# BG-Map TechNote

# How to Create and Use Tree Inventory Sheets

This document describes how to create blank spreadsheets for use in the field for conducting in tree inventories using Microsoft Excel. Entered data is automatically checked for errors and uploaded into BG-BASE and BG-Map.

New fields have been added for assessing life expectancy, pruning recommendations, lightning protection and more.

Entered data is searchable using the Search Tool and reportable using Plant List Formats.

## How to Access

Go to Tools/Tree Inventory Sheets.



## Creating an Inventory Sheet

Click the "Browse" button to select a Defined View. Select the measurement units you wish to use and whether you wish to collect trunk measurements as CBH or DBH. Check "Filter Non-Trees" if you wish to exclude plants whose

habit is not entered as "Tree" in BG-BASE. Click "Export" to save the sheet as a CSV file in the \bgmapwin\Plant Lists\Tree Inventories folder. If BG-Map is installed on a server, this folder will be on the server.

The name of the CSV file will be the Defined View name, followed by the date and time that the sheet was created.

Copy the sheet to your tablet or laptop computer for use in the field.

| Note: | Do not change the name of the file or modify the sheet in any way other than to enter data in the cells as already defined. |
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## Importing Tree Inventory Sheets

After you have filled in an inventory sheet in the field, save it as a CSV file with the same name as the original exported sheet, and copy it to a location on your computer or server.

In the "Import" section of the Tree Inventory Sheets window, click the "Browse" button, and select the filled-in file. Its contents will be displayed in the table. The columns represent the items as listed below.
Note, the units and trunk measurement type will depend on what was selected when you created the blank sheet.

Click "Import" to import the data and insert it into BG-BASE and BG-Map. If errors in the data are found, you must correct them before the data can be inserted.

Plant Name and Location

- ❖ **ACC_NUM** - Accession number with qualifier
- ❖ **SCI_NAME** - scientific name
- ❖ **COM_NAME** - common name
- ❖ **LOCATION** - current BG-BASE location

Previous Observations (for reference)

- ❖ **LINV_DATE** - last inventory date
- ❖ **L1DBH_IN** - last measurement of trunk 1
- ❖ **L2DBH_IN** - last measurement of trunk 2
- ❖ **L3DBH_IN** - last measurement of trunk 3
- ❖ **L4DBH_IN** - last measurement of trunk 4
- ❖ **L5DBH_IN** - last measurement of trunk 5
- ❖ **L6DBH_IN** - last measurement of trunk 6
- ❖ **LMEAS_AT_FT** - last height at which trunk was measured
- ❖ **LHT_FT** - last measured tree height
- ❖ **LSPRD_FT** - last measured tree spread
- ❖ **LCOMMENTS** - last entered inventory comments

## Current Observations (to be entered if observed)

- ❖ **INV_DATE** - inventory date (month/day/year)
- ❖ **INV_BY** - person doing inventory (use BG-BASE initials up to 3 characters)
- ❖ **SECTION** - section (free text)
- ❖ **COND** - BG-BASE condition code (A,E,G,F,P,Q,D,R or U) If left blank, A is assumed.
- ❖ **1DBH_IN** - measurement of trunk 1 in units noted (number only)
- ❖ **2DBH_IN** - measurement of trunk 2 in units noted (number only)
- ❖ **3DBH_IN** - measurement of trunk 3 in units noted (number only)
- ❖ **4DBH_IN** - measurement of trunk 4 in units noted (number only)
- ❖ **5DBH_IN** - measurement of trunk 5 in units noted (number only)
- ❖ **6DBH_IN** - measurement of trunk 6 in units noted (number only)
- ❖ **MEAS_AT_FT** - height at which trunk was measured
- ❖ **SPRD_FT** - tree spread in units noted (number only)
- ❖ **HT_FT** - tree height in units noted (number only)
- ❖ **LIFE_EXP** - life expectancy (must be <5, 5-15 or >15)
- ❖ **RE** - tree removal recommendations - priority A, B, C or CR (consider removal), CIR (consider in-house removal) or HI (hazard inspection reccommended)
- ❖ **G_PR** - general pruning recommendations - a priority (A,B or C), followed by a number representing amount (1,2 or 3) - example: B2
- ❖ **SP_PR** - specific pruning recommendations (free text)
- ❖ **GD_RT** - girdling root observations (free text)
- ❖ **LGHTNG** - lightning protection recommendations (free text)
- ❖ **CBL** - cabling recommendations (free text)
- ❖ **MT_SC** - previous maintenance score (free text)
- ❖ **FM** - tree form quality (must be A,E,F or P)
- ❖ **PEST_DIS** - pests and diseases (must be a code in the PESTS_AND_DISEASES table -separate multiple entries with forward slashes /)
- ❖ **COMMENTS** - inventory comments (free text)
- ❖ **LIKE_FAIL** - tree hazard likelihood of failure (1, 2,3 or 4)
- ❖ **LIKE_IMP** - tree hazard likelihood of impacting target (1, 2,3 or 4)
- ❖ **CONSEQ** - tree hazard consequences (1, 2,3 or 4)