Digital Levelling Suite

User Manual

For Use in Conjunction With

Excel 97 - 2007
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Introduction

Thank you for purchasing the Leica DNA / SPRINTER Import Tool. This program has been designed in conjunction with Land Surveyors who use the Leica DNA / SPRINTER on a day to day basis.

It has been designed to overcome some of the short falls with the Leica DNA / SPRINTER software, to allow easy conversion from the raw data file to a standard Levelling Book format.

The software has been designed on the Microsoft Excel platform thus giving the user the advantage of the Microsoft Excel interface which most surveyors will already be familiar with.

Provided with this software is the format file required to be loaded into the Leica DNA / SPRINTER, and instruction how to accomplish this.

Please Note

If you open the Excel 97 – 2003 version of this software in Excel 2007 it will work however if you save the file as .XLSM then you will be unable to open the application again in Excel versions 97 – 2003. If this occurs by accident then reinstall the software. You will not loose any back up file in the ‘ASCII Archive Files’ folder.
System Requirements

Minimum System Requirements

- Windows 98*
- Microsoft Excel 97*
- Pentium 233
- 128 MB RAM
- 4X CD-ROM
- Mouse and Keyboard
- 649x480 SVGA display
- 30 MB free hard drive space
- USB 1.0
- Printer

Recommended System Requirements

- Windows XP/Vista*
- Microsoft Excel 2000 or above*
- Pentium 1GB+
- 512 MB RAM
- 52X CD-ROM Drive
- Mouse and Keyboard
- 1280x1024 32bit displays
- 100MB free hard drive space
- USB 2.0
- Colour Printer

*With the latest Service Pack
Restrictions within the Application

The following functions have been disabled in the software to stop unauthorised copying.

CTRL Break
Ctrl V
Ctrl C
Cut
Paste
Right Mouse Click
Only Cells that are unprotected can be modified

Facilities not available within Demo Version

If you are running a Demo Version of this software the following restriction also apply or have been disabled.

Print
Print Preview
Opening files other than those supplied with the Demo software
No Leica DNA / SPRINTER format file supplied

Application Outline

This application has been designed to convert exported ASCII data from the Leica DNA / SPRINTER Level, and convert it to a standard levelling book appearance. The result shows Collimation, Reduced level and Adjusted Levels.
DNA Instrument Format File

Installing the DNA Format File

XXX_IMPORT_TOOL.frt       XXX=company Initials

The format file provided needs to uploaded to the instrument; it has been edited to contain the chosen logo and address of your company.

To upload the file use the exchange manager in LGO tools, and follow the help section under:

“Transfer – format files”

Once the format file is in the instrument it will be displayed as an option every time the instrument field data is downloaded. This format is required for the Digital Levelling Suite to function correctly.

Exporting Data from the Leica DNA / SPRINTER, to the Digital Levelling Suite.

The key steps to achieve this are as follows:

1. **Export field data from the DNA to the PC via the given format file.**

   This file converts the field data to the required format that the import tool recognises and can manipulate. If the data is exported without this format file the import tool will not accept the data and give an error message (see page 23). To export data from the DNA you can check your Leica user manual, but to summarize you have two options
   i. Download the data directly using the USB cable and the free LGO tools programme, available from: http://www.surveyequipment.com/shop/index.php?main_page=page&id=22&chapter=1&zenid=0821bcb4054e73b3753d93c7a5c12ec
   ii. Export on the instrument to the removable card then copy over the data on the CF card to the PC.

2. **Run the Digital Levelling Suite.**

   Select the chosen file in the open dialogue box and run the application,
   i. Check the sheet tabs along the bottom.
   ii. Open the “chek and adjust” sheet, for values from the two peg test.
   iii. Open the raw data sheet, for any problems from the field.
   iv. Open all the line sheets, and check that the start and close heights are correct for each level run, adding the lines location in the header.
   v. Open the error graph sheet, and press update to highlight any lines that have large misclosures.

