THE ONLINE RECORDS SYSTEM

A STEP-BY-STEP GUIDE TO KEEPING RESCUE & REHABILITATION RECORDS OF FLYING-FOXES & MICROBATS

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INTRODUCTION

At long last the days of tedious record keeping on paper are over!

Thanks to the ingenuity of Bat Rescue member Peter Richards, all your records can be kept conveniently online. These records are YOURS. Nobody else except the Administrator has the ability to edit or delete the information you have entered.

The Record Keeper or Administrator will maintain the records on behalf carers who do not have internet access.

For any questions or difficulties, contact your nearest Administrator.

Sunshine Coast	Sylvia Hood	president@batrescue.org.au
Gold Coast	Vicki Bressan	admin@batrescue.org.au
Lockyer Valley	Peter Richards	lockyer@batrescue.org.au

MY USERNAME IS:

MY PASSWORD IS:

PASSWORD CHANGED TO: _____

When logging in, note usernames and passwords are CaSE SENsitive
NOTE: There are NO spaces between words in these passwords

1. GETTING STARTED

For security, the online records system is double password protected. A unique password and username is required in order to access the login screen for carers only through the Bat Rescue website and then again to access the records system itself.

Individual passwords have been allocated to everyone, but you may nominate your own if you wish (contact your Administrator).

The system contains features other than just records – i.e. you can:

- upload a photograph of yourself (optional) or any animals in your care (optional)
- view location maps of a few main local flying-fox colonies
- view contact/address details and location maps of other members in your group
- view contact details for other major wildlife groups in Queensland
- create and view reports of the group's orphans from the previous season

Features and enhancements are regularly being added to improve the usability and efficiency of the system. Your suggestions are always welcome.

For the purpose of familiarisation and practice, meet Bat Rescue's newest carer, Dora Dingbat.
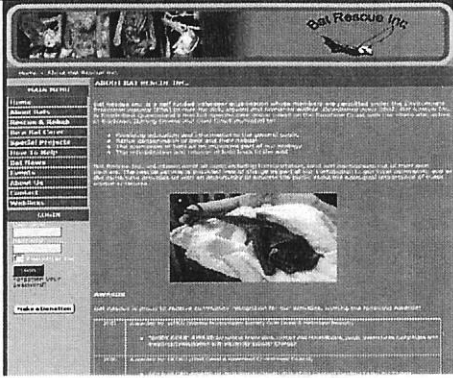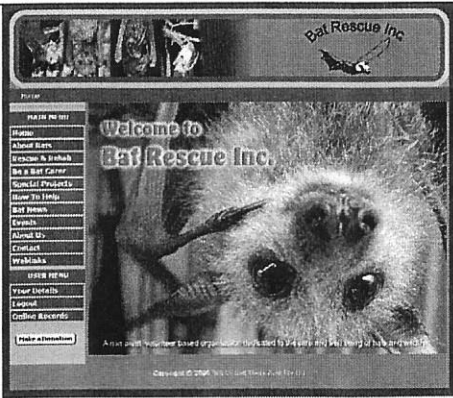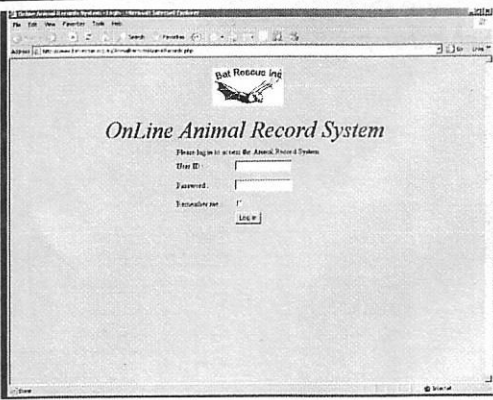

