IPHIS: 4 Steps to Data Entry

**Users should consult survey protocol and management direction to confirm proper data entry techniques.

1. Create (Review) **Location***

2. Assign (Review) **Location*** to **Workbook***

3. Create (Review) **Site***

4. Create (Review) **Activity***

   a. Assign **Tool Identifier*** – **Trap ID***

*See the Job Aid titled: IPHIS: Lexicon of Words for definitions.

2021 Disclaimer: Training techniques or workflows held within are designed as basic job aids. Mobile collection tools and technology used are constantly being improved upon. End users should consult with management for current workflows and standards.