

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:

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1. LOGGING INTO THE DATA ENTRY PORTAL

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

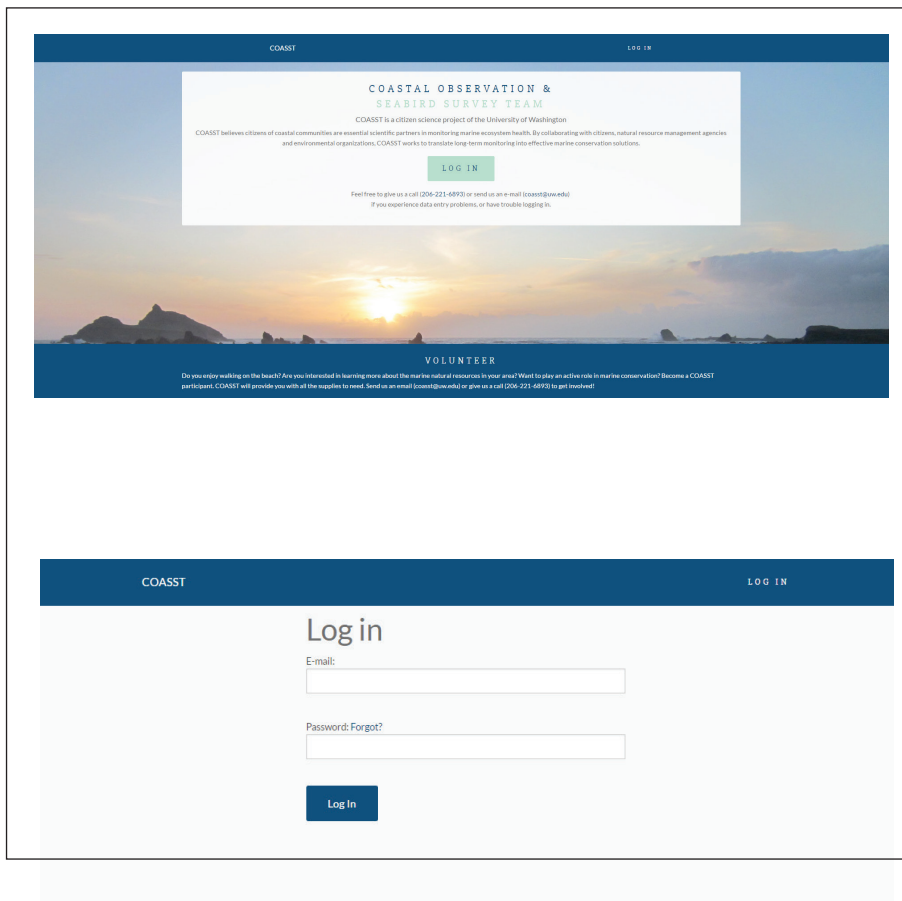
Select "Volunteer Toolbox."

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.*

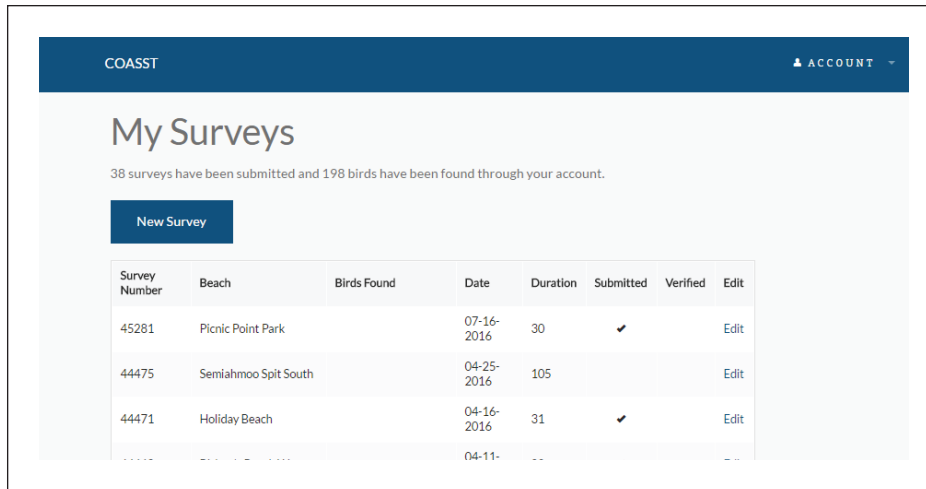


2. CREATING OR EDITING A SURVEY

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."



