FY07 Infra Trail Data Work

Required and Recommended Data Work

Updated 4/9/2007

Below is a summary of FY07 required Infra Trails data work. For units considering additional work on their trails data, a prioritized list of recommended data tasks is also provided. Step-by-step instructions and efficiency tips for the required and the recommended data work are provided on the following pages. Instructions are also provided for using a series of ad hoc reports to assist with trail data entry/clean-up needed to meet FY07 reporting requirements.

For expanded instructions on data entry and related business rules, refer to Infra Trails Online Help (http://i-web.wo.fs.fed.us/support/help/trails/) and the documents available at (http://www.fs.fed.us/r3/measures/TR.htm).

FY07 Required Trail Data Work

To meet minimum national program management and reporting requirements, the following trail data are required in FY07. Units are encouraged to intensify their condition assessment work as deemed necessary to meet specific regional, forest or district needs.

1. **NFST Basic Inventory:** Route basics and required linear events are complete and accurate for all National Forest System Trails (details on page 3)

2. **Documentation of TMOs:** Completed TMOs are documented in Record of Events (details on page 9)

3. **Trail Condition Surveys:** (details on page 10)

   Annually assigned trail condition surveys are completed, based on completed TMOs and using TRACS, with the survey data and accomplishment recorded in Infra Trails. Related crew and trail travel data is validated / updated.

   - **Trail Class 5:** Continue the 5-year (20% per year) TRACS survey cycle for TC5 trails

   - **Trail Class 1 - 4:** Nationally assigned TC1-4 trails receive TRACS surveys

4. **Task Accomplishment:** Deferred maintenance and capital improvement task accomplishments are recorded in Infra Trails (details on page 16)

5. **MVUM Trail Data:** *(for those forests scheduled for MVUM publication in FY07-FY08)* (details on page 17)

   - **Spatial Data:** Motorized trails routed and linked to Infra Trails

   - **Tabular Data:** Accepted and Managed strategies accurately recorded in Infra Trails ATM

Recommended Trail Data Tasks

1. **Infra Trails ATM Data:** Review / validate ATM data converted from Managed Use and Motorized Prohibited linear events. (details on page 18)

2. **Unauthorized Trails:** Records for Unauthorized Trails currently recorded in Infra Trails need to be either correctly identified as Unauthorized Trails or deleted. (details on page 20)

3. **Custom Constructed Features & Tasks:** Review / validate all custom constructed features and tasks migrated to Infra Trails from Applix spreadsheets. (details on page 21)

Ad Hoc Reports: Quickly Assess Data Status and Needed Data Work

A series of ad hoc reports are available to help managers at all levels quickly review trail miles currently recorded in Infra Trails and to assist with trail data entry/clean-up needed to meet FY'07 reporting requirements. These ad hoc 'canned' reports which relate specifically to required trails data are easy to access and run. These reports are produced by a set of queries which are run via a small Access database that you download to your computer.

To setup and use the Access database that runs the reports, navigate to:

http://infra.wo.fs.fed.us/infra/app_info/index.shtml

From there, start with the Word document "Setup to use Trails FY07 Required and Recommended database" which includes the setup instructions, a brief explanation of each report, and instructions for exporting the data into a Word document or Excel spreadsheet. After the quick setup, these reports can easily be re-run to track current data status during the fiscal year.

The ad hoc reports include:

- **NFSTs by Admin Org, Trail Type, and Trail Class**: (informational report)
  Summarizes NFST miles by Forest, District, Trail Type, and Trail Class
  If logged on as fs_public_xx, summarizes and displays all Forests within Region
  If logged on as fs_public_xxxx summarizes and displays only that Forest.

- **Trails Missing Admin Org**: (error checking report)
  Displays trails by Security ID (Forest) that do not have the required Admin Org linear event populated. Trails without this linear event cannot be tied to the appropriate Administrative Unit (District) and will appear on the 'Unassigned Report'.

- **Trails Missing One or More of Big 3: System, Status, Jurisdiction**: (error checking report)
  Displays trails that are missing one or more of 'the Big 3'. These linear events must be complete for each trail to meet reporting requirements.

- **NFSTs Not Assigned To Trail Travel Areas**:   (error checking report)
  Displays NFSTs that are not assigned to a Trail Travel Area. Trails must be assigned to a Trail Travel Area to accurately calculate trail tasks and mobilization costs.

- **Trails with Documented TMOs:** (informational report)
  Displays those trails documented in the Record of Events page as having a completed Trail Management Objective (TMO) on file.

- **Trail Length Different Than TMO Length**: (informational report)
  Displays any trail with a total trail length recorded in the Trail Definition page different than the TMO length recorded in the Record of Events.
  (Note: Differing lengths do not always indicate an error, but it can indicate a need to further investigate.)

