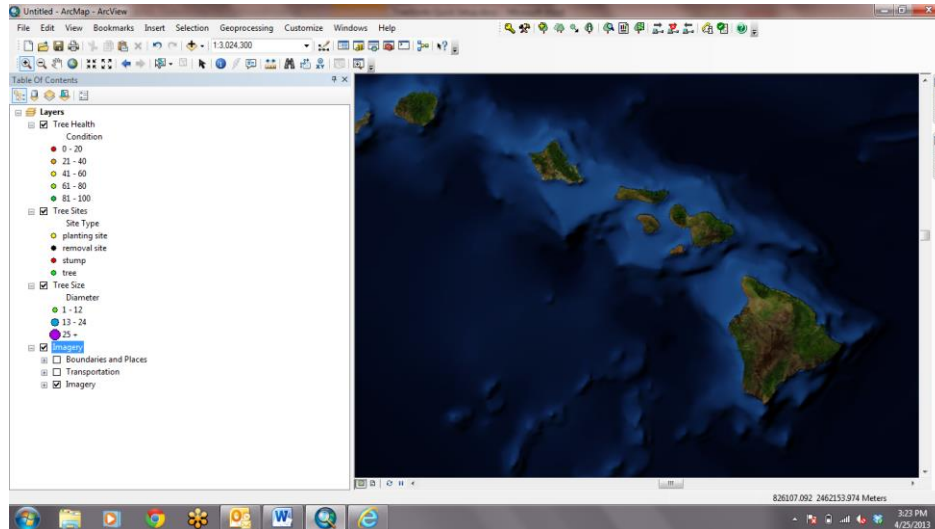


Check-Out / Check-In Data with TreeWorks

These instructions are intended to be followed after completing the TreeWorks 101-Getting Started in ArcMap and the Setup Handheld Document.

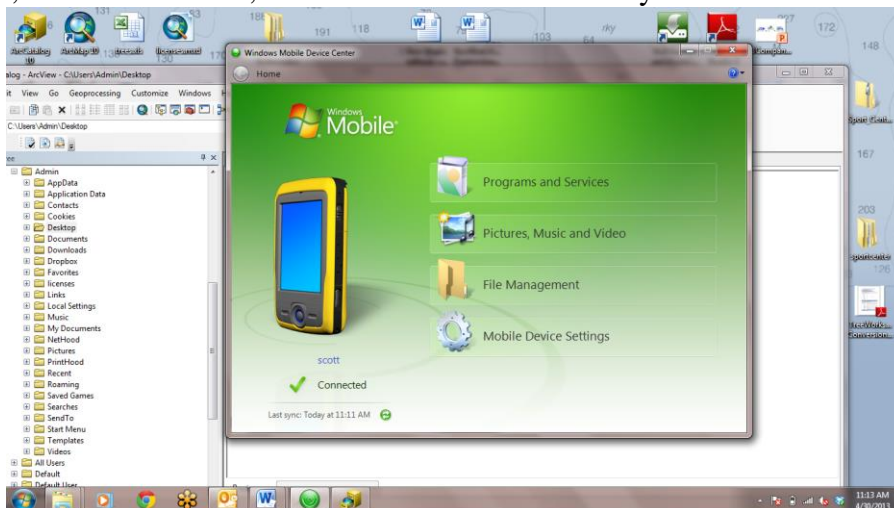
Prior to Step One, we have added our TreeWorks Layers, Basemap/Imagery File, Roads/Streets File, and any other GIS Layer File that we would like to view on our map. We have also configured our TreeWorks Pick-Lists and Configured and registered our Mobile Device(s) using Windows Mobile Device Center and TreeWorks.



Check-Out From TreeWorks

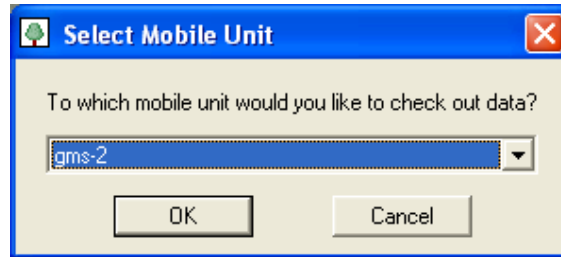
1. **Connect your Mobile Device to your computer via the USB port. Make sure your Mobile Device is turned “ON” and ArcPad is turned “Off”.**

You can verify that your Mobile Device is connected to your PC by opening the program titled “Windows Mobile Device Center” (see below). Windows Mobile Device Center displays the model of the device connected, the name of the device, connection status, and the time of the last data sync.

