

# Version 2 Midas Production Site Field Instructions

September 2018



**FOREST INVENTORY AND ANALYSIS**

**NORTHERN RESEARCH STATION**

**USDA FOREST SERVICE**

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DRAFT

## Introduction

Previously, Midas updates and files were automatically being pushed to the user with Java. The CIO will no longer allow Java apps or plug ins. This is a security issue for the CIO as malicious code could be pushed to the user without their knowledge. As a result, FIA had to make changes to the Midas site. **These are draft instructions for field crew functions.**

### Midas V2 Production Site:

<https://apps.fs.usda.gov/fia/midas-v2/main>

**The V2 site is still currently in development. All sections within the menu options should be fully functional for field use. Any function not included in these directions has had little to no change from the current version of Midas.**

## Section 1: Initial Logon to and Updating new Midas Site

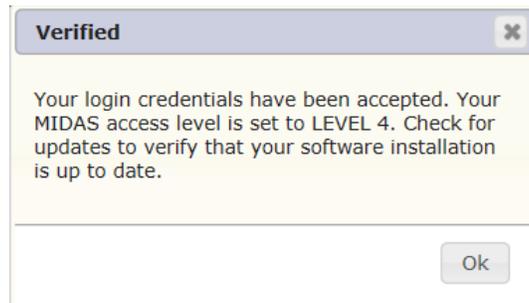
Login into the new Midas site with **Region/User Name/Password**



The image shows a login dialog box with a light beige background and rounded corners. It is divided into two main sections. The top section is titled "Select your region" and contains a dropdown menu labeled "Region:" with "NRS" selected and a downward arrow. The bottom section is titled "Enter your credentials" and contains two input fields: "Username:" with the text "bgasper" and "Password:" with a series of black dots. At the bottom of the dialog box, there are two buttons: "Login" and "Cancel".

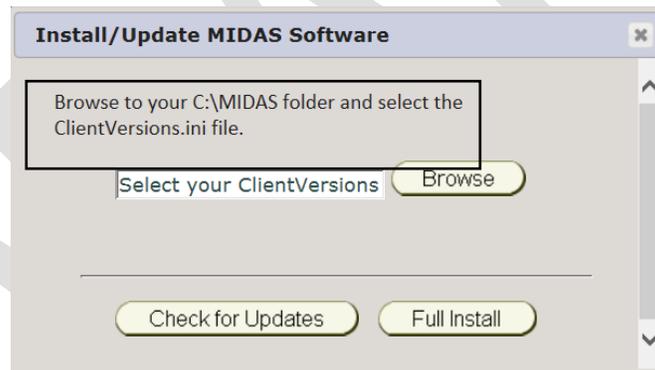
Click **'Login'**

The user will see a verified window pop up. Click **'OK'**.



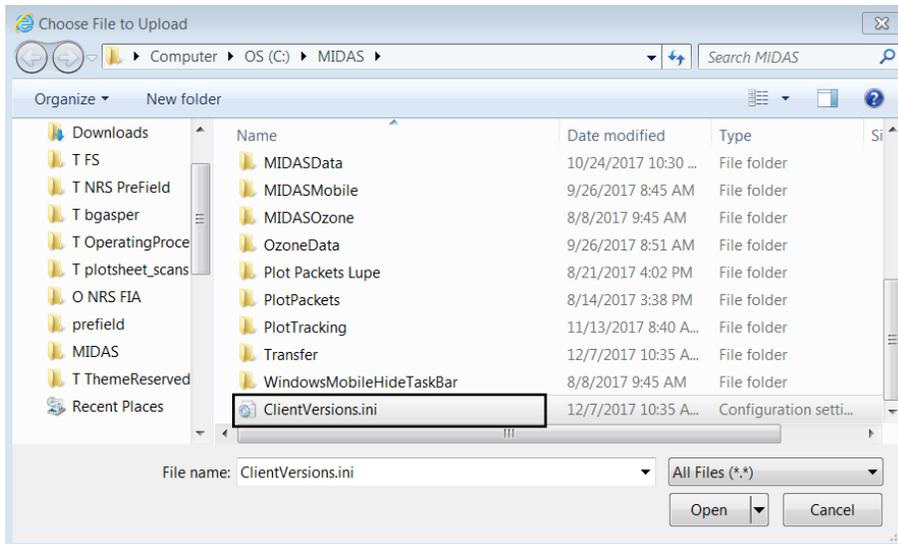
Next the user will see an Install/Update Midas Software Window

If the user does not need to update, this window can be closed. Otherwise follow directions below for updating

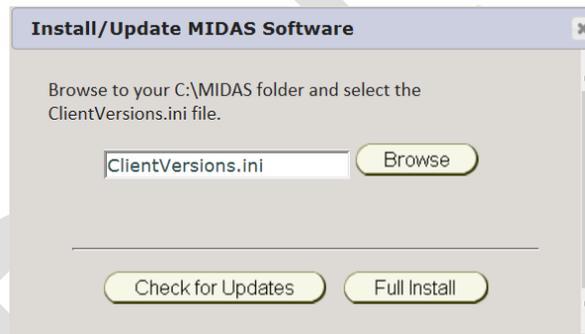


Click **'Browse'**

Follow the path listed above in the window to the C:\Midas folder and click on the **'ClientVersions.ini'** file. (ignore the ClientVersionUpdates.ini if it is present)



When the file is highlighted, Click **'Open'**. The ClientVersions.ini File should now appear.

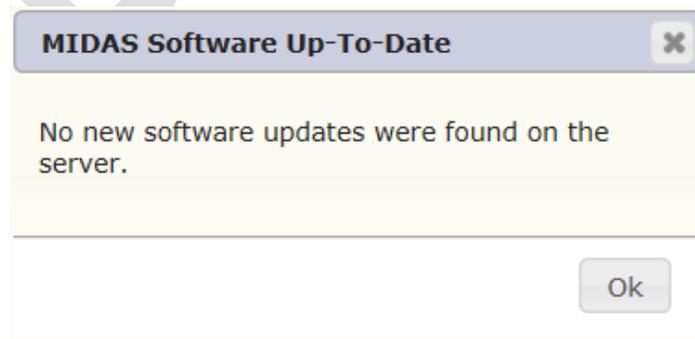


Click **'Check for Updates'**. Only select **Full Install** if Midas is not on the computer.

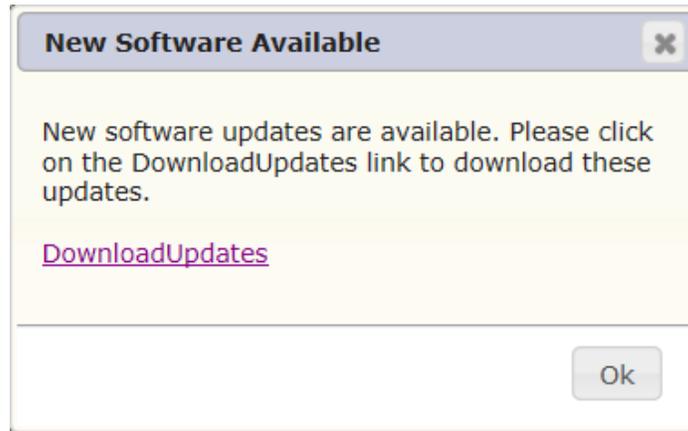
Update window will pop up and will indicate if new update was found or not.

If Midas Software is up to date, click **'OK'**

**Close Install/Update Midas Software Window**

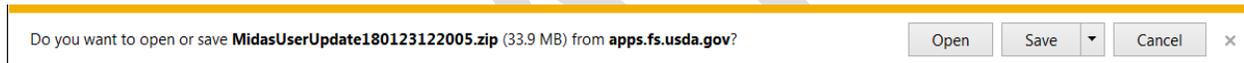


If New Software is available, click '**Download Updates**' highlighted below



A Windows Explorer (or Edge) message window will appear at the bottom of the page.

Click '**Save**'

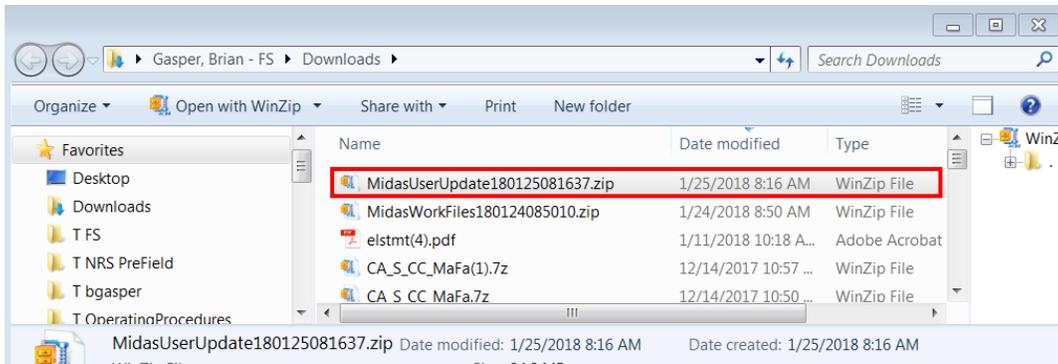


All files downloaded from the Midas site will now initially appear as zip files in the **C:\Users\user name\Downloads** folder.

The user can select **Open folder** to verify that it is in the **Downloads** folder although it is not necessary. After becoming comfortable with this process this next window can just be closed.

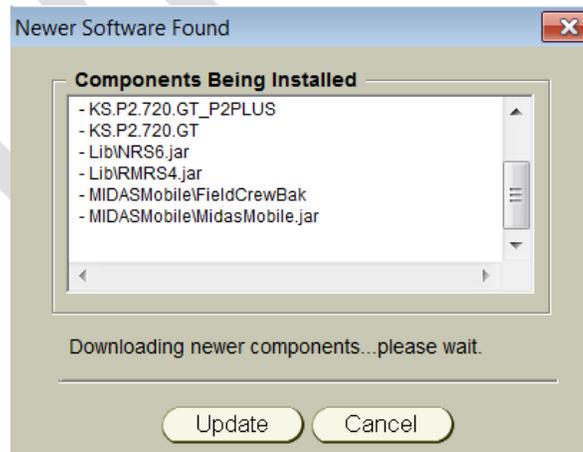


Below is the update zip file in the downloads folder

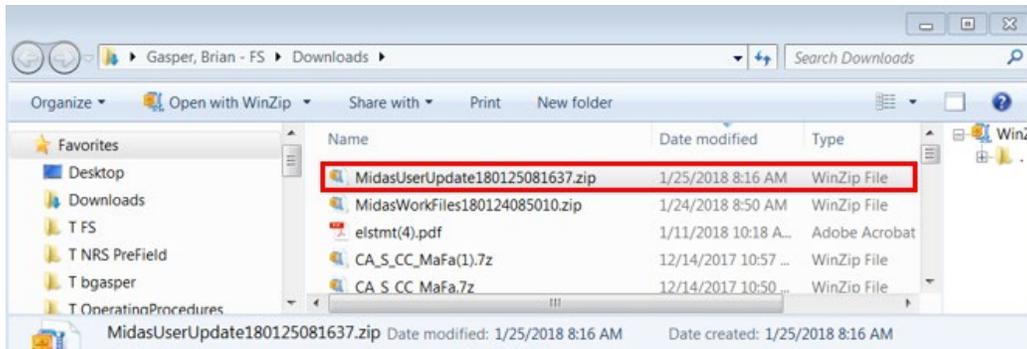


## Viewing contents of the updates

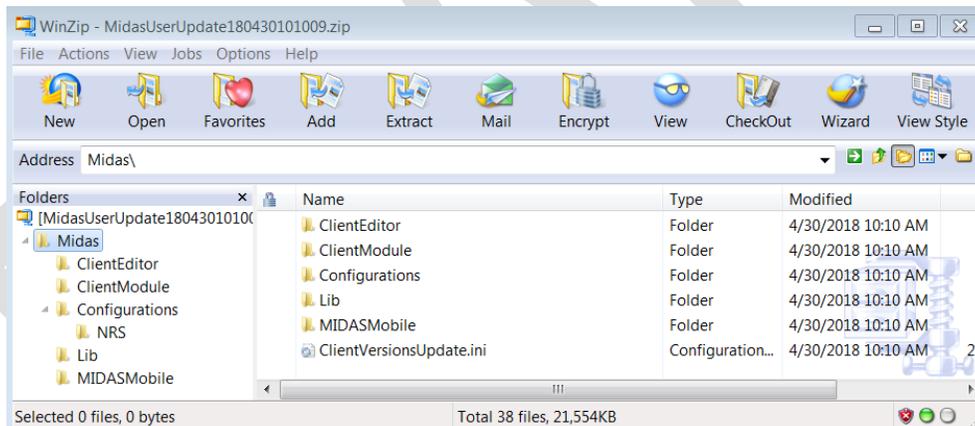
Previously the user would be able to see the components being installed with the update (old Midas site update shown below). This can clue the user at times to see if files are being installed that address or resolve issues with plot files or Midas or if new plot files are available.



The window above will no longer show. If there is interest to view what is being updated, go to the downloads folder and double click the Midas update zip file.



The user can navigate to the different folders in the zip file to determine what components have been added in the update.



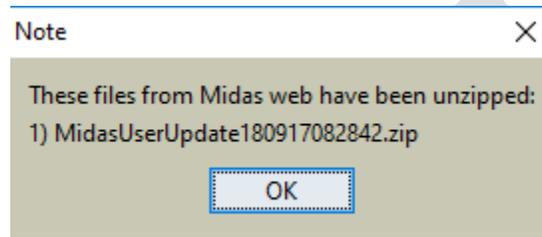
## Unzipping Midas Files With New Version of Control Panel

In order to unzip any files downloaded from the Midas site (including updates), they will need to be unzipped by opening Midas Control Panel. **Note: The Midas Control Panel can be pinned to the task bar to make it more accessible. To do so, right click the desktop icon and select 'Pin to Taskbar'**



### Open **Midas Control Panel** Icon

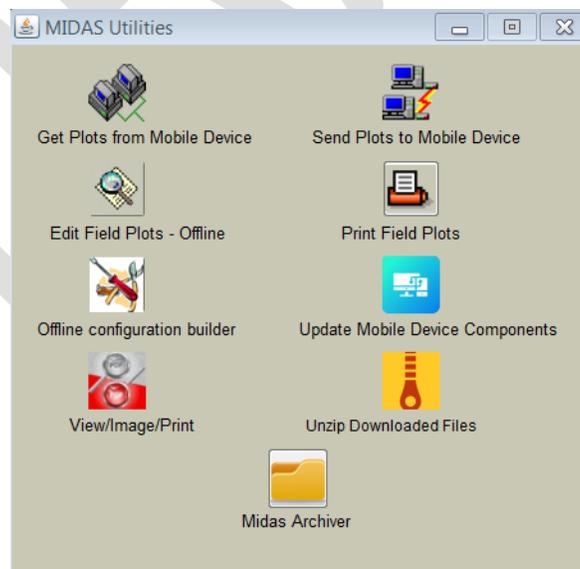
This message should appear if any files have been downloaded from Midas



Click 'OK'

The files should no longer appear in the **downloads** folder and they will have been unzipped to the correct folder location.

