

Conservation Efforts Database Help

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GETTING STARTED

In order to use the Conservation Efforts Database (CED), agencies/organizations must first provide information on the agency/organization structure for the CED user registration process and the following security functions:

- Development of the drop down menus for the organizational units.

- Identification of one or more “approving officials” to ensure that users entering information on behalf of the agency/organization are actually from the agency/organization.
- Designation of one or more “approving officials” to review project and plan records and provide quality control for the agency/organization. If the agency/organization chooses to have multiple “gatekeepers” for quality control, then the user would need to pick the one from their organization to review their projects.
- Determining who has permission to modify conservation efforts for the agency/organization:
 - the user that created the project,
 - other employees within the user’s office, or
 - the approving official for that project.

To get started, please visit: <https://conservationefforts.org/sgce/>

REGISTER FOR AN ACCOUNT

In order to enter data into the Conservation Efforts Database, you must first register for an account. To do that, visit <https://conservationefforts.org/sgce/accounts/register/>, enter your information, and click ‘Submit.’ You will receive an email within several minutes that will allow you to activate your account. Once you have activated your account, proceed to the next step to enter your profile information.

ENTER PROFILE INFORMATION

To log in and enter data, visit <https://conservationefforts.org/sgce/>

When you log in for the first time, you will automatically be directed to the Home Page where you will be asked to update your contact information. Fill out all fields marked with an asterisk (*). Approving officials for should have already been designated for your organization, and your unit within your organization.

You must accept the terms of the agreement in order to be able to enter your conservation efforts into the database. Click ‘Email Approving Official’ to request access to enter data from your agency.

CREATE A NEW CONSERVATION EFFORT

You must be logged in to enter data. Visit <https://conservationefforts.org/sgce/dataentrynew/> to enter a new conservation effort (project or plan).

EDIT A CONSERVATION EFFORT

Visit the View my Projects page at <https://conservationefforts.org/sgce/viewprojects/> to select a conservation effort for editing. Click the name to open the project or plan.

DELETE A CONSERVATION EFFORT

Currently, there is no method to delete an effort within the CED. In the near future we will be updating the website to allow users and approving officials to flag a project for deletion. This method will not remove a project from the database leaving it subject to FOIA. To permanently delete a project from the database please contact the CED team fw1sagegrouseced@fws.gov to request the deletion.

ENTERING A CONSERVATION EFFORT

Conservation Effort Name & Completion Status

Indicate the name of the conservation effort (either a plan or a project) using fewer than 50 characters.

Select an Implementation Status. “Planned” conservation efforts have not been implemented in any way. Those efforts that are “In Progress” have been only partially implemented and have not been completed. A conservation effort that would be considered “Completed” no longer requires further actions aside from general monitoring or surveying.

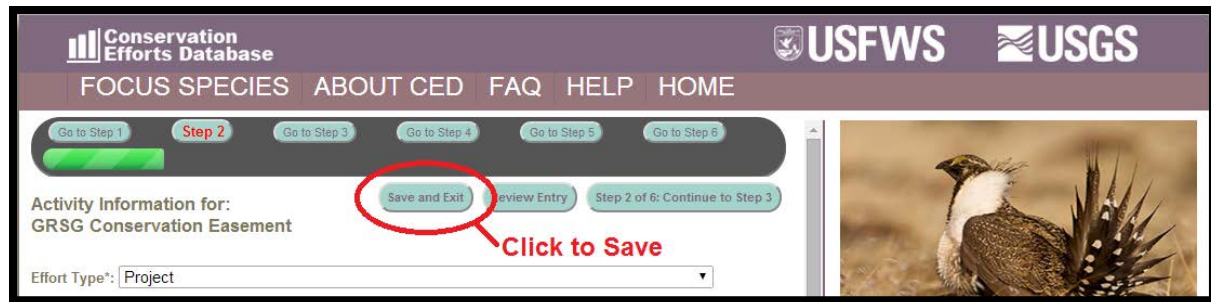
The Implementing party, Office, and Date created fields are automatically filled using information from your user profile. It is not possible to edit these fields. Any changes made will not be saved.

A unique conservation effort Project ID number will be assigned for each plan and project entered in the CED. It is viewable in the leftmost column on the View Projects page at <https://conservationefforts.org/sgce/viewprojects/>.

Click ‘Save and Continue’ to proceed to the next page. Aside from the conservation effort name, these fields may be edited from Step 5 (see below). Once you have clicked ‘Save and Continue’, you will no longer be able to edit the name of your conservation effort.

