

# Box Turtle Connection Tip Sheet

Effort Log .....	1
Entering a Turtle Capture .....	3
Location Details .....	4
Google Maps.....	5
Turtle Description .....	8
Turtle Condition .....	9
Turtle Capture Data Summary Review .....	10
View Turtle Captures .....	11
Reports.....	12

The purpose of this tip sheet is to describe the steps for entering the data into the Box Turtle Connection application in PAWS. To access the Box Turtle Connection application, log in to PAWS, click on **Wildlife** in the side menu, and then click on the **Box Turtle Conn.** link. This will take you to the Effort Log Main Page.

**Note:** This website only works with Internet Explorer.

## Effort Log

### Step 1. Access the Effort Log

**Action:** The Effort Log will be the first page you seen when you enter the Box Turtle application. To access the Effort Log, log in to PAWS, click on **Wildlife** in the side menu, and then click on the **Box Turtle Conn.** link.

**Outcome:** The Effort Log Screen will be displayed.

**Note:** An effort log must be created before any Box Turtle Captures can be entered.

Date	Location	Time Spent	Turtles Captured	Reports
<a href="#">3/2/2009</a>	Outside DSS BD	4:55 1:23	0 2	<a href="#">Add Capture</a> <a href="#">View Captures</a>

Figure 1 - Effort Log

### Step 2. View existing log entries.

**Action:** To view existing Effort Log entries, use the drop down lists to select a year and site.

**Outcome:** The effort log list will display any log entries for the current year and site selections.

### Step 3. Add/Edit Effort Log Entry

**Action:** To add a new Effort log entry, click the **Add Effort Log Entry** link. To modify an existing entry, click on the date for the log entry.

### Box Turtle Connection

—|EFFORT LOG|—

Select a year: 2009 [Add Effort Log Entry](#) *Creates a new effort log for the selected site*

Select a Site: FALLS LAKE

Date	Location	Time Spent	Turtles Captured	Reports
<a href="#">3/2/2009</a>	Outside DSS	4:55	0	<a href="#">Add Capture</a> <a href="#">View Captures</a>
	BD	1:23	1	

*Edit existing effort log for the selected site*

Figure 2 - Effort Log Screen

Outcome: The Effort Log Entry form will open.

### Box Turtle Connection

—|EFFORT LOG ENTRY|—

Site Name: FALLS LAKE

Date: 3/2/2009

Ave. Temperature: 48  Fahrenheit  Celsius

Location: Outside DSS

Time Spent: 4:55 hh:mm

BD: 1:23 hh:mm

SB: hh:mm

Project Leader: Brian Bockhahn

# of Observers: 6

Days Since Last Rain: 4

Comments:

[Cancel](#) [Save and Return to Effort Log](#) [Enter Effort for Another Day](#) [Enter Turtle Capture Data](#)

Figure 3 - Effort Log Entry

#### Step 4. Enter and Save Changes.

Action: Enter the available information into the form and click **Return to Effort Log**, **Enter Effort for Another Day**, or **Enter Turtle Capture Data**.

Outcome: Your changes will be saved and you will be returned to the Effort Log screen, the Effort Log Entry screen, or the Capture Information Screen.

#### Step 5. Enter Turtle Captures from the Effort Log.

Action: After an Effort Log has been created, you may enter captures for that date. Click on the **Add Capture** link on the Effort Log screen to add a Turtle Capture.



Outcome: The Capture Information form will open, and the date, Site and DSS will be defaulted to the values entered for the effort log. Additionally, the project leader will be included in the observer list by default. See the [Entering a Turtle Capture](#) section for more information about entering a new turtle capture.

## Entering a Turtle Capture

### Step 1. Enter a new Box Turtle Capture.

Action: Click on the **Add Capture** link on the main Effort Log screen.

