

## **Tutorial Chapter 7 Human Activities**

**This Tutorial takes the user through Chapter 7 Human Activities.**

**If you are a BEACH ADMINISTRATOR or a BEACH EDITOR you will be able to enter new data, photos and maps.**

**If you are a BEACH VIEWER you will be able to view everything but not change any of it.**

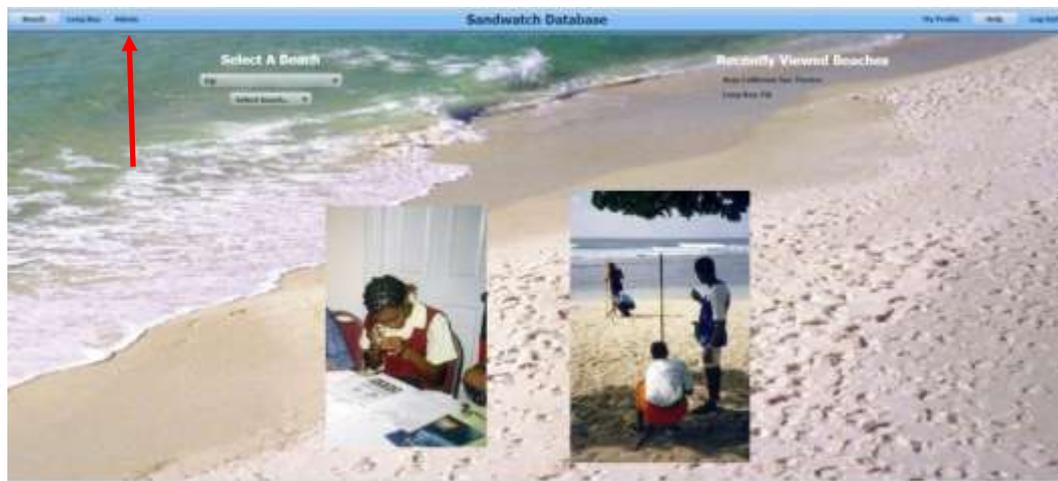
**If you are a GUEST you will be able to see the same details as the BEACH VIEWER except the contact details for the beach group.**

Log in using your **username** and **password**.

Under **Select A Beach** (top left of the page), click on the drop-down arrow and select the name of your country. After selecting the country a beach drop-down list is added to the screen, select the name of your beach.



Once you have made your beach selection, the only change you will see is that the name of **Your beach** appears in the blue header (Main Menu) – see next screen.



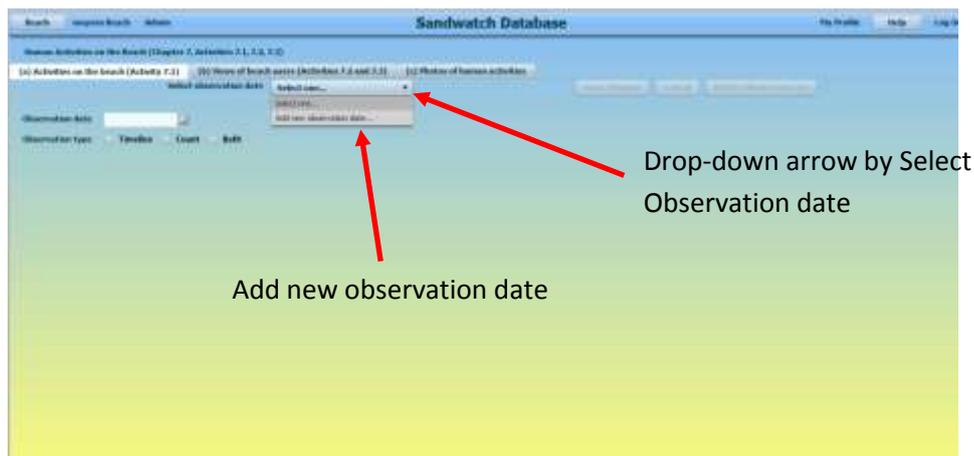
If you have already logged in to the database before and viewed a beach, you will see the name of the beach listed on the right hand side of the page under **Recently Viewed Beaches**. Click on the **name of your beach**. The only change you will see is that the name of your beach comes up on the Main Menu.

On the top left of the Main Menu click on **Beach** and select **Human Activities on the Beach (Chapter 7)** from the drop-down menu.

This takes you to the following screen where you are in the first section – Activity 7.1, which deals with observing what people are doing and creating a timeline.