Here is what the new version of Control Panel looks like

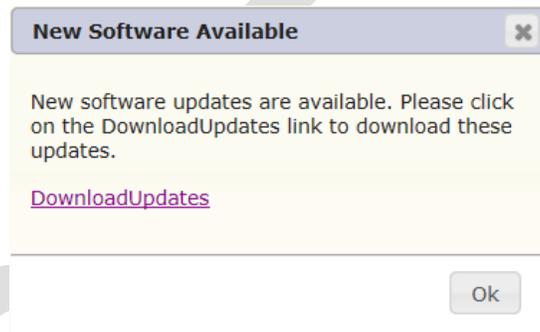


## Unzip Downloaded Files



This function allows the user to unzip additional files from Midas without having close and reopen Midas Control Panel.

When navigating back to the Midas page the user has to close the update window by clicking the x or ok.



The Main Screen will now appear.

## Section 2: Getting Production Historical Data and Field Plot Packets

### 2. 1: Historical Data

In Menu Options, select **Field, Get Historical Field Data**

Select **State, Phase and Protocol, Survey Year, Intensity, and County (if necessary)** by clicking empty boxes

## Get Field Historical Data

The dialog box is titled "Get Field Historical Data" and contains several selection panels:

- States:** A list with columns "Code" and "State Name". Connecticut (Code 9) is selected.
- Surveys:** A list with "Inventory Year". 2018 is selected.
- Phase and Protocols:** A list with "Phase and Protocol". P2 STD is selected.
- Survey Intensities:** A list with "Intensity". Single, Double, and Triple are selected.
- Counties (optional):** A list with columns "Code", "County Name", and "State Name". 8 counties in Connecticut are selected.

Buttons at the bottom include "Get Selected Plots" and "Cancel".

### Select Get Selected Plots

Select Plot files from the list by clicking the empty box or use **Select All/Unselect All** buttons in the lower left corner. Then click **'Get Plots'**

The "Historical Field Plot List" window displays a table of plot data:

	Plot ID	DB Load Date	Assigned Crew Name	Assigned Employer Name	Assigned Geographic Area	Assigned Duty Station
<input checked="" type="checkbox"/>	CT.001.00029.07.06.P2.700.STD	05/11/2018	Tirrell, Bryan		JM-Connecticut	
<input checked="" type="checkbox"/>	CT.001.00065.07.06.P2.700.STD		Tirrell, Bryan		JM-Connecticut	
<input checked="" type="checkbox"/>	CT.001.00065.07.06.P2.720.STD_COREURBAN				JM-Connecticut	
<input type="checkbox"/>	CT.001.00065.07.06.P2.720.URBAN					
<input type="checkbox"/>	CT.001.00072.07.06.P2.720.URBAN					
<input type="checkbox"/>	CT.001.00075.07.06.P2.720.URBAN					
<input type="checkbox"/>	CT.001.00081.07.06.P2.700.STD	05/11/2018	Tirrell, Bryan		JM-Connecticut	
<input type="checkbox"/>	CT.001.00087.07.06.P2.720.URBAN					
<input type="checkbox"/>	CT.001.01684.07.06.P2.720.URBAN					
<input type="checkbox"/>	CT.001.01685.07.06.P2.720.URBAN					

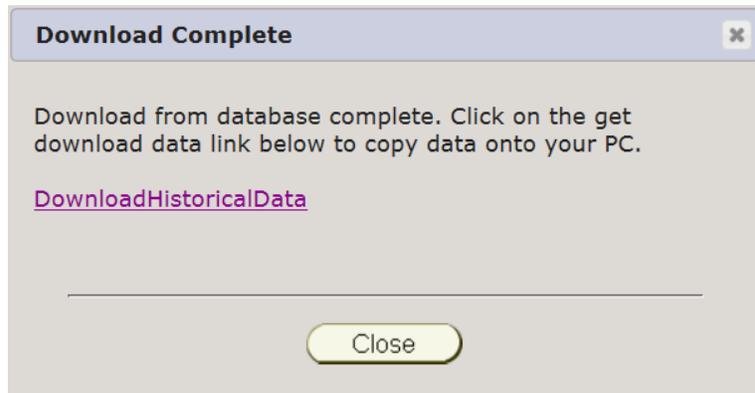
Buttons at the bottom include "Get Plots" and "Close".

When getting any data from Midas a window will appear like this



A download complete window will appear

Click on '**Download Historical Data**'



A Windows Explorer message will appear at the bottom of the page.

Click '**Save**'



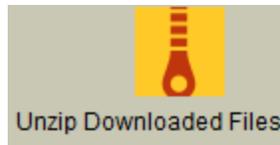
Another Windows Explorer message will appear that confirms download has completed. The user can close this window.



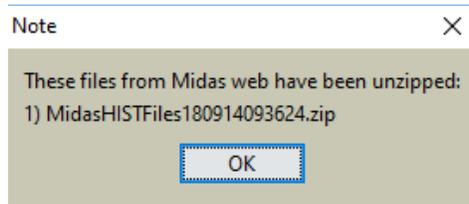
## Unzipping Historical Plot Files



Open **Midas Control Panel** icon to unzip or use **Unzip Downloaded Files** function if the Control Panel is already open.



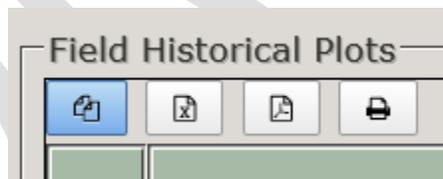
Click 'OK'



The files should no longer appear in the downloads folder and they will have been unzipped to the correct folder location. (C:\Midas\MidasData\Historical\NRS...)

## Downloading Plot Lists

New feature in V2. In the upper left corner of every window where data is being grabbed from (Hist Data, Plot Field Packets, QAQC, and Plot Tracking)

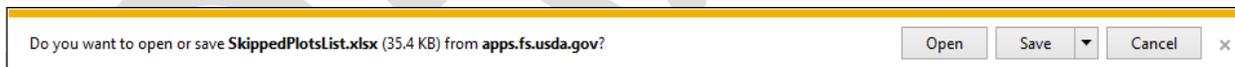




Clicking each button after plots are selected will allow the user to **Copy, save as Excel Spreadsheet, PDF, or Print**. In addition, for plot tracking there will be a **csv** button that substitutes for the previous get arcmap files button.

These files cannot be unzipped and extracted.

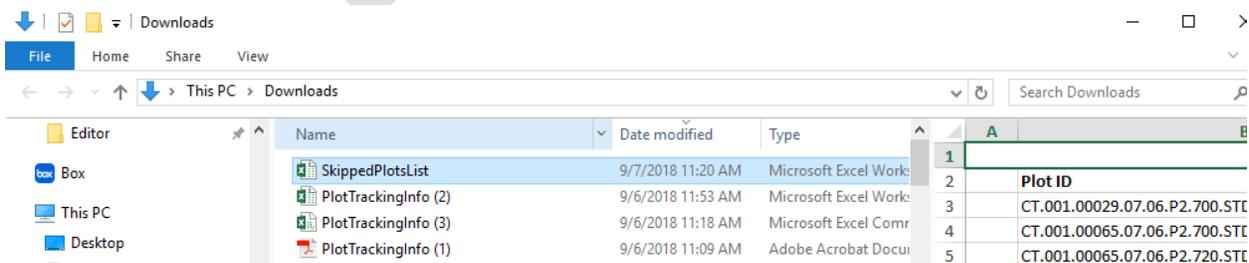
Click on one of the file option. A save window will appear at the bottom of the browser. Click **save**.



After file has downloaded click **open folder**



The downloads folder will appear and the file can be opened or cut/copied/dragged



## 2.2: FIELD PLOT PACKETS

In the menu options select **Field, Get Field Plot Packets**

Select **State, Phase and Protocol, Survey Year, Intensity, and County (if necessary)**

### Get Field Plot Packets

The dialog box is titled "Get Field Plot Packets" and contains the following sections:

- States:** A table with columns "Code" and "State Name".

Code	State Name
<input checked="" type="checkbox"/>	9 Connecticut
<input type="checkbox"/>	10 Delaware
<input type="checkbox"/>	11 District of Columbia
<input type="checkbox"/>	17 Illinois
<input type="checkbox"/>	18 Indiana

Buttons: Select All, Unselect All
- Surveys:** A table with column "Inventory Year".

Inventory Year	
<input type="checkbox"/>	2018
<input type="checkbox"/>	2017
<input type="checkbox"/>	2016
<input checked="" type="checkbox"/>	2015

Buttons: Select All, Unselect All
- Counties (optional):** A table with columns "Code", "County Name", and "State Name".

Code	County Name	State Name
<input checked="" type="checkbox"/>	1 Fairfield	Connecticut
<input type="checkbox"/>	3 Hartford	Connecticut
<input type="checkbox"/>	5 Litchfield	Connecticut
<input type="checkbox"/>	7 Middlesex	Connecticut
<input type="checkbox"/>	9 New Haven	Connecticut
<input type="checkbox"/>	11 New London	Connecticut
<input type="checkbox"/>	13 Tolland	Connecticut
<input type="checkbox"/>	15 Windham	Connecticut

Buttons: Select All, Unselect All
- Phase and Protocols:** A table with column "Phase and Protocol".

Phase and Protocol	
<input checked="" type="checkbox"/>	P2, STD
<input type="checkbox"/>	P3, STD
<input type="checkbox"/>	P2, STD_INV
<input type="checkbox"/>	P2, STD_P2PLUS
<input type="checkbox"/>	P3, STD_P2PLUS_SOILS

Buttons: Select All, Unselect All
- Survey Intensities:** A table with column "Intensity".

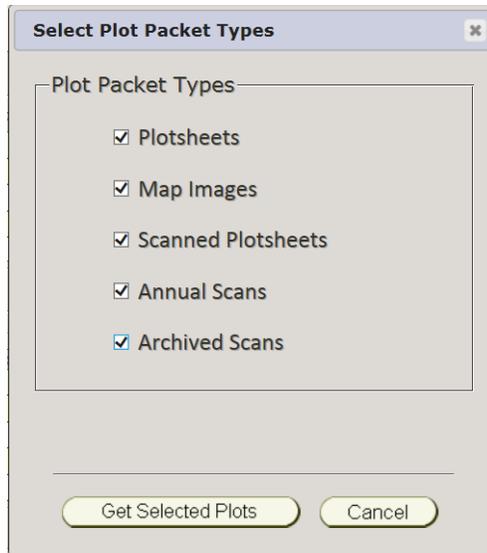
Intensity	
<input checked="" type="checkbox"/>	Single
<input checked="" type="checkbox"/>	Double
<input checked="" type="checkbox"/>	Triple
<input checked="" type="checkbox"/>	Other

Buttons: Select All, Unselect All

At the bottom of the dialog are two buttons: "Get Selected Plots" and "Cancel".

Select **Get Selected Plots**

Select Plot Packet Types Window should appear



All of the plot packet types will automatically be selected with a check mark. The user will need to unselect any unwanted plot packet types by clicking the check box next to the plot packet type. The box should appear empty. When plot packet types are chosen click **'Get Selected Plots'**

Click each box next to the plot from the plot list or use **Select All/Unselect All** buttons in the lower left corner. Then click **'Get Plot Packets'**.



When getting any data from Midas a window will appear like this

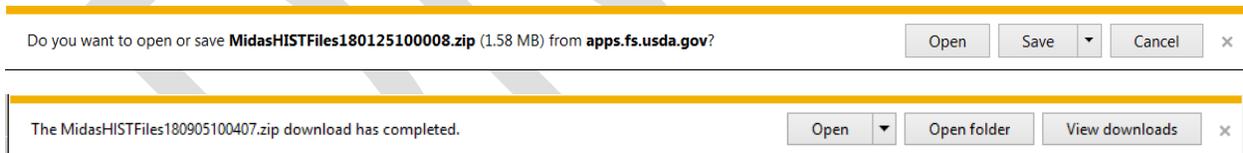


Click '**Download Selected Plot Packets**'

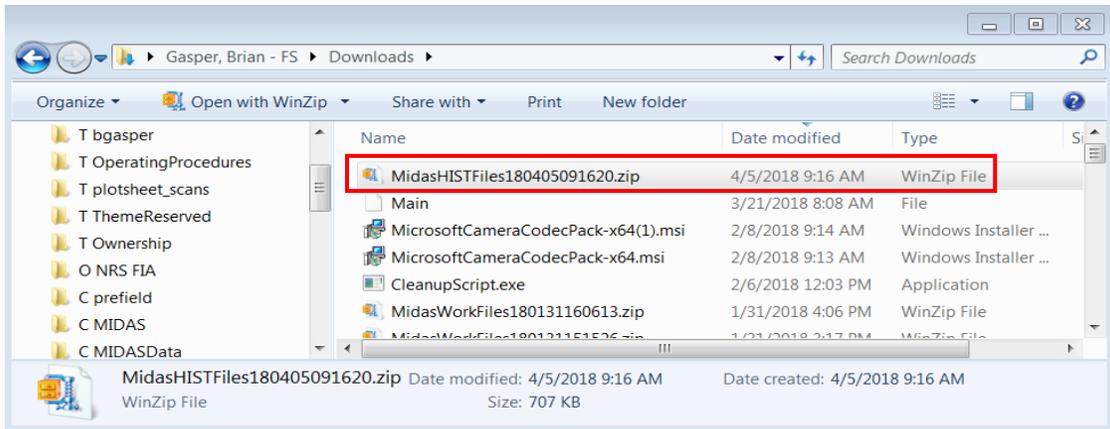


In Windows Explorer a message will appear at the bottom of the page.

Click '**Save**'. After file has downloaded close window or open folder to view in downloads



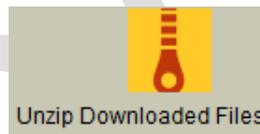
**Plot Packets** downloaded from the Midas site will now initially appear as zip files in the Downloads folder.



## Unzipping Plot Packets



Open **Midas Control Panel** icon to unzip or use **Unzip Downloaded Files** function if the Control Panel is already open.



The files should no longer appear in the Downloads folder and they will have been unzipped to the correct folder location. **(C:\Midas\PlotPackets\NRS\Prefield)**

### Section 3: Getting QAQC Plot Packets and Historical Data

This function is still under development. Currently QAQC plot packets/ data need to be grabbed from 2 places but will soon be all available in Get Finished Field Plots from Database.

For now getting QAQC Historical data is the same process as getting Production Historical Files in QAQC/Get Historical QAQC Data. Make sure to select the correct type in QA status. In most cases this will be **6- Blind Check**.

