

PIGU Survey Editing Dashboard - Guide For Regional Admins

The PIGU Survey Editing Dashboard (Survey Editing Dashboard or SED) is the only way to modify PIGU Breeding Survey data previously entered via the Survey123 Survey Form. Only the current survey year data is available to the SED.

Accessing the SED: SED is built on the Washington Department of Fish and Wildlife ArcGIS platform and is accessed via your ArcGIS account. The SED link for Whidbey is:



The link:

- Is specific to an individual Region
- Is for the use by Regional Administrators for that Region only

Click the link and enter your ArcGIS username and password.

There is a PIGU Survey View-Only Dashboard that provides an easily absorbed presentation of each survey's data. All volunteers with access to Survey123 can also access the PIGU Survey View-Only Dashboard. The link to this dashboard is below.

<https://wdfw-hub.maps.arcgis.com/apps/dashboards/992bed0f0a374a2f97cf83aaf1618197>

This Guide:

If other Regions use this guide, their Region's name will be in place of "Whidbey" in the SED.

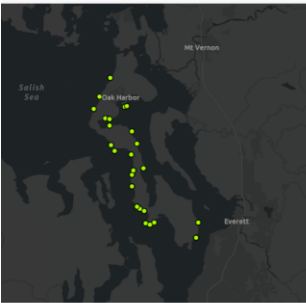
The SED is divided into four columns and SED operation moves left to right. So, this guide moves left to right, as well, and top to bottom within a column. We call the separate areas within each column 'panels'.

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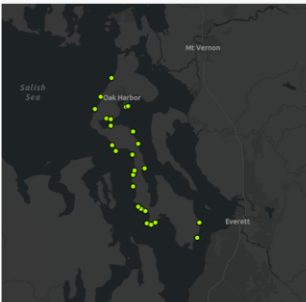
- Column 1 operation: page 2
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1. Opening screen: The list of active Whidbey colonies for the current survey year is in the left column. Note that the number of surveys submitted for each colony is listed after the colony name. Scroll to see all the colonies. The other three columns are empty because no colony selection has been made yet.

LIST OF COLONIES	SURVEYS AT SELECTED COLONY (this season)	BURROWS (For selected survey, if any present)
<ul style="list-style-type: none"> Cliffside - 10 surveys Clinton Ferry Dock - 10 surveys Coupeville Wharf - 6 surveys Double Bluff North - 9 surveys Double Bluff South - 2 surveys Forbes Point - 10 surveys Fort Casey North - 10 surveys Glendale - 9 surveys Hancock South - 10 surveys Harrington - 6 surveys Hastie Lake South - 10 surveys Keystone - 10 surveys Lagoon Point North - 8 surveys Lagoon Point South - 9 surveys 	<p>Selection required on one or more elements</p>	<p>Selection required on one or more elements</p>
		<p>VISITS (For the selected burrow, read-only)</p> <p>Selection required on one or more elements</p>
	<p>Selection required on one or more elements</p>	<p>Selection required on one or more elements</p>

2. Select a colony, and the second column will list the surveys submitted for that colony. Scroll to see all the submitted surveys. The other two columns are empty because no survey selection has been made yet.

LIST OF COLONIES	SURVEYS AT SELECTED COLONY (this season)	BURROWS (For selected survey, if any present)
<ul style="list-style-type: none"> Cliffside - 10 surveys Clinton Ferry Dock - 10 surveys Coupeville Wharf - 6 surveys Double Bluff North - 9 surveys Double Bluff South - 2 surveys Forbes Point - 10 surveys Fort Casey North - 10 surveys Glendale - 9 surveys Hancock South - 10 surveys Harrington - 6 surveys Hastie Lake South - 10 surveys Keystone - 10 surveys Lagoon Point North - 8 surveys Lagoon Point South - 9 surveys 	<ul style="list-style-type: none"> Fort Casey North - 6/12/2022 Fort Casey North - 6/19/2022 Fort Casey North - 6/26/2022 Fort Casey North - 7/03/2022 Fort Casey North - 7/10/2022 Fort Casey North - 7/17/2022 	<p>Selection required on one or more elements</p>
		<p>VISITS (For the selected burrow, read-only)</p> <p>Selection required on one or more elements</p>
	<p>Selection required on one or more elements</p>	<p>Selection required on one or more elements</p>

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3. Select a survey to open the screen below.
 - a. The second column will show an image and/or file name for the uploaded Beach Data Sheet page(s). Click on the image or file name to open a full-sized image of the Beach Data Sheet.
 - b. The third column lists the information on the first page of the Beach Data Sheet. We'll cover more about this later.
 - c. The fourth column lists the burrows that had a visit and/or prey delivery during the survey.

