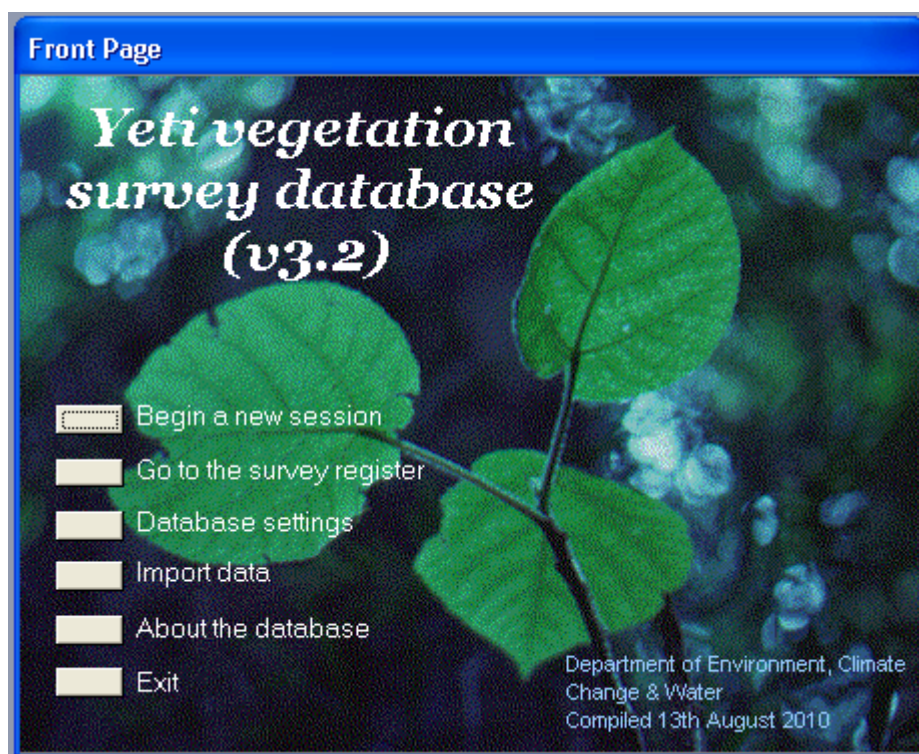




Environment,
Climate Change
& Water

YETI 3.2 Vegetation Plot Database

User Manual



NSW Vegetation Information System: Survey Plot Module


June 2010

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1. Introduction

The YETI database (also referred to as the NSW Vegetation Plot Database) is an integral component of the development of the [NSW Vegetation Information System](http://www.environment.nsw.gov.au/research/Vegetationinformationsystem.htm) (<http://www.environment.nsw.gov.au/research/Vegetationinformationsystem.htm>), a state-wide project that aims to integrate the range of vegetation data and information systems for New South Wales into a single, easily accessed system. YETI – the NSW Vegetation Plot component of NSWVIS - is a central authoritative database for systematic vegetation survey data that comprises over 50,000 vegetation survey (plot) records. It is designed to enable rapid access to vegetation plot data, in addition to enabling authorised users to enter, query and modify data from plot-based vegetation surveys in New South Wales.

This version of the database (YETI 3.2) builds on the previous YETI version and has been developed as a local database to enable field surveyors to access and record flora records and vegetation plot data. Flora records have also been recorded in the Wildlife Atlas, which also holds comprehensive fauna data for New South Wales. As part of the move to integrate data systems, YETI is being further developed as an integrated module within the NSW Wildlife Atlas. This will provide the opportunity to rationalise flora records, and a more efficient access for users seeking information on the distribution of flora and fauna in New South Wales. The NSW Vegetation Plot database will be complemented by the [NSW Plant Community Type database](http://www.environment.nsw.gov.au/research/Visclassification.htm) (<http://www.environment.nsw.gov.au/research/Visclassification.htm>), the repository for information on the vegetation communities found across the State, and vegetation mapping products, which can be accessed via the [VIS Map Viewer](http://imagery.maps.nsw.gov.au/VEG/?role=veg): <http://imagery.maps.nsw.gov.au/VEG/?role=veg>, hosted by the [Land and Property Management Authority](#) .

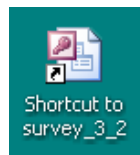
The YETI client has been modified to allow the recording of data recorded as part of the Vegetation MER program and hence to ensure alignment with the NSW Vegetation Type Standards. As part of the exercise, the YETI data model and application have been harmonised with the updated Type Standards to make data entry and maintenance as straightforward and painless as possible.

This user manual sets out the general procedures for setting up YETI, entering and editing data. For data entry or editing, an authorised log-in is required. If you wish to apply for authorised access, please send an email to the [YETI Administrator](#).

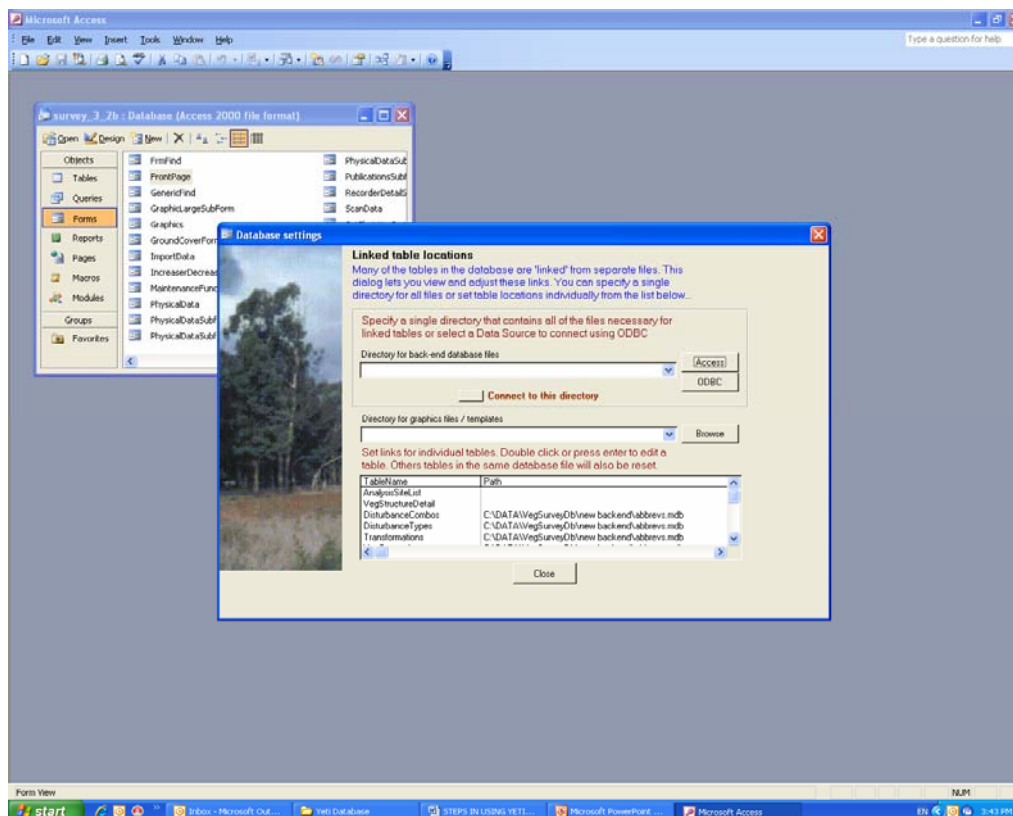
2. Getting Started

2.1 Setting Up YETI For The First Time

1. Double-click on shortcut to the file **Survey_3_2** on desktop to open Yeti database

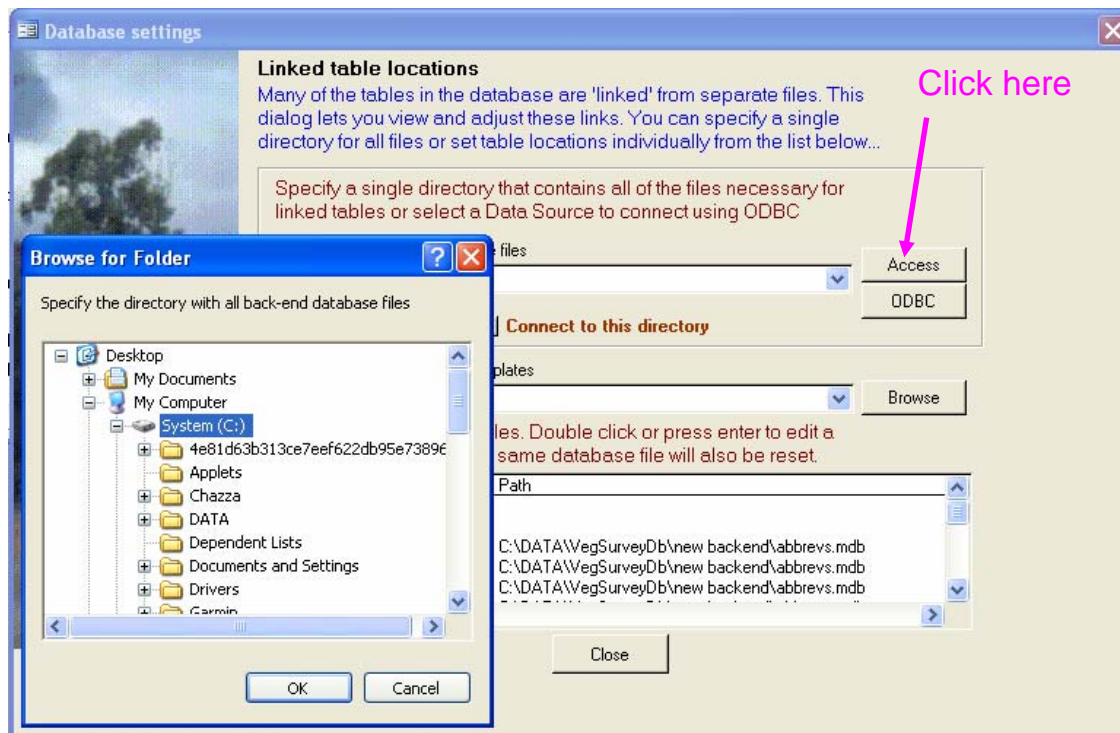


2. A Microsoft Access window will open containing a back-end file menu and a **Database Settings** window

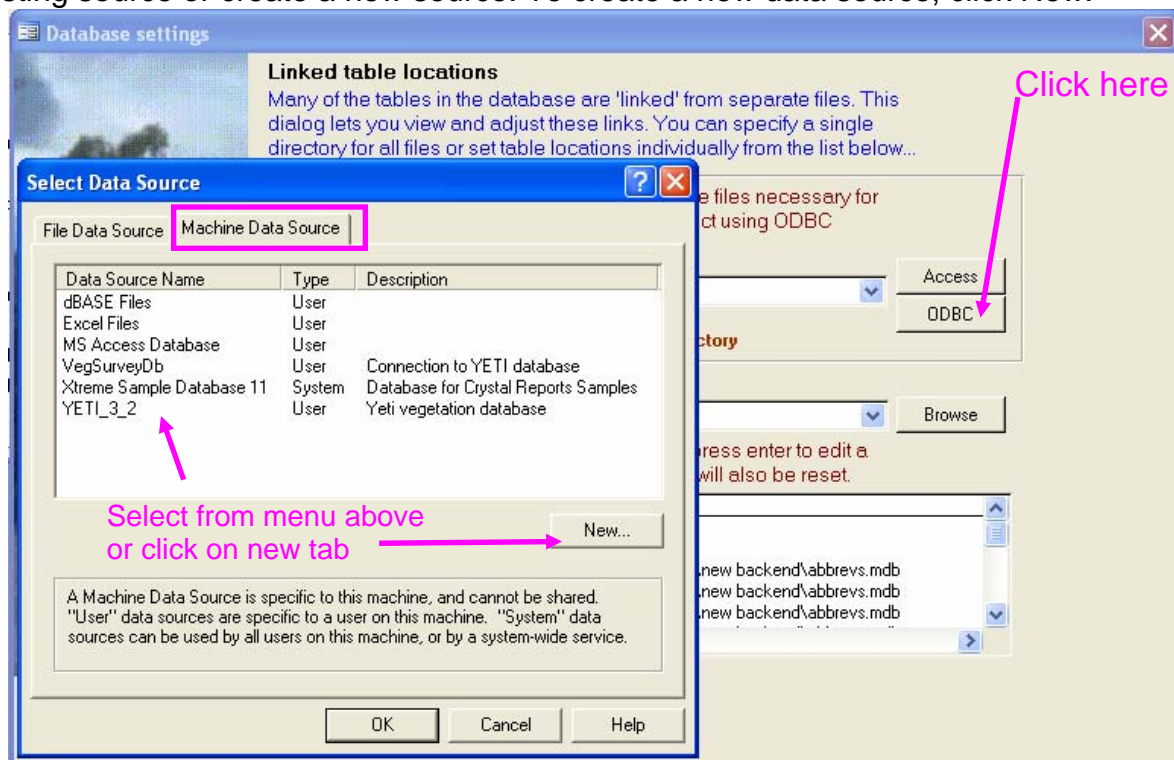


3. In the **Database Settings** window you need to specify where the backend files for YETI are located and create a link to them. Back end files can either be located on your computer, or on the ODBC network server.

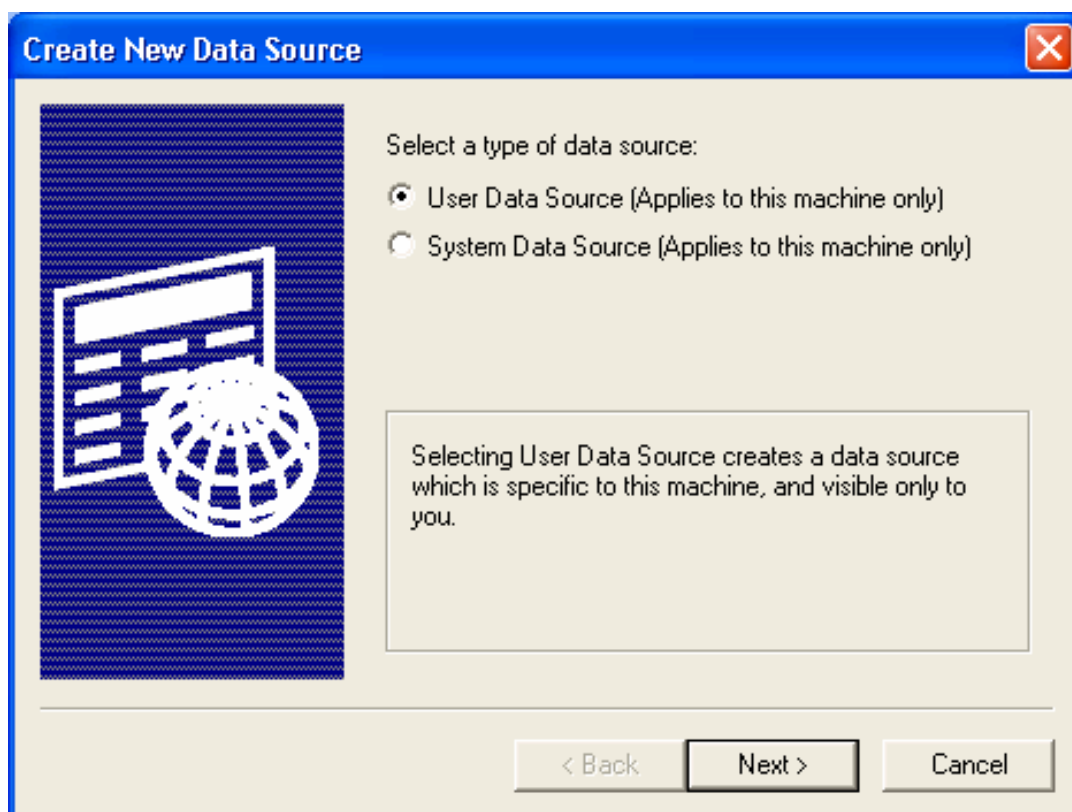
a). If the files are located on your computer, click the **Access** button and browse for folder:



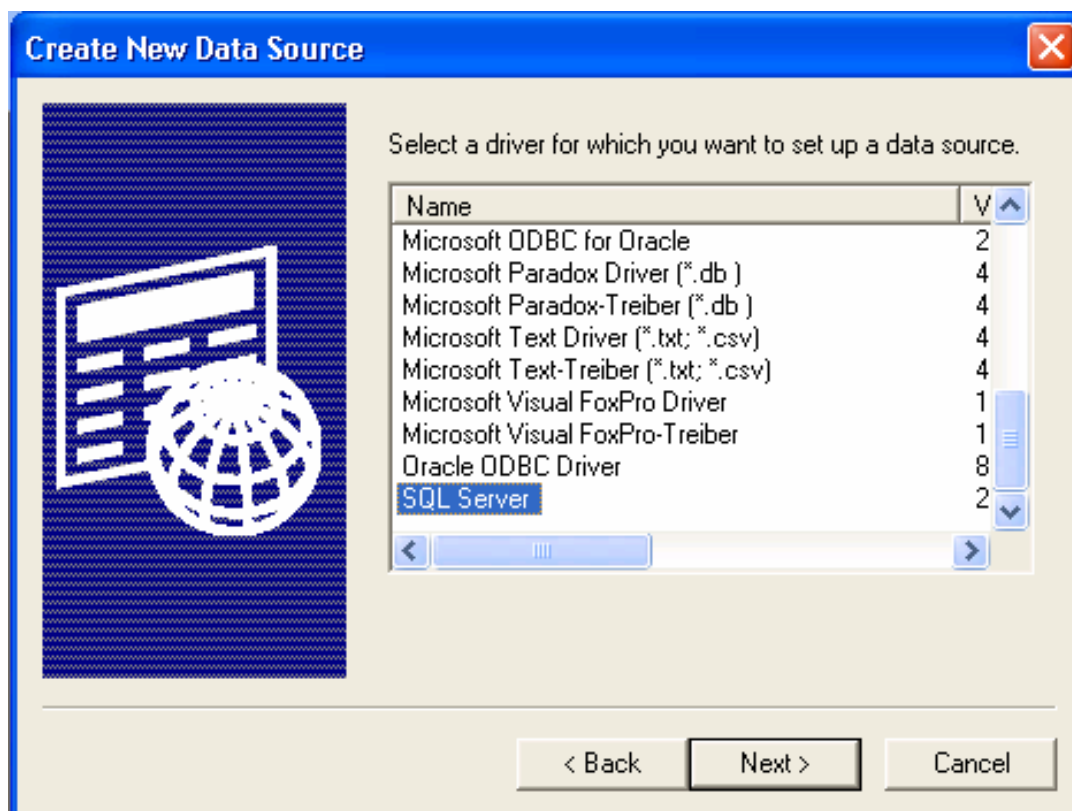
b). If the files are located on the ODBC network, click the **ODBC** button. In the **Select Data Source** window, click on **Machine Data Source** tab. You can either select from an existing source or create a new source. To create a new data source, click New:



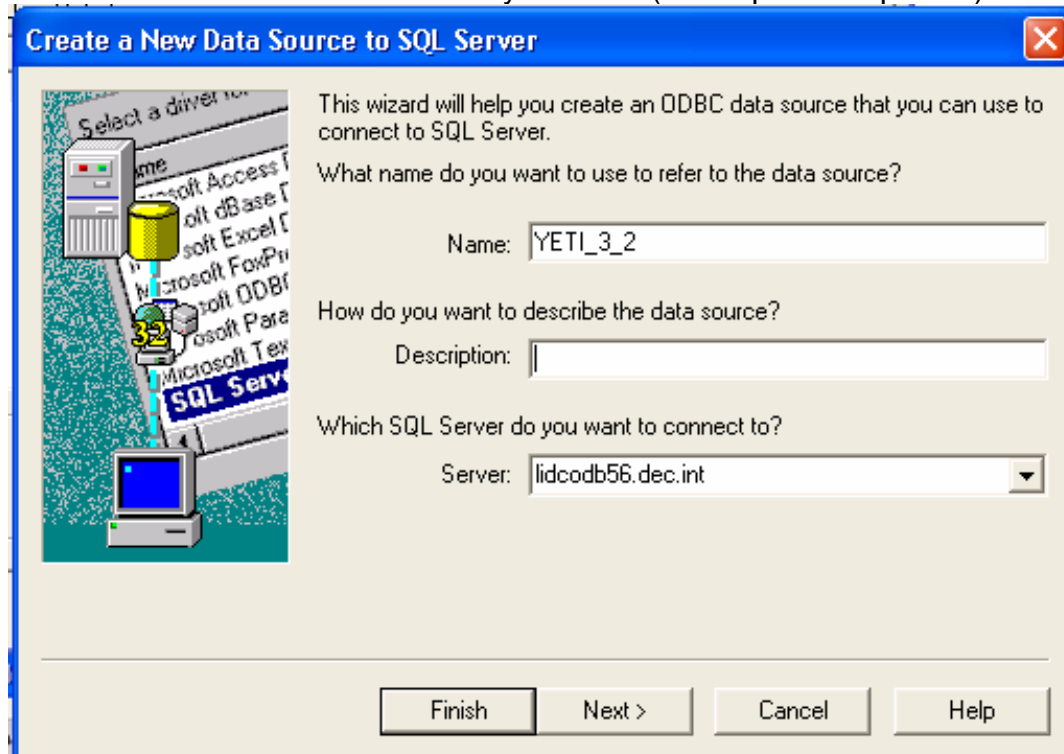
3. Select a **User Data Source** (Users on the DEC network cannot create System Data Sources) and then **Next**



4. Select the driver SQL Server and **Next** and then **Finish**



5. Choose a **Name** and **Server** for your DNS (Description is optional) and click **Next**



Create a New Data Source to SQL Server

This wizard will help you create an ODBC data source that you can use to connect to SQL Server.

