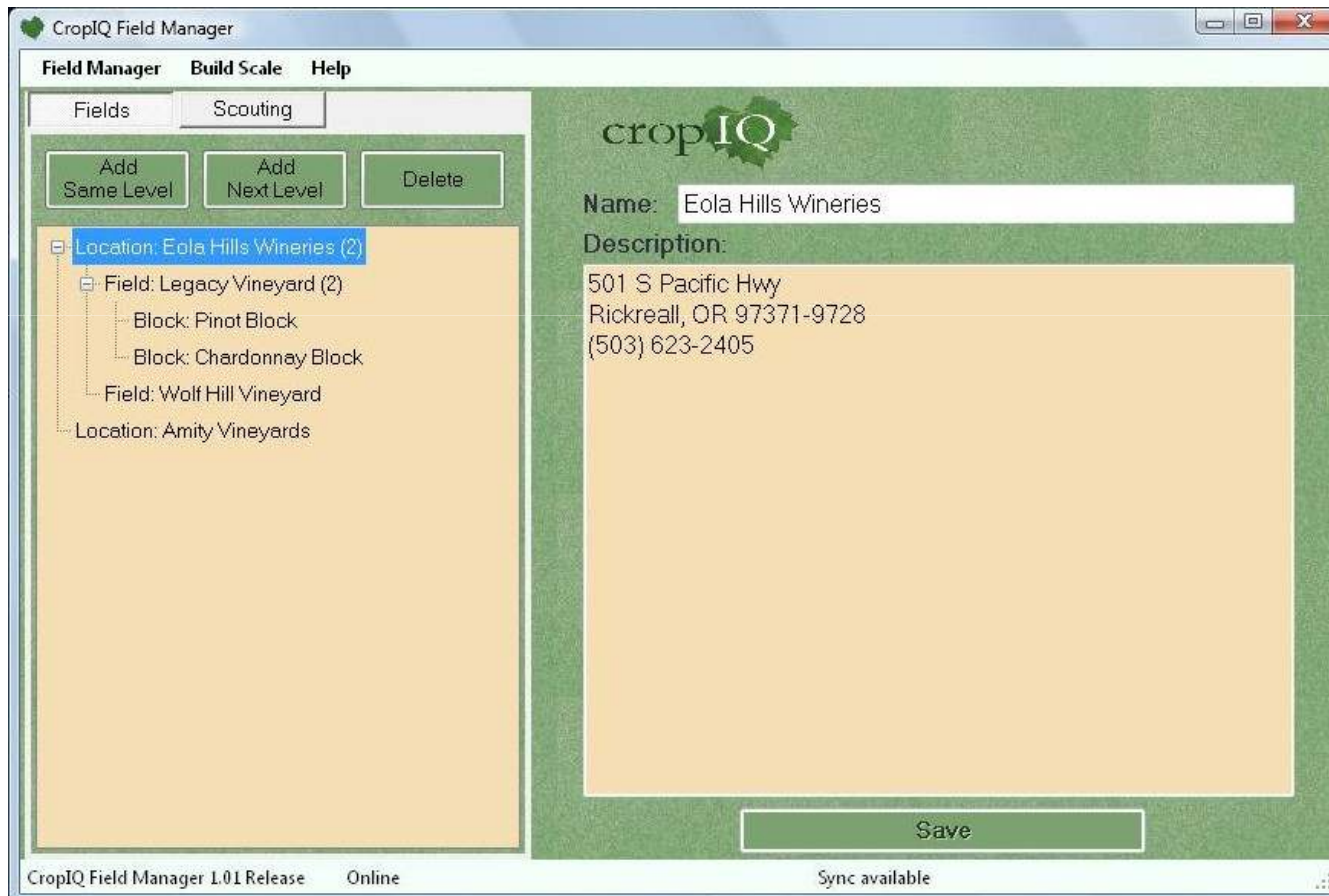


# Field Manager Start Guide

Scouting sessions are designed on the PC using the CropIQ *Field Manager* program and synchronized (Sync'd) to the Handheld computer (PDA) running the CropIQ *Field Recorder* program. The PDA is connected to the PC via a USB cable and the Windows ActiveSync program (Windows XP) or Windows Mobile Device Center (Vista/Win7)



## ***Field Manager (PC)***

Run as "Administrator" (a 'right-click' option)



## ***Field Recorder (PDA)***

Launch from PDA "Start" menu

# croplQ™ scouting Workflow

1

Design your Scouting Sessions using croplQ  
*Field Manager*



Field Manager

2

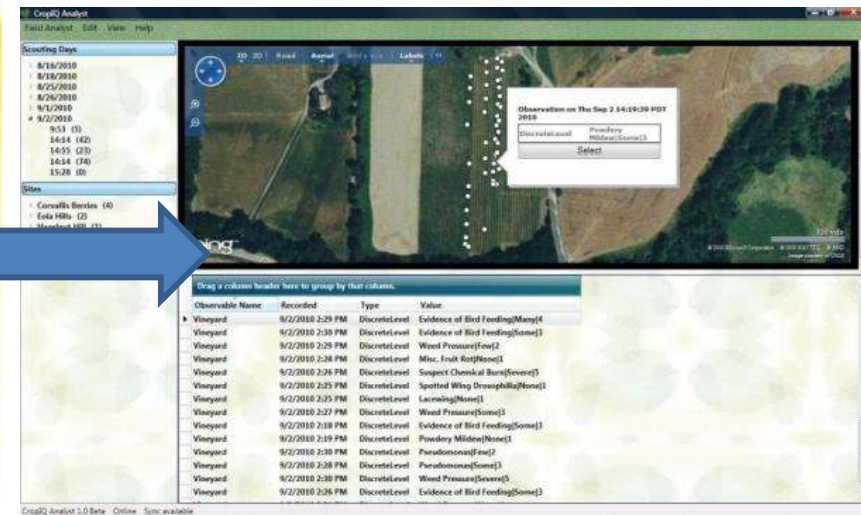
Scout with  
croplQ  
*Field Recorder*



Field Recorder

3

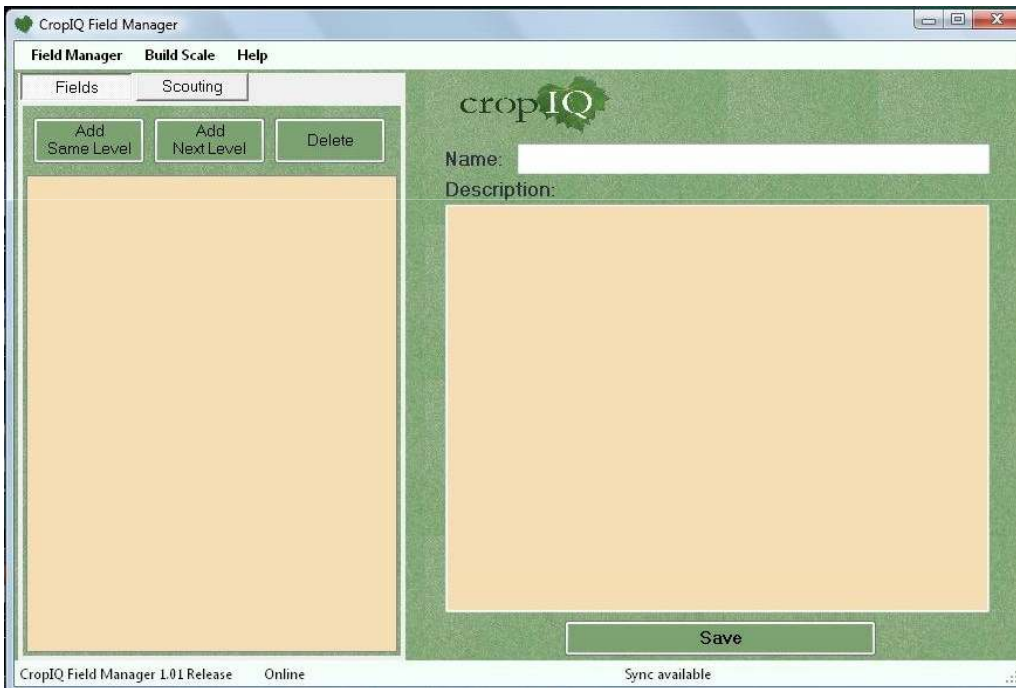
Store, Share, Visualize,  
Export with croplQ *Analyst*



Analyst

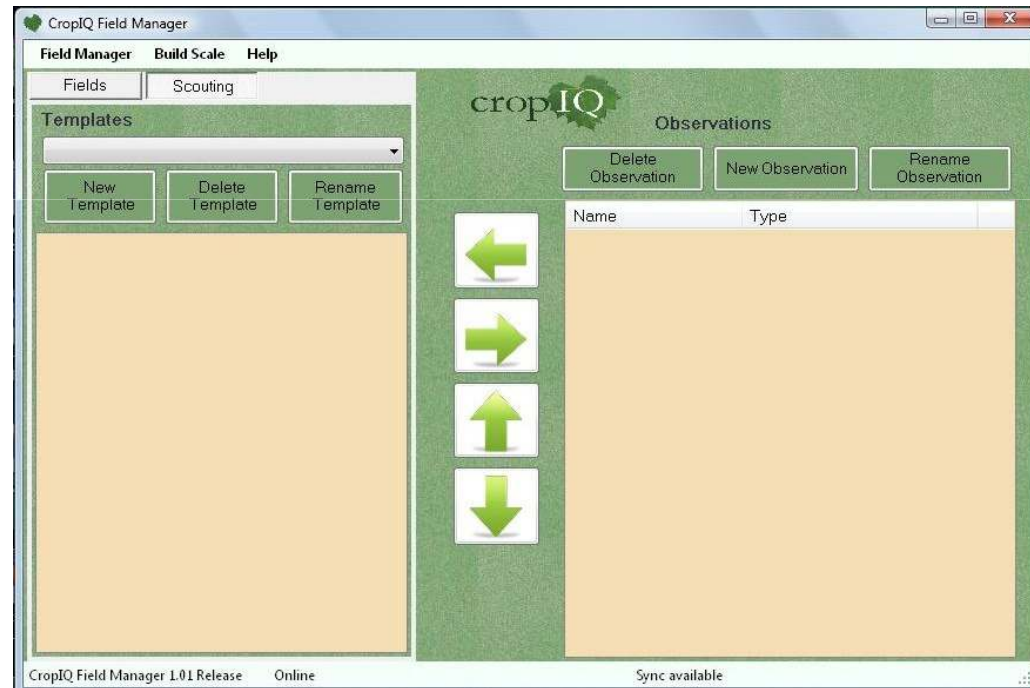
# Field Manager – First Start

After all CropIQ prerequisites and *Field Manager* are installed in your PC, start *Field Manager* for the first time by double-clicking on the *Field Manager* shortcut on your PC Desktop. You will be asked to accept a license agreement stating that you have a paid-up license for CropIQ. *Field Manager* has no Locations, Observations or Templates when initially launched.



## Field Manager “Fields” Tab

- empty start-up screen
- no scouting locations specified yet



## Field Manager “Scouting” Tab

- empty start-up screen
- no Observations or Templates specified yet



# Adding a Scouting Location to *Field Manager*

## Field Manager “Fields” Tab

The screenshot shows the CropIQ Field Manager application. The 'Fields' tab is selected in the top menu. A yellow callout box points to the 'Fields' tab with the text: 'Fields Page Tab – takes you to the Location and Descriptions screen'. Below the menu, there are three buttons: 'Add Same Level', 'Add Next Level', and 'Delete'. A blue arrow points to the 'Add Same Level' button. A dialog box titled 'Add Same Level' is open, showing a 'Name:' field and 'Ok' and 'Cancel' buttons. A blue arrow points to the 'Name:' field. A yellow callout box points to the 'Name:' field with the text: 'ALL ENTRIES (NAMES) HAVE A 20 CHARACTER LIMIT SO THEY WILL FIT ON THE PDA SCREEN CORRECTLY'. The main window has a 'Name:' field and a 'Description:' field. A 'Save' button is at the bottom right. The status bar at the bottom shows 'Online' and 'Sync available'.

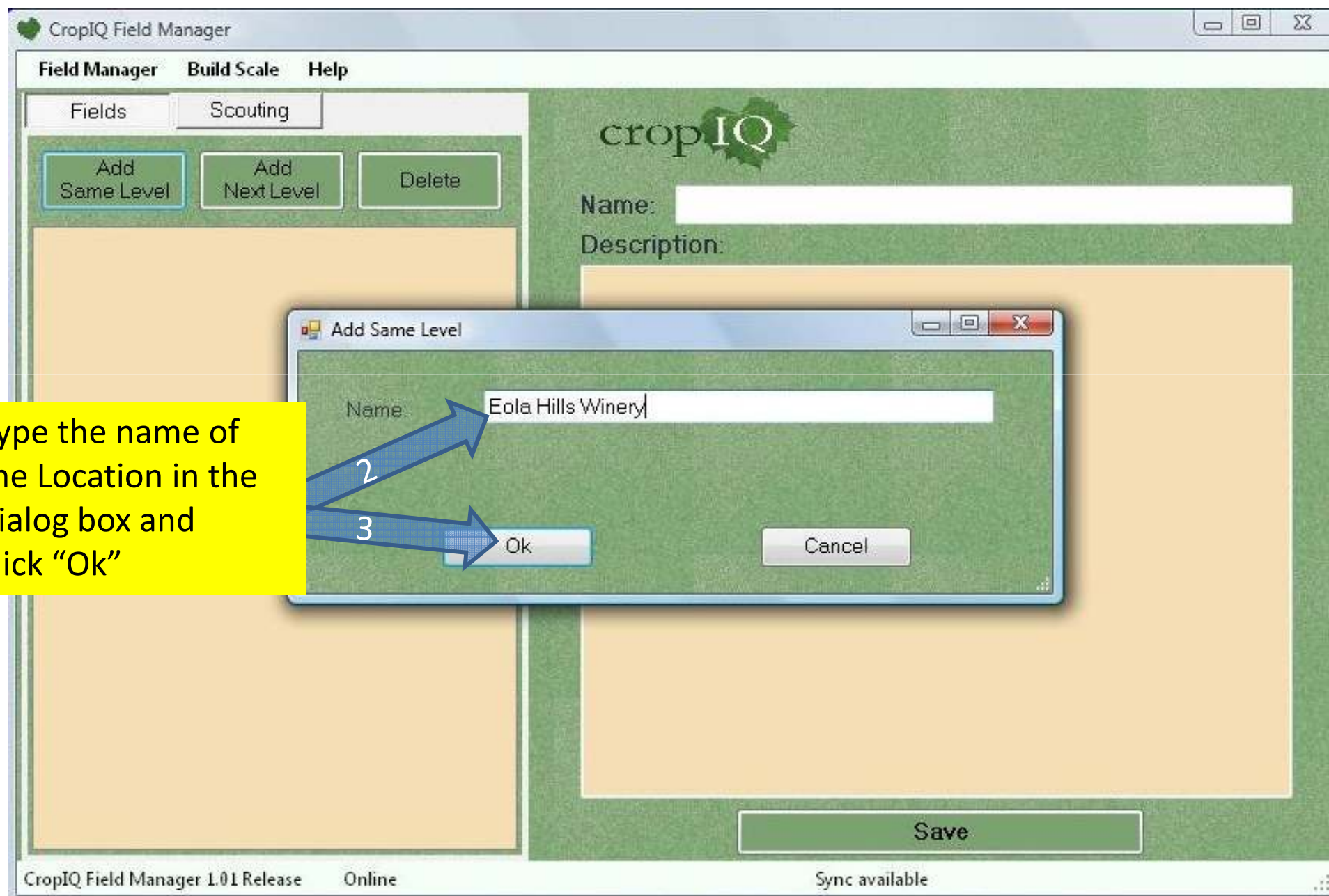
**Fields Page Tab** – takes you to the Location and Descriptions screen

**Create (Add) your first scouting Location** (Top level entry in the Location Hierarchy (Location – Field-Block). This level can instead be used for Scout Names, etc. Click on the “Add Same Level” Button, Type the name of the Location in the dialog box and click “Ok”

**ALL ENTRIES (NAMES) HAVE A 20 CHARACTER LIMIT SO THEY WILL FIT ON THE PDA SCREEN CORRECTLY**

# Adding a Scouting Location to *Field Manager* - 2

## Field Manager “Fields” Tab



# Adding a Scouting Location to *Field Manager* – 3

## Field Manager “Fields” Tab

CropIQ Field Manager

Field Manager Build Scale Help

Fields Scouting

Add Same Level Add Next Level Delete

Location: Eola Hills Winery

Name: Eola Hills Winery

\*Description:

Save

CropIQ Field Manager 1.01 Release Online Sync available

The words you typed will be displayed as a “Location” in the Location Hierarchy (Location – Field-Block) and will be editable in the “Name” line to the right.



