



Data Entry Instructions: **Uploading Digital Photographs**

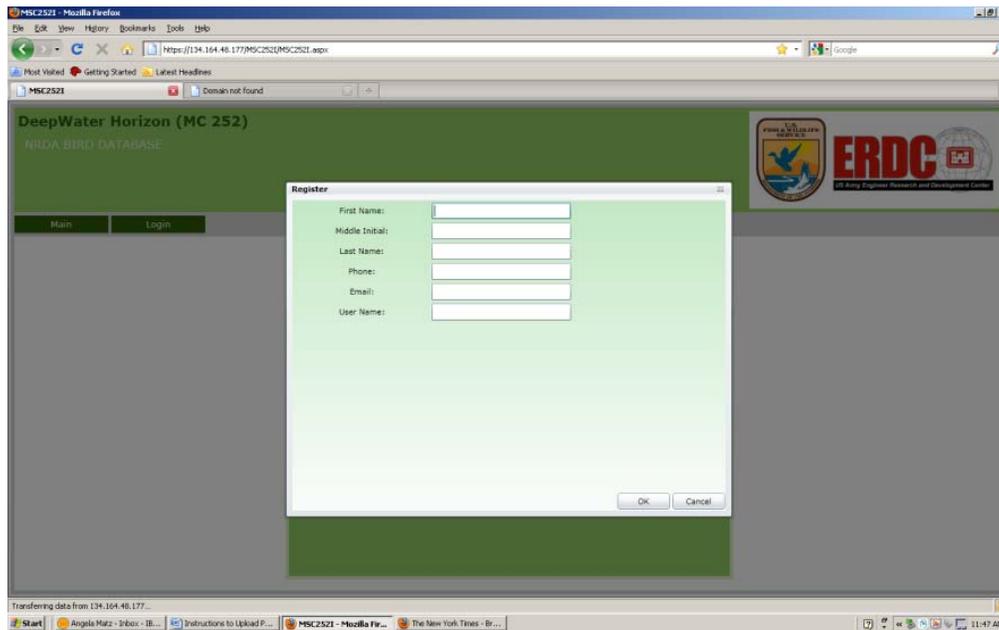
**Remember: Never rename, delete, or open a photo file!**

1. To access the USFWS/ERDC NRDA Bird Database please connect to:

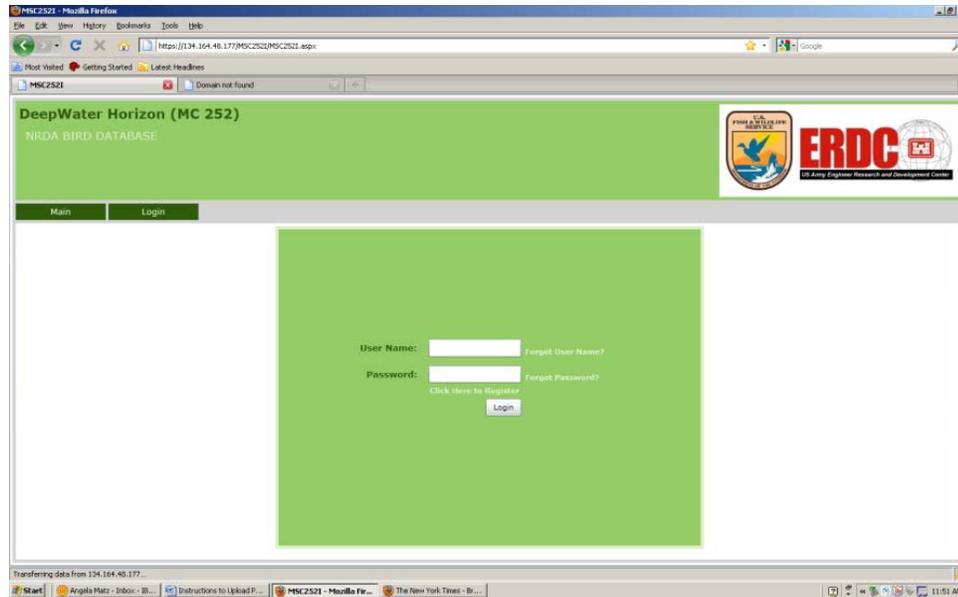
**<https://134.164.48.177/msc252i/msc252i.aspx>**

Individual settings on FWS computers may result in sub-optimum performance using Internet Explorer, so Mozilla Firefox may be needed. Accept unknown certificates and allow flash viewers to operate. Use the “x” in the corner of each pop-up to close windows; the browser back button will cause ejection from the database.

