

Land Treatment Digital Library

Tool and Control Guide

U.S. Department of the Interior
U.S. Geological Survey
Forest and Rangeland Ecosystem Science Center

By Justin Welty
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Welcome to the LTDL

The Land Treatment Digital Library (LTDL) is a comprehensive database designed to incorporate tabular data, documentation, photos, and geographic information system (GIS) spatial data on land treatments in a single system. Having knowledge of the commands and tools within the LTDL will help improve both the efficiency and accuracy of data entry.

Contact Information

The LTDL is currently maintained by the US Geological Survey Forest and Rangeland Ecosystem Science Center. Any questions or comments should be directed to the LTDL Helpdesk: LTDL_Project@usgs.gov. After an email is submitted, we will respond to as quickly as possible.

LTDL Documentation

The LTDL contains four documents outlined below to assist the user with data entry.

- **LTDL User's Manual and Installation Instructions (Current Document)**
 - This document describes how to properly install the LTDL to avoid errors and how to set up the LTDL to prepare for data entry. It briefly describes each form and the kind of data to enter in each section.
- **LTDL Tool and Control Guide**
 - The LTDL contains hundreds of tools, checkboxes, and controls. This guide defines each database tool and gives instructions on how to operate the tool if necessary. **WARNING! It is highly recommended that users read this guide before entering data.**
- **LTDL Data Storage Tables**
 - Data entered into the LTDL are stored in various tables. This document identifies each table where entered data are stored, the form with which the table is associated, and which fields are associated with the table. The field names, types, size, heading in the form, and definitions also are included. Use this document to identify which data a user would like to view in table format.
- **LTDL Background Tables**
 - The LTDL uses multiple tables to store information for drop-down lists, multiple select lists, temporary storage of data, and other functions. These tables, along with their definitions, and fields are identified here. Use this document to identify which table should receive additional values for a list within the LTDL.

Introduction

This document defines the major commands and tools that exist within the LTDL database. If applicable, instructions also describe how to operate the tool. The LTDL uses many commands and tools to assist with data entry and to reduce data entry errors. All major command and tool buttons are summarized here. Users should be familiar with the function of commands and tools before beginning data entry.

LTDL Key

This document includes references to tables, forms, tabs, sections, subforms/areas, fields, commands, other files, and links to locations within this document. [Table 1](#) identifies how these objects are identified throughout the User's Manual.

Table 1: Table defining how various objects are represented throughout the User's Manual

Object	Style	Definition
Table (tbl)	First letter capitalized, (tbl) added to end of the name	Tables store data relevant to the Land Treatment Digital Library (LTDL).
Form (frm)	First letter capitalized, (frm) added to end of the name	Forms allow users to view/enter/edit data stored within a table. In the LTDL, forms are organized within tabs, sections, and subforms/areas.
Tab (tab)	First letter capitalized, (tab) added to end of the name	Tabs allow users to view specific sections within the LTDL which contain data pertaining to the project, treatments, or documentation.
Section (sec)	First letter capitalized, (sec) added to end of the name	Sections are specific groups of Forms that are currently visible within a tab.
Subform/Area (sub)	First letter capitalized, (sub) added to end of the name	Subforms refer to specific areas within a single section.
'Field'	First letter capitalized, enclosed in single quotes	A field is a single object (for example: text box, checkbox) in a Form where data are entered.
Command	First letter capitalized, italicized, and bolded	A command is a button or checkbox that performs an action within the LTDL.
Document (.ext)	First letter capitalized, file extension added to the end of the name ('.ext' for files or 'fld' for folders),	A document included with the LTDL package that can be referenced.
In Document Link	First letter capitalized and underlined hyperlink	In document links refers the user to another location within this document where more information can be found on a topic.
File Paths	First letter capitalized (for example: C:\) and underlined hyperlink	Clicking the hyperlink will open Windows Explorer in the specified location on the user's computer. If the location does not exist, an error will be generated.

Main Toolbar Commands



The main toolbar tools are the highest-level LTDL tools and include the ability to manipulate large amounts of data, navigate to selected projects, and delete large amounts of data.

Add a Project

Definition: This tool creates a new project within the database. All other fields become invisible until a Project Name is created to prevent unintentional data entry. See the LTDL User's Manual and Installation Instructions (.pdf) for more information on creating an appropriate Project Name.

Instructions:

- a. Design and enter the Project Name
- b. Tab or click out of the box to create the project.
 - i. The LTDL will split the Project Name into individual words based on the underscore character (for example: Antelope_Seeding_1999 is split into Antelope, Seeding, and 1999).
 - ii. A search will be performed comparing these words to other Project Names currently entered and a list of matching projects will be returned.
 - iii. To exclude common words (for example: Seeding), add the word to Common Project Words (tbl) and it will no longer be included in the search.
- c. Examine the list, if one is generated, to determine if the project already exists within the LTDL.
 - i. Users can view the hyperlinks for these projects by selecting **View Hyperlinks**.
 - ii. To view the entered projects in LTDLData10x (.mxd), check the 'View in GIS' checkbox.
 - iii. Open LTDLData10x (.mxd).
 - iv. In the LTDL toolbox, open the **Add LTDL Features** tool.
 - v. Select the 'Add Selected Features (Project Name Creation Check)' box and click **OK**.
 - vi. The project and treatment perimeters will load and the map will zoom to the full extent of all features.

- vii. If the project is not currently entered, close LTDLData10x (.mxd) and in the LTDL select **Close Form and Continue Creating Project**.
- d. Begin to enter project data

Change Prj Name

Definition: Users can change the project name if necessary using this tool. All tables, fields, documents, photos, and GIS data will be updated during the process.

