



Field Measurement Approach



ON-LINE USER GUIDE

FOR

REGISTERED EMISSIONS TRADING SCHEME POST 1989

AND

PERMANENT FOREST SINK INITIATIVE PARTICIPANTS

Version 1.1



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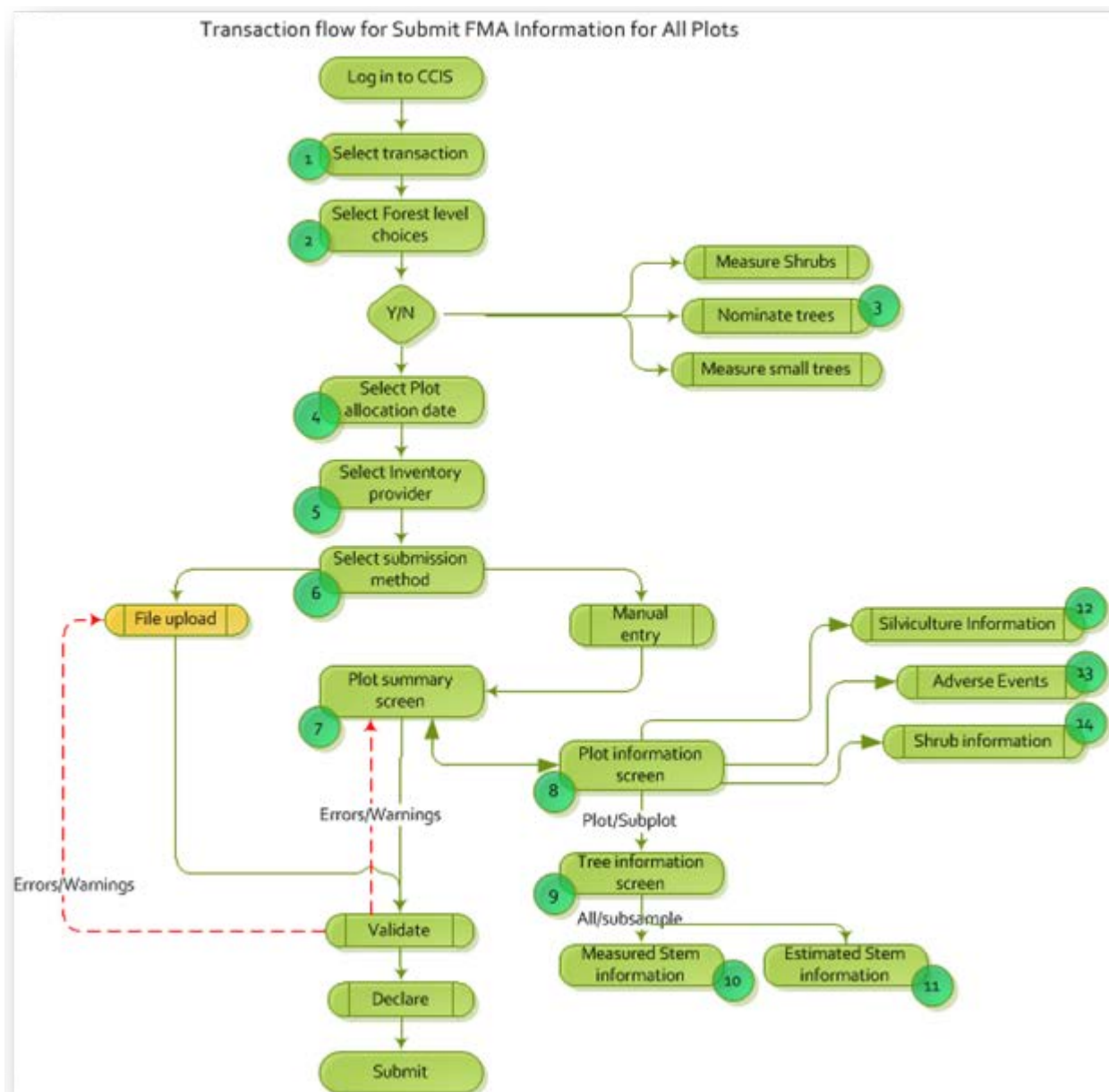
Overview of submitting FMA information to MPI

This guide will help you understand the method you may follow and options you make when submitting your FMA information to MPI. The workflow is meant to make the submission of your data as easy and efficient for you. It is recommended that you read this guide as you work through your initial submission to make the process as smooth as possible.

You will also need a copy of the [FMA Information Standard](#) and the *Guide to the FMA* [available here](#).

If you are entering data for a client, you may need further information from the forest owner.

The following diagram represents the workflow to be followed:





Before starting

Make sure you are familiar with the detail in the following publications that are available from the MPI website:

- [Field Measurement Approach standard](#)
- [Field Measurement Approach Information Standard](#)
- [A Guide to the Field Measurement Approach](#)

Making the Correct Transaction Selection

You will only be able to submit information for the FMA once you have been allocated sample plots. Having received sample plot locations after you have logged into the system, you will see new FMA transactions available to you.

