Southern Maine Beach Profiling Project (SMBPP) MGS Collect Guide

This how-to guide is meant to help orient beach profile volunteers and beach profile administrators to the new MGS Collect Southern Maine Beach Profiling Project (SMBPP) data collection page. This guide includes information on how to access and use the following:

- Accessing the MGS Collect Page *(all users)*
- Navigating the Profile Data Form *(all users)*
- Navigating Profile Graphs Form *(all users)*
- Navigating Profile Data Export Form *(all users)*
- Navigating the Stakes Form *(administrators mostly)*
- Navigating the Profile Lines Form *(administrators mostly)*

The MGS Collect Landing Page

The MGS Collect page is where citizen scientists help MGS collect and document key digital information from a variety of projects.   https://www.maine.gov/dacf/mgs/collect/

Proceed down to the **Southern Maine Beach Profiling Project** header and click the Sign in button and log in with your credentials. If you don't have credentials yet, please sign up for an account. Make sure to select 'Beach Profiling - [Your Beach Name]' in the Group field. You will be notified via email when your account is activated.

Once you sign into the home page for SMBPP, you'll be directed to a landing page that looks like this.
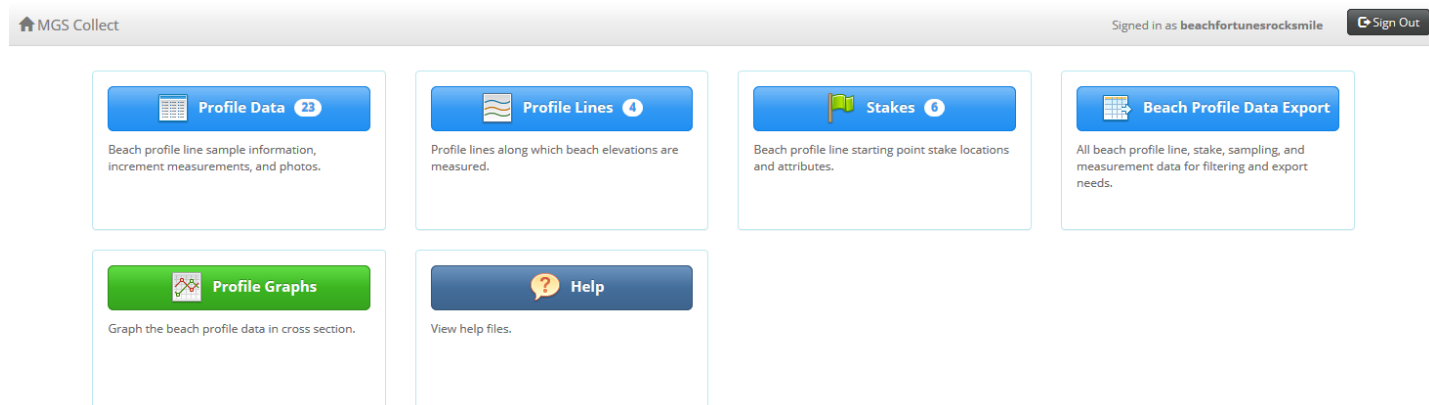
General Notes:
- *If you are having difficulty seeing text on the page, you can use CTRL + or CTRL - to zoom in or out on a page in your browser.*
- *For help understanding what is required to be entered in a field you can click on the blue 'i' icon* ⓘ *.*
- *Beach profilers don't have the rights to delete records. If a record needs to be deleted please contact an administrator.*

To get to a form, just click on one of the above buttons (Profile Data, Profile Lines, Profile Graphs, Stakes, Beach Profile Data Export, Help).

Navigating Between Forms while in MGS Collect

To easily navigate to another form, simply use the "Beach Profiling" menu to the right of the MGS Collect Home button. This will allow you to navigate to any of the other forms without having to use the browser back button extensively.

Beach Profile Data Form

🔳 Profile Data

Note: This is the most commonly used form that most volunteers will be accessing for entering collected beach profile data. All beach profile data is accessible to and editable by administrators but also editable by volunteers but only for their specific beach where they collect data.