In the Midas Screen menu options, select **QAQC** and **Get Finished Field Plots from Database**

Select **State, Survey, Data Source, Phase, and County (if necessary)**

#### Get Finished Field Plots From Database

The dialog box contains the following data:

States	
Code	State Name
<input checked="" type="checkbox"/>	9 Connecticut
<input type="checkbox"/>	10 Delaware
<input type="checkbox"/>	11 District of Columbia
<input type="checkbox"/>	17 Illinois
<input type="checkbox"/>	18 Indiana

Surveys	
Inventory Year	
<input checked="" type="checkbox"/>	2018
<input type="checkbox"/>	2017
<input type="checkbox"/>	2016
<input type="checkbox"/>	2015

Data Sources	
Source	
<input checked="" type="checkbox"/>	Production Field
<input type="checkbox"/>	Production Office
<input type="checkbox"/>	QA Field
<input type="checkbox"/>	QA Office

Counties (Optional)		
Code	County Name	State Name
<input type="checkbox"/>	1 Fairfield	Connecticut
<input type="checkbox"/>	3 Hartford	Connecticut
<input type="checkbox"/>	5 Litchfield	Connecticut
<input type="checkbox"/>	7 Middlesex	Connecticut
<input type="checkbox"/>	9 New Haven	Connecticut
<input type="checkbox"/>	11 New London	Connecticut
<input type="checkbox"/>	13 Tolland	Connecticut
<input type="checkbox"/>	15 Windham	Connecticut

Phase and Protocols	
Phase and Protocol	
<input checked="" type="checkbox"/>	P2, STD
<input checked="" type="checkbox"/>	P2, STD_COREURBAN
<input checked="" type="checkbox"/>	P3, STD_COREURBAN_P2PLUS_SOILS
<input checked="" type="checkbox"/>	P2, STD_P2PLUS
<input checked="" type="checkbox"/>	P3, STD_P2PLUS_SOILS

Survey Intensities	
Intensity	
<input checked="" type="checkbox"/>	Single
<input checked="" type="checkbox"/>	Double
<input checked="" type="checkbox"/>	Triple
<input checked="" type="checkbox"/>	Other

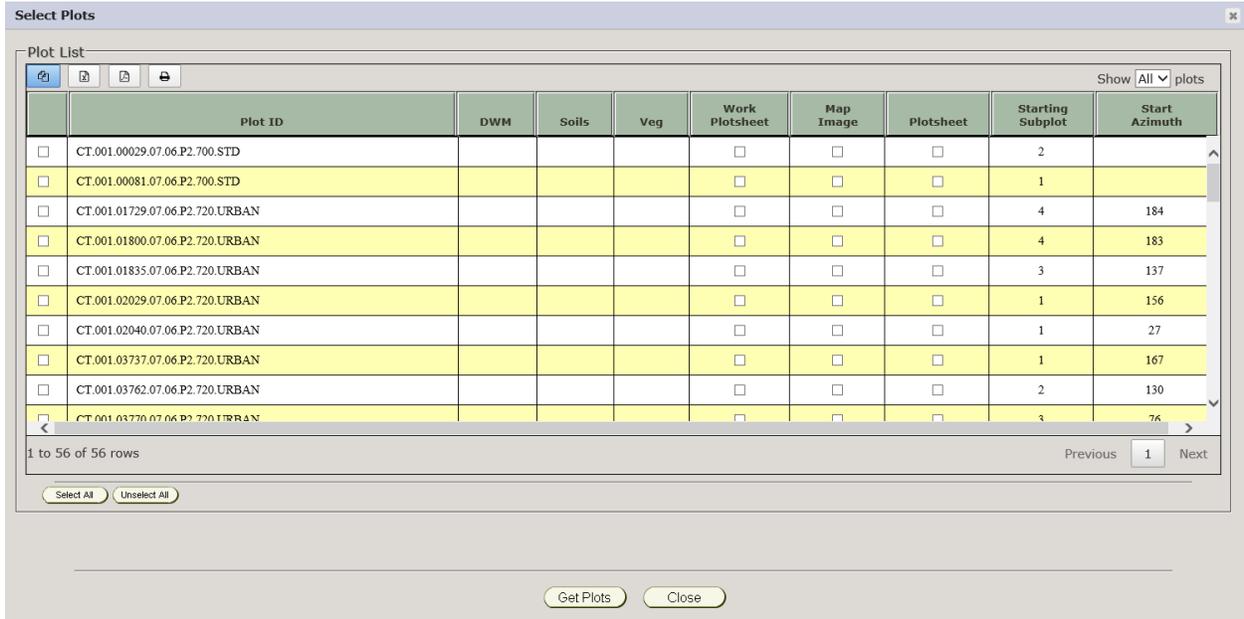
QA Status	
Status	
<input checked="" type="checkbox"/>	1-Standard Production
<input checked="" type="checkbox"/>	7-Training Plot

8 counties 0 selected

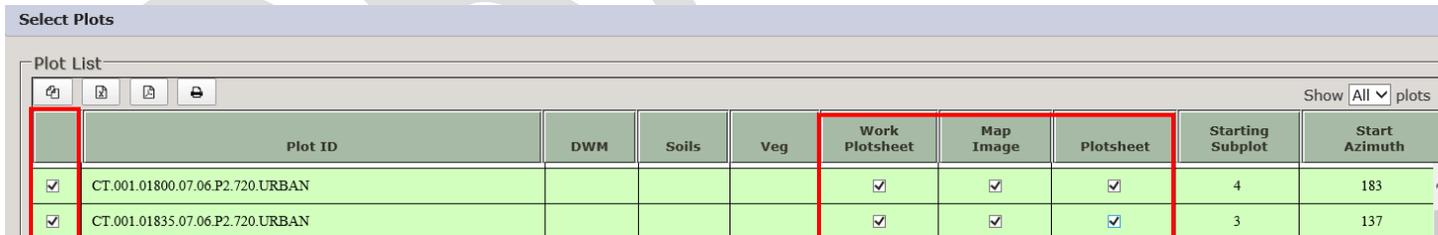
Buttons: Get Selected Plots, Cancel

Click **'Get Selected Plots'**

## Select Plots Window will appear

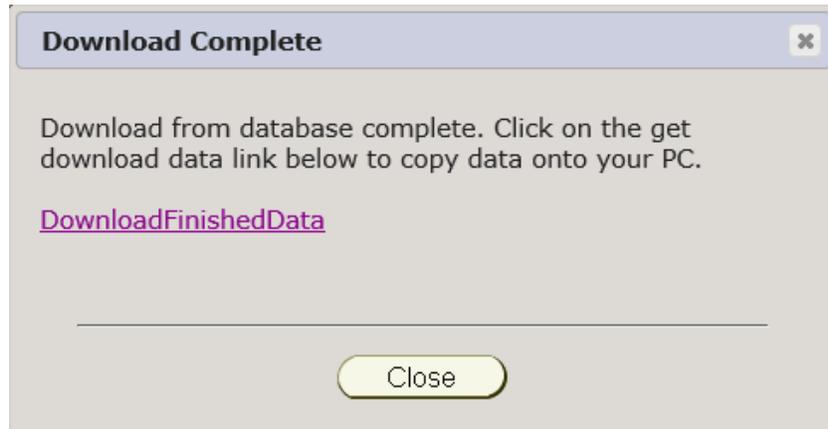


Select plots by clicking the empty box to the left of the plot file. The check mark will indicate the file has been selected. Then click within boxes for **Work Plotsheet, Map Image, and Plotsheet** for plot packets. The goal is to have the historical file column added so everything can be grabbed from the same page.



Click **'Get Plots'** after plots and plot packets are selected

Click on '**Download Finished Data**'



In Windows Explorer a message will appear at the bottom of the page.

Click '**Save**'. After file has downloaded close window or open folder to view in downloads



## Unzipping Finished Data



Open **Midas Control Panel** icon to unzip or use **Unzip Downloaded Files** function if the Control Panel is already open.

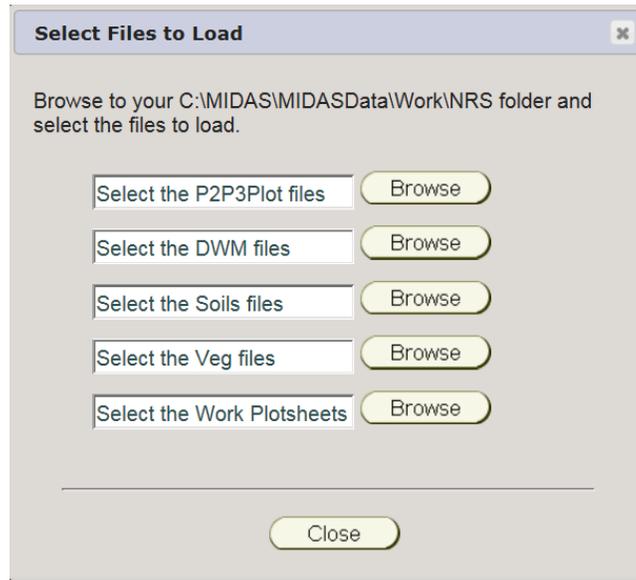


The files should no longer appear in the Downloads folder and they will have been unzipped to the correct folder location. **(C:\Midas\PlotPackets\NRS\QA)**



Plot files will now need to be selected by the user for uploading. Press the **Select Files** option in the lower left corner of the plot list window shown above.

A **Select Files to Load** window should appear.



It is now required to manually upload plot files from each Midas folder. For NRS this will primarily be P2/P3(Work), Soils and Scanned Plotsheets. Browsing any file option will initially go to the **C:\MIDAS** folder

Continue navigating to MIDASData\Work\NRS to access these files. (for Soils plots, you will need to navigate to MIDASData\Work\NRS\soils)

Select file for upload and **Open**.

Plotsheets can still be pulled from the Documents\Scanned Plotsheets folder

**(see notes on next page for navigation tips)**

If the user has multiple plot types to upload, the P2/P3, Soils and/or Scanned Documents files will have to be selected for all plots.

**Note:** Browsing the file loader will initially open to the C:\Midas folder, but if browsed again will open to wherever the last folder location was.

To navigate back and forth quickly to multiple folder locations that the field will primarily be using, here is a suggestion.

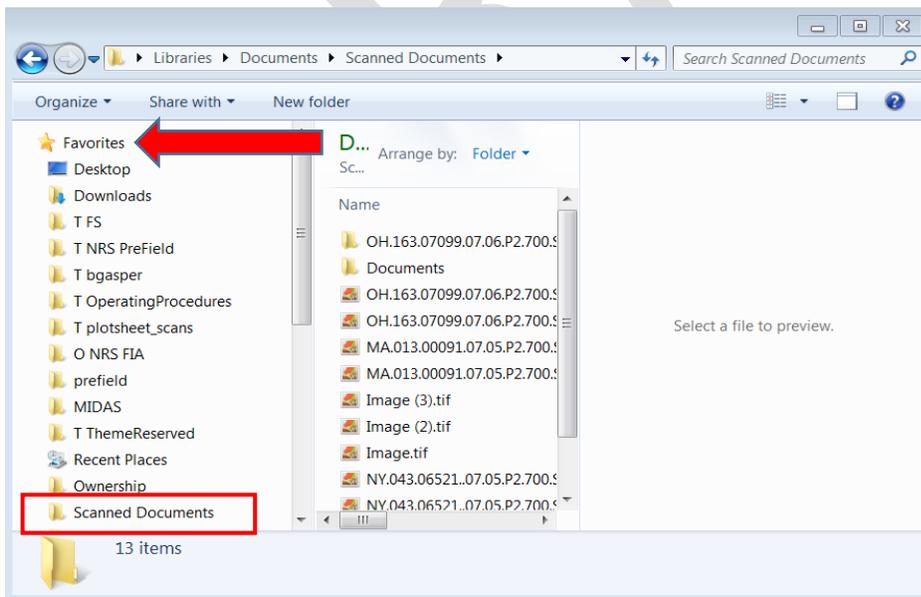
### Create shortcuts to folders

Navigate to C:\Documents\Scanned Documents.

Once in the Scanned Documents folder right click on Favorites pointed out below, at the top of the sidebar.

Select **Add current location to favorites.**

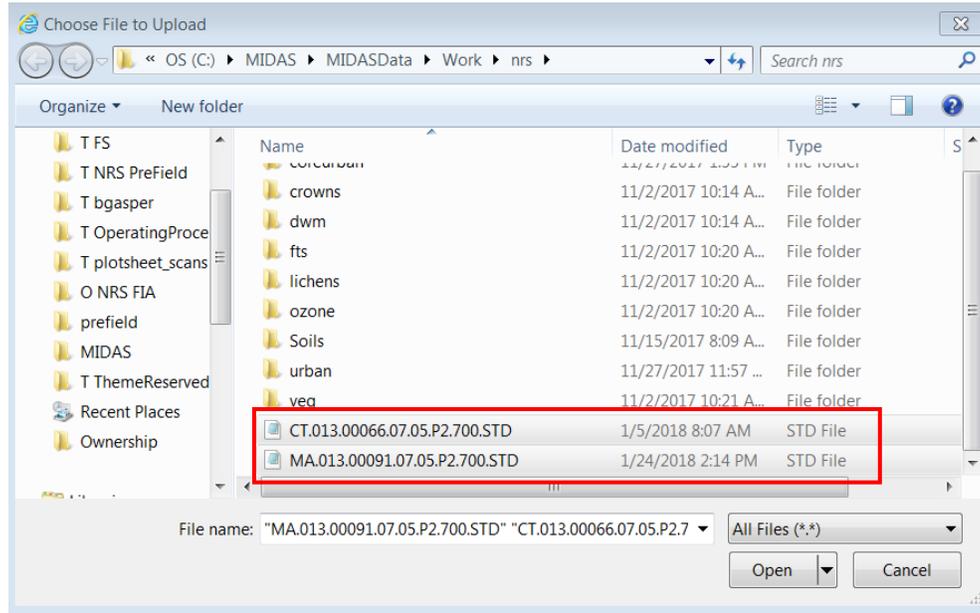
The short cut folder location for Scanned Documents should now appear in the side bar.



Now do the same for C:\MIDAS\MIDASData\Work\nrs or any other folder location used frequently

## Loading Plots Continued

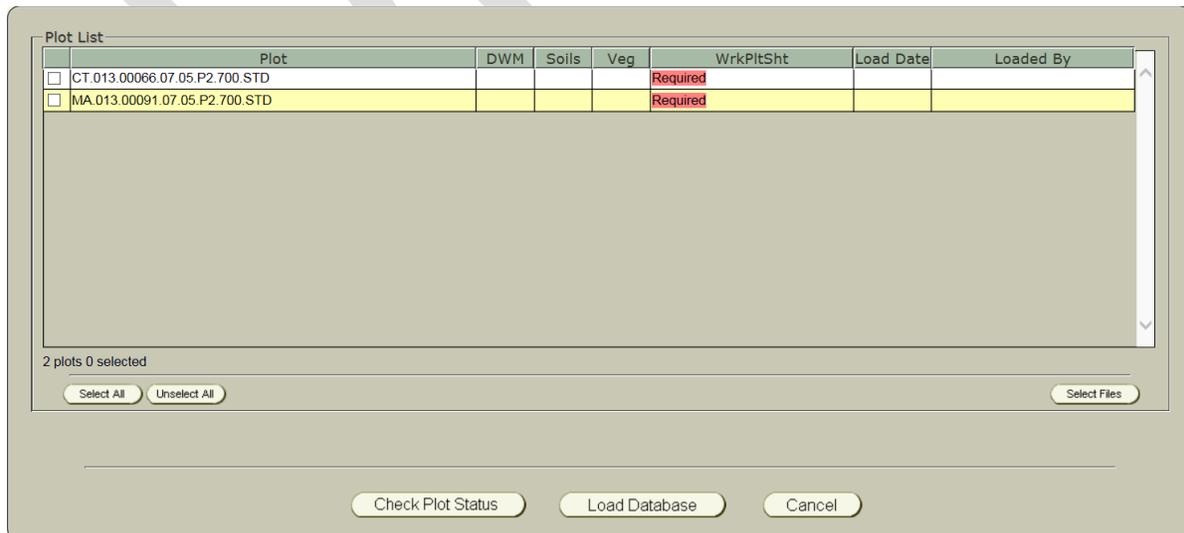
Navigate to MIDASData\Work\NRS. Select plots files and click 'open'



Click on Close in the file loader to view selected list.

**Note: This step is just demonstration of how the loader works. Crews should browse all files for each plot at the same time.**

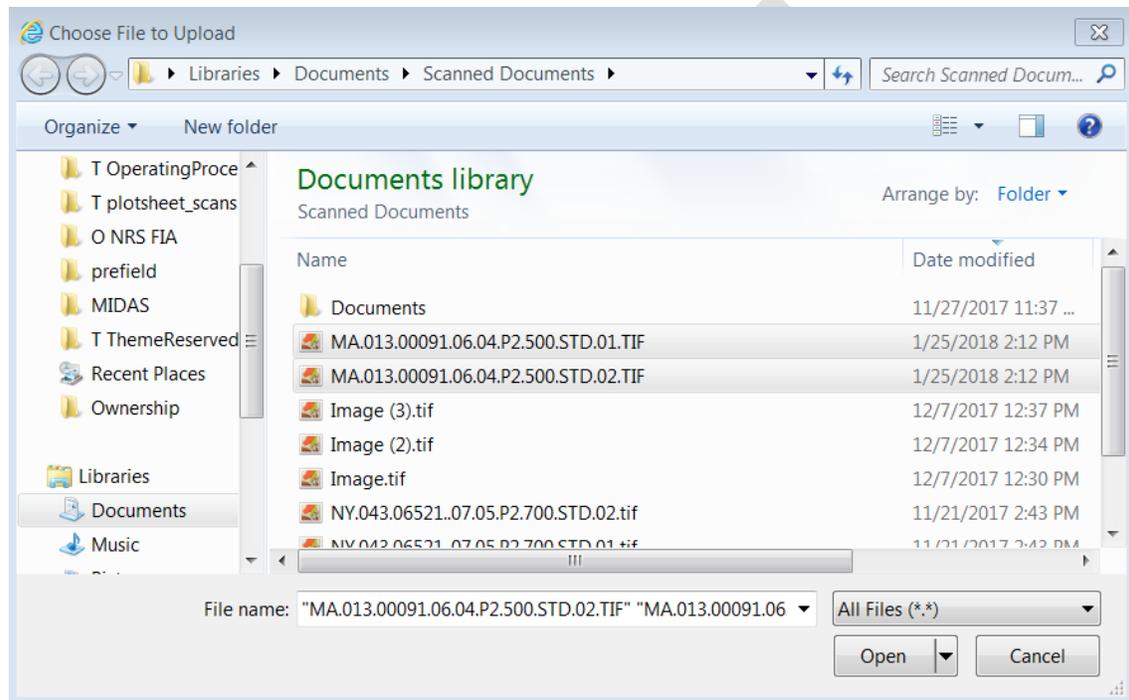
Both plots now show in the plot list. Midas will show which additional files are **required** before loading to the database



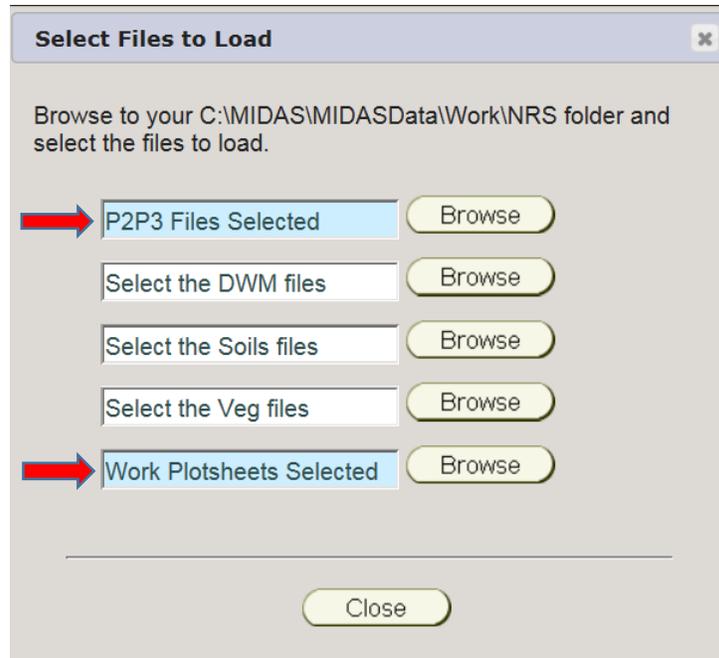
Since plot sheets are still required, go back to select files and browse **'Plotsheets'**

The user will need to back out of the Midas folder and navigate to the **Documents\Scanned Documents** folder or to shortcut created in favorites

Highlight files and click **'open'**



**For Soils Plots browse the Soils folder within the work folder and select soils files. After adding the soils files the word 'Soils' should appear under the soils column in the loader screen.**



Now files show as selected.

Once the files have been selected click close and the files should appear in the plot list.

Plot List							
	Plot	DWM	Soils	Veg	WrkPltSht	Load Date	Loaded By
<input type="checkbox"/>	CT.013.00066.07.05.P2.700.STD				Required		
<input checked="" type="checkbox"/>	OH.163.07099.07.06.P2.700.STD				01.TIF, 02.TIF,		

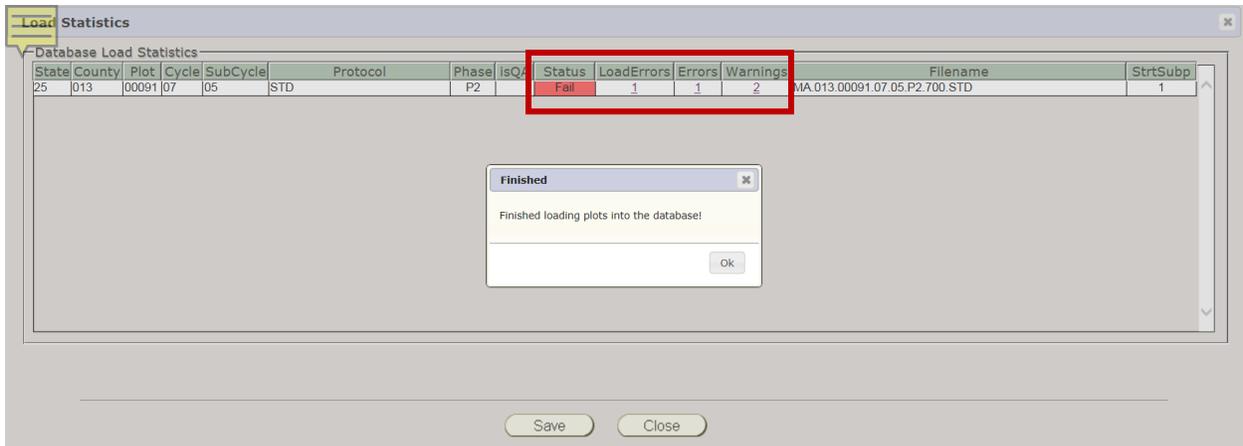
It is now required to check plot status before plot can be loaded. Select plots to load and click **Check Plot Status**



Once plots have been checked they can be loaded to the database.

Only select plots for loading that have the required files.

Click **'Load Database'**



If the plot is unable to load the status will show as **Fail** inside the red box above. In addition to status are **Load Errors, Errors, and Warnings**. (This is not an up to date screen shot with save functions. This is not necessary for this example. See next page 28 for current screen shot, save functions, and instructions).

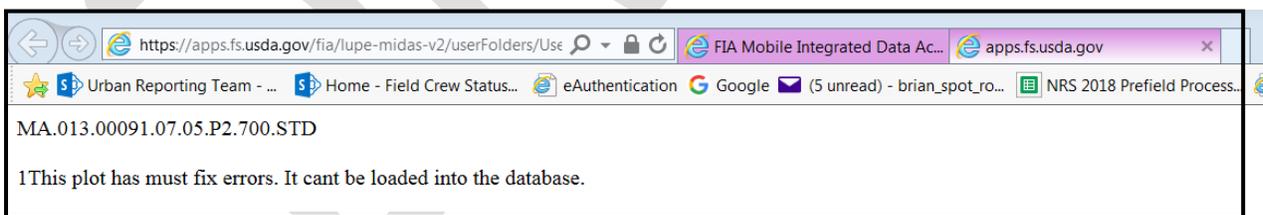
Click 'OK' in the finished box.

These are links that send the user to a webpage that explains errors and warnings.

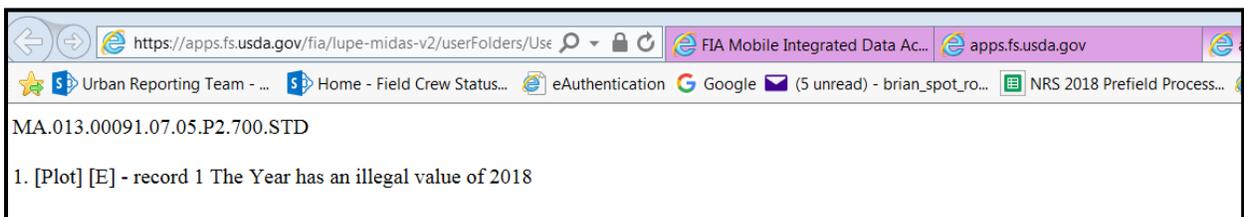
Status	LoadErrors	Errors	Warnings
Fail	<a href="#">1</a>	<a href="#">1</a>	<a href="#">2</a>

To see details for each Error or Warning, click on the number within each box.

This is an example of a link to the **Load Errors**.



This is an example of a link for **Plot Errors**.



Fix errors and reload plot.

A successfully loaded plot will say **success** in the status column.

The screenshot shows the 'Load Statistics' window with a table of 15 rows. The columns are: St, Cnty, Plot, Cy, SubCy, Protocol, Phase, isQA, Status, LoadErrors, Errors, and Warnings. The 'Status' column for all rows is 'Success'. A 'Finished' dialog box is open, displaying 'Finished loading plots into the database!' and an 'Ok' button. The 'Save as HTML File' button at the bottom is highlighted with a red box.

St	Cnty	Plot	Cy	SubCy	Protocol	Phase	isQA	Status	LoadErrors	Errors	Warnings
11	001	05043	08	05	URBAN	P2		Success	0	0	1
11	001	05093	08	05	URBAN	P2		Success	0	0	2
11	001	05050	08	05	URBAN	P2		Success	0	0	3
11	001	05078	08	05	URBAN	P2		Success	0	0	2
11	001	05016	08	05	URBAN	P2		Success	0	0	2
11	001	05009	08	05	URBAN	P2		Success	0	0	3
11	001	05049	08	05	URBAN			Success	0	0	3
11	001	05066	08	05	URBAN			Success	0	0	3
11	001	05048	08	05	URBAN			Success	0	0	2
11	001	05026	08	05	URBAN			Success	0	0	5
11	001	05098	08	05	URBAN			Success	0	0	3
11	001	05099	08	05	URBAN	P2		Success	0	0	1
11	001	05175	08	05	URBAN	P2		Success	0	0	2
11	001	05131	08	05	URBAN	P2		Success	0	0	2
11	001	05148	08	05	URBAN	P2		Success	0	0	1

Click **OK** in the Finished window

Load statistics can be saved by clicking **Save as HTML File**

Download window will appear. Click **Get Plot Load Statistics**.

The dialog box titled 'Download Plot Load Statistics' contains the following text: 'Click on the get plot load statistics file link below to copy stats file onto your PC.' Below this text is a purple link: [GetPlotLoadStatisticsFile](#). At the bottom of the dialog is a 'Close' button.

Follow the same instructions for saving and unzipping file.

Load Statistics will be unzipped to **C:\MIDAS\PlotTracking** and will have a time stamp.

 PlotLoadStatistics\_2018-09-13(time\_1534) 9/13/2018 3:51 PM HTML Document 27 KB

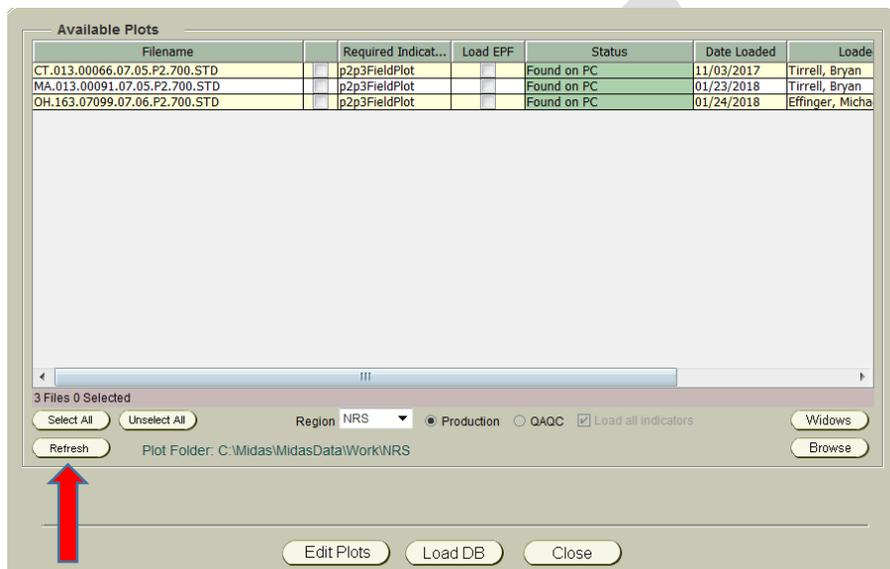
The can also be downloaded using these features.

The screenshot shows the top toolbar of the 'Database Load Statistics' window. It contains four icons: a floppy disk (Save), a printer (Print), a document with a magnifying glass (Copy), and a document with a plus sign (Paste).

Close **Load Statistics** window when done getting information.

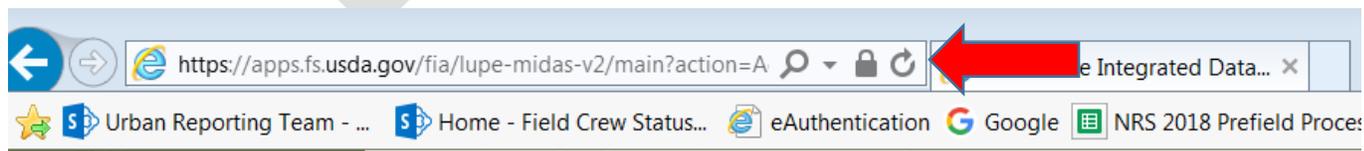
## Refreshing Data Loader

When loading plots, the user will no longer be able to refresh the page from the **previous version (1) of the plot loader displayed below.**



For Version 2, if the user needs to start selecting plots over at any point in the loading process, refreshing the webpage from the browser is the only option. Clicking Refresh will remove the current selected plots and allow new ones to be added to the selected list.

This is located on the right side of the address bar in Windows Explorer shown below.



This will clear the files in the Field Data Loader.

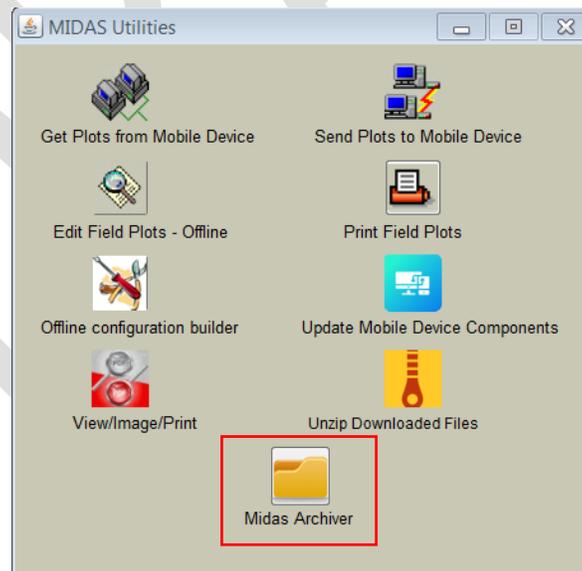
## Section 5: Moving Plot Files to the DB Loaded Data folder after Loading

Previously when plots were loaded into the database they were automatically moved from the Work\nrs folder to the MIDASData\DBLoadedData folder.

Plots would disappear from the Field Data Loader.

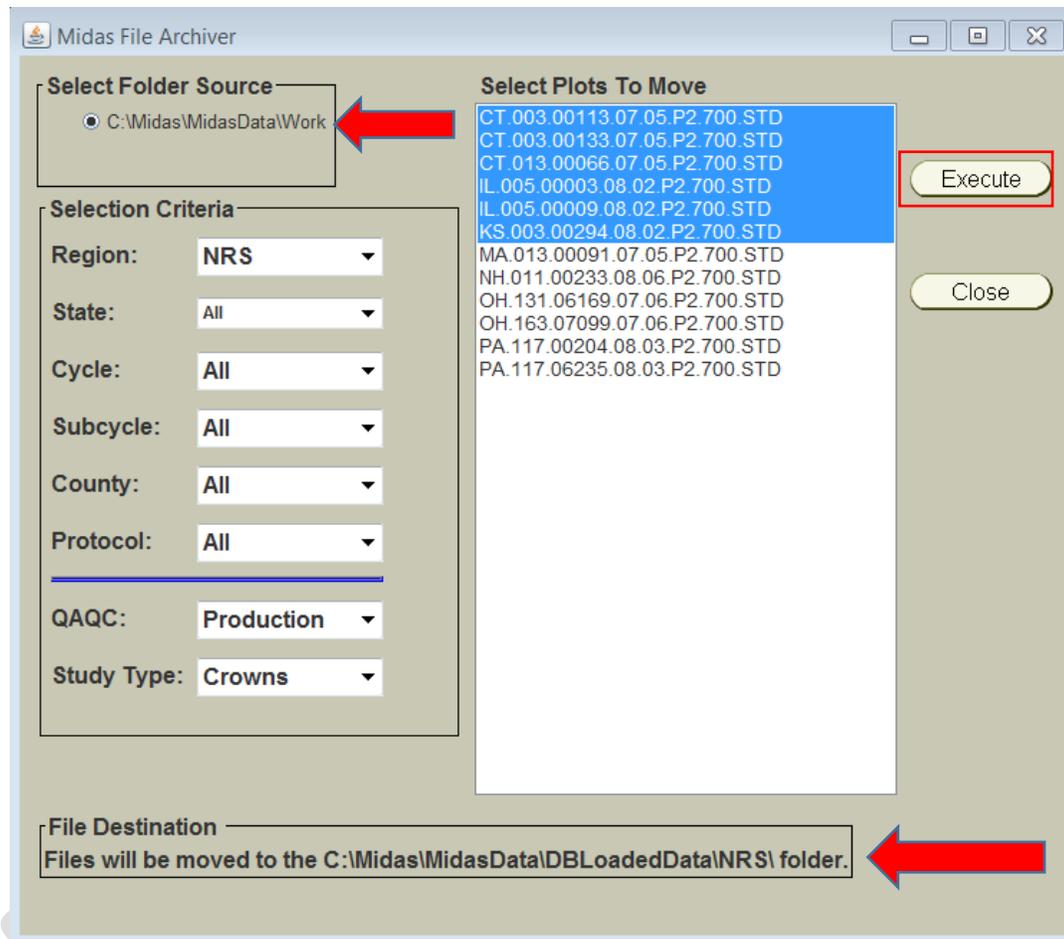
Plot files now will remain in the Field Data Loader and the user will have to initiate the files to be moved from the Work\nrs folder to the MIDASData\DBLoadedData folder.

**This function will now be accomplished with Midas Archiver in the new version of Control Panel**



Click '**Midas Archiver**' in the Control Panel

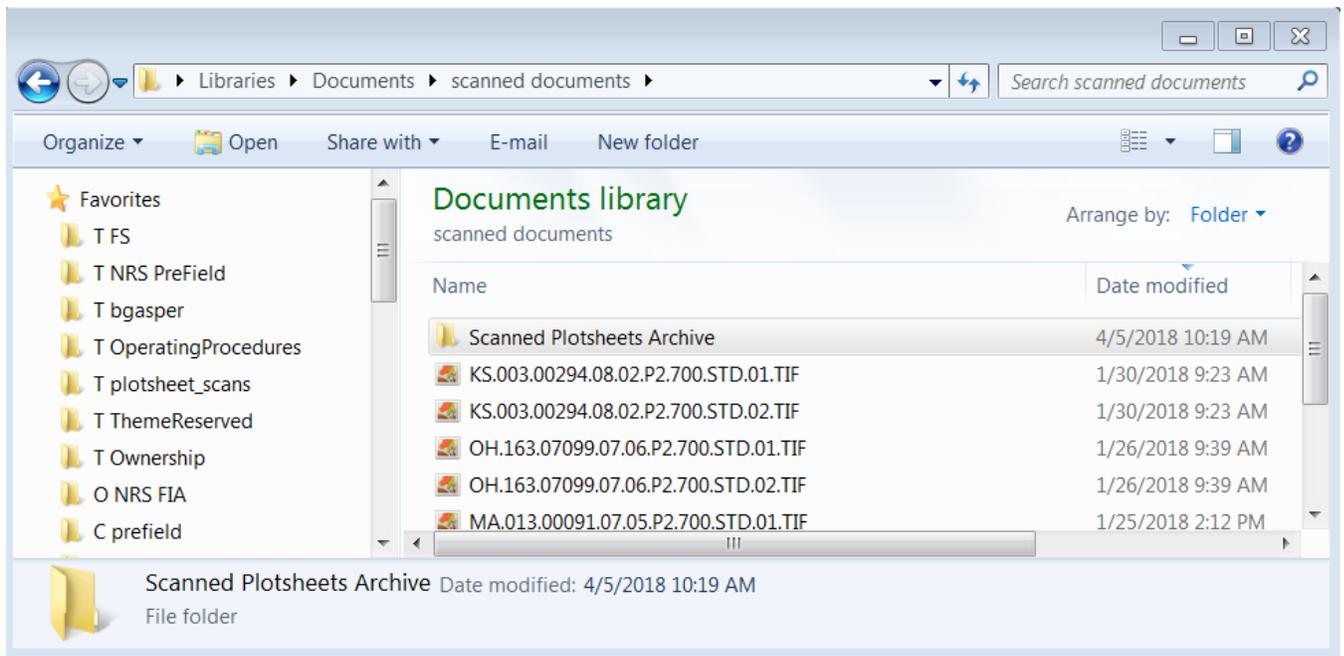
The user will select plot files that have loaded into the database to move out of the work folder shown below. **Select all** shortcut keys do not work within this function as of now.



Click 'Execute'

This will move plot files source and destination folder location shown above next to arrows.

For now plotsheet scans will not be automatically moved to the **dbloaded** folder from the **Scanned Documents** folder after loading plots.



In order to archive scanned files, create a new folder in Scanned Documents folder and call it **Scanned Plotsheets Archive**.

After loading plots cut and paste plotsheet scan files that have been loaded to the database in the archive folder.

**Note: The Archiver is a work in progress. There may be changes or added functionality to it based on feedback from field crews.**

## Section 6: Activity Accounting

In the Midas Main Screen menu options select **Field Productivity** and **Activity Accounting**

In order for supervisors to receive Activity Accounting reports in Midas Version 2 from crews they need to go into **Admin Tools/User Manager** and enter their email in crew info for each crew member they supervise.

The Activity Accounting Screen appearance is similar to the previous version but there are some minor changes entering information and completing production reports.

Select **Crew Name** and **Workweek** from the dropdowns.

### Activity Accounting

The screenshot displays the Activity Accounting interface with the following sections:

- Regional Crews:** Region: NRS, Crew Name: Gasper, Brian
- Workweeks:** Workweek: SEP 02 - SEP 08, 2018, Hours Worked: 0.00, Mark Complete:  Draft
- Days of the Week:** Sunday (0.00 hrs), Monday (0.00 hrs), Tuesday (0.00 hrs), Wednesday (0.00 hrs), Thursday (0.00 hrs), Friday (0.00 hrs), Saturday (0.00 hrs). Each day has a "Note" button.
- Field:** Table with columns Duty Type and Time. Rows: Completing Plots (0.00), Temp Duty Travel Time (0.00), Owner Contacts (0.00), Other (0.00). Total Time: 0.00. Includes a "Plots" button.
- Quality Control:** Table with columns Duty Type and Time. Rows: Checking/Reviewing (0.00), Scoring (0.00), QA Temp Duty Travel Time (0.00), Other (0.00). Total Time: 0.00. Includes a "Plots" button.
- Team Assignments:** Table with columns Duty Type and Time. Rows: Dispatcher Duty (0.00), PI Assignment (0.00), ICE Project (0.00), Safety Team (0.00), Wood Utilization Prod (0.00). Total Time: 0.00.
- Office:** Table with columns Duty Type and Time. Rows: Email, Computer/Paperwork (0.00), Meetings (0.00), Maintenance (0.00), Dealing with Questions/Issues (0.00), Purchasing (0.00). Total Time: 0.00.
- Misc Other:** Table with columns Duty Type and Time. Rows: Mandatory Training/Meeting (0.00), Ownership: Online or Courthouse (0.00), Self Service, ASC, Enduser, Dashboard, etc (0.00), SHIPS (0.00), Other (0.00). Total Time: 0.00.
- Hours:** Table with columns Duty Type and Time. Rows: Annual Leave (0.00), Sick Leave (0.00), Admin Leave (0.00), Credit Hours Used (0.00), Travel Comp Used (0.00). Total Time: 0.00.

At the bottom, there are buttons for: Discard Changes, Save Crew Activities, Print, and Cancel.

Select **Days of the Week** to enter hours for each day.

**Days of the Week**

Sunday	<input type="radio"/>	0.00 hrs	Note	
Monday	<input checked="" type="radio"/>	0.00 hrs	Note	Made Changes
Tuesday	<input type="radio"/>	0.00 hrs	Note	
Wednesday	<input type="radio"/>	0.00 hrs	Note	
Thursday	<input type="radio"/>	0.00 hrs	Note	
Friday	<input type="radio"/>	0.00 hrs	Note	
Saturday	<input type="radio"/>	0.00 hrs	Note	

Instead of previously manually entering the hours for each day, hours will be chosen in the dropdown next to **Duty Type**.

**Field**

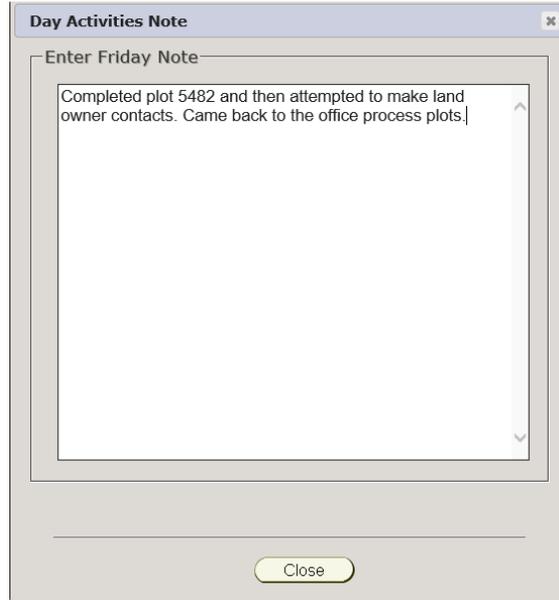
Duty Type	Time
Completing Plots	8.00 ▼
Temp Duty Travel Time	0.00 ▼
Owner Contacts	0.00 ▼
Other	0.00 ▼

Plots Total Time: 8.00

The hours entered will now appear next to the day of the week. To add a note for each day make sure the day the note pertains to is selected and click **'Note'**.

Monday  8.00 hrs Note Made Changes

Enter the note in the the window and click 'Close'



The **Note** button will now be highlighted blue to indicate that a note has been recorded, but not saved



After entering hours and notes for each day of the week they will populate in the main activity accounting screen



After hours and notes have been completed for the week click on **Save Crew Activities** at the bottom of the screen.

A window will appear confirming information is being saved



Day of the week will no longer show as Made Changes



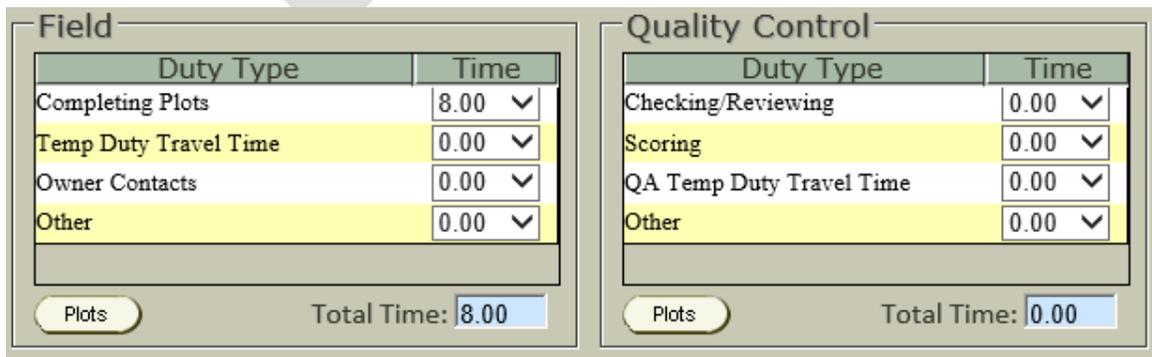
### Entering Plot Production Information

Each plot has to be entered for the day of the week it was completed

Select the day of the week the plot was completed



Click the 'Plots' in the lower left of the Field or Quality Control Boxes depending on plot type.



A completed PRODUCTION/QUALITY CONTROL Plots window will appear

State	County	Plot	Cycle	SubCycle	Protocol	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Enter all the information for each plot one at a time completed for the day of week and click **Add** each time.

State: 9-Connecticut  
County: 5-Litchfield  
Plot: 14  
Cycle: 7  
Subcycle: 6  
Protocol: STD  
QA Status: 1-Standard Production  
Note:   
Production Type:  Production,  Training  
Cruiser Type:  Solo,  Partner  
Add

The plot will now appear in the measured plots window

Measured Plots							
	State	County	Plot	Cycle	SubCycle	Protocol	
<input type="checkbox"/>	9	5	14	7	6	STD	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

The Plots button will now show as blue to indicate a plot was entered

Field	
Duty Type	Time
Completing Plots	8.00
Temp Duty Travel Time	0.00
Owner Contacts	0.00
Other	0.00

Total Time:

Go to the next day a plot was completed a repeat

Days of the Week		
Sunday	<input type="radio"/> 0.00 hrs	<input type="button" value="Note"/>
Monday	<input type="radio"/> 8.00 hrs	<input type="button" value="Note"/> <b>Made Changes</b>
Tuesday	<input checked="" type="radio"/> 8.00 hrs	<input type="button" value="Note"/>

If a plot was mistakenly entered the user can select the plot and click **delete** shown on previous page screen shot (pg 38).