# Adding a Scouting Location to *Field Manager* – 4

## Field Manager “Fields” Tab

CropIQ Field Manager

Field Manager Build Scale Help

Fields Scouting

Add Same Level Add Next Level Delete

Location: Eola Hills Winery

**cropIQ**

Name: Eola Hills Winery

Description:

501 S. Pacific Hwy.  
Rickreall, OR. 97371-9728  
(503) 623-2405

1

2

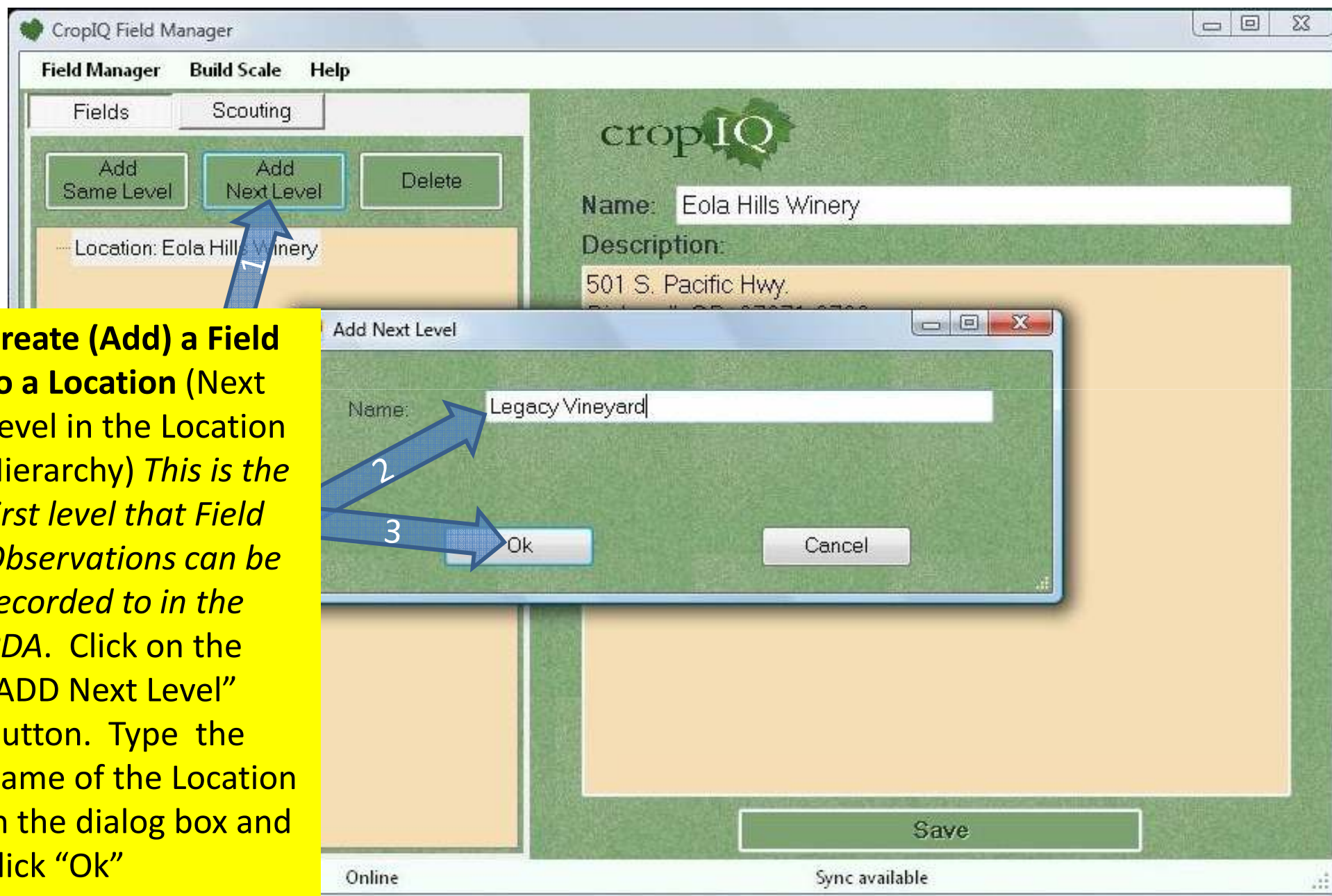
**Type information about the location, scout, etc. in the Description Window and click “Save”**

Save

CropIQ Field Manager 1.01 Release Online Sync available

# Adding a Field under a Site (next Level)

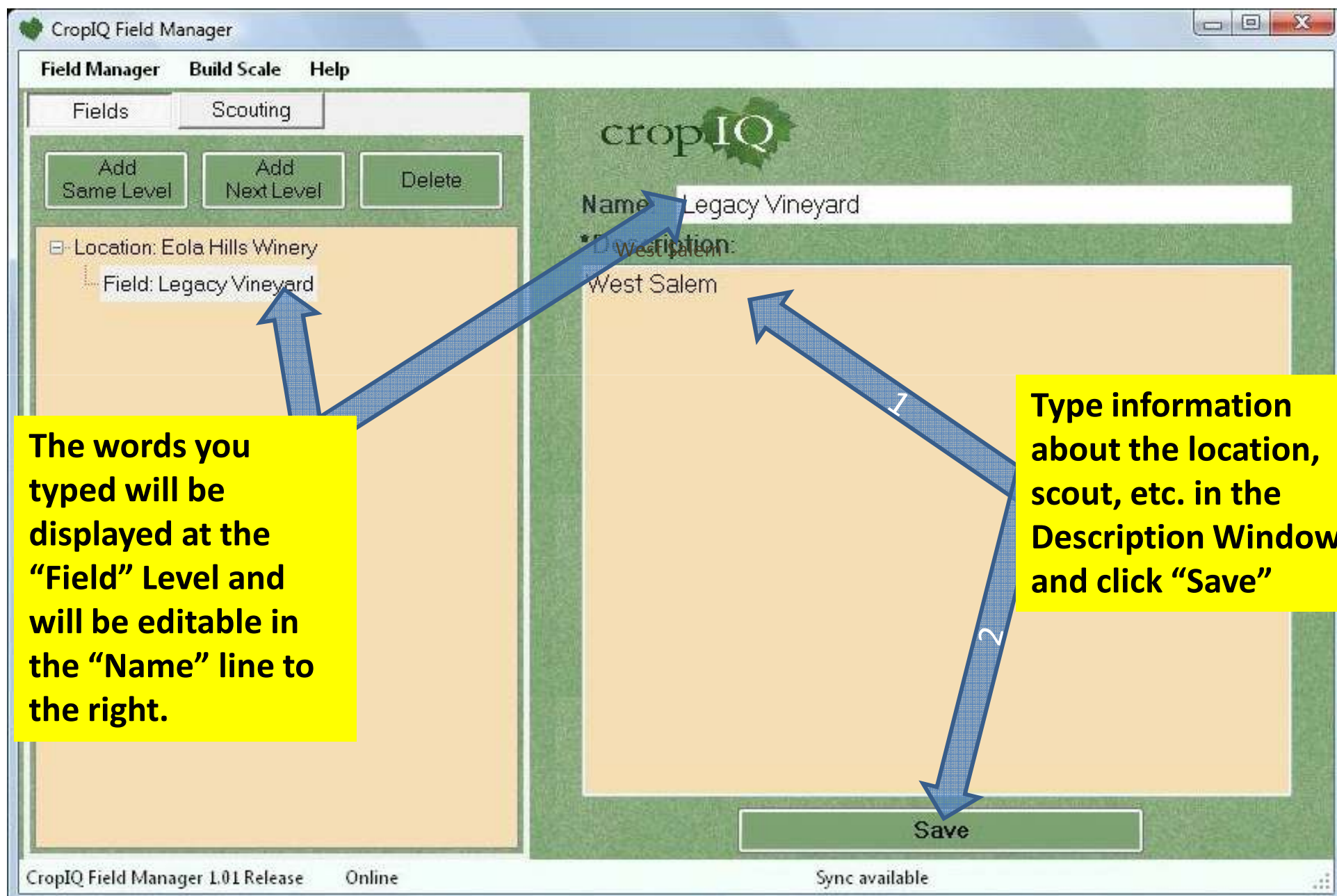
## Field Manager “Fields” Tab





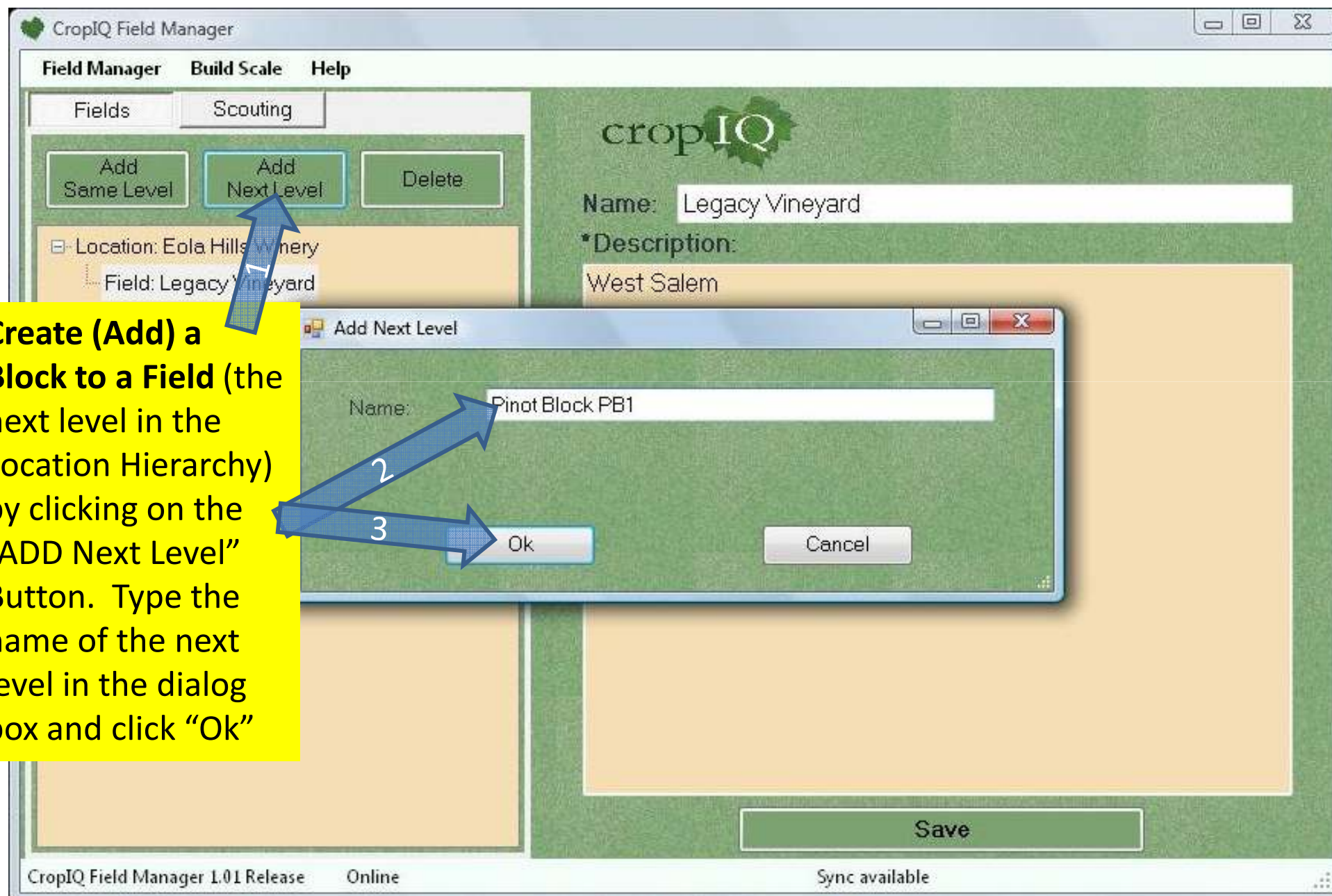
# Adding a Field under a Site (next Level) – 2

## Field Manager “Fields” Tab



# Adding a Block under a Field (next Level)

## Field Manager “Fields” Tab





# Adding a Block under a Field (next Level) - 2

## Field Manager “Fields” Tab

The screenshot shows the CropIQ Field Manager application window. The 'Fields' tab is active, displaying a tree view on the left and a form on the right. The tree view shows a hierarchy: Location: Eola Hills Winery > Field: Legacy Vineyard > Block: Pinot Block PB1. The form on the right has a 'Name' field containing 'Pinot Block PB1' and a '\*Description:' field containing several lines of text: 'Planted 1987', '14 acres', 'PN 115/3309', 'PN 114/3309', 'PN 667/RG', 'PN 114/RG', and 'PN 114/101-14'. A 'Save' button is at the bottom right of the form. Two yellow callout boxes with blue arrows provide instructions. Callout 1 points to the 'Name' field and the 'Save' button. Callout 2 points to the '\*Description:' field and the 'Save' button.

