



**BRITISH
COLUMBIA**

The Best Place on Earth

Invasive Alien Plant Program

REFERENCE GUIDE

Part 2

Modules 2.9 - 2.12

Prepared by Range Branch

Ministry of Forests and Range

June 2010



MODULE 2.9:	3
THE WITHIN AGENCY ADMINISTRATIVE AREA MODULE	3
Example of Using the Within Agency Administrative Area.....	4
MODULE 2.10	6
USING CONTAINMENT LINES IN IAPP	6
Example of Using the Containment Line Module	7
MODULE 2.11:	8
SEARCHES, EXTRACTS, AND REPORTS	8
Understanding Searches and Extracts	8
Using Wildcards	8
About Historical or "Legacy" Data	9
Retain Search Results.....	9
Using the Search Feature.....	10
Site Search.....	10
Treatment Search.....	12
Monitoring Search.....	12
Spatial Search	12
Search by UTM Co-ordinates.....	12
Generating Extracts	13
Extract Tips	14
Generating an Extract.....	15
Internet Security Settings	17
About Reports.....	18
Report Delivery.....	18
Generating Reports.....	18
Biological Monitoring Summary Report	19
Inventory Summary Report	20
Treatment Detail Report	21
Treatment Summary Report.....	22
Survey Report.....	23
MODULE 2.12:	25
PLANNING FUTURE ACTIVITIES	25
Adding a Single Plan Record	25
Adding a Batch Plan	29
Editing a Member of a Batch Plan	35
Edit a plan that is part of a batch	35
SUMMARY	38



MODULE 2.9:

THE WITHIN AGENCY ADMINISTRATIVE AREA MODULE

The **Site Search, Extracts, Reports, and Batch Plan** screens all contain the **Within Agency Administrative Area (WAAA) module**. This module acts like a spatial component within the IAPP Data Entry module: the choice specified in the WAAA becomes part of the search criteria, and the query searches for results by overlaying the IAPP data onto a spatial polygon and "trimming" the data by that polygon's boundary.

The WAAA module was designed and implemented especially for non-MFR users. It lets all IAPP users separate and filter data based on a variety of agencies' organizational structure. In other words, query results are limited to the boundary of the specified agency polygon.

Many regional weed committees house their data in IAPP. Their boundaries were added to the **Agency** items in the drop-down list in 2009. This will let users filter data based on the administrative boundary for each weed committee.

The list of agencies and their area types in the WAAA module includes:

- all B.C. Regional Districts
- all Regional Weed Committees
- Ministry of Agriculture and Lands
- Land Districts
- Ministry of Environment
- Parks and Protected Areas
- Regions
- Ministry of Forests and Range
- Districts
- Regions
- Ministry of Transportation and Infrastructure
- Contract Areas



- Districts
- Regions

Data that may be filtered by the WAAA module include:

- Sites
- Treatments
- Monitoring activities
- Dispersals

EXAMPLE OF USING THE WITHIN AGENCY ADMINISTRATIVE AREA

If you want to know which sites with invasive plants exist in a specific park, simply select that park as the Administrative Area by navigating to it via the Ministry of Environment | Parks & Protected Areas, as follows:

The screenshot shows a web application interface for the 'Within Agency Administrative Area' module. On the left, a 'Site Location' sidebar is partially visible. The main area contains a 'Jurisdiction' dropdown menu set to '--- All ---'. Below it, the 'Within Agency Administrative Area' section has an 'Agency' dropdown menu set to 'Ministry of Environment' and an 'Area Type' dropdown menu with 'Parks & Protected Areas' selected. A list of agencies is shown in a scrollable area, with 'Ministry of Environment' highlighted. The 'Area Type' dropdown list includes 'Parks & Protected Areas' and 'Regions'.

1 - From the Agency drop-down list, select the **Agency** whose boundary you want to search within—in this case, the Ministry of Environment. The screen refreshes, and the Area Type drop-down list now contains only entries associated with the chosen agency.

2 - Select that agency's **Area Type**. The drop-down list contains only those entries that are associated with the chosen agency. For example, the Area Type field for the Ministry of Environment includes "Regions" and "Parks & Protected Areas"; you would select the Parks option. The screen refreshes, showing this area type.



3 - Scroll down the list to the specific **Administrative Area** you want within the Area Type—in this case, the Lakelse Lake Park.

Site Location	
Mapsheet	<input type="text"/>
Jurisdiction	-- All --
Within Agency Administrative Area	
Agency	Ministry of Environment
Area Type	Parks & Protected Areas
Administrative Area	<ul style="list-style-type: none"> Adams Lake Marine Park Adams Lake Park Alamina-Kishinena Park Alexandra Bridge Park Aleza Lake Ecological Reserve Alice Lake Park Allison Lake Park Ambrose Lake Ecological Reserve Anarchist Protected Area Anderson Bay Park Anhluut'ukwsim Laxmihl Angwings'Asanskwhl Nisga'a Park Anne Vallee (Triangle Island) Ecological Reserve Anstey Hunakwa Park Apodaca Park Arbutus Grove Park Arctic Pacific Lakes Park Arrow Lakes Park Arrowstone Park Artlish Caves Park Atlin Park Atlin Recreation Area Babine Lake Marine Park Babine Mountains Park Babine Mountains Trails Babine River Corridor Park Baeria Roods Ecological Reserve Ballingall Islets Ecological Reserve Bamberton Park Banana Island Park
Invasive Plant Informat	
Invasive Plant Species	

IAPP will then analyze spatial data to determine which invasive plant sites fall within (or intersect with) the polygon associated with the selected park, and the search, extract, or report results will list only those sites that fall within the park boundaries.

Mapsheet	<input type="text"/>	Jurisdiction	<input type="text"/>
Within Agency Administrative Area			
Agency	Ministry of Environment	Area Type	Parks & Protected Areas
Administrative Area	Lakelse Lake Park		



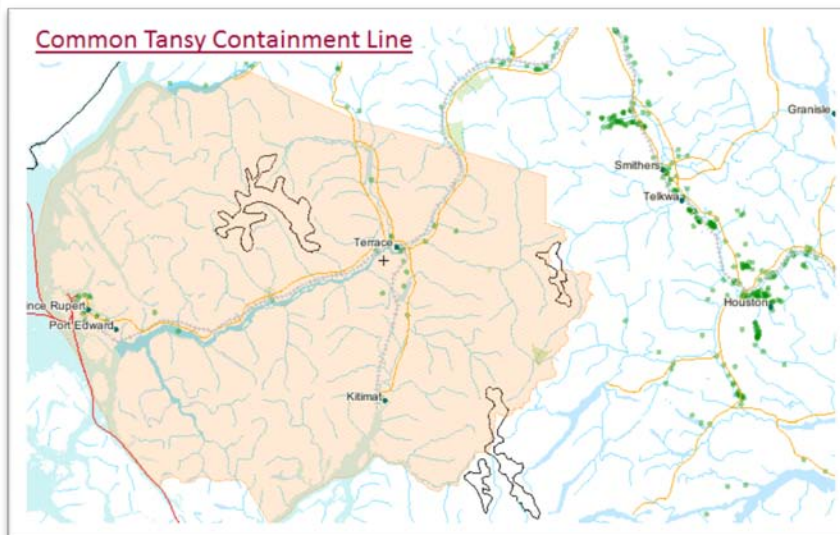
MODULE 2.10

USING CONTAINMENT LINES IN IAPP

An invasive plant can become so well established over a large area that it is no longer worthwhile to treat it in that area. It is often more effective instead to focus treatment outside the perimeter of that area in order to prevent the plant from expanding into surrounding areas.

