

6

Manage My Team – Count Summary

6.1 Overview

From the WeBS Data Home Page you will need to select the ‘**Manage My Team**’ option and then the ‘**Count Summary**’ option. This will take you to a table showing all the sites within your region and whether or not a WeBS count has been submitted during the **current WeBS year*** (see Fig. 39).

Count Summary

The table below shows all the sites that you manage as WeBS Local Organiser, and indicates whether or not a **primary count** has been made for the particular months of the current WeBS data entry year. Click on the icons to see the details for each primary count submitted.

Clicking on a column heading in the table will sort the table by that column in ascending or descending order. Look for the grey arrow icons next to the column name. If you are unsure which way it is sorted. You can sort the table by multiple columns. To do this press the shift key and then click on another column to add this to the current sorting.

Core Counts | Low Tide Counts | All Unreviewed Counts

Sites with primary **Core** counts for 2021-2022 season

Not Checked
 My Counts
 Queried
 Accepted
 Paper record
 No count
 [+ Create no count carried out sub\(s\)](#)
[← View previous year](#)

[Remove all filters](#)

Show rows

LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Badenoch and Strathspey	Auldearn Reservoir	Site is being counted	M											
Badenoch and Strathspey	Avielochan	Site is not being counted												
Badenoch and Strathspey	Bargi Marsh	Site is being counted												
Badenoch and Strathspey	Boat of Garten Pools	Site is not being counted												
Badenoch and Strathspey	Loch Alvie	Site is being counted												
Badenoch and Strathspey	Loch An Eilein	Site is being counted												
Badenoch and Strathspey	Loch Beag (Highland)	Site is being counted												

M Not Checked, P Paper record, X No count

Figure 39 Count Summary page.

Along the top of the table is a key to show you what each symbol represents in the table and you can filter the table using all the columns.

*The WeBS count year runs from July to June for people who count year-round, the main Core period is September to March.

All of the sites that fall into your region are listed, in alphabetical order, down the left-hand side. All 'active' sites (with a permanent, 'allocated' counter submitting regular Core Counts) will be marked 'Site is being counted' and highlighted green in the 'Current Active Status' column (sites without an allocated counter are marked as 'Site is not being counted' in this same column) (see Fig. 40). We hope this will help you to spot sites that are missing data.

It is also possible to mark a site as 'Dangerous terrain', 'Military Danger Area', 'Permission denied', 'Inaccessible', 'Access impractical' and 'No longer exists', so that this appears under the 'Current Active Status' column. This status can only be changed by the WeBS Office, so please get in touch if this needs changing for any of your sites.

Please also note that only the current status is available, so if you are checking the previous year's counts, the status may have changed in the meantime.

6.2 Count Summary for previous WeBS year

When you visit the 'Manage My Team>Count Summary' section you will always be shown a summary of counts that have been received during the current WeBS year. However, it is quite likely that you will still need to see the previous year's submissions to ensure that everyone is up to date or to see which sites are missing data.

To switch to the previous year, click on the blue 'View previous year' button at the top of the summary table (see Fig. 39). The page will reload with the previous year's count summary (see Fig. 40).

Count Summary

The table below shows all the sites that you manage as WeBS Local Organiser, and indicates whether or not a **primary count** has been made for the particular months of the current WeBS data entry year. Click on the icons to see the details for each primary count submitted.

Clicking on a column heading in the table will sort the table by that column in ascending or descending order. Look for the grey arrow icons next to the column name if you are unsure which way it is sorted. You can sort the table by multiple columns. To do this press the shift key and then click on another column to add this to the current sorting.

Core Counts | Low Tide Counts | All Unreviewed Counts

Sites with primary **Core** counts for 2020-2021 season

Not Checked
 My Counts
 Queried
 Accepted
 Paper record
 No count
 [+ Create no count carried out sub\(s\)](#)
[View current year](#)

[Remove all filters](#)

Show rows

LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Badenoch and Strathspey	Auldearn Reservoir	Site is being counted						M	M	M	M		M	
Badenoch and Strathspey	Avielochan	Site is not being counted												
Badenoch and Strathspey	Bargi Marsh	Site is being counted						M						
Badenoch and Strathspey	Boat of Garten Pools	Site is not being counted												
Badenoch and Strathspey	Loch Alvie	Site is being counted												
Badenoch and Strathspey	Loch An Eilein	Site is being counted												

Figure 40 Viewing the count summary for the previous WeBS year.

