

# FORMAK



## FORMAK Photopoint Module: Website Instructions

### 1. Some definitions

**Site:** In FORMAK this is the area of forest, or possibly other vegetation, that you are monitoring. It may be a distinct area such as a small forest remnant or it may be selected as a representative area of a larger forest area. An individual site may have a range of monitoring points, plots etc established on it.

**Photopoint:** This is the fixed location from which repeat photographs are taken.

**Photoframe:** This is the particular view that is photographed from a photopoint. It is defined by

- the direction in which the photo is taken
- The orientation of the camera – either in portrait or landscape
- Inclination (is the photo taken with the camera level or pointed up or down on an angle)
- The height above the ground of the camera.

Each photopoint may have just one, or a variety of different photoframes

**Photo:** This is the individual image taken of a particular photoframe. Repeat photos are taken over time to monitor change in vegetation etc.

### 2. Setting up a site and entering photopoint data

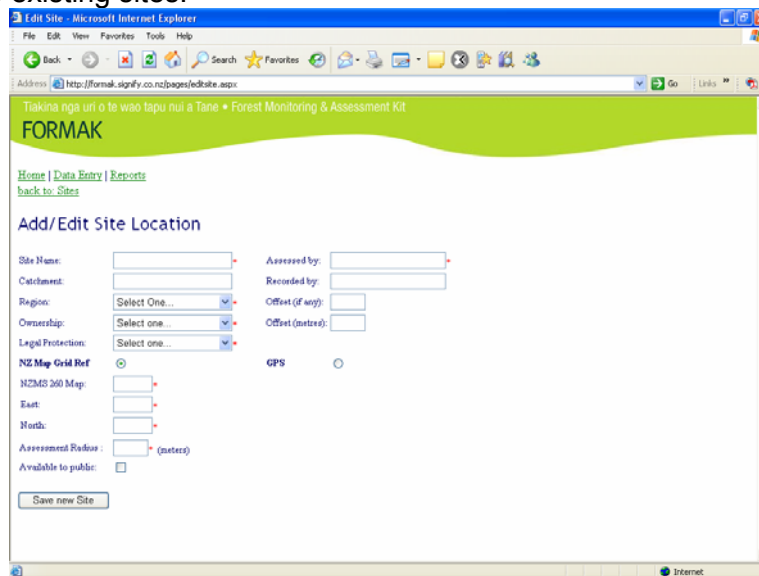
#### 2.1 Setting up a new site

- Go to [www.formak.co.nz](http://www.formak.co.nz).
- Click on data entry, and enter your username and password
- Click on “Add a new site”
- Enter data in the “Add / edit site location” form

Some points to note:

- An offset is only required where GPS data could not be obtained at the site and the site was located from nearby GPS coordinates.
  - Click on the button to select either a map reference or GPS coordinates
  - GPS coordinates are in NZ Map Grid
  - Assessment radius is the approximate radius (average distance from the middle to the outside edge) of your FORMAK site.
- Click “save new site”

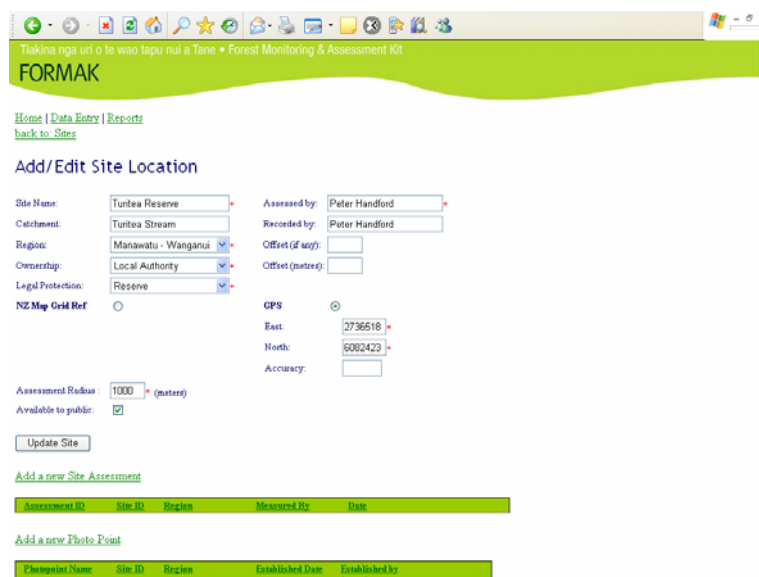
**Note:** If you are adding a photopoint to an existing FORMAK site, click on “edit” beside the particular site in your “site list”. Then continue from 2.2. below. Section 3 below also describes adding data to existing sites.



