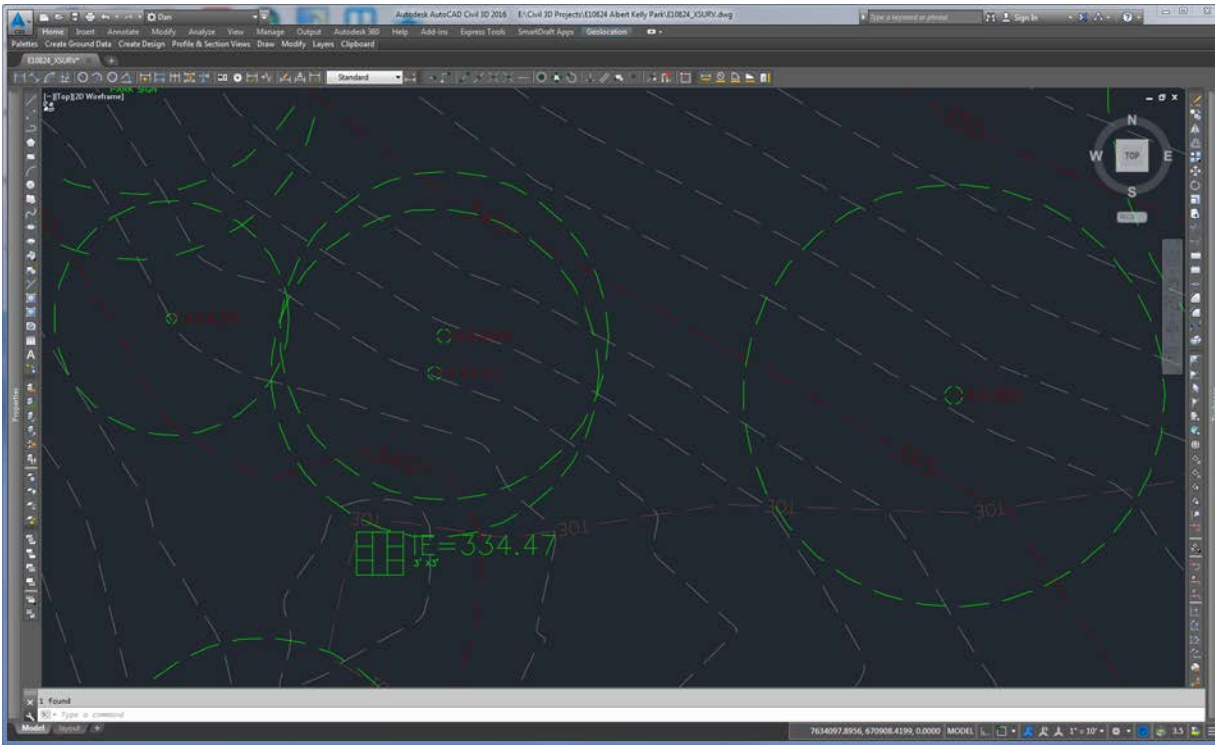


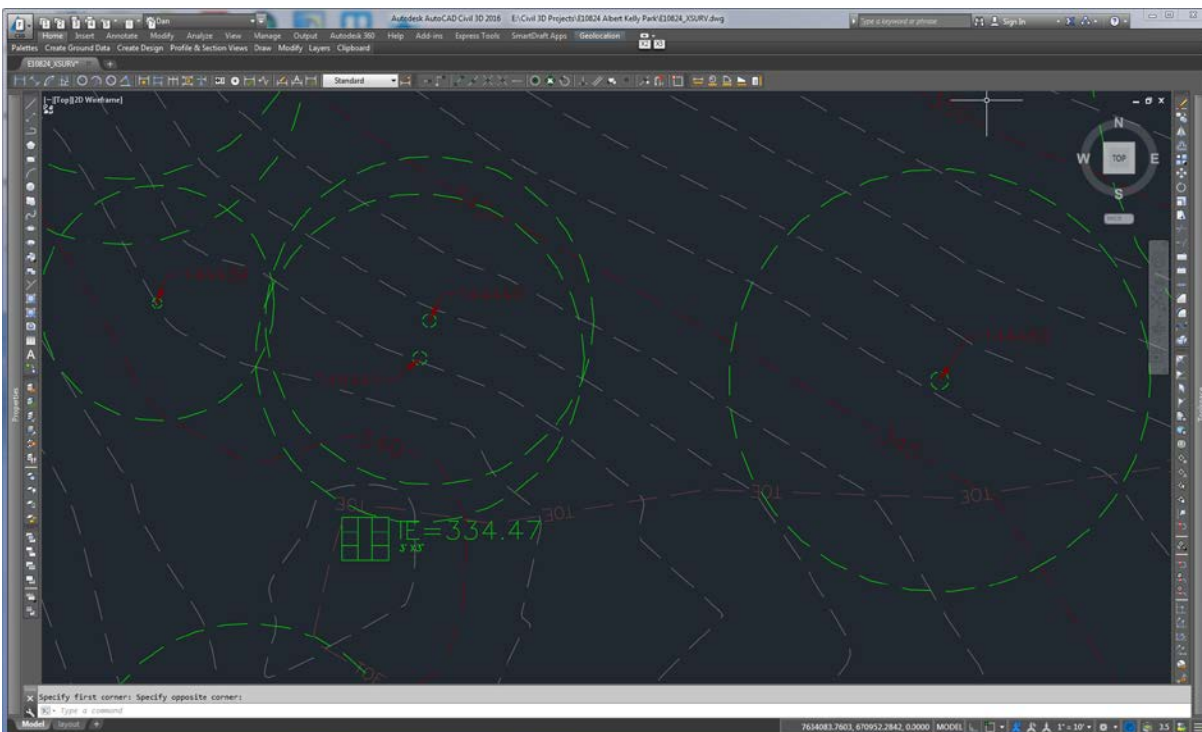
## MANAGING TREE INVENTORY ON BES PLANS

This step-by-step guide was created with the intent of helping the trees review process. After following the guide, the plans will show the trees with labels reflecting the proposed