3. **Print out each level run.**
Digital Levelling Suite Installation

Insert either the USB Flash Drive into the USB port of your computer or insert the CD into the CD/DVD Rom Drive.

Open the USB or CD/DVD Drive

Welcome Screen

Welcome to the DNA Import Tool Install Program.

This program allows you to install DNA Import Tool on your hard drive.

It is strongly recommended that before proceeding, you ensure that no other Windows programs are running.

If you do not wish to install DNA Import Tool, click 'Exit' now, otherwise click 'Next' to continue.
Information Screen

Excel Macro Security

before launching the DNA Import Tool application please refer to Appendix D 'Macro Security Settings', in the User Manual PDF.

To view the User Manual you will have to have a PDF reader installed i.e. Adobe Acrobat.

If you **DO NOT** wish to install *Adobe Acrobat Reader 7 De* - select the tick box at the end of the installation

*Copyright 1994-2004 Adobe Systems Incorporated and its licensors. All rights reserved.

License Agreement

End User License Agreement (EULA)

DNA Import Tool Full & Demo Versions

DNA Import Tool Full and Demo Versions
Copyright 2009 David Proctor, David Monaghan and Monaghan Surveys Ltd
Adobe 7
Copyright 1984-2004 Adobe Systems Incorporated and its licensors. All rights reserved.

*If you agree with the above terms and conditions then select 'Next'*
Directory

If you do not wish to install the software into the default directory amend the directory path shown, then select 'Next'.

Create Directory

The destination directory doesn't exist. Do you want it to be created?

Yes  No

The destination directory will automatically be created when you select 'Yes'.

Confirmation

You are now ready to install DNA Import Tool.

This program will install DNA Import Tool into C:\Program Files\Leica\DNA Import Tool.

Select ‘Start’ to install software.

Click ‘Start’ to Install DNA Import Tool.

Installing Software

Installation in progress, please wait.

File: C:\DNA 03 Level Run Sheet Demo Template.ptt

90%
End Screen

If you do not wish to install Adobe 7 then deselect tick box

Please note that a PDF reader is required to view the 'User Manual'

Exit

Select 'Exit' to close installation dialogue box.

If you have opted to install Adobe 7 then this will install after the installation dialogue box has closed
Installation Directory Structure

The application is now installed in the follow directory (if default directory is used during install)

DO NOT AMMEND, CHANGE, DELETE or RENAME any of the directories or files associated with this application.
Uninstall Application

To uninstall the application select the Uninstall Icon in the DNA folder.

The application will be removed from your PC.

When complete select OK

If you have saved any ASCII back up files in the ‘ASCII Archive Files’ folder, these will not be deleted, if you wish to delete these then manually delete the folder.
Launching Application Excel 97 - 2003

Before launching the application please refer to Appendix D: Macro Security Settings.

To launch the application just double click on the Digital Levelling Suite icon on the desk top or contained within the Digital Levelling Suite folder.
When prompted click ‘Enable Macros’

 Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.

This will then launch the application with all the relevant Macros running.
Launching Application 2007

Before launching the application please refer to Appendix D: Macro Security Settings.

To launch the application just double click on the Digital Levelling Suite icon on the desk top or contained within the Digital Levelling Suite folder.
When the security warning appears, select ‘Options’
When prompted select 'Enable this content' then 'OK'.

This will then launch the application with all the relevant Macros running.
Importing Leica DNA or Sprinter Data

Click Here To Activate the Open File Dialogue Box
Select the ASCII file you wish to import in this case we have selected the file ‘Demo Data.asc’

If the ASCII file that you have selected does not contain Leica DNA / SPRINTER data then the following prompt will appear.

If ‘OK’ is selected then you will be returned to the previous ‘Open File’ dialogue box. If ‘Cancel’ is selected then you will be returned to the ‘Survey Properties’ sheet.
Back Up File Prompt

If you select 'Yes' to back up the raw data the following dialogue box will be displayed.

