

Monitoring, Evaluation, Reporting and Improvement Tool

USER GUIDE FOR NRM FUNDING RECIPIENTS AND THE PUBLIC

June 2020

Acknowledgement of Traditional Owners and Country

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

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INTRODUCTION

Organisations and individuals who receive funding from Australian Government Natural Resource Management (NRM) programs are required to report regularly to the Department on the progress of their projects. Reports are submitted using the Monitoring, Evaluation, Reporting and Improvement Tool (MERIT). MERIT is an online reporting system that simplifies and streamlines reporting across Australian Government NRM programs. A workflow of a Project that reports into MERIT is available in <u>APPENDIX A: MERIT Workflow</u>.

MERIT was developed in collaboration with the Atlas of Living Australia (ALA) and aims to provide consistent reporting across all Australian Government NRM programs. The data collected in MERIT is linked to Australia's biodiversity conservation work and aggregated data is available in publicly accessible dashboards. MERIT also allows increased information sharing within the NRM community and broader public.

For the Australian Government, MERIT allows greater transparency, increased efficiencies and the ability to use project data to directly report on programs and high-level strategies such as Australia's Biodiversity Conservation Strategy and the State of the Environment Report.

MERIT also aligns with the Australian Government Declaration of Open Government by better enabling public access to government held data on NRM investments. MERIT information available to the public includes:

- MERIT homepage
- Project Explorer page, including the Map, Projects and Dashboard tabs
- **Overview** and **Documents** tabs for individual projects

ABOUT THIS GUIDE

This guide is designed to help NRM funding recipients with the day-to-day use of MERIT while helping members of the public wanting to view the progress of NRM program/s or project/s. The layout of this guide will cover the generic features of MERIT that are applicable across all programs, such as how to create a blog or enter site details. It will work alongside other Parts that are specific to various NRM programs.

- Part A includes an introduction for all users and the public wanting to visit the web tool. Members of the public may refer to this part for instructions on searching for projects and finding data (see <u>1.3 Finding information using 'Project Explorer'</u>).
- Part B is designed for registered users who need to log in and get started. It also covers functions that only an Administrator user can perform (in the generic sense).
- Part C will explain generic functions that all registered MERIT users can perform across NRM programs.
- Part D outlines program specific requirements such as for MERI Plans and reports. The image below will highlight which program guides are available in yellow.



If no extension Guide exists for any of the programs above refer to the LEGACY Guide or contact the <u>MERIT Team</u>.

This guide and chapters, available as individual information sheets, can be found here: <u>http://www.nrm.gov.au/my-project/monitoring-evaluation-reporting-and-improvement-tool-merit/user-guides</u>. These documents will be updated as required.

Chapter <u>6</u> onwards, of this guide, will assume that you are logged in and have navigated to your project (see chapter <u>4 NEW USERS: REGISTER AND LOG IN</u>).

MERIT USER ROLES - GENERIC

There are 4 user roles in MERIT: Administrator, Editor, Grant Manager (departmental officers) and public. Each role determines which functions of MERIT are available to the user.

The table below identifies MERIT functions, covered in this guide, and explains which of them are available to each user role (including the public).

	View project overview information	Viewing documents	Dashboard	Sites Tab	Access Admin tab	Assign / edit user roles
Public	\checkmark	Only documents marked for public view	Via the Project Explorer			
Editor	\checkmark	\checkmark	\checkmark	\checkmark		
Administrator	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Grant Manager (departmental officers only)	✓	~	✓	✓	✓	✓

Further user roles (such as MERI Plans and Reports) will be listed in program specific guides as they refer to users that manage projects in MERIT (Editors and Administrators).

A table at the start of each chapter indicates the user role required for the functions outlined in the chapter.



TOOLS TO HELP

Resource	Description	Location
MERIT Demonstrator Project	This project has been set up in the test environment so that registered users can explore the range of activity forms currently available. Special log in details for this project are noted on the demonstrator project overview page.	https://fieldcapture- test.ala.org.au Copy and paste this link into a Google Chrome browser. This address is deliberately not a link as it directs users to Internet Explorer whereas MERIT operates best in Google Chrome.
MERIT Schema	Word document that contains every field description, data use and type for each activity form. It also lists the outputs that are currently used for reporting.	MERIT Help menu MERIT resources on the National Landcare Programme (NLP) website: <u>www.nrm.gov.au</u>
Application Programming Interface (API)	The API is for those interested in the technical details behind MERIT, or those wishing to interoperate their local systems with MERIT.	http://ecodata.ala.org.au/docume ntation/index
MERIT Ready Reckoner	This ready reckoner is a general version. Please bear in mind that some programs have their own ready reckoners which will supersede this version.	MERIT Help menu MERIT resources on the NLP website: <u>www.nrm.gov.au</u>
Activity family tree	A table demonstrating the temporal relationship between activities.	MERIT Help menu MERIT resources on the NLP website. <u>www.nrm.gov.au</u>
MERIT FAQs and User Guides	Comprehensive guidance on how to use MERIT.	MERIT Help menu MERIT resources on the NLP website: <u>www.nrm.gov.au</u>
MERIT Inbox	Funding recipients should contact their departmental grant manager in the first instance. Contact the MERIT team for further technical support or to provide feedback on MERIT.	MERIT@awe.gov.au

PART A – AN INTRODUCTION TO THE MERIT SYSTEM

1. MERIT BASICS									
Access Level		PUBLIC		EDITOR		ADMIN			

BROWSER: MERIT achieves best performance with recent versions of web browsers such as <u>Google Chrome</u>. Internet Explorer and older versions of web browsers do not support efficient use of MERIT.

1.1 **Opening MERIT**

To open MERIT

(î

1. Open the Google Chrome Browser.

Google Chrome is free to download and is a supported browser of the Department.

2. Copy and paste https://fieldcapture.ala.org.au/ into the Google Chrome Browser.

This address is deliberately not a link as it directs users to Internet Explorer whereas MERIT operates best in Google Chrome. Please follow the instruction above.

3. This will open the home page of MERIT.



The home page contains summary details and statistics on various MERIT projects. This screen shares information on program statistics.

1.2 Project explorer: Overview

The MERIT Project Explorer contains three topics; **map**, **projects** and **dashboard**. These topics will assist you to filter/find information on your program/project. You don't have to be a MERIT user to view and search this information. Refer to the next few section 'Finding information' below for guidance on searching.



Topics:

Мар	Displays the location of projects across Australia or the area you have zoomed in to. You may select a point on the map to open and view project information.
Projects	Displays a list projects by name (with latest updated project at the top). Clicking on the project title will display a summary about the project. Click the 'View Project Page' to open the project details (see below for Finding Projects in the Project Explorer).
Dashboard	Provides a progress summary of project activities based on the filter you choose.

Facets:

When opening a Topic, Facets appear on the left of the screen to identify filters (e.g. Organisation, Program, Sub-Program, etc). The Facet list displays each heading, followed by a few options. These are used to filter or refine your search.

1.3 Finding information using 'Project Explorer'

- 1. Click the Project Explorer link. Choose a **Topic** from the list by clicking +
- 2. To view the full list of options for each facet's heading, select the choose more... button, below the relevant list, to expand it.

The following options will be available to assist you in choosing the filter you need.

Refine T Sort by name	▼ Sort by count	Close
------------------------------	-----------------	-------

- **3.** Once you are ready, you may select:
 - a. an individual name to directly refine your filter, or
 - b. multiple tick boxes and click the refine button to filter the options.
- **4.** Your search results will display in the relevant topic. Below is an example of search results in Project Explorer.