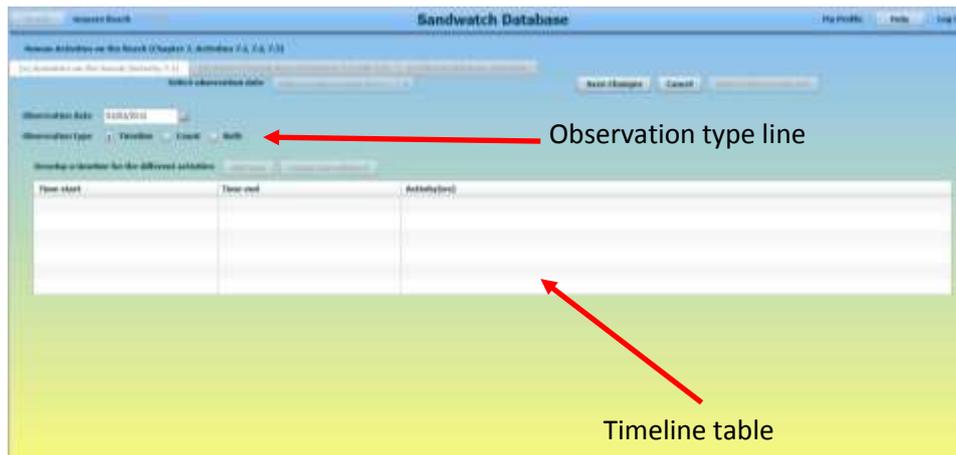


Click on the drop-down arrow by Select observation date, and click on **Add new observation date**.

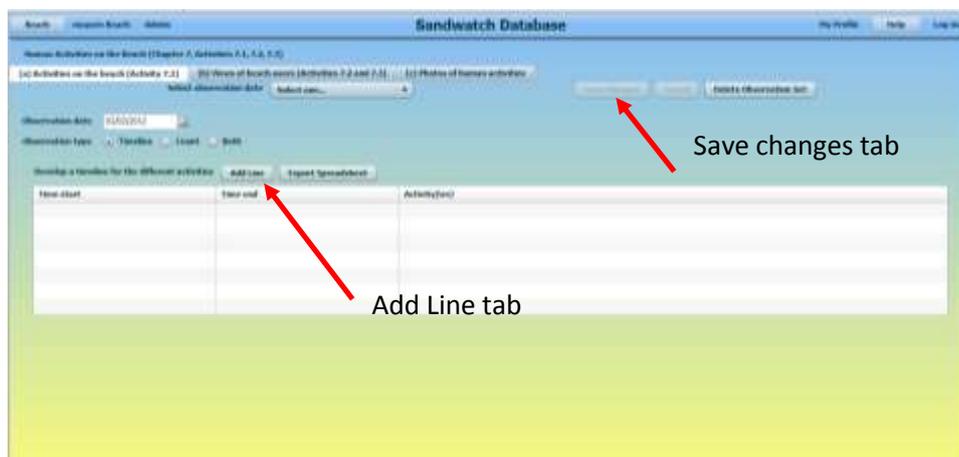


Click on the **calendar icon** to the right of Observation date and enter the date the observations were collected.

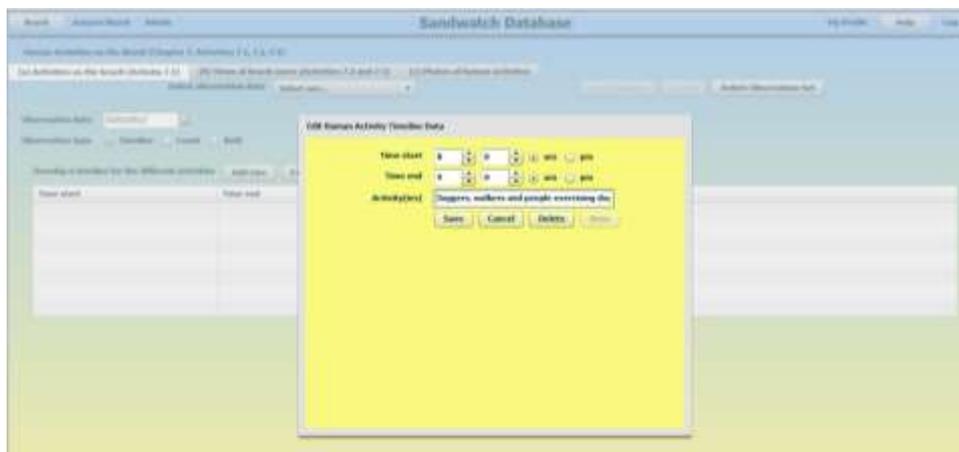
On the next line **Observation type**, click on the  circle to the left of **Timeline**. An empty table will appear.



Click on **Save Changes**. Then click on **Add Line**.



The following screen comes up where you can enter the **Time start**, the **Time end** and a brief description of the actual **Activity**, then click **Save** and **Done**. Note the hour is in one box and the minutes is in the adjacent box; the 12 hour time format is used; and the minutes can only be entered in 5 minute increments).

