Chapter 3: Square Data

Contents

Tables
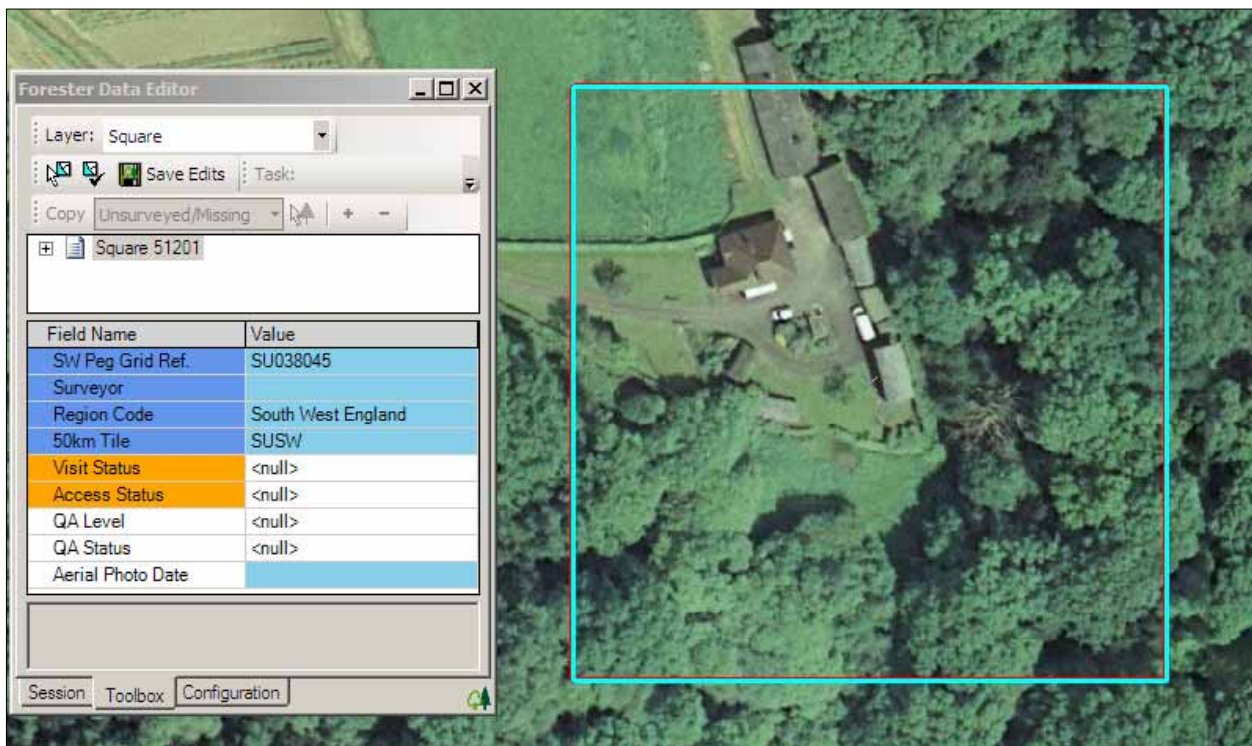
Flowcharts

3.0 Square Data

3.1 Accessing the Square Data Fields

In the Forester Data Editor window, click on the Layer drop down menu and select Square.
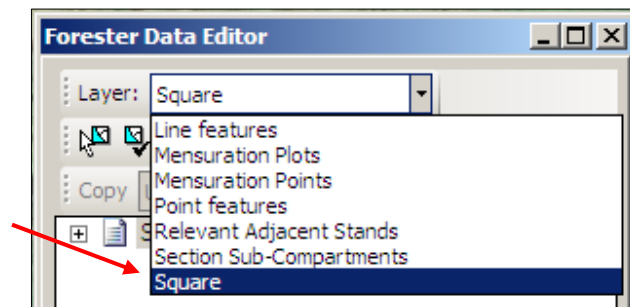
The square boundary changes to blue and the square data fields appear in the Forester Data Editor window. The window may have to be expanded to see all the data fields. Use the mouse to click-and-drag the margins.

