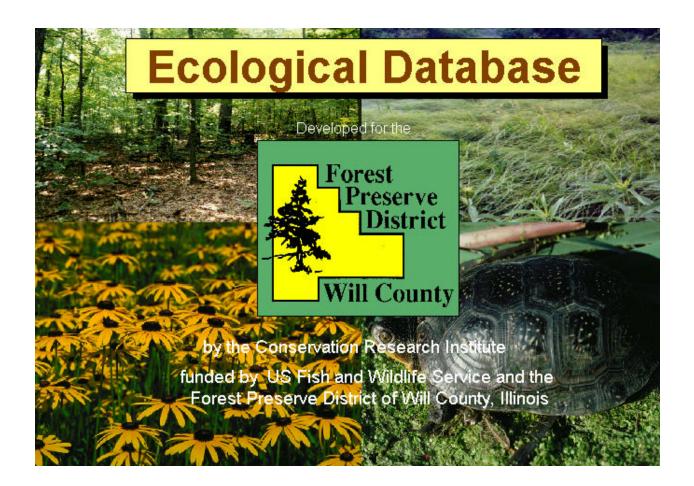
Will County Ecological Database Manual



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Purpose of the Database

The primary purpose of this project was to develop for the Forest Preserve District of Will County a scientific **Relational Database Management System** (RDBMS) to aid efforts to conserve biodiversity and strengthen local government support. It will allow ecological management decisions to be made with a broader range and higher level of easily accessed scientific information of various sorts. The relational database organizes existing information in such a way that the Forest Preserve District can look at that information in new ways that will help them to identify conservation priorities. It will also help them to improve their management of natural communities and thus sustain native biodiversity, and it will enable them to evaluate past, present, and future management practices. The database system provides tools for the correlation and analysis of complex, interrelated data for management and restoration purposes. In addition to containing data that is specific to Will County sites owned and managed by the Forest Preserve District, the database system has basic information on the area's soils, plants, plant communities, wildlife, and endangered and threatened species.

Prototype Function

This RDBMS will serve as a prototype for a Chicago Wilderness scientific database, so that eventually this type of ecological data can be shared throughout the region. Access, part of the widely distributed Microsoft Office suite, was a logical choice for this prototype, as it is currently the database standard for many, if not most, of the partners in Chicago Wilderness, and it is currently in use in all six of the county forest preserve or conservation districts in the immediate Chicago area.

Scope of the Database

The Will County relational database management system specifically provides the following:

- 1. a relational database management system for ecological inquiry and analysis
- 2. a standardized, compatible information storage system for all types of data
- 3. a tool for quick and easy retrieval of data
- 4. tools for rapid comparison and analysis of complex ecological and biological relationships
- 5. a scientifically based tool for site management planning and execution
- 6. a tool to enable efficient and accurate exchange of information among agencies
- 7. a tool to direct and coordinate the gathering of basic ecological information on plants, animals, soils, plant communities, restoration techniques, etc.
- 8. a tool to increase accuracy and reliability in the gathering of ecological and restoration management information, including the state of plant communities
- 9. standards for information gathering and storage for the future
- 10. cross-references of existing information of various types

Computer Database Terms and Definitions

A database is a vehicle for storing information (data) about a particular topic or purpose, such as community health, bird-nesting requirements, ecosystem management, or watershed properties. This data is stored in a tabular format (table) consisting of columns and rows grouped according to similarities of data. A computer database management system (DMSA) stores and retrieves information in a database (a single table) on a computer, rather than on paper in a file cabinet where it is less accessible. A rela-

tional database management system (RDBMS) enables quick and easy storage, organization, and analysis of data from many databases that have been linked by user-defined relationships. These relationships are defined through queries, which ask questions or define criteria about the data in a number of related tables (a dynaset). The results of the queries can then be conveniently displayed in a generalized printable form or in a custom report format.

Uses and Potential

By means of queries, information in different databases can be compared and analyzed. The impact of burns on insect populations, for example, can be analyzed to determine the ideal management program for a site. If information is desired about a particular species of plant or animal, a customized program can provide the Latin and common names, identifying characteristics, associates, habitat information, a picture or illustration, and sites where it has been positively identified. A link can be made to a map to pinpoint a precise location and provide directions for getting there. Sensitive information, such as endangered species data, is available to those with special passcades.

Accurate entry and revision of material is made easy and reliable through customized data input forms that were developed for this project. These also serve to block duplicate entries, and they trigger an automatic update to all databases linked to the original.

A database management system contains its own unique information, but it can be linked to other such systems if there is a link to common types of information. Separate systems could be maintained independently, for example, by various member organizations of Chicago Wilderness, yet the data in each system could be accessed, if a common link exists, by any other user within a broader integrated constellation of database management systems. Databases (tables) and entire systems can also be readily transferred among cooperating database users through e-mail. Once this is done, the imported data from one user can be related to existing information in another's database.

Flexibility and Compatibility

This system is extremely flexible, as there is virtually no limit to the amount of data that can be stored, or to the number of databases or links that can be created and combined. In practice, of course, all programs are limited by hardware platforms and computer memory. It is the responsibility of any potential users to ensure that their hardware is capable of handling large amounts of information.

Access is fully compatible with other Microsoft programs, such as MSWord and Excel, and with a wide range of other software. Data in Access can be transferred (converted) to and from other database systems and spreadsheet programs. Access 2000 is SQL or web compatible, and it can be used with standard Geographical Information Systems (GIS), so there is full potential for spatial and graphic representation of the data.

ORGANIZATION OF DATABASE

The database is grouped by search type and data entry/analysis type.

Main Menu

A. Specific Information Menu

- 1. Specific Plant Information
- 2. E/T Plant Species List
- 3. Specific Wildlife Information
- 4. E/T Wildlife Species List
- 5. Specific Soil Information
- 6. Specific Preserve Information
- 7. Community Equivalence Information
- 8. Watershed Information
- 9. Insect Information
- 10. Plant Studies Information

B. Location/Distribution Menu

- 1. Burn Histories
- 2. Community Locations/Acreages
- 3. Soils Locations
- 4. Wildlife Locations
- 5. Insect Locations
- 6. CW Community Locations

C. Update Information Menu

- 1. Update Burn Histories
- 2. Update Preserve General Flora Information
- 3. Update Preserve Information
- 4. Update Document Information

D. Add New Information Menu

- 1. Add to Preserve Plant List
- 2. Add to Preserve Soils List
- 3. Add to Document List
- 4. Add to INAI Information List
- 5. Add to Preserve General List
- 6. Add to Wildlife Master List
- 7. Add to Preserve Wildlife
- 8. Add to Burn Information
- 9. Add to Preserve Insect List

E. Documents Information

F. Species Finder/Analyzer

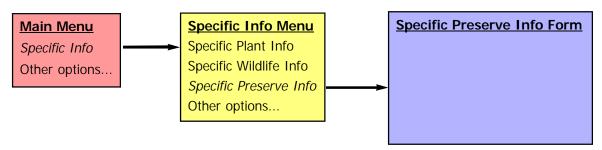
- 1. Plant List Analyzer
- 2. Plant Species Finder
- 3. Preserve Flora Analyzer

NAVIGATING THE DATABASE

As mentioned in the previous section, the database is organized by 1) general search type, 2) data entry type, and 3) analysis type. These general types are options in the Menu Menu window, the first menu you will see upon opening the database. Here is how to navigate through the database.

You opened the database for a reason, right? What do you want to do? Let's say you want to find some information about a certain preserve. Because you want to search for information about a *specific* preserve, you will first click on the Specific Information option button in the Main Menu. That will take you to the Specific Information secondary menu, where you will click the Specific Preserve Information option button. This action will take you to the Specific Preserve Information form. Figure 1 illustrates this series of selections.

Figure 1. Steps to get to search or data forms



You will notice that many of the menus and forms feature a Help button which opens a Help information window. These will explain options or data fields and can help direct your choices. When opening a form for the first time, it is a good idea to look at the Help window to familiarize yourself with the form's features and options.

Each form has a Return to Main Menu or Close Form button that will close the form window and take you back to the Main Menu. Many forms also have a Help button that provides information about the interactive selection or entry fields.

Figure 2 shows the Main Menu, the first pop-up window you will see upon entering the database. The available selections direct you to the query or data modification options found in the secondary options menus. Click on the Help button (**Figure 2a**) for an explanation of the options.

