

# MAPA PROJECT VEHICLE TEAMS PROCEDURES MANUAL

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## MORNING DATA

The only reason you are here is because we need you to map. Please have a lot of fun but make sure you bring home top quality data!

1. Review your pre-mapping data to clarify what you want to cover during the day.
  - a. What are you going to achieve today?
  - b. Are you going to be in contact with any other team – what plan have you made to communicate with them? If that plan fails (perhaps the sat modem does not work for a while) what then?
  - c. Where are you going to sleep at the end of the day?
2. Switch on the vehicle and connect the GPS and Data Logger to the vehicle's power (usually via the cigarette lighter). Confirm that both units are receiving power. Do this before leaving!
3. Confirm that GPS and Data Logger are both receiving a good signal and that the GPS is displaying the position you expect. If in doubt, turn the unit off and restart.
4. Is the GPS 'tracking' function on and has the active log been saved recently? If not, you may lose data as the log overwrites itself with today's data.
5. Geotag check: confirm that the camera and GPS are showing the same time to within no more than 5 seconds. The GPS time is set by the satellites so make any changes on your camera by setting the time slightly in advance of the GPS time and then 'accepting' it as the GPS time catches up to it. HINT: You can see the GPS time to the second by adding TIME to one of the 'wide' on-screen data fields.
6. Have you got a new waypoint sheet ready? Is yesterday's waypoint sheet safe?

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### **MORNING CHECKS ON THE VEHICLE**

You are all experienced enough to know that most vehicle problems are avoided by checking the car regularly. The vehicle you are driving has been used by other people before you, and will be used by others after you.

Wheel nuts DO come loose, roof racks DO shift about, jerry can holders DO come undone if they are left alone for long enough. Too little oil in the engine will be really annoying and expensive....

1. Oil level
2. Coolant / water level
3. Wheel nuts
4. Tyre condition and pressure
5. Fuel level – compare to what you are trying to achieve in the day, and the next available fuel
6. Run your hands over the car. When you check the oil, is anything in the engine compartment shaking itself loose. Have a look at the roof rack mountings and give anything bolted down on the roof rack a good shake.
7. Have you got spare water for yourself and the vehicle?
8. Is your fridge running.....?!?

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## **DAILY DATA PROCEDURES:**

You need to do a number of things that we call homework. The most important are:

1. Save your tracks and waypoints
2. Save your pictures

The other homework includes

1. Waypoint Sheets: transfer your manual notes to Excel
2. Write a short note on the day's events for the MAPA blog
3. Expense Sheets: transfer your manuscript notes to Excel

This may look like a mission but it goes quickly once you have done it a couple of times – I know because I rewrote this manual after I had done it all myself for a month.

The purpose is to organise and safeguard the data you have gathered during the day. There is no point to any of this if the data is lost in an accident or if we store it incorrectly.

Everything will be backed up in two places on the vehicle and, if the communications allow it, the day's data will be sent to MAPA every day.

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## 1. Saving Tracks and waypoints

- a. Open MapSource on the PC.
- b. Connect the GPS to the PC with a USB cable. It is important that you do it in this order as Map Source may not find the GPS otherwise.
- c. Download all the current tracks and waypoints
- d. If there are some tracks and points which have been saved before, you can delete these from left hand menu of MapSource. They will still be on your GPS but only those still showing on MapSource will be saved today. If in doubt, save everything again – it is a bit inefficient but it will be safe!
- e. Look at the tracks and waypoints on MapSource before saving them – I mean really look at them! If you need to drive that park again because something was set up incorrectly, now is the time to find out – it will be too late in a week's time.
- f. DO NOT MANIPULATE THE DATA AT ALL- we need it raw.
- g. Save the tracks and waypoints in a file on your C drive as follows:
  - i. Save each day's data separately. If you are a day behind in your homework you will have to do two different saves to get up to date.
  - ii. When you are happy that MapSource is only displaying the data for the day you are saving, click on File>Save As. Select your country and team from within the My Documents/MAPA/MAPA Project Data folder
  - iii. Create a new folder for today's date. The complete Save path will now be : my documents/mapa project data/*country/team name/date* . Date must be in the following format 20081031. No spaces, no punctuation  
  
e.g. mapa project data/zambia/smith and jones/20081031  
  
The next day's folder would be:  
  
mapa project data/zambia/smith and jones/20081101
- h. Save a backup copy onto the USB Flash Drive as follows:
  - i. File -> Save As  
  
