

TAILS: Advanced Tracking & Integrated Logging System

CSP7202
Spring 2013



Offered by:

**U.S. FISH AND WILDLIFE SERVICE
National Conservation Training Center**

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Course Objectives: At the conclusion of this course, you will be able to:

- **Identify and address advanced data entry, querying and reporting situations**
- **Use ArcGIS, Microsoft Excel, Google Earth and Adobe Acrobat Professional as extensions of TAILS**
- **Create, Upload and Export supported files (pdf, csv, excel, kmz, shp, etc)**
- **Describe the TAILS relationship with ECOS and end-of-year reporting derived from TAILS data**
- **Understand options for and effective management of electronic files in TAILS**
- **Create maps from TAILS and other data layers**
- **Describe new and upcoming features of TAILS**

TAILS History & Background

Session Objectives: At the conclusion of this session, you will be able to:

- Identify the origins and history of TAILS
- Define the relationship of TAILS to other modules in
ECOS



TAILS

History and Background

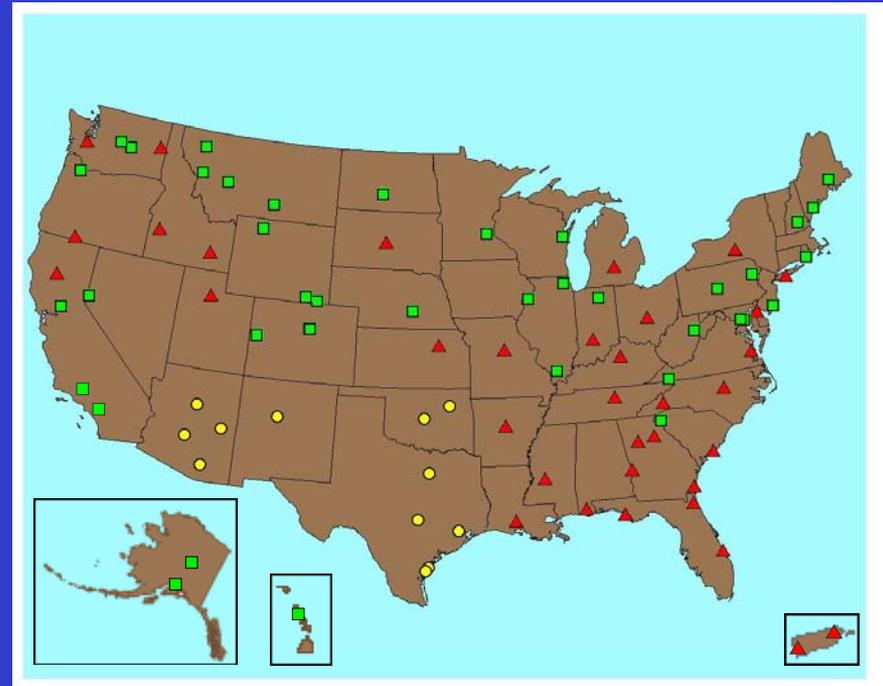
Tracking
And
Integrated
Logging
System

TAILS: History and Background

Historic ES Field Office Tracking Systems

- ◆ Office Activity Logging System (OALS) ▲
- ◆ Activity Tracking and Management System (ATAMS) ●
- ◆ Other (or no) Systems ■

FY 2005 Deployments



More than 20 separate (but nearly equal) systems

Tracking
And
Integrated
Logging
System

TAILS: History and Background

The TAILS Proposal

- ◆ Invest in a Service-wide system for all ESFOs
 - Can't afford to continue redundant, inconsistent efforts
- ◆ Develop it in phases with Activity-based Modules
 - Integrate and interconnect Modules (Section 7, Contaminants, etc)
- ◆ Use Service-wide User Acceptance Team (UAT) to design it
 - Experience matters, Real world flexibility needs, Buy-in w/ participation
- ◆ Refine definitions and policies for consistent data
 - Improve field level understanding of how to respond, why and what to track
- ◆ Allow for direct End-of-Year performance / other reporting
 - Use data entered throughout the year as basis, reduce ESFO scrambles
- ◆ Provide views of data to public and partners
 - Web-based access to all (limited info – read only) or password secure
- ◆ System can have core elements uniform, yet be customized
 - Although a National System – Interface and data collected locally controlled

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Logging
System

TAILS: History and Background

What is TAILS ?

- ◆ A Web-based, password protected, intranet site
- ◆ Hosted by / Integrated within the Service's **ECOS**
- ◆ Used to record ES Field Office 'Activities'
- ◆ Current version has three major Modules
 - Section 7 Consultation Activities
 - Advance Planning - Federal Activities
 - Environmental Contaminant Activities
- ◆ Additional Modules are under development
- ◆ Has a Flexible Data Model/Customizable Interface

ECOS = Environmental Conservation Online System



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TAILS: History and Background

Who are the TAILS users and how do they use it?

◆ Field Offices

- Who's doing What for Whom, Where



All the Details

Who is assigned to . . .

Make a map of . . .

Where is the file on . . .

◆ Regional Offices

- Which Species, What Activities, How Soon



Management Scenarios

Which Species is . . .

The #1 Activity that . . .

Get Admin Record for . . .

◆ Washington Office

- Efficient and supportable performance/other reporting



Accounting / Reporting

How many Formal . . .

How many Acres . . .

How much Money . . .

◆ Partners / Constituents

- Valuable but limited access to web-based reports



Inquiring / Locating

When will . . .

What was the decision on . . .

What recommendations . . . 5

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TAILS: History and Background

What Does TAILS Provide to the Service?

- ◆ Continues to Provide for Field Office operational needs
- ◆ Provides for Regional Office management/budget needs
- ◆ Increases consistency in data collected (definitions/policies/interface)
- ◆ Responds to Washington Office accountability/reporting needs
- ◆ Provides easy access to defensible (audit survivable) data records
- ◆ Consolidates redundant efforts & shows fiscal responsibility
- ◆ Does so while adhering to all security mandates/protocols
- ◆ Provides improved data integration (ECOS and web)
- ◆ Includes an efficient, expandable system design
- ◆ Reduces training costs
- ◆ Provides professional Technical Support (ECOS Help desk)
- ◆ Provides access 24/7 from remote locations with little down time
- ◆ No cost aggregation to Regional and Washington Offices
- ◆ Flexibility for users (ESFOs decide how detailed they record)* **Beyond performance-based, Nationally required fields**
- ◆ Becomes more customer-oriented to public/partners
- ◆ Improves support with Washington signoffs and funding

The Investment is not just to the 'The System' (Hardware/Software), but also to an expanding philosophy of service, transparency and accountability gains as a result of staff data-entry time costs. A time and energy investment with benefits exceeding costs.

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TAILS: History and Background

What Office Efficiencies can TAILS Provide?

- ◆ Allows for default settings, auto-fill, templates (coming)
- ◆ Eases secure access to information (via FWS intranet)
- ◆ Provides secure/assured document storage (ECOS Digital Library)
- ◆ Provides robust and integrated search capability
- ◆ Provides common reporting tools (Adobe Acrobat, Microsoft Excel)
- ◆ Provides Mapping connections (ArcGIS, TAILS Mapper, Google Earth)
- ◆ Promotes cross-sharing of information (Intra/Inter-Office/Agency)
- ◆ Increases transparency of workload/resource requirements
- ◆ Realizing reduction / elimination of double-logging
- ◆ Expanding data integration within ECOS / Other Systems
- ◆ Improving office flow / Reducing handling time
- ◆ Greatly reducing EOY Reporting and data calls drain
- ◆ Reducing training costs, Expands capabilities and much more



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TAILS: History and Background

What Information can TAILS Collect?

◆ Section 7 Consultations

- Consultation ID, Name, Description,
- Consultation Type, Complexity,
- Action/Work Type,
- ARRA funding source,
- Species involved, surveyed for, found,
- Lead Staff, Supporting Staff, Hours,
- Date Started, Date Due, Date Concluded,
- Biological Conclusion, Critical Habitat,
- Species Take,
- Action Agency, Supporting, Contacts,
- Location (TRS, Watershed, Lat/Long),
- What is it related to (Fire, FOIA, etc),
- ‘Events’ that occurred (site visit, call, etc),
- Other ‘Activities’ that it relates to,
- File names/locations and uploads and much, much more

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Tracking And Integrated Logging System

Super Bundles Bundles Section 7 CPA Contam HCP Other Reports Customize

81420-2009-F-0152 SR 12 Currie Road to Liberty Island Road Shoulder...

Consultation
Start New
Search
Global Search
Core Info Summary
Location Summary
Activity Summary
Electronic
Documents Report
Missing Required Data

Edit
Core Information
Details
Bundles
Contacts
Location
Narrative
References
Biological Conclusion
Update Hours
Other Office Permissions

Events
Add Event
Edit Event
Event Report By Date
Event Report By Type

Operations
Re-initiate
Start New CPA (was Federal Activity)
Start New Contaminant Activity
Duplicate this Activity
Withdraw
Delete

Core Information

Office: SACRAMENTO FISH AND WILDLIFE OFFICE Fiscal Year: 2009

ARRA Fund: No ARRA funding

Consultation Title: SR 12 Currie Road to Liberty Island Road Shoulder

Consultation Description: Widen road shoulders and create left turn pockets at three intersections between Currie

ActionWork Types: Transportation - Road/Highway
AGRICULTURE
Agriculture - Conc Animal Feeding Operation (CAFO)
Agriculture - Crop Production
Agriculture - Grazing - Ongoing Activities
M/M/R/U = Maintenance / Modification / Replacement / Upgrade

Select Bundle: -- None --

Consultation Type: Formal Consultation change

Consultation Complexity: Standard

Species: No Species Defined
No Species Present
Branchiaca spp
Galbro plants

Staff Lead: John Ctekler

Staff: Adam Zerrenner
Alison Willy
Allison Arnold

Lead Agency: California Dept of Transportation District 4 (Caltrans, D4)

Supporting Agencies: DEPT OF AGRICULTURE
Agricultural Marketing Service
Agricultural Research Service (ARS)
Animal and Plant Health Inspection Service (APHIS)

Other Supporting Agencies: -- Select --

Service work performed: -- Select --

Dates

First Contact Date: 09/10/2008 (MM/DD/YYYY)

Date of Correspondence: 11/03/2008 (MM/DD/YYYY)

Start Date: 11/21/2008 (MM/DD/YYYY)

Formal Consultation Initiated: 11/05/2008 (MM/DD/YYYY)

Draft 90 Due Date: (MM/DD/YYYY)

Standard Days until Due: 135 (based on selected Consultation Type, used by 'compute' button below)

Due Date: 03/20/2009 compute (MM/DD/YYYY)

Conclusion Date: (MM/DD/YYYY)

Save Reset

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TAILS: History and Background

What Information can TAILS Collect?

◆ Conservation Planning Assistance

- CPA Activity Name and Description,
- Action Agency, Supporting, Contact,
- Authority Response Type,
- ARRA funding source,
- Trust Resources involved,
- Lead Staff, Supporting Staff, Hours,
- Date Started, Date Due, Date Concluded,
- What were the Recommendations,
- What Mitigation occurred,
- Habitat Type Protected/Restored, Acres,
- Species-related measures,
- Scale / Level of Approach,
- Location (County, Watershed, Lat/Long),
- ‘Events’ that occurred, Documents uploaded, and much, much more 9

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81420-2008-FA-0500 South Bay Pond Operations and Maintenance

Core Information

Office: SACRAMENTO FISH AND WILDLIFE OFFICE Fiscal Year: 2008

ARRA Fund: No ARRA funding

Title: South Bay Pond Operations and Maintenance

Descriptor: Public notice the Don Edwards San Francisco Bay Wildlife Refuge and CDFG

Lead Agency: Army Corps of Engineers (COE)

Supporting Agencies: Fish and Wildlife Services (FWS), Geological Survey (USGS), Minerals Management Service (MMS), National Interagency Fire Center (NIFC)

Other Supporting Agencies: California Dept. of Fish and Game

Permit/Action Number(s): 2008-00103S

Primary Action/Work Type: Levee / Dike - Maint / Mod / Replace / Upgrade

Authority Response Type: Bald and Golden Eagle Protection Act Comments Under CBRA, Comments Under CWA Permit, Comments Under CWP/PPRA

Early Planning: Yes No

FWS Position: No Comment

No further Service work performed: -- Select --

FWS Recommendation:

Comments:

Staff Lead: Joseph Terry

Staff: Adam Zerrenner, Alison Willy, Allison Arnold, Amedee Brickey

Scale / Level of Approach

Scale / Level of Approach: Standard / Isolated

Dates

Received Date: 07/03/2008

Date of Correspondence: 06/30/2008

Days from Receipt until Due: (used by 'compute' button below)

Due Date: 08/02/2008

Final Decision Date:

FWS Response/Conclusion Date: 07/16/2008

Save Reset

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TAILS: History and Background

What Information can TAILS Collect?

◆ Contaminant Activities

- Contaminant Activity Type,
- When and Where it occurred,
- Contaminants involved,
- Suspected Responsible Party,
- Species / Habitats / Refuges involved,
- FWS Position,
- What does it relate to (NRDA?),
- Remediation/Restoration activities,
- Lead Staff, Supporting Staff, Hours,
- Date Started, Date Due, Date Concluded,
- Action Agency, Supporting, Contacts,
- Location (County, Watershed, Lat/Long),
- ‘Events’ that occurred,
- Associated documents / locations and much, much more

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Tracking And Integrated Logging System

81420-2006-EC-0001 Rodenticides in Kit Fox (Contaminant Investigation)

Contaminant Activity
Start New
Search
Global Search
Core Info Summary
Location Summary
Activity Summary
Electronic Documents
Report
Missing Required Data

Edit
Core Information
Details
Bundles
Contacts
Location
Remediation/Restoration
Narrative
References
Update Hours
Other Office
Permissions

Events
Add Event
Edit Event
Event Report By Date
Event Report By Type

Operations
Start New Consultation
Delete

Core Information

Title: Rodenticides in Kit Fox

Description: This project will assess the risk of anticoagulant rodenticides exposure to kit fox.

Activity Type: Contaminant Investigation

Select Bundle: -- None --

ActionWork Types: Animal Control
AGRICULTURE
Agriculture - Conc Animal Feeding Operation (CAFO)
Agriculture - Grazing - Ongoing Activities
Agriculture - Irrigation
M / M / R / U = Maintenance / Modification / Replacement / Upgrade

No further Service work performed: -- Select --

Activity Type-specific Fields

Refuge/Hatchery: -- Select --

Staff / Agencies / Authority

Staff Lead: Project Unassigned

Staff: Adam Zerrenner
Alison Willy
Alison Arnold

Authority Type: FIFRA

Other Authority Type: [Empty]

Supporting Agencies: STATE OF CALIFORNIA (CA)
California Dept. of Transportation District 1 (Caltrans. D1)
California Dept. of Transportation District 2 (Caltrans. D2)
California Dept. of Transportation District 3 (Caltrans. D3)

Other Supporting Agencies: [Empty]

Dates

Date of Correspondence: [Empty] (MMDDYYYY)

Start Date: 08/24/2006 (MMDDYYYY)

Proposal Due Date: [Empty] (MMDDYYYY)

Final Report Due Date: 06/30/2009 (MMDDYYYY)

Days from Start until Due: [Empty] (default = 30 days; used by 'compute' button below)

Due Date: [Empty] compute (MMDDYYYY)

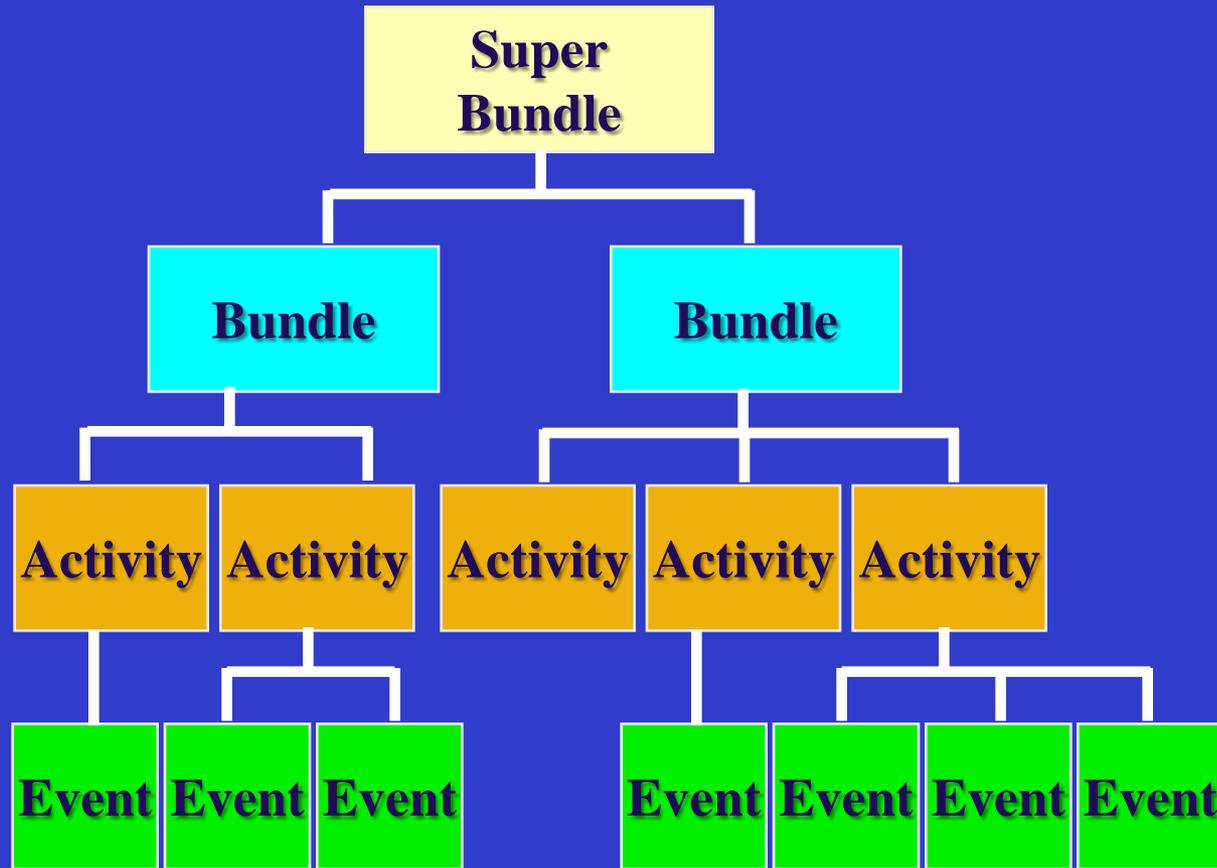
Conclusion Date: [Empty] (MMDDYYYY)

Save Reset

TAILS: History and Background

The Flexible TAILS Data Model

Each Office decides how detailed they want to log



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TAILS: History and Background

TAILS has Standards but is Customizable

Each Office defines (to some degree) their interface

All	S7	FA	EC	B		GPR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AGRICULTURE	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Conc Animal Feeding Operation (CAFO)	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Cattle	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Hogs	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Poultry	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Sheep	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Other	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Planting	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Production	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Maintenance	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Ongoing Activities	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Cattle	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Hay	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Horses	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Sheep	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Permit Renewal	FA S7

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TAILS: History and Background

TAILS Provides Robust Logging & Searching

Welcome to TAILS!

Search Existing **Start New** **Tools / Utilities**

Super Bundle
Bundle
Section 7 Consultation
Federal Activity
Contaminant Activity
HCP Activity
Other Activity

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20120-2008-1-0015 The

Activities Provided by FY

Fiscal Year	Lead Region	Lead Office	Active/Concluded	Activity Type	Activity Code	Activity Title	Lead Agency / Tribe	Staff Lead
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	active, started 26-FEB-08	S7	21430-2008-TA-0125	Walker/Spectra Energy Moss Bluff natural Gas loop	Army Corps of Engineers	Erling, Edith
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 01-APR-08	S7	21430-2008-TA-0123	Wheeler/ Dept. of Army Armed Forces Reserve Center	Department of Defense (DOD) - Army	Erling, Edith
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 02-APR-08	S7	21430-2008-TA-0122	Randle/TRC/Deerpark LPG Terminal Pipeline	Army Corps of Engineers	Belton, Moni
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 03-DEC-07	S7	21430-2008-SL-0032	Rutson/Surface Transportation Board/new rail line in Liberty County.	Surface Transportation Board	Nemec, Kathy
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 04-APR-08	S7	21430-2008-F-0128	Lost Pines HCP	Fish and Wildlife Service	yeargan, catherine
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 04-FEB-08	S7	21430-2008-SL-0067	Schubring/Williams/Williams Gas Pipeline-Transco	Federal Energy Regulatory Commission	Nemec, Kathy
2008	2	HOUSTON ECOLOGICAL SERVICES FIELD OFFICE	concluded 04-FEB-08	S7	21430-2008-SL-0068	Beasley/Quantum/Phase I Environmental Site Assessment	Texas Commission on Environmental Quality	Nemec, Kathy

Home Page
Find Existing
Start New
Add Details
Add Events, Upload Documents

Get Comprehensive, Targeted Reports

TAILS: History and Background

TAILS Provides Powerful Reporting/Exporting

Activities by Lead Agency								
Fiscal Year	Lead Region	Lead Office	Lead Agency / Tribe	Active/Concluded	Activity Type	Activity Code	Activity Title	Staff Lead
2008	2	ARIZONA ECOLOGICAL SERVICES FIELD OFFICE	U.S. Customs and Border Protection	active, started 15-OCT-07	S7	22410-2008-TA-0043	El Camino Del Diablo Road Improvements within the CPNWR and OPCNM	Fernandez, Erin
2008	2	ARIZONA ECOLOGICAL SERVICES FIELD OFFICE	U.S. Customs and Border Protection	concluded 18-APR-08	S7	22410-2008-I-0280	Tucson Pedestrian Fence 225	Sferra, Susan

Report generated on June 17, 2008 03:13

Export options: CSV | Excel | PDF | ArcMap

Map Results

Number of records returned: 2

Query: Lead Region=2
AND
Lead Office=22410
AND
Fiscal Year=2008
AND
Activity Type=S7
AND
Lead Agency / Tribe='U.S. Customs and Border Protection'

Varied export options include On-line TAILS Mapper

Query Definition feedback

- Reports are available at Staff, ESFO, Regional Office and Washington Office levels
- Time-stamped Report Results portray feedback on the query performed
- Report Exports include Comma-separated Value (CSV), Excel, PDF, and ArcMap (GIS)
- Report Results may also be directly mapped (without true GIS) to the TAILS Mapper
- Microsoft Excel and ArcMap are seen as extension tools to TAILS (no reinvention)

TAILS: History and Background

Example: Reporting and Exporting

Administrative Record Report



Doc #	Date	Document Type	From/Author	To	Description	Date Number Link
1	9/21/1993	Federal Register Notice	Federal		Endangered and Threatened Species Listing and Recovery Priority Guidelines	Jaguar:Recovery.doc93-21-63.pdf
2	11/15/1993	Regular Notice			Endangered and Threatened Species Listing and Recovery Priority Guidelines Correction	Jaguar:Recovery.doc9311-15-93.pdf
3	9/29/1996	Policy	USFWS	File	Policy and Guidelines for Planning and Coordinating Recovery of Endangered and Threatened Species	Jaguar:Recovery.doc96-09-29.pdf
4	9/23/1998	Recovery Plan	Harley B. Johns, General Wildlife Services		Final Case of Texas and Arizona (with emphasis on the Oct 98)	Jaguar:Recovery.doc98-09-23.pdf
5	1/25/1998	Letter	Terry B. Johnson, ACFD		Transmittal of a letter and comments on the draft Jaguar agreement faxed to Warner and Wendy Chern	Jaguar:Recovery.doc9801-25-98.pdf
6	1/21/1998	Fax	Bruce Palmer, ACFD; Terry B. Johnson, ACFD; Bruce Palmer, FWS; Steve Spangue, FWS	Bruce Palmer, ACFD; Terry B. Johnson, ACFD; Bruce Palmer, FWS; Steve Spangue, FWS	Transmittal of a draft memorandum regarding comments on the draft jaguar conservation strategy, draft Conservation Assessment and Strategy for Jaguar in the United States in attached with handwritten comments	Jaguar:Recovery.doc9801-21-98.pdf
7	1/21/1998	Email	Steve Spangue, FWS	Terry B. Johnson, ACFD; Bruce Palmer, FWS; Steve Spangue, FWS	Comments on 1st draft	Jaguar:Recovery.doc9801-21-98.pdf
8	1/22/1998	Comments	Bruce Palmer, FWS	Terry B. Johnson, ACFD; Bruce Palmer, FWS; Steve Spangue, FWS	Comments on the draft jaguar conservation agreement	Jaguar:Recovery.doc9801-22-98.pdf
9	1/20/1998	Fax	Mary Turner, ACFD	Bruce Palmer, FWS	December 20, 1988 memo transmittal the fourth writing draft of the conservation agreement	Jaguar:Recovery.doc9801-20-98.pdf
10	1/9/1997	Fax	Mary Turner, ACFD	Bruce Palmer, FWS	Transmittal of the January 5, 1997 draft of the conservation agreement	Jaguar:Recovery.doc9701-09-97.pdf
11	1/14/1997	Fax	Bruce Palmer, ACFD	Greg Schmidt, NMDGF; Terry Johnson, ACFD	Transmittal of a draft Interrelated Party memo and the January 13, 1997 draft of the conservation agreement	Jaguar:Recovery.doc9701-14-97.pdf
12	1/14/1997	Memo	Greg Schmidt, NMDGF	Terry Johnson, ACFD	Comment on the proposed letter to John Higgins and the memo to be sent to interested parties for the public meeting	Jaguar:Recovery.doc9701-14-97.pdf

There is a large number of pre-canned, topical Reports in TAILS designed to make access to TAILS information quick and easy.

There is also a very robust Ad-Hoc Report tool that allows users to make custom reports

One very powerful Ad-Hoc Report under development is the 'Administrative Record Report', which also assists with FOIAs and other tasks and is planned to:

- Allow robust user query / subsetting / content control
- Gather appropriate Activities, Events, etc
- Create an Index file of assoc electronic documents
- Export (en masse) to Excel the index and linked docs
- Starting Point for CD/DVD creation for AR, FOIA

43098 Federal Register / Vol. 68, No. 184 / Wednesday, September 21, 1993 / Notices

Upon disqualification of the apparent high bidder, the next high bid will be based on average production per well per day. The lessees have paid the required amount. The priority systems presented must be viewed as guides and comparable in terms of all considerations.

General Wildlife Services
 Research - Surveys - Technical Writing - Consulting
 Post Office Box 370, Chino Valley, Arizona 86325
 (602) 608-2101 FAX (602) 445-4225 1-800-643-7412 (AZ Only)
 520-636-0577 520-636-0795 email:harley@bslnet.com

January 25, 1996
 Mr. Terry B. Johnson
 Non-game Branch Chief
 Arizona Game and Fish Department
 2221 W. Greenway Rd.
 Phoenix AZ 85023-4399

Dear Terry:

Enclosed here is a letter and comments that I faxed to Warner and Wendy Chern earlier this week. They had sent a copy of the draft jaguar agreement and

Tracking
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 System

(e.g., All Section 7s for the last 5 years that had anything to do with Jaguar)

TAILS: History and Background

TAILS allows Reporting & Mapping Extensions

Microsoft Excel used as extension to TAILS

ArcMap used as extension to TAILS

Sum of MITIGATION AMOUNT	OFFICE	MITIGATION TYPE	MITIGATION ALTERNATIVE	MITIGATION STATUS	Total	
5	MAINE ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, Off-Site	Proposed	4.8	
		Enhancement	Site-Specific, Off-Site	Accepted	20.9	
			Site-Specific, On-Site	Accepted	5.0	
			(blank)	Proposed	3.0	
		Preservation	Site-Specific, Off-Site	Accepted	2,147.7	
			Site-Specific, On-Site	Proposed	75.0	
		Restoration	Site-Specific, Off-Site	Accepted	42.3	
			Site-Specific, On-Site	Accepted	25.8	
		NEW ENGLAND ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, On-Site	Proposed	0.2
			(blank)	Accepted	495.0	
NEW JERSEY ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, Off-Site	Proposed	4.8		
	Site-Specific, On-Site	Proposed	1.3			
NEW YORK ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, Off-Site	Proposed	1.3		
	Site-Specific, On-Site	Accepted	9.0			
	Enhancement	Site-Specific, Off-Site	Proposed	9.0		
		Site-Specific, On-Site	Accepted	2,250.0		
PENNSYLVANIA ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, Off-Site	Proposed	4,216.2		
		Site-Specific, On-Site	Accepted	4,500.0		
	Enhancement	Site-Specific, Off-Site	Proposed	10.0		
		Site-Specific, On-Site	Proposed	181.0		
WEST VIRGINIA ECOLOGICAL SERVICES FIELD OFFICE	Creation	Site-Specific, On-Site	Accepted	2,200.0		
	Enhancement	Site-Specific, On-Site	Proposed	4,372.8		
		Site-Specific, On-Site	Accepted	25.0		
	Restoration	Site-Specific, On-Site	Proposed	51.0		
		Site-Specific, On-Site	Applied/Completed	40.0		
Grand Total	(blank)	Site-Specific, On-Site	Proposed	22,275.0		
		Accepted	47,014.0			



Adobe Acrobat used as extension to TAILS

Google Earth used as extension to TAILS

RELEASE NO.	DATE	OFFICE	STATUS	DESCRIPTION
1410-2007-PA-001	1/10/2007	PA	PA	...
1410-2007-PA-002	1/10/2007	PA	PA	...
1410-2007-PA-003	1/10/2007	PA	PA	...
1410-2007-PA-004	1/10/2007	PA	PA	...
1410-2007-PA-005	1/10/2007	PA	PA	...
1410-2007-PA-006	1/10/2007	PA	PA	...
1410-2007-PA-007	1/10/2007	PA	PA	...
1410-2007-PA-008	1/10/2007	PA	PA	...
1410-2007-PA-009	1/10/2007	PA	PA	...
1410-2007-PA-010	1/10/2007	PA	PA	...
1410-2007-PA-011	1/10/2007	PA	PA	...
1410-2007-PA-012	1/10/2007	PA	PA	...
1410-2007-PA-013	1/10/2007	PA	PA	...
1410-2007-PA-014	1/10/2007	PA	PA	...
1410-2007-PA-015	1/10/2007	PA	PA	...
1410-2007-PA-016	1/10/2007	PA	PA	...
1410-2007-PA-017	1/10/2007	PA	PA	...
1410-2007-PA-018	1/10/2007	PA	PA	...
1410-2007-PA-019	1/10/2007	PA	PA	...
1410-2007-PA-020	1/10/2007	PA	PA	...

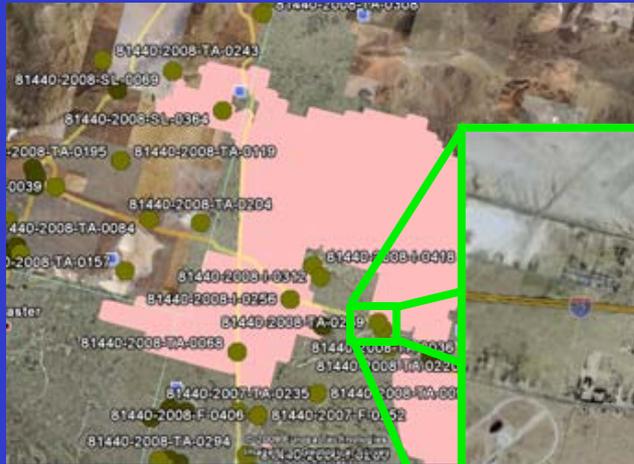


Tracking
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TAILS: History and Background

Example: Mapping Extension

Google Earth used as extension to TAILS



Google Earth Street-level View

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TAILS: History and Background

Service Performance Reporting: How it works

- For example: 14.1.2.1:**
Timely Non-Hydro Energy
- Section 7,
 - Fomal / Informal,
 - Non Hydro Energy,
 - Completed this FY
 - Timely

21410-2009-I-0016 Dewbre Petro - Hidalgo Pate #4 - new drill site	
Consultation	Consultation Core Info Summary
Start New	Consultation Title: Dewbre Petro - Hidalgo Pate #4 - new drill site
Search	ARRA Fund: No ARRA funding
Global Search	Consultation Description: new drill site located on private property adjacent to Pate Bend NWR; spoke with consultant; will be attached to existing line.
Core Info Summary	Consultation Type: Informal Consultation
Location Summary	Consultation Complexity: Standard
Activity Summary	Comments: <i>None entered</i>
View	Action/Work Times: <ul style="list-style-type: none">• Oil or Gas - Pipeline - Onshore - New Construction - Below Ground
Core Information	Species: <ul style="list-style-type: none">• Gulf Coast jaguarundi (<i>Herpailurus (=Felis) yagouaroundi cacomitli</i>)• Ocelot (<i>Leopardus (=Felis) pardalis</i>)• Northern aplomado falcon (<i>Falco femoralis septentrionalis</i>)• Star cactus (<i>Astrophytum asterias</i>)• Walker's manioc (<i>Manihot walkerae</i>)• Texas ayenia (<i>Ayenia limitaris</i>)
Details	Staff Lead: Brunilda Fuentes-Capozello
Bundles	Staff: <i>None entered</i>
Contacts	Lead Agency: International Boundary and Water Commission
Narrative	Other Lead Agency: <i>None entered</i>
References	Supporting Agencies: <i>None entered</i>
Biological Conclusion	Other Supporting Agencies: <i>None entered</i>
Events	No further Service work performed: <i>None entered</i>
Event Report By Date	First Contact Date: 09/02/2008
Event Report By Type	Date of Correspondence: 09/01/2008
	Start Date: 10/16/2008
	Days until Due: Concluded
	Due Date: 11/15/2008
	Conclusion Date: 10/16/2008
	Draft BO Due Date: <i>None entered</i>
	Draft BO Date: <i>None entered</i>
	Final BO Date: <i>None entered</i>

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TAILS: History and Background

Service Performance Reporting ECOS Integration

**For example: 14.1.2.1:
Timely Non-Hydro Energy**

- Section 7,
- Formal / Informal,
- Non Hydro Energy,
- Completed this FY
- Timely

21410-2009-I-0016 Dewbre Petro - Hidalgo Pate #4 - new drill site

Consultation	Consultation Summary
Start New	Consultation Title: Dewbre Petro - Hidalgo Pate #4 - new drill site
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Location Summary	Consultation Complexity: Standard
Activity Summary	Comments: None entered
View	Action/Work Types: <ul style="list-style-type: none"> • Oil or Gas - Pipeline - Onshore - New Construction - Below Ground
Core Information	Species: <ul style="list-style-type: none"> • Gulf Coast jaguarundi (Herpailurus (=Felis) jagouarundi cacomilli) • Ocelot (Leopardus (=Felis) pardalis) • Northern aplomado falcon (Falco femoralis septentrionalis) • Star cactus (Astrophytum asterias) • Walker's manioc (Manihot walkerae) • Texas ayenia (Ayenia limitaris)
Details	Staff Lead: Brunilda Fuentes-Capozello
Bundles	Staff: None entered
Contacts	Lead Agency: International Boundary and Water Commission
Narrative	Other Lead Agency: None entered
References	Supporting Agencies: None entered
Biological Conclusion	Other Supporting Agencies: None entered
Events	No further Service work performed: None entered
Event Report By Date	First Contact Date: 09/02/2008
Event Report By Type	Date of Correspondence: 09/01/2008
	Start Date: 10/16/2008
	Days until Due: Concluded
	Due Date: 11/15/2008
	Conclusion Date: 10/16/2008
	Draft BO Due Date: None entered
	Draft BO Date: None entered
	Final BO Date: None entered

**Yes,
count this one**

2009 Corpus Christi Ecological Services Field Office

PRS Report

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [Print](#)

Measure	Program	ECOS value (May. 11, 2009)	Office Adjustment	ECOS value with Adjustments
14.1.2 (Percentage: 14.1.2.1 / 14.1.2.2) Percent of formal/informal "Energy (Non-Hydropower)" consultations addressed in a timely manner [learn more...]	Section 7 Consultation	82.35%	0%	82.35%
14.1.2.1 Number of timely formal/informal "Energy (Non-Hydropower)" consultation responses [learn more...]	Section 7 Consultation	14	0	14
14.1.2.2 Number of formal/informal "Energy (Non-Hydropower)" consultation responses [learn more...]	Section 7 Consultation	17	0	17

14.1.2.1 : Number of timely formal/informal "Energy (Non-Hydropower)" consultation responses for fiscal year 2009

Region: 2

Reporter: CORPUS CHRISTI ECOLOGICAL SERVICES FIELD OFFICE(21410)

Export options: [CSV](#) | [Excel](#) | [PDF](#)

List of S7 Consultations contributing to the Performance

Measure Value of: 14

View	Activity Code	Title
View	21410-2009-I-0016	Dewbre Petro - Hidalgo Pate #4 - new drill site
View	21410-2009-I-0044	Tennessee Gas-Abandonment of Heyser Line 9A-100
View	21410-2009-I-0061	Transco - Maintenance work on existing pipeline meter station
View	21410-2009-I-0085	gulf South Pipeline-San Antonio River Replacement Project

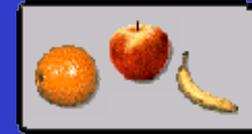
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TAILS: History and Background

TAILS and Lingering Consistency Issues



Policy Example



Performance Measures and Workload Factors —Section 7, Consultations—

One, definitely

A **single** letter comes in to the Field Office, outlining consultation on the next several months work for a Communications Company (**20 new towers**). It's found that **18** towers will have 'No Effect' while **one** 'Is Likely to Affect' and **another** will cause 'Adverse Modifications'. How many Consultations?

Three, perhaps

Twenty, no doubt

These inconsistencies are not as a result of TAILS, but rather TAILS has 'exposed' them more (and is helping to address them)

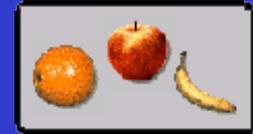
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TAILS: History and Background

TAILS and Lingering Consistency Issues



Guidance Example



Performance Measures and Workload Factors —*Project Planning and Other Select Programs*—

The term “Technical Assistance Requests Received” includes any written communication, including email notices, asking the Service to attend meetings, visit sites, comment on documents, conduct studies, or complete some other **significant task**. Do not include telephone calls or minor emails, unless they constitute a specific request to: participate in a meeting, including a conference call; provide comments in writing; or complete some other **significant task**.

Define ‘significant’

These inconsistencies are not as a result of TAILS, but rather TAILS has ‘exposed’ them more (and is helping to address them)

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TAILS: History and Background

What we've done so far

- ◆ Reviewed all known Tracking Systems and Invited Leads
- ◆ Requested and received WO and ARD approval to proceed
- ◆ Received Development & Operations and Maintenance \$\$
- ◆ Established and are renewing User Acceptance Team (UAT)
- ◆ Assured user base (over 1,200 staff) drive development
- ◆ WO program leads providing standards and guidance
- ◆ Management Team meets regularly to define/prioritize
- ◆ Trained numerous ESFOs (NCTC, on-site, web-based)

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TAILS: History and Background

There is More Work to be done

- ◆ Add additional Modules and Features, Increase integration
- ◆ Identify partners who can get valued returns & can contribute
 - (DOD, DOT, etc)
- ◆ Develop FWS User Community Forum
 - Best Practices, Success Stories, ListServe, Partnering Techniques,
- ◆ Strengthen web site for Audited User Feedback
- ◆ Development of Tiered Training Mechanisms
- ◆ Identify Public Access Policy and Deploy
- ◆ Define Evaluation Criteria & Perform Measures

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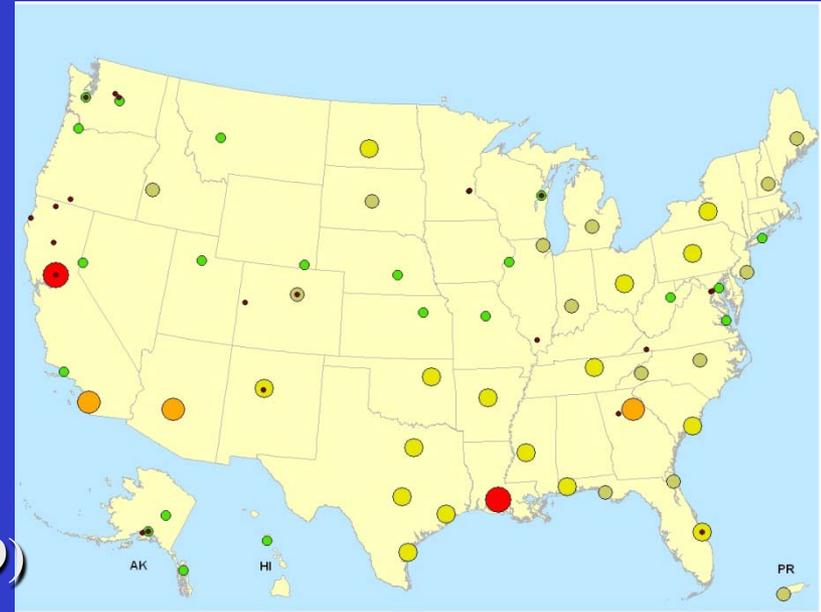
TAILS: History and Background

TAILS Usage (through FY 2009)

Activities logged by Office

- < 1,000
- 1,001 - 3,000
- 3,001 - 5,000
- 5,001 - 10,000
- 10,001 - 15,000
- > 15,000

Number of Activities



- Offices using TAILS: 88
- Loggers: ≈ 1,350
- Electronic Docs IDed > 96,000
- Activities Logged: > 300,000
- Web hits/mth: max 2.2M (Aug 09)
- ECOS Integration: Significant

- **Basis: Section 7, CPA Activities, Contaminant Activities; through Sept 09; Select legacy data have been uploaded from R2 and Sacramento back to 1977**
- **A number of sub-offices log to their Home Office and are portrayed as such**

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TAILS: History and Background

TAILS Management Team

- Daniel Brown
Portland, OR Regional Office, Section 7 Regional Coordinator
- Jason Duke
Cookeville, TN – Ecological Services Field Office
- Gina Egusquiza
Boise, ID – Ecological Services Field Office
- Mark Jacobsen
Albuquerque, NM – Ecological Services Regional Office
- Greg Masson
Arlington, VA – Fisheries & Habitat Conservation
- Jason Miller
Arlington, VA – Conservation Planning Assistance
- Linda Purviance
Arlington, VA – ECOS Coordinator - Office of Program Support
- Mark Richardson
Shepherdstown, WV – National Conservation Training Center (NCTC)

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Conceptual Development, Management and Use Structure



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TAILS

History and Background

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Advanced Data Entry

Session Objectives: At the conclusion of this session, you will be able to:

- Describe and define the TAILS data model
- Identify advanced logging considerations for each of the TAILS modules
- Explain how TAILS can be customized in a variety of ways.

ECOS

Overview



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Environmental Conservation Online System

Environmental Conservation Online System (ECOS)

What is ECOS ?

- ◆ **Joint effort between Ecological Services and the Fisheries & Habitat Conservation Program**
 - Endangered Species
 - Contaminants
 - Partners and Coastal
 - Conservation Planning Assistance (Federal Activities)
 - Fisheries and Hatcheries

- ◆ **Result of over eighteen years of development**

- ◆ **Team of contract professional developers and technical staff as well as support personnel**

- ◆ **FWS Program Manager, in Washington Office**

- ◆ **Servers and staff located in Fort Collins, CO**

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Environmental Conservation Online System (ECOS)

Who does it serve ?

◆ Public ECOS

<http://ecos.fws.gov>

- Outreach, Education and Distribution
 - Threatened and Endangered Species Information
 - Critical Habitat display, GIS file and FGDC Metadata downloads
 - Fisheries and Fish Passage, Conservation Plans and Agreements
 - Federal Register document display and distribution
 - Species queries and summary reports
 - Much more

◆ Secure ECOS

<https://ecos.fws.gov>

- Version for FWS personnel only
- Registration required – user name/password
- Single point of access to create and manage information in many subject areas
- National Focus Area Support System
 - Integrates selected data from ECOS modules
 - Visual display on a map for decision support

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TAILS
Phase 5

Environmental Conservation Online System (ECOS)

How does ECOS support FWS mission ?

“The U.S. Fish and Wildlife Service's mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.”

- ◆ ECOS facilitates “working with others”
 - Other federal, state, and private organizations
 - Other DOI organizations
 - The public
 - Within the Service

- ◆ ECOS educates the public, Congress, and others by
 - Providing valuable information about environmental and species issues
 - Explaining how we spend their tax dollars
 - Reporting on our activities

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Environmental Conservation Online System (ECOS)

How being part of ECOS benefits TAILS



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- ◆ **ECOS manages performance reporting for many subject areas**
 - TAILS provides integrated logging of data used in performance reporting
 - TAILS data automatically rolls these data up to ECOS Performance Reporting System (PRS)
 - Eliminates “double counting” and data call / end-of-year scrambles
 - Helps to achieve accurate, consistent and defensible reporting

- ◆ **ECOS supports cross-program integration**
 - TAILS closely integrates (or will) with IPaC, ROAR, HabITS, etc
 - TAILS data shared with other ECOS modules
 - Other ECOS Modules share with TAILS

- ◆ **ECOS provides GIS and Reporting capabilities and integration**
 - TAILS takes advantage of ECOS’ technologies and backbone

- ◆ **The ECOS team provides Helpdesk, full-time system administration, security, and many other services for all modules**
 - TAILS is able to leverage these resources

Environmental Conservation Online System (ECOS)

Major ECOS Modules



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TAILS
Phase 5

**Threatened / Endangered
Species System
(TESS)**

Federal Register

Candidates / Petitions

**Recovery On-line
Activity Reporting
(ROAR)**

**Species Information
Species Profiles**

**Consulted-On
Effects Database
(COED)**

Litigation

**Information Planning
and Consultation
(IPaC)**

**Habitat Information
Tracking System
(HabITS)**

**Performance
Reporting System
(PRS)**

**Tracking and Integrated
Logging System
(TAILS)**

**Major ECOS Tenets:
Maximum Integration
and
No Double Logging**

**Fish Passages
Decision Support
System (FPDSS)**

**Fisheries Information
System
(FIS)**

**Contaminant
Assessment Process
(CAP)**

**Contaminant
Investigation
Database (CID)**

**Environmental Contaminants
Data Management
System (ECDMS)**

Critical Habitat

Environmental Conservation Online System (ECOS)

How can ECOS help you do your job ?

Provides access to:

- ◆ **Endangered Species information**
 - **Portable Document Format (pdf)**
 - Federal Register Listing Notices and Rules
 - Recovery Plans
 - HCPs, CCAs, SHAs, CCAAs
- ◆ **Interactive Maps (e.g., Critical Habitat)**
- ◆ **Species History, Status, Distribution, Lead, etc**
- ◆ **Links to other resources (and more info on secure site)**
- ◆ **And much, much more – Let's explore!**

<http://ecos.fws.gov>

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TAILS
Phase 5

ECOS

Overview



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Environmental Conservation Online System



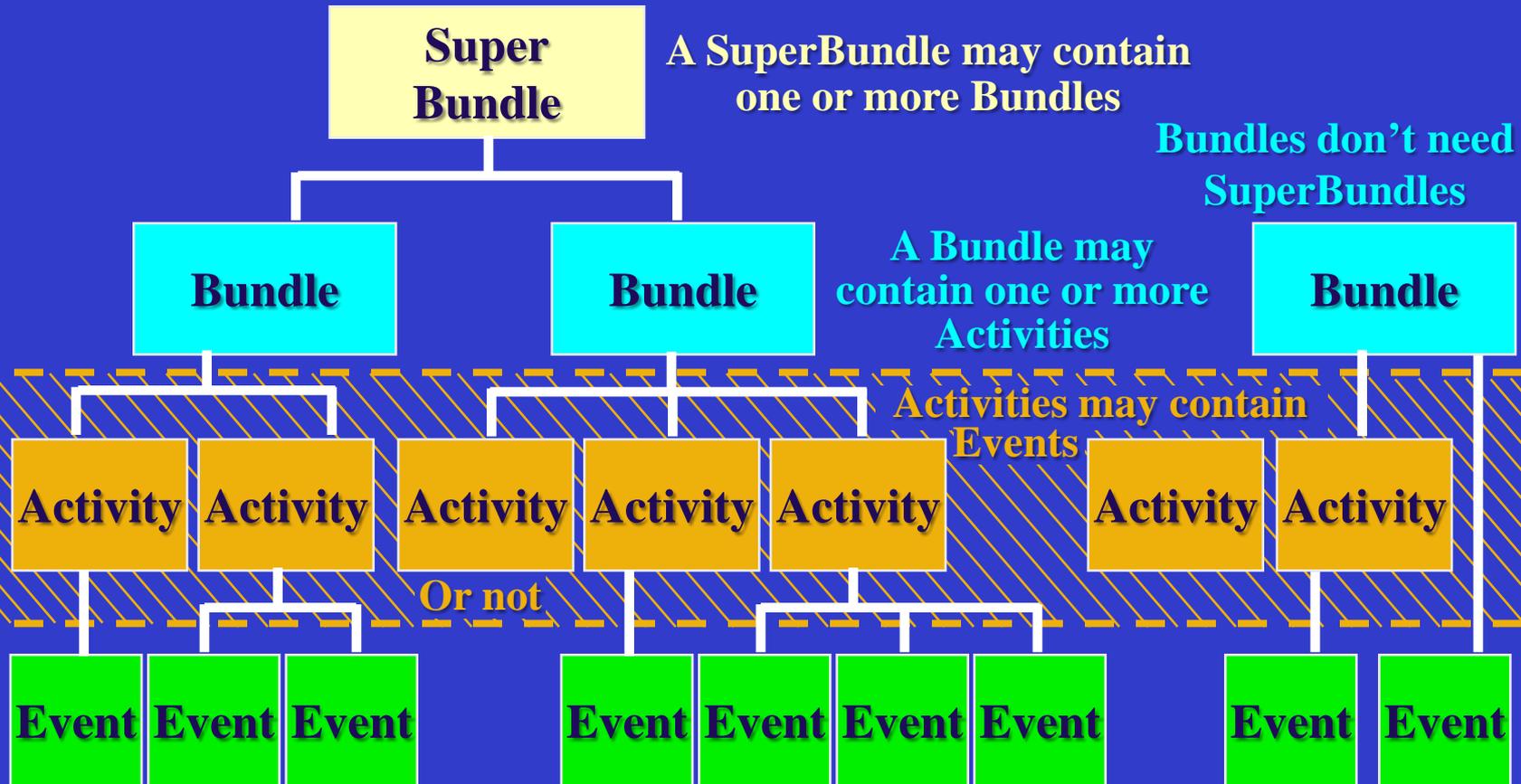
The TAILS Data Model

Tracking
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TAILS: The Data Model

Overview

The Data Model is organized into a four-level hierarchy



Activities  are the only required component

You can simply log an Activity

Events may be logged directly in Bundles

TAILS: The Data Model

Activities

ESFO Activity
(Section 7 Consultation - 21420-2001-F-0133)

Consultation Code = 21420-2001-F-0133
Consultation Title, Description, Type,
Location, Action Type(s), Associated File(s)
Dates, Species, Biological Conclusion(s), Staff, etc.

Activity: An overall work activity taken by a Field, Regional or the Washington Office in response to a request for technical assistance or an official opinion. This work has many forms, including Section 7 consultations, permit reviews, or spill responses, to mention only a few.

Title: A concise textual identification of the consultation, activity or incident.

Example: El Paso Electric Company 2.6 mile powerline from Commerce power plant to El Raton, NM.

Type: (Consultation Type). **Examples:** Formal, Informal, Technical Assistance.

Action/Work Type: A category of the physical actions identified by the Action Agency or typically assumable with this circumstance or development actions.

Examples: Development – Commercial, Agriculture – Pesticide Use, Transmission Line -Electrical
Multiple Action/Work Types can be Identified for each TAILS Activity Record. The master list is customizable by Module₃

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TAILS: The Data Model

Events

ESFO Activity



(Section 7 Consultation - 21420-2001-F-0133)

Event: Generally an initiating or interim instance of a request for our assistance, internal actions taken as part of the overall response and juncture decision points throughout the Activities life, such as meetings, telephone calls, literature reviews, site visits, document exchanges, determinations or similar instances associated with an Activity or Activities.

An optional feature

Used in developing the logical sequential record of Service actions and decisions.

Event 1
Date: 4/12/2001

Event 2
Date: 4/19/2001

Event 3
Date: 5/6/2001

Event 4
Date: 6/1/2001
Type: Correspondence / Communication Sent
Description: Evaluation letter sent to Army Corps
Staff: Hogan
Documents: K:Sect7:2001-0133:Eval_1.pdf

Examples:

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Bundles

A Bundle
(TAILS Bundle Code: 21420-2001-B-003)

TAILS Bundle Code: 21420-2001-B-003
**Bundle Name, Description and
Activities to associate with Bundle**

TAILS Bundles are designed to allow two or more TAILS Activities to be associated with one another.

Bundle: An inter- or intra-module bundling of Activities. Bundles may be derived from real circumstances (development proposals, regulatory actions, or planning processes) or any set of circumstances that makes sense to the user.

Example:

Bundle

TAILS Bundle Code: 21420-2001-B-003

Bundle Title: Barker Dam

Bundle Description: Reconstruction of hydro dam at Barker Reservoir.



Bundles

Why make a Bundle? When it makes sense to you!

To acknowledge and formalize a relationship
between two or more Activities.

Why NOT make a Bundle? If the relationship exists in data!

If you've selected data attributes that ALONE define
the relationship you wish to acknowledge and retain

Then DON'T make the Bundle

For example

If I log an Activity and select the county it's in and want to
see the relationship with the other Activities in that county

**I can query by county or view the county report
and get to all the Activities in that County
and thereby, I have no need to make a Bundle**

Bundles

It might be that I logged two Activities:

A Section 7 and its associated Federal Activity

For each, I selected:

- The same County,
- The same Species,
- The same Staff

I could see their relationships in:

- The 'Activities by County' Report,
- A query on that Species,
- The 'Activities by Staff' Report
- Or even in combinations of these

But

- These Reports/Queries would include other Activities
- And I really need to understand that this one Activity has a tight relationship with this one other Activity
- And the data relationships alone are not sufficient enough

So, I want to Bundle them.

It makes sense to me !

TAILS: The Data Model

Logging degree of detail (options)



Field Office A

Logs Activities, and always
Associates Events to Activities
Associates Activities to Bundle

Bundles and Events* are not required * See how to Log Fed Activities



Field Office B

Logs Activities

Use of Bundles/Events need not be consistent within ESFO



Field Office C

Logs Activities
and sometimes

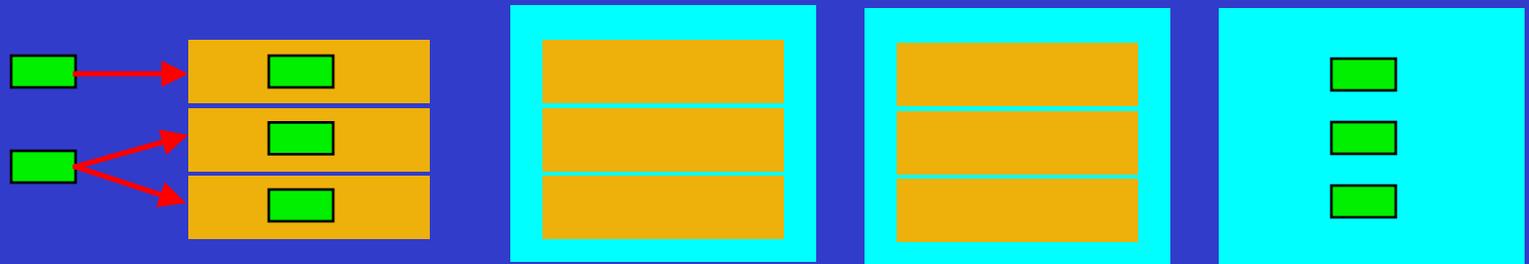


Associates Events to Activities
and/or
Associates Activities to Bundles

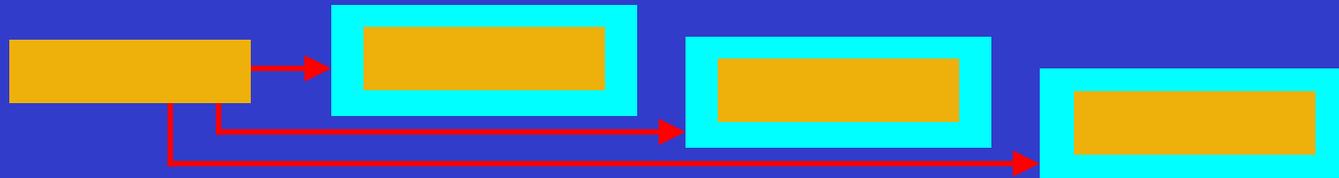
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Flexibility

- ◆ An Event, if defined, can associate with one or many Activities.
- ◆ Bundles can be defined & associated before or after Activities
- ◆ Bundles can be defined without associating Activities
- ◆ Bundles can have Events without associating Activities



- ◆ An Activity may associate to many Bundles simultaneously



- ◆ Associations can be changed/broken, with/without deleting Bundles



TAILS: The Data Model

SuperBundle

May be used to Bundle Bundles (and all they contain)

TAILS SuperBundle Code: 21420-2005-SB-001

SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2001-B-003

Bundle Title: Barker Dam

Bundle Description: Reconstruction of hydro dam at Barker Reservoir.



