

# NISIMS

## Data Entry

recorded: August, 2009

### Donna Degner

Next we're going to talk about data entry, and I'm going to pass it off to Mark Coca - Mark.

### Mark Coca

Thank you, Donna. Yeah, we're going to talk about data entry and how the Task Assistant allows us to enter in our data that we need for our normal weeds program.

**Data Entry:** On the screen here, under the Task Assistant, there is a data entry area on the Task Assistant. This area is used to add a treatment proposal location, to enter treatment proposal information, to enter certification information, to enter seed lot information, and also to enter weed management area information.

This is how we will enter or add a treatment proposal location. Once you click on the item - the **Add treatment proposal location** in the Task Assistant, this is the screen that will pop up for you. You can either hand digitize a treatment proposal location in the GIS environment, or you can use an existing source feature. And the source features that we have available for you - some of them are - the county boundary, a weed management area, or a Field Office boundary.

There is a dropdown menu, as you see here on the screen, that says 'Select Layer', and it allows you to choose any one of those fields that are shown, whether it's a county boundary, an office boundary, state boundary, and so forth.

Select the feature that you were looking for and then click the Begin button that you can see on the screen here, highlighted in the red box, to allow you to then, in the GIS environment, select the county - in this case, we have chosen County - that you're going

to do your treatment proposal location. Now you click the End button on the screen there, and then Close.

Now, the next thing, it allows you to **enter the treatment proposal** information. So you will click on the newly proposed 'Location' that you did in the GIS. It'll be highlighted. Click proposed treatment location. You may need to move your data layer to the top of the data frame so that you can see it.

The next field is - you can see this data entry screen shown - it's called Treatment Proposal. These are the fields that you can enter in. The first one is a location. This is a free text description of your treatment proposal area. You can choose from either a 'biological control agent release proposal' or a 'pesticide use proposal'. And as you can see here, we have chosen the biological control proposal and allows us to enter in the number.

Also on the screen, it allows you to enter in a 'BPS' or Budget Planning System number. This number is not required, but it is available for you if you do have one. There is also a field to enter in the 'NEPA reference number'. Now this field is required so you must put that in. Once you have all these fields filled in, click the OK button at the bottom of the screen. And this is the next screen that will pop up. As I showed before, we have already chosen the **Biological Control Agent Release Proposal [BCARP]** so this is the screen that pops up.

The first screen is the **Info** [Tab] screen and allows you to enter in the BCARP number we had pulled over from the previous screen, also the NEPA number and the BPS number if you selected one. The location, as you entered in before--and now the date. This is the date that you are generating the proposal. There's also an estimated acres. Now this is the estimated acres for the life of the proposal. And then the **cooperator** - any cooperators that you may have that will be working with you on this particular project. One thing I will caution you is to make sure that you enter in all the information that are on the tabs across the top of the screen before you hit OK.

This is the next one. This is the **Page 1** [Tab] screen, and this one you can enter in the release time frame of your biological control, whether it's immediate or whatever - the number of releases that you plan on releasing this particular agent over the life of the proposal. And then you can see the next one. There are empty fields where you can choose the agent name of the biological agent that you are releasing and the county that you're releasing it in, the state, and the life cycle of the bio agent and the number of specimens and so forth. Also, near the bottom of the screen, you can see where we enter in the target species or the pest species that we are applying these biological agents to.

Now this is the **Page 2** [Tab] data entry screen for the biological control proposal. This is similar to the paper document that we have been using in years past. These are free text fields that you can enter in the data or the information, like I say for instance, where the major desired plant species present at the release site, the sensitive plants and precautions to take care of those, and any steps taken to protect the release site.

This is the **Approval** [Tab] page. The originator: you - the user will enter in his or her information. It'll be passed on to the next review stage and up through the field office signatory and through the BLM state pesticide coordinator and through the state director. Once all the reviewers and approvers have gone through this document and selected their particular information, then the OK button is selected, as you can see on the lower right screen. And your report will be generated.

The process is similar for the **Pesticide Use Proposal**. And, again, make sure that you complete all of the pages or all of the tabs across the top of the screen before you ever click the OK button because that will generate your report or your proposal document.

The Task Assistant also allows us to enter in **Certification Information**. This is certification information that users have for their pesticide application. You may have multiple certifications, whether it's a state or multiple states and also from the BLM. This is the screen that pops up when you select the Enter Official Certification Information on the Task Assistant. The 'CertificationID', as you see kind of shaded in

grey, will automatically be generated so you do not need to worry about that. Enter in your 'Last Name' or whoever's last name that has this particular certification, and their

'First Name', the 'Office' code where they are working, and then the 'Certification category'.

Next are the 'Date' fields as the date that the certification or license was originated and then any 'Expiration Date' that that particular certification may have.

The 'Authority Name', this is the agency or the state or the government that is granting the certification. And then also type in the 'Certification Number' of your document and then whatever 'Type' you may have and then any 'Remarks' that you may have.

The Task Assistant also allows us to enter in **Seed Lot Information**. Now what this is used for, if we are doing a re-vegetation as a weed or noxious weed or any kind of invasive plant treatment, we can enter in the seed that we used or the data about the seed that we used for this particular re-vegetation. When you enter in seed lot information on a Task Assistant, this is the screen that pops up.

