**Create New Project**

To create a new project, start the FIA BioSum Manager application and select **<File><New Project>**.

Upon selecting **<New Project>**, the Project form will open with no fields populated other than Date. The only required information is the **Project ID** field, but it is recommended to enter a creator **Name** and **Project Description** as well.

If this dialogue was summoned by the menu selection **View**, **Project Properties**, fields will be displayed as read-only until/unless the **<Edit>** button is selected.

By default, the project directory will 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 a different directory.

To share project notes and documents with others, click on the folder icon to the right of **the Shared Notes and Document Links Directory**. **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.**

**IMPORTANT**: Click the **<Save>** button to create the new project in the BioSum Manager. Clicking **<Cancel>** will not create the project.

The BioSum Manager will create the project directories and copy the necessary project files. Select **<Yes>** if you want the document links depository to keep track of project documents. Select **<Close>** to exit the **Project Properties** window once the project has been created.

When a project is 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.

**Add Plot Data**

The first dialog box of the **Plot Data Input** form will appear. Click the folder icon to browse to the location of a state level FIADB Access database, and then select the database to load.

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 each type of data.

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 (the data matching the dropdown box heading).

After ensuring that all table names are correctly specified, click **<Next**> to advance to the next step.

**NOTE**: Before loading the FIADB plots into BioSum, seedlings must first be added to the TREE table if planning to include regeneration activity in the FVS simulation using REPUTE. To add seedlings, run the Add-Seedlings script found in the fvs/scripts folder of your newly created project, using the VBA interface within the Access database. This adds the seedlings found in each plot, to the tree table.

**Add Plot Data Input (choosing which plots to add)**

A combination of filters can be applied to choose plots, and in some cases, the conditions (full or partial plots) to be included in a BioSum project. In this dialog box, there are three levels of plot filtering available that will, in terms of internal program flow, be applied after selecting the desired evaluation set: **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, BioSum presents an opportunity to select counties and plots at a later step. The third option is to provide a text file containing a 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.

1. **Option 1– Input All Plots.**All plots will be added. To add all plots select **<Input All Plots>**, after first selecting desired options for forested status and condition proportion (see below), then click **<Next>**.
2. **Option 2– Filter Plots by Menu Selection.**Plots will be filtered based on selection of counties and plots. Select <**Filter Plots by Menu Selection**>, and desired options for forested status and condition proportion (see below), then click **<Next>.**
3. **Option 3– Filter by File**. Plots will be filtered based on Plot CN (control number) values listed in a text file, one value per line.  To designate the text file, select **<Filter by File (Text File Containing Plot\_CN numbers)>**, choose the text file, click **<Open>**, select the inventory of interest, and then click **<Next>**.

**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. Most users will want to only load plots containing forested conditions. The opportunity to load completely non-forest plot will likely only be useful for an afforestation analysis.

**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, tree data for conditions with condition proportion (fraction of the plot the condition accounts for) 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 helps to protect against modeling conditions containing so few trees that the degree to which the data adequately represents a “stand” for the purpose of exploring management options, is called into question. This threshold can be adjusted, if desired. Increasing the threshold towards 100% will exclude more conditions from contributing to the BioSum analysis while increasing the average count of trees per plot associated with the conditions that remain in the sample; decreasing towards zero will exclude fewer conditions, and increase the inclusion of conditions that may contain very few trees, and may thus generate anomalous results for some conditions.

**Add Plot Data Input (select FIADB inventory evaluation)**

BioSum will load the “**Eval IDs**” (sets of FIA plot identifiers used in the stratification process that ultimately accounts for how many acres of forested landscape each plot and condition represents) from the “POP” tables (e.g., *POP\_EVAL*) in the MS Access input file to allow selection of the state level plot set to be analyzed. The contents of *POP\_EVAL* tables in FIADB state databases will likely change over time as new Eval ID’s are added and existing one retired. For BioSum, look for an **Eval Description** that references the time period of interest (currently, either the most recent 10 years of available data, or the first ten years of data collected under the annual inventory protocols) and contains the term “**Sampled Plots**” or “**Current Area, Current Volume**”. When in doubt, contact an FIA analyst in your region for advice.