- **Trail Length Different Than Total Travel Area(s) Length**: (error checking report)
  Displays any trail with a total trail length recorded in the Trail Definition page different than the total length assigned to Trail Travel Area(s) recorded in the Trail Travel Area page.
  (Note: Differing lengths effect costing and can cause problems with the Resize Trail utility.)

- **Allowed Uses (sum miles):** (informational report)
  Report summarizes miles of trail by mode of travel and strategy.

Required Task 1: NFST Basic Inventory

A complete and accurate physical trail inventory (route basics and all required linear events) for all National Forest System Trails (NFSTs) is recorded in Infra Trails.

This data provides the official record of NFSTs and associated data attributes.

Data Requirements:

The basic trail record is defined by the following attributes, which are required for any trail recorded in Infra Trails: Trail Number, Trail Type, Security ID, and BMP / EMP.

The required linear event attributes are listed in the Infra Trails Required Data Fields document available at http://www.fs.fed.us/r3/measures/Cost/MI_TR.htm.

Instructions:

1. To query a specific trail to add linear event(s):

2. From the I-Web main menu, select one of the following:

    - Business Areas > Recreation > Trails
    - Inventory > Travel Routes > Trails

3. On the Forms page, click Maintain Trail Data.

4. The Trails application displays the Trail form.

5. From the toolbar, click Query 🔍 and type your selection criteria into one or more of the query fields (for example: No.)

6. Click Execute

7. On the Trail form, place your cursor in the Linear Events block in the first available blank row, or if a blank row is not displayed, from the toolbar, click Add ➕.

8. In the BMP field, enter the BMP that indicates the starting point of the linear event that you are adding.

9. In the EMP field, enter the EMP that indicates the ending point of the linear event that you are adding.

10. In the Linear Event field, select a value from the list of values and click OK.

11. In the Value field, select a value from the list of values and click OK.

12. If applicable, type any comments in the Remarks field.

13. To add additional events, repeat steps 2-8; otherwise, go to step 10.

14. From the toolbar, click Save 💾.

Efficiency Tips: Instructions for using these quick tips are provided below.

    1. Ways to check for Trails missing Admin Org
        a. Use a query
        b. Use ad hoc report in Access database

    2. Ways to check for the NFST "Big 3"
        a. Use a query to verify one linear event at a time
        b. Use ad hoc report in Access database to verify more than one linear event at a time

3. Ways to verify recorded wilderness trails
   a. Use X-plorer to review populated linear events
   b. Use Linear Events for Routes Report (R_DL02_L) to review populated linear events
   c. Use ad hoc report in Access database

Tip #1: Trails Missing Admin Org:

Tip #1a: Use a query to verify

From the Trail Definitions/Linear Event Screen:

a. Click on the Trail ID field, then click the 🔍 to enter query mode (the queriable fields will be displayed in yellow).

b. Now click the ▭ Query Trail-->LE ▭ button.

c. In the pop-up box, use the Linear Event list of values icon ⬇ to select the ADMIN_ORG Linear Event.

d. When selecting a value from the list of values, choose <NO VALUE> to display trails that are missing this linear event.
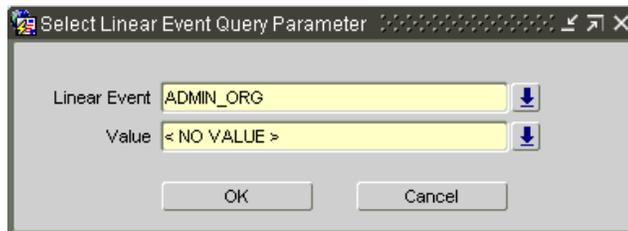
Click **OK**

e. Then click **Execute**

f. A list of the trails missing Admin Org will be displayed in the navigator on the left.

g. Navigate through the trails by clicking on a specific trail in the navigator. The active trail will be displayed in the Trail Definition/Linear Events screen and the linear event can be added/updated in the Linear Events block.

Advanced Query: If your list is quite long, you can query multiple trails by following these steps:

1. Place the cursor in any field in the Trail Definition section (i.e. "No" field).

2. Press the binoculars 🔍 icon to enter query mode

3. In the No field type **:A** and then click Execute

4. In the Query/Where pop-up box, type **:A in ('##','##')**

   between the parentheses, enclose each of the trail numbers
   within single quotes, followed by a comma

5. Then Click **OK**

6. A list of the trails missing Admin Org will be displayed in the navigator on the left.
   Navigate through the trails by clicking on a specific trail in the navigator. The active trail

will be displayed in the Trail Definition/Linear Events screen and the Admin Org linear event can be added / updated in the Linear Events block.