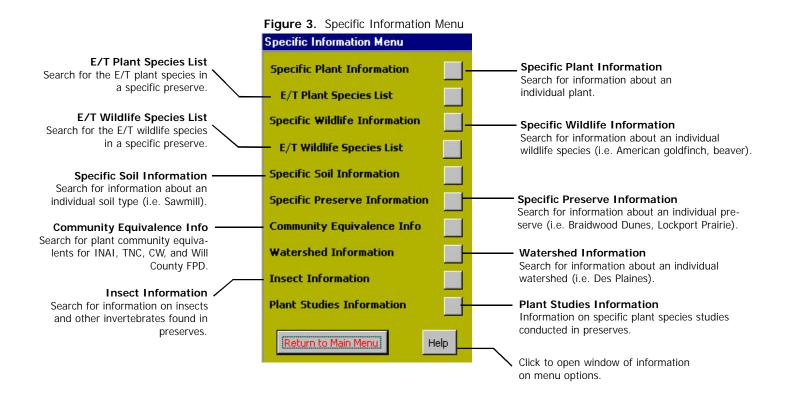
Figure 2. Main Menu window Main Menu **Specific Information** Specific Information Menu Search for information about a specific item, such as a plant, animal, preserve, etc. Location/Distribution Location/Distribution Menu Search for information, such as **Update Existing Information** distributions or preserve lists. **Update Information Menu** Change previously entered data in an existing table. **Add New Information Add New Information Menu** Add new data to an existing table. **Documents Information Documents Information** Search for documents by date, author, pre-Species Finder/Analyzer serve, number, or subject. Search for species that match Species Finder/Analyzer selected criteria or acquire statisti-Click to open window of information on cal analysis for a list of plants. menu options. Help Click to exit the database and Click to view the "guts" of the database (i.e. MSAccess program. QuitAccess Go to Tables tables, queries, forms, macros, etc.). Shortcut: Press F11

Figure 2a. Example of Help window



A. Specific Information Menu

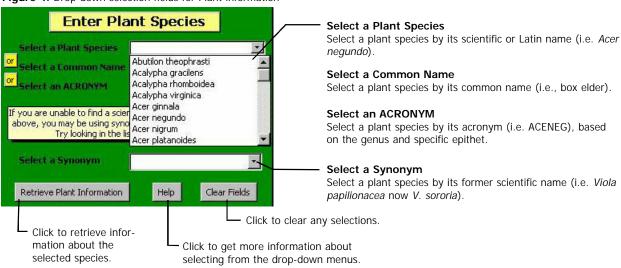
The menu shown in **Figure 3** provides a variety of database searching options for basic information on specific items (i.e. plant, animal, soil, preserve, etc.). Click the Help button to view more information about the available options.

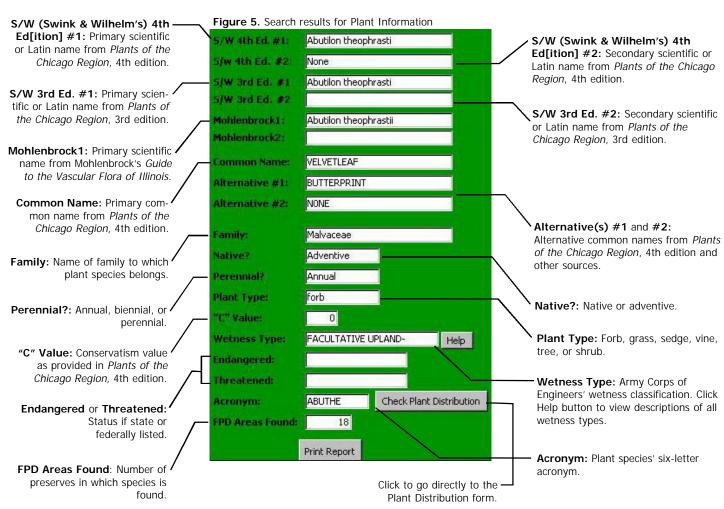


A. 1. SEARCH PLANT INFORMATION

To search for information on a specific plant species, select the desired species from one of the four available drop-down lists (Plant Species, Common Name, Acronym, or Synonym) and click the Retrieve Plant Information button (**Figure A1a**). Details about the species are reported in the field on the right side of the form (**Figure A1b**). Click the Print Report to print a report of the search results.

Figure 4. Drop-down selection fields for Plant information





A. 2. E/T PLANT SPECIES LIST

To search for information on a specific wildlife species, select the desired species from one of the two available drop-down lists (Wildlife Species or Common Name) (**Figure A2a**). Click on the Preview Report button to view a report of the search results (**Figure A2b**).

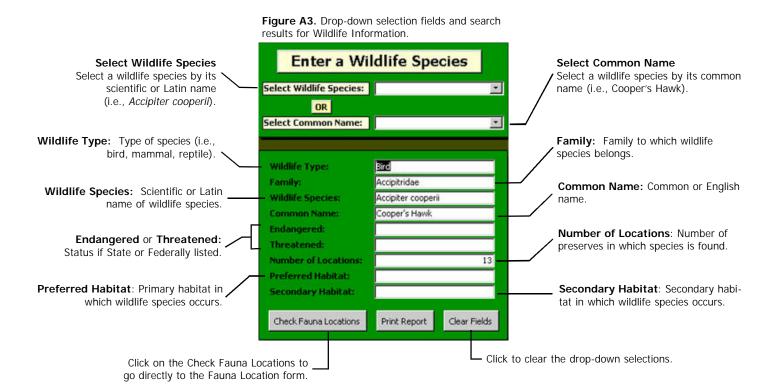


Figure A2b. Example of species list printout

Braidwood Dunes ar	nd Savanna		<i>BD</i> S
Plant species	Endangered	Threatened	Document
Calopogon tuberosus	State		001
Calopogon tuberosus	State		004
Calopogon tuberosus	State		003
Calopogon tuberosus	State		010
Calopogon tuberosus	State		048
Drosera intermiedia		State	001
Drosera intermedia		State	003
Drosera intermedia		State	004
Drosera intermedia		State	048
Drosera intermedia		State	010
Filipendula rubra	State		010
Tofieldia glutinosa		State	001
Tofieldia glutinosa		State	004
Tofieldia glutinosa		State	010
Tofieldia glutinosa		State	003
Vaccinium macrocarpon	State		048
Vaccinium macrocarpon	State		010

A. 3. Specific Wildlife Information

To search for information on a specific wildlife species, select the desired species from one of the two available drop-down lists (Wildlife Species or Common Name) (**Figure A3**). Details about the species will automatically appear in the fields below. Click on the Print Report button to print a report of the search results.



A. 4. E/T WILDLIFE SPECIES LIST

To search for the list of endangered and/or threatened species in a preserve, select the desired preserve acronym from the drop-down list (**Figure A4a**). Click on the Preview Report button to view a report of the search results (**Figure A4b**).

Figure A4a. Drop-down selection field for E/T Wildlife Species List

Preserve E/T Wildlife
Species List

Select Area ID
Select a preserve by its
Area ID or acronym.

Figure A4a. Drop-down selection field for E/T Wildlife Species List

Preview Report

Preview Report

Figure A4b. Example of wildlife species list printout

E/T Wildlife	Specie	s List		
Braidwood Dunes	and Savann	a		BD:
Wildlife species	Туре	Subtype	Endangered/Threatened	Document
Amm odram us henslowii	Bird		State Endangered	001
Asioflam meus	Bird		State Endangered	001
Circus cyaneus	Bird		State Endangered	010
Circus cyaneus	Bird		State Endangered	001
Em ydoidea blandingii	Reptile		State Threatened	152
Laterallus jam aicensis	Bird		State Endangered	009
Laterallus jam aicensis	Bird		State Endangered	001
Sistrurus catenatus	Reptile		State Endangered	001

A. 5. Specific Soil Information

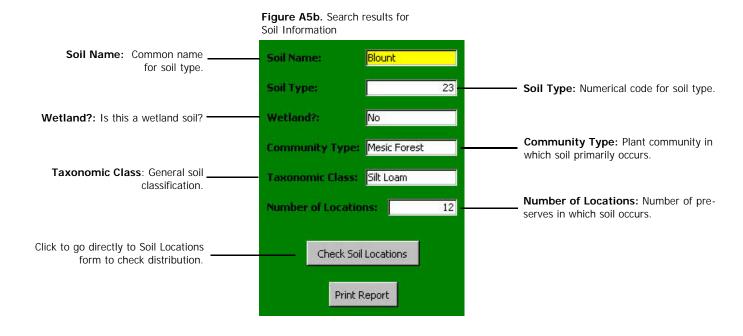
To search for information on a specific soil type, select the desired soil from the drop-down list (**Figure A5a**). Details about the soil will automatically appear in the fields below (**Figure A5b**). Click on the Print Report button to print a report of the search results.

Figure A5a. Drop-down selection field for Soil
Information

Enter a Soil Type

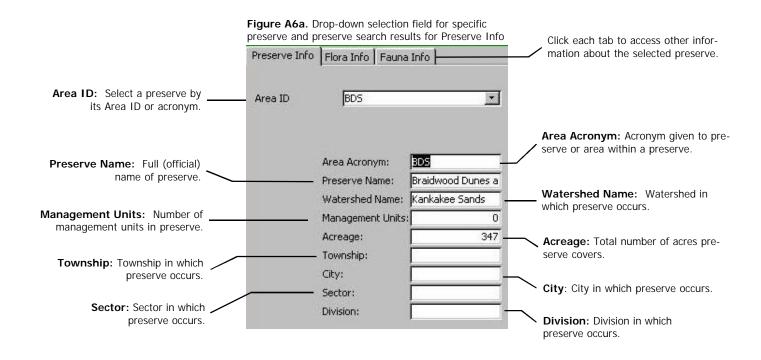
Select a Soil Type

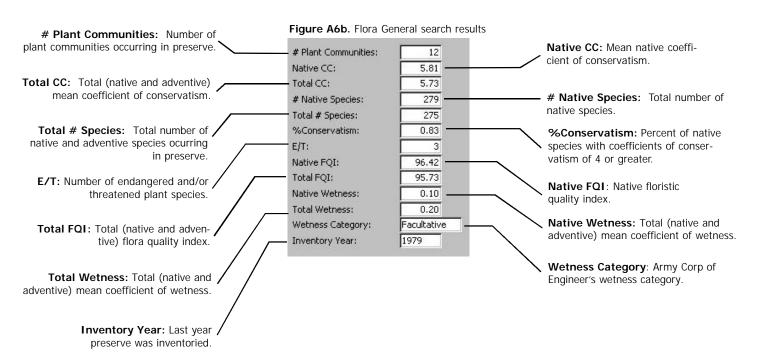
Select a soil type by its soil type number (i.e., 23).