In these cases, an invasive alien plant species will be allowed to exist only within a defined "containment" area. One hundred percent of the invasive alien plant species beyond the containment boundary will be treated; within the boundary, efforts are focused on containment rather than eradication.

Containment Lines are the lines on a map that define the perimeter of containment areas. The lines are normally drawn at a broad scale and are intended to mimic distinct geographic breaks, such as a height-of-land, river, or major highway. Additional information about containment can be found in Module 1.4: Planning of IAP Programs.



Containment lines assist IAPP users in planning treatments and monitoring particular invasive plant species across the province. As of May 2010, the following 4 containment lines have been approved for IAPP:

- Blueweed (ECHI VUL)
- Common tansy (TANA VUL)
- Field scabious (KNAU ARV)
- Marsh plume thistle (CIRS PAL)



Future containment lines are planned for **sulphur cinquefoil** (POTE REC), **spotted knapweed** (CENT BIE), and possibly other species.

Like the WAAA, the Containment Line module is a spatial component within IAPP data entry. The Containment Line function is available on the following screens:

- Planning Extract
- Batch Plan

EXAMPLE OF USING THE CONTAINMENT LINE MODULE

For example, if you wish to create a batch plan (described further in Module 2.12) to treat all occurrences of marsh plume thistle that occur within the Fraser-Fort George Regional District, but you only want to target the sites that lie outside of the marsh plume thistle:

- Select the Fraser-Fort George Regional District from the Within Agency Administrative Area module; then
- Select Outside from the **Inside/Outside** select list in the Containment Line module; and finally
- Select marsh plume thistle from the **Containment Line For** list of invasive plant species that currently have containment line spatial data in the database.

The screenshot shows a web-based interface for the Containment Line module. It features several sections with dropdown menus and a list of plant species. The sections are: 'Mapsheets' (empty), 'Jurisdiction' (set to '--- All ---'), 'Within Agency Administrative Area' (Agency: Fraser-Fort George Regional District, Area Type: Regional Districts), 'Administrative Area' (FRASER-FORT GEORGE), 'Inside/Outside Containment Line' (Inside/Outside: Outside, Containment Line For: [empty]), and 'Plan Information' (listing Blueweed (ECHI VUL), Common tansy (TANA VUL), Field scabious (KNAU ARV), and Marsh plume thistle/Marsh thistle (CIRS P.)).

Make sure you have also selected the Regional District you want to search within in the WAAA. IAPP will then analyze spatial data to determine which sites with marsh plume thistle conform to these multiple spatial criteria.



MODULE 2.11:

SEARCHES, EXTRACTS, AND REPORTS



UNDERSTANDING SEARCHES AND EXTRACTS

Apart from the data entry process of creating sites, surveys, and treatments, the most commonly used features in IAPP are ones that enable the retrieval and display of data, which is done with searches, extracts, and reports.

- **SEARCHES** deliver on-screen results that let you look for, and navigate to, specific sites or treatments within the application. Searches can be run by any user.
- **EXTRACTS** will deliver your query results in an Excel spreadsheet, which you can save to your hard drive and subsequently "massage" into the format you need. Extracts may also be run by any user.
- The **REPORTS** menu item is visible only to certain users. Reports are delivered in professional, pre-formatted PDF files, and can be created by Data Managers for their agencies. These reports are meant for reporting on activity results to boards of directors, etc. Available report types include Inventory, Bioagent Monitoring, Survey, Treatment, and Treatment Detail Summaries.

USING WILDCARDS

When running Searches or Extracts, alpha-numeric fields such as **Mapsheets** and **Paper File ID** allow for the use of a wildcard—that is, a symbol that may be used as a substitute for any part of the criterion field. In IAPP, the wildcard is the % symbol.

For example, if you want to search for sites that have the letters "IP" somewhere in their Paper File ID, you would enter **%IP%** in the Paper File ID field on your Search form. This would deliver results similar to those below:



Results 1 - 4 of 4. Result Page: 1

Paper File ID	Mapsheet	Jurisdiction	Created Date	Site ID
CKIPC-07-002	092G015		2007-01-25	200312
CKIPC-SB-06-001	082F044	Private Land	2006-11-10	200221
GVIPC-YFI-001	092G042	Private Land	2006-12-06	200276
GVIPC-test	092G042	Private Land	2001-06-23	200277

Results 1 - 4 of 4. Result Page: 1

ABOUT HISTORICAL OR "LEGACY" DATA

Legacy data refers to data that existed in another application prior to the introduction of IAPP in 2005. These data may be "sketchy" and incomplete. Records that were imported from an older database may not have data in fields that are mandatory in IAPP. In these cases, default entries were made to alert users to the fact that these data are "unknown". The defaults include:

- Date: 1900-01-01
- Estimated Area: -1
- Area Treated: -1
- Temperature: 99°

Sites with a Site ID lower than 200000 are legacy sites, but they may have had survey, treatment, or monitoring records added since 2005. If you wish to extract or search for data that may be legacy, you should make the query criteria relatively broad.

RETAIN SEARCH RESULTS

IAPP retains your last search results, so you can return there and view the details for multiple search results. The search results are built into the "breadcrumb trail" at the top of your page. The following are examples of breadcrumb trails that would display when you have navigated to a site or treatment following a search:

[Home > Monitoring Search > Site \(092F016-200007\) > Biological Treatments](#)

[Home > Treatment Search > Site \(092F016-200007\) > Chemical Treatments](#)

[Home > Site Search > Site \(092F016-200007\) > Site Details](#)



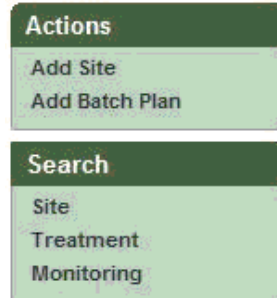
To return to your search results, simply click the [> Search >](#) link in the breadcrumb trail.

When you are finished searching and have initiated another action (e.g., created a record or run an Extract), the Search link in the breadcrumb trail will disappear.

USING THE SEARCH FEATURE

The IAPP database can be queried in various ways. You can perform searches from the home page, or from the Search menu item, which is accessible from anywhere within the application. You can choose from the following search functions:

- Site Search
- Treatment Search
- Monitoring Search



SITE SEARCH

This search allows you to locate and navigate to a specific site. You can search either by:

- **Site ID:**
Enter 1 criterion only – the Site ID. This function is identical to the **Go To Site ID** box on the home page. If a site corresponding to the number you entered is found, you will be taken to the Site Details tab for that site.
- **Details** – other than Site ID:
Enter from 1 to many criteria. All sites that match your criteria will be displayed. You may then select a specific site and examine its details.