You wish to look up Projects funded under Regional Land Partnership program and delivered by Port Philip Westernport Catchment Management Authority.

- (i) Open the 'Projects' filter.
- (ii) Scroll to the 'Program' filter and click the 'National Landcare Programme' link.
- (iii) Scroll to the 'Sub Program' filter and click the 'Regional Land Partnerships' link.
- (iv) Scroll to the 'Organisation' filter and click 'Port Phillip and Westernport CMA'. You will need to click the 'choose more' button to open the full list of organisations. The list can be sorted alphabetically.

Your search results in Project Explorer will display the following:



1.4 Finding information using the 'Search' tool

- **1.** Type your search term into the search bar. Search MERIT Q Hint: add double quotation marks to narrow your search to an exact phrase, e.g. "Recovery Plan".
- 2. Click button or press the enter key to activate the search. Your results for the relevant topic will display. These results will display any project that has mentioned the search term in their activities, project titles, descriptions or organisations.

Australian Government	MERE	Search bar	tes e
Search Results Showing 1 to 10 of 790 for "b Proje	risbane' ect link	. Zerrú pe	page to 🔳
Filter results	Page	Details	Data updated
ype	63233	Distance Ranges Plat Philip Bay Dulint Bage 2 Review " Briddane Ranges and members of the Staupton Vale community", "gopulation 300) The Little River rais in the Briddane"	2013-12-28
(3)	(Anima)	Brotone communities working together to restore unture ways — " assist in gaming recognition of the Lower Britishare River and ", " well as on-pround activity by members. Britishare Catchments"	2016-67-26
roject Status • Acteo (458)	61m1)	Genand Wetlands Restoration Project at Rockes, Bristane Stage 1 — "Genand Wetlands Restoration Project at Rockes, Bristane Stage 1", "Bristane City Council 2016/04/20114/00.002 2014-01-2017-00"	2016-08-24
Completer (329) ectes (2) Ingenituation	Property	Natural Area Researcher and Dean-Up Md Simhare River and associated assas — " project will seek to enhance the Md Disbaare River and service", " Restaustion and Ceam-Up Md Disbaare River and encounted services and service", " Restaustion and Ceam-Up Md Disbaare River and encounted services and service", " Restaustion and Ceam-Up Md Disbaare River and encounted services and se	2016-02-14
BIC Balinta Creek Catchmint Co-ordinating Committee (17)	(*******	Md-Bruhans River extendion project — " on the mid-Brislance river between Wwentoe Dam and Mt Couldy," #00700520103 2015 65 41100 33 192 Mid-Brislance River rectoration"	2016-06-01
BAYSDE CREEKS CATCHMENT GROUP INCORPORATED (53) BRISBANE RANCES LANDCARE	Protect	Displace Keals Bushland (BL Leach) Hoad, Burbank (Rostonston Project — approximately 5.4 Nectanos of spactación within the Robbane Koals" - acca within Robbane Koals Funds of contains two regional	2016-05-26
GROUP (6) Bistone City Council (121)	(1999)	Accluaid Bushlands Environmental Restoration Project — * on the Briddene River & supports a diversity of threatismod", * Environmental Restoration Project Briddene City Council 2015-10*	2016-06-01
rogram	Provel	Salabary Recentor Reserve Restanton Project — " Salabary, Microsofa, Yaeseggily and Terreyson to the Brisbane", " Cool Pools Preset, Orion Carp programs and Habitat Brisbane".	2016-05-26
Bodiversity Fund (101) Carring for Our Gountry 2 (233)	(1100)	Pater Park Restaution Project — " projects that have been industrated through Haotal Brisbane", " Brisbane City Counce 2015-05-17714-00-082 2015-04-28714-00"	2016-07-04
National Landcare Programme (Jb1)	2 Hand	Lawren Breat Park Restruction Project " Restoration Project Briebane Oily Council 2015-10-01114-00"	2016-06-01
adb Program 20 Million Times Discritionary Grants (24) 20 Million Times Granta Roand 1 (18) 20 Billion Times Granta Roand 2 (2) 20 Sint American V Landras Grants		(8) 2) 3 (4) 5) 6 (7) 8 (8) 10 (-) 70 (Mote	

3. Click on the project link to go to the project page.

2. VIEWING A PROJECT									
Access Level		PUBLIC		EDITOR		ADMIN			

2.1 Opening Project

The following information will appear if you are searching for a project via Project Explorer or MERIT's main Search Bar. Once you're able to locate your project

1. Click on the Project link to open a summary containing the project name, organisation name & description.

Project name	Last updated
RLP Demonstrator Project - Testing Hunter View project page RLP Test Trading Name National Landcare Programme - Regional Land Partnerships This plan will test responsibilities, triggers and timeframes, and if possible provide indicative costs. Allied to this will be the exploration of tools and technologies that facilitate improved on- farm decision making, leading to more productive, profitable and sustainable outcomes. Interested producers will be supported to register a project for brown carbon sequestration under the Emissions Reduction Fund (or similar scheme). Producers will identify a suitable farm stewardship and accreditation scheme for the Island, that supports improved production and substantiates Kangaroo Island's brand proposition of 'food produced in harmony with nature' so that market access is maintained or increased.	2020-03-04

2. Click 'View project page' to open the project.

2.2 Viewing Project Details

When you click to 'View project page' MERIT will open the project details and direct you to the project's overview page. Some programs may also allow you to view information relating to the Management Unit. These program guides are explained in '<u>ABOUT this Guide</u>'. Use the <u>NRM MERIT</u> <u>Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

The screens below are available to all users or visitors of MERIT:

a. Overview Tab: contains the following subject matter.

RLP De	monstrator Project		R of a long	
Program Program Service Provi Project ED Project states	National Sectors Learning Properties Adjoint Lear Antoning Revealing Real Revealing Real Sectors Sectors Real Sectors Sectors Real Sectors Sectors	Propert start Propert and Propert Families	Hada-2010 Wada-2015 Kana K	
right is	Delivered addressed		Report Processor Filmada	
Noney Calore	2 Dy 2023. See Inspectory of specces imprint point des Transform and priority species to statistical a response.	of Second Stategy, and share O'RC	C Personal the spine transform Court's Parent	
Incoments Conferences	Research 1, 10, 2023, Name is an increase of the second state of selection of second state of the second s		Toi antihalian	
Project Dep Teo gan of r an lane more and internet	calgebban and responses there, transport and formal senses, and if provide provide or cantering, methods to revise another a provide and a statement of means Tansiandow Fundi or scalar activery. Readscore will avaid the Fungance Materia scalar properties of their production of topological context (second scalar properties of their production of topological context).	entitudes cores, eting to too out in the etimenes, independent pressures of the solubile face discontributy and access any old reduct in their method access.	a sight short if your with technologies that technique reprive supported to supplie a property to technic output supported plays where to the bland. But suggests improved probability in replaced in transmission.	
Multima	rdia			
Project	Biog			
Project	Photos			
616				

b. Documents Tab: contains documents the Service Provider has added to this public view.

RLP	RLP Demonstrator Project										
Overview Documents											
Proj	Project documents										
Show	1	0 • entries	Search:								
	۰	Name	۰	Outputs report	Date last updated	• °					
		Njiouh		2	19-02-2019	*					
	1	skdý, a		2	30-11-2010	•					
		0_2018.06_PP1_160.jpg		2	27-11-2018	*					
X		MERIT shell_White-Throated Snapping Turtle.xlsx			03-12-2019	*					
		RLP Test Project 99_Outputs Report 2_2019_07_08_05_04_55.pdf			08-07-2019	*					
		RLP Test Project 99_Outputs Report 2_2019_03_25_12_40_45.pdf			25-03-2019	*					

3. VIEWING THE DASHBOARD								
Access Level		PUBLIC		EDITOR		ADMIN		

3.1 Viewing the Program Dashboard

This chapter looks at viewing aggregated information based on programs or outputs in MERIT. The dashboard extracts information from progress reports approved by the Department of Agriculture, Water and the Environment. While efforts are made to ensure the accuracy of the ecological information contained in MERIT, please contact the Department at <u>merit@awe.gov.au</u> for confirmation of authoritative data.