TAILS Bundle Code: 21420-2005-B-056

Bundle Title: Barker Bridge

Bundle Description: Bridge Construction over lower Barker River near Dam



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TAILS

SuperUsers and Customization

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SuperUsers

Requirements and Responsibilities

- ◆ Each Field Office must designate **at least one SuperUser** to set up the TAILS interface for their office.
- ◆ SuperUsers **need not be techno geeks**, their job is accomplished through simple picklist selections via the internet. **They customize the interface and approve each Office user's request for access to TAILS.**
- ◆ SuperUsers must **work closely with Field Staff**, Project Leaders and Field Supervisors to define their office default values, the appropriate level of detail of information to be recorded (and it's format) and which data fields will be 'required' or even 'visible' for their ESFO. Primarily seen as an 'initial' setup.

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SuperUsers

Roles

- ◆ **Customize the Interface to desires of their Office**
- ◆ **Approve Access Requests for their Office Staff**
- ◆ **Act as first line of Information Defense for their Users**
- ◆ **Direct their Users to other Help options**
- ◆ **Only ones in their Office that may Delete Activities, Bundles or SuperBundles**



Tracking
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Customization by SuperUser

Lots of Customization and more coming

Each ESFO defines their interface

All	S7	FA	EC	B		GPRA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AGRICULTURE	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Conc Animal Feeding Operation (CAFO)	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Cattle	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Hogs	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Poultry	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Sheep	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Other	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Planting	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Production	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Maintenance	FA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Ongoing Activities	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Cattle	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Hay	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Horses	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Sheep	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Permit Renewal	FA S7

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Customization by SuperUser

Default Settings

Data Field default values may be pre-defined (e.g., 59 minutes)
Some default values can be overridden by data editors. (1 hr)

Edit Field Office Defaults

? Default Hours for Activity: : (HHHH:MM)

? Timekeeping Method:

? Biological Conclusion Technique:

? Species Display Style:

? Location Format:

? Create Event when starting new Activity?: Yes No

? Default assumption that Event will count as GPRA Technical Assistance for Federal Activities: Yes No

? Recent Activities List: By Office By User

? Number of Recent Activities:

? Recent Bundles List: By Office By User

? Number of Recent Bundles:

Customization by SuperUser

Picklists

- ◆ Data Field content 'picklists' may be pre-defined.

- The content of some data fields will be controlled/limited through the use of picklists or similar tools.

- Start from a National Master List

- Must be used to assure consistency of reporting.

- Some allow single selection only, some allow multiples.

- Can be enhanced/updated (Nationally) after approval.

SuperUser defines from Master

States: Arizona

Counties or Equivalents:

- Apache, AZ
- Cochise, AZ
- Coconino, AZ
- Gila, AZ
- Graham, AZ
- Greenlee, AZ

User selects from ESFO defined subset of Master

Location

State(s): Arizona

Counties or Equivalents:

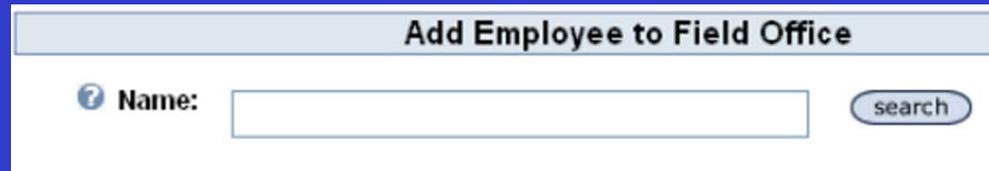
- Apache, AZ
- Coconino, AZ
- Graham, AZ

Tracking
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Customization by SuperUser

Staff List

To Add Staff,
first Search
ECOS
Registered Users



A screenshot of a web form titled "Add Employee to Field Office". It features a search input field labeled "Name:" with a question mark icon to its left, and a "search" button to its right.

If Staff Member is
not an ECOS User,
SuperUser
fills in Staff
Member
information for
use in TAILS Staff
Picklist



A screenshot of a web form titled "Edit Employee". It contains several input fields with question mark icons to their left: "First Name:" (value: Ted), "Last Name:" (value: Koch), "Primary Office:" (value: Snake River Fish & Wildl Ofc), "Phone:" (empty), and "Email:" (value: Ted_Koch@fws.gov). At the bottom, there are three buttons: "Save" (highlighted in green), "Reset", and "Cancel".

View = ECOS Registered User.
So SuperUser can only 'View'
that person's registration info.

Edit = SuperUser entered info
by hand and so can edit it.

Gina Egusquiza

view

delete

Gina Glenne

edit

delete

Jeff Foss

edit

delete

Jeri Wood

view

delete

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Customization by SuperUser

County List Development and Use

- ◆ Select State, then Counties
- ◆ Consider adjacent (impacted) Counties
- ◆ Selections also determine:

Add Counties to Field Office

States: Indiana

Counties or Equivalents:

- Adams, IN
- Allen, IN
- Bartholomew, IN
- Benton, IN
- Blackford, IN
- Boone, IN
- Brown, IN
- Carroll, IN
- Cass, IN
- Clark, IN

Add Reset

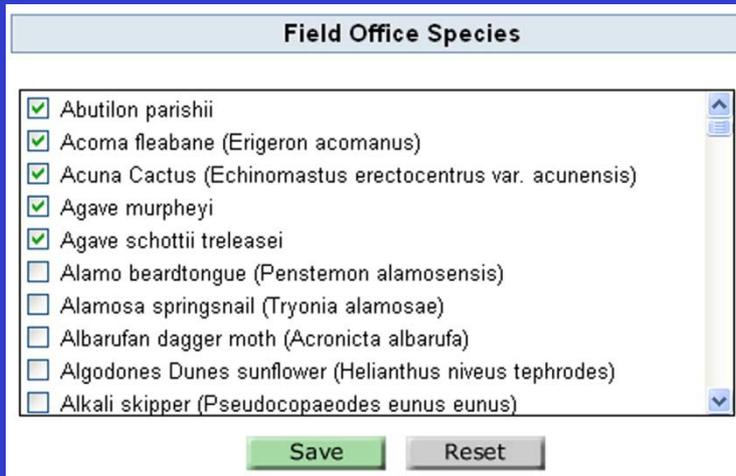
- Native Tribes List,
- USGS Quad List,
- Hydrologic Units List,
- Congressional District List,
- Refuge List

in your ESFO's interface

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Customization by SuperUser

Species Lists and Species Groups



A screenshot of a software window titled "Field Office Species". It contains a list of species with checkboxes. The first five species are checked: Abutilon parishii, Acoma fleabane (Erigeron acomanus), Acuna Cactus (Echinomastus erectocentrus var. acunensis), Agave murpheyi, and Agave schottii treleasei. The remaining five species are unchecked: Alamo beardtongue (Penstemon alamosensis), Alamosa springsnail (Tryonia alamosae), Albarufan dagger moth (Acronicta albarufa), Algodones Dunes sunflower (Helianthus niveus tephrodes), and Alkali skipper (Pseudocopaeodes eunus eunus). At the bottom of the window are "Save" and "Reset" buttons.

Species Name	Selected
Abutilon parishii	Yes
Acoma fleabane (Erigeron acomanus)	Yes
Acuna Cactus (Echinomastus erectocentrus var. acunensis)	Yes
Agave murpheyi	Yes
Agave schottii treleasei	Yes
Alamo beardtongue (Penstemon alamosensis)	No
Alamosa springsnail (Tryonia alamosae)	No
Albarufan dagger moth (Acronicta albarufa)	No
Algodones Dunes sunflower (Helianthus niveus tephrodes)	No
Alkali skipper (Pseudocopaeodes eunus eunus)	No

- ◆ Define your Species list from master list.
- ◆ Master list has
 - Threatened
 - Endangered
 - Proposed
 - Candidate
- ◆ You may suggest others (via 'Contact Us')
 - State Species
 - Species of Concern
 - Others

- ◆ Once Species list is defined; create Groups
- ◆ Name the Group, and select from your list
- ◆ Suggestions:
 - County-by-County (Smith County Species)
 - Staff Groups (John's Bird List)
 - Watershed Groups (Lower X River Group)
 - Ecosystem Groups (Karst Invertebrates)

Result: Users can select (with a single click) a Species Group by name and get each species in that group to be in the 'Species' data field.



A screenshot of a software window titled "New Species Group". It features a text input field for "Species Group Name" containing "Smith County". Below this is a list of species with checkboxes. The checked species are Acuna Cactus (Echinomastus erectocentrus var. acunensis) and Arkansas River shiner (Notropis girardi). Other species listed include Migratory Birds Trust Resources, Interjurisdictional Fish, Invasive Species, Abutilon parishii, Acoma fleabane (Erigeron acomanus), Agave murpheyi, and Agave schottii treleasei. At the bottom are "Save" and "Reset" buttons.

Species Name	Selected
Migratory Birds Trust Resources	No
Interjurisdictional Fish	No
Invasive Species	No
Abutilon parishii	No
Acoma fleabane (Erigeron acomanus)	No
Acuna Cactus (Echinomastus erectocentrus var. acunensis)	Yes
Agave murpheyi	No
Agave schottii treleasei	No
Arkansas River shiner (Notropis girardi)	Yes

Customization by SuperUser

Fields included in your Interface

- ◆ SuperUser must consult with Supervisors, Leads first
- ◆ Each Module has it's own set of fields that can be set to:
 - Optional: Retained in interface (available for data entry), or
 - Hidden: Not portrayed in interface (not available), or
 - Required: Retained in interface (flagged with ! and in *MRD)
- ◆ Settings can be changed but typically a one-time setup

Advance Planning - Federal Activities			
? Description:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
? Staff:	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
? Supporting Agencies:	<input type="radio"/> Optional	<input checked="" type="radio"/> Hidden	<input type="radio"/> Required
? Date of Correspondence:	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
? FWS Response Date:	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
? Final Decision Date:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
? Conclusion Date:	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
? Select Project:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required

MRD = Field will be listed in the Missing Required Data Report if not completed

Customization by SuperUser

Nationally Required Fields (NRFs)

- ◆ Each Module has a set – and they can't be hidden
- ◆ Must be completed before the Activity Record is considered complete.

Indicated by !

- ◆ NRFs are generally determined by Performance Reporting or other data call needs.

Start New Consultation

! ? Office: ASSISTANT REGIONAL DIRECTOR- ECOLOGICAL SERVICES

! ? Fiscal Year: 2005

? Select Project: -- None --

? Project Title:

? Project Description:

! ? Action/Work Type(s):

- AGRICULTURE
- .. Agriculture - Concentrated Animal Feeding Operation - Cattle
- .. Agriculture - Concentrated Animal Feeding Operation - Poultry
- .. Agriculture - Concentrated Animal Feeding Operation - Sheep
- .. Agriculture - Grazing - Ongoing Activities - Cattle

M/M/R/U = Maintenance / Modification / Replacement / Upgrade

- ◆ Do NOT need to be completed in one data-entry session.
- ◆ ESFO can enhance and define additional required fields.
- ◆ ESFO can hide non-required data fields (but be careful).

Advance Planning - Federal Activities			
Wetland Acres:	<input checked="" type="radio"/> Optional	<input type="radio"/> Required	<input type="radio"/> Hidden
Upland Acres:	<input checked="" type="radio"/> Optional	<input type="radio"/> Required	<input type="radio"/> Hidden
Riparian Miles:	<input checked="" type="radio"/> Optional	<input type="radio"/> Required	<input type="radio"/> Hidden

Customization by SuperUser

Nationally Required Fields (continued)

- ◆ Some 'Required' Fields are Completed Automatically
 - Office
 - Fiscal Year (editable)
 - Start Date (editable)
 - Sequence Number (by FY, by Office, by Module)
- ◆ Some 'Required' Fields are really 'Conditionally Required'
 - Conclusion Date (if it's been concluded)
 - Final Decision Date (if Action Agency has made decision)
- ◆ No logic on front end for 'Required' – can use back data end logic via Reports
- ◆ A 'Missing Required Data' Report is available.

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Customization by SuperUser

Location-specific Reference

Planned for future: You define additional Spatial References

Section 7			
<input type="checkbox"/> Location Description:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<input type="checkbox"/> Point Location:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<u>Other</u>			
<input type="checkbox"/> State(s):	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
<input type="checkbox"/> Counties or Equivalents:	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
<input type="checkbox"/> Ecoregions:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<input type="checkbox"/> Watersheds:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<input type="checkbox"/> USGS Quads:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<input type="checkbox"/> Township, Range, Section:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required
<u>State Plane</u>			
<input type="checkbox"/> State Plane:	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required

My Rivers

North Fork, Swift
South Fork, Swift

Rocky River
Slow River

My Aquifers

Upper Texas Aquifer
Middle Texas Aquifer
Lower Texas Aquifer

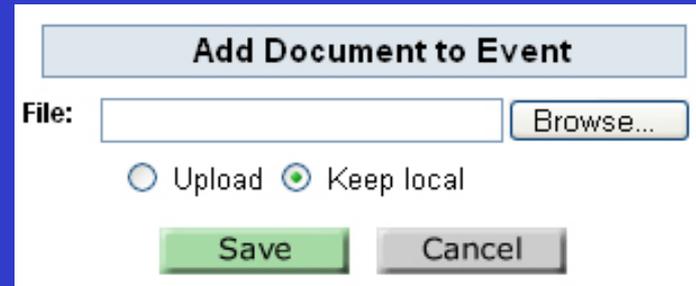
Up to five

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Customization by SuperUser

ECOS Digital Document Library (EDDL)

- ◆ Electronic Files may be Associated and Stored as;
 - Local files, or
 - Uploaded to EDDL

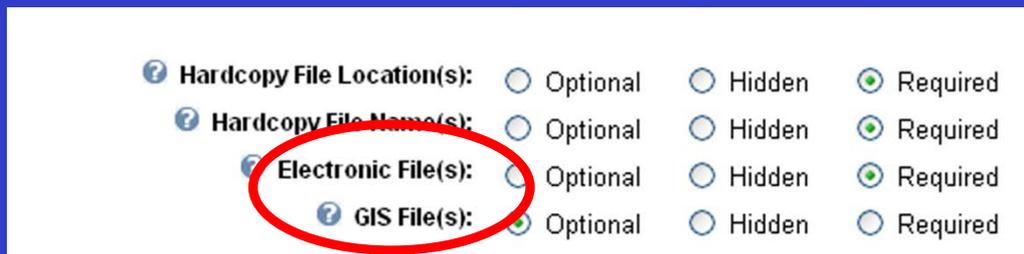


Add Document to Event

File:

Upload Keep local

- ◆ EDDL Serves as;
 - Secure (& remote) backup device for you
 - Controlled (& remote) access for others you define
 - Efficient Record Development Option (for FOIAs, and Administrative Records)



Hardcopy File Location(s):	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
Hardcopy File Name(s):	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
Electronic File(s):	<input type="radio"/> Optional	<input type="radio"/> Hidden	<input checked="" type="radio"/> Required
GIS File(s):	<input checked="" type="radio"/> Optional	<input type="radio"/> Hidden	<input type="radio"/> Required

- ◆ Available at Activity-level and Event-level

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Customization by SuperUser

Timekeeping Method

Works in combination with Default Hours
Is only applied with initial logging session

Cumulative Hours by Employee and Species

		Total = 5 Hours: 54 minutes	
<u>Mark Jacobsen</u>			
Arizona agave	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM
Amistad gambusia	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM
Acoma fleabane	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM
<u>Sarah Rinkevich</u>			
Arizona agave	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM
Amistad gambusia	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM
Acoma fleabane	<input type="text"/>	: <input type="text" value="59"/>	HHHH:MM

Example: Default = 59 minutes, Technique = Cumulative Employee by Species

Save

Reset

Tracking
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Customization by SuperUser

Action / Work Type Customization

All	S7	FA	EC	B	
<input checked="" type="checkbox"/>	AGRICULTURE				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Conc Animal Feeding Operation (CAFO)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Cattle
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Hogs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Poultry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Sheep
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Planting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Production
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Maintenance
<input checked="" type="checkbox"/>	. Agriculture - Grazing - Ongoing Activities				
<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Cattle				
<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Hay				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Horses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Sheep
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Permit Renewal

Save Reset

- ◆ One Master Action/Work Type List
 - ◆ SuperUsers customize by TAILS Module
 - ◆ By subtracting / unchecking – by Module
- All: (selections applied across all modules)
S7: Section 7 Consultation Activities
FA: Federal Activities (in 2010 = CPA)
EC: Environmental Contaminant Activities

or

B: Bundle

- ◆ SuperUsers may apply ‘All’ partially
- ◆ Hierarchical reference must be maintained

Example: (you only want some AGRICULTURE)

Subtract AGRICULTURE (uncheck)

All ‘children’ get subtracted automatically

Checkmark indicates those you want

Necessary to maintain organization and user understanding of hierarchy

For this example, let’s say you really only want

AGRICULTURE - Grazing – Ongoing Activities – Hay (Check it)

TAILS will automatically force any Parent (if it exists)

Parent → AGRICULTURE - Grazing – Ongoing Activities (auto checked)

to be retained, as well as any Grandparent

Grandparent → AGRICULTURE (auto checked)

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Customization by SuperUser

Action / Work Types & PR Category

All	S7	FA	EC	B		GPRC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AGRICULTURE	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Conc Animal Feeding Operation (CAFO)	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Cattle	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Hogs	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Poultry	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Sheep	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Other	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Planting	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Production	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Maintenance	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Ongoing Activities	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Cattle	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Hay	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Horses	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Permit	FA S7

Save Reset

GPRC: Government Performance and Results Act (more generic = Performance Reporting)

Pass your cursor over here

Shows this GPRC (PR) map

And S7 indicator

Note specific S7 category

Agriculture - Grazing - Ongoing Activities - Hay counts as Agriculture/Aquaculture/Forestry/Grazing for Federal Activities GPRC and as Forage for Section 7 GPRC

- * FA = Federal Activities;
- * S7 = Section 7 Activities;
- * EC = Environmental Contaminants (coming soon)

- ◆ GPRC (PR) Indicator(s) shown in right column
- ◆ Every Action/Work Type is mapped to a GPRC category (some specific, some general)
- ◆ 'FA' or 'S7' shown only if NOT in the 'catch all' GPRC category for that Activity Type *
- ◆ No indicator means the Action/Work Type is in the 'catch all' (Other) GPRC category(ies)
- ◆ Pass cursor over Action/Work Type to see which GPRC categories it maps to

Customization by SuperUser

Action / Work Types & GPRA Category

All	S7	FA	EC	B		GPRA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AGRICULTURE	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Conc Animal Feeding Operation (CAFO)	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Cattle	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Hogs	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Poultry	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Sheep	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - CAFO - Other	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Planting	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Production	FA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Crop Maintenance	FA
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Ongoing Activities	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Cattle	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Hay	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Horses	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. . Agriculture - Grazing - Ongoing Activities - Other	FA S7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	. Agriculture - Grazing - Permit	FA S7

Pass your cursor over here

And no S7 indicator

Shows this GPRA map

Agriculture - Crop Planting counts as Agriculture/Aquaculture/Forestry/Grazing for Federal Activities GPRA and as Other Non-Energy for Section 7 GPRA.

Note 'catch all' S7 category

- * FA = Federal Activities;
- * S7 = Section 7 Activities;
- * EC = Environmental Contaminants (coming soon)

- ◆ GPRA Indicator(s) shown in right column
- ◆ Every Action/Work Type is mapped to a GPRA category (some specific, some general)
- ◆ 'FA' or 'S7' shown only if NOT in the 'catch all' GPRA category for that Activity Type *
- ◆ No indicator means the Action/Work Type is in the 'catch all' (Other) GPRA category(ies)
- ◆ Pass cursor over Action/Work Type to see which GPRA categories it maps to

SuperUsers and Approval of Users

User Access Levels

Permission	Field Office Viewer	Field Office Editor	Field Office SuperUser	Regional Office Viewer	Regional Office Editor	Regional Office SuperUser	Washington Office User
View Field Office Reports (User's own Office)	✓	✓	✓	✓	✓	✓	
View Field Office Data (User's own Office)	✓	✓	✓	✓	✓	✓	
Edit Field Office Data (User's own Office)		✓	✓		✓	✓	
Delete Field Office Records (User's own Office)			✓			✓	
View Regional Reports (User's own Region)				✓	✓	✓	
View Field Office Reports (Offices in User's own Region)				✓	✓	✓	
View Field Office Data (Offices in User's own Region)				✓	✓	✓	
Approve Access: Field Office Viewers / Editors (User's own Office)			✓			✓	
Approve Access: Regional Office Viewers / Editors (User's own Office)						✓	
Customize Picklists, Required/Hidden Field (User's own Office)			✓			✓	
Set Office Defaults (User's own Office) (e.g. Staff Hours granularity)			✓			✓	
View National Reports							✓
View Regional Reports (any Region)							✓
View Field Office Reports (any Office)							✓

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TAILS

SuperUsers and Customization

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Understanding Queries

Session Objectives: At the conclusion of this session, you will be able to:

- Explain and define Boolean operators.
- Effectively perform a pre-logging search.
- Perform an effective global search.
- Choose the right search mechanism for the requirement.
- Understand search and report results.



Important Note: Once you log into TAILS, you will be able to navigate and use the system freely depending on your permissions. You can even let TAILS sit idle and not need to log back into the system (so long as you keep Internet Explorer open and it sits idle for less than 3 hours). But it is important to actually log out of TAILS when you are done for the day or when no additional access or editing is expected for some time. When you click on the [Logout](#) button (at the bottom of every TAILS page), it tells the ECOS server to disallow any further access to those pages until you've logged in again. Logging out will prevent any unauthorized access and generally assures better server processing and user access during your next session.

Navigating the Search Page: One general premise of TAILS is that, for fear of double logging and other purposes, users will prefer to search for existing Activities / Bundles before you are willing to enter a new Activity / Bundle. As such, as you navigate between modules using the tabs, TAILS will take you, by default, to the search page for that module, so that you may search for existing Activities / Bundles.

Each search page has three basic areas. The search form itself, made up of a 'Search Field' picklist, an 'Operator' picklist and a 'Condition' field, (top of main body), Recent Activities for that module (at the bottom), and 'Start New' and 'Search' links (in the left window pane).



Figure 29. Example search page.



Before entering any search criteria, you should review the ‘Recent Activities’ links at the bottom of the page. This list provides the Activity Code and Title for the most-recently accessed Activities for that module. The most-recently accessed Activity is listed first (at the top), followed by each of the next most-recently accessed Activity below that and so on. Your Office defaults determine whether this list is shown on a ‘By Office’ basis (anyone in your office has accessed the Activity) or ‘User’ basis (the individual who accessed the Activity). The number of Activities listed is also based on Office default settings and can be set as high as 25. If any of these Recent Activities are the desired Activity, simply click on the Activity Code link to access the summary page for that Activity and then move on to edit specific information if desired..

THE SEARCH FORM: To search for Activities that meet certain criteria, you’ll need to perform a search. The TAILS search form has three elements: The search field list (on the left); the operator (in the center of the form); and the value/condition field (on the right).

Figure 30. TAILS Search Form

To define the desired search criteria, select a data field (--Search Field--) to search within from the picklist provided. Next, select an operation (e.g. "Equals" or "Before" or "After"), from the (--Operator--) picklist to use in conjunction with that Search Field. Lastly, type in a condition or value to search for that Search Field and Operator element set.

Important Note: In some cases, a single picklist selection for ‘--Search Field--’ will actually search across multiple data fields. For example, a selection of ‘Agency (Lead or Supporting)’ will actually impose the search criteria across both the ‘Lead Agency’ and ‘Supporting Agencies’ data fields. For a complete listing of these multi-field selections and the fields they are imposed on, refer to Appendix A.

It’s important to know that the list of available search fields in the search form differs by module. Additionally, the Operator picklist will adjust depending on the type of Search Field selected.



The Operator picklist is determined as follows:

Search Field Class	Operator set
Date Fields:	"Equals" or "Before" or "After"
Numeric Fields:	"Equals" or "Greater Than" or "Less Than"
Text Fields:	"Equals" or "Contains" or "Doesn't Contain"

Figure 31. Search Form: Operator set for each Search Field Class

PERFORMING A SEARCH: To impose the criteria set and perform the search, click on the button. The results of the search (those Activities meeting the search criteria) will be shown at the bottom of the page, where the 'Recent Activities' list was originally displayed. Search Results are displayed in ascending alphabetical order by Activity Code. The Search mechanism and results appear similarly if you are searching for Bundles

If you still don't see what you are looking for, you can modify your criteria and click again.

To search by more than one criterion, prior to clicking on the button, click on the button to get another full set of search elements. You'll also need to select one of the Boolean connectors "AND" or "OR" to determine how the criterion from one search set will be combined with the other set(s).

The screenshot shows a search form with two rows of search criteria. Each row consists of a dropdown menu for the field name (both set to 'Species'), a dropdown menu for the operator (both set to 'Contains'), and a text input field for the search term (the first is 'wolf' and the second is 'eagle'). Between the two rows, there are radio buttons for 'AND' and 'OR', with the 'OR' option selected. Below the second row is an 'add another' button. At the bottom center of the form is a 'Search' button.

Figure 32. Search Form: Example showing search utilizing Boolean connectors.

For a better understanding of the Boolean connectors, consider the following series of searches for Section 7 Consultation Activities:



First we search for Activities involving wolf species (we find three Activities)

Query: (Species Contains "wolf")	Reason for inclusion
Search Results	
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"

Figure 33a. Example Search Series #1: Results of "Species" contains "wolf".

In a new search, we search for Activities involving eagle (we find five Activities)

Query: (Species Contains "eagle")	Reason for inclusion
Search Results	
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL	Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec	Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project	Species contains "eagle"
22420-2006-I-0013: Black Bob Allotment	Species contains "eagle"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle"

Figure 33b. Example Search Series #1: Results of "Species" contains "eagle".

Next, we search for Activities where the species is either wolf or eagle using the "OR" Boolean connector (we get the same three wolf records found when we search only on wolf, plus the same five eagle records we got as a result of searching on only eagle, but since one record (22420-2006-I-0013: Black Bob Allotment) is actually in both the wolf set and the eagle set, we get a total of 7 records).

Query: (Species Contains "wolf") OR (Species Contains "eagle")	Reason(s) for inclusion
Search Results	
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL	Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec	Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project	Species contains "eagle"
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf" Species contains "eagle"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle"

Figure 33c. Example Search Series #1: Results of "Species" contains "wolf" OR "Species" contains "eagle".



As reinforcement that we have one record that actually meets both conditions, we search again using the "AND" Boolean connector and confirm that there is only one record where both wolf and eagle are listed in the 'Species' data field.

Query: (Species Contains "wolf") AND (Species Contains "eagle")	Reason(s) for inclusion
Search Results	
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf" AND Species contains "eagle"

Figure 33d. Example Search Series #1: Results of "Species" contains "wolf" AND "Species" contains "eagle".

Important Note: If you are mixing "AND" and "OR" connectors in the same search, the actual criteria you are setting up (and how the TAILS search engine will interpret it) may get confusing. It is important to realize that the Boolean connector "AND" is always evaluated before "OR".

Imagine we want to find those Activities that have "canyon" in the 'Title or Description' field and "wolf" or "eagle" in the 'species' field. Consider the following example:

First we search for Activities where "canyon" is included in the Activity Title or Description fields (we find three Activities)

Query: (Title or Description Contains "canyon")	Reason for inclusion
Search Results	
22420-2006-TA-0004: Frijoles Canyon Utility Improvement Project	Title contains "canyon"
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon"
22420-2006-I-0016: Simon Canyon Fisheries	Title contains "canyon"

Figure 34a. Example Search Series #2: Results of "Title or Description" contains "canyon".

We add an "AND" condition for species containing "wolf" (only one record matches both those criteria).

Query: (Title and Description Contains "canyon" AND Species Contains "wolf")	Reason for inclusion
Search Results	
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon" AND Species contains "wolf"

Figure 34b. Example Search Series #2: Results of "Title or Description" contains "canyon" AND "Species" contains "wolf".



We continue building on the search by adding another Boolean connector, this time an "OR" condition on Species, such that the query looks like this:

Search Criteria		
Title and Description	Contains	canyon
<input checked="" type="radio"/> AND <input type="radio"/> OR		
Species	Contains	wolf
<input type="radio"/> AND <input checked="" type="radio"/> OR		
Species	Contains	eagle
<input type="button" value="add another"/>		
<input type="button" value="Search"/>		

Figure 34c. Example Search Series #2: Search Form for “Title or Description” contains “canyon” AND “Species” contains “wolf” OR “Species” contains “eagle”.

You might think that this search would be interpreted as the following

Find all Activities where:

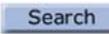
(Title /Description contains “canyon”)
 AND
 (Species contains either “wolf” OR “eagle”)

But, as noted above, since the "AND" connector is always evaluated first (that is, it ‘connects’ its search condition with that of the next [or prior] search condition), the search is actually interpreted as

(Title /Description contains “canyon” AND Species contains “wolf”)
 OR
 (Species contains “eagle”)

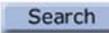


It should be understood that setting a ‘contains’ operator and entering a partial value for the condition, means you want that (partial) condition to be included in the results. For example, if I enter ‘Staff’ contains “Alison”, my results will include everyone who is named Alison. If I just enter ‘Staff’ contains “Al”, my results will include every Staff member who has the letters “al” in their name: **Alison** Smith and also Carole **Hale**. The search is case insensitive.

Important Note: The Search tool for TAILS Phase 1 is relatively simple, but it is powerful. Users must be aware though of limitations as outlined above. When you click , TAILS will echo back a parenthesized version of the criteria of that search to clarify how the selections made in the search form were actually evaluated and performed. Make certain to review that search criteria statement before looking at the results themselves so that you fully understand the database query you imposed as well as the results. Future phases of TAILS may utilize more complex (and difficult to use) search mechanism.

Users are also directed to the pre-defined search results found through the ‘Reports’ module of TAILS as these may, effectively, provide much sought after search results and allow you to more easily and quickly locate and access the logged Activities you’re seeking.

To reset the search form and begin a new search, click on the ‘Search’ link in the left window pane.

Important Note: To search across essentially no criteria and thereby bring up all the module-specific Activity (or Bundle) records for your Office, simply click on the  button without first selecting any search field, operator or condition.

Assuming that you master the search tool, get the desired results, and discover that, indeed, the Activity was already logged, simply click on the Activity Code/Title link provided in the Search Results to jump directly to that Activity’s summary page and make any required edits or additions to the existing information.

If, after thorough searching, you discover that the Activity warrants logging a new Activity, or you are confident that you need not search for existing Activities when entering a module, simply click on the ‘Start New’ link in the left window pane and start entering data for this new Activity or Bundle.



So, while you can see the results of 34f are different from those of 34d, neither gives a result that might be what we were really looking for.

Lastly, consider this search and its result.

Search Criteria

Title and Description	Contains	canyon
<input checked="" type="radio"/> AND <input type="radio"/> OR		
Species	Contains	wolf
<input type="radio"/> AND <input checked="" type="radio"/> OR		
Title and Description	Contains	canyon
<input checked="" type="radio"/> AND <input type="radio"/> OR		
Species	Contains	eagle
<input type="button" value="add another"/>		
<input type="button" value="Search"/>		

Search Results

Query: (Title and Description Contains "canyon" AND Species Contains "wolf") OR (Title and Description Contains "canyon" AND Species Contains "eagle")
 22420-2006-I-0014: Apache Canyon Allotment
 22420-2006-I-0016: Simon Canyon Fisheries

Figure 34g. Example Search Series #2: Completed search form giving desired results

So while it does take a little extra work (having to define the search criteria ‘canyon’ twice), the results are what we were after.

((Title and Description Contains "canyon" AND Species Contains "wolf") OR (Title and Description Contains "canyon" AND Species Contains "eagle"))	Reason(s) for inclusion
Search Results	
22420-2006-I-0014: Apache Canyon Allotment	Title contains "canyon" AND Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Title contains "canyon" AND Species contains "eagle"

Figure 34h. Example Search Series #2: Summary of desired results.



But, again, any search statements connected through an "AND" connector are evaluated first.

So the actual results of the above evaluated search, would be as follows:

(Species contains "wolf")
 OR
 (Species contains "eagle" AND Title /Description contains "canyon")

(Species Contains "wolf") OR (Species Contains "eagle" AND Title and Description Contains "canyon")	Reason(s) for inclusion
Search Results	
22420-2006-I-0012: O Bar O Allotment	Species contains "wolf"
22420-2006-I-0013: Black Bob Allotment	Species contains "wolf"
22420-2006-I-0014: Apache Canyon Allotment	Species contains "wolf"
22420-2006-I-0016: Simon Canyon Fisheries	Species contains "eagle" AND Title contains "canyon"

Figure 34f. Example Search Series #2: Results of (Species Contains "wolf") OR (Species Contains "eagle" AND Title and Description Contains "canyon")



As such, the result of this search would be as follows:

Query: (Title and Description Contains "canyon" AND Species Contains "wolf") OR (Species Contains "eagle")		Reason(s) for inclusion
Search Results		
22420-2006-I-0006: Permeable Reactive Barriers within TA 16 LANL		Species contains "eagle"
22420-2006-SL-0007: Species List on SMA 47 acres near Aztec		Species contains "eagle"
22420-2006-F-0009: Bernalillo Priority Site Project		Species contains "eagle"
22420-2006-I-0013: Black Bob Allotment		Species contains "eagle"
22420-2006-I-0014: Apache Canyon Allotment		Species contains "wolf" AND Title contains "canyon"
22420-2006-I-0016: Simon Canyon Fisheries		Species contains "eagle"

Figure 34d. Example Search Series #2: Results of "Title or Description" contains "canyon" AND "Species" contains "wolf" OR "Species" contains "eagle".

You might hope that switching the order of the defined fields such that you define the Species set first then the Title criteria last (see below) might get you what you want.

Search Criteria

AND OR

AND OR

Figure 34e. Example Search Series #2: Search Form for "Species" contains "wolf" OR "Species" contains "eagle" AND "Title or Description" contains "canyon".

And, you would hope, the search would be interpreted as

(Species contains "wolf" OR Species contains "eagle")
 AND
 (Title /Description contains "canyon")

Office Reporting & PRS

Session Objectives: At the conclusion of this session, you will be able to:

- Generate an Office Report with some customization.
- Export any report to Excel, PDF, or other format.
- Cite the relationship between TAILS and PRS
- Explain how TAILS data is used for end-of-year performance reporting.



TAILS

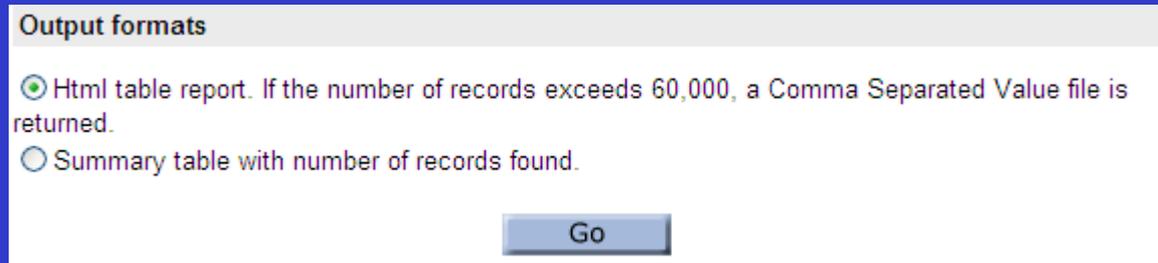
Introduction to Reporting

Tracking
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Introduction to Reporting

What's new with TAILS reports?

- ◆ Many more Office Reports (the simplest way to retrieve data for most common reporting needs)
- ◆ Expanded options for queries in Ad-Hoc Reports, including:
 - ◆ ARRA Funding
 - ◆ CBRIS
 - ◆ CBRA
- ◆ Easier-to-use output options in Ad-Hoc Reports
- ◆ New output formats



Output formats

Html table report. If the number of records exceeds 60,000, a Comma Separated Value file is returned.

Summary table with number of records found.

Go

Tracking
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Office Reports

- ◆ Often referred to as “canned reports”
 - ◆ Query can be modified to focus report
 - ◆ Report itself is pre-formatted without options
 - ◆ Wide variety of reports to meet most common reporting needs
1. Click Reports tab, then Office Reports link
 2. Click on the desired report, for example: Activities by Species
 3. Use the Query Definition fields to refine the scope of the report.
 - ◆ Don't need to select anything
 - ◆ The more selections, the fewer records returned and the more focused the report
 4. Select the Output Format, and click the Go button.

Output Formats

- ◆ **HTML Table report most commonly used**
 - ◆ Can be exported to a variety of formats including Excel and PDF
 - ◆ Links back to individual Activities are maintained
 - ◆ Opens in a separate window; just close to return to TAILS Reports
- ◆ **CSV (comma separated value) File**
 - ◆ Automatic for large reports (over 60,000 records)
- ◆ **Summary Table**
 - ◆ Shows total # of records returned
 - ◆ Compared to total # of unique Activities
 - ◆ May be the same or quite different depending on query

```
Number of records returned: 5319
Number of unique Activity Codes returned: 2004

Query: Lead Region=1
AND
Fiscal Year=2008
AND
Activity Type=S7
```

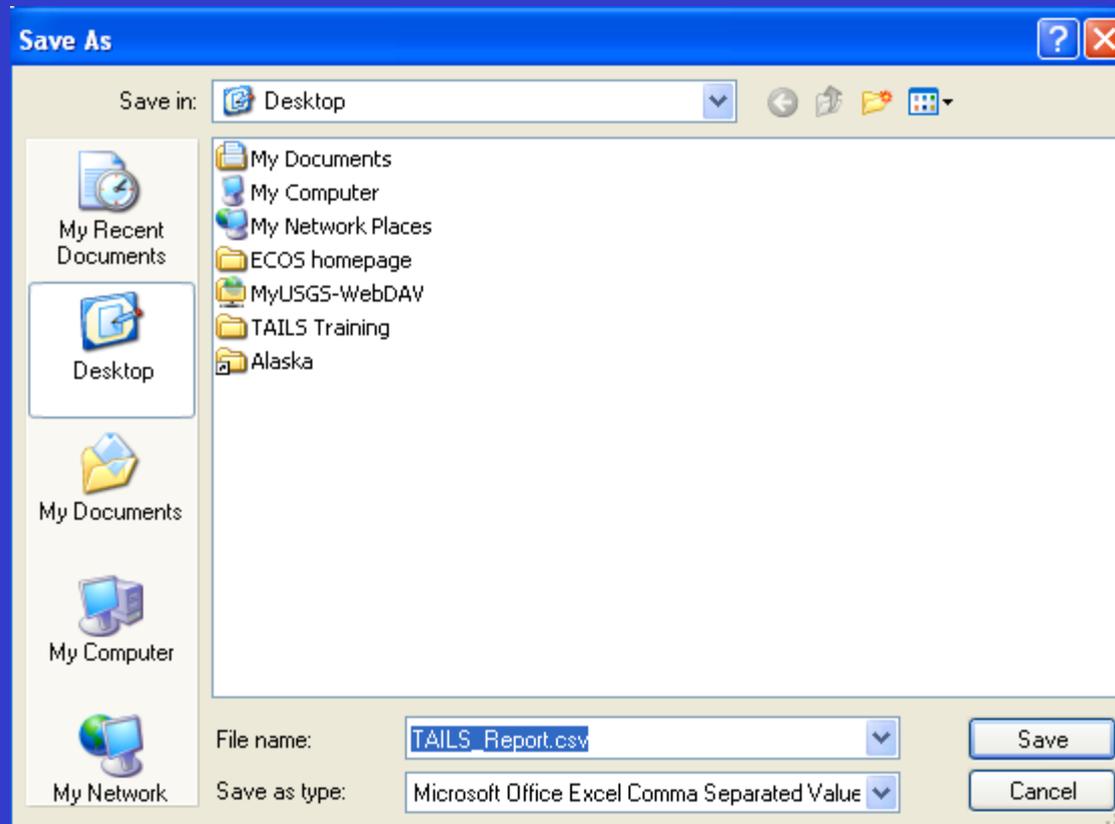
Working with CSV Output

After clicking the Go button, you get this message:



Click the Save button.

Working with CSV Output



Browse to the correct location, then click the Save button.

Exporting Reports

- ◆ **Variety of popular formats**
 - ◆ **CSV**
 - ◆ **Excel**
 - ◆ **PDF**
 - ◆ **ArcMap (click on Map Results)**

Export options:  CSV |  Excel |  PDF |  ArcMap

[Map Results](#) (only results with point locations are mappable)

EOY Reporting

- ◆ **Logging Activities in TAILS required**
 - ◆ **For CPA (formerly Federal Activities) since 2007**
 - ◆ **For Section 7 consultations since 2008**
- ◆ **Accuracy and completeness essential**
- ◆ **FY for reporting purposes**
 - ◆ **Endangered Species = September 1, 2008 through August 31, 2009**
 - ◆ **CPA (FA) = October 1, 2008 through September 30, 2009**
- ◆ **No adjustments for measures related to S7 consultations EXCEPT in TAILS**



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EOY Reporting

- ◆ **Performance Reporting**
 - ◆ **Preview Reports**
 - ◆ **Transparency Reports**
 - ◆ **A/W Types Mapping**
 - ◆ **Retained in TAILS for reference**
 - ◆ **Replaced by Performance Reporting System (PRS) in ECOS**

Tracking
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Performance Reporting System (PRS)

- ◆ Secure ECOS homepage
- ◆ All EOY reporting in one place
- ◆ Review and check all year long
- ◆ Replaces GPRA and old TAILS reports
- ◆ Currently includes all Endangered Species and CPA measures
 - ◆ More planned for 2010
 - ◆ TAILS + other ECOS modules like TESS and ROAR
 - ◆ Some data entered directly
- ◆ Transfer to Enterprise Planner (EP)
- ◆ Target setting planned for 2010

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EOY Reporting

Performance Reporting System (PRS)

After logging into secure ECOS, a customized version of PRS based on your office is available on the homepage.

Performance Measure Reporting

2009 Performance Reporting System

[National performance report](#)
[Region 1 performance report](#)
[Snake River Fish And Wildlife Office report](#)

View Archived Reports

Archived Year

About PRS:

PRS is the new performance reporting module in ECOS. It replaces the old GPRA module, which will be used in the future only for viewing historical data. It is specifically designed to automate as much of performance reporting as possible. PRS pulls much of its initial values from other ECOS modules, including TAILS, TESS, and ROAR. Applicable data will be uploaded from PRS to Enterprise Planner (EP).

Important: Currently, only Endangered Species and Conservation Planning Assistance (from the TAILS Federal Activities module) performance measures are included in PRS but more are planned for the future.

For more information, [view the instructions here](#)

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EOY Reporting

Performance Reporting System (PRS)

The first time you use PRS, you set your preferences for which measures to display.

Choose Programs Displayed In Reports

Endangered Species

- Candidate Information
- Critical Habitat
- Conservation Projects (GPRA)
- Grants
- Listing
- Petition Tracking
- Recovery
- Section 7 Consultation

Fisheries and Habitat Conservation

- Conservation Planning Assistance *

* Note: Federal Activities' name has changed to Conservation Planning Assistance(CPA).

If you would like to change these selections AFTER you have saved them, please click the Choose link on the Program column in the report.

Measure	Program	OP Target
3.1.13 Number of non-FWS riparian (stream/shoreline) miles restored/enhanced through conservation planning assistance [learn more...]	Federal Activity	757
3.2.4 Number of non-FWS riparian instream miles	Federal	1,000

EOY Reporting

Performance Reporting System (PRS)

In the future, you can change these preferences easily by clicking the **Choose** link under the Program title in the report.

Measure ▾	Program Choose	OP Target
3.1.13 Number of non-FWS riparian (stream/shoreline) miles restored/enhanced through conservation planning assistance [learn more...]	CPA (FA)	149

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EOY Reporting

Performance Reporting System (PRS)

- ◆ **Current ECOS Value**
 - ◆ **Accurate as of today's date**
 - ◆ **Linked to constituent elements**

ECOS value
(Jun. 8, 2009)

[289.97](#)

List of Activities contributing to the Performance Measure Value of: 289.97 Miles

View ↕	Activity Code ↕	Title ↕	Shoreline Miles ↕	Riparian Miles ↕	Total Miles ↕
View	52422-2008-FA-0375	FIMP Restoration Site Selection	83	0	83
View	43910-2009-FA-0049	Tallahatchie Bridge Mitigation Bank	0	2.25	2.25
View	43910-2009-FA-0048	Innovative Wetlands Bank	0	2.44	2.44
View	43440-2008-FA-1198	East Marsh Island Marsh Creation (TV-21): Iberia parish	1.4	0	1.4

- ◆ **Click View to go to each Activity**
 - ◆ **May edit if TAILS user with edit access**
 - ◆ **Anyone can view**

Tracking
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Performance Reporting System (PRS)

- ◆ **Three levels of reports**
 - ◆ National
 - ◆ Regional
 - ◆ Field Office
- ◆ **FO reported values “roll up” to Region, then “roll up” to National**
- ◆ **Adjustments allowed in FY08**
 - ◆ Reporting deadline to EP = early Sept
 - ◆ Need to estimate until end of FY
- ◆ **No adjustments allowed for ES measures for FY09**
- ◆ **Check your office’s values in PRS throughout the year**

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Advanced Reporting

Session Objectives: At the conclusion of this session, you will be able to:

- Identify the different types of reports in TAILS
- Generate an Ad-hoc report in TAILS
- Generate a Geographic Report
- Generate Performance Reports
 - Environmental Contaminants
 - Section 7 Consultations
 - Conservation Planning Assistance
- Understand how to use the “Missing Required Data” and other Validation Reports



TAILS

Advanced Reporting

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Advanced Reporting

Ad-Hoc Reports

- ◆ **More flexible but also more complex than Office Reports**
- ◆ **Many options**
 - ◆ Query can be modified to focus report
 - ◆ Can specify information to appear on the report
 - ◆ Some formatting options for the report are available
- ◆ **Activity Report most versatile**
- ◆ **Specialized Ad-Hoc reports**
 - ◆ **Sikes Act Report**
 - ◆ **Administrative Record Report**
 - ◆ Aids in the development of an admin record
 - ◆ Zip-and-ship function in development

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Ad-Hoc Reports

Build a basic ad-hoc report like this:

- 1. Click Reports tab, then Ad-Hoc Reports link**
- 2. Click on the desired report, for example: Activities Report**
- 3. Use the Query Definition fields to refine the scope of the report.**
 - ◆ **Don't need to select anything**
 - ◆ **The more selections, the fewer records returned and the more focused the report**
 - ◆ **Take your time – there are a lot of options!**
- 4. Select Display Options – one or more groups of fields to be included in your report.**
- 5. Select Sort options – how should your report be organized?**
- 6. Select the Output Format, and click the Go button.**

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Advanced Reporting

Geographic Reports

- ◆ **Reports on Activities by geographic location**
 - ◆ Congressional District
 - ◆ County
 - ◆ EcoRegion
 - ◆ State
 - ◆ USGS Quad
 - ◆ Watershed
- ◆ **NEW! Within Coastal Zone and Within Flood Plain report**
- ◆ **Download a shapefile of office Activities**
- ◆ **Geographic location must be defined to appear on report**

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Validation Reports

- ◆ **Look for and fix problems with office data**
 - ◆ **Missing required info**
 - ◆ Nationally required fields
 - ◆ Locally required fields
 - ◆ **Chronology errors**
 - ◆ Example: Start Date after Conclusion Date
- ◆ **Specialized reports**
 - ◆ **No Service Work Performed**
 - ◆ When at least one Event is logged
 - ◆ **Activities with Fiscal Year Discrepancy**
 - ◆ Start Date doesn't match FY
- ◆ **Accuracy and completeness essential for EOY performance reporting**

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Advanced Reporting

Other Useful Reports

- ◆ **Administrative Reports**
 - ◆ **Get a report of SuperUsers by Region**
- ◆ **National Required Fields**
 - ◆ **See which fields need to be completed by the end of the FY to ensure accurate performance reporting**
- ◆ **Picklist Reports**
 - ◆ **The contents of all picklists in a handy printable format**

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Advanced Reporting

Jasper Reports

- ◆ **Third party software (JasperSoft) integrated into ECOS (and TAILS)**
- ◆ **New technology**
 - ◆ Need to transfer existing reports
 - ◆ Some training will be needed
- ◆ **Makes access to data easier, less frustrating**
- ◆ **Standardize reporting throughout ECOS**
- ◆ **“Canned” reports easier to create**
- ◆ **Ad-Hoc capability more powerful**
 - ◆ Every field available for query and output

[Demo JasperSoft Reporting](#)

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Advanced Reporting

Jasper Reports

- ◆ **Three tiers of reports**
 - ◆ **“Canned” reports**
 - ◆ Created by developers for each application
 - ◆ Easy-to-use environment
 - ◆ **User-created reports based on existing “canned” report structure**
 - ◆ More flexibility
 - ◆ **User-created ad-hoc reports**
 - ◆ All fields included
- ◆ **Users create their own reports and save them to use again**
- ◆ **Reports are interactive – update when data changes**

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TAILS

2013 Performance Reporting

Section 7 Consultation Activities

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2013 Performance Reporting: Section 7 Consultations

End-of-Year Performance Measures

- ◆ **Devised in 1993 and Requires that Agencies:**
 - Develop Strategic Plans describing their overall goals/objectives
 - Annual Performance Plans w/ quantifiable measures of progress
 - Performance Reports describing success in meetings standards and measures
- ◆ **Built from FWS Operational Plan & DOI Strategic Plan**
 - Includes Government Performance and Results Act (GPRA)
 - Program Performance Assessment Rating Tool (PART)
 - And more (e.g., American Recovery and Reinvestment Act ?)
- ◆ **Each Program reports on several metrics**
 - How Many Activities ...
 - Which percentage of ...
- ◆ **Some Measures in Manager's / Your Performance Plans**
- ◆ **Plans / Performance Reports shared with Congress**
 - To assist with funding issues / decisions
 - To improve performance and efficiencies

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2013 Performance Reporting: Section 7 Consultations

Section 7 Performance Reporting Basics
Measures have been greatly simplified since 2008:
2008 and prior years

- ◆ Formal vs Informal ?
- ◆ Hydro, Non-Hydro Energy, Water, Forest, Forage, Non-Energy Minerals, Others ?
- ◆ This Reporting Year, how many of each of the above were
 - Provided ?,
 - Initiated ?,
 - Completed ?,
 - Completed in a timely manner ?
- ◆*Had Jeopardy and/or Adverse Modification BCs ?
- ◆*Had Jeopardy /Adverse Modification Without RPAs ?

