



MedWaterbirds

Tutorial

2017



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Photos: ONCFS

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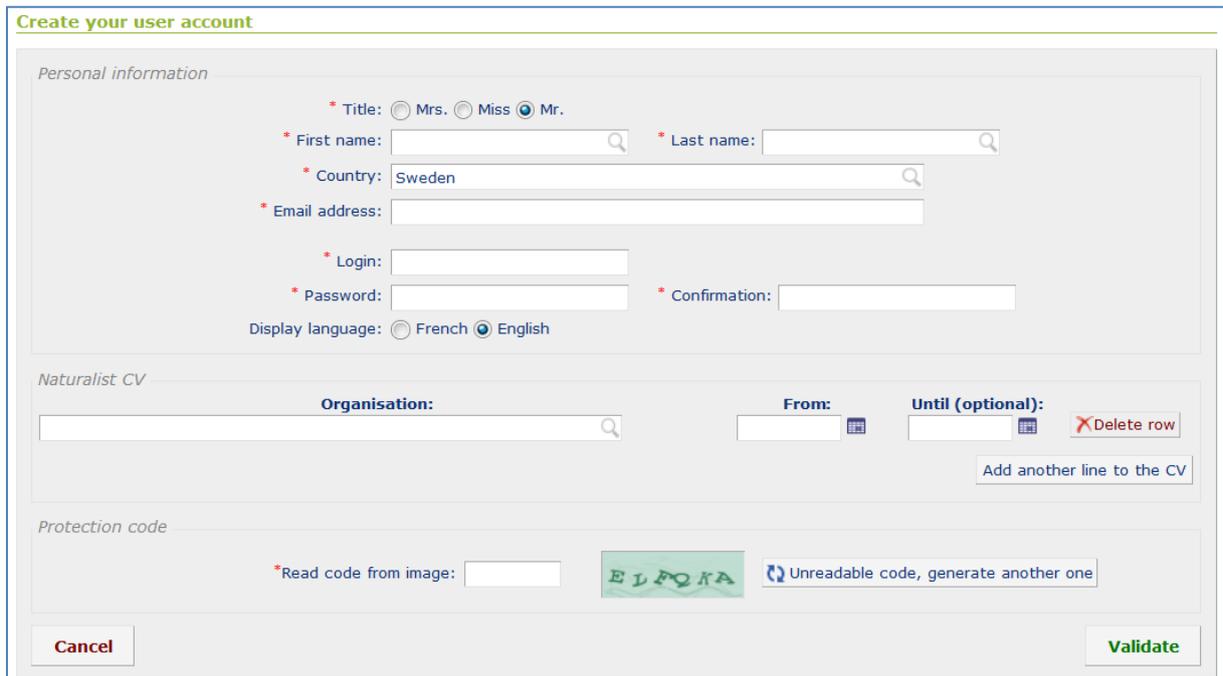
I. Inscription

In MedWaterbirds.net, if you want to view, import or export the data you need to register. Otherwise, if you go to the "Data" menu then "Censuses", a red error message appears: "More tools like data access and export are available. To access them, you need to login or create your account if you do not have one".

If you don't have an account yet, you need to create one in order to have access to the data. Click on "Login" and "Not yet registered? Click here...".



Then, fill in the order information required.



II. Project creation

The waterbird data integrated into MedWaterbirds.net are each linked to *a project*.

The project allows you to manage the visualization, the export and the import of the data associated with it, making possible to fix limits to its diffusion. For example, all data related to IWC (International Waterbird Censuses) in Libya are reunited into a single project, "Official IWC-LIBYA", with specific rights.

Important note : when you want to add data to MedWaterbirds.org, you first need to know if it could not be added to an existing project. For example, in the case of wintering waterbird data in North Africa, 5 projects already exist on MedWaterbirds.net. In case you want to integrate IWC (International Waterbird Censuses) data with the projects related to these 5 countries, you **do not need to create a new project**, go directly to part IV: Data imports.

Steps of project creation

If your data are not already on MedWaterbirds.net and can't be part of any existing project, you can create a new project for these data.

In order to access the projects, you need to go in "Data" => "Projects - Programs", on the MedWaterBirds.net main page.



