

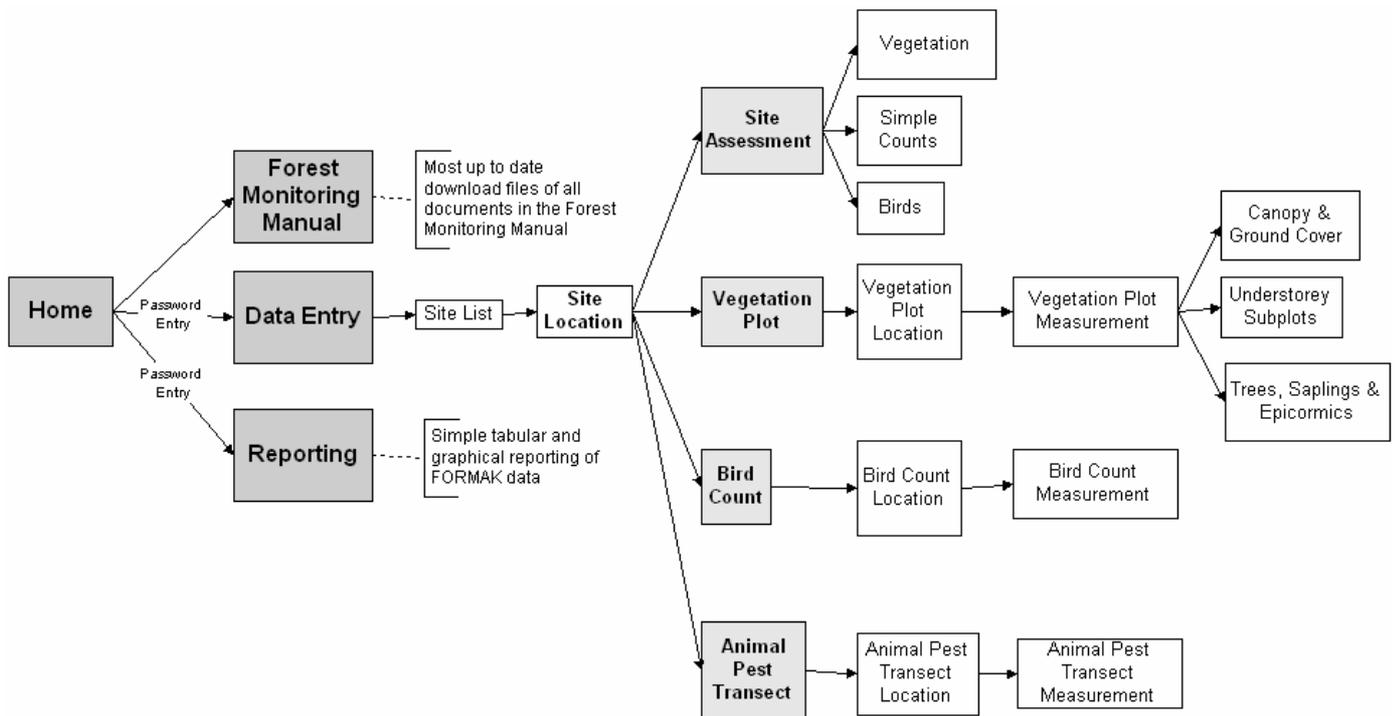
FORMAK Website Guide

Introduction

The FORMAK website provides direct support for FORMAK, by enabling:

- Download of the most up to date FORMAK documents
- Data entry and storage for FORMAK measurements
- Simple reporting of FORMAK measurements

An overview diagram of the FORMAK website is provided below.



HOME PAGE

From the FORMAK Home Page, access is provided to:

- FORMAK Forest Monitoring Manual
- Data Entry
- Reporting

Immediate access is available to the FORMAK Forest Monitoring Manual, but a user name and password are required for access to Data Entry and Reporting.

FORMAK FOREST MONITORING MANUAL

Links to all the documents in the FORMAK Forest Monitoring Manual are provided on this page. These documents are present as PDF files. The size of the download file is listed beside each document.