You can review, query and accept counts for either WeBS year. To return to the current WeBS year click on the blue **'View current year'** button at the top of the summary table (circled in red in Fig. 40).

If you wish to review counts for earlier years, please contact us.

If you are a Low Tide Survey Local Organiser too, you will have a second tab called **'Low Tide Counts'** on your **'Count Summary'** table (see Fig. 40) which will show the same information but for your Low Tide sites.

6.3 Reviewing Data Submissions

There are two ways to reach the submissions review page for a count through the **'Count Summary'** table. Firstly, you can go through the **'All Unreviewed Counts'** tab of the **'Count Summary'** table (see Fig. 41) which shows a list of all the submissions that you have not yet reviewed. This includes the primary Count/Low Tide Counts (i.e. those that would be binoculars in the other tabs) but also includes all supplementary counts, including both casual, supplementary and duplicate Core/ Low Tide Counts.

Clicking on the **'View/Edit'** button will take you to the submission review page, where you can query or accept the submission (see Fig. 41).

Count Summary

The table below shows all the sites that you manage as WeBS Local Organiser, and indicates whether or not a **primary count** has been made for the particular months of the current WeBS data entry year. Click on the icons to see the details for each primary count submitted.

Clicking on a column heading in the table will sort the table by that column in ascending or descending order. Look for the grey arrow icons next to the column name if you are unsure which way it is sorted. You can sort the table by multiple columns. To do this press the shift key and then click on another column to add this to the current sorting.

Core Counts **Low Tide Counts** **All Unreviewed Counts**

Sites with **Unreviewed** counts for 2020-2021 season

[Remove all filters](#) [View current year](#)

Show rows

WeBS Year	Date	Region	Site	Method	Primary Count	Counter Name	Options
2020 - 2021	11/04/2021	Clwyd (coastal)	Abergele to Llandulas	WeBS Core Count	✓	GBHEATON6	View/Edit
2020 - 2021	15/03/2021	Clwyd (coastal)	Abergele to Llandulas	WeBS Core Count	✓	GBHEATON6	View/Edit
2020 - 2021	24/01/2021	Sutherland (excl. Moray Basin)	Achmelvich Bay and Port An Tairbh	WeBS Core Count	✓	CEGOODMAN	View/Edit
2020 - 2021	20/12/2020	Sutherland (excl. Moray Basin)	Achmelvich Bay and Port An Tairbh	WeBS Core Count	✓	CEGOODMAN	View/Edit
2020 - 2021	20/09/2020	Sutherland (excl. Moray Basin)	Achmelvich Bay and Port An Tairbh	WeBS Core Count	✓	CEGOODMAN	View/Edit
2020 - 2021	23/08/2020	Sutherland (excl. Moray Basin)	Achmelvich Bay and Port An Tairbh	WeBS Core Count	✓	CEGOODMAN	View/Edit
2020 - 2021	14/03/2021	Harrogate and Yorkshire Dales (Yorkshire)	Allerthorpe	WeBS Core Count	✓	AREANEY	View/Edit

Figure 41 Viewing All Unreviewed Counts tab



The second way to reach the submissions review page is when a counter submits a Primary Core Count, a small set of binoculars will appear in the box for that month (see Rubha Ban to Whitefarland). Click on the binoculars to review the count details (see Fig. 41). In the example below we have selected the July count.

Count Details

Site Name: Rubha Ban to Whitefarland
Counter: [Name]
Date: 07/07/2019
Time: 15:00 - 17:00
Site code: 72416
Parent site: Arran
Comment:

Count Type: Standard WebS Core
Status: Primary count

All wildfowl and waders assessed during visit?
Gulls assessed during visit?
Terns assessed during visit?

Show species

Species	Count	Comments
Common Sandpiper	8	
Curlew	1	
Mallard	1	
Mute Swan	2	
Oystercatcher	28	
Red-breasted Merganser	2	
Ringed Plover	2	
Shelduck	2	
Common Gull	45	
Great Black-backed Gull	2	
Herring Gull	4	
Gannet	4	

Showing 1 to 12 of 12 species

Figure 12 Reviewing the count details.