conditions (i.e. construction note depicting the measure applied to the tree).

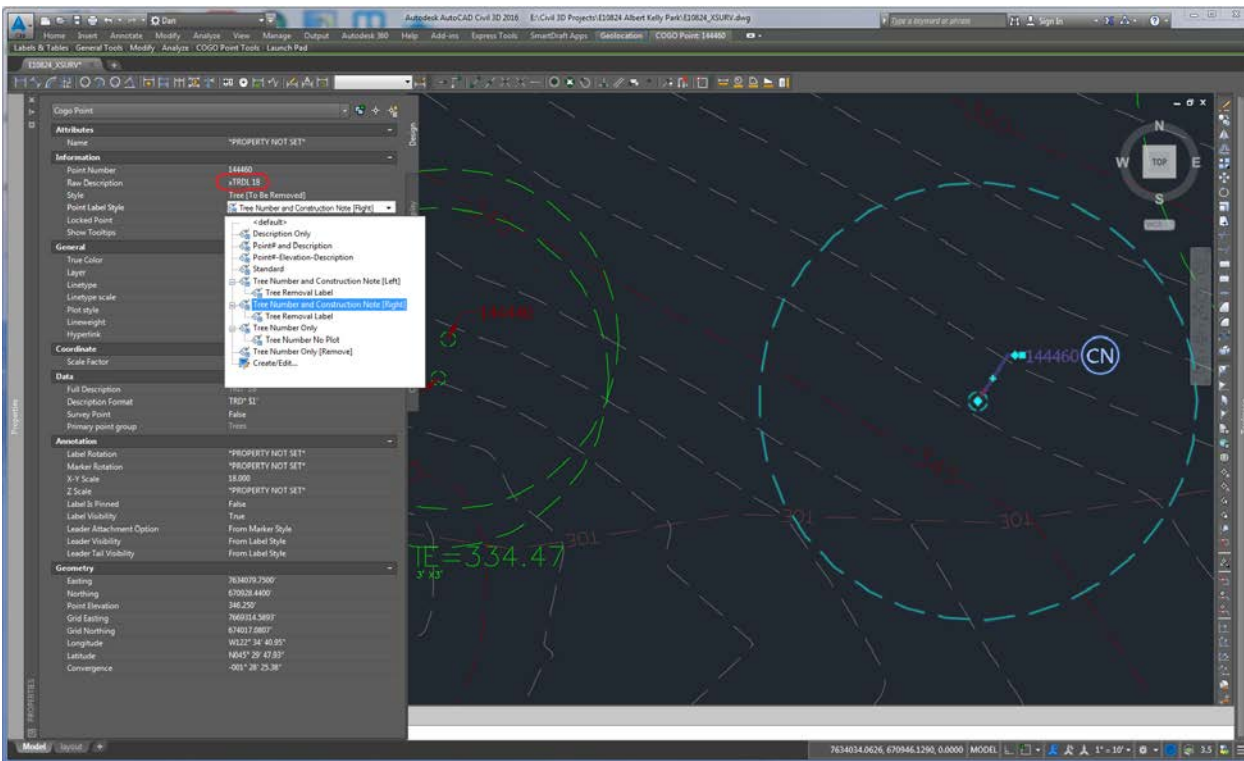
1. Open the \_XSURV of your project (survey file received from PBOT). It should have the tree points displayed at the right size and with the label displaying the point number.