If you want to download a document more quickly than it will open in your browser, save it directly to your hard drive without opening it. To do this:

1. Right mouse click on the document link
2. Click on "save target as"
3. Select the location on your hard drive where you wish to save the file, then click save.

You can now open the file directly from your hard drive whenever you wish.

DATA ENTRY

Log in: User name and password

A user name and password is required for access to Data Entry

The log in screen that appears prior to entry to the Data Entry or Reporting areas of the site includes information about requesting a username and password. Once you have a username and password you are set up to use all parts of the website.

Site Lists

Once you have logged in, you will enter the "Site List" page. This lists all the sites that you have established. If this is your first data entry, the list will be blank.

Setting up a new site

If you are setting up a new FORMAK site, click on "add a new site"

Adding data to an existing site

To add data to an existing site, click on "edit" next to the site name on the site list.

Site Location

Once you have clicked on "add a new site" you will be presented with the "add/edit site location" page.

Fill in the details from your FORMAK Site Assessment Form. The fields on the screen with red stars beside them are required fields.

Note that you must enter either an NZ Map Grid Reference or a GPS Location, not both.

Available to the Public

At the bottom of the entry screen is a check box for "Available to Public".

All users are encouraged to check this to make reporting from your data available to others, but this is voluntary. If you check this box, others will be able to generate reports from your data. The reports are deliberately set up so that:

- People reporting from your data will not be able to identify where it is from. They will be able to identify which region it is from and its unique site number, but that is all.
- Specific site locations are not available: The site number only is given, no information about the map or GPS coordinates, site name, or catchment are provided.
- Information on who assessed or recorded the measurement is not provided.

Making data publicly available is voluntary, and you are welcome to restrict reporting of it just to yourself. However, users are encouraged to provide access to others as this makes FORMAK more valuable to the whole community.

Save location

When you have filled in the entry screen, click on “save location” to permanently save the site location.

The site assessment page will automatically open when you do this.

Site Assessment

Once you have entered the “Site Assessment” page enter data into the fields displayed. Some notes on particular fields are set out below.

Date

Clicking the button to the right of the date field will open a calendar. Side arrows allow you to navigate backwards and forwards by month. Click on the date of assessment in this calendar and it will automatically be entered into the date field.

If you are entering the date directly, it must be entered in dd-mm-yyyy format. Eg 12-2-2004

Walk Through Site Assessment

For the various site assessment criteria, select the classification from the drop down list. Any notes are entered in the box to the right, by clicking in the box then typing in text.

When you have finished your entry, click on “**Save New Walkthrough**”

You will remain on the “Site Assessment” page, but highlighted links for “Vegetation”, “Simple Counts” and “Birds” will appear on the page. Click on each of these to get to their entry pages.

Site Assessment Vegetation

Enter the main species present and their canopy cover from your Site Assessment Form.

Plant names

Plant names can either be entered directly as six letter species codes, or if you don’t know these (e.g. you only know the common English or Maori name) click on the button beside the entry field. This will open a pop up box of species names. It may take a short while to open this box on dial up connections.

Clicking on “select” beside the species you wish to enter will automatically enter its six letter code.

If you wish to enter more names in other fields from the pop up box, click with your mouse over the next species entry box. Then find the species you wish to enter and click select. Continue doing

this until you have finished the entry with the pop up box. You then need to click the X in the corner of the species pop up box to close it.

Cover %

Enter the cover % from your Site Assessment Form by clicking in the entry box and then typing in the cover.

When you have finished your entry, click "**Save Vegetation**"

This will take you back to the "Site Assessment" page.

Site Assessment Simple Counts

- Enter "Thumb Width" and "Arm Length" first.
- To enter your first simple count, click "add" to the right of the page.
- This will drop down a row of entry fields.
- Fill in the fields from you Site Assessment Form.
- Click "Save" and the count will be saved below.
- Click "add" to enter the next count.
- Continue this process until all the counts are added.

Click "Back to Site Assessment" at top of screen to return to the Site Assessment page.

