

CruiseComp Organizer Module User Manual

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TABLE OF CONTENTS

LIST OF FIGURES	l
1 CRUISECOMP ORGANIZER	l
1.1 Introduction to the Organizer	1
1.2 CruiseComp Organizer Main Screen	1
2 CRUISECOMP ORGANIZER FUNCTIONS	ŧ
2.1 Creating a New Database	
2.2 Opening an Existing Database	
2.3 Adding Cruisecomp CCP Files to Databases	
2.3.1 Creating Expressions	7
2.3.2 Generating ID's	2
2.3.3 Loading the Database	1
2.4 Extracting Records to a CCP File	2
2.4.1 Selection Rule	3
2.5 Deleting Records from a Database14	4
2.6 Printing Reports from the Organizer10	

LIST OF FIGURES

Figure 1 - CruiseComp Organizer Main Screen
Figure 2 - Selecting and Displaying Records
Figure 3 - Creating a New Database
Figure 4 - New Database File Dialog Box
Figure 5 - Opening Existing Databases
Figure 6 - Existing Database File Dialog Box
Figure 7 - CCP Loader Interface
Figure 8 - Browse for Folder Dialog Box
Figure 9 - CCP Selector Dialog
Figure 10 - Creating Expressions
Figure 11 - Expression Buttons
Figure 12 - Expression Manipulation
Figure 13 - Generating IDs
Figure 14 - Loading Databases
Figure 15 - Viewing New Database Entries
Figure 16 - Extractor Interface
Figure 17 - Selecting records to be extracted
Figure 18 Selection Rule
Figure 19 - Deleting Records from a Database
Figure 20 - Delete from Database Confirmation Prompt
Figure 21 - Items Deleted Prompt

Figure 22 -	Printing Records	16
Figure 23 -	Print Options	17
Figure 24 -	Example of Printed Report	17
Figure 25 -	Snapshot Output to Dialog Box	18

1 CRUISECOMP ORGANIZER

1.1 Introduction to the Organizer

The **CruiseComp Organizer** has been developed to complement the **Industrial Forestry Service CruiseComp Core** program. It is an MS Access based database that organizes and compactly stores **CruiseComp** files ready for quick retrieval. It is a cost effective data manager.

1.2 CruiseComp Organizer Main Screen

The **CruiseComp Organizer** has a main viewer that displays all records by Project ID, Block ID, Plot ID, and Type ID. The naming conventions for the IDs are user defined.

Project	2	Block	2	Stand	6	Plot			76
2003-01 2003-02		TFL 0111 TFL 0222		BH 650 M_TFL 0. C 941 M_TFL 0. C(H) 951_TFL 0. H(B) 851 M_TFL 0. HB 540/550_TFL 0. HB 951/961_TFL 0.		TFL 0B111_ TFL 0B111_ TFL 0B111_ TFL 0B111_ TFL 0B111_ TFL 0B111_ TFL 0B111_ TFL 0B111_	00_002_H(00_003_Bł 00_004_Bł 00_005_Bł 00_006_Bł 00_006_Bł 00_007_Bł	(B) 851 M H 650 M H 650 M H 650 M H 650 M H 650 M H 650 M	
Projects Block	ks Stands Plo	, ots Trees Stand	ards	,		,			
Project_II		encee_Name	1	Cruised_By	Pro	oject Number	Licence	Version	
▶ 2003-01	TEST		TEST	010000_0)	2003		TFL 0	2003.0	
2003-02	TEST		TEST		2003	3-02	TFL 0	2003.0	
1									

Figure 1 - CruiseComp Organizer Main Screen

The address bar at the top of the window allows the user to browse and select an existing database or create a new database.

Immediately below the the address bar are a series of record viewing windows The user can scroll through the records of the active database and select which ones to view. By clicking on a **Project**, **Block**, **Plot**, **or Type**, the user is able to view the attributes associated with that ID. For example, if the user knows the block, but not the project or filename, they can go

into the block viewing window, select the block and view the project ID. Only the **Project ID's**, **Plots**, and **Types** associated with this block will be displayed when the block is chosen.