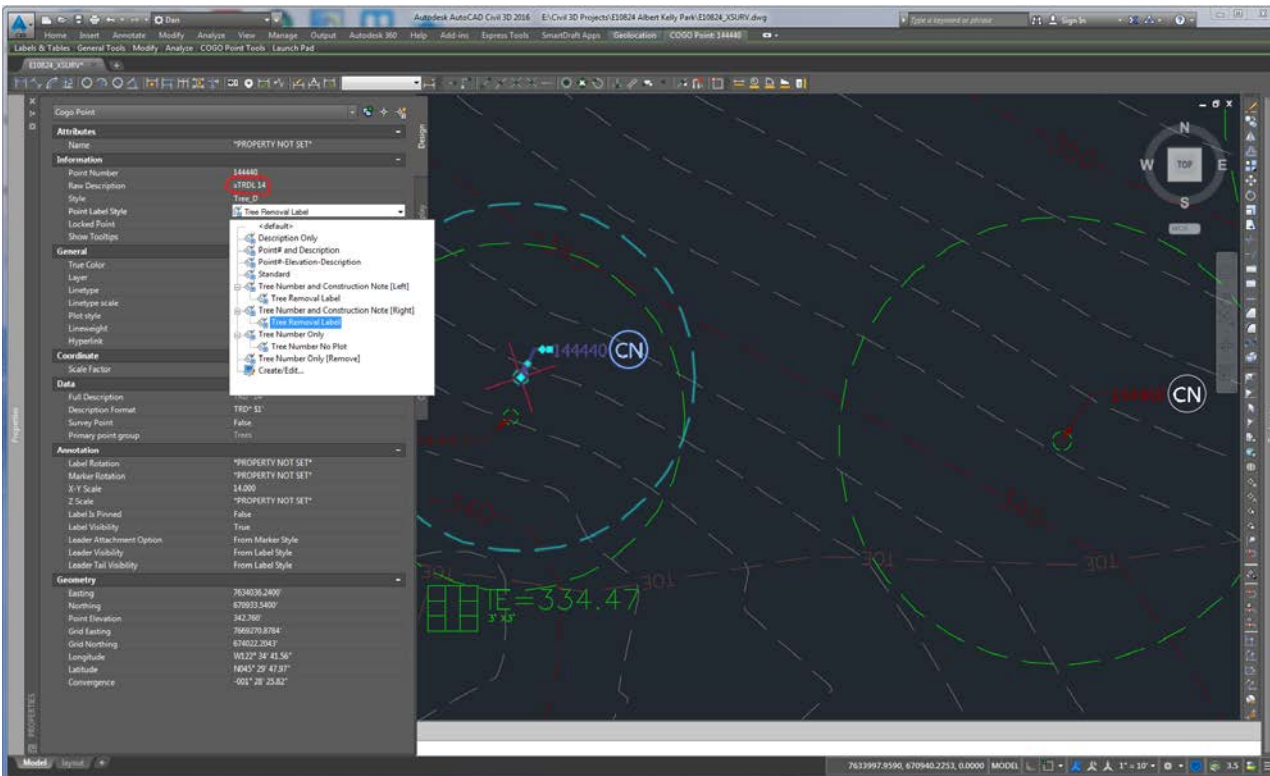
2. Move the labels in the desired location.