As a **beach profiler**, when you enter the Profile Data form, you will only see a listing of beach profiles from the beach where you collect data.
As an **administrator**, you will see a listing of *all beach profiles in the database.*

A screenshot of the Profile Data Form table view is provided below.

Information in this form includes the following:
ID – unique ID of beach profile data record
Line Name – identification of the beach profile line collected during profiling
Stake Name – identification of the associated stake used during profiling
Sample Date – date that the sample was collected
Start Time – start time for when the sample was collected
End Time – end time for when the sample was collected
Team names – name of team member(s) collecting the sample
Field recorder – name of the field recorder during sample collection
General conditions – conditions during which the profile data was collected
Horizon visibility – qualifiers (poor, good excellent) for the horizon visibility during sample collection
Comments – any additional comments on the beach profile
Approval – whether the profile data was approved by an administrator. This 'Pending' after entry by profiles. Administrators will change the value to 'Approved' after reviewing the data. It might also show as 'Updated' if the administrator had to change some of the data. If the administrator finds unfixable problems with the data, it should be set to 'Excluded' so the data isn't available for graphing or export.
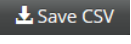
Date Entered – date that the stake was entered into the system, this is managed by the system
Entered By – person who entered the information on the stake, this is managed by the system
Date Edited – date information on the stake may have been edited, this is managed by the system
Edited By – person who edited information on the stake, this is managed by the system

If you want to save the above information (but not raw collected beach profile data) for *all of the beach profiles listed in the table* to your computer, simply click the [⬇ Save CSV] button.

If you want to save only *select beach profiles* to your computer, you will have to use the [▼ Filter] button. Use the filter fields, comparison operators, and comparison values to filter which profiles you want to save, then click the Apply filters button. This will filter the beach profiles to only those that meet the requirements in your filter fields. Then, you can download the selected profile data in .csv text format for importing into Excel, Access, etc.
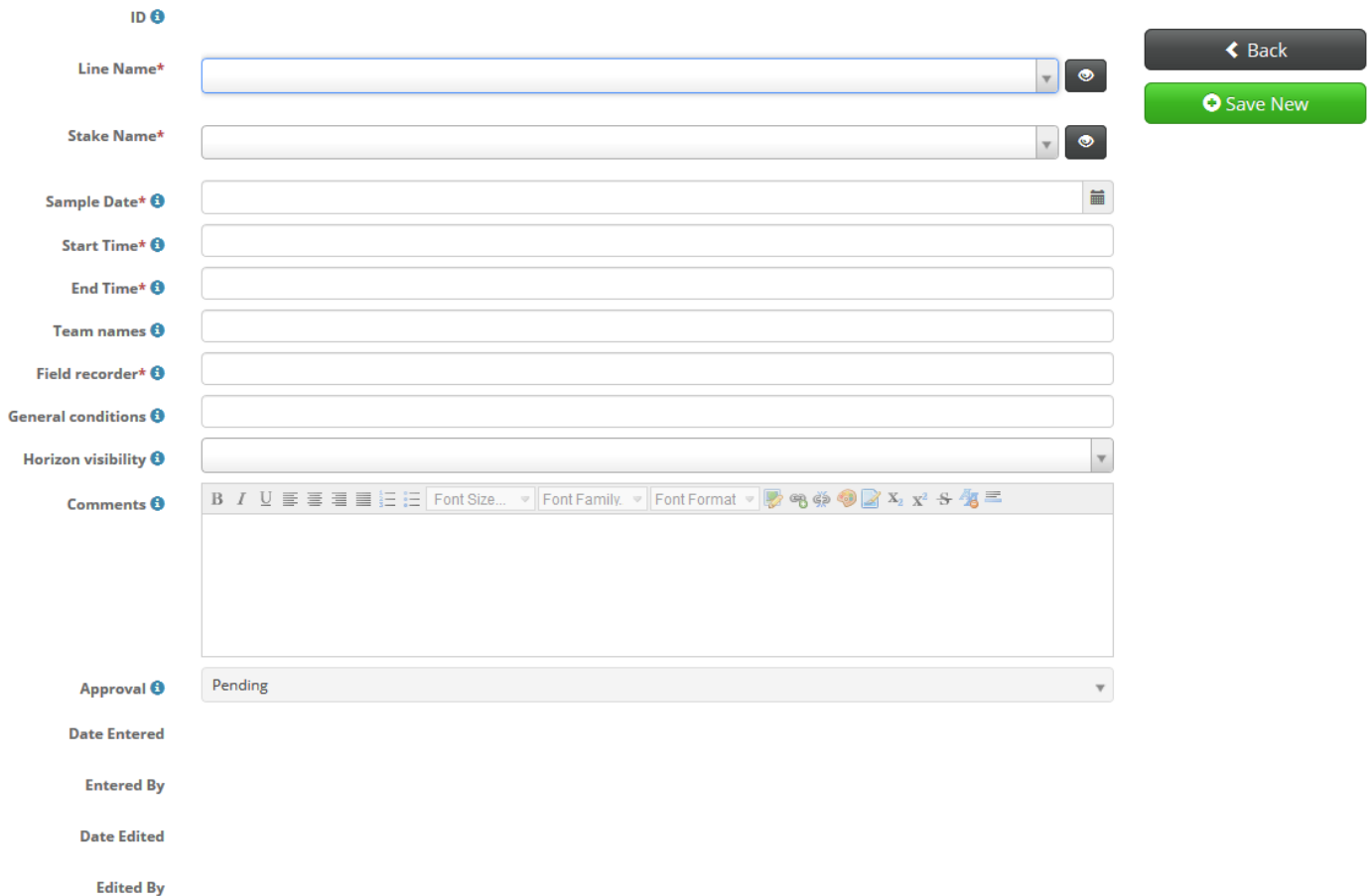
If you want to print the page, simply hit the [🖨 Print Preview] button and then use your browser's print functionality to direct the page to a printer.