The lower portion of the window provides details on all attributes entered in **CruiseComp** for a particular record. The lower portion of the window is automatically updated when the user selects a record in the upper portion. There are a variety of tabs that can be selected and each will display information that is relevant to that subject. For example, if the user wants to know the attributes associated with a certain block, select the block in the upper portion of the window and then select the block tab in the bottom portion of the window. The user can then access such information as **Block number**, **Block maturity**, **Block area** and any associated **Non-merch** areas.

Project	1	Block	Refresh	1 S	tand	3	Plot		38
003-02		TFL 0_11 TFL 0_22	1	BI	4 650 M_TFL 0. 941 M_TFL 0. 8) 851 M_TFL 0.	<u> </u>	TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_ TFL 0B111_00_	002_H(B) 851 M 003_BH 650 M 004_BH 650 M 005_BH 650 M 006_BH 650 M 006_BH 650 M	
Projects Blocks	Stands Plo	, ts ÍTrees	Standards	J			,		
	[1	1			
Project_ID		ICK_ID	BLOCK	MATURITY	DESCRIPTION	TOTAL	AREA NM_ARE	_	NM_AREA
2003-02	TFL 0111		111	М	111		40.1 6.1	0	0
۲									

Figure 2 - Selecting and Displaying Records

The "**Add CCP to Database**" button 🔯 allows the user to add **CruiseComp** CCP files to the active database.

The "**Extract to New CCP file**" button allows the user to select a certain Project(s), Block(s), Stand(s), or Plot(s) and extract them to a CCP file, which can then be used in **CruiseComp**.

Page - 3

The "**Print**" button allows the user to select a Project, Block, Stand, or Plot and print a customized report based on the related information.

The "Delete" button X allows the user to delete selected records from the active database.

The "**Exit**" button terminates the Plot Organizer program.

2 CRUISECOMP ORGANIZER FUNCTIONS

2.1 Creating a New Database

To create a new database using the **CruiseComp Organizer**, click on "**New**" on the right side of the database address window.

🖽 CruiseCo	omp Organizer	VIEWER ver	sion 0.028				< 🛛
<u>D</u> ataBase	C:\ccDB\DATA\T	est.mdb					Ne <u>w</u>
Project	2	Block	2	Stand	6	Plot	76
~ ~		D ()					

Figure 3 - Creating a New Database

A window will appear allowing the user to select the database name and the location to save it. After clicking the "**Save**" button, a blank **CruiseComp Organizer** main screen will appear, which is ready to have CCP files added.

Create New Cri	uiseComp (ccp) File			? 🔀
Save in:	C DATA		•	🗢 🗈 💣 🎫	
My Recent Documents Desktop My Documents	2 Test				
My Computer					
My Network Places	File name:	Test2		•	Save
	Save as type:	Access (*.mdb)		•	Cancel

Figure 4 - New Database File Dialog Box

2.2 Opening an Existing Database

To open an existing database, simply click on the "**Database**" button on the left side of the address window.

🖽 CruiseCop	np Organizer	VIEWER ver	sion 0.028				\mathbf{X}
DataBase	C:\ccDB\DATA\1	est.mdb					Ne <u>w</u>
Project	2	Block	2	Stand	6	Plot	76
Figure F		inting Dat					

Figure 5 - Opening Existing Databases

A window will appear allowing the user to navigate and find the location of the desired database. The user can then select the database and click "**Open**". The **CruiseComp Organizer** main screen will then appear with all the records in the database displayed.

Point to Cruise	Comp Database				? 🗙
Look in:	DATA		•	← 🗈 💣 📰•	
My Recent Documents Desktop My Documents My Computer	ව Test P Test2				
My Network	File name:			•	Open
Places	Files of type:	Access (*.mdb)		-	Cancel

Figure 6 - Existing Database File Dialog Box

2.3 Adding Cruisecomp CCP Files to Databases

The process of adding CCP files to an existing or newly created database are the same. First, the user must open an existing database or create a new database as explained above.

