# CTA GEOPORTAL HARVEST DATABASE

# MANUAL FOR CTA LOCAL ADMINISTRATION OFFICERS

# **CREE TRAPPERS ASSOCIATION (CTA)**



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# **TABLE OF CONTENTS**

1	INTI	RODUC	TION	3
	1.1	WORK	FLOW	3
2	CTA GEOPORTAL HARVEST DATABASE WEB APP			1
	2.1	GEOP	ORTAL LOGIN	1
	2.2	HOME	SCREEN	2
3	HARVEST DATABASE			3
	3.1	3.1 HARVEST DATA ENTRY		
		3.1.1	Enter Trapper Details	3
		3.1.2	Entering the Harvest	4
		3.1.3	Harvest Entry Attribute Options	5
	3.2	HARVI	EST DATA TRACKING	6
		3.2.1	Reviewing and Deleting a Harvest Record	7
	3.3	REPOI	RTING	8
	3.4	CTA M	AP (HARVEST DATA)	9
4	WIL	WILDLIFE OBSERVATIONS		
	4.1	WILDL	IFE OBSERVATIONS DATA ENTRY	10
		4.1.1	The Wildlife Observation Interface	10
		4.1.2	Entering a Wildlife Observation	11
		4.1.3	Observation Entry Attribute Options and Mandatory Fields	12
	4.2	WILDL	IFE OBSERVATIONS DATA TRACKING	14
		4.2.1	Reviewing, Editing or Deleting an Observation Record	15
5	CLIMATE CHANGE OBSERVATIONS			16
	5.1	CLIMA	TE CHANGE DATA ENTRY	16
		5.1.1	The Climate Change Observation Interface	17
		5.1.2	Entering Climate Change Observations	18
		5.1.3	Climate Change Entry Attribute Options and Mandatory Fields	19
	5.2	CLIMA	TE CHANGE DATA TRACKING	
		5.2.1	Reviewing, Editing or Deleting an Observation Record	21

# 1 INTRODUCTION

The mobile applications are designed to help collect information in the field. This information is being synchronized with the CTA applications on the Cree Geoportal. The CTA Wildlife mobile phone app populates the Harvest database while the GPS field data collector synchronizes with the Cabins map.

This manual addresses the Cree Geoportal Harvest Database web application accessible through the following link: <a href="https://www.creegeoportal.ca/">https://www.creegeoportal.ca/</a>. This application allows both the entry of new data and the review and update of harvest, wildlife, and climate change data collected with the mobile devices.

Harvest data is reported by trapline harvested and is not based on the user current location. Therefore, this data can be entered and reported at any time: in the field and/or later from the community.

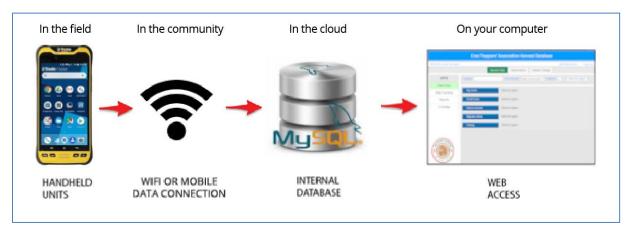
All other information collected with the mobile app (Wildlife and Climate Change Observations) is reported based on the user current location and it must be recorded in the field near the feature being recorded. Recording it later will result in the feature appearing on the map based on your current location.

### This manual covers:

- Harvest data entry and tracking: Big Game, Small Game, Marine Animals, Migratory Birds, and Fishing
- Wildlife Observations Data Entry and tracking
- Climate Change Data Entry and tracking

# 1.1 Workflow

The following workflow diagram provides an overview of the how the applications combine to collect data in the field and display it online.



