

Focal Species Training for Pisces

March 2006

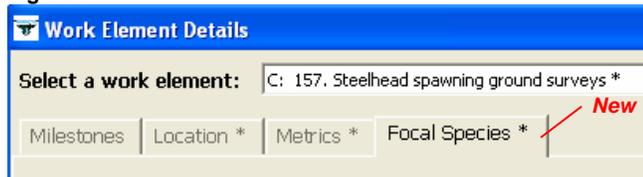
This document provides an overview of the Focal Species entry functionality available in Pisces version 1.66, released March 21, 2006. It also provides some step-by-step instructions on how to use this new feature.

Pisces version 1.66 also includes other enhancements covered in separate documents. These are available on our website: <http://www.efw.bpa.gov/contractors/usingpisces.aspx>

New Information Tied to Work Elements.

In concert with location and metric data that were added in the December 2005 release, the current release provides for the capturing of focal species data. Focal species will be designated at the work element level for those work elements requiring it. For example, focal species designation is not applicable for work elements like Manage and Administer Projects, Produce Environmental Compliance Documentation, and Produce Pisces Status Report. Initial identification of focal species will be done by the contractor during Statement of Work (SOW) development and will be reviewed by the BPA project manager. The addition of Focal Species may affect your decision to lump or split a particular Work Element. At present, only hatchery related Work Elements (WE #56: Acclimate Juvenile Fish, WE #59: Incubate Eggs, WE #60: Maintain Fish Health, WE #63: Rear Fish, WE #64: Spawn Fish, WE #66: Trap/Collect/Hold/Transport Fish – Hatchery) require splitting to ensure capture of each species. Focal species will be rolled up to the project level by Pisces for reporting purposes. You can enter Focal Species designations from the newly expanded Work Element Details window. On our website, you'll find the [list of focal species](#), as well as some [background information on the list](#) at: <http://www.efw.bpa.gov/contractors/focalspecies.aspx>.

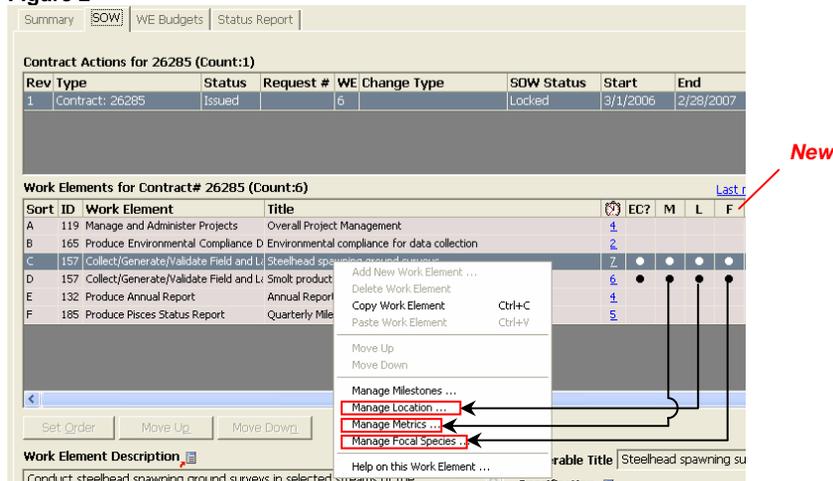
Figure 1



Accessing Location, Metrics, and Focal Species Functionality

You can now access Milestone, Location, Metrics, and Focal Species information directly from the Contract Details window. Simply right-click on the work element and select the destination you'd like (see [Figure 2](#)). Alternatively, you can select a work element and then click the Details... button.

Figure 2



Once you're at the Work Element Details window you no longer have to go back to the Contract Details window to select another work element. Instead, you can use the new dropdown list at the top of the window. Selecting another work element loads the Milestones, Location, Metrics, and Focal Species for that work element.