To add a new CCP file to a database, the user has to click on the "Add CCP to Database" button at the bottom left of the main screen. (see Fig. 2)

🖼 CCP Loader (ccp> ccDatabase)
CCP Folder C:\ccDB\DATA CCP Folder C:\ccDB\DATA Project ID Block ID Project ID Block ID Type ID Prefix Max Length FileName 50 ProjectNumber Year 4
CruiseDate 4 Licence 6 LicenceName 30 CuttingPermit 3 Number 6 ForestRegion 2 Add Separator ForestDistric 2 ForestInvZone 1 Unit_Id_Type 1 Unit_Id_Type 1 Cuther C
Expression Name: Expression:
Save Remove Clear Last Clear Generate IDs Clear IDs Load DataBase Exit

Figure 7 - CCP Loader Interface

When the **CCP Loader** window appears, click the "**CCP Folder**" button at the top left of the screen. The **Browse for Folder** window appears and the user can navigate to the location of the CCP files to be loaded into the database.

Browse for Folder	? 🗙
Please select Folder containing CCP files;	
Local Disk (C:) Local Disk (C:) Covork Covo	
	ncel

Figure 8 - Browse for Folder Dialog Box

Note: Once the CCP file location has been set, it will remain as the default until the user selects a new location. This means that if the user frequently goes to the same location they do not have to re-navigate to it at the start of each session. Instead, simply press the "**Select CCP Files**" button at the top right of the CCP Loader window and go through the process below.

After selecting the location of the CCP files to be loaded, the user presses "**OK**" and the "Select CCP files" window appears. Select the CCP to be loaded into the database. If the user loads all the CCPs within the directory he/she can press the "**Select All**" button. If the user wants to unselect all the selected files press "**Unselect All**". If the User wants to select all files other than the ones highlighted press the "**N select**" button. The user may make multiple selections by using the <shift> or <crtl> buttons as well. Once all the desired CCPs have been selected the user presses "**OK**".

Select CCP files		
cc	P File Selectio	on
Eolder		>>
C:\ccDB\DATA		
Select CCP files		1
Select All	<u>U</u> nselect All	Nselect
Ok		Cancel

Figure 9 - CCP Selector Dialog

2.3.1 Creating Expressions

Once the CCP files have been selected, the user must then create an expression. This expression will be used to generate an ID for each Project, Block, Plot, and Type. The expressions are completely customizable to suit the needs and standards of the user. These expressions can also be saved and used for as long as they are relevant.

Once the flashing cursor is visible in the box, the user may select the attributes (by double clicking) desired from the list with the headings Prefix and Max Length. These attributes will become the ID for that record. For example, in the figure below an expression with the file name and the project number were chosen. The file name portion of the expression can be a maximum of 50 characters, while the project number can only be 15 characters long.

🗄 CCP Loader (ccp> ccDatabase)
CCP Folder C:\ccDB\DATA Select CCP Files 1 files(s) selected
Project ID Block ID Plot ID Type ID
Add Prefix Add Prefix FileName 50 FrieName 50 CruiseDate 4 Licence 6 LicenceName 30 CuttingPermit 3 Number 6 ForestRegion 2 ForestRegion 2 ForestRegion 2 ForestRegion 2 Cuther Cuther Expression Name: Test
Expression: F(FileName,1) & F(ProjectNumber,1)
Save Remove Clear Last Clear Generate IDs Clear IDs Load DataBase Exit

Figure 10 - Creating Expressions

If the user wants to re-use an expression more than once they can type a name in the **Expression Name** box (in this example the name of the expression is Test) and then click the "**Save**" button to save it for future use. The expression name box has a scroll down so the user can easily select from any previously saved expressions.

The "**Remove**" button allows the user to remove the selected **Expression Name** and the prefixes associated with it.

The "Clear Last" button allows the user to clear the last prefix added to the expression.

The "Clear" button allows the user to clear all the prefixes currently in the expression box.

