

# VBA – Editing your Species Records

How to edit, delete or add species and add further information to existing surveys in the Victorian Biodiversity Atlas

This is a basic step by step guidance document to help you edit existing information relating to the species records you submitted to the VBA

## 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.

With the VBA you are able to see and edit all the data you have contributed, even if it has not yet been published (i.e. it is still in draft form or was not confirmed by an Expert Reviewer).

If you notice an error in the site details or taxa recorded, or you have received a [Further Information Request Letter](#) from the VBA there will be a comment from the relevant Expert Reviewer about any additional information required.

The Letter will highlight the Survey ID (or General Observation ID), Site Name and the species record that has been reviewed.

1. Visit VBA (<https://vba.dse.vic.gov.au/vba/>) and Login using your Login Name & Password.
2. Navigate to the Contributor section in the top left of the Welcome page and then select [My Projects](#) (or [My General Observations](#)). From here you have access to all the projects you are associated with and can search for specific surveys (or general observations) using the [Survey ID](#) field: enter the relevant Survey ID then click on [Search My Projects](#).
3. To view the survey sheets of the relevant project use the notepad symbol (highlighted above). Then select the relevant survey in the project (or general observation) by double-clicking on the survey (or clicking on the magnifying glass symbol) with the matching Survey ID number. This will open the survey screen.

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The screenshot shows the 'Data Entry' interface. At the top, there are navigation links: 'Welcome Test Tester | Home | My Detail | Help | Logout'. Below this is a search bar with a dropdown menu containing 'My Projects', 'My General Observations', and 'My Sites'. The 'My Projects' option is highlighted with a red box. Below the search bar are several input fields: 'Project Name', 'Organisation', 'Start Date', 'End Date', 'Project Personnel', and 'Survey Name'. There are also dropdown menus for 'Status' and 'Organisation'. A 'Survey ID' field is highlighted with a red box, and an arrow points from it to a 'My Projects' button. Below the form is a 'Create' button and a table of projects.

Project ID	Project Name	Status	Start Date	End Date	Last Modified	Expedite
2676	Misc AWW surveys from the 2000s	Publish...	01/01/1900		09/01/2014	
3561	VBA Help submissions of general observations	Publish...	01/01/2013		25/11/2013	

The steps described below relate to data entered in [Projects](#) (not General Observations).

4. To make a change to the species recorded in this survey, navigate to the species records screen:
  - a. Select the [Survey Method and Results](#) tab
  - b. Open the relevant Survey Method by clicking on the magnifying glass symbol
  - c. Select the [Species Records](#) tab and click [Edit](#). You can now change, delete or add species records, or add further information to existing species records.

The screenshot shows the 'Survey Method & Species Records' interface. The main window is titled 'Survey Method & Species Records' and has tabs for 'Method', 'Extra Information', and 'Species Records'. The 'Species Records' tab is active. The survey name is 'Mt Martha Aug 2013' and the survey start date is '21/08/2013'. Below this is a table of species records. The first record is highlighted with a red box and a magnifying glass icon. The 'Edit' button is also highlighted with a red box.

Scientific Name	Common Name	Taxon ID	Total Count	Extra	Type	Rating	Reliability	Observer
Acridotheres tristis	Common Myna	10998	8		Pers. Comm.	0	Acceptable	Test Test

# VBA – Editing your Species Records

Add Comments or Attachments:

- To add comments (eg to clarify how you determined the species identification) or a photograph, follow step 4, then type the text into the **Comments** field and/or click **Attachments**. If you add a photo, it is helpful for the Expert Reviewer and other users if you type “photo attached” into the Comments field of the species record. Finally, click **Save & Resubmit**. If your species record previously had a Reliability (eg Unconfirmed) it will now be cleared and the records will go back into the next Expert Review cycle.

**Edit Species Record**

**Record Details**

• Observer : cadmin

• VBA Taxon Id : 10998

Scientific Name : *Acridotheres tristis*

Extra Information : --- Select ---

Total Count : 8

Final Count String :

Data Licence :

Comments : reported through biodiversity.info@des.vic.gov.au  
"We have a small flock of about 8 frequenting our back yard ... We no longer see many native birds"

• Type of Record : Pers. Comm.

