

ERT

USER MANUAL
for Creating Custom Tasks and Data
Views

SCRIBE APPLICATION



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SCRIBE CUSTOM TASKS AND DATA VIEWS

Scribe can be configured to support data elements that are created outside of Scribe. For example, you have Manifest information for waste that has been transported off the site.

You can configure your Scribe project to include the new Manifest table to store this information and make it available using the Scribe User Interface (UI). Furthermore, if the data is available in an ASCII .csv or tab delimited format, Scribe's Custom Import utility can be used to import data into your new data table.

Prerequisites

Creating and configuring custom data views in Scribe requires MS Access 2000 or later installed on your machine and some basic knowledge of how MS Access databases work. Users should also be familiar with the Scribe UI for Sample Management and importing data and search functions. For more information, contact ERT software support at 1-800-999-6990 or e-mail ertsupport@epa.gov.

Overview

Configuring the Scribe application to recognize and support data elements that are not native to the Scribe database requires modifications in Microsoft (MS) Access as well as in the Scribe Project. This manual will guide you through adding a table to your project database, configuring Scribe to recognize the table so that the User Interface (UI) can be utilized to view and manipulate the data, and importing data into the new table.

Custom Tasks and Custom Data Views are Scribe advanced features that allow users to either import or reference data external to the Scribe database. It can also be used for providing a one click access to commonly used queries. The user will be able to create new tables for use in Custom Tasks or write a query that Scribe can then use in Custom Data Views.

Direct comments or questions to ERT Software support at 1-800-999-6990 or e-mail ertsupport@epa.gov.



CUSTOM TABLE IN MS ACCESS

Create Custom Table

When users have identified data that needs to be captured in their Scribe Project that is not native to the Scribe database, it may be necessary to add a new table to the database using MS Access. Before continuing, it is important that you are familiar with MS Access and working with MS Access database tools on a live database.

Import .CSV File to Create New Table

The following illustrates creating a table from an existing .csv file. Other supported file types include .xls, .mdb, etc.

Users can create a table in MS Access for the data to be captured OR if the data exists in an electronic format (i.e. .csv), you can import the file into your Scribe project using Access. Importing the .csv will create the table with the Column headers as the fields in the table.

An example of an electronic data file created in Excel:

ID	ShipDate	Manifest_No	Description	No_of_Containers	Container_Type	Quantity	Transporter	Returned
119	8/31/2005	133276	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	52,400	U.S. Bulk Transportation (American Waste Management Services)	TRUE
120	8/31/2005	133277	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	50,920	U.S. Bulk Transportation (American Waste Management Services)	TRUE
121	9/1/2005	133278	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	42,740	U.S. Bulk Transportation (American Waste Management Services)	TRUE
122	9/1/2005	133279	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	33,760	U.S. Bulk Transportation (American Waste Management Services)	TRUE
123	9/1/2005	133280	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	41,640	U.S. Bulk Transportation (American Waste Management Services)	TRUE
124	9/6/2005	133281	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	41,960	Page Transport (American Waste Management Services)	TRUE
125	9/6/2005	133282	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,220	Lepley Trucking, Inc. (American Waste Management Services)	TRUE
126	9/7/2005	13906	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,060	Trans Waste Inc.	TRUE
127	9/7/2005	133284	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	56,260	U.S. Bulk Transportation (American Waste Management Services)	TRUE
128	9/7/2005	133285	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	43,340	Page Transport (American Waste Management Services)	TRUE
129	9/8/2005	133286	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	44,940	Page Transport (American Waste Management Services)	TRUE
130	9/9/2005	133287	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	45,820	Page Transport (American Waste Management Services)	TRUE
131	9/9/2005	13907	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	44,120	Trans Waste Inc.	TRUE
132	9/9/2005	133288	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	45,540	Page Transport (American Waste Management Services)	TRUE
133	9/9/2005	133289	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,580	Page Transport (American Waste Management Services)	TRUE
134	9/12/2005	133291	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,100	Page Transport (American Waste Management Services)	TRUE
135	9/12/2005	133292	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,000	Page Transport (American Waste Management Services)	TRUE
136	9/13/2005	3080	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	40,800	Sam's Transportation (Red Technologies, Inc.)	TRUE
137	9/13/2005	3081	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	47,160	Sam's Transportation (Red Technologies, Inc.)	TRUE
138	9/13/2005	133293	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	49,460	U.S. Bulk Transportation (American Waste Management Services)	TRUE
139	9/13/2005	3082	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	39,740	Sam's Transportation (Red Technologies, Inc.)	TRUE
140	9/13/2005	3083	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	40,160	Sam's Transportation (Red Technologies, Inc.)	TRUE
141	9/13/2005	3084	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	43,620	Sam's Transportation (Red Technologies, Inc.)	TRUE
142	9/13/2005	133294	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,020	Page Transport (American Waste Management Services)	TRUE
143	9/13/2005	133295	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,760	Page Transport (American Waste Management Services)	TRUE
144	9/13/2005	133296	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	44,560	Page Transport (American Waste Management Services)	TRUE
145	9/13/2005	3085	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	35,960	Sam's Transportation (Red Technologies, Inc.)	TRUE
146	9/13/2005	3088	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	34,620	Sam's Transportation (Red Technologies, Inc.)	TRUE
147	9/14/2005	3086	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	40,640	Sam's Transportation (Red Technologies, Inc.)	TRUE
148	9/14/2005	3087	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	46,500	Sam's Transportation (Red Technologies, Inc.)	TRUE
149	9/14/2005	3089	RQ, Asbestos, 9, INA2212, III I(Asbestos)	1	DT	49,020	Sam's Transportation (Red Technologies, Inc.)	TRUE

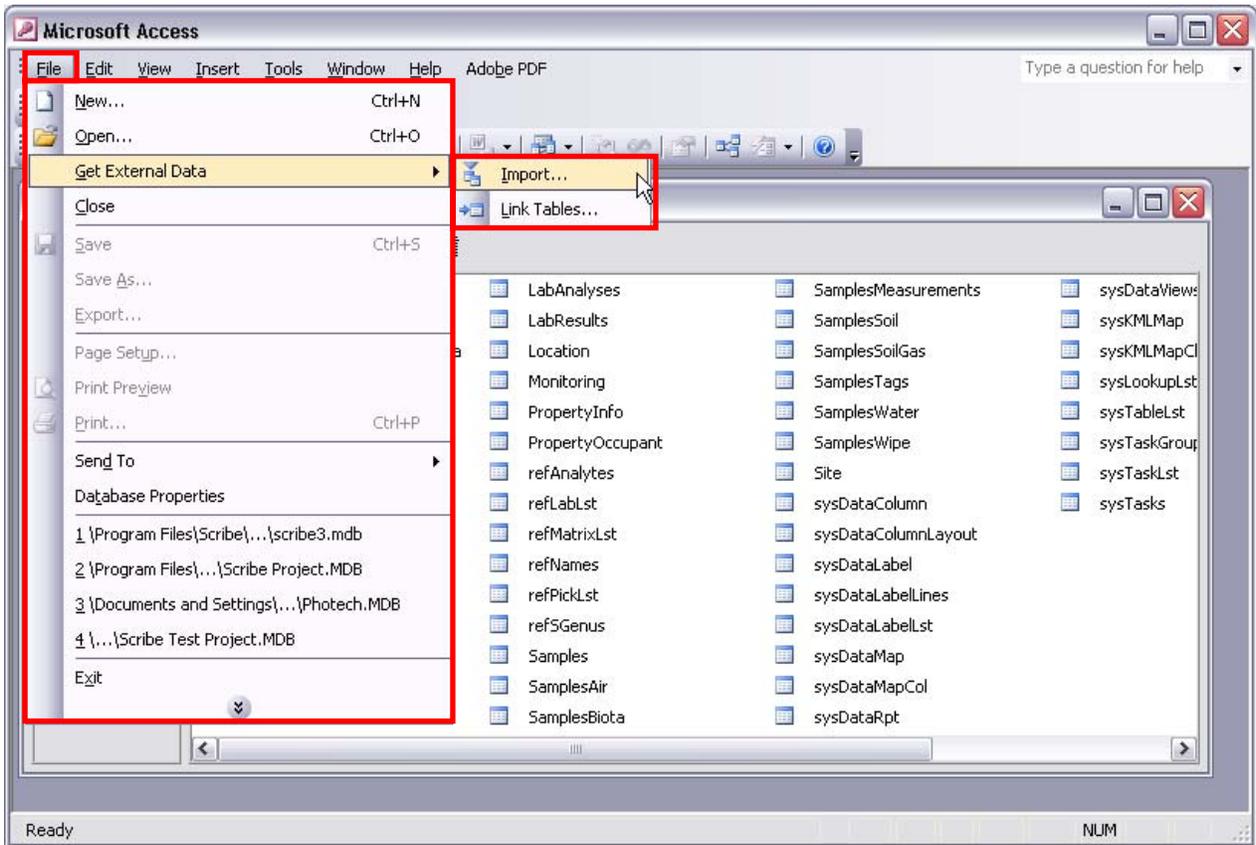
Note: The .csv file layout must contain the data field/column names in the first row. All other rows in the file contain the data. Screens are specific to MS Access 2003 so what you see may vary depending on the version of MS Access that you are using.



Please use the described Scribe naming conventions and table designs when creating a custom table.

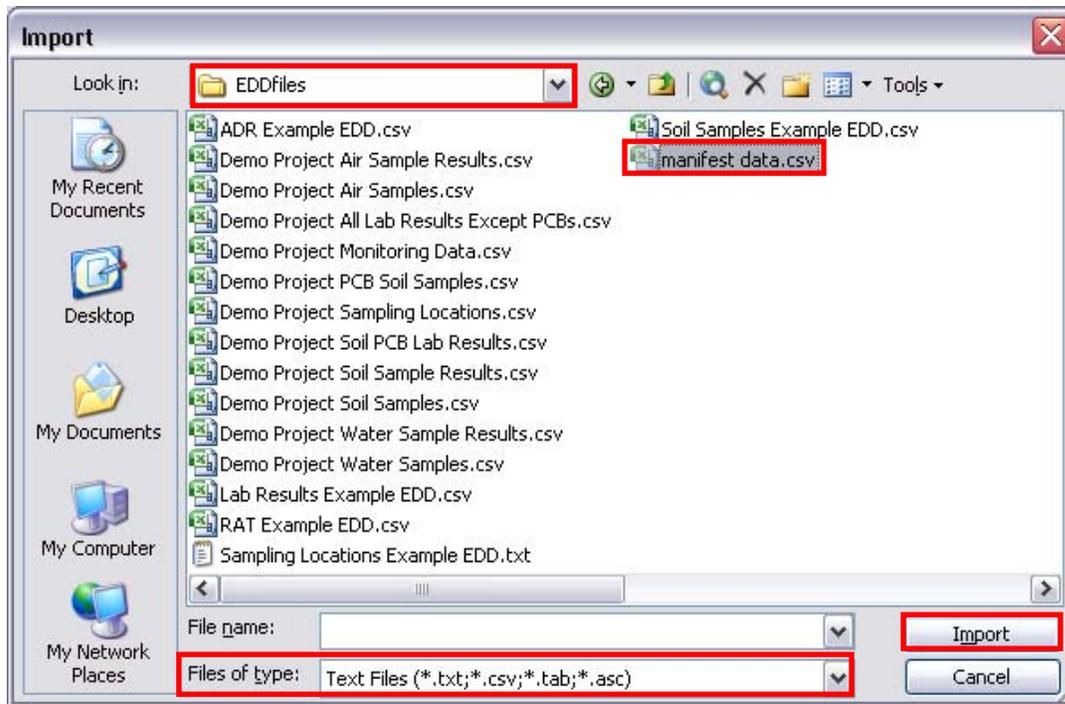
To create an MS Access table using a .csv file:

1. Double-click on your Scribe project .mdb to open the file in MS Access.
2. Click on **File | Get External Data | Import...**

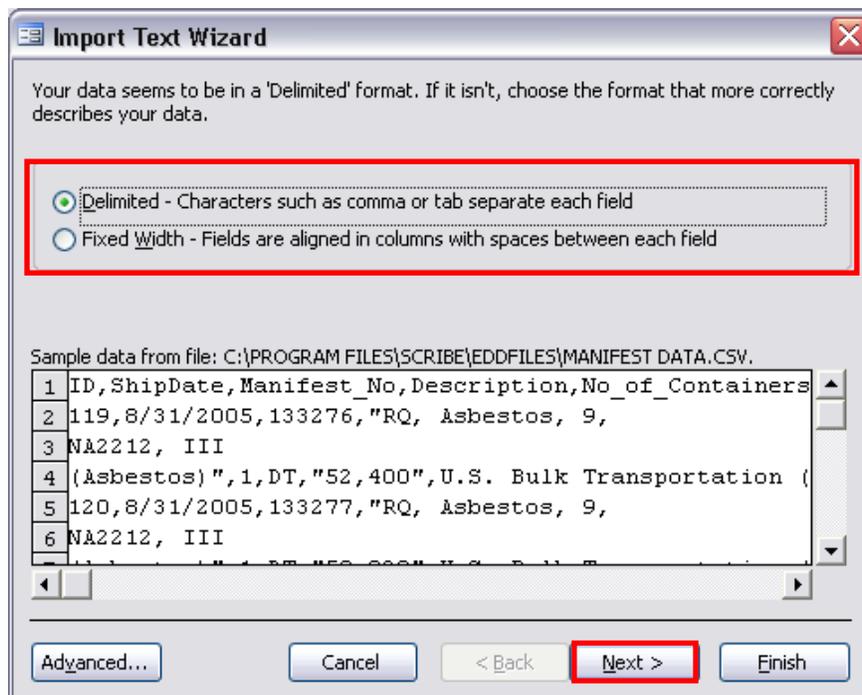




3. Navigate to the folder and select the .csv file to import. Change the “Files of type:” if necessary to view .csv.



4. The “**Import Text Wizard**” begins. Follow the prompts according to your import file. For example:





5. Check **'First Row Contains Field Names'** if you want to use the Column Headings as the field names. Set the Text Qualifier if necessary. Click the **'Next'** button to continue.

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab Semicolon Comma Space Other:

First Row Contains Field Names Text Qualifier:

ID	ShipDate	Manifest No	Description
119	8/31/2005	133276	RQ, Asbestos, 9, ONA2212, II
120	8/31/2005	133277	RQ, Asbestos, 9, ONA2212, II
121	9/1/2005	133278	RQ, Asbestos, 9, ONA2212, II
122	9/1/2005	133279	RQ, Asbestos, 9, ONA2212, II
123	9/1/2005	133280	RQ, Asbestos, 9, ONA2212, II
124	9/6/2005	133281	RQ, Asbestos, 9, ONA2212, II

Advanced... Cancel < Back Next > Finish

6. Select **'In a New Table'** and click the **'Next'** button.

You can store your data in a new table or in an existing table.

Where would you like to store your data?

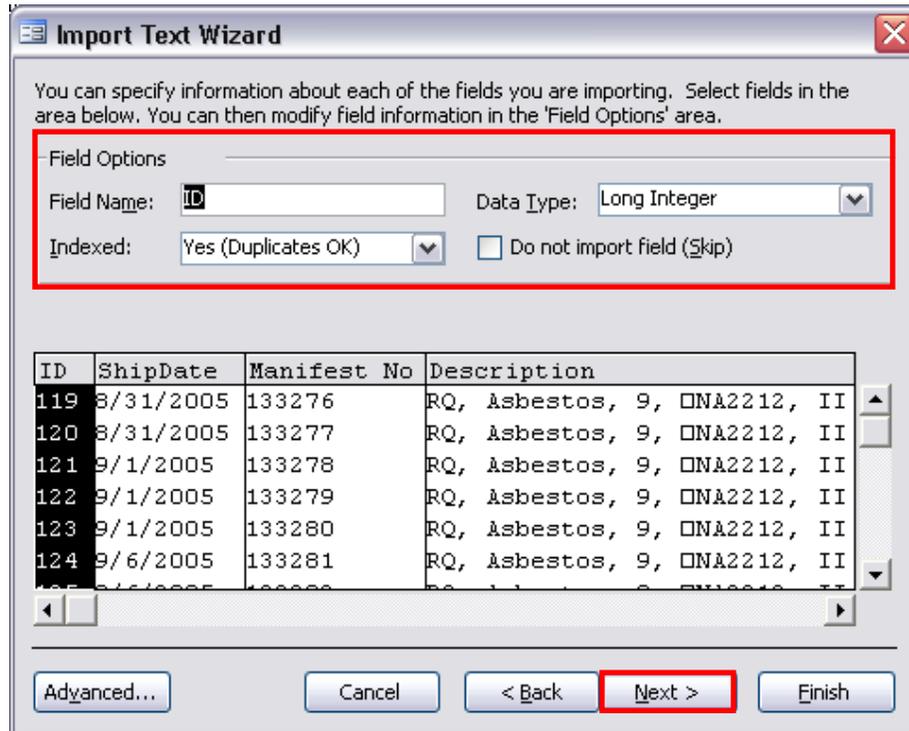
In a New Table In an Existing Table:

ID	ShipDate	Manifest No	Description
119	8/31/2005	133276	RQ, Asbestos, 9, ONA2212, II
120	8/31/2005	133277	RQ, Asbestos, 9, ONA2212, II
121	9/1/2005	133278	RQ, Asbestos, 9, ONA2212, II
122	9/1/2005	133279	RQ, Asbestos, 9, ONA2212, II
123	9/1/2005	133280	RQ, Asbestos, 9, ONA2212, II
124	9/6/2005	133281	RQ, Asbestos, 9, ONA2212, II

