

## Quick Start Guide- NRI Grazing Land CASI

The field PC version of the CASI has configuration options for the following hand held (field PC devices):

- **Trimble Recon and Garmin GPSmap 76 – this was the original configuration but is no longer supported**
- **ProXYZ Archer w/Hemisphere GPS – also no longer supported**
- **Trimble GeoXT 2008/3000/6000**
- **Trimble Nomad GL 900**
- **Trimble JUNO 5D**
- **Manual (custom set up for other field PC options (contact the NRI Grazing Land Help Desk ([nri-graze-help@iastate.edu](mailto:nri-graze-help@iastate.edu)) for assistance).**

### I. Installation for the CAB file

1. Installation of Field PC CASI is simple as copy, paste, and run.
2. The Field PC version of the CASI will be installed via a CAB (cabinet) file
3. The CAB (cabinet) file is copied to the Field PC where installation is then conducted – No IT personnel are required.
4. The desktop version of CASI for the Web does not require IT installation
5. Moving segments is accomplished through your desktop computer using Windows Mobile Device Center (WMDC) and a USB cable connected to the Field PC.
6. WMDC is approved for CCE computers – considered Microsoft logo software. Contractors who are using Windows Vista or Windows 7 computers will need to acquire Windows Mobile Device Center. It does not typically come with a new system. Windows Vista and Windows 7:  
<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=46f72df1-e46a-4a5f-a791-09f07aaa1914&displayLang=en>; for CCE computer users the Windows Mobile Device Center should have been approved for use on Service Center computers by May 2012. There was USDA ITS NewsFlash from November 30, 2017 that details installation of WMDC 6.1 Update 3.
7. Exception: Field PCs equipped with Wi-Fi can download software and access segments directly from the web – no host PC required.

### Loading the Software to the Field PC

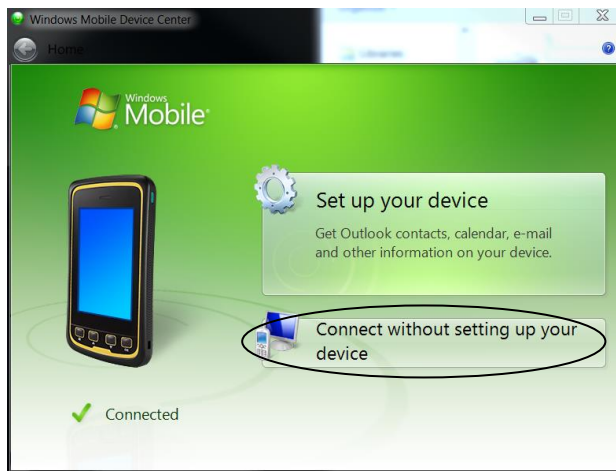
**Step 1.** Using Internet Explorer or Mozilla Firefox, download necessary CAB file(s) to the host PC for transfer and installation on the Field PCs. CAB files are installation files for Field PCs. The NRI Grazing Land install cab files can be downloaded from:

<https://grazingland.cssm.iastate.edu/>

- a. Click on the Handheld CASI tab. Find the **2018 CASI CAB version 1700** link under Software.

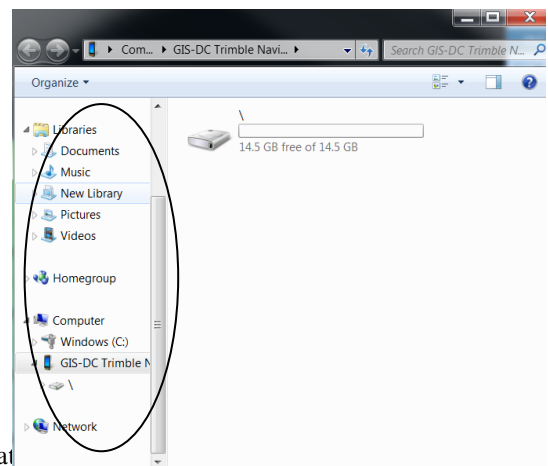
- b. Select the file for download with a **right click** and select “Save target as” to save to a directory of your choice. (Note: **DO NOT LEFT CLICK**. The CAB file is a set of zipped files that must be downloaded and transferred to your field PC as a CAB file. Left-clicking will unzip the files and they may have a txt extension. If that happens, close your browser and start the process again.)

**Step 2.** Transfer the CAB file to the field PC. With WMDC this is copy/paste. Establish a connection between your computer and Field PC. Always select Connect without setting up your device to complete connection.