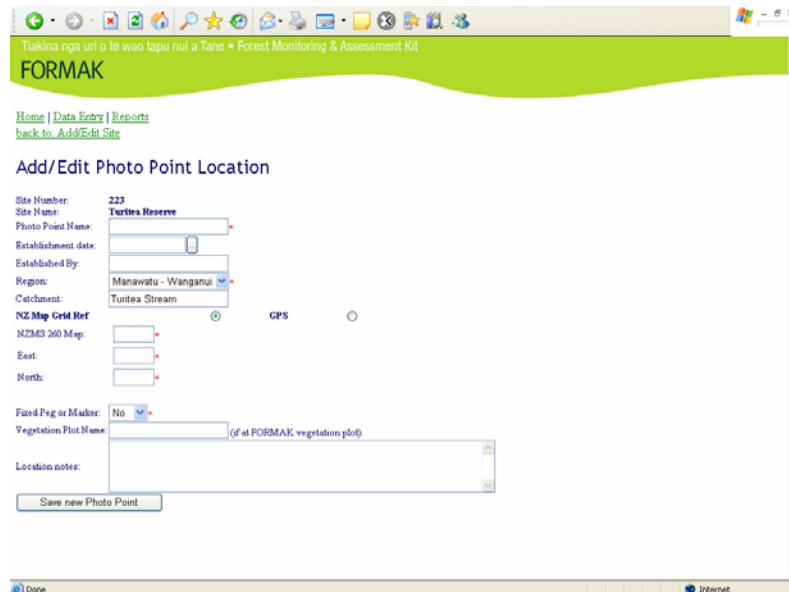
## 2.2 Setting up a new photopoint

Once you have saved a new site, a series of links will appear at the bottom of the “Add / edit site location” page enabling you to add various types of monitoring at the site.

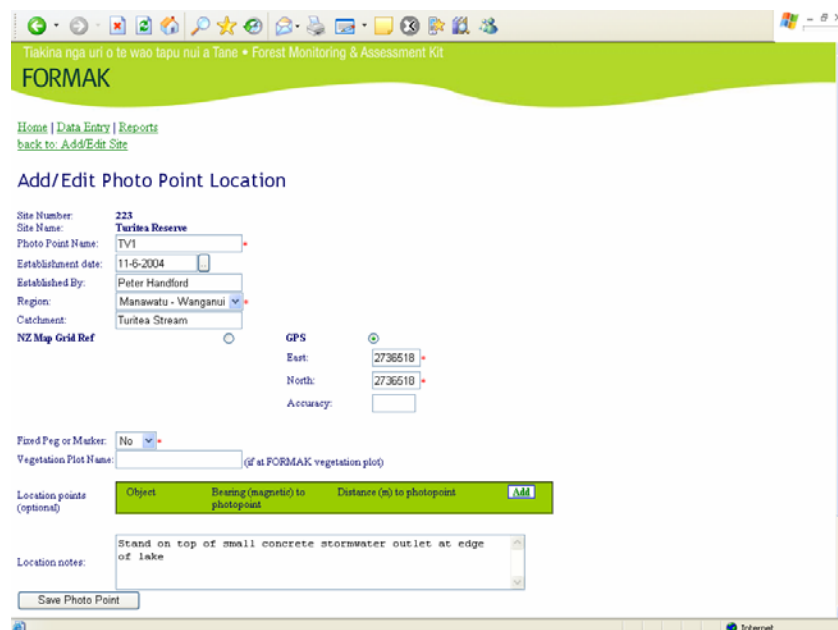
- Click on “Add a new photopoint”



- Fill out the “Add / edit Photopoint Location” form. Some points of note:
  - Map grid reference or GPS coordinates (in NZ Map Grid) can be selected.
  - “Fixed peg or marker” this confirms whether a marker is present to locate the photopoint, such as a stake driven into the ground, a tag nailed to a fence post etc.
  - Re-location notes are important and should describe how to navigate to and find the photopoint.
- Click on “Save new photopoint”



