Land Survey Records

FIELD NOTE SCANNING AND CODING

Scanner Type: We recommend a stackable feed scanner (ie: Fujitsu Desk top variety) that is capable of feeding card stock. A wide format large scanner may also be used but notes would have to be fed in one by one. Flat bed desk top scanners are often very slow and can only scan at grey scale. Ask us for assistance if you have questions about your scanner.

1. Click the icon on your desktop for LSR Scan and log in.
2. At the Scanner Interface screen, click Administration and in the drop down list click Settings.
3. Select the type of scanner that you have installed to scan your field notes (select auto document feeder if your scanner is equipped with one) and then close this window.
4. Divide your field notes into 2 piles – single page field notes and multipage field notes. Ensure that all field notes have their project number clearly marked on the front page. (Remember to look at the reverse side of the field notes. If there is information here, it counts as a multipage document.)
5. At the bottom of the LSR Acquire tab window – check the box that says "Show Scanner Interface".
6. Starting with the single page notes, place the note in the scanner and click the scan button.
7. The "Scanner Interface" window will appear. Select the paper size that matches your field note paper. You may have to customize a page size. You may have to create 2 sizes "Field Notes" and "Field Notes Big" for example.
8. Once you have chosen the paper size, click scan.
9. Check the quality of the scan. If it is not satisfactory, you may have to adjust the brightness and contrast and re-scan if needed.
10. Close the Scanner Interface window.
11. Remember - If a client's name appears on the field note page, block it out using the Privacy Region button.
12. If you are satisfied with the quality of the scan, select Region 1 and highlight just the project number.
13. Click Save. They will fill in the list under the Review Tab.
14. Continue scanning field notes.

For multiple page field notes:

1. Check the box for "multiple page scan".
2. Check the box for "show scanner interface".
3. Check the paper size.

4. Scan as you would above, feeding all pages through the scanner one by one or place notes in auto document feeder. (Remember to check the reverse side of the field note pages.)
5. Close the scanner interface window.
6. Only the top page will be available to view. (The other pages are behind it.)
7. Select Region 1 and highlight just the project number. Remember - If a client's name appears on the field note page, block it out using the Privacy Region button.
8. Click Save.
9. Repeat these steps for the next set of field notes.

Upload the session to the website. Click Administration, choose "Upload Manager", select session to upload and click "Upload Selected Session".

*Note – Uploads to the server occur on the half hour (ie: 3:00 and 3:30 etc)

Coding Field Notes:

1. In your menu select "Linked Coding". If you do not have this option listed in your menu call Janet to have it added.
2. Linked coding allows the user to link the field notes with a previously coded image.
3. Under linked coding, simply ensure the Registry Office is correct.
4. Under Plan Type, select "Field Notes".
5. Enter the project number that has been highlighted in the region 1.
6. Select the share level "surveyors only" from the drop down menu.
7. Click the box at the bottom "done"
8. Click the save button at the top.
9. If the image disappears and the next image to code appears, it has linked successfully.
10. If the field note does not find an image to link with, a message box will appear notifying you of this. Tag the image and it will go to the end of the list. We suggest that you attempt to find a copy of the plan corresponding to this file and scan it in. You can then re-attempt to link the field notes with the plan by un-checking the tagged box and try to save it again.

If there is no plan associated with these field notes:

- Fill out and scan in a 1 page cover sheet (see example page attached). This will tell the researcher that a plan was not produced and only field notes are available for this job. This may occur when only field work was done.

FIELD NOTES ONLY
NO PLAN

LOT: _10_

REGISTERED PLAN: _51M-1234_

CONCESSION:

GEOGRAPHIC TOWNSHIP: _BARRIE_

COUNTY: _SIMCOE_

PROJECT NUMBER: _12345_

FIRM NAME: _JOE SURVEYOR, OLS_

DATE OF WORK: _2006_

ADDITIONAL INFORMATION:

FIELD WORK ONLY — NO PLAN PRODUCED