Tip #2a: Use ad hoc report in Access database

a. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

b. Click the box to select the report: ☐ Trails Missing Admin Org

c. Logon as described in the database (or refer to the setup instructions)

Tip #2: NFST "Big 3": *How do I know if any of my trails are missing the 'Big 3' linear events?*

Tip #2a: Use a query to verify one linear event at a time

From the Trail Definitions/Linear Event Screen:

1. Click on the **Trail ID** field, then click the 🔍 to enter query mode (the queriable fields will be displayed in yellow).

2. Now click the ☐ Query Trail-->LE button

3. In the pop-up box, use the Linear Event list of values icon ⬇ to select the first linear event you want to check.

4. When selecting a value from the list of values, choose <NO VALUE> to display trails that are missing this linear event.

5. Click **OK**

Example:

Select Linear Event Query Parameter ▱▱▱▱▱▱▱▱▱▱▱▱ ↙ ↗ ✕

Linear Event JURISDICTION ⬇

Value < NO VALUE > ⬇

OK   Cancel
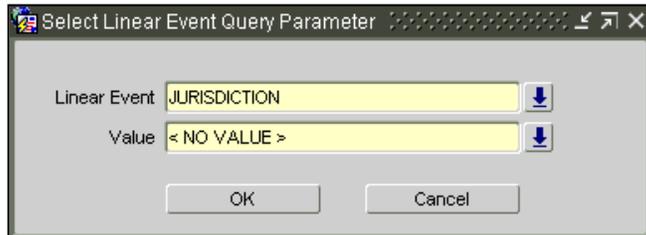
6. Then click **Execute**

7. A list of the trails missing the linear event will be displayed in the navigator on the left.

8. Navigate through the trails by clicking on a specific trail in the navigator. The active trail will be displayed in the Trail Definition/Linear Events screen and the linear event can be added/updated in the Linear Events block.

Tip 2b: To verify more than one linear event at a time, use ad hoc report in Access database

1. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

2. Click the box to select the report: ☐ Trails Missing One or More of Big 3: System,Status,Juris

3. Logon as described in the database (or refer to the setup instructions)

Tip #3: Verify recorded wilderness trails
How do I know if all my wilderness trails have been assigned the wilderness name linear event?

Wilderness Name is the linear event attribute used to identify which NFSTs are wilderness trails. This single attribute identifies those trails that fall within a designated wilderness area, and if so, the name of the wilderness area. The linear event Wilderness Name is not applicable to all trails, so you need to run a report that lists all the trail records that currently have Wilderness name recorded and review that list to see which trails are missing.

Tip #3a: Use X-plorer to Review Populated Linear Events:

1. From the Main Menu, with the business Recreation expanded and Trails active, select the **X-plorer tab**.

2. Select **Explore Trail Linear Events**. The form is displayed in Query mode.

3. In the **Linear Event** field, choose **Wilderness Name** from the LOV

4. In the **Value** field type **:A**

5. Then Click **Execute**

6. Enter in the pop-up box as shown below:

QueryWhere

:A is not null

OK   Cancel   Search

7. Click **OK**

8. The first trail will be active/highlighted

9. Click on the ▶| icon to navigate to the last record (just say **Yes**!)

10. Hold the **Shift Key down** and **Click on the last record** (all records will be selected)

11. Click on the **Export Records to a File** icon ▣

12. Click **Open**

13. When the spreadsheet is displayed, click on the **blank cell** in the far left upper corner to highlight the entire spreadsheet

14. With the cursor between cells A & B (as shown below), double-click to expand all the cells to fit the text.

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15. Use the Print Preview Icon ![icon] before printing to see if you need to set the report to print landscape or profile and then print the list.

16. Query the trails not shown on the list that you know should have the Wilderness Name linear event in the Trail Definition/Linear Events screen to add/updat the linear event.

Tip #3b: Use Linear Events for Routes Report to review populated linear events

1. From the Main Menu, with the business Recreation expanded and Trails active, select the **Reports tab**.

2. Select the **R_DL02_L** – Linear Events for Routes report

3. Enter the parameters as shown below:

4. Print the report and use it to query the trails not shown on the list that you know should have the Wilderness Name linear event in the Trail Definition/Linear Events screen to add/update the linear event.

Tip 3c: Use ad hoc report in Access database

1. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

2. When the menu with the list of Ad hoc Reports is displayed, on the Toolbar, click the Database Window icon

3. Select Queries under Objects

4. Single-click on the query **trails_with_wilderness_sections**

5. Click the ▼ next to the Office Links 🝷 icon and choose ▨ Analyze It with Microsoft Excel , or under Tools on the menu bar, select Office Links/Analyze It with Microsoft Excel

6. Logon as described in the database (or refer to the setup instructions)

7. Save the excel document to a directory on your C:\ drive or a network drive.

Required Task 2: Documentation of TMOs

A record of NFSTs with completed Trail Management Objectives (TMOs) is documented in Infra Trail Record of Events.

