
NSW VIS Classification (VCA Web 2.0)

Public User Manual



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1. Introduction

This manual is to provide support for Public Users in the operations of the New South Wales Office of Environment and Heritage's (OEH) Vegetation Information System Classification Database (Vegetation Classification and Assessment Web Application version 2 – VCA2.0). It is presented as a step-by-step approach, with additional documentation to assist users provided as relevant, both from within this document and from the further information links provided in the web database pages.

Throughout the document, boxed text (as used here) has been used to highlight issues for users to note, or to provide background information.

Any queries with regard to this manual can be directed to: vis@environment.nsw.gov.au

2. Background

2.1 What is the Vegetation Information System Classification?

The Vegetation Information System Classification (VIS Classification) is the database for plant community types in New South Wales. The development of the classification database is an integral part of the [NSW Vegetation Information System](#) (NSW VIS), which aims to provide a single, integrated source for vegetation information in NSW.

The aim of the NSW VIS Classification project is to produce a consistent hierarchical vegetation classification of New South Wales plant community types, and to provide public access to information on these plant community types. This version of the VIS Classification is a further development of the Vegetation Classification and Assessment (VCA) web enabled version released as VCA1.1. This further builds on the original NSW VCA system developed by the Royal Botanic Gardens Trust (RBGT), and published in the scientific journal *Cunninghamia* (Benson 2006; Benson, et al. 2006; Benson 2008; and Benson et al. 2010).

The NSW Plant Community Type classification has been constructed by integrating two existing vegetation classification databases: the NSW Vegetation Classification and Assessment database developed by the RBGT; and the Over-cleared BioMetric Vegetation Types Database developed for use in Property Vegetation Planning and BioBanking assessment processes. By integrating this information into one system, VIS Classification establishes a single NSW Master Plant Community Type list as the focal point for both vegetation type mapping and regulatory assessment processes.

Further background information on the development of the NSW vegetation Information System and its components can be found on the OEH web site:

<http://www.environment.nsw.gov.au/research/VegetationInformationSystem.htm>

2.2 Role of the OEH Vegetation Information Unit

The development of the NSW VIS is being coordinated by the Vegetation Information Unit within the Scientific Services Division of the NSW Office of Environment and Heritage. This unit is developing and supporting the NSW VIS and other native vegetation projects and programs as part of OEH's strategic leadership of native vegetation information management. One of the key objectives for the unit, and the NSW VIS project in particular, is to ensure effective access to

and appropriate use of, the full range of vegetation information for NSW, including plot, classification and mapping data and products.

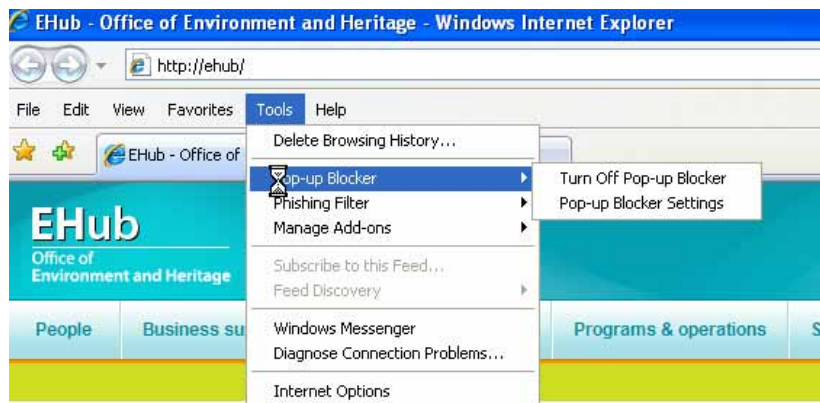
For further information on the role of the unit, the NSW VIS Project or OEH's role in vegetation information, please contact the OEH Vegetation Information Unit (vis@environment.nsw.gov.au).

3. Possible Technical Issues

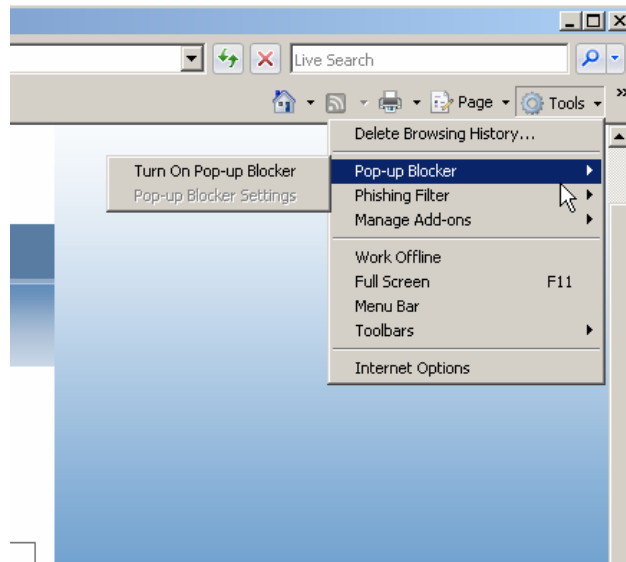
If you are using Microsoft's Internet Explorer, please note that sometimes Internet Explorer may inhibit the retrieval of cached information. If during use you find that pages or areas are not refreshing as expected (eg clicking on options radio buttons does not clear previous selections), please refer to the information provided in [Attachment 1 Possible Internet Explorer Issues](#).

Also please note that to enable some functions, including producing reports, you may need to have the Pop Up Blocker turned off. In Internet Explorer, you can do this via the Tools menu, as shown below (two options, depending on the layout you have).

Option 1:



Option 2:



4. Registering as a Public User

To register to use the VIS Classification, follow the link to the [NSW VIS Classification Public User Registration](http://www.environment.nsw.gov.au/NSWVCA20PRapp/LoginPR.aspx) page (<http://www.environment.nsw.gov.au/NSWVCA20PRapp/LoginPR.aspx>).

This will open the page shown below.

A screenshot of the 'NSW Vegetation Classification Web 2.0' login page. The page header includes the NSW Government logo and the text 'Office of Environment & Heritage'. The main content area is divided into two sections. The left section, titled 'Please enter your Login name and Password', contains a login form with fields for 'Login Id *' and 'Password *', a 'Login' button, and a 'Forgot Password?' link. A 'New user Register here' link is circled in red. The right section, titled 'For your information', contains text about browser compatibility and a contact email address: 'please contact NSWVCA administrator on vis@environment.nsw.gov.au'. A footer note states 'Fields marked with an asterisk (*) are mandatory'.

Click on New User **Register Here** hyper-link text to open the new user registration page. The Conditions of Use screen will appear:

Privacy

Information entered by you as part of the registration process, including any personal details, will be stored in the OEH records system. You can find out more about how OEH handles the personal information it collects online by reading our privacy policy (www.environment.nsw.gov.au/help/privacy.htm). By entering your details, you consent to the collection and use of your personal information in accordance with this policy.

Copyright

OEH is the custodian of the NSW Vegetation Classification and Assessment database and is responsible for its maintenance, updating and the distribution of data. The data and copyright and other intellectual property rights in the data are and shall remain the property of the copyright holder. Copyright in extracts, printouts or online search results from the VCA database is held by OEH and protected by the copyright laws of Australia. You can save a local copy of search results from this site on your computer or print it for your own personal use. However, when using the site you agree that:

- if you make a copy of material on the website, you must make sure that the words 'Copyright NSW Office Of Environment and Heritage' are placed in legible text on your copy
- if you copy or print material from the site, you cannot charge other people for access to it
- you cannot modify any material copied from the site without the written permission of OEH.

Apart from the conditions described above, you cannot publish any material including images (photos, illustrations, banners, logos, buttons and other graphic elements) or text from the site without the written permission of OEH (vis@environment.nsw.gov.au).



I have read the above information. I would like to proceed with the user registration.



Please read the conditions, then click to accept the conditions if you wish to proceed. The **Register** button will now become active; click to open the registration screen, as shown below.

NSW Vegetation Classification Web 2.0

User Registration - Please enter your personal information to register for NSWVCA Web 2.0

Title:*	-Select- ▼	Last Name:*	<input type="text"/>
First Name:*	<input type="text"/>	Address 2:	<input type="text"/>
Address 1:*	<input type="text"/>	Post Code:*	<input type="text"/>
Suburb/Town:*	<input type="text"/>		
State:*	-Select- ▼		
Contact Phone:*	<input type="text"/>		
Email:*	<input type="text"/>	This is your NSWVCA Userid.	
Password:*	<input type="text"/>		
Confirm Password:*	<input type="text"/>		

Fields marked with an asterisk (*) are mandatory

Fill in the required details as indicated for each field. Please note that no spaces are allowed in the phone number field.

Please note that you will not be able to change your password once it is registered, so please ensure you will be able to recall your password when needed. If you forget your password, a retrieve password link is provided on the log in page.

Once you are registered in the system you will be automatically directed to the VIS Classification Home Page.

NSW Vegetation Classification Web 2.0

HOME COMMUNITIES HELP LOGOUT LOGGED IN AS: VCAPUBLIC (READ ONLY USER)

Home News & Bulletins

NSW Vegetation Information System: Classification

Belah Woodland on alluvial plains in the central wheatbelt of NSW. The NSW VIS Classification database provides valuable information on this and approximately 1300 other plant community types in NSW.

Photo by Jamie Plaza, Royal Botanic Gardens Trust

NSW VIS Classification related links

- [NSW Vegetation Information System](#)
- [Native Vegetation Interim Type Standard \(NBI opens pdf approx. 1.6Mb\)](#)
- [The Royal Botanic Gardens Trust](#)
- [DEH Home Page](#)

Overview

The [NSW Vegetation Information System \(VIS\)](#) has been established to provide the NSW Government, its clients and community with a central authoritative repository for native vegetation data.

The VIS Classification is one of three existing modules of the NSW VIS, including:

- [VIS Classification](#)
- [VIS Map](#)
- [VIS Flora Survey](#)

VIS Classification

VIS Classification contains the NSW Master Plant Community Type Classification (PCT) that has been established as the NSW standard community level vegetation classification for use in site based planning processes and standardised vegetation mapping.

VIS Classification contains and manages the following information:

- The NSW Master Plant Community Type Classification, including ecological descriptions and conservation profiles of each plant community type
- Over-cleared BioMetric Vegetation Types
- BioMetric Condition Benchmarks

You will also receive an email (to the email address you provided) noting your registration and with details of your user name and password. Please keep a copy of this email for future reference.

Please take normal security measures with regard to your user name and password.

5. Opening the Database: Home Page

To open the VIS Classification application, you will need to log into the system via the link below:

<http://www.environment.nsw.gov.au/NSWVCA20PRapp/LoginPR.aspx>

This opens the log in screen shown below.

