- Data editing. Ability to edit accepted records (aka resubmission)
- Export of data returned by the search/filter facility. Export as spreadsheet compatible CSV format
- Export of data returned by the search/filter facility. Export as mapping compatible KML format (**imminent**).
- Data editing delete records prior to BTO processing. (**imminent**)
- Colour-mark validation. Pop-up graphic aid allowing users to self-validate colour-mark information entered through the standard ringing data entry form. (**imminent**)
- Within group ring allocation. (**imminent**)
- Within group user list, initials etc. (**imminent**)
- Upload of IPMR set-up file to populate ring allocation and initials tables. (**imminent**)
- Auditing of changes to Locations. This will allow Location boundaries or net positions to change over time without compromising historic data. (**imminent**)
- Nest Records, with complete integration of ringing and nest recording (**imminent**)
- Confidential Locations supporting within group and third-party confidentiality (**imminent**)

The following are still incomplete but will be in place imminently:

- CES and RAS visit and annual effort recording (**expected for June/July**)

Thereafter DemOn will continue to be developed and improved with incremental releases of new functionality over the remainder of the year. These will include but not limited to

- Full suite of pre-canned reports (**expected by end of year**)
- Notifications from BTO (recoveries, requests for ringing details, etc (**expected by end of year**)

In preparation for the mass release, we will shortly be signing up all ringers who do not already have a BTO online user_id to BTO online surveys and contacting them directly with their new BTO online surveys details. This is primarily to prevent identity theft and so ensure security of historic records. After this has been done there will be no need to contact BTO before bringing on new C-ringers or group members – you will just need to ask them for their BTO online user ID.

Data home screen

Having logged on to DemOn, this is the application landing page. You can get back to here at any time by clicking on ‘home’ on the green navigation bar. This is the screen on which in due course you will receive notifications (e.g. data to validate and in due course requests for ringing details, recoveries etc).

From here there are direct links into ‘Enter data’, Explore data’ and ‘Manage Sites’.

On the green navigation bar there are more detailed menus (some not yet fully populated) – ‘My data’ will take you to data entry and custom search; ‘Sites’ will take you to site setup, editing and management; ‘Management’ will take you to Operating Group administration and ring allocation (*the latter not yet available*).

The screenshot shows the DemOn Data Home page. At the top, there's a navigation bar with the BTO logo, a 'Tester's Guide' button, and links for Home, Explore Data, Sites, Management, Effort, and User Field Setups. On the right, it shows 'Operating as: Dr G E Austin' with a 'Change' button and a 'Logout' button. The main area has a title 'Demography Data Home'. Below it are two rows of four icons each, each with a label: 'Enter Ringing Data' (ringing bird icon), 'Add New Nest' (nest icon), 'Manage Sites' (tree and hill icon), 'Notifications' (bell icon); 'Explore Ringing Data' (document with magnifying glass icon), 'Add Visit / Explore Nest Data' (list icon), 'Effort Recording' (clock icon), and 'Manage Permissions' (people icon). To the right is a 'Live Demography Online Stats' box with a table comparing 'You' and 'Everyone' data. The table includes columns for Most/Least encountered species, Ringing records/Subsequent encounters this month, and Registered Users. At the bottom, there's a note about being logged in as 'GAUSTIN', partner logos, and a footer with project details and Creative Commons attribution.

‘Operating Groups’ and ‘Operating As’

Perhaps the most important aspect to using DemOn is understanding the concept of ‘Operating Groups’ and ‘Operating As’.

The Operating Group

In DemOn, an ‘Operating Group’ is a group or team in its widest sense. In Ringing terms, an Operating Group may be a formal Ringing Group, a formal Ringing Partnership, an Independent A-permit holder operating with their own personal ring issue with dependent C-permit and T-permit holders or simply an independent A ringer with no dependents. Equally an Operating Group could be a Nest Recording Group or individual nest recorder where nest recording is not being undertaken under the auspices of an independent A-permit holder, Ringing Partnerships or Ringing Group.

[IPMR migration: essentially an Operating Group is the equivalent of the master copy of an IPMR database from which data would have been submitted to the BTO]

Operating As

For ringers, ‘Operating as’ refers to the individual A permit holder, formal ringing partnership or formal ringing group to whom the rings being used were issued and therefore ultimately responsibility for those rings.

The Operating Group ‘Principal’ (AKA ‘owner’) is the person ultimately accountable for information concerning those rings reaching the National Ringing and Nest Recording Database. Typically, the Principle will be an independent A ringer (with or without associated C’s and T’s), the senior partner in a Ringing Partnership or the Secretary of a Ringing Group.

Individual users may operate under the auspices of more than one operating group e.g. use group rings in some circumstances but rings issued against their own permit or that of their trainer in others, or they may be members of multiple ringing groups and have been allocated rings by several Ringing Group Secretaries. When operating within a given operating group, the extent of a given user’s permissions depends on their role within the group as conferred on them by the Principal through Group Permissions e.g. Associate (view data), Active Recorder (enter data), Data Controller (approve data for submission to BTO), act as Deputy to the Principal). More detail later.

Upon log in you will be initially be ‘operating as’ yourself and you will see your name against ‘Operating as:’ towards the left of the green navigation bar. If you are an A-permit holder who always uses rings issued against your own permit number you are good to go. ***However, if you are a C-permit holder, or use partnership or ringing group rings, before you go any further you must first change who you are operating as to be your trainer, or appropriate partnership or ringing group.***

	You	Everyone
Most encountered species	Pied Flycatcher	Blue Tit
Least encountered species	Jack Snipe	Manx Shearwater
Ringing records this month	-	-
Subsequent encounters this month	-	-
Registered Users	118	

Within a DemOn session, users can switch who they are operating as at any time by clicking the blue ‘change’ button next to ‘Operating as:’

Currently Operating As: Dr G E Austin							
Name	View Own	Input	Update Own	Update All	Record Controller	Deputy	Owner
Dr G E Austin	✓	✓	✓	✓	✓	✓	✓
[REDACTED]	✓	✓	✓	✓	✓	✓	✗
Thetford Forest Ringing Group	✓	✓	✓	✓	✓	✗	✗

Thereafter the user will see a table listing operating groups that they have been granted permission to operate as – themselves, their trainer if a C-permit holder or trainee plus any other operating group where the owner has added them to their team/group. The table clearly indicates the extent of their permissions within each operating group as conferred upon them by the operating group Principal or Deputies.

Home Enter Data Explore Data Sites Management

Operating as: Dr G E Austin Change Logout

Switch User

Currently Operating As: Dr G E Austin

Name	View Own	Input	Update Own	Update All	Record Controller	Deputy	Owner	
Dr G Austin	✓	✓	✓	✓	✓	✓	✓	👤
[REDACTED] RG	✓	✓	✓	✓	✓	✓	✗	Operate
Thetford Forest Ringing Group	✓	✓	✓	✓	✓	✗	✗	Operate

Logged in as: GAUSTIN

The Demography Online project is organised and funded by the BTO. Email: apps.demon@bto.org
Registered Charity Number 216652 (England & Wales), SC039193 (Scotland).

The operating group you are currently working with in DemOn is highlighted as the green row. From here you can click on the blue 'operate' button to switch to operate as a member of different operating group.

Home Enter Data Explore Data Sites Management

Operating as: Thetford Forest Ring... Change Logout

Switch User

Currently Operating As: Thetford Forest Ringing Group

Name	View Own	Input	Update Own	Update All	Record Controller	Deputy	Owner	
Dr G E Austin	✓	✓	✓	✓	✓	✓	✓	Operate
[REDACTED] RG	✓	✓	✓	✓	✓	✓	✗	Operate
Thetford Forest Ringing Group	✓	✓	✓	✓	✓	✗	✗	👤

Logged in as: GAUSTIN

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The green highlight will change accordingly and the Operating as name in the green navigation bar will confirm the operating group you have now switched to.
Note you are operating within a different operating group but still logged in as yourself

It is important to ensure you are working under the auspices of the operating group you intend because:

- If entering ringing encounter records for newly ringed birds, DemOn will only allow encounters against those rings that were issued to the group under which you are currently operating.
- If entering ringing encounter records for subsequent encounters, DemOn will credit those records to the group under which you are currently operating.
- If entering a nest record for a nest in which chicks will be ringed it will be easier for you to maintain a cohesive nest history if all visits including those when nestlings were ringed are credited to the same operating group.

[IPMR migration: switching between Operating Groups is the direct equivalent to switching between different databases you may have set up within IPMR for when you use rings issued under different Permits/Partnerships/Ringing Groups]

Consequently, when you create a new Location in DemOn or enter ringing encounters in DemOn you must always do so under the auspices of the Operating Group to which the rings were issued. Consequently only ringers who are A-permit holders using rings issued in their own name should create new Locations or enter ringing encounters when Operating As themselves. With one exception, all other ringers, including trainees, C-permit holder, A-permit holder using rings issued to a partnership or formal Ringing Group will always be expected to have changed to Operate As their trainer/Ringing Group before creating sites or entering ringing encounters. If you do create Locations when Operating As yourself those Locations will not be available when operating under the auspices of their Trainer / formal Partnership/ formal Ringing Group. The exceptional circumstance when you would want to create Locations and enter data under your own name would be field re-sightings or nest records outside of the geographic extent of interest for your Trainer or Ringing Group.

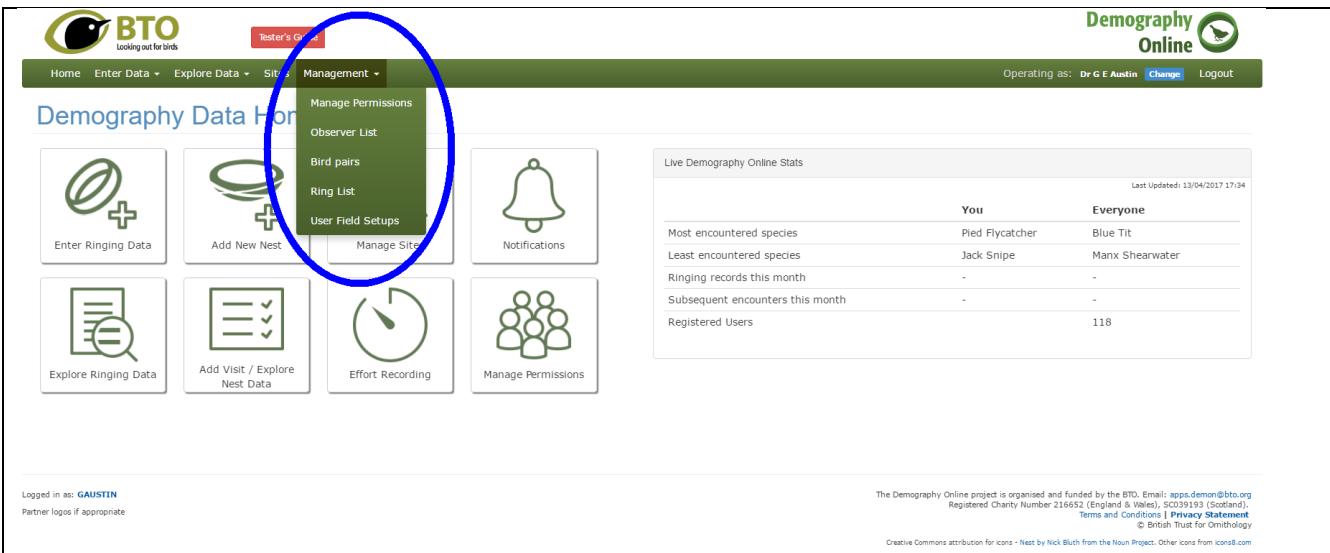
From a ringer's perspective the most important take home message here is that when, as a C-permit holder, you create new ringing sites for your own independent ringing these must be created when Operating As your Trainer (or Ringing Group) and will belong to your Trainer/Ringing Group so long as you are using rings issued to them.

[IPMR migration: this is essentially the same as in IPMR where the Place and all associated records are submitted with the name and permit number /group number associated with master copy of the database from which the BTO receives the IPMR submission]

DemOn tracks the user ID of the person entering the data. Although ‘functional ownership’ of Locations and ringing encounters will remain indefinitely with the Trainer/Partnership/Group under which they were created, ‘intellectual ownership’ will be accredited to the user entering those data. There is functionality within DemOn [coming soon] for users to concede intellectual ownership of data they may enter on behalf of another user. Intellectual ownership will ensure those entering the data will always retain access to those data whether or not they subsequently sever links with their Trainer/Ringing Group. However, under most circumstances the expectation is that most Trainers and Ringing Group Secretaries will be happy to allow fledgling C-permit holders or migrating group members continued access to their Operating Group, at least in the role of an ‘Associate’.

Team Management

The Management tab on the Green navigation bar give you access to group management tasks some of which are not otherwise directly accessible. The list of management task available to you will see will depend on your role within the Operating Group. For example, all users will have access to the User Field Setup but only the Principal and Deputies will have access to Manage Permissions.



The screenshot shows the Demography Online homepage. At the top, there's a green navigation bar with the BTO logo, a 'Tester's Guide' button, and a dropdown menu for 'Management'. Below the navigation bar, there's a grid of icons for various data entry and management tasks. A blue circle highlights the 'Management' dropdown menu, which is open and shows options like 'Manage Permissions', 'Observer List', 'Bird pairs', 'Ring List', and 'User Field Setups'. To the right of the grid, there's a box titled 'Live Demography Online Stats' with a table comparing data between 'You' and 'Everyone'. At the bottom of the page, there's a footer with copyright information and a note about partner logos.

Live Demography Online Stats	
Last Updated: 13/04/2017 17:34	
You	Everyone
Pied Flycatcher	Blue Tit
Jack Snipe	Manx Shearwater
-	-
-	-
118	

Logged in as: GAUSTIN
Partner logos if appropriate

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Management - Manage Permissions

'Manage Permissions' is where the Principal and Deputies can add or remove members from their team and assign roles to those team members. Other team members will not have access to this form.

Manage Permissions

The following users have been assigned permissions.								
Name	Member	Input	Update own	Update all	Record Controller	Deputy	Owner	
Dr G E Austin	<input checked="" type="checkbox"/>	<button>Remove</button>						
Mr P A Stancliffe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>				
Miss S Y Adams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>				
Mr M Pymar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>
Dr G.J. Conway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>

Add user

(note the roles displayed in this screenshot will be rejigged imminently to reflect those outlined below)

How this works should be reasonably self-explanatory:

Remove

Click to removes an existing team member from the Operating Group. This will deny them further access to Operate As the current group. This does not remove any of the data they have entered under the auspices of the group and those data remain the functional property of the group. The user, as the intellectual owner of the data will retain the right to retrieve those data through the Search/Edit Filter when operating as themselves but will not be able to edit them.

Add user

Click to add a user as a team member. A dialogue will pop up in which you will need to supply their BTO online surveys user ID.

Other options in the dialogue are currently disabled pending clarification regarding data protection and are likely to remain disabled until the BTO's new membership system is introduced in late 2017.

Manage Permissions

The following users have been assigned permissions.						
Name	Associate	Recorder	Record Controller	Deputy	Owner	
Dr G E Austin	<input checked="" type="checkbox"/>	<button>Remove</button>				
Mr P A Stancliffe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>
Mr M Pymar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>
Dr G.J. Conway	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<button>Remove</button>

Tick the appropriate check-box to set a members role within the Operating group.

Group roles are hierarchical i.e. ticking a check-box will tick all check-boxes to the left

ROLES WITHIN AN OPERATING GROUP (ringing)

User roles within the Operating Group and the permissions that each brings with it are summarised below. Roles are hierarchical and therefore each has all permissions of those that follow.

Note terminology reflects imminent changes not yet deployed.

PRINCIPAL (formerly owner)

- **CAN ADD REMOVE MEMBERS TO OPERATING GROUP AND SET/ALTER ALL ROLES**
- **NO RESTRICTIONS ON DATA THAT CAN BE VIEWED OR EDITED**
- In Operating Groups using rings issued against the permit number of an individual A-permit that A-permit holder will be the Principal.
- In Operating Groups using rings issued against a formal Ringing Partnership the Principal will be the Senior Partner
- In Operating Groups using rings issued against a formal Ringing Group if you ring on rings issued to a registered Ringing Group then the Principal will be the Group Secretary.
- A-permit holders who only ever use rings issued to formal Ringing Groups are unlikely to ever operate as themselves because they will not have rings issued against their permit, but if doing so would be their own Principal. The same goes for T- & C-permit holders.

DEPUTY

- **CAN ADD REMOVE MEMBERS TO OPERATING GROUP AND SET/ALTER ALL ROLES BELOW PRINCIPAL**
- **NO RESTRICTIONS ON DATA THAT CAN BE VIEWED OR EDITED**
- The Principal of a large ringing group may wish to deputise one or more members to lighten the burden of managing their group, allocating rings, reviewing data ready for submission etc.
- Typically, all members of a registered ringing partnership other than the nominal lead partner would have Deputy status.
- A trainer with dependent C's and T's may wish to promote one of their team to Deputy whilst they are away on vacation or even add a trusted fellow A-ringer to their team, give them Deputy status and have them keep an eye on things while they are away.
- A group, partnership or Independent A-permit holder may wish to allow a trusted fellow ringer or, even a BTO staff member to join the team temporarily as a Deputy in order to provide peer to peer application support.

RECORD CONTROLLER: (subsumes former update all)

- **VIEWING PRIVILEGES SUBJECT TO CONSTRAINTS IMPOSED BY CONFIDENTIALITY OF LOCATIONS**
- **HAS THE AUTHORITY TO REVIEW DATA ENTERED BY OTHER TEAM MEMBERS, SET THEM FOR BTO PROCESSING, EDIT THEM, OR QUERY THEM FOR RECONSIDERATION BY PERSON ENTERING THEM**
- Typically this role would be granted to all A-permit holders operating in a Ringing Group in order that they can submit their own records for BTO Processing.
- Typically a Data Controller who is a Trainer operating within a Ringing Group or Partnership would be expected to be the person validating data entered by their own C's and T's.
- A Data Controller can also validate data entered by other than their own C's and T's. For example a trainer may ask another trainer to keep an eye on their C's and T's data entry whilst away on vacation. Ringing Groups are left to determine their own group policy regarding this as different solutions will be appropriate for different groups

RECORDER: (combines former input, update own)

- **CAN ENTER DATA AND EDIT THOSE DATA**
- **VIEWING PRIVILEGES SUBJECT TO CONSTRAINTS IMPOSED BY CONFIDENTIALITY OF LOCATIONS**
- Typically this role would be entrusted to all C-permit holders and any "proven" T-permit holders and helpers who may be helping with or learning data entry.
- Note all new data they enter will be subject to review by a Data Controller.
- Any old records already submitted to the BTO that are edited will be subject to review by a Data Controller before being re-submitted to the BTO.

ASSOCIATE: (formerly member)

- **CAN VIEW DATA**
- **VIEWING PRIVILEGES SUBJECT TO CONSTRAINTS IMPOSED BY CONFIDENTIALITY OF LOCATIONS**

Management - Observer list (coming soon)

The Observer List is accessed from the Management drop-down on the green menu bar. The Observer List contains details of all members of your Operating Group including initials, name, user ID and, in the case of ringers, their permit number.

- Within an Operating Group, initials must be unique
- A given user can have more than one set of initials allocated them within a given Operating Group
- A given user can have different initials under different Operating Groups
- The number of characters used for initials is not fixed or limited
- Only initials available in the Observer List can be used for ringing encounters and nest record visits

The list you will find was seeded from any initials found in the National Ringing and Nest Recording Database associated with records submitted under the auspices of the current Operating Group. i.e. all initials associated with records received in IPMR submissions. The tool provided to upload IPMR setup files [coming soon] will allow you to upload the user details held in your IPMR database which if well maintained will automatically populate permit numbers and names to the DemOn Observer list. Thereafter, so long as the Observer List is well maintained and initial fields used during data entry, individuals will be able to derive easily totals required for permit upgrades across all groups they have worked with and potentially retrieve a complete history of their ringing involvement.

Initials	Name	User ID	Permit	Action
ARN				Edit
BHG				Edit
CAH				Edit
CAM				Edit
CCB				Edit
CH				Edit
CHC				Edit
CHS				Edit
CIB				Edit
CIM				Edit
CT				Edit
DIL				Edit

Management - Ring Administration (coming soon)

Ring List is available from the Management drop-down menu.

The screenshot shows the BTO Demography Online interface. At the top, there's a navigation bar with the BTO logo, 'Demography Online', and user information ('Operating as: Dr G E Austin'). Below the navigation bar is a sub-menu titled 'Management' which includes options like 'Manage Permissions', 'Observer List', and 'Ring List'. The 'Ring List' option is highlighted and circled in blue. To the right of the sub-menu, there's a section titled 'Live Demography Online Stats' with a table showing encounter statistics for species like Pied Flycatcher and Blue Tit.

The Ring List can be viewed by all team members and provides the means for Data Controllers and above to allocate ring series registered to the Operating Group to individual Ringers and monitor ongoing ring use. There is an advantage to maintaining the ring list with up-to-date information of who within your team has been allocated each series of part-series: In due course notifications from the BTO such as requests for ringing details or feedback on recoveries will target not only the Operating Group Principal but also the specific person allocated the ring(s) in question and so reduce the Principle's workload.

