



IAP Reference Guide Part II - Understanding the IAP Program: Data Entry Application



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IAP Reference Guide - Part II

Module 2.1: Understanding the IAP Program - Data Entry

In this module, you will learn:

- Why the IAP Program - Data Entry was created;
- How to access the database;
- How to navigate in the database;
- What key functions & features are in the database; and,
- What “user roles” are available for the database.

Welcome to Part II

Welcome to Part II of the IAP Reference Guide. In this part of the guide, you will learn specifically about the IAP Program - Data Entry. Recall that there are four parts to this guide:

- Part I: Understanding the Business
- Part II: Using the IAP Program – Data Entry
- Part III: Using the IAP Program – Map Display
- Part IV: Appendices

If you have not examined Part I of the guide, you may find it helpful to do so now.

Who is this Guide for?

Part II is intended for organizations and individuals who are interested in invasive plant management. This guide will also be available to a secondary audience encompassing individuals who hold BCeIDs. The IAP Program - Data Entry is expected to evolve and include additional future stakeholders.

How is this Guide structured?

This guide is structured to be a useful “on-the-job” resource. Modules, in Part I, of the guide can be removed for field use if required. This part (Part II) is not intended to include details on the general management of invasive plants in BC. Rather, its aim is to explain the business tasks required to gather the data necessary for input into the IAP Program - Data Entry.

Guide Structure	
Part I: Understanding the Business	<p>This part of the guide is useful for learners requiring information about the business processes and tasks performed within the IAP Program. This part focuses on:</p> <ul style="list-style-type: none"> • Program overview and intent • Preventative measures • Treatment guidelines • Analysis of sites and setting of priority • Inventory and monitoring • Understanding treatment methods and data collection <p>The key intention of this part is to describe the business of invasive plant management and the accompanying field activities that take place. Field activities and the subsequent data they generate need to be consistent in order to have consistent, comparable data in the IAP Program – Data Entry & Map Display.</p>
Part II: Using the IAP Program - Data Entry Application	<p>The primary focus of this part is the use of the IAP Program - Data Entry. In this part, explicit instructions are provided on how to access and use the program to enter, query, and extract on attribute data.</p> <p>The IAP Program - Data Entry functions are to:</p> <ul style="list-style-type: none"> • Co-ordinate/share information generated by various Agencies and non-government organizations involved in invasive plant management. • Receive, store, supply, and co-ordinate data for invasive plant management.

Guide Structure	
Part III: Using the IAP Program Map Display	The objective of this part of the guide is to explain how to use the IAP Program Map Display. The focus is on: <ul style="list-style-type: none">• Access – available to the general public through the internet.• Explanation of data that is displayed.• Explanation of the program's features.• Step-by-step instructions for obtaining different data/views & queries.
Part IV: Appendices	The appendices include: <ul style="list-style-type: none">• Useful code tables and forms.• Additional reference material.

Purpose of the IAP Program - Data Entry

The IAP Program - Data Entry is the key database for all invasive plant data in BC. The database has been designed and developed to allow the entry, edit and query of the following invasive plant information:

- Site details;
- Invasive plant inventory information;
- Planning for future activities/treatments while co-ordinating with other Agencies;
- Treatment methods and data; and,
- Monitoring data.

The database has been designed to be used by various Agencies and non-governmental organizations. In order to ensure data is tracked appropriately, it must always be associated with an **“Agency”**. Therefore, it is essential that the field “Agency” is completed in all instances as this is the means by which the data is stored, retrieved, extracted and communicated for each Agency (ministry) and non-governmental organization. Examples of “Agencies” are Ministry of Forests and Range, BC Parks, Regional Districts and Weed Committees, to name a few.

Accessing the IAP Program - Data Entry

What is an Agency?

The IAP Program - Data Entry Application is designed to co-ordinate and manage invasive plant data in B.C. This has been accomplished by assigning records (data) to individual Agencies. Each Agency must assign an individual responsible for:

- Registering its Agency for access to the IAP Program - Data Entry Application.
- Maintaining a current list of users from its Agency whom have access to the application (i.e. individual's name and user role).
 - Each Agency must manage and keep current the IDIR's & BCeID's of the individuals working for them.
- Ensuring the integrity of the data its Agency enters into the application.



Understanding the Electronic User Agreement

Each user will be required to agree to an **Electronic User Agreement** the first time he/she accesses the IAP Program – Data Entry. This agreement contains a Freedom of Information warning.

Module 2.1 – Understanding the IAP Program

Sample Agencies:

- Ministry of Forests and Range
- Cariboo Regional District
- Thompson Nicola Regional District
- Ministry of Transportation and Highways
- North East Invasive Plant Council

How do I determine which Agency I should be registered with?

If you are an employee of any government agency (federal, provincial, or municipal), then that organization will be an Agency and will need to register in the IAP Program – Data Entry Application if that Agency wishes to use it.

If you are a self-employed contractor or work for a contracting company, then the work you will be performing will need to be evaluated on a case by case basis.

- For example, if you have a contract with the Ministry of Transportation and Highways (MOTH) then that ministry would be the Agency. MOTH will want to have the work you are completing on its behalf, entered into the IAP Program – Data Entry application under their Ministry. They can then easily summarize and report inventory, treatment, and/or monitoring activities and can reconcile their budget.

If your organization is large enough that you generate or receive funding from outside sources (i.e. from those groups not registered or those that will not become registered as IAP Program – Data Entry users in the future), then your organization will become an Agency.

It is possible that scenarios may occur where you will be registered as a member with more than one Agency. For tracking your individual work under a specific Agency please refer to the **User Roles & Protected Data: Tracking Data** section later in this module.

What if I am a member of more than one Agency?

If you work for more than one Agency then you must select the Agency you wish to work under, for a given session, when you log on to the IAP Program - Data Entry Application.

Module 2.1 – Understanding the IAP Program

How do I access the IAP Program - Data Entry Application?

To gain access to the IAP Program - Data Entry Application, you must either be a staff member or contractor of a provincial government agency (Ministry) or be part of a registered Agency. Follow the steps outlined in the table below:

Employer	Step 1: Obtain an ID	Step 2: Request access to the application
Provincial Government Agency (Ministry) - staff or contractor	You must have an IDIR ID	Submit your IDIR ID to forhisp.apphelp@gov.bc.ca and request access to the IAP Program. If you are responsible for a program compile all IDIR accounts and submit as a batch for your section to forhisp.apphelp@gov.bc.ca .
Other Agency	You must have a BCeID (also known as a “username”). This ID is provided to you by your Agency. Note: If you are a new Agency, navigate to: http://www.for.gov.bc.ca/his/esd/ & select the link titled “If your company does not have a BCeID please see BCeID Enrollment Process”	Now that you have a BCeID, you must request access to the application. Navigate to: http://www.for.gov.bc.ca/his/esd/ & select “If your company has a BCeID you can request access to Ministry of Forests and Range applications here”. Note: It is the responsibility of the Agency to ensure each IDIR / BCeID account and password is accurate and up to date. To assist with this, please refer to the instructions and suggestions outlined on the MoFR IAP web site at: http://www.for.gov.bc.ca/hfp/invasive/index.htm

Getting Around

The Homepage

The Homepage is the first thing you will see when you log onto the IAP Program - Data Entry. It has been designed so that you can quickly navigate to a number of places as follows:

- **Actions** – options in this section allow you to:
 - Add a Site – see Module 2.2: Searching and Adding Sites for additional information.
 - Add a Batch Plan – see Module 2.4: Entering Invasive Plant Inventory Information, Plans & Site Priorities for additional information.
- **Search** – options in this section allow you to perform the following types of searches (see Module 2.2: Searching and Adding Sites for additional information):
 - Site
 - Treatment
 - Monitoring
- **Go To Site ID** – If you know the exact Site ID, you may enter it and click the **Go** button.
- **Recently Update Sites** – this section lists sites that you have recently added or updated in the IAP Program - Data Entry. This is extremely helpful if you need to return to the site to add or modify data.
 - Note: The sites you see are displayed based on “cookies” placed on your computer during a session working in the IAP Program - Data Entry and are associated with your User ID. Therefore, if a different user logs onto your computer, they won’t see these same sites. If you clear your “cookies” using your web browser, you will also lose the ability to see these sites.
- **Recently Viewed Sites** – this section lists sites that you have recently viewed but have not modified in any way.
 - Note: The sites you see are displayed based on “cookies” placed on your computer during a database session and associated with your User ID. Therefore, if a different user logs onto your computer, they won’t see these same sites. If you clear your “cookies” using your web browser, you will also lose the ability to see these sites.
- **Extracts** – this section provides links to each extract. See Module 2.8: Generating Extracts for additional information.
- **Links** – the links in this section direct you to additional helpful resources **outside** of the IAP Program - Data Entry. It is okay to click these links as the links will open in a new web browser window. The IAP Program - Data Entry will not be disturbed.

Module 2.1 – Understanding the IAP Program

Sample Homepage

Actions	Recently Updated Sites	Extracts
Add Site Add Batch Plan	102E005-200001 102E005-200002 102E005-200003 102E005-200004 102E005-200005 102E005-200006 102E005-200007	Planning Biological Treatment Chemical Treatment Mechanical Treatment Biological Monitoring Chemical Monitoring Mechanical Monitoring Biological Dispersal Invasive Plants Site Selection
Search	Recently Viewed Sites	
Site Treatment Monitoring	102E005-200001 102E005-200002 102E005-200003 102E005-200004 102E005-200005 102E005-200006 102E005-200007	
Go To Site ID		Links
<input style="width: 80%;" type="text"/> <input style="width: 15%; text-align: center;" type="button" value="Go"/>		Application Bulletins Invasive Plant Info



Understanding Security

You must have the appropriate security privileges to see and access all items on the Homepage. If you do **not** have the appropriate security privileges to view or access an item, that item will **not** be visible to you. See the topic “**User Roles & Protected Data**” (later in this module) for additional information.

The Menus

In the IAP Program – Data Entry you may navigate to a specific form using one of the three menu options. These menus are located along the top of each form. You will notice that these menus are an alternative to accessing forms via the links provided on the Homepage (discussed in “The Homepage” topic above).

These menus and the forms included in each are described in the table below.

Menu:	Actions	Search	Extracts
Forms:	Add Site Add Batch Plan	Site Treatment Monitoring	Planning Treatment Biological Chemical Mechanical Monitoring Biological Chemical Mechanical Biological Dispersal Other Invasive Plants Site Selection

Module 2.1 – Understanding the IAP Program



You must have the appropriate security privileges to see and access all menu items. If you do **not** have the appropriate security privileges to view or access a menu item, that item will **not** be visible to you. See the topic “**User Roles & Protected Data**” (later in this module) for additional information.

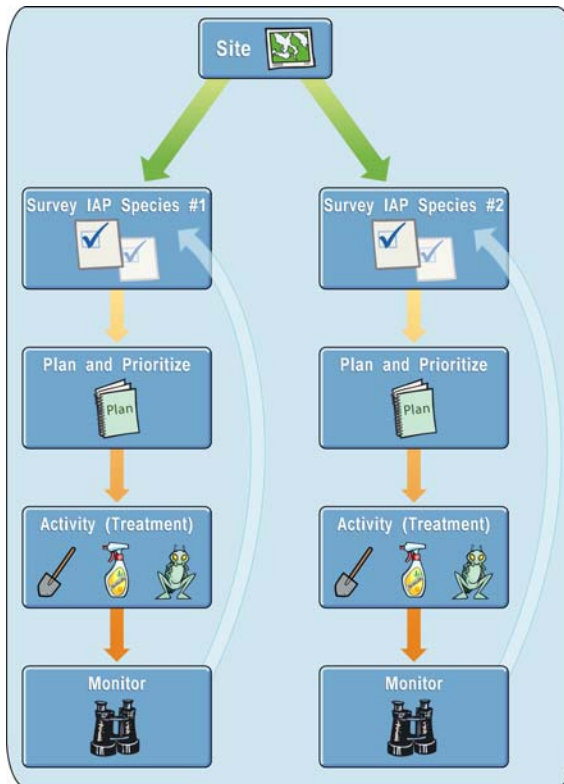
The Site

All data in the IAP Program - Data Entry is linked to a specific site. Whether you are entering a plan, editing inventory information, or entering a treatment, you must first select the site (or enter a new site) your data corresponds with. Methods for locating sites using the search functionality or adding a new site are discussed in **Module 2.2: Searching and Adding Sites**.

Remember that a site can have multiple invasive alien plant species and multiple treatment activities associated with it.



If you aren't familiar with the business of managing invasive plants, you should refer to **Part I** of this guide. Recall that a survey is completed on a site, a plan is documented, the site priority is determined, an activity (for example, a treatment) is completed, and the site is monitored to determine the success of the activity. If another invasive plant species is found on the site, then the process is repeated.



Module 2.1 – Understanding the IAP Program

Navigating the Tabs

Once you have found the site, you will notice a number of tabs. Each tab represents a form in the database. Click a tab to navigate to that form. Here is a list of the tabs you will see:

- **Site Details** – this is the tab you will automatically be on once you have selected your site. It provides you with detailed information about an existing site.
- **Invasive Plants** – this tab allows you to examine, enter, and edit inventory data for each invasive plant species found on the site.
- **Plans** – this tab allows you to examine, enter, and edit site planning and priority information for the site.
- **Biological Treatments** – this tab allows you to examine, enter, and edit, details of invasive plants which have had biological agents applied to this site. Biological treatment monitoring details can also be examined, entered, and edited on this tab.
- **Chemical Treatments** – this tab allows you to examine, enter, and edit, details of invasive plants which have been chemically treated on this site. Chemical treatment monitoring details can also be examined, entered, and edited on this tab.
- **Mechanical Treatments** – this tab allows you to examine, enter, and edit, details of invasive plants which have been mechanically/manually treated on this site. Mechanical treatment monitoring details can also be examined, entered, and edited on this tab.
- **Biological Dispersal** – if a biological control agent has been recorded as found on the site, then you can use this tab to examine, enter, and edit dispersal information.



The tab you are currently on will be white. All other tabs will be gray.



Here are a few tips to remember to help make using tabs easier:

- The tab you are on is always labeled with black text.
- Tabs you have not visited are labeled with blue underlined text.
- Tabs you have already visited no longer have blue underlined text.

The Breadcrumb Trail

At the top of each form in the IAP Program - Data Entry you will notice a series of hyperlinks. These are known as the “breadcrumb trail”. These links act as a history of where you have been in the application and where you are at present. Clicking on a link will return you to the corresponding form. Here is an example:



Key Functions & Features:

Web-based Applications

The IAP Program - Data Entry is a computer application that is available via the internet. The system resides on an Internet server at the Ministry of Forests and Range.

