

COASST DATA ENTRY GUIDE

An orientation to the new COASST data entry system, highlighting changes from the old system and a few tips and tricks.

This guide is broken into 7 parts:

1. LOGGING INTO THE DATA ENTRY PORTAL
2. CREATING OR EDITING A SURVEY
3. ENTERING THE COVER SHEET
4. UPLOADING PHOTOS
5. ADDING BIRDS & DEBRIS TO THE DATA HUB
6. LINKING PHOTOS TO BIRDS & DEBRIS
7. SUBMITTING YOUR SURVEY

1. LOGGING INTO THE DATA ENTRY PORTAL

Go to the COASST website (www.coasst.org)

Select “Volunteer Toolbox”

Select “Data Entry” from top menu

Select “LOG IN” (It should appear like the images below)

Type in your email and password

- If this is your first time using the new system, you’ll need to create a new password. A link will be sent to your login email. Find this message and follow the link it contains to set a new password.
- *Tip: If you can’t find the message, try checking your email “spam” folder.*

The image displays two screenshots of the COASST website. The top screenshot shows the homepage with a blue header containing 'COASST' and 'LOG IN'. The main content area features a white box with the text 'COASTAL OBSERVATION & SEABIRD SURVEY TEAM' and a 'LOG IN' button. Below this, there is a 'VOLUNTEER' section with a call to action. The bottom screenshot shows the login page with a blue header containing 'COASST' and 'LOG IN'. The main content area has a 'Log in' heading, followed by 'E-mail:' and 'Password: Forgot?' labels, each with a corresponding input field. A 'Log In' button is located below the input fields.

2. CREATING OR EDITING A SURVEY

After logging in, you will see a screen showing all past surveys you have entered. You can also see whether or not a survey has been submitted and/or verified.

- *Tip: If the survey isn't verified, you can select "Edit" to finish or make changes.*

To begin a new survey, click "New Survey."

| Survey Number | Beach | Birds Found | Date | Duration | Submitted | Verified | Edit |
|---------------|----------------------|-------------|------------|----------|-----------|----------|------|
| 45281 | Picnic Point Park | | 07-16-2016 | 30 | ✓ | | Edit |
| 44475 | Semiahmoo Spit South | | 04-25-2016 | 105 | | | Edit |
| 44471 | Holiday Beach | | 04-16-2016 | 31 | ✓ | | Edit |
| | | | 04-11- | | | | |

3. ENTERING THE COVER SHEET

Survey Types

At the top you will be prompted to enter the types of survey(s) conducted - listed at the top of the new Cover Sheet where it says **DATA TYPE(S)**. Select all that apply.

- *Tip: If you're entering an only beached bird data sheet or if you are not a marine debris module participant, simply select "beached birds."*

Survey types

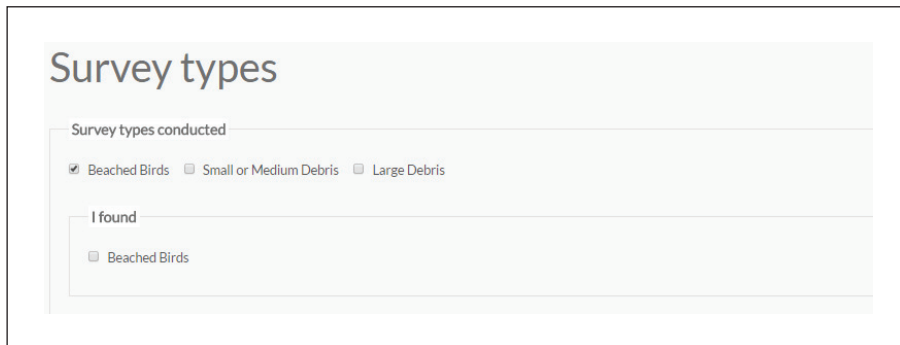
Survey types conducted

☒ Beached Birds ☐ Small or Medium Debris ☐ Large Debris

Depending on what survey type(s) you selected, under **I FOUND** you'll be prompted to check if you collected data on **BEACHED BIRDS** and/or

different size classes of **MARINE DEBRIS**. If you found nothing, leave the relevant box(es) unchecked.

