

# Australian Bird and Bat Banding Scheme (ABBBS) Data Submission Service (DSS)

The Data Submission Service (DSS) on the 'ABBBS Secure client web portal' provides the option for you to submit your banding data to the ABBBS.

**NOTE: it is extremely important for you to successfully validate all files before you submit them. For further instructions on how to validate a file please see the Quick Reference Card for 'Data Validation Service'.**

This Quick Reference Card outlines the submission process however it is important for you to read and follow the hints on the data submission screen.

After successfully logging on, the following screen is displayed. The name of the logged on user is displayed at A.

For further help to logon please see the Quick Reference Card for 'Logon'.



**Fig 1:** Welcome to the ABBBS secure client portal screen

## Data Submission Service (DSS) Important: remember to validate your data before submitting it.

1. Select the 'Data Submission Service' hyperlink (B) from the 'Welcome to the ABBBS secure client portal' screen and the following screen is displayed:



**Fig 2:** ABBBS secure client portal – data submission service, part 1



**Fig 3:** ABBBS secure client portal – data submission service, part 2, hints

2. There are 'Hints' on the 'Data submission service' screen for you to use if you need them. (Figure 3 (D) Part 2).
3. On this screen (Figure 2) you can select the file to be validated by selecting the 'Browse' button (C) and you will be asked for the location of your file (Figure 3).



**Fig 4:** ABBBS secure client portal pop up screen for the location of your file.

4. You will need to select the location of your file and click on the 'Open' button (E).

**Note:** Your file will need to be in one of the following formats:

- Comma delimited (This is the default value and if you don't make another selection the system assumes this is the type of file you will be uploading)
- Tab-delimited
- Spreadsheet
- Avetech system

**TIP:** for more details on the upload of these file types refer to the 'Hints' section on the 'Data validation' screen (D).

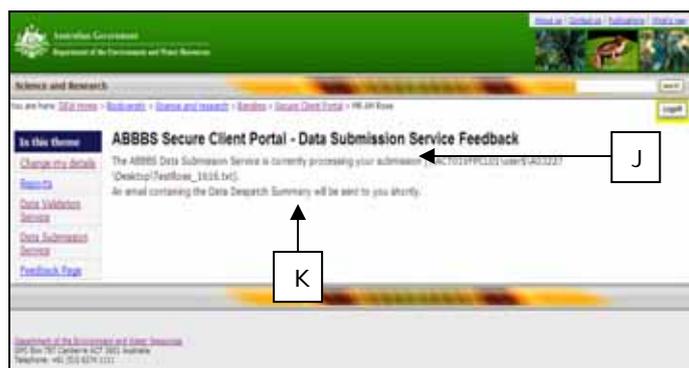
# Australian Bird and Bat Banding Scheme (ABBBS) Data Submission Service (DSS)

- Once you have selected the 'Open' button (E) the 'Select the file' field will automatically populate with the path to your document (F).



**Fig 5:** ABBBS secure client portal – Data Submission Service

- The 'File format' field is defaulted to 'Comma delimited' (G). You will need to select the file format of the file you are submitting.
- The 'Comment' field is optional and text can be manually typed in to send a message with your data to the ABBBS (H).
- Select the 'Submit file' button (I). A prompt box will be displayed requesting the user to 'Please wait' while the submission is being processed.
- Upon a successful submission the 'ABBBS secure client portal – Data Submission Service feedback' screen will be displayed (Figure 6).



**Fig 6:** ABBBS secure client portal – Data Submission Service feedback

Notification that the submission is being processed is provided along with the document path (J).