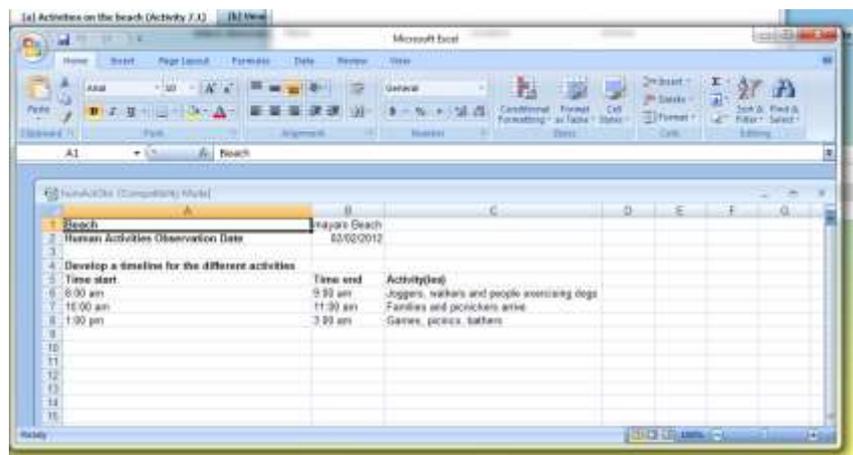


The data appears in the table.



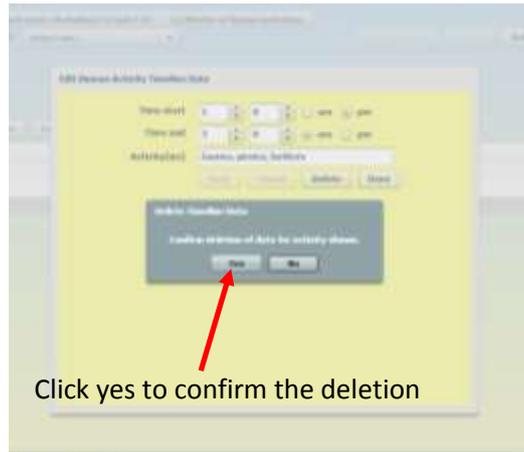
Click **Add line** to enter further data.

Once you have finished entering the human activities for the date, click **Export Spreadsheet** to save your data on your computer. **(This is an optional feature - your data will be saved in the database, but you can also save it on your computer – if you want).** You will be asked whether you want to **open, save** or **save as**. (These alternatives are Browser specific). Click the appropriate option. The excel spreadsheet will look like this:



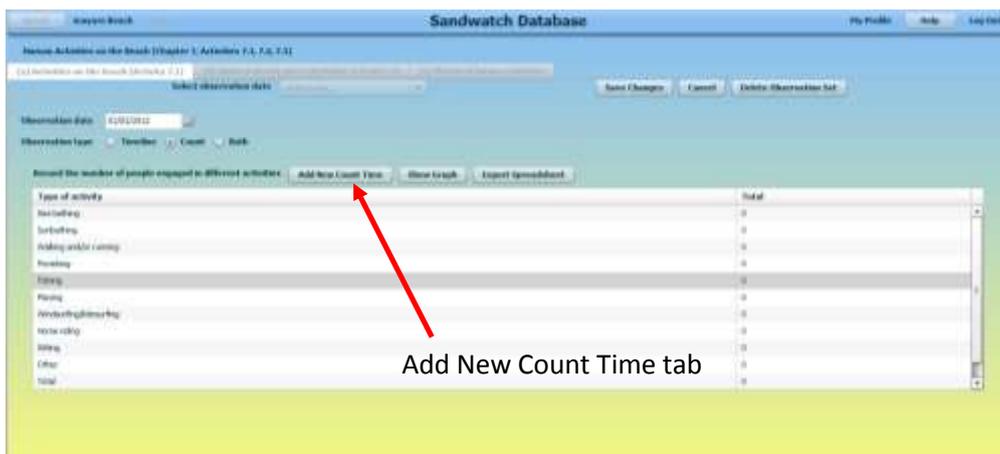
Your data is now stored in the database.

If you make a mistake and wish to delete an entry, double click on the line and then click **delete**. You will be asked to confirm the deletion, click **yes**.

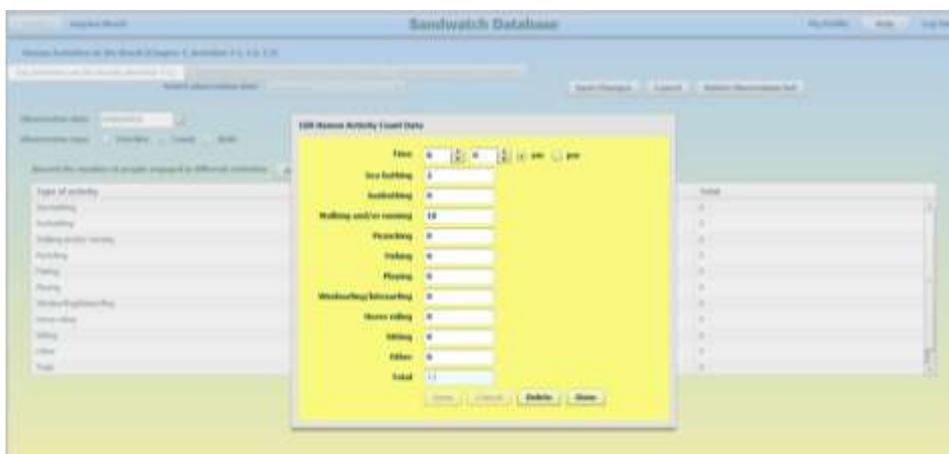


If you want to delete the entire set of observations for this date, click **Delete Observation set** and again you will be asked to confirm the deletion.

