

FLORA INDUSTRY DATABASE SYSTEM USER MANUAL

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**Department of Conservation and Land Management
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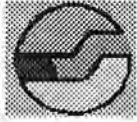
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FLORA INDUSTRY DATABASE MANAGEMENT SYSTEM

Getting Started

Welcome to FIDMS, an application to assist with the management of the flora industry. Use the Flora Industry Database Management System (FIDMS) application to enter flora returns from commercial harvesting, help plan management of harvesting in your District or Region, or get information about species and persons licensed by CALM to take commercial flora. FIDMS consists of a number of modules.

FIDMS allows you to maintain records of the licences and authorised areas that a person may have and harvest records of species taken. It also stores data about commercial species and restrictions. These data can be retrieved using custom reports. The major areas of this application are:

Overview	An overview of Flora Industry DBMS (FIDMS) (see p 7)
Starting FIDMS	Instructions for starting FIDMS (see p 11)
Forms	Information on the forms and dialog boxes used by FIDMS (see p 12)
Menus	Information on the menu commands used by FIDMS (see p 33)
Guided Tours	Step-by-step instruction for new users of FIDMS (see p)
Background	Information about background of flora industry (see p 56)
Glossary	Definition of some terms used in FIDMS (see p

Installing FIDMS

This topic explains:

- what you need to install and use FIDMS
- how to install FIDMS

Prerequisites for installing FIDMS

Before installing FIDMS make sure you satisfy the following system requirements:

- You have installed a legal copy of Paradox Version 7
- Your computer is at least a 486 IBM compatible running Windows 3.1 or later. A Pentium is recommended if the application is to run at an acceptable speed.
- Your site is part of the CALM Wide Area Network. Enquiries should be made with your local computer systems officer (if one exists) or with CALM's Information Services Section (Information Management Branch).
- You have a copy of both the FIDMS User Help Manual and the FIDM Programmer Help Manual.
- You have arranged with Information Services Section to have read/write permission for the directories T:\FIDMS and T:\PDOXCTL on Wildlife Conservation Section's area of the network, and read-only access for T:\PRIORITY in the same location.

How to install FIDMS

Start-up the Paradox program by double-clicking on the Paradox program icon. To set up FIDMS on a new computer, you must create an alias which points at the application files so that FIDMS can be "found". The Alias Manager option is found under the File drop-down menu. To set up the FIDMS alias open the Alias Manager dialog box and follow these steps:

- Choose New
- Type FIDMS in the Database Alias text box
- Choose the STANDARD driver in the Driver Type list
- Enter the full path of the FIDMS directory in the Path text box. Find out the directory that your local system administrator has assigned to the FIDMS files. If you are unsure you can choose Directory Browser and select the path from there.
- Check the public Alias option.

- To add the PRI alias choose Keep New and a new blank Alias will appear. Type PRI in the Database Alias text box. Choose the STANDARD driver in the Driver Type List. Enter the path as outlined above. The directory is PRIORITY and the path (i.e. whether it is T:, F:, etc) should be the same as for FIDMS.
- To save the FIDMS Aliases you have created choose Save As. The Save Configuration dialog box will appear and ask you if you want to overwrite the existing IDAPI.CFG file. Choose Yes as this will simply append the new Alias, and you will not lose previously created Aliases.
- Choose OK to close the Alias Manager dialog box.

Setting up FIDMS to work on the Network

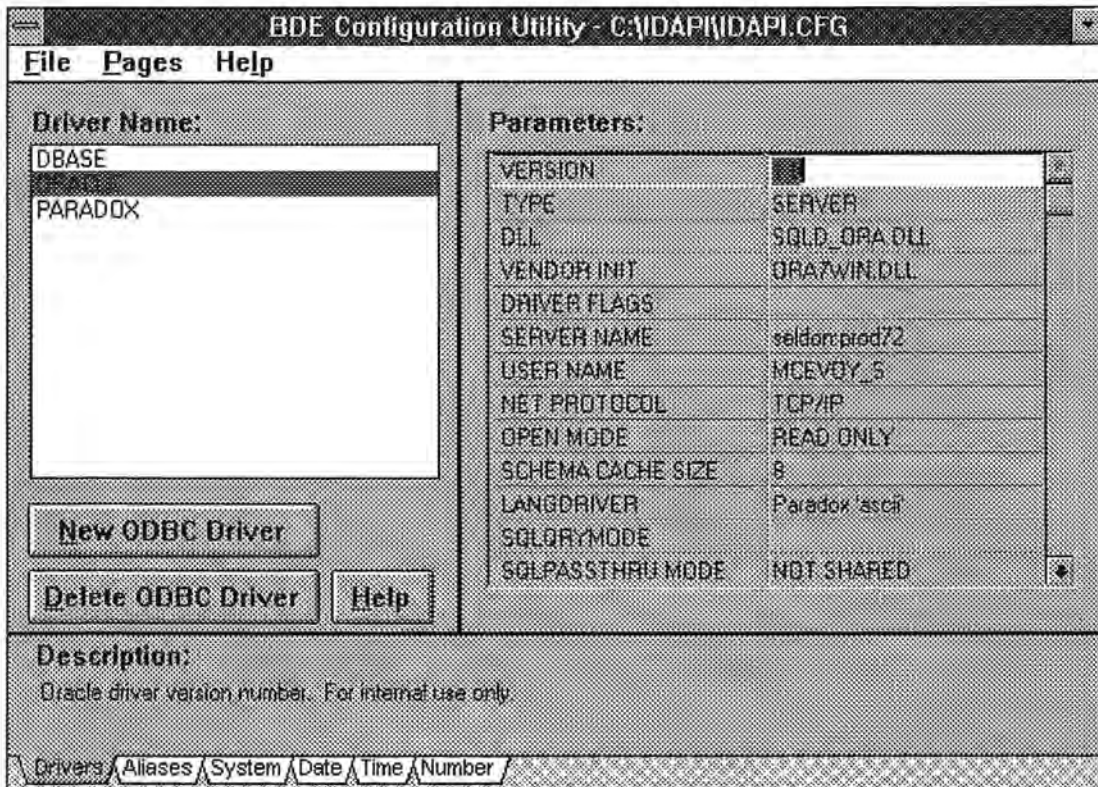
This section describes how to allow for the possibility of multiple users manipulating the same tables. Paradox requires any network users to designate a location for a file (PDOXUSRS.NET). This file tracks users and locks on tables accessible on the network. If this file is not set up then if a user tries to access a table which is already, he or she will get a message that the table is locked and cannot be accessed (which would be inconvenient). To set up FIDMS to work on the network (i.e. to share the data while safeguarding data integrity) the following steps should be followed:

- The PDOXUSRS.NET file must be contained in a single location, in a shared directory on the network to which FIDMS users have read/write/create rights.
- Make sure you have read/write/create access to the directory T:\PDOXCTL in Wildlife Conservation Section's work area. This directory may have been given a different path by you System Administrator so find out whether the directory has been assigned to T: or to another path. However, it cannot be copied to a different location.
- Open the IDAPI Database Engine dialog box by double-clicking on the IDAPI icon.
- Choose the Paradox Driver Name.
- Go to the NETDIR option in the Parameters box. Click on the box and a drop-down icon will appear. Click on this and the Paradox Net dialog box will open.
- Enter the full path of the PDOXUSRS.NET file, e.g. T:\PDOXCTL\.
- Save the changes to IDAPI by choosing File|Save from the drop-down menu.
- Exit by choosing File|Exit.

Setting up FIDMS for the Database Administrator

The Database Administrator is responsible for updating ORACLE tables which reside on the VAX mainframe machine. These should be updated monthly. In order to undertake this task via the Programmer/Developer Module, the Database Administrator must ensure that he/she has an ORACLE password and access to the Wildlife Licensing Application tables.

An ORACLE driver should be set up in the IDAPI Database Engine dialog box with the options (remembering that the user name should be the Database Administrator's VAX user name):



In addition, an ORACLE Alias should also be set up via the Alias Manager dialog box. Instead of choosing the STANDARD driver, an ORACLE driver should be selected from the Driver Type list. You must supply the password you have been assigned for ORACLE before you can connect to an ORACLE database. Save the Alias as FIDMS_SQL.



Overview

You can use the Flora Industry Database Management System (FIDMS) application to enter flora returns from commercial harvesting, help plan management of harvesting in your District or Region, or get information about species and persons licensed by CALM to take commercial flora. FIDMS consists of a number of modules.

Modules which are part of FIDMS are:

- **The FIDMS Module Manager (see p 14)**
- **The Person and Licence Module (see p 15)**
- **The Endorsement Module (see p 17)**
- **The Flora Return Module (see p 20)**
- **The Reports Module (see p 22)**
- **The Program Developer Module (see p 26)**

Other forms which are useful to FIDMS but are not part of the application are:

- **The WACENSUS Form (see p 28)**
- **The Export Form (see p 30)**

Other forms are called as dialog boxes and are listed separately in the **programmer's help application** and in the **Forms** outline

Step-by-step instruction in using the various forms can be accessed in the topics below:

- **Persons and Licensing Module Guided Tour (see p 63)**
- **Endorsement Module Guided Tour (see p 65)**
- **Flora Return Entry Guided Tour (see p 68)**
- **Reports Module Guided Tour (see p 71)**
- **Statistics Module Guided Tour (see p 74)**
- **Programmer/Developer Guided Tour (see p 75)**



Starting FIDMS

To start FIDMS from the Windows Program Manager, double-click the FIDMS icon in the Paradox for Windows group.

To start FIDMS from within Paradox, set the working directory (using File|Working Directory) to T:\FIDMS or to the custom path name you specified during installation. You might want to create and save an alias (using File|Aliases) that points to the directory containing FIDMS. After setting the working directory,

1. Choose File|Open|Scripts
2. Select START.SSL
3. Choose OK.

The **FIDMS Module Manager** form appears.



Forms

FIDMS is an application that helps CALM staff such as Flora Industry Officers, Wildlife Officers, administration, technical and professional officers involved in the administration, management and enforcement of the flora industry. It stores data about persons, commercial flora licences held (both current and historical), allocation of areas and species and flora harvest data tables. You view, edit, add, delete, and print data from these tables using a series of forms. Go to a topic for more information on the forms used by FIDMS.

FIDMS Module Manager Form	The application's main form. This form calls and controls other modules used in the FIDMS application.
Person and Licence Form	Shows personal information about the licensee and shows all commercial flora licences (both current and historical) held by the person. These data are read-only data from the VAX mainframe Wildlife Licensing application (written in ORACLE).
Endorsement Form	Shows the areas of CALM-managed land and species allocated to a licensee for a particular licence. You can add new endorsements for a district and area
Flora Return Form	Shows return details by month for a person and licence and species which were harvested for that return. Allows data entry of these from flora return forms submitted to SOHQ.
Reports Form	A series of standard reports are available using this module. You can request reports for current <u>endorsements</u> issued by area and/or species and a summary of flora returns by area and/or species.
Statistics Form	Carries out complex statistics to produce reports and tables as shown in the report produced by Wildlife Branch for ANCA (now Environment Australia)
Programmer/Developer Form	Allows the Database Administrator to maintain the various tables and undertake routine programming tasks through a form approach. See Programmer Help in the on-line help system
WACENSUS Form	Provides user-friendly access to basis data held in WACENSUS, the WA Herbarium's taxonomic database.

Forms can also act as dialog boxes (see Glossary). Click a topic for a popup view of the dialog boxes used by FIDMS.

About FIDMS Dialog Box	This is called when the Help Menu "About FIDMS" option is chosen.
Endorsement Query by District/Species Dialog Box	Views results of endorsement queries by District and species in the Reports Form
Endorsement Query by District Dialog Box	Views results of endorsement queries by District (without species) in the Reports form
Endorsement Query by Region/Species Dialog Box	Views results of endorsement queries by Region and species in the Reports Form
Endorsement Query by Region Dialog Box	Views results of endorsement queries by Region (without species) in the Reports Form
Licence Query Details Dialog Box	Called by the Person and Licence Form to show results of licence queries carried out using the Locate Licence Number menu choice
Licence Update Dialog Box	Called by the Flora Return Form when a date outside the period of the person's licence number is entered. Allows the user to check for the correct licence number for the required date and automatically updates the Flora Return Form when OK is pressed.
Return Summary Dialog Box	Views results of return queries in the Reports form.
Return Status Dialog Box	Called by various forms in response to a menu-driven request for return status of a licensee (needs licence number). Shows returns in date order (no species details given).
Unknown Taxon Id Dialog Box	When inputting species for endorsement where taxon id (WACENSUS unique number) is unknown and only part of the species name is known. Where the user knows the entire species name, the taxon id is automatically input.



FIDMS Module Manager

FIDMS is an form-oriented application which centres around several independent forms which are controlled by the FIDMS Module Manager rather than having one form which has many programming functions. The FIDMS Module Manager form is the main form for FIDMS. From here you display the other forms. Each object has context-specific help which can be accessed by pressing the right-hand mouse button when the cursor is positioned within the object of interest. Click a topic for more information.

FIDMS Module Manager Fields

There are no fields in the FIDMS Module Manager Form. This form is a controlling and calling form.

FIDMS Module Manager Buttons

The buttons in the FIDMS Module Manager form are:

Persons

Calls the Persons and Licences details form to get details of persons holding commercial flora licences and the licences held

Flora Returns

Calls the Flora Return form to allow data entry of flora return forms lodged by licensees

Endorsements

Calls the endorsement form which is used to enter and maintain allocation of land areas and species by CALM staff.

Reports

Calls the reports form which allows the creation of custom reports via query box options to query FIDMS tables

Statistics

Calls the statistics form which allows the user to perform standard statistical operations on FIDMS data

Help

Displays FIDMS user Help.

Exit

Closes FIDMS and returns you to the Paradox desktop.



