

Midas Digital Plotsheet Program

and Associated Changes starting for 2020 Urban and 2021 P2/Urban Plots



USDA FOREST SERVICE
FOREST INVENTORY AND ANALYSIS

2020



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Section 1: Overview of how Data was entered previously on the plotsheets and has changed for the Midas Plotsheet Program

The following are blank plotsheets crews would receive hard copies of for NRS P2 plots. Crews would write required information and hand draw maps and sketches. When complete, crews would scan these hard copies and load them as TIFF files along with the data file to the server.

The following describes how and where the information previously hand drawn on the pages will now be digitally recorded either in the plot data file or Digital Plotsheet tool.

State/Unit/County/Plot: 26 3 1 9 Alcona County Page 1 of 12

Cycle: 9 Subcycle: 5 Intensity: 1 Sample Kind: 1 Past Date: 0903 Previous Field Plot?: Y Date Visited: **Will be entered in Plot Attributes Only**

SP Visited (circle): Y N SPP: DBH: RDIS: 3 Crew Size: Season: Subpanel: 4

Starting Point Description: Face Marked: Course to sample: **Will be entered in the data file in Plot Monumentation**

Crew#	Name	Cruiser#
1		
2		

Plot Location Map (include N arrow, SP and PC)

This will be populated in previous data and will allow for data entry. →

SP			Latitude (N)			NAD 83			Longitude (W)		
Deg	Min	Sec	Deg	Min	Sec	Deg	Min	Sec	Deg	Min	Sec

Map Will be created in the Midas Plotsheet App. The previous crews map can be copied to the present, copied and altered to the present, or a new sketch map can be created using Microsoft Paint. Blank location map will be created and called SP Map.

State/Unit/County/Plot: 26 3 1 9 Alcona County

Owner Name, Address, Phone, Person contacted, etc:

Township: T28N Range: R5E Section: Sec 31 Subdivision: SESW

QA approved: Y N Contact first: Y N

TWP/Map#/Sect#: _____

Map ID/Parcel#: _____

Notes: _____

Contact type: Phone Email Personal Letter Other

Info source: Online Owner Gov't ofc Other

All ownership data that was previously entered here in this lower section will now be typed in Owner Tab of Midas Plotsheet App. Multiple owners can be entered.

State/Unit/County/Plot: 26 3 1 9 Alcona County Page 2 of 12

Reference Trees					
Sub#	SPP	DBH	Dist	Azm	Mark
Reference Tree data will now be entered in the Plot Monumentation section of the data file					

*Database coordinate information. Do not write in this box.						
	Latitude (N)			NAD 83		Longitude (W)
	Deg	Min	Sec	Deg	Min	Sec
Office Verified	Previous coordinates will be displayed in Plotsheet App in Previous Data					
Previous GPS						
SP GPS						

PC GPS Coordinates															
Latitude (N)						NAD 83		Longitude (W)		If CDIF > 66' reboot GPS and retake coordinate				Offset	
NDeg	NMin	NSec	WDeg	WMin	WSec	CDIF	CDIF2	Elev	Errs	PDOP	Read	AZM	DIST		
This section will only be imported into the GPS screen from Landmark.															

Show condition boundaries CDIF2 is not currently in the data file. If >66ft please retake and make a note in the GPS screen. N ↑
Label condition numbers

Plot sketch will now be created in the Midas Plotsheet App. The previous crews plot sketch can be copied to the present, copied and altered to the present, or a new sketch map can be created using Microsoft Paint. Blank plot sketch will automatically be created and called Sub Sketch.

Plot Notes: Pins Found (circle): 1 1m 2 2m 3 3m 4 4m

Plot notes will now be entered electronically in the Plotsheet App Data/Plot Notes on present/right side

Pins Found will now be entered in the data file in subplot attributes

Field Edit (date/initial): _____ Office Edit: _____ Information collected on plot

Section 2: Downloading Historical and Plot Packet Files for Midas Plotsheet Program

Before opening the plotsheet program, users will need to get historical files **and** plot packets. Getting the historical files will allow user to display previous data crew collected within the program. Plot packets are required to view plot packets that were previously printed and sent to crews. They are also required for new digital plotsheets to be completed.

Midas has been updated so that it is possible to get **both** historical files and plot packets at the same time in the **Get Historical Field Data** menu option.

User can still get hist files and plot packets from their respective menu options

Go to the Midas website and logon <https://apps.fs.usda.gov/fia/midas-v2/main>

Select Field/Get Historical Field Data from the Menu Options side bar.



Select State/Surveys/Phase, Protocol/ and Counties if only selecting certain counties

Get Field Historical Data

States

Code	State Name
☐ 23	Maine
☐ 24	Maryland
☐ 25	Massachusetts
☒ 26	Michigan

Select All Unselect All Assigned

Surveys

Inventory Year
☐ 2020
☒ 2019
☐ 2018
☐ 2017

Inventory Year
Field Season

Counties (Optional)

Code	County Name	State Name
☒ 1	Alcona	Michigan
☒ 3	Alger	Michigan
☒ 5	Allegan	Michigan
☒ 7	Alpena	Michigan
☒ 9	Antrim	Michigan
☐ 11	Arenac	Michigan
☐ 13	Baraga	Michigan
☐ 15	Barry	Michigan
☐ 17	Bay	Michigan
☐ 19	Benzie	Michigan
☐ 21	Berrien	Michigan
☐ 23	Branch	Michigan
☐ 25	Calhoun	Michigan

83 counties 5 selected

Phase and Protocols

Phase and Protocol
☒ P2_STD
☒ P2_STD_COREURBAN
☒ P3_STD_COREURBAN_SOILS_P2PLUS
☒ P2_STD_P2PLUS
☒ P3_STD_SOILS_P2PLUS

Select All Unselect All ☒ CoreUrban

Survey Intensities

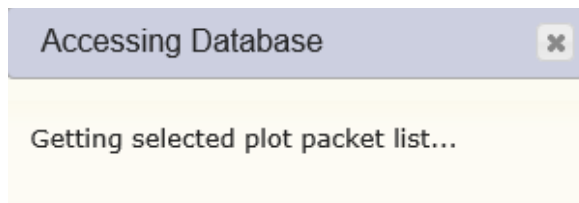
Intensity
☒ Single
☒ Double
☒ Triple
☒ Other

Select All Unselect All

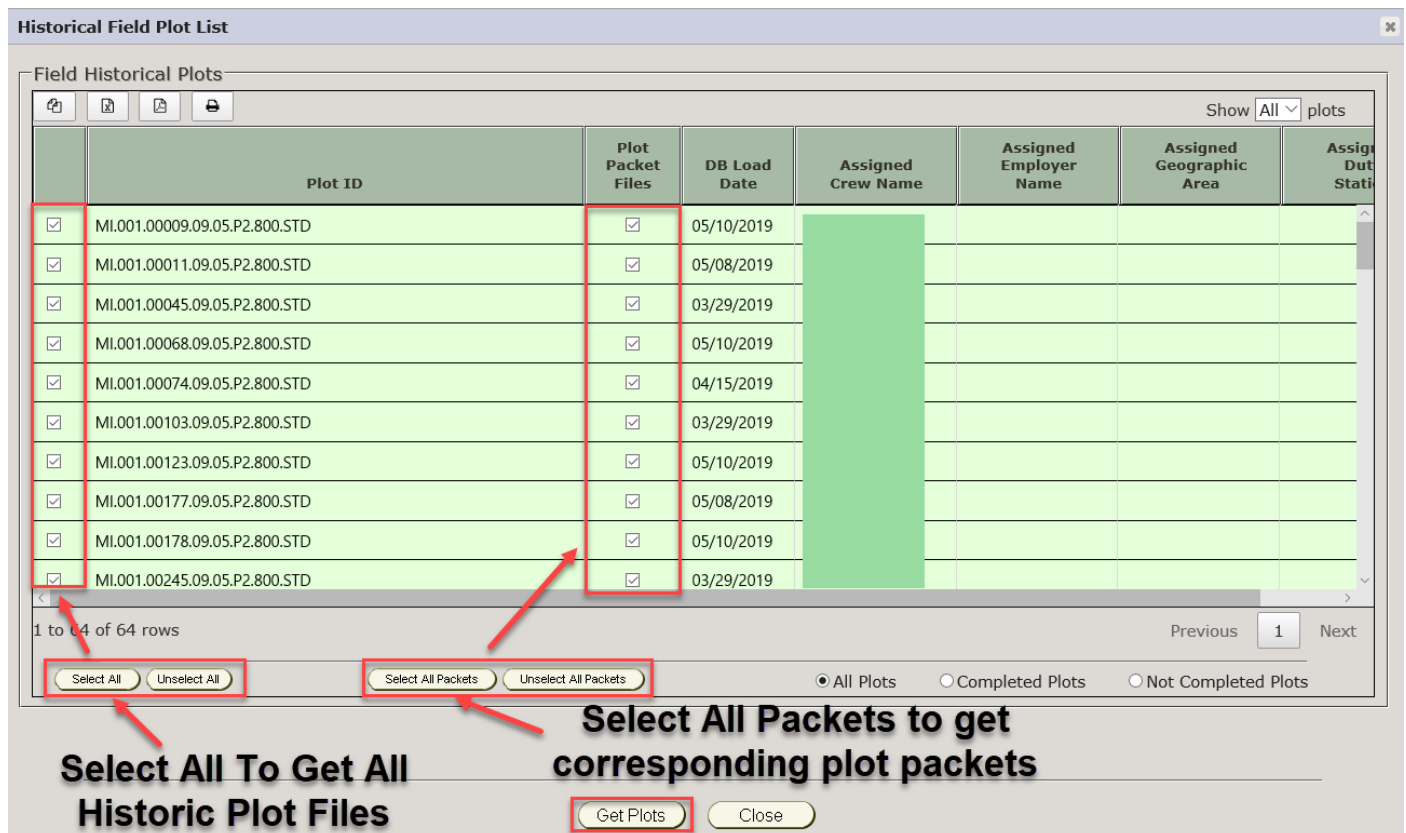
☐ Plots Assigned to Me Get Selected Plots Cancel

Click Get Selected plots

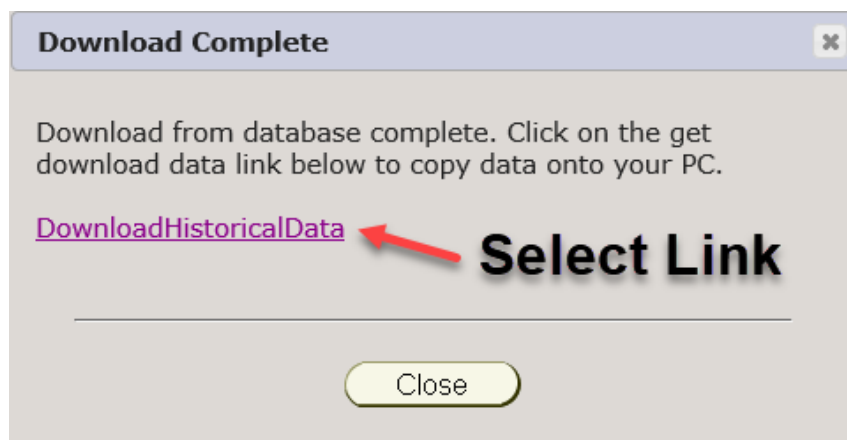
A window will appear showing Midas accessing the Database



Once Historical Files and Plot Packets are selected click **Get Plots** at the bottom of the window.



A pop-up window will appear.



A window will appear at the bottom of the page. Click Save. Do select other drop down save options.

The prompts may look different, but the process will be the same for any web browser Midas is compatible with (IE shown below, Edge, Firefox, and Chrome)

Do you want to open or save **MidasHISTFiles190913114713.zip** (191 KB) from **apps.fs.usda.gov**?

Open

Save

Cancel

X

The file will download and then shown as complete. Click the X on the right-hand side to close the window.

The MidasHISTFiles190913114713.zip download has completed.

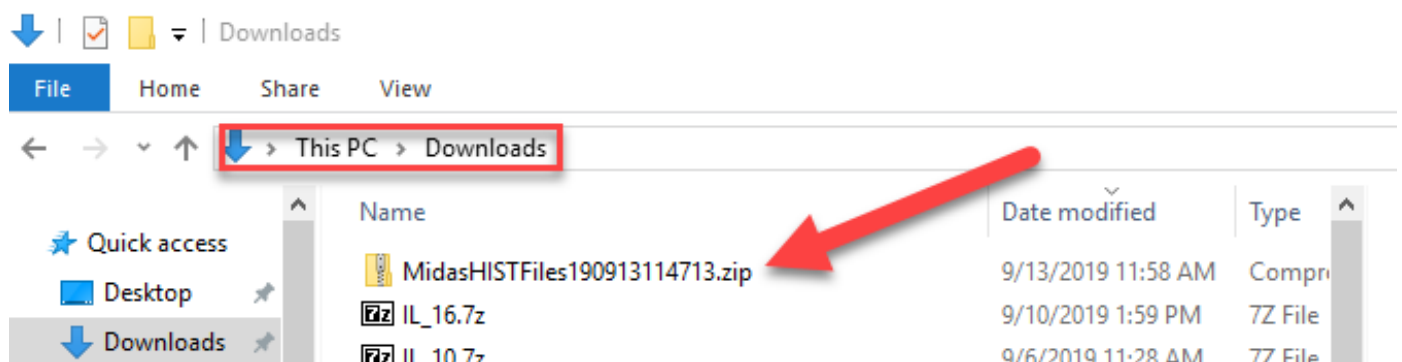
Open

Open folder

View downloads

X

The zip file will automatically go into users downloads folder.

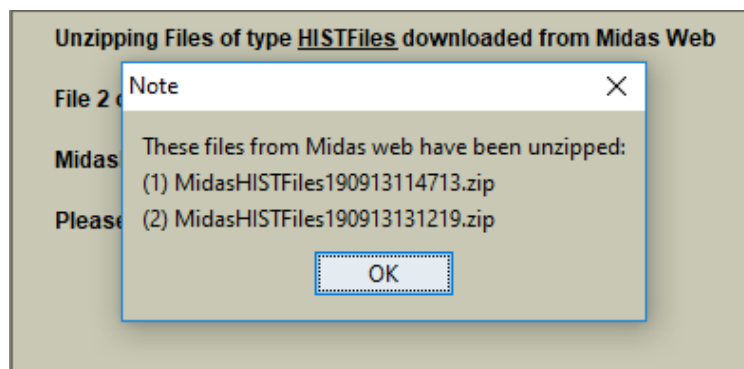


Unzipping Midas Files From the downloads folder

Opening Midas Utilities will automatically unzip Midas Files from the downloads folder.

After double clicking Midas Utilities icon this window should appear.

If Midas Utilities is already open, users can use the Unzip Downloaded Files Icon.



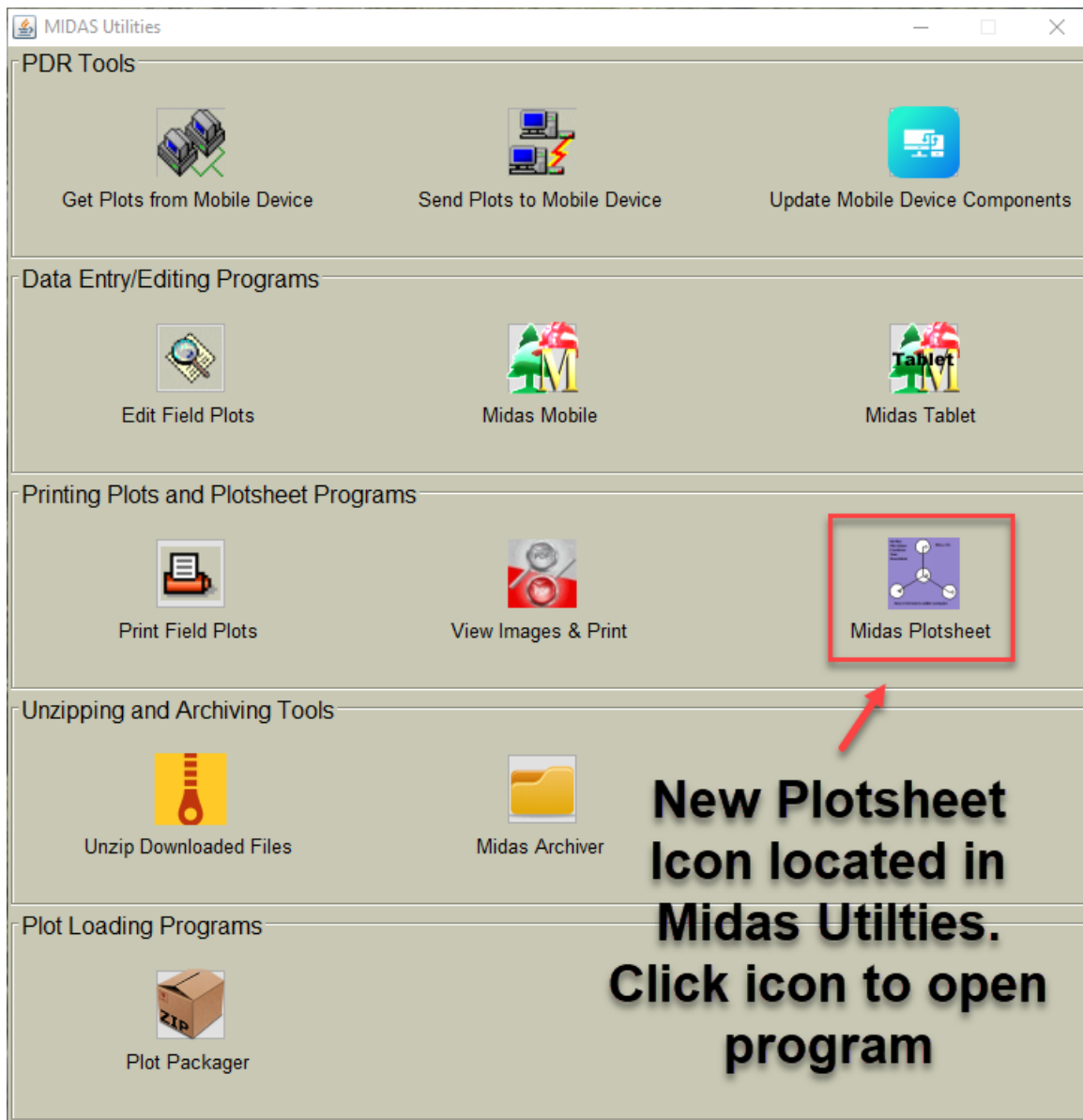
Click ok and the window will disappear. Midas Utilities main screen will appear.

Historical Files will unzip to **C:\MIDAS\MIDASData\Historical**.

Plot Packet Files will be unzipped to **C:\MIDAS\PlotPackets\NRS\Prefield\State\Year**

Section 3: Midas Plotsheet Overview

Midas Plotsheet Program is located in the updated version of **Midas Utilities**. Select icon highlighted below.



Midas Plotsheet Program main screen after initially opening

Midas Plotsheet Version Number

Folder Selection

Folder locations for plot packets are similar to how plot data files are housed

☐ Prefield
☐ QA
☒ **Work**
☐ DB Loaded
☐ Versioned Backups

C:\Midas\PlotPackets\NRS\Work

Plot Packet Selection

Region: NRS
 State: MI
 Inv. Year: 2019
 Cycle: All
 Subcycle: All
 County: All
 Protocol: All

MIDAS VIP Create Plotsheet

Search Text: Search Packets

Owner Contact Log

Miscellaneous Tools

Selected Plot Packets

MI.001.00009.09.05.P2.800.STD
 MI.001.00011.09.02.P2.700.STD
 MI.001.09010.09.05.P2.800.STD
 MI.001.09016.09.05.P2.800.STD
 MI.001.09034.09.05.P2.800.STD
MI.003.00070.09.05.P2.800.STD_P2PLUS
 MI.003.00129.09.05.P2.800.STD
 MI.003.00331.09.05.P2.800.STD
 MI.007.00127.09.05.P2.800.STD
 MI.007.00139.09.05.P2.800.STD_P2PLUS

Plot Packet Files

MI.003.00070.09.05.P2.800.STD_P2PLUS.json
 MI.003.00070.09.05.P2.800.STD_P2PLUS.Maps.TIF
 MI.003.00070.09.05.P2.800.STD_P2PLUS.Owner.TIF
 MI.003.00070.09.05.P2.800.STD_P2PLUS.Sketch.TIF
 MI.003.00070.09.05.P2.800.STD_P2PLUS.SPMap.TIF
 MI.003.00070.09.05.P2.800.STD_P2PLUS.txt

Files within the plot packet folder selected. Shaded files within this section cannot be opened individually within the program. They can be viewed individually by opening them from one of the folder locations in the folder selection box using file explorer. Packets from the previous cycle will be viewable in the program once plotsheet is opened in the program.

Open Plotsheet, Plot Notes (Annotate), folder and file management tools

Open Plotsheet Annotate Plot ID Archive Packet

Restore File

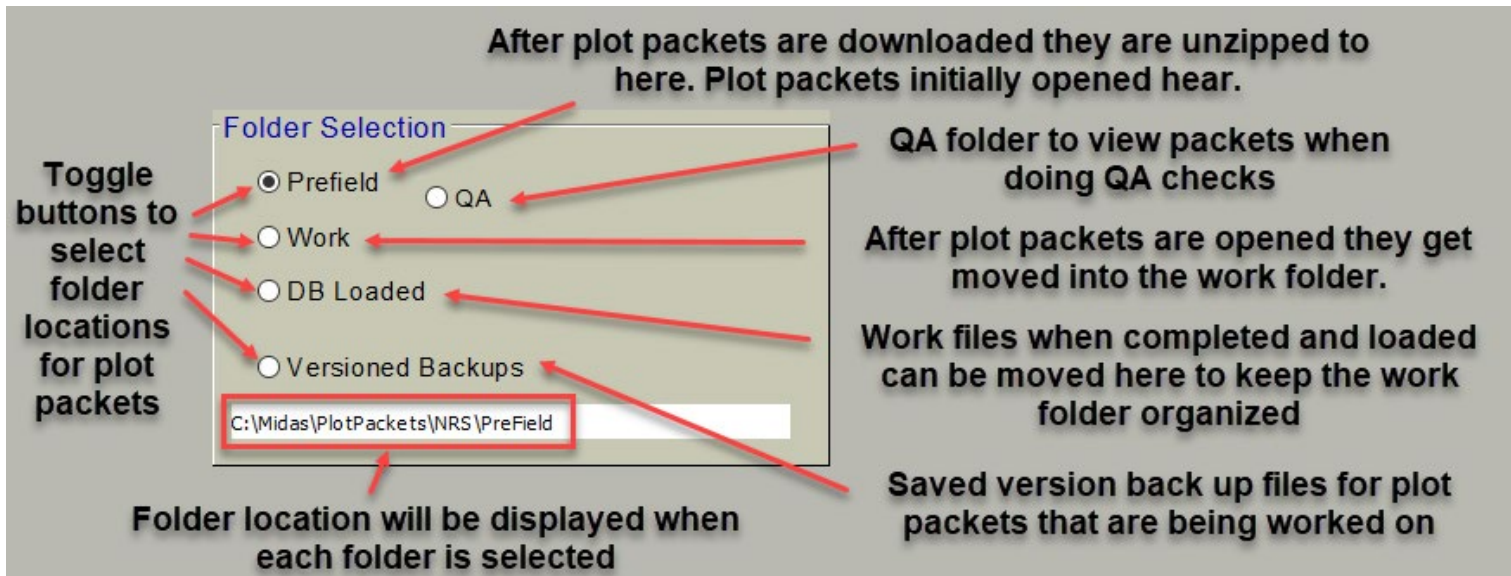
Selected Packet Exists In:

Prefield
 QA
 Work
 DB Loaded
 Versioned Backups

Restore Packet
 Delete Packet

The next few pages are descriptions of each section in the main screen

Folder Selection for Plot Packets



- **Prefield Folder:** This is where plot packets from Midas are unzipped to. It functions similar to how the historical plot files get opened from the historical folder.
- **QA Folder:** When getting finished data for blind plots, plot packets downloaded and unzipped will go to QA folder location.
- **Work Folder:** Means working copy. When a plot packet is opened from prefield, a working copy gets created. This folder is similar to what Midas Mobile does for plot data file
- **DB Loaded Folder:** Once a working copy of the plot packet is complete it will get archived using the archive packet button when a packet is highlighted in the work folder. Plots in the DB loaded folder will indicate a finished copy of the packet has been loaded into Midas. This is a file management too.
- **Version Backups Folder:** This acts the same way Midas Mobile does for plot files. It creates back up versions of the plot packets so the user can access a previous version of the packet in the work folder. Version backups are created as data is entered or plotsheets created for the plot.

Midas Plotsheet Tools

These tools are located in the lower left corner. The tools are for printing/creating plotsheets, searching ownership data entered in the program or creating an ownerlog. Tools are shown below with more detail.

The image shows a screenshot of the Midas Plotsheet Tools interface. On the left is a sidebar with 'Folder Selection' (Plotid, Work, DB Loaded, Versioned Backups) and 'Plot Packet Selection' (Region: BRS, State: MI, Inv. Year: 2019, Cycle: AB, Subcycle: AB, County: AB, Protocol: AB). The main area contains buttons for 'MIDAS VIP', 'Create Plotsheet', 'Search Text:' (with a text box), 'Search Packets', and 'Owner Contact Log'. Red arrows point from text annotations to these buttons. A red box highlights the 'Search Text:' and 'Search Packets' buttons.

Shortcut to open View/Image/Print Program.
Crews should try to refrain from using this unless necessary to have hard copies of plot packets

This option allows the user to create blank plotsheets in the plotsheet program.

Search function. Once text is entered into the text box the search packets button will become active. This is primarily useful for searching owner records that have been entered in the plotsheet program for a plot

Select to open a separate ownership excel spreadsheet. This can be used to keep track of ownership contacts for plots

Annotate Plot ID Tool

This is a tool to aid field crews for planning and sorting their digital “stack” of plot packets in downloaded from Midas instead of hard copies previously recieved in the mail. This allows crews to sort plot packets by color in a way that makes sense to the. Examples include geographic areas, winter vs. summer, 2 person plots ect... Crews can also make a brief note about each plot to be viewed when selecting the plot in the main screen.

The screenshot shows the 'Annotate Plot ID' window. On the left, a list of plot packets is shown under 'Selected Plot Packets'. The first packet, 'MI.001.00002.09.06.P2.900.STD', is highlighted in blue. A red arrow points to this packet with the text: 'Digital "stack" of plot packets downloaded from the Midas site. Select a plot packet. The button will become active. Click annotate plot ID'. Below the list are buttons for 'Open Plotsheet', 'Annotate Plot ID' (which is active), and 'Archive Packet'. There are also checkboxes for 'Selected Packet Exists In:' with options: 'Prefield', 'QA', 'Work', 'DB Loaded', and 'Versioned Backups'. On the right, the 'Annotate MI.001.00002.09.06.P2.900.STD' window is shown. It has radio buttons for 'Default', 'Green', 'Blue' (selected), and 'Red'. Below these is a text box with the note: 'Plot falls in open water swamp. Should be done in winter.' and buttons for 'Save Annotation' and 'Cancel'. A large text box on the right says: 'Use the toggle buttons to select color or keep black text as default. Use the text box to enter a quick note for the plot. When complete click save annotation.'

The plot packet will now change to the selected color and the note will appear below the plot packet window when the plot packet is selected. Two examples shown below. Plot packet colors and notes can be changed at anytime.

