

# UK HOUSE MARTIN SURVEY 2015



## ONLINE DATA ENTRY SYSTEM - USER GUIDE

### SECTION 1: GENERAL INFORMATION

#### Your Data Home page

Your Data Home page will be the first page that you see when you log into the House Martins online data entry system. It includes some introductory remarks which will be updated with relevant information over the course of the survey, a list of your House Martin squares showing the progress that you have made with online data entry, and a list of 'YOUR OPTIONS'.

Welcome to the UK House Martin Survey.

The table below shows the grid squares which have been allocated to you. Please select 'Request a Grid Square' from the list of options on the right to search for and request additional squares.

Recce visits can be made from mid-May. Please select 'Print Survey Map' and 'Forms and Resources' to prepare for this visit. In some squares the recce visit can be combined with the first survey visit and carried out during 1st-24th June (see our Frequently Asked Question "Is a recce visit essential?").

See the House Martin Survey pages for further information about the survey and its aims.

Grid Square	Region	Tasks		
TQ2094	London (North)	Map Colonies	Visit 1	Visit 2
TQ2193	London (North)	Map Colonies	Visit 1	Visit 2
TQ2694	London (North)	Map Colonies	Visit 1	Visit 2

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Contact the Survey Organiser: housemartins@bto.org



#### Returning to the Data Home page (1)

You can return to the Data Home page from any screen within the system by clicking on 'Data Home' on the green menu bar.

When you are inputting your results, you should take care to ensure that you have saved any data you have input before returning to the Data Home page, otherwise you may need to re-input your data.

## **Printing forms and other Survey resources (2)**

There are three options available on the list of 'YOUR OPTIONS' to enable you to print forms and other resources for the survey:

'Print Survey Map' - This will enable you to print a blank map of your square if you have not mapped any colonies within the online system. If you have mapped any colonies, these will be shown on the map.

'Forms and resources' – This option allows you to view and print blank survey forms, survey instructions and other resources for the survey.

'Print Your Data' – If you have input any data for the main survey visits, this option will enable you to print a copy of the Colony Summary form containing the data from your visits. It can be used if you wish to print a copy of your Visit 1 data to take with you on your second visit.

## **Contacting us about the survey (3)**

If you have any questions about the survey or the data entry, you can get in touch with either your Regional Organiser or the National House Martin Survey Organiser by using the Contact button on the green menu bar. The House Martin Survey is being co-ordinated through our Regional Network, so please contact your local organiser in the first instance.

## **View/Enter Data (4)**

Select this option to view and enter your visit data. See Section 2 for further details.

## **SECTION 2: INPUTTING DATA**

After you select 'View/Edit Data' from your Data Home page, you will be taken to the Enter Data Summary page. This page will show a list of your squares with red crosses, green ticks, or an amber hour glasses indicating progress with data entry tasks. An amber hourglass indicates that you have started a task but that it is incomplete.

Data entry options will only become available once you have input the previous stage of data entry, so you will not be able to input Visit 1 data for a square until you have mapped the colonies for that square.

You can input data by clicking on the relevant data entry option, indicated by text coloured in blue and underlined. On the screen image shown below, the button to map colonies for square TQ2193 has been circled.



## Enter Data

The table below shows the grid squares which have been allocated to you.

### My Grid Squares

Grid Square	Region	Tasks		Visit 1	Visit 2
TQ2094	London (North)	<b>Map Colonies</b>  <a href="#">Add/View Colonies</a>	✗	Visit Summary Colony Summary Visit Estimates	Visit Summary Colony Summary Visit Estimates
TQ2193	London (North)	<b>Map Colonies</b>  <a href="#">Add/View Colonies</a>	✗	Visit Summary Colony Summary Visit Estimates	Visit Summary Colony Summary Visit Estimates
TQ2694	London (North)	<b>Map Colonies</b>  <a href="#">Add/View Colonies</a>	✗	Visit Summary Colony Summary Visit Estimates	Visit Summary Colony Summary Visit Estimates



## 2.1 MAPPING COLONIES

The map colonies screen enables you to map any colonies you found during your visits, or indicate that you did not find any colonies in the square.

The first time you enter the screen, you will be asked to input the recce visit date (if you did not carry out a separate recce visit, this date should be the date of your first main visit). You will then be taken to the mapping colonies screen:


**Grid TQ2193 | Map Colonies**
[Cancel](#)
[Save & Exit](#)

**Info** You have not yet mapped any colonies. If no colonies were found on your visit, please click:

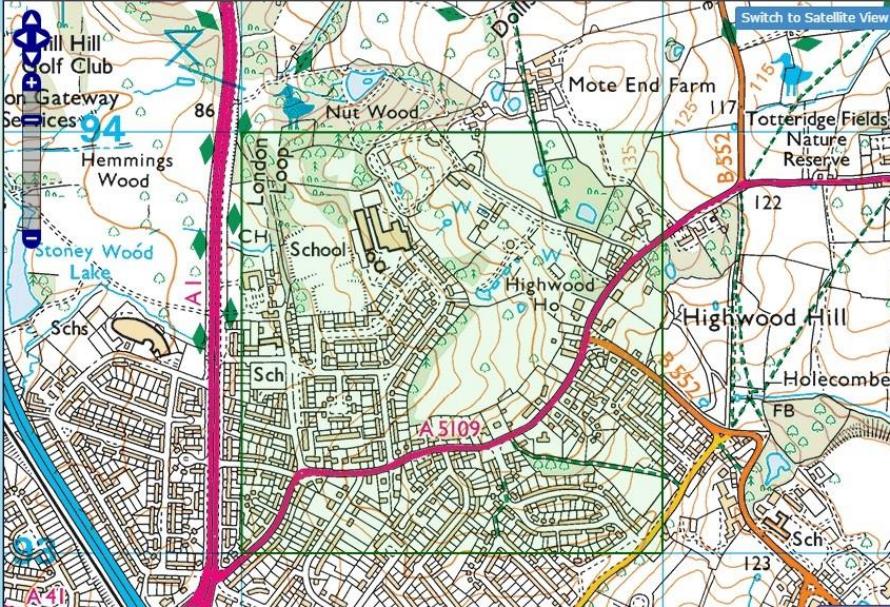
[No Colonies Found](#)
**1**

**Mapping Options**

**Select Mode:**

+
**2** [Add Colony](#)  
-
**3** [Move Colony](#)

+
**4** [Add notes about this grid square](#)  
-
**5** [Delete a colony](#)



### No colonies found (1)

If there are no colonies in your square, you should click on this button. You can then Save & Exit without taking any further action, though you can also add some notes about the square if you wish to do so.

#### Add Colony (2)

Select this option to add a colony by placing the blue dot which appears when you click on the 'Add Colony' button onto the correct point on the map. Once you have placed the colony, a box will appear to enable you to input a colony name and description should you wish to do so (to help you identify the colony during future visits).

#### Move Colony (3)

Select this option if you realise you have put a colony in the wrong place. You will then be able to select one or more colonies with your mouse and move them to a different location.

#### Add Notes (scroll to the bottom of your screen below the map and click on the 'Edit' button)

You can add notes that may help you with future visits, or to record something that you wish to inform us about. For example, you may wish to add the contact details for a home owner who has asked you to contact them before carrying out future visits, or you may wish to inform us about which parts of the square you were unable to access.

**Editing or Deleting Colony Information** (double click on the blue dot representing the colony you wish to edit/delete)

This option can be used if you need to edit the colony name or description, or if you need to delete a colony. Note that you will not be able to delete a colony if you have already input data for that colony on the Visit 1 or Visit 2 screens.

## **2.2 INPUTTING DATA FROM YOUR MAIN SURVEY VISITS**

The data for Visit 1 and Visit 2 are input in three stages. The first stage (Visit Summary) corresponds to information about the Visit (from the Visit Summary form); the second stage (Colony Information) to the data about the colonies (from the Colony Information form; and the final stage (Visit Estimates) to the estimates you made on the Visit Summary form.

### **Stage 1: Visit Summary**

This stage is to input the visit summary details, as recorded on your Visit Summary Form (Visit date; visit duration and weather info). Once you have input these details, 'Save & Continue' will save your data and take you on to the next stage of data input, whereas 'Save & Exit' will instead take you back to the Enter Data Summary page.

### **Stage 2: Colony Information**

(This screen will not be available if you have indicated on the Colony mapping screen that there are no colonies in your square).

This stage requires you to input the information about each colony as recorded on the Colony Information form.



## Colony Summary

Note that records on the screen are listed by Colony Number so the order may differ from the order on your field recording sheet.

Please take care when editing or inputting your records to ensure that all data are input against the correct colony/subgroup.

## Inputting your Data

You can add rows as they are needed by clicking on the 'Add row' button **(1)**, and input data for each row by clicking in the data entry box or selecting an option from the drop down box **(2)**. If you select 'Other' from any of the drop down boxes, a button will appear so that you can add a note **(3)**.

When you select a colony number, the colony name will be displayed in the second column (**4**), provided you have input a colony name on the Colony mapping screen.

You can input as many rows as you need for the same colony. In order to differentiate between different rows relating to the same colony, you can input a 'Subgroup' name by clicking in the box underneath the colony name. In the example shown, colony number 2 with the colony name '6 High Street' has been split into two subgroups which are named 'Eave nests' and 'Gable top nests' (5).

## Saving Your Data

When you have finished and selected either 'Save & Exit' (6) or 'Save & Continue' (at the bottom right of your screen), the system will check your data and display a message if it finds any errors.

The system allows 30 minutes for data entry (7). This will normally be more than sufficient, but if you have a large number of colonies to input you may need to 'Save & Exit' before returning to the screen to continue inputting your colony data. If necessary, you can input part of your data and then save it, and return to finish data entry at a later session. The Enter Data Summary page will show how many colonies you have input data for so you will be able to see at a glance if any colony data may still be missing.

### **Editing/Deleting Data**

If necessary, you can edit or delete a row by clicking on the relevant button to the right of that row (8)

### **Inputting Visit 2 Colony Summary Data**

The Visit 1 and Visit 2 Data Colony Summary screens are exactly the same. However, some options are greyed out and unavailable depending on which visit you are inputting. For example, the options for inputting Visit 2 counts are not available on the Visit 1 screen (9), but will be available on the Visit 2 Data entry screen.

#### **WARNING ABOUT INPUTTING VISIT DATA**

When you edit data on the Visit 1 Colony Summary screen, or input your Visit 2 counts, the colonies will be listed in sequential order, which may not match the order you have listed them on your recording form. Therefore, please take care to ensure that you record counts against the correct colony and subgroup, particularly when you are inputting counts for Visit 2.

### **Stage 3: Visit Estimates**

This stage is to input the estimates that you recorded on the Visit Summary Form. This stage has been left to the end of the data entry process to enable to review the estimates you made at the time of your visit once you have input your visit data (should you wish to do so).