3.2 Completing the Square Data Fields

Initially there are just two data fields to complete; Visit Status and Access Status. These are shown in orange, indicating that they are mandatory. The blue data fields have been completed by the software and cannot be edited by the surveyor.

3.2.1 Visit Status

Table 3 - 1: Visit Status dropdown options

Data Field	Options	Comments
Visit Status	• Unvisited	For office use only.
	• In Progress	Square data collection is in progress but it is necessary to return another time to finish the data collection.
	• Completed[1]	Square data collection has been completed. Select this option if **any** part of the square has been objectively measured or visually assessed.
	• Refused Access[1]	Select this option if **no** data has been collected because access was denied across the **entire** square or on the approach to the square.
	• Not possible to assess[1]	Select this option if **no** data has been collected because the **entire** square could not be objectively measured or visually assessed for some reason other than refused access.

---

[1] Before a Square is checked back in it must have a Visit Status of either:

- Completed
- Refused Access
- Not possible to assess

3.2.2 Access Status

Table 3 - 2: Access Status dropdown options

Data Field	Options	Comments
Access Status	• Accessible	Select this if **any** part of the square is physically accessible.
	• Inaccessible, visual assessment possible	Select this if the **entire** square is physically inaccessible but **at least part** of it can be visually assessed (e.g. one or more Sections can be visually assessed).
	• Inaccessible, NO visual assessment possible	Select this if the **entire** square is inaccessible and **no** part of it can be visually assessed.

Depending upon which Access Status option is chosen, a number of new orange (mandatory) data fields will appear in the Forester Data Editor window.

3.2.2.1 Accessible squares

The following data fields must be completed if any part of the square is physically accessible. Note that the orange mandatory data fields turn blue once completed.

Field Name	Value
SW Peg Grid Ref.	SU038045
Peg Location	<null>
Peg Comments	
Peg Loc. Origin	<null>
Landscape Loc.	<null>
Surveyor	
Dist. Sq. To Road	<null>
Mech. Harvesting	<null>
Planned Date	
Region Code	South West England
50km Tile	SUSW
Visit Status	Completed
Access Status	Accessible
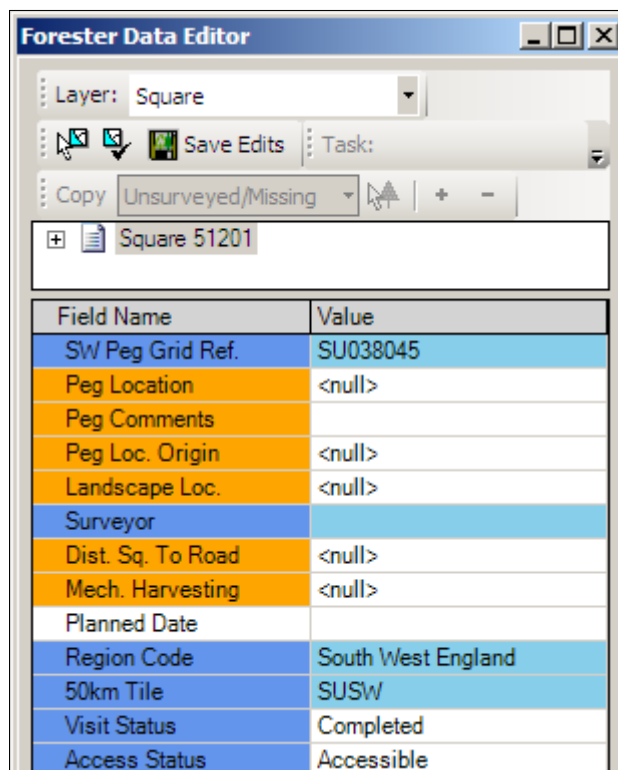
Table 3 - 3: Accessible square data fields