Persons and Licensing Module

You can use the Persons and Licensing module to learn about

- Names and addresses of all persons who have held licences under the Wildlife Conservation Act (1950)
- History of licence holders. Licence histories can be automatically viewed within the Persons and Licensing Module by using the scroll bar next to the multi-record object "Licences". The licences object contains all licences (both Commercial Purposes and Commercial Producer's/Nurseryman's Licences) that apply to the person number. Alternatively, each licence details can be viewed by using the Record Menu, provided the mouse cursor is within the Licences object.
- The return status of a licence holder (you must first obtain the licence number)
- Details of any particular licence number (e.g. expiry date, location details, etc.)

As you explore these topics, you can use the information to obtain a licence history of particular persons or to assist in enforcement activities.

Note: The data displayed by the Persons and Licensing Module is downloaded by the Wildlife Licensing ORACLE application contained on the VAX mainframe. The data cannot be modified, created or deleted.

Persons and Licensing Fields

Person Number

Internal accounting unique number for this person (read-only) Cannot be updated and is created automatically by the system

Title

The person's title (e.g. Dr, Mr, Ms) (read only)

Initials

The person's initials of their first names (MT for Mary Therese)

Surname

The person's surname (last), for example: Doe (read-only)

Forename

The person's first names (e.g. Mary Therese) (read-only)

Address

The address (residential) where the person lives (read-only)

Postcode

The person's postal code (include formatting) (read-only)

Home phone number

The person's home telephone number (include formatting and prefix codes) (read-only)

Work phone number

The person's work telephone number (include formatting and prefix codes) (read-only)

File Number

A reference to Record File on which the person's applications are held (read-only)

Vehicle Registration

Not currently in use

Licence number

Unique number issued annually.

Licence type

Either CP (Commercial Purposes) or PN (Commercial Producers or Nurserymans)

Valid from

First valid date of the licence

Expiry date

Last valid date of the licence

Location

Area nominated on the application form for which written permission was obtained.

Persons and Licensing Buttons

The buttons in the Persons and Licensing Module form are:

Help

Displays User Help.

Exit

Closes Persons and Licensing Form and returns you to the calling form (or FIDMS Module Manager).

Print

Prints a report of licence number as given by user-requested input.



Endorsement Module

You can use the Endorsement module to

- Enter new endorsements for your district, including species allowed, areas allowed and valid period.
- Validate data particularly the licence number, the period of the endorsement, the species permitted and areas
- Print endorsements issued as hard copy (e.g. for licensee, file records, SOHQ records).

Each module of the FIDMS application can be treated as a separate application and run independently. You can also run the Endorsement module, and start the Persons and Licensing module or Flora Return module, etc., directly by clicking the appropriate menu choice under Module Menu.

Endorsement Fields

Endorsement No

Internal accounting unique number for this endorsement (read-only) Cannot be updated and is created automatically by the system when the "New Endorsement" option is chosen

Region

Drop down field containing all CALM Regions.

District

Drop down field containing all CALM Districts

Licence No

Unique number corresponding to field in Licences table. Valid values are enforced by lookup.

Name

Read-only field filled by looking up the Persons table

Telephone no

Read-only field filled by looking up the Persons table

Residential Address

Read-only field filled by looking up the Persons table

Suburb

Read-only field filled by looking up the Persons table

Postcode

Read-only field filled by looking up the Persons table

Vehicle Reg

Vehicle registration number of picker's vehicle

Colour

Colour of picker's vehicle (assists in field identification)

Vehicle Make

Manufacturer of vehicle (e.g. Ford, Mazda)

Vehicle Model

The model of the vehicle, e.g Laser, Landcruiser

Vehicle Type

The sort of vehicle , e.g. sedan, 4WD, tray-top

First day of period

First day of endorsement - must be within valid period of licence

Last day of period

Last day of endorsement - no longer than 3 months

Block code

Valid LOIS Code for the area (can be accessed by lookup Ctrl spacebar)

Location Name

Usually a forest block (filled in automatically when block code is entered)

Location Description

Description of area bounded by roads, rivers, etc.

Grid No

Corresponds to the grid reference system used by pickers (see reverse of return form) the flora was taken. Valid values are enforced by lookup.

Taxon Id

Unique number used by Herbarium WACENSUS database (current taxa only valid).

Genus

Genus name is linked to WACENSUS (filled automatically)

Species

Species name is linked to WACENSUS (filled automatically)

Quantity

The amount of flora allowed to be taken. Should be converted to most accurate unit possible, ie. kg or single stems

Unit

An accurate unit should be used (not bunches, boxes or bags).

Part

Should be stems, seed, bark, etc.

Issuing officer

Name of CALM officer authorised to issue endorsement

Endorsement Buttons

The buttons in the Endorsement form are:

Help

Displays User Help.

Exit

Closes Endorsement form and returns you to the calling form (or FIDMS Module Manager).

Print

Prints a copy for a particular endorsement number as given by user-requested input. Used as the hard copy for the licensee and for records.



Flora Return Module

The Flora Return Entry module lets you

- Enter flora return data provided by licensed flora pickers
- Validate data particularly the licence number, the period of the return, and the species
- Alert the Administrative Officer, Flora where rare and/or priority species appear on return forms

Each module of the FIDMS application can be treated as a separate application and run independently. You can also run the Flora Return Entry module, choose a licence number, and start the Persons and Licensing module directly by clicking the Licence button.

Flora Return Fields

Return No

Internal accounting unique number for this return (read-only) Cannot be updated and is created automatically by the system when the "New Return" option is chosen

Licence No

Unique number corresponding to field in Licences table. Valid values are enforced by lookup.

Surname

Read-only field filled by looking up the Persons table

Collecting date

Returns are due on 15th day of each month. Format as 15/__/9_

Days

A number of days spent collecting between 0 (nil return) and 31 (maximum no. of days). Must be an integer. If a fraction is given this should always be rounded up not down.

Taxon Id

Unique number used by Herbarium WACENSUS database (current taxa only valid).

Genus

Genus name is linked to WACENSUS (filled automatically)

Species

Species name is linked to WACENSUS (filled automatically)

Rank

InfraspRank name is linked to WACENSUS (filled automatically)

Infraspecies

InfraspName name is linked to WACENSUS (filled automatically)

Quantity

The amount of flora taken. Should be converted to most accurate unit possible, ie. if number of stems in a bunches is given, quantity to be converted to single stem amounts.

Unit

Drop down list allows you to choose a valid value

Part

Drop down list allows you to choose a valid value

Status

C (Crown), P (private property natural stand), A (artificially propagated)

Details of land

Identifies private property owner, forest block name, reserve no. etc. from which flora was taken

Grid No

Identifies from which grid of the grid reference system used by pickers (see reverse of return form) the flora was taken. Valid values are enforced by lookup.

Dealers

The person/company to whom flora taken was supplied. Five dealers are permitted for each record of flora harvested.

Flora Return Buttons

The buttons in the Flora Return form are:

Help

Displays User Help.

Exit

Closes Flora Return Form and returns you to the calling form (or FIDMS Module Manager).

Print

Prints a report of the returns for a particular licence number as given by user-requested input.



Reports Module

You can use the Reports module to

- Generate letters for reminder letters for licensees whose licences are due to expiry. The query automatically assigns licensees to particular letter types according to whether they have submitted sufficient flora returns.
- Generate lists of addressees for reminder letters for both file copies and for relevant district officers and wildlife officers.
- Generate reports of current Endorsements by Region or District according to categories (e.g. licensee; species or vehicle). The report can be by a user-nominated species, for all species, or without species if this is required. Similarly, the report can be generated for endorsements beginning in a user-nominated year or for all current endorsements.
- Generate reports of Flora Returns by Region, District or **Flora Industry Region**. The report can be by a user-nominated year or for all records or for a nominated species or all species.
- Generate reports of licensees (either historical or current, according to the option chosen by the user) by a user-defined postcode or set of postcodes (separated by commas) or by District or Region.
- Print reports generated as hard copy (e.g. for district/region, file records, SOHQ records).

Each module of the FIDMS application can be treated as a separate application and run independently. You can also run the Endorsement module, and start the Persons and Licensing module or Flora Return module, etc., directly by clicking the appropriate menu choice under Module Menu.

Reports Fields

Location

Radio button field which allows the user to choose whether a report will be by CALM District, CALM Region or Flora Industry Region. This option must be chosen for all endorsement and flora return reports or the report will return an error message when it is run.

Underneath the location field is a drop-down edit field whose contents change according to which location option has been chosen. This field must be chosen for all endorsement and flora return reports or an error message will be returned when the report is run.

Genus

Radio button field which allows the user to choose whether a report will be by a pre-defined genus (and species - see below), by a user-nominated species (choose other species option). If this field is left blank, and the user requests an endorsement or flora return report, the user will be asked whether the report is by species or not.

Species

Radio button field which allows the user to choose whether a report will be by a pre-defined species (and genus - see above), by a user-nominated species (choose other species option). If this field is left blank, and the user requests a endorsement or flora return report, the user will be asked whether the report is by species or not.

Year

This radio button field. This can be left blank (in which case endorsement reports will be for all current endorsements and return reports will be for all returns since computerised records began) or a user-defined year chosen (reports will be by that year).

Reports Buttons

The buttons in the Reports form are:

Help

Displays User Help.

Exit

Closes Reports form and returns you to the calling form (or FIDMS Module Manager).



Statistics Module

You can use the Statistics module to:

- Produce a count of the number of species harvested for each product (i.e. seed, flowering stems) by year including for 1978 (Rye data), 1980/81 (Burgman and Hopper data) and all years from 1991 to present (CALM Flora Return data).
- Generate harvest statistics for all products by species and separated by land status (i.e. Crown, private natural and artificially propagated) for a calendar year based on flora returns to forward to Environment Australia as part of the reporting requirements of the management plan entitled "Management of Commercial Harvesting of Protected Flora in Western Australia".
- Generate a report to show the total harvest of single stems for each species and the percentage of the total harvest that each species constitutes for any two user-defined years. The data are ordered from highest quantity to lowest. The total harvest and the percentage of the total is also calculated. If the second year is left blank, the report compares the data with that from Hopper and Burgman data (1980/81).
- Generate a report to show the total harvest of single stems for each genus and the total number of species which are commercially exploited within each genus for any two user-defined years. The data are ordered from highest quantity to lowest. The total harvest and number of species is also calculated. If the second year is left blank, the report compares the data with that from Hopper and Burgman data (1980/81).
- Generate a report to show a breakdown of the number and percentage of single stems picked from Crown land, private property natural stands and artificially propagated stands in any two user-defined years by month (or if the second year is left blank, for 1980/81 when Burgman and Hopper's study was undertaken).
- Generate a report to compare the relative geographic spread of harvesting of single stems in two user-defined years (i.e. the number of grid squares in which harvesting takes place compared to the overall geographic distribution of the species. Species are ordered by their level of harvest from highest to lowest. If the second year is left blank, the report compares the data with that from Hopper and Burgman data (1980/81).
- Generate a report to show the total harvest of seed (in kg) for each species and the percentage of the total harvest that each species constitutes for any two user-defined years. The data are ordered from highest quantity to lowest. The total harvest and the percentage of the total is also calculated.
- Generate a report to show the total harvest of seed (in kg) for each genus and the total number of species which are commercially exploited within each genus for any two user-defined years. The data are ordered from highest quantity to lowest. The total harvest and number of species is also calculated.
- Generate a report to show a breakdown of the number and percentage of seed (in kg) picked from Crown land and private property in any two user-defined years by month.

- Generate a report to compare the relative geographic spread of harvesting of seed (in kg) in two user-defined years (i.e. the number of grid squares in which harvesting takes place compared to the overall geographic distribution of the species. Species are ordered by their level of harvest from highest to lowest.
- Generate a report to compare the number of species and the percentage of the total of single stems harvested from each grid square in two user-defined years. If the second year is left blank, the report compares the data with that from Hopper and Burgman data (1980/81).
- Generate a report to compare the number of species and the percentage of the total of seed (in kg) harvested from each grid square in two user-defined years.
- Generate a report to show the relative importance of areas by calculating the total amount of single stems harvested from each of the CALM Flora Industry Regions in any two user-defined years.
- Generate a report to show the relative importance of areas by calculating the total amount of seed (in kg) harvested from each of the CALM Flora Industry Regions in any two user-defined years.

Each module of the FIDMS application can be treated as a separate application and run independently. You can also run the Endorsement module, and start the Persons and Licensing module or Flora Return module, etc., directly by clicking the appropriate menu choice under Module Menu.

Statistics Fields

There are no fields in the Statistics Module. The main page contains a graphics file which shows pictures of commercially exploited flora. This cannot be edited from the application.

Statistics Buttons

The buttons in the Statistics form are:

Help

Displays User Help.

Exit

Closes Statistics form and returns you to the calling form (or FIDMS Module Manager).



Programmer/Developer Module

You can use the Programmer/Developer module to:

- Update person details from the VAX ORACLE Wildlife Licensing system using SQLLink.
- Update licence data from the VAX ORACLE Wildlife Licensing system using SQLLink.
- Update the WACENSUS data (e.g. Herbarium database of taxonomic details, including past and present names and any changes, and the authority for the taxon).
- Write ObjectPAL source code for a form to a table and report.
- Show compile information for the last compiled code.

Each module of the FIDMS application can be treated as a separate application and run independently. You can also run the Endorsement module, and start the Persons and Licensing module or Flora Return module, etc., directly by clicking the appropriate menu choice under Module Menu.

Programmer/Developer Fields

There are no fields in the Programmer/Developer Module.

Programmer/Developer Buttons

The buttons in the Programmer/Developer form are:

Update Licences

Uses SQLLink to query the VAX ORACLE Wildlife Licensing system table WL.LICENCES to update the :FIDMS:LICENCES.DB with the most recent records.

Update Persons

Uses SQLLink to query the VAX ORACLE Wildlife Licensing system table WL.PERSONS to update the :FIDMS:PERSONS.DB with the most recent records.

Update WACENSUS

Uses SQLLink to query the HERBARIUM ORACLE WACENSUS system tables HERBIE.HBTTAXON and HERBIE.HBTTRANS to update the :FIDMS:HBTTAXON.DB and :FIDMS:HBTTRANS.DB with the most recent records.

