

Sagebrush
Conservation Efforts Database
Technical Help Document
Version 2.0.0

DRAFT

A Living Document That Will Be Refined With Use
U.S. Fish and Wildlife Service

February 1, 2017

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1 WELCOME TO THE CED

2 Thank you for taking time to learn more about the Conservation Efforts Database v2.0.0(CED). This
3 'Technical Help Document' is one of several products designed to help new and returning CED users
4 register for the website and enter data. Additional resources can be found within the CED Help link
5 (<https://conservationefforts.org/sgce/help/>) and include help videos, batch upload instructions, and
6 table structure and documentation. Additionally, we have created a separate tab for [Frequently Asked](#)
7 [Questions](#) (FAQs), and will continue to update this, as well as include the information in this documents
8 and/or the CED User Guide as appropriate. If you have questions or comments that cannot be answered
9 via the help resources please do not hesitate to [contact us](#).

DRAFT

10 **GETTING STARTED**

11 In order to enter data into the Conservation Efforts Database (CED), agencies/organizations must first
12 provide information on their agency/organization and office structure for the CED pre-registration
13 process. This step is necessary to ensure the security of the site and of each record entered into the
14 CED. This pre-registration process is used to complete the following security functions:

- 15 • Development of the drop down menus for the user profiles
- 16 • Identification of one or more “approving officials” or “gatekeepers” to ensure that data
17 providers entering information on behalf of the agency/organization are actually from the
18 agency/organization.
- 19 • Designation of one or more “approving officials” to review and approve project and plan records
20 for public viewing and use by the Service. This step allows for quality control for
21 agencies/organizations.
- 22 • Determining who has permission to modify conservation efforts for the agency/organization:
 - 23 ○ the data provider that created the project,
 - 24 ○ select employees within the data provider’s office, or
 - 25 ○ the approving official for that project/plan.

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27
28 To get started, please visit the help menu at <https://conservationefforts.org> and follow the instructions
29 for submitting this information. However, if your agency/organization already provided this information
30 in CED v1.0, it will be carried over. If you need to update contacts, and/or approving officials, please
31 follow the procedure described above.

32
33 **REGISTER FOR AN ACCOUNT**

34 Once the agency/organization has provided information on organizational structure and approving
35 officials, individual data providers will be able to register for an account. To register for an account, go to
36 <https://conservationefforts.org/sgce/accounts/register/>, enter your information, and click ‘Submit.’ You
37 will receive an email within several minutes, containing a link that will allow you to activate your
38 account. Once your account has been activated, proceed to the next step to enter your profile
39 information.



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42 Which should bring you to the following page:

43

ENTER CED DATA ABOUT CED FAQ HELP HOME

Register to Enter Data

The Username must not contain spaces or special characters

Password Strength

The CED requires a strong password in order to be able to enter data. There are minimal requirements for creating a password on the site. In addition, the CED requires additional security. If your password fails to meet both the site and additional CED strength requirements you will be redirected to the password change form and asked to strengthen your password.

Your password must:

- Be at least 10 characters in length.
- Contain at least one upper case letter (A)
- Contain at least one lowercase letter (a)
- Contain at least one number (1)
- Contain at least one special character (#)

Fill out all information and click submit.

Username*:

Email*:

Password*:

Confirm Password*:

Submit Registration

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46 ENTER PROFILE INFORMATION

47 When you log in for the first time, you will automatically be directed to the 'Main Page' where you will
48 be asked to provide your contact information (see screenshot below). Fill out all required fields marked
49 with an asterisk (*). Approving officials should have already been designated for your
50 agency/organization, and will appear in a drop-down menu once your agency/organization or office is
51 selected. If you don't see an approving official, please contact your agency lead for the CED. If you
52 don't know who that is, contact the CED team fw1sagegrouseced@fws.gov for assistance. In addition, if
53 you do not see your office within the drop down list you can select DEMONSTRATION USER ACCESS
54 ONLY. Lief Wiechman will automatically be given as your approving official. Records entered in this test
55 capacity can be converted from test records to real records when your profile information is updated.
56 Please [contact the CED Team](#) for further assistance with this step.

57

58 All data providers must accept the Terms of the agreement in order to be able to enter your
59 conservation efforts into the CED. Click 'Email Approving Official' to request access from your approving
60 official to enter data for your agency/organization. You cannot enter data until your
61 agency/organization's approving official has authorized you to do so. You will receive an auto-generated
62 email when that has occurred.

63

Conservation Efforts Database USFWS USGS LANDSCAPE CONSERVATION COOPERATIVES

Lief's CED HOME ABOUT CED FAQ HELP HOME

Users must complete the profile, click "EMAIL APPROVING OFFICIAL", and be approved before data entry can begin. Hover over field labels to display tool tips when available (Approving Official and Date Approved currently).
 NOTE: Individuals working for agencies or organizations that have not yet provided their list of approving officials will be allowed demonstration access only. Please select your agency to determine if your agency has supplied offices and approving officials for our records.
 If agency offices exist within the CED but no approving officials exist users will automatically default to Lief Wiechman as their approving official.
 Select DEMONSTRATION USER ACCESS ONLY for an office if your field office does not exist for a test account.

EMAIL APPROVING OFFICIAL SAVE PROFILE CHANGE PASSWORD

CONTACT INFORMATION

First Name* Lief Last Name* Wiechman
 Email Address* lief_wiechman@fws.gov Phone Number* 970 267 7218
 Agency/Conservation Partner* U.S. Fish and Wildlife Service
 Office/Name of Agency or Organization* ---Select an Agency---
 Approving Official* Lief Wiechman, User: Lief_Wiechman, Agency: U.S. Fish and Wildlife Service
 Date User Approved 2014-09-22 10:49:16

TERMS OF THE AGREEMENT*

The information, documents, and other materials (collectively, "information") you submit to this website will become part of the public record and may be publicly disclosed as part of the Service's administrative record or in response to a request under the Freedom of Information Act (FOIA). If you submit personal identifying information, such as a home address, phone

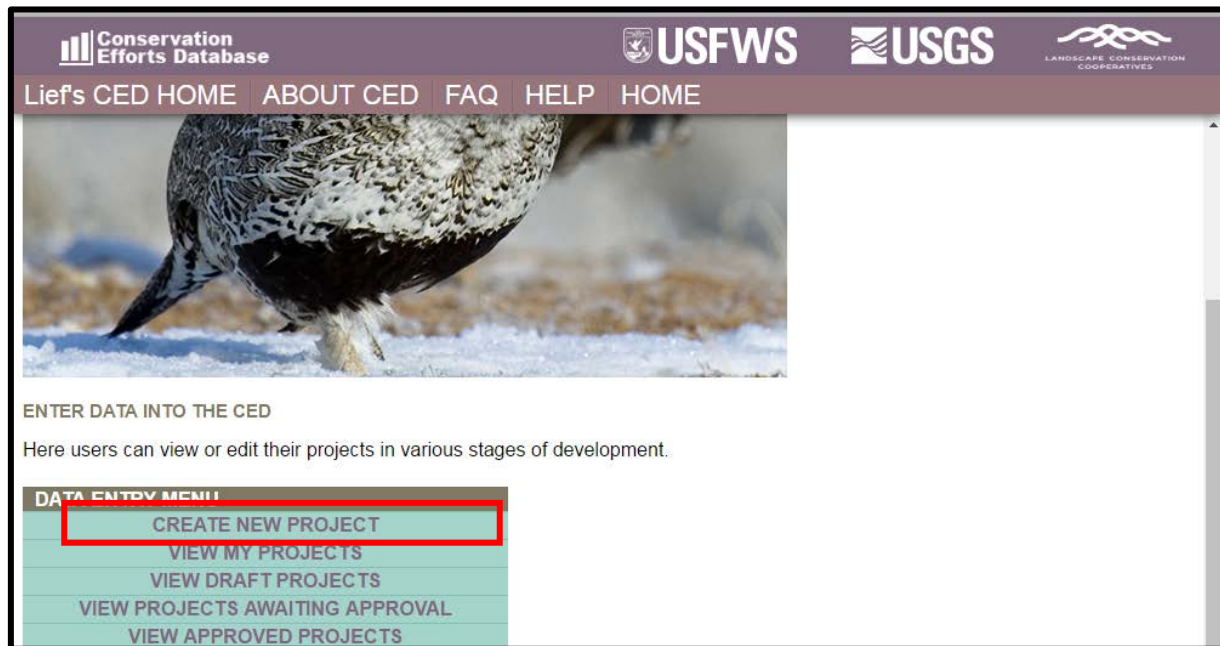
U.S. Fish & Wildlife Service | U.S. Geological Survey | Landscape Conservation Cooperatives | Contact Us

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**** IMPORTANT NOTE FOR REGISTERED USERS: From this point forward, in this Technical Help Document, many hyperlinks will NOT take you to the desired page unless you are logged-in to the CED. Please log-in to the CED to gain access to all of the document's assistance features. Additionally, you may want to set your default browser to Google Chrome to ensure full functionality. ****

78 CREATE A NEW PROJECT/PLAN

79 You must be logged in to enter data (go to: <https://conservationefforts.org/sgce/>). After logging in,
80 select 'Enter Data' from the panel on the right side of your screen to access your data entry menu. To
81 enter a new conservation effort (project or plan), select 'Create New Project.' See [Entering a](#)
82 [Conservation Effort](#) for further instructions.



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85 ENTERING A CONSERVATION EFFORT

86 In this section, we will guide you creating a record/entry for each of the 3 types of information being
87 collected in CED v2.0.0, 'Plans', 'Non-Spatial Projects', and 'Spatial Projects'. Many of the steps will be
88 similar for each entry type; however the plans and non-spatial projects will not contain the spatial data
89 upload steps.

90

91 SPATIAL PROJECTS

92 Conservation Effort Name & Completion Status

93 Indicate the name of the conservation effort (in this case, the name of the project) using fewer than 50
94 characters. Effort (plan or project) names cannot be duplicated within the CED. Useful tips for a unique
95 name include an effort name (often a geographical landmark), implementing agency, the type of effort,
96 and the year the effort began (**Example: Idaho-BLM-Soda Fire Restoration-2016**). While we understand
97 many users will agency-specific naming conventions, we prefer to avoid strictly numeric names for each
98 record.

99

100 Select an Effort Type, Activity, and Subactivity (in that order). Choosing these fields will cause display the
101 appropriate metrics and potentially other fields that need to be completed based on your Subactivity
102 selection. The 'Implementing Party' and 'Office' fields will be autopopulated based on the individual's
103 profile that is entering the record. The 'Date created' field will be autopopulated as well.

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Not all projects will require spatially-explicit data. For a complete list of which projects will require spatially-explicit data, refer to Table 1 in the CED USER GUIDE v2.0.0 (p.18).