**Box Turtle Connection**

—| EFFORT LOG |—

Select a year: 2009 [Add Effort Log Entry](#)

Select a Site: FALLS LAKE

Date	Location	Time Spent	Turtles Captured	Reports
<a href="#">3/2/2009</a>	Outside DSS BD	4:55 1:23	0 1	<a href="#">Add Capture</a> <a href="#">View Captures</a>



Figure 4 - Add Capture

Outcome: A form will open that allows you to enter some basic information about the turtle capture.

**Box Turtle Connection**

—| CAPTURE INFORMATION |—

Site Name: FALLS LAKE


Date: 3/2/2009 mm/dd/yyyy

Recapture?  Yes  No

Day of Week: Mon

Time: h:mm AM  PM

Turtle ID:

Capture Method (1-7):  

Inside Defined Study Site?  Yes  No

Which Defined Study Site?

**OBSERVERS**

Observers Assigned: (click to remove)

[Bockhahn, Brian](#)

Select an Observer:  [Add](#) Or Add New Observer:  Person  Group

First Name:  Last Name:  [Add](#)

[Cancel](#) [Save and Continue](#)

Figure 5 - Capture Information


### Step 2. Enter Box Turtle Data

Action: Enter the capture information for the turtle. Some important notes about this data entry form are:

## Box Turtle Connection Tip Sheet

- When entering time, indicate AM or PM (eg. Enter 6:00 and select PM instead of 18:00).
- The list of Defined Study Sites will be determined by the Site selected.
- Day of Week will be determined based on the date entered.
- Time should be entered as 24 hour time, so 1:00 PM should be entered as 13:00.
- Hover over the black turtle icon for descriptions of values.

**Capture Method (1-7):**



1=road capture;  
2=while mowing;  
3=active search;  
4=incidental find;  
5=radio signal;  
6=dog;  
7=other

When you have entered the available information, click the **[Save and Continue]** button.

Outcome: You will be taken to the Location Details part of the Capture Datasheet. Go to the [Location Details](#) section of this document for more information.

## Location Details

The Location Details form collects the coordinate information, a text description, and a few environmental parameters about where you captured the turtle. You can access this form from the [Capture Data Summary](#) review screen, or as part of the box turtle data entry process.

**Box Turtle Connection**

LOCATION DETAILS

Site Name: FALLS LAKE      Date: 3/2/2009 19:00      Turtle ID: ABL

Coordinates (UTM)     UTM's     Decimal Degrees 

Northing:       Easting:       Zone:

Datum:  

Location Description:

Air Temp:    
  Fahrenheit     Celsius

Sky Index (0-4):  

Weather (1-3):  

Days since last rain:  

 [Cancel & View Capture Data](#)      [Save & Go To Turtle Description](#) 

Figure 6 - Location Details

### Step 1. Enter Coordinate Information.

There are three options for entering coordinate information.



## Box Turtle Connection Tip Sheet


### Option 1. Enter the UTM Coordinates.

Action: Enter the Northing, Easting and Zone values.

### Option 2. Enter Decimal Degrees.

Action: Click on the Decimal Degrees radio button to enter latitude and longitude coordinates.

### Option 3. Select a location from Google Maps.

Action: Click on the map  button.

Outcome: This will open the Google Maps window that can be used to select your location. Go to the [Google Maps](#) section of this document for more information.

## **Step 2. Enter a Location Description**

Action: Enter a short text description describing where you found the turtle.

## **Step 3. Enter the Environmental Parameters**

Action: Enter the Air Temperature, Sky Index, Weather and Days since Last Rain. If you enter Air Temperature in Celsius, be sure to use the **Celsius** radio button to denote that.

Hint: Hover over the black turtle icon to get descriptions for values.

## **Step 4. Save the Location Details.**

Action: When you have entered all of the information you can click the **Save and go to Turtle Description** link.

Outcome:

Your changes will be saved and you will go directly to the [Turtle Description](#) data entry form.

## **Google Maps**

The Google Maps window in Box Turtle Connection can be accessed from the [Capture Data Summary](#), or the [Location Details](#) Form. In both cases, you open the window by clicking on the map button. 

