MSCHP Database User Manual
Task 8

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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.
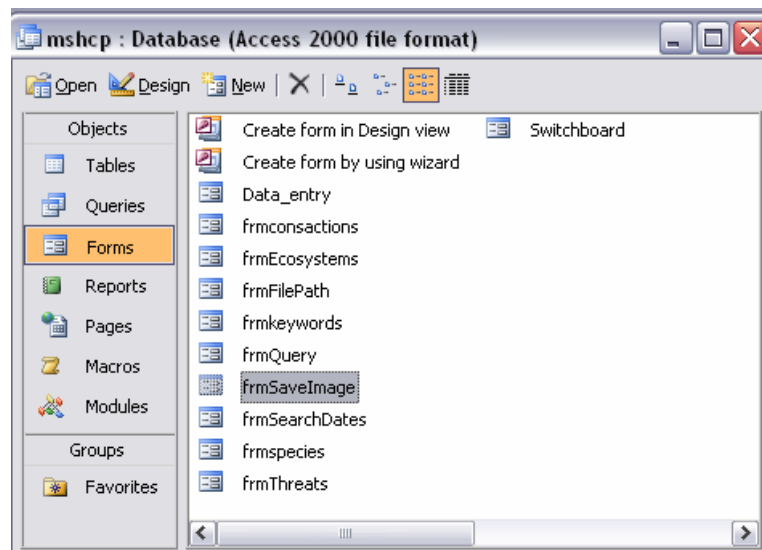

Fig 1

Main Menu: (Fig 2)

Displays all function of this database.
- Data Entry Form
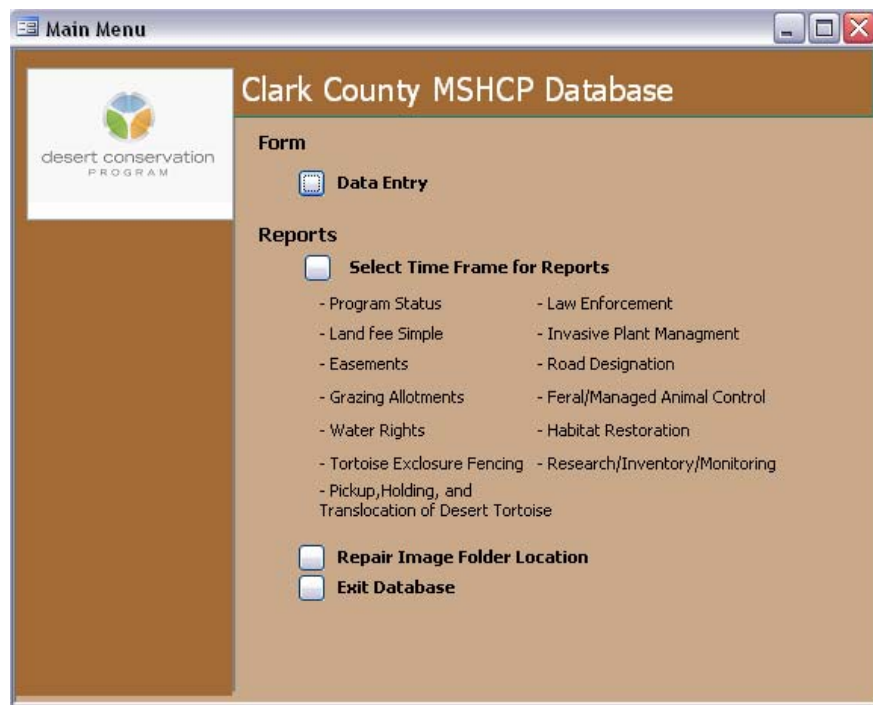- Reports
- Repairing Data Image Location
- Exit Database

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.

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 than 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

<u>Feral/Managed Animal Control Tab:</u>

Contains
- Animal Control Data
- Dollars Spent

<u>Habitat Restoration Tab:</u>

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

<u>Invasive Plant Management Tab:</u>

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.