The Ring List is populated directly from the ring issue database table used by BTO ring sales when issuing rings and so will always contain all rings known to have been issued to your Operating Group. You will therefore not be able to (or need to) add newly issued series to your Ring List table. If you find series to be missing this means they were issued before ring sales were computerised and resides in ledgers or that you have inherited them from another Ringer/ Partnership/Ringing Group without going through the official ring-transfer process. We are working towards computerising the old ledgers, prioritising ring sizes that typically get used infrequently or largely used on longer-lived species. As this process progresses, the older series will automatically appear in your Ring List. In the meantime if you cannot find a particular ring series in your possession and this is preventing you entering encounters for newly ringed birds please contact the BTO to have the series in question fast-tracked.

Ring administration

Listed below are all your ring series, along with summary allocation data and a visual guide to percentage used. Click 'View Series' to see and modify specific allocations for each that series.

First Ring	Last Ring	Rings	Ring Size	Allocations	Used	
Filter...	Filter...	Filter...	b		17/100 17.00%	View Series
NR44001	NR44100	100	B2	0 rings to 0 observer(s)	27/100 27.00%	View Series
NW10101	NW10200	100	B+	0 rings to 0 observer(s)	486/500 97.20%	View Series
TH12001	TH12500	500	B	0 rings to 0 observer(s)	409/500 81.80%	View Series
TL66501	TL67000	500	B	0 rings to 0 observer(s)	200/200 100.00%	View Series
TS60001	TS60200	200	B	0 rings to 0 observer(s)	9/100 9.00%	View Series
TS83801	TS83900	100	B	0 rings to 0 observer(s)	195/500 39.00%	View Series
TX22501	TX23000	500	B	0 rings to 0 observer(s)		

The Ring administration form lists all series held against the Operating Group and shows the overall usage to date.

You can type in the filter boxes immediately below the column headers to target particular ring series or (as here e.g. various flavours of B) particular ring sizes

To view current allocations or if your team role allows, set new allocations to your team click

[View Series](#)

Ring series

Show 10 entries

Start Ring	End Ring	Allocated to
Filter...	Filter...	Filter...
NW10101	NW10200	

Showing 1 to 1 of 1 entries

Previous 1 Next

This opens up the Ring series form which lists current allocation.

Initially no rings will have been allocated.

Ring series

Show 10 entries

Start Ring	End Ring	Allocated to
Filter...	Filter...	Filter...
NW10101	NW10200	GEA

Showing 1 to 1 of 1 entries

Previous 1 Next

Enter a ring range to allocate

To allocate the series or a range of rings within the series enter first and last ring, choose the initials of the person you are allocating those rings to from the drop-down and then click on

Allocate

Ring series

Show 10 entries

Start Ring	End Ring	Allocated to
Filter...	Filter...	Filter...
NW10101	NW10200	GEA

Showing 1 to 1 of 1 entries

Previous 1 Next

This process can be repeated as necessary to further allocate parts of the series.

For example re-allocating 20 rings in the middle of the series ...

Ring series

Show 10 entries

Start Ring	End Ring	Allocated to
Filter...	Filter...	Filter...
NW10101	NW10129	GEA
NW10130	NW10150	PAS
NW10151	NW10200	GEA

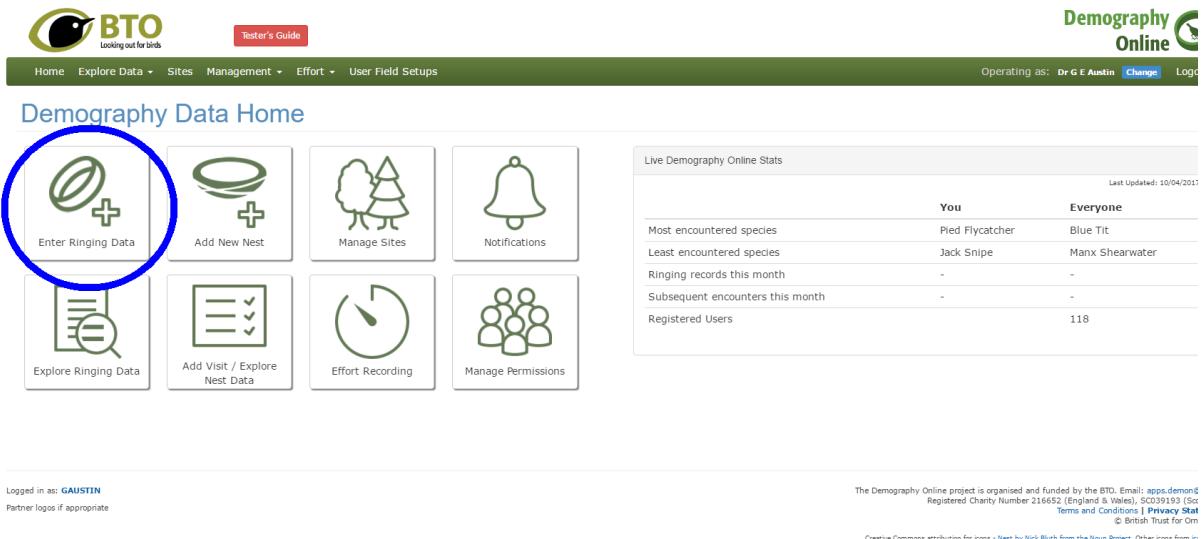
Showing 1 to 3 of 3 entries

Previous 1 Next

... produces these allocations

Ringing Data Entry

To access the ringing data entry form use the direct link 'Enter Ringing Data' on the home screen.

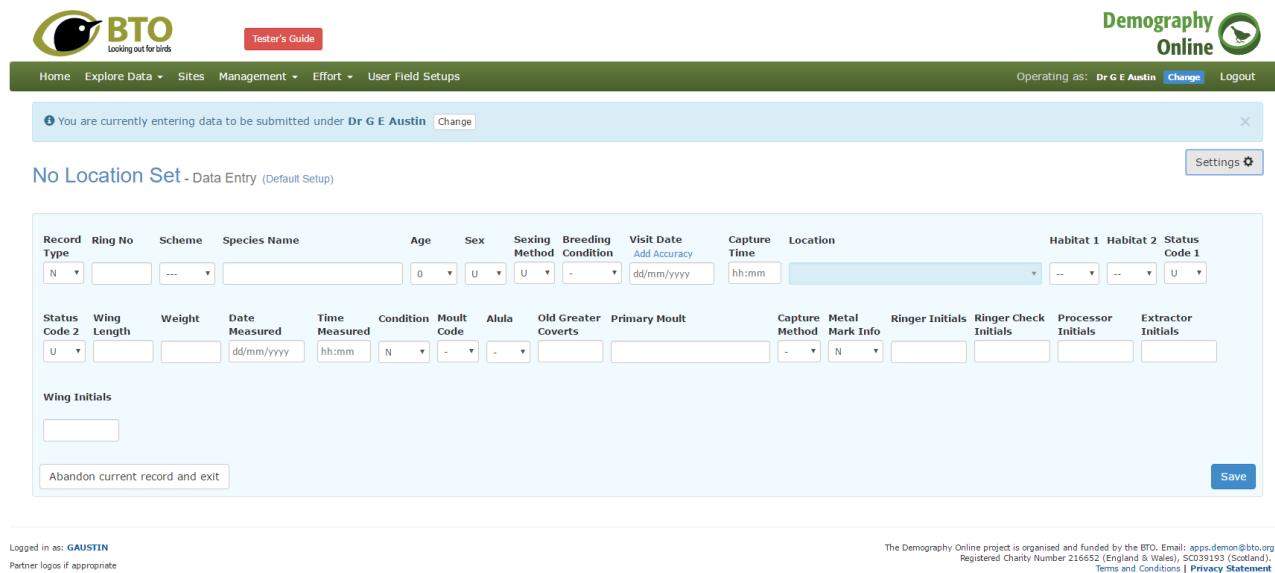


The screenshot shows the Demography Online Home page. At the top left is the BTO logo. To its right is a red 'Tester's Guide' button. The top navigation bar includes links for Home, Explore Data, Sites, Management, Effort, and User Field Setups. On the far right, it says 'Operating as: Dr G E Austin Change Logout'. Below the navigation is a section titled 'Demography Data Home' with several icons: 'Enter Ringing Data' (circled in blue), 'Add New Nest', 'Manage Sites', 'Notifications', 'Explore Ringing Data', 'Add Visit / Explore Nest Data', 'Effort Recording', and 'Manage Permissions'. To the right is a 'Live Demography Online Stats' box showing various bird species statistics and registered users (118). At the bottom left is a message 'Logged in as: GAUSTIN Partner logos if appropriate'. At the bottom right are links for 'The Demography Online project is organised and funded by the BTO. Email: apps.demon@bto.org Registered Charity Number 216652 (England & Wales), SC039193 (Scotland). Terms and Conditions | Privacy Statement © British Trust for Ornithology Creative Commons attribution for icons - Nest by Nick Bluth from the Neur Project. Other icons from icomoon.org'.

This will open up the ringing data entry form on which you can enter data for any Location on any date.

Data Entry Screen

The first time you open up the ringing data entry form you will be presented with a default field set-up. This default field set-up contains fields previously recommended by a ringing committee working group. All fields in the field set-up will be displayed and wrapped as necessary to fit the limits of your screen.



The screenshot shows the 'No Location Set - Data Entry (Default Setup)' page. At the top left is the BTO logo. To its right is a red 'Tester's Guide' button. The top navigation bar includes links for Home, Explore Data, Sites, Management, Effort, and User Field Setups. On the far right, it says 'Operating as: Dr G E Austin Change Logout'. A message at the top center says 'You are currently entering data to be submitted under Dr G E Austin Change'. In the top right corner is a 'Settings' button. The main area contains a large data entry form with numerous fields for recording bird data. Fields include: Record Type (N), Ring No, Scheme, Species Name, Age, Sex, Sexing Method, Breeding Condition, Visit Date (dd/mm/yyyy), Capture Time (hh:mm), Location, Habitat 1, Habitat 2, Status Code 1, Status Code 2, Wing Length, Weight, Date Measured, Time Measured, Condition, Molt Code, Alula, Old Greater Coverts, Primary Molt, Capture Method, Metal Mark Info, Ringer Initials, Ringer Check Initials, Processor Initials, and Extractor Initials. Below the form is a 'Wing Initials' input field and a 'Abandon current record and exit' button. In the bottom right corner is a 'Save' button. At the bottom left is a message 'Logged in as: GAUSTIN Partner logos if appropriate'. At the bottom right are links for 'The Demography Online project is organised and funded by the BTO. Email: apps.demon@bto.org Registered Charity Number 216652 (England & Wales), SC039193 (Scotland). Terms and Conditions | Privacy Statement © British Trust for Ornithology Creative Commons attribution for icons - Nest by Nick Bluth from the Neur Project. Other icons from icomoon.org'.

You cannot edit the default data entry field set-up but you can clone it, rename the clone and then edit the clone to add or remove fields to create custom field setups. You can have as many customised field setups as you like – see later for 'User Field Setup'. Certain fields, such as Location and capture date, are compulsory in all field setups. Other fields, including some of those initially in the default setup are optional.

Once you have created your own custom field set-ups, on opening the data entry form you will be presented with the field setup you were using during your previous data entry inputting session.

Using the key combination Ctrl – or Ctrl + will allow you to zoom the contents of the browser window and have the display change accordingly.

Key combination Ctrl – (to zoom out)

This screenshot shows a standard data entry form for bird ringing. At the top, there's a header with the BTO logo, a 'Tester's Guide' button, and navigation links for Home, Explore Data, Sites, Management, Effort, and User Field Setups. The operating user is Dr G E Austin. A message at the top says 'You are currently entering data to be submitted under Dr G E Austin' with a 'Change' link. Below this is a section titled 'No Location Set - Data Entry (Default Setup)'. The main area contains a large table with columns for Record Type, Ring No, Scheme, Species Name, Age, Sex, Sexing Method, Breeding Condition, Visit Date (with an 'Add Accuracy' dropdown), Capture Time (hh:mm), Location, Habitat 1, Habitat 2, Status Code 1, Status Code 2, Wing Length, Weight, Date Measured (dd/mm/yyyy), Time Measured (hh:mm), Condition, Molt Code, Alula, and Old Greater Coverts. Below the table are sections for Primary Molt, Capture Method, Metal Mark Info, Ringer Initials, Ringer Check Initials, Processor Initials, Extractor Initials, and Wing Initials. Buttons for 'Abandon current record and exit' and 'Save' are at the bottom right. Log-in information for Dr G E Austin is at the bottom left, and a note about the Demography Online project is at the bottom right.

Key combination Ctrl + (to zoom in)

This screenshot shows the same data entry form as above, but with a zoomed-in effect applied using the Ctrl + key. The form fields are larger and more prominent. The layout is identical to the first screenshot, with the BTO logo, 'Tester's Guide' button, and various data entry fields for bird ringing. The zoomed-in effect makes the text and input boxes appear larger and easier to read.

Entering Ringing Data

For the most part, data entry should be reasonably intuitive.

AUTO-REPEAT/AUTO-INCREMENT

Ring number can be auto-incremented

Fields related to visit information such as Location, Date Capture Method and so on can generally be auto repeated.

Biometric measurement fields cannot be auto-repeated.

Biometric code fields may or may not be repeatable. For example fields such as sexing method or breeding condition where it is generally down to chance whether the same code would apply to consecutive birds cannot be auto-repeated. Some fields tend to be more consistent from one bird to the next and so some of these can be auto-repeated. There is a balance to be had here between making data entry less arduous and preventing erroneous data being recorded when users forget it is on.

Scheme	Metal Mark Info	Lure Code 1	Lure Code 2	Habitat 1	Habitat 2	Status Code 1	Status Code 2	Capture Method	Record Type
---	N	-	-	--	--	U	U	-	N
Location	①	Condition	Processor Initials	Visit Date Add Accuracy	Capture Time	Ringer Check Initials			
Ring No	②	Species Name	③	Age	Sex	Sexing Method	Wing Length	Weight	Date Measured
Time Measured	Moult Code	Old Greater Coverts	Alula	Secondary Moult Scores	Tail Moult Scores				
hh:mm	-	-	-						
Abandon current record and exit									
Save									

- Auto-repeat can be set to default to on or off in the custom field set-up (see later)
- At any time this can be toggled on/off by clicking on the field header
- The current auto-repeat setting is indicated by the colour of the field cell
 1. Blue= repeat
 2. Yellow=increment (ring number only)
 3. No repeat

AUTO-REPEAT AND INTERACTION WITH FIELD DEFAULTS

Users should be aware of the interaction between auto-repeat and field defaults. The main fields to bear in mind here are those for which Location defaults can be - Habitat 1, Habitat 2 and Capture Method and the fields Date Measured and Time Measured which are required fields when weights are taken.

Fields with Location defaults:

- If in general you have set up default for Locations (Habitat 1 being compulsory anyway) then typically you would not want to have the fields set to auto-repeat because they will be populated using those defaults anyway.
- If you do set a field with a Location default to auto-repeat you are essentially instructing DemOn to ignore the default value and overwrite it with the repeated value.
- There are genuine cases where you may want to auto-repeat. For example, where you have a broad-brush default habitat for a large Location, but are actually entering data for a particular part of that Location, a different habitat code may be more appropriate.
- If you do have auto repeat set on field with a Location default then because the instruction to overwrite the default value takes priority, if you change the Location from one record to the next the code will be auto-repeated rather than picking up the defaults for the new location.

Date Measured and Time Measured:

- By default DemOn will set these to the values you enter for Visit Date and Capture Time
- If you do set these fields to auto-repeat you are essentially instructing DemOn to ignore the default behaviour and overwrite it with the repeated value.
- There is therefore generally no need to set Date Measured to auto-repeat
- There are genuine cases where you would want to set Date Measured to auto-repeat those being when you captured birds before mid-night but weighed them after mid-night - a common feature of overnight wader or seabird catches.
- There is no advantage to setting Time Measured to auto-repeat unless you were weighing birds at a more frequently than one per minute which is unlikely.

SAVING AN ENCOUNTER RECORD

You do not need to click on 'Save' with the mouse cursor at the end of each record. When you tab out of the last field you land on the 'Save' button. This triggers record validation and, if no errors or warnings are issued and need to be dealt with first, saves the record to the database server, clears non-repeated fields and initiates the next record, positioning the cursor in the ring number field or first field not being auto-repeated – whichever comes first in your field set-up.

As records are saved they are accumulated 'row style' beneath the new active record.

You are currently entering data to be submitted under Dr G E Austin | Change

No Location Set - Data Entry

Field Setup: Garden Ringing 100s | Show Other Fields

Location	Lure Code 1	Visit Date	Capture Time	Processor Initials	Ring No	Scheme	Record Type	Species Name	Age	Sex	
	Add Accuracy	dd/mm/yyyy	hh:mm			---	N		0	U	
Provisional Sex	Wing Length	Weight	Time Measured	Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Capture Method	Date Measured	Habitat
U			hh:mm	-	-	-	-	-	-	dd/mm/yyyy	1

Abandon current record and exit | Save

Show Today's Records

Today's Records (showing 1 to 4 of 4 records)

Show 10 Records

Location	Lure Code 1	Visit Date	Capture Time	Processor Initials	Ring No	Scheme	Record Type	Species Name	Age	Sex	Provisional Sex	Wing Length	Weight	Time I
BST (Brongest)	-	10/10/2016	12:00	-	Z521804	GBT	S	Sedge Warbler	4	U	U		75	
BRA (Brandon)	-	25/10/2016	12:00	-	Z521303	GBT	N	Blue Tit	4	U	U			
BRA (Brandon)	-	25/10/2016	12:00	-	Z521302	GBT	N	Blue Tit	4	U	U			
BRA (Brandon)	-	25/10/2016	12:00	-	Z521301	GBT	N	Blue Tit	4	U	U			

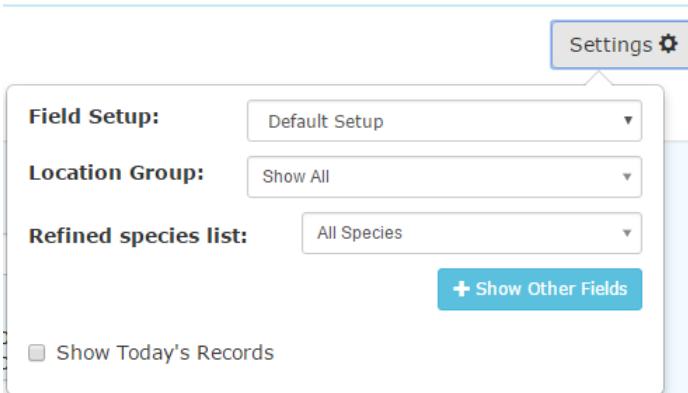
Previous | Next

Optimising Data Entry through settings

Setting offers access to a number of options that have the potential to optimise data entry.

The screenshot shows a data entry form for a bird record. At the top right, there is a 'Settings' button with a gear icon, which is circled in blue. The form contains various fields for recording data such as Record Type, Ring No, Scheme, Species Name, Age, Sex, Sexing Method, Breeding Condition, Visit Date, Capture Time, Location, Habitat, Status, Weight, Date Measured, Time Measured, Condition, Molt Code, Alula, Old Greater Coverts, Primary Molt, Capture Method, Metal Mark Info, and initials for Ringer, Ringer Check, Processor, Extractor, and Wing. A 'Save' button is at the bottom right, and a link to 'Abandon current record and exit' is at the bottom left.

Data entry settings can be accessed through the Settings box to the top right of the Data Entry form



This opens a dialogue box offering you a drop-down selectors to choose:

- Field Setup
 - Location Group
 - Species list
- Plus
- Button to add occasionally needed fields on the fly
 - Ability to recall records entered earlier in the day

SELECTING A CUSTOM FIELD SETUP

DemOn provides a default field setup for data which you can use as the basis for compiling your own set of custom field setups. This is covered in the next section. Having created a set of custom field setups, you can select which to use at any time during a data entry session.

ADDING OCCASIONAL FIELDS ON THE FLY

Although, as described later in this document, you are able to create multiple custom field setups to use during data entry and switch between different custom setups as required, there may be occasions when you need to enter data for a field that you only record very occasionally. Rather than including them in a custom field setup to be used once in a blue moon you are able to add extra fields on the fly during data entry by clicking on the 'Show Other Fields' button which can be accessed via the Settings Button to the top right corner of the data entry form. Extra fields added in this way will remain available until you exit the inputting form or refresh the form by re-selecting the same or switching to another field set-up.

You are currently entering data to be submitted under Dr G E Austin [Change](#)

Brandon (BRA) - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Finding Condition	Finding Circumstances		
S	GBT	-	F2	U	-	A1	N	B	20		
Visit Date Add Accuracy	Capture Time	Processor Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight
11/02/2017	16:00	GEA		AAA996	Wren	4	U	S	-	52	10.2
Date Measured	Time Measured	Fat	Pectoral Muscle	Moulting Code	Old Greater Coverts	Alula	Primary Moulting	Secondary Moulting Scores	Tail Moulting Scores		
11/02/2017	16:11	-	-	O							

1) Click Settings, then click 'Show Other Fields'

Show Other Fields

Select fields from the list below that you want to show on the data entry form:

- he
- Scheme2
- Head Bill Length
- Head Moulting

Ringed on 20/10/2004 as age 4

2) In the pop-up that appears click in box and click to select from dropdown or start typing in box to narrow down choices.