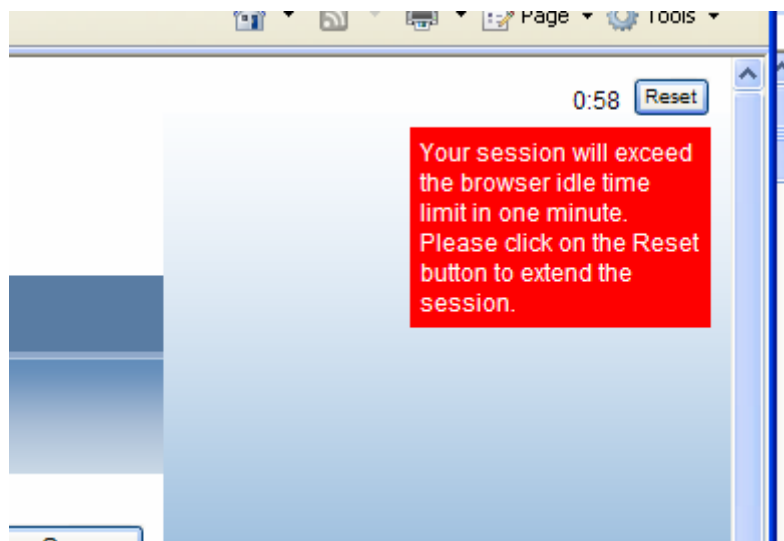
The screenshot shows the Office of Environment & Heritage website. At the top left is the NSW Government logo and the text 'Office of Environment & Heritage'. To the right is a search bar with 'Keyword search' and a magnifying glass icon, and a 'Quicklinks' dropdown menu. Below this is a navigation menu with tabs for HOME, ENVIRONMENTAL ISSUES, CLIMATE CHANGE, SUSTAINING OUR ENVIRONMENT, NATURE CONSERVATION, CULTURE AND HERITAGE, VISITING A PARK, KNOWLEDGE CENTRE, and ABOUT US. The main content area is titled 'Application log in'. It contains two columns. The left column is titled 'Please log in' and contains the text: 'To log in to your application, please enter your credentials and click Login.' Below this are two input fields: 'User name' and 'Password', followed by a 'login' button. The right column is titled 'For your information' and contains the text: 'For more information, to obtain a login, or if you are experiencing difficulties logging into or using these applications, contact:' followed by a bulleted list of links and contact information for various systems: Atlas of NSW Wildlife, Waste tracking, Waste data system, Smoky or littering reporting system, RID Squad database, Savings Action Plan reporting system, and Waterwatch. At the bottom of this column is the text 'or phone (02) 9995 5000.'

Please enter your network log in user name and password (see [Section 3 Possible Technical Issues](#), above), then click the 'log in' button to open the NSW Vegetation Information System Classification Home Page.

While you are on the Home Page, please note the time counter at the top right hand corner of the screen, as indicated below.

The screenshot shows a web browser window displaying the NSW VCA Web 1.0 Home Page. The browser's address bar shows 'Page' and 'Tools'. In the top right corner of the browser window, a time counter displays '59:56' with a 'Reset' button next to it, circled in red. The main content area of the page is blue and white. On the left, there is a section titled 'Assessment Project' with a paragraph of text: 'ID55) on alluvial plains in the SW. The NSW VCA provides on this and nearly 600 other es in western NSW, with work n NSW.' To the right of this text is a section titled 'NSWVCA Related links' with three bullet points: 'The Botanic Gardens Trust', 'DECCW Home Page', and 'NSW Vegetation Information System'. At the bottom of the page, there is a paragraph of text: 'NSWVCA) project is to produce a fine hierarchical vegetation classification of New South of the NSWVCA, known as the NSW VCA Web 1, is a web enabled application developed n the NSWVCA database originated by the Botanic Gardens Trust, Sydney (as described

This counts down from 60 minutes to zero – this is the amount of time remaining before the system will log you off if there has been no page activity. When the counter gets down to less than 1 minute, the warning message below will appear:



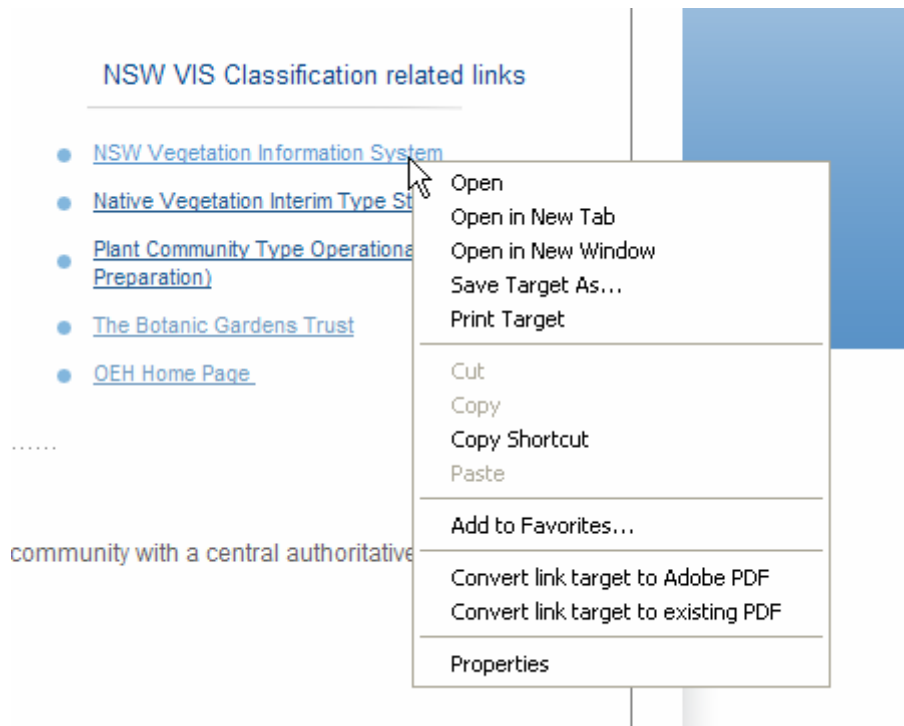
This counter will reset whenever you activate anything on a page or move across pages. You can also reset the time by clicking the '**Reset**' button which will set the timer back to 60 minutes.

5.1 Links to Other Information

On the top right of the Home Page there are a number of links that provide further background or related information, as shown below.



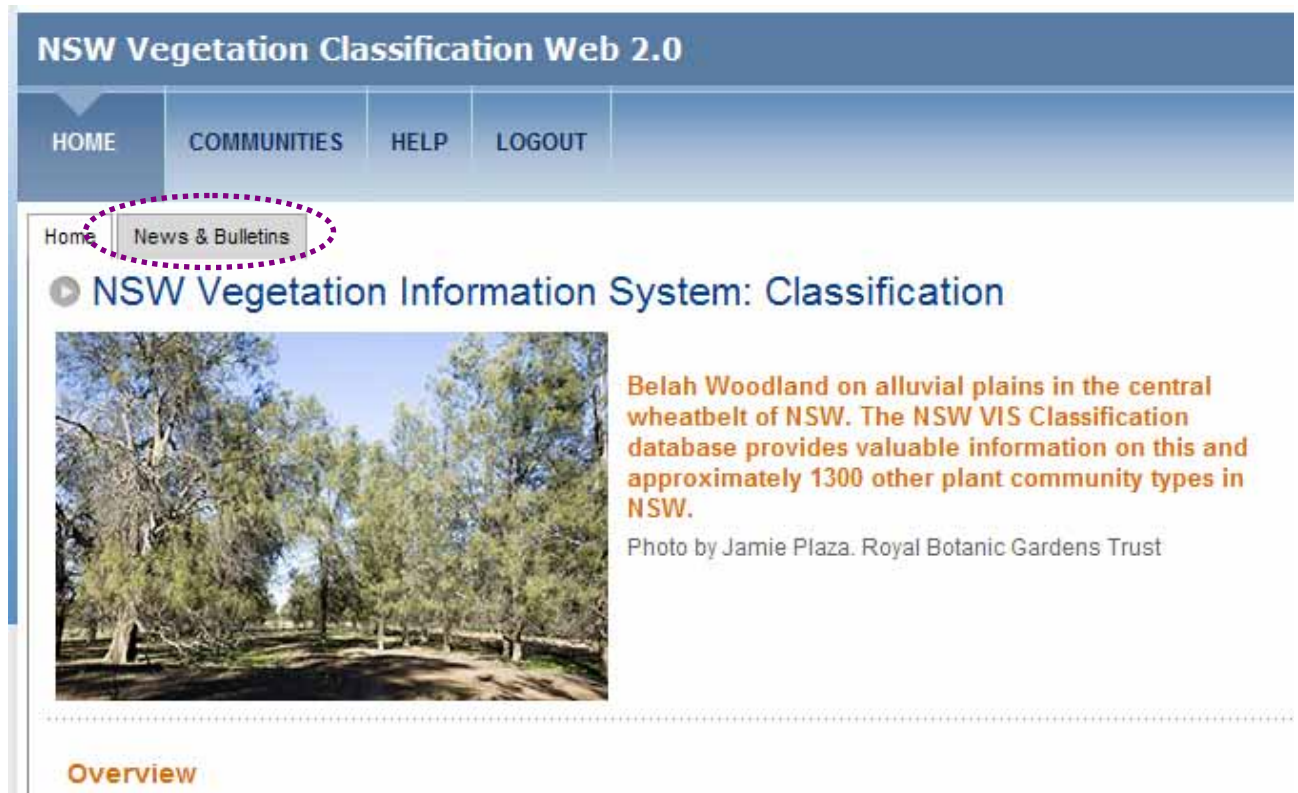
Please note, however, that these will navigate you away from the VIS Classification Home Page. You can choose to open the new links in either a new tab on your browser, or in a new browser page by right clicking on the relevant link. This opens the drop down menu as shown below.



Simply select the option for how you want the new link page to open by clicking on that option in the list.

5.2 News & Bulletins

From the home page, click on the 'News & Bulletins' tab, as shown below.



This will open the list of topics currently listed as News and Bulletins, as shown below.

NSW Vegetation Classification Web 2.0			
HOME	COMMUNITIES	ADMINISTRATION	HELP LOGOUT
Home	News & Bulletins		
News & Bulletins			
Date	Comments	Notification type	More information
27/04/2011 12:25:42 PM	General update information.	General	More information
27/04/2011 12:25:44 PM	Latest lineage changes to plant community type.	Lineage change	
5/07/2011 3:36:17 PM	Notification of Status changes to plant community types.	Listing status change	

This area provides summaries of any important notifications and alerts in relation to major changes to plant communities types or the database itself, including decisions by the Plant Community Type Change Control Panel and general information of system changes. Links may be provided to more further information.

6.0 Getting Data: Reports and Exports

To export data or produce reports of data for plant community types (PCTs), choose the **Reports/ Exports** option from the drop down menu under the Communities blue tab, as shown below.

The screenshot shows the 'NSW Vegetation Classification Web 2.0' interface. The 'COMMUNITIES' tab is selected, and a dropdown menu is open, highlighting the 'Reports/Exports' option. Below the navigation, there is a section titled 'NSW Vegetation Information System: Classification' featuring a photograph of a Belah Woodland and a text description. The text describes the Belah Woodland on alluvial plains in the wheatbelt of NSW and mentions that the NSW VIS Classification database provides valuable information on approximately 1300 other plant community types in NSW. Below this is an 'Overview' section with a brief description of the NSW Vegetation Information System (VIS).

Clicking on the **Reports/ Exports** menu item opens the screen below.

Search Options For Reports And Exports

Only a limited number of fields in the VIS Classification database have been fully populated for all plant communities. These fields are suitable for state-wide searches, and if used will return a complete list search result. These fields include Plant Community Type ID, Biometric Vegetation Type ID, Common and Scientific Community Names, NSW Vegetation Formation and Class, Catchment Management Authority (CMA) and dominant species listed by Upper, Mid and Ground stratum. The full list of these fields is provided in the [State-wide Fields](#) document. You should search using these fields if you require a comprehensive list of available plant community types.

For both options, you will be able to further choose Standard or Custom Reports or Exports. Standard Reports provide a quick means to export data or produce a report via a set of templates. Further information on the types of templates available is provided in the [What's In The Reports?](#) The Custom Reports and Custom Exports options enable you to further design your reports and exports via a larger set of query terms and the ability to select which fields will be displayed or produced.

State-wide Searches

To proceed with a state-wide search using the state-wide coverage fields, please use the State-wide Search option below.

- ▶ **Reports**
 - [Standard Reports](#)
 - [Custom Reports](#)
- ▶ **Exports**
 - [Standard Exports](#)
 - [Custom Exports](#)

Full Field Searches

The remaining fields in the VIS Classification database can also be used to search for plant community types, but because coverage for these fields is incomplete searches may retrieve only partial results. In particular, the data for plant community types along the eastern ranges and coastal areas of NSW is restricted, and there may be no data in any fields other than the state-wide fields referred to above. If this is your area of interest, you are advised to use the State-wide Search above.

