



California Department of Fish and Wildlife CNDDDB Online Field Survey Form (Online FSF) User Guide



California Department of Fish and Wildlife
California Natural Diversity Database
November 2016

The Online Field Survey Form (Online FSF) is an online web application that gives users the ability to report detections of species tracked by the CNDDDB. Making an Online FSF submission is similar to filling out a traditional CNDDDB field survey form, but the Online FSF has some advantages over the previous CNDDDB forms.

With the Online FSF, the data submitter uses a map viewer to specify the location of the survey. This gives the user the opportunity to visually confirm that any coordinates provided are consistent with the location visited in the field. GPS coordinates can sometimes be recorded incorrectly and this new ability to automatically provide us with a map will reduce the chance for error since you have a visual aid to double-check your location. After completing an Online FSF record, the user is provided with a PDF report resembling a traditional CNDDDB field survey form including a map of their survey site.

The current release of the Online FSF interface permits users to submit a single map point for each record of an animal detection, and either one point or a set of points for a plant survey. Future versions of the interface may allow submissions of either points or polygons. In the meantime, to submit more detailed spatial information, please attach a map or GIS file on the Attachments screen.

After logging in, the first step (following a one-time registration procedure) in submitting an Online FSF record is to select one of the species tracked by the CNDDDB. To do this, start typing a scientific or common name into the "Species name" box, choose a species from the list, choose Yes or No depending on whether the species was found during the survey, and click the Continue button.

Species name*:

Species found?: Yes No If reporting the detection of animal sign (e.g. scat, tracks, songs, etc.), please select "Yes" for "Species found?" and describe your evidence of detection in the form.

For more information on the species tracked by the CNDDDB, refer to our Special Plants and Special Animals lists available at:

<https://www.wildlife.ca.gov/Data/CNDDDB/Plants-and-Animals>

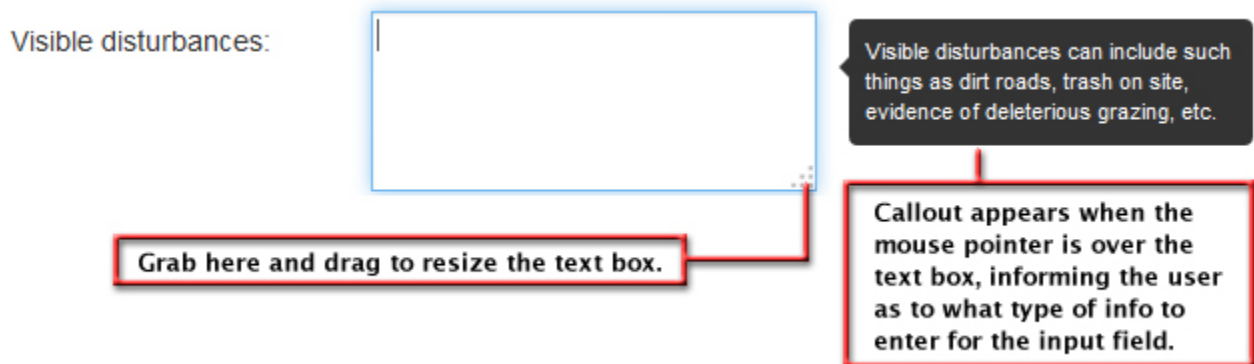
After the Species Selection screen, you will navigate through the Online FSF interface by clicking through the series of tabs near the top of your web browser. Do **not** use the Back button built into your web browser. If you click the Back button you will merely be backed out of the Online FSF interface and might need to log in again.

The CNDDDB prefers to have as much information as is practical regarding each survey site, and we have included questions on much more than the standard "who, what, when, and where." Although you are not required to answer every question, please try to answer as completely as possible. The Online FSF interface only requires that a few critical questions be answered. The required fields are marked with a red asterisk (*). When more information is required somewhere on a screen, its tab is also marked with a red asterisk. You will not be able to submit your record until all of the required fields are completed.



Note that the above example shows a tab which reads "Animal Info" where information specific to an animal detection can be entered. When submitting a record for a plant, this tab will be replaced with one that reads "Plant Info" and data specific to a plant observation will be requested from the user.

In most cases, black callout bubbles will appear as you move your mouse pointer around the various text boxes. A callout will give you hints about what type of information you should enter into its associated text box. Some text boxes have a triangle of gray dots that appear in their lower right corner. If you click on one of these triangles with your mouse you can drag around the corner of these text boxes and change their shape to make more of the text you enter visible at one time.



By default, the information from your account will be inserted in the fields for the Observer. If you happen to be reporting data collected by someone other than yourself, please change the Observer information to reflect who actually performed the field work.

