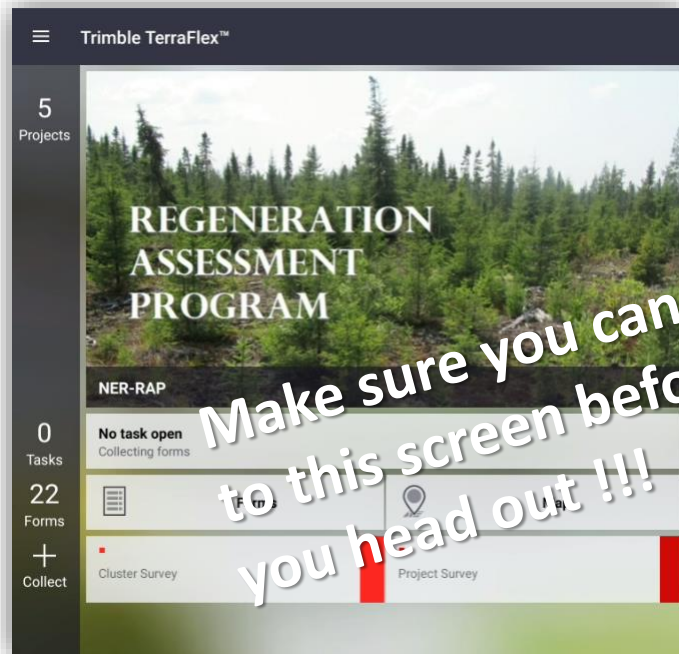


BEFORE GOING TO THE FIELD

1. Check the **battery level** of your Tablet
2. Make sure you can **log in to Terraflex app**
3. Make sure you can **open RAP project**
4. Prepare a **map + GPS or a geoPDF map** pin-pointing where each of the clusters are.



WHEN YOU ARE IN THE FIELD

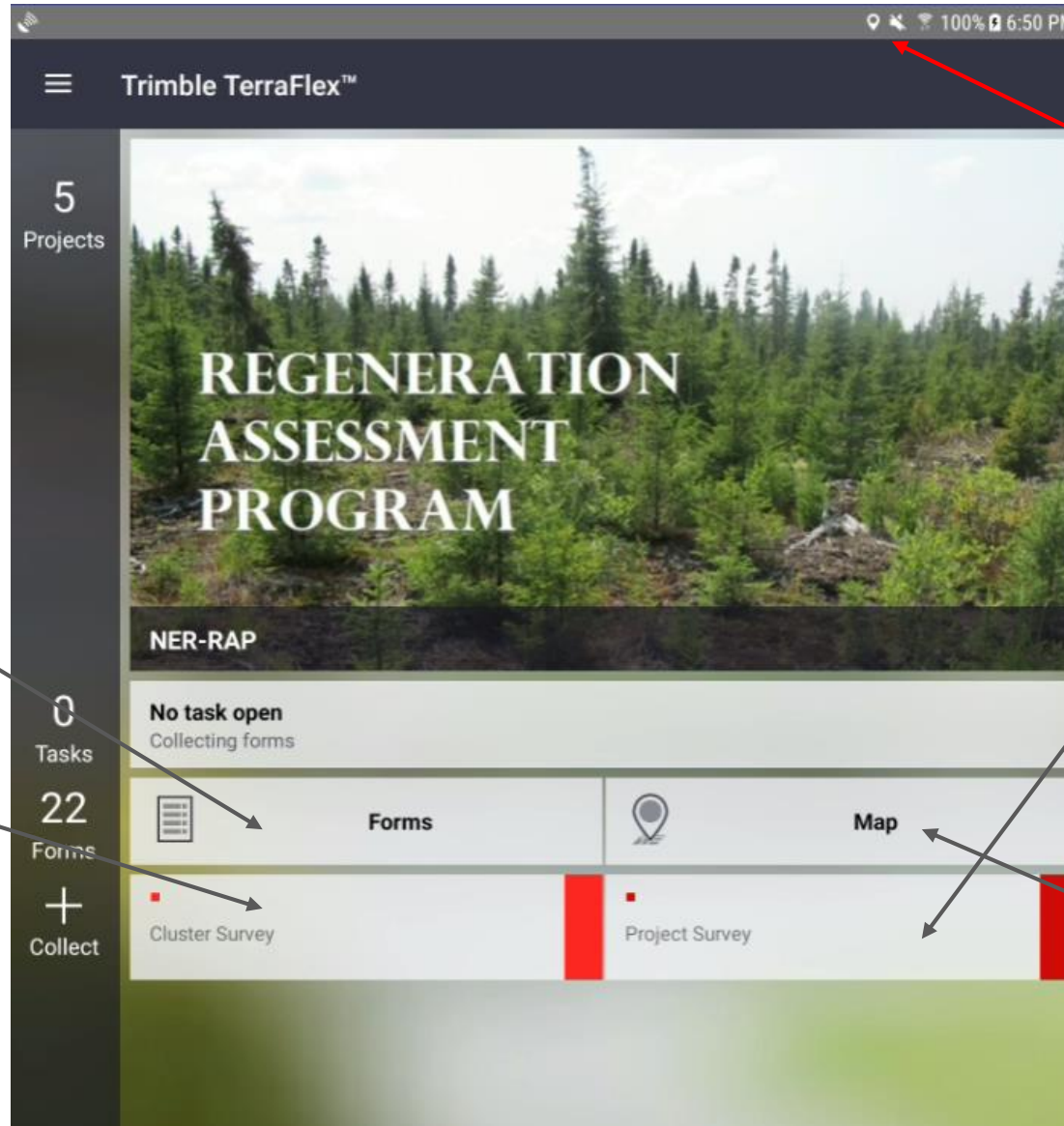
1. Make sure the **GPS** is on
2. At the project location, open Terraflex – RAP project. Fill out the **Project Survey form**
3. Go to the cluster you need to survey
4. When you are at the plot 1 of the cluster, open Terraflex and fill out the **Cluster Survey form**. Use this form to **survey plot 1 to 8**.
5. **Repeat 3 and 4**