What name do you want to use to refer to the data source?

Name: YETI_3_2

How do you want to describe the data source?

Description:

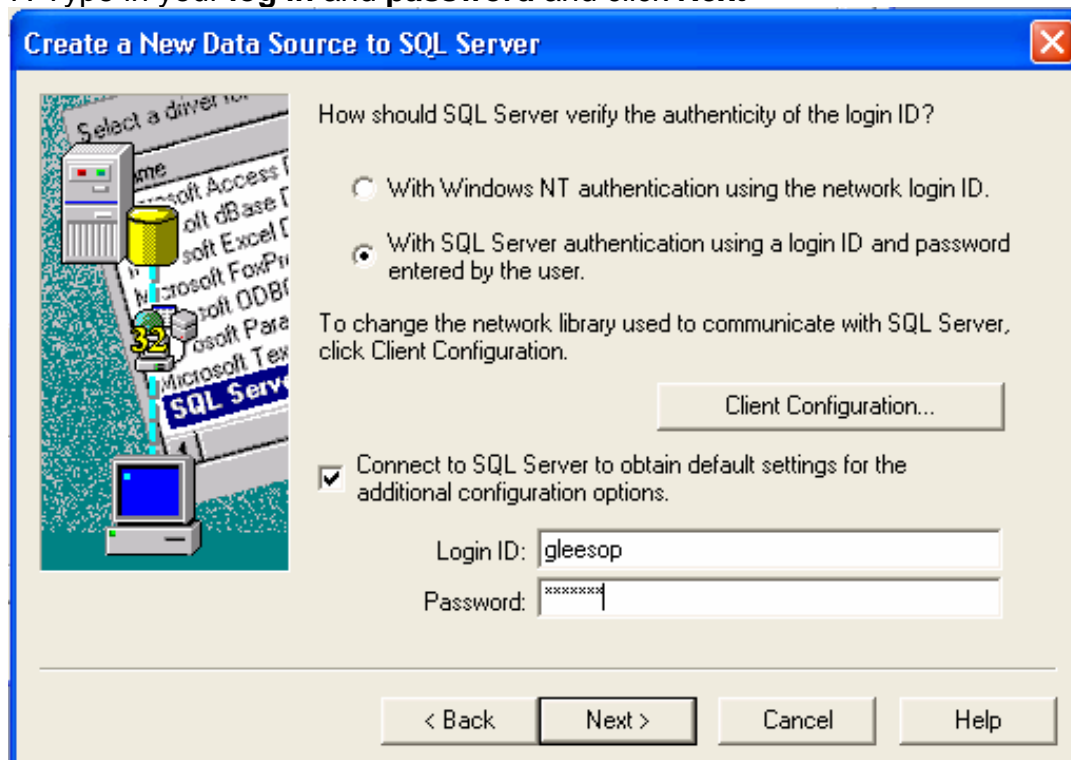
Which SQL Server do you want to connect to?

Server: lidcodb56.dec.int

Finish Next > Cancel Help

6. Select the option SQL Server authentication using a login ID and password entered by the user (Windows NT authentication is not available in DEC)

7. Type in your **log in** and **password** and click **Next**



Create a New Data Source to SQL Server

How should SQL Server verify the authenticity of the login ID?

☐ With Windows NT authentication using the network login ID.

☒ With SQL Server authentication using a login ID and password entered by the user.

To change the network library used to communicate with SQL Server, click Client Configuration.

Client Configuration...

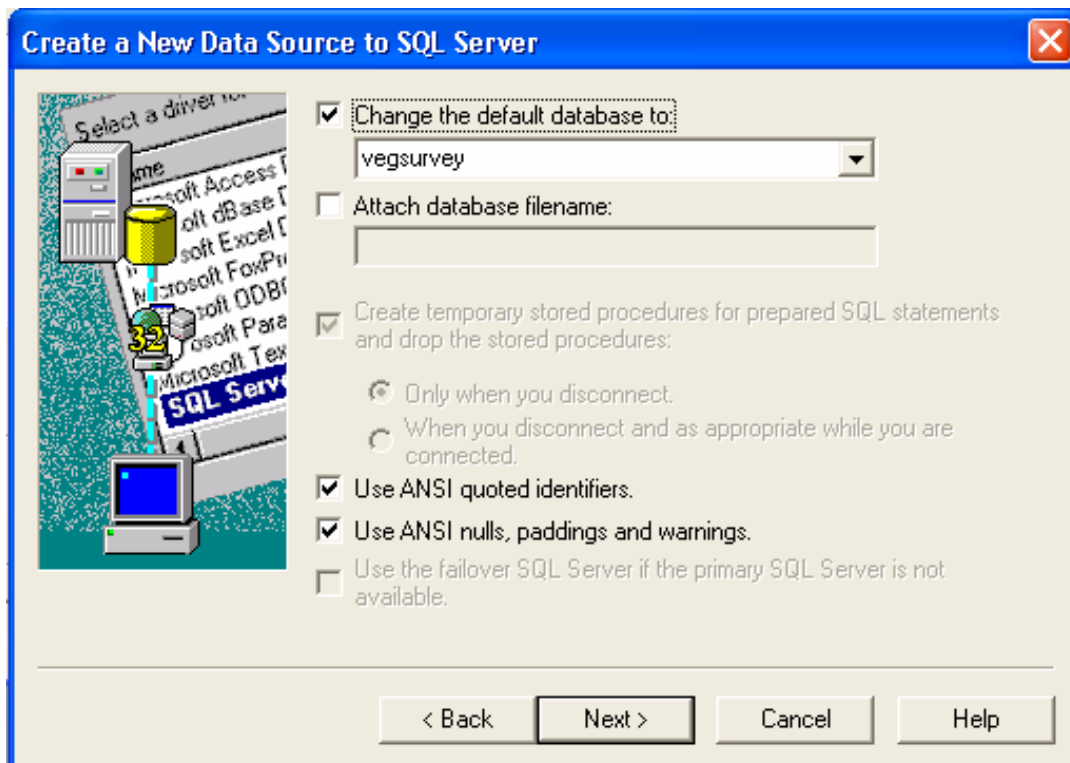
☒ Connect to SQL Server to obtain default settings for the additional configuration options.

Login ID: glesop

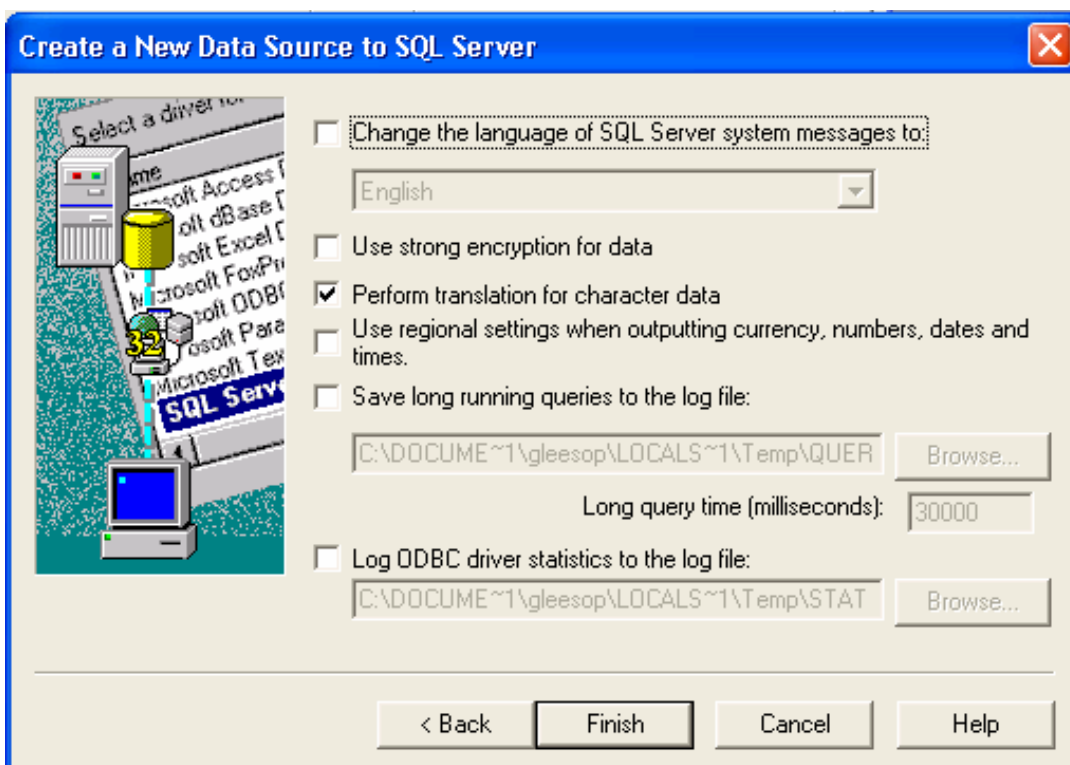
Password: xxxxxx

< Back Next > Cancel Help

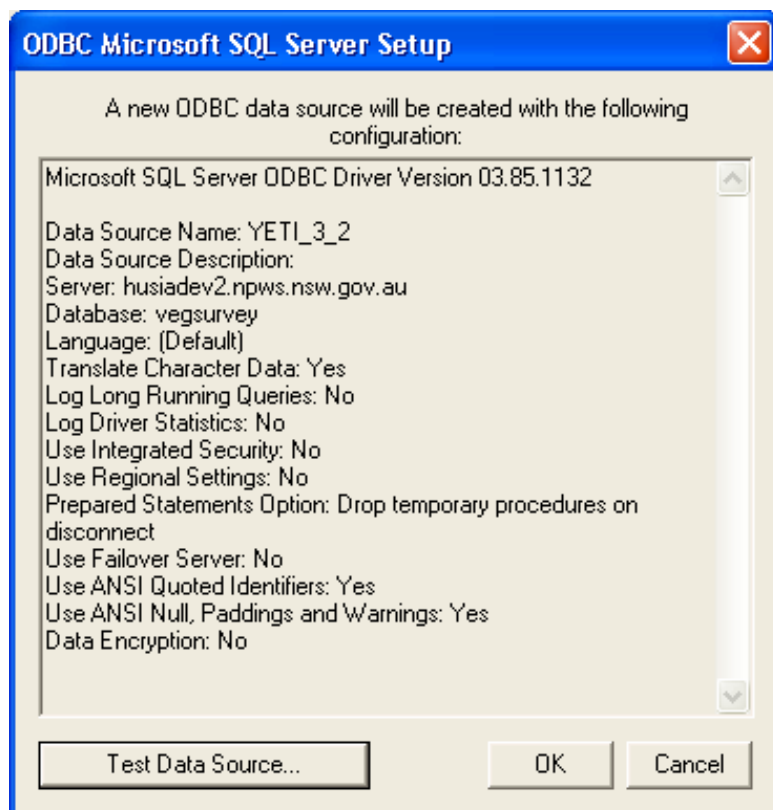
8. Tick the box **Change the default database to:** and make sure you are linked to **vegsurvey** then click **Next**



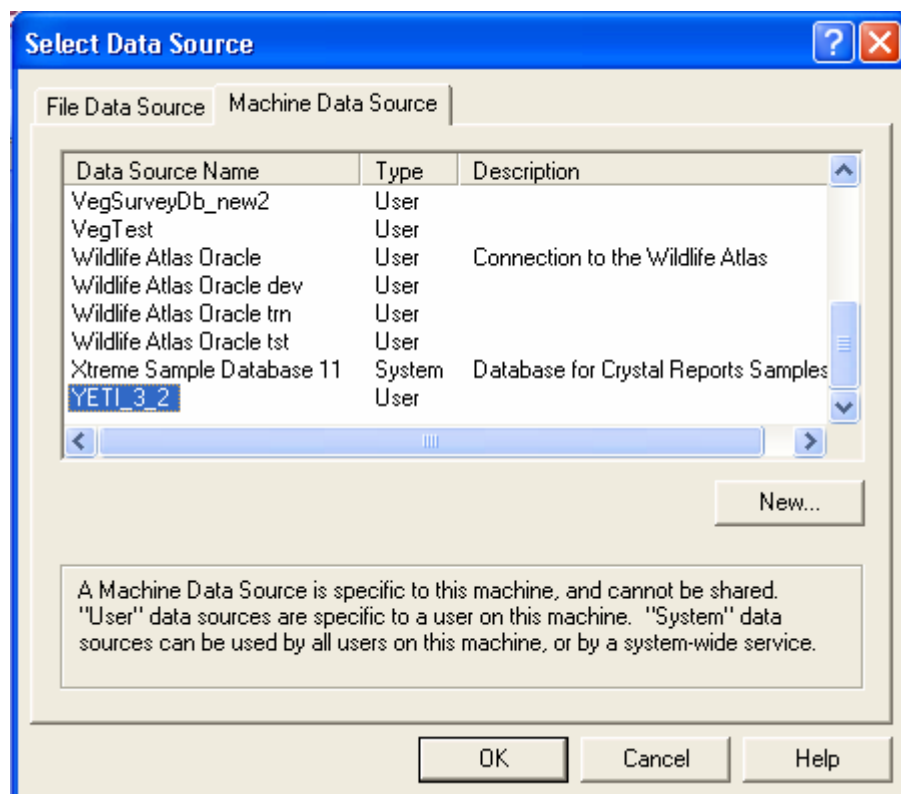
9. Click **Finish**



10. Click **Test Data Source** to ensure everything is Ok



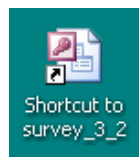
11. Finally Click **Ok** and then select your newly created data source from the list and click **Ok**



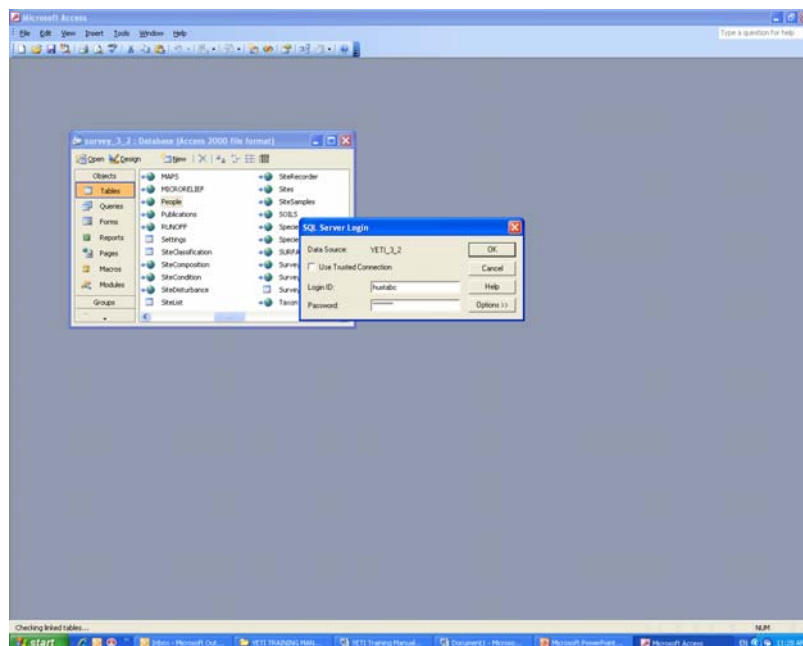
12. You will be asked to login again and the database will check links to all the files.

2.2 Logging Into YETI

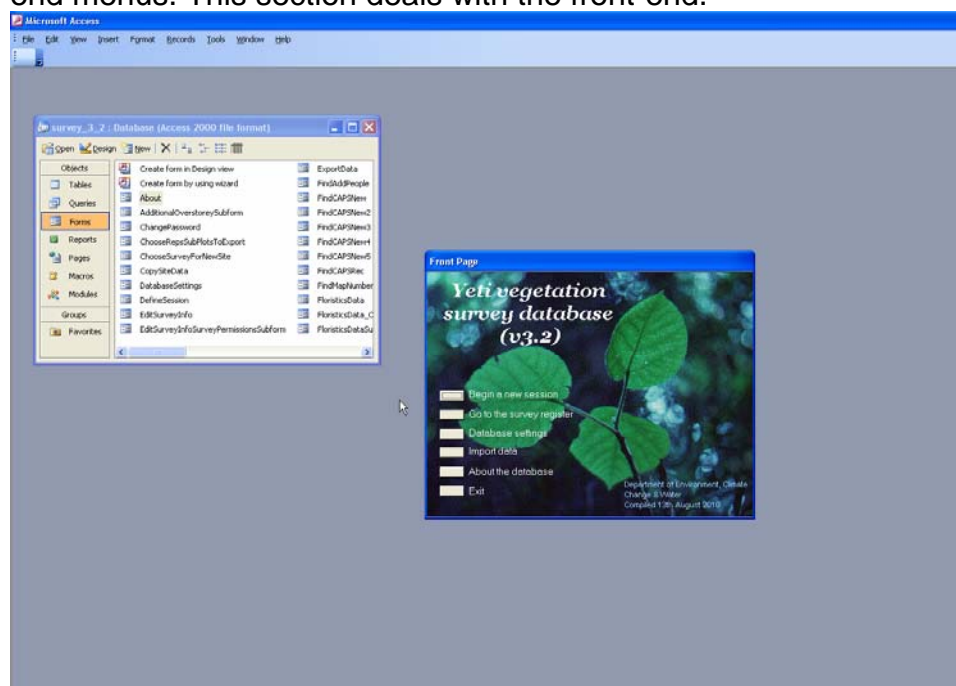
1. Click on shortcut on desktop to open Yeti database



2. In SQL Server Login window, enter your Login ID and Password & click **OK**

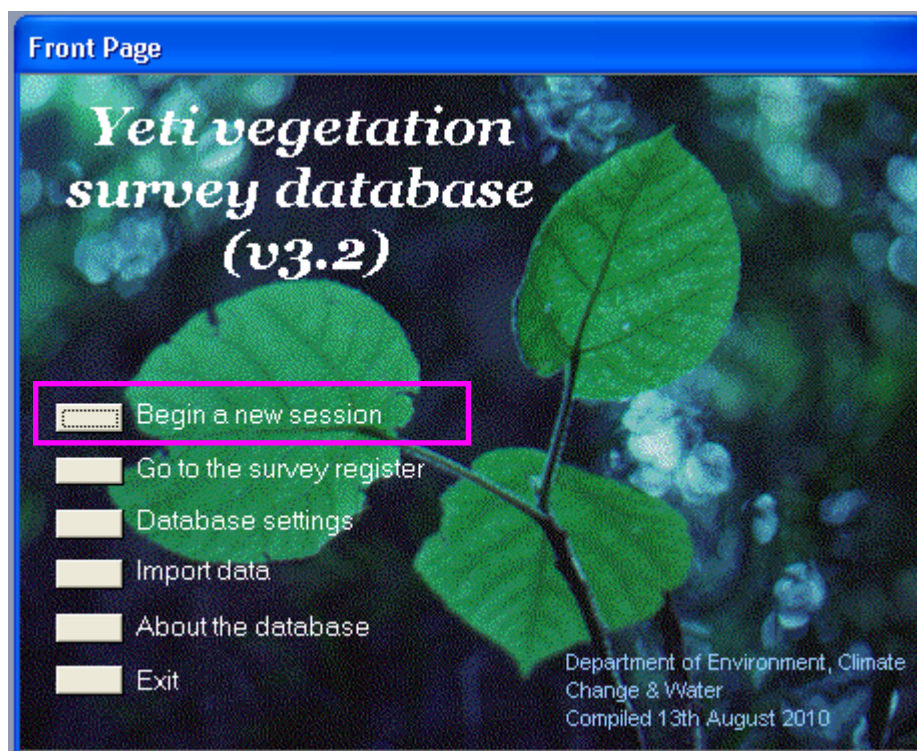


3. The Main Window will open. It shows front-end menu (Front Page) as well as back-end menus. This section deals with the front-end.

