DELAWARE INVASIVE SPECIES TRACKING SYSTEM

ADMINISTRATIVE FUNCTIONS AND INSTRUCTIONS FOR THE DISTS WEBPAGE AND DATABASE

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INTRODUCTION

As an administrator for the Delaware Invasive Species Tracking System webpage, the administrator has full access to view, add, edit, and delete any of the data in all of the tables within the database. The database (Delaware.mdb) contains three different types of tables:

- ID Tables -- contains the ID and description fields for all "lookup" data. Tables included within this type are StdAffiliations, StdCommunities, StdGrowthForm, StdInfestedArea, StdNumberObserved, StdPercentCover, StdProjects, StdRepositories, StdWetlandIndicator. These tables are listed as drop-down menu boxes on the online Invasive Species Survey Form, providing the user with pre-defined choices when filling out the form. The information within these tables will rarely change.
- Listing Tables – contains a listing and description of various approved data. The tables included are Administrator, Observers, Landowners, Properties, Exotics, and StdInvasiveSpecies. These tables will have moderate use, being changed when there is a new landowner, observer, property, etc.
- Data Tables -- contains all data entered from the online survey form. This data is separated into the Points and Observations Tables. These tables will get the most use, and will have to be administered to more often.

In order to access the administrative pages for the DISTS webpage, the administrator must first login to the system. All of the administrative pages are password protected and cannot be accessed until a user has successfully logged in using the assigned username and password. If any user tries to access any of the administrative pages without first logging in, they will be redirected to the login page.

To login to the administrator section, navigate to the DISTS homepage and click on "Data & Maps". Then click "Database". The database main page will now be displayed. At the top, click on administration. This displays the log in screen. Or to directly access the login page, go to http://www.lsc.usgs.gov/gis/dists/administrate.asp. Enter the required administrator user name and password.

If an incorrect user name or password is entered, the page will be refreshed and again ask for the correct user name and password. Otherwise, the page will redirect to the Administrative homepage. There are four administrative areas: viewing data, adding data, editing data, and deleting data. Each of these sections provides access to all tables within the database.

ADMINISTRATIVE FUNCTIONS

Viewing Data

The viewing tables allow the administrator to view all data that has been entered into the databases. These tables provide the administrator with a quick check to make sure any data that has been added, edited, or deleted using the administrative pages is successfully changed in the database. The following is a list of the tables that are available to the administrator for viewing:

- Community ID's
    - Provides a complete listing of all of the community ID codes listed in the database that can be used when filling out the online form. The community codes are listed in numerical order. The "0" is included to indicate no community code is entered when filling out the form.

- Infested Area ID's
    - Provides a complete listing of all of the infested area ID codes and descriptions listed in the database that can be used when filling out the online form. The infested area codes are listed in numerical order. The "0" is included to indicate no infested area code is entered when filling out the form.

- Percent Cover ID's
    - Provides a complete listing of all of the percent cover ID codes and descriptions listed in the database that can be used when filling out the online form. The percent cover codes are listed in numerical order. The "0" is included to indicate that the estimated percent of cover for the species is not known.

- Number Observed ID's
    - Provides a complete listing of the number observed ID codes and descriptions listed in the database that can be used when filling out the online form. The number observed codes are listed in numerical order.

- Repository ID's
    - Provides a complete listing of the repository ID codes and their descriptions that are listed in the database.

- Affiliation ID's
    - Provides a complete listing of the user affiliation ID codes and their descriptions that are listed in the database.

- Project Title ID's
    - Provides a complete listing of the project title ID codes and their descriptions that are listed in the database.

- Growth Form ID's
  - Provides a complete listing of the growth form ID codes and descriptions listed in the database that can be used when filling out the online form. The growth form ID codes are listed in numerical order.

- Wetland Indicator ID's
  - Provides a complete listing of the wetland indicator ID codes and descriptions listed in the database that can be used when filling out the online form. The wetland indicator ID codes are listed in numerical order.

- Observer Table
  - Provides a complete listing of the observers who are registered users and who are allowed to post data using the online form. This page contains the observers name, ID, contact information (email and phone number), and affiliation. By clicking on the observers' name, a more detailed information page on the observer is provided.

- Landowner table
  - Provides a complete listing of the landowners where invasive species have been found. Only landowners who have the permission field set to "True" will be viewable to the public. On this page, landowners are listing according to their ID number. By clicking on the landowner ID, a more detailed page of the landowner is displayed. The detail page lists such items as a phone number, address, whether a letter has been sent to that landowner, or whether that landowner has given permission to display information over the internet regarding species data found on their land.

- Property table
  - Provides a complete listing of the properties where invasive species have been found. On this page, the properties are listing according to their ID number. By clicking on the property ID, a more detailed page of the property is displayed.

- Invasive Species table
  - Provides a complete listing of the invasive species that are of a concern to the Delaware Invasive Species Council. Clicking the link on the scientific name of the species will display the detailed information regarding that species.

- Points/Location Table
  - Provides a complete listing of the locational points where invasive species have been found. On this page, the locational points are listing according to the ID number. Also listed are the latitude/longitude, survey plot, observer, and landowner. There are two additional links located on this page. By clicking the "Detail" link, a detailed page listing all information relating to the physical location of that point is displayed. Clicking on the

Location ID number will display a detail page of the species found at that specific point.

- Observations Table
  - Lists all of the observations that have been entered in the database using the online form. There are three links on this page. The link on the species scientific name provides detailed information regarding the species that was found. A link on the point ID lists all information dealing with the location of where the species was found. The "Detail" link provides the complete observation information on the species that was found.

- Administrators Table
  - Lists the administrative username and password needed to access the administrative pages.

<u>Adding Records</u>

This section allows the administrator to add a record to any of the tables with the exception of the points/locations table and the observations table. The data for these two tables must be entered using the online form. (See the Data Entry Instructions on page 24.)

- Adding a Community ID
  - Allows for the addition of a new community ID and community name into the database. Type in the community ID and the name of the community in the appropriate boxes. Both an ID and name are required. Make sure the ID you enter is not already used. After entering in the information, press "Save". A listing of the data entered into the StdCommunities table will be displayed. To return to the administrator home page, select "Admin Home".

- Adding an Infested Area ID
  - Allows for the addition of a new infested area ID and infested area name into the database. Type in the infested area ID and the description of the ID in the appropriate boxes. Both an ID and description are required. Make sure that the ID you use is not already used. After entering in the information, press "Save". A listing of the data entered into the StdInfestedArea table will be displayed. To return to the administrator home page, select "Admin Home".