The first entry field is the 'Seed Lot Number'. This is a seed lot number that is provided by the seed vendor company. Then 'Origin', this is the location origin, whether it's a province in Canada or one of the states. The 'Packaging Type' is the material that the seed was sent in.

And then when the seed testing is done, we have options here to select the 'Seed Lab' that did the particular testing and the date of their testing. It also allows you to enter in the 'Vendor'. This is the vendor of the seed, who you purchased the seed from, the 'Acquisition Method', whether it was collected and so forth. And, the 'Sample Quantity'. This is the sample quantity that you provided for the seed test. So it'll be a numeric value, and the unit of measure 'UOM' is grams, pounds, ounces - whatever it may be.

When you receive your seed test report, it's when you will fill in this information. On the lower part of the screen, it has the ability for you to enter in the 'Species' of plants that were found in the seed test, the 'Content Rate', and if it was a 'Desired Species' within your seed lot or not. Make sure that you take this from your seed test information sheet.

The Task Assistant also allows us to enter in any **Weed Management Area** information that we may have. Now in the GIS environment, you may need to move the Weed Management Area feature class to the top of the data frame so that you can see it, but this is the screen that pops up on the Task Assistant again when you select the Enter Weed Management Area Information on Task Assistant.

There is the Weed Management Area 'WMA Name'. The 'Active Date' - this is the date that it came into existence and, if it for some reason because 'Inactive', Task Assistant will also allow you to select that. And then, at the bottom of the screen, it allows you to enter in any 'Cooperators' that are a party to this particular weed management area.

Okay, now we're going to talk to you about how to download your data from the national repository, and I think Donna Degner is going to help us out with that one.

### DONNA DEGNER

**Downloading NISIMS Data:** Thank you, Mark. Now that the user has created their proposals and stuff, they're ready to take their data and download it from the national repository and work it down until they have a dataset to go out in the field with.

So the first thing that they want to do is, they want to select the field office. When they go in to select the field office, it comes up with this form that asks for the 'Office Layer'. Usually this office layer will be filled in, if the data's added. And then you select the actual 'Office Name' that you would like to zoom to. In my case, I usually go to the field office, and then sometimes I want to get a smaller area because I don't want the entire field office. I simply want the area that I want to actually be working in so I'll zoom in a little bit further with the ArcMap capability.

Once I have the area that I want to download, I would select the layers to download. This box pops up, and the thing that comes up - these are additional layers, not just the weeds layers. These are any additional layers that I would like to download and take out in the field with me. If I don't want any, I simply press the OK.

You'll notice here that there's a 'Download lookup tables' button here or a box for a check. If I have not downloaded data for a while or I've changed any of my data in the lookup tables or it's the first time I've downloaded data at all, I definitely want these tables to be downloaded. These are the tables that are lookup tables for when I'm out in the field, and they're my dropdown. If I have loaded data recently, like yesterday or whatever, and I know that I have not made any updates in my lookup or any of those kinds of data tables, I can ignore this, and it would make the process a little bit faster. Once I've got everything set the way I want, I simply say OK.

The next think that I am going to do is, I am going to select the local database for download to. I can 'Select an Existing Database', and, as you can see, it says that existing weed features will not be overwritten. I generally recommend creating a new database.

So what I want to do is, I want to select the database or create a database somewhere on my local system, and then it will fill this box in. After I've created that local database, then I would execute that data download. Once I have executed that data download, it will run for 15 to 20 minutes. This time will vary, based on how big of an area and how many polygons and how much data is within that area.

**Sending Data to ArcPad:** Once I have my local dataset, now I want to send all that local access database, I want to take it and create shaped files that I can take out into the field on my ArcPad application with me.

So the first thing again I'm going to do is select the layers to be included [Select Layers to be included in ArcPad Layout]. You'll notice again it's the same box. It has the download lookup tables, and this allows me again to select any additional layers other than the weed layers. Again, I will click OK.

The next thing it wants me to do is, I have to Select the directory [Select local directory of ArcPad project files] to put that data into, so I would click the Browse button and create myself a directory to put the data into. Again, this data is in a folder, and, once the execution has occurred, it will create two additional folders under that folder. One will be called **Applets**, which is the code that goes onto the ArcPad application. It includes your lookup tables and those kinds of things. And the other one is your actual **Data**, which is the shaped file.

**Copy Files to PDA:** So once the user has those, they would want to take these files and copy them to the mobile device or PDA. So what they need to do is, they go to where they stored that data, and they grab the Applets folder, and they take that folder, and they copy it to the C-drive, usually, and it's ArcPad 7.1 in Applets. They take all of the data within the Applets folder that you had created, and you copy it to this Applets folder on the mobile device.

Again, then you also take the Data folder and you have to copy that Data folder anywhere onto that mobile device. It does not have to be in a specific area, just in an area where the user can use it or have access to it.

**Create and Load ArcPad Data:** So again, this is just a quick rundown again. So you would take the content of the local Applets directory, and you would copy it to your mobile device program files ArcPad Applets directory. So you would take all of those files within the Applets directory and copy them to this mobile device Applets directory area.

You would also take the Local2Pad/Data that you created - that extra folder, and you would take the whole folder and move it to the mobile device. And this is one area that you might want to take it as you can see as an example. Copy it to the local device [My Windows\Mobile-Based Device\My Documents](#)

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