1. In the **Project Explorer** link, expand the 'Dashboard' from the list of Topics by clicking **+**. The following will be displayed.

Project Explorer	
Use the facets on the left to narrow the selection of projects of	in the map
мар	+
PROJECTS	+
DASHBOARD Expands	/Collapses Dashboard view ————————————————————————————————————
Showing the results of the search "Koala". O	_
Found 121 projects.	
Report:	
Activity Outputs	Report field: Options to display
Please note the dashboard is now reporting on all activitie	s carried out by the projects selected by the facets and search term. Previously, facets
Such as the dates and location selected only activities that Data presented in this dashboard has been extracted from	match those selections grant recipient progress reports approved by the Department of the Environment. While
efforts are made to ensure the accuracy of the ecological in Department at merit@environment.gov.au. Also note that of	nformation contained in MERIT, for confirmation of authoritative data please contact the lashboard data for Biodiversity Fund Round One are incomplete due to legacy issues.
Biodiversity - Site Condition Assessment	
Biodiversity Management	Choose any of these Dashboard Facets
	to view aggregated information
Community Engagement and Capacity Building	
Environment QLD	

2. The 'Report' field works as its own facet and will display aggregated information below it by the following options when clicking the dropdown arrow.

Report Options	Displays
Activity Outputs	Activities and programs. Before picking an option below this dropdown, you may enter a term in the Search bar to show relevant data.
Announcements	A table of announcement, similar to the Projects Topic (where Project ID's and names reside).
Outputs Targets by Programme	A table of Output target measures for the Biodiversity Fund rounds.
Reef 2050 Plan Dashboard	Progress on Reef 2050 Plan for the selected period. This report ignores any other facet selection you may have made.

PART B – GETTING STARTED



IMPORTANT: Information from here-on will only advise users who manage project/s in MERIT.

BROWSER: MERIT achieves best performance with recent versions of web browsers such as <u>Google Chrome</u>. Internet Explorer and older versions of web browsers do not support efficient use of MERIT.

4.1 Register with ALA

People who are required to use MERIT must first register with the ALA.

3. Copy and paste https://fieldcapture.ala.org.au into the Google Chrome browser.

) This address is deliberately not a link as it directs users to Internet Explorer whereas MERIT operates best in Google Chrome. Please follow the instruction above.

This will open the MERIT log in page.



Click **Log in**. This will redirect you to the ALA webpage (<u>www.ala.org.au</u>) where you are able to register and update details previously entered.

4. Click **Sign up now** at the bottom of the screen. The *Create your account* page opens.



Complete the information requested. Your password must be at least 8 characters.

5. Click the **Create account** button at the bottom of the page. An email will be sent to your email inbox from the ALA.



Tip: Check your junk email folder if you haven't received an email within 24 hours. Contact the MERIT team at <u>MERIT@awe.gov.au</u> if you are having difficulties.

- **6.** To activate your account, click on the link in the email and follow the instructions provided. You are now registered with ALA.
- **7.** Advise the relevant contact (see below) that you have registered with ALA and they will add you to the project in MERIT:
 - If you require Admin access, contact another person in your organisation who already has Admin access to the project or your departmental Project Manager.
 - If you require Editor access, you may contact someone in your own organisation who currently is an Administrator for the project.

4.2 Edit your ALA profile

Follow these instructions to update your ALA profile (e.g. username, password, email).

1. Copy and paste https://fieldcapture.ala.org.au into the Google Chrome browser. This will open the MERIT log in page.



This address is deliberately not a link as it directs users to Internet Explorer whereas MERIT operates best in Google Chrome. Please follow the instruction above.

2. Click **Log in** button (in the top right-hand corner). This action will open the ALA login page where you are able to register, and update details previously entered.

3. Click User settings then My profile located at the top right-hand corner of the page.

4	The Aflas Of Living Australia	Contact via	Octivehed	ALA Appa +	Search the Atlas	Search	Unit settings +
					x	User settings	Mypulik Logn Logn
				Sign ir	n to the ALA	My Profile	- Chipton
				5041	N RETH FILLEBOOK		
				100	IN INCOMENTAL CONTRACTOR		
				enal address			
				passood	Farget1		
				E ferrendes ne			
					LOOM		
				Durthere a	n account? Gign ag news		

- 4. Enter the email address and password you used to register with ALA.
- 5. Click Log in. Your ALA Profile Home Page will open.
- **6.** Click the **Update your profile** link. This page displays the information you used to register with ALA.

🕺 Alex Of Living Australia - ALA Ages + - ALA HO + - Econo	the Alles Search	User settings +
Home + My profile		
Hello MERIT ! • Update your profile • Tabulate and graph at functions you've used in the tipatat Portar • Yeer your tasks on the blockwersty tobusteer Portar • Veer your tasks on the blockwersty tobusteer Portar • Veer your updateded species links	Update profile	
Verei modela gou have amouted	Reset password	

- 7. Edit the information as necessary and click **Update account**.
- 8. Click **Reset my password** if you wish to change your password.

4.3 Forgotten password

If you have forgotten your ALA password:

1. Click the **Forgot?** link on the ALA login page (refer to <u>4.1 Register with ALA</u>).



2. Follow the instructions provided. A password reset email will be sent to your email inbox. Remember to check your junk email folder if necessary.

If you have issues logging in, please contact your departmental grant manager or <u>MERIT@awe.gov.au</u>.

5. LOG IN AND OPEN PROJECTS								
Access Level		Editor		Admin		Grant Manager		

Once you have registered and have access to your project/s, you can log in and start using MERIT. There are three ways to access MERIT:

a. Copy and paste <u>https://fieldcapture.ala.org.au/</u> into Google Chrome.

This address is deliberately not a link as it directs users to Internet Explorer whereas MERIT operates best in Google Chrome. Please follow the instruction above.

- b. Via 'ALA Apps' on the ALA website <u>https://ala.org.au</u>
- c. Click on **the** link to the MERIT home page via the NLP website <u>http://www.nrm.gov.au/my-project/monitoring-and-reporting-plan/merit</u>.
- 1. Click Log in on the MERIT home page. The ALA login page will open.



2. Enter the email address and password registered with ALA. Click Log in.

5.1 Access projects assigned to you

1. After logging in, click **My projects** to view projects you have access to.



2. Select the Project Link you wish to view.

If you can't see your project/s on the '**My Projects**' list, it means you have not been added to the project/s. Contact your project administrator or departmental grant manager as outlined in 4.1<u>Register with ALA (step 7)</u>. Refer to 6.5a Add a user to a Project for further instructions.

6. ADMIN TAB: USER ROLES							
Access Level	X	Editor		Admin		Grant Manager	

This section refers to a few extra functions that only Administrators and Grant Managers (see <u>MERIT</u> <u>user roles - GENERIC</u>) have access to and can perform. Editors cannot see this tab.

