

COG ATLAS USER GUIDE

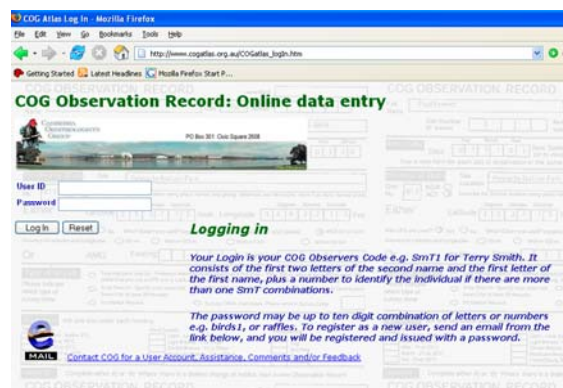
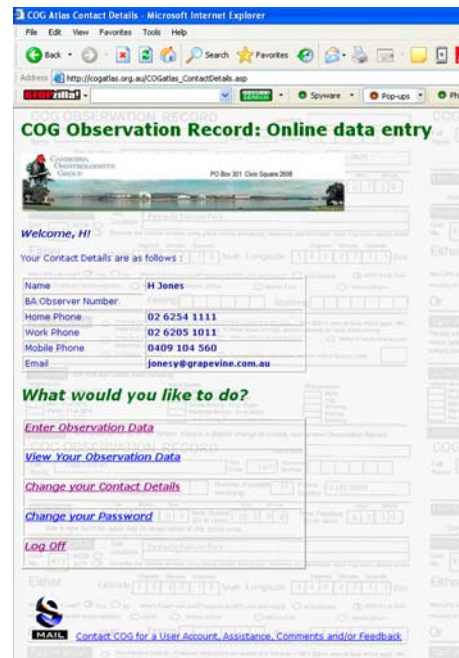


Step 1: Getting to the website www.cogatlas.org.au

1. use Mozilla Firefox, or Internet Explorer. Do not use Opera.
2. Please read the Welcome screen carefully. Note that while the website is quite robust, some care must be taken to ensure accurate data. If you get a little lost at any stage, use the Back button on the top left of the browser tool bar to get to the previous screen.

Step 2: Register and First Log in

1. Click on the Log in and enter data link.
2. If you are a COG member, your name should be in the database, as well as your COG observer code of the form FeP1. This is your entrance key.
3. You will need to email the database manager to get a password and check your observer code. There is no automatic registration system. If you haven't received an email after 24 hours, telephone Paul Fennell on 6254 1804.
4. If you are not a COG member, send an email for registration and password. Join COG as soon as you can.
5. When you get your password, enter your COG Observer Code (like FeP1) and your password.
6. You will see the Log in Welcome Screen. First change your password to something you can remember. If your browser is set up appropriately it will remember them for you.
7. View your observation data to check if you already have entries stored in the system
8. Update your contact details, particularly email and phone numbers to enable the administrator to contact you about any interesting or anomalous entries.



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Step 3 Enter Observation Data.

This Screen is the main screen for entering all the Site Data, Observers, Time and Date, Location etc. There are only a few mandatory items. When you submit the page after completion, the next screen gives you an opportunity to check your data and to return to the entry screen to correct it.

- 1. Read the screen** for each item carefully for the first few times. It is meant to be self-explanatory. Fields marked in RED are mandatory. They are:
 - Number of people surveying – 1 is the default value.
 - The Date, Time Started and Time finished. This is important in relation to Type of Search later (even for a single incidental sighting, please enter a Time Finished, even if it is only a minute after Time Started.
 - Type of Search – you must select one. The way the data is analysed is dependent on the type of search.
 - Location (see below)
- 2. Location:** It is important that accurate location data is obtained. There are two options: EITHER
 - **Standard Location** – you can search on about 100 standard locations in alphabetical order by typing in the start of the name (ANBG = Australian National Botanic Garden) or scrolling down the list. The Grid No and Lat / Longs will be automatically added on the next screen.OR
 - **New Location** – after checking that your site is not on the Standard Location list, you can type in the New Location (being as accurate in description as possible). You are encouraged to enter a Grid Reference, and Lat/Longs. If you don't someone else will have to do this later on. For this reason, if there is no Grid Ref or Lat/Long, please be as clear in your description as possible so the site may be pin-pointed on a map.
- 3. GPS Used, Datum and Accuracy** should be completed if you used GPS to determine Lat/Longs. Use of AMG is not recommended.
- 4. Type of Search:** One option must be selected. The preferred option is the two hectare search over 20 minutes, to conform with Birds Australia Atlas requirements. Other search types are most welcome too.
- 5. Weather and Habitat:** These may be completed but are optional. Please be aware that if any of the radio buttons are clicked, there is no way to turn them off altogether with the current version of the program. The may be switched but not turned off.