The left screenshot shows the 'Selected Plot Packets' list with three packets highlighted: 'MI.001.00002.09.06.P2.900.STD' in yellow, 'MI.001.00072.09.06.P2.900.STD' in green, and 'MI.001.00097.09.06.P2.900.STD' in red. Below the list, the note 'Plot falls in open water swamp. Should be done in winter.' is displayed. The right screenshot shows the same list with 'MI.001.00097.09.06.P2.900.STD' highlighted in yellow. Below the list, the note 'Plot has a hazardous condition.' is displayed. Both screenshots show the 'Annotate Plot ID' button as active.

Search Text Tool

Any text entered into a plot packet file can be searched using this tool. The primary function is to quickly retrieve ownership info or notes for a plot in the event that an owner were to call back crew. If crews are accustomed to filling in ownership information on the hardcopy plotsheet early on in the cycle/subbcycle and keeping track of ownership contacts on the hardcopy plotsheet, they could do so now in the plotsheet program.

Crews would open plot packets, go to data and owner tabs and fill out ownership info and update it every time an attempted contact was made. If an owner was to call back and could not reference a plot number, the crew could open the plotsheet program and enter the owners name in the text box or any other information associated with owner that has been entered. Other examples crews have mentioned would be phone number or street name of plot owner.

In order for the tool to retrieve plots, the names or numbers entered in the text box have to be entered exactly as they were within the plot packet. Tool will automatically search plot packets in the work folder.

Following the directions below, the crew would have quick access to previous plotsheets, DOQ, DRG, or any ownership information they have entered to effectively communicate with the landowner.

Enter an Owner name or any other known text that has been entered for a plot. Select [Search Packets](#)

Search Text: socrates johnson **Search Packets**

Select Plot Packets and Open Plotsheet

Selected Plot Packets

MI.001.00009.09.05.P2.800.STD
MI.001.00011.09.02.P2.700.STD
MI.001.09010.09.05.P2.800.STD
MI.001.09016.09.05.P2.800.STD

Open Plotsheet

A pop up window will appear showing if a record has been found or not. Make reference to the plot number before selecting ok.

Search Results for 'socrates johnson'

Matches found in plot packet: MI.001.00009.09.05.P2.800.STD
Owner record 1 name: socrates johnson

OK

Since records have already been entered for this plot make sure to open plot from the work folder location

Folder Selection

☐ Prefield
☒ Work
☐ DB Loaded
☐ Versioned Backups

C:\Midas\PlotPackets\NRS\Work

Plotsheet will open and crew can look at any previously recorded information, images or documents to communicate with landowner.

Select Data and then Owner Tabs on present side

Owner - record 1 of 1

Prev Rec **Next Rec** **Delete Rec**

Name: Socrates Johnson
Address: 123 Place to be Lane
City: Happyland State: MI ZIP Code: 55111
Home Phone: (421) 345-5678 Work Phone: (421) 345-9876
Cell Phone: (421) 608-5632 Alt Phone: (###) ###-####
Parcel/Pin: 3298732908749029843
Permission Date: ? Contact Type: ?
QA Approved? ☐ Yes ☐ Contact First ☐ No ☐ Unknown
Notes: Made call to landowner on 1/3/20. Left a message. Previously gave us permission 7 years ago.

Plot Packet Selection

Use the dropdown arrows highlighted below to select Region/State (only one region/state/year can be selected/displayed at a time) /Inventory Year/Cycle/SubCycle/County/Protocol.

The screenshot shows the 'Plot Packet Selection' window. On the left, two annotations with arrows point to the selection criteria: 'Only one selection can be made at a time' points to the Region, State, and Inventory Year fields, and 'One or all can be selected' points to the Cycle, Subcycle, County, and Protocol fields. The main area contains seven dropdown menus: Region (NRS), State (MI), Inv. Year (2019), Cycle (All), Subcycle (All), County (All), and Protocol (All). On the right, a separate dropdown menu is shown with 'NRS' selected, and a list of options including NRS, PNWRS, RMRS, SRS, WI_CFI, IN_CFI, MO_CFI, and JM_CFI. A mouse cursor is pointing at 'PNWRS'.

Plot packets will be displayed in the **selected plot packets** window.

Select one of the plot packets.

The screenshot shows the 'Selected Plot Packets' window, which is a list of plot packet identifiers. The list includes: MI.001.00009.09.05.P2.800.STD, MI.001.00011.09.05.P2.800.STD (highlighted in blue), MI.001.00045.09.05.P2.800.STD, MI.001.00068.09.05.P2.800.STD, MI.001.00074.09.05.P2.800.STD, MI.001.00103.09.05.P2.800.STD, MI.001.00123.09.05.P2.800.STD, MI.001.00177.09.05.P2.800.STD, MI.001.00178.09.05.P2.800.STD, and MI.001.00245.09.05.P2.800.STD. A red arrow points to the highlighted entry with the text 'Select Plotsheet Packet to open'.

After selecting plot the contents of the plot packets will be displayed in the plot packets window.

The **Open Plotsheet** window will also become active.
See below for descriptions of what each button does in the lower middle of the screen.

Selected Plot Packets

- MI.009.00055.09.05.P2.800.STD
- MI.009.00081.09.05.P2.800.STD
- MI.009.00085.09.05.P2.800.STD
- MI.009.00146.09.05.P2.800.STD**
- MI.009.00148.09.05.P2.800.STD
- MI.009.00171.09.05.P2.800.STD
- MI.009.00201.09.05.P2.800.STD

Check mark indicates what folders plot packets exist in.

Currently the plot selected above shows in multiple folder locations. Once the plot is opened a check mark will appear next to work. Once data is entered a check mark will appear next to version backups. Once completed plot is loaded and archived a check mark will appear next to DB Loaded.

Plot Packet Files

- MI.009.00146.07.03.P2.000.STD.PDF
- MI.009.00146.07.03.X.X.X.01.TIF
- MI.009.00146.08.03.P2.510.STD.01.TIF
- MI.009.00146.08.03.P2.510.STD.02.TIF
- MI.009.00146.08.03.P2.510.STD.PDF
- MI.009.00146.09.05.P2.800.STD.01.TIF
- MI.009.00146.09.05.P2.800.STD.02.TIF
- MI.009.00146.09.05.P2.800.STD.HIST_Sketch.TIF
- MI.009.00146.09.05.P2.800.STD.PDF
- MI.009.00146.09.05.P2.800.STD.Sketch.TIF
- MI.009.00146.09.05.P2.800.STD.SPMAP.TIF
- MI.009.00146.09.05.P2.X.STD.MAP.PDF

Annotate Plot ID is a planning tool. You can assign plot packets different colors and make notes for each plot that are viewable in the main screen

Once plot packet is loaded to Midas from the uploads folder select, plot packet and archive plot to move from work to the DB Loaded folder

Restore file functions just like restore option in Midas Mobile to open previous version back up files

Restore Packet button brings plot packet back from the DB Loaded folder to the work folder. Toggle folder selection to DB Loaded, select plot and then restore button. Plot packet can now be edited.

If plot packet needs to be deleted for any reason select plot packet from above and delete packet.

Buttons: Open Plotsheet, Annotate Plot ID, Archive Packet, Restore File, Restore Packet, Delete Packet

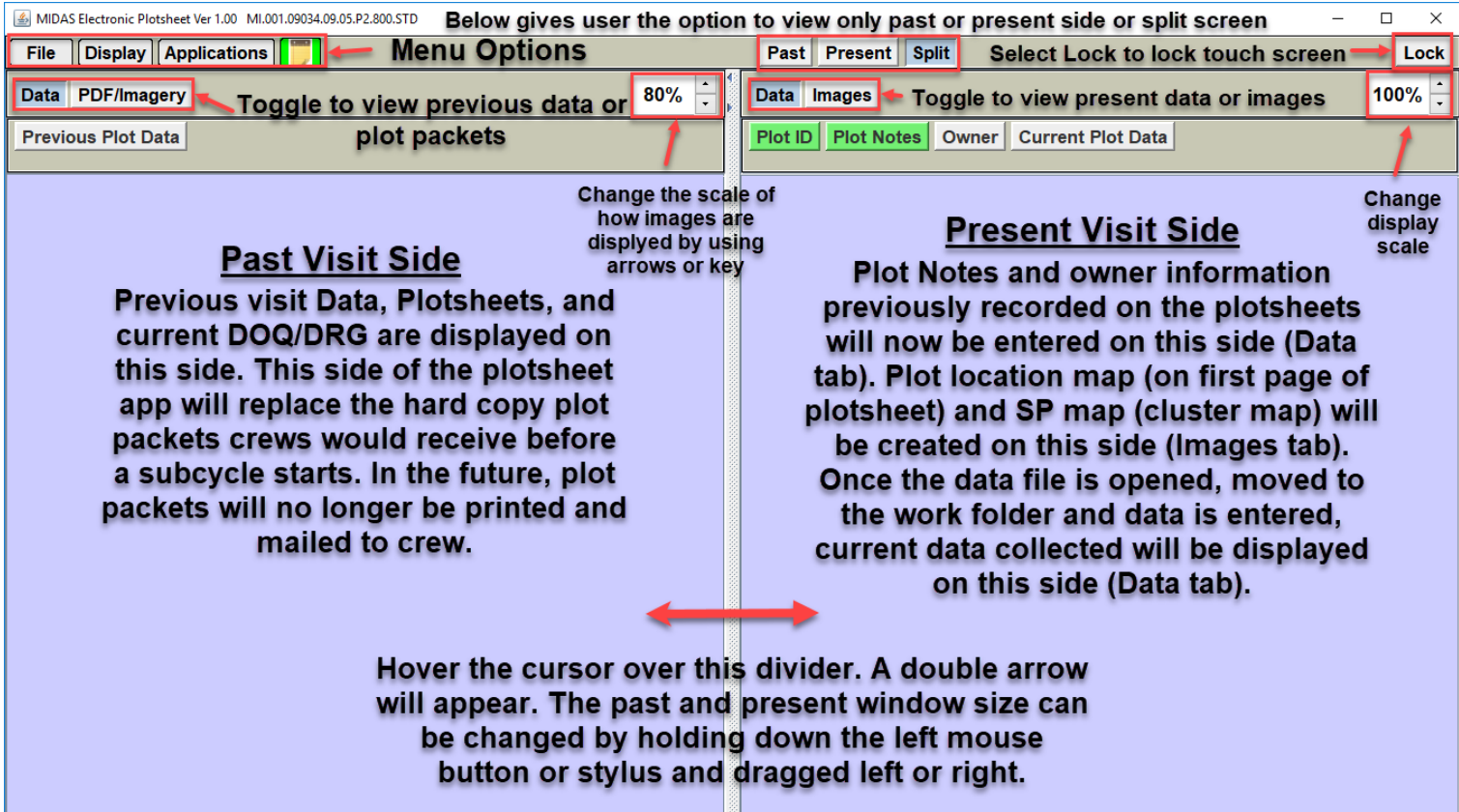
Selected Packet Exists In:

- ☒ Prefield
- ☒ QA
- ☒ Work
- ☐ DB Loaded
- ☒ Versioned Backups

Click **Open Plotsheet** shown above. Once the open Plotsheet button is selected the Midas Electronic Plotsheet window should appear. **When plotsheets are opened from the prefield folder they automatically get moved to the work folder.**

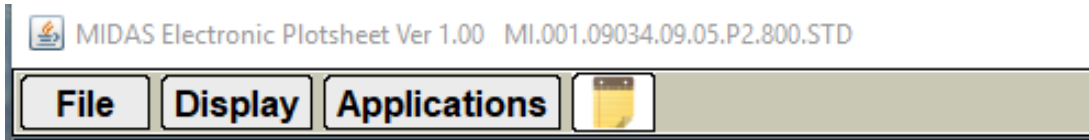
Overview of Plotsheet Program Layout

When a plot packet is opened the window below will appear. The layout, design, and functions will be same for all plots. See below for general descriptions of each function within the program. The following pages in Section 4 will provide more detail on what each function does within the program.

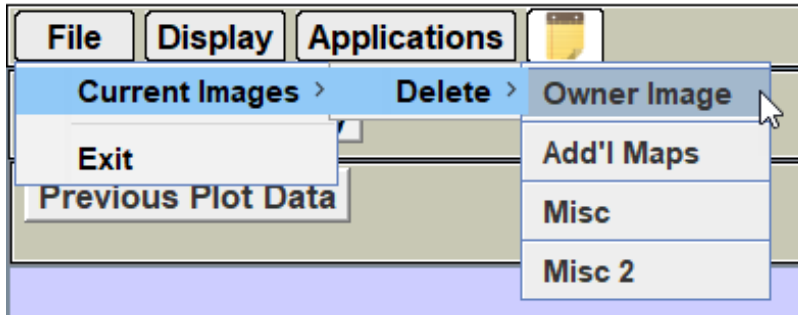


Section 4: Electronic Plotsheet Main Menu Options

Are located in the upper left corner. Select on each option for drop downs to display. If a menu option has an > at the end, hover cursor over to get additional menu options to the right shown below.



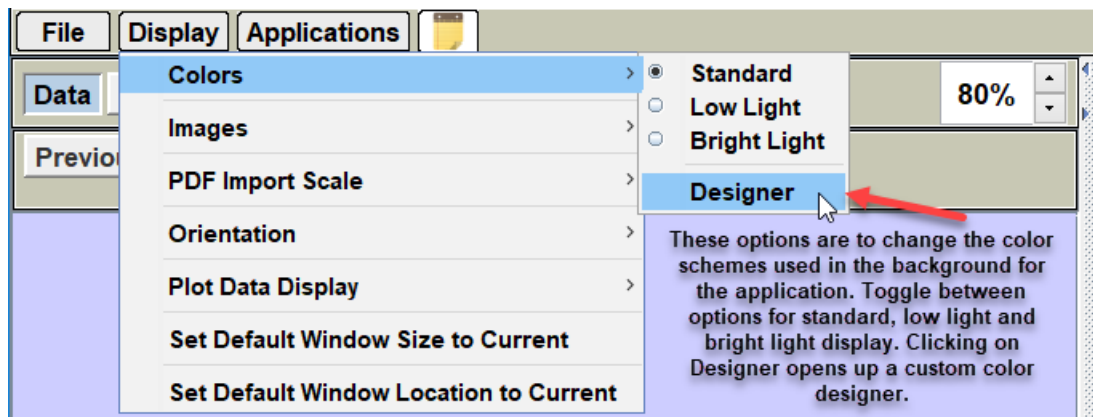
File options include exiting screen and deleting any new supplemental documentation a crew has added, i.e., owner letter, additional maps/images, topo map with parcels for urban.



Display Options

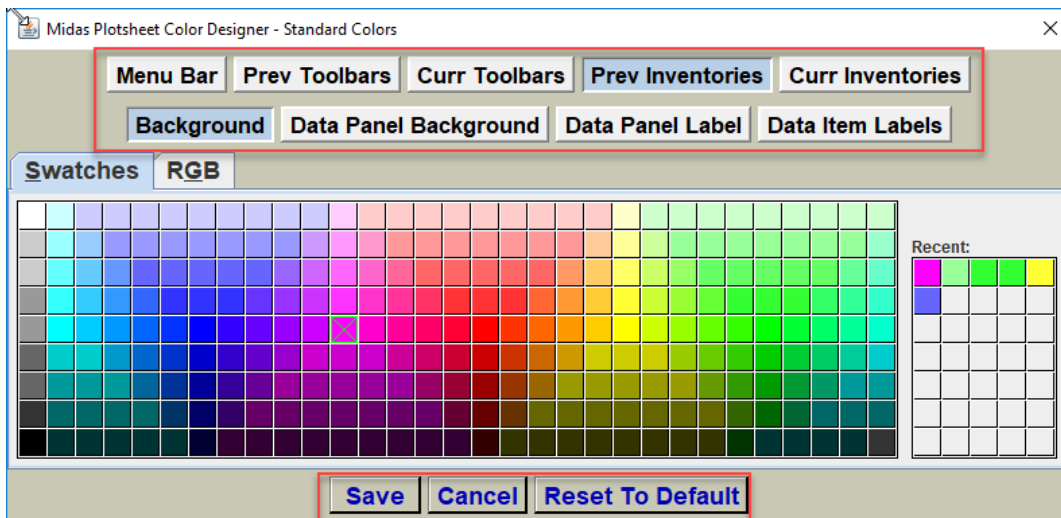
Colors

Users may find certain background color schemes are preferential depending on lighting conditions (office vs field, sunny day vs. cloudy day). Some users may just use this function to express themselves. Others may find the standard color scheme works just fine.

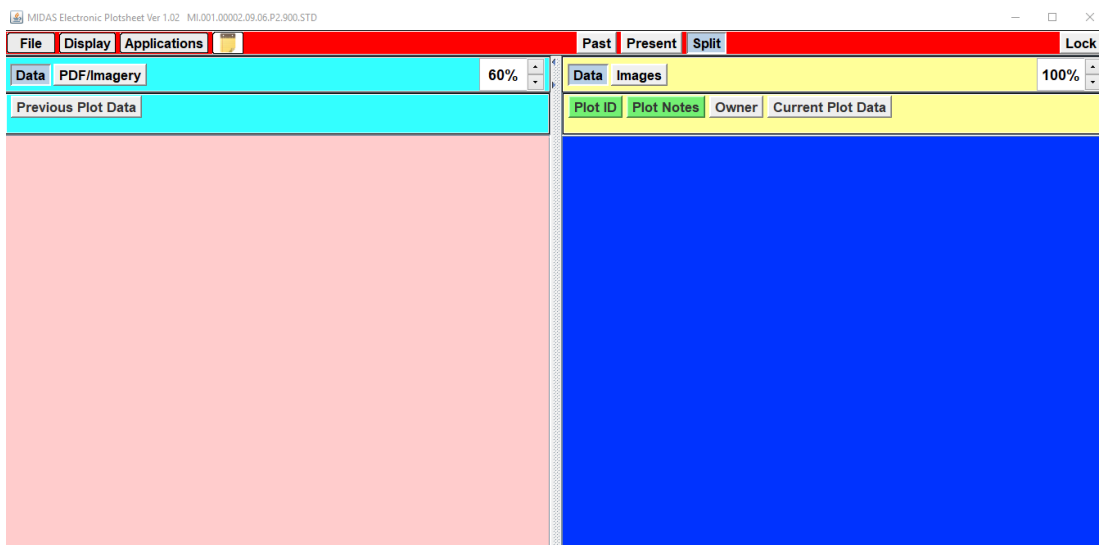


The designer template window will appear. Select different tabs in red window shown below. Select color for each option. When a color is selected it will be change in the main screen. Changes can be **saved**. Clicking **cancel**, designer will close and display will reset to default. Clicking **reset to default** will go back to default display settings but keep designer session open.

Continued next page



Below is an example of a back background titled **Cheeseburgers in paradise**.



Other Display Options

These last 2 options will allow users to default their the size visual workspace. The user can default the plot packet screen to have a specific window size and location on the screen when a plot packet opens. Just adjust window size and location on the screen and then select each option.

☐ Show Multiple Images

Checking box allows user to display all plot packets within these tabs at once

PlotSheet | SP Map | Sub Sketch | Photo

170%

User can set a default import scale so images will automatically be displayed at a size preferable to the user

☒ Portrait
☐ Landscape

Portrait displays previous/current side vertically (default). Landscape displays them horizontally. Clicking the box switches the order that previous/current plot packets are displayed.

☐ Present Survey on Left

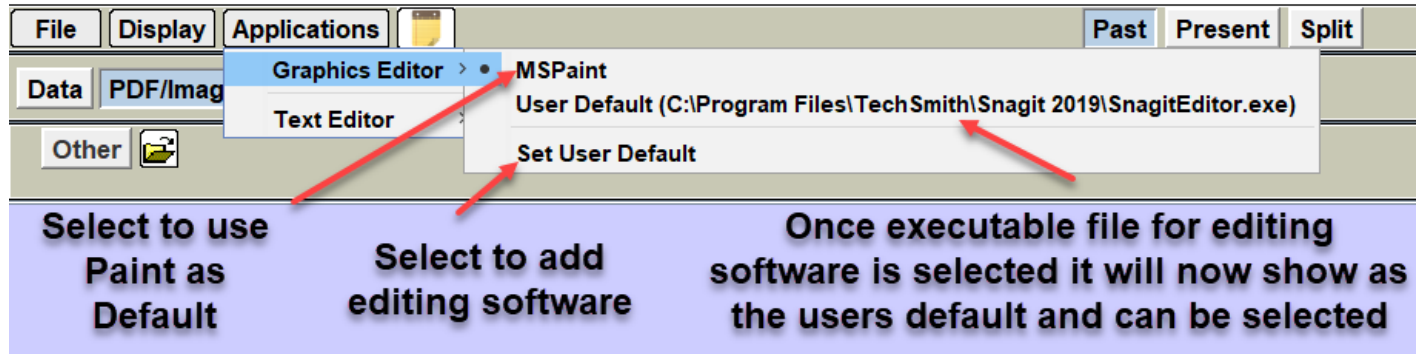
☐ Show Empty Columns
☐ Show Hidden Columns

User preference. Additional midas columns can be displayed in the data. The cleanest visual experience for the user is to leave these unchecked.

Applications

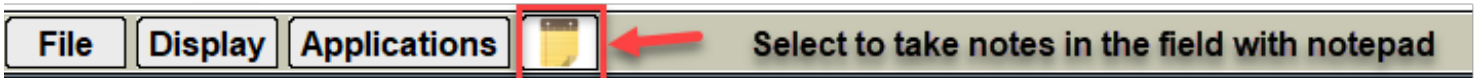
This menu option allows the user to select a program for editing graphics and select a program for temporary note taking in the field (text editor/scratch pad). The graphics editor is for editing SP Map/Sub Sketch on the present side of the plotsheet program.

Currently MS Paint is the most compatible graphics editing software with the plotsheet program. To use Paint, select MS Paint in the toggle options. Another option has been created for users to default to other editing software.

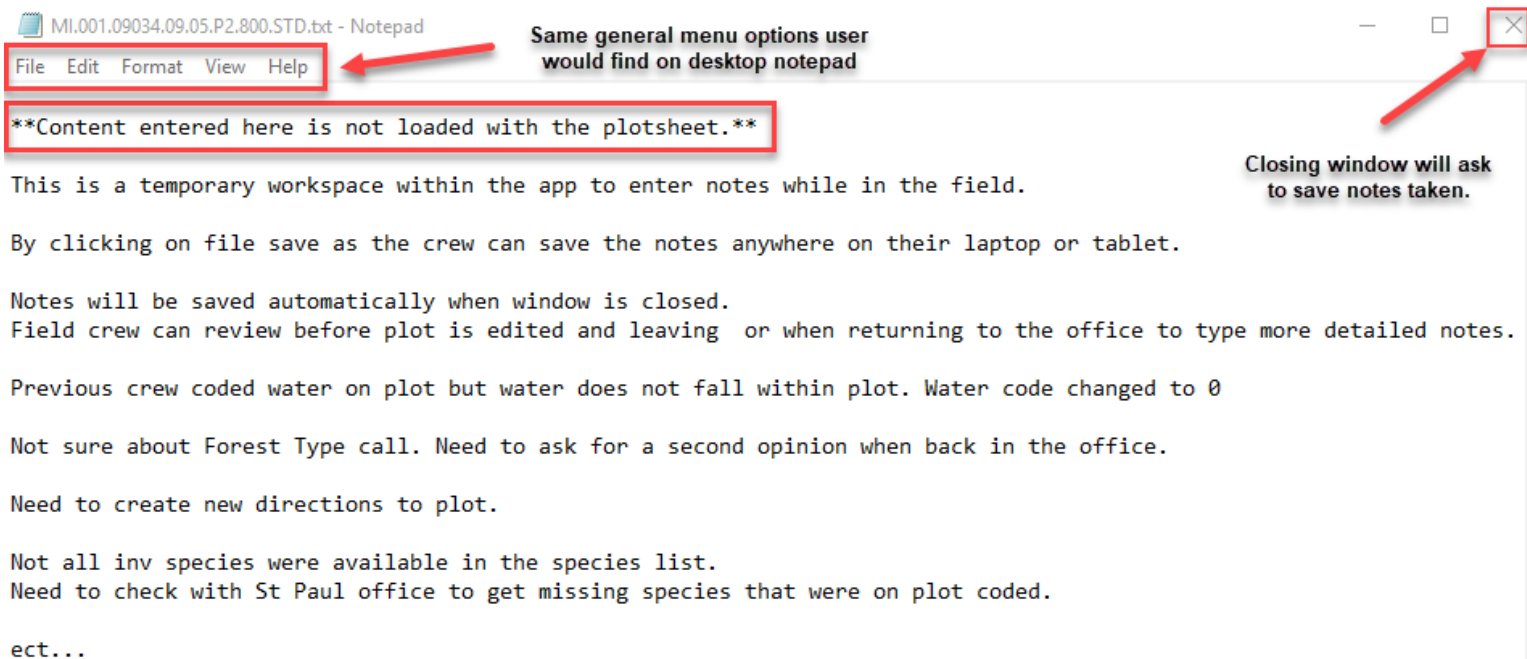


Scratch Pad

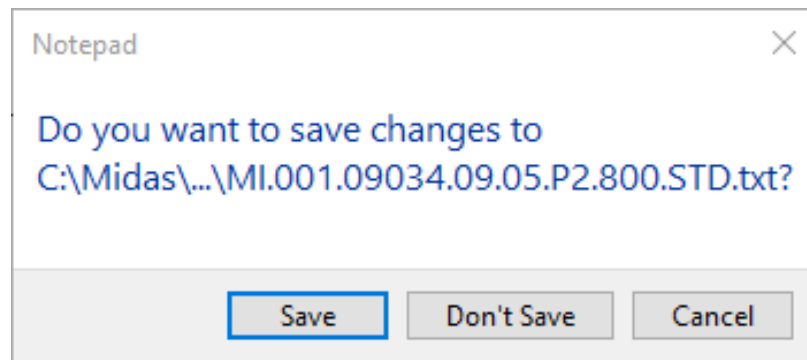
Click the notepad on the far right of the main menu options.



Notepad window will open.



When selecting file/close or close button a window will pop up asking to save/don't save/cancel.



After saving scratch pad icon will now turn green to indicate notes have been entered and saved.



Section 5: Displaying Plotpackets and Previous Data

Displaying Plot Packets

Below highlights how abbreviated plotsheets, previous visit plotsheet scans, and DOQ/DRGs are displayed on the previous (left) side of the plotsheet program once plot packet is downloaded and opened in the program.

File **Display** **Applications** Use to increase or decrease size images are displayed in each tab

Data **PDF/Imagery** Click on PDF/Imagery to make tabs selectable below **30%**

PlotSheet **SP Map** **Sub Sketch** **Photo** **Other**

Plotsheet tab will currently display first page of the abbreviated plotsheets crews are being sent for field season 2021. This may change in field season 2022.