The screens available in the **Admin** tab include:

RLP D	emons	trator I	Project			
Overview	Deshboard	Documents	MERI Plan	Stes	Reporting	Admin
Provinced and	-				Edits Proj	ect details. See 6.1 Edit the Overview Tab
MERI PA	aconga 🔫 🤊 an 🛶		Edits o	ietails i	n your MER	I Plan Tab. See 6.3 Edit the MERI Plan Tab
Risks an	d threats 👍				Edits the	Risk Table. See 6.4 Edit Risks and threats
Edit Proj	ect Blog 🛛 🔶		Edite	s Projec	t Blog on th	e Overview Tab. See 6.2 Edit Project Blog
Project a	iccess 4	_			Ma	nages User Access. See 6.5 Project Access
Docume	rits		lanages atta	ichmen	ts in the Do	cuments Tab. See 6.6 Edit the Documents

6.1 Edit the Overview Tab

Project information in the **Overview** tab (as displayed in image below) can only be edited by the MERIT Team. Administrator users must forward an email to their Departmental Grant Manager to manage the update of these details.

MERIT demonstrator project	Admin tab
Overview Decuments MDR/Plan Activities Decs Deciderant Admin	
Becipient Commonwealth Department of Environment	Overview tab
Programme: National Landcare Programme Local Programmes	
Approved hunding (SSI inclusive): \$1.00	
Project start: 61-04-2004 Project fields: 30-06-2018	
Project Status (CENT) Grant Id December G	Extend id 15P assocos Maragar Pasan responsible for defining the
This project is a demonstrator for general-user familiarisation, particularly for different activit application.	project () types. The project description goes in this space and will be pro-populated from the description in the project

6.2 Edit Project Blog

Access Level E	EDITOR (partial)		ADMIN	\checkmark	Grant Manager
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The Project Blog feature enables funding recipients to publish news and events, project stories and photos that they want to share with the general public. Project stories may include summaries of progress reports and project outcomes to date. There are two ways to access the blogs screen:

- a. **Overview** Tab Available to editors (See <u>9.1 Overview tab: edit or add a new blog</u>). It will allow them to add or edit only.
- b. Admin Tab is only available to Admin Users or Grant Managers (See

- c. <u>MERIT user</u> roles). It enables them to add/edit/delete any blogs.
- 1. Click the Admin tab then 'Edit Project Blog' button. Click 'New Entry' or 'Edit/Delete'.

raini	ng pro	ject 3					# All to favourites
Overview	Documents	MERI Plan	Advites 50	s Deshboard	Admin	Admin tab	•
MER Pa Project Amount	n > > oments	Edit Proj Test newslet Context poes	ject Blog ter for training 3 ^{here} Edit	proiect blog	_	Edit/Delete	Edt Dekte
Edt Project a Species	ect Blog > coms > of interest >	Taken (198			New entry		
Docume	es P						

- 2. Add the blog entry as per section <u>9.1 Overview tab: edit or add a new blog</u>
- **3.** Click the Edit/Delete button on a row to update or delete those details.

No confirmations appear when this action is performed so please be careful.

6.3 Edit the MERI Plan Tab

MERI Plans can differ across NRM programs. This information is briefly covered in Chapter <u>12 MERI</u> <u>Plans and</u> Reporting of this guide. For program specific details please see '<u>ABOUT this Guide</u>'. Use the <u>NRM MERIT Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

6.4 Edit Risks and threats table

Access Level	×	EDITOR (partial)	ADMIN	Grant Manager

This table details the risks and threats specific to the project and the mitigation strategies being used to address them. Risks identified should be those that the Service Provider considers to be within their remit to anticipate and manage. This screen may be updated at any time and should be reviewed prior to submitting your reports (at least every six months).

Please discuss any changes to project risks and threats with your Departmental Grant Manager as part of ongoing project management conversations.

- **1.** Ensure you are logged in and navigate to the 'Admin' Tab
- 2. Choose Project risks & threats from menu (left side of screen).

Project risks & t	hreats * 😡			Over	all project risk profile : * Low		*
Type of threat / risk*	Description*	Likelihood*	Consequence*	Risk rating	Current control / Contingency strategy*	Residual risk *	
Performan v	test	Rare v	Minor •	Low	test	Low V	
						+ Add a ro	w

- **3.** Fill out the fields as required.
- 4. To add a type of threat/risk, click the + Add a row button.
- 5. To edit a type of threat/risk, users may edit the field and save.
- **6.** To delete a type of threat/risk, click the 'x' at the end of the row.
- **7.** Review the project risks and threats table and update the overall project risk profile, if required.



Press the 'Save changes' button as you fill out the form to avoid losing information.

6.5 Project Access

Admin users can provide colleagues with access (either Administrator or Editor roles) to projects in MERIT. See below for instructions on adding an individual user projects, or refer to <u>6.5b Add user to</u> <u>the Organisation's list</u> of project to add users to <u>all</u> of an organisation's projects.



Editor and Administrator user roles in MERIT have different levels of access, as shown below:

People who are required to use MERIT must first register with the ALA before they can access projects (refer to <u>4 NEW USERS: REGISTER AND LOG IN</u>).

6.5a Add a user to a Project

- 1. Click the Admin tab on your project page.
- 2. Click the **Project Access** sub-tab on the left of the screen. A list of MERIT users who already have access to the project will be displayed.

eniee Documenta	MER Par Achille	a Star Castloard Allia	Admin	
VER Par	> Project Ac	0015		
Project Announcement	Add Permissio	45	User's email	
Edt Project Drop	> Deers enough	Reparts output a reserve autor apparers		
News and events	> Permis	ion level - solioci a permission level - 💽	User role	

- 3. Enter the user's email address (that they used to registered in MERIT).
- **4.** From the dropdown menu, choose the user role you wish to give them (editor or administrator).
- 5. Click **Submit**. The user will be added to the bottom of the list of project members.

If you receive a message that the email address did not match a registered user, follow the prompts to either correct the email address entered or ask your colleague to register to use MERIT (refer to <u>4 NEW USERS: REGISTER AND LOG IN.</u>)

Advise the user they have access to the project. The project will appear on the list when they click **My Projects** on the MERIT home page.

6.5b Add user to the Organisation's list of projects

Organisation administrators can add, remove or edit MERIT users for all projects managed by their organisation.

- 1. Click the organisation's 'Admin' tab.
- **2.** Enter the MERIT user's email address and the required permission level then click Submit. Edit user roles or delete users as necessary.
- **3.** Advise the MERIT user that they have been added or had their user role changed or deleted.

6.5c Change User Roles



As the administrator, you can change or revoke the user roles of people with access to your project/s in MERIT.

- 1. Click the Admin tab on your project's home page.
- 2. Click the **Project Access** sub-tab on the left of the screen. A list of users with access to the project in MERIT will be displayed.

User Id	User Name	Role			
123	MERIT demo	Admin 💌	Ø	×	Edit
234	Jane Flamingo	Grant Manager	Ø	×.	Delete
345	Don Sample	Grant Manager	ø	×	
	123 234 345	123 MERIT demo 234 Jane Flamingo 345 Don Sample	123 MERIT demo Admin 234 Jane Flamingo Grant Manager 345 Don Sample Grant Manager	123 MERIT demo Admin 234 Jane Flamingo Grant Manager 345 Don Sample Grant Manager	123 MERIT demo Admin Image: Constraint of the second of th

- **3.** To change the user role for an existing user, click the edit button with the interval of the interval of
- **4.** From the dropdown menu, choose the user role you wish to give them (editor or admin). Refer to for different functions available to each role.
- 5. Advise the person that you have changed their user role. When they next log in to MERIT, their access to the project will reflect the role you have assigned them.
- 6. To delete a project member, click the **X** in the last column.



6.6 Edit the Documents Tab

6.6a Upload a document to MERIT

All document formats are accepted for uploading into MERIT.