Observer Information:

Observer name: * * (First name, middle initial, last name)

Observer address:

Observer email*:

Observer phone*:

Observer affiliation:

Other observer(s):

Change the information shown here if you did not perform the survey yourself. This tells the CNDDDB staff who performed the field work.

Reporter/Account Information:

Reporter name: Ryan S. Elliott

Reporter address: 1807 13th Street, Sacramento, CA 95811

Reporter email: Ryan.Elliott@wildlife.ca.gov

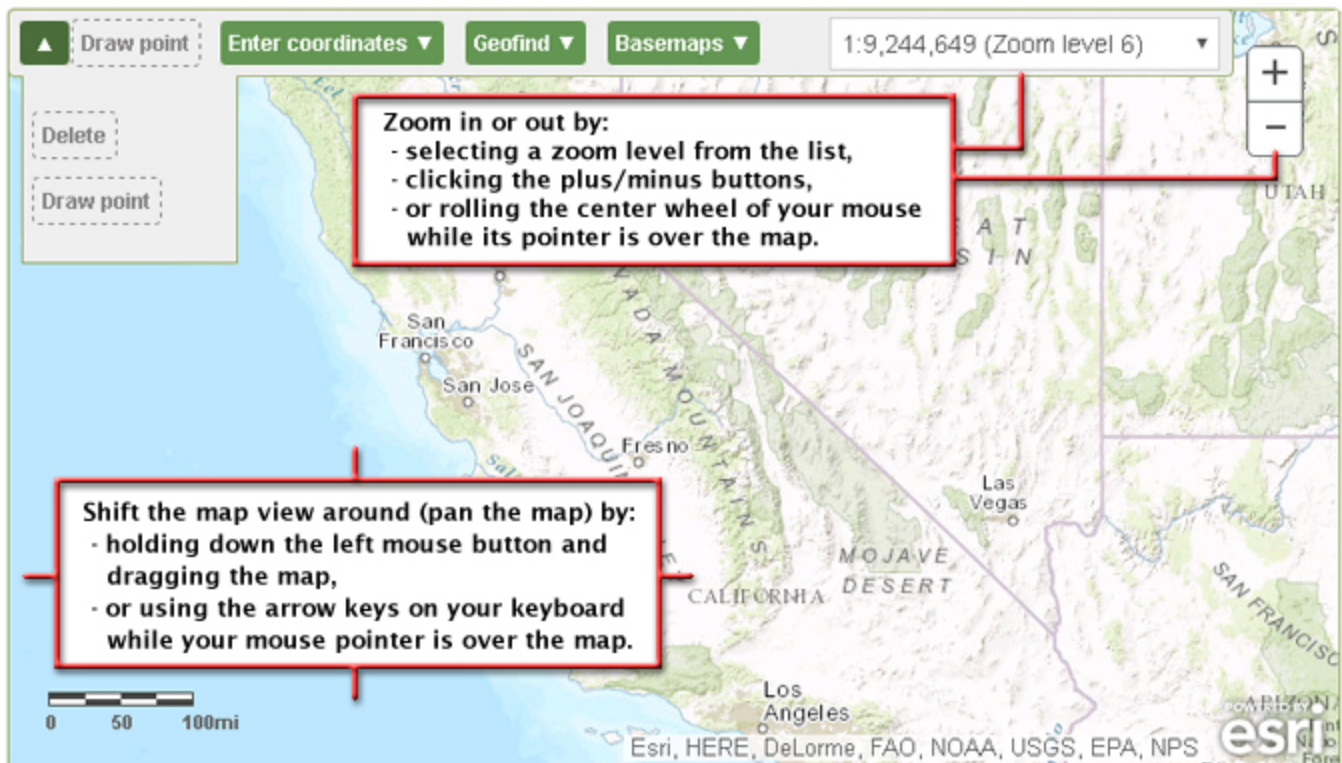
Reporter phone: (916) 327-0715

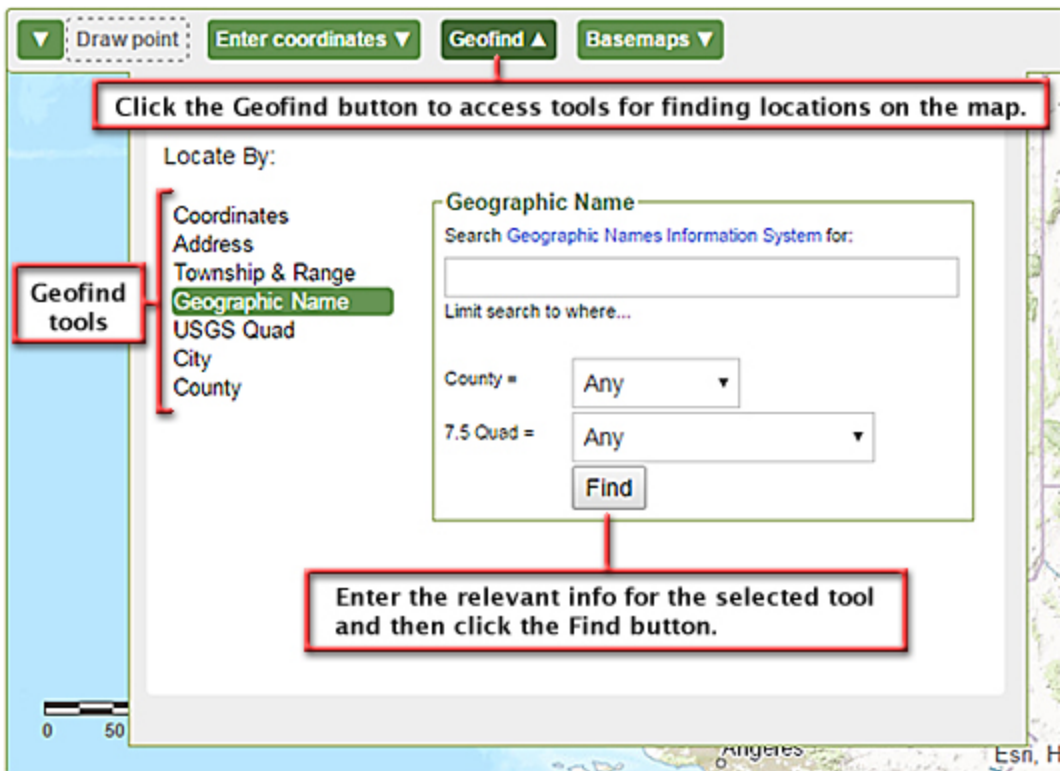
Reporter affiliation:

This information can be changed via the My Account link above.

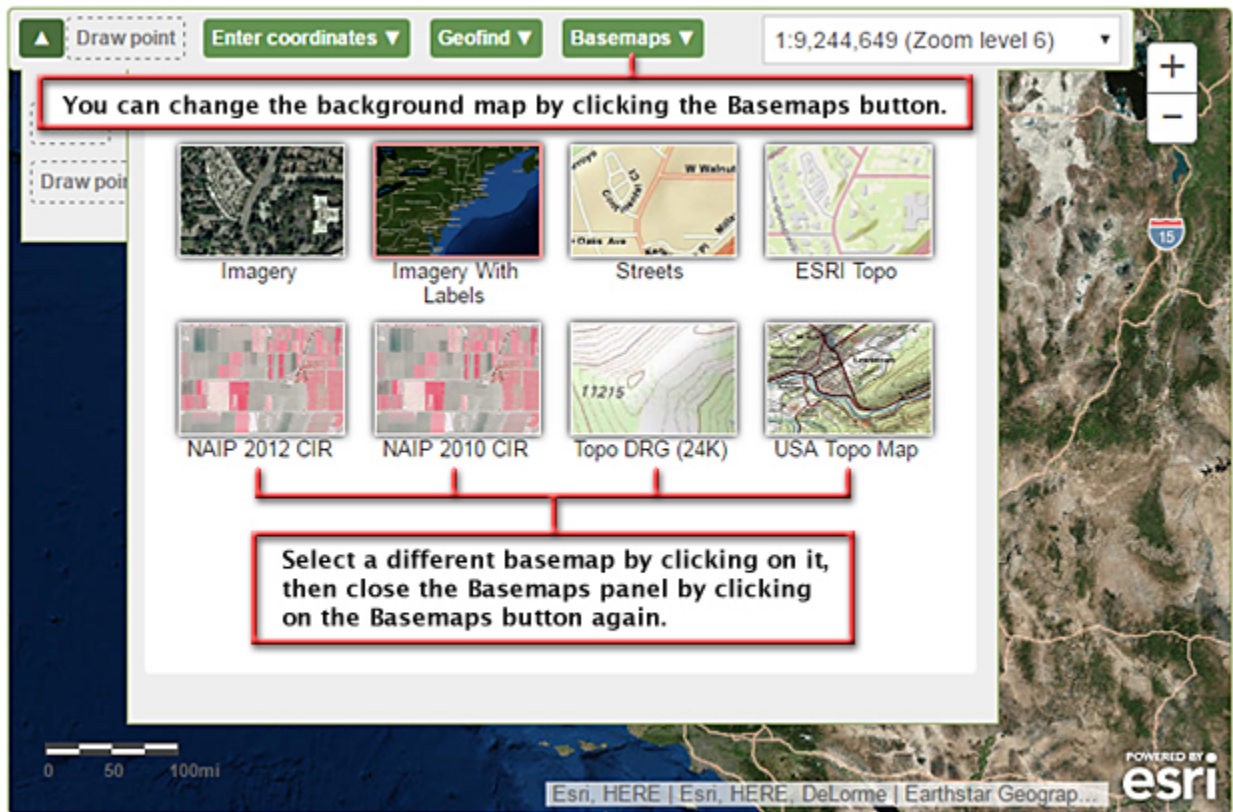
The information shown here is from your login account. This tells the CNDDDB staff who sent the report.