SP tab will display first page of plot sheet crew scanned and loaded previous visit

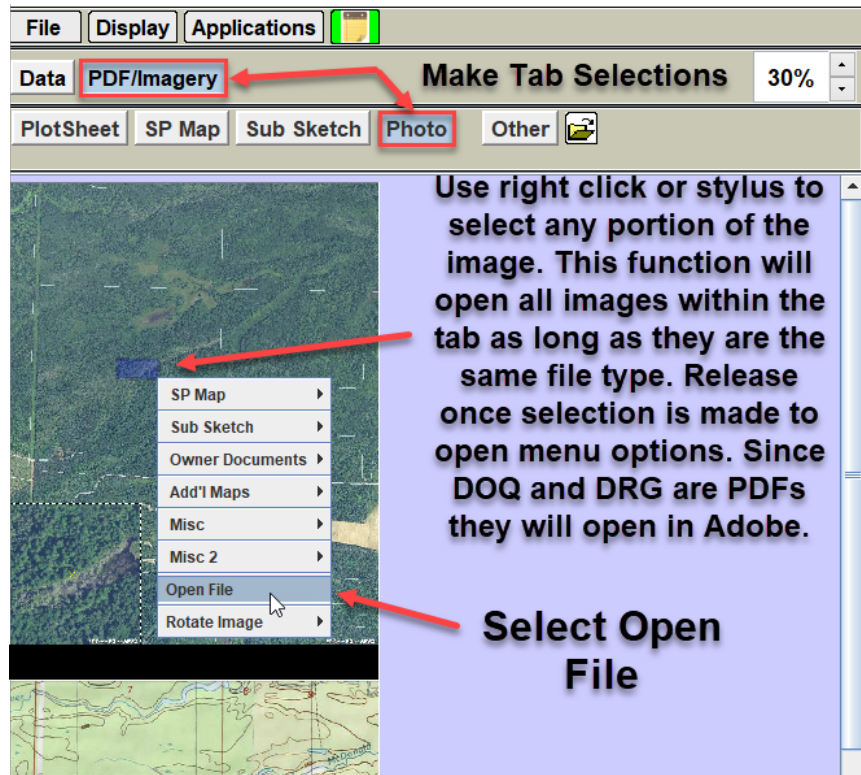
Sub Sketch tab will display second page of plotsheet crew scanned and loaded previous visit

DOQ and DRG are displayed in the photo tab now.

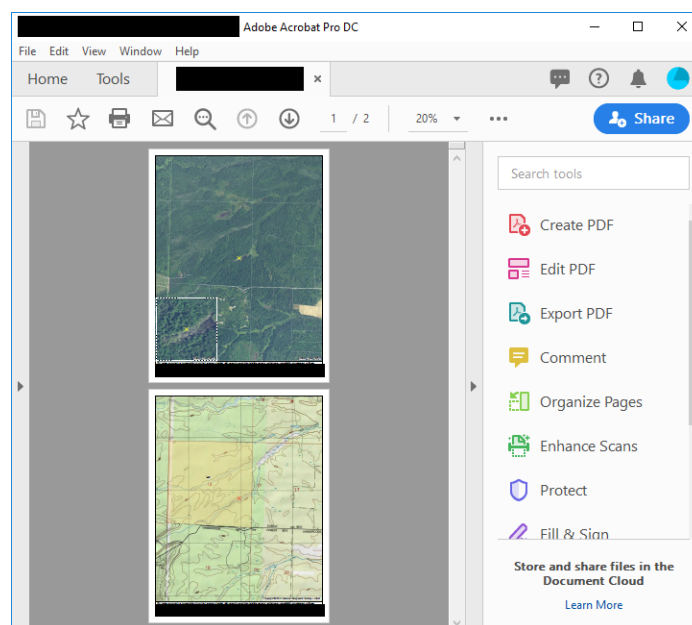
Display plot packets with full screen

If the crew does not have a hard copy of the plot packets, they may want to view plot packets outside of the Plotsheet program in full screen mode. Testers stated that it was beneficial to specifically view the DOQ and DRG in full screen mode in the field. **Requires Adobe in order to do this. This will be more imperative for field season 2022 when crews no longer receive hard copy plot packets.**

Select tab of previous plot packet to be viewed. Example below are for DOQ/DRGs



Adobe Reader or Acrobat Pro will open allowing the user more options to view imagery in the field. **Requires device that is running Adobe.**



Section 6: Creating Plotsheets (SP Map and Sub Sketch) in the Plotsheet Program

For some crew members, you will be potentially completing 2020 Urban, 2021 Urban and 2021 P2 all at the same time. There are going to be variations in how plotsheets are completed, and files zipped for each inventory year and protocol type.

New Procedures for different Protocol Types

For some crew members, you will be potentially completing 2020 Urban, 2021 Urban and 2021 P2 all at the same time. There are going to be variations in how plotsheets are completed, and files zipped for each inventory year and protocol type.

2020 Urban Plots: Crews already have hard copy plot packets and will complete and scan hardcopy plotsheets as normal to be consistent with how 2020 P2 was done. Plot files and any photos taken while on plot will be zipped using the Plot Packager. Zipped plot files (with or without photos) and normal scans will be loaded into Midas. **See Appendix C in the User Guide for detailed instructions on how to load 2020 Urban.**

2021 Urban Plots: Crews will be sent slightly altered hard copy plot packets. Crews can either complete hand drawn plot sheets, which would be scanned. Then use the **Other** tab to import the scans into the Plotsheet Program one at a time, using the other/browse function on the Past (left) side. They can then be copied over to the Present (right) side. Data file, photos and digital plotsheets will then be all zipped in the Plot Packager to load into Midas as one zip file.

2021 P2 Plots: Crews will receive modified hard copy plotpackets with page 1 and 2 scans of previous visit along with a header on page 1 with additional information. Plotsheets will be completed in the Plotsheet Program and zipped with the data file and photos if taken. One zip file will be loaded into Midas. Multiple plots can be loaded at one time.

2021 PIQA Plots : Abbreviated hard copy plotsheets will be sent to crews. Since these are Sample Kind 1 plots there is no previous map or sub sketch so sheets will be blank with header on the first page showing pertinent information. Complete hand drawn plot sheets, which would be scanned. Then use the **Other** tab to import the scans into the Plotsheet Program one at a time, using the other/browse function on the Past (left) side. They can then be copied over to the Present (right) side. Plotsheets can also be created digitally using Microsoft Paint from blanks on the Present side in the Plotsheet Program.

2021 QA Plots: As before it is not required to create plotsheets to load with QA data file. It is required to zip the data file with or without photos in Plot Packager before loading. Since the Plotsheet Program isn't fully supported to be used in the field yet, QA crews can continue to print what they need to take into the field to

do the QA check. If the plot packets are downloaded from QAQC Get Finished Field Plots from Database, they can be reviewed in the Plotsheet Program. IF the QA must redo the plotsheets that the production crew loaded, they would be created and sent to St Paul to be loaded into Midas.

Different Options for Creating Plotsheets in Midas Plotsheet Program

Plot location map one page 1 is now being called SP Map and the plot diagram or cluster map on page 2 is being called sub sketch within the program. These two digital images are **required** in order for a plot to load.

The crew has three different options for creating SP Maps and Sub Sketches for 2021 P2.

- If no changes have occurred since the previous visit, the previous map and plot diagram can be selected and copied as is to use as the current SP Map and Sub Sketch. If the crew feels that improvements can be made it is possible to edit the image once it is copied over.
- Create digital SP Map and/or Sub Sketch starting from Scratch. A blank SP Map and Sub Sketch will be created for every plot in the present side (right). User has the ability to open in editing software (paint)and create new copies there.
- User can still hand draw new copies of the SP Map and Sub Sketch. Any blank plotsheet can be printed out using Midas VIP (view/image/print). Or to save paper use the backside of scrap paper that is printed on one side and slated for the recycling bin. Images must be shredded then or stored with other hard copies of plotsheets in office. Once completed, scan and load into program one at a time using other/browse icon on the previous side. User would be following the same process as adding supplemental files. Once loaded, select other tab, then highlight the image and copy/replace current SP Map or Sub Sketch.

Images on the next page describe how to copy images over from previous to current side.

First select the SP Map tab on the left side of the plotsheet tool.

Select SP Map tab

Top portion will be entered in the PDR only and the bottom portion will now be entered in the data tab on the current side (right) side.

Blank SP Map on the present side will automatically be created for each plot

Only the highlighted portion of the previous plotsheet will be selected and carried over to SP Map. The rest of the information will be entered in the PDR or the Data section on the present side. In this instance directions to plot have not changed since the previous visit and they are adequate to use.

Right click in any corner of the Map and drag across, up/down until desired area is highlighted in purple. Release right click and menu options will appear. In this case hover over SP Map. Then hover over and select replace current SP Map to overwrite blank SP Map on the present side shown above.

Once above steps are taken, previous SP Map or Plot location Map will now appear on the current side

SP Map tab will now be green

SP Map will most likely be projected in a different size and the scale tool can be used to change to optimal size

Selected area will now appear and replace blank SP Map on the present side

Now repeat the same steps for the Sub Sketch

File Display Applications 30% Past Present Split

Data PDF/Imagery Sub Sketch Photo Other

SP Map Sub Sketch Add'l Maps

Reference Tree Info in Monument Screen

GPS info entered in PDR only

Will be entered in PDR

Highlight cluster map only

Will be entered in Data tab shown above and then Plot Notes Tab

Blank Sub Sketch on the present side will automatically be created for each plot

Once cluster map is highlighted release right click or stylus and menu options will appear. In this case hover over Sub Sketch and then select replace current Sub Sketch to overwrite blank Sub Sketch on the present side shown above

SP Map Sub Sketch Add'l Maps

Replace Current Sub Sketch

Add to Top of Current Sub Sketch

Add to Bottom of Current Sub Sketch

Misc

Misc 2

Open File

Rotate Image

Field File (datafile): Office Edit:

Once above steps are taken, previous Sub Sketch will now appear on the current side

File Display Applications 30% Past Present Split

Data PDF/Imagery Sub Sketch Photo Other

SP Map Sub Sketch Add'l Maps

Reference Tree Info in Monument Screen

GPS info entered in PDR only

Will be entered in PDR

Highlight cluster map only

Will be entered in Data tab shown above and then Plot Notes Tab

Blank Sub Sketch on the present side will automatically be created for each plot

Once cluster map is highlighted release right click or stylus and menu options will appear. In this case hover over Sub Sketch and then select replace current Sub Sketch to overwrite blank Sub Sketch on the present side shown above

SP Map Sub Sketch Add'l Maps

Replace Current Sub Sketch

Add to Top of Current Sub Sketch

Add to Bottom of Current Sub Sketch

Misc

Misc 2

Open File

Rotate Image

Field File (datafile): Office Edit:

The SP Map can now be loaded with the plot file as is or modified if need be in Microsoft Paint. Directions for this are in the next section.

Section 7: Editing SP Map and Sub Sketch

An SP Map and Sub Sketch can either be edited starting with a blank canvas or by editing what has been copied over from the previous side to the current. Any other image or document can also be edited using the same process.

Currently Microsoft Paint is the best graphics editing software compatible with the plotsheet program and available on all PCs. Other graphics editors may become available in the future after additional testing.

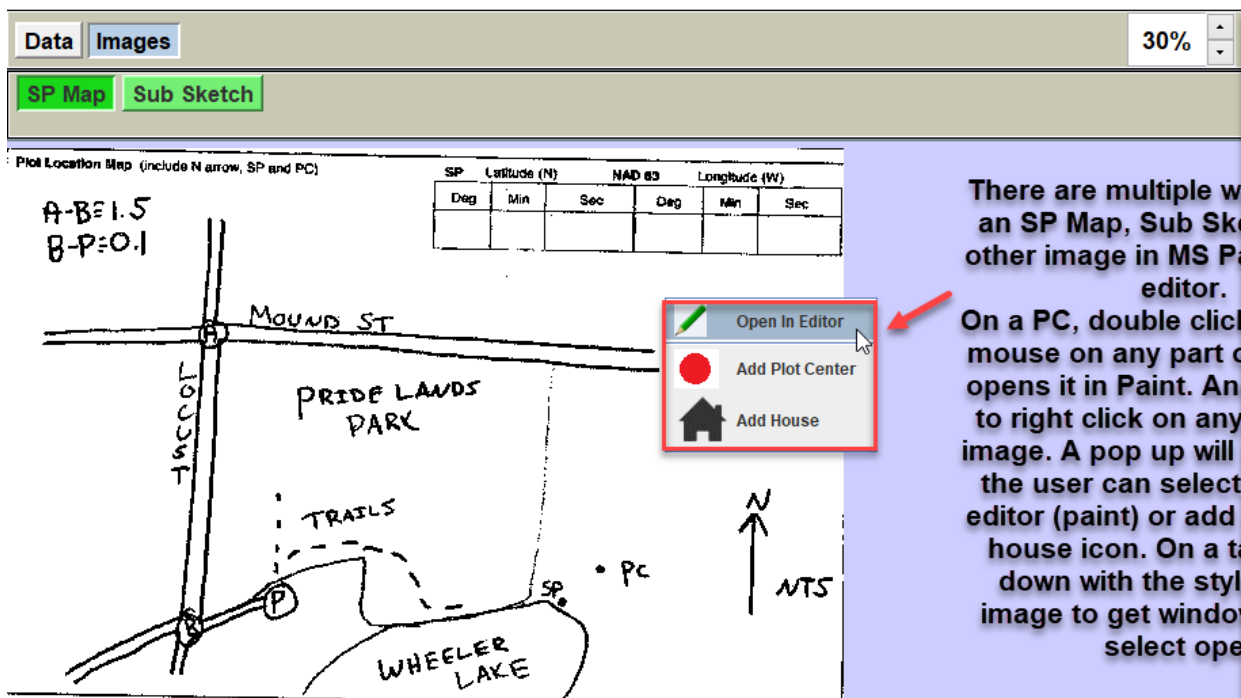
Unfortunately, we are unable to find any concise, helpful user guide or demo videos from Microsoft directly.

There are some YouTube videos that are ok and would suggest doing an internet search in need be. It is somewhat self-explanatory with trial and error. It will take practice to use paint.

The main drawback of paint to highlight is that the user cannot edit features like text or shapes once they have been added to the project. The user has several options. Click the undo button (will be used often). User can use this button and erase step by step all the way backwards to the beginning of the project. There is a manual eraser function. This can be frustrating at times because the eraser will erase everything if features are overlaid. Or use the restore file function and go to a previous version backup of the SP Map or Sub Sketch.

A user can edit an image, save, close and come back later to further edit, but cannot undo any features or layers that were created in the previous session. The only options to edit are to use manual eraser, restore version backup, or just start over completely.

In this example navigate to the current side and select Images tab and then SP Map tab.

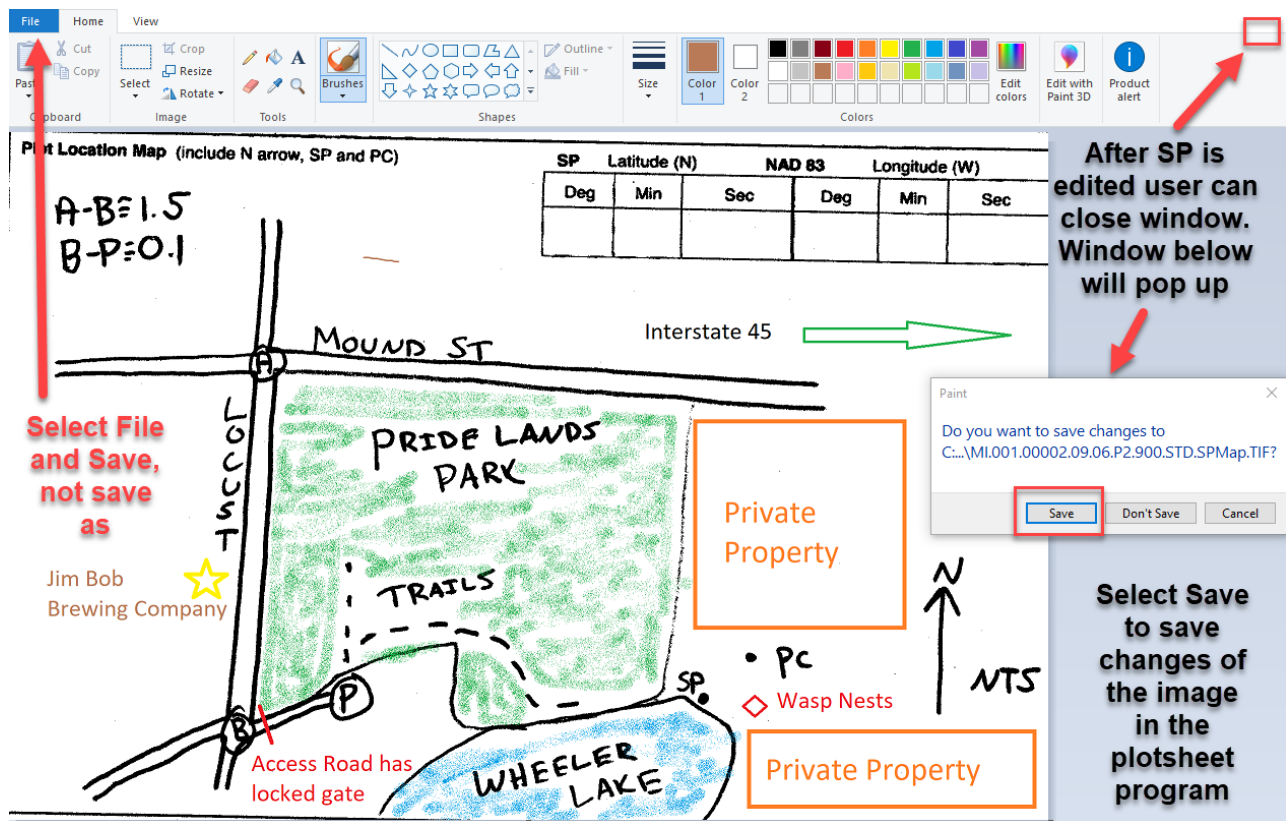


There are multiple ways to open an SP Map, Sub Sketch or any other image in MS Paint or other editor.

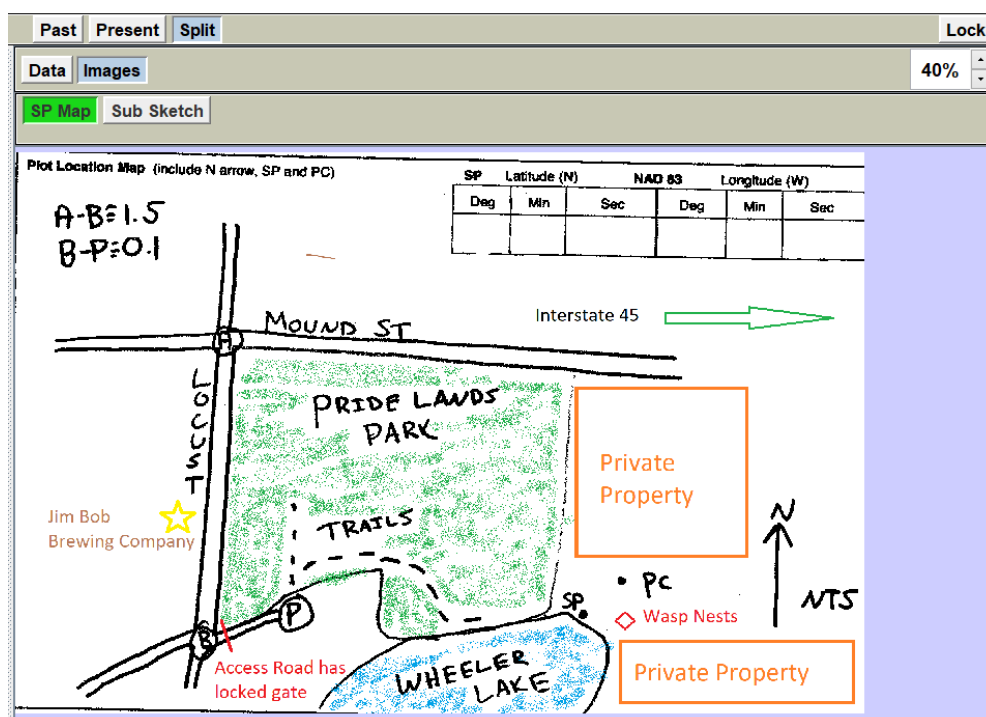
On a PC, double clicking with the mouse on any part of the image opens it in Paint. Another way is to right click on any part of the image. A pop up will appear, and the user can select to open in editor (paint) or add a red dot or house icon. On a tablet push down with the stylus on the image to get window and then select open

Image will now open in Microsoft Paint Editing Software

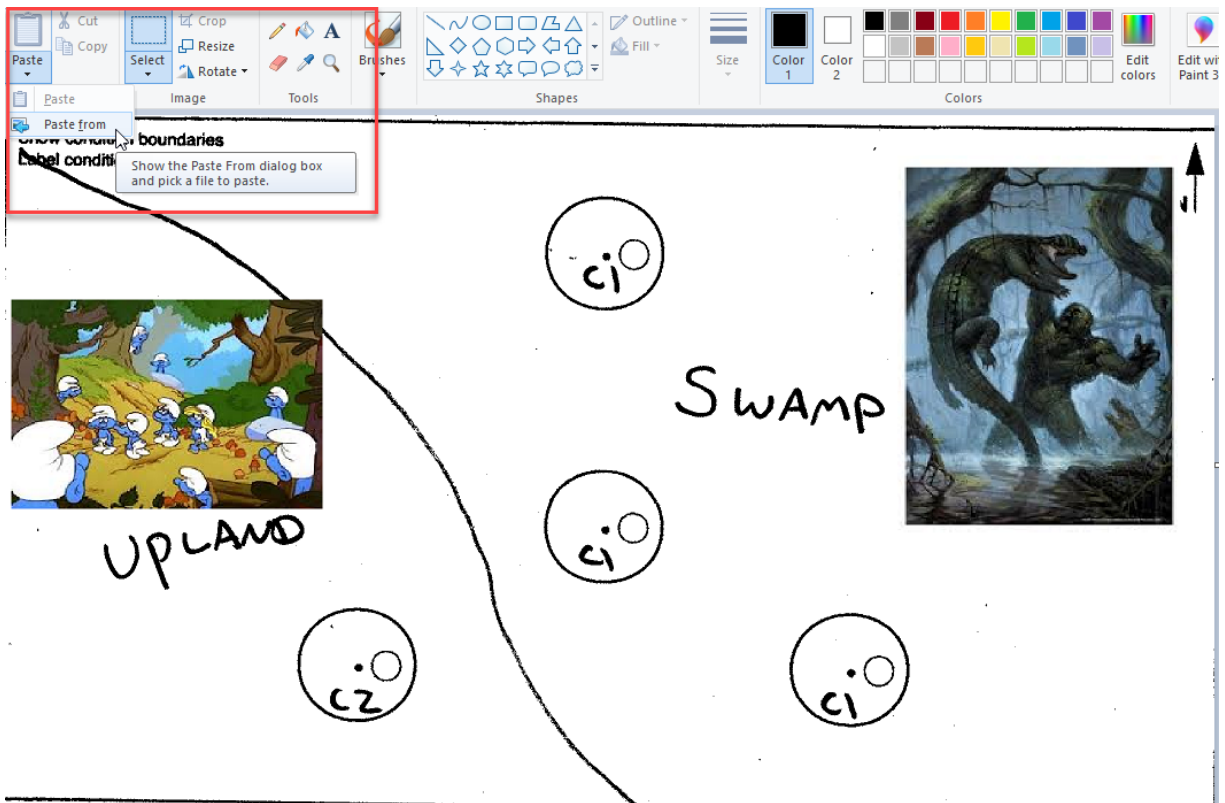
Use the toolbar to edit image. Below is an example of how SP Map can be edited. Update any pertinent information that has changed or was missed from the previous visit. Shown below either select file, save and close window or close window and select save when prompted.



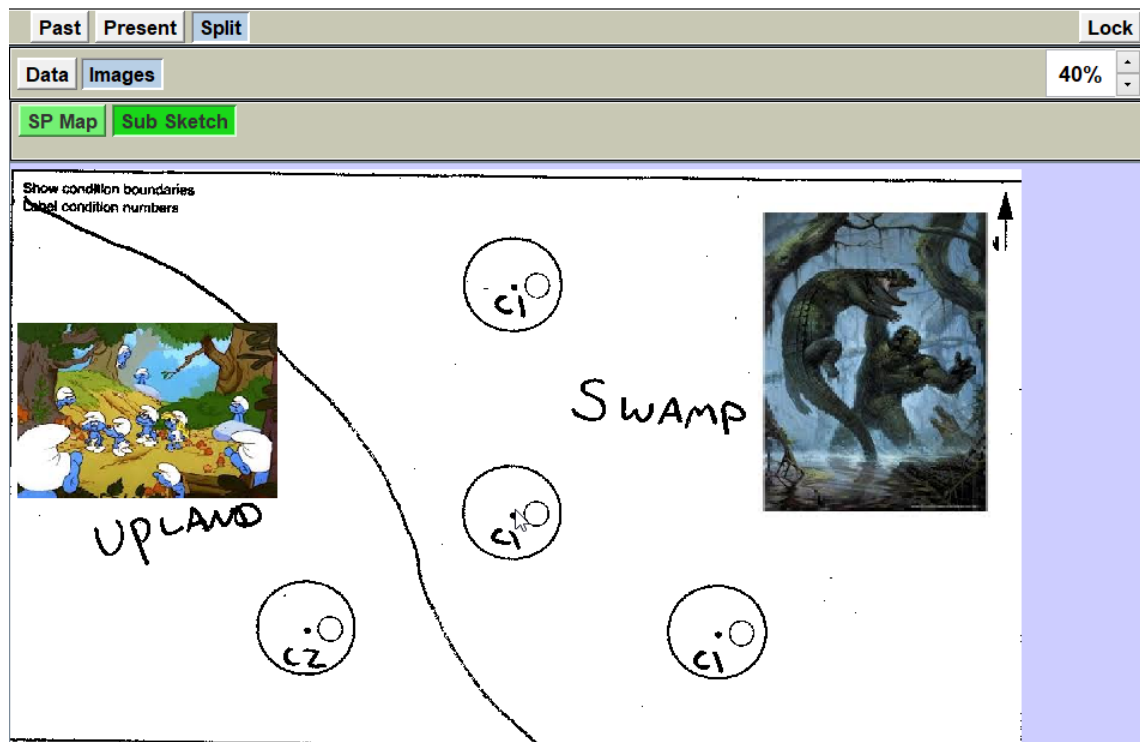
Edited image will now appear in the plotsheet program. It may take up to 10 seconds for the image to update.



Now do the same for the Sub Sketch. Just as in the example below, images can be pasted into any document created for the plotsheet program in paint. When finished again select file, save, close from the menu or close window and select save when prompted.



Edited image will now appear in the plotsheet program. It may take up to 10 seconds for the image to update.



Section 8: Adding Optional Additional Images, Maps, or Documents

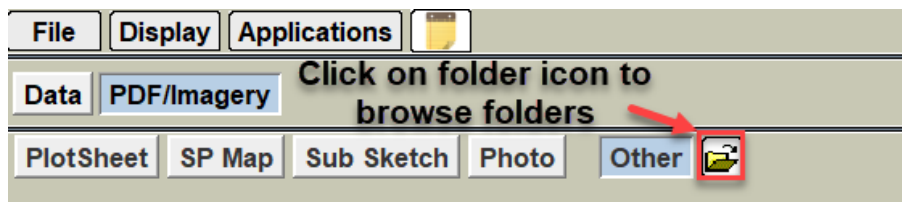
In addition to the SP Map and the Sub Sketch on the plotsheets, crews may find it beneficial to add aerial imagery, trail maps, maps supplied by the owner (ex. If plot falls on military installation, base may supply crew with additional map of area). **If a crew receives a landowner letter or permit it is required to submit that documentation electronically and maintain a hard copy as a permanent government record.**

Only one file can be added at a time

*Currently the Plotsheet program is able to load **pdf, tif, jpg, png, bmp, gif** file formats. Appendix A describes how to use Microsoft snipping tool to take screen shots of images, maps, or owner documents that can be loaded into plotsheet program. Microsoft snipping tool that is available on all windows based operating systems. Most ownership documents are in DOCX in word. The plotsheet program that will not be able to load word docs. They can easily be converted into PDFs in word and is described in this section.*

Adding Optional, Supplemental Images or Maps

Select browse folder icon shown below on the previous side (right).