You are now on the general page of the projects, where you can see what projects are available on the site and the rights you have for these projects. To create a new project, click on "New project..." at the top right of the page.



6 projects found

[New project...](#)

Projects for which you have rights						
Title	Manager	Concerned data	Your rights	Data use	Edited on	
Public personal data	Christophe Germain	<ul style="list-style-type: none">CensusesBreeding surveysBandings	  		01/10/2016 13:20	
Official IWC - TUNISIA	Hichem Azafzaf	<ul style="list-style-type: none">Censuses	  		01/10/2016 15:58	 
Official IWC - ALGERIA	M.Samir Sayoud	<ul style="list-style-type: none">Censuses	  		01/10/2016 15:58	 
Official IWC - LIBYA	Essam Bouras	<ul style="list-style-type: none">Censuses	  		01/10/2016 15:58	 
Official IWC - MOROCCO	Mohamed Dakki	<ul style="list-style-type: none">Censuses	  		01/10/2016 15:58	 
Official IWC - EGYPT	Wed Abdel Latif Ibrahim	<ul style="list-style-type: none">Censuses	  		01/10/2016 15:58	 

Enter the title of the new project, its description, and define the members who will have access to it.

The screenshot shows a web form for creating a project. At the top, there are language selection buttons for English, French, Spanish, Italian, and Arabic. Below this, there are input fields for 'Title' (containing 'IWC Tunisia') and 'Description' (containing 'test'). A section for 'Concerned data' has three checkboxes: 'Censuses' (checked), 'Breeding surveys' (unchecked), and 'Bandings' (unchecked). The 'Partners involved' section lists 'Tour du Valat' and 'Association "Les Amis des Oiseaux"', with a search box below. A table titled 'members of the project and their rights:' has columns for 'Members', 'View', 'Input', and 'Export'. The table lists 'All members of MedWaterBirds.net', 'Marie Suet', and 'Claudia Feltrup-Azafzaf'. Below the table is a search box for members. At the bottom, there are radio buttons for 'Use, dissemination of data by members of the project:' with three options: 'No, except as part of an agreement between the parties, or except my express agreement' (selected), 'Yes, without my consent but under terms and conditions of the charter', and 'Yes, without my consent but under terms and conditions of the free 'Creative Commons' license'.

1. Title and description

Enter a title for your project, that has to be at least 8 characters long, and that is sufficiently explicit and distinguishable from other existing projects. Your project description must be at least 32 characters long. It's possible to enter a title and a description in several languages. Whatever the language, if a title is entered, a description will be required and vice versa.

2. Concerned data

Three types of data are possible on MedWaterbirds.net:

- 1- Censuses data (example International Waterbird Censuses data that correspond to the winter censuses of waterbirds)
- 2- Data of breeding surveys (example the data of breeding surveys of the Dalmatian pelican in East Europe)
- 3- Data of ringing (for example the data of flamingo ringings)

Note : for each kind of data, after the project creation, the access to the visualization/import/export is possible via the menu "Data" :



3. Partners involved

Enter the partners involved in your project: you can search for them in the drop-down list or enter them if they do not already exist in MedWaterbirds.net.

4. Members of the project and their rights

You can choose between two options concerning the members:

Assign the same rights to all project members **OR** give specific rights to each new member: **1**-only data visualization, **2**-data input and visualization **3**-data export and visualization or **4**-data visualization, import and export.

Members of the project and their rights:	Members	View	Input	Export
	All members of MedWaterBirds.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Marie Suet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Claudia Feltrup-Azafzaf	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search and select a member:

Each new member of the established project will receive a message beginning with: "You receive this message as part of the project entitled (...)"

3. Types of data use

You have the choice between 3 types of use/dissemination of data:

- **No, except as part of an agreement between the parties, or unless the express consent of the project manager¹ :**

Access to the data is done by means of a signature of a document (for exemple a charter), or an agreement between the parties. If it's a charter, the members of the project can't visualize it on the website; it is exchanged and signed between people privately.

First, the project manager elects members of his project, without assigning their rights. Then, if they have signed the document or if he agreed with them, he can change the rights of each member (for example, once the charter signed or the agreement given, he may assign the export rights to a member).

