

**Montana Natural Heritage Program**  
**Instructions for “Tracker”**  
**How to Develop a Bird List by LL, QLL or QQLL**

**The following instructions are designed to help you develop a bird list for a specific Latilong, Quarter Latilong, or Quarter-Quarter Latilong:**

1. Your computer must have two programs to accomplish this task:
  - You must be using Windows Internet Explorer to use the Montana Natural Heritage’s “TRACKER” website (it does not work in other browsers).
  - You must have Microsoft Excel to open the bird list.
2. Access the TRACKER website: <http://mtnhp.org/Tracker/NHTMap.aspx>. There is no need to log into the website (but you can if you want to).
3. On the left side of the screen, click on the following:
  - “Reports”
  - “Generalized Observations”
  - “Filter by Animal”
  - “Birds”
4. Under “Birds,” click on “All Birds.”
5. Under “Birds,” select the records you want displayed:
  - (B) Direct evidence of breeding
  - (b) Indirect evidence of breeding
  - (W) Over-wintering
  - (w) Winter migrant
  - (t) Transient (migrant)
  - **TIP: to get a complete bird list for an area, hold down “control” and select all of the above items.**
6. Under “Filter by Geography” (below), click on LL/QLL/QQLL
7. Choose which LL, QLL, or QQLL you want. **TIP: Hold down “control” if you want to select multiple LL, QLL, or QQLL.**

EXAMPLE: Select QQLLs 01A2 and 01A4.

**NOTE:** If you do not select specific dates, all records will be generated. If you want records for specific dates, click on “Filter by Date” and select the dates you want records for. **TIP: Hold down “control” if you want to select multiple dates.**

8. On left side of screen, go down to “Display” (toward the bottom of the left column) and click on it
9. Below the map at the bottom of the page select “Charts and Data” and move this bar up to the top of the screen.
10. Click on “Observation Details.”
11. Click on “Export to Excel”
12. Either Open or Save this list to your computer. **NOTE:** The list comes as a “csv file (comma separated values), which can be saved as an Excel Spreadsheet (xls).

**NOTE:** The bird list you generate has lots of information not needed. Columns of information not needed can easily be eliminated: TAXA, OBSERVATION ID, etc. The list is also all bird sightings – and can be overwhelming. It is time consuming but helpful to sort this list by QQLL, TYPE (Status), and OBSERVATION DATE START and eliminate all records except the most recent record with the highest status (B > b > t; and W > w). Janet Ellis at Montana Audubon can walk you through the list-generation process described in this information sheet if you need help (406-443-3949). A request has been placed with the Montana Natural Heritage Program to generate lists in a simpler manner with better results.