

DoD TES Document Repository: A User's Guide



Repository Objectives

- Gather scientific information on threatened and endangered species (TES) found on DoD installations.
- Make information readily available to researchers, land managers, and policy makers.
- Accomplish with minimal impact to installation personnel.

Document Standards

Included

Technical Reports
Management Plans
Biological Opinions
Policy/Position Statements

Case-by-Case

Fact Sheets
Abstracts
INRMPs
NEPA Documentation

Excluded

Popular Media
Biological Assessments
Species Accounts (links provided)
Recovery Plans (links to FWS)
Peer-Reviewed Journal
Articles (referenced)

Minimum Requirements

- POC information
- Source references
- Technical and/or regulatory focus
- Clearance by submitting organization

Capabilities

- Accessible via internet
- Easy-to-use
- Scalable and customizable
- Access to technical POC information
- Ability to dynamically link images
- Ability to link to external sites
- Powerful search capabilities that allow multi-leveled searches across one or more data fields
- Automatic document submission via Input Tool

Search Categories

Keyword
Species
Stressor
Document Type

Input Tool: Document Uploading Instructions

Follow the directions in the blue boxes on the subsequent slides to upload a document.

Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Taskbar AutoPlay Settings

Address <http://devportal.nbii.gov/portal/server.pt> Go Links

Google G Go Bookmarks 20 blocked Check Look for Map AutoFill Send to Settings

Welcome, Guest Log In Text-Only Portal ----- Geo Portals ----- Help Search: My Pages Directory

plumtree Log In

Welcome to your Portal.
Log in to your personalized Portal account.

If you have an existing account, enter your Username and Password. If necessary, select the appropriate Authentication Source. If you want to log in to the Portal automatically, check **Remember my Password**, and then click **Log In**.

Username:

Password:

Authentication Source: Plumtree User Database

Remember my Password

[Forgot your Password?](#)

Plumtree Software, Inc. 500 Sansome Street, San Francisco, California 94111 Phone: (415) 399-7050 Fax: (415) 263-8991

Go to <http://devportal.nbii.gov/portal/server.pt>

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Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Welcome, Guest Log In Text-Only Portal ----- Geo Portals -----

My Pages Directory

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Username:

Password:

Authentication Source:

Remember my Password

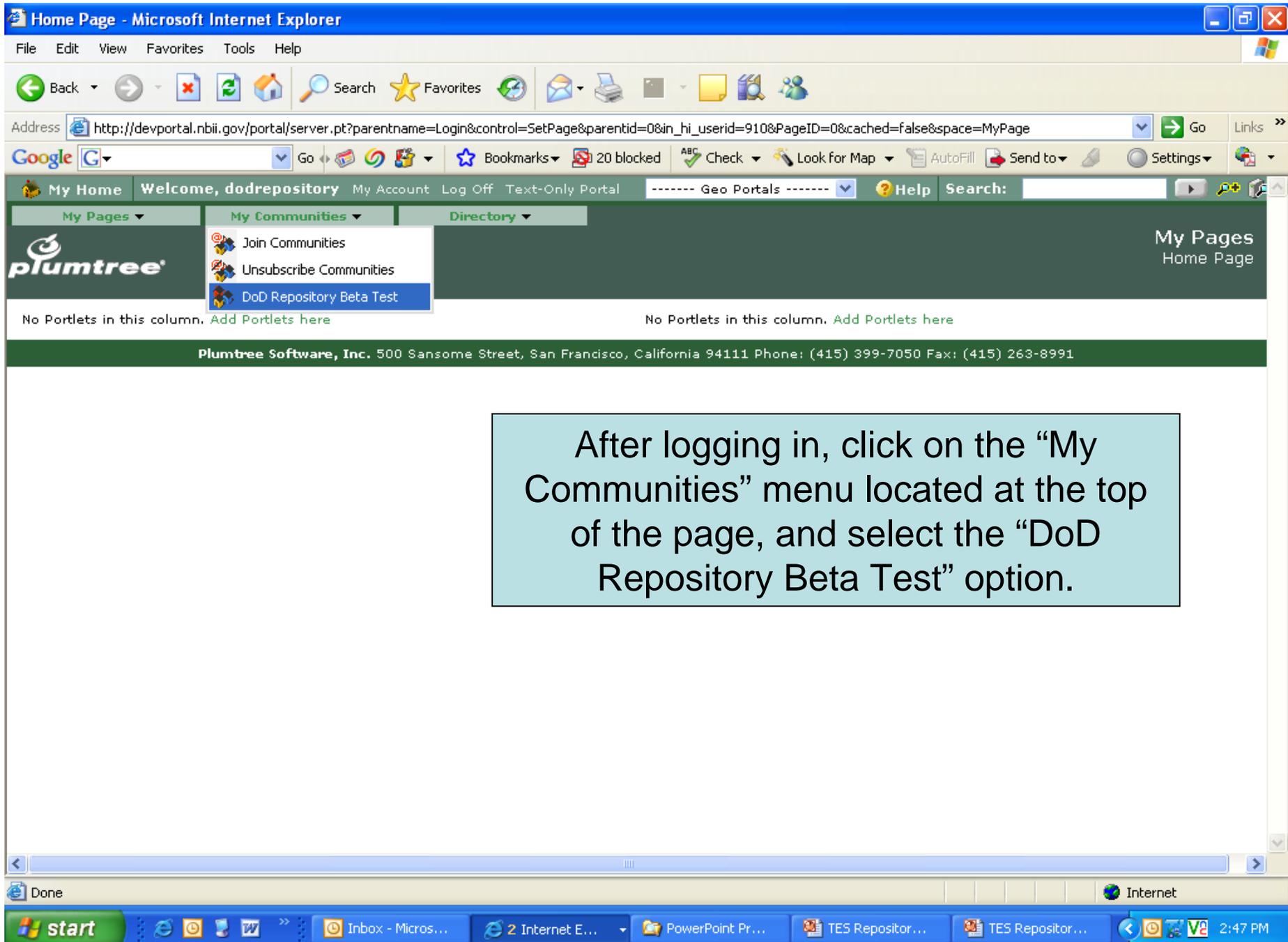
[Forgot your Password?](#)