Write source code to file

This button asks you for a form (including .fsl extension) and then creates a Paradox table listing every object you have written a method for, along with the ObjectPAL source code for the method.

Compile Information

Uses an ObjectPAL routine containing the CompileInformation procedure to list information about the code which was most recently compiled.

Help

Displays user Help.

Exit

Closes Programmer/Developer form and returns you to the calling form (or FIDMS Module Manager).



WACENSUS Form

You can use the WACENSUS form to:

- Look up taxon id numbers or taxonomic change data on species used by the flora industry. Note that the Locate Unknown Taxon Id Command provides more flexibility for searches. The WACENSUS Form is primarily for determining the authority for taxonomic changes, etc.

The WACENSUS Form is not part of the FIDMS application and must be accessed separately. You can open the WACENSUS Form by choosing Form|Open|WACENSUS.FDL from the Paradox default menu. This is a very simple form which does not have any customised menu.

WACENSUS Fields

Taxon Id

Unique number used by Herbarium WACENSUS database.

Genus

Genus name used by WACENSUS

Species

Species name used by WACENSUS

Rank

InfraspRank name used by WACENSUS

Infraspecies

InfraspName name used by WACENSUS

DRFStatus

Whether the taxon is currently Declared Rare or not (Y or N)

Current

Whether the taxon name is current (Y) or not (N). If it is not, forward references are contained in the multirecord below.

Newid

Forward taxon id reference for taxon names that are no longer current

Trans type

The nature of the transaction (eg. whether excluded (EXC) or misapplied (MIS))

Transdate

Date of the transaction

Active

Whether the transaction is still active (Y or N)

Authorised by

Authority under which the taxonomic changes have been authorised by.

WACENSUS Buttons

The buttons in the WACENSUS form are:

Help

Displays User Help.

Exit

Closes WACENSUS form



Export Form

You can use the Export Form to:

- Locate data (biological, taxonomic, industry) about taxa which are on the Export Flora List under the WA Flora Management Program for the export of flora.
- Update data which is already entered in the database
- Enter new data or new taxa when these become available.

The Export Form is not part of the FIDMS application and must be accessed separately. You can open the Export Form by choosing Form|Open|EXPORT.FDL from the Paradox default menu. This is a very simple form which does not have any customised menu or buttons.

Export Fields

Family Name

Field containing the family name of the export species as shown in WACENSUS.

Taxon Id

Unique number used by Herbarium WACENSUS database (current taxa only valid).

Genus

Genus name is linked to WACENSUS (filled automatically)

Species

Species name is linked to WACENSUS (filled automatically)

Rank

InfraspRank name is linked to WACENSUS (filled automatically)

Infraspecies

InfraspName name is linked to WACENSUS (filled automatically)

Category

Shows the conditions under which the species may be exported (e.g. Subject to standard conditions, may only be harvested from private property)

Record No.

Shows record number of the data

Conservation Reserves

Conservation reserves in which the species is known to occur. Examples of reserves are prefixed by e.g. Where e.g. does not occur, it is assumed that all known reserves are included.

Flowering Time

Bracketed numbers denote extremes or alternative months found from alternative literature research. A markedly different flowering period from research is included as a second entry separated by a slash or semi-colon from the first flowering period.

Landforms

The categories of landform are not mutually exclusive. Valid landform abbreviations and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the landform fields.

Soil

Several categories of soil or combinations of soils are given, reflecting the diversity of detail cited in the literature. Valid soil abbreviations and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the soil fields.

Soil Colour

Valid soil colour abbreviations and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the soil colour fields.

Muir Vegetation Types

The Muir vegetation types (Muir bibliography) describe the vegetation structure in terms of strata levels, height and density. Valid Muir Vegetation Code abbreviations and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the Muir vegetation type fields.

Form

For each species the height is given (usually in metres) sometimes followed by "tall" or "high". Occasionally width is given as well, (eg if dimensions are a x b, then b = width).

Vegetation Structure

Where insufficient information is available to fill in the Muir classification field(s), this field is used in substitute because it does not require a plant density estimate.

Associated Species

Examples of the plants that a taxon often occurs with are listed. Generally the obvious associations are listed first, and less common associations are given in brackets.

Dependent Species

The species listed are mostly pollinators. Much detail has been supplied for the Banksias, because of the Banksia Atlas [1] return form having covered this aspect. Valid Dependent species abbreviations and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the Dependent species fields.

Phytophthora cinnamomi - Species

Dr Ray Wills provided susceptibility ratings for *Phytophthora cinnamomi* for about 75% of the taxa. Valid codes and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the *Phytophthora* species fields.

Phytophthora cinnamomi - Habitat

Dr Ray Wills provided ratings of habitat susceptibility to *P. cinnamomi* for about 50% of the taxa provided susceptibility ratings for *Phytophthora cinnamomi* for about 75% of the taxa. Valid codes and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the *Phytophthora* habitat fields.

Armillaria

Habitat susceptibility to *Armillaria* is coded as simply Yes (susceptible) or No (not susceptible).

Canker

Ratings of susceptibility to aerial canker are scored in a similar way to Phytophthora. Valid codes and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the Canker field.

Other Phytophthoras

No data as yet. To be scored as for *P. cinnamomi*.

Fire Effect

Possibly a problem exists with not having defined high and low intensities of fire at the start of the project. Generally though references do not state the intensity of fire for which they are supplying regeneration strategies for a species, so N and K are used in the database more frequently than H and L. Valid codes and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the Fire field.

Regeneration

Describes the regeneration strategy of the species, e.g. reseeder, resprouter. Valid codes and their corresponding full description can be accessed using the Table Lookup facility (Ctrl+Backspace) when in the Regeneration field.

Regeneration to Flowering

Generally this was taken to mean months to flowering since last fire, as opposed to months to flowering following germination from cultivated seed. In cases where both sets of information were available, the cultivated information was relegated to the Notes section.

Regeneration to Fruiting

No information is currently entered in this field. However, this section is believed to be of importance for species management, and data should be pursued from non-published sources.

Impact of harvesting

This should be restricted to verified impacts rather than supposition (which can go in notes)

Other management issues

Especially as related to species' conservation

Species notes

Biological/ecological data or information which does not fit into the categories above, or which is additional to these, is entered into this field

Industry notes

Information from industry sources (anecdotal) or about industry requirements is entered in this field.



Menus

Each of the modules has its own menu, although all have menus in common or similar. The menus are "Windows-style" drop-down so that by clicking on the menu choice more options will be shown (if available). Go to the relevant menu topic to see more information about the menu for each of the FIDMS application modules.

- **FIDMS Module Manager Menu (see p 41)**
- **Persons and Licensing Module Menu (see p 42)**
- **Endorsement Module Menu (see p 44)**
- **Flora Return Module Menu (see p 47)**
- **Reports Module Menu (see p 42)**
- **Statistics Module Menu**
- **Programmer/Developer Module Menu**

Menus in common for all of the applications are:

- **File Menu (see p 34)**
- **Edit Menu (see p 35)**
- **Record Menu (see p 36)**
- **Help Menu (see p 37)**
- **Other Modules Menu (see p 39)**
- **Windows Menu (see p 40)**



File Menu

The commands on the File menu are:

Print

Prints information about the current record. If the Endorsement form is active, information about the current endorsement is printed in a report. If the Person and licence form is active, information about the current person and licences held are printed in a report. If the Flora Return form is active, information about the returns for a user-defined licensee is printed. You can also print information using commands on the Reports menu.

Printer Setup

Specifies the printer to use and other printer settings (such as the number of copies to print).

Exit

Closes the form and returns to the calling form (e.g. FIDMS). If in FIDMS, or there is no calling form, returns you to the Paradox for Windows Desktop.



Edit Menu

Edit | Cut Shortcut Key: Shift+Del

Choose Edit | Cut to remove selected text or objects and place them in the Clipboard. You can then use the Paste button or choose Edit | Paste to paste the contents of the Clipboard into another file or somewhere else in the same file. The contents of the Clipboard are not deleted when you paste, so you can paste as many times as you want. To delete a selection without affecting the Clipboard contents, press Del or choose Edit | Delete.

In Queries

Use Edit | Cut on expressions and example elements.

In Tables

Edit | Cut is available only in Edit mode.

Edit | Copy Shortcut Key: Ctrl+Ins

Copies the selected text or objects onto the Clipboard but not delete anything from your document or query. To paste the contents of the Clipboard into your document, use either

Edit | Paste
Shift+Ins
Paste button

The contents of the Clipboard are not deleted when you paste, so you can paste as many times as you want.

In a Form or Report

If the form or report is running, you can cut only the contents of a field object. Select the object or objects, then choose Edit | Copy, or use the Copy Toolbar button.

In Queries

Use Edit | Copy on expressions and example elements.

In Tables

Edit | Copy is available only in Edit mode.

Edit | Paste Shortcut Key: Shift+Ins

Choose Edit | Paste to insert information previously put onto the Clipboard by Edit | Cut, Edit | Copy, or other applications. The effects of Edit | Paste depend on which window is active and whether you are designing or viewing data. The contents of the Clipboard are not deleted when you paste, so you can paste as many times as you want.



Record Menu

The Record menu contains commands for viewing or editing the records displayed by a form. Each command on this menu has a keyboard shortcut. The commands on the Record menu are

First Record (Ctrl + F11)

Goes to the first record in the section

Previous Record (F11)

Displays the previous record. For example, choosing Previous Record when the Person and Licence form is active displays the previous person and associated licences. In the Flora Return form it displays the previous flora return.

Next Record (F12)

Displays the next record. For example, choosing Next Record while the endorsement form is active displays the next person and vehicle details. In the Flora Return form it displays the next species.

Next Section (F4)

When in multi-record records, next section allows the user to move to the next section (i.e. bypass the unnecessary records).

Last Record (Ctrl + F12)

Goes to the last record in the section.

Lookup Help (Ctrl + Space)

Allows the user to access lookup help where this is available. Will give a message if no lookup help available

New Record (Insert)

Creates a blank record for so you can add a new record.

Delete Record (Ctrl+Delete)

Asks if you want to delete the current record, then deletes the record permanently upon confirmation.

Undo Changes (Alt+Backspace)

Reverses any editing changes made to the current record. You must choose Undo Changes before selecting another record.



Help Menu

The Help menu provides commands for displaying FIDMS Help. The FIDMS Help system offers a quick way to find information, such as how to perform a particular task. Within a Help topic, there may be one or more jumps, which you can click (or select and press ENTER) to display a new Help topic. You can move, resize, maximize, or minimize the Help window, just like any other window.

There are four menu choices for the Help system:

? How to use help

Provides the new user with tips and hints on how to use the winhelp system. Knowledge of the principles of using the winhelp system are necessary to use the FIDMS help application system.

? Search for help on

Search is a WinHelp feature that lets you use keywords to locate specific information in a help file. Access the Search dialog box by selecting Help|Search for help on from the menu.

Each topic/target has a context string for internal identification and can also have a context number for identification by external programs, such as context sensitive help within an application. Context sensitive help lets the reader click on a help button or press Alt S while in a dialog box, to display the help topic.

? Using this form

You can get help on the current form by choosing the Help|Using this form command from the application's Help menu or by pressing F1. You can get context specific help by pressing the right mouse button for the object that you want help for and choosing "User help" from the menu. To access Help from any form in the FIDMS application:

- From the Help menu in the application, choose a Help command.
- Or press F1 while using the application.
- Or choose the Help button in a dialog box.
- Or press the right mouse button within an object and choose "User Help" from the menu

? Programmer's Help

This help system is for ObjectPAL programmers who would like to expand FIDMS and learn more about developing applications in Paradox for Windows. This can be accessed via a button (Program Help) or through the help menu in the on-line help system.

For further information on the FIDMS help system see:

? Help contents

The Contents topic is the first topic in a help file usually listing all major topics. The reader uses the Contents menu button to access the Contents topic in the help file.

? Application help - getting help from FIDMS

You can get FIDMS Help while using an application by choosing a command from the application's Help menu or by pressing F1. You can get context specific help by pressing the right mouse button for the object that you want help for and choosing "User help" from the menu. To access Help from the FIDMS application:

- From the Help menu in the application, choose a Help command.
- Or press F1 while using the application.
- Or choose the Help button in a dialog box.
- Or press the right mouse button within an object and choose "User Help" from the menu

A Help window appears. The topic that is displayed depends on which Help command you chose, what was selected when you pressed F1, or which dialog box you were using when you chose the Help button. With some applications, the Help Contents for the application appears.

Note: If F1 does not display Help, you must use the application's Help menu.

If you are a new user to FIDMS, you may wish to follow the Guided Tours which provide a step-by-step instruction to each module.



Other Modules Menu

The Other Modules Menu calls the module forms available from the current Module for the FIDMS application. Modules which can be called from within other modules are:

- **Persons and Licensing Module (menu choice Licences)**
- **Endorsement Module (menu choice Endorsements)**
- **Flora Return Module (menu choice Flora Returns)**
- **Reports Module (menu choice Reports)**
- **Statistics Module (menu choice Statistics)**
- **Programmer/Developer Module (menu choice Programmer/Developer)**

Not all of the modules can be called from every other module. To see available Other Modules choices for each module, see the on-line WinHelp file for FIDMS.

Exit returns the user to the calling form or exits the application if no calling form was used.



Windows Menu

The Window menu shows a list of the windows open on the Paradox for Windows Desktop. FIDMS forms are included in this list. Selecting a window name from the menu activates the window.