Dora's username is **DoraDingbat**
and her password is **fuzzy21**

Feel free to experiment with adding animals and details online to Dora's records, or you can simply browse through her records to view how they look. You can also view and modify information in her carer profile.
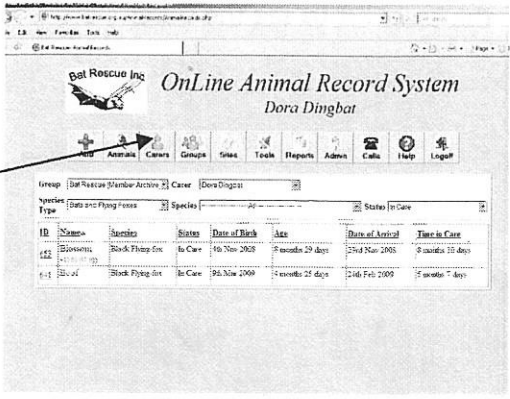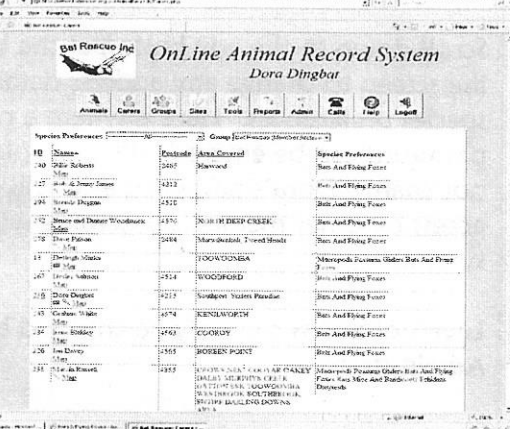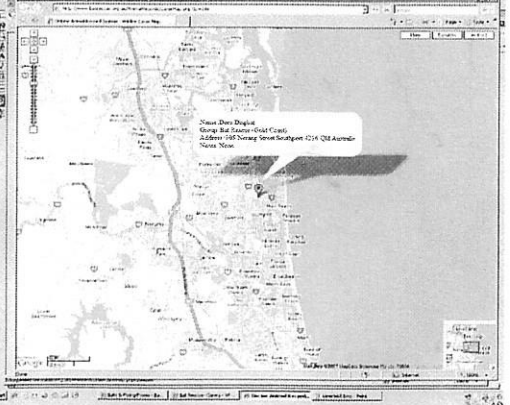
Please note: the online records system is not compatible with the Mozilla Firefox browser

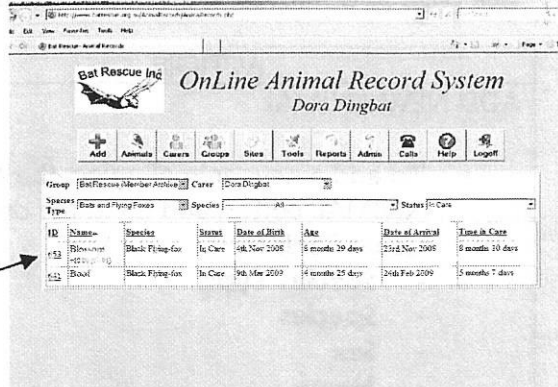| ACTION	SCREEN VIEW
• Go to the BAT RESCUE WEBSITE www.batrescue.org.au • Select "About Us" on the left hand side menu	
• Enter username and password e.g. DoraDingbat fuzzy21 • select LOGIN button	

The screen will return to the homepage screen, but with three new tabs visible underneath for carers only:
          YOUR DETAILS*
          LOGOUT
          ONLINE RECORDS
 	
• Select the bottom tab, ONLINE RECORDS
 	
*you can change your own **website access** password through the YOUR DETAILS tab	