Show Other Fields

Select fields from the list below that you want to show on the data entry form:

- Head Bill Length

Note: Any dependent fields will also be added.

Ringed on 20/10/2004 as age 4 sex U species Wren (AAA996)

3) You can make multiple field selections if you need to add more than one field. Once you have selected your extra fields click on 'Show Fields'

You are currently entering data to be submitted under Dr G E Austin [Change](#)

Brandon (BRA) - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Finding Condition	Finding Circumstances	Capture Method	Location
S	GBT	-	F2	U	-	A1	N	B	20	M	BRA (Brandon)
Visit Date Add Accuracy	Capture Time	Processor Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight
11/02/2017	16:00	GEA		AAA996	Wren	4	U	S	-	52	10.2
Date Measured	Time Measured	Fat	Pectoral Muscle	Moulting Code	Old Greater Coverts	Alula	Primary Moulting	Secondary Moulting Scores	Tail Moulting Scores	Head + Bill Length	
11/02/2017	16:11	-	-	O						32.5	

4) The extra field(s) will be temporarily tagged onto the end of your current field set-up (but will not be added permanently)

SHOW TODAY'S RECORDS

The "Show Today's Records" tick-box can be used to recall all the records you have already entered. You will find this useful if for example you have had reason to exit the data entry form and do something else in DemOn but then return to data entry or perhaps after your session has timed out.

You are currently entering data to be submitted under Dr G E Austin Change

No Location Set - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Capture Method	Location
N	---	N	U	U	-	-	N	U	
Processor Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Date Measured
				0	U	U	-		dd/mm/yyyy hh:mm
Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Primary Moult	Secondary Moult Scores	Tail Moult Scores		
Abandon current record and exit									
<input type="button" value="Save"/>									

1) The Show Today's Records tick-box is available from the 'Settings' button to the top left of the data entry form.

You are currently entering data to be submitted under Dr G E Austin Change

No Location Set - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Capture Method	Location
N	---	N	U	U	-	-	N	U	
Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Date Measured	Time Measured	Fat	Pectoral Muscle
0	*	U	*	*		dd/mm/yyyy	hh:mm	-	-
Ringer Check Initials	Ring No	Species Name							
Abandon current record and exit									
<input type="button" value="Save"/>									

Today's Records (Showing 5 records)

Method	Location	Visit Date	Capture Time	Processor Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Date Measured	Time Measured	<input type="button" value="Bulk Edit"/>
SACT-BRA (Brandon)		23/03/2017	12:40	GEA	-	D922200	Great Tit	6	M	P	O	77	19.3	23/03/2017	12:45	<input type="button" value="Edit"/>
SACT-BRA (Brandon)		15/03/2017	13:50	GEA	-	PH22136	Woodpigeon	6	U	U	N					<input type="button" value="Edit"/>
SACT-BRA (Brandon)		18/03/2017	07:30	GEA	-	Z847129	Siskin	6	M	P	C	74	12	18/03/2017	07:30	<input type="button" value="Edit"/>
SACT-BRA (Brandon)		05/03/2017	15:26	SYA	-	EZ07984	Collared Dove	5	U	U	N	181	183.2	05/03/2017	15:26	<input type="button" value="Edit"/>
SACT-BRA (Brandon)		23/03/2017	12:40	GEA	-	S326154	Goldfinch	5	U	U	O	80	16.7	23/03/2017	12:42	<input type="button" value="Edit"/>

Previous Next

2) All records entered today will then be retrieved

LOCATION GROUPS AND LOCATIONS

Every encounter record is stored against a Location. However you may have numerous Locations and during a given data entry session you will often find it useful to temporarily restrict the number of Locations available to both reduce the length of the drop-down list if searching that way (because you can't remember the code) or to prevent errors from tying in the wrong code. You can do this at any time by restricting available Locations to those in a given Location group. There are various type of Location group used by DemOn. The bounding polygon of a General site and any site components such as nets, trapping Locations, nests or encounter areas (all formerly sub-sites) is a Location group in itself. All Locations belonging to a given CES or RAS are a Location group and you can also create Custom/Reporting Location groups to be used for e.g. restricting records to those for a particular report you may generate for a landowner. If you belong to a large ringing group with many hundreds of Locations you may want to create a custom group of all "your" ringing sites. A given Location can be a member of multiple Location groups.

To restrict available Locations to a particular Location group click on the Settings button to the top right of the Data Entry form

You are currently entering data to be submitted under Dr G E Austin [Change]

No Location Set - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Capture Method	Location	Visit Date	Capture Time
N	---	N	--	U	--	--	N	--		dd/mm/yyyy	hh:mm
Processor Initials Ringer Check Ring No Species Name Age Sex Sexing Method Breeding Condition Wing Length Weight Date Measured Time Measured											
Initials						0		U	U	--	
Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Primary Moult	Secondary Moult Scores	Tail Moult Scores				
-	*	*	*	-	*						
Abandon current record and exit											
Save											

Logged in as: GAUSTIN
Partner logos if appropriate

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1) First click on 'Settings' button

You are currently entering data to be submitted under Dr G E Austin [Change]

No Location Set - Data Entry (Data Entry - Summer Wide Sheet)

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Capture Method	Location	Visit Date	Capture Time
N	---	N	--	U	--	--	N	--		dd/mm/yyyy	hh:mm
Processor Initials Ringer Check Ring No Species Name Age Sex Sexing Method Breeding Condition Wing Length Weight Date Measured Time Measured											
Initials						0		U	U	--	
Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Primary Moult	Secondary Moult Scores	Tail Moult Scores				
-	*	*	*	-	*						
Abandon current record and exit											
Save											

Logged in as: GAUSTIN
Partner logos if appropriate

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2) Then choose the Location group you want from the drop-down selector

Your drop-down list of Locations in the data entry form will then be restricted to just the components of the Location group in question. This can be extremely useful when you have several ringing sites with similar codes for nets or boxes. So if for example you had two nest box schemes at sites, siteA and siteB with location codes for boxes like e.g. box1:siteA, box2:siteA, box3:siteA etc. and box1:siteB, box2:siteB, box3:siteB etc. where by restricting the site (Location group) to either siteA or siteB you then only have to, in this case, enter the box number as you have already restricted the boxes down to those belonging to the site in question.

You can therefore use this as a flexible way to limit the Locations you see in the drop-down - essentially like an "on the fly" active/inactive flag.

Changes to fields and codes coinciding with the release of DemOn

DemOn brings with it a small number of new fields, a small number of new codes, and some fields are now required where previously they were optional. These changes have not necessarily been introduced because of DemOn but rather DemOn has provided the means to implement changes previously identified as desirable when the opportunity arose. Therefore these changes have been introduced in part to better align UK and ROI data to EURING and in part to increase the consistency, robustness and so the value of your data to conservationists and analysts. Some of the more obvious changes are detailed below and a full inventory of fields and codes used by DemOn can be found in Appendix A.

24

YOUR EXISTING RINGING SITES

Based on data submitted previously and so held in the National Ringing and Nest Recording Database your existing ringing sites have been prepared for use by DemOn. All Locations have been given an associated spatial geometry. Initially this will have been inherited as the one-km grid square corresponding to your former [IPMR] Place and any former Subsites belonging to a given Place will also inherit the same one-km grid. DemOn will present you with a 'Location Code' which will be the former Place Code or combination of Subsite and Place Code as appropriate, and so should be easy to recognise.

Note that the user-friendly Location Code is for your convenience only and in fact the National Ringing and Nest Recording Database works with a computer generated unique id. Thus if you wish it is safe to modify these pre-set Location codes without risk of undermining historic data. The only rule is the Location Code must be unique within your operating group (which is why we could not simply adopt existing Sub-site codes as standalone Location Codes (because for example you may have had several Sub-sites called Net1, Box1 or garden associated with different Places)).

You should find all of your ringing Locations available in DemOn. The exceptions will be if you have Places or Sub-sites for which you have never submitted an encounter. For example a yet to be used nestbox or a brand new site.

In due course we will be adding a feature to allow the setup file from the master IPMR database (i.e. the one from which submissions to the BTO are created), to be uploaded and this will fill the gaps. This upload will also apply your existing site confidentiality to your Locations. We are also planning to have an upload feature to provide precise GPS coordinates for new/existing point Locations (e.g. nest boxes). More detail on how DemOn handles ringing Locations follows later.

RECORD TYPE AND ASSOCIATED FIELDS (condition, finding condition, finding circumstance and metal mark info).

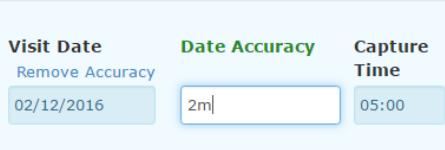
For some time, the only true record types used by the National Ringing and Nest Recording Database have been N (new bird) and S (subsequent encounter). Other codes you have supplied in the past have not been stored *per se* but rather are used to populate the associated fields condition, finding condition, finding circumstance and metal mark info.

In DemOn, typing N or S in the record type field will populate this field accordingly but, equally important, will also populate defaults for **standard capture and release by a ringer** for the associated fields condition, finding condition, finding circumstance and metal mark info as appropriate. If however you are entering data for a **non-standard encounter** you may use the drop-down on the record type field to select an appropriate description for that non-standard encounter (or type in the shorthand code for the description if you come to remember it). The descriptive codes differ from those you may already be familiar with as those are no longer appropriate and not stored in the National Ringing and Nest Recording Database anyway. Although you may have selected one of these non-standard descriptions, on saving the record, the record type will nonetheless be stored in the National Ringing and Nest Recording Database as N or S as appropriate. However, choosing one of these non-standard descriptions will have filtered the list of codes available for each of the associated (and compulsory) fields - condition, finding condition, finding circumstance and metal mark info and if required prompted you for an appropriate supplementary comment.

VISIT DATE & ACCURACY.

You can enter visit date either with or without '/' separator i.e. ddmmyyyy or dd/mm/yyyy. But make sure you use leading zeros for day and month where appropriate.

If you are reporting a dead bird, find a ring or otherwise do not know the exact date of the encounter then you can use date accuracy to indicate the uncertainty.

1)	2)	3)
<p>Click on Add Accuracy</p> <p>This will open a temporary field requiring the number of days +/- to add to the Visit Date (so treat visit date as your 'best guess')</p> 	<p>Enter value or value & d for number of days Enter value & w for number of weeks Enter number & m for number of months Enter number & y for number of years e.g. 2m for +/- two months</p> 	<p>This will automatically be converted to days (approx.) when you tab out of the field e.g. 2m becomes 60 days e.g. 2y becomes 730 days</p> 

CAPTURE TIME.

Do not use capture time in lieu of weighing/measurement time. With regard to capture time, DemOn will not allow you to use short-hand times for example you cannot type in 12 for mid-day or 101 for ten past ten. Why? This is to ensure no assumptions made either by the user or DemOn can lead to mis-recording. For example:

- does 12 mean 12:00 or 00:12?
- does 101 mean 01:10 or 10:10?
- does 11 mean 00:11, 01:10 or 11:00?

Therefore you will need to enter either hhmm or hh:mm using leading zeros as appropriate.

As time is a required field please use 00:00 if for some reason you have not recorded time as this will be consistent with what you will have submitted under previous systems (even although you may not have been aware that was happening).

TIME MEASURED.

If you weigh a bird you must enter a value for Time Measured.

CAPTURE TIME vs. WEIGHING TIME

We are aware that in the past many ringers have treated Capture Time and Weighing Time as one and the same, cannon netters being a notable exception. Possibly this has come about because IPMR badged the Capture Time field simply as Time and auto completed Weighing Time even if it was not in your field set-up. However, moving forward we want to encourage all ringers to use these fields correctly. Capture time would be the time of a cannon net fire; the time your return from a net round; the time you empty a trap; etc. Time measured would be the time of processing of each individual bird.

By default, Time Measured will still auto-populate with Capture Time anyway so if you don't routinely record the time of processing individual birds you simple need to record Capture Time and let Time Weighed take care of itself.

However, it does not work the other way around and you should not use Capture Time in lieu of processing time. This will be critical for CES ringing where some ringers continue catching beyond the official end-time of the CES session. This is because we aim to separate CES and post-CES captures automatically based on Capture Time<=end of CES session and extract CES data automatically so that ringers will not need to flag CES/non-CES birds or explicitly create a CES submission.

CAPTURE DATE AND DATE MEASURED.

Note if you weight a bird you must enter a value for Date Measured. By default, Date Measured will auto-populate with Capture Date which means for most ringing you can leave this to take care of itself. The exception will be for night ringing where birds captured before midnight are processed after midnight in which case you would need to set Date Measured to be the day after Capture Date (and set it to auto-repeat)in order to record weighing time – otherwise time elapsed will fail validation because you cannot weigh a bird before you catch it. Unless you specifically need to set Date Measured to be different to Capture Date you are advised not to set Date Measured to auto-repeat as this would override auto-populate for capture date.

CAPTURE_METHOD.

This field is now compulsory if appropriate. Note two new capture methods have been introduced with DemOn. Those added are for drag net which would formerly have been coded as 'other', and whoosh net which would formerly have been coded as 'trap triggered by ringer'. Capture method at the nest would typically be recorded as N (on the nest) for adults and H (by hand) for pulli.

BREEDING CONDITION.

BREEDING_CONDITION, a field newly introduced with DemOn subsumes the field BROOD_PATCH with which you should be familiar from pre-DemOn days. In addition to incorporating the same brood-patch scoring system, additionally BREEDING CONDITION allows cloacal protuberance (CP) to be recorded for males and the absence of BP or CP for birds where you have checked for these but found nothing. In species where males may develop brood patches (*e.g. Sylvia warblers*) you should err towards recording the BP score in preference to recording the presence of a CP given that identification of a BP is generally less subjective than identification of CP (as evidenced by "changes in sex" of 'males' retrapped as the breeding season progresses). You should still record CP as the sexing method if that is the most reliable sexing character. The aim here was to separate the recording of sexing method and recording an important demographic parameter given that CP/BP may not be recorded as sexing method if a more obvious method such as sexually dimorphic plumage was used.

STATUS and LURE METHOD.

You may recognise many of the codes used by STATUS and LURE METHOD as those previously associated with ACT and ACT2. The fields ACT and ACT2 used only by the UK and RoI scheme has been dropped in favour of EURING two natural sub-groups used by EURING: STATUS (and STATUS2) i.e. why the bird was where it was e.g. moulting assemblage, breeding, passage *etc.* and; LURE_METHOD (LURE_METHOD2) i.e. factors influencing the likelihood of capture e.g. artificial food supply, water, audio lures and therefore important considerations for some uses of the data.

Note there have been some changes to the codes you may be familiar with so if using the these fields please ensure the descriptions associated with the codes are those you intended. For example, Status='T' is moulting and status='M' is moulting assemblage. And note a bird in a moulting assemblage need not be moulting itself, e.g a fully flighted goose caught in a goose round-up).

MOULT_CODE.

One additional code has been introduced with DemOn. The new code 'F' is available for post-juvenile moult including partial replacement of flight feathers (primaries/secondaries other than tertials). This is to be used for eccentric or aberrant moult (the latter term being somewhat of a misnomer when applied to post-juvenile moult). This extensive post-juvenile moult, falls short of complete post-juvenile moult as typically recorded in starlings, sparrows, larks, Long-tailed Tit, Bearded Tit and pigeons for which moult code 'M' is still appropriate. It can be differentiated from arrested moult, moult score 'A' which follows the normal sequence of replacement of primaries (or secondaries) but suspends/arrests before completion, maybe due to insufficient resources in which case the moult may not be concluded, or maybe to be resumed at a later date. For example some species such as swallows and nightjars may begin moult in their summer quarters, limited to a few primaries, arrest/suspend moult before migration resuming following migration and 1st winter collard doves will often suspend moult during the mid-winter months. Eccentric moult in contrast and by definition begins eccentrically i.e. not at the "centre" of the wing with the innermost primary or outermost secondary but rather part way through the feather tract. This is a reasonably frequent occurrence in some finches especially crossbills and Greenfinch in which the more exposed mid-range primaries are typically involved and some waders in which the more exposed outermost primaries are typically those involved. In some species, innermost secondaries may be replaced along with tertials during post juvenile moult.

JUVENILE PASSERINES AND THE 'J' CODE.

The ringing committee recently voted to drop the use of the J in passerine age codes, and at such time that this is introduced MOULT CODE is likely to become a required field. When this happens DemOn will automatically accommodate the change. In the interim DemOn (and indeed IPMR) users should continue to use 1J, 2J, 3J & 5J but you are encouraged to get into the routine recording of MOULT_CODE if you do not already do so.

COLOUR MARKS.

Whilst colour-marks can be entered by adding appropriate fields to your field setup these are not validated by the system. However, there is a risk that an incorrectly entered colour mark could generate a bogus recovery. Consequently, DemOn provides (**coming soon**) a review graphic that you can use to confirm that the colour mark codes you have entered are a correct interpretation of the overall colour marks associated with the encounter in question. Note that because you are entering values for particular positions dictated by the field you should not include the position in the code e.g. lower right leg yellow ring over metal would be entered simply as 'Y,M' in the right-below field not as 'RBY,M';

In due course it is intended that DemOn will provide a user friendly interface for guiding occasional colour-mark recorders to correctly recorded colour-marks and at that time we will review the need for more sophisticated validation by the system. Unfortunately this interface is not expected to be included in the first universal release. However, we envisage that those frequently entering colour-marks will prefer to enter them directly in the appropriate fields (right-above, left-above, right below, left below, neck collar, right wing tag, left wing tag) having added them to a custom field set-up – this will enable them to take advantage of auto-repeat (for example when colour rings used on a particular leg position remain constant for sequential birds).

MOULT SCORES.

Please note that whilst "moult-card" data can be entered, by adding appropriate fields for feather tract moult to your field setup, DemOn does not yet provide a graphic interface for entering moult scores. All potential fields for scoring full moult details are available to be added to a custom field set-up. Those for the left wing are all prefixed 'L_' otherwise the label matching the equivalent for the right wing (which have no prefixes).

Note that for the major feather tracts moult scores should be entered in the order of the typical moult sequence of adult [passerine] birds. Thus primary moult and primary covert moult scores are entered descending (centre of wing to outermost), secondary and greater covert scores are entered ascending (centre of wing to innermost), tail moult is entered descending (central to outer-most). You will get a validation warning if it appears that you may have entered scores in the wrong direction.

In due course it is intended that DemOn will provide a graphic interface for entering moult data that is aimed primarily at those least familiar with recording moult. However, we envisage that those frequently recording detailed moult will prefer to enter moult data directly, having included the relevant fields in a custom field setup.

RINGED PULLI DYING BEFORE FLEDGING.

Previously pulli dying before fledging were given a different record type to those successfully fledging but only a single record for the date of ringing was submitted. In DemOn you will deal with young dying before fledging as what they actually are – a subsequent encounter involving a dead bird. This gives us both a date when the live chick was ringed and the date on which it was found dead - just like any other recovery of a dead bird and something that can therefore be used when deriving age specific survival probabilities or more specifically nestling survival probabilities.

LOST, MISSING and DESTROYED RINGS.

Unlike pre-DemOn days these will not be treated as ringing encounters (which by definition they are not) and will instead be dealt with directly and more logically through Ring Administration. So if you lose or destroy a ring you will not be able to enter *LOST, *MISS or *DEST as the 'species' for a new encounter record. Note you can still enter species=*UNKN when field records are lost or there has been confusion as to which bird got which ring.

RINGED PULLI DYING BEFORE FLEDGING.

Previously pulli dying before fledging were given a different record type to those successfully fledging but only a single record for the data of ringing was submitted. In DemOn you will deal with young dying before fledging as what they actually are – a subsequent encounter involving a dead bird. This gives us both a date when the live chick was ringed and the date on which it was found dead - just like any other recovery of a dead bird and something that can therefore be used when deriving age specific survival estimates.

RECORDING RACES.

In the past you will have been used to recording races as a number (1,2,3,...) in a separate field to the species. However, in the National Ringing and Nest Recording Database it is the actual taxon that is stored rather than the species and race separately and data entry in DemOn reflects this. Note races do not have their own two-character (BBS/Atlas/BirdTrack) or five-character (Ringer's) codes and so to find them although you could scroll through the entire drop-down list it is much easier to simply type part of the name. Taking Dunlin as an example:

The screenshot shows the DemOn software's data entry screen. At the top, there are fields for 'Location' and 'Visit Date' (with a 'dd/mm/yyyy' placeholder). Below these are fields for 'Species Name', 'Age', 'Sex', and 'Wing Length'. A large dropdown menu is open under 'Species Name', showing a list of taxonomic names starting with 'dunl'. The first item in the list, 'DN DUNLI Dunlin', is highlighted with a yellow background. Other items in the list include 'Dunlin (alpina)', 'Dunlin (arctica)', 'Dunlin (schinzii)', and 'Dunlin (schinzii/arctica)'. At the bottom of the dropdown menu, there are buttons for 'Abandon', 'Save and exit', and 'Show Today's Records'.

