

How to add a survey and species records to a project in the Victorian Biodiversity Atlas

This is a basic step by step guidance document to help you create a **Survey** and add your species records to a VBA **Project**. This guide uses the **Survey Method of Translocation**

Key Points:


1. Use **VBA Project ID 5838 only**.
2. Survey Method use **Translocation**;
3. Extra Info details to note if it is **Salvage** site or the **Release/Translocation** site.

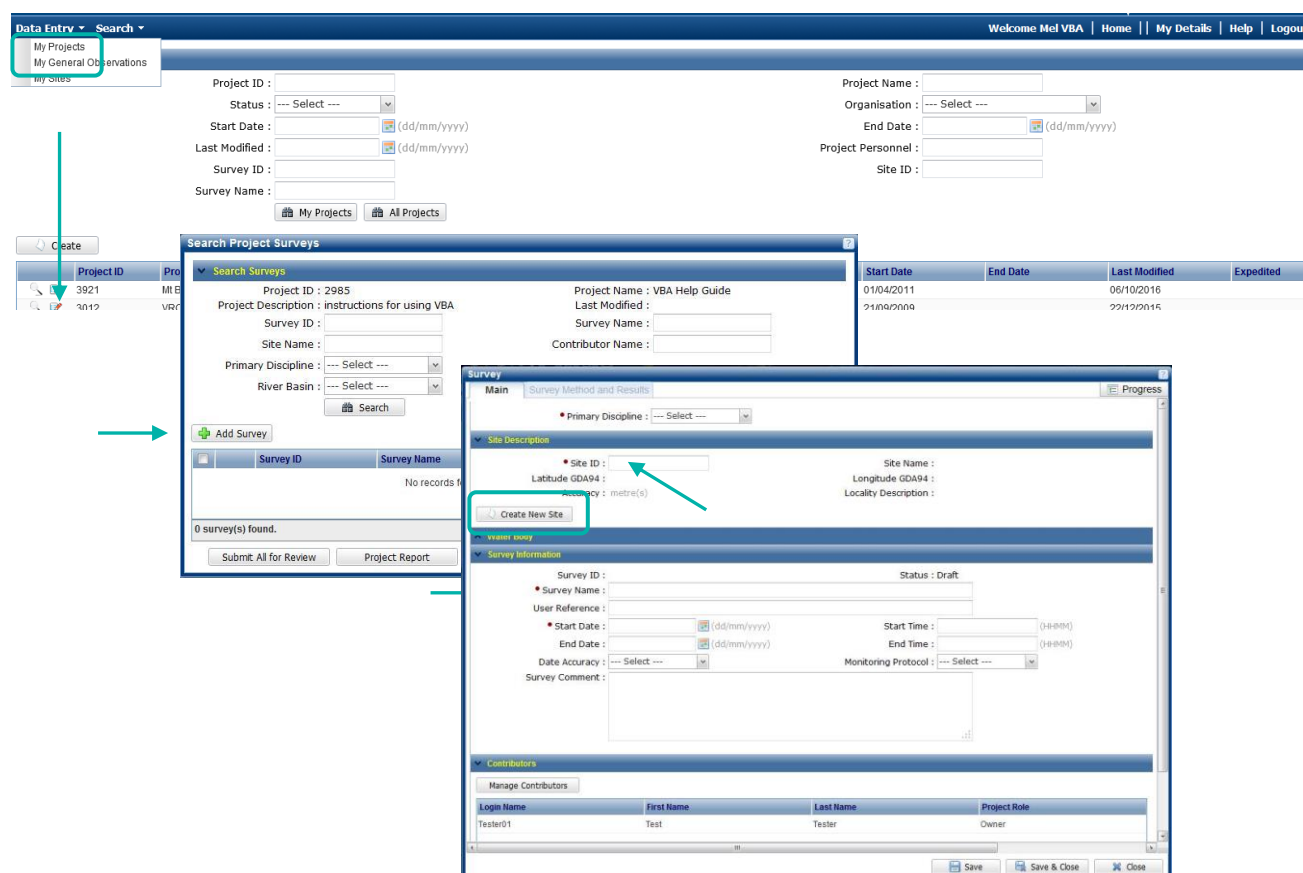
Share the data either via online VBA application or via dedicated upload template.