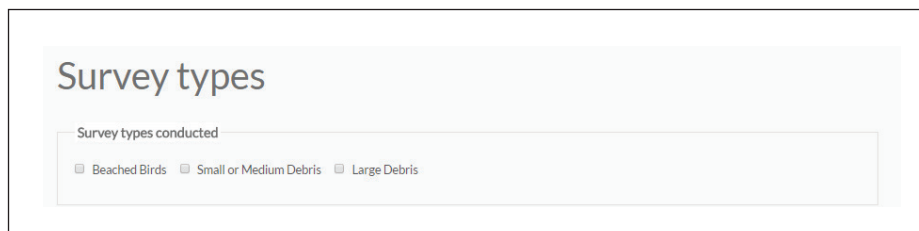
Survey Number	Beach	Birds Found	Date	Duration	Submitted	Verified	Edit
45281	Picnic Point Park		07-16-2016	30	✓		Edit
44475	Semiahmoo Spit South		04-25-2016	105			Edit
44471	Holiday Beach		04-16-2016	31	✓		Edit
.....	04-11-

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."*



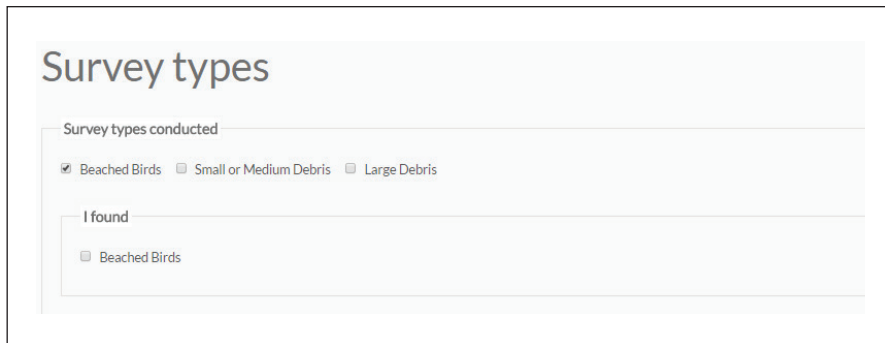
Survey types

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

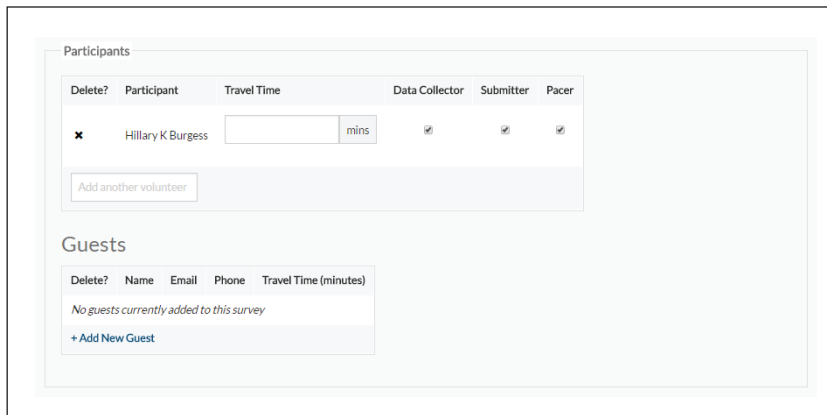
Beached Birds

Participants

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

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 drop-down list. Typing full names will only produce a match if it appears exactly as it has been saved in our system.*



Participants

Delete?	Participant	Travel Time	Data Collector	Submitter	Pacer
✘	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](#)

