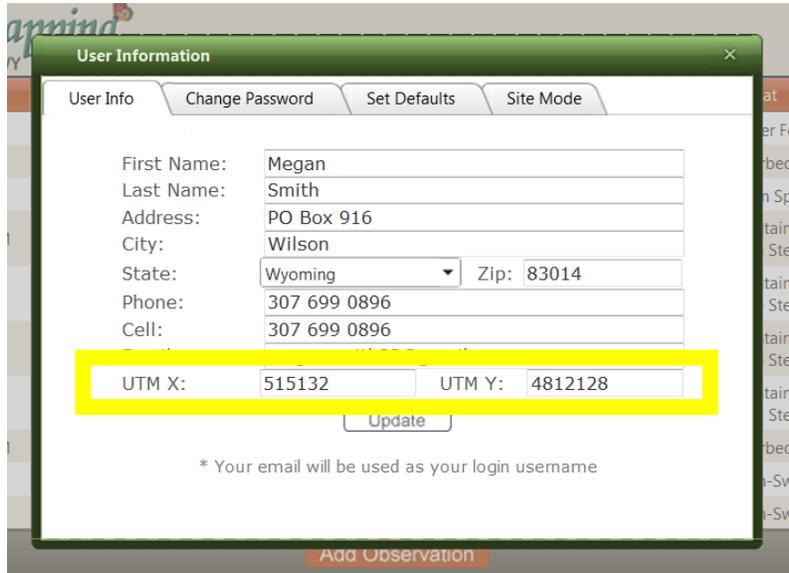


## HELP ON DEFAULT SETTINGS FOR NATURE MAPPING

Enter “**My Account**” under the upper right drop down menu

**“User Info” Tab** - Your default UTM's are entered into your User Information. This is needed for Project Backyard and backyard UTM's should be entered here.



The screenshot shows a web application window titled "User Information" with a close button (X) in the top right corner. Below the title bar are four tabs: "User Info", "Change Password", "Set Defaults", and "Site Mode". The "User Info" tab is active. The form contains the following fields:

First Name:	Megan		
Last Name:	Smith		
Address:	PO Box 916		
City:	Wilson		
State:	Wyoming	Zip:	83014
Phone:	307 699 0896		
Cell:	307 699 0896		
UTM X:	515132	UTM Y:	4812128

Below the UTM fields is an "Update" button. At the bottom of the form, there is a note: "\* Your email will be used as your login username". Below the form is an "Add Observation" button.

### **“Set Defaults” Tab**

**UTM's** - Once UTM's are set on the “User Info” tab, they will automatically populate in the data entry form when Project Backyard is selected. Therefore, I would suggest using “Default Not Set” for the UTM's default.

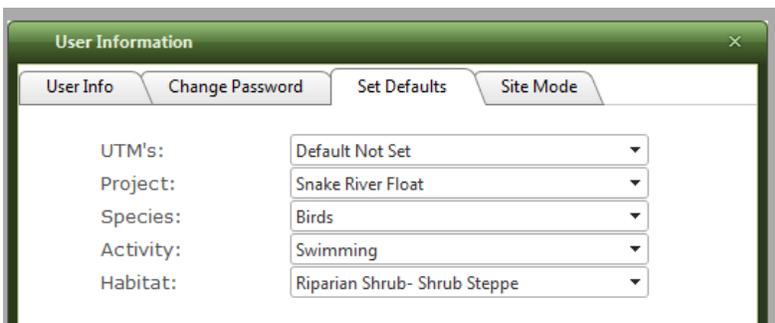
**Project** – Select the project which you would like to have displayed as the default on your data entry page. If selecting projects other than Backyard (Casual Observations, Gros Ventre Morning, Snake River Float, etc.) you should not have your default UTM's set because this will require deleting the UTM's for your home each time.

**Species** – Select the type of species that you tend to observe. If you don't have a usual, it may be best to leave this as “Default Not Set”. For Snake River Float, I would suggest Birds.

**Activity**– Select the type of activity that you tend to observe. If you don't have a usual, it may be best to leave this as “Default Not Set”. If you're a Project Backyard observer and most of your observations are at the bird feeder, “Active Bird Feeder” might be a good choice.

**Habitat** – Again, this may be best used for project Backyard (probably Disturbed) or Snake River Float (Riparian) where you can select the typical habitat type. If you don't have a usual, it may be best to leave this as “Default Not Set”

Below is an example of what Set Defaults tab selections may look like if one is typically doing Snake River Float observations.