Entering New Beach Profile Data

 As a **beach profiler**, this is the location where you will be entering beach profile data from beaches where you collect data.

As an **administrator**, this is the location where you can view collected beach profile data to edit or approve.

To enter data for a new date of collection, click the [⊕ Add New] button and the following screen will pop up for you to enter beach profile data:

To enter data, use the pull-down menu to specify a Line ID to start. This provides a list of available lines based on the beach where you are collecting profile data. You will only see lines for which you have been given approval to enter data. Select the appropriate Line ID, then do the same to select an appropriate Stake ID. This will be the stake from
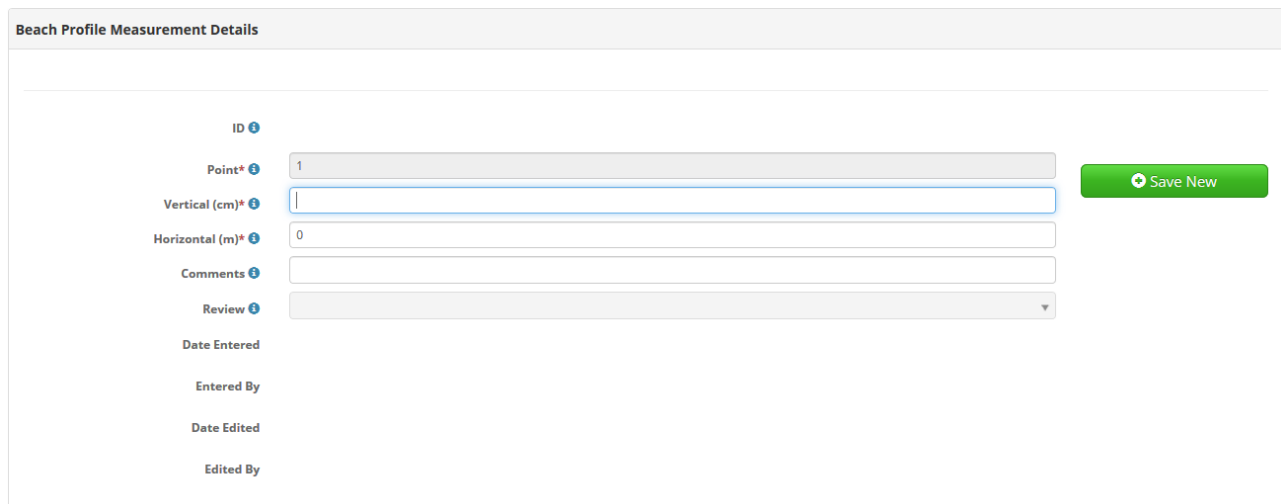
which you started data collection. The small 'eye' icon will let you view all the information for a selected Line or Stake. Enter the rest of the attributes as described above using the provided pull down menus or for dates, use the calendar tab, which will automatically default to the day's date when entering data. Once you are done entering data, click the ⊕ Save New button to save your data. This will then bring up a form showing the data that you entered for that beach profile line. There are two buttons that will allow you to enter your actual collected profile data and upload beach profile photos.

