

# INSTALLATION & USERS GUIDE





USDA Forest Service Forest Inventory and Analysis

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## **Introduction**

Mobile Integrated Data Acquisition Management System (MIDAS) is an integrated web-client-mobile application developed with J2EE technologies to collect and process Forest Inventory and Analysis field data. The baseline system is a derivative of the field data management system developed and implemented in the Northern FIA region. Each region has contributed regional IT skills and technologies to extend and enhance this baseline system to include all of the regional and national field specifications.



The full suite of MIDAS tools provides crewmembers with most functions related to data collection. The following features, and many others, are available on the PC, the Portable Data Recorder (PDR), or the MIDAS intranet website:

- Setting up PC's and PDR's
- Program updates
- Crew access to historical information on plot to aid in data collection
- Collection, storage, and transmission of data
- Data edits in the field using a PDR or in the office using a PC
- Track plot progress from the field through QAQC and into the database

# User Support

Direct any questions to your local MIDAS representative:

- NRS Jay Solomakos jsolomakos@fs.fed.us 651-649-5145
- PNW Chuck Veneklase <u>cveneklase@fs.fed.us</u> 503-808-2045
- RMRS Mark Rubey mrubey@fs.fed.us 801-625-5647
- SRS Kelly Peterson kpeterson01@fs.fed.us 865-862-2092

## Website Login

Central to the MIDAS system is the MIDAS website that provides for a great deal of the functionality available in MIDAS, including but not limited to program installation and updates for the PC and PDR, acquiring plot history data, plot tracking, and transmission of completed plots to the storage database. The MIDAS website can be found at the following address:

#### http://199.131.115.1:8080/Midas/Main?action=Default

The MIDAS website is an *Intranet* site, and can only be accessed by PC's that are within the Forest Service firewall. It is recommended that you bookmark this site as you will be accessing it often.

If at any time while visiting the MIDAS website you receive a pop-up security message such as the one shown to the right, simply click *Run* to continue.



#### System Access Levels

For the security and protection of FIA data, all database functions are password protected. As such, all of the MIDAS website functions that connect to the database require the user to log in with their personal username and password. Each personal username will be defined with a specific access level. The four main levels of access to the website and database are:

- Level 1 Field Crew
- Level 2 Crew Leader
- Level 3 Supervisor
- Level 4 Administrator

Level 1 users only have database read access. Level 2, 3, and 4 users can update data stored in the database and this additional login provides the administrators of the system with the means to audit usage of the database. By default, all users recognized by the system are granted level 1 privileges. Only an administrator can increase a user's privileges to level 2, 3 or 4.

#### Logging In

All of the functions on the MIDAS web site that connect to the database require the user to log in with their personal username and password, as detailed in the following steps.

- 1. On the *MIDAS Welcome Screen*, click on the *Log Into System* link in the upper right-hand corner of the screen.
- 2. On the *User Login* screen, select a region from the *Region* drop-down box.

	Visitor # 5990	<u>Log Into System</u>		
Mobile Integ	Mobile Integrated Data Acquisition System			
User Login				
The current system acc	ess is Level 0.			
	Select Region			
	Region: Select a region	J		
	Login			
	User Name:			
	Download latest MIDAS component	is		
	Authorized Access Level:			
	Login Close			

3. Once a region has been selected, select a user name from the User Name drop-down box. To avoid lengthy scrolling, the User Name drop-down box has been coded to allow for keystroke navigation ... simply begin typing the last name of the desired employee to go directly to that alphabetical section of the user name list. Use the [Esc] or [Backspace] keys to reset the list if necessary.

Note that it may take a moment for the corresponding user name list to load once a region is selected, so the drop-down box may need to be reselected it if it has no list items.

- 4. By default, an automatic program update process will launch on login. To disable the automatic update process for a particular login session, uncheck the *Download latest MIDAS components* checbox ... this may be useful for those accessing the website via a dial-up connection.
- 5. Enter a password in the *Password* box then either click the *Login* button or press the *Enter* key.
- 6. If the *Download latest MIDAS components* checbox was left checked, the automatic program update process will launch on login and a message indicating that MIDAS is checking for component updates will appear:

Select Region
Region: NRS
Login
User Name: Miller, Mary
Password:
Authorized Access Level: 4
Checking for newer components
Login Close

7. If new components are available, the message will then indicate that new components are being downloaded ... please wait patiently for the download to complete.

Select Region
Region: NRS
Login Miller Men.
Password:
Authorized Access Level: 4
Downloading newer componentsplease wait.
Login Close

8. Once the download is complete, the newest components (including configuration files, program files, and ActiveSync updates) should be installed and available on the PC ... the Welcome Screen will then be presented, but the user's Current System Access Level will now be indicated where the Login link used to be in the upper right corner of the screen.



#### Changing User Password

New users will be given generic passwords, and are highly encouraged to enter their own unique password when they first log on to the system. Previous users of the system may use this feature to change their password as desired at any time.

To change a user password:

1. Once logged in on the MIDAS website, click on *Utilities > Change User Password* under *Menu Options* on the left side of the web page.

) Back 🔹 🏐 👻 😰 🏠 🔎 Se	earch 📩 Favorites 🥝 😓 🦄	Address Address http://199.131.115.1:808	80/Midas/Main?action=Cha	ngeUserPassword&fu 💌 芛 Go	🌀 SnagIt 📋
USDA FOREST SERVICE	Welcome Mary	Visitor # 4998	<u>Log Out</u>	<u>Current System Ac</u>	cess Level: «
	Mobile Integra	ated Data Acquisit	ion System		
Menu Options: Field QAQC	Change User	Password			
Edit     Utilities     Utilities     Field Plot Tracking     QAQC Plot Tracking     Plot Details     Get Replacement     Plot     Install Or Update     Client     Change User     Password     Admin Tools		Update Password Current Password:			
<ul> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>		Save Password	Close		

2. Enter the current and new passwords in the associated text boxes then click the *Save Password* button.

For previous users of the system who have forgotten their password, please contact a crew leader, supervisor, or administrator to have them modify the user profile and provide a new password within the *User Manager* tool.

#### Changing User Privileges

Each new user added to the system with the User manager is restricted to level 1 access. This feature allows administrators to change the access level of newly added users, as well as changing the access level for previous users of the system as needed. Only an administrator can increase a user's access level to level 2, 3 or 4.

To change user privileges:

1. Once logged in on the MIDAS website, click on *Admin Tools > Change User Privileges* under *Menu Options* on the left side of the web page

😋 Back 🔹 🕤 👻 📓 🐔 🔎 Sea	rch 📩 Favorites 🔗 😓 👋	Address 🗃 http://199.131.115.1:8080	/Midas/Main?action=Chan	geUserPrivileges&functionName=Change% 🗾 🎅 Go
USDA FOREST SERVICE	Welcome Mary Mobile Integra	<sup>visitor</sup> # <sup>4947</sup> ited Data Acquisiti	Log Out on System	Current System Access Level: 4
Menu Options: Field QAQC Edit Utilities Admin Tools System Configuration User Manager Change User Privileges Delete Field Plot from Database Delete QAQC Plot from Database Help Contact Us	Change User	Privileges Select Region Region: Select a region User Privileges User Name: Authorized Access Levet: Update		

- 2. On the *Change User Privileges* screen, select a region from the *Region* drop-down box ... selecting a region will automatically populate the corresponding user name list. Note that this auto population may take a few seconds.
- 3. Select a name from the *User Name* drop-down box ... the user's current access level will appear in the *Authorized Access Level* box.
- 4. Select the user's new access level from the *Authorized Access Level* box.
- 5. If user selected is a QA crew, check the *QA Crew* check box.
- 6. Click the *Update* button.

#### <u>User Manager</u>

The **User Manager** is a tool found on the MIDAS website that enables crew leaders, supervisors, and administrators to add new users, modify existing users, or delete user profiles from the system.

To open the *User Manager*, log on to the MIDAS website then click on *Admin Tools > User Manager* under *Menu Options* on the left side of the web page.

🚈 Mobile Integrated Data Manageme	nt System - Microsoft Internet Explorer provided by USDA Forest Service
<u>File Edit View Favorites Tools</u>	
🕒 Back 🔹 🕤 👻 📓 🏠 🏸 Se	arch 👷 Favorites 🥙 🧅 🐂 Address 🙋 http://199.131.115.1:8080/Midas/Main?action=UserManager&functionName=Fiel 🔟 🔁 Go 🔍 Shagit 🖭
USDA FOREST SERVICE	Welcome Mary Visitor # 5024 <u>Log Out Current System Access Level: 4</u>
	Mobile Integrated Data Acquisition System
Menu Options:	Field User Manager
<ul> <li>Edit</li> <li>Utilities</li> <li>Admin Tools</li> <li>System</li> </ul>	Select Region Region: Select a region
Configuration • User Manager • Change User Privileges	Select User
<ul> <li>Delete Field Plot from Database</li> <li>Delete QAQC Plot from Database</li> </ul>	Current Crew Members     Order by User Name     Previous Crew Members     Order by User ID
<ul> <li>Help</li> <li>Contact Us</li> </ul>	Selected User Info
_	User Name: User ID: Juser
• Evaluate this System We welcome your	E-Mail: Work Phone #:
comments and suggestions	Add New User     Modify Selected User
Forest Inventory & Analysis National Office U.S. Forest Service 1601 North Kent Street, Suite 400 Arlington, VA 22209	Execute Option
	Print Crew List Close
http://199.131.115.1:8080/Midas/Main?	action=UserManager&functionName=Field User Manager

### Modifying an Existing User Profile

- 1. On the *Field User Manager* screen, select a region from the *Region* dropdown box ... selecting a region will automatically populate the corresponding user name list. Note that this auto population may take a few seconds.
- 2. Select the user's name from the *User Name* drop-down box. If the user's name is not known, their profile may also be accessed by selecting their crew number from the *User ID* drop-down box. Use the radio selection buttons below to customize the list of names and/or id's by selecting which users should be included and in what order they should be displayed.
- 3. Make sure the *Modify Selected User* option is selected in the *User Options* box, then click the *Execute Option* button.

4. In the *Change Crew Details* window, modify the selected user's information as necessary then click the *Save Changes* button.

🛓 Change Crew	Details
Crew De	tails
Crew ID	): 9995 🔽
Password	t:
Duty Station	n: Newtown Square, Pennsylva
Date Hired	25-DEC-2007 Set Date
E-Mai	smokeybear@fs.fed.us
Work Phone	610-555-5555
Act	ive C Inactive
Sav	e Changes Cancel

- 5. Wait patiently while MIDAS updates the database ... you will see a message at the bottom of the *Field User Manager* screen indicating that MIDAS is accessing the records.
- 6. Once the update is complete, the user's updated information will be displayed in the *Field User Manager* screen.

#### Adding a New User Profile

- 1. On the *Field User Manager* screen, select a region from the *Region* dropdown box ... selecting a region will automatically populate the corresponding user name list. Note that this auto population may take a few seconds.
- 2. Select the *Add New User* option in the *User Options* box, then click the *Execute Option* button.
- 3. In the *Add New User* window, enter the new user's information, then click the *Save Changes* button.

4	Add New User		_ 🗆 🗙
	Crew Deta	ails	
	First Name:		
	Last Name:		
	Crew ID:	1	
	Password:		
	Duty Station:	Aurora, Minnesota	-
	Date Hired:	Set Date	
	E-Mail:		
	Work Phone:		
	Save	Changes Cancel	)

- 4. Wait patiently while MIDAS updates the database ... you will see a message at the bottom of the *Field User Manager* screen indicating that MIDAS is accessing the records.
- 5. Once the update is complete, the user's updated information will be displayed in the *Field User Manager* screen.

Note that new users added to the system are restricted to only level 1 access. To change the access level for a user, see the *Changing User Privileges* section of this document.

### Print a List of Crew Members

This feature will provide a hardcopy list of all crew members for a specific region, including details such as date of hire, duty station, email, and phone number.

- 1. On the *Field User Manager* screen, select a region from the *Region* dropdown box ... selecting a region will automatically populate the corresponding user name list. Note that this auto population may take a few seconds.
- 2. In the *Select User* box, use the radio selection buttons below to customize the list by selecting which users should be included (current or previous crew members) and in what order they should be displayed (sorted by name or id).

It is not necessary to select a name from the *User Name* drop-down box.

3. Click the *Print Crew List* button at the bottom of the *Field User Manager* screen.

## **Installation of MIDAS**

The installation of MIDAS is designed to be a user self-install process via the MIDAS website:

#### http://199.131.115.1:8080/Midas/Main?action=Default

The MIDAS website is an *Intranet* site, and can only be accessed by PC's that are within the Forest Service firewall. It is recommended that this site be bookmarked as it will be accessed often.

To install MIDAS, please follow the steps outlined chronologically below. Please note that a number of these steps require administrative permissions on your login account, so it is recommended that you use the *Promote Me* tool (<u>http://gadgets.ds.fs.fed.us/EUTools/ad\_promote.asp</u>) to gain admin access prior to proceeding.

If at any time during the install process you receive a pop-up security message such as the one shown to the right, simply click *Run* to continue.

#### 1. Install the Java Plug-in

#### Note: Admin access required!



a. On the MIDAS Welcome screen, click on the *Check for Installation/Install Java Plug-in* link to begin the Java Plug-in installation.



b. A Java download window will open ... click the *Download Now* button.

Java	Welcome to java.com.         Java Software Download           Brought is you by Soft Microsystem.         Games   Desktop   Mobile   Java Everywhere	Select Language   Contact   Help Search 68 Duke's Zone
La Rossina	AVA SOFTWARE for Your Computer EREE DOWILOAD Downed Jave Software for your destage computer new Jave Funder Environment Version 5.8 Update 11 With Download New Download New Available Software Software Software Software Software Software New Your Software Softwar	PC OEMis: Include Java Software with Your PCet Prot od how to districtuse the Java Ruffler Environment On your Weldows PCs.
	What is Java Software? What is Java software address you to run applications called "appliets" that are written in the Java programming language. These appliets allow you to play online games, chat with people around the work, isolutely your morphage interest, and your image in 30. Corporations allo use appliets for intranet applications and evolutions solutions. - Ind OcuMee Address Java Software, visit java com to find the latest games, software, and music that run on Java technology.	

c. A new window listing download details will appear ... click the *Begin Download* button.

k	Welcome to java.com. Java Software Download	I   Select Language   Contact   Help
Java a	Brought to you by San Microsystem. Games   Desktop   Mobile   Java Everywhere	Search  Coulor's Zone
Ser Norspatien	DOWNLOAD using Internet Explorer browser JAVA SOFTWARE FOR WINDOWS	Why Download Java? Java technology allows you to work and play in a secure
	Download Details	computing environment.
	FRE . Jusp Burdiem Environment Version 6.8 Update 11 (Instance 7: Not Approximate download ines: Low-bandwidth - 3 minutes Begin Download NOTE: This download is for uses of Internet Existen browser on the Windows	Java technology is in cell phone, adomobiles, telever, ord many other piaces. By downloading it to your connucter, you will be able to experience the power of Java so toftware. Visit java com frequently. New content is added all the time!
	operating system.	Not the right platform?
	Installation Instructions	Other platforms are available.
	<ol> <li>Click on the 'Begin Download' button to start the download.</li> <li>Windows 29' SP2 seases: Chick's the top of your browset no team of the start of your browset in the information bury. This site might require the following Activity. Control: 325 Buttene Environment 5.0 Update 11'.</li> <li>If you see this message, click on the Information bar to enable Adthet's control and control.</li> </ol>	
	Download Java software for Windows from Sun	
	Ele Edit View Fgvorites Iools Help 👔	
	This site might require the following ActiveX control: 'J2SE Runtime Environment S.0 Update 7' from 'Sun Microsystems, Inc.'. Click here to	
	3. Click install to start the installation process.	

d. When prompted, accept the default functions ... click either *Next*, *Yes*, or *OK*.

e. Once the installation is complete, verify that the latest version of Java has been installed on your PC ... click the *Verify Installation* button.

٢	Welcome to java.com. any Software Download   Select Language   Contact   Help Desch Gol
Java	Games   Desktop   Mobile   Java Everywhere   Duke's Zone
	JAVA SOFTWARE for Your Computer
	Javes onlywere powers the onlineard computers in tryps, care, planear, pickets, and even the NASA Mars Rower. It brings interactivity to the Market, real Brand and Brand State Company to comersa, and multiplayer games to mobile phones and desitop PCs. Javes technology goes everywhere you go.
	Verify Your Java Software Installation If you have recertly completed your Java software installation, please be sure to close and re-open your BROWSER before testing your installation. Once you are ready to test your installation, please click the "Verify installation" button.
	Verify Installation Need Hele?
	PREMIUM OFFERS
	eBay is Java Powered and now you are too! Discover just about anything at The Wards Online Marketplace. Click here to visit eBay now!
	Pesitivo Corries Motifie Corries

#### 2. Log in to MIDAS

For a detailed description of how to log in to the MIDAS web site, please see *Logging In* in the *Website Login* section of this document.

#### 3. Remove old versions of Microsoft ActiveSync

#### Note: Admin access required!

- a. Disconnect all mobile devices from the PC ... this would include Blackberry, Palm Pilot, IPAQ, and Allegro.
- b. From the *Start* menu on the Desktop, select *All Programs > Microsoft ActiveSync*

Note: If *Microsoft ActiveSync* is not listed under *Start > All Programs*, it may not have been previously installed on the system ... proceed directly to the next MIDAS Install step entitled " Install Microsoft ActiveSync 4.5".

- c. In the *ActiveSync* window, select *Help > About Microsoft ActiveSync* from the menu bar.
- d. In the *About Microsoft ActiveSync* window, determine the version of the current ActiveSync program.

bout I	Aicrosoft ActiveSync
	Microsoft® ActiveSync® Version 4.5.0 (Build 5096)
0	Product ID: 89569-452-6642811-04659
	Copyright© 1996 - 2006 Microsoft Corporation. All rights reserved.
	This product contains security information licensed from RSA Data Security Inc.
	View the End-User License Agreement
Warnin copyrig	g: This computer program is protected by ht law and international treaties.

- e. Click **OK** to close the About window, then close *Microsoft ActiveSync*.
- f. If the version of the ActiveSync program is 4.5.0 or higher, you do not need to uninstall your current ActiveSync or install another version ... proceed directly to the MIDAS Install step entitled: "Install MIDAS PC Client".
- g. If the *ActiveSync* version is not 4.5.0 or higher, select *Control Panel* from the *Start* menu on the Desktop ... then click on the *Add or Remove Programs* icon.

	-	Control Panel					_ 0	×
SInternet Explorer	My Documents	Eile Edit View Favorit	es <u>T</u> ools 🔎 Search	Help	<b>-</b>		4	17
E-mail Lotus Notes	My Recent Documents  My Pictures	Address 🔂 Control Panel		*	~		<b>N D</b> 0	50 ^
Microsoft Office Excel 2003	My Computer	Control Panel	liew	Accessibility Options	Add Hardware	Add or Remove	Administrative Tools	
Microsoft Office Word 2003	Control Panel	See Also	*	2	x	Programs	<u>N</u>	
2003	Connect To	Help and Support		Automatic Updates	DVD Deco	Date and Time	Display	11
Sametime Connect	Help and Support			Folder Options	Fonts	Game Controllers	Internet Options	
谢 Paint	Search			1ava	sevboard (	Maire	Naturak	
All Programs 🕨	ThinkVantage Productivity Center			<u></u>	Noyadard		Connections	
	Log Off 🚺 Shut Down			NVIDIA nView Desktop M	Phone and Modem	Portable Media Devices	Power Options	
🦺 start 🚽 🙆 🗟 🥥 ն	) 🛞 🔟 🔟 💽 🖉 🗐 🥥				*			~

h. In the *Add or Remove Programs* window, scroll down and select *Microsoft ActiveSync* ... then click the *Remove* button.