The web is a convenient way of making the system available to all system users throughout the province of British Columbia. It also allows updates of the system to be done on the server, which will then instantly be available to all users. There is no “software” required to be loaded onto individual PCs.

There are a few things you should keep in mind when you are using the database:

Function	Result
Back Arrow and Forward Arrow	The Back and Forward arrows that you see on your web browser navigation bar are not compatible with the database and should not be used. Instead, use the navigation within the database to find your way around. For example, use the Breadcrumb Trail.
Enter Key	You should use the Tab key on your keyboard to move from field to field within the database. The Enter key (on your keyboard) should not be used for this feature.
Other Web Sites	It is best not to try to open other web sites from documents or email while in the database. The site may open in the same window as the database.
Spell Checking	There is no spell checking feature in the database. If you need to enter a large amount of text, type it in Word first, spell-check, and then cut and paste the text into the database.



Warnings

Do **not** use the Back & Forward arrows in Internet Explorer. The browser will not save the data and the database may behave unusually.


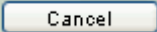
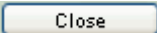
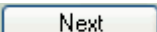



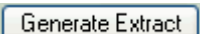
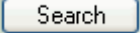



Use the **Tab** key to navigate between fields on any form, **not** the Enter key. You can simultaneously use the **CTRL + C** key and **CTRL + V** key to cut and paste data in the application.

Monitor sizes may differ from computer to computer. Therefore, if you have trouble seeing the forms in the database, it may be necessary to select the “Full Screen” option.

- If you are using Internet Explorer, simply hit the F11 key to view your browser in “Full Screen” mode. Hit F11 again to return to “Normal” mode.

Common Buttons

These common buttons are found throughout the IAP Program - Data Entry:

	Click this button to view a small calendar. This button is found next to date fields.
	Click this button to cancel any data you have entered and return to the previous form. No data will be saved unless the Save button has been previously selected.
	Click this button to close the current form you are on and return to the previous form. No data will be saved unless the Save button has been previously selected.
	This button is displayed in your search results. Use it to navigate through pages of data. Clicking it will take you forward one page.
	This button is displayed in your search results. Use it to navigate through pages of data. Clicking it will take you back one page.
	Click this button to save any data you have entered on a form. If you do not click this button, your data will not be saved.
	Click this button to save any data you have entered on a form and close the form. You will be returned to the form you were on prior to entering this form.
	After entering extract query parameters, click this button to generate an extract.
	After entering search parameters, click this button to perform a search.
	This button is displayed in your search results. Use it to navigate through pages of data. Clicking it will take you to the specific page number you have entered in the field beside it.
	Click this button to show or hide details about a record.
	This button is displayed when you are adding attachments to your site file. Use this button to navigate to your attachment on your local hard drive or network. The attachment selected will display in the field to the left of the button.

Hyperlinks

Application hyperlinks allow you to navigate to a new section of the form you are currently on, or a brand new form. You simply click on the link to activate it. Links are always easily recognizable because they are underlined.

User Roles & Protected Data

Selecting Your Agency

If you are associated with more than one Agency in the IAP Program - Data Entry Application then the “Agency Context Selection” form will be displayed directly after you log on. This form allows you to choose the Agency that you wish to operate under for your current session in the application. The Agency field will be defaulted to the Agency selected on all new records. Remember, generating searches and data extracts can be performed for any Agency.

- 1 Select the Agency you wish to work under for the session.

Agency Context Selection
Your user account is associated with more than one agency. Please choose the agency that you would like to be associated with for this session.

Agency

00123456 00 - Cariboo Weed Committee

Continue

- 2 Click the Continue Button.

If you are **not** associated with more than one Agency, this form will **not** display. Your single Agency will automatically be selected for you upon log on.



Multiple Agencies Warning

You cannot operate as multiple Agencies in a single session in the application. If you complete your tasks for one Agency, and wish to complete tasks for a second Agency, you must log off the IAP Program - Data Entry Application and back on again.

Module 2.1 – Understanding the IAP Program

User Roles

There are many different users who will need to access the IAP Program - Data Entry. All users will not use all features and functions of the database. Therefore, there are various security levels (i.e. roles) within the database which allow a specific user to:

- access the functions and features of the database that they may need; and,
- retrieve the data that they may require. For example, data associated with their Agency.

The roles in the system are outlined in the following table.

Role	Description
Administrator	<p>A user with this role has full access to all features and data in the application. This user will be able to see and access all menu and Homepage items.</p> <ul style="list-style-type: none"> • This user is the only user who can delete core records. • This user can view, add, or edit Invasive Plant Plans. • Biological data fields are also accessible by this user.
Program Manager	<p>A user with this role can enter data into the application and use the application for querying, planning, and extracting data. This user will be able to see and access all menu and Homepage items.</p> <p>This role will allow editing of all records associated with the current user's Agency, but will not allow records to be deleted.</p> <ul style="list-style-type: none"> • This user can view, add, or edit Invasive Plant Plans. • This role will be restricted from viewing protected biological data. Biological data fields will display the word "protected".
Data Entry	<p>A user with this role can add and view most records, but can only edit records that were created (owned) by the current user and are associated with the current user's Agency. This user will be able to see and access all menu and Homepage items except the Add Batch Plan menu item which will not be visible.</p> <ul style="list-style-type: none"> • This user can view but not add or edit Invasive Plant Plans. • This role will be restricted from viewing protected biological data. Biological data fields will display the word "protected".
Biological Agent Manager	<p>A user with this role has full access to all information regarding biological agents. This role will be able to add and view most records, but can only edit records that were created (owned) by the current user and are associated with the current user's Agency. This user can view but not add or edit Invasive Plant Plans. This user will be able to see and access all menu and Homepage items except the Add Batch Plan menu item which will not be visible.</p>
Viewer	<p>This role will be able to view all records. This user will be able to see and access all menu items except the entire Action menu which will not be visible. On the Homepage, this user will be able to see and access Search, Go To Site ID, Recently Viewed Sites, Extracts, and Links.</p> <ul style="list-style-type: none"> • This role will be restricted from viewing protected biological data. Biological data fields will display the word "protected".
Multi-User	<p>A user can be assigned more than one role.</p>

Module 2.1 – Understanding the IAP Program

All database users will be assigned a security role corresponding to the access needed for them to use the database.

Protected Data

Some of the data in the database has specific restrictions applied to it. This is because it is confidential. Only users who have been granted specific access to this data will be able to see it when they are using the IAP Program - Data Entry. This data consists of specific biological agent information including records associated with primary biological agents; research records; and collection records.

Data Ownership & Agency Association

The owner of a record is the user that originally entered the parent record. If a record and a user are associated with the same Agency, an Agency association is established.

Tracking Data

Paper File IDs are intended to reflect how an Agency stores/retrieves the paper field forms if they choose not to use the recommended Site IDs for this purpose. It is possible to add any numeric/alpha combination of data in this Paper File ID field. However, this field may be slow to query upon due to its lack of formatting.

For example, if a contractor wants to track the data they have entered for an Agency, they could possibly add their company name or a code in the Paper File ID field. This field is displayed in the **Extracts** which may be sorted allowing the contractor to access appropriate data.



Paper File ID Tip

The intended use of the Paper File ID field is under the discretion of the Agency. Any use by an employee or contractor should be discussed with the individual responsible for the Agency's data in the IAP Program – Data Entry.

IAP Reference Guide - Part II

Module 2.2: Searching and Adding Sites

In this module, you will learn how to:

- Perform searches; and,
- Enter sites.



The following database forms are discussed in this module:

- Site Search Form;
- Treatment Search Form;
- Monitoring Search Form; and
- Add New Site Form.

Understanding Search Functionality



The IAP Program – Data Entry includes the following query functions:

- Site Search
- Treatment Search
- Monitoring Search

Each of these search functions is explained below.

Site Search

This search allows you to locate sites which match your requirements. You may locate a site by entering:

- **A specific Site ID.** If a record is found which matches the ID then you will be navigated to the details for that specific site.
- **A combination of criteria.** All sites which match your criteria will be displayed. You may then select a specific site and examine the details of that site.
 - The search uses an “and” relationship. For example, if you enter a Paper File ID, a Biological Agent and a Herbicide, the search will display all sites that have the entered Paper File ID and have been treated with the entered Biological Agent and have been treated with the entered Herbicide.

Treatment Search

This search allows you to locate treatments which match your requirements. You may locate a treatment by entering:

- **Treatment ID.** If a record is found that matches the ID then you will be navigated to the details for that specified treatment.
- **Treatment Paper File ID.** If you have the paper file for the treatment or know the Paper File ID, you can use this search to find out if the treatment file exists electronically in the database. All treatments matching your criteria will be displayed. You may then select a specific treatment and examine the details of that treatment.
 - The Paper File ID represents the numeric code an individual Agency has applied to a paper record for tracking in their file system.

Monitoring Search

This search allows you to locate monitoring activities which match your requirements. You may locate a monitoring record by entering:

- **Monitoring ID.** If a record is found that matches the ID then you will be navigated to the details for that specified monitoring activity.
- **Monitoring Paper File ID.** If you have the paper file for the monitoring record or know the Paper File ID, you can use this search to find out if the monitoring activity exists electronically in the database. All monitoring activities matching your criteria will be displayed. You may then select a specific monitoring record and examine the details of that monitoring activity.
 - The Paper File ID represents the numeric code an individual Agency has applied to a paper record for tracking in their file system.

Spatial Search

You can also use the **Search by UTM Co-ordinates** using the **IAP Program – Map Display**. A short description of this search is included here. For additional information on the **IAP Program – Map Display** refer to **Part III** of this guide.

- **Search by UTM Co-ordinates** – if you know the UTM Co-ordinates of the Site you are intending to display, you can access the site through the **IAP Program – Map Display**.
 - Open IAPP Map Display, click Find Location, Click UTM Coordinate and click OK. The map will refresh to the location of the entered UTM Coordinates. Use the Identify Tool to show more details of the area/displayed site. For more information on the Site, access the **IAP Program – Data Entry** component by clicking the **IAPP Link: More Data**.

Performing a Search in the IAP Program – Data Entry

Use the steps outlined below to assist you when generating a search in the IAP Program – Data Entry.

- 1 Navigate to the search you wish to perform. Use the **Search** menu.
- 2 Enter the search parameters. The search parameters are the fields on the search form.
- 3 Click the **Search** button.
- 4 Results of your search are displayed.
 - If you entered a Site ID and a match is found, you are automatically navigated to the record associated with that ID; otherwise,
 - All records matching your search parameters are displayed below the search. You may explore a record further by selecting that row of data (i.e. click on the ID).



Search Tips

- Missing values, such as zero's or dashes, will result in a null search.
- The more fields you enter, the more specific your results will be.
- Site IDs must use positive integers (i.e. the auto-generated number from the database). The resulting Site ID is frequently displayed with the mapsheet in front of this number for convenience.
- Paper File IDs allow you to use "wildcards" (%). For example, if you knew that you were looking for a site in the district "DKA", you could enter "DKA%" to get all paper file ids that start with "DKA". Additionally, wildcards are automatically added to the end of a search sequence. As in the above example, all DKA paper file ids that start with "DKA" would result if only "DKA" was entered as the search sequence. Wildcards are especially useful if you are uncertain of the sequence, for example use "%DKA".
 - Each Agency may have a different method for capturing Paper ID's. Paper ID's are intended to correspond to individual filing systems. There is no required format. Therefore, the data you enter should correspond to the method your Agency uses to capture these ID's. However, searching for sites in this unformatted field will continue to get slower as more records are added to the database. It is recommended that, in the future, the **Site ID** be used to correlate paper records to the records in the database.

Searching for Historical Data:

- If you are searching for data that was in a legacy system (prior to the introduction of the IAP Program - Data Entry) it is recommended that you use broad searches by entering fewer parameters (search fields).
 - For example, data that was imported into the IAP Program - Data Entry from an older database may not have had a date associated with it. In this case, the IAP Program - Data Entry assigns it a default date of 1900-01-01. Therefore, it is recommended that you leave the date fields blank when searching for this data.

Sample Search Parameter Form

Site Search	
Identifiers	
Site ID	<input type="text"/>
Site Paper File ID	<input type="text"/>
Site Location	
Mapsheet	<input type="text"/>
Jurisdiction	<input type="text"/>
Inside Agency Administrative Area	
Agency	Ministry of Forests and Range
Area Type	Forest District
Administrative Area	RVA - Vancouver Forest Region
Inventory / Treatment	
Invasive Plant Species	Knapweed species (CENT SPP)
Survey Agency	North Island Weed Committee
Biological Agent	<input type="text"/>
Herbicide	<input type="text"/>
User / Date	
Site Entry User ID	<input type="text"/>
Date Range	
Date Type	<input checked="" type="radio"/> Site Created <input type="radio"/> Site Surveyed <input type="radio"/> Site Treated <input type="radio"/> Site Entered
From	<input type="text"/>
To	<input type="text"/>
<input type="button" value="Search"/>	

Adding a Site

The “Add New Site Form” allows a specific site to be added directly into the IAP Program - Data Entry. A “Site” describes a geographic location on the ground. There are three forms you will use when adding a site.



- Use** The Add Site Details form is used to record specific details of sites which will be monitored or treated for invasive plants.
- Results** This form captures the following information for future reference:
- Site creation date;
 - Site location details;
 - Biogeoclimatic site information; and,
 - Site characteristics
- Access the Form** Select **Add New Site** from the Site Manager menu or tab. If you are returning to edit a site that already exists, simply select the site and the **Site Details** tab will display.
- How To** There are three forms used in sequence to add a site. Follow these steps to use these forms:

1 Form 1 - Add Site Details

Once you have clicked the **Add New Site** link (on the home page or from the menu), the **Add Site Details** form displays. Enter either the **UTM** or **Geographic** information and click the **Save** button:

- **UTM:** Enter the **Zone, Easting & Northing UTM** fields.
- **Geographic:** These fields are blank. Enter the Latitude and Longitude if you are **not** using UTM's. These values must be entered in decimal degrees (for example, 53° 10' 32" must be entered as 53.175556 °).

Make certain this information is accurate (generated correctly from a GPS unit).

The application will perform a check for any sites within 100 meters of the site being entered.

- If sites are found, these will be displayed on the “Potential Duplicate Site(s)” form explained below.
- If sites are **not** found, the site is added to the application and you may move on to the “Edit Site Details” form discussed below.

How To (cont.)

- 2 Form 2 – Potential Duplicate Sites**

Use this form to select an existing site (click “**Use Site**” button) to use for recording an activity or continue with creating a new site (click “**Continue to Add New Site**” button).

 - Use the **Map** link to examine the associated sites spatially.
 - Use the **Show/Hide** details button to provide additional details about each site.
 - Note: Protected IAP Sites will only be displayed in the list of site(s) in proximity if the user adding the site has ADMINISTRATOR or BIOLOGICAL AGENT MANAGER security.

