Database Editing via Notes Field

There are occasions during an inventory when we find we do not have the proper value offered in our pick-list during data collection in the field. It may be a park name not in the list, a certain zone value missing from its list, or a species that was observed in the field that was not originally entered in the original list. In these circumstances we advise our users to use the “Notes” Attribute. The Notes Field is located on Tab 8 of 8. The Notes Attribute is a free hand or “open” attribute field where any text can be added, therefore it is not operable under the pick-list method used for other attributes in the TreeWorks System.

This document is designed as a step-by-step guide from using your Notes Attribute in the Field, checking your data in, editing your pick-list values based on your text in the notes field, and editing your Tree Points by assigning them your newly available pick list values.

In the following example, I am conducting a tree inventory using my mobile device and I found that I do not have a pick-list value “Japanese maple” available in my pick list.

Because I did not put the value in for “Japanese Maple” in my Species pick-list in TreeWorks Desktop, it is not present in my pick list on the handheld (see photo above). I now need to go to Tab 8 and enter a note about the species (see below).
2) Following the data collection, I connect the unit and check-in the newly collected data.

3) Because I am aware I came across species that were not present in your pick list during data collection and that I used my Notes Field to jot down a value for a given tree, I will first scan my data to discover what tree had the note and what the note indicated. To do that, right-click “Tree Sites” in your “Table of Contents” in ArcMap. Then select attribute table.

FYI: Think of the Attribute Table like an Excel Sheet for your Tree Points. Each Tree Point is a row in the attribute table. You cannot edit this table directly like you could in excel, however you can scan and sort your attribute data like you can in excel.
4) The fastest way to sort your data for a given day is to right-click the column heading labeled “Created” and then click “Sort Descending” (see screen shot below). This moves all the points that were collected on the last collection day to the top of your attribute list.

5) Now you can scan to the right-side of your table to the Notes column to view your Notes. As you can see in the screen shot below, I have one tree point that has a note for “jap maple”.
6) The next step is to add a value for Japanese Maple in my Species Pick-list. To do so, I exited out of my attribute table by clicking the “X” at the top-right. Then I clicked on the TreeWorks Configuration Icon. Next I clicked on Tree Attributes and then Clicked Species, then click “Add New Species”.

![Image of TreeWorks Configuration Icon]

7) Then add your species information. As seen above and click save.

Now that we have added our new species value to our species pick-list, we will want to make sure our previously collected Japanese maples are connected to the species name attribute value of “Japanese Maple” and not to “Unknown”. To do so, open your attribute table, find the record with the species value you would like to alter and then highlight the row by clicking the grace square to the very left of the row. This will highlight the point on your map.

![Image of attribute table]
8) Then click on the “identify tree” icon and then click on your highlighted point. Your TreeWorks forms will open, click on the Tree Info Tab, and select your new value for “maple, Japanese” in the pick-list.

Great. We have responded to our field observations and added a new value for species. We then associated our previously collected points of that species, with the new value we added in TreeWorks Desktop.