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Internet

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Enter the Username and Password supplied by the Repository Administrator (TESRepository@hgl.com) and click on the "Log In" button.



After logging in, click on the “My Communities” menu located at the top of the page, and select the “DoD Repository Beta Test” option.

DoD Repository Beta Test - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://devportal.nbii.gov/portal/community/development_area/julie_recker/dod_repository_beta_test Go Links

Google Go Bookmarks 20 blocked Check Look for Map AutoFill Send to Settings

plumtree Input Tool

Inside this Community

Input Tool | Edit Tool | Approval Tool | Search by Keyword | Search by Species | Search by Stressor | Search by Document Type

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DoD TES Document Repository - Input Tool

The DoD TES Document Repository provides online access to valuable gray literature on DoD's high-priority TES for installation natural resource managers and other agency personnel involved in managing relevant TES. This Repository is continually being updated with new documents. To submit a document, please proceed to locate the file. Refer to the User's Guide for detailed instructions on assigning metadata. Note: Document clearance is the responsibility of the submitting organization. If you have questions or encounter issues, please contact TESRepository@hgl.com

File to Upload:

- A page titled “DoD TES Document Repository - Input Tool” will appear with a prompt for uploading your document.
- Click the “Browse” button and find the document file you wish to upload, then click the “Upload File” button.

start | Internet | 1:21 PM

- After uploading your document, you will see a page that prompts you to fill in several metadata fields, which include the following:
 - Document Title
 - Document Description/Summary
 - Species
 - Document Type
 - Service(s)
 - Installation(s)
 - Author
 - Publication Date
 - Organization
 - Phone
 - Email

See the following two slides for visuals on assigning metadata to a document.

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DoD TES Document Repository - Input Tool

Please enter the following information:

Document title:

Document Description/Summary:

Species:
Bald Eagle
Black-Capped Vireo
California Gnatcatcher
Desert Tortoise
Golden-Cheeked Warbler