- *Tip: If you found beached birds on a marine debris survey, or visa versa, you can note this in the **COMMENTS** later. This question is asking if you observed what you surveyed for.*



Survey types

Survey types conducted

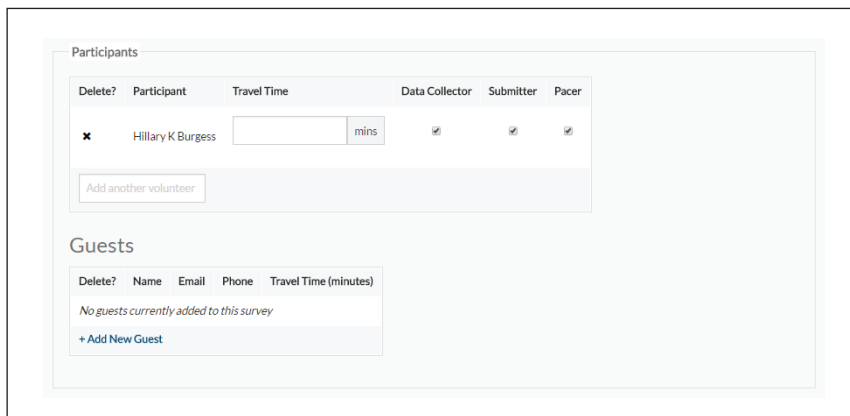
☒ Beached Birds ☐ Small or Medium Debris ☐ Large Debris

I found

☐ Beached Birds

Participants

If you are entering data, you will automatically be added to the survey and selected as a **DATA COLLECTOR**, **SUBMITTER**, and **PACER**.



Participants

| Delete? | Participant | Travel Time | Data Collector | Submitter | Pacer |
|-------------------------------------|-------------------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Hillary K Burgess | <input type="text"/> mins | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Guests

| Delete? | Name | Email | Phone | Travel Time (minutes) |
|--|------|-------|-------|-----------------------|
| No guests currently added to this survey | | | | |

[+ Add New Guest](#)

In the “Add another volunteer” box, type in the name(s) of any additional people on your survey team and their travel time.

- *Tip: Try typing the last name only and selecting from the dropdown list. Typing full names will only produce a match if it appears exactly as it has been saved in our system.*

If a team member is not already in the system, add them as a **GUEST** by selecting “+Add New Guest.” Include contact information if your guest is interested in becoming involved in COASST.

Make sure **DATA COLLECTOR** is checked for all participants on the survey. If you did not participate in the survey (you are only entering the data), uncheck **DATA COLLECTOR** and leave **SUBMITTER**.

Change the checked column for Pacer to mark the person indicated on the data sheet.

- *Tip: If there was no pacer, uncheck this box.*

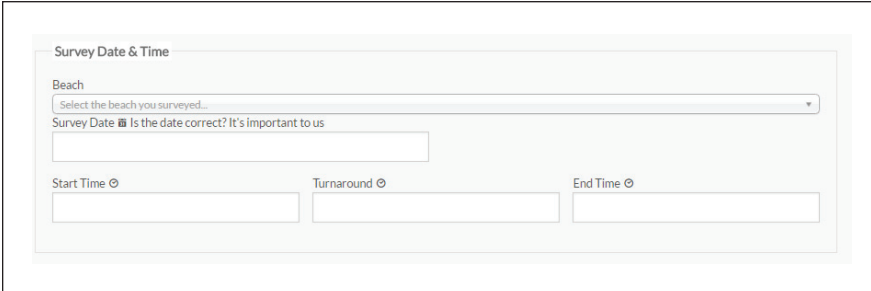
Survey Date & Time

Under **BEACH** type the beach name from your data sheet.