- For the points that will have labels with construction notes, change the style of the labels under the **Properties** window. At the same time, type an **x** in front of **Raw Description** property.

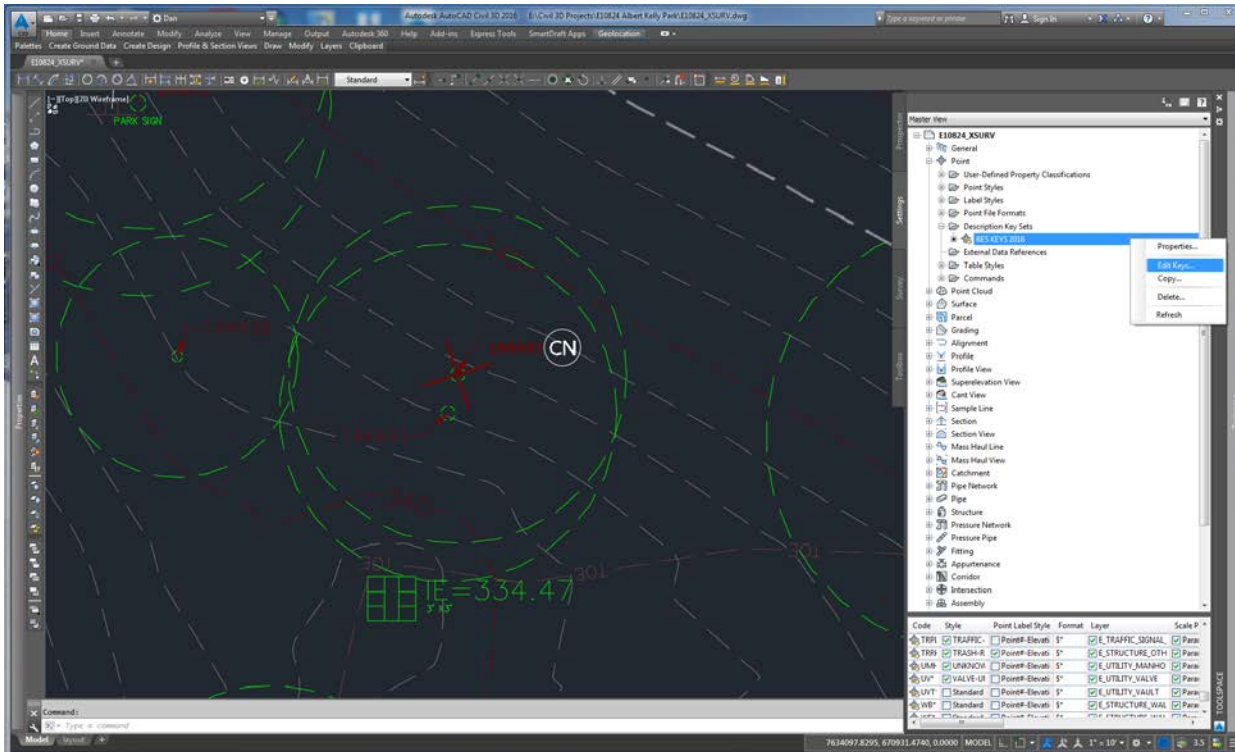


- Repeat the process for the trees that will be removed during construction.



THE NEXT STEPS WILL BE PERFORMED ONLY AFTER WE GET CITY FORESTER'S APPROVAL ON THE WORK NEEDED!

- After all the changes needed are applied, we need to modify the descriptor keys for the tree points. Under the **Settings** tab of the **Toolspace**, select **BES KEYS 2016**, right-click and select **Edit Keys**.



- This will open the Panorama window where we will edit the description key for the trees to assign a label that will not plot.