Browse folder will open. Navigate to location on the C drive where saved file intended to use is located. Select file and then open shown below. Image used in example below was obtained using snipping tool. Capturing additional imagery of plot area using resources like google maps may be useful to next crew. **Snipping Tool directions are located in Appendix A.**

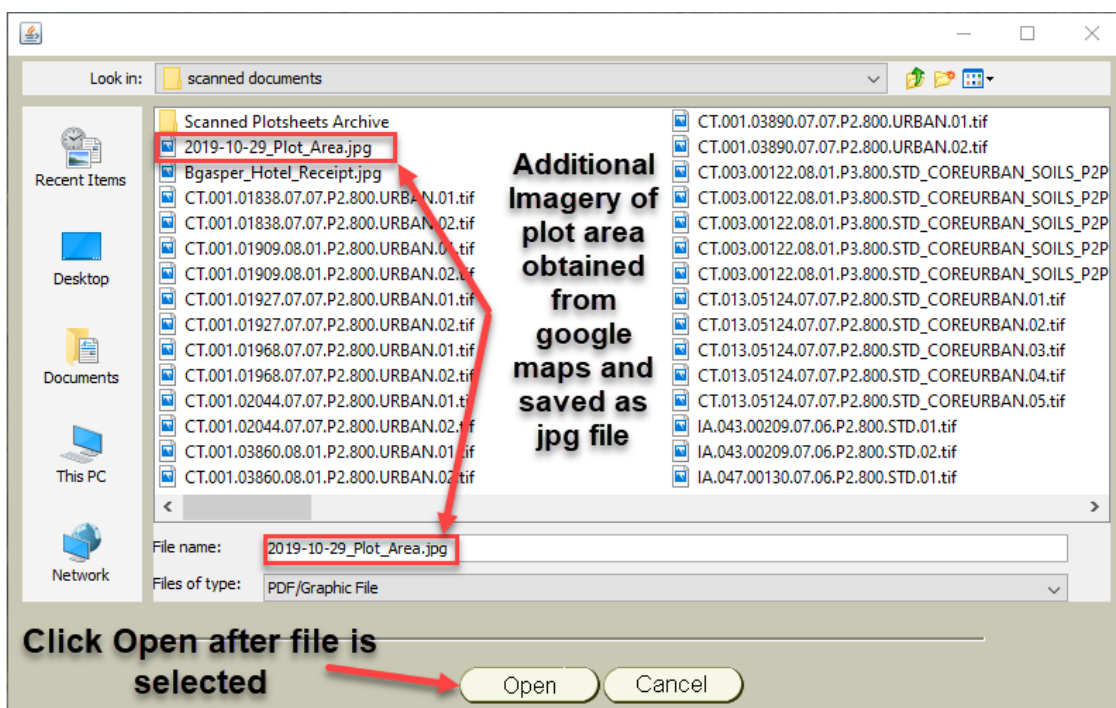
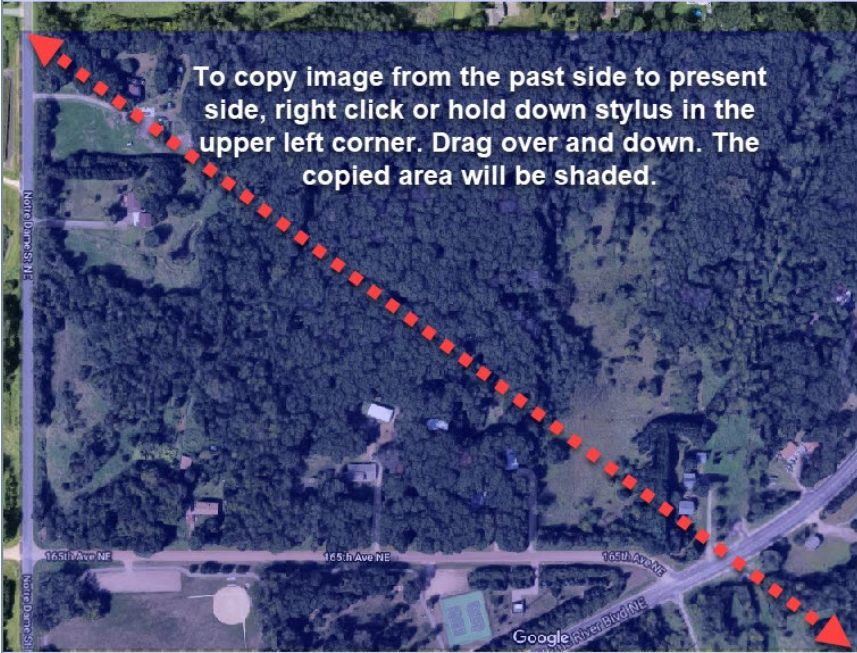


Image will now appear on the previous side (left) of the screen. Below shows how to copy image to the present side (right) so it can be loaded to Midas.



To copy image from the past side to present side, right click or hold down stylus in the upper left corner. Drag over and down. The copied area will be shaded.

If the user would like to start over selecting the image. Click anywhere off the selected area or outside of the copy menu options. Any corner of the image can be used as a starting point for selecting a portion or all of the image. Images can only be selected in square or rectangular shapes.

When you get to the lower right portion of the image release the right click. The menu options for different images will appear. Hover the cursor over each option to open copy function. Select Add'l Maps and then replace current Add'l maps

SP Map	▶
Sub Sketch	▶
Owner Image	▶
Add'l Maps	▶ Replace Current Add'l Maps
Misc	▶ Add to Top of Current Add'l Maps
Misc 2	▶ Add to Bottom of Current Add'l Maps
Open File	
Rotate Image	▶

Photo will now appear on the present side (right) and a new green tab is present to indicate file has been added. Image will remain on the previous side for the other tab until a new file is added.

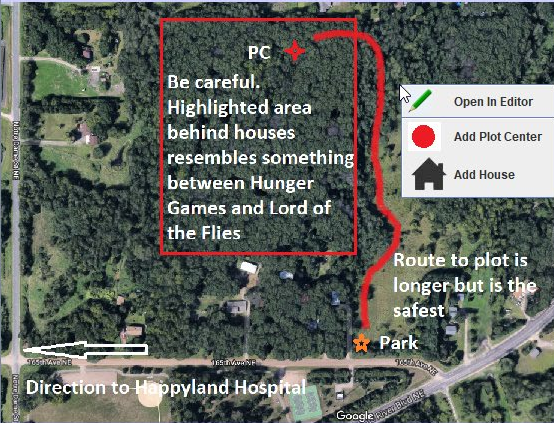
Data PDF/Imagery 50%

PlotSheet Sub Sketch Photo Other



Data Images 60%

SP Map Sub Sketch **Add'l Maps** New Tab will appear for added image

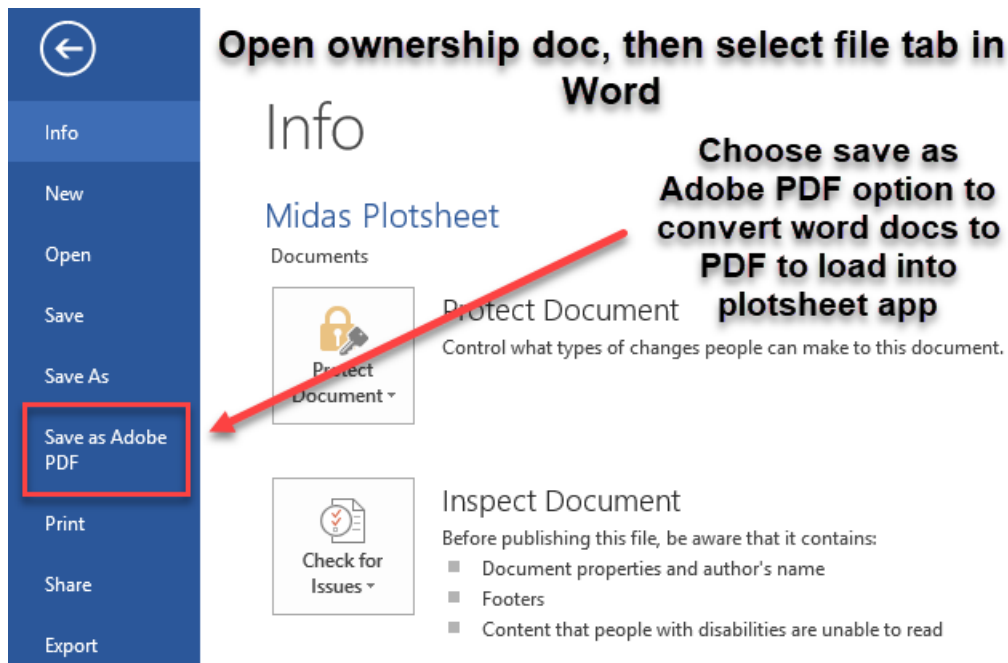


The blank image can be edited. To the left is an example of an edited version of the imagery that was copied over. To open in editor (paint or other defaulted software) Right click with mouse or stylus anywhere on the image. Pop up window will appear. Select open in editor. Editing software will open with image and now can be edited. When finished close, save, and edited image will now replace

32

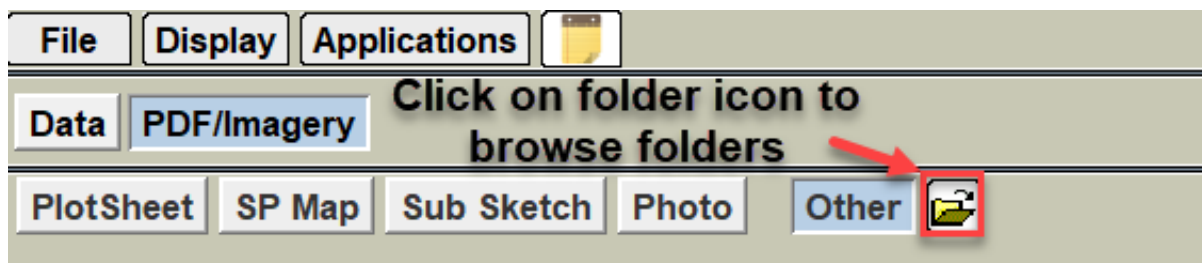
Adding Owner Documentation

Some owner related documents such as permission letters and permits are in word doc format. Plotsheet program cannot load doc or docx file formats. These can easily be converted into pdfs which are acceptable file formats. Below briefly describes the process.



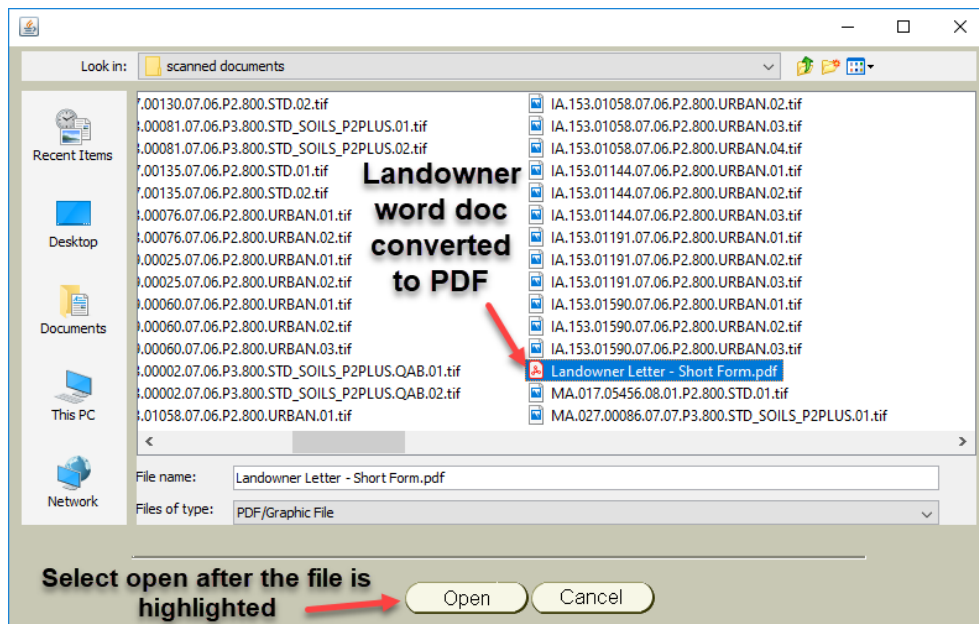
File name and saved location for the PDF can be whatever makes sense to the crew. Do not save PDF in the plot packet folder.

Navigate back to plot packet on the previous (right side). To add owner documentation, select the browse folder icon.

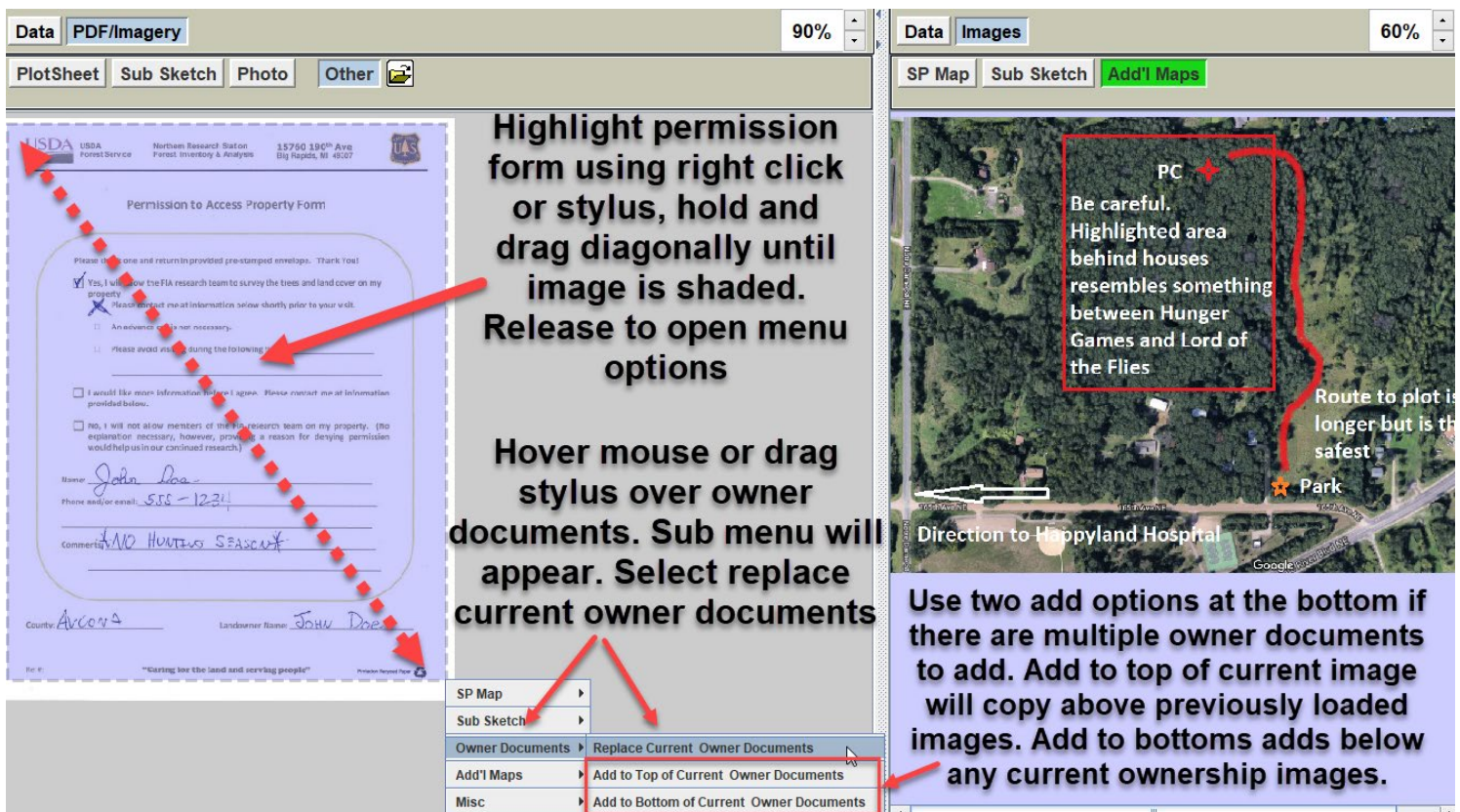


Browse folder will open. Navigate to folder location where owner file is saved. Select landowner file and then open.

Continued on next page.

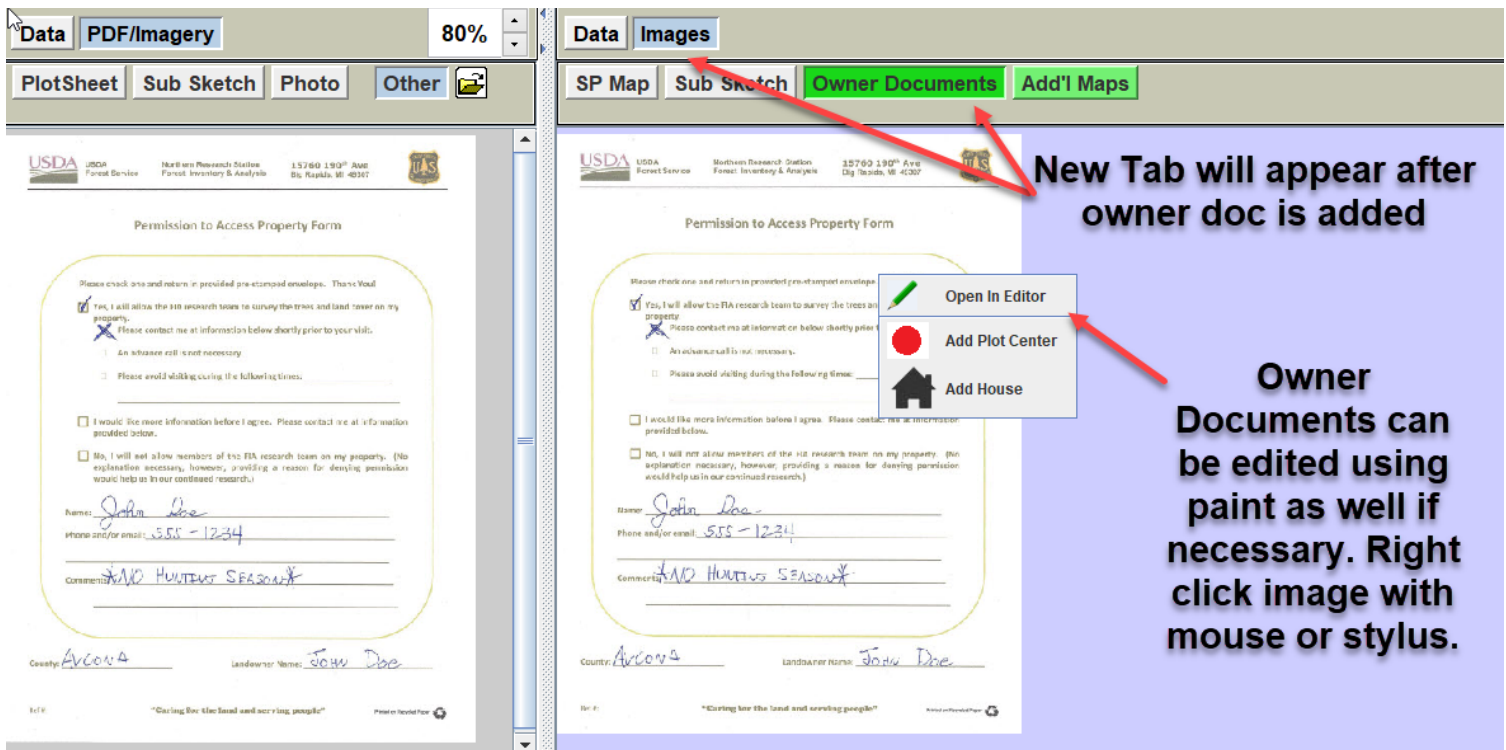


Navigate back to plot packet. Permission letter will now appear on the previous side (left). If a previous image existed there such as the previous aerial image it will be overwritten.



After owner document is copied it will now appear on the present side (right) and a new green tab will appear under images.

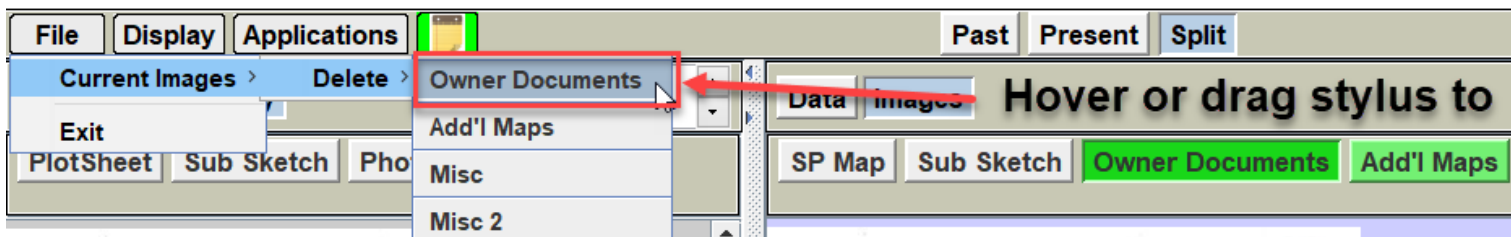
Continued on next page.



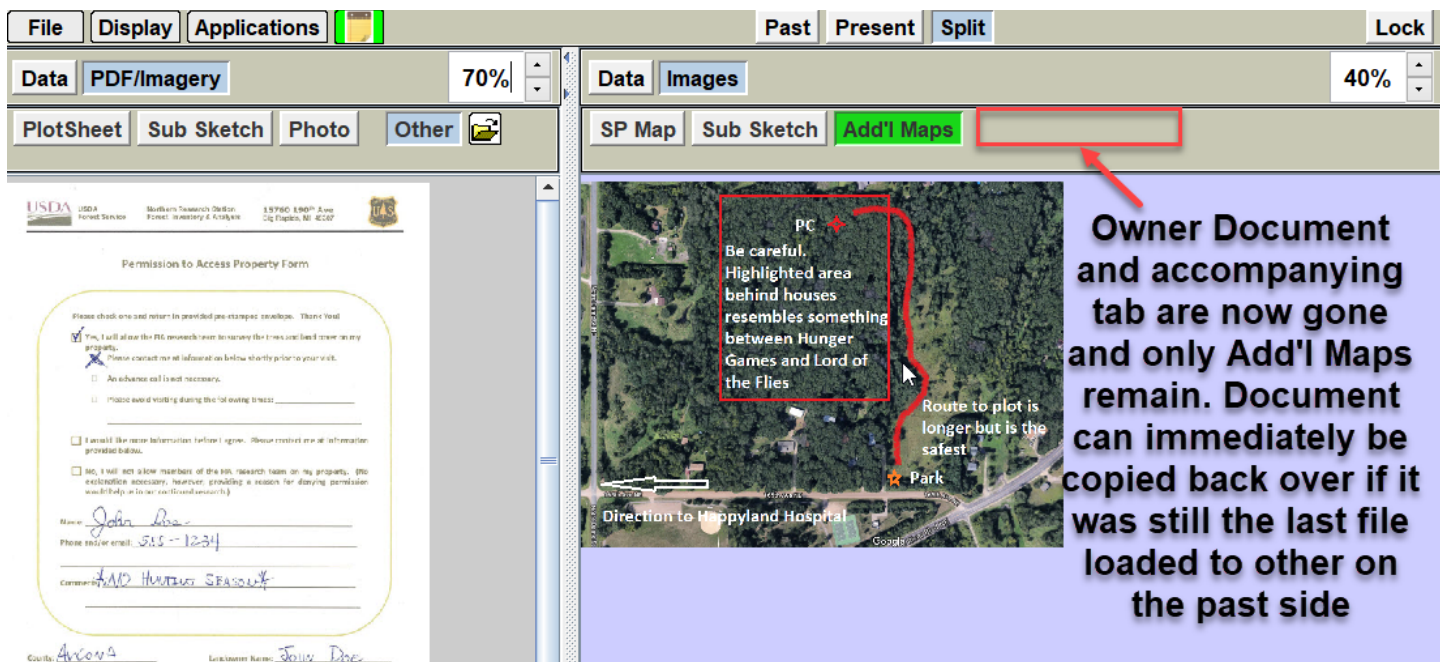
Deleting Additional Images, Maps, or Documentation on the Present (right) Side

In some cases, a user will accidentally copy the wrong file or copy in the wrong location on the present side. A user may have edited a file and want to start over. This function in the menu options allows user to delete any additional documentation that has been added on the present side (right).

Go to File/Current Images/Delete and select type to be deleted. User will get a pop-up window before file is deleted.



Owner permission form is now gone from the present side (right) along with the tab.



Repeat these steps for any other files the user would like to delete from the present side.

Section 9: Entering Data into Plotsheet Packet

Image below is information previously entered on the plotsheets that will now be entered electronically within the plotsheet program.

All ownership and contact information that was previously entered here in this lower section will now be typed in Owner Tab of Midas Plotsheet App. Multiple owners can be entered.

Plot notes previously written below will now be entered electronically in the Data/Plot notes tabs in the Plotsheet Program.

Below is a screen capture of the present side. Data Tab and all four Data Sub Tabs are selected.

These 3 items are required to load the plotsheets

All 4 tabs are currently selected

Plot ID is a tag that should be populated for every plot packet and tab should always appear green.

Owner record replaces ownership section on plotsheet. Owner will not be populated and appear blank same as a plotsheet would. Only owner name and is QA approved is required in order to load plotsheets. Please enter any information required to get permission or helpful to the next crew. Owner tab will initially appear gray. Once all required fields are entered the tab will turn green meaning ok to load. To add another owner record select Next Rec. To delete select Delete Rec.

Current data will appear when plot file has been moved from the Allegro to the PC or tablet and is in the work folder. This is seen as an aid for post field processing to see data within the plotsheet program.

Copy and paste ownership information from hist data to ownership record.

If ownership hasn't changed since previous visit it can be copied and pasted from hist data on the left side to ownership record on the right side. Hist file must be downloaded to do this.

Select Data/Previous data tabs on the left side. Scroll down to previous ownership. Hover cursor over item to be copied and double click. This will copy the information in the column. You can also right click on the item to get a pop up and select copy. Then put cursor in ownership record text box on the right side and press control+V to paste.

Hover mouse over ownership record to copy and double click

Put cursor in text box and then hit control+v on the keyboard

Owner Type	Condition	First Name	Last Name	Address1	City	Country	State	Zipcode	Phone1	Phone2
1	1000	RA	Repinski	16775 N Colum...	Catalina	US	AZ	85739	3	262-707-3963
1	1000	Jeffrey & Pam...	Moldenhauer	16775 N Columbu...	Wooddale	US	WI	53051	3	414-791-5324
1	1000	Ruth	Corbett Famil...	6N574 Centra...	Wooddale	US	IL	60191	2	630-860-1057

Section 10: Packaging Plots and Loading Plots in Midas

A new loading procedure will be implemented for Urban plots starting in inventory year 2020 (see appendix C) and P2/Urban plots starting in inventory year 2021. 2021 Urban and P2 plot packets will have different procedures for completing. All 2021 files associated with each plot will now be “packaged” or zipped prior to loading in Midas. This is necessary as completed plots to load will now include more files per plot. An example of this would be a plot now includes, plot data file, STD.json, STD.Sketch.TIF, STD.SPMap.TIF, any additional maps/imagery, ownerships letters, and the ability for crews to upload photos taken while on plot.