Create a new folder on the Flash Drive exactly above and add 'bup' to the end of the filename follows:  
  
mapa project data/zambia/smith and jones/20081101bup

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- i. Disconnect the GPS and close MapSource.
- j. Check that you have done this all correctly - open MapSource and open the .gdb file you have just saved on the C drive. You can do this easily by clicking on the File menu and then selecting today's file (e.g. 20081101) from the recently used documents at the bottom of the menu drop down.
- k. Do the same check with the file saved on the Flash Drive. This time select the backup file from the list of recently used files (e.g. 20081101bup).
- l. Theoretically, you could now clear the Track Log on your GPS (Tracks>Setup>Clear). However, it can be useful to keep recent tracks on the GPS and if you have made a mistake with your saving you can retrieve them for a few days at least. If you do leave your tracks in the Track Log indefinitely (which i recommend) you must make sure that your Track Log is set to Wrap When Full (Setup Screen>Tracks>Setup>Wrap When Full). This means that the GPS will keep recording new tracks and will drop the oldest ones when the log is full. This approach will necessitate deleting older data from MapSource each night (as described above), but it is the conservative approach.

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## 2. Photographs

- a. Save high-resolution photos that you have taken during the day.
  - i. Connect the camera to the PC with a USB cable
  - ii. Make sure that you select picture display mode (i.e. not the camera or video mode)
  - iii. Picasa3 should open automatically – if it does not, go to Start > Programs > Picasa3 and open it manually
  - iv. On the Import screen, select Device to import from (Canon DIGITAL IXUS 80 IS) if you are using the MAPA camera, or your own model if you are using your camera).
  - v. Ensure that **Exclude Duplicates** is checked in the bottom left of screen. Picasa will still recognise all the pictures on the camera but will put a red cross through those which have been downloaded before.
  - vi. Import images using the **Import All** button in the lower right part of the screen. So long as the Exclude Duplicates option is checked, this command will only import pictures which Picasa has not imported before. If you are up to date with your homework, that will be just the photos from today.
  - vii. In the **Finish Importing** dialogue box
    1. **Enter a folder name for these photos:** put today's date in the following format **20081101photos**
    2. **Location where these photos will be saved:** browse to the same folder where you saved today's tracks and waypoints
  - viii. There will now be two things in today's folder – the .gdb file from MapSource and a folder of hi-resolution photos.
- b. Save low-resolution backup photos
  - i. In Picasa, select all of today's downloaded photos (e.g. click on the first photo and Shift-click on final photo)
  - ii. Click **Export** on bottom right of screen
  - iii. You will see the **Export to Folder** dialogue box
    1. **Location of Exported Folder:** Browse to the same folder on the Flash Drive where you saved your backup of today's tracks and waypoints

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2. **Name of Exported Folder:** accept the proposed folder name (it should be the same as the one stored on the C drive above)
  3. **Image Size Options:** resize to 1024 pixels
- iv. There will now be two things in today's folder on the USB Flash Drive – the .gdb file from MapSource and a folder of low-resolution photos.

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### 3. Waypoint Sheets:

During the day you will have been filling in waypoint sheets. These need to be transferred to an Excel file and stored.

- a. Open Excel
- b. File>Open MAPA Waypoint Sheet. This template is sitting in the MAPA Team Dos folder and also on the Desktop
- c. In my experience the best way to complete this task (the most boring bit of the homework) is for one person to read out the waypoint details while the other one types them into Excel. It is best if the person who wrote the waypoint comments is the one who reads them back!
- d. Save the sheet to the same folder that you saved the days' tracks and waypoints. Save As filename = 20081030waypoints
- e. There will now be three things in today's folder on the C Drive – the .gdb file from MapSource, a folder of high-resolution photos and an Excel sheet of waypoints.
- f. Save backup copy to same backup folder on the USB Flash Drive. Save As filename = 20081030waypointsbup
- g. There will now be three things in today's folder on the USB Flash Drive – the .gdb file from MapSource, a folder of low-resolution photos, and an Excel sheet of waypoints.