The username listed under ‘**Counter**’ is the person whose name will appear against those data – this is normally the person who has submitted the data online (also see page 14).

If required, you can view a map of the site by clicking on the ‘Site Code’ number.

From here you have two options:

- **Query** the data (see below);
- **Accept** the submission (see page 44).

If you are not sure what you would like to do at this stage, you can press the links back to Count Summary or Data Home at the top of the page. The count will continue to show the binoculars symbol within the Count Summary page.

6.4 Querying a count

When reviewing a count you might find you need to ask the counter a question about some aspect of the data they have submitted.

If the counter has an email address on file (see Counter Details on page 35) you can send them an email direct from the review page by clicking on the ‘**Send Review Email to Counter**’ button at the

top, right-hand corner. This will open a contact form (see Fig. 43) with the count details below for reference.

In the box at the top of the page please enter your message to the counter. You have space for 1000 characters, including spaces.

As mentioned in the information at the top of this page, you do not need to include any of the count details, e.g. site name; date etc. as these will automatically be included in the email that is sent to the counter.

Email counter about visit details or counts

Please use the text field below to add your comments on the data entered for this visit (shown below for reference). You do not have to include any of the data itself as a summary will be included in the email. Please just describe the problem you have spotted. Copies will be sent to the counter, yourself and the WeBS Team.

WebS Options
Locations
Counters
Count Summary

Back to Count Summary [Send email](#)

Count Details

Site Name: Rubha Ban to Whitefauld
Counters: [blank]
Date: 07/07/2019
Time: 15:00 - 17:00
Site code: 72416
Parent site: Arran
Comment: [blank]

Conditions

Condition	Score
Ice Cover	0%
Tide	Falling
Accuracy	OK

Count Type: Standard WeBS Core
Status: Primary count

All wildfowl and waders assessed during visit?

Gulls assessed during visit?

Terms assessed during visit?

Show species

Species	Count	Comments
Common Sandpiper	8	
Curlew	5	
Wallow	1	

Figure 43 Count Query Contact Form.

Once you have typed your message, click on the blue **'Send e-mail'** button. You will automatically be sent a copy of the email.



When you next visit the Count Summary section, this count will now have a blue question mark to indicate that you have queried it with the counter as shown in Figure 44 for Cymyran Strat – Four Mile Bridge in July.

LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Aberdeenshire	Lochgreens Pools	Site is being counted	✓	✓	✓	✓	✓	M	M
Aberdeenshire	Milltimber Pools	Site is being counted	✓						
Anglesey	Cymyran Strait - Four Mile Bridge to Sea	Site is being counted	?						

Figure 24 The July count for Cymyran Strait – Four Mile Bridge to Sea has been queried.

6.5 Accepting a count

After reviewing a count (see page 45), if you do not have any queries you can click on the green ‘**Accept Submission**’ button in the top, right-hand corner of the review page (see Fig. 42) to show that you have viewed and accepted the data.

The option to query the count will disappear and will be replaced with a message to remind you that you have accepted that count.



When you next visit the Count Summary section, this count will now have a green tick to indicate that you have accepted the count as shown in Figure 45 for Abbey Hill Flash in July.

LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Derbyshire	Abbey Hill Flash	Site is being counted	✓											
Cheshire - North	Acre Nook Sand Quarry	Site is being counted	✓											

Figure 45 The July count for Abbey Hill Flash has been accepted.

6.6 Accepting a queried count

After querying a count (see page 45) your volunteer may contact you to confirm that the data is correct and that no further action is required on their behalf.



NOTE – if you are still not happy with the data that has been submitted, please contact the WeBS Office for further advice and to discuss the situation.

To accept the count, visit the ‘**Manage My Team**’ option and select the ‘**Count Summary**’ option. Find the appropriate site, the queried count will be marked with a blue question mark. Click on the blue question mark to view the data submission.

You will see that there is no longer an option to query the count, simply click on the green ‘**Accept Submission**’ button to accept the count.



When you next visit the Count Summary section, this count will now have a green tick to indicate that you have accepted the count as shown in Fig. 46 for Cymyran Strait – Four Mile Bridge to Sea in July.