BC: Biological Conclusion RPA: Reasonable and Prudent Alternatives
* Formals only

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2013 Performance Reporting: Section 7 Consultations

Section 7 Performance Reporting Basics
Measures have been greatly simplified since 2008:
2009 - 2013

- ◆ ~~Formal vs Informal ?~~ Formals OR Informals
- ◆ Hydro, Non-Hydro Energy, Water, Forest, Forage, Non-Energy Minerals, Others ?
- ◆ This Reporting Year, how many of each of the above were
 - ~~Provided ?~~,
 - ~~Initiated ?~~,
 - Completed ?, Only what you Completed
 - Completed in a timely manner ?
- ◆* ~~Had Jeopardy and/or Adverse Modification BCs ?~~
- ◆* ~~Had Jeopardy /Adverse Modification Without RPAs ?~~

~~BC: Biological Conclusion RPA: Reasonable and Prudent Alternatives~~
~~* Formals only~~

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2013 Performance Reporting: Section 7 Consultations

Section 7 Performance Reporting Basics

Measures have been greatly simplified since 2008: 2009 - 2013

- ◆ ~~Formal vs Informal?~~ **Formals OR Informals**
Due to other data calls, each type still matters, continue to log all types.
 - ◆ Hydro, Non-Hydro Energy, Water, Forest, Forage, Non-Energy Minerals, Others ?**Still counted in EOY reporting, keep selecting all that apply.**
- ◆ **This Reporting Year, how many of each of the above were**
 - ~~Provided?~~ **Due to other data calls, these are still reported on.**
 - ~~Initiated?~~ **Only what you Completed**
 - Completed ?,
 - Completed in a timely manner ?
- ◆ ~~* Had Jeopardy and/or Adverse Modification BCs?~~
Due to numerous FOIAs and your own needs, continue to record BCs
- ◆ ~~* Had Jeopardy/Adverse Modification Without RPAs ?~~

BC: Biological Conclusion RPA: Reasonable and Prudent Alternatives
 * Formals only



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2013 Performance Reporting: Section 7 Consultations

Logging TAILS data for Section 7

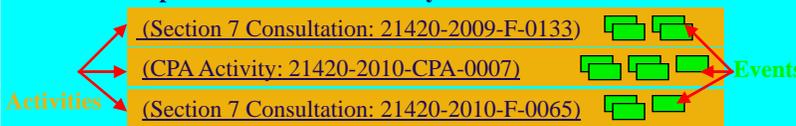
In TAILS, you may Log 'Activities', add specific details as 'Events', associate multiple Activities together into 'Bundles', put Bundles into 'SuperBundles'

TAILS SuperBundle Code: 21420-2009-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2009-B-003

Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

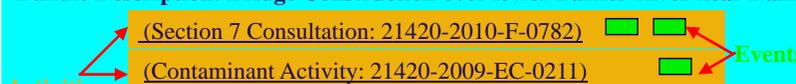
Activities



TAILS Bundle Code: 21420-2010-B-056

Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities





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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?
Only Activities Count

- SuperBundles DON'T Count

TAILS SuperBundle Code: 21420-2009-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2009-B-003
Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities → (Section 7 Consultation: 21420-2009-F-0133) → Events
Activities → (CPA Activity: 21420-2010-CPA-0007) → Events
Activities → (Section 7 Consultation: 21420-2010-F-0065) → Events

TAILS Bundle Code: 21420-2010-B-056
Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities → (Section 7 Consultation: 21420-2010-F-0782) → Events
Activities → (Contaminant Activity: 21420-2005-EC-0211) → Events

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?
Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count

TAILS Bundle Code: 21420-2009-B-003
Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities → (Section 7 Consultation: 21420-2009-F-0133) → Events
Activities → (CPA Activity: 21420-2010-CPA-0007) → Events
Activities → (Section 7 Consultation: 21420-2010-F-0065) → Events

TAILS Bundle Code: 21420-2010-B-056
Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities → (Section 7 Consultation: 21420-2010-F-0782) → Events
Activities → (Contaminant Activity: 21420-2005-EC-0211) → Events

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count

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Activities

Events

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count

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Activities

Events

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count

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Activities → (Section 7 Consultation: 21420-2009-F-0133)
→ (CPA Activity: 21420-2010-CPA-0007)
→ (Section 7 Consultation: 21420-2010-F-0065)

Activities → (Section 7 Consultation: 21420-2010-F-0782)
→ (Contaminant Activity: 21420-2005-EC-0211)

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count

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Activities → (Section 7 Consultation: 21420-2009-F-0133)
→ (CPA Activity: 21420-2010-CPA-0007)
→ (Section 7 Consultation: 21420-2010-F-0065)

Activities → (Section 7 Consultation: 21420-2010-F-0782)
→ (Contaminant Activity: 21420-2005-EC-0211)

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count

(Section 7 Consultation: 21420-2009-F-0133)

(Section 7 Consultation: 21420-2010-F-0065)

(Section 7 Consultation: 21420-2010-F-0782)

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count
- **Only those concluded this RY* Count**

(Section 7 Consultation: 21420-2009-F-0133)

(Section 7 Consultation: 21420-2010-F-0065)

(Section 7 Consultation: 21420-2010-F-0782)

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* RY = Reporting Year: 2013 RY = 09/01/2012 through 08/31/2013

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count
- Only those concluded this RY* Count

(Section 7 Consultation: 21420-2010-F-0782)

* RY = Reporting Year. 2013 RY = 09/01/2012 through 08/31/2013 15



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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count
- Only those concluded this RY* Count

- Those logged as the following DON'T Count
 - No Further Service Work Performed:
 - Not necessary/appropriate, or
 - Lack of Service resources

(Section 7 Consultation: 21420-2010-F-0782)

* RY = Reporting Year. 2013 RY = 09/01/2012 through 08/31/2013 16



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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

Only Activities Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Events DON'T Count
- Non-Section 7s DON'T Count
- Only those concluded this RY* Count

- Those logged as the following DON'T Count
 - No Further Service Work Performed:
Not necessary/appropriate, or
Lack of Service resources
- Those 'Withdrawn' DO Count

(Section 7 Consultation: 21420-2010-F-0782)

- Measures are broken into various PR categories

* RY = Reporting Year. 2013 RY = 09/01/2012 through 08/31/2013 17



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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**

Consultation Type of:

- Formal Consultation,
- Formal Conference,
- Formal Emergency Consultation,
- Informal Consultation,
- Informal Conference,
- Informal Emergency Consultation
- COUNT in End-of-Year Performance Reporting

Consultation Type of:

Early, Technical Assistance (including Species Lists)

- No longer count in End-of-Year Performance Reporting
- But still used in other data calls, so log all Types

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**

In TAILS:
Action/Work Type determines if the Activity is either;

<p>TTracking And Integrated Logging System</p>	<p>ENERGY (broken down to:)</p> <ul style="list-style-type: none"> • <u>ENERGY: Renewable</u> • <u>ENERGY: Hydropower</u> • <u>ENERGY: Non-Hydropower</u> (e.g., Mining of Energy Minerals, Oil and Gas Exploration, Non-Hydro Power Generation, Transmission Line Work, Dept of Energy Operations, Other ENERGY-related work) 	<p>NON-ENERGY (broken down to:)</p> <ul style="list-style-type: none"> • <u>Non-Energy Minerals</u> (e.g., gold) • <u>Forage</u> (e.g., grazing) • <u>Forest</u> (e.g., harvest, restoration) • <u>Water</u> (e.g., supply/delivery, dam) • <u>Other</u> (e.g., agriculture, marina, levee, shoreline/beach protection, stream/waterbody modification, cell towers, telephone lines, roads, bridges, military operations, etc)
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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**

In TAILS:
You can select more than one Action/Work Type
Every Action/Work Type has a corresponding PR Category

If you select more than one Action/Work Type,

- They may all map out to the same PR Category
 - The one Activity will be counted once
(in the one PR category it mapped to)
- They may map out to multiple PR Categories
 - The one Activity will be counted once
(in each of the PR categories it mapped out to)

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2013 Performance Reporting: Section 7 Consultations

Sample of Action/Work Type - PR Category mapping

Action/Work Type (sample)

- Power Generation - Hydropower
- Power Generation - Hydropower - New License
- Power Generation - Hydropower - New License - FERC
- Power Generation - Hydropower - Post License
- Power Generation - Hydropower - Post License - FERC
- Power Generation - Hydropower - Preliminary Permit
- Power Generation - Hydropower - Preliminary Permit - FERC
- Power Generation - Hydropower - Relicense
- Power Generation - Hydropower - Relicense - FERC
- Power Generation - Hydropower - Other
- Power Generation - Hydropower - Other - FERC

Each of these Action/Work Types maps out to:
PR Category (ENERGY: Hydropower)

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Sample of Action/Work Type - PR Category mapping

Action/Work Type (sample)

Non-Energy Minerals

- Mining - Subsurface Extraction - Non Energy Materials
- Mining - Subsurface Exploration - Non Energy Materials
- Mining - Subsurface Leasing - Non Energy Materials
- Mining - Subsurface Reclamation - Non Energy Materials
- Mining - Surface Extraction - Non Energy Materials
- Mining - Surface Exploration - Non Energy Materials
- Mining - Surface Leasing - Non Energy Materials
- Mining - Surface Reclamation - Non Energy Materials

**Each of these Action/Work Types maps out to:
PR Category (NON-ENERGY: Non-Energy Minerals)**

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2013 Performance Reporting: Section 7 Consultations

Sample of Action/Work Type - PR Category mapping

If you logged an Activity with all these Action/Work Types

- Power Generation – Hydropower
 - √ Power Generation - Hydropower - New License
- Non-Energy Minerals
 - √ Mining - Subsurface Extraction - Non Energy Materials
 - √ Mining - Subsurface Exploration - Non Energy Materials
 - √ Mining - Subsurface Leasing - Non Energy Materials
 - √ Mining - Subsurface Reclamation - Non Energy Materials

**Each PR Category max n = 1:
No matter how many
Action/Work Types
mapped to that one
PR Category**

It would count in PR as:

ENERGY: Hydropower (n=1)
and
NON-ENERGY: Non-Energy Minerals (n=1)

Just an example

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**
 - **ENERGY: Renewable** (solar, geothermal, wind)
 - **ENERGY: Hydropower**
 - **ENERGY: Non-Hydropower**
 - **NON-ENERGY: Water**
 - **NON-ENERGY: Forest**
 - **NON-ENERGY: Forage**
 - **NON-ENERGY: Non-Energy Minerals**
 - **NON-ENERGY: Other**

Renewable Energy is reported quarterly for DOI & Non-DOI Agencies

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**
(From Action/Work Type(s), One Activity can count in >1 Category)

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2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**
(From Action/Work Type(s), One Activity can count in >1 Category)
- ◆ **Completed (and if so, was it 'timely') ?**
 - **Completed:** Your Conclusion Date is in **Reporting Year**
 - **Timely:** Your logged Due Date compared against Your logged Conclusion Date
(Regardless of when the Consultation started)
 - We **DON'T** compare Start Date and **2013 Reporting Year 09/01/2012 through Consultation Type 08/31/2013**
(e.g., was the Formal done 135 days from Start Date?)
 - Log 'Extension to Due Date Authorized/Accepted' Event if appropriate

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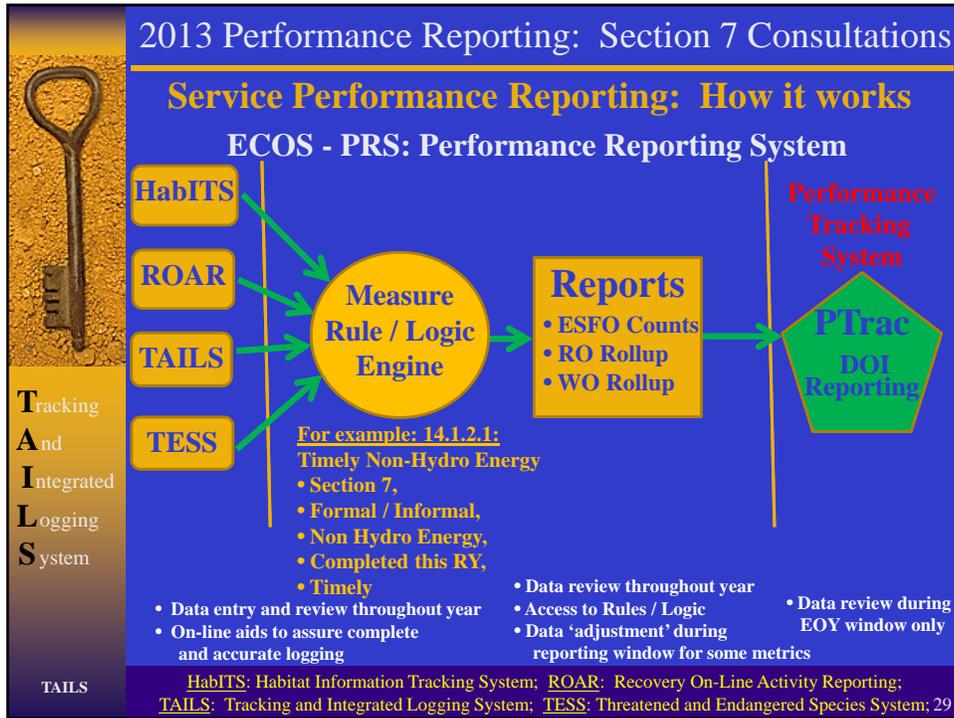
2013 Performance Reporting: Section 7 Consultations

What Counts in Section 7 Performance Reporting?

- ◆ **Formal OR Informal ?**
(Formal or Informal: Consultation, Conference, Emergency)
- ◆ **Performance Reporting Category ?**
(From Action/Work Type(s), One Activity can count in >1 Category)
- ◆ **Completed (and if so, was it 'timely') ?**
(Your 'Due Date' vs 'Conclusion Date', Extension to Due Date Event)

<u># Total Responses</u>	<u>Of Total, # Timely Responses</u>
• ENERGY: Renewable	• ENERGY: Renewable
• ENERGY: Hydropower	• ENERGY: Hydropower
• ENERGY: Non-Hydro	• ENERGY: Non-Hydro
• NON-ENERGY: Water	• NON-ENERGY: Water
• NON-ENERGY: Forest	• NON-ENERGY: Forest
• NON-ENERGY: Forage	• NON-ENERGY: Forage
• NON-ENERGY: Minerals	• NON-ENERGY: Minerals
• NON-ENERGY: Other	• NON-ENERGY: Other

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2013 Performance Reporting: Section 7 Consultations

Service Performance Reporting: How it works

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For example: 14.1.2.1: Timely Non-Hydro Energy

Does this Activity fit ALL Measure Rules ?

- Section 7 ?
- Formal / Informal ?
- Non Hydro Energy ?
- Completed this RY ?
- Timely ?

Example is from prior RY

IMPORTANT
For Crediting in RY 2013, Conclusion Date must be With Reporting-Year range 09/01/2012 - 08/31/2013

21410.2009-1.0016 Dewbre Petro - Hidalgo Pate #4 - new drill site	
Consultation	Consultation Core Info Summary
Start New	Consultation Title: Dewbre Petro - Hidalgo Pate #4 - new drill site
Search	ARRA Fund: No ARRA funding
Global Search	Consultation Description: new drill site located on private property adjacent to Pate Bend NWR; spoke with consultant; will be attached to existing line.
Date Info Summary	Consultation Category: Informal Consultation
Location Summary	Consultation Conclusion: Standard
Activity Summary	Comments: None entered
View	Action/Work Types: <ul style="list-style-type: none"> • Oil or Gas - Pipeline - Onshore - New Construction - Below Ground • Gulf Coast jaguarundi (Herpailurus (=Felis) yagouaroundi caucuttii) • Ocelot (Leopardus (=Felis) pardalis) • Northern aplomado falcon (Falco femoralis septentrionalis) • Star cactus (Astrophytum asterias) • Walker's manioc (Manihot walkerae) • Texas ayenia (Ayenia limitaris)
Core Information	Staff Lead: Brunilda Fuentes-Capozello
Details	Staff: None entered
Bundles	Lead Agency: International Boundary and Water Commission
Other Information	Other Lead Agency: None entered
References	Supporting Agencies: None entered
Biological Conclusion	Other Supporting Agencies: None entered
Events	No further Service work performed: None entered
Event Report By Date	First Contact Date: 09/02/2008
Event Report By Type	Date of Correspondence: 09/01/2008
	Start Date: 10/16/2008
	Days until Due: Concluded
	Due Date: 11/15/2008
	Conclusion Date: 10/16/2008
	Draft BO Due Date: None entered
	Draft BO Date: None entered
	Final BO Date: None entered

Yes, it's a Section 7 Consultation

Yes, it's an Informal

Yes, this falls into that bucket

Yep: count this one as a Timely Non-Hydro Energy Section 7 credit for this year

Concluded before Due = Timely

Yes

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2013 Performance Reporting: Section 7 Consultations

Service Performance Reporting ECOS Integration

**For example: 14.1.2.1:
Timely Non-Hydro Energy**

- Section 7,
- Formal / Informal,
- Non Hydro Energy,
- Completed this RY,
- Timely

21410-2009-1-0016 Dewbre Petro - Hidalgo Plate #4 - new drill site

Consultation Summary

Consultation Title: Dewbre Petro - Hidalgo Plate #4 - new drill site

ARRA Fund: No ARRA funding

Consultation Description: new drill site located on property adjacent to Plate Band 1000, state with consent. Attached to existing line.

Consultation Type: Informal Consultation

Consultation Category: Standard

Activity Work Types:

- Oil or Gas - Pipeline - Onshore - New Construction - Below Ground
- Other (Expansion of Wells) (permitted)
- Northern Agricultural Water (State Permits) (permitted)
- State Lactos (Agriculture activities)
- State's mining (Mineral activities)
- Texas Agency (Agency limited)

Staff Lead: Beatriz Fuentes Capellan

Staff: State assigned

Lead Agency: International Boundary and Water Commission

Other Lead Agency: State assigned

Supporting Agency: State assigned

Other Supporting Agency: State assigned

Has further services work performed: State assigned

First Contact Date: 09/02/2008

Date of Correspondence: 09/01/2008

Start Date: 10/10/2008

Days until Due: Concluded

Due Date: 11/10/2008

Completion Date: 10/10/2008

Draft SO Due Date: State assigned

Draft SO Date: State assigned

Final SO Date: State assigned

2009 Corpus Christi Ecological Services Field Office

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [Print](#) **PRS Report**

Measure	Program Choose	ECOS value (May 11, 2009)	Office Adjustment	ECOS value with Adjustments
14.1.2 (Percentage: 14.1.2.1 / 14.1.2.2) Percent of formal/informal "Energy (Non-Hydropower)" consultations addressed in a timely manner [Link]	Section 7 Consultation	82.35%	0%	82.35%
14.1.2.1 Number of timely formal/informal "Energy (Non-Hydropower)" consultation responses [Link]	Section 7 Consultation	14	0	14
14.1.2.2 Number of formal/informal "Energy (Non-Hydropower)" consultation responses [Link]	Section 7 Consultation	17	0	17

14.1.2.1 : Number of timely formal/informal "Energy (Non-Hydropower)" consultation responses for fiscal year 2009

Region: 2
Reporter: CORPUS CHRISTI ECOLOGICAL SERVICES FIELD OFFICE(21410)

Export options: [CSV](#) | [Excel](#) | [PDF](#)

List of 57 Consultations contributing to the Performance Measure Value of 14

View	Activity Code	Title
View	21410-2009-1-0016	Dewbre Petro - Hidalgo Plate #4 - new drill site
View	21410-2009-1-0044	Tennessee Gas Abandonment of Heyser Line 3A-100
View	21410-2009-1-0061	Transco- Maintenance work on existing pipeline meter station
View	21410-2009-1-0085	gulf South Pipeline-San Antonio River Replacement Project

PRs allows you to view and, if appropriate, edit each of the Activities that made up each measure's count

Like I said last slide, Yep; count this one

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2013 Performance Reporting: Section 7 Consultations

As of May 1, 2009

American Recovery and Reinvestment Act (ARRA) (funding source) Must be logged

Although not in our Operational Plan and thereby not part of Performance Reporting

It is a critical component to logging Section 7 Consultation Activities

! ARRA Fund: No ARRA funding

- No ARRA funding
- ARRA Service funds
- 1112 funds
- Other agencies funds

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2013 Performance Reporting: Section 7 Consultations

Bottom Line

Data Quality is EVERYONE'S Responsibility

- Log what matters to your Office
- Log Nationally Required Fields
 - Especially:
 - Action/Work Type,
 - Lead Agency,
 - Due Date,
 - Conclusion Date

and log in "No further Service work performed"
ONLY if you did NO work

- Check the Validation Reports in TAILS
- Review your counts, if desired, in PRS
- Don't let a 'count desire' drive how you log³³!

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TAILS

2013 Performance Reporting

Section 7 Consultation
Activities

Tracking
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TAILS

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TAILS

2013 Performance Reporting Conservation Planning Assistance

1



2013 Performance Reporting: Conservation Planning Assistance

End-of-Year Performance Measures

- ◆ **Devised in 1993 and Requires that Agencies:**
 - Develop Strategic Plans describing their overall goals/objectives
 - Annual Performance Plans w/ quantifiable measures of progress
 - Performance Reports describing success in meetings standards and measures
- ◆ **Built from FWS Operational Plan & DOI Strategic Plan**
 - Includes Government Performance and Results Act (GPRA)
 - Program Performance Assessment Rating Tool (PART)
 - And more (e.g., American Recovery and Reinvestment Act ?)
- ◆ **Each Program reports on several metrics**
 - How Many Activities ...
 - How Much Acreage ...
- ◆ **Some Measures in Manager's / Your Performance Plans**
- ◆ **Plans / Performance Reports shared with Congress**
 - To assist with funding issues / decisions
 - To improve performance and efficiencies

2

2013 Performance Reporting: Conservation Planning Assistance

Logging TAILS data for CPA

In TAILS, you may Log 'Activities', add specific details as 'Events', associate multiple Activities together into 'Bundles', put Bundles into 'SuperBundles'

TAILS SuperBundle Code: 21420-2009-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2009-B-003

Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities

- (Section 7 Consultation: 21420-2009-F-0133)
- (CPA Activity: 21420-2010-CPA-0007)
- (Section 7 Consultation: 21420-2010-F-0065)

Events

TAILS Bundle Code: 21420-2010-B-056

Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities

- (Section 7 Consultation: 21420-2010-F-0782)
- (CPA Activity: 21420-2010-CPA-0211)

Events

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TAILS

2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count

TAILS SuperBundle Code: 21420-2009-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2009-B-003

Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

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Events

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2013 Performance Reporting: Conservation Planning Assistance

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TAILS Bundle Code: 21420-2009-B-003
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Activities → (Section 7 Consultation: 21420-2009-F-0133) → Events
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 → (Section 7 Consultation: 21420-2010-F-0065) → Events

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Activities → (Section 7 Consultation: 21420-2010-F-0782) → Events
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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count

Activities → (Section 7 Consultation: 21420-2009-F-0133) → Events
 → (CPA Activity: 21420-2010-CPA-0007) → Events
 → (Section 7 Consultation: 21420-2010-F-0065) → Events

Activities → (Section 7 Consultation: 21420-2010-F-0782) → Events
 → (CPA Activity: 21420-2010-CPA-0211) → Events

Tracking
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TAILS

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count

Tracking
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TAILS

Activities → (Section 7 Consultation: 21420-2009-F-0133) [Green Box] [Green Box] [Green Box] → Events
(CPA Activity: 21420-2010-CPA-0007) [Green Box] [Green Box] [Green Box] → Events
(Section 7 Consultation: 21420-2010-F-0065) [Green Box] [Green Box] [Green Box] → Events

Activities → (Section 7 Consultation: 21420-2010-F-0782) [Green Box] [Green Box] → Events
(CPA Activity: 21420-2010-CPA-0211) [Green Box] → Events

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count

Tracking
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TAILS

(CPA Activity: 21420-2010-CPA-0007) [Green Box] [Green Box] [Green Box] → Events

(CPA Activity: 21420-2010-CPA-0211) [Green Box] → Events

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)

Count in Performance Reporting:

(CPA Activity: 21420-2010-CPA-0007)   Events

(CPA Activity: 21420-2010-CPA-0211)  Events

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

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- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)

Count in Performance Reporting:

(CPA Activity: 21420-2010-CPA-0007) 

(CPA Activity: 21420-2010-CPA-0211) 

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)

Count in Performance Reporting:

(CPA Activity: 21420-2010-CPA-0007) 

• 'PR unworthy' Events may be logged

- Are good for Administrative Record
- Are not substantive enough to be 'PR worthy' (e.g., clarifying conversations, change meeting date)
- Logger leaves 'Count as PR' unchecked

(CPA Activity: 21420-2010-CPA-0211) 

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

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- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)

(CPA Activity: 21420-2010-CPA-0007) 

(CPA Activity: 21420-2010-CPA-0211) 

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TAILS

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)
- Habitat-measures DON'T Count until FDDRY

(CPA Activity: 21420-2010-CPA-0007)

• FDDRY = Final (Action Agency) Decision Date Reporting Year

• Habitat-measures logged as Compensatory Mitigation or Non- Comp. (e.g., In-stream Miles, Wetland Acres, Upland Acres, Shoreline Miles)

(CPA Activity: 21420-2010-CPA-0211)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)
- Habitat-measures DON'T Count until FDDRY
- Species-measures DON'T Count until FDDRY

(CPA Activity: 21420-2010-CPA-0007)

• FDDRY = Final (Action Agency) Decision Date Reporting Year

• Species-measures may be logged on the 'Details' page of Activities ('Sect 18' & 'other' miles of stream/shoreline reopened to fish passage)

Section 18 of the Federal Power Act

(CPA Activity: 21420-2010-CPA-0211)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)
- Habitat-measures DON'T Count until FDDRY
- Species-measures DON'T Count until FDDRY
- Not 'Worked on' or Finalized; DON'T Count

(CPA Activity: 21420-2010-CPA-0007) ■ ■

- Those Activities not started, concluded or worked on by the Service during the reporting year DON'T Count (as 'reviewed')
- Those logged as 'No Further Service Work Performed' or as 'No Comment' under FWS Position, DON'T Count (as Activity-level 'reviewed', nor as a TA Response*)

(CPA Activity: 21420-2010-CPA-0211) ■

* But you will still get credit for a 'TA Request'



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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
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- Non CPA (Federal Activities) DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed)
- Habitat-measures DON'T Count until FDDRY
- Species-measures DON'T Count until FDDRY
- Not 'Worked on' or Finalized; DON'T Count

(CPA Activity: 21420-2010-CPA-0007) ■ ■

- Those Activities not started, concluded or worked on by the Service during the reporting year DON'T Count (as 'reviewed')
- Those logged as 'No Further Service Work Performed' or as 'No Comment' under FWS Position, DON'T Count (as Activity-level 'reviewed', nor as a TA Response)
- To get 'Reviewed' credit in a Subsequent Year

Log a 'Count in PR' Event and/or log Office/Staff Hours in FY



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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
- **Technical Assistance:** (TAILS Events)
- **Habitat-related Measures:** (TAILS Activity Details Page)
- **Species-related Measures:** (TAILS Activity Details Page)
- **Scale / Level of Approach:** (TAILS Activity)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
- **Technical Assistance:** (TAILS Events)
- **Habitat-related Measures:** (TAILS Activity Details Page)
- **Species-related Measures:** (TAILS Activity Details Page)
- **Scale / Level of Approach:** (TAILS Activity)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
 - # **Reviewed** Any CPA (Federal Activity) with Start or Response Date in the current RY, or with an Event in the current RY, or with hours logged for the current RY. No Activity which has one of the "No further Service work performed" or "No Comment" is ever included in this measure.
 - # **Reviewed Early in Planning Phase** Any CPA (Federal Activity) counted as "Reviewed" above which also has Early Planning checked "Yes".
 - Each under these subcategories**
 - Energy (Non Hydropower)
 - Hydropower (FERC license)
 - Hydropower (FERC relicense)
 - Hydropower (Other)
 - Renewable Energy (Solar, Geothermal, Wind)
 - Transportation
 - Water Supply/Delivery
 - Other

2013 RY (Reporting Year)
09/01/2012 through 08/31/2013

Determined by your selection of Primary Action/Work Type

1° Action/Work Type and Lead Agency MUST be selected for ANY CPA crediting

For DOI & Non-DOI Agencies



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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1°A/W T & Agency)
- **Technical Assistance:** (TAILS Events)
- **Habitat-related Measures:** (TAILS Activity Details Page)
- **Species-related Measures:** (TAILS Activity Details Page)
- **Scale / Level of Approach:** (TAILS Activity)

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Jason Duke (931) 525-4986

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events) 1^oAction/Work Type and Lead Agency MUST be selected for ANY CPA crediting

of Technical Assistance Requests Received
Any Request Event which has "Count in Performance Reporting" checked "Yes" counts for 1. In addition, any CPA (Federal Activity) which has no associated Request Events counts for 1 if Activity-level Start (Received) Date is in the current RY. 2013 RY (Reporting Year) 09/01/2012 - 08/31/2013

of Technical Assistance Requests Completed
Any Response Event which has "Count in Performance Reporting" checked "Yes" counts for 1. In addition, any CPA (Federal Activity) which has no associated Response Events counts for 1 if Activity-level FWS Response/Conclusion Date is in the current RY.
For Activities which have a "FWS Position" of "No Comment" or one of the "No further Service work performed" options selected, no 'completed' credit is given.

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)
- **Species-related Measures:** (TAILS Activity Details Page)
- **Scale / Level of Approach:** (TAILS Activity)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

Habitat-Related Measures

Habitat Conserved or Restored **From Details Page showing Habitat Summary**

! Required Fields when appropriate. Data are used for Performance Reporting and are credited only in the year defined by the Final Decision Date. Grayed-out categories indicate those disabled (hidden) by your Office customization settings. If desired, see your SuperUser to activate these fields.

Data entered on the 'Compensatory Mitigation' Page feeds this part of the creditable "Total" value

	Habitat Conserved or Restored (Not including Compensatory Mitigation)		Sum of Compensatory Mitigation		Total for Performance Reporting
Non-Coastal Wetland Acres:	100 (0.00)	+	34.0	=	134.00
Coastal Wetland Acres:	4 (0.00)	+	1.66	=	5.66
Riparian Miles:	(0.00)	+	0.0	=	0.00
Riparian Acres:	10 (0.00)	+	500.0	=	510.00
Upland Acres:	(0.00)	+	0.0	=	0.00
In-Stream Miles:	(0.00)	+	0.0	=	0.00
Deep-Water / Near-Shore Acres:	99.99 (0.00)	+	0.0	=	99.99
Shoreline Miles:	(0.00)	+	0.0	=	0.00
Coral Acres:	(0.00)	+	0.0	=	0.00

Example of hidden habitat category

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

• Habitat-related Measures: (TAILS Activity Details Page)

“Restored measures” must have a “Restored” 1° A/W T

3.1.13: # of non-FWS riparian (stream/shoreline) miles restored/enhanced through CPA

4.1.8: # of non-FWS wetland acres restored/enhanced through CPA

4.2.9: # of non-FWS upland acres restored/enhanced through CPA

4.3.4: # of non-FWS coastal/marine acres restored/enhanced through CPA

“Restored” Primary Action/Work Types:

- LAND - RESTORATION / ENHANCEMENT
- Land Restoration / Enhancement - Agricultural
- Land Restoration / Enhancement - Forest
- Land Restoration / Enhancement - Grassland
- Land Restoration / Enhancement - Upland
- Land Restoration / Enhancement - Wetland
- Land Restoration / Enhancement - Other
- Stream Restoration / Enhancement
- Stream/Waterbody - Modification - Restoration / Enhancement
- Waterbody Restoration / Enhancement

Example of hidden habitat category

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from I^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)
(Wetland Acres, Shoreline Miles, In-Stream Miles, etc.)
- **Species-related Measures:** (TAILS Activity Details Page)

Species-Related Measures

S18 Fishway Prescriptions: (enter whole number)

S18 River Miles: (round to whole miles)

Other River Miles: (round to whole miles)

Does Activity include recommendations for:

<input checked="" type="checkbox"/> Adopted Flow Regimes:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Threatened & Endangered Species:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/> Interjurisdictional Fish:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Migratory Birds:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/> Invasive Species:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Other Non-Habitat:	<input type="radio"/> Yes <input checked="" type="radio"/> No

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from I^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)
(Wetland Acres, Shoreline Miles, In-Stream Miles, etc.)
- **Species-related Measures:** (TAILS Activity Details Page)
(Sect. 18 & other stream/shore miles reopened to fish passages)

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)
(Wetland Acres, Shoreline Miles, In-Stream Miles, etc.)
- **Species-related Measures:** (TAILS Activity Details Page)
(Sect. 18 & other stream/shore miles reopened to fish passages)
- **Scale / Level of Approach:** (TAILS Activity)

• Typically complex / multi-year efforts

• Large-scale (landscape) or Programmatic measures



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TAILS

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2013 Performance Reporting: Conservation Planning Assistance

What Counts in CPA Performance Reporting?

CPA reports out on 5 measure categories

- **Projects:** (TAILS Activities)
(Reviewed, Reviewed Early, Derived from 1^oA/W T & Agency)
- **Technical Assistance:** (TAILS Events)
(TA Requests, TA Response, Derived from Event Type & PR ✓)
- **Habitat-related Measures:** (TAILS Activity Details Page)
(Wetland Acres, Shoreline Miles, In-Stream Miles, etc.)
- **Species-related Measures:** (TAILS Activity Details Page)
(Sect. 18 & other stream/shore miles reopened to fish passages)
- **Scale / Level of Approach:** (TAILS Activity)
(Large-scale, Program Level, or Standard)

• You may also enter 'Narratives' by FY directly in TAILS

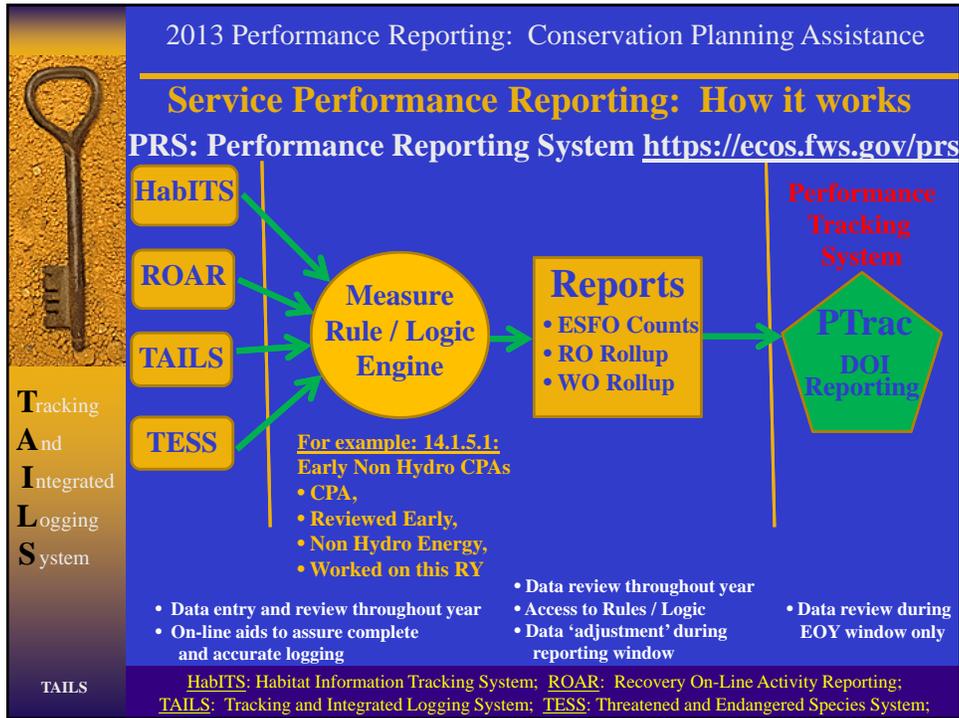
• Especially for Large-scale or Program-level efforts

• WO had collected 'manually', now done 'automatically'

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TAILS

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2013 Performance Reporting: Conservation Planning Assistance

Service Performance Reporting: How it works

Tracking And Integrated Logging System

For example: 14.1.5.1: Early Non Hydro CPAs

- CPA,
- Reviewed Early,
- Non Hydro Energy,
- Worked on this RY

Example is from prior RY

IMPORTANT

For Crediting in FY 2013 Metrics referring to dates associate w/ Reporting Yr 2013 Reporting Year range 09/01/2012 - 08/31/2013

CPA (was Federal Activity) Core Info Summary

Activity: 21430-2009-FA.0018 Nuclear Power Plant Projects in Texas

Start New
Search
Global Search
Core Info Summary
Location Summary
Activity Summary

View

- Core Information
- Details
- Bundled
- Contacts
- Compensatory
- Mitigation
- Narrative
- References

Events

- Event Report By Date
- Event Report By Type

CPA (was Federal Activity) Core Info Summary

Title: Nuclear Power Plant Projects in Texas

ARRA Fund: No ARRA funding

Description: Nuclear Power Plants proposed in Texas, Matagorda Co, Victoria Co, Somervell Co, Amanillo area

Applicant Type/Permittee: Federal

Early Planning: Yes

Construction Number(s): None entered

FWS Recommendation: Designated as State Lead FY 09 provide info to State offices

Comments: None entered

Authority/Response Type:

- Comments Under Fish & Wildlife Coordination Act
- Comments Under NEPA
- Comments Under MBTA

FWS Position: None entered

No further Service work performed: None entered

Primary Action Work Type: Power Generation - Nuclear

Other Action Work Types: None entered

Staff Lead: Moni Belton

Staff: None entered

Species: None entered

Lead Agency: Nuclear Regulatory Commission

Other Lead Agency: None entered

Supporting Agencies: None entered

Other Supporting Agencies: None entered

Scale / Level of Approach: Standard / Isolated

Received Date: 10/01/2008

Date of Correspondence: 10/01/2008

Days until Due: Concluded

“Worked on” means

- Start Date in RY,
- Conclusion Date in RY,
- Event Date in RY,
- Staff Hours for FY

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2013 Performance Reporting: Conservation Planning Assistance

Service Performance Reporting ECOS Integration

**For example: 14.1.5.1:
Early Non Hydro CPAs**

- CPA,
- Reviewed Early,
- Non Hydro Energy,
- Worked on this RY

21430-2009-FA-0018 Nuclear Power Plant Projects in Texas

CPA (non-Federal) Core Info Summary

Title: Nuclear Power Plant Projects in Texas

ARRA Fund: No ARRA funding

Description: Nuclear Power Plant Projects in Texas, Matagorda Co, Victoria Co, Seadrift, Aransas area

Applicant Type/Permittee: Federal

Early Reviewing: Yes

Permit/Action Summary: Designated as State Lead FY 09, refer to State office

Comments: None entered

Authority/Response Type:

- Comments Under Fish & Wildlife Coordination Act
- Comments Under NEPA
- Comments Under NRETA

FWS Position: None entered

No Further Service work performed: None entered

Primary Action/Work Type: Power Generation - Nuclear

Other Action/Work Type: None entered

Staff Lead: Matt Bolton

Staff: None entered

Species: None entered

Lead Agency: Nuclear Regulatory Commission

Other Lead Agency: None entered

Supporting Agencies: None entered

Other Supporting Agencies: None entered

Scale / Level of Approach: Standard / Initiated

Received Date: 10/01/2008

Date of Correspondence: 10/01/2008

None and Over: Completed

2009 Houston Ecological Services Field Office (21430) PRS Report

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [Print](#)

Measure	Program Choose	ECOS value (May, 10, 2009)	Office Adjustment	ECOS value with Adjustments
14.1.5 (Percentage: 14.1.5.1 / 14.1.5.2) Percent of energy activities (non-hydropower) implemented through early involvement View	CPA (FA)	30%	0%	30%
14.1.5.1 Number of energy activities (non-hydropower) reviewed early View	CPA (FA)	3	0	3
14.1.5.2 Number of energy activities (non-hydropower) reviewed View	CPA (FA)	27	0	10

14.1.5.1 : Number of energy activities (non-hydropower) reviewed early for fiscal year 2009
Reporter: HOUSTON ECOLOGICAL SERVICES FIELD OFFICE(21430)

Export options: [CSV](#) | [Excel](#) | [PDF](#)

List of Activities contributing to the Performance Measure Value of: 3

View	Activity Code	Title
View	21430-2009-FA-0018	Nuclear Power Plant Projects in Texas
View	21430-2009-FA-0061	SWG-2008-00497
View	21430-2009-FA-0084	ER 09/0269 Freeport LNG Export



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2013 Performance Reporting: Conservation Planning Assistance

As of May 1, 2009

**American Recovery and Reinvestment Act (ARRA)
(funding source)
Must be logged**

**Although not in our Operational Plan
and thereby not part of Performance Reporting**

**It is a critical component to logging
Conservation Planning Assistance Activities**

ARRA Fund: No ARRA funding

- No ARRA funding
- ARRA Service funds
- 1122 funds
- Other agencies funds



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2013 Performance Reporting: Conservation Planning Assistance

Bottom Line

Data Quality is EVERYONE'S Responsibility

- Log what matters to your Office
- Log Nationally Required Fields

Especially:
Action/Work Type,
Lead Agency,
Final Decision Date

and log in "No further Service work performed"
ONLY if you did NO work

- Check the Validation Reports in TAILS
- Review your counts, if desired, in PRS

• Don't let a 'count desire' drive how you log !



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2013 Performance Reporting
Conservation Planning Assistance

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2013 Performance Reporting Environmental Contaminants

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

End-of-Year Performance Measures

- ◆ **Devised in 1993 and Requires that Agencies:**
 - Develop Strategic Plans describing their overall goals/objectives
 - Annual Performance Plans w/ quantifiable measures of progress
 - Performance Reports describing success in meetings standards and measures
- ◆ **Built from FWS Operational Plan & DOI Strategic Plan**
 - Includes Government Performance and Results Act (GPRA)
 - Program Performance Assessment Rating Tool (PART)
 - And more (e.g., American Recovery and Reinvestment Act ?)
- ◆ **Each Program reports on several metrics**
 - How Many Activities ...
 - How Much Acreage ...
- ◆ **Some Measures in Manager's / Your Performance Plans**
- ◆ **Plans / Performance Reports shared with Congress**
 - To assist with funding issues / decisions
 - To improve performance and efficiencies

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2013 Performance Reporting: Environmental Contaminants

Logging TAILS data for Contaminants

In TAILS, you may Log 'Activities', add specific details as 'Events', associate multiple Activities together into 'Bundles', put Bundles into 'SuperBundles'

TAILS SuperBundle Code: 21420-2011-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2010-B-003

Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities

- (Section 7 Consultation: 21420-2010-F-0133)
- (EC Activity: 21420-2011-EC-0065)
- (CPA Activity: 21420-2011-CPA-0007)

Events

TAILS Bundle Code: 21420-2011-B-056

Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities

- (CPA Activity: 21420-2011-CPA-0782)
- (EC Activity: 21420-2011-EC-0216)

Events

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Phase 6

2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count

TAILS SuperBundle Code: 21420-2011-SB-001
SuperBundle Title: Barker Dam and Bridge

TAILS Bundle Code: 21420-2010-B-003

Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities

- (Section 7 Consultation: 21420-2010-F-0133)
- (EC Activity: 21420-2011-EC-0065)
- (CPA Activity: 21420-2011-CPA-0007)

Events

TAILS Bundle Code: 21420-2011-B-056

Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities

- (CPA Activity: 21420-2011-CPA-0782)
- (EC Activity: 21420-2011-EC-0216)

Events

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Phase 6

2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count

TAILS Bundle Code: 21420-2010-B-003
Bundle Title: Barker Dam
Bundle Description: Reconstruction of hydro dam at Barker Reservoir.

Activities → (Section 7 Consultation: 21420-2010-F-0133) → Events
Activities → (EC Activity: 21420-2011-EC-0065) → Events
Activities → (CPA Activity: 21420-2011-CPA-0007) → Events

TAILS Bundle Code: 21420-2011-B-056
Bundle Title: Barker Bridge
Bundle Description: Bridge Construction over lower Barker River near Dam

Activities → (CPA Activity: 21420-2011-CPA-0782) → Events
Activities → (EC Activity: 21420-2011-EC-0216) → Events

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Phase 6

2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count

Activities → (Section 7 Consultation: 21420-2010-F-0133) → Events
Activities → (EC Activity: 21420-2011-EC-0065) → Events
Activities → (CPA Activity: 21420-2011-CPA-0007) → Events

Activities → (CPA Activity: 21420-2011-CPA-0782) → Events
Activities → (EC Activity: 21420-2011-EC-0216) → Events

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed and it's "outbound")

Count in Performance Reporting:

(EC Activity: 21420-2011-EC-0065)   Events

(EC Activity: 21420-2011-EC-0216)   Events

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed and it's "outbound")

Count in Performance Reporting:

(EC Activity: 21420-2011-EC-0065) 

(EC Activity: 21420-2011-EC-0216) 

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ed and it's "outbound")

Count in Performance Reporting:

(EC Activity: 21420-2011-EC-0065) ■ ■ ■

- 'PR unworthy' Events may be logged
- Are good for Administrative Record
- Are not substantive enough to be 'PR worthy' (e.g., clarifying conversations, change meeting date)
- Logger leaves 'Count as PR' unchecked

(EC Activity: 21420-2011-EC-0216) ■

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ed and it's "outbound")
- Habitat-measures DON'T Count (until Activity is Concluded)

(EC Activity: 21420-2011-EC-0065) ■ ■

- Outbound (response type) Events provide "Action" credits for EC
- Habitat-measures logged via Remediation/Restoration page (e.g., Riparian Miles, Wetland Acres, Upland Acres, Shoreline Miles) (logged as Created, Protected, Managed, Enhanced, or Restored)

(EC Activity: 21420-2011-EC-0216) ■

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed and it's "outbound")
- Habitat-measures DON'T Count (until Activity is Concluded)
- Recreation-measures DON'T Count (until Activity is Concluded)

(EC Activity: 21420-2011-EC-0065)

- Outbound (response type) Events provide "Action" credits for EC
- Habitat-measures logged via Remediation/Restoration page
- Recreation-measures may be logged on the 'Details' page of Activities
River Miles, Trail Miles, Shoreline Miles, and Recreational Acres
Must be a NRDA Activity to even see these fields [and be credited]

(EC Activity: 21420-2011-EC-0216)

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Phase 6

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Only Activities and some Events Count

- SuperBundles DON'T Count
- Bundles DON'T Count
- Non Contaminant Activities DON'T Count
- Events DON'T Count (unless 'Count in PR' ✓ ed and it's "outbound")
- Habitat-measures DON'T Count (until Activity is Concluded)
- Recreation-measures DON'T Count (until Activity is Concluded)
- Those Activities not 'Worked on' DON'T Count

(EC Activity: 21420-2011-EC-0065)

- Those logged as 'No Further Service Work Performed' either "Not necessary/appropriate" or as "Lack of Service Resources", DON'T Count

(EC Activity: 21420-2011-EC-0216)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(e.g., **Number of Upland Acres Enhanced/Restored through NRDA**)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(e.g., **Number of Contaminant Actions benefiting Migratory Birds**)
- **Recreation-related Measures:** (Activity Details Page)
(e.g., **Acres of Recreational Opportunities from NRDA Restorations**)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
(e.g., **Number of NRDA Restoration Plans Completed this FY**)
- **Amphibian Monitoring Measures:** (not TAILS derived)
(e.g., **Completed Amphibian Monitoring Actions on Refuge lands**)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
- **Action Measures:** (Outbound, Performance “worthy” Events)
- **Recreation-related Measures:** (Activity Details Page)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- Habitat-related Measures:** (Remediation/Restoration page)
 - Managed / Protected For each Habitat-related Measure category*, with Acres / Miles logged under either Managed or Protected column.
 - Enhanced / Restored For each Habitat-related Measure category*, with Acres / Miles logged under either Created, Enhanced or Restored column

Habitat-related Measure categories *

- Coral Acres
- Deep-water / Near-shore Acres
- In-stream Miles *No EOY Metrics*
- Riparian Acres *Metrics*
- Riparian Miles
- Shoreline Miles
- Wetland (Coastal) Acres
- Wetland (Non-Coastal) Acres
- Upland Acres

Only Acres/Miles with Status of

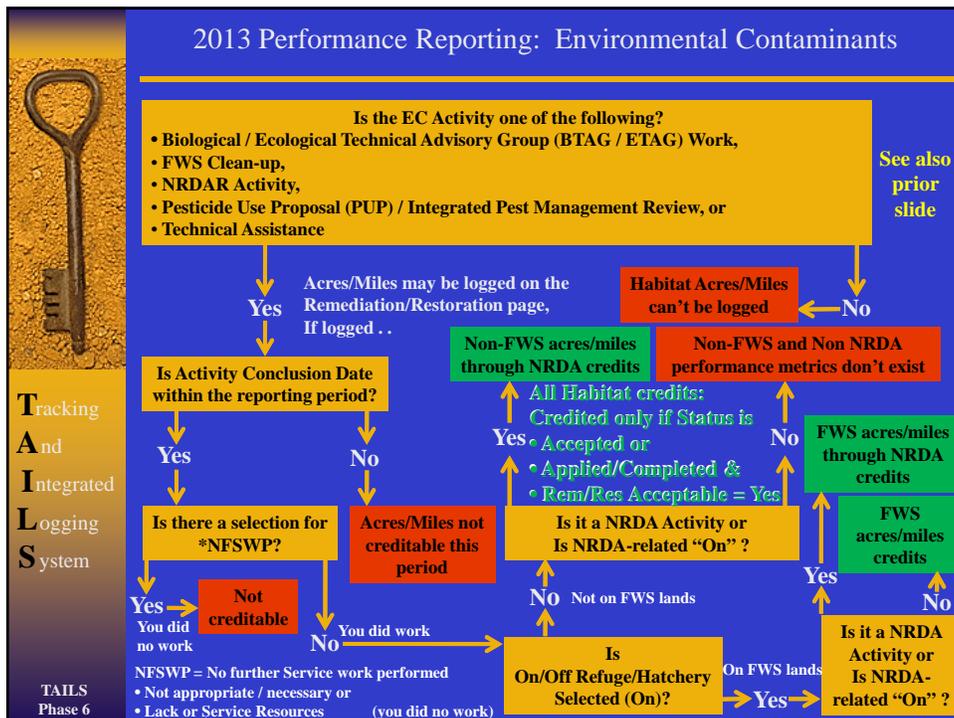
- Accepted or Applied/Completed may be credited
- Proposed or Recommended Don't Count

And then, only when Remediation/Restoration Acceptable = Yes

See also next slide

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Tracking And Integrated Logging System
TAILS Phase 6



2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Remediation/Restoration

Remediation/Restoration Site Name:

Remediation/Restoration Alternative: -- Select --

Remediation/Restoration Type: -- Select --

Remediation/Restoration Status: -- Select --

Habitat Type: -- Select --

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$ (\$0.00)

Wetlands In-Lieu Fee: \$ (\$0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Remediation/Restoration

Remediation/Restoration Site Name:

Remediation/Restoration Alternative: -- Select --

Remediation/Restoration Type: -- Select --

Remediation/Restoration Status: -- Select --

Habitat Type: -- Select --

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$ (\$0.00)

Wetlands In-Lieu Fee: \$ (\$0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: -- Select --

Remediation/Restoration Type: -- Select --

Remediation/Restoration Status: Site-Specific, On-Site

Habitat Type: Site-Specific, Off-Site

Habitat Performance Category: Advanced Mitigation/Restoration Site

Stream In-Lieu Fee: \$ (0.00)

Wetlands In-Lieu Fee: \$ (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: -- Select --

Remediation/Restoration Status: -- Select --

Habitat Type: -- Select --

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$ (0.00)

Wetlands In-Lieu Fee: \$ (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: -- Select --

Remediation/Restoration Status: -- Select --

Habitat Type: Enhanced

Habitat Performance Category: Protected

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: (\$0.00)

Wetlands In-Lieu Fee: (\$0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: -- Select --

Habitat Type: -- Select --

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: (\$0.00)

Wetlands In-Lieu Fee: (\$0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: -- Select --

Habitat Type: -- Select --

Habitat Performance Category: Applied/Completed

Remediation/Restoration Amount: Proposed

Remediation/Restoration Acceptable: Recommended

Stream In-Lieu Fee: \$ (0.00)

Wetlands In-Lieu Fee: \$ (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: Accepted

Habitat Type: -- Select --

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$ (0.00)

Wetlands In-Lieu Fee: \$ (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

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Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: Accepted

Habitat Type: -- Select --

Habitat Performance Category: .. Ceniza shrub
.. Chaparral
.. Coastal sagebrush
.. Creosote bush
.. Creosote bush - bur sage
.. Creosote bush - tarbush
.. Galleta - three awn shrubsteppe
.. Great Basin sagebrush
.. Hawaii Tropical High Shrublands
.. Hawaii Tropical Low Shrublands
.. Mesquite - acacia savanna
.. Mesquite - buffalo grass
.. Mesquite - creosote

Remediation/Restoration Amount:

Remediation/Restoration Acceptable:

Stream In-Lieu Fee:

Wetlands In-Lieu Fee:

Remediation/Restoration Feet Credits:

Remediation/Restoration Acres Credits:

2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

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Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: Accepted

Habitat Type: .. Chaparral

Habitat Performance Category: -- Select --

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$(0.00)

Wetlands In-Lieu Fee: \$(0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)



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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Remediation/Restoration

Remediation/Restoration Site Name:

Remediation/Restoration Alternative:

Remediation/Restoration Type:

Remediation/Restoration Status:

Habitat Type:

Habitat Performance Category:

Remediation/Restoration Amount:

Remediation/Restoration Acceptable:

Stream In-Lieu Fee:

Wetlands In-Lieu Fee:

Remediation/Restoration Feet Credits:

Remediation/Restoration Acres Credits:

(0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Remediation/Restoration

Remediation/Restoration Site Name:

Remediation/Restoration Alternative:

Remediation/Restoration Type:

Remediation/Restoration Status:

Habitat Type:

Habitat Performance Category:

Remediation/Restoration Amount: (0.00)

Remediation/Restoration Acceptable:

Stream In-Lieu Fee: \$ (\$0.00)

Wetlands In-Lieu Fee: \$ (\$0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: Accepted

Habitat Type: .. Chaparral

Habitat Performance Category: Upland Acres

Remediation/Restoration Amount: 123.45 (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: \$ (0.00)

Wetlands In-Lieu Fee: \$ (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Tracking And Integrated Logging System

TAILS Phase 6

Remediation/Restoration

Remediation/Restoration Site Name: the first site name

Remediation/Restoration Alternative: Site-Specific, On-Site

Remediation/Restoration Type: Created

Remediation/Restoration Status: Accepted

Habitat Type: .. Chaparral

Habitat Performance Category: Upland Acres

Remediation/Restoration Amount: 123.45 (0.00)

Remediation/Restoration Acceptable: -- Select --

Stream In-Lieu Fee: -- Select -- (0.00)

Wetlands In-Lieu Fee: Yes (0.00)

No (0.00)

Remediation/Restoration Feet Credits: (0.00)

Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Remediation/Restoration

- Remediation/Restoration Site Name:
- Remediation/Restoration Alternative:
- Remediation/Restoration Type:
- Remediation/Restoration Status:
- Habitat Type:
- Habitat Performance Category:
- Remediation/Restoration Amount: (0.00)
- Remediation/Restoration Acceptable:
- Stream In-Lieu Fee: \$ (\$0.00)
- Wetlands In-Lieu Fee: \$ (\$0.00)
- Remediation/Restoration Feet Credits: (0.00)
- Remediation/Restoration Acres Credits: (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

Habitat Measures

! Required Fields when appropriate. Data are used for Performance Reporting and are credited only in the year defined by the Conclusion Date and have additional criteria. Grayed-out categories indicate those disabled (hidden) by your Office customization settings. If desired, see your SuperUser to activate these fields. **Summary of logged Remediation/Restorations Sites (portrayed on Details Page)**

NOTE: Values are not subsetted to only "Acceptable/Accepted" acres/miles

Habitat Category	Remediation / Restoration Type				
	Created	Enhanced	Protected	Restored	Managed
Coral Acres	0	0	0	0	0
Deep-Water / Near-Shore Acres	0	0	0	0	0
Instream Miles	0	0	0	0	0
Riparian Acres	0	0	0	0	0
Riparian Miles	0	0	0	0	0
Shoreline Miles	0	0	0	0	0
Wetland (Coastal) Acres	0	0	0	0	0
Wetland (Non-Coastal) Acres	0	0	0	0	0
Upland Acres	123.45	0	0	0	0

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Jason Duke (931) 525-4986

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

TAILS Environmental Contaminants Performance Reporting Metrics Matrix (by Measure ID)														
	Created			Enhanced			Restored			Protected			Managed	
	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	Non-FWS lands and NRDA
Coral Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
Deep-Water / Near-Shore Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
In-Stream Miles	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Riparian Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Riparian Miles	X	1.1.2	3.1.4	X	1.1.2	3.1.4	X	1.1.2	3.1.4	1.2.4	1.2.3	3.2.3	1.2.4	1.2.3
Shoreline Miles	X	1.1.2	3.1.4	X	1.1.2	3.1.4	X	1.1.2	3.1.4	1.2.4	1.2.3	3.2.3	1.2.4	1.2.3
Wetland (Coastal) Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
Wetland (Non-Coastal) Acres	X	2.1.4	4.1.3	X	2.1.4	4.1.3	X	2.1.4	4.1.3	2.4.5	2.4.6	4.4.5	2.4.5	2.4.6
Upland Acres	X	2.2.2	4.2.3	X	2.2.2	4.2.3	X	2.2.2	4.2.3	2.5.5	2.5.6	4.4.5	2.5.5	2.5.6

Note:
 Same font color and background color = combines for same metric
 Same font color but different background = related, but do not combine
 Font color same as another metric's background = related, but do not combine
 Instream Miles and Riparian Acres have no EOY metrics
 The only Non-NRDA, FWS lands metrics are for Managed/Protected

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

TAILS Environmental Contaminants Performance Reporting Metrics Matrix (by Measure ID)														
	Created			Enhanced			Restored			Protected			Managed	
	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	FWS lands and NRDA	Non-FWS lands and NRDA	FWS lands	Non-FWS lands and NRDA
Coral Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
Deep-Water / Near-Shore Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
In-Stream Miles	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Riparian Acres	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Riparian Miles	X	1.1.2	3.1.4	X	1.1.2	3.1.4	X	1.1.2	3.1.4	1.2.4	1.2.3	3.2.3	1.2.4	1.2.3
Shoreline Miles	X	1.1.2	3.1.4	X	1.1.2	3.1.4	X	1.1.2	3.1.4	1.2.4	1.2.3	3.2.3	1.2.4	1.2.3
Wetland (Coastal) Acres	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.3.4	4.3.5	X	2.6.3	4.3.5	X	2.6.3
Wetland (Non-Coastal) Acres	X	2.1.4	4.1.3	X	2.1.4	4.1.3	X	2.1.4	4.1.3	2.4.5	2.4.6	4.4.5	2.4.5	2.4.6
Upland Acres	X	2.2.2	4.2.3	X	2.2.2	4.2.3	X	2.2.2	4.2.3	2.5.5	2.5.6	4.4.5	2.5.5	2.5.6

Example: Measure 2.3.4: Number of FWS coastal and marine acres enhanced/restored through NRDA
 • “FWS” : You must have selected fields to indicate it’s on Refuge/Hatchery,
 • “coastal and marine”: Coral, Deep Water/Near-shore and Coastal Wetlands,
 • “enhanced/restored”: Sum of Created, Enhanced and Restored categories,
 • “through NRDA”: You must have claimed NRDA related or a NRDA Activity
 • Values on Details page = all values under the Remediation/Restoration logging
 • Only those Accepted/Completed Concluded this Fiscal Year will be credited.

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
- **Recreation-related Measures:** (Activity Details Page)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page) (Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)

Actions are credited from logged Events based on Event Date
Event Date determines crediting Fiscal Year. Selections on Details page identifies types of credits (e.g, benefiting FWS lands, benefiting Marine Mammals, etc). Multiples are allowed per Activity.

Event must be “Credit worthy”
Count in performance Reporting must be checked.