The coverage for the western portions of the state is good, however, so if your area of interest is in these regions, you can search using the full range of fields available. The [data coverage map](#) illustrates the area covered by the full list of fields. If you want to undertake a search using the additional fields, please use the search links below:

- ▶ **Reports**
 - [Standard Reports](#)
 - [Custom Reports](#)
- ▶ **Exports**
 - [Standard Exports](#)
 - [Custom Exports](#)

Please refer to the [Report and Export Search Options](#) document for further information.

Please read the information at the beginning of the search page, and in the following sections to understand the nature and limitations of search options for both exporting and reporting data.

6.1 Options For Searches (Exports and Reports)

Only some fields in the VIS Classification database have been fully populated for all plant communities (see below).

The fully populated fields are suitable for state-wide searches, and will return a complete list search result. Search using these fields only if you require a comprehensive list of available plant community types, ie all plant community types across the state that match your search query. The list of the fully populated fields is:

- Plant Community Type ID
- Biometric Vegetation Type ID
- Common name
- Scientific name
- Vegetation Class (Keith 2004)
- Vegetation Formation (Keith 2004)
- Catchment Management Authority (CMA)
- Upper Stratum Species
- Mid-story stratum species
- Ground stratum species
- PCT Listing Status
- Dominant canopy species
- Main associated species
- Landscape position
- Other diagnostic features
- Cleared estimate (% of CMA cleared)
- Threatened Ecological Communities (TEC) Listed communities
- Community Benchmark data
- References

The remaining fields in the VIS Classification database are incomplete so searches may retrieve only partial results of plant community types. In particular, the data for plant community types along the eastern ranges and coastal areas of NSW is restricted, and there may be no data in any fields other than the state-wide fields listed above. If this is your area of interest, you are advised to use the State-wide Search above.

The coverage for the western portions of the state is good, so if your area of interest is in these regions, you can search using the full range of fields available. The data coverage map in Figure 1 shows the area covered by the full list of fields. If you want to undertake a search using the additional fields, aware of the potential limitations on results, you can use the Full Field Search option.

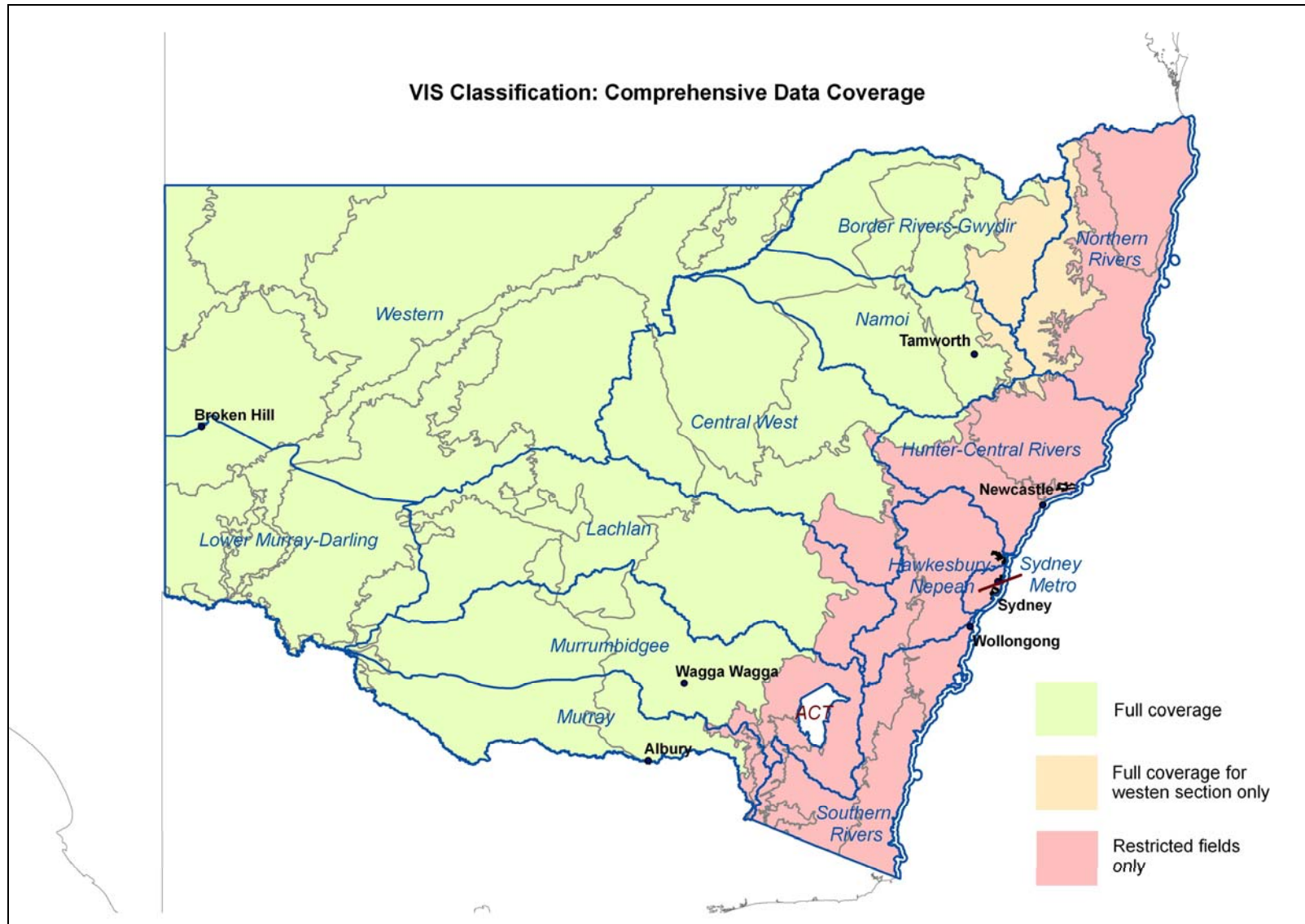


Figure 1. Current coverage of full data fields in VIS Classification (CMA over IBRA bioregional boundaries). Comprehensive data is only available for the green region. Only the western portion of the New England Tablelands (orange region) is fully covered. Only state-wide searches (ie searches restricted to using state-wide fields) will ensure retrieval of all communities in the pink region and the eastern portion of the New England Tablelands

Please click on the hyper-linked text to the **Report and Export Search Options** on the search page for further information.

For both options, you will be able to further choose Standard or Custom Reports or Exports. Standard Reports provide a quick means to export data or produce a report via a set of templates. Further information on the types of templates available is provided via the hyper-link to the **What's In The Reports?** On the search page. The Custom Reports and Custom Exports options enable you to further design your reports and exports via a larger set of query terms and the ability to select which fields will be displayed or produced.

Once you have chosen an option, please choose whether you want a Standard Report or export, or if you wish to customise your search, choose a Custom Report or export.

NB: As the search routines are the same whether you are looking to export data or produce a report the following instructions apply to both. Please refer to the **Standard Report Guide** or the **Custom Report Guide** as relevant for further information for either exports or reports

6.2 Standard Reports (and Exports)

Select the Standard Reports option to open the page shown below.

HOME COMMUNITIES ADMINISTRATION HELP LOGOUT

Reports: Standard Reports [Guide to producing reports](#)

Create a new search

Step 1. Choose report template [What's in the reports?](#)

Step 2. Select communities by:

Step 3. Show results

Step 4. Run report

Load a saved search

Load a saved search

Select a saved search

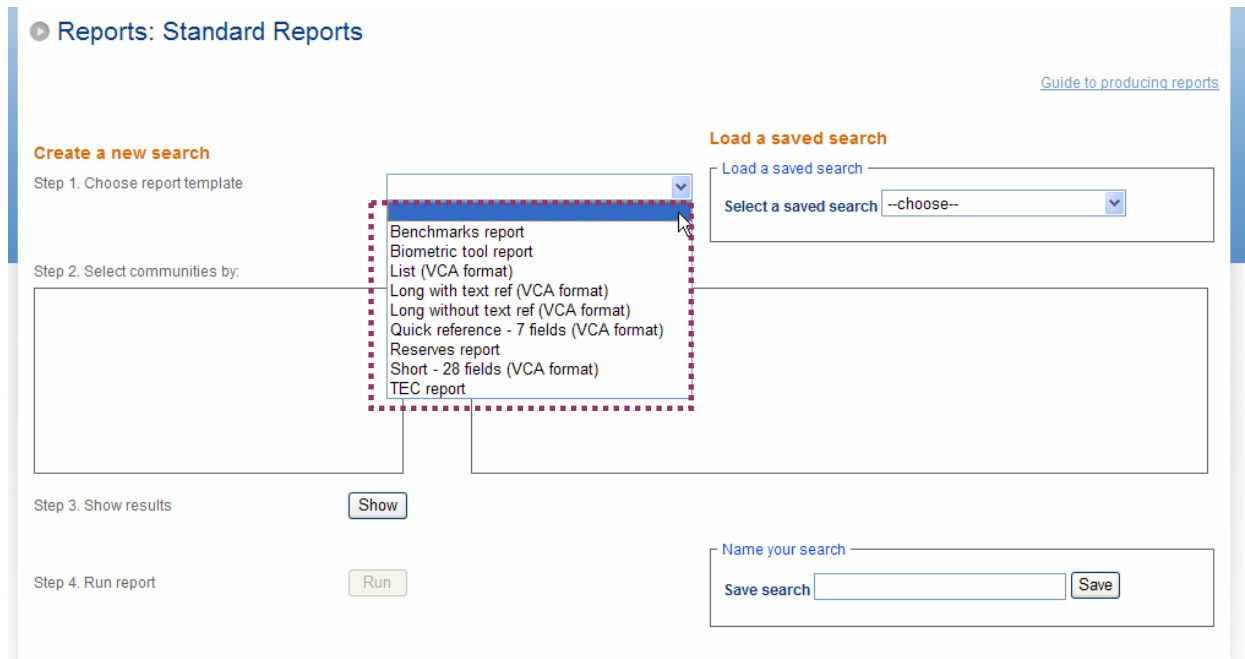
Name your search

Save search

The steps to produce a Standard Report are provided below.

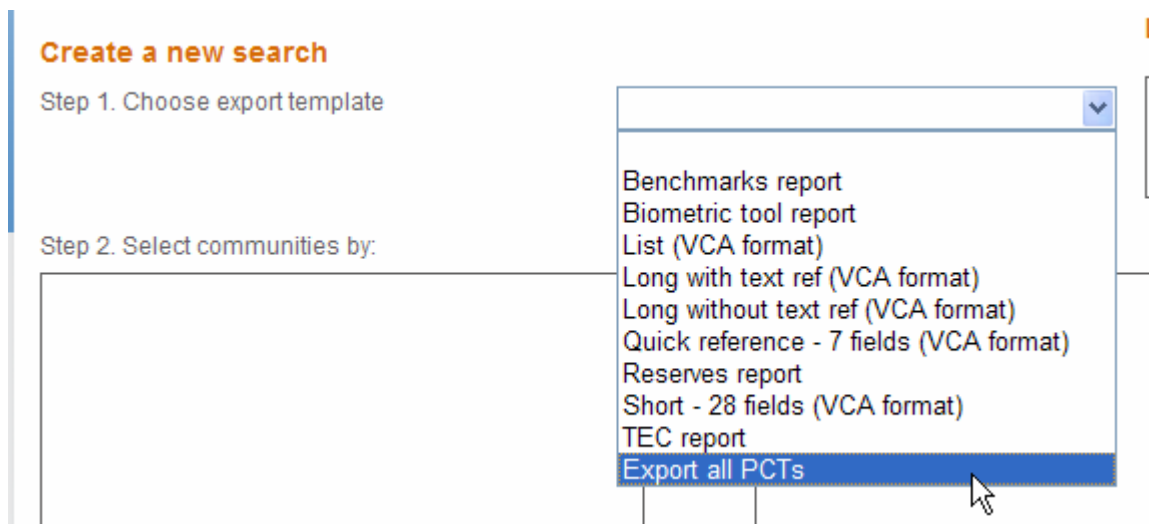
6.2.1 Step 1: Choose Report Template

Select the report template you want from the drop down menu, as shown below.



