

## 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'.

### **Table of contents:**

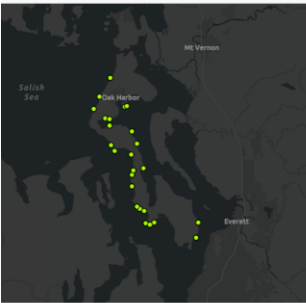
- Column 1 operation: page 2
- Column 2 operation: page 3
- Column 3 operation: pages 4-12
- Column 4 operation: pages 13-14
- Saving Changes – The *Submit* Button: page 15
- Adding a Burrow, changing a Burrow Name, and deleting a Burrow: page 15
- Adding a Visit, deleting a Visit, and changing a Visit's information: page 18
- Deleting a Survey: page 19

### **Recommendation:**

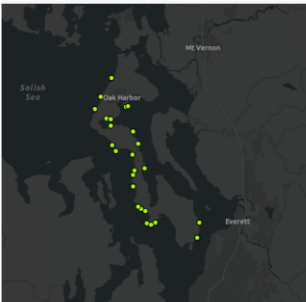
Use the View-only Dashboard for reviewing survey data. It is much easier to review submitted data in the View-only Dashboard than in the Survey Editing Dashboard. Use the Survey Editing Dashboard only if you need to correct an error found while reviewing data in the View-only Dashboard. When reviewing, it is particularly helpful to have the submitted Beach Data Sheet open on one half of your screen and the View-only Dashboard on the other half of your screen.

# PIGU Survey Editing Dashboard - Guide for Regional Admins

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"> <li>Cliffside - 10 surveys</li> <li>Clinton Ferry Dock - 10 surveys</li> <li>Coupeville Wharf - 6 surveys</li> <li>Double Bluff North - 9 surveys</li> <li>Double Bluff South - 2 surveys</li> <li>Forbes Point - 10 surveys</li> <li>Fort Casey North - 10 surveys</li> <li>Glendale - 9 surveys</li> <li>Hancock South - 10 surveys</li> <li>Harrington - 6 surveys</li> <li>Hastie Lake South - 10 surveys</li> <li>Keystone - 10 surveys</li> <li>Lagoon Point North - 8 surveys</li> <li>Lagoon Point South - 9 surveys</li> </ul> 	<p>Selection required on one or more elements</p>	<p>Selection required on one or more elements</p>
		<p><b>VISITS</b> (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"> <li>Cliffside - 10 surveys</li> <li>Clinton Ferry Dock - 10 surveys</li> <li>Coupeville Wharf - 6 surveys</li> <li>Double Bluff North - 9 surveys</li> <li>Double Bluff South - 2 surveys</li> <li>Forbes Point - 10 surveys</li> <li><b>Fort Casey North - 10 surveys</b></li> <li>Glendale - 9 surveys</li> <li>Hancock South - 10 surveys</li> <li>Harrington - 6 surveys</li> <li>Hastie Lake South - 10 surveys</li> <li>Keystone - 10 surveys</li> <li>Lagoon Point North - 8 surveys</li> <li>Lagoon Point South - 9 surveys</li> </ul> 	<ul style="list-style-type: none"> <li>Fort Casey North - 6/12/2022</li> <li>Fort Casey North - 6/19/2022</li> <li>Fort Casey North - 6/26/2022</li> <li>Fort Casey North - 7/03/2022</li> <li>Fort Casey North - 7/10/2022</li> <li>Fort Casey North - 7/17/2022</li> </ul>	<p>Selection required on one or more elements</p>
		<p><b>VISITS</b> (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>

# PIGU Survey Editing Dashboard - Guide for Regional Admins

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.

**LIST OF COLONIES**

- 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

**SURVEYS AT SELECTED COLONY (this season)**

- Fort Casey North - 7/03/2022
- Fort Casey North - 7/10/2022
- Fort Casey North - 7/17/2022
- Fort Casey North - 7/24/2022
- Fort Casey North - 7/31/2022
- Fort Casey North - 8/08/2022

**2022 Pigeon Guillemot Beach Data Sheet**

Site Name: Fort Casey North, Survey Date: 7/24/22, Start Time: 7:50 AM  
 Local Name and Phone: Keith Williams, rob.dehn17@gmail.com  
 Observer: Keith Williams, Date: 7/24/22  
 Field Number: 20220724-162601