Use, dissemination of data by No, except as part of an agreement between the parties, or except my express agreement members of the project: Yes, without my consent but under terms and conditions of the charter Yes, without my consent but under terms and conditions of the free 'Creative Commons' license

- **Yes, without the project manager consent and under the conditions of the charter of use:**

Members have access to the data **only if they accept the terms and conditions of use stipulated in the pdf document**. As a project manager, you can import this document clicking on "Browse".

¹ These rights depend on the settings chosen by the project manager during the integration of the member to the project

Use, dissemination of data by members of the project: No, except as part of an agreement between the parties, or except my express agreement Yes, without my consent but under terms and conditions of the charter Yes, without my consent but under terms and conditions of the free 'Creative Commons' license

Charter (pdf):  Aucun fichier sélectionné.

 Aucun fichier sélectionné.

 Aucun fichier sélectionné.

This pdf is visible to all project members. To display it, click on the icon in the "Use data" column on the projects main page. Above the document, a part allows members to accept (or refuse) the terms and conditions that are defined therein.

Once the terms accepted, the rights of the member (viewing, visualization and data input or visualization, data input and export) are automatically activated, without the consent of the project manager.

=> Example: you authorize a member to capture and export data. The user will have access to these rights only if he accepts the terms and conditions of the charter.

Note : a member may change his mind and finally accept the terms and conditions after having refused them first. However, the reverse isn't true: an agreement is definitive unless the manager makes changes to the project (for example changes on the charter). In this case, **he will not have access to the data anymore**, nor to its input or export (except the data he has potentially inputted in the project, which remain its property).

- **Yes, without the project manager consent but under terms and conditions of the free 'Creative Commons' license²:**

This type of use is chosen when you want to make visible and usable your data to all members of the site. Click on the logo to display the summary of the license.

License definition: 1. Allow adaptations of your data to be shared (remixed, transformed, created from)?

No Yes, as long as others share alike Yes

2. Allow commercial uses of your data?

No Yes

 [Attribution - NonCommercial - NoDerivatives 4.0 International \(CC BY-NC-ND 4.0\)](#)

The principle of acceptance of the conditions by the members (so that their defined rights are activated) is the same as before.

² This type of access is currently used for the breeding surveys data of the curly pelican

III. Viewing and editing your projects

As mentioned earlier, you can see the projects you have created as well as the projects for which you have rights in the menu Data => Projects-Programs.

Your projects						
Title	Concerned data	Data use	Edited on			
Test tutorial	• Censuses		27/10/2016 10:23			

Projects for which you have rights						
Title	Manager	Concerned data	Your rights	Data use	Edited on	
Public personal data	Christophe Germain	• Censuses • Breeding surveys • Bandings			01/10/2016 13:20	
Official IWC - ALGERIA	M.Samir Sayoud	• Censuses			09/10/2016 23:20 (01/10/2016 15:58)	
Official IWC - TUNISIA	Hichem Azafzaf	• Censuses			01/10/2016 15:58	
Official IWC - LIBYA	Essam Bouras	• Censuses			01/10/2016 15:58	
Official IWC - MOROCCO	Mohamed Dakki	• Censuses			01/10/2016 15:58	
Official IWC - EGYPT	Wed Abdel Latif Ibrahim	• Censuses			01/10/2016 15:58	

Other projects						
----------------	--	--	--	--	--	--

In "Your Projects": if you want to modify one of the projects you have created (modify the description or the rights of the members), click on the small pencil:



In "Projects for which you have rights": you can view all the projects for which you have rights and the information related to them.

Small icons are activated according to the rights, face to the project name. You can see what they correspond to by passing the mouse cursor over the icons. If all the icons in "Your rights" are green for a project, you can view, import and export data on this project.

Meaning of the colors used for the icons describing the rights:

- Rights activated, terms and conditions for data use accepted
- Rights not activated, terms and conditions of data use refused
- Rights not activated, terms and conditions of data use not read
- Rights activated or not according to the persons, it depends if the terms and conditions for data use have been accepted or not

If, as a member of the project, you are not allowed to enter or export, you can submit a request to the project administrator by e-mail: a small icon appears in front of the project.



Warning: the member can send only one message via this link, if he wants to sent a second message he has to wait 30 days or contact directly the webmaster³.