Instructions:

- a. After it is run, the New Project Name Popup form will open.
- b. Enter the new Project Name and click **Close and Update Name** to continue.
 - i. Depending on the amount of information within the project, the tool can take several minutes to run. Be patient and wait for the process to complete. Users are responsible for correcting any errors that occur during the process. Although rare, most errors that do occur are related to editing and uploading GIS data. See the FAQ in the LTDL User’s Manual and Installation Instructions (.pdf) for more information on dealing with errors.

Open LTDL MXD

Definition: This tool opens the LTDLData10x.mxd’ located in C:\LTDL_Data

Load Prj/Trt GIS

Definition: This tool allows users to load the same feature for the project and selected treatment records. Ensure all project and treatment information, excluding GIS, is entered before running the tool so that the attribute information will update correctly.

Instructions:

- a. When the tool begins, users first will select the feature type (Polygon, Line, Point, or Approximate Point) that will be loaded.
- b. Use the ‘File Dialog’ window to browse to and select the shapefile to be loaded. Geodatabase features cannot be selected at this time.
- c. Enter the project level GIS attributes and click **Update Attributes** to continue. A blank Python window will appear for 30–90 seconds; wait for it to finish processing.

WARNING! The focus of the computer will be on the Python window; pressing a key before clicking a new window could abort the Python process and cause a failure in the program.

- d. After the project GIS is complete, Treatment Selection (frm) appears and prompts the user to select the treatments to include. Check the appropriate

treatments by checking the 'Include' box and click **Load GIS to Selected Treatments** to continue.

- e. Enter the treatment level GIS attributes and click **Close Form and Update** to continue. A blank Python window will appear for 30–90 seconds for each treatment selected; wait for it to finish processing.

WARNING! The focus of the computer will be on the Python window; pressing a key before clicking a new window could abort the Python process and cause a failure in the program.

- f. If no errors are reported and the program finishes with the message “The process completed successfully. Users are responsible for fixing any errors reported during the process” (or something similar), all features were successful uploaded. Any errors that occurred and are reported must be addressed by the user. This usually involves loading the feature individually. See the FAQs in the Land Treatment Digital Library Installation Instructions and User’s Manual (.pdf) for more information on handling errors.

Refresh Update GIS

Definition: Changes made to fields that are associated with the Project and Treatment Attribute tables (for example: Office, State, Type of Treatment) are not automatically reflected in the feature class or LTDL Perimeters attribute tables themselves. Attributes for specific project and treatment records can be updated individually or collectively using this tool.

Instructions:

- a. When the selection window opens, check the 'Include' field for any features that need to be updated, and then select **Refresh and Update GIS** to begin the process
 - i. A blank Python window will appear for 30–90 seconds for each feature selected; wait for it to finish processing.

WARNING! The focus of the computer will be on the Python window; pressing a key before clicking a new window could abort the Python process and cause a failure in the program.

- b. If no errors are reported and the program finishes with the message “The process completed successfully. Users are responsible for fixing any errors reported during the process” (or something similar), all features were successful uploaded. Any errors that occurred and are reported must be addressed by the user. Usually this involves updating the feature individually. See the FAQs in the

Land Treatment Digital Library Installation Instructions and User's Manual (.pdf) for more information on handling errors.

Error Check

Definition: This tool checks a completed project for errors that occurred during data entry. The tool looks for specific errors and cannot catch every error. The user is responsible for ensuring that the information within the project is correct.

Instructions:

- a. After the tool has started, users can select from the following tasks:
 - i. **Run Full Error Check** – Checks critical fields, GIS, and runs a spell check
 - ii. **Similar Prj Check and Error Check** – Runs the full error check and the [Similar Project Check](#)
 - iii. **Check Critical Fields** – Looks through a select set of fields to ensure they have been completed
 - iv. **Check GIS** – Checks for correct GIS and seed mix data; users will be required to load the project and treatment GIS in LTDLData10x.mxd.
 - v. **Spell Check** – Runs a spell check on all long text (memo) boxes where users can enter information and a spelling error may occur.
- b. If an error is encountered, the program will inform the user of the type and location of the error before shutting down the error check. To identify additional errors, the error check will need to be rerun until no additional errors are found.

Check Prj Folder

Definition: If a user is unable to load hyperlinks, GIS, and photos, run this tool to check the status of the project folder and project file geodatabase in LTDL_Files (fld). The tool will look for and create the folder and geodatabase if they do not exist, or inform the user if they do exist and that the problem lies elsewhere.

Refresh Project

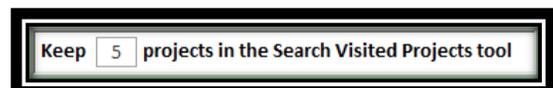
Definition: If the user experiences display or other issues, refreshing the project may eliminate the problem.

Go To Last Project

Definition: This tool returns the users to the projects they were previously working on.

Search Visited Projects

Definition: This tool displays a form of



recently visited projects. The users can specify the number of visited projects they wish to keep in the memory by changing the value of 'Keep 5 projects in the Search Visited Projects tool' field. Users can view hyperlinks from visited projects or go to a project within the form. To view shapefiles, follow the directions within the form to identify the projects and use the **Add LTDL Features** tool in LTDLData10x (.mxd) to view the features.

Search Office Projects

Definition: This tool displays a form containing a list of all projects within the current office. Users can sort the projects alphabetically or by start year. They can view hyperlinks or go to a project within the form. Users also have the option of selecting a different field office. To view GIS for selected projects and their treatments within this form, complete the following steps.

Instructions:

- a. Click **Clear Selected Records** to remove any current records selected.
- b. Double-click the Project Names of interest to add them to the list.
- c. Select **View Shapefiles Projects Selected** to view the list of selected projects and their treatments to view in GIS.
- d. After the list is complete, open LTDLData10x (.mxd).
- e. In the LTDL toolbox, open the **Add LTDL Features** tool.
- f. Select the 'Add Selected Features (FO Search)' box and click **OK**.
 - i. The project and treatment perimeters will load and the map will zoom to the full extent of all features.

