

# BG-Map

*Mapping the world... one plant at a time*

## Garden Notepad 3 (GN3) User's Manual



Garden Notepad 3 version 2.1.1  
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## What is GN3

GN3 is a time and labor-saving software application that allows garden staff to capture information about the size and condition of plants in the field on a Windows 10-based tablet or laptop and upload and automatically transfer that information to *BG-BASE*.

**Note:** GN3 requires BG-Map 2022a or later or GN Standalone App 2022a or later.

## What Data Can You Record with GN3?

GN3 allows you to record:

- ❖ Condition
- ❖ Die Why (Cause of Plant Death)
- ❖ Number of Trunks
- ❖ Sex
- ❖ Reproductive Status
- ❖ Vegetative Status
- ❖ New Location
- ❖ Location Change Type
- ❖ New Number of Plants
- ❖ Special Characteristics
- ❖ DBH
- ❖ Spread
- ❖ Height
- ❖ Check Note
- ❖ Performance Note
- ❖ Labels Existing
- ❖ Labels Needed
- ❖ Pests and Diseases
- ❖ Up to 6 images using the device camera

## Additional Items Available for Arborists Only

- ❖ Tree Hazard Fail Probability
- ❖ Tree Hazard Target Probability
- ❖ Tree Hazard Consequences
- ❖ Recommended Action
- ❖ Additional Notes

## Before Starting GN3 for the First Time

After installing GN3 on your PC and Windows 10 Mobile Device:

### If using BG-Map

- ❖ In BG-Map, go to Field Data\Export BG-BASE Label Types, Container and Die Why Codes.
- ❖ Go to the Field Data\Edit Garden Notepad Check Note Phrases and create

at least one checknote phrase.

- ❖ Go to Field Data/Create GN3 Inventories, and create at least one inventory.
- ❖ Copy the C:\GN3 folder from the C: drive on your PC to the C: drive on your Windows 10 mobile device using a USB thumb drive or a USB PC to PC transfer cable. Overwrite files when prompted.

### **If using GGN Standalone App**

- ❖ Go to Setup\Export BG-BASE Label Types, Container and Die Why Codes.
- ❖ Go to Edit Check Note Phrases and create at least one checknote phrase.
- ❖ Go to Create GN3 Inventories, and create one or more least one inventory.
- ❖ Copy the C:\GN3 folder from the C: drive on your PC to the C: drive on your Windows 10 mobile device using a USB thumb drive or a USB PC to PC transfer cable.

## **About GN3 Inventories**

To use GN3, you need to create at least one inventory list. This can be a list of living plants in a BG-BASE Location or a Location Group, a BG-BASE saved list and/or a BG-Map Defined View. To create an inventory list, in BG-Map go to Field Data/Create GN3 Inventories or Create GN3 Inventories in GGN Standalone App. Follow the directions in the help screen. Whenever you create or modify inventories, you need to copy the Inventories folder from the C:\GN3 folder on your PC to the C:\GN3 folder on your mobile device.

In GN3, you select plants from an inventory list, record your observations and save. You do not have to record data for all the plants on the inventory list before uploading the recorded data.

## **Starting GN3 on the Mobile Device**

Use the GN3 shortcut you created on the mobile device desktop.

## The GN3 Setup Screen

**BG-Map GN3**

Accession No. **1984-183\*E** Name **Carpinus cordata** Enter new file name then click Create **north lake** **Create File** **Save Record**

**New File** **Arborist** Units **E** **Arborist Name** **Barsky, Ronald J.** **C:\GN3\field data\north lake.fmd** **Clear Record**