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.*

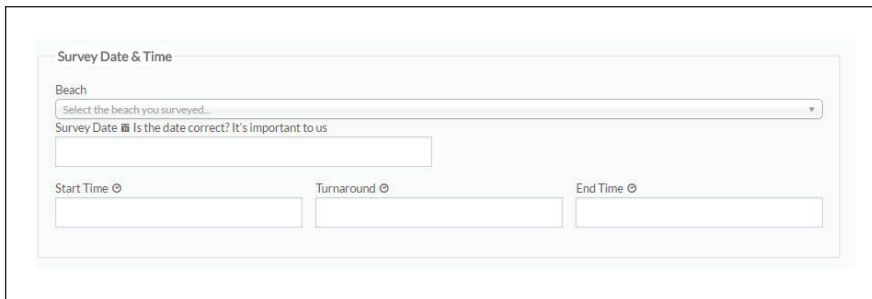
Survey Date & Time

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 drop-down 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” data sheets.*



The screenshot shows a form titled "Survey Date & Time". It contains a "Beach" dropdown menu with the placeholder text "Select the beach you surveyed...". Below this is a "Survey Date" field with a calendar icon and the text "Is the date correct? It's important to us". At the bottom, there are three input fields labeled "Start Time", "Turnaround", and "End Time", each with a small circular icon to its left.

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 data sheet, 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

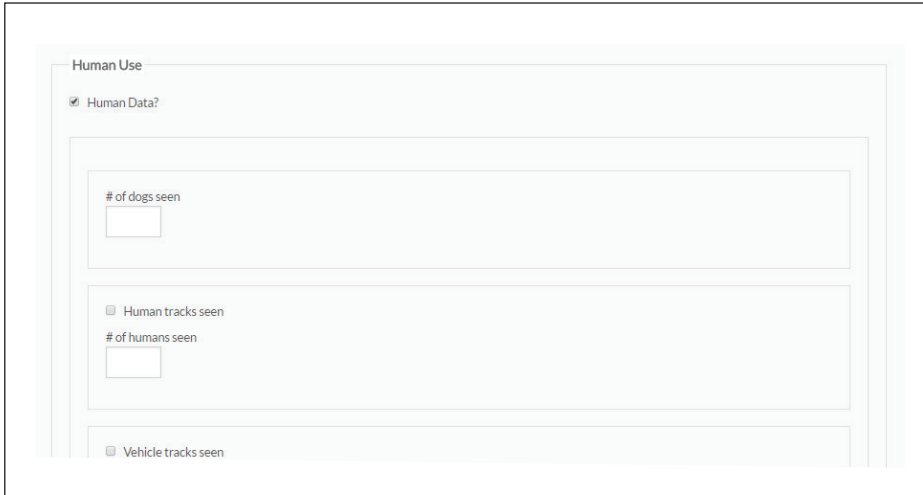
Oil

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" data sheet can go in the comments field.*

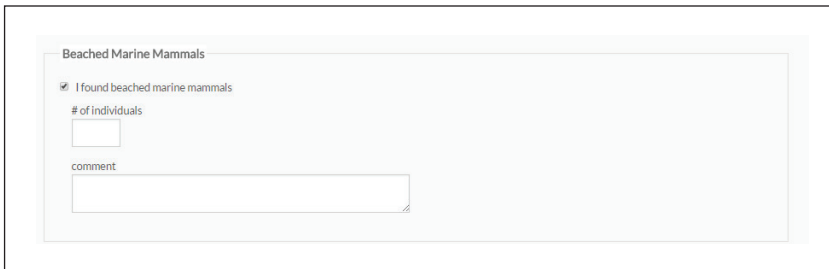


The screenshot shows a survey form titled "Human Use". It contains a checked checkbox labeled "Human Data?". Below this, there are three sections, each with a checkbox and a corresponding input field:

- A checked checkbox labeled "# of dogs seen" with an empty input field below it.
- An unchecked checkbox labeled "Human tracks seen" with a corresponding "# of humans seen" label and an empty input field below it.
- An unchecked checkbox labeled "Vehicle tracks seen" with no input field below it.

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 checked checkbox labeled "I found beached marine mammals". Below this, there are two fields:

- A label "# of individuals" with an empty input field below it.
- A label "comment" with a larger empty text area below it.