Search Project Name

Definition: This tool displays a form containing all Project Names currently entered in the database. Two options exist for selecting the project of interest.

Instructions:

- a) When the tool is activated, a drop-down list displays and users can begin to type in the project name of interest to automatically narrow their search. Select the project and click **Go To** to navigate to the project.
- b) Alternatively, users can scroll through a list of every project and click **Go To** to navigate to the project.

Search Project IDs

Definition: This tool displays a form containing all ‘Project Identifiers’ for the current project as well as any ‘Project Identifiers’ that match ones in the current project. Users can sort the list by ‘Project Name’, ‘Identifier Type’, and ‘Identifier Value’. Additionally, users can display all ‘Project Identifiers’ currently entered in the database. Finally, for any project listed, users can view the hyperlinks or go to the project.

Clear Temp Files

Definition: Temp_Files (fld) processes GIS, documents, and photos before transferring them to their final location. **Clear Temp Files** cleans out and refreshes the temporary folder. Use this tool if there are repeated errors loading documents, photos, or GIS. If the folder becomes cluttered, clearing it can improve performance.

Clear CreateShape

Definition: Shapes_Created (fld) is designed to allow users to store temporary GIS. No processes within the LTDL store data here. Users can clean out this folder if it becomes cluttered and to save disk space.

Delete all Trts

Definition: The **Delete all Trts** tool erases every treatment, the treatment GIS, and treatment seed mixes if they exist. Use the tool if the project data are correct but the treatments need to be redone. Users will receive a warning before the tool completes its process.

Save and Close

Definition: This tool exits the LTDL data entry form, saves the data, and returns the user to the Welcome form.

Delete Record

Definition: This tool deletes the entire project record from the database. Users will receive a warning before the tool completes its process.

Navigation Tabs

The LTDL data entry form consists of three tabs, each designed to store specific information related to a particular part of a project or treatment. Select a tab to navigate between them.



Project Info (tab)

Definition: This tab is composed of contains three sections where users enter general project level information.

Documentation (tab)

Definition: This tab contains two sections where users can link to data, folders, and photos.

Treatment Info (tab)

Definition: This tab contains three sections where users can enter general treatment level information.

Project Info (tab)



The Project Info tab contains three sections each designed to house specific project level information. Select a radio button to navigate between the sections.

Project Data (sec)

Definition: This section contains general project level information.

Project GIS Data (sec)

Definition: This section contains the spatial information for the project.

Project Monitoring and Contacts (sec)

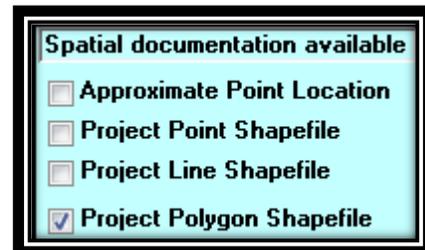
Definition: This section contains general monitoring and contact information.

Project Data tools

Project spatial documentation available

Definition: This check box loads the project level spatial information. Before running this process, ensure that all data within the Project Data (Required) box (located within Project Data (sec))

is completely filled in as the LTDL will use these data to populate the Project GIS Attribute (sub). Use this tool when first creating the project spatial record. Once the record has been created users can use this tool or those within the '[Project GIS Data](#)' section to edit the project spatial data loaded. However, this tool must be used if changing the feature type (for example: overwriting a point with a polygon; see step g for more information). Both project and treatment level spatial information can be uploaded using the [Load Prj/Trt GIS](#) tool.



Instructions:

- a. Check the box indicating the type of GIS feature that will be loaded (Approximate point, point, line, or polygon).
 - i. Users must load shapefiles; geodatabase features cannot be loaded at this time.
- b. Use the File Dialog window to select the shapefile of interest.
 - i. The Project Attribute Pop Up form will appear. Some information is automatically entered from the Project Data (Required) box while other attribute information will need to be completed by the user.
- c. Select **Update Attributes** to complete the process.
- d. A blank Python window will appear for 30–90 seconds.

WARNING! The focus of the computer will be on the Python window; pressing a key before clicking a new window could abort the Python process and cause a failure in the program.
- e. If no errors are reported and the program finishes with the message “The process completed successfully. Users are responsible for fixing any errors reported during the process” (or something similar), the feature was uploaded successfully. Any errors that occurred must be addressed by the user. This usually involves reloading the feature. If an unknown error occurs, consult the FAQs in the Land Treatment Digital Library Installation Instructions and User’s Manual (.pdf).
- f. If a feature is already loaded and a new feature with a different shape type, check the appropriate box corresponding to the shape type and follow steps a-f. The old feature will be automatically overwritten.

Similar Project Check

Definition: The **Similar Project Check** compares the project’s Project IDs and the project GIS perimeter to all other project perimeters in the database. This tool helps to ensure against duplicate records in the database. Any matching Project IDs and overlapping projects are returned in the Project IDs Check form. The results window allows users to select the related projects and to view the overlapping projects. These projects are then added to the Related/Overlapping projects form. Users can run this tool in conjunction with the [Error Check](#).

Adding related and overlapping projects:

- a. When the results window appears, any features with a similar identifier and those whose features overlap the current project are added.

- i. Overlapping projects are automatically added to the Related/Overlapping Projects (sub) and 'Overlap' is checked.
 - ii. Identify related projects by checking the 'Relate' checkbox.
 - iii. Select **Close and Updated Related** to complete the process and add selected projects to the Related/Overlapping Projects (sub).
- b. Finally, users can view the linked documents from the projects or go to the specified project from within this form.