NOTE: THIS SEARCH USES AN "AND" RELATIONSHIP. FOR EXAMPLE, IF YOU ENTER A PAPER FILE ID, A BIOLOGICAL AGENT, AND A HERBICIDE, THE SEARCH WILL DISPLAY ALL SITES THAT HAVE THAT PAPER FILE ID AND HAVE BEEN TREATED WITH THAT BIOLOGICAL AGENT AND HAVE BEEN TREATED WITH THAT HERBICIDE.



Site Search

Identifiers

Site ID Site Paper File ID

Site Location

Mapsheet Jurisdiction

Inside Agency Administrative Area

Agency Area Type

Administrative Area

Inventory / Treatment

Invasive Plant Species Survey Agency

Biological Agent Herbicide

User / Date

Site Entry User ID

Date Range

Date Type Site Created Site Surveyed Site Treated Site Entered

From To

Search results are presented in a tabular form, listing the Site IDs as a link:

Application Home

Invasive Alien Plant Program

Actions Search Extracts Reports Administration User: IDIRLAKRISTI Ver: 01_06_02

Site Search Results

Results 1 - 13 of 13. Result Page: 1

Paper File ID	Mapsheet	Jurisdiction	Created Date	Site ID
CPC-SOSE-06-01	092B054	Private Land	2007-03-05	233813
CPC-SOSE-06-04	092F011	Private Land	2007-03-05	233814
CPC-SOSE-06-05	092F039	Private Land	2007-03-05	233815
CPC-SOSE-06-10	092B054	Private Land	2007-03-05	233816
CPC-SOSE-06-11	092C050	Private Land	2007-03-05	233817
CPC-SOSE-06-12	092B053	Private Land	2007-03-05	233818
CPC-SOSE-06-13	092G011	Private Land	2007-03-05	233819
CPC-SOSE-06-25	092B032	Private Land	2007-03-05	233820
HKD32	093L075	Ministry of Transportation	2005-07-07	209072
TL - E of BEACH	092B043	Municipality-Owned Private Land	2007-11-27	243661
TL - W of Beach	092B043	Municipality-Owned Private Land	2007-11-27	243663
TL parking lot	092B043	Municipality-Owned Private Land	2007-11-27	243668
TL picnic area	092B043	Municipality-Owned Private Land	2007-11-27	243662

Results 1 - 13 of 13. Result Page: 1

Click the link to navigate to the Site Details record for that site. If you wish to visit another site listed in the search results, click the [> Site Search >](#) item in the breadcrumb trail.



TREATMENT SEARCH

This search allows you to locate treatments that match your requirements. You may locate a treatment by entering either:

- **Treatment ID:**
If a record matches the ID you entered, you will be directed to the details for that treatment.
- **Treatment Paper File ID:**
If you have the paper file for the treatment or know the Paper File ID, you can use this search to determine if the treatment file exists in IAPP. All treatments matching your criteria will be displayed. You may then select a specific treatment and examine its details.

MONITORING SEARCH

This search allows you to locate monitoring activities that match your requirements. You may locate a monitoring record by entering either:

- **Monitoring ID:**
If a record matches the ID you entered, you will be directed to the details for that monitoring activity.
- **Monitoring Paper File ID:**
If you have the paper file for the monitoring record or know the Paper File ID, you can use this search to determine if the monitoring activity exists in IAPP. All monitoring activities matching your criteria will be displayed. You may then select a specific monitoring record and examine the details of that monitoring activity.

SPATIAL SEARCH

You can also search by UTM co-ordinates, which involves using IAPP Map Display. A short description of this search is included here. For additional information on IAPP Map Display, see Part 3 of this reference guide.

SEARCH BY UTM CO-ORDINATES

If you know the UTM co-ordinates of the site you are looking for, you can locate and access the site through IAPP Map Display:

- Open IAPP Map Display. Use either the [Map](#) link on an IAPP Site Details record or click the [Enter the IAPP Map Display module](#) link on the IAPP home page: <http://www.for.gov.bc.ca/hra/Plants/application.htm>.



- Click the **Find Location** tab on the blue menu bar.
- Click the [UTM Coordinate](#) link in the Find Location panel.
- Enter the **Easting, Northing, and Zone** of the site's location (the Zone field does not require the letter N).
- Click OK. The map will refresh, centered on the specified UTM coordinates.
- Activate the **Identify Tool** and click on the displayed site. The information panel on the right of the screen now lists details of the site. To access the site, click the [More Data](#) link. This opens a new tab of IAPP, and you will be presented with the Site Details form for the site you just clicked on.



NOTE: AS MENTIONED IN MODULE 2.1: ONLINE APPLICATIONS – FEATURES AND CAUTIONS, IT IS NOT A GOOD IDEA TO HAVE MULTIPLE TABS OF IAPP OPEN. ONCE YOU HAVE CLICKED THE MORE DATA LINK AND HAVE BEEN TAKEN TO THE SITE YOU WERE LOOKING FOR, CLOSE ANY OTHER TABS OF IAPP YOU MAY STILL HAVE OPEN.

GENERATING EXTRACTS

As with searches, you can generate extracts from the home page or from the menu bar that is visible from anywhere in the database. The resulting extracts open in a separate window as an Excel spreadsheet, and may be saved to your hard drive as an Excel (.xls or .xlsx) file.

Extracts can be run for a wide variety of record types:

- **Planning:**
Includes data related to plans by agencies for future treatments of specific species. The date ranges entered for this extract refer to planned activity year and month.
- **Treatments:**
Biological Treatments – includes data related to biological agent releases on sites
Chemical Treatments – includes data related to the treatment of sites using herbicides
Mechanical Treatments – includes data related to the mechanical treatment of sites
- **Monitoring:**
Biological Monitoring – includes data on biological monitoring activities

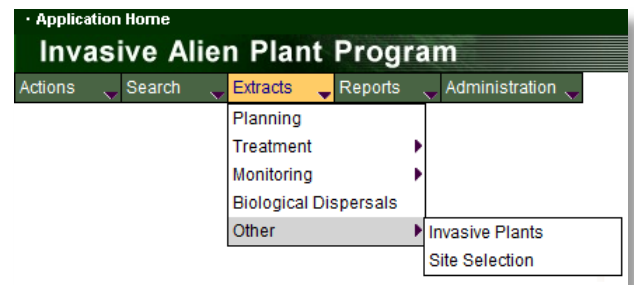


Chemical Monitoring – includes data on chemical monitoring activities
Mechanical Monitoring – includes data on mechanical monitoring activities

- **Biological Dispersal** – includes data related to the dispersal of biological agents across the landscape
- **Invasive Plants** – provides results of where any or all of the selected plants **HAVE NEVER BEEN TREATED**
- **Site Selection** – provides all sites with a specific invasive plant present, regardless of treatment