To record the number of people engaged in different activities click on the circle to the left of **Count** on the Observation type line. (Then click **Save Changes**, otherwise you cannot click on **Add New Count Time**.) The following screen will come up.



To enter the data, click **Add New Count Time**. The following screen will come up.



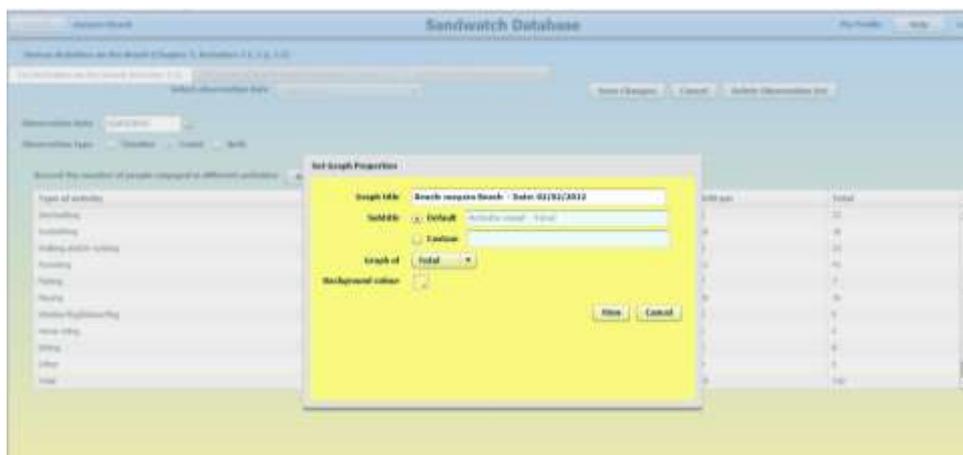
Enter the **Time** and the number of people doing different activities. Click **Save**, then **Done** when finished.

After entering each data set click on the circle to the left of **Count** to see your data. Click **Add New Count Time** to insert further data sets.

The screenshot shows the 'Sandwich Database' interface. At the top, there's a header with 'My Profile', 'Help', and 'Log Out'. Below that, there's a navigation bar with 'Home', 'Change', 'Count', and 'Update Observations Log'. The main content area has a form for 'Observation Date' (set to 12/12/2012) and 'Observation Type' (radio buttons for 'Teacher', 'Cook', 'Both'). Below the form, there's a table titled 'Record the number of people engaged in different activities'. The table has columns for 'Type of activity', 'Add pm', 'None', 'Add pm', and 'Total'. The data is as follows:

Type of activity	Add pm	None	Add pm	Total
line talking	0	18	1	19
cutting	0	8	20	28
holding and/or eating	20	1	7	28
receiving	0	20	11	31
holding	0	8	7	15
throwing	0	20	20	40
under-feeding	0	7	8	15
receiving	0	15	8	23
drinking	0	8	7	15
other	0	8	8	16
<b>Total</b>	<b>20</b>	<b>78</b>	<b>52</b>	<b>150</b>

After entering all your data for the day, click on **Show Graph**.



To change the title of the graph, click on box by **Graph title** and type in your new title.

To change the sub title, click on the circle to the left of **Custom** and type in your sub title.

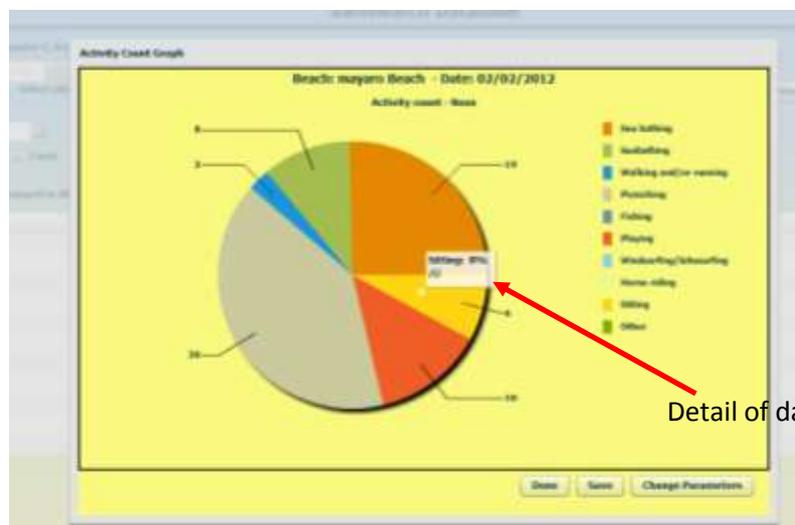
Select which data set (one particular time or the total) you want the graph to show by clicking on the drop-down arrow to the right of **Graph of**.

