# Spatial Temporal Activity Recorder (STAR)

## How to add an activity: Plant Assessment

| Activities (plant assessment) | |
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| To create or edit a flora assessment navigate to the project's Activities List – *see Activities (adding or editing)*<br><br>See Plant Assessment - Field Descriptions - for a description of the information that should be provided in the fields. |  |
| Fill in the three mandatory fields – the Assessment Description, Status and Start Date.<br><br>The status field allows users to select a range of options – from planning to completion. |  |
| When the fields are completed, click Save. The map will turn to colour.<br><br>Click Add Ste' on the map and draw the area in which the assessments will be made.<br><br>Return to the Assessment by clicking the 'breadcrumb' |  |
| Clicking on the Add Observation button allows users to enter a range of data via the edit box.<br>The 'observation(s)' belong to the assessment |  |

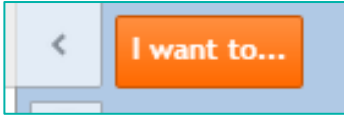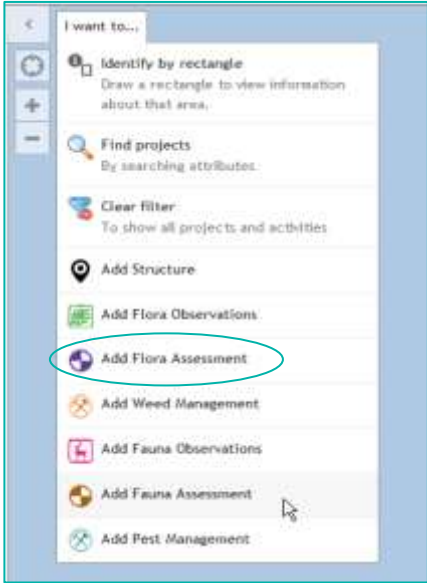| | |
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| The edit box is comprised mostly of drop-down menus.<br><br>Selecting the update button at the base of the Edit box adds the data to the Observations table. |  |
| Once an observation is added users can edit or delete the data. |  |
| Users can save the details by clicking the 'Save Flora Assessment' button. |  |
| Once a record is saved the 'Record Status' is displayed with 'Draft' being the default. |  |
| Clicking on the drop-down arrow in the 'Select action' box reveals 3 options.<br><br>'Save only' should be selected by External Field Workers.<br><br>'Save and publish' may be selected by those verifying the record.<br><br>'Save and cancel' may be used if the record is not accepted. |  |

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| Clicking the save button allows users to add spatial site details [see Site maps (adding)] |  |
| In addition to adding site outlines, users can add assessments and observations using the 'I want to' function via the map |  |
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**Accessibility**

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