1) In the dropdown you will not only find the default species 'DN DUNLI Dunlin' but also the options for races 'Dunlin (alpina)', 'Dunlin (arctica)', 'Dunlin (schinzii)' & 'Dunlin (schinzii/arctica)' all available

2) Typing dunl will return the species and four alternatives for race whereas typing schinz would have returned a choice of two , 'Dunlin (schinzii)' & 'Dunlin (schinzii/arctica)'.

3) Once the list of returned species and races has been narrowed down sufficiently you can click on the one you want to select with the mouse or use the keyboard down arrow to highlight and then tab to move to next field

Currently, we are only allowing races to be recorded for the same shortlist of species for which races were allowed prior to DemOn. However, races for additional species may be allowed if new information is published to enable them to be separated UNEQUIVOCALLY in the hand.

Data Validation

As you enter data some validation will happen on the fly at the cell level and if there is an immediate problem such as an invalid date, you will get an immediate error message. However, many validations involve interdependencies between fields and so cannot be tackled until all those fields have been populated. As we do not want to enforce field order on users it is therefore necessary to wait until the entire record has been entered before all fields can be validated. Furthermore, some field validations may have interdependencies with previous records and because we want to avoid field by field data exchange with the National Ringing and Nest Recording Database server again, those validations cannot be tackled until all fields have been entered and you attempt to save the record (by clicking on save or tabbing onto save). You will then be presented with any errors and warnings trapped by the validations.

These fall into three categories:

- **Errors (which prevent the record being saved)**
- **Warnings that require a comment before the record will be saved**
- **Warnings that are sense checks and do not require a comment**

Errors.

Errors must be corrected before the record can be saved. For example, an invalid date.

The screenshot shows a data entry interface with various fields. At the top, a red header bar displays the word 'Errors'. Below this, two error messages are listed:

- ! Please enter a valid Visit Date in the format dd/mm/yyyy
- ! Please enter a visit date that is no later than today's date.

At the bottom of the form, there is a table with columns: Record Type, Ring No, Scheme, Species Name, Age, Sex, Sexing Method, Breeding Condition, and Visit Date. The 'Visit Date' field contains the value '234/10/2116'. This value is circled in black to highlight the error.

Warnings that require a comment

Warnings that require a comment before the record will be saved – if the warning highlights a real problem then cancel and correct the value, if the warning was un-warranted then enter a comment to continue to next record. For example, when a biometric measurement is outside of its expected range.

The screenshot shows a 'Validation Warnings' dialog box. It contains the following text:

Validation warnings occurred when submitting the record. Please check the warnings, and click continue to save the record anyway. Please enter a comment for any warnings that require one before continuing. To go back and edit the record, click 'Cancel'.

Below this, a warning message is displayed:

! Expecting a wing length between 60 and 71

There is a text input field labeled 'Enter comment...'. At the bottom right of the dialog are 'Cancel' and 'Continue' buttons. The background of the dialog is light yellow, while the main form area is grey.

Note coinciding with the release of DemOn a complete re-appraisal of biometric ranges was undertaken for all species based on data held in the National Ringing and Nest Recording Database. No ranges were narrowed but some were widened where your data suggested previous ranges were overly narrow.

If the warning identify an input error and you need to return to the record to correct values you have entered click on 'Cancel' (or from keyboard Shift+Tab to highlight 'Cancel' and press the Enter/Return key).

If warning is 'unwarranted', click in box to enter comment and then click on 'Continue' to move to next record (or Shift+Tab to back-tab to comment box, enter comment then Tab forward to highlight 'Continue' and then press Enter/Return to save and move to next record. (Note Enter key may respond differently under your local browser settings – which DemOn cannot control).

You should endeavour to make your comment concise and informative. The same validation will also fire a trigger during automated upload to the main database tables resulting in the record being held back until ringing unit staff has reviewed your comment.

Warnings that are sense checks

Warnings that are sense checks and do not require a comment – these are intended to draw attention to unusual circumstances which may well be due to a typo during data entry or from cavalier use of auto-repeat on a field or otherwise entering a field code that although feasible is unlikely. For example a juvenile bird recorded at an unexpected time of year, or a code indicating complete moult recorded against summer visitors that typically moult in Africa, or a breeding condition code entered outside of the typical breeding season.

This is a test version of the Demography Online system.

Validation Warnings

Validation warnings occurred when submitting the record. Please check the warnings, and click continue to save the record anyway. Please enter a comment for any warnings that require one before continuing. To go back and edit the record, click 'Cancel'.

Given the time of year did you intend entering a value for breeding condition?

Record Type	Ring No	Scheme	Species Name	Age	Sex	Breeding Condition	Visit Date
S	Z521804	GBT	Sedge Warbler	4	U	C	10/10/2016

capture Location

Habitat 1 Habitat 2 Status Status Wing

Cancel Continue

Investigating inconsistencies – Sometimes you will get an error or a warning about something you may be able to resolve there and then by checking back through existing records. For example you may get a warning to inform you that the age, sex or even species is inconsistent with X out of Y previous encounters. This could be due to a typo on the current record, it could equally be due to a previous typo, it could indicate the ring number recorded in your notebook for a recapture is suspect. It may be down to a genuine disagreement in interpretation in which case don't assume the previous encounter(s) are correct. When you enter the data for a subsequent encounter be it of one of your own birds or one ringed elsewhere, so long as the ringing details have already been submitted to the BTO, basic details recorded for the first ringing event – date, age, sex, species and ring number – will appear to the top right corner of the inputting form. If the bird in question has been re-ringed the ring number displayed will be that of the original ring. Furthermore, if the bird has been recaptured on multiple occasions you can click on 'Show full history' to expand the list to show these same details from all previous encounters or click 'Hide full history' to collapse

the list. For birds that have been re-ringed it will be the ring that the bird was released with that will be shown against the relevant capture.

You are currently entering data to be submitted under Dr G E Austin Change

Settings

34-RHO (near Rhos-y-Meirch, Knighton) - Data Entry (nestboxes principally adults)

Ringed on 17/06/2012 as age 1 sex U species Pied Flycatcher (Y148640)
Show full history

Scheme	Metal	Mark Info	Condition	Finding Condition	Finding Circumstances	Habitat 1	Habitat 2	Pullus Stage	Capture Time	Molt Code	Status Code 1	Capture Method	Visit Date	Add Accuracy	Location
GBR	-	N	B	27	A1	E2	-	12:00	O	N	H	dd/mm/yyyy		34-RHO (near Rhos-y-Meirch, Knighton)	
Ring No	Record Type	Species Name	Age	Sex	Breeding Condition	Sexing Method	Processor Initials								
Y148640	S	Pied Flycatcher	0	U	C	P	GEA								Save

Abandon current record and exit

1) Original capture shown at the top right of the Data Entry form

Ringed on 17/06/2012 as age 1 sex U species Pied Flycatcher (Y148640)
Encountered on 16/06/2015 as age 6 sex M species Pied Flycatcher (Y148640)
Encountered on 15/06/2016 as age 6 sex M species Pied Flycatcher (Y148640)

[Hide full history](#)

2) Or having clicked 'Show full History' (below original details)

If you need to dig deeper, because you are running DemOn in a web browser it is perfectly safe to open a second browser window, go into DemOn and using the search / filter feature (described later in this document) and recall all previous records for review without the need to abandon your current inputting session. Currently, group owners will be able to see all records entered for their Operating Group whilst other users will only be able to view records they have personally entered. However, once ringing site confidentiality is in place and we can ensure no sensitive information is shared inappropriately, we will be unlocking the search/filter to return all records involved in a capture history for a given bird direct from the National Ringing and Nest Recording Database and so you will be able to see details from first ringing and subsequent encounters involving the bird in question regardless of whether they are for a bird ringed by your Operating Group or not.

User Field Setups

The 'User Field Setups' form is available through the Management drop-down on the green navigation bar. This is where you can add custom field setups which you can name, save and recall for future use. The DemOn default setup includes compulsory fields plus those recommended by a Ringing Committee working group as those that ringers should be encouraged to use. The default field setup cannot be edited; however, you can create your own custom field setups by first copying the default field setup by clicking on the 'Clone' button. This creates a new field setup called 'Default Setup Clone' and this you can edit by clicking on the edit button.

- You can change the name and description for your customised field setup to something meaningful.
- You can re-order fields using drag and drop.
- You can remove fields by dragging and dropping on the 'Drag field here to remove' box.
- You can add fields by clicking on the 'Add field' box and choosing fields from the dropdown list that will appear. If you add a field with a dependent field the latter should also be added automatically (e.g. bill_method will be added automatically if you add bill_length or tarsus_length_method added automatically if you add tarsus_length).
- You can also set the default mode for the auto-repeat behaviour of a given field by dragging that field onto the 'Drag here to toggle auto repeat' box. This simply sets the default preference for

when you first open the field setup for data entry and you can still toggle the mode on the fly during data entry by clicking on the field heading in the data entry form. Fields set to default to auto-repeat will change to blue and if you attempt to drag a field that cannot be auto-repeated to the auto-repeat box, the box will turn red and inform you that you cannot auto-repeat that field.

- Recommended fields can be removed if it is something you do not record. Please think seriously about starting to record these data – they are recommended because at least in the case of the biometric fields they either improve the value or robustness of your data. In the case of the initials fields they will allow others who ring with you to track their personal involvement across operating groups and this will be especially useful to those applying for permit upgrades or endorsements.
- Certain fields are compulsory under some circumstances. You can remove these fields from your custom field setups but they will be automatically re-added on the fly during data entry if required. So for example, if you have removed Date Measured and Time Measured and then enter a weight those two fields will automatically be added back in to your data entry form although not to the custom setup from which they were removed. This feature enables you to keep the number of fields in your custom setups low in the knowledge that required field dependencies will be added if necessary.
- You can create as many custom setups as you wish.
- You can switch between field setups at any time during data entry by using the drop-down selector accessed via the Setting button to the top right of the data entry form. Note when you do this the form is refreshed and so if you are part way through entering a record that record will not be saved, the fields will be blanked and you will have to re-start that record. DemOn will remember the last field setup you used and default to this upon your next data entry session.
- If you operate across multiple Operating Groups your personal custom setups will be available to you across all those groups.

Key steps:

The screenshot shows the Demography Online homepage. At the top, there's a green navigation bar with links like 'Home', 'Enter Data', 'Explore Data', 'Sites', 'Management', 'BTO', 'Enter Guide', 'Logout', and 'Operating as: Dr G E Awani Change'. Below this is a main content area with a sidebar on the left containing icons for 'Enter Ringing Data', 'Add New Nest', 'Ring List', 'Notifications', 'Explore Ringing Data', 'Add Visit / Explore nest Data', 'Effort Recording', and 'Manage Permissions'. A blue oval highlights the 'User Field Setups' icon in the sidebar. To the right of the sidebar is a 'Live Demography Online Stats' box and a 'Demography Online' stats box.

To access field set-ups click on 'User field setup' on green navigation bar.

This screenshot shows the 'User Field Setups' page. It features a table with columns for 'Name' and 'Notes'. A single row is highlighted with a green background, representing the 'Default Setup'. The notes column for this row say 'Default Field Setup for DemOn'. There are buttons for 'Clone' and 'Reset order' at the bottom of the table.

The first time you enter field set-ups only the DemOn default field set-up will be shown. You cannot view or edit this original but you can make a copy that you can view and edit by clicking the 'clone' button

This creates a new field set-up 'Default setup Clone' which you can now view and edit

Showing 1 to 2 of 2 entries

Name	Notes
Default Setup	Default Field Setup for DemOn
Default Setup Clone	Default Field Setup for DemOn

edit and rename.

Cancel/Back to list

Edit Setup

Name
Default Setup Clone

Notes
Default Field Setup for DemOn

Add field Drag field here to remove Drag here to toggle auto repeat

Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1
Habitat 2	Status Code 1	Status Code 2	Wing Length	Weight	Date Measured	Time Measured	Condition	Moult Code	Alula	Old Greater Coverts	Primary Moult	Finding Condition	
Finding Circumstances	Capture Method	Metal Mark Info	Ringer Initials	Ringer Check Initials	Processor Initials	Extractor Initials	Wing Initials						

Save changes Auto repeat Mandatory

Clicking the blue edit icon opens the newly created copy of the DemOn default field setup. Here you can give the setup a more meaningful name and add some explanatory notes

Cancel/Back to list

Edit Setup

Name
Default Setup Clone

Notes
Default Field Setup for DemOn

Add field Drag field here to remove Drag here to toggle auto repeat

Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1
Capture Time	Location	Habitat 1	Habitat 2	Status Code 1	Status Code 2	Wing Length	Weight	Date Measured	Time Measured	Condition	Moult Code		
Alula	Old Greater Coverts	Primary Moult	Finding Condition	Finding Circumstances	Capture Method	Metal Mark Info	Ringer Initials	Ringer Check Initials	Processor Initials				
Wing Initials													

Save changes

To remove an unwanted field, drag the field onto the 'Drag field here to remove' box.

Cancel/Back to list

Edit Setup

Name
Data Entry - Summer Wide Sheet

Notes
Customised to summer general ringing sheet i.e. 25 records per side with full moult fields

Add field Drag field here to remove Drag here to toggle auto repeat

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Finding Condition	Finding Circumstances	Visit Date	Capture Time	Processor Initials	Ringer Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method
Capture Method	Location	Vist Date																	
Breeding Condition	Wing Length	Date Measured	Time Measured	Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Primary Moult										
Secondary Moult Scores	Tail Moult Scores																		

You will then get a pop-up box which will inform you about any field dependencies (which you would also need to removed) and asks you to confirm the removal

Cancel/Back to list

Edit Setup

Name
Data Entry - Summer Wide Sheet

Notes
Customised to summer general ringing sheet i.e. 25 records per side with full moult fields

Add field Drag field here to remove Drag here to toggle auto repeat

Record Type	Scheme	Metal Mark Info	Habitat 1	Status Code 1	Lure Code 1	Habitat 2	Condition	Finding Condition	Finding Circumstances	Visit Date	Capture Time	Processor Initials	Ringer Initials	Ringer Check Initials	Ring No	Species Name	Age	Sex	Sexing Method
Capture Method	Location	Vist Date																	
Breeding Condition	Wing Length	Date Measured	Time Measured	Fat	Pectoral Muscle	Moult Code	Old Greater Coverts	Alula	Primary Moult										
Secondary Moult Scores	Tail Moult Scores																		

To set the field default for auto-repeat as on or off, drag the field to the 'Drag Here to Toggle Auto Repeat' box.

If the box turns red it means that you are trying to set an inappropriate field to auto-repeat (e.g. that for a biometric such as weight)

Home Enter Data Explore Data Sites Management

Cancel/Back to list

Field to add

Name
Default Setup Clone

Notes
Default Field Setup for DemOn

Add field Drag field here to remove Drag here to toggle auto repeat

Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1
Habitat 2	Status Code 1	Status Code 2	Wing Length	Weight	Extractor Initials	Date Measured	Time Measured	Condition	Moult Code	Alula	Old Greater Coverts	Primary Moult	
Finding Condition	Finding Circumstances	Capture Method	Metal Mark Info	Ringer Initials	Ringer Check Initials	Processor Initials	Wing Initials						

Operating as: Dr G F Austin Change Logout Save changes

To add a field click on the 'Add field' box to bring up the 'Field to Add pop-up'.

Here you can either click in the box with the mouse and scroll down to select the field you want to add or else start typing if you have an idea of the field name and the drop-down selection will rapidly narrow down after which you can use the keyboard down arrow to select your field and press Enter/Return key to add the selected field to your custom set-up

[Cancel/Back to list](#)

Edit Setup Save changes

Name	Data Entry - Wader Sheet
Notes	Wader sheet with fields for wader specific biometrics

[Add Field](#) [Drag Field Here to Remove](#) C Drag here to toggle auto repeat

Scheme	Condition	Finding Condition	Finding Circumstances	Lure Code 1	Capture Method	Location	Visit Date	Capture Time	Ring No	Processor Initials
Record Type	Species Name	Age	Sex	Wing Length	Weight	Date Measured	Time Measured	Moult Code	Primary Moult	Secondary Moult Scores
Tail Moult Scores	Metal Mark Info	Head Bill Length	Bill Length	Tarsus Length	Bill Length Method	Tarsus Length Method				

Name	Notes	Reset order
Default Setup	Default Field Setup for DemOn	Clone
Data Entry - Summer Wide Sheet	Customised to summer general ringing sheet i.e. 25 records per side with full moult fields	Clone
Data Entry - Wader Sheet	Wader sheet with fields for wader specific biometrics	Clone
Data Entry - Winter Long Sheet	Customised to winter general ringing sheet i.e. 50 records per side with shorthand moult	Clone
Data Review - Summer wide sheets	Customised to summer general ringing sheet i.e. 25 records per side with full moult fields	Clone
Data Review - Winter long sheet	Customised to winter general ringing sheet i.e. 50 records per side limited moult fields	Clone
Default Setup Clone	Default Field Setup for DemOn	Clone
Nestboxes principally adults	Nestboxes optimised for when entering principally adults to minimise tab keystrokes	Clone
Nestboxes principally pulli	Nestboxes optimised for when entering principally pulli to minimise tab keystrokes	Clone

Showing 1 to 9 of 9 entries

Example: this field setup has been customised for wader ringing. Once happy with the set-up, save it by clicking on save changes (top right) or otherwise cancel (top left)

TIP: here fields that are being auto-repeated have been placed first because during data entry the cursor jumps to the ring number or first non-repeated field for each new record. This means repeated fields are skipped saving keystrokes. If you need to navigate backwards through skipped fields use keystroke Shift Tab rather than Tab

You can have as many custom field set-ups as you like. Any of these can be cloned to initialise a new set-up. If you have a long list of set-ups you can make it easier to find the one you are looking for by typing in the filter box at the top of the list.

Explore Ringing Data

The screenshot shows the Demography Online interface. At the top, there's a navigation bar with links like 'Home', 'Explore Data', 'Sites', 'Management', 'Effort', and 'User Field Setups'. On the right, it says 'Operating as: Dr G E Austin Change Logout'. Below the navigation is a section titled 'Demography Data Home' with several icons: 'Enter Ringing Data', 'Add New Nest', 'Manage Sites', 'Notifications', 'Explore Ringing Data' (which is circled in blue), 'Add Visit / Explore Nest Data', 'Effort Recording', and 'Manage Permissions'. To the right of these icons is a 'Live Demography Online Stats' box. At the bottom left, it says 'Logged in as: GAUSTIN Partner logos if appropriate'. At the bottom right, there's a small note about the project being organised by the BTO.

The ‘Explore Ringing Data’ link on the home page takes you to the Explore Ringing Data form

This screenshot shows the 'Explore Ringing Data' form. It has sections for 'Search/Edit Filters' and 'Result'. Under 'Search/Edit Filters', there are fields for 'Start Visit Date' (Earliest Date) and 'End Visit Date' (Latest Date). There are also checkboxes for 'Ringing Encounters' (Subsequent encounters, On Hold, Quarried, Pending, Ready, BTO Processing, Accepted) and 'Species' (Species dropdown). Below these are 'Locations' (Locations and Location groups dropdowns) and 'Rings' (Ring and use % as a wildcard e.g. ZY0% dropdown). At the bottom, there's a 'User who entered:' dropdown (All users with permission) and a 'Search' button. The bottom right corner contains a small note about the project being organised by the BTO.

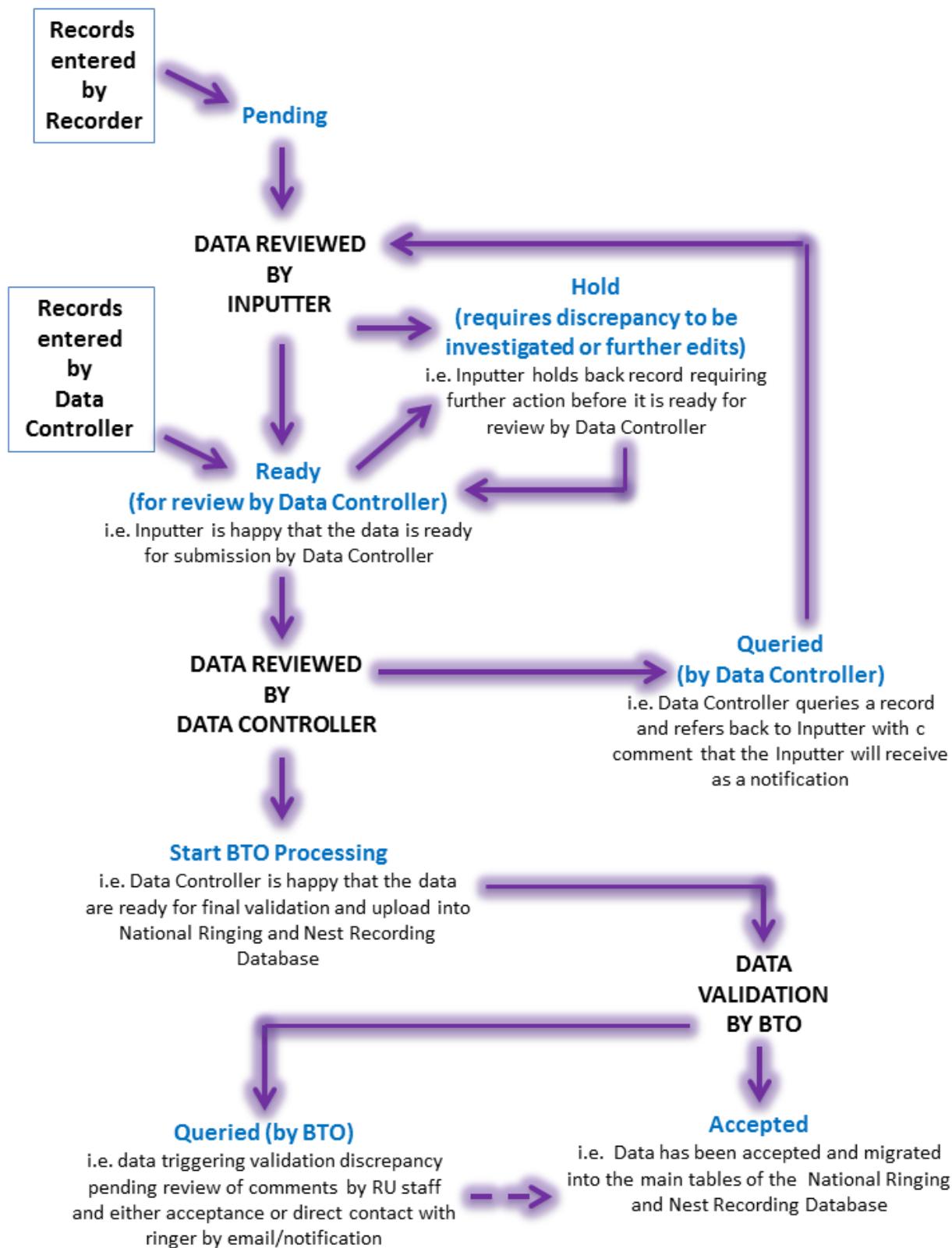
The ‘Explore Ringing Data’ form provides the principal route into management, exploration and reporting of ringing data.