EXTRACT TIPS

- Many criteria fields let you select multiple items within the field. This is done by holding down the **Ctrl** key on your keyboard and clicking on multiple items in the list.
- When entering dates, you may enter either the **From Date** or **To Date**, or both. In a Planning extract, you must also enter the **From Month** and **To Month** if you choose a planning year.
- If a field contains the words "And Not" prior to it, then anything you select in this field will not be included in your results.
- The terms **Jurisdiction** and **Agency** are sometimes confused; they refer to the following:
Jurisdiction – identifies who is responsible for the land on which the site resides
Agency – identifies the legal entity who paid to have activity on the site performed
- When accessing the Extracts menu from the menu bar, the final option— **Other**—gives a choice between:
-**Invasive Plants**
-**Site Selection**



These two extract screens have nearly identical criteria fields (see below). However, the **Invasive Plants** extract will deliver results for sites that



contain a specific invasive plant species *that has never been treated*, whereas the **Site Selection** extract will deliver results for all sites that contain a specific invasive plant, regardless of treatment.

- Note that the WAAA occurs in both these extracts so you can filter your area to an organizational boundary.
- Recall that the mapsheet field will accept a wildcard (e.g., it will show all sites within an area where the mapsheet starts with 082E)

The image shows two overlapping screenshots of web-based extraction forms. The top form, titled "Site Selection Extract", has a "Site Location" section with a "Mapsheets" text input and a "Jurisdiction" dropdown menu set to "-- All --". Below this is a "Within Agency Administrative Area" section with "Agency" and "Area Type" dropdown menus. The bottom form, titled "Invasive Plants With No Treatments Extract", also has a "Site Location" section with "Jurisdiction" and "Range Unit" dropdowns, and "Agency" and "Area Type" dropdowns. In the "Invasive Plant Information" section, the "Invasive Plant Species" dropdown is set to "Spotted knapweed (CENT BIE)". A "Generate Extract" button is located at the bottom right of this form.

Both these extracts process and generate large volumes of data, and it may take several minutes before the results will be generated.

- The **Invasive Plant Species** criterion field in the **Invasive Plants with no Treatment** extract is optional; if you do not select a plant species, the extract will contain data for every untreated plant species within the area selected in the **Within Agency Administrative Area** module. If no area is selected, the resulting data will be for the entire province of BC.
- The **Invasive Plant Species** criterion field in the **Site Selection** extract is mandatory; unlike the Invasive Plants with no Treatments extract, the Site Selection extract can be run for only a single invasive plant species at a time.

GENERATING AN EXTRACT

The most important thing before you begin is to determine exactly what data you need to extract. This requires:

- being familiar with all the columns of information that the different extracts provide;



- knowing in which criteria fields to enter data so that you can properly filter and limit your results; and
- making optimal use of the WAAA and Containment Line modules.

The best approach is to practise. Run some extracts, then carefully examine:

- which criteria you can use in the various extracts,
- which columns you obtain in the result set, and
- how you might combine the results from two extracts into one.



NOTE: THE MORE CRITERIA YOU ENTER, THE FEWER RECORDS YOU ARE LIKELY TO GET IN YOUR RESULT SET. ALSO, IF YOU REQUIRE INFORMATION THAT MIGHT INCLUDE LEGACY DATA, REMEMBER THAT DEFAULT NUMBERS ARE USED FOR SOME OF THESE DATA (SEE "ABOUT HISTORICAL OR LEGACY DATA" EARLIER IN THIS MODULE).

The following is an example of a Planning Extract screen (for use of the **Within Agency Administrative Area** and **Inside/Outside Containment Line** modules see Modules 2.9 and 2.10 of this Guide):

Planning Extract	
Site Location	
Mapsheet	Jurisdiction: ... All ...
Within Agency Administrative Area	
Agency: Ministry of Forests and Range	Area Type: Regions
Administrative Area: RNI - Northern Interior Forest Region	
Inside/Outside Containment Line	
Inside/Outside: Outside	Containment Line For: Marsh plume thistle/Marsh thistle (CIF)
Plan Information	
Planning Agency: ... All ...	Site Priority: ... All ...
Invasive Plant Species ... All ... Annual hawkbeard (CREP TEC) Annual sow thistle (SONC OLE) Baby's breath (GYPS PAN) Bachelor's button (CENT CYA)	
Planned Activity Year / Month	
From Year: 2007	To Year: 2007
From Month: May	To Month: September
Planned Activity	
Add Activity: [Dropdown]	
Added Activities: Chemical Treatment	Remove
Generate Extract	

The criteria above will deliver as a result:



- all sites within the Northern Interior Forest Region, (as per the Within Agency Administrative Area module)
- but lie outside the containment line for marsh plume thistle, (as per the Containment Line module)
- and have planning records created, regardless of agency (where nothing is selected, "All" is the default),
- and which contain any invasive plant species,
- that have a planned activity date between May and September of 2007, (as per the Planned Activity Year / Month section)
- with a planned activity limited to chemical treatment (multiple choices may be added here).



NOTE: IT MAY BE WISE TO EXCLUDE THE JURISDICTION FIELD IN ANY EXTRACT CRITERIA FORMS. THAT FIELD WAS NOT A MANDATORY ENTRY UNTIL 2009, AT WHICH TIME ALL RECORDS WITH A NULL VALUE IN JURISDICTION WERE UPDATED TO READ: **IAPP CONVERSION - JURISDICTION NOT RECORDED.** THEREFORE, CRITERIA ENTERED IN THE JURISDICTION FIELD IN AN EXTRACT OR SEARCH WILL FILTER OUT ANY OF THESE "NOT RECORDED" RECORDS – WHICH YOU MIGHT NOT WANT.

Generating an extract is similar to performing a search:

- From the Extracts menu, select the type of extract you wish to generate.
- Enter the extract criteria/parameters.
- Click the **Generate Extract** button.

A pop-up **File Download** window will display, giving you the choice to open the Excel file or to save it to your computer. The file is compatible with versions of Microsoft Excel 97 and above.

INTERNET SECURITY SETTINGS

Because of most browsers' security settings, extracts can be generated only once the IAPP site (URL) has been designated as "safe" and the Pop-Up Blocker has been turned off. The process to do this varies with each Internet browser application. For Internet Explorer, the process is as follows:

- On the Internet Explorer menu bar, select **T**ools | **I**nternet Options.



- Click the **Security** tab and click the **Trusted Sites** icon.
- Click the **Sites...** button. The IAPP URL should now be displayed in the "Add this website to the zone:"
- Click the **Add** button and **uncheck** the "Require server verification" box.
- Click **OK**, and click **Sites...** again, and ensure the "Require server verification..." box is now **checked**.
- Click **OK**, and **OK**.