Burrow ID	Visit to Burrow	Species	Sex	Other
S5	1:56, 1:57, 2:41			
S6	1:58, 6:24			

**PIGU Whidbey Header-Burrow**

**Header Info**

**ColonyName**  
Fort Casey North

**Date and Time**

**Survey Date**  
7/24/2022

**Start Time\***  
07:50 AM

**End Time**  
08:50 AM

**Duration Type\***

**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)**

Selection required on one or more elements

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

**LIST OF COLONIES**

- 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

**SURVEYS AT SELECTED COLONY (this season)**

- Fort Casey North - 7/03/2022
- Fort Casey North - 7/10/2022
- Fort Casey North - 7/17/2022
- Fort Casey North - 7/24/2022
- Fort Casey North - 7/31/2022
- Fort Casey North - 8/08/2022

**2022 Pigeon Guillemot Beach Data Sheet**

Site Name: Fort Casey North, Survey Date: 7/24/22, Start Time: 7:50 AM  
 Local Name and Phone: Keith Williams, rob.dehn17@gmail.com  
 Observer: Keith Williams, Date: 7/24/22  
 Field Number: 20220724-162601

Burrow ID	Visit to Burrow	Species	Sex	Other
S5	1:56, 1:57, 2:41			
S6	1:58, 6:24			
C7	8:00, 8:38, 8:44			
N8	1:58, 1:53			
N11	8:00, 8:00			

**PIGU Whidbey Header-Burrow**

**Header Info**

**ColonyName**  
Fort Casey North

**Date and Time**

**Survey Date**  
7/24/2022

**Start Time\***  
07:50 AM

**End Time**  
08:50 AM

**Duration Type\***

**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

**PIGU Whidbey BurrowVisit**

**Burrow Info**

**BurrowID**  
N8

**Visit Info (REPEAT) (3)**

1 2 3 +

**VisitBurrowID**  
Read-only

## PIGU Survey Editing Dashboard - Guide for Regional Admins

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. Allows addition, deletion, modification of Burrows, including change of Burrow ID (more on this topic later).
  - c. Allows addition, deletion, and modification of Disturbances.
  - d. Allows 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. Allows 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

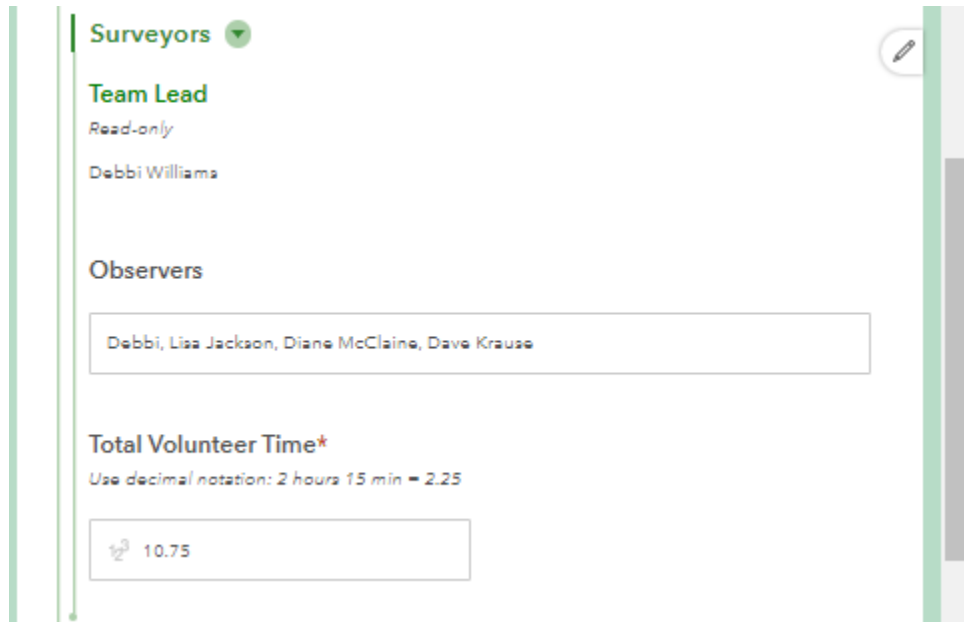
**Start Time\***  
07:50 AM

**End Time**  
08:50 AM

**Duration Type\***  
Standard One-Hour Survey      Extended Survey

## PIGU Survey Editing Dashboard - Guide for Regional Admins

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



The screenshot displays the 'Surveyors' section of the dashboard. It features a green header with a dropdown arrow, a 'Team Lead' section with a 'Read-only' status and the name 'Debbi Williams', an 'Observers' section with a text input field containing 'Debbi, Lisa Jackson, Diane McClaine, Dave Krause', and a 'Total Volunteer Time\*' section with a text input field containing '10.75'. A vertical scrollbar is visible on the right side of the form.

