
To: Counties receiving soil test records for the SoilData program

From: Frank J. Sikora

Date: 2/4/02

Re: End of year backup of soil test data

This memo outlines an action you need to take for exporting data in Archived Results. If you reset your county sample number to 1 at the beginning of the year, follow directions A. If you do not reset your county sample number to 1, follow directions B. The advantages and disadvantages of resetting county sample number to 1 are discussed in more detail in the Appendix of this message.

A. County Sample Number RESET to 1.

1. When doing this for the first time, create a new folder to store the archived soil test record files that will be exported from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it ArchivedFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
2. Open up SoilData and select "View/Archived Results". The Archived Results window should be open.
3. Select "File/Export". A "Save As" window appear. For the file name use SoilXXXX replacing the XXXX with the year that is being exported. For example doing it in January 2002, type in the name Soil2001. Save the file under "c:\Program Files\SoilData\ArchivedFiles\". Hit the Save button when the path directory and file name have been entered. A window should appear saying "Data exported successfully". The file will be the name you provided plus _arc at the end of the name to denote it as an archived file.
4. Take note of how many total samples are present in the "View/Archived Results" as indicated in the scroll bar in the bottom left hand corner. Select "View/Exported Archived Results". An open window appears. Find and open the file you just exported. The data will appear with a window title "Exported Archived Results" showing the path the file is located at. Take note of the number of total samples in the "Exported Archived Results". Make sure it is the same number as in "Archive Results". You are verifying that the data has been exported successfully and can be retrieved successfully. After verification, close "Exported Archived Results" window.

5. Since you have successfully exported the Archived Results that can be retrieved at any time with “View/Exported Archived Results”, you can delete all the data in Archived Results. In the Archived Results window, select the “Delete All” button. A window appears asking if you are really sure. Answer Yes. You should now have 0 records in Archived Results.
6. If you already reset your county sample number to 1, you can stop here. Contact Paula Howe (phowe@uky.edu) and ask her to resend you your soil test records starting with county sample #1.
7. If you haven’t yet reset your county sample # to 1, go to “Administration/Main”. Hit the “Edit” button in the bottom right hand corner. Under reset county sample number, change the number to 0 and hit the “Reset” button next to the number. Now select OK in the bottom right hand corner.

B. County Sample Number NOT RESET to 1.

1. When doing this for the first time, create a new folder to store the archived soil test record files that will be exported from SoilData. Create this folder underneath c:\Program Files\SoilData\ and name it ArchivedFiles. If you are on a computer networked to the SoilData program, the letter c will be some other letter.
2. Open up SoilData and select “View/Archived Results”. The Archived Results window should be open.
3. Select “File/Export”. A “Save As” window appear. For the file name use SoilBckupXXXXX_XX replacing the XXXXX_XX with the date that is being exported. For example doing it on January 2, 2002, type in the name SoilBckupJAN02_02. Save the file under “c:\Program Files\SoilData\ArchivedFiles\”. Hit the Save button when the path directory and file name have been entered. A window should appear saying “Data exported successfully”. The file will be the name you provided plus _arc at the end of the name to denote it as an archived file.
4. Since you are not restarting your county sample number back to 1, you keep the Archived soil records in “Archived Results”. The exported file is a backup file of everything in Archived Results, which may represent several years. If you want to reset the county sample number to an even thousands (eg., 2001, 3001, 4001, etc.), go to “Administration/Main” and hit the “Edit” button in the bottom right hand corner. Under reset county sample number, change the number to the number you want to reset it to and hit the “Reset” button next to the number. Now select OK in the bottom right hand corner. You can continue to store records in Archived Results until you reach county sample number 9999.

APPENDIX

Advantages and Disadvantages for Resetting County Sample Number to 1

Soil test records will continuously accumulate in Archived Results. If county sample number is reset to 1 at the beginning of the year, the soil test records in Archived Results should be purged so looking at soil test reports in Archived Results is more manageable and less confusing. If county sample number is reset to 1 and multiple years of soil records exist in Archived Results, looking up a county sample number will result in a soil test report being obtained for each year in the database. In addition, the counting of total samples in Archived Results or filtered records in the Grid of Archived Results counts the number of unique county sample numbers. If you have several years of data, one county sample number will represent several samples if you start back at 1 at the beginning of the year. However, all those samples will only be counted as one sample in Archived Results.

There are two potential courses of action to avoid confusion when looking at Archived Results.

You could decide not to reset your county sample number to 1 at the beginning of the year. This would give you 9999 samples that can be run through the system before having to restart back to 1. The disadvantage of this option is it does not give you a quick assessment of how many samples were run in the year. You can still obtain the number of samples run in a year by going to Grid in “View/Archived Results” and filter out the year you are interested in. The total number of samples after the filtering will appear in the bottom left hand corner. You can also start your first county sample number of the year on the even thousands to easily assess sample numbers in the current year. For example, 1001, 2001, and 3001 can be your first county sample numbers for 2002, 2003, and 2004, respectively.

The other option is to reset your county sample number to 1. If this is done, you need to export the Archived Results data into an external file and delete all records in “View/Archived Results” to start fresh.

Even if you choose to not restart your county sample number to 1 and want to keep Archived Results accumulating from year to year, it is still highly advisable that you export the Archived Results. The exported Archived Results serves as a backup of all the soil test records gone through your office.