



How to Report a Survey through the Vernal Pool & Rare Species (VPRS) Reporting System



**Natural Heritage
& Endangered Species
Program**

Massachusetts Division of Fisheries & Wildlife

Survey Reporting



To begin, navigate to the Survey Home Page by clicking the "survey" button on the top of your VPRS home page screen.

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals **survey**

NHESP
Natural Heritage &
Endangered Species Program

Name: VPRS User **Address:** 1 Rabbit Hill Rd.
Westborough MA 01581

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My Notifications [Send Feedback](#)

Viewing 0 to 0 out of 0 results total. [Previous Page](#) [Next Page](#)

From	To	Date	Observation #	Category	# of Replies	Subject

[Web Accessibility Statement](#)

Version: v1.6

Survey Home Page

To open an existing survey, you may enter an Survey Number and click here to open that report. Alternately, you can highlight a survey and click the Open Report button at the bottom of the page

For additional information use the Help link located on each page.

Survey Home

To create new reports click the 'New Survey' button.

A Survey is a structured search for particular species in a specific place using a pre-defined methodology. Some examples of surveys include: research driven surveys, surveys required as part of a MESA Project Review, and survey efforts organized by the NHESP.

The purpose of the survey form is to capture information about the survey effort including number of visits to an area, weather at time of visit, number of surveyors, etc. The results of a survey, positive or negative, can be extremely valuable for increasing our understanding of species populations throughout the state.

STEP 1: To Start, click here to create a Survey.

New Survey

Enter a survey number to open one directly [Open Observation](#)

My Surveys

Viewing 0 to 3 out of 3 results total.

[Previous Page](#)

[Next Page](#)

Survey #	Survey Name	Date Created	Target Group(s)	Status
S84	NHESP 2012 Diversity Survey	10/19/2012	Beetles, Dragonflies/Damselflies, Fish, Amphibians, Plants, Vernal Pool	Open
S83	Sample Survey 2012	10/19/2012	Birds, Beetles, Snails, Plants, Vernal Pool	Open
S81	My First Survey	10/19/2012	Birds, Beetles, Snails, Plants, Vernal Pool	Open

Only 100 reports can be displayed in your Survey grid at one time. If you have more than 100 reports, use these buttons to toggle thru them.

A Survey is a structured search for particular species in a specific place using a pre-defined methodology. Some examples of surveys include: research driven surveys, surveys required as part of a MESA Project Review, and survey efforts organized by the NHESP.

Selected Survey Details

Obs Number: Date Created:
Last Updated Date: Closed Date:
Survey Name: Description:

[Open Report](#)

Starting your Survey

Option 1: A pre-defined template

STEP 2: This is used when the NHESP has organized a survey effort and has created a template for the surveyors to use when reporting their search effort and findings. You would be informed by a NHESP staff member if you are to use a pre-defined template for your survey.

Option 2: User generated survey

STEP 2: This is used for any other survey conducted including regulatory and research purposes. You can choose which species you are searching for and enter the dates you visited a particular area. You will likely be selecting this option for most Survey efforts.

The screenshot displays the NHESP Reporting System interface. At the top, there is a navigation bar with tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The 'survey' tab is active. Below the navigation bar, there are four main sections: 'Searched Areas', 'Visit Methodologies', 'Observations', and 'Photos/Documents'. A map of the Northeastern United States is shown, covering parts of New York, Connecticut, Massachusetts, Rhode Island, and New Hampshire. Major cities like Albany, Hartford, Providence, Boston, and New York are labeled. A 'Help Link' icon is visible in the top left corner of the map area. On the left side, there is a 'Create New Survey' form with a question: 'Will this survey be using a pre-defined template?' and radio buttons for 'Yes' and 'No'. A 'Save' button is at the bottom left. On the right side, there are map controls including a legend with options for 'Satellite', 'USGS Quad', 'Road Base Map' (checked), and 'Potential Vernal Pools'. A scale bar at the bottom of the map shows 50 km and 50 mi.

Templates & Target Groups

STEP 2 continued

Option 1:

The pre-defined template is pre-populated with the Target Groups

Will this survey be using a pre-defined template?

Yes No

Select the template assigned by the Survey Organizer:		
Template Name	Description	Target Groups
NHESP 2012 Diversity Survey	This survey will focus on a diverse group of animals in 2012 across the state of MA.	Beetles, Dragonflies/Damselflies, Fish, Amphibians, Plants, Vernal Pools

Option 2:

The User generated survey allows users to choose one or more Target Groups. Later you will be able to choose specific species from each group.

Note: The Target Group(s) selected cannot be edited after this step.

Will this survey be using a pre-defined template?

Please select the Target Groups for which you have decided to focus your survey efforts.