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## 4. Compress the files that you are going to send back to base by email

- a. This routine is to make sure we spend as little money on the data submissions as possible.
- b. Press the Start button and 'e' key at the same time. This will bring up the Windows Explorer application
- c. Navigate to the folder of the day's work that you wish to send by email to MAPA (usually today)
- d. Select the .gdb file and the waypoint sheet (.odb if you are using OpenOffice, .xls if you are using Excel). Use Control Click to select them both
- e. Right click on one of the selected files
- f. Select WinZip > Add to [folder name].zip. This will zip up those two files into a file names after the folder you are working with. The zip file will appear in that folder.
- g. You will attach that zip file to today's data submission.

## 5. Post to Blog

The final part of your homework is to rig up your satellite modem and send the tracks and waypoints and the waypoint sheet to MAPA by email – the zip file you have just created.

We do not ask you to send photos because that would be too expensive.

However we do want to hear what is happening to you so please include the following in your daily emails, apart from any other message you may want to get to us.

- a. Tell us what you are up to, anything exciting that happened to you today or problems you are having, who you met, how you are getting on, etc. We will add these to the MAPA blog.
- b. If you have a really good photo or two from today please break the 'no photos by satellite' rule and attach it to your email. Use Picasa to export it to a file somewhere and ensure that you reduce it in size to no more than about 100kb. That will be about the 640 pixel size offered up by Picasa?

## 6. Expense Sheets:

You will be issued with MAPA funds, either as cash or by electronic transfer. The MAPA Project has to account for every penny it spends and we really need you to help. Even when you do it really well it is difficult to unravel due to lack of receipts or currency exchange rates. Please help us by being diligent with this.

During the day you will use paper expense sheets to record your expenditure. It is best for us if you can keep four pages clipped together, labelled Accommodation, Motor, Park Fees and Other.

Put as much detail as you like. Yesterday I bought a goat for a community which helped us a lot in Bikuar National Park in Angola (2,300 Kwanza). That was recorded under Other.....

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The paper sheets can be used throughout your trip but please enter them into the Excel template provided on a daily basis so that we do have a copy in case the paper records are lost / stolen / illegible.

You should have been issued with a document wallet to keep all your receipts in. If you don't have one, please ensure that you put everything together in an envelope or something. After a month on the road, it can be pretty messy inside a car so systems are important.

- a. Open Excel
- b. File>Open MAPA Expense Sheet. This template is sitting in the MAPA Team Dos folder and also on the Desktop
- c. Save to the same folder that you saved the days' tracks and waypoints. Save As filename = 20081030expenses
- d. Save backup copy to same backup folder on Flash Drive that you saved the days' tracks and waypoints. Save As filename = 20081030expensesbup

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## Weekly tasks:

You have a data logger which is recording all your tracks. This data is being stored on an SD card and you need to save this on a weekly basis.

There are two types of data logger. Please follow the instructions that are right for your equipment.

### 1. Data Logger on the Garmin GPSmap 76Cx unit:

- a. Take the micro SD card out of the GPS (under the battery cover). Press it into the slot – it will pop out. It is TINY! Be careful that you don't drop it somewhere impossible to retrieve. If you do there is a spare one in your pack of manuals but we'd rather it remained spare.....
- b. Insert the micro SD card into the SD card adaptor which is included in your equipment box.
- c. Insert the card into the SD card slot in the left side of the PC
- d. You will see a whole series of .gpx files. There will be one for every day that the unit was switched on
- e. Copy all new gpx files since your last backup to the same folder on your C Drive where you saved today's data.
- f. Copy all new gpx files since your last backup to the same backup folder on the flash drive where you saved today's data.
- g. Remove the SD card using the Safely Remove Hardware icon in the system tray, extract the micro SD card and put it back in the GPS unit – don't lose the SD adapter!