ABOUT REPORTS

Reports serve a different purpose than extracts. Extracts, which are delivered in an Excel spreadsheet, are valuable for creating lists, and may be edited and used for a number of planning or other in-house purposes. Reports, on the other hand, are not editable. They are easy to create, and are useful for reporting specific agency results and activity summaries to ministry executives, boards of directors, general managers, weed committees, etc. Reports can be run only by agency Data Managers and/or Biological Agent managers for their own agency only, with the exception of the Inventory Report. Reports are delivered ready for printing in a pre-formatted PDF file.

REPORT DELIVERY

All report criteria screens include the WAAA module, and all offer two different delivery options: direct delivery on-screen or by email. Depending on the criteria you select, some reports may require an extended processing time.

- With the **Direct Delivery** option, the report is presented to you via a download message window similar to that of the extract. This requires you to wait until the report has been generated.
- The **Email** option allows you to continue your session without delay.

GENERATING REPORTS

Five different reports are available, and may be accessed via the menu bar, which is visible from anywhere within the application:



· Application Home

Invasive Alien Plant Program

Actions ▾ Search ▾ Extracts ▾ Reports ▾

- Biological Monitoring
- Inventory Summary
- Treatment Detail
- Treatment Summary
- Survey

or via the Reports section block on the Home Page:

Reports

- Biological Monitoring
- Inventory Summary
- Treatment Detail
- Treatment Summary
- Survey

BIOLOGICAL MONITORING SUMMARY REPORT

This report can be run for:

- one calendar year;
- one or more invasive plant species; and
- one or more biological agents.

Biological Control Monitoring Summary Report

Treatment Location

Within Agency Administrative Area

Agency Area Type

Administrative Area

Monitoring Details

Invasive Plant Species	Himalayan knotweed (POLY POL) Hoary alyssum (BERT INC) Hoary cress (CARD DRA) Hound's-tongue (CYNO OFF) Japanese knotweed (FALL JAP)	Biological Agent	MICR EDE MICR LAR MINO MUR MOGU CRU OMPH HOO
Monitoring Agency	Ministry of Forests and Range	Monitoring Year	2007

Report Delivery

Depending on the criteria selected, some reports may require an extended processing time. The Email option will allow you to continue your session without delay and receive the report via email.

Delivery Method Recipient Email Address



The PDF report for the criteria above includes the grey Report Criteria bar and the following output fields:



**Invasive Alien Plant Program
Biological Control Monitoring Summary Report**

Page: 1 of 1
Generated: 2010-07-14 18:29:21
User ID: IDIRILAKRISTI
Database: PROD
Report ID: IAPP003

Monitoring Agency: Ministry of Forests and Range

Report Criteria
Monitoring Agency: Ministry of Forests and Range
Calendar Year: 2007
Invasive Plant Species: CYN0 OFF
Biological Agents: Mogulones cruciger (Hbst.)
Within Administrative Area:

Invasive Plant Species	Biological Agent	Number of Locations	Number Monitored	Number Present	Percentage Present
Hound's-tongue (CYN0 OFF)	Mogulones cruciger (Hbst.)	558	3	3	100%

INVENTORY SUMMARY REPORT

Unlike all other reports, the Inventory Summary does **not** filter data to the agency of the person running the report exclusively, but instead shows all surveys conducted in the specified area during the specified year(s).

This report can be run for:

- one calendar year or a year range; and
- one or more invasive plant species.

Inventory Summary Report

Treatment Location

Within Agency Administrative Area

Agency Area Type

Administrative Area

Survey Details

Invasive Plant Species

Year Range

From Year To Year

Report Delivery

Depending on the criteria selected, some reports may require an extended processing time. The Email option will allow you to continue your session without delay and receive the report via email.

Delivery Method Recipient Email Address



The PDF report for the criteria above includes the grey Report Criteria bar and the following output fields:



**Invasive Alien Plant Program
Inventory Summary Report**

Page: 1 of 1
Generated: 2010-07-14 18:35:35
User ID: IDIRLAKRISTI
Database: PROD
Report ID: IAPP004

Report Criteria	
Year Range:	2007 to 2007
Invasive Plant Species:	GYPS PAN
Within Administrative Area:	

Invasive Plant Species	Year	Number of Sites	Total HA Infested	Number of Surveys	Total HA Found	Number of New Occurrences	Total HA New	Number of Repeat Surveys	Number of Positive Repeat Surveys
Baby's breath (GYPS PAN)	2007	50	38.9151	30	16.1340	29	13.1340	1	1

TREATMENT DETAIL REPORT

This report can be run for:

- one calendar year; and
- one or more invasive plant species.

Treatment Detail Report

Treatment Location

Within Agency Administrative Area

Agency: Area Type:

Administrative Area:

Treatment Details

Invasive Plant Species: Treatment Type:

Treatment Agency: Treatment Year:

Report Delivery

Depending on the criteria selected, some reports may require an extended processing time. The Email option will allow you to continue your session without delay and receive the report via email.

Delivery Method: Recipient Email Address:

This report delivers the number of treatments of specific treatment types performed by the agency. It also delivers grand totals for each treatment type. If you choose all treatment types, the report will include a separate page each, for Biological Treatments (shown in the example below), Chemical Treatments, and Mechanical Treatments.





Invasive Alien Plant Program Treatment Detail Report

Treatment Agency: Ministry of Forests and Range

Page: 1 of 4
Generated: 2010-07-14 18:41:29
User ID: IDIRLAKRISTI
Database: PROD
Report ID: IAPP001

Report Criteria	
Treatment Agency:	Ministry of Forests and Range
Treatment Year:	2007
Treatment Type:	Biological, Chemical, Mechanical
Invasive Plant Species:	CYNO OFF
Within Administrative Area:	

Biological Treatments

Invasive Plant Species	Biological Agents	Number of Releases	Total Number of Insects
Hound's-tongue (CYNO OFF)	Mogulones cruciger (Hbst.)	7	900
Total for Invasive Plant Species		7	900
Grand Total for Biological Treatments		7	900

TREATMENT SUMMARY REPORT

This report can be run for:

- one calendar year or a year range; and
- one or more invasive plant species.

Treatment Summary Report

Treatment Location

Within Agency Administrative Area

Agency: East Kootenay Regional District Area Type: Regional Districts

Administrative Area: EAST KOOTENAY

Treatment Details

Invasive Plant Species: Bladder campion (SILE CUC)
Blueweed (ECHI VUL) Treatment Type: Biological
Bog rush (JUNC EFF) Chemical
Broad-leaved plantain (PLAN MAJ) Mechanical
Brown knapweed (CENT JAC)

Treatment Agency:

Year Range

From Year: 2006 To Year: 2007

Report Delivery

Depending on the criteria selected, some reports may require an extended processing time. The Email option will allow you to continue your session without delay and receive the report via email.

