



desert conservation
PROGRAM

MSCHP Database User Manual
Task 8

March 2009

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For Clark County

MSHCP Task 8 Database User Manual

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MSHCP Task 8 Database

Purpose:

This database is designed to track all implementation projects dealing with Clark County's Multiple Species Habitat Conservation Plan (MSHCP). Most of these projects are contracted to vendors or other agencies, and will be referred to as "contracts" within this document. Projects completed in-house, without a vendor, will also be referred to as "contracts" for consistency.

- The MSHCP Task 8 Database is an MS Access database in MS Access 2000 file format

Main Database Window:

Allows user to navigate to all objects in the database. The Main Menu (Fig 1) is automatically launched when the database is opened, may be minimized during database use, but closing this window will exit the database.

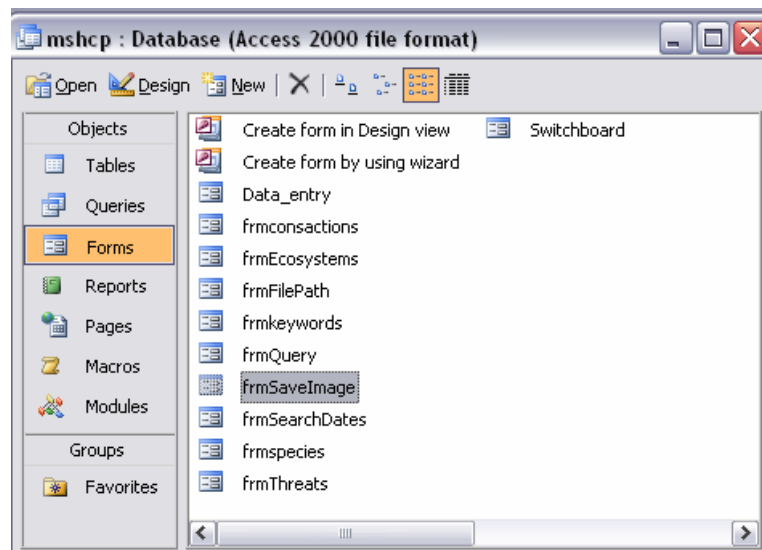


Fig 1

Main Menu: (Fig 2)

Displays all function of this database.

- Data Entry Form
- Reports
- Repairing Data Image Location
- Exit Database

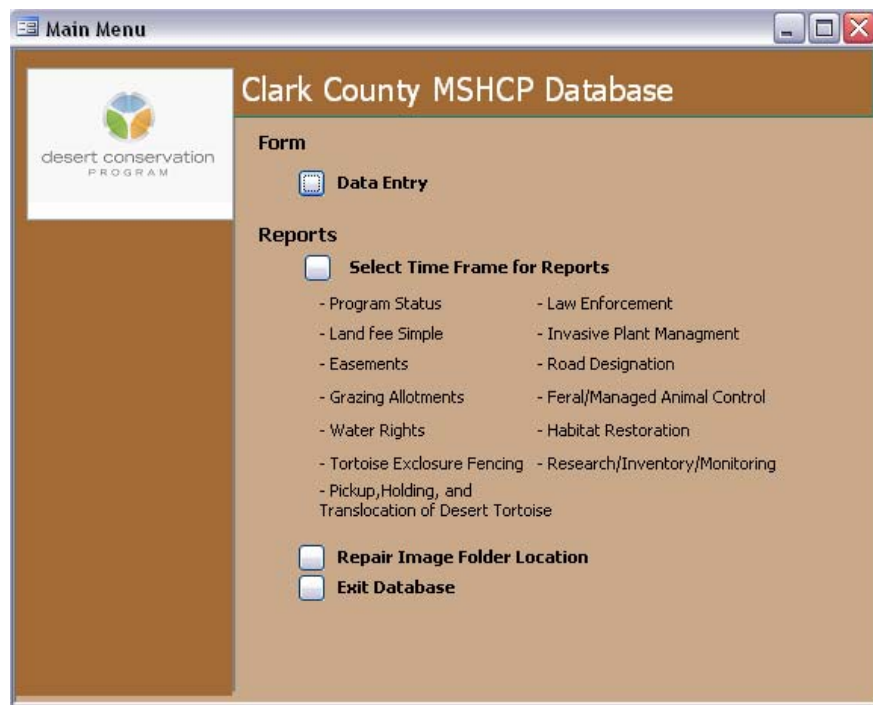


Fig 1

Data Entry:

Timing of Data Entry:

- Data should be entered in at least three separate events. The first event should be the initial entry of the contract. In the entry a user should mark the active Project Status checkbox.
- The second event is to update or amended the contract. If the contract is amended the Amended checkbox needs to be checked and a comment entered in the Contract Comments field
- User should only check the Project status completed checkbox when the contract is finished and all data has been entered.

Data Entry Form:

- After you click on the Data Entry button on the Main Menu (Fig 1) the Data Entry Form (Fig 3) should load. On this form contract information can be viewed, entered, and modified. Any time a change is made the form auto-saves the changes. There is no warning for this and all staff using the database should take care not to accidentally overwrite information.
- The Data Entry form consists of one main Contract Information form with five sub forms; Conservation Action Form, Ecosystems Form, Keywords Form, Species Information Form, and a Threats Form.



The screenshot displays the 'Data_entry : Form' window. It is divided into several sections:

- Contract Information:** Includes fields for Project Name (with a text area containing 'Legal representation of special interest groups and rural communities'), Project Number (1999-BF-1-A), Agency (BUDD_FALEN), Start Date, and End Date.
- Project Status:** Radio buttons for Active (checked), Amended, and Completed.
- Last Entry Date:** A date input field.
- Proposal Number:** An input field.
- Amount Funded:** An input field with '\$0.00'.
- Biennium Approved In:** A dropdown menu.
- Navigation Tabs:** Habitat Restoration, Invasive Plant Management, Law Enforcement, Outreach, Road Designations, Tortoise Data, Spatial Overlap Data, Land (Fee Simple), Easements, Water Rights, Grazing Allotments, Feral/Managed Animal Control.
- Land Ownership/Management:** Checkboxes for various land management overlaps (e.g., Private/Cities/County, State, Bureau of Land Management, National Park Service, US Fish & Wildlife Service, US Forest Service, Department of Defense).
- MSHCP Conservation Reserve System:** Checkboxes for overlaps with Intensively Managed Areas (IMA), Less Intensively Managed Areas (LIMA), Multiple Use Management Areas (MUMA), and Unmanaged Areas (UMA).
- Keywords:** A dropdown for Keyword_id and an 'Add Image' button.
- Products:** A large text area.
- Contract Comments:** A large text area.
- Species Information:** Radio buttons for Common Name (selected) and Scientific Name. Includes dropdowns for Major Taxon, MSHCP Status, and Species.
- Threat Information:** Dropdown for Threat Type, Threat Number (0), and a text area for Threat Description.
- Conservation Action:** Dropdown for Conservation Action Category, Conservation Action Number, and a text area for Conservation Action Description.
- Ecosystems Information:** A dropdown for Ecosystem.


Record navigation controls are present at the bottom of each sub-form and at the very bottom of the window, showing 'Record: 1 of 1' or 'Record: 1 of 259'.


Fig 3

Contract Listing:

All Contracts are listed in alphabetical order by Project Number. To navigate through Contracts click on the back or next arrow button   located at the bottom left corner of the form.

Entering New Data:

Click on the new button  in the lower left corner of selected form.

* If you're entering the first record in the form and the new button  is grayed out, just go ahead and enter the data in the blank fields.

Contract Information Section:

- Contains
 - Contract data section
 - Tabbed data section
 - Add Image button
 - Products field: enter a list of reports or products from the contract
 - Comments field: enter any additional notes or amendments to contract.

Entering Data:

- Enter all available data for this section
- Do not worry about entering the date and time into the Last Entry Date as that field is populated automatically.

Required Fields:

- Project Number
- Project Name
- Agency

Tabbed Data Section:

Data Entry:

Choose the appropriate tab and enter applicable data.

