

# Old HabITS V4 Documentation

*This is where you can find all the old documentation, help videos and pdfs for HabITS V4.*

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## IMPORTANT

Before you start, please **read the Reminder below** for vital information regarding data entry and the kind of information it must provide to meet reporting, management, and planning needs.

## What to include and keep in mind when entering data in HabITS V4

### PROJECT AND ACCOMPLISHMENT NARRATIVES

*Providing concise sentences through narratives that allow HQ to better represents the hard work. Please remember to:*

- Describe the Service's role and substantial involvement. (No longer required in V5)
- Describe specific project benefits such as reduction of shoreline erosion, enhancement of migratory bird population, protection of specific habitat, and recovery actions.
- If the project is an Agency Priority Goal (e.g. Adaptive Management), describe how the project supports that initiative. Remember to select the initiative under the FWS Initiative section.
- Describe any economic (e.g. jobs/job training) and community (e.g. recreation) benefits created by the project (if applicable).

### ACCOMPLISHMENT FINANCIALS

*Documenting the all the resource contributions, including monies, in-kind services, and staff days will allow us to better describe the actual resources necessary to implement a project and carry out our mission. Please remember to:*

- Provide PFW or CP's contribution (\$\$, in-kind and staff days).
- Provide project partners' contributions (\$\$ and in-kind).

### PERFORMANCE HABITAT TYPES

- For in-stream techniques (e.g. structure, j-hook, cross vane, and step-pools), please select stream channel or river.
- For stream bank techniques (e.g. tree planting and fencing), please select shoreline.

### ACCOMPLISHMENT BENEFITS

*Documenting specific project benefits is becoming increasingly important, especially when evaluating returns of federal investments. Please remember to:*

- Identify any trust resource benefits (i.e., primary, secondary, and tertiary).
- If trust species are identified, please select species from the species list.

### PROJECT STATUS

- For completed projects, please review the HabITS entry to verify that the following information is provided: Service's role and contribution, the benefit of the project and consistency in acres, miles and funds between the financial tab and the narratives.
- For completed projects, please remember to *uncheck* the planning box of the Mechanism, Project, or Accomplishment, whichever is applicable (see screen captures below). Planning activities are not included in the accomplishment totals (i.e., acres and miles).

<b>Mechanism Properties</b> Planning? <input checked="" type="checkbox"/> All related Projects and Accomplishments will be set to planning.	<b>Project Properties</b> Planning? <input type="checkbox"/>	<b>Accomplishment Properties</b> Planning? <input type="checkbox"/>
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HabITS Data Entry Reminder Sheet

November 13, 2012

For a downloadable Word file of the above, click here: [HabITS Data Entry Reminder\\_FY13.doc](#)