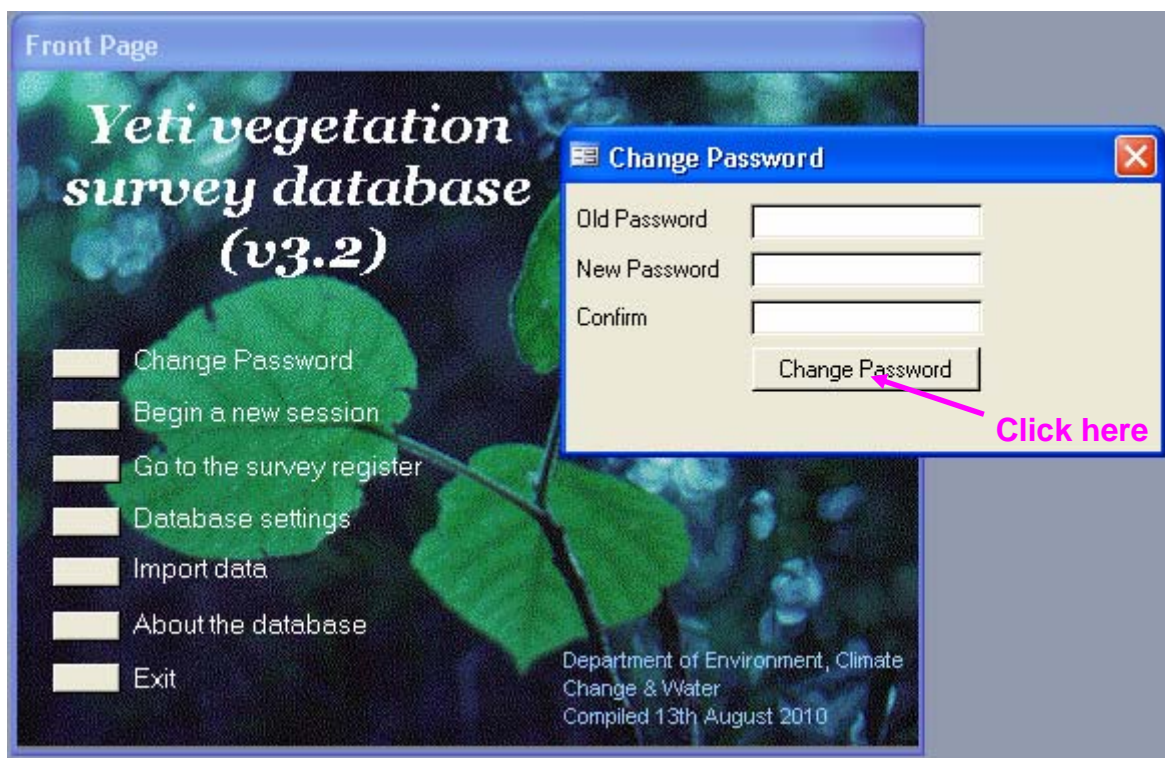


2.3 How To Change Your Password

1. In Front Page Window, click on **Change Password** button:



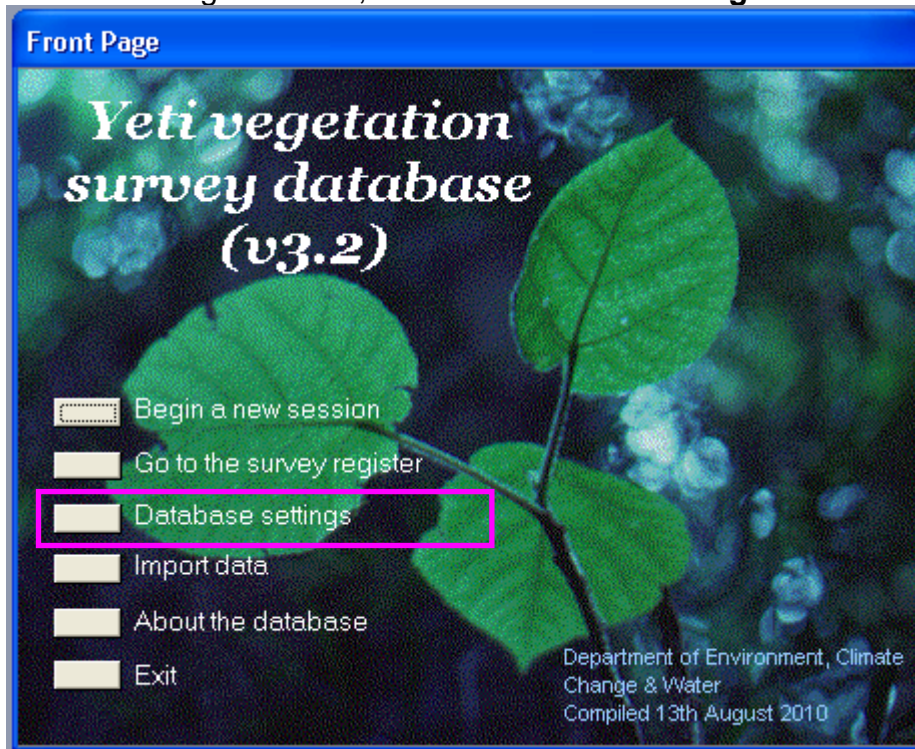
2. Type in old and new passwords & click “*Change Password*” button:



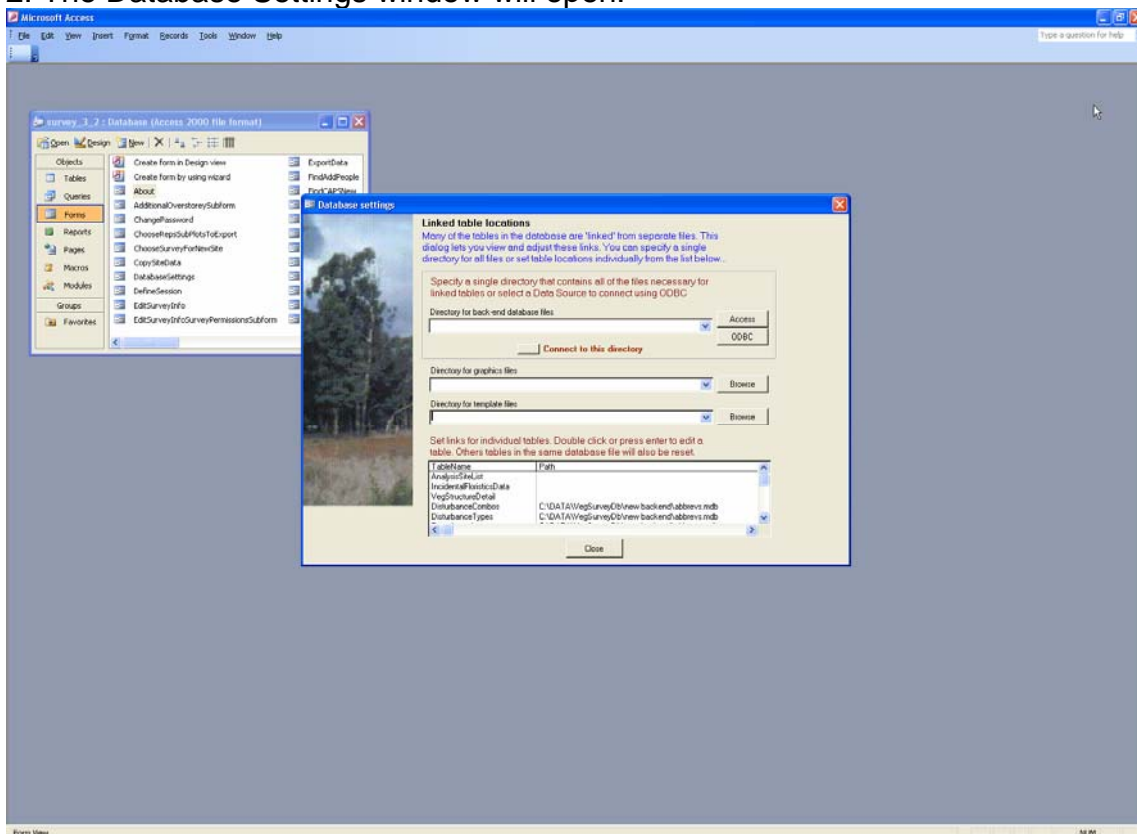
After changing your password it is recommended that you Exit from the application and then restart, logging in with the new password.

2.4 Setting and Changing Database Settings

1. In Front Page Window, click on **Database settings**:

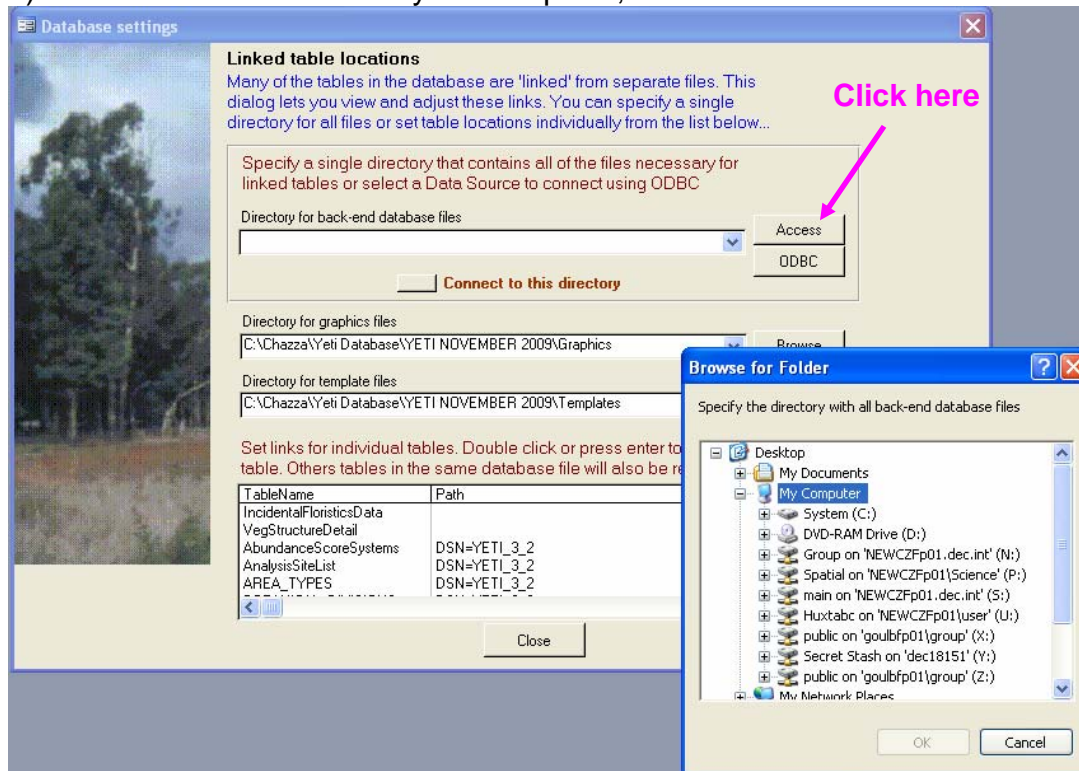


2. The Database Settings window will open:

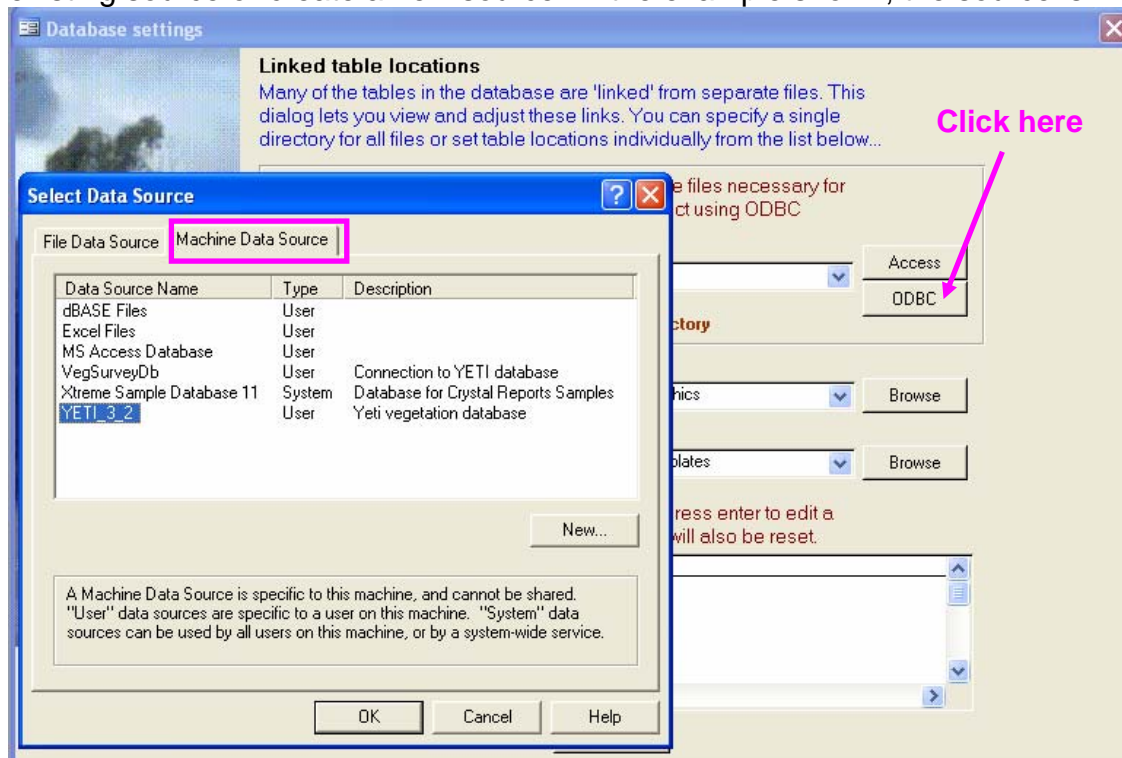


3. You need to specify where the back end files for YETI are located and create a link to them. Back end files can either be located on your computer, or on the SQL Server database accessed using an ODBC DSN

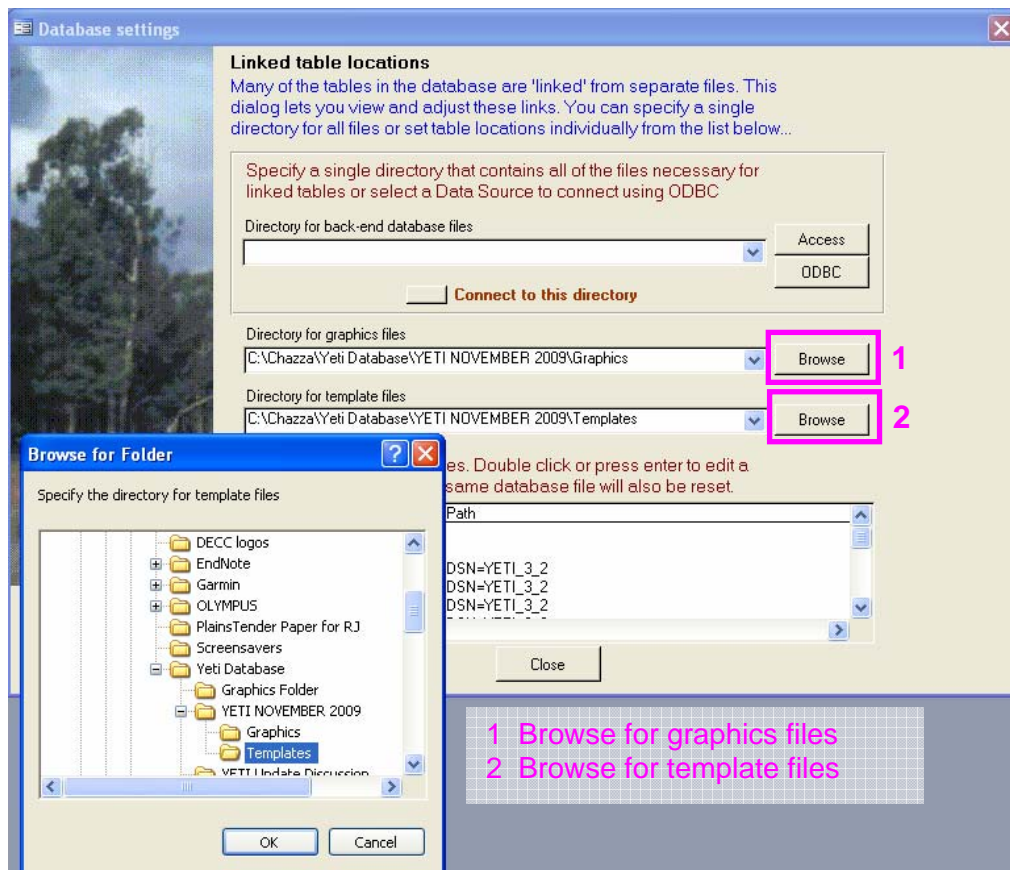
a). If the files are located on your computer, click the **Access** tab and browse for folder:



b). If the files are located on the ODBC network, click the **ODBC** tab. In the **Select Data Source** window, click on **Machine Data Source** tab. You can either select from an existing source or create a new source. In the example shown, the source is **YETI_3_2**.