When submitting FMA information for the first time, you **must** select “*Submit FMA Information for All Sample Plots*”

Note: You will only be able to have one unsubmitted transaction active at any one time:

1. Transaction Selection

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Participant Portfolio

Participant Name: [FarmMaps](#)
Holding Account Number: NZ-1234
Current FMA Flag: Yes
Participant Type: Single Applicant

Transaction History

Reference	Transaction	Submitted	Forms & Documents	MAF Assessment
ETSA-019367	ETS P89 Register	22 May 2012	Please select...	Approved
ETSP89REM-019440	Remove CAA	16 Aug 2012	Please select...	Approved

Post-1989 Carbon Accounting Area (CAA) Portfolio

Please note the following closing dates for the submission of applications to MAF:

- "Exemption – Less than 50ha". Must be received by MAF no later than 30th September 2011
- "Apply for Allocation". Must be received by MAF no later than 30th November 2011

Applications received after these dates will only be considered if approval has been granted. You can request approval by emailing climatechange@maf.govt.nz.

New transactions for Participant

Pre-1990

- [Notify Deforestation](#)
- [Exemption - Less than 50ha](#)

Post-1989

- [Add a Carbon Accounting Area](#)

Field Measurement Approach

- [Submit FMA Information for All Sample Plots](#)
- [FMA On-Line User Guide](#)

File Emissions Return

- [Post](#)

1. Select the transaction you want to perform

Download a copy of the User Guide



2. Making your Forest level choices

The choices you make on this screen are very important, so make sure your selections are correct. To assist you refer to the “Key FMA Options and Decisions” section of the Field Measurement Approach Guide

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Forest Level Choices

CAUTION: The choices made for the collection of FMA information for shrubs and small trees cannot be changed (once the measurement information has been submitted), unless you request a new set of sample plots. The choice made to collect FMA information for only nominated tree species can never be changed.

	Exotic	Indigenous
Collect information for shrubs?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Collect information for nominated tree species only?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collect information for small trees? (DBH < 25mm)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

[Back](#) [Save & Continue](#)

2. Important: Make your Forest level choices

3. Nominated tree selection (if applicable)

If you have elected to collect information for nominated tree species the following screen will be displayed:

Note: You must enter the correct botanical name of any nominated tree species.

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Nominated Tree Species

Exotic

Please type the exact botanical name of a species and click 'Add'.

[Add](#)

Species names are listed in the [FMA Information Standard Appendices](#)

Selected Exotic Species
No species selected.

Indigenous

Please type the exact botanical name of a species and click 'Add'.

[Add](#)

Species names are listed in the [FMA Information Standard Appendices](#)

Selected Indigenous Species
No species selected.

[Back](#) [Save & Continue](#)

3. Type the botanical name of any Nominated tree species (if selected) and select Add



4. Plot allocation date selection

This date should be the same date as shown on the document you would have received listing your sample plots.

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Plot Allocation Date

Select the Sample Plot Allocation Date for the set of plots for which you are providing FMA information: 15 March 2012

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4. Select your Plot allocation date

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5. Inventory provider details

You must provide information on who collected your forest measurements. This may be you or other individuals or individuals associated to an organisation. Where an individual is associated with an organisation please enter the organisation name in the field provided. This information could be used for compliance purposes.

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Inventory Provider

Were one or more independent inventory providers used to collect any of this measurement? ☒ Yes ☐ No

If you have indicated that an independent inventory provider was used, you should complete details of the inventory provider (company or organisation) and the inventory personnel details for each provider below. If no formal company or organisation was used, you should list all inventory personnel details.

First Name	Last Name	Inventory Provider Name*
Mike	Measure	Mikes Measurement

* Inventory Provider Name is not a mandatory field. You may leave this field blank for personnel that are not related to a provider.




[Back](#) [Save & Continue](#)

5. Select the inventory provider option and enter any inventory provider details

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Icon behaviour

- Select the Save () icon to save the record and create a new blank record.
- Click on the edit icon () to change an entry
- Click on the delete icon () to remove an entry



6. Selecting your Submission method

There are two methods for you to supply your FMA information to MPI:

- A file upload (XML format)
(To obtain details on the xml file format required refer to the [Field Measurement Approach Information Standard](#)), or;
- Manual data entry on-line.

Note: Once selected, this decision cannot be changed for this transaction.

File upload

If you are supplying an upload file, select the *Upload file* button and Click on the *Save and Continue* button.

Browse to where the file is located on your system and click on the *Upload* button.

The file will be validated by the MPI system and you will be informed if the upload was successful or not.