**Field Manager** Build Scale Help

Fields Scouting

Add Same Level Add Next Level Delete

Location: Eola Hills Winery  
Field: Legacy Vineyard  
Block: Pinot Block PB1

**Name** Pinot Block PB1

**\*Description:**  
Planted 1987  
14 acres  
PN 115/3309  
PN 114/3309  
PN 667/RG  
PN 114/RG  
PN 114/101-14

**Save**

CropIQ Field Manager 1.01 Release Online Sync available

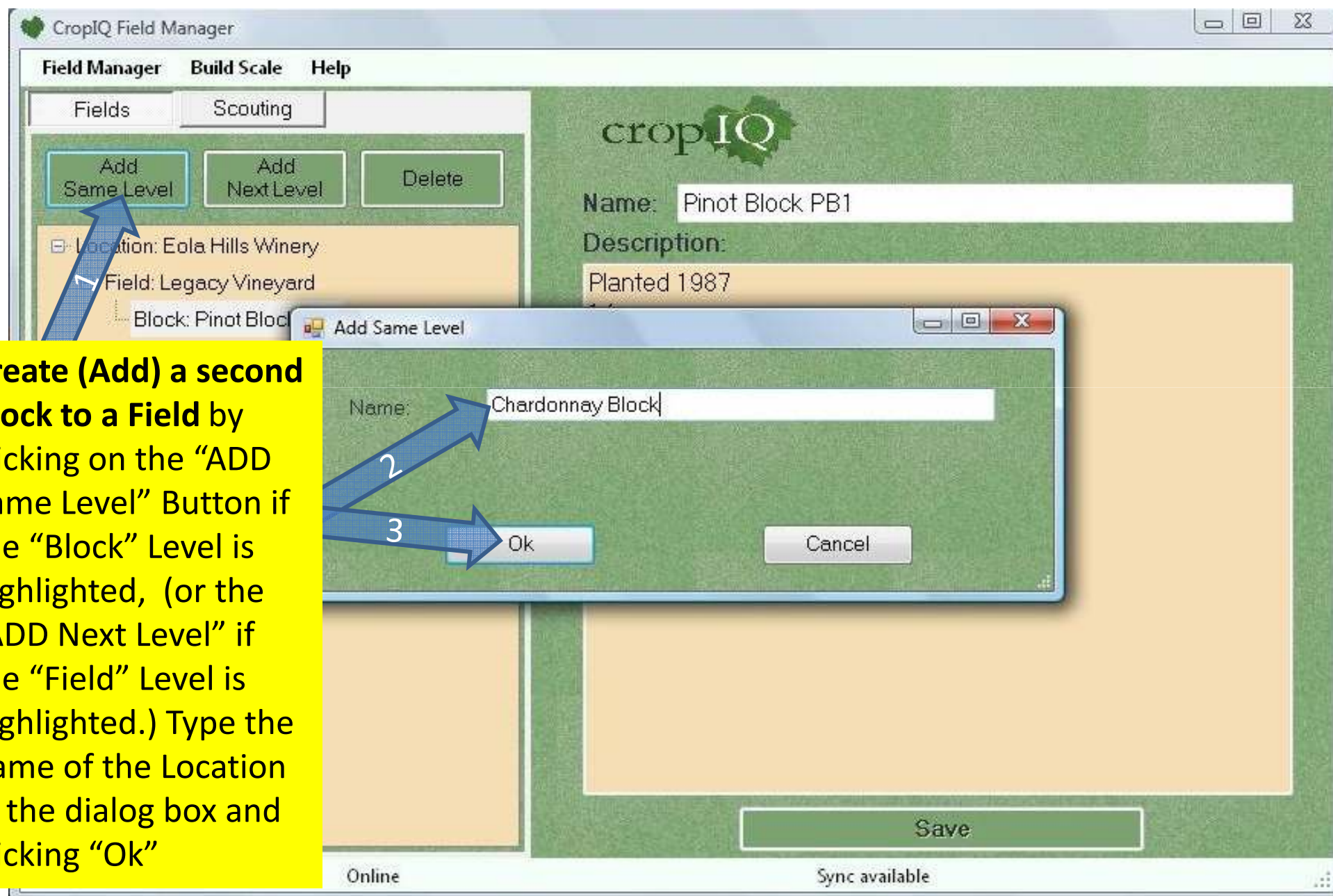
**The words you typed will be displayed at the “Block” Level and will be editable in the “Name” line to the right.**

**Type information about the location, scout, etc. in the Description Window and click “Save”**



# Adding a second Block under a Field (next Level)

## Field Manager “Fields” Tab



# Adding a second Block under a Field (next Level) - 2

## Field Manager “Fields” Tab

**Field Manager** Build Scale Help

Fields Scouting

Add Same Level Add Next Level Delete

Location: Eola Hills Winery

Field: Legacy Vineyard (2)

Block: Pinot Block PB1

Block: Chardonnay Block

Name: Chardonnay Block

\*Description:

3 Acres  
Planted 1998  
Chard 96/3309  
Chard 76/3309  
Chard Esp 352  
Chard Esp 352/420A

Save

CropIQ Field Manager 1.01 Release Online Sync available

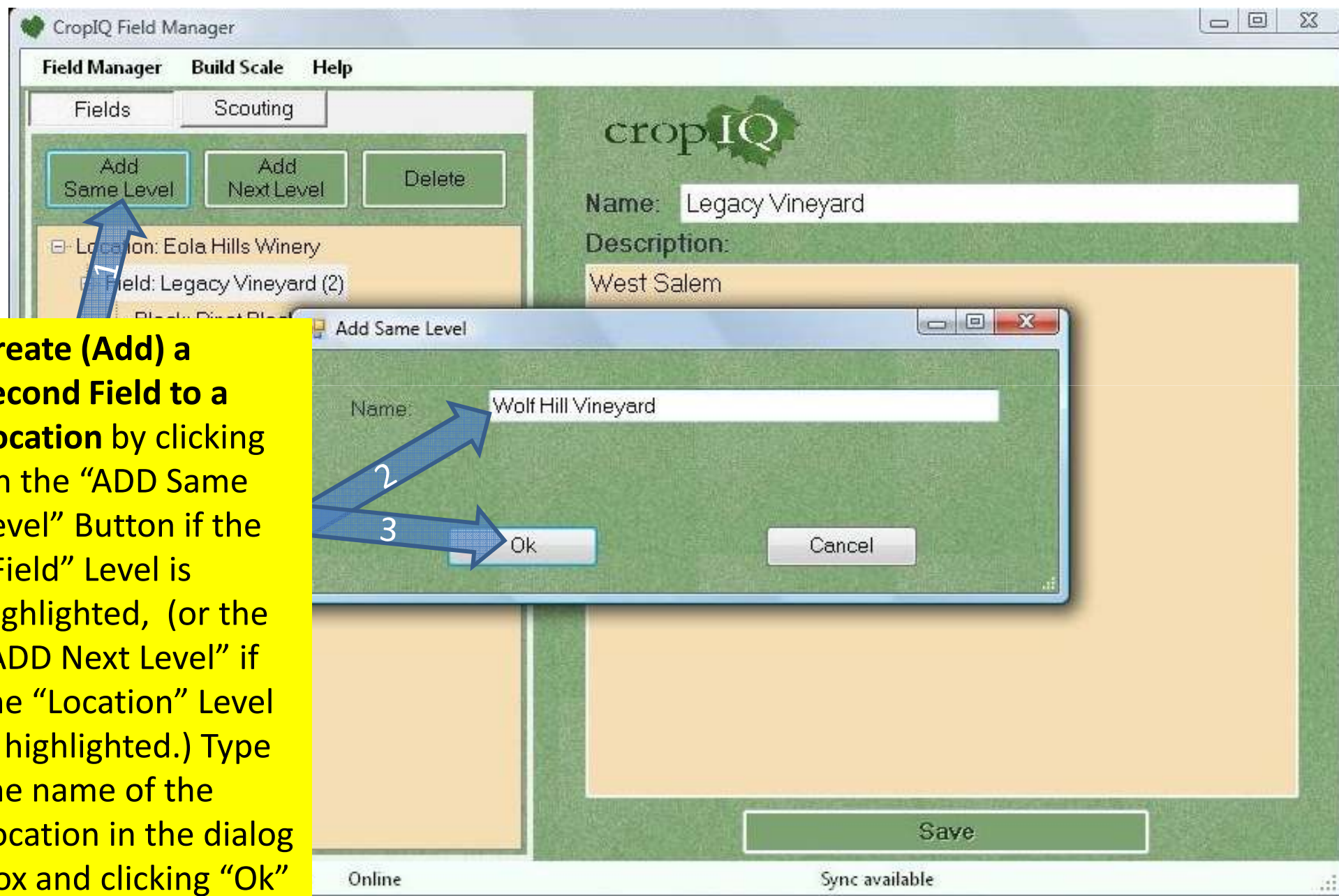
**The words you typed will be displayed at the “Block” Level and will be editable in the “Name” line to the right.**

**Type information about the location, scout, etc. in the Description Window and click “Save”**



# Adding a second Field under a Location (next Level)

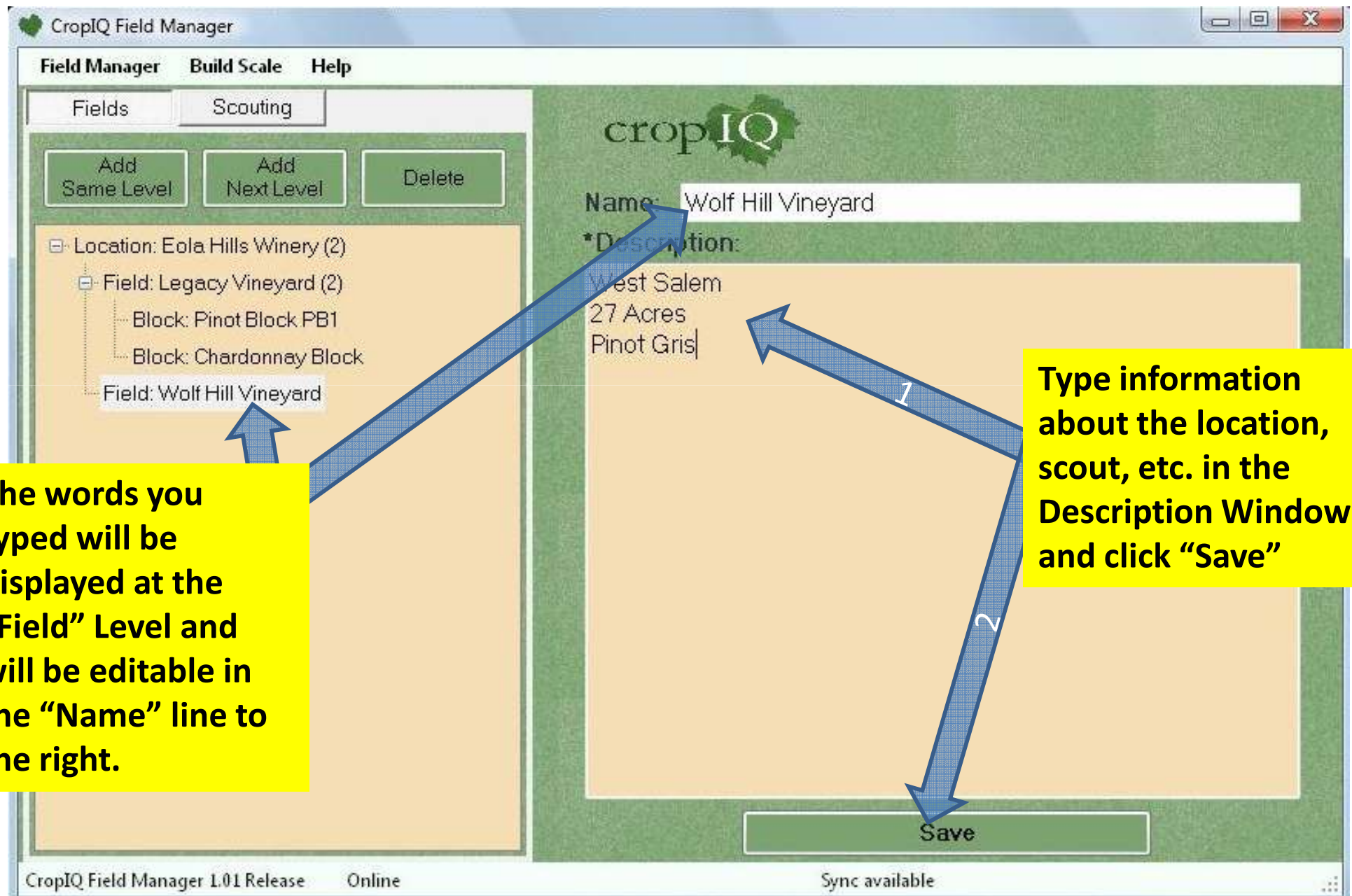
## Field Manager “Fields” Tab





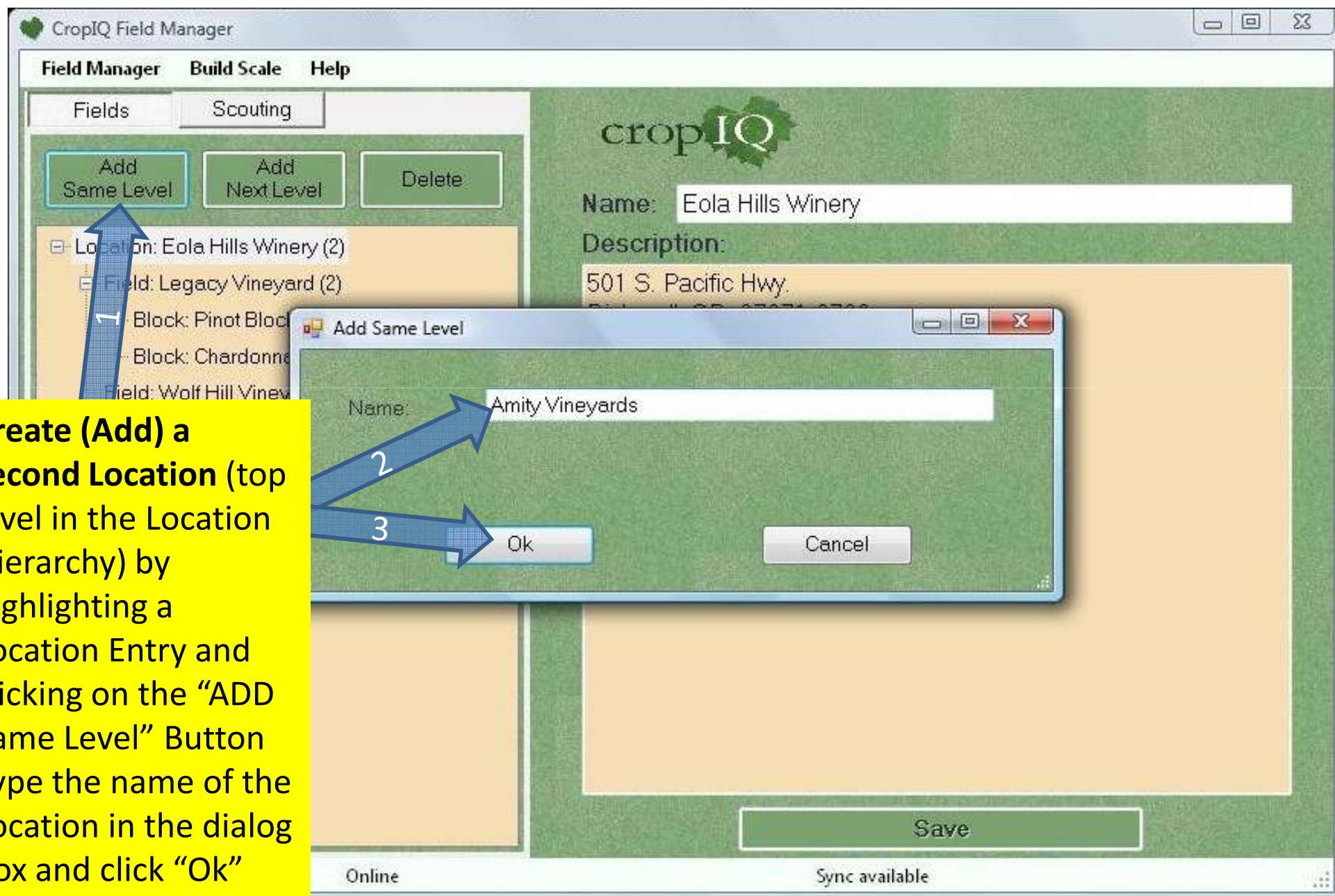
# Adding a second Field under a Location (next Level) - 2

