

VBA – Add a Survey and Species Records to a Project

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 **Species List for a Defined Area** as an example. There are many other survey methods to choose from, with minor variations to the process of entering the information. For further support please view the related help documents in the **Contribute** series.

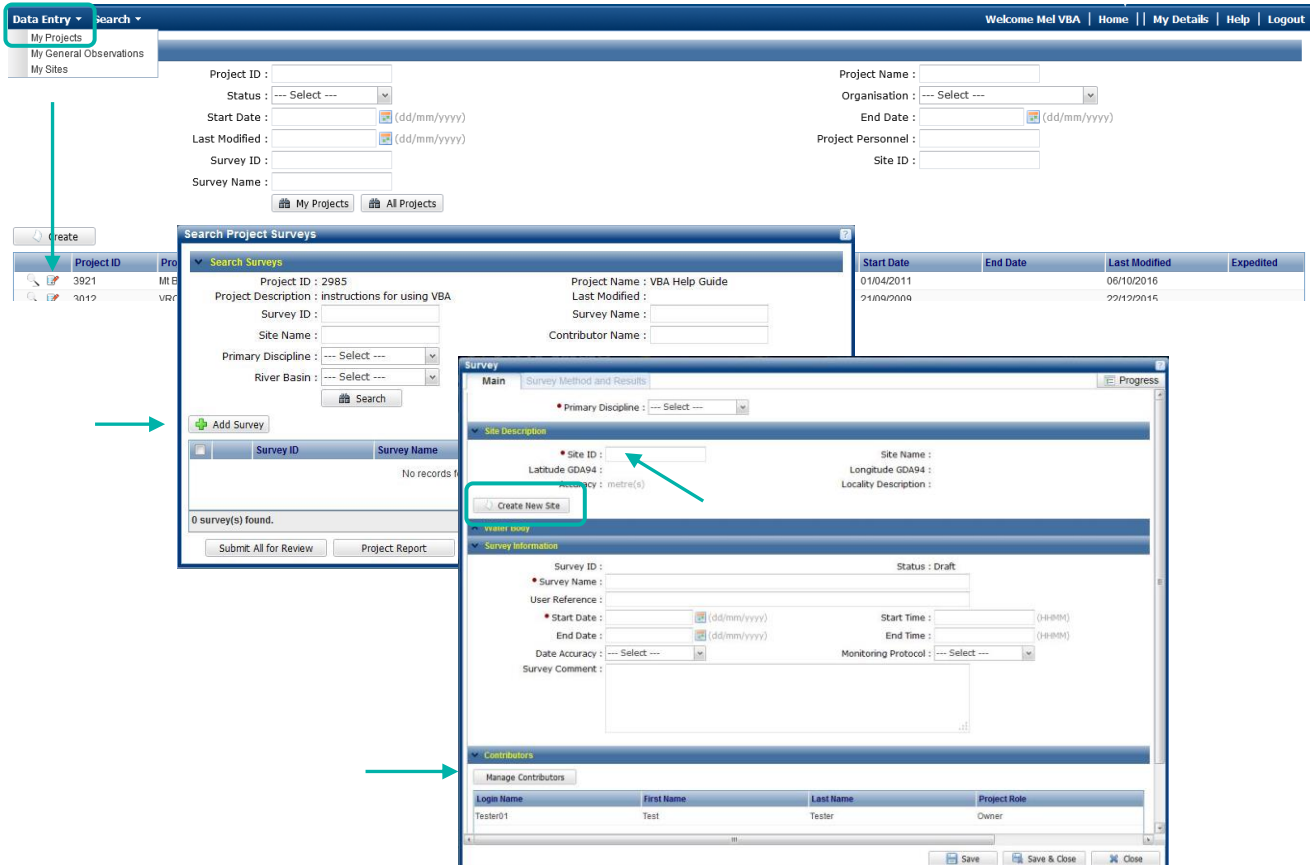
Tips

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 an existing project from your list of Projects by clicking  for the relevant Project, or create a new Project (see [Create a Project Help Guide](#))



The screenshot shows the VBA web application interface. The main window is titled 'Data Entry' and has a 'My Projects' dropdown menu. A 'Search Project Surveys' dialog is open, displaying a table of projects with columns for Project ID, Project Name, Start Date, End Date, Last Modified, and Expedited. A 'Survey' dialog is also open, showing fields for 'Site Description', 'Survey Information', and 'Contributors'. Red and yellow dots indicate mandatory and conditional fields respectively. Arrows point to the 'Add Survey' button and the 'Create New Site' button.

Project ID	Project Name	Start Date	End Date	Last Modified	Expedited
3921	MTE				
3912	VRP				