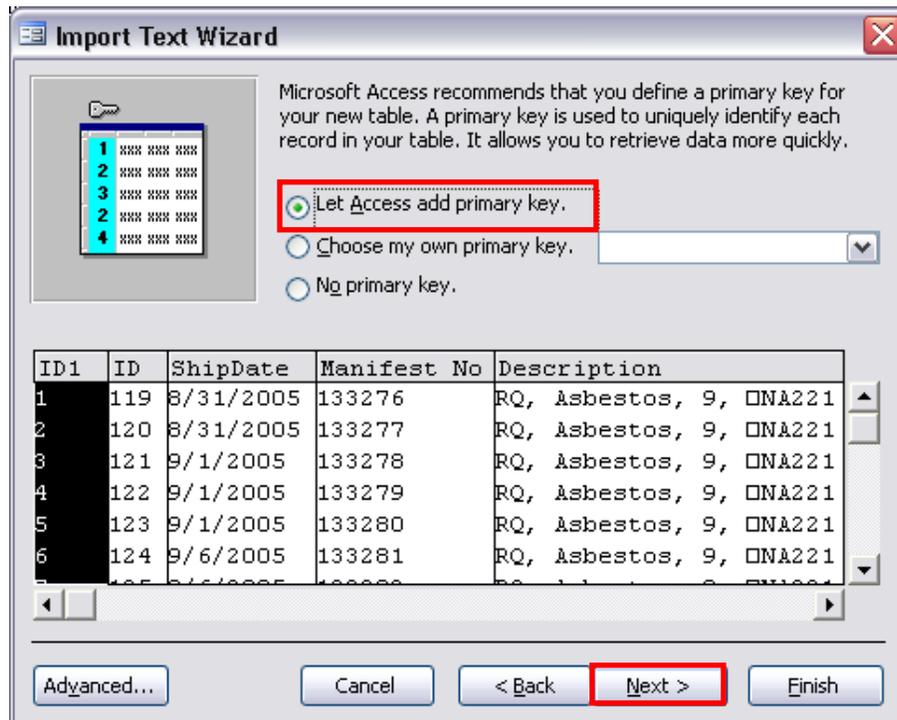
Advanced... Cancel < Back Next > Finish



7. Modify the fields if necessary and click **'Next'** to continue.

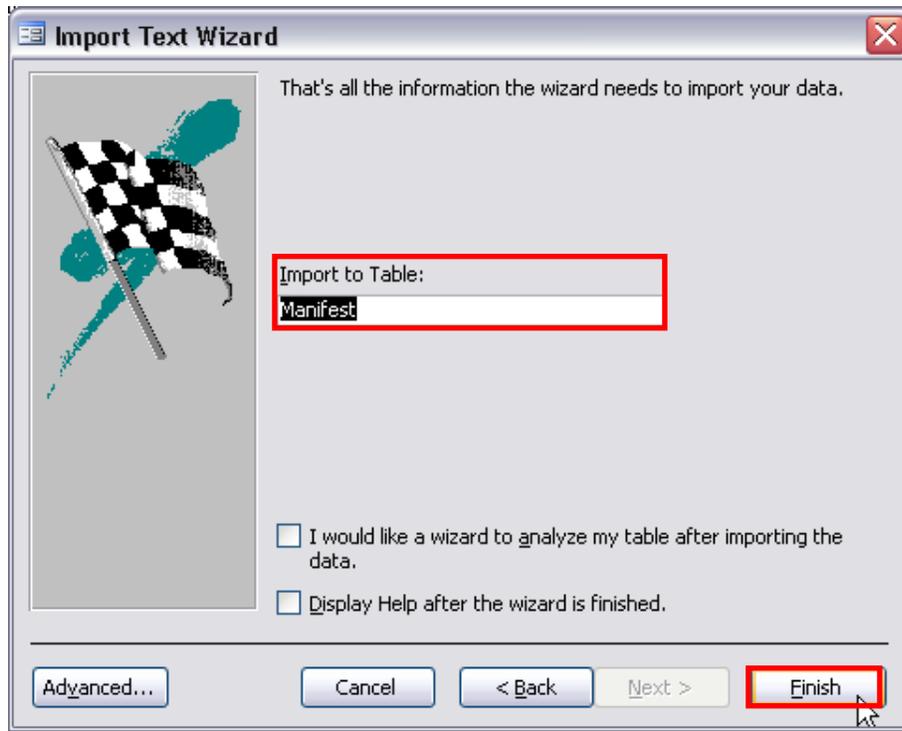


8. Select **'Let Access add primary key.'** OR select **'Choose my own primary key.'** if there is a unique identifier field. Click **'Next'** to continue.





9. Name the table and click 'Finish'. **Note: DO NOT** use any special characters when naming the table.



10. Click 'OK'.





The newly created Access table is displayed.

The screenshot shows the Microsoft Access interface with a table named 'Manifest data' displayed in Datasheet View. The table contains 47 records of manifest information. The columns are: ID1, ID, ShipDate, Manifest_No, Description, No_of_Containe, Container_Type, Quantity, Transporter, Returned, and Comr. The data includes manifest numbers, dates, descriptions of asbestos-containing materials, quantities, container types, transporters, and return status.

ID1	ID	ShipDate	Manifest_No	Description	No_of_Containe	Container_Type	Quantity	Transporter	Returned	Comr
1	119	8/31/2005	133276	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	52,400	U.S. Bulk Trans	TRUE	Minerva
2	120	8/31/2005	133277	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	50,920	U.S. Bulk Trans	TRUE	Minerva
3	121	9/1/2005	133278	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	42,740	U.S. Bulk Trans	TRUE	Minerva
4	122	9/1/2005	133279	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	33,760	U.S. Bulk Trans	TRUE	Minerva
5	123	9/1/2005	133280	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	41,640	U.S. Bulk Trans	TRUE	Minerva
6	124	9/6/2005	133281	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	41,960	Page Transport	TRUE	Minerva
7	125	9/6/2005	133282	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,220	Lepley Trucking	TRUE	Minerva
8	126	9/7/2005	13906	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,060	Trans Waste Inc	TRUE	Minerva
9	127	9/7/2005	133284	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	56,260	U.S. Bulk Trans	TRUE	Minerva
10	128	9/7/2005	133285	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	43,340	Page Transport	TRUE	Minerva
11	129	9/8/2005	133286	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	44,940	Page Transport	TRUE	Minerva
12	130	9/9/2005	133287	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	45,820	Page Transport	TRUE	Minerva
13	131	9/9/2005	13907	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	44,120	Trans Waste Inc	TRUE	Minerva
14	132	9/9/2005	133288	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	45,540	Page Transport	TRUE	Minerva
15	133	9/9/2005	133289	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,580	Page Transport	TRUE	Minerva
16	134	9/12/2005	133291	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,100	Page Transport	TRUE	Minerva
17	135	9/12/2005	133292	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,000	Page Transport	TRUE	Minerva
18	136	9/13/2005	3080	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	40,800	Sam's Transpor	TRUE	Waste t
19	137	9/13/2005	3081	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	47,160	Sam's Transpor	TRUE	Waste t
20	138	9/13/2005	133293	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	49,460	U.S. Bulk Trans	TRUE	Minerva
21	139	9/13/2005	3082	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	39,740	Sam's Transpor	TRUE	Waste t
22	140	9/13/2005	3083	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	40,160	Sam's Transpor	TRUE	Waste t
23	141	9/13/2005	3084	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	43,620	Sam's Transpor	TRUE	Waste t
24	142	9/13/2005	133294	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,020	Page Transport	TRUE	Minerva
25	143	9/13/2005	133295	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,760	Page Transport	TRUE	Minerva
26	144	9/13/2005	133296	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	44,560	Page Transport	TRUE	Minerva
27	145	9/13/2005	3085	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	35,960	Sam's Transpor	TRUE	Waste t
28	146	9/13/2005	3088	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	34,620	Sam's Transpor	TRUE	Waste t
29	147	9/14/2005	3086	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	40,640	Sam's Transpor	TRUE	Waste t
30	148	9/14/2005	3087	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,500	Sam's Transpor	TRUE	Waste t
31	149	9/14/2005	3089	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	49,020	Sam's Transpor	TRUE	Waste t
32	150	9/14/2005	3090	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	52,520	Sam's Transpor	TRUE	Waste t
33	151	9/14/2005	3091	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	51,120	Sam's Transpor	TRUE	Waste t
34	152	9/14/2005	3093	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	50,400	Sam's Transpor	TRUE	Waste t
35	153	9/14/2005	3094	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	51,640	Sam's Transpor	TRUE	Waste t
36	154	9/14/2005	3095	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	46,700	Sam's Transpor	TRUE	Waste t
37	155	9/14/2005	3097	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	53,600	Sam's Transpor	TRUE	Waste t
38	156	9/14/2005	133297	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	44,320	Ram Transit (Ar	TRUE	Minerva
39	157	9/15/2005	133298	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	53,660	U.S. Bulk Trans	TRUE	Minerva
40	158	9/15/2005	133299	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	45,820	Page Transport	TRUE	Minerva
41	159	9/15/2005	133300	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	49,840	Habnab (Americ	TRUE	Minerva
42	160	9/15/2005	134812	RQ, Asbestos, 9, □NA2212, III □(Asbestos)	1	DT	41,920	Page Transport	TRUE	Minerva

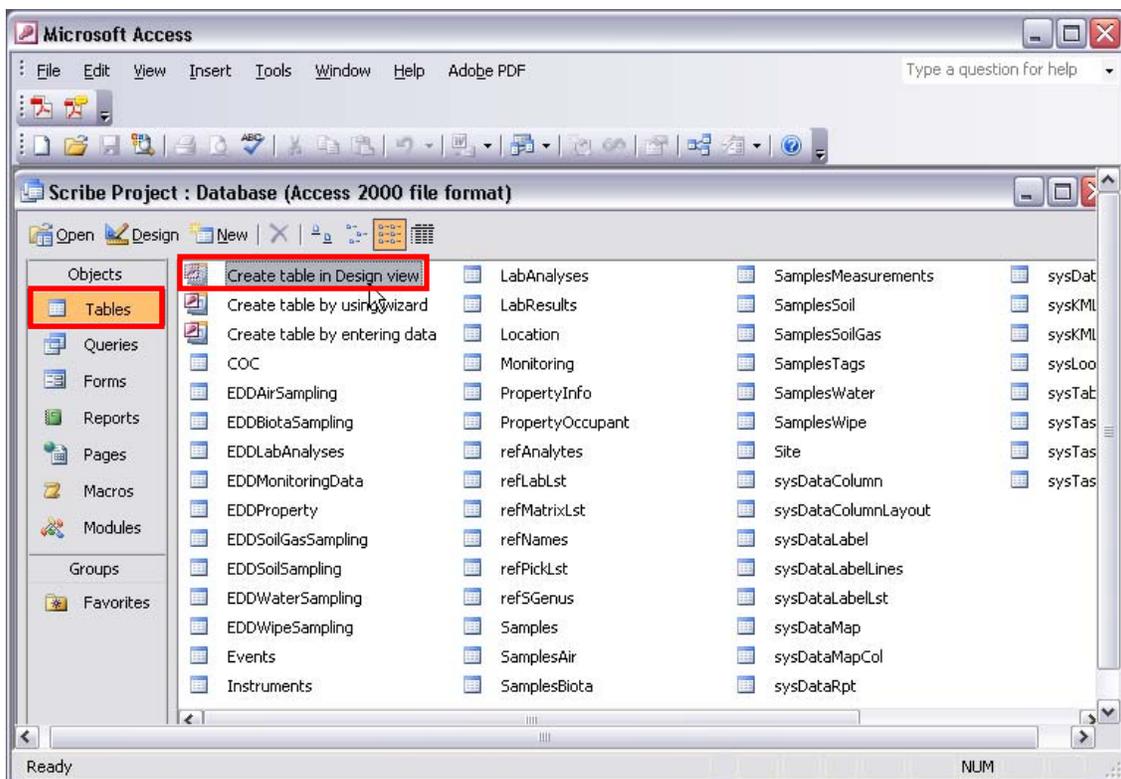


Create a New Table Manually

Please use the described Scribe field naming conventions and table designs when creating a custom table.

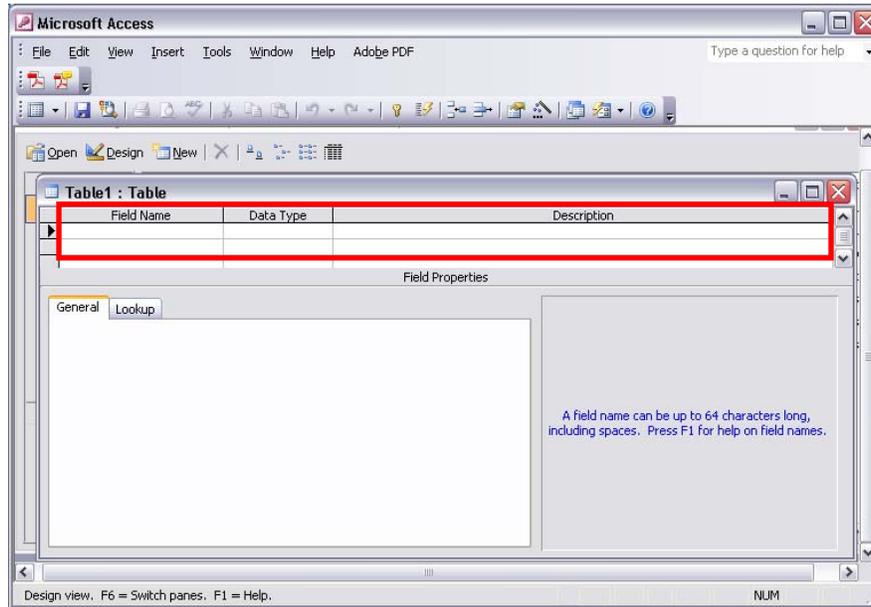
Locate and open the Scribe project .mdb to modify in MS Access and then create a custom table that will capture the data you have identified. By default, all Scribe project .mdbs are stored in C:\Program Files\Scribe\Projects.

1. Double-click on your Scribe project .mdb to open the file in MS Access.
2. Double-click on 'Create table in Design View' to create a new table.



3. Input the field names for the data to be captured in this table.

NOTE: DO NOT use spaces in the field names. For example, use Container_Type rather than Container Type.

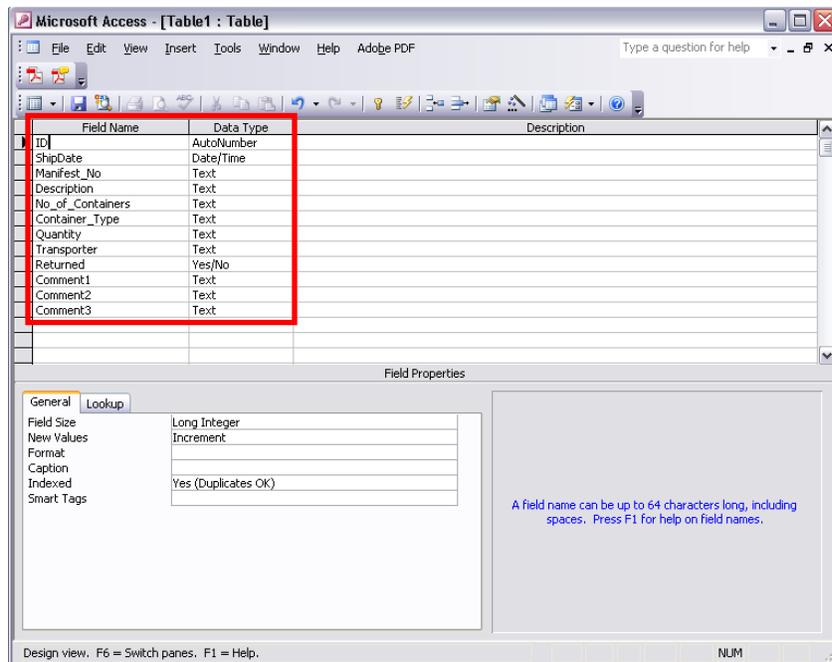


4. Assign the appropriate **Data Type** to each field.

NOTE: For fields that are assigned a **Data Type = Text**, you **MUST** set the Access table design property '**Allow Zero Length**' = **YES** (MS Access Defaults to YES).

Below is an example of a completed custom Manifest table:

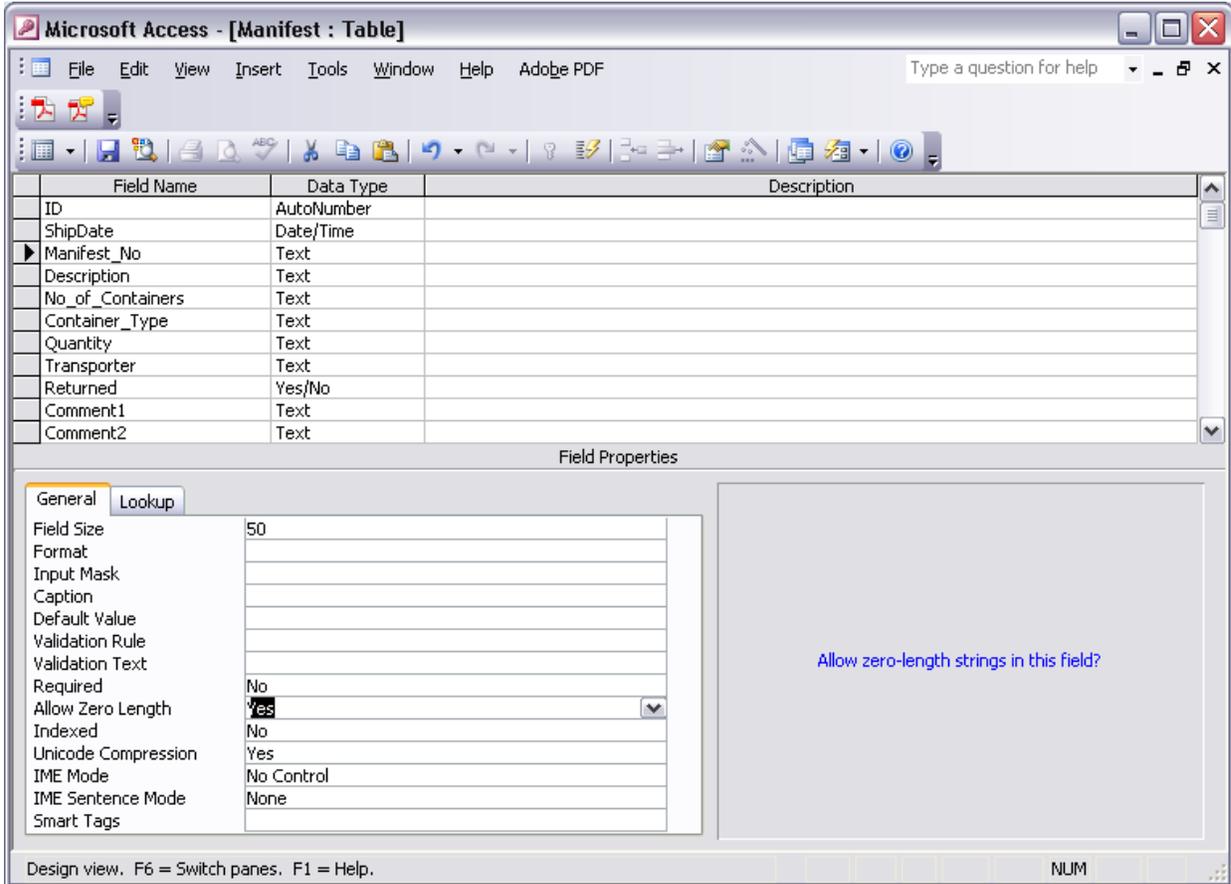
5.