• Enter USER ID and PASSWORD e.g. DoraDingbat fuzzy21 • LOGIN	

2. CARER DETAILS
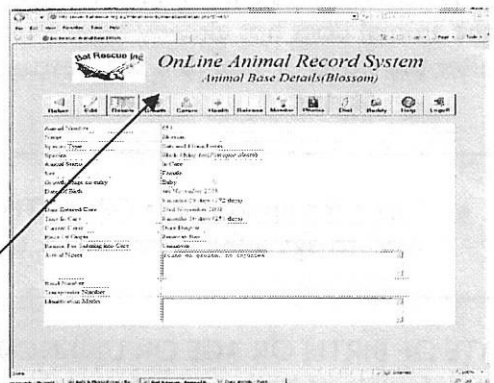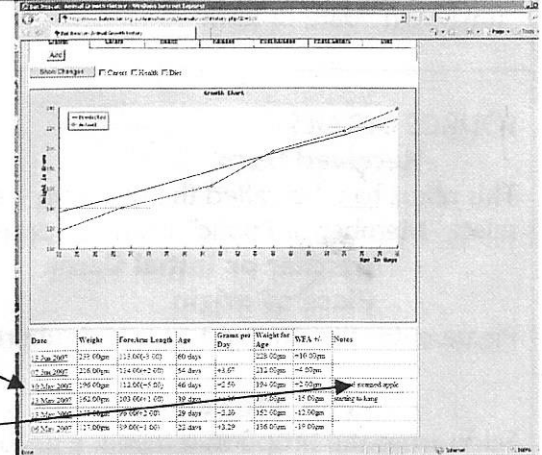
ACTION	SCREEN VIEW
LOGIN SCREEN Across the top are a number of tabs you can browse through. Look first at the third top left tab "carers"	
Under the carers tab you can edit your own details and also view contact details of other carers in your own group. A green camera icon beside the name indicates a photo has been uploaded. A syringe indicates the member is vaccinated. A dollar sign shows financial membership is current.	
Click on the word <u>map</u> beside Dora's name or the name of any of our other carers, to find the geographic location of where they live. Under the "Release Sites" tab there are also maps of where to find the main colony sites. Close the screen to return to the carer list.	

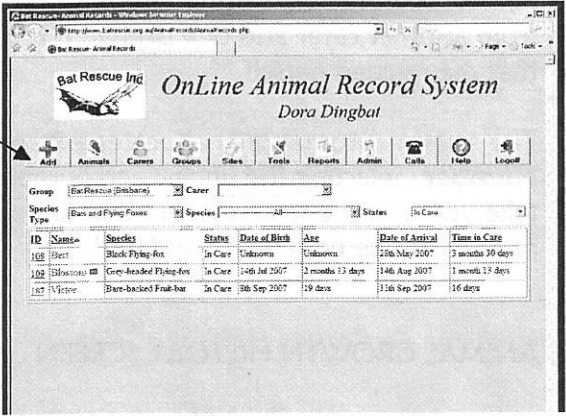| ACTION	SCREEN VIEW
Click on ID No. <u>286</u> next to Dora's name on the carer list to see the Carer Details screen. Scroll down to the edit button at the bottom of the screen to change any address details and species preferences. Here is where a new password can be entered, although please do not change Dora's password as it will prevent access by other members practising with the system. Levels of access can only be changed by the Administrator.	

3. VIEW ANIMALS CURRENTLY IN CARE

ACTION	SCREEN VIEW
Under the "Animals" tab you should see that Dora currently has 2 bats in care, including one injured adult male ("Boof") that she received from another carer and one orphan ("Blossom") that she rescued herself.** The system automatically allocates a **Record ID Number**. Selecting the underlined number will take you into the screen where that animal's records can be edited and updated.	
ANIMAL GROWTH HISTORY SCREEN Here is where you can add weekly weight and forearm measurements, record when the animal is passed on to somebody else, make a note of medications or observations, upload a photograph of the animal or its injuries, or view the animal's growth chart whilst in care. You may add to Blossom's charts to practice. Click "GROWTH" and then "ADD" tab.	
The GROWTH HISTORY SCREEN is particularly useful for orphans. Their weekly progress is automatically plotted against a benchmark average expected growth. Data should be recorded on the same day of each week. Clicking on the underlined dates allows records to be edited as needed. ("WFA"=Weight for Age) Comments such as when the bat started eating apple, or other information can be added to the NOTES section.	