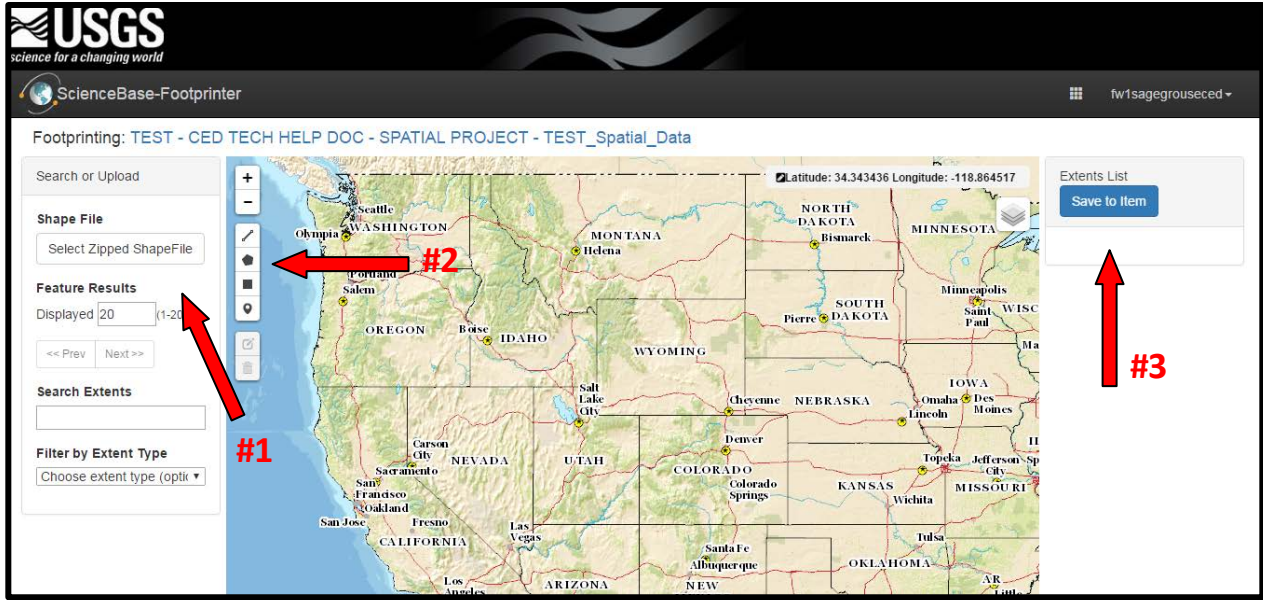
The screenshot shows the 'CREATE NEW PROJECT/EFFORT' form in the Conservation Efforts Database. At the top, there are logos for USFWS, USGS, and Landscape Conservation Cooperatives. Below the logos is a navigation bar with links: 'Lief's CED HOME', 'ABOUT CED', 'FAQ', 'HELP', and 'HOME'. The main heading is 'CREATE NEW PROJECT/EFFORT'. A note states 'All fields are required'. Two red attention messages are present: '***ATTENTION: Option to Save and Continue will not appear until all fields are complete.' and '***ATTENTION: Please avoid using private land owner names in the CED Effort Name.' The 'CED Effort Name' field contains 'TEST - CED TECH HELP DOC - SPATIAL PROJECT - TEST'. The 'Effort Status' is set to 'Completed'. The 'Activity' is 'RESTORATION: Conifer Removal' and the 'Subactivity' is 'Conifer Removal (all phases)'. The 'Implementing party' is 'U.S. Fish and Wildlife Service' and the 'Office' is 'Region 6 RO'. The 'Date created' is '2017-02-17 07:38:19'. A red box highlights the message: 'You are creating a Spatial Project. Spatial data is required'. Below this message is a 'Save and Continue' button.

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Select an Implementation Status. “Planned” conservation efforts have not been implemented in any way, but are included as part. Those efforts that are “In Progress” have been only partially implemented and have not been completed. A conservation effort that would be considered “Completed” no longer requires further actions aside from general monitoring or maintenance. The Implementing Party, Office, and Date created fields are automatically filled using information from your user profile. While users can edit these fields if necessary, we recommend using the default settings.

A unique conservation effort Project ID number will be assigned for each record (plan or project) entered in the CED and is viewable in the leftmost column on the “User’s CED HOME” page (you must be logged in to view) in the list of “My projects”. You will see above the ‘Save and Continue’ button, a notice that will state “*You are creating a Spatial Project. Spatial data is required*”.

Click ‘**Save and Continue**’ to proceed to the next page.



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Footprint Editor – Spatial Data Upload and Digitizing

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The CED will then redirect you to the USGS’s ScienceBase’s Footerprinter. This the step in which a user can either upload existing spatial information in the form a shapefile, or use this tool to hand-digitize the project’s boundary. Keep in mind, hand-digitizing may result in inaccuracies in GIS calculations that will have to be addressed in a later step.

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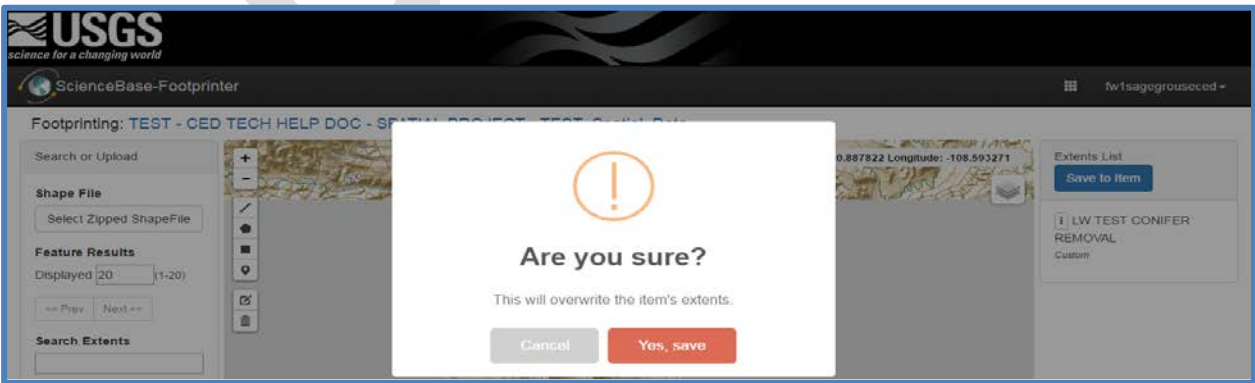
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To upload existing shapefiles, select the **“Select Zipped ShapeFile”** button (red arrow #1). This will open a file browser where you can search and select which file to load. To hand digitize, select one of the tools along the left side of the map (red arrow #2). If using the digitizing tool, a user can zoom in, to more accurately digitize. Furthermore, after a polygon is complete, a few open (Delete, Zoom to Extent, Add Information) will appear below the **“Save to Item”** button. Explore the functionality of each of these features to best represent the project polygon. The CED will no longer collect line information, and in most cases will not collect point-data. Regardless of the option you select, when the appropriate file has been loaded or the digitizing is complete, select **“Save to Item”** in the upper right hand corner (red arrow #3). Select **“Yes, save”** to save and upload the spatial files you have digitized or uploaded to proceed.

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144 After you save, you will have the option to return to the footprinter to edit or add new features or return
145 back to CED record entry. When you return to the CED, you will be brought to Step 1. You will notice that
146 the CED has calculated the acreage associated with the spatial file(s) provided. The CED will also provide a
147 warning when GIS-calculated acreages are different from the “Acres Treated” which is provided by the
148 user. You can see an example of that warning message below. In this case the user entered 350 acres,
149 while the GIS-calculated acreage totaled 386.2.
150

The screenshot shows the 'Conservation Efforts Database' interface. At the top, there are logos for USFWS and USGS, and a navigation bar with links: 'Lief's CED HOME', 'ABOUT CED', 'FAQ', 'HELP', and 'HOME'. The main header displays the 'Effort Name: TEST - CED TECH HELP DOC - SPATIAL PROJECT - TEST' and navigation buttons: 'Step 1 of 4: Go to Step 2', 'Save and Exit', and 'Review Entry'. Below this is the 'Activity Information' section, which includes an 'Edit Name' field, 'Activity: RESTORATION: Conifer Removal', 'Subactivity: Conifer Removal (all phases)', 'Start Date*' (January 1, 2017), and 'End Date*' (February 1, 2017). The 'Acres Treated*' field contains the value 350, and the 'GIS Acres*' field contains 386.2. A red warning message is displayed: '*Reported acreage (Metric Value) is 386.2ac (0%) less than the GIS-calculated acreage (represented by your spatial input). Please ensure these values represent the correct area where the conservation action was implemented. We caution including adjacent acres that may receive indirect benefit, if they are not included in the project/treatment area.' To the right of the form, there are buttons for 'Edit Spatial Data', 'Effort is a Spatial Project', 'Effort Is In Draft Status', and 'Mark This Effort for Deletion'. Below the warning are text areas for 'Objectives*' (Words: 71; Characters: 403) and 'Effects*' (Words: 36; Characters: 249), and a 'Notes' field at the bottom.

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153 **Step 1: Activity Information**

154 Complete all of the available fields. You will have the option to provide any ‘notes’ you would like to at
155 this stage, but please keep in mind this is not the only opportunity to provide supplemental information
156 associated with your plane entry; we’ll address that in Step 2.

157 You may select any threats that your project addresses in Step 1. Please keep in mind, that each threat
158 selected will create a narrative box below. Those boxes must be populated with the appropriate
159 information or you will not be allowed to advance. This is an imperative step as the information
160 provided here (as well as in Step 2) will be used for evaluation of effectiveness, should the information
161 be assessed for any purpose (such as the 2020 greater sage-grouse status review, for example).

Effort Name: TEST - CED TECH HELP DOC - SPATIAL PROJECT - TEST Step 1 of 4: Go to Step 2 Save and Exit Review Entry

Activity Information Edit Spatial Data

Threats Addressed*:

<input type="checkbox"/> AGRICULTURAL CONVERSION (Tillage Risk)	<input checked="" type="checkbox"/> CONIFER ENCROACHMENT
<input type="checkbox"/> OIL & GAS DEVELOPMENT	<input type="checkbox"/> FIRE
<input type="checkbox"/> FERAL EQUIDS	<input type="checkbox"/> IMPROPER GRAZING / RANGE MAN
<input type="checkbox"/> INFRASTRUCTURE (Roads, Powerlines, Renewable Energy)	<input type="checkbox"/> ISOLATED / SMALL POPULATION SIZE
<input type="checkbox"/> MINING	<input type="checkbox"/> INVASIVES (Annual Grasses and Noxious Weeds)
<input type="checkbox"/> RECREATION	<input type="checkbox"/> SAGEBRUSH LOSS or DEGRADATION
<input type="checkbox"/> URBAN DEVELOPMENT	

Effort is a Spatial Project
Effort Is In Draft Status
Mark This Effort for Deletion

For each threat selected above, please provide rationale explaining why the action was/is/will be effective at addressing and reducing the threat and the impact on sagebrush/sage-grouse (REQUIRED)

Conifers*: Removing conifer will increase connectivity between existing patches of sagebrush currently fragmented by encroaching conifer.