# 2 CTA GEOPORTAL HARVEST DATABASE WEB APP

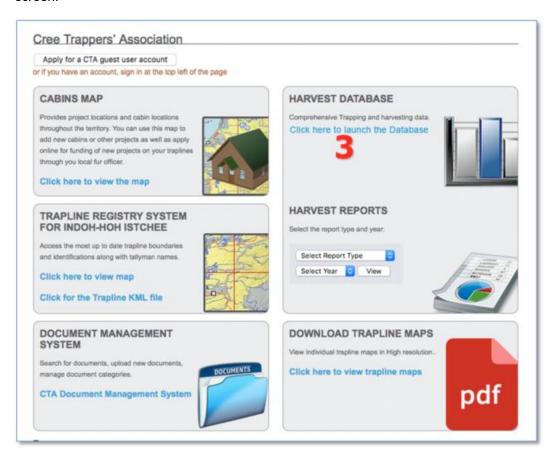
### 2.1 GEOPORTAL LOGIN

1. Log in with your assigned credentials at <a href="http://www.creegeoportal.ca">http://www.creegeoportal.ca</a>. (1) If you do not have credentials contact the Cree Trapper's Association for help or submit an online application by filling-in the web form available on the CTA section of the Geoportal.



2. Click on the CTA section of the Geoportal (2).

3. In the CTA section of the Cree Geoportal Launch the Harvest Database application by clicking on the blue link (3). This will launch a new browser window displaying the Harvest Database Home screen.



# 2.2 HOME SCREEN

The home screen of the Harvest Database contains four sections to choose from on the left hand side of page (A), and three tabs on top of the page (B).

The tabs (B) provide access to three different CTA databases:

- 1. Harvest database
- 2. Wildlife observations database
- 3. Climate change database



The left panel (A) contains four sections with different functionality:

- 1. Data Entry this section is used to enter new data
- 2. Data Tracking in this section, all submitted information can be reviewed and edited (or deleted)
- 3. Reports this section allows for report generation based on different parameters (community, time period and species) and applies only the Harvest Data tab
- 4. CTA Map displays harvest levels on a map based on different parameters (game/species type and time period of harvest) and applies only the Harvest Data tab

The Home screen is also the default screen for Harvest Data entry.

# 3 HARVEST DATABASE

# 3.1 HARVEST DATA ENTRY

To enter harvest data select the **Data Entry** section under the **Harvest Data** tab. This is the default configuration upon launch of the application. First, the user must enter the trapper details, then harvest information.

# 3.1.1 Enter Trapper Details



(a) **Select trapper**: Enter the trapper's name in the Trapper field. If the trapper has been already registered with the CTA, the application will automatically suggest user names after entering the first three letters.

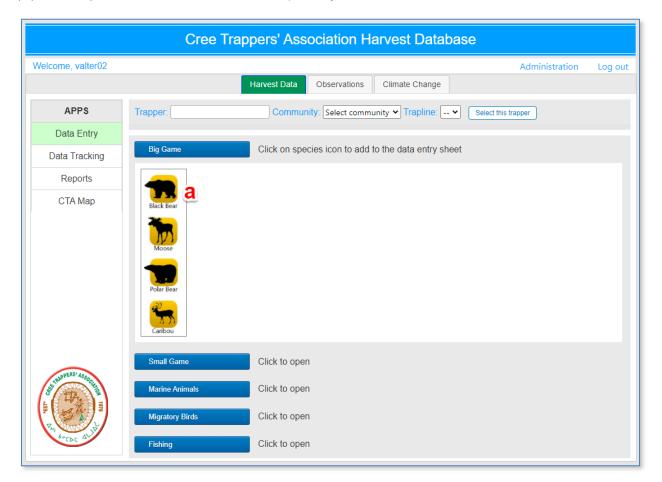
- (b) **Select community**: Click on the select community field to display a dropdown menu of Cree communities to select from. Chose the community on whose territory the harvest was made.
- (C) Select trapline: Click on the trapline field to display a list of traplines for the community you chose in step b.
- (d) Confirm: Click the "Select this trapper" button to confirm the trapper for which you wish to enter a harvest.
- (e) Change trapper: Click the "Change Trapper" button to open all the fields to editing and make changes.



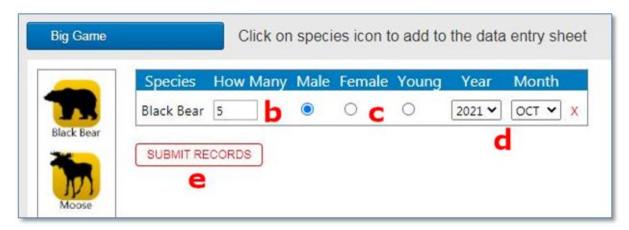
# 3.1.2 Entering the Harvest

Select the type of Harvest you wish to enter. For the example below we will use Big Game, however the process is the same for all game type entries.

