

User Instructions for Calculating Prairie or Savanna Seeding Mixtures for Restoration and Management of Declining Habitats (643), and Generation of Job Sheets

Obtaining the necessary files:

1. Go to Illinois eFOTG, Section IV, Conservation Practices, Restoration and Management of Declining Habitats (643) folder. Select and save to your computer files for:
 - Restoration and Management of Declining Habitats (643) Seeding Calculator (excel file)
 - Restoration and Management of Declining Habitats (643) Job Sheet (access file)
 - Restoration and Management of Declining Habitats (643) Job Sheet, Prairie (pdf)
 - Restoration and Management of Declining Habitats (643) Job Sheet, Savanna (pdf)
2. Place the files in the same folder, preferably in a location where you can keep them for a long time.

Update links between excel and access files:

The excel file “643js.xls” is the seeding calculator where you will be designing the seed mixtures. The access file “643js.mdb” is the database that uses information from the seeding calculator to automatically generate a customized job sheet. These two files are linked and will work automatically together after they have had the links updated after the files have been moved. This update process is necessary every time the files are moved to a new location. Therefore, it is best to find a home location for this folder and leave it in the same location.

To update links:

1. Open both 643js.xls and 643js.mdb files.
2. Go to access 643js.mdb file.
3. On the first menu window that opens click on “Update links”
4. Window for “Linked Table Manager” opens
5. Check box at bottom left corner that says “Always prompt for new location”
6. Click on “select all” button on right side.
7. Click “OK”
8. New box will open and ask “Select New Location of scforb”
9. Navigate to folder where both files are stored and select 643js.xls
10. Click “OK”
11. Wait about 3 minutes while it is updating links. Message will eventually come up “All selected linked tables successfully restored”
12. Click “OK”
13. Click “close” on Linked Table Manager Window
14. Now you are ready to make a job sheet!

Develop a Seeding Mixture according to 643 specifications:

1. Open the 643 Seeding Calculator “643js.xls” in excel if it is not all ready open.
2. At the bottom are tabs with different types of plant communities to be restored. Select the tab for the type of restoration that fits the site. There are examples already filled out for mesic prairie, wet mesic prairie and mesic savanna so you can see how it works.
3. On this worksheet you will see cells shaded in light green. The light green cells are the only places where you should enter information. If the worksheet is protected, it is the only place you

are able to enter information. Enter the appropriate information underneath the header starting with “Owner/Client” in the top horizontal green row. If you have custom seeding dates (approved by your agronomist) enter “custom” under “Plant Suitability Zone” and on the “Dates” worksheet (tab) fill in the seeding dates in the green cell. **IF YOU WISH TO DELETE DATA THAT HAS BEEN ENTERED IN THE GREEN CELLS, EITHER TYPE OVER IT, USE THE DELETE KEY OR USE THE EDIT MENU (OR RIGHT CLICK MOUSE) AND USE “CLEAR CONTENTS”. USING THE SPACE BAR WILL MESS UP THE FORMAT.**

4. Below the Owner and Tract information is a table that summarizes what has been entered below. Nothing to enter here, but keep an eye on it to see that the mix you have entered below, summarized in blue and yellow, meets standard criteria in the gray cells.
5. Grasses: In the green vertical column with the header “Input Amount in Mix” type in the pounds of pure live seed for each species you want in the seeding mix. Only the species listed are allowed for this plant community in the 643 Specification. The spreadsheet calculates the seeds per square foot for that species and adds it to the summary.
6. Forbs: In the green vertical column with the header “PLS Oz/Ac” type in the ounces of pure live seed for each species you want in the seeding mix. Only the species listed are allowed for this plant community in the 643 specification. The spreadsheet calculates the seeds per square foot for that species and adds it to the summary.
7. If you want the spreadsheet to calculate the estimated cost per acre and for the field, add you cost estimates in the green vertical columns for \$/PLS and Cost\$/Oz. Make sure your units (pounds and ounces match your rates). You do not have to enter cost if you do not want to, just disregard the cost data in the summary and job sheets.
8. Enter the same type of information for plant communities with trees or shrubs listed at the bottom.
9. Review the summary table at the top to make sure your mix meets 643 specifications.
10. Now you are ready to print out the job sheet!

Printing the Job Sheet:

1. Open the 643 Job Sheet access file “643js.mdb”
2. The program should open up to a menu box “643 Job Sheets” with three choices. 1) Prairie Restorations, 2) Savanna Restorations, 3) Update Links. If you have already updated links since you have moved these files or folder, continue, otherwise go to Update Links above.
3. Select the button for the type of seeding mix you developed in excel, prairie or savanna.
4. New menu comes up with the corresponding types of prairies or savannas. Select the type of worksheet you filled out in excel.
5. Wait a minute, then the job sheet seeding specification sheet will pop up. Click on the print button to print. If you wish to save this file, click on the MS Word Icon in the menu bar to turn it into a word document. It can also be edited in Word if needed. Save this word document for future reference. The customer folder in toolkit would be a logical place to keep the job sheet.
6. Print the cover page(s) for the job sheet from the Prairie or Savanna pdf files to complete the package!

Troubleshooting:

1. If the job sheet generated is for a past project, and not the current data in the seeding calculator, run the “Update Links” procedure above and try again.