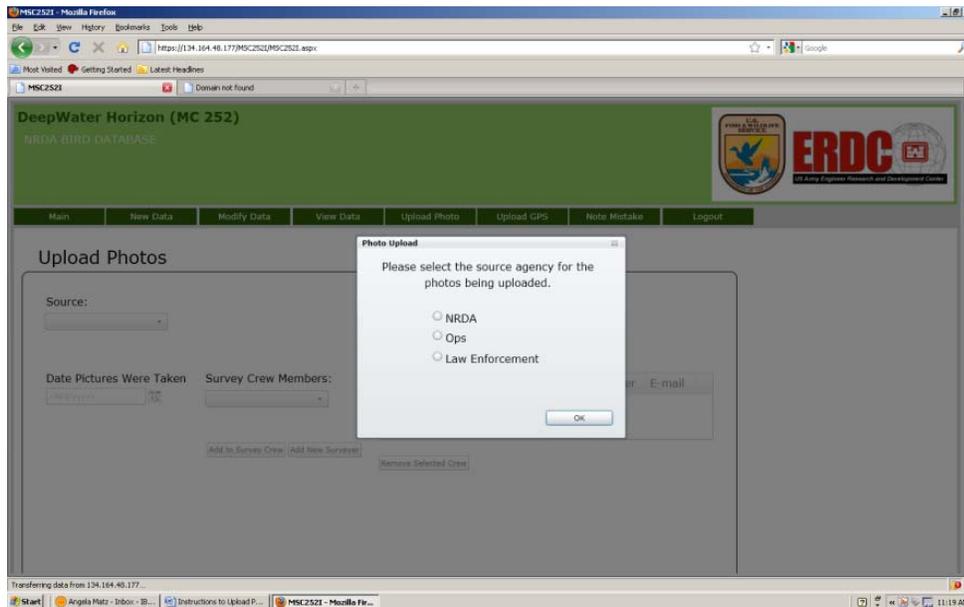
2. First-time users will be prompted to download Microsoft Silverlight if not already installed. Answer “yes” to all security download questions.
3. First-time users need to register. Hit “Click Here to Register” and enter your information on the resulting screen. You will create your own username.



4. A password will be generated and emailed to you.
5. Login using your user name and password.



6. Click the Upload Photo tab. A series of selections will appear. Click on “NRDA” if the carcass was collected on a Beach Bird Survey segment or “Ops” if it was collected off-segment.



7. Enter the Date that photos were taken
8. On the next screen, click on “Survey Crew Members,” select yourself, then click on “Add to Survey Crew.” If you aren’t on the list, click on “Add New Surveyor” and add yourself to the Survey Crew Members list, followed by “Add to Survey Crew.”

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### Upload Photos

Source:

Date Pictures Were Taken:

Survey Crew Members:

Intake Center:

First Name	MI	Last Name	Phone Number	E-mail

9. If NRDA, select the state, ACP, and/or Segment Name. If Ops, select or enter the Evidence Seizure Tag number.
10. Click "Upload Photos." A browser screen will open and allow you to select photos for upload. Select only the photos associated with the specified segment name or seizure tag!

**Remember: Never rename, delete, or open a photo file!**

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### Upload Photos

Source:

Date Pictures Were Taken:

Survey Crew Members:

State:

ACP:

Segment Name:

Multi Select Files or Hold Shift and Select To Upload in Bulk

Open

Look in:

fog bow2.jpg

view from ridge2.jpg

File name:

Files of type: