

Entering In-House Mark Recovery

Developed by Chad Goche

Note: Do not start with more “Survey Recovery Report” sheets than can be completed in a single day because this will impede anyone else from entering recovery until you finish.

1. Scan the “Survey Recovery Report” sheet(s) into a single PDF.
2. Save the PDF to the below file folder on the Mphscadd network
<\\Mvm-fs-survey\Users2\SMMART\ToBeChecked> named with “rec” followed by the date (mmddy) followed by the data entry personnel’s initials.
3. Open the Smart 2002 program.
4. Click on “Monument” in the SMMART2002 toolbar, in drop box move over “Recovery or Re-establish”, in popup box click “Split PDF Documentation” as seen in Figure 1, explore to locate and click on your newly created PDF, and allow time for program to process the PDF.

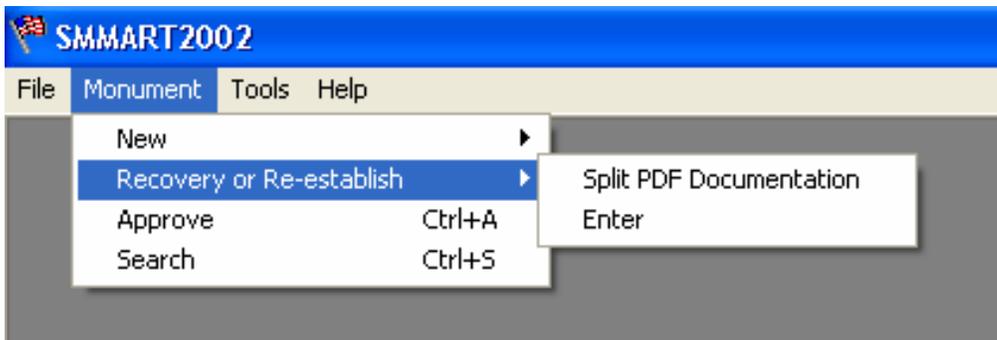


Figure 1. SMMART2002 toolbar

5. Click on “Monument” in the SMMART2002 toolbar, in drop box move over “Recovery or Re-establish”, in popup box click “Enter” (refer to Figure 1), and allow time for the “Recovery or Re-establish” input window to appear. It will

appear as seen in Figure 2 with one page of the recovery report PDF shown below the input window, as seen in Figure 2.