Yes No

Animals			Plants	Vernal Pools
Vertebrates	Insects	Non-Insects		
<input checked="" type="checkbox"/> Birds	<input checked="" type="checkbox"/> Beetles	<input checked="" type="checkbox"/> Snails	<input checked="" type="checkbox"/> Plants	<input checked="" type="checkbox"/> Vernal Pools
<input type="checkbox"/> Mammals	<input type="checkbox"/> Ants/Bees/Wasps	<input type="checkbox"/> Mussels		
<input type="checkbox"/> Reptiles	<input type="checkbox"/> Dragonflies/Damselflies	<input type="checkbox"/> Crustaceans		
<input type="checkbox"/> Amphibians	<input type="checkbox"/> Butterflies/Moths	<input type="checkbox"/> Other Invertebrates		
<input type="checkbox"/> Fish	<input type="checkbox"/> Other Insects	<input type="checkbox"/> Other Bivalves		

Survey Name & Site Description

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP
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Survey
Survey Id: S81
Sample Survey 2012
Report Status: Open

Survey Locations

*** Survey Name:**
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012

New Area Rename Area Delete Area
New Visit Delete Visit

Save Remove Survey Close

Searched Areas Visit Methodologies Observations Photos/Documents

Satellite
 USGS Quad
 Road Base Map
 Potential Vernal Pools

STEP 3: Survey Name and Survey Description can be entered to give the NHESP some basic information about your survey. This will be filled in and not editable if you choose a pre-defined template.



The map displays the Northeast United States, including parts of New Hampshire, Massachusetts, Connecticut, Rhode Island, and New York. Major cities like Boston, Providence, Hartford, and New York are labeled. A search area is highlighted in yellow, and a survey location is marked with a red dot. A scale bar indicates 50 km and 50 mi.

STEP 2 (continued): The Target Group(s) list is generated from the Groups picked in the previous step. This will be filled in if you choose a pre-defined template.

Note: Target Group(s) are not editable once you reach this step, whether using a pre-defined template or not.

Defining your Search Areas

The screenshot shows the NHESP Reporting System interface. At the top, there are navigation tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The 'survey' tab is active. The main header includes 'VERNAL POOL & RARE SPECIES REPORTING SYSTEM' and the NHESP logo. Below the header, there is a 'Survey' section with details: Survey Id: S83, Sample Survey 2012, and Report Status: Open. The interface is divided into several sections: 'Survey Locations' on the left, a central map of New Hampshire, and a 'Search Area(s) And Visit(s)' panel. The 'Survey Locations' section contains fields for 'Survey Name' (Sample Survey 2012), 'Survey Description', 'Target Group(s)' (Birds, Beetles, Snails, Plants, Vernal Pools), and 'Search Area(s) And Visit(s)'. The 'Search Area(s) And Visit(s)' panel is currently empty and has a 'New Area' button highlighted with a red box. The central map shows a road network and various cities in New Hampshire. A 'Help Link' is visible in the top right corner of the map area. The 'Search Area(s) And Visit(s)' panel is also highlighted with a blue box, and a blue arrow points from the 'New Area' button in the panel to the 'New Area' button in the map area.