Most users will find the map interface to be familiar and easy to navigate, since it resembles other online map viewers. You can zoom to a location using your mouse or by using one of the Geofind tools.





Note that Geofind tools only allow you to look at a location for further investigation. You will need to use either the **Draw point** or **Enter coordinates** tool to submit a survey location to the CNDDB.

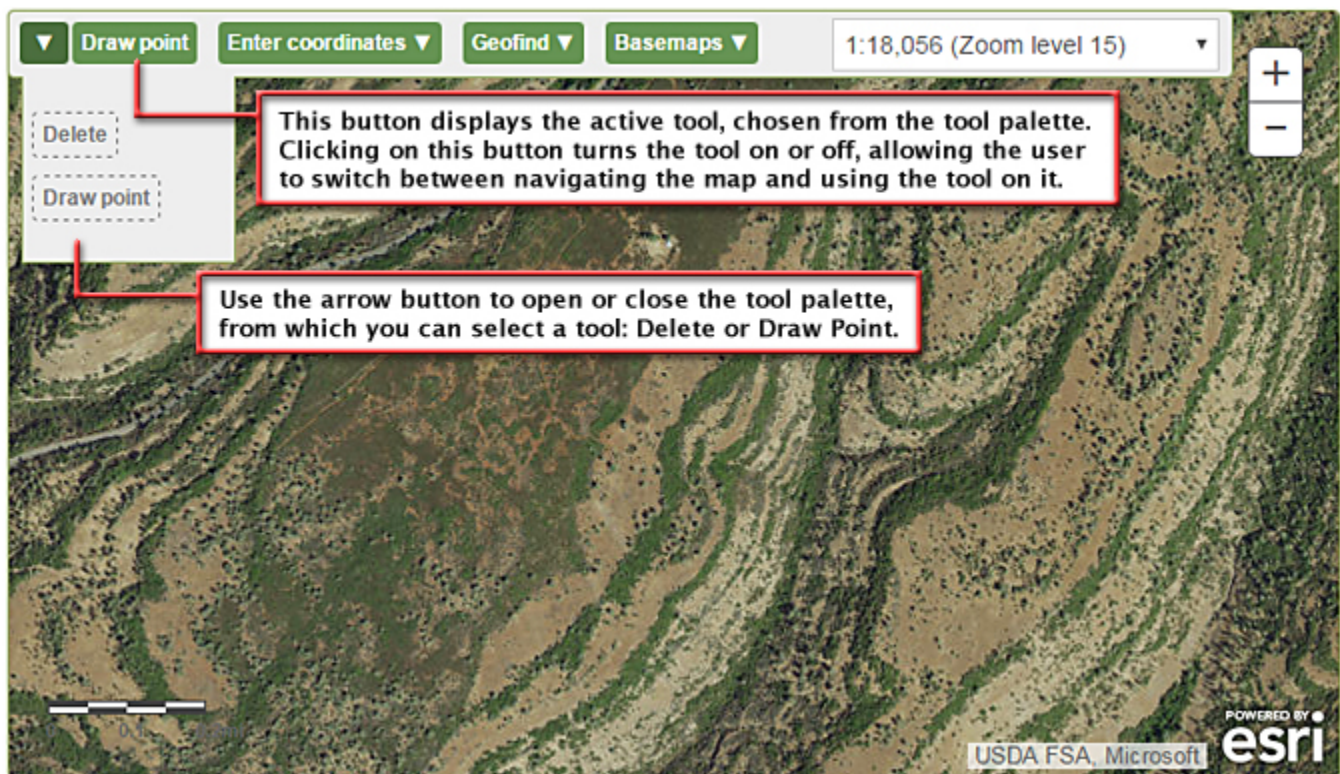


Points can be added either by manually drawing them or by entering coordinates. After adding a point, a user will be given the option of adding a comment regarding that point. Generally, the comments for individual points will consist of the population number or some other identifying (and short) note.