*The length field in this section has a unit to describe the field just to the right of the field. The drop down can be used to convert the unit back and fourth once data has been entered. The options consist of Kilometer or Mile for distance fields and Hectares or Acres for area. Before entering any data into these fields there are a few things that need to be checked.

- If the field is empty no value not even a zero - enter the length and choose its descriptor

- If the field contains a value and needs to be updated even if the value is zero - delete the current value in the field and then select any other field on the form to deactivate this value. Once another field is selected the value in the descriptor dropdown will be clear.
- Then just enter the data as if there was no value in the field.

Spatial Overlap Tab:

Contains

- Land Ownership/Management Data
- Thumbnail of Site Map (see below for how to load a map using the Add Image button)

Land (Fee Simple) Tab:

Contains

- Parcel Information
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field

Easements Tab:

Contains

- Easement Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field

Water Rights Tab:

Contains

- Water Rights Data
- Dollars Spent

Grazing Allotments Tab:

Contains

- Grazing Allotments Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field

Feral/Managed Animal Control Tab:

Contains

- Animal Control Data
- Dollars Spent

Habitat Restoration Tab:

Contains

- Habitat Restoration Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field
- Length fields can be entered in Kilometers or Miles

Invasive Plant Management Tab:

Contains

- Invasive Plant Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field
- Comments field for any additional notes.

Law Enforcement Tab:

Contains

- Law Enforcement Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field

Outreach Tab:

Contains

- Outreach Data
- Dollars Spent
- Data can be entered in Acres or Hectares, chosen by combo box to the right of the field
- Users/target field. Focus of program

Road Designations Tab:

Contains

- Road Designation Data
- Dollars Spent
- Length fields can be entered in Kilometers or Miles

Tortoise Tab:

Contains

- Tortoise Data
- Dollars Spent
- Length fields can be entered in Kilometers or Miles

Add Image button:

Data Entry:

- To add a new image to the database first add the image to the image folder located in the MSHCP database folder. Once the image is added to the folder it can be added to a contract
- Navigate to corresponding contract for the image.
- Click the Add Image button
- The Choose Image Form (Fig 4) should be displayed. If nothing is displayed see troubleshooting section

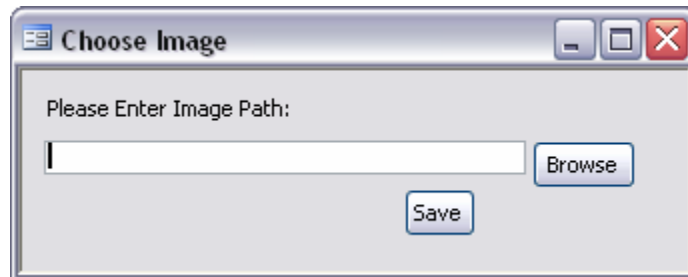


Fig 4

- Click the Browse button and this form with all the current database images (Fig 5) should open. Browse to correct image. Hit the Choose button. If nothing is displayed in the Locate image form see troubleshooting