Then click **View**.



The graph will appear on the screen.

If you move the cursor over a slice of the graph, a box will come up showing the data for that slice.



Detail of data for the particular slice

To change the title, sub title or to see a graph for a different time, click **Change Parameters** and alter the appropriate field.

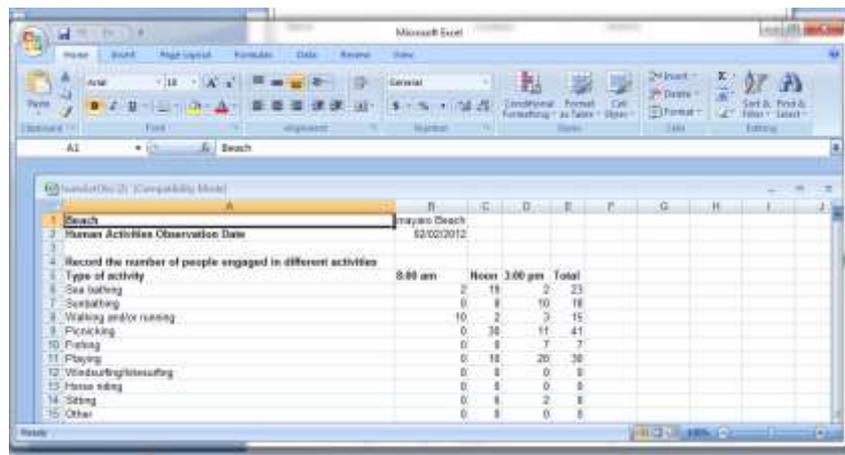
If you are satisfied with the graph, Click **Save**. You will then be asked which folder you want to save the graph in.



After saving the graph in the appropriate folder, click **Done**.

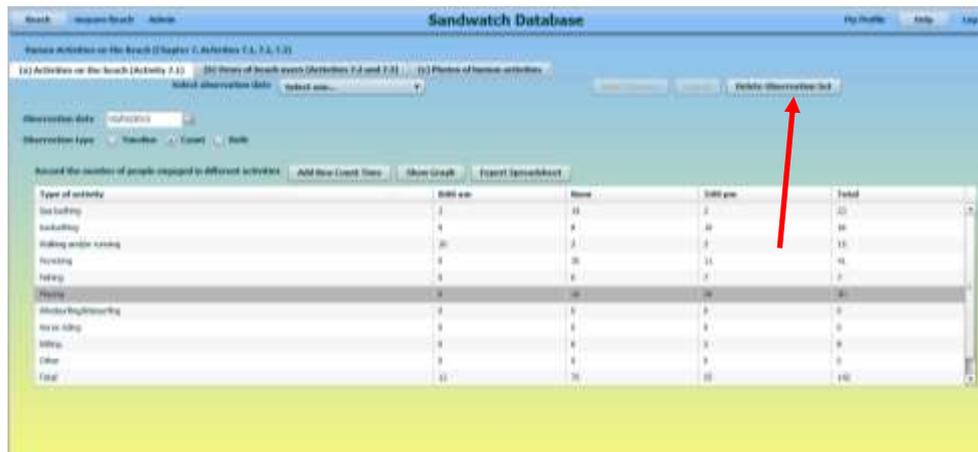
Once you have finished entering the human activities for the date, click **Save**.

Click **Export Spreadsheet** and select whether you want to **open**, **save** or **save as**. Again this is browser specific. **(This is an optional feature - your data will be saved in the database, but you can also save it on your computer – if you want)**. Click the appropriate option. The Excel spreadsheet will look like this:



Type of activity	8:00 am	Noon	3:00 pm	Total
Sea bathing	2	18	2	22
Sunbathing	0	8	10	18
Walking and/or running	10	2	3	15
Picnicking	0	38	11	41
Playing	0	8	7	7
Playing	0	18	20	38
Windsurfing/surfing	0	0	0	0
Horse riding	0	0	0	0
Sitting	0	0	2	2
Other	0	0	0	0

You can delete the entire observation set for that date by clicking on **Delete Observation set**.