Comments

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

Select "Save & Continue."

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

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.

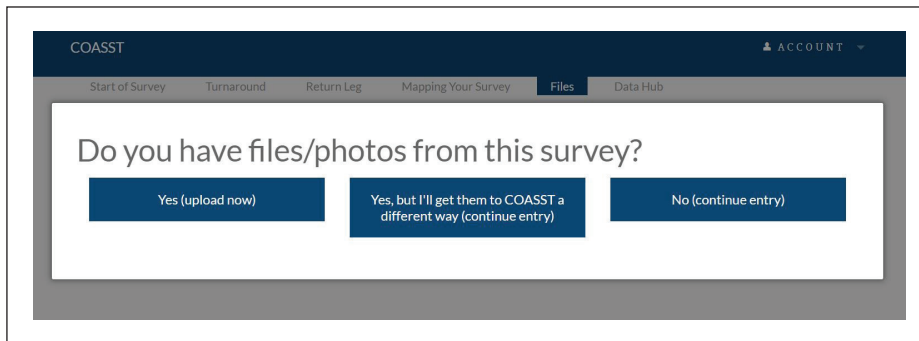
- Leave as 0 if the zone was not surveyed or if it was not present.
- Note any present but unsurveyed zones in the **COMMENTS** box.
- When entering nonzero paces for the wrack zone, a drop-down menu for wrack coverage will appear. Select the appropriate option.

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

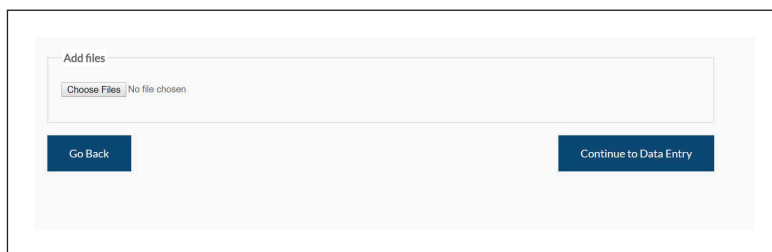
A screenshot of the 'Mapping Your Survey Form' section. At the top, it says: "Please mark if you found small or medium debris in each zone. Leave the paces space at 0 if you did not survey that zone or if it was not present, otherwise, list the width in paces." Below this is a table with 5 columns for Rectangles A through E. Each column has sub-columns for 'Paces' and 'Debris?'. The 'Paces' column contains a text input field with '0'. The 'Debris?' column contains two checkboxes, 'M' and 'S'. Below the table is a 'Comments (please note if any zones were present but unsurveyable)' text input field. At the bottom are three buttons: 'Go Back' (dark blue), 'Delete Survey' (light green), and 'Save & Continue' (dark blue). The 'Save' button is partially obscured by the 'Save & Continue' button.

	Rectangle A	Rectangle B	Rectangle C	Rectangle D	Rectangle E
	Paces	Paces	Paces	Paces	Paces
Veg/Dune	0	0	0	0	0
Wood	0	0	0	0	0
Bare	0	0	0	0	0
Wrack	0	0	0	0	0
Surf	0	0	0	0	0