FIDMS Module Manager Menu

The following menus are available within the FIDMS Module Manager:

- **File Menu (see File Menu - p 34)**
- **Edit Menu (see Edit Menu - p 35)**
- **Help Menu (see Help Menu - p 37)**
- **Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu (see Windows Menu - p 40)**



Persons and Licensing Module Menu

The following menus are available within the Persons and Licensing Module:

- **File Menu (see File Menu - p 34)**
- **Persons and Licences Menu (see Persons and Licences Menu below)**
- **Edit Menu (see Edit Menu - p 35)**
- **Record Menu (see Record Menu - p 36)**
- **Help Menu (see Help Menu - p 37)**
- **Other Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu (see Windows Menu - p 40)**



Persons and Licences Menu

The Persons and Licences menu contains commands for searching for the records displayed by a form. It also allows the return status of a licensee to be viewed. Each command on this menu has a keyboard shortcut. The commands on the Persons and Licences menu are:

Locate Menu

The Locate menu contains commands for undertaking a search of the records displayed by a form according to user-defined criteria. Each command on this menu has a keyboard shortcut. The commands on the Locate menu are:

Person Number (Alt P)

If this option is chosen, the user is requested for a person number via a dialog box. The record satisfying the criteria is then displayed.

Licence Number (Alt L)

If this option is chosen, the user is requested for a licence number via a dialog box. The details of the licence satisfying this criteria is displayed in the Licence Query Details Dialog Box

Licensee Name (Alt N)

If this option is chosen, the user is requested for a licence surname via a dialog box. The surname does not need to be case-specific. However, correct spelling is required as no wildcards are accepted. The details of the surname(s) satisfying this criteria is displayed. Each new record is signalled by a system beep. The user may scroll through records by answering YES to a dialog box for each and any record to be viewed. When no new records are available a message showing the number of records satisfying the criteria is displayed.

Return Status

Allows the number of returns which have been entered into the FIDMS application via the Flora Return Module to be viewed in order to determine whether a licensee complies with return requirements for a new licence.



Endorsement Module Menu

The following menus are available within the Endorsement Module:

- **File Menu (see File Menu - p 34)**
- **Endorsement Menu (see Endorsement Menu below)**
- **Edit Menu (see Edit Menu - p 35)**
- **Record Menu (see Record Menu - p 36)**
- **Help Menu (see Help Menu - p 37)**
- **Other Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu (see Windows Menu - p 40)**



Endorsement Menu

The Endorsement menu contains commands for searching for the records displayed by a form. Each command on this menu has a keyboard shortcut. The commands on the Endorsement menu are:

Locate Menu

The Locate menu contains commands for undertaking a search of the records displayed by a form according to user-defined criteria. Each command on this menu has a keyboard shortcut. The commands on the Locate menu are:

Endorsement Number (Alt E)

If this option is chosen, the user is requested for an endorsement number via a dialog box. The record satisfying the criteria is then displayed.

Licence Number (Alt L)

If this option is chosen, the user is requested for a licence number via a dialog box. The licence number does not need to be case-specific. However, correct spelling/numbering is required as no wildcards are accepted. The details of the licence(s) records satisfying this criteria are displayed. Each new record is signalled by a system beep. The user may scroll through records by answering YES to a dialog box for each and any record to be viewed. When no new records are available a message showing the number of records satisfying the criteria is displayed.

Region (Alt R)

If this option is chosen, the user is requested for a Region via a dialog box. The Region does not need to be case-specific. However, correct spelling/numbering is required as no wildcards are accepted. (to check spelling, examine the drop down field Region) The details of the endorsement records satisfying this criteria are displayed. Each new record is signalled by a system beep. The user may scroll through records by answering YES to a dialog box for each and any record to be viewed. When no new records are available a message showing the number of records satisfying the criteria is displayed.

District (Alt D)

If this option is chosen, the user is requested for a District via a dialog box. The District does not need to be case-specific. However, correct spelling/numbering is required as no wildcards are accepted. (to check spelling, examine the drop down field District) The details of the endorsement records satisfying this criteria are displayed. Each new record is signalled by a system beep. The user may scroll through records by answering YES to a dialog box for each and any record to be viewed. When no new records are available a message showing the number of records satisfying the criteria is displayed.

New Endorsement

Automatically creates a unique endorsement number in preparation for data entry (issue) of an endorsement.

Renew Endorsement

Automatically duplicates the details of a user-defined endorsement (including licence details, vehicles, locations and species) so that the user can change any parts of the endorsement without having to re-enter details that have not changed. A new endorsement number is allocated automatically.



Flora Return Module Menu

The following menus are available within the Flora Return Module:

- **File Menu (see File Menu - p 34)**
- **Flora Return Menu (see Flora Return Menu below)**
- **Edit Menu (see Edit Menu - p 35)**
- **Record Menu (see Record Menu - p 36)**
- **Help Menu (see Help Menu - p 37)**
- **Other Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu (see Windows Menu - p 40)**



Flora Return Menu

The Flora Return menu contains commands for searching for the records displayed by a form. It also allows the return status of a licensee to be viewed. Each command on this menu has a keyboard shortcut. The commands on the Flora Return menu are:

Locate Menu

The Locate menu contains commands for undertaking a search of the records displayed by a form according to user-defined criteria. Each command on this menu has a keyboard shortcut. The commands on the Locate menu are:

Return Number (Alt P)

If this option is chosen, the user is requested for a return number via a dialog box. The record satisfying the criteria is then displayed.

Licence Number (Alt L)

If this option is chosen, the user is requested for a licence number via a dialog box. The licence number does not need to be case-specific. However, correct spelling/numbering is required as no wildcards are accepted. The details of the licence(s) records satisfying this criteria are displayed. Each new record is signalled by a system beep. The user may scroll through records by answering YES to a dialog box for each and any record to be viewed. When no new records are available a message showing the number of records satisfying the criteria is displayed.

Unknown Taxon ID (Alt U)

If this option is chosen, the user is requested for a genus name (partial is ok) via a dialog box and then a species name (partial is ok) via another dialog box. If users are unsure of the whole spelling of a genus or species they should enter only that part of which they are confident (the first few letters for example). The species names satisfying the criteria chosen will be displayed in the Locate Unknown Taxon Id Dialog Box. The user may scroll through records if more than one is found to match the criteria chosen. When the correct record is located, the user can choose to enter its details in the Flora Return Module by choosing the OK button. To discard all records, the Cancel button should be clicked.

Return Status

Allows the number of returns which have been entered into the FIDMS application via the Flora Return Module to be viewed in order to determine whether a licensee complies with return requirements for a new licence.

New Flora Return

Automatically creates a unique flora return number in preparation for data entry of flora returns.



Reports Module Menu

The following menus are available within the Reports Module:

- **File Menu (See File Menu - p 34)**
- **Reports Menu (see Reports Menu - p 50)**
- **Print Menu (see Print Menu - p 53)**
- **Help Menu (see Help Menu - p 37)**
- **Other Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu Windows Menu (see Windows Menu - p 40)**



Reports Menu

The Reports menu contains commands for various standard queries required by Wildlife Branch staff, Region and District staff and Wildlife Officers. Each command on this menu has a keyboard shortcut. The commands on the Reports menu are:

727 Endorsement Menu

The 727 Endorsement menu contains commands querying records matching user-defined criteria for 727 endorsements issued by Districts/Regions. Each command on this menu has a keyboard shortcut. The commands on the 727 Endorsement menu are:

Region

Undertakes a query of all 727 records which occur in a user-defined CALM Region (this must be entered in the Location box and drop down field. If the region is not entered a error message is displayed. The user can define particular species in the species box, any other user defined species by nominating "Other species", or can choose to leave the Species Box blank. The user will then be asked whether the report is required for all species, or for no species (just as a summary of licensees and vehicles).

District

Undertakes a query of all 727 records which occur in a user-defined CALM District (this must be entered in the Location box and drop down field. If the district is not entered a error message is displayed. The user can define a particular species in the species box, any other user defined species by nominating "Other species", or can choose to leave the Species Box blank. The user will then be asked whether the report is required for all species, or for no species (just as a summary of licensees and vehicles).

Returns Menu

The Returns menu contains commands for undertaking a query of records matching user-defined criteria for returns entered in the Flora Return Module. Each command on this menu has a keyboard shortcut. The commands on the Return menu are:

Flora Returns by Region

Undertakes a query of all flora returns which exist for a user-defined CALM Region (this must be entered in the Location box and drop down field. If the region is not entered a error message is displayed. The user can define particular species in the "Species" box, any other user defined species by nominating "Other species", or can choose to leave the "Species" box blank (in which case all species will be queried).

The user will then be asked whether the report is required for all species, or for only one species. In this case the species-nominated in the box will be used or, if the "Other Species" box is filled, the user will be asked to nominate a genus and species. If the user leaves the "Species" box blank and asks for the report by single species, an error message will be returned.

The user can either define a year for the return report or leave the "Year" box blank and query all returns for the nominated region.

Flora returns by District

Undertakes a query of all flora returns which exist for a user-defined CALM District (this must be entered in the Location box and drop down field). If the district is not entered a error message is displayed. The user can define particular species in the "Species" box, any other user defined species by nominating "Other species", or can choose to leave the "Species" box blank (in which case all species will be queried).

The user will then be asked whether the report is required for all species, or for only one species. In this case the species-nominated in the box will be used or, if the "Other Species" box is filled, the user will be asked to nominate a genus and species. If the user leaves the "Species" box blank and asks for the report by single species, an error message will be returned.

The user can either define a year for the return report or leave the "Year" box blank and query all returns for the nominated region.

Flora Returns by Flora Industry Region

Undertakes a query of all flora returns which exist for a user-defined Flora Industry Region (this must be entered in the Location box and drop down field). If the Flora Industry Region is not entered a error message is displayed. The user can define particular species in the "Species" box, any other user defined species by nominating "Other species", or can choose to leave the "Species" box blank (in which case all species will be queried).

The user will then be asked whether the report is required for all species, or for only one species. In this case the species-nominated in the box will be used or, if the "Other Species" box is filled, the user will be asked to nominate a genus and species. If the user leaves the "Species" box blank and asks for the report by single species, an error message will be returned.

The user can either define a year for the return report or leave the "Year" box blank and query all returns for the nominated region.

Block or other area

Undertakes a query all flora returns which exist for a user-defined block or area (this is entered in a dialog box which appears if this option is chosen). The user can define particular species in the "Species" box, any other user defined species by nominating "Other species", or can choose to leave the "Species" box blank (in which case all species will be queried).

The user will then be asked whether the report is required for all species, or for only one species. In this case the species-nominated in the box will be used or, if the "Other Species" box is filled, the user will be asked to nominate a genus and species. If the user leaves the "Species" box blank and asks for the report by single species, an error message will be returned.

The user can either define a year for the return report or leave the "Year" box blank and query all returns for the nominated region.

Licences Menu

The Licences menu contains commands for undertaking a query of records matching user-defined criteria for licensees (either historical or current, according to the option chosen by the user) by a user-defined postcode or set of postcodes or by District or Region. Each command on this menu has a keyboard shortcut. The commands on the Licences menu are:

Current licences by user-defined postcode

Undertakes a query of all details of persons and licences which are current and exist for a user-defined postcode or set of postcodes. The postcodes are entered in a dialog box and are separated by commas (if more than one postcode is required). The results are displayed in a report.

Historical licences by user-defined postcode

Undertakes a query of all details of persons and licences which have ever been issued for a user-defined postcode or set of postcodes. The postcodes are entered in a dialog box and are separated by commas (if more than one postcode is required). The results are displayed in a report.

Current licences by region

Undertakes a query of all details of persons and licences which are current for a user-defined CALM Region (this must be entered in the Location box and drop down field. If the region is not entered a error message is displayed. The results are displayed in a report.

Current licences by district

Undertakes a query of all details of persons and licences which are current for a user-defined CALM Region (this must be entered in the Location box and drop down field. If the region is not entered a error message is displayed. The results are displayed in a report.

Renew letters

This menu option allows the user to automatically generate letters to licensees whose licences are due to expire between user-defined dates. Those licensees who have submitted less than seven returns for the year are sent a "No renew" letter and those licensees who have submitted more than seven returns are sent a "Renew" letter. The letters are sent at the end of each month for licences which expire in the month following the next month, e.g. if licences expire in December, the letters are sent at the end of October. The dates for this would be entered in the format >30/11/9_<1/1/9_. Lists of the addressees are also generated which can be used to send to District Flora Officers, Wildlife Officers and to the Flora Industry General and Seed Industry General files.



Print Menu (Reports)

The Print menu contains commands to print the various reports generated by the Reports menu for various standard queries required by Wildlife Branch staff, Region and District staff and Wildlife Officers. Each command on this menu has a keyboard shortcut. The commands on the :Print menu are:

Renew (Print Menu)

Renew letters

Prints the letters generated by the Renew option of the Reports Menu. A dialog box prompts the user to check whether the printer paper is set to letterhead paper and, if it is, to continue the printing option. If not, the user can change the printer setup via the File Menu. The user must respond to the questions posed by dialog boxes. Printing a large number of letters can be quite time-consuming. The two reports which are opened and printed are RENEW.RSL and NORENEW.RSL.

Renew lists

Prints the lists of licensees to whom letters generated by the Renew option of the Reports Menu are sent. These lists are sent to Wildlife Officers and Flora Industry Officers in each District/Region. A dialog box prompts the user to check whether the printer paper is set to plain paper and, if it is, to continue the printing option. If not, the user can change the printer setup via the File Menu. The user must respond to the questions posed by dialog boxes. The two reports which are opened and printed are RENEWLST.RSL and NORENLST.RSL.

Endorsements (Print Menu)

This menu is divided into two major topics **Region** and **District** with three reports available for each option.

Region

Species

This option allows the user to print the report END_SPEC.RSL which is a summary of the Region query by species which you last ran (i.e. whatever options were used will be produced in the report). It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Pickers

This option allows the user to print the report END_REG.RSL which is a summary of the Region query by pickers (no species or vehicles) which you last ran (i.e. when the no species option is chosen). It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Vehicle List

This option allows the user to print the report VEH_REG.RSL which is a summary of the Region query by vehicle which you last ran (i.e. when the no species option is chosen). This option is particularly useful for enforcement work to check whether particular vehicles are endorsed for an area in which they are present. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

District

Species

This option allows the user to print the report DIS_SPEC.RSL which is a summary of the District query by species which you last ran (i.e. whatever options were used will be produced in the report). It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Pickers

This option allows the user to print the report END_DIS.RSL which is a summary of the District query by pickers (no species or vehicles) which you last ran (i.e. when the no species option is chosen). It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Vehicle List

This option allows the user to print the report VEH_DIS.RSL which is a summary of the District query by vehicle which you last ran (i.e. when the no species option is chosen). This option is particularly useful for enforcement work to check whether particular vehicles are endorsed for an area in which they are present. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Returns (Print Menu)

District

Prints the DIST_RET.RSL report generated by the Returns Menu for returns by CALM District. All options will be as chosen during the last query. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Region District

Prints the REG_RET.RSL report generated by the Returns Menu for returns by CALM Region. All options will be as chosen during the last query. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Flora Industry Region

Prints the FLORIND.RSL report generated by the Returns Menu for returns by Flora Industry Region. All options will be as chosen during the last query. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.