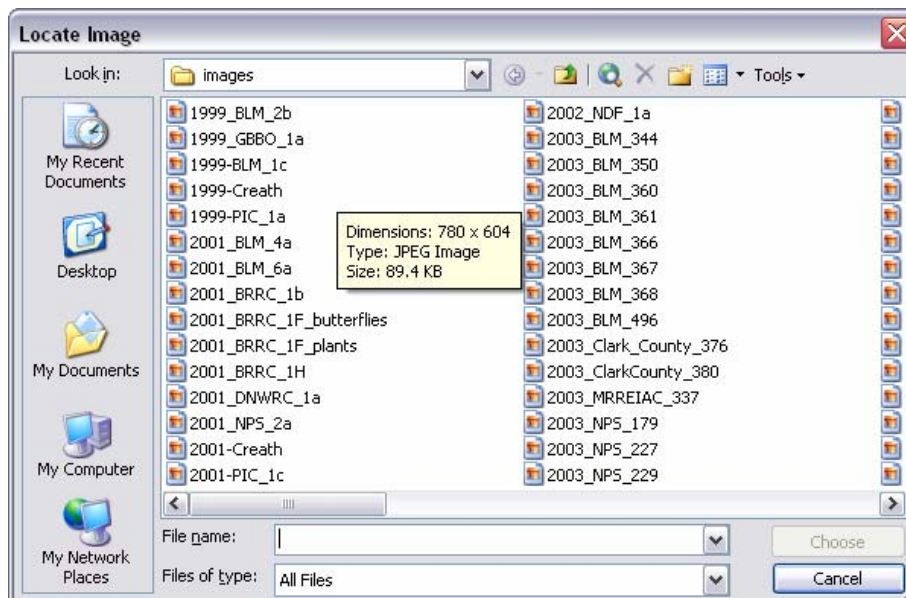


Fig 5

- Now the image is saved to that Contract. To view just navigate one record forward and then back to the previous Contract and the image should be displayed

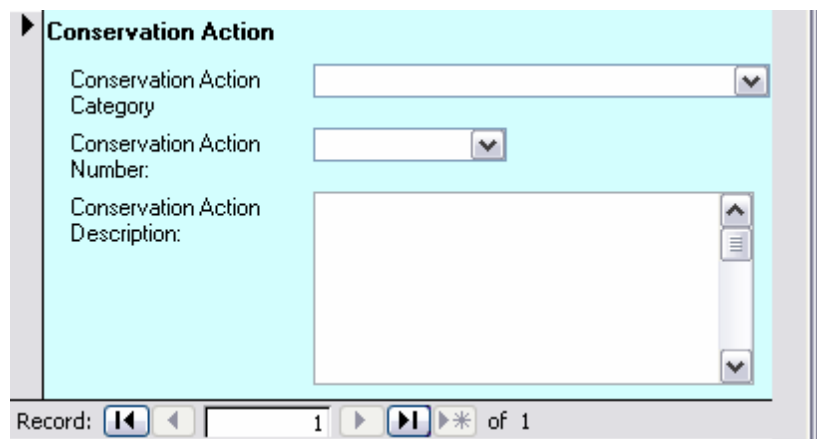
Conservation Action Form: (Fig 6)

Data Entry:

- First pick a Conservation Action Category in the drop down and the Conservation Action Number field will be populated with the action number that fits that category.
- The description field will be filled in after the Conservation Action Number is selected.

Required Fields:

- Conservation Action Category
- Conservation Action Number



The screenshot shows a software interface for a 'Conservation Action' form. The form is titled 'Conservation Action' and is set against a light blue background. It contains three main input fields: 'Conservation Action Category' (a dropdown menu), 'Conservation Action Number' (a dropdown menu), and 'Conservation Action Description' (a large text area with a vertical scrollbar). Below the form, there is a record navigation bar with the text 'Record: 1 of 1' and several navigation icons (back, forward, search, etc.).

Fig 6

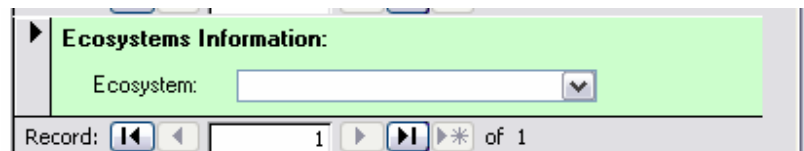
Ecosystems Form: (Fig 7)

Data Entry:

- Select the proper ecosystem(s) for the contract

Required Field:

- Ecosystem



The screenshot shows a software interface for an 'Ecosystems Information' form. The form is titled 'Ecosystems Information:' and is set against a light green background. It contains one main input field: 'Ecosystem:' (a dropdown menu). Below the form, there is a record navigation bar with the text 'Record: 1 of 1' and several navigation icons (back, forward, search, etc.).