Information on the report templates is available via the **'What's in the reports?'** hyper-linked text on the search page (under the template selection field).

If you are exporting, there will be an option to **'Export all PCTs'** (ie export all plant community types), as shown below.



This option will export all fields in the standard for all listed plant community types.

When the Template is selected, the relevant fields for the selected report template will be loaded into the **'Select communities by'** field boxes below, as shown below (example below is for the Long without ref text (VCA Format) template).

Create a new search

Step 1. Choose report template

Long without text ref (VCA format)
[What's in the reports?](#)

Load a saved search

Load a saved search

Select a saved search

Step 2. Select communities by:

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species
- Mid Stratum Species

Step 3. Show results

Step 4. Run report

Name your search

Save search

6.2.2 Step 2: Select Communities.

Select a criteria by clicking the check box next to the field name you want to add, as shown below (using 'Class (Keith Class)' as the example):

Create a new search

Step 1. Choose report template

Long without text ref (VCA format)
[What's in the reports?](#)

Load a saved search

Load a saved search

Select a saved search

Step 2. Select communities by:

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species
- Mid Stratum Species

Step 3. Show results

Step 4. Run report

Name your search

Save search

When you have selected a field, click '**Add**' to add it to the search criteria. This opens the Search condition page as shown below.

Search condition

Column Class (Keith Class)

Operator =

Attribute value Aeolian Chenopod Shrublands

Select records for Any (Or) All (And)

Close OK

Click on the 'Operator' drop down menu to view and select the options. These will vary according to the type of data in the relevant field. Options are shown in the sequence below:

Text based fields:

Search condition

Column Common Name

Operator Contains

Enter value

Select records for (And)

Close OK

Numeric fields:

Search condition

Column Plant Community ID (PCT ID)

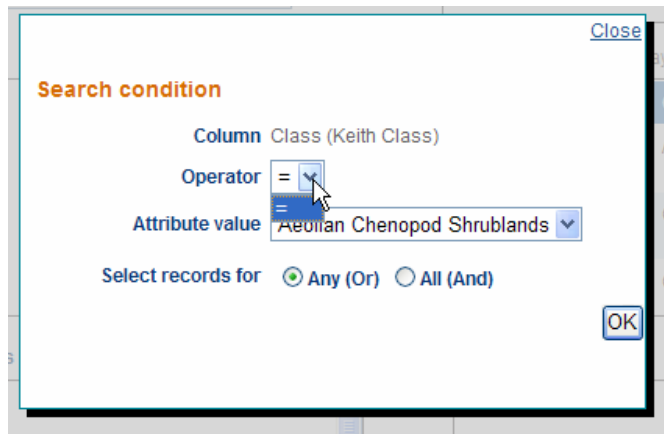
Operator

Enter value

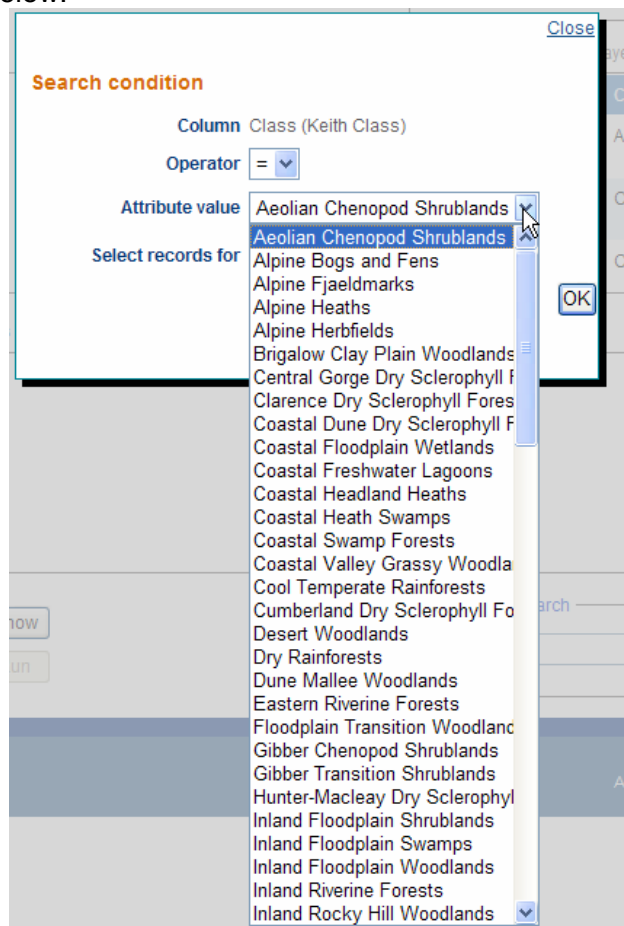
Select records for (Or) All (And)

Close OK

Look up Tables fields:

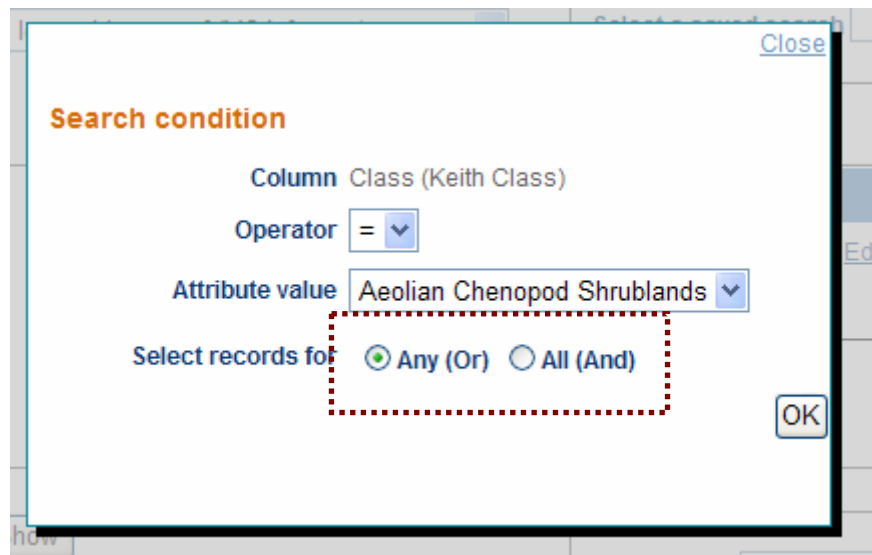


When you have selected the operator, select the attribute value from the drop down menu next to the field, as shown below.



Select the term you want by clicking once on the relevant entry.

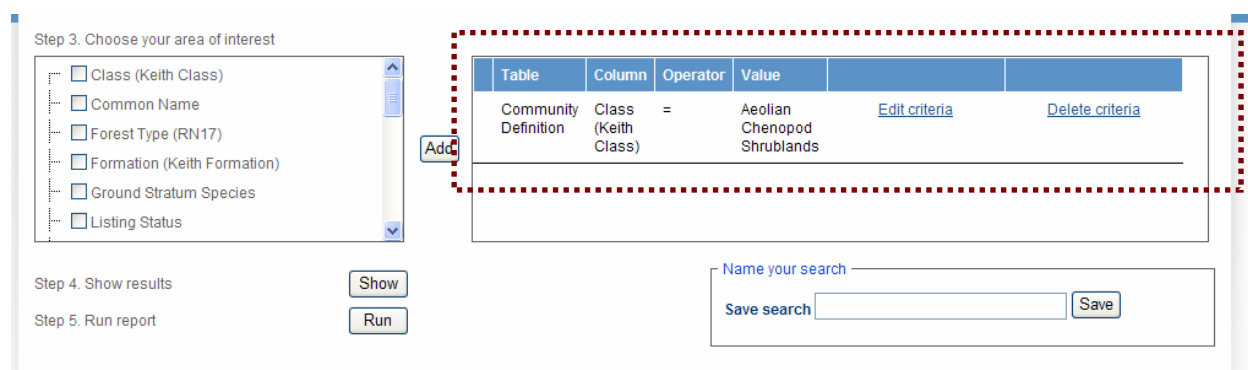
When you have selected the term you want, select the type of operator you want applied for this criterion, either 'Any (Or)' or 'All (And)', as shown below. If you are using only one criterion, this term is not relevant.



Please note that the ‘**Select records for**’ terms operate between the criteria, so that selecting ‘**Any (or)**’ will include communities that meet either of the criteria, while ‘**All (And)**’ will include only communities that meet both criteria simultaneously. For example, for criteria of Common Name contains gum and Class (Keith Class) = Alpine Heaths, the operator ‘**Any (Or)**’ will retrieve all communities where ‘gum’ occurs in the Common Name field, in addition to all communities where the Class (Keith Class) field is Alpine Heaths. This will retrieve hundreds of communities. Using the ‘**All (And)**’ operator however will select only those communities where the Common Name contains ‘gum’ AND where the ‘Class (Keith Class)’ is Alpine Heaths. In this case, no communities are retrieved as no communities match BOTH criteria.

Please also note that the order of criteria is crucial to getting the result you want, as the first criteria creates a subset that the second criteria is matched to. Using the same criteria and swapping their order can therefore produce different results.

When you have selected the term and operator, click ‘**OK**’ - the Search condition screen should now show your choices, as shown below.



Continue to build your criteria by selecting the field, then ‘**Add**’ it to open the Search condition page for each field. You may edit or delete a criteria at any time by using the ‘**Edit criteria**’ or ‘**Delete criteria**’ options to the right.

Handy Hint: As you compile criteria, please check the **'Run'** button in Step 6 at the bottom of the screen. This in effect previews whether the current combination of criteria match at least one plant community type. If the **'Run'** button is greyed out, there are no plant community types that meet the current combination of criteria. If this is the case, clicking **'Show'** will retrieve no matches, so you will need to alter the criteria.

6.2.3 Step 3: Show results

When you are happy with your criteria selection, click the **'Show'** button. This opens a list of the plant community types that are matched to your criteria, as shown below.

