



ERT

MANAGEMENT AND ADVANCED FEATURES

Part 3

SCRIBE v3.10



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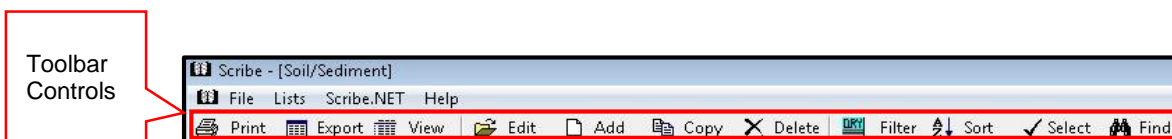
PART 3 - MANAGEMENT FEATURES & ADVANCED FEATURES

The information presented in this section describes the advanced functionality of Scribe. This section will address importing data (e.g. lab results), using the common controls (sorting, filtering), creating custom labels and grid layouts, Custom Tasks (MS Access Tables) and Custom Data Views (MS Access queries). Custom Templates, Custom Tasks and Custom Data Views will require that the user is familiar with MS Access and working the MS Access database tools on a live database.

Common Controls - Toolbar

Scribe has many features that offer convenient ways to manage and update records and files. They are also convenient when you want to display specific data in a specific format (i.e. reports). The following information will be discussed using the 'Samples' and 'Lab Results' screens as examples, but applies to most Scribe screens.

Some features and controls available on the toolbar work the same as those in the Grid Controls (right-click option). These features include Print, Export, View, Edit, Add, Copy, Delete, Filter Sort and Find.



Print

The Print feature offers several printing options:

- Preview – Preview your current grid view
- Page Setup – Change your page setup, margins, orientation
- Print – Print the current grid view to a printer
- Export – Grid data can be exported and then used in other applications for reporting, mapping or modeling. Scribe supports several standard data formats. Choices for exporting include .txt, .csv, .html, .xml file formats. **NOTE: When working in the Chain of Custody (COC) section, there is an additional export option of COC.xml. This option is required when exporting CLP COC files to be uploaded to the Sample Management Office (SMO) Portal. See User Manual for Scribe CLP Sampling.**
- Labels – Can print standard mailing labels (e.g. if Property Info is captured, standard mailing labels with property information can be created from this print feature)
- Worksheet – Can be used to create Worksheets (e.g. Sample Receipt Worksheet and Sample Weight Log reports)