The documents screen can only be uploaded/edited via the 'Documents' button in the Admin Tab.

- 1. Click the 'Admin' tab on the Project home page.
- 2. Click the 'Documents' sub-tab on the left of the screen.

RLP Demon	strator Project	
Overview Deshboard	Documents MERI Plan Sites Reporting Admin	
Project settings >	Project Documents Filter documents: No filter * Attach	Document
MERI Plan >		3
Risks and threats >	RLP Test Project 99_Adjustment: Outputs Report 2_2020_03_10_10_06_49.pdf	*
Edt Project Blog >	🔹 🔐 Chrysanthamun jog	*
Project access >		
Documents >	R G HLP Test Project We Adjustment, Outputs Report 2 approval	-
Audit 2	RLP Test Project 99_Outputs Report 1_2018_10_18_01_41_32.pdf	٨

This will generate a list of documents that are available in the Project Blog, Documents Tab, and some programs may also have information attached in their reports. Refer to the relevant Program Specific Guide to check whether they attach any other types of documents (see <u>ABOUT this Guide</u>). Use the <u>NRM MERIT Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

3. Click the 'Attach Document' button to add information, images & Videos to the 'Documents' Tab. Most information on attaching documents will be identical to Section <u>9.1 Overview tab:</u> edit or add a new blog. Further information on adding videos is available below in <u>9.2 Embed a video on the Overview page</u>.

RLP Demon	strator Project	·
Overview Dashboard	Documents MER Plan Sites Reporting Admin	
Project settings 3	Edit Project Blog	Edit Button
Finite and Breats > Edit Project Bing >	Turning section on NUS record keeping disabase with producers in Gien Innes region	Delete Button
Project access 3	The second	Edit Dolate
Documents >	survise	
Aidt >		
	Non Litry	

4. Click over the Edit word in 'Edit/Delete' to change details. The following dialog box will appear to allow the user to update details. Press the 'Save' button once it is ready.

Home / Project / Edit blog entry	
Туре: 🎯 *	News and Events
Date: 😧 *	19-12-2019 III
Keep on top: 😧	0
Title: 🕢 *	Promoting technology - NLIS training session with producers
Feature image: Θ	HUS VORKSHOP Water and the second sec
Image attribution: 🕑	
Privacy declaration: @*	J declare that the new who are identifiable in this image have consented to the photograph being published by the Department and the accessed by the Department on request.
Content: 🔮 *	Training session on NLIS record keeping database with producers in Gien Innes region
	E Edit with Warkdown Editor
See More URL: 😧	
Save Cancel	

5. Click over the Delete word in 'Edit/Delete' to delete any attachment.

No confirmations appear when this action is performed so please be careful.

7. Organisation page – Admin Access						
Access Level	×	Editor		Admin		Grant Manager

Organisations page sits outside of project information and allows organisation members to view all Commonwealth funded NRM projects, sites and a dashboard associated with the organisation. Through this page, administrators can also edit organisation details, create bulk announcements for all projects and manage user roles across all their projects.

This section will cover Functions that only an Admin user can perform. Further details (that may be carried out at any MERIT User level) about the organisation page will be explained in Section <u>8 Organisation page</u>.

The Department will add an 'organisation administrator' when an organisation page is created. The organisation administrator will be able to view and edit the organisation page. The organisation administrator can also nominate other project members to view and/or edit the organisation's projects. See section <u>6.5b Add user to the Organisation's list</u> of project for additional information.

7.1 Create an organisation

Project administrators can request the creation of an organisation page. Please send the request to the MERIT inbox: <u>MERIT@awe.gov.au</u>. The Department will add an <u>organisation</u> administrator to the newly created organisation page.

7.2 Edit an organisation

Only organisation administrators can edit their organisation's page.



7.2a Edit organisation details and content

- 1. Click the organisation Admin tab.
- 2. Under Administrator actions, click the Edit button.
- **3.** Enter information about your organisation as required.

7.2b Edit announcements in bulk

Use this function to view, add or edit announcements in bulk for your organisation's projects. Project announcements can only be made if a MERI Plan has been approved by the grant manager.

- **1.** Click on the organisation's admin tab.
- 2. Click the Edit announcements button.
- 3. Edit existing announcements by selecting a table cell.
- **4.** To add a new announcement for a project, use the **+** button in the last column.
- 5. To delete an existing announcement for a project, use the **X** button in the last column.

A blank row has been included for each project that does not currently have announcements. This is for editing convenience only. There is no need to delete the blank row.

Edit A	nnouncements - Te	st Organ	nisation 1					
 Example To add at To add at To add at To add at 	entropy enterts (pri te refield to see new entropy enterted for a property on e en entering environmenter for a prop te free been included for each prope	they a table call. The B coefficient etc. one fire B to t that possi hot co	The leaf sylame: relia in the leaf scalars in entity there are, announcements, f	tes is he witting	Omenanca	1010, THEN & 10.1	ent to assist these spec	
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- 0100		Uplo	ad data for this tabl	e		Save		

- 6. To upload announcements from an Excel spreadsheet, click Upload data for this table.
 - a. Click Step 1 Download template. Excel is opened in another window.
 - b. Complete the table, entering one announcement per row.
 - c. Save the template as you normally would for an Excel document.
 - d. Navigate back to MERIT.
 - e. Click Step 2 Upload populated template. Navigate to the template document you saved in Step C and click open.
 - f. The table within MERIT should now be populated with the data entered into the Excel template.

7. Click save.

All project announcements will appear on the organisation dashboard tab, under the 'report' dropdown list. Project announcements will also appear on the **Admin** tab of the relevant projects (refer to the <u>legacy program Guide</u> for more information on announcements at the project level).

PART C – EDITING GENERIC SCREENS

8. Organi	isatio	on page		
Access Level		Editor	Admin	Grant Manager

The Organisations page sits outside of project information and allows organisation members to view all Commonwealth funded NRM projects, sites and a dashboard associated with the organisation. The editing functions are only available to Administrators.

The organisation page can be found in the Black banner.

Australian Government MIRI tet	Gring Bier Bruier
Home Project Explorer About Help Contacts	Margaret Respondence Constitution
	Organisation tabs

8.1 View an organisation

- 1. Click My organisations at the top of the screen.
- **2.** If you have admin or editor access for an organisation page, your organisation will appear on the dropdown list. Select your organisation to continue.
- **3.** If your dropdown list is empty, click the **find an organisation here** link to open the full list of organisations currently available.
- 4. Search for an organisation by entering its name in the organisation search tool

Search organisations Q	

Alternatively, scroll to the bottom of the page and click the arrow buttons to search through the full list.

Showing 1 to 10 of 1163	10	1 2 > >>
		Second Second Second

Open the organisation page. The following tabs will be displayed: About, Reporting, Projects, Sites, Dashboard and Admin. Only 'organisation admin' users will be able to see the Admin tab.

Mest	Buoting Practic Sins 2	Arthurd N	7	-		Drga	anisatio	in tabs	
Shew 10	a stat						Seet		
Grant ID	· ·	Cortracted Mart Date	Contracted Project Langth (cented)	Pron Data	To Date	Artust Barplism	Datus	Funding	Programme
	Sed project for the Green Array programme	01-07-2014	10	01-07-2014	31-12-3915	79		0	Geel Arts
								90-(98 1000)	

Tab	Description
About	Information about the organisation. Minimum information required is organisation name and description. Can also include an acronym, website URL, link to social media, organisation logo and feature graphic.
Reporting	Only NRM regions have this tab. Performance management framework and self-assessments are completed via this tab.
Projects	A list of all projects the organisation is responsible for in MERIT. Also includes a total funding amount for the organisation.
Sites	Displays all project sites on a map.
Dashboard	Displays data from project reports submitted by the organisation and approved by the Department. Also displays announcements (viewable by organisation administrators only). The dashboard will only display if more than one project exists for the organisation.
Admin	Only visible to organisation administrators. Organisation administrators can edit the organisation details, create bulk announcements for all projects managed by the organisation, add MERIT users to all projects managed by the organisation (and change user role).

