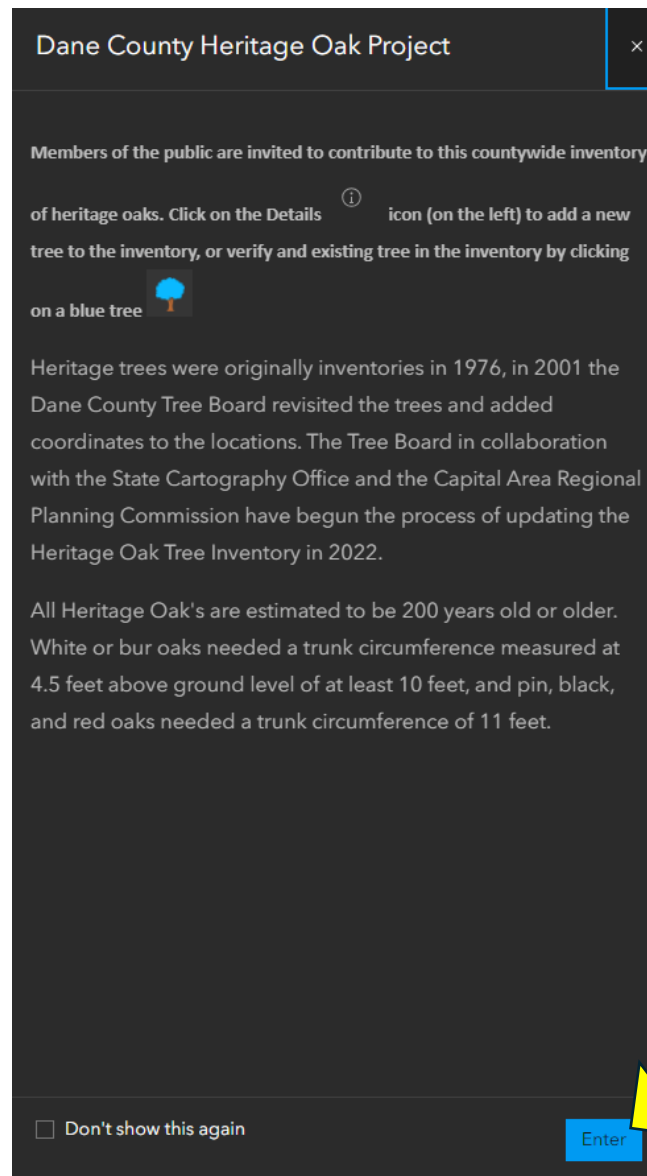


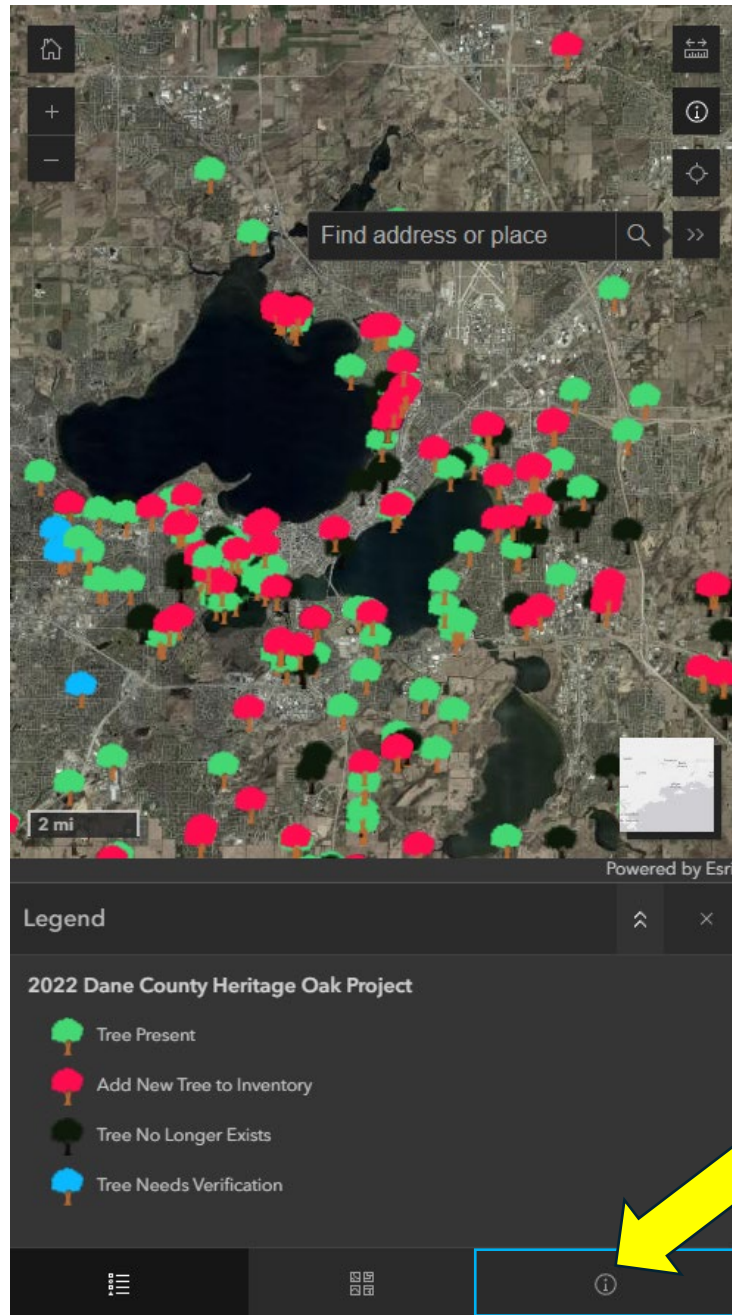
# Smartphone Instructions for Adding Your Oak to the Dane County Heritage Oak Project Interactive Map