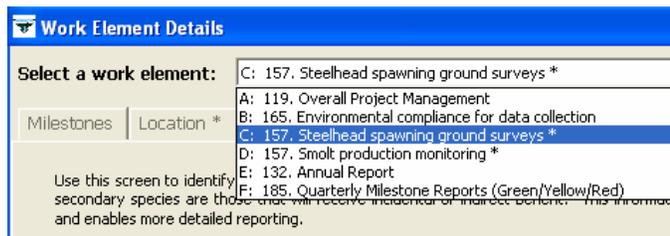


Figure 3

Understanding the Asterisks

If Focal Species data is required for the selected Work Element, an asterisk (★) will appear next to the text on the corresponding tab. Likewise, if you're on the Focal Species tab, Pisces will display an asterisk next to the work elements in the dropdown menu that require Focal Species data (see [Figure 3](#) above). Whether you like to focus on one work element and enter all its attributes, or focus on one attribute (such as Focal Species) and enter the data for all work elements, these visual indicators should help make your data entry more efficient.

Entering Focal Species Data

Focal species is broken into two categories: Primary and secondary. For all work elements requiring Focal Species, only the *primary* species is **required**.

Focal Species data is required in the following scenarios:

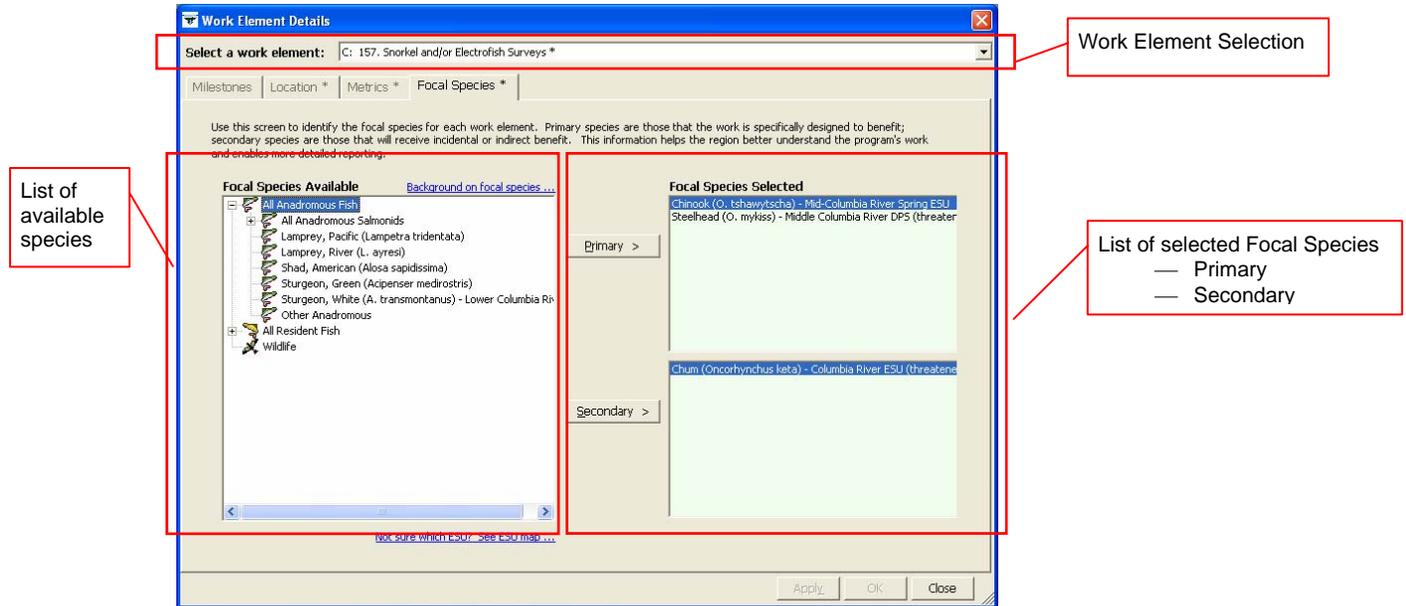
- Contractors will be required to enter at least one primary focal species for every completed work element (that requires focal species) before submitting their next status report (for most, this means the Jan-Mar 2006 status report which is due April 15). Pisces will provide a "Completion Guide" to help users understand where they are missing necessary data (this applies not only to Focal Species, but also to Metrics, Location, and Updated WE Budgets). For more information on the Completion Guide, [click here](#).
- All contracts must provide Focal Species for those work elements that require it prior to the submission of a Statement of Work (SOW). While some SOW have likely already been submitted without Focal Species (e.g., April 1, 2006 starts), Contractors will be required to enter this information at the submission of their first status report.

