
















Manage My Surveys

To review or edit submitted surveys, go to the **Manage My Surveys** page on the website (caterpillarscount.unc.edu/manageMySurveys). You will see a list of the surveys that you have submitted yourself, or if you are a Site Manager, a list of all surveys that have been submitted at your site:

JUNE 5TH, 2018

DBM: NC Botanical Garden (NC), Circle 1, Spicebush				9:48am	 
 <u>ANDREW ZACHMAN</u>	 BEAT SHEET	60 DRY LEAVES	6cm LEAF LENGTH	 NONE	
Show 1 Arthropod Sighting					
DBL: NC Botanical Garden (NC), Circle 1, Spicebush				9:45am	 
 <u>SARA SNELL</u>	 VISUAL	50 DRY LEAVES	7cm LEAF LENGTH	 TRACE (1-5%)	
Show 3 Arthropod Sightings					
DBN: NC Botanical Garden (NC), Circle 1, Winged elm				9:47am	 
 <u>KINSEY FISHER</u>	 BEAT SHEET	50 DRY LEAVES	6cm LEAF LENGTH	 MODERATE (11-25%)	

You can see what arthropods were found during a survey by clicking the "Show Arthropod Sightings" button at the bottom. In case of the red survey above, that looks like this:

DBL: NC Botanical Garden (NC), Circle 1, Spicebush				9:45am	 
 <u>SARA SNELL</u>	 VISUAL	50 DRY LEAVES	7cm LEAF LENGTH	 TRACE (1-5%)	
 2 4mm ants  2 3mm aphids  1 3mm leafhopper					
Hide 3 Arthropod Sightings					



Editing Surveys

You may have realized you made a mistake when submitting a survey and need to correct it. For example, you may have checked "Beat Sheet Survey" when it was actually a Visual Survey, or you may have realized that an arthropod that you were calling a *True Bug* was actually a *Leafhopper*. Click on the **Edit** button in the top right of the survey record you would like to edit, and you can change any of the associated values.

Surveys are editable for up to two weeks after submission. If you realize you need to correct a mistake after two weeks has passed, contact your Site Manager.

Site Managers can edit any surveys submitted to their site no matter how long ago they were submitted.



Filtering Surveys


To help locate a specific survey or set of surveys, you can use the **Filter** feature at the top right of the **Manage My Surveys** page. You can filter records by Site, Circle, Survey, Date, User Name, or Arthropod Type.

The screenshot shows the 'Manage My Surveys' filter interface. At the top right, there are two buttons: 'BATCH DELETE' (with a trash can icon) and 'FILTER SURVEYS' (in yellow with a filter icon). Below these are five filter sections: 1. 'USER:' with a text input containing 'John Smith'. 2. 'ARTHROPOD GROUP:' with a dropdown menu showing 'Not selected' and a 'MIN. LENGTH (MM):' input with '0'. 3. 'FLAGGED SURVEYS:' with a 'Show All' button. 4. 'SITE:' with a dropdown menu showing 'Not selected' and a link 'FILTER BY SPECIFIC BRANCH SURVEY CODE INSTEAD'. 5. 'DATE:' with 'Month', 'Day', and 'Year' inputs and a 'CLEAR DATE' link. At the bottom is a wide 'APPLY FILTERS' button.



Deleting Surveys

If a survey was submitted in error (for example, if a branch was accidentally surveyed twice), it can be deleted by clicking the Trash Can icon at the top right of the survey record. This action cannot be undone, so make sure you mean it!

You can also select groups of surveys for deletion at once by clicking on the **Batch Delete**  icon next to the yellow **Filter Surveys** button.

MANAGE MY SURVEYS

Caterpillars Count!

Reviewing Flagged Surveys

Ensuring that submitted data is of high quality is critical for all future research and analyses that are done with the **Caterpillars Count!** dataset. We have made it easy to review any surveys with values for the length or abundance of arthropods, or for the the length of leaves, that we have deemed unusual or unlikely.

USER: John Smith

ARTHROPOD GROUP: Not selected

MIN. LENGTH (MM): 0

FLAGGED SURVEYS: Show All, Needs Review, Accepted, Rejected

SITE: Not selected

DATE: Month Day Year

BATCH DELETE FILTER SURVEYS

APPLY FILTERS

To view flagged surveys, go to **Manage My Surveys** and click on the yellow **Filter Surveys** button as shown above. There, you can select the Flagged Surveys that *Need Review*. Then click the **Apply Filters** button at the bottom, and if there are any surveys flagged for review they will be displayed with a pink box that explains why the survey is being flagged.

In the example below, an *ant* was reported with length 30 mm, which would be quite unusual for an ant.

APRIL 14TH, 2025

LWA: East Campus UGA (GA), Circle 5, Northern red oak 4:41pm

1 30mm ant

Hide 1 Arthropod Found

- LONG ARTHROPOD: 30mm more than expected "ant" limit of 20mm. OK? ☐

QC Comments (optional):

EDIT EMAIL... REJECT ACCEPT

As we can see by the underlined hyperlink associated with "[1 30mm ant](#)", this record has a photo associated with it which is worth viewing by clicking on it.



How should this record be fixed? You might feel that most likely the '0' was a typo and it should really be 3 mm. Or perhaps you feel confident in estimating the length from the photo. In either case, we can **Edit the record** by clicking the **Edit** button and simply change the questionable length value.

Alternatively, you could send a pre-crafted email to the user by clicking the **Email** button at the bottom of the record. As shown at right, this will prompt them to reconsider and edit the record, if appropriate, or add any notes justifying their observation.

A third possibility is that although the value is unusual, it is accurate in this case. In that case, you might add some notes confirming that yes, indeed, it was an unusually large ant. Then click **Accept**. The result will no longer show up as a flagged survey that needs review.

Finally, you may have tried to contact the observer but have not heard back from them, and you feel the record is almost certainly incorrect but you are unable to correct it. In that case, you would click the **Reject** button. In that case, the record would not show up on the **Maps and Graphs** page, and would be flagged as unreliable in the raw data for scientists.

We hope that **Site Managers** will periodically examine the flagged surveys from their site. Doing this weekly increases the chance that the observer actually remembers the details of the surveys in question.

Thank you for helping us maintain an accurate and high quality dataset!

Hi [REDACTED],

The survey listed below was flagged for having one or more unusual values during our automatic quality control checks.

LWA: East Campus UGA (GA), Circle 5, Northern red oak @ April 14th, 2025 4:41pm

- LONG ARTHROPOD: 30mm more than expected "ant" limit of 20mm.

Could you please double check this record by visiting the [Manage My Surveys](#) page, and using the Filter Surveys button to select the branch code and date as indicated above?

If you are no longer able to edit the survey yourself, could you please email back with any clarifications, edits, or a confirmation that the value or values are correct?

As a reminder, arthropod length refers to head + body length only, and does not include legs or antennae. And while arthropod length is measured in mm, leaf length is measured in cm.

Thanks for helping us ensure a high quality dataset!
Allen Hurlbert

[No, cancel](#) [SEND EMAIL](#)