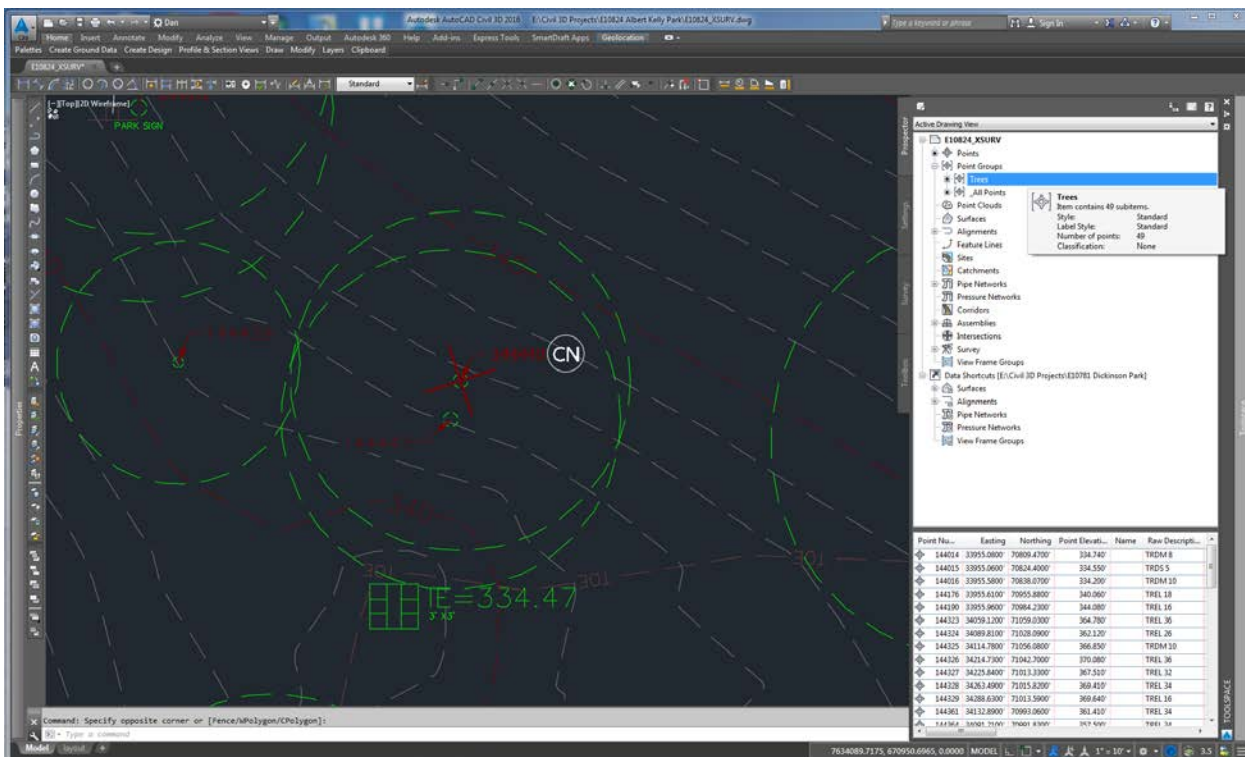
Code	Style	Point Label Style	Format	Layer	Scale Paramet
WKB*	<input type="checkbox"/> Standard	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_ROAD_SIDEWALK	<input checked="" type="checkbox"/> Parameter 1
WL*	<input type="checkbox"/> Standard	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_WATER_MAIN	<input checked="" type="checkbox"/> Parameter 1
WVT*	<input type="checkbox"/> Standard	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_WATER_VAULT	<input checked="" type="checkbox"/> Parameter 1
CO	<input checked="" type="checkbox"/> STM-CO	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SEWER_STORM_CLEANOUT	<input checked="" type="checkbox"/> Parameter 1
STOP*	<input checked="" type="checkbox"/> STOP-TEXT	<input type="checkbox"/> Point# and Description	S*	<input checked="" type="checkbox"/> E_ROAD_STRIPING_SYMBOL	<input checked="" type="checkbox"/> Parameter 1
SL*	<input checked="" type="checkbox"/> STREET LIGHT	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_UTILITY_STREET_LIGHT	<input checked="" type="checkbox"/> Parameter 1
CP*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SURVEY_CONTROL_POINT	<input checked="" type="checkbox"/> Parameter 1
GPS*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SURVEY_POINT	<input checked="" type="checkbox"/> Parameter 1
WP*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SURVEY_POINT	<input checked="" type="checkbox"/> Parameter 1
MTR*	<input checked="" type="checkbox"/> Survey Monitor Point	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SURVEY_MONITOR_POINT	<input checked="" type="checkbox"/> Parameter 1
MON*	<input checked="" type="checkbox"/> Survey Monument Misc	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_SURVEY_MONUMENT	<input checked="" type="checkbox"/> Parameter 1
TBX*	<input checked="" type="checkbox"/> TELEPHONE-RISER	<input type="checkbox"/> Standard	S*	<input checked="" type="checkbox"/> E_UTILITY_TELEPHONE_PEDESTAL	<input checked="" type="checkbox"/> Parameter 1
ONLYB*	<input checked="" type="checkbox"/> TEXT-ONLY-B	<input type="checkbox"/> Point# and Description	S*	<input checked="" type="checkbox"/> E_ROAD_STRIPING_SYMBOL	<input checked="" type="checkbox"/> Parameter 1
TRCB*	<input checked="" type="checkbox"/> TRAFFIC-CONTROL-BOX	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_TRAFFIC_CONTROL_BOX	<input checked="" type="checkbox"/> Parameter 1
TRPL*	<input checked="" type="checkbox"/> TRAFFIC-SIGNAL-POLE	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_TRAFFIC_SIGNAL_POLE	<input checked="" type="checkbox"/> Parameter 1