Fig 7

Keywords: (Fig 8)

Data Entry:

- Select the proper keyword(s) for the contract

Required Field:

- Keyword

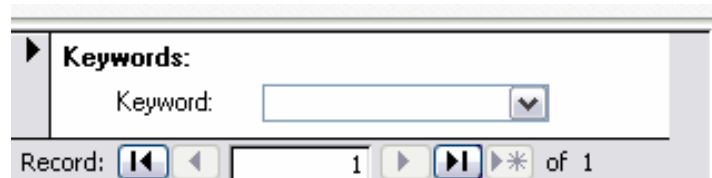
A screenshot of a software interface for entering keywords. It features a section titled "Keywords:" with a sub-label "Keyword:" followed by a text input field and a dropdown arrow. Below this is a record navigation bar with icons for first, previous, next, and last records, a text box containing the number "1", and the text "of 1".

Fig 8

Species Information Form: (Fig 9)

Data Entry:

- First Select the Species Name Common or Scientific.
- Next select a species Major Taxon and the Species Status drop down field will be populated.
- Select the Species Status and the Species drop down field will be populated.

Required Fields:

- Major Taxon
- MSHCP Status
- Species

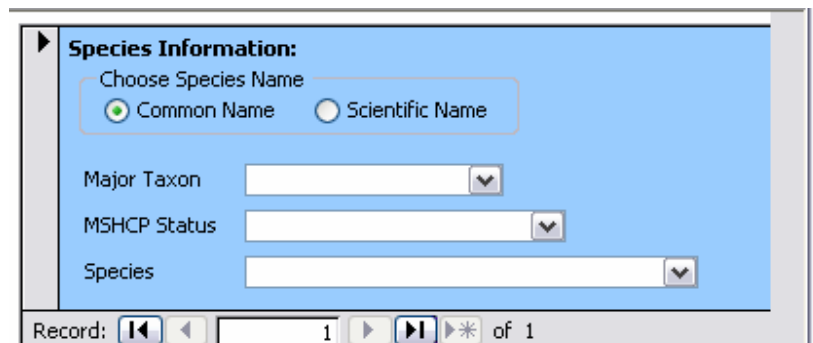
A screenshot of a software interface for entering species information. It features a section titled "Species Information:" with a sub-label "Choose Species Name" and two radio buttons: "Common Name" (selected) and "Scientific Name". Below this are three dropdown menus labeled "Major Taxon", "MSHCP Status", and "Species". At the bottom is a record navigation bar with icons for first, previous, next, and last records, a text box containing the number "1", and the text "of 1".

Fig 9

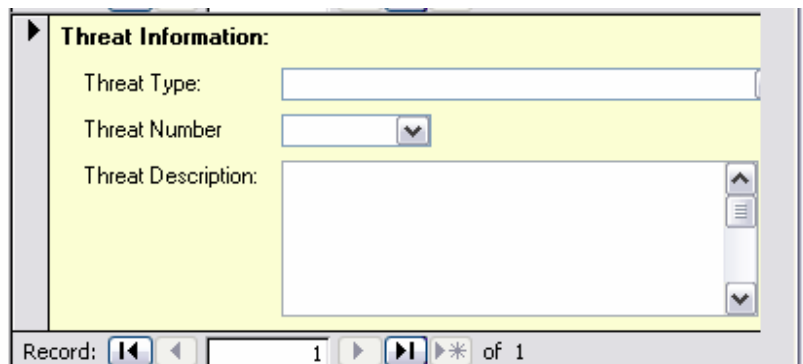
Threat Information Form: (Fig 10)

Data Entry:

- First select a Threat Type and the Threat Number drop down field will be populated.
- After selecting a Threat Number drop down, the description will be displayed.

Required Fields:

- Threat Type
- Threat Number
- Threat Description



The screenshot displays a software form titled "Threat Information:" with a yellow background. It contains three input fields: "Threat Type" (a text box), "Threat Number" (a dropdown menu), and "Threat Description" (a large text area with a vertical scrollbar). Below the form is a record navigation bar with the text "Record: 1 of 1" and several navigation icons.