- Adding a Percent Cover ID
  - Allows for the addition of a new percent cover area ID and percent cover area into the database. Type in the percent cover ID and the percent cover area in the appropriate boxes. Both an ID and percent coverage area are required. Make sure that the ID you use is not already used. After entering

in the information, press “Save”. A listing of the data entered into the StdPercentCover table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a Number Observed ID
    - Allows for the addition of a new number observed ID and actual number observed into the database. Type in the number observed ID and the actual number observed in the appropriate boxes. Both an ID and actual number are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the StdNumberObserved table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a Repository ID
    - Allows for the addition of a new repository ID and repository name into the database. Type in the repository ID and the repository name in the appropriate boxes. Both an ID and name are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the StdRepositories table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding an Affiliation ID
    - Allows for the addition of a new affiliation ID and affiliation name into the database. Type in the affiliation ID and the affiliation name in the appropriate boxes. Both an ID and name are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the StdAffiliations table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a Project ID
    - Allows for the addition of a new project ID and project title into the database. Type in the project ID and the project title in the appropriate boxes. Both an ID and title are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the StdProjects table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a Growth Form ID
    - Allows for the addition of a new growth form ID and growth form description into the database. Type in the affiliation ID and the description in the appropriate boxes. Both an ID and description are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the

StdGrowthForm table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a Wetland Indicator ID
    - Allows for the addition of a new wetland indicator ID and wetland indicator description into the database. Type in the wetland indicator ID and the description in the appropriate boxes. Both an ID and description are required. Make sure that the ID you use is not already used. After entering in the information, press “Save”. A listing of the data entered into the StdWetIndicator table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a new Observer
    - Allows for the addition of a new observer into the database. The observer must be added to the database before being allowed to enter information using the online species form. There are several required fields: the Observer Name, ID, Phone Number, and Affiliation. All other information is optional, although recommended. After entering in the information, press “Save”. If a required field has not been given a value, a message will be displayed stating that required fields need to be filled in. Otherwise, a listing of the data entered into the Observers table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a new Landowner
    - Allows for the addition of a new landowner into the database. There are several required fields: Landowner Name, Contact Name, whether or not a letter was sent, and whether there is permission to display the information over the internet. All other information is optional, although recommended. After entering in the information, press “Save”. If a required field has not been given a value, a message will be displayed stating that required fields need to be filled in. Otherwise, a listing of the data entered into the Landowners table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a new Property
    - Allows for the addition of a new property into the database. There are several required fields: the Property Description, and whether the property is public or private. All other information is optional, although recommended. After entering in the information, press “Save”. If a required field has not been given a value, a message will be displayed stating that required fields need to be filled in. Otherwise, a listing of the data entered into the Landowners table will be displayed. To return to the administrator home page, select “Admin Home”.

- Adding a new Species to the Invasive Species Table
    - Allows for the addition of a new species into the Invasive Species table. There are several required fields: the Element Code, Scientific Name, Common Name, Family, Family Common Name, Origin, Physiographical Province Piedmont, Physiographical Province Coastal Plain, Growth Form, Wetland Indicator, and Habitat. The Origin Note is optional, although recommended. After entering in the information, press "Save". If a required field has not been given a value, a message will be displayed stating that required fields need to be filled in. Otherwise, a listing of the data entered into the STDInvasiveSpecies table will be displayed. To return to the administrator home page, select "Admin Home".

- Adding an Administrator ID
    - Allows for the addition of a new administrator into the database. Type the administrator username and the password in the appropriate boxes. Both a username and password are required. After entering in the information, press "Save". A listing of the data entered into the Administrator table will be displayed. To return to the administrator home page, select "Admin Home".

Editing Records

This section allows the administrator to edit a record to any of the tables within the database. After editing a record, the information will be updated immediately on all webpages in which it appears. To see if the new information has been saved to the database, click on the appropriate table under the View section of the administrator main page.

- Editing a Community Description
    - Allows for the editing of an existing community description. Select the appropriate community code from the drop-down list and press "Update". A page listing the current community ID and description will be shown**. NOTE: Only the community description can be edited. The community ID CANNOT be changed**. To edit the current community description, click in the text box of the description. Make any changes as needed and then press "Update". A page listing the new community information will be displayed. To return to the administrator home page, select "Admin Home".

- Editing an Infested Area Description
    - Allows for the editing of an existing infested area description. Select the appropriate infested area code from the drop-down list and press "Update". A page listing the current infested area ID and description will be shown**. NOTE: Only the infested area description can be edited. The infested area ID CANNOT be changed**. To edit the current infested

area description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new infested area information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing a Cover Code Description
  - Allows for the editing of an existing cover code description. Select the appropriate cover code from the drop-down list and press “Update”. A page listing the current cover code and description will be shown**. NOTE: Only the cover code description can be edited. The cover code <u>CANNOT</u> be changed**. To edit the current cover code description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new cover code information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Number Observed Description
  - Allows for the editing of an existing number observed description. Select the appropriate number observed code from the drop-down list and press “Update”. A page listing the current number observed ID and description will be shown**. NOTE: Only the number observed description can be edited. The number observed ID <u>CANNOT</u> be changed**. To edit the current number observed description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new number observed information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Repository ID Description
  - Allows for the editing of an existing repository ID description. Select the appropriate repository ID from the drop-down list and press “Update”. A page listing the current repository ID and description will be shown**. NOTE: Only the repository description can be edited. The repository ID <u>CANNOT</u> be changed**. To edit the current repository description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new repository information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Affiliation ID Description
  - Allows for the editing of an existing affiliation ID description. Select the appropriate affiliation ID from the drop-down list and press “Update”. A page listing the current affiliation ID and description will be shown**. NOTE: Only the affiliation description can be edited. The affiliation ID <u>CANNOT</u> be changed**. To edit the current affiliation description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new affiliation information will be

displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Project ID Description
  - Allows for the editing of an existing project ID description. Select the appropriate project ID from the drop-down list and press “Update”.   A page listing the current project ID and description will be shown**. NOTE: Only the project description can be edited. The project ID <u>CANNOT</u> be changed**. To edit the current project description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new project information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Growth Form ID Description
  - Allows for the editing of an existing growth form ID description. Select the appropriate growth form ID from the drop-down list and press “Update”.   A page listing the current growth form ID and description will be shown**. NOTE: Only the growth form description can be edited. The growth form ID <u>CANNOT</u> be changed**. To edit the current growth form description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new growth form information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Wetland Indicator ID Description
  - Allows for the editing of an existing wetland indicator ID description. Select the appropriate wetland indicator ID from the drop-down list and press “Update”.   A page listing the current wetland indicator ID and description will be shown**. NOTE: Only the wetland indicator description can be edited. The wetland indicator ID <u>CANNOT</u> be changed**. To edit the current wetland indicator description, click in the text box of the description. Make any changes as needed and then press “Update”. A page listing the new wetland indicator information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Observer Table
  - Allows for the editing of the observer information located in the Observers table. Select the name of the observer whose information is to be edited from the drop-down list and press “Update”. A listing of all information for that observer will be displayed. Edit any fields that need to be updated. **NOTE: ALL fields are editable.** *Be careful if editing the observer name and ID. This information is needed by the observer in order to enter information into the database using the on-line form. Remember to notify the observer if changes are made to their name or ID.* After updating the necessary fields, press “Update”. A listing of the new

information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Landowner Table
  - Allows for the editing of the landowner information located in the Landowners table. Select the name of the landowner whose information is to be edited from the drop-down list and press “Update”. A listing of all information for that observer will be displayed. Edit any fields that need to be updated. **NOTE: The Landowner ID is not editable.** The letter sent and permission fields must have either a “True” or “False” value. After updating the necessary fields, press “Update”. A listing of the new information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Property Table
  - Allows for the editing of the property information located in the Properties table. Select the name of the property whose information is to be edited from the drop-down list and press “Update”. A listing of all information for that property will be displayed. Edit any fields that need to be updated. **NOTE: The Property ID is not editable.** The publicly owned field must have either a “True” or ‘False” value. After updating the necessary fields, press “Update”. A listing of the new information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Invasive Species Table
  - Allows for the editing of the invasive species information located in the STDInvasiveSpecies table. Select the name of the invasive species whose information is to be edited from the drop-down list and press “Update”. A listing of all information for that invasive species will be displayed. Edit any fields that need to be updated. **NOTE: The Elcode is not editable.** The physiographic fields for the Piedmont and Coastal Plain must have either a “True” or ‘False” value. The origin is either “A” for Alien or “AD” for Adventive. Click on the link on Wetland Indicator to view the possible codes that can be entered. After updating the necessary fields, press “Update”. A listing of the new information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Points/Location Table
  - Allows for the editing of the points/location information located in the Points table. Select the number of the locational point that needs to be edited from the drop-down list and press “Update”. A listing of all information for that particular point will be displayed. Edit any fields that need to be updated. **NOTE: The PointID field is not editable.** The Differentially Corrected, Quantitative Survey, and Public Property fields must have either a “True” or “False” value. If changing the Project ID select a projected from the drop-down list. After updating the necessary

fields, press “Update”. A listing of the new information will be displayed. To return to the administrator home page, select “Admin Home”.

- Editing the Observations Table
  - Allows for the editing observations information located in the Observations table. This page lists the observations in a table form. The link on the Scientific Name provides detailed information on that particular species. The link on the Point ID gives the locational/point information for the appropriate observation. To edit the observation information for a record, click on the “EDIT” link. The information for that observation record will be displayed. Edit any fields that need to be updated. **NOTE: The Scientific Name, PointID, and Survey Date fields are not editable.** The Species Found, Confident, and Public Property fields must have either a “True” or “False” value. For all of the drop-down boxes, the current answer is the first value listed in the drop-down box. There is then a blank, and then the other possible choices. If the requested information is not known, select “Not Known” from the drop-down box. Do NOT select the blank value. The blank value is a divider between the current selected value, and the other possible choices. **NOTE: Only records that have the Make Record Public field equal to “TRUE” will be viewable to the public. By default, when data is entered using the only form, this field is set to “FALSE”.** After updating the necessary fields, press “Update”. A listing of the new information will be displayed. Many of the results will be shown in ID form. This is the way they will be entered into the database. Refer to the ID chart to determine the values for each ID. To return to the administrator home page, select “Admin Home”.

- Editing the Administrators Table
  - Allows for the editing of an administrator login username and password. Select the appropriate administrator username from the drop-down list and press “Update”. A page listing the current administrator username and password will be shown. Make any changes as needed to the username and password and then press “Update”. A page listing the new administrator information will be displayed. **NOTE: This will change the administrator login username and password. The next time the administrator logs into the administrative pages, the new information will be required.** To return to the administrator home page, select “Admin Home”.

Deleting Records

This section allows the administrator to delete a record in any of the tables within the database. After deleting a record, the information will be deleted immediately on all webpages in which it appears. **WARNING: Deleting information from any of the**

tables is a PERMANENT action. All data will be deleted from the database. Please be careful and select the correct record to delete.

- Deleting a Community
    - Allows for the deletion of a community ID and community name from the database. From the drop-down box, select the community name that is to be deleted. **Please be careful to select the correct community name. Clicking "Delete" will permanently delete the record**. Once the correct community name has been selected, press "Delete". *If the community has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the community name and ID has been permanently deleted from the StdCommunities table. To return to the administrator home page, select "Admin Home".

- Deleting an Infested Area
    - Allows for the deletion of an infested area ID and infested area description from the database. From the drop-down box, select the infested area that is to be deleted. **Please be careful to select the correct infested area. Clicking "Delete" will permanently delete the record**. Once the correct infested area has been selected, press "Delete". *If the infested area has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the infested area has been permanently deleted from the StdInfestedArea table. To return to the administrator home page, select "Admin Home".

- Deleting a Cover Class
    - Allows for the deletion of a cover class from the database. From the drop-down box, select the cover class that is to be deleted. **Please be careful to select the correct cover class. Clicking "Delete" will permanently delete the record**. Once the correct cover class has been selected, press "Delete". *If cover class has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the cover class has been permanently deleted from the StdPercentCover table. To return to the administrator home page, select "Admin Home".

- Deleting a Number Observed ID and Description
    - Allows for the deletion of a number observed ID and description from the database. From the drop-down box, select the number observed that is to be deleted. **Please be careful to select the correct number observed. Clicking "Delete" will permanently delete the record**. Once the correct number observed has been selected, press "Delete". *If the number*

observed has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record. Otherwise, a message will indicate that the number observed ID and description has been permanently deleted from the StdNumberObserved table. To return to the administrator home page, select "Admin Home".

- Deleting a Repository
  - Allows for the deletion of a repository from the database. From the drop-down box, select the repository that is to be deleted. **Please be careful to select the correct repository. Clicking "Delete" will permanently delete the record**. Once the correct repository has been selected, press "Delete". *If the repository has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the repository has been permanently deleted from the StdRepositories table. To return to the administrator home page, select "Admin Home".

