



# SIERRA AND INYO NATIONAL FORESTS WILDERNESS CAMPSITE INVENTORY DATABASE

## Instructions for Polygon and Campsite Data

1. *Before opening the database*, make sure that all photos that you will be entering into the database are stored in the following folder:

E:/wild\_data/campsite\_inv/photos

All photo file names should be labeled in the following fashion:

- Polygon (surveyed area) overview photos:  
6- or 7-character code. The first three characters should be the letters of the Wilderness Analysis Unit (WAU) that contains the polygon, the next three characters should be the number of the polygon within that WAU, and the last character, which is optional, should be "A", and will be the second overview photo taken of that polygon. Please note that the input of these photos into the database is optional.  
Examples:  
FRE003.jpg – The third polygon surveyed in the French Canyon (FRE) WAU. This is the *first* overview photo.  
FRE003A.jpg – The third polygon surveyed in the French Canyon (FRE) WAU. This is the *second* overview photo.  
E:/wild\_data/campsite\_inv/photos/FRE003.jpg – The complete pathname for the first overview photo from the FRE003 polygon.
- Campsite photos:  
6- or 7-character code. The first three characters should be the letters of the Wilderness Analysis Unit (WAU) that contains the campsite, the next three characters should be the number of the campsite within that WAU, and the last character, which is optional, should be either A, B, C, etc., with A being the second overview photo taken of that polygon, B being the third overview photo taken of that polygon, and so on. Please note that the input of these photos into the database is optional. Also, please note that campsites are numbered according to WAU, not polygon, so there should never be more than one campsite with the same name.  
Examples:  
FRE003.jpg – The third campsite surveyed in the French Canyon (FRE) WAU. This is the *first* campsite photo.  
FRE003A.jpg – The third polygon surveyed in the French Canyon (FRE) WAU. This is the *second* campsite photo.  
FRE003B.jpg – The third polygon surveyed in the French Canyon (FRE) WAU. This is the *third* campsite photo.  
E:/wild\_data/campsite\_inv/photos/FRE003.jpg – The complete pathname for the first photo for the FRE003 campsite.
- Obliteration/Rehab photos:  
8-character code. The first six characters should be campsite ID for the campsite that was obliterated. The seventh character should be either B (Before obliteration/rehab) or A (After obliteration/rehab). The eighth character should be a number (1,2,3, etc.) that indicated the first, second, etc. photo taken of the obliteration. Please note that the input of these photos into the database is optional. Also, please note that it is possible that all obliterated campsites will not be named in this convention, as many photos have already been labeled prior to the implementation of this naming convention.  
Examples:  
FRE003B1.jpg – The first before obliteration photo of campsite FRE003.  
FRE003A3.jpg – The third after obliteration photo of campsite FRE003.

E:/wild\_data/campsite\_inv/photos/FRE003B1.jpg – The complete pathname for the first before obliteration photo of campsite FRE003.

2. Using Windows Explorer, open the database. It is located at the following location:  
E:/wild\_data/campsite\_inv/database/SierraInyoCampsiteInventory.mdb
3. In the small window that is open, click on the “Forms” tab on the left side of the window. If you are entering polygon and campsite data, double-click on the “Polygon/Campsite Input Form” option that appears on the right side of the window. If you are entering obliteration and rehab data, double-click on the “Obliteration/Rehab Input Form” option that appears on the right side of the window.

#### *Polygon and Campsite Data*

A window will open that contains the data entry form. This form is actually two forms, one nested inside the other. The campsite data form is nested inside of the polygon data form. You will note at the bottom of both forms there is a section that looks like this:



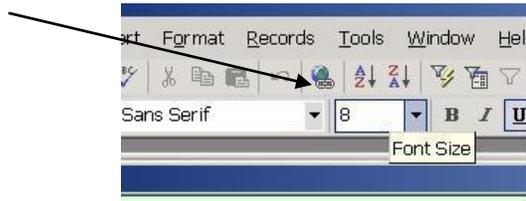
You will want to scroll to the last polygon record entered using this button. Note that the polygon form uses the “Record” buttons at the very bottom of the window. Scroll one record past the last polygon record entered to get to an empty polygon form. This should also mean that you have an empty campsite form. If you need enter campsite data for a polygon that already has a record, scroll to the desired polygon and then use the “Record” buttons associated with the campsite form to scroll one record past the last entered campsite, which should give you an empty campsite form under the polygon data that was entered previously. It is *critical* that you enter the polygon data *before* entering the campsite data.

Begin your data entry with the polygon data, at the “Wilderness” field. This field, like many others, contains a drop-down menu. For all fields that contain a drop-down menu, click on the arrow and then select the appropriate option from the list. Press the “Tab” key to move on to the next field, which should be the “WAU” field. Continue moving through the polygon fields, entering the appropriate data. For any “Comments” sections, you are limited to 255 characters. When you get to the polygon photo sections, you will need to do one of two things in order to insert a link to the photo:

- Type in the full and correct pathname of the photo that you are linking to the polygon (e.g. E:/wild\_data/campsite\_inv/photos/FRE003.jpg)

OR

- Use this button



to browse to the photo you are linking to the polygon (RECOMMENDED).

After filling out the final field for the polygon data (“Inventoried by:”), hit “Tab” to take you to the nested campsite data form. Fill in this form with the appropriate data, using drop-down lists where provided and linking photos in the same fashion as photos were linked

for the polygons. These photos should be of the specific campsite, not polygon or obliteration/rehab photos.

For the next campsite in the *same* polygon, scroll forward one record in the nested campsite data form, *not* in the polygon data form. Continue entering campsites in this fashion until all of the campsites for the polygon are complete. Once all are complete, scroll forward one record in the polygon data form and begin the process again with a new polygon.

When you have finished entering polygon and campsite data for the day, hit the save button and close the database.



4. It is critical that you do not enter the "Tables" tab at the opening screen unless authorized to do so. In this tab is housed the constructed foundation of the database, and errors can easily be made that can affect all records in the database.