WATSCU DATA DIRECTORY
User's Guide

by Hugh Clift and Michael Yung

Installation

1. Copy the data from the 3 diskettes to your C drive on a new subdirectory
2. To decompress the reference file, type PKUNZIP REFZIP.DBS <Enter>.
   (space)

Starting the system

To use Runtime Paradox (3.5):
In the subdirectory, type PDOXRUN WATSCU <Enter>.
(space)

Using the Directory

WARNING: the Data Directory should be used directly in C drive and not in a Windows environment. This applies particularly to the Report facility as the resource limit may be exceded and the Windows applications could be damaged if you "have another go".

Having started the system, the screen will display the viewing options: Species/EcolCom/ Files/Names/References/Slides.

The **Species** file is the basic file for the directory and (at present) contains data on 284 fauna and 330 declared rare flora.

The **Ecological Communities** has only one entry to date.

The **Files** file lists relevant Como files; the location column will only indicate locations other than Como - when and if the details are forwarded to WATSCU.

The **Names** file lists 90 experts, mostly CALM personnel, but scientists from the CSIRO, the W.A. Museum, the Zoo and Kings Park, as well as private consultants, post-graduate students and expert amateurs are included, with their affiliation, address, phone and fax numbers. 76% of the fauna species and 51% of the Declared Rare Fauna have been interlinked with the names file.

The **References** file contains 1883 bibliographic entries to date. DO NOT USE THE F7 KEY to toggle in this field, as the facility is not available and it will result in the entire system exiting to the Directory screen.

The **Slides** file contains details of 484 coloured slides held by WATSCU and available for loan. When requesting a particular slide it will be necessary to quote the slide number and the Species Code (see Search Facility). The F7 function key will display all the descriptive details of a slide, but not the slide number. You will need to toggle (F7) back to the original screen to obtain the slide number.

Search Facility

The standard Paradox information retrieval techniques are used for all the files. To search on a particular term in a particular field, set the cursor to the field and press Control + Z. At the top of the screen a "Value" field will be displayed. Enter the term in the form: ..abc.. (even if searching on an untruncated word) and the program will present the first record retrieved by the search. The first two ..s need not be used if the search term is the first word/letters of the field (eg west..). For subsequent records use Alt + Z. If you want to do another search in the same field, erase the previous search term before entering the next one.

The quickest way to search for a species is to use Alt + Z in the Species Code field and key in the Code + ..
The **Species Code** is a 6 or 8 character abbreviation of the full name of the species, comprising the first three letters of the genus + the first three letters of the species name + the first two letters of the subspecies.
eg PSEUMB or CALCAEMA or PTESP.   (Don't forget the .)

As the Species Code may not be unique you should check the full species name when displayed and (if you're not familiar with the scientific name) the common name, to make sure the displayed record is the one you want. If not, use Alt + Z to continue the search.
If you know the genus name but you're uncertain of the species or subspecies name use the *abc..* or *abcdef..* search format.
eg *euc..* together with the Alt + Z function will eventually display the data for the Southern Cross Silver Mallee (Eucalyptus crucis crucis) but *euccru..* with Alt + Z will retrieve the record much quicker, while the full code *euccrucr..* used after the Control + Z function will retrieve the data immediately.
Very occasionally, the species code will be rather cryptic (eg, MYOSP.). In this case, you should search on the common name: *harlequin..* to retrieve the data on the Harlequin Frog.

The system has two major compoments:
1. the 6 file options and
2. the report facility

Report Facility

The Species file is the basic resource for Reports, and the other files are interrelated to a particular species by "Addlinks" - a programming technique which enables a sequence of reports to be printed or displayed. At present, only the bibliographic references have been thoroughly "addlinked' but the second edition of the Data Directory will have made the addlinks with all the files.
Of course, you can search for the information on the separate files but, in effect, the report facility has anticipated all the potential species searches on the References file.

To get a report on a particular species:
1. Open the Species file
2. Control + Z
3. Key in the Species Code or an abbreviation of the common name (eg, ..ground..). Enter

4. F10
5. Report. WARNING: If you're using the Directory from a windows environment you will see a message: "Resource limit exceeded ..." and the system will quit to the Directory screen. **Exit Windows** before recalling the system. (see the WARNING under the heading <u>Using the System</u>.)
6. One ("All" will give a <u>very</u> long report on all the species)
7.1 Printer - will give a hard copy report on a <u>local</u> printer (since you will be in C Drive and not on a network). The printer should be set to the condensed mode to ensure that the reference title lines don't exceed the width of the sheet. There will be a one page report for each file, including those files that have "nothing to report". For most species only reference addlinks will exist in the first edition; for some species, none at all. It's best to check the screen option first.
7.2 Screen - will give a screen display. You'll need to press Enter <u>twice</u> to proceed from one file report to the next.
    When the screen has returned to the full species display:
8.1 View - to return to the file options, or
8.2 Quit - to return to the C Drive Directory.
    [To quit from the files options, choose a file, F10, then Quit.]