The screenshot displays the dashboard interface with four main columns:

- LIST OF COLONIES:** A list of survey locations including Cliffside, Clinton Ferry Dock, Coupeville Wharf, Double Bluff North/South, Forbes Point, Fort Casey North, Glendale, Hancock South, Harrington, Hastie Lake South, Keystone, Lagoon Point North/South, and Fort Casey North (selected).
- SURVEYS AT SELECTED COLONY:** A list of survey dates for Fort Casey North, with 7/24/2022 selected.
- Beach Data Sheet:** A scanned image of a '2022 Pigeon Guillemot Beach Data Sheet' with handwritten notes and a table of burrow data.
- PIGU Whidbey Header-Burrow:** The editing panel for the selected survey, showing:
 - Header Info:** ColonyName (Fort Casey North).
 - Date and Time:** Survey Date (7/24/2022), Start Time (07:50 AM), End Time (08:50 AM), and Duration Type.
- BURROWS:** A list of burrows with IDs: C7, N10, N11, N8, S5, and S8.
- VISITS:** A section for recording visits, currently empty with a note: 'Selection required on one or more elements'.

4. Select a burrow from the fourth column to open:
 - a. a summary of the visits and deliveries to that burrow during the survey
 - b. the "PIGU Whidbey BurrowVisit" editing panel.

This screenshot shows the dashboard with the 'BurrowVisit' editing panel selected for burrow N8 on 7/24/2022:

- LIST OF COLONIES:** Same as above, with Fort Casey North selected.
- SURVEYS AT SELECTED COLONY:** Same as above, with 7/24/2022 selected.
- Beach Data Sheet:** A smaller view of the data sheet, highlighting the burrow data table.
- PIGU Whidbey Header-Burrow:** The survey header panel, identical to the previous screenshot.
- BURROWS:** The same list of burrows, with N8 selected.
- VISITS:** A list of visits to burrow N8:
 - 08:06 - Sculpin
 - 08:33 - Sculpin
 - 08:44 - Sculpin
- PIGU Whidbey BurrowVisit:** The editing panel for a specific visit to burrow N8, showing:
 - Burrow Info:** BurrowID (N8).
 - Visit Info (REPEAT):** A list of visit records with a 'Repeat' button.
 - VisitBurrowID:** A field for recording the burrow ID for each visit.

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5. The third column – “**PIGU Whidbey Header-Burrow**”: This column has the following features:
 - a. With the exception of the colony name and the survey date, it displays and allows modification of the data fields that are on the first page of the Beach Data Sheet.
 - b. Addition, deletion, modification of Burrows, including change of Burrow ID (more on this topic later).
 - c. Addition, deletion, and modification of Disturbances.
 - d. Deletion and upload of the Beach Data Sheet images or PDFs, and modification of the names of the uploaded Beach Data Sheet file(s).
 - e. Deletion of the entire survey.
6. “**PIGU Whidbey Header-Burrow**” details:
 - a. Colony Name and Survey Date: These fields are not modifiable. If an error was made with either entry, you must delete the Survey123 submission (this option is at the bottom of the column) and the Colony Lead must submit a corrected Survey123 survey.
 - b. Survey Start Time, End Time and Duration Type can be adjusted if needed.

