# California Department of Fish and Wildlife Biogeographic Information and Observation System (BIOS 6) Getting Started:

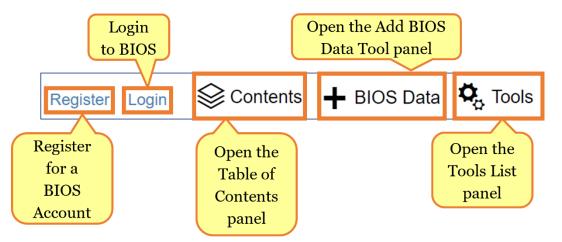
### Getting Started with BIOS 6

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From the <u>BIOS homepage</u>, click the button for one of the many BIOS viewers to begin. The standard and default viewer is labeled as "BIOS Viewer (Public and Secure)".

Once the BIOS Viewer is open, you can either continue using the public version or sign in using your California Natural Diversity Database (CNDDB) or Department credentials.

The banner across the top of the viewer gives access to many of the primary functions in BIOS.



The BIOS tools have been arranged into a single tool menu that you see at the top right of the viewer.

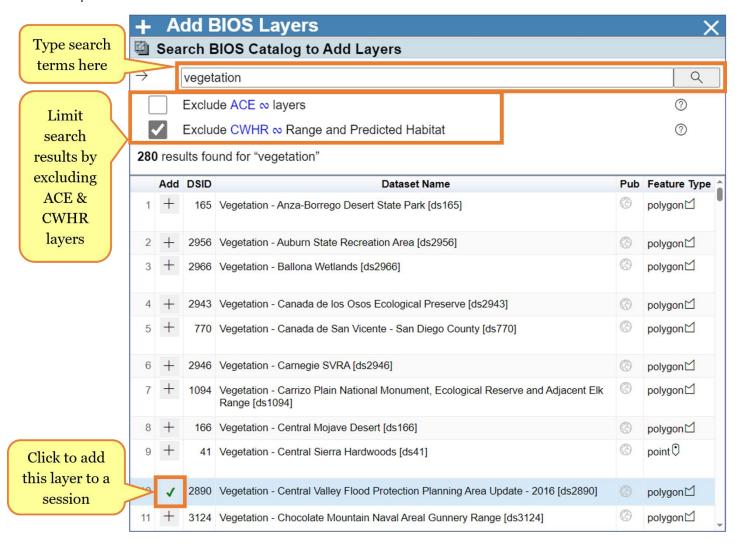
#### To quickly interact with data in BIOS, follow these steps:

- 1. Add a BIOS layer
- 2. Turn on the layer (check the box)
- 3. Activate the layer
- 4. Then click on a feature of interest in the map (Popup Info tool will appear)

### Adding Data to the Map

On the top right of the viewer, you will find the **+ Add BIOS Data** tool, adjacent to the **Tools** button. This tool is your primary method for adding data from the BIOS catalog into your map session.

Type the name of the dataset that you would like to add in the textbox or enter a search term such as a species name. Click the search button or press Enter on your keyboard, the search results table below will populate with the results. Click the Add data button to add a dataset to your map session. Added data appears in the **BIOS Layers** section of the **Contents** panel.