Collaborators*:

<input type="checkbox"/> Bureau of Indian Affairs	<input type="checkbox"/> Bureau of Land Management	<input type="checkbox"/> Bureau of Reclamation
<input type="checkbox"/> Conservation District	<input type="checkbox"/> County	<input type="checkbox"/> Department of Defense
<input type="checkbox"/> Department of Energy	<input type="checkbox"/> Local Working Group	<input type="checkbox"/> National Park Service
<input type="checkbox"/> Natural Resource Conservation Service	<input type="checkbox"/> None	<input type="checkbox"/> Nongovernmental Organization
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Private	<input checked="" type="checkbox"/> State
<input type="checkbox"/> Tribe	<input checked="" type="checkbox"/> U.S. Fish and Wildlife Service	<input type="checkbox"/> U.S. Forest Service
<input type="checkbox"/> U.S. Geological Survey	<input type="checkbox"/> U.S. Government	<input type="checkbox"/> University/Researcher

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163 To proceed to Step 2, click on “**Step 1 of 4: Go to Step 2**” (see arrow #1). If you would like to stop (or
 164 pause) entering information for this record, click on “Save and Exit” (see arrow #2) and your progress
 165 will be saved. You will be able to return to this step by logging in and ‘View My Projects’ under the
 166 User’s CED HOME tab at the top of the screen. You may at any time review your data to ensure that all
 167 of the required fields have been properly completed by clicking the ‘Review Entry’ button near the top
 168 (right) of the screen (see arrow #3). Additionally, for spatial entries, you can select the “Edit Spatial
 169 Data” in the upper right corner (red arrow #4).



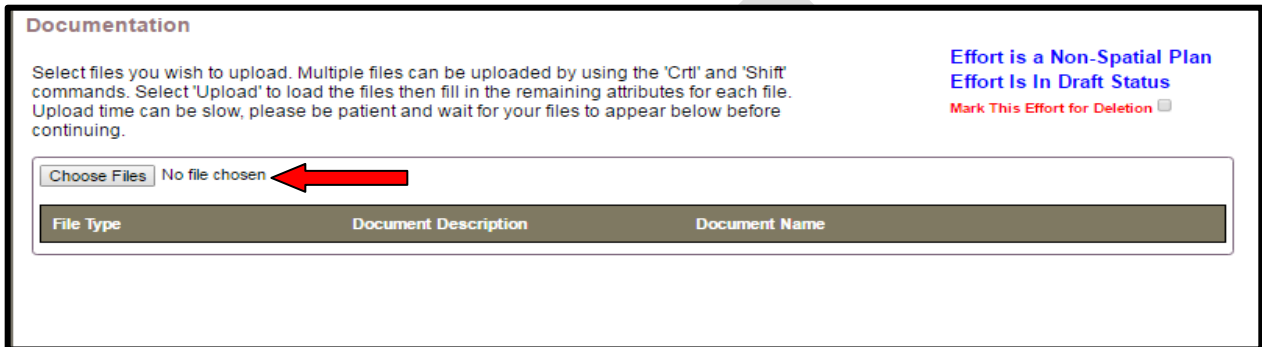
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171 **IMPORTANT NOTE:** To navigate the Edit Project page, you may click any of the buttons across the top of
 172 the page to quickly go from one step to another. Any changes you make to the steps as you navigate
 173 back and forth will be automatically saved, but ONLY TEMPORARILY. You must click ‘Save and Exit’
 174 before leaving the site to save the information you have entered (see screenshot below). **Closing your
 175 browser window or using the ‘Back’ button on your browser without first clicking ‘Save and Exit’ will
 176 result in loss of entered data.** The site will warn you of any attempt to leave the data entry page
 177 without first saving so that you can return to the page without losing any data.
 178

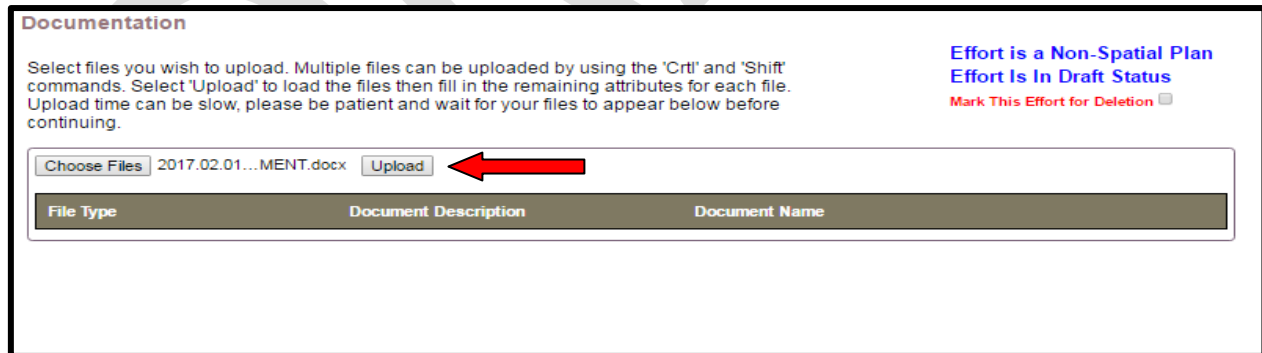
179 **Step 2: Documentation**

180 This is your opportunity to upload supporting documentation. Supporting documents are required to
181 provide context and/or validation for the conservation effort (plan or project), specifically identifying
182 the monitoring protocols and any information describing how a project is being or was implemented.
183 Documents such as progress reports published/peer-reviewed journal articles, effectiveness monitoring
184 reports, and other written products can be useful to better explain the project’s objective(s), or scope
185 of the conservation project or plan, or explain how any decision or regulation are demonstrating or
186 have demonstrated related effectiveness.

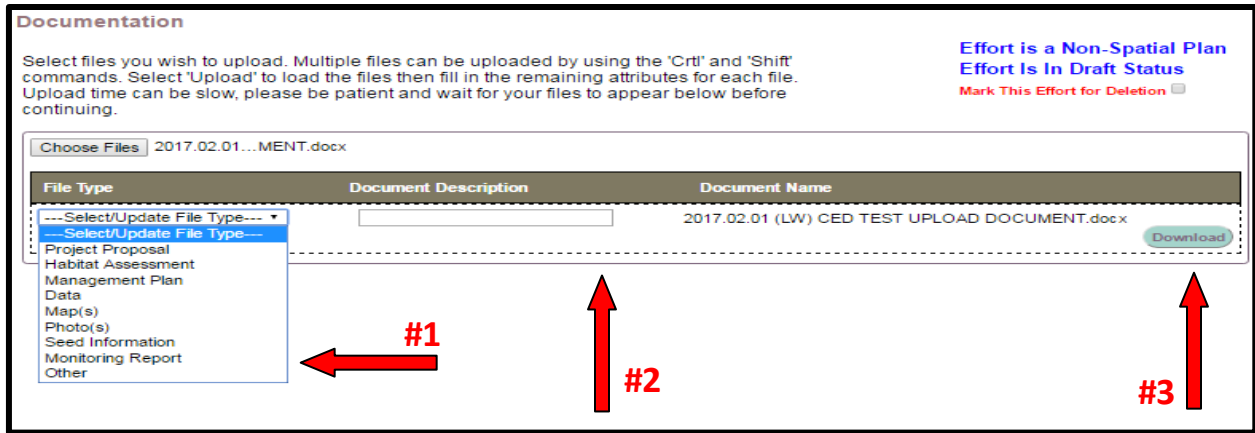
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188 Select files you wish to upload by clicking the ‘Choose Files’ button.
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192 A window will pop open that will allow you to navigate to your supporting documents. Please wait for
193 your files to upload and **do not click the back or forward buttons**. Multiple files can be uploaded by
194 using the 'Ctrl' and 'Shift' commands. Once you have selected your files, click 'Open' to close the
195 window. After you have selected your files to be uploaded, the “Upload” button should appear (see red
196 arrow below). Select the Upload button (a small box will appear while your file(s) load).



197
198 After the file(s) load, select a file type for each (red arrow #1), and provide a brief description of the
199 document (red arrow #2). To download the uploaded document(s) during review or when an approving
200 official is approving, select the “Download” button (red arrow #3).

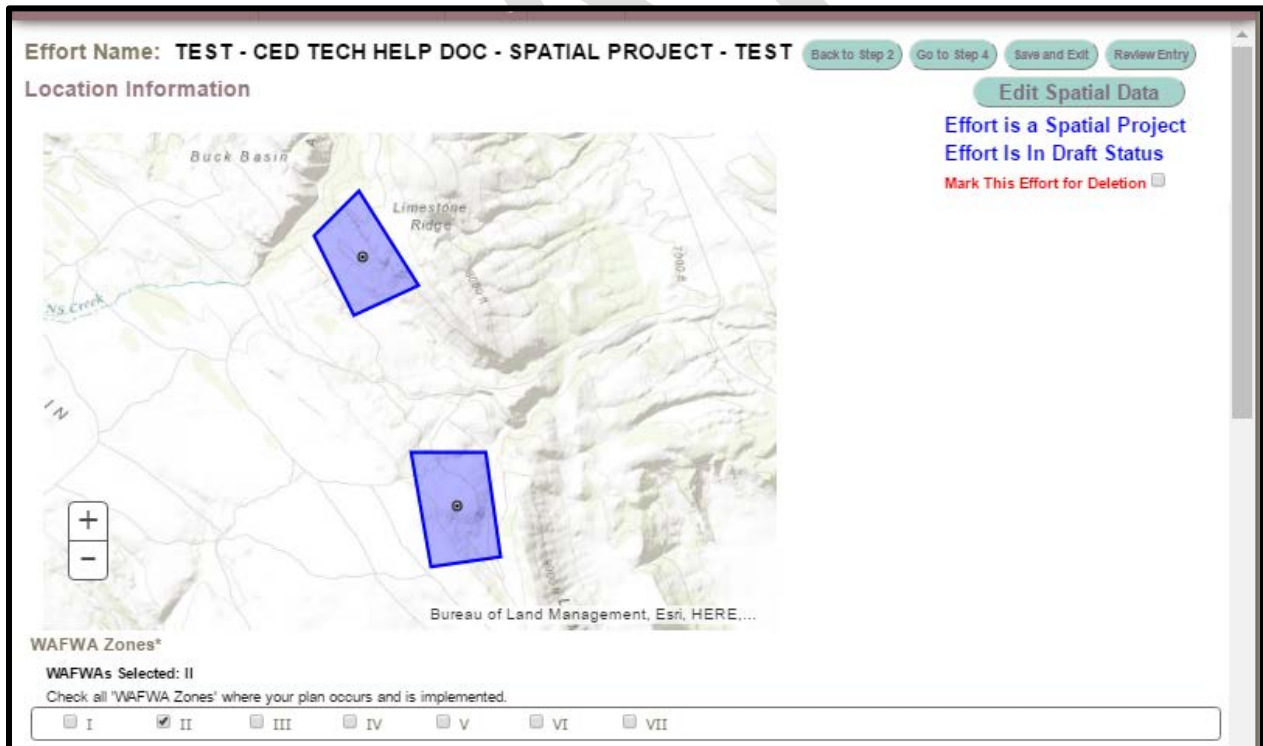


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202 To proceed to Step 3, click on “Go to Step 3”.

203 **Step 3: Location Information**

204 A small map illustrating the spatial data uploaded (or digitized) will appear at the top of this page (see
 205 screenshot below). The Western Association of Fish and Wildlife Agencies (WAFWA) Zones, Sage-grouse
 206 Populations, States, Counties, and Hydrologic Unit Code (HUC) 12 Zone fields will be automatically
 207 populated based on the spatial information entered prior to Step 1. The process applied to automatically
 208 select the boxes in each of these fields uses GIS layers from our database.



