

## Submit Banding Data Using Band Manager

### Submitting Banding Data to Alberta Environment and Parks

Starting in 2005, Alberta Environment and Parks (AEP) is requesting that banders submit their banding data to the provincial database. Since all banders must now enter their data into Band Manager, the process for submitting data to the province will be quite easy. Following are step-by-step instructions for submitting data electronically.

AEP will need two data files from banders:

- Locations Table
- Banding Data Table

**Remember, Locations need to be to as close as possible to the exact banding location. If you are using a GPS or map for determining locations, please provide degrees, minutes, and seconds.**

Also remember that by exporting the data into these files, you are not losing the data.

**Band Manager is only making a copy of the data** in a file that can be seen and imported by AEP into the provincial database for management purposes.

### Locations Table

1. Open Band Manager.
2. Click on *Utilities*.
3. Click on *Program Lookups*.
4. Click on *Locations*. A table of all your banding locations will show up.
5. Next click on *Export* (you will find this in the options at the top of the page).
6. Export Form will show up, and you will want to click on the option *.xls format*.
7. Next click *Export*.
  - You will be prompted with a form that allows you to give the file a name.
  - You can choose to save the file it on your hard drive.
  - Make sure you remember where you save the file and what you call it.
8. You can exit out of the locations table once this is completed.

## Banding Data Table

1. Open Band Manager.
2. Click on *Reports*.
3. Click on *All Captures Across Files*.
4. You will be prompted with a request for which file you want to a report for. Click *Add File*, and a list of your various banding data files will show up.
5. Choose the one you want to make a report for, by either double clicking on it, or single clicking it and clicking OK.
6. If you need to add more than one file, simply repeat steps 4 and 5 again, choosing the other data files you need. You will see how many files you have added and how many banding records are in the file(s).
7. Next you have the option to *Filter* the data. If your files contain data from multiple years, and you only need to submit this year's data, then you will want to *Filter* the file.
  - When you click on *Filter*, a page will open up showing all the different options you can filter for.
  - If you want to only submit data for a range of dates, fill in the range of dates you want to submit in the Date section at the lower left corner.
  - Remember to include the day, month, and year in the following format - January 1, 2005 to December 31, 2005 would be 01 01 2005 to 31 12 2005.
  - Remember this step is only optional.
8. Click on *Continue*. You will be shown a table containing all of your banding data. You will want to click on the option *.xls format*.
9. Next click on *Continue*. You will be prompted with the option of Printing, Exporting, or Canceling the option. Click on *Export*.
10. The next page that will come up is the *Export Setup*. This allows you to setup how you want your export to look when it is completed.
  - AEP would like all the information you have, so in the Order column, simply type in the number 1 next to your first caption, and the next line down type 2, and then 3 below that, and so on, until all the captions have a number next to them.
  - This will only need to be done the first time you submit data. Band Manager remembers this set up for all future data exports.
11. Click *Export*, and you will be given the option of what kind of format you want to save your file in.
  - You will be prompted with a form that allows you to give the file a name. The name of the file should be specific to the kind of data you are saving, and include the years of data and your last name.

- You can choose to save the file directly on your hard drive.
- Make sure you remember where you save the file and what you call it.

12. You can now exit from Band Manager.

**To submit the data to AEP:**

Please upload all 4 files to OPAC (<https://www.opac.alberta.ca/>) as an attachment to a progress/  
final report.

**Thank you for your cooperation.**