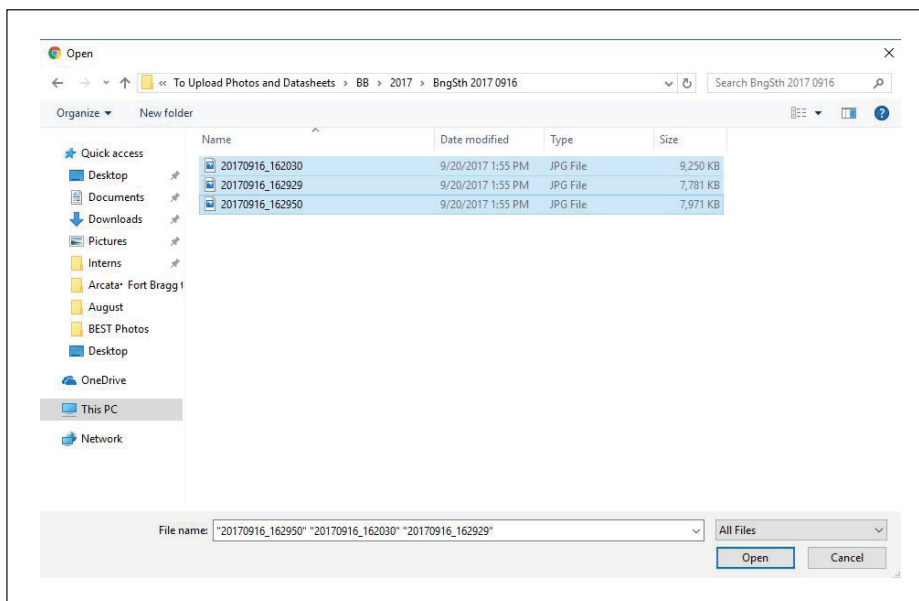
4. UPLOADING PHOTOS and DATASHEETS



- Select "Yes, (upload now)."



- You may drag files over top of the "Choose Files" button, or click this button to browse for files.
- Accepted file types: tiff, jpeg, bmp, pdfs up to 5MB (per file).



- To upload multiple files at once, select each one before clicking "Open."

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 data sheet.

- 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 data sheet.

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**, **OILED**, and **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 drop-down list.

- If a match 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 drop-down menu for **LANGUAGE** will appear.

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

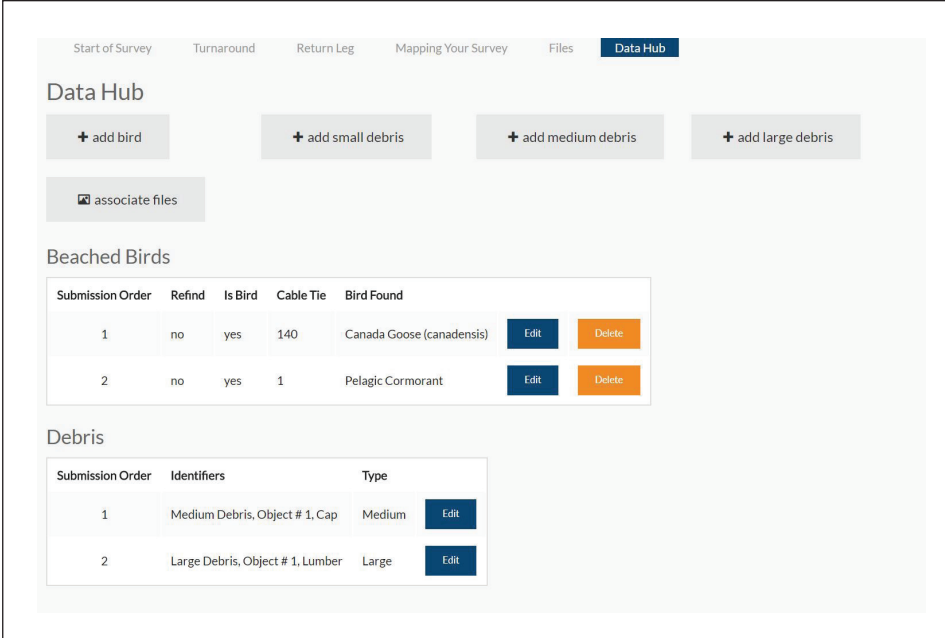
If the object was not **COMPLEX**, make a selection for **INTACTNESS**.

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

Select “Save & Continue.”

6. LINKING PHOTOS TO BIRDS & DEBRIS, and LABELLING DATASHEETS and MARINE MAMMAL PHOTOS

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



The screenshot shows the 'Data Hub' section of a web application. At the top, there are navigation tabs: Start of Survey, Turnaround, Return Leg, Mapping Your Survey, Files, and Data Hub (which is active). Below the tabs, there are four buttons: '+ add bird', '+ add small debris', '+ add medium debris', and '+ add large debris'. A button with a checkmark icon is labeled 'associate files'. Below this, there is a section titled 'Beached Birds' containing a table with columns: Submission Order, Refind, Is Bird, Cable Tie, Bird Found, Edit, and Delete.