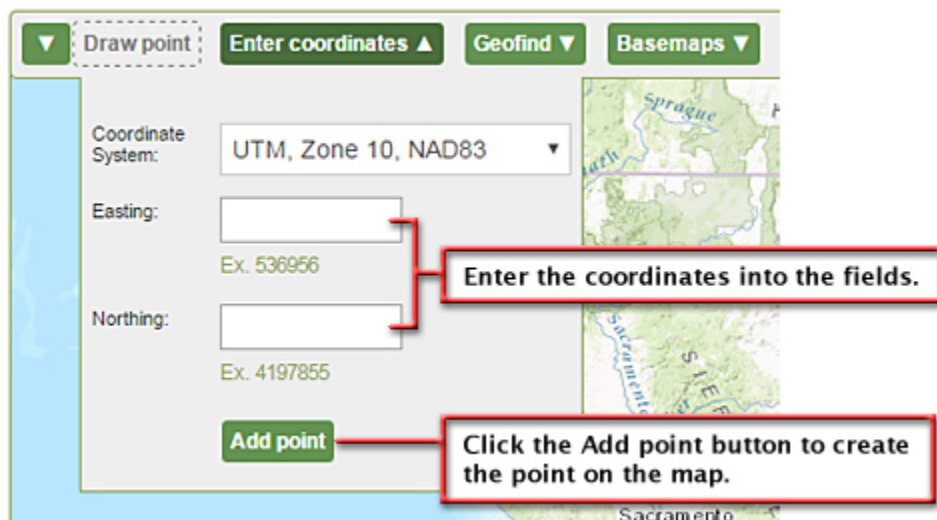
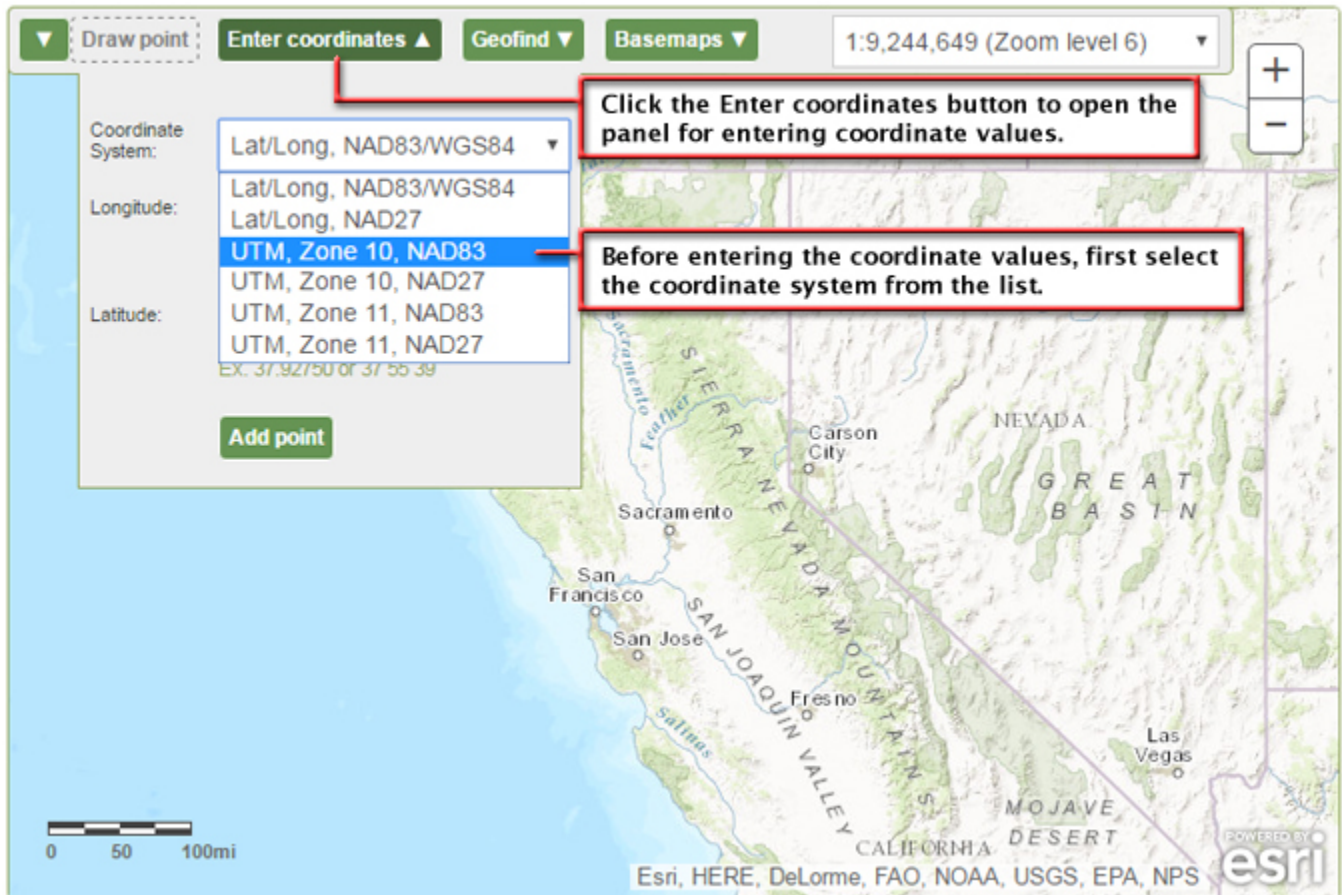
When multiple points are used to represent the same plant survey, all points must be within 0.5 mile of the first point created. Please submit separate Online Field Survey Form records for survey locations which are separated by more than this distance.