Data Requirements: The Record of Event attributes required for recording the documentation of TMOs are listed in the Infra Trails Required Data Fields document available at http://www.fs.fed.us/r3/measures/Cost/MI_TR.htm.

Instructions:

To record completed TMOs in Record of Events:

1. Select the trail that you want to work with from the Trail Listing on the Maintain Trail Data form.

2. Click **Record of Events** tab.

3. If this is the first event record for the trail, the Record of Events page is already in add mode; otherwise, click on any existing record and from the toolbar, click **Add**.

4. In the Event field, select **Planning Doc** from the Event LOV. Click **OK**.

5. In the Subtype field, select **TMO – TMO Complete** from the LOV. Click **OK**.

6. In the BMP field, enter a BMP that indicates the starting point of the TMO.

7. In the EMP field, enter an EMP that indicates the ending point of the TMO.

8. In the Date field, type the date the TMO was completed in MM/DD/YYYY format.

9. In the field to the right of the Date field, select a level of accuracy from the LOV. Click **OK**.

10. In the Accomplished By field, you may want to enter the full name of the individual(s) who completed the condition survey (optional).

11. From the toolbar, click **Save**.

Efficiency Tip: Query the trails that have a completed TMO.

How do I get a list of trails that have a completed TMO?

Use ad hoc report in Access database:

1. Naviagate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

2. Click the box to select the report: ☐ Trails With Documented TMOs

3. Logon as described in the database (or refer to the setup instructions)

Required Task 3: Trail Condition Surveys

Annually assigned trail condition surveys are completed, based on completed TMOs, using the TRACS approach for surveys, and incorporating CASM criteria data accuracy and specificity. The resulting survey data recorded in Features and Tasks screens of Infra Trails, and the survey accomplishment recorded in Infra Trails Record of Events. Related crew and trail travel data is validated / updated on Infra District Core screens.

a. **Complete Assigned TRACS Surveys:**

   ▪ **Trail Class 5:** Continue the 5-year (20% per year) condition survey cycle for Trail Class 5. (The 20% requirement is applied at the Forest level).

   ▪ **Trail Class 1 – 4:** Complete FY07 nationally assigned condition assessment targets for Trail Classes 1- 4. This random sample framework is devised to provide only a national deferred maintenance cost and regional average cost per mile for Trail Classes 1 - 4. <u>All trails in a given sample must be assessed in the fiscal year assigned</u>.

b. **Validate / Update Trail Crew Data**

c. **Validate Trail Travel Data**

d. **Record / Update Survey Data in Infra Trails Features & Tasks Screens**

e. **Document Survey Accomplishment in Record of Events**

Data Requirements: For specific data requirements, refer to the references listed below.

Task		Reference
3a	**TRACS:**	TRACS User Guide (http://www.fs.fed.us/r3/measures/Inventory/TRACS.htm)
	TMOs:	TRACS User Guide (http://www.fs.fed.us/r3/measures/Inventory/TRACS.htm)
	CASM:	CASM.doc (http://www.fs.fed.us/r3/measures/Inventory/Trails.htm)
3b	**Trail Crew Data:**	FY07 Infra Trail Required Data Fields (http://www.fs.fed.us/r3/measures/Cost/MI_TR.htm)
3c	**Trail Travel Data:**	FY07 Infra Trail Required Data Fields (http://www.fs.fed.us/r3/measures/Cost/MI_TR.htm)
3d	**Features & Tasks:**	Trails Data Dictionary (http://www.fs.fed.us/r3/measures/TR.htm
3e	**Record of Events:**	FY07 Infra Trail Required Data Fields (http://www.fs.fed.us/r3/measures/Cost/MI_TR.htm)

3.a. Complete Assigned TRACS Surveys

Completed the assigned TC1 – TC4 and scheduled TC5 TRACS surveys, based on a TMO and incorporating CASM criteria.

Instructions: For detailed instructions for completing TRACS surveys, refer to the reference sources listed above.

Efficiency Tip: How to verify which trails still need to be surveyed this FY

For example: What TC5 Trails do I still need to survey this year?

This example displays the TC5 Trails that require a survey in FY07 for an **entire Region**:

1. From the Infra Main Menu, expand CDW, expand Performance Reports and select Trails.

2. Click on the Discoverer tab

3. Select Status of Meeting Maintenance Protocols – Trails – Class 5

4. Click on the ► icon by the appropriate **Region** and from the list, select **Forest**

5. Click on the ► icon by the **Region** and from the list select **District**

6. Click on the ► icon by the **Region** and from the list select **Trail Id, Trail Name, Last Survey Date**

7. Any trail that has a 'Last Survey Date' prior to 10/01/2002 or no 'Last Survey Date', will require a survey in FY'07.

8. The standard report may be all you need, but if you want to do additional analysis (sorting, filtering, etc.), export the data into excel.