- Deleting an Affiliation
  - Allows for the deletion of an affiliation from the database. From the drop-down box, select the affiliation that is to be deleted. **Please be careful to select the correct affiliation. Clicking "Delete" will permanently delete the record**. Once the correct affiliation has been selected, press "Delete". *If the affiliation has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the affiliation has been permanently deleted from the StdAffiliations table. To return to the administrator home page, select "Admin Home".

- Deleting a Project
  - Allows for the deletion of a project from the database. From the drop-down box, select the project that is to be deleted. **Please be careful to select the correct project. Clicking "Delete" will permanently delete the record.** Once the correct project has been selected, press "Delete". *If the project has been entered into an observation or points record, the observation or points record will have to be deleted first. See the instructions below on how to delete an observation or points record.* Otherwise, a message will indicate that the project has been permanently deleted from the StdRepositories table. To return to the administrator home page, select "Admin Home".

- Deleting a Growth Form
  - Allows for the deletion of a growth form from the database. From the drop-down box, select the growth form that is to be deleted. **Please be**

careful to select the correct growth form. Clicking "Delete" will permanently delete the record. Once the correct growth form has been selected, press "Delete". *If the growth form has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the growth form has been permanently deleted from the StdGrowthForm table. To return to the administrator home page, select "Admin Home".

- Deleting a Wetland Indicator
  - Allows for the deletion of a wetland indicator from the database. From the drop-down box, select the wetland indicator that is to be deleted. **Please be careful to select the correct wetland indicator. Clicking "Delete" will permanently delete the record**. Once the correct wetland indicator has been selected, press "Delete". *If the wetland indicator has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the wetland indicator has been permanently deleted from the StdWetIndicator table. To return to the administrator home page, select "Admin Home".

- Deleting an Observer
  - Allows for the deletion of an observer from the database. From the drop-down box, select the observer that is to be deleted. **Please be careful to select the correct observer. Clicking "Delete" will permanently delete the record**. Once the correct observer has been selected, press "Delete". *If the observer has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the observer has been permanently deleted from the Observers table. To return to the administrator home page, select "Admin Home".

- Deleting a Landowner
  - Allows for the deletion of a landowner from the database. From the drop-down box, select the landowner that is to be deleted. **Please be careful to select the correct landowner. Clicking "Delete" will permanently delete the record**. Once the correct landowner has been selected, press "Delete". *If the landowner has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the landowner has been permanently deleted from the Landowners table. To return to the administrator home page, select "Admin Home".

- Deleting a Property
    - Allows for the deletion of a property from the database. From the drop-down box, select the property that is to be deleted. **Please be careful to select the correct property. Clicking "Delete" will permanently delete the record**. Once the correct property has been selected, press "Delete". *If the property has been entered into an observation record, the observation record will have to be deleted first. See the instructions below on how to delete an observation record.* Otherwise, a message will indicate that the property has been permanently deleted from the Properties table. To return to the administrator home page, select "Admin Home".

- Deleting an Invasive Species Property
    - Allows for the deletion of an invasive species from the database. From the drop-down box, select either the scientific name or the common name of the invasive species that is to be deleted. **Please be careful to select the correct invasive species. Clicking "Delete" will permanently delete the record**. Once the correct invasive species has been selected, press Delete". A message will indicate that the invasive species has been permanently deleted from the StdInvasiveSpecies table. To return to the administrator home page, select "Admin Home".

- Deleting a Locational Point
    - Allows for the deletion of a locational point from the database. **NOTE: Before deleting a location, all observations from that location must be deleted first. For information on how to delete an observation, see the "Deleting an Observation" instructions below.** Once all observations have been deleted from the location, select the locational point that is to be deleted. **Please be careful to select the correct location. Clicking "Delete" will permanently delete the record**. Once the correct locational point has been selected, press "Delete". A message will indicate that the point has been permanently deleted from the Points table. To return to the administrator home page, select "Admin Home

- Deleting an Observation
    - Allows for the deletion of a species observation from the database. From the drop-down box, select the locational point where the observation was found and press "Select". A listing of all observations at that location will be shown. To delete an observation, click the link on "Delete" for the appropriate observation. **Please be careful to select the correct observation. Clicking "Delete" will permanently delete the record**. A message will indicate that the observation been permanently deleted from the Observations table. All observations must be deleted if the locational point is going to be deleted. To delete another observation, select "Delete another observation". To return to the administrator home page, select "Admin Home".

- Deleting an Administrator username and password
    - Allows for the deletion of an administrator username and password from the database. From the drop-down box, select the username of the administrator that is to be deleted. **Please be careful to select the correct administrator username. Clicking "Delete" will permanently delete the record**. Once the correct username has been selected, press "Delete". A message will indicate that the administrator username and password has been permanently deleted from the Administrator table. To return to the administrator home page, select "Admin Home".

<u>Downloading and Updating the Non-QC'd Database</u>

At the bottom of the administrator homepage is a link to the non-QD'd database (Delaware.mdb). From time to time, mass changes may need to be made to the database, making it difficult to use the administrative pages. It will be easier to download the database and make changes by editing the tables in the database.

One situation where it may be easier to update the database manually instead of using the administrator pages is when allowing a large amount of observation/location records viewable to the public. When location and observation data is entered into the database using the online form, it is not viewable to the public until it is approved by the administrator. The administrator must sort through the records, and decide which of the records are to be made public. If there is a small amount of records to be updated then the administrator pages are sufficient. Go to the edit page of either the points or locations table and set the "Make Record Public" field to either true or false. Otherwise, it will be easier to edit the tables in the database.

There are two tables that contain information that is not made immediately viewable to the public:

- Points Table – Contains the information regarding the location of where the species was found. It contains such as the latitude/longitude, directions to the location, and the landowner. By default, this information is not viewable to the public. After reviewing and approving the information, the administrator can check the "PublicProperty" field to make the information viewable. Remember to verify the appropriate records in the observations table that relate to this location. An easy way to approve the observation records is to select the "+" to the left of the appropriate PointID in the points table. This will list all of the observations found at that point. Scroll across and check the "PublicProperty" field for each observation that is to be made viewable.

- Observations Table – Contains the observation information of a species that was found at a particular location. It contains such information as the species element code, infested area, cover class, treatment information, communities, etc. After reviewing and approving the information, the check the “PublicProperty” field to make the information viewable.