- 3 Form 3 – Edit Site Details**

Next, the Edit Site Details form displays. Notice that the **Site Created Date** automatically displays the current date when creating a new Site. The following additional fields are automatically populated with data:

 - Mapsheet (automatically generated from the site co-ordinates).
 - Site ID (unique identifier automatically generated upon entry of the site co-ordinates).
 - The GPS/UTM Grid information you entered on Form 1 – Add Site Details.
- 4** Enter the **Paper File ID** if a separate filing number is needed to track any paper forms.
- 5** Enter the **Range Unit ID** if applicable.
- 6** Enter the **Biogeoclimatic information** of the site. This includes the following:
 - Zone
 - Sub zone
 - Variant
 - Phase
 - Site Series
 - Note: Enter as much detail as available and ensure detail is a valid combination otherwise you will be unable to save the record. Once you save the site, the “Validated” box will become checked.
- 7** Enter any applicable **Site Characteristics** such as Slope %, Aspect, Elevation (m), and Location.
- 8** If the site is on **Private Land** enter Private Land as the jurisdiction.
- 9** Click the:
 - **Save** button to save the data entered.
 - **Save & Close** button to save information entered and return to the previous form.
 - The bottom portion of this form displays the:
 - **Site Entered:** Date and User ID.
 - **Site Updated:** Date and User ID.



Remember:

You can always return to the **Site Details** form to edit or add information to the record you have entered. Simply use the search options to navigate to the site and click the **Edit** link. You will be able to edit most fields. However; if you need to modify the UTM Coordinates, you must do this immediately after creating the site. If you have a non-administrator role, then the coordinates are only editable for a short time after saving the form.



Adding Photos:

Once you have successfully saved your Site Details, you can attach a photo to the record. The photo must not be in excess of 200 KB.

Please follow these guidelines when scanning photo's and slides:

- Scan and save photos at 300 dpi, 5X7 format and as file type of .jpg.
- Scan and save slides at 1200 dpi and as file type of .jpg.
- Note: The system will accept file formats of .bmp, .jpg, .jpeg, .tif, and .tiff but the above format is preferred.

To add a photo:

- Click the **Add** link in the Images section (the bottom of the form);
- The **Add Image** form is displayed. In this form:
 - Use the **Browse** button to locate the photo on your hard drive or network. This button opens up a **Choose File** pop-up window. Locate your file using this window and click the **Open** button. You will be returned to the **Add Image** form.
 - Select the **Perspective** from the drop-list. This is the compass direction the photo was taken.
 - Enter the **Date** the photo was taken.
 - Enter the **Reference #** of the photo. You may wish to put your Agency Code in this field for ease of future reference.
 - Enter any additional **Comments** relevant to the photo. Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
 - Click the **Save** button. The photo will display in the right side of the form. Alternatively, click the **Save & Close** button (the photo is saved and you are returned to the previous form) or, click the **Close** button to return to the **Site Details** form without saving the photo.
- Additional photos can be added by repeating these instructions.



Do **not** add photos containing people. This will avoid complications with the *Freedom of Information and Privacy Act*.



If you are having trouble understanding how adding an image works, it may be helpful to think of it as the same process as adding an attachment to an email. You are simply taking a file (which happens to be a picture) from your computer (or local network) and adding it to the IAP Program - Data Entry. A copy of the file is then stored in the database. If you delete the file from your computer (or local network) it is still in the database!

Sample Form

The following is a sample of how the “Add New Site Forms” looks in the IAP Program - Data Entry:

Form 1 - Add Site Details

Add Site Details					
UTM			Geographic		
Zone:	10	Easting:	613790	Or	Latitude:
		Northing:	5507665		Longitude:
					Save
					Cancel

Form 2 – Potential Duplicate Sites

Potential Duplicate Sites					
One or more sites exist in close proximity to the coordinates that you have entered for a new site. Please review this list of sites to determine if one of them can be used instead of creating a new site. Click the 'Use Site' button next to an existing site to cancel the add a new site action and use the corresponding site instead.					
UTM Coordinates Entered					
Zone:	10	Easting:	613790	Northing:	5507665
					Go To Map of Area
Site(s) in Proximity					
Site ID:	101889	UTM Zone:	10	Easting:	613777
		Northing:	5507649	Map Label:	DK
					Show Details
					Use Site
Site ID:	101915	UTM Zone:	10	Easting:	613777
		Northing:	5507649	Map Label:	KS SK
					Show Details
					Use Site
Site ID:	200002	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	
					Show Details
					Use Site
Site ID:	200003	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	
					Show Details
					Use Site
Site ID:	200004	UTM Zone:	10	Easting:	613791
		Northing:	5507665	Map Label:	GH SK
					Show Details
					Use Site
Site ID:	200005	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	GH SK
					Show Details
					Use Site
Site ID:	200010	UTM Zone:	10	Easting:	613750
		Northing:	5507665	Map Label:	GH SK
					Show Details
					Use Site
Site ID:	200011	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	
					Show Details
					Use Site
Site ID:	200012	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	GH SK
					Show Details
					Use Site
Site ID:	200013	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	
					Show Details
					Use Site
Site ID:	200014	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	
					Show Details
					Use Site
Site ID:	200016	UTM Zone:	10	Easting:	613790
		Northing:	5507665	Map Label:	GH SK
					Show Details
					Use Site
					Continue To Add New Site
					Cancel

Module 2.2 – Searching & Adding Sites

Form 3 - Edit Site Details

Site				
Mapsheets: 092H073	Site ID: 200041	Paper File ID:		
Edit Site Details				
General				
Site Created Date:	<input type="text" value="2005-09-02"/>	Mapsheets: 092H073	Site ID: 200041	
Paper File Id:	<input type="text"/>	Jurisdiction:	<input type="text" value=""/>	
Range Unit ID:	<input type="text"/>	MOF District:	<input type="text" value=""/>	
GPS/UTM Grid				
Zone:	<input type="text" value="10"/>	Easting:	<input type="text" value="613790"/>	Northing: <input type="text" value="5507665"/> Or Latitude: <input type="text"/> Longitude: <input type="text"/>
BiogeoClimate Class				
Zone:	<input type="text" value=""/>	Variant:	<input type="text" value=""/>	Site Series: <input type="text" value=""/>
SubZone:	<input type="text" value=""/>	Phase:	<input type="text" value=""/>	Validated: <input type="checkbox"/>
Site Characteristics				
Slope %:	<input type="text"/>	Aspect:	<input type="text"/>	Elevation (m): <input type="text"/>
Location:				
<input style="width: 100%; height: 100%;" type="text"/>				
Comments				
<input style="width: 100%; height: 100%;" type="text"/>				
				<input type="button" value="Save"/> <input type="button" value="Close"/>
Images Add				
ID	Date	Perspective	Reference No.	Comments

IAP Reference Guide - Part II

Module 2.3: Understanding Administrative Areas & Containment Lines

In this module, you will understand:

- Administrative Areas; and,
- Containment Lines.

Understanding Administrative Areas

The **Administrative Areas** function allows you to filter data based on an agency's organizational structure. This function is available on the following forms within the IAP Program:

- All extract parameter forms
- The Site Search form
- The Batch Plan form (Step #1)

Data which may be filtered by Administrative Area includes:

- Sites
- Treatments
- Monitoring Activities
- Dispersals

For example, you might want to know which Sites fall within a Provincial Park.

Recognize the Administrative Areas Function

Location	
Within Agency Administrative Area	
Agency	Ministry of Forests and Range
Area Type	Forest District
Administrative Area	DSI - South Island Forest District

Use the Administrative Areas Function

- 1 Select the **Agency** by using the drop list.
 - This list includes all agencies that currently have administrative area spatial data in the database.
 - Once the Agency is selected, the **Area Type** drop list will contain entries associated with that agency.
 - For example, the Agency might be MoFR.
- 2 Select the **Area Type** by using the drop list.
 - Once the Area Type is selected, the **Administrative Area** drop list will contain entries associated with that agency.
 - For example, if the Agency is MoFR then the Area Type might be either Forest District or Forest Region.
- 3 Select the **Administrative Area** by using the drop list.
 - For example, the Administrative Area might be a specific district of MoFR.
- 4 IAP Program will then analyze spatial data to determine if the Site, Treatment, Monitoring Activity or Dispersal falls within (or intersects with) the polygon associated with the selected Organizational Unit.

Understanding Containment Lines

Containment of an invasive alien plant species means that an invasive alien plant species will only be allowed to exist within a defined “containment” area. Therefore, one hundred percent of the invasive alien plant species beyond the containment boundary will be treated. Additional information about containment can be found in **Module 1.4 – Planning of IAP Programs** (see Part I of the Reference Guide).



You may find it helpful to think of the “containment” area as a closed polygon. This polygon delineates an invasive plant population within the established boundary. Action is taken to prevent its spread beyond the polygon.

The Containment Lines function allows you to filter data depending on whether it is inside or outside of a Containment Line. A user may return Sites, Treatments, Monitorings or Dispersals that reside inside or outside a particular invasive plant’s containment line.

The **Containment Line** function is available on the following forms within the IAP Program:

- Planning Extract Parameter form
- The Batch Plan form (Step #1)

For example, you may wish to create a Batch Plan to treat all occurrences of a specific Invasive Plant which fall outside of the Containment Line for Knapweed Species.

Recognize the Containment Lines Function



Location	
Inside/Outside Containment Line	
Inside/Outside	Outside
Containment Line For	Knapweed species (CENT SPP)

Use the Containment Lines Function

- 1 Select whether you would like to filter data to show data:
 - Inside the Containment Line; or,
 - Outside the Containment LineUsing the **Inside/Outside** field.
- 2 Select the Containment Line you wish to use to filter the data using the **Containment Line For** field.
- 3 The IAP Program will then analyze spatial data to determine if the Site, Treatment, Monitoring Activity or Dispersal falls inside or outside of the selected Containment Line.

IAP Reference Guide - Part II

Module 2.4: Entering Invasive Plant Inventory Information, Plans & Site Priorities

In this module, you will learn how to:

- Enter site inventory information
- Enter single and batch plans; and,
- Assign site priorities.

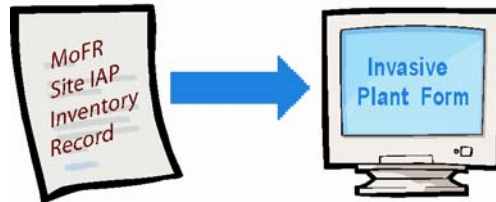


The following database forms are discussed in this module:

- IAP Inventory Form;
- Site Priority & Planning Form; and,
- Batch Planning Forms.

Using the Invasive Plant Inventory Information Form

The “Invasive Plant Form” allows you to add inventory information about each invasive plant associated with a specific site. This information is usually collected on the “MoFR Site IAP Inventory Record” paper form.



Use The Invasive plants form is used to capture inventory/survey information. This form can be used by anyone who collects inventory information about an invasive plant.

Results Once completed, this information can be used by Program Managers when they are creating site plans and determining site priorities. This form will contain:

- Invasive plant detailed information (i.e. distribution, density, etc.);
- Surveyor details;
- Comments; and
- Recommended activities.

Access the Form Once a site has been entered and selected, select **Invasive Plants** from the top navigation menu. If inventory has already been entered for the site, it will display according to species common name. Click the **Add** link to add inventory for a species not yet listed. A blank **Add Invasive Plant Form** will display.

How To Follow these steps to use this form:

- 1 Select the **Invasive Plant Species** that you are completing the inventory for.
- 2 Enter the **Survey Date**. Use the calendar icon to assist you.
- 3 If there is a paper file of the inventory, enter the **Paper File ID (recall that this is Agency specific)**.
- 4 Enter the **Estimated Area (Ha)** that was inventoried.

Important Note:

You will notice that on subsequent surveys for this plant, a “Found” checkbox displays. This checkbox is used to indicate that the Invasive Plant was found on this site during this survey.

- This checkbox does **not** apply to the first survey for an invasive plant. It is automatically checked.
- Once you have more than one survey for an invasive plant, it will only display on the “edit” and “view” forms of the first chronological survey (most recent).
- This checkbox can be used in subsequent surveys to indicate that no plants of that particular species have been found on the Site during a survey.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

How To (cont.)

- 5 Select the **Distribution** of the invasive plant species from the drop-down menu.
- 6 If the survey meets the Ministry specifications for a precise survey, click the **Precise Survey** check box.
 - If you click the check-box, a pop-up box will appear. You must confirm that the survey meets the IAP Program's specifications for a precise survey as defined in Part 1, Module 1.5. Click:
 - **OK** if the survey meets specifications.
 - **Cancel** if the survey does not meet specifications. This will remove the check from the box.



Do not click the **Precise Survey** check-box unless you are confident that the survey meets all Ministry standards for a precise survey.

- 7 Select the **Density** of the invasive plant species from the drop-down menu.
- 8 Select the Agency that completed the survey from the **Survey Agency** drop-list.
- 9 Enter the surveyors' employer in the **Employer** field.
 - Click the **Search** link to search for an employer.
- 10 Click the **Manage Surveyors** link to add the names of the individuals who completed the survey.
 - A Manage Surveyors search form is displayed which will allow you to search for surveyors by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the surveyor and click the corresponding **Add** link.
 - **NOTE:** If the surveyor you are looking for does not appear in your search results, you can create a new surveyor by entering the surveyor's first & last name and clicking the **Create** button.
 - The surveyor's name will appear in the Selected Surveyors (top) portion of the form.
 - Click the **Close** button to return to the **Add Invasive Plant** form.

Important Note:

Upon a visit to another form in the application with a "surveyor" or "applicator" field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 11 Enter **Comments** relevant to the survey.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

How To (cont.)

- 12 Select the recommended **Activity** (for example, Treatment) to be performed on the site.
- Once you select the Activity additional fields may display which you can complete. These fields are important to complete because they are used in the future for site planning and prioritizing. For example:
 - Biological Monitoring – **Biological Agent** displays. If you wish to recommend a specific biological agent then you can complete this field.
 - Biological Treatment – **Biological Agent** displays. If you wish to recommend a specific biological agent then you can complete this field.
 - Chemical Treatment – **Herbicide** displays. If you wish to recommend a specific herbicide then you can complete this field.
 - Chemical Monitoring – there are no other fields to complete.
 - Mechanical Treatment – there are no other fields to complete.
 - Mechanical Monitoring – there are no other fields to complete.
 - None – there are no other fields to complete.
 - Click the **Add Activity** link to add the activity to the plan. This information may assist the Program Manager in making the decision for the planned site activity.
 - To add additional activities, simply complete the activity field(s) again and click the **Add Activity** link another time.
 - If you enter an activity in error, click the **Remove** link to remove the corresponding activity.

