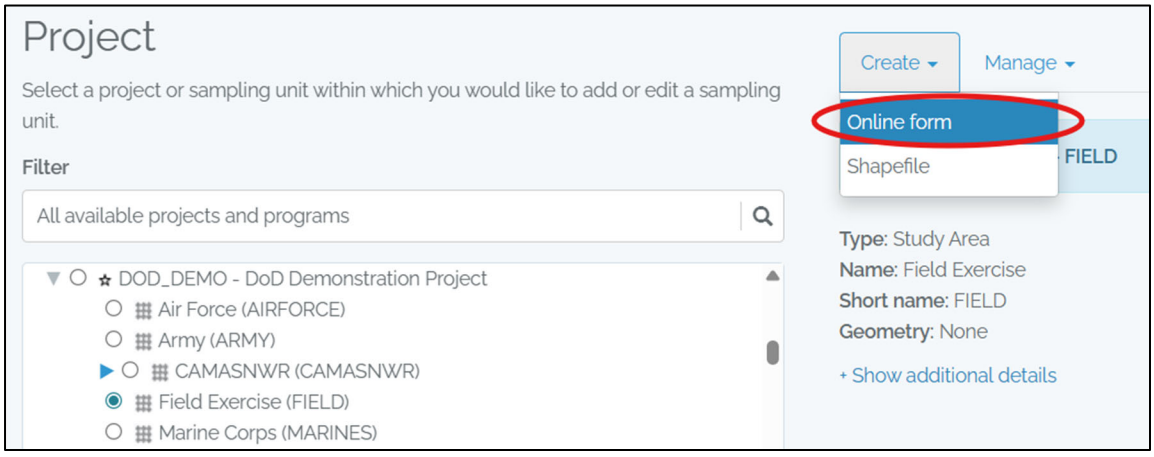
Exercise B: Species Checklists and Area Search

Purpose: The purpose of this exercise is to learn how to create Area Search sampling units and enter Area Search data, while getting familiar with a different type of data structure in the AKN. You'll be collecting a Species Checklist in the field during the Field Exercise using the data sheet attached. (If your training schedule does not include the Field Exercise, you can use this sheet to conduct a Species Checklist on your own). Species Checklists can be entered in the AKN using an Area Search protocol.

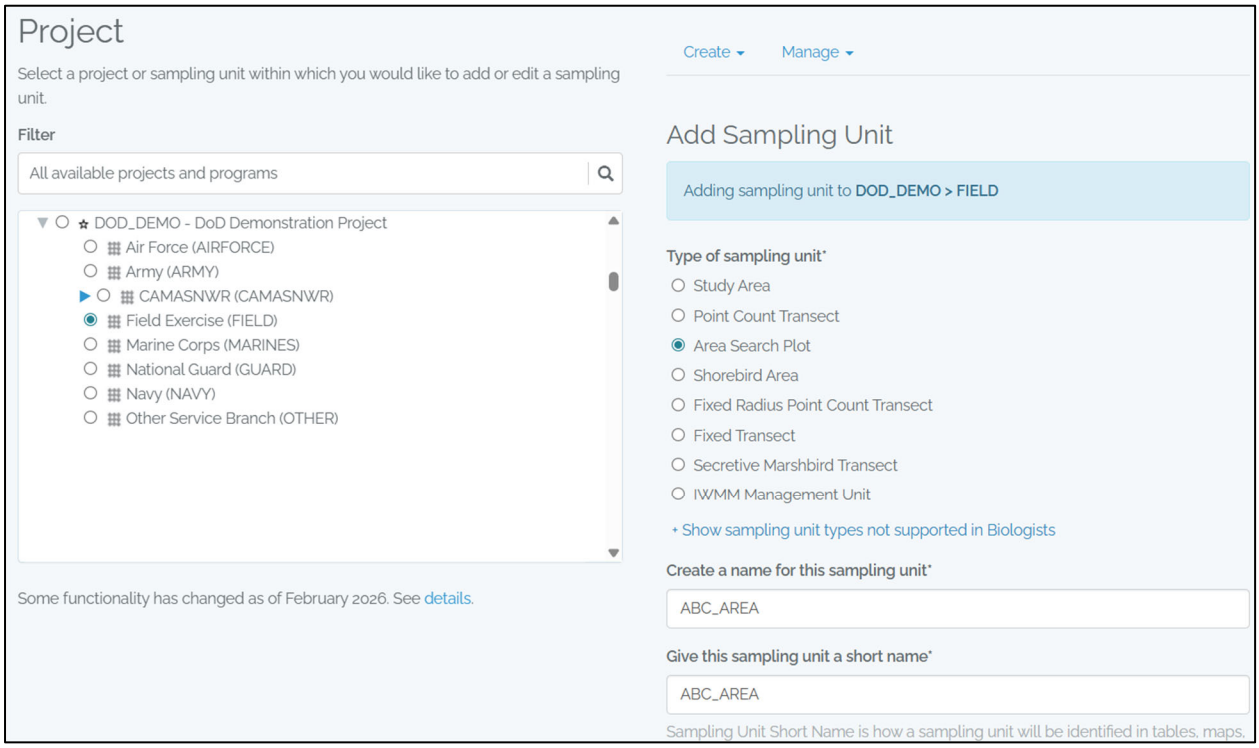
Thinking Ahead: Collecting comprehensive species checklists is one easy way to gather incidental species observations between surveys. They can occur simultaneously with point count surveys to ensure species that might not be observed during a point count are still recorded, and to create a comprehensive list of all the species that were observed on a given day.

