

***MAFC Scouts Guidelines for Using CyberTracker for Data Collection***

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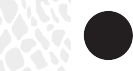
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# Pre-Patrol Preparation



## As a Patrol Leader, understand the need for patrols (why) and what to know when planning protection activities (what)?

* What are the threats?
* Where are the threats and which is the most threatened area?
* What are the resources available for protection activities?
* Where have the patrols covered already?
* Are the threats increasing or decreasing over time?
* Are we achieving our aim of protection?
* Are the patrols effective?
* To know this - we need information which comes from data recorded during patrols.

## Understand the type of data required.

* Accurate
* Standardized
* Crime scene evidence
* Directly comparable across time and space
* Collected following systematic protocols

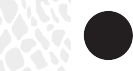
## Understand what the data model in CyberTracker captures:

* Patrol set up
* Human sign/threats
* Carcass observations
* Wildlife observations

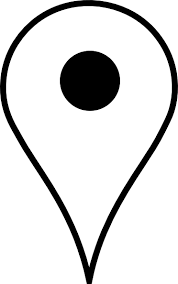
## Note:

* Standard detail needs to be collected about each observation.
* Each observation needs to be geo-referenced with a date/time.
* Photos are to be taken where required or necessary.

# Patrol Preparation



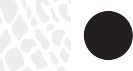
## Patrol process in CyberTracker

1. Patrol preparation
   * Check that phone are charged
   * Switch the phone on and ensure GPS is enabled
   * Wait for phone GPS to get a position – icon “”will disappear
   * Do not embark on patrol before phone gets GPS position
   * Carry backup GPS or phone.
   * Upload necessary coordinates to GPS handsets for GOTO function use (e.g. coordinates for poaching incident).
2. Patrol start

* Always start with patrol start page
* Setup Patrol details:
* Patrol type
* Team
* Station
* Mandate
* Objective (if any)
* Comments (if any)
* Members
  + Always start patrol by marking a “Patrol Start” under Position, as the first observation.

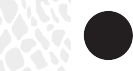
1. Patrol pause/resume
   * Use to record rests/breaks in patrol.
2. Patrol end
   * Take point (End Patrol) to close every patrol
   * Exit CyberTracker: use code 1234
   * Be ready for the next patrol.
   * Recharge phone using battery pack or link to computer USB.
   * Ensure battery packs are always fully charged

# On Patrol with CyberTracker



* + Keep the smartphone on during the patrol and not in hip pocket. Shirt pocket ok.
  + If there are changes to patrol - e.g. change transport type, patrol leader, patrol division, patrol mandate – DO END the patrol and then start a new patrol.
  + Adding a new observation versus add to previous observation. Ask patrol leads. E.g., if the item the same crime scene – use “add to previous observation”; if different crime scene, then it is a new observation.
  + Do NOT/NEVER use SKIP GPS in field (gives the waypoint 0.00 – 0.00).
  + Always acquire start and end patrol waypoints.

# Frequently Asked Questions.



## What should I do if SMART phone stops working?

* + Collect data using backup smartphone or GPS

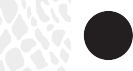
and datasheets. Note down when the smart phone stopped working.



## What should I do if Phone hangs?

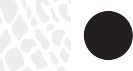
* + DO NOT turn device off.
    - Click the home key (circled red at bottom of phone - see right) and then click on CyberTracker app icon
    - If that fails, Go to Settings/Apps/ CyberTracker and then:
  + Click ‘Force Stop’
  + Click ‘OK’
  + Click on CyberTracker icon to return to patrol data entry.

# Caring for your Smart Phone



* + Keep your phone always Fully Charged. Smartphones work best and last longer when kept fully charged.
  + Avoid using a phone continuously until it completely runs out of power. Whenever you can, charge it. This should be especially so when you return from any patrol.
  + Ensure all phone ports are tightly sealed. An open port or any that is not tightly sealed allows in dust and water, making it fail to work.
  + Designate a safe place to keep and store your phone when not in use. It is a good practice to choose one spot where it always goes (near a charger) so that you can find it with ease.
  + Keep your phone dry and away from dust. It is a rugged smartphone and water proof, but hey, these properties often fail! Avoid placing it near water or carrying it near open water (such as a pond, the river, or toilets).
  + If there is something you do not understand on the phone, then do not do it. Leave it to the data manager.