9. Overview Screen							
Access Level		Editor (partial)		Admin		Grant Manager	

The overview screen is mainly a viewing screen. This enables the user to see the Project Title, recipient or organisation name and other details. Information contained at the top of this screen can only be edited by the Department's MERIT Team (See <u>6.1 Edit the Overview Tab</u>).

9.1 Overview tab: edit or add a new blog

The Project Blog is the only item that can be edited, directly from the Overview page, by any of the three user levels above. It enables funding recipients to publish news and events, project stories and photos that they want to share with the general public. Project stories may include summaries of progress reports and project outcomes to date.

There are two ways to add blogs:

- a. **Overview** Tab Available to editors. It will allow them to add / edit only.
- b. **Admin** Tab is only available to Admin users or Grant Managers users (See). It enables them add/edit/delete any blogs (These users should refer to <u>6.2 Edit Project Blog</u>).
- 1. On the project **Overview** tab, scroll to the **Project Blog** section and click either **New Entry** or **Edit**.

AERIT demonstra	ator project	Overview tab	
Recipient: Cananacewordth, Depa	epineted of Landau Sciences		
Programmer: Rational Landson 5	Programme Lacal Programmers		
Approved handling (USI) inclusion	9.51.00		
Project start; 83-64 2004 Project	fluinile 30-06-2018		
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The following dialog box will appear.

- **2.** Select the type of blog entry you wish to create (News and Events, Project Stories or Photos) and complete the required information.
- **3.** You can format your text in the 'Content' box by clicking 'Edit with Markdown Editor'. A pop-up box will appear. Type your text into the blog content box and click 'done'.
 - MERIT uses Markdown Syntax for formatting plain text. It is a simple HTML text editor for basic formatting and is different to Microsoft Word. Rather than typing out a passage then adding formatting afterwards with mouse clicks and formatting tools like buttons and dropdowns, Markdown allows a writer to use a very simple set of symbols to denote the

desired format of the text. Click the for examples or search for further Markdown Syntax guidance online.

- **4.** Click the Attach' button to add information, images & Videos. Further information on adding videos is available below in <u>9.2 Embed a video on the Overview page</u>.
- 5. Click **Create** when you have entered the blog. Your entry will appear on the **Overview** tab.

9.2 Embed a video on the Overview page

Videos relevant to your project that are hosted on YouTube, Vimeo, TED and Wistia can be embedded on the **Overview** tab of your project.

- Follow steps 1-4 in section '<u>9.1 Overview tab: edit or add a new blog</u>' above, choose 'Embedded video' from the 'Document type' dropdown list, and paste in the code for the video.
- 2. Navigate to the website hosting the video you wish to embed on the overview tab.

3. Obtain Video Code.



This step 'obtain the video code' may have various methods (depending on the source of the video). If these instructions do not find a video CODE, please contact the <u>MERIT Team</u>.

The code for the MERIT workflow video should be similar to this:

<iframe width="560" height="315" src="https://www.youtube.com/embed/LB2mtec7Uwo" frameborder="0" allowfullscreen></iframe>

OPTION A

- Open the video.
- Pause the video.
- Click the 'share' or 'embed' button and copy the CODE associated with the video.

OPTION B

- Open your video.
- Pause the video.
- Right clicked anywhere on the screen. It will bring up a menu:



- Click on "Copy embed code".
- The message below appears:



- 4. Click allow access and then open a BLANK WORD document.
- 5. Paste the address into word (for safe holding until you navigate into MERIT).

<iframe width="640" height="360" src="https://www.youtube.com/embed/zcSUQeF3qls" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-inpicture" allowfullscreen></iframe> **6.** Return to MERIT to paste your video CODE into the 'Embed video' field and fill out the rest of the dialog box.

Embed video	<iframe <br="" width="640">height="360" src="https://www.youtube.com</iframe>
Settings	 make this document public on the project documents tab
Privacy declaration	I declare that all third parties who are identifiable in this image have consented to the photograph being published by the Department and that details of this consent can be accessed by the Department on request.

7. Click Save.

8. The video may take a few seconds to appear as a thumbnail on the **Documents** tab and will appear on the **Overview** tab if you selected the 'make this document public' option from the pop-up window.

10. Documents Screen							
Access Level	×	Editor		Admin		Grant Manager	

MERIT Users may submit attachments to demonstrate the delivery of their Project.

This Document Tab is only a viewing screen. It will display document links that, if chosen to, can be made available to the public. Examples include (but are not limited to) Program logics, plans, surveys, flyers, photos, videos and sound bites. These types of attachments are added at the project level via the Admin Tab and may only be edited by someone with Administrator access (See Section

Edit the Documents).

11. Sites Tab: Adding Project Sites							
Access Level		Editor		Admin		Grant Manager	

Adding site information to a project gives spatial reference to the data contained in MERIT. Spatially accurate data is more useful for analysis and informing both management and investment decisions.

It is important to create Sites and points of interest (POIs) in the Sites Tab. Sites can be created under this Tab at any time. For information on Drawing Tools see <u>APPENDIX B: Drawing Tools in the Sites Tab</u>.

In some programs, such as Regional Land Partnerships (RLP) & Environment Restoration Fund (ERF), Sites, that are created in the Sites tab, will transport to the reporting screens and enable users to select and/or edit their sites directly in the **Reporting** Tab for that period. For more information on using sites in reports/activities please see extension guides for those programs (see '<u>ABOUT this</u> <u>Guide</u>'). Use the <u>NRM MERIT Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

Sites created with the mapping tool in your NRM funding application form are automatically imported into MERIT. Use the instructions in this section to add new or modify your existing sites in MERIT.

11.1 Create a site

Currently, only one site can be assigned to an activity form.

1. Click the **Sites** tab on your project page. Sites already added to the project are on the left of the screen. They are also indicated on the map.

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	Charles and the second	

There are three ways you can add a site to a project:

- a. <u>11.2 Add a new site</u>: use MERIT's GIS tool to create a new site.
- b. <u>11.3 Upload sites from shapefile</u>: upload a shapefile created in other GIS software.
- c. directly enter a point. Mainly used for structures of photo-points.

11.2 Add a new site

- **1.** Click the **+New** button.
- **2.** Complete the free text fields and dropdown lists. There are three ways to define the extent of the site:
 - a. draw a shape,
 - b. known shape,
 - c. or point.

11.2a Define extent: draw a shape

1. On the map of Australia, zoom in to the area where your site is located.



Choose a tool and draw your shape. See '<u>APPENDIX B: Drawing Tools in the Sites Tab</u>' for assistance with using the drawing tools.



2. Click Save changes. The site will be added to the project's list of sites and the map.

11.2b Define extent: known shape

Try to avoid using 'known shapes' as sites. Choosing an entire NRM region as a site, for example, does not allow a precise indication of activity location.

- 1. Choose a layer from the dropdown list: NRM, IBRA 7 Region, IBRA 7 Subregion, Australian State or Local Government Area.
- **2.** Choose a shape from the dropdown list.
- **3.** The data highlighted in green will be automatically populated according to the layer and shape chosen. The map will zoom to show the extent of the shape.
- 4. Click Save changes.
- 5. The site will be added to the project's list of sites and map.