Creating or adding a Project Complex

Definition: The Project Complex field is used to group projects conducted under the same plan or goal under a common complex name.



Instructions:

- a. If the complex name does not yet exist, users can enter a new complex name in the field.
 - i. After the name is created, it is added to the Project_Complex_Table (tbl) and can be selected using the drop-down menu for future projects.
 - ii. Selecting complexes from the drop-down list ensures that the complex name is identical for every project within the complex, making queries easier.
- b. Selecting 'Office' will display those complexes from the current office. Selecting 'State' will display complexes entered for the entire state. Finally, selecting 'All' will display all complexes entered.

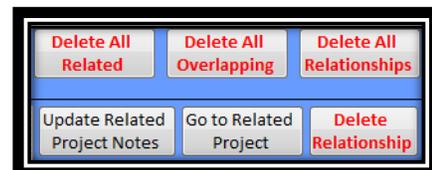
Fire IDs

Definition: This tool will only become visible if "Wildfire" is entered in the 'Reason for Project' field. A wildfire code can be entered in two locations within the LTDL: 'Project Identifier Type' and 'Wildfire Code'. After the wildfire code is entered into one of the fields, the **Fire IDs** tool will copy it to the other location.



Related and Overlapping Project commands

Definition: This subform enables users to associate other projects entered in the LTDL with the current project by relating them together and (or) indicating that their GIS boundaries overlap each other. Creating a record in one project will automatically create the record in the corresponding project so that both projects do not need to be updated manually.



Instructions:

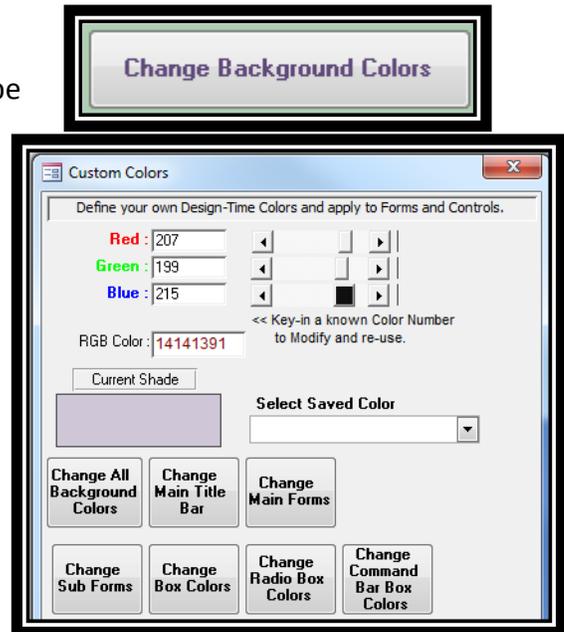
- a. **Delete All Related** – All records relating the current project and related project will be deleted
- b. **Delete All Overlapping** – All records indicating overlap of spatial boundaries between the current project and related project will be deleted.
- c. **Delete All Relationships** – All records within the Related/Overlapping Projects subform will be deleted. The corresponding relational records in the related or overlapping project also will be deleted.
- d. **Updated Related Project Notes** - This command duplicates the related project 'Notes' field from the current project to the corresponding record in the related project.
- e. **Go to Related Project** – This command navigates to the related project.
- f. **Delete Relationship** – This command deletes the current related project and its corresponding record in the associated project.

Creating a personal color scheme

Definition: The color scheme of the LTDL can be customized by the individual user and changed as often as desired. Button colors cannot be edited except from within the design mode itself.

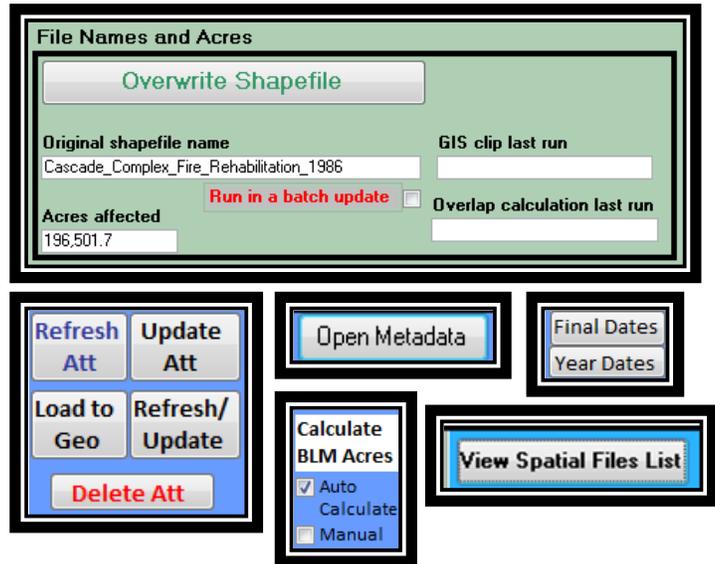
Instructions:

- a. Open Custom Colors (frm) by selecting the **Change Background Colors** tool.
- b. Use the 'Red', 'Green', and 'Blue' sliding scales to adjust the 'Current Shade' to the select color or select a previously saved color from the 'Select Saved Color' field.
- c. If a new color is selected, users can save the color for later use. Enter the name of the color in the 'Select Saved Color' field and the color will be added automatically to the list and saved.
- d. Select the area of the LTDL where color should be applied using the commands at the bottom of the form. Users can change colors as often as desired and can experiment with different color combinations.



Project GIS Data and Treatment Spatial Information Tools

The Project and Treatment GIS sections contain nearly identical commands and will be addressed together to avoid duplication. Both the Project and Treatment GIS sections have an Attribute area and a File Names and Acres area. These Attribute areas have the values that are attached to the feature when it is linked to the project or treatment. The File Name and Acres area contains information on the feature itself and the ability to overwrite the feature. Three tools (*View Spatial Files List*, *Final Dates*, and *Year Dates*) are unique to Treatment Spatial Information (sec).