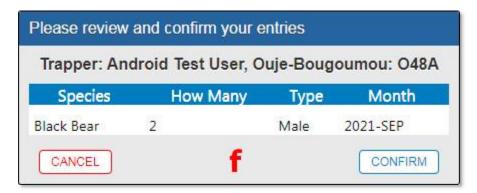
(a) **Select species**: Click on the icon for the species you want to enter.



- (b) Enter the number harvested: Enter the number harvested in the "How Many" field.
- (C) Select the gender or age harvested: Click on the radio button to select one of the options "Male", "Female", or "Young".
- (d) Select the year and month harvested: Click on the dropdown menus to select the year and month of the harvest



- (e) Click Submit Records: Click on the Submit Records button to enter the new information.
- (f) Review and Confirm Submission: Clicking Submit Records generates a summary of the information for the user to review and confirm. Press Cancel to return to the previous screen and edit the harvest information. Press Confirm to enter the information into the database.



### 3.1.3 Harvest Entry Attribute Options

Although the process is identical for all Harvest entries and all entries require the number harvested and the month/year harvested, different harvest types require different attributes. The differences in attributes are displayed and described below:

Big Game Harvest entries require the gender or age of the harvest.



Small Game Harvest entries do not require any supplementary attributes.



Marine Animal Harvest entries require the gender or age of the harvest.



Migratory Birds Harvest entries do not require any supplementary attributes.

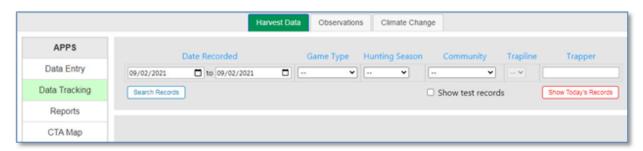


Fishing Harvest entries require the Fishing Method, Fishing Practice, and Lake Name



### 3.2 HARVEST DATA TRACKING

To track harvest data select the **Data Tracking** section under **Harvest Data** tab:

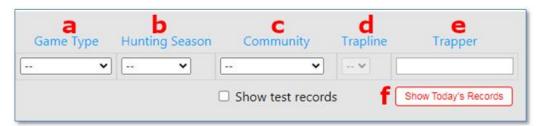


To display records select the options from the search parameters to narrow the results and click the "Search Records" button.

Only the **Date Recorded** parameters are mandatory. By default the date fields are filled with today's date. Leaving all other fields blank will display all records entered today. The other search parameters, which you can be used to filter the search results, are:

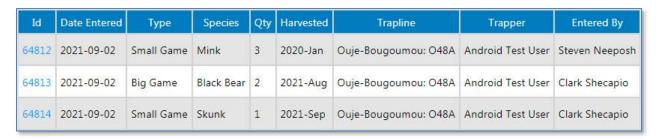
- (a) Game Type: choose from Big Game, Small Game, Migrating Birds, Marine Animals, Fishing.
- (b) **Hunting Season**: choose from CTA year, for example 2018-2019 or 2019-2020.
- (C) Community: select which Cree community's territory to search for harvest records.
- (d) **Trapline**: select which trapline's territory to search for harvest records, this option requires the selection of a community first.
- (e) **Trapper**: choose a trapper's harvest records to search by entering their name.
- (f) Today's Records: additionally the user can review the work they have done that day by clicking the "Show Today's Records" button.

Clicking the "Show test records" checkbox will display records that also include test data in the results. This option exists so that the system administrators can test the application and then review and delete their data.



### 3.2.1 Reviewing and Deleting a Harvest Record

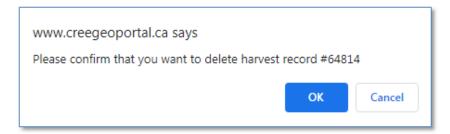
The system displays the search results as a table below the search parameters.



The blue **Id** numbers (first column on the left, above) can be selected to open the associated record with more detail.

Harvest record #64814
Recorded: 2021-09-02 by Clark Shecapio
Game type: Small Game
Species: Skunk
How many: 1
Community: Ouje-Bougoumou, trapline: O48A
Trapper: Android Test User
Harvested: Sep 2021
If this record has been entered in mistake, you can DELETE it.