Common Name : Common Myna

Incidental Observation Type : --- Select ---

Count Accuracy : Estimate (single val)

Map Location   Attachments

Save & Resubmit   Save   Save & Close   View   Close

# VBA – Editing your Species Records

Change a Species:

- To change the identification of one of your species records (eg from Common Myna to Noisy Miner), click the magnifying glass next to the species you want to change. If you know the [VBA Taxon ID](#) for the species you can enter it directly in the field and press Enter, otherwise, click on the binoculars and search for the correct species. Select the species you want to use, click [Use Selected](#) and [Close](#).
- If you have no further information to add, you can [Save & Close](#). If your species record previously had a Reliability (eg Unconfirmed) it will now be cleared and the records will go back into the next Expert Review cycle.

**Edit Species Record**

**Record Details**

Observer: Tester01  
VBA Taxon Id: 10998  
Scientific Name: *Acridotheres tristis*  
Type of Record: Observation  
Common Name: Common Myna

**Find Taxon**

Search Taxon

Scientific Name:   
VBA Taxon ID:   
Taxon Level: --- Select ---  
Other Agency: --- Select ---  
Common Name: miner  
Status: Published  
Taxon Type: --- Select ---  
Discipline: Terrestrial fauna

Search

Taxon ID	Scientific Name	Common Name	Status	Level	Scientific Name Synonyms	Common Name Synonyms
10633	Manorina melanophrys	Bell Miner	Published	Species		
10634	Manorina melanocephala	Noisy Miner	Published	Species		
10635	Manorina flavigula	Yellow-throated Miner	Published	Species		
10967	Manorina melanotis	Black-eared Miner	Published	Species	Manorina melanotis	Black-eared Miner
526553	fam. Meliphagidae gen. Mani Miners		Published	Genus		
60717	fam. Meliphagidae gen. Mine Miner		Published	Genus		

6 record(s) found.

Use Selected Close

**Edit Species Record**

**Record Details**

Observer: Tester01  
VBA Taxon Id: 10634  
Scientific Name: *Manorina melanocephala*  
Extra Information: --- Select ---  
Total Count: 8  
Final Count String:  
Comments:  
Type of Record: Observation  
Common Name: Noisy Miner  
Incidental Observation Type: --- Select ---  
Count Accuracy: Estimate (single val)