TRRK*	<input checked="" type="checkbox"/> TRASH-RACK	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_STRUCTURE_OTHER	<input checked="" type="checkbox"/> Parameter 1
TRD*	<input checked="" type="checkbox"/> Tree_D	<input checked="" type="checkbox"/> Tree Number Only	TRD-\$1'	<input checked="" type="checkbox"/> E_VEGETATION_TREE	<input checked="" type="checkbox"/> Parameter 1
TRE*	<input checked="" type="checkbox"/> Tree_E	<input checked="" type="checkbox"/> Tree Number Only	Tree Number Only		<input checked="" type="checkbox"/> Parameter 1
UMH*	<input checked="" type="checkbox"/> UNKNOWN-MANHOLE	<input type="checkbox"/> Point#-Elevation-Description			<input checked="" type="checkbox"/> Parameter 1
TMH*	<input checked="" type="checkbox"/> UTILITY-MANHOLE-TELEPHONE	<input checked="" type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_UTILITY_TELEPHONE_MANHOLE	<input checked="" type="checkbox"/> Parameter 1
PO*	<input checked="" type="checkbox"/> UTILITY POLE	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_UTILITY_POLE	<input checked="" type="checkbox"/> Parameter 1
UV*	<input checked="" type="checkbox"/> VALVE-UNKNOWN	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_UTILITY_VALVE	<input checked="" type="checkbox"/> Parameter 1
SPV*	<input checked="" type="checkbox"/> VALVE SPRINKLER	<input type="checkbox"/> Standard	S*	<input checked="" type="checkbox"/> E_WATER_IRRIGATION_SPRINKLER	<input checked="" type="checkbox"/> Parameter 1
WM*	<input checked="" type="checkbox"/> WATER METER	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_WATER_METER	<input checked="" type="checkbox"/> Parameter 1
WSP*	<input checked="" type="checkbox"/> WATER STAND-PIPE	<input type="checkbox"/> Point# and Description	S*	<input checked="" type="checkbox"/> E_WATER_STAND_PIPE	<input checked="" type="checkbox"/> Parameter 1
FDC*	<input checked="" type="checkbox"/> WATER STAND PIPE	<input type="checkbox"/> Point# and Description	S*	<input checked="" type="checkbox"/> E_WATER_STAND_PIPE	<input checked="" type="checkbox"/> Parameter 1
WV*	<input checked="" type="checkbox"/> WATER VALVE	<input type="checkbox"/> Point#-Elevation-Description	S*	<input checked="" type="checkbox"/> E_WATER_VALVE	<input checked="" type="checkbox"/> Parameter 1
YL*	<input checked="" type="checkbox"/> YARD LIGHT	<input checked="" type="checkbox"/> <default>	S*	<input checked="" type="checkbox"/> E_ROAD_STRIPING	<input checked="" type="checkbox"/> Parameter 1