You may at any time review your data to ensure that all of the required fields have been properly completed by clicking the ‘Review Entry’ button near the top of the screen.

IMPORTANT NOTE: To navigate the Edit Project page, you may click any of the buttons across the top of the page to quickly go from one step to another. Any changes you make to the steps as you navigate back and forth will be automatically saved, but ONLY TEMPORARILY. You must click ‘Save and Exit’ before leaving the site to save the information you have entered (see screenshot below). Closing your browser window or using the ‘Back’ button on your browser without first clicking ‘Save and Exit’ will result in loss of data.



Step 1: Spatial Information

Enter the spatial information for your conservation effort. This information may be entered either manually or via shapefiles. Shapefiles must include the appropriate spatial metadata and be zipped and uploaded using the 'Upload Shapefile' button on the left side of the screen. Please verify that the locations that appear on the map correspond with the locations you intended to upload.

To enter the information manually, zoom to the area of the map where the conservation efforts took place or are planned to take place, select 'Draw Polygon,' 'Draw Line,' or 'Draw Point' at the top of the map, and click to enter a shape. If you are drawing a line or polygon, you can finish your shape by double clicking.

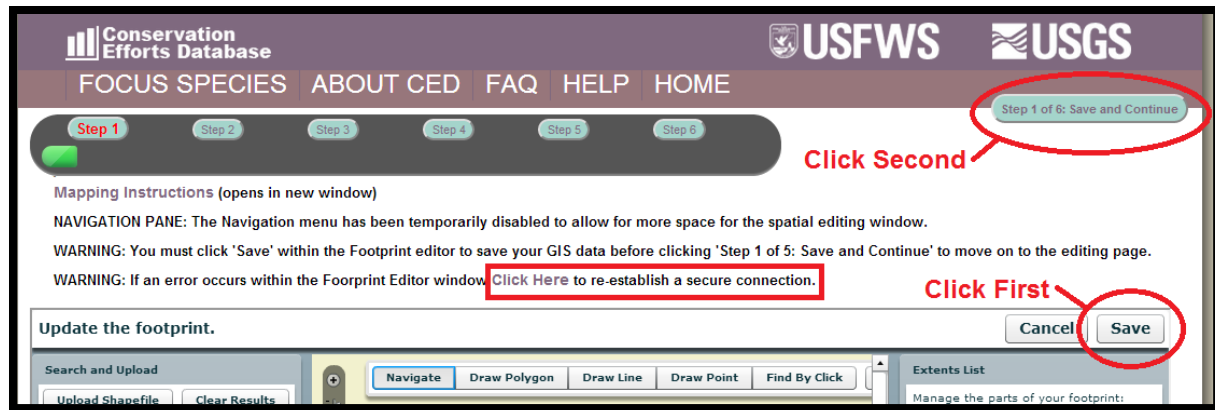
To search for a specific location, enter the name of the place into the search bar in the column on the left side of the screen. (Note that searches for cities should include just the city name and not the state; e.g., Denver instead of Denver, CO.) Double click on an item that appears in the list beneath the search bar to zoom to that specific location.

The Extents List in the column on the right side of the screen will have a list of all the points, lines, and polygons that you have uploaded or entered manually. To delete an item, select the '–' button. To edit the name of an item, select the 'Info' button and enter a short name.

IMPORTANT NOTE: You must click the white 'Save' button just above the map before clicking the turquoise 'Step 1 of 6: Save and Continue' button. If you click the turquoise button before white 'Save' button, all of the spatial information you have entered will be lost (see screenshot below).

If you receive an error message while trying to complete these steps, please click the link provided to re-establish a secure connect (see screenshot below).

Once you click 'Step 1 of 5: Save and Continue,' you will automatically be directed to Step 2.



Step 2: Activity Information

Select an Effort Type, Activity, and Subactivity (in that order). Choosing these fields will cause the metrics and threats fields to auto-populate.

Enter all applicable metrics and select the threats addressed by your project or plan. Refer to the User Guide to determine what information should be included in the Objectives Description and Effects Description narrative boxes.

Click 'Step 2 of 6: Continue to Step 3.' You will automatically be directed to Step 3.

Step 3: Documentation

This is your opportunity to upload supporting documentation. Supporting documents are not required but may be helpful to provide context and/or validation for the conservation effort. Select files you wish to upload by clicking the 'Browse...' button. A window will pop open that will allow you to navigate to your supporting documents. Multiple files can be uploaded by using the 'Ctrl' and 'Shift' commands. Once you have selected your files, click 'Open' to close the window and 'Upload' to upload the chosen files. Please wait for your files to upload and do not click the back or forward buttons. Once your files have uploaded, fill in the File Type and Document Description fields for each one. You are also able to download your files from this page.