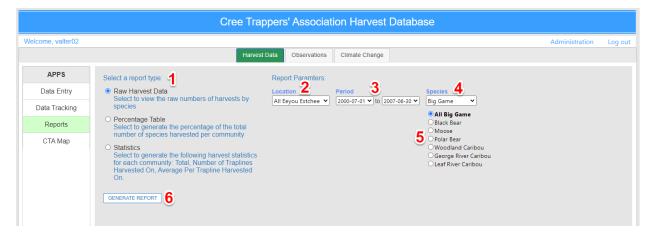
To remove a record click on **DELETE**, highlighted in red at the bottom of the record details. This will launch a confirmation pop-up window.



Select **OK** to delete the record and return to the results table or **Cancel** to abort the operation and return to the record.

### 3.3 REPORTING

Reports can be generated based on various parameters. The user must choose from the following options:



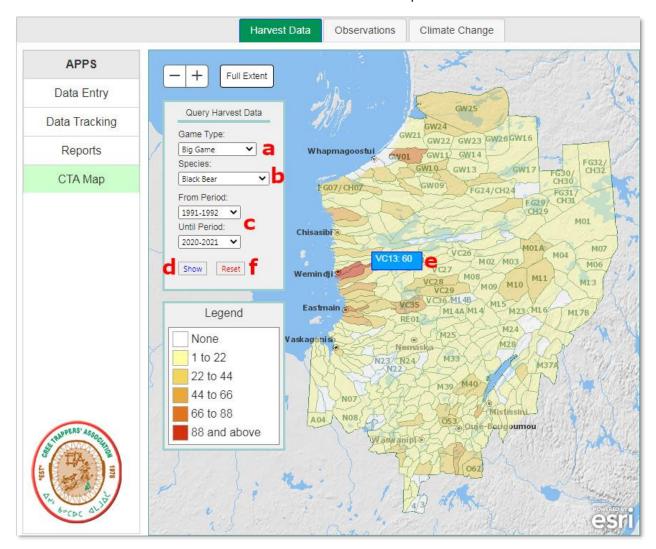
- Report type
- 2. Location of harvest (all of Eeyou Istchee or community)

- **3.** Time period (two drop downs From and to). The time period is listed by harvest year beginning on July 1 of each year and ending on June 30 the following year.
- **4.** Species groups (includes big game, small game, migratory birds and fishing). Following selection of the species group, individual species within the group are listed as radio buttons (**5**) for the user to further refine the report

Clicking on the Generate Report button (6) will download an Excel file with the report information

# 3.4 CTA MAP (HARVEST DATA)

The CTA Map is used to display harvesting information for Eeyou Istchee by individual trapline. To access it select the Harvest Data tab and then click on the CTA Map section.



- (a) Select the **Game Type** from the drop-down menu.
- (b) Select the **Species** you would like to display (determined by the Game Type selected)
- (C) Select the From Period and Until Period to select the time period to display.

- (d) Click the "Show" button to display the results on the map
- (e) Roll over the traplines with your mouse pointer to see totals for individual traplines.
- (f) Click the "Reset" button to clear the results and all query parameters.

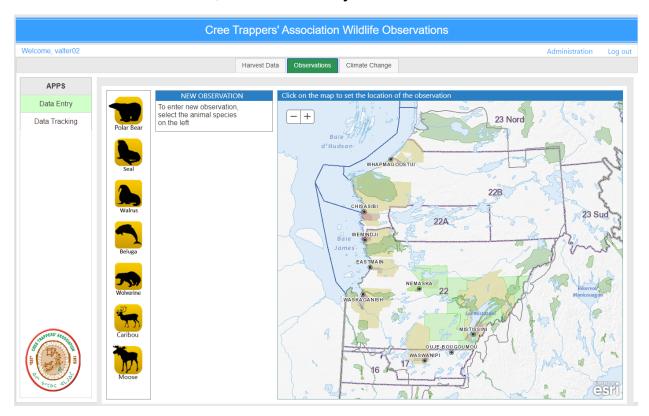
# 4 WILDLIFE OBSERVATIONS

Wildlife observation reporting is important for monitoring of species of special concern and species specific to the Eeyou Marine Region (EMR).

In this section of the Harvest Database application you can report important information on animals observed and not necessarily harvested. You can also review and edit any information submitted via the CTA Wildlife mobile app.