The **Draw point** tool allows users to click on the map to specify their survey location. The **Delete point** tool can be used to remove a point which was created by mistake. These tools are only enabled when the map is set to zoom level 15 or higher. They will be greyed out and remain unresponsive at lower zoom levels.

Either tool is selected from the tool palette, which is accessed by clicking the Arrow button to open/close the palette. The active tool is shown as a button next to the Arrow button. This button will either say "Draw Point" or "Delete," depending on which tool is currently enabled. Click on this button and then on the appropriate site on the map to either draw a new point or delete an existing one. When drawing a point, you will be given the option of adding a comment about the site after the point is drawn.

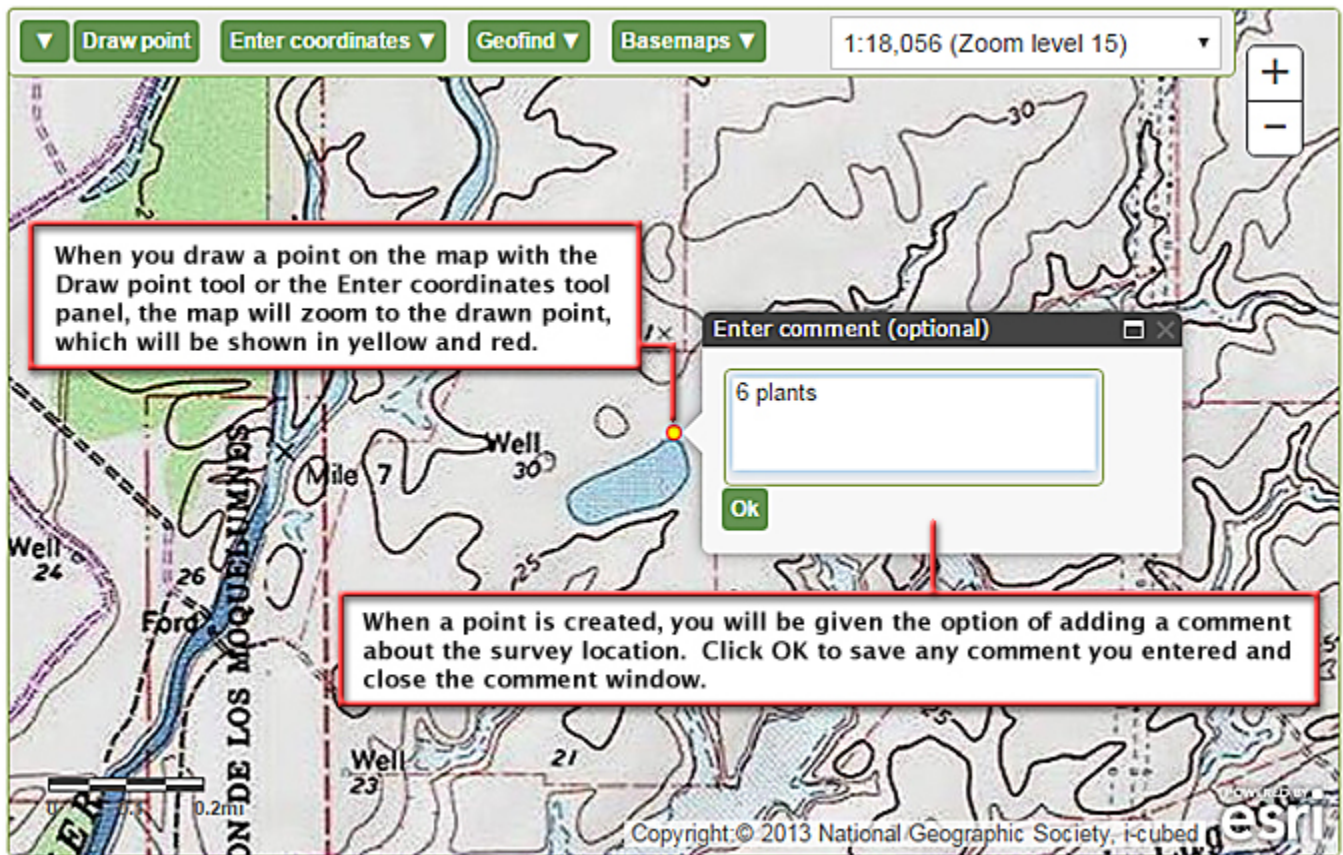


Instead of drawing a point, you can create a point by entering the geographic coordinates of your survey location. Coordinates can be entered in a variety of formats. Coordinates may be entered at any time, regardless of the current map zoom level.



You may delete and re-map a point, if necessary, up until you click the green Submit button along the tabs near the top of your web browser. If you delete a point, any comment you added to it will also be cleared and the comment will have to be entered

again if you redraw the point. If you save a comment in error you can delete your point to clear your old comment and then create a new one.



