

# Nebraska Conservation and Environmental Review Tool (CERT): How to Create a Conservation Planning Report

Nebraska Natural Heritage Program  
Nebraska Game and Parks Commission  
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The Conservation Planning Report provides information on at-risk species, natural communities, and other features in the vicinity of an area designated by the user. The report includes three maps and four tables.

## Registration

You will need to be a registered user to create a Conservation Planning Report. If you are not already registered, click here to [register for an account](#). Fill out the registration form.

### User account

[Create new account](#) [Log in](#) [Request new password](#)

E-mail \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Salutation

First name \*

Last name \*

Organization \*

Scroll down to review and accept the **Terms & Conditions of Use**, and click **Create new account**

Accept Terms & Conditions of Use \*

[Create new account](#)

You will see a message on the Home page indicating that further instructions have been sent to your email address.

A welcome message with further instructions has been sent to your e-mail address.


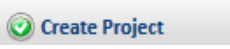
Open the email and click on the one-time login link provided. Create a password and confirm it.

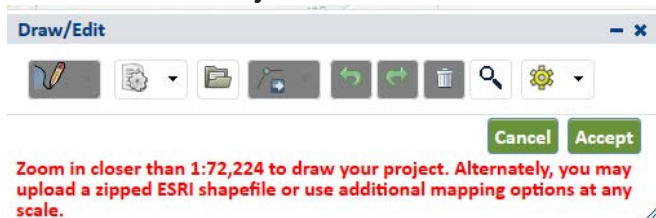
Click **Save** at the bottom of the form. A message will appear at the top of the page indicating the changes have been saved.

The changes have been saved.

Your account is now ready to use.

## Create a Conservation Planning Report

1. Log in with your e-mail address and password.
2. Read **Terms and Conditions**. Check **Accept Terms & Conditions of Use** box. Click **Confirm** button. You will only need to do this once unless the Terms and Conditions are amended.
3. Click on the **Map** tab. If necessary, click on **Switch Basemap** and choose the desired reference map. 
4. Click on **Create Project**.  The Draw/Edit Window appears.



- a) A project boundary is needed to be able to create a Conservation Planning Report. You can draw the boundary in the CERT, upload an existing shapefile, or select a polygon that is in one of the CERT data layers (e.g. a WMA or State Park boundary). See *How to Create a Project Boundary* for different methods of incorporating the project boundary, found in the **Help** tab.

- b) To draw a polygon for the project boundary, you must be zoomed in to 1:72,224 or closer. Hint: hold down the Shift key and drag a box on the map, or use the mouse wheel, to zoom in.
- 5. With the project boundary polygon in place, click **Accept**. The project boundary will validate, and the **Create Project** window will appear.
- 6. In the **Create Project** window, fill in all required fields and any desired optional fields.
  - a) For **Project Type**, select **Conservation Planning Report**.

Project Type \*

Select only one Project Type per project

- Agriculture
- Communications
- Conservation Planning Report (not an environmental review)

- b) For **Funding Source...**, select **Unknown...**
- 7. Select **Draft** and click on **Submit**.
- 8. Click **OK** to close the notification box.
- 9. When the analysis is complete, an email message will prompt you to visit **My Projects** to view the report. It may take about 5 minutes for the email to be sent to you.

Note: You can add features (polygons, lines, points, text labels) to the on-screen map using the **Make a Map** function. If these features are added prior to creating a Conservation Planning Report, they will appear in one of the maps in the report. In addition, whichever **Basemap** you have chosen will also appear in that map.

### Accessing the Report

1. After receiving the email notification indicating the report is complete, log back into your account (if you have left the CERT), and click on **My Projects**. A table with your projects will appear. (You can also use the link in the email if your web browser is open and you are already logged into the CERT.)
2. Click on the project title to open the **Project Review Results** page.
3. Click on **Project Report (PDF)** to open the Conservation Planning Report.
4. You can download and save the report as a PDF to your computer.
5. If you want to download the project boundary as a shapefile, click on **Shapefile (ZIP)**.
6. If you want to download the report tables to use in Excel, click on **Species Results (CSV)** (only available to authorized agency users).