Search results

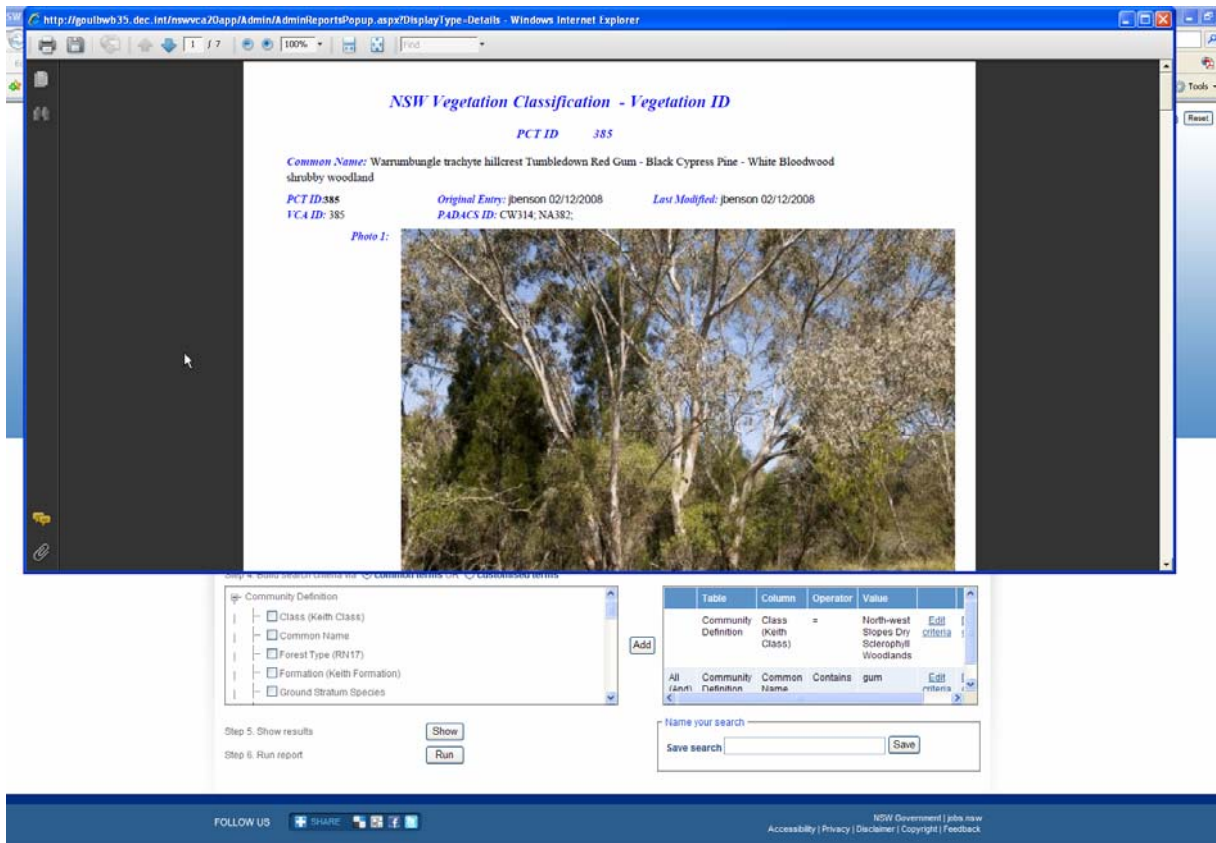
<input checked="" type="checkbox"/>	VCA ID	Common Name	Scientific Name
<input checked="" type="checkbox"/>	385	Warrumbungle trachyte hillcrest Tumbledown Red Gum - Black Cypress Pine - White Bloodwood shrubby woodland	Eucalyptus dealbata , Callitris endlicheri , Corymbia trachyphloia subsp. amphistomatica , Acacia cheelii / Acrotriche rigida , Phebalium squamulosum subsp. squamulosum , Cryptandra amara var. amara , Bursaria spinosa subsp. spinosa / Aristida vagans , Joycea pallida , Dianella revoluta var. revoluta , Gahnia aspera
<input checked="" type="checkbox"/>	386	Tumbledown Red Gum trachyte rock flat sedgeland - shrubland of the Warrumbungle Range region	Eucalyptus dealbata , Callitris glaucophylla / Calytrix tetragona , Phebalium squamulosum subsp. squamulosum , Notelaea microcarpa var. microcarpa , Acacia cultriformis / Isolepis hookeriana , Crassula sieberiana subsp. sieberiana , Wurmbea biglandulosa , Juncus usitatus
<input checked="" type="checkbox"/>	432	Dwyer's Red Gum - Dirty (Baradine) Gum - cypress pine shrubby woodland of the Narrabri region of the Brigalow Belt South Bioregion	Eucalyptus dwyeri , Eucalyptus chloroclada , Callitris glaucophylla , Callitris endlicheri / Melichrus urceolatus , Jacksonia scoparia / Aristida vagans , Aristida calycina var. calycina , Pomax umbellata , Cheilanthes sieberi subsp. sieberi
<input checked="" type="checkbox"/>	453	Granite gorge Tumbledown Red Gum - White Cypress Pine - Oleander Wattle low open woodland in the Warialda region	Eucalyptus dealbata , Callitris glaucophylla , Eucalyptus melanophloia , Alphitonia excelsa / Acacia neriifolia , Leptospermum brevipes , Notelaea microcarpa var. microcarpa , Leucopogon muticus / Aristida ramosa , Cymbopogon refractus , Crassula sieberiana subsp. sieberiana , Cheilanthes distans
<input checked="" type="checkbox"/>	506	Black Cypress Pine - White Box - Tumbledown Gum shrubby open forest / woodland mainly in the Mt Kaputar region, Nandewar Bioregion	Callitris endlicheri , Eucalyptus albens , Eucalyptus dealbata , Eucalyptus caleyi / Dodonaea viscosa subsp. angustifolia , Pultenaea microphylla var. cuneata , Olearia elliptica subsp. elliptica , Cassinia quinquefaria / Desmodium brachypodum , Poa sieberiana , Notodanthonia longifolia , Goodenia hederacea subsp. hederacea
<input checked="" type="checkbox"/>	555	White Cypress Pine - Orange Gum - Acacia granite outcrop shrubland in the Moonbi area of the Nandewar Bioregion and New	Callitris glaucophylla , Eucalyptus prava / Acacia neriifolia , Acacia viscidula , Cassinia uncata , Prostanthera nivea var. nivea / Cyperus fulvus , Paspalidium constrictum , Austrodanthonia fulva , Trinopon liliiformis

By default, all the matching types are shown checked, ie they will be in the report. You may need to scroll down the page to see the full list of communities. To modify, either uncheck individual communities in the list, or uncheck the top check box next to the VCA ID column header to deselect all communities. You can then reselect any by clicking individual communities or recheck all. When you are happy with the plant community types selected, click **'OK'** to save these as the ones to be run in the report. Click **'Close'** if you don't want to save your changes. Please note however that this will revert back to the default position, ie all communities will appear in the report.

6.2.4 Step 4: Run report

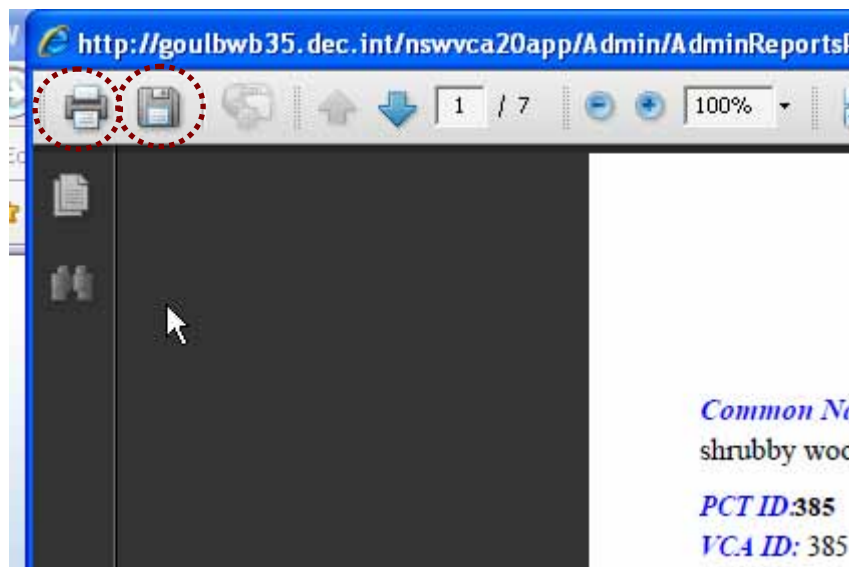
When you are ready, click **'Run'** to produce the report. Please note that depending on the size of the report (ie number of communities selected and number of fields/columns to be displayed) this may take some minutes.

When the system and server have processed the request, the report will be displayed on screen in a separate window, as shown below. (If you are exporting, details are immediately below the report description below).



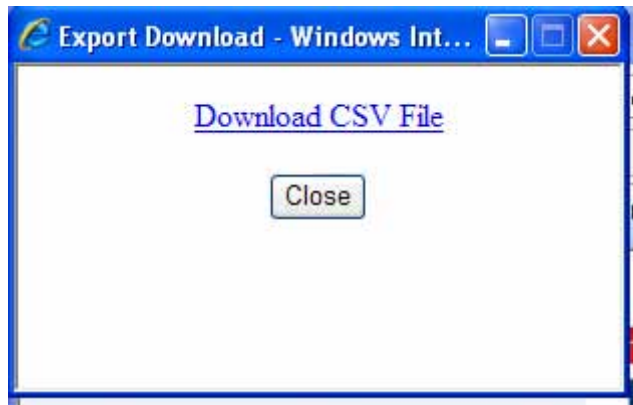
NB: The preview of reports appears as a new pop up screen. For this to function, please ensure that 'block pop ups' is not turned on; please refer to [Section 3. Possible Technical Issues](#), above, for instructions how to turn of the pop ups block.

You can review the report in this screen, then close it if you don't want to save or print the report, or elect to save or print via the two icons in the top left hand corner of the report screen (as shown below.)

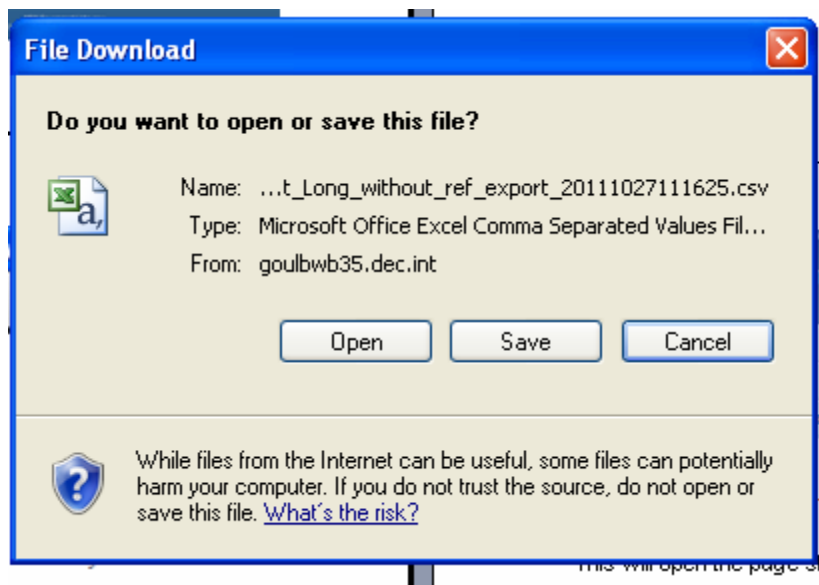


Run – Exports

If you are exporting, then when you click Run, the following pop up will appear:



Click '**Download CSV file**' to save the export file. The dialogue for saving as shown below will appear. Clicking '**Close**' will cancel the operation.



Please **Open** or **Save** the file as relevant. '**Cancel**' will Cancel the operation, but the Download CSV dialogue box will remain.

6.2.5 Saving Report Criteria

Once you have created your search, you can save the search set up to retrieve and run later, thus obviating the need to create the search again. To do this, give the current search set up a name in the '**Name your search**' box on the right, then click '**Save**'. This will save the set up to your log in, ie only you have access to this saved search.

To retrieve the saved search, select it from the '**Load a saved search**' box in the top right, by selecting it from the list and clicking once on the relevant saved search, as shown below.

Exports: Standard Exports [Guide to producing exports](#)

Create a new search

Step 1. Choose export template: Long without text ref (VCA format) [What's in the exports?](#)

Step 2. Select communities by:

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species
- Mid Stratum Species

Add

Step 3. Show results: **Show**

Step 4. Run export: **Run**

Load a saved search

Load a saved search: Select a saved search: --choose--
--choose--
MC test1

Table	Column	Operator	Value		
Community Definition	Class (Keith Class)	=	Aeolian Chenopod Shrublands	Edit criteria	Delete criteria

Name your search: Save search: MC test1 **Save**

This will automatically populate the fields for the search as they were saved to that name.

To modify an existing saved search, retrieve and load it, make your changes then save it using the same name. This will overwrite the existing saved set up.

You can create multiple saved searches, but remember to change the saved name if you do not want to overwrite an existing saved search.