Step 1: Create an Area Search Plot sampling unit

1. Navigate to the **Project Leader** application and log in if needed. (You can find a link to the Project Leader application on the DoD AKN Portal, www.dodakn.org, under the "*Manage Data*" tab.)
2. Under "*Sampling Units*" click on **Create and Manage.**
3. Click the blue arrow next to the **DOD_DEMO** project to expand the sampling unit hierarchy within this project.
4. Find the "Field Exercise" Study Area and click to select it. (You can select any Study Area as an alternative if "Field Exercise" is not available).
5. Once selected, click the "**Create**" and "**Online form**" options on the right side.

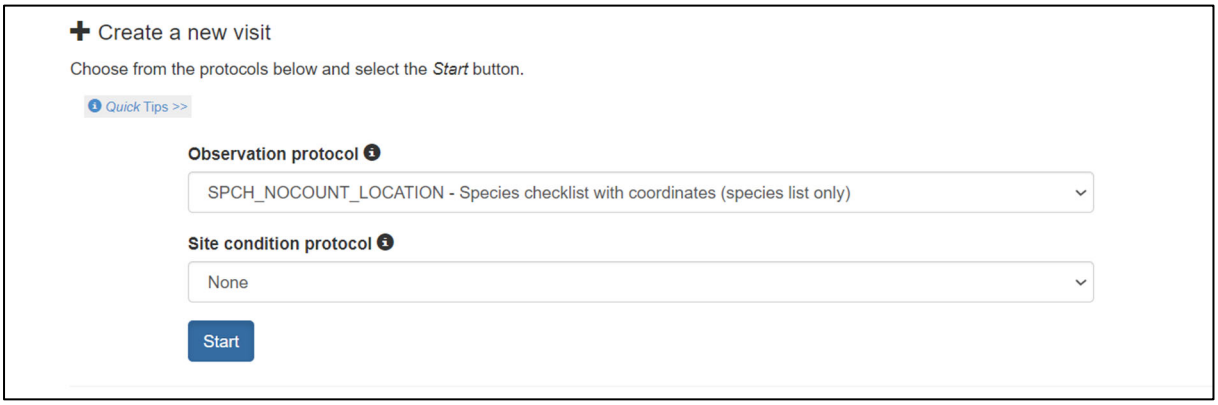


6. For *Type of sampling units*, select **Area Search Plot (Area)**.
7. Fill in the information about your Area Search Plot
    a. Create a name for this sampling unit: Use the Point Count Transect name you created in in Exercise 1 + “Area”. (e.g. ABC_AREA)
    b. Give this sampling unit a short name (you can reuse the name, e.g. ABC_AREA).
    c. Skip the other fields for now, and click the **Add Sampling Unit** button at the bottom **right** of the screen**.**
    d. You should see your new Area Search Plot in the list of sampling units on the left.