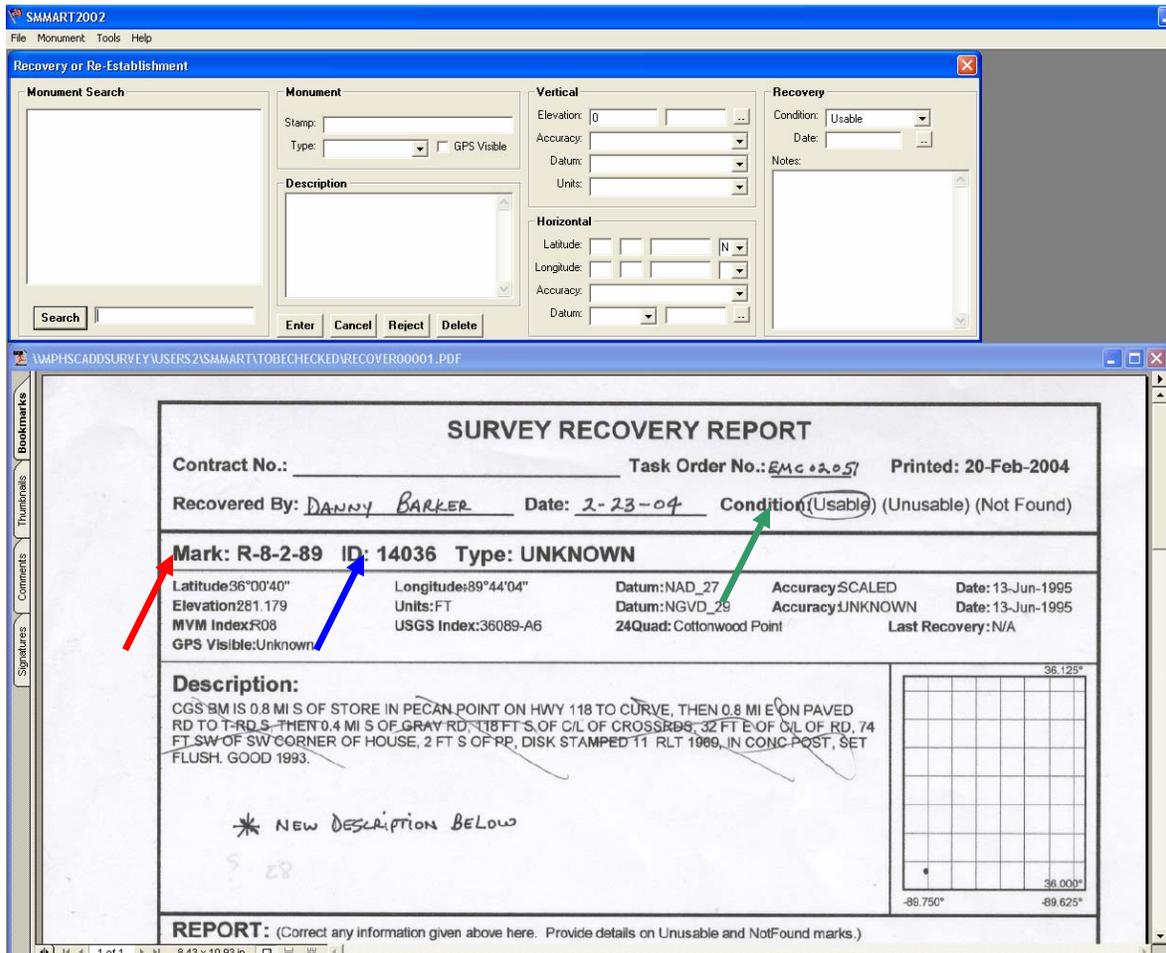


Figure 2. "Recovery or Re-establish" input window

6. Type the first character of the stamping name, obtained from "Survey Recovery Report" in space indicated with red arrow in Figure 2, in the white box to the right of the search button, followed by an "*", and click "Search".
7. Under "Monument Search" heading locate and click on the matching station stamping. If the monument does not exist in the database then click the "Reject" button in the Smart2002 interface. Go to the file folder on the Mphscadd network

<\\Mvm-fs-survey\Users2\SMMART\Rejected> and locate your rejected mark.

Rename it and proceed with the “Entering In-House New Marks” process, else proceed to #8.

8. Verify that ID on “Survey Recovery Report”, whose location is indicated by the blue arrow in Figure 2, matches that in Smart 2002 “Monument” information block.
9. Observe mark condition from “Survey Recovery Report”, whose location is indicated by the green arrow in Figure 2, and change appropriately in Smart 2002.
10. Set recovery date to that on “Survey Recovery Report.”
11. Based on mark condition:
 - If mark is “Not Found”; mark appropriately and make a note of this in Smart 2002. Then skip to #15.
 - If mark is “Unusable”; mark appropriately, copy any notes as to the cause or condition of unusable mark, make comment in notes section and proceed to #15.
 - If mark is “Usable”; mark appropriately then proceed with #12.
12. Observe any handwritten changes to the “Survey Recovery Report” location information (lat / long data), monument information, and/or description; apply to Smart 2002 as applicable. If any location information changed, change date in that section to match recovery date.
13. If GPS Visibility is marked usable on bottom of “Survey Recovery Report”, check the box in Smart 2002.

14. Under notes, mention needs to be made of any changes under the other headings or at least a remark about the mark being found as described.
15. Click “Enter” at the bottom of the “Recovery or Re-establish” window, at which time the next mark will appear, unless the recovery entry is updated to present.
16. If another recovery follows then it will appear and you should start at #6.