Your Initials **RJB** Measurement Units ☒ English ☐ Metric **Select Inventory**

Accession No.	Name	Check Date	Location	Cond.	Qty.	Check Note
1984-183*E	Carpinus cord...	21 JUL 19...	B18	E	1	The top of tree is hitti
1985-024*B	Prunus lauroc...	15 NOV 2...	B18	A	MASS	Now includes 1985-0
1985-040*O	Rhododendr...	16 MAY 2...	B18	A	1	Ok; in bloom.
1985-040*P	Rhododendr...	16 MAY 2...	B18	A	1	Ok; in bloom.
1987-133*A	Hamamelis x ...	13 MAR 2...	B18	A	1	Monitor for mealybug
1987-136*A	Hamamelis x ...	14 MAR 1...	B18	A	1	ok
1987-141*A	Hamamelis x ...	09 AUG 2...	B18	A	1	Leaf gall.
1987-143*A	Hamamelis m...	09 AUG 2...	B18	A	1	Some leaves absen
1992-195*B	Astilbe chinen...	25 JUL 20...	B18	A	1	Label found; 1 plant.

**Condition** **Size and Images** **Notes** **Labels** **Setup** **Arborist Only**

### Step 1 Create a Data File

Enter a file name in the space provided and click “Create File.”. Do not enter a filename extension. For example, enter “new trees” not “new trees.fmd.” All of your observations will be recorded in this file.

### Step 2 Enter Your Initials

Enter your initials in the space provided. If your initials are found in the *BG-BASE* Staff table, your name will be displayed. Otherwise, “Unknown User” will be displayed, but you may still enter data.

Your initials will be included in each observation.

### Step 3 Select the Measurement Units

Choose either English (feet and inches) or metric (meters and centimeters.)

### Step 4 Select an Inventory

Select one of the inventories you created in BG-Map or GGN Standalone App. The plants in the inventory will be displayed in the grid below.

### Step 5 Select a Plant

Click on an accession number in the plant list. Make sure the number and name of the plant are displayed at the top of the window after you click.

**Then click on the Condition tab to continue.**

## The Condition Tab

**Condition** – Select from the dropdown list.

Repeat for Sex, Reproductive Status, Vegetative Status Number of Trunks, New Location, Location Change Type and New Quantity (Number of Plants), as applicable.

Select one or more Pests and Diseases as applicable.

If you selected “Dead” as the condition, select a code for Die Why (cause of death.)

Select one or more Special Characteristics, as applicable.

**Continue on to the Size and Images Tab.**

## The Size and Images Tab

Enter the DBH, Spread and Height in the selected units.

### Recording Images

If you wish to record images of this plant, select the front or rear camera, and click the camera icon

- ❖ To record an image, aim your device and tap the first image box.
- ❖ To record a note about the image, enter it in the space below the image.
- ❖ To replace the image, aim your device and tap the same image box again.

- ❖ To clear an image double tap the image box.
- ❖ To clear all the images and notes, tap the “Clear All button
- ❖ To save the images and notes click “Save Images.”

**Note:** When you upload the images using BG-Map or GGN Standalone App, you will have the option of deleting selected images or rotating them as needed.

**Note:** Using BG-Map, you can automatically add the images to either BG-Map or *BG-BASE*. Using GGN Standalone App, you can automatically add the images only to BG-BASE. In either case the images will be assigned to the accession number of the plant.

Continue on to the Notes Tab.

## The Notes Tab

The screenshot shows the BG-Map GN3 application window. At the top, there's a header bar with the title "BG-Map GN3". Below it, a form contains several fields: "1932-0594\*", "Ginkgo biloba", "Enter new file name then click Create" with "north lake" entered, and a "Create File" button. There are also buttons for "New File", "Arborist", "Units", "E", "Barsky, Ronald J.", and a file path "C:\GN3\field data\north lake.fmd". On the right, there are "Clear Record" and "Save Record" buttons. The main area is divided into two sections: "Check Note Phrase Picker" and "Performance Note Phrase Picker". Each has a dropdown menu. Below these are two large text boxes labeled "Check Notes" and "Performance Note". The "Performance Note" box contains the text "needs pruning". At the bottom, there's a tab bar with "Condition", "Size and Images", "Notes" (which is selected), "Labels", "Setup", and "Arborist Only".