Count in Performance Reporting:

Event must be “Outbound”
Correspondence Exchange, Correspondence Sent, Site Visit Made, Cleanup Certified, Restoration Plan – Final, etc See also next slide

Can't be logged as "No further Service work performed" 39

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2013 Performance Reporting: Environmental Contaminants

Have any “outbound” Events been logged?
These include: Assessment Work Performed, Correspondence Sent, Site Visit Made and many others.
Events that don't count as “outbound” = Administrative Record Notations, Change of Contaminant Activity type, Correspondence Received, E-mail Received, Extension to Due Date Authorized/Accepted, Facsimile (FAX) Received, Fast Track Due Date Authorized/Accepted, Meeting/Conference Requested, Site Visit Requested, Telephone Call Received, and Other Notations

Yes → Count in Performance Reporting: → **Is Count in Performance Reporting checked (Yes)?**

Yes → **Is Event Date within the reporting period?**

Yes → **Is there a selection for *NFSWP?**

Yes → **Not creditable** (You did no work)

No → **You did work** → **Are there Species or Service lands-related Measure proclamations (any Yes selections)?**

No → **Action not creditable this period**

No → **No Action credits**

No → **Is Activity Conclusion Date within reporting period?**

No → **Action not creditable this period**

Yes → **One implied “Action” credit for each Species or Service lands-related proclamation**

Yes → **One Species or Service lands-related “Action” credit per outbound creditable Event with Event Date within FY**

Yes → **No Action credits**

Yes → **Are there Species or Service lands-related Measure proclamations (any Yes selections)?**

See also prior slide

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)

Does Activity include recommendations for:

From Species and Service-Lands
Related Measures section of Details page

<p>Performance Reporting categories</p> <p><input checked="" type="checkbox"/> Threatened & Endangered Species: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="checkbox"/> Trust Aquatic Non-T&E: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="checkbox"/> Marine Mammals: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="checkbox"/> Other Federal/State/Local Agencies and/or Partners: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Other categories</p> <p><input checked="" type="checkbox"/> Water/Habitat Quality: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="checkbox"/> Invasive Species: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p><input checked="" type="checkbox"/> Aquatic Listed: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="checkbox"/> Migratory Birds: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="checkbox"/> FWS Lands: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="checkbox"/> Section 7 Consultation: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="color: yellow; text-align: center;">Tribal benefit action credits determined by:</p> <ul style="list-style-type: none"> • Lead Agency is a Tribe, or • Technical Assistance Type is Tribal (if a TA) <p><input checked="" type="checkbox"/> Interjurisdictional Fish: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input checked="" type="checkbox"/> Other Non-Habitat: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
--	--

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

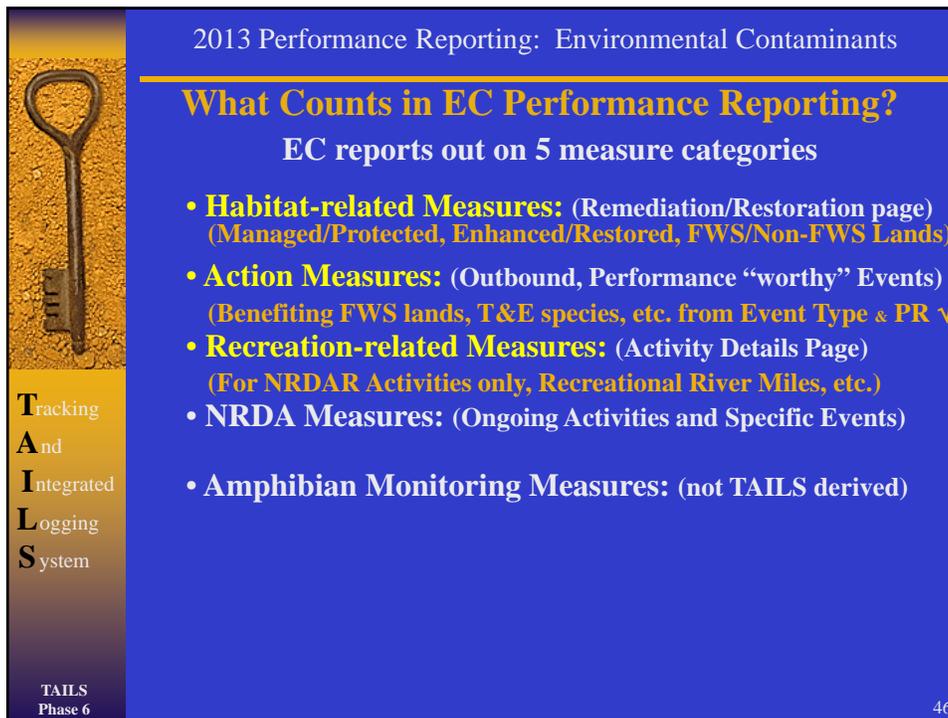
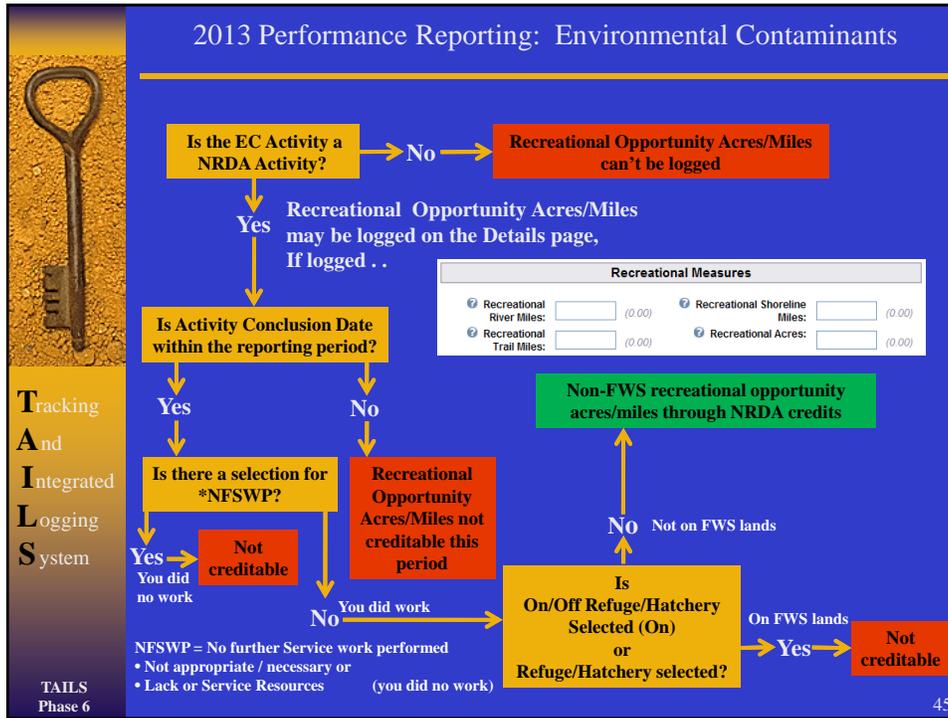
- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)

Available only when Activity Type is “NRDAR Activity” (Details page)

Recreational Measures

? Recreational River Miles: <input style="width: 60px;" type="text"/> (0.00)	? Recreational Shoreline Miles: <input style="width: 60px;" type="text"/> (0.00)
? Recreational Trail Miles: <input style="width: 60px;" type="text"/> (0.00)	? Recreational Acres: <input style="width: 60px;" type="text"/> (0.00)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
(For NRDAR Activities only, Recreational River Miles, etc.)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
(For NRDAR Activities only, Recreational River Miles, etc.)
- **NRDA Measures:** (Ongoing Activities and Specific Events)

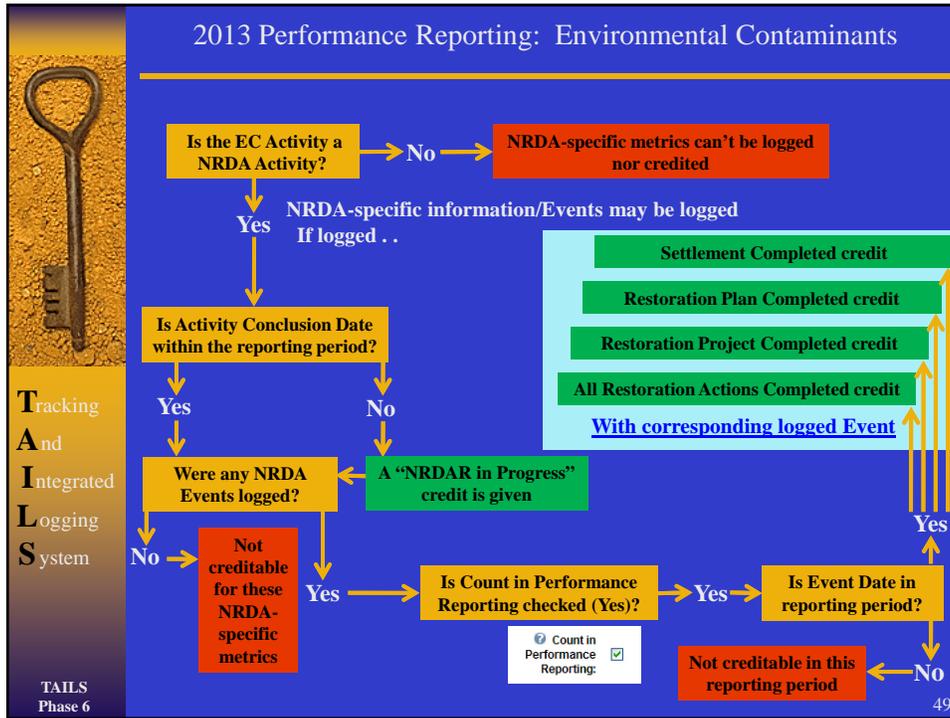
Annual measures of

- NRDAR Restorations in Progress,*
- Case Settlements Completed,
- Restoration Plans Final,
- Restoration Projects Completed,
- Sites / Cases with all Restoration Actions Completed.

NRDAR Activities without an Activity Conclusion Date

Event Date determines Fiscal Year of crediting

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
(For NRDAR Activities only, Recreational River Miles, etc.)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
(For NRDAR Activities only, Specific NRDA Event Types)
- **Amphibian Monitoring Measures:** (not TAILS derived)

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2013 Performance Reporting: Environmental Contaminants

What Counts in EC Performance Reporting?

EC reports out on 5 measure categories

- **Habitat-related Measures:** (Remediation/Restoration page)
(Managed/Protected, Enhanced/Restored, FWS/Non-FWS Lands)
- **Action Measures:** (Outbound, Performance “worthy” Events)
(Benefiting FWS lands, T&E species, etc. from Event Type & PR ✓)
- **Recreation-related Measures:** (Activity Details Page)
(For NRDAR Activities only, Recreational River Miles, etc.)
- **NRDA Measures:** (Ongoing Activities and Specific Events)
(For NRDAR Activities only, Specific NRDA Event Types)
- **Amphibian Monitoring Measures:** (not TAILS derived)
(Refuges based measures, TAILS will NOT be used to derive)

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2013 Performance Reporting: Environmental Contaminants

Service Performance Reporting: How it works

PRS: Performance Reporting System <https://ecos.fws.gov/prs>

```

    graph LR
      HabITS --> Engine((Measure Rule / Logic Engine))
      ROAR --> Engine
      TAILS --> Engine
      TESS --> Engine
      Engine --> Reports[Reports  
• ESFO Counts  
• RO Rollup  
• WO Rollup]
      Reports --> PTat{{PTat  
DOI Reporting}}
  
```

For example: 2.2.2:
FWS Upland Acres Enhanced/Restored NRDA

- TAILS Contaminant Activity
- Created, Enhanced, or Restored, Upland Acres, On FWS lands
- NRDAR Activity or NRDA related
- Completed This Fiscal Year

• Data entry and review throughout year	• Data review throughout year	• Data review during EOY window only
• On-line aids to assure complete and accurate logging	• Access to Rules / Logic	

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HabITS: Habitat Information Tracking System; ROAR: Recovery On-Line Activity Reporting;
TAILS: Tracking and Integrated Logging System; TESS: Threatened and Endangered Species System;

2013 Performance Reporting: Environmental Contaminants

Service Performance Reporting: How it works

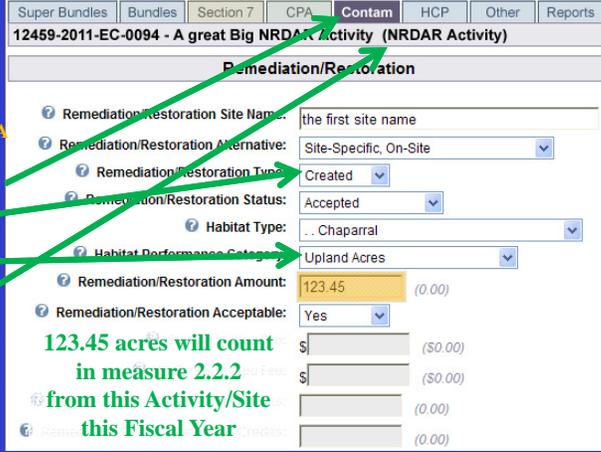


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For example: 2.2.2:
FWS Upland Acres Enhanced/Restored NRDA

- Contaminant Activity,
- Created, Enhanced, or Restored
- Upland Acres,
- NRDAR Activity or NRDA related
- Completed This Fiscal Year *



123.45 acres will count in measure 2.2.2 from this Activity/Site this Fiscal Year

Not shown on this page (also not shown on this page "FWS lands")

2013 Performance Reporting: Environmental Contaminants

Service Performance Reporting ECOS Integration

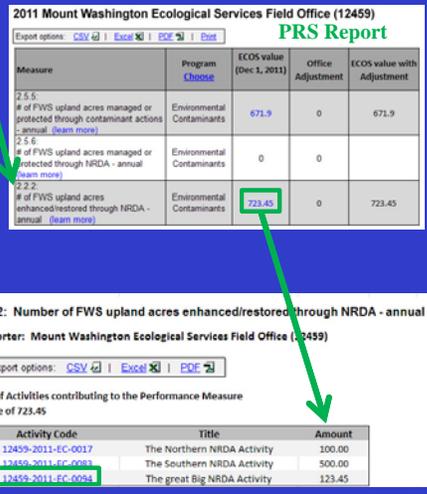


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For example: 2.2.2:
FWS Upland Acres Enhanced/Restored NRDA

- TAILS Contaminants Activity,
- Created, Enhanced, or Restored
- Upland Acres, On FWS lands
- NRDAR Activity or NRDA related
- Completed This Fiscal Year



2.2.2: Number of FWS upland acres enhanced/restored through NRDA - annual
Reporter: Mount Washington Ecological Services Field Office (12459)

Activity Code	Title	Amount
12459-2011-EC-0017	The Northern NRDA Activity	100.00
12459-2011-EC-0081	The Southern NRDA Activity	500.00
12459-2011-EC-0094	The great Big NRDA Activity	123.45



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2013 Performance Reporting: Environmental Contaminants

Bottom Line

Data Quality is EVERYONE'S Responsibility

Log what matters to your Office
Log Nationally Required Fields
Log Remediation/Restoration work
Log Credit-worthy Events (at least)
Make Species and Service-Lands Selections

Check the Validation Reports in TAILS
Review your counts, if desired, in PRS

Don't let a 'count desire' drive how you log !



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Mapping TAILS Data

Session Objectives: At the conclusion of this session, you will be able to:

- Understand how to access the TAILS Mapper
- Be able to export your report result to the TAILS Mapper
- Successfully navigate within and use features of the TAILS Mapper
- Be able to export your report results to Google Earth
- Successfully navigate through and use features of Google Earth
- Know how to use Google Earth to create a GIS (.kml) file and upload it to a TAILS Activity



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Using the ECOS Mapper as an extension to TAILS

(and especially to define or
edit a point location)

Using the TAILS Mapper to define/edit a point location

A little background

- ◆ Since Day 1, in TAILS you could define location:
 - Via a discrete point location, or
 - Via a GIS file (which you uploaded to TAILS)
- ◆ Format of discrete point location may be:
 - Latitude/Longitude (Decimal Degrees),
 - Latitude/Longitude (Degrees, Minutes, Seconds), or
 - Universal Transverse Mercator (UTM) Coordinates
- ◆ SuperUser defines 1 of the above as office default
 - Made available during initial logging of Core Info pg
 - But all three are always presented on Location page
- ◆ **Mapper now allows you to define via map click**

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Using the TAILS Mapper to define/edit a point location

Logging a new Activity



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Super Bundles Bundles Section 7 CPA Contam HCP Other Reports Customize

Activity

- Start New
- Search
- Global Search

Start New Activity

! ? Office: ARLINGTON ECOLOGICAL SERVICES FIELD OFFICE ! ? Fiscal Year: 2011

! ? ARRA Fund : No ARRA funding

! ? Title: This is a new CPA Activity

? Description: This will be the first time I will use the mapper to define a point location. Cool :-)

! ? Lead Agency: Bureau of Land Management (BLM)

? Other Lead Agency:

? Supporting Agencies: DEPT OF AGRICULTURE
Agricultural Marketing Service
Agricultural Research Service (ARS)
Animal and Plant Health Inspection Service (APHIS)
Center for Nutrition Policy and Promotion
Cooperative State Research Education and Extension Svc
Department of Agriculture (USDA)
Economic Research Service
Farm Service Agency (FSA)
Food Nutrition and Consumer Services

? Other Supporting Agencies:

? Permit/Action Number (s):

Complete the "Core Information" page and click "Create"

Using the TAILS Mapper to define/edit a point location

Activity is created and Code defined



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Super Bundles Bundles Section 7 CPA Contam HCP Other Reports Customize

21420-2011-CPA-0059 This is a new CPA Activity

Activity	New Activity Started
Start New Search Global Search Core Info Summary Location Summary Activity Summary Electronic Documents Report Missing Required Data	Activity Code: 21420-2011-CPA-0059 Office: ARLINGTON ECOLOGICAL SERVICES FIELD OFFICE Fiscal Year: 2011 Title: This is a new CPA Activity ARRA Fund: No ARRA funding Description: This will be the first time I will use the mapper to define a point location. Cool :-)
Edit Core Information Details Bundles Contacts Location Compensatory Mitigation Narrative References Update Hours Other Office Permissions	Applicant Type/Permittee: None entered Early Planning: No Permit/Action Number(s): None entered FWS Recommendation: None entered Comments: None entered FWS Position: None entered Authority/Response Type: • Comments Under MBTA Primary Action/Work Type: Communications Tower - New Construction Other Action/Work Types: None entered Staff Lead: Jeffrey Reid Staff: • Jacob Lewis Species: None entered
Events Add Event Edit Event Event Report By Date Event Report By Type	Lead Agency: Bureau of Land Management Other Lead Agency: None entered Supporting Agencies: None entered Other Supporting Agencies: None entered
Operations Start New Consultation Duplicate this Activity Delete	Scale / Level of Approach: Standard / Isolated Received Date: 04/17/2011 Date of Correspondence: None entered

Using the TAILS Mapper to define/edit a point location

Navigate to and edit Location Page



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Edit

- Core Information
- Details
- Bundles
- Contacts
- Location**
- Compensatory Mitigation
- Narrative
- References
- Update Hours
- Other Office
- Permissions

Events

- Add Event
- Edit Event
- Event Report By Date
- Event Report By Type

Operations

- Start New Consultation
- Duplicate this Activity
- Delete

Point Location

Please fill out location parameters for **only one point location method**. If more than one method is used, only the completed entry nearest the top of the page will be accepted and saved.

 You may type in the Activity location below, or alternately enter/edit the Activity location via the TAILS Mapper. To use the TAILS Mapper, [click here](#) and follow the instructions. [More Help](#).

Latitude: (0.000000)

Longitude: (0.000000)

Datum: WGS84 NAD27 NAD83

Latitude: (DD:MM:SS.S)

Longitude: (DD:MM:SS.S)

Datum: WGS84 NAD27 NAD83

Currently, UTM coordinates cannot be used for most outlying islands within US Economic Zone control.

UTM East (meters): (enter whole number)

UTM North (meters): (enter whole number)

UTM Zone: -- Select --

Datum: WGS84 NAD27 NAD83

Please complete any additional location parameters if you cannot provide a point location:

Either enter
the data directly:
Lat/Long (DD)
Lat/Long (DMS)
UTM Coordinates

or

Use the Mapper

Using the TAILS Mapper to define/edit a point location

Mapper launched w/ Office Jurisdiction



Tracking
And
Integrated
Logging
System

The screenshot shows the ECOS Mapper application interface. The main map displays the United States with a green outline representing an office jurisdiction. A 'Tails Editor' dialog box is open, titled 'Editing TAILS Activity Location'. The dialog contains the following information:

- Activity: 21420-2011-CPA-0059
- Title: This is a new CPA Activity
- Current Location: Not available yet
- Hint: The green line is S7 section Office Jurisdiction outline
- New Location: (empty field)

Buttons for 'Save' and 'Cancel' are visible at the bottom of the dialog. The map shows major cities like Amarillo, Lubbock, Dallas, and Fort Worth. The text 'Your office's jurisdiction outline' is overlaid on the map in green.

Extent: xmin: -105.439 ymin: 29.709 xmax: -91.420 ymax: 38.015 Coordinates: Latitude: 30.236248 Longitude: -91.442385 Scale: 1:4617150

TAILS
Phase 6

Using the TAILS Mapper to define/edit a point location

Mapper launched w/ Office Jurisdiction



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

Using the "Zoom In" Tool

Tails Editor
Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059
Title: This is a new CPA Activity
Current Location: Not available yet
Hint: The green line is S7 section Office Jurisdiction outline
New Location:

Save Cancel

Extent: xmin: -105.439 ymin: 29.709 xmax: -91.420 ymax: 38.015 Coordinates: Latitude: 30.236248 Longitude: -91.442385 Scale: 1:4617150

Using the TAILS Mapper to define/edit a point location

Zooming in to area of interest



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

ECOS Mapper

Zoom In Zoom Out Pan Identify

Overview Map

Tails Editor

Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059

Title: This is a new CPA Activity

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Extent: xmin: -105.439 ymin: 29.709 xmax: -91.420 ymax: 38.015 Coordinates: Latitude: 34.674724 Longitude: -101.923342 Scale: 1:4617150

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Other Map Controls



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

The screenshot displays the ECOS Mapper application interface. The main map area shows a geographical view with roads, water bodies, and county boundaries. Several map controls are highlighted with yellow callouts:

- Pan Tool**: Located in the top toolbar, represented by a hand icon.
- Zoom Out Tool**: Located in the top toolbar, represented by a magnifying glass with a minus sign.
- Zoom Scroll Bar**: A vertical slider on the left side of the map.
- Zoom to Prior Map Tool**: A button in the top toolbar, represented by a magnifying glass with a left-pointing arrow.
- Zoom to Full Extent Tool**: A button in the top toolbar, represented by a magnifying glass with a square icon.
- Zoom to Next Map Tool**: A button in the top toolbar, represented by a magnifying glass with a right-pointing arrow.

An **Overview Map** window is visible in the top right, showing a larger view of the area with a red box highlighting the current map's location. A **Tails Editor** dialog box is open in the bottom right, titled "Editing TAILS Activity Location". It contains the following information:

- Activity:** 21420-2011-CPA-0059
- Title:** This is a new CPA Activity
- Current Location:** Not available yet
- Hint:** The green line is S7 section Office Jurisdiction outline
- New Location:** (empty field)

Buttons for "Save" and "Cancel" are at the bottom of the dialog. The application status bar at the bottom shows "Done", "Local intranet", and "100%" zoom level. The Esri logo is visible in the bottom right corner of the map area.

Using the TAILS Mapper to define/edit a point location

Showing and Activating Map Layers



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

ECOS Mapper

Zoom In Zoom Out Pan Identify Draw Map Layers

Overview Map

Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059

Title: This is a new CPA Activity

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.816860 Longitude: -102.034922 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Turning on a Map Layer



Tracking
And
Integrated
Logging
System

ECOS Mapper

Zoom In Zoom Out Pan Identify Draw

Overview Map

Tails Editor

Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059

Title: This is a new CPA Activity

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Map Layers

TALES Activities

Transparency: 0% 100%

Section 7 Consultation Activities

CPA Activities

Environmental Contaminant Activities

FWS Critical Habitats

Transparency: 0% 100%

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.800724 Longitude: -102.034235 Scale: 1:144286

Done Local intranet 100%

Layer Transparency Control

Using the TAILS Mapper to define/edit a point location

Hiding Layer Elements



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

The screenshot displays the ECOS Mapper application window. The main map shows a geographic area around Hereford, Texas, with roads like Ranch Rd, Farm To Market Rd, and Highway 60. Several activity points are marked with colored squares and labeled with IDs such as 21420-2010-CPA-0182 and 21420-2010-TA-0338. An 'Overview Map' in the top right shows the current location within a larger regional context. A 'Tails Editor' window is open, showing details for an activity: 'Activity: 21420-2011-CPA-0059', 'Title: This is a new CPA Activity', and 'Current Location: Not available yet'. The 'Map Layers' panel in the bottom right is the focus, showing a list of layers with checkboxes and visibility sliders. The 'TALES Activities' layer is checked and has its visibility set to 100%. Other layers include 'Section 7 Consultation Activities', 'CPA Activities', 'Environmental Contaminant Activities', and 'FWS Critical Habitats'. A yellow arrow points from the title 'Hiding Layer Elements' to the 'Map Layers' panel.

Using the TAILS Mapper to define/edit a point location

Other Layer Controls



Tracking
And
Integrated
Logging
System

The screenshot displays the ECOS Mapper application window. The main map area shows a geographic region with roads (Ranch Rd, Farm To Market Rd, Deaf Smith County, Randall County, W Park Ave, Main St, E 15th St, Tierra Blanca Creek, Castro County) and several pink point locations with IDs: 21420-2010-J-0424, 21420-2010-TA-0338, and 21420-2010-J-0318. A toolbar at the top includes Zoom In, Zoom Out, Pan, Identify, Draw, and other navigation tools. An Overview Map window in the top right shows a larger view of the area with a red box highlighting the current map's extent. A Tails Editor window is open, titled 'Editing TAILS Activity Location', with fields for Activity (21420-2011-CPA-0059), Title (This is a new CPA Activity), Current Location (not available yet), and Hint (The green line is 67 section Office Jurisdiction Outline). The Map Layers panel in the bottom right shows a list of layers: TAILS Activities (checked), Section 7 Consultation Activities (checked), CPA Activities (unchecked), Environmental Contaminant Activities (unchecked), and FWS Critical Habitats (unchecked). The TAILS Activities layer is selected, and its transparency is set to 0%. The interface also shows a scale bar (5 km, 4 mi), extent coordinates, and a status bar at the bottom.

Using the TAILS Mapper to define/edit a point location

Showing Base Layers



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

Using the TAILS Mapper to define/edit a point location

Changing Base Layer



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Draw

Current Location: Not available yet
Hint: The green line is S7 section Office Jurisdiction outline
New Location:
Save Cancel

Map Layers

- TAILS Activities
Transparency: 0% — 100%
- Section 7 Consultation Activities
- CPA Activities
- Environmental Contaminant Activities
- FWS Critical Habitats
Transparency: 0% — 100%

Base Layers

- Satellite Map
Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.
- Shaded Relief Map with Roads
Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.
- Simple Shaded Relief Map
Worldwide shaded relief map at approximately 1km or 90m per pixel resolution for the world and 30m resolution for the United States.

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.733776 Longitude: -102.034235 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Changing Base Layer



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

The screenshot displays the ECOS Mapper application window. The main map area shows a topographic map with several pink point locations labeled with IDs: 21420-2010-I-0424, 21420-2010-TA-0338, and 21420-2010-I-0318. A scale bar at the bottom left indicates 5 km and 4 mi. The status bar at the bottom shows the extent (xmin: -102.472, ymin: 34.732, xmax: -102.034, ymax: 34.991), coordinates (Latitude: 34.734462, Longitude: -102.034235), and scale (1:144286). The 'Map Layers' panel on the right lists several layers: TAILS Activities (checked), Section 7 Consultation Activities (checked), CPA Activities (unchecked), Environmental Contaminant Activities (unchecked), and FWS Critical Habitats (unchecked). The 'Base Layers' panel shows three options: Satellite Map (selected), Shaded Relief Map with Roads (unchecked), and Simple Shaded Relief Map (unchecked). A 'Current Location' dialog box is open, showing 'Current Location: Not available yet' and a 'Hint: The green line is S7 section Office Jurisdiction outline'. The dialog has 'Save' and 'Cancel' buttons. A yellow arrow points from the 'Changing Base Layer' title to the 'Base Layers' panel.

Using the TAILS Mapper to define/edit a point location

Defining a Layer for Identify Tool



Tracking
And
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System

TAILS
Phase 6

Relocate Map Tool Window (click, hold, move, unclick)

Minimize Window Button

Base Layers Scroll Bar

Close Window Button

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Draw

Current Location: Not available yet
Hint: The green line is S7 section Office Jurisdiction outline
New Location:
Save Cancel

TAILS Activities
Transparency: 0% 100%
Section 7 Consultation Activities
CPA Activities
Environmental Contaminant Activities
S Critical Habitats
Transparency: 0% 100%

Base Layers
Satellite Map
Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.
Shaded Relief Map with Roads
Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.
Simple Shaded Relief Map
Worldwide shaded relief map at approximately 1km or 90m per pixel resolution for the world and 30m resolution for the United States.

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.734806 Longitude: -102.034922 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Identifying a Layer Feature

- Review Summary Information
- Access the TAILS record itself
- Access Species Profiles
- Access Uploaded Documents

Layer: TAILS Activities
21420-2010-I-0424
Section 7 Consultation [\[view record\]](#)

Title: City of Hereford development

Description: Parkhill Smith and Cooper. Deaf Smith County. Proposed ground storage tank, ADA accessible office building and submersible lift station on a 1 acre plot of heavily urbanized land. Unclear federal nexus. T&E unlikely to be present. No action.

Consultation Type: Informal Consultation
Fiscal year: 2010
Region: Region 2
Lead office name: ARLINGTON ECOLOGICAL SERVICES FIELD OFFICE
Staff lead: JohnMorse

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Map Layers

TAILS Activities

Transparency: 0% 100%

Section 7 Consultation Activities

CPA Activities

Environmental Contaminant Activities

FWS Critical Habitats

Transparency: 0% 100%

Base Layers

Satellite Map

Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.

Shaded Relief Map with Roads

Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.

Simple Shaded Relief Map

Worldwide shaded relief map at approximately 1km or 90m per pixel resolution for the world and 30m resolution for the United States.

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 **Coordinates:** Latitude: 34.916252 Longitude: -102.209347 **Scale:** 1:144286

Tracking
And
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System

TAILS
Phase 6

Using the TAILS Mapper to define/edit a point location

Accessing Draw Mode



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

The screenshot shows the ECOS Mapper application window. The title bar reads "ECOS Mapper" and includes "map help" and "help desk" links. The toolbar contains buttons for "Zoom In", "Zoom Out", "Pan", "Identify", "Draw", and other navigation tools. A yellow arrow points to the "Draw" button, which is highlighted in yellow. Below the toolbar, the text "In Draw Mode" is displayed. The main map area shows a satellite view of a landscape with several pink location markers labeled with IDs: "21420-2010-I-0424", "21420-2010-TA-0338", and "21420-2010-I-0318". A scale bar at the bottom left indicates 5km and 4km. The status bar at the bottom displays "Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.916252 Longitude: -102.209347 Scale: 1:144286". On the right side, there are two panels: "Map Layers" and "Base Layers". The "Map Layers" panel shows "TAILS Activities" selected, with a transparency slider at 0%. Below it are "Section 7 Consultation Activities", "CPA Activities", and "Environmental Contaminant Activities". The "Base Layers" panel shows "Satellite Map" selected, with a description: "Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world." Other options include "Shaded Relief Map with Roads" and "Simple Shaded Relief Map". A "Current Location" dialog box is open in the top right corner, showing "Current Location: Not available yet" and a "Hint: The green line is S7 section Office Jurisdiction outline". It has "Save" and "Cancel" buttons. The bottom status bar shows "Done" and "Local intranet" with a 100% zoom level.

Using the TAILS Mapper to define/edit a point location

Defining location by drawing on Mapper



Tracking
And
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System

TAILS
Phase 6

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Draw

In Draw Mode

Click to Add Point

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Map Layers

- TAILS Activities
- Transparency: 0% 100%
- Section 7 Consultation Activities
- CPA Activities
- Environmental Contaminant Activities
- FWS Critical Habitats
- Transparency: 0% 100%

Base Layers

- Satellite Map
- Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.
- Shaded Relief Map with Roads
- Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.
- Simple Shaded Relief Map
- Worldwide shaded relief map at approximately 1km or 90m per pixel resolution for the world and 30m resolution for the United States.

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.916252 Longitude: -102.209347 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Defining location by drawing on Mapper



Tracking
And
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Logging
System

TAILS
Phase 6

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Draw

In Draw Mode

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Map Layers

- TAILS Activities
- Transparency: 0% 100%
- Section 7 Consultation Activities
- CPA Activities
- Environmental Contaminant Activities
- FWS Critical Habitats
- Transparency: 0% 100%

Base Layers

- Satellite Map
- Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.
- Shaded Relief Map with Roads
- Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.
- Simple Shaded Relief Map
- Worldwide shaded relief map at approximately 1km or 90m per pixel resolution for the world and 30m resolution for the United States.

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.916252 Longitude: -102.209347 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Refining the location; Zooming in



Tracking
And
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Logging
System

TAILS
Phase 6

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Draw

In Draw Mode

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location:

Save Cancel

Map Layers

- TAILS Activities
- Transparency: 0% 100%
- Section 7 Consultation Activities
- CPA Activities
- Environmental Contaminant Activities
- FWS Critical Habitats
- Transparency: 0% 100%

Base Layers

- Satellite Map
- Shaded Relief Map with Roads
- Simple Shaded Relief Map

Extent: xmin: -102.472 ymin: 34.732 xmax: -102.034 ymax: 34.991 Coordinates: Latitude: 34.916252 Longitude: -102.209347 Scale: 1:144286

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Refining the location; Repositioning



Tracking
And
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System

TAILS
Phase 6

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Edit

Point has not been saved yet

Tails Editor

Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059

Title: This is a new CPA Activity

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location: 34.829220 , -102.218600

Save Close

Map Layers

TAILS Activities

Transparency: 0% 100%

Section 7 Consultation Activities

CPA Activities

Environmental Contaminant Activities

FWS Critical Habitats

Transparency: 0% 100%

Base Layers

Satellite Map

Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.

Shaded Relief Map with Roads

Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.

Extent: xmin: -102.246 ymin: 34.811 xmax: -102.192 ymax: 34.843 Coordinates: Latitude: 34.834118 Longitude: -102.219484 Scale: 1:18036

Done Local intranet 100%

Using the TAILS Mapper to define/edit a point location

Refining the location; Repositioning



Tracking
And
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System

TAILS
Phase 6

The screenshot displays the ECOS Mapper application window. At the top, there is a menu bar with 'map help' and 'help desk'. Below it is a toolbar with buttons for 'Zoom In', 'Zoom Out', 'Pan', 'Identify', and 'Edit'. The main map area shows a satellite view of a landscape with a green line representing a section 7 boundary. A red crosshair cursor is positioned over a point on the map. A yellow tooltip box with a black border contains the text: "Drag to move Current Point then Click Save to save Current Point". A warning message at the top center of the map area reads "Point has not been saved yet".

On the right side, there are three panels:

- Tails Editor:** A dialog box titled "Editing TAILS Activity Location" for activity "21420-2011-CPA-0059". It includes fields for Title, Current Location, Hint, and New Location, along with "Save" and "Close" buttons.
- Map Layers:** A panel showing a list of layers: "TAILS Activities" (checked), "Section 7 Consultation Activities" (checked), "CPA Activities" (unchecked), "Environmental Contaminant Activities" (unchecked), and "FWS Critical Habitats" (unchecked). It includes transparency sliders for the first two layers.
- Base Layers:** A panel showing "Satellite Map" (selected) and "Shaded Relief Map with Roads" (unchecked).

At the bottom of the window, the status bar shows: "Extent: xmin: -102.246 ymin: 34.811 xmax: -102.192 ymax: 34.843 Coordinates: Latitude: 34.834118 Longitude: -102.219484 Scale: 1:18036". The system tray at the bottom right shows "Local intranet" and a zoom level of "100%".

Using the TAILS Mapper to define/edit a point location

Saving the Location Information

- Click the Save Button on the Editor
- Location saved as Decimal Degrees
- Converted to original format as needed
- Confirmation that data was Saved
- Returns you to TAILS Activity

ECOS Mapper

map help help desk

Zoom In Zoom Out Pan Identify Edit

Point has been saved

Tails Editor

Editing TAILS Activity Location

Activity: 21420-2011-CPA-0059

Title: This is a new CPA Activity

Current Location: Not available yet

Hint: The green line is S7 section Office Jurisdiction outline

New Location: 34.828447, -102.222084

Save Close

Map Layers

TAILS Activities

Transparency: 0% 100%

Section 7 Consultation Activities

CPA Activities

Environmental Contaminant Activities

FWS Critical Habitats

Transparency: 0% 100%

Base Layers

Satellite Map

Low-resolution imagery for the world and high-resolution imagery for the United States and other metropolitan areas around the world.

Shaded Relief Map with Roads

Highway-level data for the world and street-level data for the United States, Canada, Japan, Southern Africa, and a number of countries in Europe and elsewhere.

Extent: xmin: -102.246 ymin: 34.811 xmax: -102.192 ymax: 34.843 Coordinates: Latitude: 34.834118 Longitude: -102.219484 Scale: 1:18036

Done Local intranet 100%

Tracking
And
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TAILS
Phase 6

Using the TAILS Mapper to define/edit a point location

Location Saved; Returned to Activity



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

U.S. Fish & Wildlife Service
Tracking And Integrated Logging System

Super Bundles Bundles Section 7 CPA Contam HCP Other Reports Customize

21420-2011-CPA-0059 This is a new CPA Activity

Activity
Start New
Search
Global Search
Core Info Summary
Location Summary
Activity Summary
Electronic Documents
Report
Missing Required Data

Edit
Core Information
Details
Bundles
Contacts
Location
Compensatory Mitigation
Narrative
References
Update Hours
Other Office
Permissions

Events
Add Event
Edit Event
Event Report By Date
Event Report By Type

Operations
Start New Consultation
Duplicate this Activity
Delete

Location information saved

Location

Location Description: None entered
Within Coastal Zone?: No
Within Flood Plain/Zone?: No

Point Location

Latitude: 34.828447
Longitude: -102.222084
Datum: WGS84

Latitude: None entered
Longitude: None entered
Datum: None entered

UTM East (meters): None entered
UTM North (meters): None entered
UTM Zone: None entered
Datum: None entered

Other

Township, Range, Section: None entered
State(s): Texas
Counties or Equivalents: Deaf Smith, TX
Congressional District: None entered
Watersheds: Tierra Blanca (11120101)
Ecoregions: Arkansas/Red Rivers
USGS Quads: Buffalo Lake SW (34102-G2)

Edit

Location saved

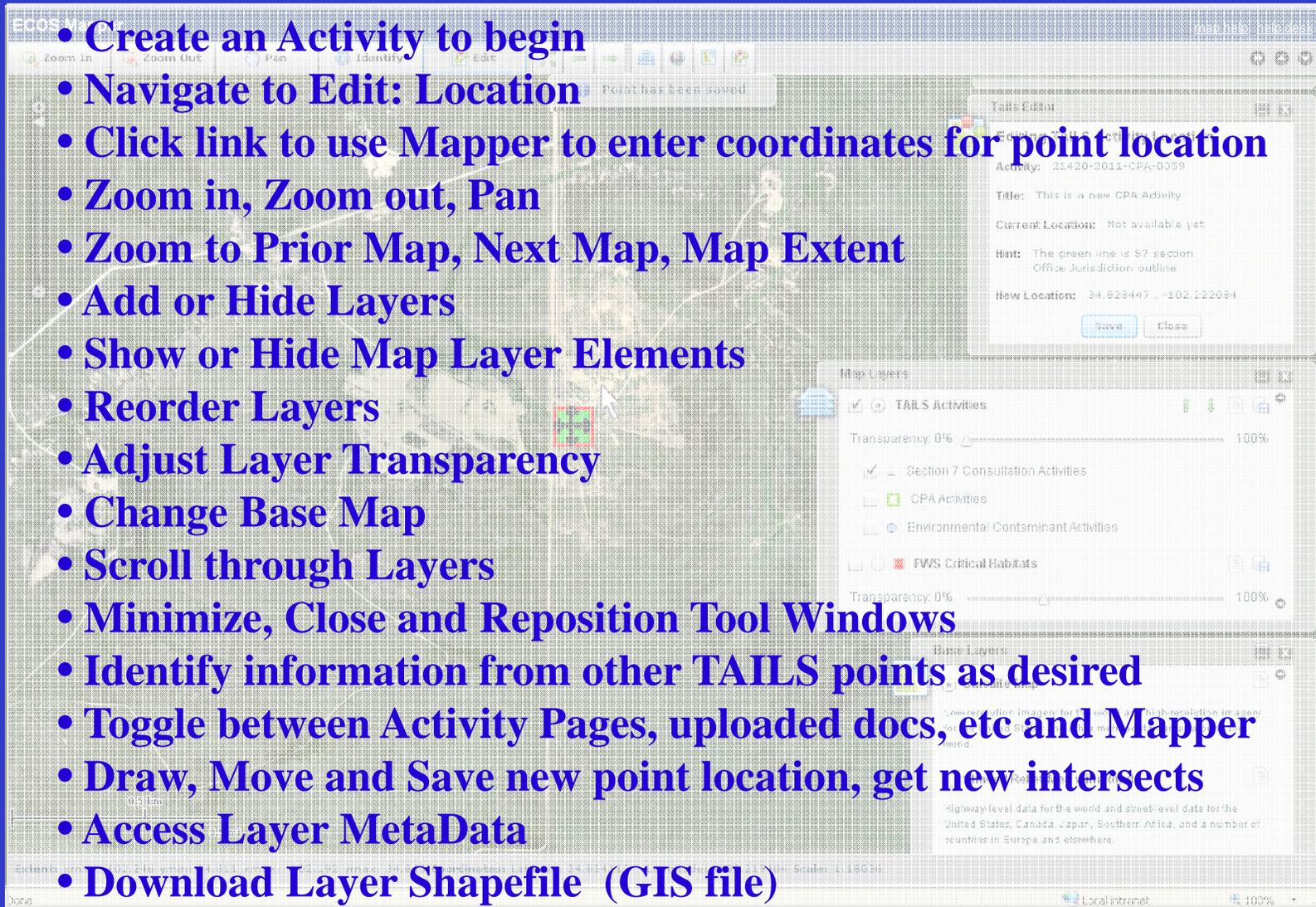
Will be saved in original format (DD, DMS, UTM)

Other Location fields completed or updated automatically (via behind-the-scenes GIS intersect)

Using the TAILS Mapper to define/edit a point location

Summary

- Create an Activity to begin
- Navigate to Edit: Location
- Click link to use Mapper to enter coordinates for point location
- Zoom in, Zoom out, Pan
- Zoom to Prior Map, Next Map, Map Extent
- Add or Hide Layers
- Show or Hide Map Layer Elements
- Reorder Layers
- Adjust Layer Transparency
- Change Base Map
- Scroll through Layers
- Minimize, Close and Reposition Tool Windows
- Identify information from other TAILS points as desired
- Toggle between Activity Pages, uploaded docs, etc and Mapper
- Draw, Move and Save new point location, get new intersects
- Access Layer MetaData
- Download Layer Shapefile (GIS file)



Tracking
And
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Logging
System

TAILS
Phase 6

Using the TAILS Mapper to define/edit a point location

Coming Soon

- Portraying Compensatory Mitigation sites (CPA) on Mapper
- Portraying Remediation/Restoration sites (EC) on Mapper
- Portraying uploaded GIS files (for any Module) on Mapper
- Use the Mapper to Enter/Edit Compensatory Mitigation Points (CPA)
- Use the Mapper to Enter/Edit Remediation/Restoration Points (EC)
- Define location (via Mapper or otherwise) with multiple points / Activity
- Define location (via Mapper or otherwise) with a linear feature
- Define location (Mapper or otherwise) with a polygonal feature
- Define location w/ multi-poly or multi-liner features (via Map/otherwise)

TTracking
And
Integrated
Logging
System



Tracking
And
Integrated
Logging
System

TAILS
Phase 6

Using the ECOS Mapper as an extension to TAILS

(and especially to define or
edit a point location)



Tracking
And
Integrated
Logging
System

TAILS
Phase 5

Using Google Earth as a TAILS extension

Using Google Earth as a TAILS extension

Mapping in TAILS - Comparisons

- ◆ TAILS Mapper allows you to map your point data
 - Internet based, FWS developed (ECOS)
 - Multi-layers with some tools

**Cannot compare
to ArcMap**

**Each is
very different**

- ◆ Google Earth allows you to map your point data
 - Internet based, private
 - Multi-layers with some tools

Tracking
And
Integrated
Logging
System

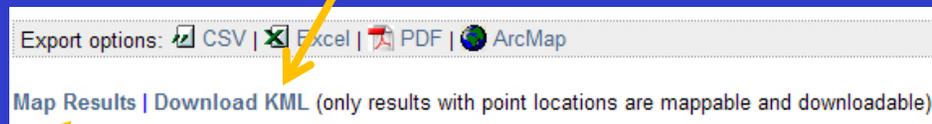
Using Google Earth as a TAILS extension

Choosing the data to Map

◆ TAILS Mapper or Google Earth

- Select from the wide array of Reports
- You need not include attributes
- Run the report, scroll to the bottom, choose an option:

Google Earth



Mapper

Tracking
And
Integrated
Logging
System

Using Google Earth as a TAILS extension

Google Earth:

◆ Geo-Browser/Virtual Globe

- Stand alone interface
- Owned/distributed by Google
- Versions (Free, Plus, Pro, ES)
- Allowable by USFWS - Solicitor General:

“The majority of DOI’s uses are internal, in order to assist the employ in their research tasks. This is permissible under the “free” license. “

◆ Uses ‘KML’ & ‘KMZ’ files to portray data

- KML = Keyhole Markup Language
- KMZ is, essentially a zip/compressed version of KML



Tracking
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Using Google Earth as a TAILS extension

Google Earth:

- ◆ Google Earth (Free version)
 - Displays satellite imagery
 - Varying resolutions and sources
 - 15 meter baseline resolution
 - 1 meter or less in and around most urban areas
 - Dates of imagery vary, currently most ~ 2007 (free version)

TTracking
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Using Google Earth as a TAILS extension

Google Earth:

◆ Google Earth (Free version)

– Allows overlay of data from KML/KMZ files

- Can't directly import other GIS files

– shapefiles / geodatabases / GPS data / CSV files

- Shapefiles may be converted to KML files ([demo](#))

– Allows you to draw points, lines, polygons, take measurements, review historic images, get “street-level” views, record “flyover” videos and more.



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Using Google Earth as a TAILS extension

Download to KML

- ◆ Run a TAILS Report (e.g., Activities by FY)
- ◆ Export - Download to KML



- ◆ If the result is small – it will open immediately
 - Allow the KML to auto-open
- ◆ If the result is large – KML is e-mailed to you
 - Access email and click on link provided (it will auto-open)
- ◆ Review the mapped result in Google Earth

Tracking
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Using Google Earth as a TAILS extension

Using Google Earth Extension

Use Google Earth to:

- ◆ Determine / Confirm coordinates
- ◆ To aid in site visit scoping
- ◆ To review historic imagery



- ◆ View spatial relationships
- ◆ Get directions
- ◆ Record a 'video review' of site

Tracking
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Logging
System

TAILS
Phase 5

Using Google Earth as a TAILS extension

Shape Files to KML

◆ Conversion Methods

- ArcMap/Toolbox (demo)
- Xtools Pro
- GPS Garmin
- Others

◆ Each is a bit different & gives differing results

◆ Try them all to see what you get / like



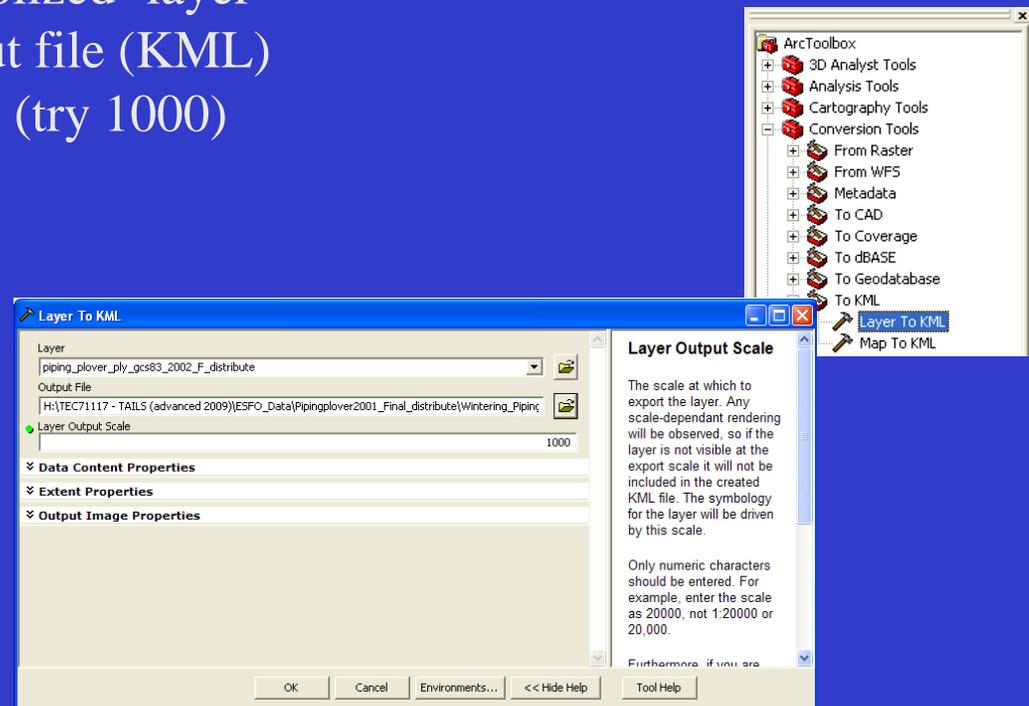
Tracking
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System

Using Google Earth as a TAILS extension

Shapefile to KML (in ArcMap)

- ◆ Review in ArcMap, check symbology
- ◆ Toolbox
 - Navigate to Conversion Tools: Layer to KML
 - Double-click 'Layer to KML'
 - Select the symbolized 'layer'
 - Define the output file (KML)
 - Define the Scale (try 1000)
 - Click 'OK'

◆ Double Click KML



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Using Google Earth as a TAILS extension

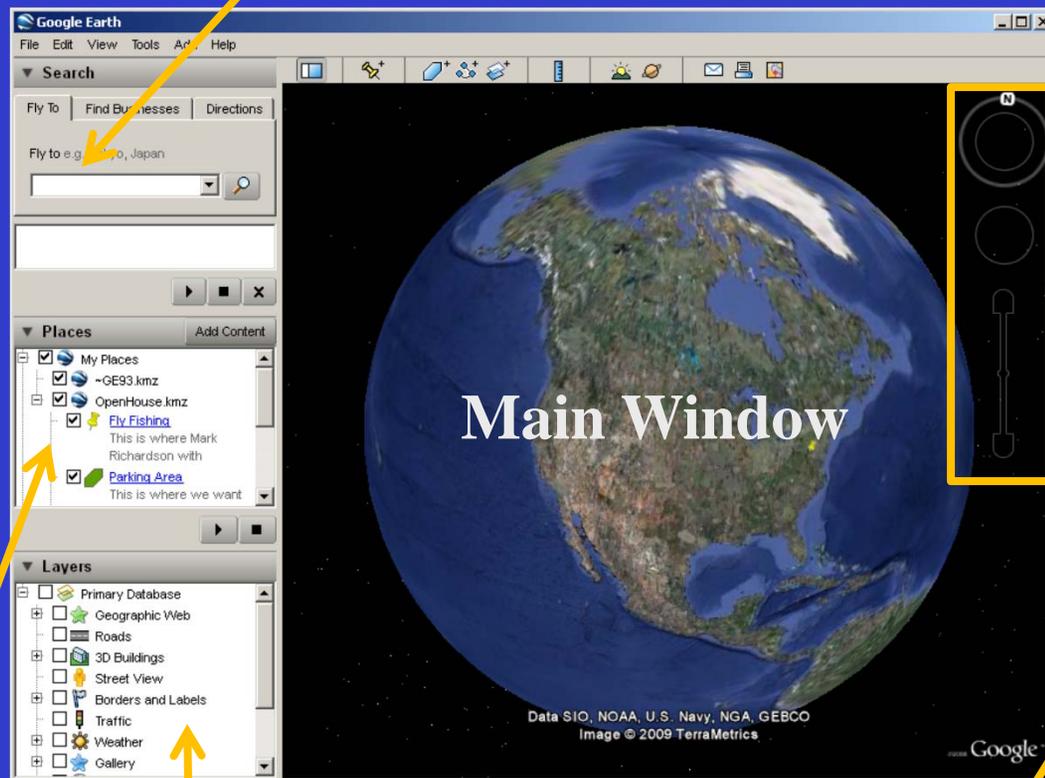
Demo of Google Earth



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'Fly to' field

Direction of view



Main Window

Layers

Pan location

Places (includes layers you add)

Zoom in/Out Bar



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TAILS
Phase 5

Using Google Earth as a TAILS extension

Using Microsoft Excel as a extension to TAILS

Session Objectives: At the conclusion of this session, you will be able to:

- Understand your TAILS report content
- How to use Microsoft Excel to enhance the use and understanding of your TAILS data
- Generate a Pivot Table and Pivot Chart from a TAILS report data
- Create Slicers within a Pivot Table
- Use Conditional Formatting to enhance Excel data
- Understand the use of the Filtering tool within Excel



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Using Microsoft Excel as a TAILS extension

Pivot Tables & Pivot Charts

Using Excel as a TAILS extension: Pivot Tables/Charts

TAILS Reports: Getting your data out

- ◆ TAILS has a large set of Reports, including;
 - Office Reports, Ad-Hoc Reports, Geographic Reports, etc
- ◆ Query these focused reports and review result,
- ◆ Reports provide query result summary / export.



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TAILS
Phase 5

The screenshot shows the TAILS Reports interface with a data table and export options. The table has columns for Lead Region, Lead Office, Fiscal Year, Activity Code, Activity Title, Activity Type, Status, Staff Lead, Start (Received), and Due Date. The 'Excel' export option is highlighted with a yellow box.

Lead Region	Lead Office	Fiscal Year	Activity Code	Activity Title	Activity Type	Status	Staff Lead	Start (Received)	Due Date
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2009	65411-2009-FA-0114	Zedds Bench Vegetation Treatment	FedAct	Concluded	Herrmann, Betsy	05/22/2009	06/17/2009
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2009	65411-2009-FA-0115	Pole Canyon Vegetation Treatment	FedAct	Concluded	Herrmann, Betsy	05/22/2009	06/18/2009

Export options: CSV Excel PDF ArcMap

Map Results (only results with point locations are mappable)

Number of records returned: 1682
Number of unique Activity Codes returned: 875

Query: LEAD Office=65411
AND
Activity Type=FedAct

Office Reports

Ad-Hoc Reports

Setting a Query Definition

Reviewing Report Result

Summary & Exports

Excel as an
Export Option

Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Table Example

- ◆ Let's look at Utah's 'Power' CPAs over time
 - A number of reports could get us the raw data
 - Let's get a count of 'Power' Activities per year
 - We'll use Pivot Tables/Charts to tell the story



Tracking
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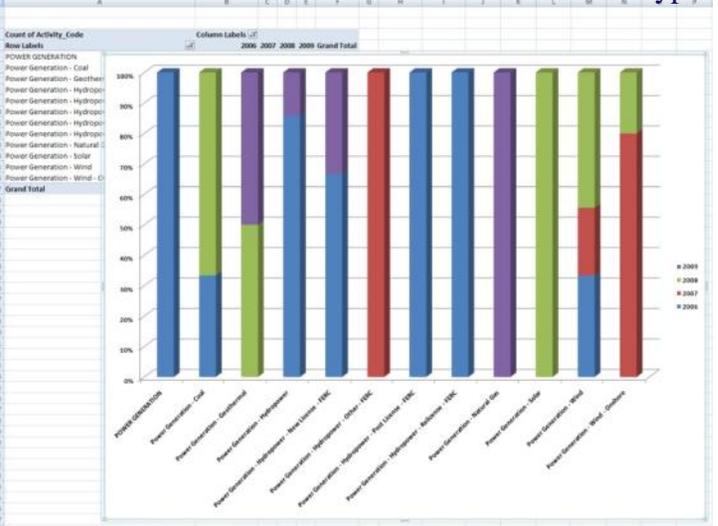
Raw data export from TAILS

All Utah Conservation Planning Assistance Activities

Lead_Region	Lead_Office	Fiscal_Year	Activity_Code	Activity_Title	Activity_Type	Status	Staff_Lead
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2003	60412.2003-FA-0004	Life Triage Inventory: Big Springs Unit and Youth Camp Unit	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2005	60413.2005-FA-0002	Hot/Wake NF Off-highway Vehicle (OHV) Route Designation Project	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60411.2006-FA-0003	Scoping Notice for the Dangling Rope Telecommunications Project EA	FedAct	Concluded	Hermann, Betty
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0005	US-8 Improvements Between I-15 in Spanish Fork and I-70 Near Green River	FedAct	Concluded	Hermann, Betty
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0014	Dma Permit Exploration Project	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60411.2006-FA-0020	05-77-085A - Beaver County	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0023	05-43-295A, Green River, Aurora Gathering LLC	FedAct	Concluded	Hermann, Betty
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0028	05-43-295A - Garma A. Thomas	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0035	05-81-545A - Washington County	FedAct	Concluded	Chart, Tom
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0038	05-81-551A - Washington County	FedAct	Concluded	Chart, Tom
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0038	18 05/0851 - EA for the Boulder Creek Hydro Project	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0039	FES and Record of Decision for Castle Peak and Eggleme Flat Oil and Gas Expansion Project	FedAct	Concluded	Whittington, Diana
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0039	FES and Record of Decision for Castle Peak and Eggleme Flat Oil and Gas Expansion Project	FedAct	Concluded	Whittington, Diana
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0041	Construction of Six Wind Monitoring Towers on BLM Lands	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0041	Construction of Six Wind Monitoring Towers on BLM Lands	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Scoping Document for the Alibon Hollow Timber Stand Improvement Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Scoping Document for the Alibon Hollow Timber Stand Improvement Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Scoping Document for the Alibon Hollow Timber Stand Improvement Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0043	Revision of Water Storage Elevation at Shoshone Reservoir	FedAct	Concluded	Hermann, Betty
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Enduring Resource's West Bonanza Field Development (U7-080-2006-676)	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Enduring Resource's West Bonanza Field Development (U7-080-2006-676)	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0044	Enduring Resource's West Bonanza Field Development (U7-080-2006-676)	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0056	05-1231A, Sevier Valley Canal Company	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0057	05-76-051A, Arroyo Head Town	FedAct	Active	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0058	84 Unit Multi-Family Apartment Complex Orchard Park, Grantville	FedAct	Concluded	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megson, Bekke
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0061	05-81-588A, Washington County	FedAct	Concluded	Chart, Tom
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0062	05-81-588A, Washington County	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0069	Draft Plan and EA for Salt, Colorado, Salinity Control Project	FedAct	Concluded	Jordan, Lucy
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0069	Draft Plan and EA for Salt, Colorado, Salinity Control Project	FedAct	Concluded	Jordan, Lucy
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0090	3 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0090	3 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0090	3 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0095	1 Oil and Gas Wellhead Improvements Between Highland/Washatch Block	FedAct	Concluded	Whittington, Diana
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0096	Exploratory Drilling on U7 State Coal Lease Proposal n. Energy West Pacificorp	FedAct	Concluded	Whittington, Diana
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0097	Land and Resource Management Plan, Vision Package, Mant-La Sal NF	FedAct	Concluded	Hermann, Betty
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	60413.2006-FA-0099	Final EA, Normal Fire Year Stabilization and Rehabilitation for Moab BLM	FedAct	Concluded	Megson, Bekke

Storytelling Data/Charts

Trends of Utah CPAs with 'Power' Action/Work Types



Using Excel as a TAILS extension: Pivot Tables/Charts

Selecting the data to 'pivot'

◆ Select the entire dataset with Control + 'A' or

Click here.