After all the plots are entered for each day, Made Changes will appear. Click Close and select Save Crew Activities again to save.

Hours and plots were broken up for demonstration, but they can be completed at the same time and saved together.

Once everything has been completed, verified, and saved for the week, click the empty box next to mark complete.



The screenshot shows a form with two main sections: "Regional Crews" and "Workweeks".

- Regional Crews:** Region: NRS, Crew Name: Gasper, Brian (dropdown menu).
- Workweeks:** Workweek: AUG 26 - SEP 01, 2018 (dropdown menu), Hours Worked: 40.00 (input field).
- Mark Complete:** A checkbox is checked, and the text "Changing to COMPLETED" is displayed in red.

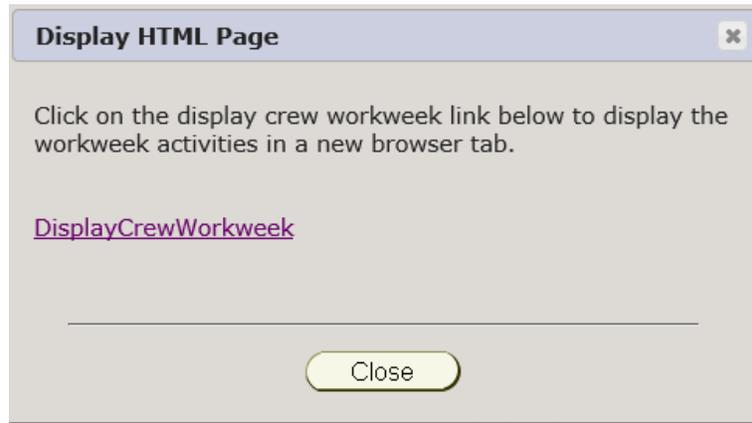
It will now flash changing to COMPLETED

After activities have been marked complete click **Save Crew Activities** again.

The window below will appear



Click [Display Crew Workweek](#) to show Activity Accounting report in another browser tab otherwise close window.



Another window will appear confirming a weekly report has been emailed to the user and supervisor. Click ok



## Section 7: Owner Reports

In the Midas Main Screen menu options select **Reports** and **Owner Report**

Select **State, Survey, Data Source, Phase, and County (if necessary)**

## Owner Report

Click **Get Selected Plots**

State	County	Plot	Inventory Yr	Field Season Yr	Cycle	SubCycle	Guide	Protocol	Phase	Owner Name
CT	001	00029	2018	2018	07	06	700	STD	P2	Philip H. and Anne C. Mosenthal
CT	001	00081	2018	2018	07	06	700	STD	P2	William Hill Samuel E. Hill Testamentary Trust
CT	001	01729	2018	2018	07	06	720	URBAN	P2	GENERAL ELECTRIC CO
CT	001	01800	2018	2018	07	06	720	URBAN	P2	MILES ST VENTURES LLC
CT	001	01835	2018	2018	07	06	720	URBAN	P2	Steve Singh
CT	001	02029	2018	2018	07	06	720	URBAN	P2	GEORGE GOMOLA
CT	001	02029	2018	2018	07	06	720	URBAN	P2	Josh Toik
CT	001	02029	2018	2018	07	06	720	URBAN	P2	Arnaud Ellezam
CT	001	02029	2018	2018	07	06	720	URBAN	P2	Carlos Moreno
CT	001	02029	2018	2018	07	06	720	URBAN	P2	Jeffrey Vangele
CT	001	03737	2018	2018	07	06	720	URBAN	P2	Joseph & Michele Peloso
CT	001	03762	2018	2018	07	06	720	URBAN	P2	PAUL YACOVELLI
CT	001	03762	2018	2018	07	06	720	URBAN	P2	CHARINA M PIA

This window will appear. To enter and save crew contact information for the signature block in owner reports that that are generated, select **Set Employee Info** in the lower right shown above.

Enter Crew Contact Information in the window below.

**Employee Contact Info**

Contact Info

Name: Brian Gasper

Job Title: Biological Scientist

Street Address: 1992 Folwell Ave.

City: St Paul

State: MN

Zipcode: 55104

Phone Number: 651-649-5169

Email: bgasper@fs.fed.us

Note:

Accept Changes Save to Database Close

After entering information there are two options for saving:

- **Save to Database** will save contact information to the database. If the user exits the report screen or Midas and comes back to owner reports, this contact information will appear.
- **Accept Changes** will temporarily save contact information only while the user is in owner reports or updates information again. If the user backs out of Owner Reports or Midas, the contact information will revert back to what has been saved in the database.

To get owner reports for plots select plots from the plots list and click **Get Selected Plots**

Select Owner Reports

Plot List

State	County	Plot	Inventory Yr	Field	Season Yr	Cycle	SubCycle	Guide	Protocol	Phase	Owner Name
<input checked="" type="checkbox"/>	CT	001	00029	2018	2018	07	06	700	STD	P2	Phillip H. and Anne C. Mosenthal
<input checked="" type="checkbox"/>	CT	001	00081	2018	2018	07	06	700	STD	P2	William Hill Samuel E. Hill Testamentary Trust
<input checked="" type="checkbox"/>	CT	001	01729	2018	2018	07	06	720	URBAN	P2	GENERAL ELECTRIC CO
<input checked="" type="checkbox"/>	CT	001	01800	2018	2018	07	06	720	URBAN	P2	MILES ST VENTURES LLC
<input type="checkbox"/>	CT	001	01835	2018	2018	07	06	720	URBAN	P2	Steve Singh
<input type="checkbox"/>	CT	001	02029	2018	2018	07	06	720	URBAN	P2	GEORGE GOMOLA
<input type="checkbox"/>	CT	001	02029	2018	2018	07	06	720	URBAN	P2	Josh Toik
<input type="checkbox"/>	CT	001	02029	2018	2018	07	06	720	URBAN	P2	Arnaud Ellezam
<input type="checkbox"/>	CT	001	02029	2018	2018	07	06	720	URBAN	P2	Carlos Moreno
<input type="checkbox"/>	CT	001	02029	2018	2018	07	06	720	URBAN	P2	Jeffrey Vangele
<input type="checkbox"/>	CT	001	03737	2018	2018	07	06	720	URBAN	P2	Joseph & Michele Peloso
<input type="checkbox"/>	CT	001	03762	2018	2018	07	06	720	URBAN	P2	PAUL YACOVELLI
<input type="checkbox"/>	CT	001	03762	2018	2018	07	06	720	URBAN	P2	CHIARINA M PIA

78 plots 4 selected

Select All Unselect All Set Employee Info

Employee Info: Brian Gasper, Biological Scientist, 1992 Folwell Ave., St Paul, 55104, 651-649-5169, bgasper@fs.fed.us

Get Selected Reports Close

This window will appear

Accessing Database

Getting selected owner reports...

The user can either download and/or view owner reports. Downloading will allow user to save reports to their computer. Viewing will only allow user to view report and print in the web browser. To download click [Download Selected Owner Reports](#). Save and unzip files using the same process shown earlier for getting plot owner reports from Midas. Owner reports will be unzipped and available in **C:\MIDAS\OwnerReports**. They can also be viewed as a PDF in the browser by selecting plot from the dropdown list.

Download Selected Plot Owners

The owner reports zip file is ready to download from the server. Click on the download selected owner reports link below to copy files onto your PC.

[DownloadSelectedOwnerReports](#)

View Reports

Select Report to View

Close

## Section 8: Plot Tracking

In the Midas Main Screen menu options select **Plot Tracking** and **Geographic Area**. This is the plot tracking function used primarily by field crews and supervisors. There is also **Crew Assignment** and **Crew Completed** that are used by supervisors. The instructions provided **Geographic Area** can be applied for these two additional functions.

### Plot Tracking by Geographic Area

The dialog box is titled "Plot Tracking by Geographic Area" and contains the following sections:

- States:** A table with columns "Code" and "State Name". Rows include Connecticut (9), Delaware (10), District of Columbia (11), Illinois (17), and Indiana (18). Each row has a checkbox on the left. Below the table are buttons for "Select All", "Unselect All", "Sub-region", and "Region Type".
- Surveys:** A dropdown for "Inventory Year" and radio buttons for "Inventory Year" and "Field Season".
- Counties (Optional):** An empty table with columns "Code", "County Name", and "State Name". Below it is the text "0 counties 0 selected" and buttons for "Select All" and "Unselect All".
- Phase and Protocols:** An empty table with column "Phase and Protocol". Below it are buttons for "Select All" and "Unselect All".
- Survey Intensities:** A table with columns "Intensity" and "Intensity". Rows include Single, Double, Triple, and Other, each with a checked checkbox. Below it are buttons for "Select All" and "Unselect All".
- QA Status:** A table with columns "Status" and "Status". Rows include Production - Standard (checked), Production - Hot (checked), QA/QC - Blind, QA/QC - Cold, QA/QC - Other, and Preselected QA Only (unchecked). Below it are buttons for "Select All" and "Unselect All".

At the bottom of the dialog are a checkbox for "Use Reduced Columns" and buttons for "Get Selected Plots", "Reset", and "Cancel".

Plots can be searched by three different ways. The first is by **state**(this is what all field staff usually would use). The other two are **Sub-region** and **Region Type** located in the lower right corner.

This is a close-up of the "States" section from the dialog box. It features a table with the following data:

	Code	State Name
<input type="checkbox"/>	9	Connecticut
<input type="checkbox"/>	10	Delaware
<input type="checkbox"/>	11	District of Columbia
<input type="checkbox"/>	17	Illinois
<input type="checkbox"/>	18	Indiana

Below the table are buttons for "Select All", "Unselect All", "Sub-region", and "Region Type".

### Sub Region searches Supervisors geographic region



By selecting supervisors and clicking Close, only states within their geographic area will populate. This is not currently up to date as **Grassetti has retired and plots have been absorbed by other supervisors. We will send out notification when this is fixed.**

Region Type also allows user to search by Geographic Area or Duty Station.



State and Duty Station should appear

States

	State Name	Duty Station
<input type="checkbox"/>	Delaware	State DE
<input type="checkbox"/>	District of Columbia	Contractor DC
<input type="checkbox"/>	Illinois	Contractor IL
<input type="checkbox"/>	Illinois	Murphysboro
<input type="checkbox"/>	Illinois	State IL

Select All   Unselect All   Region Type

Select State, Year, Phase, QA Status and County (if necessary)

States

	Code	State Name
<input checked="" type="checkbox"/>	9	Connecticut
<input type="checkbox"/>	10	Delaware
<input type="checkbox"/>	11	District of Columbia
<input type="checkbox"/>	17	Illinois
<input type="checkbox"/>	18	Indiana

Select All   Unselect All   Sub-region   Region Type

Surveys

	Inventory Year
<input checked="" type="checkbox"/>	2018
<input type="checkbox"/>	2017
<input type="checkbox"/>	2016
<input type="checkbox"/>	2015

Inventory Year  
 Field Season

Phase and Protocols

	Phase and Protocol
<input checked="" type="checkbox"/>	P2, STD
<input checked="" type="checkbox"/>	P2, STD_COREURBAN
<input checked="" type="checkbox"/>	P3, STD_COREURBAN_P2PLUS_SOILS
<input checked="" type="checkbox"/>	P2, STD_P2PLUS
<input checked="" type="checkbox"/>	P3, STD_P2PLUS_SOILS

Select All   Unselect All

Survey Intensities

	Intensity
<input checked="" type="checkbox"/>	Single
<input checked="" type="checkbox"/>	Double
<input checked="" type="checkbox"/>	Triple
<input checked="" type="checkbox"/>	Other

Select All   Unselect All

QA Status

	Status
<input checked="" type="checkbox"/>	Production - Standard
<input checked="" type="checkbox"/>	Production - Hot
<input type="checkbox"/>	QA/QC - Blind
<input type="checkbox"/>	QA/QC - Cold
<input type="checkbox"/>	QA/QC - Other

Preselected QA Only

Counties (Optional)

	Code	County Name	State Name
<input type="checkbox"/>	1	Fairfield	Connecticut
<input type="checkbox"/>	3	Hartford	Connecticut
<input type="checkbox"/>	5	Litchfield	Connecticut
<input type="checkbox"/>	7	Middlesex	Connecticut
<input type="checkbox"/>	9	New Haven	Connecticut
<input type="checkbox"/>	11	New London	Connecticut
<input type="checkbox"/>	13	Tolland	Connecticut
<input type="checkbox"/>	15	Windham	Connecticut

8 counties 0 selected

Select All   Unselect All

Use Reduced Columns   Get Selected Plots   Reset   Cancel

Click Get Selected Plots

There are a few changes to the way plot tracking information is displayed.

Plot Tracking Info

Plot List

Show 15 plots Template: Default

Plot ID (SS-U-CCC-PPPP)	Crew Name 1	Plot Status	QA Start Subplot	Inv Year	RAW P2P3 DB LOAD DATE	WHO LOADED RAW P2P3 DATA	Work Plotsheets Present	Is Preselected QA Plot	Is QA Only	QRA P2P3 LOAD
09-1-001-00029	Tirrell, Bryan	1	2	2018	05/11/2018	Tirrell, Bryan	FoundOnServer	N	N	
09-1-001-00065		1	1	2018			Missing	N	N	
09-1-001-00065		1	1	2018			Missing	N	N	
09-1-001-00065			1	2018			Missing	Y	N	
09-1-001-00072			3	2018			Missing	N	N	
09-1-001-00075			3	2018			Missing	N	N	
09-1-001-00081	Tirrell, Bryan	1	1	2018	05/11/2018	Tirrell, Bryan	FoundOnServer	N	N	
09-1-001-00087			1	2018			Missing	N	N	
09-1-001-01684			3	2018			Missing	N	N	
09-1-001-01685			4	2018			Missing	N	N	
09-1-001-01687			2	2018			Missing	N	N	
09-1-001-01729	Angle, Brad	2	4	2018	08/31/2018	Willard, Thomas	FoundOnServer	N	N	
09-1-001-01783			3	2018			Missing	N	N	
09-1-001-01800	Angle, Brad	2	4	2018	08/27/2018	Willard, Thomas	FoundOnServer	Y	N	08/31/2
09-1-001-01835	Angle, Brad	3	3	2018	08/31/2018	Willard, Thomas	FoundOnServer	N	N	

Showing 1 to 15 of 124 plots

Previous 1 2 3 4 5 ... 9 Next

Reset Columns Indicators Counties Duty Stations Geographic Areas Crews Plot Filters

Plot Filter Group: Digital Life Cycle Group Plot Filter: Show all selected plots.

Save Template Get Template Close

Plots can be viewed 15, 100, 500, all at the same time by using this dropdown feature.



If the user keeps the plots displayed at 15 they can be viewed by clicking previous to next in the lower right.



