From:	Heller, Matthew
To:	Doherty, Kevin
Cc:	Sean Finn; Stephen Torbit
Subject:	Re: FYI briefing on GSG modeling efforts
Date:	Friday, May 16, 2014 5:02:18 PM
Attachments:	image.png Draft_LCMAP_Data_Provider_Instructions_v1.0.docx

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Kevin,

The attachment did not seem to come through. I hope all of this content is consistent with the letter. I know I've run into issues of losing attachments when forwarding emails.

Yes, we have a directory set up on LC MAP, I just set it up. Regarding directions for folks how to upload their lek data onto LC MAP, attached are draft directions I created for the lek data providers. Here's what I've come up with so far for the directory structure (screenshot below)…

This is my first recommendation on the folder structure in LC MAP. This structure should give good scalability options in the future and work with the immediate need of data cataloging. I have your email down as the contact for "read/write" access for now and that can be up for discussion if needed. We can go over the management of "read/write" access through roles. We (you, Sean, and I) will want to discuss strategy for "read/write" access per data provider.

Kevin, Sean, feel free to read through the attached directions and proof. Also, edit as you see fit or I can do the edits. If you think the directions suffice you can remove the draft title and filename.

My Monday is free to get together. I'll be in around 8:30. Sean is out on annual leave.

Have a great weekend,

M.

On Fri, May 16, 2014 at 11:41 AM, Doherty, Kevin <kevin_doherty@fws.gov> wrote:

> Sean and Matt,
>
> We finally got direction from Noreen on how to request the data. Steve and I are hoping to have the attached letter to Tom Remington by Monday afternoon. Before we do that we wanted to include information on storing the data on LC map as we have talked about.
>
> Do we have a directory set up OR directions for folks on how to upload thier lek data onto LC Map? If we are going to ask for the folks to put the lek data on the google drive and then link to LC map in this letter, I think we should have directions on how to do it!
>
> I think you both are traveling for your LCC meeting so, touching base Monday morning would be great if possible.
>
> Cheers
> Kevin
>
> ---------- Forwarded message ----------
> From: **Stephen Torbit** <stephen_torbit@fws.gov>
> Date: Fri, May 16, 2014 at 11:34 AM
> Subject: Re: FYI briefing on GSG modeling efforts
> To: "Doherty, Kevin" <kevin_doherty@fws.gov>
>
>
> Go ahead and put it in and see what Tom says. Copy Sean and Matt too.
>
> Sent from my iPhone
>
> On May 16, 2014, at 11:06 AM, "Doherty, Kevin" <kevin_doherty@fws.gov> wrote:
>
>
>> Sounds good, one last question.
>>
>> Should we put that the data can be uploaded to LC map directly on the proposal OR should we let Tom R. handle that when he talks to folks? If the former I will loop in Sean and/or Matt to make sure I have the correct verbiage.
>>
>> Cheers
>> Kevin
>>
>>
>> On Fri, May 16, 2014 at 11:00 AM, Stephen Torbit <stephen_torbit@fws.gov> wrote:
>>> For now a draft will do. Email to Tom, Noreen and me.
>>>
>>> Sent from my iPhone

On May 16, 2014, at 10:54 AM, "Doherty, Kevin"
<kevin_doherty@fws.gov> wrote:

Steve,

OK. I have the letter done already, just need to put Noreens name on it (see attached). Is there a formal USFWS letter head that it should go on? If so, Jen do you have a copy handy?

Cheers
Kevin

On Fri, May 16, 2014 at 10:35 AM, Stephen Torbit
<stephen_torbit@fws.gov> wrote:

Remington needs you to draft the letter to the states from Noreen, then he will call all directors. Let's get it to him and Noreen on Monday

Sent from my iPhone

On May 16, 2014, at 10:09 AM, "Doherty, Kevin"
<kevin_doherty@fws.gov> wrote:

Steve,

This was sent to Mike and should form the basis of our meeting with the 3 RD's next week out by DIA. Myself, Pat, and Kat, put it together. There is a PPT as well if you are interested.

