Title: Permit Holder Guide to Field Work Check Out Service

Summary: How to use the field work check out service to notify parks that you have completed permitted field work, and to verify field activities, location, staffing.

Prerequisite: You must have been issued an NPS Scientific Research and Collecting Permit by a park that uses the check in and check out service.

Step 1. Access the Researcher Check in and Check out service from your investigator account dashboard.

This service will only be active for parks that use the check in and check out service. If a park uses the service, you will be asked to check in before field work and the service will list the park and permit issued to you by the park. From your investigator dashboard click on the "Manage Researcher Checkins and Checkouts" link under the "Frequent Task" banner on your investigator dashboard.

Step 2. Select the park and permit (all parks which issued you permits and use the check in and check out service will be listed).

Once you have selected the unit, select the permit associated with the field work.

Step 3. Upon selecting your park and permit, you will have access to your check out options.

If you have submitted your check in for the field work you may click the 'Submit Check Out' link under the 'Check Out' column. If you did not, you can still submit a check in report: click on the 'Forgot to Check In? Add Stand-Alone Check Out' button.
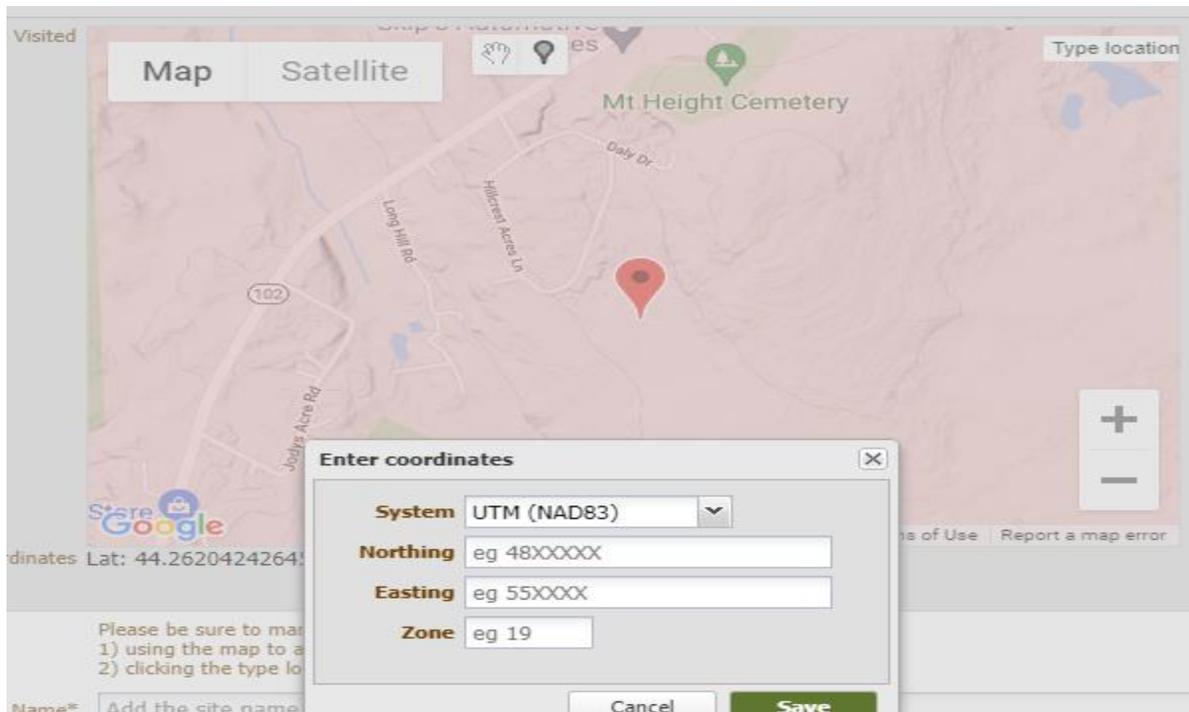
Step 4. Click on 'Add Site Visited'.

Step 5. Enter site visit location on GIS map.

The park boundaries will be shown by the red outline. In cases where a park unit is very small in size the map will show the area in which the park is located, but you may have to expand and navigate to locate the park site.

You may enlarge the map to find and tag the location. Or you may enter coordinates. You may select map or satellite view.

Step 6. Enter information into text fields.

Enter site visit information into text fields. If question not applicable, NA is sufficient.

Selected Coordinates Lat: 44.26391717359436, Long:-68.3251181360908

Please be sure to mark your accurate field location by either
1) using the map to add a marker indicating your field site OR
2) clicking the type location link to enter your coordinates manually (preferred).

Site Visited Name*	Vicinity of Mt. Height Cemetery
Number of Days at Site*	3
Number of Researchers at the site*	4
Specimen Type & Quantity from Site*	List the number of specimens, description of the specimen, and quantity (volume, weight, or physical description of size)
Equipment Left at Site*	
Number of Days Equipment Left in the Field*	
Other Comments	