Direct Data entry Tips

Throughout the VBA each window has a **?** in the top right hand corner – this is window-specific help that will provide further details about how to complete the fields. Make sure that you have allowed pop-ups from your browser (you will need to allow these from the VBA site)

Also, throughout the VBA fields marked with a red dot (●) are mandatory fields and must be completed. The fields marked with a yellow dot (●) are conditional - if you complete one you must complete the others.

1. Visit VBA (<https://vba.dse.vic.gov.au/vba/>) and Login using your Login Name & Password (see [VBA Registration Help Guide](#)).
2. Go to **Data Entry** in the top left screen, and select **My Projects**. Select Project 5834 from your list of Projects by clicking  if this is not displayed you need to contact vba.help@delwp.vic.gov.au to be added



The screenshot shows the VBA Data Entry interface. On the left, the 'Data Entry' menu is open, showing 'My Projects' and 'My General Observations'. A red arrow points from 'My Projects' to the 'Add Survey' button in the 'Search Project Surveys' dialog. The 'Search Project Surveys' dialog shows a list of projects, with 'Project ID : 2985' selected. A red arrow points from the 'Add Survey' button to the 'Survey' form. The 'Survey' form has several sections: 'Main' (Primary Discipline, Survey Name, Start Date, End Date, Date Accuracy, Monitoring Protocol), 'Site Description' (Site ID, Site Name, Latitude GDA94, Longitude GDA94, Locality Description), 'Survey Information' (Survey ID, Survey Name, User Reference, Start Date, End Date, Date Accuracy, Monitoring Protocol), and 'Contributors' (Manage Contributors, Login Name, First Name, Last Name, Project Role). A red arrow points to the 'Create New Site' button in the 'Site Description' section.

3. Click **Add Survey** and fill in the mandatory fields (●): Primary Discipline, Survey Name & Start Date.

Survey Name should follow the format of '**Species + translocation + fire area or park area + Salvage or Release**'. Specific identifiers you have can be added to the **User Ref text** (or in the species details later).

- You also need to record the location: select [Create New Site](#) (and follow the process described below in point 5) or if you know the VBA Site ID or are releasing to the same site that you salvaged from then add that SITE ID and press the Enter key on your keyboard and skip step 5.
- After [Create New Site](#), you need to complete the mandatory fields: site [Name](#), [Locality](#) and [Accuracy](#) (in metres). You can then either plot the position directly on the map as a point or polygon (zoom in to the location first), or you can type the coordinates into the [Point Information](#) section. Click [Validate Location](#) to confirm the point is plotting where you expect then [Save](#). Once the Site ID has been populated [Close](#) this screen.

Site detail and map

Site Information

Site ID :
 Name : Howe Flat
 Locality : 1.5k W of Lake Barracoota
 Site Position :
 Comments :
 Type : Polygon
 Accuracy (m) : 5
 Plot

Latitude	Longitude	Datum
-37.508568	149.808784	GDA94
-37.524298	149.803488	GDA94
-37.535276	149.827267	GDA94
-37.521094	149.862030	GDA94
-37.494565	149.842202	GDA94
-37.492875	149.822020	GDA94

View Save Restore Upload

Legend

MyMap

- ☐ Sites
- ☐ 10M Grid
- ☐ 5M Grid
- ☐ Basin
- ☐ Vic Bioregions Local
- ☐ Contours 20m Local
- ☐ Reference Areas Local
- ☐ Remote and Natural Areas Local
- ☐ Park and reserve outlines Local
- ☐ My Unpublished Sites
- ☐ Fire history - Wildfire Local

- Once all the Main information in the Survey has been completed click [Save](#). The [Survey Method & Results](#) tab in the top left is now available for you to add your survey method and species records.
- Click [Add Survey Method](#) and select the [TRANSLOCATION](#) from [Survey method](#) from the drop-down list – The [Method details](#) can be updated to state the location where the individuals originated ([Source of Taxa](#)).
- After clicking [Save](#), the [Species Records](#) tab in the top left becomes available and you can now add the species.
- Include the [Type of Record](#) as either: [Capture](#) for the salvage site OR [Release](#) for the translocation record.
- [Extra Information](#) select: [Salvage or Released/Translocation](#)