Block or other area

Prints the BLOCK_RET.RSL report generated by the Returns Menu for returns by a block or other area (usually pastoral station or other reserve). All options will be as chosen during the last query. It should be noted that you can view the report without printing it, if you wish. You need to close the report when you have completed all actions to return to the Reports Module.



Statistics Module Menu

The following menus are available within the Statistics Module:

- **File Menu (See File Menu - p 34)**
- **Other Modules Menu (see Other Modules Menu - p 39)**
- **Queries Menu (see Print Menu - p57)**
- **Help Menu (see Help Menu - p 37)**
- **Windows Menu Windows Menu (see Windows Menu - p 40)**



Queries Menu

The Queries menu contains commands for various queries required to prepare reports to Environment Australia under the management plan. These queries replicate analyses undertaken by Steve Hopper and Mark Burgman in their 1982 report into the Wildflower Industry and are directly compared with these where possible. Each command on this menu has a keyboard shortcut. The commands on the Queries menu are:

General Reports Menu

The General Reports menu contains commands to produce a report of quantities harvested for all species and products for a calendar year as required under the WA Flora Management Program for the export of flora and to replicate statistics produced in Burgman and Hopper and in a report produced for ANCA showing the number of species harvested for each product (i.e. seed, flowering stems) by year. Each command on this menu has a keyboard shortcut. The commands on the General Reports menu are:

Number of Species Harvested

Undertakes a query of to count the number of species harvested for each product (i.e. seed, flowering stems) by year. The results show years including 1978 (Rye data), 1980/81 (Burgman and Hopper data) and 1991 to the present (CALM Flora Return data). No user input is required for this menu option. Warning: this option can be time-consuming. The results are displayed in a report (SPECCNT.RSL).

ANCA Report - Total Harvest

Undertakes a query of total quantities harvested for all species, products (e.g. seed, flowering stems, bark, whole plants, etc) and by land tenure (i.e. Crown land, private property natural stands and artificially propagated) for any two user-defined years. If the second year is left blank the query uses data from Burgman and Hopper (1980/81) . The years are each entered in a dialog box. The second year is not requested until the query for the first year is complete. Warning: this option can be time-consuming. The results are displayed in a report (ANCA.RSL).

Flowering Stems Menu

The Flowering Stems menu contains commands for querying records for pre-defined statistics on flowering stems as carried out by Burgman and Hopper (1982). Each command on this menu has a keyboard shortcut. Some of these queries are time-consuming. The commands on the Flowering Stems menu are:

Harvest of stems by species

Undertakes a query to compare the total harvest of all species and percentage that this constitutes for single stems in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. If the user leaves the second dialog box blank, the first year is compared with Burgman and Hopper (1980/81) data. The results of two user-nominated years are displayed in a report (TOP20COM.RSL) while where Burgman and Hopper data are used, the results are displaced in another report (TOP20STM.RSL).

Harvest of stems by genus

Undertakes a query to compare the total harvest of all genera and the total number of species that are commercially exploited for stems in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. If the user leaves the second dialog box blank, the first year is compared with Burgman and Hopper (1980/81) data. The results of two user-nominated years are displayed in a report (TOPCOGEN.RSL) while where Burgman and Hopper data are used, the results are displaced in another report (TOPSTGEN.RSL).

Total harvest of stems by land status

Undertakes a query to show a breakdown of the number and percentage of single stems picked on the various land tenures (Crown land, private property natural stands and artificially propagated stands) in any two user-defined years for each month. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. If the user leaves the second dialog box blank, the first year is compared with Burgman and Hopper (1980/81) data. The results of two user-nominated years are displayed in a report (CPACOMP.RSL) while where Burgman and Hopper data are used, the results are displaced in another report (CPAHOP.RSL).

Distribution of harvesting of species for stems

Undertakes a query to calculate in how many grid squares a species harvested for single stems has been taken compared with the number of grid squares in which the species occurs from its distribution as shown in the collection of the WA Herbarium for any two user-defined years for each month. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results are displayed in a report (GRID.RSL).

Seed Menu

The Seed menu contains commands for querying records for pre-defined statistics on seed in a similar way as for flowering stems. Each command on this menu has a keyboard shortcut. Some of these queries are time-consuming. The commands on the Seed menu are:

Harvest of seed by species

Undertakes a query to compare the total harvest of all species and percentage that this constitutes for seed (in kg) in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (TOPSDCOM.RSL).

Harvest of seed by genus

Undertakes a query to compare the total harvest (in kg) of all genera and the total number of species that are commercially exploited for seed in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (TOPSDGEN.RSL).

Total harvest of seed by land status

Undertakes a query to show a breakdown of the number and percentage of seed picked on the various land tenures (Crown land, private property natural stands and artificially propagated stands) in any two user-defined years for each month. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (CPASEED.RSL).

Distribution of harvesting of species for seed

Undertakes a query to calculate in how many grid squares a species harvested for seed has been taken compared with the number of grid squares in which the species occurs from its distribution as shown in the collection of the WA Herbarium for any two user-defined years for each month. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results are displayed in a report (GRIDSEED.RSL).

Geographic Menu

The Geographic menu contains commands for querying records for pre-defined statistics about the geographic distribution of harvesting (of both stems and seed). Each command on this menu has a keyboard shortcut. Some of these queries are time-consuming. The commands on the Geographic menu are:

Harvest of stems by grid square

Undertakes a query to compare the number of species harvested for stems in each grid square and the percentage that harvest in the grid square constitutes of the total harvest in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. If the user leaves the second dialog box blank, the first year is compared with Burgman and Hopper (1980/81) data. The results of two user-nominated years are displayed in a report (GEOSTEM.RSL) while where Burgman and Hopper data are used, the results are displaced in another report (GEO_HOP.RSL).

Harvest of seed by grid square

Undertakes a query to compare the number of species harvested for seed in each grid square and the percentage that harvest in the grid square constitutes of the total harvest in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (GEOSEED.RSL).

Harvest of stems by Flora Industry Region

Undertakes a query to show the relative importance of CALM Flora Industry Regions by calculating the total amount of single stems harvested from each of the Regions in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (PICK_REG.RSL).

Harvest of seed by Flora Industry Region

Undertakes a query to show the relative importance of CALM Flora Industry Regions by calculating the total amount of single seed harvested from each of the Regions in any two user-nominated years. The years are each entered in a dialog box. The query for the first year is completed before the dialog box allows user input. The results of two user-nominated years are displayed in a report (PICKSEED.RSL).



Programmer/Developer Module Menu

The following menus are available within the Programmer/Developer Module:

- **File Menu (See File Menu - p 34)**
- **Help Menu (see Help Menu - p 37)**
- **Modules Menu (see Other Modules Menu - p 39)**
- **Windows Menu Windows Menu (see Windows Menu - p 40)**



Guided tours

Guided tours provide a step-by-step guide to the main features of a particular module. They provide a good introduction to the FIDMS application for the first time user. It is recommended that new users do all the guided tours before attempting to use the program.

The guided tour can be followed by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print

Step-by-step instruction in using the various forms can be accessed by clicking on the various topics below:


- **Persons and Licensing Module Guided Tour (see p 63)**
- **Endorsement Module Guided Tour (see p 65)**
- **Flora Return Entry Guided Tour (see p 68)**
- **Reports Module Guided Tour (see p 71)**
- **Statistics Module Guided Tour (see p 74)**
- **Programmer/Developer Module Guided Tour (see p 75)**



Persons and Licensing Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Licensing module:

1. Choose File|Open|Form and specify LICENCE.FDL in the dialog box. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Person and Licences. Please wait
2. Choose the menu option Persons and Licences with the mouse button and click the Locate option. Choose the option Licensee name either by clicking on it with the mouse or by pressing . A dialog box called Enter a surname will appear.
3. Enter the surname Smith. Click the OK button to accept the search criteria and leave the Enter a surname dialog box. The first person matching the surname Smith will then appear.
4. If more than one value matches the search criteria a Choose|Do you want to see the next <surname> dialog box will appear. Click the Yes button to display the next record or No to exit from the query. Click Cancel to return to the Main screen
5. You can use the menu Persons and Licences to search for persons by Person Number or search for a person by Licence Number. The licence number option will display the licence number details in the Licence Query Details dialog box.
6. Try both these options before proceeding with the rest of the Guided Tour.
7. Click the Persons and Licences drop-down menu option again. You will notice that as well as the Locate menu option there is also a Return Status option. Press this option and then enter then required licence number in the dialog box. Press the OK button to begin the query.
8. When the query is complete a dialog box will appear asking you whether you wish to view the return status. Click the mouse on the Yes button. The Return Status Dialog Box will appear with the months for which returns have been received for that licence in month order. When you have finished viewing the dialog box, double click on the OK button to return to the Persons and Licences module. If you wish to carry out more complicated queries, use the Reports Module or make up your own query using query-by-example. For more information on how to create queries see queries
9. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.

10. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
11. To exit from the module, chose the File | Exit menu or the Exit button.



Endorsements Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Endorsement module:

1. Choose File|Open|Form and specify ENDORSFM.FDL in the dialog box then choose OK. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Flora Returns. One moment please

Use the following endorsement details to check out the system:


<u>Surname</u>	<u>Other Names</u>	<u>Licence No</u>	<u>Vehicle Reg</u>	<u>Colour</u>	<u>Make</u>	<u>Model</u>	<u>Type</u>
Kuhnberg	Neville John	CP005731	7JK 123 9AB 651	Red White	Ford Mazda	F100 121	4WD Sedan




<u>Valid From</u>	<u>Valid to</u>
15 October 1995	14 January 1996

<u>Loc No</u>	<u>Location Name</u>	<u>Description of area</u>	<u>Grid No.</u>
	Wheatley	South of creek as marked	2114

<u>Taxon Id</u>	<u>Genus</u>	<u>Species</u>	<u>Quantity</u>	<u>Unit</u>	<u>Part</u>
	Podocarpus	drouynianus	1000	single	stems
	Persoonia	longifolia	500	single	stems
	Bossiaea	laidlawiana	100	single	stems

2. Choose the menu option Endorsements with the mouse button and click the New Endorsement option. The application will automatically allocate a new return number to an empty form.
3. Use the drop-down field to look at the Region field options. Choose Southern Forest Region as the value. use the TAB key to move to the next field. Repeat this step with the District field options and choose Manjimup. You can simply enter the required data without choosing via a drop-down box. However, it is easier not to have to laboriously type the information yourself.
4. Use the TAB key to move to the next field. Enter the licence number CP005731 in the field Licence Number and use the TAB key to move to the next field. The box Details of Licensee will fill with all the particulars of the licence holder. If the right details do not appear in the lookup fields, the licence number is not correct. In this case you will need to check the licence number details via the Persons and Licensing Module.
5. The cursor will automatically jump to the Vehicle reg field. Enter the vehicle registration vehicles. Continue to enter the vehicle details as shown above tabbing between each field. When you have completed the first vehicle details press the TAB key. This will give you a new vehicle details message. Enter the second vehicle details. F4 will take you to the next section.

6. Enter the First Day of Period field as 15 October 1995. A message will appear in the bottom right hand corner "This date is not valid for this licence number. Please check" and the Licence Update dialog box called. All licences for the person number are shown. Place the cursor in the correct licence number for the return date and double click the mouse on the OK button. The licence number field should change to CP006337 if you have chosen the correct licence number. Now you can enter the Last day of period field. This is also validated by checking that the date is within the valid period of the licence.
7. Press the TAB key to enter into the Lands from which flora may be taken multi record. Press the CTRL and spacebar. A list of valid LOIS codes will appear. Choose a block within the Southern Forest Region and Manjimup district and press return. The block will automatically appear within the correct space. Enter the grid square as appropriate.
8. Press the TAB key to enter into the Species and quantities permitted multirecord. Because you do not know the taxon id you should move to the Genus field and enter *Podocarpus* and enter the species field and enter *drouynianus*.
9. Move to the Quantity field and enter the quantity 1000. The taxon id should have now appeared in the Taxon field. For your information the application stores values to 10 decimal places.
10. TAB to the Unit field. It is suggested that only units that are permissible are single (for flowering stems) and kg (for boronia, seed, beansticks, etc.). Enter the data shown. Repeat this for Part.
11. Repeat steps 7 to 9 for *Persoonia longifolia*
12. Follow the steps as above for *Bossiaea laidlawiana*. When you enter the species name you will note that a dialog box called Species Name Updated gives the message "Revision of Taxonomy". The revised name will be entered automatically when you leave the taxon id field.
13. When you have finished entering the species names by using tab to get to the next blank species record, F4 will take you to the next section. You should fill in your name in the Issuing Officer field (if you are a Flora Industry Officer, your name will be in the drop down field already).
14. The issuing date is automatically entered as today's date.
15. Click the Endorsements drop-down menu option again. You will notice that as well as the New Endorsement menu option there is also a Locate option. Choose the menu option Endorsements with the mouse button and click the Locate option. Choose the option Licence number either by clicking on it with the mouse or by pressing  and a dialog box called Enter a licence number will appear.
16. Enter the licence number CP006980. Click the OK button to accept the search criteria and leave the Enter a licence number dialog box. The first person matching the licence number CP006980 will then appear.
17. If more than one value matches the search criteria a Choose|Do you want to see the next <licence number> dialog box will appear. Click the Yes button to display the next record or No to exit from the query. Click Cancel to return to the Main screen.