You can use the Phrase Picker dropdown lists to select a phrase to add the Check Notes and Performance Notes. You can also add more by typing into the boxes.

Continue on to the Labels Tab.



## The Labels Tab

Select one or more labels that the plant has and one or more labels that the plant needs.

Labels the Plant Has

- ACC, Brookside embossed metal label co
- D, Donor (gold) embossed label
- ☒ DA, Datacard format
- DE, dedication label
- EM, embossed
- HE, New Hermes format
- ISD, indoor seasonal display
- MP, metalphoto
- OCP, old (any color) plastic slip tag
- OEM, original (silver color) embossed tag
- OSD, outdoor seasonal display
- OWP, old white plastic slip tag
- P, metalphoto
- PS, plant sale
- TE, temp. (incomplete) embossed

Labels the Plant Needs

- ACC, Brookside embossed metal label co
- D, Donor (gold) embossed label
- DA, Datacard format
- ☒ DE, dedication label
- EM, embossed
- HE, New Hermes format
- ISD, indoor seasonal display
- MP, metalphoto
- OCP, old (any color) plastic slip tag
- OEM, original (silver color) embossed tag
- OSD, outdoor seasonal display
- OWP, old white plastic slip tag
- ☒ P, metalphoto
- PS, plant sale
- TE, temp. (incomplete) embossed

Condition Size and Images Notes Labels Setup Arborist Only

## The Arborist Tab (for BG-Map Users Only)

**Note:** This tab should only be completed by a Certified Arborist

Select the following:

- ❖ Probability of Failure
- ❖ Probability of Hitting Target
- ❖ Consequence of Hitting Target.

Enter your Recommended Action and Additional Notes. You may use the Phrase Picker and/or type on the keyboard.

The screenshot shows the BG-Map GN3 application window. At the top, there's a header bar with the title 'BG-Map GN3'. Below it, a form contains several fields and buttons. On the left, there's a field for '1932-0594\*' and a text input for 'Ginkgo biloba'. To the right, there's a field for 'Enter new file name then click Create' with 'north lake' entered, and buttons for 'Create File', 'Clear Record', and 'Save Record'. Below these, there are buttons for 'New File', 'Arborist', 'Units', and 'E', followed by the text 'Barsky, Ronald J.' and a file path 'C:\GN3\field data\north lake.fmd'. A red warning message states: 'Arborist Features are available only to BG-Map users. They are not available to GGN Standalone App users.' The main area has three dropdown menus: 'Probability of Failure' (set to '2 Possible'), 'Probability of Hitting Target' (set to '3 Medium'), and 'Consequence of Hitting Target' (set to '2 Minor'). Below these is a 'Score' field with the value '7' and a '< Clear' button. To the right of these fields are two large text areas labeled 'Recommended Actions' and 'Arborist Notes'. At the bottom, there's a tabbed interface with tabs for 'Condition', 'Size and Images', 'Notes', 'Labels', 'Setup', and 'Arborist Only'.

## Clearing a Record

Click **Clear Record** if you wish to start over and not save what you have entered. This will clear everything you have entered for this plant except images. Images can be deleted after they are uploaded to BG-Map or GGN Standalone App.

## Saving a Record and Continuing

After all observations for this plant have been entered, click “Save Record.” You are then ready to move to the next plant.

Go to the setup tab, and click another accession number and enter data as in the previous steps.

## Transferring the Data to BG-Map or GGN Standalone App

Transfer the field data file from the **C:\GN3\field data** folder on your mobile device to a folder on the C: drive of your desktop computer.

Then upload and convert the data as described in the BG-Map User's Manual or the GGN Standalone App User's Manual.

Option 1 – Use a USB Thumb Drive to transfer the file.

Option 2 – Use a USB PC to PC transfer cable to transfer the file.

### **BG-Map**

*Mapping the world... one plant at a time*

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