PIGU Whidbey Header-Burrow

Header Info ▼

ColonyName
Read-only. If the Colony, or the Survey Date needs to be changed, then this survey record should be deleted and the record re-created in the Survey123 field app form.
Fort Casey North

Date and Time ▼

Survey Date
Read-only. If the Colony, or the Survey Date needs to be changed, then this survey record should be deleted and the record re-created in the Survey123 field app form.
7/24/2022

Start Time*
07:50 AM

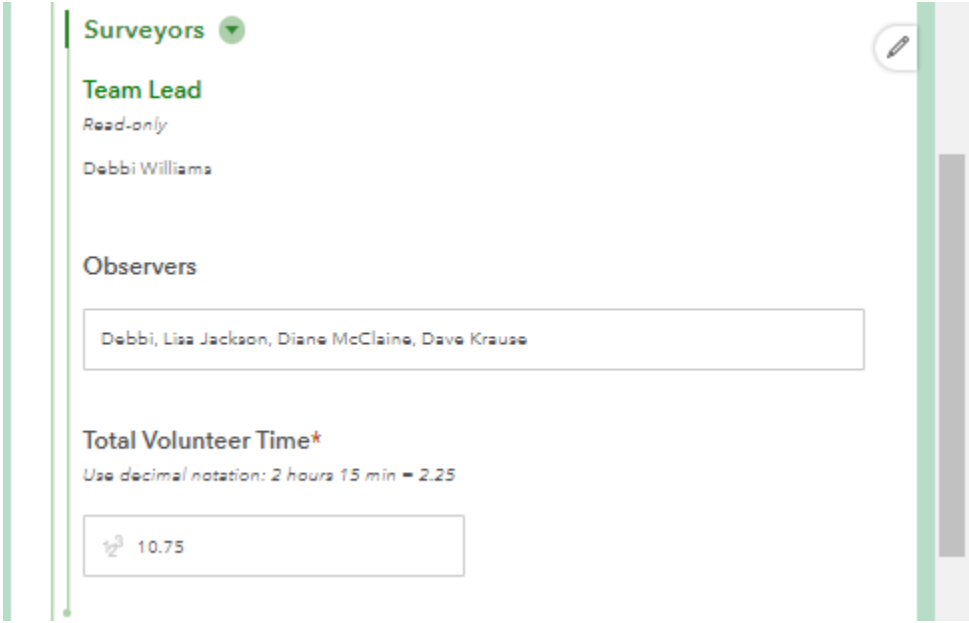
End Time
08:50 AM

Duration Type*

Standard One-Hour Survey Extended Survey

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- c. "Surveyors" section: The survey Observers and Total Volunteer Time can be adjusted if needed. Just type the changes into the fields.



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- d. **“Tide Data”** section: Tide data can be adjusted by changing the values in the Tide sign (+/-), Tide (ft), or Tide Direction fields.
 - i. If you change the value in the Tide sign (+/-) and/or Tide (ft) field, you must click the “Recalculate” box in order to calculate the new Tide value. Note that “Tide” is in blue font. This indicates it is a calculated value, and so you change its value by clicking on “Recalculate”. Do not type a value directly into the Tide field.

The screenshot shows the 'Tide Data' section of a survey editing dashboard. It features three main input areas: a radio button for 'Tide sign (+/-)*', a text box for 'Tide (ft)*', and a radio button for 'Tide Direction*'. A 'Recalculate' button is positioned below the 'Tide (ft)*' field. The 'Tide' field is highlighted in blue, indicating it is a calculated value.

Tide Data

Tide sign (+/-)*
This value will supercede the sign you enter below.

+ -

Tide (ft)*
Tide in feet at start of survey. Use decimal notation with one decimal place (example "3.5" for 3.5 feet)

Tide
This value is calculated based on the fields above. Verify that it is correct and recalculate or re-enter if necessary.

Tide Direction*

Incoming Outgoing

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- e. “PIGU Counts” section: Type any corrections directly into the boxes. When done, click on “Recalculate” so that a new Highest count can be calculated in case your change(s) resulted in a change to the high count. Do not type a value directly into the “Highest count” field.


PIGU Counts

Begin count*
Count at beginning of survey

Mid-survey count*
Count at middle of survey

End survey count*
Count at end of survey

Highest count
Highest of the three counts. In the field app form, this is invisible and automatically calculated, thus it's only exposed here for when it needs to be recalculated based on changes to the counts.