Lead_Region	Lead_Office	Fiscal_Year	Activity_Code	Activity_Title	Activity_Type	Status	Staff_Lead	Start
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2003	65411-2003-FA-0004	Ute Tribe Hatchery: Big Springs Unit and Youth Camp Unit	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2005	65411-2005-FA-0001	Fishlake NF Off-Highway Vehicle (OHV) Route Designation Project	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0003	Scoping Notice for the Dangling Rope Telecommunications Project EA	FedAct	Concluded	Herrmann, Betsy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0005	US-6 Improvements Between I-15 in Spanish Fork and I-70 Near Green River	FedAct	Concluded	Herrmann, Betsy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0014	Dina Perlite Exploration Project	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0020	05-77-08SA - Beaver County	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0023	05-43-25SA, Greener River, Aurora Gathering LLC	FedAct	Concluded	Herrmann, Betsy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0028	05-81-56SA - Dana A. Truman	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0035	05-81-54SA - Washington County	FedAct	Concluded	Chart, Tom	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0036	05-81-55SA - Washington County	FedAct	Concluded	Chart, Tom	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0038	ER 05/0851 - EA for the Boulder Creek Hydro Project	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0039	FEIS and Record of Decision for Castle peak and Eighthmile Flat Oil and Gas Expansion Project	FedAct	Concluded	Whittington, Diana	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0041	FEIS and Record of Decision for Castle peak and Eighthmile Flat Oil and Gas Expansion Project	FedAct	Concluded	Whittington, Diana	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0041	Construction of Six Wind Monitoring Towers on BLM Lands	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0041	Construction of Six Wind Monitoring Towers on BLM Lands	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0041	Construction of Six Wind Monitoring Towers on BLM Lands	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0044	Scoping Document for the Ahlstrom Hollow Timber Stand Improvement Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0044	Scoping Document for the Ahlstrom Hollow Timber Stand Improvement Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0044	Scoping Document for the Ahlstrom Hollow Timber Stand Improvement Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0045	Revision of Water Storage Elevation at Stenlaker Reservoir	FedAct	Concluded	Herrmann, Betsy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0046	Enduring Resource's West Bonanza Field Development (UT-080-2006-076)	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0046	Enduring Resource's West Bonanza Field Development (UT-080-2006-076)	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0046	Enduring Resource's West Bonanza Field Development (UT-080-2006-076)	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0056	05-63-13SA, Sevier Valley Canal Company	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0057	05-75-05SA, Brian Head Town	FedAct	Active	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0058	64-Unit Multi-Family Apartment Complex Orchard Park, Grantsville	FedAct	Concluded		
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0059	Lost Spring Aspen Project	FedAct	Concluded	Megown, Bekee	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0061	05-81-58SA, Washington County	FedAct	Concluded	Chart, Tom	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0068	05-81-59SA, Robert Browning Lichfield Family Ltd.	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0089	Draft Plan and EA for Silt, Colorado, Salinity Control Project	FedAct	Concluded	Jordan, Lucy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0089	Draft Plan and EA for Silt, Colorado, Salinity Control Project	FedAct	Concluded	Jordan, Lucy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0090	5 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0090	5 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0090	5 Year Study Plan by the Joint Fire Science Program	FedAct	Concluded	Schwager, Kate	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0091	3 Oil and Gas Wells-Skyline, Potters Pond, Rolfson Reservoir	FedAct	Concluded	Whittington, Diana	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0091	3 Oil and Gas Wells-Skyline, Potters Pond, Rolfson Reservoir	FedAct	Concluded	Whittington, Diana	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0094	Griffin Spring Travel Management Project	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0095	3900 South Street Improvements between Highland/Wasatch Blvd.	FedAct	Active		
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0096	Exploratory Drilling on UT State Coal Lease Proposal fr. Energy West Pacificorp	FedAct	Concluded	Whittington, Diana	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0097	Land and Resource Management Plan, Vision Package, Manti-La Sal NF	FedAct	Concluded	Herrmann, Betsy	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0098	Rotenone Treatment of Willow Creek Drainages in the Book Cliffs	FedAct	Concluded	Abate, Paul	
6	UTAH ECOLOGICAL SERVICES FIELD OFFICE	2006	65411-2006-FA-0099	Final EA, Normal Fire Year Stabilization and Rehabilitation for Moab BLM	FedAct	Concluded	Megown, Bekee	

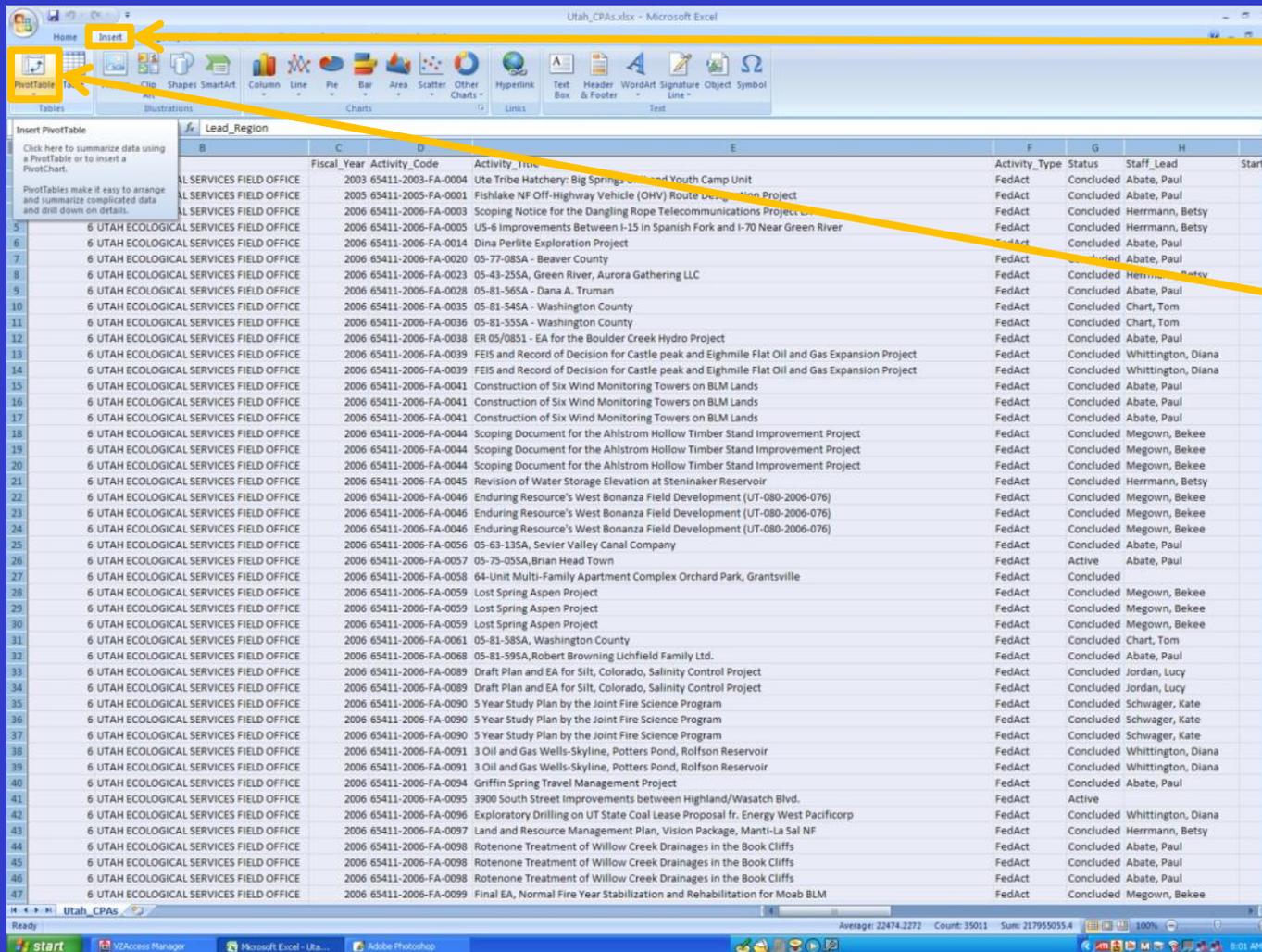
Data table will 'highlight' in light blue.

Tracking
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Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ From the 'Insert' tab, select 'Pivot Table'.



Select the 'Insert' tab.

Select to insert a 'Pivot Table'

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Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Accept the defaults and click 'OK'.



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Utah_CPAs.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

PivotTable Table Picture Clipboard Font Styles Background Images

Tables A1

Choose the data that you want to analyze

Select a table or range

Table/Range: Utah_CPAs!\$A:\$AO

Use an external data source

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location:

OK Cancel

Choose the data that you want to analyze

Select a table or range

Table/Range: Utah_CPAs!\$A:\$AO

Use an external data source

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location:

OK Cancel

Accept default.

Put into a new worksheet.

Click OK.

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

- ◆ Understanding the 'Pivot Table Wizard'.



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Pivot Table Wizard

Pivot Table Field List

Pivot Table Worksheet Area

Pivot Table Filter Area

Pivot Table Columns Area

Pivot Table Row Area

Pivot Table Values Area

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Place a field (Primary Action/Work Type) in Row Labels.



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The screenshot shows the Microsoft Excel interface with a PivotTable named 'Primary Action Work Type' in cell A3. The PivotTable is set up with 'Primary Action Work Type' in the Row Labels area. The PivotTable Field List on the right shows the 'Primary Action Work Type' field selected and placed in the Row Labels area. The PivotTable data is currently empty.

Single click
on
Field Name
in
Field List

Hold
Mouse
button
down and
drag to
Row Area

Release
Mouse
Button

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Place a field (Fiscal Year) in Column Labels.



Tracking
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The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable Fields List on the right side of the window is open, and the 'Fiscal Year' field is selected and dragged to the 'Column Labels' area. The main spreadsheet area shows a list of activities in row labels and years (2003-2009) in column labels. The PivotTable is currently empty, with only the headers visible.

Single click
on
Field Name
in
Field List

Hold
Mouse
button
down and
drag to
Columns
Area

Release
Mouse
Button

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Place a field (*Activity_Code*) in Values Area.



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Count of Activity_Code	2003	2005	2006	2007	2008	2009 (blank)	Grand Total
** OTHER **			4	15	9	2	30
AGRICULTURE				1			1
Agriculture - Grazing - Ongoing Activities			4	5	1	2	12
Agriculture - Grazing - Ongoing Activities - Cattle			1	1	1	1	4
Agriculture - Grazing - Ongoing Activities - Sheep						1	1
Agriculture - Grazing - Permit Renewal			2	15	8	1	26
Agriculture - Grazing - Permit Renewal - Cattle				2	4	2	8
Agriculture - Grazing - Permit Renewal - Sheep				1	1		2
Agriculture - Irrigation					1	1	2
Agriculture - Irrigation - Ditch/Canal - Maintenance / Modification / Replacement / Upgrade					1		1
Agriculture - Weed Control / Vegetation Management					1	1	2
Animal Control				1	2		3
Biological Control						1	1
Bridge - Maintenance / Modification / Replacement / Upgrade - Federal					5		5
Bridge - New Construction - Federal						6	6
Bridge - New Construction - Non Federal					1		1
BRIDGE CONSTRUCTION / MAINTENANCE					2		2
COMMUNICATIONS TOWER				7			7
Communications Tower - Maintenance / Modification / Replacement / Upgrade				1			1
Communications Tower - New Construction					2	2	4
DAM				1			1
Dam - Maintenance / Modification / Replacement / Upgrade - Federal					1	1	2
Dam - Maintenance / Modification / Replacement / Upgrade - Non Federal					1		1
Dam - New Construction - Non Federal				1			1
Dam - Operations - Federal					1		1
Dam - Operations - Non Federal						1	1
DEVELOPMENT				11	8	3	22
Development - Commercial				4	4	4	13
Development - Residential				1	18	3	22
Development - Tribal					1		1
DREDGE / EXCAVATION					1		1
Fill - Stream				1			1
Fill - Wetland				2			2
FIRE				4	1		5
Fire - Burned Area Emergency Rehabilitation (BAER)				2	3		5
Fire - Prescribed Burn					1		1
FORESTRY				2			2
Forestry - Harvest				1	2	10	16
Forestry - Other						1	1
Forestry - Weed Control / Vegetation Management					1	1	2
Forestry - Wildland Urban Interface (WUI)						1	1
Guidance					1	2	3
LAND - DISPOSAL / TRANSFER						1	1

Single click
on
Field Name
in
Field List

Hold
Mouse
button
down and
drag to
Values
Area

Release
Mouse
Button

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Filter the Content: Select only desired columns



Tracking
And
Integrated
Logging
System

TAILS
Phase 5

Count of Activity Code	2005	2006	2007	2008	2009 (blank)	Grand Total
** OTHER **	1					1
AGRICULTURE						
Agriculture - Grazing - Ongoing Activities	4	5	1	2		12
Agriculture - Grazing - Ongoing Activities - Cattle	1	1	1	1		4
Agriculture - Grazing - Ongoing Activities - Sheep						
Agriculture - Grazing - Permit Renewal	1	1	1			3
Agriculture - Grazing - Permit Renewal - Cattle	2	15	8	1		26
Agriculture - Grazing - Permit Renewal - Sheep						
Agriculture - Irrigation						
Agriculture - Irrigation - Ditch/Canal - Maintenance / Modification / Replacement / Upgrade						
Agriculture - Weed Control / Vegetation Management						
Animal Control						
Biological Control						
Bridge - Maintenance / Modification / Replacement / Upgrade - Federal						
Bridge - New Construction - Federal						
Bridge - New Construction - Non Federal						
BRIDGE CONSTRUCTION / MAINTENANCE						
COMMUNICATIONS TOWER						
Communications Tower - Maintenance / Modification / Replacement / Upgrade						
Communications Tower - New Construction						
DAM						
Dam - Maintenance / Modification / Replacement / Upgrade - Federal						
Dam - Maintenance / Modification / Replacement / Upgrade - Non Federal						
Dam - New Construction - Non Federal						
Dam - Operations - Federal						
Dam - Operations - Non Federal						
DEVELOPMENT						
Development - Commercial	11	8	3			22
Development - Residential	4	4	4	1		13
Development - Tribal	1	18	3			22
DREDGE / EXCAVATION						
Fill - Stream						
Fill - Wetland						
FIRE						
Fire - Burned Area Emergency Rehabilitation (BAER)						
Fire - Prescribed Burn						
FORESTRY						
Forestry - Harvest	2					2
Forestry - Other	1	2	10	3		16
Forestry - Weed Control / Vegetation Management						
Forestry - Wildland Urban Interface (WUI)						
Guidance						
LAND - DISPOSAL / TRANSFER						

Activate
'Column
Labels'
Picklist

Every
Activity
has FY
so there
will be no
'blanks'

Uncheck
'blank'

Click
'OK'

Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Table

◆ Filter the Content: Select only desired rows.



Tracking
And
Integrated
Logging
System

Row Labels	2003	2005	2006	2007	2008	2009	Grand Total
** OTHER **		4	15	9	2		30
AGRICULTURE		1					1
Agriculture - Grazing - Ongoing Activities		4	5	1	2		12
Agriculture - Grazing - Ongoing Activities - Cattle		1	1	1	1		4
Agriculture - Grazing - Ongoing Activities - Sheep						1	1
Agriculture - Grazing - Permit Renewal		15	8	1			26
Agriculture - Grazing - Permit Renewal - Cattle		2	4	2			8
Agriculture - Grazing - Permit Renewal - Sheep						2	2
Agriculture - Irrigation					1	1	2
Agriculture - Irrigation - Ditch/Canal - Maintenance / Modification / Replacement / Upgrade - Federal					1		1
Agriculture - Weed Control / Vegetation Management					1		1
Animal Control					1	2	3
Biological Control						1	1
Bridge - Maintenance / Modification / Replacement / Upgrade - Federal							
Bridge - New Construction - Federal							
Bridge - New Construction - Non Federal							
BRIDGE CONSTRUCTION / MAINTENANCE							
COMMUNICATIONS TOWER							
Communications Tower - Maintenance / Modification / Replacement / Upgrade - Federal							
Communications Tower - New Construction							
DAM							
Dam - Maintenance / Modification / Replacement / Upgrade - Federal							
Dam - Maintenance / Modification / Replacement / Upgrade - Non Federal							
Dam - New Construction - Non Federal							
Dam - Operations - Federal							
Dam - Operations - Non Federal							
DEVELOPMENT							
Development - Commercial							
Development - Residential							
Development - Tribal							
DREDGE / EXCAVATION							
Fill - Stream							
Fill - Wetland							
FIRE							
Fire - Burned Area Emergency Rehabilitation (BAER)							
Fire - Prescribed Burn							
FORESTRY							
Forestry - Harvest							
Forestry - Other							
Forestry - Weed Control / Vegetation Management							
Forestry - Wildland Urban Interface (WUI)							
Guidance							
LAND - DISPOSAL / TRANSFER							

Activate
'Row
Labels'
Picklist
Let's get
only those
with 'Power'
Select
'Label
Filters'
Select
'Contains'
Type
'Power'
Click
'OK'

Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Table is complete

◆ Number of 'power' CPAs per FY



Tracking
And
Integrated
Logging
System

Count of Activity_Code	2006	2007	2008	2009	Grand Total
POWER GENERATION	2				2
Power Generation - Coal	1	2			3
Power Generation - Geothermal			4	4	8
Power Generation - Hydropower	6			1	7
Power Generation - Hydropower - New License - FERC	2			1	3
Power Generation - Hydropower - Other - FERC		1			1
Power Generation - Hydropower - Post License - FERC	2				2
Power Generation - Hydropower - Relicense - FERC	5				5
Power Generation - Natural Gas				1	1
Power Generation - Solar			1		1
Power Generation - Wind	3	2	4		9
Power Generation - Wind - Onshore		12	3		15
Grand Total	21	15	14	7	57

Presented in this way – you, your staff or your manager may better be able to:

- Visualize patterns
- See relationships
- Portray ratios and more.

Data may also be easily portrayed as:

- Percent of Row,
- Percent of Column
- Percent Difference
- Count, Sum, Max. Min and Std Dev and more.

What data is associated with these values?

Double-click a value in a Pivot Table to see the original data that made up that count

Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Table is complete

◆ Number of 'power' CPAs per FY



Tracking
And
Integrated
Logging
System

Row Labels	2006	2007	2008	2009	Grand Total
POWER GENERATION	2				2
Power Generation - Coal	1	2			3
Power Generation - Geothermal			4	4	8
Power Generation - Hydropower	6	1			7
Power Generation - Hydropower - New License - FERC	2		1		3
Power Generation - Hydropower - Other - FERC		1			1
Power Generation - Hydropower - Post License - FERC	2				2
Power Generation - Hydropower - Relicense - FERC	5				5
Power Generation - Natural Gas			1		1
Power Generation - Solar			1		1
Power Generation - Wind	3	2	4		9
Power Generation - Wind - Onshore		12	3		15
Grand Total	21	15	14	7	57

Other than Utah's Power CPAs slowing, there is not much of a 'story' here.

Do you need to tell a story?

Try making a pivot table to help.

or

Otherwise use Pivot Tables to make your data more presentable or more useful.

- ◆ Determine the data you need to tell your story, or
- ◆ Otherwise better understand and portray the information,
- ◆ Run a TAILS Report that will provide that needed data,
- ◆ Export that report result to Excel, and
- ◆ Make a Pivot Table

This was only an introduction to Pivot Table Reports

Your turn.

Make a
Pivot Table

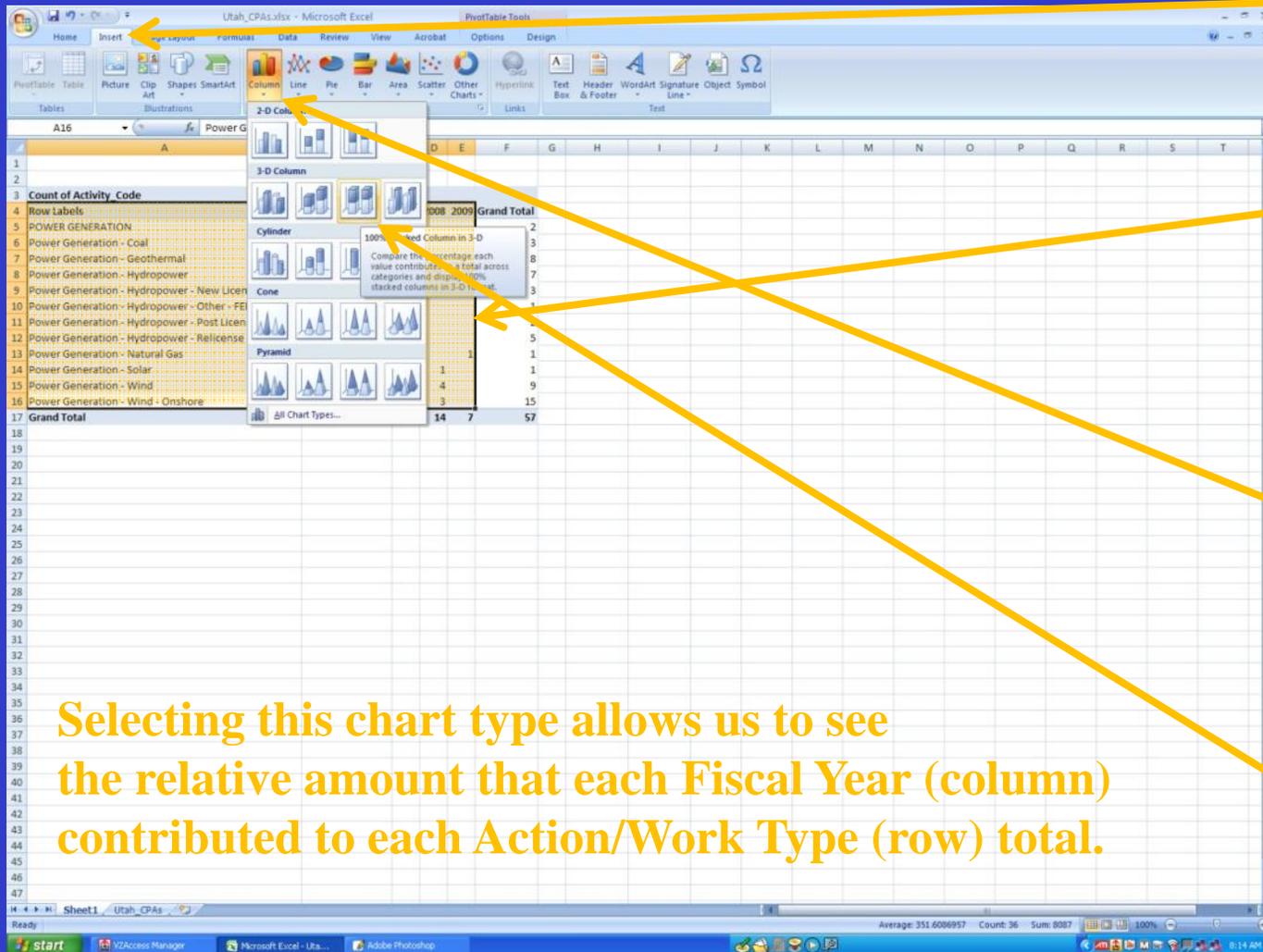
Using Excel as a TAILS extension: Pivot Tables/Charts

Build a Pivot Chart from a Pivot Table

◆ Let's make a bar chart from our Pivot Table



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And
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System



Selecting this chart type allows us to see the relative amount that each Fiscal Year (column) contributed to each Action/Work Type (row) total.

Assure 'Insert' tab is active

Select the area to chart with Click, Drag, Release

Select 'Column' from Charts section

Select '100% Stacked Column in 3D'

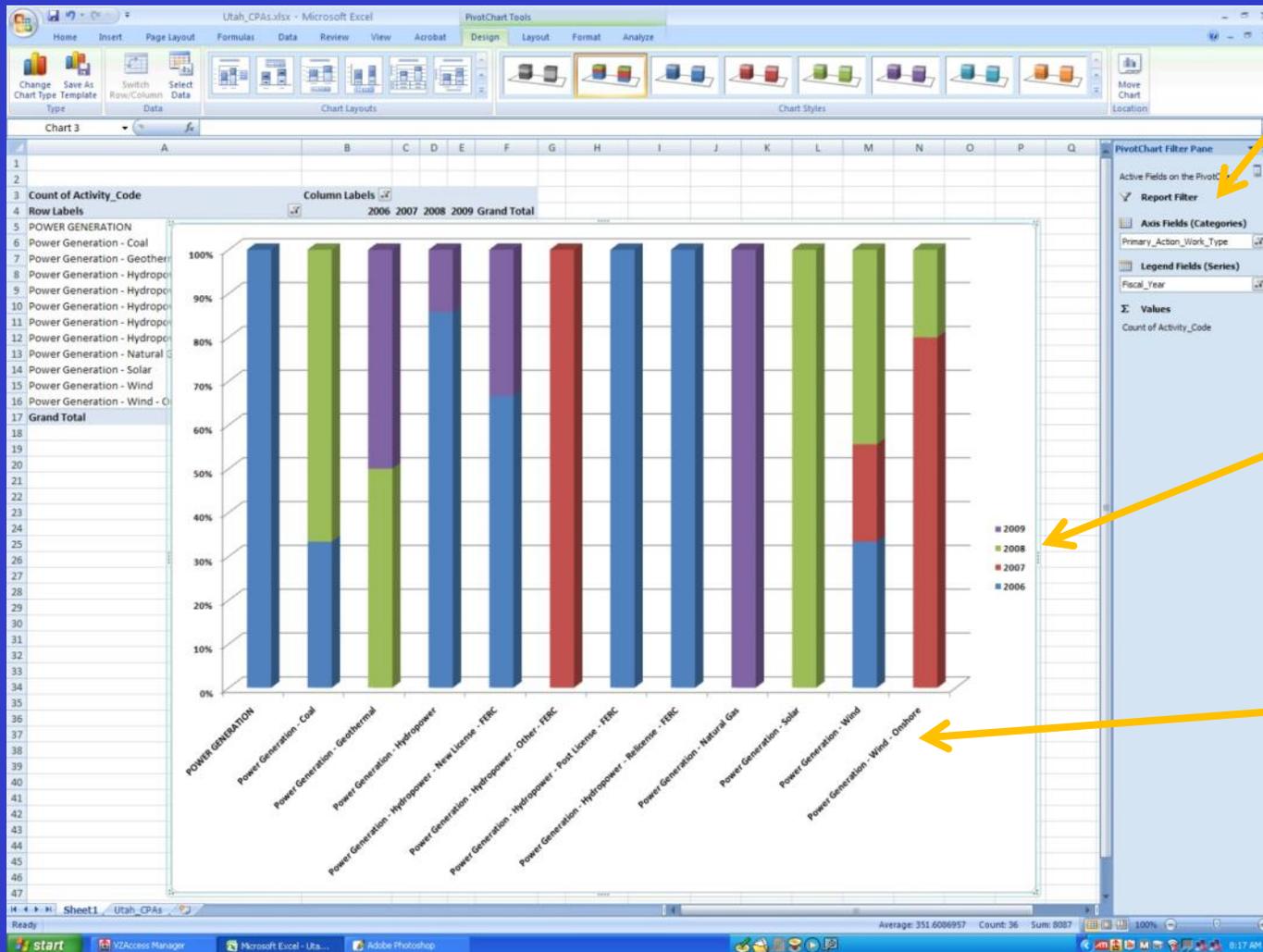
Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Chart is complete

◆ Focused results to address issue or tell story.



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Filter access
for
continuous
reselection

Fiscal Year
(columns)
Legend

Filtered
Action/Work
Types
(rows)

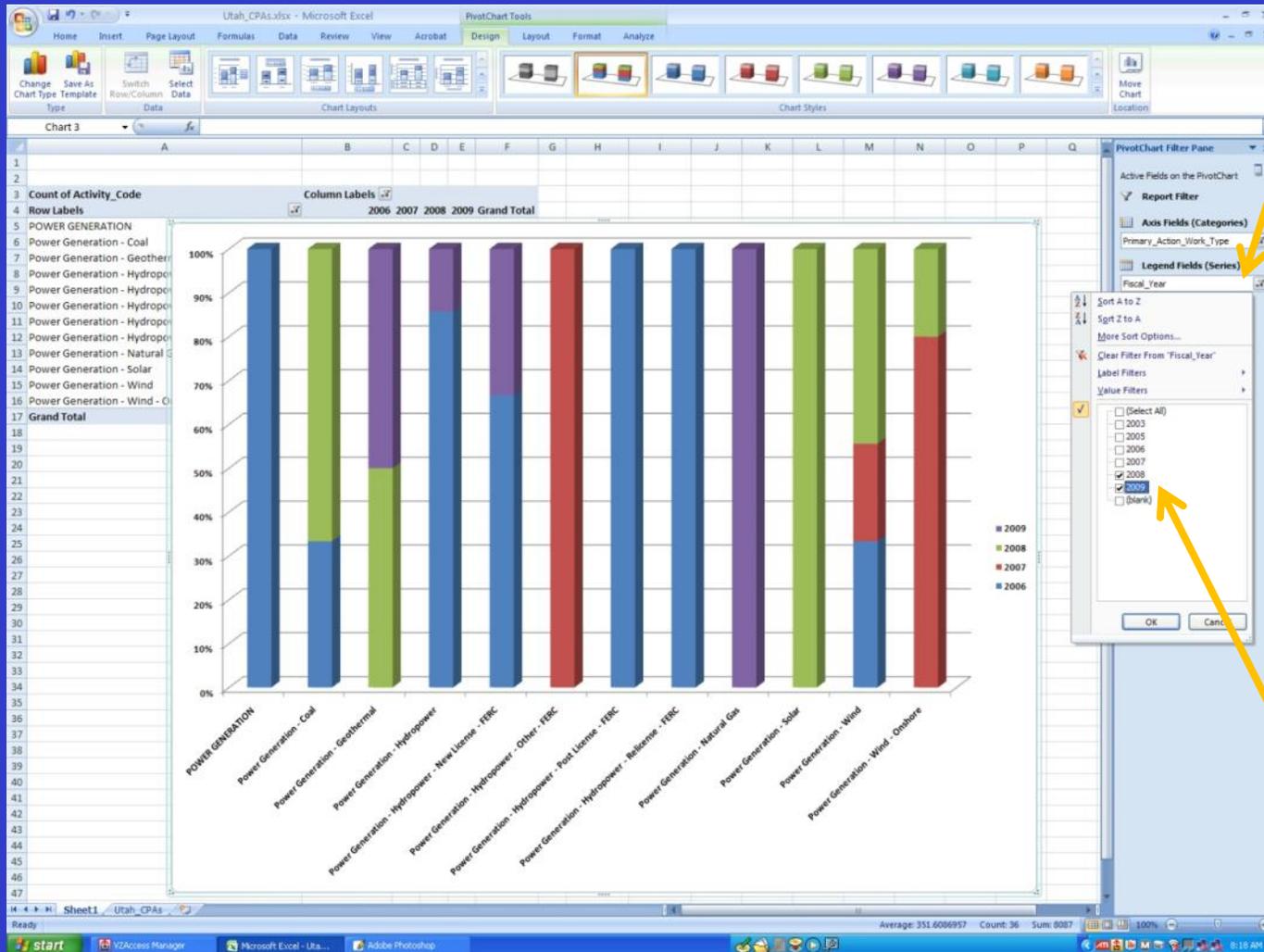
Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Tables / Chart are dynamic

◆ Pivot Tables have dynamic connections to data



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System



So you can
reselect
and see
instant
results

Also: you
may edit
the raw data
and the
Pivot Table
and Chart
will update

Further
filter
Fiscal Year

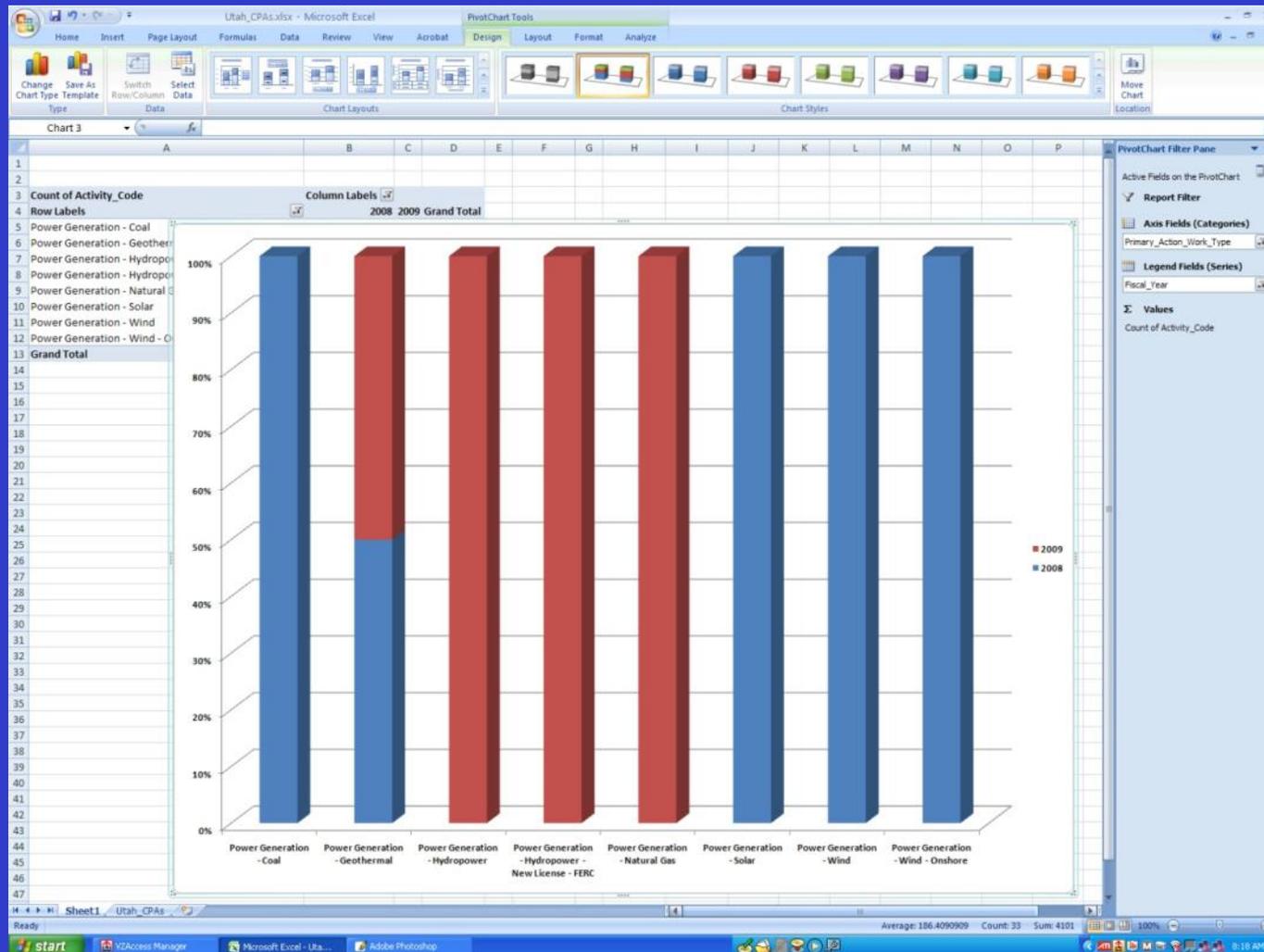
Using Excel as a TAILS extension: Pivot Tables/Charts

Pivot Tables / Chart are dynamic

◆ Pivot Tables are dynamic connections to data.



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System



Your turn
Make a
Pivot Chart
From your
Pivot Table

Using Excel as a TAILS extension: Pivot Tables/Charts

How to use Pivot Tables / Pivot Charts

◆ Try this one to show the 'Top 10' A/W Types



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Count of Activity Code	2003	2005	2006	2007	2008	2009 (blank)	Grand Total	
** OTHER **				4	15	9	2	30
AGRICULTURE				1				1
Agriculture - Grazing - Ongoing Activities				4		1	2	12
Agriculture - Grazing - Ongoing Activities - Cattle				1	1	1		4
Agriculture - Grazing - Ongoing Activities - Sheep							1	1
Agriculture - Grazing - Permit Renewal				3	15	8	1	27
Agriculture - Grazing - Permit Renewal - Cattle					2	4	2	8
Agriculture - Grazing - Permit Renewal - Sheep					1	1		2
Agriculture - Irrigation						1		1
Agriculture - Irrigation - Ditch/Canal - Maintenance / Modification / Replacement / Upgrade - Federal							1	1
Agriculture - Weed Control / Vegetation Management							1	1
Animal Control							3	3
Biological Control							1	1
Bridge - Maintenance / Modification / Replacement / Upgrade - Federal							5	5
Bridge - New Construction - Federal							6	6
Bridge - New Construction - Non Federal							1	1
BRIDGE CONSTRUCTION / MAINTENANCE							1	1
COMMUNICATIONS TOWER							7	7
Communications Tower - Maintenance / Modification / Replacement / Upgrade - Federal							1	1
Communications Tower - New Construction							2	2
DAM							1	1
Dam - Maintenance / Modification / Replacement / Upgrade - Federal							1	1
Dam - Maintenance / Modification / Replacement / Upgrade - Non Federal							1	1
Dam - New Construction - Non Federal							1	1
Dam - Operations - Federal							1	1
Dam - Operations - Non Federal							1	1
DEVELOPMENT				11	8	3		22
Development - Commercial				4	4	4	1	13
Development - Residential				1	18	3		22
Development - Tribal							1	1
DREDGE / EXCAVATION							1	1
Fill - Stream							1	1
Fill - Wetland							2	2
FIRE							4	4
Fire - Burned Area Emergency Rehabilitation (BAER)							2	2
Fire - Prescribed Burn							1	1
FORESTRY							2	2
Forestry - Harvest							1	1
Forestry - Other							2	2
Forestry - Weed Control / Vegetation Management							1	1
Forestry - Wildland Urban Interface (WUI)							1	1
Guidance							1	1
LAND - DISPOSAL / TRANSFER							2	2

Clear all the filters by setting Columns and Rows to 'Select All'

Select Row Labels picklist

Select Value Filters

Select 'Top 10'

Using Excel as a TAILS extension: Pivot Tables/Charts

How to use Pivot Tables / Pivot Charts

◆ Try this one to show the 'Top 10' A/W Types



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System

Top 10 Filter (Primary_Action_Work_Type)

Show

Top 10 Items by Count of Activity_Code

Row Labels	2003	2005	2006	2007	2008	2009 (blank)	Grand Total	
** OTHER **			4	15	9	2	30	
AGRICULTURE			1				1	
Agriculture - Grazing - Ongoing Activities			4	5	1	2	12	
Agriculture - Grazing - Ongoing Activities - Cattle			1	1	1	1	4	
Agriculture - Grazing - Ongoing Activities - Sheep						1	1	
Agriculture - Grazing - Permit Renewal			2	15	8	1	26	
Agriculture - Grazing - Permit Renewal - Cattle				2	4	2	8	
Agriculture - Grazing - Permit Renewal - Sheep				1	1		2	
Agriculture - Irrigation							1	
Agriculture - Irrigation - Ditch/Canal - Maintenance / Modification / Replacement / Upgrade					1		1	
Agriculture - Weed Control / Vegetation Management					1	1	2	
Animal Control					1	2	3	
Biological Control						1	1	
Bridge - Maintenance / Modification / Replacement / Upgrade - Federal				5			5	
Bridge - New Construction - Federal					6		6	
Bridge - New Construction - Non Federal					1		1	
BRIDGE CONSTRUCTION / MAINTENANCE					2		2	
COMMUNICATIONS TOWER				7			7	
Communications Tower - Maintenance / Modification / Replacement / Upgrade					1		1	
Communications Tower - New Construction					2	2	4	
DAM				1			1	
Dam - Maintenance / Modification / Replacement / Upgrade - Federal					1	1	2	
Dam - Maintenance / Modification / Replacement / Upgrade - Non Federal								
Dam - New Construction - Non Federal								
Dam - Operations - Federal								
Dam - Operations - Non Federal								
DEVELOPMENT								
Development - Commercial								
Development - Residential								
Development - Tribal								
DREDGE / EXCAVATION								
Fill - Stream								
Fill - Wetland								
FIRE								
Fire - Burned Area Emergency Rehabilitation (BAER)								
Fire - Prescribed Burn					1		1	
FORESTRY				2			2	
Forestry - Harvest				1	2	10	3	16
Forestry - Other							1	1
Forestry - Weed Control / Vegetation Management					1	1		2
Forestry - Wildland Urban Interface (WUI)						1		1
Guidance					1	2		3
LAND - DISPOSAL / TRANSFER						1		1

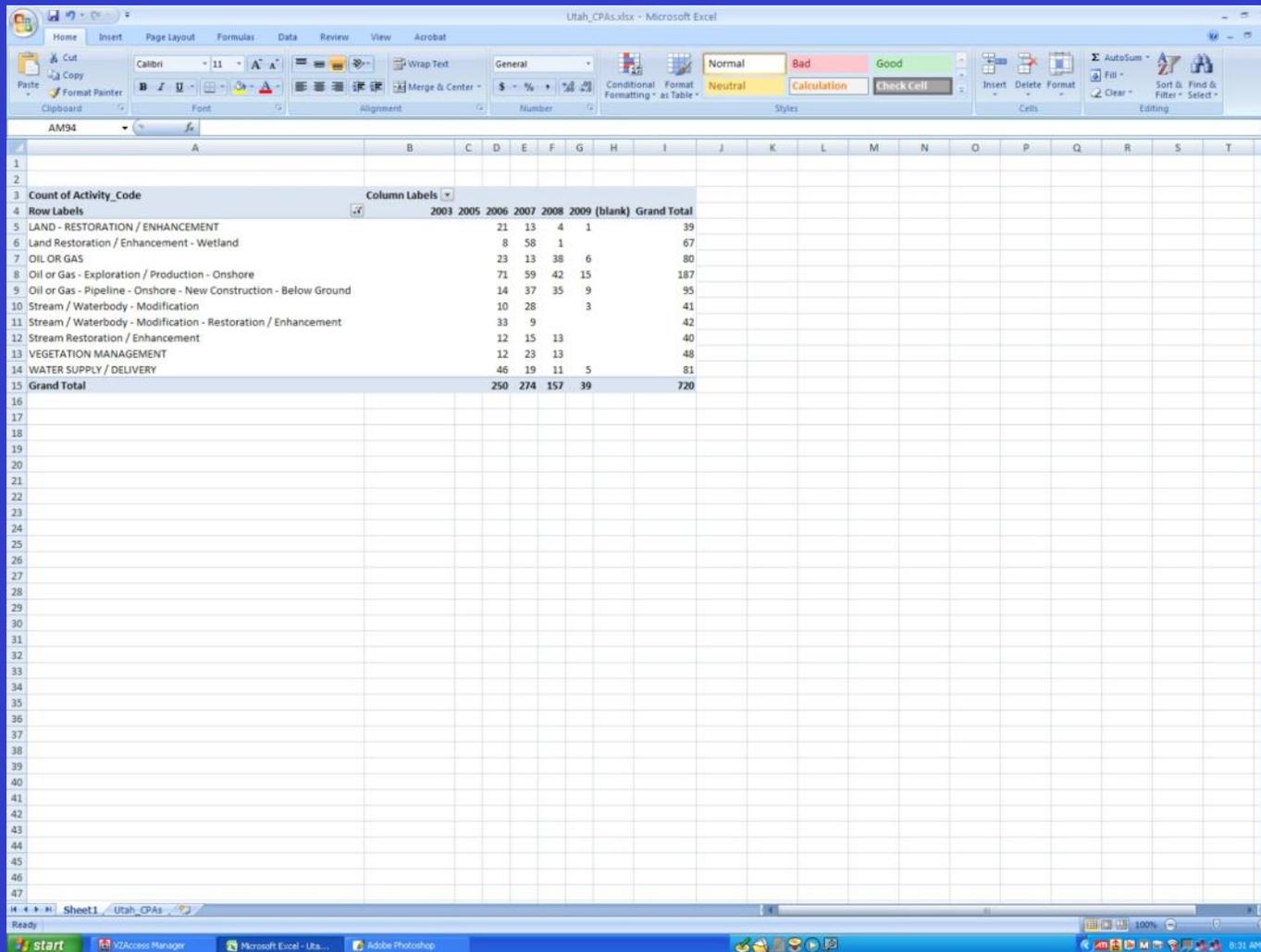
Accept
'Top 10'

Click
'OK'

Using Excel as a TAILS extension: Pivot Tables/Charts

How to use Pivot Tables / Pivot Charts

- ◆ Try this one to show the 'Top 10' A/W Types



The screenshot shows a Microsoft Excel spreadsheet with a Pivot Table. The Pivot Table is set to show the 'Count of Activity_Code' by 'Year' (2003-2009) and 'Grand Total'. The data is sorted by the 'Grand Total' column in descending order. The Pivot Table is located in the range A4:H15.

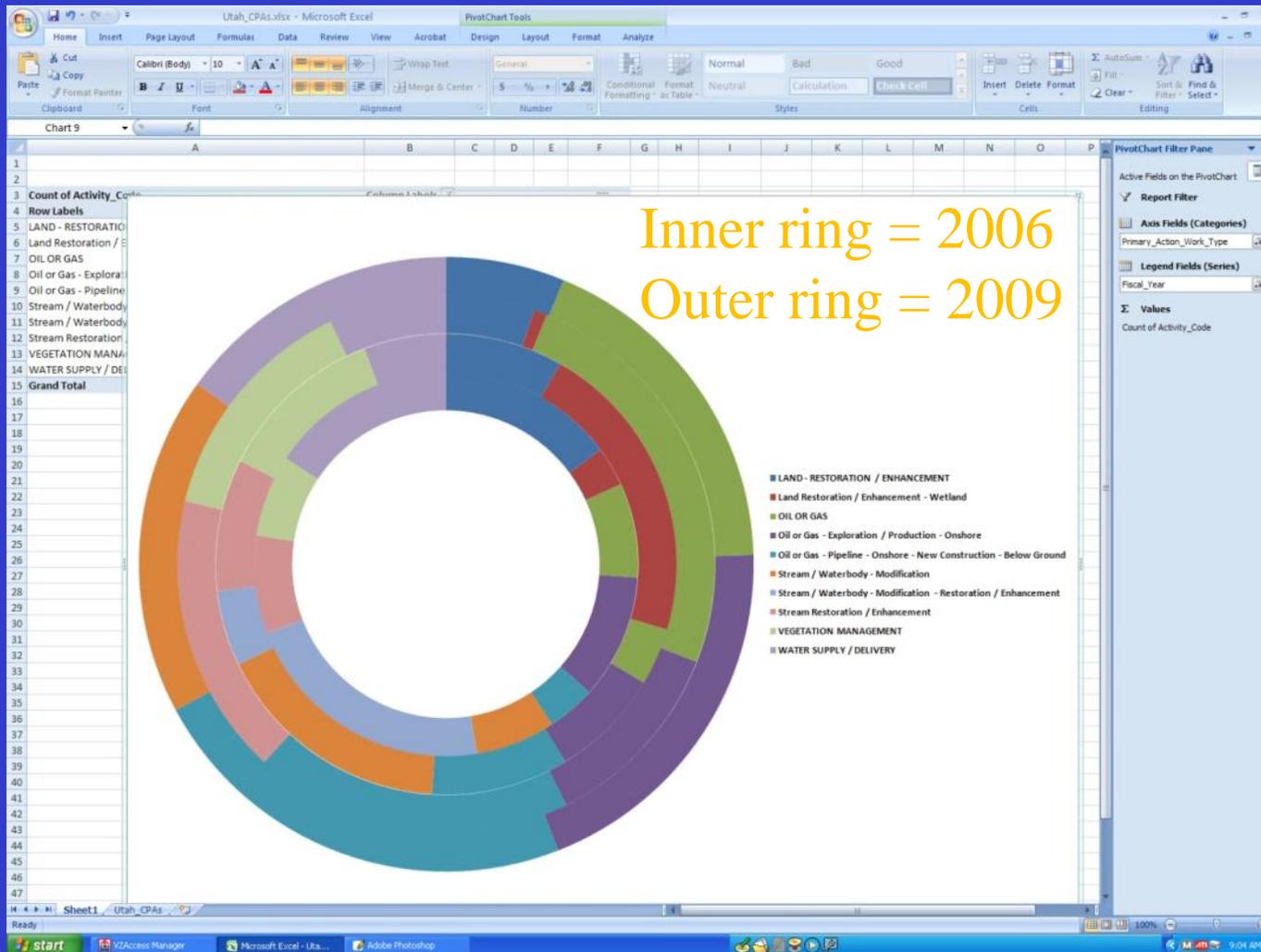
Count of Activity_Code	2003	2005	2006	2007	2008	2009 (blank)	Grand Total
LAND - RESTORATION / ENHANCEMENT	21	13	4	1			39
Land Restoration / Enhancement - Wetland	8	58	1				67
OIL OR GAS	23	13	38	6			80
Oil or Gas - Exploration / Production - Onshore	71	59	42	15			187
Oil or Gas - Pipeline - Onshore - New Construction - Below Ground	14	37	35	9			95
Stream / Waterbody - Modification	10	28		3			41
Stream / Waterbody - Modification - Restoration / Enhancement	33	9					42
Stream Restoration / Enhancement	12	15	13				40
VEGETATION MANAGEMENT	12	23	13				48
WATER SUPPLY / DELIVERY	46	19	11	5			81
Grand Total	250	274	157	39			720

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Using Excel as a TAILS extension: Pivot Tables/Charts

How to use Pivot Tables / Pivot Charts

- ◆ Try this one to show the 'Top 10' A/W Types



Here is a donut chart of these Top 10

Pivot Tables and Pivot Charts can be very powerful and somewhat tricky.

Use them with any Excel data

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TAILS
Phase 5



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Using Microsoft Excel as a TAILS extension

Pivot Tables & Pivot Charts

Electronic Records Management

Session Objectives: At the conclusion of this session, you will be able to:

- Use and understand the TAILS Administrative Record Report
- Convert documents to Adobe Acrobat (.pdf) format
- Define and explain the purpose of Bates stamping
- Bates stamp an administrative record
- Effectively manage electronic documents in TAILS
- Describe the benefits of using the ECOS Digital Document Library
- Use scanning to create electronic documents
- Understand your options for file-naming conventions and storage



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Electronic Records Management in TAILS

Electronic Records Management in TAILS

Benefits

Managing Electronic Records in TAILS allows you to:

- ◆ Find documents with ease
- ◆ Have easy access to documents uploaded to TAILS
- ◆ Create reports that show all the documents that you have queried
- ◆ Download documents from ECOS server or local servers
- ◆ Create Hyperlinked Indexes that are easy to use by your customers
- ◆ Allows for electronic storage of CDs on site

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Electronic Records Management in TAILS

Storing Electronic Records

Work with your IT Department to decide where to store electronic records

- make a partitioned drive on a dedicated server
- or make a folder on a shared drive/server

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Electronic Records Management in TAILS

Decide Naming Conventions

- ◆ By Folder
- ◆ By File Name
- ◆ By identifiable numbers
 - Date
 - TAILS assigned numbers
 - Paper file numbers
 - By Year

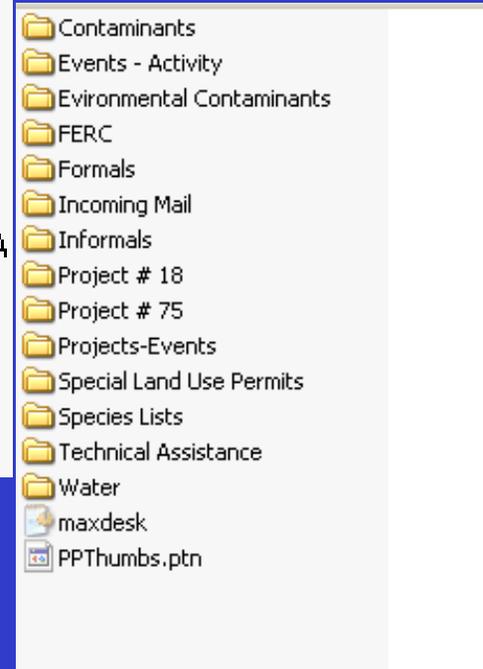
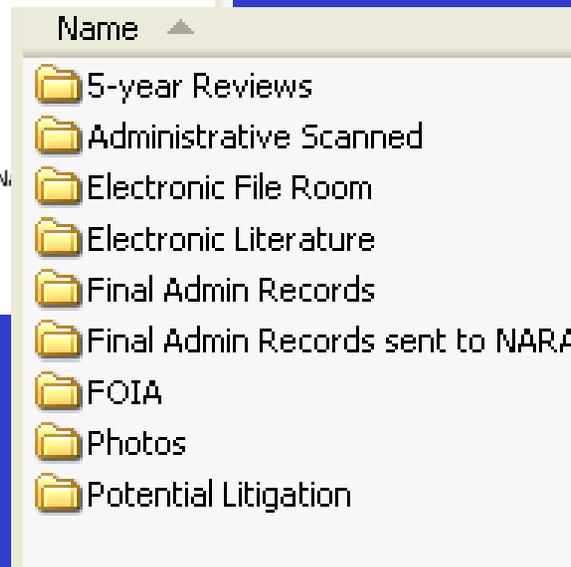
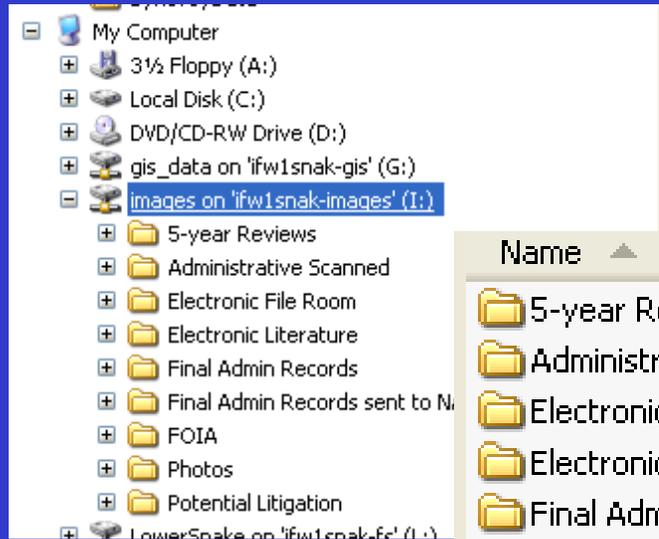
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And
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Electronic Records Management in TAILS

Decide Naming Conventions



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Electronic Records Management in TAILS

ECOS Digital Document Library

- ◆ Documents can be uploaded to TAILS and become part of the EDDL
- ◆ Always accessible
- ◆ All documents conveniently located with Activity Record
- ◆ PDFs will be text searchable (coming soon)
- ◆ Available to the Administrative Record Report

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Electronic Records Management in TAILS

Administrative Record Report

- ◆ Aids in assembling an admin record
- ◆ Gathers all electronic docs associated with Activity or Event
- ◆ Can serve as hyperlinked index file
- ◆ Coming soon: All associated uploaded docs can be zip-and-shipped as a group



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Administrative Record Report										
Lead Region	Lead Office	Fiscal Year	Activity Type	Activity Code	Activity Title	Event Date	Event Description	Event Type	Count in Performance Reporting	File Name
1	IDAHO FISH AND WILDLIFE OFFICE	2008	Contam	14420-2008-EC-0001	EIFO - Smoky Canyon Mine Pole Canyon ODA					S:\Images\2008\EC\08_I_0001_SmokyCanyon.pdf
1	IDAHO FISH AND WILDLIFE OFFICE	2008	Contam	14420-2008-EC-0002	EIFO - River Valley Ranch Level 1 Contaminant Survey	11/05/2007	Level 1 contaminant survey conducted on 11/5/07.	Site Visit Made	No	S:\ES\Images\2008\EC\08_EC_0002_RiverValley.pdf
1	IDAHO FISH AND WILDLIFE OFFICE	2008	Contam	14420-2008-EC-0003	EIFO - Dowton Level 1 Contaminant Survey	11/05/2007	Site visit made to conduct Level 1 contaminant survey.	Site Visit Made	No	S:\ES\Images\2008\EC\08_EC_0003_Dowton.pdf

Assembling Electronic Administrative Records

Scanning

- ◆ It doesn't matter what software you are using to scan in documents just so the end result is a PDF file
- ◆ National Archives and Records Administration (NARA) will accept electronic files in PDF format

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Assembling Electronic Administrative Records

Naming Scheme

- It is very important to get your naming scheme down for electronic documents. Here are some samples:
 - Literature Cited example: **Holecheketal1998.pdf** or **ScholtenBunting2001.pdf**
 - In litt example: **BLM2000inlitt.pdf** or **Debolt1998inlitt.pdf**
 - Pers comm. example: **QuinneyWeavers1998pc.pdf** or **Cooke2002pc.pdf**
 - E-mail example (and this is real important because of the volume of e-mails) **email_96_1015_154p_Rey.pdf** (Because of the way that a computer alphabetizes its files it is important to identify it as an email then put the year and then the date, then the time of the e-mail and then the name of the sender.)
 - Fax example: **Fax_96_0117_NTaylor.pdf**
 - Memo example: **Memo_96_513_USFWS.pdf**
 - Letter example: **Letter_96_607_Ruesink.pdf**

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Assembling Electronic Administrative Records

Index Creation

- Complete an Index for the Administrative Record.
 - This must be done before you organize electronic files BUT does not have to be done before scanning is done.
- Convert your index to PDF
- After the Index is completed and there are no more changes then you must organize your electronic records.
 - Number your Index (Select All...Format....Bullets and Numbering....Select numbering)
 - You will need to go to your electronic folder and number documents by order of the Index. Example:
0001_FRvol155no35_22190.pdf,
0002_letter_91_0128_DHoyem.pdf,
0003_letter_91_219_DQuinney.pdf
0004_letter_91_1220_DQuinney.pdf
 - Remember the computer is going to put it in order of the first character and then the second and so on. If you know it is going to be a big document start with 000 or 0000



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Hyperlink or Bates Stamp

- After electronic documents are organized according to the index now you can do one of two things:
 - Hyperlink PDF files to the index: Use Acrobat 5.0 or higher.
 - Or Bates Stamp
 - Required for Court hearings

Tracking
And
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Logging
System

Assembling Electronic Administrative Records

Hyperlinking

Open your PDF index using Acrobat Professional

Index of the Administrative Record for the Section 7 Consultation Between the Snake River Fish and Wildlife Office and Clearwater National Forest for the North Lochsa Face Ecosystem Project, Idaho

Contents of North Lochsa Face Administrative Record are listed in reverse chronological order.