209

210 To reduce the processing time, only the parts of these zones that intersect with the extent of the
 211 sagebrush biome are included in our layers. If your spatial polygon's perimeter falls outside of sagebrush
 212 distribution, it is possible that some spatial data (e.g., a state) might be included while others (e.g., HUC
 213 12) are missed. Please verify that all of the correct locations are checked. If some location information

214 remains unchecked, please ensure that the spatial data you have entered is in the correct location. If the
215 spatial data you have entered is not in error, please email the CED team at fw1sagegrouseced@fws.gov
216 as you will not be able to pass the error check without all location information fields completed.

217 The 'Ownership' checklist will NOT be automatically populated. Select the appropriate land owners that
218 correspond with your conservation area.

Land Ownership*

Check all 'Land Owners' where your project occurs and is implemented.

<input checked="" type="checkbox"/> Bureau of Indian Affairs	<input checked="" type="checkbox"/> Bureau of Land Management	<input checked="" type="checkbox"/> Bureau of Reclamation	<input checked="" type="checkbox"/> County
<input checked="" type="checkbox"/> Department of Defense	<input checked="" type="checkbox"/> Department of Energy	<input checked="" type="checkbox"/> National Park Service	<input checked="" type="checkbox"/> Nongovernmental Organization
<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Private	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Tribe
<input type="checkbox"/> U.S. Fish & Wildlife Service	<input type="checkbox"/> U.S. Forest Service		

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220
221 Click 'Go to Step 4' to proceed.
222

223 Step 4: Implementation and Effectiveness Information

224 The implementation status selected earlier will carryover and automatically populate Question 1 of
225 Part 1 (see screenshot below). Please verify that it is correct before continuing. If an error was made,
226 the user can correct the implementation status in Part 1, Question 1. Fill in your response to the
227 Question 2. If your conservation effort was considered effective, you will need to explain why in
228 Question 2a.
229

Implementation Information

Part 1: Basic Information

1) What is the current implementation status of the activity?*:
 Planned In Progress Completed

2) Has the activity been deemed effective?*:
 Yes: project is already effective. Describe further in 2a below and upload supporting documents in Step 2.
 Highly Likely: project is reasonably certain to be effective given adequate time. Describe further in 2a below, upload supporting documents in Step 2, and complete questions below in Part 3.
 Uncertain or Unlikely: project is uncertain or unlikely to be effective based on current information. Describe further in 2a below, and complete questions below in Part 3.

2a) Explain why the activity was deemed effective, is highly likely, uncertain, or unlikely to be effective*:
Words: 0; Characters: 0

Effort is a Non-Spatial Project Effort Is In Draft Status
Mark This Effort for Deletion

230
231 Please read through the questions in Part 2 and Part 3 and select the appropriate response for your
232 conservation effort. Part 2 is required if the effort implementation status is not "Completed". Part 3 is
233 required if the effort is highly likely to be effective, but has not been in place long enough to determine,
234 or if the effort is unlikely to be considered effective in Part 1, Question 3.
235

Implementation Information

Part 2: Implementation Information

For actions not yet implemented, is there a high level of certainty that:

a. The activity will be implemented.
 Yes No

b. The implementing party has the legal authority to conduct the activity.
 Yes No

c. Financial, staffing, and administrative resources necessary to carry out the conservation effort are available.
 Yes No

d. Regulatory and/or procedural mechanisms are in place to carry out the efforts.
 Yes No

e. All Federal/State/Local legal project compliance requirements have been met or are reasonably certain to be met.
 Yes No

f. If voluntary participation is needed, are incentives adequate to ensure the level of participation necessary to carry out the conservation effort.
 Yes No N/A

Part 3: Effectiveness Information

For actions that have not been deemed effective (e.g. programs/actions only recently implemented), does the action:

a. Describe how the conservation effort reduces the threats.
 Yes No

b. Provide incremental objectives and dates for achieving them.
 Yes No

c. Provide quantifiable performance measures to monitor both implementation and effectiveness.
 Yes No

d. Incorporate principles of adaptive management (e.g. a corrective management strategy).
 Yes No

Effort is a Non-Spatial Project
 Effort Is In Draft Status
 Mark This Effort for Deletion

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Select the **“Go To Review”** button (upper right corner). This will advance you to the last page for review of the entry prior to officially submitting for evaluation (and related features, such as summarizing information in a query or report, and the ability to view the record on the map).

REVIEW & SUBMIT YOUR CONSERVATION EFFORT

Review the information you provided. Please note that fields with an asterisk are required and if left unpopulated, the CED will not allow the record to be submitted.

Effort Name: TEST - CED TECH HELP DOC - SPATIAL PROJECT - TEST Back to Step 4 Save and Exit Save and Submit for Approval

Review/Error Check

Please review all data entered below. Anything highlighted in red is required and missing. You cannot submit for approval until all required data are complete. Click 'Save and Exit' to save the data without submitting the record for approval. Click 'Save and Submit for Review' to submit the record for approval.

Approve Plan Delete Plan

Step 1: Activity Information

Effort Name*: TEST - CED TECH HELP DOC - SPATIAL PROJECT - TEST
 Activity: RESTORATION: Conifer Removal
 Subactivity: Conifer Removal (all phases)
 Start Date*: 1/1/2017
 End Date*: 2/1/2017
 Acres Treated*: 350
 GIS Acres*: 386.2

Objectives*: Project objectives will be entered here. It is important to consider the desired outcome of the project and not simply the method to applying the effort. For example, a conifer removal project is aimed at addressing a threat, and improving habitat quality in some way. The objective of the project is not "to cut trees down", as that does not lend itself to an evaluation of biological effectiveness.

Effects*: Desired effects. Users may want to provide the science (peer-reviewed article, whitepaper, or other guidance that may provide rationale for why a particular effort and the associated methodology might be successful at proving conservation

Edit Spatial Data
Effort is a Spatial Project
Effort Is In Draft Status
 Mark This Effort for Deletion

245

Step 2: Documentation

Documents Loaded: 0

File Type	Document Description	Document Name
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246

Step 3: Location Information

WAFWA Zones: ||
 Sage-Grouse Pops: Wyoming Basin (Combination of NW Colorado, Rich-Morgan-Sumit, Uintah, Wyoming Basin)
 States: CO
 Counties: Moffat, CO

Ownership:

247

Step 4: Implementation Information Effort is in Draft Status
 Mark This Effort for Deletion

Implementation Status:* Completed
 Deemed Effective:* Yes: project is already effective.

Explain Effectiveness:* This is where you can provide summary information describing the outcomes of the effort and how/why the effort was effective and provided conservation benefit to the sagebrush community(ies) in which is was implemented.

For actions not yet implemented, is there a high level of certainty that:

Will be Implemented: Yes
 Legal Authority: Yes
 Resources Available: Yes
 Mechanisms in Place: Yes

Compliance Requirements:
 Voluntary Participation: N/A

For actions that have not been deemed effective (e.g. programs/actions only recently implemented), does the action:

Describe Threat Reduction: Yes
 Provide Incremental Objectives: Yes
 Provide Implementation and Effectiveness Measures: Yes
 Incorporate Adaptive Management: Yes

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This provides an opportunity to scroll and review all of the information provided as well as quickly jumping to any step, but selecting the corresponding buttons. In the upper right corner, there is a red box

252 highlighting the options to proceed, as well as some reminder statements that have been in every step.
253 Please use the “**Back to Step 4**” button, rather than your browsers back/forward button to navigate the
254 steps in the record. You can “Save and Exit” at any step if there is an issue. If the page freezes or a button
255 does not appear, please contact us immediately so we may find and repair that bug. Select the “Save and
256 Submit for Approval” button when the review is complete. The CED will then send the Approving Official
257 identified in the User’s Profile, notifying them there is a record (plan or project) that is ready for their
258 review and submission to be added to the database. Again, this will allow for those records to be
259 illustrated on the interactive map, be subject to query/filter, and some activities will be calculated against
260 risk and resources layers for reporting purposes.
261

262 NON-SPATIAL PROJECTS

263 Conservation Effort Name & Completion Status

264 Indicate the name of the conservation effort (in this case, the name of the project) using fewer than 50
265 characters. Effort (plan or project) names cannot be duplicated within the CED. Useful tips for a unique
266 name include an effort name (often a geographical landmark), implementing agency, the type of effort,
267 and the year the effort began (**Example: Idaho-BLM-Soda Fire Restoration-2016**). While we understand
268 many users will agency-specific naming conventions, we prefer to avoid strictly numeric names for each
269 record.
270

271 Select an Effort Type, Activity, and Subactivity (in that order). Choosing these fields will cause display the
272 appropriate metrics and potentially other fields that need to be completed based on your Subactivity
273 selection. The ‘Implementing Party’ and ‘Office’ fields will be autopopulated based on the individual’s
274 profile that is entering the record. The ‘Date created’ field will be autopopulated as well.
275

276 Not all projects will require spatially-explicit data. For a complete list of which projects will not require
277 spatially-explicit data, refer to Table 2 in the CED USER GUIDE v2.0.0 (p.18).

Conservation Efforts Database | USFWS | USGS | LANDSCAPE CONSERVATION COOPERATIVE

Lief's CED HOME | ABOUT CED | FAQ | HELP | HOME

CREATE NEW PROJECT/EFFORT

All fields are required

*****ATTENTION: Option to Save and Continue will not appear until all fields are complete.**
*****ATTENTION: Please avoid using private land owner names in the CED Effort Name.**

CED Effort Name
 Please use the following format: 'Agency/Group - State - Year - Type of effort'
 For example: BLM - Idaho - 2016 - Soda Fire Restoration Seeding

FWS_America_2017_TECH_HELP_DOC_Non-Spatial_Project

Effort Status: Planned In Progress Completed

Activity: RESTORATION: Infrastructure Removal and Modification

Subactivity: Structure Removal

Implementing party: U.S. Fish and Wildlife Service

Office: Region 6 RO

Date created: 2017-02-17 07:38:19

You are creating a Non-Spatial Project. You can only load spatial data as pdf maps in documentation

Save and Continue

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Select an implementation status for the effort. “Planned” status is for conservation efforts have not been implemented in any way. Those efforts that are “In Progress” have been only partially implemented and have not been completed. A conservation effort that would be considered “Completed” no longer requires further actions aside from general monitoring or maintenance. Projects may fall into any category, however if the project is not completed, please ensure information is provided as to why the project will (if planned) or is trending towards being effective.

If you do not see a subactivity that accurately represents the project you are attempting to enter, please contact the CED Team at fw1sagegrouseced@fws.gov, and we will work with you to find or create the appropriate space for your effort.

A unique conservation effort Project ID number will be assigned for each record (plan or project) entered in the CED and is viewable in the leftmost column on the “User’s CED HOME” page (you must be logged in to view) in the list of “My projects”. You will see above the ‘Save and Continue’ button, a notice that will state “*You are creating a Non-Spatial Project. You can only load spatial data as .pdf maps in documentation*”. As a reminder, the CED will not be collection spatial data for all records as it has done in the past. For ‘plans’ and a subset of the ‘projects’ the CED will obtain relative location information by allowing the user to select from a pre-determined set of options (see Step 3 on page 22).