 Recalculate

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- f. **“Burrow Info (REPEAT)”** panel: This panel is where you can make changes to burrow information (not visits). What you can do:
- Delete a burrow using the trashcan. This will also delete all visits associated with the burrow.
 - Add a burrow using the “+” sign. If you inadvertently add a burrow by clicking on the “+” sign, use the trashcan to delete it.
 - Move from one burrow to the next by clicking on the numbers between the trashcan and the “+” sign. In the example below the numbers indicate that there were 6 active burrows in this survey. This is kind of a fine point, but it’s important to point it out: these are not burrow IDs. In order to find a particular burrow you must click through the numbers until you find it. This is the **ONLY** way to navigate to a particular burrow in the **“Burrow Info (REPEAT)”** panel.
 - Change a BurrowID. (This is covered beginning on page 16.)

Note: You are able to verify that the burrows listed are correct by reviewing the Burrows list at the top of the last (4th) column. If the burrows listed there are the same as on the BDS, then there is no need to click through this burrow panel. You only need to get in this panel to change data, not to review data.

Burrow Info (REPEAT) (6)

🗑️ 1 2 3 4 5 6 +

BurrowColonyName
Read-only
Fort Casey North

BurrowEffortDate_Text
Read-only
7/24/2022

BurrowID*


SS






Burrow Note

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- g. **“Add a Disturbance”** panel (you can do much more here than add a disturbance): This is the section for making any modifications to disturbance data. What you can do:
- i. Delete a disturbance using the trashcan.
 - ii. Add a disturbance using the “+” sign. If you inadvertently add a disturbance by clicking on the “+” sign, use the trashcan to delete it.
 - iii. Move from one disturbance to the next by clicking on the numbers between the trashcan and the “+” sign. In the example image below the numbers indicate there were 2 disturbances noted in this survey.
 - iv. Manually modify disturbance values: Disturbance Type, Start, End.
 - v. Disturbance Duration: If you modify the Start or End time of the disturbance the Disturbance Duration does not recompute automatically. You must calculate the number of minutes between the Start and End times and enter this value in Disturbance Duration.
 - vi. Impact: If you have modified the Disturbance Duration value, use the “Recalculate” below the Impact field to recalculate the Impact. If it does not recalculate pick the impact from the drop-down list based on the Disturbance Duration value.

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Add a Disturbance (REPEAT) (2) 


DisturbColonyName
Read-only
Fort Casey North

DisturbEffortDate_Text
Read-only
7/24/2022


Disturbance Type*

Non-Motorized Boat 


Start*

07:50 AM 


End*


08:00 AM 

Disturbance Duration (min)
If the Start and/or End times are changed, or if a new Disturbance is added, then you must manually change/enter this value.

10 

Impact
Click Recalculate if you have changed the Disturbance Duration of an existing disturbance.