# Steps for SMART Data Entry from GPS



* 1. **Entering Patrol Data From GPS (Note: This is the same process for entering Transect Survey Data)**

In case you collect data using the GPS instead of the smartphone, the following is the procedure for downloading the data to a computer

* 1. Convert GPS waypoints into format that MapSource can read
     + Connect GPS to computer
     + Open dnrgps (Shortcut is on Taskbar)
     + Click on 'GPS'
     + Select 'Download All'
     + Select Waypoints to download and press 'OK'
     + Go to 'File'
     + Select 'Save To' and Choose 'File…'
     + Browse to Folder where file will be saved (**C:\Users\USER\Desktop\M & R Data\FIELD DATA**. All M&R Desktops should use this directory path)
     + Type file name. (Include outpost, GPS number and Date)
     + In 'Save as type' select 'GPS Exchange Format'
     + Select 'Save'
     + In next window tick 'Waypoints' and select 'OK'
     + Select 'OK' again. Close dnrgps.

1. Convert dnrgps file created into format readable to smart using MapSource
   * Open MapSource (Shortcut is on Taskbar)
   * Go to 'File'
   * Click on Open
   * Browse to the file saved in C:\Users\USER\Desktop\M & R Data\FIELD DATA using DNR GPS
   * Select File and Click on 'Open'
   * Click on 'File'
   * Click on 'Save As…'
   * Browse to ‘MapSource Files', C:\Users\USER\Desktop\M & R Data\FIELD DATA and Open it by double clicking it.
   * Type file name. (Include outpost, GPS number and Date)
   * In 'Save as type' select 'GPS eXchange Format (\*.gpx)'
   * Click on Save.
   * Close MapSource

1. Open Saved Waypoints in SMART to create Patrols
   * Open SMART
   * Click on 'open new Patrol wizard'
   * Fill in the Patrol details and select the date range of all the data on the GPS and forms. click 'Finish' at the end
   * Click on 'Import Waypoints…'
   * Select 'GPX File' and click on 'Next'
   * Click on 'Add' button and browse to file saved in C:\Users\USER\Desktop\M & R Data\FIELD DATA\MapSource Files
   * Select File and Click on 'Open'
   * Click 'Import All (and assign to correct day)' option
   * Click on 'Finish'
   * Click on 'OK'
     + 1. **Setting up a patrol track in SMART**
   1. Option 1: Creating patrol tracks in SMART using downloaded GPS data
      * In SMART, Click on 'Set Track…'
      * Click on 'Generate from Waypoints'
      * Click 'Next'
      * Select 'Generate tracks from waypoints from all days'
      * Click on 'Finish'
      * Click on 'Ok'
      * Start entering the observation data from the data sheets

1. Option 2: Converting patrol tracks and entering them into SMART **(Only if Option 1 fails)**
   1. Converting Tracks in MapSource into format readable in SMART
      * Connect GPS to computer
      * Open MapSource (Shortcut is on Taskbar)
      * Click on 'Transfer'
      * Click on 'Receive From Device…'
      * Click on 'Tracks' (a tick mark appears)
      * Click on 'Receive'
      * Click on 'OK'
      * Click on 'File'
      * Click on 'Save As…'
      * Browse to ‘MapSource Files' save in C:\Users\USER\Desktop\M & R Data\FIELD DATA\MapSource Files and Open it by double clicking on it
      * Type file name (Start with 'Track - *outpost, GPS number and Date’*)
      * In 'Save as type' select 'GPS eXchange Format (\*.gpx)'
      * Click on Save.
      * Close MapSource

1. Open Saved Track in SMART to create Patrol track
   * In SMART, Click on 'Set Track…'
   * Select 'GPX File' and click on 'Next>'
   * Click on the 'Add' button and browse to track file saved in C:\Users\USER\Desktop\M & R Data\FIELD DATA\MapSource Files
   * Select File and Click on 'Open'
   * Click 'Import Only tracks for "date"
   * Click on 'Finish'
   * Click on 'OK'
   * Repeat this process for all the other days patrolled.
   * Start entering the observation data from the data sheets