Survey
Survey Id: S83
Sample Survey 2012
Report Status: Open

Survey Locations

*** Survey Name:**
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012

New Area **Delete Area**

Search Area(s) And Visit(s)
Sample Survey 2012

New Area **Delete Area**

Help Link

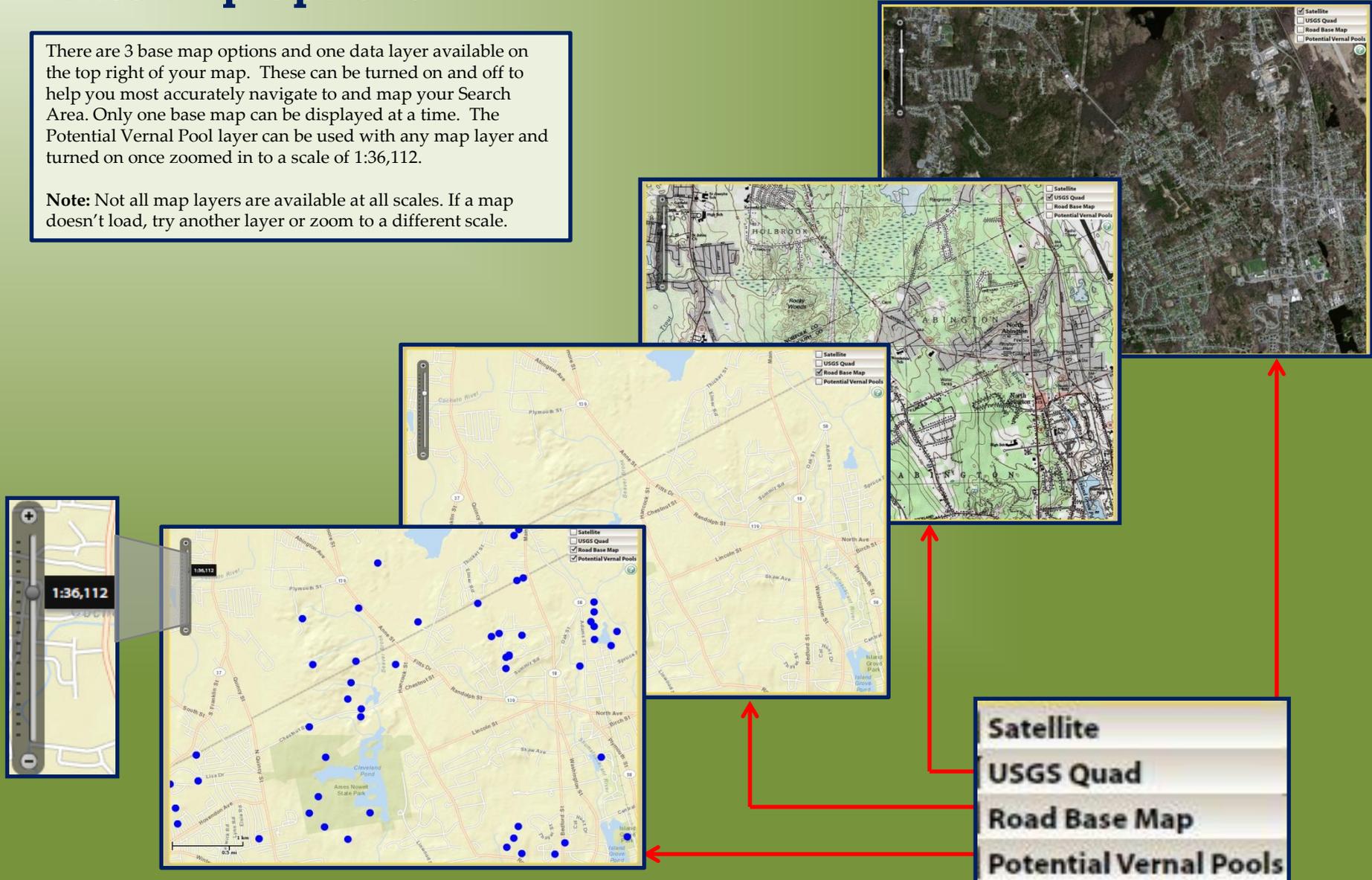
STEP 4: Click "New Area" to define areas searched by mapping a polygon.

Mapping Tools and Features: Base Map Options

STEP 4 continued

There are 3 base map options and one data layer available on the top right of your map. These can be turned on and off to help you most accurately navigate to and map your Search Area. Only one base map can be displayed at a time. The Potential Vernal Pool layer can be used with any map layer and turned on once zoomed in to a scale of 1:36,112.

Note: Not all map layers are available at all scales. If a map doesn't load, try another layer or zoom to a different scale.



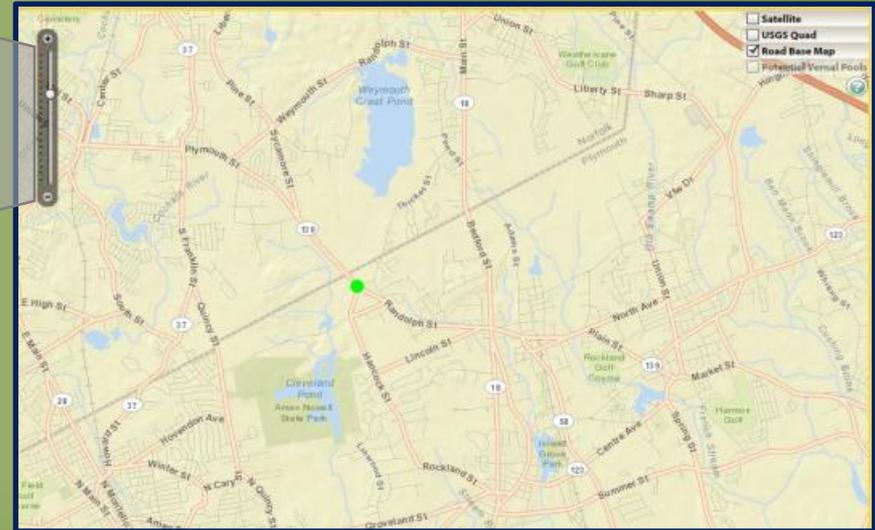
Mapping Tools and Features: Panning and Zooming

STEP 4 continued



Mouse over the map to display the pan tool seen here which you can use to navigate around the map.