Email message with Subject: nlf rod errata letter from Dan Davis to Paul Moroz discussing changes made to final alternative selection for North Lochsa Face with letter attached. Dated January 15, 2003. Attached letter titled North Lochsa Face Ecosystem Management Project Record of Decision Errata, Clearwater National Forest. Dated January 6, 2003. [Bates No. 1-2]

Excerpt from Addendums to the Section 7 Watershed Biological Assessments for the Potlatch River. Lolo Creek, Lochsa River and North Fork Clearwater River Drainages, Clearwater River Subbasin – Updates of Status and the Effects of Activities during 2000 and 2001 on Fall Chinook Salmon, Steelhead Trout and Bull Trout, Clearwater National Forest. Dated June 3, 2002. [Bates No. 3-5]

Memorandum from Supervisor, Snake River Basin Office, U.S. Fish and Wildlife Service to Stephanie Nash, Fish and Wildlife Service, Portland. Subject: Review of Draft Supplemental Environmental Impact Statement for the North Lochsa Face Ecosystem Management Project, Clearwater National Forest, Idaho County, Idaho, ER #02/145, File #104.0000, OALS #02-0520. Dated March 14, 2002. [Bates No. 6-10]

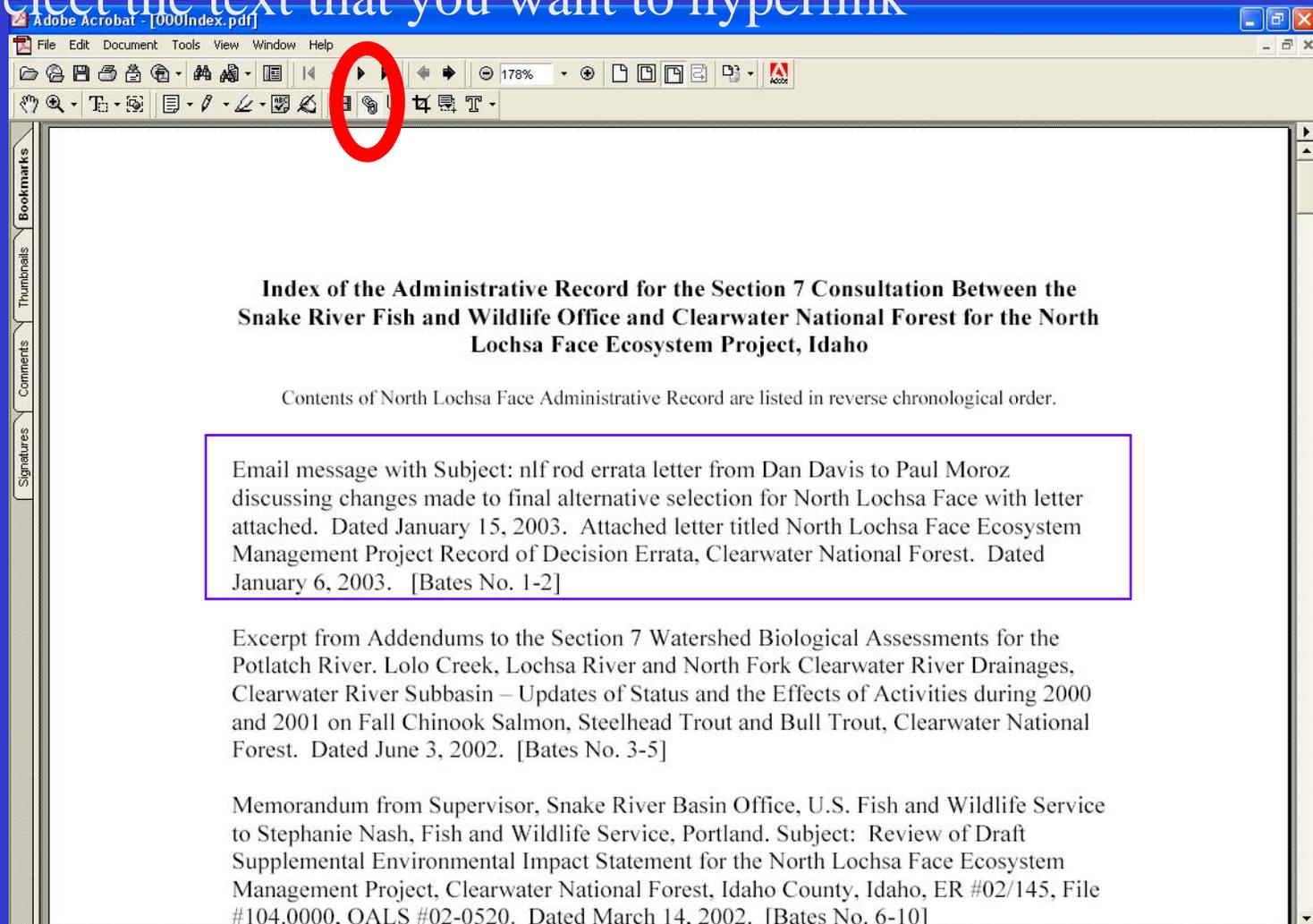
Tracking
And
Integrated
Logging
System

TAILS
Phase 5

Assembling Electronic Administrative Records

Hyperlinking

Find the linking tool on toolbar (two chains that link together)
Select the text that you want to hyperlink



The screenshot shows the Adobe Acrobat interface. The toolbar at the top contains various icons, and the linking tool (two chains) is highlighted with a red circle. The main content area displays the following text:

Index of the Administrative Record for the Section 7 Consultation Between the Snake River Fish and Wildlife Office and Clearwater National Forest for the North Lochsa Face Ecosystem Project, Idaho

Contents of North Lochsa Face Administrative Record are listed in reverse chronological order.

Email message with Subject: nlf rod errata letter from Dan Davis to Paul Moroz discussing changes made to final alternative selection for North Lochsa Face with letter attached. Dated January 15, 2003. Attached letter titled North Lochsa Face Ecosystem Management Project Record of Decision Errata, Clearwater National Forest. Dated January 6, 2003. [Bates No. 1-2]

Excerpt from Addendums to the Section 7 Watershed Biological Assessments for the Potlatch River, Lolo Creek, Lochsa River and North Fork Clearwater River Drainages, Clearwater River Subbasin – Updates of Status and the Effects of Activities during 2000 and 2001 on Fall Chinook Salmon, Steelhead Trout and Bull Trout, Clearwater National Forest. Dated June 3, 2002. [Bates No. 3-5]

Memorandum from Supervisor, Snake River Basin Office, U.S. Fish and Wildlife Service to Stephanie Nash, Fish and Wildlife Service, Portland. Subject: Review of Draft Supplemental Environmental Impact Statement for the North Lochsa Face Ecosystem Management Project, Clearwater National Forest, Idaho County, Idaho, ER #02/145, File #104.0000, OALS #02-0520. Dated March 14, 2002. [Bates No. 6-10]

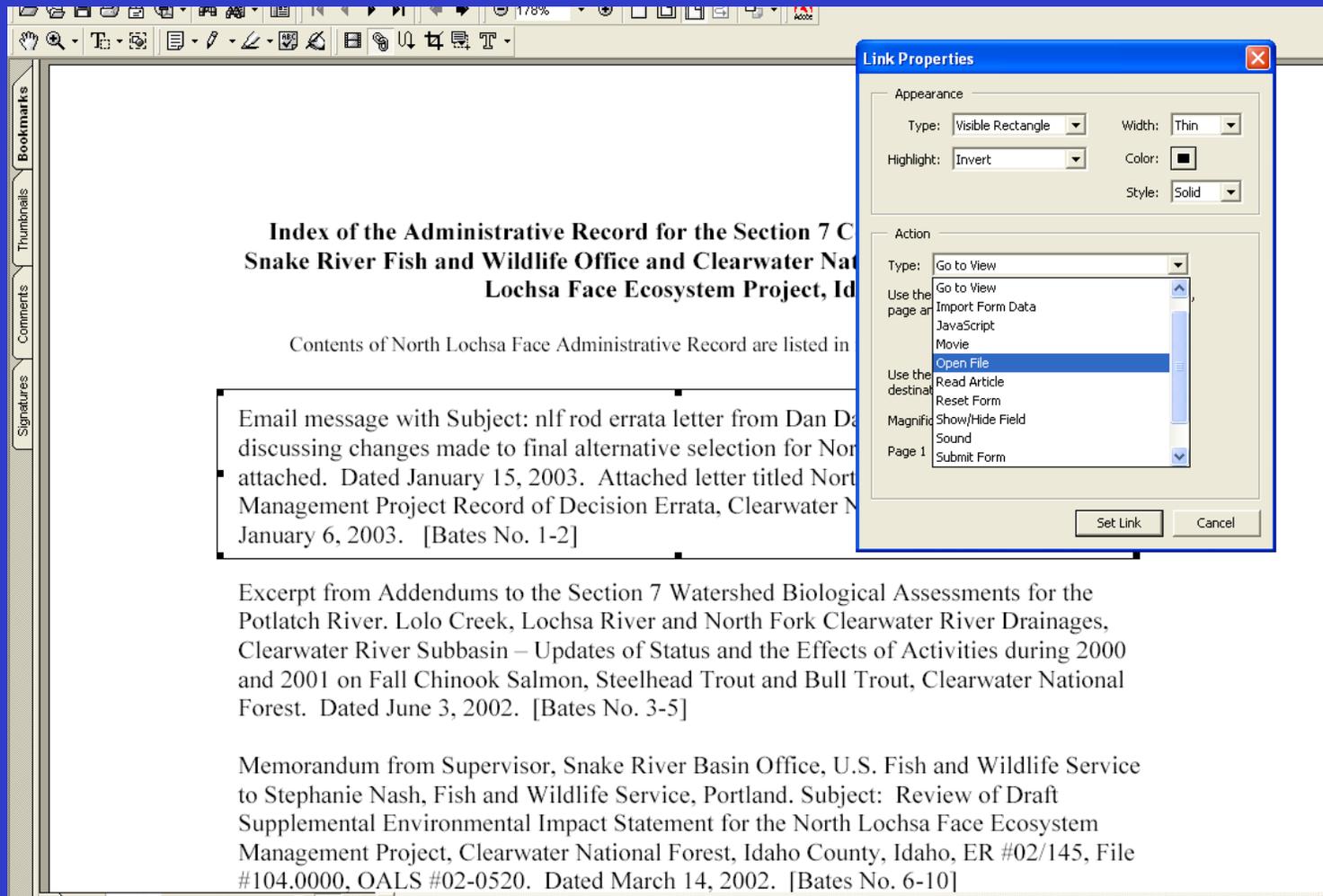
Tracking
And
Integrated
Logging
System

TAILS
Phase 5

Assembling Electronic Administrative Records

Hyperlinking

A dialog box will pop-up.
Select the Appearance properties.
Under Action - Select Open File:



The screenshot shows a web browser window displaying a document titled "Index of the Administrative Record for the Section 7 C Snake River Fish and Wildlife Office and Clearwater National Forest North Lochsa Face Ecosystem Project, Idaho". The document content includes a heading, a sub-heading, and several paragraphs of text. A "Link Properties" dialog box is open over the document, showing the "Action" tab selected. The "Action" tab has a list of options, with "Open File" selected. The "Appearance" tab is also visible, showing options for "Type", "Width", "Highlight", "Color", and "Style".

Index of the Administrative Record for the Section 7 C Snake River Fish and Wildlife Office and Clearwater National Forest North Lochsa Face Ecosystem Project, Idaho

Contents of North Lochsa Face Administrative Record are listed in

Email message with Subject: nlf rod errata letter from Dan De... discussing changes made to final alternative selection for North... attached. Dated January 15, 2003. Attached letter titled North... Management Project Record of Decision Errata, Clearwater National... January 6, 2003. [Bates No. 1-2]

Excerpt from Addendums to the Section 7 Watershed Biological Assessments for the Potlatch River, Lolo Creek, Lochsa River and North Fork Clearwater River Drainages, Clearwater River Subbasin – Updates of Status and the Effects of Activities during 2000 and 2001 on Fall Chinook Salmon, Steelhead Trout and Bull Trout, Clearwater National Forest. Dated June 3, 2002. [Bates No. 3-5]

Memorandum from Supervisor, Snake River Basin Office, U.S. Fish and Wildlife Service to Stephanie Nash, Fish and Wildlife Service, Portland. Subject: Review of Draft Supplemental Environmental Impact Statement for the North Lochsa Face Ecosystem Management Project, Clearwater National Forest, Idaho County, Idaho, ER #02/145, File #104.0000, OALS #02-0520. Dated March 14, 2002. [Bates No. 6-10]

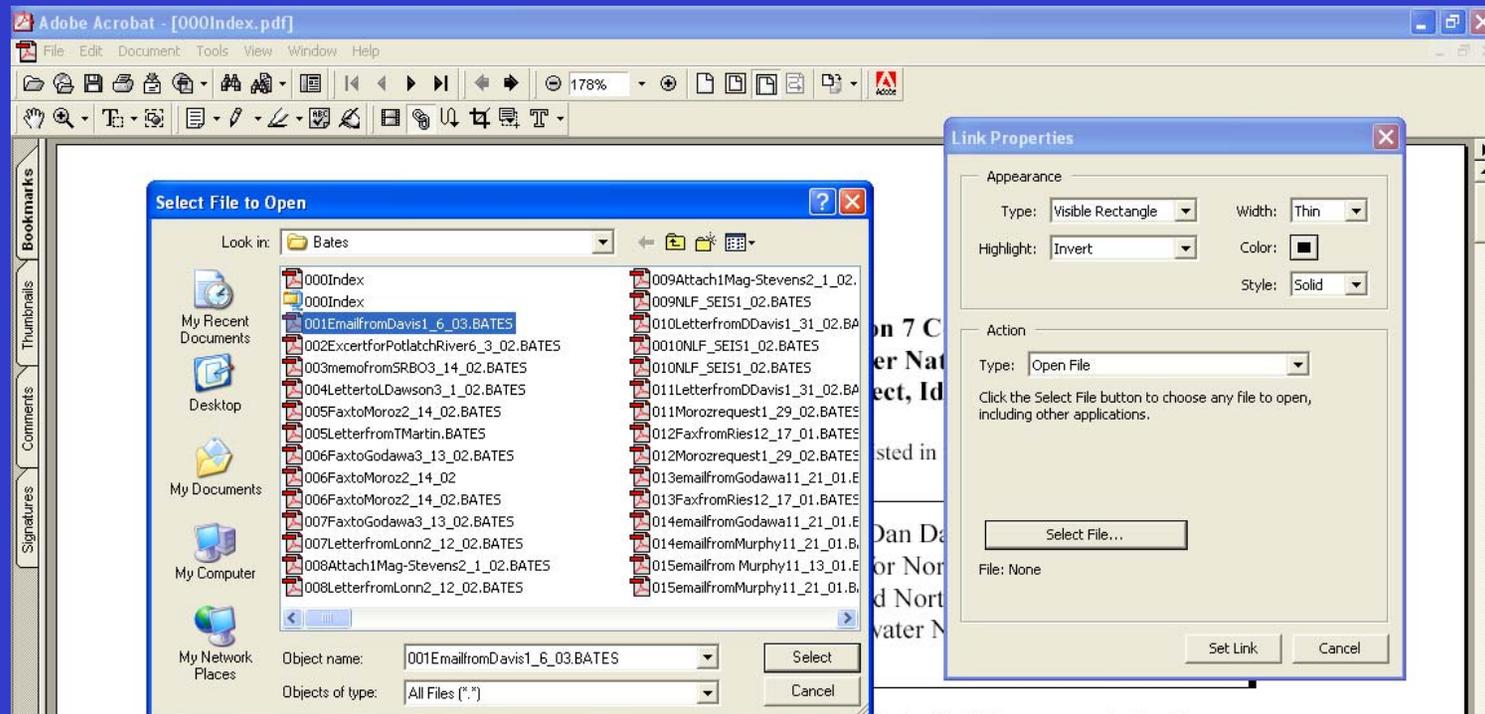
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TAILS
Phase 5

Assembling Electronic Administrative Records

Hyperlinking

Browse to the file that you want to hyperlink and select it. You will now see the file that is linked.



Excerpt from Addendums to the Section 7 watershed Biological Assessments for the Potlatch River, Lolo Creek, Lochsa River and North Fork Clearwater River Drainages, Clearwater River Subbasin – Updates of Status and the Effects of Activities during 2000 and 2001 on Fall Chinook Salmon, Steelhead Trout and Bull Trout, Clearwater National Forest. Dated June 3, 2002. [Bates No. 3-5]

Memorandum from Supervisor, Snake River Basin Office, U.S. Fish and Wildlife Service to Stephanie Nash, Fish and Wildlife Service, Portland. Subject: Review of Draft Supplemental Environmental Impact Statement for the North Lochsa Face Ecosystem Management Project, Clearwater National Forest, Idaho County, Idaho, ER #02/145, File #104.0000, OALS #02-0520. Dated March 14, 2002. [Bates No. 6-10]

Tracking
And
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Logging
System

TAILS
Phase 5

Assembling Electronic Administrative Records

After Hyperlinking

- ◆ Burn CD
 - Make sure that everything is in the same folder
- ◆ Check that all links are there
 - It is always nice to have some one else check your work before sending it. (QA/QC)
 - Always make directions for using the CD

SAMPLE:

(You must have Adobe Acrobat Reader to read this CD

Place CD in drive...open folder

Click on 00_Index

Hover over the entry that you would like to view and click. Click on back arrow to get back to the index.)

- ◆ Package it all up and send to your Customer



TTracking
And
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Logging
System

Electronic Records Management in TAILS

Resources

Bates Stamping:

<http://www.afabonline.com/>

Scanners:

www.canon.com

<http://www.usa.canon.com/opd/controller?act=OPDCateoryIndexAct&fcateoryid=2204>

Adobe Acrobat Professional:

<http://www.adobe.com/products/acrobat/>

Scansoft Paperport 9 (11)

<http://www.nuance.com/products/>

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TAILS Final Project

FROM THE TRAINING SERVER (<https://ecos-training.fws.gov>)

- Log a new Activity (Section 7)
- Define a new Bundle while you're logging it
- Complete all the Nationally Required Fields and save/create this Activity
- Go to the reference page and “add another” electronic document for this Activity (and select the option to “keep local”)
- Add a new Event to this Section 7
- Use the magic button to create a CPA from it
- Make edits as desired/directed and save/create this CPA Activity
- Add an Event to this Activity
- Upload a Document (to the Digital Doc Library) for this Event
- Launch Google Earth
- Enter (fly to) your home address
- Get the Latitude/Longitude Coordinates (as decimal degrees)
- Add this information to your Location page of one of these Activities
- Print the Missing Required Info page for the CPA Activity ([as a pdf](#))
- Go to Activity Summary and print this page ([as a pdf](#))
- Note the Bundle Code and access the Bundles tab (at the top)
- Search for the new Bundle you just created and access the Activity Report and print it ([as a pdf](#))
- Go to the Electronic Documents Report and print this page ([as a pdf](#))
- Run a Species Report for 2013 (being sure to “include GIS links”) and Export it to pdf and print the [first 2 pages](#)
- Export this same species report to Excel (Save / Name it)
- Open the exported file with Excel and create a Pivot Table and Chart and then print the chart ([as a pdf](#))
- Export your species report to Google Earth
- Zoom in, Use Identify and Print your map ([as a pdf](#))

Introduction to ArcGIS 10

Session Objectives: At the conclusion of this session, you will be able to:

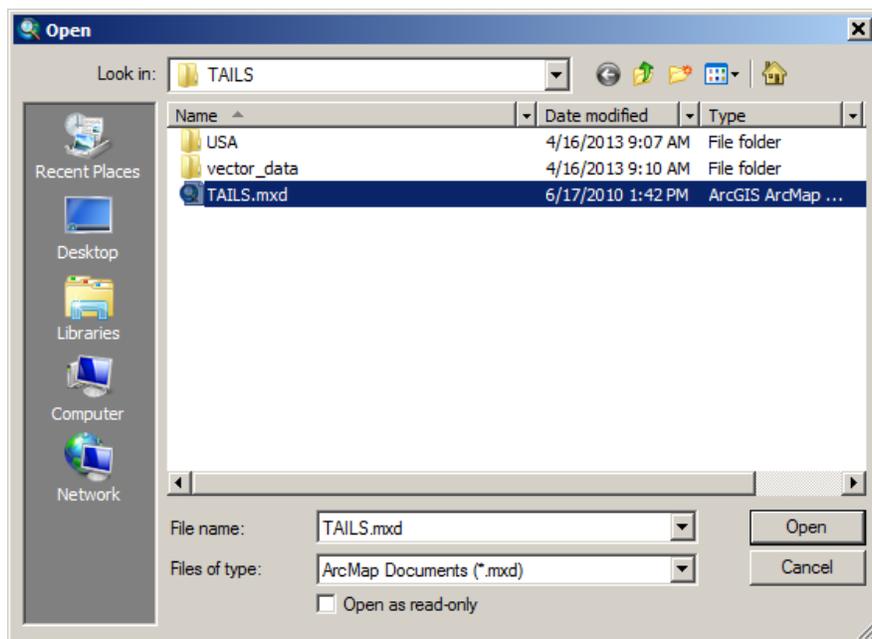
- Open and define a map document
- Set up toolbars
- Add, reorder and remove GIS layers
- Turn layers on and off
- Change symbology for a layer
- Zoom in/out on selected locations
- Manipulate, Select, and Sort records in an attribute table

SECTION 1 - Opening a Map Document (.mxd)

1. Start **ArcMap** by clicking the icon on your desktop.



2. Go to up to the **Main Menu** select **File>Open**

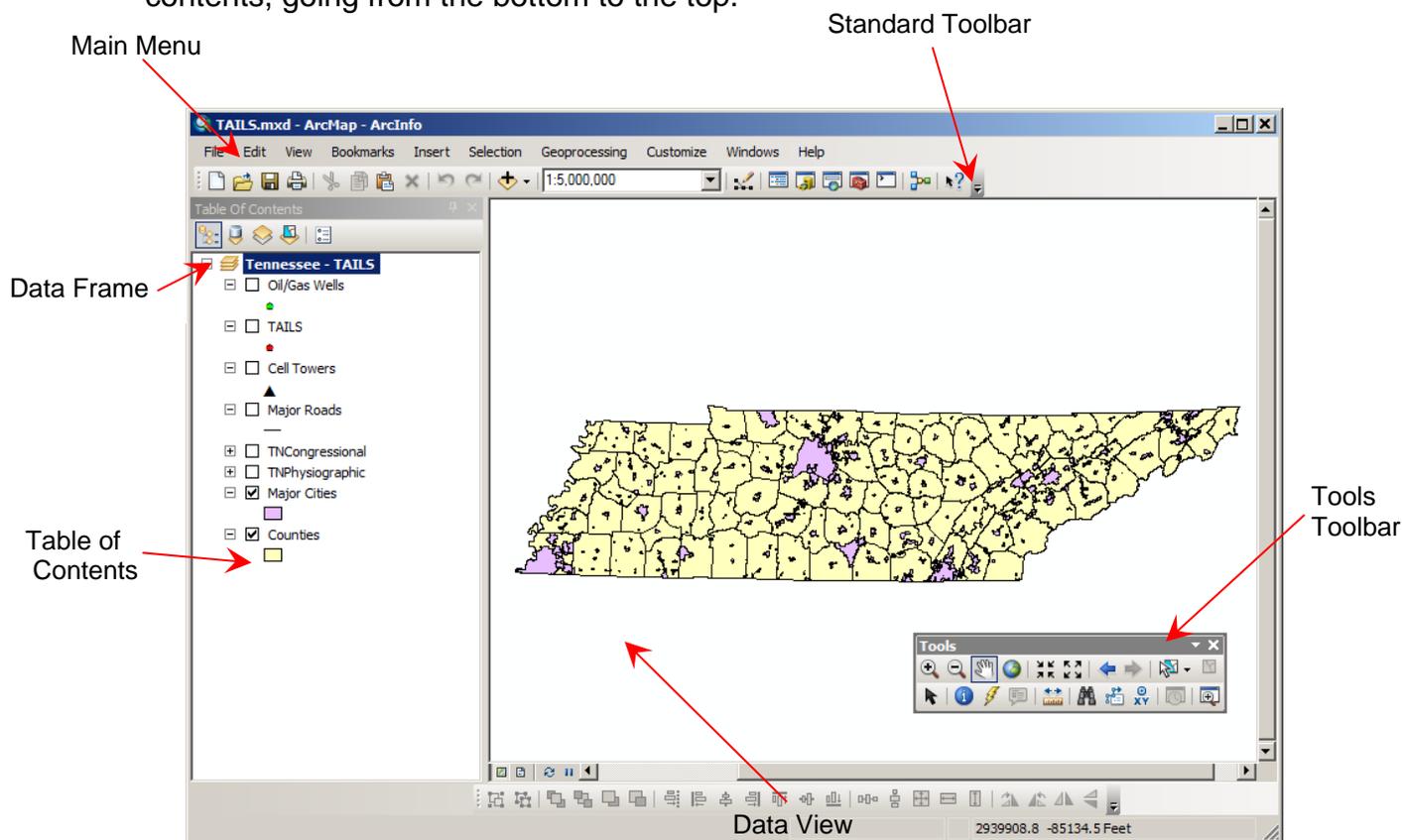


3. Navigate to the X:\TAILS folder. Select the **TAILS** map document (**TAILS.mxd**) and click **Open**.

✓ **TIP:** If accessing a geodatabase, going to **File> Map Document Properties** and then setting the default will allow the user to go directly to the selected geodatabase when **adding data** or using the ArcCatalog Window.

SECTION 2 - The ArcMap Interface & Viewing Layers

The ArcMap 10 interface is composed of 3 major components; The Table of Contents, Data View and Tool bars – depending upon which ones are activated or displayed. The window on the left side is the Table of Contents which holds individual data layers contained within a Data Frame (**Tennessee-TAILS**). These layers are displayed or drawn in the Data View (right window) according to their sequence in the table of contents, going from the bottom to the top.



Note, the **Tennessee-TAILS** data frame title appears as bold text. This indicates it is the active data frame.

1. Check (draw) and un-check the Major Roads layer within the Table of Contents .
2. Next, toggle between TNCongressional and TNPhysiographic data layers.
3. Click on the small plus box to the left of the TNPhysiographic layer. What happens?
4. Toggle between the Oil/Gas wells, TAILS and Cell towers.

When finished, leave the **Counties** and **Major Cites** displayed (checked).

SECTION 3 - Toolbars and Customization

The ArcMap interface can easily be customized by displaying or hiding various tool bars. The toolbars can also float on the desktop or be docked or displayed as a tab. ArcMap retains the location and visibility of the toolbars (your personal settings) in a file called the *normal template* (normal.mxt). As a result, each time you start an ArcMap session, the toolbar environment appears in the same state as your previous session.

1. From the **Customize>Toolbars** and uncheck the **Standard** toolbar. This toggles the tool bar off. Toggle the standard toolbar on and off. Take note of the toolbar location. After determining where this toolbar resides, ensure the **Standard** toolbar is visible.



2. Repeat the procedures in step 1 for the **Tools** toolbar.



3. Repeat the procedures in step 1 for the **Draw** toolbar.



4. Repeat the procedures in step 1 for the **Layout** toolbar.



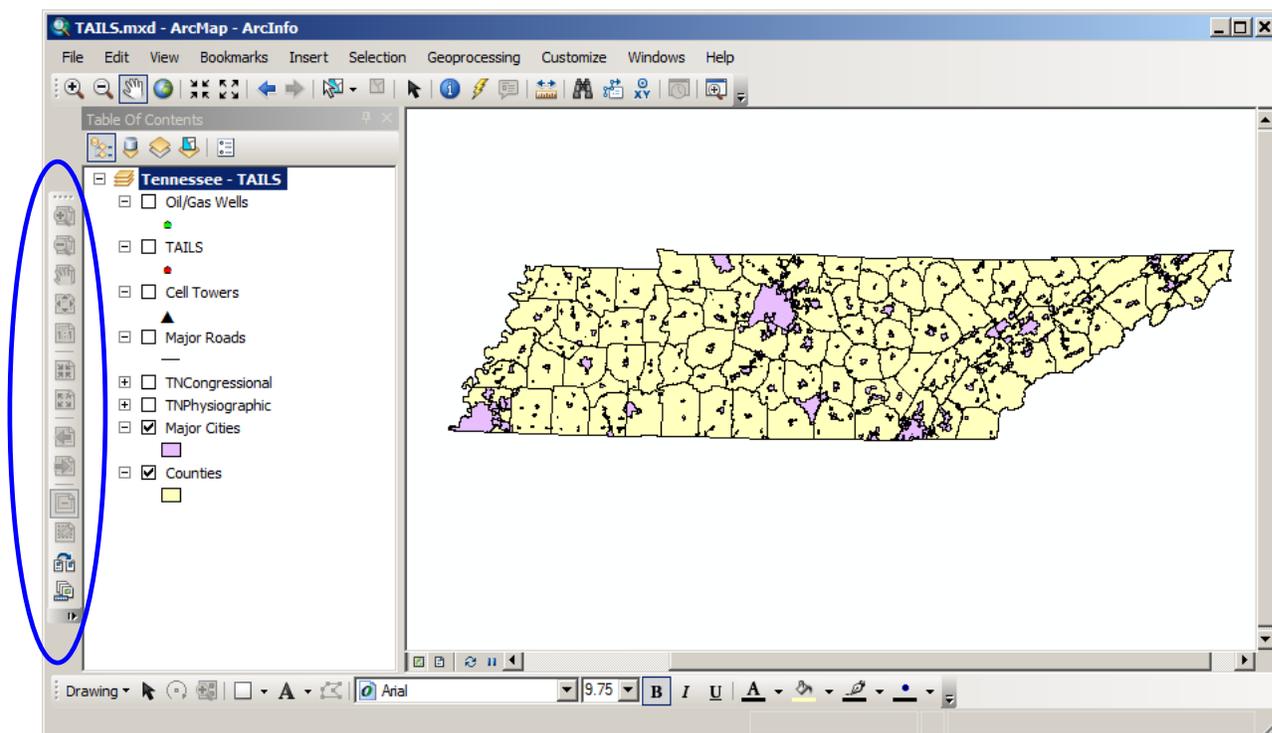
5. Click and hold the left edge (4 vertical dots) of the **Standard** toolbar. Drag the bar to the left side of the interface. The toolbar will snap into place (become docked) along the left edge

✓ *TIP: Grab the 4 vertical dots (usually on the left edge or on top of the toolbar) to move toolbars that are docked. A floating toolbar can be moved by clicking anywhere on the title bar.*

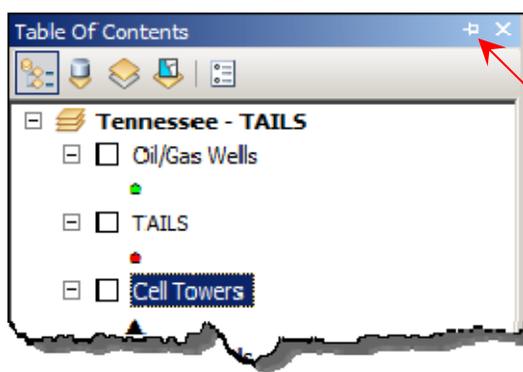
6. Reposition the **Tools, Draw & Layout** toolbars.
7. Reposition the **Layout toolbar** so that it floats above the map display.

✓ *TIP: You can float the table of contents on your desktop as well. Give it a try!*

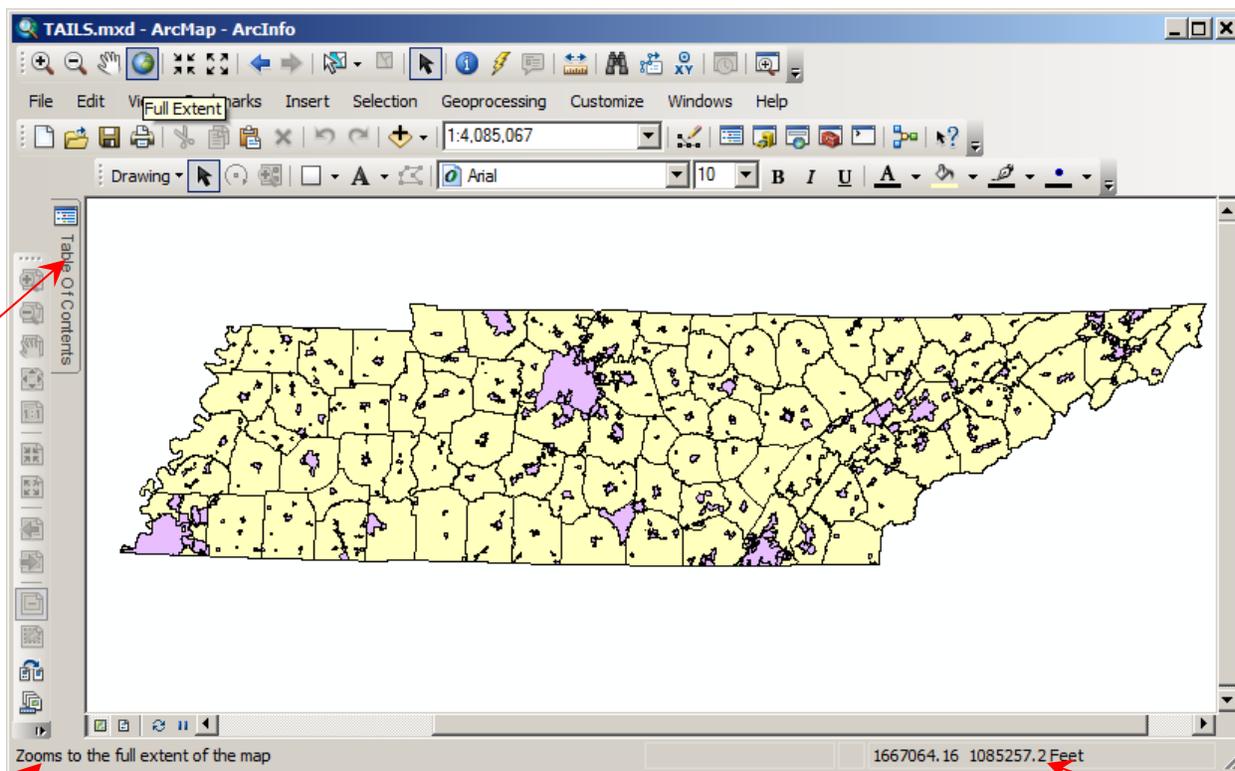
8. Now that you are comfortable moving and docking toolbars, let's set up the interface we are going to use throughout the course. First, dock the **Layout** toolbar along the left side of the interface. Move all other toolbars back to their original locations. Your interface should now look similar to the example below.



9. Close out the **Table of Contents**
10. Click on the **Table of Contents** window button located on Standard Tool bar.
11. Click on the **Auto Hide pin** on the Title bar. What happens?
12. Click on the Table of Contents **tab** to pop-out the window/display.



13. Click on the **Auto Hide pin** again to keep the window on the interface.



14. From the **View** menu, uncheck the **Status Bar**. Take note of its location (at the bottom left and right of the ArcMap interface). Ensure the status bar is visible.

The status bar is useful for obtaining helpful descriptions about the function of specific buttons.

15. Move your mouse pointer over any icon located on the **Tools** toolbar.

The name of that icon will be displayed in a callout. Additionally, a brief description of the function will be displayed in the status bar. Determine the name and function for each icon/button within the **Tools** tool bar.

16. Repeat this procedure for icons on the **Standard, Draw & Layout** tool bars.

17. For more details on using ArcMap's many features, click **Help** on the **Main Menu**. Select **ArcGIS Desktop Help**. (A shortcut to help is pressing **F1**).

SECTION 4 - Navigating the Data View

1. Activate the **Zoom Tool** and draw a box around Nashville, TN or any major city within the State with the left mouse key.



2. Right click on the **Counties>Zoom to Layer**. What happens?
3. Click on the **Full Extent** button. What happens?
4. Experiment/Explore with the other navigation options located on the **Tools** tool bar.

✓**TIP:** For more details on the function of an icon, click the **What's This?** button located on the **Standard** toolbar. Then try clicking on some icons you wish to get more details from.

Quiz: Describe the effects of the following actions:

Zoom to Full Extent 

Fixed Zoom In/Out 

Go Back to Previous Extent 

Zoom In Tool 

Zoom Out Tool 

Pan Tool 



-PLEASE STOP HERE BEFORE GOING ON TO THE NEXT SECTION-

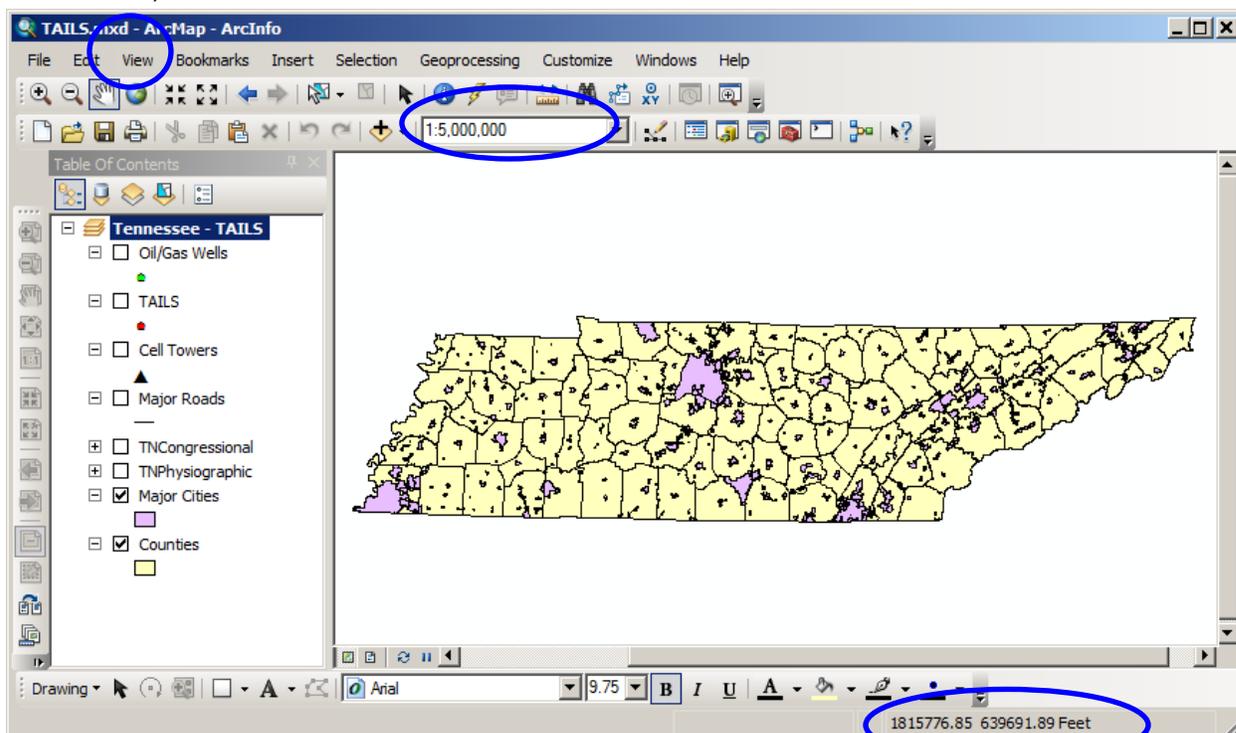


SECTION 5 - Data Frames Properties

Data Frames have a specific set of properties that define how data layers are displayed in the Data View.

1. Right click on the **Counties >Zoom to Layer**

Notice the scale information on the standard tool bar and the coordinate information on the status bar in your **Tennessee-TAILS** data frame (as circled below).



2. To work with the properties of the Data View, select **Data Frame Properties** from the **View** pull-down menu at the top of the screen.

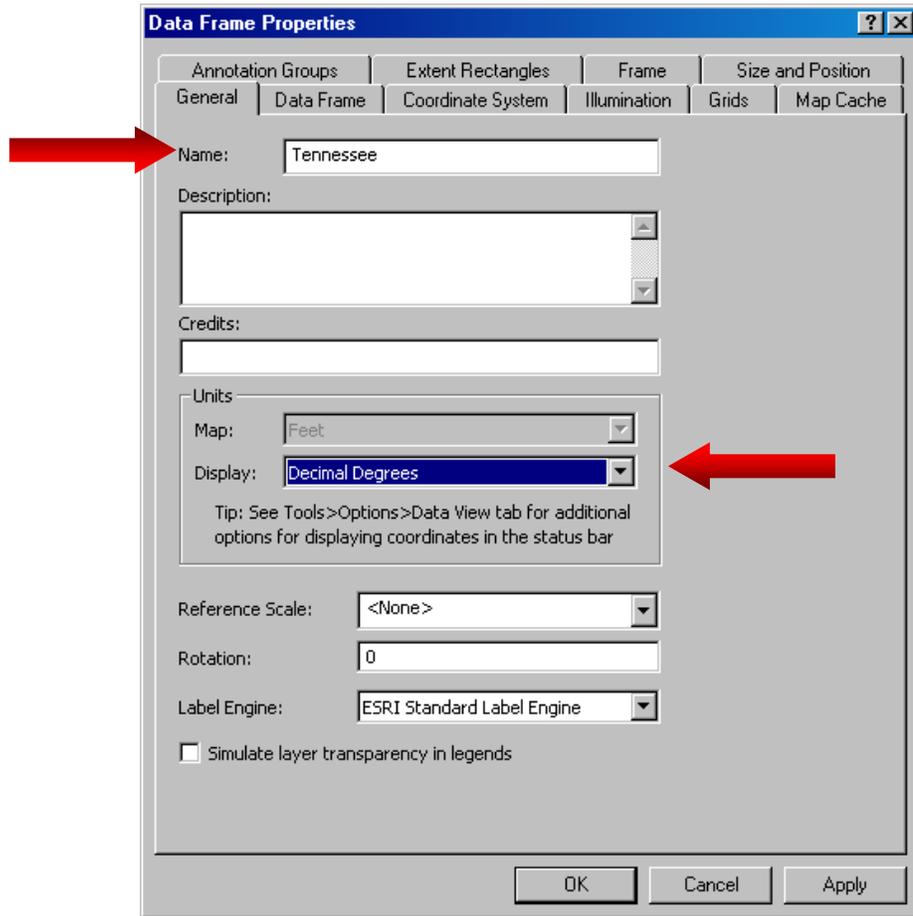
(An alternate way to access the **Data Frame Properties** is by double-clicking on the data frame or by right-clicking on the data frame and selecting **Properties**.)

3. Click on the **General** tab.

Notice that the map units are set to feet. This indicates this data frame has been assigned a coordinate system.

4. Click on the **Coordinate System** tab.
What is the current coordinate system of this data frame?

5. Go back to the **General** tab and change the display units to “decimal degrees.”



6. Change “Tennessee-TAILS” in the “Name:” field to “Tennessee”.
7. Close the **Data Frame Properties** window by clicking **OK**.
8. What’s different? _____

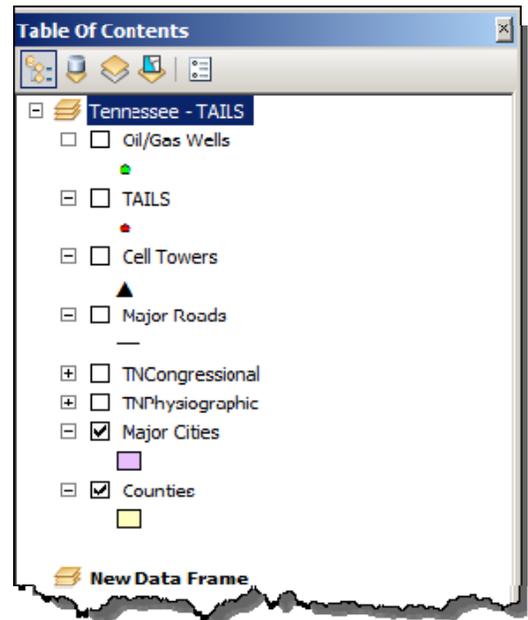
Where can you see the effects of these changes? _____

SECTION 6 - Inserting New Data Frames & Changing Projections

Inserting Data Frames

1. Click on **Insert>Data Frame**.

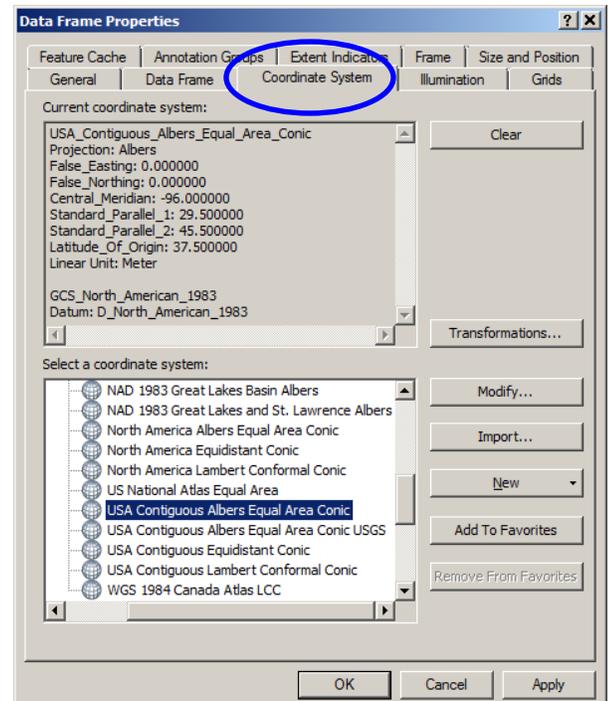
At the bottom of the Table of Contents, you should have a new data frame appear.
2. Right click on **New Data Frame> Properties**.
3. Click on the **General** tab. Change the Name from “New Data Frame” to “United States”.
4. Click **OK**.
5. Click on the **Add Data** button.



6. Navigate to the **USA** located under the **TAILS** folder and select the **states.shp** file.
7. Right click on the **United States** data frame>**Properties**.
8. Click on the **Coordinate System** tab.

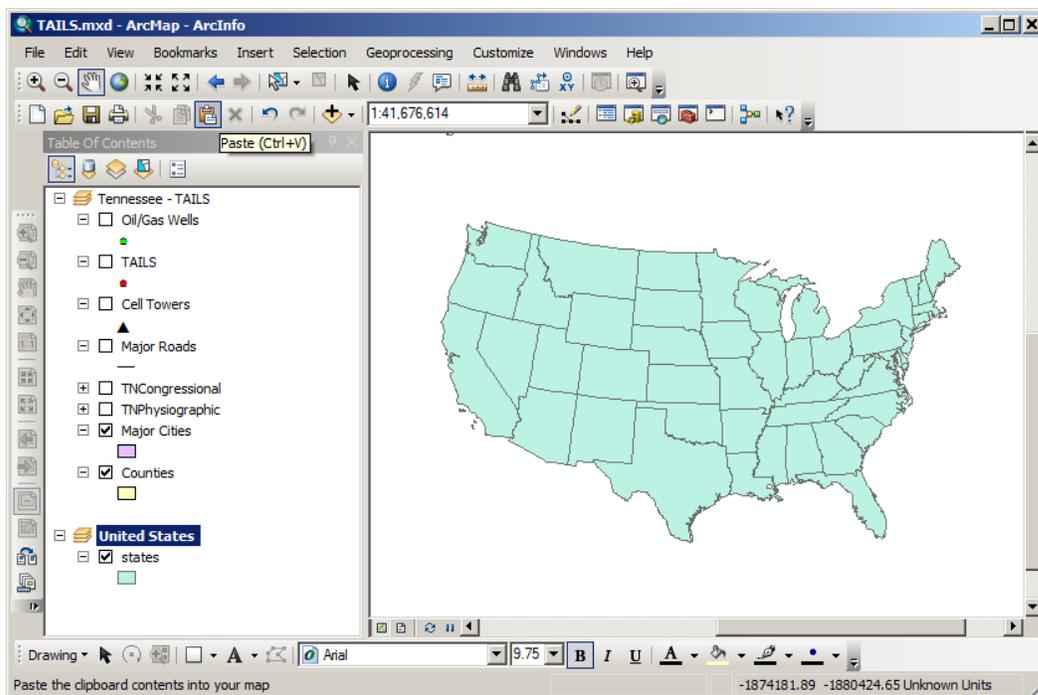
Notice the current coordinate system is GCS_North_American_1983. Let's change that.

9. Click **Predefined > Projected Coordinate Systems> Continental> North America> USA_ Contiguous_ Albers_ Equal Area_ Conic**.
10. Once your screen matches the one on the right, click **OK**.



11. Right click on the **States > Properties**. This opens the **Layer Properties** dialog.
12. Click on the **General** tab. Change the Layer name from “**states**” to “**United States**”. Once you have done this, click **OK**.

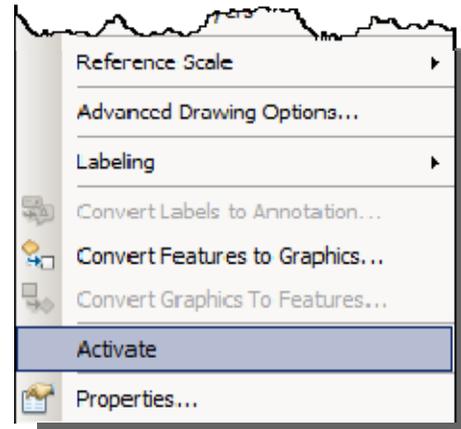
How and what has the shape of the lower 48 changed by changing the coordinate system?



SECTION 7- Moving Layers

Moving Layers – The location of layers in the Table of Contents (TOC) dictates the sequence in which the layers will be drawn. Layers on the bottom are drawn first.

1. Let's go back to the **Tennessee** Data Frame. Right click the **Tennessee** Data frame > **Activate**.
2. Make sure **Counties**, **TAILS**, **Major Cities** and the **Roads** layers are displayed (checked).
3. Right click on the **Counties** > **Zoom to Layer**
4. Click on and drag the **Counties** layer to the top of the table of contents.



What happens to the roads, Major cities and TAILS points?

5. Move the **TAILS** point layer to a position above the Counties layer. What happens to the TAILS points now? How about the roads?

Does the sequence/order of the layers within the Table of Contents make a difference?



-PLEASE STOP HERE BEFORE GOING ON TO THE NEXT SECTION-



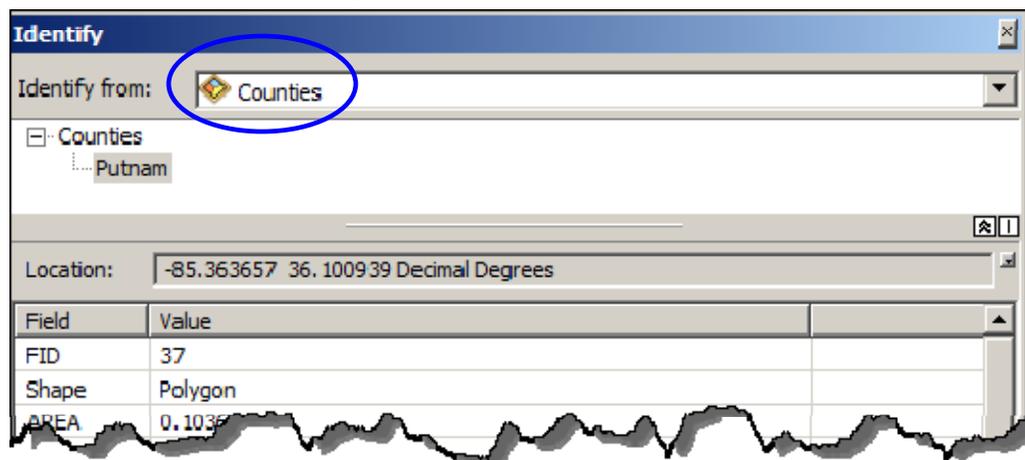
Section 8 - Identify Tool

Information associated with each layer can be viewed using the **Identify** tool.

1. In the **Tennessee** data frame, ensure the **Counties** and **Major Cities** layers are checked.
2. Select the **Identify** tool.



3. Position the **Identify** tool over any feature (polygon) in the data view and single click the left mouse button. An **Identify Results** window will appear.
4. Select **Counties** from the **Identify from** pull down menu. Note, <Top-most layer> is the default setting.



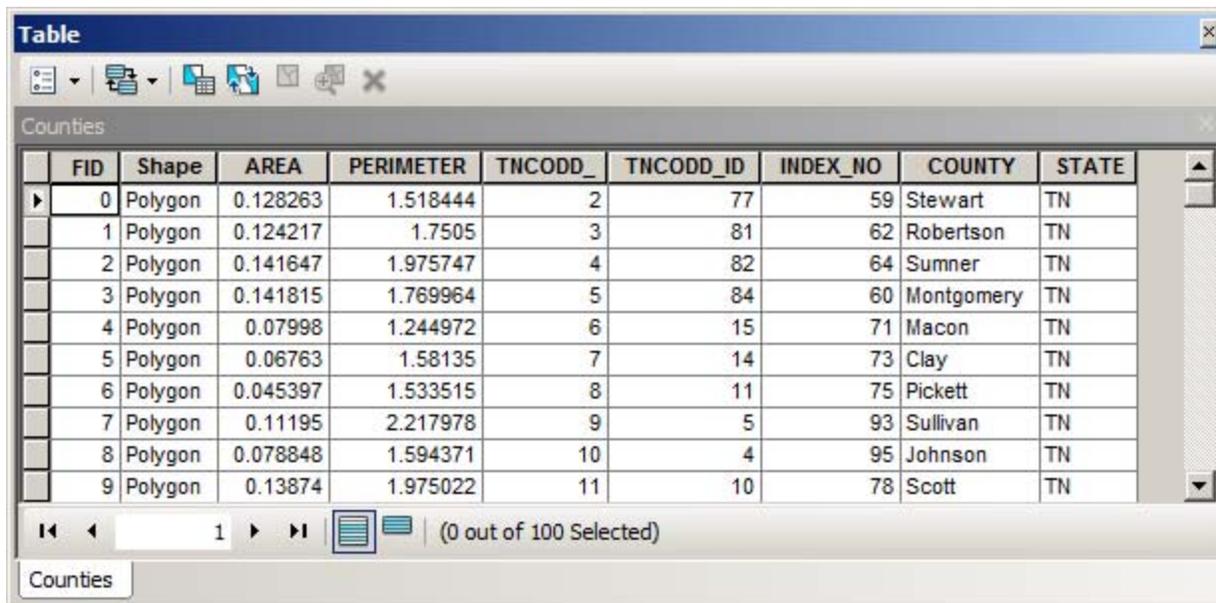
5. View the attributes for the polygon(s) in the Identify window.
6. Click on a different county polygon and view the results.
7. Change the identify from pull down from Counties to **Major Cities** – click on a variety of cities (purple) throughout the State.
8. Close the Identify Results window.

✓ *TIP: Multiple features can be accumulated in the Identify window. Using the Identify tool click on one feature then hold down the shift key and select other features. You can click on each feature in the window to view its associated attributes. To remove features from the window, right-click and select "Remove from Tree."*

Section 9 - Viewing & Selecting Records

The attribute information or database associated with any layer can be viewed in a tabular format.

1. Select/highlight the **Counties** layer in the TOC.
2. **Right** mouse click> **Open Attribute Table**.



FID	Shape	AREA	PERIMETER	TNCODD_	TNCODD_ID	INDEX_NO	COUNTY	STATE
0	Polygon	0.128263	1.518444	2	77	59	Stewart	TN
1	Polygon	0.124217	1.7505	3	81	62	Robertson	TN
2	Polygon	0.141647	1.975747	4	82	64	Sumner	TN
3	Polygon	0.141815	1.769964	5	84	60	Montgomery	TN
4	Polygon	0.07998	1.244972	6	15	71	Macon	TN
5	Polygon	0.06763	1.58135	7	14	73	Clay	TN
6	Polygon	0.045397	1.533515	8	11	75	Pickett	TN
7	Polygon	0.11195	2.217978	9	5	93	Sullivan	TN
8	Polygon	0.078848	1.594371	10	4	95	Johnson	TN
9	Polygon	0.13874	1.975022	11	10	78	Scott	TN

3. Use the arrow buttons or slider bars to scroll both horizontally and vertically through the table to view all the records for the County layer.
4. Double click on the Table title bar and then the **Auto Hide pin**.
5. Activate the **Select Features** tool.