- 13 Click the:
- **Save** button to save information entered.
 - **Save & Close** button to save information entered and return to the previous form.
 - **Cancel** button to leave the form without saving the information.
 - If you forget to click the “**Add Activity**” link noted in the previous step, but have an item selected in the “activity” field, you will receive a warning message asking if you wish to save the form without adding that activity.



Surveys can also be entered via the Treatments tab.

- Once a treatment (Biological, Chemical or Mechanical) has been added, a Monitoring record (Biological, Chemical or Mechanical) can be added.
- Once a Monitoring record is added, an **Add Survey** button displays.
- Click this button to add an additional survey for the specified Site & IAP.
- The IAP information will now also display on the Invasive Plants tab.



Remember:

- A survey is completed for each invasive plant species on a site. Therefore, a site with multiple species of invasive plants will have multiple survey records.
- Selecting **None** as the activity means that you are recommending that nothing be done on the site for the corresponding invasive plant species.
- You can always return to the survey to edit it. Simply navigate to **Invasive Plant** in the top navigation bar and click the **View** link next to the survey you wish to edit.
- You can add multiple surveys for the same Invasive Alien Plant.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Sample Form

The following is a sample of how the “Invasive Plant Form” looks in the IAP Program - Data Entry:

Site		
Mapsheets: 092H073	Site ID: 200041	Paper File ID:
Add Invasive Plant		
Invasive Plant Species:	Brown Knapweed (CENT JAC) ▼	
Survey		
Survey Date:	2005-09-02	Paper File ID: 0001
Estimated Area (Ha):	1	Found: <input checked="" type="checkbox"/> Distribution: 6 several well-spaced patches or clumps ▼
Precise Survey:	<input type="checkbox"/>	Density: 3 6-10 plants/m2 (High) ▼
Survey Agency:	Ministry of Forests ▼	Employer: <input type="text"/> Search
Surveyors		
A MCDONALD		Manage Surveyors
Comments		
<input type="text" value="The average plant height is 55cm."/>		
Proposed Activity		
Activity:	<input type="text"/>	Add Activity
Activity	Agent/Herbicide	
Chemical Treatment	Tordon 22K	Remove
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Using the Site Priority & Planning Form

The “Plan Form” allows a program manager to create a plan for a specific site directly in the IAP Program - Data Entry. There is also a Batch Planning Function which allows the simultaneous creation of multiple plans. This is discussed later in this module.

The IAP Program - Data Entry is intended to:

- Co-ordinate/share information generated by various Agencies and non-government organizations involved in invasive plant management.
- Receive, store, supply and co-ordinate data for invasive plant management.

Use The Plan Form is used to plan which sites (designated by Agency) and corresponding invasive plant species require treatment. This allows the treatment of sites to be coordinated between various Agencies and non-governmental organizations which are involved in invasive plant management. This form can be viewed by all user roles but can only be entered into and edited by Program Managers and Administrators.

Results Once completed, this form allows treatments to be recorded on the site according to the:

- Treatment activity selected;
- Timeframe of proposed activity; and,
- Site priority.

Access the Form Once a site has been selected, select **Plans** from the top navigation menu. If a plan has already been entered, it will display. If there is no existing plan, click the **Add** link. A blank **Add Plan Form** will display.

How To Follow these steps to use this form:

- 1 Select the **Invasive Plant Species** that you are completing the plan for.
 - The plant species must be identified as existing on the site and identified in the latest chronological survey as found. The last survey that was completed on this site for this plant species is displayed. This survey provides recommended activities for you to consider.
 - Note: The “found” checkbox will contain a check-mark if the Invasive Plant was found on the site during the last survey.
- 2 Select the **Date** that you are creating this plan. Usually this will be the current date.
- 3 Select the **Agency** that you are representing in the creation of this plan.
- 4 Select the **Activity** to be performed on the site.
 - Once you select the Activity additional fields may display which you can complete.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

How To (cont.)

- For example:
 - Biological Treatment – **Biological Agent** displays. If completing this field, you must select a valid biological agent for the target plant species; otherwise you will receive a warning as noted below.
 - Biological Monitoring – **Biological Agent** displays. If completing this field, you must select a valid biological agent for the target plant species; otherwise you will receive a warning as noted below.
 - Chemical Treatment – **Herbicide** displays.
 - Chemical Monitoring – there are no other fields to complete.
 - Mechanical Treatment – there are no other fields to complete.
 - Mechanical Monitoring – there are no other fields to complete.
 - None – there are no other fields to complete.
- Click the **Add Activity** link to add the activity to the plan.
- To add additional activities, simply complete the activity field(s) again and click the **Add Activity** link another time.

If you enter an activity in error, click the **Remove** link to remove the corresponding activity.

- 5 Enter the proposed time frame for the activity. It is recommended that you enter both the **Proposed Activity Year** and **Proposed Activity Month**.
- 6 Select the **Site Priority**.
- 7 Enter any additional information in the **Comments** field.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- 8 Click the:
 - **Save** button to save the information entered.
 - **Save & Close** button to save the information entered and close the form. You will return to the previous form.
 - **Close** button to leave the form. Your data will not be saved.
 - The bottom portion of this form displays the:
 - **Plan Entered:** Date and User ID.
 - **Plan Updated** Date and User ID.



Warning:

If you select an inappropriate combination of invasive plant and biological agent, the warning form (“Inappropriate Use of Biological Agent”) displays.

- If you click the “Continue” button, you must enter an exception comment on the “Inappropriate Use of Biological Agent Exception” form. An email is then sent to the IAP Application Administrator for review and action (as required).
- If you click the “Cancel” button you will return to the Add/Edit form and you can modify information as required.



Remember:



- A plan may be completed for each invasive plant species on a site. Therefore, a site can have multiple plans.
- The **Recommended Activity** can be used or disregarded. It is up to the planner’s discretion.
- Selecting **None** as the activity means that you are recommending that nothing be done on the site for the corresponding invasive plant species.

You can always return to the plan to edit it. Simply navigate to **Plan** in the top navigation bar and click the **Edit** link.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Sample Form

The following is a sample of how the “Plan Form” looks in the IAP Program - Data Entry:

Site			
Mapsheets: 092H073	Site ID: 200041	Paper File ID:	
Add Plan			
Invasive Plant Survey Summary			
Invasive Plant Species:	Brown Knapweed (CENT JAC) ▼	Survey Date:	2005-09-02
Area:	1 ha	Found: <input checked="" type="checkbox"/>	Density: 3 6-10 plants/m2 (High)
Surveyors	A MCDONALD		
Recommended Activity	Agent/Herbicide		
Chemical Treatment	Tordon 22K		
Plan			
Plan Date:	2005-09-02 	Agency:	Ministry of Forests ▼
Planned Activity			
Activity:	▼	Add Activity	
Activity	Agent/Herbicide		
Chemical Treatment	Transline Remove		
Proposed Activity Year:	2005	Proposed Activity Month:	October ▼
		Site Priority:	High Risk ▼
Comments:			
This site should be treated with Transline if budget/time permits. 			
		<input type="button" value="Save"/>	<input type="button" value="Close"/>

Using the Batch Planning Function

The Batch Planning Function allows a user to create multiple identical plans for occurrences of an Invasive Plant Species on multiple sites.

The Batch Planning Function is a series of pages which guide a user through the steps of creating a Batch Plan. Users may recognize this as a “wizard” approach. These steps include:

- Step #1 - Search for Occurrences of Invasive Plants
- Step #2 - Select Occurrences of Invasive Plants from the Search Results
- Step #3 - Select Plan Information and Initiate the Batch Plan
- Step #4 - Confirm the Batch Plan
- Step #5 - Print a Summary of the Batch Plan

Each of these steps is discussed below.

Add a Batch Plan

Step #1 – Search for Occurrences of Invasive Plants

Use Use this form to search for occurrences of Invasive Plants on which to Batch Plan. You may search by:

- Site Location
- Invasive Plan Occurrence

Results Once completed, you will be navigated to Step #2 – Select Occurrences of Invasive Plants from the Search Results.

Access the Form Select Batch Planning from the **Action** menu or the application home page.

How To Follow these steps to use this form:

- 1 Select the **Invasive Plant Species** that you are creating the Batch Plan for.
- 2 Select whether or not the Invasive Plant has been **Treated**. You may select:
 - **Yes** - you wish to only include occurrences of the Invasive Plant in the plan if it has been previously treated.
 - **No** - you wish to only include occurrences of the Invasive Plant in the plan if it has not been previously treated.
 - **Yes or No** – you do not wish to filter Invasive Plants based on whether or not they have been treated.
- 3 All other fields on this form are optional. You should use them to specify the exact Invasive Plan Occurrences you wish to include in this Batch Plan.
 - **Survey Agency** – include occurrences of the Invasive Plant in the plan which have been surveyed, in the past, by the specified agency.
 - **Survey Date** – include occurrences of the Invasive Plant in the plan which have had surveys completed within the dates selected.
 - **Mapsheet** – include occurrences of the Invasive Plant in the plan which are within the mapsheet entered.
 - **Jurisdiction** – include occurrences of the Invasive Plant in the plan which are within the jurisdiction entered.
 - **Within Agency Administrative Area** – see Module 2.3 for further details.
 - **Inside/Outside Containment Line** – see Module 2.3 for further details.
- 4 Click the **Continue** button to proceed to Step #2.



Click the **Cancel** button, at any time, if you wish to exit this function. Your Batch Plan will not be created.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step 1 – Sample Page

Add Batch Plan (1 of 5) - Invasive Plant Search

Site Location

Mapsheet	<input type="text"/>	Jurisdiction	<input type="text"/>
----------	----------------------	--------------	----------------------

Within Agency Administrative Area

Agency	<input type="text"/>	Area Type	<input type="text"/>
Administrative Area	<input type="text"/>		

Inside/Outside Containment Line

Inside/Outside	<input type="text" value="Not Applicable"/>	Containment Line For	<input type="text"/>
----------------	---	----------------------	----------------------

Invasive Plant Occurrence

Invasive Plant Species	<input type="text"/>	Survey Agency	<input type="text"/>
Treated?	<input type="text" value="Yes or No"/>		

Survey Date

From	<input type="text"/>	To	<input type="text"/>
------	----------------------	----	----------------------

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step #2 – Select Occurrences of Invasive Plants from the Search Results

Use

This form will display the results of the search parameters entered in Step #1 of the Batch Plan function. Use this form to select which occurrences of Invasive Plants you wish to include in the batch for the plan.

- This form will display up to 1000 results. If the search returns records in excess of 1000, the user will be notified and redirected back to Step #1.

Results

Once completed, you will be navigated to Step #3 – Select Plan Information and Initiate the Batch Plan.

Access the Form

You must complete Step #1 to access this form.

How To

Follow these steps to use this form:

- 1 Examine each row of data on this form. A row represents an occurrence of the Invasive Plant matching the criteria you entered during Step #1. To learn more about a row of data, click the **Show Details** link associated with that row.

The following is displayed:

- Biogeoclimatic Information
- Most Recent Survey
- Most Recent Plan
 - This will display “none” if no such record exists for the Invasive Plant occurrence.
- Most Recent Treatment
 - This will display “none” if no such record exists for the Invasive Plant occurrence.

- 2 Select each Invasive Plant occurrence which you would like to add to the batch for the plan by clicking the check-box located in the **Add** column. If you wish to add all Invasive Plant occurrences, you do not need to select each row. Instead, click the **Select All** button. This will automatically select all Invasive Plant occurrences on every results page.

- 3 Click the **Continue** button to proceed to Step #3.



You can navigate through the data on this form by using the **Result** page links at the top of the page. These allow you to flip from page to page if there are a large number of results returned from your search.



If you have made an error and do **not** wish to add Invasive Plant occurrences which you have selected, you may:

- Un-select any Invasive Plant occurrences by clicking on any checked box. This will un-check the box.
- Unselect all boxes by click the **Select None** button. This will unselect all boxes on all result pages.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step #2 – Sample Page

Results 1 - 20 of 86.
Result Page: [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

Invasive Plant Occurrences (Note: A maximum of 200 invasive plant occurrences can be included in a batch.)

Add?	Site ID	Mapsheet	Elevation	Slope	Show/Hide Details
<input type="checkbox"/>	200001	0921070	1000 m	0 %	Show Details
<input type="checkbox"/>	200002	0921070	506 m	32 %	Show Details
<input type="checkbox"/>	209561	0921077	1200 m	45 %	Hide Details

Biogeoclimatic Information

Zone BG	SubZone xh
Variant 1	Phase
Site Series 03	

Most Recent Survey [Knapweed species (CENT SPP)]

Survey Date 2005-07-13	Estimated Area 1.5 ha
Distribution 2 few sporadically occurring individuals	Density 2 2-5 plants/m2 (Med)
Recommendations Biological Treatment [APHT NIG] Biological Monitoring	

Most Recent Plan [Knapweed species (CENT SPP)]

Plan Date 2005-09-22	Agency Ministry of Transportation
Site Priority High Risk	
Planned Activity Year 2006	Planned Activity Month June
Activities Mechanical Treatment Chemical Treatment [Tordon 22K]	

Most Recent Treatment [Knapweed species (CENT SPP)]

Treatment Date 2005-10-02	Agency Ministry of Transportation
Treatment Type Biological [APHT NIG]	

<input type="checkbox"/>	209183	0921077	506 m	32 %	Show Details
<input checked="" type="checkbox"/>	207878	0921078	1200 m	45 %	Show Details
<input type="checkbox"/>	202005	0921081	1200 m	45 %	Show Details
<input type="checkbox"/>	208997	0921082	506 m	32 %	Show Details

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step #3 – Select Plan Information and Initiate the Batch Plan

Use This form is used to add details to the Batch Plan. You will select plan information which will be applied to the previously selected set of Invasive Plant occurrences.

Results Once completed, you will be navigated to Step #4 – Confirm the Batch Plan.

Access the Form You must complete Step #2 to access this form.

How To Follow these steps to use this form:

- 1 The **Invasive Plan Species** is automatically displayed.
- 2 Enter the **Plan Date** using the text field. The calendar icon can be used to assist you.
 - You may enter the current date or a past date. You may not enter a future date.
- 3 Select the **Agency** that you are creating the Batch Plan on behalf of.
- 4 You may enter the following additional optional fields if you wish:
 - **Planned Activity** and **Agent/Herbicide** - select the activity to be performed on the site. Once you select the activity you may also specify the Agent/Herbicide (if applicable – see the Activity Tip below).
 - Click the **Add** link to add the activity to the plan.
 - To add additional activities, simply complete the activity field(s) again and click the **Add** link another time.
 - **Planned Activity Year** and **Planned Activity Month** – enter the proposed time frame for the activity.
 - **Site Priority** – select the Site Priority.
- 5 Click the **Continue** button to proceed to Step #4.