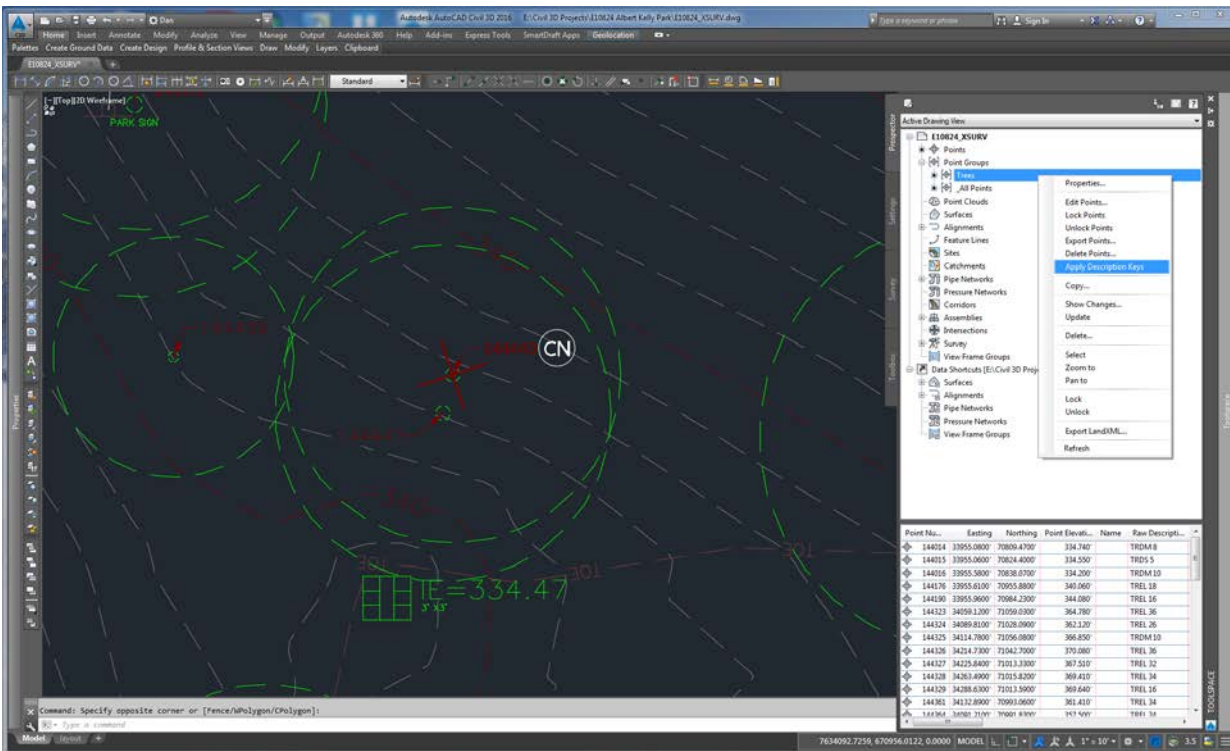
7. Click on the **Point** label style assigned to the key, and change it to **Tree Number No Plot**.