Data Field	Options	Comments
Peg Location	• SW	Peg the SW corner in the first instance.
	• NW • SE • NE	If this is not possible, peg any other corner.
	• Elsewhere	Where no corner is suitable, place a peg somewhere along a square boundary if possible.
	• No Peg	Where a peg has not been left for whatever reason, mark the spot with a twig and biotape.
Peg Reason	• No Landowner Permission • Health & Safety • Legal Restriction • Public Access Area • Residential • Garden • Impenetrable Surface • Puddling Ground • Boggy Ground • Inaccessible • Multiple causes • Terrain • Ground Vegetation • Forest Operations • Other	This data field only appears if the SW corner has not been pegged. Select the reason why the SW corner could not be pegged.
Peg GPS Location	Free text	Record the field GPS reading at the peg location, which may be different to the ArcMap derived coordinates used to navigate to. This must be 12 characters, starting with the Ordnance Survey 100km Square letter, followed by 10 digits (e.g. SU0380004500). This data is used to help relocate the square

Data Field	Options	Comments
		in future visits.
Peg Comments	Free text	**Always** give notes to help relocate the peg in the future (e.g. by rootplate of fallen tree, 3m North of footpath).
Peg Location Origin		The method used to locate the peg. Order of preference is aerial photo, then Ordnance Survey map, then GPS unit/traditional survey methods.
	• Ordnance Survey	OS map only used.
	• Aerial Photo	AP only used.
	• GPS	GPS only used.
	• Survey	Traditional survey methods (e.g. compass and pacing).
	• Combination	Any combination of the above.
Landscape Location		How the square sits in the local landscape. Refer to the Ordnance Survey 25K Map GIS Layer.
	• Hilltop	A non-plateau area at the top of a hill.
	• Plateau	An extensive flat area above a slope, on a hill.
	• Upper Slopes	The upper portion of any slope.
	• Middle Slopes	The middle portion of any slope.
	• Lower Slopes	The lower portion of any slope.
	• Valley bottom	A gently sloping basin at the foot of significant hill-slopes.
	• Plain	An extensive flat area not above steep

Data Field	Options	Comments
		slopes.
	• Flood plain	Area subject to flooding (at least once every 50 years) when a river bursts its banks.
	• Riparian Frequently Flooded	Frequently flooded area along the banks of a natural watercourse.
	• Riparian Occasionally Flooded	Occasionally flooded area along the banks of a natural watercourse.
	• Not Possible to Assess	For office use only.
Distance of Square to Road	• <200m • 200 – 400m • 400 – 600m • 600 – 800m • 800 – 1000m • > 1000m	Measure the distance as the crow flies from the square to the nearest road able to take a 32 ton timber lorry. Use the ArcMap "Measure" tool.
	• Not Possible to Assess	For office use only.
Mechanical Harvesting	• Wheeled vehicle on site possible	Harvesting operations can be carried out using a wheeled vehicle.
	• Wheeled vehicle on site impossible	Harvesting operations cannot be carried out using a wheeled vehicle, but they can be carried out using a tracked vehicle.
	• Sky line site	Site is too steep for wheeled/tracked vehicles, but can be harvested using a skyline.
	• Mech. Harvesting Impossible	Site conditions are unsuitable for any form of mechanical harvesting.
	• Not Possible to	For office use only.

Data Field	Options	Comments
	Assess	
Planned Date	Calendar	Surveyor's planned date of survey. Optional data field.

3.2.2.2 Inaccessible squares: visual assessment possible

The following data fields must be completed if the **entire** square is inaccessible but **at least part** of it can be visually assessed. Note that the orange mandatory data fields turn blue once completed.