Click 'Step 3 of 6: Continue to Step 4.' You will automatically be directed to Step 4.

If you run into an error while trying to upload documents, check to make sure you have entered spatial information through the map in Step 1. You will be unable to upload documents until Step 1 has been completed.

Step 4: Location Information

The WAFWA (Western Association of Fish and Wildlife Agencies) zones, Sage Grouse Populations, States, Counties, and HUC (Hydrologic Unit Code) zone fields will automatically populate based on the spatial information you entered in Step 1. The process applied to automatically select the boxes in each of these fields uses GIS layers from our database. To reduce the processing time, only the parts of these zones that intersect with the historic sage-grouse range are included in our layers. If your spatial

perimeter falls outside of the historic sage-grouse range, it is possible that some spatial data (e.g., a state) might be included while others (e.g., HUC 12) are missed. Please verify that all of the correct locations are checked. If some location information remains unchecked, please ensure that the spatial data you have entered is in the correct location. If the spatial data you have entered is not in error, please email the CED team at fw1sagegrouseced@fws.gov.

The Ownership checklist will not be automatically populated. Select the appropriate land owners that correspond with your conservation area.

Click 'Step 4 of 6: Continue to Step 5.' You will automatically be directed to Step 5.

Step 5: Implementation Information

The first question of Part 1 is automatically completed using information you provided when you initially began entering the project or plan in the database. Please verify that it is correct before continuing. Fill in your response to the second and third questions. If your conservation effort was considered effective, you will need to explain why.

Please read through the questions in Part 2 or 3 and select the appropriate response for your conservation effort.

Click 'Step 5 of 6: Continue to Step 6.' You will automatically be directed to Step 6.

Step 6: Collaborating Parties

Select the Collaborating Parties that participated in your conservation effort. If you do not see one of your collaborating parties listed, check the box next to 'Other.' If there were no collaborating parties, check the box next to 'None.' Once you have completed this step, click 'Step 6 of 6: Continue to Review.'

REVIEW & SUBMIT YOUR CONSERVATION EFFORT

Read through the information you've entered through the review panel and verify that all the information you've provided is correct. If you find that certain information is incorrect, click 'Go to Step # ' and edit the incorrect field. From that Step, you can then click the 'Review Entry' button near the top of the page to return to the review panel.

Once you have verified that all the information entered is complete and correct, click 'Save and Submit for Approval' button to forward your completed project on to your agency/organization's designated Approving Official for review. When you return to the View My Projects page at <https://conservationefforts.org/sgce/viewprojects/>, you will notice that the Entry Type code in the last column will be "2" for your submitted conservation effort. You will be notified via email when your project has been approved.

NEXT STEPS

You will receive an email when your submitted project or plan has been approved. When you return to the View My Projects page at <https://conservationefforts.org/sgce/viewprojects/>, you will notice that the Entry Type code in the last column will be “3” for your approved conservation effort. Once you see that 3, congratulations! You’ve successfully submitted a conservation effort to the Sage Grouse Conservation Efforts Database!

If your project or plan was not approved, you will need to communicate with the approving official in your agency/organization to make the necessary revisions.

BULK UPLOAD

The Conservation Efforts Database has the ability to upload existing datasets in bulk format. While more efficient than single record data entry there are still steps that need to be taken.

- Email the CED project at fw1sagegrouseced@fws.gov to request a bulk upload.
- Work with our bulk upload specialists to determine which fields from your datasets will be need to be transferred to the database.
- After the data has been uploaded, each project or plan will need to be reviewed to identify gaps in the transferred data.

SUBMIT A BUG REPORT

The Conservation Efforts Database is a new website that we are still in the process of constructing. Please help us by filling out a Bug Report whenever you find that something is confusing or a page isn’t functioning properly. Bug Reports are easy to create and just take a minute to submit. Here is the link to submit a Bug Report: https://docs.google.com/a/fws.gov/forms/d/1ugrfzbkNutUJda3LU2iyAYprvdl-Je_Ug9UGSCjft_4/viewform

ASK A QUESTION

Do you have a question about the site or require assistance? Please use our form to submit a question: https://docs.google.com/a/fws.gov/forms/d/1ugrfzbkNutUJda3LU2iyAYprvdl-Je_Ug9UGSCjft_4/viewform. If you require an immediate response, you can also send an email to fw1sagegrouseced@fws.gov.