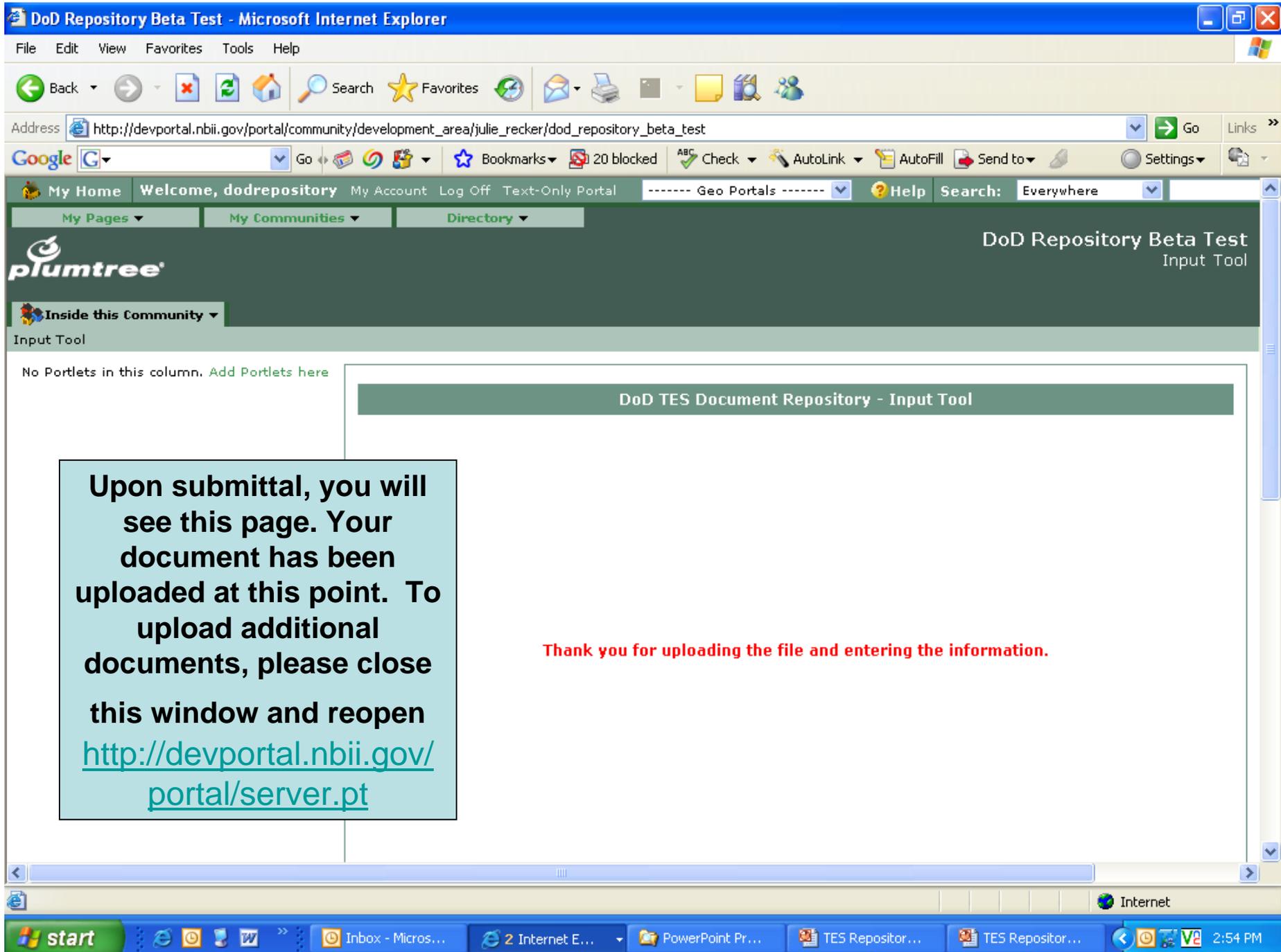
Document type:

Services:

Installation(s):

- Document Title, Document Description/Summary, Installation(s), Organization, Author, Phone, and Email metadata fields can be entered manually.
- Species, Document Type, Service(s) and Publication Date metadata fields require the use of drop-down menus.
- Note that the “Species” menu allows several selections. Click on a species and hold the Control button to select additional species. If a species is not found in the drop down menu, select “not listed” and contact TESRepository@hgl.com for assistance.

- After completing all the metadata fields, click on the “Yes” box located next to “Security Clearance” to confirm the document has been cleared by the submitting organization.
- Three new metadata fields will appear. Fill in the Submitter Name, Organization and Email fields.
 - For the Beta Test please enter “SiteMigration” for submitter name, “DoDSpecies” for submitter organization, and TESRepository@hgl.com for submitter email.
- After all the information is entered, click the “Submit” button located at the bottom of the page (See next slide for visual).



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DoD TES Document Repository - Input Tool

Upon submittal, you will see this page. Your document has been uploaded at this point. To upload additional documents, please close this window and reopen <http://devportal.nbii.gov/portal/server.pt>

Thank you for uploading the file and entering the information.

Questions?

If you have any questions regarding the use or content of the **DoD TES Document Repository**, please contact TESRepository@hgl.com.

Sponsors



The **DoD TES Document Repository**
is managed by HydroGeoLogic, Inc.



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