You should have access to the majority of the Operating Groups historic data with the following exceptions:

- For rings issued prior to the computerisation of ring issue in BTO Sales, DemOn cannot determine the permit number / partnership / group to whom the rings were issued. The BTO are currently engaged in the process of computerising the old ring issue ledgers after which DemOn will be able to correctly deduce ownership and allow access accordingly.
- Data submitted on paper that have not since been computerised and uploaded to the National Ringing and Nest Recording Database.
- By default, data associated with a Location that has been flagged as confidential can only be accessed by the user who created that Location, the Operating Group Principal and Deputies. Additionally individual group members may have been explicitly granted permission to particular confidential Locations by the Location creator, Operating Group Principal or Deputy.
- Currently the data you can view at any one time are restricted to those submitted under Operating Group you are currently operating as. In due course, once data sharing has been fully implemented the aim is to allow you to access all data you have personally contributed to the scheme simultaneously.

Data Submissions - reviewing and validating

The Explore Ringing Data form is the means by which the journey of data from being entered, its passage through within-group review and on to final submission is handled within DemOn. The schematic below illustrates the within-group review process.



Throughout the process all records are visible through DemOn.

- Data can be entered by anyone the Operating Group Principal/Deputy has added to their team/group with an appropriate group role. On entry, data acquires the submission status '**Pending**', 'functional ownership' resides with the Operating Group and 'intellectual ownership' is credited to the user_id of the inputter.
- Once the person who has entered the data is happy that their data are good to go they can set the submission status as '**Ready for Review**' by data controller).
- Alternatively, if there are any questionable records that they prefer not to set to *Ready for Review* until they have clarified whether there is an issue or not e.g. after referring back to field notebooks or whatever) , then they can set the submission to '**On Hold**'.
- At any time a Data Controller, typically your trainer if you are a C- or T-permit holder, may review records deemed *Ready for Review* by the user who has input them and either set the submission status of those records to '**BTO Processing**' or '**Queried**'.
- A Data Controller can also fast-track records through the system by setting *Pending* records to *Ready for Review* and then onwards to *Start BTO Processing*. This might be appropriate, for example, when a request for ringing details is requested by the Ringing Office.
- *Queried* records can be accompanied by a message from the data controller to inform the data inputter as to the reason it has been queried.
- Once flagged as *BTO Processing* the data are released from a preliminary database table on the BTO database server to be moved to the main tables of the National Ringing and Nest Recording Database. During this process they undergo further validity checks, alerting ringing unit staff to any records that need further review by themselves, typically involving review of comments captured during data entry.

By default, the Search/Filter is pre-set to return records with submission status of On Hold, Queried, Pending, Ready and BTO Processing pre-selected and Finalised records unselected. Beware that if you choose to include Accepted records (which are not appropriate for data review anyway) this will increase the search time substantially as it will retrieve your all-time records with a search against the entire National Ringing and Nest Recording Database rather than the immediately available from the preliminary table. You can change which subset of records you want to return by clicking the check box to the right of each. It will change to green if selected and red if unselected.

Searches retrieving data from the preliminary table of the database only will display rapidly. Accepted records (all your past data) have to be retrieved from the main tables in the National Ringing and Nest Recording Database. Consequently, viewing Accepted records can take a long time to retrieve if no other filters are in force – hence the default to exclude Accepted records.

For purposes of data review you are most likely to want to choose your own records with submission status pending, or in the case of trainers the records of your C-permit holders, with submission status Ready. DemOn aims to allow flexibility for teams to choose their own way of organising how they work. Consequently, Ringing Groups with multiple Trainers will need to agree their own protocols for whether each should review data for their own trainees only or share responsibility, and if the latter under what circumstances.

Explore Ringing Data

Search/Edit Filters Result

Start Visit Date: Earliest Date End Visit Date: Latest Date

Ringing Encounters Subsequent encounters

On Hold Queued Pending Ready BTO Priorities Accepted

Species Species Locations Locations Location groups

Rings Rings use IDs as a wildcard e.g. ZY00*

User who entered: Mr P A Standiffe

Settings

Example: Selecting Ready and Pending records for a particular member of the operating group

User who entered:

- All users with permission
- All users with permission Dr G E Austin
- Mr P A Standiffe**
- Miss S Y Adams
- Mr M Pymar
- Dr G.J. Conway

Logged in as: GAUSTIN

By default records entered by all users will be returned. To retrieve just those records entered by a particular user either click in the drop-down selector and either select using the mouse or navigate with arrow keys followed by Tab or Enter key

When you click on Search (bottom right of form), DemOn will retrieve the filtered records from the National Ringing and Nest Recording Database. If the filter includes Accepted records the search will take longer as it will be searching through tens of millions of records. Furthermore, if thousands of records are being retrieved, the time taken for your own PC to render the results page will account for an increasing proportion of the lag time irrespective of the speed of your internet connection. Encounters are displayed in data entry order by default with submission status colour-coded.

Demography Online

Operating as: Dr G E Austin Change Logout

Explore Ringing Data

1 - number of records retrieved is displayed on the Results tab

2 – a reminder of your initial search filter

3 – Drop-down selector to choose the number of records to be displayed at one time (10,25,50,100)

4 – page navigation

5 – Settings box to access further functionality

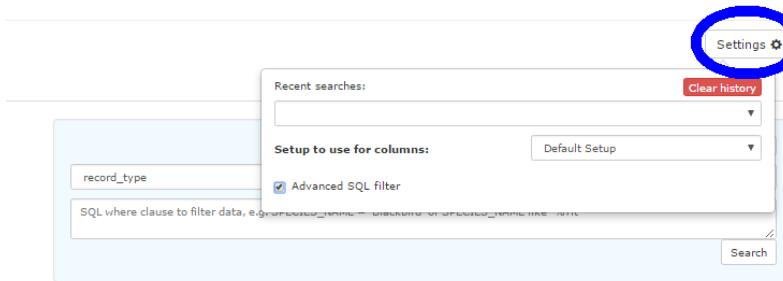
Entered By	Status	Submission Date	Type	Record No	Ring No	Scheme	Species Name	Age	Pull Ringed	Pull Alive	Sex	Sexing Method	Breeding Condition	Volt Date	Capture Time	Location Name	Habitat 1	Habitat 2	Status Code 1	Status Code 2	Wing Length	Weight	Data Measured	Time W	Ca
Dr G E Austin	Pending	N	5326034 GBT	Coal Tit	3		U	U						26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	59	8.8	26/11/2016	13:17	N	
Dr G E Austin	Pending	N	5326035 GBT	Blue Tit	4		F	F						26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	64	11	26/11/2016	13:26	N	
Dr G E Austin	Ready for Review	N	2947963 GBT	Great Tit	33		U	U						26/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	74	18.6	26/08/2016	12:00	N
Dr G E Austin	Ready for Review	N	2947964 GBT	Great Tit	33		U	U						26/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	77	21.5	26/08/2016	12:02	N
Dr G E Austin	Ready for Review	N	2947965 GBT	Great Tit	33		U	U						26/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	19.1	26/08/2016	12:04	N
Dr G E Austin	Ready for Review	N	2947966 GBT	Robin	33		U	U						26/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	19.7	26/08/2016	12:08	N
Dr G E Austin	Ready for Review	N	2947967 GBT	Great Tit	33		U	U						26/08/2016	15:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	73	17.7	26/08/2016	15:00	N
Dr G E Austin	Ready for Review	N	2947968 GBT	Great Tit	3		M	F						13/10/2016	09:30	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	18.4	13/10/2016	09:30	N
Dr G E Austin	Ready for Review	N	2947969 GBT	Blue Tit	3		F	F						22/10/2016	09:50	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	63	10.2	22/10/2016	09:52	N
Dr G E Austin	Ready for Review	N	2947970 GBT	Blue Tit	3		F	F						22/10/2016	09:50	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	62	10.8	22/10/2016	09:54	N

Showing 1 to 10 of 205 entries

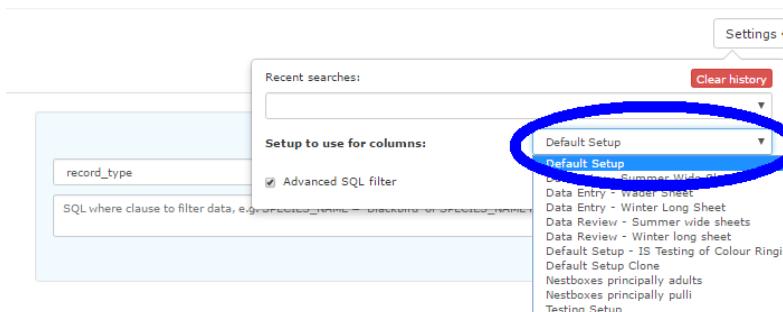
Logged in as: GAUSTIN
Partner login & Approvals

By default, the table will display the fields available in the DemOn default field set-up. However if you have created custom field set-ups you can choose from the list of your own field setups the one you wish to use

for the viewing the data to be returned by the search regardless of the field setup used to enter those data in the first place. There is therefore little advantage in insisting all members of your operating group to use the same field set –up for data entry so long as they are entering all the fields for which you require data.



Click on settings to activate up pop-up dialogue



Use drop-down selector to select your chosen field set-up

TIP: You may find it useful to create a specific field setup for reviewing data that group key fields to be checked to the left of the screen and so reducing the need to use the scroll-bar

The number of records displayed per screen defaults to 10 but you can set this to be 10, 25, 50 or 100 using the drop-down to the top left of the table and move forward and backwards through all returned records using the Previous/Next selector to the bottom right of the table.

Species Name	Age	Puff	Ringed	Publ. Albu	Sex	Sighting Method	Breeding Condition	Visit Date	Capture Time	Location Name	Habitat	Habitat	Status	Code 1	Code 2	Wing Length	Weight	Date Measured	Time	Co
Blackbird	4	F	P	P	P	20/10/2016 11:00				Bird Service - BBA (Back-fence net, Field Road)	F2	A3	U	U	127	95.1	20/11/2016	11:00	N	
Great Tit	31	U	U			20/10/2016 12:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	74	18.8	20/09/2016	12:00	N	
Great Tit	32	U	U			20/10/2016 12:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	77	21.5	20/09/2016	12:02	N	
Great Tit	32	U	U			20/10/2016 12:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	76	19.1	20/09/2016	12:04	N	
Robin	32	U	U			20/10/2016 12:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	76	19.7	20/09/2016	12:08	N	
Great Tit	32	U	U			20/10/2016 15:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	73	17.7	20/09/2016	15:00	N	
Great Tit	3	M	P			12/10/2016 08:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	76	18.4	12/10/2016	08:00	N	
Blue Tit	3	P	P			22/10/2016 09:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	63	10.2	22/10/2016	09:02	N	
Blue Tit	3	P	P			22/10/2016 08:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	62	10.9	22/10/2016	08:04	N	
Blue Tit	3	P	P			22/10/2016 09:00				Back-Fence - BBA (Back-fence net, Field Road)	F2	A3	U	U	61	9.9	22/10/2016	09:06	N	

From here you can mark records to have their submission status upgraded or you can mark records for editing. This is done by simply ticking the checkbox (far left) against records you wish to select. You can either tick specific records or use the 'All on page' button. You can clear your current selection using the 'None on page'. As soon as you tick one or more records, details regarding the current submission status of the selected records appears in the box to the top right of the screen and a number of new buttons become available.

Explore Ringing Data

Search/Edit Filters Result (206 Records) Settings

"All encounter types entered by all users that are Pending or Ready"

Entered By	Submission Status	Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location Name	Habitat 1	Habitat 2	Status Code 1	Status Code 2	Wing Length	Weight	Date Measured	Time W	Co
Dr G E Austin	Pending	N	S326034	GBT	Coal Tit	3			U	U		26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	59	8.5	26/11/2016	13:17	N
Dr G E Austin	Pending	N	S326035	GBT	Blue Tit	4			F	P		26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	64	11	26/11/2016	13:26	N
Dr G E Austin	Ready for Review	N	LC19800	GBT	Blackbird	4			F	P		26/11/2016	11:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	127	95.1	26/11/2016	11:00	N
Dr G E Austin	Ready for Review	N	Z847363	GBT	Great Tit	33			U	U		26/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	74	18.6	26/08/2016	12:00	N
Dr G E Austin	Ready for Review	N	Z847364	GBT	Great Tit	33			U	U		28/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	77	21.5	28/08/2016	12:02	N
Dr G E Austin	Ready for Review	N	Z847365	GBT	Great Tit	33			U	U		28/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	19.1	28/08/2016	12:04	N
Dr G E Austin	Ready for Review	N	Z847366	GBT	Robin	33			U	U		28/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	19.7	28/08/2016	12:08	N
Dr G E Austin	Ready for Review	N	Z847367	GBT	Great Tit	33			U	U		28/08/2016	15:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	73	17.7	28/08/2016	15:00	N
Dr G E Austin	Ready for Review	N	Z847368	GBT	Great Tit	3			M	P		11/10/2016	08:30	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	76	18.4	11/10/2016	08:30	N
Dr G E Austin	Ready for Review	N	Z847369	GBT	Blue Tit	3			F	P		22/10/2016	09:50	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U	U	63	10.2	22/10/2016	09:52	N

Show 1 entries

All on page Name on page Entered By Submission Status Record Type Ring No Scheme Species Name Age Pulli Ringed Pulli Alive Sex Sexing Method Breeding Condition Visit Date Capture Time Location Name Habitat 1 Habitat 2 Status Code 1 Status Code 2 Wing Length Weight Date Measured Time W Co

2 records selected
2 pending or queried
2 not finalised

Export Open in Data Entry form Set to Ready Put 'On Hold' Query records

Previous 1 2 3 4 5 ... 21 Next

The options available to you will depend on your role within the operating group (see Management –Group Administration) and the current submission status of the records you have ticked:

- 'Open in Data Entry form'** – available to all Recorders. Click here to open selected record(s) for editing. Whether you can actually edit a given record will depend on whether or not it is a record you yourself entered or your role within the Operating Group. Data Controllers, Deputies and Principal can edit data entered by others in the Operating Group.
- 'Set to Ready'** – available to all Recorders. Displayed when *Pending* or *Queried* records are selected. Click here to change submission status from *Pending* to *Ready for Review* (by Data Controller). Typically, this will be used by those without a Data Controller role because records entered by users with a Data Controller role will automatically be set to *Ready for Review* rather than *Pending*. However, this button will allow a Data Controller to fast-track *Pending* records through the system - for example in the event of a ringing details request from the BTO.
- 'Put on Hold'** – available to all Recorders. Displayed when *Pending* or *Ready for Review* records are selected. Click here to change submission status from *Pending* or *Ready for Review* to *On Hold*. To be used to protect problem records from accidental progression through the submission process.
- 'Take off Hold'** – available to all Recorders. Displayed when *On Hold* records are selected. Click here to re-set submission status to *Pending*.
- 'Start BTO processing'** – available to Data Controllers, Deputies and Principal. Displayed when *Ready for Review* records are selected. Click here to start BTO processing. This releases the record to the BTO for review and loading into the main tables of the National Ringing and Nest Recording Database.
- 'Query Records'** – available to Data Controllers, Deputies and Principal. Displayed when *Ready for Review* records have been selected. Click here to refer record(s) back to the inputter if there is something about the record that needs verifying/correcting. Those with a Data Controller role do have the required level of permission to edit other users data and so they do have the ability to correct obvious issues without referring records back to the inputter.

Enhanced filter/search options

The Explore Ringing Data form offers additional features to those described in the previous section which described the essentials of using the form for the purpose of reviewing and submission of data to the BTO.

The Explore Ringing Data form also offers other functionality such as a route into retrieving records for edit, reporting, and export and this is where additional filtering options become particularly useful.

In addition to filtering by submission status and users who entered data, you can filter the initial sub-set of your records to retrieve by any combination of:

- a particular date window (default is all dates)
- new or subsequent encounters (default is all encounters).
- a particular species or list of species (default is all species)
- a particular Location or list of Locations (default is all Locations)
- a particular Location group (default is all Location groups)
- a particular ring, series or part series (default is all rings)

With the exception of the Rings filter box, when you click or tab into the selection box you will be presented with a drop-down selector offering a list of available values. You can scroll down the list and make your selection with the mouse cursor. Particular in the case of potentially long lists you may find it more convenient to start typing which initiates a search narrowing down options with each character entered.

When typing you can, at any point, use the down arrow on your keyboard to highlight your choice, and select it using the Return/Enter key, or otherwise scroll and click using the mouse cursor or press the Tab key to select and move to the next box. If the selected value is then displayed in its own individual box within the selector box, this indicates that multiple selections can be made on that field (available for species, Locations, Location groups, rings). In such cases individual values can also be removed by clicking the X to the right hand side of the individual box.

This screenshot shows the 'Species' and 'Locations' filter sections. The 'Species' section has a dropdown menu open, showing various bird species names starting with 'BLU'. The 'Locations' section shows a single entry: 'Selley Hall, near Purlogue'. At the top, there are 'BTO Processing' and 'Accepted' status filters, both with checked boxes.

Example: selection by Location group (here all boxes in a particular nest box scheme) and relevant species here Pied flycatcher, Redstart and in the process of adding Blue Tit – as you type in the boxes the drop-down selector narrows down the choice

This screenshot shows the 'Rings' filter section. It includes a text input field containing 'Z521%' and a 'use % as a wildcard e.g. ZY6%' placeholder. A 'Search' button is located at the bottom right.

Example: selecting ring series. Use % as wild-card in any position. i.e. xxx% to bring back a given 1000, xxxx% to bring back a given hundred or entire ring number to return encounters for a given ring

This screenshot shows the 'Start Visit Date' and 'End Visit Date' calendar filters, and a list of processing statuses: On Hold, Queried, Pending, Ready, BTO Processing, and Accepted. Each status has a checkbox with a green 'X' indicating it is selected.

Example: for dates either type date as DDMMYYYY or DD/MM/YYYY or use the calendar selector that appears when you click in the box

Explore Ringing Data

Search/Edit Filters Result (221 Records)

"All encounter types entered by all users that are On Hold, Queried, Pending, Ready or BTO Processing"

Show 10 entries

Having set your filter options using the basic fields available on the search/Edit Filters tab and retrieved your records which then display in the Results tab, you can toggle between the two forms at any time by clicking on the relevant tab (top left).

Further options for filtering and displaying data

Further options for filtering and displaying data are available directly in the Results tab. These include:

- A simple field filter that can be used for one or more fields of the results table based on a simple string search
- An advanced SQL builder.

Simple Field filter

This is simple to use but not as powerful as the SQL builder. It can only search on one string in a given field although can be used across multiple fields simultaneously.

Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Time W
filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Great Tit	3J	U	U		74	18.8	12:00
Great Tit	3J	U	U		77	21.5	12:02
Great Tit	3J	U	U		76	19.1	12:04
Robin	3J	U	U		76	19.7	12:08
Great Tit	3J	U	U		73	17.7	15:00
Great Tit	3	M	P		76	18.4	08:30

To filter within a given field you type a string of characters in the filter box below the column header

Record Type	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Time W
Filter...	ro	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
N	Robin	3J	U	U		76	19.7	12:08
N	Robin	3	U	U		72	19.9	17:32
N	Robin	3	U	U		76	19	17:34
N	Robin	3	U	U		77	18.3	13:00
N	Robin	3	U	U		74	17.8	14:38
N	Robin	3	U	U		72	19.1	16:00

Example: typeing 'ro' in the filter box at the top of the species field filters for species with the string 'ro' in the name – here Robin

Ring No	Record Type	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Time W
Filter...	Filter...	tit	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Z847363	N	Great Tit	JJ	U	U		74	18.6	12:00
Z847364	N	Great Tit	JJ	U	U		77	21.5	12:02
Z847365	N	Great Tit	JJ	U	U		76	19.1	12:04
Z847367	N	Great Tit	JJ	U	U		73	17.7	15:00
Z847368	N	Great Tit	3	M	P		76	18.4	08:30
Z847369	N	Blue Tit	3	F	P		63	10.2	09:52
Z847370	N	Blue Tit	3	F	P		62	10.9	09:54

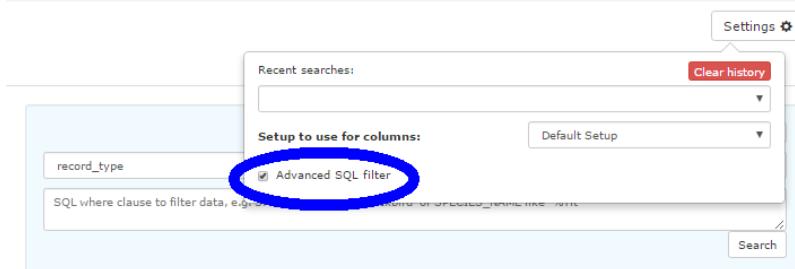
Example: typing 'tit' in the filter box at the top of the species field filters for species with the string tit in the name

Ring No	Record Type	Species Name	Age	Sex	Sexing Method	Breeding Condition	Wing Length	Weight	Time W
Filter...	S tit	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Z521777	S	Great Tit	3	U	U				
Z12378	S	Blue Tit	0	U	U	N			
S326035	S	Blue Tit	3	U	U				
Z12378	S	Blue Tit	0	U	U	N			
Z12378	S	Blue Tit	0	U	U	N			
Z12378	S	Blue Tit	0	U	U	N			
Z521999	S	Blue Tit	4	U	U				
Z12378	S	Blue Tit	0	U	U	N			
Z12378	S	Blue Tit	0	U	U	N			
Z12378	S	Blue Tit	0	U	U	N			

Example typing 'S' in the filter box at the top of the Record Type field AND 'tit' in the filter box at the top of the Species field will return all recaptures of tits

Advanced SQL filter

The Advanced SQL filter is not displayed by default. It can be accessed through the Setting box



To access the 'Advanced SQL filter' tick/untick the check-box to toggle the SQL builder feature on/off



You can also recall previously used filters by clicking/typing in the ‘Recent searches’ drop-down selector

A query builder is available to help those unfamiliar with writing SQL statements from scratch to compile new SQL queries.

The screenshots illustrate the construction of an SQL query:

- Select field:** The first screenshot shows the 'wing_length' field selected in the left sidebar. The search bar contains the condition 'SPECIES_NAME = 'Blackbird' or SPECIES_NAME like '%Tit''. A 'Search' button is visible.
- Select clause:** The second screenshot shows the 'wing_length' field selected again. The search bar now includes the clause 'where wing_length > 65'. A 'Search' button is visible.
- Enter appropriate value and click [+]:** The third screenshot shows the search bar with the value '65' entered. A '+' button is highlighted.
- Repeat:** The fourth screenshot shows the search bar with the condition 'wing_length > 65' and the species 'Blue Tit' added. A 'Search' button is visible.
- and click [+]:** The fifth screenshot shows the search bar with the condition 'wing_length > 65' and 'species_name = 'Blue Tit''. A '+' button is highlighted.

Reordering records in table

You can re-order the records being displayed at any time by clicking on the arrow symbols next to the column headings.

All on page	Entered By	Submission Status	Visit Date	Location Name	Ring No	Record Type	Species Name	Age	Sex
None on page									

- Consecutive clicks on the same field will toggle the sort order between ascending and descending
- To order on multiple fields hold down the shift key and click the arrows next to each column in turn
- If sorting on multiple fields, the order of clicking fields will dictate the priority of each field in the sort

Editing records

You can edit saved records either during a data entry session or having retrieved previously entered record(s) you wish to edit using the Explore Ringing Records form. To Access the Data Entry form from 'Explore Ringing Records' first use the 'Search/Edit Filters' to retrieve your records and then tick the checkbox to the left of the record(s) you wish to edit.

Explore Ringing Data

All encounter types entered by all users that are On Hold, Queried, Pending, Ready or BTO Processing*

4 records selected
4 pending or queried

Show 10 entries

Entered By	Submission Status	Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location Name	Habitat 1	Habitat 2	Status Code
Dr G E Austin	Queried	N	S326030	GBT	Blue Tit	3		M	P			26/11/2016	12:20	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Queried	N	S326031	GBT	Blue Tit	4		F	P			26/11/2016	12:20	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Queried	N	S326032	GBT	Blue Tit	3		F	P			26/11/2016	12:20	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Queried	N	S326033	GBT	Blue Tit	3		F	P			26/11/2016	12:20	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Pending	N	S326034	GBT	Coal Tit	3		U	U			26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Pending	N	S326035	GBT	Blue Tit	4		F	P			26/11/2016	13:17	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	On Hold	N	LC19799	GBT	Blackbird	4		M	P			28/10/2016	09:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	BTO Processing	N	LC19810	GBT	Blackbird	4		F	P			26/11/2016	11:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Ready for Review	N	Z847363	GBT	Great Tit	33		U	U			28/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U
Dr G E Austin	Ready for Review	N	Z847364	GBT	Great Tit	33		U	U			28/08/2016	12:00	Back-fence - BRA (Back-fence net, Field Road)	F2	A3	U

Showing 1 to 10 of 221 entries

Ticking a check-box against a retrieved record make available the **Open in Data Entry form** button. Click this to activate the Data Entry form

You are currently entering data to be submitted under Dr G E Austin

Record Editing (showing 1 to 4 of 4 records)

Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1	Habitat 2	Status Code
N	S326030	GBT	Blue Tit	3		M	P			26/11/2016	12:20		F2	A3	U
N	S326031	GBT	Blue Tit	4		F	P			26/11/2016	12:20		F2	A3	U
N	S326032	GBT	Blue Tit	3		F	P			26/11/2016	12:20		F2	A3	U
N	S326033	GBT	Blue Tit	3		F	P			26/11/2016	12:20		F2	A3	U

Showing 1 to 10 of 221 entries

The data entry form will open with the selected records available for edit, either a single record at a time by clicking on the orange edit button on the extreme right of the chosen record or initiate a bulk edit by selecting the red bulk edit button at the extreme right of the header row.

Editing Single Records

You are currently entering data to be submitted under Dr G E Austin

Record Editing (showing 4 records)

Record Type	Ring No	Scheme	Species Name	Age	Pulli Ringed	Pulli Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1	Habitat 2	Status Code
N	S326030	GBT	Blue Tit	3		M	P			26/11/2016	12:20		F2	A3	U
N	S326031	GBT	Blue Tit	4	*	F	P			26/11/2016	Add Accuracy				
N	S326032	GBT	Blue Tit	3		F	P			26/11/2016	12:20				
N	S326033	GBT	Blue Tit	3		F	P			26/11/2016	12:20				

Showing 1 to 10 of 221 entries

Click the edit button to open up a single record for edit

Edit

Click into or tab to the field to be edited, enter the correct value and to save the edit click update

Update

Or to reject the change click Cancel

Cancel

As any edit has the potential to invalidate values in other fields, the record will pass through complete validation before being saved. Any previously supplied comments will be displayed during validation to allow you to modify or 'save as is'.

Bulk Editing Records

Bulk edit should be used with caution but will be useful if for example you have forgotten to enter a particular field, entered a run of records against the wrong date, or forgot to toggle off auto-repeat for a field where it became inappropriate to have repeated values.

Record Type	Ring No	Scheme	Species Name	Age	Pull Ringed	Pull Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1	Habitat 2	Status C
N	S326030	GBT	Blue Tit	3			M	P		26/11/2016	12:20	F2	A3	U	
N	S326031	GBT	Blue Tit	4			F	P		26/11/2016	12:20	F2	A3	U	
N	S326032	GBT	Blue Tit	3			F	P		26/11/2016	12:20	F2	A3	U	
N	S326033	GBT	Blue Tit	3			F	P		26/11/2016	12:20	F2	A3	U	

To apply a universal edit to all retrieved records click the bulk edit button

Bulk Edit

This open up all records in current selection for simultaneous editing.

Select the field(s) to be edited by clicking the licking edit button at the top of those fields

↓ Edit

Record Type	Ring No	Scheme	Species Name	Age	Pull Ringed	Pull Alive	Sex	Sexing Method	Breeding Condition	Visit Date	Capture Time	Location	Habitat 1	Habitat 2	Status C
N	S326030	GBT	Blue Tit	3			M	P		26/11/2016	12:20	F2	A3	U	
N	S326031	GBT	Blue Tit	4			F	P		26/11/2016	12:20	F2	A3	U	
N	S326032	GBT	Blue Tit	3			F	P		26/11/2016	12:20	F2	A3	U	
N	S326033	GBT	Blue Tit	3			F	P		26/11/2016	12:20	F2	A3	U	

The edit button is replaced by a edit-box for the field(s) selected for editing, with drop-down selector if appropriate and the columns to be bulk edited are blocked in green.

Either type or select correct value.

To save edits, click the bulk update button

Bulk Update

Or to reject the change click the cancel bulk button

Cancel Bulk

As when editing a single record, all records in the bulk edit must be re-validated. Each record will be validated in turn and new or re-issued warning and errors will need to be dealt with before each record is saved and the validation routine moves on to the next record. A large bulk update may therefore take some time to work through.

Your ability to edit records is directly related to your role within the Operating Group. Data Controllers and above will have the ability to edit others data whereas those with permissions below Data Controller will only be able to edit data they have entered themselves or records entered on their behalf by another group member who then conceded ownership to them (**latter not yet available**).

Editing Records and Submission Status

Whether or not a record can be edited will depend on its submission status as follows:

- Pending - YES
- Hold - YES

- Ready for review - YES
- Queried (by Data Controller) - YES
- BTO Processing – NO (to allow editing would de-rail processes such as ring-requests)
- Queried (by BTO) - NO (to allow editing would de-rail ongoing investigations of discrepancies)
- Accepted – YES – you will be prompted for a comment to inform BTO as to the reason for the re-submission

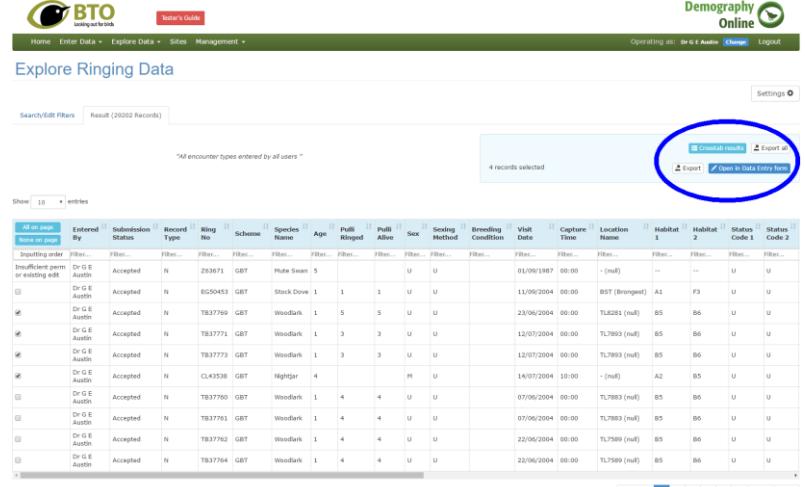
Reporting

Not yet available

The Custom Search / Data Selection and Processing will also be the springboard from which you will be able to generate custom and pre-canned queries of your data and generate capture histories. This functionality will be activated once all elements upon which it relies are in place, principally data security and confidentiality and the pre-canned reports constructed.

Data Export

Explore Ringing Data is also the route to exporting data.



The screenshot shows a table of ringing data with various filters and search options at the top. In the bottom right corner of the table area, there is a blue oval highlighting two buttons: 'Export' and 'Open In Data Entry Form'. Below the table, there is a navigation bar with page numbers (1, 2, 3, 4, 5, ... 2021, Next).

To export all retrieved records click on the ‘Export all’ button


To export only selected records (i.e. those against which you have ticked the check-boxes in the first column) click on the ‘Export’ button


In either case a CSV file with “text field” delimiters will be saved to your PC.

The file will be saved to the folder default for your web browser and so where that is will depend on your browser download settings. On Windows PCs this will typically be in the ‘Downloads’ folder which you can find at any time through Explorer. Each browser has its own way of opening downloaded files there and then. By default the file will be saved as MyFile.csv which should open in any spreadsheet application (e.g. Microsoft Excel or OpenOffice.com Calc) and all statistical software packages.

Site Creation, Maintenance and Management

Ringing and Nest Recording Locations

While much of the data entry and management should be reasonably intuitive to users, DemOn brings with it a major leap forward in the handling of ringing sites. Prior to DemOn you had a Place defined as a one-km grid square. Associated with this you may have had an accuracy of +/- 1 or +/- 2 etc which approximated the Place to a 3x3 km, a 5x5 km square etc. If you had sub-sites associated with a Place whilst you would know what they mean on the ground, no additional spatial information was associated with them and so essentially in the National Ringing and Nest Recording Database they inherit the one-km grid (or worse) from

the Place with which they are associated. Nest sub-sites were slightly better as at least you could record these to a 6-figure grid reference which located them to a 100m x 100m grid square.

In DemOn, we talk about Locations.

- All Locations will have their own spatial geometry which can be as precise as you want it to be.
- Ringing encounters (captures and field sightings) and nest records are recorded against Locations.
- Ringing encounters and nest records are NOT recorded against Locations Groups (see next section).
- Your ex-Places and ex-subsites will be recognisable to you when you first login to DemOn. These have been derived from data held in the National Ringing and Nest Recording Database. HOWEVER, if you have Places or sub-sites setup in your IPMR database but for which you have never submitted an encounter these will be missing – there is an IPMR setup file upload facility that will allow you to plug such gaps.
- Ex-Places will be identifiable from their location-code which will be the same as their Place-code was. Ex-Subsites will be identifiable from their location-code which will be a concatenation of their old sub-site code and the Place-code to which they belonged. E.g. if you had a Place with code 'GARDEN' with three sub-sites with codes 'BACK', 'FRONT' and 'SIDE' you would find four Locations in DemOn with location codes 'GARDEN', 'FRONT:GARDEN', 'BACK:GARDEN' & 'SIDE:GARDEN'.
- You may decide to stick with the existing geometry for your Locations, i.e. the one-km grids or worse, in which case you need do nothing with your Locations before you start entering data in DemOn. However providing precise information about exactly where your site boundaries lie, precise locations of encounter-areas , nets/net lines or precise GPS derived locations of traps, field sightings or nests, has the potential to greatly increase the value of your data to the scientists, conservation practitioners and not least your person interest.
- So we hope the majority of ringers and nest recorders will recognise the benefits of redefining the geometry of existing Locations to better represent them for what they are – you can define polygons for ex-Places, and polygons, polylines or points for ex-subsites representing encounter-areas, nets/net-lines or positions of traps, field sightings, nestboxes etc. respectively. See later for more extensive notes on how to achieve this.
- In due course you are likely to want to create new Locations. See later for more extensive notes on how to achieve this.

Location Groups

DemOn uses 'Location Groups' to manage natural groupings of Locations in a more flexible manner than has been available previously. There are a number of different types of Location Groups used by DemOn:

- **General Site:** the bounding polygon of a ringing site or nest study area and any ringing site components contained within including polygons for encounter-areas, polylines for net-rides, or points for precise locations of traps, field observations or nests.
- **CES Site:** as General Site but only bounding polygon and net-rides allowed – note the creation of net-lines is expected to become a requirement for CES sites in due course to allow precise habitat data to be used in conjunction with CES data. The location of the CES bounding polygon may well duplicate or overlap that of an existing General Site. This does not matter but will be important in allowing CES data to be recorded against a Location that can be identified unequivocally one used for CES if captures are not recorded to net. A CES Location group may share Locations defined as nets with other Location Groups such as a General Site.
- **RAS:** all Locations used for a given RAS. Those Locations may be bounding polygons, encounter areas, nets or traps and may be shared with other Location Groups.

- **Custom/Reporting groups:** these are assemblages of Locations linked by a common property e.g. all Locations on a given land-owners land; all Locations in a particular village catchment; all Locations linked to a ringer's personal study, a raptor/owl nestbox scheme spanning a wide geographic area – the sky's the limit. Typically, these would be used to filter data for reports or queries.

[IPMR migration: you will find that all your existing Places from IPMR already represented as General Sites. If you did not have any sub-sites associated with a given Place then the General Site will be a Location Group listing a single Location which will be initialised as a one-km grid square for its bounding polygon (or larger if there was associated accuracy). If your Place had associated sub-sites these will also have been included as encounter-areas in the General Site Location Group and be initialised with the bounding polygon inherited from the Place.]

A given Location can belong to multiple Reporting Groups. So for example, you may have a single net Location that is a member of Location groups representing a General Site, a CES in one corner of that General Site, a RAS study, and a reporting group used to filter records for a report to a particular landowner.

Site Creation, Maintenance and Management

Site Creation, Maintenance and Management provides the principal tool set for:

- Ringers and nest recorders to create/maintain General Sites
- Ringers to create/maintain Constant Effort Sites
- Ringers to create/manage ringing site components (encounter areas/nets/traps/field observation point)
- Ringers and nest recorders to create/manage ‘permanent and traditional nest Locations - nest boxes and other artificial nest location/raptor eyries/Dipper bridges’/‘Swallow barns’ and so on. For more general nest recording, users are advised to explore the on-the-fly nest location creation available from within the Nest Records data entry form as this will generally be more appropriate for non-persistent nest locations.

Live Demography Online Stats	
	Last Updated: 20/04/2017 13:03
Most encountered species	You: Pied Flycatcher Everyone: Blue Tit
Least encountered species	You: Jack Snipe Everyone: Manx Shearwater
Ringing records this month	You: ~ Everyone: ~
Subsequent encounters this month	You: ~ Everyone: ~
Registered Users	You: 118 Everyone: 118

You access the Site Creation, Maintenance and Management screen using either the direct Manage Sites' link on the home page or by choosing 'Sites' from the green navigation bar

Site Creation, Maintenance & Management

This will take you to the 'Site Creation, Maintenance and Management' form, default to the 'Map View' and zoom in to display your sites.

Site Creation, Maintenance & Management

Aside from the map itself there are a number of key areas to the 'Site Creation, Maintenance and Management' form

- 1 – Display tools
- 2 – Create tools
- 3- view by Location/Location group toggle

Two contrasting interfaces are available to explore your Locations these being the Map View and the List View. You can switch between these at any time using the buttons in the Display Tools box.

Using List View

List view provides you with a more traditional approach to viewing and organising your Locations.

Display Tools in List View

Site Creation, Maintenance & Management

Location Group Name	Type	Number Of Components
Barrow Hill (L8482N)	General	1 Locations
Boyton Marshes, Orford	General	1 Locations
Brake Hill, near Cockley Cley (FB106N)	General	1 Locations
Brandon (BDN)	General	2 Locations
Brandon (BRA)	General	1 Locations
Brandon (CESBRA)	General	1 Locations
Brandon (L778SS)	General	1 Locations
Brandon (L7786S)	General	1 Locations
Brandon (L7886S)	General	1 Locations
Brandon (L7887N)	General	1 Locations
Brandon (TL7987)	General	1 Locations
Brandon Country Park (L7885S)	General	1 Locations

By Default, the list display opens to list your Location groups.