** if you are unable to see Boof or Blossom listed under Dora's name, please contact your Administrator
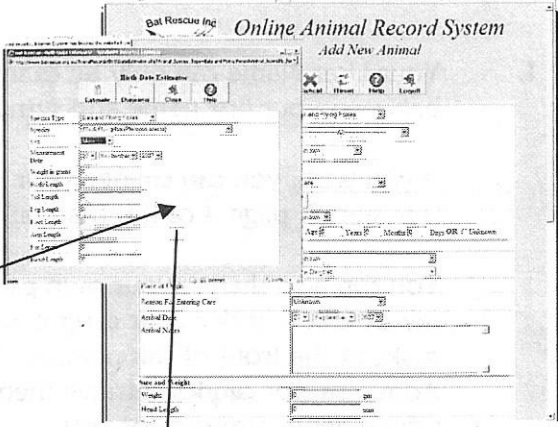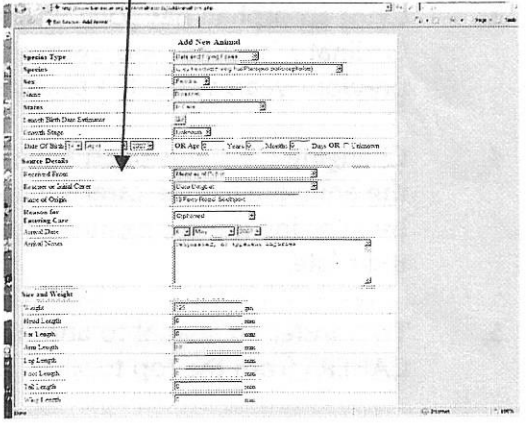
4. ADDING YOUR OWN ANIMALS

Once you are ready to begin putting your own records in, you will need to logout from Dora's records if you haven't already done so, and login with your own access password and username (see page 2) or request a password and username from your nearest Administrator.

ACTION	SCREEN VIEW

ADD NEW ANIMAL
 	
• To add a new animal, select the ADD ANIMAL button and fill in the drop down fields for:
  - **Species Type**
  - **Species**
  - **Sex**
  - **Name**
The system requires each animal to have a name. If the animal does not already have a name, call it after the street or suburb it was rescued from
  - **Status**	

• Select the appropriate GROWTH STAGE from the drop-down menu. If you are unsure how to age a flying-fox, check the ageing guide at the back of this manual.	
DATE OF BIRTH OR AGE OR UNKNOWN Use only date of birth or age for orphans. For all others, e.g. Adult, Sub-adult, Juvenile select "unknown" date of birth	

SOURCE DETAILS
  - **Received from**
This refers to who called the rescue in – e.g. if it is a member of the public (which it usually is) then select "Member of Public" from the drop down menu.
  - **Rescuer or Initial Carer**
  - **Place of origin**
Please enter the street address and suburb.
 	
  - **Reason for entering care**
Select from the dropdown menu, e.g. "barbed wire"
 	
  - **Arrival Date (i.e. date rescued)**
  - **Arrival Notes**
Please enter the following details in this section:
- Name of member of public where bat is rescued from and contact phone number. If no phone or name, please enter N/A
- Was the rescue a C3?
- Enter any other details you feel need to be recorded about this rescue. For example how did the member of the public know to call to Bat Rescue, how long was the bat on barbed wire etc.	

ACTION	SCREEN VIEW
BIRTH DATE ESTIMATOR – **to be used for orphans only.** You will need to work out its approximate age. This can be done through the estimator button. • Input the measurement date and forearm and then select the "estimate birth date" button. Take note of the date that appears. • Use the right hand column dropdowns to insert that Date of Birth into the previous screen.	
SIZE & WEIGHT DETAILS The records system can be used for other wildlife, not just bats therefore details such as foot length and tail length are not relevant for our purposes. For bats, weight and forearm measurements are the most important data required, although ear measurements for microbats will assist in their identification. - Size & Weight Notes Here is where you can enter details such as underweight etc. - Identification Can be used to enter orphan band number	

At the end of your session, LOG OUT of the online records system and the website. Logging out means your PC will 'forget' your userid and password details.