A. 6. Specific Preserve Information

To search for information on a specific preserve, select the desired Area ID from drop-down lists (**Figure A6a**). Details about the preserve will automatically appear in the fields below. To access other information about the preserve, such as flora, fauna, or insect species occurrences, click on one of the labeled tabs that run along the top of the form (**Figures A6b,c,d,e,f**). Each tab lists the name of the selected preserve at the top of the form and has a Close Form button at the bottom of the form that will take you back to the Main Menu. Click on the Print Report button located on the Preserve Info form to print a report of search results.





A. 6. Specific Preserve Information - continued

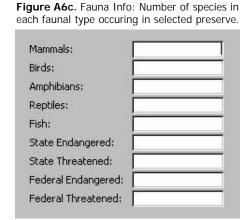
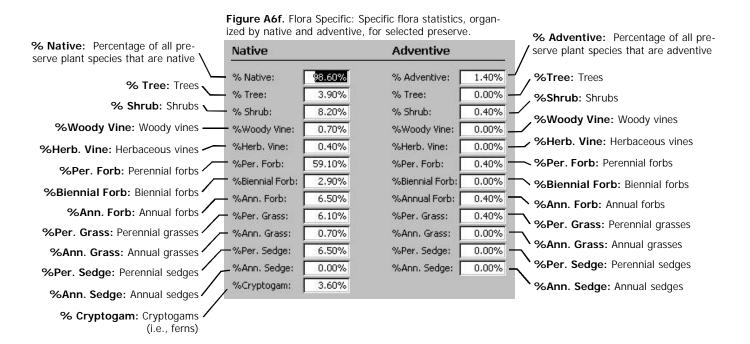


Figure A6d. Non-Vascular: Number of species in each non-vascular plant type occurring in selected preserve.

Number of Fungi:	
Number of Mosses:	
Number of Lichens:	

Figure A6e. Invertebrates: Number of invertebrate species occuring in selected preserve.

Number of Invertebrates:



A. 7. COMMUNITY EQUIVALENTS

To search for information on community equivalents, select the desired community type from one of the four available drop-down lists (Will [County], CW [Chicago Wilderness], INAI [Illinois Natural Areas Inventory], or TNC [The Nature Conservancy]) (Figure A7a). Equivalent community types will automatically appear in the results fields (Figure A7b). Click on the Print Report button to print a report of the search results.

Figure A7a. Drop-down selection fields for Community Equivalents Information.

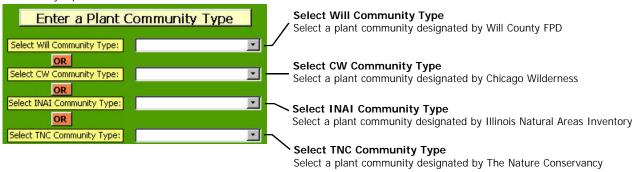
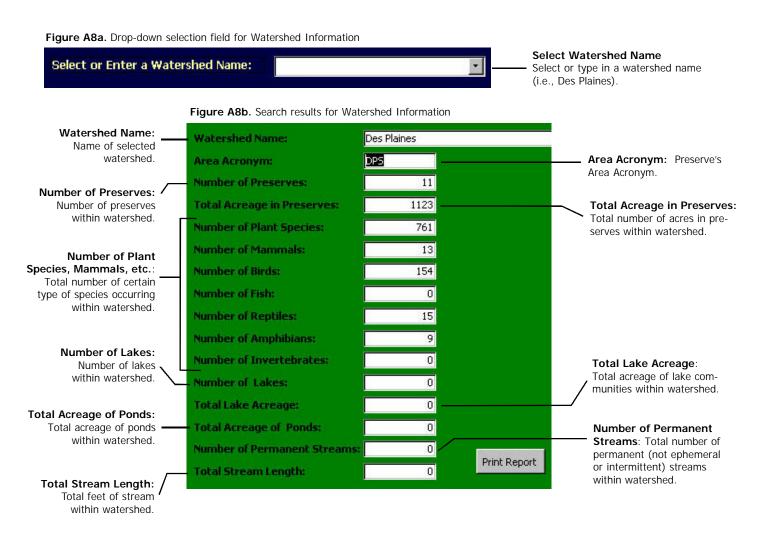


Figure A7b. Search results for Community Equivalents Information. Will Community Subtype: Will Will Community Subtype: County plant community subtype. CW Equivalent #1 Unassociated Growth CW Equivalent #1-3: Chicago CW Equivalent #2 None Wilderness community equivalent(s), where applicable. CW Equivalent #3 None INAI Equivalent #1-4: Illinois INAI Equivalent #1 None Natural Areas Inventory community INAI Equivalent #2 None equivalent(s), where applicable. INAI Equivalent #3 None INAI Equivalent #4 None TNC G-Rank: The Nature Conservancy global rank. TNC Equivalent: The Nature TNC Equivalent: None Conservancy community equivalent, TNC G-Rank: where applicable. Click to go directly to Community Check Community Locations Print Report Locations form to check community distribution. Clear Fields Click to clear drop-down list.

A. 8. WATERSHED INFORMATION

To search for information on a specific watershed, select the watershed from the drop-down list (**Figure A8a**). Details about the watershed will automatically appear in the results fields (**Figure A8b**). Click on the Print Report button to print a report of the search results.



A. 9. INSECT INFORMATION

To search for information on a specific insect species, select the species' scientific name from the drop-down list (**Figure A9a**). Details about the species will automatically appear in the results fields (**Figure A9b**). Click on the Print Report button to print a report of the search results.

Figure A9a. Drop-down selection field for Insect Information.



Figure A9b. Search results for Insect Information. Insect Species: Scientific or Insect Species: Ablabesmyia spp. Latin name of selected insect species. Common Name: Common or Common Name: English name. Insect Type: General group to . Insect Type: which species belongs (i.e. moths, skippers). Family: Family to which Family: species belongs. **Group Common Name:** Group Common Name: Family group to which species belongs (i.e. Moths, Skippers). Relative Rarity: Numerical Relative Rarity: rating for how rare species is in Will County. Number of Preserves: Number of Preserves: Number of preserves in which species is found. Print Report Check Insect Locations Click to go directly to Insect Locations form for distribution of a particular species.

A. 10. PLANT STUDIES INFORMATION

To search for information on plant studies, select the desired criteria from one to all of the available drop-down lists (Study Area, Native or Adventive, Conservatism #, Wetness Category) (Figure A10a). Click on the Preview Full Report button to view and/or print a detailed report of the search results (Figure A10b). Click on the Preview Summary Report button to view and/or print a summary of the search results (Figure A10c).

Figure A10a. Drop-down selection fields for Plant Studies Information

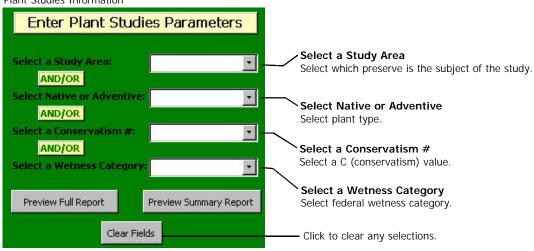


Figure A10b. Example of Full Report printout

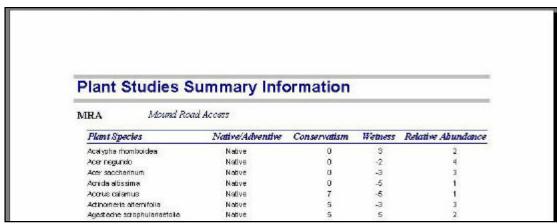
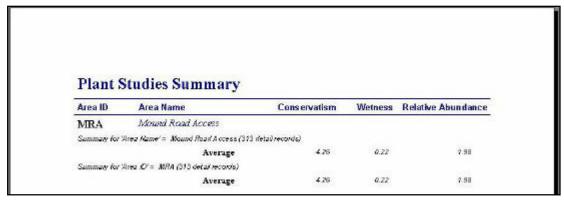


Figure A10c. Example of Summary Report printout



B. Location/Distribution Menu

The menu shown in **Figure B** provides a variety of database searching options. Click the Help button to view more information about the available options. Species or item distributions or species lists at selected location(s). Usually more than one parameter can be selected to narrow results.

Figure B. Options in ocations/Distributions Menu Locations/Distributions Menu **Burn Histories Burn Histories** Search for information about dates, locations, and acreages of prescribed Community Locations/Acreages Community Search for all of the locations and acreages Locations/Acreages for specific or all communities at a specified **Plant Locations** Search for all locations for selected Plant Locations plant species or all plants at a specified location. **Soils Locations Soils Locations** Search for all locations for selected soil types Wildlife Locations or all soil types at a specified location. Search for all locations for selected Wildlife Locations wildlife species or all wildlife at a specified location. **Insect Locations Insect Locations** Search for all locations for selected insect **CW Community Locations** species or all insects at a specified location. CW Community Locations Search for locations of selected communities throughout entire Chicago Wilderness area. Help Return to Main Menu

To search for information on burn histories, select the desired criteria from those available in the drop-down lists (Area, Year, and/or Month) (**Figure B1a**). Multiple selections may be made to narrow search parameters. Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure B1b**).

