

## Notes on fields to be filled:

**\*\* This value is required**

**\* Desirable to have this value.**

<b>** Item surveyed</b>	Select from list provided
<b>Record ID</b>	Leave blank – this is automatically generated for every new record and remains with the item for as long as it stays in the database.
<b>** Name Observer</b>	Person who made the observation. Personal details and specific location details are not displayed on the general access screens. These details are only displayed to registered members.
<b>** Date</b>	Date of the observation
<b>* Email</b>	It is useful to be able to contact the observer if further information is required.
<b>Address</b>	
<b>Contact Phone</b>	
<b>** District/Area</b>	Name of district
<b>* Description of Location</b>	Describe the nature of the ground and vegetation where the item was observed.
<b>* Latitude</b>	For private property, take the GPS reading from the front gate to the property. Use the format dd mm.mmm (degrees and minutes)
<b>* Longitude</b>	For private property, take the GPS reading from the front gate to the property. Use the format ddd mm.mmm (degrees and minutes)
<b>Altitude</b>	Metres
<b>Survey Area only required if more than 1 plant</b>	Only required if multiple plants are included in the survey item
<b>* Local Government</b>	The local council – select from the list.
<b>Corridor</b>	If the plant is not in a defined corridor, leave this blank.
<b>* Tenure</b>	Found on public land or private land.
<b>Nr Survey Items</b>	Number of items referenced in the survey form.
<b>* Size</b>	Applies to plants only – Used as a gauge for determining the maturity and age of the plant.
<b>* Condition</b>	Applies to plants only and is used to describe the health of the plant. This is a subjective evaluation.
<b>* Wild/Planted</b>	Wild = naturally occurring vine. Planted=cultivated vine
<b>* General Comments</b>	Describe the situation in general, Do not include latitude, longitude, address or contact details out of these comments.
<b>Confirmed by</b>	Mainly for plants and refers to wild vines mainly.
<b>Date</b>	Date of confirmation
<b>Other Comments (plants only)</b>	Comments that may be used to determine any perceived threats to the vine
<b>Termination Notes (plants only)</b>	Mainly for editing older records of vines which can no longer be found given the location of lat and long.
<b>Date</b>	Date of termination. (not necessarily the date when the plant died or was destroyed).