Delivery Method: Email Recipient Email Address: Laura.Kristiansen@gov.bc.ca



The PDF report for the criteria above includes the grey Report Criteria bar and the following output fields (the results have been masked for privacy reasons):



Invasive Alien Plant Program Treatment Summary Report

Treatment Agency: East Kootenay Invasive Plant Council

Page: 1 of 1
Generated: 2008-12-09 13:19:42
User ID: IDIR\LAKRISTI
Database: TEST
Report ID: IAPP002

Report Criteria

Treatment Agency: East Kootenay Invasive Plant Council
Year Range: 2006 to 2007
Invasive Plant Species: ECHI VUL
Treatment type: Chemical
Within Administrative Area: East Kootenay Regional District / Regional Districts / EAST KOOTENAY

Invasive Plant Species	Year	Treatment Type	Number of Sites Treated	Number of Treatments or Releases	Total HA Treated
Blueweed (ECHI VUL)	2006	Chemical			
	2006	Mechanical			
	2007	Chemical			
	2007	Mechanical			

Grand Totals:

Number of Sites Treated:
Number of Treatments or Releases:
Total HA Treated:

SURVEY REPORT

- This is identical to the Inventory Report except that the Survey Report filters the data by the agency of the person running the report.

Survey Report

Site Location

Within Agency Administrative Area

Agency: Ministry of Forests and Range Area Type: Regions

Administrative Area: RSI - Southern Interior Forest Region

Survey Details

Invasive Plant Species: Himalayan blackberry (RUBI DIS)
Himalayan knotweed (POLY POL)
Hoary alyssum (BERT INC)
Hoary cress (CARD DRA)
Hound's-tongue (CYNO OFF) Survey Agency: Ministry of Forests and Range

Year Range

From Year: 2008 To Year: 2007

Report Delivery

Depending on the criteria selected, some reports may require an extended processing time. The Email option will allow you to continue your session without delay and receive the report via email.

Delivery Method: Email Recipient Email Address: Laura.Kristiansen@gov.bc.ca



The PDF report for the criteria above includes the grey Report Criteria bar and the following output fields:



Invasive Alien Plant Program Survey Report

Survey Agency: Ministry of Forests and Range

Page: 1 of 1
Generated: 2010-07-15 09:37:58
User ID: IDIRLAKRISTI
Database: PROD
Report ID: IAPP005

Report Criteria

Survey Agency: Ministry of Forests and Range
Year Range: 2006 to 2007
Invasive Plant Species: BERT INC
Within Administrative Area: Ministry of Forests and Range / Regions / RSI - Southern Interior Forest Region

Invasive Plant Species	Year	Number of Surveys	Total HA Found	Number of New Occurrences	Total HA New	Number of Repeat Surveys	Number of Positive Repeat Surveys
Hoary alyssum (BERT INC)	2006	71	119.3972	55	16.2342	16	8
	2007	143	14.1841	112	11.7141	31	11



MODULE 2.12:

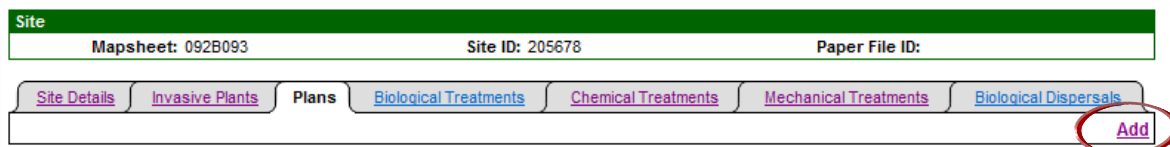
PLANNING FUTURE ACTIVITIES

Recall that only an agency's Data Manager has the necessary privileges to create single plan and batch plan records.

ADDING A SINGLE PLAN RECORD

The planning function is used to plan which invasive plant species on which sites require treatment. This allows the treatment of sites to be coordinated between various agencies and non-governmental organizations that are involved in invasive plant management. The plan record can be viewed by all IAPP user roles but can be entered and edited only by Data Managers and IAPP Administrators.

Once a site has been selected for planning, click the **Plans** tab on the top navigation menu. If a plan has already been entered, it will display; otherwise, the tab will be empty. To create a new plan record, click the [Add](#) link.



This will bring up the **Add Plan** screen:



Site		
Mapsheet: 092B093	Site ID: 205678	Paper File ID:

Add Plan		
Invasive Plant Survey Summary		
Plant Species:	<input type="text"/>	
Plan		
Plan Date:	2009-02-17 <input type="checkbox"/>	Plan ID:
Agency:	<input type="text"/>	
Planned Activity		
Activity:	<input type="text"/>	Add Activity
Activity	Agent/Herbicide	
Planned Activity Year:	<input type="text"/>	Planned Activity Month: <input type="text"/> Site Priority: <input type="text"/>
Comments: <input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Close"/>		

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Plant species (*):

- Only the species that have been surveyed on the site will be displayed in the drop-down list. The plant species you select from this list must be identified in the latest chronological survey as “**found**”. This will be indicated by a check mark in the “found” checkbox. Once you select the species, the last survey data for it are displayed, including any treatment activities that were recommended at that time.

Plan Date (*):

- Since this will usually be the current date, this field defaults to [today's date].

Agency (*):

- As with all other agency fields in IAPP, this field will be automatically populated for you.



Activity:

You may recommend an activity for this plan. Clicking the drop-down list lets you choose from a variety of options:

- Biological Collection
- Biological Dispersal Survey
- Biological Monitoring
- Biological Treatment
- Chemical Monitoring
- Chemical Treatment
- Invasive Plant Survey
- Mechanical Monitoring
- Mechanical Treatment
- None



If you select any of the four biological options above, the optional **Biological Agent** field displays. If you choose to complete it, you must select a valid biological agent for the target plant species; otherwise, you will be presented with the “**Inappropriate Use of Biological Agent**” warning screen (see Module 2.7: Entering Biological Treatment & Monitoring Data)

If you select either of two chemical options, the optional **Herbicide** field displays, which lets you recommend a herbicide for the treatment.



NOTE: YOU NEED TO CLICK THE [ADD ACTIVITY](#) LINK TO ADD A RECOMMENDATION TO THE RECORD. YOU MAY ADD **MULTIPLE** RECOMMENDATIONS, INCLUDING SPECIFIC AGENTS OR HERBICIDES, BY SIMPLY CLICKING THE ACTIVITY FIELD AGAIN. THE [REMOVE](#) LINK BEHIND EACH OF THESE SAVED ACTIVITIES LETS YOU DELETE AN ERRONEOUSLY ADDED ACTIVITY.

Planned Activity Year:

- Enter the year in which you want the activity to be carried out.

Planned Activity Month:



- If you entered a year in the Year field, then you must also choose a month from the drop-down list in the Month field.

Site Priority:

- Site Priority choices are:
Extremely High Risk
High Risk
Moderate Risk
Low Risk



For a description of these terms, see the Code Index Appendix in Part 4 of this guide.

Comments:

- Add any information here that has not been captured elsewhere but is important to know about this planned activity. Do not enter personal names or phone numbers; this will avoid complications with the *Freedom of Information and Protection of Privacy Act*.