13	Currently installed programs:		Sort buy		
		Snow upgates	Dorc by. Name		×
Remove	o macromedia breaniweaver o		Size	165.UUMB	^
Programs	Macromedia Extension Manager		Size	4.88MB	
1	🚝 Microsoft .NET Framework 1.1		Size	1,101.00MB	
100 C	🛃 Microsoft .NET Framework 1.1 Hotfix (KB928366)		Size	1,101.00MB	
Add <u>N</u> ew Programs	B Microsoft .NET Framework 2.0		Size	88.40MB	
-	() Microsoft ActiveSync		Size	18.22MB	ſ
	Click here for support information.		Used	rarely	-
Add/Remove			Last Used On	5/7/2008	L
<u>windows</u> Components	To change this program or remove it from your computer, c	lick Change or Remove.	Change	Remove	
	B Microsoft Office Professional Edition 2003		Size	876.00MB	
	👸 Microsoft Visual Basic 6.0 Enterprise Edition		Size	1,101.00MB	
Access and	🕮 Microsoft Visual J# .NET Redistributable Package 1.1		Size	11.41MB	
Defaults	🚝 Microsoft Visual Studio .NET Enterprise Architect 2003 - Enc	ılish	Size	1 101 00MB	~

- i. An *Add or Remove Programs* message will appear inquiring if the removal of *ActiveSync* is the desired action ... click the **Yes** button.
- j. When the *ActiveSync* window closes and the program removal is complete, close the *Add or Remove Programs* window.

## 4. Install Microsoft ActiveSync 4.5

### Note: Admin access required!

a. Once logged in on the MIDAS website, click on Utilities > Install or Update Client under Menu Options on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	Log Out	Current System Access Leve
	Mobile Integr	ated Data Acquis	sition Syste	m
Menu Options:	Install Or U	pdate Client		
Utilities     Vilities     Field Plot Tracking     QAQC Plot Tracking     Plot Details     Gat Replacement     Plot     Statal Or Update     Client     Change User     Password     Admin Tools     Help     Contact Us	-Field Sy 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	stem Client Products Full Installation @ Client Update @ DDK 1.5 Installation @ Install Configuration Files @ Install Ghost Script/Ghost View Set MIDAS Mobile @ Install Jeode @ Install Microsoft Active Sync @	0	
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Inventory &amp; Analysis National Office U.S. Forest Service 1001 North Kent Street,</li> </ul>		nstall Close	_	

b. On the *Install or Update Client* page, click to check the *Install Microsoft ActiveSync* product ... then click the *Install* button.

_ F	ield System Client Products
	Eull Installation 🤨
	🗌 Client Update 🕐
	JDK 1.5 Installation 🥝
	🗌 Install Configuration Files 🕐
	🗌 Install Ghost Script/Ghost View 🥑
	🗌 Get MIDAS Mobile 🕜
	🗌 Install Jeode 🤨
	🖌 Install Microsoft Active Sync 🥝
S	tatus: Installing Microsoft Active Sync
	Install Close

- c. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few minutes while the install program is downloaded onto the PC.
- d. Once the install program is fully downloaded onto the PC, it will automatically launch and present a *Welcome* screen ... click the *Next* button to begin the installation.

- e. When presented with the License Agreement, select the option to accept the terms in the license agreement ... then click the *Next* button.
- f. A request for customer information will appear ... click the *Next* button to accept the defaults.

🕞 Microsoft ActiveSync 4.5			×
Customer Information			
Please enter your information.			10 mm
<u>U</u> ser Name:			
FS USER			
Organization:			
Forest Service			
	< <u>B</u> ack	<u>N</u> ext >	⊆ancel

g. Click the *Next* button to accept the default Destination Folder.

🙀 Microsoft A	ctiveSync 4.5				×
Destination Click Next t	<b>Folder</b> to install to this fol	ler, or click Chan	ige to install to	a different folder.	
C	nstall Microsoft Act :\Program Files\Mi	veSync 4.5 to: rosoft ActiveSyr	nc\	I	⊆hange
Volume	Disk Si	ze Available	Required	Differences	
@C:	465	B 417GB	32MB	417GB	
⊡F:	189	iB 111GB	OKB	111GB	
			< <u>B</u> ack	<u>N</u> ext >	Cancel

- h. Click the *Install* button when the setup wizard indicates it is ready to install the program ... it may take several minutes for the program to install.
- i. A Setup Complete message will be displayed ... click the *Finish* button.
- j. A *Finished* message will be displayed ... click **OK**.

#### 5. Install MIDAS PC Client

a. Once logged in on the MIDAS website, click on Utilities > Install or Update Client under Menu Options on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	Log Out	Current System Access Leve
	Mobile Integr	ated Data Acquis	ition Syste	m
Menu Options: Field QAQC	Install Or U	pdate Client		
Cultities     Field Plot Tracking     Vilities     QAQC Plot Tracking     Plot Details     Gat Replacement     Plot     Change User     Password     Admin Tools     Help     Contact Us	- Field Sy	stem Client Products Full Installation @ Client Update @ DIK 1.5 Installation @ Install Configuration Files @ Install Configuration Files @ Install Schots Script/Chost View Get MIDAS Mobile @ Install Jeode @ Install Microsoft Active Sync @	9 - 19	
Evaluate this System We welcome your comments and suggestions     Forest Inventory & Analysis National Office U.S. Forest Tearlos		nstall Close	_	

b. On the *Install or Update Client* page, click to check the *Full Installation* option ... then click the *Install* button.

F	field System Client Products
	✓ Full Installation
	🗹 Client Update 🤨
	☑ JDK 1.5 Installation 🤨
	🖌 Install Configuration Files 🥝
	🗌 Install Ghost Script/Ghost View 🤨
	🗌 Get MIDAS Mobile 🤨
	🗌 Install Jeode 🤨
	🗌 Install Microsoft Active Sync 🔮
St	atus: Installing full installation

Note: Some options are included in the *Full Installation* option and will be deactivated upon selection of the *Full Installation* option, thus appearing as "grayed out" on the product list.

c. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few minutes while the install program is loaded onto the PC.

d. Once the install program is fully loaded onto the PC, a message will appear indicating that the install program has been saved to your PC ... click **OK**.



- e. On the PC desktop, double-click on My Computer and navigate to the C:\Midas\FullInstallation folder.
- f. In the C:\Midas\FullInstallation folder, double-click on the ClientFullInstallation.exe file to launch the install ... click the *Next* button on the install Welcome screen.



- g. Click the *Next* button to confirm the system information.
- Your configu Minimum configu Passed Windows XP SP2 2048 MB RAM<sup>.</sup> Yes Yes . 114.4 MB 417.1 GB 9.0 or higher 1600x1200 32 bits Yes Yes Yes Yes Yes Yes Yes No No No No nustick Additional information: Computer name: . . Your system meets or exceeds the minimum requirements for MIDAS. You may continue the installations by clicking Nevt Save to file << Back Next >> Cancel
- Assuming the installation summary displays an adequate amount of available disk space, click the *Install* button to begin installation.



- i. When installation is finished, two different messages will indicate that the install was successful and is complete ... click the *Finish* and *OK* buttons to confirm.
- j. There should now be two new icons on the desktop ... *MIDAS* <u>Control Panel and</u> *MIDAS Mobile*.



#### 6. Install Ghost Script/Ghost View

#### Note: Admin access required!

a. Once logged in on the MIDAS website, click on Utilities > Install or Update Client under Menu Options on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	Log Out	Current System Access Level:
	Mobile In	tegrated Data Acquis	ition Syste	em
Menu Options:	Install O	r Update Client		
→ QAQC → Edit	_			
Utilities     Field Plot Tracking	Fi	eld System Client Products		
QAQC Plot Tracking     Plot Details		🗌 Full Installation 😢		
Get Replacement		🗌 Client Update 😢		
Plot Install Or Update		<b>JDK 1.5 Installation</b>		
Client		Install Configuration Files	o	
Password		Install Ghost Scrint/Ghost View		
Admin Tools				
Contact Us		Get millAS mobile		
		🗌 Install Jeode 🤨		
		🗌 Install Microsoft Active Sync 🤏	2	
Evaluate this System				
We welcome your				
comments and suggestions		(Install ) (Clean )		
		Close		

- b. On the *Install or Update Client* page, click to check the *Install Ghost Script/Ghost View* option ... then click the *Install* button.
- c. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few seconds while the install program is loaded onto the PC.

Field System Client Products
Full Installation
🗌 Client Update
☐ JDK 1.5 Installation 🥑
🗌 Install Configuration Files 🕐
🗹 Install Ghost Script/Ghost View 🥑
🗌 Get MIDAS Mobile 🛛 🥑
🗌 Install Jeode 🥑
🗌 Install Microsoft Active Sync 🤨
Status: Installing Ghost Script and Ghost View.
Install Close

d. Once the install program is fully loaded onto the PC, it will automatically launch and present a *WinZip Self-Extractor* message for the *Ghostscript* installation ... click the *Setup* button.



e. After the install files are extracted, a *Ghostscript Setup* window will appear ... click the *Install* button to accept all defaults and begin the installation.

GPL Ghosts	cript Setup	×
ø	This installs GPL Ghostscript 8.15	
9	Copyright (C) 1994-2004 artofcode LLC, Benicia, Califor rights reserved. See the file PUBLIC for more details.	nia, U.S.A. All
	Requires 20 Mbytes disk space.	
Install to di	rectory 🔽 Install Fonts	
C:\gs		Browse
Add shorte	uts to 🗖 All Users	
Ghostscrip	ot	Browse
Cance	Help	Install

f. When the *Ghostscript* installation is complete, a File Explorer window will open to display the contents of the new *Ghostscript* folder ... close the window.



g. Immediately following the completion of the *Ghostscript* installation, the *GSview* installation will automatically launch and present a *WinZip Self-Extractor* message ... click the *Setup* button.

WinZip Self-Extractor - gsv47w32.exe	
This installs GS view 4.7 for Win32. GS view uses Ghostscript to display, print and convert PostScript and PDF files.	<u>S</u> etup Cancel
	About

- h. After the install files are extracted, a *GSView Install* window will appear, displaying install requirements ... click the *Next* button.
- i. Click the *Next* button when presented with the *GSview* copyright notice.

j. When asked to select which files to associate with *GSView*, click the *Next* button to accept the defaults.



k. Click *Next* to accept the default install directory.

GSview Inst	all	×
	Select a directory in which to install GSview	
GSview	C:\Program Files\Ghostgum	
	Browse	
	< Back Next > Cancel	

- I. The default install directory does not exist ... click *Next* to create the new directory.
- m. The *GSview* install will present defaults for the Start Menu ... click *Finish* to accept the defaults.

GSview Inst	all		×
GSview	GSview Setup	o will add items to the following Start Menu folder ☑ Create Folder	
	Name	Ghostgum	
		All Users Browse	
	GSview Setup	o is now ready to start installation.	
	Press Finish to	o continue.	
		< <u>B</u> ack <u>Finish &gt;</u> <u>C</u> ancel	

n. When the *GSview* installation is complete, a File Explorer window will open to display the contents of the new *Ghostgum* folder ... close the window.



o. When the installation is finished, two different messages will indicate that the install was successful and is complete ... click the *Exit* and *OK* buttons to confirm.

## 7. Install Joede JVM (Java Virtual Machine)

#### Note: Admin access required!

- a. If not already connected, establish a connection between the PDR and PC via ActiveSync ... if you do not know how to connect via ActiveSync, please refer to the section of this guide entitled "Establishing an ActiveSync Connection".
- b. Once logged in on the MIDAS website, click on Utilities > Install or Update Client under Menu Options on the left side of the web page.



MIDAS\_UsersGuide.doc

c. On the *Install or Update Client* page, click to check the *Install Jeode* option ... then click the *Install* button.

Field System Client Products	
🗌 Full Installation 🔞	
🗌 Client Update 🥑	
🗌 JDK 1.5 Installation 🥑	
🗌 Install Configuration Files 🥑	
🗌 Install Ghost Script/Ghost View 🥑	
🗌 Get MIDAS Mobile 🕐	
🖌 Install Jeode 🤨	
Install Microsoft Active Sync 😗	
Status: Installing Jeode	

- d. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few seconds while the install program is loaded onto the PC.
- e. Once the install program is fully loaded onto the PC, it will automatically launch and present a *Welcome* screen ... click the *Next* button.

InstallShield Wizard	Velcome to the InstallShield Wizard for JeodeForPocketPCInstaller The InstalShield® Wizard will install JeodeForPocketPCInstaller on your computer. To continue, click Next.
	<back cancel<="" th=""></back>

- f. Click the Yes button to accept the License Agreement.
- g. Click the Yes button to install to the default directory.

Installing Applications
Install "Insignia Solutions JeodeRuntime" using the default application install directory?
Yes No Cancel

h. If a MIDAS completion message appears before the Jeode install completes, it *may* send the Jeode window to the back ... if this occurs, click the *OK* button in the Finished message box, then click on *Add/Remove Programs* in the task bar at the bottom of your desktop.

Nobile Integrated Data Managemi	of System - Nicrosoft Internet Equiver provided by USDA Forest Service	Add Remove Programs
File Edit Wew Pancalites Tools 🗿 Back • 🔿 - 💽 👔 🐔 🔎 Se	aarch 🔮 Favorites 🕑 😓 🍟 Address 🗃 http://199.131.115.1:8080/h	Select a program's check box if you want to install it on your mobile device, or close the check box if you want to remove the program from your device.
USDA FOREST SERVICE	Visitor # 3166	Note: If a program that you installed is not listed, the program was not designed to be used on your mobile device.
	Mobile Integrated Data Acquisitio	
Menu Options: Felit Field	Install Or Update Client	Installing Applications Installing Insignie Solutions JeodeRunitine Cancel
QAQC     Plot Status     Plot Status     Get Replocement Plot     System Configuration     Install Or Update     Cilient     User     Help     Contact Us	Field System Client Products Full Installation Client Update DJDK 1.5 Installation Install Configuration Files Information Inf	Space regulated for reacting program: Space available on divice: If (intell program into the default installation folder Remove the selected program loss both good device and the compare, cold Remove. It cannot be deviced and the compare, cold Remove. It cannot be deviced and the compare, cold Remove.
Evaluate this Bystem We welcome your comments and suggestions     Forest Inventory & Analysis Rational Officient 1600 Roth Kent Street, Soute 400 Aufingten, VA 22209	install Close	
Applet webModule.instalCrUpdateClient	methods.InstallOrUpdateClientApplet started	Distornet

i. When the installation is finished, a message will appear indicating that the download was complete and directing attention to the PDR for further direction ... click the *OK* button to confirm.

Application Downloading Complete	×
Please check your mobile device screen to see if additional steps are necessary to complete this install	ation.
ОК	

j. On the PDR, a message may appear indicating that version is unsupported ... click **Yes** to continue with the installation.

ľ			_
My	Inst	Unsupported System Version	_
	Ins	The program is not compatible with the current operating system and, therefore,	
Re		to continue installation?	
C]		· · · · · · · · · · · · · · · · · · ·	
87	Start	」 🧊 🖏 🐺 🚯 100空 11:46 AM	0

k. Once the installation on the PDR is complete, select *Start > Programs > Utilities > Save System*.

#### 8. Install MIDAS PDR Application

a. Once logged in on the MIDAS website, click on Utilities > Install or Update Client under Menu Options on the left side of the web page.



b. On the *Install or Update Client* page, click to check the *Get MIDAS Mobile* option ... then click the *Install* button.

Field System Client Products
Full Installation
🗌 Client Update 🔞
🗌 JDK 1.5 Installation 🥑
🗌 Install Configuration Files 🥑
🗌 Install Ghost Script/Ghost View 🥑
🗹 Get MIDAS Mobile 🛛 🥹
🗌 Install Jeode 🥑
🗌 Install Microsoft Active Sync 🥑
Status: Getting Midas Module
Install Close

- c. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few seconds while the install program is loaded onto the PC.
- d. A Finished message will appear ... click OK.
- e. *Right*-click on the *START* menu button and select *Explore*.

- f. Navigate to the C: \Midas folder.
- g. In the C: Midas window, hold the CTRL key while clicking to select the MIDASMobile and Configurations folders ... then select Copy from the Edit menu.



- h. Minimize the C: \Midas window.
- i. If not already connected, establish a connection between the PDR and PC via ActiveSync ... if you do not know how to connect via ActiveSync, please refer to the section of this guide entitled "Establishing an ActiveSync Connection".
- j. If the ActiveSync window is not already open, select Programs > Microsoft ActiveSync from the START menu to open the ActiveSync window.
- k. In the *ActiveSync* window, click the *Explore* button.

🚯 Microsoft Active	Sync	_ 🗆 🗵
<u>File View T</u> ools <u>H</u> e	elp	
🚫 Sync 🕒 Schr	edule 🔯 Explore	
Guest	Explore Device	
Connected		-9
	н	lide Details 🗙
Information Type	Status	

 A *Mobile Device* window will open ... double-click on the *My Windows Mobile-Based Device* icon.



- m. In the *My Windows Mobile-Based Device* window, double-click on the \C\_Drive folder then select New Folder from the File menu
   ... type Midas to name the new folder.
- n. In the *C\_Drive* window, double-click on the new **\Midas** folder ... then select **Paste** from the **Edit** menu.
- o. A File Conversion message will appear ... click OK.

File Con	version
٩	Microsoft ActiveSync may need to convert files when synchronizing between your mobile device and this desktop computer.
	Note: A converted file might not contain all information found in the original file.
	UK Help

- p. The *MIDASMobile* and *Configurations* folders should now appear in the \C\_Drive\Midas folder.
- q. Double-click on the *MidasMobile* folder.
- r. Click once to highlight the *MidasMobile-Jeode* file ... then select *Copy* from the *Edit* menu.



- s. In the *Mobile Device* window,
  - click the Up button to return to the \C\_Drive\Midas folder
  - ... then click the *Up* button to return to the *\C\_Drive* folder
  - ... then click the *Up* button again to return to the
    - My Windows Mobile-Based Device folder.



- t. In the *My Windows Mobile-Based Device* folder, double-click on the *Windows* folder ... then double-click on the *StartUp* folder.
- u. In the Startup folder, select Paste from the Edit menu.
- v. Close the *Mobile Device* window.
- w. On the PDR, select *Start > Programs > Utilities > Save System*.
- x. Press and hold the PDR's **On/Off** key until the screen flashes... the MIDAS PDR application will automatically open.

Note: If you have not previously installed the Joede JVM on the PDR, you will get an EVM error and the MIDAS program will not launch. To remove the error and allow the MIDAS program to launch properly, please refer to the section of this guide entitled "Install Joede JVM (Java Virtual Machine)" to install the Joede JVM.

y. A few selections will be requested the first time that the MIDAS PDR application is launched ... select the appropriate region and machine type as requested then click the **Select** button

Select Region X	Select Machine Type & Resolution
O NRS O PNW	Allegro/TDS Ranger     320 x 240     DAP CE8640     480 x 240     IPAC     480 x 360
SR5 O NIMAC Select Select ∲ 🛃 🖗 😤 🌻 9:26 AM 🞯	O Other Select

and provide a machine name, if desired, then click **OK**.

MIDAS	Mobile 1.0 Alpha nrs-No Name Given	×
File	Settings Tools Help Enter Machine Name X	_
	Op Machine Name: No Name Given Or OK Create New Plot Exit Program	
	rt 💉 🚀 🛛 🖏 🖏 🧐 🕮 9:28 AM	ø

Note that these selections will be stored as future defaults, but may be changed at any time using the *Settings* menu on the menu bar at the top of the MIDAS PDR screen.

## Updating MIDAS

Routine maintenance of MIDAS will result in program updates. It is good practice to update both the MIDAS PC client and the MIDAS PDR mobile application on occasion to ensure the most up-to-date edits are being performed on the data.

#### Updating the PC Client

#### Automatic Update of the PC Client

The MIDAS system has been designed to automatically check the PC Client to determine if it requires an update and to automatically download and install the update if necessary. Unless the user deliberately unchecks the *Download latest MIDAS components* checkbox on the login screen to disable the update for a particular login session, the automatic update is initiated when the user logs in to the MIDAS website.

Upon login, a message indicating that MIDAS is checking for component updates will appear:

Select Region
Region: NRS
Login
User Name: Miller, Mary
Password:
Authorized Access Level: 4
Checking for newer components
Login Close

If new components are available, the message will indicate that new components are being downloaded ... please wait patiently for the download to complete.