Click ‘**Save and Continue**’ to proceed to the next page, which should look similar to this screenshots:

Effort Name: FWS_America_2017_TECH_HELP_DOC_Non-Spatial_F Step 1 of 4: Go to Step 2 Save and Exit Review Entry

Activity Information

Edit Name: Effort is a Non-Spatial Project
 Activity: RESTORATION: Infrastructure Removal and Modification Effort Is In Draft Status
 Subactivity: Structure Removal Mark This Effort for Deletion

Start Date*: End Date*:

Objectives*: Words: 42; Characters: 249

Effects*: Words: 27; Characters: 172

Notes:

Threats Addressed*:

<input type="checkbox"/> AGRICULTURAL CONVERSION (Tillage Risk)	<input type="checkbox"/> CONIFER ENCROACHMENT
<input type="checkbox"/> OIL & GAS DEVELOPMENT	<input type="checkbox"/> FIRE
<input type="checkbox"/> FERAL EQUIDS	<input type="checkbox"/> IMPROPER GRAZING / RANGE MANAGEMENT
<input checked="" type="checkbox"/> INFRASTRUCTURE (Roads, Powerlines, Renewable Energy)	<input type="checkbox"/> ISOLATED / SMALL POPULATION SIZE
<input type="checkbox"/> MINING	<input type="checkbox"/> INVASIVES (Annual Grasses and Noxious Weeds)
<input type="checkbox"/> RECREATION	<input checked="" type="checkbox"/> SAGEBRUSH LOSS or DEGRADATION
<input type="checkbox"/> URBAN DEVELOPMENT	

For each threat selected above, please provide rationale explaining why the action was/is/will be effective at addressing and reducing the threat and the impact on sagebrush/sage-grouse (REQUIRED)

301

Infrastructure*:

Sagebrush Loss*:

Collaborators*:

<input type="checkbox"/> Bureau of Indian Affairs	<input type="checkbox"/> Bureau of Land Management	<input type="checkbox"/> Bureau of Reclamation
<input type="checkbox"/> Conservation District	<input type="checkbox"/> County	<input type="checkbox"/> Department of Defense
<input type="checkbox"/> Department of Energy	<input type="checkbox"/> Local Working Group	<input type="checkbox"/> National Park Service
<input type="checkbox"/> Natural Resource Conservation Service	<input type="checkbox"/> None	<input type="checkbox"/> Nongovernmental Organization
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> State
<input type="checkbox"/> Tribe	<input checked="" type="checkbox"/> U.S. Fish and Wildlife Service	<input type="checkbox"/> U.S. Forest Service
<input type="checkbox"/> U.S. Geological Survey	<input type="checkbox"/> U.S. Government	<input type="checkbox"/> University/Researcher

302
303

Step 1: Activity Information

304 After selecting 'Save and Continue', you will see the page in the screenshots above, **this is Step 1**.
 305 Complete all of the available fields. You will have the option to provide any 'notes' you would like to at
 306 this stage, but please keep in mind this is not the only opportunity to provide supplemental information
 307 associated with your plane entry; we'll address that in Step 2.
 308

309 You may select any threats that your project addresses in Step 1. Please keep in mind, that each threat
 310 selected will create a narrative box below. Those boxes must be populated with the appropriate
 311 information or you will not be allowed to advance. This is an imperative step as the information
 312 provided here (as well as in Step 2) will be used for evaluation of effectiveness, should the information
 313 be assessed for any purpose (such as the 2020 greater sage-grouse status review, for example).

314 To proceed to Step 2, click on **"Step 1 of 4: Go to Step 2"** (see arrow #1). If you would like to stop (or
 315 pause) entering information for this record, click on "Save and Exit" (see arrow #2) and your progress
 316 will be saved. You will be able to return to this step by logging in and 'View My Projects' under the

317 User's CED HOME tab at the top of the screen. You may at any time review your data to ensure that all
318 of the required fields have been properly completed by clicking the 'Review Entry' button near the top
319 (right) of the screen (see arrow #3).

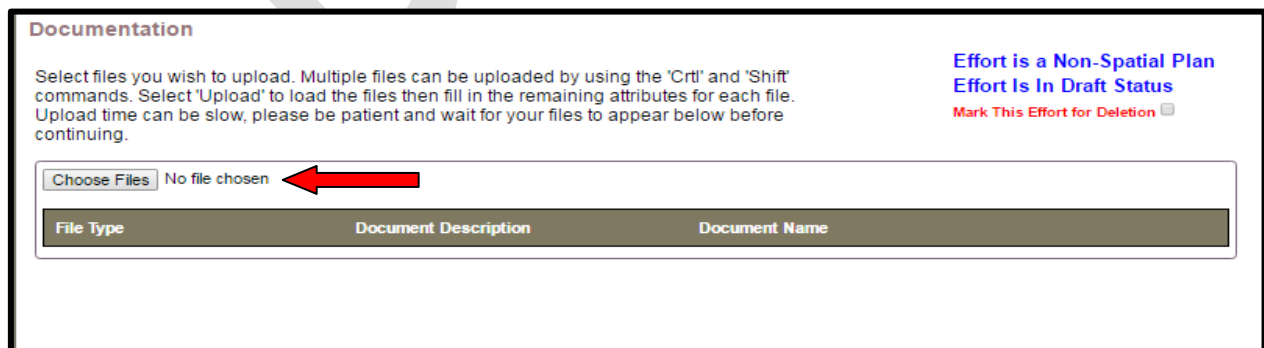


320
321 **IMPORTANT NOTE:** To navigate the Edit Project page, you may click any of the buttons across the top of
322 the page to quickly go from one step to another. Any changes you make to the steps as you navigate
323 back and forth will be automatically saved, but ONLY TEMPORARILY. **You must click 'Save and Exit'**
324 **before leaving the site to save the information you have entered (see screenshot below). Closing your**
325 **browser window or using the 'Back' button on your browser without first clicking 'Save and Exit' will**
326 **result in loss of entered data.** The site will warn you of any attempt to leave the data entry page
327 without first saving so that you can return to the page without losing any data.
328

329 Step 2: Documentation

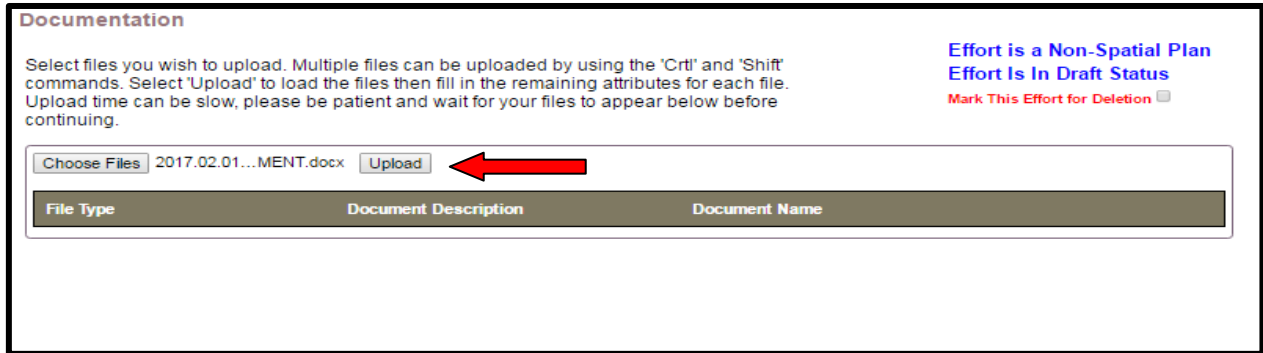
330 This is your opportunity to upload supporting documentation. Supporting documents are required to
331 provide context and/or validation for the conservation effort (plan or project), specifically identifying
332 the monitoring protocols and any information describing how a project is being or was implemented.
333 Documents such as progress reports published/peer-reviewed journal articles, effectiveness monitoring
334 reports, and other written products can be useful to better explain the project's objective(s), or scope
335 of the conservation project or plan, or explain how any decision or regulation are demonstrating or
336 have demonstrated related effectiveness.

337 Select files you wish to upload by clicking the 'Choose Files' button.

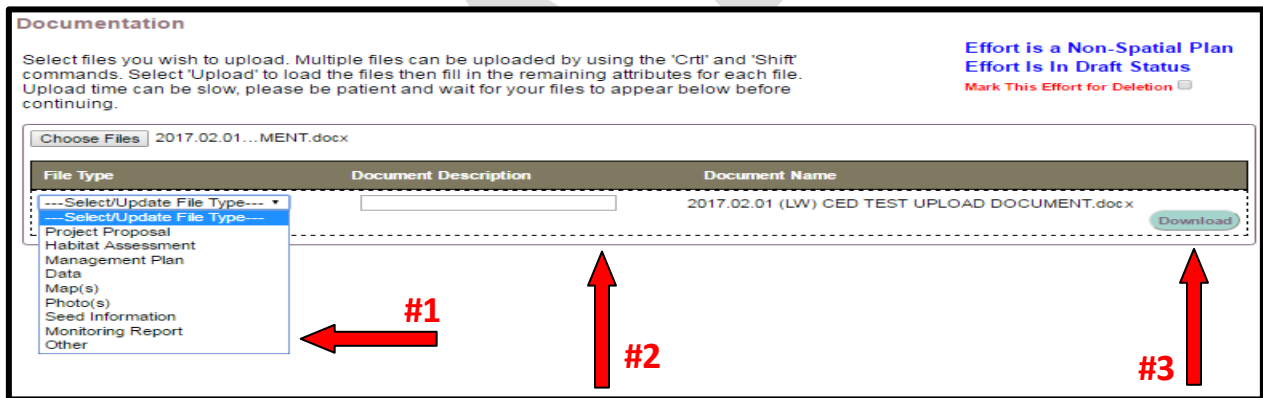


338
339 A window will pop open that will allow you to navigate to your supporting documents. Please wait for

340 your files to upload and **do not click the back or forward buttons**. Multiple files can be uploaded by
341 using the 'Ctrl' and 'Shift' commands. Once you have selected your files, click 'Open' to close the
342 window. After you have selected your files to be uploaded, the "Upload" button should appear (see red
343 arrow below). Select the Upload button (a small box will appear while your file(s) load).



344
345 After the file(s) load, select a file type for each (red arrow #1), and provide a brief description of the
346 document (red arrow #2). To download the uploaded document(s) during review or when an approving
347 official is approving, select the "Download" button (red arrow #3).



348
349 To proceed to Step 3, click on "Go to Step 3".

350 Step 3: Location Information

351 For records/entries that require spatially-explicit information, the CED will use that information to
352 autopopulate the location information. Because the CED will not be collecting spatially-explicit
353 information for plans, the user will select the associated geographic units for summarization purposes.