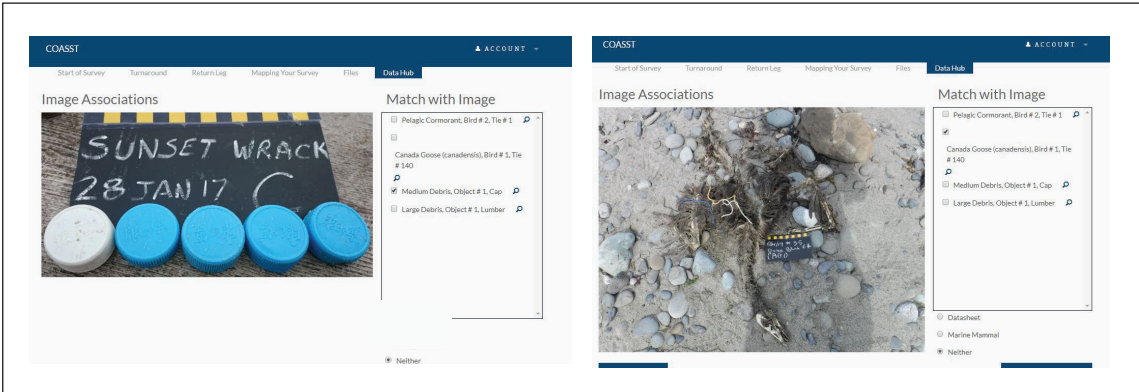
Submission Order	Refind	Is Bird	Cable Tie	Bird Found	Edit	Delete
1	no	yes	140	Canada Goose (canadensis)	Edit	Delete
2	no	yes	1	Pelagic Cormorant	Edit	Delete

Below the 'Beached Birds' table is a section titled 'Debris' containing a table with columns: Submission Order, Identifiers, Type, and Edit.

Submission Order	Identifiers	Type	Edit
1	Medium Debris, Object # 1, Cap	Medium	Edit
2	Large Debris, Object # 1, Lumber	Large	Edit

You will be brought to a screen with your uploaded pictures displayed.

Select an image and a screen like those below will pop up.