Cheers
Kevin

--

Kevin Doherty, PhD

Spatial Ecologist

United States Fish & Wildlife Service

(303) 921-0524
kevin_doherty@fws.gov

<20140522_RDmtg_BriefingPaper (2).docx>

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Kevin Doherty, PhD

Spatial Ecologist

United States Fish & Wildlife Service

(303) 921-0524
kevin_doherty@fws.gov

<USFWS Lek Data Request 2014 Status Assessment.docx>

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kevin_doherty@fws.gov

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kevin_doherty@fws.gov

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Matt Heller
Data Manager/GIS Administrator/Cartographer, USFWS
Great Northern Landscape Conservation Cooperative
2327 University Way, Suite 2
Bozeman, MT 59715

Phone: 406-994-7333
Matthew_Heller@fws.gov
greatnorthernlcc.org

- Sage Grouse Conservation Status 2015
  - Greater Sage Grouse Lek Project
    - Private Data
      - Source Data
        - FWS Region 6 Science Applications: Doherty, Kevin

Greater Sage Grouse Lek Data Cataloging Instructions - Draft

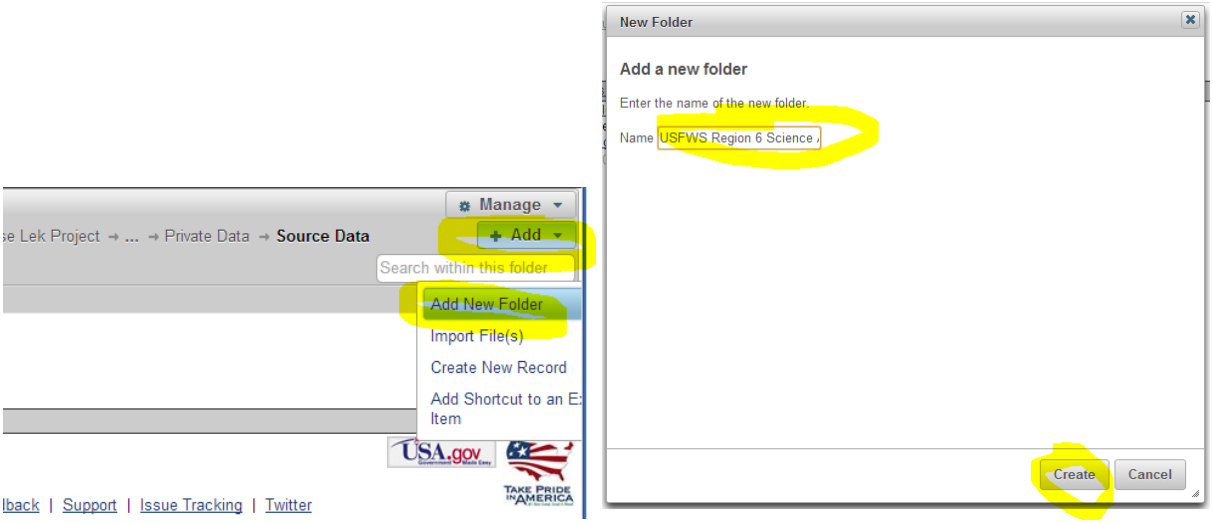
Version 1.0 5/16/2014 Matt Heller, USFWS Region 6 Science Applications, Great Northern Landscape Conservation Cooperative

1) Request “read/write” access by emailing Kevin Doherty (kevin_doherty@fws.gov)

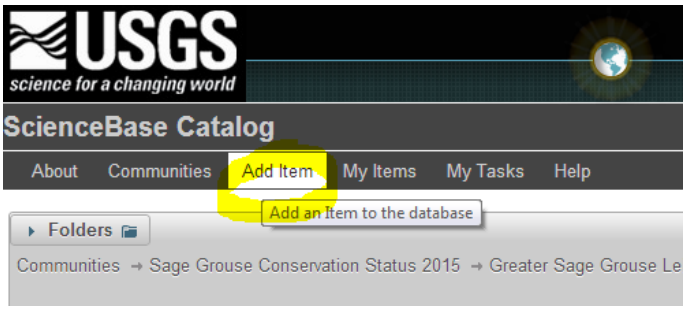
2) After “read/write” access notification email, using a web browser navigate to https://www.sciencebase.gov/catalog/folder/537680dbe4b09f74767a72b0

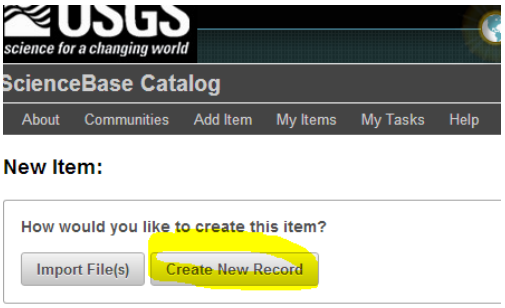
3) Create a folder that will house all your data submittals. Name to folder per your office name and your name with the following naming convention…