### 2. Independent Data logger:

- a. Remove the power supply from the Data Logger and open the enclosure
- b. Turn off the power using the small switch on the left hand side. It is very important that the power is off to avoid the data files being corrupted
- c. Remove the SD card by pressing it into the slot – it will then pop out
- d. There will be a number of files with names starting T4AXX. They are all csv files and will be converted later to gpx format. Copy all csv files to the folder on your C Drive where you saved today's data.
- e. Also copy all of these files to the backup folder on the flash drive where you saved today's data.

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- f. If the SD card is nearly full, you can delete the csv files but do not remove the **config** file. If this is removed by mistake, there is a copy on the card in the folder named default and another in the Utils/Data logger Files folder on the C Drive.
- g. Remove the SD card using the Safely Remove Hardware icon in the system tray and reinsert it into the Data Logger unit.

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## Project Team Email Address

Your team has a dedicated email address which is automatically set up in the Outlook program on your team laptop. This email account can be accessed using the laptop, a cell phone or the internet.

**Email address:** teamX@mapaproject.org. Replace the x with the number of your team (e.g. team1@mapaproject.org)

**Password:** Serengeti (all lower case)

1. If you need set this account up on a PC, you will need the following settings:
  - a. General Tab POP3 Account
    - i. Your name = Team X
    - ii. Email address = [teamX@mapaproject.org](mailto:teamX@mapaproject.org)
    - iii. User Name = [teamX@mapaproject.org](mailto:teamX@mapaproject.org)
    - iv. Password = Serengeti
    - v. Incoming mail server = mail.mapaproject.org
    - vi. Outgoing server = mail.mapaproject.org
    - vii. Select Remember Password check box
  - b. Outgoing Server Tab
    - i. Check My Outgoing Server (SMTP) required Authentication)
    - ii. Select Use same settings as my incoming server
  - c. Connection Tab
    - i. Connect using my local area network
  - d. Advanced Tab
    - i. Incoming server port = 110
    - ii. Outgoing server port = 25
    - iii. Select leave a copy of messages on the server for 5 days (this will enable you to see messages from another pc (e.g. an internet café) even though you may have already downloaded messages onto the team PC

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### **SABRE 1 Satellite communications unit**

Your team has a satellite enabled unit with which you can send and receive email, make phone calls and surf the internet.

We have turned off the internet surfing capability for two reasons. First, we cannot afford for you to surf the internet at the rates we are charged – if you need internet access you need to make your own plan. Having said that, if you are in trouble and need to go online to find a car manual or medical help or something, we can turn it on within minutes. Internet is charged in USD by the MB.

The email capability will be used by you daily when you are mapping. This is for project purposes but if you want to send and receive personal emails on the project account feel free to do so but don't send attachments and please ask you friends / family not to either. Please don't send or receive attachments. Email are charged to the project in USD by the MB

The phone capability is always enabled and is your safety net. It is for emergency use only or for liaising with another team in your area. Keep calls as short as possible please as they are charged in USD by the minute!

- The unit you have is called a Sabre 1 but this type of unit is often referred to as a BGAN which is actually the protocol they all use.
- It has a SIM card in it just like a cell /mobile phone and it has a telephone number. This number is in your document pack. The ISP is Immarsat whose only difference in this respect from Vodafone or MTN are the charge rates....
- It can be charged using a mains lead through the inverter but in my experience the inverters don't enjoy the amount of current they draw and they are best charged more slowly on the 12 volt adapter via the cigarette lighter socket. (Does anyone actually use them for lighting cigarettes?). If you have a proper mains supply that would be the quickest way of charging them.
- On the cigarette lighter the unit take a few hours to charge fully but you can use it when it is on the charger.
  - While it is charging properly you will see a picture of a battery with a lightning bolt through it.
  - When it is on the charger and fully charged, the lightning bolt will disappear and the battery will be solid black.
  - When turned off and disconnected there will be no displayed.
  - If you are using the PC interface (BGAN Lanuchpad) there is a battery status indicator in the bottom left of the screen.
- It can be used independently (works very well this way for phone calls) or when attached to the PC with an Ethernet cable and the BGAN Launchpad program that is loaded on the PC (easiest for emails).