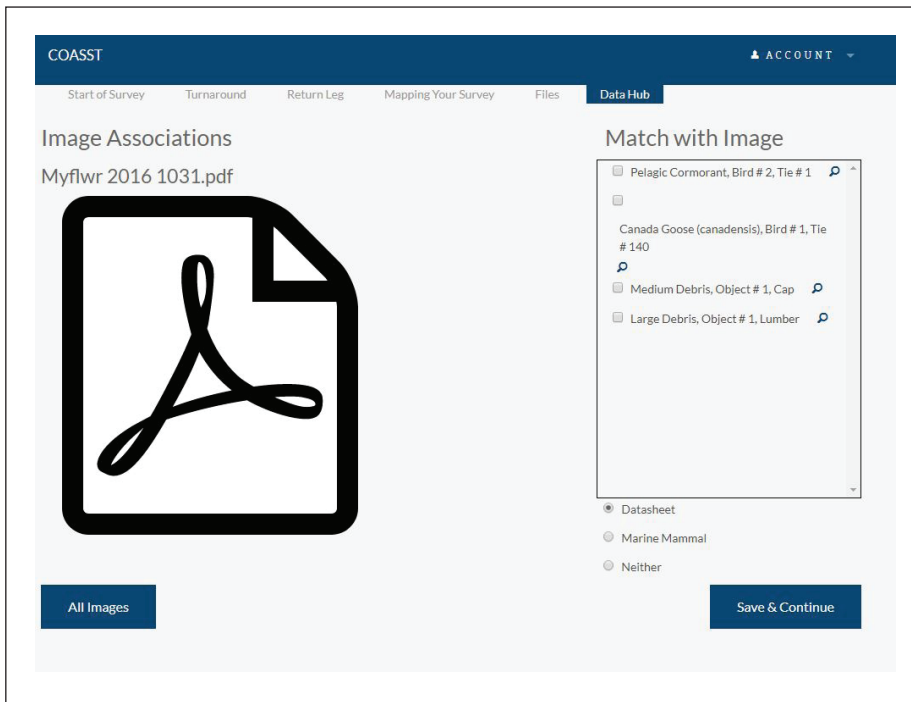


The image shows two side-by-side screenshots of the 'Match with Image' interface. Both screenshots have a navigation bar at the top with the same tabs as the previous screenshot. The left screenshot shows an image of a blackboard with 'SUNSET WRACK' and '28 JAN 17' written on it, and five blue caps in front of it. The 'Match with Image' panel on the right lists three items: Pelagic Cormorant, Bird # 2, Tie # 1; Canada Goose (canadensis), Bird # 1, Tie # 140; and Medium Debris, Object # 1, Cap. The right screenshot shows an image of a piece of debris on a rocky beach. The 'Match with Image' panel on the right lists four items: Pelagic Cormorant, Bird # 2, Tie # 1; Canada Goose (canadensis), Bird # 1, Tie # 140; Medium Debris, Object # 1, Cap; and Large Debris, Object # 1, Lumber.

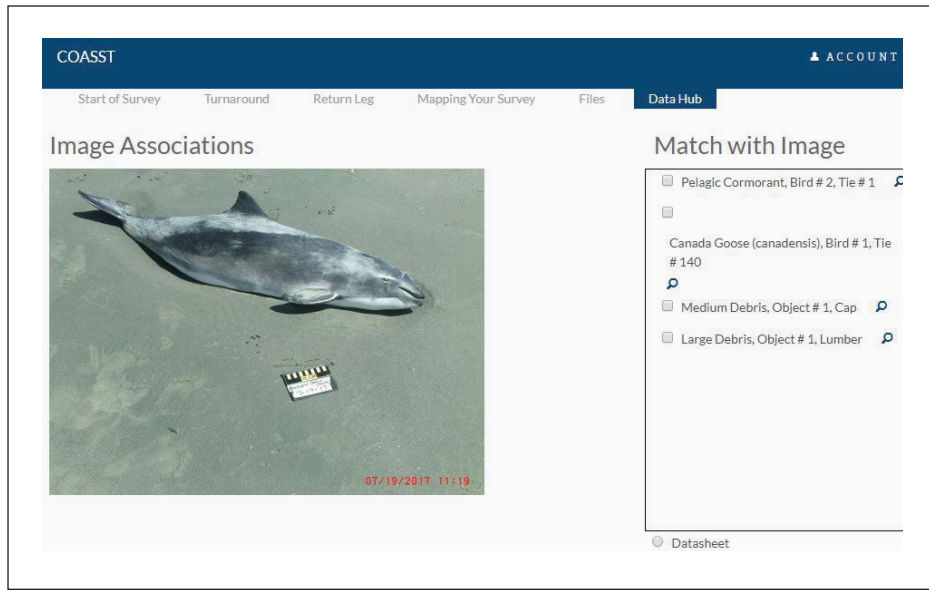
If the file is a photo of a bird or debris, select the bird(s) or object(s) shown in the image.

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

If the file is a data sheet or marine mammal photo, use the menu just above “Save & Continue” to label the file appropriately.



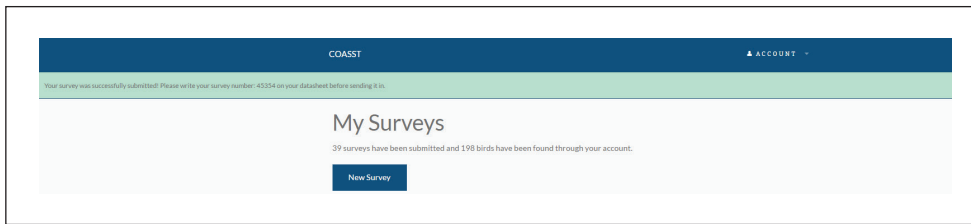
- This pdf is a data sheet, so we clicked the button next to “Data sheet.” The file will now be labeled as the data sheet for this survey.



- This is an image of a marine mammal, so we clicked the button next to “Marine Mammal.” The file will now be labeled as a marine mammal associated with this 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 data sheet you just entered.

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

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