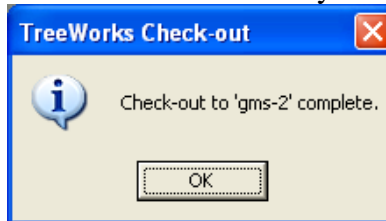


2. Next, open your ArcMap File, Log-in to TreeWorks, and click the ‘**Check-Out Data**’ icon on your TreeWorks toolbar. 

3. If you have more than one Mobile Device the check-out operation will then prompt you to specify the named-unit. Navigate to your mobile device from the dropdown menu and click OK.



4. FYI. Windows Mobile Device Center will process the information to include on the map and successively update the data into ArcPad on your mobile device.




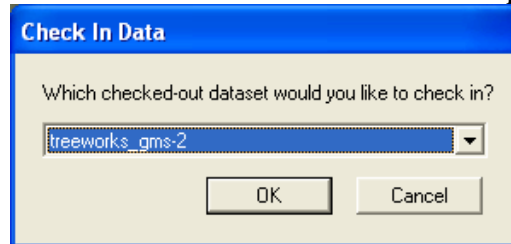
5. Following the “Checkout Complete” Screen, you may unplug your Device. Then turn on ArcPad 10. Click “New Map” and then enter your username. You should see your points and your Basemap/Imagery.

After a day of field-work we come home with new data to check-in to TreeWorks desktop.

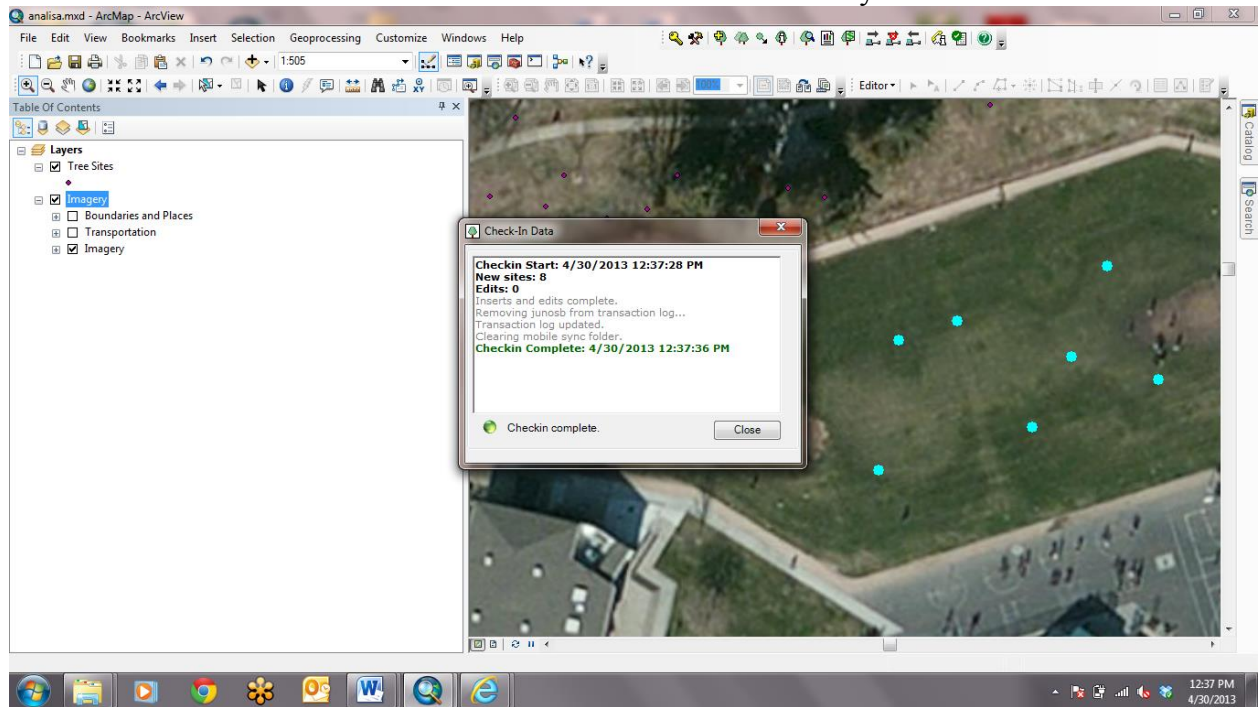
Checking-In To TreeWorks

7. With our handheld unit powered “On” and ArcPad turned “Off”, connect your Mobile Device to your PC. Next, open Windows Mobile Device Center to verify the connection.

8. Click ‘**Check-In Data**’  to import your field data back into TreeWorks desktop. You’ll again be prompted to select the handheld unit from a drop down list.



9. You’ll then be alerted to the number of new records identified by TreeWorks.



10. Success! We’ve now learned how to use Windows Mobile Device Center to export TreeWorks data to our mobile unit and import new data from the mobile unit back into TreeWorks.