Overwrite Shapefile

Definition: This tool will overwrite the current feature class with the same shape type (for example: new polygon overwriting old polygon). If users want to load a different shape type, they need to return to the Project Data (sec) or Treatment Data (sec) sections and switch the GIS shape type in their respective checkboxes.

Instructions:

- When selecting the tool, the File Dialog window will open. Navigate to and select the shapefile that will overwrite the current feature.
- A blank Python window will appear for 30–90 seconds.
WARNING! The focus of the computer will be on the Python window; pressing a key before clicking a new window could abort the Python process and cause a failure in the program.
- If no errors are reported and the program finishes with the message “The process completed successfully. Users are responsible for fixing any errors reported during the process” (or something similar), the feature was uploaded successfully. Any errors that occurred must be addressed by the user. This usually involves reloading the feature. If an unknown error occurs, consult the FAQs in the Land Treatment Digital Library Installation Instructions and User’s Manual (.pdf).

Run in a batch update

Definition: This checkbox works in conjunction with **Run GIS Clip** (defined in the LTDL User's Manual and Installation Instructions (.pdf)). When a new feature is loaded, the box is automatically checked, but the box also can be checked manually. When checked, the GIS clip will run the feature through the GIS clipping process and extract background-layer attributes. If the box is unchecked, the GIS will skip over the feature during the GIS clipping process.

Refresh Att

Definition: Both Project and Treatment GIS Attribute sections contain fields that are duplicates of other fields in Project Data (sec) or Treatment Data (sec). These attribute fields are automatically populated when loading GIS. If changes are made to fields in Project Data (sec) or Treatment Data (sec) after the feature is loaded, the **Refresh Att** command refreshes the attributes within the database itself and DOES NOT attach the attributes to the feature. To attach attributes to the GIS attribute table of the feature, users need to run the **Update Att** tool.

Update Att

Definition: The Attribute areas contain fields that populate the attribute table of the feature with which they are associated. When loading a feature, these attributes are attached automatically. If changes are made to an attribute field within the LTDL, users must run the **Update Att** tool to attach these new attributes to the current feature.

Load to Geo

Definition: Each feature is loaded to an individual project geodatabase and appended to LTDL_Perimeters (.gdb). Rarely, the feature will load to the individual geodatabase but fail to load to LTDL_Perimeters (.gdb). Using the **Load to Geo** tool will attempt to attach the feature to the LTDL_Perimeters (.gdb). **WARNING! Multiple users accessing LTDL_Perimeters (.gdb) can increase the risk of a failure to load as only one individual can access the perimeters geodatabase at a time. If an error occurs, attempting the process again will likely resolve the issue.**

Refresh/Update

Definition: This tool refreshes the attribute fields and attaches the attributes to the feature. See the [Refresh Att](#) and [Update Att](#) tools for definitions of each tool.

Open Metadata

Definition: If metadata exist for the layers used during the 'Run GIS Clip' tool, those metadata can be loaded in the Metadata area and viewed with the **Open Metadata** tool.

View Spatial Files List

Definition: This tool only is available in Treatment Spatial Information (sec). The tool opens a form that displays summary information on all treatment features loaded for the project and allows the user to navigate to a specific treatment.

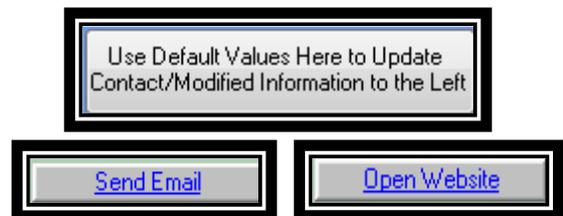
Final Dates and Year Dates

Definition: This tool only is available in Treatment Spatial Information (sec). Normally, the LTDL automatically pulls treatment start and end dates and adds the correct date range to the attribute data. If the dates fail to display correctly, selecting one of the date tools may refresh the dates. Manual entry of dates may be necessary if nothing else works, but this is rarely necessary.

Project Monitoring and Contacts Tools

Use Default Values...

Definition: The Contact/Modified Defaults area stores default information that can be used to populate the Contact Information area. Enter the default values and they remain from project to project.



Send Email

Definition: This command opens the default mail client and creates an email to the selected office.

Open Website

Definition: These links open the default web browser of the computer and displays the website for the selected office.

Documentation (tab)

The 'Documentation' tab stores links to all files, folders, and photos within the project.

Hyperlinks (sec)

Definition: This section links to files and photos. All data loaded are given standard names based on the 'File Type' table.



Photos (sec)

Definition: This section links to all photos and add attributes associated with the photo.

Hyperlinks Tools



Sort by Category or A-Z

Definition: This setting sorts the ‘File Type’ and ‘Alias’ drop-down lists either by grouping the ‘General Category’ document types together (“Category”) or alphabetically (“A-Z”).

Order entered hyperlinks by: A-Z or Order of Entry

Definition: This setting orders the entered hyperlinks either alphabetically by ‘File Name’ or by their ‘File Year’ so documents appear in the correct order by date.

Leave Acrobat Open or Close All Acrobat Documents

Definition: Nearly all document types are loaded in Adobe PDF format. Acrobat is opened during the document-creation process and then is closed after the document is created. All open Acrobat documents also will be closed unless ‘Leave Acrobat Open’ is selected.

Enter a Hyperlink

Definition: This tool is not a single command but instead gives directions on how users can link a document to a project within the LTDL. For more information on linking to specific files and folders, see the Hyperlinks section of the Land Treatment Digital Library Installation Instructions and User’s Manual (.pdf).