Type of activity	8:00 am	Noon	3:00 pm	Total
Sea bathing	2	18	2	22
Sunbathing	0	8	10	18
Walking and/or running	10	2	3	15
Picnicking	0	38	11	41
Playing	0	8	7	7
Playing	0	18	20	38
Windsurfing/surfing	0	0	0	0
Horse riding	0	0	0	0
Sitting	0	0	2	2
Other	0	0	0	0
Total	12	76	43	131

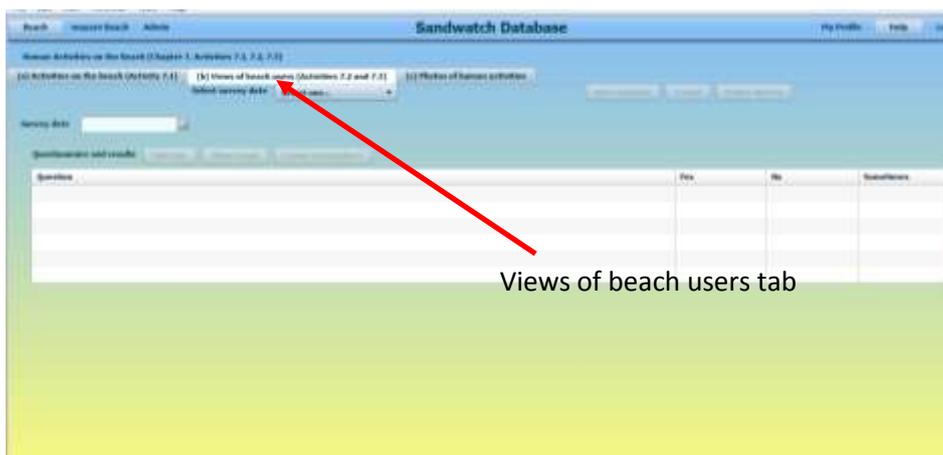
You will be asked to confirm the deletion. Select **Yes** or **No**.

You can view both your custom made time line and the count by clicking on the circle next to **Both** to the left of Count on the Observation type line. The screen will look like this:



Before you leave this chapter activity click on **Save Changes**.

Now click on **(b) Views of beach users** in the Chapter Menu, the screen will look like this.



Click on the drop-down arrow to the right of **Select survey date**.

Click on **Add new survey date**.

Enter the new survey date by clicking on the **calendar icon** to the right of Survey date

Click on **Save Changes**

Click on **Add line** and the following screen will come up.



In the **Question** text box, enter your survey question (remember this must be phrased so it can be answered with a yes, no or sometimes).

Enter the number answering **Yes**, **No**, **Sometimes** in the appropriate box.

When you have finished, click **Save** and then **Done**.

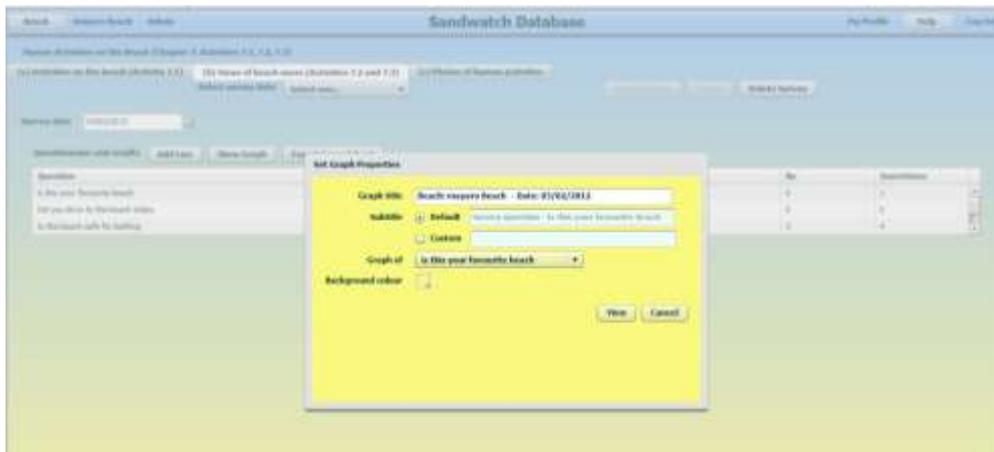
Your question will appear in the table:



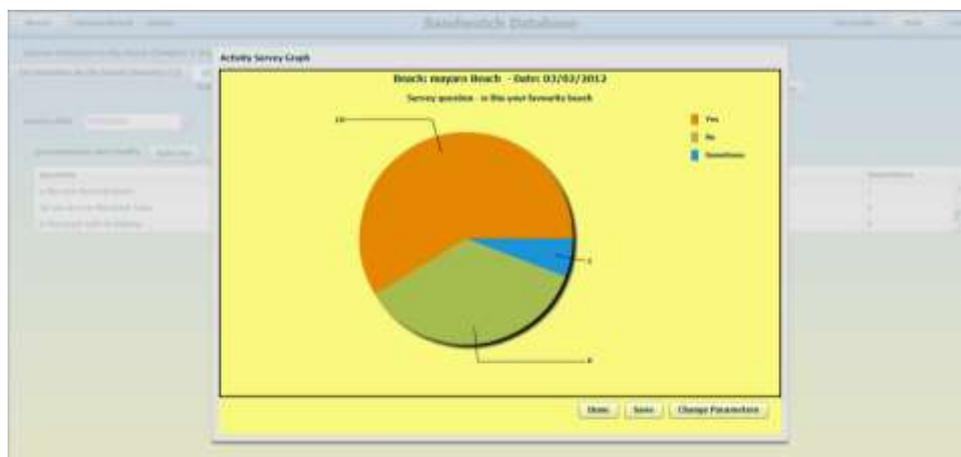
Click on **Add Line** to enter other questions and their responses.

