

GreVid™ and Garden Notepad Stand-Alone Version 4.5 Users Manual

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About GreVid™, Garden Notepad and PropNoter™

GreVid is a tool for viewing *BG-BASE*™ plant collections records in the field using a Windows mobile device. Simply, enter the accession number or swipe a barcode, and tap "Go" to quickly retrieve data on any living accessioned plant. Or, use the convenient search tool to find plants by genus, location, and keywords.

Garden Notepad is time and labor saving software that allows garden staff to capture information about the size and condition of plants in the field on a hand-held computer and automatically upload and transfer that information to *BG-BASE*™.

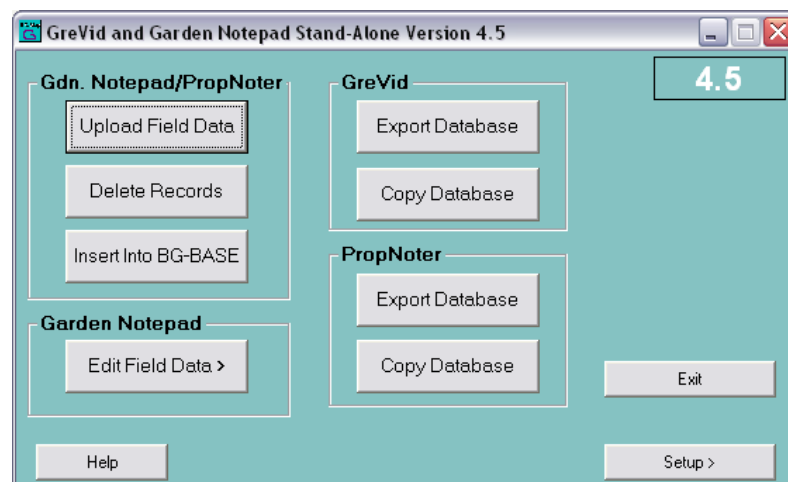
PropNoter is a tool for viewing and editing *BG-BASE*™ propagations records in the field using a Windows mobile device. Propagations records exported from *BG-BASE* can be viewed in PropNoter, and each displayed field can be edited.

For details on how to use GreVid, Garden Notepad and PropNoter, please refer to the GreVid and Garden Notepad Users Manual and the PropNoter Users Manual.

About GreVid and Garden Notepad Stand-Alone Version

GreVid and Garden Notepad Stand-Alone Version is a utility program that allows *BG-BASE* users who do not yet have BG-Map to utilize GreVid and Garden Notepad and, optionally, PropNoter. It provides the tools needed to export *BG-BASE* data and upload data for automatic updating of *BG-BASE*.

In this manual, GreVid and Garden Notepad Stand-Alone Version will be referred to simply as GGN.



Uploading Garden Notepad or PropNoter Field Data

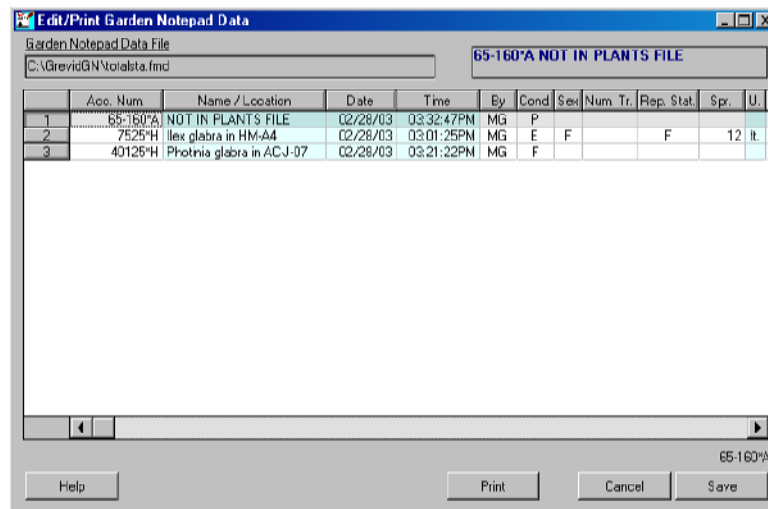
Field data files contain the data collected by Garden Notepad or PropNoter on the mobile device. They are identified by the extension .fmd (Field Measurement Data).