Activity Tip

If you select the **Planned Activity** as:

- Biological Treatment – you may select a Biological Agent.
- Biological Monitoring – you may select a Biological Agent.
- Chemical Treatment – you may select a Herbicide.
- Chemical Monitoring – you do **not** select an Agent or Herbicide.
- Mechanical Treatment – you do **not** select an Agent or Herbicide.
- Mechanical Monitoring – you do **not** select an Agent or Herbicide.
- None – you do **not** select an Agent or Herbicide. Selecting **None** as the activity means that you are recommending that nothing be done on the site for the corresponding invasive plant species.

If you enter a Planned Activity in error and wish to remove it, click the **Remove** link adjacent to the activity in the **Added Activities** section.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities



Warning

If you select an inappropriate combination of invasive plant and biological agent, the warning form (“Inappropriate Use of Biological Agent”) displays.

- If you click the “Continue” button, you must enter an exception comment on the “Inappropriate Use of Biological Agent Exception” form. An email is then sent to the IAP Application Administrator for review and action (as required).
- If you click the “Cancel” button you will return to the Add/Edit form and you can modify information as required.

Step #3 – Sample Page

Add Batch Plan (Step 3 of 5) - Select Plan Information

Invasive Plant Plan

Invasive Plant Species	Knapweed species (CENT SPP)	Plan Date	2006-05-03
Agency	Ministry of Forests and Range	Site Priority	Moderate Risk
Planned Activity Year	2006	Planned Activity Month	June
Planned Activity			
Add Activity	Chemical Treatment	Agent/Herbicide	Tordon 22K
Added Activities	Mechanical Treatment Remove		

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step #4 – Confirm the Batch Plan

Use This form is used to confirm the Batch Plan. You may:

- Review the plan information;
- Confirm the number of Invasive Plant occurrences; and,
- Save the plan.

Results Once completed, you will be navigated to Step# 5 – Print a Summary of the Batch Plan.

Access the Form You must complete Step# 3 to access this form.

How To Follow these steps to use this form:

- 1 Examine all information on this form.
- 2 Confirm the addition of this Batch Plan by clicking the **Continue** button. You will proceed to Step #5.



If you do not want to add the Batch Plan, click the **Cancel** button. The plan will **not** be added to the application.

Step #4 – Sample Page

Add Batch Plan (Step 4 of 5) - Confirm Batch Plan			
Invasive Plant Plan			
Invasive Plant Species	Knapweed species (CENT SPP)	Plan Date	2006-05-03
Agency	Ministry of Forests and Range	Site Priority	Moderate Risk
Planned Activity Year	2006	Planned Activity Month	June
Activities	Mechanical Treatment Chemical Treatment [Tordon 22K]		
Are you sure you want to continue and apply the above plan to the 173 selected invasive plant occurrences?			
			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities

Step #5 – Print a Summary of the Batch Plan

- Use** Use this form to print a summary of the Batch Plan that you just created.
- Results** This step concludes the Batch Plan function.
- Access the Form** You must complete Step# 4 to access this form.
- How To** Follow these steps to use this form:
- 1 Examine the contents of the form. You may wish to record the **Plan ID** of the Batch Plan created. Click the **Generate Extract** button to create a Batch Plan Summary extract. For additional details on extracts see **Module 2.8: Generating Extracts**.
 - 2 Click the **Close** button to exit this form and return to the form you were on prior to entering the Batch Plan functionality.

Step #5 – Sample Page

Add Batch Plan (Step 5 of 5) - Generate Batch Plan Summary

Your batch plan has been saved successfully.

Plan ID 210001

If a Batch Plan Summary extract is required, please click the "Generate" button before closing this module.

Generate Extract Close

Edit a Batch Plan

There may be a circumstance where you wish to edit a plan that is a member of the batch. This can be completed by using the **Edit Plan** form.

- Use** This form allows you to:
- Explore a summary of a plan which was created using the Batch Plan functionality; and,
 - Detach the plan from the batch for edit.
- You must detach the plan from the batch if you wish to modify the plan.
- Results** You are able to detach the plan from the batch so that you may modify it. Information associated with the plan is not lost. The Plan ID is updated.
- Access the Form** If you attempt to modify a plan which was created as part of the Batch Plan functionality, you will be automatically notified that the plan is currently a member of the batch.
- How To** Follow these steps to use this form:
- 1 Examine the contents of the form. Click the **Detach from Batch** button if you wish to detach the plan from the batch for modification.
 - 2 You are automatically navigated to the **Edit Plan** form. A new **Plan ID** is assigned to the plan.
 - See the topic “**Using the Site Priority & Planning Form**” above for additional information regarding how to modify a plan.

Module 2.4 – Entering IAP Inventory Information, Plans & Site Priorities



If you do **not** wish to detach the plan from the batch, click the **Cancel** button. You will automatically be navigated to the **View Plan Details** form.

Edit Plan - Sample Page

Edit Plan			
This plan is a member of a batch			
In order to change the plan for this site/invasive plant occurrence, you must first detach it from the batch. No information will be lost in this process; only the Plan ID will be updated.			<input type="button" value="Detach From Batch"/>
Plan			
Plan ID:	210001		
Plan Date:	2006-03-08	Agency:	Ministry of Forests & Range
Planned Activity			
Activity	Agent/Herbicide		
Chemical Treatment	Tordon 22K		
Mechanical Treatment			
Planned Activity Year:	2006	Planned Activity Month:	June
		Site Priority:	Moderate Risk
Comments:			
			<input type="button" value="Cancel"/>

IAP Reference Guide - Part II

Module 2.5: Entering Mechanical Treatment & Monitoring Data



In this module, you will learn how to enter mechanical treatment and monitoring data.

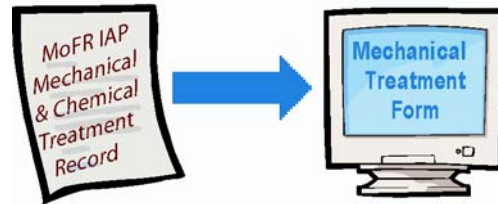


The following database forms are discussed in this module:

- Invasive Plant Mechanical Treatment Form.
- Invasive Plant Mechanical Monitoring Form.

Using the Mechanical Treatment & Monitoring Data Form

The “Mechanical Treatment Form” allows you to add information about mechanical/manual treatment activities associated with each invasive plant on a specific site. This information is usually collected on the “MoFR Invasive Plant Mechanical & Chemical Treatment Record” paper form.



Use The Mechanical Treatment form is used to record information about the mechanical treatment that has occurred on a specific invasive plant on a site.

Results This form captures the following information for future reference:

- Treatment date & Agency;
- Application employer & Applicators; and,
- Mechanical treatment details.

Access the Form

Once a site has been entered and selected, select **Mechanical Treatments** from the top navigation menu. If a mechanical treatment(s) has already been entered for the site, it will display. Click the Add link to add an additional mechanical treatment. A blank **Add Mechanical Treatment Form** will display.



Note: You **cannot** add a treatment if the invasive alien plant to which the treatment is applied is NOT already added/recorded as a plant on the chosen site and identified in the latest chronological survey as **found**. You must add the plant first.

How To

Follow these steps to use this form:

- 1 Select the **Treatment Date** that the treatment was applied to the site on. Use the calendar icon to assist you.
- 2 Select the **Agency** that is responsible for the treatment carried out on the site.
- 3 Enter the **Paper File ID (recall that this is Agency specific)** if the treatment information was recorded on a paper file.
- 4 Enter the **Employer** who treated the site. Use the **Search** link to assist you in finding the employer.

Module 2.5 – Entering Mechanical Treatment & Monitoring Data

How To (cont.)

- 5 Add the names of the individuals who performed the treatment by clicking the **Manage Applicators** link.
 - A **Manage Applicators Search Form** is displayed which will allow you to search for applicators by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the applicator(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the applicator(s) into the appropriate fields and click the **Create** link.
 - The applicators' name(s) will appear in the Selected Applicators (top) portion of the form.
 - Click the **Close** button to return to the **Mechanical Treatment** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 6 Select the **Target Plant Species** from the drop-list.
 - The plant species must be identified as existing on the site and identified in the latest chronological survey as found.
- 7 Enter the **Area Treated** (mechanically) as measured in hectares.
- 8 Select the **Treatment Method** from the drop-list.
- 9 Enter any **Comments** relevant to the treatment.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- 10 Click the:
 - **Save** button to save the information entered.
 - **Save & Close** button to save the information entered and close the form. You will return to the previous form.
 - **Close** button to leave the form. Your data will not be saved.



Remember:

- A Mechanical Treatment form may be completed for each invasive plant species on a site that has been treated mechanically. Therefore, the form may have multiple sections of Mechanical Treatment records.
- You can always return to the Mechanical Treatment form to edit it. Simply navigate to **Mechanical Treatment** in the top navigation bar and click the **Edit** link next to the section you wish to edit.

Module 2.5 – Entering Mechanical Treatment & Monitoring Data



Adding Photos:

Once you have successfully saved your Mechanical Treatment Details, you can attach a photo to the record. The photo must not be in excess of 200 KB.

Please follow these guidelines when scanning photo's and slides:

- Scan and save photos at 300 dpi, 5X7 format and as file type of .jpg.
- Scan and save slides at 1200 dpi and as file type of .jpg.
- Note: The system will accept file formats of .bmp, .jpg, .jpeg, .tif, and .tiff but the above format is preferred.

To add a photo:

- Click the **Add** link in the Images section (the bottom of the form);
- The **Add Image** form is displayed. In this form:
 - Use the **Browse** button to locate the photo on your hard drive or network. This button opens up a **Choose File** pop-up window. Locate your file using this window and click the **Open** button. You will be returned to the **Add Image** form.
 - Select the **Perspective** from the drop-list. This is the compass direction the photo was taken.
 - Enter the **Date** the photo was taken.
 - Enter the **Reference #** of the photo. You may wish to put your Agency Code in this field for ease of future reference.
 - Enter any additional **Comments** relevant to the photo. Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
 - Click the **Save** button. The photo will display in the right side of the form. Alternatively, click the **Save & Close** button (the photo is saved and you are returned to the previous form) or, click the **Close** button to return to the **Mechanical Treatment** form without saving the photo.
- Additional photos can be added by repeating these instructions.



Do **not** add photos containing people. This will avoid complications with the *Freedom of Information and Privacy Act*.



If you are having trouble understanding how adding an image works, it may be helpful to think of it as the same process as adding an attachment to an email. You are simply taking a file (which happens to be a picture) from your computer (or local network) and adding it to the IAP Program - Data Entry. A copy of the file is then stored in the database. If you delete the file from your computer (or local network) it is still in the database!

Module 2.5 – Entering Mechanical Treatment & Monitoring Data

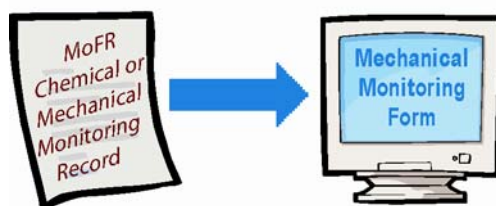
Sample Form

The following is a sample of how the “Mechanical Treatment Form” looks in the IAP Program - Data Entry:

Site				
Mapsheets: 092H073	Site ID: 200041	Paper File ID:		
Edit Mechanical Treatment				
General				
Paper File ID:	<input type="text" value="001A001-01"/>	Treatment ID:	200039	
Treatment Date:	<input type="text" value="2005-09-02"/>	Agency:	<input type="text" value="Ministry of Forests"/>	
Application				
Employer:	<input type="text" value="ENVIRONMENTAL ENHANCEMENT"/>	Search		
Applicators				
A MCDONALD				Manage Applicators
Mechanical Treatment				
Target Plant Species:	Spotted knapweed (CENT BIE)		Area Treated (ha):	<input type="text" value="0.5"/>
Treatment Method:	<input type="text" value="Cultivation or till"/>			
Comments				
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Old seed heads found on north side of the road and on east side of entrance for Roberts Lake Campsite. Knapweed found throughout gravel pit but mostly on east side. </div>				
<input type="button" value="Save"/> <input type="button" value="Close"/>				
Images Add				
ID	Date	Perspective	Reference No.	Comments

Using the Mechanical Monitoring Form

The “Mechanical Monitoring Form” allows you to add information about the mechanical monitoring activities associated with each mechanical treatment performed on an invasive plant on a specific site. This information is usually collected on the “MoFR Chemical or Mechanical Monitoring Record” paper form.



Use The Mechanical Monitoring form is used to record monitoring information about a past mechanical treatment that has occurred on a specific invasive plant on a site.

Results This form captures the following information for future reference:

- Inspection Date & Agency;
- Surveyor information; and,
- Comments.

Access the Form Once a site has been entered and selected, select **Mechanical Treatments** from the top navigation menu. A mechanical treatment must have been already entered for the site.

- Navigate to the mechanical treatment record that you wish to add monitoring information for.
- Click the **Add** link in the **Monitoring Records** section of this record.
- The **Add Mechanical Monitoring** form will display.
- If there are already records in the **Monitoring Records** section, use the **Show/Hide Details** button to examine these. If you have authority, you may modify existing records by using the **Edit** link.

How To Follow these steps to use this form:

- 1 Enter the **Paper File ID** (recall that this is Agency specific) if the monitoring information was recorded on a paper file.
- 2 Enter the **Inspection Date**. Use the calendar icon to assist you.
- 3 Select the **Agency** that is responsible for the monitoring carried out on the site.

Module 2.5 – Entering Mechanical Treatment & Monitoring Data

How To (cont.)

- 4 Add the names of the individuals who performed the survey by clicking the **Manage Surveyors** link.
 - A **Manage Surveyors Search Form** is displayed which will allow you to search for surveyors by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button.
Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the surveyor(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the surveyor(s) into the appropriate fields and click the **Create** link.
 - The surveyors' name(s) will appear in the **Selected Surveyors** (top) portion of the form.
 - Click the **Close** button to return to the **Mechanical Monitoring** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 5 Enter any **Comments** relevant to the treatment and monitoring.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- 6 Click the:
 - **Save** button to save the information entered.
 - **Save & Close** button to save the information entered and close the form. You will return to the previous form.
 - **Close** button to leave the form. Your data will not be saved.



Surveys can also be entered via the Mechanical Treatments tab.

- Once a Mechanical Monitoring record is added, an **Add Survey** button displays.
- Click this button to add an additional survey for the specified Site & IAP.

The IAP information will now also display on the Invasive Plants tab.



Remember:

- Multiple Monitoring Records can be added to a Mechanical Treatment record.
- You can always return to the Monitoring Record to edit it. Simply navigate to the Monitoring Records section of a Mechanical Treatment record and click the **Edit** link next to the record you wish to edit.