9. To export the data to excel: When the query is complete and the data is displayed, click **Export** (in Actions box in upper left)

10. Choose the export type of Microsoft Excel Workbook (*.xls) from the drop-down list.

11. Click **Export**

12. Then **Click to view or save**

13. Click **Open** and choose to **Enable Macros**

14. Delete the first several lines (title and date lines)

15. Click on the blank cell in the upper left corner to select/highlight the entire spreadsheet

16. From the Menu bar, select **Data**, then **Filter**, then **AutoFilter**

17. In the Last Survey Date column, click on the Filter icon ▾ and select **(Custom. .)**

18. Enter the criteria for the Custom AutoFilter as shown below:

19. Once this list is displayed, you can choose to do additional filters and/or sorts as needed.

20. As condition surveys are completed and **all** the required data is entered through the Record of Events screen, the trails will be displayed in the Discoverer report with the updated/current Survey Date and the far right column (% TC5 NFST Surveyed FY03 – FY07) will show 100 (Yea!)

21. The trails will no longer be displayed in the excel report (using the above custom AutoFilter).

> **NOTE: Once the TC1 through TC4 trails have been selected for the current FY random sample, the steps will be very similar by selecting <u>Status of Meeting Maintenance Protocols</u> – <u>Trails</u> – <u>Class 1-4 Sample</u> from the Menu.**

3b. Validate / Update Trail Crew Data

Validate / update Trail Crew data annually to reflect the 3-year "typical" situation on the unit.

Trail crew data is used in determining the cost per hour applied to tasks recorded for the trail.

Once district trail crews / personnel have been recorded, this should be a fairly quick annual task to verify the data and make any adjustments to reflect notable (not minor) changes.

Instructions: For step-by-step instructions on recording, validating and editing Trail Crew data, refer to the "Crews Page" section of the Infra Trails User Guide (Online Help).

3c. Validate Trail Travel Data

Validate Trail Travel data to ensure that all National Forest System Trails are assigned to a Trail Travel area, and that Trail Travel Area assignments reflect typical crew mobilization patterns for accessing and working on unit trails.

Trail Travel Areas are a costing convention that enables the database to more accurately account for the travel and support costs associated with a variety of crew work activities that will be accomplished on the same travel trip.

Trail Travel Area are used for calculating Move-In/Move-Out (MIMO) costs for all tasks for the trails in the Working Area. The majority of trail costs come from moving people,

materials, and equipment in and out of the job site and defining your Working Area helps to calculate that cost.

For this reason, it is important to initially take the time needed to adequately identify the typical Trail Travel Areas for the unit. Once adequately identified, Trail Travel Areas do not usually need to be revised unless there is a notable change in mobilization patterns, or trails are added or dropped from the system.

Instructions: For step-by-step instructions on recording, validating and editing Trail Crew data, refer to the "Trail Travel Page" section of the Infra Trails User Guide (Online Help).

Efficiency Tip: Identify any trails not assigned to a Travel Area.

How do I get a list of trails not assigned to a Travel Area?

Use ad hoc report in Access database

1. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

2. Click the box to select the report: NFSTs Not Assigned To Trail Travel Areas

3. Logon as described in the database (or refer to the setup instructions)

3.d. Record / Update Survey Data in Infra Trails Features & Tasks Screens

Instructions: For step-by-step instructions on recording, validating and editing Trail Constructed Feature and Task data, refer to the "Features Page" and "Task Page" sections of the Infra Trails User Guide (Online Help).

Efficiency Tip: Instructions for using these quick tips are provided below.

1. Use eTRACS desktop software to enter TRACS survey data into Infra Trails.

2. Use eTRACS field data recorder to download Infra Trails data, update it in the field, and upload the completed survey back into Infra Trails. *[Pending final testing and release]*

Tip #1: Use eTRACS desktop software to enter TRACS survey data into Infra Trails.

eTRACS desktop software was released in April, 200 (Infra 2.1). This desktop version of eTRACS mirrors the data fields and sequence of information collected on TRACS survey forms. This can expedite the data transfer from the paper copy of the TRACS survey into an electronic version, which can the be uploaded directly into Infra Trails.

Additional information on eTRACS, including software download and application instructions, and training opportunities via SameTime are posted on the I-Web.

Tip #2: Use eTRACS field data recorder to download Infra Trails data, update it in the field, and upload the completed survey back into Infra Trails.
[Pending final testing and release]

Once available (scheduled for summer 2007), the eTRACS field data recorder with wireless mile-posting functionality will allow surveyors to electronically download recorded Trail Feature and Task data from Infra for subsequent verification / update in the field. The eTRACS data recorded is used to document the TRACS survey, including documentation of features (location, dimensions, etc) and task prescriptions. Upon completion of the survey,

the updated Feature and Task data can then be electronically uploaded via eTRACS back into Infra Trails.

