Spatial Temporal Activity Recorder (STAR)

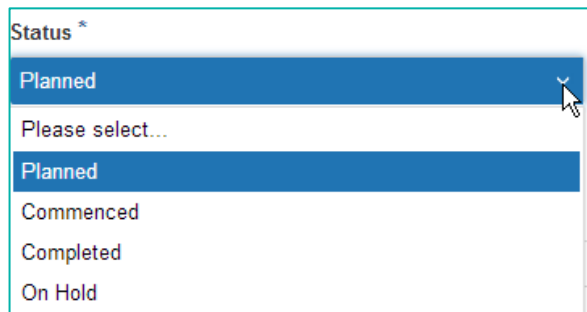## How to add an activity: Animal Assessment

Activities (Animal assessments)

To create or edit a fauna assessment navigate to the project's Activities List – *see Activities (adding or editing)*

See Animal 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.

The status field allows users to select a range of options – from planning to completion.

Status *

Planned

Please select...
Planned
Commenced
Completed
On Hold

Clicking on the Add Observation button allows users to enter a range of data via the edit box.

Observations
⊕ Add Observation

VICTORIA State Government | Environment, Land, Water and Planning

The edit box is comprised mostly of drop-down menus. 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 Fauna 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.

'Save only' should be selected by External Field Workers and other external contributors.

'Save and publish' may be selected by those verifying the record (such as Project Managers).

'Save and cancel' may be selected by those verifying the record and used if the record is not accepted.

Select action:

Save only	▼

Save only
Save and Publish
Save and Cancel

Clicking the 'Save Animal Assessment' button saves the assessment details to the system and allows users to add a site.

When Save is clicked the page will refresh and will read 'Edit Fauna Assessment'.

The map changes from grey to colour and an 'Add Site' button appears on the map allowing the user to outline the project area.

Users can now draw a map of the project area– see Drawing Tools.

Activity Details
Activity Attachments
Activity Permissions

Start Date (DD/MM/YYYY) *
08/10/2014

Observations
⊕ Add Observation

Site	Structure
Add	

Record Status: Published
Save Fauna Assessment

Accessibility

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