Figure B1a. Drop-down selection fields for Burn Histories

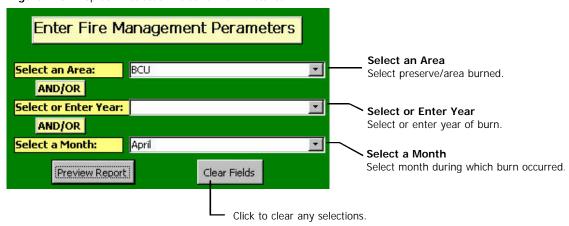


Figure B1b. Example of report printout

Prescribed Burn Information

Acreage	Burn Type	Day	Month	Year	% Bur	Total Burn	Portion	DocNu
152.00	Prescribed	11	Novem	1999	0.95	144.4		159
152.00	Prescribed	12	March	1996	0.95	144.4		159
152.00	Wildfire	12	April	1989			Partial	159
152.00	Prescribed	7	April	1988	0.80	121.6	East	159
152.00	Prescribed	5	April	1988	0.76	115.52		159

B. 2. COMMUNITY LOCATIONS/ACREAGES

To search for information on community locations and acreages, select the desired criteria from those available in the drop-down lists (Area[s], Community Type[s], and/or INAI Rating) (Figure B2a). Multiple selections may be made to either expand or limit the search parameters. Click on the Preview Report button to view and/or print a detailed report of the search results (Figure B2b). Click on the Help button to view more information about the use of this form.

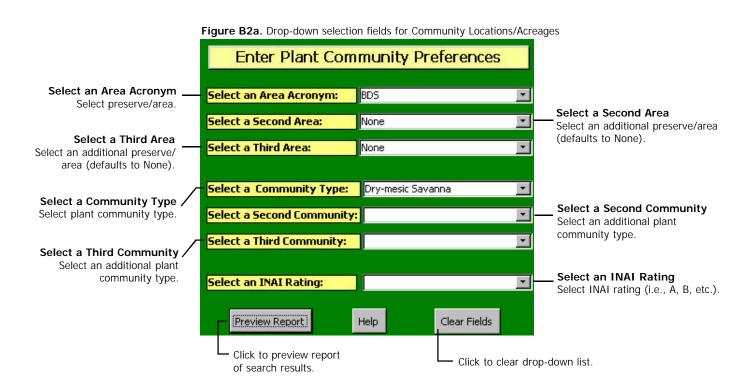


Figure B2b. Example of report printout

Chicago Wilderness Community Locations						
CW Comi	munity Type:	Graminoid Fen				
Category:	Wetland Communities	Subcategory: Fen				
County	Community Name	Site Name	Size	Quality		
Will	graminoid fen	Romeoville Prairie Nature Preser	(1)	В		
Category:	Wetland Community	Subcategory: Fen				
County	Community Name	Site Name	Size	Quality		
Will	graminoid fen	Romeoville Prairie Nature Preser	1	С		

B. 3. Soils Locations

To search for information on soil type locations and acreages, select the desired criteria from those available in the drop-down lists (Soil Type, Area, Wetland?, Community Type, and/or Slope) (**Figure B3a**). Multiple selections may be made to narrow search parameters. Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure B3b**). Click on the Help button to view more information about the use of this form.

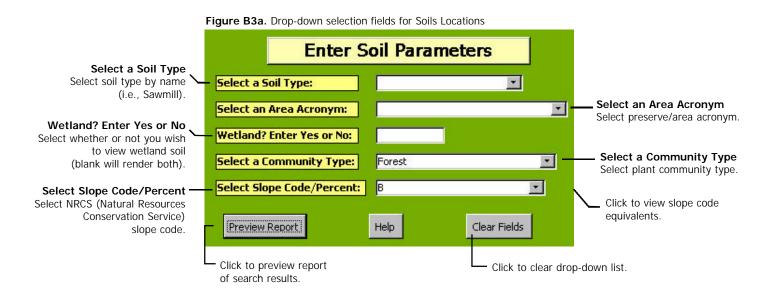


Figure B3b. Example of report print-out of forest soils with an NRCS slope code of "B".

Soil Distributions								
Area	Area Name	Soil Name	Community Type	Soil Type	Slope	Wetland	Taxonomic Class	Document
BRA	Black Road Access	Rodman	Forest	313	В	No	Loam	93
MWP	McKinley Woods Preserve	Rodman	Forest	313	В	No	Loam	49

B. 4. WILDLIFE LOCATIONS

To search for information on wildlife locations, select the desired criteria from up to all of the following drop-down lists: Area, Wildlife Type, and Habitat Type) and one of the following two drop-down lists: Wildlife Species or Common Name (**Figure B4a**). (Multiple parameters may be selected unless otherwise noted by "OR"). Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure B4b**). Click on the Help button to view more information about the use of this form.

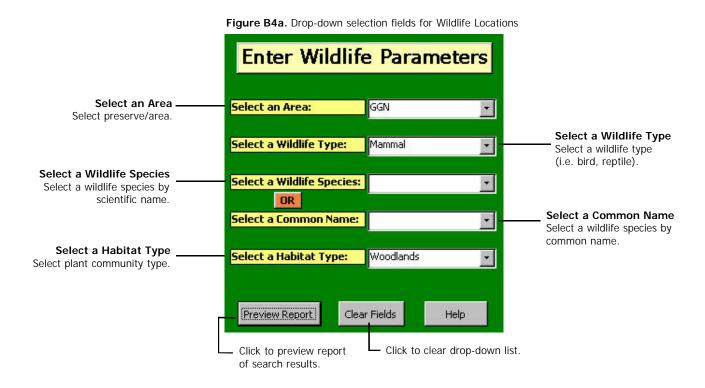


Figure B4b. Example of report printout list of Goodenow Grove mammals.

Wil	dlife Locations					
Area	Preserve Name	Wildlife Species	Family	Wildlife Type	Common Name	Preferred Habitat
GGN	Goodenow Grove Nature Preserv	Didelphis marsupialis	Didelphiidae	Mammal	Opossum	Woodlands
GGN	Goodenow Grove Nature Preserv	Glaucomys volans	Sciuridae	Mammal	Southern Flying Squirrel	Woodlands
GGN	Goodenow Grove Nature Preserv	Peromyscus leucopus	Cricetidae	Mammal	White-Footed Mouse	Woodlands
GGN	Goodenow Grove Nature Preserv	Scalopus aquaticus	Talpidae	Mammal	Eastern Mole	Woodlands
GGN	Goodenow Grove Nature Preserv	Sciurus carolinensis	Sciuridae	Mammal	Gray Squirrel	Woodlands

B. 5. Insect Locations

To search for information on insect locations, select the desired criteria from up to all of the following drop-down lists: Area, Insect Type, Insect Species, and Insect Family) (Figure B5a). Click on the Preview Report button to view and/or print a detailed report of the search results (Figure B5b). Click on the Help button to view more information about the use of this form.

Enter Insect Parameters Select an Area Acronym Select an Area Acronym: BDS Select preserve/area. Select an Insect Type Select an Insect Type: * Select an insect type (i.e. butterfly, moth). Select an Insect Species Select an Insect Species: * Select an insect species by scientific name. Select an Insect Family Select an Insect Family: • Select an insect family name. Preview Report Help Clear Fields Click to preview report Click to clear drop-down list. of search results.

Figure B5a. Drop-down selection fields for Insect Locations.

Figure B5b. Example of report printout.

Insect Information				
	Amblyscirtes vialis			
Туре	Family	Соттон Name	Document Number	
S	Hespenidae	Roadside skipper	2	
S	Hesperiidae	Roadside skipper		
S	Hesperiidae	Roadside skipper	7	
Insect Species	Ancyloxypha numitor			
BDS Braid	wood Dures and Savanna			
Туре	Family	Common Name	Document Number	
S	Hespenidae	Least Skipper	7	

B. 6. CW COMMUNITY LOCATIONS

To search for information on community locations and acreages, select the desired criteria from one to all of the available drop-down lists (CW Community Type, CW County, and INAI Quality Rating) (**Figure B6a**). Multiple parameters may be selected to narrow search results. Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure B6b**).

Enter Chicago Wilderness Plant **Community Parameters** Select a CW Community Type Select a CW Community Type: Graminoid Fen Select a Chicago Wilderness plant community type. AND/OR Select a CW County Select a CW County: Will -Select a Chicago Wilderness county. AND/OR Select an INAI Quality Rating Select an INAI Quality Rating: Select INAI rating (i.e., A, B, etc.). Preview Report Clear Fields Click to preview report Click to clear drop-down list. of search results.

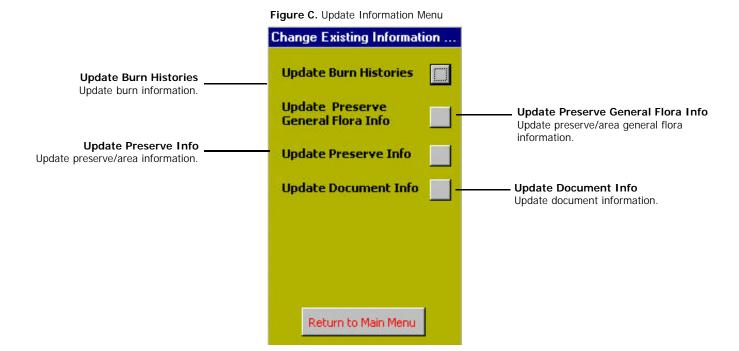
Figure B6a. Drop-down selection fields for CW Community Locations.