18. You can search for individual endorsement numbers (option Endorsement Number or ) for endorsements by Region (option Region or ) or by District (option District or ) using the Locate menu. Do these queries for more practice. If you wish to carry out more complicated queries, you should use the Reports module or make up your own query using query-by-example. For more information on how to create queries see queries in the Paradox manual
19. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.
20. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
21. To exit from the module, chose the File | Exit menu or the Exit button.



Flora Return Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Flora Return module:

1. Choose File|Open|Form and specify FLORARET.FDL in the dialog box. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Flora Returns. Please wait


Use the following return details to check out the system:

Surname	Other Names	Licence No	Return Date	Number of Days Collecting
Kuhnberg	Neville John	CP005731	October 1995	29

Genus	Species	Quantity	Unit	Part	CPA
Melaleuca	lateritia	1.575	kg	seed	C
Melaleuca	aecerosa	1000	g	seed	C
Helipterum	roseum	1.2	kg	seed	P

Details of Land	Grid Number	Dealer
Lyons Forest Block	1913	Kimseeds, Sarich Court Osborne Park
Marrinup	1913	Kimseeds, Sarich Court Osborne Park
Nyngan Station	173	Kimseeds, Sarich Court Osborne Park

2. Choose the menu option Flora Returns with the mouse button and click the New Return option. The application will automatically allocate a new return number to an empty form.
3. Enter the licence number CP005731 in the field Licence Number and use the TAB key to move to the next field. The name Kuhnberg should appear in the surname lookup field. If the right name does not appear in the surname lookup field, the licence number is not correct. In this case you will need to check the licence number details via the Persons and Licensing Module.
4. The cursor will automatically jump to the Collecting date field. Enter the return date of October 1995 as 15/10/95 and press the TAB key. A message will appear in the bottom right hand corner "This date is not valid for this licence number. Please check" and the Licence Update dialog box called. All licences for the person number are shown. Place the cursor in the correct licence number for the return date and double click the mouse on the OK button. The licence number field should change to CP006337 if you have chosen the correct licence number.
5. Enter the number of days collecting as 29.
6. Press the TAB key to enter into the Species of Flora Harvested multirecord. Because you do not know the taxon id you should move to the Genus field and enter Melaleuca and enter the species field and enter lateritia. Use the TAB key to move past the Rank and Infraspecies fields. The taxon id should now appear in the Taxon field.

7. Move to the Quantity field and enter the quantity 1.575. You will notice that the number has been rounded to 2 decimal places for display purposes. The application stores values to 10 decimal places.
8. TAB to the Unit field and use the left hand mouse button on the arrow to inspect the suggested values. You will note that weight is recorded in kilograms (kg). Grams and tonnes should be converted to kilograms by either dividing by 1000 (grams) or multiplying by 1000 (tonnes). Choose kg with the left hand mouse button and TAB to the Part field.
9. Inspect the suggested values in the Part field by clicking the left hand mouse button on the arrow. Choose seed with the left hand mouse button and TAB to the Status field and enter C into this field.
10. TAB to the Details of Land field and enter the value Lyons Forest Block. TAB to the Grid Square field and enter 1913. Finally TAB to the Dealer field and enter the value Kimseeds. (It is not necessary to enter the address of dealers into the computer).
11. TAB to the end of the form. When you reach the last field TAB once more. A fresh Species of Flora Harvested record will appear with the same person and returns details.
12. Follow the steps as above. You will note that when you attempt to obtain a Taxon Id for *Melaleuca acerosa* that no number appears. You will need to follow the steps below to find a correct taxon id.
13. Choose the menu option Flora Returns with the mouse button and click the Locate option. Choose the option Unknown Taxon Id either by clicking on it with the mouse or by pressing . A dialog box called Enter a Genus to search will appear.
14. Enter the Genus *Melaleuca*. Click the OK button to accept the search criteria and leave the Enter a Genus to search dialog box. A second dialog box will appear called Enter a Species to search. Enter the species (partial) a.. The first taxon matching the criteria *Melaleuca* will then appear.
15. Only those values which match the search criteria are brought into the dialog box Locate Unknown Taxon ID via the tCursor.
16. Find the correct record (*Melaleuca acerosa*) and double click the mouse to accept the value. A taxon id and correct spelling will be input to the Species of Flora Harvested record.
17. Note that you will need to convert the grams to kg. Continue to fill in the flora return information. When you have completed this species TAB to a new Species of Flora Harvested record. When you enter the species name you will note that a dialog box called Species Name Updated gives the message "Revision of Taxonomy". The revised name will be entered automatically when you leave the taxon id field.
18. Click the Flora Return drop-down menu option again. You will notice that as well as the Locate menu option there is also a Return Status option. Press this option and then enter then required licence number in the dialog box. Press the OK button to begin the query.
19. When the query is complete a dialog box will appear asking you whether you wish to view the return status. Click the mouse on the Yes button. The Return Status Dialog

Box will appear with the months for which returns have been received for that licence in month order. When you have finished viewing the dialog box, double click on the OK button to return to the Flora Return module. If you wish to carry out more complicated queries, use the Reports Module or make up your own query using query-by-example. For more information on how to create queries see queries in the Paradox manual

20. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.
21. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
22. To exit from the module, chose the File | Exit menu or the Exit button.



Reports Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Reports module:

1. Choose File|Open|Form and specify REPORT.FDL in the dialog box. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Reports. Please wait
2. Choose the menu option Reports with the mouse button and click the 727 Endorsement menu option. You can choose this either with the mouse or by choosing the underlined letter of the option (in this case 7). The menu will come up with two options Region and District. If you choose either of these an error message dialog box will appear "Sorry, you must choose District/Region".
3. The reports main page contains reports options which should be considered and chosen before choosing the report you wish to run. For example, before running a report to show 727 endorsement for a region or district, you should choose which option you require, i.e. choose a radio-button for District or Region as appropriate. Once this option is chosen a list of Districts or Regions as applicable is made available by clicking the mouse on the drop-down field in the Location box. If you enter the first letter of the District or Region you require, the field will narrow the choices to items matching that letter and similarly with the second letter and so on. For this exercise choose the option Region and the region Southern Forest in the drop down field.
4. You can choose to view endorsements for only one species by nominating the species (if it is one of those listed in the Species Choice Box or by choosing Other Species if it is not. If you wish to see all endorsements for all species you should leave the Species Choice Box blank.
5. Similarly, if you wish to view endorsements for a particular year you should nominate that year in the Year Choice Box. If you leave the Year Choice Box blank you will get only those endorsements which are current.
6. Click the Reports drop-down menu option again. Now when you choose the Region option you will get a dialog box asking you whether you want to have the report results by species. Choose this if you wish to see what species have been endorsed. If you wish to see endorsements by, for example, vehicles you should choose no for this. You will now get a message that the query is processing. You need to press the OK button and wait for the query to finish.
7. When the query is complete a dialog box will appear asking you whether you wish to view the endorsements. Click the mouse on the Yes button. The Endorsement by Region/Species Dialog box will appear with the results of the query in block/location order. When you have finished viewing the dialog box, double click on the OK button to return to the Reports module. You can try out options for District and/or other queries in a similar way. If you wish to carry out more complicated queries, you must make up your own query using query-by-example. For more information on how to create queries see queries in the Paradox manual.

8. If you do choose the By Species option when prompted, the Endorsement by Region Dialog box will be opened if you choose to view the results.
9. To print the results choose the Print drop-down menu and the endorsements option. You will be given a list of options for reports by Region or District. Choose the appropriate option for the results you want. Please remember, however, that if you have chosen to carry out a query by species, you cannot access the By Vehicle option. If you wish to see endorsements by vehicle. Choose no when you are asked whether you wish to see endorsements by species in the Reports drop down menu. Please remember that you cannot obtain the results you want without doing the appropriate query first! The report you have chosen will be opened and you can print it by choosing the print option via the menu or clicking the mouse on the printer icon.
10. To generate a report of flora return results, the options should be chosen in a similar way to as outlined in 3 and 4. Note that you can choose to show flora returns by Flora Industry Region in addition to by Region or District, or if you choose the Block or Other Area option in the Returns drop-down menu you can provide a block name or other location (e.g Pastoral Station).
11. The Species Choice Box works in a similar fashion to its use for endorsement reports. The dialog box will prompt you to ask whether you want to view the returns for one species (need to choose via the Species Choice Box) or whether you want all species (leave the box blank). You can choose to generate the report by a user-defined year by choosing a year in the Year Choice Box. If you leave it blank, the report will include all available data. You will be asked whether you wish to view the results. If you choose yes the Return Summary Dialog box will be opened.
12. You should experiment by choosing many different options and combinations of options for return reports to get a feel for the system.
13. To print the results choose the Print drop-down menu and the returns option. You will be given a list of options for reports by Region, District, Flora Industry Region or Block or Other Area. Choose the appropriate option for the results you want according to which options the report was generated with. Please remember that you cannot obtain the results you want without doing the appropriate query first! The report you have chosen will be opened and you can print it by choosing the print option via the menu or clicking the mouse on the printer icon.
14. The next option to explore via the Reports drop-down menu is the Licences submenu. For this option, you do not need to enter the required options via the Report Choices Boxes. You will instead be prompted for your input. You can generate a report of licences for a particular postcode (set of postcodes separated by commas) which are either historical or current depending on which option is chosen. Try this now for a postcode. You will now get a message that the query is processing. You need to press the OK button and wait for the query to finish.
15. When the query is complete a dialog box will appear asking you whether you wish to view the licences. Click the mouse on the Yes button. The Licence Query Results Report will appear with the results of the query in surname order. You do not need to use the Print menu for the Licences report option because you can print the report from within viewed report (by menu or clicking the printer icon).
16. You should try the current licences by Region and by District which also prompt the user via a dialog box for the required information.

17. The Renew option of the Reports drop-down menu allows the user to automatically generate the renew and no renew letters which are required to be sent to licensees whose licences are due to expire. The letters are usually sent at least a month before the licences are due to expire, i.e. if the current month is January, the letters would be generated for licences expiring in March. **This option should only be used by the Administration Officer, Flora , or another person working under the authority of this person.**
18. The user is prompted for expiry dates in the format <1/__/19__,>31/__19__. The user should supply dates which will mean that the query operates for an entire month inclusive of the first and last days of the . When the user has entered the date, the query can be started by clicking on the OK button. A message will appear saying that the query is processing.
19. When the query is completed, the user can print either the renew and non-renew letters or the renew and non-renew lists (which are sent to the Regions, Districts and Wildlife Officers) by choosing the Print drop-down menu and the appropriate option. Before printing, the user will be prompted to check whether the paper is set to the appropriate type (letterhead for the letters or plain paper for the lists). If the paper is already correct, the user should confirm printing by clicking the Yes button. If the paper is not set correctly, press No. The paper can be changed via the File drop-down menu and the Printer Setup option.
20. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.
21. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
22. To exit from the module, chose the File | Exit menu or the Exit button.



Statistics Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Statistics module:

1. Choose File|Open|Form and specify STATS.FDL in the dialog box. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Statistics. Please wait
2. All the options under the Queries Menu lead the user through the required input via dialog boxes. The type of output obtained is as shown in Burgman and Hopper (1982) Report No. 53. No other knowledge is required. The module will automatically open the report output results when these are finished. Carrying out some of the queries can be quite time-consuming and/or may use large computer resources. If you wish to carry out more different queries than those provided, you must make up your own query using query-by-example. For more information on how to create queries see queries in the Paradox manual.
3. To print the results choose the Print drop-down menu or the Print icon from within the opened report.
4. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.
5. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
6. To exit from the module, chose the File | Exit menu or the Exit button.



Programmer/Developer Module Guided Tour

Follow this guided tour by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print Topic.

Follow these steps to try out the Programmer/Developer module:

1. Choose File|Open|Form and specify STATS.FDL in the dialog box. The application will come up with a message in the message bar at the bottom left hand side of the screen Loading Programmer/Developer Form. Please wait
2. Each of the buttons undertake a self-contained action. The buttons "Update Licences", "Update Persons" and "Update WACENSUS" require the user to have an ORACLE username and password and to have set up the IDAPI file appropriately. Only the database administrator would usually be able to carry out these tasks.
3. The buttons "Write source code to file" and "Compile Information" can be used by anyone with some knowledge of the program (see Programmer Help for more details). For the "Write source code to file" option, the user must know the name of the form (and include the .FSL extension) as this is requested via a dialog box when the button is clicked. The "Compile Information" button is only necessary for programmers as it gives compile information about the most recently compiled code. This is useful when memory and other system limitations may be a problem.
4. Other drop-down menu options are common throughout the FIDMS application. Help has four options: Using Help allows the user to get the most out of help applications and gives hints and helpful tips to the first time help user. The Help Index takes the user to the Search Dialog Box and allows the user to search for a particular topic and jump to it. The Using this Form option allows the user to jump to specific help on the form currently in use. The Programmer Help option opens the FIDPROG.HLP help application. User Help Contents can be accessed via the Help button.
5. The other modules option allows the user to access the other modules available to FIDMS by choosing the menu item or the short-cut key. After the user has completed the task in the other module, the exit button or menu option returns the user to the calling module.
6. To exit from the module, chose the File | Exit menu or the Exit button.



Flora Industry Background

Legislation and Policy

The flora industry managed under *Wildlife Conservation Act 1950*. The Act has been reviewed and is planned to be repealed and replaced. Important changes include ability to licence dealers (and to therefore impose royalties at dealer level); the ability to test flora licence applicants on knowledge of conservation, legislation and management issues; and the ability to have licensed pickers to sell flora from private property with the permission of the property owner (currently only owner/occupier can hold licence). However, it should be noted that amendments to the Act have been planned for over ten years therefore the timing of the proposed changes is unknown.

In general, the law prohibits the taking of indigenous flora except under certain circumstances. The taking of protected flora from wild populations for commercial purposes from Crown land is prohibited unless a Commercial Purposes Licence is held. On private property protected flora may only be taken with the owner's permission, but such flora may only be sold under a Commercial Producer's/Nurseryman's licence held by the landowner/occupier.