Map Location Attachments

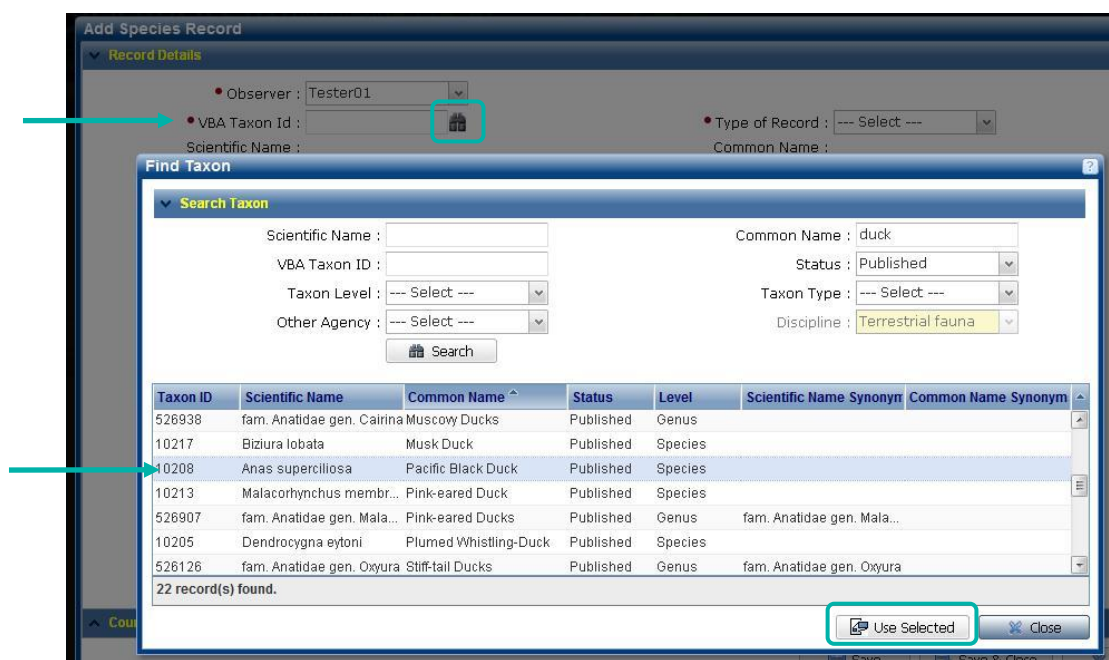
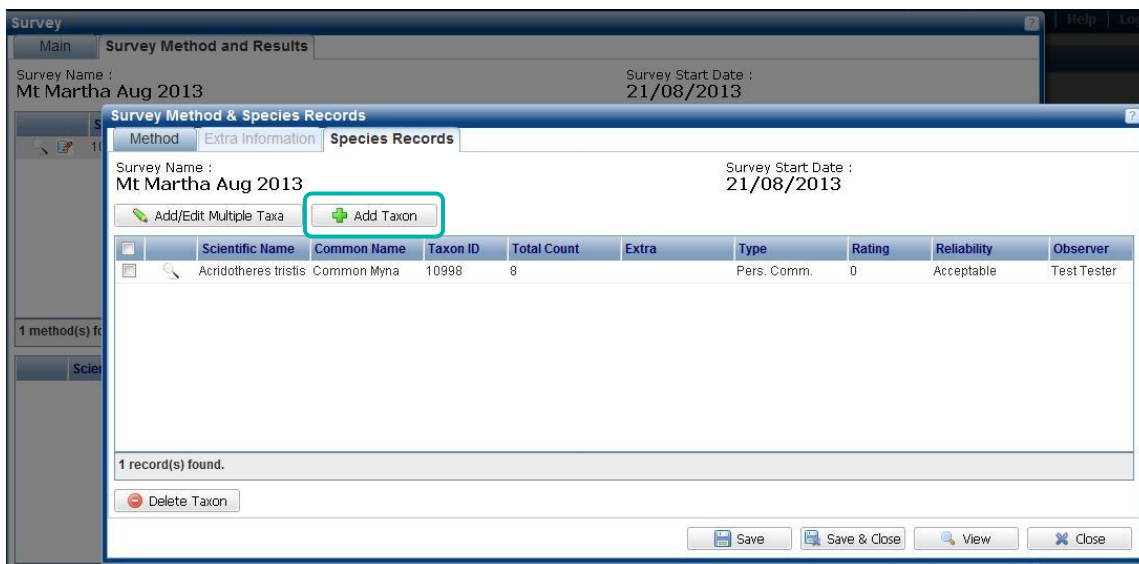
**Count Qualifier**

Save Save & Close View Close

# VBA – Editing your Species Records

Add a new species:

8. If you want to add a species record, first make sure you are in the [Survey Method & Species Records](#) screen with the [Species Records](#) tab displayed and in [Edit](#) mode (refer to step 4 above):
  - a. Click [Add Taxon](#) to open a new species record screen
  - b. Enter the VBA Taxon Id and press Enter, or search for the taxon by clicking on the binoculars
  - c. Select the species you wish to use, click Use Selected (this will return you to the Add Species Record screen)
  - d. Enter the remaining mandatory fields, any other information you wish to add, then [Save & Close](#)



# VBA – Editing your Species Records

Delete a species:

- If you want to delete a species record, first make sure you are in the [Survey Method & Species Records](#) screen with the [Species Records](#) tab displayed and in [Edit](#) mode (refer to step 4 above). Tick the box next to the species you want to delete and click [Delete Taxon](#).

NOTE: If this is a record that has already been published (ie the Reliability is Acceptable or Confirmed), you will be asked for a reason which will be forwarded to the VBA Administrator for assessment and approval.

The screenshot shows the 'Survey Method & Species Records' window for 'Mt Martha Aug 2013'. The 'Species Records' tab is active. A table lists two records:

	Scientific Name	Common Name	Taxon ID	Total Count	Extra	Type	Rating	Reliability	Observer
<input type="checkbox"/>	Acridotheres tristis	Common Myna	10998	8		Pers. Comm.	0	Acceptable	Test Tester
<input checked="" type="checkbox"/>	Anas superciliosa	Pacific Black Duck	10208			Observation	0		Test Tester

At the bottom of the window, the 'Delete Taxon' button is highlighted with a red box. A red arrow points to the checkbox for the selected record.

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