Adding Photos:

Photos associated with Mechanical Monitoring can be added to the Mechanical Treatment Form already discussed.

Sample Form

The following is a sample of how the “Mechanical Monitoring Form” looks in the IAP Program - Data Entry.

{Sample form unavailable at this time.}

IAP Reference Guide - Part II

Module 2.6: Entering Chemical Treatment & Monitoring Data



In this module, you will learn how to enter chemical treatment and monitoring data.

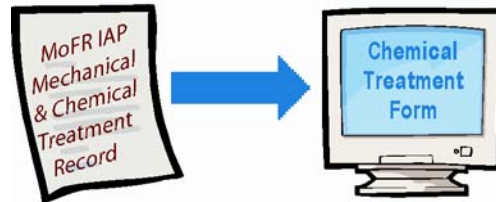


The following database forms are discussed in this module:

- Invasive Plant Chemical Treatment Form.
- Invasive Plant Chemical Monitoring Form.

Using the Chemical Treatment & Monitoring Data Form

The “Chemical Treatment Form” allows you to add information about chemical treatment activities associated with each invasive plant on a specific site. This information is usually collected on the “MoFR Invasive Plant Mechanical & Chemical Treatment Record” paper form.



Use The Chemical Treatment form is used to record information about the chemical treatment that has occurred on a specific invasive plant on a site.

Results This form captures the following information for future reference:

- Treatment date, time & Agency;
- Application employer & applicators; and,
- Chemical treatment details.

Access the Form

Once a site has been entered and selected, select **Chemical Treatments** from the top navigation menu. If a chemical treatment(s) has already been entered for the site, it will display. Click the **Add** link to add an additional chemical treatment. A blank **Add Chemical Treatment Form** will display.



Note: You **cannot** add a treatment if the invasive alien plant to which the treatment is applied is NOT already added/recorded as a plant on the chosen site and identified in the latest chronological survey as **found**. You must add the plant first.

How To

Follow these steps to use this form:

- 1 Select the **Treatment Date** that the treatment was applied to the site on. Use the calendar icon to assist you.
- 2 Enter the **Application Time** that the chemicals were applied to the site.
- 3 Enter the **Paper File ID (recall that this is Agency specific)** if the treatment information was recorded on a paper file.
- 4 Select the **Agency** that is responsible for the treatment carried out on the site.
- 5 Enter the **Employer** who treated the site. Use the **Search** link to assist you in finding the employer.

Module 2.6 – Entering Chemical Treatment & Monitoring Data

How To (cont.)

- 6 Add the names of the individuals who performed the treatment by clicking the **Manage Applicators** link.
 - A **Manage Applicators Search Form** is displayed which will allow you to search for applicators by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the applicator(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the applicator(s) into the appropriate fields and click the **Create** link.
 - Ensure a current and valid Certificate Number exists for the applicator. This is a legal requirement under a Pest Management Permit. You may return to this page to edit the Certificate Number in the future (if required).
 - The applicators' name(s) will appear in the **Selected Applicators** (top) portion of the form.
 - Click the **Close** button to return to the **Chemical Treatment** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 7 Select the **Target Plant Species** from the drop-list.
 - The plant species must be identified as existing on the site and identified in the latest chronological survey as found.
- 8 Enter the **Area Treated** (chemically) as measured in hectares.
- 9 Enter the **Temperature**, as measured in degrees Celsius, at the time of treatment.
- 10 Enter the **Humidity**, as a percentage, at the time of treatment.
- 11 Enter the **Wind Speed**, as measured in kilometers per hour, at the time of treatment.
- 12 Enter the **Wind Direction** at the time of treatment.
- 13 Select the **Herbicide** that was applied as the treatment from the drop-down list.
- 14 Select the **Treatment Method** used for the treatment from the drop-down list.
- 15 Enter the **Product Application Rate**, as measured in Litres per Hectare, of the treatment.
- 16 Enter the **Amount of Mix Used**, as measured in Litres, of the herbicide (see the “tip” below).
- 17 Enter the **Dilution Rate**, as measured in %, for the herbicide.

Module 2.6 – Entering Chemical Treatment & Monitoring Data

How To (cont.)

- 18 Enter the **Delivery Rate of Mix**, as measured in Litres per Hectare, of the treatment.
- 19 Enter any **Comments** relevant to the treatment.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- 20 Click the:
 - **Save** button to save the information entered.
 - **Save & Close** button to save the information entered and close the form. You will return to the previous form.
 - **Close** button to leave the form. Your data will not be saved.



Tip:

- A Chemical Treatment form may be completed for each invasive plant species on a site that has been treated with chemicals. Therefore, the form may have multiple sections of Chemical Treatment records. If a site has more than one species you must determine the amount of herbicide applied to each species using the species % found on the paper form.
- You can always return to the Chemical Treatment form to edit it. Simply navigate to **Chemical Treatment** in the top navigation bar and click the **Edit** link next to the section you wish to edit.



The program will **not** allow you to save the data on the form until you have entered at least one applicator with a certificate number.



Adding Photos:

Once you have successfully saved your Chemical Treatment Details, you can attach a photo to the record. The photo must not be in excess of 200 KB.

Please follow these guidelines when scanning photo's and slides:

- Scan and save photos at 300 dpi, 5X7 format and as file type of .jpg.
- Scan and save slides at 1200 dpi and as file type of .jpg.
- Note: The system will accept file formats of .bmp, .jpg, .jpeg, .tif, and .tiff but the above format is preferred.

To add a photo:

- Click the **Add** link in the Images section (the bottom of the form);
- The **Add Image** form is displayed. In this form:
 - Use the **Browse** button to locate the photo on your hard drive or network. This button opens up a **Choose File** pop-up window. Locate your file using this window and click the **Open** button. You will be returned to the **Add Image** form.
 - Select the **Perspective** from the drop-list. This is the compass direction the photo was taken.
 - Enter the **Date** the photo was taken.
 - Enter the **Reference #** of the photo. You may wish to put your Agency Code in this field for ease of future reference.
 - Enter any additional **Comments** relevant to the photo. Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
 - Click the **Save** button. The photo will display in the right side of the form. Alternatively, click the **Save & Close** button (the photo is saved and you are returned to the previous form), or click the **Close** button to return to the **Chemical Treatment** form without saving the photo.
- Additional photos can be added by repeating these instructions.

Module 2.6 – Entering Chemical Treatment & Monitoring Data



Do **not** add photos containing people. This will avoid complications with the *Freedom of Information and Privacy Act*.



If you are having trouble understanding how adding an image works, it may be helpful to think of it as the same process as adding an attachment to an email. You are simply taking a file (which happens to be a picture) from your computer (or local network) and adding it to the IAP Program - Data Entry. A copy of the file is then stored in the database. If you delete the file from your computer (or local network) it is still in the database!

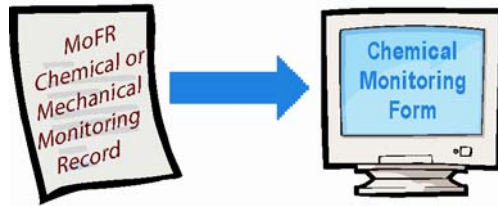
Sample Form

The following is a sample of how the “Chemical Treatment Form” looks in the IAP Program - Data Entry:

Site		
Mapsheet: 092H073	Site ID: 200041	Paper File ID:
Add Chemical Treatment		
General		
Paper File ID:	<input type="text" value="002A002_02"/>	
Treatment Date:	<input type="text" value="2005-09-02"/>	Application Time: <input type="text" value="15:30:00"/>
Agency:	<input type="text" value="Ministry of Forests"/>	
Application		
Employer:	<input type="text"/>	Search
Applicators		
MARRIOTT A. KNOX Certificate# 111111		Manage Applicators
Chemical Treatment		
Target Plant Species:	<input type="text" value="Field scabious (KNAU ARV)"/>	Area Treated (ha): <input type="text" value=".5"/>
Temperature (C):	<input type="text" value="25"/>	Humidity (%): <input type="text" value="0"/>
Wind Speed (km/h):	<input type="text" value="5"/>	Wind Direction: <input type="text" value="2"/>
Herbicide:	<input type="text" value="Tordon 22K"/>	Treatment Method: <input type="text" value="Back Pack"/>
Application Rate (L/ha):	<input type="text" value="2"/>	Amount Used (L): <input type="text" value="1"/>
Dilution Rate (L/H ₂ O):	<input type="text" value="0.0056"/>	Delivery Rate (L/ha): <input type="text" value="465"/>
Comments		
<input type="text" value="Left a 10m buffer zone around the pond and draw through middle of site. Buffer zone is marked with orange ribbon. To be wicked with roundup within buffer area."/>		
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Using the Chemical Monitoring Form

The “Chemical Monitoring Form” allows you to add information about the chemical monitoring activities associated with each chemical treatment performed on an invasive plant on a specific site. This information is usually collected on the “MoFR Chemical or Mechanical Monitoring Record” paper form.



Use

The Chemical Monitoring form is used to record monitoring information about a past chemical treatment that has occurred on a specific invasive plant on a site.

Results

This form captures the following information for future reference:

- Inspection Date & Agency;
- Efficacy rating;
- Surveyor information; and,
- Comments.

Access the Form

Once a site has been entered and selected, select **Chemical Treatments** from the top navigation menu. A chemical treatment must have been already entered for the site.

- Navigate to the chemical treatment record that you wish to add monitoring information for.
- Click the **Add** link in the **Monitoring Records** section of this record.
- The **Add Chemical Monitoring** form will display.
- If there are already records in the **Monitoring Records** section, use the **Show/Hide Details** button to examine these. If you have authority, you may modify existing records by using the **Edit** link.

How To

Follow these steps to use this form:

- 1 Enter the **Paper File ID** (recall that this is Agency specific) if the monitoring information was recorded on a paper file.
- 2 Enter the **Inspection Date**. Use the calendar icon to assist you.
- 3 Select the **Agency** that is responsible for the monitoring carried out on the site.
- 4 Select the **Efficacy Rating**. See Part IV of this guide for Efficacy Rating codes and explanations.

Module 2.6 – Entering Chemical Treatment & Monitoring Data

How To (cont.)

- 5 Add the names of the individuals who performed the survey by clicking the **Manage Surveyors** link.
 - A **Manage Surveyors Search Form** is displayed which will allow you to search for surveyors by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the surveyor(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the surveyor(s) into the appropriate fields and click the **Create** link.
 - The surveyors' name(s) will appear in the **Selected Surveyors** (top) portion of the form.
 - Click the **Close** button to return to the **Chemical Monitoring** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 6 Enter any **Comments** relevant to the treatment and monitoring.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- 7 Click the:
 - **Save** button to save the information entered.
 - **Save & Close** button to save the information entered and close the form. You will return to the previous form.
 - **Close** button to leave the form. Your data will not be saved.



Surveys can also be entered via the Chemical Treatments tab.

- Once a Chemical Monitoring record is added, an **Add Survey** button displays.
- Click this button to add an additional survey for the specified Site & IAP.

The IAP information will now also display on the Invasive Plants tab.



Remember:

- Multiple Monitoring Records can be added to a Chemical Treatment record.
- You can always return to the Monitoring Record to edit it. Simply navigate to the Monitoring Records section of a Chemical Treatment record and click the **Edit** link next to the record you wish to edit.






Adding Photos:

Photos associated with Chemical Monitoring can be added to the Chemical Treatment Form already discussed.

Sample Form

The following is a sample of how the “Chemical Monitoring Form” looks in the IAP Program - Data Entry:

Edit Chemical Monitoring		
General		
Paper File ID:	<input type="text" value="1234ABC06"/>	Monitoring ID: 200000
Inspection Date:	<input type="text" value="2005-12-31"/> 	
Agency:	<input type="text" value="Ministry of Forests and Range"/> 	Control Rating: <input type="text" value="3 - Definite effect"/> 
Surveyors		
JON A. DOE, JANE DOE Manage Surveyors		
Comments		
<input type="text" value="Some comments..."/>		
<input type="button" value="Add Survey"/> <input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Close"/>		

IAP Reference Guide - Part II

Module 2.7: Entering Biological Treatment & Monitoring Data



In this module, you will learn how to :

- Enter biological treatment data;
- Enter biological monitoring data; and,
- Enter biological dispersal information.

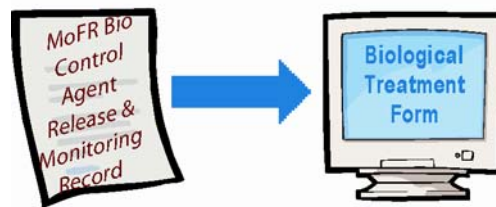


The following database forms are discussed in this module:

- Biological Treatment Form;
- Biological Monitoring Form; and,
- Biological Dispersal Form.

Using the Biological Treatment Form

The “Biological Treatment Form” allows you to add information about the biological treatment associated with each invasive plant on a specific site. This information is usually collected on the “MoFR Biological Control Agent Release & Monitoring Record” paper form.



Use The Biological Treatment form is used to record information about the biological treatment that has occurred on a specific invasive plant on a site.

Results This form captures the following information for future reference:

- Treatment date, time & Agency;
- Application employer & applicators;
- Geographic coordinates for the site and,
- Biological agent details.

Access the Form

Once a site has been entered and selected, select **Biological Treatments** from the top navigation menu. If a biological treatment(s) has already been entered for the site, it will display. Click the **Add** link to add an additional biological treatment. A blank **Add Biological Treatment Form** will display.



Note: You **cannot** add a treatment if the invasive alien plant to which the treatment is applied is NOT already added/recorded as a plant on the chosen site and identified in the latest chronological survey as **found**. You must add the plant first through the Invasive Plant Form.