Entering Beach Profile Measurements (points associated with a beach profile)

To add the beach profile data you collected, click the ▤ Beach Profile Measurements button

This will bring up a new screen shown below.

The first field, Point, defaults to 1. This is simply the first measurement of the beach profile (think of it as the first point). The Vertical (in cm) and Horizontal (in m) fields is where you should enter the vertical and horizontal measurements taken for the first (and then each subsequent) beach profile point. Note that the first Horizontal reading defaults to "0", as this should be the first measurement taken at the beach profile starting stake. Thus, the first Vertical reading should be the distance to the sand below (negative) or above (positive) the starting stake. As needed, enter information under Comments field – this usually includes qualifying language about the location of the point collected, like at wall, dune crest, scarp, high water line, etc. Date Entered, Entered by, Date Edited, and Edited By are managed by the system.

When done with this first point, click the ⊕ Save New button. This will then bring up the same data sheet (but labeled Point 2) for entry of the next beach profile point.   You'll also notice at the top of the screen that the first point's information was saved and is listed here. This list will automatically grow as you enter new point information (example below).

◢ Beach Profile Measurements

ID	Line Name : Date	Point	Vertical (cm)	Horizontal (m)	Comments	Review
189867	FR04 : 05/06/2020	1	-5	0.00		
189868	FR04 : 05/06/2020	2	-12	3.00		
189869	FR04 : 05/06/2020	3	-23	3.00		

Records 1 to 3 of 3

Beach Profile Measurement Details

ID ❶	
Point* ❶	4
Vertical (cm)* ❶	
Horizontal (m)* ❶	3
Comments ❶	
Review ❶	▾
Date Entered	
Entered By	
Date Edited	
Edited By	

To streamline point measurement data entry, you can use your keyboard exclusively. When the Beach Profile Measurement Details form loads, your cursor is in the Vertical (cm) field. Type your value and then hit the Tab key. This advances the cursor to the Horizontal (m) field. You can change the default value, if necessary. Hit the Tab key again to advance to the Comments field. Type in any comments for the point and hit the Tab key again. You will now have the Save New button highlighted. Hit the Enter key and the record will be saved and your cursor will be returned to the Vertical (cm) field for the next point.

At any time, you can review the point information, and if you need to change something, simply click on the data that needs to be changed. This will bring up the information for that point, where you can make any needed changes and click Save Changes button once completed, then click the Back button to get back to entering new point information.

To download data for a profile, simply click the [⬇ Save CSV] button.

When you are done entering data click the [◀ Back to Profile Data] button to return to the profile data details.

Entering Beach Profile Photographs

To enter photographs associated with the day you collected a profile, click on the [▤ Beach Profile Photos] button. This will bring up a screen as shown below.

Beach Profile Photo Details

ID ❶	
Description ❶	
Photo Type* ❶	Looking Along Profile Line When Facing Seaward ▾
Photo ❶	Upload new file Browse... No file selected.

Please enter the following information:

Description – additional description information of the photograph

Photo Type – select from the pull down

- Looking Along Profile Line Facing Seaward
- Looking Along Profile Line Facing Landward
- Looking Left When Facing Seaward
- Looking Right When Facing Seaward
- Other: If selecting Other, please use the Description field described above.

Photo – simply click the Choose File button to upload a new photograph; make sure to only select one photo at a time; it will only appear on the form once you have uploaded the photo successfully.

When finished, click the **⊕ Save New** button. A thumbnail image of the photo should now appear on the form. To additional photos for the same profile line, click the **⊕ Add New** button.

