

# REMINDERS when using WIMS in the Field with a Handheld Unit

## **Before going out in the field...**

1. Make sure that your handheld has been fully recharged.
2. If you will simply be continuing work at the same site and have made no changes to your data, there is no need to transfer (GIS Export) any additional data to your handheld unit. However, if this is your first time to a new data collection site (or if you have made any edits or updates):
  - a. Load any new background images (aerial photos or topographic maps) into the WIMS directory on memory card (SD card) on the Pocket PC,
  - b. Update/edit any support tables or other data on the Desktop,
  - c. Connect Pocket PC to computer, make sure MS ActiveSync is running and ArcPad is turned-off, and
  - d. GIS Export to Pocket PC (if using Pocket PC for the first time in a new area, be sure to Force the UTM Zone) to send blank (or updated) shapefiles to the handheld.

## **When Returning from the Field...**

1. Place the handheld into the cradle to start recharging.
2. If you want to download your data from the handheld into the WIMS Desktop (for backup purposes, to review/edit your data, etc.):
  - a. Make sure you have exited (not just closed) ArcPad on the Pocket PC,
  - b. Connect Pocket PC to computer and make sure ActiveSync is running,
  - c. GIS Import from Pocket PC to Desktop, and
  - d. Audit/review new records in WIMS Desktop.

## **To create and view GIS maps from your field data...**

1. GIS Export from WIMS Desktop to create shapefiles
2. Launch GIS application to open and view and edit new shapefiles

Note: It is recommended to complete a GIS Import after each field session to download and backup your data. It is, however, *not* necessary to complete a GIS Export prior to each field session (if you have not made any edits in the Access Desktop database), especially if you will only be continuing mapping in the same project area since you will simply be overwriting your shapefiles each time you complete a GIS Export.

## Data Flow & Exchange between WIMS Desktop and Handheld Unit

1. Customize WIMS for your project: Plant List, herbicide list, Areas, etc.

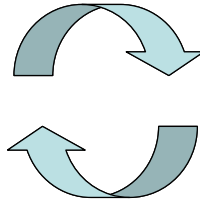


WIMS Desktop

2. Transfer background imagery from Desktop to Handheld

3. GIS Export pull-down lists and data from Desktop to Handheld

4. Collect field data on Handheld



6. View, edit & share data!

5. GIS Import data from Handheld into WIMS Desktop



Note: For steps 2,3 and 5, MS ActiveSync must be running and ArcPad closed in order to transfer data