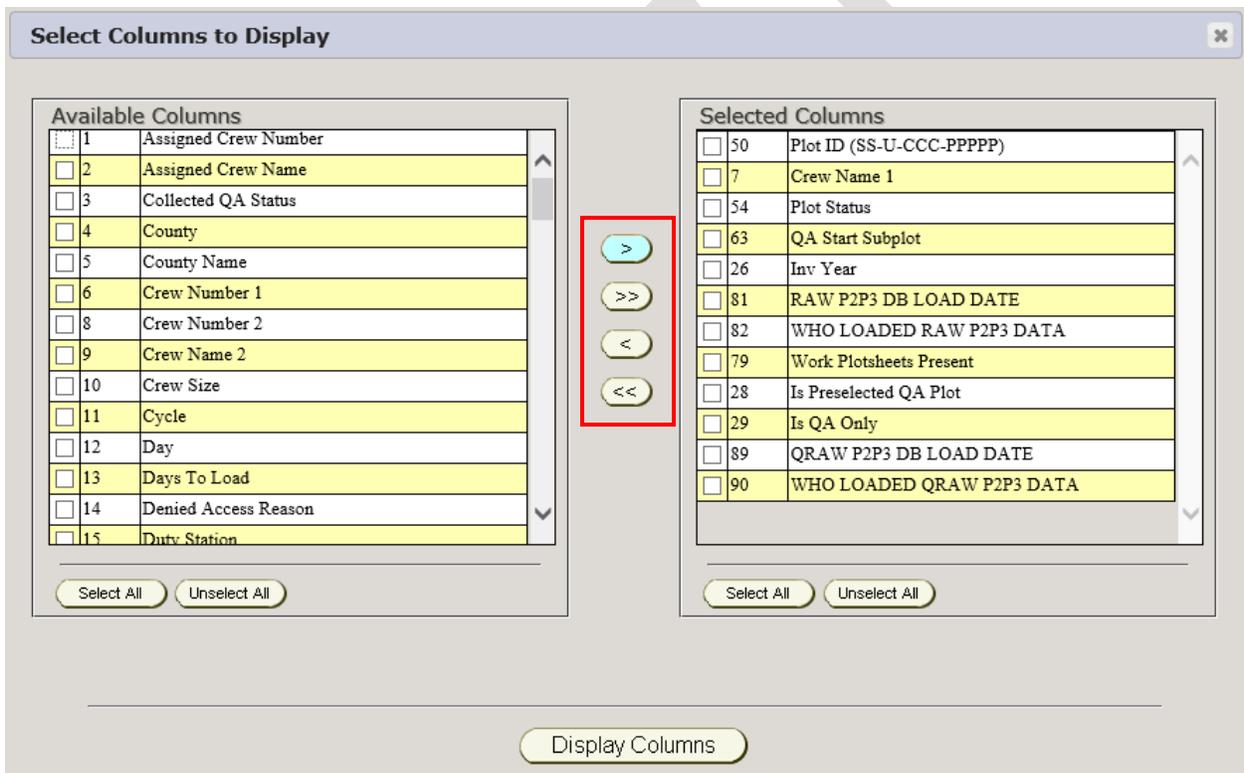
All users will initially get the default template with limited columns displayed.

The user can add columns to the default template or build multiple custom templates. This will require additional steps, but should be useful to advanced users that use this function frequently.

Click on the Columns button below the plot list.



This window will appear



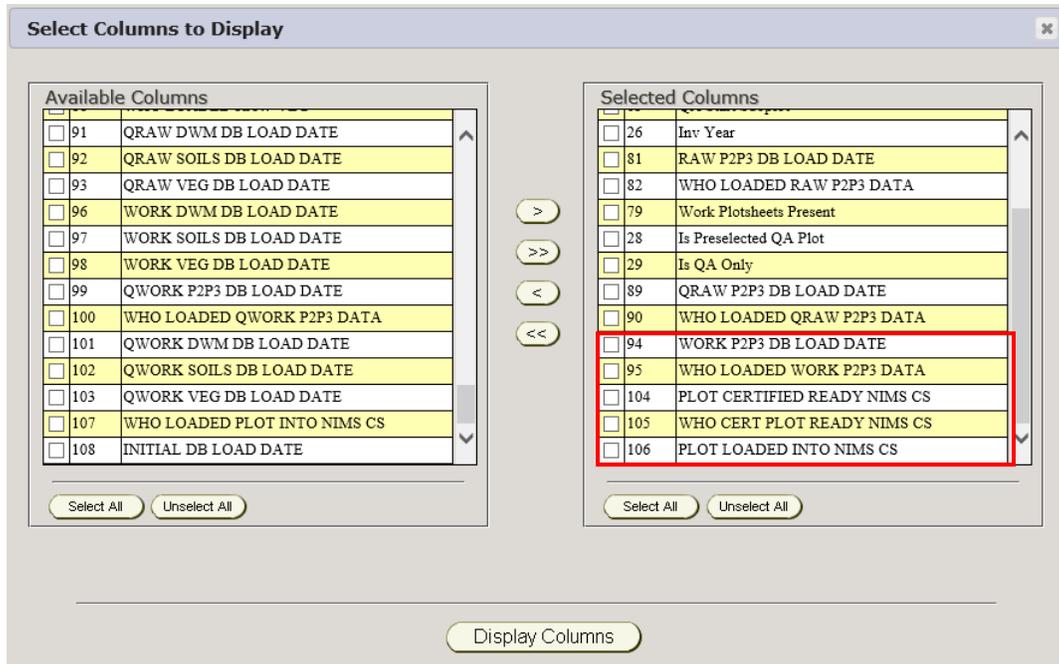
All additional columns that were previously displayed are still available in alphabetical order on the left side in available columns.

If the user just want to add additional columns to the standard template select columns in the order the user wants them displayed (after already existing columns) and bring them over one at a time.

Select the additional column and click the single right arrow button.

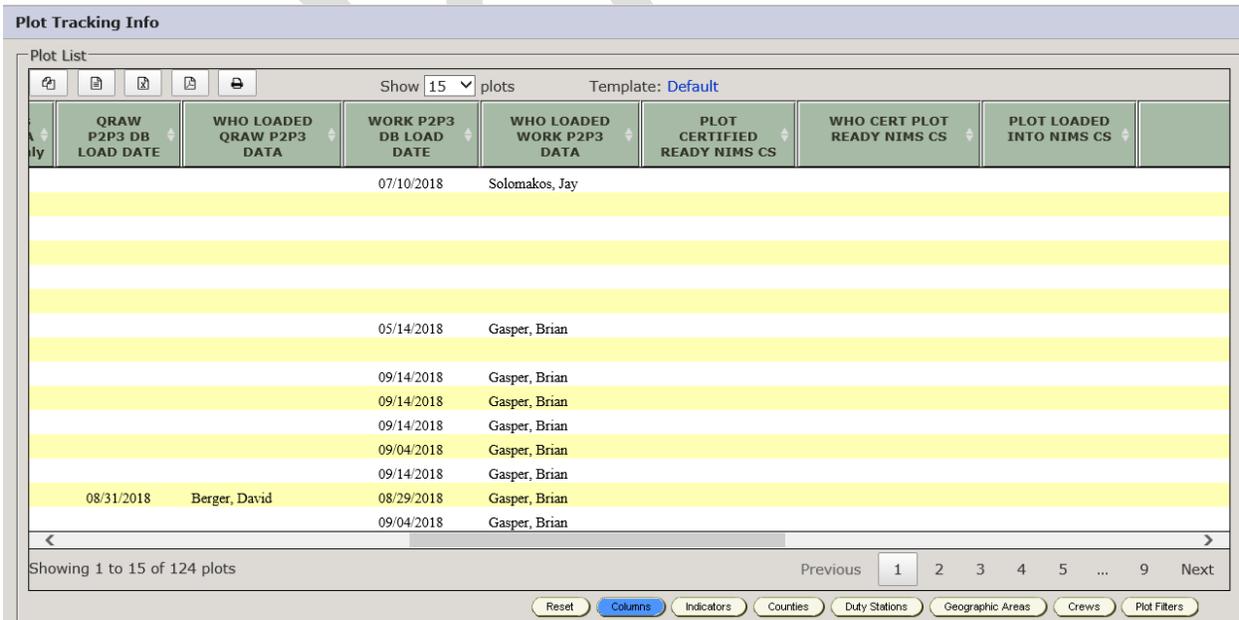


Repeat moving over one column at a time. If some columns are already in the the order the user wants them to be they can be moved over more than one at a time. The columns now are shown at the end of selected columns.



Click **Display Columns**

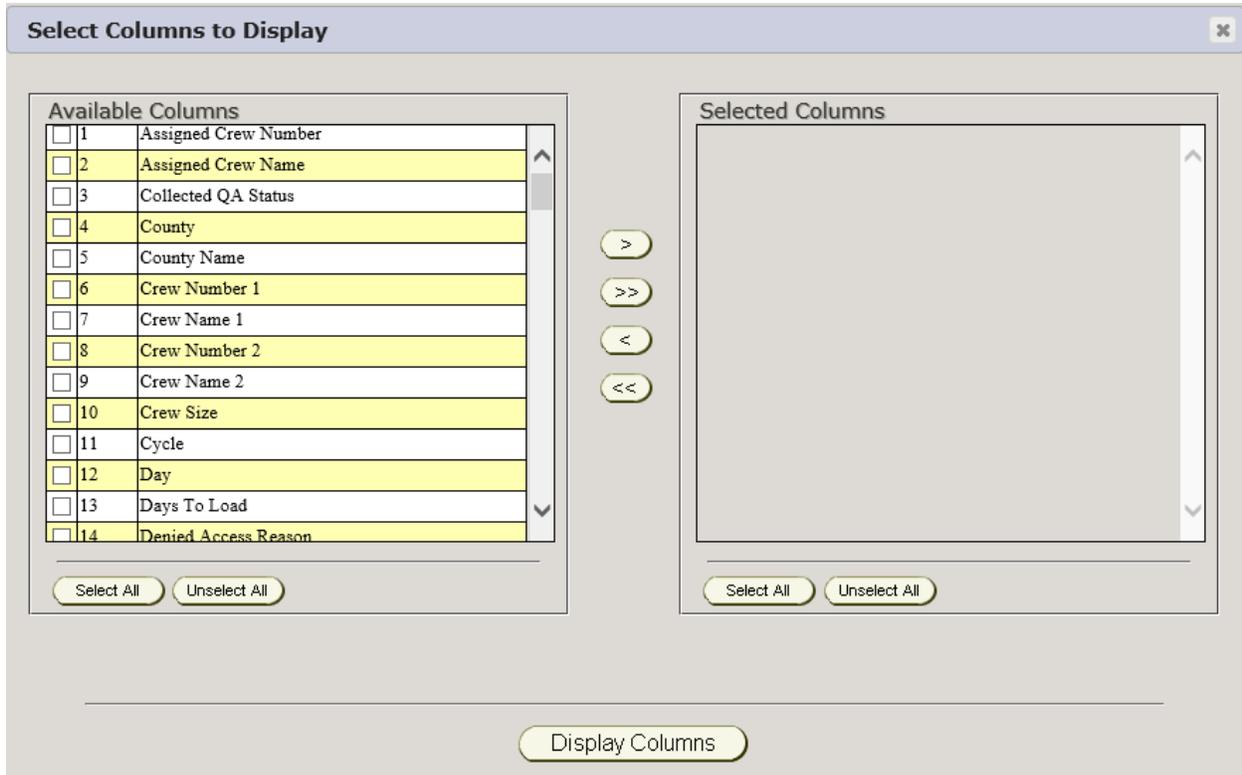
The additional columns should now be display in plot tracking.



If the user wants to start over and create a customized display click the double left arrow



The user can now build a custom display by moving specific columns back



The dialog box titled "Select Columns to Display" contains two main sections: "Available Columns" and "Selected Columns".

Available Columns	
<input type="checkbox"/>	1 Assigned Crew Number
<input checked="" type="checkbox"/>	2 Assigned Crew Name
<input type="checkbox"/>	3 Collected QA Status
<input checked="" type="checkbox"/>	4 County
<input type="checkbox"/>	5 County Name
<input checked="" type="checkbox"/>	6 Crew Number 1
<input type="checkbox"/>	7 Crew Name 1
<input checked="" type="checkbox"/>	8 Crew Number 2
<input type="checkbox"/>	9 Crew Name 2
<input checked="" type="checkbox"/>	10 Crew Size
<input type="checkbox"/>	11 Cycle
<input checked="" type="checkbox"/>	12 Day
<input type="checkbox"/>	13 Days To Load
<input checked="" type="checkbox"/>	14 Denied Access Reason

Below the "Available Columns" table are two buttons: "Select All" and "Unselect All".

The "Selected Columns" section is currently empty. Below it are two buttons: "Select All" and "Unselect All".

Between the two sections are five arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<).

At the bottom center of the dialog is a "Display Columns" button.

To add columns to the custom template, select columns in the order user wants them displayed (left to right) and bring them over one at a time.

This can be done by selecting each column and click the single right arrow button.



Repeat the process one column at a time.

**Select Columns to Display** ✕

**Available Columns**

<input type="checkbox"/>	92	QRAW SOILS DB LOAD DATE
<input type="checkbox"/>	93	QRAW VEG DB LOAD DATE
<input type="checkbox"/>	96	WORK DWM DB LOAD DATE
<input type="checkbox"/>	97	WORK SOILS DB LOAD DATE
<input type="checkbox"/>	98	WORK VEG DB LOAD DATE
<input type="checkbox"/>	99	QWORK P2P3 DB LOAD DATE
<input type="checkbox"/>	100	WHO LOADED QWORK P2P3 DATA
<input type="checkbox"/>	101	QWORK DWM DB LOAD DATE
<input type="checkbox"/>	102	QWORK SOILS DB LOAD DATE
<input type="checkbox"/>	103	QWORK VEG DB LOAD DATE
<input type="checkbox"/>	106	PLOT LOADED INTO NIMS CS
<input type="checkbox"/>	107	WHO LOADED PLOT INTO NIMS CS
<input type="checkbox"/>	108	INITIAL DB LOAD DATE

**Selected Columns**

<input type="checkbox"/>	70	State
<input type="checkbox"/>	4	County
<input type="checkbox"/>	49	Plot#
<input type="checkbox"/>	11	Cycle
<input type="checkbox"/>	73	SubCycle
<input type="checkbox"/>	59	Protocol
<input type="checkbox"/>	7	Crew Name 1
<input type="checkbox"/>	81	RAW P2P3 DB LOAD DATE
<input type="checkbox"/>	82	WHO LOADED RAW P2P3 DATA
<input type="checkbox"/>	94	WORK P2P3 DB LOAD DATE
<input type="checkbox"/>	95	WHO LOADED WORK P2P3 DATA
<input type="checkbox"/>	104	PLOT CERTIFIED READY NIMS CS
<input type="checkbox"/>	105	WHO CERT PLOT READY NIMS CS

After the user has the columns they want moved over to selected columns( in order), click **Display Columns.**

Plot tracking should now display columns in the same order they were added to selected columns.

State	County	Plot#	Cycle	SubCycle	Protocol	Crew Name 1	RAW P2P3 DB LOAD DATE	WHO LOADED RAW P2P3 DATA
CT	1	29	7	6	STD	Tirrell, Bryan	05/11/2018	Tirrell, Bryan
CT	1	65	7	6	STD			
CT	1	65	7	6	STD_COREURBAN			
CT	1	65	7	6	URBAN			
CT	1	72	7	6	URBAN			
CT	1	75	7	6	URBAN			
CT	1	81	7	6	STD	Tirrell, Bryan	05/11/2018	Tirrell, Bryan
CT	1	87	7	6	URBAN			
CT	1	1684	7	6	URBAN	Angle, Brad	09/14/2018	Willard, Thomas
CT	1	1685	7	6	URBAN	Angle, Brad	09/14/2018	Willard, Thomas
CT	1	1687	7	6	URBAN	Angle, Brad	09/14/2018	Willard, Thomas
CT	1	1729	7	6	URBAN	Angle, Brad	08/31/2018	Willard, Thomas
CT	1	1783	7	6	URBAN	Angle, Brad	09/14/2018	Willard, Thomas
CT	1	1800	7	6	URBAN	Angle, Brad	08/27/2018	Willard, Thomas
CT	1	1835	7	6	URBAN	Angle, Brad	08/31/2018	Willard, Thomas

Plot tracking can be further customized by clicking on **Plot Filters**.