Type indicates which type of Location group each is i.e.:

- General Sites
- CES
- RAS
- Custom/Reporting

Number of Components tells you how many Locations each group contains

Site Creation, Maintenance & Management

Location Code	Reporting Name	Name	Grid Ref	Type
Back-fence - BRA	Brandon	Back-fence net, Field Road	TL7686	Net-line
Beech - BRA	Brandon	Beech hedge boundary, Field Road	TL7686	Net-line
BRA	Brandon	Brandon	TL7686	Site
PAMPAS BRA	Brandon	Pampas Grass net, Field Road	TL7686	Net-line
Pond - BRA	Brandon	Pond net, Field Road	TL7686	Net-line
SACT-BRA	Brandon	Super-awesome cage trap, Field Road	TL7686	Trap / observation point
Vegpatch - BRA	Brandon	Veg patch / Outhouse, Field Road	TL7686	Net-line

Showing 1 to 7 of 7 locations

Click



To display the individual Locations comprising the Location group

Site Creation, Maintenance & Management

Location Code	Site Name	Descriptive Name	Grid Ref	Type
TL9784	Brandon	Veg patch / Outhouse, Field Road	TL7686	Net-line
TL9783		Thetford Forest	TL9783	Site
TL9684		Thetford Forest	TL9684	Site
TL9683		Thetford Forest	TL9683	Site
TL9394		near Great Hockham	TL9394	Site
TL9386		Roudham Heath	TL9386	Site
TL9293		Thetford Forest	TL9293	Site
TL9292		Hockham Heath	TL9292	Site
TL9088		Thetford Forest	TL9088	Site
TL8988		Croxton Heath	TL8988	Site
TL8987		Thetford Forest	TL8987	Site
TL8887		Thetford Forest	TL8887	Site
TL8782		Thetford Forest	TL8782	Site
TL8688		Thetford	TL8688	Site
TL8589		West Tofts Heath	TL8589	Site
TL8586		Thetford Forest	TL8586	Site

Alternatively, you can choose to view by Locations rather than Location Groups by clicking the locations button in the Display Tools box

Site Creation, Maintenance & Management

Location Code	Site Name	Descriptive Name	Grid Ref	Type
test	Brandon	ex Brandon CES (catch all if net not recorded)	TL7987	Site
EX-LESBRA	Brandon	Net1 3x12m ex-CES Brandon	TL7987	Net-line
N1-exCESBRA	Brandon	Net2 3x12m ex-CES Brandon	TL7987	Net-line
N2-exCESBRA	Brandon	Net3 (Bridge) 1x18m ex-CES Brandon	TL7987	Net-line
N3-exCESBRA	Brandon	Net4 4x12m ex-CES Brandon	TL7987	Net-line
N4-exCESBRA	Brandon		TL7987	Net-line

Showing 1 to 5 of 5 locations (filtered from all 510 locations)

If you have a long list of sites you can type an appropriate character string into the filter box found below any of the column headings

Site Creation, Maintenance & Management

Location Code	Site Name	Descriptive Name	Grid Ref	Type
cesb	Brandon	ex Brandon CES (catch all if net not recorded)	TL7987	Site
exCESBRA	Brandon	Net1 3x12m ex-CES Brandon	TL7987	Net-line
N1-exCESBRA	Brandon	Net1 3x12m ex-CES Brandon	TL7987	Net-line
N2-exCESBRA	Brandon	Net2 3x12m ex-CES Brandon	TL7987	Net-line
N3-exCESBRA	Brandon	Net3 (Bridge) 1x18m ex-CES Brandon	TL7987	Net-line
N4-exCESBRA	Brandon	Net4 4x12m ex-CES Brandon	TL7987	Net-line

Showing 1 to 5 of 5 locations (filtered from all 510 locations)

If you click on a particular row, that Location will be selected and

Show On Map

Becomes available in the Display Tools box

Site Creation, Maintenance & Management

Selected Location: N2-exCESBRA (Net2 3x12m ex-CES Brandon)

2 Locations currently hidden from the map | Show All

Clicking this button take you directly to the selected Location in map view

The selected Location will be displayed in a different colour to other Locations of the same type

Site Creation, Maintenance & Management

Location Code	Site Name	Descriptive Name	Grid Ref	Type
exc	Brandon	ex Brandon CES (catch all if net not recorded)	TL7987	Site
exCESBRA	Brandon	Net1 3x12m ex-CES Brandon	TL7987	Net-line
N1-exCESBRA	Brandon	Net1 3x12m ex-CES Brandon	TL7987	Net-line
N2-exCESBRA	Brandon	Net2 3x12m ex-CES Brandon	TL7987	Net-line
N3-exCESBRA	Brandon	Net3 (Bridge) 1x18m ex-CES Brandon	TL7987	Net-line
N4-exCESBRA	Brandon	Net4 4x12m ex-CES Brandon	TL7987	Net-line

Showing 1 to 5 of 5 locations (filtered from all 510 locations)

When a Location is highlighted in either the list or on the map the Location Options box will offer you appropriate buttons.

From List View this will include

- View/Edit Details
- Delete (not yet available)

Note: only Locations against which no ringing encounters or nest records have been recorded can be deleted

To bring up the Location's attributes click

View/Edit Details

The attributes table is organised into a number of expandable sub-groups

- LocationDetails
- Site Confidentiality
- Spatial Details
- Habitat
- Nest Recording Defaults
- Ringing Defaults

Here you can review and edit information that was populated when the Location was first created.

Click on green sub-group bar to expand or contract a given sub-group of attributes

The orange edit button is there to prevent accidental edits

Update Site

Location Details * compulsory fields

Name * ex Brandon CES (catch all if net not recorded)

Location Code * exCESBRA

Description/Comments

Study/Project

Site Confidentiality

Spatial Details * compulsory fields

Habitat * compulsory fields

Nest Recording Defaults

Ringing Defaults * compulsory fields for Ringing

Edit Site Details

Close

Creating Locations and Location Groups in List View

You can also create new Locations and Location Groups from List View. Doing so through List View is more restrictive than when doing so through Map View because List View creates Locations based on grid references alone.

The screenshot shows the 'Site Creation, Maintenance & Management' interface. On the left, there's a sidebar with 'Display Tools' (Map View, List View), 'View By' (Locations, Location Groups), and a 'Create Tools' section. The 'Create Tools' section has three tabs: 'General Site' (selected), 'Ringing Site Components', and 'Nest Locations'. Below these tabs are buttons for 'Trap / observation point' (radio button selected), 'Encounter area', 'Nest', and 'Location Group'. A blue box highlights the 'Create Tools' section. Another blue box highlights the 'Trap / observation point' button. A red arrow points from the 'Trap / observation point' button to the 'Create Tools' section.

- When in List View and with no Locations highlighted, rather than the Location Options box you will find the Create Tools box below the Display Tools

Creating a General Site in List View

When you create a General Site you are defining the boundary of an overall Ringing Site and/or Nest Recording Area. When creating a General Site from List View, the largest area you can define is a 1-km square polygon, aligned to the British or Irish National Grid (the size of a General Site is not restricted if creating it from Map View).

Although you can record ringing encounters and nest records against a relatively large Ringing Site and/or Nest Recording Area your data will generally have more value if recorded to a finer level. Consequently, when you create a General Site DemOn does two things

- Creates a Location corresponding to the 1-km or 100m square you have defined by supplying a grid reference
- Initiates a Location Group and populates it with the Location you have just created

As a General Site you will be able to add more precisely defined ringing site components (Encounter area/Net/Trap/Observation point) or Nest locations as members of the Location Group.

[IPMR migration: General Site Location approximates to a Place. Ringing site components and nest location all approximate to sub-sites/nest sub-site. However in DemOn, unlike IPMR, those sub-site equivalent will all have their own more precise spatial information – The General Site Location Group is what DemOn uses to bind the site and all its components together]

The screenshot shows the 'Add Site' dialog box. It has fields for 'Lat.' (empty), 'Lon.' (empty), and 'Grid ref.' (containing 'TL7987'). There are 'Cancel' and 'Continue' buttons at the bottom. To the right of the dialog box, a callout box provides instructions: 'To create a General Site, typically a one-km grid square, in the Create Tools box click on General Site'. It continues: 'A pop-up dialogue box will prompt you for a grid reference. Type in a four or six digit grid reference: 4-digit e.g. TL7989 creates 1-km square 6-digit e.g. TL795895 to create 100m square'. At the bottom right, another callout box says 'To save grid reference and open the attributes table click on Continue'.

SETTING LOCATION ATTRIBUTES

Add Site

Location Details * compulsory fields

Name *	<input type="text"/>
Location Code *	<input type="text"/>
Description/Comments	<input type="text"/>
Study/Project	<input type="text"/>

Site Confidentiality

Spatial Details * compulsory fields

Habitat * compulsory fields

Nest Recording Defaults

Ringing Defaults * compulsory fields for Ringing

Cancel Save

LOCATION DETAILS

- **Name:** You must supply a Name for the Location. This is the name the Location will be known by within your Operating Group and so can be anything you wish. This is the name that will be seen in various drop-down selectors and Search/Edit Filters
[IPMR migration: no equivalent in IPMR]
- **Location Code:** this is a user friendly shorthand code to identify the Location. Although the code will be displayed against ringing encounters and nest records it can safely be modified at any time without breaking the link to those records
[IPMR migration: this is equivalent to Place code or Sub-Site+Place code]
- Description/Comments: Free text field in which you can enter any information that is not easily captured by the Name or Location Code
- Study/Project: Free text field recommended for users to flag Locations used for personal studies or projects

SETTING LOCATION ATTRIBUTES

Add Site

Location Details * compulsory fields

Site Confidentiality

Confidential This location is not confidential

Spatial Details * compulsory fields

Habitat * compulsory fields

Nest Recording Defaults

Ringing Defaults * compulsory fields for Ringing

Cancel Save

SITE CONFIDENTIALITY

- To flag the Location as confidential tick the check-box

Confidential

This will automatically set the Reporting Name for the Location to Confidential Site against the County name and ensure that the grid reference and coordinates are not shared with third parties (DemOn users not in your Operating Group, Recovery reports, BTO Annual ringing report, data requests for ringing data).

It will also open an extended dialogue that will allow you to control precisely who, if anyone, within your Operating Group will see the Location displayed in Map View or listed in List View.

More detailed information about site confidentiality is available elsewhere in these guidance notes

SETTING LOCATION ATTRIBUTES

Add Site

The screenshot shows the 'Add Site' form with the 'Spatial Details' section expanded. It includes fields for Grid ref. (TL7987), Lat. (52.4559510), Lon. (0.6403478), County/Region (Suffolk), Country (England), and Altitude (Metres above sea level). There is also a dropdown for 'Add to location group' and a 'Select any custom location groups' input field. At the bottom right are 'Cancel' and 'Save' buttons.

SPATIAL DETAILS

- Grid reference:** If creating a Location through List View by supplying a grid reference this will be the value you entered. If creating a Location through Map View this will be the 1-km grid reference containing the centre point of your digitised boundary.
- Lat & Lon:** Latitude and Longitude of the centre point of the Location is automatically populated
- County/Region:** Automatically populated based on intersection with the Location. If the Location crosses borders choose the most appropriate from the drop-down selector
- Country:** Automatically populated. If the Location crosses borders choose the most appropriate from the drop-down selector
- Altitude:** Enter altitude if known (recommended for nest recording locations as it will be used as a default for Nest Records. If you enter an altitude a new field will appear where you need to enter the method used to determine altitude (Google Earth, GPS, OS map)
- Add to Location Group:** Although the Location being a General Site has its own Location Group you may wish to add it to an appropriate Reporting Group which you can choose from the drop-down selector

SETTING LOCATION ATTRIBUTES

Add Site

The screenshot shows the 'Add Site' form with the 'Habitat' section expanded. It includes fields for Primary habitat (-- Unknown) and Secondary habitat (-- Unknown). Below are sections for 'Nest Recording Defaults' and 'Ringing Defaults'. At the bottom right are 'Cancel' and 'Save' buttons.

HABITAT

- Primary Habitat:** You must choose an appropriate habitat from the drop-down selector. This will be used as a default habitat for ringing encounters for the Location (Habitat 1) and for Nest Records (Primary Habitat)
- Secondary Habitat:** Optionally you may choose an appropriate habitat from the drop-down selector. If populated, this value will be used as a default habitat for ringing encounters (Habitat 2) and for Nest Records (Secondary Habitat)

SETTING LOCATION ATTRIBUTES

Add Site

Location Details * compulsory fields

Site Confidentiality

Spatial Details * compulsory fields

Habitat * compulsory fields

Nest Recording Defaults

Nest Type

In another bird/animal nest

Over Water

Islet

Nest Height

Near

Exposure

Orientation

Aspect

Please enter up to 5 location descriptions:

Ringing Defaults * compulsory fields for Ringing

[Cancel](#) [Save](#)

NEST RECORDING DEFAULTS

Includes fields required for nest records. If values are populated they will be used as default values for any nest records associated with the General Site Location and used to pre-populate and specific Nest locations added to the General Site's Location Group

NOT AVAILABLE IN CURRENT DEPLOYMENT

SETTING LOCATION ATTRIBUTES

Add Site

Location Details * compulsory fields

Site Confidentiality

Spatial Details * compulsory fields

Habitat * compulsory fields

Nest Recording Defaults

Ringing Defaults * compulsory fields for Ringing

Reporting Name * Brandon [Customise](#)

Capture Method - not applicable

[Cancel](#) [Save](#)

RINGING DEFAULTS

Includes fields required for ringing locations. Nest recorders can ignore these if they will not be ringing nestlings

- Reporting Name:** This is the name that will be used for all recovery reports, public ringing reports, etc. i.e. what the rest of the world will see. Typically a ringing site and all its components would share the same Reporting Name although this is not enforced. This will have been pre-populated from a gazetteer comprised of data from OS OpenData, OSNI and RoL place names. You may pick an alternative from the drop-down or to edit click [Customise](#)
- Capture method:** If you select a capture method from the drop-down selector this will be used as the default for all ringing encounters for the Location

Creating a Trap / Observation point (Ringing Site Component) in List View

A Trap or Observation point is a Location defined as a point. Normally these would be created within the boundary of a General Site to be included as a member of that General Site's Location Group. However, Traps and especially Observation points (for field sightings of colour-marked birds for example) can be created as isolated stand alone Locations.

[IPMR migration: If added as a component of a General Site such a Location approximates to a sub-site that relates to a point. If left as a standalone Location then approximates to a Place that actually represents a single point]

The screenshot shows the 'Add Trap / Observation point' dialog box. It includes fields for Lat., Lon., and Grid ref., with a 'Continue' button. A dropdown menu for 'Operating as' is open, showing 'Thetford Forest'. Below the dialog is a list of General Sites:

Group	Name	Type	Number of Locations
(L8482N)	General	List	1
rishes, Orford	General	List	1
near Cockley Cley (F8106N)	General	List	1
(DN)	General	List	2
(RA)	General	List	1

To create a Trap / Observation point, in the Create Tools box click on



A pop-up dialogue will prompt you for a grid reference. Type in a four to ten digit grid reference to place the Location at the centre of a grid square as follows:

4-digit e.g. TL7989 for centre point of a 1-km square

6-digit e.g. TL795895 centre point of a 100m square

8-digit e.g. TL79558955 centre point of a 10m square

10-digit e.g. TL7955589555 centre point of a 1m square

The 4 and 6 digit grid references will typically be obtained from a OS map. The 8 and 10 digit grid references would typically be obtained from a GPS or phone app.

To save point and move to the next pop-up dialogue click on



The screenshot shows the 'Please confirm the General Site...' dialog box. It includes a dropdown for 'General Site' with 'Please select (optional)...' and a note about Nest Recording. Below the dialog is a list of General Sites:

Group Name	Type	Number of Locations
(L8482N)	General	List 1
rishes, Orford	General	List 1
near Cockley Cley (F8106N)	General	List 1

DemOn will now search for any General Sites within which the new Location falls and so can be added as a member of a General Site's Location Group

All intersecting General Sites will be offered in a drop-down selector. You can choose to add the new Location as a member of the Location Group belonging to one of those General Sites

Alternatively, you can choose not to add the new Location to a General Site by not making a selection and instead create it as a standalone Location. This does not preclude you from adding to an existing Location Group later.

To save and open the attributes table click on



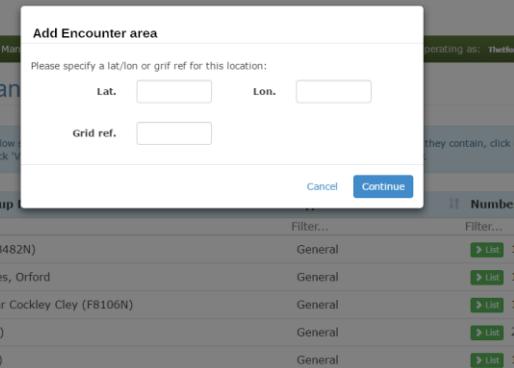
The attributes table will open as described above under Create General Site. The Nest Recording Defaults will not be available as nest records will not be recorded against Traps or observation points.

If you have just added the new Location as a component of a General Sites attributes relating to Site Confidentiality, Habitat, and Ringing Defaults will have been pre-populated with values inherited from the General Site. These can be changed if they are inappropriate.

Creating an Encounter area (Ringing Site Component) in List View

An Encounter area is a Location representing an sub-area within a larger General Site. Encounter areas can only be created as a sub-area within the boundary of a General Site. Typically an Encounter areas would represent part of a ringing site where established net rides are not used but varied from visit to visit, traps are used opportunistically without recording precise location, or something like a lamping or drag netting. They can be used for areas where mist nets are used but captures not recorded to specific nets although ringers are encouraged to record captures to specific net locations, at least where regular net rides are used. Although an Encounter area can be created in list view creation through Map View will generally be the more appropriate route.

[IPMR migration: such a Location approximates to a sub-site that relates to a distinct part of a larger Place]

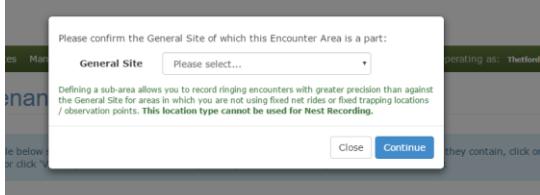


To create an Encounter area, in the Create Tools box click on **Encounter area**

A pop-up dialogue will prompt you for a grid reference. Type in a four to eight digit grid reference to place the Location at the centre of a grid square as follows:

- 4-digit e.g. TL7989 creates 1-km square
- 6-digit e.g. TL795895 to create 100m square
- 8-digit e.g. TL79558955 creates 10m square

To save the bounding coordinates and move to the next pop-up dialogue click on **Continue**



DemOn will now search for any General Sites within which the new Location falls and so can be added as a member of a General Site's Location Group

All intersecting General Sites will be offered in a drop-down selector. You must choose to add the new Location as a member of the Location Group belonging to one of those General Sites

To save and open the attributes table click on **Continue**

The attributes table will open as described above under Create General Site. The Nest Recording Defaults will not be available as nest records will not be recorded against Encounter areas.

Attributes relating to Site Confidentiality, Habitat, and Ringing Defaults will have been pre-populated with values inherited from the General Site to which the encounter area has been added. These can be changed if they are inappropriate.

Creating an Nest Location in List View

Creating a Nest Location through List View will be most appropriate when you have used a GPS or phone app to collect precise coordinates or if you have marked them on a map. It is recommended that you only create Nest Locations through List View (or Map View) in Site Creation, Maintenance & Management when dealing with permanent nest sites like nest boxes, raptor eyries, dipper bridges, swallow barns and other sites that will be used repeatedly across the years. If however you are creating nests for natural open nesting species where each nesting attempt will use a different nest you are recommended to create such Nest locations on-the-fly through the Nest Record data entry form where you can choose to save it as an unremembered Location which means that although you will be able to retrieve the nest records associated with it 'Explore Nest Data' It will not appear for evermore in drop-down lists of Locations, or in Site Creation, Maintenance & Management.

[IPMR migration: such a Location approximates to a nest sub-site but can be defined to a more precise scale than the 100m square available in IPMR]

NOT AVAILABLE IN CURRENT DEPLOYMENT

To create an Nest location, in the Create Tools box click on

Encounter area

A pop-up dialogue will prompt you for a grid reference. Type in a four to eight digit grid reference to place the Location at the centre of a grid square as follows:

4-digit e.g. TL7989 to define nest to nearest 1-km grid square

6-digit e.g. TL795895 to define nest to nearest 100m square

8-digit e.g. TL79558955 to define nest to nearest 10m square

10-digit e.g. TL7955587555 to define nest to centre point of 1m grid square

To save the coordinates of the nest and move to the next pop-up dialogue click on

Continue

NOT AVAILABLE IN CURRENT DEPLOYMENT

DemOn will now search for any General Sites within which the new nest Location falls and so can be added as a member of a General Site's Location Group

All intersecting General Sites will be offered in a drop-down selector. You can choose to add the new Location as a member of the Location Group belonging to one of those General Sites

Alternatively, you can choose leave the Nest as a standalone Location. This does not preclude you from adding it to an existing Location Group later.

To save and open the attributes table click on

Continue

The attributes table will open as described above under Create General Site.

Attributes relating to Site Confidentiality, Habitat, and Ringing Defaults will have been pre-populated with values inherited from the General Site to which the encounter area has been added. These can be changed if they are inappropriate.

Creating new Locations and Location Groups in Map View

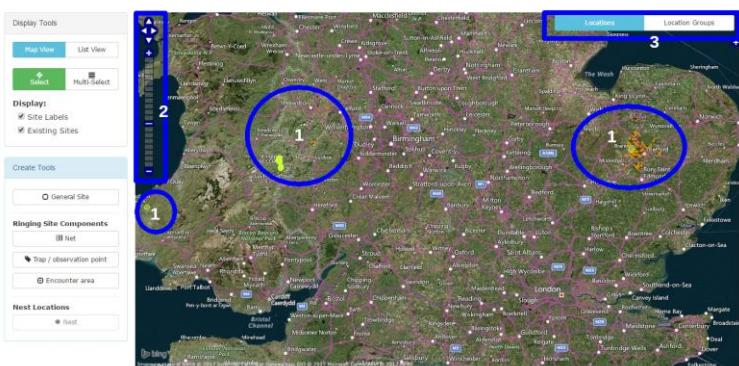
If creating and managing your sites in List View meets all your personal needs then there is no reason why you should not stick to what you are familiar with – one-km grid squares. However, by defining the boundaries of your sites and their components more precisely you can increase the value of your data to the ringing and nest recording schemes as well hopefully for your own interest.