Figure B6b. Example of report printout

Chicago Wilderness Community Locations						
CW Comi	nunity Type:	Graminoid Fen				
Category:	Wetland Communities	Subcategory: Fen				
County	Community Name	Site Name	Size	Quality		
Will	graminoid fen	Romeoville Prairie Nature Preser	(1)	В		
Category:	Wetland Community	Subcategory: Fen				
County	Community Name	Site Name	Size	Quality		
Will	graminoid fen	Romeoville Prairie Nature Preser	1	С		

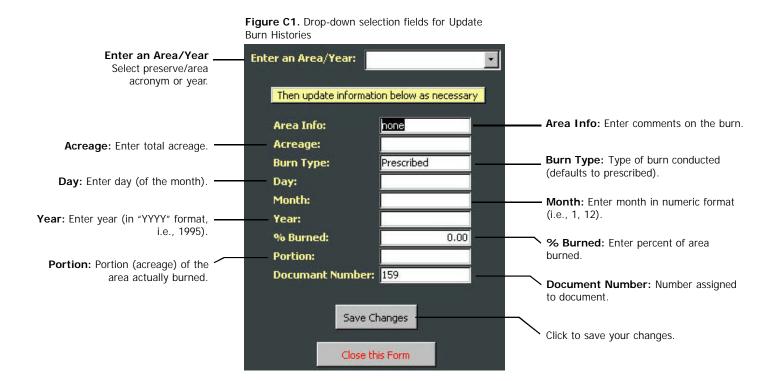
C. UPDATE INFORMATION MENU

The menu shown in **Figure C** provides a variety of options for updating tables of existing data.



C. 1. UPDATE BURN HISTORIES

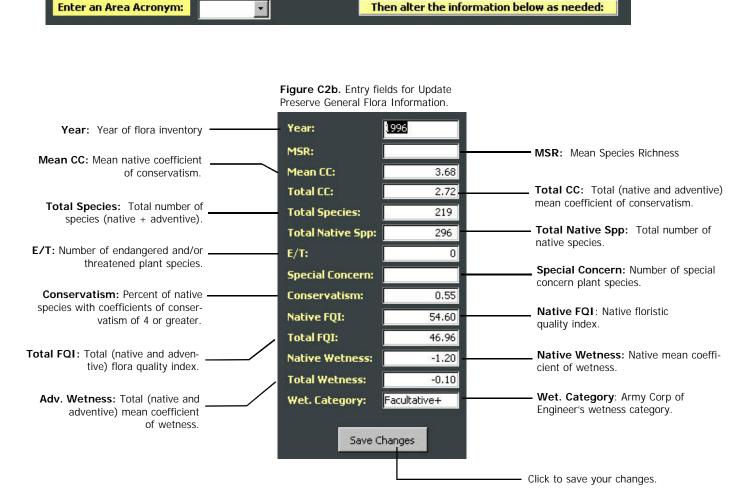
To update burn data, select an Area or Year from the drop-down list (**Figure C1**). Make the necessary changes to the data displayed, and click on the Save Changes button to save your updates.



C. 2. Update Preserve General Flora Information

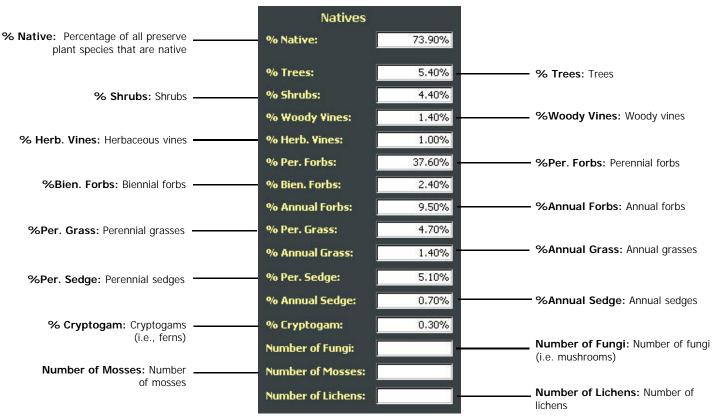
To update preserve general flora information, select a Preserve Acronym from the drop-down list (**Figure C2a**). The data in the fields below will be displayed. Make the necessary changes to the data, and click on the Save Changes button to save your updates (**Figure C2b,c**).

Figure C2a. Drop-down selection field for Update Preserve General Flora Information.



C. 2. UPDATE PRESERVE GENERAL FLORA INFORMATION - continued

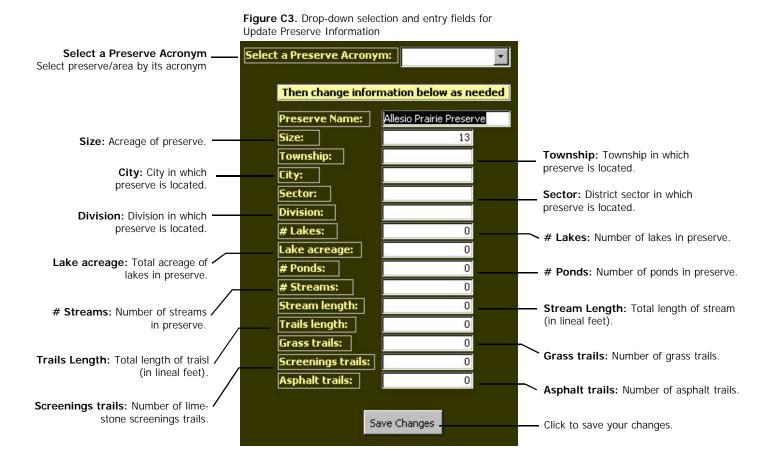
Figure C2c. Entry fields for Update Preserve General Flora Information.



Adventives							
% Adventive: Percentage of all preserve plant species that are adventive	% Adventive:	26.10%					
	%Trees:	1.70%	% Trees : Trees				
% Shrubs: Shrubs —	% Shrubs:	2.40%					
	% W. Vines:	0.30%	%Woody Vines : Woody vines				
% Herb. Vines: Herbaceous vines	% Herb. Vines:	0.00%					
	% Per. Forbs:	7.40%	%Per. Forbs: Perennial forbs				
%Bien. Forbs: Biennial forbs	% Bien. Forbs:	4.70%					
	% Ann. Forbs:	4.70%	%Annual Forbs : Annual forbs				
%Per. Grass: Perennial grasses —	%. Per. Grass:	3.40%					
	% Ann. Grass:	1.40%	%Annual Grass: Annual grasses				
%Per. Sedge: Perennial sedges	% Per. Sedge:	0.00%					
	% Ann. Sedge:	0.00%	%Annual Sedge: Annual sedges				

C. 3. Update Preserve Information

To update preserve information, select a Preserve Acronym from the drop-down list (**Figure C3**). The data in the fields in the below will automatically update. Make the necessary changes to data, and click on the Save Changes button to save your updates.



C. 4. UPDATE DOCUMENT INFORMATION

To update document information, select a Document Number from the drop-down list (**Figure C4**). Make the necessary changes to the data displayed, and click on the Save Changes button to save your updates.

Figure C4. Drop-down selection and entry fields for Update Document Information **Enter a Document Number** Enter a Document Number: Select number assigned to document. Then change document information below as necessary and press the "Save Changes" button. **Enter a New Document Number:** Enter a New Document Number: Update document number, if necessary. **Enter Another Year:** Enter Another Year: 1983 Update year, if necessary. Enter a Lockwood, Riggs, Paulson, Bowles, and **Enter a Revised Document Name:** Revised Keesy, 1983, Master Plan for Update document name. Document Braidwood Dunes and Savanna Nature Name: Preserve. Unpublished Master Plan. The Natural Land Institute. **Enter a New File Location:** Cabinet 47 Enter a New File Location: Update file location. Save Changes Close this Form Click to save your changes.

D. ADD NEW INFORMATION MENU

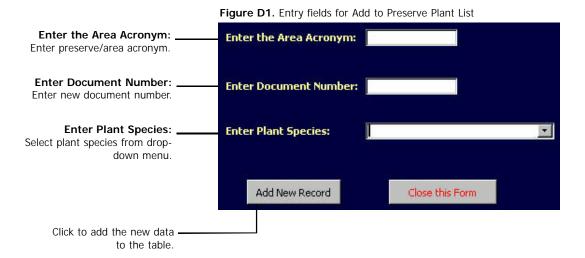
This menu displays options for adding information to existing data tables (i.e. new plants found in a preserve) (**Figure D**).

Figure D. Select table to add new records.

Add Information Menu Add to Preserve Plant List: Add to Preserve Plant List Add new record(s) to preserve/area plant species records. Add to Preserve Soils List Add to Preserve Soils List: Add new record(s) to preserve/area Add to Document List: soils records. Add to Document List Add new record(s) to document records. Add to INAI Info List Add to INAI Info List: Add new record(s) to INAI Add to Preserve General List: information records. Add to Preserve General List Add new record(s) to preserve/area general information records. Add to Wildlife Master List: Add to Wildlife Master List Add new record(s) to wildlife species master list. Add to Preserve Wildlife: Add to Preserve Wildlife Add new record(s) to preserve/area wildlife records. Add to Burn Info List Add to Burn Info List: Add new record(s) to burn information records. Add to Preserve Insect List: Add to Preserve Insect List Add new record(s) to preserve/area insect records. Return to Main Menu

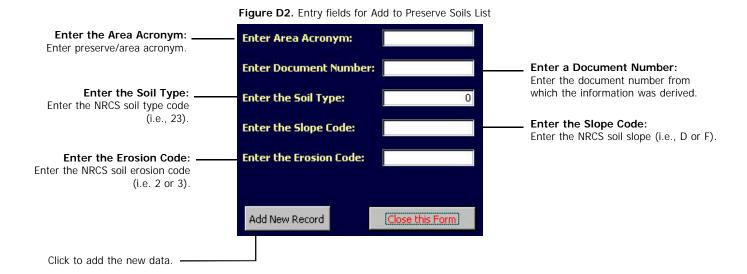
D. 1. ADD TO PRESERVE PLANT LIST

To add a new species to a preserve's plant list, enter the preserve/area's acronym and the appropriate document number in the entry fields and select the new plant species from the drop-down list (**Figure D1**). Click on the Add New Record button to save your update. To add additional new records, repeat the above steps for each record.