Small: 2-10 minutes 



Did the disturbance end before the survey ended?*

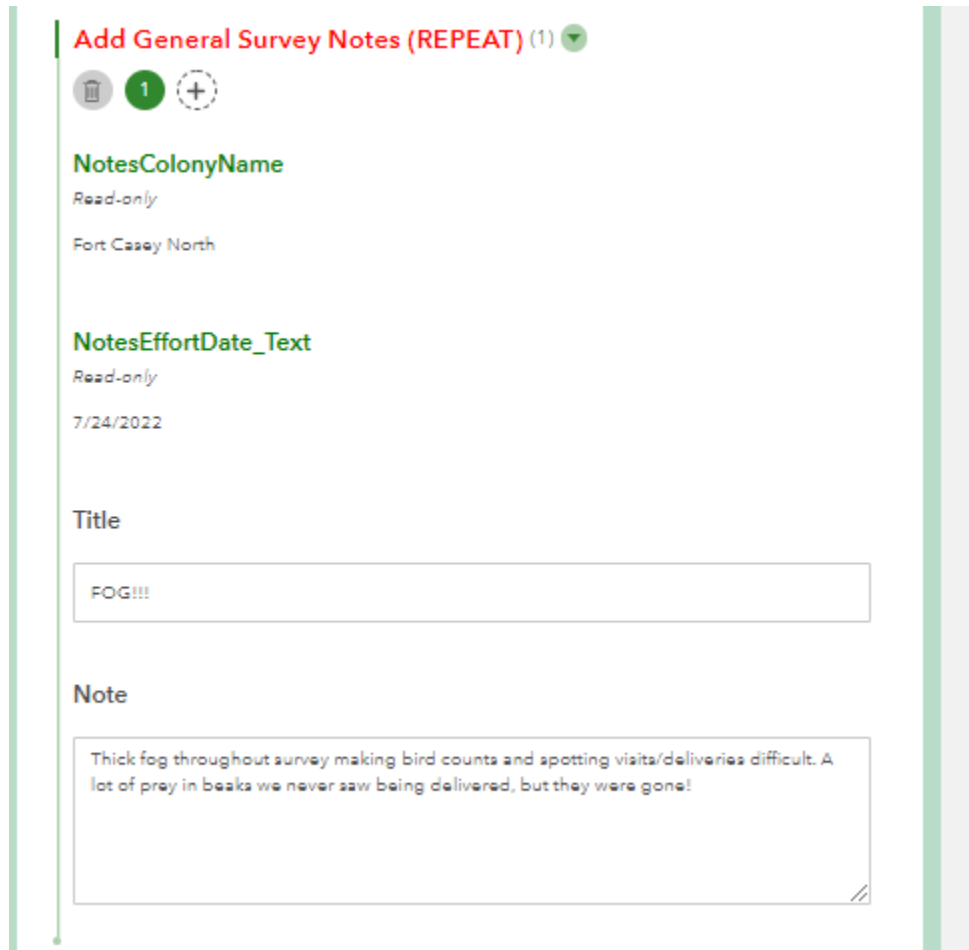
Yes No


Notes




Paddle boarder moving close to shore in front of kelp from south to north. Birds flew out when he approached.

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- h. “Add General Survey Notes (REPEAT)” panel: Delete, add, and modify General Notes like for other sections.



Add General Survey Notes (REPEAT) (1) 

NotesColonyName
Read-only
Fort Casey North

NotesEffortDate_Text
Read-only
7/24/2022

Title

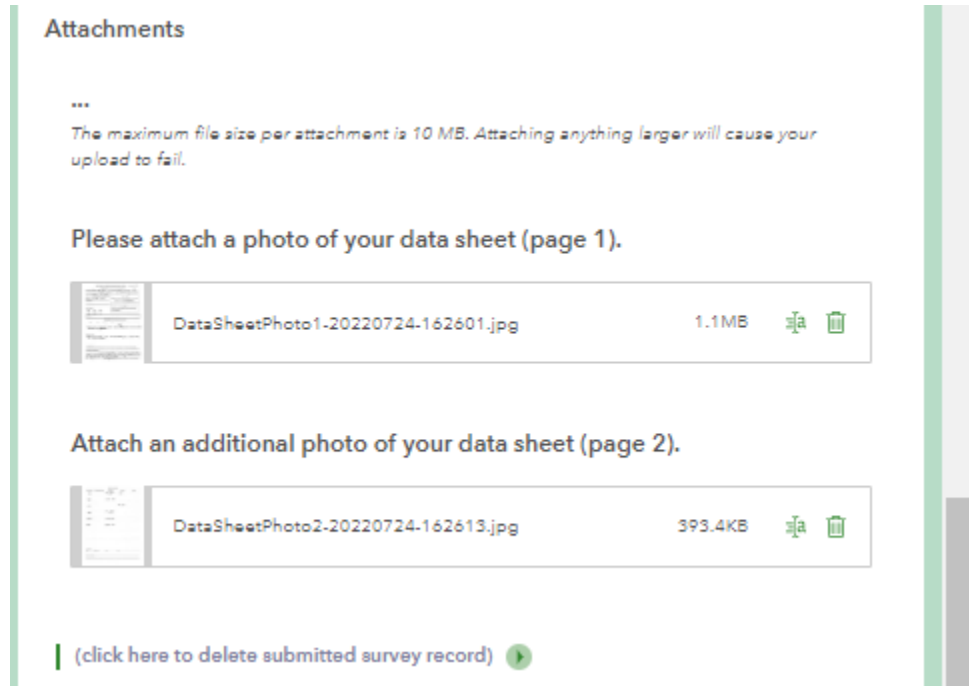
FOG!!!