If you make a mistake in a line, or you want to delete the question, double click on the line and make the appropriate changes.

Once you have finished entering the data, click **Show Graph**, the following screen will come up:



Click **View** to see the graph:



Again if you move the cursor over a slice of the graph, a box will come up showing the data for that slice.

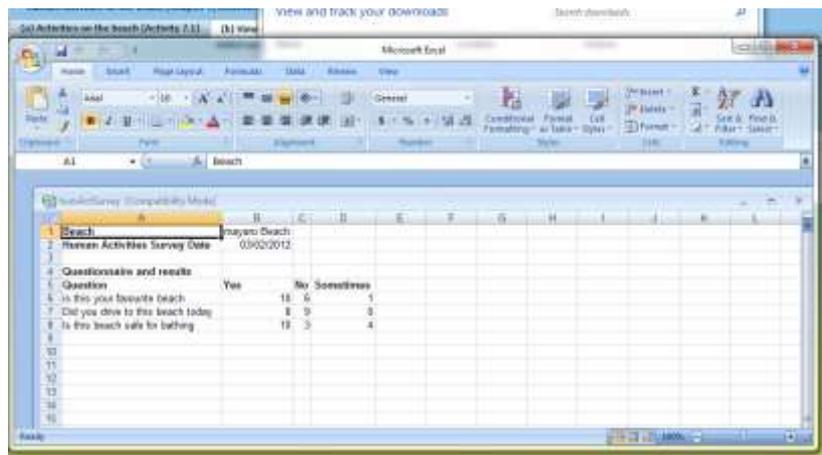
To change the title, sub title or to see a graph for a different question, click **Change Parameters** and alter the appropriate field.

If you are satisfied with the graph, Click **Save**. You will then be asked which folder you want to save the graph in.

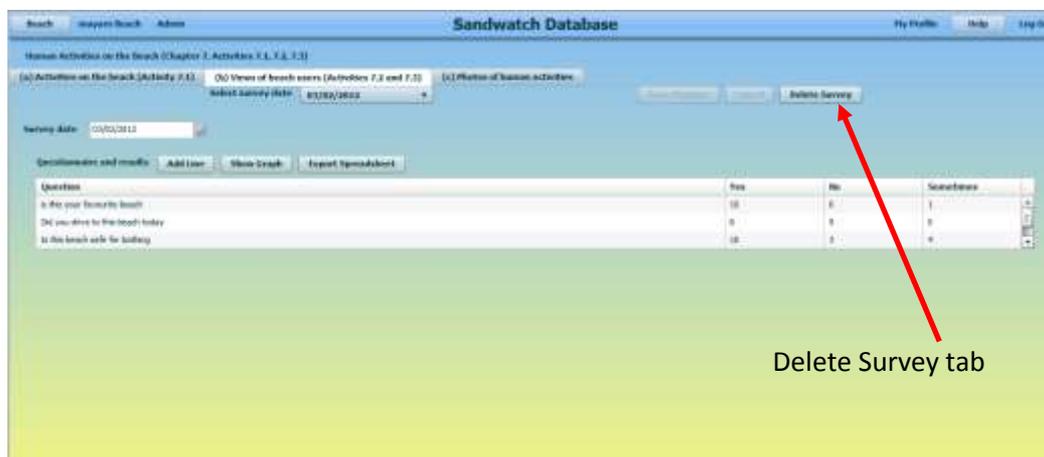
When you have saved the graph in the appropriate folder, or finished viewing the graph, click **Done**

Click **Export spreadsheet** to save the spreadsheet on your computer. **(This is an optional feature - your data will be saved in the database, but you can also save it on your computer – if you want).**

The Excel spreadsheet will look like this.



If you want to delete the entire questionnaire for this date click on **Delete Survey**.



Delete Survey tab

Click on **(c) Photos of Human activities** on the Chapter Menu – here you can add photos of your beach.

**BEFORE TRYING TO ADD ANY PHOTOS CHECK THAT THE SELECTED PHOTOS ARE LESS THAN 1 MB IN SIZE – IF LARGER, THEN COMPRESS THE PHOTOS.** (Consult Photo Pages in the User Guide to see Instructions on how to do this).



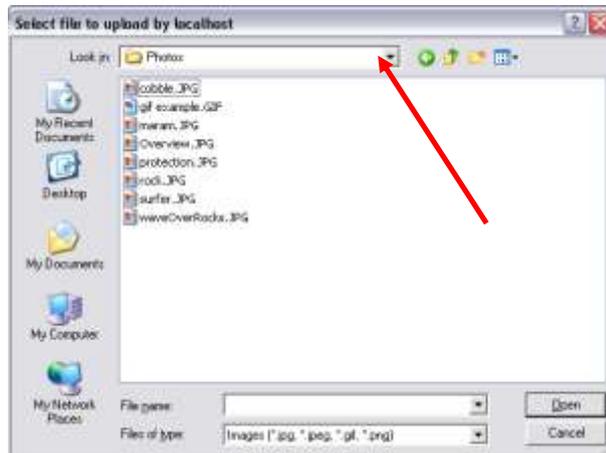
Click on the **Add Photo** tab at the top left hand side of the screen. The following screen will come up.