It is no longer required to change file names for these starting for 2021 plots like it was with plotsheet scans. Files are auto formatted with the required file names for each plot.

Checklist before attempting to load plot with electronic plotsheets

- Completed plot data file error free
- Completed SP Map and Sub Sketch (tabs are green)
- Completed Data portion of the digital plotsheet (Plot ID, Notes, and Owners tabs are green)
- All additional maps, images or owner documents have been copied over to the present side

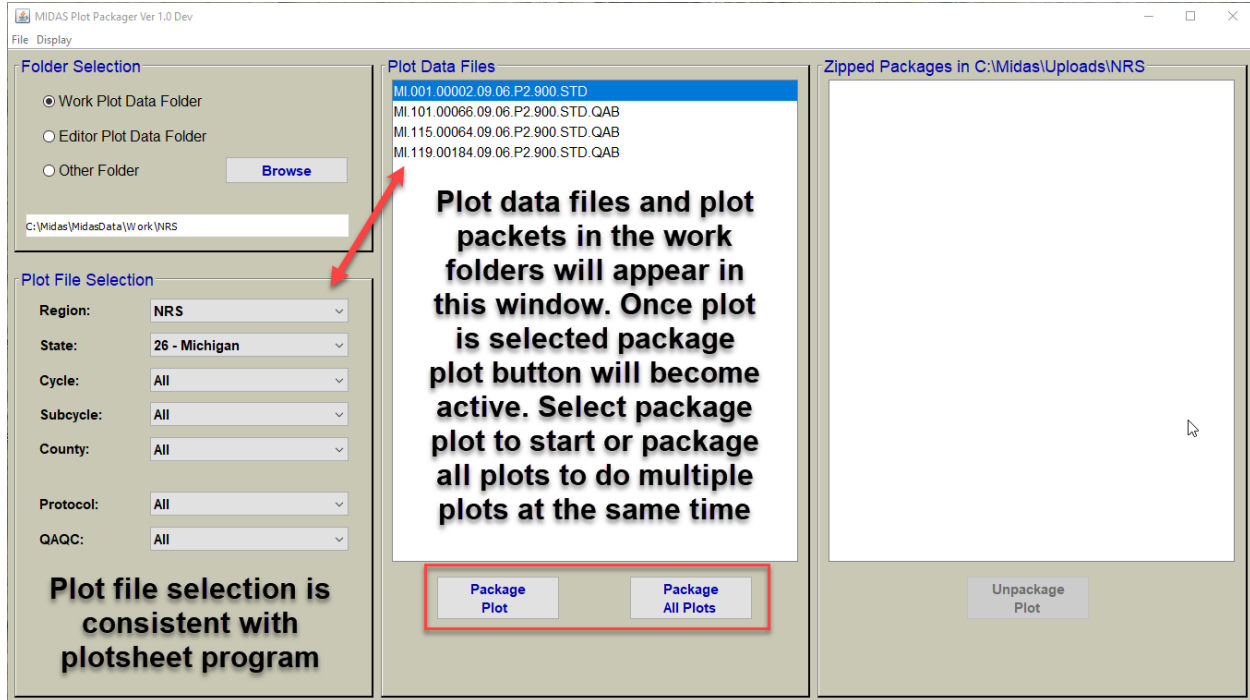
Packaging plots prior to loading

When plots are ready to load, first open Midas Utilities and click Plot Packager highlighted below.

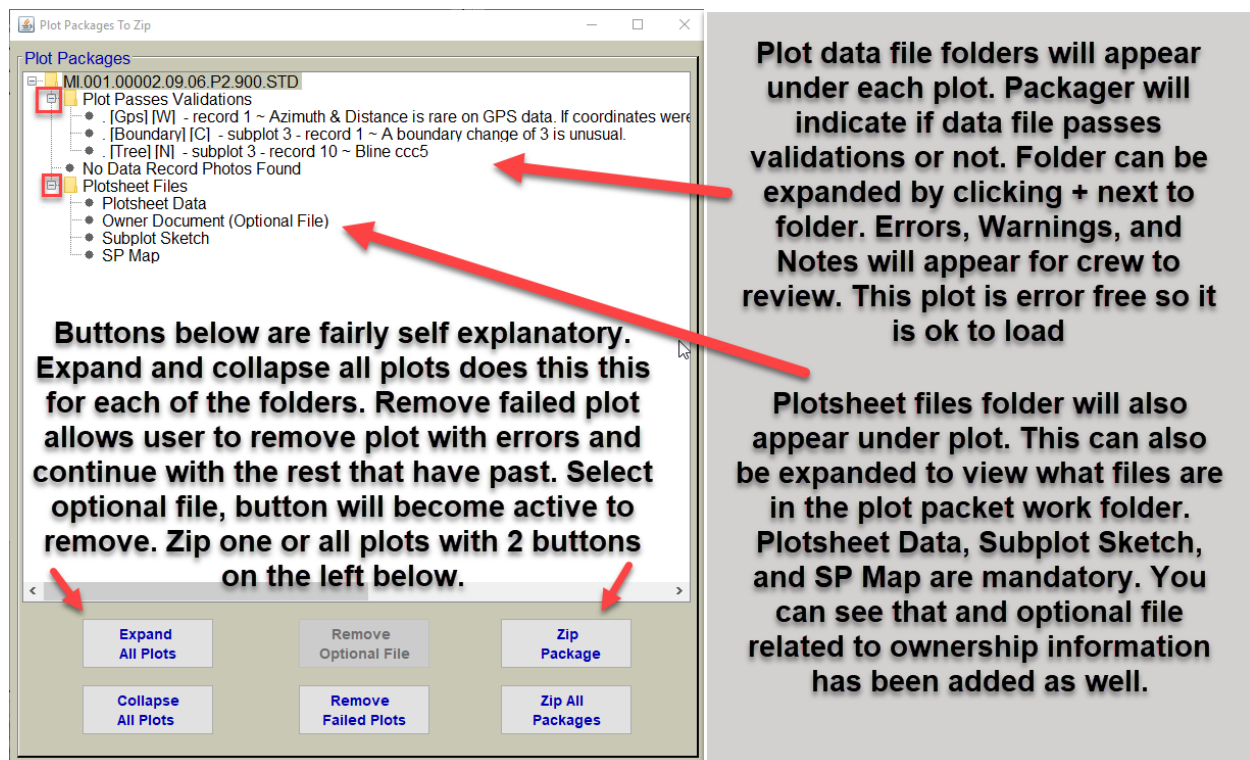


Plot packager program will open. It is similar in design and layout to the Digital plot program.

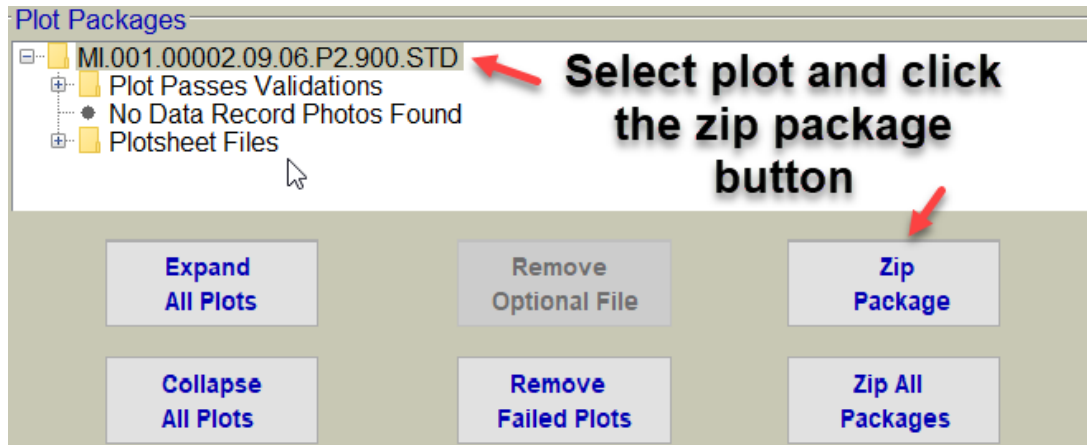
Field crews will probably never change the folder location from Work Plot Data Folder. This folder selection in the program references both data file and plot packet files work folders.



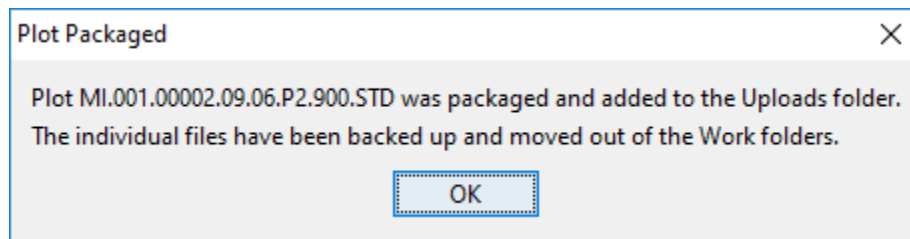
After selecting package plot or all plots the packages to zip folder will pop up. See below for descriptions. Continue to next page for the next step.



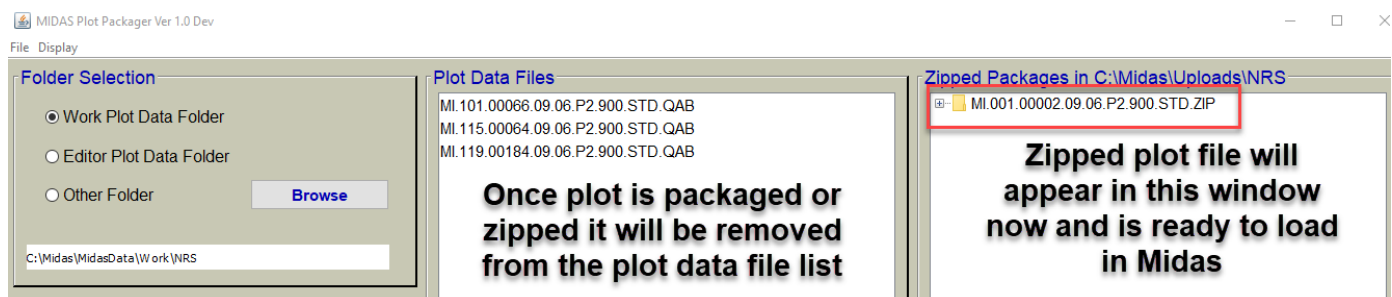
If everything looks ok, click plot and then zip package or all if there are multiple plots.



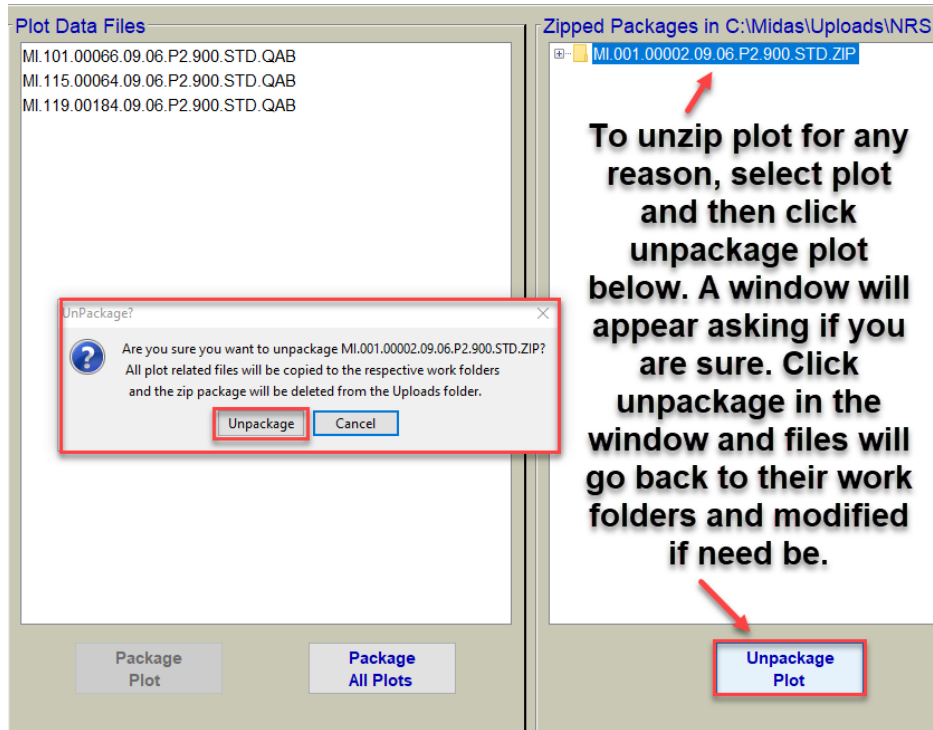
Pop up window will appear indicating plot has been packaged.



Click ok, and program will return to main screen



If a plot needs to be unpackaged for any reason see below for details.



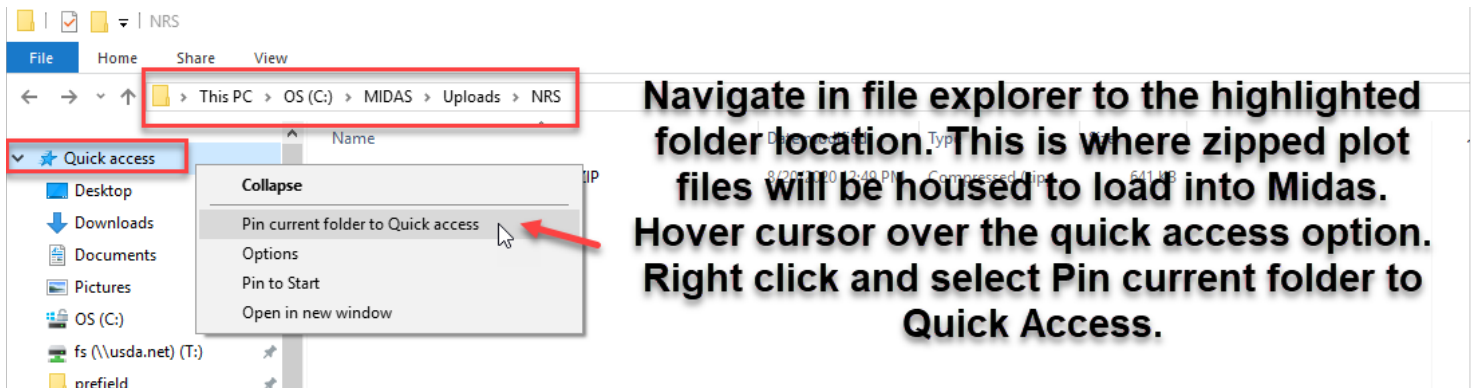
Once plot has been packaged it is ready to load into Midas

Loading Packaged Plots into Midas

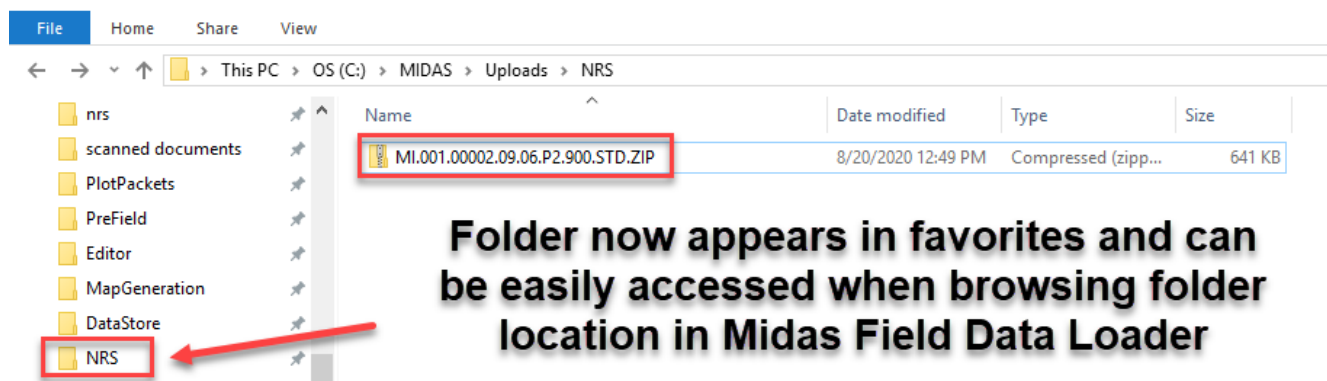
Once all plot files have been zipped, they can be loaded into Midas. This loading process is currently applicable to all 2021 P2/Urban plots. Loading process for 2020 Urban plots is covered in appendix C at the end of document.

Once plots have been zipped, they will be saved in a separate folder location **C:\MIDAS\Uploads\NRS**.

Open File Explorer and follow directions below.



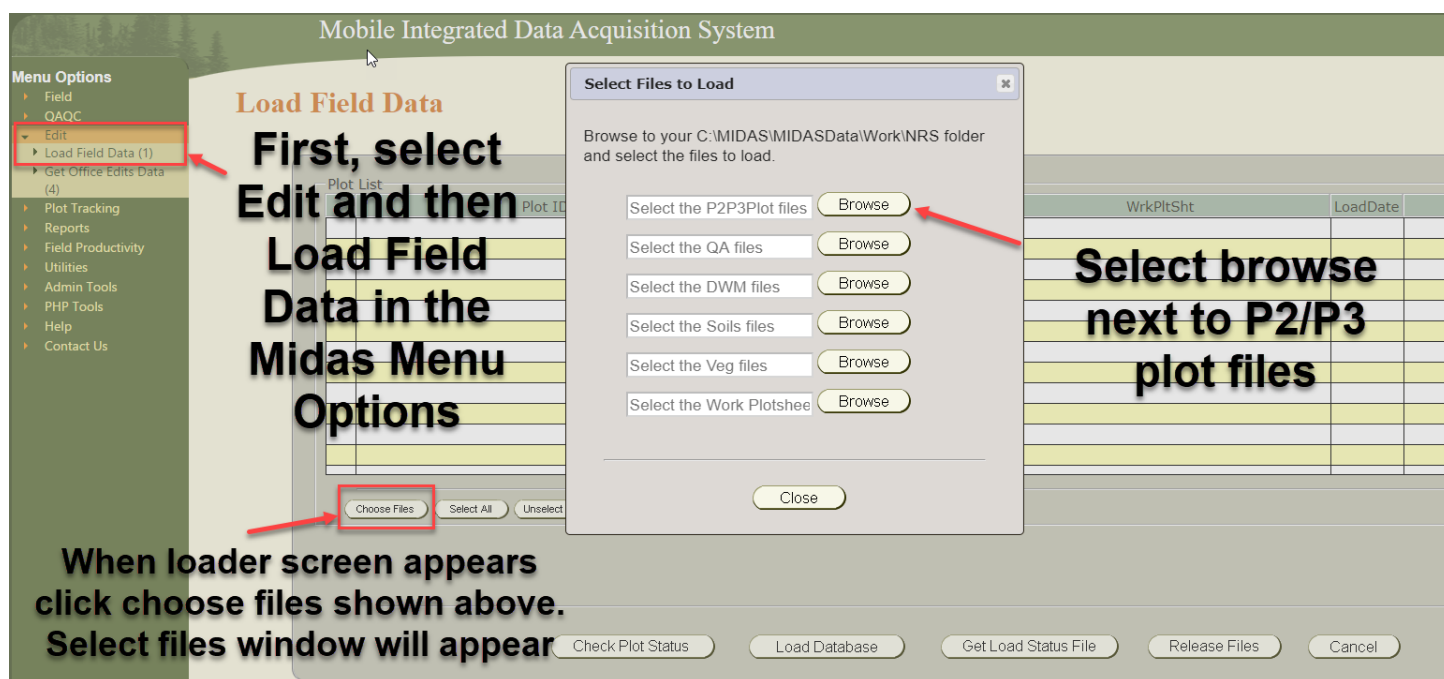
Folder location for uploading zip files will now appear in quick access side bar.



Now go to Midas Website <https://apps.fs.usda.gov/fia/midas-v2/main>

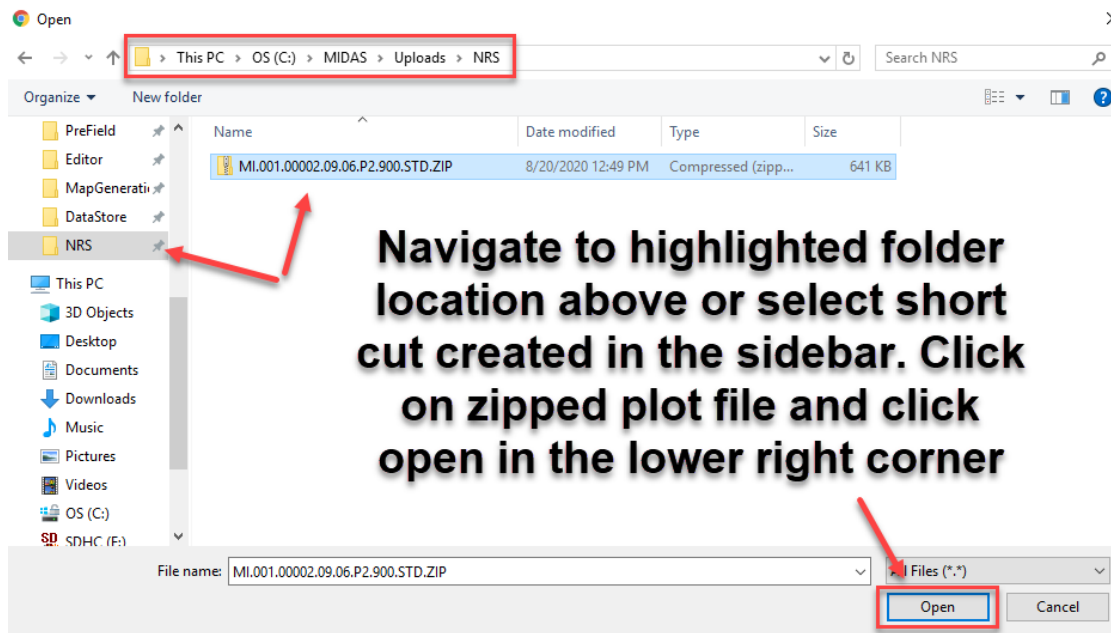
Login using username and password. Select Edit and then Load Field data from the menu options. This is the same location plots are currently loaded from in Midas.

Once the loader screen appears click choose files shown below. A window will appear and select browse next to P2/P3 plot files.



File explorer window will appear. Follow directions below.

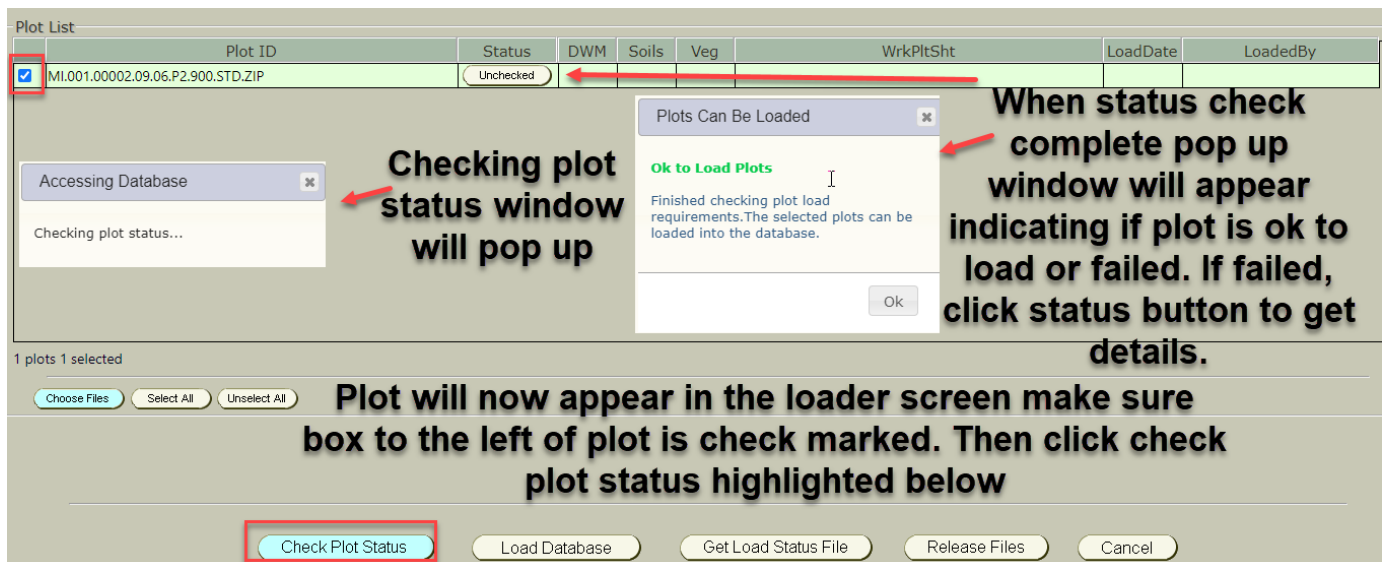
Browse to C:\MIDAS\Uploads\NRS folder location.



The plot file will now appear in the loader screen.

Follow the same loading procedures as was previously done shown below.

Check plot box next to file, then select check plot status. If plot is ok to load, select load database.



Midas will attempt to load zipped plot file. This may take up to a minute depending on how many files are being loaded and the quality of internet connection.

Once attempt to load plot is complete, the loader screen will indicate if plot was successfully loaded or not.

Load Statistics

Database Load Statistics

St

Cnty

Plot

Cy

SubCy

Protocol

Phase

isQA

Status

LoadErrors

Errors

Warnings

26

001

00002

09

06

STD

P2

Success

0

0

2

Show 15 plots

Download Plot Load Info

Click on the get plot load status file link below to save your load status then run the MIDAS Utilities to automatically move db loaded plots from your work folder to your db loaded folder.

Plots that failed to load will not be moved.

[GetPlotLoadStatusFile](#)

Release Files

Close

Select to get receipt of record in txt format what plots were loaded and

Click release files to refresh the loader screen or click close to finish.

fieldDBLoadStats_2020-08-21(time_0917).TXT - Notepad

File Edit Format View Help

MI.001.00002.09.06.P2.900.STD loaded on: 08/21/2020

When finished click close on the bottom of the screen. Plot information in the loader screen will be updated to visually confirm plot has been loaded and the loader screen can be closed, or user can navigate to another menu option within Midas.

Plot List								
	Plot ID	Status	DWM	Soils	Veg	WrkPltSht	LoadDate	LoadedBy
☒	MI.001.00009.09.05.P2.800.STD	Loaded				JSON, Sketch, SPMMap,	02/12/2020	Gasper, Brian

Archiving Zipped plot files after they have been loaded into Midas

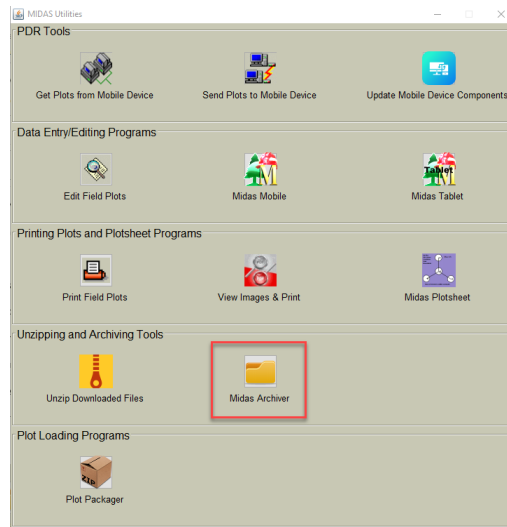
After plot files are loaded, they will remain the C:\MIDAS\Uploads\NRS folder.