Select the folder you wish to save the raw data into; in this case we have selected the directory 'ASCII Archive Files' provided. Then click 'Save'. The file will be saved with the original file name plus '_Bak'. In this case the file 'Demo Data.Asc' would be renamed as 'Demo Data_Bak.Xls'. Once you have selected the appropriate directory click 'Save'. The back up file will be saved and the data import will commence.

If you opt to not save a back up of the file the dialogue box will close and the data import will commence.
When you import your DNA data a progress bar will be displayed letting you know how far it is thought the import and processing procedure.

Once complete the total time taken will be displayed.

**Drop Down Menu**

The drop down menu bar allows access to the features displayed on the screen as well as further features e.g. DNA print set up

**Excel 97 – 2000**

**Excel 2007**
Survey Properties Sheet

Once the data has been imported and converted you will see additional information about the project in the Survey Properties sheet.

Raw Data Sheet

The following sheet ‘Raw Data’ is formatted version of the imported ASC file.
Chek&Adj

This sheet is derived from the data downloaded from the Leica DNA / SPRINTER. The Check and Adjust sheet shows 4 readings, if the operator has taken more than four reading then the last 4 are displayed.

<table>
<thead>
<tr>
<th>Point ID</th>
<th>Back sight</th>
<th>Intermediate</th>
<th>Fore sight</th>
<th>Distance</th>
<th>Remarks</th>
<th>No Uda</th>
<th>Stan Dev</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>1.0419</td>
<td></td>
<td></td>
<td>22.38</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>1.0095</td>
<td></td>
<td></td>
<td>22.53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>1.4414</td>
<td></td>
<td></td>
<td>2.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>0.76743</td>
<td></td>
<td></td>
<td>18.18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Set up</td>
<td>A1</td>
<td>1.00419</td>
<td>A2</td>
<td>0.76743</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1</td>
<td>1.00996</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B2</td>
<td>1.44145</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
<td>Dih 1</td>
<td>0.78548</td>
<td>Dih 2</td>
<td>0.78548</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over</td>
<td>44.88 Meters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>1.04269</td>
<td></td>
<td></td>
<td>22.08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>1.77666</td>
<td></td>
<td></td>
<td>20.32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>1.54271</td>
<td></td>
<td></td>
<td>3.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>0.83004</td>
<td></td>
<td></td>
<td>18.83</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Set up</td>
<td>A1</td>
<td>1.00269</td>
<td>A2</td>
<td>0.83004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1</td>
<td>1.77666</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B2</td>
<td>1.54271</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result</td>
<td>Dih 1</td>
<td>0.79565</td>
<td>Dih 2</td>
<td>0.79565</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over</td>
<td>44.98 Meters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>1.17577</td>
<td></td>
<td></td>
<td>22.28</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Line data is imported from the Leica into separate sheets i.e. Line00001, Line00002 etc.

The naming convention is taken directly from the Leica DNA / SPRINTER.

All data in the header area is drawn from the downloaded information except for the Level Run Location and Weather fields.

The ‘From’ and ‘To’ fields have been compiled from the first and last point on the survey line. These can be changed by editing the cells, if for instance you have assigned temporary names when in the field.

At the end of the last page of each line an additional footer is added for quality assurance purposes.
Amending Cells within Levelling Booking Sheets

The following shows the cells that can and cannot be amended:

- Fields that cannot be amended
- Fields that can be amended
Levelling Book – Record and Measure

![Image of Levelling Book – Record and Measure](image)

Levelling Book – No Close

![Image of Levelling Book – No Close](image)
Change Start / Close Height & Point ID's

If either the start height or close height are missing the following message will appear when the line sheet is opened.

At this point you can change any of the fields displayed. If you do not wish to enter the missing info at this stage then click Cancel. To access this dialogue box at any other time just click on either the start or close height fields.

To change any other PID then select the PID to change, enter the new details and RTN, the following dialogue box will appear to confirm the change.

If there are multiple occurrences of the PID you wish to change the following dialogue box will appear.

