

# ESGSAR Standard Operating Procedure

## Initial Computer Operator Duties

At the start of a search, there are six key operations that the Computer Operator must perform prior to printing maps, tracking search teams, etc. These operations and instructions on how to perform them are outlined in detail below.

### 1. Connect and turn on the team computer.

The new team computer is the preferred machine. It is located in the seat bin directly behind the bus driver. The new computer's case has a silver logo on it. Remove the computer from its case and place it on the computer workstation. Remove the power cable from the case and connect it to the computer and the power bar at the left side of the workstation. Connect the printer to the rear of the computer via the printer's USB cable (thin and flat end). The cable is laying on the workstation desktop. Power on the computer.

### 2. Create a data directory

Search data is stored in individual folders under OziExplorer's "data" folder. The data folders are sorted by year and named with the search date and name of the search location. A shortcut folder called "Ozi Folders" has been created for your convenience and is located on the desktop. Create the folder as follows:

- A. Double click the "Ozi Folders" icon on the computer's desktop.
- B. Double click the "Data Folders" icon.
- C. Double click the appropriate year, ie. "2006".
- D. Double click either "Searches" or "Training" depending on the situation.
- E. Click the "File" menu at the top left of Windows Explorer. Select "New" and then select "Folder".
- F. A new folder will appear with its name "New Folder" highlighted in blue. Type the name of the folder and press the "Enter" key. The folder is named with the date and the location of the search: "January 23 – Sheet Harbour" for example.
- G. Close Windows Explorer.

### 3. Start OziExplorer

Double click the "OziExplorer" icon located on the computer's desktop.

### 4. Load a map of the search area

There are two methods for loading a map of the search area. Method one is used when you know enough about the search area to locate it on a map of the province. The other is for when you don't know where the search area is.

## **Method 1: Loading a map of a well known location**

- A. Select Ozi's "Load" icon (top left of the screen) and select "Load Map File" from it.
- B. If it is visible, double click the "1-NOVA-SCOTIA-INDEX\_PNG.map" file. The index map will now load.
  - \*\* *If the "Maps" folder is not displayed*, you will have to locate it. Click the dropdown menu to the right of the "Look in" label. Select the "Ozi Folders" icon from the list (should be near the bottom). Double click the "Map Folders" icon and the folder will open displaying the required "1-NOVA-SCOTIA-INDEX\_PNG.map".
- C. Scroll around the index map by holding down the left mouse button and moving the mouse. Place the mouse pointer over the approximate location of the search area and click the right mouse button. Select "Find Map at Cursor" from the menu that appears.
- D. The "Maps Available for Cursor Position" window will open, displaying a list of maps available for the selected location will appear. Double clicking a map name will load it. You might have to try loading a few (starting at the top of the list, but avoid any with just a string of numbers in the filename).
- E. Scroll around the selected map to locate the search location. If you have selected a wrong map, just restart the process by re-loading the index map or double clicking a different map from the "Maps Available for Cursor Position" window.

## **Method 2: Loading a map of an unfamiliar location**

- A. Locate the search location's map via the Nova Scotia Atlas. Use the index to look up the community near the search location or a nearby body of water. Open the Atlas to the indicated page. Note the map name which is printed at the bottom centre of the page, "Parrsboro" for example.
- B. Select Ozi's "Load" icon (top left of the screen) and select "Load Map File" from it.
- C. If it is visible, double click the "Nat'l Topo Series 1\_50 000" folder as displayed in the "Load Map File" window.
  - \*\* *If the "Nat'l Topo Series 1 50 000" folder is not displayed*, you will have to locate it. Click the dropdown menu to the right of the "Look in" label. Select the "Ozi Folders" icon from the list (should be near the bottom). Double click the "Map Folders" icon and the folder will open displaying the required "Nat'l Topo Series 1\_50 000" folder.
- D. The "Load Map File" window will now show a long list of map names. Scroll through it using its right and left arrow scroll bars until you find a map file with the same map name as the one you looked up in the Nova Scotia Atlas. Double click the desired map name and the map will load.
- E. Locate the search location by scrolling the map by holding down the left mouse button and moving the mouse. Use the Nova Scotia Atlas for reference if needed.

## **5. Configure OziExplorer**

1. Open Ozi's "File" menu and select its "Configuration" option. With the "Configuration" window open, check all four "At Start up" boxes. Check "Ask before quitting". Set the "Data file datum" dropdown menu to "NAD 83". When done, click the "Save" button.
2. Ensure that the map datum is NAD83. You can change the datum by clicking on the blue "select the display datum" button to the right of the top position tool bar.

3. Select Ozi's "Map" menu and select "Gridline setup" from it. Click the "Other grid" tab. Check "Grid on". Set the "Line interval" to 200m. Set the "km line color" to blue. Set the "Meter line color" to red. Ensure "Auto scale off" is NOT checked. Set "Label interval" to 200m. Set "Label color" to navy. Set "Back color" to white. Set "Font size" to 7. Set "Label screen display" to "On all screens". Set "Numbers" to "Last 3 digits". When done, then click the "Save" button.
4. Set the zoom setting to the main tool bar at 200.

## 6. Create a waypoint for the bus

- A. Obtain a GPS reading for the location of the bus.
- B. Click the waypoint (WPT) button (pictured on left). The button is beside the "Save" button at the top left of the screen. When selected, it will look like it is depressed.

- C. Position the cursor anywhere on the map and press the left mouse button. This will create a waypoint to which you will add the coordinates of the bus. Click the WPT button again to turn it off.



- D. Place the cursor over the new waypoint. When you are on top of the waypoint, the cursor will change from an arrow to a hand.
- E. While the cursor is a hand, double click the left mouse button. This will open the waypoint's properties box (pictured on left). Note: Instead of double clicking, you can right click and select the "Properties" menu item from the popup menu.

- F. Enter "BUS" in the "Name" field.
- G. Click the "Edit Position" button. The "Edit Position" screen will open (pictured below).

- H. Enter the Easting and the Northing as indicated by the GPS reading. Click the "Save" button.