A screenshot of a web form titled "Upload Photo". The form has a yellow background and a grey border. It contains the following fields and buttons:

- Caption**: A single-line text input field.
- Description**: A multi-line text area.
- Date Taken**: A date input field containing "30/01/2012" and a small calendar icon to its right.
- File name**: A text input field followed by a "Browse" button.
- At the bottom, there are two buttons: "Upload" and "Done".

Insert a **Caption** for the photo in the top box - this is a **required** field and you have to do this in order to save your photo. You can also add a **Description** in the second box by clicking in the box and typing in some descriptive information about the photo (this is selective – you do not have to do this in order to save a photo). Insert the date the photo was taken by clicking on the **Calendar icon** to the right of the **Date Taken** field.

To select the file you want to upload click the **Browse** button. You will get a normal file selection window like this:



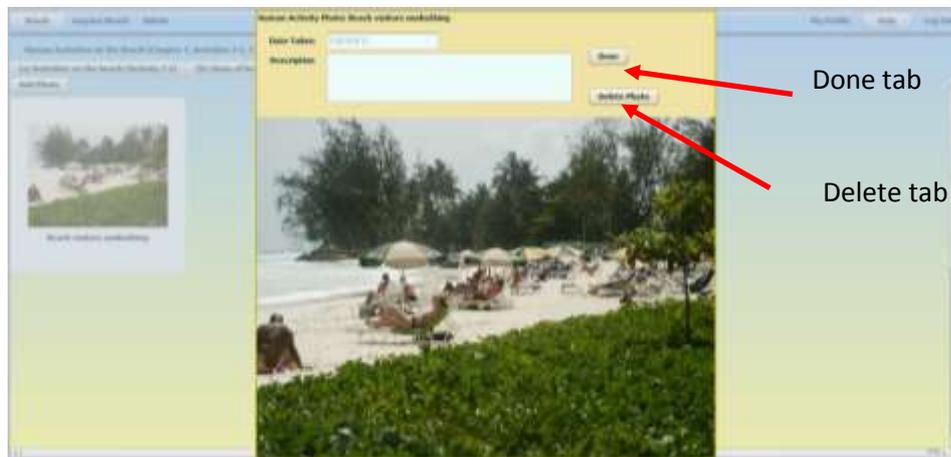
Click on the drop-down arrow to the right of the **Look in** field to move to the folder holding your photos and select the file you want to upload. Click on **Open** and you will now see the name of your file in the file name field.



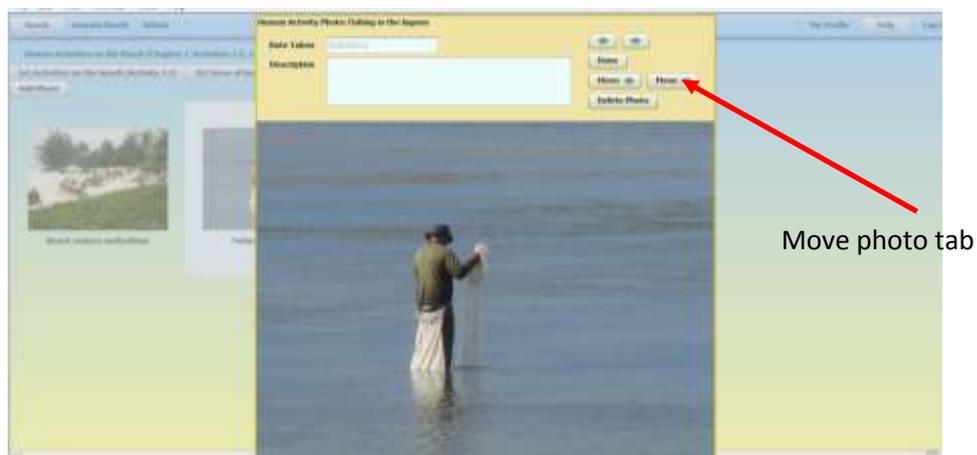
Click **Upload**, to save the photo in the database (the name of your file will disappear from the file name field when it is finished loading). Click **Done** and a thumbnail of your photo will appear on the screen.



If you click on the photo (and wait a few seconds) it will come up full size. To close the full size photo click **Done**.



Once the photo is saved in the database, you cannot change the caption, description or date. You can however, delete the photo by opening the full size version of the photo and clicking on the **Delete** tab. If you have uploaded several photos to the page you can change the order of the photos by clicking on the **Move** tabs.



Click **Done** when finished.