NOTE: Remember to consult the Landowners table to make sure that a landowner has given permission to allow any data to be given over the internet. If the landowner have not given permission, then to not allow the information in the points table to viewable to the public. After the changes are made to the database, the database is to be emailed back to the administrator at the Leetown Science Center. Contact John Young for information regarding who to send the database to.

DATABASE STRUCTURE

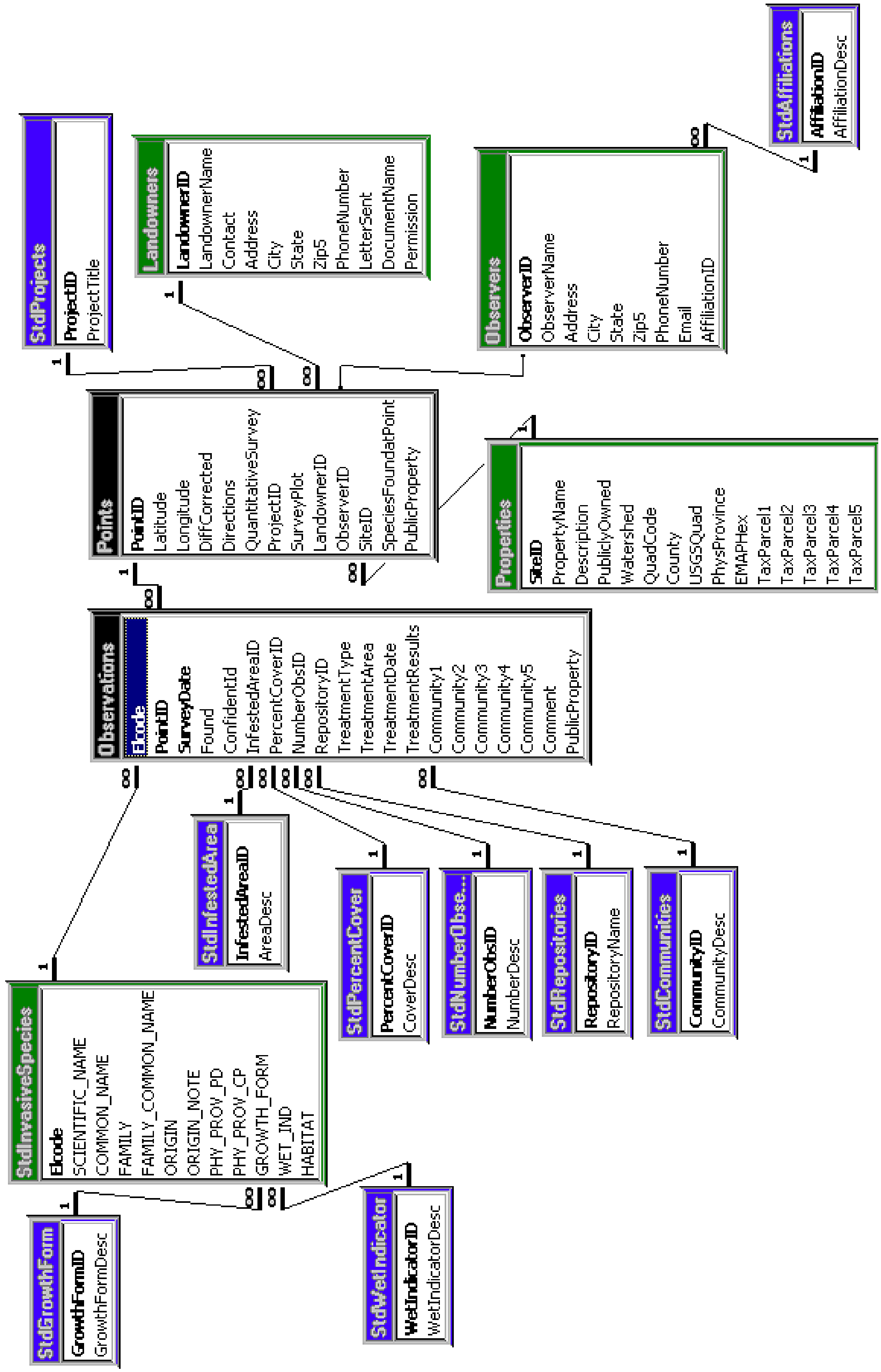
As stated earlier, there are three types of tables used in the Delaware.mdb database. They are the ID tables, the listing tables, and the data tables. See the next page for a color-coded print out of the tables and the database layout. The blue tables represent the ID tables, the green represents the listing tables, and the black represents the data tables.

ID Tables – contains “look-up” data. A listing of the ID tables can be found on pages 19 and 20.

- StdGrowthForm – Contains the Growth Form ID’s and descriptions. The data from this table is used on the Invasive Species Detailed pages, which list the detailed information of a species. From the database, clicking on the “+” beside the Growth Form ID will provide a list of the invasive species with that particular growth form. The StdGrowthForm table shares a relationship with the StdInvasiveSpecies table. The Growth Form ID is listed in the StdInvasiveTable. The StdGrowthForm table provides the look-up for that ID.

- StdWetIndicator – Contains the Wetland Indicator ID’s and descriptions. The data from this table is used on the Invasive Species Detailed pages, which list the detailed information of a species. From the database, clicking on the “+” beside the Wetland Indicator ID will provide a list of the invasive species with that particular wetland indicator. The StdWetIndicator table shares a relationship with the StdInvasiveSpecies table. The Wetland Indicator ID is listed in the StdInvasiveTable. The StdWetIndicator table provides the look-up for that ID.

- StdInfestedArea – Contains the Infested Area ID’s and descriptions. The data from this table is used on the online form, and on the observation detail pages. On the online form, a drop-down menu provides the listing of possible infested areas to choose from. When data is entered into the database using the online form, the ID of the infested area is entered into the Observation Table, which shares a relationship with the StdInfestedArea table. From the table in the database, clicking on the “+” beside the Infested Area ID will provide a list of the invasive species with that particular infested area. The StdInfestedArea table provides the look-up for that ID.