CALM is responsible for conservation of flora throughout the State on all Crown and private lands under the Conservation and Land Management Act 1984. Exports of flora from Australia are regulated under the Commonwealth *Wildlife Protection (Regulation of Exports and Imports) Act 1982* administered by the Australian Nature Conservation Agency. CALM prepares a management program to cover the export of flora. All material for export must be taken so as to be sustainable for both the species and its ecosystem.

See Policy No. 13 for CALM's policy on flora industry. In general, CALM controls approves commercial harvesting of protected flora in order to ensure its long term conservation, that a fair and equitable return is received by the State, that wherever possible the operation is commercially viable, and that the resource is managed to minimise waste.

Economic issues

- Flora industry from wild picked stands has a value of about \$7 million dollars. Seed industry in areas covered by Alcoa's and Worsley's operations is estimated at about \$2 million dollars (retail value).
- More than 85% of flowers and foliage material (seed is not covered by the Commonwealth Act) is exported.
- Approximately 35 wildflower exporters. However, number of dealers is in hundreds (many florists buy and sell wildflowers).
- Current revenue generated by flora industry is approximately \$70,000 per annum. Current expenditure is approximately \$300,000. Estimated minimum budget for managing industry with sufficient resources is approximately \$2 million.



Persons and Licensing Management Background

Licences

There are three different categories of licences for flora harvesting activities on Crown land and private land. Every picker requires a licence unless flora is taken from private property for non-commercial purposes. Commercial pickers on private land, while legally able to take flora (i.e. have the owner/occupier's consent) cannot sell the legally taken flora unless on behalf of an owner/occupier who holds a Commercial Producer's/Nurseryman's licence.

The licences which cover Crown land are:

Commercial Purposes Licence

- required when taking flora for commercial purposes (e.g. for sale, mine rehabilitation, etc)
- fee \$100.00 per annum

Scientific or other Prescribed Purposes

- required when taking flora for specified purposes as defined in Wildlife Conservation
- Regulation 56B
- fee \$10.00 per annum

The licence which covers private land is:

Commercial Producer's or Nurseryman's Licence

- required for taking of flora for sale by landowner/occupier
- persons other than the owner/occupier do not require a licence to take flora but:
 - must have permission of landowner/occupier; and
 - may not sell flora
- fee \$25.00 per annum

Licence conditions

Under the Wildlife Conservation Act, licences are subject to conditions as required by the Minister, for the conservation of protected flora. A standard set of conditions forms part of the licence. Special conditions may be added, or the standard conditions varied where this is necessary. These conditions are attached to each licence and outline CALM's requirements for the management of the industry. Licence conditions may be drawn up to include such matters as prohibition of taking of certain species, methods of taking flora, requirements to carry and produce the commercial flora licence, restrictions on areas where flora may be taken, conditions relating to the control of the introduction and spread of dieback disease, submission of flora returns, etc. The standard conditions are modified as necessary.

Applications

All licences are issued from State Operations Headquarters and are obtained by lodging the appropriate application form along with the licence fee by mail or in person. The form and fee may be accepted at a District or Regional Office and forwarded to SOHQ for issuing provided that the picker has complied with the requirement to nominate specific areas and produce the written permission of the land manager for these areas. If this occurs, a photocopy of the fee receipt should be attached to the application form and these then forwarded to SOHQ marked to the attention of the Administration Officer, Flora. An adequate stock of current application forms should be available in each Region/District Office.

Applications for a new licence must be made every year. It is the responsibility of the applicant to submit the application at least one (1) month prior to the expiry of the current licence. Commercial Purposes and Commercial Producer's/Nurseryman's Licence holders receive a reminder letter prior to licence expiry. All applications whether new or for existing licence holders must be completed on the authorised application form. All information on the form must be completed.

Before issuing a licence, the Flora Industry Clerk must ensure that, where the applicant has previously held a commercial flora licence, he/she has submitted returns of flora taken to CALM. It is a requirement of a commercial flora licence that returns of flora harvested each month be submitted to CALM quarterly on the return form provided. These return forms are issued to the licensee at the same time as a licence and pre-paid addressed envelopes are provided. Failure to submit returns as required by licence condition results in non-renewal of the licence. Regions/Districts receive a copy of those pickers who have not submitted flora returns in accordance with their licence conditions each month. Alternatively, an officer may enquire through the FIDMS application to ascertain the return status of a licensee. These lists and enquiries may be used to determine whether to accept an application lodged at the Region/District. Before issuing a licence or accepting an application form and issuing an endorsement, you should check to see that the applicant is up to date in submitting returns for any previous licences held using the Persons and Licences|Locate|Return status option for the Persons and Licences Form or the Flora Returns|Return Status option for the Flora Return Form.

In addition, each Commercial Purposes licence applicant must nominate area(s) where they wish to pick, and produce written permission from the management authority for that land, where such an agency exists, as part of their licence application. This to ensure that applicants are aware of the requirement to have written permission of land managers before picking, and can demonstrate their understanding of the relevant licence condition and Wildlife Conservation Regulation 56E(2).

The initial licence will have the nominated picking area(s) endorsed on it. Subsequent areas can be picked in provided that written authority is carried by the picker, as is stipulated under licence conditions.

A computer generated licence is issued and flora return forms and pre-paid envelopes are provided for those applicants issued with a Commercial Purposes or Commercial Producer's/Nurseryman's Licence.

The State Minister for the Environment may cancel or refuse to issue a licence to any person who has been convicted of any offence against the Wildlife Conservation Act or its Regulations. A register of such persons is maintained, and the licensing system prevents issue of any or all licences to these individuals.

Things to Remember

- All applicants (both new licences and renewals) must complete an application form.
- The current application form (not superseded forms) should be used.
- All sections of form should be completed.
- Specific areas must be nominated and permission from the vesting agency must accompany the application.
- Specific species (not "all species") must be nominated.
- Returns must be up to date or the licence will not be issued.
- All fees and royalties must be pre-paid. A receipt number is to be filled in the space provided on the licence application form. Make sure that you use the correct accounting codes (a copy of both short and long flexfield codes is enclosed). Check the species nominated and product (some species only attract a royalty when harvested for a particular product) to ensure that a royalty does not apply.
- In the case of private property, only the owner/occupier may hold a licence. The licence is to sell flora taken by the owner/occupier or with the permission of the owner/occupier. If a Commercial Producer's/Nurseryman's licence application is lodged in the District/Region, check that the applicant is also the owner/occupier (in property details on application form). CALM has prepared an agent's authority form as a service to industry (copies in Districts). These assist the non-owner/occupier to demonstrate that he/she is a bonafide agent selling the flora on behalf of the licensee.
- Applications should not be faxed to Como. All pickers receive more than a month's notice of the upcoming expiry of their licence. It is up to the picker to organise himself or herself.
- A Commercial Purposes licence should not be issued to children younger than 14 years. It is considered that licence holders should be legally responsible for their compliance with licence conditions.



Endorsement Management Background

A CALM endorsement is issued for an specific area to a picker for his/her use and may specify particular conditions, or species and quantities that may be harvested. In addition, an endorsement is required to allow the harvesting of some species with special management requirements, e.g. *Boronia megastigma*. These species may be prohibited from being harvested by licence condition and the endorsement varies this condition where appropriate.

Full Blocks and Waiting Lists

Pickers applying after all endorsements being allocated should be put on a waiting list at the relevant office. On cancellation of an endorsement, the first picker in the list should be offered an option on that endorsement area.

Period of endorsements

Endorsements may not be issued beyond the expiry date of the Commercial Purposes licence and may not exceed 3 months to encourage Region/District contact with pickers, and to allow more flexibility in area and species allocation.

Cancellation of endorsements

An endorsement may be cancelled for any breach of its provisions.

Allocation of areas and species

Areas

The requirement for endorsements varies with the tenure of the land on which picking is proposed. Flora picking on non-private land is confined to multiple use areas of Crown land. However, allocation and endorsements do not apply to all of these areas. Endorsements are principally for, but not necessarily restricted to, CALM-managed land.

- Overall picking levels must be sustainable. Where the District believes that picking is having an adverse impact on the conservation values of the land, no additional endorsements should be issued.
- No one picker should be allowed to have unfair access to blocks in a District to the exclusion of other pickers. It is suggested that a limit of six blocks per picker should be given in any one District.
- Additional pickers may be endorsed for a block providing that they are picking different species (see management of species).
- For those species which do not require special management, picker numbers should be restricted to four people per block or one family group picking the same species .

Species (See Rare and Priority Species p 85)

- All 727 endorsement forms must have specific species nominated as a term of the endorsement.
- The flora industry officer should ask the picker about picking intensity (number of days, proposed picking levels) for all species in order to build up knowledge but particularly for species requiring special management so that these can be cross-referenced with picker return records to allow harvest quantities to be set.
- For those species which require special management, an amount which is conservatively believed to be sustainable should be issued based on past harvest levels and the issuing officer's knowledge of the species and area. Advice from Wildlife Officers will also assist in this process. A greater quantity could be allocated following an inspection by a Wildlife Officer or Flora Industry officer provided that it is believed that this amount would be sustainable. Alternatively, the smaller amount could be issued and, the picker could come back after this amount is picked and the inspection could then be carried out. The limit of four pickers per block or one family group still applies to these species.
- There is a clear issue with inadequate monitoring. The lack of monitoring is compromising all other management and negating the efforts being made.

Issuing endorsements

Procedure

1. Sight the Commercial Purposes licence to ensure it is current or, if issuing 727 endorsement prior to the issuing of the licence ensure that a valid licence application has been received and money receipted. Ensure the licensee has no conditions or impediments that prevent the issuing of an endorsement.
2. Allocate an area in accordance with the procedure outlined below.
3. Issue the CLM 727 endorsement with all details completed (see Endorsement Guided Tour). A separate endorsement is required for every licence.
4. Identify on a 1:25,000, 1:50,000 or 1:100,000 scale map the area to be picked (the smaller scale are preferable). A forest block or part thereof may be set as the area. However, this partial area should be discernible in the field, i.e. use natural boundaries. In this case, a H.O.C.S. sheet covering the block is ideal.
5. Attach the original endorsement and map to the licence and inform the picker that it must be carried whenever picking is taking place as a condition of licence.
6. If the endorsement is being issued prior to the licence application, ensure that the endorsement and application form are attached and forward both to the Administration Officer, Flora, SOHQ (**do not give to the picker**).
7. Remind licensees that they are required to submit returns in accordance with conditions on the Commercial Purposes (and Commercial Producer's/Nurseryman's) licence and

species endorsements. Failure to submit returns will result in non-renewal of licence and/or endorsements in future years.

8. Ensure that a copy of the endorsement and map are kept on file.
9. Advise appropriate field staff of potential picking in their area of responsibility.
10. Endorsements will be cancelled for any breach of conditions or non-sustainable picking practices being used.
11. Pickers applying for endorsements subsequent to all available endorsements being allocated will be put on a waiting list at the relevant office. On cancellation of an endorsement, the first picker in the list will be offered an option on that endorsement. The picker will then have one week to take up the option. If the picker declines, then that person will retain their position in the queue and the option on the endorsement will be given to the next in line. This process will continue until the endorsement is taken up. If a picker cancels an endorsement and then applies for another, that person will be placed at the end of the queue.
12. Endorsements should not be issued beyond the expiry date of the Commercial Purposes Licence and should not exceed 3 months.
13. A CLM 727 endorsement shall not be issued to any other person other than the person named on the licence.

Things to Remember

- The 727 endorsement must also be completely filled in (e.g. areas, species, etc.) and signed by a CALM officer. This should be sent up to Wildlife Branch, Como, together with the application, and any other royalty endorsement forms.
- There is no need to issue a pre-endorsement if the applicant has paid the licence fee. However, do not hand the 727 to the picker but forward it, with the application form, to Como, together with any royalty payment.
- 727 endorsements should be issued on a three monthly basis. There may be the need to issue a royalty endorsement for a shorter period, particularly if royalty covers only a small amount of material, to prevent the possibility of illegal harvesting.
- The issue of 727 endorsements face to face is strongly supported. It is important that CALM makes contact with pickers on a regular basis. It is not believed that a three monthly visit was too onerous. It was believed to be acceptable that a representative of a picker group (if the group was picking in the same block) could renew 727s on behalf of other pickers in the group after the initial 727 was issued.



Flora Return Management Background

As a requirement of licence conditions, and in order to facilitate monitoring and enforcement, all commercial licence holders, on both Crown land and private property, must submit quarterly returns of flora taken each month. Data required include species, quantity, the unit and part of flora taken, the status of the land where harvesting was undertaken, whether the flora was cultivated or wild picked, the grid square location of the flora, details of the location (e.g. private property owner, State forest block, etc.) and the person to whom the flora was supplied. Failure to submit returns results in non-renewal of the commercial flora licence. (See Rare and Priority Species on p 85)

The flora returns are used, in conjunction with field monitoring to monitor species harvested, levels of activity and location of picking. Harvesting data are analysed based on the six regions which comprise the flora industry regions, and factors influencing biology and ecology, and conservation status, including representation in conservation estate, harvest levels, community/habitat rarity, etc., are also assessed on a regional basis.

The following analyses of harvested species are undertaken by Wildlife Branch using data from flora returns, and other information supplied by CALM offices and industry:

- species are plotted by quantity to determine main species, medium and low use species;
- the main purpose of harvest is determined, eg. dried flowers, fresh flowers, hobby, seed;
- these data are split into the flora industry regions based on 1° by 1° 30' grid cells in the south west and 4° by 6° cells in the remainder of the state;
- a comparison of numbers

Flora industry regions

For the purposes of flora industry management, Western Australia is divided into six regions which correspond as closely as possible with biogeographic, administrative and management boundaries.

