

Florida Shorebird Database – Instructions for Removing Erroneous Sites / Routes

The following are instructions for removing sites and routes from your profile when they are erroneous or not applicable. It's important to remember that, while sites and routes can be deleted from your individual profile, they cannot be deleted from the database. The reason you cannot delete a site/route is that sites and routes are shared resources, meaning that multiple users may be accessing the site/route you created. If you were allowed to delete a site/route, the location would disappear from not only your profile but also the profile of any other user who has chosen to record data for the site/route. This could lead to unintended data loss, because a site/route that is not relevant to you may still be in use by another user.

So what do you do?

If you have created an erroneous site/route, please email the name of that site or route to FLShorebirdDatabase@MyFWC.com to notify the database administrator that the site or route you created is erroneous.

Next, make note of any other users who are currently using the site/route that you deem to be erroneous. The names of other users who have entered visit/survey data for the site/route you created will be listed under the 'Observers' field in the 'Other User's Site Visit Summary' / 'Other User's Route Survey Summary' section of the View/Edit page for the site/route in question. It's a good idea to contact these individuals to communicate why you believe the site/route you created is erroneous and to share the name of the alternate site/route you plan to use. Please remember that just because a site/route is erroneous to you, does not necessary mean the site is truly erroneous and should not be used by other users.

Finally, you will need to follow the steps outlined below to remove a site/route from your My Data profile.

Please Note: It's important to take great care when establishing sites or routes in the Florida Shorebird Database. The procedure described above is not intended to be used to make fine scale refinements of site/route locations, doing so will cause serious errors in the Florida Shorebird database, resulting in an overestimate of the Florida's shorebird and seabird populations. When creating a new site using the Google Map feature, we suggest that you start a zoom level high enough to view common landmarks to be sure you are in the correct general location. Once you know you are in correct general area, zoom in as close as you need to, to be sure you are placing the point in the correct location. At higher zoom levels, it may appear that you are placing your point in the dunes when in fact you are placing it along the shoreline and vice versa, using the zoom feature will help you to refine the location of your point. If you are creating the point based on GPS coordinates you recorded in the field, you may notice that the Google Map does not match up with the area you observed in the field. Google Maps are updated every few years and may not keep pace with shifting sands. Therefore, it's okay to place your point in a location that may not appear to be correct on the Google Map if you are sure that your GPS location is correct.

Steps for Removing a Site / Route from your My Data profile

1. On the My Data screen click the View/Edit eyeball icon associated with the site that you created in error.

The screenshot displays the 'My Data' profile interface, divided into several sections:

- my routes:** A table with columns: Route Name, My Last Survey, Add Survey, Add Sites, and View/Edit. It lists one route: 'LE - Lovers Key'.
- my sites:** A section for 'Solitary (Shorebird)' with a table of sites. The 'View/Edit' column for 'LE21 - Cayo Costa Pond South' is circled in red, with a yellow arrow pointing to it and the text 'Click Here'. Below the table are buttons for 'create new site' and 'add existing site to my data'.
- my map:** A satellite map of the Fort Myers area. A yellow arrow points to a red location marker on the map, which corresponds to the site 'LE21 - Cayo Costa Pond South'.
- Legend:** Located below the map, it includes checkboxes for Solitary Site, Colonial Site, Route, and Rooftop.
- my rooftops:** A section at the bottom of the interface, currently empty.

- The view site window will open, and you will see a button titled 'Remove from My Data' listed under the site details.

HOME ABOUT INSTRUCTIONS MY DATA EXPLORE DATA FOCAL SPECIES LINKS HELP

My Breeding Data [My Breeding Data](#) | [My Wintering Data](#) | [Account Info](#) | [Logout](#)

Welcome [Kristin Rogers](#), you are entering data for: [Kristin Rogers](#)

Demonstration Website

View My Solitary Site

Site Summary:

Site Name:

County:

Species:

Latitude:

Longitude:

Description:

Click Here

Map Satellite Hybrid

Google imagery ©2011, Map data ©2011, Terms of Use

My Site Visit Summary:

| Visit Date | Observers | Status | Species | Impacted | Posted | View | Edit | Remove |
|---|-----------|--------|---------|----------|--------|------|------|--------|
| You have not reported any visits to this site | | | | | | | | |

3. Click the 'Remove from My Data' button and a popup alert window will open explaining that you are about to remove the site from your profile and that any visit data you have entered in association with this Site will not be deleted. If you have entered visit data for the site and want to remove it, you will have to use the 'remove' function under the 'My Site Visit Summary' section of the View/Edit sites page to remove the visit data prior to removing the site from your profile. Site visits cannot be re-assigned to another site. Visit data entered in association with erroneous sites will have to be deleted and re-entered under the correct site, hence it is very important to establish your sites in the correct location.