Zipped plot files can be archived into the dbloaded folder.

Continued on next page.

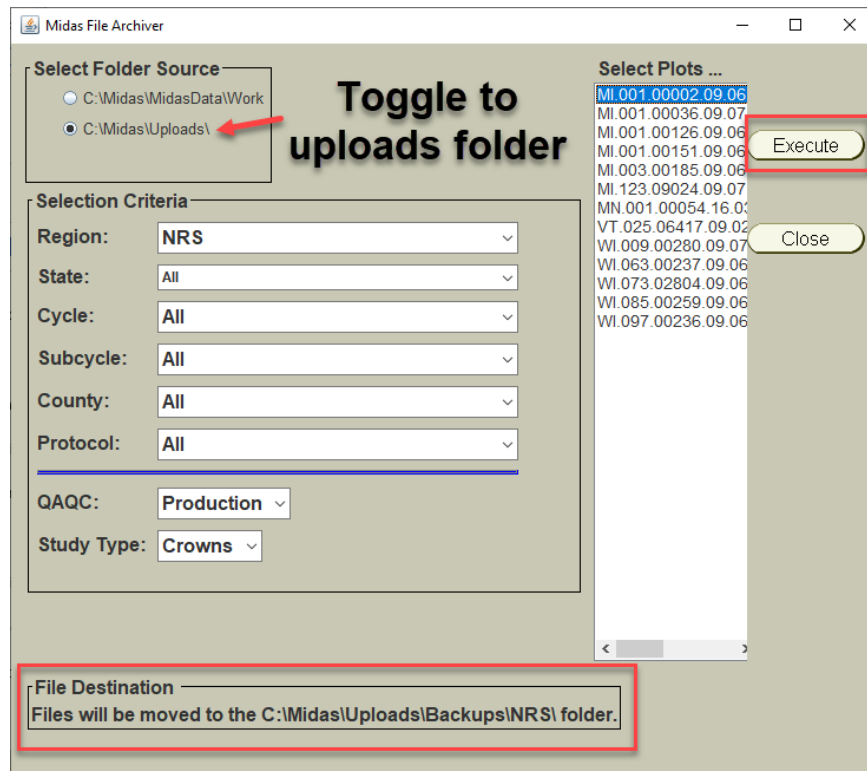
Go to Midas Utilities.

Select the Midas Archiver Icon in Midas Utilities.



Midas Archiver will open.

Toggle to Uploads folder, select criteria from the drop-down options, select plots to archive and then click execute. Zipped plot files will now be removed from the uploads folder and pushed to the C:\MIDAS\Uploads\Backups\NRS folder location.



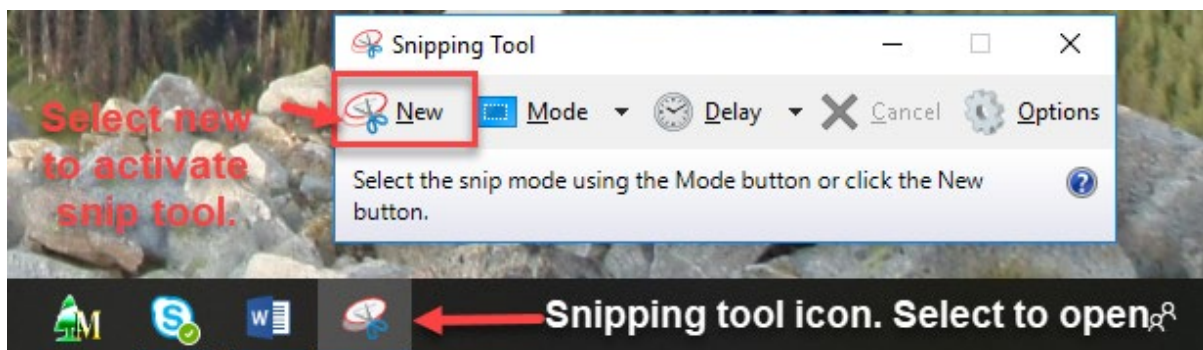
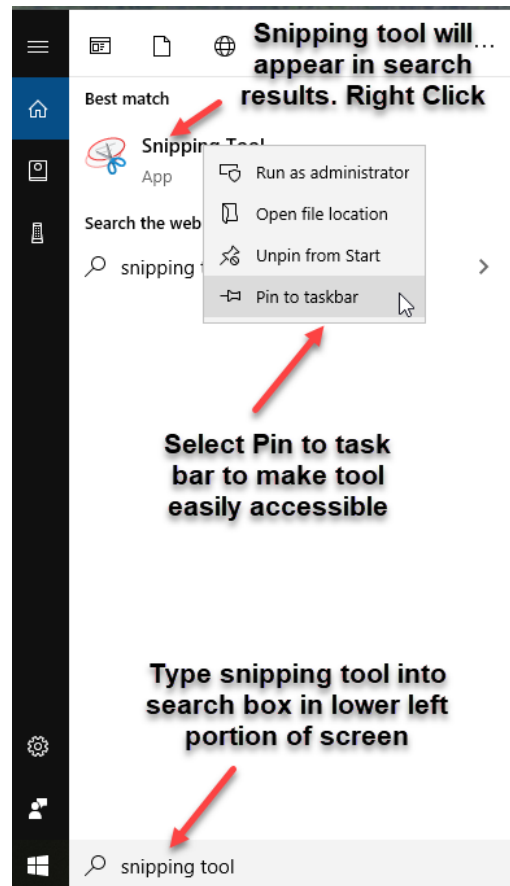
Work plot packets must be archived separately within the plotsheet program. (See Section 3 pg. 15 in the User Guide for more info)

See Following Appendixes for supplemental information

Appendix A: Snipping Tool for capturing screen images on PC to load into digital plot sheet program

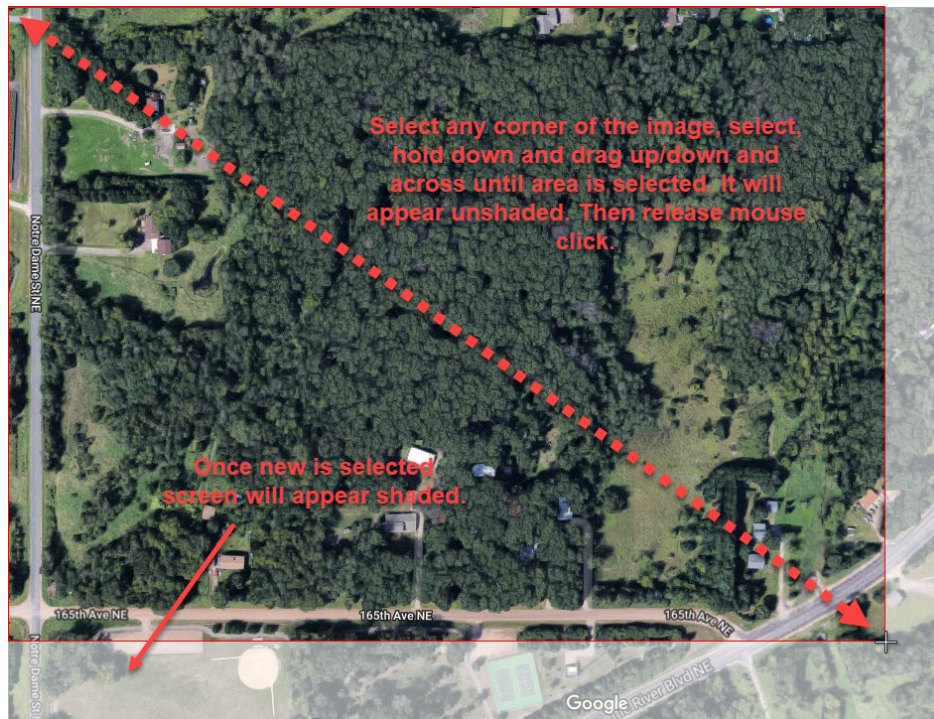
Snipping tool is screen capture software that should be preloaded on all Windows based operating systems. This is not a requirement that crews use this tool. It is a tool for capturing supplemental images to import into the plotsheet tool for each plot. It can capture images on your PC screen like google images, maps, etc....

First go to start menu and following directions below.

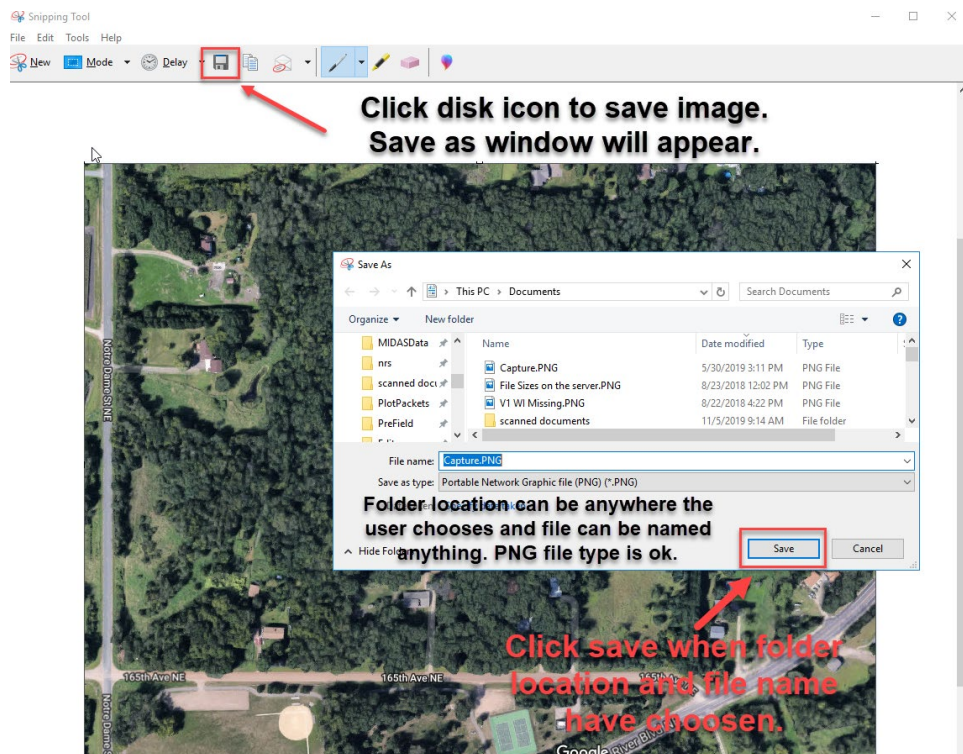


Make sure before snipping tool is activated that image to be copied is active on the screen. Once snipping tool is activated screen will freeze. A time delay of up to 5 seconds can be selected before the screen freezes. The image below was captured with web browser open and google map satellite imagery of area of interest.

Aerial Imagery of plot area on google maps



When the cursor is released a window will appear with the selected image.



You can now use the other/browse function on the previous (left) side of the plotsheet tool when a plot packet is open to import it. Then select and copy it over to the present.

Appendix B: 2020 Urban Loading Procedures

2020 Urban will have a modified loading procedure. Data files and any photos taken on plot will be zipped using the plot packager.

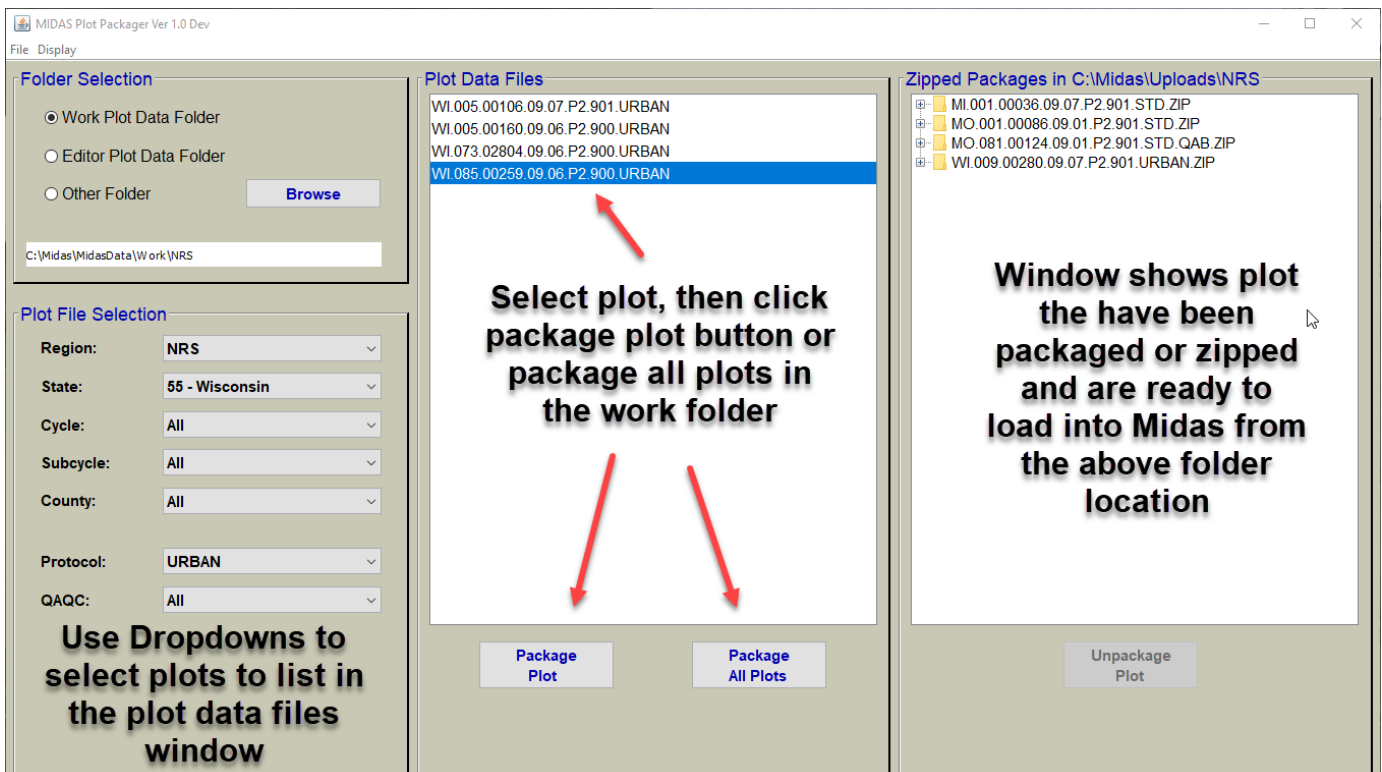
The zipped file will then be loaded in Midas with the 2 or more scanned plotsheets.

See following example

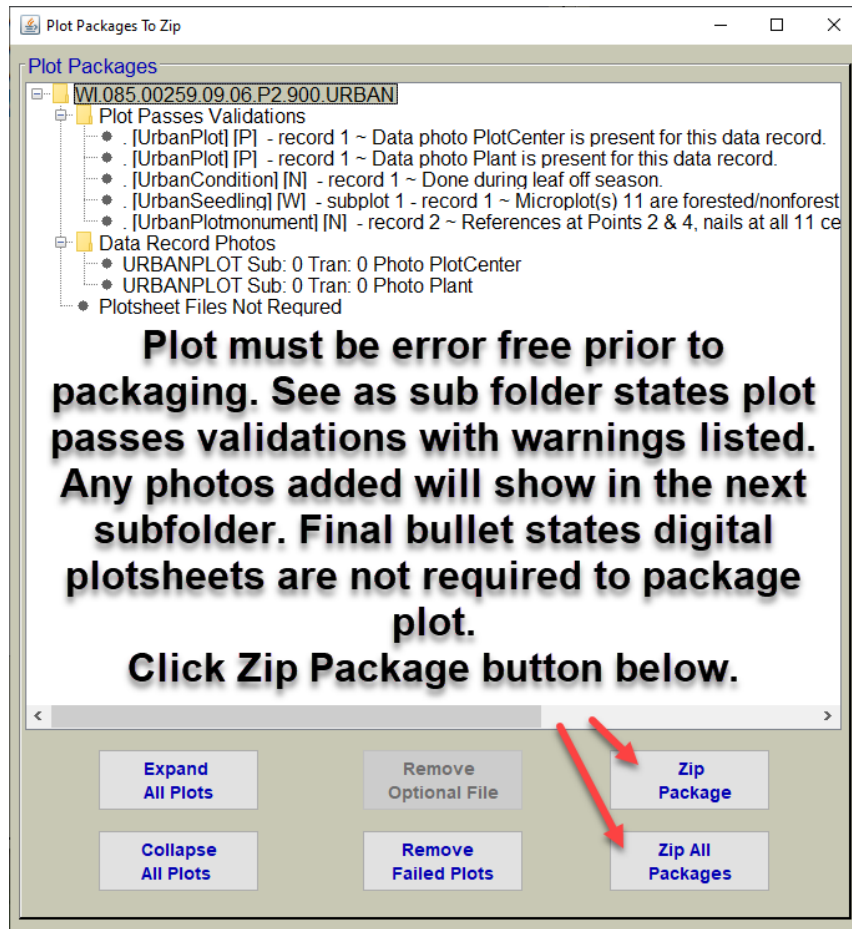
Once crew has completed a 900 Urban plot (error free) and has any photos taken while on plot, open the plot packager in Midas Utilities.



Once the main screen opens use the dropdowns on the left side to view completed plot files and photos to zip.

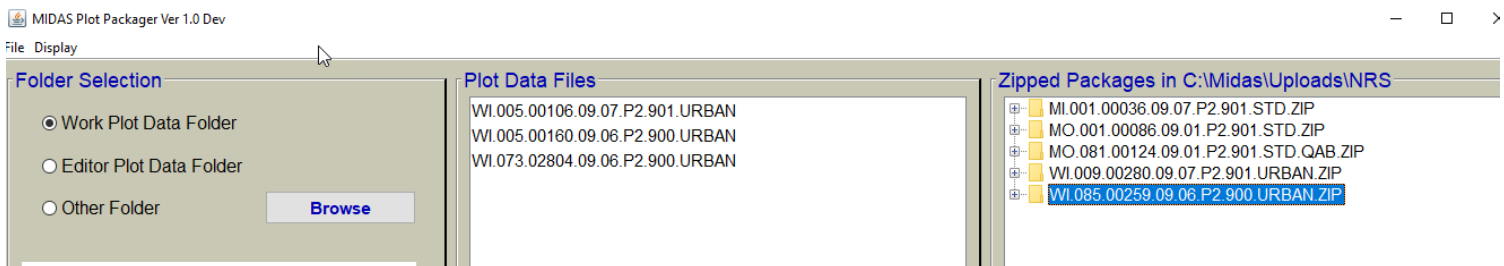


Plot packager window pop up when package plot/s is selected



Plot will disappear from window, close window.

Plot now shows in the zipped packages window. It will now reside in **C:\MIDAS\Uploads\NRS**.



Once plot file has been zipped and plotsheets have been created, scanned and are in the scanned documents folder the plot is ready to load.

Go to the Midas website and to Edit/Load Field Data in the Menu Options

Menu Options

- Field
- QAQC
- Edit**
- Load Field Data (1)
- Get Office Edits Data (4)
- Plot Tracking
- Reports
- Field Productivity
- Utilities
- Admin Tools
- PHP Tools
- Help
- Contact Us

Load Field Data

Select from menu option in Midas

Choose plot zip files browsing from here
C:\MIDAS\Uploads\NRS

Then select scanned plotsheets from here
C:\Users\Documents\scanned documents

Select Choose Files first and window will pop up.

Select Files to Load

Browse to your C:\MIDAS\MIDASData\Work\NRS folder and select the files to load.

- Select the P2P3Plot files [Browse]
- Select the QA files [Browse]
- Select the DWM files [Browse]
- Select the Soils files [Browse]
- Select the Veg files [Browse]
- Select the Work Plotshee [Browse]

[Close]

[Choose Files] [Select All] [Unselect All]

[Check Plot Status] [Load Database] [Get Load Status File] [Release Files] [Cancel]

The zipped plot file and scanned TIFF files will now show in the loader screen.

Check box next to plot, check plot status and then load to database.

Plot List								
	Plot ID	Status	DWM	Soils	Veg	WrkPltSht	LoadDate	LoadedBy
☒	WI.073.02804.09.06.P2.900.URBAN.ZIP	Unchecked				01.TIF, 02.TIF, .ZIP		

When plot loads successfully close windows or get load statistics.

Load Statistics

Database Load Statistics

Show 15 plots

St	Cnty	Plot	Cy	SubCy	Protocol	Phase	isQA	Status	LoadErrors	Errors	Warnings
55	073	02804	09	06	URBAN	P2		Success	0	0	3

Download Plot Load Info

Click on the get plot load status file link below to save your load status then run the MIDAS Utilities to automatically move db loaded plots from your work folder to your db loaded folder.

Plots that failed to load will not be moved.

[GetPlotLoadStatusFile](#)

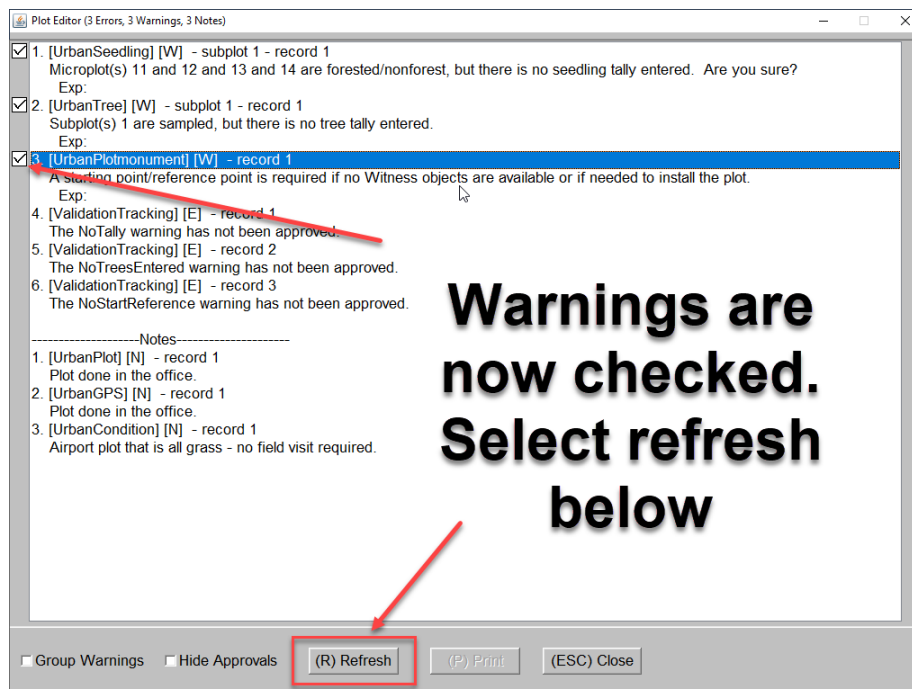
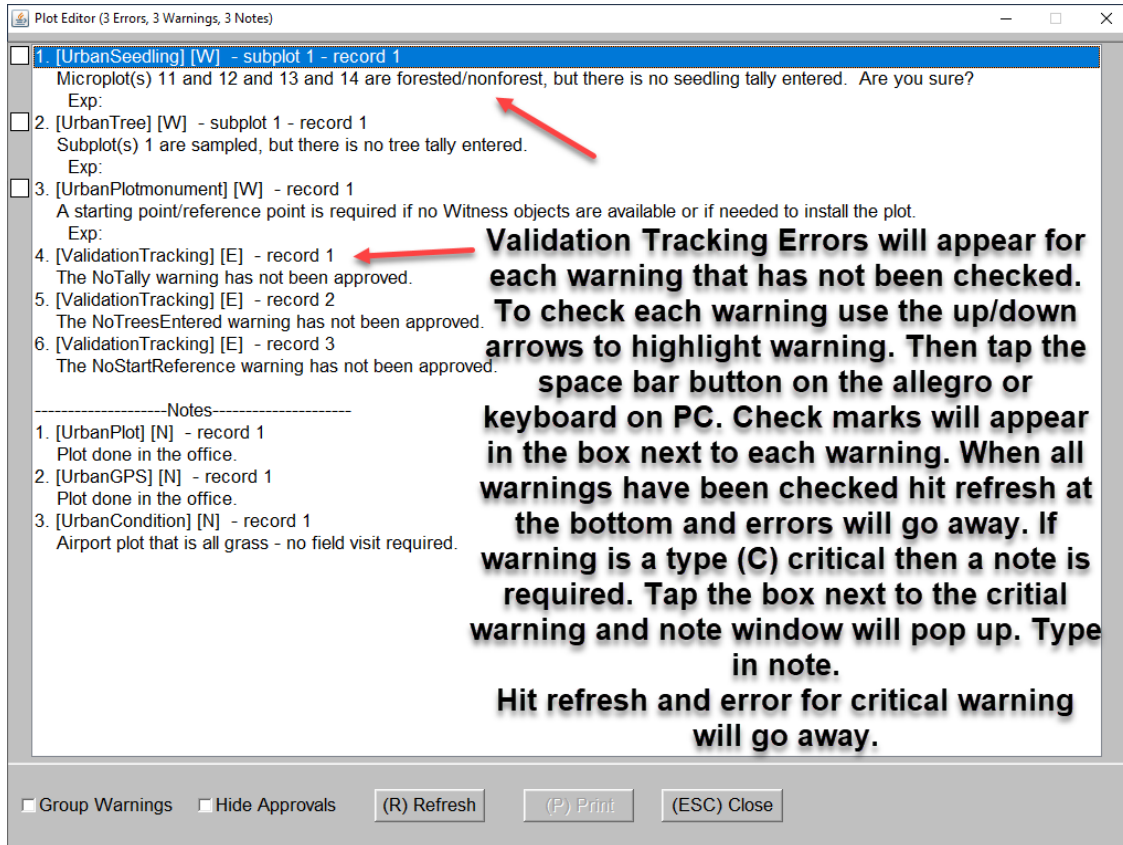
[Release Files] [Close]

Appendix C: New Validations for 2020 Urban and 2021 P2/Urban Plots

New validations have been adopted by NRS from SRS. It will require crews to mark warnings as checked before the subplot or plot will edit error free.

Go to Edit Subplot after completing subplot for P2 plots or Edit Plot when P2/Urban plot is completed.