6.3 Custom Reports

Select the Custom Reports option:

The screenshot shows a navigation menu with the following items: HOME, COMMUNITIES, ADMINISTRATION, HELP, LOGOUT. Below the menu, there is a 'Reports/Exports' section with a sub-menu containing 'Create New', 'Edit', 'Standard Reports', and 'Custom Reports'. A mouse cursor is pointing at the 'Custom Reports' option.

This will open the page shown below.

Reports: Custom Reports

[Guide to producing reports](#)

Create a new search

Step 1. Choose report template

[What's in the reports?](#)

Load a saved search

Load a saved search

Select a saved search

Step 2. Select communities by: common terms OR customised terms

Add

To change how images are displayed, or to select fields to be shown in the report, please open the 'Advanced options' section below. Otherwise, please proceed to Step 3 Show results to preview the communities that match your search.

You can save your search and display options by naming the current settings and click Save. The saved search will then be available to select in the 'Load a saved search' area above.

Step 3. Show results

Show

Step 4. Run report

Run

Name your search

Save search

Save

Advanced options

Include images ?

Yes No

Choose fields for report

Customise fields to display in report

Fields that will be displayed

The steps to produce a Custom Report are provided below.

6.3.1 Step 1: Select Report Template.

Information on the report templates is available via the '**What's in the reports?**' hyper-linked text. Please note however, that this document only refers to the five 'VCA Format' reports.

When the Template is selected, the relevant fields for the selected report template will be loaded into the '**Select communities by**' field boxes below, as shown below (example below is for the Long without ref text (VCA Format) template). Also note that the appropriate list of fields will be populated into the '**Advanced options**' area at the bottom of the page.

Reports: Custom Reports

[Guide to producing reports](#)

Create a new search

Step 1. Choose report template

Long without text ref (VCA format)

[What's in the reports?](#)

Load a saved search

Load a saved search

Select a saved search --choose--

Step 2. Select communities by: common terms OR customised terms

Community Definition

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species

Add

To change how images are displayed, or to select fields to be shown in the report, please open the 'Advanced options' section below. Otherwise, please proceed to Step 3 Show results to preview the communities that match your search.

You can save your search and display options by naming the current settings and click Save. The saved search will then be available to select in the 'Load a saved search' area above.

Step 3. Show results

Show

Step 4. Run report

Run

Name your search

Save search

Save

Advanced options

Include images ?

Yes No

Choose fields for report

Customise fields to display in report

Community Definition

- Adjoining Communities
- Characteristic Species Qualifiers
- Class (Keith Class)
- Classification Source
- Common Name

Fields that will be displayed

Table	Column
Community Definition	Adjoining Communities
Community Definition	Characteristic Species Qualifiers
Community Definition	Class (Keith Class)

By default, the selection will show the 'common terms' option, with all fields unchecked.

6.3.2 Step 2: Select Communities

There are two ways to compile your search query, ie criteria that the system will use to retrieve the relevant plant community types.

By default, the '**common terms**' method is active. This method presents a subset of the total number of fields and tables in the database, representing the most commonly used terms. Please scroll down the list to see what fields are available.

Step 4. Build search criteria via common terms OR customised terms

Community Definition

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species

Add

Step 5. Show results

Step 6. Run report

Name your search _____

Save search

When you are ready, please check one of the Column boxes, as shown below.

Step 4. Build search criteria via common terms OR customised terms

Community Definition

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species

Add

The 'Add' button should now become active, ie no longer greyed out. Click the 'Add' button to add the selected criteria to the open the Search condition page as shown below.

Search condition

Column Class (Keith Class)

Operator =

Attribute value Aeolian Chenopod Shrublands

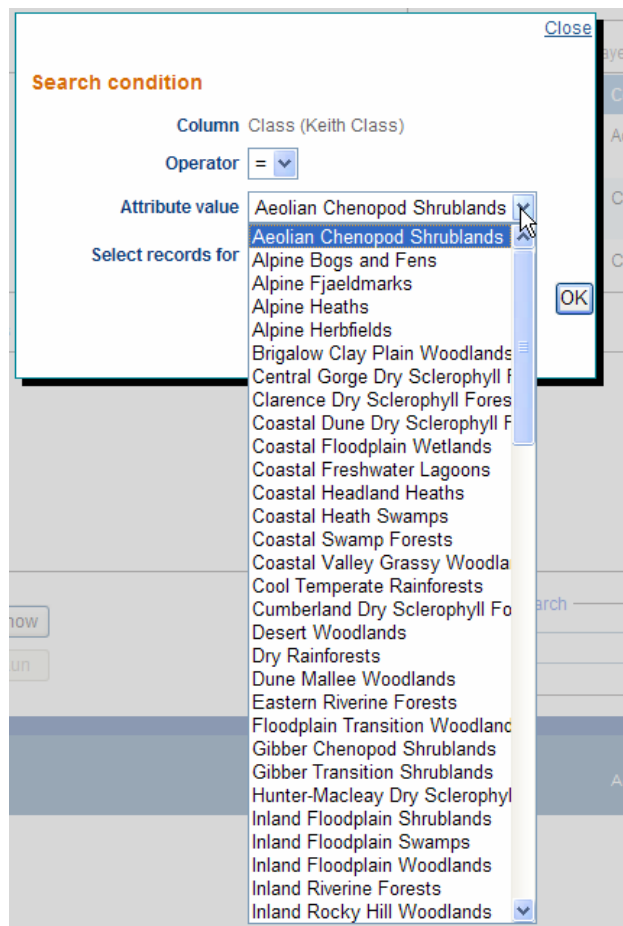
Select records for Any (Or) All (And)

Close

OK

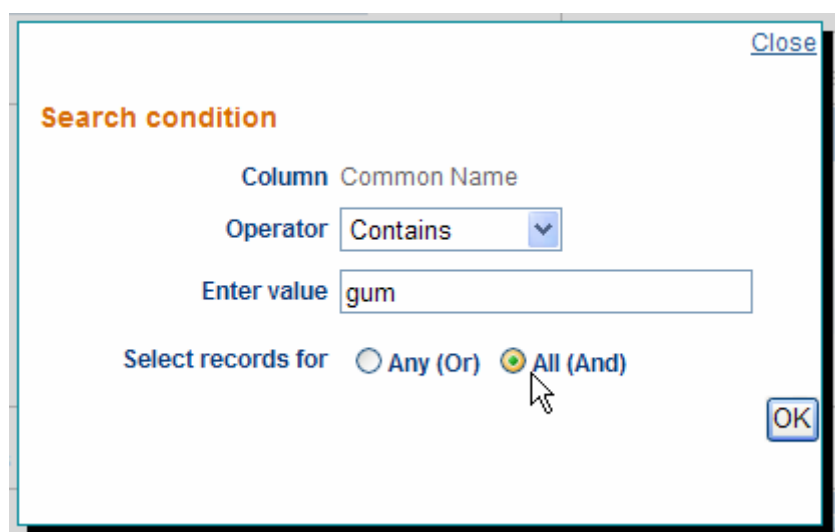
Click on the 'Operator' drop down menu to view and select the options. These will vary according to the type of data in the relevant field. Options are detailed in [6.2.2 Step 2: Select Communities](#), above.

When you have selected the operator, select the attribute value from the drop down menu next to the field, as shown below.



Select the term you want by clicking once on the relevant entry. The Search condition screen should now show your choices.

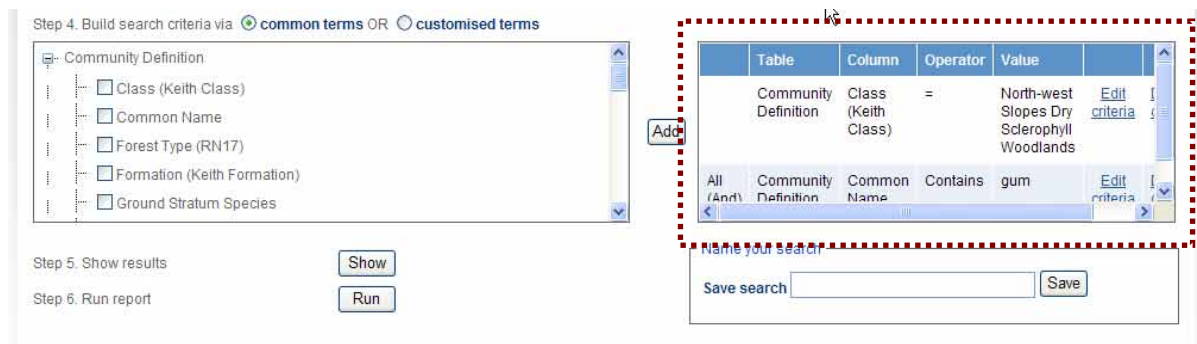
Select the type of operator you want applied for this criterion, either 'Any (Or)' or 'All (And)', as shown below. If you are using only one criterion, this term is not relevant.



Please note that the **'Select records for'** terms operate between the criteria, so that selecting **'Any (or)'** will include communities that meet either of the criteria, while **'All (And)'** will include only communities that meet both criteria simultaneously. For example, for criteria of Common Name contains gum and Class (Keith Class) = Alpine Heaths, the operator **'Any (Or)'** will retrieve all communities where 'gum' occurs in the Common Name field, in addition to all communities where the Class (Keith Class) field is Alpine Heaths. This will retrieve hundreds of communities. Using the **'All (And)'** operator however will select only those communities where the Common Name contains 'gum' AND where the 'Class (Keith Class)' is Alpine Heaths. In this case, no communities are retrieved as no communities match BOTH criteria.

Please also note that the order of criteria is crucial to getting the result you want, as the first criteria creates a subset that the second criteria is matched to. Using the same criteria and swapping their order can therefore produce different results.

Click OK to retain the criteria. The selected criteria should now appear in the field box to the right, as shown below.

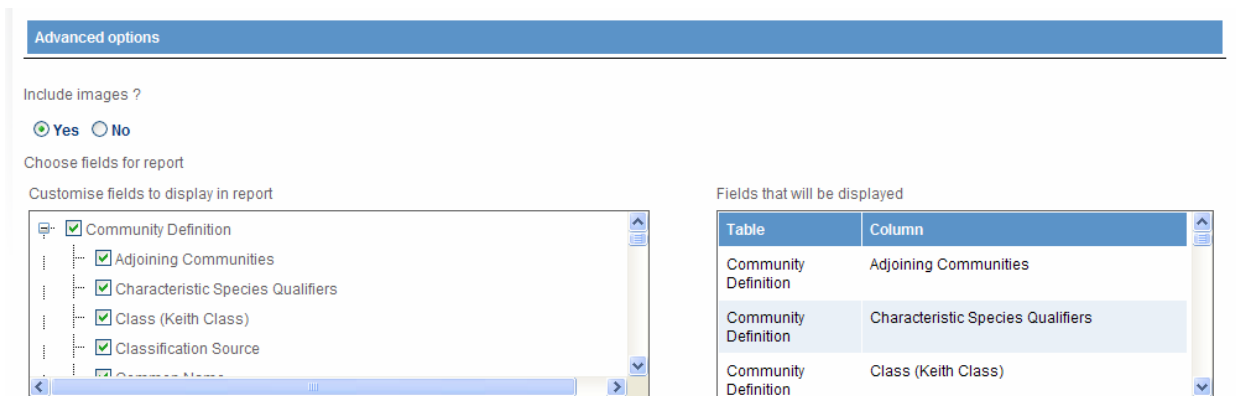


You can delete or edit the criteria in this compiling area by clicking on the **'Edit criteria'** or **'Delete criteria'** text. The **'Edit criteria'** option will take you back to the Search condition screen with the current criteria shown. The **'Delete criteria'** will remove that criteria entirely from the compiled list.

Handy Hint: As you compile criteria, please check the **'Run'** button in Step 6 at the bottom of the screen. This in effect previews whether the current combination of criteria match at least one plant community type. If the **'Run'** button is greyed out, there are no plant community types that meet the current combination of criteria. If this is the case, clicking **'Show'** will retrieve no matches, so you will need to alter the criteria.

