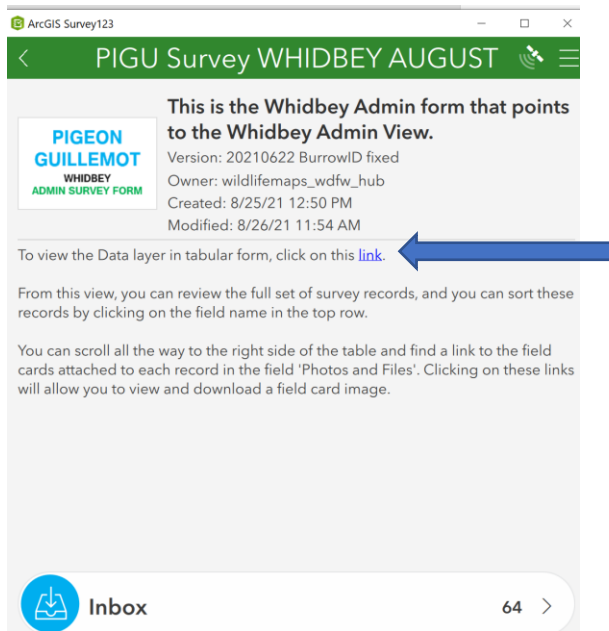


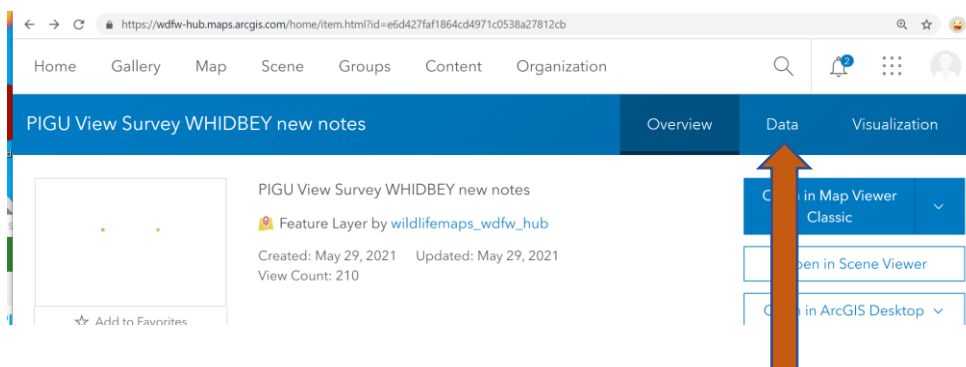
Adding or Deleting Beach Data Sheets

When reviewing surveys for your QC, you will not be able to see or upload the Beach Data Sheet(BDS) to a once submitted Survey using your Admin Survey Form. To access the BDS for viewing, removing or adding:

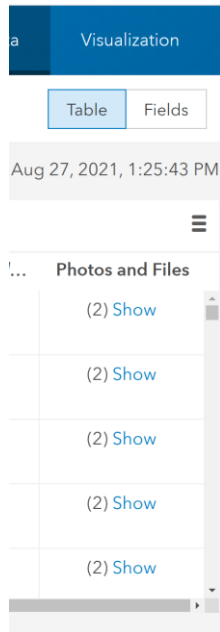
1. Log into your PIGU Whidbey Admin Survey form
2. Click on the link to view the Data layer in tabular form.



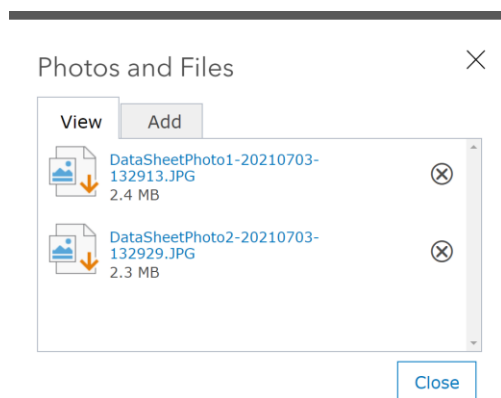
3. This will open a web browser and prompt you for your logon credentials.
4. On submitting these, you will land on this web page.



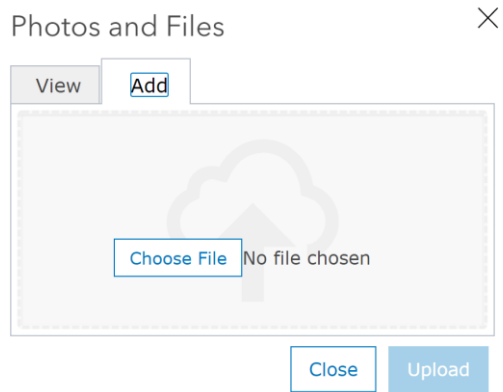
5. Click on the Data tab. Which will display all the surveys in a “spreadsheet” of sorts. You can sort this sheet by clicking on the heading. Clicking on Colony Name, for example will make it easier to find the correct surveys.
6. On this sheet, you will need to scroll all the way to the right end of the columns to see one titled “Photos and Files”. The image below is from the Bush Point entries. You will see there are (2) files/photos which can be viewed.



7. click on the “show” link and you will be given a box to select which file you wish to view.



7. If you wish to delete one or both of the files, click the X to the right.
8. If you wish to add files here, click on the Add tab.



9. Use the “choose File” button to browse your desktop for the file to upload.