- A new entry table will appear above “location notes” where “location points” can be added. Location points are other objects and the angle and distance from them to the photopoint. These are not required, but can be useful in accurately locating a photopoint. Click on “add” in this entry table if you wish to add orientation points.
- A link to “add a new photoframe” will also appear at the bottom of the “add / edit photo point location screen”



- Once you have clicked on “add a new photoframe” the screen below will appear.
- Complete this “add / edit photoframe” screen.
  - Some points of note
    - “camera height” is the height above ground of the camera in mm.
    - “inclination” is the tilt of the camera in degrees. If you are taking a photo looking straight ahead on the level, this will be 0 degrees. A photo taken vertically upwards

will have an inclination of 90 degrees and a photo taken vertically downwards toward the ground an inclination of -90 degrees.

- Photoframe description should describe what the photo is of, e.g. “looking downslope to the west over new revegetation plantings”.

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### Add/Edit Photoframe

Site Number: 223  
Site Name: Turitea Reserve  
Photo Point Name: TV1  
Photoframe Name: TV1  
Establishment date:   
Vegetation Plot Name:  (if at FORMAK vegetation plot)  
Camera Height:   
Orientation: portrait  
Direction (degrees magnetic):   
Inclination (degrees):   
Photoframe description:

- Once you have filled out the screen, click on “Save new Photoframe”. A link will then appear to “add a new photo”.

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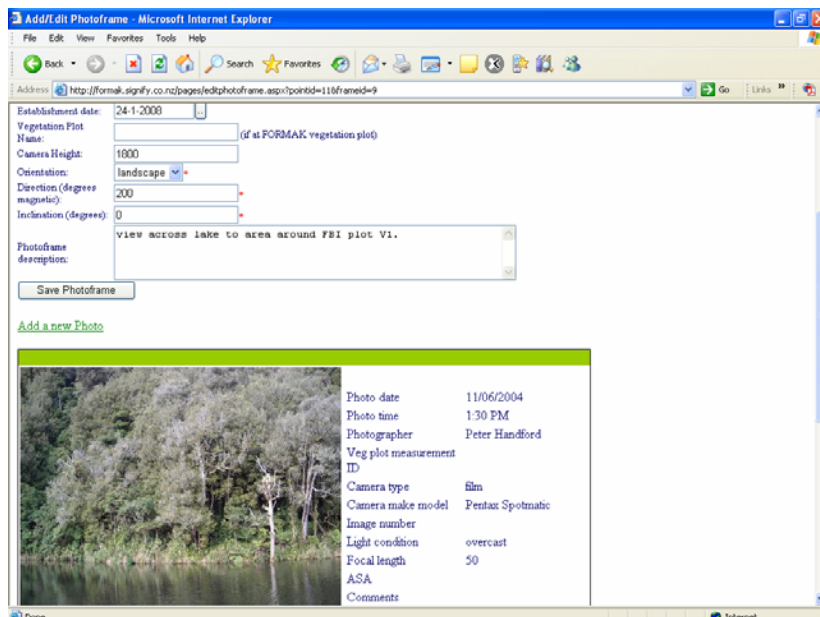
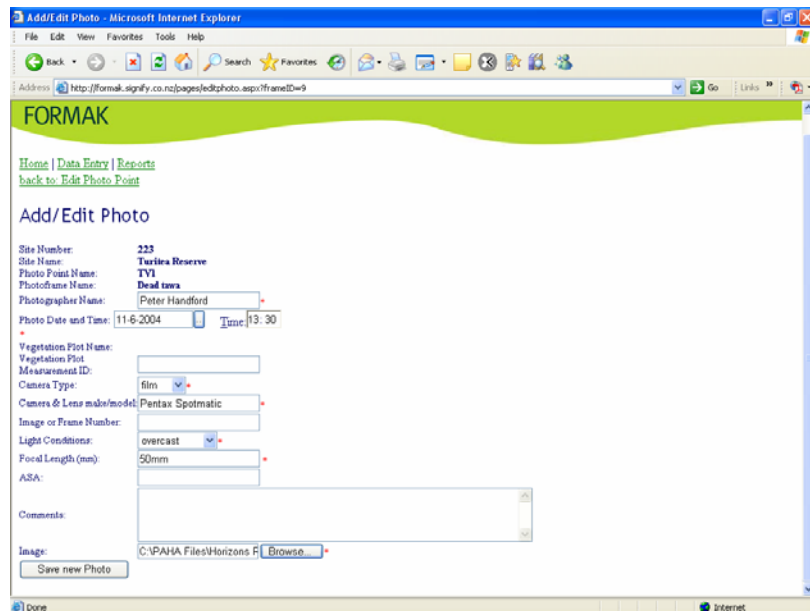
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### Add/Edit Photoframe