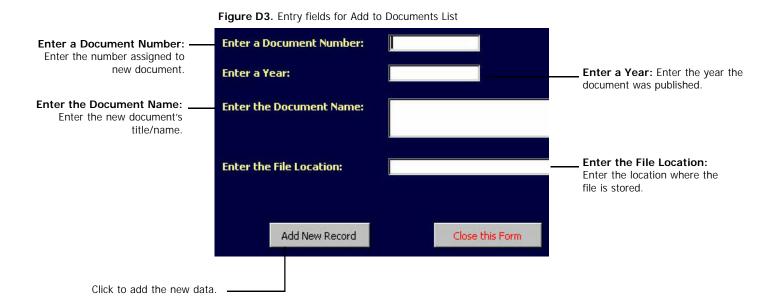
D. 2. ADD TO PRESERVE SOILS LIST

To add a new soil to a preserve's soils list, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D2**).



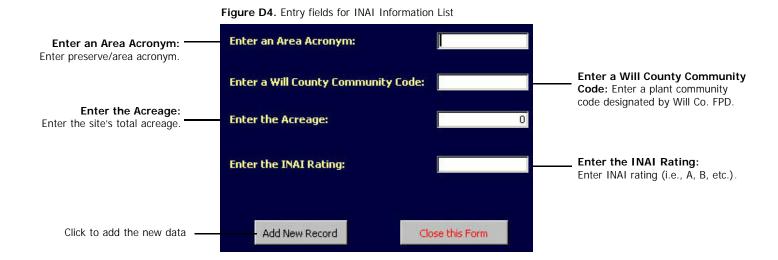
D. 3. ADD TO DOCUMENTS LIST

To add a new document to the documents list, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D3**).



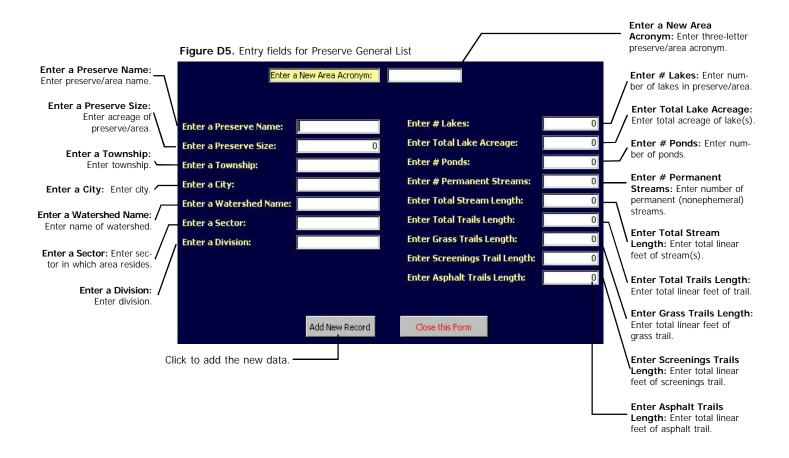
D. 4. ADD TO INAI INFORMATION LIST

To add new information to the INAI information list, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D4**).



D. 5. ADD TO PRESERVE GENERAL LIST

To add a new preserve to the preserve general list, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D5**).



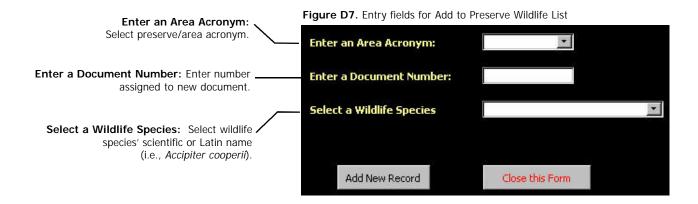
D. 6. ADD TO WILDLIFE MASTER LIST

To add a new species to the wildlife master list, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D6**). To add multiple records (a list), repeat the above steps for each record.



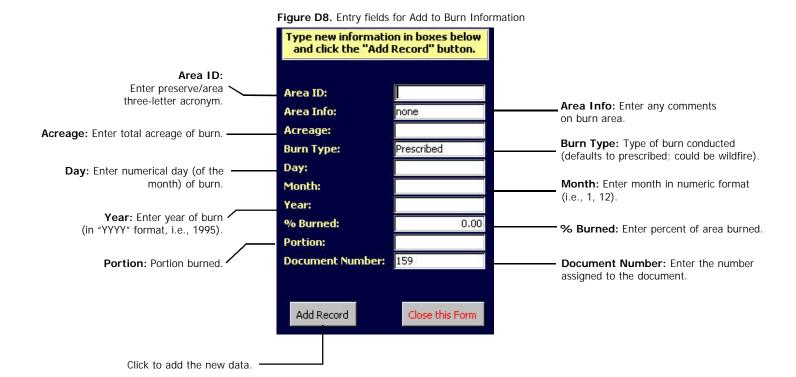
D. 7. ADD TO PRESERVE WILDLIFE LIST

To add a new species to a preserve's wildlife list, select or enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D7**). To add multiple records (a list), repeat the above steps for each record.



D. 8. ADD TO BURN INFORMATION

To add new burn information, enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D8**).



D. 9. ADD TO PRESERVE INSECT LIST

To add a new species to a preserve's insect list, select or enter the appropriate data into the entry fields, and click on the Add New Record button to save your update (**Figure D9**).

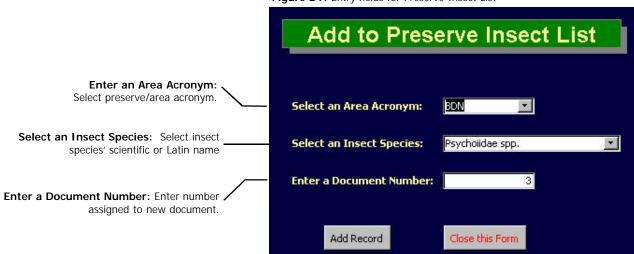


Figure D9. Entry fields for Preserve Insect List

E. DOCUMENTS INFORMATION

To search for a document, select the desired criteria from those available in the drop-down lists (**Figure Ea**). Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure Eb**). Multiple entries are permissible.

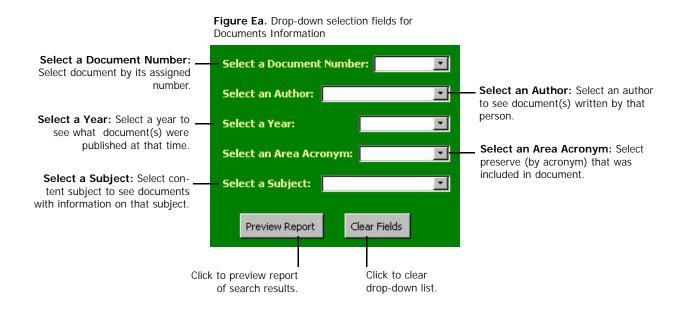


Figure Eb. Example of Document Information search results printout

Find Documents

078 Taft. 1987. Thorn Creek Woods Nature Preserve Master Plan Appendices K and L. Illinois
Department of Energy and Natural Resources, State Natural History Survey Division

Year	Location	Author	Area ID	Subject	
1996	NR File Cabinet copy in Cabinet	Taft	TOW	Birds	

156 Milosevich 1996. Breeding Bird Survey, McKinley Woods Preserve.

Year	Location	Author	Area ID	Subject	
1996	NR File Cabinet	Milosevich	MVVP	Birds	

F. Species Finder/Analyzer Menu

This menu includes options for 1) acquiring floristic quality assessment information (FQI, CW, CC, etc.) for entered or existing species lists, and 2) finding one or more plant species meeting selected criteria (**Figure F**).

Plant List Analyzer
Searches for information about a list of species.

Preserve Flora Analyzer
Searches for general statistics about a list of species from a preserve.

Preserve Flora Analyzer

Return to Main Menu

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F. 1. PLANT LIST ANALYZER

To create and analyze (via FQA [Floristic Quality Analysis]) a list of plants, enter plants one at a time, then select the desired criteria from those available in the drop-down lists to analyze the list (**Figure F1a**). Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure F1b**).