Select Region	
Region: NRS	
Login	
User Name: Miller, Mary	
Password:	
Authorized Access Level: 4	
Downloading newer componentsplease wait.	
Login Close	

Once the download is complete, the newest components should be installed and available on the PC.

#### Manual Update of the PC Client

There should be no need to manually update the PC Client, however, the following process is available if necessary. Please note that the preferred and recommended method of updating the PC Client is via the automated process.

1. Once logged in on the MIDAS website, click on *Utilities > Install or Update Client* under *Menu Options* on the left side of the web page.

		installing and the second second		
USDA FOREST SERVICE	Welcome Mary	Visitor # 4920	Log Out	Current System Access Level:
	Mobile Inte	grated Data Acquis	ition Syster	n
Menu Options: Field QAQC Fdit	Install Or	Update Client		
Utilities     Vilities     Vilities     Vide tracking     Plot Datails     Plot Datails     Plot Details     Plot Plot     Change User     Password     Admin Tools     Help     Gontact Us	-Field	System Client Products  Full Installation Union Update Union Update Union Update Union Update Install Configuration Files Install Gost Script'Ghost View Get MIDAS Mobile Union Install Jeode Install Jeode Install Microsoft Active Sync	e	
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Inventory &amp; Analysis</li> </ul>		Install Close		

2. On the *Install or Update Client* page, click to check the *Client Update* option ... then click the *Install* button.

Field System Olient Breducts
Field System Client Products
Eull Installation
🥣 🗹 Client Update 🤨
JDK 1.5 Installation @
🗌 Install Configuration Files 🥑
🗌 Install Ghost Script/Ghost View 🤨
🗌 Get MIDAS Mobile 🛛 🥑
🗌 Install Jeode 🤨
Install Microsoft Active Sync @
Status: Installing client update
(Install ) Close

3. After clicking the *Install* button, a *Status* message will appear ... please be patient for a few minutes while the install program is loaded onto the PC.

Finished

**i**)

- 4. Once the install program is fully loaded onto the PC, a message will appear indicating that the install program has been saved to your PC ... click OK.
- 5. On the PC desktop, double-click on My Computer and navigate to the C:\Midas\ClientUpdate folder.
- 6. In the C:\Midas\ClientUpdate folder, double-click on the ClientUpdate.exe file to launch the install ... click the *Next* button on the install Welcome screen.
- 7. Click the *Next* button to confirm the system information.

- 8. Assuming the installation summary displays an adequate amount of available disk space, click the *Install* button to begin installation.
- 9. When installation is finished, two messages will be presented indicating that the install was successful and is complete ... click the *Finish* and *OK* buttons to confirm.

## Updating the PDR Application

## Automatic Update of the PDR Application

The MIDAS system has been designed to automatically check the PDR application to determine if it requires an update and to automatically download





Minimum configura

<< Back Next>> Cancel

. 10.0 MB

No No No

Your system meets or exceeds the minimum requirements for MIDAS. You may continue the installation by clicking Next.



The Client Update Installer has been copied to your

OK

to start the installation.

Your configuration

Windows XP SP2 2048 MB

9.0 or higher 1600x1200 32 bits Yes Yes No

417.1 GB

Additional information:

urrent resolution: 1600x1200.32 bit:

Dperating system: RAM:

ree space:

osolutio. Wave playbau Midi playback: oystick:

ser name

Save to file

C:\Midas\ClientUpdate folder. Double click on ClientUpdate.exe

×

Passed

Yes Yes Yes

Yes Yes Yes Yes Yes
and install the update if necessary. The automatic update is initiated when the user clicks either the **Send Plots to Mobile Device** button or the **Get Plots from Mobile Device** button found on the MIDAS Control Panel on the PC. The primary purpose of these buttons is to send plot history files to the PDR application and to retrieve completed plots from the PDR application. Note that it is preferred that the PDR Application (MIDAS Mobile) be closed prior to clicking either of these buttons. For a more detailed discussion of the functions and use of these buttons, please see the topics in this document entitled "Send Plots to the PDR" in the *Preparing for Data Collection* section and/or "Get Completed Plots from the PDR" in the *PDR*" in the *Processing Completed Plots* section.

## (Semi-Manual) Update of the PDR Application

The manual update of the PDR application is not really a manual task ... it is really just a manual initiation of an automated task. To truly have a manual update would involve copying a number of files to a number of different directories, which can be a bit complicated. Instead, MIDAS offers an automated copy of required files that is available with the click of a button. To manually update the application components on the PDR, the following process is available:

 On the PDR, close the current MIDAS Mobile application by returning to the main Plot Task screen and either clicking the *Exit Program* button or selecting *Exit* from the *File* menu.

Note: Return to the main Plot Task screen from within an open plot file by navigating to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen, then clicking the *Exit Plot* button.

 If not already connected, establish a connection between the PDR and PC via ActiveSync ... if you do not know how to connect via ActiveSync, please refer to the section of this guide entitled "Establishing an ActiveSync Connection". 3. Click the *Update Mobile Device Components* button found on the MIDAS Control Panel on the PC to initiate the automated copy of required files to the Mobile Device.



4. An *Update* screen will appear ... select the appropriate *Region* then click the *Update* button.



5. When the update has been completed, a message will be presented indicating that the update was successful ... click the *OK* button.

Congrat	ulations X
i	Your PDR has been successfully updated with the latest program files.
	If the MIDAS application is running on the PDR, please close it and re-start it for the changes to take effect.
	ОК

- 6. If, for some reason, the MIDAS Mobile application running on the PDR was not closed prior to executing the update ... it is necessary to close and restart the application.
- 7. Click the *Close* button to close the *Update* screen.

# Preparing for Data Collection

Prior to collecting data, there are a number of items required by MIDAS that provide information on what and how data should be collected, as well as basic plot identification information. The establishment of these items, namely configuration files and historical files, prior to visiting a field plot is crucial to the data collection process.

### **Configuration Builder**

The MIDAS web site is host to a tool known as the Configuration Builder, which is used to create and deploy system configuration files. The configuration files contain the list of attributes to be collected in a state/panel, legal ranges and lists of legal values for each attribute, help information for each attribute, and a variety of other information. The configuration files are used throughout the MIDAS system to layout the data entry screens, run validations, and load/extract data from the database.

A single configuration actually consists of 5 separate files that together define what and how the data will be collected:

.Legals	Defines what values/codes are legal for each field
.Prompts	Defines the field name that will be displayed and
	on which screen it will be displayed
.Help	Provides a description of legal values/codes for
	use in displaying help messages
.FieldGuideDescription	Provides detailed field guide descriptions for use
	in displaying help messages
.StateUnitSpecies	Defines what species are valid for each state unit

Each state will have its own unique configuration for each version of the field guide. The configurations are further divided by data type, such as P2 or P3. There may also be additional configurations defined for collecting data that varies from our normal data collection, such as for special study issues. In order to collect data, the correct configuration must be loaded on the PDR in order to properly define what must be collected ... the configuration must coordinate with the specific data that is to be collected, such as P2 data in Maryland using Field Guide 4.0.

### **Creating/Editing Configuration Files**

The creation of new or editing of existing configurations is performed on the MIDAS website and is limited to users with an access level of 4.

1. Once logged in on the MIDAS website, click on *Admin Tools > System Configuration* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6291	<u>Log Out</u>	Current System Acces	ss Level: «
	Mobile Integrate	ed Data Acquisiti	on System		
Menu Options:	System Config	juration			
<ul> <li>Edit</li> <li>Utilities</li> <li>Admin Tools</li> <li>System Configuration</li> <li>User Manager</li> <li>Change User Privileges</li> <li>Delete Field Plot from Database</li> <li>Delete OAOC Plot</li> </ul>	Configuration Sel Region: Cy Su Ph FG Prot	ection State:	Status	Configuration Task Create Modify Mark Complete Delete Deploy	
<ul> <li>From Database</li> <li>Install Plotsheets</li> <li>On Web Server</li> <li>Help</li> </ul>		Execute ) List Stored Co	onfigurations)	Close	

2. On the System Configuration screen, select a region from the **Region** drop-down box, then select a state from the **State** drop-down box. ... selecting a region and state will trigger the automatic population of the configuration list with all known configurations for that state. Note that this auto population may take a few seconds.

USDA FOREST SERVICE	Welcome James	Visitor # 7475	Log Out	Current System Access Level: 4
	Mobile Integrated Data	Acquisition S	ystem	
Menu Options:	System Configuration	on		
<ul> <li>QAQC</li> <li>Edit</li> <li>Utilities</li> </ul>	Configuration Selection		Config	uration Task
<ul> <li>Admin Tools</li> <li>System</li> <li>Configuration</li> <li>User Manager</li> </ul>	Region: 24-NRS Sta Cy Su Ph FG Protocol 06.04. P2.400. STD 06.04. P2.400. STD INV	te: IL 💌 St Ne	atus O M	eate odify ark Complete
<ul> <li>Change User Privileges</li> <li>Delete Field Plot from Database</li> </ul>	06.04.P3.400.STD	Ne	O De	slete
<ul> <li>Delete QAQC Plot from Database</li> <li>Install Plotsheets on Web Server</li> </ul>				
<ul><li>Help</li><li>Contact Us</li></ul>	Execute	List Stored Configurat		

A specific naming convention is used for the configuration listing: *[cycle].[subcycle].[phase].[fieldguide version].[protocol description]* 

3. Click to highlight the desired configuration from the list, noting the following with regard to the *Status* designation of each available configuration:

• New

A status of *New* indicates what basically amounts to a blank template ... a base configuration is available and awaiting modification to reflect the specific collection needs for the region. A *New* configuration will be offered by the system administrator when a set of selected plots become available and ready for collection.

• Modified

A status of *Modified* indicates that modifications to the configuration are in progress. A configuration that is in a state of modification is inaccessible to field crew and cannot be deployed for use, thus it will not be downloaded to the user via the MIDAS automated update utility. A configuration with a status of *Modified* can only be accessed by level 4 users until it has been marked complete.

• Complete

Once modifications on a configuration are finished, it can be marked as *Complete*. Configurations with a status of *Complete* are available to all users for deployment and will be downloaded to the user via the MIDAS automated update utility.

4. Depending on the *Status* of the selected configuration, all available tasks will be enabled in the *Configuration Tasks* box ... click to select the desired task.

## <u>Create</u>

The *Create* task will be available if a *New* configuration is selected and will, as the names suggest, allow for the creation of a new configuration.

## <u>Modify</u>

The *Modify* task will be available for configurations with a status of *Started* for which modifications have already begun and will allow for the continuation of modifications. The *Modify* task is also available for configurations with a status of *Complete* and will allow for changes or corrections to be made to a previously completed configuration.

## Mark Complete

The *Mark Complete* task will be available for configurations with a status of *Started* for which modifications have been completed and will allow for the configuration to be deployed either manually or automatically to field crew.

## <u>Delete</u>

The *Delete* task will be available for configurations with a status of either *Started* or *Complete* and will allow for removal of the configuration from the MIDAS system.

### <u>Deploy</u>

The *Deploy* task is available for configurations with a status of *Complete* and will allow for the manual deployment of the configuration to the user's PC or mobile device. A manual deployment should not be necessary most of the time as completed configurations will be automatically deployed to the user as part of the MIDAS automatic update process.

5. Click the *Execute* button to begin the selected task.

Note: The remaining instructions will focus on the procedures that follow the selection of either the *Create* or *Modify* task.

- 6. If opting to *Create* a new configuration:
  - A pop-up message will prompt for user input as to the method of creating the new configuration ... select the option to **Use Existing** configuration as a Template and click the Create button.

Create N	ew Configuration 🛛 🔀
?	C New Configuration
~	O Use Existing Configuration as a Template
	Create

• A window will then appear that allows for the selection of an existing configuration to copy. Select the appropriate *Region* and *State*, then click to highlight the desired configuration ... click the *Select* button.

Creat	te Configuration			×
	Select Configuration Ter	mplate		
	Region: 24 - NRS 💌	State: MN		
	Cy Su Ph FG Protocol		Status	
	14.01.P2.400.STD 14.01.P3.400.STD		Complete Complete	
	<u> </u>			
	Select	Close	C	-

7. A Modify Configuration screen will open.

If the *Modify* task was selected, this will be the first screen that opens.

If the *Create* task was selected, the information from the previously selected template configuration will be contained here under a new name

representing the current configuration and, at a minimum, the State, Unit, County, Cycle, Subcycle, Lat, Lon, and Elevation will need to be changed to reflect the new configuration ... other fields may require adjustment as well.

Modify Configuration		×
Selected Configuration		
Name: IL.06.04.P2.400.STD		
Status: Started		
Data Menus		
Field Data Type	Attributes	Validation
Plot 💌	Unit	Edit Type list 🔽
	County	Range Limits:
Selected Attribute	Plot	Low O High O
State	Subcycle	
	PreviousPlotNumber	Values & Help
	SampleKind	- Data Type
Add/Remove Prompts	PlotNonsamnledReason	Data Type
Change Prompt Order)	SubplotsExam	
	CrewNumber1	Max Characters 2
	CrewNumber2	Dec Precision
Edit State/Unit Spp	CrewNumber3	
Edit Non-Comm. Spp)	CrewNumber5	Display
	WaterType 💌	Screen Prompt ST
Edit Spp Growth/Yr		🗖 Hidden
	Number of Attributes: 50	
	(Save) Close	

8. In the *Modify Configuration* screen, click to highlight a specific data attribute in the *Attributes* box then proceed to define the selected data attribute using the tools within the *Data Menus* box.

### Field Data Type

Select a *Field Data Type* from the drop-down list to indicate on which data collection screen the attribute will appear.

#### <u>Validation</u>

The *Validation* box contains a collection of properties used to define the edits and allowable values for the selected attribute.

#### Edit Type

Select the *Edit Type*, either *List* or *Range*, from the drop-down box. If the valid entries are not in numerical order, a *List* is required.

#### Range Limits

If an *Edit Type* of *Range* is selected, a *Low* and *High* value must be provided for *Range Limits*. Note that if zero is a valid entry, it must be included in the range.

#### Values & Help

Click the **Values & Help** button to display and/or edit the F1 (help) text and legal values list that the crew will see on the PDR screen. If an *Edit Type* of **List** is selected, all legal values must be on this screen. If any changes are made to either the **Legal Values** or the **Help Description** text, the **Save** button must be clicked to move on. To avoid the tedious task of entering long lists of legal values or lengthy help text manually, click the **Get Stored Values** button to retrieve the legal data and help text from another configuration file and insert it into the current configuration file.

Legal Value	Legal Description	species is on the species list, but you cannot differentiate 🔼
0	fir spp.	among acceptable species. This is often the case with
2	balsam fir	case use the sample collections procedures described
6	Fraser Fir	earlier in this paragraph. The species code list in
3	Atlantic white cedar	<ul> <li>Appendix 3 includes all tree species tallied in the Continental U.S. and Alaska Species designated</li> </ul>
7	redcedar juniper	EastWest are
1	Ashe Juniper	commonly found in those regions, although species
6	Rocky Mountain juniper	<ul> <li>designated for one region may occasionally be found in another. Species marked as Woodland designate</li> </ul>
8	eastern redcedar	species where DRC is measured instead of DBH.
0	larch (introduced)	Species that have an X in the Core column are tallied in all regions. All atter energies on the list are sere antioned.
1	tamarack (native)	an regions. An other species on the list are core optional.
0	spruce spp.	When Collected: All live tally trees > 1.0 in DBH/DRC and
1	Norway spruce	<ul> <li>standing dead tally trees &gt; 5.0 in DBH/DRC</li> <li>Field width: 4 digits</li> </ul>
3	Engelmann spruce	Tolerance: No errors
4	white spruce	MQO: At least 99% of the time for genus, at least 95% of
5	black spruce	<ul> <li>Ine time for species</li> </ul>
4		Values: See Appendix 3
lumbor of Dowe: 246	Savo	Sava
umber of Rows. 240	Save	Save

### Data Type

The *Data Type* box contains a collection of properties used to describe the data storage format of the selected attribute.

### Data Type

The actual *Data Type* of the attribute, such as *string* or *number*, is defined in the database and cannot be changed.

#### Max Characters

The maximum number of characters that may be entered for the attribute includes any characters before and after a decimal place.

#### Dec Precision

The number of characters that may follow the decimal is defined by the *Dec Precision* property.

#### Encrypted

The *Encrypted* option should be checked for any attributes that require encryption, such as coordinates and owner information.

### <u>Display</u>

The *Display* box contains several properties that will dictate how the attributes will appear on the PDR screen.

### Screen Prompt

Due to limited screen space on the PDR, it is very rare that an attribute's full name will fit on the screen. As such, each attribute must be assigned an abbreviation that will serve as a prompt or label to indicate what attribute value is to be entered. This *Screen Prompt* may have up to 5 digits and may consist of uppercase letters, lowercase letters, and/or numbers.

#### Hidden

The *Hidden* option should be checked for any historical attributes that will not be displayed on the screen. These attributes are hidden from being viewed by the user and are primarily used for edit purposes only.

### Add/Remove Prompts

The *Add/Remove Prompts* button provides access to an *Add/Remove Prompts* screen that allows for the creation of new database columns and for adding data items to or removing data items from the list of *Attributes*.

In the *Add/Remove Prompts* screen, use the > and < buttons to add or remove attributes from the *Selected Prompts* list. Continue this process until all attributes to be collected in the study are included in the list. If a desired attribute is not included in the *Available Prompts* list, use the *Create New DB Column* button to create a new entry in the database. Use this feature with caution, however ... once a column is added to the database it is difficult to remove it.

	(	1				
Edit ID	Table Name				TreeStatus	- 1
sctualLength	IREE	ACTUALHI	A(		PreviousStatus	
izimuth	TREE	AZIMUTH	A:		StandingDead	
ioleLength_NRS	TREE	BOLEHT	Bc		Distance	
loughsAvailable_NRS	TREE	BOUGHS_AVAILABLE_NCRS Ba			Azimuth	
loughsHarvested_NRS	TREE	BOUGHS_HRVST_NCRS	Ba		Diameter	
ireastHeightAge	TREE	BHAGE	Br	$\Box$	PreviousDiameter	
lauseOfDeath	TREE	AGENTCD	Da	$\square$	DiameterCheck	
CompactedCrownRatio	TREE	CR	C		Species	
Condition	TREE	CONDID	C		TreeClass_NRS	
TrownClass	TREE	CCLCD	Cr		CompactedCrownRatio	
rownDensity	TREE	CDENCD	Ct		Condition	
rownDieback	TREE	CDIEBKCD	Cr		TotalLength	
TrownLightExposure	TREE	CLIGHTCD	Cr		ActualLength	
TrownPosition	TREE	CPOSCD	G 🕶		LengthMethod TreeGrade_NRS	
•	T	1	•			▶
lumber of Rows: 84		nclude non-NRS prompts			Number of Prompts: 34	

### Change Prompt Order

The *Change Prompt Order* button opens a *Prompt Order* screen that allows for the adjustment of the order in which the prompts will appear on the PDR. Use the > and < buttons to move prompt names from the *Current Prompt Order* list to the *New Prompt Order* list in order as desired, continuing the process for each prompt. This task will likely be necessary following the creation, addition, or removal of prompts.

When changing prompt order, please note that all hidden attributes must be at the end of the list.



# Edit State/Unit Spp

The *Edit State/Unit Spp* button opens a *Configuration Species by State/Unit* screen for viewing and updating a list of species that would be considered normal for the specific state and unit. If a crew enters a species that does not appear on this list, MIDAS will present a warning message indicating that the species is unusual.