In the WMDC window on the PC:

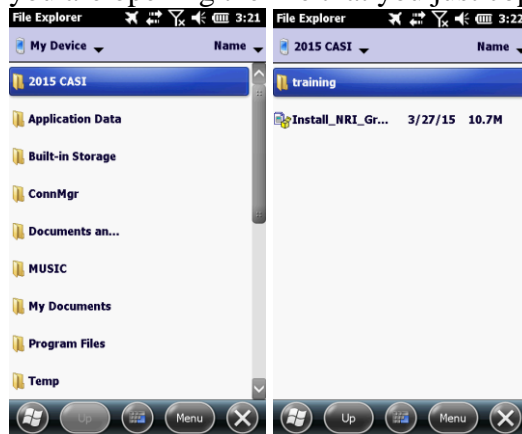
- Click on File Management and select Browse the contents of your device.
- Use the left side of the pop-up window to navigate to the directory on the PC where you saved the CAB file from Step 1.
- **Right click** on the cab file and select **copy** from the pull-down menu.
- Within the WMDC file explorer navigate back to mobile device
- **Right-click** and from the edit menu select **paste**. The CAB file will be now be copied from the PC to the Field PC and will normally be copied to the My Documents directory on the Field PC. *Recommendation – create 2018 CASI folder and paste a copy at that location.*



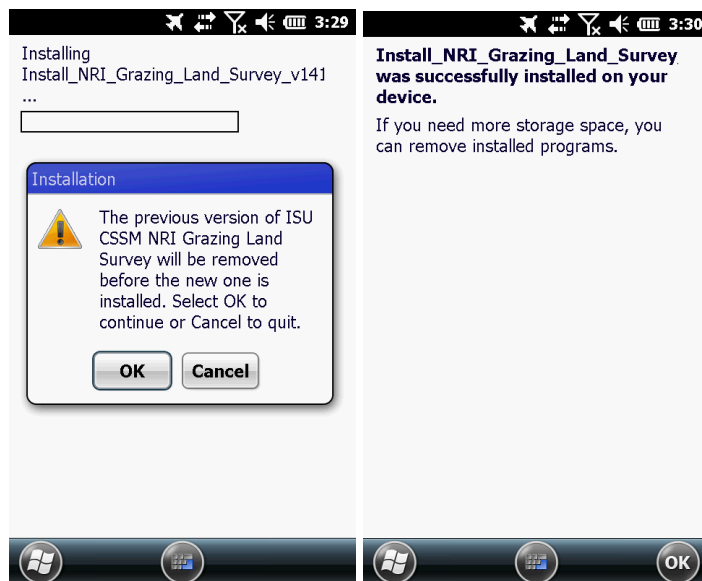
### Step 3. Install the CASI to the Field PC.

#### On the Field PC:

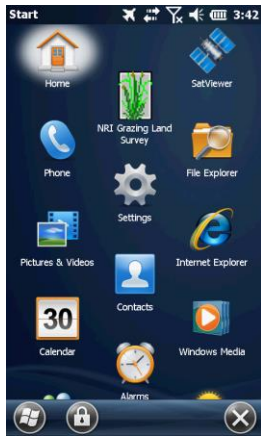
- Tap on the Windows flag (upper left corner)
- Select File Explorer
- Locate the Cab file (With File Explorer open, you may need to tap the menu ribbon beneath “File Explorer” and select “My Device” to see the folder, 2018 CASI, where we placed the file in step 2).
- Tap on the Cab File, “Install NRI Grazing Land Survey v1700”. Note that you will only be able to read a portion of this title on the field PC screen. Tip: Use the file’s date (assuming your clock is set correctly on your field PC) to verify that you are opening the file that you just copied.



- The CAB file will now install the 2018 Grazing Land CASI on the Field PC.
- Select Device when asked to choose a location to install the Grazing Land CASI.
- If you have a previous version of the CASI installed, select OK when prompted to remove the old version.
- A message will display successful installation.



Once installation is complete tap 'OK' then 'Start' – The NRI Grazing Land Survey icon will be displayed.



## II. Downloading and Uploading Segments to the Server

CASI communication with the server at the Center for Survey Statistics and Methodology (CSSM) is accomplished on the Field PC via USB through a computer and WMDC or via a WiFi connection.

### A. Registering the Device with the Server

**Note: New field PCs cannot register for this study until the serial number has been entered into the data base at ISU. Submit serial numbers for new equipment to the NRI Grazing Land Help Desk (nri-graze-help@iastate.edu).**

1. Establish a communication session between the Field PC and the host PC connected to the Internet using the Windows Mobile Device Center program (see above for Loading Software to the Field PC).

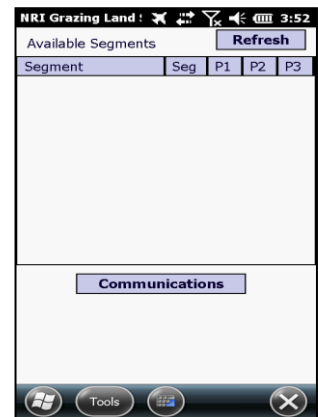
2. Start the NRI Grazing Land Survey software (CASI) on the Field PC. **Tap on the communication button in the Field PC to begin the communication session.**

3. The first time you communicate with the server you will need to register it with the CSSM data base. Register the Field PC by completing the following information:

- Field PC Serial Number (tap the question mark for instructions to locate the device serial number)
- Name of primary data gatherer (team leader) and contact information including phone number and email address

4. Click on register to complete this one-time process. A confirmation notice will be returned indicating this operation was completed successfully.