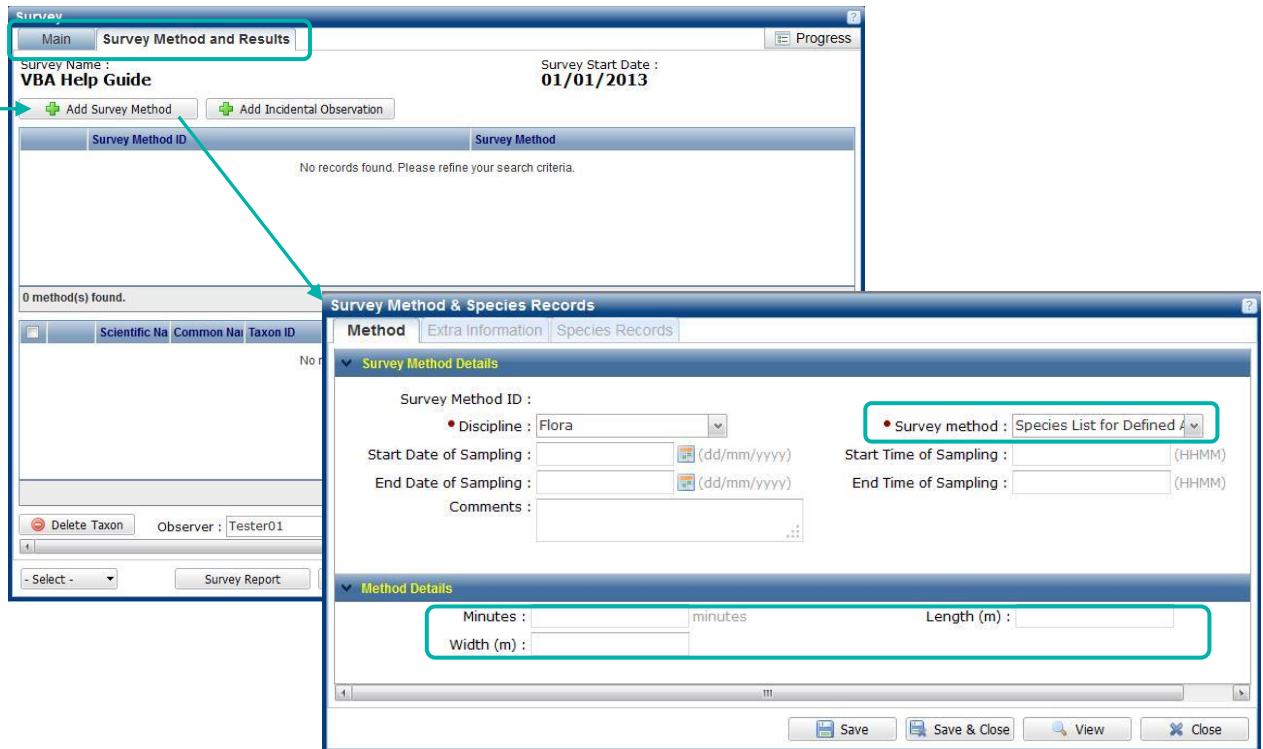
Project ID	Project Name	Start Date	End Date	Last Modified	Expedited
2985	VBA Help Guide	01/04/2011		06/10/2016	
		21/04/2006		22/12/2015	

VBA – Add a Survey and Species Records to a Project

3. Click [Add Survey](#) and fill in the mandatory fields (●): Primary Discipline, Survey Name & Start Date. You will be added as a Contributor by default, but you can add extra Contributors by clicking [Manage Contributors](#).
4. 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 for an existing site that you would like to re-use you can type the ID in the [Site ID](#) field and press the Enter key.
5. After clicking [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 (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.

6. 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.
7. Click [Add Survey Method](#) and select the appropriate [Survey method](#) from the drop-down list – in this case, [Species List for Defined Area](#). Optionally, you can enter the length, width and/or number of minutes it took to complete the survey.
8. After clicking [Save](#), the [Species Records](#) tab in the top left becomes available and you can now add the species you observed. *Note: you cannot delete a method once you've saved it, so please ensure you've selected the correct method before saving.*

VBA – Add a Survey and Species Records to a Project



9. Use the [Search Taxon](#) box and start typing the scientific name, common name or if known the VBA Taxon ID here and select from the dropdown list. Ensure any counts are captured and the correct observer is selected (or change by clicking on the drop-down list) and click [Add](#). Once you are happy with these details, click [Save & Close](#).
10. You will have now returned to the [Survey Method & Results](#) window. From here you have the option to enter additional Methods if required. *Note: If you are returning to an existing survey make sure the window is in Edit mode before you make changes by clicking [Edit](#).*

VBA – Add a Survey and Species Records to a Project

Survey Method & Species Records

Method | Extra Information | **Species Records**

Survey Name : **Test Site creation** Survey Start Date : **27/10/2015**

Add Taxon

Search Taxon : sedge

Scientific Name : Common Name :

Type of Record : Seen Extra Information : --- Select ---

Total Count : Observer : melvba

Add

Id	Scientific Name	Common Name	Taxon ID	Total Count	Extra	Type	Rating	Reliability	Observer
8262832	Diuris palustris	Swamp Diuris	501082	5		Seen			Mel VBA
8262833	Poa sieberiana	Grey Tussock-grass	502608			Seen			Mel VBA

2 record(s) found.

Delete Taxon

Save Save & Close View Close

11. 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

Survey Name : **Test Site creation** Survey Start Date : **27/10/2015**

Add Survey Method Add Incidental Observation

Survey Method ID	Survey Method
1161849	Cage trap
1161851	Bat detector
1148022	Incidental
1283359	Targeted search

4 method(s) found.

Id	Scientific Name	Common Name	Taxon ID	Total Count	Extra	Type	Rating	Reliability	Observer
8262832	Diuris palustris	Swamp Diuris	501082	5		Seen			Mel VBA
8262833	Poa sieberiana	Grey Tussock-grass	502608			Seen			Mel VBA

2 record(s) found.

Delete Taxon

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

VBA – Add a Survey and Species Records to a Project

12. 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.*
13. 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.

Related Quick Help Guides:

- [Contribute - Create a Project](#)
- [Contribute - Add a Breeding Record](#)
- [Contribute - Add a Specimen Record](#)
- [Contribute – Edit Species Records](#)
- [Contribute – Edit Site Details](#)
- [Search - Summary Species List for an Area](#)
- [Search - Detailed Species List for an Area](#)

© The State of Victoria Department of Environment, Land, Water and Planning 2017



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email customer.service@delwp.vic.gov.au or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.