The following screen is displayed if your file failed to upload:

Home
Participant Portfolio
Forest Level Choices
Nominated Tree Species
Plot Allocation Date
Inventory Provider
Submission Method
Enter Measurement Info
Validation
Declarations

File Upload

- Your file has failed to upload:
- DatePlotsAllocated 26/06/2012 does not match the Plot Allocation date you have chosen for this transaction.

Your file has been uploaded successfully.

Please select your xml file to upload

The message will include the details of any error(s) and you will need to correct the file before re-uploading.

If your file uploads successfully, select the Validate button to view any Errors and Warnings that may need correction before continuing.

Home
Participant Portfolio
Forest Level Choices
Nominated Tree Species
Plot Allocation Date
Inventory Provider
Submission Method
Enter Measurement Info
Validation
Declarations

File Upload

Your file has been uploaded successfully.

Please select your xml file to upload



Uploading another file

If you get an error(s) when validating your file, you must correct the error(s) before re-uploading the file. Select the Back button after viewing the results of the Validate and upload the corrected file.

Deleting a transaction

If you need to delete a transaction on your Portfolio page and start another transaction, select the [Delete](#) link. All information in the initial transaction will be removed, (see following screen).

Transaction History

Not Yet Lodged with MAF

Reference	Transaction	Modified	Forms & Documents	Payment
ETSFMAIP-019390	ETS Info-All Plots	15 Jun 2012	None	X Delete

Lodged with MAF

Reference	Transaction	Submitted	Forms & Documents	MAF Assessment
ETSA-019348	ETS P89 Register	30 Apr 2012	Please select...	Approved
ETSP89ADD-019350	Add CAA	07 May 2012	Please select...	Approved

Post-1989 Carbon Accounting Area (CAA) Portfolio

Please note the following closing dates for the submission of applications to MAF:

- "Exemption – Less than 50ha". Must be received by MAF no later than 30th September 2011
- "Apply for Allocation". Must be received by MAF no later than 30th November 2011

Applications received after these dates will only be considered if approval has been granted. You can request approval by emailing climatechange@maf.govt.nz.

New transactions for Participant

Pre-1990

- [Notify Deforestation](#)
- [Exemption - Less than 50ha](#)

Post-1989

- [Add a Carbon Accounting Area](#)

Field Measurement Approach

- [Submit FMA Information for All Sample Plots](#)

File Emissions Return

- [Post-1989 Voluntary](#)

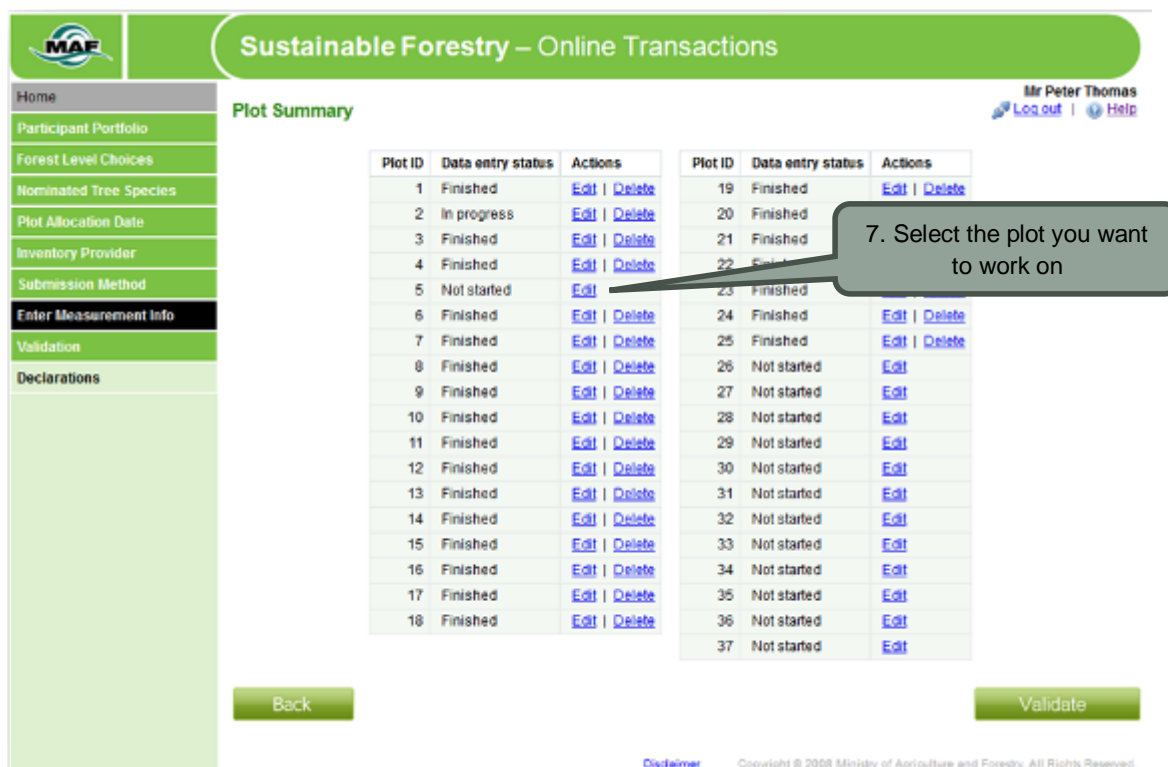
7. Manual entry

If you intend to supply your information manually, select the *Enter measurement information manually* button and click on the *Save and Continue* button.