If your screen doesn't look like this, you are probably in the wrong project. Tap "Projects" to switch to the RAP project.

Tap Forms to view or edit previously collected forms

Tap Cluster Survey to open cluster survey form



Make sure your GPS signal is on!!

Tap Project Survey to open project survey form

Terraflex's Map is useless without wifi connection. One thing you could do is to look at your position relative to your previous survey points.

PROJECT SURVEY FORM

Project survey form should be filled out only **once per project** (not per trip)

Asterisk * indicates mandatory field

When you are done, tap on the checkmark

Project ID

MUST match the Project ID of the project

District Name

Name of your district

Surveyors

Names of the field crew

Photos

Photos of the project location.

The screenshot shows a mobile application interface for a 'Project Survey' form. At the top is a dark header bar with a back arrow, the title 'Project Survey', a checkmark icon, and a menu icon. Below the header, there's a status bar showing 'POINT', '21 m', and a blue bar with 'COLLECTED'. The form consists of several input fields: 'Project ID *' (with a character count of 0/30), 'Date *' (pre-filled with '06 August 2020'), 'District Name *', 'Forest Management Unit', 'Surveyors' (with a character count of 0/100), 'Comments' (with a character count of 0/500), and 'Photos' (with a camera icon). Arrows from external text blocks point to specific elements: the checkmark, the 'COLLECTED' bar, the 'Project ID' field, the 'Date' field, the 'District Name' field, the 'Forest Management Unit' field, the 'Surveyors' field, the 'Comments' field, and the 'Photos' field.

GPS point

Make sure it says "COLLECTED"
If not, turn on your GPS

Date

Auto-filled with today's date

Forest Management Unit

Name of the forest management unit

Comments

Comments on the project location

CLUSTER SURVEY FORM (1 of 2)

Consists of multiple pages.
Scroll left and right to move through
pages. Currently we are on Plot #1

Cluster Number

MUST match the Cluster ID
on your map.

TreeX – Species Name/Height

Record the species name and the
height on up to 3 trees (up to 6
trees on a poplar stand). For
multiple trees of the same species,
write them separately in tree1,
tree2 etc.

- Note that only the two tallest trees will be counted for the SPCOMP, but all trees will be counted for effective density.
- Don't survey trees that don't meet the minimum height requirement.
- If you made a mistake and need to delete a tree species, choose "Other" and leave the field empty.