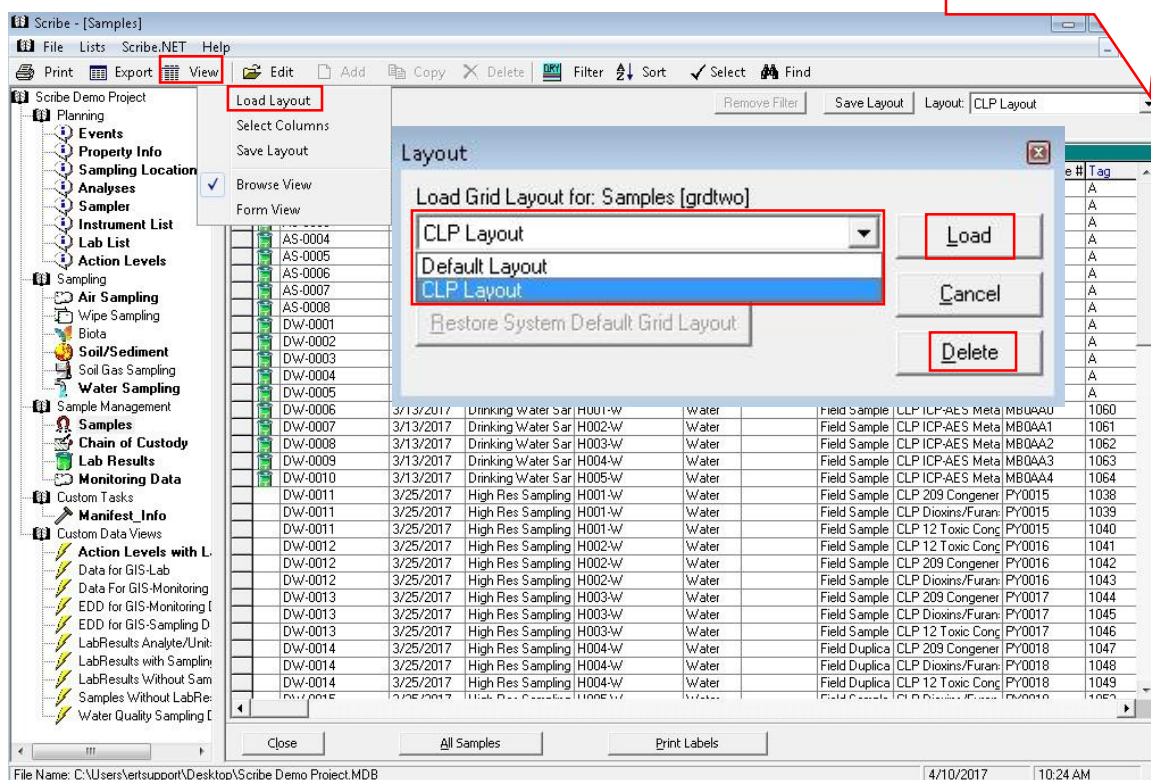
View

Depending on which section of the Navigation Pane you are in, there are a default view of columns (column headings) exposed in the grid. Under the 'View' option on the Toolbar, you can:

Load Grid Layout

When Scribe is installed, there are two (2) Layouts: Default Layout or CLP Layout. The 'View' of the layout is determined when first creating the Scribe project. If CLP is NOT selected as the project type, the layout will be set to Default. Changing the layout is very easy and can be done from the View | Load Layout or by clicking on the down arrow at the top of the grid. Once new Layouts have been created, they will be available.

Layouts can also be loaded and/or saved as new layouts. See Save Layout





Select Columns

By default certain columns are turned on in the grid view. Columns can be turned on/off, moved and viewed differently on the grid and specific layouts can be saved.

Toggle columns on/off to view

Click Save Layout and give it a new name or save as the default. See *Save Layout*

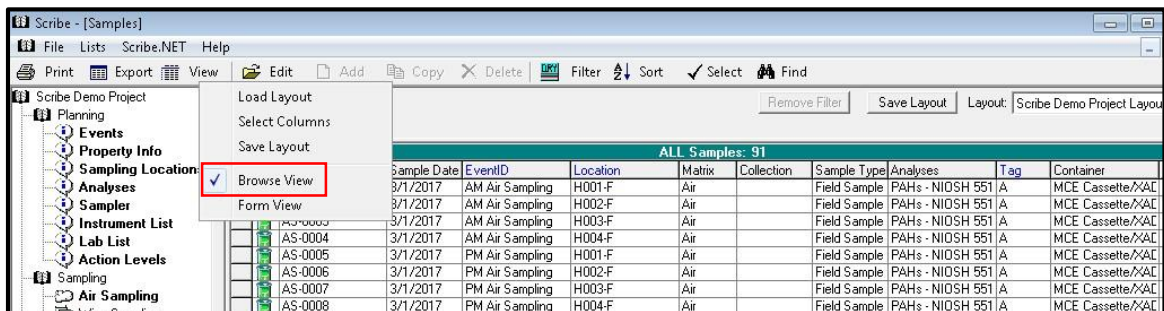
The screenshot shows the 'Scribe - [Samples]' application window. The 'View' menu is open, and the 'Select Columns' option is highlighted. The 'Select Columns' dialog box is displayed, showing a list of columns on the left, a 'Check Columns To Display' section in the middle, and a table of selected columns on the right. The 'OK' button is highlighted. Callouts point to the 'View' menu, the 'Check Columns To Display' section, and the 'Save Layout' button.

Analyses	CLP Sample #	Tag
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
e PAHs - NIOSH 551		A
a Volatiles (VQAs)		A
e Volatiles (VQAs)		A
e Volatiles (VQAs)		A
e Volatiles (VQAs)		A
e CLP ICP-AES Meta	MB0AA0	1060
e CLP ICP-AES Meta	MB0AA1	1061
e CLP ICP-AES Meta	MB0AA2	1062
e CLP ICP-AES Meta	MB0AA3	1063
e CLP ICP-AES Meta	MB0AA4	1064
e CLP 209 Congener	Py0015	1038
e CLP Dioxins/Furan	Py0015	1039
e CLP 12 Toxic Cong	Py0015	1040
e CLP 12 Toxic Cong	Py0016	1041
e CLP 209 Congener	Py0016	1042
e CLP Dioxins/Furan	Py0016	1043
e CLP 209 Congener	Py0017	1044
e CLP Dioxins/Furan	Py0017	1045
e CLP 12 Toxic Cong	Py0017	1046
e CLP 209 Congener	Py0018	1047
e CLP Dioxins/Furan	Py0018	1048
e CLP 12 Toxic Cong	Py0018	1049