Table 3 - 4: Inaccessible square data fields (visual assessment possible).

| Data Field	Options	Comments
Landscape Location	See Table 3 - 3	Same as for accessible squares.
Distance of Square to Road	See Table 3 - 3	Same as for accessible squares.
Mechanical Harvesting	See Table 3 - 3	Same as for accessible squares.
Inaccessible Reason	• Inaccessible thicket	Thicket is defined as stands of trees where the bases of the live crowns of the trees are below 1m in height, and the live crowns interlock so tightly that access is impossible. This applies to conifers and broadleaves.
	• Inaccessible health and safety	Inaccessible due to H&S reasons (report reasons in Checkpoint report)
	• Inaccessible slope	Inaccessible due to slope (report steepness and surface conditions in Checkpoint report)
	• Inaccessible obstruction	Inaccessible due to an obstruction reasons (report obstruction in Checkpoint report)
	• Inaccessible windblow	Inaccessible due to windblow.
	• Inaccessible other	Where vegetation prevents access (e.g. head-high bramble, dense gorse or rhododendron etc.) select this option.

3.2.2.3 Inaccessible squares: NO visual assessment possible

If the **entire** square is inaccessible and **no** part of it can be visually assessed, only the "Inaccessible Reason" data field needs to be completed. See Table 3 - 4 above. Note that the software will not allow collection of any Section data.