Additional information on eTRACS, including software download and application instructions will be posted on the I-Web Net when available.

3.e. Document Survey Accomplishment in Record of Events

Instructions:

To record completed TRACS survey accomplishment in Record of Events:

1. Select the trail that you want to work with from the Trail Listing on the Maintain Trail Data form.

2. Click **Record of Events** tab.

3. If this is the first event record for the trail, the Record of Events page is already in add mode; otherwise, click on any existing record and from the toolbar, click **Add**.

4. In the Event field, select **Inspection** from the Event LOV. Click **OK**.

5. In the Subtype field, select **CS-Condition Survey** from the LOV. Click **OK**.

6. In the BMP field, enter a BMP that indicates the starting point of the condition survey.

7. In the EMP field, enter an EMP that indicates the ending point of the condition survey.

8. In the Date field, type the date the condition survey was completed in MM/DD/YYYY format.

9. In the field to the right of the Date field, select a level of accuracy from the LOV. Click **OK**.

10. In the Remarks field, type any additional remarks about the condition survey.

11. In the Accomplished By field, enter the full name of the individual(s) who performed the condition survey.

12. From the toolbar, click **Save**.

Efficiency Tips: Instructions for using these quick tips are provided below.

1. Verify that survey accomplishment has been recorded for an individual trail

2. Track overall progress of survey accomplishment for the Forest / District

Tip #1: Verify that TRACS survey accomplishment has been recorded for an individual trail

From the Trail Definitions/Linear Event Screen:

1. Query the trail that you want to check on (i.e. each of the trails in your assigned Trail Class 1 – 4 sample and any TC5 trails that require a survey this FY, and be sure the required data fields have been completed correctly).

2. Then click on the Record of Events tab.

3. There has to be a record where all 6 of the following conditions are met:

    a. Event = Inspection

    b. Subtype = CS – Condition Survey,

c. BMP and EMP that correspond with (or exceed) the BMP and EMP identified in the current year nationally assigned sample

d. Date = within the current Fiscal Year

e. Accuracy = Known

f. Accomplished By = Name of Person Who Completed the Survey

Tip # 2: Track overall progress of trail survey accomplishment for the Forest/District

From the Main Menu

1. Choose CDW (Corporate Data Warehouse)

2. Expand Performance Reports and choose Trails

3. Click the Discoverer tab

4. Select either the report for the Random Sample Trails (Class 1-4) or the Class Trails

5. The initial report will display the data at the Regional level.

6. To review data at either the Forest, District or Trail level, click the ► icon by the appropriate Region number to see the options. If you want to review for your specific Forest/District, it is recommended that you choose Forest first. Once the Forest data is displayed, then click the ► by the Forest and choose to drill down to either the District or Trail Name level.

<u>**Required Task 4: Task Accomplishment**</u>

Deferred maintenance and capital improvement task accomplishments are recorded in Infra Trails.

This data is important for updating tasks previously recorded in Infra Trails and can be used for tracking annual accomplishments.

(Note: Annual / routine maintenance task accomplishment is determined by comparing the task reference frequency to actual frequency recorded for the trail.)

Requirements: To record completion of deferred maintenance or capital Improvement tasks, the following data fields must be populated: Actual Finish Date, % Complete

Instructions:

To record the partial or complete accomplishment of identified trail tasks:

1. From the Main Menu, with the business Recreation expanded and Trails active, select the **X-plorer tab.**

2. Select **Explore Trail-Specific Tasks**

3. The form is displayed in Query mode (queriable fields are yellow).

4. To enter accomplishments for a specific trail, click in the Trail No. field, enter the Trail No and then click **Execute**

5. To show that a task has been completed, click in the **% Comp field** and enter **100**.

6. Then click in the Finish Date field and type in the appropriate Date.

7. You can update multiple tasks in the screen and then be sure to SAVE.

Efficiency Tip:

Tip #1: If there were many tasks entered and all were accomplished, to make data entry easier, try this:

Note: This example assumes all tasks were 100% complete on the same date.

1. Query the specific trail you will record accomplishments for and click **Execute. Note:** You can query on one or more fields. For example, you could query for DM tasks (enter DM in Task Type) for a specific trail.

2. In the first task displayed, in the **% Comp** field enter **100**. Then **double-click the field/data** and it will be highlighted.

3. While holding down the **Ctrl key, click C** (to copy the data in the field)

4. Use the **down arrow** on your keyboard to move down to the next line (still in the % Comp field), and while holding down the **Ctrl key, Click V** (to paste the data in the field).