The comment feature was designed to allow for an individual comment to be added to each point when multiple points are used to represent a single plant survey. Typical entries would be "2 plants" or "A cluster of ~100 here."

Note: There are two required fields on the Map/Location screen that are easy to overlook. These fields involve the accuracy and source of the mapped point. For the accuracy, please provide your best estimate of how close the actual location is to your mapped point. For the source, indicate how you located the survey site in order to map it. Was it by using GPS coordinates, by using geographic landmarks on a topo map, etc.?

Map/Location Information:

The mapped feature is accurate within*:

Choose one...

Source of mapped feature*:

Mapping notes:

Required fields

Various types of supporting files can be attached to an Online FSF submission using the Attachments screen. Some examples of attachments are site photos, data spreadsheets, reports, GIS data, and scanned maps. There is a size restriction of 27 megabytes per file, so files larger than this cannot be attached.

Attachments:

Please attach any files that you would like to include with this submission including photos, additional map information, associated reports, etc. For some data, such as shapefiles, it may be more convenient for you to zip the files and attach the resulting zip file instead. Attached files can be no larger than 27 MB.

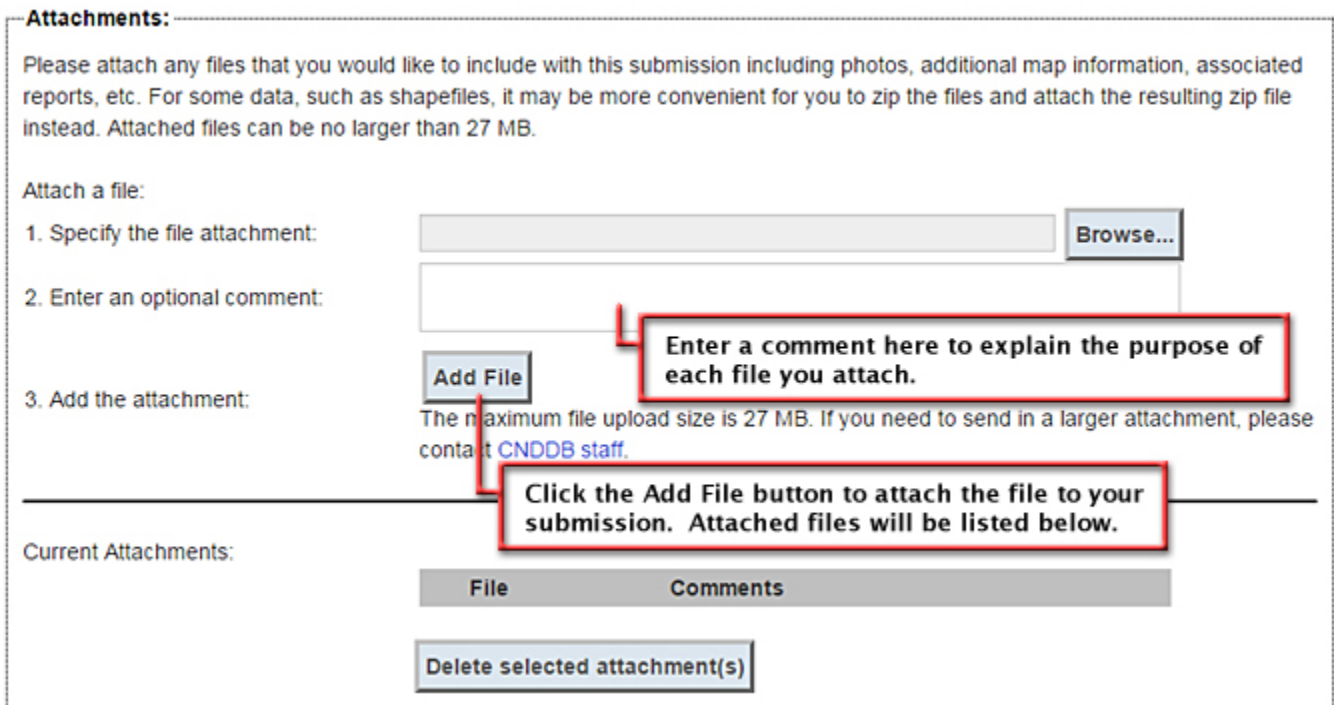
Attach a file:

1. Specify the file attachment:
2. Enter an optional comment:
3. Add the attachment:

The maximum file upload size is 27 MB. If you need to send in a larger attachment, please contact [CNDDDB staff](mailto:CNDDDB@wildlife.ca.gov).

Current Attachments:

File	Comments
<input data-bbox="558 968 893 1014" type="button" value="Delete selected attachment(s)"/>	



When your record is complete you must click the green Submit button along the line of tabs near the top of the web browser to send your submission to the CNDDDB. Once a record has been submitted it becomes final and cannot be edited. If you later realize that your submission contained an error, or you need to include additional information, please contact us at CNDDDB@wildlife.ca.gov and tell us the Source Code of the previous submission which requires modification. The Source Code of your submission can be found on the Previous Submissions screen.



Observer | Observation | Map/Location | Animal Info | Habitat/Site | Attachments | | Previous Submissions

Your data will be saved if you quit partway through the process of filling out an Online FSF record before clicking the green Submit button. If you leave the web page before a record is complete, the next time you log in, your incomplete form will reappear and you will receive a message asking you to either complete this form or click the Reset button to delete your prior incomplete record and start over from scratch.

PDF reports of your prior data submissions can be printed or downloaded from the Previous Submissions screen. The basic layout of one of these reports resembles a traditional CNDDDB field survey form, but also includes a map of the site on a 1:24k USGS topographic map.

If you have sent in many records and find your table of previous submissions to be unmanageable, you can change your view of that table in two ways. First, you can sort the records by the contents of any column by clicking on that column's header. For example, if you wanted to display your submitted records by the scientific name of the observed species, you would click on the "Scientific name" column header. The initial click will sort the results alphanumerically, from A to Z or 0 to 9. A second click will sort the records in reverse alphanumeric order.

SourceCode	Date data submitted	Scientific name	Common name	View report/Attachment(s)	Date of field work	County	Quad	ElementCode
[Filter] + Enter								
LAZ11F041	2016-10-05	Antennaria flagellaris	stoloniferous pussy-toes	PDF				
Type in these boxes to hide all records that do not contain the case-sensitive text string that you enter.				Click on column headers to sort the table.				
				PDF	2010-06-19	Fresno	Fniant	PMLL02061
				PDF	2015-12-12	Inyo	Mt. Thompson	ABNSB10010
				PDF	2010-10-20	Solano	Benicia	POPR107050
				PDF	2005-05-25	Mendocino	Plaskett Ridge	PDAST0W0W0
ELL16F0002	2016-09-30	Thamnophis gigas	giant garter snake	PDF	2016-09-27	Sacramento	Galt	ARADB36150
ELL16F0003	2016-09-30	Falco peregrinus anatum	American peregrine falcon	PDF	2016-XX-XX	San Francisco	Farallon Islands	ABNKD06071
ELL14F0008	2016-09-30	Lupinus albifrons var. abra	Abrams' lupine	PDF				
ELL55F0001	2016-09-30	Thamnophis hammondi	two-striped garter snake	PDF				
EGB15F0001	2016-09-30	Taxidea taxus	American badger	PDF				
EGB16F0001	2016-09-30	Taxidea taxus	American badger	PDF				
VON16F0004	2016-09-30	Taxidea taxus	American badger	PDF				
ACO10F0005	2016-09-19	Thamnophis gigas	giant garter snake	PDF				
VON16F0002	2016-09-19	Taxidea taxus	American badger	PDF				
Page 1 of 5								

In addition, you can filter out (hide) all records from view which do *not* contain a certain string of text by typing that text into the filter box in the second row from the top of each column. The filter is case sensitive. For example, if you wanted to only show records that you have submitted for American badger, you could enter "Taxidea" in the filter box of the "Scientific name" column. After entering the text, press the Enter key to have the filter take effect. If you want to clear the filter and show all of your submissions again, simply delete the filter text and press the Enter key.