To modify the Allow Zero Length setting, select the Field Name of the Text field to display the properties of that field in the lower section of the screen.

6. Set 'Allow Zero Length' to Yes.



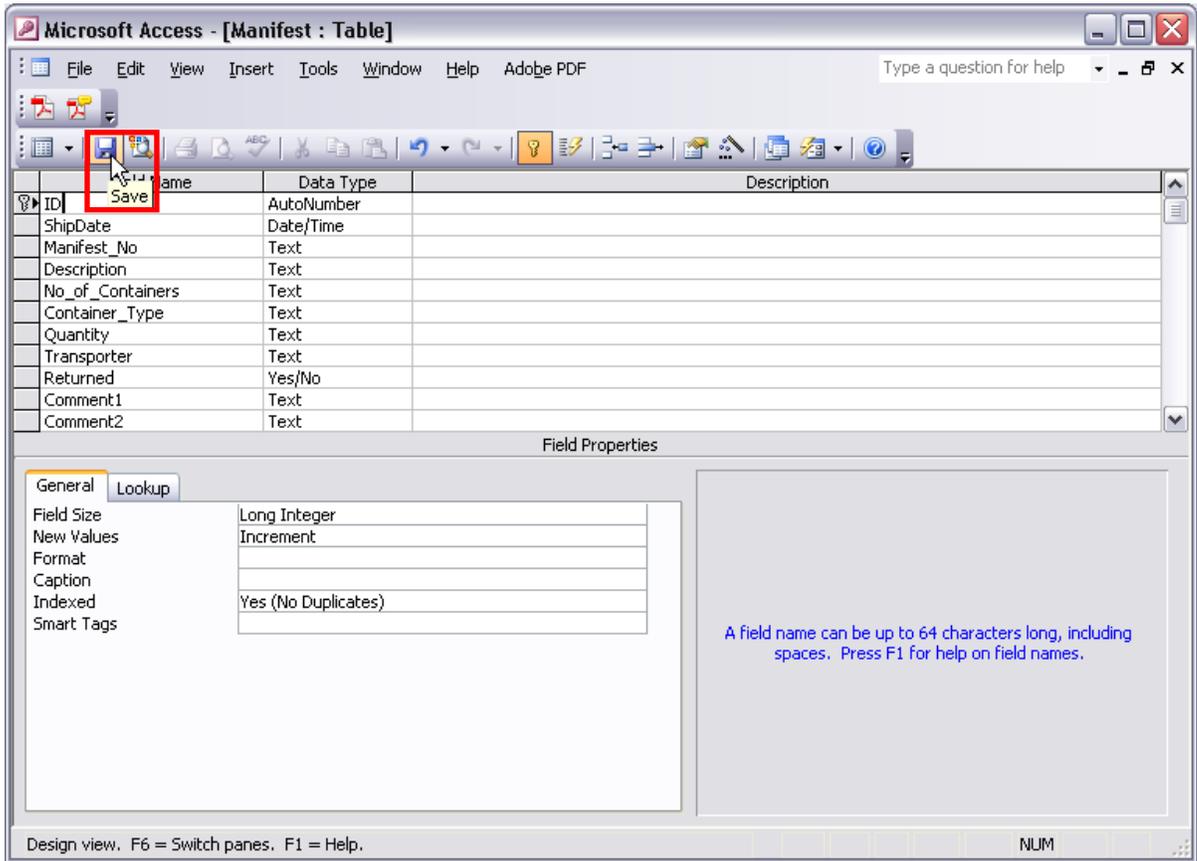
After all the fields have been defined, a **Primary Key** must be assigned to the database. A Primary Key is a unique identifier for each record in a database. The Data Type should be set to '**AutoNumber**' in order for the value to automatically increment as records are added to the table.

NOTE: If a Primary Key is assigned to a field that is not an AutoNumber field, Scribe requires setting a **Default Value** for the field(s). For example, if **Manifest_No** is to be used as the Primary Key, set its **Default Value** to **NEW**. Scribe will then be able to add records to this table and edit the Manifest_No value as needed.





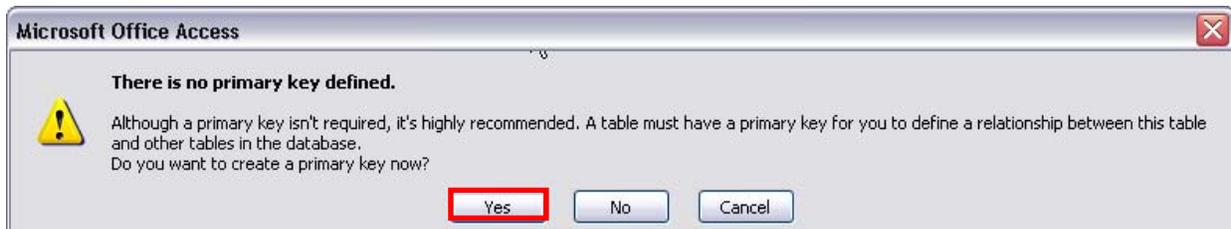
10. Save the table by clicking on the disk icon on the top toolbar:



11. Provide a table name and select 'OK'.



12. If you encounter the following error while saving the table, a Primary Key was not assigned. Follow the steps above to assign a Primary Key and Save your table again.





SCRIBE TEMPLATE

After adding a new database element to the Scribe project .mdb, the associated Scribe template file MUST be updated with the new database element as well.

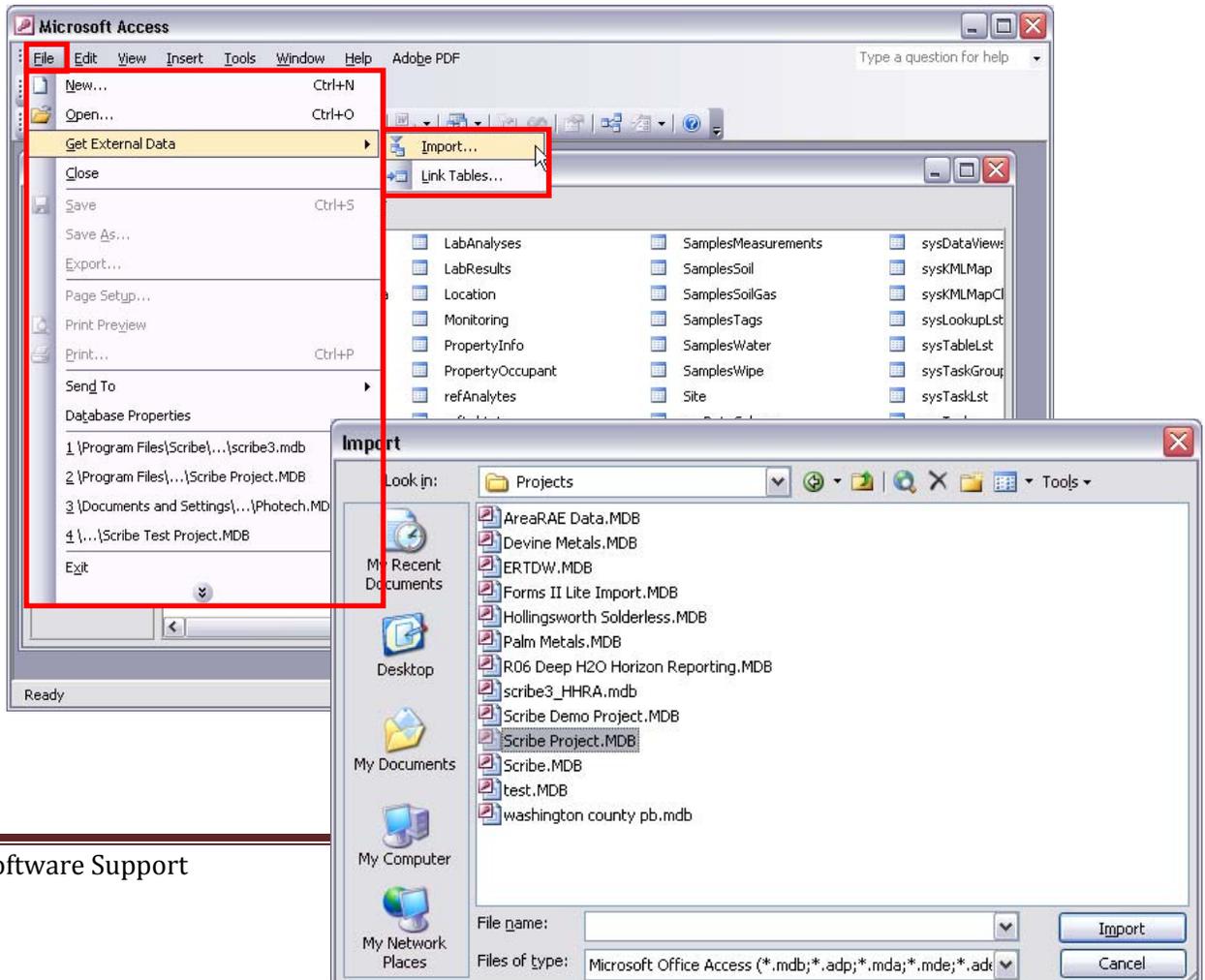
Scribe uses a template file to configure layouts and database configurations in Scribe project files. Customizations, such as grid layouts, can be saved in the template file to be re-used in new Scribe projects.

Update the Scribe Template File

Before importing data into the new table, the Scribe template file must be updated to include the new table. The Scribe template file, Scribe3.mdb, is located in the default directory of C:\Program Files\Scribe\Template.

To update the Scribe3.mdb template file:

1. Navigate to the **C:\Program Files\Scribe\Template** folder.
2. Double-click on the **Scribe3.mdb** to open the file with MS Access.
3. Click on **File | Get External Data | Import...**

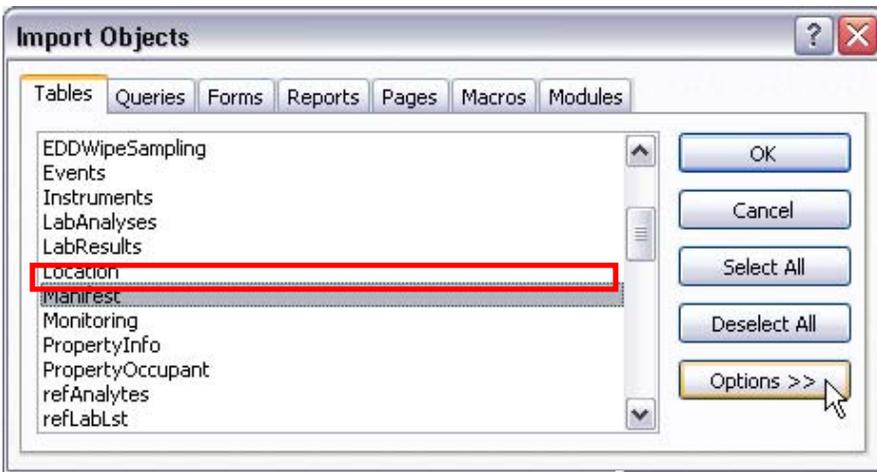




4. Navigate to the folder and select the Scribe .mdb project that contains the custom table, i.e. Manifest.



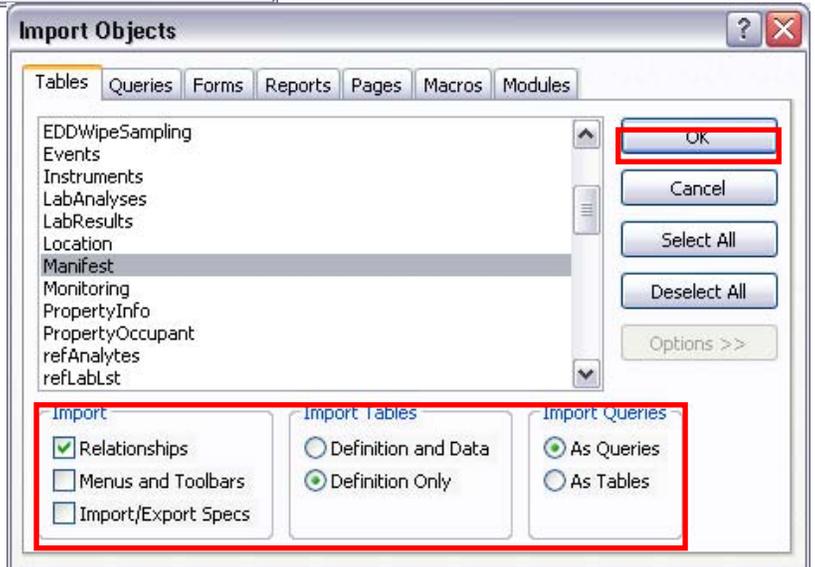
5. Click on the 'Options' button for Import options.



- Select 'Relationships' in the Import section.
- Select 'Definition Only' in the Import tables section.
- Select 'As Queries' in the Import Queries section.

Note: DO NOT import DATA records into the Scribe3.mdb file. Data will be imported into the project.mdb file.

Click 'OK' to complete the table import into Scribe3.mdb.





CUSTOM TASKS

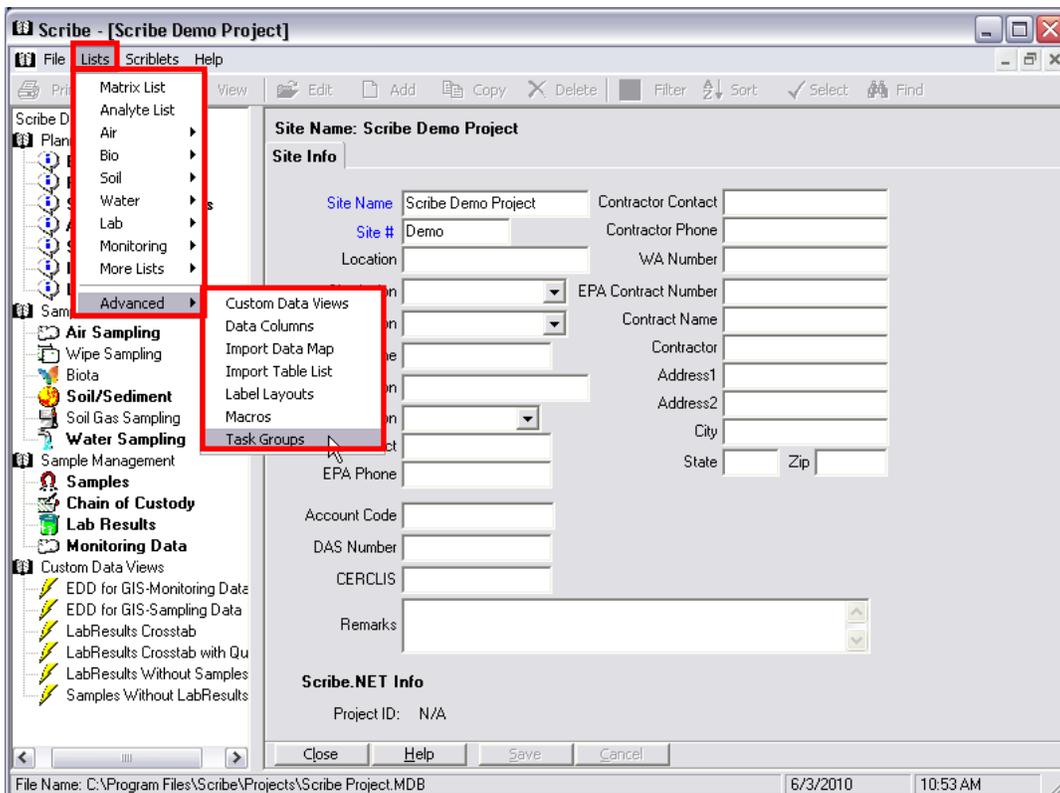
Scribe has a new feature that will allow a user to add database elements to a Scribe project that are not native to the Scribe .mdb. The Custom Tasks feature will automate the process of configuring Scribe to recognize new database elements i.e. custom tables. The Custom Tasks feature assumes that the new data element(s) has already been added to the Scribe project .mdb.

Custom Tasks Option

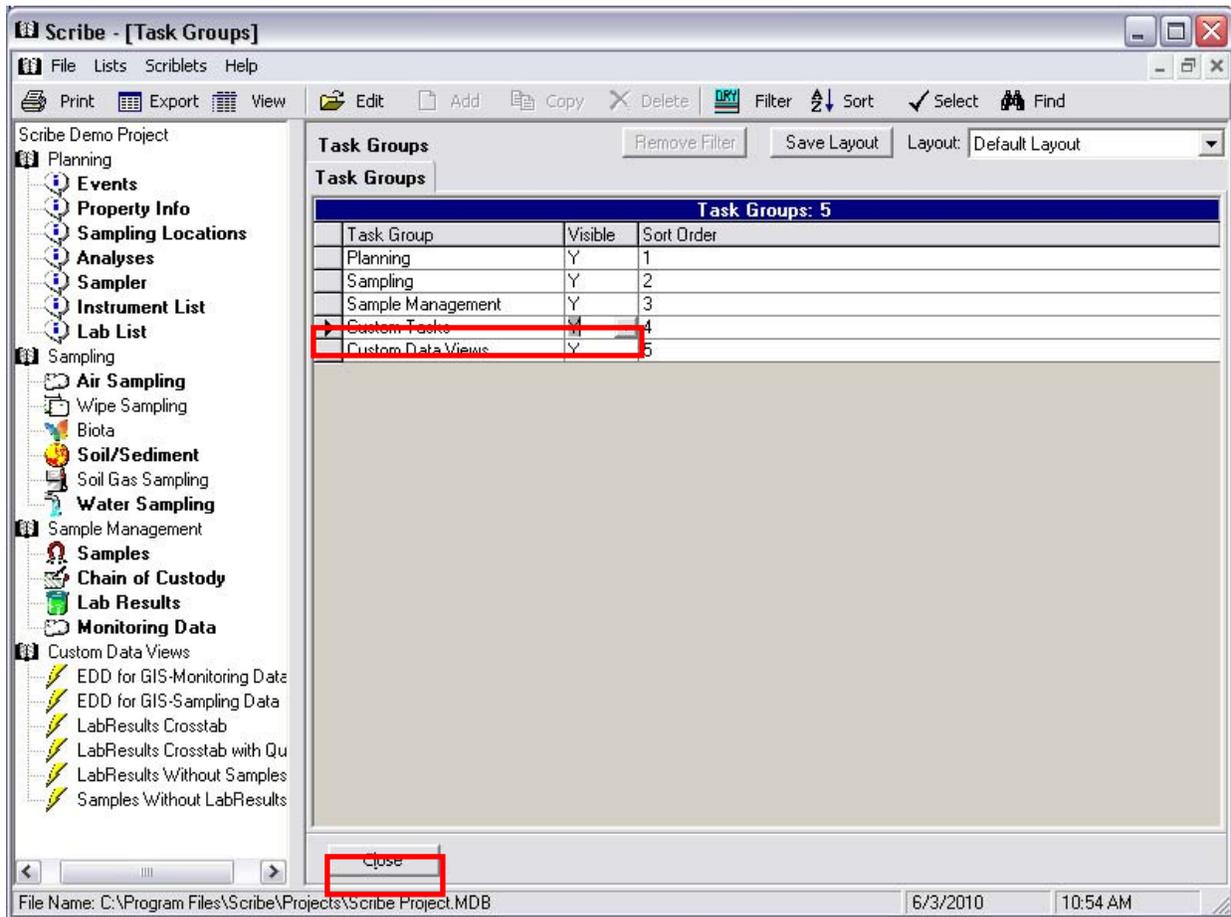
If you are using Custom Tasks for the first time, the option has to be made available on the left Navigation Pane.