Note: Your screen may look a bit different from these images but should be very similar.

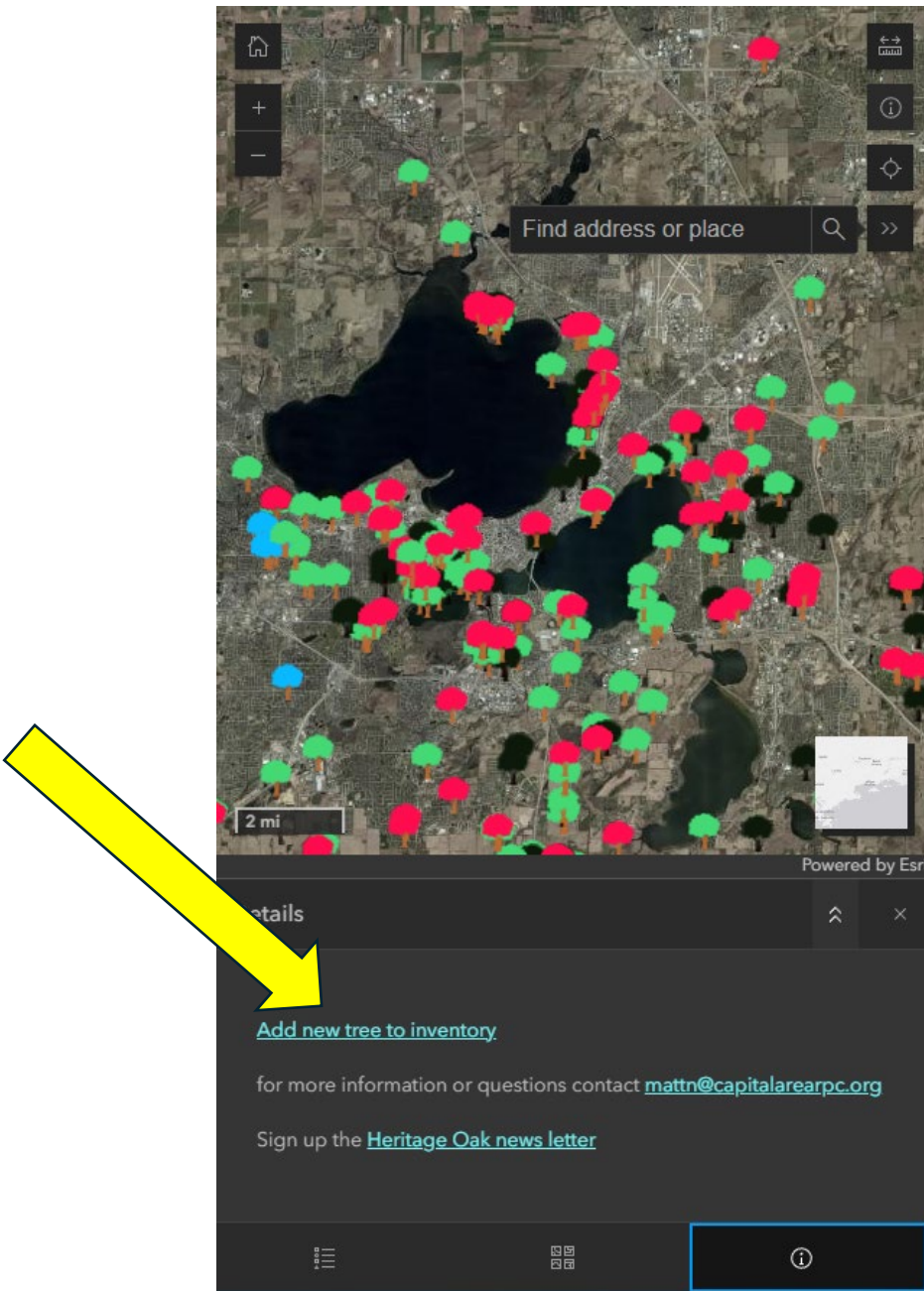
1. When you open the home page (<https://carpc.maps.arcgis.com/apps/instant/sidebar/index.html?appid=8a4d495a845e4c01934aea0855ada047>) you should see the opening page. Tap ENTER.