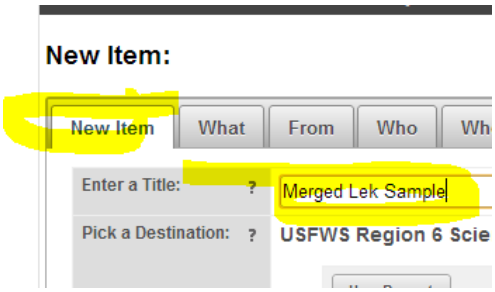
Office name: data provider last name, data provider first name (i.e. USFWS Region 6 Science Applications: Doherty, Kevin)



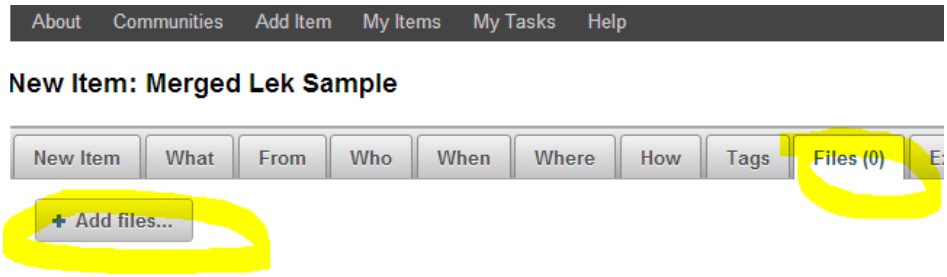
4) Create a new record for each data to be cataloged.
    a. Navigate to the new folder, click create a new record, and name it to the corresponding data file.





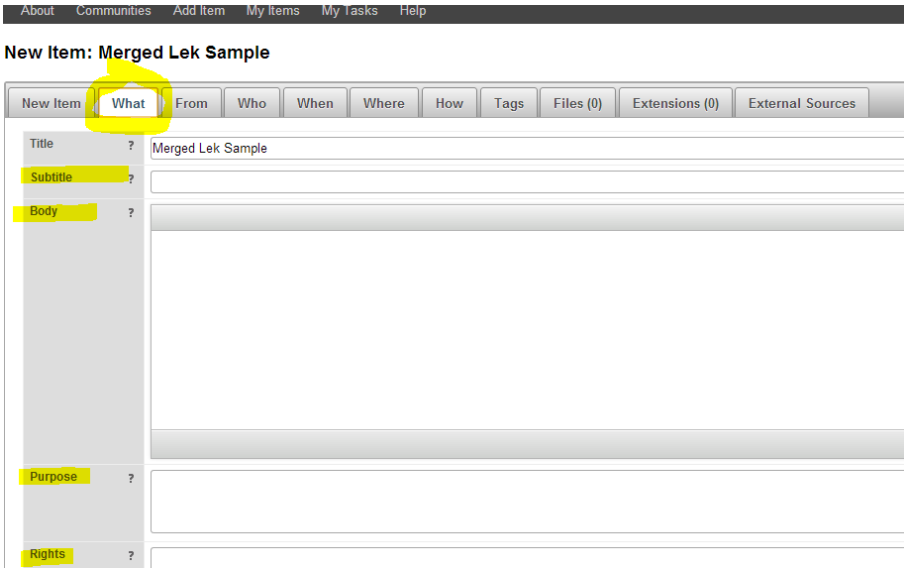


b. If uploading data, click the Files tab, Add Files, and navigate to file(s) to upload.