### 4.1 WILDLIFE OBSERVATIONS DATA ENTRY

To enter Wildlife Observation data, select the **Data Entry** section under the **Observations** tab.

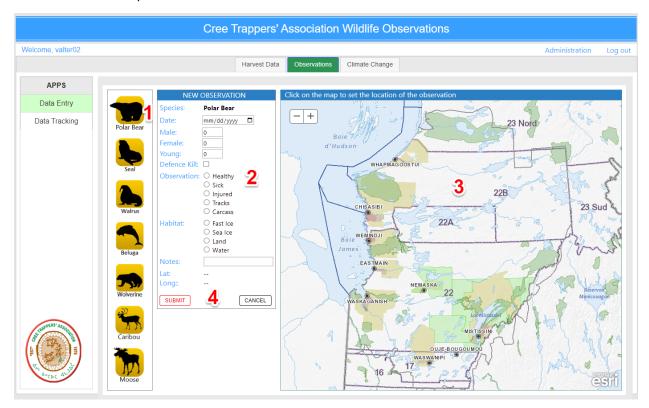


### 4.1.1 The Wildlife Observation Interface

The list and image below outlines the process of entering a Wildlife Observation.

- (1) Select the species.
- (2) Fill in the required and, if possible, optional attribute fields.

- (3) Select the location of the Observation on the map (zoom in for a detailed location map at large scale)
- (4) Press **Cancel** to delete the Observation or **Submit** to enter the Observation to the database. Observations do not present the user with a confirmation box.



# 4.1.2 Entering a Wildlife Observation

For this example we will use Polar Bear, however the process is the same for all Wildlife Observation entries with some differences in attributes described in more detail in the next section.

- Select the species icon. This opens the New Observation interface (below) which allows the user to enter attributes of the observation. This list is customized for each species.
- Fill the attribute fields.
- Click on the map to select the location. The location displays as a red dot. This automatically fills the Lat and Long attribute fields.
- Click Submit or Cancel.

The map can be zoomed in or out with the plus or minus buttons at the top left of the map or by placing the mouse cursor over the map and moving the mouse wheel forward to zoom in and backward to zoom out. The map can be panned by clicking and dragging the image.





# 4.1.3 Observation Entry Attribute Options and Mandatory Fields

All **Observation** entries require the date of the observation, number of individual species observed and the location of the observation. However, different observation species have different optional attribute fields as displayed below.







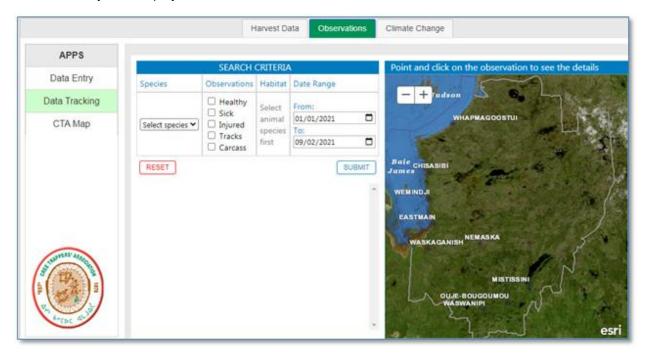






# 4.2 WILDLIFE OBSERVATIONS DATA TRACKING

To track Wildlife Observation data first select the **Observations** tab, then select the **Data Tracking** section. The system displays the search criteria.



Only the **Date Range** parameters are mandatory. By default the Date Range "**From**" field is filled with the first date of the current year and the "**To**" field is filled with today's date. The additional search parameters, which can be used to filter the search results, are:

- (a) **Species**: choose from Polar Bear, Seal, Wolverine, Beluga, and Walrus.
- (b) **Observations**: check the boxes that apply, these alter as a result of the species selected, leaving this field blank causes the search to return all Observation options.



(C) Habitat: check the boxes that apply, these alter as a result of the species selected, leaving this field blank causes the search to return all Observation options.

(d) To display records select the options from the search parameters to narrow the results and click the "SUBMIT" button. Click the "RESET" button to clear all the parameters and search results.

# 4.2.1 Reviewing, Editing or Deleting an Observation Record

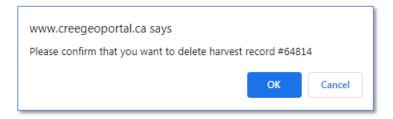
Based on the search parameters, the system displays the search results/records in table format (as displayed below) and associated location as icons on the zoom-able map.