Beach Profile Graphs

As a **beach profiler** or **administrator** this is the location where you will be graphing selected beach profile data. *All beach profile graph data from all beaches is accessible to all profilers and administrators.*

Select reference point – select either "Stake" or "NAVD88". If you select stake, this will set the graph starting point at the stake as the "0" starting point, not referenced to a vertical datum. Profiles are graphed in cm below (or above) the stake. If you select NAVD88, this will put the beach profile into the NAVD88 vertical datum, referenced to meters, this sets the starting point as the elevation of the stake referenced to this vertical datum. NAVD88 is the vertical datum commonly used by land surveyors and is the current standard vertical datum in the United States.

Select profile line – select the beach profile line that you'd like to plot in graph format

Select one or more dates to graph – highlight the date(s) that you'd like to plot. For more than one date, hold down CTRL and click the dates. You can also select all dates in order on the list by clicking the first date, holding down the SHIFT key and clicking the last date. You can only plot up to 12 dates.
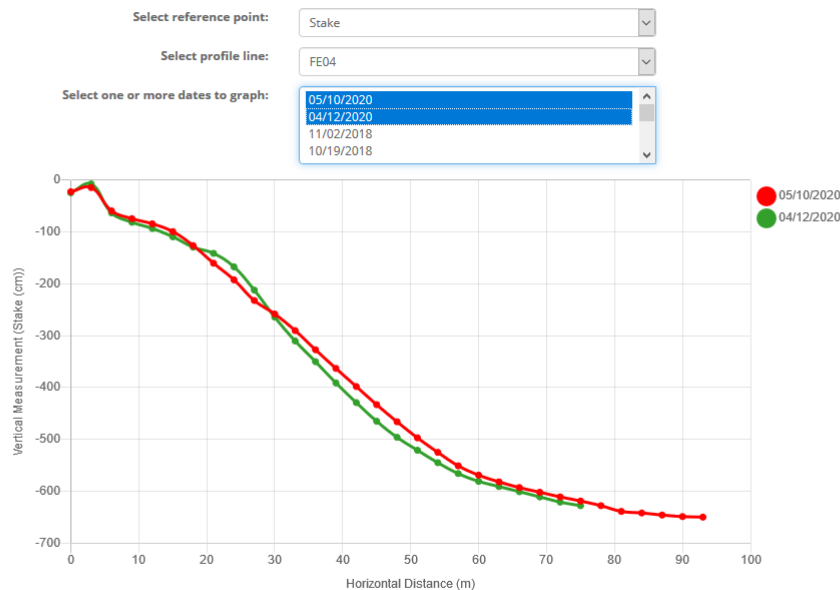
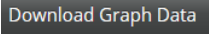Once selections are made, the data will plot in the graph in different colors, with a legend on the right indicating which color is associated with which date. Once data is plotted, you can go back and select a different reference point (e.g., NAVD88 instead of stake) and the graphing tool will automatically update the graph to the new reference point.
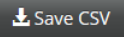
To print the graph, click the `Download Graph Image` button and save the file to your computer

To download the graph data, click the `Download Graph Data` button. This will open the Beach Profile Data Export form with the only the data used to make the graph showing. Follow the instructions in the next section for saving the data or filtering it further.

Beach Profile Data Export

Beach Profile Data Export

This form is used to export all data or filter and export selected data for use in other applications. If you want to save all of the beach profiles listed in the table to your computer, simply click the `Save CSV` button. If you want to select a subset of beach data, you will have to use the `Filter` button. Use the filter fields, comparison operators, and comparison values to filter which profiles you want to save, then click the Apply filters button. This will filter the beach profiles to only those that meet the requirements in your filter fields. Then, you can download the selected profile data in .csv text format by clicking the `Save CSV` button for importing into Excel, Access, etc.

Beach Profile Stakes Form

Stakes

*Note: this form is **accessible to and editable by administrators** but only **viewable by volunteers**. Volunteers will only see the stakes for their assigned beach.*

The Stakes form (below) is where information is kept on the *starting stakes* used to collect beach profiles. Stakes are named after their beach with the first two letters and an associated line number. For example, Goochs Profile #1 is named GO01. Some locations may have stake names appended with another letter (e.g., A, B, C, etc.) depending on whether or not a stake may have been lost or relocated.