To reveal the Custom Tasks option:

1. Click on '**Lists**' from the top menu bar.
2. Select the '**Advanced**' option.
3. Select the '**Task Groups**' option.

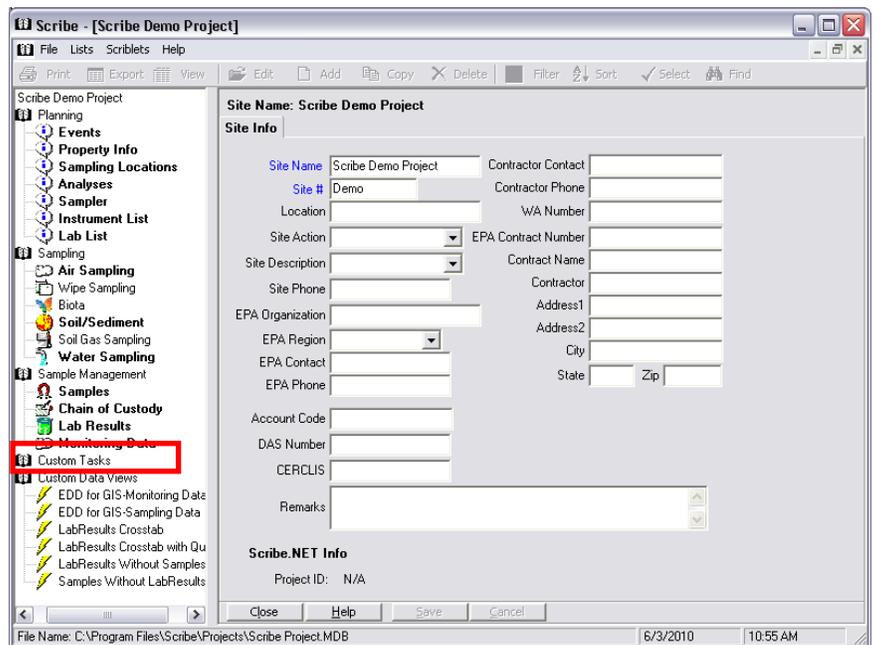


A list of Task Groups is displayed.



4. Modify the Visible column of Custom Tasks to 'Y'.
5. Click off of that field to record the change and click the 'Close' button on the bottom of the window to apply the change to the left Navigation Pane.

The **Custom Tasks** option will now be available in the left Navigation Pane below Sample Management and above Custom Data Views.





Custom Tasks Wizard

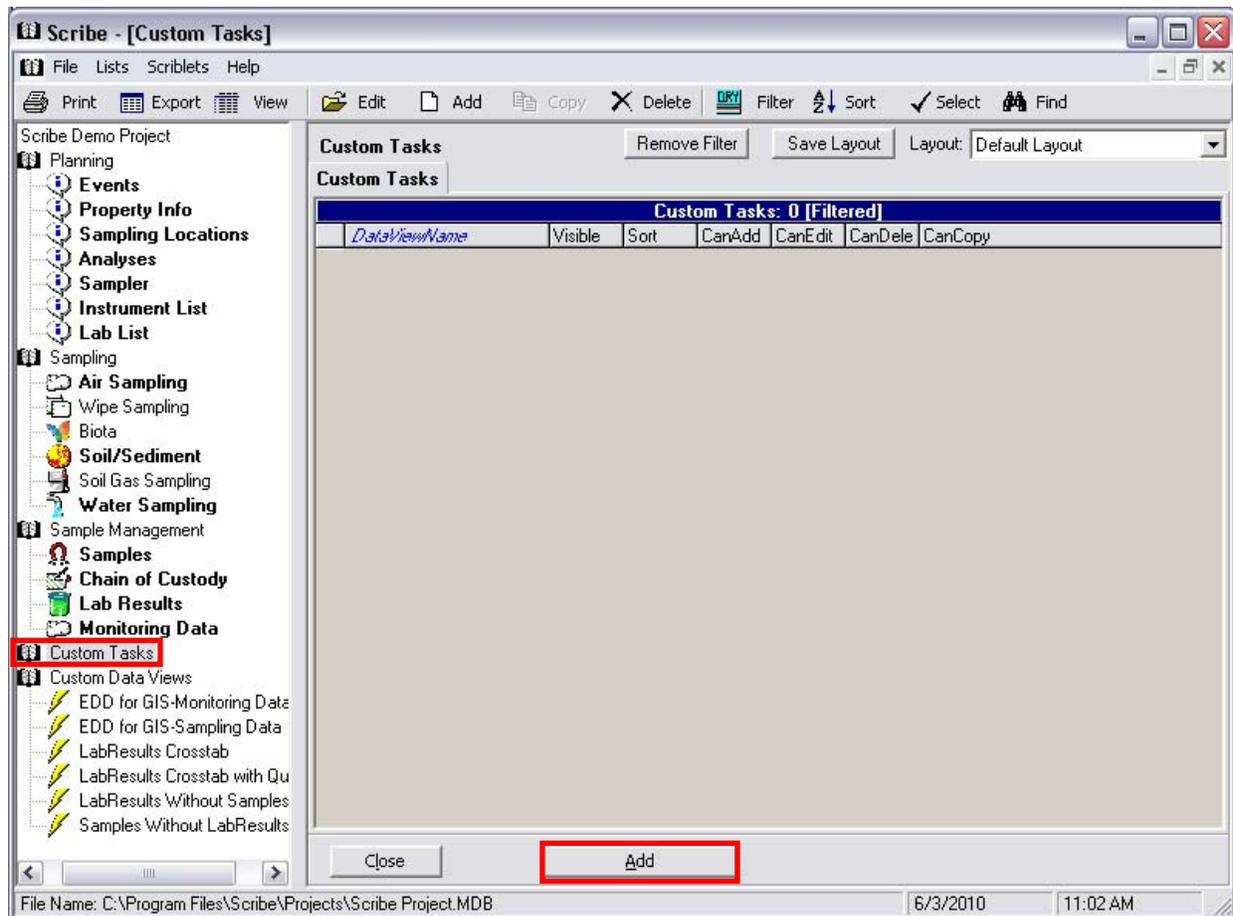
The Custom Tasks Wizard simplifies the process of configuring Scribe to recognize new data elements added to the Scribe project .mdb.

Add a Custom Table to Scribe

In this example, we created a Manifest table in the first section of this manual. We will now use the Custom Tasks Wizard to add that table to the Scribe UI.

To run the Custom Tasks Wizard:

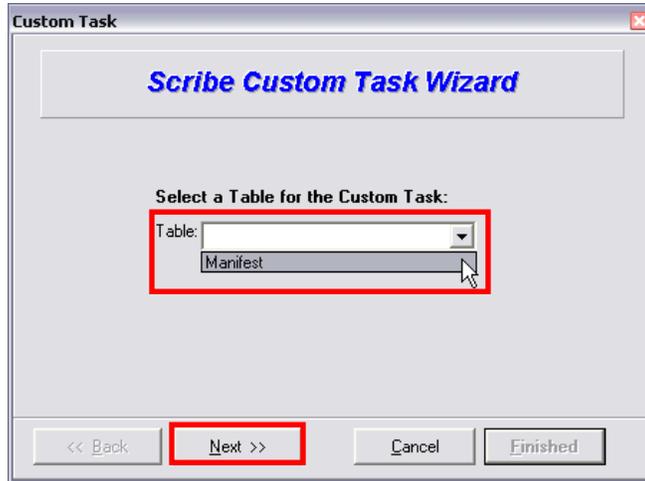
1. Select the '**Custom Tasks**' option on the left Navigation Pane. A list of Custom Tasks is displayed.



2. Click on the '**Add**' button on the bottom of the window. The "Scribe Custom Task Wizard" is displayed:



3. Select a table from the drop-down list. The list is pre-populated with any new tables that Scribe detects.

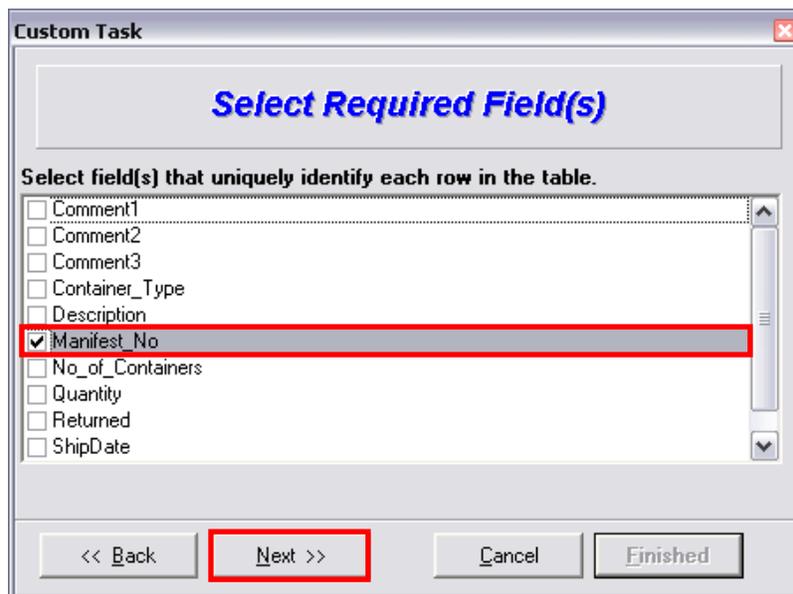


4. Select the 'Manifest' table and click the 'Next' button to continue.

Note: If the database ID is defined as the Primary Key in MS Access, then the prompt for another key field is required. If a Primary Key was assigned to a field(s) that is not an AutoNumber, that field(s) would be used as the unique identifier by default and the prompt would not appear.

Since the Primary Key in the Manifest table was defined with an AutoNumber field, the prompt to select another unique identifier that Scribe will use as a required field is displayed.

5. Check the 'Manifest_No' field to uniquely identify each row in the table.

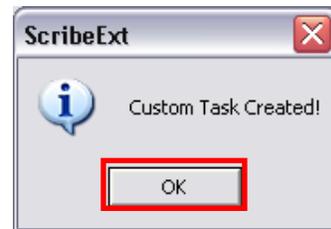




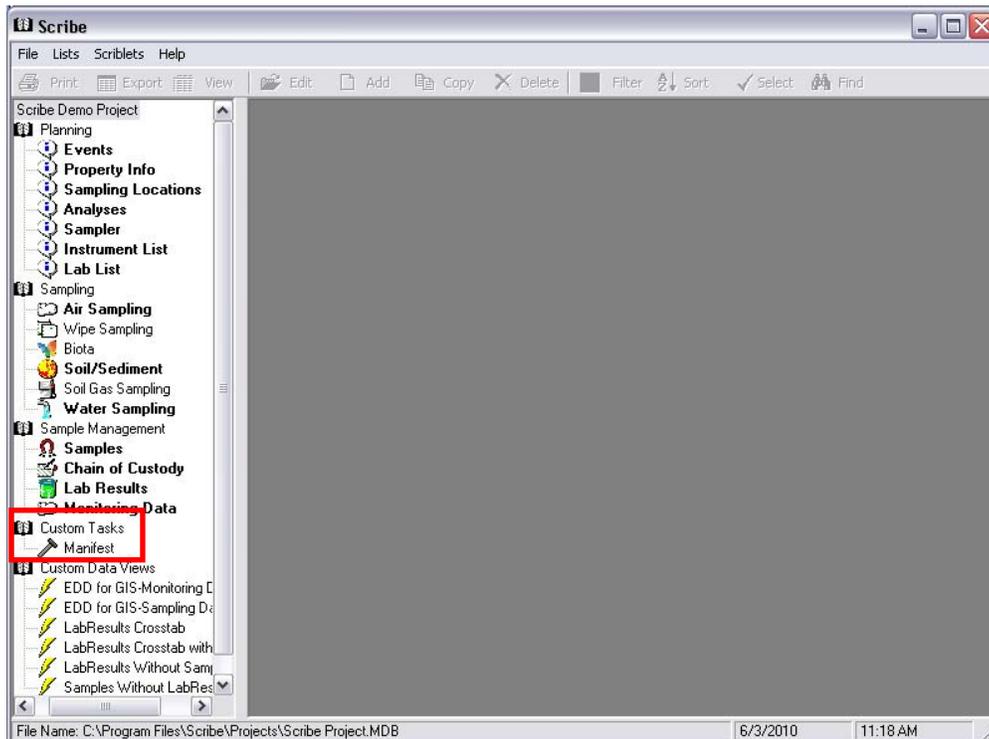
6. Click '**Next**' button to continue.
7. Enter a name for the Custom Task and click the '**Finished**' button.



8. Click the '**OK**' button to complete the "Scribe Custom Task Wizard".



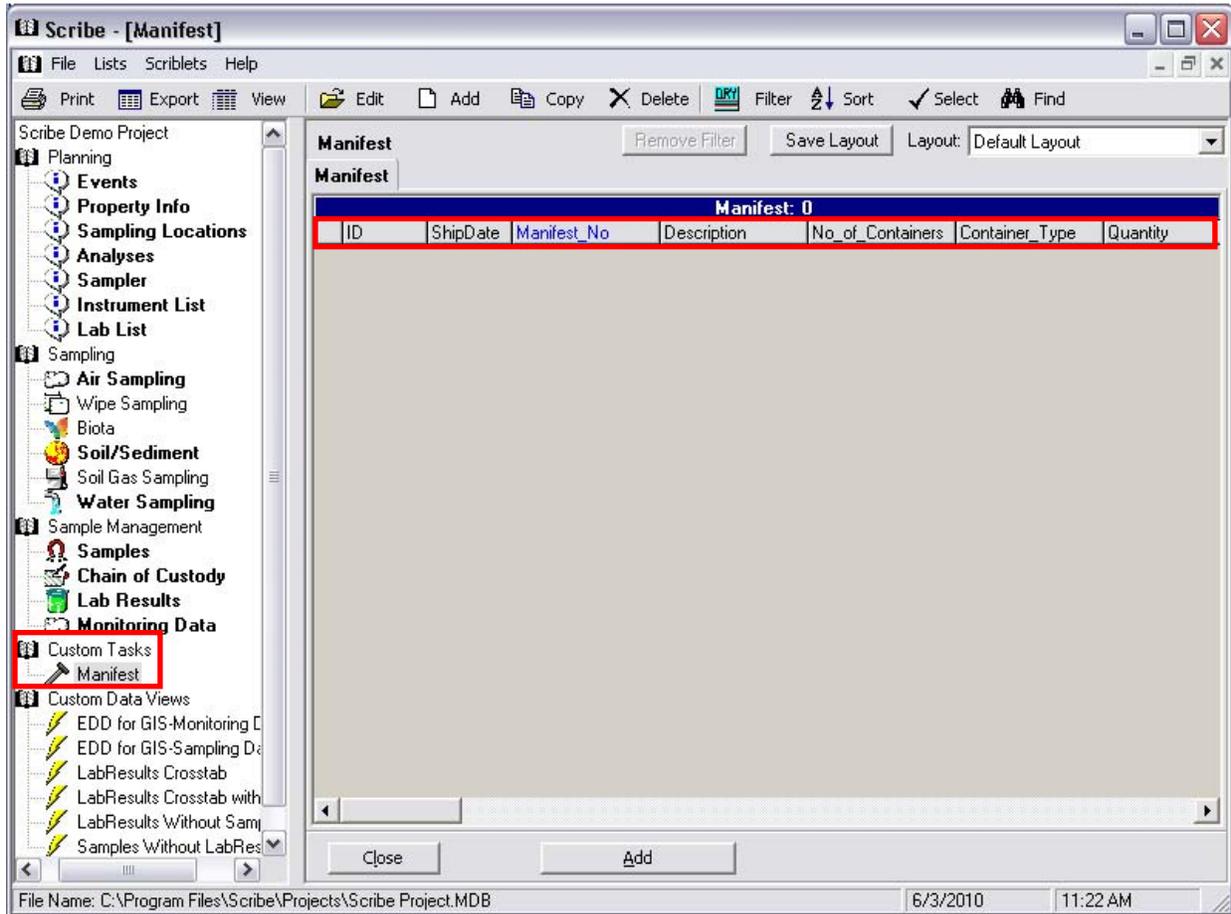
The Manifest Task is now listed under Custom Tasks in the left Navigation Pane.





Access to the Manifest table is now available in the Scribe UI. To view the table:

1. Click on '**Manifest**' under Custom Tasks.



The fields from the Manifest table are displayed, but there aren't any records in the table yet.

Note: The **Manifest_No** is blue indicating that it is a required field in Scribe since it was defined as a unique identifier during the Custom Tasks wizard.



TABLE DATA

If the custom table was imported using a .csv file, then the data should already be added to the table during the import. If a custom table was created in MS Access, it will need to be populated with data. The following describes how to add data to a custom table in Scribe.