4. OTHER INFORMATION

1. Your User Name can only be changed by the Administrator. Please note there is no space between your first name and surname.

    If you wish, you can change your own website access password through "YOUR DETAILS" (see step 3, page 4 of this manual)

    You can also change your own password to the online records system under the "TOOLS" tab or edit it under your carer profile page. Keep a note of any password changes you make at the front of this manual. If you forget any passwords you have created, the Administrator cannot retrieve them but can provide access to your account by creating a whole new password for you.

2. Feel free to explore some of the other features of the records system such as creating reports.

3. Once an orphan has gone to creche the animal is then transferred into the Creche Co-Ordinator's name who assumes responsibility for maintaining growth records - exactly as in previous years when the paper report forms were sent to creche with the bat.

4. Changing the status of an animal in care to "transferred", "died", "released" etc will remove the animal from the carer's name. The records for past animals can still however be accessed by selecting the appropriate drop down beside "Status" which will filter animals according to their fate.

5. To transfer an animal to another carer, select its ID Number, when the record appears select CARERS from the top toolbar. Select ADD from the toolbar and record the details. SAVE.

AGEING GUIDE FOR BLACK & GREY-HEADED FLYING-FOXES
2007
Statistics sourced from numerous groups over multiple years

MALE		
Premmie	<0-days	Usually come in Sep-Jan. Forearm less than 57mm. Weight less than 85gms (weight is highly variable). Long umbilicus and/or placenta may still be attached. NB: if forearm 57mm plus, but weight is less, probably an underweight baby – not a premmie.
Baby	0-3 months	Usually come in Sep-Jan. Forearm 57mm plus. Weight 85gms plus (variable – may be as low as 50 gms). Umbilical stub may be present, but usually no umbilicus, unless just born.
Juvenile	3-6 months	Usually come in Jan-May. Forearm 130-150mm. Weight 250-400 gms. Forearm measurement essential to help establish age. NB: juveniles often come in grossly underweight for their size from malnutrition.
Sub-Adult	6-18 months	Usually come in Apr-Apr. Forearm 145-155mm. Weight 400-600 gms. Small penis. NB: sub-adults often come in grossly underweight for their size from malnutrition.
Adult	18 months >	Can come in any time of the year. Forearm 160mm plus. Weight 600-110 gms. Has a large penis.

FEMALE		
Premmie	<0-days	Usually come in Sep-Jan. Forearm less than 57mm. Weight less than 85gms (weight is highly variable). Long umbilicus and/or placenta may still be attached. NB: if forearm 57mm plus, but weight is less, probably an underweight baby – not a premmie.
Baby	0-3 months	Usually come in Sep-Jan. Forearm 57mm plus. Weight 85gms plus (variable – may be as low as 50 gms). Umbilical stub may be present, but usually no umbilicus, unless just born.
Juvenile	3-6 months	Usually come in Jan-May. Forearm 130-150mm. Weight 250-400 gms. Forearm measurement essential to help establish age. NB: juveniles often come in grossly underweight for their size from malnutrition.
Sub-Adult	6-18 months	Usually come in Apr-Apr. Forearm 140-150mm. Weight 400-500 gms. Nipples are small. NB: sub-adults often come in grossly underweight for their size from malnutrition.
Adult	18 months >	Can come in any time of hte year. Forearm 160mm plus. Weight 500-800 gms. Nipples are large and elongated after second year – if fertile. NB: If forearm and weight match, but nipples are small, you probably have an infertile adult – not an extra large sub-adult.

NOTES
This chart is intended to follow nationally accepted guidelines to establish a common age classification of flying-foxes for records.

Sub-adult and adult classification is based on the assumption that sub-adults turn to adults around ± 2 years old – actual maturity determined by penis size (male) and nipple size/lactation (female). Full sexual maturity reached in second or third year.

Forearms are a guide only, and may be slightly above or below indicated figures. Similarly, weights are averaged, and may be lower in adults due to factors such as malnutrition.

Adult males are heavier in summer than winter. Females (if pregnant) are heavier in winter than summer.