How To

Follow these steps to use this form:

- 1 Select the **Treatment Date** that the treatment was applied to the site on. Use the calendar icon to assist you.
- 2 Enter the **Application Time** that the biological agents were released on the site.
- 3 Enter the **Paper File ID (recall that this is Agency specific)** if the treatment information was recorded on a paper file.
- 4 Select the **Agency** that is responsible for the treatment carried out on the site.
- 5 If the biological agent is being used for collection or research, select one of these options from the **Classified Area** field otherwise leave the field blank.
 - Note: This field will only be visible if you have appropriate security privileges.
- 6 Enter the **Employer** who treated the site. Use the **Search** link to assist you in finding the employer.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

- 7 Add the names of the individuals who performed the treatment by clicking the **Manage Applicators** link.
 - A **Manage Applicators Search Form** is displayed which will allow you to search for applicators by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the applicator(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the applicator(s) into the appropriate fields and click the **Create** link.
 - The applicators' name(s) will appear in the Selected Applicators (top) portion of the form.
 - Click the **Close** button to return to the **Biological Treatment** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 8 You must enter either the **UTM** or the **Geographic** coordinates:
 - **UTM:** You will notice that the **Zone, Easting & Northing UTM** fields are populated with the site information. A check box labeled **Same as Site** is checked.
 - If this site information is correct, do nothing and move on to the next step.
 - If this site information is incorrect you can edit the **Zone, Easting, and Northing** fields. As soon as you make an edit to one of these fields, the **Same as Site** box becomes un-checked.
 - If you change the Zone, Easting, and Northing fields back to be the same as the Site details, the box will automatically re-check itself.
 - **Geographic:** These fields are blank. Enter the Latitude and Longitude if you are **not** using UTMs. These values must be entered in decimal degrees (for example, 53° 10' 32" must be entered as 53.175556°).
 - Enter these coordinates carefully. If you have a non-administrator role, then the coordinates are only editable for a short time after saving the form.
- 9 Select the **Target Plant Species** the biological agent is targeting.
 - The plant species must be identified as existing on the site and identified in the latest chronological survey as found.
- 10 Select the **Biological Agent** being applied from the drop-down list.
 - Note: Classified Biological Agent Names will only display for those users with the Biological Manager Role.
 - You must select a valid biological agent for the target plant species otherwise you will receive a warning as noted below.
- 11 Enter the **Collection Date** for the biological agent.
- 12 Enter the **Biological Agent Source**. This is the location the biological agent was collected from.
- 13 Enter the number of biological agents released in the **Release Quantity** field.
- 14 Select the **Bio. Agent Stage** by checking the appropriate box.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

15

Enter any **Comments** relevant to the treatment.

- Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.

16

Click the:

- **Save** button to save the information entered.
- **Save & Close** button to save the information entered and close the form. You will return to the previous form.
- **Close** button to leave the form. Your data will not be saved.



Warning:

If you select an inappropriate combination of invasive plant and biological agent, the “Inappropriate Use of Biological Agent” warning form displays.

- If you click the “Continue” button, you must enter exception comments on the “Inappropriate Use of Biological Agent Exception” form. An email is then sent to the IAP Application Administrator for review and action (as required).
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- If you click the “Cancel” button, you will return to the Add/Edit form and you can modify the information as required.



Remember:

- A Biological Treatment form may be completed for each invasive plant species on a site that has been treated with a biological agent. Therefore, the form may have multiple sections of Biological Treatment records.
- You can always return to the Biological Treatment form to examine it. Simply navigate to **Biological Treatment** in the top navigation bar and click the **Edit** link next to the section you wish to edit.

Module 2.7 – Entering Biological Treatment & Monitoring Data



Adding Photos:

Once you have successfully saved your Biological Treatment Details, you can attach a photo to the record. The photo must not be in excess of 200 KB.

Please follow these guidelines when scanning photo's and slides:

- Scan and save photos at 300 dpi, 5X7 format and as file type of .jpg.
- Scan and save slides at 1200 dpi and as file type of .jpg.
- Note: The system will accept file formats of .bmp, .jpg, .jpeg, .tif, and .tiff but the above format is preferred.

To add a photo:

- Click the **Add** link in the Images section (the bottom of the form);
- The **Add Image** form is displayed. In this form:
 - Use the **Browse** button to locate the photo on your hard drive or network. This button opens up a **Choose File** pop-up window. Locate your file using this window and click the **Open** button. You will be returned to the **Add Image** form.
 - Select the **Perspective** from the drop-list. This is the compass direction the photo was taken.
 - Enter the **Date** the photo was taken.
 - Enter the **Reference #** of the photo. You may wish to put your Agency Code in this field for ease of future reference.
 - Enter any additional **Comments** relevant to the photo. Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
 - Click the **Save** button. The photo will display in the right side of the form. Alternatively, click the **Save & Close** button (the photo is saved and you are returned to the previous form), or click the **Close** button to return to the **Biological Treatment** form without saving the photo.
- Additional photos can be added by repeating these instructions.



Do **not** add photos containing people. This will avoid complications with the *Freedom of Information and Privacy Act*.



If you are having trouble understanding how adding an image works, it may be helpful to think of it as the same process as adding an attachment to an email. You are simply taking a file (which happens to be a picture) from your computer (or local network) and adding it to the IAP Program - Data Entry. A copy of the file is then stored in the database. If you delete the file from your computer (or local network) it is still in the database!

Adding Monitoring Records:

Once you have saved your Biological Treatment information, you can add monitoring records. See the topic "**Using the Biological Monitoring Form**" in this module for additional information.

Module 2.7 – Entering Biological Treatment & Monitoring Data

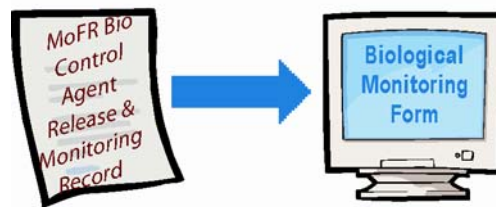
Sample Form

The following is a sample of how the “Biological Treatment Form” looks in the IAP Program - Data Entry:

Site		
Mapsheets: 092H073	Site ID: 200041	Paper File ID:
Edit Biological Treatment		
General		
Paper File ID:	<input type="text" value="003C003-03"/>	Treatment ID: 200041
Treatment Date:	<input type="text" value="2005-09-02"/>	Time: <input type="text" value="10:00:00"/>
Agency:	<input type="text" value="Ministry of Forests"/>	Classified Area: <input type="text"/>
Application		
Employer:	<input type="text" value="UBC"/>	Search
Applicators		
A MCDONALD		Manage Applicators
UTM	Geographic	
Zone: <input type="text" value="10"/>	Easting: <input type="text" value="613790"/>	Northing: <input type="text" value="5507665"/> <input checked="" type="checkbox"/> Same as site? Or Latitude: <input type="text"/> Longitude: <input type="text"/>
Biological Agent		
Target Plant Species:	<input type="text" value="Bull thistle (CIRS VUL)"/>	Biological Agent: <input type="text" value="LARI PLA"/>
Collection Date:	<input type="text" value="2005-09-02"/>	Biological Agent Source: <input type="text" value="Surrey"/>
Release Quantity:	<input type="text" value="1000"/>	
Bio. Agent Stage:	<input checked="" type="checkbox"/> Adult <input type="checkbox"/> Egg <input type="checkbox"/> Pupa <input type="checkbox"/> Larva <input type="checkbox"/> Other <input type="checkbox"/> All	
Comments		
<input type="text" value="Gorman Road. 3.0 km N of Boulder Mountain Road."/>		
		<input type="button" value="Save"/> <input type="button" value="Close"/>

Using the Biological Monitoring Form

The “Biological Monitoring Form” allows you to add information about the biological monitoring activities associated with each biological treatment performed on an invasive plant on a specific site. This information is usually collected on the “MoFR Biological Control Agent Release & Monitoring Record” paper form.



Use The Biological Monitoring form is used to record monitoring information about a past biological treatment that has occurred on a specific invasive plant on a site.

Results This form captures the following information for future reference:

- Inspection date & Agency;
- Surveyor information;
- Geographic coordinates for the site; and,
- Count, spread and biological agent presence.

Access the Form Once a site has been entered and selected, select **Biological Treatments** from the top navigation menu. A biological treatment must have been already entered for the site.

- Navigate to the biological treatment record that you wish to add monitoring information for.
- Click the **Add** link in the **Monitoring Records** section of this record.
- The **Add Biological Monitoring Treatment** form will display.
- If there are already records in the **Monitoring Records** section, use the **Show/Hide Details** button to examine these. If you have authority, you may modify existing records by using the **Edit** link.

How To Follow these steps to use this form:

- 1 Enter the **Inspection Date**. Use the calendar icon to assist you.
- 2 Select the **Agency** that is responsible for the monitoring carried out on the site.
- 3 Enter the **Paper File ID (recall that this is Agency specific)** if the monitoring information was recorded on a paper file.
- 4 Select the **Agent Destroyed** check-box if the agent no longer exists on the site (note that this is rarely used).



Note

Select Agent Destroyed **if, and only if**, you are certain the agent has been destroyed. For example, if the container carrying the agents is found at the site with the lid still on and the agents are dead inside.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

- 5 Add the names of the individuals who performed the survey by clicking the **Manage Surveyors** link.
 - A **Manage Surveyors Search Form** is displayed which will allow you to search for surveyors by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the surveyor(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the surveyor(s) into the appropriate fields and click the **Create** link.
 - The surveyors' name(s) will appear in the Selected Surveyors (top) portion of the form.
 - Click the **Close** button to return to the **Biological Monitoring** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 6 Enter either the **UTM** or enter the **Geographic** coordinates:
 - **UTM:** You will notice that the **Zone, Easting & Northing UTM** fields are populated with the site information. A check box labeled **Same as Site** is checked.
 - If this site information is correct, do nothing and move on to the next step.
 - If this site information is incorrect you can edit the **Zone, Easting, and Northing** fields. As soon as you make an edit to one of these fields, the **Same as Site** box becomes un-checked.
 - If you change the Zone, Easting, and Northing fields back to be the same as the Site details, the box will automatically re-check itself.
 - **Geographic:** These fields are blank. Enter the Latitude and Longitude if you are **not** using UTM's. These values must be entered in decimal degrees (for example, 53° 10' 32" must be entered as 53.175556°).
 - Enter these coordinates carefully. If you have a non-administrator role, then the coordinates are only editable for a short time after saving the form.
- 7 Enter the time you spent counting the plants and/or biological agents, as measured in minutes, in the **Duration of Count** field.
- 8 Enter the number of plants counted in the **Plant Count** field.
- 9 Enter the number of biological agents counted in the **Biological Agent Count** field.
- 10 Enter any spread information in the **Bearing** and **Distance** fields.
 - Bearing – the compass bearing, in degrees, the surveyor traveled to look for the biological agents. (e.g. 180)
 - Distance – the distance, in meters, from the release point/stake that the surveyor traveled to look for biological agents. (e.g. 5)
- 11 In the Biological Agent Presence section, check all the boxes that are applicable.
 - Note: The Legacy Presence box is the only box that you will not be able to check. This box will be automatically checked if the data in the system came from a legacy record (a record imported into the database from an old database) that only recorded Agent Presence.
- 12 Enter any **Comments** relevant to the treatment.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

13

Click the:

- **Save** button to save the information entered.
- **Save & Close** button to save the information entered and close the form. You will return to the previous form.
- **Close** button to leave the form. Your data will not be saved.



Surveys can also be entered via the Biological Treatments tab.

- Once a Biological Monitoring record is added, an **Add Survey** Button displays.
- Click this button to add an additional survey for the specified Site & IAP.
- The IAP information will now also display on the Invasive Plants tab.



Remember:

- Multiple Monitoring Records can be added to a Biological Treatment record.
- You can always return to the Monitoring Record to edit it. Simply navigate to the Monitoring Records section of a Biological Treatment record and click the **Edit** link next to the record you wish to edit.



Adding Photos:

Photos associated with Biological Monitoring can be added to the Biological Treatment Form already discussed.

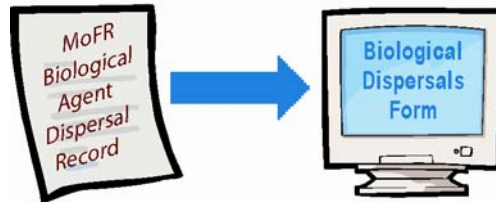
Sample Form

The following is a sample of how the “Biological Monitoring Form” looks in the IAP Program - Data Entry:

Edit Biological Monitoring					
General					
Paper File ID:	<input type="text" value="003C003-03"/>	Biological Monitoring ID: 200021			
Inspection Date:	<input type="text" value="2005-09-02"/>	<input type="checkbox"/> Agent Destroyed			
Agency:	<input type="text" value="Ministry of Forests"/>				
Surveyors					
A MCDONALD					Manage Surveyors
UTM Geographic					
Zone:	<input type="text" value="10"/>	Easting: <input type="text" value="613790"/>	Northing: <input type="text" value="5507665"/>	<input checked="" type="checkbox"/> Same as site? Or	Latitude: <input type="text"/> Longitude: <input type="text"/>
Count			Spread		
Duration Of Count (min):	<input type="text" value="120"/>	Bearing (deg):	<input type="text"/>	Distance (m):	<input type="text"/>
Plant Count:	<input type="text" value="0"/>	Bearing (deg):	<input type="text"/>	Distance (m):	<input type="text"/>
Biological Agent Count:	<input type="text" value="38"/>	Bearing (deg):	<input type="text"/>	Distance (m):	<input type="text"/>
		Bearing (deg):	<input type="text"/>	Distance (m):	<input type="text"/>
Biological Agent Presence					
<input type="checkbox"/> Foliar Feeding Damage	<input type="checkbox"/> Seed Feeding Damage	<input type="checkbox"/> Larva(e) Present	<input type="checkbox"/> Oviposition Marks	<input type="checkbox"/> Legacy Presence	
<input type="checkbox"/> Root Feeding Damage	<input checked="" type="checkbox"/> Adults Present	<input type="checkbox"/> Pupa(e) Present	<input type="checkbox"/> Exit Holes/Tunnels		
Comments					
<input type="text" value="Fewer found this year at the site than in the past. Collected the 38 for release onto the Barnhartvale Site. Good APCY/APNI numbers today. Site is slowly disappearing. APCZ appeared to prefer the upper position of the site near the fence."/>					
<input type="button" value="Save"/> <input type="button" value="Add Survey"/> <input type="button" value="Close"/>					

Using the Biological Dispersals Form

The “Biological Dispersals Form” allows you to add information about the biological control agent dispersals on a specific site. This information is usually collected on the “MoFR Biological Agent Dispersal Record” paper form.



Use The Biological Dispersal form is used to record the dispersal of biological agents at a given site where a biological treatment has **not** occurred.

Results This form captures the following information for future reference:

- Inspection date & Agency;
- Geographic coordinates for the site; and,
- Count and biological agent presence.

Access the Form

Once a site has been entered and selected, check to see if a biological treatment of the agent recorded on the paper dispersal form has been made on the site. If so, enter the data as monitoring data for that agent. If not, select **Biological Dispersals** from the top navigation menu. If a biological dispersal record has already been entered for the site, it will display. Click the **Add** link to add an additional biological dispersal. A blank **Add Biological Dispersal Form** will display.

