


## Quick tips for NFC data entry using Trektellen


1. Login (top right of screen) then use Admin menu and select **Count Management**
2. For the relevant site, click **Add count**. Data entry comprises two screens – the first (“header data”) includes details about the period and the second include details about the birds (“species data”).
3. On the first form, populate as much of the header data as you feel able. Default values for **Equipment** and **Observers** fields can be set in Site Management. **Comments weather** may be used to provide a general description for the night; the specific weather values are for the period in question. Note that **Date** should be the date of the start of the recording period, so if you’re submitting hourly counts, this will be the date of the start of the hour. *Beware*, the date shown by default is today’s date and you will probably want yesterday’s date for the first period. Your first recording period might be less than an hour. Hence for the night 30<sup>th</sup> August to 31<sup>st</sup> August the first form might be as shown above. Click **Save** when ready and you’ll be taken to the species form.

4. The species form can be arranged in a number of ways (green buttons in top right) but for NFC purposes I find the **All details** view easiest. Use the box on the right to enter a species, number of individuals and/or number of calls for a flyover. Stationary birds (e.g. a calling Tawny Owl) would be indicated by a number or a + sign (present, no count) in the **Stationary** box. You can click the **All details** button to expand the form to show additional options such as **Direction**, **Flight time**, **Xeno-canto ID** and **Comments**. This is also the way to get the **Uncertain** tick box to appear next to the species name. When you have entered the information you want click **Save** – now this species should appear on the list on the left, and as you add more species, the list will grow. Note that you can add a species multiple times – e.g. if you have multiple Tree Pipits in the hour you can repeat the above process if you want to attach specific details (e.g. flight times) to each bird. When you have finished entering the birds for this period/hour, click **Finish and Publish**.
5. You’re now taken to the Count Management screen for the site and will see something like this:

6. To add the next hour, click the **Add continued count** button (  ). This will open a new header data form. Conveniently, the date, weather etc are copied over from the previous period and the time is auto-incremented. *Beware*, if your first recording period is not an hour (e.g. it's from civil dusk to the next hour), the auto-increment applied here is the same length, so you'll probably need to adjust the end time. This only happens at the start as subsequent hours will increment hourly. **Date** also auto-increments when the start time is 00:00 or later. You may want to change the weather values for the hour – or leave them blank.
7. When ready, click Save then add the species as before to the following screen. Continue in this way until you have populated all the relevant recording periods/hours for your night. Your Count Management screen should then look something like this:

Date	Start	End	Species
2018-08-30 / 2018-08-31	20:30:00	21:00:00	1    
	21:00:00	22:00:00	1    
	22:00:00	23:00:00	0    
	23:00:00	00:00:00	1    
	00:00:00	01:00:00	2    
	01:00:00	02:00:00	1    
	02:00:00	03:00:00	1    
	03:00:00	04:00:00	0    
	04:00:00	05:00:00	0    
	05:00:00	05:34:00	4    

8. If you need to amend or add any species in any period you can return to the Header data or Species using the buttons on the relevant row.
9. Clicking on the orange date will open the Day View. This is the public summary page and shows your totals. As you add further records the dates will appear along the top of the screen and you can toggle between dates. Note that the shortcuts are shown for the date of the end of the night. So results for 30th-31<sup>st</sup> will be visible by clicking on 31.

August 2018 ▾	1 2 3 4 5 6 7 8 9 11 13 14 15 16 17 18 19 20 21 22 23 24 26 27 28 29 30 31														
 <b>Chesterton, Cambridge (nocturnal flight calls)</b> <b>Thu 30 Aug 2018 - Fri 31 Aug 2018</b>															
<a href="#">All headerdata</a>   <a href="#">All details</a> Counting period: 20:30-05:34 Count type: All flyovers + all stationary Weather (first period): wind East2, Light east wind, patchy cloud Observers (first period): Simon Gillings															
Grey Heron * Snipe ? * large gull sp. * Barn Owl ? * Robin * Tree Pipit *	<table> <tr> <th>Number</th><th>Calls</th></tr> <tr> <td>2</td><td>22</td></tr> <tr> <td>1</td><td>4</td></tr> <tr> <td>2</td><td>3</td></tr> <tr> <td>1</td><td>1</td></tr> <tr> <td>1</td><td>1</td></tr> <tr> <td>1</td><td>3</td></tr> </table>	Number	Calls	2	22	1	4	2	3	1	1	1	1	1	3
Number	Calls														
2	22														
1	4														
2	3														
1	1														
1	1														
1	3														
Totals: 8 individuals, 34 calls, 6 (9) species, 9:04 hours Stationary: Tawny Owl +, Magpie +, Blackbird +, Robin + <b>Bold</b> = Notable observation (scarce or rare species or large number) * = Additional info (on mouseover species)															

10.

Simon Gillings

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