For **SURVEY DATE**, click in the textbox to make a calendar appear to select the date or manually type it in. You can scroll back and forward between months on the calendar by clicking the upper left and right corners. Double check that the day, month and year are all correct.

Enter the **START**, **TURNAROUND** and **END TIME**. This can be typed or selected from the dropdown menu. The system rounds to the nearest 15-minute increment. Double check to make sure you have selected the time correctly and that AM/PM is appropriate.

- *Tip: Turnaround time can be left blank when entering "old" datasheets.*

A screenshot of a web form titled "Survey Date & Time". The form contains a "Beach" dropdown menu with the placeholder text "Select the beach you surveyed...". Below this is a "Survey Date" section with a calendar icon and the text "Is the date correct? It's important to us". At the bottom, there are three time selection fields: "Start Time", "Turnaround", and "End Time", each with a dropdown arrow icon.

If you did not collect data on Medium and Small Debris, you will be asked to enter **START ZONE WIDTHS (PACES)**, followed by **TURNAROUND ZONE WIDTHS (PACES)**.

- *Tip: If you aren't familiar with pacing, see PART 1 of the COASST Protocol. If entering an "old" COASST datasheet, these sections can be left blank.*

Turnaround zone widths (paces)

Enter 0 if the zone was not present.

Surf

Wrack

Bare

Wood

Vegetation

Start zone widths (paces)

Enter 0 if the zone was not present.

Surf

Wrack

Bare

Wood

Vegetation

Physical Characteristics

Select the appropriate **WEATHER** type.

If **WOOD** was present, select the appropriate **FREQUENCY** and a **DIAMETER**.

- If wood was not present, leave as **NONE**.

If **WRACK** was present, select a **FREQUENCY**.

- If not, leave as **NONE**.

If **OIL** was present on your beach, an oil comment is required.

Weather

☒ Sun
☐ Clouds
☐ Fog
☐ Rain
☐ Snow
☐ Unknown

Whole beach

Wood

Patchy

Size

☐ Small (< 20cm)
☐ Medium (> 20cm, < 1m)
☐ Large (> 1m)

Wrack

Patchy

Oil

☐ Present
☐ Absent
☒ Unknown

Human Use

If “HUMAN USE” data was collected on your survey, check the **HUMAN DATA?** box. Fields will appear. Important! Blank cells will be recorded as missing data. Please enter zeros if you did not count any humans, dogs, or motor vehicles on your survey.

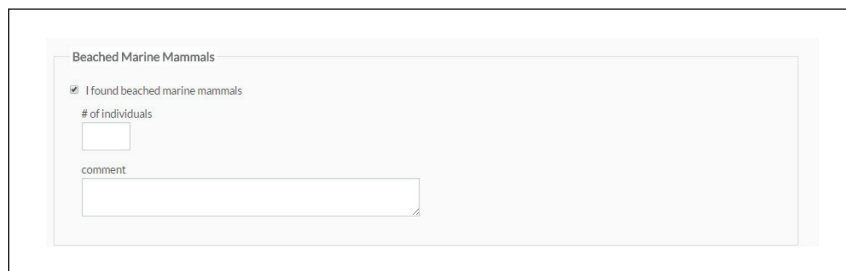
- *Tip: Any information from the “old” datasheet can go in the comments field.*



The screenshot shows a survey form titled "Human Use". It contains a checkbox labeled "Human Data?" which is checked. Below this, there are three sections, each with a checkbox and a text input field. The first section is labeled "# of dogs seen" and has a text input field. The second section is labeled "Human tracks seen" and has a text input field. The third section is labeled "Vehicle tracks seen" and has a text input field.

Beached Marine Mammals

If beached marine mammals were seen, select **I FOUND BEACHED MARINE MAMMALS**. Include comments as applicable.



The screenshot shows a survey form titled "Beached Marine Mammals". It contains a checkbox labeled "I found beached marine mammals" which is checked. Below this, there are two sections. The first section is labeled "# of individuals" and has a text input field. The second section is labeled "comment" and has a text input field.