<u>Law Enforcement Tab:</u>

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

<u>Outreach Tab:</u>

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 add 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 display see troubleshooting section
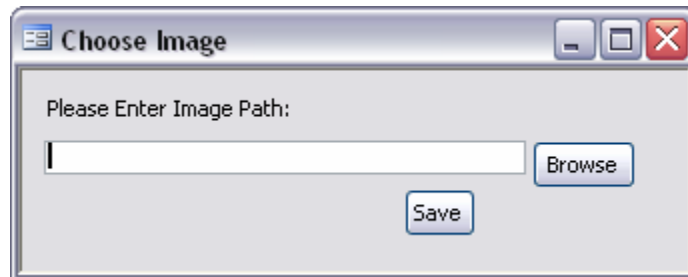
Fig 4

- 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
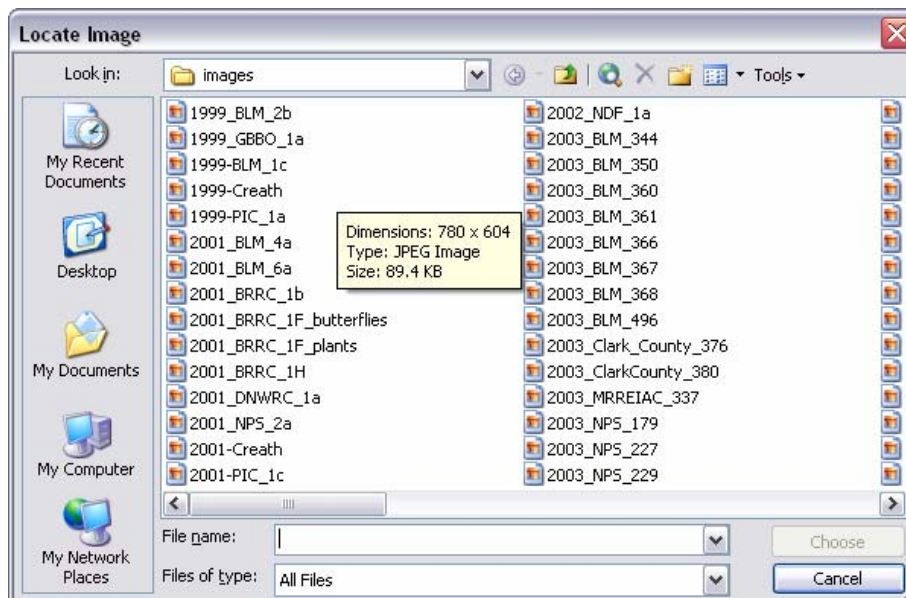
Fig 5

- 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
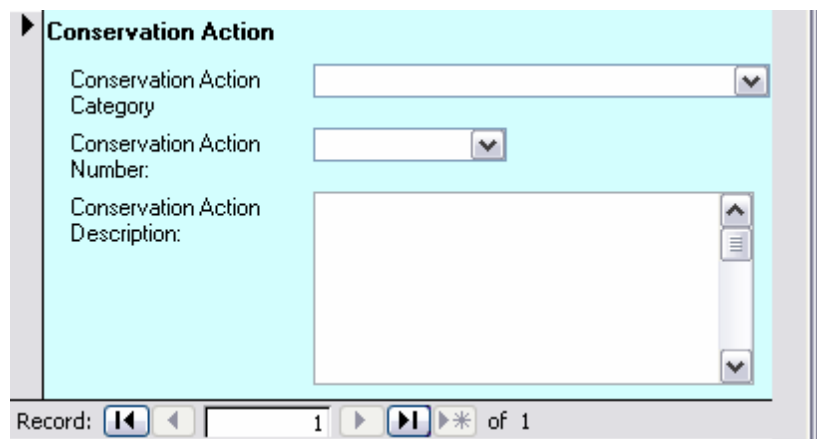
Conservation Action Form: (Fig 6)

<u>Data Entry:</u>
- 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.

<u>Required Fields:</u>
- Conservation Action Category
- Conservation Action Number

Fig 6
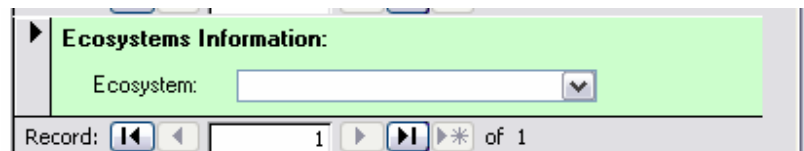
Ecosystems Form: (Fig 7)

<u>Data Entry:</u>
- Select the proper ecosystem(s) for the contract

<u>Required Field:</u>
- Ecosystem

Fig 7

Keywords: (Fig 8)

