

# IWC online database user manual Version 1.0

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## Introduction

This manual contains information to use the online International Waterbird Census database for National Coordinators. This system is designed for National Coordinators to upload and manage waterbird count and monitoring site information. National Coordinators have full control and responsibility for managing, sharing and updating the information for their country. Wetlands International will not edit or share site or count information without the approval of the National Coordinator. Wetlands International will analyse the data for major international publications, such as the AEWB Conservation Status Review series, or the global Waterbird Population Estimates. Wetlands International will also summarise the information at a national level for the annual National Count Total report, which is an important feedback to and recognition of the IWC community.

This manual covers all the functions of the online database. If you have further queries or comments that are not covered in this manual, please contact Wetlands International ([iwc@wetlands.org](mailto:iwc@wetlands.org)).

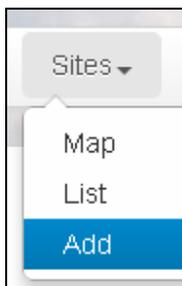
## Logging in & Registration

You can log in to the system by clicking on “Login” in the toolbar or “not logged in” in the top right corner. On the login page, type your username and password in the spaces provided and click the blue login button.

Unregistered users can contact an administrator for an account ([iwc@wetlands.org](mailto:iwc@wetlands.org)). If you have forgotten your user name or password, you can also request these through the Login page by clicking on “Request forgotten login name” or “Request new password”. If you click on either of these links, you will be asked to submit your email address so the information can be sent to you.

## Adding sites

You can add a new site on the page ‘Add’ in the menu ‘Sites’.



You will need to provide the site name of the site you are adding in the space provided. You can also add the parent site name if the site is part of a larger complex. There are 3 options to enter the location of the new site. Only one of these options is required:

- Use one of the drawing tools to draw on the map -  for drawing polygons,  for drawing lines (e.g. for flight/boat transects) and  for drawing a point.
- Upload a kml file. The kml file should have the boundary or location information only for the site that you are adding.
- Provide the decimal central coordinates of the site as accurately as possible and (optionally) the area. Coordinates should be between -180 and 180. If you add the area of the site, a circle with an equal area will be drawn around the central coordinates. You can preview the site you have defined by clicking on “Draw” at the bottom of the form.

If you have a large batch of new sites (i.e. >50), contact an IWC administrator ([iwc@wetlands.org](mailto:iwc@wetlands.org)) for further advise.

## Editing sites

The current site list for your country can be viewed on the page ‘List’ under the menu ‘Sites’.

Click on the  Edit button to edit a site. You can change the geometry, site name, parent site and area in the same way as when you add a new site. If a site is no longer counted, you can check the box to indicate the site is redundant. When you are satisfied with your edits, click the

 button to save your changes.

## Uploading counts

Count information should be entered into the standard Excel submission form. Detailed instructions are included in the Excel form, but please remember:

- Either IWC site code or site name is required. For validation purposes, it is best if both can be provided, but at least one is required.
- Day, Month and Year fields are required and should be completed with integers. The year should be written in full e.g. 2010 and not 10
- Either IWC species code or species name is required. For validation purposes, it is best if both can be provided, but at least one is required. The full English or scientific name is preferred as it reduces the potential for errors.
- Count is required and must be a single whole number.

If you choose not to use the Excel form, it is possible to upload counts from another Excel sheet or a CSV file. A CSV upload must be comma separated and must be saved in UTF-8 format. In Excel format, the sheet holding the count information must be called “Counts” (case sensitive) and have the same column headings and order as the standard Excel submission form. Any extra columns will be ignored and any misplaced or misnamed columns will lead to an error.

The counts can be added to the IWC database on the page 'Add' in the menu 'Upload'. Select the form with the counts you wish to add. You can also indicate if these counts are new visits, a complete replacement of a country's data, or a partial replacement of older visits and new visits. Please note that this last option will only replace existing visits that have the same visit date and

count type. Click  to upload the file.

## Validating counts

A summary page will appear after the successful upload. Once this page appears, the upload is stored in the system and you can safely close the browser or navigate away from the page without losing any information (see section "Upload overviews").

The summary page indicates if any errors are found. To validate these, click  and follow the interactive process. The IWC online system has the following built-in validation procedures:

### **Correct optional fields**

A number of optional fields are available in the submission form, such as count type, method, coverage, weather etc. If these fields are empty in the submission form, the system will leave these as null values when the data is submitted to the database. If invalid codes are used, the system will update the invalid value to "Unknown" in the database.

### **Correct species**

If the species name and/or species codes in your Excel sheet are not recognised, you will be asked to confirm which species you mean. A list of possible species is given, but if your species is not in this list you can type the species name (common, scientific and code names) in the box provided. As you type, matching species will appear for you to select.

### **Correct sites**

If the site name and/or site name in your Excel sheet are not recognised, you will be asked to confirm which site you mean. A list of possible sites is given, but if your site is not in the list you can type the sitename or sitecode in the box provided. As you type, matching sites will appear for you to select. Please remember that new sites should be added before uploading counts for the site (see section 'Adding Sites' in this manual).

### **Double counts**

This error occurs if a species is recorded twice in a single visit. Users are given the option to sum the counts together or to delete one of the entries. If the error is actually a typing mistake, you will need to correct the species name/code in your Excel sheet and upload again.

### **Double visits**

This error occurs if a visit to a site on a given date in the uploaded data matches a visit already in the database. This error only occurs if a user has indicated that they are uploading new data only. Users can choose to replace the existing visit with the new visit or to cancel the update.

### **Outliers**

New count information is checked against existing count records in the database. If a new visit has an unusually high count, this will be suggested as an outlier to the user. An outlier is defined as being more than 2 times the standard deviation of the 10 year average of counts to a site, when there are at least 2 counts in this period. Users will have the option to accept the count as accurate or to ignore the outlier. Ignored outliers will not be used in the calculation of future outliers.

When you are satisfied with your corrections, click  to return to the summary page. If no new errors are found, you can now submit the counts.

## **Upload overviews**

Once a count data set has been uploaded to the system, it will remain stored until the user submits the dataset or deletes it. To view the current data sets you have uploaded but not submitted to the database go to “Overview” in the “Add” menu. A summary is given showing the user that uploaded the dataset, the last activity and the type of upload that was provided (e.g. all new data, or a replacement of data). You can click on “Resume validation” to continue validating and submitting the data set. If you wish to delete the dataset, click on “Resume

validation” and then .

## **Exporting counts**

You can download counts to a .csv file from the ‘Export’ page. You can filter your export by country, year, month, site and count type. All or multiple options can be chosen from these filters. Please note that you will only be able to download counts from your own country and country’s for which you have been given permission (see ‘Sharing counts with other users’ below).

If you have been given permission to download a country’s data, but do not want this country in your list of available country’s, click on your username in the top right corner of the screen, then ‘Hide countries’. Here you can choose to hide or unhide countries from your download screen.

## **Sharing counts with other users**

To share your country’s data with other users, go to the ‘Share data’ screen in the ‘Country’ menu. You can choose individual users to share data with or select ‘All users’. This will share the data with all registered users of the website. To remove a user’s access to your country’s data click on the  icon next to a user’s name.

## **Editing your profile**

You can edit your profile by clicking on your user name in the top right corner. Here you can edit your name, email and password.