4. As the graphics files are not stored in the SQL Server backend as yet, the database will ask you where the graphics files are located. Simply browse to the folder and click **OK**. Do the same for any template files for generating survey data sheets and site reports:

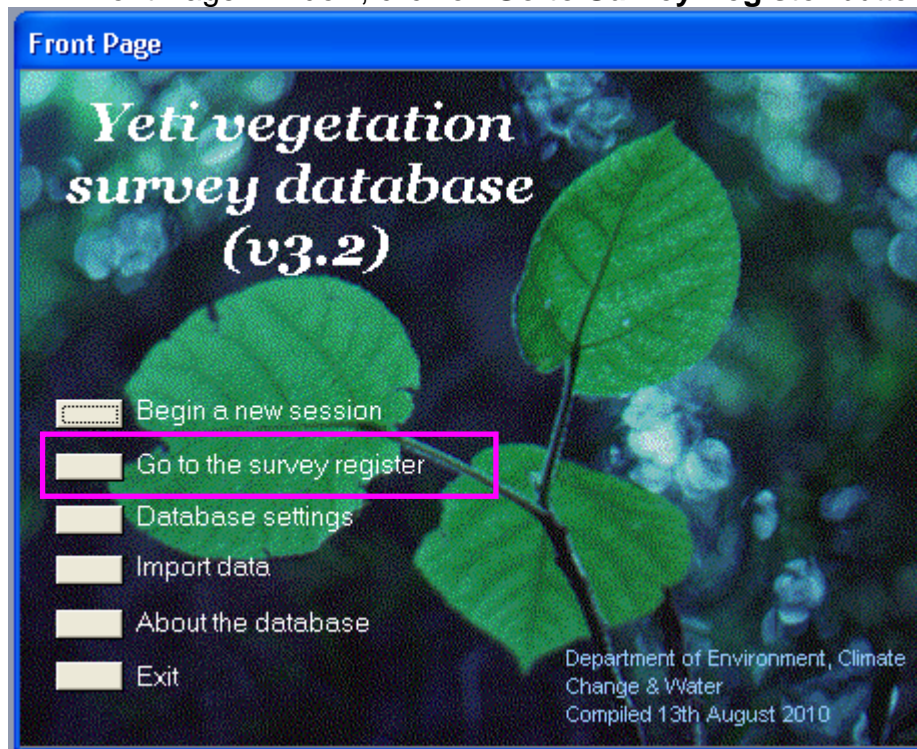


NOTE: It is recommended that the graphics (which includes site photographs and PDF copies of the field site sheets) should be stored on a network drive, in a folder clearly identified for the purpose. This retains them in the corporate dataset (meaning that they should also be backed up regularly) and also minimises the opportunity for them to be lost when a user no longer has access to that machine (as a result of redeployment, IT replacement or temporary appointment finishing). It also will improve the opportunities for collating site photographs when the system is set up to maintain records from a single point / server

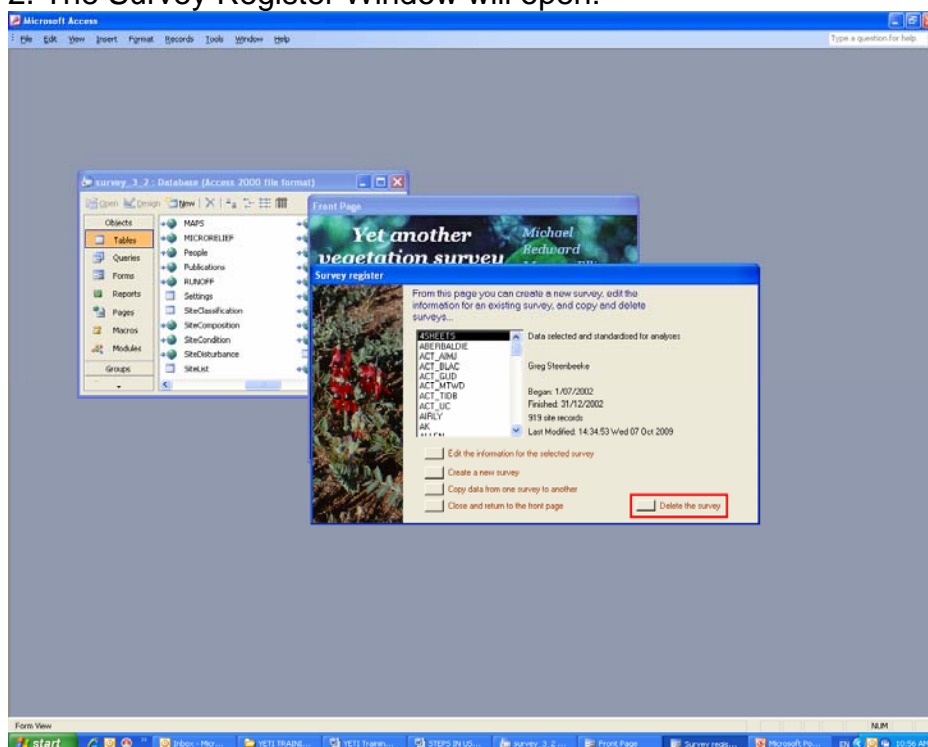
3. The Survey Register

3.1 How to Open the Survey Register

1. In Front Page Window, click on **Go to Survey Register** button:

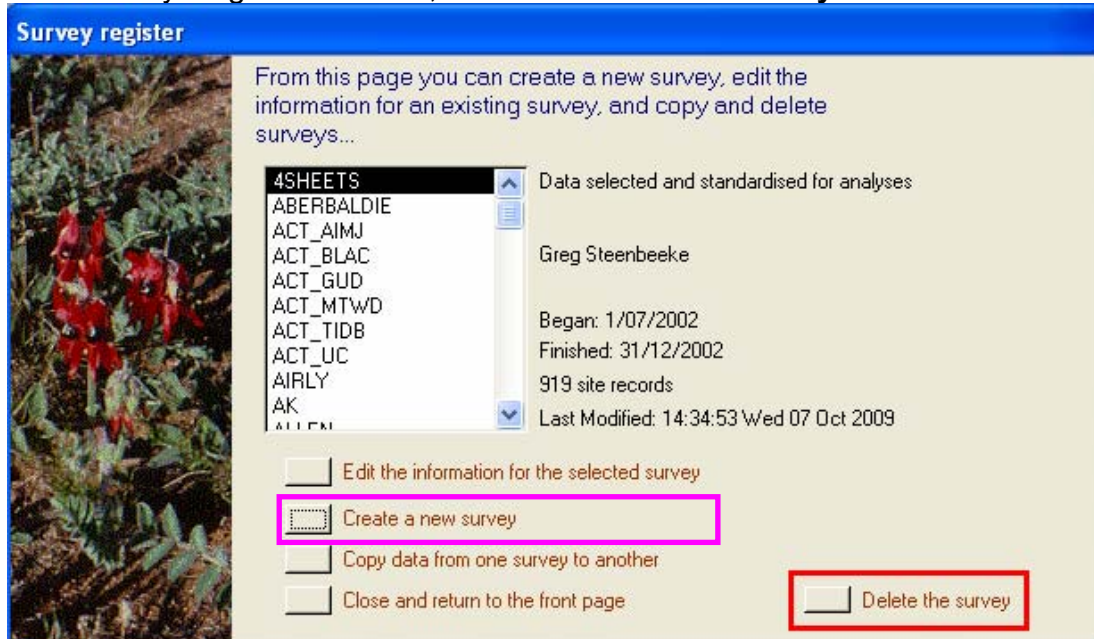


2. The Survey Register Window will open:



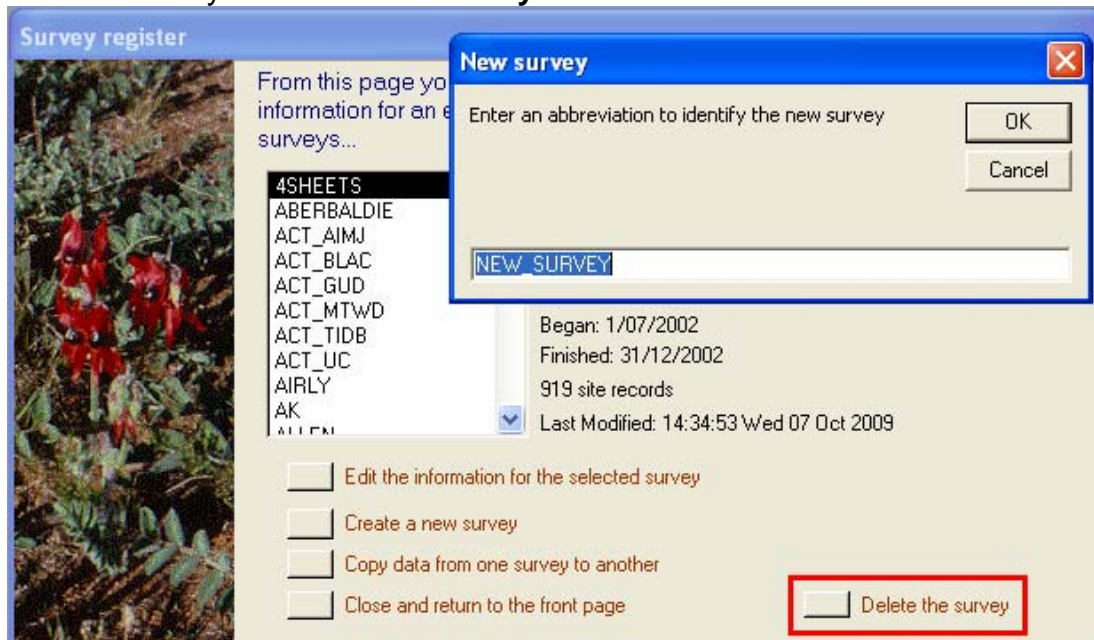
3.2 How to Create a New Survey

1. In Survey Register Window, click **Create a New Survey** tab:



The screenshot shows the 'Survey register' window. On the left is a list of survey names: 4SHEETS, ABERBALDIE, ACT_AIMJ, ACT_BLAC, ACT_GUD, ACT_MTWD, ACT_TIDB, ACT_UC, AIRLY, AK, and ALLEN. To the right of the list, there is a summary of the selected survey: 'Data selected and standardised for analyses', 'Greg Steenbeeke', 'Began: 1/07/2002', 'Finished: 31/12/2002', '919 site records', and 'Last Modified: 14:34:53 Wed 07 Oct 2009'. Below this summary are four buttons: 'Edit the information for the selected survey', 'Create a new survey' (highlighted with a pink box), 'Copy data from one survey to another', and 'Delete the survey' (highlighted with a red box).

2. Enter survey name in **New Survey** window and click **OK**:



The screenshot shows the 'Survey register' window with the 'New survey' dialog box open. The dialog box has a title bar with a close button (X). Inside, it says 'Enter an abbreviation to identify the new survey' and has 'OK' and 'Cancel' buttons. The input field contains the text 'NEW SURVEY'. The background window is partially visible, showing the same list of survey names and summary information as the first screenshot.

NOTE: Survey names should be 10 characters or less in length (preferably 8) and should only use the alphanumeric characters (A-B, 0-9) and underscore (_).

3. Enter details of new survey:

a). General tab – enter description and principals

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design Custodian Publications Permissions

Start date 1 Dec 2009 Finish date 10 Dec 2009 ☐ Analysis Survey Dataset

Description (required)
Training demo survey in Yeti. Blackbutt Reserve, Newcastle, NSW.

Principal(s) (required)
C. Huxtable, Native Vegetation Mapping Unit, DECCW, 26 Honeysuckle Dr. Newcastle

Save and close Undo changes

b). Scoring system tab – select scoring system from drop down menus. *If using actual values, you should note that as 'species actuals' options in the pull-down lists.*

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design Custodian Publications Permissions

Species score method
Cover 1 to 10

Additional abundance score method
Abundance 1 to 16
(unspecified)
Abundance 1 to 4
Abundance 1 to 6
AbundanceScore
species actuals

Survey methods
1: <1% cover, solitary individual; 2: <1% cover; 3: 1-5% cover; 4: 5-10% cover; 5: 10-25% cover; 6: 25-33% cover; 7: 33-50% cover; 8: 50-75% cover; 9: 75-95% cover; 10: 95-100% cover
1:1; 2:2; 3:3; 4:4; 5:5; 6:6; 7:7; 8:8; 9:9; 10:10; 11:20; 12:50; 13:100; 14:500; 15: 1000; 16:>1000

Save and close Undo changes

c). Plot design tab – enter size and shape of typical plot for this survey:

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design Custodian Publications Permissions

Type of survey plots used (tick all that apply)
☐ Unspecified ☒ Known area ☐ Nested ☐ Dimensionless

Notes
20m X 50m quadrat

Save and close Undo changes

d). Custodian tab – enter custodian details

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design **Custodian** Publications Permissions

Custodian: Dept Environment, Climate Change and Water

Contact name: Charles Huxtable

Contact address: Levl 4, 26 Honeysuckle Drive Newcastle 2300 NSW

Contact phone: (02) 4904 2536

Contact email: charles.huxtable@environment.nsw.gov.au

Notes: This is a training demo only

Save and close Undo changes

e). Publications tab – enter details of any publications

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design Custodian **Publications** Permissions

Publications associated with this survey
(press TAB to move between fields)

Date	Title
1/12/09	Vegetation of the Blackbutt Reserve, Newcastle. Cunninghamia 11(5) 2010.
*	

Save and close Undo changes

f). Permissions tab – here you can see who can view and edit a survey. *Note: By default all new surveys will be viewable by DECCW and External groups and editable by the individual who created the survey. If you wish this to be changed you must contact the DECCW Administrator.*

Survey Details

NEW_SURVEY 0 site records for this survey

General Scoring systems Plot design Custodian Publications **Permissions**

The following users have access to this Survey

User	Can Edit?
DECCW	<input type="checkbox"/>
External	<input type="checkbox"/>
HUXTAB	<input checked="" type="checkbox"/>
*	<input type="checkbox"/>

Save and close Undo changes

3.3 How to Edit Information for an Existing Survey

NB Edit functions require editing permission

1. In Survey Register Window, select the appropriate survey from list
2. Click **Edit Information for the Selected Survey** button:

From this page you can create a new survey, edit the information for an existing survey, and copy and delete surveys...

Survey Name	Description	Begin Date	Finish Date	Site Records	Last Modified
NEFIN	Training demo survey in Yeti. Blackbutt Reserve, Newcastle, NSW.				
NEPVEG					
NET	C. Huxtable, Native Vegetation Mapping Unit, DECCW, 26 Honeysuckle Dr. Newcastle				
NEW					
NEW_SURVEY	Began: 1/12/2009 Finished: 10/12/2009 No site records Last Modified: 12:53:42 Mon 21 Dec 2009				
NEWENG					
NGUNR					
NIAGARA					
NLB-MASTER					
NLB-COPY					

☐ Edit the information for the selected survey

☐ Create a new survey

☐ Copy data from one survey to another

☐ Close and return to the front page

☐ Delete the survey

3. Edit information in Survey Details window as per above.
- If you make a mistake, you can undo changes by clicking on **Undo Changes** button:

Survey Details

NEW_SURVEY 0 site records for this survey

General | Scoring systems | Plot design | Custodian | Publications | Permissions

Start date: 1 Dec 2009 Finish date: 10 Dec 2009 ☐ Analysis Survey Dataset

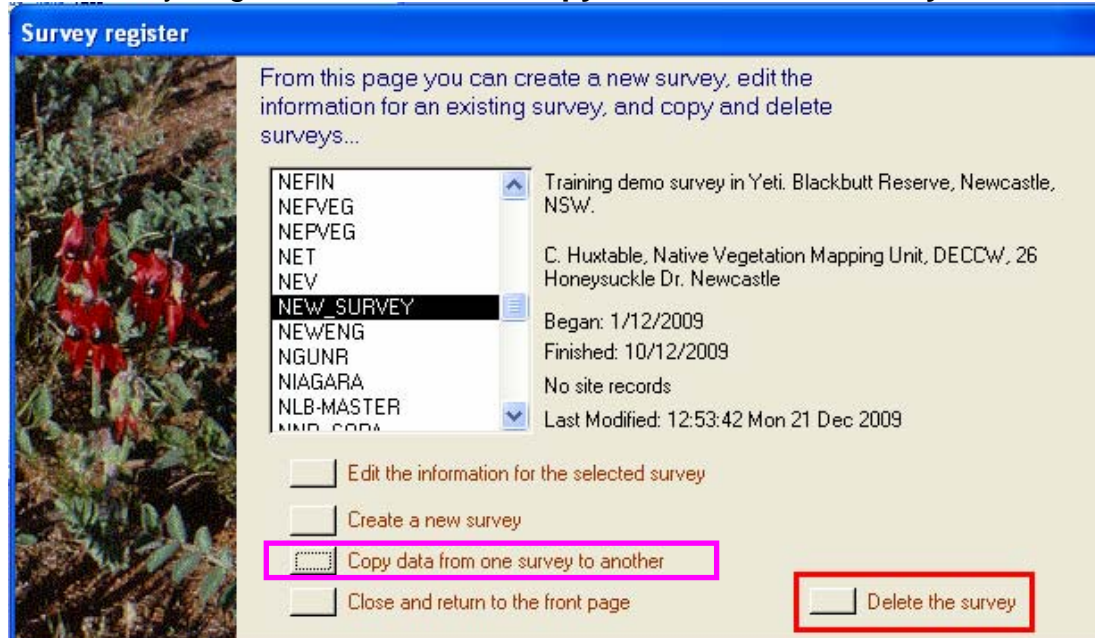
Description (required)
Training demo survey in Yeti. Blackbutt Reserve, Newcastle, NSW.

Principal(s) (required)
C. Huxtable, Native Vegetation Mapping Unit, DECCW, 26 Honeysuckle Dr. Newcastle

3.4 How to Copy Data from One Survey to Another

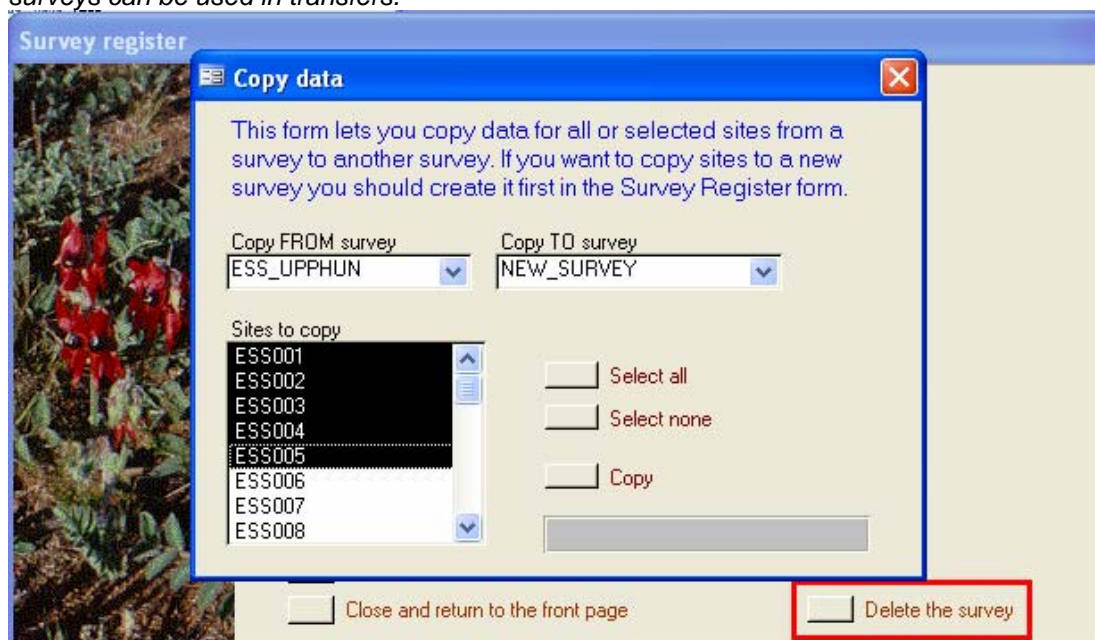
NB Data copy functions require editing permission

1. In Survey Register Window, click **Copy Data from One Survey to Another** button



The screenshot shows the 'Survey register' window. On the left is a list of surveys: NEFIN, NEFVEG, NEPVEG, NET, NEW, **NEW SURVEY** (highlighted), NEWENG, NGUNR, NIAGARA, NLB-MASTER, and NLB-CPA. To the right of the list, details for the selected survey are shown: 'Training demo survey in Yeti. Blackbutt Reserve, Newcastle, NSW.', 'C. Huxtable, Native Vegetation Mapping Unit, DECCW, 26 Honeysuckle Dr. Newcastle', 'Began: 1/12/2009', 'Finished: 10/12/2009', 'No site records', and 'Last Modified: 12:53:42 Mon 21 Dec 2009'. At the bottom, there are four buttons: 'Edit the information for the selected survey', 'Create a new survey', 'Copy data from one survey to another' (highlighted with a pink rectangle), and 'Delete the survey' (highlighted with a red rectangle).