Site Number: 223  
Site Name: Turitea Reserve  
Photo Point Name: TV1  
Photoframe Name: Dead tawa  
Establishment date: 24-1-2008  
Vegetation Plot Name:  (if at FORMAK vegetation plot)  
Camera Height: 1000  
Orientation: landscape  
Direction (degrees magnetic): 200  
Inclination (degrees): 0  
Photoframe description: view across lake to area around FBI plot V1.  
  
[Add a new Photo](#)

- Click on the add a new photo
- Complete the “Add / edit photo screen”  
Some points of note:
  - Date can be entered directly or selected from a calendar. If entering directly, date must be in the format dd-mm-yyyy, e.g. 12-12-2007
  - Time is 24 hr clock basis

- Only enter the “vegetation plot measurement ID” if the photo is of a FORMAK vegetation plot. The measurement ID is a number from the FORMAK database for your vegetation plot. You will need to find the number to enter by looking at the data for your measurement of the vegetation plot in FORMAK.
  - Enter comments about the image, particular things of note such as areas of damage, planting etc. If it is a repeat photo, make any comments on obvious changes observed. Also if it is a repeat photo make comments about any management changes occurring over the period between the images.
  - Click on the “browse” button to find the image you wish to include from your computer.
  - Click “save new photo” and wait while the image is uploaded.
  - It is suggested that images you upload are kept below about 1mb. If you are using a dial up internet connection you may want to user smaller files to avoid long upload times. Files should generally be a minimum of 250k in size to ensure adequate resolution.
- Once the upload of a new photo is complete, it will appear inserted in the bottom of the add/edit photo screen.



- The photo at its original resolution can be downloaded from the database at any time by clicking on “download existing image” at the bottom of each image on the add/edit photo screen. This image file is automatically named with the photo details of “site-photopoint-photoframe-date”.

### 3. Adding new photopoints, photoframes and photos to existing sites

You may have

- an existing site you wish to add a photopoint to
- an existing photopoint you wish to add a different photoframe to
- or you want to add repeat photographs for an existing photo frame.

To do this:

- Go to [www.formak.co.nz](http://www.formak.co.nz)
- Click on data entry, and enter your username and password
- The list of your site will appear
- Click on “edit” for the site you wish to add data to.
- This will open the “add/edit site location” screen.
- If you are adding a new photopoint, click on the “add a new photopoint” link in the lower part of this screen, and continue the sequence of usual steps above. Otherwise,
- On the list of your photopoints in the lower part of the “add/edit site location” screen, click on “edit” beside the photopoint you want to add data to.
- The add / edit photopoint location screen will open.
- If you are adding a new photoframe, click on the “add a new photoframe” link in the lower part of this screen and continue the sequence of usual steps above. Otherwise,
- On the list of photoframes in the lower part of the “add/edit photopoint location” screen, click on edit beside the photo frame you wish to add a new photo to.
- A link to “add a new photo” will appear in the lower part of the screen, and below it the existing photos of this photoframe.
- If you are adding a new photo, click on “add a new photo” and continue the sequence of usual steps above.
- If you wish to correct an error in the data for an existing photo, click on “edit” beside the photo you wish to correct. The “add/edit photo” screen will then appear. Changes can be made and the saved by clicking “save photo”.

### 4. Reports

The reports section of FORMAK allows simple display of a sequence of photos for a particular photoframe.

- Go to [www.formak.co.nz](http://www.formak.co.nz)
- Click on “Reports”
- Under the “Photopoints” heading, click on “Photoframes”
- A “Photoframe List” will be displayed.
- Your photoframes will be listed as well as any from other users that have been made publicly available. You can identify yours as it will list “yes” under the owner column.
- Select the photoframe you want to look at.
- The images of the photoframe and associated notes are displayed.