Data Entry:
- Select the proper keyword(s) for the contract

Required Field:
- Keyword
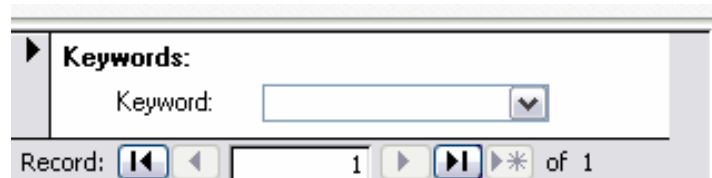
Fig 8

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:
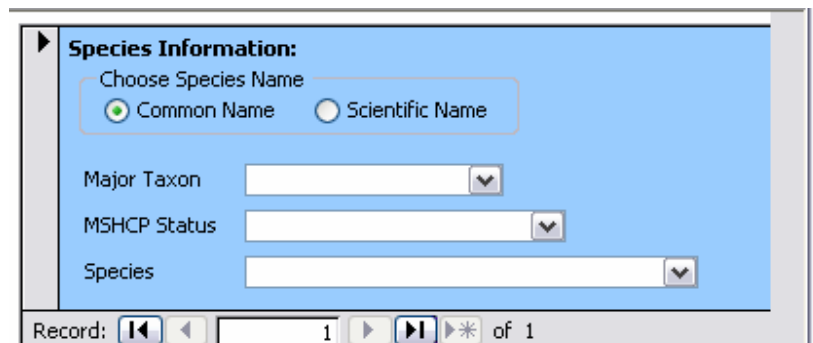- Major Taxon
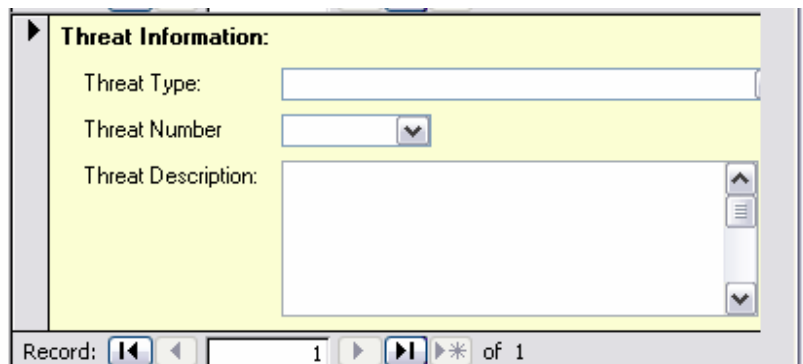- MSHCP Status
- Species

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

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 [Create Report] and report will be created.
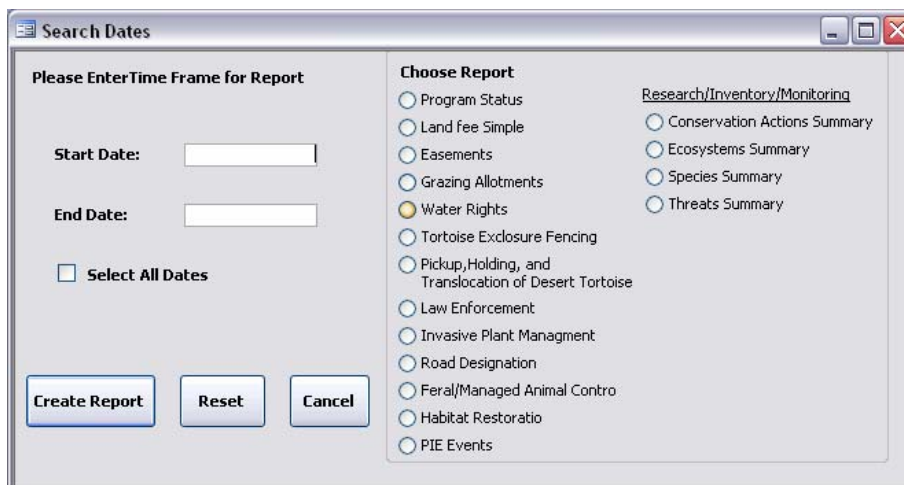