Conservation Efforts Database | USFWS | USGS | LANDSCAPE CONSERVATION COOPERATIVE

Lief's CED HOME ABOUT CED FAQ HELP HOME

Effort Name: FWS_America_2017_Tech_HELP_DOC_Non-Spatial_F [Back to Step 2] **Go to Step 4** [Save and Exit] [Review Entry]

Location Information

WAFWA Zones*
 WAFWAs Selected: I
 Check all 'WAFWA Zones' where your plan occurs and is implemented.
 I II III IV V VI VII

Greater Sage Grouse Populations*
 Populations Selected:
 Check all 'Greater Sage Grouse Populations' where your project occurs and is implemented.
 Middle Park Moses Coulee N Mono Lake North Park
 Northern Great Basin (Combination of Box Elder, Great Basin Core, Northern Great Basin) Northern Montana NW- Interior Panguitch
 Parachute Piceance Roan Parker Mountain-Emery Pine Nut
 Powder River Basin (Combination of Powder River, Powder River Basin) Quinn Canyon Range S Mono Lake
 Snake, Salmon, and Beaverhead S White River Sawtooth
 Sheeprock Mountains Southern Great Basin (Combination of) Southwest Montana

States*
 States Selected:
 Check all 'States' where your project occurs and is implemented.
 AZ CA CO ID MT ND NE NM NV OR SD UT WA WY AB SK

Counties*
 Counties Selected:
 Check all 'Counties' where your project occurs and is implemented.
 Coconino, AZ Mohave, AZ Alpine, CA

Land Ownership*

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Select each WAFWA Management Zones (WAFWA Zones), that the project occurs. Repeat this for greater sage-grouse population, state, and county where the project is located. If known, select all of the corresponding land ownership where the project covers or will cover. We encourage users to include this information in the project summaries uploaded in Step 2. You will see a red box in the screenshot above highlighting the **“Go to Step 4”** button. This will advance you to Step 4, where answers are provided to questions related to implementation and effectiveness of the effort.

Step 4: Implementation and Effectiveness Information

The implementation status selected earlier will carryover and automatically populate Question 1 of Part 1 (see screenshot below). Please verify that it is correct before continuing. If an error was made, the user can correct the implementation status in Part 1, Question 1. Fill in your response to the Question 2. If your conservation effort was considered effective, you will need to explain why in Question 2a.

Implementation Information

Part 1: Basic Information

1) What is the current implementation status of the activity?*

- Planned In Progress Completed

2) Has the activity been deemed effective?*

- Yes: project is already effective. Describe further in 2a below and upload supporting documents in Step 2.
 Highly Likely: project is reasonably certain to be effective given adequate time. Describe further in 2a below, upload supporting documents in Step 2, and complete questions below in Part 3.
 Uncertain or Unlikely: project is uncertain or unlikely to be effective based on current information. Describe further in 2a below, and complete questions below in Part 3.

2a) Explain why the activity was deemed effective, is highly likely, uncertain, or unlikely to be effective*:

Words: 0; Characters: 0

Effort is a Non-Spatial Project
Effort Is In Draft Status

Mark This Effort for Deletion

370

371 Please read through the questions in Part 2 and Part 3 and select the appropriate response for your
372 conservation effort. Part 2 is required if the effort implementation status is not "Completed". Part 3 is
373 required if the effort is highly likely to be effective, but has not been in place long enough to determine,
374 or if the effort is unlikely to be considered effective in Part 1, Question 3.

375

Implementation Information

Part 2: Implementation Information

For actions not yet implemented, is there a high level of certainty that:

- a. The activity will be implemented.
 Yes No
- b. The implementing party has the legal authority to conduct the activity.
 Yes No
- c. Financial, staffing, and administrative resources necessary to carry out the conservation effort are available.
 Yes No
- d. Regulatory and/or procedural mechanisms are in place to carry out the efforts.
 Yes No
- e. All Federal/State/Local legal project compliance requirements have been met or are reasonably certain to be met.
 Yes No
- f. If voluntary participation is needed, are incentives adequate to ensure the level of participation necessary to carry out the conservation effort.
 Yes No N/A

Part 3: Effectiveness Information

For actions that have not been deemed effective (e.g. programs/actions only recently implemented), does the action:

- a. Describe how the conservation effort reduces the threats.
 Yes No
- b. Provide incremental objectives and dates for achieving them.
 Yes No
- c. Provide quantifiable performance measures to monitor both implementation and effectiveness.
 Yes No
- d. Incorporate principles of adaptive management (e.g. a corrective management strategy).
 Yes No

Effort is a Non-Spatial Project
Effort Is In Draft Status

Mark This Effort for Deletion

376

377

378 Select the "Go To Review" button (upper right corner). This will advance you to the last page for review
379 of the entry prior to officially submitting for evaluation (and related features, such as summarizing
380 information in a query or report, and the ability to view the record on the map).

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384 **REVIEW & SUBMIT YOUR CONSERVATION EFFORT**
 385 Review the information you provided. Please note that fields with an asterisk are required and if left
 386 unpopulated, the CED will not allow the record to be submitted.
 387

Effort Name: FWS__America__2017__TECH_HELP_DOC__Non-Spatial_F Back to Step 4 Save and Exit Save and Submit for Approval

Review/Error Check

Please review all data entered below. Anything highlighted in red is required and missing. You cannot submit for approval until all required data are complete. Click 'Save and Exit' to save the data without submitting the record for approval. Click 'Save and Submit for Review' to submit the record for approval.

Effort is a Non-Spatial Project
Effort Is In Draft Status
 Mark This Effort for Deletion

Approve Plan Delete Plan

Step 1: Activity Information

Effort Name*: FWS__America__2017__TECH_HELP_DOC__Non-Spatial_Project
 Activity: RESTORATION: Infrastructure Removal and Modification
 Subactivity: Structure Removal
 Start Date*: 1/1/2017
 End Date*: 2/1/2017
 Objectives*: Albeit a Technical Help Document, in this example we will pretend that we used it to remove some abandoned out buildings and a non-functional windmill that were less than 2 km from an active lek and fragmenting some potential breeding season habitat
 Effects*: The removal of these structures have the potential to increase use by sage-grouse now that the interstitial patches of sagebrush have increased connectivity between them.

Step 2: Documentation

Documents Loaded: 0

File Type	Document Description	Document Name

Step 3: Location Information

WAFWA Zones: ||
 Sage-Grouse Pops: North Park
 States: CO
 Counties: Jackson, CO
 Ownership: Bureau of Land Management, U.S. Fish & Wildlife Service

Step 4: Implementation Information Mark This Effort for Deletion

Implementation Status*: Completed
 Deemed Effective*: Yes: project is already effective.
 Explain Effectiveness*:

For actions not yet implemented, is there a high level of certainty that:

Will be Implemented: Yes
 Legal Authority: Yes
 Resources Available: Yes
 Mechanisms in Place: Yes
 Compliance Requirements: Yes
 Voluntary Participation: N/A

For actions that have not been deemed effective (e.g. programs/actions only recently implemented), does the action:

Describe Threat Reduction: Yes
 Provide Incremental Objectives: Yes
 Provide Implementation and Effectiveness Measures: Yes
 Incorporate Adaptive Management: Yes

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393 This provides an opportunity to scroll and review all of the information provided as well as quickly jumping
 394 to any step, but selecting the corresponding buttons. In the upper right corner, there is a red box

395 highlighting the options to proceed, as well as some reminder statements that have been in every step.
396 Please use the “**Back to Step 4**” button, rather than your browsers back/forward button to navigate the
397 steps in the record. You can “Save and Exit” at any step if there is an issue. If the page freezes or a button
398 does not appear, please contact us immediately so we may find and repair that bug. Select the “Save and
399 Submit for Approval” button when the review is complete. The CED will then send the Approving Official
400 identified in the User’s Profile, notifying them there is a record (plan or project) that is ready for their
401 review and submission to be added to the database. Again, this will allow for those records to be
402 illustrated on the interactive map, be subject to query/filter, and some activities will be calculated against
403 risk and resources layers for reporting purposes.
404

405 PLANS

406 Conservation Effort Name & Completion Status

407 Indicate the name of the conservation effort (in this case, the name of the plan) using fewer than 50
408 characters. Plan names cannot be duplicated within the CED. Useful tips for a unique name include an
409 effort name (often a geographical landmark), implementing agency, the type of effort, and the year the
410 effort began (**Example: Idaho-BLM-Soda Fire Restoration-2016**). While we understand many users will
411 agency-specific naming conventions, we prefer to avoid strictly numeric names for each record.
412

413 Select an Effort Type, Activity, and Subactivity (in that order). Choosing these fields will cause display the
414 appropriate metrics and potentially other fields that need to be completed based on your Subactivity
415 selection. The ‘Implementing Party’ and ‘Office’ fields will be autopopulated based on the individual’s
416 profile that is entering the record. The ‘Date created’ field will be autopopulated as well.
417

The screenshot shows the 'Conservation Efforts Database' web interface. At the top, there are logos for USFWS, USGS, and Landscape Conservation Cooperatives. Below the logos is a navigation bar with links: 'Lief's CED HOME', 'ABOUT CED', 'FAQ', 'HELP', and 'HOME'. The main content area has a heading 'All fields are required' and two red attention messages: '***ATTENTION: Option to Save and Continue will not appear until all fields are complete.' and '***ATTENTION: Please avoid using private land owner names in the CED Effort Name.' The form fields include: 'CED Effort Name' with a text input containing 'FWS - America - 2017 - Plan to Test the CED Technical Help Doc'; 'Effort Status' with radio buttons for 'Planned', 'In Progress', and 'Completed' (selected); 'Activity' with a dropdown menu showing 'REGULATORY MECHANISMS: Plans, Policies'; 'Subactivity' with a dropdown menu showing 'Federal Land Use Plan'; 'Implementing party' with a text input showing 'U.S. Fish and Wildlife Service'; 'Office' with a text input showing 'Region 6 RO'; and 'Date created' with a text input showing '2017-02-17 07:38:19'. At the bottom of the form, there is a message: 'You are creating a Non-Spatial Plan. You can only load spatial data as pdf maps in documentation' and a green 'Save and Continue' button.

418

419

420 Select an Implementation Status. "Planned" status is for conservation efforts have not been
421 implemented in any way. Those efforts that are "In Progress" have been only partially implemented
422 and have not been completed. A conservation effort that would be considered "Completed" no
423 longer requires further actions aside from general monitoring or maintenance. Through that
424 rationale, most 'plans' will have a status of "In Progress" until they have been fully implemented.

425

426 You can select either of the activities relating to 'plans' to peruse the available subactivities nested
427 within each activity. If you do not see a subactivity that accurately represents the plan you are
428 attempting to enter, please contact the CED Team at fw1sagegrouseced@fws.gov, and we will work
429 with you to find or create the appropriate space for your effort.

430

431 A unique conservation effort Project ID number will be assigned for each record (plan or project) entered
432 in the CED and is viewable in the leftmost column on the "User's CED HOME" page (you must be logged in
433 to view) in the list of "My projects". You will see above the 'Save and Continue' button, a notice that will
434 state "You are creating a Non-Spatial Plan. You can only load spatial data as pdf maps in documentation".
435 As a reminder, the CED will not be collection spatial data for all records as it has done in the past. For
436 'plans' and a subset of the 'projects' the CED will obtain relative location information by allowing the user
437 to select from a pre-determined set of options (see Step 3 on page 29).

438

439 Click 'Save and Continue' to proceed to the next page, which should look similar to this screenshot:

440

The screenshot shows a web form titled "Conservation Efforts Database" with logos for USFWS and USGS. The page header includes navigation links: "Lief's CED HOME", "ABOUT CED", "FAQ", "HELP", and "HOME". The main content area is for "Effort Name: FWS - America - 2017 - CED Help Document". It features a progress indicator "Step 1 of 4: Go to Step 2" and buttons for "Save and Exit" and "Review Entry".