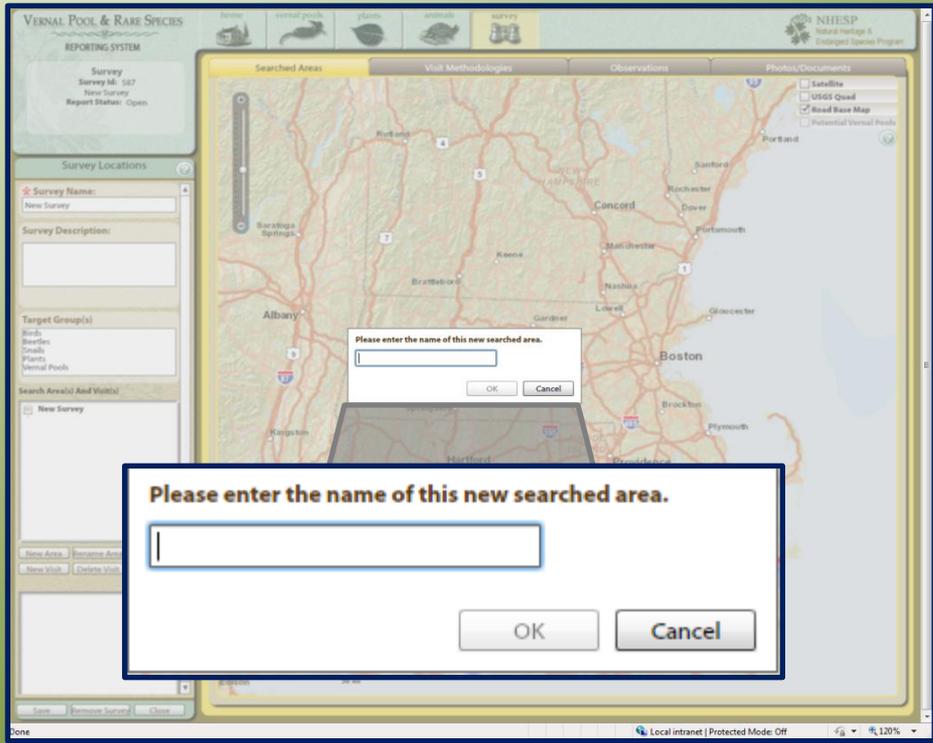
You can click the circle on the scale bar on the left side of the map and it will tell you what scale level you are at. On the scale bar you can click and drag the circle up and down or click the plus (+)/minus (-) buttons to zoom in and out.



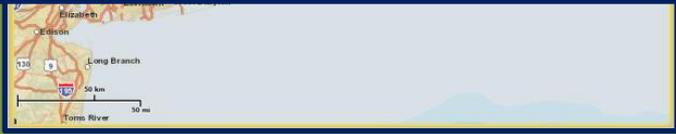
In addition to using the scale bar to zoom, you can hold the Shift key on your keyboard then click and drag your mouse over an area of the map to zoom in as demonstrated here.

Mapping Your Searched Area (continued)

STEP 4 continued



Search Areas can be mapped as Polygons only. In order to zoom in to the appropriate town select a town name from the drop down.



Search Area Info & Draw Path Feature

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals **survey**

NHESP
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Survey
Survey Id: 583
Sample Survey 2012
Report Status: Open

Searched Areas Visit Methodologies Observations Photos/Documents

Satellite
 USGS Quad
 Road Base Map
 Potential Vernal Pools

Survey Locations

* Survey Name:
Sample Survey 2012

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012
Search Area 1

New Area Rename Area Delete Area
New Visit

Selected Visit Target(s): Search Area 1

Save Remove Survey Close

STEP 4a: A survey can have multiple Search Areas and each one can have a list of Property Owners, Directions and a habitat description.

STEP 4b: You may also digitize your path to site, as a line only, using the mapping tools provided. Once your path to site has been digitized, it may be zoomed to or edited at any point. After your initial mapping of the path, the Draw Site Path button will display as Edit Site Path and a Path Zoom button will also appear.