Core Counts		All Unreviewed Counts								
Sites with primary Core counts for 2020-2021 season										
🔍 Not Checked M My Counts 🔍 Queried ✅ Accepted P Paper record ✖ No count View current year →										
🗑 Remove all filters + Create no count carried out sub(s)										
Show All rows										
LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
Filter...	Filter...	Filter...	Filt	Filt	Filt	Filt	Filt	Filt	Filt	
Aberdeenshire	Lochgreens Pools	Site is being counted	✅	✅	✅	✅	✅	M	M	
Aberdeenshire	Milltimber Pools	Site is being counted	✅							
Anglesey	Cymyran Strait - Four Mile Bridge to Sea	Site is being counted	✅							

Figure 46 Queried count now accepted.

If your volunteer has amended the count following your query, the online system will treat it as a new submission and it will be marked with the binoculars as in Figure 47.

Core Counts		All Unreviewed Counts							
Sites with primary Core counts for 2020-2021 season									
🚫 Not Checked M My Counts 🔍 Queried ✅ Accepted 📄 Paper record ✖ No count View current year →									
Remove all filters		+ Create no count carried out sub(s)							
Show	All	rows							
LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Aberdeenshire	Lochgreens Pools	Site is being counted	✅	✅	✅	✅	✅	M	M
Aberdeenshire	Milltimber Pools	Site is being counted	✅						
Anglesey	Cymyran Strait - Four Mile Bridge to Sea	Site is being counted	🚫						

Figure 47 Previously queried count has been amended and will be treated as a new submission.

You can now review the new set of data as before (see page 40).

6.7 My Counts

M

Data that you have entered under your own username will appear in the Count Summary section with an ‘**M**’ to show that they are your counts (see Fig. 47). These can be reviewed in the same way as other counts (see page 40). You can also accept your own counts which will mark them with a green tick (see page 47).

6.8 Paper Records

You may have counters who use paper forms. If you submit the data from these forms directly into the online system on behalf of your counters (see page 14) or under your username, then they will appear in the **‘Manage My Team>Count Summary’** section in the same way as any other online submission (see page 42).

P Forms that are returned to the WeBS Office are logged into the online system to show that the form has been received before inputting. These appear as a **‘P’** in the Count Summary section (see Fig. 48).

LO Region	Site	Current Active Status	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Aberdeenshire	Lochgreens Pools	Site is being counted	✓	✓	✓	✓	✓	M	M
Aberdeenshire	Milltimber Pools	Site is being counted	✓	P	P	P	X	X	

Figure 48 Paper Records and No Counts in the Count Summary section.

These **‘P’s** are grey as there is no data to review at this stage. The forms are sent off to external inputters who will enter the data online on behalf of each counter. As the data are entered online the **‘P’s** will be replaced with binoculars and can be reviewed in the normal way (see page 44).

6.9 No Counts

X It is possible for online users to register that a count was missed by submitting a **‘Not Counted’** record. These appear in the **‘Manage My Team>Count Summary’** section as **‘X’s** (see Fig. 48). These are for information only; as there are no records available you cannot click on them to send a query.

There is also an option to mark multiple visits for a site as **‘Not Counted’** through **‘Manage My Team>Count Summary’**. If you select the **‘+Create no count carried out sub(s)’** button at the top right (see Fig. 48), you can manually select the months where there were no counts, or select all dates, or select summer dates for Core Counts (i.e. outside the Sept- March period), or outside mid-winter period for Low Tide counts (i.e. outside the Nov- Feb period) (see Fig. 49).

It is not possible to select months that already have a primary count. Clicking **‘Create’** will create the new no count submissions (see Fig. 49). You can then select another location, or click **‘Close’** and then the no count submissions will you have created will appear in the **‘Count Summary’** table as cross symbols.

Create no count subs

Use the drop-down below to select a location. Then use the tick boxes to select which dates you want to create 'No Count' subs for.

Select a location:

Auldearn Reservoir

Select All Dates Select Summer Dates Deselect All

05 Jul 2020	23 Aug 2020	20 Sep 2020	18 Oct 2020	15 Nov 2020	13 Dec 2020	17 Jan 2021	14 Feb 2021	14 Mar 2021	11 Apr 2021	23 May 2021	13 Jun 2021
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ⓘ If a date is greyed out, this means a primary count for that month already exists.

Close Create

Figure 49 Create no count subs.