2. In **Copy Data** window, select survey from which data is to be copied and select sites to be copied, then select survey to which data is to be copied to. *Note – only existing surveys can be used in transfers.*



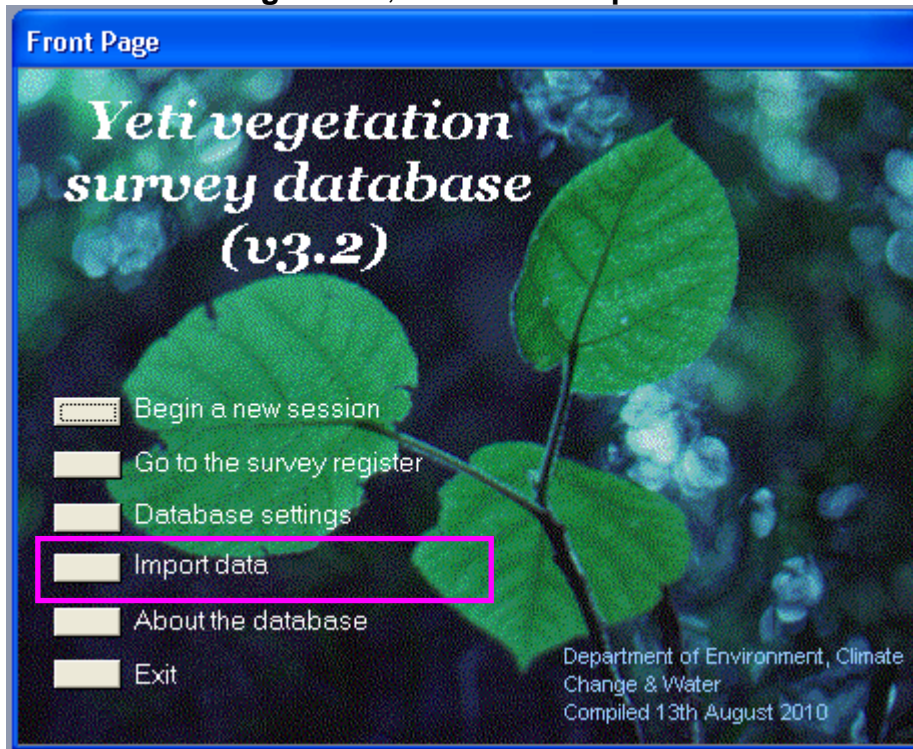
The screenshot shows the 'Copy data' window. It has a title bar with a close button. The main text says: 'This form lets you copy data for all or selected sites from a survey to another survey. If you want to copy sites to a new survey you should create it first in the Survey Register form.' Below this, there are two dropdown menus: 'Copy FROM survey' (set to 'ESS_UPPHUN') and 'Copy TO survey' (set to 'NEW_SURVEY'). Underneath is a list of sites to copy: ESS001, ESS002, ESS003, ESS004, **ESS005** (highlighted), ESS006, ESS007, and ESS008. To the right of the list are three buttons: 'Select all', 'Select none', and 'Copy'. At the bottom, there are two buttons: 'Close and return to the front page' and 'Delete the survey' (highlighted with a red rectangle).

3. Click on **Copy** button.

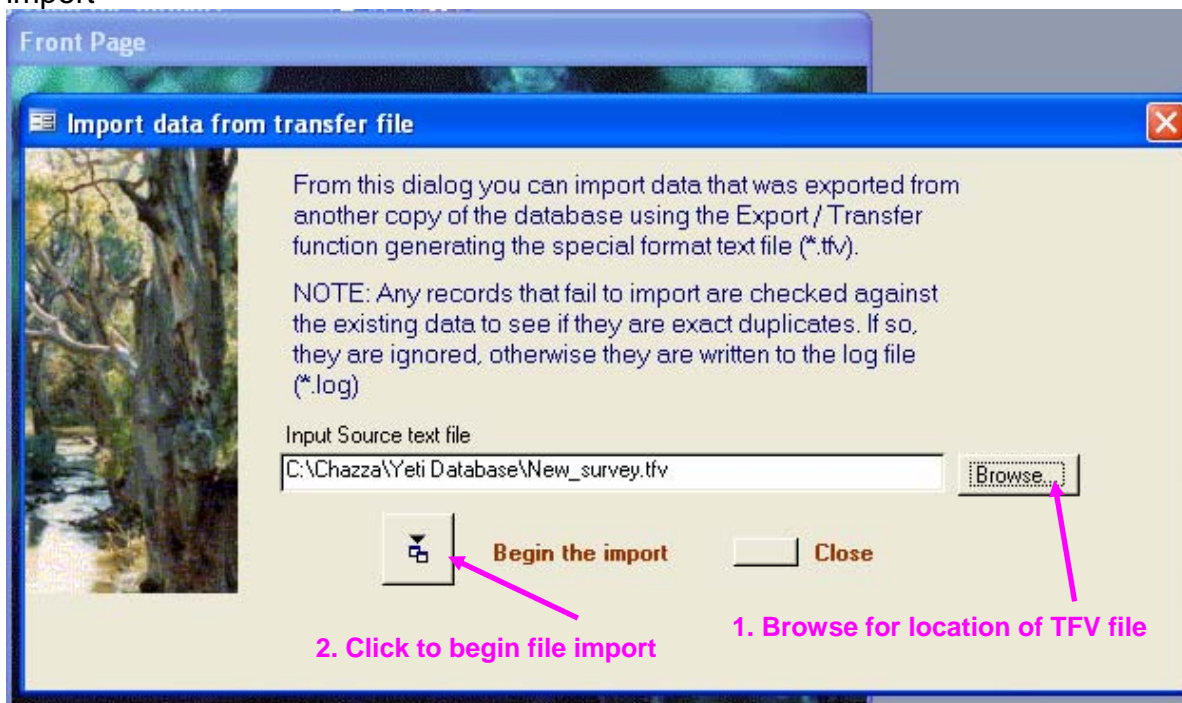
4. When finished in Survey Register, click **Close and return to the front page** button.

4. How To Import Data Into YETI

1. In the **Front Page** menu, click on the **Import Data** button:



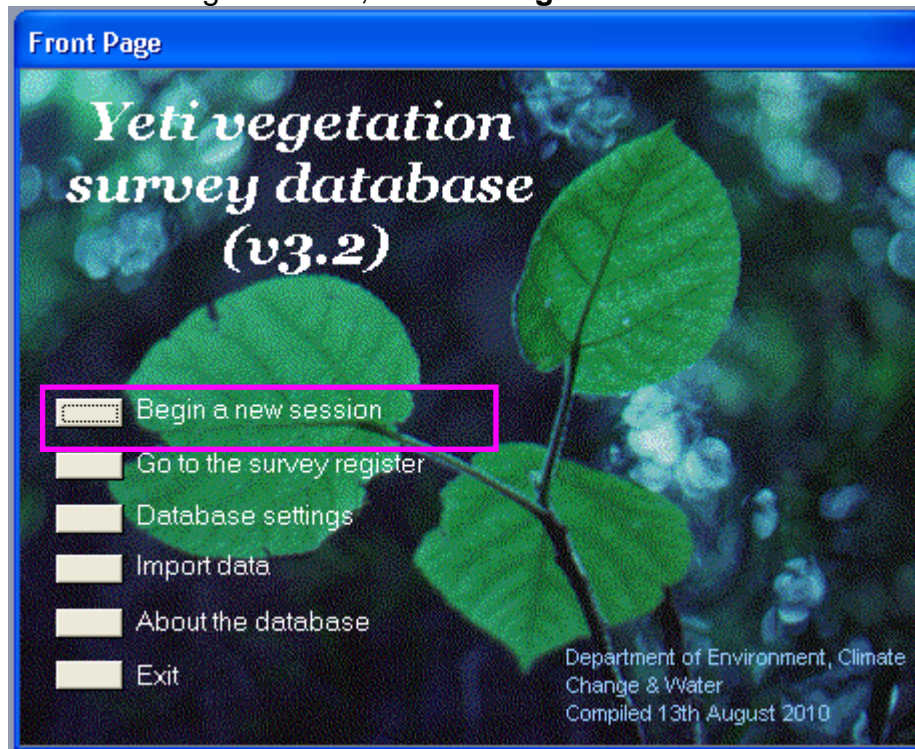
2. Click **Browse** button to locate TFV file, then click **Begin Import** button to begin the import



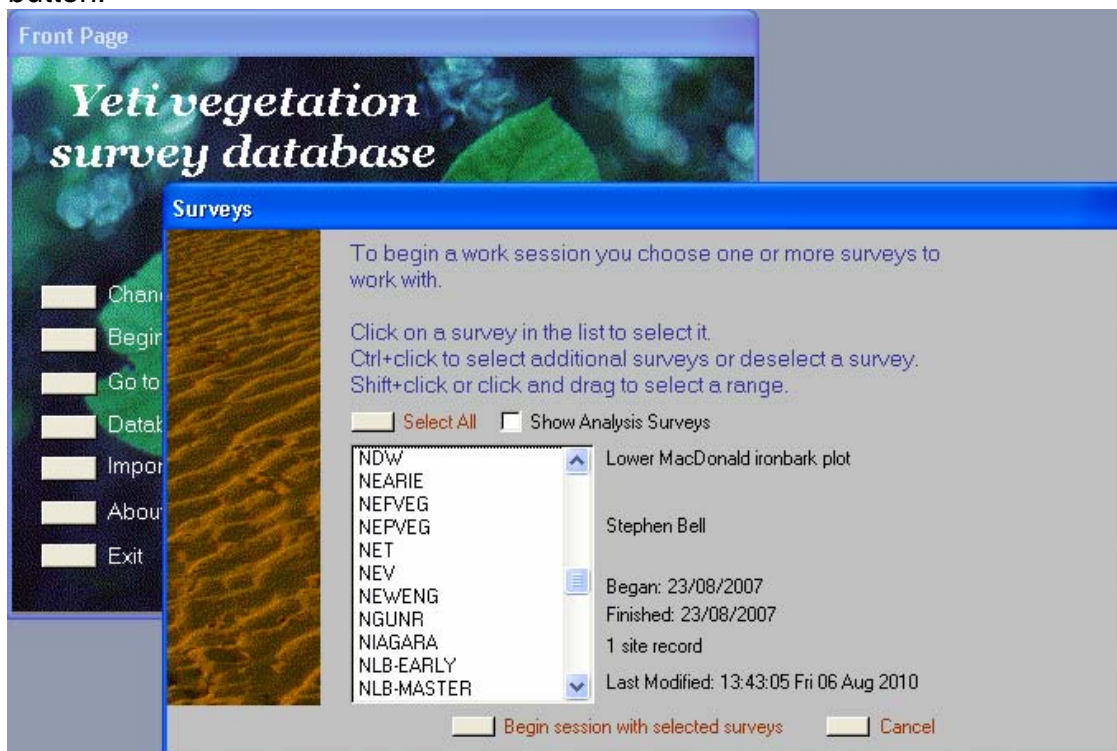
5. Working Within Sessions

5.1 How To begin A New Session

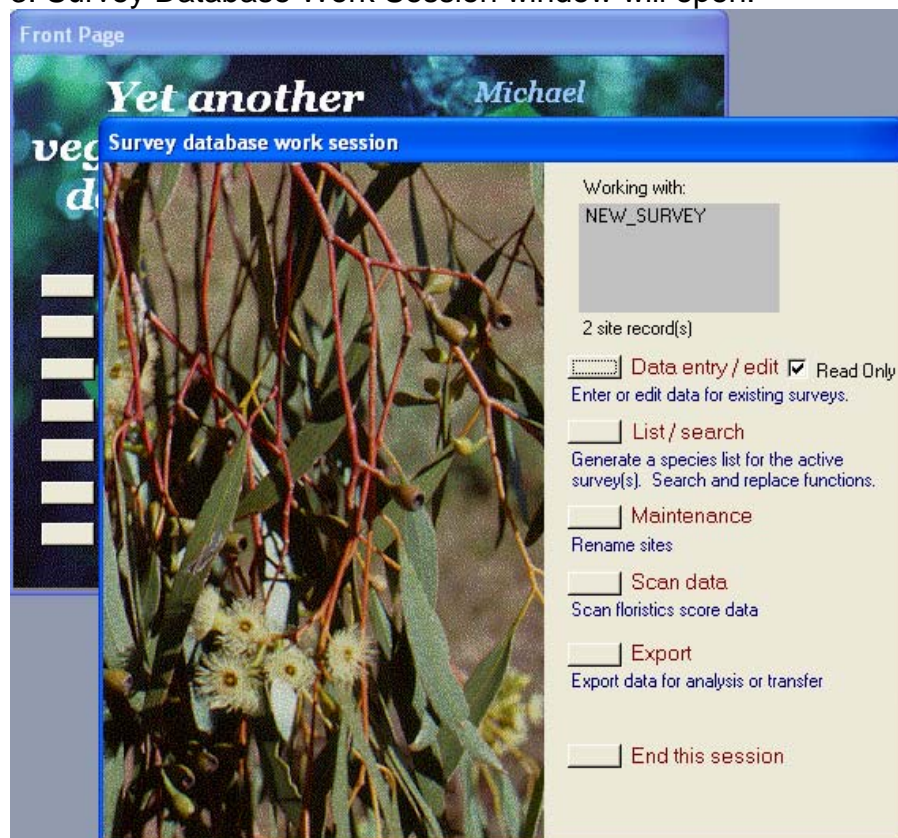
1. In Front Page Window, click on **Begin a New Session** button:



2. Select one or more surveys from list and click **Begin Session with Selected Lists** button:



3. Survey Database Work Session window will open:

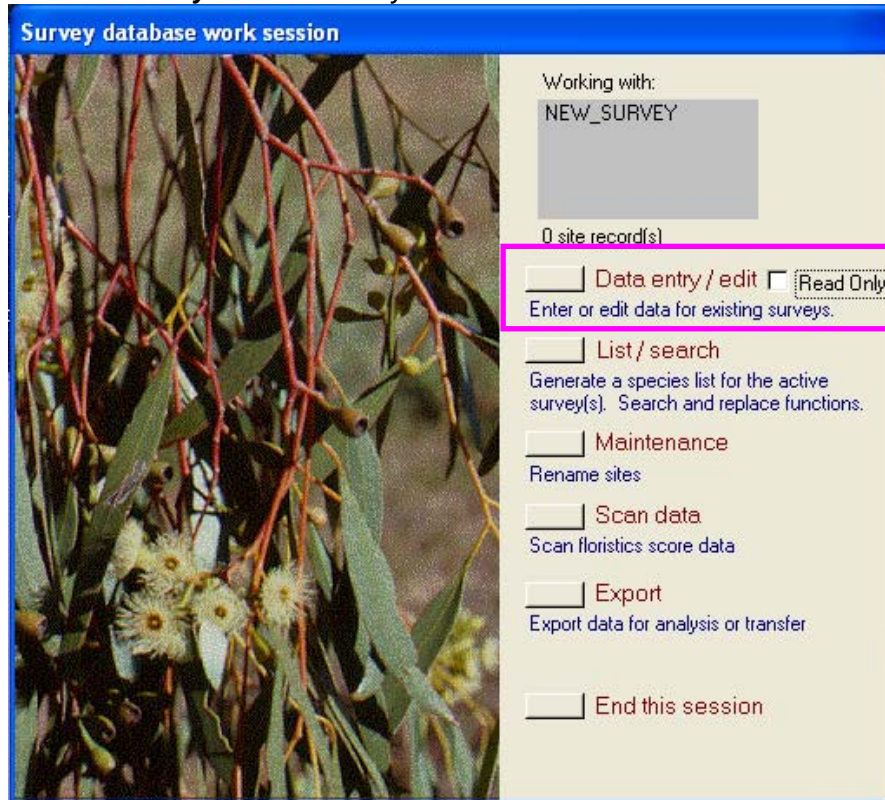


5.2 How to enter new data or edit existing data into a survey

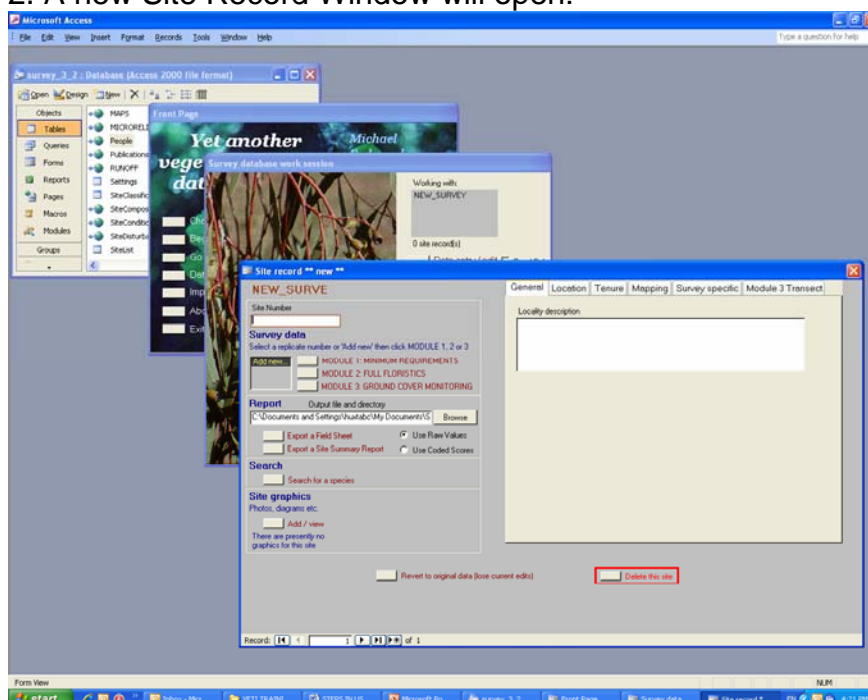
NB Enter or edit data requires editing permission.

1. In Survey Database Work Session window, click on **Data entry/edit** button

Note: **Read only** box is **ticked** by default. Ensure it is un-ticked to enable data entry and editing:



2. A new Site Record Window will open:



3. Entering general site data in main window

a). Create a new site record.

(i). You can navigate among sites using the arrows at the bottom left of the **Site Record** window. Advance arrow past the last existing site to create a new site record:

The screenshot shows the 'Site record' window with the 'NEW_SURVE' tab selected. The 'Site Number' field contains 'BB003'. The 'Survey data' section has three modules: 'MODULE 1: MINIMUM REQUIREMENTS', 'MODULE 2: FULL FLORISTICS', and 'MODULE 3: GROUND COVER MONITORING'. The 'Report' section has options for 'Export a Field Sheet', 'Export a Site Summary Report', 'Use Raw Values', and 'Use Coded Scores'. The 'Search' section has a 'Search for a species' button. The 'Site graphics' section has an 'Add / view' button. The bottom status bar shows 'Record: 3 of 3'. A pink arrow points to the right arrow in the status bar, and a pink text box says 'Scroll through sites using arrows. Advance past last site to create a new site'.

(ii). A new site record is created

The screenshot shows the 'Site record' window with the 'NEW_SURVE' tab selected. The 'Site Number' field contains 'BB004'. The 'Survey data' section has three modules: 'MODULE 1: MINIMUM REQUIREMENTS', 'MODULE 2: FULL FLORISTICS', and 'MODULE 3: GROUND COVER MONITORING'. The 'Report' section has options for 'Export a Field Sheet', 'Export a Site Summary Report', 'Use Raw Values', and 'Use Coded Scores'. The 'Search' section has a 'Search for a species' button. The 'Site graphics' section has an 'Add / view' button. The bottom status bar shows 'Record: 4 of 4'. A pink arrow points to the 'BB004' text, and a pink text box says 'Enter new site number'. Another pink arrow points to the status bar, and a pink text box says 'New site number shows'.

NOTE: Site numbers should be no more than 8 characters in length and can use the alphanumeric and underscore (A-Z, 0-9, _) characters. Names longer than this will usually be truncated by analysis programs and may make data labels unable to be identified clearly. A recommended method has been proposed for the site naming protocol.

b). Enter General locality description. Some distance and direction information is usually helpful in allowing others to interpret your site location if coordinates are incorrectly transferred or recorded.

Site record ** new **

NEW_SURVE

Site Number
BB001

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Add new...
MODULE 1: MINIMUM REQUIREMENTS
MODULE 2: FULL FLORISTICS
MODULE 3: GROUND COVER MONITORING

Report
Output file and directory
C:\Documents and Settings\huxtabc\My Documents\VS Browse

Export a Field Sheet Use Raw Values
Export a Site Summary Report Use Coded Scores

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view
There are presently no graphics for this site

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

c). Enter site coordinates: select grid reference or latitude and longitude. In the example below, GDA has been selected. *Note that after you enter one full set of coordinates, other fields will be auto-populated:* Ensure you know which datum (AGD66 or GDA94) is being used (especially on 'pool' GPS units) as sites may be up to 200m out of place otherwise.

Site record ** new **

NEW_SURVE

Site Number
BB001

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Add new...
MODULE 1: MINIMUM REQUIREMENTS
MODULE 2: FULL FLORISTICS
MODULE 3: GROUND COVER MONITORING

Report
Output file and directory
C:\Documents and Settings\huxtabc\My Documents\VS Browse

Export a Field Sheet Use Raw Values
Export a Site Summary Report Use Coded Scores

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view
There are presently no graphics for this site

Map coordinates
First set the type of coordinates and measurement...

Type: Grid ref Accuracy: 10 Geodetic datum: GDA
Grid ref
Lat-long

Then enter your coordinates into the items with a white background. The other coordinate type values will be calculated...

Location with respect to the Australian Geodetic Datum

AMG Zone	AMG Easting	AMG Northing	Latitude	Longitude
56	378053	13645098	32 56' 14.08"	151 41' 43.99"

Location with respect to the Geocentric Datum of Australia

MGA Zone	MGA Easting	MGA Northing	Latitude	Longitude
56	378168	13645170	32 56' 16.88"	151 41' 48.34"

Clear all map coordinate values (to start again) Deg Min Sec Degrees

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

d). Enter Tenure and local government area details

Site record ** new **

NEW_SURVE

Site Number: **BB001**

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Report
Output file and directory: C:\Documents and Settings\huxtabc\My Documents\S
Browse

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view

There are presently no graphics for this site

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

Tenure (highlighted): Nature Reserve

Conservation area code:

NPWS district code: Hunter

Local government area: Newcastle

e). Enter any details of maps and imagery connected to the site – especially if used in site selection.

Site record ** new **

NEW_SURVE

Site Number: **BB001**

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Report
Output file and directory: C:\Documents and Settings\huxtabc\My Documents\S
Browse

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view

There are presently no graphics for this site

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

Mapping (highlighted)

Topo Map Number: 9232-2-S NEWCASTLE 1:25000

Press F2 or double click to search for a map number

Aerial Photo

NSW/CAG No. run No. scale 1: ,000

frame number run date

Satellite imagery

Image type

Path Row Date

Botanical Subdivision: NC North coast

Land System

Land Unit

f). Enter survey-specific details for site – stratification & site marker details

Site record ** new **

NEW_SURVE

Site Number
BB001

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Add new...
MODULE 1: MINIMUM REQUIREMENTS
MODULE 2: FULL FLORISTICS
MODULE 3: GROUND COVER MONITORING

Report Output file and directory
C:\Documents and Settings\huxtabc\My Documents\VS Browse

Export a Field Sheet Use Raw Values
Export a Site Summary Report Use Coded Scores

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view
There are presently no graphics for this site

Stratification
North-west slope

Site marker
Type: Post
Position: SE corner
Centre
NE corner
NW corner
SE corner
SW corner

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

g). If Module 3 is completed, enter coordinates for start and end of transect.

Site record ** new **

NEW_SURVE

Site Number
BB001

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

Add new...
MODULE 1: MINIMUM REQUIREMENTS
MODULE 2: FULL FLORISTICS
MODULE 3: GROUND COVER MONITORING

Report Output file and directory
C:\Documents and Settings\huxtabc\My Documents\VS Browse

Export a Field Sheet Use Raw Values
Export a Site Summary Report Use Coded Scores

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view
There are presently no graphics for this site

Transect START
Location with respect to the Australian Geodetic Datum

AMG Zone	AMG Easting	AMG Northing	Latitude	Longitude
56	378050	13645100	32 56' 14.16"	151 41' 43.88"

Location with respect to the Geocentric Datum of Australia

MGA Zone	MGA Easting	MGA Northing	Latitude	Longitude
56	378165	13645172	32 56' 16.95"	151 41' 48.24"

Transect END
Location with respect to the Australian Geodetic Datum

AMG Zone	AMG Easting	AMG Northing	Latitude	Longitude
56	378052	13645102	32 56' 14.23"	151 41' 43.96"

Location with respect to the Geocentric Datum of Australia

MGA Zone	MGA Easting	MGA Northing	Latitude	Longitude
56	378167	13645174	32 56' 17.02"	151 41' 48.31"

Clear all map coordinate values (to start again)

Orientation (degrees) 125 Transect Length (m) 50

Revert to original data (lose current edits) Delete this site

Record: 1 of 1

5.3 Entering or editing data in Module 1 (Minimum Requirements)

a). In Site record window, click on **Module 1: Minimum Requirements** button

The screenshot shows the 'Site record' window with the 'NEW_SURVEY' section. The 'Site Number' is 'BB001'. The 'Survey data' section has a pink box around the 'Add new' button and the 'MODULE 1: MINIMUM REQUIREMENTS' button. The 'Report' section has a 'Browse' button. The 'Search' section has a 'Search for a species' button. The 'Site graphics' section has an 'Add / view' button. The 'Delete this site' button is highlighted with a red box. The 'Revert to original data (lose current edits)' button is also visible.

b). Module 1 Window will open.

c). Click on **General** button and fill out information in window. Select recorder name from list, or create new recorder name, as below:

The screenshot shows the 'MODULE 1: MINIMUM REQUIREMENTS' window. The 'General' tab is selected. The 'Recorders' table is visible, and a pink arrow points to the first row with the text 'Double click here'. The 'Recorders' dialog box is open, showing the 'New recorder details' tab. The dialog box contains fields for 'Search for abbreviation', 'New recorder details', 'Abbreviation for this person', 'Family name', 'Given names', and 'Address'. The 'Family name' is 'BLOGGS' and the 'Given names' is 'JOE'. The 'Address' is '26 Honeysuckle Drive Newcastle 2300'. The 'Done', 'Reset the form', and 'Cancel' buttons are at the bottom.

d). Click **Structure Composition** tab and enter 1 or more structural vegetation classes (type in or select from drop down menu). For each class, select confidence level from dropdown.

e). **Entering NVIS Level IV Data** *This is covered along with data entry for Module 2 in Section 5.4 of this manual.*

f). Click on **Condition** tab and fill out details. *Note: This table can more easily be filled out after Module 2 (Full Floristics) is completed.*

MODULE 1: MINIMUM REQUIREMENTS									
NEW_SURVEY BB001 Replicate 1									
Date: 21-Dec-09									
Requery Data									
General Structure Composition NVIS Level V Condition Land Use Site History Plot Disturbance Focal Taxa Physiography Other									
Condition (within 0.04 ha)		Upper stratum	Mid stratum	Ground stratum Grasses	Ground stratum Shrubs	Ground stratum Other	Cover % Non-Veg	Condition (within 0.1ha quadrat)	
Native richness	3	0	5	0	25	Litter	10	No. trees with hollows	2
Native cover	65	0	65	0	10	Bare ground	3	Woody debris lineal metres > 10 cm diameter	20
Exotic cover	0	0	5	0	7	Crypto-gams	0	Woody regeneration No. upper stratum sp. & abund.	1 15
(within 0.1ha quadrat)									
Woody stem-sizes (tally within category)	≤5- <10	2	≥10- <20	3	≥20- <30	2	≥30 cm DBH measure all	1	
(or, measure all ≥5cm DBH) list separated by spaces									
Tree health	no evidence	<input type="checkbox"/>	branchlets dead	<input checked="" type="checkbox"/>	small branches dead	<input type="checkbox"/>	main branches dead	<input type="checkbox"/>	trees dead
Revert to original data (lose current edits)									

g). Click on **Land Use** tab and fill out details from drop down menus:

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Requery Data

General | Structure Composition | NVIS Level V | Condition | **Land Use** | Site History | Plot Disturbance | Focal Taxa | Physiography | Other

Land Use (dominant): nature conservation

Land Cover (upper stratum): native

Land Cover (ground stratum): native

Age structure: early regeneration, advanced regeneration, **uneven age**, mature, senescent

h). Click on **Site History** tab and fill out details using drop down menus:

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Requery Data

General | Structure Composition | NVIS Level V | Condition | Land Use | **Site History** | Plot Disturbance | Focal Taxa | Physiography | Other

Site History	Freq. Code	Age Code	Land Manager Survey: categories, quantities, comments
Grazing management	1	NR	rotational / cell grazing
Timber extraction (incl. firewood)	2	NR	
Pest animal control			
* Farming			
Grazing management			
Pasture improvement rate:			
Pest animal control			
Regrowth management			
Timber extraction (incl. fire)			
Weed control			

Record: 3 of 3

i). Click on **Plot Disturbance** tab and fill out details using drop down menus:

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Requery Data

General Structure Composition NVIS Level V Condition Land Use Site History **Plot Disturbance** Focal Taxa Physiography Other

Plot Disturbance

	Severity Code	Age Code	Observational evidence
Fire damage	2	0	Burn marks on tree trunks
Soil erosion			
* Clearing (inc. logging)			
Cultivation (inc. pasture)			
Fire damage			
Firewood collection			
Grazing			
Soil erosion	0 no evidence	R recent (<3yrs)	
Storm damage	1 light	NR not recent (3-10yrs)	
	2 moderate	0 old (>10yrs)	
	3 severe		

Record: 2 of 2

Revert to original data (lose current edits)

j). Click on **Focal Taxa** tab and fill out details using drop down menus as for species in NVIS V table and Module 2. Note: you can also specify Focal Taxa in the Module 2 Floristics Table. Alternatively, double click in Species Code field or press F2 when in the Species Code field to get the opportunity to choose which taxon will be entered.

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Requery Data

General Structure Composition NVIS Level V Condition Land Use Site History Plot Disturbance **Focal Taxa** Physiography Other

Show All Fields

Sub-plot	Sub-Stratum	Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Current Species Name	Cover Score	Abund Score	Field No	RBG No
1	L	F	1698	Taraxacum	officinale			1698	Taraxacum officinale				
* 1	.	.											

Record: 1 of 1

Revert to original data (lose current edits)

k). Click on **Physiography** tab and fill out details using drop down menus:

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Buttons: General, Structure Composition, NVIS Level V, Condition, Land Use, Site History, Plot Disturbance, Focal Taxa, **Physiography**, Other

Physiography

Morphological Type	FLAT	Landform Element	PLAIN	Landform Pattern	BAR PLAIN	Microrelief	NO MICRORELIEF
Lithology	BASALT	Soil Surface Texture	CLAY LOAM	Soil Colour	Brown	Soil Depth	Deep
Slope	0	Aspect	0	Drainage	Slow	Distance to nearest water (m) and name/type	1000 river

Revert to original data (lose current edits)

l). Click on **Other** tab and fill out details as appropriate

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Buttons: General, Structure Composition, NVIS Level V, Condition, Land Use, Site History, Plot Disturbance, Focal Taxa, Physiography, **Other**

Altitude (field measurement - m): 256 Altitude (mapped - m): 260

Horizon azimuths (degrees)

N	NE	E	SE	S	SW	W	NW
2	1	1	2	1	2	1	1

Horizon visibility: Good

Geological map code: User-defined geological code: Geology observed at the site: Loose basalt rocks

Geomorphological action: ERODED Amount of outcropping: Amount of surface rock:

Runoff from the site: SLOW

Flood frequency: every 50 years Typical flood duration: 1 week Typical flood depth: 1m

Revert to original data (lose current edits)

3. Specifying scored or actual values for vegetation data entry

NVIS V Table in Module 1.

If you are entering **scored data** for cover and/or abundance, the **Show All Fields** checkbox should be **un-ticked** (the default) as below:

Un-checked (Scored data entered)

Stratum		Height to crown (m)			Percent cover
		min	mode	max	
▶	Ground	0.2	0.6	0.8	65
*	Upper	21	25	26	55

Vegetation Structure Stratum Dominants									
<input type="checkbox"/> Show All Fields									
Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Current Species Name	Cover Score	Abund Score
▶	G 8555	Aristida	ramosa	var.	ramosa	8555	Aristida ramosa var. ramosa	24	
G	7559	Bothriochloa	decipiens	var.	decipiens	7559	Bothriochloa decipiens var. decipiens	32	
F	3664	Sida	corrugata			3664	Sida corrugata	32	

If you are entering **actual (raw) data** for cover and/or abundance, the **Show All Fields** checkbox should be **ticked** as below. Note that **% Cover actual**, **Abund Actual** and **Min and Max Height to crown** columns are now showing. The **Current Species Name** column is not showing although the **Final Code** column remains visible:

Checked (Actual data entered)

Stratum		Height to crown (m)			Percent cover
		min	mode	max	
▶	Ground	0.2	0.6	0.8	65
*	Upper	21	25	26	55

Vegetation Structure Stratum Dominants															
<input checked="" type="checkbox"/> Show All Fields															
Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Cover Score	Abund Score	Height to crown min	Height to crown max	Field No	RBG No	% Cover actual	Abund actual	Voucher
▶	G 8555	Aristida	ramosa	var.	ramosa	8555			0.4	0.8			40	1000	
G	7559	Bothriochloa	decipiens	var.	decipiens	7559			0.4	0.7			20	500	
F	3664	Sida	corrugata			3664			0.2	0.3			1	20	

Module 2 Floristics Records

Module 2 Floristics table is identical except that there are 2 more columns to the left of the **Growth Form Column**:

Checked (Actual data entered)

Extra columns

Floristics									
<input checked="" type="checkbox"/> Show All Fields									
Sub-plot	Sub-stratum	Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Cover Score
1	L	G	8511	Imperata	cylindrica	var.	major	8511	
1	T	G	4074	Eucalyptus	crebra			4074	
1	M	G	3333	Eremophila	bignoniiflora			3933	
1	L	G	5062	Panicum	prolutum			13475	

4. Differences between Module 1 NVIS V Table and Module 2

The main difference is that the NVIS Table requires that the vegetation strata present at the site be listed and that each stratum be defined in terms of its height range (min, mode and max height **in metres**. In addition, NVIS V requires that the dominant species in each stratum be recorded. In Module 2, all species at the site are listed with an associated field for the stratum in which it occurs.

NVIS level V generally allows for 3 main strata – Lower, Mid and Upper – although YETI will allow for division within these to sub-stratum level. NVIS V also generally specifies that a maximum of 3 dominant species should be listed for each stratum, although again YETI will allow more to be entered. This structural data should be entered into NVIS V Table in the following way:

5. Entering structural data into Module 1 NVIS V Table

a). Starting in the Module 1 NVIS V window, select the first stratum from the drop-down menu at the top of the table. The **Ground** stratum is used in the example below. Fill out data for min, mode and height to crown and percent cover **for the selected stratum** The next step is to enter the 3 dominant species for the **Selected stratum (the steps for this are the same as for Module 2 Floristics, and are described in detail in Step 6).**

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB004
Replicate 1

Date: 20-Dec-09

General Structure Composition **NVIS Level V** Condition Land Use Site History Plot Disturbance Focal Taxa Physiography Other

Stratum	Height to crown (m)			Percent cover
	min	mode	max	
Ground	0.2	0.8	1.2	50

Lower stratum 1
Lower stratum 2
Lower stratum 3
Mid
Mid stratum 1
Mid stratum 2
Mid stratum 3

Stratum Dominants

Form	code	Genus	Species	Rank	Intraspecies	Final code	Cover Score	Abund Score	Height to crown		Field No	RBG No	% Cover actual	Abund actual	Voucher
									min	max					
F	1358	Carthamus	lanatus			1358			0.4	0.6			5	50	
G	4790	Bothriochloa	macra			4790			0.2	0.9			20	100	
G	8555	Aristida	ramosa	var.	ramosa	8555			0.3	1.2			25	100	

Record: 1 of 3
Record: 1 of 1

Revert to original data (lose current edits)

b). Select the next stratum present and repeat as for previous stratum. **Note that the lower section of the window only shows the dominant species for the stratum which has been selected in the upper section the window.**

MODULE 1: MINIMUM REQUIREMENTS

NEW_SURVEY BB004
Replicate 1

Date: 20-Dec-09

Requery Data

General Structure Composition **NVIS Level V** Condition Land Use Site History Plot Disturbance Focal Taxa Physiography Other

Stratum	min	mode	max	Percent cover
Ground	0.2	0.8	1.2	50
Upper	20	22	24	30
Lower stratum 1				
Lower stratum 2				
Lower stratum 3				
Mid				
Mid stratum 1				
Mid stratum 2				
Mid stratum 3				
Upper				

Stratum Dominants

Genus	Species	Rank	Intraspecies	Final code	Cover Score	Abund Score	Height to crown min	Height to crown max	Field No	RBG No	% Cover actual	Abund actual	Voucher
Eucalyptus	albans			4039			20	22			20	2	
Eucalyptus	crebra			4074			21	24			10	2	

Record: 2 of 2

Record: 2 of 2

Revert to original data (lose current edits)

6. Entering species data

The examples below use Module 2 Floristics window, however all steps from b) onwards apply to Module 1 NVIS V table also.

a) For your first species, enter sub-plot (1 by default) and select substratum from the drop-down menu (Module 2 only).

b). Select growth form from drop-down menu

MODULE 2: FULL FLORISTICS

NEW_SURVEY BB001
Replicate 1

Date: 21-Dec-09

Requery Data

Floristics Additional Overstorey species Recorders

(within quadrat)

Show All Fields

Sub-plot	Sub-stratum	Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Current Species Name	Cover Score	Abund Score	Field No	RBG No	Focal Taxa
1	L	G	8511	Imperata	cylindrica	var.	major	8511	Imperata cylindrica var. major	10	300			
1	T	T	4074	Eucalyptus	crebra			4074	Eucalyptus crebra	40	4			

Record: 3 of 3

2 recs 3:

Sort records Delete record

c). Enter the species (or CAPS) code for the species you are entering. If you don't know the code, tab into the Genus column and enter the first few characters of the genus until the correct one appears, or alternately scroll through the dropdown. Once a genus has been chosen, hit the Tab key to move into the species dropdown which will now display only those species epithets valid for the Genus chosen. Tab across and choose Intraspecific Rank and Intraspecific name if appropriate.

d). Note, you can also bring up a separate CAPS form by double clicking in the Species code control. However, this is no longer the most efficient way to enter data.

e). Cells in the **Final Code** and (if **Show All Fields** is unchecked) **Current Species Name** columns will also be auto-populated. If there is a more up-to date name for a species or taxon chosen, YETI will detect it and enter the new CAPS code and species name as in the example of *Walwhalleya proluta* below:

MODULE 2: FULL FLORISTICS

NEW_SURVEY BB001
Replicate 1 Date 21-Dec-09 Requery Data

Floristics Additional Overstorey species Recorders

(within quadrat)
☐ Show All Fields

	Sub-plot	Sub-stratum	Growth form	Species code	Genus	Species	Rank	Intraspecies	Final code	Current Species Name	Cover Score	Abund Score	Field No	RBG No	Focal Taxa
	1	L	G	8511	Imperata	cylindrica	var.	major	6803	Imperata cylindrica	10	300			
	1	T	T	4074	Eucalyptus	crebra			4074	Eucalyptus crebra	40	4			
	1	M	S	3933	Eremophila	bignoniiflora			3933	Eremophila bignoniiflora	5				
	1	L	G	5062	Panicum	proluta			13475	Walwhalleya proluta					

Record: 1 2 3 4 of 4

3 recs 4: Walwhalleya proluta Sort records Delete record

Note that the number of records (species) entered as well as the name of the current selection (in this case *Walwhalleya proluta*) is shown at the bottom of the window. If you find you have made a mistake, you can delete the record by first placing the cursor in any selectable cell for the particular record you wish to delete, and clicking on the red **Delete record** tab at the bottom right of the window. You can change the record by re-entering the species code, by following the steps in (ii) (above), in either case just that field (and related data) will be updated.

f). Enter values for cover and/abundance. Ensure that, if you are entering actual values (rather than scores):

(i). the **Show All Fields** box is checked (see previous)

(ii). Enter your data into the **% Cover Actual** and/or **Abund Actual** columns, rather than **Cover Score** and **Abund Score** columns (still showing).