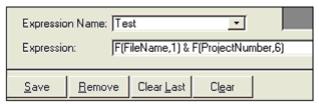


Figure 11 - Expression Buttons

Customizing the expression is fully automated using the "Add Prefix" functions and the "Add Separator" functions. For example, if the user decides not to include the 2010 portion of a project number because all the CCPs in the database are from 2010, there are two ways to exclude this.

- The user could click on the Project Number prefix and then select the button beside the "At pos" label and enter a "6". The user would then press the "Add Prefix" button and the customized prefix will appear in the Expression box. The produced expression means that the ID for the project number will start at position six of the eight character prefix.
- 2) The user could click on the Project Number prefix and then select the button beside the "After" label and enter a "-". The user would then press the "Add Prefix" button and the customized prefix will appear in the Expression box. The produced expression means that the generated ID will only include those characters to the right of the "-".

If the user wants to reduce the length of characters expressed in the ID click on the desired prefix then select the button beside the "Fix" label under the "Length" heading and enter the desired number of characters to be expressed. The user would then press the "**Add Prefix**" button and the customized prefix would appear in the expression box. For example, if the user wanted to show the first four characters of the project number, enter a "4" in the box beside the "Fix" label.

Note: Each prefix has a maximum number of characters that will be expressed in the ID. If the number of characters does not equal the maximum number the program will substitute a period for each blank character. To avoid this, the user simply has to select the button beside the "Trim" label. By doing this the ID will not include the periods substituted for unused characters.

It may be desirable to separate each Prefix with some character so the user can easily distinguish between the parts of the ID. This is easily done using the "**Add Separator**" function. The user simply selects the separator before adding the next prefix and presses the "**Add Separator**" button. Three frequently used separators plus a customizable one have been provided for the user to choose from.

E CCP Loader (ccp> ccD	atabase)					X
CCP Folder C:\ccDB\DATA					Select CCP Files	1 files(s) selected
Project ID Block ID Plot ID						
Prefix Max	Add Prefix	FileName	ProjectNumbe	Year	ID	
Length	Start:	▶ Test3	2003-123			
	• At pos. 6 -					
Year 4	C After					
Licence E	Length:					
LicenceName 30	OFix 8					
CuttingPermit 3	• Trim 🔶					
ForestRegion 2	Add Separator					
ForestDistrict 2	© Dash ◀	-				
Unit_Id_Type 1	C Underscore					
Unit_Id_Number 4	C Space					
	C Other 🖳					
,						
Expression Name: Test	<u> </u>					
Expression: F(FileName	e,1) & ^{∨,} & F(ProjectNumb	per,6)				
<u>Save</u> <u>R</u> emove Clear L	Last Cl <u>e</u> ar	<u>G</u> enerate IDs	Clear <u>I</u> Ds		Load DataBas	se E <u>x</u> it

Figure 12 - Expression Manipulation

2.3.2 Generating ID's

Once the expression has been created for a Project, Block, Plot, or Type, the user needs to generate ID's for the records. To generate an ID, the user simply selects a desired expression and clicks the "**Generate ID's**" button. In doing so, this will create an ID for each record that is visible in the middle portion of the window. If the user decides to change a portion of the ID after viewing the generated ID, clear them by pressing the "**Clear ID's**" button.

🖼 CCP Loader (ccp> ccDatabase)
CCP Folder C:\ccDB\DATA Select CCP Files 1 files(s) selected Project ID Block ID Plot ID Type ID
Prefix Max Length FileName 50 FrieName 50 FrojectNumber 15 Year 4 CruiseD ate 4 Licence 6 LicenceName 30 CuttingPermit 2 ForestHegion 2 ForestHozone 1 Umt_Id_Type 1 Unt_Id_Tupe 1 Unt_Id_Number 5 Expression Name: Test
Expression: F(FileName,1) & '' & F(ProjectNumber,6)
Save Remove Clear Last Clear Generate IDs Clear IDs Load DataBase Exit

Figure 13 - Generating IDs

2.3.3 Loading the Database

After all ID's have been created for Project, Block, Plot, and Type, the records are ready to be loaded into the database. To do this, the user simply presses the "**Load Database**" button at the bottom right of the CCP Loader window.