## Field Manager “Fields” Tab



# Adding a second Site (top Level)

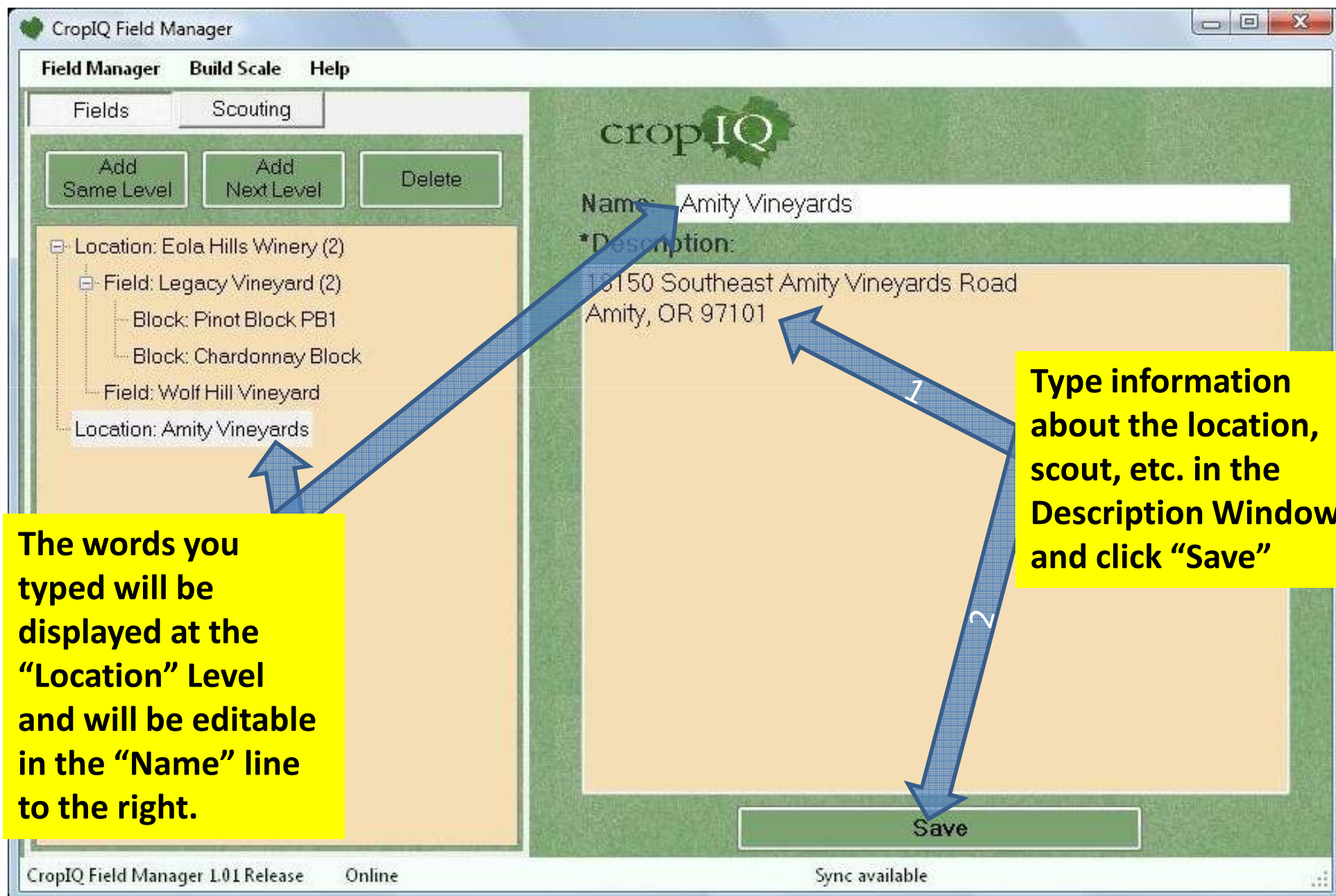
## Field Manager “Fields” Tab





# Adding a second Site (top Level) - 2

## Field Manager “Fields” Tab





# Deleting a Location – **Only for initial Editing**

## Field Manager “Fields” Tab

The screenshot shows the CropIQ Field Manager interface. On the left, the 'Fields' tab is active, displaying a hierarchical list of locations and fields. A red arrow labeled 'Caution!' points to the 'Delete' button and the 'Amity Vineyards' location in the list. On the right, the detailed view for 'Amity Vineyards' is shown, including a 'Name' field and a '\*Description' text area. Four blue arrows, numbered 1 through 4, point from a yellow callout box to the 'Name' field, the 'Description' text area, the 'Delete' button, and the 'Save' button at the bottom.

**Caution!**

You should only Delete a Location, Field or Block before any data has been entered into that location using the PDA (i.e. during initial editing.) Deletion of a location after data has been entered will corrupt the database.

**Location names and Descriptions can be edited/renamed at any time by clicking on the Location, Field or Block you wish to edit and editing it using the Name line and Description box.**

1 2 3 4

Save

Sync available

# Overview of the Templates and Observations Screen

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager application window. The title bar reads 'CropIQ Field Manager'. The menu bar includes 'Field Manager', 'Build Scale', and 'Help'. The 'Fields' tab is selected, and the 'Scouting' sub-tab is active. The main area is titled 'Templates' and contains three buttons: 'New Template', 'Delete Template', and 'Rename Template'. To the right, there are three buttons: 'Delete Observation', 'New Observation', and 'Rename Observation'. Below these is a table with columns 'Name' and 'Type'. A list of four green arrows (left, right, up, down) is positioned between the template buttons and the observation table. The status bar at the bottom shows 'CropIQ Field Manager 1.01 Release', 'Online', and 'Sync available'.

**Scouting Page Tab** – takes you to the Observation and Template Creation screen

**Template ‘drop-down’ menu** – this line displays the currently selected template and shows all created templates when you click the down arrow.

**New Template Button** – Click this button to create and name a new Template, which you can then populate with ‘Observations’

**Delete Template Button** – Click this button to delete a Template

**Rename Template Button** – Click this button to rename a Template

Create a New Observation that can be inserted into a Template and used on the Handheld for data-gathering. These can be of the Number, Scale or Note Type

Move Selected Observation(s) to Selected Template

Remove Selected Observation(s) from Selected Template

Move Selected Observation(s) UP in Template’s list of Observations

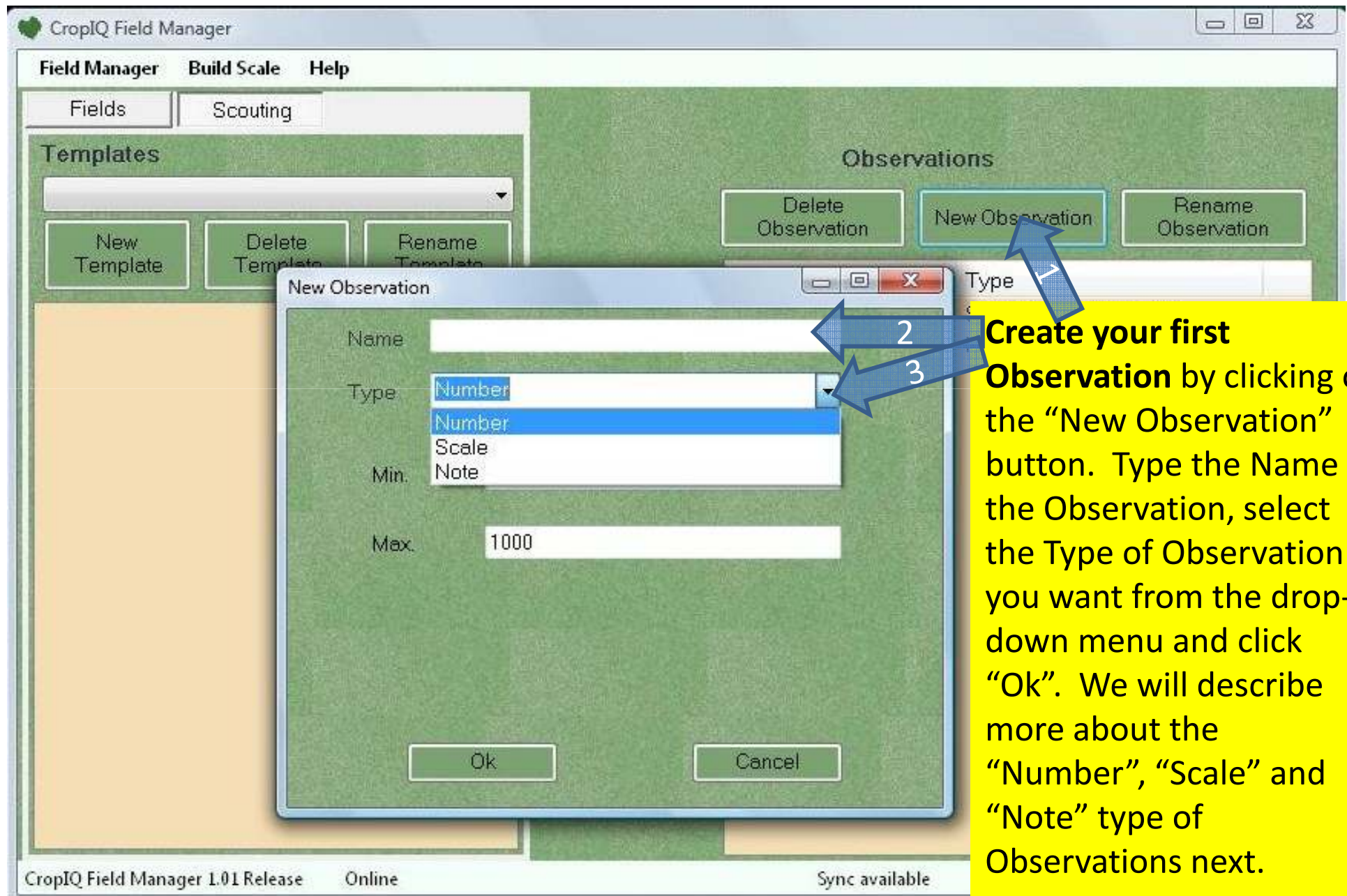
Move Selected Observation(s) DOWN in Template’s list of Observations

CropIQ Field Manager 1.01 Release    Online    Sync available



# Creating Your First Observations and Templates

## Field Manager “Scouting” Tab





# Creating a Number-type Observation

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager application with the 'Scouting' tab selected. A 'New Observation' dialog box is open, displaying the following fields:

- Name: Soil PH
- Type: Number
- Min.: 0
- Max.: 14
- Buttons: Ok, Cancel

Four numbered blue arrows indicate the sequence of steps to create a number-type observation:

1. Click the 'Name' text box.
2. Click the 'Type' dropdown menu.
3. Click the 'Min.' text box.
4. Click the 'Max.' text box.

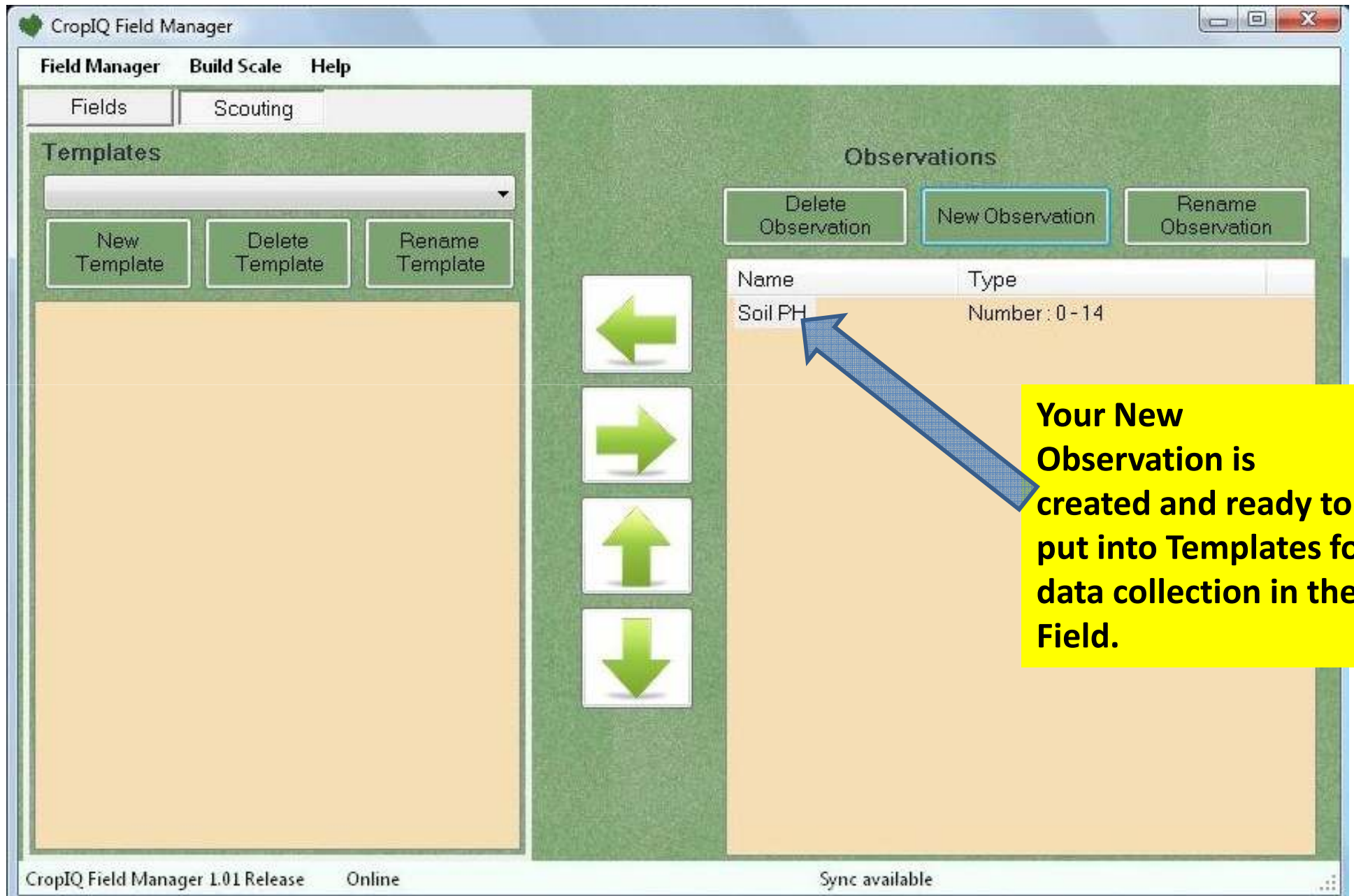
The 'Ok' button is highlighted with a blue arrow, indicating the final step to save the observation.

### Create a Number-type Observation

- Type a Name for the New Observation
- Choose “Number” as the New Observation “Type.”
- Enter Minimum and Maximum values for the Observation (optional),
- Click “Ok”.

# Creating a Number-type Observation - 2

## Field Manager “Scouting” Tab





# Creating a Scale-type Observation

## Field Manager “Scouting” Tab

**Create a Scale-type Observation –**

- Type a Name
- Choose “Scale” as the New Observation “Type.”
- Choose a Scale from the available Scales\*
- Click “Ok”.

\* A new install of *Field Manager* includes the “None to Severe” and “Yes/No” scales already built for your use. Other scales can be built using the “Scale Builder” which will be described later.

CropIQ Field Manager 1.01 Release    Online    Sync available



# Creating a Scale-type Observation - 2

## Field Manager "Scouting" Tab

The screenshot shows the CropIQ Field Manager application window. The 'Scouting' tab is active, displaying a list of observations. A new observation, 'Powdery Mildew', has been created and is highlighted in orange. A blue arrow points from a yellow callout box to this new observation. The 'Observations' section includes buttons for 'Delete Observation', 'New Observation', and 'Rename Observation'. The 'Templates' section on the left has buttons for 'New Template', 'Delete Template', and 'Rename Template'. The status bar at the bottom indicates 'CropIQ Field Manager 1.01 Release', 'Online', and 'Sync available'.