If to replace all occurrences select Replace All to replace only the one you selected select Replace Highlighted Cell Only to cancel select Cancel.
If you select to change all occurrences of the PID then the following dialogue box will appear informing you of the number of replacements made in that line.

![PID's Updated dialogue box]

2 PID's have been updated within LINE00002
Merge Lines

This allows the user to merge a number of lines together in any order they wish.

Once processed the information is displayed in the Levelling Booking Sheet which will also display the lines that have been merged in the order that they have been merged.
Export Lines

To Export data select the Export Data button.

The Export sheet has been updated to show, the exported data along side a summary of the data exported.

The summary includes the Point ID along with each reading for that ID the Average, Standard Deviation and Remarks of the Readings taken.

Individual lines can be exported in this case LINE00002 or
Merged line sheets can also be exported.

Once the data has been exported the user has the ability to cut, paste and copy this data into any other application that they wish.

The exported file will be saved in the Exported Data folder.
Printing

When you select the print preview screen only the cells containing data will be displayed or printed. If the number of cells containing data does not add up to one whole page, the software will insert the correct amount of cells complete the page.

Please note that the Print Preview and Print facilities are not available in the Demo version of this software.
Print Settings

DNA Print Settings can be accessed via the drop down menu and allows the user to change the amount of lines printed on the first and last pages of the reports, in case the footer on these pages over runs the bottom of the sheets.

It will also allow you to actively reformat the sheets without the need to reload the data.

In Fig 1 the footer does not quite fit the page in Fig 2 the number of lines on the page has been reduced and the footer now fits exactly.
### LEVELLING BOOKING SHEET - LINE00002

<table>
<thead>
<tr>
<th>Point ID</th>
<th>Back sight</th>
<th>Intermediate</th>
<th>Foresight</th>
<th>Collimation</th>
<th>Reduced level</th>
<th>Remarks</th>
<th>Adjusted Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM01</td>
<td>1.58056</td>
<td>0.9895</td>
<td>27.71536</td>
<td>26.91700</td>
<td>26.81700</td>
<td></td>
<td>26.81700</td>
</tr>
<tr>
<td>SP01</td>
<td>1.53808</td>
<td>1.59216</td>
<td>27.99024</td>
<td>26.91700</td>
<td>26.91700</td>
<td></td>
<td>26.91700</td>
</tr>
</tbody>
</table>

| Date: 23.03.2000 | Surveyor: TEST | From: BM01 | Start Height: 26.81700 | Close Height: 26.7548 |

<table>
<thead>
<tr>
<th>Closing Error</th>
<th>Actual Close</th>
<th>Distance (km/s)</th>
<th>0.130</th>
<th>Staff Type: OPG12</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Error Factor (m)</th>
<th>Number of Set-ups</th>
<th>Instrument</th>
<th>DNOAD</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.004</td>
<td>5</td>
<td></td>
<td></td>
<td>12345</td>
</tr>
</tbody>
</table>

---

**Quality Assurance**

Checked By:  
Signed By:  
Date:  

---

36
Closing Error Graph

This sheet takes the closing error from each line and represents it on the graph as a quick reference tool to highlight any lines which you may wish to double check.

Update Graph

Once any closing heights that are missing on the Line sheets, have been entered then the graph will automatically update to reflect these changes.
Clear Data

To clear all data that has been imported into the Digital Levelling Suite click here.

<table>
<thead>
<tr>
<th>Survey Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Remarks</td>
</tr>
<tr>
<td>Operator</td>
</tr>
<tr>
<td>Instrument Number</td>
</tr>
<tr>
<td>Number Of Lines</td>
</tr>
<tr>
<td>Imported Document</td>
</tr>
<tr>
<td>Installation Path</td>
</tr>
</tbody>
</table>

Data cleared
Upgrading your product:

If you have purchased either the Sprinter Only or DNA Only version and you wish to upgrade to the full Digital levelling suite then please contact your supplier, they will issue you with a product upgrade code.

To upgrade your product select Full Suite Upgrade from the Levelling Suite Menu

The following dialogue box will appear.

