

**Stewardship Contracting Information Database
Version 2
Creating a New Project**

Now remember that new projects can only be created by the state leads. I'm going to show you how, at least the initial part of projects are created so that you'll know, and you can go on from there. When the state lead creates a project, they'll select the Create Project button, at which time a blank screen for the general project information comes up. As you can see, first of all the status. We have statuses for projects, and so a project can be a new project, approved project, a completed project, a canceled project or a carryover project. This has to do with the state director approval of a project and when it's approved. Many times a project will not be entered until it is actually approved at which time the state lead would check the approved button. Another thing you'll notice on this screen is that the project name, the fiscal year, the state office, these fields are titled in red. Those are required fields that at the new project level have to be completed. They are required for you to be able to save it as that, and for the state lead to create a project those are the fields that would need to be completed.

If you see when we go into approved project all of a sudden the required fields change. So the progression for this is designed so that now the project name, which was required before, is no longer required with the state director approval date is required and there are some others fields in here that are highlighted in red. We'll move down to the bottom just to show some of the other fields.

So as a demonstration of how we create a new project, I'm going to only fill in the fields for a new project and then we'll go on from there. So this one we're doing now is going to be called NTC Test. It's got a fiscal year of 2008 so it was approved last year. The state office is Arizona. The district is -- let's see I went too fast for it. This is going to be an Arizona strip. The primary treatment is going to be a noncommercial thinning, and the general location of this is going to be 75 miles south of St. George. And you can see those are the only required fields that need to be filled in for a new project. Since my typing skills are so poor, I'm not going to worry with the rest of it. But we'll continue from here.

Once this project information is entered, then the Save and Close button -- oh, project acres -- it reminds you when you forget to do some things too. That's down here. This was going to be 500 acres. That's another thing that databases do, they kind of remind you about these things.

So you can see that now we have a new project with a new status in Arizona called NTC Test. And that's what we've entered so far. Now that we've created a new project, we'll go into Editing Project Information.