Instructions:

- a. Select the ‘File Year’ when the document or folder was created.
- b. Select the ‘General Category’, ‘File Type’ and ‘Alias’ that represent the document.
 - i. If users work from the ‘General Category’ to the ‘Alias’ fields, the LTDL will narrow the selections provided within each list to assist the user.
 - ii. If users enter an ‘Alias’ first, the ‘General Category’ and ‘File Type’ fields will be completed automatically.
 - iii. The File Type Hot Key (FT HK) and Alias Hot Key (AL HK) are abbreviations of the file type and alias fields, respectively, and are associated with the file type and alias within the File_Type table. Users who know their abbreviation can enter the hot key in the appropriate hot key field and

populate the General Category, File Type, and Alias fields. This is used to save time and is not required or recommended for novice users.

- c. Enter a 'File Description'; this field is especially useful if the document falls into an 'Other' category.
- d. Tab to or click the 'File Name' field to display a File Dialog or Folder Dialog window, and select the file or folder of interest.
- e. Wait for the process to complete and follow any additional instructions and warnings as needed.

Open Hyperlink

Definition: This command opens the specified file or folder.

Update Name

Definition: If changes are made to the 'File Year', 'General Category', 'File Type', or 'Alias', users will need to select the **Update Name** tool to update 'File Name' field and update the document name.

Update All Names

Definition: If changes are made to the 'File Year', 'General Category', 'File Type', and 'Alias' of multiple hyperlinked records, users can select the **Update Name** tool to update 'File Name' field and update the document name individually or the **Update All Names** tool to update all 'File Names' fields and documents simultaneously.



Photographic Tools

All photographs must be in JPEG format. If possible, the 'Date Taken' and other attributes will be automatically determined from the photograph properties and added to their respective fields. Photographs that have been scanned into a computer will import an incorrect "date taken" attribute and need to be manually updated.

Add a New Photo

Definition: This tool adds new photographs individually. It creates a unique photo ID and opens the file dialog window. Navigate to and select the JPEG of interest. Manually add any attributes.

Load Photos No Atts

Definition: Use this tool to upload multiple photographs when attributes are either highly varied between photographs or no attribute information exists.

Instructions:

- a. Navigate to and select the photo folder where all photographs are stored.
- b. After the folder is selected, the program will search for and locate all JPEGs in the main folder and up to 10 iterations of subfolders. **WARNING! Be sure to know how many photographs are being uploaded, as every folder and subfolder will be searched.**
- c. Photographs are added automatically along with a caption indicating the source folder where the photograph was originally taken from within the Source Data Folder.

Load Photos With Atts

Definition: Use this tool to upload multiple photographs when attributes are identical between photographs.

Instructions:

- a. This tool opens the Photo Template form to select the photograph folder path and add photograph attributes.
- b. Use the **Select Folder Path** tool to navigate to and select the location in the Source Data Folder where all photographs are stored.
 - i. Unlike with the **Load Photos No Atts** tool, which searches the main folder and up to 10 subfolders, only photographs from the main folder will be uploaded.
- c. Enter in the template form any attributes that will be associated with all photographs.
- d. Select **Load Photos to Project** to add the photographs and their associated attributes.
- e. Photographs are automatically added along with a caption indicating the folder where the photograph was originally taken from within the Source Data Folder.

Previous Photo

Definition: This tool navigates to the previous photograph

Next Photo

Definition: This tool navigates to the next photograph

View / Go to Photos

Definition: This tool opens the Photo_Select_Query form, which is a photograph report containing thumbnails of each photograph, the 'Picture' name, 'Caption', 'Date Taken', and 'Direction Taken'. The 'Caption', 'Date Taken', and 'Direction Taken' fields can be edited for all photographs. Users also can **Go to Photo** and **Delete Photo Record** from this form.

Recalculate Photo Numbers

Definition: If photograph numbers appear to be repeating or out of order, recalculating will fix the problem and place the photographs for the individual project back in the proper order.

Overwrite Photo

Definition: Allows user to select and overwrite an existing photograph. This tool cannot be used to add a new photograph.



View Photo

Definition: Loading photographs automatically when entering a project increases project load time considerably. Therefore, all photographs are turned off when entering a project. This tool allows the user to view the photograph.



Treatment Info (tab)



The Treatment Info tab is composed of three sections where users enter data specific to individual treatments. Users can enter any number of treatments per project. The Treatment Info tab is the most complex part of the database. Using all tools available can assist in efficient treatment entry and navigation.

Treatment Data (sec)

Definition: This section stores most of the treatment data including type, data, results, descriptions and other major details.

Treatment Spatial Information (sec)

Definition: This section contains the spatial information for an individual treatment.

Treatment Seed Mix (sec)

Definition: This section stores information on seeded species for a treatment. The section will only be available if the treatment is a seeding treatment.

Treatment Data Tools



Add Trt ID

Definition: This tool adds a new treatment within the current project. It creates a unique Treatment ID and opens the Treatment Type drop-down list to select the type of treatment. No other data can be entered on a treatment until a Treatment ID is created and a Treatment Type is selected.

Prev Trt

Definition: Use this tool to go to the previous treatment in the project.

Next Trt

Definition: Use this tool to go to the next treatment in the project.

Load Multiple GIS

Definition: Use this tool to load the same feature to multiple treatment features at the same time. Users will have the option of entering different GIS attributes for each treatment feature. Data within Treatment Data (sec) should be completed for each treatment before the user runs the **Load Multiple GIS** tool. For example, an aerial seeding followed by a chaining may occur in the exact same area. A user could enter both treatments except for GIS and use the tool to enter the same feature for each treatment. Individual attributes could still be adjusted as needed, but overall this would save the user time over entering the same feature individually for each treatment.