CCP Loader (CCP Folder C: Project ID Block	ccDB\DA						Select CCP Files 1 files(s) select	ted
Prefix FileName ProjeetNumber Year CruiseDate LicenceName CuttingPermit Number ForestRegion ForestRegion ForestDistrict ForestInvZone Unit_Id_Type Unit_Id_Number	4 6 30 2 2 1 1 1	Add Prefix Start: ← At pos. 1 ← After Length: ← Fix ← Trim Add Separator ← Dash ← Underscore ← Space ← Other ↓	Microse	oft Access	ProjectNumbe 2003-123		ID Test3-2003-123	
Expression: Save Rem	-	ame,1) & ^{L,} & F(ProjectN ear <u>L</u> ast Cl <u>e</u> ar	umber, tj	<u>G</u> enerate ID)s Clear [Ds	1	Load DataBase Exit	

Figure 14 - Loading Databases

When the file(s) has been added to the database a prompt will appear saying that the CCP file has been added to the database. Press "**OK**" and then press the "**Exit**" button at the bottom right of the window to exit out of the CCP Loader window. The Cruisecomp Organizer main screen will appear and the new file will be visible in the Project portion of the window.

CruiseComp Organize	VIEWER version 0.028			×
DataBase C:\ccDB\DAT	\\Test.mdb			Ne <u>w</u>
Project 3 2003-01 2003-02 Test3-2003-123	Block 0	Stand 0	Plot	0
Projects Blocks Stands	Plots Trees Standards	Cruised_By	Project_Number Licence Version	
Add CCP to Da	abase 🚺 Extract to I	New CCP file 🛛 🚔 P	rint 🎇 Delete [Exit)

Figure 15 - Viewing New Database Entries

2.4 Extracting Records to a CCP File

To extract records in a database to make a new CCP file, select an existing database as explained in Section 2.2. Once the database has been opened, press the "Extract to New CCP File" button to open the Extractor Interface.

Extract from Database to new particular sector in the sector of the s	w CCP file					×
Select by Project	Select by Block	k	Select by S	tand	Select	by Plot
▶ Project 0 ▶ No 2003-01	Block 0 TFL 0. 55	0) 0 0) CHB(Ćy)951_TFL		0 TFL 0_B055 0 TFL 0_B055 0 TFL 0_B055 0 TFL 0_B055 0 TFL 0_B055 0 TFL 0_B055 0 TFL 0_B055	0 4 00_007_BH(C)95 00_008_BH(C)95 00_009_CHB(C)95 00_010_BH(C)95 00_011_BH(C)95 00_012_BH(C)95 00_013_CHB951 00_014_BH(C)95
Select UnSelect UnSelect All Projects Blocks Stands Plots	, Trees Standards	,				
Sel Project_D	Licencee_Name	Cruised_By	Project_Number	Licence Ve	rsion C	ompany_Name ▶
<u>E</u> xtract <u>R</u> efresh	<u>S</u> election rule	е	🔽 Show o	nly selected rec	ord	<u>E</u> xit

Figure 16 - Extractor Interface

The user is able to extract full projects or can mix and match Blocks, Types, and Plots. To choose the type of data to extract, click on any of the "**Select by Project, Block, Type or Plot**" buttons. The user can then double click on the record(s) to be extracted and a "Yes" should appear to the left of the record. The project attributes should also appear at the bottom with a check in the box to the left of the attributes.

If the user wants to select records without double-clicking highlight the desired record(s) and click on the "**Select**" button.

If at any time the user decides to unselect a record, simply highlight the record and click on the "**UnSelect**" button.

If the user decides to unselect all records, simply click on the "UnSelect All" button.