6. Move the cursor over any county polygon and click on the polygon. The selected polygon will now be highlighted with a blue outline. Hold down the shift key and select multiple counties.
7. Click on the **Table tab**.

- At the bottom of the Counties table window, click the **Show selected records**. The polygons you selected in the data view now appears in a separate table.

FID	Shape	AREA	PERIMETER	TNCODD_	TNCODD_ID	INDEX_NO	COUNTY	STATE
14	Polygon	0.129887	1.902092	16	12	76	Fentress	TN
15	Polygon	0.113156	1.552508	17	13	74	Overton	TN
17	Polygon	0.083695	1.364917	19	16	72	Jackson	TN
23	Polygon	0.030099	1.002517	25	83	70	Trousdale	TN
27	Polygon	0.084794	1.603317	29	17	68	Smith	TN
31	Polygon	0.135464	1.904866	33	51	77	Morgan	TN
34	Polygon	0.151092	2.279722	36	20	65	Wilson	TN
37	Polygon	0.103699	2.429801	39	18	69	Putnam	TN
47	Polygon	0.177047	2.037577	49	52	49	Cumberland	TN
50	Polygon	0.085115	1.723614	52	19	66	Dekalb	TN

- Click on the **Clear Selection** button located at the top of the table. The selected polygon features on the map and corresponding selected records in the table are now cleared.

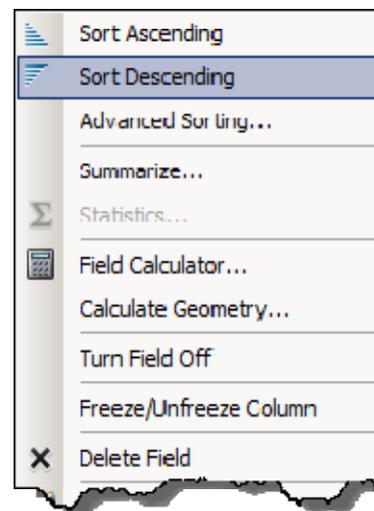
- Ensure the **Select Feature** tool is still selected. With the left mouse key, draw a box around several counties within the State - release the mouse button. All counties within or touching the box are now selected.

- View the table by clicking the **table tab**.

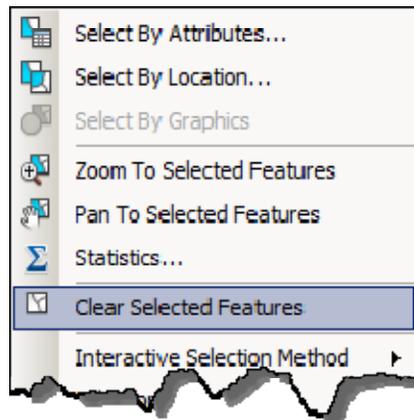
- Click the **Show selected records** button.

- Use the bottom scroll bar to move across the table to the right until you see the **COUNTY** field. Right mouse click on the field header.

- From the dropdown menu, select **Sort Descending**. Notice that all records are now sorted in descending order by County name.



15. From the **Selection** menu, choose **Clear Selected Features**. The selected feature(s) on the map and corresponding selected record(s) in the table are now cleared.



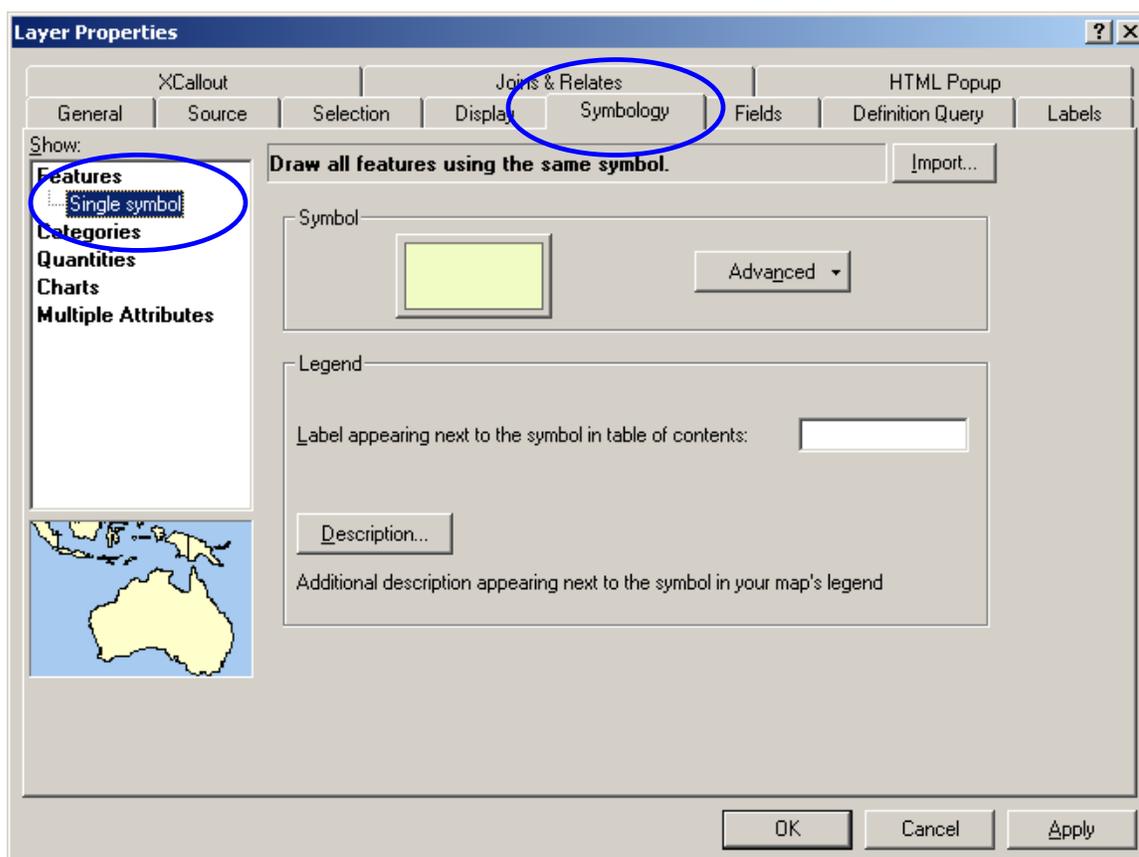
 -PLEASE STOP HERE BEFORE GOING ON TO THE NEXT SECTION- 

SECTION 10 - Changing Symbology/ Fill Color

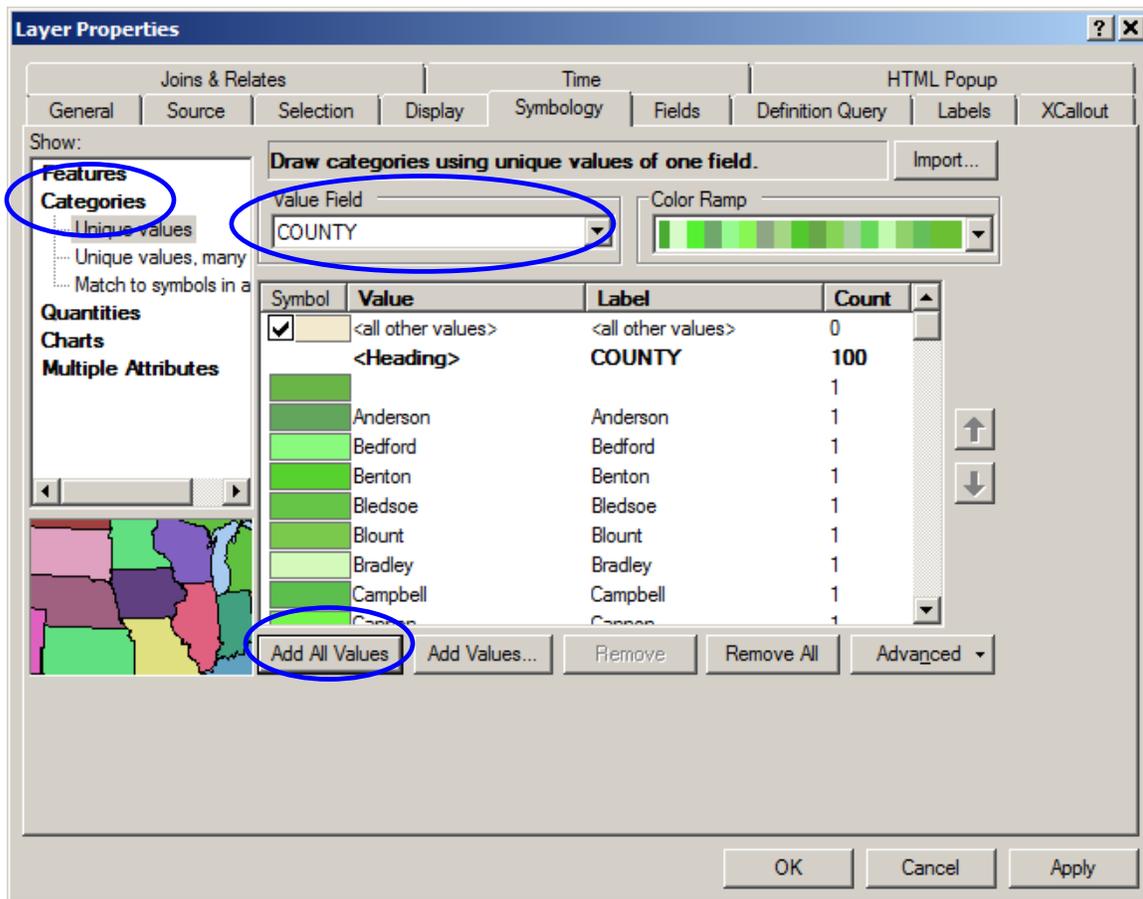
The layer attributes and their display characteristics (e.g., the color, line width, font size) can be changed using the Symbol Selector and the Layers Properties.

1. Open the TAILS map document and activate the **Tennessee_TAILS** data frame if it is not already active.
2. Right click on **Counties>Zoom to Layer**.
3. Double-click on the **Counties** layer in the TOC to open the **Layer Properties** window. Click on the **Symbology** tab.

Notice in the left window under **Show**, the data **Category** is being displayed as **Single Symbol**.



4. Click on **Categories>Unique Values**.
5. Under **Value Field**, click the dropdown arrow. This lists all of the data fields (from the attribute table) for the Counties layer. Change this to **COUNTY** using the drop down arrow.



6. Click on **Add All Values** button. Note all the county names in TN populate the Symbol/Value/Label and Count Windows
7. Under **Color Ramp**, click the drop down arrow. Scroll down and observe all of the color schemes you can use to display the polygon data for Counties. Also notice the Symbols and Labels values correspond to what is shown in the table of contents.
8. Select a color scheme (your choice) from the color ramp and the click on **OK**.

What happened to all the counties in TN?

Section 11 - Using the Symbol Selector

1. Double click **Counties**. Repeat steps 4-6 in as outlined above in Section 10

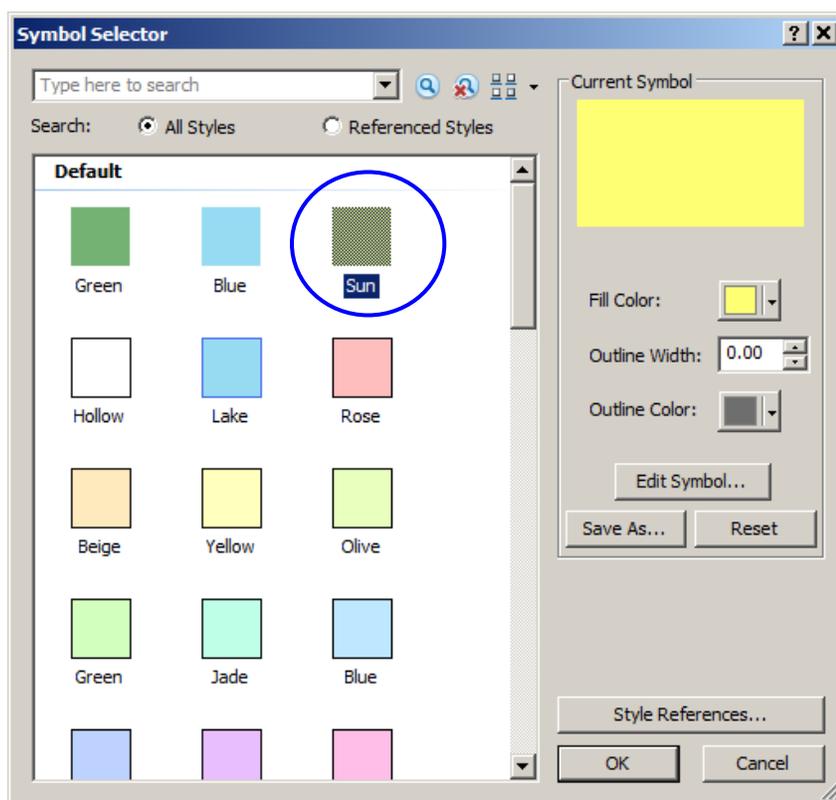
Once again, we see a listing of the Symbol, Value, Label, and Count of all of the different **County** names within the State of Tennessee.

2. Scroll down the list of counties names (values) and locate **Putnam**.
3. Double-click on the symbol/legend box next (left) to **Putnam**.

Symbol	Value	Label	Count
	Morgan	Morgan	1
	Obion	Obion	1
	Overton	Overton	1
	Perry	Perry	1
	Pickett	Pickett	1
	Polk	Polk	1
	Putnam	Putnam	1
	Rhea	Rhea	1
	Roane	Roane	1

This opens the Symbol Selector window. The Symbol Selector window allows you to manipulate a polygon feature's fill color, outline width, and outline color. Notice in the upper right hand corner you see a preview of the changes that you are about to make.

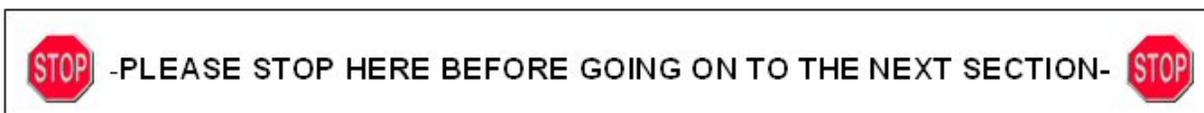
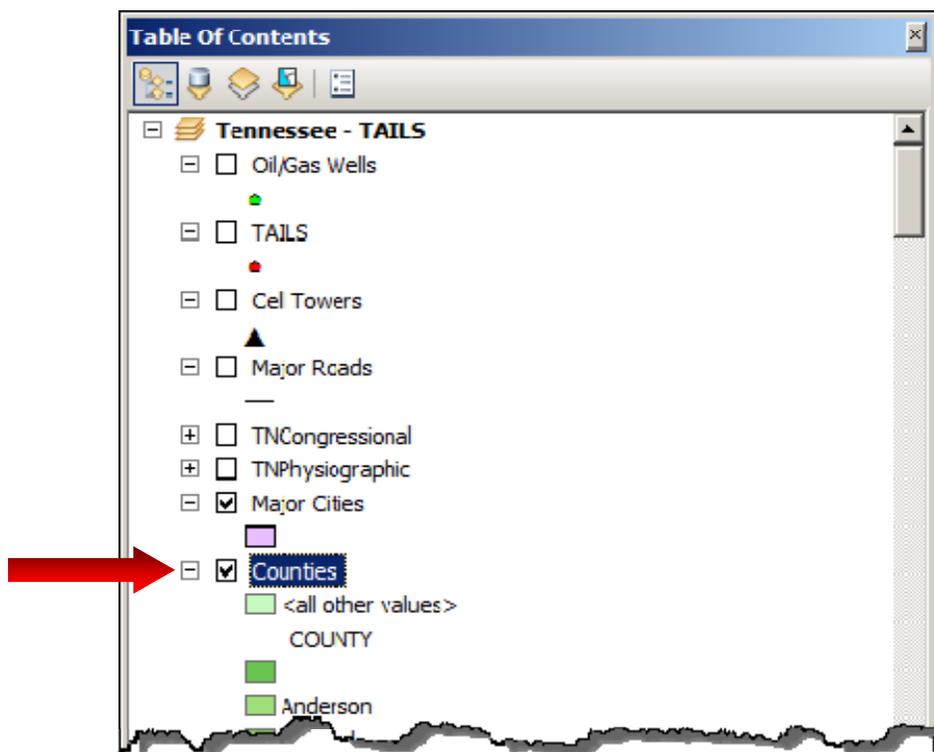
4. Change the color of Putnam by clicking on the Yellow (Sun) solid fill symbol.



5. Click **OK**, to save and close the Symbol Selector window.
6. Click **OK** again to exit out of the Layer Properties window. Note the change to Putnam County in the data view.

Section 12 - Changing Symbology through the Legend (TOC)

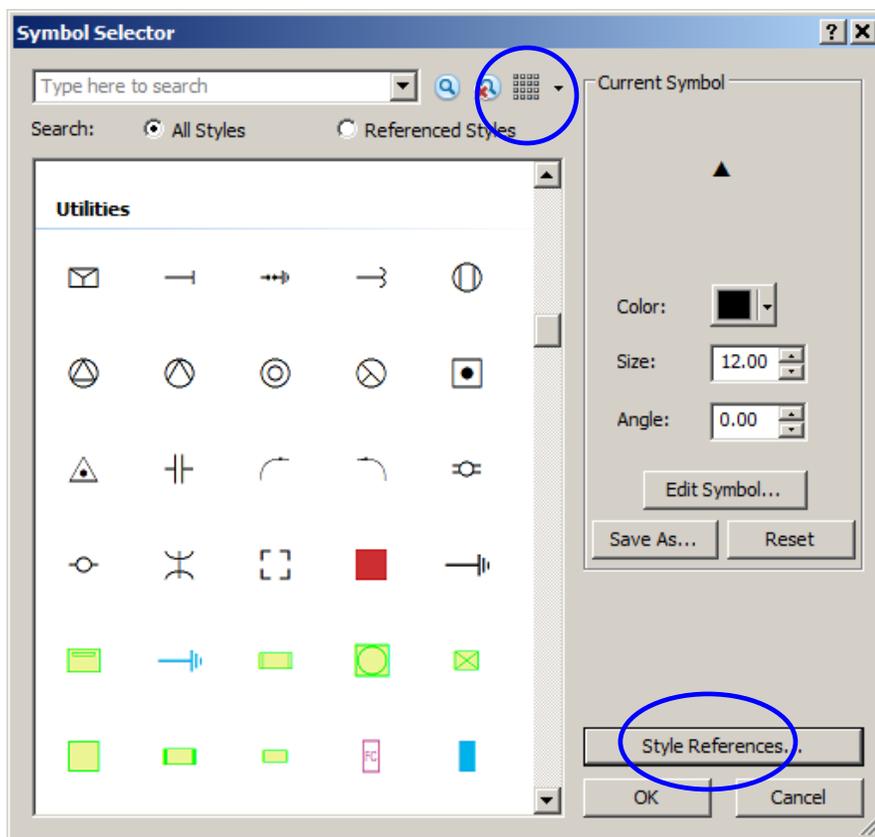
1. Expand the legend by clicking on the small box just to the right of the **County** layer
2. Scroll down the legend and locate **Putnam**.
3. Click the box next to Putnam.
4. This takes you back into the **Symbol Selector** window, where you can make any color changes as necessary to the counties layer.



SECTION 13- Changing Symbols

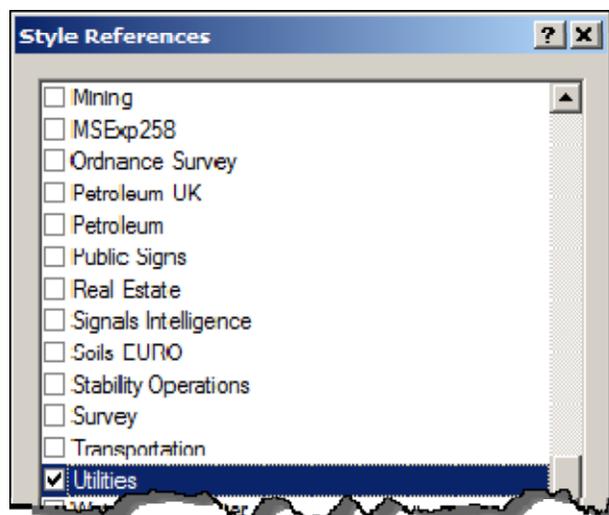
By default ArcMap loads only a handful of symbol sets for you to use. The current set of symbols may not suit your specific needs. For example, you may want an outline of a tower or some other graphic to represent your cell towers. Follow these steps to load a new symbol set:

1. Double-click on **Cell Tower** symbol to open the **Symbol Selector**.



2. Scroll down through the list of symbols to see what is currently available.
3. Click on the **Style References** button.
4. Scroll down, check **Utilities**>**OK**
5. Notice the addition of utility-based symbols to the Symbol Selector.

Scroll down the window to see the additional symbols.



ArcMap has an extensive selection of map symbols - ranging from Business to Real Estate to Hazmat and everything else in between.

6. Click on the View Options button, select **Group by Style** and then **Group by Category** to see the differences.
7. Select a **Utility symbol** or any symbol of your choice. Click **OK** to view your change in the data view.

✓ *TIP: The default marker can easily be changed in appearance as a quick solution. Click on the Properties button in the Symbol Selector to change the style, color, and size.*

Queries and Spatial Analysis

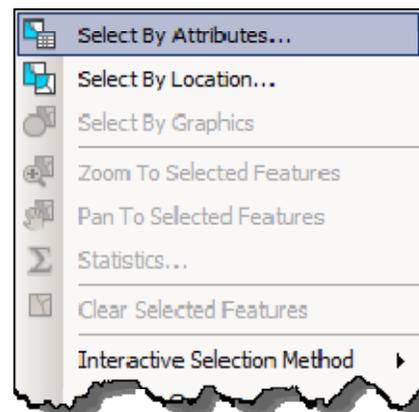
Session Objectives: At the conclusion of this session, you will be able to:

- Perform an Attribute query
- Perform a Definition query
- Export a query as a shape file
- Conduct advanced spatial analysis
- Select by location (Theme on Theme Queries)
- Perform a Spatial Join

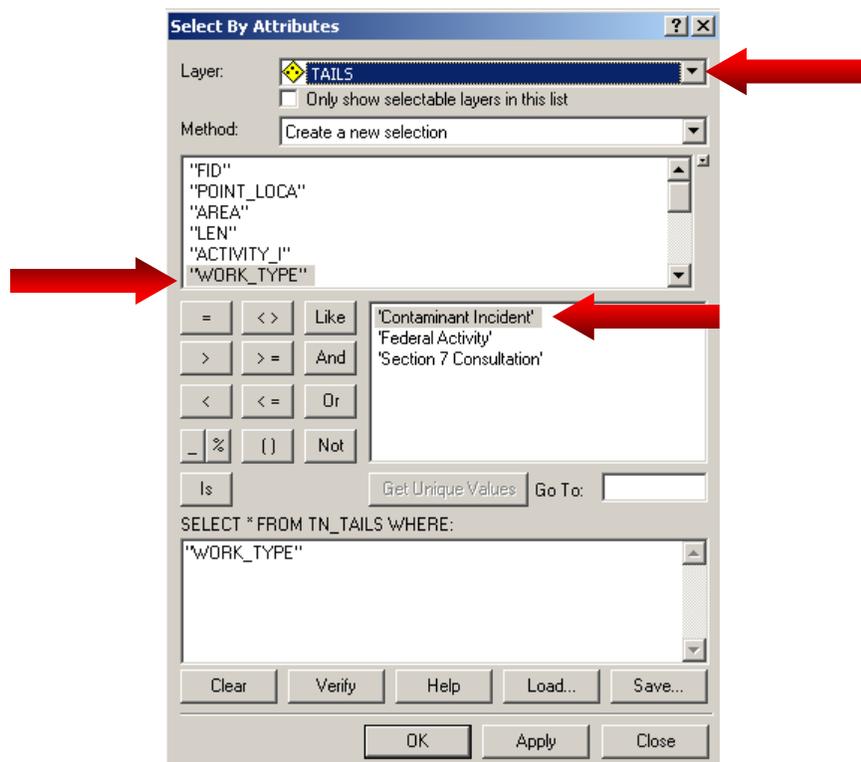
SECTION 1- Basic Queries (Selecting by Attributes)

We are going to select features within a layer that meet a set of criteria we define. These selected features can then be used for later analyses such as summaries.

1. Ensure that only **TAILS** and **Counties** data layers are drawn.
2. On the **Main Menu** click **Selection>Attributes**.



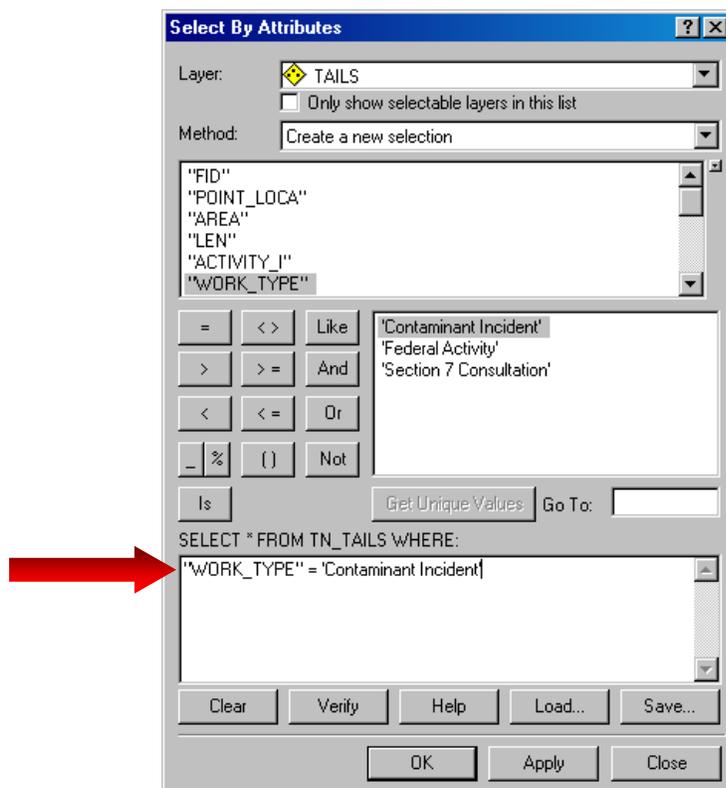
The **Select by Attributes** window appears. Notice you have two drop down menus at the top dealing with Layers and Methods. Underneath these, you have Fields in the middle, Operators to the left and Unique Values on the right.



3. Click on the drop down arrow beside **Layer** and select the **TAILS** layer.

Notice after you did this there were changes in the types and number of fields listed. The **Method** you want is to **Create a new selection**, so there is no need to change this.

4. In the **Fields** area, double-click on the **Work_Type** field. The word "WORK_TYPE" will appear in the window below as the first building block of your query expression.
5. Single-click on the **equals sign**. It will be added to the query expression being built in the window below.
6. Click on **Get Unique Values**.
7. Double-click on the value **Contaminant Incident** in the **Values** box. Make sure it is added to the query expression in the window below. The entire constructed query should match the one shown below:



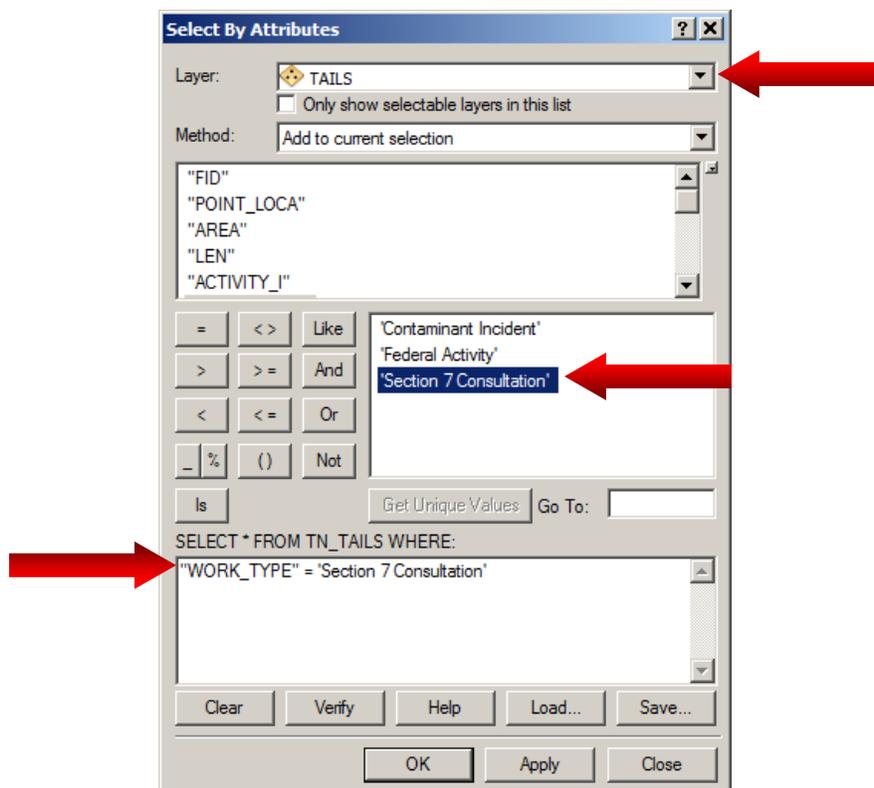
8. Click the **Apply** button and then **Close**.

What happened in your Data View? Notice that all of the Contaminant Incidents have the boundaries highlighted.

9. Choose **Select by Attributes** again from the **Selection** menu.
10. Press the **Clear** button at the bottom left to clear out the bottom window where the query expression appears so you can build your next query from scratch.

11. Again, choose **TAILS** as the layer you want to query, but this time choose **Add to current selection** for the **Method**.

12. Complete the fields to match the window shown below:

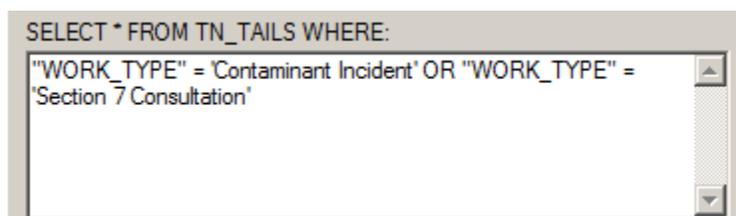


13. Click **Apply**, then click **Close**.

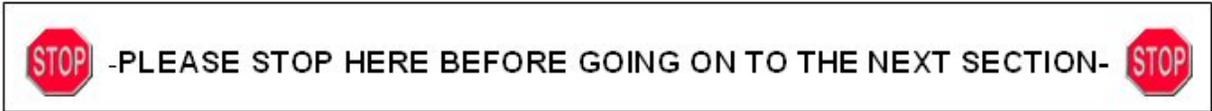
Notice that the Section 7 Consultations are added now to the selection of Contaminant Incidents.

14. Right click on **TAILS** layer, choose **Selection**, and select **Clear Selected Features**. What happens?

Both Contaminant Incident and Section 7 Consultation could have been selected simultaneously by building a compound query expression (OR) rather than by doing two separate queries as we did above. Adding a second field value using a compound expression requires repeating the whole expression as shown below:



15. Close the Select By Attributes dialog box.
16. From the **Selection** menu, choose **Clear Selected Features**. The TAILS layer is now back in its original form.



SECTION 2 - Layer Definition Queries

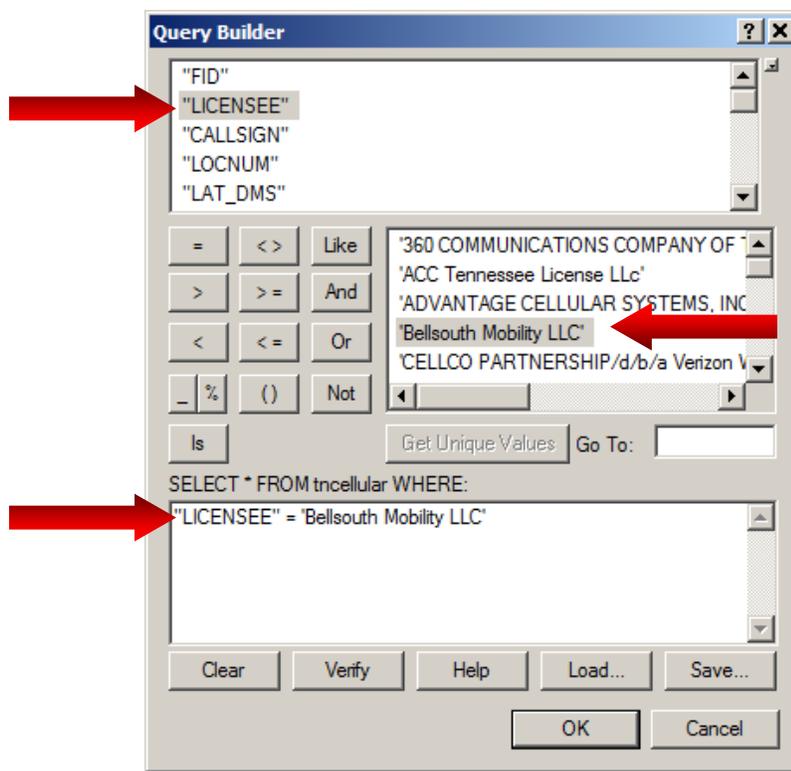
Now we are going to define features within a theme that we want to include in our view, *excluding the features we do not want*. This is done through the **Layer Properties** window.

1. Check the **Cell Towers** layer in the TOC and un-check the TAILS point layer.
2. Right-click on the **Cell Towers >Properties**.
3. Click on the **Definition Query** tab and click on the **Query Builder** button.



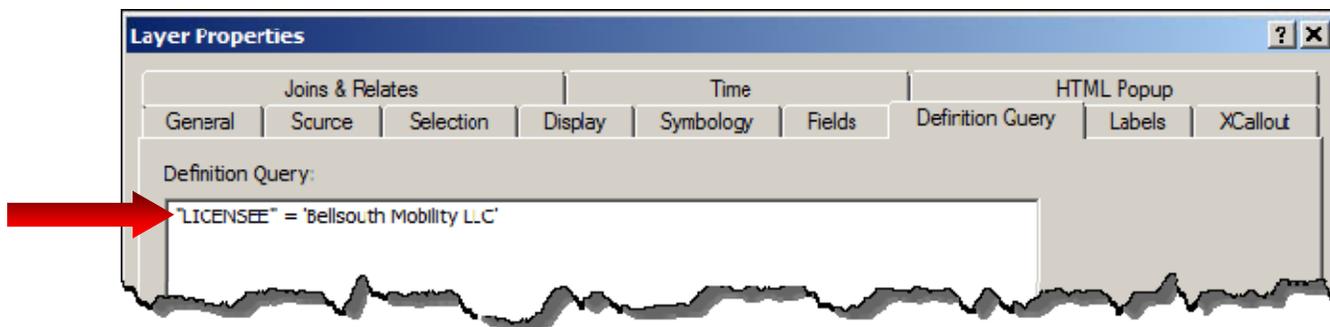
Notice it looks similar to the **Select by Attributes** window except for a view differences in some of the buttons at the bottom. Queries are constructed in the same way as before.

4. Change the fields to match the window shown below:



5. Click **OK** to close the **Query Builder**.

Notice that the new query appears in **Query Builder** dialogue box as shown below:



6. Click **OK** to close out of the **Layer Properties** window and submit your query.

Only cell towers from Bellsouth Mobility appear in the **Data View** window and observe nothing is highlighted in cyan.

7. Right-click on the **Cell Tower** layer and select **Open Attribute Table**. What is now missing from the table? Close the attribute table and return to the **Data View**.
8. Double-click on the **Cell Tower** layer and go back to the **Definition Query** tab.
9. Press the **Delete** key. Click **OK** in the Layer Properties window and notice the all the cell towers are displayed again in the data view.

Discussion – What's the difference between (1) building your query using the Select by Attributes method and (2) building your query using the Layer Properties>Definition Query method? How are the results different?

SECTION 3 - Saving Queries as Shapefiles

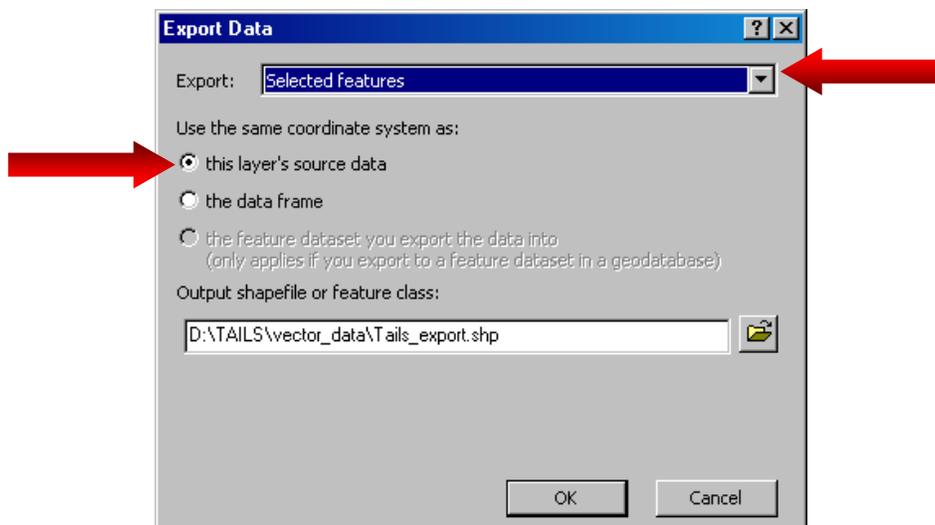
Shapefiles can be generated from the result of an attribute **or** definition query. The selected features will be saved as an entirely new data set and saved onto your hard drive.

1. Go to **Selection> Clear Selected Features**. If this function is disabled or grayed out, no features are currently selected.
2. Choose **Select by Attributes** from the **Selection** menu.
3. Using the **TAILS** data layer, build a query that will select two separate **Work_Types**.

Hint: You can either add to the current selection or build a compound expression.

4. Right-click on the **TAILS>Data>Export**.
5. Make sure that you have **Selected features** chosen to export.

You want to use the same Coordinate system as the layer's source data.



6. In the **Output shapefile or feature class**, navigate to the directory/folder you want and save the shapefile.
7. Click **OK** when satisfied. ArcMap will ask you...



8. Click **Yes**.

The shapefile will appear at the top of the TOC in the Tennessee Data Frame.

9. Check the new shapefile data layer to display it in the data view.

You may want to turn off TAILS data layer. Note, it contains only the Work_Types that were selected through the Select by Attributes query.

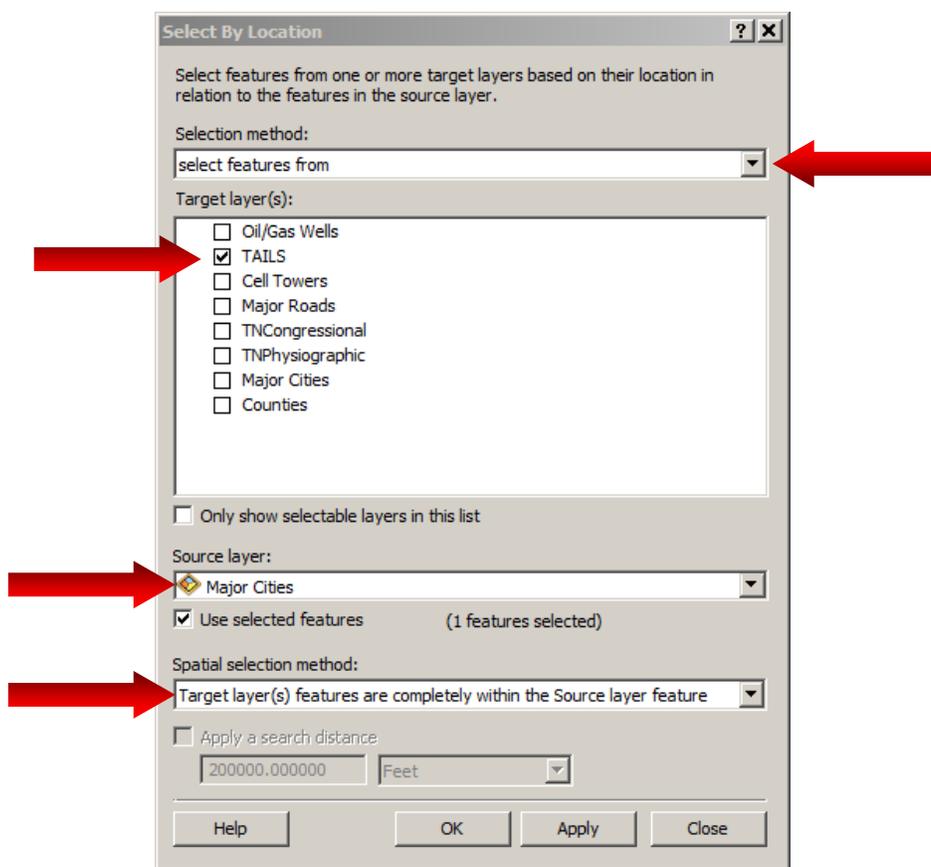
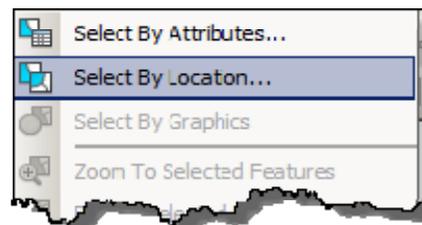
10. Open the **attribute table** to verify the export was successful.

SECTION 4 - Select by Location

Finding Point features that are completely within Polygon features

Select by location allows the user to find features that are completely within polygon features. In this exercise, let's locate all of the TAILS points that are completely within the city limits of Nashville, TN.

1. Use the **Select by Attributes** query to select the boundaries of Nashville from the Major Cities Layer. Do you remember how to do this?
2. Check the **TAILS data** layer to display the points
3. Right click on **Major Cities>Selection>Zoom to selected**
4. Go to **Selection>Select By Location**.
5. Change all the fields to match the window shown below:



6. Click **Apply**, and then click **Close**.

All of the TAILS locations in Nashville are now selected and highlighted in blue.

FID	Shape	POINT_LOCA	AREA	LEN	ACTIVITY_I	WORK_TYPE
0	Multipoint	139159	0	0	51	Section 7 Consultation
5	Multipoint	120007	0	0	135	Section 7 Consultation
17	Multipoint	129401	0	0	1713	Section 7 Consultation
23	Multipoint	129789	0	0	1999	Section 7 Consultation
60	Multipoint	130059	0	0	4023	Federal Activity
135	Multipoint	129197	0	0	6565	Federal Activity
137	Multipoint	119377	0	0	6569	Federal Activity
155	Multipoint	131369	0	0	7307	Federal Activity
194	Multipoint	120749	0	0	9981	Federal Activity
206	Multipoint	121033	0	0	10627	Section 7 Consultation
244	Multipoint	121121	0	0	12485	Federal Activity
302	Multipoint	141449	0	0	16505	Federal Activity
334	Multipoint	131997	0	0	19007	Federal Activity
350	Multipoint	135021	0	0	20007	Federal Activity
579	Multipoint	147987	0	0	39711	Federal Activity
599	Multipoint	144507	0	0	39955	Federal Activity

7. Right mouse click on the **TAILS>Open Attribute Table**.
8. Click on **Show all of the records** button.
9. Click on the **Options** button and select **Clear Selection**.
10. Close the **Attributes** of the **TAILS** table.

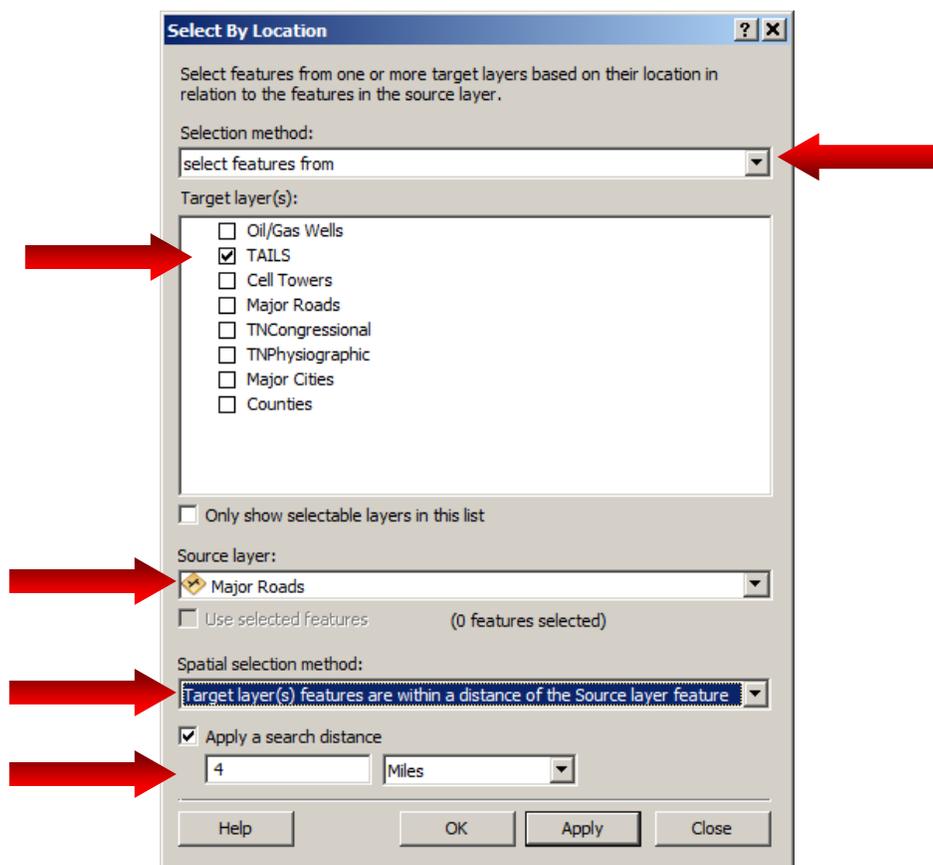
Finding point features that are within a specified distance of specific line feature

Let's find all TAILS points that are within 4 miles of Interstate 40 in Tennessee.

1. Turn off all of the layers except for **TAILS**, **County Boundaries**, and **Major Roads** layers.
2. Perform a **Definition Query** to select and display only **Interstate 40** from the **Major Roads** layer.

Note: Use the 'I40' value in the RTE_NME field to select Interstate 40.

3. Go up to the **Selection>Select By Location**. You want to select features from the TAILS layer that are within 4 miles the **Major Roads** layer. Change all the fields to match the window shown below:



4. Click **Apply**, and then click **Close**.

All of the TAILS points within 4 miles of I-40 are now highlighted in cyan.

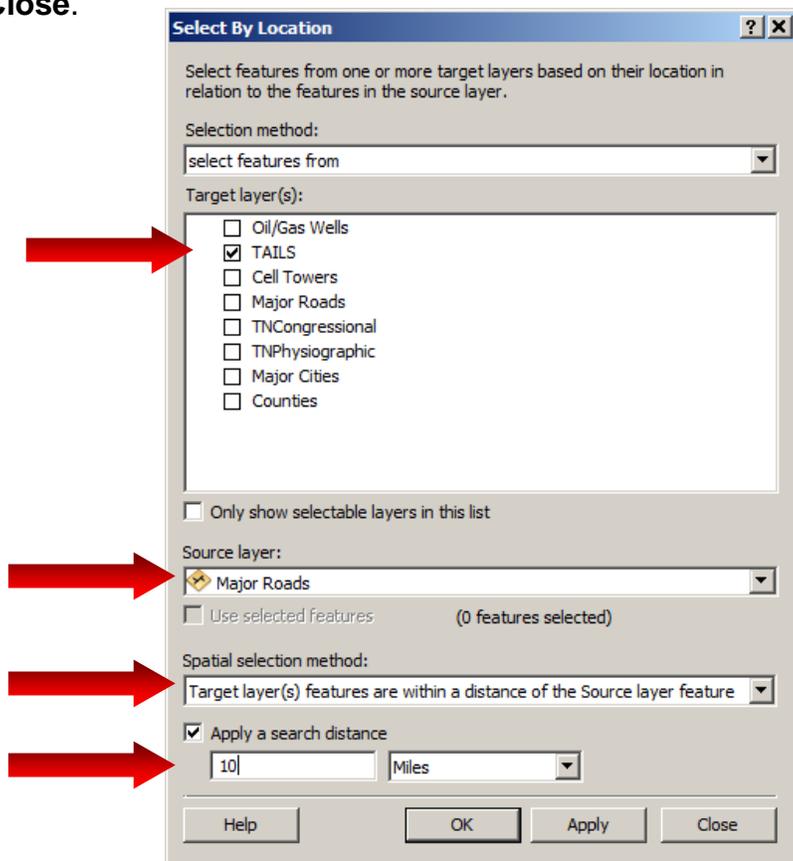
Select features within a specified distance from another feature

Find all of the ARAPs (Aquatic Resource Alteration Permits) from the TAILS layer that are within 10 miles of Interstate I-24.

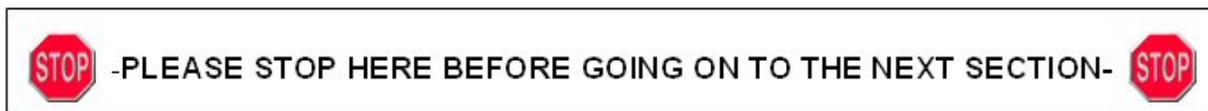
1. **Clear** all of your selected features AND definition queries used in the previous exercise.
2. Perform a **Definition Query** isolating **Interstate I-24** (RTE_NME = I24) from the **Major Roads** layer.
3. Using the **Definition Query** again, query all the **ARAP's** from the TAILS layer.

Hint: You need to create a wildcard query on the **Title** field of the TAILS layer with LIKE '%ARAP%' to pick up all ARAP projects.

4. Go up to the **Selection>Select By Location**. Select features from **TAILS** layer that are within a distance of 10 miles from the features of the **MAJOR ROADS** layer. Your screen should match the example below. Click **Apply**, and then click **Close**.



All of the ARAPs that are within 10 miles of an Interstate I-24 are now highlighted.



SECTION 5 - Spatial Joins

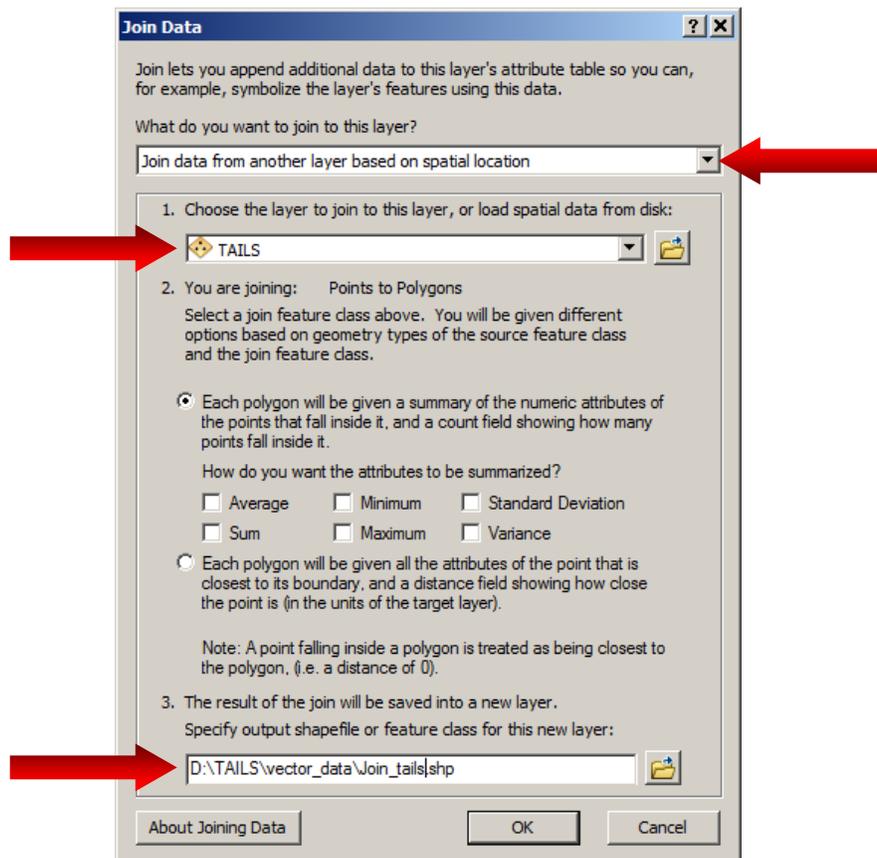
Joining points to polygons based on location

Join the TAILS points to the Tennessee Congressional House Districts to determine the House member who has the most TAILS points of activities reviewed by the Cookeville ES Office in their district.

1. Clear all of your selected features from the layers used for the previous exercises.
2. **Right-click** on the **TNCongressional** layer in the TOC and select **Joins and Relates>Join**.

Note that this is the same Join window that is used for tabular joins. The main difference is that in the **'What do you want to join to this layer?'** box that you need to select **'Join data from another layer based on spatial location'** instead of a join based on attributes

3. Your screen should match the window below:



Spatial joins can be run in two different manners. In this example, we are going to produce a polygon join that contains the Congressional district polygons and sums the number of TAILS points in each district and adds a field with the name of 'Count' that contains the sum of points in that polygon.

The other type of spatial join would occur if one right-clicked on the TAILS layer and spatially joined it to the Congressional layer. This would result in a layer that contained all TAILS points and added the attributes of the Congressional district to each point of the district that it falls within.

This process would take longer since one would have to open that attribute table and right-click on the name of the Congressional district and run a Summarize operation to obtain the count value.

4. Run this spatial join by clicking **OK**. Your new spatial join layer will now be added to the table of contents.
5. **Right click** on the new layer and open the attribute table.
6. Right click on the **Count** field and select **Sort Descending**. Congressman Van Hilleary should have the most TAILS points in his district with a total of 148.

CONG_DIST	NAME	Count	URL	STATE
04	Van Hilleary (R)	148	http://www.house.gov/hilleary/	TN
01	William L. Jenkins (R)	111	http://www.house.gov/jenkins/	TN
03	Zach Wamp (R)	106	http://www.house.gov/wamp/	TN
06	Bart Gordon (D)	98	http://www.house.gov/gordon/	TN
07	Ed Bryant (R)	87	http://www.house.gov/bryant/	TN
08	John S. Tanner (D)	85	http://www.house.gov/tanner/	TN
02	John J. Duncan, Jr. (R)	63	http://www.house.gov/duncan/	TN
05	Bob Clement (D)	25	http://www.house.gov/clement/	TN
09	Harold E. Ford, Jr. (D)	20	http://www.house.gov/ford/	TN
01	Roger Wicker (R)	1	http://www.house.gov/wicker/	MS
08	Jo Ann Emerson (R)	0	http://www.house.gov/emerson/	MO
01	Edward Whitfield (R)	0	http://www.house.gov/whitfield/	KY
09	Rick Boucher (D)	0	http://www.house.gov/boucher/	VA

Now that you understand how to perform a spatial join, perform a new spatial join between the TAILS Points and **TNPhysiographic** to determine which physiographic province in Tennessee contains the most TAILS points and write the name of that physiographic province (ECO_NAME field) on the line below.

Using Arc Map as a TAILS extension

Session Objectives: At the conclusion of this session, you will be able to:

- Associate (and upload) a shapefile to a TAILS Activity
- Export your office shapefile from TAILS
- Export GIS-ready attributes from TAILS to ArcMap
- Add TAILS data to ArcMap
- Use a Spatial Attribute Join to portray TAILS data



Using ArcMap

as

a TAILS extension

Tracking
And
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System

A little background

- ◆ ArcMap is the main component of ESRI's ArcGIS suite of geospatial processing programs.
- ◆ Used primarily to view, explore, edit, create and analyze geospatial data.
- ◆ Allows the user to explore datasets, symbolize features, create maps and has many extensions itself.
- ◆ It is the Service/DOI standard GIS (Geographic Information System) software.
- ◆ TAILS data is easily used within ArcMap.



