



**CALIFORNIA BLUEBIRD RECOVERY PROGRAM**  
**End of Season Data Entry**

**July 30, 2007**

This Help page will be left open on your desktop so that you can refer to the instructions while you are using the HostedBirds on-line database. Minimize or reduce the page size for convenient access and then click here to enter HostedBirds.

**General Notes for use of HostedBirds:**

1. See Help in HostedBirds for an explanation of the use of color and navigation information.
2. To navigate from one field to another use the tab key or click in the field. In general the Return (Enter) key is used to clear the selected field.
3. Clicking on 'Return' or 'Cancel' returns to the previous screen; clicking on 'Exit' terminates the session.
4. Splash Screen - click on "Enter" to get started.
5. Login/Password Screen - click within the LoginID box, type your userid, tab to the password box, type your password, and then click on "submit". The LoginID (userid) and password determine your privileges (guest, monitor, county administrator, or CBRP administrator) and which screens/functions will be displayed.
6. Each trail monitor and county administrator who sent results to CBRP in the previous three years has been pre-entered into the database tables and assigned a userid and password. In general userids and passwords were formed by concatenating the first letter of your first name to your last name; e.g., Dick Blaine would be assigned the userid and password: dblaine. *The password should be changed ASAP to keep your personal information private.* If a monitor/administrator is active in more than one county than append the first two characters of the county name to the userid and password; for example if Dick Blaine monitors trials in Santa Clara and Los Angeles counties, then the login/passwords are dblaineSA and dblaineLO respectively. If several people jointly monitor a trail than each grouping is assigned a different userid/password. Contact your county coordinator or me if you are unable to logon.
7. Trail monitors are limited to working with the trails they monitor; County Coordinators can work with any trail/monitor data in the county they administrator. The CBRP administrator can work with all data for all monitors, trails and counties. . Contact your county coordinator or me if a trail/monitor needs to be added.

**TYPE OF USER**

**FUNCTIONS AVAILABLE TO THIS TYPE OF USER**

**Guest:**

View/print reports

**Trail Monitor:**

Functions listed above for any trail monitored in a specific County and:  
View/Enter/Change personal information including password  
View/Enter/Change information about trails  
View/Enter/Change end-of-season results  
Login to select another County

**County Administrator:** Functions listed above for any monitor/trail in County and:  
Assign additional administrators for County

**CBRP Administrator:** Functions listed above for any monitor/trail in State

### **Reports**

Click on this menu item to view/print summary reports. (Any user)

The following reports can be viewed for counties/trails for which end-of-season data was entered. Use your browser's "Print" function to send to the printer. Click on "Return" when you have finished viewing/printing reports. Data can not be changed in the report screens. Use the TRAILS, MONITOR or Personal Screens as is appropriate.

For each report choose the year, county and trail or species as is appropriate for the selected report:.

choose a year from the drop-down box  
select a county from the drop-down list and click on "Select County"  
select a Trail or Species and click "Get Data".

County Summary: Summaries for the selected season.

County Breakdown for a selected Species: Totals and per brood data (eggs, hatchlings, etc) for the selected season and species for each county

Species Breakdown for a selected Trail: Totals and per brood data (eggs, hatchlings, etc.) for selected season, county and trail.

Breakdown of Trails in a selected County for a selected Species: Totals and per brood data (eggs, hatchlings, etc) for selected season, county and species for each trail.

Species Breakdown for a Selected County: Totals and per brood data (eggs, hatchlings, etc) for selected season and county

Trail Data: Box-by-box data for selected season, county and trail as well as notes about the trail and field notes for Blue Birds Fly.

Trail Notes: Trail notes and field notes for selected season and county.

### **Personal Information.**

Click on this menu item to update/add your own personal information (Any user but Guest)

Personal information other than LogonID can be change; be sure to click on "Save". Click on "Cancel" to return to the main menu for the County without saving changes.

### **Trails.**

Click on this menu item to view/update/add trail information.

Trail monitors can edit the trail(s) they monitor; county administrators can add or edit any trail within the county they administer and the CBRP administrator can add or edit any trail in the state. Click on "Trail Name" to edit information for the trail.

Trail Information Screen

Use the mouse to select information to be changed (trail name, monitor, trail abbreviation, boxes, etc.). Information which is 'grayed out' can not be changed except by an administrator. "Group" is used to indicate which trails should be grouped together to obtain totals; e.g., all trails in

Arastradero in Santa Clara County are grouped together by assigning the group name – “Arastradero”. Other columns are self-explanatory.

Click on “save” (at the bottom of the web form) to update the data base or cancel if you do not want to do so. This will return you to the Trail screen for the selected county.

Administrators (but not monitors) can click on “Add trail” to enter information for a new trail. Click on “Return” to return to the main menu.

### Nesting Box Data

Click on this menu item to enter/update results





#### Select Trail Dialog Box

Select the season and trail by clicking on the year and trail name drop down lists. (Only your trail(s) in the previously selected county are shown.). Then click on “Continue” to enter data. “Return” returns to the previous (main) menu.

#### Results for Season Screen

The first portion of the screen displays trail and monitor information as well as an area to enter notes about the trail and Field Notes for *Blue Birds Fly*. Be sure to click on “Save Notes” if any are entered. Monitor/Trail information can not be changed on this screen; use the Personal Information and Trails Screens respectively to change any of this information (blue or pink field names)..

Following this information there is a brief explanation of the symbols on the page in green text. Following the help information is a title line shaded in blue shading.

To get started or to add an additional nest box, click on  in the first empty (gray) row below the blue title bar . The column headings are self-explanatory. Click on the species drop-down box to obtain the list of species and select by clicking. Use the TAB key or click the mouse cursor to move from field to field. Click on  to clear all of the data in the active row. Note that #Fledged <= #Hatched <= #Eggs. If one of these is unknown, then set it equal to the subsequent, known number. Dates are not checked – use your best guess if unknown. It is not necessary to enter the year as it will default to the current year. Use the “Comment” area to indication predation, next box on ground, etc. Be sure to click on  to save the data. Repeat for each nest box to be entered for that trail. If you later decide to delete all information for a nestbox click on  at the right hand side of the line.

When you are finished entering nestbox information, click on “Return”. If you have results for another trail to enter, click on the trail drop down box, select the next trail and click on “Continue”. This will take you back to the results entry page for the selected trail – follow the same procedure as above

After entering nestbox data for all trails click on “Return” to return to the main menu.