StdProjects
ProjectID
ProjectTitle
Landowners
LandownerID
LandownerName
Contact
Address
City
State
Zip5
PhoneNumber
LetterSent
DocumentName
Permission
Observers
ObserverID
ObserverName
Address
City
State
Zip5
PhoneNumber
Email
AffiliationID
StdAffiliations
AffiliationID
AffiliationDesc
Points
PointID
Latitude
Longitude
DiffCorrected
Directions
QuantitativeSurvey
ProjectID
SurveyPlot
LandownerID
ObserverID
SiteID
SpeciesFoundatPoint
PublicProperty
Properties
SiteID
PropertyName
Description
PubliclyOwned
Watershed
QuadCode
County
USGSQuad
PhysProvince
EMAPHex
TaxParcel1
TaxParcel2
TaxParcel3
TaxParcel4
TaxParcel5
Observations
Elcode
PointID
SurveyDate
Found
ConfidentId
InfestedAreaID
PercentCoverID
NumberObsID
RepositoryID
TreatmentType
TreatmentArea
TreatmentDate
TreatmentResults
Community1
Community2
Community3
Community4
Community5
Comment
PublicProperty
StdInfestedArea
InfestedAreaID
AreaDesc
StdPercentCover
PercentCoverID
CoverDesc
StdNumberObse...
NumberObsID
NumberDesc
StdRepositories
RepositoryID
RepositoryName
StdCommunities
CommunityID
CommunityDesc
StdInvasiveSpecies
Elcode
SCIENTIFIC_NAME
COMMON_NAME
FAMILY
FAMILY_COMMON_NAME
ORIGIN
ORIGIN_NOTE
PHY_PROV_PD
PHY_PROV_CP
GROWTH_FORM
WET_IND
HABITAT
StdGrowthForm
GrowthFormID
GrowthFormDesc
StdWetIndicator
WetIndicatorID
WetIndicatorDesc

ID TABLE CODES

AFFILIATION ID

DDA	Delaware Department of Agriculture
DMNH	Delaware Museum of Natural History
DNHP	Delaware Natural Heritage Program
DW	Delaware Wildlands
NONE	No Affiliation
TNC	The Nature Conservatory

COMMUNITY CODES

0	None	301	Deciduous Forested Wetland	601	Cropland/Pasture
101	Upland Deciduous Forest	302	Evergreen Forested Wetland	602	Orchard/Nursery
102	Upland Evergreen Forest	303	Mixed Forested Wetland	603	Pine Plantation
103	Upland Mixed Forest	304	Shrub Wetland	604	Roadside
104	Upland Old Field/Meadow	305	Non-Tidal Emergent Marsh	605	Lawn/Landscaping
				606	Rock/Gravel/Sand Quarry
201	Beach	401	Tidal Freshwater Marsh	607	Other Developed Area
202	Dune Forest/Woodland	402	Saltwater/Brackish Marsh		(Describe in Comments)
203	Dune Shrubland				
204	Dune Grassland/Meadow	501	Non-Tidal River Stream	701	Ditch/Canal
		502	Tidal River/Stream	702	Farm/Stormwater Mgmt Pond
		503	Delaware Bay/Inland Bay	703	Other Pond/Reservoir (Describe)

GROWTH FORM ID

AAH	Annual Aquatic Herb
AG	Annual Grass
AH	Annual Broad-leaf Herb
AHV	Annual Herbaceous Vine
AS	Annual Sedge
B	Bird
BH	Biennial Broad-leaf Herb
BHV	Biennial Herbaceous Vine
BV	Bivalve
C	Crustacean
DS	Deciduous Shrub
DT	Deciduous Tree
ES	Evergreen Shrub
ET	Evergreen Tree
F	Fern
FA	Fern Ally
I	Insect
M	Mammal
PAH	Perennial Aquatic Broad-leaf Herb
PAS	Perennial Aquatic Sedge
PG	Perennial Grass
PH	Perennial Broad-leaf Herb
PHV	Perennial Herbaceous Vine
PS	Perennial Sedge
WV	Woody Vine

INFESTED AREA ID

0	Not Known
1	< 1 sq mile (< 1 sq yd)
2	1-10 sq m (1-12 sq yd)
3	11-100 sq m (13-120 sq yd)
4	101-1,000 sq m (121-1,200 sq yd)
5	1,001-10,000 sq m or 1 hectare (1201-12000 sq yd or 2.5 acres)
6	2-10 hectares (5-25 acres)
7	> 10 hectares (> 25 acres)

NUMBER OBSERVED ID

0	None
1	1 Individual
2	2-10 Individuals
3	11-100 Individuals
4	111-1,000 Individuals
5	1,001-10,000 Individuals
6	> 10,000 Individuals

ID TABLE CODES

PERCENT COVER

0	Not Known
1	< 1% Cover
2	2% - 10% Cover
3	11% - 50% Cover
4	51% - 100% Cover

REPOSITORIES

DMNH	Delaware Museum of Natural History
DNHP	Delaware Natural Heritage Program
DOV	Claude Phillips Herbarium, Delaware State University
NMNH	National Museum of Natural History
NONE	No Repository
UDEL	University of Delaware

PROJECTS

CAPS	Cooperative Agricultural Pest Survey
DISTS	Delaware Invasive Species Tracking System
DNHP_ER	Delaware Natural Heritage Program Environmental Review
DNHP_RP	Delaware Natural Heritage Program Releve Plot
DNHP_RSS	Delaware Natural Heritage Program Rare Species Survey
FHM	Forest Health Monitoring
NONE	No Project

WETLAND INDICATOR

FAC	Equally likely to occur in wetlands or non-wetlands (34 - 66%)
FAC-	Slightly less likely to occur in wetlands than non-wetlands
FACU	Usually occurs in non-wetlands (67 - 99%), but occasionally found in wetlands (1 - 33%)
FACU-	Usually occurs in non-wetlands; seldom found in wetlands
FACW	Usually occurs in wetlands (67 - 99%), but occasionally found in non-wetlands
FACW-	Usually occurs in wetlands; sometimes found in non-wetlands
FACW+	Usually occurs in wetlands; seldom found in non-wetlands
NA	Not applicable to animals
OBL	Occurs almost always (> 99%) under natural conditions in wetlands
UPL	Occurs almost always (> 99%) under natural conditions in non-wetlands
WETL	DNHP designation for taxa not yet given a national wetland indicator, but occurs in wetland habitats

- StdPercentCover – Contains the Cover Class ID’s and percentages. The data from this table is used on the online form, and on the observation detail pages. On the online form, a drop-down menu provides the listing of possible percent cover areas to choose from. When data is entered into the database using the online form, the ID of the coverage area is entered into the Observation Table, which shares a relationship with the StdPercentCover table. From the table in the database, clicking on the “+” beside the Percent Cover ID will provide a list of the invasive species with that particular coverage area. The StdPercentCover table provides the look-up for that ID.