5. Follow these steps until all the tasks show 100% Complete. **Save** your changes.

6. Now follow the same steps to enter the **Finish Date**.

Required Task 5: MVUM Trail Data

(for those forests scheduled for MVUM publication in FY07-FY08)

Prepare the following data needed to publish Motor Vehicle Use Maps:

- **Spatial Data:** Motorized trails routed and linked to Infra Trails
- **Tabular Data:** Accepted and Managed strategies accurately recorded in Infra Trails ATM

Data Requirements: For detailed, current information on MVUM data requirements, refer to the FS Motor Vehicle Map Use webpage at: http://gis.gsc.wo.fs.fed.us/wo/mvum/

The minimum* Trail ATM data requirements to produce the MVUM include:

What motorized trail use is allowed?* (Non-Snow)	Mode of Travel Hierarchy / Value(s)	Strategy	Optional for Local Use
1. Motorcycles	**1.2.2.1.2** Motorcycle <= 50"	Accept	Break out strategy for Manage
2. All OHVs <=50" (includes motorcycles & ATV's<=50")	**1.2.2** MTR Terra Non-Hwy Vehicle <= 50	Accept	Break out Modes of Travel and Strategies
3. All OHVs	**1.2** MTR Terra Non-Hwy Vehicle	Accept	Break out Modes of Travel and Strategies
4. All Motorized *	**1.1 & 1.2** (or use 1.0 to include MTR snow)	Accept	Break out Modes of Travel and Strategies

* This table should identify 90+% of the Motorized use situations for Trails

Additionally, All records must include the date range (From mm/dd – Thru mm/dd)

Instructions: For detailed MVUM data instructions, refer to the FS Motor Vehicle Map Use webpage at: http://gis.gsc.wo.fs.fed.us/wo/mvum/

Efficiency Tips:

Tip #1: It is recommended that forests start creating test MVUM maps as soon as possible.

Tip #2: The data blows (tabular and spatial) are much easier to identify when you display the data spatially.

Tip #3: For Trails the data source is the UserView: **II_MVUM_TRAIL_ALLOW**

FY07 Recommended Trail Data Work

The following prioritized list of recommended data work is provided to those assist units completing additional data work in efficiently focusing their efforts.

Recommended Task 1: Infra Trails ATM Data

Review, validate and/or update the ATM data that was converted from Managed Use and Motorized Prohibited linear events.

Logical assumptions were incorporated when converting the data, although these may not have resulted in a perfect match for all trails. It is important that the converted linear event data is validated and/or corrected in ATM to accurately reflect management of the trail.

Data Requirements: The converted data all has a Manage strategy Yearlong.   Review the existing Allowed Use ATM data, keeping in mind reasonableness and potential liability if the travel management strategy or corresponding data range is misrepresented.

Instructions:

1. Review ATM Allowed Use Records which were converted from linear events. Update or correct as needed:

    a. **Date Range:** Data was converted as Yearlong. Verify and/or correct.

    b. **Strategy:** Data was converted as a Manage Strategy. Verify and/or correct.

    c. **Mode of Travel:** Validate and/or correct the Mode of Travel (particularly for motorized uses).

    Efficiency Tip:

    a. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

    b. When the menu with the list of Ad hoc Reports is displayed, on the Toolbar, click the Database Window icon

    c. Select Queries under Objects

    d. Single-click on the query **atm_allowed_uses_detail**

    e. Click the ▼ next to the Office Links icon and choose Analyze It with Microsoft Excel, or under Tools on the menu bar, select Office Links/Analyze It with Microsoft Excel

    f. Logon as described in the database (or refer to the setup instructions)

    g. Save the excel document to a directory on your C:\ drive or a network drive.

2. Review ATM Restricted Uses which were converted from linear events:

Linear Event Attribute	(converted to)	ATM Code
Wilderness Name	------------------	WILDERNESS Restricted Use Code
Motorized Prohibited	------------------	NOMTR Restricted Use Code

Efficiency Tip: Review this data spatially if possible. If spatial review is not available, a report is available in the Trails Ad hoc Reports database:

a. Navigate to the location you filed the fy07_req_and_rec.mdb access database and double-click to open it.

b. When the menu with the list of Ad hoc Reports is displayed, on the Toolbar, click the

   Database Window icon

c. Select Queries under Objects

d.

e. Single-click on the query **atm_restrictions**

f. Click the next to the Office Links icon and choose
   Analyze It with Microsoft Excel , or under Tools on the menu bar, select Office Links/Analyze It with Microsoft Excel

g. Logon as described in the database (or refer to the setup instructions)

h. Save the excel document to a directory on your C:\ drive or a network drive.

NOTE: Data recorded in the Remarks field is an indication of data converted from linear events.

Recommended Task 2: Clean Up Unauthorized Trail Data

Those units that have recorded Unauthorized Trails (i.e. user constructed, social trails, etc) in Infra should either correctly record the routes as Unauthorized Trails or delete the routes from Infra Trails.

