

Attachment B1 Advanced Scribe Tasks

Entering Custom Data into Scribe

To include a custom table in scribe (i.e. Hazard Classification and Waste Sampling/Container Data), a Custom Task must be created. The Custom Task will be a copy of Hazard Classification spreadsheet and a copy of the Waste Sampling/Container Data spreadsheet.

To create a Custom Task table in Scribe project:

1. Copy Scribe 3 template (.mdb file) into the project file
2. Rename template to be project specific "Scribe 3_TDDName" (always leave Scribe 3 in template name to signify it is a template and not a project)
3. In the project specific template .mdb file, create the table you want in your project as a "Custom Task" with only the column headings-no other data
4. Save the project specific template
5. Create new project in Scribe; in Project Information dialog box select your modified Scribe template to create project
6. Open .mdb file of new project, copy and paste the custom task table created in the project specific template and enter data for project
7. Save project
8. Open the project in Scribe. Click on custom tasks left hand side of screen below Sample Management. If the custom tasks heading is not in the menu proceed to step 9. If it is visible skip to step 10.
9. In scribe, click on Lists → Advanced → Task Groups. In the Custom Tasks row change the value in the "Visible" column to Y; you can now view your Custom Tasks
10. Click on Custom Tasks heading on left side of screen. When the table for custom tasks appears, click Add button at the top of the screen.
11. A dialog box opens that allows you to select the table that you created in your project's .mdb file; click Next and select all column names that you want to uniquely identify records in the Custom Task, click Next and name the Custom Task; click Finished and the Custom Task is created!

You can modify your Custom Task once it's created. For example, you left out a field that needs to be included. Just be sure to modify both your template and your project .mdb file

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