Fig 11

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
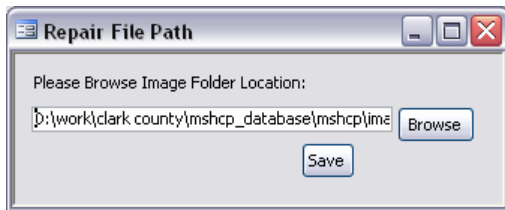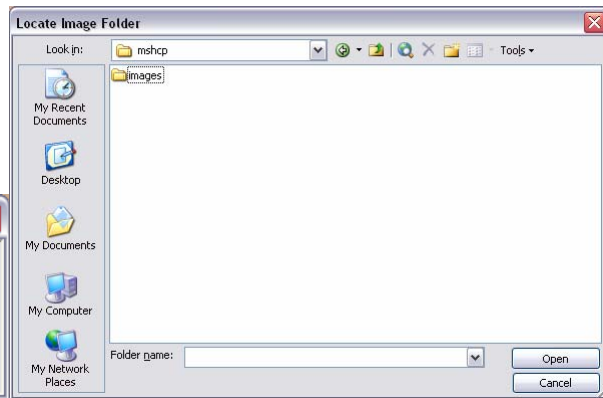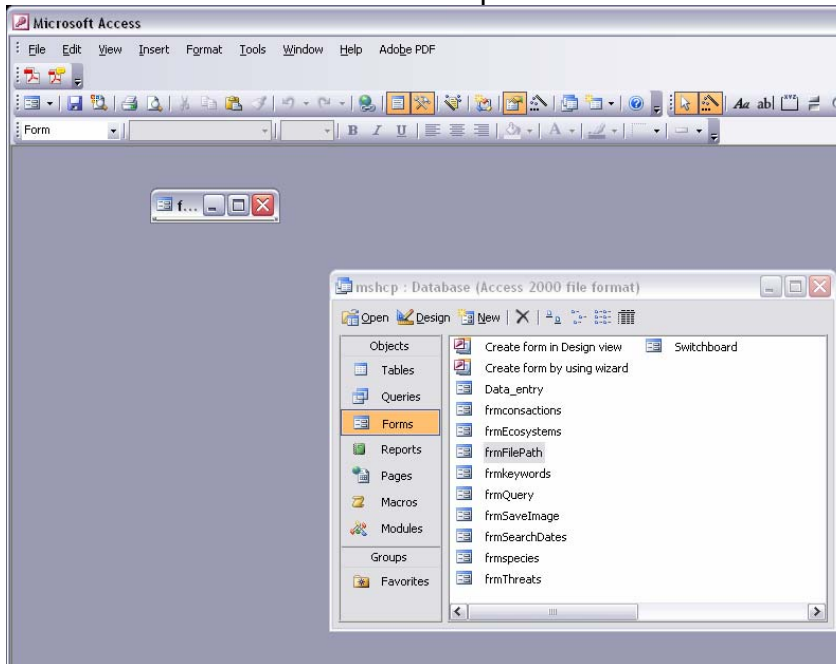

Fig 12   Fig 13

Troubleshooting:

<u>Repair Image Folder location Form will not load:</u>

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 ![Design] 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.
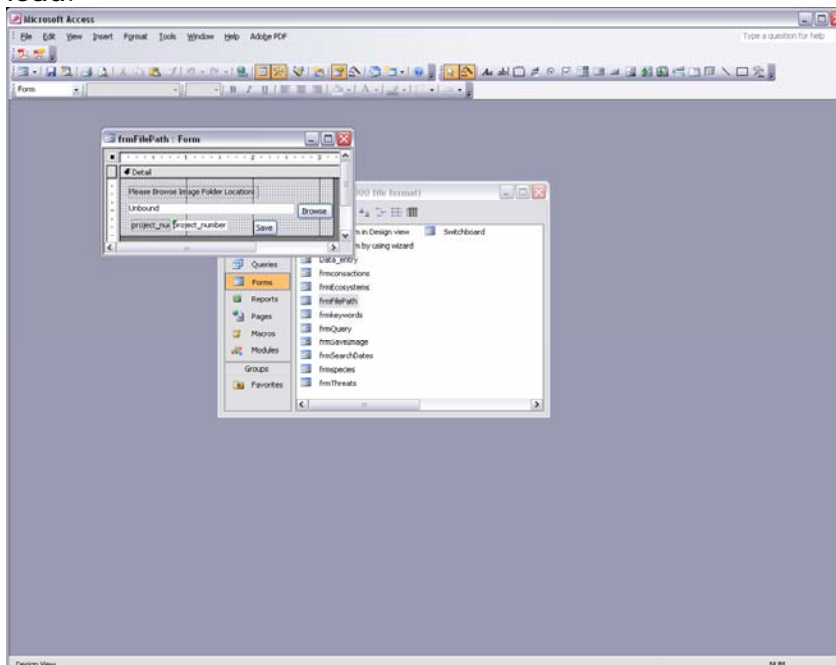
<u>Image Form will not load:</u>