11.2c Define extent: point

1. If you know the latitude and longitude of your site (in decimal degrees), enter them into the respective text boxes. Don't forget to include the minus (-) with the latitude. If you don't know the latitude and longitude, enter -35 latitude and 150. This will add a point to your map.

2. Click on the map. The data highlighted in green will be automatically populated according to the location of the point. The map will zoom to show the point, which is indicated with a red locator icon.

3. Use the zoom function (bottom right of map) and click/drag the locator icon to refine the position of the point. Your mouse cursor will change to a hand symbol, allowing you to click and drag.

4. Click Save changes. The site will be added to the project's list of sites and the map.

11.3 Upload sites from shapefile

You can add a site to a project by uploading a shapefile generated with GIS software. A site may have multiple polygons or POIs if these are uploaded as a shapefile document. Note that MERIT only recognises points or polygons, not lines.

Shapefiles

MERIT recognises shapefiles in a range of formats (coordinate reference systems).

A complete shapefile consists of a .shp file and a set of component files (e.g. .sbx, .pjr, .dbf etc). The software used to create the shapefile determines the number and type of component files.

MERIT requires the complete shapefile, including all component files, to be uploaded in order for it to display properly. To do this, zip the complete shapefile (the .shp plus all of the component files) into a single file and upload into MERIT.

A site shapefile can comprise multiple polygons or points, each representing a site in the field. This may be useful if your activity form aggregates data across multiple field sites. Select the appropriate saving method in your GIS software depending on whether you want the upload to MERIT to consist of one site comprising many polygons (Option A in the diagram below) or multiple unique sites (Option B).

It is a good idea to name (label) each feature prior to uploading into MERIT. Otherwise, MERIT will display the shapefile as multiple unidentified polygons/points.

- 1. Click the **Sites** tab on your project page.
- 2. Click the Upload button.
- 3. Click the **Browse** button and navigate to the file location.
- 4. Select the zipped shapefile, then click **Open** (all component files in zip format see above).
- **5.** Click Upload Shapefile.

If your shapefile consists of single or multiple polygons representing one site (Option A in the diagram on the previous page), it will be added to the project's list of sites and map.

If your shapefile consists of multiple polygons that are to be uploaded as multiple unique sites (Option B in the diagram on the previous page), the following screen will be opened.

agente attribute to use as the one name. name			Shapette attribute to use as the site description. Seriod an attribute		Stopethe attribute to use as the site IO Secont an attribute			
	Properties to include in upload	ed siles		Attributes	· uploaded sh	contrio		
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	test site				1.5P-100000	Brownows)	test site	MERT domonstrati project

Steps 6 to 9 are indicated in the above diagram.

- 6. Choose the attribute you wish to use as the site name, site description and site ID from the relevant dropdown lists (if already defined when the shapefile was created in your GIS software).
- 7. Alternatively, type a site name, description and ID into the text boxes for each site.
- 8. De-select any sites you do not wish to upload by un-ticking the box next to the relevant site.
- **9.** Click Create sites. The shapefile you chose will be added as multiple unique sites to the project's list of sites and map.

11.3a Download sites as shapefiles.

You can download all your sites from MERIT as a shapefile to use with your GIS software.

- 1. Click the **Sites** tab on your project page.
- 2. Click the **Download** button.
- **3.** The shapefile downloads as a zip file and can be saved and opened on your computer as required.

11.4 Add Points of Interest

Points of Interest (POIs) can be added to sites and are most commonly used to record the location of photo-points. Photo-points can provide a visual representation of vegetation change over time.

Refer to Error! Reference source not found. for more information on photo-point photos.

1. Click the **Sites** tab on your project page.

- 2. Either click Edit for an existing site or +New for a new site (refer to <u>11.2 Add a new site</u>).
- 3. Scroll to the bottom of the page and click Add a POI in the Points of Interest box.
- **4.** Fill in the free text boxes and choose **photo-point** from the point type dropdown list.
- **5.** Enter the latitude and longitude for the photo-point (in decimal degrees).
- **6.** Enter the bearing (degrees) for the direction the photo is taken.
- 7. Click Add a POI again if you have more than one POI to add. Delete POIs by clicking 'remove'.

Extent of site	
0	
Locator icon	Define extent using: draw a shape 💌
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	Points of Interest Name Point of Interest #1 Description Dropdown list
Canadha P Park hur error Bernehends 9 	Point type photopoint Lautuoe Longitude Bearing (degrees) -33.98387274314645 150.64724120903014
Save changes	Add a POI
Save changes ancel	

8. Click Save changes at the bottom of the page.

11.5 Manage your sites

Sites can be viewed, edited or deleted from a project during any phase.

1. Click the relevant action icon next to the site you wish to edit, view or delete.

	here are 3 ac	tions for a site a	attached to a project:	
U	C Edit	💿 View	X Delete	

11.6 Edit a site

- 1. To edit a site associated with a project, click Edit
- 2. Make the necessary changes and click **Save changes**. Refer to <u>11.2 Add a new site</u> for instructions on how to refine the location or shape of your site.

11.7 View a site

To explore a site associated with a project, click View. 1.

This displays the site information, plus the projects, points of interest (POIs) and activities associated with the site. See 11.4 Add Points of Interest for more information on POIs.

Location data for the site can be downloaded as a shapefile by clicking Download Shapefile under the map and following the instructions.

The shapefile can also be viewed using the ALA's spatial portal by clicking View in Spatial Portal under the map. This feature enables users to consider the site in relation to hundreds of different spatial layers contained in the ALA portal.

2. To return to your project page, click the project's name in the list under **Projects associated** with this site.

Delete a site from a project 11.8

Deleting a site from a project breaks the association between it and any activities to which it is attached. The site, and any associated photo-point data/images, will be removed from the relevant activity/ies.

To delete a site associated with a project, click **Delete** 1.

2. To delete multiple sites, tick the boxes for the sites you wish to remove and click **Delete**.

12. MERI I	Plans	and Rep	ortin	g		
Phase	This This	s plan is not yet s plan has been	approv approv	ed)		
Access Level		Editor		Admin	\checkmark	Grant Manager

As explained at the beginning of this document, (See '<u>ABOUT this Guide</u>'), Part A refers to information available to all users (including the public). Part B and C are designed for MERIT users who have Editor/Administrator access and need to perform functions that are the same across all programs.

MERI Plans and Reporting requirements differ across NRM programs (maintained in the tool). Therefore, these functions will be provided in the extensions to this guide, alongside other information that is specific to those NRM programs. Use the <u>NRM MERIT Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

PART A	- Information for	the public	
PART B	– Get Started as a	MERIT User	
PART C	- Managing gener	ric screens	
PART D -	Program Sp	ecific Guides	

WANT MORE INFORMATION?

Click the **Help** link on the MERIT menu bar to read answers to frequently asked questions.

Click the **About** link on the MERIT menu bar to read recent news and information on enhancements and fixes.

Important news is also sometimes included in a pop-up box that appears when you log in to MERIT.

Use the <u>NRM MERIT Website</u> and choose from the relevant Program (listed on the right hand side) to find the Program Specific Guide.

