Scribe General Importing Tips and Techniques

- Ensure sample ids are unique; Scribe will overwrite existing records with duplicate sample ids
- Import into matrix specific sample table; Scribe is designed to place information into Sampling Locations and Sample tables via the information imported into the matrix specific tables
  - **Example:** import a sample into Soil/Sed Scribe table and it will put the GPS coordinates and related sample info into the Sampling Locations table and the other sample information into the Samples table
- When changes are made to a record, ensure that the pencil icon that shows up on the left side of the record disappears before closing the table or switching to another table; when the pencil disappears, it means the change has been saved; the user can make the pencil disappear by clicking away from the record
- Prior to importing, save a backup copy of database in the case that the import fails or the file is corrupted. When selecting Custom Import from the File Menu, a dialog box will pop up asking if the user wants to backup. Since Scribe does not have an Undo function, saving a backup copy from which the user can restore their database in its former state is advisable.
- The Copy button at the top of the Scribe screen cannot be used to copy attributes of a record; when selected, it makes a new copy of an entire record meaning it adds a new sample or lab results containing the attributes of the sample or lab result that contained the cursor when the Copy button was selected. To use the copy an attribute function, as in copy and paste a word, the keystrokes of Ctrl + C must be used.

Lab Results Table Importing

- QA comment field: depending on level of validation performed on data, fill in this field in EDD prior to import. L2 VAL = preliminary or un-validated lab results; L4 VAL = validated lab results

Prior to import of Lab Results EDD, project specific decisions regarding lab results presentation must be decided on

- Verify with Project Manager what reporting guidelines should be used when presenting results: should non detects be presented as Reporting Limit with a U qualifier, Method Detection Limit with a U qualifier, or as only a U qualifier with no value? Ensure that correct value is in Result field.
- Is qualifier presented in Result_Qualifier field or Lab_Result_Qualifier field? Be aware of the type of qualifier and what field so that the EDD can be mapped correctly for

import. Result presentation queries have been written with specific field names, so accurate data mapping is critical.

- Reportable result field is sometimes used to delineate data to be displayed on Startview or other type of Viewer; check with PM to decide what level of data needs to be presented as "reportable" and fill in this field on EDD accordingly.

Scribe Import Mapping

Property Information Import Map

Destination: Property Table Scribe Fields	Source: Manual Entry/Spreadsheet	
	Import Fields	Data Population Method
PropertyID	PropertyID	Input Text
PropertyAddress	PropertyAddress	Input Text
PropertyAccess	PropertyAccess	Input Text
PropertyDate	PropertyDate	Input Text
PropertyComment	PropertyComment	Input Text

Air Monitoring Data (DataRAM) Import Map

Destination: Monitoring Table Scribe Fields	Source: DataRAM download (processed) Air Sample Data Dictionary	
	Import Fields	Data Population Method
Mon_Time	Mon_Time	AutoPopulate
Mon_Parameter	Mon_Parameter	Input Text
Mon_Date	Mon_Date	AutoPopulate
Location	Location	Input Text
InstrumentID	InstrumentID	Input Text
Sub_Location	Sub_Location	Input Text
PropertyID	PropertyID	Input Text
Mon_Operator	Mon_Operator	PickList of Valid Values
Mon_Measurement	Mon_Measurement	Input Number
Mon_Meas_Units	Mon_Meas_Units	PickList of Valid Values
Instrument_SN	Instrument_SN	Input Text

Destination: Monitoring Table Scribe Fields	Source: DataRAM download (processed) Air Sample Data Dictionary	
	Import Fields	Data Population Method
Instrument_Model	Instrument_Model	Input Text
Instrument_Manufacturer	Instrument_Manufacturer	Input Text
Instrument_Descr	Instrument_Descr	Input Text
Instrument_Cal_Date	Instrument_Cal_Date	Input Text
EventID	EventID	Input Text

Soil Sampling Import Map

Destination: Soil Samples Table Scribe Fields	Source: GPS Data Dictionary	
	Import Fields	Data Population Method
Samp_No	SampleID	Input Text
Location	Location	PickList of Valid Values
SampleType	SampleType	PickList of Valid Values
SampleTime	SampleTime	AutoPopulate
SampleDate	SampleDate	AutoPopulate
Matrix	Matrix	PickList of Valid Values
Remarks	Remarks	Input Text
Samp_Depth	Samp_Depth	Input number
Samp_Depth_To	Samp_Depth_To	Input number
Samp_Depth_Units	Samp_Depth_Units	PickList of Valid Values
SampleCollection	SampleCollection	PickList of Valid Values
Sampler	Sampler	PickList of Valid Values
Description	Description	Input Text
Longitude		AutoPopulate
Latitude		AutoPopulate
EventID		PickList of Valid Values
Coll_Method		PickList of Valid Values
Coord_Sys_Desc		AutoPopulate

Soil Sampling Import Map

Destination: Soil Samples Table Scribe Fields	Source: GPS Data Dictionary	
	Import Fields	Data Population Method
Datum		AutoPopulate
Easting		AutoPopulate
ElevDatum		AutoPopulate
ElevMethod		AutoPopulate
GeoMethod		AutoPopulate
GeoScale		AutoPopulate
Altitude		AutoPopulate
Image_Path		
Imported		
Location_Image_Path		
LocationComment		
LocationDescription		
Northing		
PropertyID		
RecordId		