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 ![Design] on the top left of the Main Database Window - this should display the form minimized like the example illustrated below.
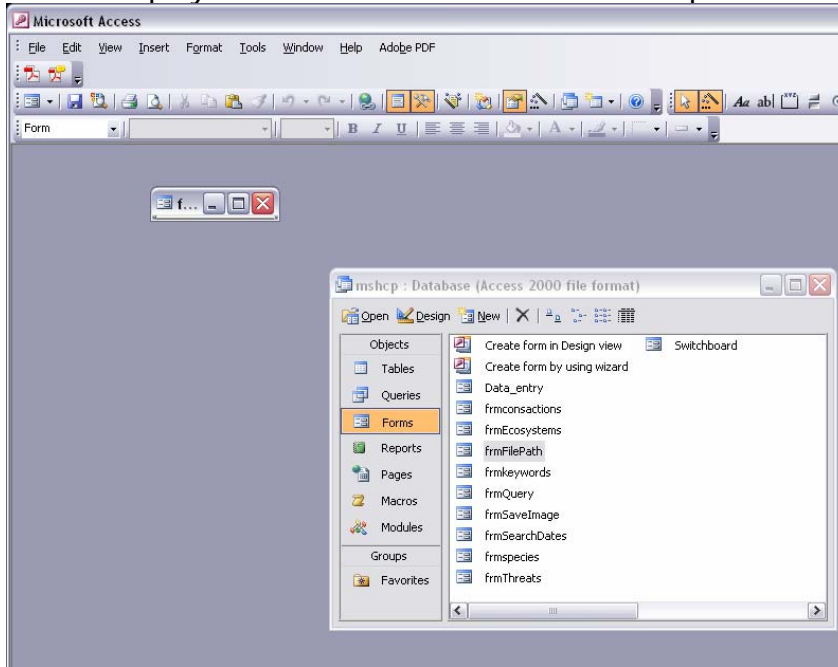
Resize the form by clicking and dragging the lower right corner. Your result should look like the image below. Then click save. Now this form should load.
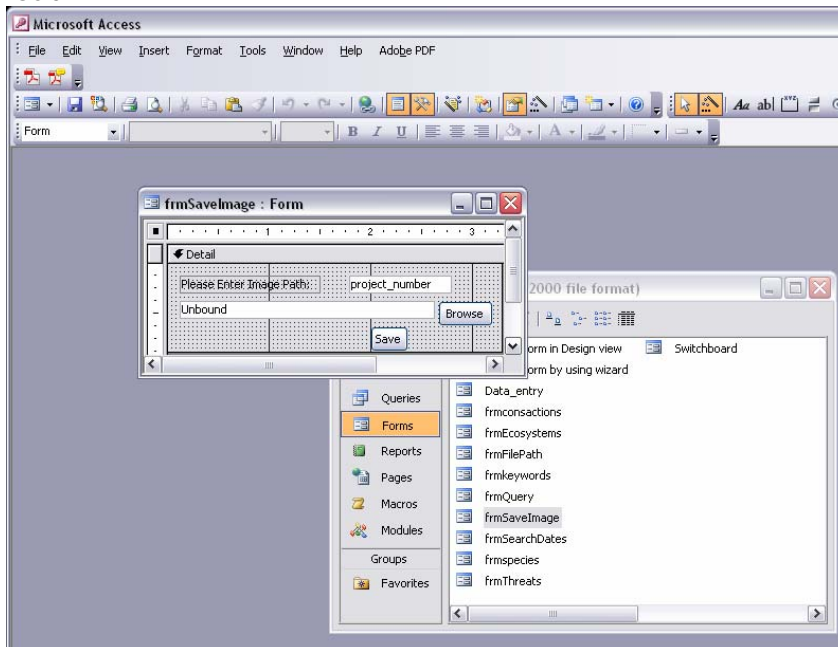
<u>Images are not Displaying in Main Data Entry Form tabbed section:</u>

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

Also see Repair Image Folder Location.