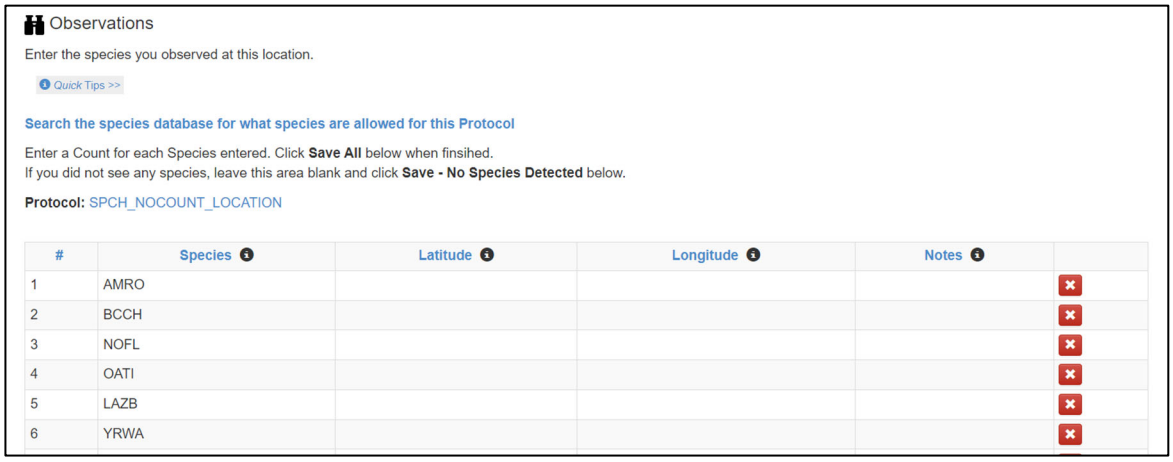
Step 2: Enter Species Checklist data

1. Navigate to the **Biologist** application and log in if needed. (You can find a link to the Biologist application on the DoD AKN Portal, www.dodakn.org, under the “Manage Data” tab.)
2. Select the project on the left, **DOD_DEMO.**
3. Click on “**Area Search Surveys**” in the list on the right.
4. Find the Area Search Plot you created in Step 1 and click on it.
    a. Under “Create a new visit”, select **SPCH_NoCount_Location** for Observation protocol. Leave the Site Conditions Protocol as “None.” Click the **Start** button.

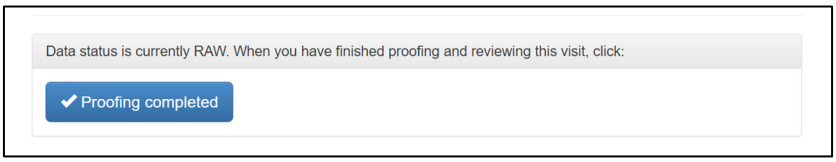


5. Fill out the screen using the information on your datasheet (see Attachment A).
    a. **Date** - use the calendar to select a date; or enter month, day, and year in any format. It will automatically be converted to yyyy-mm-dd.
    b. **Start Time** - can be entered as 24-hour hh:mm, military time, or 12-hour h:mm followed by AM or PM.
    c. **End Time** – (same as above)
    d. **Visit** - 1
    e. Data sharing level - set to RAW and cannot be changed.
    f. **Observer** - anyone in the project (all those in the class) can be selected.
    g. **# other Observers** - default is 0
    h. Other Observer names - you can leave this blank if not applicable
    i. **Notes**- can be used to provide context

6. Under **Observations** enter your data:
    a. **Species**—Enter 4-letter species codes. Search the species database if you don't know the 4-letter AOU code. Note that species names may or may not automatically populate as you start typing; both are normal.
    b. **Latitude/Longitude**—Leave blank unless you recorded something here
    c. **Notes**—if applicable



7. Click **Save All** when finished.
    a. If you made any errors or forgot to fill in a required field, you will get a red message at the top of the screen. Go correct the error and click the “Save to Database” button again.
    b. If you are successful, you will see a green message at the top of the screen.
8. After saving to the database, you will be taken to the proofing page. Review what you entered to confirm the information was entered correctly. It’s particularly useful to check the species list at the bottom (it will list the common and scientific names for all the species you entered on the survey) to make sure you recorded the correct species codes.
    a. If you find a mistake, you can double click on the field to make corrections.
    b. Click the **Add more** button if you forgot to add a line, such as an entire species, to the event.
    c. When you are satisfied, click the **Proofing Completed** button near the top of the page.



    d. Your survey is complete. You will see your survey in the list of visits, and the Data Sharing Level should be set to CLEAN.

Attachment A: Species Checklist Datasheet

Species Checklist

Site _____ Observer _____

Date _____ Add'l Observers (#) _____

Start time _____ Initials: _____

End Time _____

Species	Coordinates (Optional)*

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Notes:

*Coordinates can be written in any format, but must be converted to WGS84 (Latitude/Longitude) to enter into the AKN.