Edit screen will appear. See below image for instruction



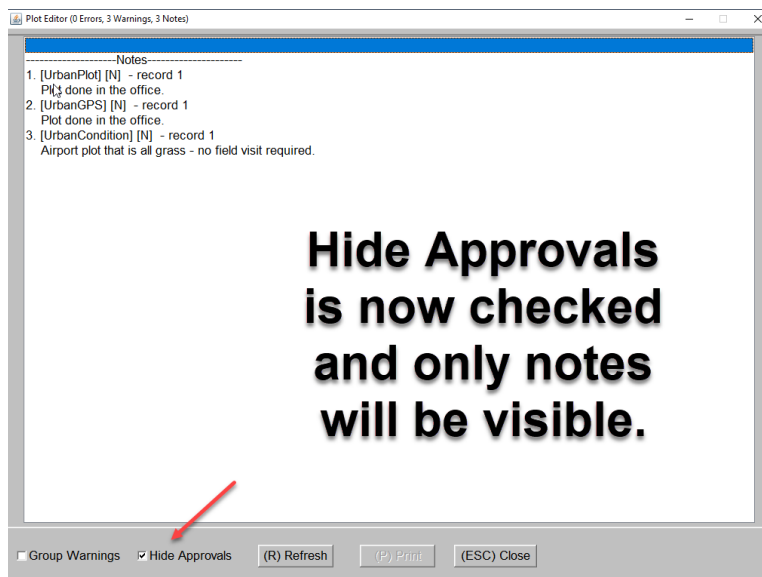
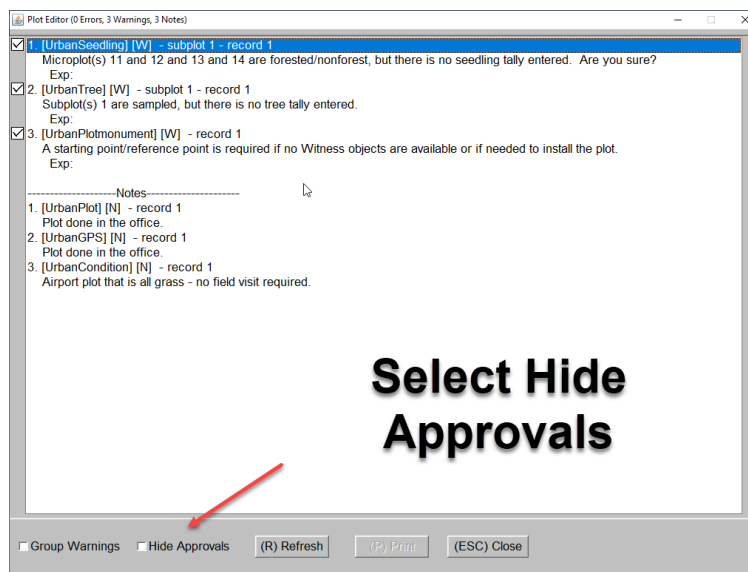
Errors will disappear and now only warnings will show.

A Critical warning requires a note. To add a note to a warning in the edit screen toggle until warning is highlighted. Then hit the E or N key if the user does not use the touch screen function. The note window will pop up and a note can be entered.

Explanations- Validation Tracking-SPECIFIC HOTKEYS
Space - Toggle checkbox for highlighted warning
E/e/N/n - Text entry for highlighted error/explanation

To hide warnings that have been approved, check hide approvals box with finger on the allegro or with mouse on PC.

Approved warning will now be hidden in the edit screen. To get them back uncheck the hide approvals box.



Appendix D: Taking plot photos and Associating with a Data Record in Midas Mobile

For 2020 Urban and 2021 P2/Urban plots it is now possible and optional to take photos while on plot and load with the data file into Midas.

This may become mandatory for 2022 Urban Plots, but protocols have not been created yet for this. Some testing will start for urban plots in the summer of 2021.

Photos can be added in the Plot Attribute, Subplot Attribute, Condition, and Trees screens only.

At this time only crews using an Allegro 2 will be able to take photos. Older Models like Allegro CX or MX will not be able to take photos.

Taking a Photo with the Allegro 2

Taking a photo with the Allegro 2 is very easy. The photo taking program on the Allegro, after a brief look, seems like the easiest way to take photos in the field. To run the Allegro 2 photo program, press the Orange + C key. The photo program runs. Below is a screenshot of this program.

To take a picture, press the Action Key, which is the button inside the navigation wheel. There is a second or two delay while the camera focuses, then the picture is taken. **Enter also works.**



Once the picture is taken and the user is satisfied with it, the program can be closed by clicking OK twice (once to exit the photo viewing app, then again to close the camera program), returning the user to Midas Mobile.

Easier to do with keypad. Hit blue ESC to access task manager. Return to data entry. Leaves camera open. I have not seen a performance issue doing this. Could also end task on camera though this requires touch screen.

The photo is automatically saved to the /My Pictures/ folder on the Allegro.

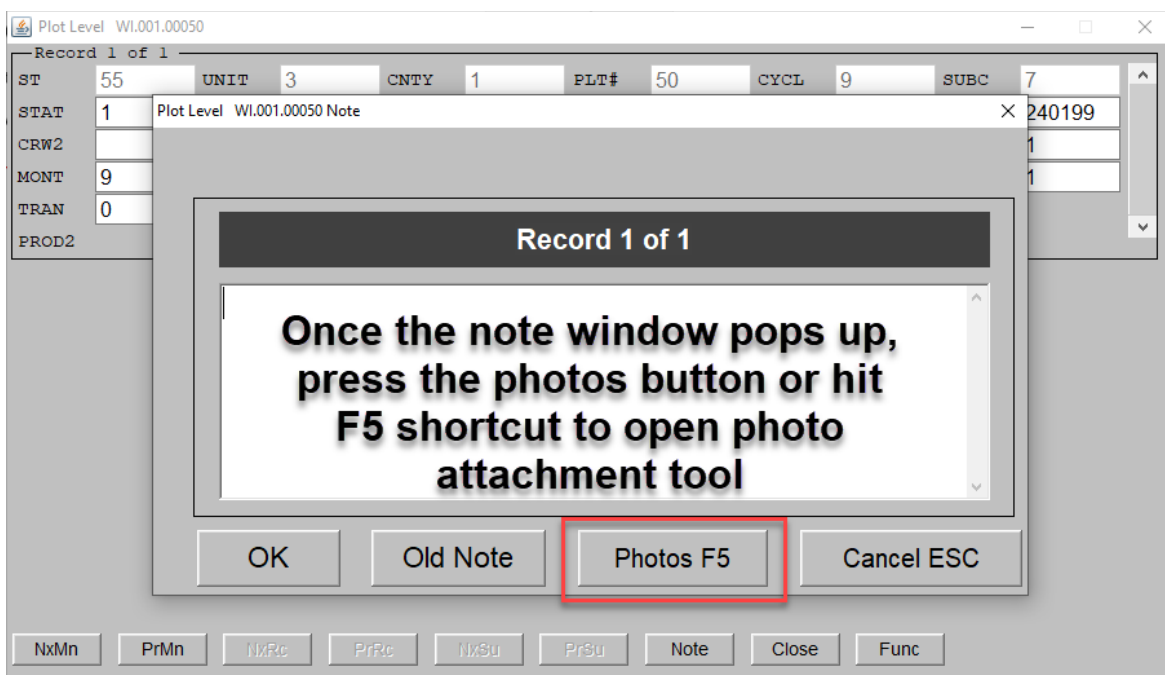
Go back to plot in Midas Mobile.

Adding Photo in Midas Mobile or Tablet

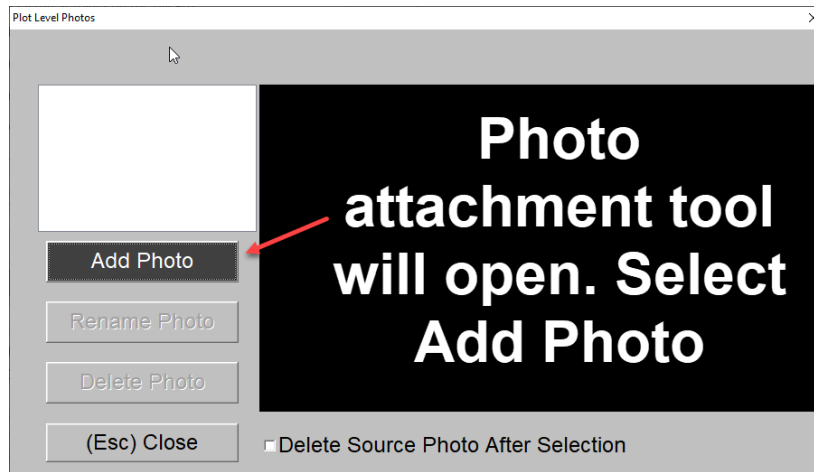
To add photo, go into Plot Attribute, Subplot Attribute, Condition or Tree Screens.

I had just taken a photo of plot center and want to add it to plot attributes.

Got to plot attribute screen. Press control+N like you would be adding a note.



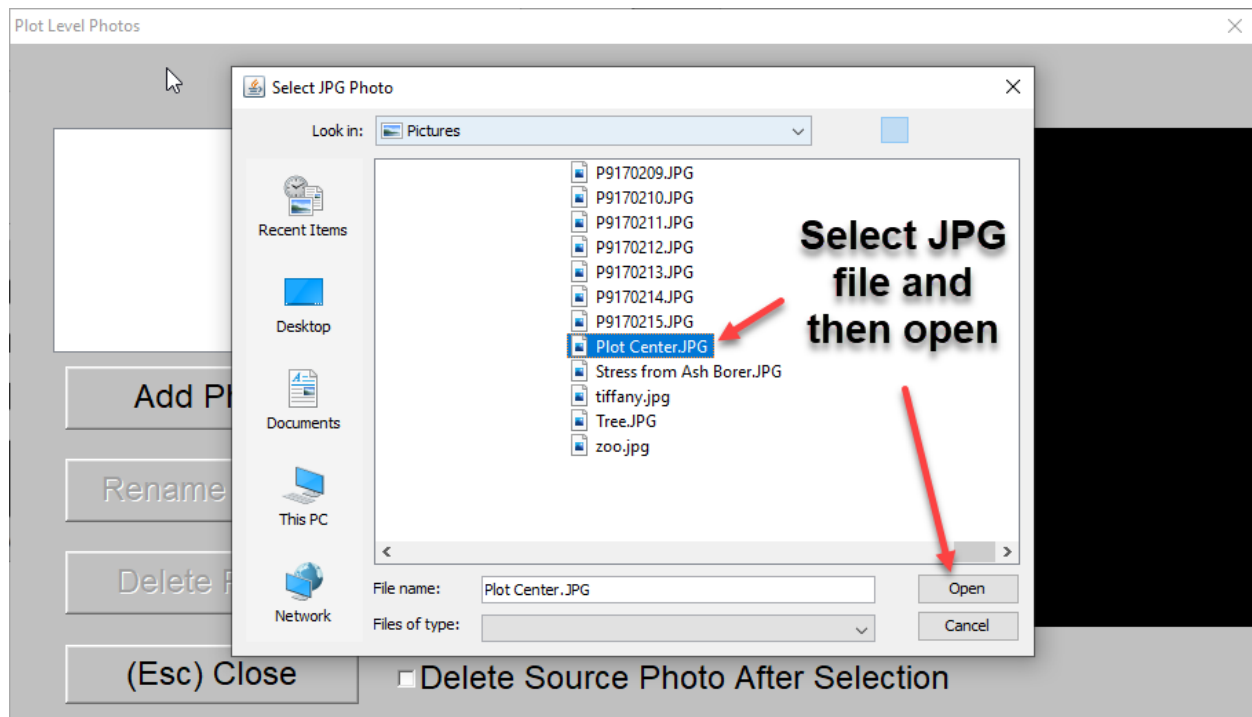
One thing to note, on the Allegro, the Delete source photo after selection box will default as check marked so the photo will get deleted after it is attached. This will help in managing storage space on the allegro. I can be unchecked, and photos will remain stored on the Allegro.



A browser folder will open. It should default to My Pictures. Use the option on the left to attach from any folder location.

Photos must be in JPG format (Allegro 2 saves pictures in this format) and only one photo can be attached at a time. The tool is designed to automatically reduce the file size of a photo when attached.

The initial file name will appear as a generic name unlike the file name below. User will change the file name in next section.



Another window pop up asking to name the file. Only number and Letters. No special characters or spaces in the name. When finished press ok. **Press enter key**

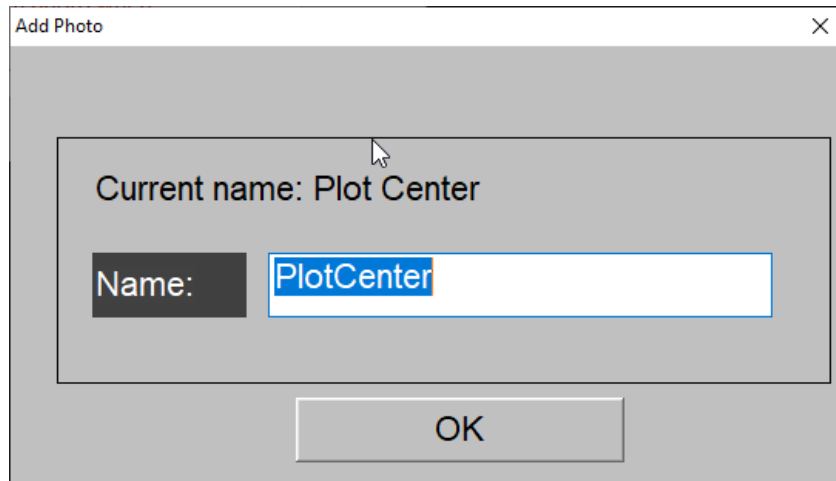
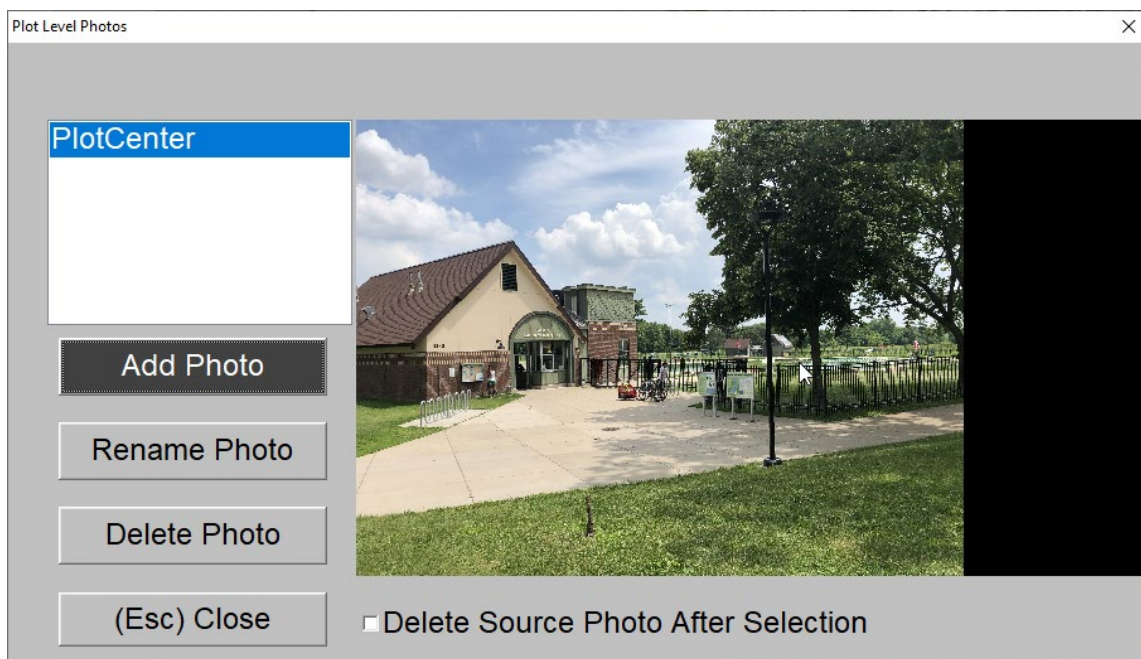


Photo attachment main screen will now show photo along with photo name on the left. The user can rename or delete photo if need be.



Press Esc to close window and go back to Midas Mobile data screen. Photo is automatically saved when added. Follow the same procedure for adding a photo to the Condition and Subplot Attribute screens.

Adding a photo to a tree record

The only difference for adding a photo in the tree screen is the cursor must be on the tree line for the tree that the photo is referencing.

Go to the tree screen.

For the example below I want to add a photo to the second tree to show damages. The cursor is on the second tree.

Tree (SubPlot 1) WI.001.00050

Record 2 of 2 — Diameter xx.y

T R #	D I S T	S P P	A Z M	T R S T	P A S T	D E A D	D B H O	D B H	D C H E	D I A H	R E C O	T C C	T R G D	B H A R	C O N #	T H G T	A C T U	M E T H	C C C	C R C	R O T T	I D A M
4	6.1	105	179	1	1		14.2	14.5	0			2	3		1	75		1	3	65	0	0
5	7.9	105	219	1	1		11.1	11.8	0			3			1	65		1	3	65	0	0

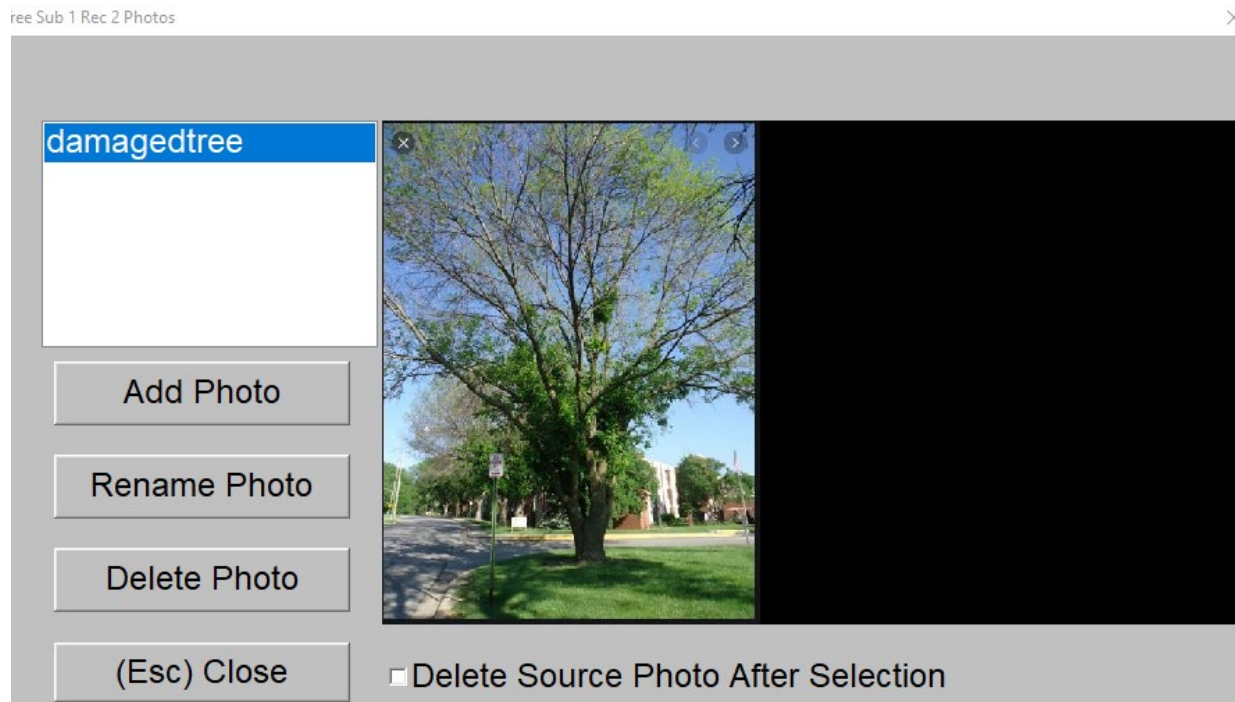
Press Control+N.

Then when the window pops up press the photos button or F5 shortcut.

Select Add Photo, browse to photo of tree. When selected choose open.

Then choose file name. select ok.

The photo for tree # 5 will now appear. Select Escape to close.



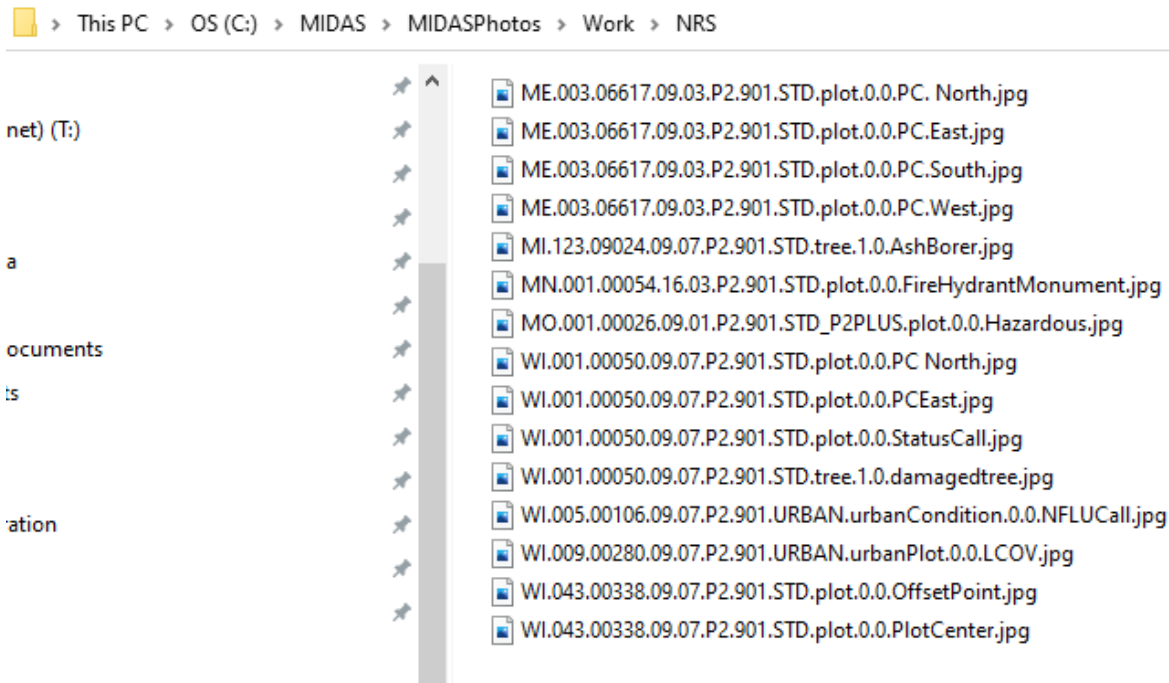
Getting Photos off the Allegro

Photos will automatically be pulled from the Allegro at the same time the data file is using the Get Plots from Mobile device tool in Midas Utilities.



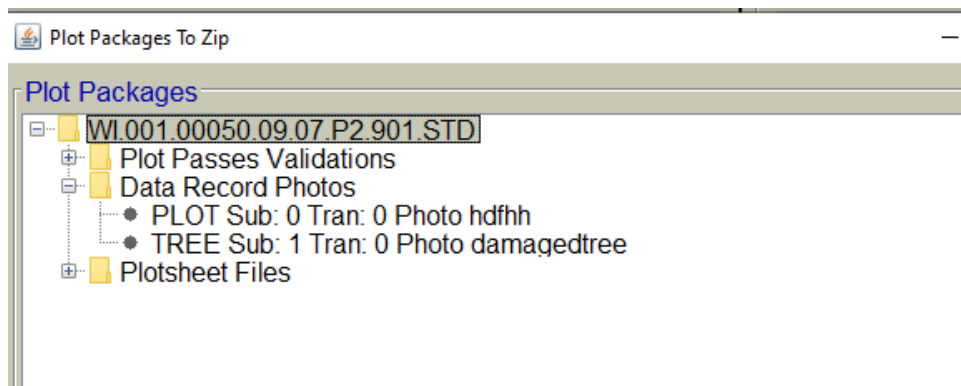
Crews do not have to do any additional steps than what they are accustomed to for getting plots off the Allegro to PC.

When plot photos are pulled from the Allegro, they will go to this folder location
C:\MIDAS\MIDASPhotos\Work\NRS on the PC.



Photos will auto populate with the correct file name. Crews should not have to go into this folder location to do anything. It is only shown in the event that a photo would have to be deleted once on the PC.

The plot packager will automatically recognize and zip the photo with the plot data file and plot packet files.



Appendix E: Backing Up Plotsheet Data in Midas Web

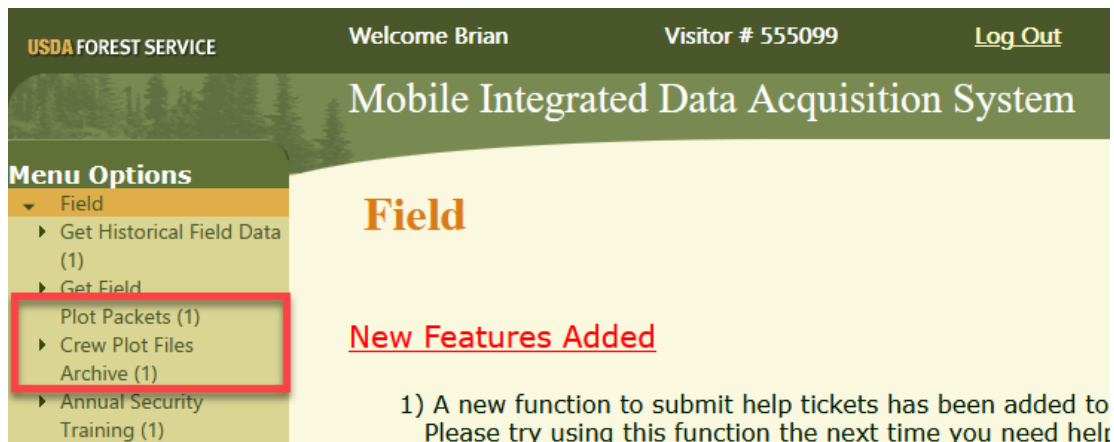
Currently for plot data, it is stored on the SD card of the data recorder so if the data recorder crashes, we can still retain most if not all the data that was recorded before the crash occurred. This would also be the case if the plot data file was transferred to the computer and it crashed before the plot was loaded.

We need to be able to back up any data that is entered into the Midas Plotsheet tool.