- StdNumberObserved – Contains the number of observations ID’s and descriptions. The data from this table is used on the online form, and on the observation detail pages. On the online form, a drop-down menu provides the listing of the possible number observed ranges to choose from. When data is entered into the database using the online form, the ID of the number observed is entered into the Observation Table, which shares a relationship with the StdNumberObserved table. From the table in the database, clicking on the “+” beside the Number Observed ID will provide a list of the invasive species with that particular number observed. The StdNumberObserved table provides the look-up for that ID.

- StdRepositories – Contains the repository ID’s and descriptions. The data from this table is used on the online form, and on the observation detail pages. On the online form, a drop-down menu provides the listing of possible repositories to choose from. When data is entered into the database using the online form, the ID of the repository is entered into the Observation Table, which shares a relationship with the StdRepositories table. From the table in the database, clicking on the “+” beside the repository ID will provide a list of the invasive species located within that repository. The StdRepositories table provides the look-up for that ID.

- StdCommunities – Contains the community ID’s and descriptions. The data from this table is used on the online form, and on the observation detail pages. On the online form, a drop-down menu provides the listing of possible communities to choose from. When data is entered into the database using the online form, the ID of the community is entered into the Observation Table, which shares a relationship with the StdCommunities table. From the table in the database, clicking on the “+” beside the community ID will provide a list of the invasive species that have been located in the same community. The StdCommunities table provides the look-up for that ID.

- StdProjects – Contains the project ID’s and descriptions. The data from this table is used on the online form, and on the points/locations detail pages. On the online form, a drop-down menu provides the listing of possible projects to choose from. When data is entered into the database using the online form, the ID of the project is entered into the Points Table, which shares a relationship with the StdProjects table. From the table in the database, clicking on the "+" beside the project ID will provide a list of the locations where observations have been found for that project. The StdProjects table provides the look-up for that ID.

- StdAffiliations – Contains the affiliation ID's and descriptions. The data from this table is used on the online form, and on the observer detail pages. On the online form, a drop-down menu provides the listing of possible affiliations to choose from. When data is entered into the database using the online form, the ID of the affiliation is entered into the Observers Table, which shares a relationship with the StdAffiliations table. From the table in the database, clicking on the "+" beside the affiliation ID will provide a list of the observers that have the same affiliation ID. The StdAffilations table provides the look-up for that ID.

Listing Tables

- StdInvasiveSpecies – Contains a list of the invasive species and the scientific information about them, including the element code, scientific/common name, origin, habitat, etc. The data from this table is used on the browse species pages. This table shares a relationship with three other tables. It contains the Wetland Indicator ID and Growth Form ID, which refers to the StdWetIndicator and StdGrowthForm tables respectively. Those tables provide the lookup for the ID's. The ElCode links to the observations table, which also shares a relationship with this table. From the StdInvasiveSpecies table in the database, clicking on the "+" beside the Elcode will provide a list of the observations where that species was found.

- Properties – Contains a list of all of the properties where invasive species have been found. This table shares a relationship with the Points table. When a new property is entered from the online form, the site ID is placed in the points table. The description and detailed information regarding that site is then entered into the Properties table. The two tables share a field called "SiteID" and are linked by that field. From the Properties table in the database, clicking on the "+" beside the SiteID will provide a list of the locations where invasive species were found.

- Landowners – Contains a list of all of the landowner where invasive species have been found. This table shares a relationship with the Points table. When a new landowner is entered from the online form, the landowner ID is placed in the points table. The description and detailed information regarding that site is then entered into the Landowners table. The two tables share a field called "LandownerID" and are linked by that field. From the Landowners table in the database, clicking on the "+" beside the LandownerID will provide a list of the locations where invasive species were found on that landowners property. Only landowner records where the permission field is checked or set to "true" will be viewable to the public.

- Observers – Contains a list of all of the observers who have found invasive species. This table shares a relationship with the Points table. When an observation record is entered into the database, the Observer ID is placed in the Points table. The detailed information about that observer is stored in the Observers table. An observer must be registered and have their information entered into the database before that observer can enter any information. From the Observers table in the database, clicking on the "+" beside the Observer ID will provide a list of locations where that observer has found an invasive species.

<u>Data Tables</u> – contains the observation and location information entered by using the online form.

- Observations Table – This table contains all of the information regarding the observation of an invasive species. See the relationship chart on page 18 to see all of the fields that are in this table. This table has three primary keys: the Elcode (which links to the StdInvasiveSpecies table, providing the detailed information on the invasive species), the PointID (which links to the Points table, providing the detailed information on the location in which the observation was made), and the survey date. When observation data is entered using the on-line form, it is stored into this table mostly in an ID form. The infested area, percent cover, number observed, repository, and community are all stored in ID form, and link back to each of the respective Std tables. It is important to note that when observation data is entered, it will **NOT** be viewable to the public. All information is private by default. The administrator must change the "publicproperty" field to "True" to make the observation data viewable to everyone (See the instructions on downloading the non-QC'd database on page 16.) This observation information is entered into the database simultaneously with the location information in the Points table.

- Points Table – The Points table contains the location information for each observation of an invasive species. See the relationship chart on page 18 to see the full list of fields that are located within this table. The Points table has one primary key named PointID. This links to the Observation table, which the Points table shares a relationship with. When location data is entered using the on-line form, it is stored into this table mostly in an ID form. The project, landowner, observer, and property name fields are all stored in the table in an ID form and each link back to their respective detailed table. It is important to note that when location data is entered, it will **NOT** be viewable to the public. All information is private by default. The administrator must change the "publicproperty" field to "True" to make the location data viewable to everyone (See the instructions on downloading the non-QC'd database on page 16.) This observation information is entered into the database simultaneously with the information in the Observations table. From the Points table in the database, clicking on the "+" beside the Point ID will provide a list of invasive species that have been found at that location.

DATA ENTRY

In order to enter data into the database using the online form, the observer must log in to the system. All of the data entry pages are password protected and cannot be accessed until a user has successfully logged in using their assigned username and password. Administrators should contact the observers with their login information after entering the observers' information into the database. The username consists of the observers first and last name. The password is the first three letters of the last name, the first three letters of the first name, and a two-digit tiebreaker. If, for example, there were an observer named John Doe, the username would be "John Doe" and the password "DoeJon01". If any user tries to access any of the data entry pages without first logging in, they will be redirected to the login page. It is also important to note that this login is not related to the administrator login. The administrator login information will not work for the data entry pages, nor will be observer login information work on the administrative pages. These are two separate logins.