Species	Species Description - Not Stored	
3	<u>×</u>	
ł		
05		
25		
29		
30		
13		
14		
16		
17		
18		
31		
56		
57		
73		
umber of Powe: 66	Savo Unit 3 V	

To add a species to the list, click the *Get Stored Values* button. In the *Stored Configuration Unit Species* screen, use the *Select Intensity* tools to set the threshold of when a species is deemed unusual. For instance, to indicate that a tree species is unusual if it has less than a 0.05% occurrence in the database, enter a value of 0.05 in the *Percent Of Sample* text box and click the corresponding *Select* button. All species with an occurrence greater than or equal to the 0.05% threshold will appear in the *Species by Unit* list ... click the *Insert* button to add these species to the normal list. The same process may be used to indicate a frequency level threshold for determining unusual, such as defining a species being tallied less than 500 times as unusual.

lect intensity	species by onic	
	Species	Help Description - Not Stored
	68	
Frequency 500	94	
riedacies loss	105	
	125	
Select	129	
	130	
	313	
	314	
	316	
	317	
	219	
	221	
lercent Of Sample 2.05	551	
	356	
Select	367	
Jelect	373	
	201	
	Number of Powe: 66	
	Number of Nows, 66	

## Edit Non-Comm. Spp

The *Edit Non-Comm. Spp* button opens a *Configuration Non Commercial Species* screen for viewing and updating a list of noncommercial species codes.

Species	Species Description - Not Stored	
of Rows: 0	Save )	

## Edit Spp Growth/Yr

The *Edit Spp Growth/Yr* button opens a *Configuration Species Growth* screen for viewing and updating a list of upper limits that a species is exted to grow weach year. If a crew enters a growth that is higher than the upper limit specified for the species MIDAS will present a warning message indicating that the Species Growth seems high.

Species	Annual Growth	
14	0.202	
24	0.208	
/1	0.2	
91	0.32	
94	0.24	
95	0.16	
105	0.2	
125	0.24	
129	0.32	
130	0.27	
136	0.37	
202	0.386	
241	0.15	
261	0.22	
313	0.46	
4		
Number of Rows: 74	Save	

Although the calculation of the Species Growth legal values may be automated within MIDAS in the future, at this time it must be done manually. This upper limit should be derived by adding all growth for all trees of a given species in a given year then taking an average of that total and multiplying it by 2.

- 9. Once all necessary modifications have been made to the configuration, click the *Save* button on the *Modify Configuration* screen.
- The configuration should now be listed with a *status* of *Modified*. Select the *Mark Complete* option from the *Configuration Task* box then click the *Execute* button ... the *status* of the configuration should now be listed as *Complete*.

11. Although the newly modified and completed configuration will be automatically deployed the next time the user logs in to the MIDAS web site, it can be manually deployed immediately by selecting the *Deploy* option from the *Configuration Task* box then clicking the *Execute* button.

## **Updating Configuration Files**

In order to collect data, the correct configuration must be loaded on the PDR in order to properly define what must be collected ... the configuration must coordinate with the specific data that is to be collected, such as P2 data in Maryland using Field Guide 4.0. Generally, this will happen with each new field guide release. However, updating to a new configuration is required if going to a new state to collect data or to begin collecting data for a special study.

1. Once logged in on the MIDAS website, click on *Admin Tools > System Configuration* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary Mobile Integrated	visitor # 4948 d Data Acquisiti	Log Out .on System	Current System Access Level: 4
Menu Options:	System Config	uration		
GAQC     GAQC     Edit     Utilities     Admin Tools     System     Configuration     User Manager     Ghange User     Privileges     Delete Field Plot     from Database	Configuration Sele Region: 24-NRS Cy Su Ph FC Protoc	etion State: ME 💌	Status	Configuration Task Create Modify Mark Complete Delete Delptoy
<ul> <li>Delete QAQC Plot from Database</li> <li>Help</li> <li>Contact Us</li> </ul>	Status: Getting cor	nfigurations for state 23 - Mai	ine.	Close

2. On the *System Configuration* screen, select a region from the *Region* drop-down box, then select a state from the *State* drop-down box. ... selecting a region and state will trigger the automatic population of the configuration list with all know configurations for that state. Note that this auto population may take a few seconds.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	<u>Log Out</u>	Current System Access Level: 4
USDA FOREST SERVICE Menu Options: Field QAQC Edit Utilities Admin Tools System Configuration User Manager Change User Privileges Delete Field Plot from Database Delete QAQC Plot from Database Help	Welcome Mary Mobile Integrated System Config Configuration Seler Region 24-NRS Cy Su Ph FG Protec 07.01.P3.400.STD	Visitor # 4948 d Data Acquisitic uration stion State: ME D	Log Out on System Status Cosplete New	Configuration Task  Configuration Task  Create Modify Mark Complete Delete Deloy
Contact Us		(List Stored Cor	figurations)	

A specific naming convention is used for the configuration listing: *[cycle].[subcycle].[phase].[fieldguide version].[protocol description]* 

3. Highlight the desired configuration listed in the *Configuration Selection* box, then click to select *Deploy* in the *Configuration Task* box ... click the *Execute* button.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	<u>Log Out</u>	Current System Access Level: 4
	Mobile Integrated	l Data Acquisitio	on System	
Menu Options: Field QAQC	System Config	uration		
Edit     Utilities     Admin Tools     System     Configuration     User Manager     Change User     Privileges     Delete Field Plot     from Database     Delete Robote Plot	Configuration Select Region: 24 - NRS Cy Su Dh FG Protoc 07.01.92.400.STD 07.01.P3.400.STD	stion State: ME	Status Complete New	Configuration Task Create Modify Mark Complete Delete Deploy
From Database     Help     Contact Us		xecute ) (List Stored Co	nfigurations	Close

4. When prompted to indicate where the configuration should be deployed, click to select the *Office PC*, the *Mobile Device* (PDR), or both.

Deploy C	onfiguration	×
2	Deploy to Office PC     Deploy to Mobile Device	
	Deploy Cancel	

5. If opting to deploy configuration files directly to the Mobile Device:

a. On the PDR, close the current MIDAS Mobile application by returning to the main Plot Task screen and either clicking the *Exit Program* button or selecting *Exit* from the *File* menu.

Note: Return to the main Plot Task screen from within an open plot file by navigating to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen, then clicking the *Exit Plot* button.

- b. If not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.
- 6. Click the *Deploy* button to begin transferring the configuration files ... a *Status* message will appear on the *System Configuration* screen. Please be patient for a few seconds while the program is loaded onto the PC and/or PDR.
- 7. If MIDAS cannot detect a connection with the PDR while attempting to deploy to the PDR, a message will appear indicating as such ... connect the PDR then click the *Retry* button.

Testing	Connection X
(j)	$\ensuremath{Please}$ connect the Allegro to the laptop via <code>Microsoft ActiveSync</code> and <code>click Retry</code> .
V	The connection is successful when the grey circle turns green on the taskbar.
	Retry

8. When the deployment is complete, a message will be presented indicating that the deployment was successful ... click the *OK* button.

## Create Plot Files

MIDAS requires a base plot file (referred to as a *historical file*) for each field plot that is to be measured. The historical file is pre-populated with basic plot id information as well as available history data in the case of remeasure plots. Creating these historical files is a task available to all levels of users, and involves retrieving the id and history data from the field database. If data is to be collected using the PDR, the historical file must also be sent to the PDR from the PC.

## **Retrieve Historical Data from the Database**

1. Once logged in on the MIDAS website, click on *Field > Get Historical Field Data* under *Menu Options* on the left side of the web page.

		Ligitzini	Current aystem Access Level. 4
Mobile Integra	ited Data Acquis	ition System	
Get Field His	torical Data		
Region Selecte	region 💌		
	nits 🔳		
Plot			
Sub Cycle 📘 Phase 📘			
Field Guide 💽 Protocol 💽			
Next			
	Get Field His Plot Selection Region Solect State Unit © AIC Plot County © AIC Plot Cycle Sub Cycle Phase Field Guide Protocol Next	Get Field Historical Data Plot Selection Region Select a region : State : Unit 0-All Units : County 0 All Counties : Plot : Cycle : Sub Cycle : Phase : Field Guide : Protocol :	Get Field Historical Data Plot Selection Region Solect a region State Unit O-All Units County O-All Counties Plot Cycle Sub Cycle Phase Field Guide Protocol

- 2. On the *Get Field Historical Data* screen, define the *Plot Selection* criteria by selecting a region from the *Region* drop-down box, then selecting a state from the *State* drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- 3. To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Unit* and *County* drop-down boxes will allow for the selection of *All*.
- 4. After all *Plot Selection* criteria have been specified, click the *Next* button.

Note: If the NRS region is selected, an additional selection criteria section will appear at the bottom of the page ... click to select the appropriate *Invasives* type for the desired plots.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	Log Out	Current System Access Level: 4
	Mobile Integra	ted Data Acquisi	tion System	
Menu Options: Field Get Historical Field Data Get Field Plotsheets	Get Field His Plot Selection	torical Data		
Edit     Itilities	Region NBS			
Admin Tools     Help	Unit 8-Case	o Bey		
Contact Us	County 0-AIC	ounties for Unit 8		
	Plot			
	Sub Cycle			
	Phase P2			
	Field Guide 400			
	Protocorpane			
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> </ul>	Invasives All Plots			
Forest Inventory & Analysis National Office U.S. Forest Sarvice 1601 North Kent Street, Suite 400	<ul> <li>Invasives F</li> <li>Non-Invasi</li> </ul>	lots ves Plots		
Arlington, VA 22209	Next			

5. Once the desired selection criteria have been submitted, a list of *Available Plots* based on that criteria will be presented. To select all of the listed plots, click the >> button. Otherwise, click to highlight the desired plots, using the CTRL key to select multiple plots ... then click the > button to move the selected plots to the *Selected Plots* list. To remove any undesired plots from the *Selected Plots* list, click to highlight the plot then click the < button. The << button will remove all plots from the *Selected Plots* list.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4948	Log Out	Current System Access Level: 4
Menu Options: • Field • Got Historical Field Data • Get Field Plotsheets • QAOC • Edit • Urilitios	Get Field His Available Plot: Me con account Me con account Me con account Me con account Me con account Me con account	torical Data Acquis	Selected ME.001.00 ME.001.00 ME.001.00 ME.001.00	Plots
Admin Tools     Help     Contact Us	ME.001.0006103. ME.001.0006103	07.01 F2400.STD 07.01 F2400.STD 07.01 F2400.STD	% ~ ~ ~ ~ ~ ~	
We welcome your comments and suggestions Ferest Inventory & Analysis National Office U.G. Forest Garvice 1601 North Kent Steet. Suite 400 Arlington, VA 22209	x Number of Plots	: 7	* Number of	fPlots: 4
USDA 📷	Back	Next		

- 6. Click the *Next* button to submit the list of selected plots and proceed to the *Download Plots from Server* screen.
- 7. Upon entering the *Download Plots from Server* screen, the plots are ready to be downloaded directly to a default directory on the PC. The screen does, however, offer other options:
  - To select an alternate location on the PC for the downloaded history files, click to select the *Advanced Folder Options* option and select the desired location.
  - Although not the preferred method, it is also possible to send the downloaded history files to the PDR in addition to the PC by clicking to select the *To PDR* option. It is recommended, however, to download to the PC only, then use the process described in the section entitled "Send Plot to the PDR" instead.

Note: if selecting the PDR option and not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.

8. Once all desired download options are selected, click the *Continue* button. If no options have been selected, the plots will be downloaded from the server directly to the default directory on the PC.

USDA FOREST SERVICE	Welcome Mary	Visitor # 4991	Log Out	Current System Access Level: 4
	Mobile Integrate	d Data Acquisitio	on System	
Menu Options: Field      Get Historical Field     Data      Get Field Plotsheets	Get Field Histo	orical Data		
QAQC     Edit	Download Pl	lots from Server		
Utilities     Admin Tools	The plots are	ready to be downloaded fr	om the server to the	•
Help	Click on Adva	r C:\Midas\MidasData\Histor anced Folder Options to sel	ical. ect a different folde	r.
<ul> <li>Contact Us</li> </ul>	🗌 To PDI 🗌 Advan	R ced Folder Options		
	Confirmation			×
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> </ul>	1 plo	at has been downloaded to the C:\Midas	(MidasData)(Historical Folder	on your PC-
Forest Inventory & Analysis National Office U.S. Forest Service 1601 North Kent Street, Suite 400 Arlington, VA 22209		Continue	Close	

9. A message will appear confirming that the plot files have been downloaded ... click *OK*.

### Send Plots to the PDR

It may be possible that the history files have been downloaded from the database to the PC, but have not been sent to the PDR. This would occur if the **To PDR** option was not selected when the plots were originally downloaded from the database, as described in Step 7 of the "Retrieve Historical Data from the Database" section of this document. If this is the case, the history files will need to be sent from the PC to the PDR.

 On the PDR, close the current MIDAS Mobile application by returning to the main Plot Task screen and either clicking the *Exit Program* button or selecting *Exit* from the *File* menu.

Note: Return to the main Plot Task screen from within an open plot file by navigating to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen, then clicking the *Exit Plot* button.

- 2. If not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.
- 3. Open the *MIDAS Control Panel* on the PC by clicking on the *MIDAS Contol Panel* icon on the desktop.

4. In the MIDAS Control Panel window, click the Send Plots to Mobile Device button.



5. After a few seconds, a Send Historical Plots to PDR window will open ...

- define the *Plot Selection* criteria by selecting a region from the *Region* drop-down box, then selecting a state from the State drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- 6. To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the Cylce, Subcycle and County drop-

2 ک	5end Historical P	lots To PDR			_ 🗆 🗡
	Selection	Criteria	Select Plots To Send		
	Region:	23 NRS •	MN.007.0001628.14.01.P2.400.STD MN.007.0001630.14.01.P2.400.STD	-	Select All
	State:	MN (27) -	MN.007.0001631.14.01.P2.400.STD MN.007.0001634.14.01.P2.400.STD MN.007.0001636.14.01.P2.400.STD		Select None
	Cycle:	All 🔹	MN.007.0001641.14.01.P2.400.STD MN.007.0001643.14.01.P2.400.STD		
	Subcycle:	All	MN.007.0001644.14.01.P2.400.STD MN.007.0001647.14.01.P2.400.STD		
	County:	All	MN.007.0009043.14.01.P2.400.STD MN.007.0009043.14.01.P2.400.STD MN.009.0000084.14.01.P2.400.STD		Send Plots
			MN.009.0000132.14.01.P2.400.STD MN.009.0000210.14.01.P2.400.STD		Close
			MN.009.0000216.14.01.P2.400.STD MN.011.0000137.14.01.P2.400.STD MN.013.0000236.14.01.P2.400.STD		
			MN.013.0000378.14.01.P2.400.STD MN.015.0000062.14.01.P2.400.STD		
			MN.015.0000336.14.01.P2.400.STD MN.017.0000001.14.01.P2.400.STD		
			MN.017.0000020.14.01.P2.400.STD MN.017.0000079.14.01.P2.400.STD MN.017.0000096.14.01.P2.400.STD		
			MN.017.0000127.14.01.P2.400.STD MN.017.0000181.14.01.P2.400.STD		
			MN.017.0000203.14.01.P3.400.STD MN.017.0000304.14.01.P2.400.STD MN.017.0000341.14.01.P2.400.STD		
			MN.017.0000400.14.01.P2.400.STD	•	

down boxes will allow for the selection of All.

- 7. Once the desired selection criteria have been submitted, a list of available plots based on that criteria will be presented. Click to highlight the desired plot or plots, using the CTRL key to select multiple plots ... then click the Send Plots button to initiate the transfer of the selected plots to the PDR.
- 8. A message will appear confirming that the plot file(s) have been copied to the PDR ... click OK.

In addition to sending over the selected plot history file(s) to the PDR, this process will also automatically send any new MIDAS components (including configuration files, program files, and ActiveSync updates) to ensure that the program is current and up-to-date.

# **Print Field Plotsheet**

In the case of remeasure plots, it may be advantageous to have a printed hardcopy of the field plotsheet. To accommodate this, the MIDAS website has a function that will print a blank plotsheet that contains the respective plot number, historical plot data, historical tree data, and the previous field crew

map that has been scanned into the database.

Note that this feature may not be available in all regions.

 Once logged in on the MIDAS website, click on *Field > Get Field Plotsheets* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access Leve
	Mobile Integr	ated Data Acqui	sition Systen	ı
Menu Options:				
Field     Get Historical Field	Get Field Pl	otsheets		
Data Get Field Plotsheets	Plot Selection	n		
QAQC     Edit	Region Select	a region 💌		
Utilities	State 💽			
Admin Tools	Unit 0-All	Units 💌		
Help     Contact Us	County 0-All	Counties *		
	Plot			
	Cycle 🔳			
	Sub Cvcle			
Evaluate this System     We welcome your	Phase A			
comments and	Field Guide			
suggestions	Protocol All			
National Office				
1601 North Kent Street, Suite 400				
Arlington, VA 22209	(Next			

- 2. On the *Get Field Plotsheets* screen, define the *Plot Selection* criteria by selecting a region from the *Region* drop-down box, then selecting a state from the *State* drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Unit* and *County* drop-down boxes will allow for the selection of *All*.
- 4. After all *Plot Selection* criteria have been specified, click the *Next* button.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access Level: 4
AC MERCE	Mobile Integr	ated Data Acquis	ition Systen	n
Menu Options: • Field Oata • Cet Historical Field Data • Cet Field Plotsheets • QAQC • Edit • Utilities • Admin Tools • Holp • Contact Us	Get Field PI Plot Selection Region NRS State 27-M Unit (0-AI County 35-0	nnesota s unda s owWing		
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Evantory &amp; Analysis Mational Offers Mational Offers</li> <li>Morch Kant Street, Soure 400 Adington, VA 2209</li> </ul>	Plot Cycle 14 Sub Cycle 12 Phase A12 Field Guide A12 Protocol A12			

- 5. Once the desired selection criteria have been submitted, a list of *Available Plots* based on that criteria will be presented. Note that the plotsheet files will have a .PDF extension.
- 6. Click to select the plotsheet(s) that are desired for download. To select all of the listed plotsheets, click the >> button. Otherwise, click to highlight the desired plotsheets, using the CTRL key to select multiple plots ... then click the > button to move the selected plotsheets to the *Selected Plots* list. To remove any undesired plotsheets from the *Selected Plots* list, click to highlight the plotheet file then click the < button. The << button will remove all plotsheet files from the *Selected Plots* list.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	<u>Current System Access Level: 4</u>
	Mobile Integra	ited Data Acquisi	ition Systen	
Menu Options: • Field • Get Historical Field Data • Gat Field Plotsheets • QAQC • Edit • Utilities • Admin Tools • Help • Contact Us	Get Field Plc MN 035 0006 1 MN 035 0006 1 MN 035 0007 1	10 P2 400 STD PDF 2 01 P2 400 STD PDF 2 01 P2 400 STD PDF 101 P2 400 STD P0 F 101 P2 400 STD P0 F 100	Selected MN.035.000	Plots 36.14.01.P2.400.STD.POF 🖃
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Frees Transmission Analysis metal Context Us, Forest Service 1401 Moth Kent Seret, Solte 400 Allington, VA 22209</li> </ul>	MN 035 00341 1 MN 035 00381 1 MN 035 004331 1 MN 035 004331 1 MN 035 004731 1 MN 035 00477 1 MN 035 00471 1 MN 035 0040 1 MN 03	001 P2 400 STD, INV PI 101 P2 400 STD PDF 101 P2 400 STD PDF 10	x1 Number of	Plots: 1
		Disclaimers   Privacy Pr	alicy   Print This Pa	<u>đe</u>

- 7. Click the *Next* button to submit the list of selected plotsheets and proceed to the *Download Plotsheets from Server* screen.
- 8. Upon entering the *Download Plotsheets from Server* screen, the plotsheets are ready to be downloaded directly to a default directory on the PC. The screen does offer the option to select an alternate location on the PC for the downloaded plotsheet files by clicking to select the *Advanced Folder Options* option and selecting the desired location.

9. Click the *Continue* button. The plotsheets will be downloaded from the server directly to either the default directory on the PC or to another directory on the PC as specified as an advanced folder option.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access
<u>alenere i</u>	Mobile Integrated	l Data Acquisitic	on System	
Menu Options: Field Get Historical Field Data Get Field Plotsheets	Get Field Plots	heets		
<ul> <li>QAQC</li> <li>Edit</li> <li>Utilitios</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	Download Pic The plotsheet default folder Click on Advan	otsheets from Server s are ready to be download C:\Midas\Plotsheets. nced Folder Options to sele	led from the serve ect a different fold	r to the er.
➤ Evaluate this System We welcome your comments and suggestions	Confirmation	ed Folder Options s been downloaded to the C:(Midas)Piol	Sheets folder on your PC.	a
Forest Inventory & Analysis National Office U.S. Forest Service 1601 North Kent Street, Suite 400 Arlington, VA 22209		Continue	Close	

- 10. A message will appear confirming that the plotsheet(s) have been downloaded ... click **OK**.
- 11. A *View Plotsheets* message will appear ... click the *View Plotsheets* button to open a screen for viewing and printing the plotsheet file.