3.2.3 Square accessibility flowchart
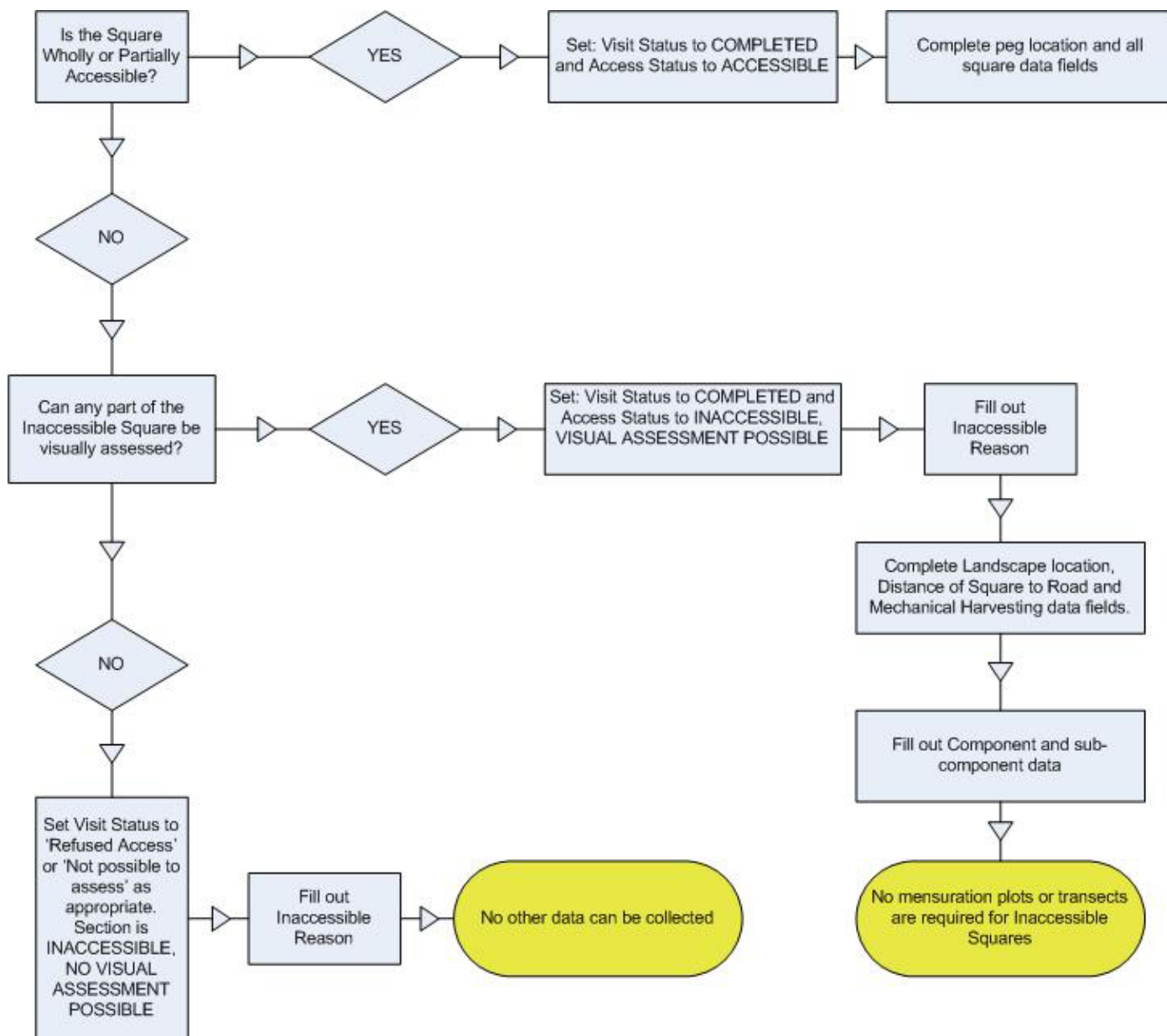
Flowchart 3 - 1: Square Accessibility

3.3 Adding a Square Photo

Currently **optional**, but this may become mandatory in the future. Multiple photos can be taken but at least one must show the location of the peg on the ground, where possible with a distinctive feature in view to help find the peg on return visits.