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- The units are a bit idiosyncratic when it comes to turning them on and off. Don't despair, just plug away until it closes down properly and it will work when you open it up next time.
- You can have the unit on and connected to the network without incurring any costs – it is only when you make / receive a call, or transmit / receive data that it will be costing us. This is useful. For example if you arrange to speak with another team between 20.00 and 21.00, you can set the unit up and make a cup of tea while you wait for the phone to ring.

HOWEVER!!! If you happen to have it connected to the PC while you make the tea (perhaps because you intend to send your data in by email) and the PC automatically starts downloading Windows XP Service Pack 3, we will cease to be friends! I have turned off all the automatic update functions that I can find on your team's PC but please be aware of this possibility.

### Setting Up the Sabre 1 Unit.

1. There is one button on the left hand side – this is the power button and both on and off need to be held down for a few seconds.
2. There are three ports on the left hand side
  - a. Charger input. This is where the charger cable goes in. It also sits over the battery / SIM card cover and you must take the charger cable out before you access the battery compartment. The battery cover is awkward and easy to break (I have broken one). Sliding it off to the back of the unit is OK but it doesn't slide back on quite so easily (it needs a sort of press and twist which is impossible to explain).
  - b. Phone jack. This port takes the jack from the phone which is included in your kit. It is the simplest of phones and the port will in fact accept any handset with just the simple two-wire connection common to old-fashioned phones.
  - c. Ethernet port. The picture on the port cover is of three networked computers. Connect this to the laptop with an Ethernet cable and the PC will be able to run the PC interface for Sabre.
3. There are four buttons beside the ridiculously small LCD screen.
  - a. The up and down arrows are for moving between menu choices.
  - b. The key that looks like an Enter key on a keyboard is indeed the Enter / Accept key
  - c. The key below the Enter key is a 'back' button which will take you back to the previous screen.

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4. Turn the unit on by holding the power button down for 2-3 seconds. The light in the LCD panel will come on and, after several seconds, a manufacturer's message will appear ('BigEye').
5. The screen will then ask you if you want to accept the last GPS fix as your current position. The default is YES but even if you have not moved since you last used it, I suggest you use the arrow keys to select NO. Then press enter.
6. Place the unit flat (i.e. unopened) in an area as free of trees and other obstructions as possible. If doesn't seem to mind light rain but put an umbrella over it if the rain is heavy. It will now act like a normal GPS and use all of the available satellites to get an exact location. This might take a minute or two and when it has succeeded, it will make a few beeps.
7. It will then ask which satellite you want to use AOR (Atlantic Ocean) or IOR (Indian Ocean). The Default is AOR and you must use the arrow keys to select IOR. Press Enter.
8. It will then tell you where and how point the unit to get it registered on the network. Typically you will need to point it north and tilt it to about 30 degrees in Southern Africa. Note the instructions and press Enter.
9. Set it up as best you can with the open face pointing in rightly the right direction (there is a compass on the unit) and give it a moment or two to think. If you are close to correct it will give you a %age indication on the screen and start beeping. Slow beeps are quite good, fast beeps are very good. You will see %ages of between 35% and 50%. Anything consistently over 44% can be accepted by pressing Enter and you should get registered on the network.
10. It takes up to a minute or two for the registration process to take place and will only be complete when you hear a couple of beeps and the Immarsat message appears on the LCD screen. If you are following all of this on the PC interface, you will see that it actually (deliberately) drops you from the connection before reconnecting you with a unique IP address. So don't be despondent if you see a message saying that you are being disconnected from the network – this is a good thing.
11. This has all taken about 5 minutes before you are ready to make a phone call or send an email so if you are working to prearranged times, factor this in.

### **Making a Phone Call**

1. There is no need to use the PC interface for this function
2. Plug in the phone included in your equipment.
3. Ensure that the unit is registered with the network as above (the word Immarsat will appear in the LCD screen with a signal strength indicator.
4. Press the green button. A green light will illuminate on the handset and a dialling tone will be heard in the earpiece.