**Surveyors** ▼

**Team Lead**  
*Read-only*  
Debbi Williams

**Observers**

Debbi, Lisa Jackson, Diane McClaine, Dave Krause

**Total Volunteer Time\***  
*Use decimal notation: 2 hours 15 min = 2.25*

10.75

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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 the dashboard. It features three main input areas: 'Tide sign (+/-)\*', 'Tide (ft)\*', and 'Tide Direction\*'. The 'Tide sign' section has a slider with a green dot at the '-' end. The 'Tide (ft)' section has a text input field containing '0.5'. The 'Tide' section has a text input field containing '-0.5' and a 'Recalculate' button. The 'Tide Direction' section has a slider with a green dot at the 'Outgoing' end.

**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

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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.

The screenshot displays the 'PIGU Counts' section of a dashboard. It features four input fields for counts and a 'Recalculate' button. The 'Begin count\*' field contains the value 34, 'Mid-survey count\*' contains 30, 'End survey count\*' contains 52, and 'Highest count' contains 52. The 'Recalculate' button is highlighted with a green border.

Count Type	Value
Begin count*	34
Mid-survey count*	30
End survey count*	52
Highest count	52

## PIGU Survey Editing Dashboard - Guide for Regional Admins

f. “Burrow Info (REPEAT)” panel:

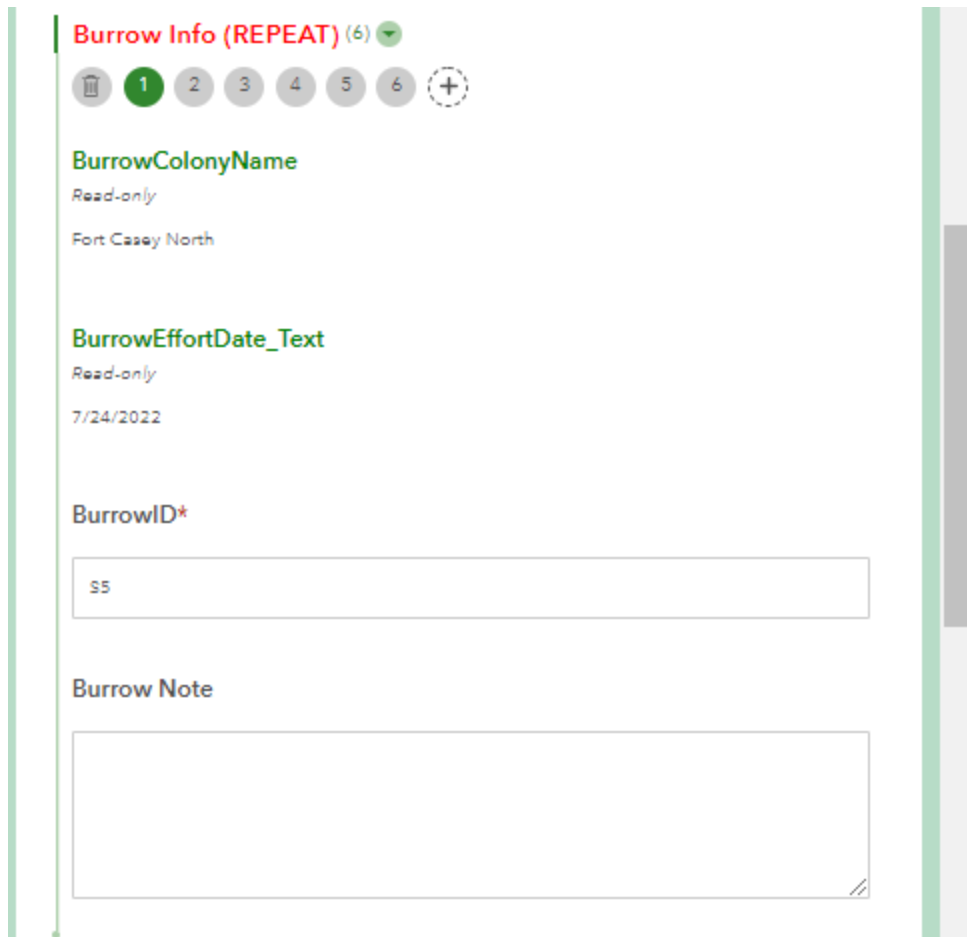
**Important Note:** Use this panel only if you need to add a burrow, delete a burrow, or change a burrow name. Do not use this panel to review burrows. Use the burrow list at the top of column 4 to review burrows. If the burrows listed there are the same as on the Beach Data Sheet, then there is no need to open the **Burrow Info (REPEAT)** panel. You only need to get in this panel to change data, not to review data.