Site Assessment Birds

- Click "Add" on the right of the page to drop down a data entry line.
- Click on the button to the right of the species entry field. A pop up box of bird species will appear. Find the species you wish to enter, and click "select" to enter it.
- The box will close automatically.
- Select abundance from the drop down list.
- Add any notes by typing in the notes box.
- Click "save" to save the first entry line.
- Click "Add" to add another entry
- Continue this until all the bird species recorded are entered.

Note: The species pop up box is sorted by common name. To re-sort it by other columns, click on the column heading.

Vegetation Plot Location

Once Site Assessment entry has been completed, the “Add/edit Site Location” page will show links for adding vegetation plots, bird counts, and animal pest transects.

To add a vegetation plot at the site, click on “add a new vegetation plot”. This will open the “Add/edit Vegetation Plot Location” page.

Enter location data from you Vegetation Plot Form, and click “Save Vegetation Plot Location”.

This will take you to the “Vegetation Plot Measurement” screen.

Enter this header data from you Vegetation Plot Form and click “Save New Measurement”.

Links to “Canopy & Ground Cover”, “Understorey Subplots” and “Tree Diameter, Saplings & Epicormic Shoots” will now appear on the page.

Click on each of these links to enter data.

Canopy & Ground Cover

The Canopy and Ground Cover page provides separate entry for Canopy and Ground Cover measurements and for assessment of Canopy Browse.

Canopy and Ground Cover

- Click the link to “Canopy & Ground Cover”
- To enter canopy and ground cover assessments of the first point, click “add” to the right of the page.
- This will drop down a row of entry fields.
- Fill in the fields from you Vegetation Plot Form.
- Click “Save” and the data for that point will be saved below.
- Click “add” to enter data for the next point.
- Continue this process until all the counts up to the 20m point are added.

The lowest and highest cover is entered every 5m, at 0m, 5m, 10m, 15m and 20m. The low and hi data fields in each row will automatically be filled with the previous entry. These need to be changed at each 5m point.

Plant names

Plant names can either be entered directly as six letter species codes, or if you don't know these (e.g. you only know the common English or Maori name) click on the button beside the entry field.

This will open a pop up box of species names. It may take a short while to open this box on dial up connections.

Clicking on “select” beside the species you wish to enter will automatically enter its six letter code.

If you wish to speed up entry from the pop up box, without it opening and closing, the six letter species codes can be “dragged” from the pop up box into data fields. To do this:

- Find the species in the pop up box you wish enter.
- Hold your left mouse button down and swipe across the six letter code for the species so it is highlighted. Make sure only the six letters are highlighted and not any spaces on either side.
- With your mouse pointer over the highlighted area, hold the left mouse button down and drag and drop the code into the required species entry box.
- Keep repeating this process until you have finished your species name entry, then close the box.

Canopy Browse

- To enter canopy browse assessments click “add” to the right, below the Canopy Browse heading.
- This will drop down a row of entry fields.
- Fill in the browse assessment for the first species from you Vegetation Plot Form.
- Click “Save” and the data for that species will be saved below.
- Click “add” to enter data for the next species.
- Continue this process until all the browse assessment for canopy species has been added.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Click the link “back to vegetation plot measurement” to move on to entering other vegetation plot data.

Understorey Subplots

- Click the link to “Understorey Subplots”
- To enter understorey subplot counts, click “add” to the right of the header line.
- This will drop down a row of entry fields.
- Fill in the count and browse score for the first species in the first subplot from your Vegetation Plot Form.
- Click “Save” and the data for that row of data will saved below.
- Click “add” to enter data for the next row.

- Continue this process until all the species counts in each subplot have been added.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Click the link “back to vegetation plot measurement” to move on to entering other vegetation plot data.

Tree Diameter, Saplings & Epicormic Shoots

Click the link to “Tree Diameter, Saplings & Epicormic Shoots”.

This page contains separate entry for Tree Diameter, Saplings and Epicormic Shoots.