MODULE 2: FULL FLORISTICS

NEW_SURVEY BB001
Replicate 1 Date 21-Dec-09

Floristics Additional Overstorey species Recorders

(within quadrat)
Show All Fields

Sub-plot	Sub-Stratum	Growth form	Species code	Genus	Species	Rank	Infraspecies	Final code	Cover Score	Abund Score	Height to crown min	Height to crown max	Field No	RBG No	% Cover actual	Abund actual	Voucher	Focal Taxa
1	L	G	8511	Imperata	cylindrica	var.	major	8511			0.2	1.2			10	300		
1	T	T	4074	Eucalyptus	crebra			4074			20	23			40	4		
1	M	S	3933	Eremophila	bignoniiflora			3933			1	1.8			5	3		
1	L	G	5062	Panicum	prolutum			13475			0.2	0.7			10	100		

Record: 1 of 4

4 recs 1: Imperata cylindrica var. major

Sort records Delete record

Enter scored data Enter actual (raw) data

- g). Enter a unique **Field No.** if a sample was taken of that species.
- h). Enter a unique **RBG No.** if that sample was submitted to the RBG for ID.
- i). If a voucher specimen was collected, you can select the institution to which the sample was submitted from a drop-down menu in the **Voucher** column.
- j). You can specify **Focal Taxa** by ticking the box in the right-most column in Module 2 Floristics. This is as an alternative to completing the **Focal Taxa** section in Module 1.

MODULE 2: FULL FLORISTICS

NEW_SURVEY BB001
Replicate 1 Date 21-Dec-09

Floristics Additional Overstorey species Recorders

(within quadrat)
Show All Fields

Sub-plot	Sub-Stratum	Growth form	Species code	Genus	Species	Rank	Infraspecies	Final code	Cover Score	Abund Score	Height to crown min	Height to crown max	Field No	RBG No	% Cover actual	Abund actual	Voucher	Focal Taxa
1	L	G	8511	Imperata	cylindrica	var.	major	8511			0.2	1.2			10	300		
1	T	T	4074	Eucalyptus	crebra			4074			20	23			40	4		
1	M	S	3933	Eremophila	bignoniiflora			3933			1	1.8			5	3		
1	L	G	5062	Panicum	prolutum			13475			0.2	0.7			10	100		

Record: 4 of 4

4 recs 4: Walwhalleya proluta

Sort records Delete record

Drop-down menu

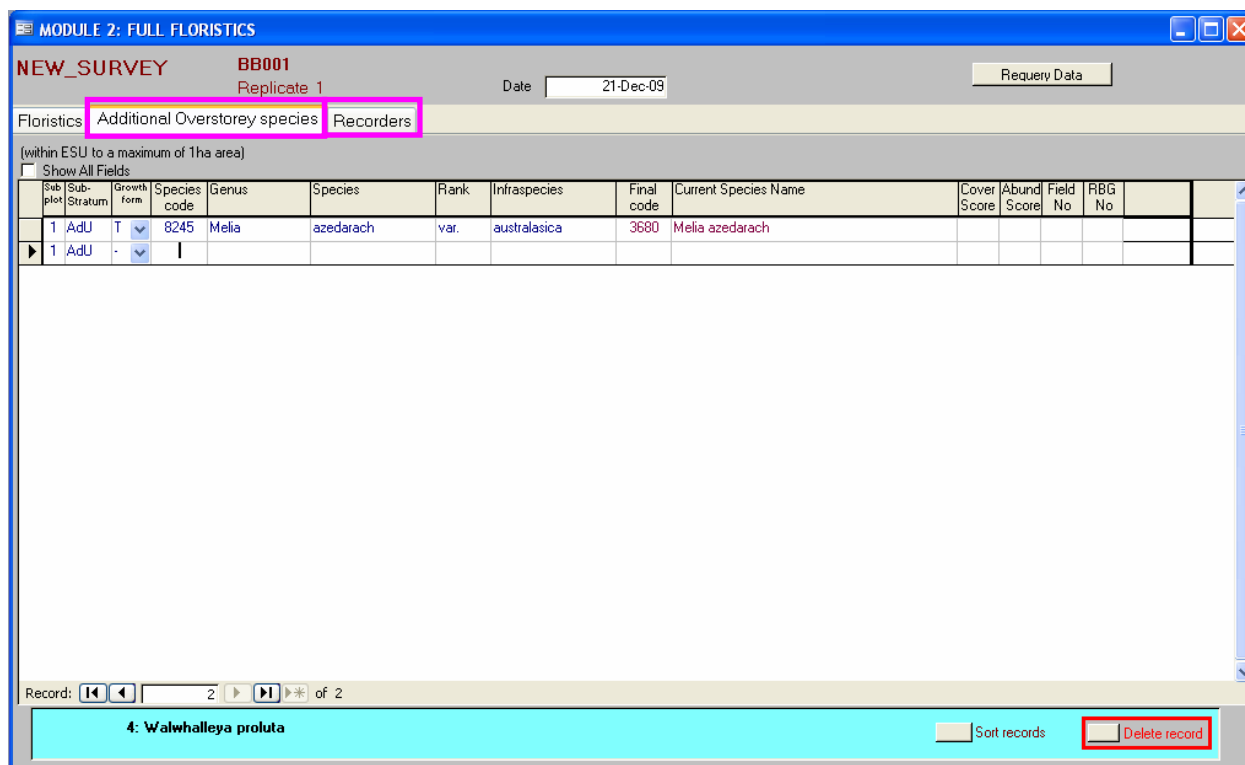
A Arnold Arboretum, Harvard University, Mass., USA
AD State Herbarium of South Australia, Adelaide
ADU Herbarium, University of Adelaide
ADUG Geology Department, University of Adelaide
ADUZ Zoology Department, University of Adelaide
ADW Herbarium, Waite Agricultural Research Institute
AM The Australian Museum, Sydney
AMNH American Museum of Natural History, New York, NY, USA

7. Enter Additional Overstorey Species

If you undertake an opportunistic survey in the environs outside your quadrat, you can enter additional species by clicking on the **Additional Overstorey Species** tab and entering data as for above. While this tab is labelled Overstorey, species from any stratum may be captured (but will all be 'tagged' as AdU).

8. Check Recorder Details

This should have been autopopulated from information entered in Module 1. Edit as necessary following instructions as per Module 1.



MODULE 2: FULL FLORISTICS

NEW_SURVEY BB001
Replicate 1 Date 21-Dec-09 Requery Data

Floristics Additional Overstorey species Recorders

(within ESU to a maximum of 1ha area)

Show All Fields

Sub-plot	Sub-Stratum	Growth form	Species code	Genus	Species	Rank	Infraspecies	Final code	Current Species Name	Cover Score	Abund Score	Field No	RBG No
1	AdU	T	8245	Melia	azedarach	var.	australasica	3680	Melia azedarach				
1	AdU	-	I										

Record: 2 of 2

4: Walwhalleya proluta Sort records Delete record

5.5 Entering or editing data in Module 3 (Groundcover monitoring)

a). In Site record window, click on **Module 3 (Groundcover monitoring)**:

Site record

NEW_SURVEY

Site Number
BB001

Survey data
Select a replicate number or 'Add new' then click MODULE 1, 2 or 3

1
MODULE 1: MINIMUM REQUIREMENTS
MODULE 2: FULL FLORISTICS
MODULE 3: GROUND COVER MONITORING

Report
Output file and directory
Browse

Export a Field Sheet
Export a Site Summary Report
Use Raw Values
Use Coded Scores

Search
Search for a species

Site graphics
Photos, diagrams etc.
Add / view
There are presently no graphics for this site

Locality description
Backbutt Reserve, New Lambton, Newcastle

Revert to original data (lose current edits)
Delete this site

Record: 1 of 2

b). Module 3 Window will open.

c). In the **General** tab window, check that recorder details and date are correct. This should have been autopopulated from information entered in Module 1. Edit as necessary following instructions as per Module 1.

MODULE 3: GROUND COVER MONITORING

NEW_SURVEY BB001
Replicate 1
Date 21-Dec-09

General Ground Cover

Recorders Press F2 or double click to search for recorder abbreviations or add details for a new recorder

Recorder	FamilyName	GivenNames	Address
HUXC	Huxtable	Charles	

Record: 2 of 2

Revert to original data (lose current edits)

d). Click on **Ground Cover** tab and fill out relevant details for **Ground Cover** and **Other**. Note ground cover automatically tallies and should add up to 100):

MODULE 3: GROUND COVER MONITORING

NEW_SURVEY BB001
Replicate 1

Date 21-Dec-09

General Ground Cover

Ground Cover

Tally first point of contact (<1m), every 50cm along 50m transect (0.5m to 50m = 100 points)

	TOTAL
Litter	8
Bare Ground	10
Cryptogam	2
Woody debris	5
Rock	5
Exotic - Annual	2
Exotic - Perennial	0
Shrub (crown height <1m)	15
Grass - Hummock	0
Grass - Other	45
Forb	5
Sedge / Rush	2
Fern	1
Other	
TOTAL	100

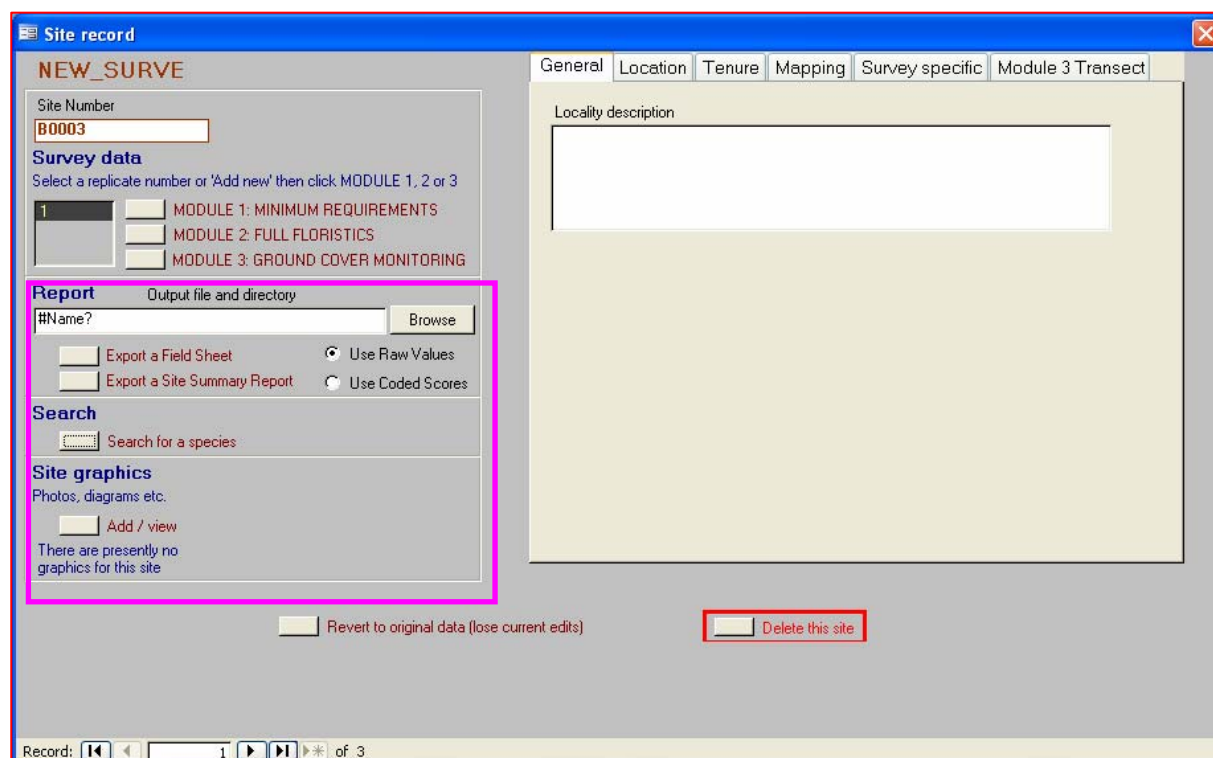
Other

Tally presence within 25cm radius, every 50cm along 50m transect (0.5m to 50m = 100 points)

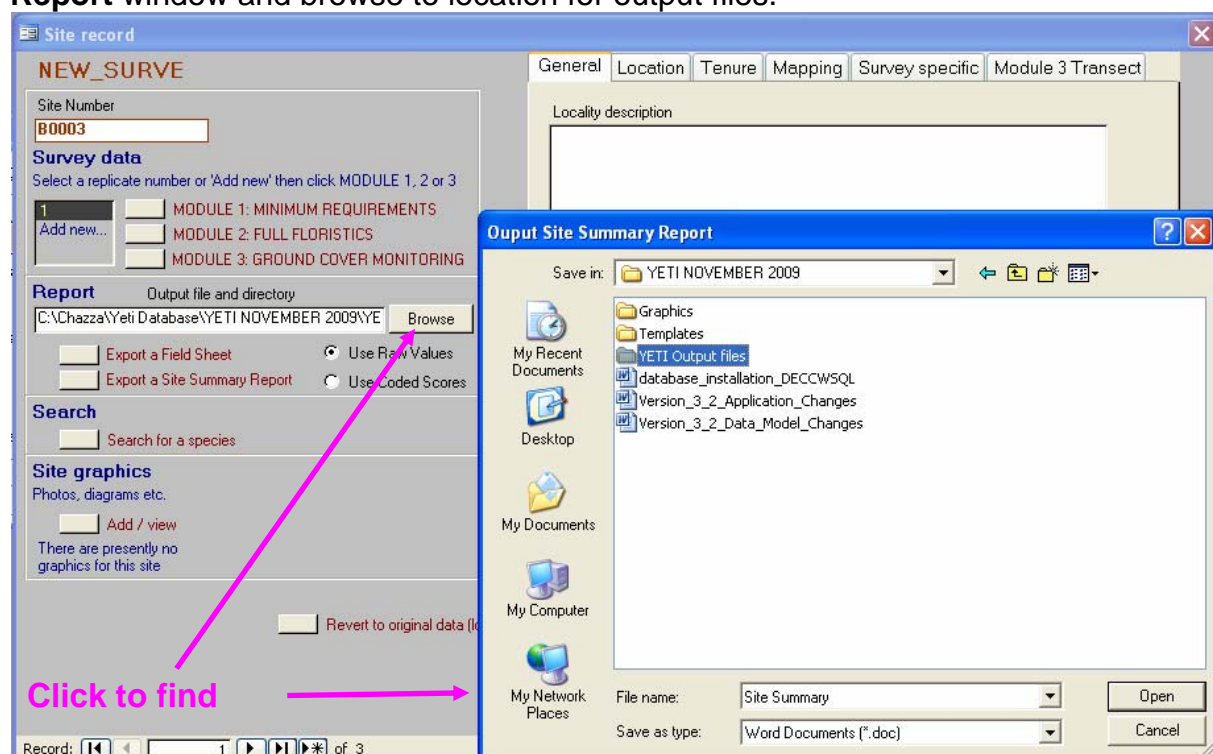
	TOTAL
Dung - stock	0
Dung - exotic pests	2
Dung - native	10
Woody seedlings	16

NOTE: This is only for actual groundcover. Any biotic components that form a ground-layer stratum should either match this table or be maintained separately in the NVIS V data recorded in Module 1.

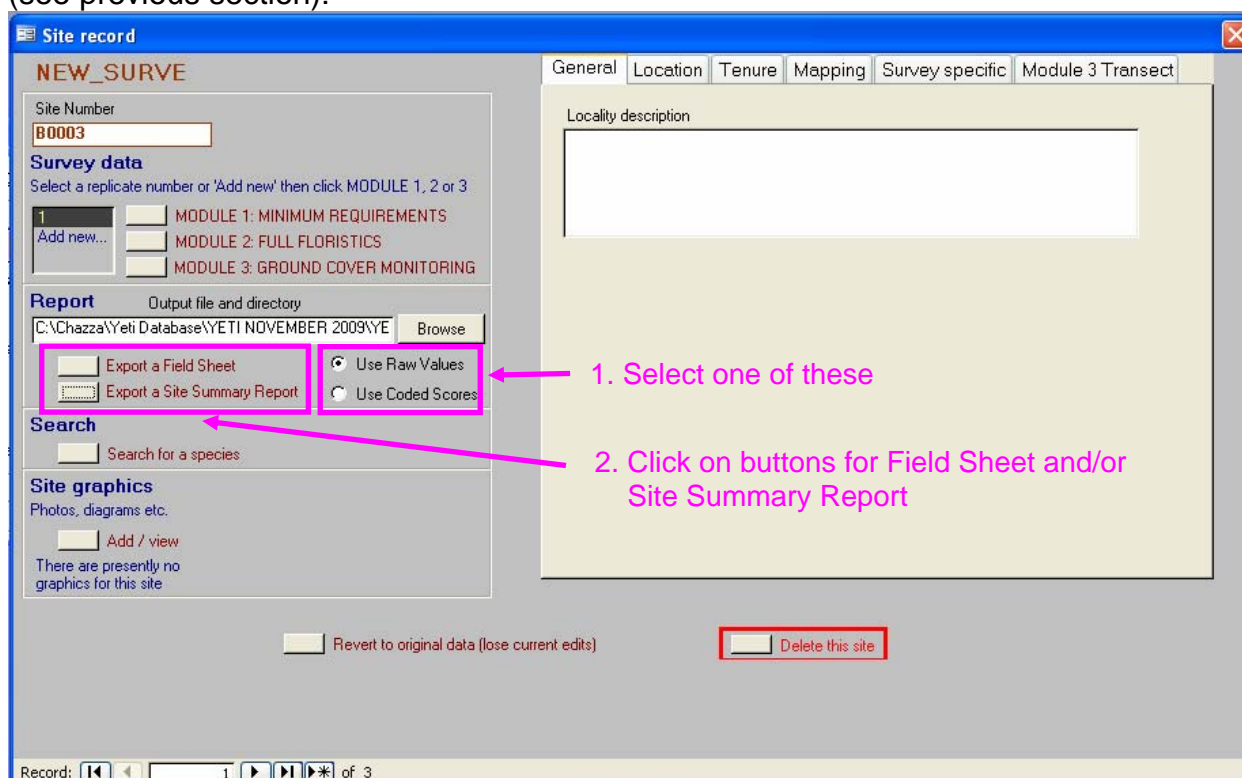
5.6 Other functions while operating within site records



1. Setting directory for output of field sheets and reports. Click on **Browse** tab next to **Report** window and browse to location for output files.