³ Christophe Germain (germain@tourduvalat.org)

IV. Data imports

Structure of the import file

It's possible to import **excel files** (xls or xlsx), **csv files** or **ods files**.

No particular format is defined, but to be valid the file must have its first line with names of the different fields.

This file must contain at least 5 fields for storing mandatory information, which are dates, sites, observers, taxa and numbers. You will find below some remarks about your the fields formatting.

1. The dates

They can be in the same field in the form dd/mm/yyyy or in 3 separate fields, one for the number of the day, one for the number of the month and the last one for the number of the year.

For data whose precise date is not known, the file must have 2 fields to define an interval. For example, for a count made in January 2015, without more precision, it will be necessary to put in a first field 01/01/2015 and in a second one 31/01/2015.

A single file can have a field containing both data with and without precise dates. In this case 3 fields must be present: one for data with the precise dates, the other two to define the intervals for the data with approximate dates.

2. The sites

If the result of a count is in fact the sum of counts made on several nearby sites without the data of each of them being kept, they must be placed in the same field (the same as for the relative data To counts on a single site) and separate the site names by only one of the following symbols "+", ";", " | " or " & ". Any other symbols used to separate 2 sites will not be understood by MedWaterbirds.net.

3. The observers

Only one field should be used. If several observers were present for an observation, they should be placed in the same field and separated by only one of the following symbols: «+», «,», «;», «/», «\» or «&». **Do not use the "." Or " - "** as well as any other symbols used to separate 2 observers, because they will not be understood by MedWaterbirds.net.

4. The counts

For precise numbers (only one number), they must be in the same integer numeric field. The values 0, -1 and -2 are accepted only for the following cases:

- 0: to indicate the absence of a taxon, the absence of all taxa (to be associated with the taxon "All species=no species reported for the sites where no species have been seen) or the absence of other taxa than those present (to be associated with the taxon "Other Species"),
- -1: To indicate the presence of a taxon without being counted,
- -2: To indicate non-information about the presence or absence of a taxon.

This "-2" can also be used to indicate that an entire site has not been counted, and in this case it must be associated with the "All Species" taxon.

For data whose exact count is not known, the file must have 2 other fields to define an interval. For example, for an estimated number of between 200 and 300 individuals, the first field must be set to 200 and the value 300 must be set in a first field. For these two fields, the "0", "-1" and "-2" are not accepted.

A single file can contain data with precise numbers and others not, in this case, 3 fields must be present: 1 for precise numbers, the other 2 to define the intervals for data with approximate numbers.

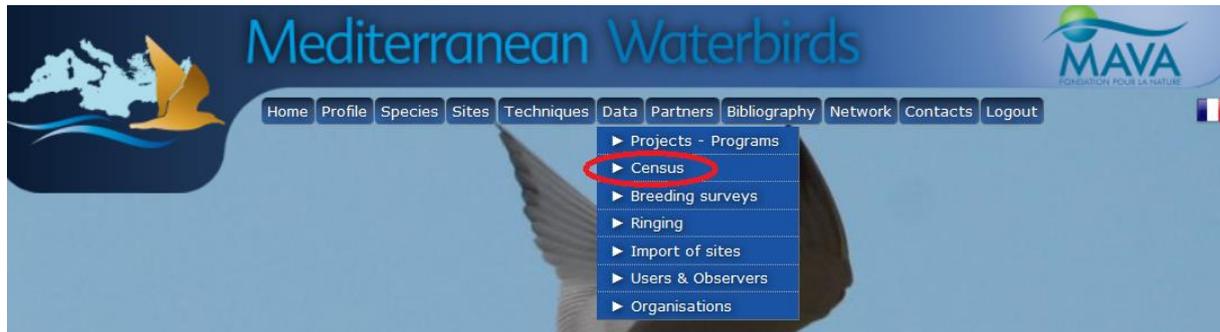
5. The comments

It is possible to define 3 fields of comments, adding information that concern:

- The visit: all that can be interesting to note about dates, observers, weather, etc...
- The site: all that can be interesting to note concerning the sites such as the water levels, the disturbances, pollutions...
- The taxon: all that can be interesting to note concerning the taxon, such as the adult / immature / juvenile rates, the presence of banded individuals, but also concerning the numbers, etc...