Comments

Enter any **COMMENTS** not covered in the oil and marine mammal sections.

Select “Save & Continue.”

A screenshot of the 'Comments' section of a survey form. It features a large text input field at the top. Below the field are four buttons: 'Go Back' (dark blue), 'Delete Survey' (light green), 'Save' (dark blue), and 'Save & Continue' (dark blue).

If you collected data on Medium and Small Debris, you will be prompted to fill-in the “During” portion of the Mapping Your Survey Form.

Enter the **PACES** for each appropriate zone and rectangle.

- Leave as 0 if the zone was not surveyed or if it was not present.
- Note any present but unsurveyed zones in the **COMMENTS** box.
- When entering nonzero paces for the wrack zone, a drop down menu for wrack coverage will appear. Select the appropriate option.

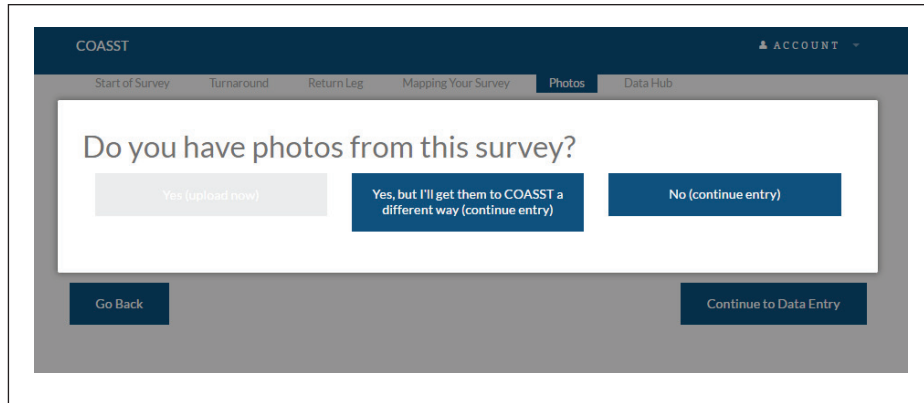
Select the medium (M) or small (S) box(es) next to any Rectangle/Zones where debris was found.

A screenshot of the 'Mapping Your Survey Form' section. At the top, a text box contains the instruction: 'Please mark if you found small or medium debris in each zone. Leave the paces space at 0 if you did not survey that zone or if it was not present, otherwise, list the width in paces.' Below this is a table with 5 columns (Rectangle A, B, C, D, E) and 2 rows of headers (Paces, Debris?). The table contains input fields for paces and checkboxes for debris (M for Medium, S for Small). The rows are labeled 'Veg/Dune', 'Wood', 'Bare', 'Wrack', and 'Surf'. Below the table is a 'Comments (please note if any zones were present but unsurveyable)' text box. At the bottom are four buttons: 'Go Back' (dark blue), 'Delete Survey' (light green), 'Save' (dark blue), and 'Save & Continue' (dark blue).

| | Rectangle A Paces | Debris? | Rectangle B Paces | Debris? | Rectangle C Paces | Debris? | Rectangle D Paces | Debris? | Rectangle E Paces | Debris? |
|----------|----------------------|--|----------------------|--|----------------------|--|----------------------|--|----------------------|--|
| Veg/Dune | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M |
| Wood | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S |
| Bare | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S |
| Wrack | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S | 0 | <input type="checkbox"/> M <input type="checkbox"/> S |
| Surf | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M | 0 | <input type="checkbox"/> M |

4. UPLOADING PHOTOS

If you selected any data types under *I FOUND*, you will be asked photos.