Photos of other square related features e.g. pests & diseases, obstructions etc. can be placed here with an appropriate Comment.
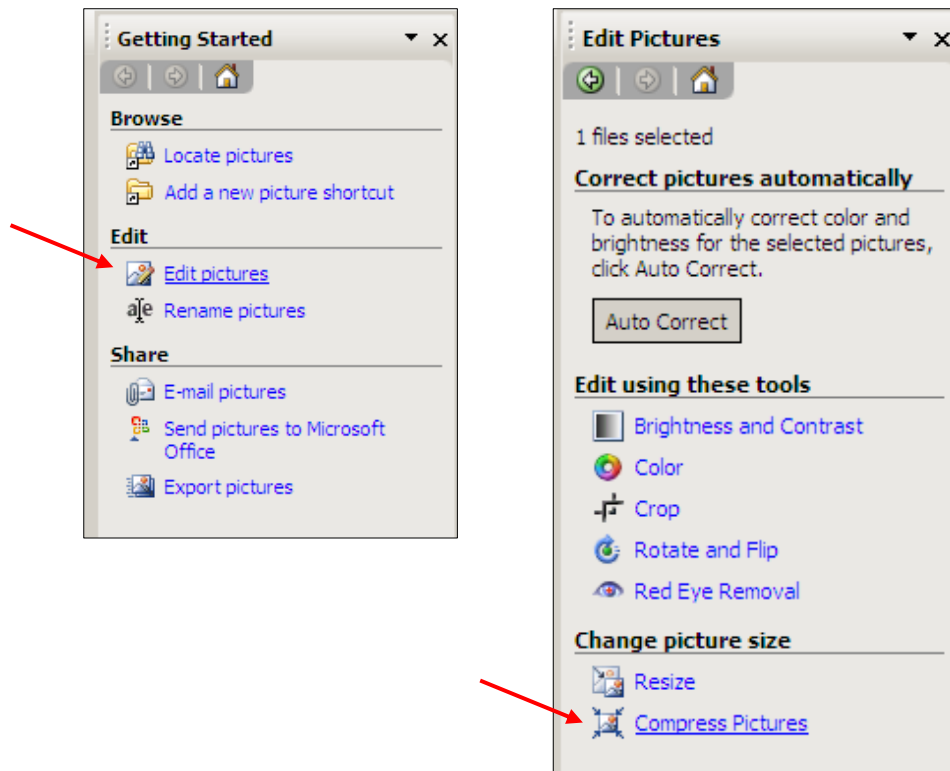
3.3.1 Resizing a photo

The NFI Forester software will only allow photos up to **2MB** in size, so it may be necessary to resize the photo. To do this:

Save the photo to the Toughbook.