Scribe can accept data in a variety of ways. The most common methods are to manually input data on the Scribe data entry screens or importing data from electronically formatted files. i.e. spreadsheets or text files.

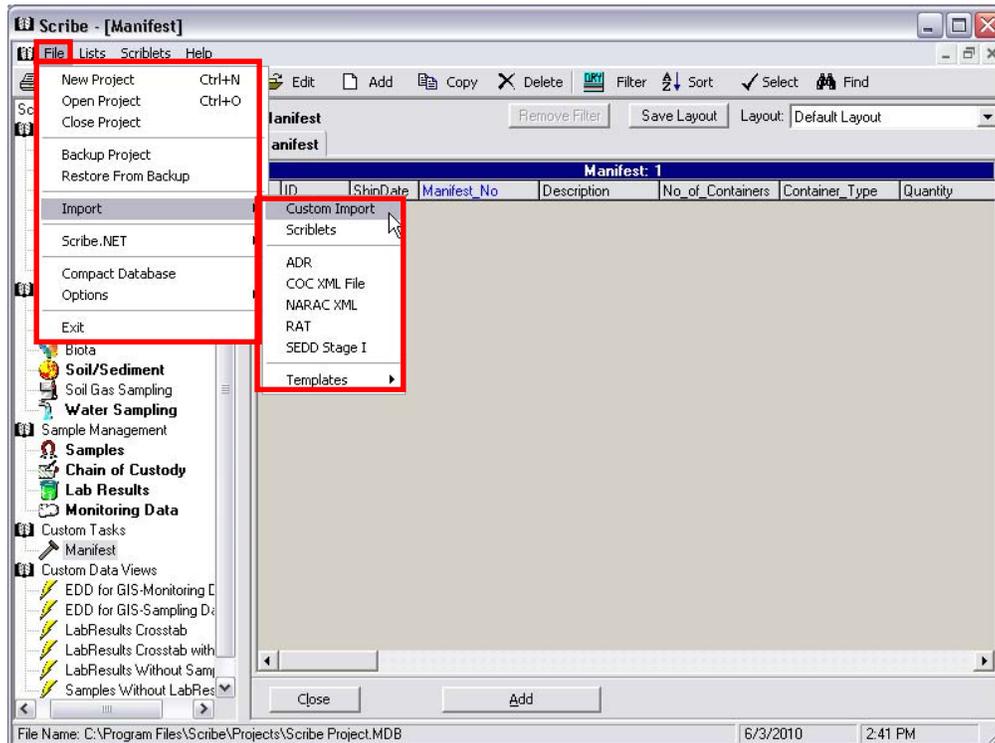
Import Data

Oftentimes, data is already stored in an electronic format i.e. a comma-separated (.csv) or tab-delimited text file. Therefore, it is more effective to import the data. Importing greatly reduces time and transcription errors.

In the following example, we will import the Manifest data using the Scribe UI. The import file must be in a spreadsheet format or a comma-separated or tab-delimited text file. Our example uses an Excel spreadsheet that contains the same field names that were used to create the table.

To Import the Manifest records:

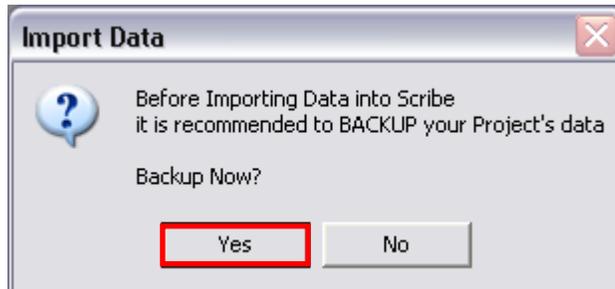
1. Click on **File | Import | Custom Import**.





It is recommended that backups are performed before any large amounts of changes are made so that the user can restore back to a previous version if errors occur as a result of the import.

2. Click 'Yes' to Backup your project before the import continues.

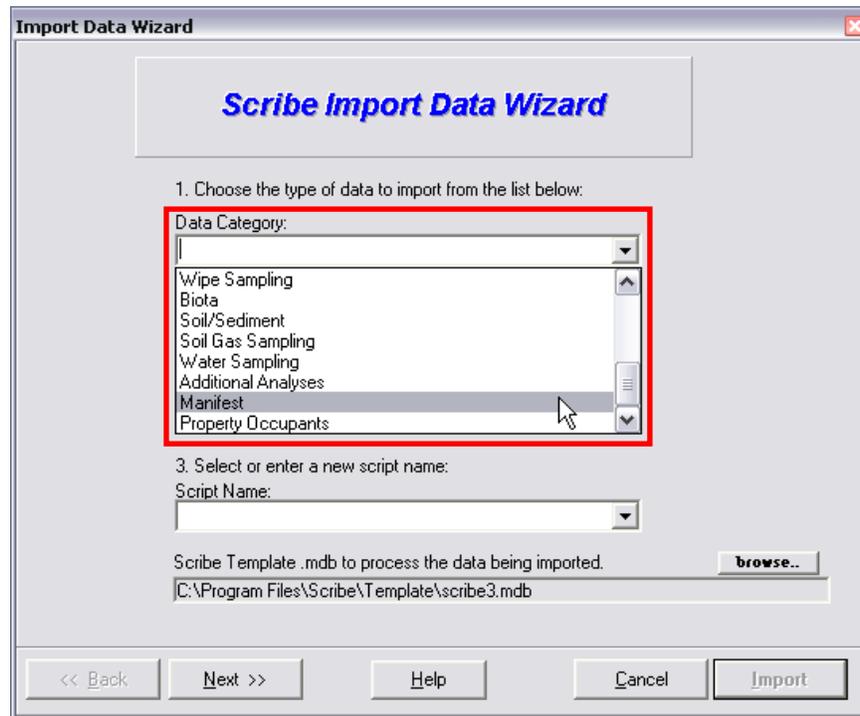


The Scribe Import Wizard is displayed:





3. For the Data Category field, select **'Manifest'** from the drop-down menu.



4. Navigate to the folder and select the Import Data File by clicking the **'browse'** button.



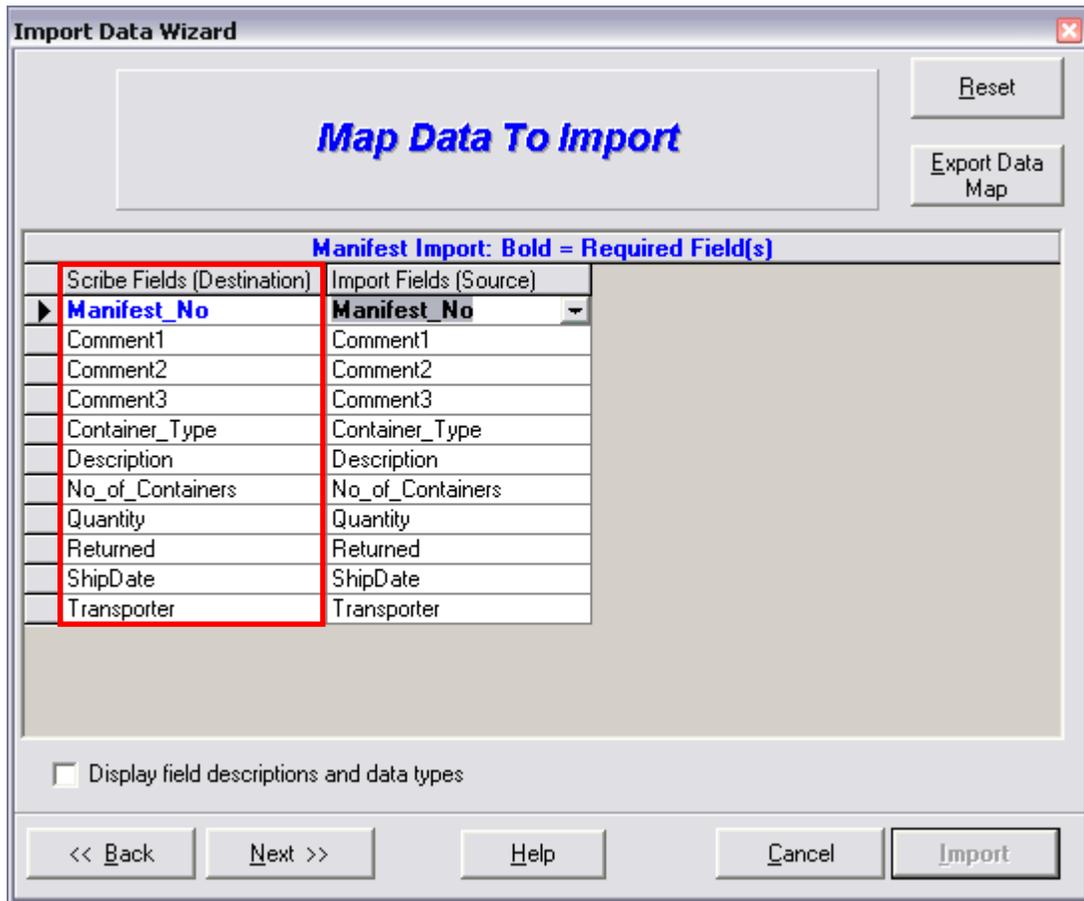
5. Click on the **'Next'** button to continue.



A Script name on the previous screen, can be assigned if there will be repetitive imports of identically formatted data. The mappings performed on this screen will be saved to that script and will only need to be mapped this first time. Any subsequent imports of the same data format can be accessed by selecting the assigned Script name from the picklist.

The “Map Data to Import” window is displayed.

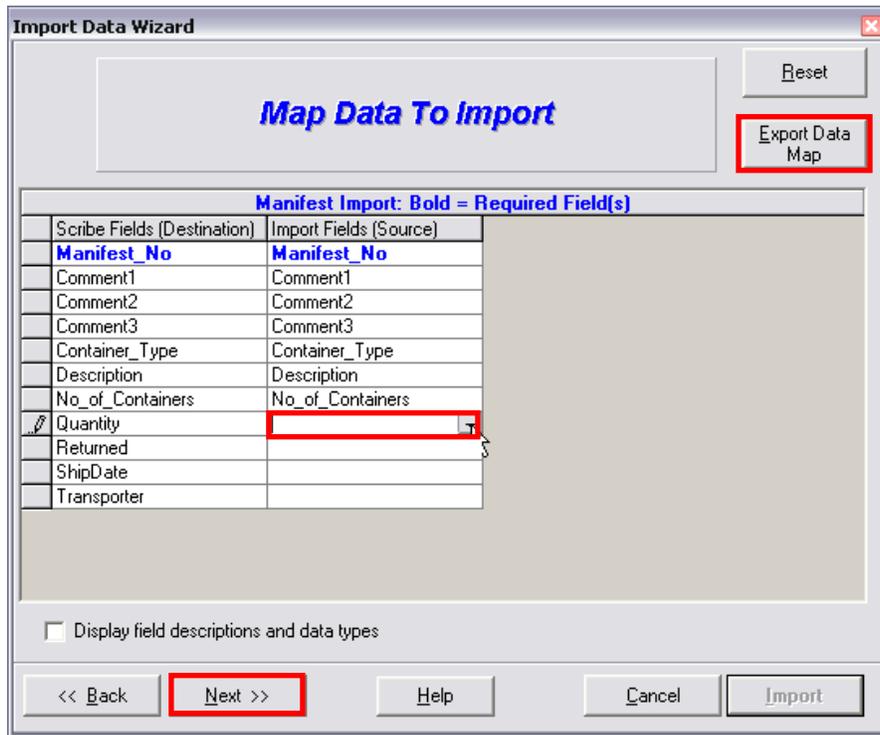
The left column displays the Scribe .mdb field names and the right column displays the column headings from the import file selected. Since we created the table with fields that were identical to the column headings from our data file, all fields are automatically mapped.



If there were any field names that did not match the Scribe field names, the right column would be blank.

To map the import field to the Scribe field:

6. Click in the blank field on the right.



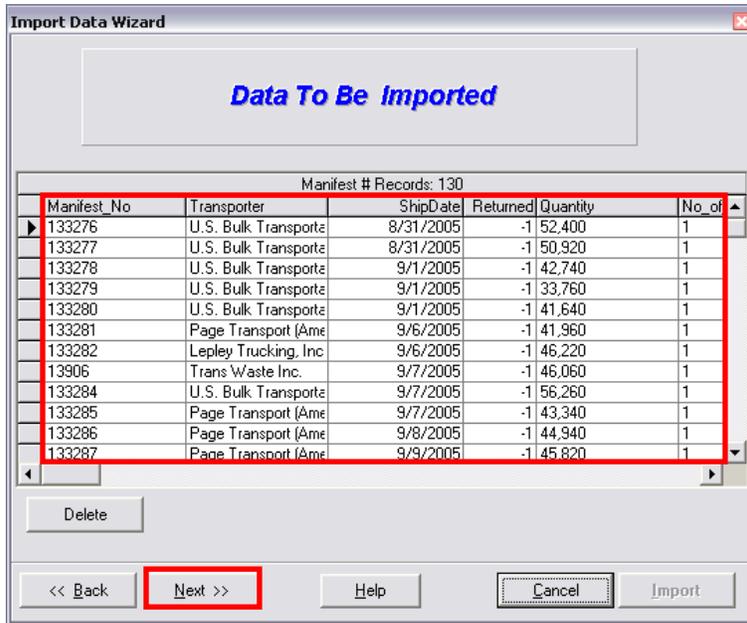
7. Click on the down arrow to display a list of the column headings in the selected Import file.
8. Select the field that matches the Scribe data field and continue for all fields that need to be imported.

Note: Scribe will only import the data that is mapped. If you need to see the Scribe field names and their descriptions, click the **'Export Data Map'** button on the top right corner of the window.

9. Click on the **'Next'** button to continue.

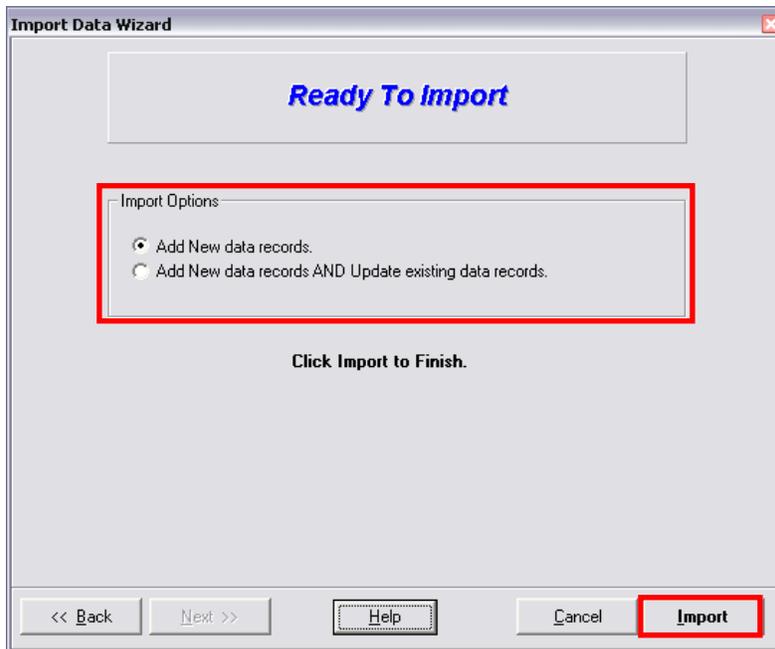


A window with a preview of the “Data to be Imported” is displayed:



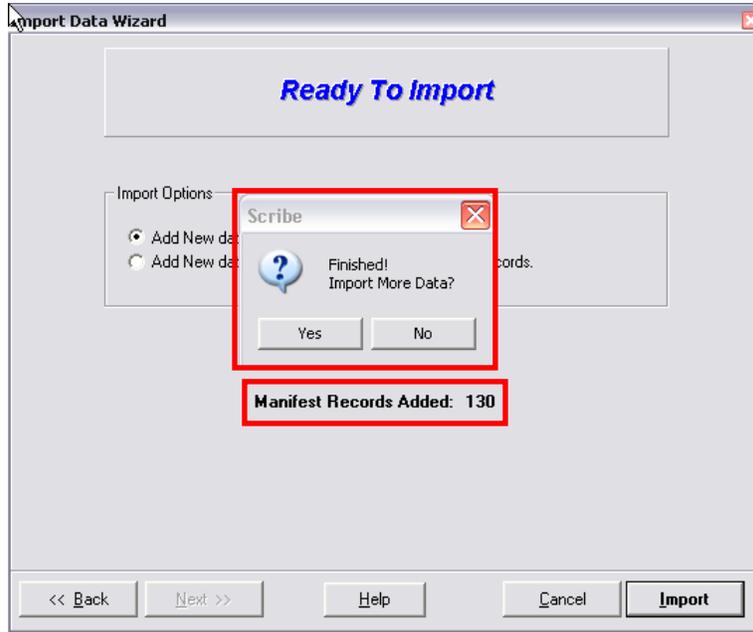
The user can review the data that will be imported. Delete any records if necessary. If the data looks accurate, click on 'Next' to continue.

By default, the Import is configured to 'Add New Data records'. If the user is importing data that is supposed to UPDATE existing records in Scribe, select 'Add New data records AND Update existing data records.' option.