The rest of this section describes the process to follow to enter your data.

Plot Summary screen – Plot selection

This screen displays your current plot list and shows you the status of each plot. Click on the [Edit](#) link to open the Plot Information screen for the required plot.



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Plot Summary

Plot ID	Data entry status	Actions
1	Finished	Edit Delete
2	In progress	Edit Delete
3	Finished	Edit Delete
4	Finished	Edit Delete
5	Not started	Edit
6	Finished	Edit Delete
7	Finished	Edit Delete
8	Finished	Edit Delete
9	Finished	Edit Delete
10	Finished	Edit Delete
11	Finished	Edit Delete
12	Finished	Edit Delete
13	Finished	Edit Delete
14	Finished	Edit Delete
15	Finished	Edit Delete
16	Finished	Edit Delete
17	Finished	Edit Delete
18	Finished	Edit Delete
19	Finished	Edit Delete
20	Finished	Edit Delete
21	Finished	Edit Delete
22	Not started	Edit
23	Finished	Edit Delete
24	Finished	Edit Delete
25	Finished	Edit Delete
26	Not started	Edit
27	Not started	Edit
28	Not started	Edit
29	Not started	Edit
30	Not started	Edit
31	Not started	Edit
32	Not started	Edit
33	Not started	Edit
34	Not started	Edit
35	Not started	Edit
36	Not started	Edit
37	Not started	Edit

7. Select the plot you want to work on

[Back](#) [Validate](#)

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There are three states for a plot:

- Not started – You have not entered any data for this plot.
- In progress – You have entered some data for this plot.
- Finished - You have completed all the entries for this plot.

You can edit any entries you have made prior to submitting your data.

Warning: The Delete option for a plot is only available after you have entered some information for that plot. This option will remove **all** data for the plot; Stem information, Silviculture information and Adverse event information.



8. Entering Plot information

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8. Enter the Plot Information

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[Nominated Tree Species](#)
[Plot Allocation Date](#)
[Inventory Provider](#)
[Submission Method](#)
[Enter Measurement Info](#)
[Validation](#)
[Declarations](#)

Plot Information > Plot 1

Section 1
Complete all of this Section

Date information collection started

Area (ha)

Average maximum slope (°)

Shape ☒ Circular

Radius (m)

Slope adjusted radius (m)

☐ Square

Length (m)

Slope adjusted length (m)

Centre point Easting (m)

Centre point Northing (m)

Centre point altitude (m)

Position navigated to Easting (m)

Position navigated to Northing (m)

Plot extends beyond boundary? ☒ No ☐ Yes

Centre point relocated? ☒ No ☐ Yes

Centre point re-established? ☒ No ☐ Yes

If 'Yes', enter area within boundary (%)

If 'Yes', select relocated reason

Enter measurement information for: ☒ Plot ☐ Subplots

Section 2
Select from the following options:

[Enter Tree Information](#)
[Enter Silviculture Information](#)

[Enter Adverse Event Information](#)
[Enter Shrub Information \(Only select if you are measuring shrubs\)](#)

Back

Save & Continue

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The following is information about the expected data to be provided for certain fields. Refer to the [Field Measurement Approach Standard](#) documents and the Field Measurement Approach Guide for further assistance.

8.1 Select the measurement date (mandatory):

Date Information Collection Started

Area (ha)

Shape

Radius (m)

Slope Adjusted Radius (m)

Position Navigated To Easting (m)

Centre Point Easting (m)

Centre Point Altitude (m)

February 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

8.2 Select the plot size (mandatory):

Area (ha)

Shape

Radius (m)

Slope Adjusted Radius (m)

0.060

0.030

0.040

0.060

0.100

0.200

Square



8.3 Enter the average maximum slope (mandatory):

Average Maximum Slope (%)	<input type="text" value="12"/>
---------------------------	---------------------------------

8.4 Select the plot shape and then using the Slope adjusted radii table A1 in the FMA guide; enter the 0 degree radius in the Radius box.

Shape	<input checked="" type="radio"/> Circular	<input type="radio"/> Square
Radius (m)	<input type="text" value="13.82"/>	Length (m)
Slope adjusted radius (m)	<input type="text" value="13.97"/>	Slope adjusted length (m)

Enter any slope adjusted radius from the table, in the corresponding box (if equal to or greater than 10; in this case 12)

For a square plot use the fields on the right side of the screen.