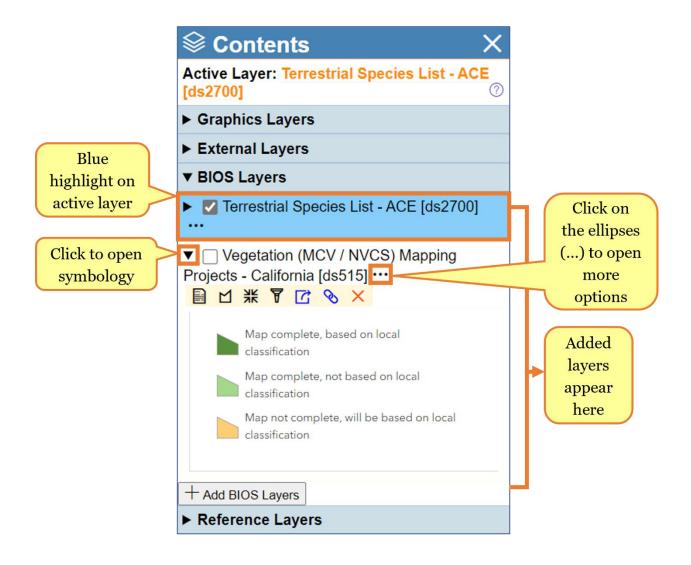


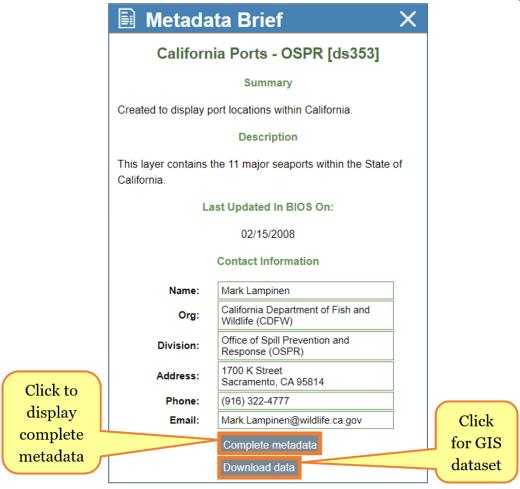
#### **Contents Panel**

The **Contents** panel also provides other map content related functionality, such as additional layer options and access to references.

- To draw a data layer, simply check on the small box to the left of the name of the data layer in the Table of Contents.
- Click on the layer name to select it as the current **Active Layer**. This makes the layer available for use with the various tools in BIOS. You will see a blue box appear around the layer indicating that it is active.

- You can view the metadata document for the layer by first clicking three ellipses (...) after the dataset name, then on the *Mini-metadata info* button to below the layer name.
- To view the complete metadata scroll down to the bottom of the metadata window on the right side of viewer and click the **Complete metadata** button Complete metadata.
- The **Zoom to Layer** button will allow you to quickly zoom the map to the full spatial extent of the layer.
- Click on the ► (right arrow) to the left of the Layer name, then press the **Display** Symbology button and the legend will appear.
- Click on the **Remove Layer**  $\stackrel{\textstyle{ iny M}}{}$  button to remove the layer from your map session.



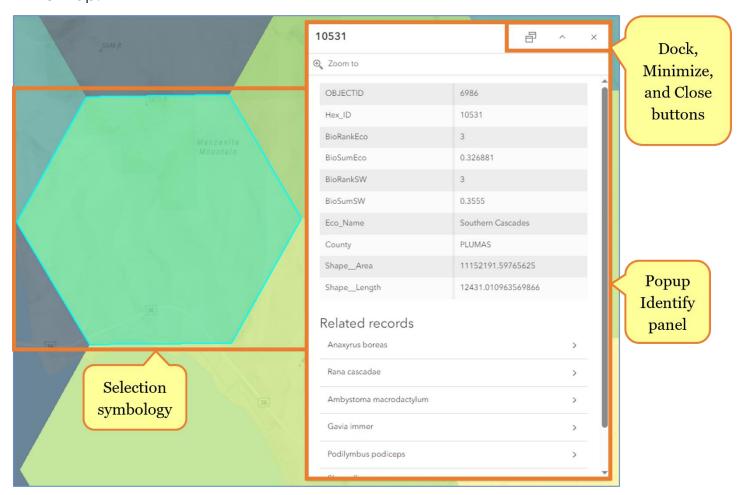


If the dataset is available for download, there will be a blue download data button

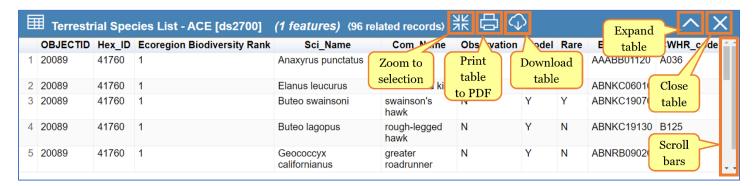
Download data
at the bottom of the metadata window. Additional download options for CDFW authored data are available on the CDFW Open Data Portal.

## **Identify Popup Tool**

To get basic information on any BIOS or Reference layer, use the **Popup Identify** tool. The tool can be accessed by first **Activating** a layer in the **Contents** panel, then clicking on a feature in the map.



Once the tool is open, click on any feature in the map to get more information. Once selected, the results related records will appear in a table at the bottom of the map. These results can be exported to a PDF or an Excel document.



For more detailed instructions on using the BIOS 6 Viewer please read the User Guide.

Thank you for using BIOS. Please email us with any comments or questions.