**New Project**

When this dialog appears in response to the menu selections **File**, **New Project**, it will open in edit mode with no fields populated other than Date. If summoned by the menu selection **View**, **Project Properties**, fields will be displayed read-only until/unless the **Edit** button is selected. The only field in this dialog that must be populated is Project ID.

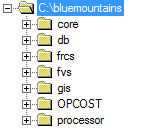
The prudent analyst will also enter creator **Name** and **Project Description** information as sound documentation practice.

By default, BioSum will suggest that the project directory be c:\FIA\_Biosum\Project id. For example, if the project id is ‘BlueMountains’ the default project directory would be c:\FIA\_Biosum\**BlueMountains**. The default project directory can be changed by selecting the folder icon to the right of the Project Directory text box and navigating to the desired location for storing the project.

To enable the sharing of project notes and documents with others, click on the folder icon to the right of the Shared Notes and Document Links Directory and navigate to the desired location. NOTE: To effectively use the shared document links option, users must have access to the shared directory, and use the same drive letter when mapping to the shared directory. To keep personal project related notes and documents, click on the folder icon to the right of the Personal Notes and Document Links Directory**.** These choices can be changed at any time, so it is fine to leave these unpopulated when creating a project.

**IMPORTANT:** Click the <Save> button to create the new project; clicking <Cancel> will not create the project. **<Save>** will create project files and directories while displaying the “Creating Project Files” progress message. In the next dialog box, select <Yes> so that the document links depository will keep track of project documents.

When a project is created, these subfolders will also be created.



The state of the Project Properties dialog will change to display-only and the <Edit> and <Close> buttons will be available. Selecting <Edit>, now, or in the future via the **View**, **Project** **Properties** menu choice, allows Name, Company and Project Description to be modified and saved. Selecting <Close> closes the Project properties dialog.

**Plot Data Input**

Click the folder icon to browse to the location where FIADB data for a single state is stored in an Access ACCDB database. After clicking the desired database and then clicking “open”, the 9 table name fields will populate automatically if the FIADB database contains tables with the standard table names for that format.

For any table that is not found using the standard name, the table name field will be blank. Click the drop down list to select the desired table from the Access database that contains the data of the specified type.

When all table name fields are populated with valid names (i.e., tables that exist in the selected database, and contain data in the expected format), click “next” to advance to the next step.

**Plot Data Input – Filter Options**

A combination of filters can be applied to choose plots, or more specifically, the conditions (full or partial plots) to be included in a BioSum project. These filters are selected via 2 consecutive dialogs. In the second dialog, the population of interest will be specified, such as the 10 panels of field sampled plot data collected for 2005-2014. In this dialog, there are three levels of plot filtering, that will, in practice, be applied after selecting the desired plot population: location, forested status, and condition proportion threshold.

**Location:** All locations in the state associated with the Access database will be loaded if the “Input all Plots” radio button is selected. If, instead, Filter by Menu Selection is selected, you will select counties and plots via menus at a later step. The third option is to provide a text file list of PLOT CN (control number) values associated with the plots to be analyzed. If this option is selected, a text file must be browsed for and selected.

**Forested status:** The Forested and Non Forested check boxes act as follows. Checking Forested loads any plot with one or more forested conditions. Checking Non Forested loads any plot with one or more non forested conditions. Checking both loads all sampled plots.

**Condition Proportion:** Select a value for condition proportion threshold (expressed as a percent) between 1 and 99 using the dropdown list; the default is 25. At the default value, conditions with condition proportions (fraction of the plot the condition accounts for), tree data for conditions with condition proportion of 0.25 or larger (equivalent to the size of one subplot) will be imported into the BioSum Project; for conditions with smaller condition proportions, the condition will be considered nonsampled, and the area accounted for by that condition will re-assigned proportionally to all the other conditions within the same stratum (for example, national forest - forested land) with condition proportion of 0.25 or greater. This protects against modeling conditions with so few trees contained in the data that the degree to which the data adequately represents a “stand” for the purpose of exploring management options, is called into question.