Reset Columns Indicators Counties Duty Stations Geographic Areas Crews **Plot Filters**

**Select Plot Filter**

Filter Groups

- Digital Life Cycle Group
- Production vs QA Group
- QA Group
- QA Score Group
- Plot Planning Group
- Plot Status/Type Group

Plot Filters

Plot Filters	
<input type="checkbox"/>	Show all selected plots.
<input type="checkbox"/>	Show only plots loaded in the RAW tables.
<input checked="" type="checkbox"/>	Show only plots not loaded in the RAW tables.
<input type="checkbox"/>	Show only plots loaded in the WORK tables.
<input type="checkbox"/>	Show only plots loaded in the RAW tables not loaded in the WORK tables.
<input type="checkbox"/>	Show only certified plots.
<input type="checkbox"/>	Show plots loaded in the WORK tables that are not certified.
<input type="checkbox"/>	Show only plots loaded in NIMS-CS.
<input type="checkbox"/>	Show only certified plots not loaded in NIMS-CS.

Apply Filter

Click **Apply Filter**

Once all columns are displayed in the order the user wants and filtered if necessary, click **Save Template** at the bottom of the page.

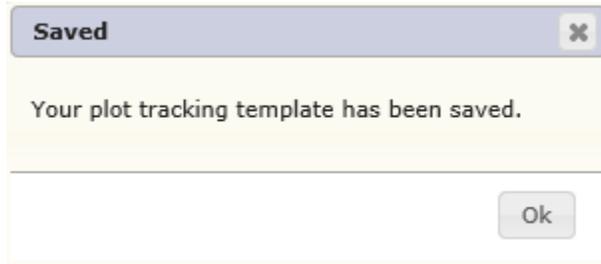
**Save Template**

Enter name of template to save:

Save Template Cancel

Enter an applicable name and click **Save Template** within the window.

Window will appear confirming template has been saved. Click **OK**.

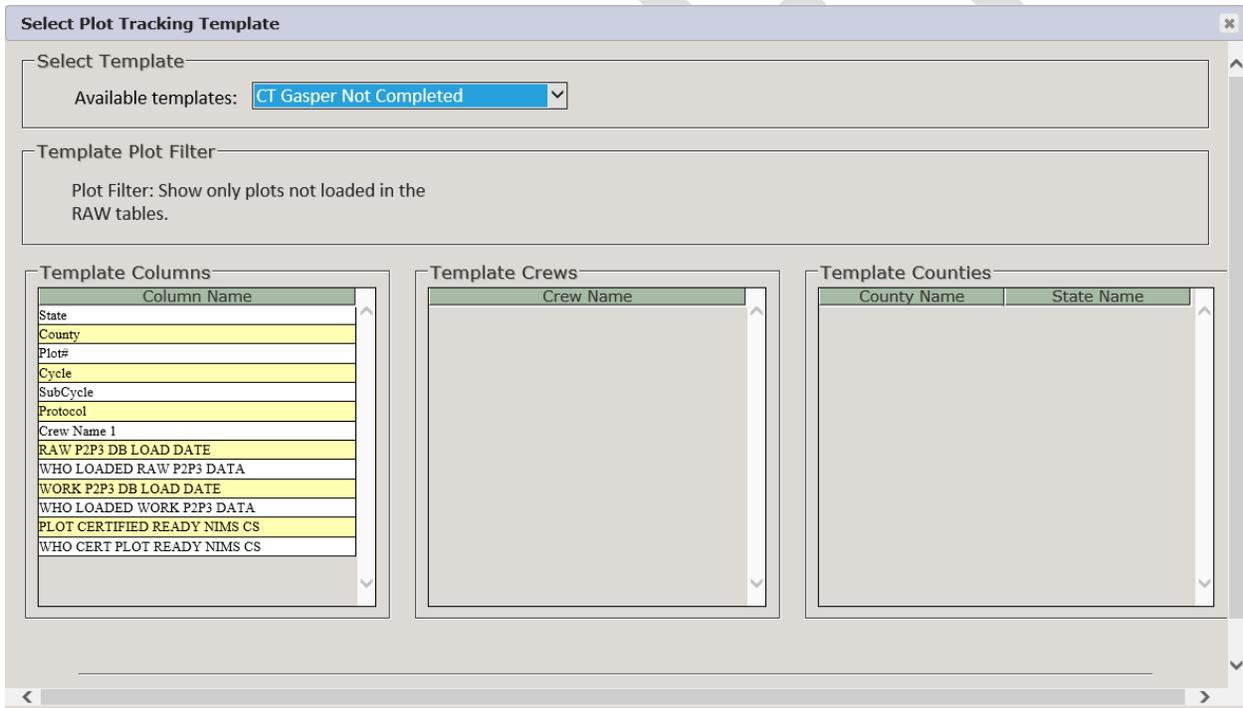


The user can create as many different templates as they want.

To retrieve any template select **Get Template** at the bottom of the page.

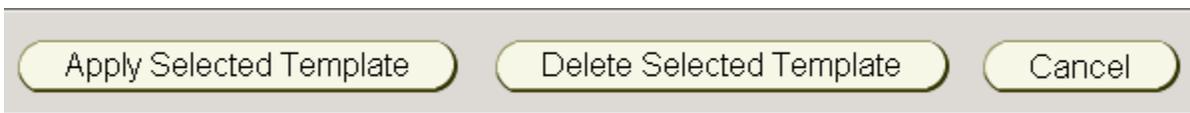


The user can select any templates created and saved from the drop down function in the window below. The window will show columns and filters associated with that template.



Within the window the user needs to scroll down to see apply/delete buttons.

Click **Apply Selected Template** to display custom template. Click **Delete Selected Template** to delete.

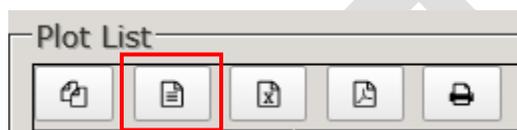


## Exporting Plot Tracking and Getting Arcmap files

Previously these functions were located at the bottom of the Plot Tracking screen.



In Version 2 these functions are located in the upper left corner.



Clicking each buttons will allow the user to **Copy, save as Excel Spreadsheet, PDF, or Print**. In addition, for plot tracking there will be a **csv** button (highlighted above) that substitutes for the previous create arcmap files button.

These files cannot be unzipped and extracted.

Click on one of the file option. A save window will appear at the bottom of the browser. Click **save**.



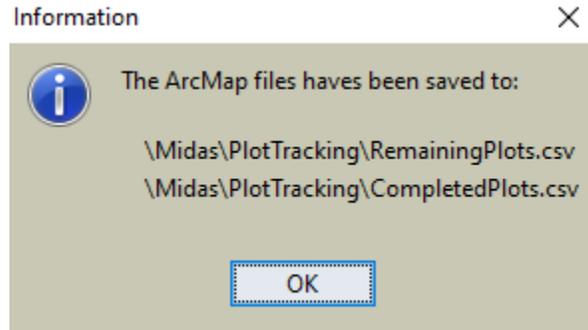
After file has downloaded click **open folder**



The downloads folder will appear and the file can be opened or cut/copied/dragged.

The files will only display information that is in the current plot tracking template. In order for plots to be displayed in Arcmap, Lat/Long columns will need to be added to the template using the same methods described earlier in this section.

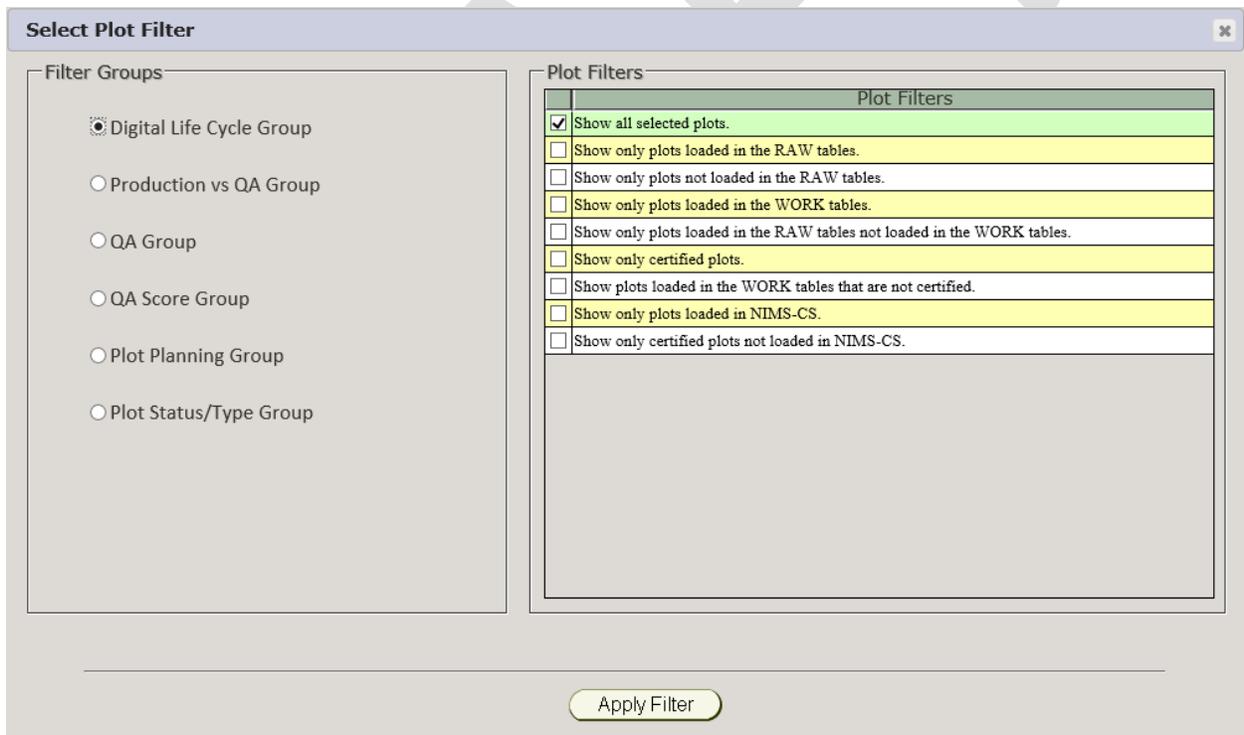
In the previous version of Midas, when clicking **Create Arcmap** files, the user would get this message.



Midas can no longer automatically create these 2 csv files simultaneously.

The user could create 2 different templates(remaining vs completed) with the same plots and columns displayed.

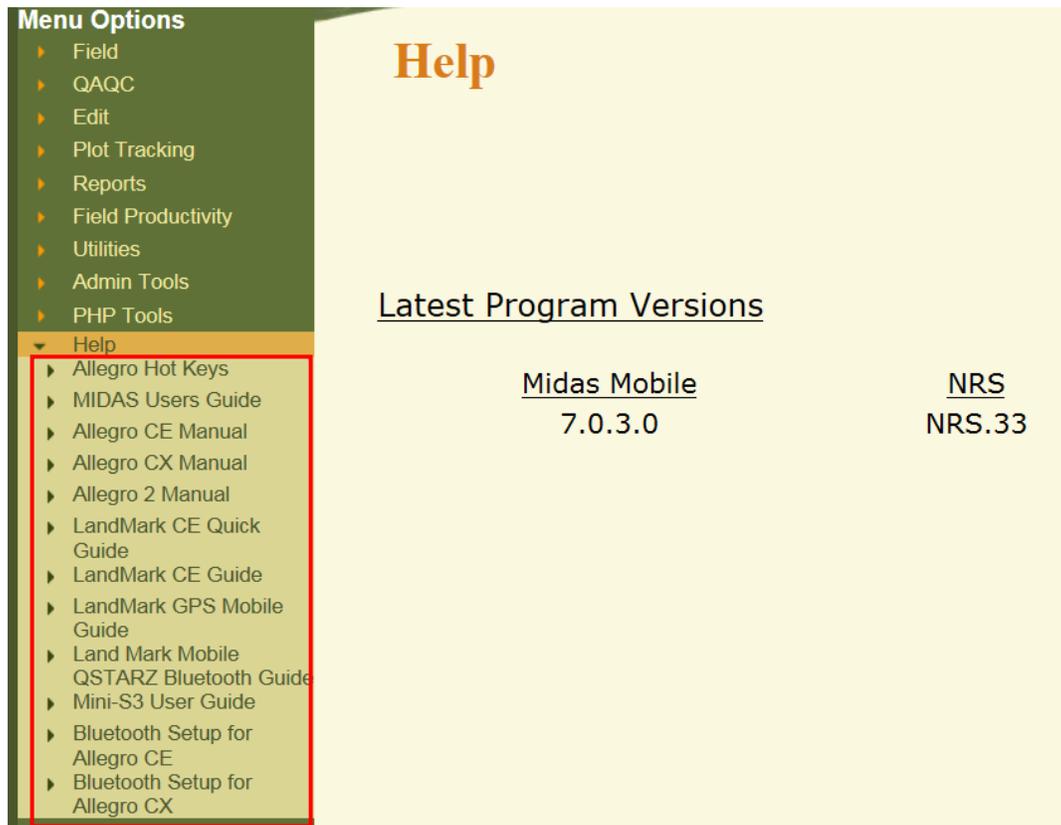
To do so, go into **Plot Filters**



“Show only plots loaded in the RAW tables” would get you plots completed and “Show only plots not loaded into RAW” would get you plots remaining.

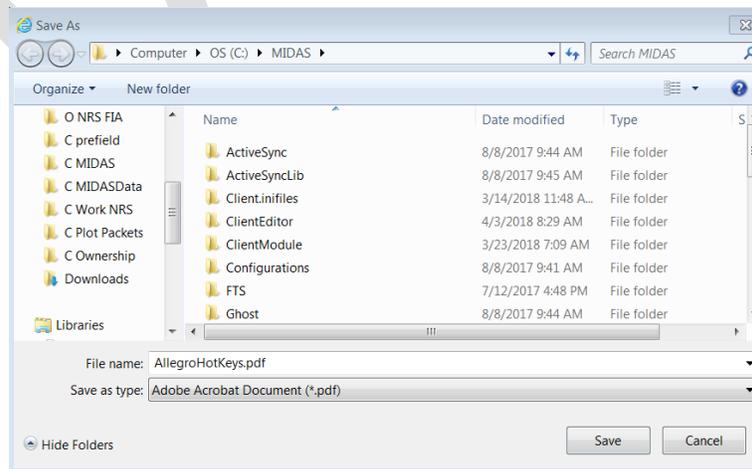
## Section 9: Accessing User Guides and Manuals

In the menu options click on 'Help'



Click on any of the manuals or guides listed. They will open as a PDF in another tab within the browser.

To download and save any manuals or guides to the user's computer, hover the mouse over the desired manual or guide. Right Click and select **Save target as**. The default location is **C:\Midas** but they can be saved in any folder location.



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