To login to the data entry pages section, navigate to the DISTS homepage and click on "Login". The login page will be displayed. Type in the correct observer name and password, and then click "Login". If an incorrect user name or password is entered, the page will be refreshed and again ask for the correct user name and password. Otherwise, the page will redirect to a page where the observer can browse or enter data, and can query the maps. A message at the top of the page will indicate that the user is now logged in. To begin entering data, click the "Enter Data" button. A brief overview of the data entry process will be displayed. There are six sections during the data entry process: Location Information, Survey Information, Species Information, Property Information, Landowner Information, and Management Information. After entering data, the user will be able to verify the information before actually submitting it into the database. To begin entering data, click "Next".

Locational Information

The first form is the location information. Enter the latitude and longitude (Delaware State Plain Coordinates) of where the invasive species was into the appropriate boxes. If the latitude and longitude is not known, or if a map is needed, select the link "Select a Point from the Map". The page will redirect to the map of Delaware. To zoom in, make sure the "Zoom In" radio button is selected. Click on that map in the area to zoom in to. Once the area of where the invasive species was found is located, select the "Select a Point" radio button. Click on the area of the map where the species was found. The page will redirect back to the Location Form and will enter the longitude and latitude of the point that was selected. Continue with the Location Form by selecting either Yes or No for the Differentially Corrected and Quantitative Survey questions. The survey plot and direction fields are optional, although recommended if the information is available. When finished entering the location data, click next. If any required information was not given, an error message will be displayed. That information will have to be provided before continuing. Otherwise, the Survey Form will be shown.

Survey Form

The Survey form lists information about the survey being conducted. The name of the observer will automatically be listed. The first time you enter an observation, it is asked that the observer information be updated.

> *To update the observer information, click the button entitled "Update Surveyor Information" at the top. The page listing the current information for the observer will be displayed. Make any corrections necessary. Note that the Name and ID (both needed to login) CANNOT be changed. If the Affiliation is not listed, click on the Add Affiliation button, and follow directions to enter the affiliation data. Enter the name of the affiliation and the affiliation ID in the appropriate boxes. Press "Enter". A page detailing the affiliation information entered will be displayed. Return back to the surveyor information page by selecting the link "Return to the Invasive Form". When finished editing the surveyor information, click "Save" The new surveyor information will be displayed. Select the "Return to the Invasive Form" button.*

By default, the date will be set to the current date. Select the date on which the study was done. Select the appropriate title of the project being conducted. If the project is not listed, add the project to the database.

> To add a new project, click the "Add Project" Button. Add the Title of the Project and the Project ID. When finished, press "Save". The information you entered will be displayed. Return to the Survey Form by clicking the "Return to the Invasive Form" button. The repository entered will now be in the drop-down box.

When finished entering the survey data, click next. If any required information was not given, an error message will be displayed. That information will have to be provided before continuing. Otherwise, the Species Form will be shown.

Species Information Form

The Species Information Form is for entering information regarding the invasive species that was found. Before entering any data, make sure the repository that the species is at (is the species was collected) is provided in the drop-down menu. If not, the repository will have to be added ***before*** filling out information on this form.

> To add a new repository, click the "Add Repository" Button. Add the name of the repository and the repository ID. When finished, press "Save". The information you entered will be displayed. Return to the Survey Form by clicking the "Return to the Invasive Form" button. The repository entered will now be in the drop-down box.

If the repository is already in the drop-down list, begin by selecting either the scientific name or the common name. Selecting one will automatically select the other. Select either Yes or No to whether the species was found and if it was a confident identification (optional). Continue by selecting the infested area, number of individuals found (for animals) and the percent cover (for plants). There can be up to five communities chosen for the species (at least one is required). If needed, select the repository and enter any necessary comments. When finished entering the survey data, click next. If any required information was not given, an error message will be displayed. That information will have to be provided before continuing. Otherwise, the Species Form will be shown.

Property Information

Select the appropriate property at which the species was found from the drop-down list. If the property is not listed, the property will need to be added to the database.

> To enter a new property, click the “Add new property information” button. The property information form will be displayed. All information on this form is required. Enter the name and a brief description of the property. Select either yes or no to whether the property is publicly owned. When finished, click “Save”. A review of the information entered will be displayed. To return to the property information form, press “Return to the Invasive Species Form”. The property that was just entered should now be listed in the drop-down list.

After selecting the name of the property from the drop-down list, click next. The Landowner Information form will be displayed.

Landowner Information

Select the appropriate landowner of the property at which the species was found from the drop-down list. If the landowner is not listed, the property will need to be added to the database.

> To enter a new landowner, click the “Add new landowner information” button. The landowner information form will be displayed. The name of the landowner is required. Other information is optional, although recommended if it is known. Enter the contact name, the address, and phone number of the landowner. When finished, click “Save”. A review of the information entered will be displayed. To return to the landowner information form, press “Return to the Invasive Species Form”. The landowner that was just entered should now be listed in the drop-down list.

After selecting the name of the landowner from the drop-down list, click next. The Management Information form will be displayed.

Management Information

All information on this form is optional. The form is used to track the treatments on the invasive form. If none of this section applies, then click next. Otherwise, enter the type of treatment that was used, and the area that it was used on. Select the date when the treatment was performed. By default, the date field is set to the current date. Enter any results in the area provided. When finished, click next to proceed to the data review section.

Data Entry Review

This form provides a review of the information that was entered using the online form. At this point, the data has NOT been entered into the database. Review through the information carefully. If there are any errors, press the back button on the browser and correct any information that is needed. After all information has been verified as correct, it can now be entered into the database. Press submit. A message indicating that the data has been entered into the database will be shown.

Once the submit button has been pressed the data will be entered into either the observation table or the points table. To listing of the data that goes into these two tables is listed on the relationships chart on page 18. Much of the data is entered into the Observation and Points tables in ID form. Refer to the ID tables on pages 19 and 20 to determine what the ID's stand for.

It is also important to note again that the data entered will NOT be made viewable to the public once it is entered. The administrator must allow each of the records to be viewable to the public by selecting the "PublicProperty" field in the Observations and Points Table. See the "Downloading and Updating the Non-QC'd Database" section on page 16 for instructions on how to make the records viewable.

To enter another observation record, click "Enter another report". The Location Information screen will be displayed. Otherwise, to return to the DISTS homepage, select the "Home" button.

OTHER INFORMATION

This manual provides a listing and explanation of the options that administrators have in maintaining the Delaware Invasive Species Tracking System webpage, as well as an explanation of the database structure. For information regarding navigation through the site, see the DISTS Users Guide. The Administrators Guide is intended only for the use by the approved administrators and should not be given to users of the webpage.