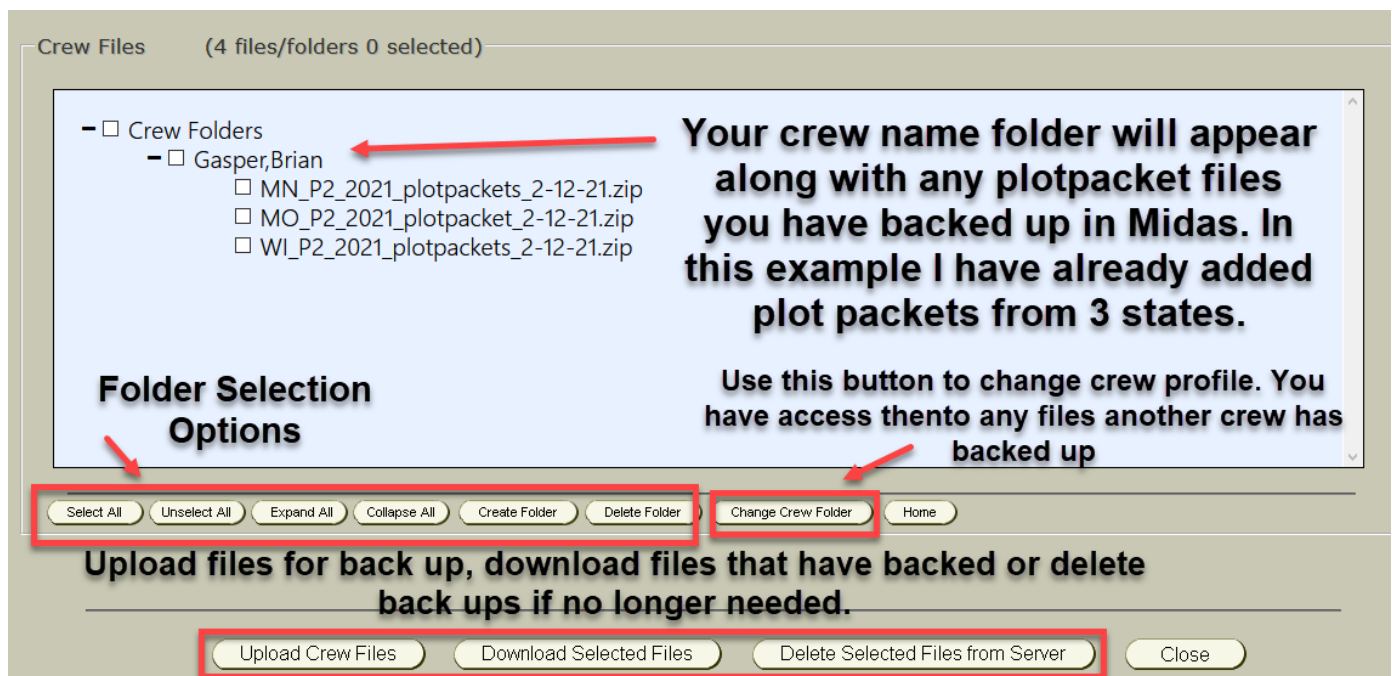
Logon to Midas Web

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

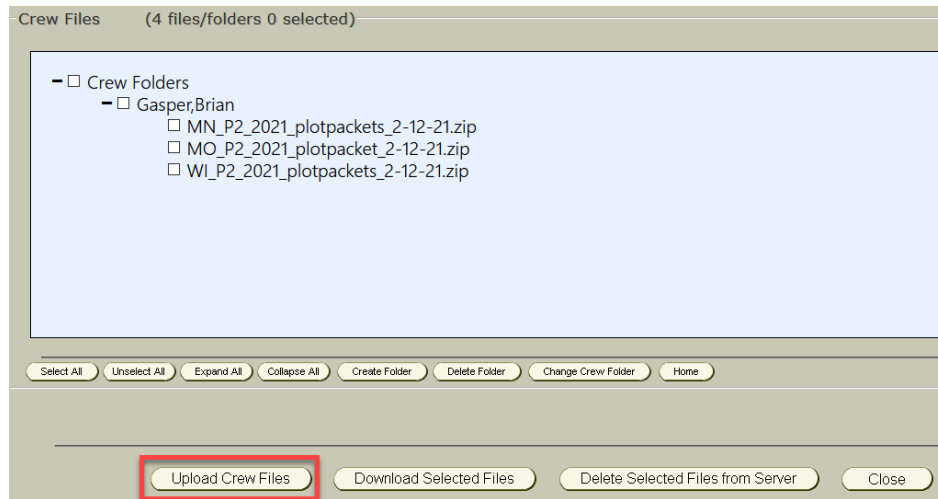
In the Menu Options on the left side bar of the page select **Field** and then **Crew Plot Files Archive**



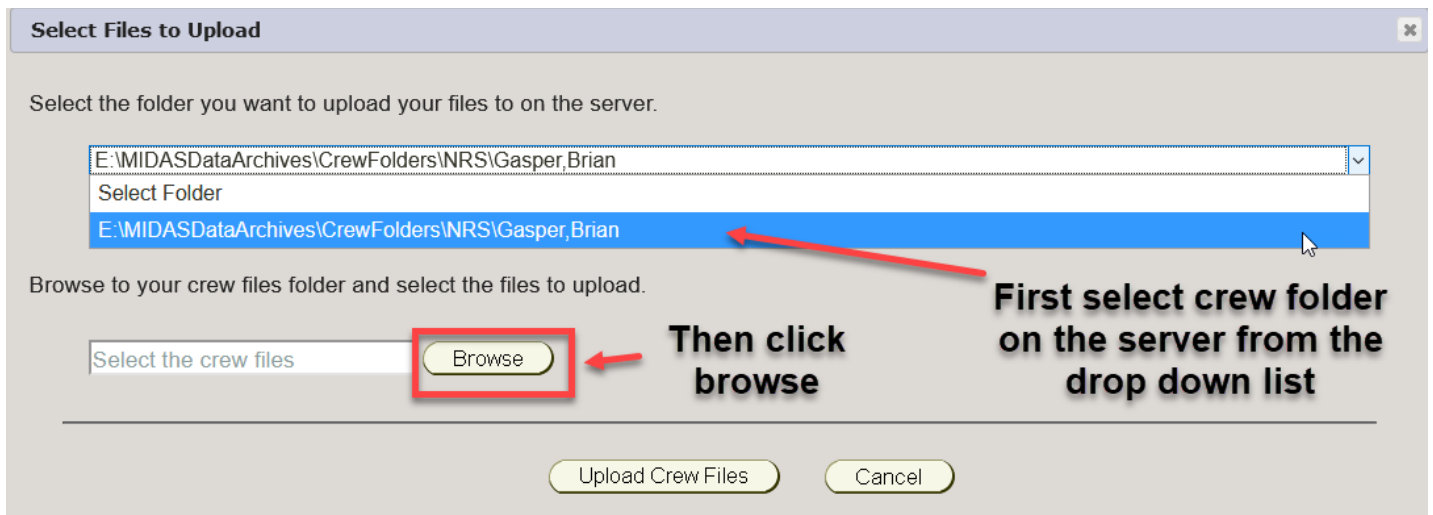
A pop window will appear. Below is an overview.



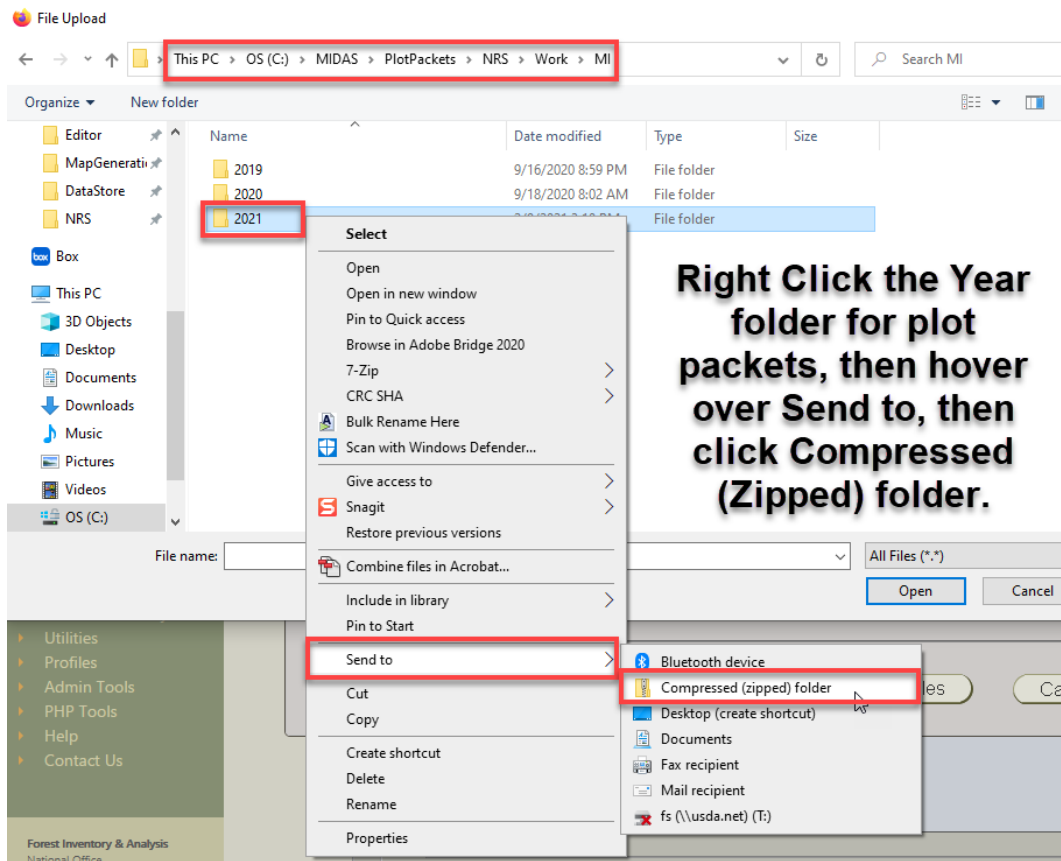
To back up Midas plot packet files select upload crew files in the lower left screen.



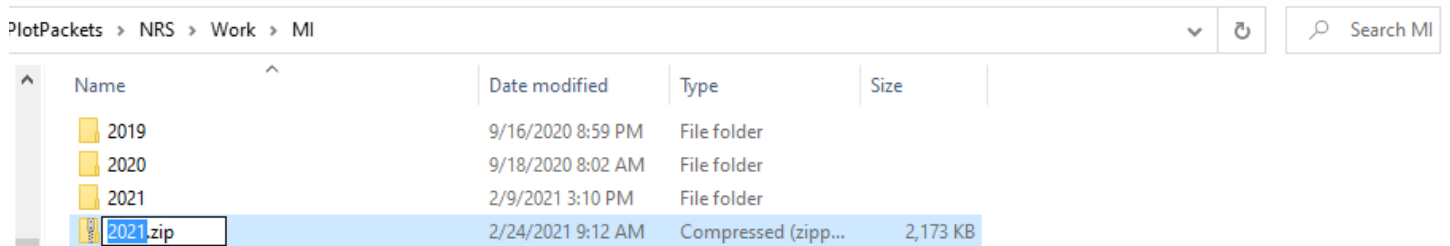
A select files to load pop window will appear.



A browse window will open. Navigate to **C:\MIDAS\PlotPackets\NRS\Work\State\Year** crew is wanting to back up.



A zipped folder now will appear under the plot packets year folder.

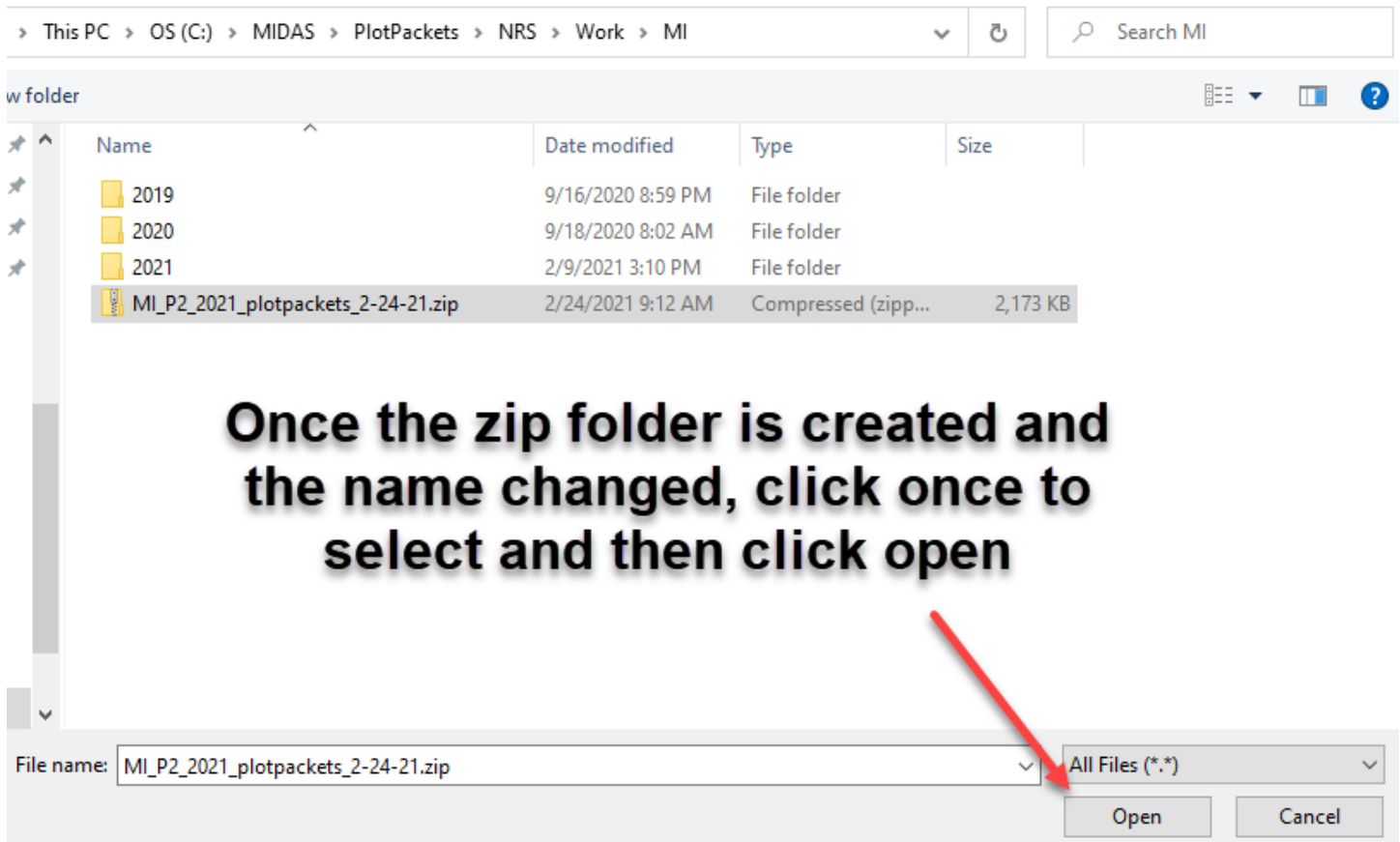


Change the name of the zipped folder to State, Protocol, Year, Plot Packets and the date you are backing up the files. It should look like this below.

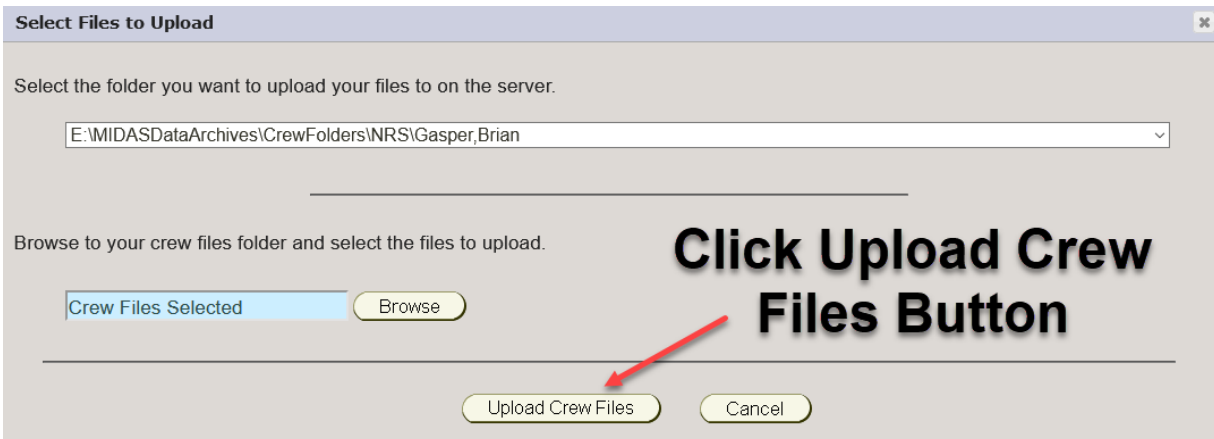


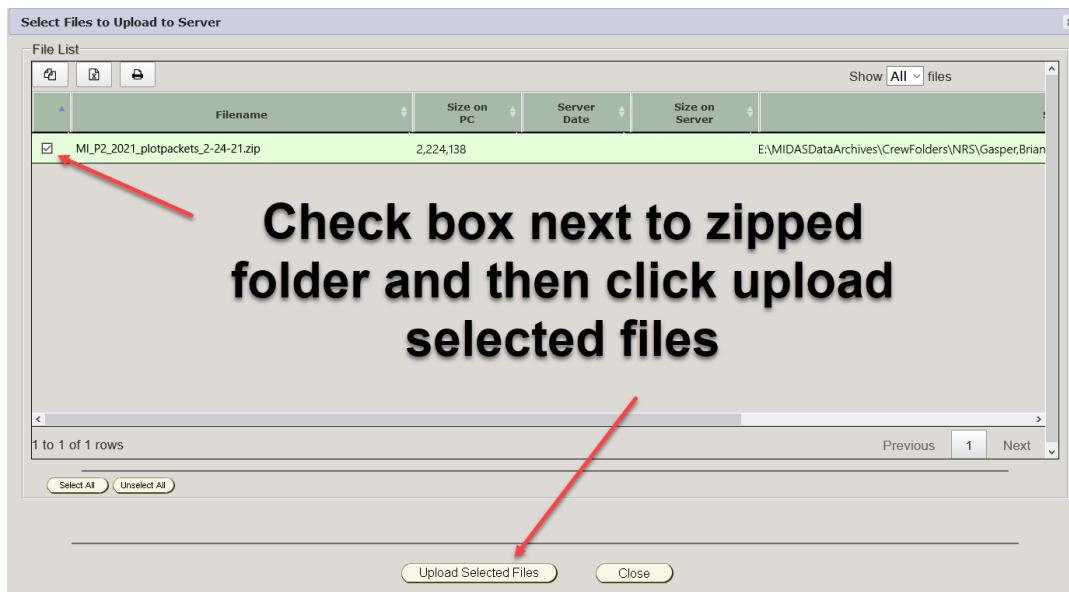
MI_P2_2021_plotpackets_2-24-21.zip

Date modified: 2/24/2021 9:12 AM

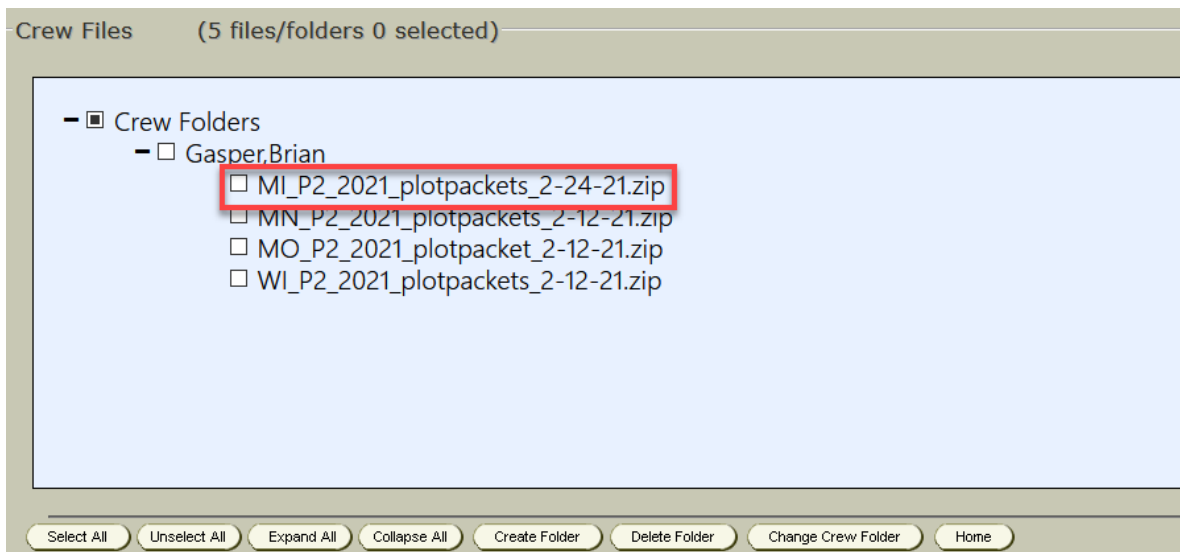


Browse window will disappear and will go back to select files to load window.





The main screen will refresh, and the zipped plot packets will now show in the list.

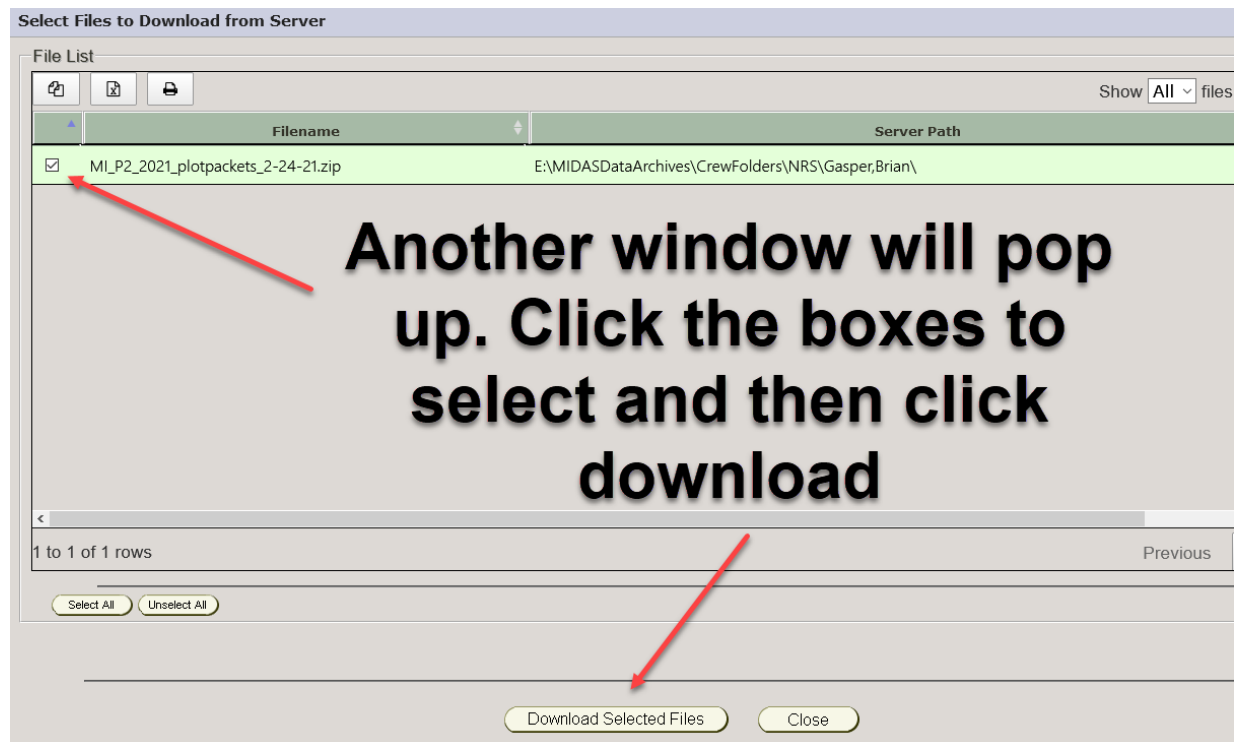
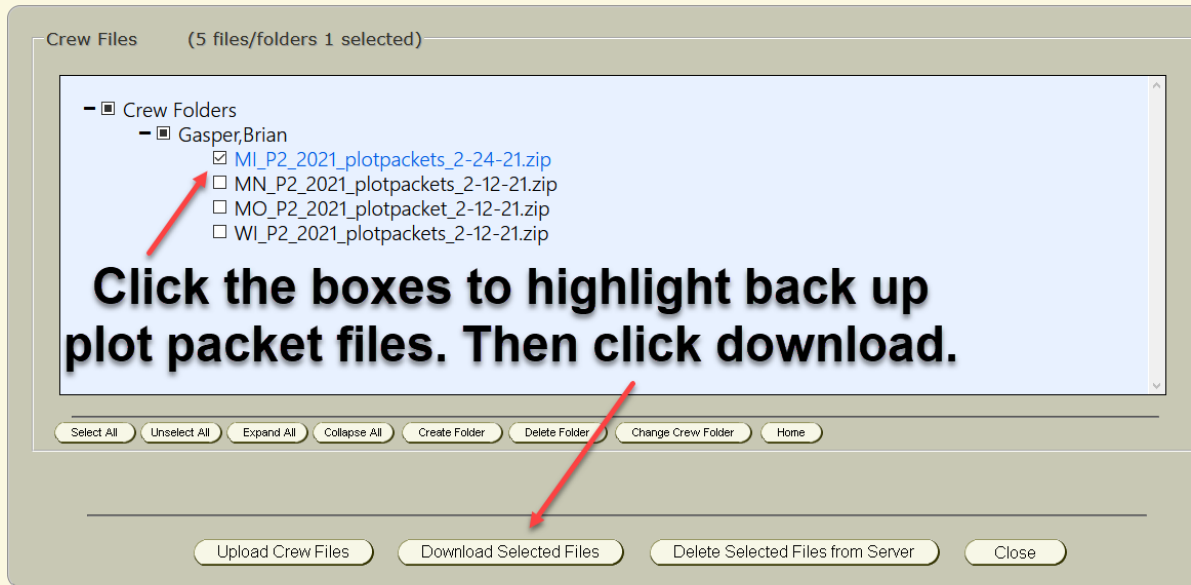


Downloading Backed Up Plot Packet Files

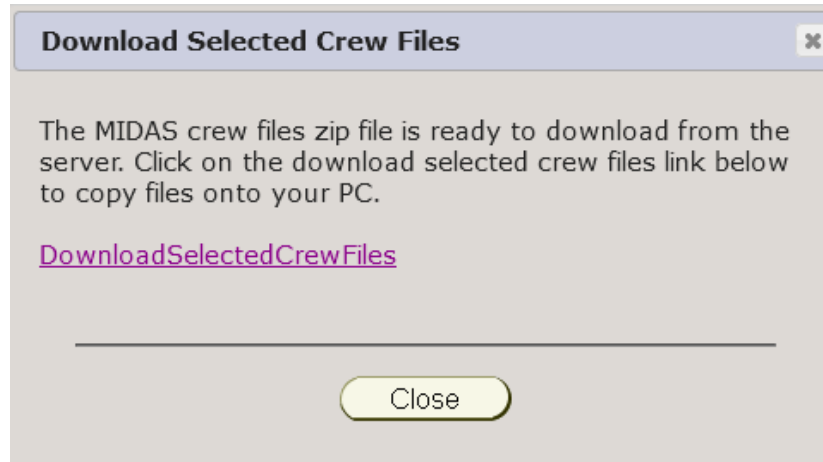
This would occur if a crew loses their work because the PC crashes. If a crew was no longer able to work in the field because of injury or sickness or they took another job any prefield work they had done could be backed to Midas and another crew member taking over the plots would have access to the plot packet files.

Go to Midas Web/Field/Crew Plot Files Archive.

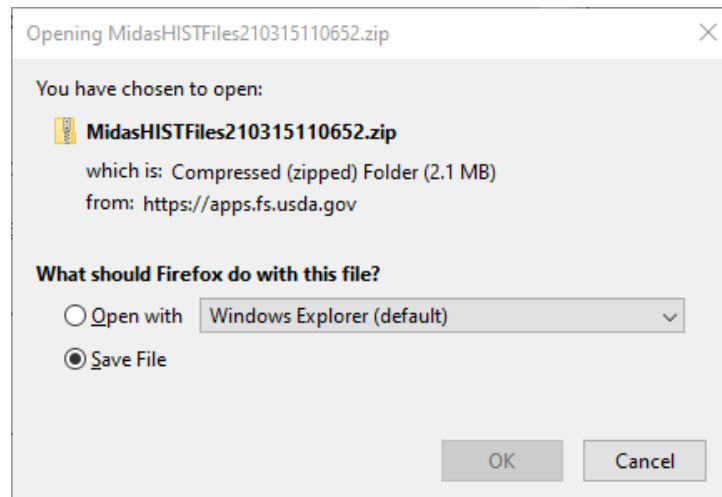
Crew Plot Files Archive



Click the Download Selected Crew Files link in the pop-up window



When the browser window pop up select save, not save as. This window is from Firefox. Depending on the browser being used the pop-up window will vary in appearance, but the process is the same.



After the zip folder is downloaded it will go to your downloads folder.

Use Midas control Panel to Unzip.

Plot packets will automatically get unzipped to the work folder.

C:\MIDAS\PlotPackets\NRS\Work