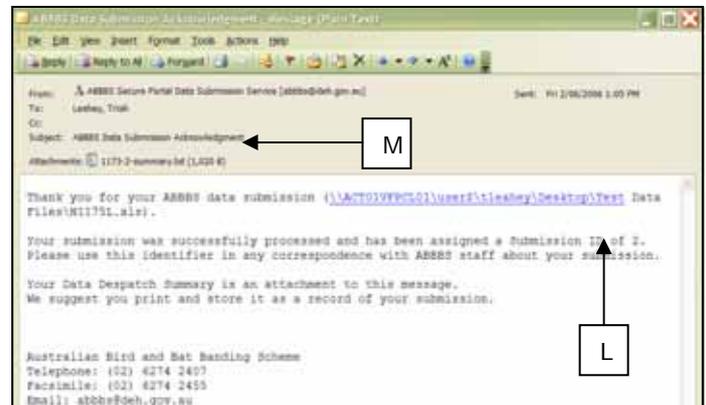
Notification of an email being sent to the user which outlines the 'Data Despatch' Summary is displayed (K).

## Successful submission

**Please note:** upon submission of your file, data validation commences to ensure that the attached file

contains valid data. Notification of success or failure will be provided in an email.

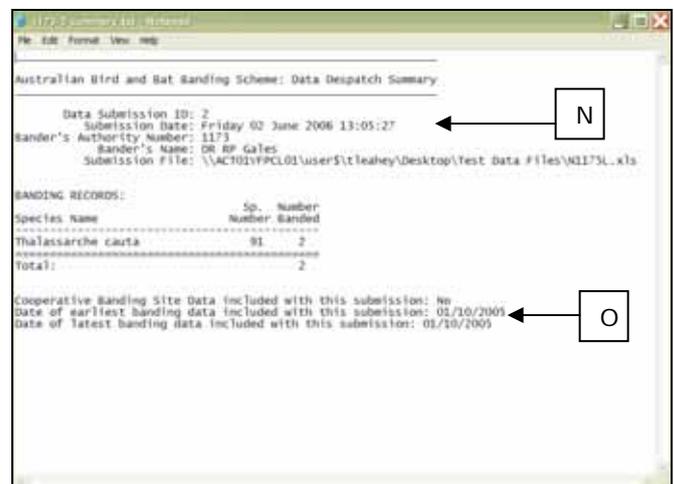
- An email titled 'ABBBS data submission acknowledgement' will be sent to you containing the following information:



**Fig 7:** Email notification that the submission was successfully received

This email will provide the user with a 'Submission ID' number (L) and the 'Data despatch summary' is attached (M).

- Double-click on the attached document (M) to open and the 'Data despatch summary' report is displayed (Figure 8).



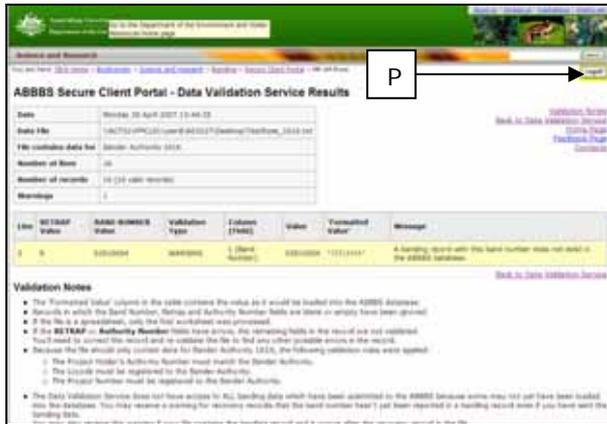
**Fig 8:** Data despatch summary report

This report displays the details of the number of records submitted, the date submitted (N) and the banding details (O) associated with the submission.

# Australian Bird and Bat Banding Scheme (ABBBS) Data Submission Service (DSS)

## Logging Off

12. When using the 'Secure client web portal' you can logoff at anytime. Each screen has a logoff button and it is in the same position on all screens. On the following screen image this position is shown as (P).



**Fig 9:** ABBBS secure client portal – data validation service results, showing the location of the logoff button

To logoff, simply select this button at (P) and follow the prompts.

## Further information

13. For more information on using the ABBBS secure client web portal see other **Quick Reference Cards** in the series. These can be found at:

<http://www.environment.gov.au/biodiversity/science/abbbs/publications.html>