Note

Thick fog throughout survey making bird counts and spotting visits/deliveries difficult. A lot of prey in beaks we never saw being delivered, but they were gone!

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- i. **Attachments:** This section allows you to Delete and upload Beach Data Sheet images/files and change the name of the uploaded files.
 - i. If you wish to upload a different file, first delete the current file. Then you will have the ability to upload a new file.
 - ii. Use the control to the left of the trashcan to change the file name. (There is no requirement to do this.)



- j. **Deleting a Survey:** At the bottom of column 3, shown at the bottom of the image above, there is a control that allows you to delete the whole survey. You will need to do this if:
 - i. The survey date was entered incorrectly.
 - ii. The survey colony name was entered incorrectly.
 - iii. Any other reason the survey should be removed from the database.

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7. **Burrows** List, associated **Visits** List, and “**PIGU Whidbey BurrowVisit**” panel (other Regions will have their Region name substituted for “Whidbey”):
 - a. Burrows list and associated Visits list
 - i. The burrows that had activity during the survey are listed in the Burrows list.
 - ii. The visits for the selected burrow are listed in the Visits list.
 - iii. In the example below, burrow N8 is selected and the Visits list shows that it had three deliveries during the survey, all of them sculpin.
 - iv. Click through the burrows in the Burrows list to check the visits in the Visits list.

BURROWS (For selected survey, if any present)	
BurrowID:	C7
BurrowID:	N10
BurrowID:	N11
BurrowID:	N8
BurrowID:	S5
BurrowID:	S8

VISITS (For the selected burrow, read-only)	
08:06 -	Sculpin
08:33 -	Sculpin
08:44 -	Sculpin

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- b. “PIGU Whidbey BurrowVisit” panel (other Regions will have their Region name substituted for “Whidbey”): Use this panel to modify data associated with a visit. Possible changes are:
- Deleting a visit.
 - Adding a visit.
 - Changing the Visit Type.
 - Changing the Visit Time.

To correct a visit that is associated with the wrong burrow you will:

- Delete the visit.
- Navigate to the visits for the correct burrow by clicking on the correct burrow ID in the Burrows list (top of column 4).
- Add the visit via the “+” sign.
- Submit the changes to save them (“submitting” is covered on page 15 of this document).

Note: You are able to verify that the visits are correct by clicking through the Burrows list above this panel and checking that the associated visits in the Visits list above this panel are correct. You only need to get into this panel to change data, not to review data.

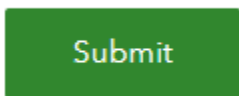
The screenshot displays the 'PIGU Whidbey BurrowVisit' dashboard. It features a green header with the title. Below the header, there are several sections:


- Burrow Info**: A dropdown menu with a green arrow. Below it, the field 'BurrowID' is labeled 'Read-only' and contains the value 'N8'.
- Visit Info (REPEAT) (3)**: A red header with a dropdown arrow. Below it, there are four circular buttons: a trash can icon, a button with '1', a button with '2', a button with '3', and a button with a plus sign.
- VisitBurrowID**: A green header with a dropdown arrow. Below it, the field 'VisitBurrowID' is labeled 'Read-only' and contains the value 'N8'.
- Visit Type***: A radio button selection interface with four options: 'No Prey', 'Sculpin', 'Gunnal', and 'Other'. The 'Sculpin' option is selected, indicated by a green dot.
- Visit Time***: A text input field with a clock icon and the value '08:06 AM'.