Steps 1 and 2: Project and Worksheet to import

Click on "Census" in Data menu.



Click on "import"



Select the project in which you want to integrate data, then choose your import file.

The image shows the 'Import count data' form. It has five steps: Step #1 (Project and File), Step #2 (Worksheet to import), Step #3 (Field Mapping), Step #4 (Value Mapping), and Step #5 (Checks). Step #1 is active. There is a 'Project:' text input field. A message states: 'In order to avoid eventual server overloads, the maximum number of records per import has been set to 10000 for CSV files, and to 2000 for other ones (XLS, XLSX, ODS).. If your file or worksheet to be imported contains more records, the process will be interrupted.' Below this is a 'File to import:' label and a 'Parcourir...' button circled in red. At the bottom are 'Back' and 'Validate this step' buttons.

Step 3: Field Matching

MedWaterBirds.net makes matchings between the fields of your excel file (1) and its own fields (2). For example, in the image below, the field "date" in the IWC 2016 file is automatically linked to the MedWaterBirds.net field "Exact date".

Import count data

(1) Fields in "IWC 2016_checkedOK.XLSX" worksheet "Water Bird"	(2) Fields in MedWaterBirds
site name	Site, code or name
English name	Taxon code or name
date	Exact date
time	--- NOT LINKED ---
PCT_coverage	--- NOT LINKED ---
PCT_water	--- NOT LINKED ---
counters	Observers
count	Exact count number
remarks_visit	Visit comment
remarks_count	Count comment

Buttons: Cancel the import, Validate this step

Some fields are **mandatory** in your excel file, in order to be able to import it in MedWaterbirds.net:

- Names of your sites,
- Dates of the observations,
- Observers,
- Species names (in english, french or latin),
- Birds counts.

Some of your fields are not automatically recognized by MedWaterBirds.net : you have to choose yourself the corresponding field. When the import process is finalized, all these relations between fields are memorized and will be automatically re-used when a file with the same structure is imported another time.

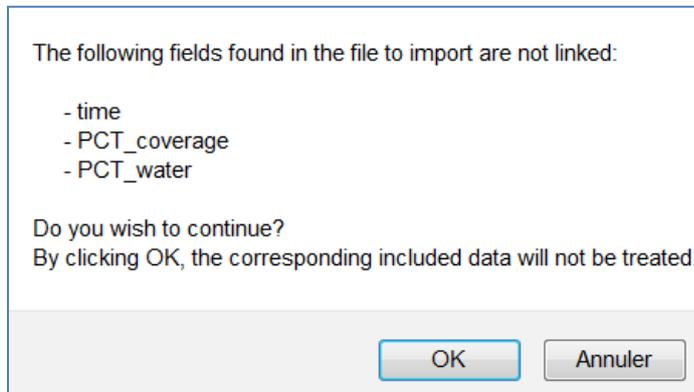
If a field has no matching with MedWaterBirds.org fields, choose "NOT LINKED".

Warning : If you do not have, in your excel file, two columns with the codes on one hand, and the site names on the other hand, link your field containing the sites to the MedWaterbirds.net field "**Site, Code or name**" (not the " Site, name " field). Same with your species name, choose "**Taxon code or name**".⁴

⁴ If you don't do that, MedWaterbirds won't considerate that you've completed the matchings (orange and red colors appear). "Site, code or name" and "Taxon, code or name" are required when you don't have the codes of species and the codes of sites in your excel file.

If you can't find any matching with an existing field of MedWaterbirds.net, choose "NOT RELATED".

When you validate this step, a warning message may appear, asking if you are sure not to link some unrelated fields. Click OK.



Step 4 : Value Matching

MedWaterBirds.net is trying to establish matchings between its values and the values figuring in the fields of your excel file (sitenames, observers names...). If there are too many differences, you will have to make yourself these matchings.

Choose the matchings between your observer's names and MedWaterBirds.org observer's names. Do the same with sites names and species names.