8.5 Enter the Easting and Northing details in the appropriate boxes; these must be a 7 digit number (mandatory):

Centre point easting (m)	<input type="text" value="2072346"/>	Position navigated to easting (m)	<input type="text" value="2072346"/>
Centre point northing (m)	<input type="text" value="5809311"/>	Position navigated to northing (m)	<input type="text" value="5809311"/>
Centre point altitude (m)	<input type="text" value="120"/>		

8.6 Enter the centre point altitude (m); (mandatory):

8.7 Select the plot location options:

Plot extends beyond boundary?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	If 'Yes', enter area within boundary (%)	<input type="text"/>
Centre point relocated?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	If 'Yes', select relocated reason	<input type="text" value="v"/>
Centre point re-established?	<input checked="" type="radio"/> No	<input type="radio"/> Yes		

- If the plot extends beyond the boundary; select Yes and enter the percentage in the Area field.
- If the centre point has been relocated; select Yes and select the reason from the drop-down list.
- If the plot centre point has been re-established; select Yes.

8.8 Select either Plot or Subplot for the area you entering information for; (mandatory):

Enter measurement information for:

☒ Plot ☐ Subplot

8.9 Click on the [Enter Tree information](#) link.



9. Entering Tree information

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9. Complete the Tree Information page.

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[Nominated Tree Species](#)
[Plot Allocation Date](#)
[Inventory Provider](#)
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Tree Information > Plot 2

Section 1
Complete all of this section

Trees are present? <input checked="" type="radio"/> Yes <input type="radio"/> No	If "No", then select: Reason for absence <input type="text"/>
Intermingled trees are present? <input type="text" value="No"/>	If "Yes", then select: Predominant species <input type="text"/>
Trees present as planted? <input type="text" value="Yes"/>	If "Yes", then enter: Planted stocking (st/ha) <input type="text" value="1000"/> Planting year (yyyy) <input type="text" value="1990"/> Planting month (mm) <input type="text" value="6"/>
Regenerated trees present? <input type="text" value="No"/>	If "Yes", then enter: Year first regenerated (yyyy) <input type="text"/> Month first regenerated (mm) <input type="text"/>
Low stem count? <input type="text" value="Yes"/>	If "Yes", then select: Reason for low stem count <input type="text" value="Unstocked area present"/>

Enter measurement information for: ☒ All stems ☐ Subsample of stems

Section 2
Select from the following options

[Enter measured stem info](#)

[Enter estimated stem info](#)

Back
Save & Continue

9.1 Select if Trees are present: Yes/No;

If "No", you must select the Reason from the drop-down list.

9.2 Select if Intermingled trees present option: Yes/No;

If "Yes", you must select the predominant species from the drop-down list.

9.3 Select trees present as planted option: Yes/No;

If "Yes", you must enter Planted stocking, Planting year and Planting month

9.4 Select if Regenerated trees are present: Yes/No;

If "Yes", you must enter first year regenerated and month.

9.5 Select if Low stem count: Yes/No (less than 20 DBH measurements);

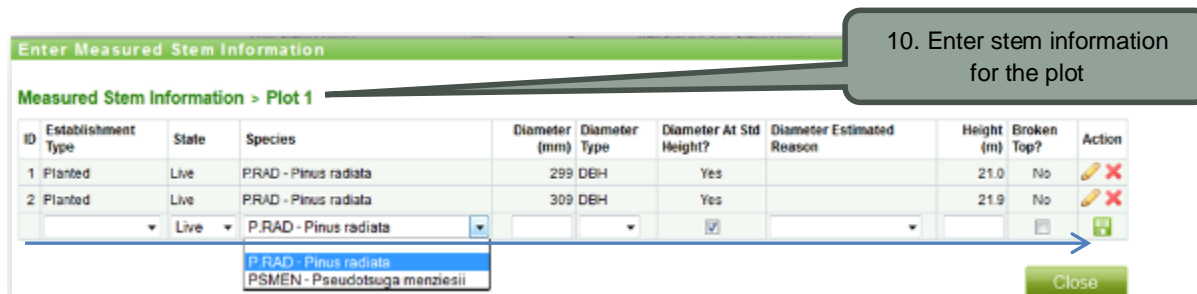
If "Yes", you must select the Reason from drop-down list.

9.6 Select measurement information option:

All stems/Subsample of stems (See; [Section 17](#) for details).

- If *All stems* selected; click on the [Enter measured stem info](#) link.

10. Entering Measured Stem information



10.1 Select the drop down options for the following:

- Establishment type (Planted/Regenerated)
- State (Live/Dead)
- Species

10.2 Enter the stem diameter (mm).


10.3 Select Diameter type from drop-down; DBH/CD.


10.4 Choose option for Diameter at standard height check box (uncheck if not).

10.5 You must select Diameter estimation reason if unchecked.

10.6 Enter stem height (m) if applicable, (min 5 stems per plot).

10.7 Check tick box if stem has broken top (you must enter a stem height).

10.8 Select the Save () icon to save the stem record and create a new blank record ready for populating.

10.10 Click on the edit icon () to change an entry.

10.11 Click on the delete icon () to remove an entry.

10.10 When you have finished entering data; select the Close button.

10.11 Click on the Save and Continue button on the Tree information screen.

10.12 Click on the Save and Continue button on the Plot information screen.

10.13 If you have finished entering stem information for this plot Click on the OK button on the pop-up box, or Cancel if you need to add further information at another time.