The **Burrow Info (REPEAT)** panel is where you can make changes to burrow information (not burrow visits, however). What you can do:

- i. Delete a burrow using the trashcan. This will also delete all visits associated with the burrow.
- ii. Add a burrow using the “+” sign. If you inadvertently add a burrow by clicking on the “+” sign, use the trashcan to delete it.
- iii. 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.
- iv. Change a BurrowID. (This is covered beginning on page 16.)



## PIGU Survey Editing Dashboard - Guide for Regional Admins



**Burrow Info (REPEAT) (6)**  **1** **2** **3** **4** **5** **6** 

**BurrowColonyName**  
*Read-only*  
Fort Casey North


**BurrowEffortDate\_Text**  
*Read-only*  
7/24/2022






**BurrowID\***

**Burrow Note**

- 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.

# PIGU Survey Editing Dashboard - Guide for Regional Admins


**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?\***

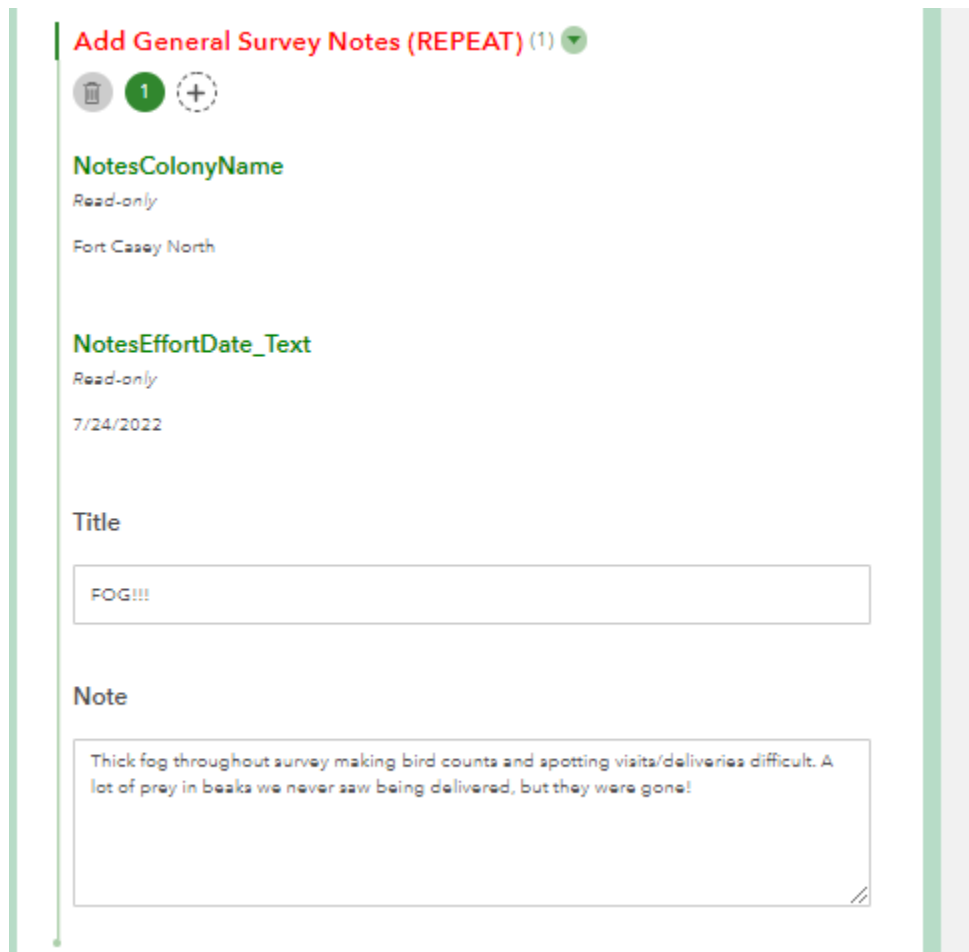
Yes  No


**Notes**




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

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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**