You must first use ActiveSync or Windows Vista to move the field data file from the mobile device to a convenient location on your desktop computer - normally to the C:\GreVidGN\Field Data folder. Then, click the "Upload Field Data" button in GGN.

Select the field data file, and open it. Then, click "Upload". You are now ready to edit or insert the field data.

Editing or Printing Garden Notepad Field Data on the Desktop

You can edit or print the uploaded Garden Notepad field data before inserting it into *BG-BASE*. To do so, click "Edit Field Data". The edit window will appear.



Changing the Data Sort Order

To re-sort the data on any column, double-click on the column heading.

Deleting a Row Of Data

Click on the row and then right-click and choose "Delete". The row of data will be deleted.

Adding a Row Of Data

Click on the row where you wish to insert a row of data, and press the "Insert" key. Fill in the data as described below.

Editing the Existing Data

Data in the blue-colored cells is automatically filled in and cannot be

edited. Data in all other cells can be edited. See the descriptions below.

The cells are designated as follows:

Type Only	Data can only be typed into the cells
Browse Only	Data can only be filled in by browsing - see "How to Browse" below.
Type or Browse	Data can be filled in by either typing or browsing

How To Browse

Click on the cell so that it is outlined with a thin dotted line. Then right click, select "Browse" and select from the displayed pop-up list.

Data Fields That Can Be Edited

Accession Number (Type Only)	Enter an accession number with qualifier for a living plant.
Recorded By (Type or Browse)	Enter the initials of the person recording the data. Use the same initials as you would if entering data into BG-BASE. This field must consist of 2 or 3 characters.
Condition (Type or Browse)	Enter a valid Condition Code.
Sex (Type or Browse)	Enter a valid Sex Code.
Number of Trunks (Type or Browse)	Enter the number of trunks - a number from 1 to 6.
Reproductive Status (Type or Browse)	Enter a valid Reproductive Status Code.
Spread, DBH and Height (Type Only)	Enter the measurements in the units indicated.
Check Notes (Type Only)	Enter check notes.
Has Labels (Browse Only)	Select one or more label types that this plant has.
Needs Labels (Browse Only)	Select one or more label types that this plant needs. Optionally, you may also enter the quantity needed and comments.
New Location (Browse)	If the plant has been moved, select the new <i>BG-BASE</i> Location for this plant.
Number of Plants (Type Only)	If the number of plants has changed, enter the new number of plants or the word MASS.
Performance Note (Type Only)	Enter a performance note.
Special Characteristics (Browse Only)	Select on or more Special Characteristics. Optionally, you may also enter a note for each.

Printing the Data

Click "Print". The list will be exported as a web page (html) file. Either select the default file name (GN_Report.htm) or enter any desired filename. After the list is completed, your web browser will display it automatically. You can also open the HTML file in Microsoft Excel or a similar spreadsheet program.

Plant list HTML files are normally stored in a folder on your C: drive: C:\GrevidGN\Plant Lists. You can choose a different folder if you wish.

Inserting Garden Notepad and PropNoter Data into *BG-BASE*

Click "Insert Into BG-BASE" to update BG-BASE with data collected using Garden Notepad or PropNoter. If the accession numbers and propagation numbers check out, *BG-BASE* will be automatically updated with the field data.

Possible Errors

Any errors in the accession numbers or propagation numbers, will be displayed and recorded in the file error.txt. The following error codes may appear in the error report:

NP	Plant not found in <i>BG-BASE</i> PLANTS table
NL	Plant is not living
NPR	Plant not found in <i>BG-BASE</i> Propagations table

The NP error code indicates that this plant could not be found in the *BG-BASE* PLANTS table. This could occur because the accession number was entered incorrectly in the field or because the plant was never entered or entered incorrectly into *BG-BASE*. Verify the correct accession number with qualifier for the plant in question. Then correct the field data by clicking "Edit Field Data".

The NL error code indicates that the plant is not listed as living in *BG-BASE*. This could be because the accession number was entered incorrectly in the field, in which case you would "Edit Field Data" to correct it. Or, the plant may have been erroneously entered as dead in *BG-BASE*, in which case you would make the required correction in the *BG-BASE* Plants Entry Screen.

