

LANIUS® Excalibur™ 2000--Summary and Key Steps of Data Entry

*Note: this summary sheet uses the terms **Major Area** and **Minor Area**. These terms are part of LANIUS Excalibur's **Geographic Management System**. A Major Area is equivalent to a state in the United States; and a Minor Area is equivalent to a county in the United States. Please see the Tutorial (file name = TUTORIAL.DOC) for more information on Major and Minor Areas.*

At the Main Menu, click on the **ADVANCED FEATURES** button to access the LANIUS Excalibur database menu options. To enter data about birds that you have seen, the first thing you will have to do is ensure that the Site where the birds were found is already defined in the SITE table. If it is not, then you should enter the name for the Site using the easy, 3-step process that is described in Appendix D of the user's manual.

Entering data can be summarized in four stages, as described below.

To enter records of birds seen, begin with the Census form. The Census Form will always be the form you start with when entering new bird sighting data.

STAGE 1

Thumbnail Sketch: To enter new records, begin with the Census form by choosing "ADD/EDIT RECORDS" from the Main Menu. *If necessary, press [F2] to clear the screen for data entry.*

Details:

1. To display the Census form, press the **ADD/EDIT RECORDS** button on the Main Menu. *If any previous records exist in the CENSUS table, they will be displayed by default; therefore, press **Add New** or the [F2] key to clear the screen for data entry.* The Data Control Bar will now display the message "Adding Census Data".

STAGE 2: CENSUS FORM

Thumbnail Sketch: To enter a new record in the CENSUS table:

- Enter the Census form and access a blank record or screen (see above).
- Enter a date value in the Date field and press [ENTER].
- Optionally, enter a description of the weather on this date in the Weather field and press [ENTER].
- Optionally, enter the names or initials of the observers on this date in the Observers field and press [ENTER].
- Select the name of a Site from the Site Name list box.
- Press the [F2] key to add the record to the database and to automatically access the Observation Form.

Details:

2. **Date of Census:** Enter a date using an "M/D/YYYY" format. For example, to enter the date for 12 January 1994, enter 1/12/1994. Press the [ENTER] or [TAB] key to move to the next field. A value for this field is required.
3. **Weather:** Enter text that describes the weather for the date in question. Press the [ENTER] or [TAB] key to move to the next field. This field may be left blank. Text up to 50 characters may be entered here. You may find it helpful to develop a set of abbreviations for describing normal weather events. For example, "P/C to O/C, NW 5-15, rain, 47-58 deg" could describe the weather for a day when conditions were partly cloudy to fully overcast, with rain, wind gusts ranging from 5-15 miles per hour, and temperatures ranging from 47-58 degrees.
4. **Observers:** Enter text that identifies the observers for the date in question. Press the [ENTER] or [TAB] key to move to the next field. This field may be left blank. Text up to 50 characters may be entered here. You may find it helpful to use the initials of observers that are frequently entered in the database (e.g., for yourself and/or for regular birding partners).
5. **Site Name:** Select the name of the Site where the birds were found. A value for this field is required.
6. To enter the record into the CENSUS table, enter the information as described above. Then press the **Add New** button or press [ALT]-A or press the [F2] key. Any of these events will add the record to the database. The

Date and Site Name fields are key. An error will be generated if you leave these fields blank or enter an invalid date value. When these errors are found, you will be prompted to correct the problem.

7. Committing a new record to the database as described above will take you automatically to the Pick List Form (Stage 3) unless your User Settings specify that you prefer to enter species records one at a time, in which case you may jump to Stage 4.

STAGE 3: THE PICK LIST FORM

Thumbnail Sketch: To use the Pick List Form:

- Select a Minor Area name from the list of Minor Areas when this list is shown.
- Clear the **Prompt for # of Birds Seen** check box if you do not prefer to specify how many individuals were seen for each species.
- Use your mouse to click on the name(s) of each species that was seen on this date and at this site.
- Press the **OK** button to add the records to the database; if necessary, update your life list for new species; if necessary, specify the number of individuals that were seen for each species.