For full details of a reference (not just the title or truncated title) note the record number from the report screen or the printed report and then press View / References. Set the cursor to the numbers field (at the top left-hand corner of the screen) and do a Control + Z search.
Note: Because all irrelevant references have been excluded from the original bibliography, the numbering sequence is "out of sync" and nearly all reference records have ***** in place of a number. If you want to check that you've retrieved the right record use the Alt + F5 + Enter function to display the record number - then, to unlock the cursor, press Enter.

In the second and later editions of the Data Directory the reports may be used as an index to search <u>all</u> the files for full details of records. In the first edition, only the References file is fully interrelated to the Species file and the Names file has a 63% coverage of all species.

OTHER FUNCTIONS

Edit   -   can be used to update data locally BUT please don't forget to notify me of ALL changes.
Addlink -   shouldn't be used
Breaklink-   can't be used

Any errors or update information should be addressed to me at Woodvale (fax 306 1641) so that the details can be incorporated into the next edition.

Hugh Clift
30 May 1995

Department of Conservation and Land Management
Western Australian Threatened Species and Communities Unit

W.A. Wildlife Research Centre
Ocean Reef Road, Woodvale
PO Box 51 Wanneroo WA 6065

To:

Your Ref:
My Ref:
Phone: (09)405 5169
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Subject: **WATSCU DATA DIRECTORY**

Enclosed with this memo are three high density diskettes containing the Paradox 3.5 Runtime first edition of the WATSCU Data Directory, which is being developed to provide a consolidated source of the information held (mostly) by CALM in various formats on Western Australia's threatened species and communities.

These formats are:

1. Departmental files.
2. Reference materials - these include books, journal articles, pamphlets, posters, information sheets, brochures,videos.
3. Coloured slides.
4. Personal expertise.

(1) These are the relevant files located at Como. It is intended to include Regional and District files when the details are forwarded to WATSCU.
(2) These references are either held by or obtainable from the CALM Wildlife Science Library at the Wildlife Research Centre, Woodvale.
(3) WATSCU is establishing a comprehensive slide collection of threatened animals and plants. Slides are held for most of the Declared Rare Flora and it is intended to extend the collection to Priority flora. Very few fauna slides are included in this first edition of the Directory but a good coverage of threatened animals is being acquired and will be included in the second edition. The slides are available for loan.
(4) WATSCU regards the personal knowledge held by experts as one of the most significant sources of information on any subject and we have provided a name directory of experts which indicates their professional affiliation and position as well as their postal address, phone and fax numbers. At present, 216 of the 284 fauna species and 169 of the 330 Declared Rare Flora have been associated with nominated experts. The experts' Names file will never be able to give a total coverage of all the species, simply because there are no acknowledged experts for some species. However, if you think an expert's name is missing from the list, please let me know the name and other relevant details.

At present, Lake Toolibin is the only threatened ecological community mentioned in the Directory and the Speckled Duck (Stictonetta naevosa)

is the only associated threatened species mentioned. It is intended to develop a comprehensive coverage of threatened communities and their associated threatened species as WATSCU identifies the communities.

When you have finished installing the Data Directory from the diskettes please return the diskettes to me at Woodvale so that they can be used to update future editions. While it will be possible for you to make local updates, I must emphasise that the overall updating of the Directory can only be achieved by WATSCU, and I ask for your co-operation in forwarding (by E-mail, by written memo or in a separate diskette containing <u>only</u> updated data) any further information for future editions of the Data Directory.

I would like to acknowledge the work of Doug Burbidge in writing the program for the Data Directory and I wish to thank Dr Michael Yung, of the Information Science Section, Science and Information Division (CALM) for program enhancements.

Hugh Clift
Executive Officer, WATSCU
30 May 1995

User's Guide attached

Circulation: All CALM Regions, Districts, Work Centres & Local Offices
        the three Science & Information Division Libraries (CALM)
        Keiran McNamara, Jim Armstrong, Ron Kawalilak (CALM)
        Kings Park
        W.A. Museum
        the Zoo
        CSIRO - Wildlife & Ecology Division (Helena Valley)
        University of Western Australia - Zoology & Botany Depts
        Library, Joondalup Campus - Edith Cowan University
        Battye Library