Step #1 Project and File	Step #2 Worksheet to import	Step #3 Field Mapping	Step #4 Value Mapping	Step #5 Checks
Values in "IWC 2016_checkedOK.XLSX" worksheet "Water Bird"		Values in MedWaterBirds		
Observers				
AB →			<input type="text"/>	<input type="button" value="Not found..."/>
EB →	essa		<input type="text"/>	<input type="button" value="Not found..."/>
IT →	Essam Bouras		<input type="text"/>	<input type="button" value="Not found..."/>
KE →	Messaoud Adhimen		<input type="text"/>	<input type="button" value="Not found..."/>
	Messaoud Chaoui		<input type="text"/>	<input type="button" value="Not found..."/>
	Messaoud Gueddoul		<input type="text"/>	<input type="button" value="Not found..."/>
	Messaoud Rouene		<input type="text"/>	<input type="button" value="Not found..."/>
Site, code				
Ain Kaam →	Messaouda Belgourte		<input type="text"/>	<input type="button" value="Not found..."/>
	Messaouda Dada		<input type="text"/>	<input type="button" value="Not found..."/>
	A. Essabbani		<input type="text"/>	<input type="button" value="Not found..."/>
	Abdessalem Grira		<input type="text"/>	<input type="button" value="Not found..."/>
	Abdessalem Kessal		<input type="text"/>	<input type="button" value="Not found..."/>
	Al Hajabah Sewage Treatment Plant →		<input type="text"/>	<input type="button" value="Not found..."/>

If you can't find some observers or site names, click on the "Not found" icon to add it. If you can't find species names, you need to contact the webmaster⁵ so that he can add it in the database.

Warning : all relationships between values must be established, otherwise you will not be able to proceed to step 5.

If you wish, you can save your choices and exit the import to return later without losing all the steps already completed: when you enter 5 or more values matches, a small screen appears at the top left. Click on "Save them now".

5 relationships have been (re)defined.

In case of interruption of the process you will have to make this job again...

Unless you save them now...

In order to go back on a precedent import, you just have to click on Data => Census, and on "Resume" on your import process.

List of import process not finalized				
Project File name	Started import	Last action	Current step	Action
IWC 2016_checkedOK.XLSX	Test tutorial	27/10/2016 10:57	27/10/2016 11:02	4 (Value Mapping) <input type="button" value="Resume"/> <input type="button" value="Delete"/>

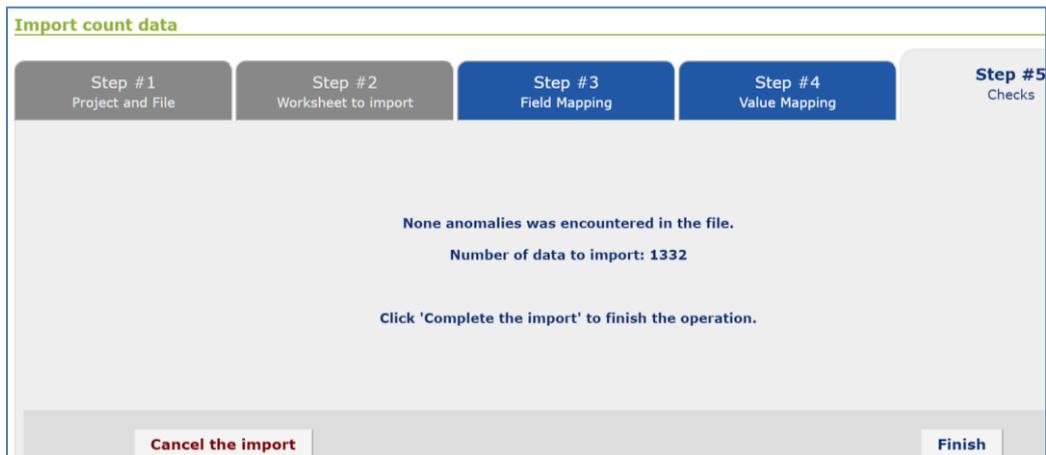
⁵ Christophe Germain (germain@tourduvalat.org)