Fig 10

Reports:

Standard reports are available:

- Program Status
- Land (Fee Simple)
- Easements
- Grazing Allotments
- Water Rights
- Tortoise Exclosure Fencing
- Pickup, Holding, and Translocation of Desert Tortoise
- Law Enforcement
- Invasive Plant Management
- Road Designation
- Feral/Managed Animal Control
- Habitat Restoration
- PIE Events
- Research/Inventory/Monitoring
 - Conservation Actions Summary
 - Ecosystems Summary
 - Species Summary
 - Threats Summary

Creating a Report:

- From the Main Menu click select Time Frame for Reports button. This will load a form (Fig 11) with a list of reports and boxes to enter the timeframe of the reports.
- Once the report is selected and the user has specified the dates click the Create Report button  and report will be created.

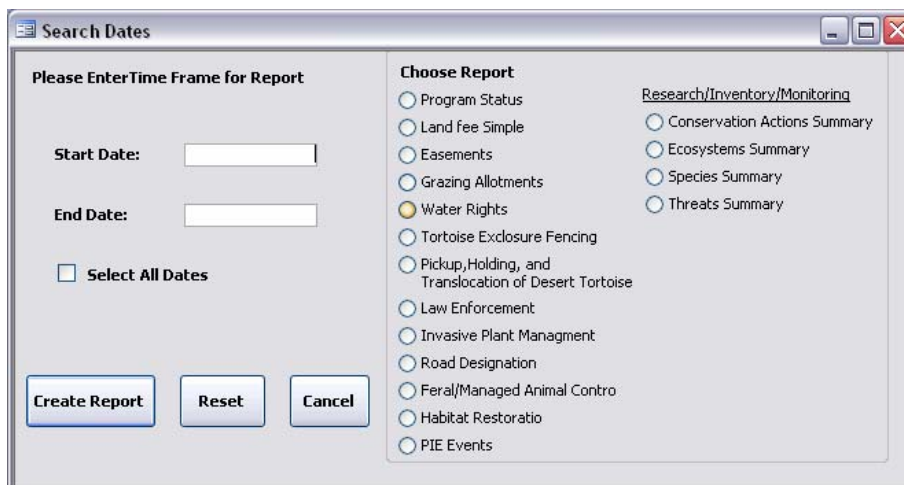


Fig 11

Repair Image Folder Location

- When this database is moved from one location to another the location of the thumbnail site map image folder needs to be changed to the new location.
- From the Main Menu click on Repair Image Folder Location. This will load a small form, Repair File Path (Fig 12). Click on the Browse button and navigate to the Image folder located in the same folder as the database click on the image folder, next click Open (Fig 13) That form will close and the location of the image folder will be displayed on the Repair Path form. Click the Save button and the images should now work on the Data Entry form. If form fails to load see troubleshooting