How To

Follow these steps to use this form:

- 1** Enter the **Inspection Date**. Use the calendar icon to assist you. Note that the Inspection Date automatically defaults to the same date the site information was entered. The check-box labeled **Date Same as Site** is automatically checked.
 - If this date information is correct, do nothing and move on to the next step.
 - If this date information is incorrect you can edit it. The **Date Same as Site** box becomes un-checked.
 - If you change the date back to be the same as the site date, the box will automatically re-check itself.
- 2** Enter the **Paper File ID (recall that this is Agency specific)** if the dispersal information was recorded on a paper file.
- 3** Select the **Agency** that is responsible for recording the dispersal on the site.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

- 4 Add the names of the individuals who performed the survey by clicking the **Manage Surveyors** link.
 - A **Manage Surveyors Search Form** is displayed which will allow you to search for surveyors by name. To use this form:
 - Enter data into at least one of the name fields and click the **Search** button. Note: If you don't know how to spell the name, just enter a close approximation – the search will find results that appear similar.
 - In the search results, locate the name of the surveyor(s) you wish to add and click the corresponding **Add** link.
 - If the name does not exist, enter the first and last name of the surveyor(s) into the appropriate fields and click the **Create** link.
 - The surveyors' name(s) will appear in the Selected Surveyors (top) portion of the form.
 - Click the **Close** button to return to the **Biological Dispersal** form.

Important Note:

Upon a visit to another form in the application with a “surveyor” or “applicator” field, you will notice that the surveyor/applicator fields will automatically default to the last set of surveyors/applicators used by the current user in the current session.

- 5 Enter either the **UTM** or enter the **Geographic** coordinates:
 - **UTM:** You will notice that the **Zone, Easting & Northing UTM** fields are populated with the site information. A check box labeled **Same as Site** is checked.
 - If this site information is correct, do nothing and move on to the next step.
 - If this site information is incorrect you can edit the **Zone, Easting, and Northing** fields. As soon as you make an edit to one of these fields, the **Same as Site** box becomes un-checked.
 - If you change the Zone, Easting, and Northing fields back to be the same as the Site details, the box will automatically re-check itself.
 - **Geographic:** These fields are blank. Enter the Latitude and Longitude if you are **not** using UTM's. These values must be entered in decimal degrees (for example, 53° 10' 32" must be entered as 53.175556°).
 - Enter these coordinates carefully. If you have a non-administrator role, then the coordinates are only editable for a short time after saving the form.
- 6 Enter the time you spent counting the plants and/or biological agents, as measured in minutes, in the **Duration of Count** field.
- 7 Select the **Plant Species** you are counting from the drop-down list.
 - The plant species must be identified as existing on the site and identified in the latest chronological survey as found.
- 8 Enter the number of plants counted in the **Plant Count** field.
- 9 Select the **Biological Agent** you are counting from the drop-down list.
 - You must select a valid biological agent for the target plant species; otherwise you will receive a warning as noted below.
- 10 Enter the number of biological agents counted in the **Bio Agent Count** field.
- 11 In the **Biological Agent Presence** section, check all the boxes that are applicable.
- 12 Enter any **Comments** relevant to the dispersal information.
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.

Module 2.7 – Entering Biological Treatment & Monitoring Data

How To (cont.)

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Click the:

- **Save** button to save the information entered.
- **Save & Close** button to save the information entered and close the form. You will return to the previous form.
- **Close** button to leave the form. Your data will not be saved.



Warning:

If you select an inappropriate combination of invasive plant and biological agent, the “Inappropriate Use of Biological Agent” warning form displays.

- If you click the “Continue” button, you must enter exception comments on the “Inappropriate Use of Biological Agent Exception” form. An email is then sent to the IAP Application Administrator for review and action (as required).
 - Do **not** enter personal names and/or phone numbers in the **Comments** field. This will avoid complications with the *Freedom of Information and Privacy Act*.
- If you click the “Cancel” button, you will return to the Add/Edit form and you can modify the information as required.







Photos associated with Biological Dispersals can be added to the **Site** Form already discussed.

Module 2.7 – Entering Biological Treatment & Monitoring Data

Sample Form

The following is a sample of how the “Biological Dispersal Form” looks in the IAP Program - Data Entry:

Edit Biological Dispersal			
General			
Paper File ID: <input type="text" value="003C003-03"/>	Biological Dispersal ID: 200010		
Inspection Date: <input type="text" value="2005-09-02"/> 	<input checked="" type="checkbox"/> Date Same as site?		
Agency: <input type="text" value="Ministry of Forests"/> 			
Surveyors			
A MCDONALD	Manage Surveyors		
UTM Geographic			
Zone: <input type="text" value="10"/> 	Easting: <input type="text" value="613790"/> Northing: <input type="text" value="5507665"/> <input checked="" type="checkbox"/> Same as site? Or Latitude: <input type="text"/> Longitude: <input type="text"/>		
Count			
Duration Of Count(min): <input type="text" value="60"/>			
Plant Species: Bull thistle (CIRS VUL)	Plant Count: <input type="text" value="20"/>		
Biological Agent: <input type="text" value="UROP STY"/> 	Bio Agent Count: <input type="text" value="10"/>		
Bio Agent Presence			
<input type="checkbox"/> Foliar Feeding Damage	<input type="checkbox"/> Seed Feeding Damage	<input checked="" type="checkbox"/> Larva(e) Present	<input type="checkbox"/> Oviposition Marks
<input type="checkbox"/> Root Feeding Damage	<input type="checkbox"/> Adults Present	<input type="checkbox"/> Pupa(e) Present	<input type="checkbox"/> Exit Holes/Tunnels
Comments			
<input type="text" value=" > 4km from original release."/>			
<input type="button" value="Save"/> <input type="button" value="Close"/>			

IAP Reference Guide - Part II

Module 2.8: Generating Extracts

In this module, you will learn how to:

- Generate extracts.



The following database forms are discussed in this module:

- Extract Parameter Form.

Understanding Extract Functionality



The database can produce the following extracts:

- **Planning** – includes data related to planned activities. The date ranges entered for this extract refer to planned activity year and month.
- **Batch Plan Summary** – includes data for each plan in the batch.
- **Biological** –
 - Biological Treatments – includes data related to biological treatments on sites.
 - Biological Monitoring – includes data on biological monitoring activities.
 - Biological Dispersals – includes data related to the dispersal of biological agents.
- **Chemical** –
 - Chemical Treatments – includes data related to the treatment of sites using herbicides.
 - Chemical Monitoring – includes data on chemical monitoring activities.
- **Mechanical** –
 - Mechanical Treatments – includes data related to the mechanical treatment of sites.
 - Mechanical Monitoring – includes data on mechanical monitoring activities.
- **Invasive Plant** – includes data for sites which have plants but no treatments.
- **Site Selection** – includes site details for specified area / invasive plant.

Generating an Extract

Generating an extract is very similar to performing a query/search. Follow these steps:

- 1 Select the type of extract you wish to generate from the **Extracts** menu.
- 2 Enter the extract parameters.
- 3 Click the **Generate Extract** button.
- 4 A pop-up **File Download** window displays. Click the **Save** button to save the file to your computer.
 - You will need to determine the exact location on your computer that you wish to save the file.
 - It is highly recommended that you save the file to your computer rather than trying to open it from within the application.
- 5 Once the file has been downloaded, you will be prompted with a **Download Complete** pop-up window. You now have two options:
 - Click the **Open Folder** button if you wish to navigate to the file on your computer and open the file now; or,
 - Click the **Close** button to close the **File Download** window. This is useful if you do not want to open the file now.
- 6 Once you have navigated to the file on your computer, open it using Microsoft Excel.
 - The Excel File is compatible with versions of Microsoft Excel 97 and above.



Extract Tips

- Many parameter fields will allow you to select multiple items within the field. This is done by holding down the “Ctrl” key on your keyboard and clicking on multiple items in the list.
- When entering dates, often you may enter either the “From Date” or “To Date” or both.
- If a field contains the words “And Not” prior to it, then anything you select in this field will NOT be included in your results.
- The terms jurisdiction and agency refer to the following:
 - Jurisdiction – identifies who is responsible for the site.
 - Agency – identifies who is responsible for the treatment or monitoring on the site.
- On the **Invasive Plant Site Extract**, if you select “Plants with no treatments” as the Extract Type then your extract will provide all sites in the area defined by the selected parameters that have no recorded treatments.
- On the **Site Selection Extract**, the **Mapsheets** field will accept partial data entries and wildcards.

Including Historical Data

- If you wish extracts to display data that was in a legacy database (prior to the introduction of the IAP Program - Data Entry) it is recommended that you use broad extract parameters by entering fewer parameters.
 - For example, data that was imported into the IAP Program - Data Entry from an older database may not have had a date associated with it. In this case, the IAP Program - Data Entry assigns it a date of 1900-01-01. Therefore, it is recommended that you leave the date fields blank when trying to examine this data.



Important Note – EXCEL Extract Format

- If you attempt to open the extract file from within the IAP Program – Data Entry Application, programming complications may occur that will cause the file to display incorrectly.

Sample Extract Parameter Form

Planning Extracts	
Site Location	
Mapsheet	Jurisdiction
Inside Agency Administrative Area	
Agency	Area Type
Administrative Area	
Inside/Outside Containment Line	
Inside/Outside	Containment Line For
Plan Information	
Planning Agency	Site Priority
Invasive Plant Species	
Planned Activity Year / Month	
From Year	To Year
From Month	To Month
Planned Activity	
Add Activity	Agent/Herbicide
Added Activities	
Generate Extract	

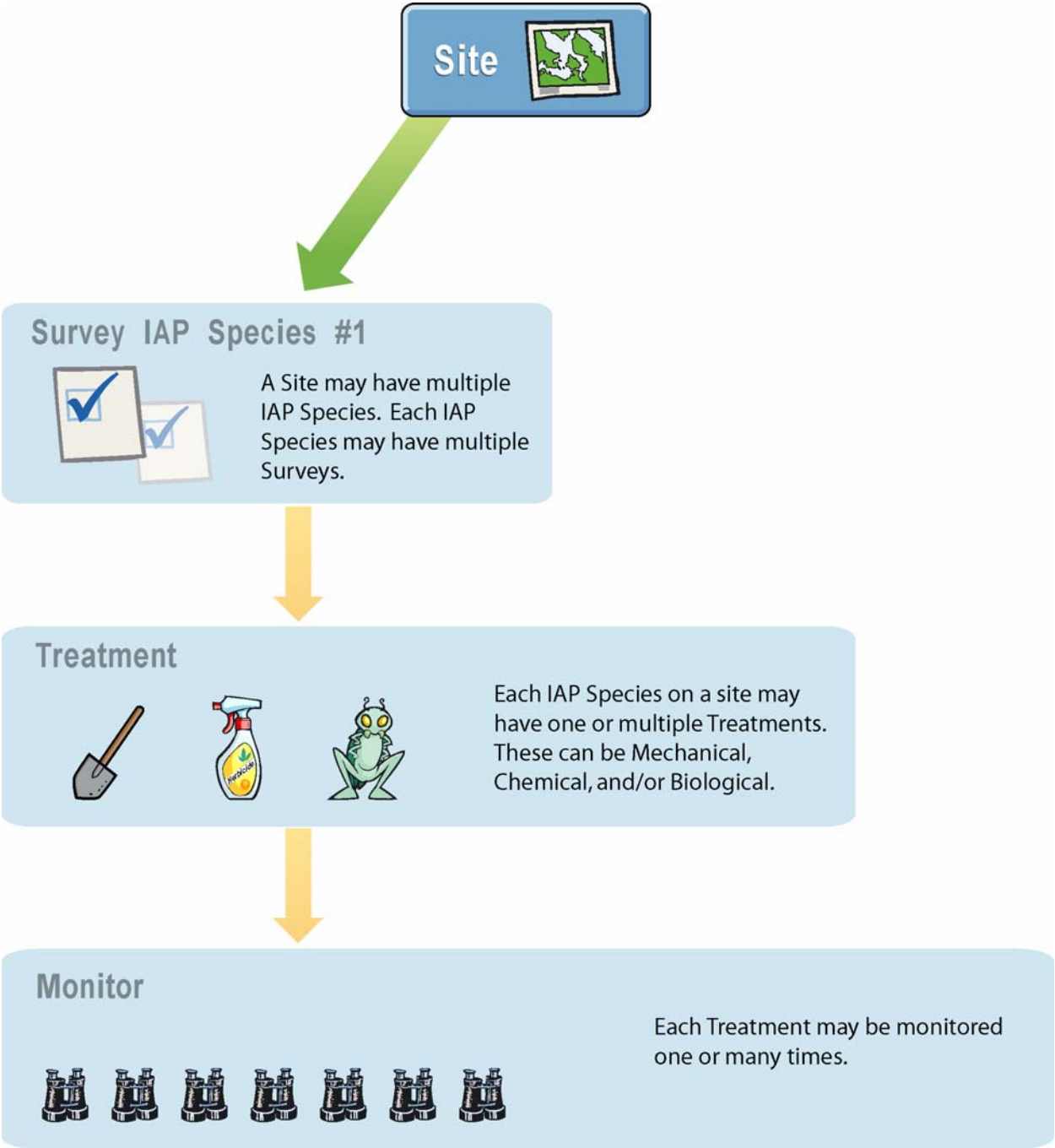
Understanding the Site Selection Extract

The **Site Selection Extract** can only be generated for a single IAP species at a time. This is due to the large volume of data that this extract generates.

Recall that a single site may have multiple IAPs. Each IAP may be surveyed multiple times and may have multiple treatments applied over time. These may be mechanical, chemical and/or biological. In addition, each IAP treatment may be monitored one or many times. This results in a significant amount of data for a single IAP.

Therefore, this extract is limited to one IAP. If the extract allowed for multiple IAPs, the extract would take a significant amount of time to generate, thus, slowing your computer to an unreasonable level.

The image which follows may assist you in understanding the volume of data a single IAP generates.



IAP Reference Guide - Part II

Module 2.9: Wrap Up Part II

In this module, you will learn:

- Next Steps

Summary

You have now completed Part II of the Invasive Alien Plants Reference Guide. You should be able to understand how to use the IAP Program - Data Entry to enter, edit, delete and query data for treating, monitoring, and extracting on invasive plant activities including manual, chemical, and biological treatments.

You should also understand how to use the following forms in the database:

- Homepage
- Search Forms
- IAP Inventory Form
- Site Entry, Priority & Planning Form
- Mechanical Treatment & Monitoring Form
- Chemical Treatment & Monitoring Form
- Biological Treatment Form
- Biological Monitoring Form
- Biological Dispersal Form
- Extract Parameter Forms



Next Steps



Part I

Part I of this guide explores the business of the Invasive Plants program and will help you learn how to collect the data that you enter into the IAP Program - Data Entry Application.



Part III

When you are ready to learn about the IAP Program - Map Display component of the IAP Program, refer to Part III of this guide.



Part IV

Remember, Part IV of this guide is your appendix. This includes useful codes & tables, and other useful reference material. Don't forget to spend some time exploring these useful resources.