Step 5: Checks

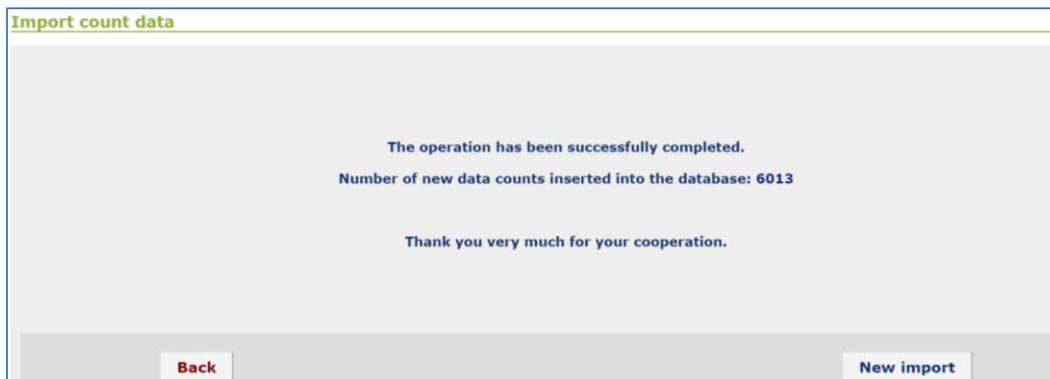
This step allows you to check if your file contains no errors, or duplicates with the data already integrated in MedWaterbirds or within your file.

Two scenarios:

1) No error detected: you will see the following window



You can then validate the importation of your file.



2) There are anomalies in your file, such as duplicated taxa for the same visit :

The website indicates which lines have a problem.

Mediterranean Waterbirds

Home Profile Species Sites Techniques Data Partners Bibliography Network Contacts Logout

Import count data

Step #1 Project and File | Step #2 Worksheet to import | **Step #3 Field Mapping** | Step #4 Value Mapping | Step #5 Checks

Anomalies were discovered, you'll find them listed below.
The involved data counts will not be imported, that is to say 26 on 6013

Lines	Problems
4723	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4723 and 4744
4724	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4724 and 4745
4725	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4725 and 4746
4726	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4726 and 4747
4727	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4727 and 4748
4728	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4728 and 4749
4729	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4729 and 4751
4730	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4730 and 4752
4731	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4731 and 4753
4732	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4732 and 4754
4733	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4733 and 4755
4734	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4734 and 4756
4735	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4735 and 4757
4744	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4723 and 4744
4745	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4724 and 4745
4746	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4725 and 4746
4747	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4726 and 4747
4748	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4727 and 4748
4749	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4728 and 4749
4751	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4729 and 4751
4752	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4730 and 4752
4753	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4731 and 4753
4754	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4732 and 4754
4755	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4733 and 4755
4756	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4734 and 4756
4757	• The same taxa is repeated for the same date, site and observers. Concerned lines: 4735 and 4757

Cancel the import | Finish

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You can import your file (click on the "Finish" button), but these red lines will not be integrated in the database. As a solution, you can create another excel file with only the problematic lines corrected, and import it afterwards.

V. Visualization and data export

Step 1: Search and visualization

If you want to export data from projects for which you have rights, click again on "Census", then on "Search".



A window is now open: you can choose your search criteria (project, between which dates, etc...). You can also select only waterbird species during your search ("Waterbirds only").

The image shows a search form titled 'Definition of the search criteria' with a 'Close this window' button in the top right. The form contains the following fields:

- Project(s): [text input]
- Date of surveys, between: [calendar icon] and: [calendar icon]
- Observer(s): [text input]
- Organisation(s): [text input]
- Place(s): [text input]
- Family/Families: [text input]
- Waterbirds only:
- Taxon/Taxa: [text input]
- Counts, between: [text input] and: [text input]
- Author(s) of input : [text input]
- Input date, between: [calendar icon] and: [calendar icon]
- Author(s) of update : [text input]
- Last update date, between: [calendar icon] and: [calendar icon]

At the bottom, there are two buttons: 'Reinit criteria' and 'Start the search'.