Asterisk * indicates mandatory field

The screenshot shows the 'Plot 1' tab selected in a survey form. At the top, there's a navigation bar with tabs for Plot 1, Plot 2, Plot 3, Plot 4, Residuals, Plot 5, Plot 6, Plot 7, Plot 8, Ecosite, and AutoGer. Below the navigation bar, the 'POINT' section shows a satellite icon, a distance of 17 m, and a 'COLLECTED' status bar. The 'Cluster Number *' field is empty. The 'Unoccupied? (Plot1) *' section has two radio buttons: 'YES' (unselected) and 'NO' (selected). Below this is the 'Unoccupied - reason (Plot1) *' field. A note states: 'RECORD UP TO 3 TREES (HEIGHT IN M). EXCEPTION FOR PO1 STAND: RECORD UP TO 6 TREES.' The 'Tree1' section has two fields: 'Tree1 - Species Name (Plot1) *' and 'Tree1 - Height (Plot1) *'. The 'Tree2' section has two fields: 'Tree2 - Species Name (Plot1)' and 'Tree2 - Height (Plot1)'. At the bottom, there's a 'COMMENTS AND PHOTOS' section with 'Comments (Plot1)' and 'Photos (Plot1)' fields. A hand icon with an arrow points to the 'Tree1 - Species Name' field, and a curved arrow points from the 'Tree1 - Height' field to the 'Tree2 - Species Name' field, indicating a swipe left action.

GPS point

Make sure it says "COLLECTED"
If not, turn on your GPS

Unoccupied

"No" if this plot has at least one
regeneration tree. In this case you
must record at least one tree and its
height.
"Yes" if this plot has no regeneration
tree. In this case you must specify
why it's unoccupied in the following
field.

Comments and Photos

An optional field to make note/photo
of anything unusual.

When you are done,
swipe left to go to the next plot

CLUSTER SURVEY FORM (2 of 2)

Any residual (overstory) trees nearby?

Right after you finish plot 4, do a prism sweep to see if there are any residual ($\geq 10\text{cm DBH}$) trees nearby.

If “Yes”, fill out at least one residual tree.

If “No”, move on to next plot.

SpeciesX – Species Name and Number of Trees

On your prism sweep, if you found 3 Bw and 2 Bf, then fill out as follows:

Species1- Species Name: BW

Species1- Number of Trees: 3

Species2- Species Name: BF

Species2- Number of Trees: 2

Plot 1 Plot 2 Plot 3 Plot 4 **Residuals** Plot 5 Plot 6 Plot 7 Plot 8 Ecosite AutoGen

Any residual (overstory) trees nearby? *
☒ YES ☐ NO

When you are done, Tap here to go to the next plot (or swipe works just as well)

PRISM SWEEP (TREES $\geq 10\text{CM DBH}$). RECORD X NUMBER OF TREES PER SPECIES.