Browse View

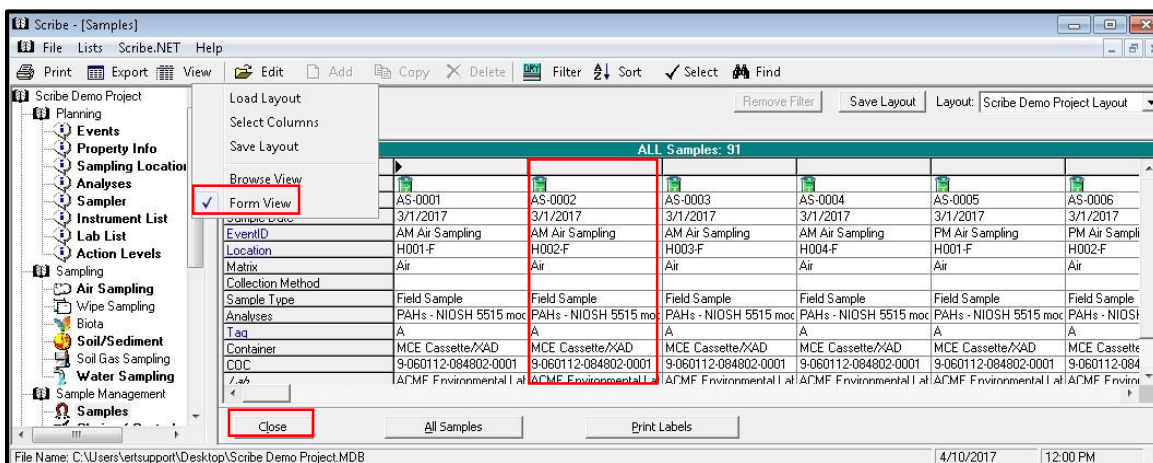
The Browse View shows the samples in row format (default view)



Sample Date	EventID	Location	Matrix	Collection	Sample Type	Analyses	Tag	Container
3/1/2017	AM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	AM Air Sampling	H002-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	AM Air Sampling	H003-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	AM Air Sampling	H004-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	PM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	PM Air Sampling	H002-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	PM Air Sampling	H003-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD
3/1/2017	PM Air Sampling	H004-F	Air		Field Sample	PAHs - NIOSH 551	A	MCE Cassette/XAD

Form View

The Form View allows you to view each sample in column format. To return to the Browse View, click on Close.



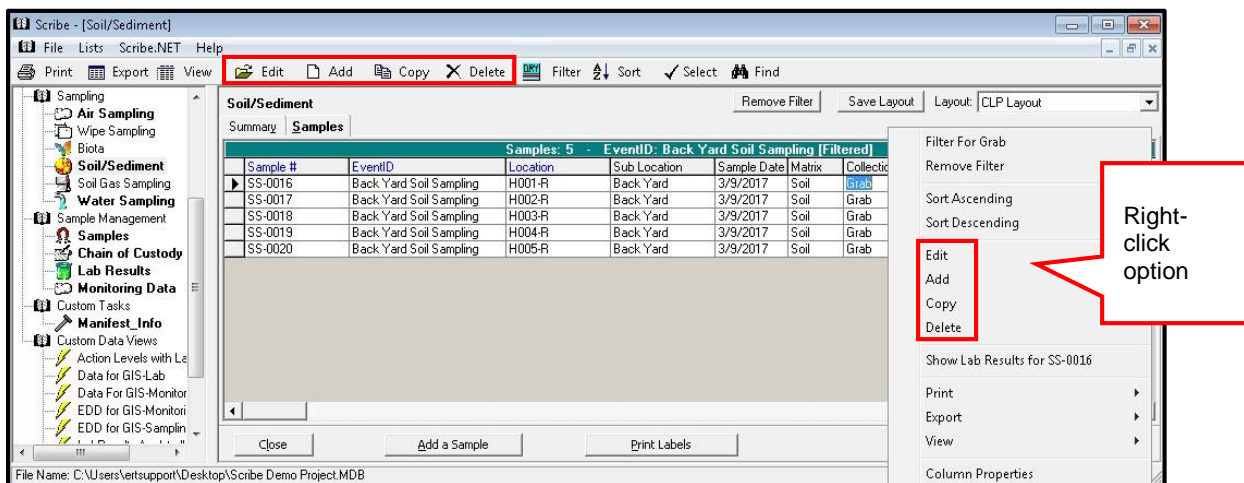
EventID	Location	Matrix	Collection Method	Sample Type	Analyses	Tag	Container	CDC
AS-0001	3/1/2017	AM Air Sampling	H001-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD
AS-0002	3/1/2017	AM Air Sampling	H002-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD
AS-0003	3/1/2017	AM Air Sampling	H003-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD
AS-0004	3/1/2017	AM Air Sampling	H004-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD
AS-0005	3/1/2017	PM Air Sampling	H001-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD
AS-0006	3/1/2017	PM Air Sampling	H002-F	Air	Field Sample	PAHs - NIOSH 5515 mod	A	MCE Cassette/XAD

