

# Preparing Data Reports from Inspection Data Using the "Integrate.apr" and "Concord.mdb" Applications

## 1. Collect and Store Data

- 1.1 Collect data using the Arc View application on the field computer.
- 1.2 Data is generally stored on the field computer in a folder "database" as files called
  - inspmh.dbf (containing manhole information)
  - insppipes.dbf (containing pipe information)
  - infiltration.dbf (containing infiltration information, if any)
- 1.3 Copy data from the field computer to the analysis computer (or simply move data to the analysis folder if the same computer is to be used). You may wish to start a folder called DATA, inside which you have stored downloaded data in folders entitled "WE 12-31-01", where the date is the week-ending date for the data collected. Also within the DATA folder, you will need a folder called TEST, empty for now, but used in step 3 below.

## 2. Convert Files (Integrate.apr application)

- 2.1 Open Integrate.apr application, by double-clicking on icon. If program begins with "Where is '...'" dialog box, click "cancel all".
- 2.2 On window titled "integrate.apr", click "tables". Delete any tables shown by selecting (they will turn blue) and pushing keyboard "delete".
- 2.4 On window titled "integrate.apr", push "add". Locate your data files to be added - the latest versions of inspmh.dbf, insppipes.dbf and infiltration.dbf. Click on files and "ok".
- 2.5 Open (or click on) the Manhole data table. Click on the "mhid" column heading (it will turn a darker grey). On the tool bar at the top of the screen click "field", then "summarize". You will get another window with a file to save. Save it as sum1.dbf in the same folder as your data. Click "ok".
- 2.6 Click on the "mhid" column heading in sum1.dbf. THEN click on "mhid" column heading in inspmh.dbf (the order of this is important). On the toolbar at the top of the screen click "table," then "join". This adds a column called "count" to inspmh.dbf.
- 2.7 Click on the inspmh.dbf window. On the toolbar, click "edit" then "select all". Table will turn yellow. Click "File" and "Export". Export in Dbase format ("ok"). Save as inspmh2.dbf in same folder as your data.
- 2.8 In the Integrate.apr window, click "tables", "add", and add in inspmh2.dbf.
- 2.9 Open inspmh2.dbf, on the toolbar at the top of the screen click "table," then "start editing." Click the hand icon on the tool bar. This will search for duplicates in the table.

2.10 Click "table," then "stop editing." Save edits. Close the tables and close the application.

### **3. Pull New Data into Database (Concord.mdb application)**

3.1 Move the files (inspmh2.dbf, insppipes.dbf, and infiltration.dbf) into folder called TEST. Rename files as inspmh.dbf, inspp.dbf, and inspii.dbf respectively. These files will be used to update the Access database.

3.2 Open the Access application titled Concord.mdb.

3.3 On the toolbar at the top of the screen, click "tools", "addins", "linked table manager update". Select all. Click Ok. This lets the database see the new data you will be adding.

3.1 On the main switchboard window, click "import data". Import manhole data; click "yes" to the warning windows. Import pipe data; click "yes" to the warning windows. Enter a date before any of the data to be entered, i.e. the Sunday before work began.

3.2 On the main switchboard window, click "check for duplicates and integrate obstructions". If either manhole or pipe inspections show more than zero duplicates, click the folder icon after the number to investigate/resolve the error. When finished and both numbers read 0, click "no".

3.3 On the main switchboard window, click "integrate new manhole inspections". The number of new manhole records (from the latest table inspmh.dbf) should match the number of manhole records to integrate (=number to update + number to append). To see details behind any of the numbers, click the folder icon to the right. When ready, click "yes". On the Process MH Data window that appears, click "update new mh data" (respond yes to any messages), then "append new mh data" (respond yes to messages).

3.4 On the main switchboard window, click "integrate new pipe inspections". The number of new pipe records (from the latest table inspp.dbf) should match the number of pipe records to integrate (=number to update + number to append). To see details, click the folder icon to the right. When ready, click "yes". On the Process MH Data window that appears, click "update new pipe data" (respond yes to any messages), then "append new pipe data" (respond yes to any messages).

3.5 On the main switchboard window, click "add tile numbers". This will allow you to enter map page numbers for manholes added during the field inspection program.

### **4. Create Reports (summarizing the data)**

4.1 On the main switchboard window, click "generate reports". Select the type of report to be generated using the beginning date and ending date for the report or the complete record.

4.2 Print reports by clicking "file" on the toolbar, and "print".

## **5.0 Miscellaneous Notes**

- Any necessary adjustments or edits to the inspection data may be made either before integration (in the case of new data), or within the concord.mdb file (for all data). In Concord.mdb, click on the "database window" icon (looks like 3 small sheets). A "Concord:Database" window will appear, click the "tables" tab. Tables pipe\_insp, MH\_insp, and II\_insp contain the final data - any necessary changes should be made to these tables so the reports will reflect the desired changes.