

Partner Portal Demo Outline



NABat Summit – Day 3 Training

1. Familiarize yourself with the NABat website.
 - a. <https://www.nabatmonitoring.org/>
 - b. Resources -> Quick Links -> For tasks/topics you are unfamiliar with, visit the quick links to resources page [Quick Links to Resources | NABat \(nabatmonitoring.org\)](https://www.nabatmonitoring.org/quick-links-to-resources)

2. Prior to starting the exercise, please visit [Summit 2024 | NABat \(nabatmonitoring.org/summit2024\)](https://www.nabatmonitoring.org/summit2024) to download sample data.

Explore and attempt to do these things in the [NABat Partner Portal](https://www.nabatmonitoring.org/partner-portal) (this documentation can help <https://www.nabatmonitoring.org/resources>). Please take detailed notes along the way about where you ran into roadblocks and what you would improve. This is intended to give you and our tech support and development teams insight into the user experience and functionality we are aiming to provide so you can ultimately help us make it better.

- a. Go to www.nabatmonitoring.org
- b. Enter the Partner Portal.
- c. Find the total number of stationary acoustic records for all organizations to date.
- d. Find the partner organization that has contributed the greatest number of capture records over time.
- e. Follow along with our demonstration to create a mock third-party data request (***do not click submit***)
- f. Create a draft project – check the draft project box at the top of the form
 - i. Create a Project Title
Insert personalized name + NABat Summit 2024
 - ii. Add three members to your project - Ask two people in the room for their name to add as members to your project
 - iii. Review and select permissions for the Data Use and Sharing Agreement. How are these defined for your organization? Partners?
 - iv. Proceed to cell selection to select cells for survey
 - v. Create a species list.
NABat Summit List_Last Name
 - vi. Save a point location for a stationary survey.
 - vii. Save a mobile transect route.
 - viii. Download the mobile transect that you created.
 - ix. Upload the mobile transect route from the sample data provided
 - x. Download one of the bulk upload templates.
 - xi. Upload metadata.csv from the sample data provided to your draft project.