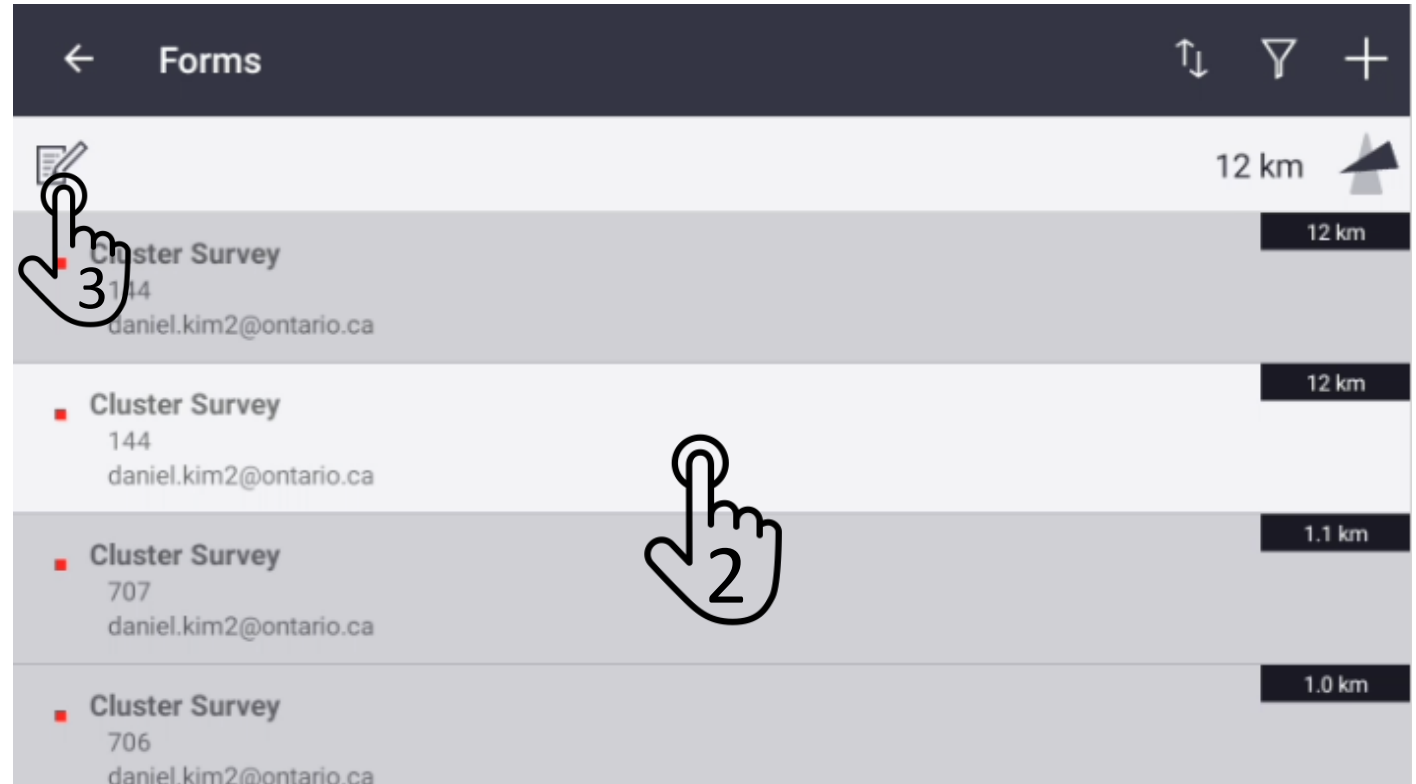
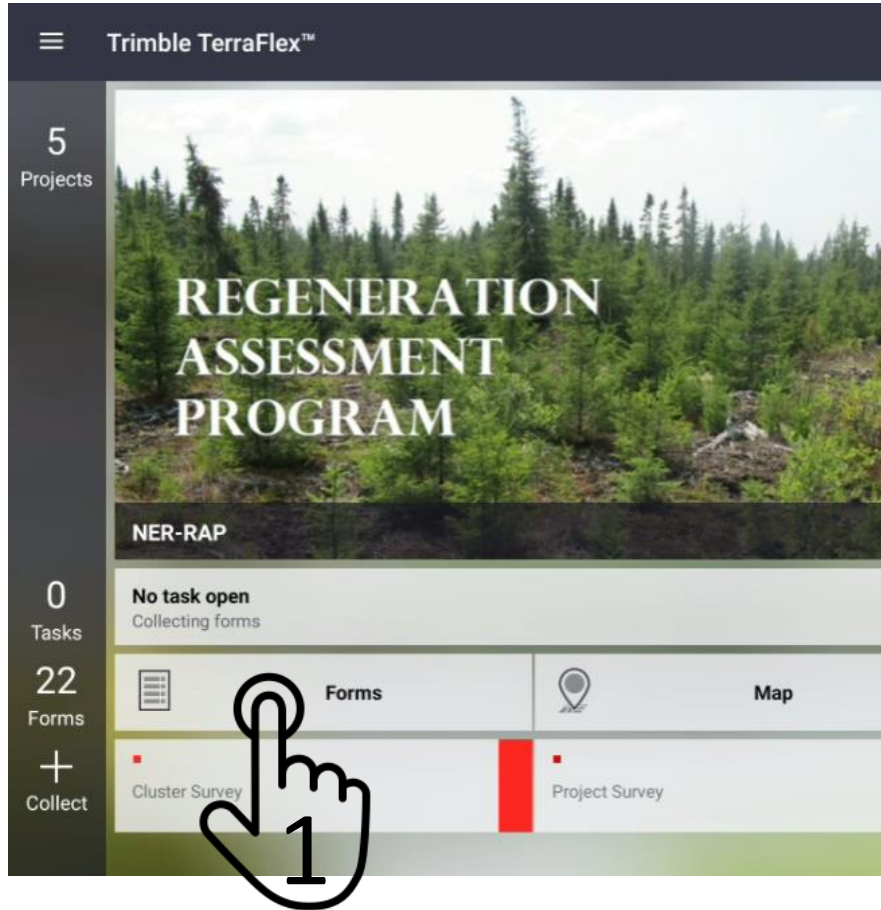
Species1 - Species Name (Residuals) *

Species1 - Number of Trees (Residuals) *

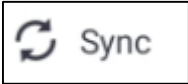
Species2 - Species Name (Residuals)

Species2 - Number of Trees (Residuals) *

HOW TO GO BACK AND EDIT



WHAT TO DO AFTER THE SURVEY

1. **Go to a wifi zone and connect**
Try Googling anything to make sure you have the internet connection
2. **Open Terraflex app and tap the menu icon on the top left**
3. **Tap on Sync** 
4. **It worked if you see a green “Complete” stripe near the top**

Now your survey data is safely backed up on the Terraflex server!