Instructions:

- a. After the tool is selected, a form will appear summarizing treatments. Users can select treatments to include in the GIS upload by checking the 'Include' box. Treatments with spatial files already loaded cannot be selected.
- b. Select the type of feature to be loaded (approximate point, point, line, or polygon) in the 'I want to load a' field.

- c. After the appropriate data are selected, click **Load GIS to Selected Treatments** to continue.
- d. Navigate to and select the shapefile that will be loaded for the treatments.
- e. The Multiple Treatment GIS Attributes form will appear. Complete all relevant attributes for each treatment and click **Close Form and Update** to continue.
- f. A blank Python window will appear for 30–90 seconds for each treatment selected.

WARNING! The focus of the computer will be on this window; pressing a key before clicking a new window could abort the process and cause a failure in the program.

- g. If no errors are reported and the program finishes with the message “The process completed successfully. Users are responsible for fixing any errors reported during the process” (or something similar), the features were uploaded successfully. Any errors that occurred must be addressed by the user. Usually this involves loading the feature again. See the FAQs in the Land Treatment Digital Library Installation Instructions and User’s Manual (.pdf) for more information on handling errors.

Copy Trt from Previous Prj or Trt

Definition: This tool can copy a selected treatment from a different project and add the data to the current treatment. The treatment must be from a project that is on the [Visited Projects](#) list. This tool will not copy over all data, but instead will copy data that is most likely to be useful.

Instructions:

- a. After it is selected, the tool will open a form displaying the previously visited projects. Select **View Treatments** to see individual treatments for a particular project.
- b. A summary treatments form will appear. Search through the list and select **Copy and Paste Trt Data** to add the selected data to the current treatment.

View Trt List

Definition: This tool displays a form containing summary information on all treatments currently entered for the project and allows the user to select and navigate to a treatment.

Go to Trt

Definition: This tool displays a drop-down list of all treatments and allows the user to navigate to a treatment of their choice.

Recalculate # of Trts

Definition: If the treatments appear to be out of order, recalculating will place the treatments back in the proper order.

Delete Multi Treatments

Definition: This tool allows the user to select from and delete multiple treatments.

Instructions:

- a. After the tool is selected, a form will appear showing a summary of all treatments. Check the 'Mark for Deletion' checkbox to indicate which treatments should be deleted.
- b. Select **Delete selected** to complete the process.

Delete Treatment

Definition: This tool deletes all data, including GIS and the Seed Mix, for a single treatment.

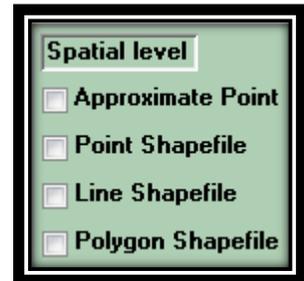
Spatial Level

Definition: As with the Project spatial level, this checkbox will prompt the user to select the feature that represents the treatment and also indicates the feature type.

- a. Check the box indicating the shape type of the feature to be loaded.
- b. Use the File Dialog window to navigate to and select the shapefile that will be loaded.
- c. The Treatment Attribute Pop Up form will appear. Complete all relevant attributes for the treatment and click **Close Form and Update** to continue.
- d. A blank Python window will appear for 30 - 60 seconds for the treatment.

WARNING! The focus of the computer will be on this window; pressing a key before clicking a new window could abort the process and cause a failure in the program.

- e. If no errors are reported and the program finishes with the message "The process completed successfully. Users are responsible for fixing any errors reported during the process" (or something similar), the feature was uploaded successfully. Any errors that occurred must be addressed by the user. Usually this involves loading the feature again. See the FAQs in the Land Treatment Digital Library Installation Instructions and User's Manual (.pdf) for more information on handling errors.



- f. This tool does not need to be used if the user has run [Load Prj/Trt GIS](#) and (or) the [Load Multiple GIS](#).

Seeding Treatment

Definition: To create a seed mix record, users must check the 'Seeding Treatment' box. Users also can select the 'Seed list Available', which will automatically check 'Seeding Treatment' and create the seed mix record. Users must check the 'Seeding Treatment' box for all seeding treatments regardless of how much information is available for the treatment. After the box is selected, users will be moved automatically to the Treatment Seed Mix section where they can complete information on the species seeded.



Implemented Trt Info (sub) and Planned Trt Info (sub)

Definition: The LTDL has the ability to enter both the planned and implemented data. Users only can enter limited information for planned data. This selection is based on the user's entry in the 'Final planned/implementation status' field.



Project Concerns, Both, and Project Descriptions

Definition: This set of tools is designed to bring over the 'Project Concerns' and 'Reasons for treating (description)' fields and to add them to their corresponding treatment fields in order to save the time of re-entering these data for individual treatments. Users can bring over the fields individually or bring both over together.



Same as project grazing information

Definition: This tool copies the project-level grazing information to the current treatment.



Land Types Same as Project Level

Definition: This tool copies the project-level land type information to the current treatment.



Related Treatment IDs

Definition: Use this tool to highlight specific relationships between treatments. For example, if the project has three seedings and two of the seedings had chainings, link the chaining to the specific seeding.



Instructions:

- a. Open the drop-down list and select the related treatment.
- b. The related treatment also will be updated to include the current treatment as a related treatment.

Prj Notes and Trt Notes

Definition: Use these two tools if notes need to be copied from the 'Data Entry Notes' (*Prj Notes*) or select the drop-down list to select notes from a previous treatment (unnamed drop-down list).



Implemented and Planned Treatment Information



The following tools contain information for [Implemented Trt Info](#) (sub) and [Planned Trt Info](#) (sub) within Treatment Data (sec). These tools are identical for both the Implemented and Planned subforms and are described together. Most of the tools are designed to bring over data from a different section of the database. Different tools bring over different data.