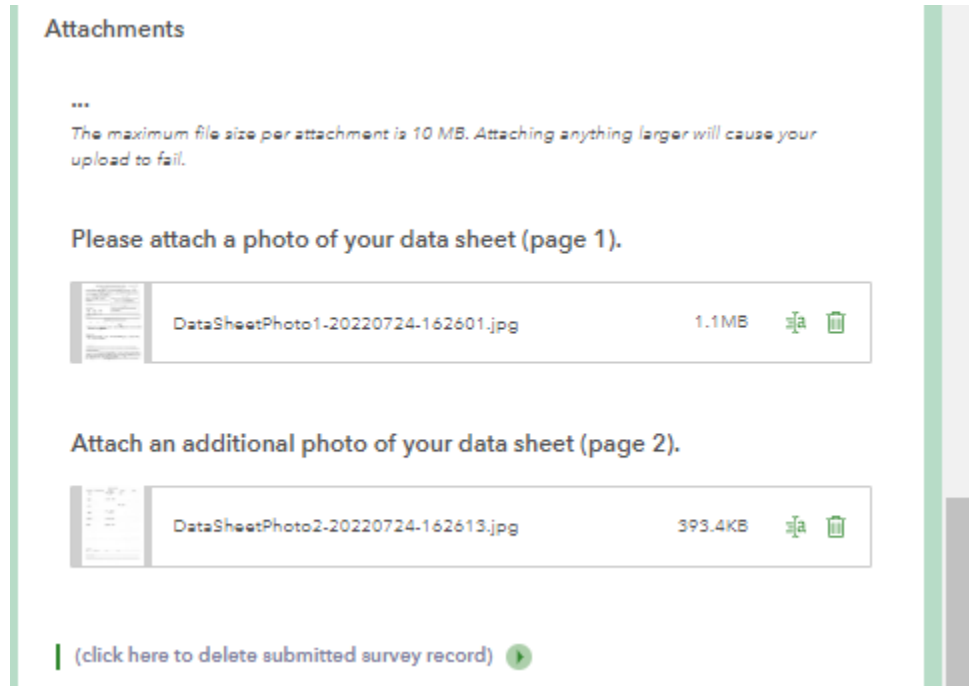
FOG!!!

**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!

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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 using the trashcan. 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.

## PIGU Survey Editing Dashboard - Guide for Regional Admins

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

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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.

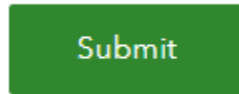
The screenshot displays the 'PIGU Whidbey BurrowVisit' dashboard. It features a green header with the title and a pencil icon for editing. Below the header, there are several sections:


- Burrow Info**: A dropdown menu with a green arrow. Below it, 'BurrowID' is labeled 'Read-only' and has the value 'N8'.
- Visit Info (REPEAT) (3)**: A red header with a dropdown arrow. Below it are four circular buttons: a trash can icon, a green button with '1', a grey button with '2', a grey button with '3', and a plus sign icon.
- VisitBurrowID**: Labeled 'Read-only' with 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'.

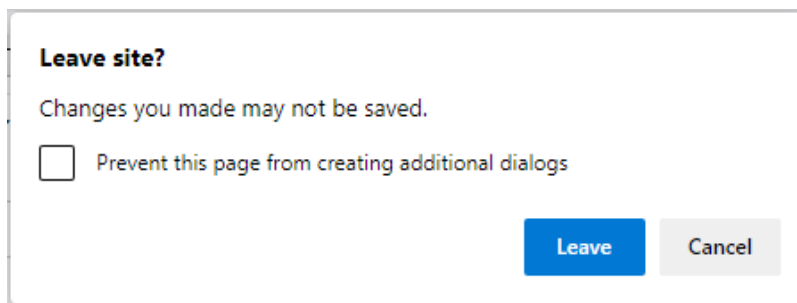
## PIGU Survey Editing Dashboard - Guide for Regional Admins

### 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 made changes in the fourth column (Visits), also click “Submit” in the third column. This is so you link changes to burrow visits with the associated burrows.
- 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.
- 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. (Click *Submit* at the bottom of **Column 4**.)
    11. Submit **Column 3** again. (Click *Submit* at the bottom of **Column 3**.)
    12. Refresh the page to see the changes.

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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)** panel 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 navigated 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**



## PIGU Survey Editing Dashboard - Guide for Regional Admins

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 still shows 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.

To summarize the steps for changing a burrow name (and associating its visits with the new name):

1. Navigate to the correct burrow by clicking through the burrow numbers 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. Click on the old burrow name in the **Burrows** block at the top of **Column 4**.
6. Click *Submit* at the bottom of **Column 4**.
7. Refresh the page and navigate to the survey to see the changes.