6.3.3 Advanced options

The 'Advanced options' area at the bottom of the screen provides additional functionality to (i) choose to produce or not produce images in the report, and (ii) choose which fields will be displayed in the report.



Images options

Simply choose the option required under '**Choose image options**' ie **Yes** to have images, **No** to not have images. Please note this option only applies to reports that have images in their template, eg long reports do, simple list of communities does not. If the template you choose does not have images, then this does nothing.

Fields to display

The '**Choose fields for report**' provides a list of the fields currently set to be produced in the report. By default, all the fields are checked as 'on' as all fields in the template will be produced. You can simplify your report by turning off any number of fields. The fields are arranged according to the tables within the template. You can turn individual fields off (and back on) or turn off (and back on) all fields in the table, as shown below.



As you alter the display fields, the '**Fields that will be displayed**' box on the right will refresh to reflect the changes.

6.3.4 Step 3: Show results

When you are happy with your criteria selection, click the '**Show**' button. This opens a list of the plant community types that are matched to your criteria, as shown below.

Close

Search results

<input checked="" type="checkbox"/>	VCA ID	Common Name	Scientific Name
<input checked="" type="checkbox"/>	385	Warrumbungle trachyte hillcrest Tumbledown Red Gum - Black Cypress Pine - White Bloodwood shrubby woodland	<i>Eucalyptus dealbata</i> , <i>Callitris endlicheri</i> , <i>Corymbia trachyphloia</i> subsp. <i>amphistomatica</i> , <i>Acacia cheelii</i> / <i>Acrotriche rigida</i> , <i>Phebalium squamulosum</i> subsp. <i>squamulosum</i> , <i>Cryptandra amara</i> var. <i>amara</i> , <i>Bursaria spinosa</i> subsp. <i>spinosa</i> / <i>Aristida vagans</i> , <i>Joycea pallida</i> , <i>Dianella revoluta</i> var. <i>revoluta</i> , <i>Gahnia aspera</i>
<input checked="" type="checkbox"/>	386	Tumbledown Red Gum trachyte rock flat sedgeland - shrubland of the Warrumbungle Range region	<i>Eucalyptus dealbata</i> , <i>Callitris glaucophylla</i> / <i>Calytrix tetragona</i> , <i>Phebalium squamulosum</i> subsp. <i>squamulosum</i> , <i>Notelaea microcarpa</i> var. <i>microcarpa</i> , <i>Acacia cultriformis</i> / <i>Isolepis hookeriana</i> , <i>Crassula sieberiana</i> subsp. <i>sieberiana</i> , <i>Wurmbea biglandulosa</i> , <i>Juncus usitatus</i>
<input checked="" type="checkbox"/>	432	Dwyer's Red Gum - Dirty (Baradine) Gum - cypress pine shrubby woodland of the Narrabri region of the Brigalow Belt South Bioregion	<i>Eucalyptus dwyeri</i> , <i>Eucalyptus chloroclada</i> , <i>Callitris glaucophylla</i> , <i>Callitris endlicheri</i> / <i>Melichrus urceolatus</i> , <i>Jacksonia scoparia</i> / <i>Aristida vagans</i> , <i>Aristida calycina</i> var. <i>calycina</i> , <i>Pomax umbellata</i> , <i>Cheilanthes sieberi</i> subsp. <i>sieberi</i>
<input checked="" type="checkbox"/>	453	Granite gorge Tumbledown Red Gum - White Cypress Pine - Oleander Wattle low open woodland in the Warialda region	<i>Eucalyptus dealbata</i> , <i>Callitris glaucophylla</i> , <i>Eucalyptus melanophloia</i> , <i>Alphitonia excelsa</i> / <i>Acacia nerifolia</i> , <i>Leptospermum brevipes</i> , <i>Notelaea microcarpa</i> var. <i>microcarpa</i> , <i>Leucopogon muticus</i> / <i>Aristida ramosa</i> , <i>Cymbopogon refractus</i> , <i>Crassula sieberiana</i> subsp. <i>sieberiana</i> , <i>Cheilanthes distans</i>
<input checked="" type="checkbox"/>	506	Black Cypress Pine - White Box - Tumbledown Gum shrubby open forest / woodland mainly in the Mt Kaputar region, Nandewar Bioregion	<i>Callitris endlicheri</i> , <i>Eucalyptus albens</i> , <i>Eucalyptus dealbata</i> , <i>Eucalyptus caleyi</i> / <i>Dodonaea viscosa</i> subsp. <i>angustifolia</i> , <i>Pultenaea microphylla</i> var. <i>cuneata</i> , <i>Olearia elliptica</i> subsp. <i>elliptica</i> , <i>Cassinia quinquefaria</i> / <i>Desmodium brachypodium</i> , <i>Poa sieberiana</i> , <i>Notodanthonia longifolia</i> , <i>Goodenia hederacea</i> subsp. <i>hederacea</i>
<input checked="" type="checkbox"/>	555	White Cypress Pine - Orange Gum - Acacia granite outcrop shrubland in the Moonbi area of the Nandewar Bioregion and New	<i>Callitris glaucophylla</i> , <i>Eucalyptus prava</i> / <i>Acacia nerifolia</i> , <i>Acacia viscidula</i> , <i>Cassinia uncata</i> , <i>Prostanthera nivea</i> var. <i>nivea</i> / <i>Cyperus fulvus</i> , <i>Paspalidium constrictum</i> , <i>Austrodanthonia fulva</i> , <i>Trigonon liliiformis</i>

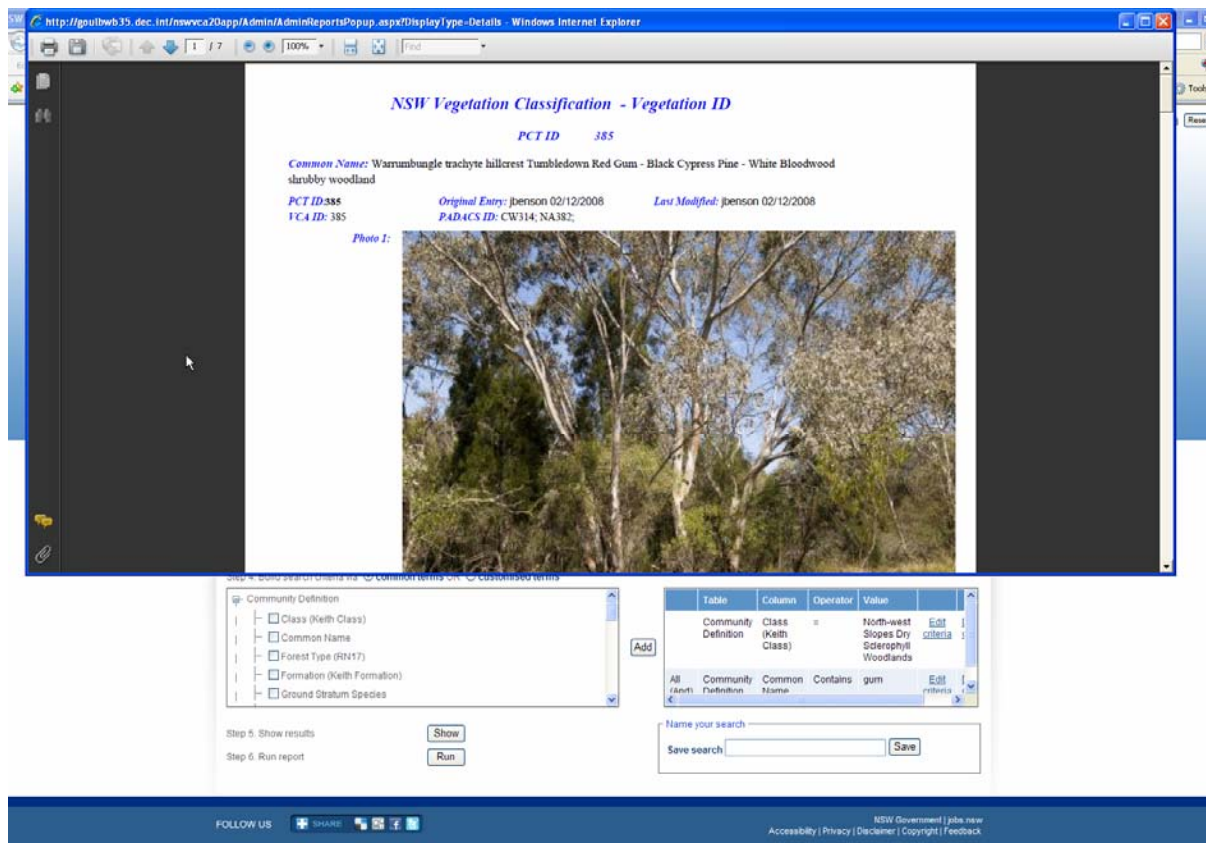
OK

By default, all the matching types are shown checked, ie they will be in the report. You may need to scroll down the page to see the full list of communities. To modify, either uncheck individual communities in the list, or uncheck the top check box next to the VCA ID column header to deselect all communities. You can then reselect any by clicking individual communities or recheck all. When you are happy with the plant community types selected, click 'OK' to save these as the ones to be run in the report. Click 'Close' if you don't want to save your changes. Please note however that this will revert back to the default position, ie all communities will appear in the report.

6.3.5 Step 4: Run report

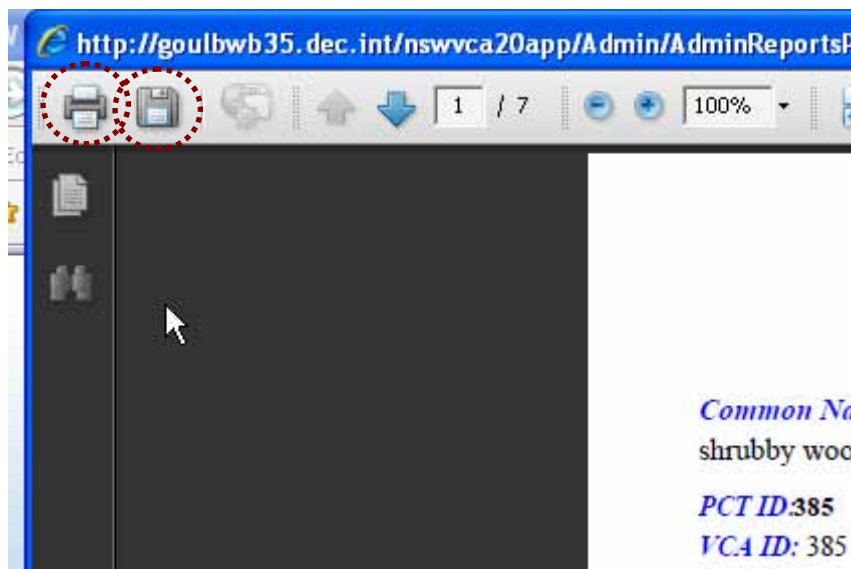
When you are ready, click 'Run' to produce the report. Please note that depending on the size of the report (ie number of communities selected and number of fields/columns to be displayed) this may take some minutes.

When the system and server have processed the request, the report will be displayed on screen in a separate window, as shown below.



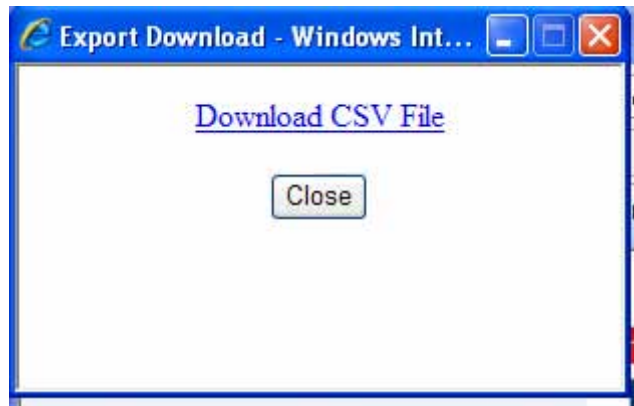
NB: The preview of reports appears as a new pop up screen. For this to function, please ensure that 'block pop ups' is not turned on; please refer to [Section 3. Possible Technical Issues](#), above, for instructions how to turn of the pop ups block.