Final All Trt, Final Text, and Final Dates

Definition: The Final tools exports information from Main Treatment Information (sec) above to the Implemented and Planned subforms. The 'Final Units', 'Final Number of Units', 'Overall Success', and Date fields can be copied. *Final Trt All* copies all data, *Final Text* excludes the Date fields, and *Final Dates* only copies the date fields.

All Previous, Prev Text, and Prev Dates

Definition: The Previous tools copy data from a previously entered planned or implemented record within the same treatment. For example, if the user entered the planned information and now wanted to enter the implemented information, using these tools will copy over the data from the planned record. All fields with data will be

copied based on the tool selected. **All Previous** copies all data. **Prev Text** will exclude the date fields and copy the remaining data. **Prev Dates** copies only the date fields.

Previous Trt All, Previous Trt Text, Previous Trt Dates

Definition: The Previous Trt tools allow users to select data from a previously entered treatment using a drop-down list and copy that data into the current treatment. All fields will be copied. These drop-down lists do not have titles to save space and are grouped with similar buttons. **Previous Trt All** copies all implemented or planned information data from a previous treatment. **Previous Trt Text** only copies the text fields and excludes the date fields. **Previous Trt Dates** only copies the date fields.

Navigation buttons

Definition: These standard navigation buttons enable the user to navigate between multiple-implementation or planned records within the same treatment. It will not navigate between a planned and implemented record.

New Confirm Trt and New Plan Trt

Definition: These tools add a new confirmed or planned treatment record if one already exists.

Select previous Equipment

Definition: This tool opens a drop-down list summarizing previous treatments and the equipment used. After a previous record is selected, it will copy the previous equipment data into the current record.

Select a previous COOP

Definition: This tool opens a drop-down list summarizing previous treatments and the cooperators/contractors used. After a previous record is selected, it will copy the previous cooperator/contractor data into the current record.

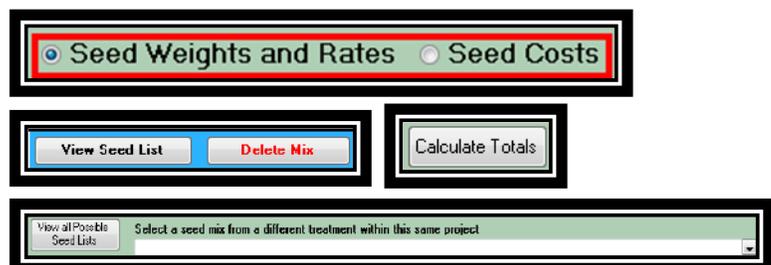
Treatment Spatial Information tools

See [Project GIS Info and Treatment Spatial Information](#) for more information on the Treatment Spatial Information tools.

Treatment Seed Mix tools

Seed Weights and Rates

Definition: Users can view information on the seeding



rate.

Seed Costs

Definition: Users can view information on seed costs.

View Seed List

Definition: This tool displays a form summarizing all seeding treatments included for the project. Users can navigate to a specific seed mix/treatment of choice.

Calculate Totals

Definition: When users enter seeding rates or seeding costs, the totals are calculated automatically. If the users feel the totals are incorrect, they can run the 'Calculate Totals' to refresh the totals.

View all Possible Seed Lists

Definition: This tool opens a form displaying every seeding treatment entered in the database.

Instructions:

- a. Users can scroll through and either **Use Seed List** or **View Seed List**.
- b. If **View Seed List** is selected, a new form will open displaying the seed species to be added.
- c. After **Use Seed List** is selected in either form, the seed species will be added to the current list.

Select a seed mix from a different treatment within this same project

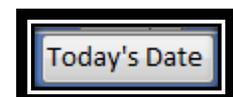
Definition: This tool displays a drop-down list of information on previously entered seeding treatments for the current project. Users can select a specific mix and the seed species will be added to the current list.

Common LTDL commands

These commands are present throughout the database.

Today's Date command

Definition: Use this tool to quickly fill in the current date in the applicable date field.



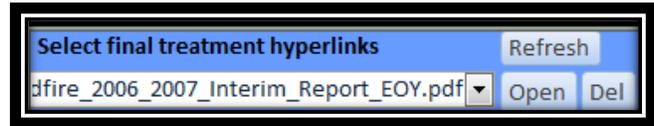
Delete commands

Definition: Delete commands come in a variety of names but all are a variation of 'Delete' or 'Del' with bold, red text. Each delete command is designed to address a specific record or set of records. Each delete command will warn the users and allow them to abort the deletion process.

Treatment Hyperlinks

Definition: Three Treatment Hyperlinks subforms are located within Treatment Data (sec), and one is located within Treatment Seed Mix (sec). Within these subforms, users select the

documents used to complete a section of the treatment data. The [Hyperlinks](#) section must be completed before values can be added to this list. Users can select multiple documents within Treatment Data (sec) but only one document can be selected when indicating the document that contains the seed list.



a. Refresh

- i. **Definition:** Recently added documents within the [Hyperlinks](#) section are not automatically added to the drop-down list; selecting **Refresh** adds them to the list.



b. Add Final

- i. **Definition:** This command adds the documents selected from Select Final Treatment Hyperlinks (sub) to Documents For This Year (sub). This tool only is available within the Documents for this year (sub).

c. Open

- i. **Definition:** Opens the document for viewing.

Large Text Boxes

Definition: Throughout the LTDL, certain fields allow the user to type in large amounts of text (for example: 'Data Entry Notes', 'Monitoring Description', 'Trt Objectives'). These fields generally are represented by larger boxes and are light gray in color as opposed to white for other fields. However, many times the text in these fields will greatly exceed the size of the box. Double-click a text box to open a larger view and ensure that all data are typed in correctly. After the data have been edited, select **Close and Update...** to save the changes.

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