The NPR error code indicates that a propagation record recorded in PropNoter could not be found in the *BG-BASE* Propagations Table. This error should only rarely occur because PropNoter only allows recording of data in records that were exported from *BG-BASE*. One possible cause for this error could be if a Propagation record is deleted from *BG-BASE* after it has been exported to PropNoter.

After making all required corrections, click "Insert into BG-BASE" again until no errors remain.

The “Record Updated By” Field in *BG-BASE*

Garden Notepad – Plants

The code "MP>" is inserted as the current value for "updated by", which also appears in the upper right corner of the *BG-BASE* Plants entry screen. This indicates that Garden Notepad last updated the record. The name of the person recording the data in the field is inserted in the plant condition and the measurements lines in the Plants entry screen. If the initials entered into Garden Notepad cannot be found in the *BG-BASE* STAFF table, the entered initials are inserted instead.

PropNoter – Propagations

The initials entered into PropNoter are inserted into the “updated by” at the top right of the *BG-BASE* Propagations entry screen.

Automatic Saving of *BG-BASE* Lists

When you successfully insert field data (See above), a list of plants or propagations whose information was updated is automatically saved to the *BG-BASE* LISTS table. You can use this saved list to perform further processing on those plants. The list is saved under the name QUAD_UP_DATE_TIME, where DATE is the date that the list was saved, and TIME is the time that the list was saved.

Updating The GreVid or PropNoter Database On The Mobile Device

Exporting the Data

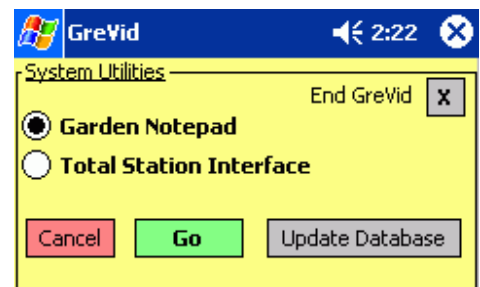
Click “Export Database” under either GreVid or PropNoter. This exports current data for all living plants from *BG-BASE* and BG-Map into a form that is usable by GreVid. Or, it exports the data for all living propagations into a form that is usable by PropNoter. This process may require several minutes. Once you have exported the data, you may copy it to one or more mobile devices.

Copying the Data to the Mobile Device

Connect the mobile device using ActiveSync and click "Copy Database" under either GreVid or PropNoter. data that was exported in the previous step will be copied to the mobile device. You may repeat this step to copy the same data to additional mobile devices without the need to export again.

Updating the GreVid or PropNoter Database on the Mobile Device

After you copy the data as described above, start GreVid or PropNoter on the mobile device. Click the "SOS" button", and then click "Update



Database". The database will be updated with the exported data. This process may take several minutes.

Setup Functions

Setting the *BG-BASE* User Field to use for Number of Trunks

Garden Notepad allows you to record the number of trunks for a tree - from 1 to 6 or >6. This data is normally used by BG-Map for map display, but non-BG-Map users may also wish to record it for other purposes. If you wish to use this data field, you must select an unused USER field in *BG-BASE* to hold the data. Click "Setup >", and then select the desired user field.

Exporting *BG-BASE* Label Types

In order for Garden Notepad to display the correct *BG-BASE* label types, you must export them, and then copy the exported data to your mobile device. Connect the mobile device using ActiveSync. Then, click "Setup >", and "Export Label Types".

Selecting the Date Format

This setting must match the date format of the mobile device that you use to gather data for Garden Notepad.

If it is not set correctly, dates will not be stored properly in *BG-BASE*.

Select one of the following:

- ❖ Month/Day/Year - example: 07/24/2006 or 07-24-2006
- ❖ Day/Month/Year - example: 24/7/2006 or 24-07-2006
- ❖ Year/Month/Day - example: 2006/7/24 or 2006-7-24
- ❖ Year/Day/Month - example: 2006/24/7 or 2006-24-07

Change *BG-BASE* Location

This allows you to change the location where GreVid and Garden Notepad Stand-Alone Version searches for *BG-BASE* data. After you make a change, you must restart GreVid and Garden Notepad Stand-Alone Version.

BG-Map Botanical Garden Mapping System

Mapping the world... one plant at a time

For up to date information, visit the BG-Map Users Support Website at www.bg-map.com/userdata

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