The blue **Id** numbers (first column on the left on image above) can be selected to open the record (see image below). Rolling over the icons on the map with the mouse pointer displays key information about the record (the white box on the map above).



To remove a record click on **DELETE IT**, highlighted in red at the bottom of the record details. This will launch a confirmation pop-up window.



Select **OK** to delete the record and return to the results table or **Cancel** to abort the operation and return to the record.

To edit an observation record's location click on **EDIT LOCATION** at the bottom of the record details. This will make the longitude (**Long**) and latitude (**Lat**) fields editable in decimal degree format.



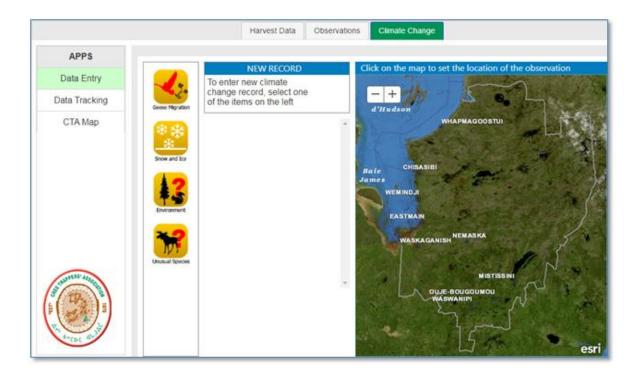
Click on SAVE to apply the change to the location coordinates and return to the records table or **CANCEL** to abort the edit operation. The icon on the map will move to reflect the change.

# 5 CLIMATE CHANGE OBSERVATIONS

Climate Change reporting is important for monitoring the impacts of Climate Change on Eeyou Istchee territory. In this section of the Harvest Database application you can report important information on observations, including ice and snow, goose migration, unusual species sightings and changes to the environment. You can also review and edit information submitted via the mobile app.

### 5.1 CLIMATE CHANGE DATA ENTRY

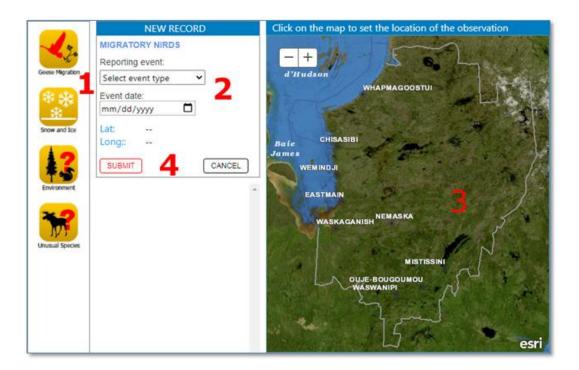
To enter a Climate Change Observation select the **Data Entry** section and the **Climate Change** tab.



# 5.1.1 The Climate Change Observation Interface

The list and image below outlines the process of entering a Climate Change observation.

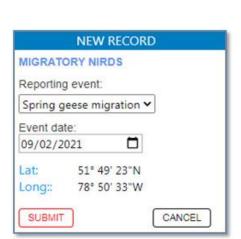
- (1) Select the type of observation.
- (2) Fill in the attribute fields.
- (3) Select the location of the Climate Change observation on the map.
- (4) Press **Cancel** to delete the Climate Change observation or **Submit** to enter it to the database. Climate Change observations do not present the user with a confirmation box.



# 5.1.2 Entering Climate Change Observations

For this example we will use Geese Migration however the process is the same for all Climate Change observation entries with some differences in attributes described in the next section.

- Select the **Climate Change** observation icon, this opens the **New Record** interface which allows the user to enter the attributes customized for each type of observation.
- Fill the attribute fields.
- Click on the map to select the location. The location displays as a red dot. This automatically fills the **Lat** and **Long** attribute fields.
- Click on Submit or Cancel in case you made a mistake.