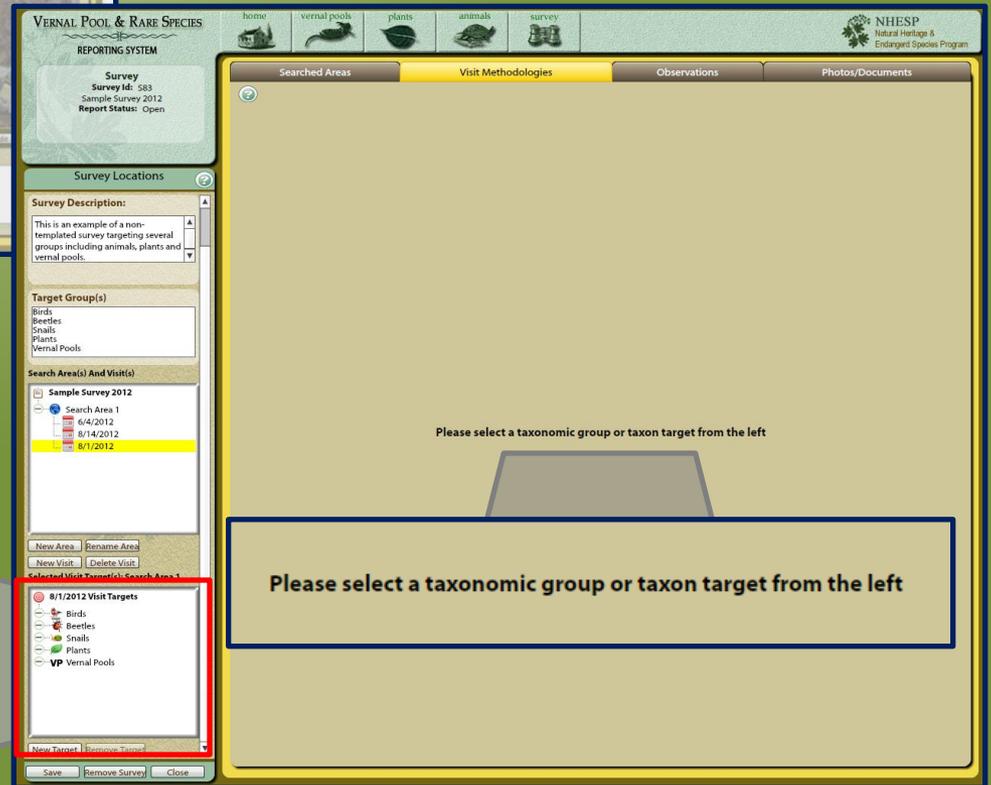
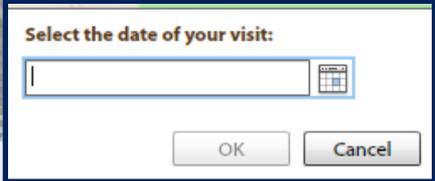
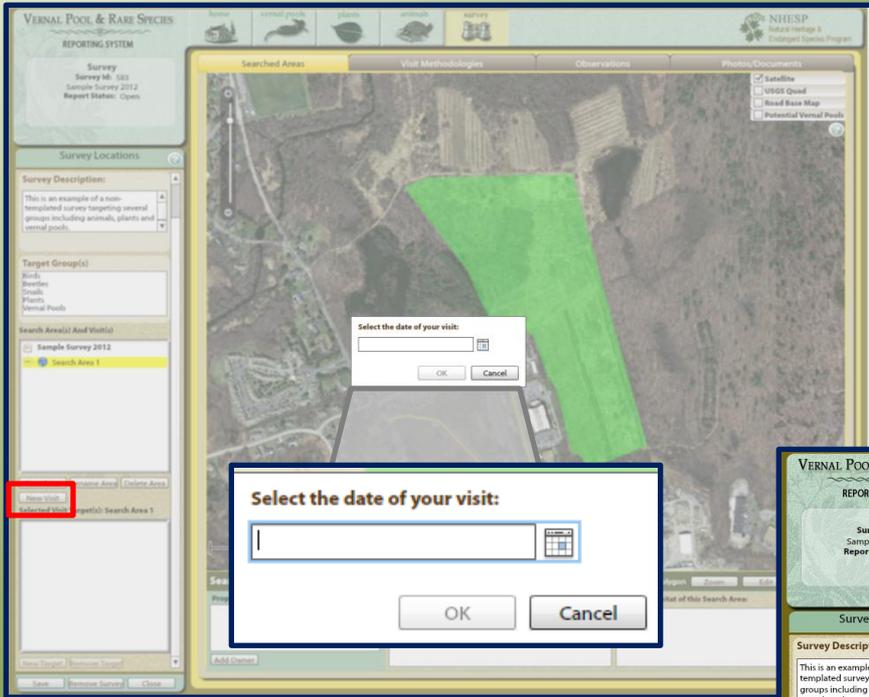
Search Area 1 Draw Site Path Location Type: Polygon Zoom Edit Delete

Property Owners: Directions to this Search Area: Describe Habitat of this Search Area:

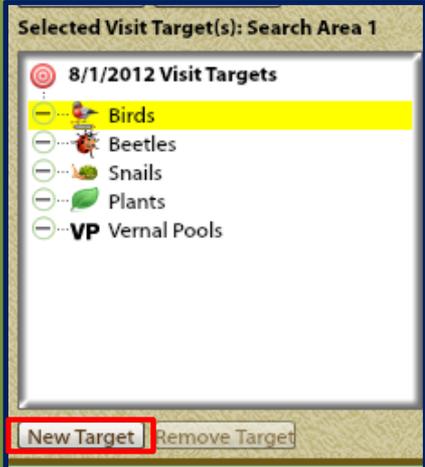
Add Owner

Visit Dates

STEP 5: To Add Visit Dates, click the “New Visit” button below the Search Area box. Multiple visit dates can be added per Search Area.