As in List View, in Map View you have the Create Tools available. However, there are additional options for Location creation available. Creating Locations through Map View does not require you to provide a grid reference. You simply draw your new Location using the mouse pointer to trace the boundaries or extent. Because you are no longer restricted to a square polygon determined from a grid reference you are able to trace precise boundaries for General Sites or Encounter areas. You can also trace lines to represent single nets or net lines and you can pinpoint the location of traps, positions of field sightings or nests.

Using Map View

Map View Navigation – basics

Site Creation, Maintenance & Management



- On opening Map View the extend of the map should encompass the extend of Locations belonging to your current Operating Group (1).
- The navigation bar in the top corner (2) allows you to pan North, East, South or West.. Alternatively left mouse click and drag to pan across the map.
- To zoom in or out click on the + or – at the top and bottom of the zoom bar or drag the highlighted current zoom level marker up or down the bar. Alternatively if your mouse has a wheel this will also zoom in or out. Note if using a touch screen the exact behaviour will be dictated by your device.
- Note also the buttons to switch between display of Locations and Location Groups

Site Creation, Maintenance & Management

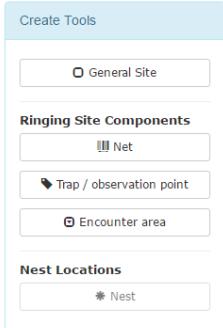


- The maximum zoom level is generally very high and will allow you the position your Location very precisely. However, please note that this is not something DemOn has control over but rather it is dictated by the tiled images streamed to the tool from Bing © Microsoft Corporation. This means that in some remote areas at highest zoom you may get an image unavailable tile displayed



- Point Locations (Traps/Observation points or Nest are shown as fixed size dots unrelated to zoom level)
- Line Locations (Nets) are displayed as true to scale lines and so are not really visible at low zoom
- Polygon Locations (General Sites, Constant Effort Sites are displayed to true scale and will be more or less visible across a broad range of zoom levels dependent on their spatial extend

Creating a General Site in Map View



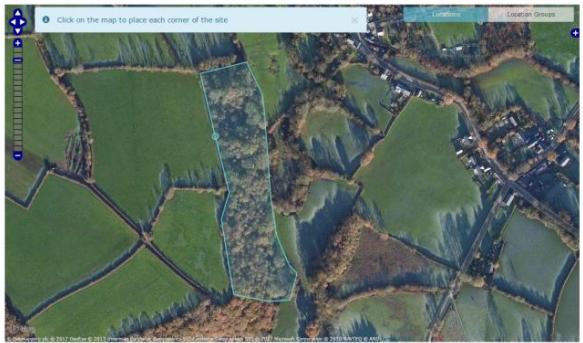
Create Tools

- General Site
- Net
- Trap / observation point
- Encounter area

Nest Locations

- Nest

- First navigate to the part of the map covering your General Site and zoom in. Although you can navigate further whilst drawing the boundary of your General Site using the navigation bar the end result is easier to achieve if you can avoid further navigation mid-way
- The Create tools box in Map View is essentially the same as that available List View other than there is one additional option, that to create a Net. This is because in Map View you can draw the net line on screen whereas you can not specify a line with a grid reference
- To create a new General Site click on General Site
- Draw the new Location by clicking along the boundary. Each time you click, the circle that is tracking your mouse cursor will drop a vertex at that point
- The boundary builds up vertex by vertex and the shading of the polygon you are drawing will show your new Location developing.
- Once the polygon represents the true shape of your General Site double click to drop the final vertex and save the polygon representing your Location
- Saving does not preclude you editing to refine it at a later date.



Site Creation, Maintenance & Management

Adding Site

Click on the map to place each corner of the site

- On saving the boundary of the new Location, you will be presented with the same attribute table as described above under Creating a General Site from List View

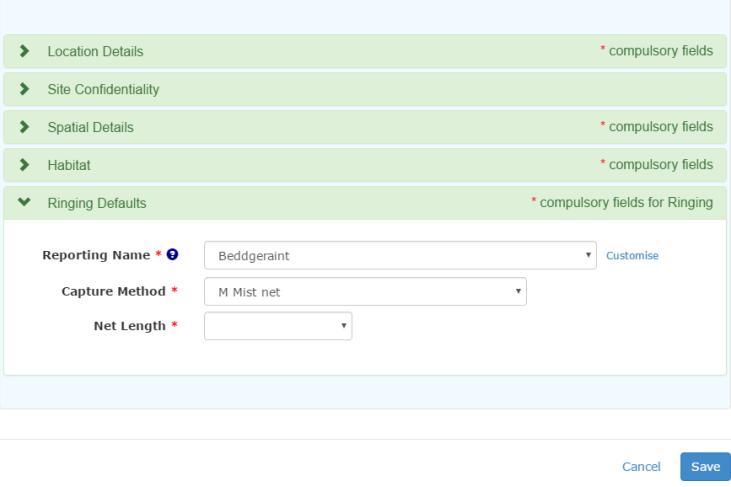


Add Site

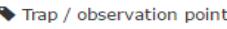
<input type="checkbox"/> Location Details	* compulsory fields
<input type="checkbox"/> Site Confidentiality	
<input type="checkbox"/> Spatial Details	* compulsory fields
<input type="checkbox"/> Habitat	* compulsory fields
<input type="checkbox"/> Nest Recording Defaults	* compulsory fields for Ringing
<input type="checkbox"/> Ringing Defaults	

Cancel **Save**

Creating a Net in Map View

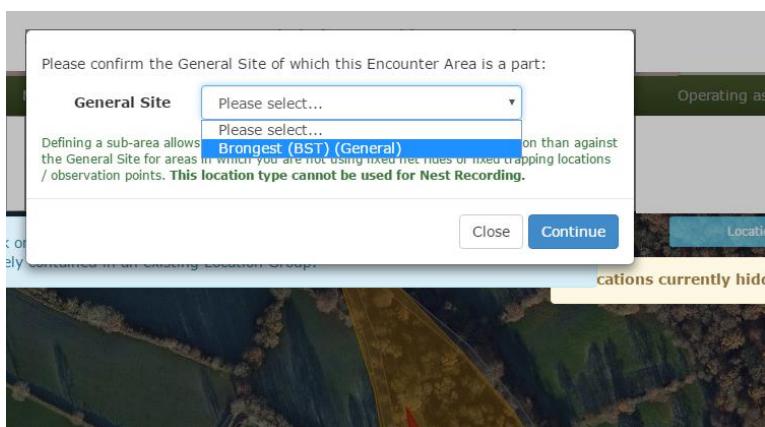
<p>Site Creation, Maintenance & Management</p> 	<ul style="list-style-type: none"> To create a new Net click on  Net If creating a Location representing a single net, click at one end and then double-click at the other end to complete and save If creating a net-line as a single Location click at one end and sequentially at each join (pole position) with a double click at the other end You cannot create complex multi-net sets as a single Location i.e. no net-lines with gaps, T-junctions or similar Such net arrangements are bettered handled as separate nets or small Encounter areas (see below) Note that the lines you draw are indicative as currently DemOn does not support 'snap to scaled length' digitising
<p>Add Net</p> 	<ul style="list-style-type: none"> On saving the new Location representing your net you will be presented with the same attributes table similar to those described above as described above under creating a Locations from List View Note the sub-group for Nest Recording Defaults is not available (obviously nest records cannot be recorded against nets) Note method will be pre-populated with 'M Mist net' but you can use this for other types of nets from the drop-down selector Net length is a required field (max 99m)

Creating Trap / Observation point in Map View

<p>Site Creation, Maintenance & Management</p> 	<ul style="list-style-type: none"> To create a new Trap / Observation point click on  Trap / observation point A single click on the map will create the point representing the new Location On saving, you will be presented with the dialogue to add (or not) the new Location as a member of a Location Group belonging to a General Site Thereafter you will be presented with the attributes table as described above under Creating Trap / observation point from List View
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Creating an encounter area in Map View

Site Creation, Maintenance & Management



- To create a new Net click on  Net
- Thereafter the process of defining the extent of the Encounter area is identical to that of defining that of a General Site
- The constraint that an Encounter area must be totally contained within an existing General Site applies
- Example: here a field used for drag-netting (blue polygon) is being created as an encounter area within a an existing General Site (orange polygon)
- On saving the geometry of the new Encounter area you will be presented with the dialogue to confirm/select the Location Group belonging to the General Site to which you want to add the Encounter Area
- Thereafter you will be presented with the attributes table as described above under Creating Encounter area from List View

Modifying existing Location geometry in Map View

The means by which you can edit the geometry of existing Locations is through the Map View. Currently editing geometry is not supported through List View because it offers little scope to refine the spatial extent. Before editing the geometry of a Location there are a number of things to consider.

We expect that once ringers and nest recorders become familiar with using DemOn they will want to redefine the numerous 1-km (or larger) grid squares that were created under the pre-DemOn system and pre-populated from data previously submitted to the National Ringing and Nest Recording Database to better represent the true extent of their ringing sites and nest recording areas. This is highly encouraged as it will increase the value of your past and future data to conservation managers, country agencies and analysts, and be more informative to future ringers and nest records to whom you may ‘pass the baton’.

- You will not be able to delete any existing Location once one or more ringing encounters or nest records have been recorded against it.
- When a Location geometry is edited you will be prompted for a date from which the change represents the geometry of the Location on the ground. So if you extend an existing ringing site or if you lose part of a ringing site and edit the boundary accordingly or if you repositioned a nest box, DemOn can track which version of the geometry was in force for any particular ringing encounter or nest record recorded against it. The geometry in force at the time will be taken into consideration when dealing with for example recovery distances but only the current geometry can currently be displayed. If changes are substantial and you still want to see the former geometry represent in Map View you would be best to create a new Location instead of editing the existing geometry – there is not constraint in DemOn with regards to overlapping General Sites overlapping each other,

Encounter areas overlapping each other , net lines crossing each other or different types of Location overlapping each other.

- If you have owned a ringing site from its inception and you want to refine its boundary from the 1-km grid square boundary it was defined as prior to the availability of DemOn to its true spatial extent then you will probably want to set the date from which the geometry applies to the date it was first use.
- If you have inherited a ringing site or nest recording area previous member of the same Operating Group then you need to consider whether all previous ringing encounters or nest records definitely relate to the same spatial extent as now in use. If so then you should backdate the edited geometry to the earliest use of the site. If you cannot be certain that the spatial extent has not changed then you should backdate the edited change in geometry to when you took over.

Selecting a Location for edit

Choose the Location to be edited by either:

- Searching for it on the map in Map View
- Search for it in List View and in the Display tools box click on

Site Creation, Maintenance & Management

Location Code	Site Name	Descriptive Name	Grid Ref	Type
EW - nr BST	Afon Ceri, nr Brongest	East Wood, Nr Abermadeni	SN3145	Encounter Area

Show 1 to 1 of 1 locations (filtered from all 514 locations)

Show On Map

Option 1- in List View

- click on Location
- click on row for target Location (Show on Map option appears)
- click Show on Map

Map will appear and zoom in on the Location which will be pre-selected.
Location Options box replaces Create Tools box

Option 2- in List View

- click on Location Group
- expand group
- click on row for target Location (Show on Map option appears)
- click Show on Map

Map will zoom in on the Location and it will be pre-selected.
Location Options box replaces Create Tools box

Option 3 - in Map View

When the Location is easy to locate/highlight

- ensure you are displaying Location (not Location Groups)
- click on Location on map

Location will be highlighted in blue.
Name will be displayed at top of map for confirmation that you have the Location you intended
Location Options box replaces Create Tools box.

Site Creation, Maintenance & Management

Display Tools

Display:
 Site Labels
 Existing Sites
 Hide From Map
 Clear Selected

Location Options

View/Edit Details
Edit Geometry
Change Location Type
Clone
 Delete

Selected Locations: EW - nr BST (East Wood, Nr Abermadeni)

Site Creation, Maintenance & Management



Option 4 – in map view

When the Location is difficult to locate/highlight because of clutter/overlapping Location

Use multi-select tool to bring up list of Locations in a rectangle you draw on screen and select target in the.

See below for more details under 'Using Multi-select'.

Editing spatial geometry in Map View

Site Creation, Maintenance & Management



- If you found the Location through Map View click on it to select it
- Note if you found the Location through List View it will be pre-selected

Site Creation, Maintenance & Management



- Selected features are highlighted in dark blue
- As soon as a feature is selected the Location Options box replaces the Create Tools box

Location Options	
<input type="button" value="View/Edit Details"/>	
<input type="button" value="Edit Geometry"/>	
<input type="button" value="Clone"/>	
<input type="button" value="Delete"/>	

To initiate the edit click on

Edit Geometry

Site Creation, Maintenance & Management



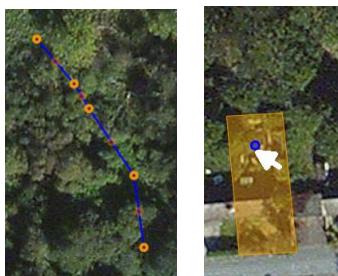
- Existing vertices will be highlighted by a solid orange circle
- Half way points between existing vertices are highlighted by semi-transparent orange circle
- Drag and Drop a solid orange dot to reposition an existing vertex.
- Drag and drop a semi-opaque orange dot to create a new vertex anywhere between the two either side. It will change to solid orange to indicate it is now a vertex in its own right
- Continue the process until you have a polygon that represents the actual boundaries of the Location

Please specify a reason for the geometry update:

To redefine the original geometry of the location
 To capture a change to the location's geometry from a specific date

Continue

- To save the new geometry click **Update** or cancel
- You are now given the chance to set the data from which the revised geometry applies
- If the revised geometry represents extend of the Location since it was first used then select 'To redefine the original geometry ...'
- If the extent has really changed on the ground then select 'To capture a change ...' after which you will need to supply the data of the boundary change



- The process of editing the geometry of nets, Traps, Observation points and Nest Location is essentially the same
- In the case of Locations defined by points obviously there is only one vertex to drag and drop

Display Tools

Map View **List View**

Display:

Site Labels
 Existing Sites

Hide from Map

Clear Selected

Sometimes you may be working in an area of the map covered by numerous Locations. The Display tools offer options to temporarily tidy up the display

- Hide/show location labels
- Hide/Show existing sites
- Hide Locations that you select

A few digitising tips

- When editing the geometry of a large site to make it smaller, e.g. when a true location is small but the current representation is large, you may find it helpful to start by firstly cutting the size down to roughly to the required area, clicking update to save it then zooming in to refine it precisely before saving it again.
- When you have a General Site with encounter areas, nets , traps, or nests it is best practise to revise the geometry Location corresponding to the General Site before revising the members of its Location Group. This ensures that the geometry of the components of nest near the boundary are contained within the boundary.
- If you want to move the position of the site this can also be done in a two stage process. Drag the Location to cover the new area whilst working at a crude scale with low zoom level. Click update. Then refine the Location having changed to a high zoon level.

Using Multi-Select

If you want to view details of or edit a particular Location within a complex ringing site, have densely packed Nests in a nest recording or have numerous hugh and overlapping sites defined prior to DemOn as a central 1-km square with accuracy attached, it may well be difficult to select the one you actually want by clicking directly on it in Map View. This will certainly be the case when you first attempt to refine the geometry for ringing sites pre-populated from the National Ringing and Nest Recording Database when many former sub-sites were defined (e.g. nest-boxes in a wood), as the resulting General Site and Nests will have been initialised as identical 1-km grid squares. One option is to switch to List View, find the Location, click on it in the table and then click on 'Show on map' as described earlier. Another option is to use the Multi-Select button.

TO FIND A LOCATION USING MUTI-SELECT

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The multi-select button is found on the Display tools box, next to the default 'Select' button

Having clicked the multi-select button



Drag a rectangle over the area containing the target Location



- When you release the mouse button a list of sites will pop up from which you can select the one you want

Change Location Type

Although when you are creating new site components with you would typically create net and net-rides as lines, nest-boxes, traps and other point locations as points. However, because the equivalents created prior to DemOn (as sub-sites) contain no information regarding what they represent and no spatial geometry of their own, these will all be first encountered in DemOn as Encounter Areas represented by one-km square polygons – all that is possible from information received prior to DemOn. If you always use List View for managing your locations this will not be an issue for you, however, if you want to take advantage of Map View then you will almost certainly want to redefine the geometry of your locations to better represent what they equate to on the ground. The previous section on editing Locations in DemOn dealt with modifying existing spatial geometry retaining like for like Location Type.

There are two main reasons why you might wish to change the Location Type of an Encounter Area:

- The pre-DemOn subsite from which the Encounter Area was derived has always been a Net, Trap, Observation point or Nest location
- You originally created the Encounter Area when not expecting to use a fixed net ride or fixed position trap but have only ever used a fixed position. You therefore decide to pin-point that Location more precisely

TO CHANGE LOCATION TYPE



- Ensure map is displaying Locations rather than Location Groups (top right)
- Select the Location to be redefined using one of the four options described in the previous section.
- The selected Location will change colour and the name will appear in at the top of the map for confirmation.
- Click on Change Location Type in the Location Options box

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- Tip: zoom/pan to precise area of the map where the new line or point will be drawn.
- Choose the new Location Type for the selected Location which will now be Highlighted in red in preparation for editing

Choose new location type:

Net

Trap / observation point

Nest

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- Clicking on one of the three options sends you into Location creation but note existing attributes will be held on memory
- If redefining the Location as a trap, observation point or a nest click on map to position it and drag and drop to adjust if necessary – essentially the same as drawing a new Trap, Observation point or Nest
- If redefining the Location as a net click start and end points – essentially the same as drawing a new Net

- The new spatial geometry will be saved against the location with all the appropriate attribute data populated. It is recommended that you review the attribute data (View/Edit Details from Location Options box) as some options appropriate for the old Location Type may no longer be appropriate for the new location Type, for example, it may be appropriate to use precise habitat details or altitude with the new Location Type. In the case of changing Location Type to a Net the attributes of Capture Method and Net Length will need adding.

Managing Locations for Operating Groups with some members using IPMR

Places/subsites [IPMR] and Locations [DemOn]

Whenever you submit data using IPMR any new PLACES or SUBSITES you may have created have been intercepted by the submission file upload routine, checked by ringing unit staff and once accepted, new Locations saved and encounters for those new Locations loaded. Consequently, they are held in the national Ringing and Nest Recording Database as Locations with their spatial geometry derived from the one-km grid associated with the PLACE in question. These Locations automatically become available to DemOn. However, if you create a new Location within DemOn, whilst you will be able to use this Location for encounters when entering data in DemON, they will obviously not be available to IPMR as a standalone database. Consequently, any new Locations created directly in DemOn rather than from an IPMR submission will need to be created in IPMR. There are some important considerations:

- IPMR is not capable of storing the full suite of information now held in the National Ringing and Nest Recording Database, most importantly the spatial geometry

- If the Location Code [DemOn] did not match the Place Code [IPMR] when Location code was first created (subsequent changes will be tracked), then the submission of any encounters will trigger the creation of a duplicate site. Note the Place Code is limited to six characters whereas you may have used up to 16 for the Location Code in DemOn
- If the Location Code [DemOn] did not match the Sub-site – Place [IPMR] when Location Code was first created, then the submission of any encounters will trigger the creation of a duplicate site.
- If you were to modify the grid reference of a Place in IPMR this may also result in a duplicate Location being created when encounters are submitted through IPMR

Consequently, in order to avoid problems during your migration from IPMR it is worth adhering to the following recommendations:

- IPMR users should create new Places and Sub-sites in IPMR
- While ringing encounters or nest records continue to be submitted through IPMR for a given Place, no changes should be made to geometry of the corresponding Location that will be automatically created
- While ringing encounters or nest records continue to be submitted through IPMR for a given Place, it is arguably best not to make changes to the Location Code of the corresponding Location that will be automatically created

Ringing encounters and nest records IPMR and DemOn

When you submit data as an IPMR submission file, this are uploaded into a preliminary load table in the national atabase. Thereafter they are run through a suite of validation checks and if accepted those data are migrated into the main tables of the database. When you enter data through DemOn, ringing encounter and nest record visits are saved into the same preliminary load table, where they run through the same validation checks and migration procedure as the IPMR data. So regardless of source, all data ends up in the single national database.

IPMR is a standalone database, built in MS Access 97 with a user friendly front end that creates submission files that are uploaded into the National Ringing and Nest Recording Database. DemOn is a user friendly front end for the national database. Consequently, any data received as IPMR submission files becomes immediately available to browse, edit and report on through DemOn. It is therefore no problem if some larger groups still have members who are IPMR users despite the majority of members having migrated to DemOn

WORK IN PROGRESS

In reality, it doesn't matter to the National Ringing and Nest Recording Database or the DemOn application whether or not there are two ostensibly different Locations that actually represent the same site.

Consequently, no harm will come to the data from not following the rule above. However, you will undoubtedly find it annoying when you want to review or query your own data and need to pull back data from two different Locations.

Early testing has highlighted the fact that we will need to provide a tool for merging data from multiple Locations into one Location. This duplication of sites results from data entering the master database through various routes – electronic submission/paper submission using grid references vs. paper submission using lat/long, recovery reports using other than the group/Trainers permit number, recoveries from members of the public and so on. Consequently, there will be a means by which you would be able to tidy this up after the fact. However, it is best to avoid the problem in the first place by following the rule.