Select the evaluation set of interest and click **<Next>**.

**Note**: loading of population tables and inventory data may continue for several minutes so please be patient.

**Plot Data Input (filter by state and county)**

Select desired counties (counties in only one state can be displayed for any given load operation). To select all counties in the evaluation set of interest, click **<Select All>**. To clear any selection made, click **<Clear All>**. Click **<Append>** to add all plots within the selected counties.  Alternatively, select specific plots within the chosen state(s) and counties, by clicking the **<Next>** button to display the **Filter by Plot** form.

**Plot Data Input (filter by plot)**

Select the desired plots found in the county(s) selected in the previous step, then click **<Append>**. To select all possible plots in the selected county(s), click **<Select All>**. To clear any selection made, click **<Clear All>**.

**Wood Processing Sites**

The **Wood Processing Sites** task allows entry and editing of wood processing sites-- the locations where harvested wood is delivered for conversion into products or bioenergy. Wood processing sites can be attributed as accepting logs, wood chips, or both and as final delivery terminals or as railheads where wood can be collected and forwarded by rail to a final delivery terminal. Wood processing sites can account for facilities that already exist, or that are under consideration to be built; either way, individual facilities can be toggled on or off during analysis.

To create a new wood processing site, click **<New>**. To edit a current wood processing site, select the desired site then click **<Edit>**. To delete a wood processing site, select the desire site then click **<Delete>**. If any changes are made (i.e.: a new site is created or a wood processing site is edited or deleted), be sure to click **<Save>** before exiting this window.

**Project Data Sources**

This screen allows the user to view the directory paths and names of the project database files and tables, determine whether or not the file and table names exist, and view table record counts. This tool can also be used to change the information source for particular tables in a project (i.e., to point to a different database or table).

Each table has a unique identifier, or ‘*Table Type*.’ The ‘*Path*’ column displays the directory path for the corresponding MDB File. The ‘*MDB File*’ column contains the file name for the Microsoft Access database. ‘*File Status*’ indicates whether or not a file is found, while ‘*Table Name*’ contains the name of the table. The ‘*Table Status*’ column indicates whether the table is found in the MDB file. ‘*Record Count*’ shows the number of records in the table. All columns may be updated by clicking on the **<Refresh>** button.

Data sources can also be edited using this tool, giving the user the ability to manage tables that are used in a BioSum project. To edit a data source, select a table type and click the **<Edit>** button on the top left of the screen.

**Edit Project Data Source**

This tool displays where the selected table is currently stored and allows the user to move the selected table to a differed mdb file, copy the selected table to a different mdb file, or make a copy of the table within the same mdb file, assigning a new name to the copy. One useful feature of this tool is that it allows the user to overcome the MS ACCESS **2GB** file size limit by allowing a table to be copied to another MDB. Once the desired changes are made, select **<Commit Change>** then close the window with **<Close>** or the close control **<x>**.

**Manage Tables**

The **Manage Tables** task lists the project MDB files in a tree directory format, the tables in a MDB file, and the columns in a table. This tree directory can be utilized to locate and inspect all databases and tables in a BioSum project. When a MDB file is selected, it can be compacted by clicking on the **<Compact>** button, or opened in Access by clicking on the **<Open in Access>** button. Opening the MDB file in Microsoft Access allows the user to view the tables in an MDB file, the data within each table, and make edits to the MDB file and associated data (though this is not generally advised). The user may also select a table and columns of their choice, and click on **<Browse>** to view the records. To select all columns in a table, click **<Check All>**. To clear the column selection click **<Clear All>**. Once columns in a table are selected (boxes next to the column names are checked), the **<Browse>** button allows users to review the data populating those columns in the selected table, without risk of inadvertently introducing unwanted edits.