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5. Dial the required number. All numbers must be dialled as if you are making an international call, using 00 as the prefix to get on to the international net.

E.g. To call March Turnbull at home in Cape Town, South Africa you would dial the following, regardless of whether you were in his garden or in Timbuktu: 00 27 21 674 4257. This number appears on my business card as +27 (0)21 674 4257. To call another Immarsat phone you might dial 00 870 77 22 151 60. Immarsat phones are from the notional country with an international dialling code of 870.

6. It takes as much as a minute for the call to be connected but you will receive some encouragement on the LCD screen when it illuminates with the number you are calling. If you are phoning another sat phone and that phone is not switched on, you will be told that the number you are calling is not available.
7. Finish the all by pressing the red button.
8. There is a redial button which is quite useful if you are dialling another sat phone regularly.
9. To shut the Sare down when you have finished, simply press the power button for about 2 seconds. After a little while, you will see Shutting Down appear on the LDC sreen, and then it will switch off. I have once had a Sabre start shutting down and then never actually switching off. I removed the battery briefly to force it to close.
10. In my field tests, the phones have worked really well. They don't always make contact with local cell phones or roaming cell phones (probably something to do with local network agreements) but if you don't connect first time, try again.

### **Sending and Receiving Emails**

1. You can set up the Sabre unit in exactly the same way as for the phone and simply plug in the Ethernet cable to connect the PC. If Outlook is set up properly, and the unit is registered on the Immarsat network, the Send and Receive button should work as normal.

It does take a bit longer to Send and Receive than it would on your home / work computer.

2. Sometimes you might want to do a second Send and Receive. For example, if you send in your daily submission and an important email comes in at the same time, you might want to respond to that and Send it.

In this situation you can just leave the Sabre connected to the network while you do your replies but if it going to be a little while then it is safer to disconnect and connect again later.

The easiest way to do this is to control the Sabre unit through the BGAN Launchpad interface.

3. This programme is in the Programs folder and probably in the shortcuts as well. You can use it as follows:

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- a. Turn on the Sabre and connect it to the laptop with the Ethernet cable.
  - b. Open the BGAN Launchpad programme.
  - c. At the bottom of the screen, in the centre, you will see Launchpad trying to communicate with the Sabre unit. If it does not find it the Sabre don't immediately go through the manual process that Launchpad offers – it should all work smoothly and was working when you received the unit. If they won't talk to each other then do all the normal Windows things – close the programme, reopen it, take the cables out and reinsert them etc. I have once taken the battery out of the Sabre to hard reset it.
  - d. Once the PC finds the Sabre you will info about the Sabre in the bottom left of the screen including the battery level.
  - e. You can now do all the things that you did manually on the unit before, through the software – get a new GPS fix, get advice on the correct way to point the Sabre, accept the signal strength and register on the network.
  - f. Once you are all humming along, Launchpad will tell you that you are now connected to the Internet and can make phone calls and send data. (Remember that we have switched web browsing off so you are not actually connected to the internet in the way that we normally understand it.)
  - g. To close that connection but leave all the equipment set up for an easy reconnect – perhaps after your meal – click on the Data icon, second from the left at the top of the Launchpad screen.
  - h. You will see an icon on the left, marked Standard, with the word Disconnect underneath it. Click on that icon and the Sabre will log off the internet.
  - i. It may show a dialogue box trying to reconnect automatically. I have turned off that function so it should not succeed but, to be safe, just close that dialogue box with the X at the top right.
  - j. The Standard icon will now have the word Connect underneath it. To reconnect, click it once more and the unit will go through it's registration procedure again.
4. Launchpad is a good tool but it is easier to use if you already understand how to set up the Sabre manually.
  5. The sabre works best in open areas which also may be hot or wet. You have five metre cable to allow you to set it up some way from your PC. Ideally put the Sabre on a chair or box to get it up off the ground – sand it the enemy!

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## SOME IMPORTANT SETTINGS ON YOUR GARMIN MapSource Program

Show/Hide GPS detail is a tricky one. Hold down 'control' key and press 'g'  
Services = ON  
Symbols = LARGE  
Map Detail = Highest.