Open Microsoft Picture Manager (Start> All Programs> Microsoft Office> Microsoft Office Tools> Microsoft Office Picture Manager) and double-click on the photo to open it.

In the "Getting Started" window on the right of the screen, click on "Edit pictures", then in the "Edit Pictures" window, click on "Compress pictures".

3-11 **Remember to Save your Edit Session Regularly, Validate the information and Backup the Data**
03 Square data.doc

Last printed 6/6/2014 10:24:00 AM

Make a back-up of the original photo (File> Save As…> browse to the location where the edited photo is to be saved).

In the "Compress pictures" window, experiment with the different compress options and then click the OK button.
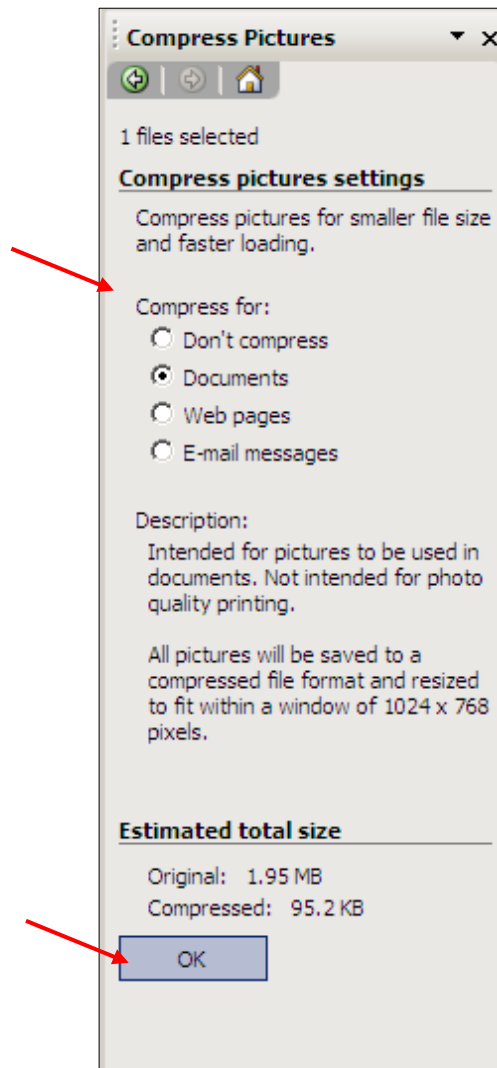
Click on the "Save" icon at the top left of the screen to save the edited photo.
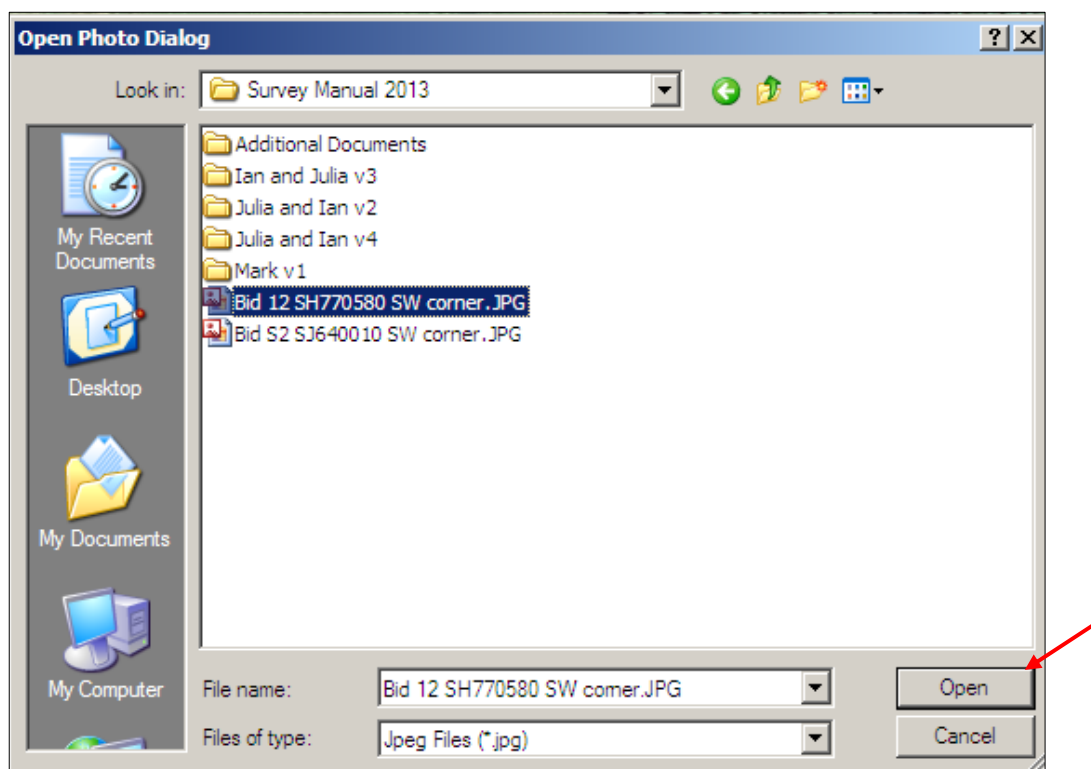
Close the Microsoft Picture Manager.