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- 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 icon 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.
  
- f. **Adding, Deleting, and Changing Burrow Visits:** These actions are made in the **Visit Info (REPEAT)** panel in **Column 4** shown below.

**Visit Info (REPEAT) (2)**

1 2 +

**VisitBurrowID**  
Read-only  
9

**Visit Type\***

No Prey Sculpin Gunnel Other

**Visit Time\***

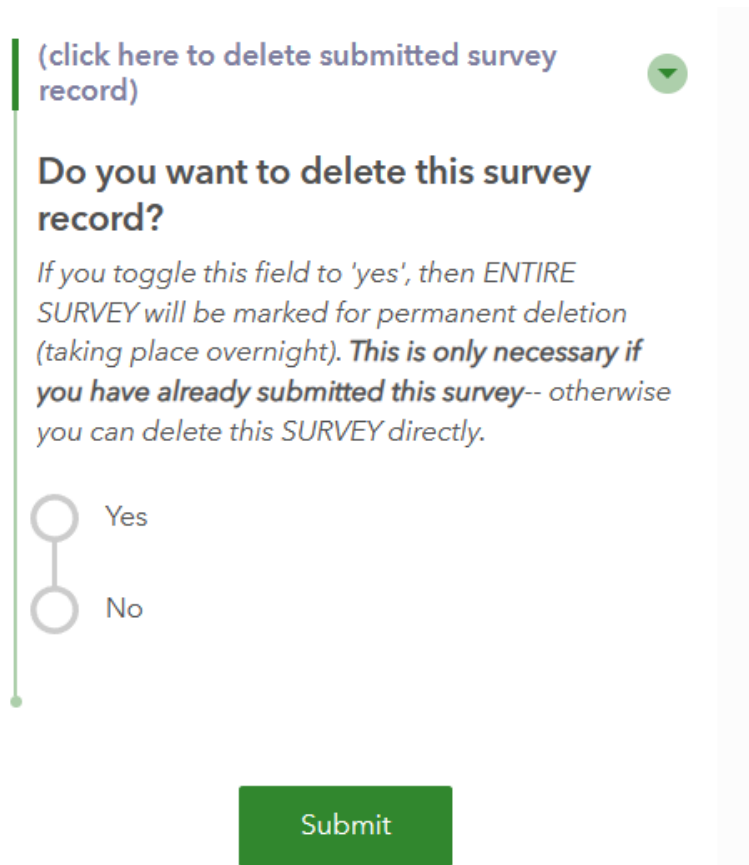
08:39 AM


Steps:

1. Click on the *BurrowID* at the top of **Column 4** that you want to make a visit change for.
2. This will open the **PIGU BurrowVisit** panel and the **Visit Info (REPEAT)** panel within it.
3. To add a visit: Click the “+” sign to open a blank page in the **Visit Info (REPEAT)** panel and select a *Visit Type* and *Visit Time*.
4. To delete a visit: Navigate to the visit to delete and click the trashcan icon.
5. To change a visit’s information: Navigate to the visit to change and make the needed change to *Visit Type* or *Visit Time*.
6. When done making all the changes you need to make to visits:
  1. Click “Submit” at the bottom of **Column 4**.
  2. **AND** click “Submit” at the bottom of **Column 3**.
  3. Refresh the page and navigate to the colony and survey to see your changes. (Or, if you have the View-only Dashboard open, refresh its page and navigate to the colony and survey to see your changes.)

## PIGU Survey Editing Dashboard - Guide for Regional Admins

- g. **Deleting the entire survey:** If the survey has the wrong survey date or was submitted for the wrong colony, the date and colony name can only be corrected by deleting the survey and resubmitting it via the Survey123 app. There are other reasons you may need to delete a survey; for instance, a survey may be accidentally entered twice, or a botched-up survey may have been accidentally submitted.



(click here to delete submitted survey record) 

**Do you want to delete this survey record?**

*If you toggle this field to 'yes', then ENTIRE SURVEY will be marked for permanent deletion (taking place overnight). **This is only necessary if you have already submitted this survey**-- otherwise you can delete this SURVEY directly.*

Yes

No

**Submit**

1. At the bottom of **Column 3** click on “(click here to delete submitted survey record)”.
2. Answer “Yes” to the selection that opens. (Ignore the text; it needs updating.)
3. Click *Submit*.
4. Refresh the page to see the change. The survey will no longer be listed in the colony survey list.