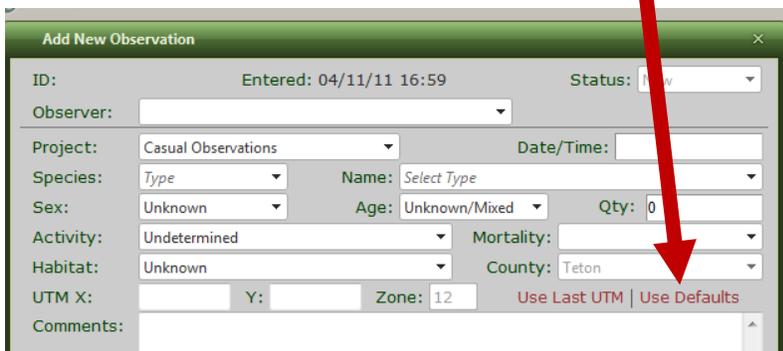
The screenshot shows the "User Information" window with the "Set Defaults" tab selected. The form contains the following fields:

UTM's:	Default Not Set
Project:	Snake River Float
Species:	Birds
Activity:	Swimming
Habitat:	Riparian Shrub- Shrub Steppe

## Add Observation Using Default Settings

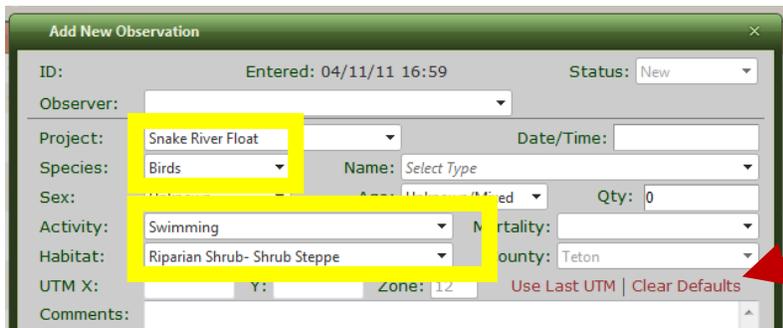
Select “**Entry Form**” under the upper right drop down menu

In a “**Add New Observation**” box, select **Use Defaults** before entering any data



The screenshot shows the 'Add New Observation' form with the following fields: ID (Entered: 04/11/11 16:59), Status (New), Observer (empty), Project (Casual Observations), Date/Time (empty), Species (Type), Name (Select Type), Sex (Unknown), Age (Unknown/Mixed), Qty (0), Activity (Undetermined), Mortality (empty), Habitat (Unknown), County (Teton), UTM X (empty), Y (empty), Zone (12), and Comments (empty). A red arrow points to the 'Use Defaults' button at the bottom right.

You will then see that your Default Settings are automatically filled in



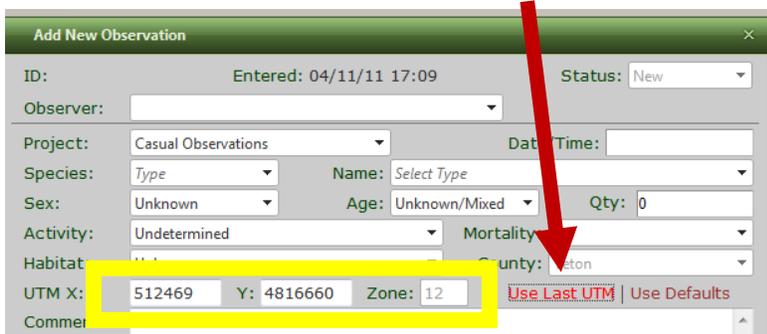
The screenshot shows the 'Add New Observation' form with default settings filled in: Project (Snake River Float), Species (Birds), Activity (Swimming), and Habitat (Riparian Shrub- Shrub Steppe). The UTM X, Y, and Zone fields are also filled with values. A red arrow points to the 'Clear Defaults' button at the bottom right.

**Clear Defaults**

Fill in remaining data as needed. Also note that in individual observations, you may change any data entries (e.g. Species or UTMs) even after defaults are entered.

If Use Defaults are accidentally used, then hit “**Clear Defaults**” which has replaced “Use Defaults” on the form.

“**Use Last UTM**” automatically enters the UTMs of the last observation you entered regardless of whether or not default UTMs were used. If you have a similar UTM to the last one, you can use “Use Last UTMs” and then edit. This may be most helpful for projects like the Snake River Float where UTMs are either the same or similar and therefore simply an edit of the previous entry.



The screenshot shows the 'Add New Observation' form with the following fields: ID (Entered: 04/11/11 17:09), Status (New), Observer (empty), Project (Casual Observations), Date/Time (empty), Species (Type), Name (Select Type), Sex (Unknown), Age (Unknown/Mixed), Qty (0), Activity (Undetermined), Mortality (empty), Habitat (empty), County (Teton), UTM X (512469), Y (4816660), Zone (12), and Comments (empty). A red arrow points to the 'Use Last UTM' button at the bottom right.