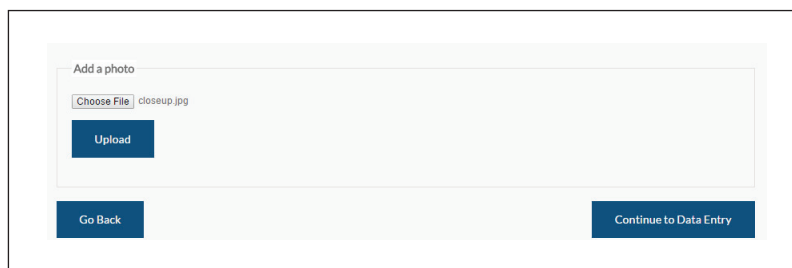
A screenshot of the COASST web application interface. At the top, there is a dark blue header with the COASST logo on the left and an 'ACCOUNT' dropdown menu on the right. Below the header is a navigation bar with links: 'Start of Survey', 'Turnaround', 'Return Leg', 'Mapping Your Survey', 'Photos' (which is highlighted), and 'Data Hub'. The main content area has a white background with the question 'Do you have photos from this survey?'. Below this question are three buttons: 'Yes (upload now)' (light gray), 'Yes, but I'll get them to COASST a different way (continue entry)' (dark blue), and 'No (continue entry)' (dark blue). At the bottom of the main content area are two buttons: 'Go Back' (dark blue) and 'Continue to Data Entry' (dark blue).

Photos can still be submitted via email, file sharing services, or snail mail if you prefer.

- Select "Yes, but I'll get them to COASST a different way (continue entry)."

If you would like to upload photos, select "Yes, (upload now)."

- Select "Choose File," then select the photo you would like to upload.
- After you've selected an image, the file name will appear right of the "Choose File" button.

A screenshot of the 'Add a photo' upload interface. It features a light gray background. At the top, there is a text input field labeled 'Add a photo'. Below this is a 'Choose File' button, followed by the text 'closeup.jpg'. Below the file selection is a dark blue 'Upload' button. At the bottom of the interface are two buttons: 'Go Back' (dark blue) and 'Continue to Data Entry' (dark blue).

- Click "Upload" and a preview of your image should appear as seen below.

Repeat this process until you have added all of the photos associated with your survey, then select “Continue to Data Entry.”

- *Tip: The system will accept photos that are 5MB or smaller. Anything larger will need to be resized. Contact COASST if you need assistance.*

5. ADDING BIRDS & DEBRIS TO THE DATA HUB

If you selected any data types under **I FOUND** on the first page, you will be prompted to “Add” birds or debris accordingly.

- If nothing was found, select “Submit Survey” and continue onto the next section.

Adding a Beached Bird

Click “+add bird.”

Enter the **BIRD #**.

- This should increment by 1 with each bird you enter.

Select the appropriate option for **WHERE** was the bird **FOUND**?

Select yes or no for Is this a **REFIND**?

- If the bird is a refind, leave unrequired fields untouched.

Select an answer for **BIRD INTACT?**, which corresponds with **BODY PARTS** on the datasheet.

- If the bird is intact, select **YES**.
- If the bird was not intact, select **NO (SCAVENGED OR DISFIGURED)**.
- Select the appropriate response for each body part.

Depending on body parts present, you will be prompted to enter measurements.

Choose a **FOOT TYPE FAMILY**

- Foot Type Family must be chosen to enter species or group. Even if the bird lacked feet, you can determine Foot Type Family if you know the species or group.

You will then be asked to select a **SPECIES** or **UNKNOWN**.

- Options are listed in alphabetical order, restricted by Foot Type Family selected.

If you select Unknown species you will be prompted to enter a **GROUP**.

- If known, select one, if not, select **UNKNOWN**.

If you select a **GROUP**, you will be prompted to select a **SUBGROUP**. If known, make a selection, if not, select **UNKNOWN**.

Select the appropriate options for **AGE**, **SEX**, and **BREEDING** status.

Enter the appropriate information for **TAG COLOR**.

- The tag closest to heart is the first digit of the **TAG #** on the datasheet.

So if the number was "43," enter 4 in the **TAG COLOR CLOSEST TO HEART**, 3 in the **TAG COLOR MIDDLE**, and leave **TAG COLOR FARTHEST FROM HEART** marked as **NO CABLE TIE**.

Select the appropriate location of the tag.