Infra Trails is intended primarily to record and track National Forest System Trail inventory, management, tasks and costs. It is important that this primary objective is met, resulting in an accurate and complete set of NFST data. It is equally important that this NFST data set is not clouded with other incorrectly or inappropriately recorded trail data.

Recognizing the need of some units, however, to assess and/or track Unauthorized Trail data, a new functionality will soon be available to record Unauthorized Trail records. A checkbox labeled "Unauthorized?" will be added to the Maintain Trail Data form.

Data Requirements:

The following Linear Events will be the only information tracked for unauthorized trail records:

1. Trail System **(required)**

2. Administrative Organization **(required)**

3. Jurisdiction **(required)**

4. Legal

5. Mileage source

6. Quad

7. Trail Status: Existing, Decommissioned, Converted **(required)**

8. Wilderness name **(required if applicable)**

9. Observed Use: new attribute using the same list of values as the Mode of Travel LOV in the ATM module. Definition: Modes of travel observed along a trail.

Business Rules:

1. **Identify Unauthorized Trails as separate records.** Don't allow a single record with both an existing NFST segment and an unauthorized trail segment. This reflects route categories in OHV legislation, and is consistent with how Trails handles trail spurs, and Trail Types (Standard/Terra, Snow, Water).

2. **When changing a route currently recorded as an NFST trail to an unauthorized trail:** the user will get verification prompt, and then all features, tasks, ATM data, and inapplicable linear events will be deleted.

3. **When changing a route currently recorded as an unauthorized trail to an NFST trail:** the user will get a verification prompt, and then the change will be recorded in the Record of Events screen with the date, specification of the previous System categorization (unauthorized) and the new System categorization.

    Users must document the Decision Doc in the Record of Events screen, documenting the date of the NEPA or corresponding decision.

Instructions: When the Unauthorized Trail functionality is released, instructions will be available in Infra Trails Online Help, accessed via the I-Web Net at: http://i-web.wo.fs.fed.us/

Recommended Task 3. Custom Constructed Features & Tasks

Review / validate all custom constructed features and tasks migrated to Infra Trails from Applix spreadsheets. .

Many migrated Applix Custom Constructed Feature & Unique Tasks may now be invalid or duplicative of other data entries, potentially resulting in inaccurate inventory or costs.

Review each migrated Applix Custom Constructed Feature and Unique Task to validate, edit or delete.

[Note: Migrated unique tasks records may be mass deleted from Infra in FY08]

Instructions:

1. Review all migrated Applix "Custom Constructed Features" and "Unique Tasks. " (Applix Custom Constructed Features and Unique Tasks were migrated to INFRA Trails as a Custom Task)

   a. If migrated data is duplicative or no longer valid, delete.

   b. If migrated data is not a task, but actually a valid feature, create a feature on the Features tab and associate tasks with the Feature.

Efficiency Tips:

Tip #1: Use the Task X-plorer to find migrated Applix "Unique Tasks."

What 'custom' tasks have been recorded on which trails?

1. From the Infra Main Menu, expand Business Areas, expand Recreation and select Trails.

2. Click on the **X-plorerers** tab

3. Select **Explore Trail-Specific Tasks**

4. The form is displayed in Query Mode – the yellow fields indicate which fields can be queried.

5. Click in the **Task ID** field and type **%-CUS-%**

6. Click **Execute**

7. If the list is not too long and all the records are displayed on one screen, for a quick report, click **File** and then **Print**.

8. If the all of the records are not displayed on one screen, click the Export Records to a File

   ▣ icon.

9. Click **Open** and edit the spreadsheet to display the information how you want.

Tip #2: When querying in the X-plorerer form you may find it is quite slow. If so, try this method:

1. From the Infra Main Menu, expand Business Areas, expand Recreation and select Trails.

2. Click on the User Views tab

3. Select **Trail Work Items (II_TRAIL_WORK_ITEMS_V)**

4. Set up the query as shown in the example below (substitute your Forest number for the Trail Security ID)

    NOTE: ALWAYS specify a TRAIL_SECURITY_ID with this user view (otherwise it is VERY slow)

5. Click **Execute Query**

6. When I-Web displays the export file as an Excel icon, right click to save the Excel file.

7. From the pop-up menu, click Save Target As.
    The Save As dialog opens.

8. Accept the default location or specify a different location and name the file.

    With both of the above methods, once you have the list in hand of trails with custom tasks, you can query the individual trails to update the tasks as needed.

Tip #3: A national listing is being developed to provide units with a listing, by forest and trail, of the migrated Applix "Custom Constructed Features" and "Unique Tasks" currently in Infra Trails. This information will be available to all units to help focus their data clean-up efforts. There will likely be some national assessment and data clean-up where appropriate (i.e. deletion of migrated Unique Tasks reflecting condition surveys, since they are now automatically populated as an Infra Trails routine task).