**Observations**

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14

**Templates**

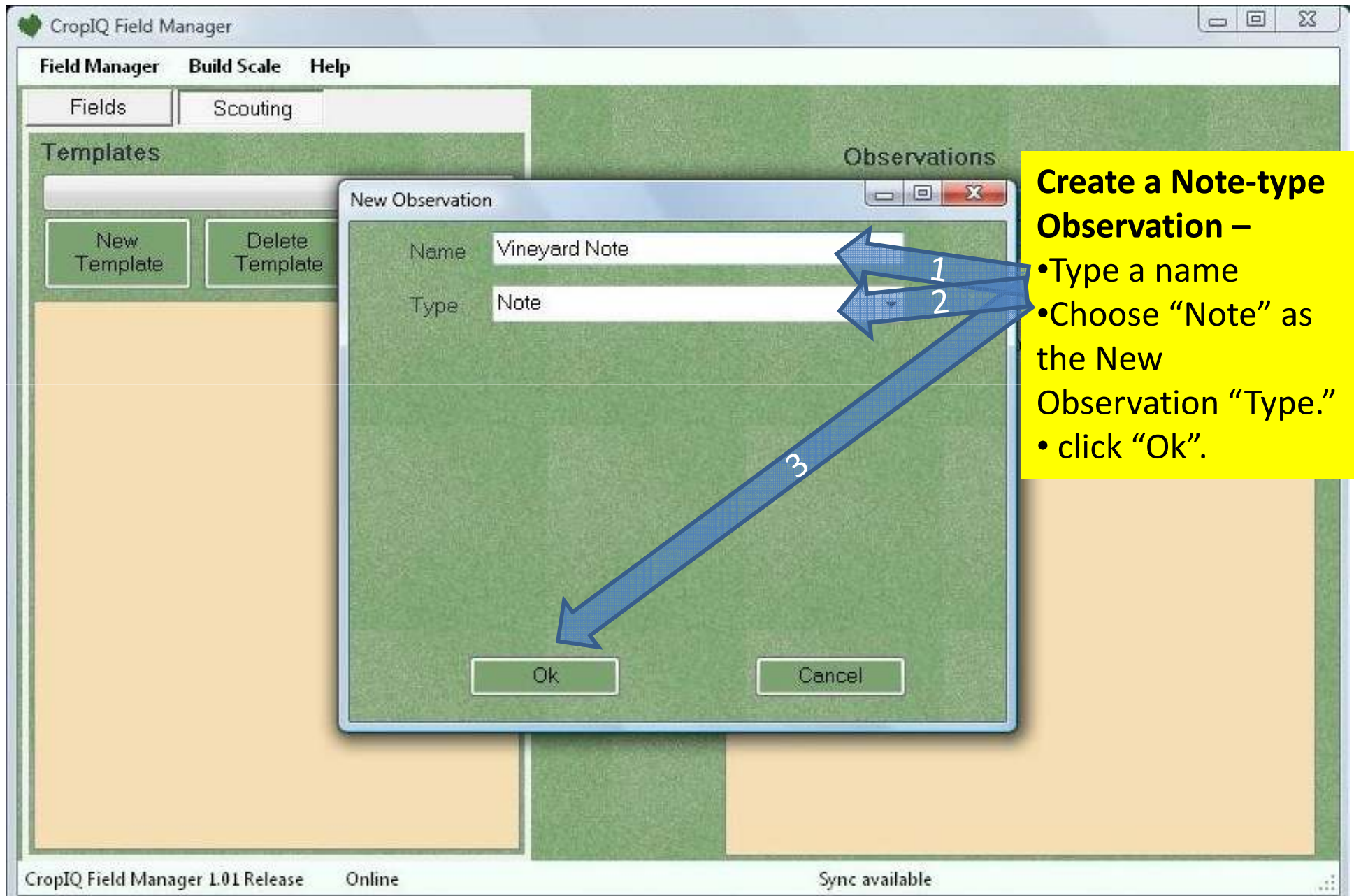
New Template Delete Template Rename Template

**Callout:** Your New Observation is created and ready to put into Templates for data collection in the Field. *Observations are sorted in Alphabetical Order*

CropIQ Field Manager 1.01 Release Online Sync available

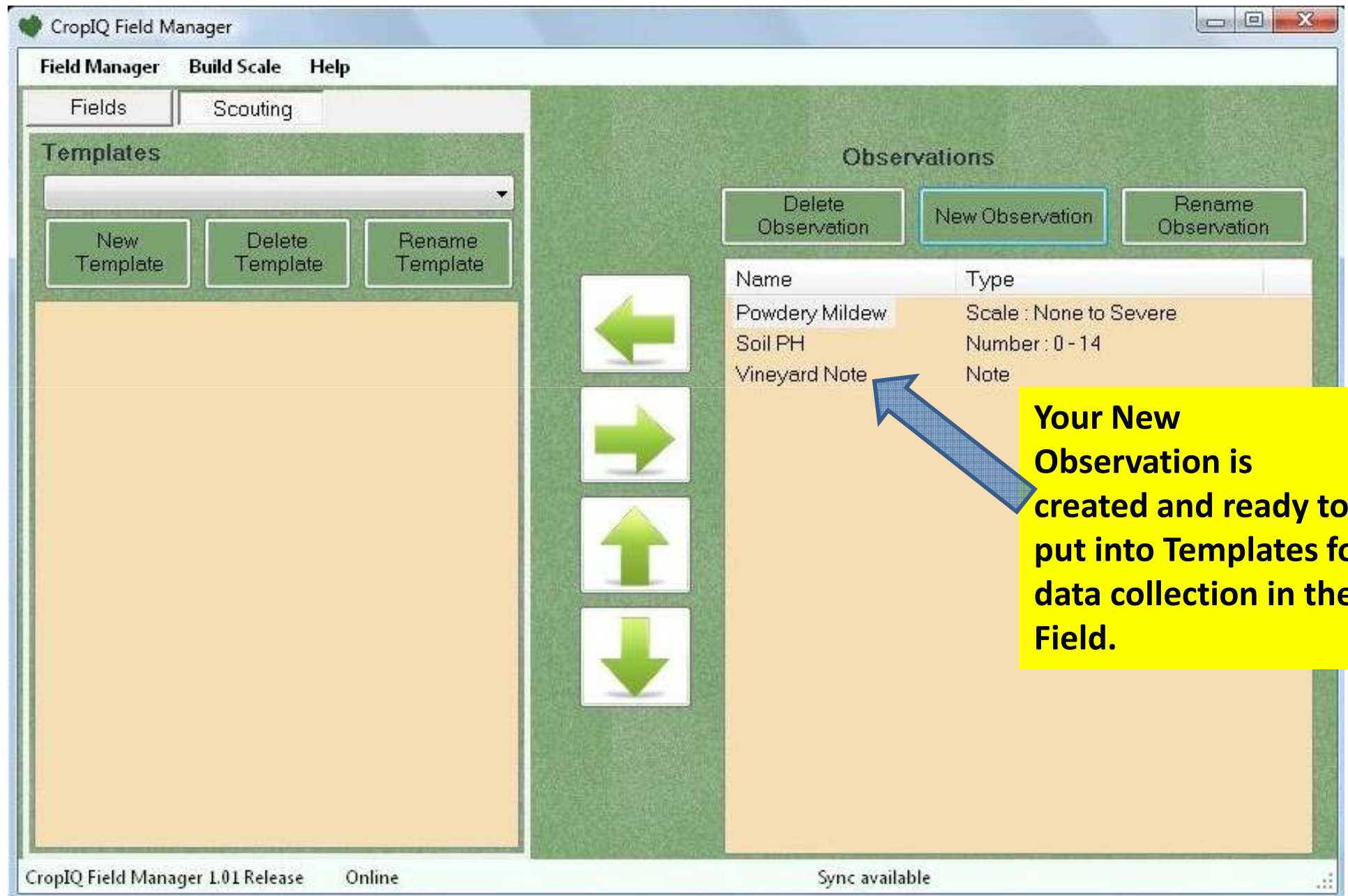
# Creating a Note-type Observation

## Field Manager “Scouting” Tab



# Creating a Note-type Observation - 2

## Field Manager “Scouting” Tab





# Creating a Second Number-type Observation

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager application with the 'Scouting' tab selected. A 'New Observation' dialog box is open, allowing the user to create a new observation. The dialog box has the following fields:

- Name: Spotted Wing Drosoph
- Type: Number
- Min: 0
- Max: 200

Arrows numbered 1 through 4 point to the Name, Type, Min, and Max fields respectively. A yellow callout box on the right provides instructions for creating a number-type observation.

**Create a Number-type Observation**

- Type a Name for the New Observation
- Choose “Number” as the New Observation “Type.”
- Enter Minimum and Maximum values for the Observation (optional),
- Click “Ok”.

CropIQ Field Manager 1.01 Release Online Sync available

# Creating a Number-type Observation - 2

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager application window. The 'Scouting' tab is active, displaying a list of observations. A new observation, 'Vineyard Note', has been added and is highlighted in yellow. A blue arrow points from a yellow callout box to this new observation. The callout box contains the text: 'Your New Observation is created and ready to put into Templates for data collection in the Field.'

**Field Manager** | **Build Scale** | **Help**

**Fields** | **Scouting**

**Templates**

New Template | Delete Template | Rename Template

**Observations**

Delete Observation | **New Observation** | Rename Observation

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Spotted Wing Drosoph	Number : 0 - 200
Vineyard Note	Note

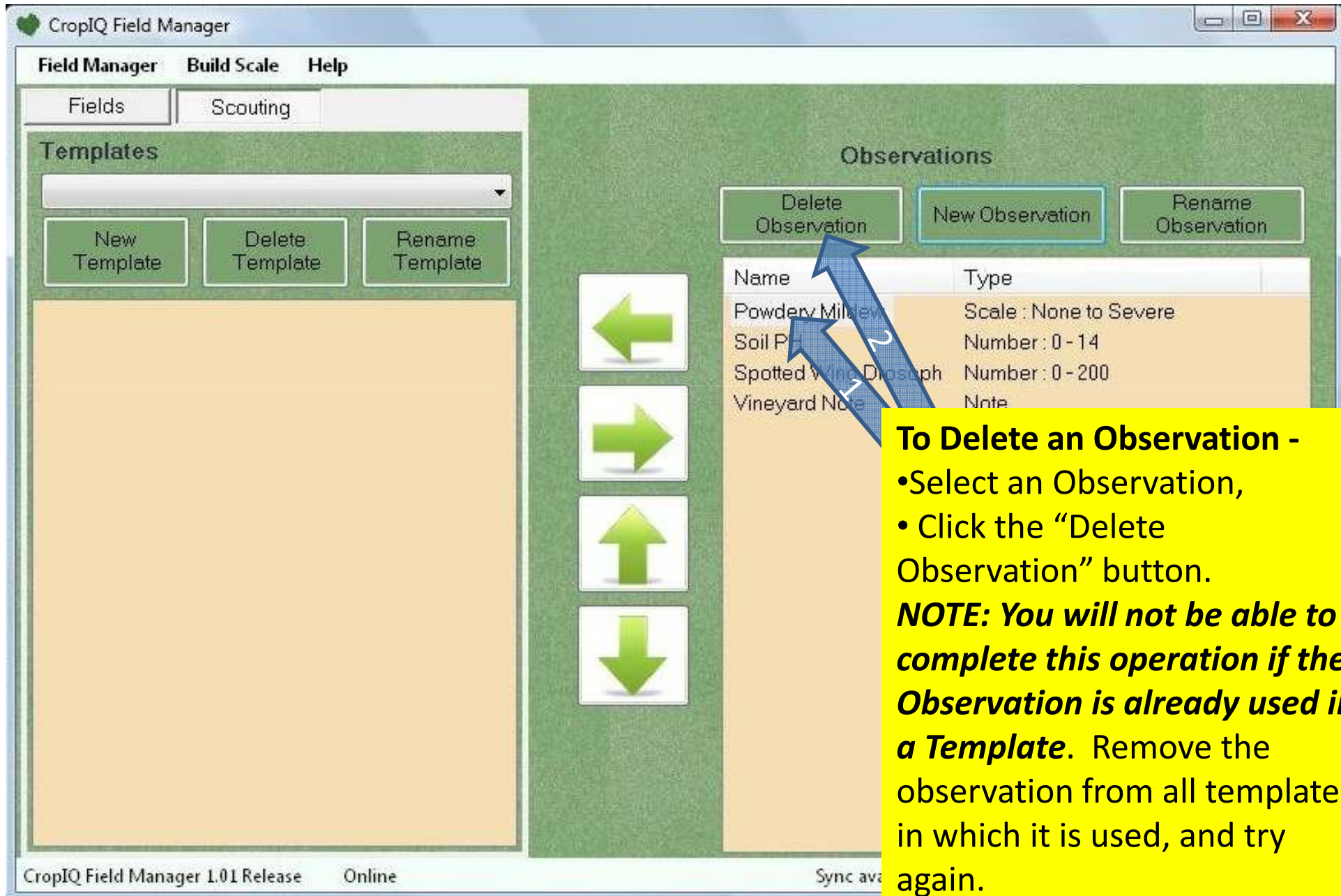
**Your New Observation is created and ready to put into Templates for data collection in the Field.**

CropIQ Field Manager 1.01 Release | Online | Sync available



# Deleting an Observation

## Field Manager “Scouting” Tab



The screenshot shows the CropIQ Field Manager application window. The 'Scouting' tab is active, displaying a list of observations. The 'Delete Observation' button is highlighted with a blue arrow. A yellow callout box provides instructions on how to delete an observation.

**Field Manager** | **Build Scale** | **Help**

**Fields** | **Scouting**

**Templates**

New Template | Delete Template | Rename Template

**Observations**

Delete Observation | New Observation | Rename Observation

Name	Type
Powdery Mildew	Scale : None to Severe
Soil P	Number : 0 - 14
Spotted Wing Drosoph	Number : 0 - 200
Vineyard Note	Note

**To Delete an Observation -**

- Select an Observation,
- Click the “Delete Observation” button.

**NOTE:** You will not be able to complete this operation if the Observation is already used in a Template. Remove the observation from all templates in which it is used, and try again.

CropIQ Field Manager 1.01 Release | Online | Sync available



# Renaming an Observation

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager interface with the 'Scouting' tab selected. The 'Observations' section contains a table with the following data:

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Spotted Wing Drosoph	Number : 0 - 200

The 'Rename Observation' dialog box is open, showing the 'Name' field with the text 'Drosophila Suzukii'. The 'Ok' button is highlighted. Arrows indicate the steps: 1. Click the 'Rename Observation' button in the 'Observations' section. 2. Click the 'Name' field in the 'Rename Observation' dialog. 3. Type the new name 'Drosophila Suzukii'. 4. Click the 'Ok' button.

**To Rename an Observation -**

- Select an Observation,
- Click the “Rename Observation” button,
- Type the new Name,
- Click “Ok”

**NOTE:** You will not be able to complete this operation if the Observation is already used in a Template. Remove the observation from all templates in which it is used, and try again.