- If the bird was tagged somewhere not listed, select **MULTIPLE** and in the comment section write where the bird was tagged.

An explanatory comment is required for any response other than no for **BANDED**, **COLLECTED** and **OILED** or not for **ENTANGLED**.

Repeat this process for all birds found.

Adding Debris

Select from “+add small debris” “+add medium debris” or “+add large debris.”

Depending on the size of debris, you’ll enter **OBJECT #**, **RECTANGLE**, **ZONE** and **SQUARE #** in which the object(s) were found.

Select the appropriate **IDENTITY** from the dropdown list.

- If a match is missing from this list, write it in the **COMMENTS**—we’ll add it.

Selecting Plastic under MATERIAL prompts hard, foam or soft and a Plastic recycle code.

- You must select from a plastic type among **HARD**, **SOFT** and **FOAM**.
- If no **RECYCLE CODE**, leave blank.

For medium and large debris:

Select a **BRAND** from the drop-down menu as appropriate.

- If the brand is missing from this list, write it in the **COMMENTS**—we’ll add it.

Select **HAS WRITING** if appropriate.

- A dropdown menu for **LANGUAGE** will appear.

Describe any **OTHER SOURCE CLUES** in the box.

If the object was not **COMPLEX**, make a selection for **INTACTNESS**.

Select any other characteristics present and follow any relevant prompts for additional information collected on your datasheet. Otherwise, leave blank.

Select “Save & Continue.”

6. LINKING PHOTOS TO BIRDS & DEBRIS

Once you have entered all birds and/or debris found on the survey, and uploaded all of the appropriate photos, select “associate images” from within the Data Hub.

| Submission Order | Refind | Is Bird | Cable Tie | Bird Found | |
|------------------|--------|---------|-----------|---------------|---|
| 1 | yes | yes | 119 | Not Specified | Edit Delete |

You will be brought to a screen with your uploaded pictures displayed. Select an image and a screen like those below will pop up.

Image Associations

Match with Image

Small Debris, Object #, Unknown

Small Debris, Object #, Unknown

Small Debris, Object #, Unknown

Medium Debris, Object #2, Unknown

Medium Debris, Object #3, Straw

Medium Debris, Object #3, Unknown

Medium Debris, Object #4, Wrapper

Medium Debris, Object #5, Unknown

High

Save & Continue

Image Associations

Match with Image

Common Murre, Bird # 1, Tie # 200

Save & Continue

Select the bird(s) or object(s) shown in the image.

- If the picture has more than one bird or object, select all that apply.
- An individual bird or object can also be tagged in more than one photo, e.g. if you took a closeup of oiling, a barcode, etc.

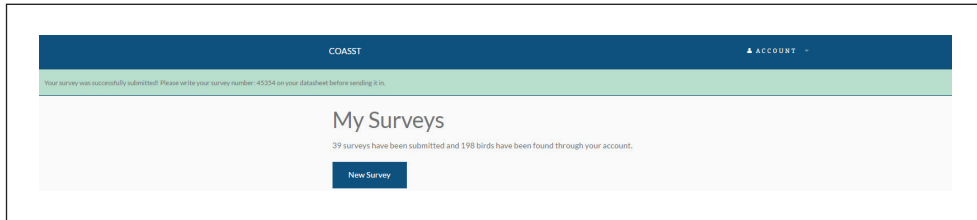
Select “Save & Continue” to move to the next image.

Once you have tagged all of the photos uploaded, click “Data Hub” from the top menu.

Ensure you have filled in all of the sections of the survey and click “Submit Survey.”

7. SUBMITTING YOUR SURVEY

Once you have entered all of your survey information, select “Submit Survey.”



You will be redirected to the screen with all of your surveys and a mint colored band will appear on the top as seen above.

Write the numeric code that appears on the top of the datasheet you just entered.

- The code can be handwritten on paper copies, included on on and electronic “sticky note” in PDF documents, or added to a .jpeg file using a program such as Paint.

Have a suggestion? Please let us know! We'd love to hear your feedback.