3.3.2 Adding a photo into Forester

Click on the [+] sign to the left of the square name in the Forester Data Editor window. Then right-click on the Photo folder and select "Add New Photo".
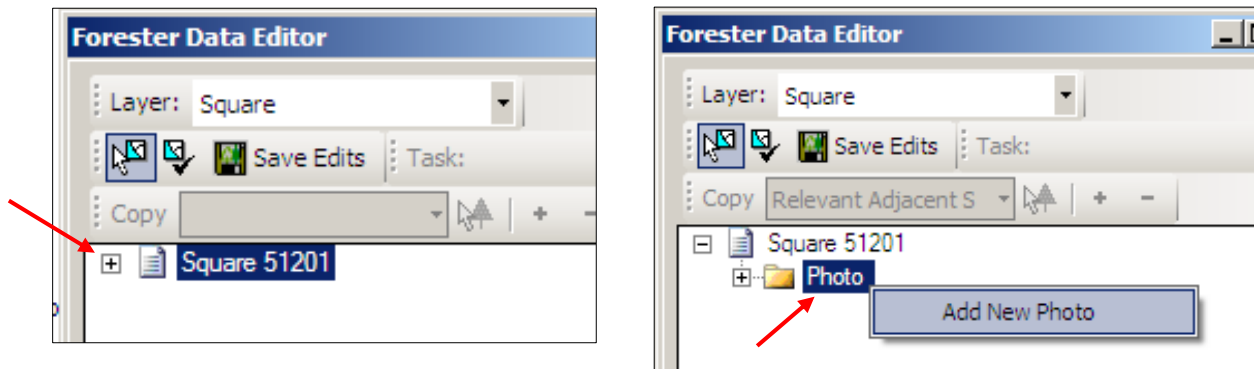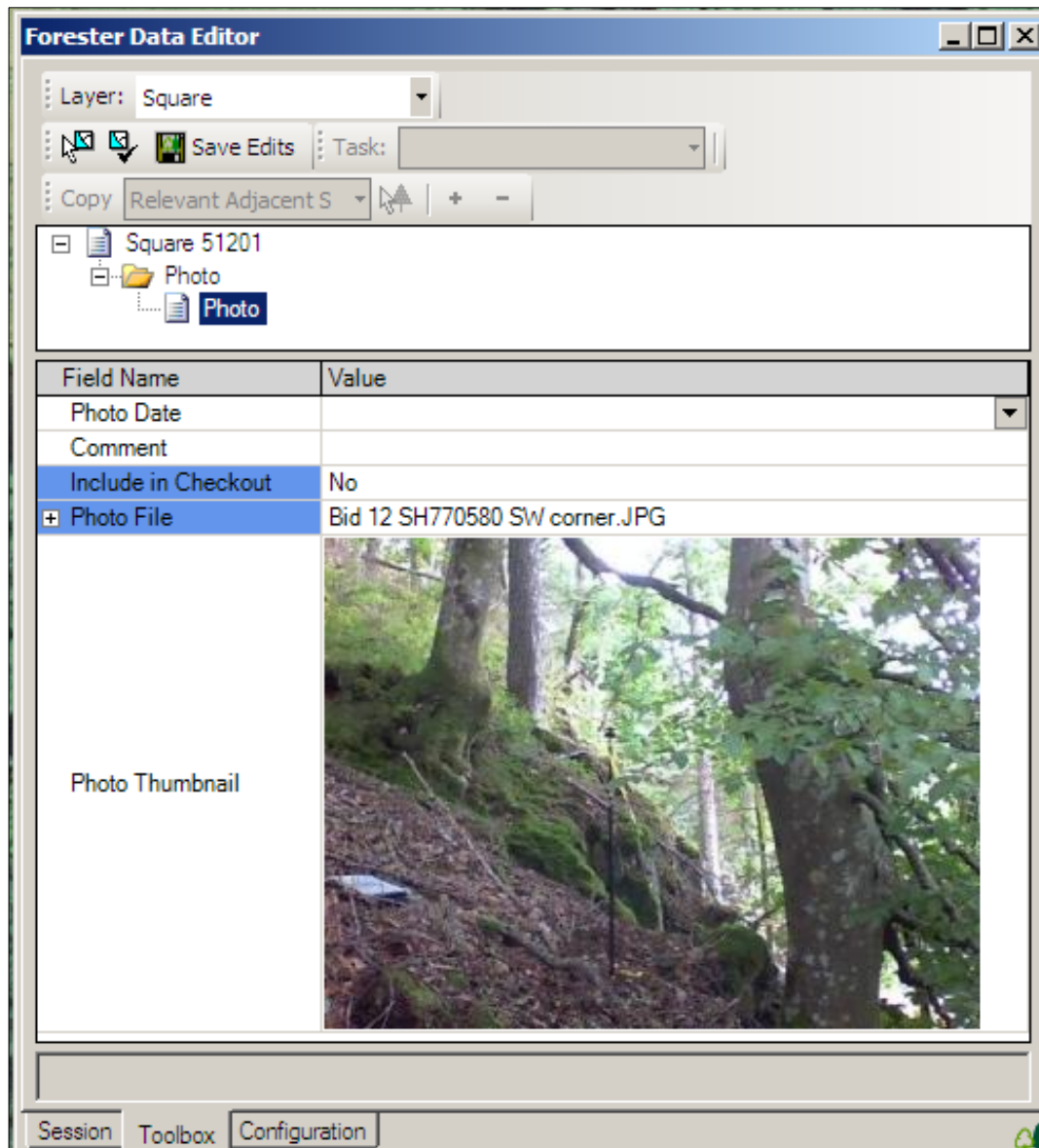

In the "Open Photo Dialog" window, browse to the photo and click on the "Open" button.

The photo will appear in the Forester Data Editor window.

3-14 **Remember to Save your Edit Session Regularly, Validate the information and Backup the Data**   ![Save Edits]   **Last printed 6/6/2014 10:24:00 AM**

03 Square data.doc

3.3.3 Completing the photo data fields

Table 3 - 5: Square photo data fields

Field Name	Value	Comments
Photo Date	Calendar.	Click in the white box and the current date is automatically entered. Click on the drop-down arrow at the right of the box to call up the calendar. Edit the date as required.
Comment	Free text	**Always** give notes to help relocate the corner peg.
Include in Checkout	• No • Yes	For office use only. **Always** select this option.
Photo File		The photo filename is automatically entered by the software.

Here is a completed example.