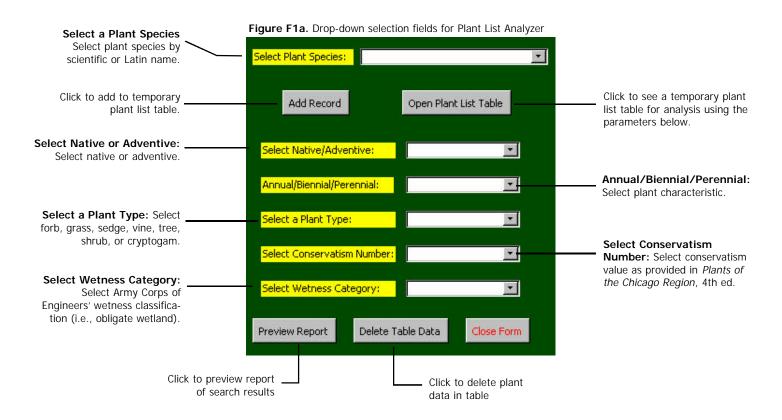


Figure F1b. Example of Plant List Analyzer results printout

1538%

1538%

Plant List Analysis

Total Species % of Total

Total Species % of Total

Summary for Biennial (1 detail record)

Adventive Annual forb Count of Species Avg Conservatism Avg Wetness L6666666667 Summary for forb (1 detail record) Total Species % of Total 23.08% Summary for Annual (1 detail record) Total Species % of Total 23.08% Biennial forb Count of Species Avg Conservatism Avg Wetness 2 Summary for forb (1 detail record)

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F. 2. PLANT SPECIES FINDER

Find single or multiple species by their characteristics useful for creating a list of species meeting desired criteria (**Figure F2a**). Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure F2b**).

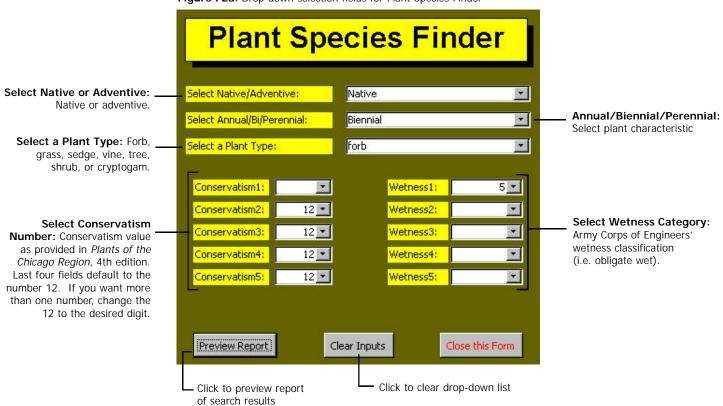


Figure F2a. Drop-down selection fields for Plant Species Finder

Figure F2b. Example of Plant Finder results printout.

Plant Finder

Plant species	ACRONYM	Common Name	Native/Ad	Annual/B/P	Physiognomy	C Value	Wet
Adlumia fungosa	ADLFUN	ALLEGHENY MNE	Native	Biennial	forb	10	5
Arabis canadensis	ARACAN	SICKLEPOD	Native	Biennial	forb	10	5
Arabis glabra	ARAGLA	TOWER MUSTARD	Native	Biennial	forb	6	5
Arabis laevigata	ARALAE	SMOOTH BANK CRESS	Native	Biennial	forb	5	5
Arabis missouriensis deamii	ARAMID	MISSOURI ROCK CRESS	Native	Biennial	forb	10	5
Artemisia caudata	ARTCAU	BEACHWORMWOOD	Native	Biennial	forb	5	5
Cirsium altissimum	CIRALT	TALLTHISTLE	Native	Biennial	forb	6	5
Cirsium discolor	CIRDIS	PASTURETHISTLE	Native	Biennial	forb	2	5
Cirsium pitcheri	CIRPIT	DUNETHISTLE	Native	Biennial	forb	10	5
Corydalis flavula	CORFLA	PALE CO RYDALIS	Native	Biennial	forb	8	5
Condalis sempenirens	CORSEM	PINK CORYDALIS	Native	Biennial	forb	10	5

F. 3. Preserve Flora Analyzer

To run general statistics for a list of species found in a selected preserve, select a preserve from the drop-down menu (**Figure F3a**). Click on the Preview Report button to view and/or print a detailed report of the search results (**Figure F3b**).

Figure F3a. Drop-down selection field for Preserve Flora Analyzer

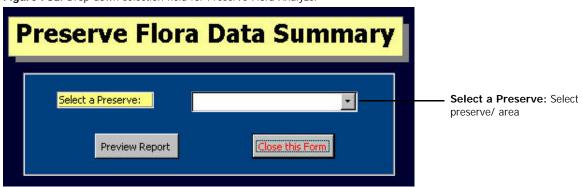


Figure F3b. Resulting Preserve Flora Summary report

Preserve Flora Summary Preserve Name Braidwood Dunes and Savanna BDS Count of Species Native/Adventi Annual/Bi/Perenni Physiognomy Percent of total 3 1.08% Native Annual sedge 4 Adventive Biennial forb 1.43% 13 Adventive Perennial forb 4.66% 7 Adventive Perennial grass 2.51% 2 Perennial 0.72% Adventive shrub 1 Adventive Perennial 0.36% tree

WILL COUNTY DATABASE CONTENTS

TABLES and FIELDS 1. Alternative Common Plant Names

Plant Species Common Name Alternative #1 Alternative #2

2. Area/Doc

Document Number

Area ID

3. Author/Doc

Document Number

Author

4. Chicago Wild Plant Community Types

CW Community Category
CW Community Subcategory
CW Community Type
Native (yes or No

Native (yes or No) Wetland (yes or No)

 Common Plant Names List Plant Species Common Names

6. Community Type (CW)

Site Name County

Size (# acres)

Size Data Source

Quality (INAI) County Community Name

CW Subcategories CW Category Auto Number

7. Count of Preserve Animals
Area ID

Mammals
Birds
Amphibians
Reptiles
Fish
Invertebrates
State Endangered
State Threatened
Federal Endangered
Federal Threatened

8. CW Comm - Alpha

CW Community Type (Alphabetized)

9. CW plant Equivalents

Plant Species (Swink & Wilhelm 4th Edition 1)

S/W 4th Edition 2 S/W 3rd Edition 1 S/W 3rd Edition 2 Mohlenbrock 1 Mohlenbrock 2

10. Documents

Document Number

Year

Document Name

Location

11. Federal Wetness Category

COW (coefficient of wetness)

Wetness (category)

Wetness Type

12. Forest Preserve General Information

Area ID
Preserve Name
Size
Township
City

Watershed Name

Sector Division

Management Units

Lakes

Lakes Acreage (total)

Ponds

permanent Streams
Stream Length (total)
Trails Length (total)
Grass Trails (total length)
Screening Trails (total length)
Asphalt Trails (total length)

13. INAI Communities

INAI Natural Community (Alphabetized)

14. INAI Plant Community Types
INAI Community Type
INAI Community Subtype
INAI Natural Community

15. Lichens - Hyer (from Hyesceck)

Lichen Species Physiognomy

Substrate C (corticolus)
Substrate L (lignicolus)
Substrate S (saxcicolus)
Substrate T (terricolus)

Document Number

16. lichens 1

Lichen Species
Physiognomy
Substrate
17. Master - Invertebrates
Insect Species

Insect Species Common Name Type

Order Family

Common Group Name

RR (Relative Rarity)

18. Master - Mussels

Mollusk Species Common Name

E T W

19. Master Lichen List

Lichen Species

20. Master plant List	NFQI
Plant Species	AFQI
Common Name	NW
Family	AW
NAT/ADV	W Category
A/B/P	% Native
PHYSIOG	% Adventive
C	% N Trees
W	% N Shrubs
WETNESS	% NW Vines
ACRONYM	% NH Vines
	% NP Forbs
21. Master Soil List	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Soil Type	% NB Forbs
Soil Name	% NA Forbs
Wetland	% NP Grass
Community Type	% NA Grass
Taxonomic Class	% NP Sedge
22. Plant Community Equivalents	% NA Sedge
Will Community Subtype	% Cryptogam
CW Community Type	Number of Fungi
CW Second Community	Number of Mosses
CW Third Community	Number of Lichens
INAI Natural Community	% A Trees
INAI Second Community	% A Shrubs
INAI Third Community	% AW Vines
INAI Fourth Community	% AH Vines
TNC Name	% AP Forbs
TNC G-Rank	% AB Forbs
23. Plant Species Table	% AA Forbs
	% AP Grass
Plant Species Counter	% AA Grass
24. Plant Studies	% AP Sedge
Area ID	% AA Sedge
Plant Species	29. Preserve Fungi List
Document Number	Area ID
Relative Abundance	Plant Species
25. Plant Synonyms	Plant Type
Plant Species	Common Name
Synonym	Family
26. Preserve Areas INAI Quality Assessment	Document Number
Area ID	30. Preserve Invertebrates List
Will Community Code	Preserve ID
Acreage	Insect Species
INAI Rating	Document Number
27. Preserve Crustacea Species	31. Preserve Lichen List
Preserve Acronym	Area ID
Crust Species	Lichen Species
Document Number	Document Number
28. Preserve Flora Information - General	32. Preserve Mosses
Area ID	Area ID
Year	Plant Species
MSR	Plant Type
Mean CC	Collection #
TCC	Document Number
TS	33. Preserve Plant Lists
TNS	Area ID
E/T	Plant Species
Special Concern	Document Number
Conservatism	