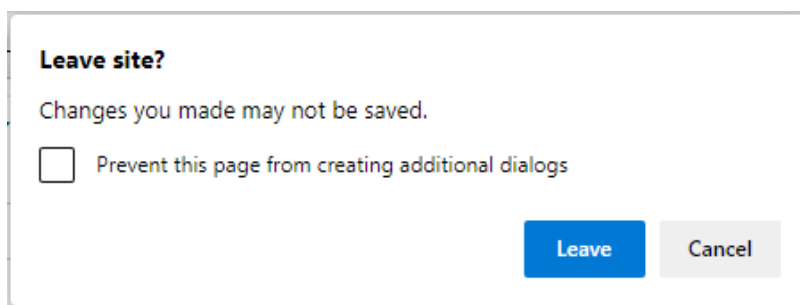
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8. Saving Changes

- a. At the bottom of the third and fourth columns are “Submit” buttons:



- b. To save changes made to values **in that column** you must submit the form: click the Submit button at the bottom of the column in which you made the changes to save the changes.
- c. To view the changes, after clicking Submit, refresh the page: . You will need to navigate back to the colony and survey to view your changes.
- d. If you forget to submit the changes: When you attempt to refresh the page, move to a different survey date or close the application, you will get the below message.






Click “Cancel” and then click “Submit” at the bottom of the column in which you made the change(s). If you have already clicked “Submit”, click “Leave” to proceed to another survey or colony, or to leave the application.

- e. **Adding a Burrow, Changing a Burrow Name, and Deleting a Burrow:** Adding a burrow and changing a burrow name require a careful sequence of steps described below.
- i. **Adding a Burrow:** You will also add associated visits via the “**PIGU Whidbey Visit (REPEAT)**” panel in **column 4**.
 1. Add the new burrow using the “+” sign in the “**Burrow Info (REPEAT)**” panel in **Column 3**.
 2. Enter the new burrow name in the *BurrowID* box.
 3. Click in the *Burrow Note* box to ‘accept’ the new burrow name.
 4. Click *Submit* at the bottom of **Column 3**.
 5. Refresh the page.
 6. Reselect the colony and survey date.
 7. At the top of **Column 4**, you will see the new burrow name in the *Burrows* panel.
 8. Click on the new burrow name (*BurrowID*).
 9. Add visits/deliveries to that burrow via the “**PIGU Whidbey Visit (REPEAT)**” that opens.
 10. Submit the **Column 4** changes.
 11. Refresh the page to see the changes.

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- ii. **Changing a Burrow ID** (e.g. the wrong burrow ID was originally entered): This is a little tricky. Follow the directions below to do this successfully.
 1. The burrow name is changed in the *Burrow Info (REPEAT)* section of **Column 3**.

Burrow Info (REPEAT) (2) 

 **1**  **2**  **Click to the burrow name to change here.**

BurrowColonyName
Read-only
ZZZ - Sample Colony for Testing

BurrowEffortDate_Text
Read-only
5/30/2022

BurrowID*
B10 **Change burrow name here.**

Burrow Note
Then click in this box so that the new name is accepted.

2. Once you've clicked to the burrow name you want to change, changed its name in the *BurrowID* box, and clicked in the Burrow Note box, scroll to the bottom of **Column 3** and click *Submit*.

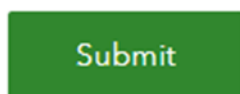
Submit

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3. Now the burrow visits and prey deliveries must be associated with the new burrow name. At the top of **Column 4**, click on the burrow name (*BurrowID*) that is being changed. In this case it is **B10**. Note that this will still show the old burrow name, not the new burrow name.

BURROWS (For selected survey, if any present)
BurrowID: B10
BurrowID: S5

4. Now scroll to the bottom of **Column 4** and click *Submit*.



Note that you did not have to edit the burrow visits in **Column 4**. You just had to click on the old burrow name and then submit the column.

That's it! Your new burrow name has been stored in the PIGU database, and the visits associated with the old burrow name are now associated with the new name. You can refresh the page to see the changes.

- iii. **Deleting a Burrow:** Unlike adding a burrow or changing a burrow name, you **do not** make a change in Column 4 nor click *Submit* in Column 4 to delete a burrow.
 1. Navigate to the correct burrow by clicking through the burrow numbers in the "**Burrow Info (REPEAT)**" panel in **Column 3**.
 2. Click the trashcan sign once you have selected the correct burrow.
 3. You'll be given a '*Delete*' or '*Cancel*' choice. Click on '*Delete*'.
 4. Click *Submit* at the bottom of **Column 3**.
 5. Refresh the page to see the change.