Code	Style	Point Label Style	Format	Layer	Scale Parameter
WKB*	<input type="checkbox"/> Standard	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_ROAD_SIDEWALK	<input checked="" type="checkbox"/> Parameter 1
WL*	<input type="checkbox"/> Standard	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_WATER_MAIN	<input checked="" type="checkbox"/> Parameter 1
WWT*	<input type="checkbox"/> Standard	<input checked="" type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_WATER_VAULT	<input checked="" type="checkbox"/> Parameter 1
CO	<input checked="" type="checkbox"/> STM-CO	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SEWER_STORM_CLEANOUT	<input checked="" type="checkbox"/> Parameter 1
STOP*	<input checked="" type="checkbox"/> STOP-TEXT	<input type="checkbox"/> Point# and Description	\$*	<input checked="" type="checkbox"/> E_ROAD_STRIPING_SYMBOL	<input checked="" type="checkbox"/> Parameter 1
SL*	<input checked="" type="checkbox"/> STREET LIGHT	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_UTILITY_STREET_LIGHT	<input checked="" type="checkbox"/> Parameter 1
CP*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SURVEY_CONTROL_POINT	<input checked="" type="checkbox"/> Parameter 1
GPS*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SURVEY_POINT	<input checked="" type="checkbox"/> Parameter 1
WP*	<input checked="" type="checkbox"/> Survey Control Point	<input checked="" type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SURVEY_POINT	<input checked="" type="checkbox"/> Parameter 1
MTR*	<input checked="" type="checkbox"/> Survey Monitor Point	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SURVEY_MONITOR_POINT	<input checked="" type="checkbox"/> Parameter 1
MON*	<input checked="" type="checkbox"/> Survey Monument Misc	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_SURVEY_MONUMENT	<input checked="" type="checkbox"/> Parameter 1
TBX*	<input checked="" type="checkbox"/> TELEPHONE-RISER	<input type="checkbox"/> Standard	\$*	<input checked="" type="checkbox"/> E_UTILITY_TELEPHONE_PEDESTAL	<input checked="" type="checkbox"/> Parameter 1
ONLYB*	<input checked="" type="checkbox"/> TEXT-ONLY-B	<input type="checkbox"/> Point# and Description	\$*	<input checked="" type="checkbox"/> E_ROAD_STRIPING_SYMBOL	<input checked="" type="checkbox"/> Parameter 1
TRCB*	<input checked="" type="checkbox"/> TRAFFIC-CONTROL-BOX	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_TRAFFIC_CONTROL_BOX	<input checked="" type="checkbox"/> Parameter 1
TRPL*	<input checked="" type="checkbox"/> TRAFFIC-SIGNAL-POLE	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_TRAFFIC_SIGNAL_POLE	<input checked="" type="checkbox"/> Parameter 1
TRRK*	<input checked="" type="checkbox"/> TRASH-RACK	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_STRUCTURE_OTHER	<input checked="" type="checkbox"/> Parameter 1
TRD*	<input checked="" type="checkbox"/> Tree_D	<input checked="" type="checkbox"/> Tree Number No Plot	TRD* S1'	<input checked="" type="checkbox"/> E_VEGETATION_TREE	<input checked="" type="checkbox"/> Parameter 1
TRE*	<input checked="" type="checkbox"/> Tree_E	<input checked="" type="checkbox"/> Tree Number No Plot	Tree Number No Plot	<input checked="" type="checkbox"/> Parameter 1	
UMH*	<input checked="" type="checkbox"/> UNKNOWN-MANHOLE	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_UTILITY_TELEPHONE_MANHOLE	<input checked="" type="checkbox"/> Parameter 1
TMH*	<input checked="" type="checkbox"/> UTILITY-MANHOLE-TELEPHONE	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_UTILITY_TELEPHONE_MANHOLE	<input checked="" type="checkbox"/> Parameter 1
PO*	<input checked="" type="checkbox"/> UTILITY POLE	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_UTILITY_POLE	<input checked="" type="checkbox"/> Parameter 1
UV*	<input checked="" type="checkbox"/> VALVE-UNKNOWN	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_UTILITY_VALVE	<input checked="" type="checkbox"/> Parameter 1
SPV*	<input checked="" type="checkbox"/> VALVE SPRINKLER	<input type="checkbox"/> Standard	\$*	<input checked="" type="checkbox"/> E_WATER_IRRIGATION_SPRINKLER	<input checked="" type="checkbox"/> Parameter 1
WM*	<input checked="" type="checkbox"/> WATER METER	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_WATER_METER	<input checked="" type="checkbox"/> Parameter 1
WSP*	<input checked="" type="checkbox"/> WATER STAND-PIPE	<input type="checkbox"/> Point# and Description	\$*	<input checked="" type="checkbox"/> E_WATER_STAND_PIPE	<input checked="" type="checkbox"/> Parameter 1
FD*	<input checked="" type="checkbox"/> WATER STAND PIPE	<input type="checkbox"/> Point# and Description	\$*	<input checked="" type="checkbox"/> E_WATER_STAND_PIPE	<input checked="" type="checkbox"/> Parameter 1
WV*	<input checked="" type="checkbox"/> WATER VALVE	<input type="checkbox"/> Point#-Elevation-Description	\$*	<input checked="" type="checkbox"/> E_WATER_VALVE	<input checked="" type="checkbox"/> Parameter 1
YL*	<input checked="" type="checkbox"/> YARD LIGHT	<input checked="" type="checkbox"/> < default >	\$*	<input checked="" type="checkbox"/> E_ROAD_STRIPING	<input checked="" type="checkbox"/> Parameter 1

8. We can now close the **Panorama** window and, under the **Prospector** tab of the **Toolspace**, select the **Point** group that contains the trees.



9. Right-click and select **Apply Description Keys**.



10. This will apply the label which will not plot, to all the trees (except the ones we manually modified)