Activity Information

- Edit Name: FWS - America - 2017 - CED Help Document
- Activity: REGULATORY MECHANISMS: Plans, Policies
- Subactivity: State Conservation Plan
- Start Date*: January 1, 2017
- End Date*: February 1, 2017
- Notes: This is the TECHNICAL HELP DOC test...|

Threats Addressed*:

<input type="checkbox"/> AGRICULTURAL CONVERSION (Tillage Risk)	<input type="checkbox"/> CONIFER ENCROACHMENT
<input type="checkbox"/> OIL & GAS DEVELOPMENT	<input type="checkbox"/> FIRE
<input type="checkbox"/> FERAL EQUIDS	<input type="checkbox"/> IMPROPER GRAZING / RANGE MANAGEMENT
<input type="checkbox"/> INFRASTRUCTURE (Roads, Powerlines, Renewable Energy)	<input type="checkbox"/> ISOLATED / SMALL POPULATION SIZE
<input type="checkbox"/> MINING	<input type="checkbox"/> INVASIVES (Annual Grasses and Noxious Weeds)
<input type="checkbox"/> RECREATION	<input checked="" type="checkbox"/> SAGEBRUSH LOSS or DEGRADATION
<input type="checkbox"/> URBAN DEVELOPMENT	

For each threat selected above, please provide rationale explaining why the action was/is/will be effective at addressing and reducing the threat and the impact on sagebrush/sage-grouse (REQUIRED)

Sagebrush Loss*: The Help document really doesn't address habitat loss, however this is just a test.

Created By: Lief_Wiechman User Email: lief_wiechman@fws.gov Date Created: Jan. 30, 2017, 9:18 a.m.

441

442

443 **Step 1: Activity Information**

444 After selecting 'Save and Continue', you will see the page in the screenshot above, **this is Step 1**.
445 Complete all of the available fields. You will have the option to provide any 'notes' you would like to at
446 this stage, but please keep in mind this is not the only opportunity to provide supplemental information
447 associated with your plan entry; we'll address that in Step 2.

448 You may select any threats that your plan addresses in Step 1. Please keep in mind, that each threat
449 selected will create a narrative box below. Those boxes must be populated with the appropriate
450 information or you will not be allowed to advance. This is an imperative step as the information
451 provided here (as well as in Step 2) will be used for evaluation of effectiveness, should the information
452 be assessed for any purpose (such as the 2020 greater sage-grouse status review, for example).

453 To proceed to Step 2, click on "Step 1 of 4: Go to Step 2" (see arrow #1). If you would like to stop (or
454 pause) entering information for this record, click on "Save and Exit" (see arrow #2) and your progress
455 will be saved. You will be able to return to this step by logging in and 'View My Projects' under the
456 User's CED HOME tab at the top of the screen. You may at any time review your data to ensure that all
457 of the required fields have been properly completed by clicking the 'Review Entry' button near the top
458 (right) of the screen (see arrow #3).



459

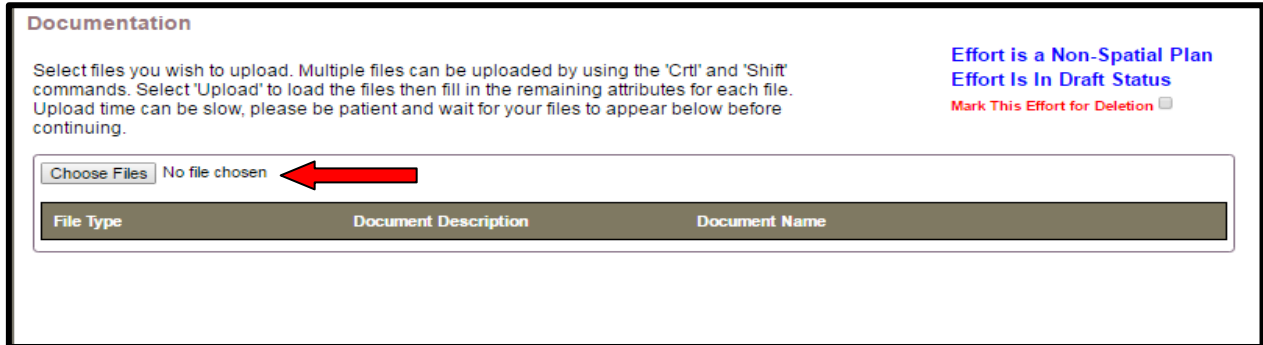
460 **IMPORTANT NOTE:** To navigate the Edit Project page, you may click any of the buttons across the top of
461 the page to quickly go from one step to another. Any changes you make to the steps as you navigate
462 back and forth will be automatically saved, but **ONLY TEMPORARILY**. **You must click 'Save and Exit'**
463 **before leaving the site to save the information you have entered (see screenshot below).** **Closing your**
464 **browser window or using the 'Back' button on your browser without first clicking 'Save and Exit' will**
465 **result in loss of entered data.** The site will warn you of any attempt to leave the data entry page
466 without first saving so that you can return to the page without losing any data.
467

468 **Step 2: Documentation**

469 This is your opportunity to upload supporting documentation. Supporting documents are required to
470 provide context and/or validation for the conservation effort (plan), specifically identifying the
471 monitoring protocols and any information describing how a plan is being or was implemented.
472 Documents such as progress reports published/peer-reviewed journal articles, effectiveness monitoring

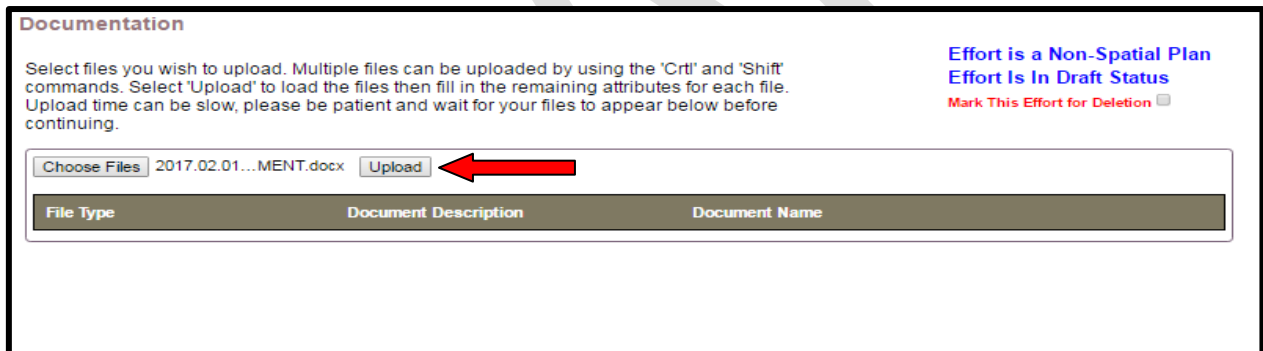
473 reports, and other written products can be useful to better explain the plan’s objective(s), or scope of
474 the conservation project or plan, or explain how any decision or regulation are demonstrating or have
475 demonstrated related effectiveness.

476 Select files you wish to upload by clicking the ‘Choose Files’ button.



The screenshot shows a web interface titled "Documentation". On the left, there is instructional text: "Select files you wish to upload. Multiple files can be uploaded by using the 'Ctrl' and 'Shift' commands. Select 'Upload' to load the files then fill in the remaining attributes for each file. Upload time can be slow, please be patient and wait for your files to appear below before continuing." On the right, there is a status message: "Effort is a Non-Spatial Plan Effort Is In Draft Status" and a checkbox labeled "Mark This Effort for Deletion". Below the text is a file selection area with a "Choose Files" button and the text "No file chosen". A red arrow points to the "Choose Files" button. Below this is a table with three columns: "File Type", "Document Description", and "Document Name".

477
478 A window will pop open that will allow you to navigate to your supporting documents. Please wait for
479 your files to upload and **do not click the back or forward buttons**. Multiple files can be uploaded by
480 using the 'Ctrl' and 'Shift' commands. Once you have selected your files, click 'Open' to close the
481 window. After you have selected your files to be uploaded, the “Upload” button should appear (see red
482 arrow below). Select the Upload button (a small box will appear while your file(s) load).



The screenshot shows the same "Documentation" interface as above. In the file selection area, the "Choose Files" button is now disabled and the text "2017.02.01...MENT.docx" is displayed. A new "Upload" button has appeared to the right of the file name. A red arrow points to the "Upload" button. The table below remains empty.

483
484 After the file(s) load, select a file type for each (red arrow #1), and provide a brief description of the
485 document (red arrow #2). To download the uploaded document(s) during review or when an approving
486 official is approving, select the “Download” button (red arrow #3).

Documentation

Select files you wish to upload. Multiple files can be uploaded by using the 'Ctrl' and 'Shift' commands. Select 'Upload' to load the files then fill in the remaining attributes for each file. Upload time can be slow, please be patient and wait for your files to appear below before continuing.

Effort is a Non-Spatial Plan
Effort Is In Draft Status
Mark This Effort for Deletion

Choose Files | 2017.02.01...MENT.docx

File Type	Document Description	Document Name
---Select/Update File Type--- ---Select/Update File Type--- Project Proposal Habitat Assessment Management Plan Data Map(s) Photo(s) Seed Information Monitoring Report Other		2017.02.01 (LW) CED TEST UPLOAD DOCUMENT.docx

#1 (arrow pointing to File Type dropdown), #2 (arrow pointing to Document Name), #3 (arrow pointing to Download button)

487

488 To proceed to Step 3, click on "Go to Step 3".

489 **Step 3: Location Information**

490 For records/entries that require spatially-explicit information, the CED will use that information to
 491 autopopulate the location information. Because the CED will not be collecting spatially-explicit
 492 information for plans, the user will select the associated geographic units for summarization purposes.

Conservation Efforts Database | USFWS | USGS | LANDSCAPE CONSERVATION COOPERATIVE

Lief's CED HOME | ABOUT CED | FAQ | HELP | HOME

Effort Name: FWS - America - 2017 - CED Help Document | Back to Step 2 | **Go to Review** | Save and Exit | Review Entry

Location Information

Effort is a Non-Spatial Plan
Effort Is Awaiting Approval
Mark This Effort for Deletion

WAFWA Zones*
WAFWAs Selected: II
Check all 'WAFWA Zones' where your plan occurs and is implemented.
 I II III IV V VI VII

Greater Sage Grouse Populations*
Populations Selected: North Park
Check all 'Greater Sage Grouse Populations' where your project occurs and is implemented.
 Anthro Mountain Baker Bald Hills Belt Mountains
 Canada Carbon Central Crab Creek
 Dakotas E Central E Tavaputs Plateau Eagle-S Routt
 Jackson Hole Klamath Laramie Meeker-White River
 Middle Park Moses Coulee N Mono Lake North Park

States*
States Selected: CO
Check all 'States' where your project occurs and is implemented.
 AZ CA CO ID MT ND NE NM NV OR SD UT WA WY AB SK

Counties*
Counties Selected: Jackson, CO
Check all 'Counties' where your project occurs and is implemented.
 Chaffee, CO Clear Creek, CO Eagle, CO Garfield, CO Grand, CO
 Gunnison, CO Jackson, CO Lake, CO Larimer, CO Mesa, CO
 Moffat, CO Park, CO Pitkin, CO Rio Blanco, CO Routt, CO
 Summit, CO

493

494 Select each WAFWA Management Zones (WAFWA Zones), that the plan has or will have jurisdiction in.

495 Repeat this for greater sage-grouse population, state, and county where the plan has or will have

496 jurisdiction. Notice we are not asking the user to populate the land ownership where the plan covers or
 497 will cover. We encourage users to include this information in the plan summaries uploaded in Step 2.
 498 For plan entries, this is the last step for providing information. You will see a red box in the screenshot
 499 above highlighting the “Go To Review” button. This will advance you to the last page for review of the
 500 entry prior to officially submitting for evaluation (and related features, such as summarizing information
 501 in a query or report, and the ability to view the record on the map).