Then either:

- Click the **Save** button to save the information entered and remain on the page; **or**
- Click the **Save & Close** button to save the information entered; the Invasive Plant “Plan 1 of [n]” appears; **or**
- Click the **Close** button to leave this screen. In this case, your data will not be saved.

A plan may be completed for each invasive plant species on a site. Therefore, a site can have multiple plans. The Data Manager can return to the plan to edit it. Simply navigate to the Plans tab on the top navigation bar and click the [Edit](#) link. This will bring up the **Edit Plan** screen below for you to make changes. Note that, just like all other records, a plan has an ID once it has been created.



Edit Plan			
Invasive Plant Survey Summary			
Plant Species:	Tansy ragwort (SENE JAC)	Survey Date:	2005-08-11
Area:	0.0002 ha	Found: <input checked="" type="checkbox"/>	Density: 2 2-5 plants/m2 (Med)
Surveyors	GRAEME HENDERSON, TERA KASUBUCHI		
Recommended Activity	Agent/Herbicide		
Plan			
Plan Date:	2009-02-17	Plan ID:	201278
Agency:	Bulkley-Nechako Regional District		
Planned Activity			
Activity:			Add Activity
Activity	Agent/Herbicide		
Biological Treatment	TYRI JAC		Remove
Biological Monitoring			Remove
Planned Activity Year:	2009	Planned Activity Month:	July
		Site Priority:	
Comments:			
<div style="border: 1px solid gray; height: 20px;"></div>			
<input type="button" value="Save"/> <input type="button" value="Save & Close"/> <input type="button" value="Close"/>			

ADDING A BATCH PLAN

The batch planning function allows a Data Manager to create multiple identical plans for occurrences of a specific invasive plant species on multiple sites.

Similar to the Add Site Wizard, the Batch Planning Wizard guides you through five steps to help you determine which infestations on which sites need to be targeted for specific treatment(s) at a specific time:



1. Invasive Plant Search
2. Select Invasive Plant Occurrences
3. Select Plan Information
4. Confirm Batch Plan
5. Generate Batch Plan Summary

To add a batch plan, click the **Add Batch Plan** link on the home page, or click the Add Batch Plan item in the **Actions** menu.

This will bring up the **Add Batch Plan (Step 1 of 5) – Invasive Plant Search** screen:



Add Batch Plan (Step 1 of 5) - Invasive Plant Search

Site Location

Mapsheet	<input type="text"/>	Jurisdiction	<input type="text"/>
Within Agency Administrative Area			
Agency	<input type="text"/>	Area Type	<input type="text"/>
Administrative Area	<input type="text"/>		
Inside/Outside Containment Line			
Inside/Outside	<input type="text" value="Not Applicable"/>	Containment Line For	<input type="text"/>
Invasive Plant Occurrence			
Invasive Plant Species	<input type="text"/>	Survey Agency	<input type="text"/>
Treated?	<input type="text" value="Yes or No"/>		
Survey Date			
From	<input type="text"/>	To	<input type="text"/>

Step 1 helps you narrow down which occurrences of plants to include in the batch plan. To restrict the planned activities to an area:

- limit by **Mapsheet** (with or without the use of a wildcard), and/or by
- **Jurisdiction**, as well as by
- **Within Agency Administrative Area**, and by the
- **Inside/Outside** and **Containment Line** modules.

Remember: Jurisdiction was not a mandatory entry until 2009. At that time, all records with a null value in Jurisdiction were updated to read: **IAPP Conversion - jurisdiction not recorded**; therefore, criteria entered in the Jurisdiction field during a search will filter out any of these “not recorded” records.

To further restrict the planned activities, select:

- an **invasive plant species (*)** from the drop-down list;
- the **Survey Agency** (not necessarily your own) that entered the last survey record for the species;
- whether or not the occurrence has ever been treated (options are **Yes, No, Yes or No**); and
- the **survey date** by a specific range—e.g., From 2007-05-01 To 2009-01-01.





NOTE: THE SEARCH IN STEP 1 CAN RETURN A MAXIMUM OF 1 000 SITES WITH WHICH TO PROCEED TO STEP 2. IF YOUR SEARCH RETURNS MORE THAN 1 000 OCCURRENCES, YOU WILL BE ASKED TO NARROW YOUR CRITERIA.

Click the **Continue** button.

This launches the **Add Batch Plan (Step 2 of 5) – Select Invasive Plant Occurrences** screen:

Add Batch Plan (Step 2 of 5) - Select Invasive Plant Occurrences

Results 1 - 20 of 50. Result Page: [1](#) [2](#) [3](#) [Next](#)

Invasive Plant Occurrences

1 Selected (Note: A maximum of 200 invasive plant occurrences can be included in a batch.)

Add?	Site ID	Mapsheet	Elevation	Slope	Show/Hide Details
<input checked="" type="checkbox"/>	217662	082E005			Hide Details
Site Information					
Jurisdiction		Ministry of Transportation			
Site Location Details		Rock Creek cutoff rd - mainly along east edge.			
Site Comments					
Biogeoclimatic Information					
Zone		PP	SubZone		xh
Variant		3	Phase		
Site Series					
Most Recent Survey for Baby's breath (GYPS PAN)					
Survey Date		2005-12-12		Estimated Area 0.05 ha	
Distribution		5 a few patches or clumps of a species			
Density					
Recommendations					
Most Recent Plan for Baby's breath (GYPS PAN)					
None.					
Most Recent Treatment for Baby's breath (GYPS PAN)					
None.					
<input type="checkbox"/>	217663	082E005			Show Details

The results from Step 2 will be listed in a linear format: one site per line, with a [Show Details](#) link at the end of each line (as shown above in the final line for Site ID 217663).



- If you wish to view details of any site in the results, click the [Show Details](#) link, which will expand the one line listing to display certain Site, Biogeoclimatic, Survey, Plan, and Treatment data, as illustrated above.

There is a checkbox in the **Add** column, which lets you select the sites you wish to include in your batch plan, or you can click the **Select All** button at the top of the screen. A maximum of 200 sites may be included in a batch plan. If you have more than 200, you may wish to create several batch plans.

Once you are satisfied you have selected the sites you want to include in your plan, click the **Continue** button. This launches the **Add Batch Plan (Step 3 of 5) – Select Plan Information** screen:

Add Batch Plan (Step 3 of 5) - Select Plan Information

Invasive Plant Plan

Invasive Plant Species	Baby's breath (GYPS PAN)	Plan Date	2009-02-17
Agency	Ministry of Forests and Range	Site Priority	
Planned Activity Year		Planned Activity Month	

Planned Activity

[Add](#) Activity

Added Activities

In this step, you add the information that will apply to all the plans you create for the invasive plant occurrences on the sites you selected in Step 2.

Mandatory fields are indicated by a red asterisk in parentheses behind the field name.

Invasive Plant Species:

- This is read-only, as you selected in Step 1.

Plan Date (*):



- The already populated default date is the current date, but it may be changed to an earlier date. Future dates are not accepted.

Agency (*):

- This field is automatically populated with the agency you represent during your session.