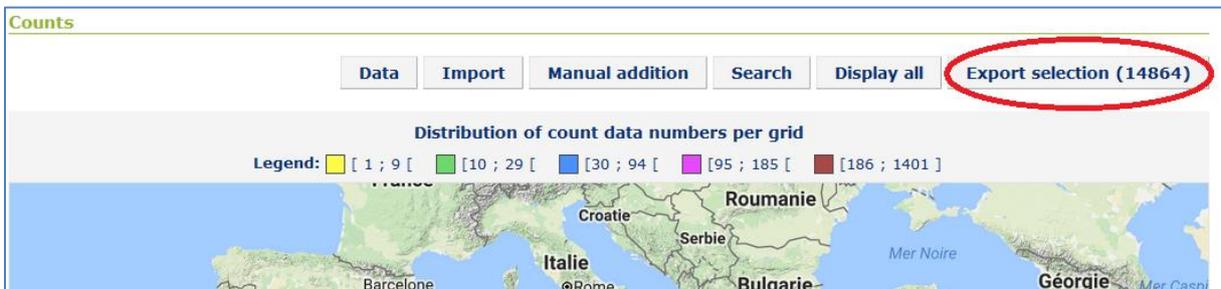
When you start the search, you will see a message indicating the number of data found, as well as the restriction of access to these data in case you do not have all the rights to use it.

If you want to view the data from the result of your search, click on "Data"



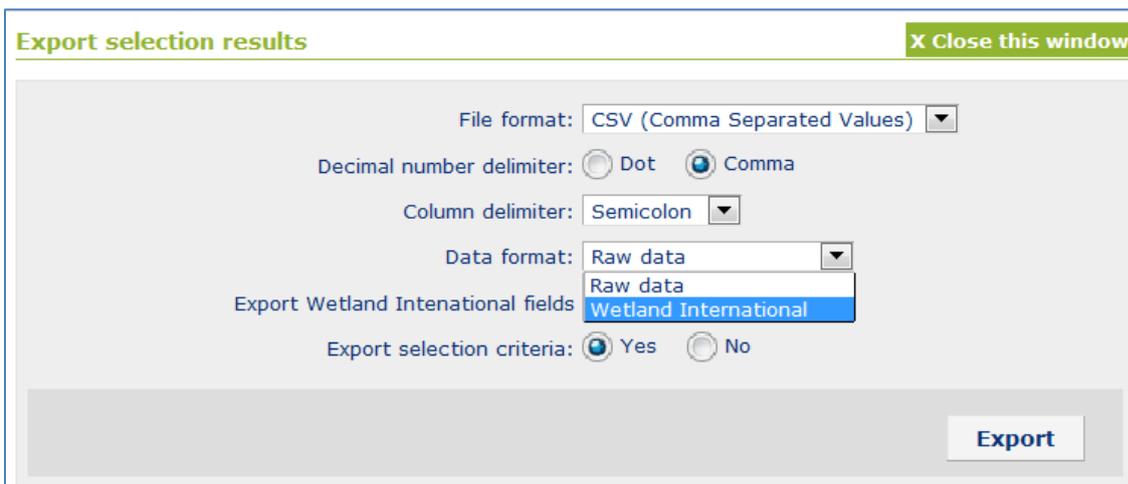
Step 2 : Export

Once your criteria chosen, you can export your selection by clicking on the corresponding button:



A new window will open, where you can choose which export format you want.

Note: Excel format doesn't allow to export more than 1 500 lines, so prefer the CSV (Comma Separated Values) format. Select "Comma" as decimal number delimiter if you have an english version of excel or "Semicolon" if you have a french one. Then choose if you want to export in Wetlands International format or as row data (with all the fields).



Step 3: Exported files

In case the csv format has been chosen, a compressed archive (zip format) is downloaded. It contains 3 files in one folder: Counts, Criteria and Sites.

Nom	Type	Taille compressée	Protégé pa...	Taille
 ej1ocnywxn_Counts	Fichier CSV Microsoft Offi...	207 Ko	Non	
 ej1ocnywxn_Criteria	Fichier CSV Microsoft Offi...	1 Ko	Non	
 ej1ocnywxn_Sites	Fichier CSV Microsoft Offi...	11 Ko	Non	

- **The Counts file** contains all the results of your search, with species, counts, dates and sites corresponding to your previous search criteria,
- **The Criteria file** contains criteria you used for your search,
- **The Sites file** contains the list of sites which are concerned by the data you exported, with their coordinates, region, country...

If the excel format has been chosen, the compressed archive downloaded contains a single file, where the 3 precedent types of files are 3 sheets.