View Plo	tsheets X
2	Click on View Plotsheets to view/print the PDF files or click on Close to return to the main menu.
	View Plotsheets Close

12. On the *View Plotsheets* screen, click to select the desired plotsheet file(s) ... then click the *Print* button to send the plotsheet to the default printer for printing.

<mark>∉ View Plotsheets&gt;</mark> File
Copen       Print       Print All       Select Printer       Id       4       -10       4       -1       Page       1       for 5       +1       >+10       >10         Scaling       100 <ul> <li>Rotation</li> <li>Rotation</li> <li>Scaling</li> <li>Scaling</li> <li>Scaling</li> <li>Rotation</li> <li>Scaling</li> <li>Scaling</li></ul>
MN 1035:00038:14.011       Thumbnais         Image: StateUnit/County/Plot: 27 2 35 36       Crow Wing County         Option       StateUnit/County/Plot: 27 2 35 36       Crow Wing County         Option       1       1       2         StateUnit/County/Plot: 27 2 35 36       Crow Wing County       Past Data         Page 1       1       1       2         Page 1       Data       Course to sample       1         Image: Page 2       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       NAD 53 U         Option       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       NAD 53 U         Option       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       NAD 53 U         Option       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       NAD 53 U         Option       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       NAD 53 U         Option       StateIng Point Map (include N arrow, SP and PC)       SP Latitude (N)       StateIng Point Map (include N arrow, SP and PC)
Close

13. Click the *Close* button after the plotsheet has successfully printed.

#### PDR Settings

While collecting data you may wish to disable the PDR touch screen. On the Allegro, it can be toggled on/off by pressing *TS* (the Blue [ ] key and the Back Space [] key together).

For all instructions on the PDR, an indication to click on the screen can be duplicated without the use of the touch screen by using the  $[\leftarrow], [\rightarrow], [\uparrow], [\downarrow], \text{ or } [TAB]$  keys to highlight the desired item then pressing the [ENTER] key. For accessing the screen menu bar without the use of the touch screen, press the [ALT] key to activate the menus then use the  $[\leftarrow], [\rightarrow], [\uparrow], [\downarrow], \text{ or } [TAB]$  keys to highlight the desired menu item then press the [ENTER] key.

- The MIDAS Mobile program was designed to use the full height and width of the screen. As such, the *System Taskbar* at the bottom of the screen should be set to Auto hide:
  - On the PDR, select Start > Settings > Taskbar and Start Menu. Note that if using an Allegro, the Start menu can be opened by pressing the Blue [ ] key and the Start [ ] key together.



2. In the *Taskbar and Start Menu Properties* screen, click on the *General* tab then check the *Auto hide* option.



MIDAS\_UsersGuide.doc

3. Click the *OK* button in the top right corner of the screen to apply your new settings.

### Starting MIDAS Mobile

MIDAS Mobile is designed to launch automatically when the PDR is reset. If the program has been installed but is not running on the machine, simply press and hold the PDR's **On/Off** key until the screen flashes ... MIDAS Mobile will automatically open.

### General Orientation & Navigation

- In all likelihood, the touch screen of the PDR will be turned off during data collection in the field. A number of standard navigation keys and shortcut keys are available for entering data without the use of the touch screen. Refer to the *Navigation/Shortcut Keys* topic within the "Data Entry" section of this document for detailed descriptions of these keys.
- The program will open to a *Plot Task* screen that provides the most basic actions that can be performed on a plot:

**Open Work Plot** allows for the opening of an existing plot for which data collection is in progress. This selection will present a listing of all available work plot files on the PDR ... use the drop-down boxes on the left side of the screen to narrow down the

MIDAS	IDAS Mobile 1.0 Alpha nrs-Allegro CX									
File	Settings	Tools	Help							
	Open Work I	Plot	[	Restore Plot						
	Open Hist F	Plot	[	Delete Plot						
	Create New	Plot		Exit Program						

list by State, Cycle, Subcycle, and/or County.

**Open Hist Plot** allows for the opening of a base plot file that has been populated with downloaded history data ... data collection has not yet begun on these files. This selection will present a listing of all available history plot files on the PDR ... use the drop-down boxes on the left side of the screen to narrow down the list by State, Cycle, Subcycle, and/or County.

*Create New Plot* allows for the on-the-fly creation of a new, empty plot file such as would be needed in the case of a replacement plot.

**Restore Plot** allows for the restoration of a plot that has been lost due to some type of critical error such as a machine crash or battery failure. For a more detailed discussion on this topic, refer to the "Data Restore" section of this guide.

Delete Plot allows for the deletion of plot files that have already been

successfully loaded into the database ... files will remain in the backup folders, but will no longer appear in the list of existing plots to be opened/edited.

*Exit Program* will close the MIDAS Mobile application.

• The screen title bar for the initial Plot Task screen displays the current program version, as well as the region and machine name provided as system settings by the user.

version	region	machine name	
MIDAS Mobile 1.0 Alpha n	rs-Allegra	cx >	<

## <u>Data Entry</u>

## **Data Entry Options**

Several options are available to customize the data entry screens. To access and set these options, select **Data Entry Options** from the **Settings** menu on the initial Plot Task screen or press the [**Ctrl**] + [**A**] keys while on any data entry screen.

Data Entry Options	×
Common Data Entry	Options
🔽 AutoJump	Wrap first/last fields
Overwrite requires BS	Allow program to null data
 □ Grid Data Entry 0	otions
O No Screens	O All screens
Multi record screens	🔿 Trees only
Abbreviate prompts	Use fixed vertical scrolling
[	ОК

#### AutoJump

When set to on, the AutoJump option will enable the cursor to automatically jump to the next field when data entry in a field is complete. That's to say that after the second character in a field with a length of 2 characters is entered, the program will automatically move the cursor to the next field and be ready for data entry of the next field. If the AutoJump option is disabled, moving to the next data entry field will require an additional keystroke on the part of the user, usually in the form of either the [ $\succ$ ] or the [*ENTER*] keys.

### Wrap first/last fields

When checked, this option will enable the cursor to automatically wrap back from the last field to the first field of the current record, or vice versa. When unchecked, returning to the last or first field would require the use of a navigation shortcut key, stepping through all keys in between, or physically clicking on the first or last field on the touch screen.

## Overwrite requires BS

When entering a data entry field, any existing value is automatically highlighted. When this option is checked, the existing value will not be overwritten or replaced unless the [*BkSp*] key is first pressed to remove the existing value. When this option is not checked, the existing value will be automatically overwritten if a number key is pressed. Having this option unchecked may accommodate faster data entry, however it also allows the chance for accidental overwriting of existing data.

Grid – No Screens / All screens / Multi record screens / Trees only The grid "screens" option allows the user to set which screens will appear in grid format. This setting will be applied when a plot file is opened, but will be disabled if the [*Ctrl*] + [*D*] toggle is used while the plot file is open, and the user will then be required to use [*Ctrl*] + [*D*] to toggle between grid and full record format while the plot remains open. Closing and reopening the plot or opening a new plot will once again engage the grid "screens" option setting. Only 1 of the 4 options may be selected at one time ... selecting one will deselect the remaining 3.

### Grid – Abbreviate prompts

When set to on, the field prompts on the grid display will be reduced to only 2 characters instead of the standard 4 characters. If there is any question as to what the active field is, the full field name is displayed in a black box in the upper right corner of the Tree frame.

## Grid – Use fixed vertical scrolling

When checked, the fixed vertical scrolling option will attempt to keep the active grid row centered in the middle of the grid.

## Open a Plot File

- To enter data for a plot, the history file for the desired plot must have been downloaded to the PDR. See the previous sections of this document entitled "Retrieve Historical Data from the Database" and "Send Plots to the PDR" for detailed instruction on downloading history files.
- To open a plot file for data entry, click either the *Open Hist Plot* or *Open Work Plot* button on the main plot task screen. For a more detailed description of these buttons and how to select and open a plot, see the previous section entitled "General Orientation & Navigation".

## Main Menu

• When a plot is opened, a "home" screen will appear. This home screen or main menu will allow the user to go to a specific part of the plot file if desired. Letter keys, contained in parentheses () preceding the menu

names, are available as shortcuts when entering data without the use of the touch screen.



In addition to the national data collection screens as available in the *Data Menus* list, a number of regional data collection screens may also be available. To access any available regional data collection screens, use the [*R*] key or click to select the Regional menu button. The regional data collection screens will also appear when scrolling through screens via the next/previous menu feature as available on each data collection screen.

Note that the regional menu that is available is dependent upon the region value that has been set within MIDAS for that specific PDR ... to change the region value, exit the plot and select *Select Region* from the *Settings* menu on the main Plot Task screen:

MIDAS	Mobile 4.alı	oha.01 n	rs-i	Alleg	iro CX	×
File	Settings	Tools	Н	elp		
	Select <u>R</u> e	gion				
	Select <u>P</u> D	R Type		Г	Disabawa Dish	
	Select <u>N</u> ar	me			Restore Plot	
	<u>D</u> ata Entr	y Options	5			
	Open Hist P	lot			Delete Plot	
	Create New I	Plot			Exit Program	

- Unlike the other national data entry screens, the *Owner* data entry screen is available only via the main menu. Since *Owner* data is collected at the court house rather than in the field, it is neither necessary nor desirable for the *Owner* screen to appear when scrolling through the data entry screens using the next/previous menu feature while collecting data in the field.
- At the bottom of the main menu, the current active subplot is displayed. For data collection screens that are collected on each subplot, clicking or selecting the data menu from the main menu will open the corresponding collection screen for the active subplot. To change the active subplot,

click or select the *Set Active* button on the main menu.

Note that when using the next/previous menu feature to scroll through the data collection screens rather than selecting them from the main menu, MIDAS will scroll through all screens for a particular subplot then move on to the next subplot's screens.

- Once all data has been entered for a plot, click the *Edit Plot* button to run all validation edits on all data entry screens for the current plot. A complete detailed explanation of the Edit Plot feature can be found in a later section of this document entitled "Edit Plot Data".
- The *Exit Plot* button will close the current plot file and return the user to the main plot task screen.

### Data Entry Screens

 The data entry screens may be toggled between 2 different formats depending on user preference ... full record format or grid format. For the full record format, only one record is displayed at a time with as many fields for that record displayed as possible. For the grid format, all records are displayed with one record per row. To toggle from one to the other, press the [*CTRL*] + [*D*] keys.

Tree (Su	ubplot 4	) ME.0	01.000	0024		×	Tree	(Su	bpl	ot 4	I)	ME.0	01.00	00024				×
∟ <sup>Tree</sup>	(l of	5)	Tree x	x			$\Gamma^{\mathrm{Tr}}$	ee	(1	of	5)	)	Tree	000				
TR#	4	TRST	1	PAS'	Т 1			т	р	D	R	D			D	D	D	•
DEAD		RECO		DIS	T 10.0		R	RS	AS	E A	E C	I S	A Z	D B	B H	I A	C H	
AZM	234	DBH	15.0	DBH	0 5.0		#	T	T	D	<u> </u>	Т	M	H	0	H	E	1
DTAN				=		= 1	4	1	1			10.0	234	15.0	5.0	11.1	1	- 11
DIAN	<u></u>				316		1	1	1			21.2	288	12.3	11.1	11.1		- 11
TCC	2	CRC	10		1		2	1	1		Π	5.7	322	6.1	5.5	11.2	1	1
CON#	1	THGT	050	ACT	U 048		3	1	1	Π	Π	9.7	337	10.3	7.6	5.5	1	1
METH	1	SAU	30	BOL	E 035		5	1	1			11.3	338	6.0	5.2	2.2	1	1
TRGD	5	ROTT	010	CRG	H 01	<u> </u>	Tre	4 9	<b>.</b>	316	A	z: 234	Dist:	10.0 I	DBH: 1	15.0		7
4 - Not L	isted						4 - N	ət Li	sted							<u> </u>		
NxMn	PrMn	NxTr	PrTr	Note	Close	Func	N×Mi	٦Ī	PrN	/In	N	IxSu	PrSu	Not	e C	lose	Fun	c

Full Record



 Despite the small size of the PDR display, the MIDAS data entry screens have been designed to present a vast amount of information in as little area as possible so that the user has the information they require in front of them at all times.



Sample Tree Screen from MIDAS Mobile (Full Record View)



Sample Tree Screen from MIDAS Mobile (Grid View)

• On occasion, changing the value that was previously entered in a field may result in another field no longer being required to be collected. In this situation the field that should not be collected but which still contains a value will be highlighted with a grey background to alert the user to return to that field and delete the contents. For example, a change in *Plot Status* from a value of 2 to a value of 1 would result in the *Subplots Examined* field no longer requiring a value, as seen at right.



## Entering Plot Coordinate Data

The MIDAS Mobile application provides for two ways to enter coordinate data ... either manually via the PDR keyboard or by electronic import.

#### Manual Entry of Coordinate Data

Although the importing of electronic coordinate data is the preferred method for entering plot coordinates, it is also possible to simply enter the data manually via the PDR keyboard.

A word of caution on manually entering the Longitude Degree value ... if the coordinate is a negative coordinate, it must be entered as such. On the Allegro, a negative sign is entered by pressing the Blue [ ] key and the Decimal [] key simultaneously. Alternatively, the user may also access the help menu while in the longitude degree field and select the negative coordinate value from the list of available coordinates.

Help for latlong Longitu -66 -67 -68 -69 -70 -71	deDegrees	×
Current Value:	Search text:	
(F1) Toggle Help	Accept (Esc	) Close

### Importing Electronic Coordinate Data

In order to eliminate data transcription errors, the MIDAS program has the ability to read GPS coordinates from an electronic file and automatically update the coordinate fields in the plot file with those values. *At this time, the coordinate import feature is available only for Allegro PDR's running the LandmarkCE software from Juniper Systems.* The following steps are required to import the coordinate data:

- 1. Using the LandmarkCE software on the Allegro PDR, collect the desired coordinate data.
- 2. Use the *Export* button on the LandMark CE *Mark Point* screen to write the GPS data to a temporary electronic file.
- 3. In the MIDAS Mobile program on the Allegro PDR, navigate to the GPS data entry screen within the plot file ... press the [*CTRL*] + [*K*] keys to automatically import the coordinate values.

Note that the coordinate values must be imported into MIDAS within 15 minutes of the time that they were collected and saved using the LandmarkCE software to ensure that the proper coordinates are associated with the corresponding plot data.

# Adding a New Tree Record (or Condition, or Boundary, or ...)

For data screens that contain multiple records, such as the Tree screen, it is not uncommon to require the addition of a new record:

- When viewing tree records on the Tree screen in full record mode, navigate to the final existing tree record then click the *NxTr* button on the bottom menu bar to add a new tree record. If the touch screen is not active, press the [*TAB* >] key.
- To add a new tree record when viewing in grid mode, navigate to the final existing tree record then press the [*TAB* ►] key.

This same logic also applies to other multi-record screens ... *NxCo* will add a new condition, *NxBn* will add a new boundary, and so on.

### Data Tools, Functions, and Function Keys

The data collection screens have a number of navigation aids, data tools and functions that are accessible via the menu bar at the bottom of the data entry screen or via the function keys. While the menu bar is discussed in detail in a later section of this document entitled "Menu Bar", the following is a description of the functionality that is accessible via the function keys:

F1 Function Key: Item Help

- Displays data help screens, including both valid value information and field guide descriptions.
- When the [*F1*] key is first pressed, it displays a list of valid values, if applicable, for the given data field. For measurement type fields that do not have a valid list, an indication of "Legal List Not Available" will be displayed.
- To view the full field guide description of the given data field, press the [*F1*] key again (or click the *Toggle Help* button) while the valid list help screen is displayed.
- To select a value from the list of valid values, use the arrow keys to highlight the selection then press the [*Enter*] key or click the *Accept* button.
- To close the help screen without making a selection, press the [*Esc*] key or click the *Close* button.
- The help screens may be accessed via the *Func* button in the menu bar at the bottom of the data collection screen ... click *Func* then click *I tem Help* (or press the [*A*] key).

F2 Function Key: Next Menu

- Press the [*F2*] key to navigate to the next data menu screen, i.e. move from the Tree screen to the Seedling screen.
- The Next Menu functionality is also available via the *NxMn* button in the menu bar at the bottom of the data collection screen.

## F3 Function Key: Previous Menu

- Press the [*F3*] key to navigate to the previous data menu screen, i.e. move from the Seedling screen to the Tree screen.
- The Previous Menu functionality is also available via the *PrMn* button in the menu bar at the bottom of the data collection screen.

### F4 Function Key: Return to Main Menu

- Press the [F4] key to navigate to the main menu.
- Returning to the main menu is also possible via the *Close* button in the menu bar at the bottom of the data collection screen.

### F5 Function Key: Data Tools & Functions

- Press the [*F5*] key to access a menu for available data tools and functions.
- The menu of available data tools and functions is also available via the *Func* button in the menu bar at the bottom of the data collection screen.
- The *Func* button and [*F5*] key are available on all data collection screens with the exception of Owner.
- The menu of data tools and functions is dynamic, meaning that it is different from screen to screen. The top section of menu items are static and will always appear. The other items, however, will only appear if they are applicable for the currently active data screen.



• The following is a brief description of available tools and functions:

#### Item Help

Displays data help screens, including valid value lists and field guide descriptions. Item Help is also accessible via the [*F1*] Function key.

### Calculate Slope

Calculation tool for determining Horizontal Distance and Slope Correction based on user inputs of % Slope and Slope Distance.

### Locate Subplot

Calculation tool to aid crews in navigating from one subplot to another without going back to subplot #1 by determining Distance and Azimuth between plot centers based on user inputs of starting subplot number and destination subplot number.

### List Hot Keys

Displays a list of all hot keys currently available within the program.

### View Old Notes

Presents a list of any notes that were provided by previous field crews, as downloaded as part of the plot's history data.

### Select Subplot

This function allows the user to switch to another subplot while working in a subplot specific data collection screen, such as Tree or Boundary. The Select Subplot menu item would not appear on a screen such as GPS since GPS data is entered for the plot as a whole rather than for a specific subplot. Select Subplot is also accessible via the [*Ctrl*] + [*I*] key combination ... [*Ctrl*] + [*O*] and [*Ctrl*] + [*U*] will allow navigation to the previous and next subplots respectively.

### Delete Record

For multi-record data collection screens, such as Tree, this function allows the user to delete the current record. This function will not, however, allow the deletion of a record which contains historical data.

## Record Navigation

For multi-record data collection screens, such as Tree, this function allows the user to move to a specific record within the data screen. A submenu allows for the selection of First Record, Last Record or Goto Record #, which prompts the user to enter a record number.

### Delete Subplot Trees

Available only for QAQC plots, this function allows for the deletion of all tree records on a specific subplot that were not measured for quality control.

## Menu Bar

The data collection screens have a number of navigation aids, data tools and functions that are accessible via the menu bar at the bottom of the data entry screen or via the function keys. While the function keys have been discussed in a previous section of this document entitled "Data Tools, Functions, and Function Keys", the following is a description of the functionality that is accessible via the menu bar at the bottom of the data entry screen:

### <u>Next Menu</u>

- Navigates to the next data menu or collection screen, in order as presented on the main menu screen. If on the Tree screen, for instance, clicking the *NxMn* button will navigate to the Seedling screen.
- For data menus that are collected on each subplot, Next Menu will proceed through all screens for one subplot then loop back and proceed through with the data menus for the next subplot.
- Regional data menus will be viewed via the Next Menu functionality.
- The Ownership menu will not be viewed via the Next Menu functionality ... it must be selected from the main menu screen.
- If the touch screen is not active, the Next Menu functionality is also available via the [*F2*] key.

#### Previous Menu

- Performs in the same manner as Next Menu, going to the previous menu rather than the next menu.
- If the touch screen is not active, the Previous Menu functionality is also available via the [*F3*] key.