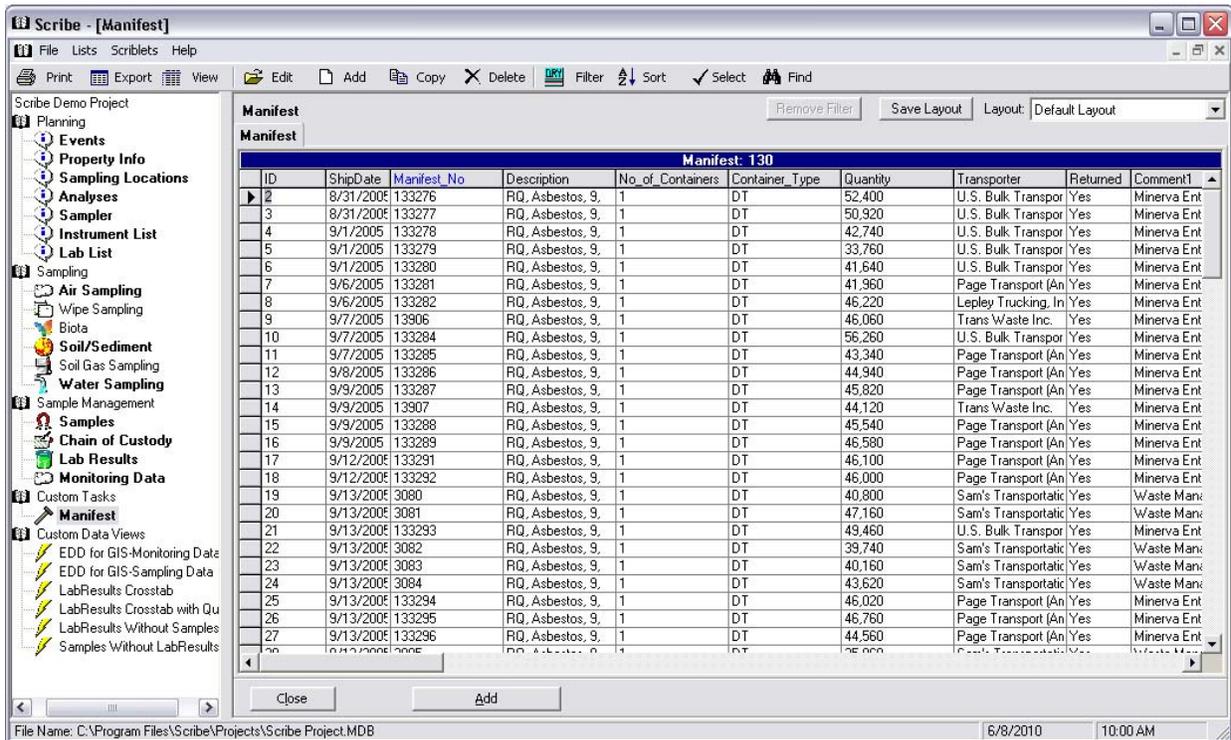




10. Confirm that records have been Added and/or Updated.
11. Click 'Yes' to import more data, or 'No' to finish.



The Manifest task in the left Navigation Pane is now Bold indicating that there is data. Click on the 'Manifest' task see the data that was imported.

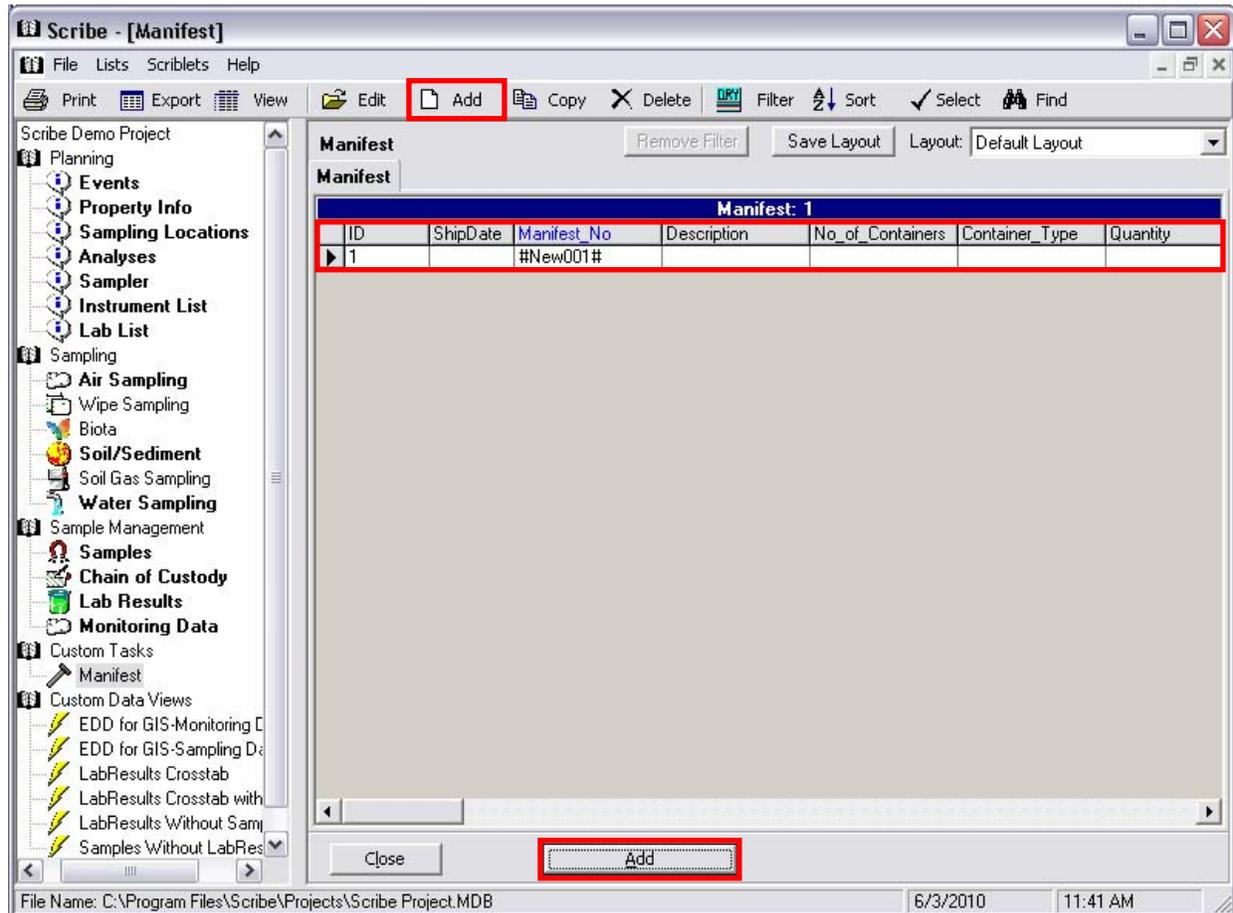




Manually Input Data

Scribe also allows the user to manually input data into the table.

1. To manually add records to the Manifest table, click the 'Add' button.



2. A new record is created with a default value in the Manifest_No field. The fields can be edited at the grid screen by clicking in the field.
3. To continue adding records, click the 'Add' button. The Edit, Copy and Delete options on the top menu bar can also be used to facilitate adding records.



CUSTOM DATA VIEWS

Custom Data Views is a Scribe advanced feature that allows users to either import or reference data external to the Scribe database. It can also be used for providing a one-click access to commonly used queries. The user must possess an understanding of Microsoft Access to write a query that Scribe can then use in the Custom Data Views section. Scribe is the user interface for the queried data from that external database. Data can be referenced in another database or imported into the Scribe project as a new table.

Create MS Access Query

Scribe provides basic find, filter and sorting functionality that can be used to perform simple searches of the sampling data. For more complex searches, MS Access queries can be created and then made available in the Scribe UI under Custom Data Views.

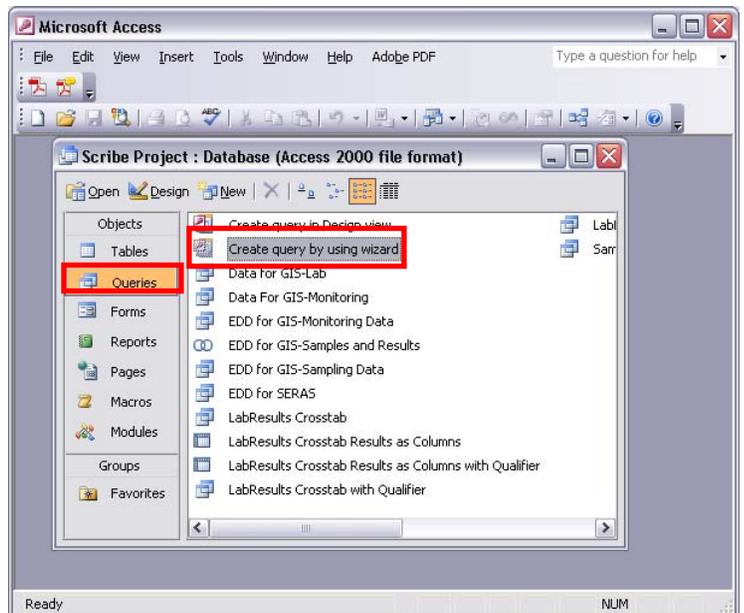
Best Practices: Create a Source query and a Select query in order to take advantage of all Scribe search features.

Create Source Query

Scribe data is stored in several tables within the database. Often, a query will require information from more than one table – i.e. result info and property info. The Data for GIS-Lab query joins the Sample, Results, Location and Property table. Starting a new query from that query gives us access to all the fields in all those tables.

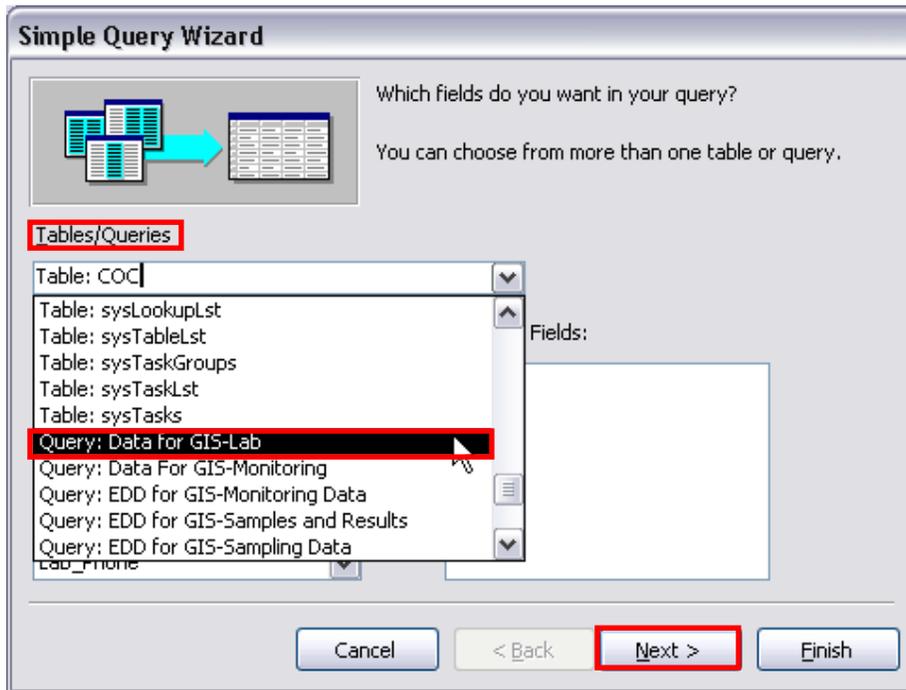
In the following example, we will create a Custom MS Access Query for the Napthalene results greater than 3 ppb:

1. Navigate to the Scribe project .mdb file usually found in C:\Program Files\Scribe\Projects folder.
2. Double-click the Scribe project .mdb to open the file in MS Access.
3. Select 'Queries' on the left and double-click the 'Create query by using wizard' option.

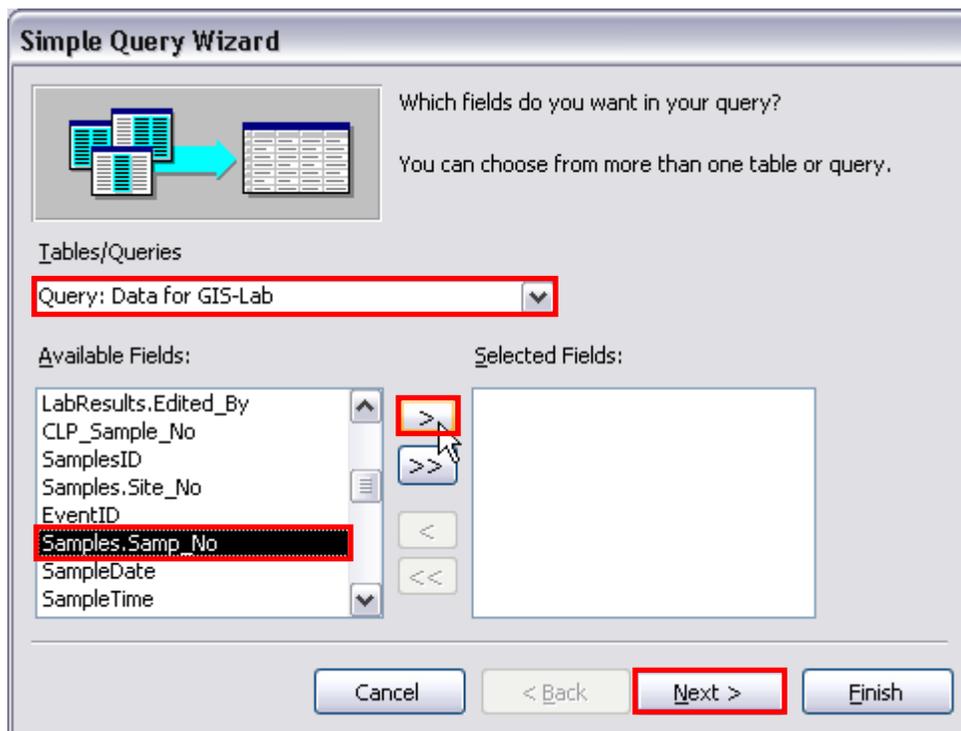




4. Select 'Query:Data for GIS-Lab' from the Tables/Queries drop-down list.

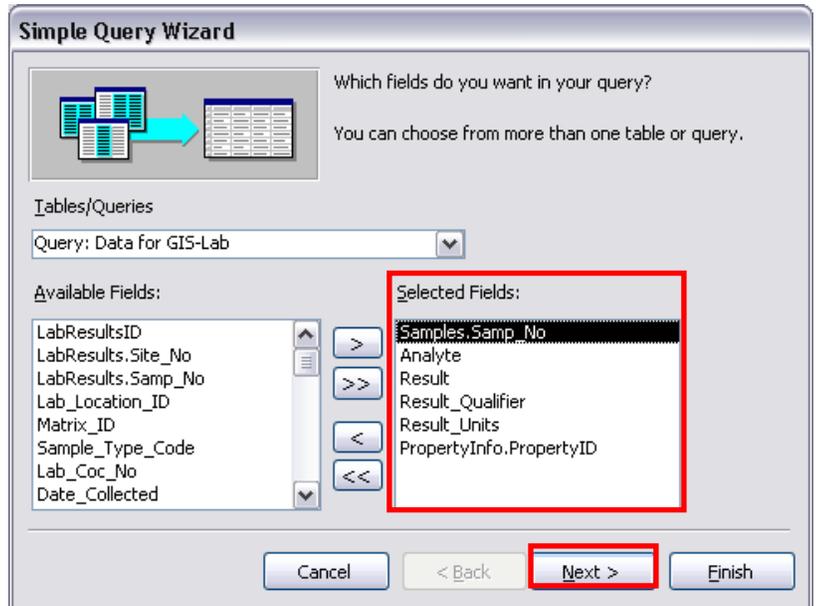


5. From the list of "Available Fields", select the fields to display and add them to the "Selected Fields" by clicking on the '>' button.

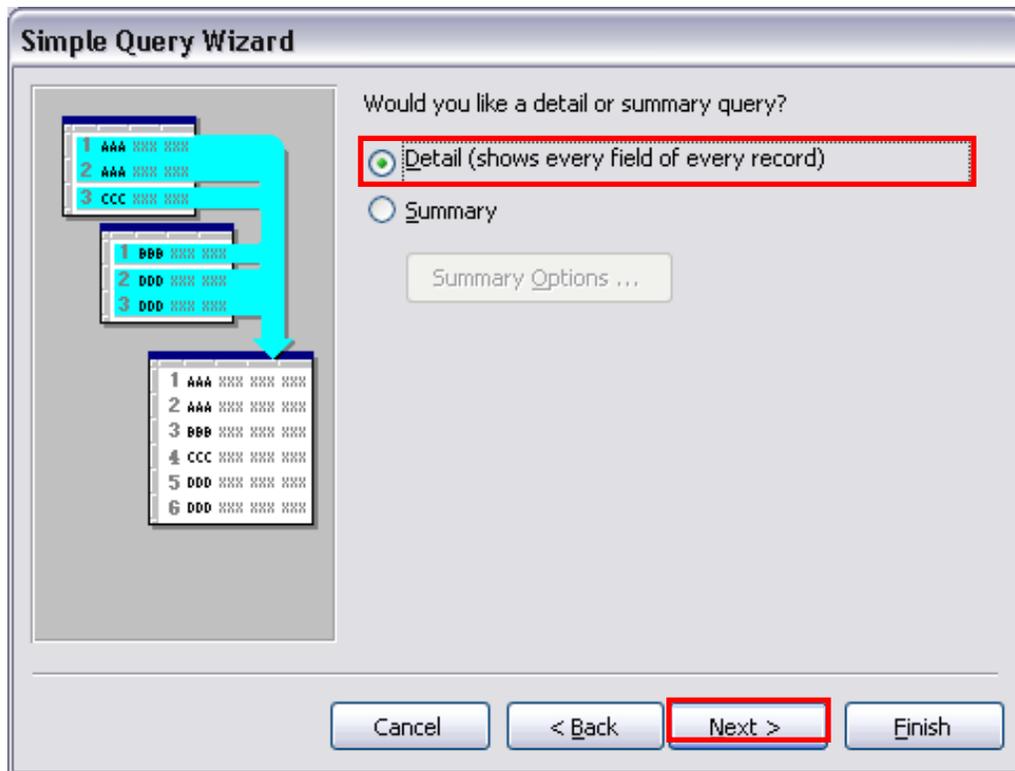




6. In our example, we will select:
 - a. Samples.Samp_No
 - b. Analyte
 - c. Result
 - d. Result_Qualifier
 - e. Result_Units
 - f. PropertyInfo.PropertyID