Click "OK" if you have finished entering information for this plot.

OK

Cancel

Entering Estimated stem information

Select the [Enter estimated stem info](#) link on the Tree information page **only** if you selected to collect information for small trees in your Forest level choices.

Enter measurement information for:

☒ All Stems

☐ Subsample of stems

[Enter measured stem info](#)

[Enter estimated stem info](#)

Back

Save & Continue



11. Estimated Stem information screen

Enter Estimated Stem Information

Estimated Stem Information > Plot 18

Species Group	Average Collar Diameter of Stems (mm)	Average Height of Collar Diameters (m)	Stocking of Collar Diameter Stems (st/ha)	
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #d9e1f2; padding: 2px;">Douglas fir</div> <div style="padding: 2px;">Exotic hardwoods</div> <div style="padding: 2px;">Exotic softwoods</div> <div style="padding: 2px;">Indigenous forest</div> <div style="padding: 2px;">Pinus radiata</div> </div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Close

11. Complete the estimated stem information screen

11.1 Select the Species group from the drop-down list.

11.2 Enter the Average collar diameter of stems (mm).

11.3 Enter the Average height of collar diameters (m).

11.4 Enter the Stocking of collar diameter stems (st/ha).

11.5 Click on the save icon.


11.6 Either enter further rows as required or click on the Close button.



12. Entering Silviculture information for a plot

Note: If you have no Silviculture information for a plot you may ignore this section.

Click on the [Enter Silviculture information](#) link on the plot Information screen.



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[Nominated Tree Species](#)
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Plot Information > Plot 1

Section 1
Complete all of this Section

Date information collection started:

Area (ha):

Average maximum slope (°):

Shape: ☒ Circular

Radius (m):

Slope adjusted radius (m):

☐ Square

Length (m):

Slope adjusted length (m):

Centre point Easting (m):

Position navigated to Easting (m):

Centre point Northing (m):

Position navigated to Northing (m):

Centre point altitude (m):

Plot extends beyond boundary? ☒ No ☐ Yes If 'Yes', enter area within boundary (%):

Centre point relocated? ☒ No ☐ Yes If 'Yes', select relocated reason:

Centre point re-established? ☒ No ☐ Yes

Enter measurement information for: ☒ Plot ☐ Subplots

Section 2
Select from the following options:

[Enter Tree Information](#)

[Enter Silviculture Information](#)

[Enter Adverse Event Information](#)

[Enter Shrub Information](#) (Only select if you are measuring shrubs)

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Save & Continue

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Silviculture information screen

Enter Silviculture Information

12. Enter Silviculture information for a plot

[Help](#)

Silviculture Information > Plot 18

Trees subject to pruning? ☒ Yes ☐ No Trees subject to thinning? ☒ Yes ☐ No

ID	Thinning Year (yyyy)	Thinning Month (mm)	Residual Stocking (st/ha)	Residual Stocking Determined By	Residual Stocking Estimation Method	Majority of Thinnings Remain?
	<input type="text" value="2009"/>	<input type="text" value="05"/>	<input type="text" value="700"/>	<input type="text" value="Counting"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Close

12.1 Select the trees subject to pruning and thinning options before entering data.

12.2 Enter the thinning year and month.



12.3 Enter the residual stocking count (st/ha)

12.4 Select the residual stocking determination from the drop-down list: Counting/Estimation:

- If Estimation; select the method from the drop-down list.

12.5 Select the Majority of thinnings remaining option: Yes/No.

12.6 Click on the save icon.

12.7 Either enter further rows as required or click on the Close button.



13. Entering Adverse event information for a plot

Note: If you have no adverse event information for a plot you may ignore this section.

Click on the [Enter Adverse event information](#) link on the plot Information screen. You must answer the question “Trees Subject to Adverse Event?”

Adverse event information screen

Enter Adverse Event Information

Adverse Event Information > Plot 18

Trees subject to adverse event? ☒ Yes ☐ No

ID	Adverse Event Year (yyyy)	Adverse Event Month (mm)	Adverse Event Type	Residual Stocking (st/ha)	Residual Stocking Determined By	Residual Stocking Estimated By	Cleared Wood Remains?	
	2001	6	Wind ▼	800	Estimation ▼	<div style="border: 1px solid #ccc; padding: 2px;"> Stand records Information from damage surveys Personal knowledge of owner or consultant Other </div>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Close

13. Enter Adverse event information for a plot

13.1 Select the Trees subject to adverse event option: Yes.

13.2 Enter the year and month fields.

13.3 Select the Adverse event type from the drop-down list.

13.4 Enter the residual stocking count (st/ha).

13.5 Select the residual stocking determination from the drop-down list: Counting/Estimation:

- If Estimation; select the method from the drop-down list.