# Creating a Your First Template

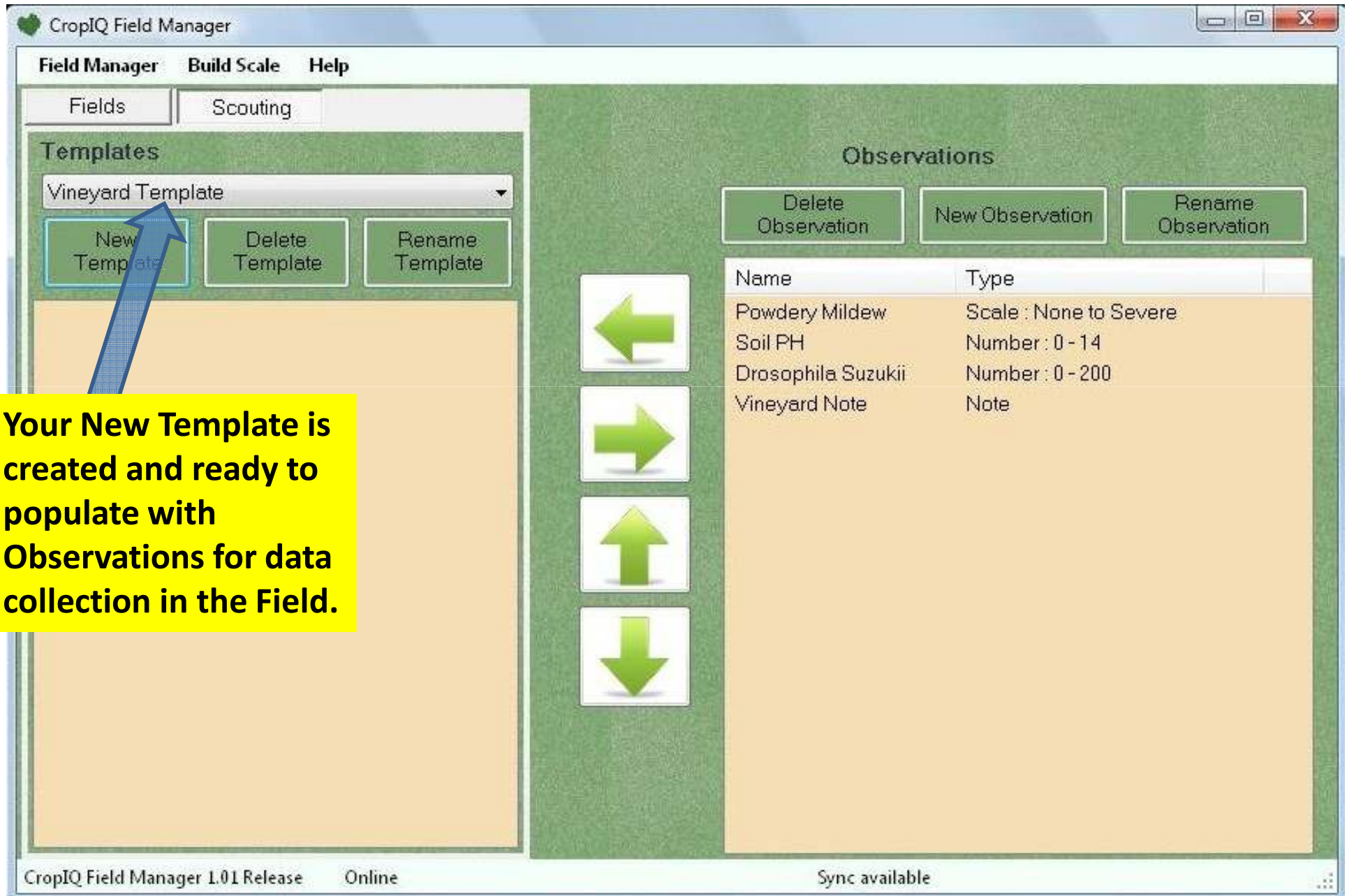
## Field Manager “Scouting” Tab





# Creating your first Template - 2

## Field Manager “Scouting” Tab



The screenshot shows the CropIQ Field Manager application window. The 'Scouting' tab is active, displaying a 'Templates' section on the left and an 'Observations' section on the right. A blue arrow points to the 'New Template' button in the 'Templates' section. A yellow callout box contains the text: 'Your New Template is created and ready to populate with Observations for data collection in the Field.' The 'Observations' section shows a table with the following data:

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzukii	Number : 0 - 200
Vineyard Note	Note

The bottom status bar indicates 'CropIQ Field Manager 1.01 Release', 'Online', and 'Sync available'.



# Putting Observations in your Template

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager application window. The title bar reads "CropIQ Field Manager". The menu bar includes "Field Manager", "Build Scale", and "Help". The "Scouting" tab is selected, showing a "Templates" section on the left with a dropdown menu set to "Vineyard Template" and buttons for "New Template", "Delete Template", and "Rename Template". The main area is divided into two panes. The left pane contains four green arrow buttons (left, right, up, down). The right pane, titled "Observations", has buttons for "Delete Observation", "New Observation", and "Rename Observation". Below these buttons is a table with two columns: "Name" and "Type".

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzuki	Number : 0 - 200
Vineyard Note	Note

A yellow callout box with a blue arrow pointing to the "Drosophila Suzuki" observation contains the following text:

**Select the Observations you wish to put in your Template by clicking on them. You may use the Shift and Cntrl keys to select more than one Observation at once.**

The status bar at the bottom shows "CropIQ Field Manager 1.01 Release", "Online", and "Sync available".

# Putting Observations in your Template - 2

## Field Manager “Scouting” Tab

The screenshot shows the 'CropIQ Field Manager' application window. The 'Scouting' tab is active, displaying a 'Templates' section on the left and an 'Observations' section on the right. The 'Templates' section has a dropdown menu set to 'Vineyard Template' and buttons for 'New Template', 'Delete Template', and 'Rename Template'. Below these are four listed templates: (1) Powdery Mildew, (2) Soil PH, (3) Drosophila Suzukii, and (4) Vineyard Note. The 'Observations' section has buttons for 'Delete Observation', 'New Observation', and 'Rename Observation'. Below these is a table with two columns: 'Name' and 'Type'. The table contains four rows of observations: 'Powdery Mildew' (Scale : None to Severe), 'Soil PH' (Number : 0 - 14), 'Drosophila Suzukii' (Number : 0 - 200), and 'Vineyard Note'. Between the two sections are four green arrow buttons: a left arrow, a right arrow, an up arrow, and a down arrow. A blue arrow points from the left arrow button to the 'Powdery Mildew' observation in the table. Another blue arrow points from the left arrow button to the 'Vineyard Note' template in the list. Two yellow callout boxes provide instructions: one on the left says 'Your selected Observations are in the Template and can now be Synchronized with the PDA for data collection in the Field.' and one on the right says 'Click the left Arrow button to insert the Observations into the selected Template'.

**Field Manager** Build Scale Help

Fields Scouting

**Templates**

Vineyard Template

New Template Delete Template Rename Template

(1) Powdery Mildew  
(2) Soil PH  
(3) Drosophila Suzukii  
(4) Vineyard Note

**Observations**

Delete Observation New Observation Rename Observation

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzukii	Number : 0 - 200
Vineyard Note	

**Your selected Observations are in the Template and can now be Synchronized with the PDA for data collection in the Field.**

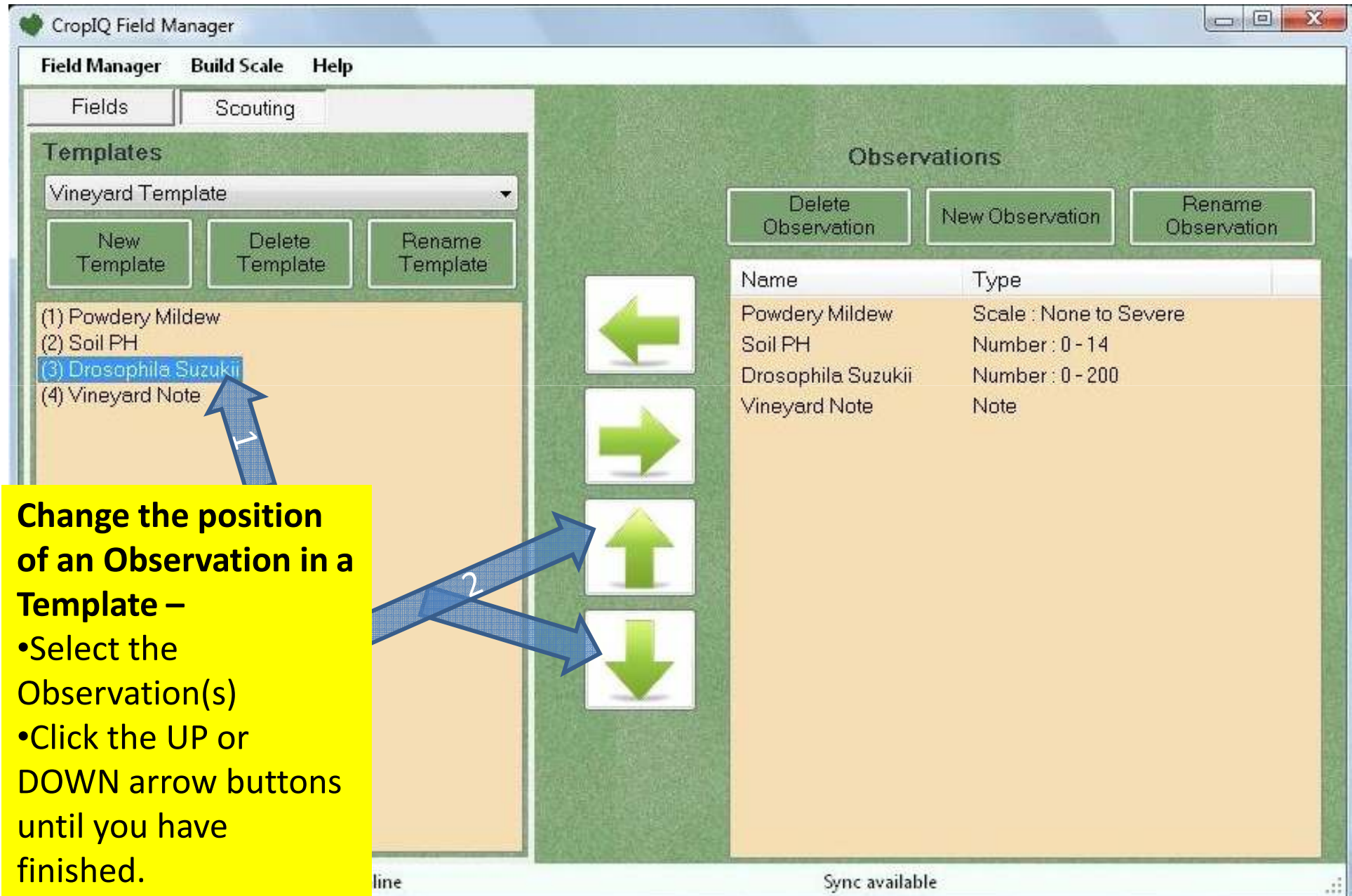
**Click the left Arrow button to insert the Observations into the selected Template**

CropIQ Field Manager 1.01 Release Online Sync available



# Changing the position of an Observation in your Template

## Field Manager “Scouting” Tab



The screenshot shows the CropIQ Field Manager interface with the 'Scouting' tab selected. On the left, under 'Templates', the 'Vineyard Template' is chosen, and its list includes '(3) Drosophila Suzukii'. On the right, the 'Observations' table lists these items. A yellow callout box with a blue arrow points to the 'Drosophila Suzukii' entry in the template list, and another blue arrow points to the 'UP' and 'DOWN' arrow buttons between the template list and the observations table.

**Change the position of an Observation in a Template –**

- Select the Observation(s)
- Click the UP or DOWN arrow buttons until you have finished.

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzukii	Number : 0 - 200
Vineyard Note	Note

# Changing the position of an Observation in your Template - 2

## Field Manager “Scouting” Tab

The screenshot displays the 'CropIQ Field Manager' application window, specifically the 'Scouting' tab. On the left, under the 'Templates' section, a dropdown menu shows 'Vineyard Template'. Below it are three buttons: 'New Template', 'Delete Template', and 'Rename Template'. A list of observations is shown: (1) Drosophila Suzukii, (2) Powdery Mildew, (3) Soil PH, and (4) Vineyard Note. A blue arrow points from the 'Drosophila Suzukii' observation in this list to the 'Drosophila Suzukii' observation in the 'Observations' table on the right. In the center, there are four green arrow buttons: left, right, up, and down, used for reordering. On the right, the 'Observations' section has buttons for 'Delete Observation', 'New Observation', and 'Rename Observation'. Below these is a table with two columns: 'Name' and 'Type'.

Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzukii	Number : 0 - 200
Vineyard Note	Note

**This figure shows the new position of selected Observation in the Template.**

***This is the order the Observations will be displayed on the PDA screen.***

CropIQ Field Manager 1.01 Release    Online    Sync available



# Removing an Observation from your Template

## Field Manager “Scouting” Tab

The screenshot shows the CropIQ Field Manager interface with the 'Scouting' tab selected. On the left, under 'Templates', the 'Vineyard Template' is chosen, and a list of observations includes '(3) Soil PH' which is highlighted. A blue arrow labeled '1' points to this selection. In the center, a vertical column of four green arrow buttons (left, right, up, down) is shown. A blue arrow labeled '2' points to the right arrow button. A tooltip for this button reads 'Observation Remove Observation From Template'. On the right, the 'Observations' panel shows a table with the following data:

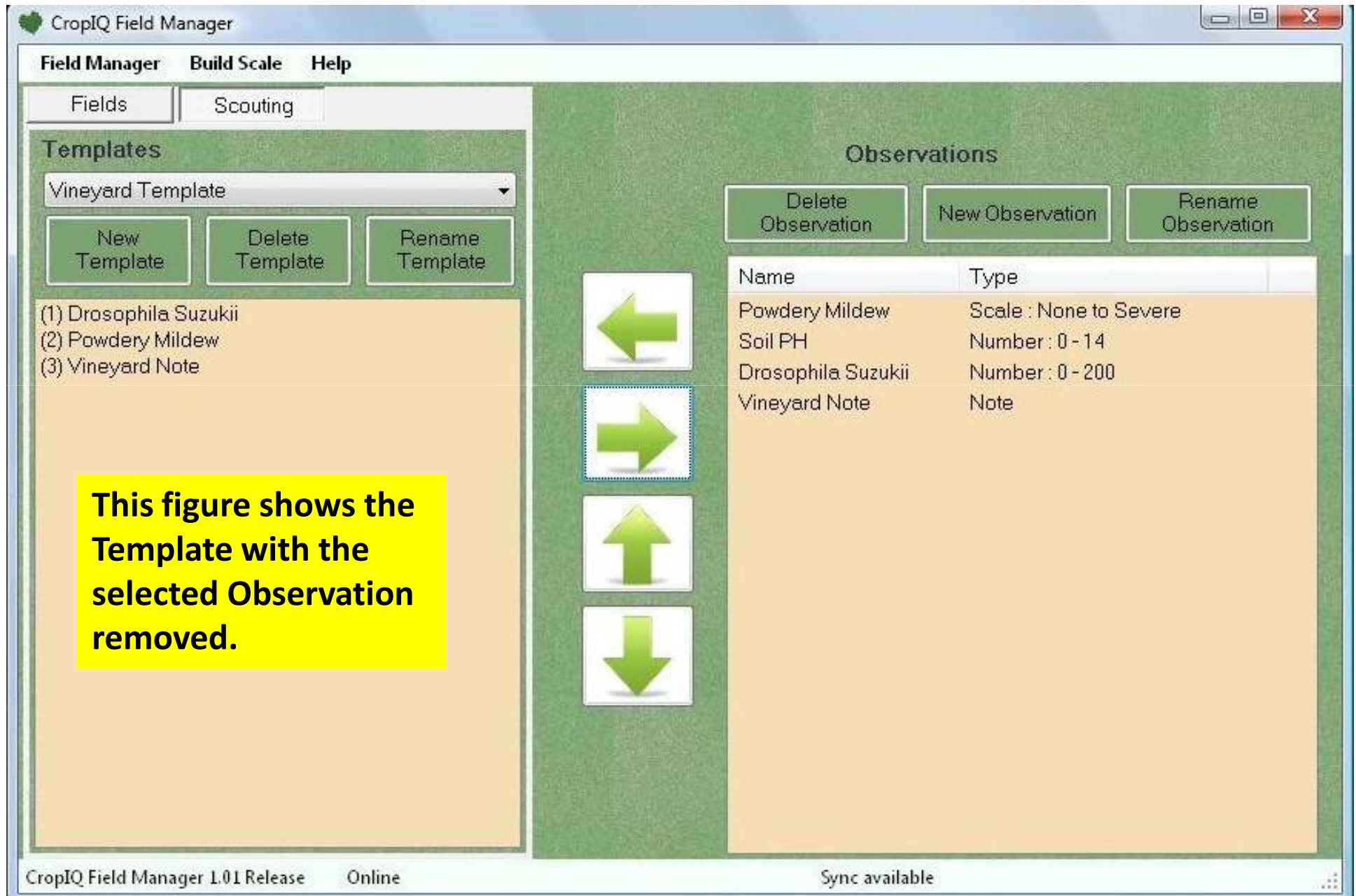
Name	Type
Powdery Mildew	Scale : None to Severe
Soil PH	Number : 0 - 14
Drosophila Suzukii	Number : 0 - 200
Vineyard Note	Note

At the bottom of the window, the status bar indicates 'CropIQ Field Manager 1.01 Release', 'Online', and 'Sync available'.