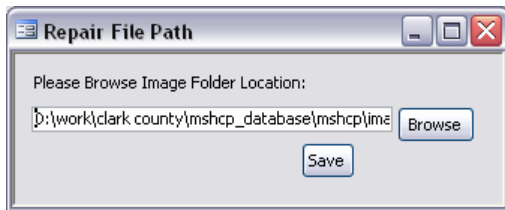


Fig 12

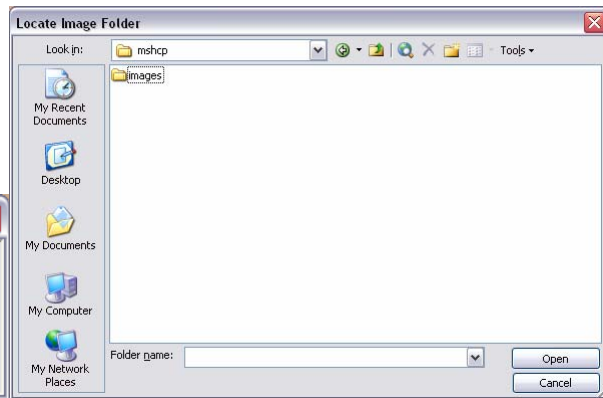

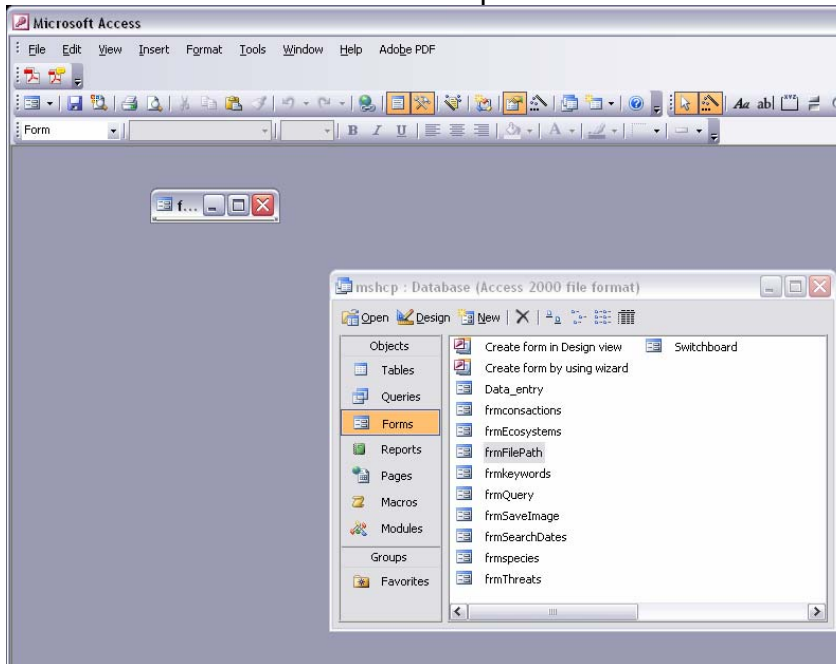


Fig 13

Troubleshooting:

Repair Image Folder location Form will not load:

If this form doesn't open by clicking on the button on the Main Menu, then click on the Main Database Window (Fig 1). In the object tabs select forms then navigate to frmFilePath highlight by clicking once then click the design button  on the top left of the Main Database Window this should display the form minimized like the example illustrated below.



Resize the form by clicking and dragging the lower right corner. Your result should look like the image below. Then click save. Now this form should load.