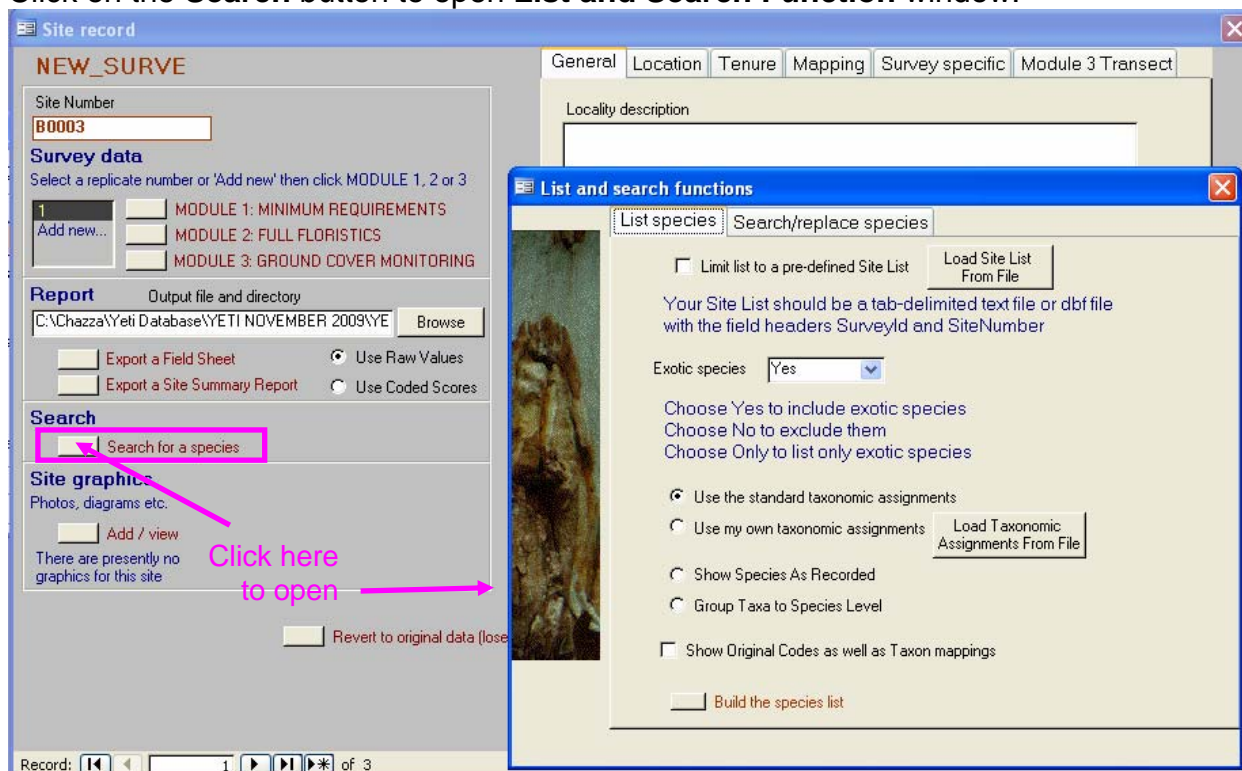


2. Exporting Field Sheets and Site Summary reports. You must first select either **Use Raw Values** or **Use Coded Scores** for output files, depending on the data type used (see previous section):

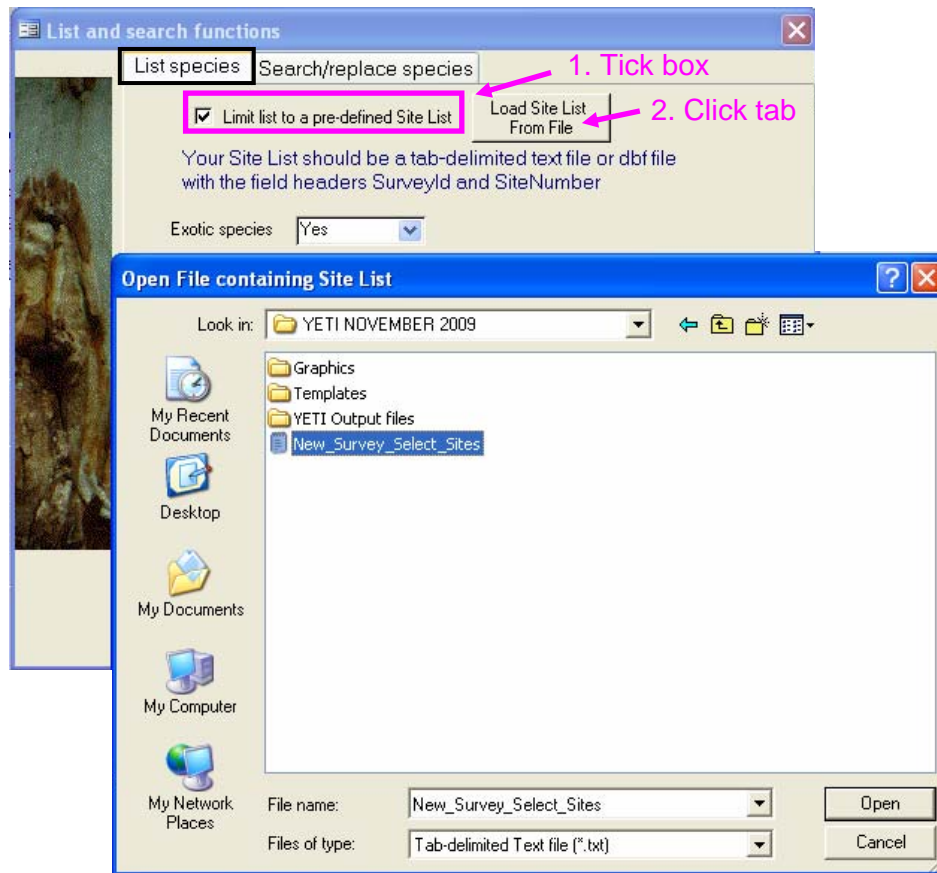


3. Creating a species list or searching for a species. (Note: you can also do this from within **Survey Database Work Session** window. In both cases searches and lists are generated, by default, from all sites within the active survey).

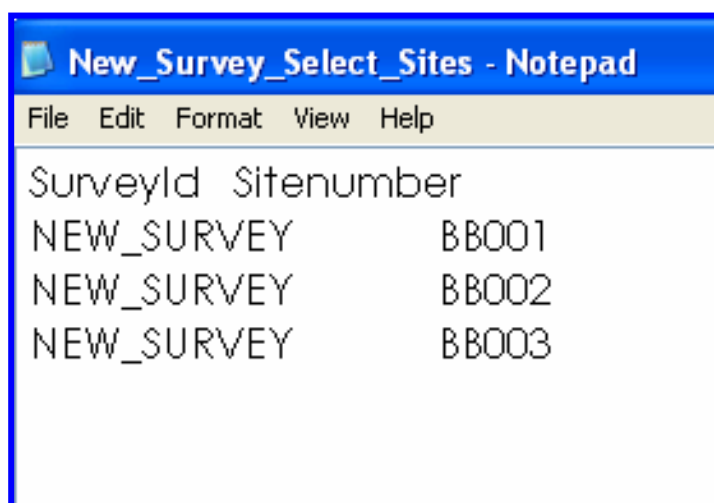
Click on the **Search** button to open **List and Search Function** window:



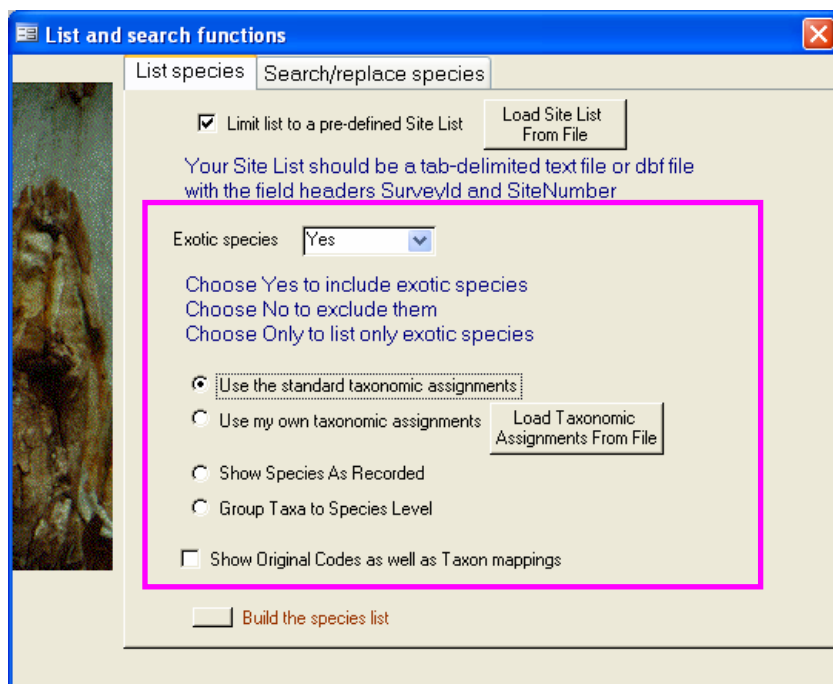
To generate a species list, click the **List Species** tab. By default, the species list is generated from all the sites in the active survey. You can also limit the search to specific sites, which requires that a tab delimited text file (e.g. Notepad) or dbf file be previously created. Such files can be stored anywhere, however keeping them near your template and graphics folders may be convenient.



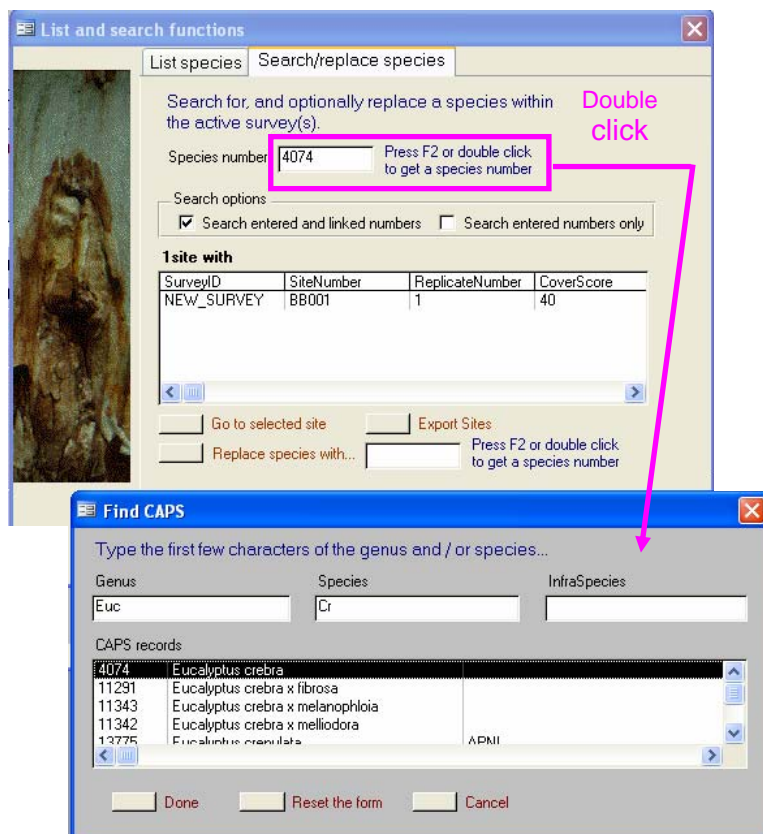
Files should have field headers **SurveyId** and **SiteNumber**. The example below is a Notepad file called **New_Survey_Select_Sites** listing sites **BB001**, **BB002** and **BB003** in the Survey **NEW_SURVEY**:



In the **List and Search Function** window, you can also select whether you want to include all species, only native species or only exotic species in your list. You can also choose the taxonomic assignment of the species list output. Options shown below:

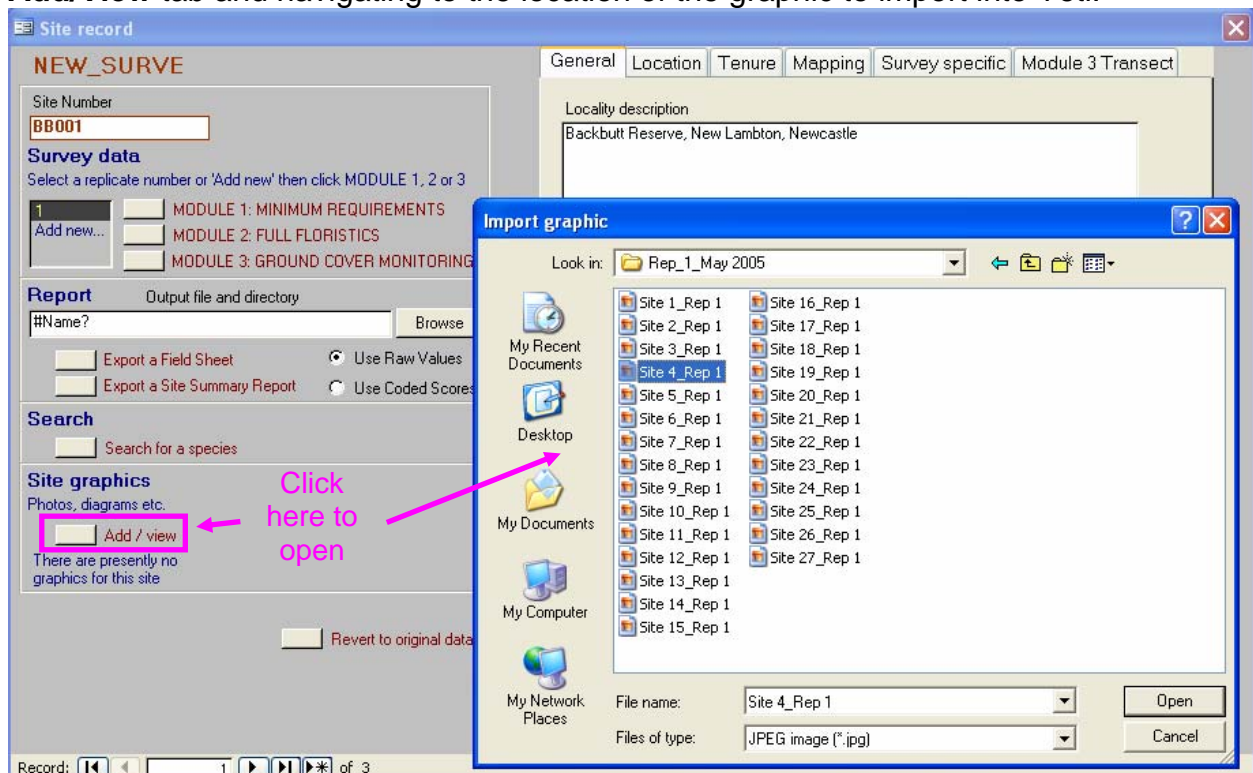


If you want to search for a species or rename a species, click on the **Search/Replace** tab. Either type in CAPS number or double-click to search for which species you are to search. You can then choose to go to a site with the selected species and/or replace the species with another. This may occur where a misidentification needs to be corrected.



4. Add or view site graphics.

You can add or view site graphics such as a photo by clicking on the **Site Graphics Add/View** tab and navigating to the location of the graphic to import into Yeti:



When graphic is imported, you can add image information as below. You can also add a new image for the active site or export the image by clicking the appropriate tab.

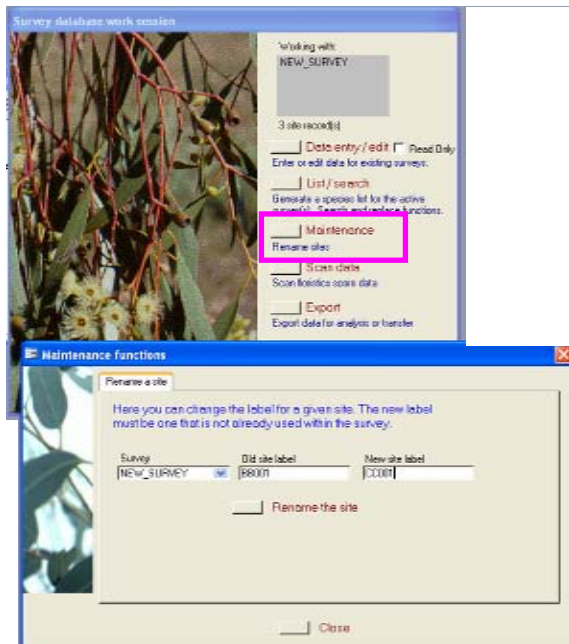


5.7 Other operations within a work session

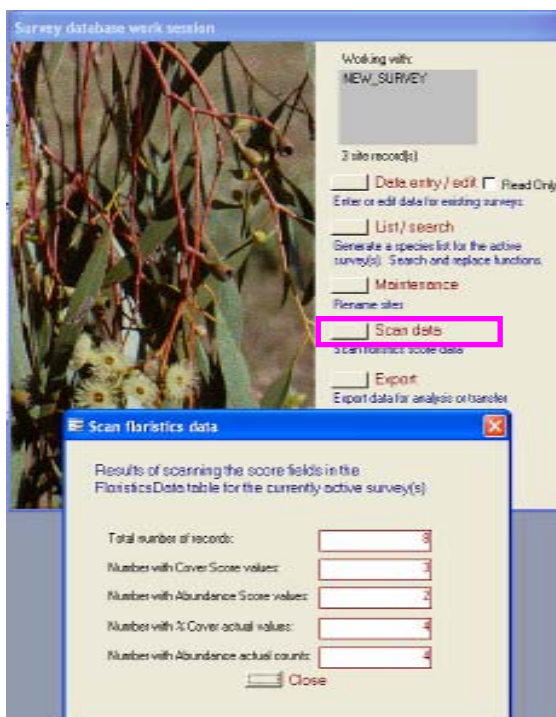
1. List/Search – see **Other Functions While Operating Within Site Records: Section 3**

2. Maintenance

You can change the name of a site by clicking on the **Maintenance** tab, entering details as shown in example below and clicking **Rename the site** button.



3. Scan Data: You can quickly check some simple statistics of the data in the active survey by clicking on the **Scan Data** button:



6. Export Data from YETI

There are a range of ways that you can export data from YETI. In the **Survey Database Work Session** window, click on the **Export** button (see frame above). The following window will open:

Export to PATN archive file

Choose to export all sites or a subset (based on area or composition) and then select the export type and specific options below

☐ Create a file for export to clients external to the DEC
(External Clients do not receive data for species listed under groups 1 and 2 on the threatened species information disclosure policy)

Data analysis (PATN etc.) | Classification | Arcview | Transfer | Spreadsheets | Site Report | Site Select | Taxonomy Select

From this dialog you can export you data in several formats for data analysis packages:

- PATN archive file - contains parameters, labels and data in a single file and can be imported into PATN with DATN option 7.
- CANOCO format (similar to PATN archive but with numeric site identifiers).
- Several matrix (spreadsheet) formats suitable for import into R or S-Plus, Primer and PC-ORD.

Output format: PATN (dropdown) | Output file and directory: #Name? (text) | Browse (button)

Data to export: Score (dropdown) | This specifies the field in the FloristicsData table from which data will be exported. | Check data (button)

Data Transformation: Do Not Transform (dropdown) | Specify whether to transform the values in the selected surveys to a common scoring system (recommended)

Include exotic species: Yes (dropdown) | Choose Yes to include exotic species
Choose No to exclude them
Choose Only to export only exotic species

Exclude Additional Overstorey species: Yes (dropdown) | Choose Yes to exclude additional overstorey species recorded beyond quadrat

Exclude Genus only records: No (dropdown) | Choose No to include them
Choose Yes to exclude species identified only to Genus level (eg Acacia spp.)
Choose No to include them

The default is to export data for only replicate number 1 and sub-plot number 1 in each site. You can specify the replicates and sub-plots to export. If you do you will get an extra file of site/replicate/sub-plot labels -> generic export labels. | Specify replicates / sub-plots (button)

You can append extra items to a PATN archive file for your own reference. PATN will ignore these.

☐ Append species list | ☐ Append comments

Begin the export (button)

This window gives you various options for exporting data in a range of formats including:

- Data analysis – formats for PATN, R or S-Plus, Primer, PC-Ord and CANOCO
- Export data using a pre-defined Classification system
- Export Database IV file for ArcView GIS
- Export data in a tab-delimited TSV file that can be exported into another copy of YETI
- Export data into an Excel spreadsheet
- Export all Field Sheets and/or Site Summary Reports for an entire survey
- Site Select dialog limits the sites used in all export functions based on an area of interest or a predefined list
- Taxonomy select dialog allows you to select the taxonomic assignment that you want to apply to the output. Includes an option for using your own predefined taxon assignment, which is accessed from a file previously created.