Details:

8. If the Site for which you are entering birds extends across two or more Minor Areas, a list of those Minor Areas will be shown; when this happens, select the Minor Area name for which you wish to enter bird sightings.
9. By default, LANIUS Excalibur prompts you to enter the number of individuals seen for each species. To override this setting, clear the **Prompt for # of Birds Seen** check box -- this will ensure that all sightings are entered with a default value of "1" for number seen.
10. Use your mouse to click on the name(s) of each species that was seen on this date and at this site.
11. Press the **OK** button to add the records to the database; LANIUS Excalibur will prompt you whenever it determines a species is new to your Life List; press **Yes** to update your Life List. In addition, you will have to specify the number seen for each of the selected species unless you previously cleared the **Prompt for # of Birds Seen** check box.
12. Once all sightings have been entered for this date and site, the Observation Form will appear, with the first record on display.

STAGE 4: THE OBSERVATION FORM

Thumbnail Sketch: To enter a new record in the SIGHTING table:

- Enter the Observation Form and access a blank record or screen.
- Enter the Species ID code or name for the species of your choice and press [ENTER]; if necessary, allow LANIUS Excalibur to update your Life List.
- Enter the number of individuals for the species that was seen in the Number Seen field and press [ENTER].
- Optionally, enter remarks about the sighting in the Remarks field and press [ENTER].
- If necessary, select a Major Area from the Major Area list box.
- If necessary, select a Minor Area from the Minor Area list box.
- Press the [F2] key to add the record to the database.
- If necessary, follow steps 2 through 7 to enter additional records for the date and at the site in question.
- Press the [F11] key to return to the Census Form.

Details:

The Observation Form appears after you have used the Pick List Form to identify which birds were seen at the site and on the date in question. Alternatively, the Observation Form may appear immediately after you have added a new Census record if your user settings specify that you prefer to enter species one at a time as opposed to picking them from a list. In either event, the instructions below show you how to enter new bird sighting records into the database.

13. **Species ID Code or Name:** Depending on your user settings, you may enter new species by typing in the Species ID code or the common or Latin name for each species. Enter a code or name and press [ENTER]. LANIUS Excalibur will prompt you whenever it determines a species is new to your Life List; press **Y**es to update your Life List.
14. **Number Seen:** Enter the number of individuals seen for this species on the date in question. **The default value is always "1"**. Press the [ENTER] or [TAB] key to move to the next field. A nonzero value for this field is required.
15. **Remarks:** Enter text that describes special remarks or comments about the sighting. Press the [ENTER] or [TAB] key to move to the next field. This field may be left blank. Text up to 160 characters may be entered here.
16. **Major Area:** If necessary, select the Major Area that encompasses the site where the bird was found. A list of available Minor Area names will automatically be inserted into the Minor Area list box.
17. **Minor Area:** If necessary, select the Minor Area that encompasses the site where the bird was found. A value for this field is required.
18. To add a record, enter the information as described above. Then press the **Add New** button or press [ALT]-A or press the [F2] key. Any of these events will add the record to the database. Adding a new record to the database as described above will result in the screen being cleared in preparation for entry of additional records of species that were seen on the current date and at the site in question (if you press the **Save** button to add a new record to the database or to save changes to an existing record, the screen will not be cleared; to clear the screen, press the **Add New** button again). **Note that the previously entered Major and Minor Area names remain on the form, to speed data entry.** For this reason, when entering records into the database for a date when bird species were found in more than one Minor Area at a particular site, it is recommended that you organize your records so that entry of all bird sightings for a particular Minor Area can be done at one time.
19. When you are done entering records on this form, press the **Access Census Form** button to access the Census Form. When that form is displayed, your most recently accessed record will be on display. *To add another new set of records, you **MUST** first press the **Add New** button to clear the existing record from the screen.*
20. To document a rare bird sighting, navigate to a saved record in the Observation Form and select **Access Documentation Form** from the **FORMS** menu. See the on-line help for assistance when adding a Documentation record.