13.6 Select the Cleared wood remains option: Yes/No.

13.7 Click on the save icon.

13.8 Either enter further rows as required or click on the Close button.

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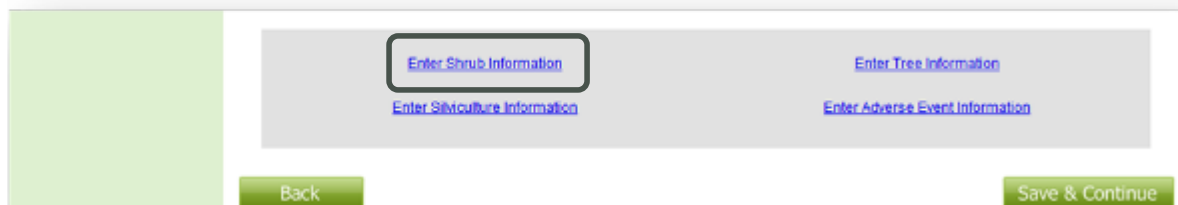


14. Entering Shrub Information

If you have selected to collection information for shrubs in your Forest level choices; follow this procedure, if not, you may ignore this section:

Note: Do **not** select this link if you have chosen not to measure shrubs as this will create an error for the plot.

Click on the [Enter shrub information](#) link on the plot Information screen.



Shrub information screen

You must answer the question “Shrubs present?”

- 14.1 Select the Shrubs present option to Yes.
- 14.2 Select the shrub type from the drop-down list.
- 14.3 Enter the percentage of crown cover.
- 14.4 Enter the average crown height (m).
- 14.5 Click on the save icon.
- 14.6 Click on the Close button or create another record if required.



15. Validating your Plot Information

At any time during your data submission, you can check if there are any errors and warnings in the information you have supplied.

From the Plot summary screen, select the Validate button:

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Plot Summary

Plot ID	Data entry status	Edit
1	Finished	Edit
2	Finished	Edit
3	Finished	Edit
4	Finished	Edit
5	Finished	Edit
6	Finished	Edit
7	Finished	Edit
8	Finished	Edit
9	Finished	Edit
10	Finished	Edit
11	Finished	Edit
12	Finished	Edit
13	Finished	Edit
14	Finished	Edit
15	Finished	Edit
16	Finished	Edit
17	Finished	Edit
18	In progress	Edit
19	In progress	Edit
20	Finished	Edit
21	Finished	Edit
22	Finished	Edit
23	In progress	Edit
24	In progress	Edit
25	In progress	Edit
26	In progress	Edit
27	Finished	Edit
28	In progress	Edit
29	In progress	Edit
30	Finished	Edit
31	Finished	Edit
32	Finished	Edit
33	Finished	Edit
34	Finished	Edit
35	Finished	Edit
36	Finished	Edit
37	Finished	Edit
38	In progress	Edit
39	Not started	Edit
40	Not started	Edit
41	Not started	Edit
42	Not started	Edit
43	Not started	Edit
44	Not started	Edit
45	Not started	Edit
46	Not started	Edit
47	Not started	Edit
48	Not started	Edit
49	Not started	Edit
50	Not started	Edit
51	Not started	Edit
52	Not started	Edit
53	Not started	Edit
54	Not started	Edit
55	Not started	Edit

[Back](#) [Validate](#)

15. Check for errors and warnings

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If there are any errors/warnings a screen similar to the following will be displayed:



Sustainable Forestry – Online Transactions

Mr Peter Thomas
[Log out](#) | [Help](#)

[Home](#)
[Participant Portfolio](#)
[Forest Level Choices](#)
[Nominated Tree Species](#)
[Plot Allocation Date](#)
[Inventory Provider](#)
[Submission Method](#)
[Enter Measurement Info](#)
[Validation](#)
[Declarations](#)

Validation

Participant ID: 2791 Plot Set Date: 04 Apr 2012 12:26:35
Participant Name: Foster's Forest
NZEUR Number: NA-4297
Scheme Type: ETS Date/Time Validated: 12 Apr 2012 09:22:19

! The following errors and warnings were identified during validation.

Severity	Location	Error Code	Error Description
Warning	Plot 23	W50011	Plot centre point Northing figure appears to be too far from allocated position. Please check.
Error	Plot 23	E00003	TreeInfo is mandatory. Please specify a value or values.
Error	FMADataSubmissionSet	E00064	Information for all plots must be supplied when choosing to submit information for All Sample Plots. Some plot information is missing.
Error	FMADataSubmissionSet	E00064	Information for all plots must be supplied when choosing to submit information for All Sample Plots. Some plot information is missing.
Warning	FMADataSubmissionSet	W50006	At least 50 stem heights for Species Group SGIND should be recorded to represent all plots.