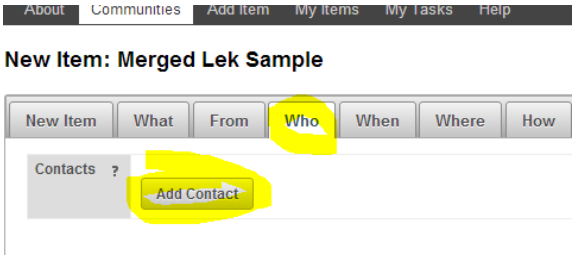


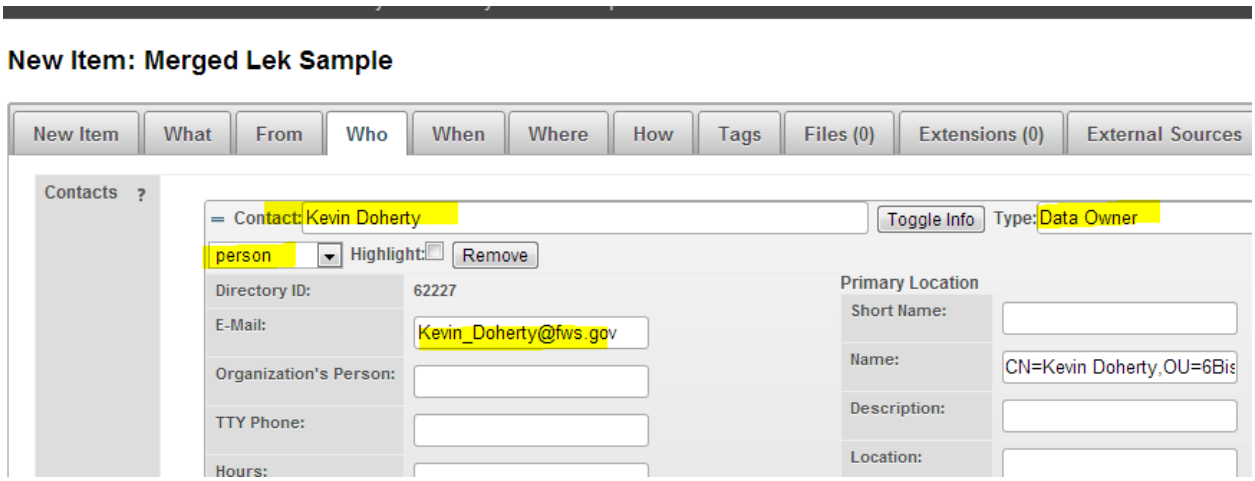
Note: GIS shapefile with corresponding metadata file will can be used to autopopulate other metadata items (Body, Purpose, Author, dates, etc.)

c. Click What tab and enter approriate metadata (body, purpose, etc.)

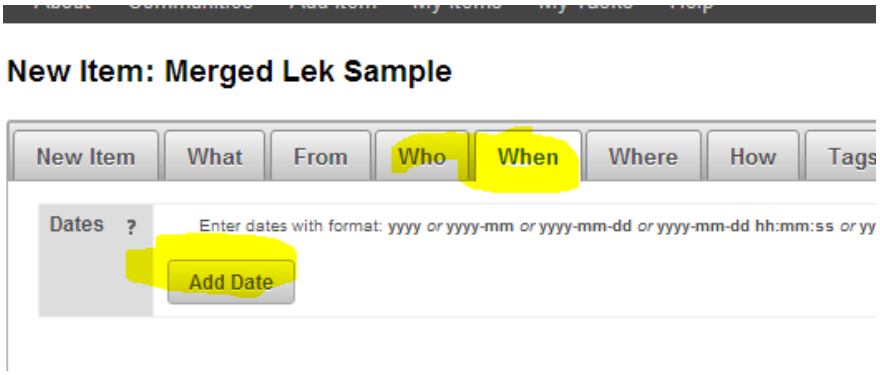


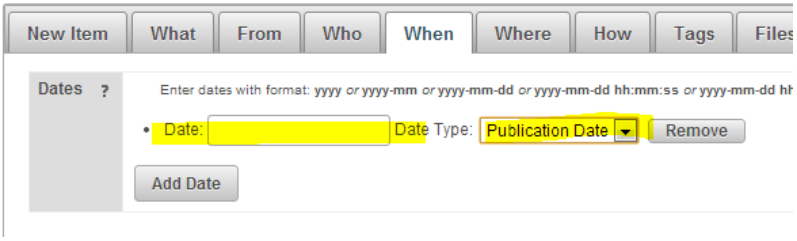
d. Click Who tab and add appropriate contacts (including the data owner)