4. Set the Removal Reason = 'Erroneous Site'.

The screenshot shows the Florida Shorebird Database interface. At the top, there is a navigation bar with links: HOME, ABOUT, INSTRUCTIONS, MY DATA, EXPLORE DATA, FOCAL SPECIES, LINKS, and HELP. Below this is a section for 'My Breeding Data' with a welcome message for Kristin Rogers and links to 'My Breeding Data', 'My Wintering Data', 'Account Info', and 'Logout'.

The main content area is titled 'View My Solitary Site'. It contains a 'Site Summary' section with the following details:

- Site Name: LE21 - Cayo Costs Pond
- County: LEE
- Species: Snowy Plover
- Latitude: 26.66959
- Longitude: -82.25050
- Description: Snowy Plover site north of...

 A 'Remove from My Data' button is located below the description.

An 'Alert' popup window is displayed over the site summary, asking for confirmation to remove the site. The alert text reads: 'You have selected to remove LE21 - Cayo Costs Pond SNPL from your data. This will not remove any counts associated with the site but will remove it from any of your routes. Would you like to continue?'. The 'Removal reason' dropdown menu is open, showing options: (select one), Site Complete, Site Abandon, Not Visiting Site, Other, Add to profile by mistake, and Erroneous Site. The 'Erroneous Site' option is highlighted. There are also 'Yes, Remove' and 'Cancel' buttons at the bottom of the popup.

At the bottom of the page, there is a 'My Site Visit Summary' section with a table header: Visit Date, Observers, Status, Species, Impacted, Posted, View, Edit, and Remove. Below the header, a message states: 'You have not reported any visits to this site'.

- Fill in any additional information about why you are removing the site from your profile (e.g. Site was accidentally placed in wrong location OR This is a duplicate of site LE22 – Cayo Costa Pond North) and check the 'Alert Administrator' box. The alert administrator field will be used during the annual QC process when administrators are trying to clean up potential errors. It is important to email a full description issue at the time you discover it to FLShorebirdDatabase@MyFWC.com, so an administrator can immediately help you to mitigate the impact of the error.

The screenshot displays the Florida Shorebird Database interface. At the top, the logo of the Florida Wildlife Conservation Commission is visible alongside the text "FLORIDA SHOREBIRD DATABASE" and "AN ONLINE TOOL FOR ENTERING AND EXPLORING DATA ON FLORIDA'S SHOREBIRDS AND SEABIRDS." A navigation menu includes links for HOME, ABOUT, INSTRUCTIONS, MY DATA, EXPLORE DATA, FOCAL SPECIES, RESOURCES, and HELP. The user is logged in as Kristin Rogers, and the page title is "My Breeding Data".

The main content area is titled "View My Solitary Site" and shows a "Site Summary" for "LE21 - Cayo Costa Pond". The summary includes the following details:

- Site Name: LE21 - Cayo Costa Pond
- County: LEE
- Species: Snowy Plover
- Latitude: 26.66912
- Longitude: -82.25061
- Description: Snowy Plover site North

An "Alert" dialog box is overlaid on the site summary, with the following text and options:

Alert

You have selected to remove LE21 - Cayo Costa Pond South from your data. This will not remove any counts associated with the site but will remove it from any of your routes. Would you like to continue?

Removal reason: Eroneous Site

Additional information: Accidentally placed south of pond

Alert Administrator? Yes

Buttons: Yes, Remove from My Data, Cancel

Below the dialog box, a "Remove from My Data" button is visible on the site summary. To the right, a map of the site location is shown with "Map", "Satellite", and "Hybrid" view options. At the bottom, a "My Site Visit Summary" table is partially visible, showing columns for Visit Date, Observers, Status, Species, Impacted, Posted, View, Edit, and Remove. A message below the table states: "You have not reported any visits to this site".