Enter the product code you have received from you supplier and select OK.
The following dialogue box will appear informing you that the following tasks will be performed.

![Congratulations dialog box]

Select OK the application will then perform the following tasks.

1. Save
2. Send confirmation email to your supplier
3. Close

Once the application has been re-launched you will have access to all the features of the full suite.
Appendix A: Customisation

We can customize the following sheets to reflect your company identity, on screen and on the printed documents.

We would require a copy of your logo in either Bit Map of Jpeg format. If this is not available we can scan in your logo from your headed paper, however the quality may be diminished.

One customisation is included in the cost of the application. Any further modification in the future would be chargeable, please email support for quote.

Survey Properties Sheet

Raw Data Sheet
Levelling Booking Sheet

Banner colour can be modified to fit company identity

Quality Assurance colour can be modified to fit company identity, or tailored to your requirements
Closing Error Graph

Print and Print Preview

Quality Assurance footer
Save Workbook

Save Workbook is access from the dropdown menu.

This will first open the dialogue box above notifying the you that certain features will be disabled in the saved version.

The reason behind this is to remove any dependencies within the application and the data you are about to save.

This will enable the you to save the workbook and then Email this file to some one that does not have the application loaded on their machine.

Certain features are still enabled i.e. Merge Lines, Print Set-up etc. The only features disabled in the saved version are Import and Clear. Import has been disabled due to it dependence on the application and clear has be disabled so that a user does not accidentally clear all the data from a save report.

Once the you have selected OK on the above form the Save Dialogue box opens

The File Name box is automatically propagated with the project name in this case ‘Demo’
Appendix C: Known Issues

Initialising Folders

If you received the message Initialising Folders when the Open File dialogue box has been opened and then the Open File dialogue box freezes. Close the Open File dialogue box by clicking on Cancel, then re launch it. This is a known problem with Excel 2007 and is caused by having Disconnected Network Drives. For further details visit support at www.microsoft.co.uk.
Appendix D: Macro Security Settings

Changing Macro Security Settings in Excel 2007

If you receive the security warning 'Data Connections Have Been Disabled' when you start the DNA application, then your macro security settings in Excel are set to 'High'. This means that no macros will be able to run in Excel 2007. To change these setting follow the instructions below.

1. Click the Microsoft Office Button
2. Then select 'Excel Options'
3. Your Logo Here
4. Survey Properties

![Security Warning]

![Click the Microsoft Office Button]

![Then select 'Excel Options']
Select "Popular".

Select the tick box for "Show Developer Tab in the Ribbon".
The 'Developer' Tab will now be displayed in the 'Ribbon'.

Select 'Macro Security'

Select the 'Developer' Tab

Select 'Macro Settings'
Select "Disable all macros with notification"

Then select 'OK'

Click the Microsoft Office Button

Then 'Close' and 'Re-Open' the spreadsheet
Once the DNA application has re-opened the following ‘Security Message’ will appear ‘Some active content has been disabled’

This will then launch the application with all the relevant Macros running.

For further information concerning macro security please refer to the Microsoft Help file.
Changing Macro Security Settings in Excel 97 - 2003

If you cannot activate the 'Click Here To Import RAW DNA Data' button then your macro security settings in Excel are set to 'High'. This means that no macros will be able to run in Excel. To change these settings follow the instructions below.

1. Select 'Tools'
2. Select 'Macro'
3. Select 'Security'

Select 'Medium'

Virus scanner(s) installed.

OK  Cancel
Select "OK" and "Close" and Re-Open the DNA application.
Once you have re-opened the DNA application the following security warning will be displayed.

Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.

Select "Enable Macros"

This will then launch the application with all the relevant Macros running.

For further information concerning macro security please refer to the Microsoft Help file by selecting Help from the tool bar or select F1.
Appendix E: Support

For support issues please call:

Main Distributors:

Midlands & North

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End User License Agreement (EULA)

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Digital Levelling Suite Full and Demo Versions

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