**To remove an Observation from a Template, select the Observation(s) and click the Right arrow button.**

# Removing an Observation from your Template - 2

## Field Manager “Scouting” Tab





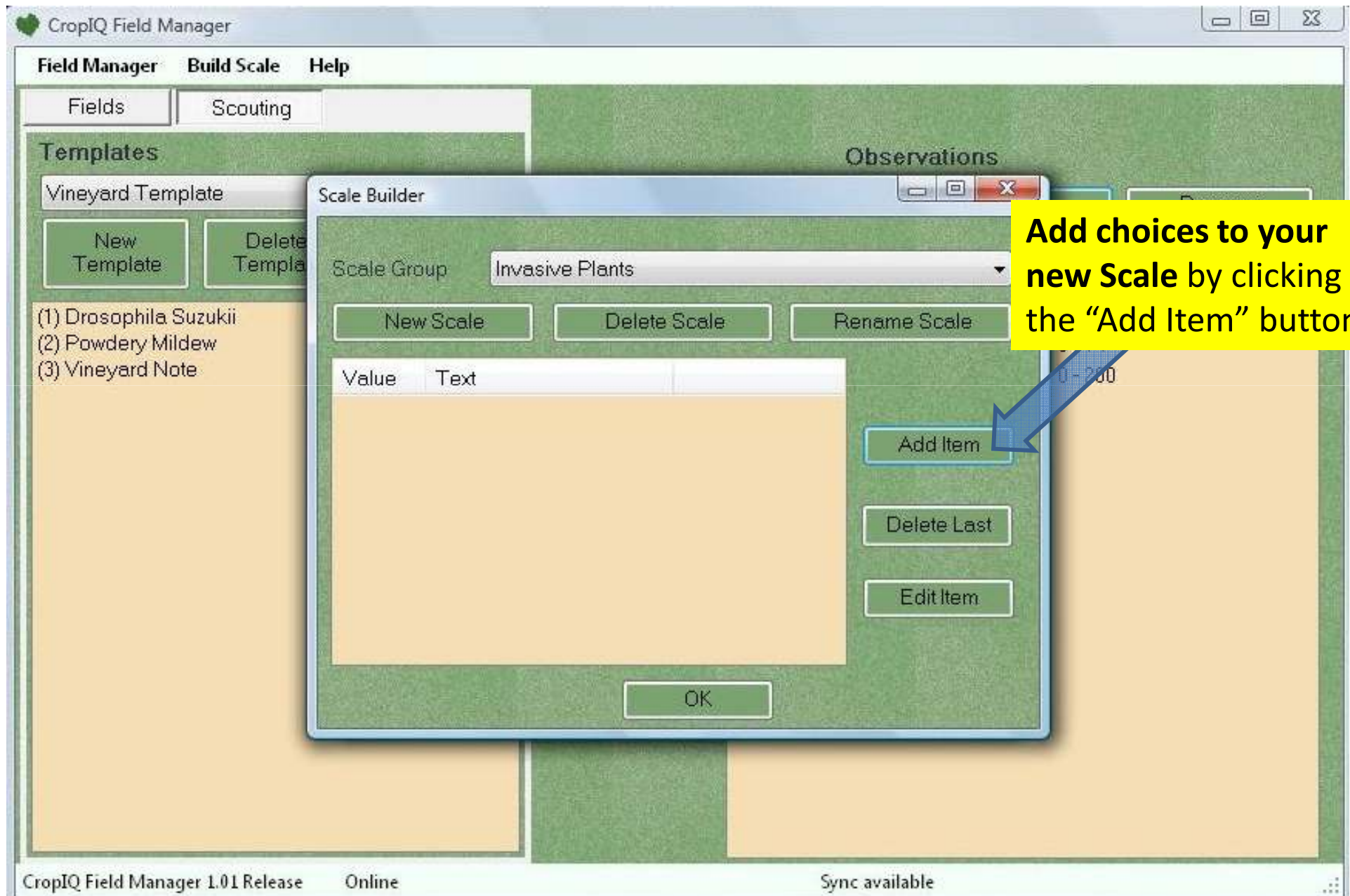
# Using the *Scale Builder* to build a new Scale

**Build a new Scale –**

- Click the “Scale Builder” button while you are adding a New Observation or click “Build Scale” at the top of the program window.
- Click “New Scale”
- Type a Name for your new scale
- Click “Ok”.

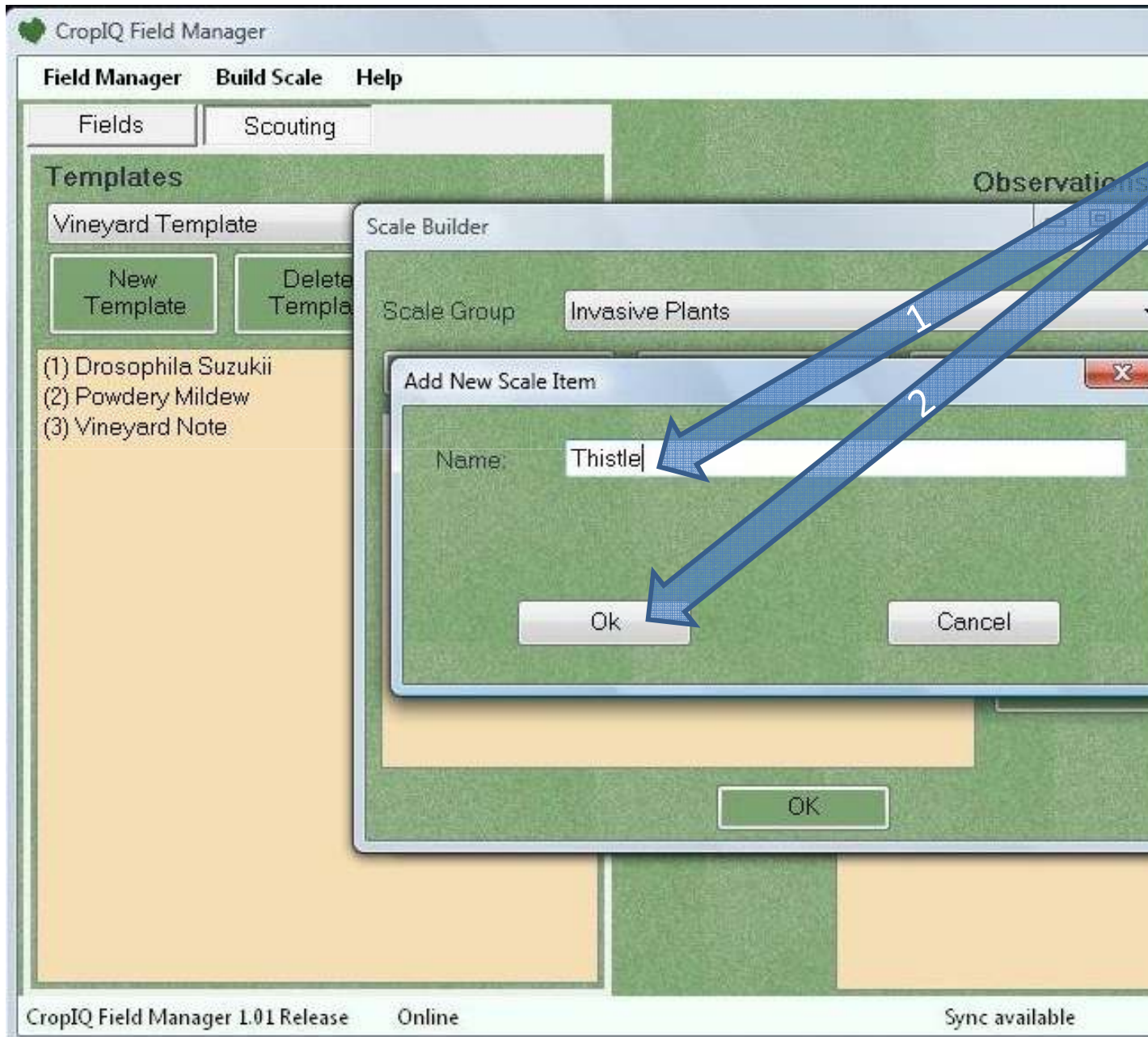
Next you will populate your scale with choices.

# Adding choices to your new scale





# Adding choices to your new scale – cont. (1)

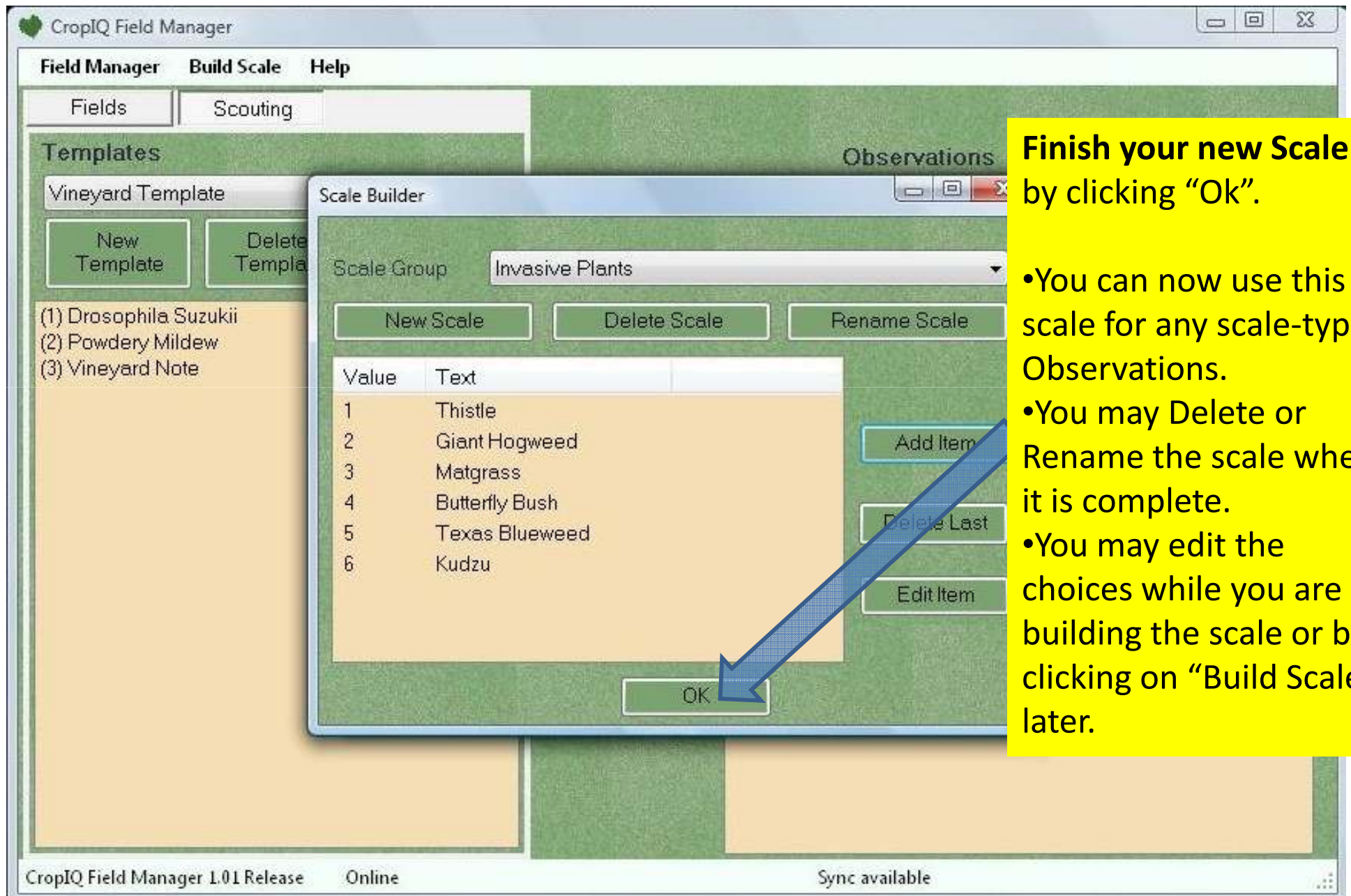


**Type** the name of your first Scale choice and click “Ok”.

- You will then ‘Add Items’ and Names for the rest of your choices.
- You may have as many choices as you wish. *A scale with more than 5 choices will require scrolling of the PDA screen. A scroll bar on the right side of the PDA screen indicates there are more choices below or above what is visible on the screen.*