Site Priority:

Site Priority choices are:

- Extremely High Risk
- High Risk
- Moderate Risk
- Low Risk

For a description of these terms, see the Code Index Appendix in Part 4 of this guide.

Planned Activity Year:

- This optional field will accept the current year or any year up to 100 years in the future.

Planned Activity Month:

- If there is an entry in the Year field, you must choose a Month from the drop-down list.

Planned Activity:

- You may recommend one or more activities for the batch plan. Clicking the drop-down list lets you choose from a variety of options:

Biological Collection

Biological Dispersal Survey

Biological Monitoring

Biological Treatment

Chemical Monitoring

Chemical Treatment

Invasive Plant Survey



Mechanical Monitoring
Mechanical Treatment
None

If you select any of the four biological options above, the optional **Biological Agent** field displays. If you choose to complete it, you must select a valid biological agent for the target plant species; otherwise, you will be presented with the “**Inappropriate Use of Biological Agent**” warning screen (see Module 2.7: Entering Biological Treatment & Monitoring Data)

If you select either of two chemical options, the optional **Herbicide** field displays, which lets you recommend a herbicide for the treatment.



NOTE: YOU NEED TO CLICK THE [ADD ACTIVITY](#) LINK TO ADD A RECOMMENDATION TO THE RECORD. YOU MAY ADD **MULTIPLE** RECOMMENDATIONS, INCLUDING SPECIFIC AGENTS OR HERBICIDES, BY SIMPLY CLICKING THE ACTIVITY FIELD AGAIN. THE [REMOVE](#) LINK BEHIND EACH OF THESE SAVED ACTIVITIES LETS YOU DELETE AN ERRONEOUSLY ADDED ACTIVITY.

Click the **Continue** button. This launches the **Add Batch Plan (Step 4 of 5) – Confirm Batch Plan** screen:

Add Batch Plan (Step 4 of 5) - Confirm Batch Plan

Invasive Plant Plan

Invasive Plant Species	Baby's breath (GYPS PAN)	Plan Date	2009-02-17
Agency	Ministry of Forests and Range	Site Priority	
Planned Activity Year	2009	Planned Activity Month	July

Planned Activity

Added Activities	Chemical Treatment Chemical Monitoring
-------------------------	---

Are you sure you want to continue and apply the above plan to the 50 selected invasive plant occurrences?

This is your opportunity to do a final review of your plan details. There is a **Back** button, which returns you to Step 3 in case you wish to make any changes.



When you are satisfied this is what you want, click the **Continue** button. This saves the plan and creates plan records for every invasive plant occurrence on the sites in your batch plan.

Clicking the **Continue** button also launches the **Add Batch Plan (Step 5 of 5) – Generate Batch Plan Summary** screen:

Add Batch Plan (Step 5 of 5) - Generate Batch Plan Summary

Your batch plan has been saved successfully.

Plan ID	201298
---------	--------

If a Batch Plan Summary extract is required, please click the "Generate Extract" button before closing this module.

If you would like to see an extract that contains all the sites, plant species, and planned treatment/activity details for the planning records you just created, click the **Generate Extract** button.

You may wish to record the Plan ID of the batch plan you created. This ID will appear on all the planning records that resulted from the creation of this batch plan.

Click the **Close** button to exit the Batch Plan Wizard.

EDITING A MEMBER OF A BATCH PLAN

At some point, you may wish to edit a plan that is a member of a batch. This can be done in the Edit Plan screen for the site that includes the plan you wish to edit.



NOTE: IT IS **NOT** POSSIBLE TO EDIT THE ENTIRE BATCH PLAN.

EDIT A PLAN THAT IS PART OF A BATCH

To get to the site that includes the plan you wish to edit, type the Site ID in the **Go To Site ID** box on the home page. If you do not know the Site ID, run a Planning Extract (see Module 2.11: Searches, Extracts, and Reports), or



consult your saved copy of the extract that was created in Step 5 of 5 – Generate Batch Plan Summary, described above.

- Click the [Plans](#) tab.
- When the **Invasive Plant Plan 1 of [n]** page appears (as shown below), click the [Edit](#) link.

Site			
Mapsheet: 082E007	Site ID: 14075	Paper File ID: 082E007_403	
Site Details	Invasive Plants	Plans	Biological Treatments
			Chemical Treatments
			Mechanical Treatments
			Biological Dispersals
Invasive Plant Plan 1 of 1			Delete Add Edit
Plan			
Plan Date:	2009-02-17	Plan ID:	201298
Plant Species:	Baby's breath (GYPS PAN)	Agency:	Ministry of Forests and Range
Planned Activity			
Activity	Agent/Herbicide		
Chemical Treatment			
Chemical Monitoring			
Planned Activity Year:	2009	Planned Activity Month:	July
		Site Priority:	
Comments			
Plan Entered: 2009-02-17 [] Plan Updated: 2009-02-17 [DIR\LAKRIST]			

This will launch the **Edit Plan** screen:

Edit Plan			
This plan is a member of a batch			
In order to change it for this site/invasive plant occurrence, you must first detach it from the batch. No information will be lost in this process; only the Plan ID will be updated.			Detach From Batch
Plan			
Plan ID:	201298		
Plan Date:	2009-02-17	Agency: Ministry of Forests and Range	
Planned Activity			
Activity	Agent/Herbicide		
Chemical Treatment			
Chemical Monitoring			
Planned Activity Year:	2009	Planned Activity Month:	July
		Site Priority:	
Comments:			
Cancel			

Click the **Detach From Batch** button.

- Because the plan is currently a member of a batch, you must detach it from the batch. This will automatically update the **Plan ID** of the individual plan to a number that is different than the batch.



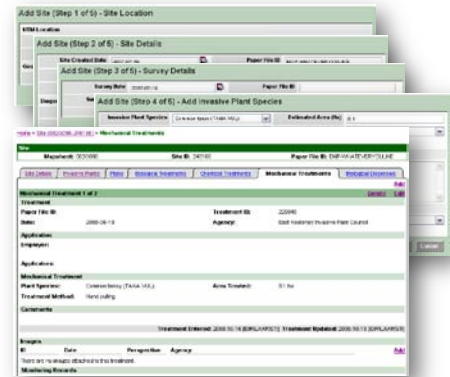
SUMMARY



You have now completed Part 2 of the Invasive Alien Plant Program Reference Guide. You should be able to understand how to use IAPP to enter, edit, and query data on treating invasive plant occurrences by manual, chemical, and biological methods, and on monitoring of those treatments. In addition, you should know how to extract information on these invasive plant activities.

You should also understand how to use, and where to locate, the following data entry screens in the database:

- Home page
- Add Site
- Add Invasive Plant Species
- Add Mechanical Treatment
- Add Mechanical Monitoring
- Add Chemical Treatment
- Add Chemical Monitoring
- Add Biological Treatment
- Add Biological Monitoring
- Add Biological Dispersal
- Extract criteria
- Search criteria
- Report criteria



To learn how to use the IAPP Map Display module, proceed to Part 3 of this reference guide.