STEP 6: Once a date of visit has been selected the system prompts you to select the species you were searching for at that area on that day. This can be done by highlighting the appropriate Target Group and clicking the “New Target” button.



Targets

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

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Searched Areas **Visit Methodologies** Observations Photos/Documents

Help Link

STEP 6 continued: For each Target Group and Visit a list of questions will be presented for you to answer. These questions are specific to the group of species and although the questions may be the same or similar across groups they should be answered with the specific Target Group in mind.

Birds

Question	Response
What associated bird species were observed at this site?	
Were there any potential threats to birds observed at this site?	

Survey Information:
Survey Id: 583
Sample Survey 2012
Report Status: Open

Survey Locations

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012
Search Area 1
6/4/2012
8/14/2012
8/1/2012

New Area Rename Area
New Visit Delete Visit

Selected Visit Target(s): Search Area 1

8/1/2012 Visit Targets
Birds
Beetles
Snails
Plants
VP Vernal Pools

New Target Remove Target
Save Remove Survey Close

Visit Methodologies Tab

The screenshot displays the 'Visit Methodologies' tab in the 'Vernal Pool & Rare Species Reporting System'. The interface includes a top navigation bar with 'home', 'vernal pools', 'plants', 'animals', and 'survey' buttons. The main content area is divided into several sections:

- Survey Information:** Survey Id: 583, Sample Survey 2012, Report Status: Open.
- Survey Locations:** A sidebar with 'Survey Description', 'Target Group(s)' (listing Birds, Beetles, Snails, Plants, Vernal Pools), 'Search Area(s) And Visit(s)' (listing Sample Survey 2012 with dates 6/4/2012, 8/14/2012, and 8/1/2012), and '8/1/2012 Visit Targets' (listing Birds, Marsh Birds, Cerulean Warbler (Dendroica), Beetles, Snails, Plants, and VP Vernal Pools).
- Visit Methodologies Form:** A central form for 'Scientific Name: Dendroica cerulea' and 'Common Name: Cerulean Warbler' under the 'Taxon: Birds'. It includes fields for 'Surveyors', 'Start Time', 'End Time', 'Time Spent Actively Surveying', 'Search Method', 'Weather' (Storm, Rain/Sleet/Snow, Overcast, Partly Cloudy, Clear, Windy), and 'Temperature (in Fahrenheit)'. It also has 'Copy Visit' and 'Paste Visit' buttons and a 'Was the target species observed?' checkbox.
- Questions and Responses:** A table with columns 'Question' and 'Response'. The first question is 'What associated bird species were observed at this site?' and the second is 'Were there any potential threats to birds observed at this site?'.

Red boxes and arrows highlight the expand/collapse buttons on the form headers. A 'Help Link' is also visible in the top left of the main content area.

STEP 8: Multiple species can be added per group per visit. A Methodology form will be created for each species in order to obtain specific information about the search effort for each species on each day.

Note: The +/- button at the top of the form allows you to expand/collapse the form.

This inset shows two expanded methodology forms. The first form is for 'Other Species Name: Marsh Birds' and 'Other Species Taxon: Birds', with a red box around the '+' button. The second form is for 'Scientific Name: Dendroica cerulea' and 'Common Name: Cerulean Warbler' under 'Taxon: Birds', also with a red box around the '+' button. Red arrows from the main screenshot point to these '+' buttons.

Methodology/Visit Questions

STEP 8 continued

Scientific Name: Dendroica cerulea **Taxon:** Birds
Common Name: Cerulean Warbler

Surveyors
Edit **Add** Remove

Start Time **End Time**
Time Spent Actively Surveying hours
Search Method

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit)

Notes

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left **Copy Visit** **Paste Visit**

Was the target species observed? Yes No

- Point Counts
- Transects
- Audio Survey
- Visual Survey
- Nest Survey
- Habitat Assessment

Survey Team Member

First Name
Last Name
Affiliations/Qualification

Save **Cancel**

- Below 0
- 0-10
- 10-20
- 20-30
- 30-40
- 40-50

The Methodology form will appear for each species entered on each visit date. The questions are the same across all species, however, the search methods vary depending on the group. If more than one search method was used for a species on the same date we ask that you enter the species twice in the left panel and fill in a form for each methodology used, specifying the amount of time spent using that search method.