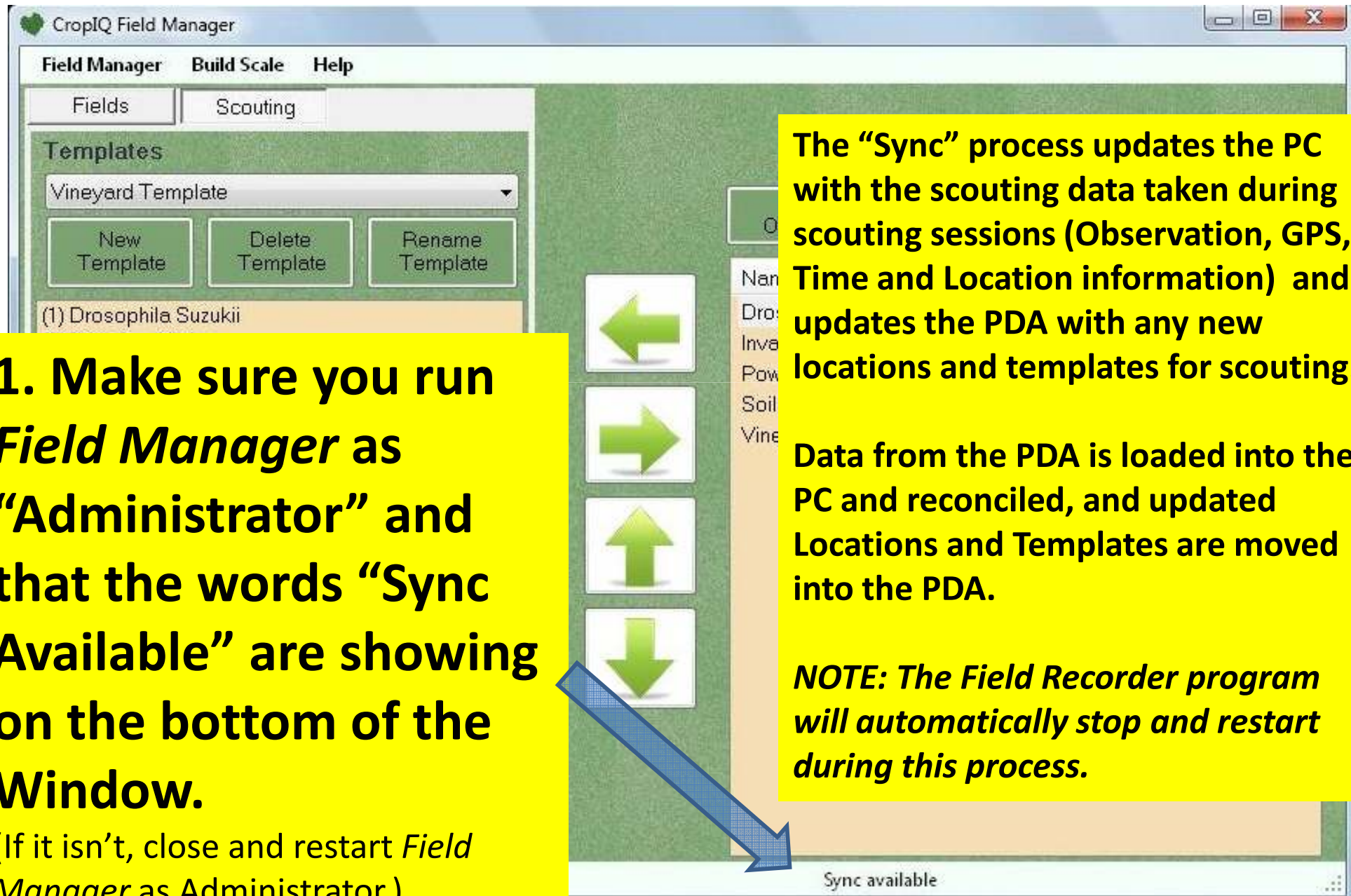
CropIQ Field Manager 1.01 Release    Online    Sync available

# Finishing your new scale





# First Synchronization of *Field Recorder* (PDA) to *Field Manager*



## First Sync of *Field Recorder* (PDA) to *Field Manager* - 2

**Start *Field Recorder* on the PDA from the 'Start' menu.**

**Note: If you don't see *CropIQ Field Recorder* in the Start menu, click Programs and start *CropIQ* from there. After that it will be in the Start Menu.**

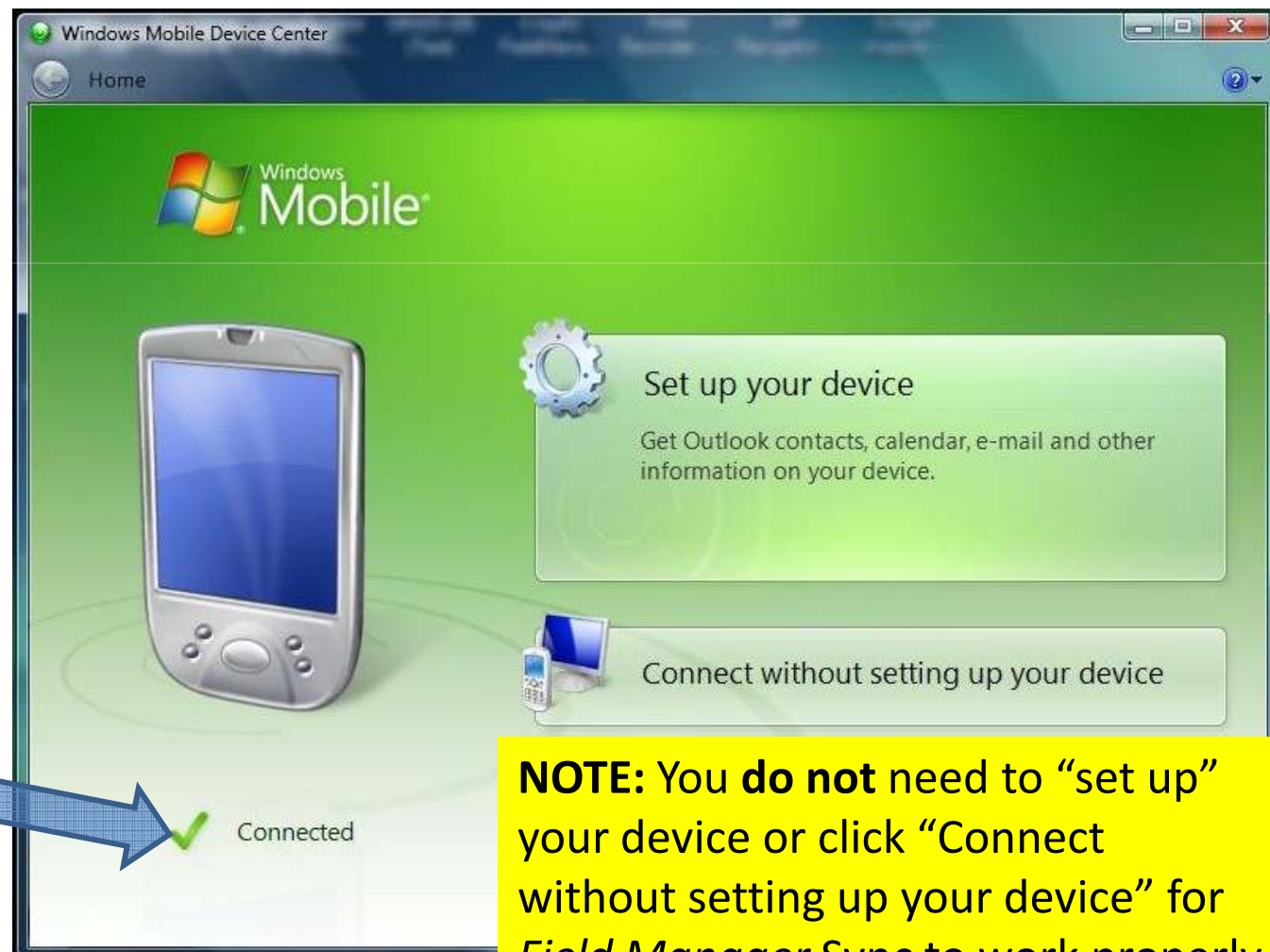




# First Sync of *Field Recorder* (PDA) to *Field Manager* - 3

Plug the PDA into your PC using the USB cable and wait for it to connect (using ActiveSync (Windows XP) or Window Mobile Device Center - WMDC (Vista/Win7). Run the *Field Manager* Program to Sync both data and new Scouting Locations/Templates. To initiate Sync, press the 'Sync' button on the PDA in the 'Settings' Screen.

A screen similar to this will launch after you plug your PDA into the PC with a USB cable. Wait for it to "connect". At this point you can complete the Sync process (see next slide).



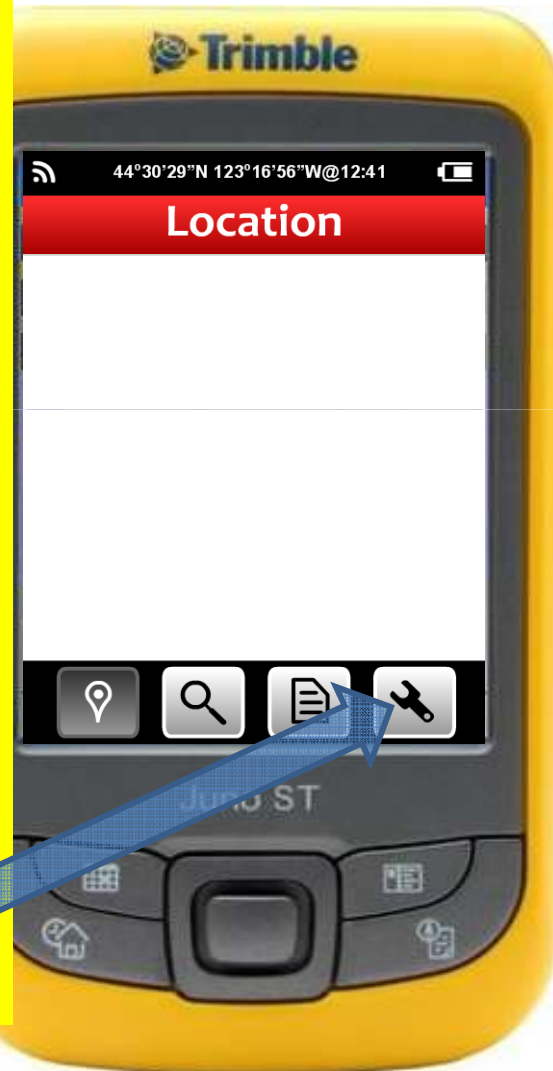
**NOTE:** You **do not** need to "set up" your device or click "Connect without setting up your device" for *Field Manager* Sync to work properly

# First Sync of *Field Recorder* (PDA) to *Field Manager* - 4

Once the Field Recorder program has started you will see a blank 'Location' screen. There are four Icon buttons at the bottom of the screen:

1. Location,
2. Templates & Observations
3. Data Log/Delete
4. Tools (Sync, Exit)

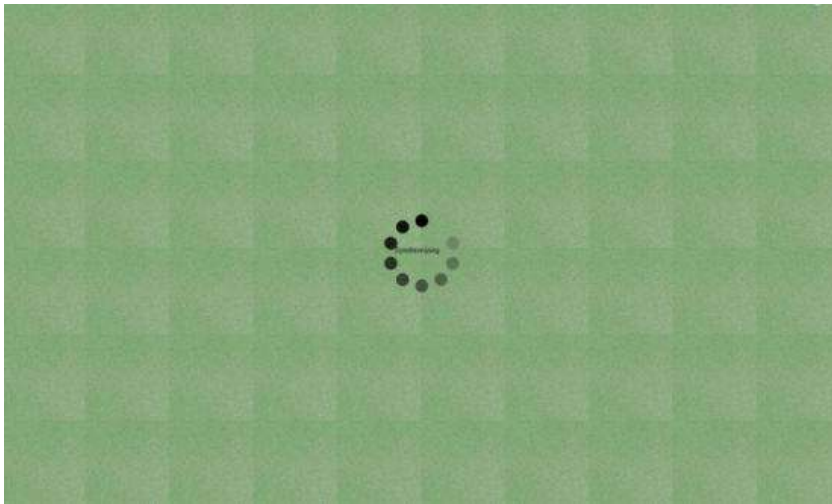
Press the "Tools" Icon.



Press the "Sync" button on the PDA screen. The Field Recorder program will automatically stop and restart during this process.



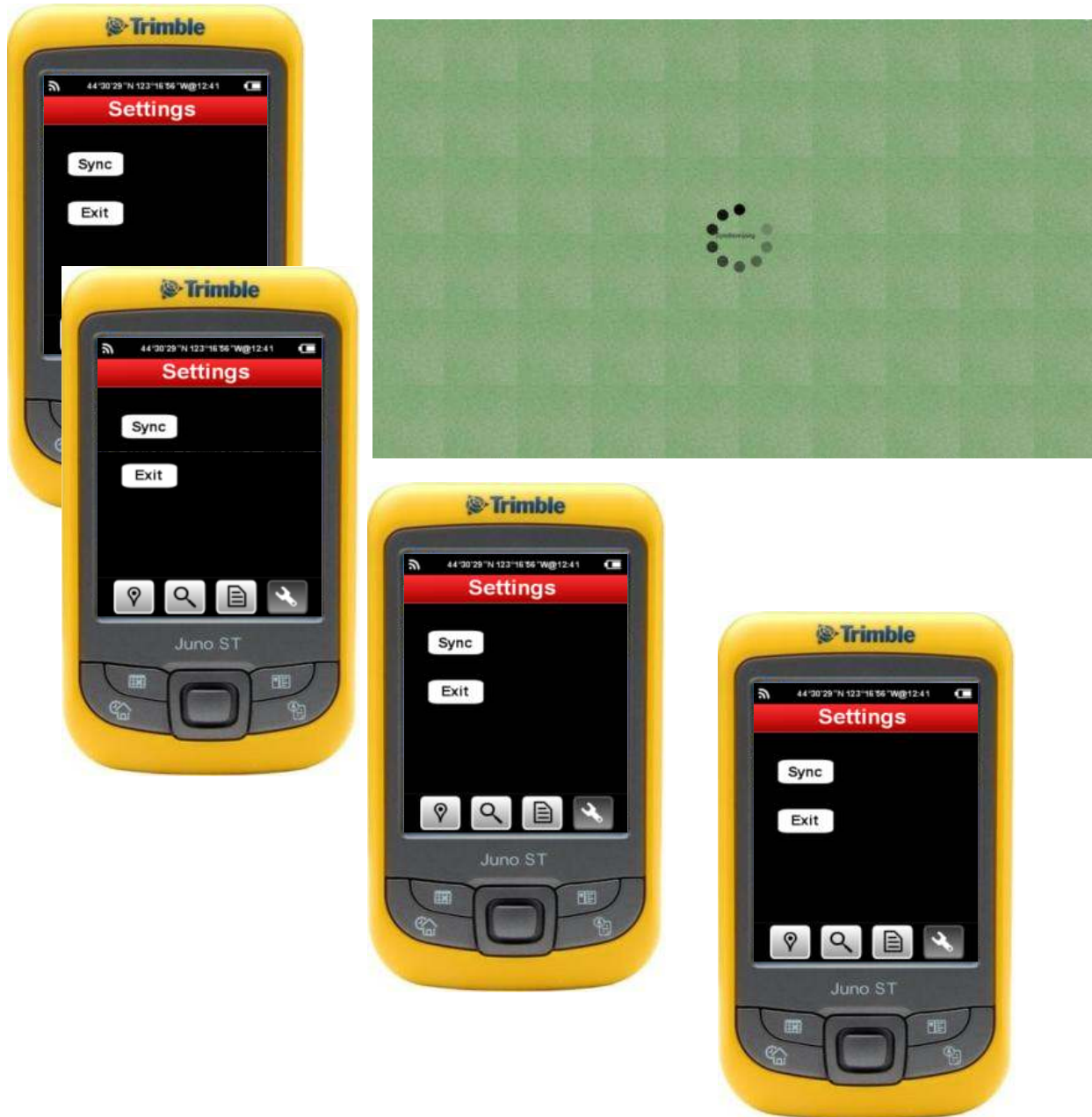
# First Sync of *Field Recorder* (PDA) to *Field Manager* - 5



The *Field Manager* window will show a spinning 'Sync' display indicating the process is proceeding. Once Sync is complete, and the *Field Recorder* program has restarted, you will see your Locations, Templates and Observations in *Field Recorder* on the PDA.



# Synchronizing several PDA's to the PC



Several PDA's can be Sync'd to the PC using *Field Manager*. Field Manager downloads and reconciles the scouting data taken during scouting sessions (Observation, GPS, Time and Location information) and updates Scouting Locations and Templates into the PDA. During the Sync process, the *Field Recorder* program on the PDA will automatically stop and restart . Locations should NOT be deleted from Field Manager once they've been Sync'd to a PDA.