### Next Submenu

- Navigates to the next submenu, such as next tree, next condition, or next subplot.
- Available only on data collection screens that may have multiple records, such as tree or condition.
- If viewing records as a full record, the next submenu will refer to the next record of the active menu screen ... so when on the Tree screen the *NxTr* button will allow the user to move to the next tree for the current subplot. Note that the button label will change based on the active menu screen ... *NxBn* if on the Boundary screen, *NxCo* if on the Condition scree, and so on. When in grid view, the next submenu will always refer to subplot ... so when viewing a grid listing of trees records for one subplot, the user can use the *NxSu* button to present the list of tree records for the next subplot.

Tree (Su	ubplot 4)	ME.00	1.00000	24		×		Tree	(Su	bpla	ot 4	)	ME.00	)1.00	00024			×
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	(1 of 5	5)	Tree xxx				i I	$\Gamma^{\mathrm{Tr}}$	ee	(1	of	5)	·	Tree	xxx			
TR#	4	] TRST	1	PAST	1	]-[			т	Р	D	R	D			D	D	
DEAD		RECO		DIST	10.0			T R	RS	A S	E A	E C	I S	A Z	D B	B H	I A	E E
AZM	234	DBH	15.0	DBHO	5.0	1		#	T	T		0	T	M	H	0	H	-F
DIAH	11.1	DCHE	1	SPP	316	1				1			10.0	234	15.0	15.0	11.1	╇
TCC	2	I CRC	10	İccc	1	i			H			╡	21.2	288	12.3		11.1	╋
CON#	1	] Тнст	050	I ACTU	048	1		4	H				0.7	322	10.1	5.5	11.Z	╋
METH		] ] ແມນ		] BOLE		1			H				9.7	337	4.0	17.0	0.0	╞╋
TDCD		l Down	130	l cneu	1035	4-1			11	11			11.5	1000	10.0	15.2	2.2	┻┥
TRGD	15	IKOII	010	] CKGH	101	1.		Tr:	4 S	і <b>р:</b> 3	316	A	2: 234	Dist:	10.0	DBH: 1	5.0	<u> </u>
4 - Not L	isted							4 - N	ot Li	aed	_		Level 1	P.C.	R.L.			Euro I
NxMn	PrMn	NxTr	PrTr I	lote 🛛 C	lose   Fu	INC	j U	- NXM		PrM	în (	N	IXSU	PrSu	Not	e   C	lose	Func

- When viewing tree records on the Tree screen in full record mode, clicking the *NxTr* button while the final tree record is active will add a new tree record. To add a new tree record when viewing in grid mode, navigate to the final existing tree record and press the [*TAB* >] key. This same logic also applies to other multi-record screens ... *NxCo* will add a new condition, *NxBn* will add a new boundary, and so on.
- If the touch screen is not active, the Next Submenu functionality is also available via the [*TAB* ▶] key.

#### Previous Submenu

- Performs in the same manner as Next Submenu, going to the previous submenu rather than next.
- If the touch screen is not active, the Previous Submenu functionality is also available via the [≺ *TAB*] key.

### <u>Note</u>

- Enter a field text note for the active screen.
- If the touch screen is not active, the Note functionality is also available by pressing the [*CTRL*] + [*N*] keys.

### <u>Close</u>

- Click the *Close* button to close the current data collection screen and navigate to the main menu.
- When the touch screen is not active, returning to the main menu is also possible via the [*F4*] key.

### **Functions**

- Press the *Func* button to access a menu for available data tools and functions.
- If the touch screen is not active, the menu of available data tools and functions is also available via the [*F5*] key.
- The *Func* button and [*F5*] key are available on all data collection screens with the exception of Owner.
- For a complete description of all data tools and functions available through the *Func* button, please refer to the description provided under the [*F5*] key heading in the previous section of this document entitled "Data Tools, Functions, and Function Keys".

## Navigation/Shortcut Keys

During data entry, there are several navigation and shortcut keys that will allow you to move easily between fields on a screen, between records on a multiple-record screen (i.e. different trees on the Tree screen) and between different data entry screens altogether. These keys are especially useful when collecting data in the field, as the touch screen will likely be turned off. Standard navigation keys include the Arrow keys, Enter, Tab, and Back Space:

- Arrow keys ([<], [▶], [▲], [▼]) will navigate between data fields.
- The [*Enter*] key will validate the data entered and navigate to the next data field.
- The [*Tab*] key, right or left, will navigate between records, i.e. Tree #1 to Tree #2.
- The [*BkSp*] key will delete entered text for the active data field.

In addition to standard navigation keys, many shortcut keys are available to immediately access menu item options without having to move through the menu bar system. These include use of the function keys (F1-F5) and 'Ctrl + key' to move between records and between different data entry screens altogether. To access a different data screen or option, you may use the shortcut keys directly, or select the desired screen/option from the Menu Bar. The following is a list of the navigation keys that are available at this time:

Кеу	Action
BkSp	Delete entered text
Ctrl + A	Data entry options screen
Ctrl + B	Jump to middle of data fields on current screen
Tab Left	Previous record
Tab Right	Next record
Ctrl + F	First record
Ctrl + L	Last record
Ctrl + G	Go to record
Ctrl + C	Next tree number
Ctrl + D	Toggle between single record and grid data entry
Ctrl + H	Home
Ctrl + I	Select subplot
Ctrl + O	Previous subplot
Ctrl + U	Next subplot
Ctrl + S	Save plot
Ctrl + K	Read in GPS file exchange folder coordinates
Ctrl + M	Get slope correction
Ctrl + P	Diameter root collar
Ctrl + N	Note
Ctrl + W	Edit current record
Ctrl + X	Edit current menu
Ctrl + Q	Sort trees by ascending azimuths, trees then saplings
F1	Help
F2	Next menu
F3	Previous menu
F4	Main menu
F5	Functions

# Edit Plot Data

Throughout the data entry process, a number of background edit checks will be occurring while data is entered, including valid value checks and range checks. There are, however, a number of more complicated edit checks that cannot be run until all plot data has been entered. These types of edit checks involve multiple fields, often from multiple data screens, and their relationship to each other. Due to the nature of these edits, the program cannot possibly know when to run them automatically so they must be manually initiated.

Once all data entry has been completed on a plot, run the full suite of edits on the plot:

- Return to the plot's main menu screen by either pressing the [*F4*] key or by clicking the *Close* button on the menu bar at the bottom of a data entry screen.
- 2. On the main menu screen, press the [*E*] key or click the *Edit Plot* button to run all validation edits on all data entry screens for the current plot.

3. A *Plot Editor* screen will appear listing all errors (notated with **[E]**) and warnings (notated with **[W]**) for the plot.



Click on any error or warning within the *Plot Editor* window to go directly to the appropriate data entry screen for correction of the error or warning. If the touch screen is disabled, use the [▲] and [▼] keys to select the desired error and then press the [*ENTER*] key.

Note that all errors (notated with **[E]**) *must* be corrected, while warnings (notated with **[W]**) should be reviewed, correcting only if deemed necessary.

- 5. Once the error is corrected, use the [*F4*] key or the *Close* button on the bottom menu bar to return to the error list.
- 6. If there are more errors remaining on the list, it is highly suggested to close the error list and re-run the edit plot prior to moving on to correct another error. It is not uncommon for the correction of one error to actually correct several other errors, so it really is best to start with a fresh list.
- 7. Repeat steps 4 through 6 until all must fix (notated with **[E]**) errors have been corrected. It is the decision of the user as to whether or not any warnings (notated with **[W]**) should be fixed.

Note that if the list contains any errors (notated with **[E]**), the plot may be transmitted to the PC but it will <u>not</u> be able to be uploaded to the database. The transmission of plots containing errors should be reserved for unusual circumstances, such as a problem in the MIDAS edit checks that has not yet been resolved. The general rule of thumb is that all errors should be resolved prior to transmitting a plot to the PC.

## Data Restore

In the event of some type of critical error, such as a machine crash or battery failure, plot data may need to be restored. In most cases, MIDAS will automatically initiate the restore however a button is available on the main *Plot Task* screen to initiate the restore manually.

 If MIDAS was closed due to some type of critical error, the following message will likely appear when the program is next opened ... click *Yes* to restore any lost data from backups.

Al	bnormal Termination!	×
[	Abnormal Termination!	
	The configuration indicates that MIDAS Mobile may have terminated abnormally. Do you want to attempt to restore any lost data for plot ME.001.0000024.07.01.P2.400.STD from backups?	
L	Yes No Cancel	

If this message does not automatically appear, you may manually initiate a data restore by clicking the *Restore Data* button on the main *Plot Task* screen.

2. A list of plots available for recovery will be presented ... use the selection boxes on the left side of the screen to narrow down the list if necessary, then click to highlight the desired plot and click the *Restore* button to begin the recovery.



3. In all likelihood, the file being restored will already exist in the work folder. This file may not contain the most recently entered data fields and should be replaced by the backup file ... click **Yes** to replace the existing file.



- 4. A message will appear indicating that the plot was restored to the work folder ... click **OK**.
- 5. Click the *Exit* button to close the *Restore* screen.
- 6. On the main *Plot Task* screen, click the *Open Work Plot*, then select and open the restored plot file.

# Processing Completed Plots

Once a plot file is completed on the PDR, it will need to undergo a multi-step process prior to being finalized and submitted to the database. This section will provide a detailed outline and explanation of those steps.

#### Get Completed Plots from the PDR

When plot data is completed, it is necessary to transfer the plot file from the PDR to the PC so that the file may be transmitted/uploaded to the database.

 On the PDR, close the current MIDAS Mobile application by returning to the main Plot Task screen and either clicking the *Exit Program* button or selecting *Exit* from the *File* menu.

Note: Return to the main Plot Task screen from within an open plot file by navigating to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen, then clicking the *Exit Plot* button.

- 2. If not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.
- 3. Make sure that the PDR is plugged into an external power source (rather than running on batteries) to prevent it from powering off during file transfer.
- 4. Open the *MIDAS Control Panel* on the PC by clicking on the *MIDAS Contol Panel* icon on the desktop.
- 5. In the *MIDAS Control Panel* window, click the *Get Plots from Mobile Device* button.



6. After a few seconds, a *Get Plots from PDR* window will open ... define the *Plot Selection* criteria by selecting a region from the *Region* drop-down

box, then selecting a state from the *State* drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.

- 7. To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Cylce, Subcycle, County* and *QAQC* drop-down boxes will allow for the selection of *All*.
- Once the desired selection criteria have been selected, a list of available plots based on that criteria will be presented. Click

駦 Get Plots From P	DR		-O×
Selection Ci Region:	iteria	Select Plots To Get From PDR ME.001.0000024.07.01.P2.400.STD ME.001.0000061.07.01.P2.400.STD	Select All
State:	23 - Maine		Select None
Cycle: Subcycle:			
County:			Get Plots
QAQC:	All		Close
Study Type:	Crowns		

to highlight the desired plot or plots, using the [*CTRL*] key to select multiple plots ... then click the *Get Plots* button to initiate the transfer of the selected plots from the PDR to the PC.

- 9. In the *Get Plots from PDR* window, processing messages will be displayed in the lower left corner to inform the user of progress ... messages will include (but are not limited to) process descriptions such as checking for PDR updates, retrieving plot files, and validating plot files.
- If a plot file contains must fix errors, the validation will fail and a message will appear asking if the file should be copied to the PC ... click *Yes* or *No* to continue.

Errors fo	und
?	Plot ME.001.00024.07.01.P2.400.STD did not pass validations. Do you still want to copy to the PC?
	<u>Y</u> es <u>N</u> o

Note that while files with must fix errors may be copied from the PDR to the PC, they may not be uploaded to the database.

11. A message will appear confirming the number of plot file(s) that have been copied successfully to the PDR ... click *OK*.

In addition to retrieving selected plots from the PDR, this process will also automatically send any new MIDAS components (including configuration files, program files, and ActiveSync updates) to the PDR to ensure that the program is current and up-to-date.

### **Edit Completed Plots**

Once the completed plot file(s) have been retrieved from the PDR they can be edited on the PC or on the MIDAS website. While both edits run the same edits that are run on the PDR in the field, the website edit will also include additional database edits. The PC based edit allows Supervisors and Crew Leads to edit the crew data offline before it is loaded into the database.

The following steps will outline the editing of a single plot file. For greater efficiency, the edit process has been designed to edit multiple plots together in the same edit session. Tips on the editing of multiple plots will follow the single plot outline.

1. Launch the desired plot editor:

#### PC Based Edits (Offline)

 a. Click on the *MIDAS Contol Panel* icon on the PC desktop to open the *MIDAS Control Panel* ... then click the *Edit Field Plots -Offline* button to launch the plot editor screen.



#### Website Edits

a. Once logged in on the MIDAS website, click on *Edit > Plot Editor – Field* under *Menu Options* on the left side of the web page.

Menu Options: Field QAQC Edit	Plot Editor Field
<ul> <li>Plot Editor - Field</li> <li>Plot Editor - Office</li> <li>Error Tracking</li> <li>Utilities</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	Select Region     Study Type       Select Region <ul> <li>P2/P3 - Field Plot</li> <li>P3 - Ozone</li> <li>P3 - Down Woody</li> <li>P3 - Soils</li> <li>P3 - Lichens</li> <li>P3 - Veg</li> </ul> <li>QAQC</li>
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Inventory &amp; Analysis National Office U.S. Prest Service 1603 http://west Service</li> </ul>	Default Finished Plots Folder The default Folder for the finished plots is C:Midas/MidasData/Work. To select a different finished plots folder, check the Advanced Folder Options check box below. Advanced Folder Options
USDA	Edit Plots (Load Plots into Database) Close

MIDAS\_UsersGuide.doc

- b. On the Plot Editor Field screen, specify a Region, Study Type, and Measurement Type ... then click the *Edit Plots* button.
- c. A status message will appear at the bottom of the Plot Editor Field screen indicating that MIDAS is accessing historical data from the database ... when finished, the plot editor screen will be launched.
- 2. In the Plot screen, select a region from the *Region* drop-down box on the left side of the screen ... a list of all available plots for that region will be displayed in the *Plot List*.
- 3. To further refine the list of available plot files, select values as appropriate from the remaining drop-down boxes along the left side of the screen, including state, cycle, study type, etc. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- 4. Click on the plot name in the *Plot List* to select the desired plot ... the plot file will load and the name of the selected plot will appear in the *Selected Plot* text box.

Plot List	r Selected Plot
ME 001 0000024 07 01 P2 400 STD is i i atte cle l i i bCycle l i i l i i x	ME:001 0000024 07.01 P2 400 STD           Previous Plot         Next Plot           Data Menus         (D) Seedling           (F) Plot Data         (D) Seedling           (G) GPS         (I) Site Tree           (C) Condition         (O) Owner           (B) Boundary         (R) SIS           (T) Tree         (R) SIS
dy Type ∕P3 Fy 1 ype 1 y # of Plots: 1	Active Subplot 1 (A) Set Active

- 5. Clicking on any of the *Data Menus* or *Regional* buttons will present a data entry screen similar to the PDR program.
- 6. To run extensive edits on the plot data, click the *Edit Current Plot* button in the *Edit Plots* box ... a *Plot Editor* window will appear listing all errors (notated with **[E]**) and warnings (notated with **[W]**) for the plot.



- Click on any error or warning within the *Plot Editor* window to be taken directly to the appropriate data entry screen for correction of the error or warning. Note that all errors (notated with [E]) *must* be corrected, while warnings (notated with [W]) should be reviewed, correcting only if deemed necessary.
- 8. Once an error or warning is corrected, click the *Edit Current Plot* button again to re-run the edits. It is not necessary to close the data entry screen or *Plot Editor* window first ... they will be closed automatically and a new *Plot Editor* window will be displayed presenting the new edit results.
- Once all data corrections have been made ... click the *Save Data* button in the *Save Plot Data* box. If, for some reason, the data corrections should not be saved ... click the *Discard Changes* button in the *Save Plot Data* box.
- 10. If finished editing plots, close the Plot screen.

For efficiency, this process has been designed to allow for editing multiple plots together in the same session. The following actions are available to that end:

- Click on the *Previous Plot* or *Next Plot* buttons in the *Selected Plot* box to scroll through the list of plots in the *Plot List*.
- In the *Edit Plots* box, clicking the **Edit Current Plot** button will run the validation checks on the active plot while clicking the *Edit All Plots* button will start at the first plot on the list in the *Plot List* and continue down the list editing plots until a plot is located with an error or warning message. Clicking the *Continue Editing* button will continue down the list editing until another plot is located with an error or warning message.

## Print Completed Plots

A utility for printing a hardcopy of plots is available via the MIDAS Control Panel on the PC. This utility provides for the creation of a hardcopy backup of completed plots, as well as the ability to print and review plot data to examine for accuracy.

1. Click on the *MIDAS Contol Panel* icon on the PC desktop to open the *MIDAS Control Panel* ... then click the *Print Field Plots* button.



2. In the *Print Plots* screen, select a new folder source if necessary then use the drop-downs in the *Selection Criteria* box to narrow down the list of plots in the *Select Plots To Print* list.

🚖 Print Plots		-D×
Select Folder Source	Select Plots To Print	
Select Folder Source  C:WiidasWiidasDataWork  Mobile Device(PDR)  Other C:WiidasWiidasDataWork Browse  Selection Criteria Region: NRS State: All Cycle: All Subcycle: All County: All	Select Plots To Print MD.035 00014.06.05 P2.400.STD MO.043 00017.06.05 P2.400.STD MD.033 09019.06.05 P2.400.STD MD.033 09019.06.05 P2.400.STD W1.041 00363 07.04 P2.400 STD W1.047.00216 07.04 P2.400.STD W1.067.00216 07.04 P2.400.STD W1.067.00248.07.04 P2.400.STD	Select All Select None Print Close
QAQC: Production		
Study Type: Crowns 🔽		

Note that if there is a need to print plot data to examine it for accuracy prior to the plot being transferred to the PC, select the *Mobile Device (PDR)* option in the *Select Folder Source* box.

- Click to highlight the desired plot or plots for printing, using the [CTRL] key to select multiple plots, or clicking the Select All button to select all of the listed plots.
- 4. When all desired plots have been highlighted, click the *Print* button to open the system print tool for plot printing.

5. Use the system print tool to select and print to the desired printer.

### Load Completed Plots into Raw Database Tables

After completed plots have been fully edited as described in the section of this guide entitled "Edit Completed Plots", they should be loaded into the database. The raw database stores the field data for future reference ... the raw database tables are intended to preserve the field collected data as it was prior to office edits by admin users.

Once logged in on the MIDAS website, click on *Edit > Plot Editor – Field* under *Menu Options* on the left side of the web page.

) Back 🝷 🕤 👻 🙎 🏠 🔎 Sear	ch 🔆 Favorites 🙆 😓 🎇 Adi	dress 🙋 http://199.131.115.1:8080/	/Midas/Main?action=	=PlotEditorField&functionName=I 🚬 🄁 Go 👘	🍃 SnagIt
USDA FOREST SERVICE	Welcome Mary	Visitor # 6053	<u>Log O</u> ı	ut Current System Access	Level:
	Mobile Integrate	d Data Acquisitio	on Syste	m	
Menu Ontions:					
Field	<b>Plot Editor Fie</b>	ld			
► Edit					
<ul> <li>Plot Editor - Field</li> <li>Plot Editor - Office</li> </ul>	Select Region	Study Type			
Error Tracking	Select Region	P2/P3	- Field Plot	O P3 - Ozone	
Admin Tools	•••	O P3 - D	own Woody	O P3 - Soils	
Help     Contact Us	Production	OP3-Li	ichens	○ P3 - Veg	
	O QAQC				
	Default Finish	ed Plots Folder			
	The default fo	older for the finished plots	is C:\Midas\M	lidasData\Work.	
<ul> <li>Evaluate this System</li> <li>We welcome your</li> </ul>	To select a di Folder Optior	fferent finished plots folde 1s check box below.	er, check the <i>i</i>	Advanced	
comments and suggestions	Advance	d Folder Options			
Forest Inventory & Analysis					
National Office U.S. Forest Service 1601 North Kent Street,					
Suite 400 Arlington, VA 22209					
	Ed	it Plots ) (Load Plots Into	Database )	Close	

2. On the *Plot Editor Field* screen, specify a Region, Study Type, and Measurement Type ... then click the *Load Plots into Database* button.