Note: beach profile data collection is moving away from the use of "front" stake and "back stake" since this created confusion in locations where many stakes have been lost due to erosion.

This form includes the following information:

ID – the beach profile line with which the stake is associated

Stake Name – the name of the stake

Line Name – Name of the beach profile line (which relates to the starting stake)

Beach Name – the name of the beach where the stake is located

Town – the municipality in which the beach is located

Start Date – the starting date for data collection for that stake

End date – the ending date (as applicable) that data collection ended for that stake

Notes – notes about the stake

Elevation – elevation of the starting point of the stake in meters NAVD88

HAT – elevation of the highest astronomical tide, in feet NAVD88

X Shift – Shift in stake horizontal position, in meters (only applicable for multiple, e.g., A, B, C stakes)

Y Shift – Shift in the stake vertical position, in meters NAVD88 (only applicable for multiple stakes)

Stake Description – detailed description on how to access the stake

Stake Photo – photograph of the stake, typically with the line of sight visible if possible
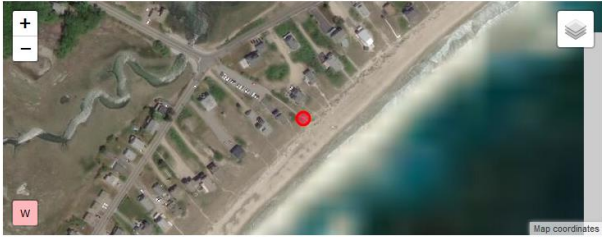
Line of Sight Description – as applicable, description of the structure or feature landward of the stake to use for lining up with the starting stake as you collect a beach profile.
Line of Sight Photo – photograph of the landward feature used to line up the stake
Back azimuth – as applicable, azimuth (magnetic north) looking back landward along the profile line to the stake
Map – map showing the location of the stake
Latitude – horizontal coordinates (north-south) of the stake
Longitude – horizontal coordinates (east-west) of the stake
Date Entered – date that the stake was entered into the system
Entered By – person who entered the information on the stake
Date Edited – date information on the stake may have been edited
Edited By – person who edited information on the stake

Beach Profile Lines Form

≈ Profile Lines

Note: this form is **accessible to and editable to administrators** *but only* **viewable by volunteers**. *Volunteers will only see the lines for their assigned beach.*

This form includes a listing of all the beach profiles in the MGS Collect beach profile database, sorted in alphabetical order.

≈ Profile Lines   Quick Search

🖨 Print Preview | 🖫 Save CSV | ▼ Filter | ⊘ Show All |||

☐ ID	Line Name	Beach Name	Notes	Date Entered	Entered By	Date Edited	Edited By
☐ 15	FR01	Fortunes Rocks, Mile					
☐ 16	FR02	Fortunes Rocks, Mile					
☐ 17	FR03	Fortunes Rocks, Mile	End of Bridge Rd. which turns into Beach Ave. towards the water.			09/10/2019 10:40 AM	hcorney
☐ 18	FR04	Fortunes Rocks, Mile	northeastern end of Etherington Pond, and before Deerwander Ridge.			09/10/2019 10:41 AM	hcorney

Records 1 to 4 of 4

This form includes the following information:
ID – unique ID for each profile line
Line Name – Name of the beach profile line (which relates to the starting stake)
Beach Name – Name of the beach where the profile line is located
Notes – notes on the beach profile line, as needed
Date Entered – date that the profile line was entered into the system
Entered By – person who entered the information on the profile line
Date Edited – date information on the profile line may have been edited
Edited By – person who edited information on the profile line

In the detail view of the line (shown below) the ▤ Stakes ▤ Profile Data buttons can be used to jump to the related records in the other forms.

Beach Profile Line Details 11

Stakes   Profile Data

ID 🛈	15
Line Name* 🛈	FR01
Beach Name 🛈	Fortunes Rocks, Mile
Notes 🛈	
Date Entered	
Entered By	
Date Edited	
Edited By	

‹ Back

🖶 Print Preview