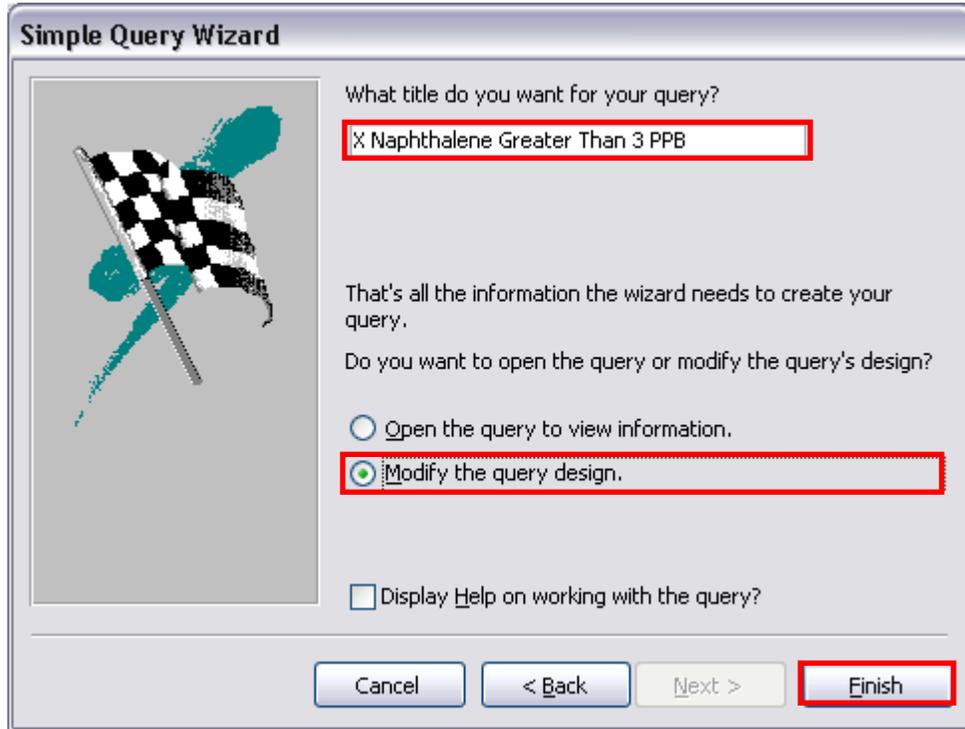


7. Click '**Next**' to continue.
8. Select the '**Detail**' option.
9. Click '**Next**' to continue.

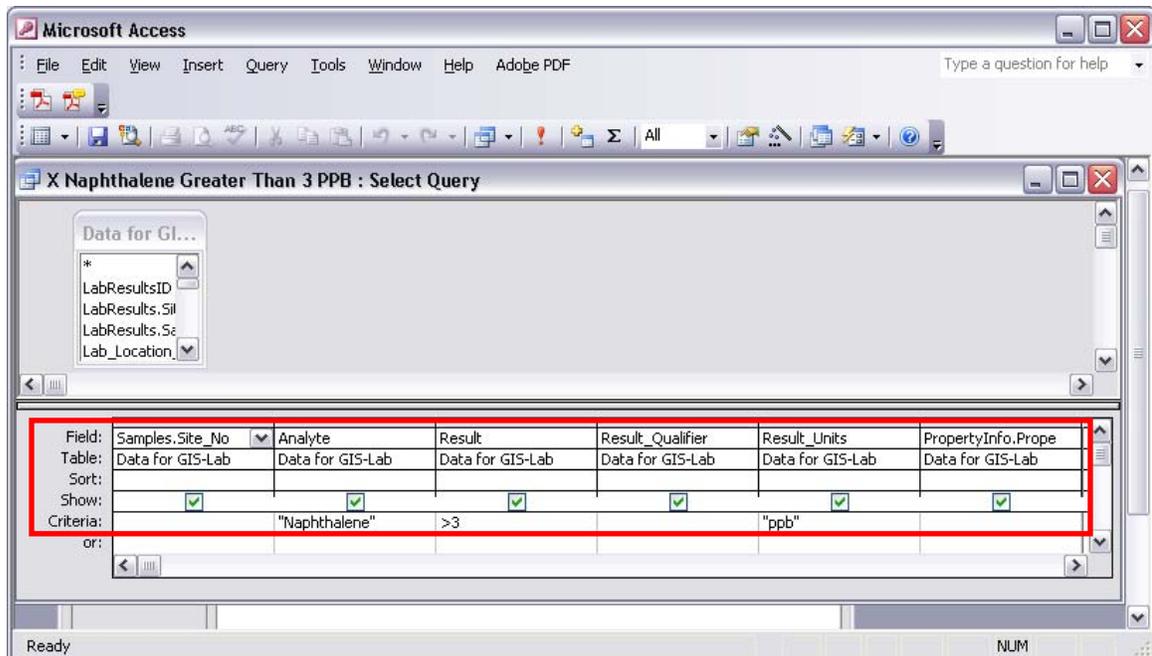




10. Name the Query with an 'X' as a leading character to indicate that this is the Source Query. Later, we will create a Select query with the same name without the X to differentiate the two.
11. Click **'Finish'** to create the query.



12. The query will display in a Design View window with the fields selected in Step 6.





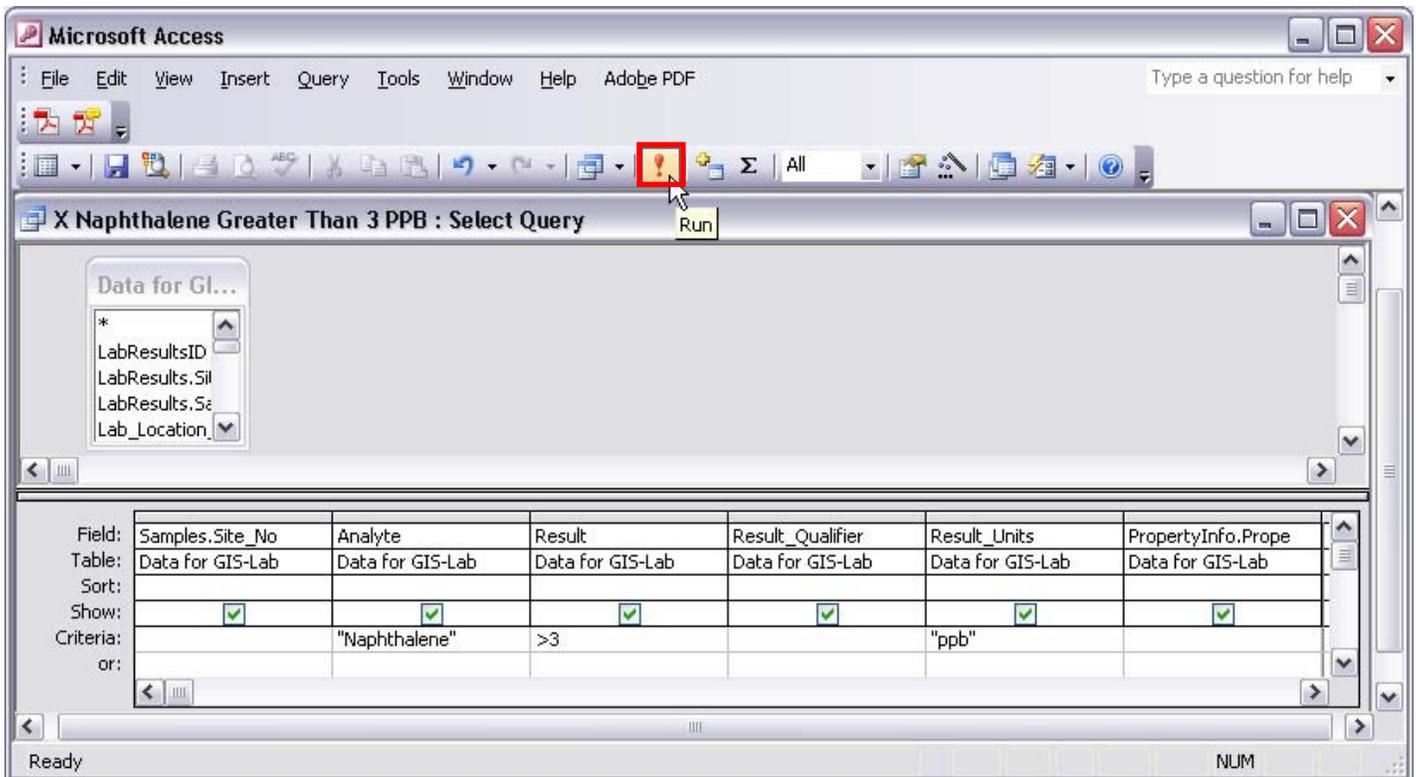
13. Enter the criteria for the query in the Criteria row of each column. Do not enter the quotes into the field. MS Access will add them where necessary.

- a. Analyte Criteria = **"Naphthalene"**
- b. Result Criteria = **> 3**
- c. Result_Units Criteria = **"ppb"**

Field:	Samples.Site_No	Analyte
Table:	Data for GIS-Lab	Data for GIS-Lab
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		"Naphthalene"
or:		

Result	Result_Qualifier	Result_Units
Data for GIS-Lab	Data for GIS-Lab	Data for GIS-Lab
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>3		"ppb"

14. Click the exclamation point icon on the top toolbar to run the query.





The query results will display.

Samp_No	Analyte	Result	Result_Qualifier	Result_Units	PropertyID
AS-0001	Naphthalene	5.4		ppb	
AS-0002	Naphthalene	4.3		ppb	
AS-0003	Naphthalene	4.3		ppb	
AS-0004	Naphthalene	4.3		ppb	
AS-0005	Naphthalene	4.3		ppb	
AS-0006	Naphthalene	4.3		ppb	
AS-0007	Naphthalene	4.3		ppb	
AS-0008	Naphthalene	4.3		ppb	

Record: 1 of 8

15. Close MS Access and Save the query when prompted.

16. Run Scribe and open the project in which the query was created. The query is now listed under Custom Data Views in the left Navigation Pane.

Scribe - [Lab Results]

File Lists Scribelets Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

Scribe Demo Project

- Planning
 - Events
 - Property Info
 - Sampling Locations
 - Analyses
 - Sampler
 - Instrument List
 - Lab List
- Sampling
 - Air Sampling
 - Wipe Sampling
 - Biota
 - Soil/Sediment
 - Soil Gas Sampling
 - Water Sampling
 - Sample Management
 - Samples
 - Chain of Custody
 - Lab Results
 - Monitoring Data
 - Custom Tasks
 - Manifest
 - Custom Data Views
 - EDD for GIS-Monitoring Data
 - EDD for GIS-Sampling Data
 - LabResults Crosstab
 - LabResults Crosstab with Qualifier
 - LabResults Without Samples
 - Samples Without LabResults
 - X Naphthalene Greater Than 3 PPB

Lab Results

Summary Lab Results

ALL Lab Results: 622

Sample #	Location	Lab Matrix	Analysis	Analyte	Result	Units
AS-0001	NW Fence Line		PAHs - NIOSH 551	1-METHYLNAPHT	4.9	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	2-METHYLNAPHT	5	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Acenaphthene	4.4	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Acenaphthylene	4.8	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	ANTHRACENE	3.9	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Benzo(a)anthracen	3.1	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Benzo(a)pyrene	3.1	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Benzo(b)fluoranth	2.8	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	BENZO(E)PYRENE	2.8	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	BENZO(K)FLUORAN	3.1	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Biphenyl	4.7	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Carbazole	4.6	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	CHRYSENE	2.7	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Dibenzofuran	4.2	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	FLUORANTHENE	3.6	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Fluorene	4.3	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	Naphthalene	5.4	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	PHENANTHRENE	3.8	ppb
AS-0001	NW Fence Line		PAHs - NIOSH 551	PYRENE	3.4	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	1-METHYLNAPHT	4	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	2-METHYLNAPHT	4.1	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	Acenaphthene	3.6	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	Acenaphthylene	3.9	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	ANTHRACENE	3.2	ppb
AS-0002	NE Fence Line		PAHs - NIOSH 551	Benzo(a)anthracen	2.5	ppb

Close Add Results Table

File Name: C:\Program Files\Scribe\Projects\Scribe Project.MDB 6/9/2010 11:35 AM



17. Click on the 'X Naphthalene Greater Than 3 PPB' query and the query runs and displays the results in Scribe.

The screenshot shows the Scribe software interface. The left sidebar contains a tree view of project elements, with 'X Naphthalene Greater Than 3 PPB' highlighted in red. The main window displays a table of results for this query. The table has the following columns: Site_No, Analyte, Result, Result_Qualifier, Result_Units, and PropertyID. The data rows are as follows:

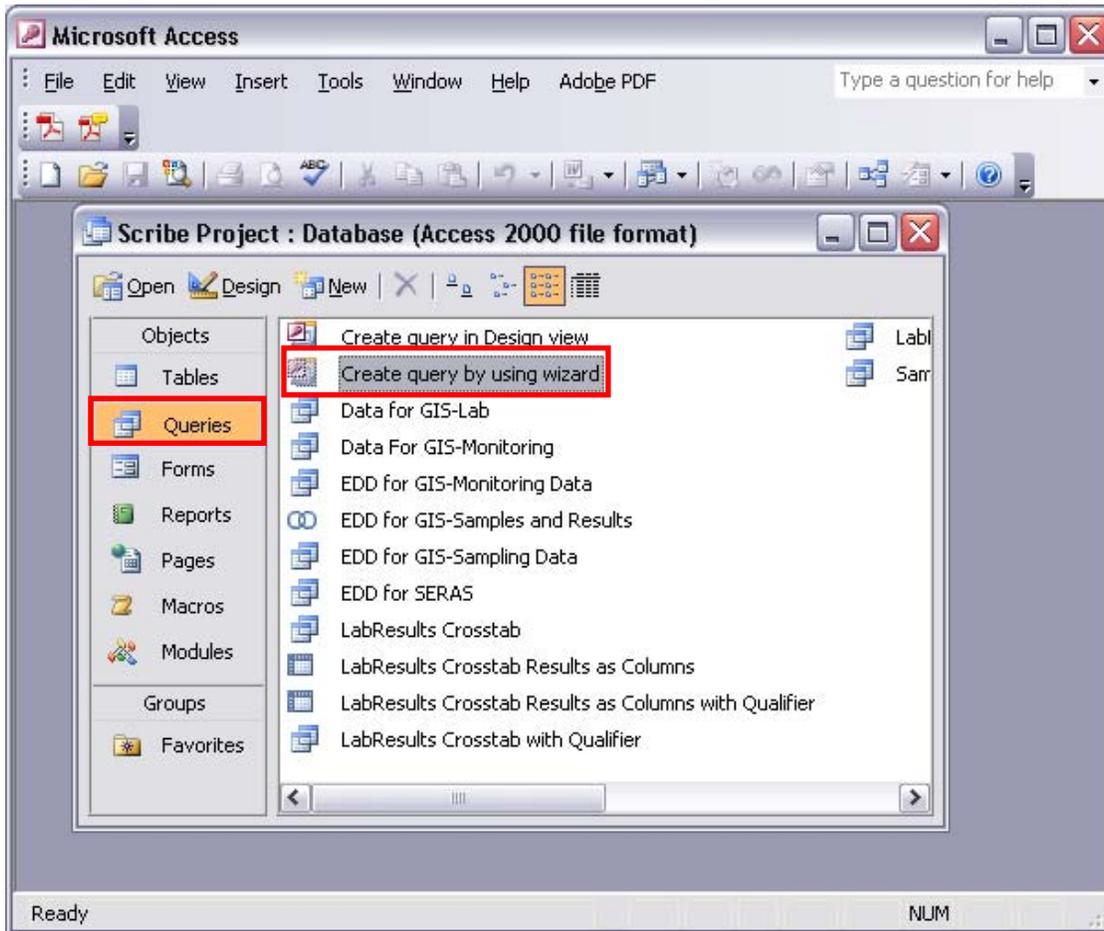
Site_No	Analyte	Result	Result_Qualifier	Result_Units	PropertyID
Demo	Naphthalene	5.4		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	
Demo	Naphthalene	4.3		ppb	

Create Select Query

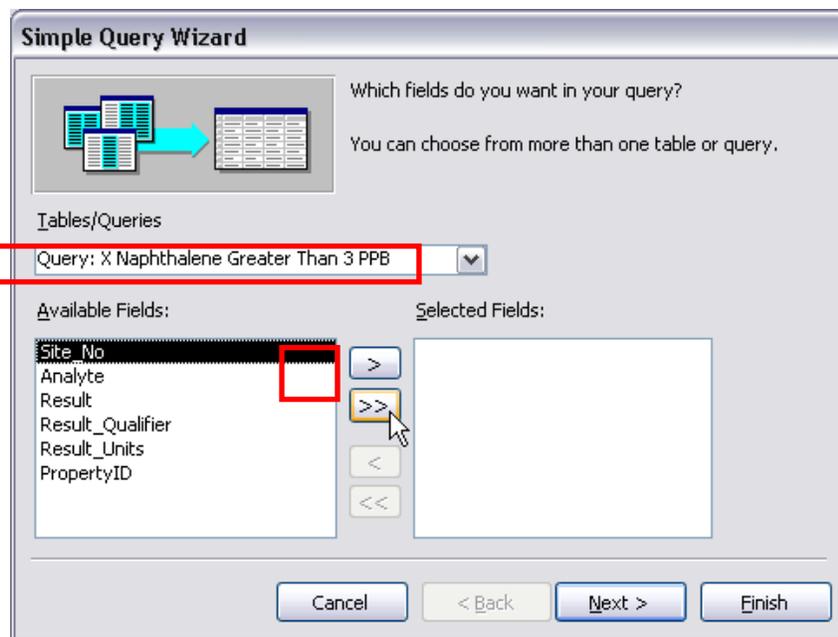
In order to ensure that all of Scribe's functionality works with all new queries, i.e. the Find, Sort, filter, etc), it is necessary to create a matching query that serves as a "display" query in Scribe. Essentially, for every query you write, you will write a second query that does a Select *. The original query can then be hidden so that only the Select * query is available for use.

To create the Select Query:

1. Close Scribe and open the Scribe project .mdb in MS Access.
2. Select 'Queries' on the left and double-click the 'Create query by using wizard' option.

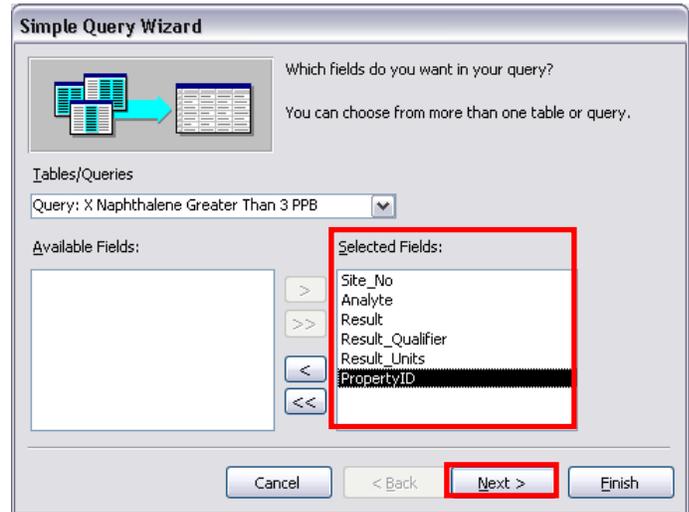


3. Select the '**X Naphthalene Greater Than 3 PPB**' query for the Tables/Queries field that was created in the previous example.
4. Select ALL Available Fields and move them to the Selected Fields window by clicking on the ">>" button.