🕫 Extract from Database to ne	w CCP file						×
Select by Project	Select by Bloc		Select by S			Select by	Plot
▶ Project 1 ▶ No 2003-01	Block TFL 055	1 • • • • • • • • •	 Stand BH(C)951_TFL 0. CHB(Cy)951_TFL CHB951_TFL CHB951_TFL 0. 		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Plot TFL 0. 8055_00 TFL 0. 8055_00	008_BH(C)95 009_CHB(Cy) 010_BH(C)95 011_BH(C)95 012_BH(C)95 012_BH(C)95 013_CHB951
Select UnSelect UnSelect All Projects Blocks Stands Plots	Trees Standards						
Sel Project_ID	Licencee_Name	Cruised_By	Project_Number	Licence	Version	Comp	any_Name
▶ 2 Test3-2003-12 TEST		TEST	2003-123	TFL 0	2003.0		Þ
<u>E</u> xtract <u>R</u> efresh	<u>S</u> election ru	le	🔽 Show o	nly selected	l record		<u>E</u> xit

Figure 17 - Selecting records to be extracted

2.4.1 Selection Rule

To ensure that the user gets the correct data needed the Cruisecomp Organizer has a Selection Rule. This means the user can choose the earliest records, the latest records or choose the records individually. When populating the databases created with the Cruisecomp Organizer the user will sometimes get duplicate plots, plots that have been used in different scenarios, and plots shared by multiple projects. By pressing the "**Selection Rule**" button the "Selection Rule" prompt will appear and the user can choose the most appropriate way they want to extract their information.

🗉 Selection Rule	3
Selection Rule When the same plot is selected in two or more projects, always select the: Earliest Latest Manual (I will choose one by one)	
<u>O</u> k <u>C</u> ancel	

Figure 18 Selection Rule

Once the user has selected the record(s) to be extracted along with the selection rule, click on the "**Extract**" button. After clicking on the "**Extract**" button, a window will appear asking for the destination and the new CCP filename. The user needs to navigate to the destination and enter a file name, then click on the "**Save**" button. Once the information has been extracted, a prompt will appear saying that the information has been successfully extracted.

2.5 Deleting Records from a Database

To delete a record from an existing database click on the "Delete" button on the main viewer and the Delete from Database window will appear.

🕫 Delete from Database								X
Select by Project	Select by Bloc	.k		Select by S	tand		Select by	Plot
A Project 0 D	Block TFL 0222	0 >	000	Stand C(H) 951_TFL 0. HB 540/550_TFL HB 951/961_TFL			TFL 0B222_0 TFL 0B222_0 TFL 0B222_0 TFL 0B222_0 TFL 0B222_0 TFL 0B222_0 TFL 0B222_0	00_004_C(H) : 00_005_C(H) : 00_006_HB 9!
Projects Blocks Stands Plots	Trees Standards	Cruised_B	у _	Project_Number	Licence	Version	Cor	npany_Name
Delete <u>R</u> efresh	<u>S</u> election ru	ile		🔽 Show o	nly selected	record		<u>E</u> xit

Figure 19 - Deleting Records from a Database

Choose the type of information that is to be deleted (i.e. Project, Block, Stand, or Plot) and double click on the specific record(s). This will cause a "Yes" to appear to the left of the record. If the user wants to unselect the record(s), use the "**UnSelect**" or "**Unselect All**" buttons under the respective record viewer area.

By selecting a record(s), all attributes that are associated with it will appear in the bottom portion of the window. Once all the records to be deleted have been selected and the selection rule has been set (Section 2.4.1), press the "**Delete**" button at the bottom left of the screen.

Select by Pro	ject		Select by I	Block		Select by Stan	Ь		Select by I	Plot
Project	1		Block	1 🕨		Stand	3)		Plot	8
2003-01 2003-02 s Test3-2003-123		1	TFL 055		6 1 1	BH(C)951_TFL 0. CHB(Cy)951_TFL 0. CHB951_TFL 0.		1 1 1 1	TFL 0B055_00 TFL 0B055_00 TFL 0B055_00 TFL 0B055_00 TFL 0B055_00 TFL 0B055_00	008_BH(C) 009_CHB(I 010_BH(C) 011_BH(C) 011_BH(C) 012_BH(C)
ojects Blo	from datal		rk(s) 3 Types(s)) 8 Plots(s) have	heen	selected to be perman	ently rem	1 1	TFL 0B055_00 TFL 0B055_00	_014_BH(C
pjects Blo Delete	from datal	s) 1 Blo	ck(s) 3 Types(s) lelete these iten		 been	selected to be perman	ently rem	1	TFL 0B055_00	
ojects Blo	from datal	s) 1 Blo	1000 00 00	ns?	 been		ently rem	1 oved fr	TFL 0B055_00	_014_BH(C)