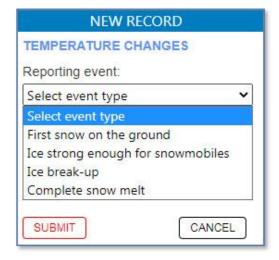


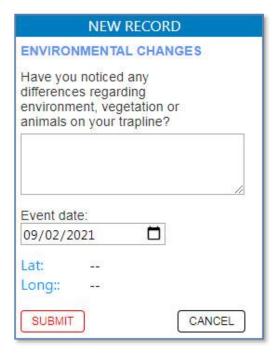
The map can be zoomed in or out with the plus or minus buttons located at the top left of the map or by placing the mouse cursor over the map and moving the mouse wheel forward to zoom in and backward to zoom out. The map can be panned by clicking and dragging the image.

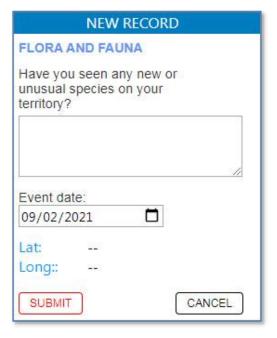
# 5.1.3 Climate Change Entry Attribute Options and Mandatory Fields

Different Climate Change observation types contain different dropdown menus specifying the type of observation. The different menu choices for each type are displayed below.



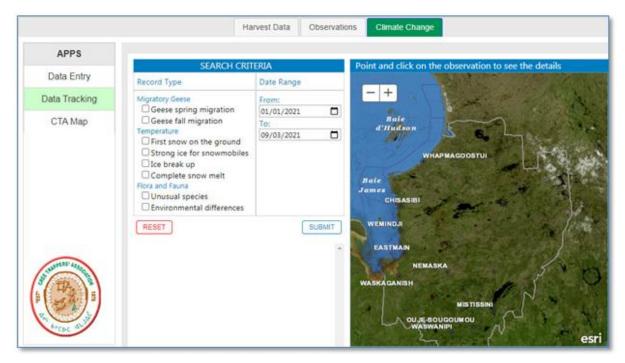






### 5.2 CLIMATE CHANGE DATA TRACKING

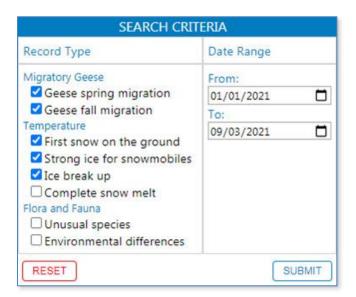
To track Climate Change Observations data first select the **Climate Change** tab, then select the **Data Tracking** section. The system displays the search criteria.



Only the **Date Range** parameters are mandatory. By default the Date Range "**From**" field is filled with the first date of the current year and the "**To**" field is filled with today's date.

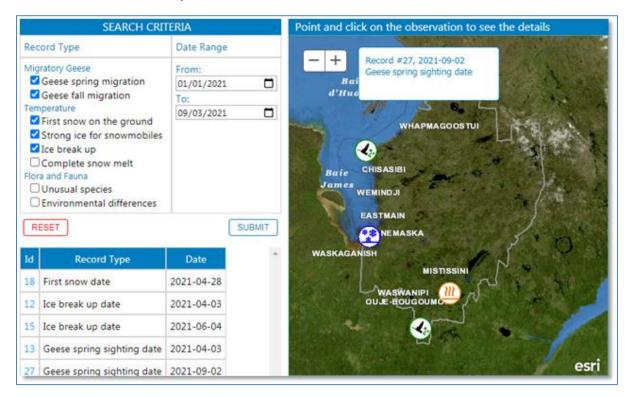
The results can be filtered by the **Record Type** parameter; check the boxes that apply.

To display records select the options from the search parameters to narrow the results and click the "SUBMIT" button. Click the "RESET" button to clear all the parameters and search results.



# 5.2.1 Reviewing, Editing or Deleting an Observation Record

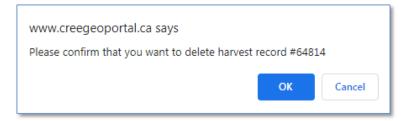
The system displays the search results in table format below the search criteria. Locations are displayed as icons on the interactive map.



The blue Id numbers (first column on the left on the image above) can be selected to open the detailed record. On the map, rolling over the icons with the mouse pointer displays key information about the record (the white box on the map above).



To remove a record click on **DELETE** in red at the bottom of the record details. This will launch a confirmation pop-up window.



Select **OK** to delete the record and return to the results table or **Cancel** to abort the operation and return to the record.