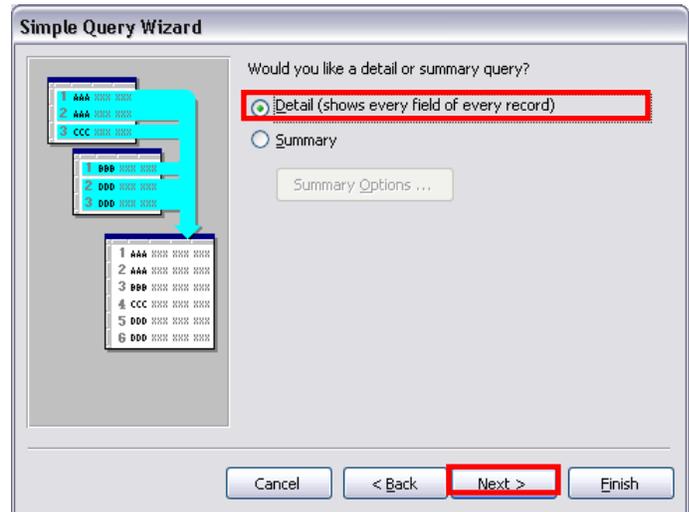




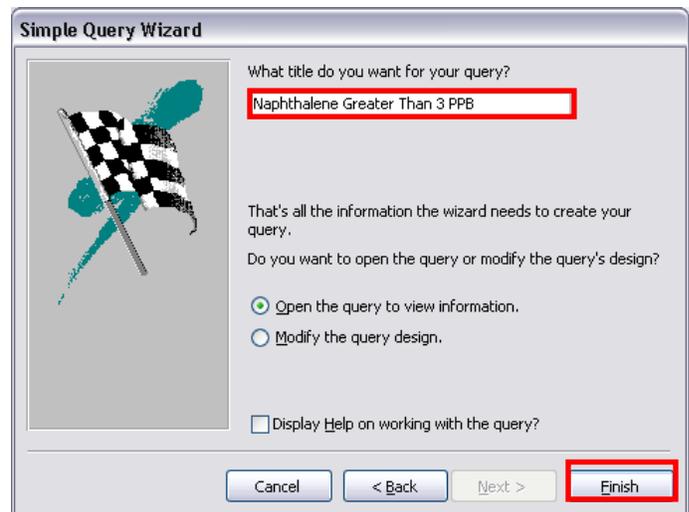
5. Click 'Next' to continue.



6. Select Detail and click 'Next' to continue.



- 7. Name the query 'Naphthalene Greater Than 3 PPB' without the leading X and click 'Finish'.
- 8. Close the Query and Close MS Access.

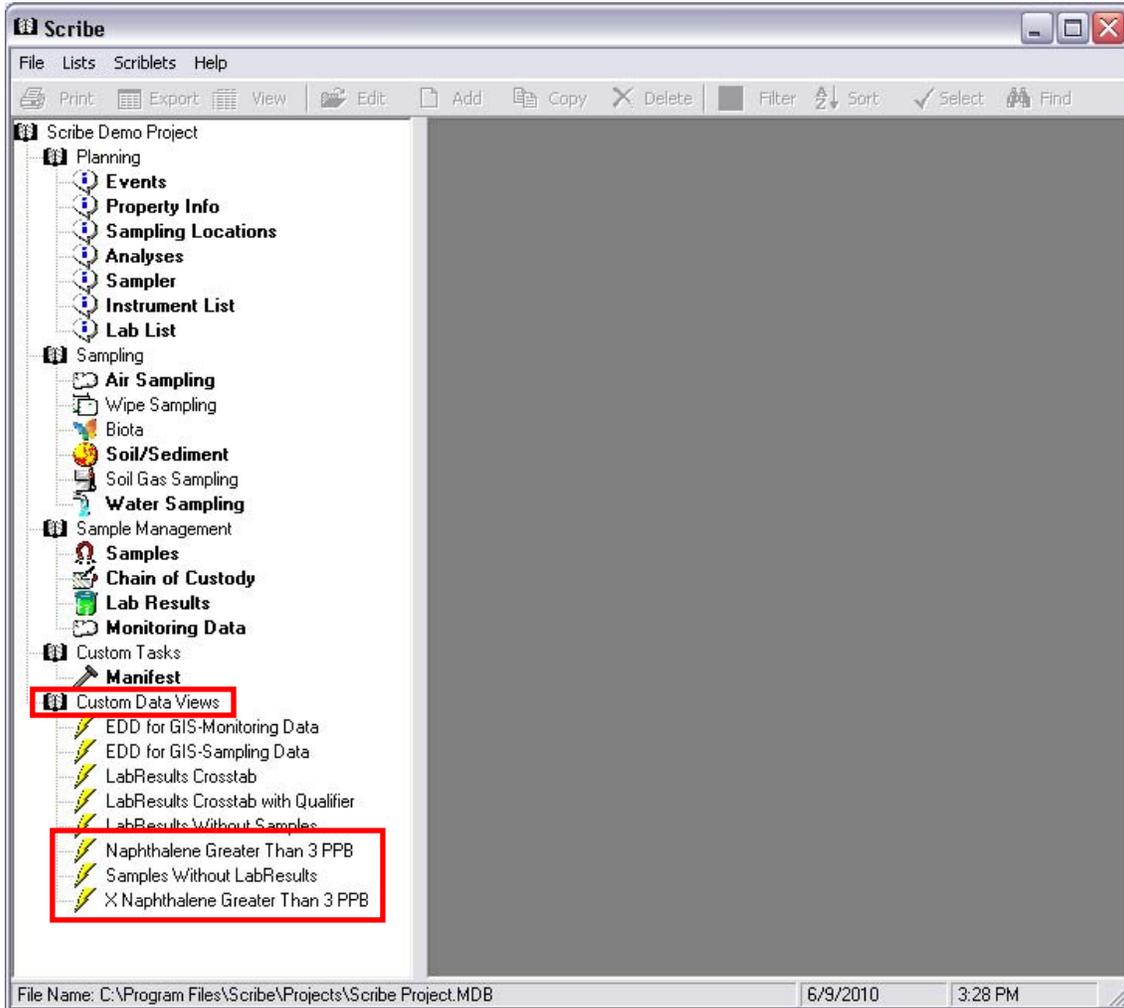




9. Run Scribe and open the Scribe project in which the query was created.

Note that **'Naphthalene Greater Than 3 PPB'** is now available under Custom Data Views in the left Navigation Pane.

Both the Source Query (with leading X) and the Select Query are in the list.





Hide the Source Query

It is necessary to hide the Source query and use the Select query to take advantage of the Scribe Find, Filter and Sort functions on the query.

To hide the Source Query:

1. Select '**Custom Data Views**' from the left Navigation Pane.
2. Modify the "**Visible**" value for the Source query with the leading X in the name. Click the down arrow and select '**N**' from the drop down box.

The screenshot shows the Scribe software interface with the 'Custom Data Views' dialog box open. The dialog box has a menu bar with 'File Lists Scriplets Help' and a toolbar with 'Print', 'Export', 'View', 'Edit', 'Add', 'Copy', 'Delete', 'Filter', 'Sort', 'Select', and 'Find'. The main area of the dialog box is titled 'Custom Data Views' and contains a table with the following data:

Custom Data Views: 11 [Filtered]						
DataViewName	Visible	Sort	CanAdd	CanEdit	CanDele	CanCopy
Data for GIS-Lab	N	0	N	N	N	N
Data For GIS-Monitoring	N	0	N	N	N	N
EDD for GIS-Monitoring Data	Y	0	N	N	N	N
EDD for GIS-Sampling Data	Y	0	N	N	N	N
EDD for SERAS	N	0	N	N	N	N
LabResults Crosstab	Y	0	N	N	N	N
LabResults Crosstab with Qualifi	Y	0	N	N	N	N
LabResults Without Samples	Y	0	N	N	N	N
Naphthalene Greater Than 3 PF	Y	0	N	N	N	N
Samples Without LabResults	Y	0	N	N	N	N
X Naphthalene Greater Than 3	Y	0	N	N	N	N

The 'Visible' column for the query 'X Naphthalene Greater Than 3' is highlighted with a red box, and a dropdown arrow is visible next to the 'Y' value. The 'Custom Data Views' option in the left navigation pane is also highlighted with a red box.

3. Click '**Close**' at the bottom of the screen.

Note that the Source query no longer shows in the Scribe interface.

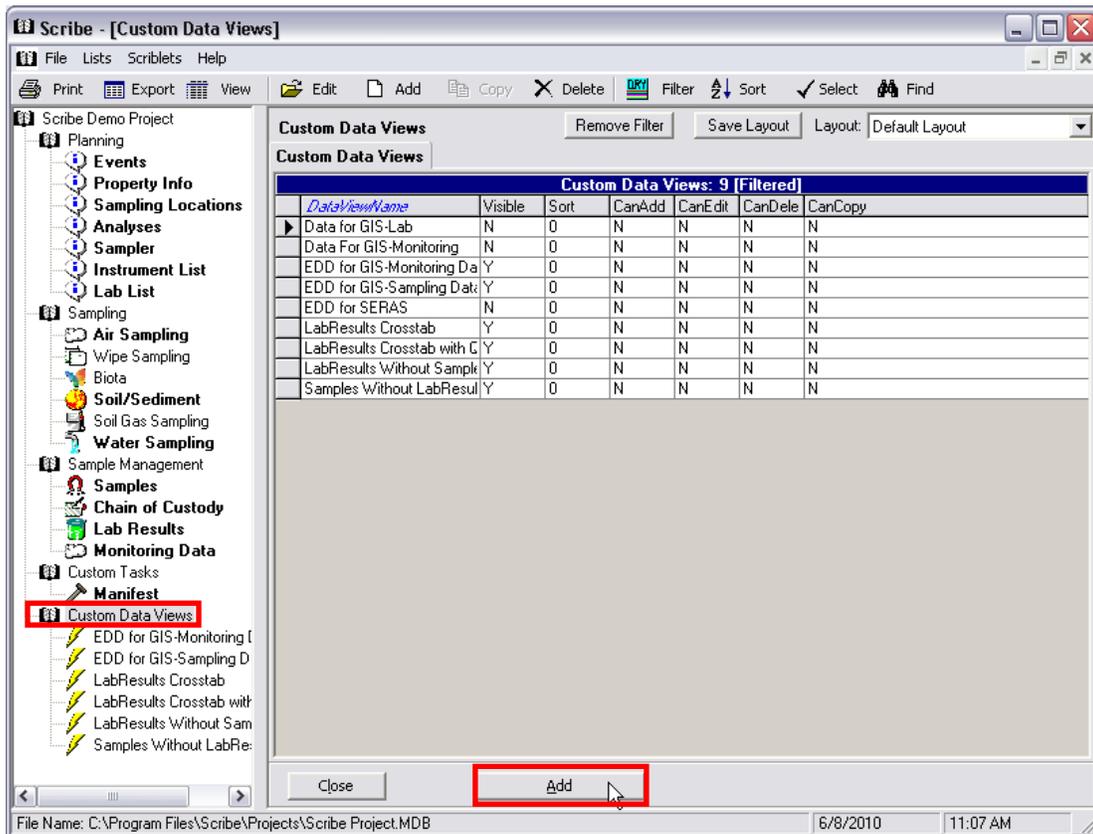


Import Custom Query

If you have already created an MS Access query that can be used in another Scribe project, that query can be imported and added to the Custom Data Views of the project.

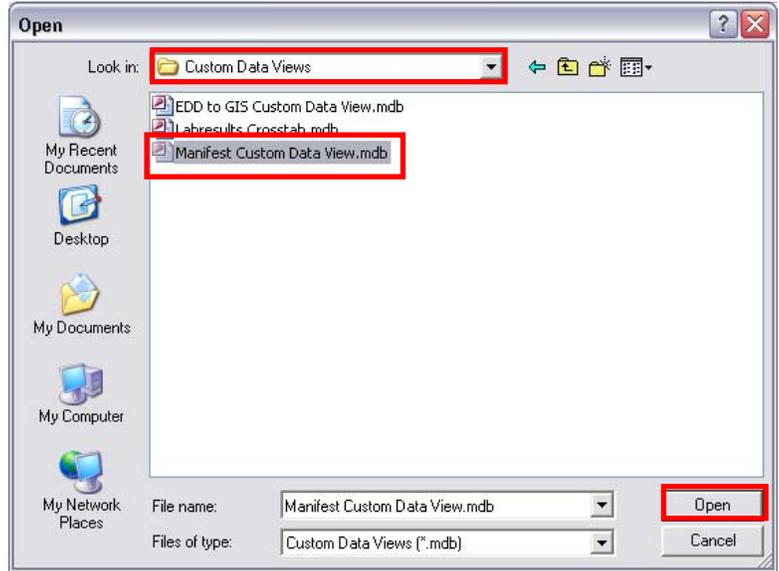
To add a Custom Data View, you must have already created a MS Access query in the Scribe project .mdb.

1. Run Scribe and select '**Custom Data Views**' in the left Navigation Pane.
2. Click the '**Add**' button.



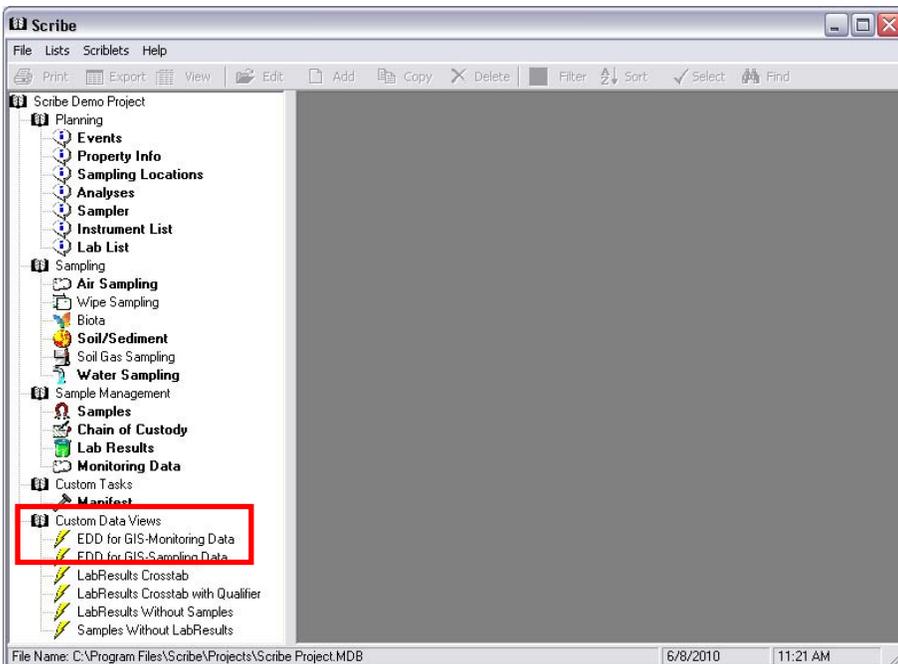
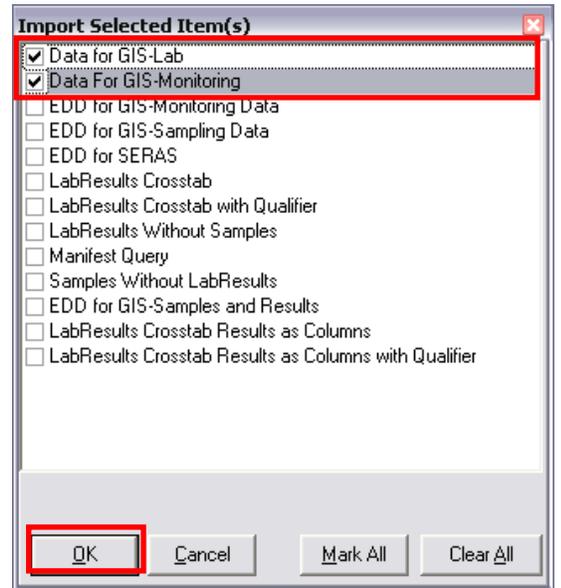


3. Navigate to the folder where the MS Access file (.mdb) is located, select the .mdb you wish to open, and then click 'Open'.



4. A checklist of available reports (queries) appears. Select the report(s) (queries) you want to add and then click 'OK'.

The selected reports (queries) are added to the Custom Data Views section in the left Navigation Pane.





Configuring Custom Data Views

Screen and grid controls for the custom queries can be applied using the Scribe UI.

Clicking “Custom Data Views” opens the “Custom Data Views” screen. Each field in the “Visible” column provides a “Y” or “N” dropdown menu option when selected. Selecting “N” from the dropdown causes the view to not be displayed in the “Navigation Pane”.

Data Views are project specific. If “N” is selected in “CanAdd”, “CanEdit”, “CanDelete” and “CanCopy” columns, views will be “Read Only”. The views available for your project may differ from those displayed in this manual.

The screenshot shows the Scribe - [Custom Data Views] window. The left navigation pane is expanded to show the 'Custom Data Views' folder, which is highlighted with a red box. The main area displays a table titled 'Custom Data Views: 9 [Filtered]'. The table has the following columns: DataViewName, Visible, Sort, CanAdd, CanEdit, CanDelete, and CanCopy. The 'Visible' column contains 'Y' or 'N' values, and the other columns contain 'N' or '0' values. The 'Visible' column is highlighted with a red box. The 'CanAdd', 'CanEdit', 'CanDelete', and 'CanCopy' columns are also highlighted with a red box. The table data is as follows:

DataViewName	Visible	Sort	CanAdd	CanEdit	CanDelete	CanCopy
Data for GIS-Lab	N	0	N	N	N	N
Data For GIS-Monitoring	N	0	N	N	N	N
EDD for GIS-Monitoring Data	Y	0	N	N	N	N
EDD for GIS-Sampling Data	Y	0	N	N	N	N
EDD for SERAS	N	0	N	N	N	N
LabResults Crosstab	Y	0	N	N	N	N
LabResults Crosstab with Qualifier	Y	0	N	N	N	N
LabResults Without Samples	Y	0	N	N	N	N
Samples Without LabResults	Y	0	N	N	N	N