34. Preserve Plants (Genus only identified) 46. Wildlife Master List Area ID Wildlife Species Plant Type Common Name Plant Genus Wildlife Type Document Number Preferred Habitat 35. Preserve Soil Types Secondary Habitat Area ID Tertiary Habitat Soil Type Family Field 4 Slope Code **Erosion Code** Field 5 Document Number Field 6 36. Preserve Wildlife Lists 47. Wildlife Species Conversions Wildlife Species Area ID Wildlife Species Old Species Document Number Common Name 37. Pres Total Flora Wildlife Type 48. Will County Burn information Area ID Plant Species Area ID Species Count Area Info 38. Soil Slope List Acreage Slope Code Burn Type Percent Slope Day 39. State & Federal E&T Animals Month Wildlife Type Year Wildlife Subtype % Burned Wildlife Species Portion Endangered Document Number Threatened 49. Will County INAI Sites 40. State & Federal E&T Plants SITE NAME Plant Species County Endangered Total Acreage Threatened Status 41. Subject/Doc **INAI Community Type** Document Number INAI notes Subject Acres 42.TNC Comm - Alpha(betized) Grade TNC Name CW Category 43. TNC Plant Comm - Alpha CW Community Type TNC Name Ownership 44. Watershed General Information **CW** Subcategory Area ID 50. Will County Mosses Watershed Name Plant Type Size Moss Species Preserves Common Name Plants a/p Mammals Habitat Birds Conservative Fish Source Document # Reptiles 51. Will County Non-vascular Plants Amphibians Plant Species Invertebrates Plant Type 52. Will County Plant Community Types 45. Wildlife Breeding Information Will Community Type Area ID Wildlife Species Will Community Subtype Document Number Will Community Code Breeding

Breeding Details

53. Will County Soil Types	44. QryPlantFamilies	Tables 20
Soil Type	45. QryPlantList	Tables 20
Slope Code	46. QryPlantStudyArea	Tables 24
Erosion Code	47. QryPresWildType	Tables 36, 46
Erosion	48. QrySoilComm	Tables 53
Soil Name	49. QrySoilTypeName	Tables 53
Wetland	50. QryWatershedFlora	Tables 12, 33
Community Type	51. QryWatersheds	Tables 44
Taxonomic Class	52. QryWatershedWildlife	Tables 12, 36, 46
	53. QryWildCommonNames	Tables 46
	54. QryWildHabitats	Tables 46

QUERIES and LINKED TABLES

FORMS and LINKED TABLES OR QUERIES

		FORMS and LINKED T	ABLES OR QUE
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4. Community Locations/Acreages	* *		
5. CW Community Locations			Table 36
6. Find Documents	Tables 2, 3, 10, 41	4. Add to Document List	Table 10
7. FPD General Information	Tables 7, 12, 26, 28	5. Add to FPD General Info	Table 12
8. Insect Info	Tables 17, 30	6. Add to INAI Info	Table 26
9. Insect Info - printable	Table 17	7. Add to Preserve Insects	Table 30
10. Insect Information	Tables 12, 17, 30	8. Add to Preserve Plant List Table	33
11. Plant Finder	Table 20	9. Add to soils list	Table 35
12. Plant Information	Tables 1, 9, 11, 21,	10. Add to Wildlife Master	Table 46
	33, 40	11. Burn Entry	Query 2
13. Plant List Analysis	Tables 20, 23	12. Community Information	Query 3
14. Plant species Locations	Tables 12, 33	13. Community Locate help	
15. Plant Studies Information	Tables 3, 12, 24,	14. Community Locate/Acres	Query 4
	Query 45	15. CW Comm Locations	Query 5
16. PresFloraSum	Tables 12, 20, 28, 37,	16. Enter Plant Data	Query 12
17. CW Plant Comm - Alpha	Table 4	17. Find Documents	Query 6
18. Soil Distribution	Tables 12, 21, 35	18. Finder/Analyzer Menu	
19. Soil Information	Tables 21, 35	19. FPD Info Tab	Query 7
20. Species Count	Table 23	20. Insect Info	Query 8
21. Delete Temp Plant List	Table 23	21. Insect Location - Help	
22. DELETED		22. Insect Locations	Query 10
23. Watershed Info (general)	Tables 12, 44	23. Locations Entry	Query 1
24. Watershed Info - printable	Table 44	24. Main Menu	
25. Wildlife Information	Tables 36, 39, 46	25. Main Menu Help	
26. Wildlife locations	Tables 12, 36, 46	26. Plant Information help	
27. will/inai/cw community equivaler	nts Tables 22, 52	27. Plant List Analyzer	Query 13
28. QryCntETWild	Tables 36, 39	28. Plant Locations - Help	
29. QryCommonPlantName	Tables 20	29. Plant Species Finder	Table 20
30. QryCountofPresWild	Tables 36, 46	30. Plant Species Information	Query 12
31. QryCWComm - alpha	Tables 4	31. Plant Studies Help	
32. QryDocArea	Tables 2, 12	32. Plant Studies Sum	Query 15
33. QryDocAuthor	Tables 3	33. Pres Flora Sum Query	16
34. QryDocSubject	Tables 41	34. Preserve Plants Last	Table 33
35. QryDocYears	Tables 10	35. Reports Menu	
36. QryETplantspp	Tables 12, 33, 40	36. Reports Menu Help	
37. QryETWildspp	Tables 12, 36, 39	37. Soil Data Screen	Query 19
38. QryExportPresPlantList	Tables 20, 33	38. Soil Distribution - Help	
39. QryFPDids	Tables 12	39. Soil Distribution Entry Form	Query 18
40. QryINAIComm - alpha	Tables 14	40. Specific info	•
41. QryINAIQual	Tables 12, 26, 52	41. Specific Information Menu Help)
42. QryInvertFamily	Tables 17	42. Startup Screen	
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44. Update Document Files	Table 10	MACROS and LINKED TABLES			
45. Update General Flora Info	Table 28				
46. Update Menu		2 Open Main Menu & Maximize	(Form 42)		
47. Update Preserve Info	Table 12	3 Maximize	(Form 42)		
48. Watershed General Info	Query 23	6 Close Specific Info Form	(Forms 12, 16, 19,		
49. Wetness Information		20, 32, 37, 48, 50			
50. Wildlife Info Input	Query 25	7 Move text box to 2.75" X 1.45" on screen (Forms 2, 18, 35,			
51. Wildlife Locations	Query 26	40)			
52. Pres E/T Plants	Query 36	9 Move text box to 5.25" X 1.45" on screen (Forms 26, 36,			
53. Pres E/T Wildlife	Query 37		41)		
54. SubformArea/Doc	Form 44	10 Close Reports Menu	(Forms 11, 14, 15, 22,		
55. SubformAuthor/Doc	Form 44		23, 39, 51)		
56. SubformSubjuct/Doc	Form 44	11 Close Update Menu	(Forms 43, 44, 45,		
			46, 47)		
		12 Close Add Menu	(Forms 1, 3, 4, 5, 6, 7,		
REPORTS and LINKED	QUERIES		8, 9, 10)		
		14 Close Main Menu	(Form 17)		
1. Area Plant Lists	Query 1	18 Close Main Menu, Run Commar	nd "WindowUnhide",		
2. Burn Information	Query 2	Maximize	(Form 24)		
3. Community Equivalence	Query 3	19 Echo = No; Close Enter Plant Da	ata; Open Enter Plant		
4. Community Locations/Acreages	Query 4	Data; $Echo = yes$	(Form 16)		
5. CW Community Locations	Query 5	20 Echo = No; Close Wildlife Info	Input; Open Wildlife Info		
6. Find Documents	Query 6	Input; $Echo = Yes$	(Form 50)		
7. FPD General Information	Query 7	21 Echo = No; Close Burn Entry; O	pen Burn Entry; Echo =		
8. Insect Info - printable	Query 9	Yes (Form 11)			
9. Insect Information	Query 10	22 Echo = No; Close Community Locate/Acres; Open			
10. Plant Finder	Query 11	Community Locate/Acres; Echo = Yes (Form 14)			
11. Plant Information	Query 12	23 Echo = No; Close soil distribution Entry Form; Open Soil			
12. Plant List Analysis	Query 13	Distribution Entry Form; Echo = Yes (Form 39)			
13. Plant Species Locations	Query 14	24 Echo = No; Close Wildlife Loca	tions; Open Wildlife		
14. Plant Studies Information	Query 15	Locations; Echo = Yes (Form 51)			
15. Plant Studies Summary	Query 15	25 Echo = No; Close Insect Locatio	ns; Open Insect		
16. Preserve Flora Summary	Query 16	Locations; Echo = Yes (Form 22)			
17. Preserve Flora Summary 1	Query 16	27 Echo = No; Close Community Ir	formation; Open		
18. Quality Assessment	Query 17	Community Information;	Echo = Yes (Form 12)		
19. Soil Distributions	Query 18	28 Echo = No; Close CW Comm Lo			
20. Soil Information 1	Query 19	Locations; Echo = Yes (Form 15)			
21. Watershed Info (general)	Query 23	29 Echo = No; Close Plant Studies	· ·		
22. Wildlife Information	Query 25	Sum; Echo = Yes	(Form 32)		
23. Wildlife locations	Query 26	30 Echo = No; Close Find Document			
24. E/T Plant Species	Query 52	Documents; Echo = Yes	(Form 17)		
25. E/T Wildlife Species	Query 53	31 Echo = No; Close Locations Entry; Open Locations Entr			
r		Echo = Yes	(Form 23)		
		32 Open Table, Plant Species Table			
		33 Echo = No; Close Plant Species Finder; Open Plant			
		Species Finder; Echo = Y			
		34 Close Finder/Analyzer Menu	(Form 27, 29, 33)		
		35 Run Command "RecordsGoToL			
		26 C C D L T D	26 O. O. D. L. H. B. M. (10111 34)		

36 Open Query, Delete Temp Plant List (Form 27)

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