3. In the Load Plots Into Database screen, select the plots to be loaded into the database from the list of Available Plots. To select all of the listed plots, click the >> button. Otherwise, click to highlight the desired plots, using the CTRL key to select multiple plots ... then click the > button to move the selected plots to the Selected Plots list. To remove any undesired plots from the Selected Plots list, click to highlight the plot then click the < button. The << button will remove all plots from the Selected Plots list.

Available Plots	>>         >>           >>         <
Number of Plots: 7	Number of Plots: 2

- 4. Click the *Load DB* button.
- 5. A warning message will appear to indicate that the plots will be loaded into the Field database tables ... click *Continue* to proceed with the data load.
- 6. Click *OK* when a message appears indicating that MIDAS is finished loading plots into the database.
- 7. Despite the "finished" message, an error message may be presented if any problems should occur in loading the data ... click the **OK** button to close the error message.



8. A status report will be displayed, listing each plot that was included in the list of selected plots to load along with the status of the load for each plot.

	Unit	County	Plot	Cycle	SubCycle	StudyType	Status	DbLoadErrors	Errors	Warnings	
55	1	041	00363	07	04 - P2	P2/P3 Field Plot	Failed	1	0	3	WI.C
55	1	041	00370	07	04 - P2	P2/P3 Field Plot	Load Successful	0	0	1	WI.C
<u> </u>				-							-
<u> </u>											-
<u> </u>											-
<u> </u>											

- 9. If any plots are displayed with *Failed* highlighted in red, click on the specific count included in any of the error columns for that plot to determine what caused the failure for that plot.
  - a. For example, click on the DbLoadErrors column with a count of 1 for the <u>failed plot</u> ...

	Status	DbLoadErrors	Errors	Warnings	
	Failed	1	0	3	Wŀ
	Load Successful	0	0	1	WÍ
: _					Ŀ

... to present a listing of the error description:

Plot: State - 55 Unit - 1 County - 041 Plot - 00363 Cycle - 07 SubCycle - 04 - P2 Study Type - P2/P3	
	Field Plot
You are traine to load plot EE 0.01, 00062 into the database but this plot has already been loaded. The plot will not be releaded into the databa	ra. Con al
	_
4	<u> </u>
Number of Errors: 1	

b. Possible errors that may cause a load to fail include the plot having been previously loaded or the plot having a "Must Fix Error" ... all errors must be resolved before the plot can be loaded.

Note that if a plot failed because it has already been loaded into the database and there truly is a need to replace the previously loaded plot, contact a MIDAS Administrator to have the previously loaded plot deleted. This task is available via the MIDAS website by selecting **Delete Field Plot from Database** from **Admin Tools** under the *Menu Options* on the left side of the screen, however Administrative level privileges are required.

- 10. Use the *Close* button to close the status report or print a copy of the plot list using the screen's *Print* button.
- 11. Once the plot or plots have been loaded into the database, the completed plot(s) may be removed from the list of plots that appear in the MIDAS Mobile application on the PDR ... a backup file will remain on the PDR but the data will not be visible for continued data entry.
  - a. On the PDR, open the MIDAS Mobile application or (if already open) navigate to the main Plot Task screen.

Note: To navigate to the main Plot Task screen from within an open plot file, return to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen then click the *Exit Plot* button.

b. On the main Plot Task screen, click the *Delete Plot* button.



c. In the *Delete Plots* screen, use the drop-down boxes on the left side of the screen to narrow down the list of plots in the plot list.

Delete Plots From	n Work
St ME 💌	ME.001.00024.07.01.P2.400.STD
Сус 07 💌	
Sbc 01 🗨	
Cty All 🔻	
Source:	
Work 👻	
Delete Exit	

- d. Click to highlight the desired plot for deletion then click the *Delete* button.
- e. When prompted to confirm plot deletion, click the **Yes** button to proceed.

D	elete Plot? ×
	Delete Plot?
	Are you sure you want to delete plot ME.001.00024.07.01.P2.400.STD from this machine?
	Yes No Cancel

- f. A message will appear indicating that the plot was successfully deleted ... click the *OK* button.
- g. Click the *Exit* button to close the *Delete Plots* screen.

## Plot Tracking

The MIDAS web site has a plot tracking feature that provides crews with access to the list of plots selected for field measurement. Using this feature, crews will be able to retrieve real-time information from the database concerning the status of each plot, which plots have been completed and loaded into the database. The plot tracking feature has a number of filters to customize what information the user is seeking and how it is presented. 1. Once logged in on the MIDAS website, click on *Utilities > Field Plot Tracking* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6115	Log Out	Current System Access Level
	Mobile Integ	rated Data Acquis	sition Syste	m
Menu Options:	1. Q2			
Field	Field Plot T	racking		
QAQC				
<ul> <li>Edit</li> <li>Utilities</li> </ul>	Plot Selectio	n		
Field Plot Tracking	Region Sele	ct a region 💌		
QAQC Plot Tracking	State 🗖			
Plot Details     Cot Poplacement	State [ ]			
Plot	Unit [0-A	I Units		
<ul> <li>Install Or Update Client</li> </ul>	County 0-A	I Counties 💌		
Change User	Plot			
Password Admin Tools	o ute 🔲			
Help	Cycle 🔝			
Contact Us	Sub Cycle 📘			
	Phase 💽			
	Field Guide 💽			
	Protocol			
	FIOLOCOIT			
	Study Type			
Evaluate this Sustem	@ P2/P	3 Field Plot		
We welcome your	© DWM			
comments and suggestions	Liche	ns		
Juggestians	e Ozon	e		
Forest Inventory & Analysis National Office	Soils			
U.S. Forest Service 1601 North Kent Street,	Veg			
Suite 400 Arlington, VA 22209				
	Nevt			

- On the *Field Plot Tracking* screen, specify the *Study Type* and *Plot Selection* details (such as Region, State, etc) as needed to narrow down the list of plots ... then click the *Next* button.
- 3. Select the desired tracking options ... then click the *Next* button.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6209	Log Out	Current System Access Level: 4
	Mobile Integrate	ed Data Acquisi	tion System	
Menu Options: Field QAQC Edit Utilities Field Plot Tracking QAQC Plot Tracking	Field Plot Tra Tracking Opti C List all pl List all pl	<b>cking</b> ons ots selected for measure	ment. ables.	
<ul> <li>Plot Details</li> <li>Get Replacement Plot</li> <li>Install Or Update Client</li> <li>Change User</li> </ul>	© List all pl C List QAQC C List all pl	ots selected for measure C plots loaded into the ra	ment not yet loade w tables not loadec ables not selected f	d into the raw tables. I into the QAQC tables. for measurement.
Password     Admin Tools     Help     Contact Us	⊂ List all pli ⊂ List all pli List Plots Don □ List by Cri	ots loaded into the work ots loaded into the raw to e by Crew ID aw ID ID ID unkno	tables. ables that are not lo	baded in the work tables.
<ul> <li>Evaluate this System</li> <li>We welcome your</li> <li>comments and</li> <li>suggestions</li> </ul>	Survey Intens C All Plots Back	e Single C Do	ouble C Trip	le

4. A spreadsheet-like screen will be presented listing all plots that meet the specified selection criteria as summarized below the list of plots.

USDA FOREST SERVICE	Welcome Mary	Visitor #	6209	Log Out	Current System Access Level: 4
	Mobile Integra	ated Data Ac	quisitio	n System	
Menu Options: ) Field ) QAQC ) Edit Utilities	Field Plot Trackin	acking 1g Data			
QAQC Plot Tracking	State	Unit County	Plot	Cycle SubCycle	
<ul> <li>Piot Details</li> <li>Get Replacement Plot</li> <li>Install Or Update Client</li> <li>Change User Possword</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	55     1       55 <td>37 37 37 37 37 37 37 37 37 37 41 41 41 41 41 41 41 5591</td> <td>23 7 41 7 48 7 72 7 106 7 75 106 7 164 7 9010 7 164 7 9010 7 12 7 23 7 22 7 137 7</td> <td>4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4</td> <td></td>	37 37 37 37 37 37 37 37 37 37 41 41 41 41 41 41 41 5591	23 7 41 7 48 7 72 7 106 7 75 106 7 164 7 9010 7 164 7 9010 7 12 7 23 7 22 7 137 7	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Invention Analysis national Office U.S. Forest Service 1601 North Kent Street, Suite 400 Arlington, VA 22209</li> </ul>	Tracking Type: Lis Survey Intensity: S Study Type: P2P3	t all plots selected for me ingle Field Plot Print Plot List	asurement no Save Plot L	t yet loaded into the raw	tables.

5. Use the *Print Plot List* and/or *Save Plot List* buttons to print a hard copy of the resulting plot list or to save the list to an *html* formatted file ... click the *Close* button when finished.

### **QAQC Functions**

Many of the functions performed on/with a QAQC plot file are actually very similar to those of a regular plot file. A QAQC history file must be retrieved from the database and QAQC data is collected on the PDR using the MIDAS Mobile program.

#### **Retrieve Historical Data from the Database**

Just as with regular plots, MIDAS requires a base QAQC file (referred to as a *historical file*) for each QAQC plot that is to be measured. The historical file is pre-populated with basic plot id information as well as available history data in the case of remeasure plots.

1. Once logged in on the MIDAS website, click on *QAQC > Get Historical QAQC Data* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6500	Log Out	Current System Access Level:
	Mobile Integr	ated Data Acq	uisition Syster	n
Menu Options: • Field • GAC • Gat Finished Field Plots from Database • Gat Vilstorical QAQC Data • Gat QAQC Plotsheets • QAQC Check Plot MOQs • Edit • Utilities • Admin Tools • Help • Contact Us	Get QAQC H Plot Selection Region Selec State Unit 0-All County 0-All Plot Cycle Sub Cycle Phase Field Guide Protocol	listorical Dat taregion? Units :: Counties ::	a	
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Freest Service National Office National Office National Office National Office National Office Service Action National Office Service Action National Office Service Action National Office Service Actional Office Servi</li></ul>	QAQC Plot Ty	pes QA nd QAQC ected QAQC ed Field Plots ed PI Plots C Plots g field plot)	QC Measuremen @ Blind Check C Cold Check C Reference Plo C Training/Prac	nt Types ot ctice Plot
USDA 🐹	Next			

- 2. On the Get QAQC Historical Data screen, define the Plot Selection criteria by selecting a region from the Region drop-down box, then selecting a state from the State drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- 3. To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Unit* and *County* drop-down boxes will allow for the selection of *All*.
- 4. Select a QAQC Plot Type and a QAQC Measurement Type ... then click the *Next* button.
- 5. A list of *Available Plots* based on the specified criteria will be presented. To select all of the listed plots, click the >> button. Otherwise, click to highlight the desired plots, using the CTRL key to select multiple plots ... then click the > button to move the selected plots to the *Selected Plots* list. To remove any undesired plots from the *Selected Plots* list, click to highlight the plot then click the < button. The << button will remove all plots from the *Selected Plots* list.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6500	Log_Out	Current System Access Leve
	Mobile Integ	ated Data Acquisi	tion Syste	m
enu Options: Field QAQC • Get Finished Field Plots from Database	Get QAQC H	istorical Data	Selected	1 Plots
<ul> <li>Get Historical QAQC Data</li> <li>Get QAQC Platsheets</li> <li>Gat QAQC Platsheets</li> <li>QAQC Check Plat MOQS</li> <li>Edit</li> <li>Utilillas</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	ME ME ME ME ME ME ME ME ME ME ME ME	6 (6) F2 400 STD 0.AB 16 (5) F2 400 STD 0.AB		
Evaluate this System We welcome your comments and suggestions	ME ME M Number of Plo	6 05 P2 400 STD QAB 6 05 P2 400 STD QAB 6 05 P2 400 STD QAB 5 05 P2 400 STD QAB 5 05 P2 400 STD QAB 5 05 P2 400 STD QAB	.↓ Number o	of Plots: 0
arest Inventory & Analysis lational Office J.S. Forest Service (601 North Kent Street, late 400	Back	Next		

- 6. Click the *Next* button to submit the list of selected plots and proceed to the *Download Plots from Server* screen.
- 7. Upon entering the *Download Plots from Server* screen, the plots are ready to be downloaded directly to a default directory on the PC. The screen does, however, offer other options:
  - To select an alternate location on the PC for the downloaded history files, click to select the *Advanced Folder Options* option and select the desired location.
  - Although not the preferred method, it is also possible to send the downloaded history files to the PDR in addition to the PC by clicking to select the *To PDR* option. It is recommended, however, to download to the PC only, then use the process described in the section entitled "Send QAQC Plot to the PDR" instead.

Note: if selecting the PDR option and not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.

8. Once all desired download options are selected, click the *Continue* button. If no options have been selected, the plots will be downloaded from the server directly to the default directory on the PC.

Download Plots from Server
The plots are ready to be downloaded from the server to the
default folder C:\Midas\MidasData\Historical.
Click on Advanced Folder Options to select a different folder.
🗌 To PDR
Advanced Folder Options
Continue Close

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9. A message will appear confirming that the plot files have been downloaded ... click *OK*.

## Retrieve Completed Field Plot Data from the Database

When doing a QAQC plot, it may be advantageous to download the completed regular plot file from the database so that the data can be printed and easily compared for scoring purposes. The MIDAS website provides just such a utility. *Note that Level 2 access is required for this utility.* 

 Once logged in to the MIDAS website, click on *QAQC > Get Finished Field Plots From Database* under *Menu Options* on the left side of the web page.



- 2. On the *Get Finished Field Plots From Database* screen, define the *Plot Selection* criteria by selecting a region from the *Region* drop-down box, then selecting a state from the *State* drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Unit* and *County* drop-down boxes will allow for the selection of *All*.
- 4. Select a Study Type, Data Source, and a QAQC Measurement Type ... then click the *Next* button.
- 5. A list of *Available Plots* based on the specified criteria will be presented. To select all of the listed plots, click the >> button. Otherwise, click to highlight the desired plots, using the CTRL key to select multiple plots ... then click the > button to move the selected plots

to the *Selected Plots* list. To remove any undesired plots from the *Selected Plots* list, click to highlight the plot then click the < button. The << button will remove all plots from the *Selected Plots* list.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6687	Log Out	Current System Access Level: 4
	Mobile Integr	ated Data Acquis	ition Syster	m
Menu Options: Field Gat Finished Field Plots from Database Gat Age Plotsheets Gat QaQC Plotsheets Gat QaQC Plotsheets Gat QaC Check Plot MoQs Edit Utilities Admin Tools Help Contact Us	Get Finished	I Field Plots Fr	Selected MO	Piots 06 05 P2 400 STD
Evaluate this System We welcome your comments and suggestions     Forest Inventory & Analysis National Office U.S. Forest Service 1601 Noth Kant Stoket.	Inf Number of Plot Back	s: 4	*I Number o	f Plots: 1

- 6. Click the *Next* button to submit the list of selected plots and proceed to the *Download Plots from Server* screen.
- 7. Upon entering the *Download Plots from Server* screen, the plots are ready to be downloaded directly to a default directory on the PC. The screen does offer the option to select an alternate location on the PC for the downloaded plot files by clicking to select the *Advanced Folder Options* option and selecting the desired location.
- 8. Click the *Continue* button. The QAQC plotsheets will be downloaded from the server directly to either the default directory on the PC or to another directory on the PC as specified as an advanced folder option.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6687	Log Out	Current System Access Level: 4
	Mobile Integrated	d Data Acquisitio	on System	
Menu Options: Field QAQC Get Finished Field Right from Database	Get Finished Fi	ield Plots Fron	n Database	2
Get Historical QAQC Data     Get QAQC Plotsheets     QAQC Check Plot MOQs     Edit	Download Plo The plots are default folder	ots from Server ready to be downloaded fr C:\Midas\MidasData\Finish	om the server to the	•
<ul> <li>Utilities</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	Click on Advan	ed Folder Options to ser	ect a different folde	м
_		n plot has been downloaded to the C:\M	das\/MidasData\/Finished fold	er on your PC.
Evaluate this System We welcome your comments and suggestions     Forest Inventory & Analysis National Office		Continue	Close	

- 9. A message will appear confirming that the plot(s) have been downloaded ... click *OK*.
- 10. Close or minimize the MIDAS website window.

11. Click on the *MIDAS Contol Panel* icon on the PC desktop to open the *MIDAS Control Panel* ... then click the *Print Field Plots* button.



- 12. In the *Print Plots* screen, click the *Other* option in the *Select Folder Source* box, then click the *Browse* button.
- 13. In the *Select Folder* window, navigate to the downloaded plot file(s) ... if the default download location was used, they will be in a subfolder of the C:\Midas\MidasData\Finished\ folder. For instance, the plot file used as an example here (MO.0xx.0xxxx.06.05.P2.400.STD) would be found at C:\Midas\MidasData\Finished\NRS\MO\Cycle06\Subcycle05\County0xx\.

Note that you will not see the files listed at this point, you must just be aware of where the file should be.

Look in:	County	

14. Click the *Select* button.

15. In the *Print Plots* screen, use the drop-downs in the *Selection Criteria* box to narrow down the list of plots in the *Select Plots To Print* list. Be sure that "*Production*" has been selected for the QAQC drop-down box.

Select Fold	er Source		Select Ple	ots To Print	
O C:\Mid	las/MidasData/Work		MO	06.05.P2.400.STD	Select All
O Mobile	Device(PDR)				
Other	1000				Select None
NC YCIEU6\Su	bcycleU5\County				
Brow	/se				
election C	riteria				Print
Region:	INRS	-			
State:	[All	-			Close
Svele:					
Subevele:		_			
auboycie.	JAII Dan				
county:	IAI	1			
DAQC:	Production .				
Study Type	Crowns				
elect Data	To Print	-			
rint Option	All Data	-			

- 16. Click to highlight the desired plot for printing, then click the *Print* button.
- 17. The *Close* button will be temporarily disabled while the plot prints.When printing is complete, the *Close* button will be enabled ... click the *Close* button.

# Send QAQC Plots to the PDR

It may be possible that the QAQC history files have been downloaded from the database to the PC, but have not been sent to the PDR. This would occur if the **To PDR** option was not selected when the QAQC plots were originally downloaded from the database, as described in Step 7 of "Retrieve Historical Data from the Database" in the *QAQC Functions* section of this document. If this is the case, the QAQC history files will need to be sent from the PC to the PDR.

 On the PDR, close the current MIDAS Mobile application by returning to the main Plot Task screen and either clicking the *Exit Program* button or selecting *Exit* from the *File* menu.

Note: Return to the main Plot Task screen from within an open plot file by navigating to the main menu screen via the [*F4*] key or the *Close* button on the menu bar at the bottom of any data entry screen, then clicking the *Exit Plot* button.

2. If not already connected, establish a connection between the PDR and PC via ActiveSync ... refer to the section of this guide entitled "Establishing

an ActiveSync Connection" for detailed instruction on how to connect via ActiveSync.

- 3. Open the *MIDAS Control Panel* on the PC by clicking on the *MIDAS Contol Panel* icon on the desktop.
- 4. In the *MIDAS Control Panel* window, click the **Send Plots to Mobile Device** button.



5. After a few seconds, a *Send Historical Plots to PDR* window will open ... define the *Plot Selection* criteria by selecting a region from the *Region* 

drop-down box, then selecting a state from the *State* drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.

 To further refine the selection of which plot files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Cylce, Subcycle* and *County* drop-down boxes will allow for the selection of *All*.



7. Once the desired selection criteria have been submitted, a list of available plots based on that criteria will be presented. Click to highlight the desired plot or plots, using the CTRL key to select multiple plots.

Note that both QAQC and regular field plots may be listed ... QAQC plots may be differentiated by looking for the .QA\* extension on the end of the plot name.

- 8. Click the *Send Plots* button to initiate the transfer of the selected QAQC plots to the PDR.
- 9. A message will appear confirming that the QAQC plot file(s) have been copied to the PDR ... click **OK**.