GLOSSARY OF TERMS

Administrator:	A level of access in MERIT. It enables you to view all information for your project, input, edit and submit project data and reports to the Department; and assign user roles to other people (e.g. project managers, sub-contractors).
Department	The Australian Government Department administering the NRM funding
Description (project)	The description of your project, which you provided in your project application. The project description appears on the Overview tab of a project page in MERIT. This is the field visible in the public domain.
Editor	A level of access in MERIT. It enables you to view all information for a project, as well as input and edit activity data. It does not allow you to submit reports to the Department or assign user roles to other people.
Funding recipient	an individual or organisation that has received funding for a project through an Australian Government NRM program e.g. Grant recipient:
Grant manager (Project Manager)	Departmental Grant Manager (officer) who manages projects funded by Australian Government NRM programmes in cooperation with the funding recipient. Also known as Project Manager.
MERI	Simple concepts that, when applied, help us understand what is being achieved and help identify possible improvements, for projects and programmes:
	• Monitoring: the collection of data and information.
	• Evaluation: analysing the monitoring data and assessing what it means. Based on this, informed judgements can be made about the success of a project or programme and improvements can be identified.
	 Reporting: communicating what we have found out through monitoring and evaluation. It is about sharing information, including about achievements and lessons learnt.
	• Improvement: using this information to improve the way things are done.
NRM program	Australian Government funded NRM programs, such as National Landcare Programme.
Outcomes	The tangible and measurable changes resulting from maintenance of and/or improvement in NRM assets (e.g. vegetation condition change, recovery of threatened species). These may be immediate, intermediate or longer-term outcomes.
Outputs	The tangible (measurable and practical), immediate and intended results to be produced through NRM investment (e.g. area (ha) of revegetation completed).
Output Targets	The total project outputs that a project has committed to achieve. These are captured from your MERI plan and displayed at the bottom of the Activities tab of a project page in MERIT.

Phase:	There are three phases for project MERI plans (displayed on the Admin/MERI plan sub-tab): not yet approved, submitted but not approved, and approved. The phase determines the actions that can be undertaken:				
	Phase	Edit Project Plan?	Rec		
	This plan is not yet approved	Yes	No		
	This plan has been submitted for approval The project plan has been submitted but not yet approved by the Departmental grant manager	No	No		
	This plan has been approved	No	Yes		
Point of Interest	This is a marker for a specific geographic location which can be added through the Sites tab of a project page in MERIT or via an activity form (for photo-points). Funding recipients can use this to mark a range of features which will be useful to them such as the location of specific plantings within a larger site or the location of threatened species.				
Project member	A MERIT user (editor, admin or grant manager) who has been given access to a project in MERIT				
Project MERI plan	This is a document prepared by funding recipients to clearly set out the project activities to be undertaken, and the intended outputs and outcomes of the project.				
Site	A defined geographic location relevant to a project. Sites can be defined using the mapping tools available in the Sites tab of a project page in MERIT. Funding recipients can create sites at their discretion which allow them to represent their project. In some instances, it may be preferable to identify a site as a whole project area, or alternatively as several more specific smaller areas.				

Acronyms

ALA: Atlas of Living Australia

MERI: Monitoring, Evaluation, Reporting and Improvement

MERIT: online Monitoring, Evaluation, Reporting and Improvement tool

NRM: Natural Resource Management

APPENDIX A: MERIT Workflow

There are two main phases for reporting in MERIT: **planning** and **reporting**. The diagram below demonstrates the MERIT workflow from creation of a project shell to final approval. The steps relevant to funding recipients are covered in these guidelines.

O If an approved project MERI plan requires amending, contact the Grant Manager to enable modification of the project MERI Plan. Edit the plan and resubmit for approval.

O If a submitted report is rejected because the project MERI plan requires editing (e.g. an activity form has been omitted), the Grant Manager will enable modification of the MERI Plan. Edit the plan and resubmit for approval. Once the plan is approved, add/amend activity data and resubmit the report for approval.

APPENDIX B: Drawing Tools in the Sites Tab

The table below contains a legend of the drawing tools available in the '**Sites**' tab. These differ to the drawing options in the Reporting forms (for projects under the RLP Services Agreement; See Part D). If you are after options available in other extension guides, please visit the <u>NRM MERIT Website</u> to choose the relevant Program Specific Guide (listed on the right hand side – Under 'Find MERIT Guidance for:').

A <u>Ready Reckoner</u> and <u>'On-ground Investment Location Data Capture, Management and Sharing</u> <u>Standards'</u> both provide guidance on RLP mapping requirements.

The drawing tools above are available in the Sites Tab only allow one map per site. However, multiple sites may be uploaded. The mapped areas cannot be edited (only redrawn). The drawing tools include:

Map -	Top left corner of Map. The user may choose a viewing preference:
Satellite -	 Map: displays google map view. Click on the down arrow again to choose whether to include 'Terrain' information.
	- Satellite : displays google satellite view. Click on the down arrow again to choose whether to include ' labelled ' information.
[]	Toggle view. Top right corner of Map. Enables full screen view of Map. Note: Full screen view doesn't provide drawing tool options.
+	Zoom in (standard mapping function). Bottom right corner. You may either; click thisbutton and move the screen to find your location; or double click your mouse to zoomin on the area you want. The screen will zoom into10 m
—	Zoom out (standard mapping function). Bottom right corner. Click this button to zoom out and include a larger area on your screen.

APPENDIX C: GUIDELINES FOR TAKING PHOTOGRAPHS

Photo-point

Setting up and using a photo-point to obtain a time-series of photographs of the same feature is an effective way of keeping a photographic record of change. A photo-point is a fixed point on the ground

from which photographs are taken along a fixed bearing. In this case the photo-point 🖈 is located 5 metres from the start of the transect, and is the only fixed position from which plot images will be taken. The reference marker • (located at the start of the transect) and the alignment marker • (located 20 m along the transect) will act as 'sighter' posts for taking the fixed image (see below image). These posts should be in the centre of the frame so the image captures equal areas of the left and right sectors of the plot (i.e. the photo is aligned directly along the transect bearing).

The fixed photo can be oriented in landscape or portrait. A rule of thumb is to use landscape where you can adequately capture the overstorey canopy, otherwise use portrait (normally for taller forest and woodland types). Future photos taken from the photo-point will always use the same orientation as the initial photo. Orientation and transect bearing will be recorded on the pro forma in the Standard and Abridged Field Guides. Always stand (do not sit) when taking the plot photo, so that images are always taken at eye level.

If a shrub or some other feature is obstructing the line of site along the transect, then ignore it and take the image anyway. Obstructions come and go over time. The important thing is that photographs provide a visual record of vegetation change.

Disturbance to the site should be minimised for taking photographs. For example, do not physically remove objects to create a better line of sight, and minimise the level of trampling between the photopoint and the sighter posts. It is best to record the fixed image immediately after delineating the plot, rather than after completion of field survey.

Opportunistic photographs

Taking field images of interest in addition to the fixed photograph is encouraged. These may include photographs of:

- native plants and animals,
- habitat features (e.g. hollow-bearing trees, bird nests, coarse woody debris),
- weed infestation before and after intervention,
- disturbance incidents (e.g. wind throw, floods),
- 'typical' stands of the vegetation type in and around the plot, and
- the surrounding landscape.

The position of the photographer in relation to the transect (i.e. transect distance and perpendicular distance right or left) and the photo bearing should be recorded on the pro forma so that the feature can be revisited updated images possible recorded during future monitoring.

Image nomenclature

The image taken at the photo-point should be named after the Project and Plot ID, with a prefix for the year in which it was undertaken, and a 'P' to indicate it is the standard plot photo.

For example: CFOC0208_Plot01_2012_P

Additional images taken at other points in the plot, or perpendicular to the plot transect, should use the same nomenclature, but with a trailing number to show that it is an opportunistic rather than the standard image.

For example: CFOC0208_Plot01_2012_1; CFOC0208_Plot01_2012_2; CFOC0208_Plot01_2012_3 etc.

Intervention-specific images taken at other photo-points should use a similar naming convention so that images can be conveniently associated with the project ID, the intervention, and the year of sampling.