Tree Diameter

- To enter tree diameters, click “add” to the right of the header line.
- This will drop down a row of entry fields.
- Fill in the plot segment, species, tag number (if the stem is tagged), and diameter for the first diameter measurement from your Vegetation Plot Form.
- Click “Save” and the data for that row of data will saved below.
- Click “add” to enter data for the next diameter measured.
- Continue this process until all the diameters recorded have been entered.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Saplings

- To enter sapling counts, click “add” to the right of the header line.
- This will drop down a row of entry fields.
- Fill in the plot segment, species and count for the first species record from your Vegetation Plot Form.
- Click “Save” and the data for that row of data will saved below.
- Click “add” to enter data for the species counted.
- Continue this process until all the counts recorded have been entered.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Epicormic Shoots

- To enter epicormic shoot counts, click “add” to the right of the header line.
- This will drop down a row of entry fields.
- Fill in the plot segment, species and count for the first species record from your Vegetation Plot Form.
- Click “Save” and the data for that row of data will saved below.
- Click “add” to enter data for the species counted.
- Continue this process until all the counts recorded have been entered.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Click the link “back to vegetation plot measurement” to move on to entering other vegetation plot data.

Bird Count Location

- From the “Add/Edit Site Location” page, click “add a new bird count”
- Enter the Count Location information from your Bird Count Form.
- Click on “Save bird count location”
- This will take you the “Bird Count” page.

Bird Count

- Enter the bird count measurement and environmental data from your Bird Count form.
- Click “Save new measurement”
- Entry headings for “Bird Counts” and “Fruiting and Flowering” will appear at the bottom of the page.

Bird Counts

- Click “Add” on the right of the page to drop down a data entry line.
- Click on the button to the right of the species entry field. A pop up box of bird species will appear. Find the species you wish to enter, and click “select” to enter it.
- The box will close automatically.
- Enter the number seen and the number heard, from your bird count form.

- Click “save” to save the first entry line.
- Click “Add” to add another entry
- Continue this until all the bird species recorded are entered.

Note: The species pop up box is sorted by common name. To re-sort it by other columns, click on the column heading.

Fruiting and Flowering

- To enter fruiting and flowering records, click “add” to the right of the header line.
- This will drop down a row of entry fields.
- Fill in the species, select fruit or flower, and the abundance.
- Add any notes by typing in the notes box.
- Click “Save” and the data for that row of data will saved below.
- Click “add” to enter data for the species assessed.
- Continue this process until all the records of fruiting and flowering have been entered.

Plant names can be directly entered or selected / dragged in using a pop up box as for Canopy and Ground Cover entry.

Animal Pest Transect Location

- From the “Add/Edit Site Location” page, click “add a new animal pest transect”
- Enter the transect location information from your Animal Pest Transect Form.
- Click on “Save new pest animal transect location”
- This will take you the “Animal Pest Transect Measurement” page.

Animal Pest Transect Measurement

- Enter the animal pest transect measurement header information.
- Click “Save new measurement”
- A data entry header will appear at the bottom of the page.
- To enter data for the first wax block, click “add” to the right of the page.
- This will drop down a row of entry fields.

- Fill in the fields from you Pest Animal Transect Form.
- Click “Save” and the first row of data will be saved below.
- Click “add” to enter the next wax block.
- Continue this process until data for all wax blocks is added.

REPORTS

The reports page contains access to a number of standard reports in the form of tables and charts that can be generated from you FORMAK data, and from other data that users have made publicly available.

Log in: User name and password

A user name and password is required for access to Reports.

The log in screen that appears prior to entry to the Data Entry or Reporting areas of the site includes information about requesting a username and password. Once you have a username and password you are set up to use all parts of the website.

Generating Reports

The process for generating reports is the same for all options.

- Click on the link to your chosen report.
- The page for the report will present a number of selection boxes with buttons beside them and will ask you to select the measurements you wish to report.
- Clicking on the button beside each selection box will pop up a list of measurements. The “owner” column in this box identifies if they are your sites.
- By selecting in a number of boxes, you can select a number of measurements which will be reported against each other, allowing you to directly compare them.
- You may wish to compare a number of different measurements over time of one vegetation plot, bird count etc. Or you may be interested in comparing measurements with another site you have identified as similar.
- Once you have selected all the measurements you wish to report, click on “generate report”
- The table or chart will be produced.
- The dimensions of charts can be altered using the “graph size” entry area.
- The charts are image files, so they can be copied into documents, emailed to people etc.