Results of your search

Another purpose of the methodology form is to receive information about whether the target species was observed.

STEP 8a (option 1): For negative search efforts, select No.

Was the target species observed? Yes No

STEP 8a (option 2): If the species was observed and you were the observer there is an option to Generate an Observation Report from the survey. This will carry over the species name, date of observation, search area location (which can be edited), habitat description, directions, property owners and survey number.

You can either click on the green link to open your report or wait until you are done entering your survey information and open the report directly from your Animal, Plant or Vernal Pool home page or from the Observation Tab of the survey.

Was the target species observed? Yes No

**Generate
Observation Report**

Target species was observed

A951

Was it observed by you or another member of your team? Myself Other

If Other, please provide Name & Contact Information.

Is this observation associated with a NHESP review file?

If Yes, please list the NHESP file / tracking #, if known: Yes No

Is this observation associated with a collection permit?

If Yes, please list the collection permit #, if known: Yes No

Tip: If you are generating several Plant or Animal observation reports within the same Search Area you may want to generate the first report, as described in Step 8a, then, use the Copy Report function on the Plant or Animal home page for creating the additional reports. While some information is carried from the Survey to an Observation Report, even more information is carried over when copying from one report to the next.

See the [Plant](#) or [Animal](#) Tutorials for additional information on this process.

STEP 8a (option 3): If the species was observed and you were not the observer we ask that you indicate the name and contact information of the person who was the observer and encourage them to log in and submit an observation report.

You can also provide them with your survey number so they can reference it in their report.

Was the target species observed? Yes No

Was it observed by you or another member of your team? Myself Other

If Other, please provide Name & Contact Information.

Is this observation associated with a NHESP review file?

If Yes, please list the NHESP file / tracking #, if known: Yes No

Is this observation associated with a collection permit?

If Yes, please list the collection permit #, if known: Yes No

Copy/Paste Function

STEP 8 continued

If you were searching for several species at the same time you can use the copy/paste feature.

First, fill in a methodology form. Next, click the "Copy" button on that form. Then select the species you wish to paste the information to (can be from any Group, Search Area, or Visit date). Click Paste Visit in the form you wish the information to paste into.

Scientific Name: *Dendroica cerulea* **Taxon:** Birds

Common Name: Cerulean Warbler

Surveyors
Edit **Add** Remove
Surveyor One
Surveyor Two

Start Time 7am **End Time** 3pm

Time Spent Actively Surveying 8 hours

Search Method Audio Survey

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit) 70-80

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left

Copy Visit **Paste Visit**

Target species was observed

A993

Notes
Notes can be any additional comments about this information.

The Paste function will paste most of the information from the form copied. Once the information is pasted it can be modified as needed. "Search Method" may not copy if you are pasting information into a different target group. Also, the information about whether the species was observed is not copied and should be answered for each species.

Scientific Name: *Achillea millefolium ssp. lanulosa* **Taxon:** Plants

Common Name: Seaside-yarrow

Surveyors
Edit **Add** Remove
Surveyor One
Surveyor Two

Start Time 7am **End Time** 3pm

Time Spent Actively Surveying 8 hours

Search Method

Weather: Storm Rain / Sleet / Snow
 Overcast Partly Cloudy
 Clear Windy

Temperature (in Fahrenheit) 70-80

Use the Copy/Paste buttons to populate the visit info above to any taxon target on the left

Copy Visit **Paste Visit**

Was the target species observed? Yes No

Notes
Notes can be any additional comments about this information.

Observations Tab

STEP 8 continued

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP Natural Heritage & Endangered Species Program

Survey
Survey Id: 583
Sample Survey 2012
Report Status: Open

Survey Locations

Survey Description:
This is an example of a non-templated survey targeting several groups including animals, plants and vernal pools.

Target Group(s)
Birds
Beetles
Snails
Plants
Vernal Pools

Search Area(s) And Visit(s)
Sample Survey 2012
Search Area 1
6/4/2012
8/14/2012
8/1/2012

New Area Rename Area
New Visit Delete Visit

Selected Visit Target(s): Search Area 1
8/1/2012 Visit Targets
Birds
Marsh Birds
Cerulean Warbler (Dendroica)
Beetles
Snails
Plants
Seaside-yarrow (Achillea mill)
VP Vernal Pools

New Target Remove Target
Save Remove Survey Close

Searched Areas Visit Methodologies **Observations** Photos/Documents

Observations Generated from this Survey

Observation #	Observation Type	Species Name
A993	Animal	Cerulean Warbler

Unlink Selected Observation

Incidental Observations Associated with this Survey

Observation #	Observation Type	Species Name
---------------	------------------	--------------

Create Incidental Report(s): Plant Report Animal Report Vernal Pool Report

Help Link

The "Observations Generated from this Survey" table lists all observation reports generated from the Visit Methodologies tab.