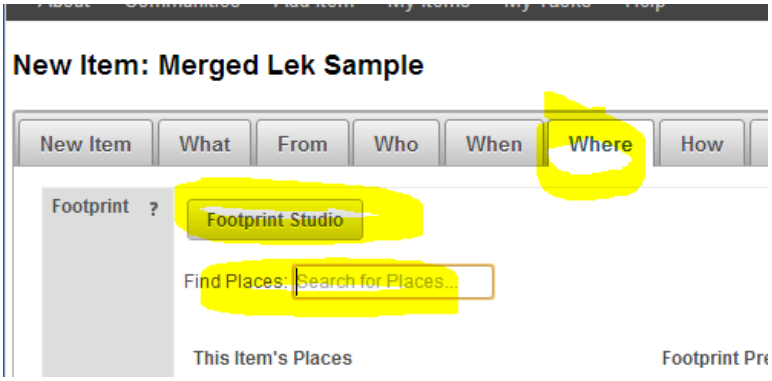


e. Click When tab and add appropriate data information

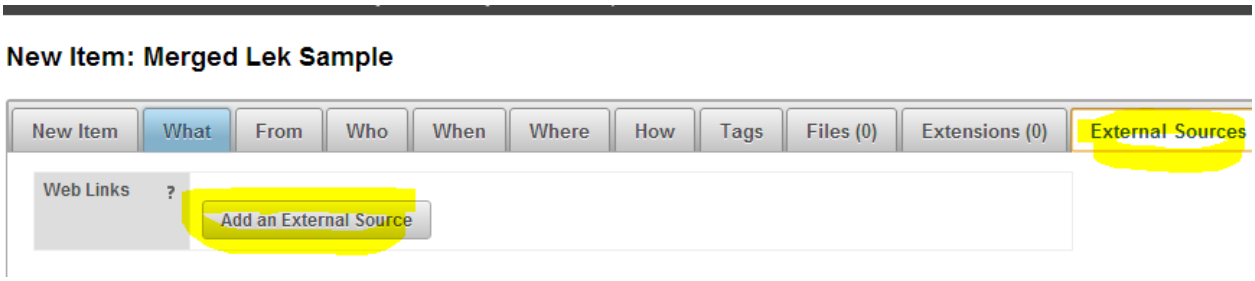


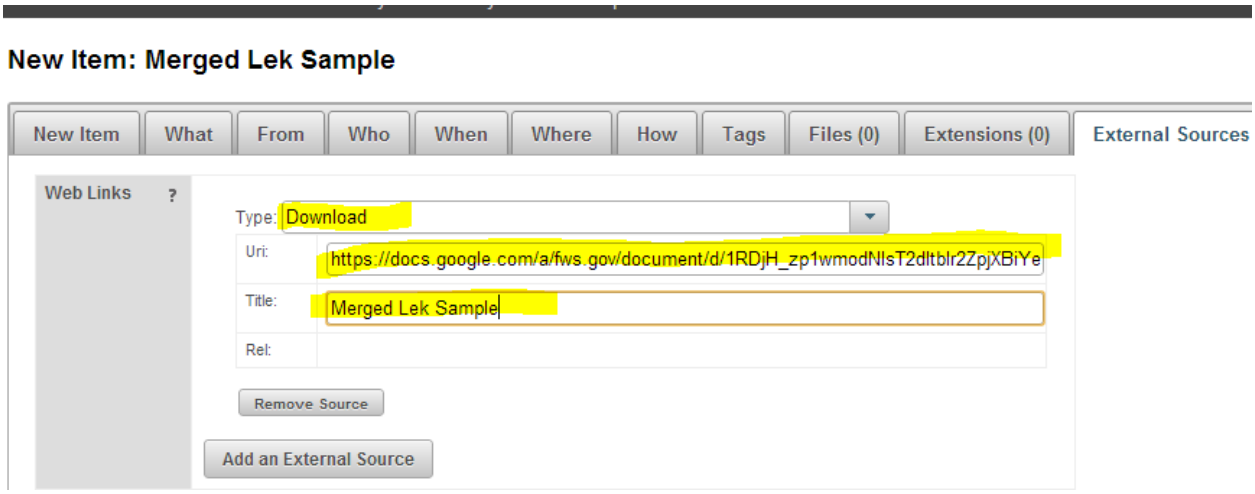


f. If shapefile data is not being uploaded use the Where tab to enter **general** location information. To enter placename (i.e. county name) in the findl places box or click the Footprint Studio button to sketch or load a GIS shapefile of the general area.



g. If data is not uploaded use the external sources tab to reference another web address (ie. Google Drive web address/url). Click Add an External Source button, choose download as type, enter the web address/url, and enter a title.





h. Click Save

For any assistance, questions, comments or comments, contact Kevin Doherty (kevin_doherty@fws.gov), Matt Heller (matthew_heller@fws.gov), and/or Sean Finn (mailto:sean_finn@fws.gov)