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Integrated
Logging
System

Using ArcMap as a TAILS extension

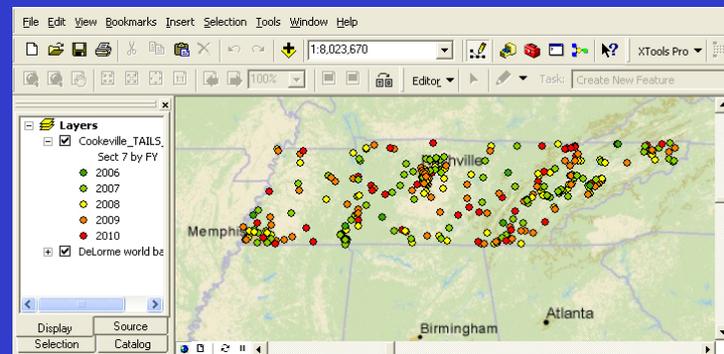
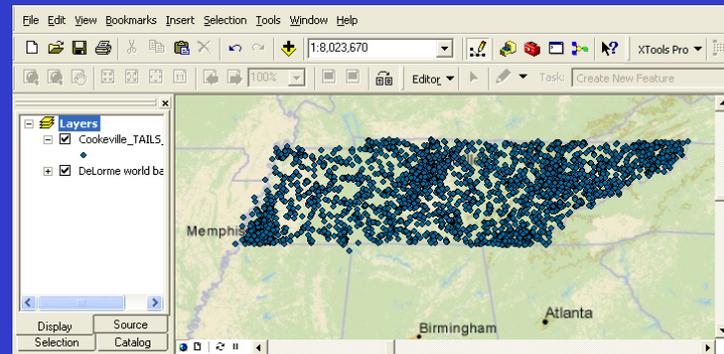
How it's done

- ◆ Actions needed to use TAILS data in ArcMap
 1. Download your base shapefile from TAILS
 2. Download your desired data from TAILS
 3. Join your data to your shapefile in ArcGIS

ACTIV_TITL	LEAD_OFFIC	ACTIV_CODE	ACTIV_TYPE	FISCAL_YR
ETTP Ponds EE/CA	42430	42430-2010-EC-0001	Environmental Contaminant Activity	2010
QORE Proposed Lowe's Store	42430	42430-2010-TA-0001	Section 7 Consultation	2010
...
Memphis Cement Company	42430	42430-2010-CPA-0481	Conservation Planning Assistance Activity	2010

Activity_Code	Start_Date	Due_Date	Conclusion_Date	Lead_Agency	Lead_Staff	Species
42430-2010-EC-0001	10/01/2009		12/29/2009	EPA	Alexander, Steve	Gray bat (Myotis grisescens)
42430-2010-TA-0001	10/01/2009	11/01/2009	10/10/2010	--OTHER: CONSULTANT--	Brines, Wally	Nashville crayfish (Orconectes shoupi)
...
42430-2010-CPA-0481	06/05/2010	09/05/2009		Army Corps of Engineers	Sykes, Robbie	Migratory Birds Trust Resources

ACTIV_TITL	LEAD_OFFIC	ACTIV_CODE	ACTIV_TYPE	FISCAL_YR	Activity_Code	Start_Date	Due_Date	Conclusion_Date	Lead_Agency	Lead_Staff	Species
ETTP Ponds EE/CA	42430	42430-2010-EC-0001	Environmental Contaminant Activity	2010	42430-2010-EC-0001	10/01/2009		12/29/2009	EPA	Alexander, Steve	Gray bat (Myotis grisescens)
QORE Proposed Lowe's Store	42430	42430-2010-TA-0001	Section 7 Consultation	2010	42430-2010-TA-0001	10/01/2009	11/01/2009	10/10/2010	--OTHER: CONSULTANT--	Brines, Wally	Nashville crayfish (Orconectes shoupi)
...
Memphis Cement Company	42430	42430-2010-CPA-0481	Conservation Planning Assistance Activity	2010	42430-2010-CPA-0481	06/05/2010	09/05/2009		Army Corps of Engineers	Sykes, Robbie	Migratory Birds Trust Resources



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U.S. Fish & Wildlife Service
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Super Bundles Bundles Section 7 CPA Contam HCP Other **Reports** Customize

Categories

- Office Reports
- Ad-Hoc Reports
- Geographic Reports**
- Validation Reports
- Administrative Reports

Performance Reports

- Preview Reports
- Transparency Reports
- A/W Types Mappings

Required Fields

National

Lookup Tables

Picklists

Reports Home

Geographic Reports

Report on Activities by geographic location (e.g., State, EcoRegion, or USGS Quad). Data in reports is calculated based on Activity point locations (lat/long or UTM) as well as additional items selected from Location picklists.

Geographic Report only show results for records with content. For example, if a County has not been defined for an Activity - then the Activity will NOT appear in the 'Activities by County' Report.

Activities by Congressional District

Activities by County

Activities by EcoRegion

Activities by State

Activities by USGS Quad

Activities by Watershed

Within Coastal Zone and Within Flood Plain Report

Shapefiles of office and regional activities

Open the ECOS mapper with the following activity points mapped:

- Activities in my office
- Activities in my region

KML of office activities

U.S. Fish & Wildlife Service
Tracking And Integrated Logging System

Super Bundles Bundles Section 7 CPA Contam HCP Other **Reports** Customize

Categories

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Performance Reports

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- Transparency Reports
- A/W Types Mappings

Required Fields

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Reports Home

Downloadable shape files

These shape files are compiled every night at roughly 11:30 pm. The general TAILS activity metadata is at <http://ecos.fws.gov/docs/tails/Metadata/tails.htm>

Region 4

- REGIONAL SHAPE FILE
- ARKANSAS ECOLOGICAL SERVICES FIELD OFFICE
- ASHEVILLE ECOLOGICAL SERVICES FIELD OFFICE
- BOQUERON ECOLOGICAL SERVICES FIELD OFFICE
- CHARLESTON ECOLOGICAL SERVICES FIELD OFFICE
- COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE**
- DANVILLE ECOLOGICAL SERVICES FIELD OFFICE
- GEORGIA ECOLOGICAL SERVICES FIELD OFFICE
- JACKSON ECOLOGICAL SERVICES FIELD OFFICE
- JACKSONVILLE ECOLOGICAL SERVICES FIELD OFFICE
- KENTUCKY ECOLOGICAL SERVICES FIELD OFFICE
- LAFAYETTE ECOLOGICAL SERVICES FIELD OFFICE
- PANAMA CITY ECOLOGICAL SERVICES FIELD OFFICE
- RALEIGH ECOLOGICAL SERVICES FIELD OFFICE
- SOUTH FLORIDA ECOLOGICAL SERVICES FIELD OFFICE

To download, go to Reports:

Geographic Reports:

Shapefile of office and regional activities:

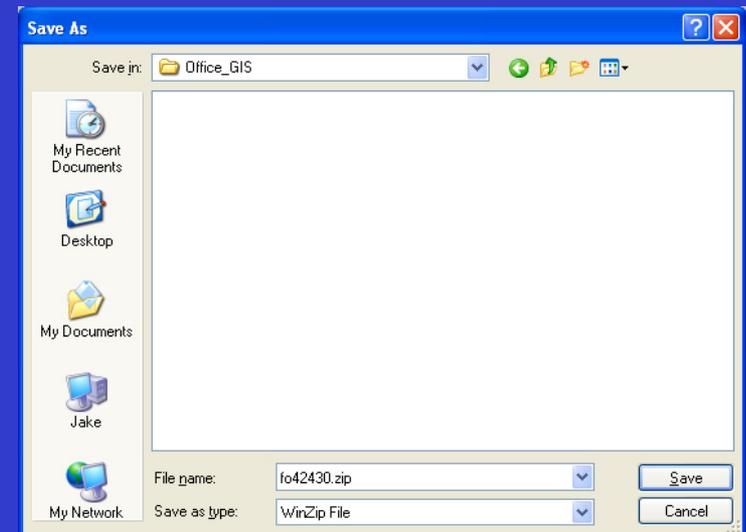
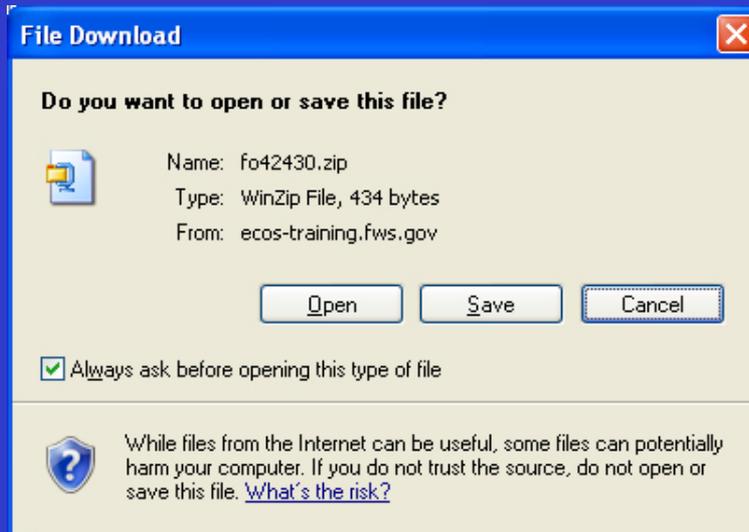
Download your office shapefile

Tracking
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Using ArcMap as a TAILS extension

How it's done

- ◆ Actions needed to use TAILS data in ArcMap
 1. Download your base shapefile from TAILS
 2. Download your desired data from TAILS
 3. Join your data to your shapefile in ArcGIS



When prompted, Save the zipped file

Zipped files are compressed

Contain all the parts (files) of the shapefile

Locate where you want it

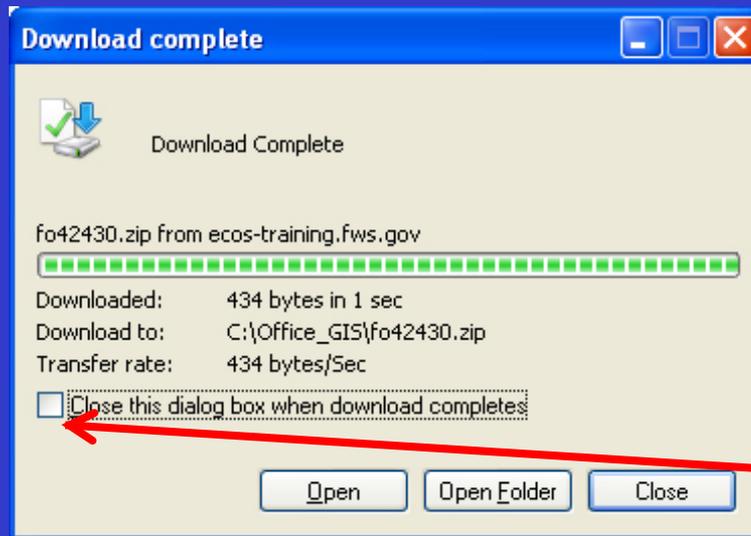
Name it (default is org code)

Click the Save button

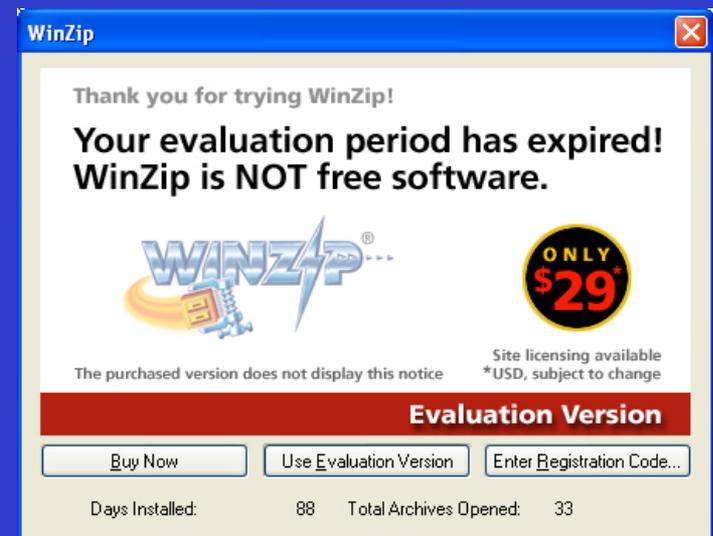
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As file downloads, uncheck this box
Wait for download to complete
Click the Open button



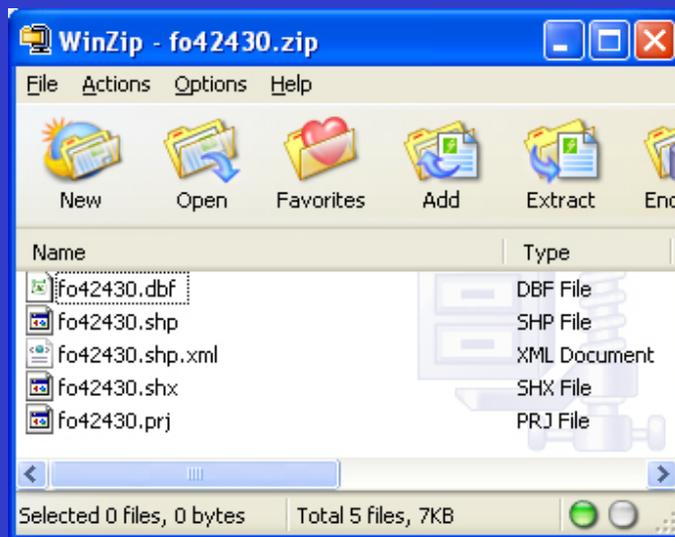
Click “Use Evaluation Version”
Your interface may look different
Built in to newer Windows OS

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Logging
System

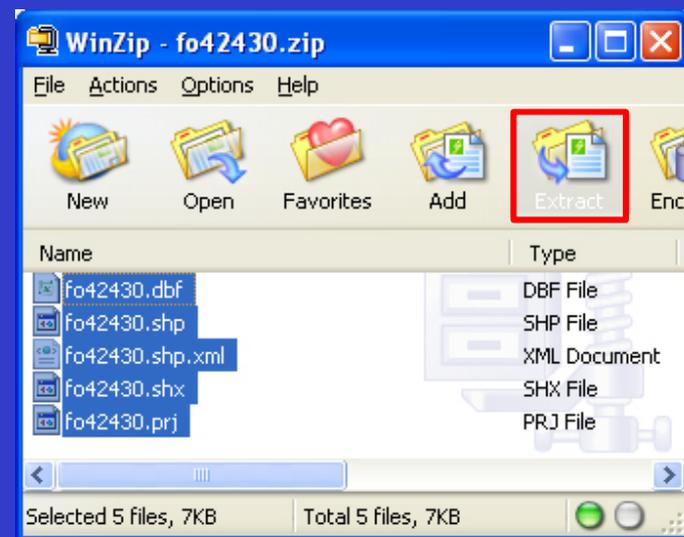
Using ArcMap as a TAILS extension

How it's done

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 2. Download your desired data from TAILS
 3. Join your data to your shapefile in ArcGIS



Peek into .zip file contents
Shapefiles are really multiple files
Same file name, different extensions

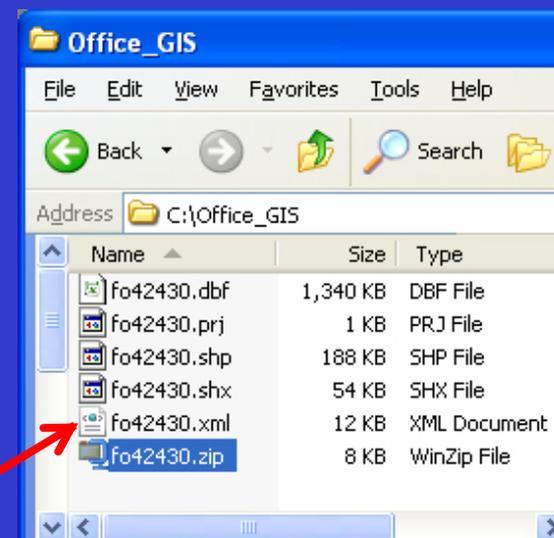
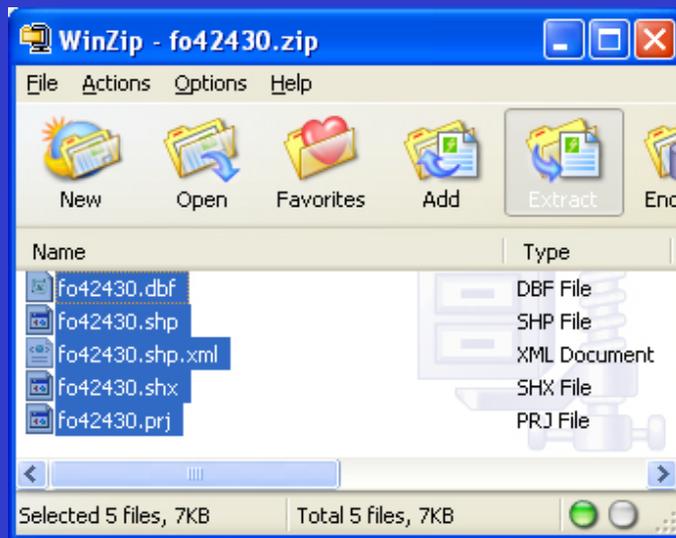


Select them all
Or select none (same as all)
Click the "Extract" button

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Note file extensions

Once extracted, .shp.xml will change

Becomes simply .xml

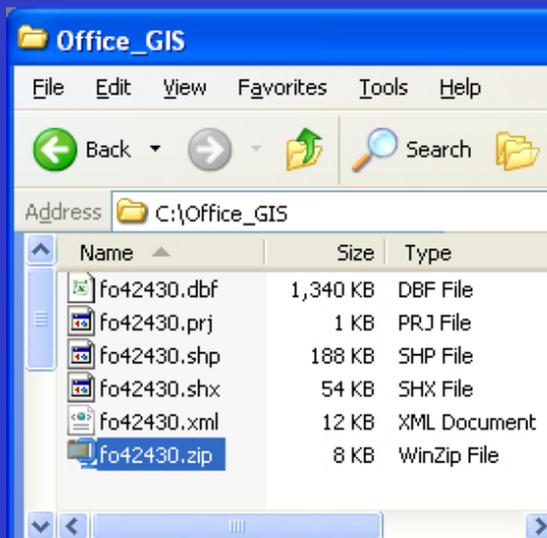
Extracted, looks something like this

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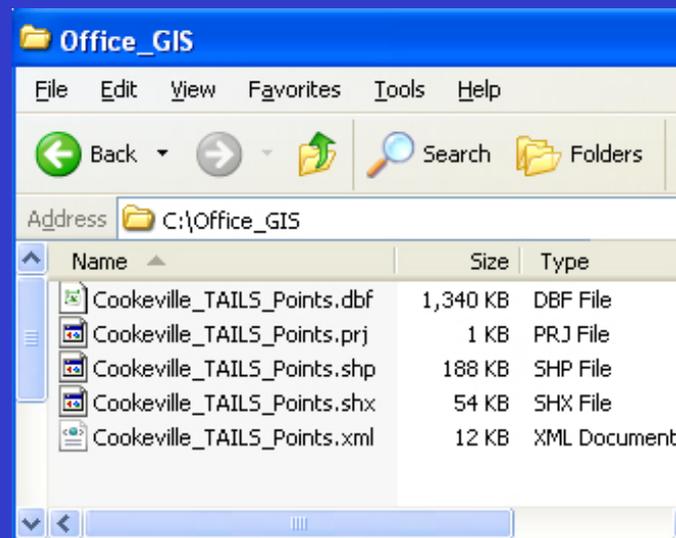
Using ArcMap as a TAILS extension

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Delete the .zip file (if desired)



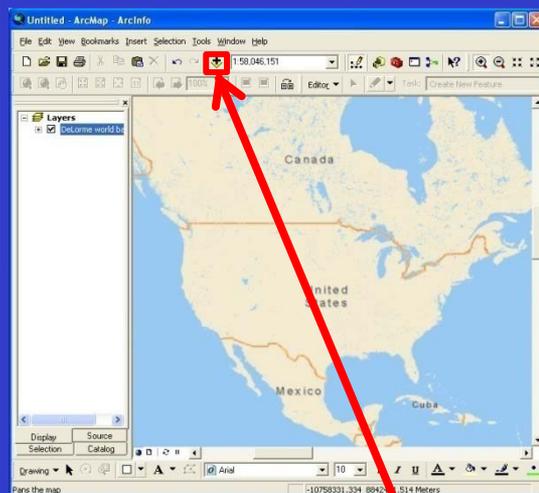
Rename shapefile (if desired)

If so, must rename each file the same
Keeping file extensions unaltered

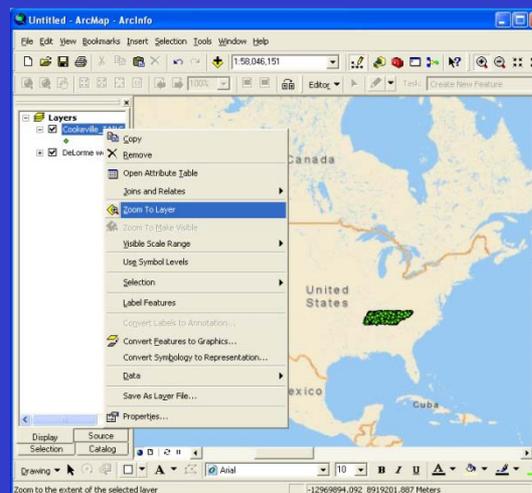
Using ArcMap as a TAILS extension

How it's done

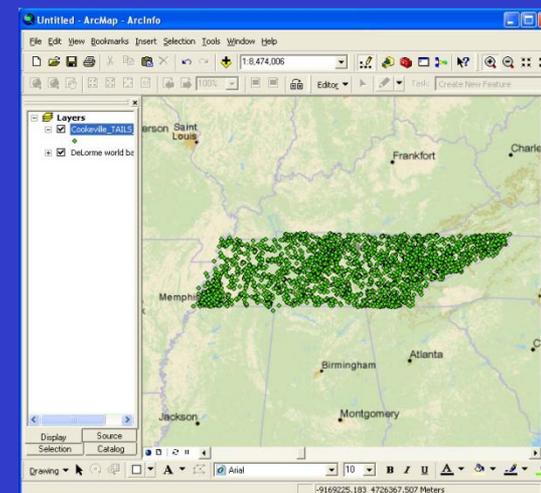
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Open ArcMap
Click on Add Data 
Navigate to and Select
your shapefile



Select layer in TOC
Right-click on layer name
Select Zoom to Layer (if desired)



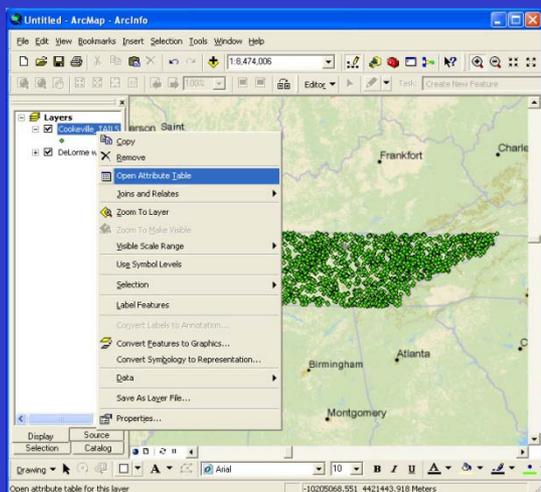
TAILS points in ArcMap

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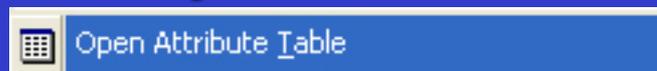
Using ArcMap as a TAILS extension

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Select layer in TOC
Right-click on layer
Select “Open Attribute Table”



Note shapefile attribute table has
Minimal attributes
10 character header limit
ACTIV_CODE (Activity Code)

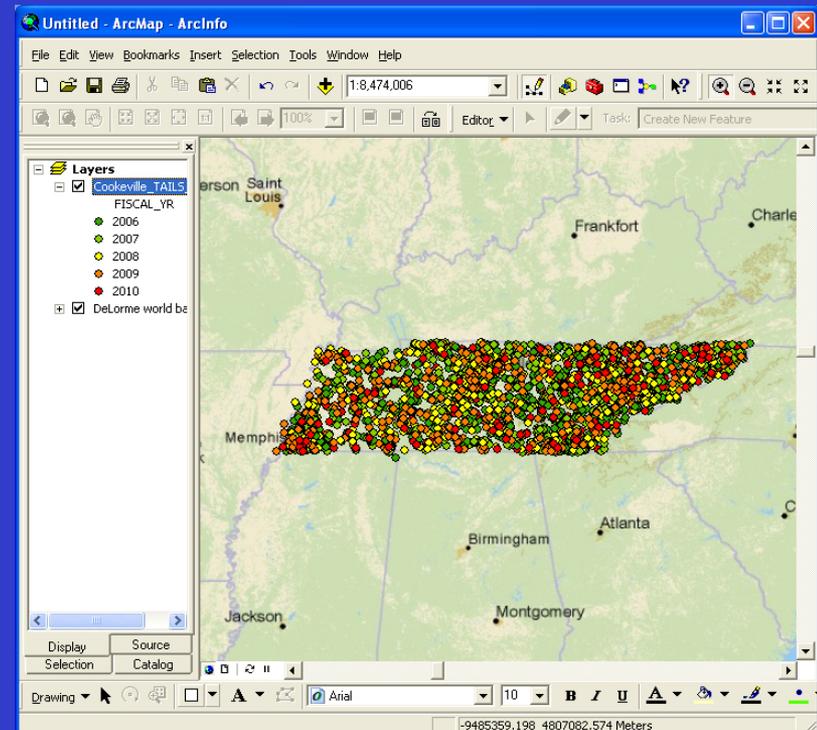
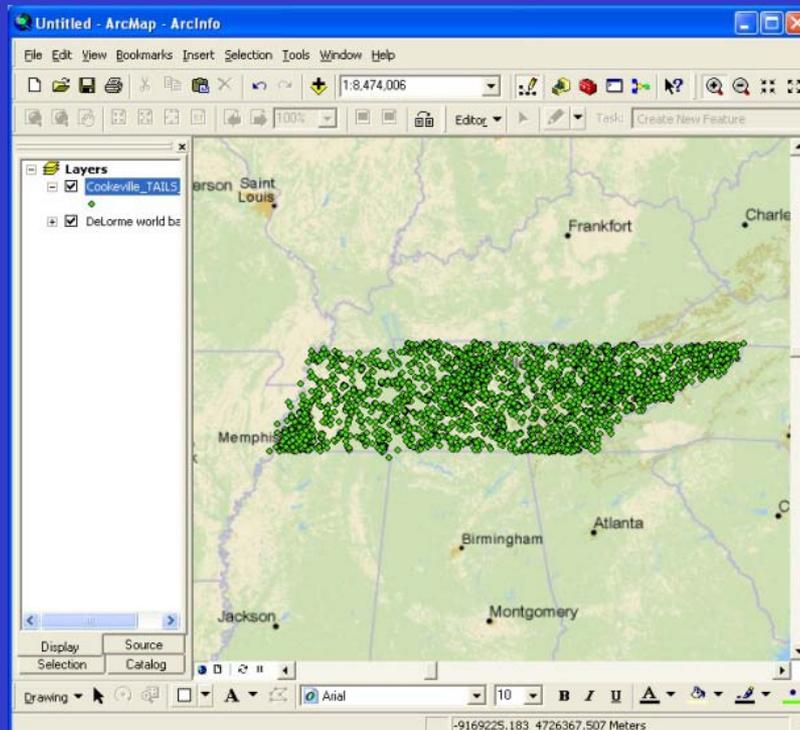
ACTIV_TITL	LEAD_OFFIC	ACTIV_CODE	ACTIV_TYPE	FISCAL_YR
ETTP Ponds EE/CA	42430	42430-2010-EC-0001	Environmental Contaminant Activity	2010
QORE Proposed Lowe's Store	42430	42430-2010-TA-0001	Section 7 Consultation	2010
...
Memphis Cement Company	42430	42430-2010-CPA-0481	Conservation Planning Assistance Activity	2010

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Run any TAILS Office or Ad-Hoc Report
Review the Report results in TAILS
Export using the “ArcMap” option

Export options:  CSV |  Excel |  PDF |  ArcMap

Note that all of these reports have a column with data for **Activity Code**
Activity Codes are used as the unique identifiers for Activities
They are the basis for performing the data attribute Join in ArcMap
Activity Code will be the Primary Key (linking data) for the Join

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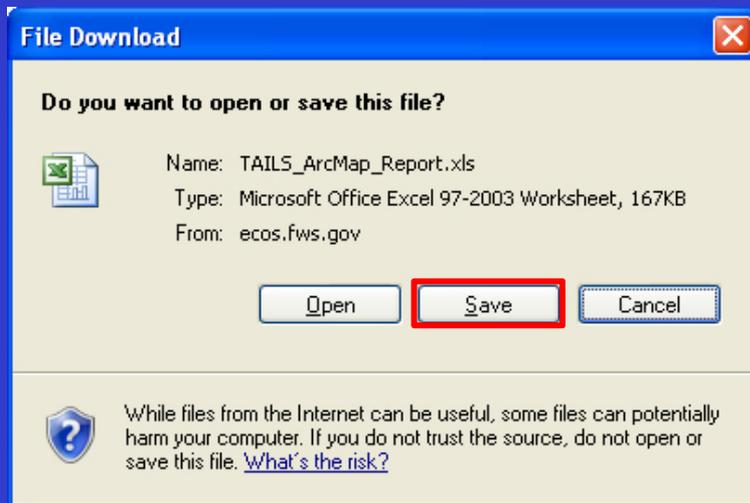
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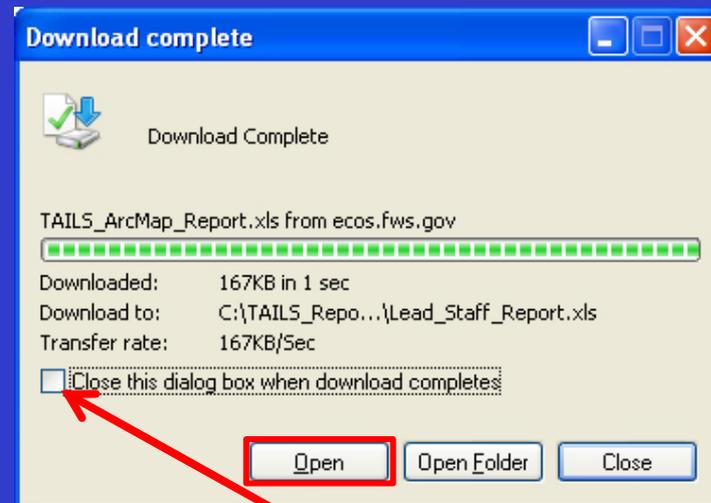
Using ArcMap as a TAILS extension

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When prompted, select Save
Name and Locate the file as desired



Uncheck here, while downloading
When prompted, select Open
If you missed the chance to uncheck
Locate and Open file

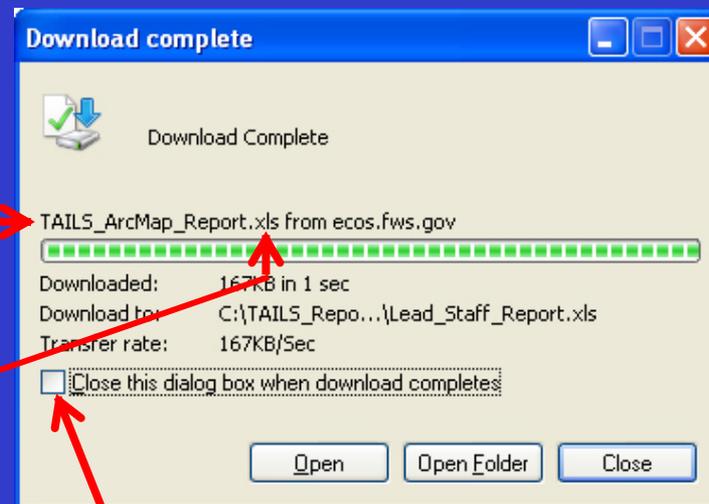
Special Notes and Tricks

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Note that no matter what you named it
It's still "TAILS_ArcMap_Report"
in this dialog box.

Don't worry – it was saved as named.

Note that it says it's MS Excel (.xls)
It's actually a text file (tricked ya)
But, we'll fix that next.

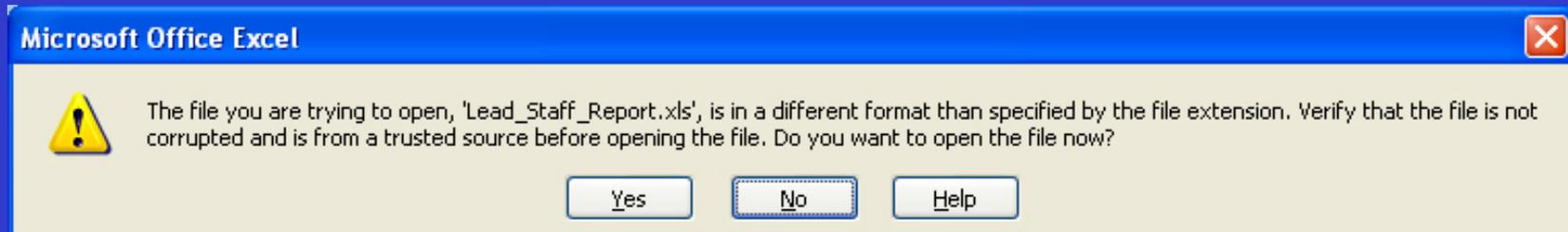


Good news! Once you set this to unchecked, it will stay that way.
When unchecked, you can just click Open when download is complete.
Your chance to uncheck it can come and go fast,
so download a large file if only to get this unchecked.

Using ArcMap as a TAILS extension

How it's done

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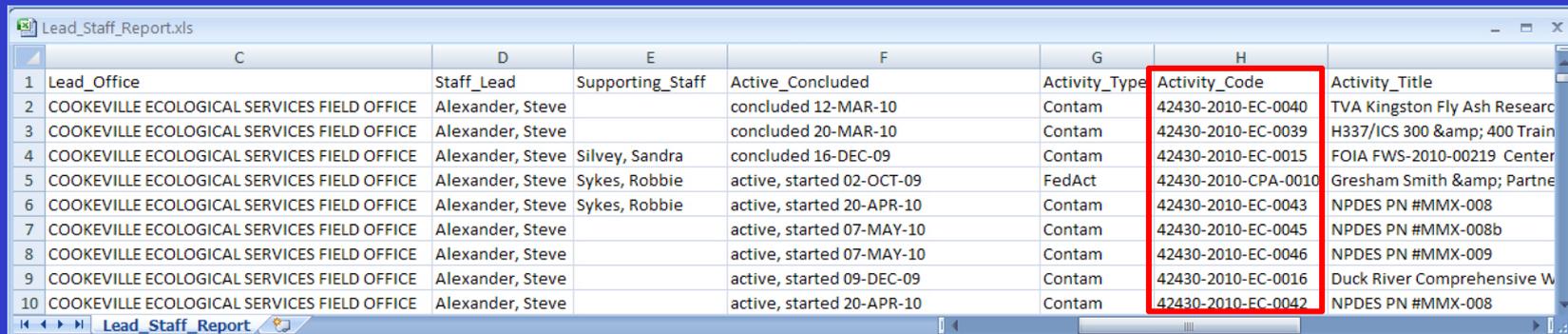
When you first open this ArcMap file in MS Excel, you'll get this warning. Excel has recognized that it's a text file disguised as an Excel file. Click "Yes" to verify that the file is not corrupt (tricky yes, corrupt no).

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Using ArcMap as a TAILS extension

How it's done

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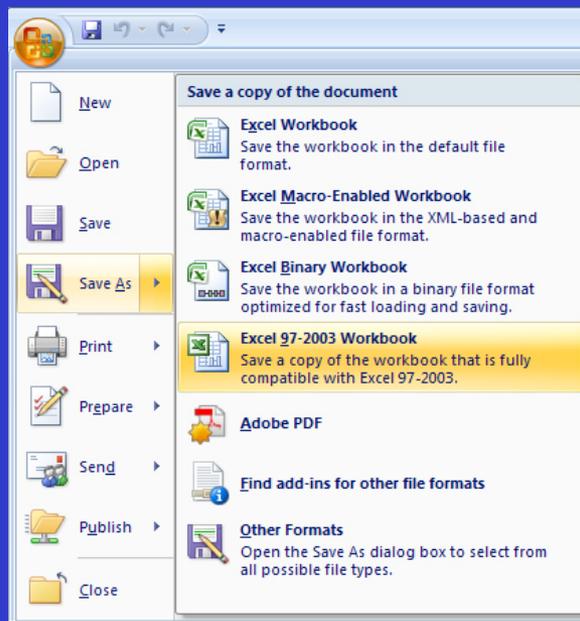
	C	D	E	F	G	H	
	Lead_Office	Staff_Lead	Supporting_Staff	Active_Concluded	Activity_Type	Activity_Code	Activity_Title
1	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		concluded 12-MAR-10	Contam	42430-2010-EC-0040	TVA Kingston Fly Ash Research
2	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		concluded 20-MAR-10	Contam	42430-2010-EC-0039	H337/ICS 300 & 400 Train
3	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve	Silvey, Sandra	concluded 16-DEC-09	Contam	42430-2010-EC-0015	FOIA FWS-2010-00219 Center
4	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve	Sykes, Robbie	active, started 02-OCT-09	FedAct	42430-2010-CPA-0010	Gresham Smith & Partners
5	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve	Sykes, Robbie	active, started 20-APR-10	Contam	42430-2010-EC-0043	NPDES PN #MMX-008
6	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		active, started 07-MAY-10	Contam	42430-2010-EC-0045	NPDES PN #MMX-008b
7	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		active, started 07-MAY-10	Contam	42430-2010-EC-0046	NPDES PN #MMX-009
8	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		active, started 09-DEC-09	Contam	42430-2010-EC-0016	Duck River Comprehensive W
9	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve		active, started 20-APR-10	Contam	42430-2010-EC-0042	NPDES PN #MMX-008
10	COOKEVILLE ECOLOGICAL SERVICES FIELD OFFICE	Alexander, Steve					

Note that Headers use underscores (not spaces) – required in ArcMap.
Note that our Primary Key (**Activity_Code**) is included as a column.
We have all manner of other data we can Join to the shapefile.
Once in ArcMap, we can use / symbolize these data.
Now, save as a true MS Excel file via “Save as”.

Using ArcMap as a TAILS extension

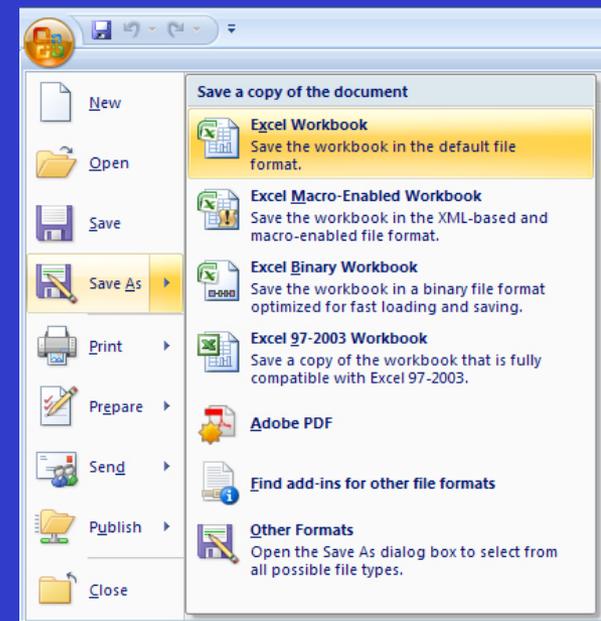
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Save as MS Excel 97-2003

Filename.xls



Save as MS Excel (2007)

Filename.xlsx

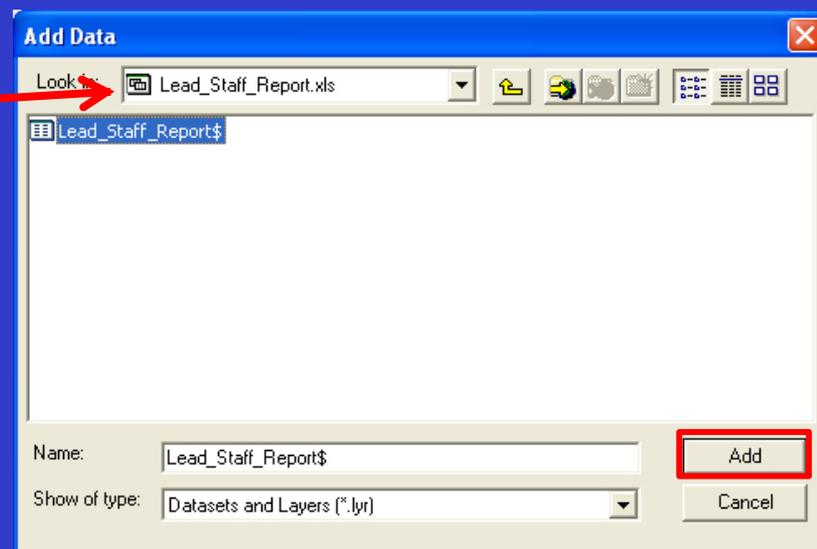
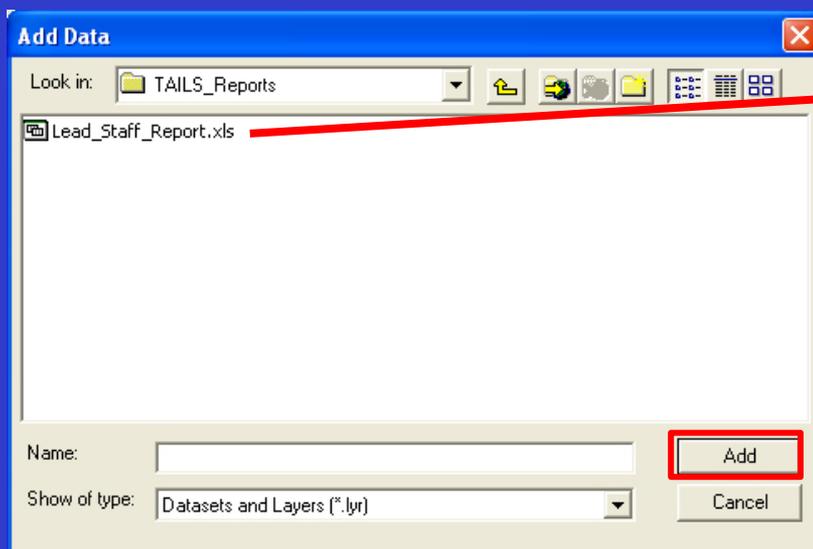
Now it's truly Excel

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Using ArcMap as a TAILS extension

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In ArcMap, Select Add Data 
Double-click MS Excel file or
Select file and click “Add”

Now select the Excel worksheet
Double-click worksheet name or
Select worksheet and click “Add”

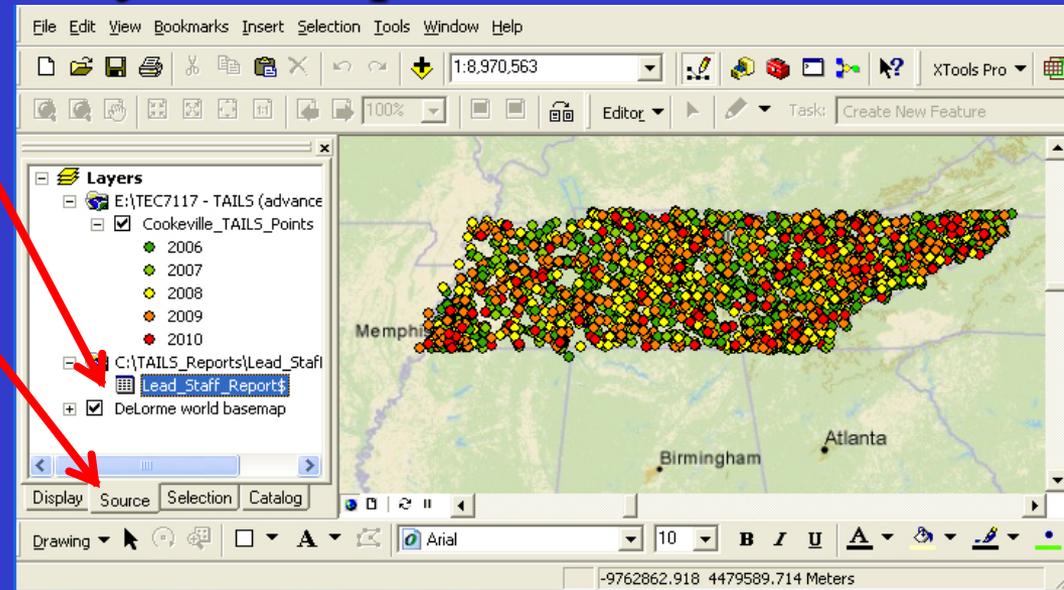
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Data added to ArcMap
Toggles to "Source"



In this example, we exported and added Lead Staff for FY 2010 only

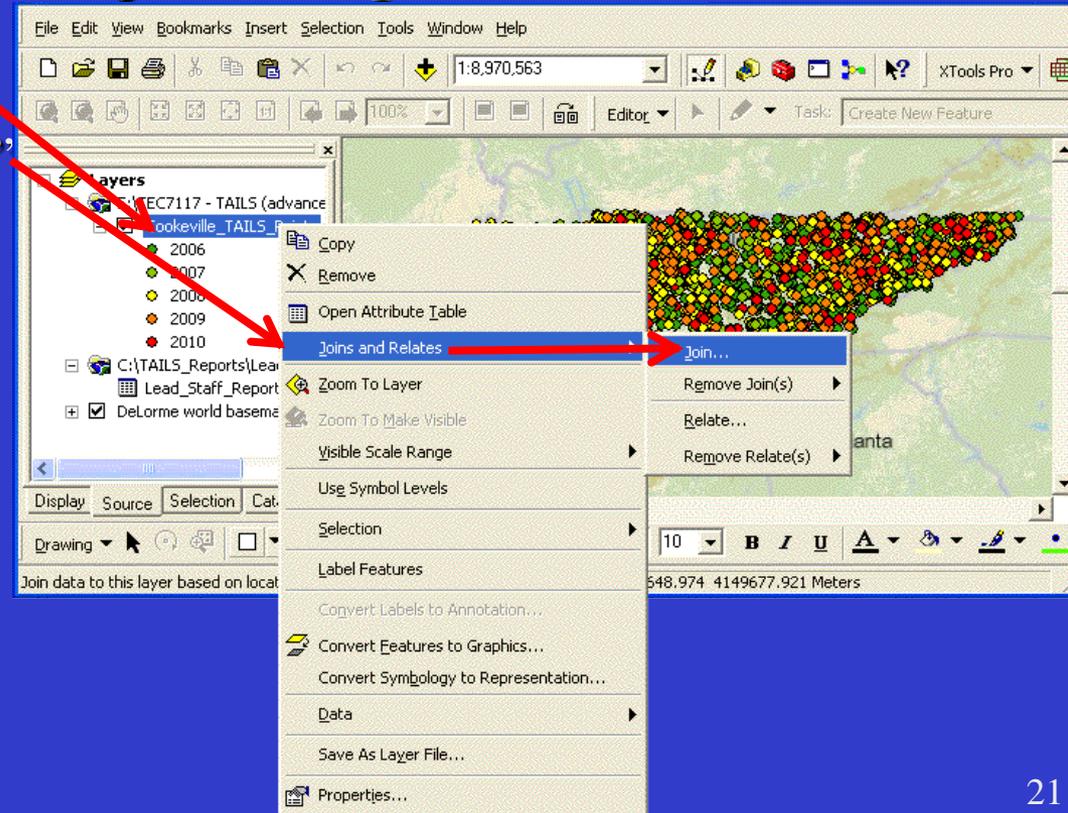
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Right-click on Shapefile
Select "Joins and Relates"
Select "Join"
Release mouse button



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Select the type of Join to perform

(Join attributes from a table)

Select shapefile field the Join will be based on

(ACTIV_CODE)

Select the table to join to the shapefile

(Your Excel worksheet)

Select field in the table to base join on

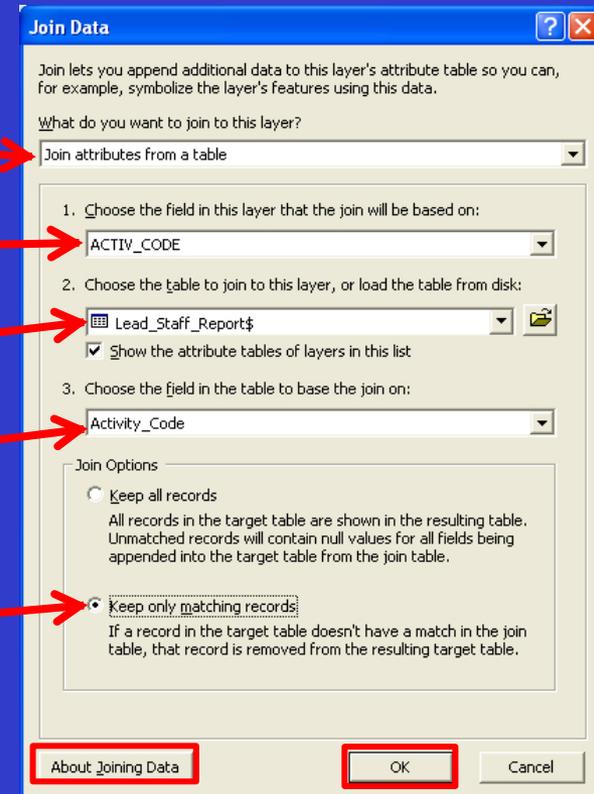
(Activity_Code)

Select Join Option

(Keep only matching records)

Click OK

To learn more, click on “About Joining Data”

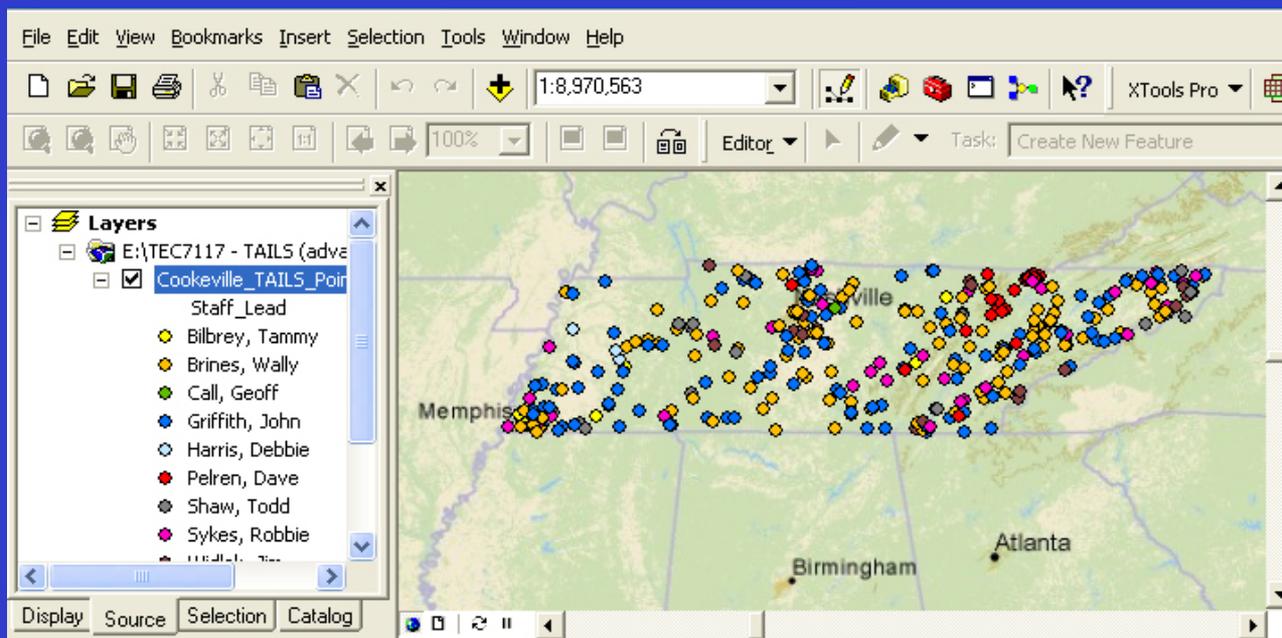


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Symbolize based on new Joined data (in this example, Staff_Lead 2010)



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Minimal attributes of a TAILS shapefile

ACTIV_TITL	LEAD_OFFIC	ACTIV_CODE	ACTIV_TYPE	FISCAL_YR
ETTP Ponds EE/CA	42430	42430-2010-EC-0001	Environmental Contaminant Activity	2010
QORE Proposed Lowe's Store	42430	42430-2010-TA-0001	Section 7 Consultation	2010
...
Memphis Cement Company	42430	42430-2010-CPA-0481	Conservation Planning Assistance Activity	2010

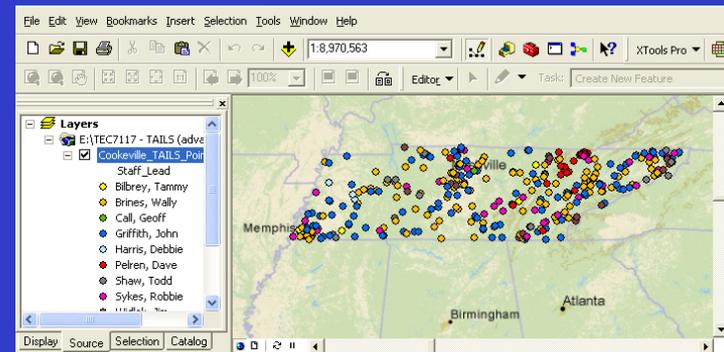
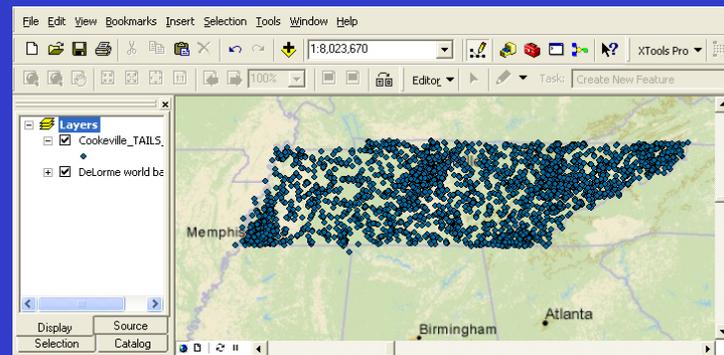
Additional data from a TAILS Report

Activity_Code	Start_Date	Due_Date	Conclution_Date	Lead_Agency	Lead_Staff	Species
42430-2010-EC-0001	10/01/2009		12/29/2009	EPA	Alexander, Steve	Gray bat (Myotis grisescens)
42430-2010-TA-0001	10/01/2009	11/01/2009	10/10/2010	--OTHER: CONSULTANT--	Brines, Wally	Nashville crayfish (Orconectes shoupi)
...
42430-2010-CPA-0481	06/05/2010	09/05/2009		Army Corps of Engineers	Sykes, Robbie	Migratory Birds Trust Resources

Joined attribute table

ACTIV_TITL	LEAD_OFFIC	ACTIV_CODE	ACTIV_TYPE	FISCAL_YR	Activity_Code	Start_Date	Due_Date	Conclution_Date	Lead_Agency	Lead_Staff	Species
ETTP Ponds EE/CA	42430	42430-2010-EC-0001	Environmental Contaminant Activity	2010	42430-2010-EC-0001	10/01/2009		12/29/2009	EPA	Alexander, Steve	Gray bat (Myotis grisescens)
QORE Proposed Lowe's Store	42430	42430-2010-TA-0001	Section 7 Consultation	2010	42430-2010-TA-0001	10/01/2009	11/01/2009	10/10/2010	--OTHER: CONSULTANT--	Brines, Wally	Nashville crayfish (Orconectes shoupi)
...
Memphis Cement Company	42430	42430-2010-CPA-0481	Conservation Planning Assistance Activity	2010	42430-2010-CPA-0481	06/05/2010	09/05/2009		Army Corps of Engineers	Sykes, Robbie	Migratory Birds Trust Resources

More data = more mapping fun !



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TAILS Final GIS Project

FROM THE TRAINING SERVER (<https://ecos-training.fws.gov>)

- Go to Reports: Geographic Reports: Shapefiles of office and regional activities and download your office's shapefile
- Use WinZip to unzip (decompress) this file and extract the files
- Open ArcMap and add the shapefile as a new layer
- Add a base map to ArcMap from the ESRI Resource Center (File: Add data from ArcGIS online)
- Symbolize the TAILS data layer by Activity Type (ACTIV_TYPE)
- Add the National Highways (Highways) layer from the D:\CSP7202\TAILS\Shapefiles folder
- Symbolize the Highway layer to 2 point, and select a red line color
- Perform a select-by-location query to select any of your TAILS points that are within 10 miles of any Highway (refer to prior exercise on Select by Location)
- Return to TAILS and run another report – Office Reports: All Modules: Activities by Staff (select for 2013)
- Export the result to ArcMap
- Open and review the result, name the worksheet "2013 Lead Staff" and Save as a true Excel file (and close Excel)
- Return to ArcMap and add this Excel file, (and specifically the "2013 Lead Staff" worksheet).
- Join the Excel file to the Shapefile using Joins and Relates: Join; base the join on the Activity Code (using the "ACTIV_CODE" from the Shapefile and "Activity_Code" from the Excel file and select "Keep only matching records")
- Symbolize the joined result by individual staff lead (using the "Staff_Lead" value field)
- Alter the map however you desire (pan, zoom, etc) and export the map [as a pdf](#) (from File: Export Map)
- **Extra Credit:** Toggle to the Layout View and change the symbology base to "Lead_Agency_Tribe", manipulate the map more (add a legend, a title, north arrow, etc) and export the map again ([to a pdf](#))