



INSTRUCTIONS FOR MONITORING RESULTS BOOKLET

Monitoring data is found on the K drive:

K:\res\rec\2320_wilderness\gen\wilderness_monitoring\monitor_data

Create a new folder for your respective year

ex. 03_monitoring

Open campsite spreadsheet template (found in template folder) and FILE → SAVE AS campsite_03 into the 03_monitoring folder.

Enter monitoring data from hard copies into the spreadsheet.

CAMPSITE CONDITION CLASS:

Create a pivot table to get campsite condition class data:

Highlight ALL of the data in the spreadsheet (including row headings).

Toolbar → Data → Pivot Table and Pivot Chart Report

-click NEXT

-click NEXT

-if it asks if you want to use less memory click NO

-Where do you want to put the Pivot Table?

New Worksheet

-click the LAYOUT button

-drag the square buttons on the right over into the pivot table

-drag COMPARTMENT, MANAGEMENT AREA, and COUNT OF CONDITION buttons over to the row section of the pivot table

-to change the heading of a button, double click it

ex. to change SUM OF CONDITION to COUNT OF

CONDITION double click the button and select COUNT from the table. Click OK.

-drag COUNT OF CONDITION over to the data section of the table.

-click OK

-click FINISH

-your pivot table will appear in a new worksheet

-change the title of the worksheet from SHEET 2 to CONDITION CLASS PIVOT TABLE by double clicking the title tab at the bottom of the worksheet

In this new Pivot Table, create a heading next to the totals that reads % IN CONDITION CLASS.

-plug in formula to calculate the % of campsites in each separate condition class out of the total number of campsites in that compartment and management area. You'll plug these numbers into the final report later.

Ex: # of campsites in condition class/total # of campsites in MGT area

Enter this into the cell: =D5/D9

Compare these %'s to the standard guidelines in the management directive (also found in the old results booklets). If they exceed the standard, calculate the % of campsites that exceed the standard.

Ex: In 2002 Eileen Lake Mgt area 2 – 67% of campsites found in condition class 3.

Standard for mgt area 3 is $\leq 25\%$ so,

$67\% - 25\% = 42\%$

42% of the campsites exceed the standard.

Determine the appropriate level of action.

CAMPSITE DENSITY:

I did this on scrap paper, but if you find it easier to do it in a spread sheet than do it!

Record how many campsites were found in each compartment/mgt area.

Record how many miles of the trail were surveyed in the current year.

Measure the total miles of trail in the compartment. (This has been done for most of the trails – look in the old results booklets.)

- By comparing the miles of trail surveyed this year to the total miles of trail in the compartment, you can see if there was enough trail surveyed to be able draw any meaningful conclusions about density.

Divide miles of trail surveyed by the # of campsites located. This gives you the # of campsites per linear mile trail.

Compare this # to the standard and, if necessary, calculate the % by which it exceeds the standard.

Ex: In 2002 Stormy compartment mgt area 1, I calculated 2.27 campsites/mile.

The standard for mgt area 1 is 1. So $(2.27 / 1) - 1 = 1.27 \rightarrow 127\%$. The campsite density standard is exceeded by 127%. You'll enter this into the report later.

Determine the level of action.

GROUP ENCOUNTERS:

Open encounter spreadsheet template (found in template folder). FILE → SAVE AS encounter_03 into the 03_monitoring folder.

Enter data from encountering booklets.

**When entering the hours use military time, round to the nearest quarter, and convert the hours like this:

12:00pm → 12.00

12:15pm → 12.25

12:30pm → 12.50

12:45pm → 12.75

12:00pm → 13.00
this makes the end calculations correct

After entering all of the data, create a new PIVOT TABLE. Follow previous instructions, but change the data in the table to:

Row section: DISTRICT, COMPARTMENT, MGT AREA

Data section: SUM OF TOTAL GROUPS, SUM OF TOTAL HOURS

-in a new column, enter a formula to calculate the Mean # of Encounters per 8 hour period.

Ex: $(\# \text{ of total group encounters} / \text{total hours}) * 8$

Enter this into cell: $= (D9/D12) * 8$

Compare these numbers to the standards and, if necessary, calculate % above the standard.

Ex: In 2002, Cunningham Mgt Area 2, I calculated an average of 24 encounters for every 8 hours spent in the mgt area. The standard is 5.

So, $(24 / 5) - 1 = 3.8 \rightarrow 380\%$

The level of encounters is 380% above the standard.

Since we only monitored that trail for one hour, this data doesn't really tell us much!

So, after determining the level of action, you'll have to create a separate spreadsheet (just cut and paste) for the compartment/mgt areas that have been monitored for greater than 20 hours in two out of the past three years. We've spent enough time in these areas to be able to draw a conclusion as to whether they are exceeding the standards by a substantial %.

LARGE ENCOUNTERS:

In the encounter_03 spreadsheet, create a PIVOT TABLE for large encounters. The data in the table should be:

Row section: DISTRICT, COMPARTMENT, MGT AREA

Data section: SUM OF TOTAL LARGE GROUPS, SUM OF TOTAL HOURS

Do the same calculations as you did for group encounters above.

Compare to the standards.

Determine appropriate action. You DO NOT need to create a separate spreadsheet for ≥ 20 hours.

DOGS:

Dogs are NOT calculated by compartment, just by wilderness area. So, create a new PIVOT TABLE. Data in the table should be:

Row section: WILDERNESS AREA

Data section: TOTAL DOGS, TOTAL DOGS NOT CONTROLLED, TOTAL HOURS

Calculate the percentages needed (look at an old results booklet) and determine the level of action.

Now enter all of this data into the Microsoft word results booklet document. There is no template, so you'll have to open up the previous years booklet, SAVE AS results_03.doc, and change the column headings to incorporate the current year and 3 previous years.

You'll probably need to keep referencing back to the old books to figure things out if you get stuck...Have fun!