Figure 20 - Delete from Database Confirmation Prompt

After pressing the "**Delete**" button a prompt will appear asking if records to be deleted are correct. The user can press "**OK**" when he/she is sure these records are the correct ones. This will produce another prompt saying the selected records have been successfully deleted. Press "**OK**" to continue. The "Delete from Database" screen will reappear, then press the "**Exit**" button to return to the Cruisecomp Organizer main screen.

Select by Project		Select by Block			Select by Stand			Select by Plot		
Project	•	-	Block	•		Stand	•		Plot	
o 2003-01 o 2003-02										
Select UnSelect I rojects Blocks Stan		Trees						rsio		any_Name
		Licen	1 Proje	ect(s) 1 Block(s		ypes(s) 8 Plots(s) d	eleted.	13101		any <u>n</u> ame

Figure 21 - Items Deleted Prompt

2.6 Printing Reports from the Organizer

To print a customizable report of selected information in the Cruisecomp Organizer, press the "**Print**" button at the bottom of the organizer main screen. The "Select items to print" window will appear. Select the information to be printed by selecting records the same way used to select records to be extracted (Section 2.4) or deleted (Section 2.5). Choose the selection rule and then press the "**Print**" button.

Select by Proj	ect		Select by Blo	ock		Select by S	tand		Select by	Plot
Project	1 1		Block	1 🕨		Stand	3 🕨		Plot	8
o 2003-01 o 2003-02 ss 2003-123		1	TFL 055		6 1 1	BH(C)951_TFL 0 CHB(Cy)951_TFL CHB951_TFL 0.		1 1 1 1 1 1	TFL 08055_00 TFL 08055_00 TFL 08055_00 TFL 08055_00 TFL 08055_00 TFL 08055_00 TFL 08055_00 TFL 08055_00)_008_BH(C)9)_009_CHB(C))_010_BH(C)9)_011_BH(C)9)_012_BH(C)9)_012_BH(C)9)_013_CHB99
Select UnSelect U rojects Blocks Stan Sel Project_D	ds Plots	Tree: Licen	: Standards	Cruised	By	Project_Numbe	Selection F			e
2003-123	TEST			TEST	2	2003-123	more project C Earlies C Latest	s, alw t	lot is selected in tw ays select the: Il choose one by o	
							<u>k</u>		<u>C</u> ancel	

Figure 22 - Printing Records

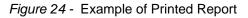
By pressing the "**Print**" button the "Print Options" window will appear. The options available allow the user to create a report title, include or exclude certain information, and sort the information by type or block.

🕮 Prin	nt Options								
, In	clude								
	Project Identity	<u>P</u> rint							
	Block Information	Preview							
	Type Information								
	Plot Header	<u>S</u> napshot							
	Tally Trees Call Grades								
	User Grades								
	Sample Trees								
Sorted by									
	Block Type	<u>E</u> xit							

Figure 23 - Print Options

When the user has chosen the desired options for the reports, preview the report by pressing the "**Preview**" button. This preview shows the user how the report will look when printed.

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If the user decides to make a digital copy of the reports rather than a paper copy press the **"Snapshot**" button to produce a digital file that can be viewed using the Snapshot viewer.

After pressing the "**Snapshot**" button the "Output to" prompt will appear asking the user to name the digital file and select the directory where it is to be stored. Press the "**OK**" button to save the .snp file. To view the .snp file, simply download the Snap shot viewer from the internet and open the .snp file in the viewer.

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Figure 25 - Snapshot Output to Dialog Box