Survey

Main Survey Method and Results

Survey Name : Eastern Bristlebird Survey Method & Species Records

Survey Start Date :

Method Extra Information Species Records

Survey Method Details

Survey Method ID :

Discipline : Terrestrial fauna

Survey method : Translocation

Start Date of Sampling : (dd/mm/yyyy)

Start Time of Sampling : (HHMM)

End Date of Sampling : (dd/mm/yyyy)

End Time of Sampling : (HHMM)

Comments :

Method Details

Source of Taxa : Howe Flat

Screenshot Save Save & Close View Close

Select **Translocation** as the Method for both Salvage and Release surveys. Select Save to add **Species Records**

Survey Method & Species Records

Method Extra Information Species Records

Survey Name : Eastern Bristlebird Howe Flat extraction

Survey Start Date : 26/01/2020

Add Taxon

Search Taxon : 10519

Scientific Name : *Dasyornis brachypterus*

Type of Record : Captured

Common Name : Eastern Bristlebird

Extra Information : Salvaged

Total Count : 15

Observer : DougVBA

Add

Survey Method & Species Records

Method Extra Information Species Records

Survey Name : Eastern Bristlebird Howe Flat extraction

Survey Start Date : 26/01/2020

Add Taxon

Search Taxon : 10519

Scientific Name : *Dasyornis brachypterus*

Type of Record : Released

Common Name : Eastern Bristlebird

Extra Information : Released/Introduced

Total Count :

Observer : DougVBA

Add

- Fill in the Type of Record and the Extra Information appropriate to the salvage and release activities – notes these will be in separate surveys. Include the number of individuals salvaged from this site on this date before selecting **Add**.

12. If there are further details about the individuals (breeding status, tags and individual details) you can edit this after adding the observations and double clicking on the record. Save and Close when complete.
13. You will have now returned to the [Survey Method & Results](#) window. *Note: If you are returning to an existing survey make sure the window is in Edit mode before you make changes by clicking [Edit](#).*
14. Before you submit the data for Expert Review and publication, the VBA requires the records to be validated. To do this go to the [Validate and Submit](#) in the bottom left corner – this gives a [Rating](#) indicating whether the species has been recorded in the vicinity before.

Survey

Main | Survey Method and Results | Progress

Primary Discipline: Terrestrial fauna | Data Licence: Birdlife Australia

Site Description

Site ID: 1232335 | Site Name: Howe Flat
 Latitude GDA94 : -37.5142 | Longitude GDA94 : 149.8309
 Accuracy : 5 metre(s) | Locality Description : 1.5k W of Lake Barracoota

Create New Site | Extra Site Information | Site detail and map

Water Body

River Basin: --- Select --- | Drainage Division :
 Water Body Name: --- Select --- | Drains Into :
 Create New Water Body

Survey Information

Survey ID : 2003395 | Status : Draft
 Survey Name : Eastern Bristlebird Howe Flat release
 User Reference : Individual tags
 Start Date : 27/02/2020 (dd/mm/yyyy) | Start Time : (HHMM)
 End Date : (yyyy) | End Time : (HHMM)

Validate & Submit | Survey Report | Save | Save & Close | Delete | View | Close

2003394	Eastern Bristlebird Howe Flat extraction	26/01/2020	Terrestrial fauna	Ready for review
2003395	Eastern Bristlebird Howe Flat release	27/02/2020	Terrestrial fauna	Ready for review

For each salvaged population there should be at least 2 surveys - one for extraction and one or more for release/re-introduction depending on where the individuals end up.

15. Finally, [Continue](#), and your whole survey will be submitted for Expert Review. *Note: You will not be able to make any changes to this Survey until after the Review process has been completed.*
16. Once your records have been reviewed the [Reliability](#) field will be completed with either [confirmed](#) or [acceptable](#) which will lead to the records being published. If further evidence has been requested from you (via email from the VBA) the records will be classified as [unconfirmed](#). Unconfirmed records will remain in draft and not visible to anyone other than the contributor until further evidence has been provided and the records can be re-assessed.