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6. **Submit** Button at bottom of page: This will take you to the next screen that enables you to review what you have entered. It is possible to retrace your steps using the Back button to amend what you have entered (with the exception of the Habitat radio buttons).

Step 4: Review your site data: The Site Information Review Screen

This is your major opportunity to review your data. At present there is no capacity to recall sheets already finalised, so you need to get it right first time through. If you have submitted observations which should be amended, send an email to the database manager.

If you need to amend your data, use the **Back Button** to go back to the Site Information Screen. Nearly all your data may be amended, except for turning off Habitat radio buttons.

Otherwise, if you are satisfied your data are accurate, click on the link at the bottom of the screen to confirm and save your information

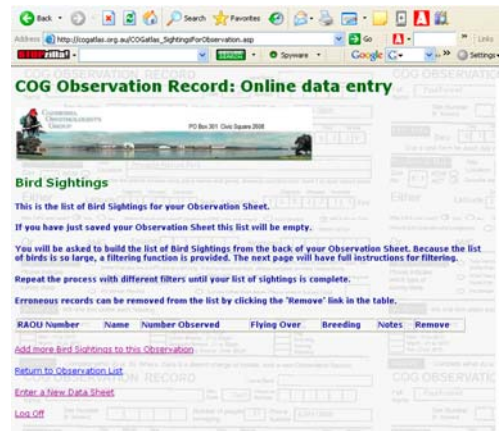


Step 5: Review Bird Sightings: The Bird Sighting Review Screen

This screen acts as the container for holding all the bird sightings you have recorded at the site you have submitted.

On first opening the screen, the table of sightings will be empty, and not visible.

Click on the link Add more Bird Sightings to this Observation to take you to the *Select Bird Species Screen*.



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Step 6: Select Birds Species: The Select Bird Species Screen

This Screen is the main screen for finding all the bird species you have observed.

There are **3 options** to select the species you have observed.

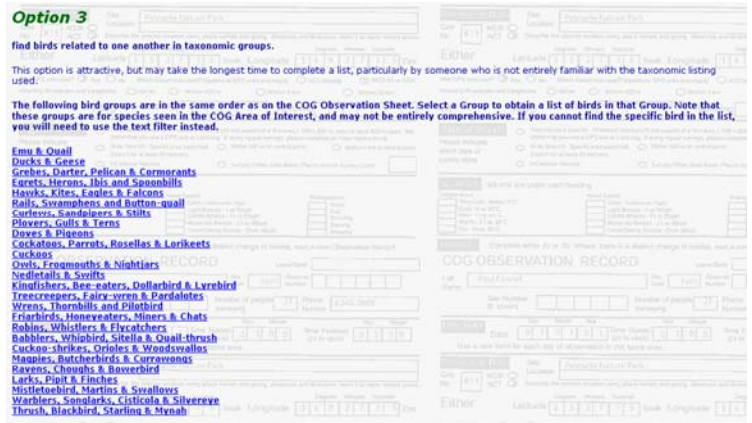
Option 1: This is the complete list of birds. Quicker with broadband, and enables you to scroll through the taxonomic order of all the birds in the region that is similar to the list on the back of the paper COG Observation Form. There are more birds listed on this screen than on the printed form because there is no capacity for you to add birds to the online list. Good for a big list of birds.



Option 2: This is a text filter that quickly finds the birds you want, but only one or two at a time. Type in "mag" and you will get Magpie-lark and Aust Magpie. Good for one or two birds.



Option 3: This may be a bit of a time waster, since you might have to look at a number of different groups to get all the species you have observed. However, for waterbirds or raptors, cockatoos, honeyeaters etc, you can see them all on the one page. Good if the species observed are in a few groups.



Click on the selected option and you will go to the Add Sightings Screen.

Step 7: Add Sightings: The Add Sightings Screen

This screen will show the list of species you selected from the Select Species Screen.

1. Type in your best estimate of numbers in the abundance box, select any breeding activity, tick the Flying Over box, write in any notes as appropriate for each species you observed.
2. When you have entered all the relevant birds on the screen, click on the Submit Button at the bottom of the screen. This will take you back to the Bird Sightings Review Screen (Same screen as for Step 5).



Step 8: Review Sightings and add more: The Bird Sightings Review Screen. (Same screen as for Step 5)

1. Repeat Steps 4 and 5 as necessary until all the species have been entered.
2. Before you finally submit your sightings, review them carefully and add omitted sightings, or remove any erroneous sightings. You can modify a sighting by removing it and making a fresh entry.
3. At the end, you can log off, add another observation, or look at your data in the database.