Understanding the Focal Species Tab

The Focal Species Tab comprises three main areas (see [Figure 4](#)):

1. Work Element Selection
2. Focal Species Available List
3. Focal Species Selected
 - a. Primary
 - b. Secondary

Figure 4



While the following pages describe how to enter Primary and Secondary Focal Species, here are a few things to keep in mind when using this functionality in Pisces:

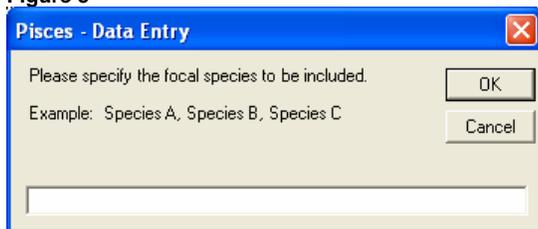
- From the Focal Species Tab, only those work elements with an asterisk (★) next to them in the dropdown list require an entry.
- If you select a work element that does not require Focal Species, Pisces replaces the Available Focal Species List with the sentence, “*This work element does not require Focal Species.*”
- You may only select a species (e.g., “Chinook (O. tshawytscha) – Upper Willamette”) or group of species (e.g., “Chinook (Oncorhynchus tshawytscha) – All Populations”); but not both.
- “Wildlife” may only be added once to the Primary and/or Secondary lists.
- “Other Anadromous” and “Other Resident” may only be added once to the Secondary list.

To identify Focal Species for each Work Element

1. From the Contract Details window (see [Figure 2](#) above) right-click (aka secondary mouse button) on a Work Element with a dot in the “F” (for Focal Species) column, and select Manage Focal Species. Alternatively, select a work element (left-click) and click the Details... button., then click the Focal Species tab.
2. The Work Element Details window appears with the list of species collapsed (see [Figure 4](#) above).
3. To expand a species group (e.g., “All Anadromous Salmonids”) click on the icon next to the species name.
4. Identify the species you wish to add and click the or buttons. This will place the selected species into the specified list, and remove the icon from the list of available species (indicating it cannot be selected again).
5. If you add “Other...” you will be prompted to add text identifying one or more species separated by commas. One species is *required*. If you click OK without entering a species, Pisces will not add the category “Other” to the selected Focal Species list. **Note:** “Other” may only be added to the Secondary Species list. If you cannot find a species you believe should be added to the Primary Species list,

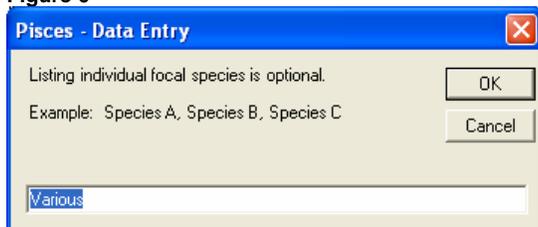
please contact fishsupport@bpa.gov and copy your BPA Contracting Officer's Technical Representative (COTR).

Figure 5



6. If you add “Wildlife” you will be prompted to identify one or more species separated by commas. The prompt defaults to “Various” since the vast majority of wildlife projects benefit a wide range of wildlife (too many to list). You may change this value, but it is not required.

Figure 6



7. If you wish to remove a species from either the Primary or Secondary lists, click on the species you wish to remove in the appropriate “Focal Species Selected” list and press the Delete key on your keyboard.
8. Repeat steps 4 through 6 until you've identified all species for a particular Work Element.

Accessing Guidance on Focal Species

Pisces provides links to additional information regarding entering of the data, how the data are to be used, and even other resources for determining the species which may be in your area of operation.

1. From the Focal Species tab:
 - a. Use the link “Background on focal species”, which takes you to our website: <http://www.efw.bpa.gov/contractors/focalspecies.aspx>
 - b. Use the link “Not sure which ESU? See ESU Map” to connect to NOAA's website (<http://www.nwr.noaa.gov/ESA-Salmon-Listings/Salmon-Populations/Maps/Index.cfm>) for additional information on anadromous fish distribution.