2. Next, you should see an image with several inventoried oaks. Tap the “i” icon.



3. Tap “Add new tree to inventory”



4. Fill in “Volunteer” with your name. The “Observation Date” should already be the current date. Under “Verified,” select “Add New Tree to Heritage Tree Inventory.”

July10th

**Volunteer\***

**Observation Date\***

8/14/2024

01:58 PM

**Verified\***


Tree Present (already in inventory)

Tree Not Present (no records)

Add New Tree to Heritage Tree Inventory

**Notes**

**Image\***

Select image file 

Submit

5. You may now see a blank map appear with or without an icon with the four squares. If the icon is there, tap it and a map gallery will appear. If you see a blank map with “Press to set location” at the top, tap on the blank white space within the map. You will then be able to tap on the icon with the four squares.

**Verified\***

Tree Present (already in inventory)

Tree No Longer Exists

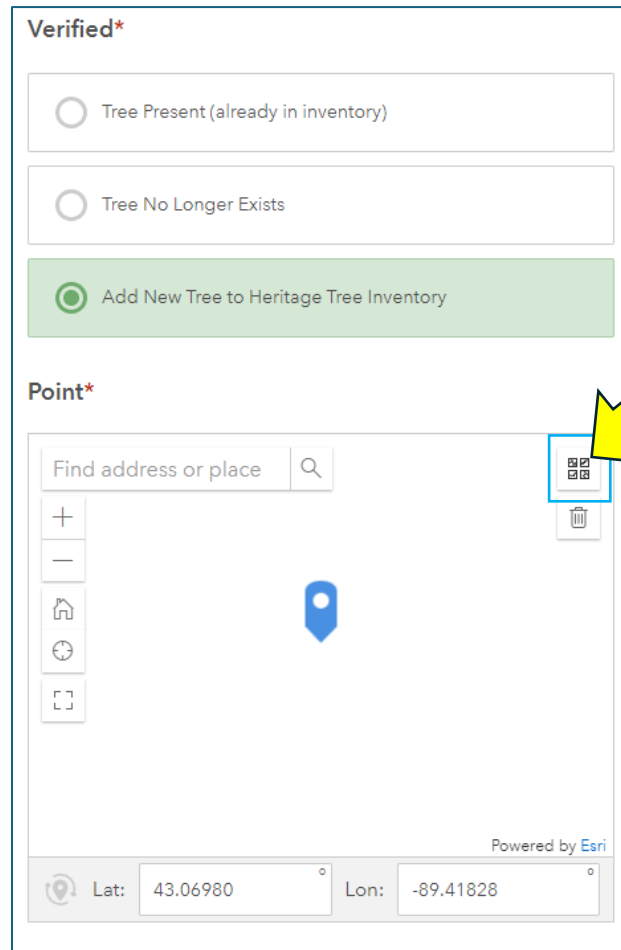
Add New Tree to Heritage Tree Inventory

**Point\***

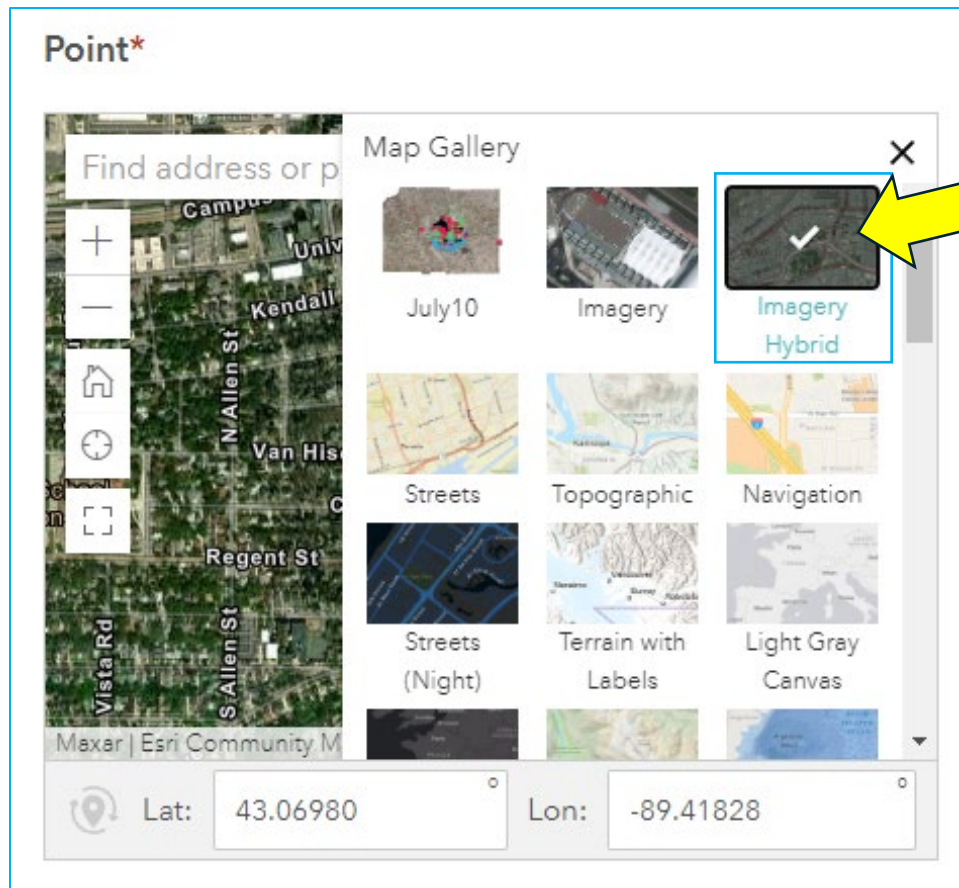
Find address or place

Powered by [Esri](#)

Lat:  Lon:

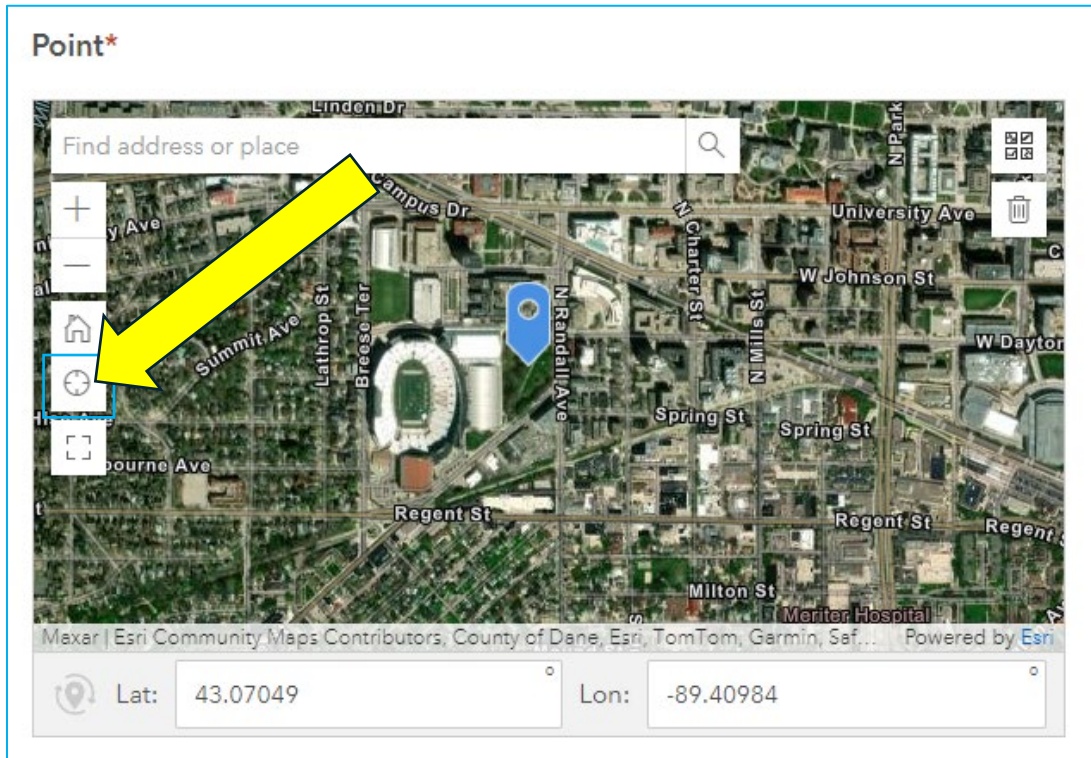


6. Tap the "Imagery Hybrid" thumbnail map



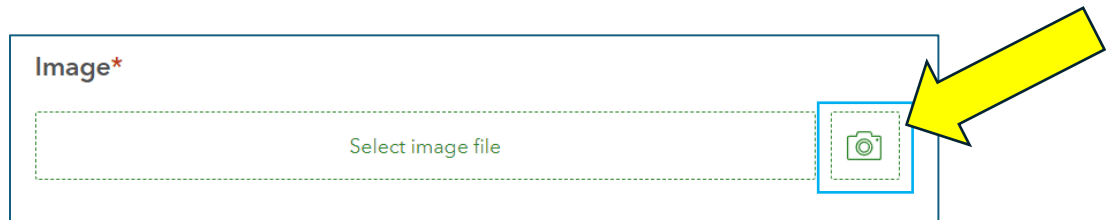


7. Keeping one finger on the map, you can move the map around. Using two fingers on the map, you can zoom in and out. If you simply tap the location where you are, the blue arrow will move to that location. Alternatively (and perhaps more accurately), if you tap the icon of the circle with hatches on it (like crosshairs), the blue arrow should jump directly to your current location. This icon may be on the left or right side of your screen.



8. **Species:** Select the appropriate tree.
9. **Condition:** a **Healthy** tree may have a few dead branches or similar blemishes but otherwise looks to be in good condition. **Stressed** trees may have several large dead branches, many leaves eaten by pests, or generally just look to be in a “sad” condition. A tree considered to be a **Hazard** could have many large dead branches, significant decay, or look like it could fall over soon.
10. **Species:** Select the appropriate tree.

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12. **Circumference (inches):** measure around the tree at 4.5 feet above grade. This is generally where the fewest flares extend from the bottom of the tree and/or extend up and out with the presence of branches).
13. **Notes:** Add anything you think is notable about the tree or location.
14. **Image:** If you have already taken a picture with your Smartphone, you can tap, “Select image file” to find it on your phone. Otherwise, tap on the camera icon to immediately access you camera, take a picture of the tree and select “Use Photo” to attach the picture to your submission.
  - a. **Photo Tips:** Try to get a picture that includes a good view of the trunk as well as a 65-100% of the tree. Including a person or a common item (like a rake or shovel) helps provide scale for the picture too.



15. **Tap Submit:** You’re done! Thanks for helping us document another Heritage Oak tree!! Feel free to go back to the map seen in Step 2 and find the oak you just added.