If an observation needs to be disassociated from a survey for any reason, highlight the report in the list and click the "Unlink Selected Observation" button.

The "Incidental Observations Associated with this Survey" table allows you to report any "incidental" species you may have observed. For example, if you were surveying for a plant and you happened to observe Wood Turtle, you can associate the wood turtle report with your survey without indicating that you were actually searching for it.

Photos/Documents

Searched Areas Visit Methodologies Observations **Photos/Documents**

Help Link

STEP 9: You may add, edit, or remove photos, audio, and/or documents, with comments, to include in your report. All uploaded files are displayed here.

STEP 9a: To attach files to your Survey, click the Add button in the lower right corner. From the pop-up window that appears, click Select File and navigate to the file you wish to upload.

File date: 08/24/2012

Comments

Select file OK Cancel

Comments entered in the Comments field can be viewed by hovering over the thumbnail once the document has been uploaded.

Note: Maximum file size is 20MB. Acceptable file types include: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3. This is applicable for any part of the system where you can upload a file to your report.

Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

Add Edit Remove

Tulips.jpg

File name: Tulips.jpg

File size: 606.34 KB

File date: 02/24/2012

Comments

STEP 9b: Select the file you want to attach, and, when it has finished loading, click OK.

Select file **LOADING 100%** OK Cancel

Searched Areas Visit Methodologies Observations **Photos/Documents**

Tulips.jpg Survey

STEP 9c: The photo will now appear on the Photos/Documents window. You can repeat these steps as necessary to include all files you wish to attach.

Maximum file size is 20MB. Acceptable file types: .jpg, .png, .gif, .doc, .docx, .xls, .xlsx, .pdf, .wav, .mp3

Add Edit Remove

Want to upload a shapefile? While the VPRS system doesn't directly support shapefile upload, you can export the attributes of a point shapefile into a .xls or .xlsx format and upload that to your report. The attribute table of your shapefile must contain the Latitude and Longitude coordinates in Decimal Degrees for each shape within your table. If your shapefile does not already contain the Lat/Long information, you can use out-of-the-box ArcMap tools to add and calculate these fields.

If you require assistance with this process please contact us at: ContactVPRSAdmin@state.ma.us.

Closing Your Survey

The screenshot displays the NHESP reporting system interface. At the top, there are navigation tabs for 'home', 'vernal pools', 'plants', 'animals', and 'survey'. The 'survey' tab is active. The main content area is divided into several sections: 'Searched Areas', 'Visit Methodologies', 'Observations', and 'Photos/Documents'. A map of a rural area is shown, with a green polygon highlighting a search area. The map includes street names like 'South St', 'Milk St', 'Rice Ln', 'Nauset Dr', 'North Dr', 'Oak St', and 'Bride Ln'. A scale bar indicates 300 meters and 1000 feet. Below the map, there are controls for 'Search Area 1', including 'Path Zoom', 'Edit Site Path', 'Location Type: Polygon', 'Zoom', 'Edit', and 'Delete'. The 'Property Owners' section lists 'MA DFW, 1 Rabbit Hill Rd, Westborough, MA, 015'. The 'Directions to this Search Area' section provides instructions: 'Follow Route 135 from Northborough center. Left onto North Drive, follow signs to DFW office. Park in lot and walk into WMA.' The 'Describe Habitat of this Search Area' section is currently empty. On the left side, there is a sidebar with 'Survey Locations' and 'Search Area(s) And Visit(s)'. The 'Search Area(s) And Visit(s)' section shows 'Sample Survey 2012' with a list of visits: 'Search Area 1' (6/4/2012, 8/14/2012, 8/1/2012). At the bottom of the interface, there are buttons for 'Save', 'Remove Survey', and 'Close'. The 'Close' button is highlighted with a red box.

STEP 10: Once you have finished entering your survey data you can “Close” the survey by clicking the “Close” button at the bottom left of the screen.

By closing your survey you are indicating that you have finished entering data and the NHESP can review the information. The survey, however, is never locked down like the observation forms and, therefore, if you continue this survey in the next season, feel free to Open the survey (the Close button will display as “Open” once clicked) and continue data entry.



Questions or Feedback?

Contact us at:

Contact VPRSAdmin@state.ma.us



Natural Heritage
& Endangered Species
Program

Massachusetts Division of Fisheries & Wildlife