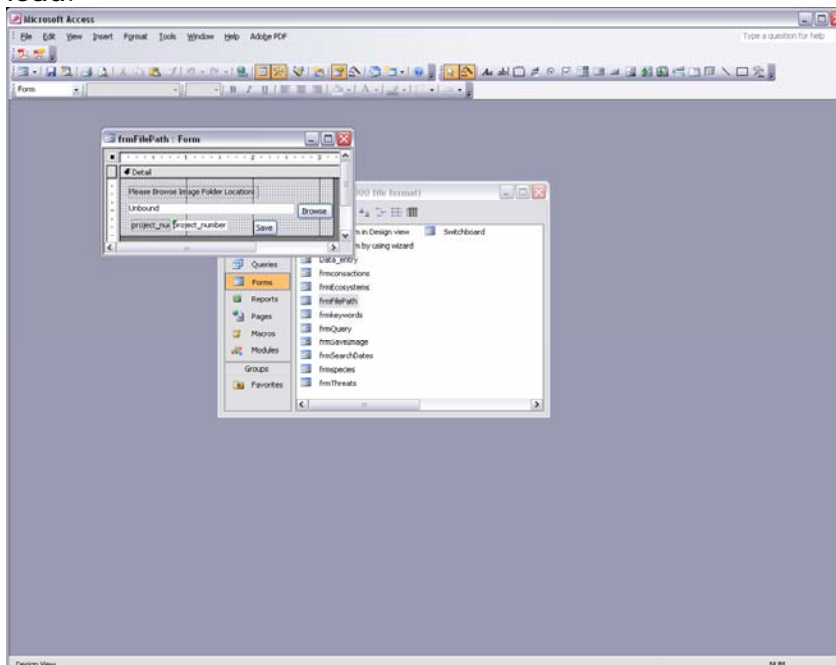

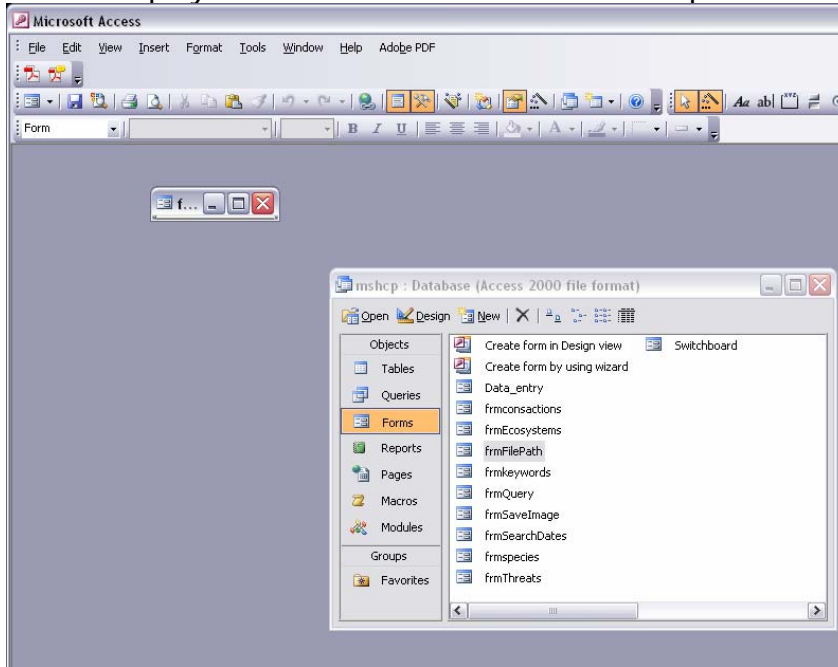
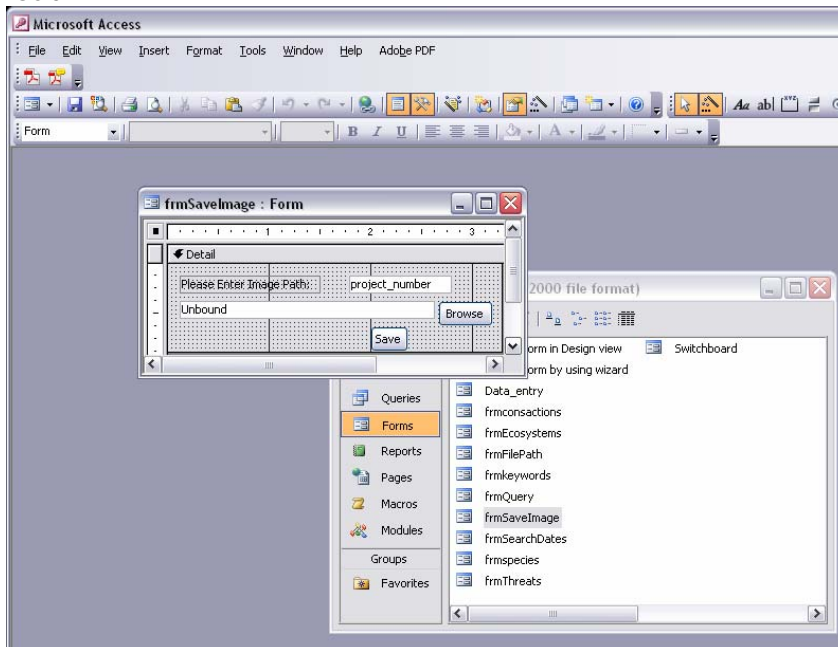


Image Form will not load:

If this form doesn't open by clicking on the button on the Main Menu, then click on the Main Database Window (Fig 1). In the object tabs select forms then navigate to frmSaveImage highlight by clicking once then click the design button  on the top left of the Main Database Window - this should display the form minimized like the example illustrated below.



Resize the form by clicking and dragging the lower right corner. Your result should look like the image below. Then click save. Now this form should load.



Images are not Displaying in Main Data Entry Form tabbed section:

Set the image folder location by clicking on the button on the Main Menu (fig2).

Also see Repair Image Folder Location.