You can review the report in this screen, then close it if you don't want to save or print the report, or elect to save or print via the two icons in the top left hand corner of the report screen (as shown below.)

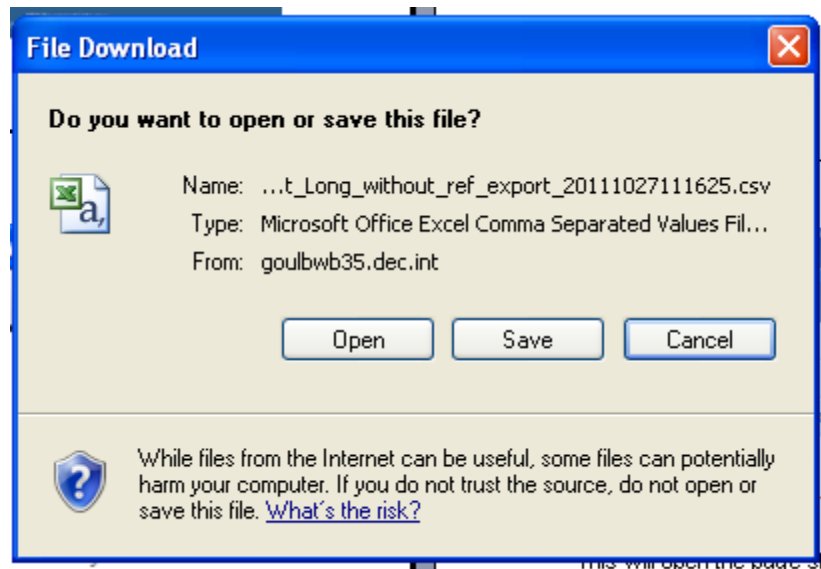


Run – Exports

If you are exporting, then when you click **Run**, the following pop up will appear:



Click '**Download CSV file**' to save the export file. The dialogue for saving as shown below will appear. Clicking '**Close**' will cancel the operation.



Please **Open** or **Save** the file as relevant. '**Cancel**' will Cancel the operation, but the Download CSV dialogue box will remain.

6.3.6 Saving Report Criteria

Once you have created your search, you can save the search set up to retrieve and run later, thus obviating the need to create the search again. To do this, give the current search set up a name in the '**Name your search**' box on the right, then click '**Save**'. This will save the set up to your log in, ie only you have access to this saved search.

To retrieve the saved search, select it from the '**Load a saved search**' box in the top right, by selecting it from the list and clicking once on the relevant saved search, as shown below.

Reports: Custom Reports [Guide to producing reports](#)

Create a new search

Step 1. Choose report template: [What's in the reports?](#)

Step 2. Select communities by: **common terms** OR **customised terms**

Community Definition

- Class (Keith Class)
- Common Name
- Forest Type (RN17)
- Formation (Keith Formation)
- Ground Stratum Species

To change how images are displayed, or to select fields to be shown in the report, please open the 'Advanced options' section below. Otherwise, please proceed to Step 3 Show results to preview the communities that match your search.

Step 3. Show results:

Step 4. Run report:

Load a saved search

Load a saved search:

Select a saved search:

- MC Test 2
- MC Custom Test 1

Table	Column	Operator	Value		
Community Definition	Class (Keith Class)	=	Aeolian Chenopod Shrublands	Edit criteria	Delete criteria

You can save your search and display options by naming the current settings and click Save. The saved search will then be available to select in the 'Load a saved search' area above.

Name your search:

This will automatically populate the fields for the search as they were saved to that name.

To modify an existing saved search, retrieve and load it, make your changes then save it using the same name. This will overwrite the existing saved set up.

You can create multiple saved searches, but remember to change the saved name if you do not want to overwrite an existing saved search.

6.3.7 Customised Terms

The alternative approach to selecting communities for your reports or export is to customise the terms or criteria that are used in building your search query. To do this, click the radio button next to the '**customised terms**' option at Step 2, as shown below.

Reports: Custom Reports [Guide to producing reports](#)

Create a new search

Step 1. Choose report template: Long without text ref (VCA format) [v] [What's in the reports?](#)

Step 2. Select communities by: common terms OR **customised terms**

- Community Benchmarks
- Community Definition
- Community Extent
- Community Structure
- Community Vegetation Type
- Conservation Status

To change how images are displayed, or to select fields to be shown in the report, please open the 'Advanced options' section below. Otherwise, please proceed to Step 3 Show results to preview the communities that match your search.

Step 3. Show results:

Step 4. Run report:

Load a saved search

Load a saved search:

You can save your search and display options by naming the current settings and click Save. The saved search will then be available to select in the 'Load a saved search' area above.

Name your search:

Save search:

The list of fields directly below will refresh to display the full list of fields available to create your query. Please note that there are almost 200 fields in total so setting up your query may be time consuming. However you will be able to save and retrieve your query as part of a saved search once you have created it.

The fields initially are collapsed within the tables that the fields belong to. To see the fields, click the '+' symbol next to the category (table or field grouping) to expand it, as shown below.

Step 2. Select communities by: common terms OR **customised terms**

- Community Benchmarks
- Community Definition
 - Adjoining Communities
 - Class (Keith Class)
 - Classification Source
 - Common Name

To change how images are displayed, or to select fields to be shown in the report, please open the 'Advanced options' section below. Otherwise, please proceed to Step 3 Show results to preview the communities that match your search.

Step 3. Show results:

Step 4. Run report:

Name your search:

Save search:

The process for selecting the terms is the same as described above in [Section 20.1.2 Step 2 Select Communities](#) above. Please refer to that section for instructions for building your query.

You can collapse a category at any time by clicking on the '-' symbol against an open category menu.

Definitions of the table categories (ie 'terms') and fields is provided via the hyper-linked '**Descriptions of Terms (Tables and Field Definitions)**'.

7 Logging Out

When you have finished your VIS Classification session, please remember to log out of the application by clicking the '**LOGOUT**' tab.

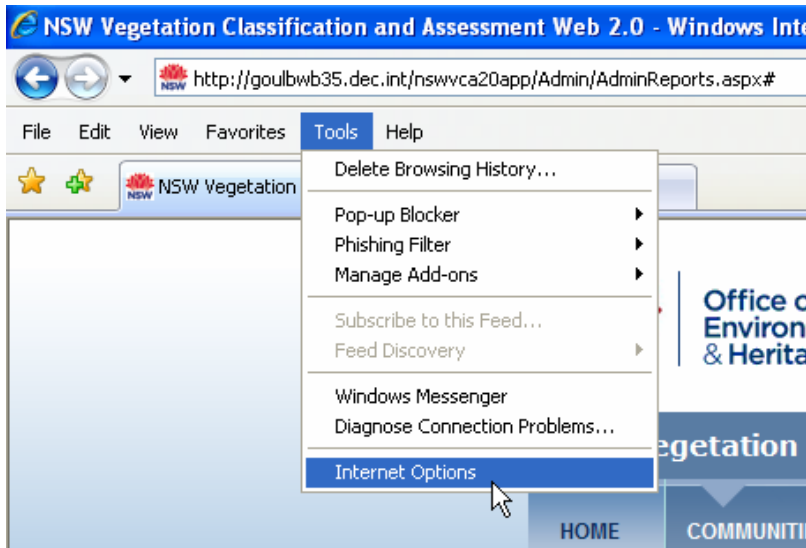


References

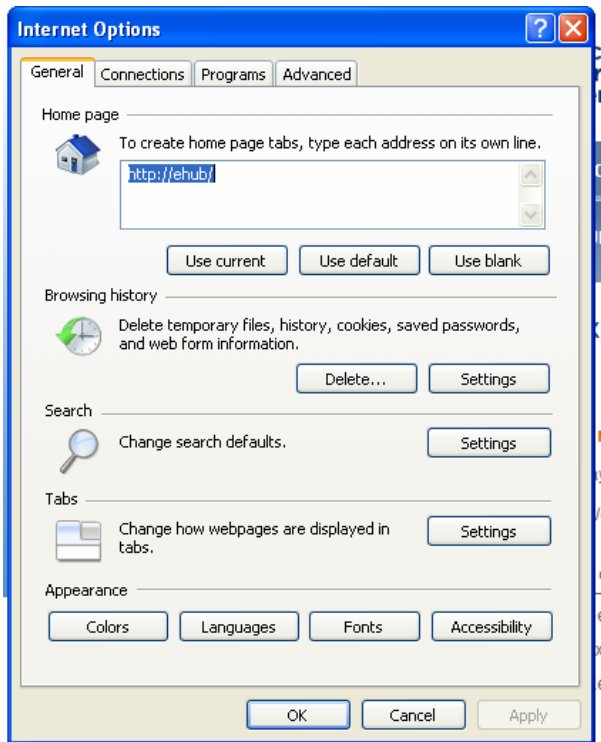
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Attachment 1: Possible Internet Explorer Issues

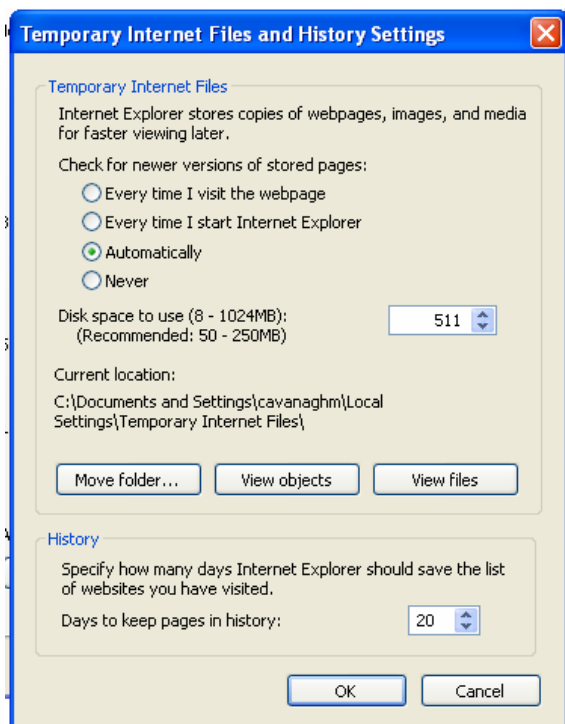
There is a known issue with IE in that the retrieval of cached information may over-ride the loading of updated pages. If during use you find that pages or areas are not refreshing as expected (eg clicking on options radio buttons does not clear previous selections), this may be due to cache retrieval. To fix this, select the 'Internet Options' from the Tools menu in IE, as shown below.



The screen below should appear:



Click on 'Settings' in the Browsing history' section. This opens the screen below:



Ensure that the 'Automatically' radio button is checked, as shown above (NB note what the current option is so you can reset if you wish after UAT).

Click OK to go back to the Internet Options screen. Now click on the 'Delete' button in the 'Browsing history' section. The options screen below should appear.



Click on 'Delete files...' in the 'Temporary Internet Files' section. This will delete only the stored temporary files. Please note that if you haven't cleared the temporary files for a while (or ever!) this may take some time. A progress screen will show while this is happening. Provided the green bar keeps moving, all should be fine.

It may also be advisable to delete the cookies from the IE cache (ie click 'Delete cookies...' in the 'Cookies' section). This will remove all stored data that is retrieved by a range of sites, including stored log in information. This simply means that if you clear the Cookies, you will need to provide log in data when you return to any page that was using stored log in

information. There shouldn't be any issues with this, but if you are unsure, please ignore this step.

When the processes are finished, click 'Close', then 'Cancel' at the next screen to return to the VIS Classification screen.