In addition to sending over the selected QAQC history file(s) to the PDR, this process will also automatically send any new MIDAS components (including configuration files, program files, and ActiveSync updates) to ensure that the program is current and up-to-date.

# **Printing QAQC Plotsheets**

Some QAQC crews may wish to have a hardcopy QAQC plotsheet. To accommodate this, the MIDAS website has a function that will print the QAQC plotsheet.

1. Once logged in on the MIDAS website, click on *QAQC > Get QAQC Plotsheets* under *Menu Options* on the left side of the web page.



- 2. On the Get QAQC Plotsheets screen, define the Plot Selection criteria by selecting a region from the Region drop-down box, then selecting a state from the State drop-down box. Note that when a selection is made in one box, the selections in the remaining boxes will be automatically updated to reflect the available data based on the values already selected.
- 3. To further refine the selection of which QAQC files are desired, select values from the remaining drop-down boxes to meet the selection criteria. Note that the *Unit* and *County* drop-down boxes will allow for the selection of *All*.

4. After all *Plot Selection* criteria have been specified, click the *Next* button.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access Level: 4
	Mobile Integra	ated Data Acquis	ition Syster	n
Menu Options: Field QAQC Get Finished Field Plots from Database	Get QAQC P	lotsheets		
Get Historical QAQC Data     Get QAQC Plotsheets     QAQC Check Plot MOQS     edu	Region NRS State 23-M Unit 0-All	aine 💌		
<ul> <li>Utilities</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	County 25-So Plot	merset		
	Sub Cycle 5 Phase A			
<ul> <li>Evaluate this System</li> <li>We welcome your</li> <li>comments and</li> <li>suggestions</li> </ul>	Field Guide 🔤			
Forest Inventory & Analysis National Office	Next			

- Once the desired selection criteria have been submitted, a list of *Available Plots* based on that criteria will be presented. Note that the QAQC plotsheet files will have a .PDF extension.
- 6. Click to select the QAQC plotsheet(s) that are desired for printing. To select all of the listed plotsheets, click the >> button. Otherwise, click to highlight the desired plotsheets, using the CTRL key to select multiple plots ... then click the > button to move the selected plotsheets to the *Selected Plots* list. To remove any undesired plotsheets from the *Selected Plots* list, click to highlight the plotheet file then click the < button. The << button will remove all plotsheet files from the *Selected Plots* list.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access Level: 4
	Mobile Integra	ated Data Acqu	isition System	1
Menu Options: - Field - QAQC - Pot Fished Field - Pot Fished Field - Pot Fished Field - Cottine Content - Cottine Content - Cottine Content - Cottine - Cot		605924003TD 0A89 605924003TD 0A89 605924003TD 0A89 605924003TD 0A89 605924003TD 0A89 605924003TD 0A89 605924003TD 0A89	>> Selected P ME	lots 06 05 P2 400 STD GAB P 🖻
Evaluate this System     We welcome your     comments and     suggestions     Forest Eventory & Analysis     heteral Office     U.S. Forest Service     1601 Roth Kent Street.	All Number of Plot	s: 6	4 Number of i	Nots: 1

- 7. Click the *Next* button to submit the list of selected QAQC plotsheets and proceed to the *Download Plotsheets from Server* screen.
- 8. Upon entering the *Download Plotsheets from Server* screen, the QAQC plotsheets are ready to be downloaded directly to a default directory on the PC. The screen does offer the option to select an alternate location on the PC for the downloaded plotsheet files by clicking to select the *Advanced Folder Options* option and selecting the desired location.

9. Click the *Continue* button. The QAQC plotsheets will be downloaded from the server directly to either the default directory on the PC or to another directory on the PC as specified as an advanced folder option.

IISDA FORFST SERVICE	Welcome Mary	Visitor # 6640	Log Out	Current System Access Level
	Mobile Integrated	l Data Acquisitio	on System	
Menu Options: Field QAQC Get Finished Field Plots from Database	Get QAQC Plots	sheets		
Get Historical QAQC Data Get QAQC Plotsheets AQAC Check Plot MQQs Edit Utilities Admin Tools Help Contact Us	Download Pic The plotsheet default folder Click on Advan	otsheets from Server s are ready to be download C:Midas/Plotsheets. cced Folder Options to sel ed Folder Options	led from the serve	r to the er.
Evaluate this System     We welcome your     comments and     suggestions     Frees towerkey & Asalysis     Retonal College		n akt has been downloaded to the CIM CON Continue	das/Hotsheets folder on yo	х «к.

- 10. A message will appear confirming that the QAQC plotsheet(s) have been downloaded ... click **OK**.
- 11. A *View Plotsheets* message will appear ... click the *View Plotsheets* button to open a screen for viewing and printing the QAQC plotsheet.

View Plo	tsheets		×
?	Click on View Plotsheets to Close to return to the main	view/print the PDF f menu.	iles or click on
	View Plotsheets	Close	

12. On the *View Plotsheets* screen, click to select the desired plotsheet file(s) ... then click the *Print* button to send the plotsheet to the default printer for printing.



13. Click the *Close* button after the QAQC plotsheet has successfully printed.

## QAQC Data Entry

For the most part, entering data for a QAQC plot follows the same process as entering data for a regular plot. Within the MIDAS Mobile program on the PDR the data entry screens will look the same and navigation within the program will be essentially the same ... a detailed description can be found in the section of this document entitled "Data Entry". There are a few subtle differences, however, as described below:

#### Open a Plot File

To enter data for a QAQC plot, the history file for the desired QAQC plot must have been downloaded to the PDR. See the previous section above entitled "Retrieve QAQC Historical Data from the Database" and "Send QAQC Plots to the PDR" for detailed instruction on downloading QAQC history files.

To open a QAQC plot file for data entry:

1. Click the *Open Hist Plot* button on the main plot task screen within MIDAS Mobile.



2. In the *Open Plot From History* screen, use the drop-down boxes on the left side of the screen to narrow down the list of plots.

	ME.	.07.01.P2.400.STD	
St ME	▼ ME.	07.01.P2.400.STD	
	ME.	.07.01.P2.400.STD	
Cyc All	L 🗕 ME.	.07.01.P2.400.STD	
	ME.	07.01.P2.400.STD	
Sbc All	L VIE	.07.01.P2.400.STD	
	MEL	.06.05.P2.400.STD.QAB	
Cty A11	L 🖵		
Source:			
Historic 🔫			
	Exit		
Open	won		

3. Click to highlight the desired QAQC plot then click the *Open* button to load the QAQC plot for data entry.

Note that both QAQC and regular field plots may be listed ... QAQC plots may be differentiated by looking for the .QA\* extension on the end of the plot name.

#### Deleting Subplot Trees that were not Quality Checked

When doing a QAQC plot, not all existing trees will be measured for quality control. For this reason, the MIDAS Mobile program has a function available only for QAQC plots that allows for the deletion of tree records that were not measured for quality control. This function is available via the [*F5*] function key.

- 1. While the QAQC plot is open within the MIDAS Mobile application, navigate to the Tree screen of the subplot that is not to be measured.
- 2. Press the [*F5*] key to access a menu for available data tools and functions. The menu of available data tools and functions is also available via the *Func* button in the menu bar at the bottom of the data collection screen.
- 3. From the pop-up menu, select *Delete Subplot Trees*.



4. A message window will ask for confirmation of the delete trees action ... click the *Yes* button.

D	elete Subplot Trees	×
	Delete Subplot Trees	
	Are you sure you want to delete all the trees on this subplot?	
	Yes No Cancel	

5. All tree records for that particular subplot will be deleted and the screen will refresh to display a Tree screen with no tree records. Note that there is no way to recover the data once it is deleted.

### QAQC Plot Tracking

The MIDAS web site has a plot tracking feature that provides limited access to the list of QAQC plots selected for measurement. Using this feature, QAQC crews will be able to retrieve real-time information from the database concerning the status of each plot, which plots have been completed and loaded into the database. The plot tracking feature has a number of filters to customize what information the user is seeking and how it is presented.

1. Once logged in on the MIDAS website, click on *Utilities > QAQC Plot Tracking* under *Menu Options* on the left side of the web page.

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USDA FOREST SERVICE	Welcome Mary V	'isitor # 6896	Log Out	Gurrent System Acc	ess Leve
	Mobile Integrated	Data Acquis	ition Systen	n	
Menu Options:					
Field	QAQC Plot Track	cing			
Fdit	Plat Salastian				
<ul> <li>Utilities</li> </ul>	FIOL Selection				
Field Plot Tracking	Region Select & region.				
Plot Details	State 💽				
Get Replacement	Unit 0-All Units				
Plot Install Or Undate		3			
Client	County	-			
Change User     Password	Plot				
Admin Tools	Cycle 🔳				
Help	Sub Cycle 📑				
Contact Us	Phase				
	Field Guide				
	Protocol				
	Study Type	QAQC Plot T	ypes		
• Evaluate this 8ystem	P2/P3 Field Plot	All Field a	nd QAQC		
We welcome your	OWM	<ul> <li>All Presel</li> </ul>	ected QAQC		
suggestions	Clichens	O Preselect	ed Field Plots		
Forest Inventory & Analysis	Ozone	O Preselect	ed PI Plots		
National Office U.S. Forest Service	Soils	Only QAC	C Plots		
1601 North Kent Street, Suite 400	Veg	(No matchin	ig neia plot)		
Arlington, VA 22209					
	Next				

On the *QAQC Plot Tracking* screen, specify the *Study Type*, the *QAQC Plot Type* and *Plot Selection* details (such as Region, State, etc) as needed to narrow down the list of plots ... then click the *Next* button.

3. Select the desired tracking options ... then click the *Next* button.

USDA FOREST SERVICE	Welcome Mary	Visitor # 6901	<u>Log Out</u>	Current System Access Level: 4
	Mobile Integrat	ed Data Acquisi	tion System	
Menu Options: Field QAQC Edit Field Plot Tracking QAQC Plot Tracking QAQC Plot Tracking QAQC Plot Tracking Get Replacement Plot Install Or Update	QAQC Plot Tracking Opti C List all se C List QAQ C List QAQ C List plots	acking ons lected plots. C plots loaded into the da C plots not yet loaded into loaded into the raw table	tabase. o the database. es not loaded into t	he QAQC tables.
Client Change User Password Admin Tools Help Contact Us	C List QAQ C List work C List QAQ List Plots Don	C plots loaded into the da QAQC plots loaded into t C plots loaded into the da e by Crew ID	tabase not pre-sel he database. tabase that are no	ected for QAQC measurement. t edited.
<ul> <li>Evaluate this System</li> <li>We welcome your</li> <li>comments and</li> <li>suggestions</li> </ul>	Survey Inten C All Plots Back	Single C Do	uble C Trip	le

4. A spreadsheet-like screen will be presented listing all plots that meet the specified selection criteria as summarized below the list of plots.

USDA FOREST SERVICE	Welcome Mary	Visitor	# 6938	Lo	<u>g Out</u>	Current System Access Level: 4
	Mobile Integra	ated Data A	cquisiti	on Sys	tem	
Menu Options: Field QAQC Edit Utilities Field Plot Teacking	QAQC Plot T	racking				
QAQC Plot Tracking     Plot Details	State 23 6	Unit County	Plot	Cycle 6	SubCycle 5	
<ul> <li>Flot Details</li> <li>Get Replacement Plot</li> <li>Install Or Update Client</li> <li>Change User Password</li> <li>Admin Tools</li> <li>Help</li> <li>Contact Us</li> </ul>	23 6 23 6 23 6 23 6 23 6 23 6 23 6 23 6		0.	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
<ul> <li>Evaluate this System We welcome your comments and suggestions</li> <li>Forest Interventy &amp; Analysis National Office U.S. Forest Service 1601 North Kent Steet, Suite 400 Arlington, VA 22209</li> </ul>	Tracking Type: Li Survey Intensity: Study Type: P2.P3	st all selected QAQC ple Single 3 Field Plot Print Plot List	ts. Save Plo	t List	Close	

5. Use the *Print Plot List* and/or *Save Plot List* buttons to print a hard copy of the resulting plot list or to save the list to an *html* formatted file ... click the *Close* button when finished.

## Load Field Data into Work Database Tables

Admin users may edit field plot data within the office. Once all edits to a plot have been completed, the plot will be loaded into the work database tables. Only admin users may perform this task.

1. Once logged in on the MIDAS website, click on *Edit > Plot Editor – Office* under *Menu Options* on the left side of the web page.

USDA FOREST SERVICE	Welcome Mary	Visitor # 7799	Log Out	<u>Current System Access Le</u>
	Mobile Integrated Da	ta Acquisition S	System	
Menu Options: Field	Plot Editor Office			
► Edit	Plot Selection			
Plot Editor - Field     Plot Editor - Office	Region Select a region •			
Error Tracking	State			
Admin Tools	Unit 0 - All Units			
Help     Contact Us	County 0 - All Counties			
, contact os	Plot			
	Cycle			
	Sub Cycle 💽			
	Phase 💽			
	Field Guide 💽			
	Protocol 💽			
	Study Type	Data Source	OAOC Meas	urement Types
	P2/P3 Field Plot	Raw     A     Raw     A	© Blind	Check
	● DWM	O Work	Cold	Check
	Lichens	O QAQC Raw	Refer	rence Plot
<ul> <li>Evaluate this System</li> <li>We welcome your</li> </ul>	Ozone	O QAQC Work	Train	ing/Practice Plot
comments and suggestions	<ul> <li>Soils</li> </ul>			
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National Office U.S. Forest Service				
1601 North Kent Street, Suite 400	Next			

2. The remainder of the process is nearly identical to the process used by the field crews to load their plot data into the raw database tables. Please refer to the step-by-step instructions found under the heading of *Load Completed Plots into Raw Database Tables* found in the *Processing Completed Plots* section of this document.

# Appendix A: Establishing an ActiveSync Connection

At the writing of this document, the Allegro is the most commonly used PDR across all FIA stations. As such, this section of the document will focus on establishing an ActiveSync connection between an Allegro CX and a PC.

The instructions require steps to be performed on both the Laptop/PC and on the Allegro. For clarity, each instruction has been preceded with either [PC] or [Allegro] to indicate on which machine the action is to be performed.

Please note that Microsoft ActiveSync is sometimes unpredictable in its behavior ... if you have any problems during this process, please contact your station's crew support person for assistance in resolving your issues.

- 1. [PC] On the PC, select *All Programs > Microsoft ActiveSync* from the *START* menu.
- 2. [PC] In the *Microsoft ActiveSync* window, select *Connection Settings* from the *File* menu.
- 3. [PC] A Connection Settings window will open.

🕲 Connection Settings	×
Waiting for device to connect	Connect
🔽 Show status icon in taskbar	
Allow USB connections	
Allow connections to one of the following:	
СОМ1	
This computer is connected <u>t</u> o:	
Open ActiveSync when my device connects	
Allow wireless connection on device when connected i	o the desktop
<u>H</u> elp OK	Cancel

- 4. **(PC)** Make sure that the options are set as indicated above. Most importantly, the following options should be checked:
  - Allow USB connections
  - Allow connections to one of the following:
  - Open ActiveSync when my device connects
- 5. [PC] Select a COM port for the *Allow connections to one of the following:* option. If just using a standard serial cable, this will most likely be COM1. If using the USB to serial adapter, this may be COM3 or COM4 ... please refer to the instructions provided with the adapter for specific instruction.

- 6. [PC] Click the OK button.
- 7. [Allegro] On the Allegro, select *Settings* > *Control Panel* from the *START* menu.

		<b>A</b>	CA	
My Computer	<u>Ca</u> lculator ▶	MidasMobile- Jeode	PocketDOS	
👷 F <u>a</u> vorites	• 💦		S	
<u> D</u> ocuments	+ HmarkCE	My Documents	PTab	_
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@ <u>R</u> un	🛃 <u>T</u> ask	bar and Start Me	nu	
Suspend	ordPad			
💦 Start		• <b>````</b>	🛞 3:21 PM [	Ø

8. [Allegro] Double Click on the *PC Connection* icon ... A *PC Connection Properties* window should appear.

PC Connection Properties ? OK ×
PC Connection These settings control the connection between your Allegro Field PC and desktop computer. Warning: Adjusting these settings may result in an inability to connect with your desktop computer.
Connect using: `USB'

- 9. [Allegro] In the *PC Connection Properties* window, the *Connect using* box should indicate the type of connection that will be used to connect the Allegro CX to the PC. The three primary methods used with the Allegro CX are as follows:
  - USB ...... Connect using: 'USB'
  - Serial ...... Connect using: 'Com1 @ 115k baud'
  - USB to Serial Adapter ..... Connect using: 'Com1 @ 19200 baud'
- 10. [Allegro] If the *Connect using* box does not indicate the desired setting:
  - [Allegro] Click the *Change...* button.
  - [Allegro] From the *Change Connection* pop-up window, select the desired setting from the drop-down box.



- Click the *OK* button in the upper right corner of the *Change Connection* pop-up window to save your selection ... if you do not click *OK*, your setting will not be saved.
- [Allegro] Click the OK button in the upper right corner of the PC Connection Properties window to save your selection ... if you do not click OK, your setting will not be saved.
- 11. [Allegro] Turn off the Allegro and connect the Allegro to the PC with the appropriate cable. If using USB via the Allegro Docking Station, make sure that the docking station is plugged into a power source and is connected to your PC via the USB cable.
- 12. [Allegro] Turn on the Allegro. If using the USB/Docking Station, simply place the Allegro into the Docking Station and the Allegro will turn itself on.
- 13. [PC] ActiveSync should automatically detect the Allegro and start up a dialog. *Be patient, as this may take a minute.*

**[Allegro]** It is possible that ActiveSync may not automatically respond ... if this happens, double click the *PCLink* icon on your Allegro desktop to kickstart the connection.

14. [PC] Once a connection is established, a *New Partnership* window will appear ... select *No*, then click the *Next* button.

New Partnership	×
New Partnership	Set Up a Partnership Before you can synchronize information between your mobile device and this computer, you must set up a partnership between them. Would you like to set up a partnership? Yes Set up a partnership so that I can synchronize information between my device and this computer. N I don't want to synchronize information. Set up my
	device as a guest so that Can copy of introve information between my device and this computer.       < Back     Next >

MIDAS\_UsersGuide.doc
<u>Special Note</u>: When no partnership is established, the *New Partnership* window will appear each time the Allegro is connected. If this is annoying to the user, a partnership can be created but it is important that *Files* <u>not</u> be selected on the *Select Synchronization Settings* screen.

lew Partnership				×
Select Synchronization S Select the type of informa	ettings tion you want to	synchronize.		<b>6</b> ]
To synchronize a particula synchronization of that info	ar type of informa ormation, clear it	ation, select its cł s check box.	neck box. To stop	
Mobile Device	Desktop	Computer		
Files	Synchro	nized Files		
To find out more about a on that information type ir	nd to customize n the list and the	what gets synch n click Settings.	ronized, click	Settings
	< <u>B</u> ack	<u>N</u> ext>	Cancel	Help

15. [PC] The *Microsoft ActiveSync* window should now indicate that a Guest device is connected.



16. [Allegro] To ensure that the Allegro connection settings are retained in the event of a machine crash or loss of battery power, save the settings to non-volatile memory by selecting *Programs > Utilities > Save System* from the START menu.

## Appendix B: Navigation Keys for the MIDAS PDR Application

BkSp	Delete entered text
Ctrl + A	Data entry options screen
Ctrl + B	Jump to middle of data fields on current screen
Tab Left Tab Right	Previous record Next record
Ctrl + F Ctrl + L Ctrl + G	First record Last record Go to record
Ctrl + C	Next tree number
Ctrl + D	Toggle between single record and grid data entry
Ctrl + H	Home
Ctrl + I Ctrl + O Ctrl + U	Select subplot Previous subplot Next subplot
Ctrl + S	Save plot
Ctrl + K Ctrl + M Ctrl + P Ctrl + N	Read in GPS file exchange folder coordinates Get slope correction Diameter root collar Note
Ctrl + W Ctrl + X	Edit current record Edit current menu
Ctrl + Q	Sort trees by ascending azimuths, trees then saplings
F1 F2 F3 F4 F5	Help Next menu Previous menu Main menu Functions