503 **REVIEW & SUBMIT YOUR CONSERVATION EFFORT**

504 Review the information you provided. Please note that fields with an asterisk are required and if left
 505 unpopulated, the CED will not allow the record to be submitted.

Effort Name: FWS - America - 2017 - CED Help Document

Review/Error Check

Please review all data entered below. Anything highlighted in red is required and missing. You cannot submit for approval until all required data are complete. Click 'Save and Exit' to save the data without submitting the record for approval. Click 'Save and Submit for Review' to submit the record for approval.

Approve Plan **Delete Plan**

Step 1: Activity Information

Effort Name*: FWS - America - 2017 - CED Help Document
 Activity: REGULATORY MECHANISMS: Plans, Policies
 Subactivity: State Conservation Plan
 Start Date*: 1/1/2017
 End Date*: 2/1/2017
 Notes: This is the TECHNICAL HELP DOC test...
 Threats*: SAGEBRUSH LOSS or DEGRADATION
 Sagebrush Loss*: The Help document really doesn't address habitat loss, however this is just a test.
 Created By: Lief_Wiechman
 User Email: lief_wiechman@fws.gov
 Date Created: Jan. 30, 2017, 9:18 a.m.
 Implementing Party: U.S. Fish and Wildlife Service

Step 2: Documentation

Documents Loaded: 2

File Type	Document Description	Document Name
Other	test plan	2017.02.01 (LW) CED TEST UPLOAD DOCUMENT.docx
Other	test plan	2017.02.01 (LW) CED TEST UPLOAD DOCUMENT.docx

Step 3: Location Information

WAFWA Zones: II
 Sage-Grouse Pops: North Park
 States: CO
 Counties: Jackson, CO

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510 This provides an opportunity to scroll and review all of the information provided as well as quickly jumping
511 to any step, but selecting the corresponding buttons. In the upper right corner, there is a red box
512 highlighting the options to proceed, as well as some reminder statements that have been in every step.
513 Please use the “Back to Step 3” button, rather than your browsers back/forward button to navigate the
514 steps in the record. You can “Save and Exit” at any step if there is an issue. If the page freezes or a button
515 does not appear, please contact us immediately so we may find and repair that bug. Select the “Save and
516 Submit for Approval” button when the review is complete. The CED will then send the Approving Official
517 identified in the User’s Profile, notifying them there is a record (plan or project) that is ready for their
518 review and submission to be added to the database. Again, this will allow for those records to be
519 illustrated on the interactive map, be subject to query/filter, and some activities will be calculated against
520 risk and resources layers for reporting purposes.
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524 **NEXT STEPS**

525 You will receive an email when your submitted project or plan has been successfully approved (by the
526 'Approving Official'. When you return to the 'View My Projects' page
527 (<https://conservationefforts.org/sgce/viewprojects/>), you will notice that the 'Entry Type' code in the
528 last column will be "3" for your approved conservation project or plan. Once you see that '3',
529 congratulations! You've successfully submitted a conservation effort to the Sage Grouse CED.

530 If your project or plan was not approved, you will need to communicate and coordinate with the
531 approving official in your respective agency/organization to make the necessary revisions, and resubmit
532 the project or plan for approval.

533

534 **VIEW AND EDIT A PROJECT/PLAN**

535 Visit the 'View my Projects' page at <https://conservationefforts.org/sgce/viewprojects/> to select a
536 conservation effort for editing. Click the name to open the project or plan. When logged into the CED,
537 this menu option will be on the data entry menu.

538

539 **DELETE A PROJECT/PLAN**

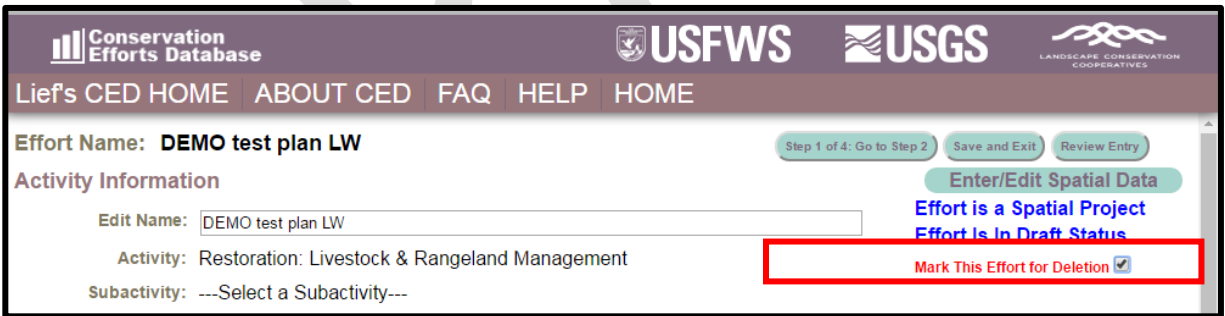
540 While entering your project data, you will notice small red text near the top of the page that says 'Mark
541 this Effort for Deletion.' Check the box to next to the red text and click 'Save and Exit.' An email will be
542 sent to your approving official. The approving official can select 'Approve' to submit a CED effort to the
543 CED administrators for final deletion.

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BATCH UPLOAD

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The CED has the ability to query from and upload existing datasets in bulk or batch format. While more efficient than single record data entry there are still steps that need to be taken.

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- Contact the CED Team via email (fw1sagegrouseced@fws.gov) to request a batch upload.
- Work with the CED Team/USGS to determine which fields from your datasets/databases will need to be transferred to the CED. Once the fields have been determined, the USGS will work with data providers and/or stewards to create crosswalks for the batch upload process.
- After the data has been uploaded, **each project or plan will still need to be reviewed by the data provider, to identify gaps in the transferred data.**

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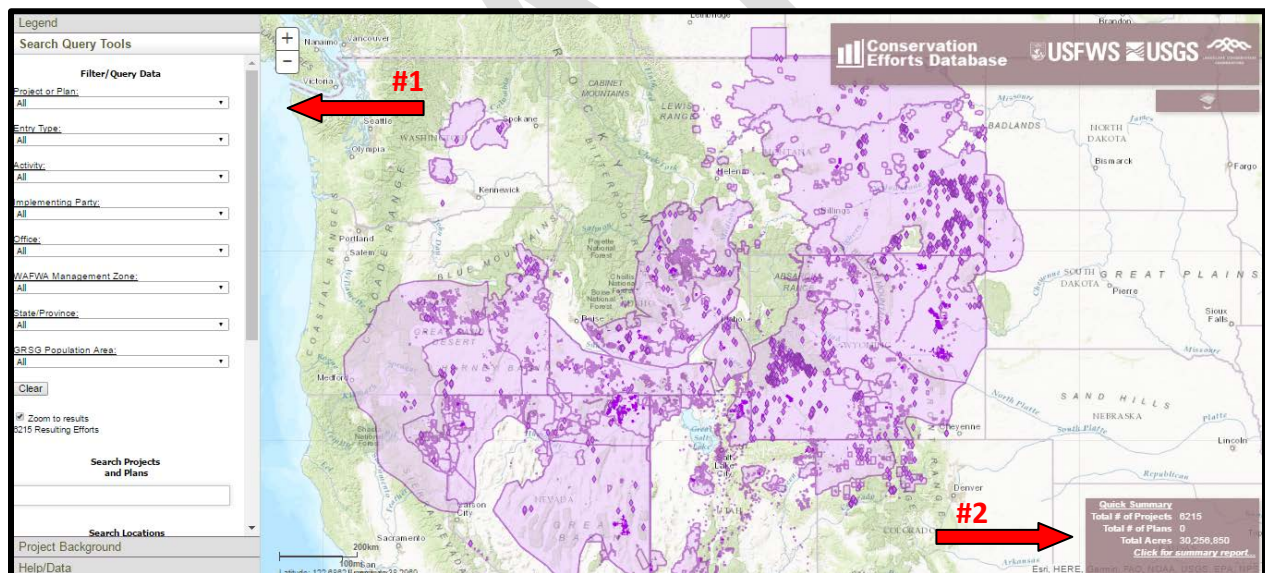
Visit the Batch Upload page to learn more: https://conservationefforts.org/sgce/batch_upload/

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INTERACTIVE MAP and REPORTING

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Users will find a new feature under the User's CED HOME called "Interactive Map". It will take you to a new feature where you can query projects entered into the CED. Use the drop down menu on the left side to select different criteria to display (red arrow #1).



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**** NOTE: During the beta testing period, the map will display data provided as part of the 2015 greater sage-grouse status review. The CED Team is in the process of reclassifying projects, which may result in some previous entries not being displayed. We ask that you do not use any of the reporting summaries for official use as they may contain inaccuracies at this juncture. ****

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Additionally, if you scroll down in the left menu, you will see a series of layers available for display. While you can turn on as many layers as you would like, this will slow the processing speed. We suggest viewing one background layer at a time. You will also see there are collapsed menu option to display the Legend,

576 Project Background, and a Help tab with the CED Team’s contact information. Lastly, you will see in the
577 lower right corner, a ‘Quick Summary’ for whatever fields you have filtered/queried (red arrow #2). By
578 selecting “Click for summary report”, a new page will open, displaying simple summaries of your query.
579 This report will break down the different number of projects and associated metrics (primarily acres),
580 based on categories such as activity, subactivity, surface management/ownership, state, and coming soon,
581 a breakdown of the additional resource layers mentioned above.

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584 SUBMIT A BUG REPORT

585 The CED is a new website, and as such, errors and glitches are bound to crop up during its initial
586 implementation. Please help us by filling out a Bug Report whenever you find that something is
587 confusing or a page is not functioning properly. Bug Reports are easy to create, require just a minute or
588 two to complete, and are easily found under the Help tab. You may also click the link provided here:
589 [https://docs.google.com/a/fws.gov/forms/d/1ugrfzbnutUJda3LU2iyAYprvdl-
590 Je_Ug9UGSCjft_4/viewform](https://docs.google.com/a/fws.gov/forms/d/1ugrfzbnutUJda3LU2iyAYprvdl-Je_Ug9UGSCjft_4/viewform)

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593 ASK A QUESTION

594 Do you have a question about the CED or require assistance? Please use our form to submit a question:
595 [https://docs.google.com/a/fws.gov/forms/d/1ugrfzbnutUJda3LU2iyAYprvdl-
596 Je_Ug9UGSCjft_4/viewform](https://docs.google.com/a/fws.gov/forms/d/1ugrfzbnutUJda3LU2iyAYprvdl-Je_Ug9UGSCjft_4/viewform). If you require an immediate response, you can also send an email to
597 fw1sagegrouseced@fws.gov

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