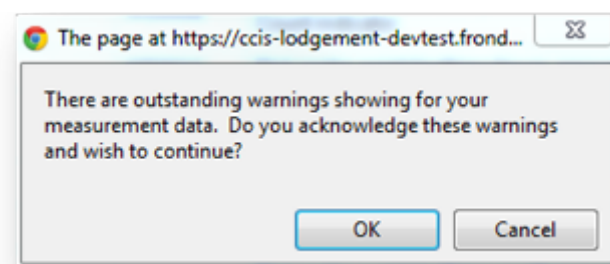
[Back](#)
[Download](#)
[Save & Continue](#)

[Redeem](#) Copyright © 2008 Ministry of Agriculture and Forestry. All Rights Reserved.

Any errors **must** be corrected before continuing. You may however choose to either correct the data for plots that have warnings against them, by selecting the Back button, or continue to the Declaration and Submission screen.

You can select to download the list of errors and warnings to make it easier for you to correct any data.

If there are no errors but warnings are present, the following message is displayed when you select to Save and Continue to Declaration.



Note: You can only submit your data if **all** plot information has been supplied and there are no errors.



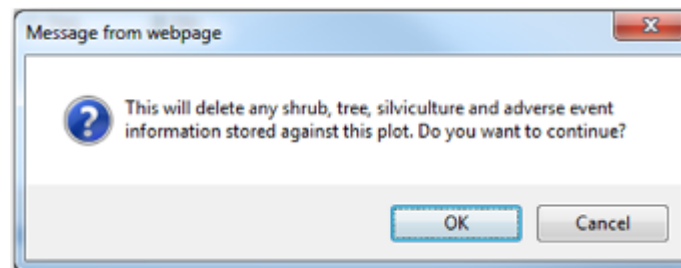
More Complex Cases

This section describes further information for Sub-plots and Sub-samples:

16. Entering data for Sub-plots

16.1 Complete the Plot Information screen and select the Subplot button.

A warning will be displayed as below:



This warning applies to any measurement information you may have inadvertently entered for this plot.

16.2 When you click on OK the following screen is displayed, with the option to add data for two subplots (minimum). You can add further subplots if required, by clicking on the Add Subplot link.

16.3 Click on the [Enter subplot information](#) link.

16.4 Enter the percentage area of the plot this subplot occupies.



16.5 Click on the [Enter Tree Information](#) link for the subplot and complete the entries as required.

Section 2

Select an option for each Subplot:

Subplot 1			
Enter Subplot Information	Enter Tree Information	Enter Silviculture Information Enter Adverse Event Information Enter Shrub Information	✗
Subplot 2			
Enter Subplot Information	Enter Tree Information	Enter Silviculture Information Enter Adverse Event Information Enter Shrub Information	✗

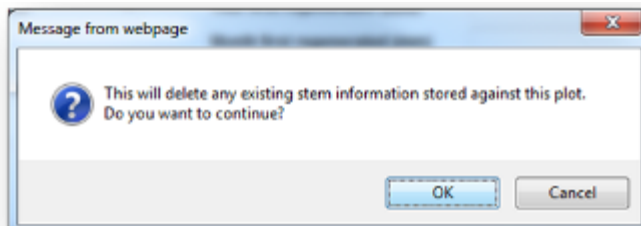
[+ Add Subplot](#)

16.6 Repeat the same procedure for the next subplot (ensure the percentage of all subplots adds up to 100%).

16.7 Enter any other Shrub, Silviculture and Adverse event information as required for each subplot.

17. Entering data for subsamples

If your plot has subsamples on it, from the *Tree information* page, select the *Subsample of stems* button:



When you click on OK the following screen is displayed



17.1 Complete the Subsample information screen:

- Enter the radius
- Average slope
- Slope adjusted radius, if applicable
- Trees are present: Yes/No, if No select reason from drop-down list.

Enter Subsample Information

[Help](#)

Enter Subsample Information > Plot 12 > Subsample 1

Radius (m)	3.00	Transect Width (m)	
Average Maximum Slope (°)	4	Slope Adjusted Radius (m)	
Trees are present?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Reason for absence	

Save
Cancel

17.2 Click on the Save button

17.4 Enter the Measure stem information or Estimated stem information for the subsample.

17.3 Add any further subsamples as required.

Declaration and Submission

Congratulations if you have made it this far!



Once your data had been validated and there are no errors, (you may have accepted some Warning messages), you can continue to the declaration screen.

Tick all the boxes to confirm your obligations and proceed to Submit.

That's it, you're done, MPI will now process your measurement information and send you your new participant-specific tables. Should we have any questions about your data we will contact the submitter of the information.

Further Assistance is available from the MPI Contact Centre on 0800 254628