The six regions comprise:

- southern sandplain (which largely corresponds with CALM's South Coast Region);
- southern forest (which consists of CALM's Southern Forest Region, in addition to Blackwood District of Central Forest Region);
- northern forest (which consists of the remainder of Central Forest Region, in addition to Dwellingup and part of Perth and Mundaring Districts of Swan Region);
- northern sandplain (the northern part of Perth and Mundaring Districts, in addition to the sandplain south of Carnarvon);
- wheatbelt; and
- pastoral (includes goldfields/desert).



Rare and Priority Species

Rare flora is that which is gazetted as rare in a list which comes out from time to time in the Government Gazette. This list is distributed to commercial flora pickers with each licence issued. Rare flora may not be taken under any commercial flora licence whether on private property or on Crown land without the express written permission of the Minister for the Environment.

Priority species are those which are classified as poorly known and perhaps rare. They are listed in a CALM publication which is distributed to all CALM Regions and Districts each year. The list is available to commercial flora pickers at a cost of \$50.00. There is a standard licence condition on the Commercial Purposes licence prohibiting the taking of priority species. No priority species may be taken from Crown land without this standard licence condition being varied by Wildlife Branch. This would normally only be done if there were clear conservation benefits from the proposed taking and no unreasonable adverse impact on the priority species.

As a result of these restrictions, the Endorsement Module and Flora Return Module will not allow the entering of rare flora (unless cultivated) or priority flora from Crown land. A message appears if these species are entered to contact the AO Flora.

If the species must be entered (e.g. if the licence has been varied to allow the taking of a priority species), then all details of the endorsement or the flora return should be entered as normal with the exception of the species and associated data. The data input officer should take note of the endorsement number and block code (in the case of endorsements) or the flora return number (in the case of flora returns) and enter the data manually.

Endorsements

The data input officer should open the end_spec.db table by choosing File|Open|Table|End_spec.db. He or she should then enter the endorsement number and block code and all other relevant fields. NB There are no facilities for taxon id lookup so the data input officer should know both the taxon id and the species code (and ensure correct spelling) before entering. It is necessary to be extremely cautious when entering data in this way because it is possible to make an error and not have it validated.

Flora Returns

The data input officer should open the retex.db table by choosing File|Open|Table|Retex.db. He or she should then enter the flora return number and all other relevant fields. NB There are no facilities for taxon id lookup so the data input officer should know both the taxon id and the species code (and ensure correct spelling) before entering. It is necessary to be extremely cautious when entering data in this way because it is possible to make an error and not have it validated.



Export Management Background

In 1994, the Department of Conservation and Land Management (CALM) initiated a review of the Western Australian flora industry based on objectives and scope of work as outlined below. The project was jointly funded by the Australian Nature Conservation Agency and CALM. The overall project objective was to provide information on flora industry harvesting levels on species taken from natural populations and within geographical areas of the State, and review information on the flora being harvested. It is envisaged that this report will form the basis of a background document required for export of flora from Western Australia under the management program.

The scope of work for the project was as follows:

- Analyse picker return data on the CALM database and collate information on species utilisation and geographical patterns. Because data from 1994 were not yet complete, 1993 flora return data held by CALM were selected for analysis.
- Undertake a comparison of the current data to that presented in the 1980/81 review by Burgman and Hopper.
- Produce a report of the current situation regarding the activities of the Western Australian flora industry, and an analysis of the change that has occurred since the last complete flora industry review in 1982, including changes in species utilisation, geographic spread, and Crown land versus private property trends.
- Undertake a literature review of Western Australian flora utilised in the flora industry, and document the information that is available in terms of its applicability to industry management.

The analyses carried out for this report (copy of which is held at Woodvale Research Centre library) can be duplicated easily by the Statistics Module (Queries Menu) and an update of the report produced.

Results of the literature review are contained in the Export Form.



Region/District Functions

The functions of the Regions/Districts in respect to the management of the flora industry are as follows:

- Receive licence applications and receipt moneys where these are lodged at the District or Regional Office. In the case of CALM-managed lands, or other Crown lands on which CALM manages flora harvesting by agreement with some other agency, Regions/Districts are responsible for providing written permission for picking on these lands (CLM 727 endorsement).
- Receipt royalty payments
- Allocation of species and areas according to principles developed by Wildlife Branch and issuing of endorsements.
- Monitoring of land areas and species within the field and inspection of picking areas. Any issues arising from field inspections must be forwarded to Wildlife Branch for action.
- Compliance and regulation of the industry within the field and at a local level including inspection of local dealer premises
- Liaison with local pickers, dealers and other industry representatives.
- Maintain contact between Region/District and Wildlife Branch.

Glossary

A

Amendments, Wildlife Conservation Act 1950

- ability to licence dealers (and to therefore impose royalties at dealer level);
- ability to test flora licence applicants on knowledge of conservation, legislation and management issues; and
- the ability to have licensed pickers to sell flora from private property with the permission of the property owner (currently only owner/occupier can hold licence).

C

Commercial Producer's/Nurseryman's Licence

This licence is required for taking of protected flora for sale by landowner/occupier. Persons other than the owner/occupier do not require a licence to take flora but must have permission of landowner/occupier; and may not sell flora. The fee for this licence is \$25.00 per annum.

Commercial Purposes Licence

Required when taking flora for commercial purposes (e.g. for sale, mine rehabilitation, etc) from Crown land and has a fee of \$100.00 per annum.

Crown land

Means all land other than private land

D

Dealers, inspection of

A wildlife officer may at any reasonable time inspect the premises or any other place to which he makes lawful access. He may inspect any records which are required to be kept or maintained under the Wildlife Conservation Act and Regulations.

Dialog boxes

A box that requests or provides information. Many dialog boxes present options to choose among before you can perform an action. Other dialog boxes display warnings or error messages.

Drop-down edit field

A single-line text box that opens to display more choices when you click the arrow beside it.

Drop-down menu

A single-line menu box that opens to display more choices when you click the arrow beside it.

E

Endorsement

An CALM endorsement is the written permission given to a picker to operate on lands specified under the CALM Act, or land on which CALM manages flora by agreement with the managing authority.

Export

Exports of flora from Australia are regulated under the Commonwealth *Wildlife Protection (Regulation of Exports and Imports) Act 1982* administered by the Australian Nature Conservation Agency. CALM prepares a management program to cover the export of flora. All material for export must be taken so as to be sustainable for both the species and its ecosystem.

F

Field

A column of information in a table. A collection of related fields makes up one record.

Flora

Means any plant (including any wildflower, palm, shrub, tree, fern, creeper or vine) which is:

- (a) native to the State; or
 - (b) declared to be flora pursuant to Section 6 (4) of the Wildlife Conservation Act 1950
- and includes any part of flora and all seeds and spores thereof.

Form

A window for displaying data and objects. Also an ObjectPAL type (Form). The form is the highest-level container object.

G

Grid cells

Used by industry for flora returns to record flora harvested by a geographic coordinate. Shown on the back of the flora return form.

Guided tours

Guided tours provide a step-by-step guide to the main features of a particular module. They provide a good introduction to the FIDMS application for the first time user. It is recommended that new users do all the guided tours before attempting to use the program.

The guided tour can be followed by minimizing the Help screen so that the FIDMS screen is visible beneath it or printing out the guided tour and following along from a hard copy. To print this topic, choose File|Print



Identification of plants

The holder of a licence must provide a voucher specimen whenever requested to do so by the Executive Director. The specimen must be of a standard that is sufficient to allow identification of the species taken under the licence.

Inspection of Dealers

A wildlife officer may at any reasonable time inspect the premises or any other place to which he makes lawful access. He may inspect any records which are required to be kept or maintained under the Wildlife Conservation Act and Regulations.



Keeping records

After the purchase of flora from a person lawfully entitled to sell the flora, the purchaser must make or obtain a legible record of (i) the quantity and class or description of flora purchased; (ii) the date of the purchase; and (iii) the name and address of the person from whom the flora was purchased.



Legislation

The flora industry is managed under *Wildlife Conservation Act* 1950. The Act has been reviewed and is planned to be repealed and replaced. Under the Conservation and Land Management Act 1984, CALM is responsible for the conservation and management of protected flora throughout Western Australia and for the administration of the Wildlife Conservation Act 1950

Licence

"Licence" under Part 10A of the Wildlife Conservation Regulations means a licence issued pursuant to Section 23A to 23F of the Wildlife Conservation Act.

Licence, need to produce

The holder of a licence to take protected flora on Crown land must produce her or his licence whenever requested to do so by a wildlife officer or any person appointed by the authority which has the care or control of the land.



Multi-record

Refers to an object that displays several records at once in a form or report.



Object

A table, form, report, query, script, library, or SQL file. All entities that can be manipulated in Paradox are objects.

Ownership of protected flora

The property in protected flora on Crown land, until lawfully taken, is, by virtue of this Act, vested in the Crown.

P

Permission to take protected flora

S56E2 of Wildlife Conservation Regulations

Except where the Executive Director is otherwise satisfied that an applicant is permitted to enter on any land for the purpose of collecting protected flora or that s/he will not enter on any land for that purpose unless s/he has obtained the permission of the owner or manager having care or control of the land, every application for a licence (other than a nurseryman's licence under S23D of the Wildlife Conservation Act) shall be accompanied by the written permission of the owner of the land or the authority having care or control of the land specified in the application.

Prescribed purposes

The purposes prescribed as prescribed purposes under section 23C(1)(b) of the Wildlife Conservation Act are (a) for scientific and educational purposes; (b) hobby purposes; (c) propagation purposes; (d) personal enjoyment

Private land

Means any land that has or may hereafter be alienated from the Crown for any estate of freehold, or is or may hereafter be the subject of any conditional purchase agreement, or of any lease or concession with or without a right of acquiring the fee simple thereof other than for pastoral or timber purposes.

Property in protected flora

The property in protected flora on Crown land, until lawfully taken, is, by virtue of this Act, vested in the Crown.

Production of Licence

The holder of a licence to take protected flora on Crown land must produce her or his licence whenever requested to do so by a wildlife officer or any person appointed by the authority which has the care or control of the land.

Protected flora

Mean, any flora, for the time being declared to be protected flora for the purposes of the Act. Currently includes all flowering plants, conifers and cycads (Spermatophyta), ferns and fern allies (Pteridophyta), mosses and liverworts (Bryophyta) and algae, fungi and lichens (Thallophyta)

Q

query by example (QBE)

The method of retrieving data by providing an example of what you are looking for.

f

Queries

A query is a way to retrieve information from your tables. For example, you can find out

- Which persons have endorsements in a particular Region/District
- How much of a species has been harvested since 1992
- The number of blocks which have current endorsements

You can also use a query to perform calculations on your data. And you can insert, delete, and change records using INSERT, DELETE, and CHANGETO queries. See Queries in the Paradox manual for more details on how to construct a query.

R

Radio button

A round or diamond-shaped button beside a label. Each time a user clicks the button, it toggles between being empty and being darkened. Each click also toggles its value between "False" and "True."

Records, need to keep

After the purchase of flora from a person lawfully entitled to sell the flora, the purchaser must make or obtain a legible record of (i) the quantity and class or description of flora purchased; (ii) the date of the purchase; and (iii) the name and address of the person from whom the flora was purchased.

Records, inspection of

A wildlife officer may at any reasonable time inspect the premises or any other place to which he makes lawful access. He may inspect any records which are required to be kept or maintained under the Wildlife Conservation Act and Regulations.

Returns

The holder of a licence must furnish returns showing the taking and/or sale of protected flora each month on the 15th day following a three month period.

S

Sale of flora

Means to sell by wholesale or retail, or to barter or exchange, and includes supply for profit, offer for sale, receive for sale, having possession for sale, expose for sale, send forward or deliver for sale, cause or suffer or allow to be sold, and to dispose of or offer for disposal under hire-purchase agreement, and derivatives and inflections to have corresponding meanings.

Scientific or other Prescribed Purposes Licence

Is required when taking flora for specified purposes as defined in Wildlife Conservation Regulation 56B and has a fee of \$10.00 per annum (may be waived in certain circumstances).

Showing a licence

The holder of a licence to take protected flora on Crown land must produce her or his licence whenever requested to do so by a wildlife officer or any person appointed by the authority which has the care or control of the land.

T

tCursor, defined

An ObjectPAL type. A pointer to the data in a table. Using tCursors, you can manipulate data without having to display the actual table.

To sell

Means to sell by wholesale or retail, or to barter or exchange, and includes supply for profit, offer for sale, receive for sale, having possession for sale, expose for sale, send forward or deliver for sale, cause or suffer or allow to be sold, and to dispose of or offer for disposal under hire-purchase agreement, and derivatives and inflections to have corresponding meanings.

To take

In relation to flora includes to gather, pluck, cut, pull up, destroy, dig up, remove or injure the flora or to cause or permit the same to be done by any means.

V**Voucher specimens**

The holder of a licence must provide a voucher specimen whenever requested to do so by the Executive Director. The specimen must be of a standard that is sufficient to allow identification of the species taken under the licence.

W**Wildlife officer**

Means a person appointed to an office referred to in Section 19 of the Wildlife Conservation Act

Written permission, need for

S56E2 of Wildlife Conservation Regulations

Except where the Executive Director is otherwise satisfied that an applicant is permitted to enter on any land for the purpose of collecting protected flora or that s/he will not enter on any land for that purpose unless s/he has obtained the permission of the owner or manager having care or control of the land, every application for a licence (other than a nurseryman's licence under S23D of the Wildlife Conservation Act) shall be accompanied by the written permission of the owner of the land or the authority having care or control of the land specified in the application.



Acknowledgements

FIDMS was formulated in response to an obvious shortcoming in the way Wildlife Branch was treating data forwarded by licensed commercial flora pickers. Wildlife Branch staff who have been instrumental in driving the development of the database include Ken Atkins and Mike O'Donoghue.

The development of FIDMS has been a team effort, the result of many hours of discussion, design, coding (and debugging). The programmer was Sarah McEvoy of Wildlife Branch. However, many other people, particularly successive flora licensing officers (George Zebrowski, David Hogg, Neil Stephens), clerical assistants (Adrienne North, Sharon Poore, Shirley Groom) and district flora industry officers have contributed time, ideas and testing of the system to the stage it has currently evolved.

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