5. Once the CASI has connected to the database, the menu options at the bottom of the screen become available for **checkout** and **return**. Refer to the next sections for detailed instructions on checking out and returning segments to the server.



### B. Downloading Segments from the Server

1. Establish a communication session between the Field PC and the host PC connected to the Internet using the WMDC program.

2. Start the NRI Grazing Land Survey software (CASI) on the Field PC – it should be listed in

the Field PC Start Menu.

3. Tap on the Communications button (bottom of the CASI screen)

4. Assuming the Field PC has already been entered in the database (one time process requires you to submit the serial numbers for new equipment to the NRI Grazing Land Help Desk nri-graze-help@iastate.edu), the CASI communication window will be displayed and default to the Check out tab (shown at bottom of the window).

5. Tap on the 'Connect' button to establish a connection to the data base. Upon a successful completion, the name of the database i.e. Grazing Land Survey will be returned to the CASI window.

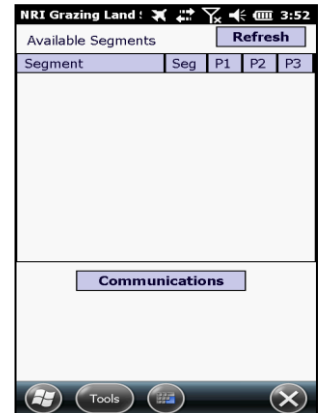
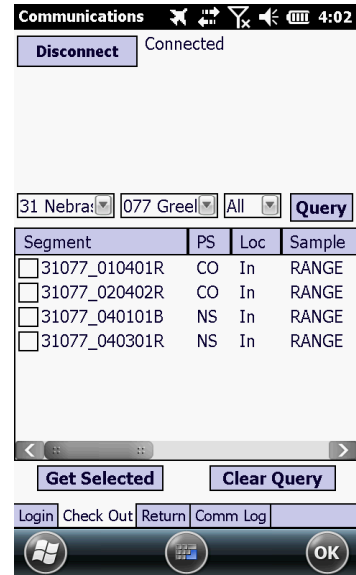
6. Enter search criteria.

- State FIPS Code (required)
- County FIPS
- Range, Pasture, BLM or All

7. Click on Query.

- A list of segments matching your search criteria will be displayed along with segments status and location codes shown below.

*Note: If the wrong segments are listed, you may be connecting to a database from an earlier year. Close the Communications screen by selecting OK. From the screen showing Available Segments, select Tools < Change Database and tap the current year.*



**Table 1: Segment Status codes**

Segment status code	Definition	Code on server	Code on Newton
NS	Not Started	Yes	Yes
IP	In Progress	No	Yes
UC	Incomplete	Yes	Yes
CO	Complete	Yes	Yes

**Table 2: Sample location codes/server only**

Location	Definition Code
In	On the server, may be checked out on the field PC or web-based CASI.
Out	Not on the server, checked out on a field PC or web-based CASI.

8. Select segment by checking the box next to it and tap on **Get Selected**. Only one or two boxes should be checked for download at one time. The process may be repeated.

- The selected segments will be returned to the field PC and are now available to open for data entry.
- No more than 10 sample segments and associated substitute segments can be downloaded for data entry on one machine.

9. Tap **Disconnect** to dismiss the connect window and end the communication session.

10. Tap on **Ok** (upper right hand corner) to return to the segment selection screen. Any downloaded segments will be listed here.

### C. Uploading Segments to the Server

1. Establish a communication session between the Field PC and a PC connected to the Internet using the Microsoft ActiveSync program.

2. Start the CASI on the Field PC – it should be listed in the Field PC Start Menu.

3. Tap on the Communications button (bottom of the CASI screen)

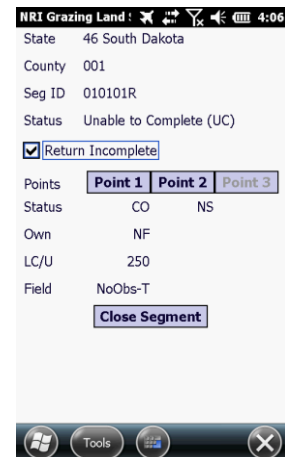
4. Assuming the Field PC has already been registered(one time process), the CASI communication window will be displayed and default to the Check out tab (shown at bottom of the window).

5. Tap on the **Connect** button to establish a connection to the data base. Upon a successful completion, the name of the database i.e. Grazing Land Survey will be returned to the CASI window.

6. Tap on **Return** on the communication menu at the bottom of the screen.

7. A list of segments eligible for upload to the server will be displayed in the left panel. Eligible status codes include:

- NS Not Started
- CO Complete
- UC In progress, marked as UC to return to the server (see figure)



8. Select the segments for return to the server and tap on **Return Selected** button.
  - The selected segments will be returned to the server and disappear from the list on the left hand panel and the list in the Recon.
9. Tap on **Disconnect** to dismiss the connect window and end the communication session.
10. Tap on **OK** to return to the segment selection window.