Close All Samples Print Labels

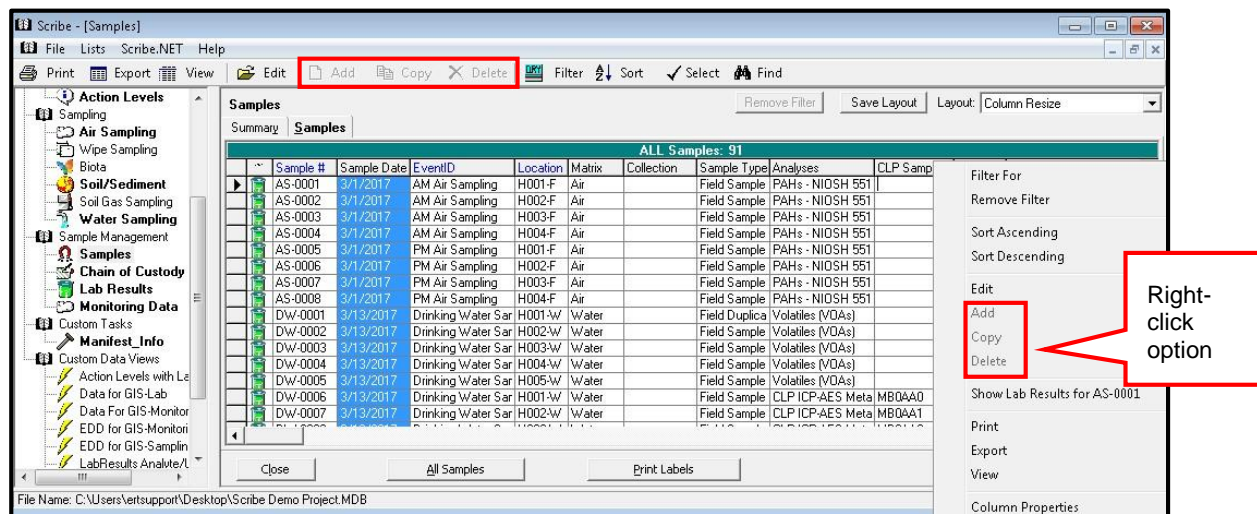


Edit, Add, Copy and Delete

The Edit, Add, Copy and Delete controls are only available on the Toolbar and right-click feature when you are working in the individual sampling tasks (e.g. Air, Soil/Sediment, Water). They can be used when editing, adding, copying or deleting samples, analyses, events, etc.



The Add, Copy and Delete controls are **not** available options under Sample Management | Samples.





Advanced Filter

The 'Filter' on the toolbar offers a more advanced filter for up to six (6) fields. In this example, we are filtering for the Back Yard Soil Sampling EventID. Numerous filtering options are available using dropdown menus and select buttons. Select as many fields as needed and click OK. If the Select button is grayed out, you will need to enter a value. If the Select button is highlighted, a dropdown is available to select the field(s) in the Scribe project that need to be filtered.

Save Layout will save all Filters/Sorts. See Save Layouts

Value needs to be added

Value is available from the dropdown menu

Clears all Filter criteria

Sample #	EventID	Location	Sub Location	Sample Date	Matrix	Collection	Sample Type	Depth From	Depth To	Depth U
SS-0016	Back Yard Soil Sampling	H001-R	Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3	inches
SS-0017	Back Yard Soil Sampling	H002-R	Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3	inches
SS-0018	Back Yard Soil Sampling	H003-R	Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3	inches
SS-0019	Back Yard Soil Sampling	H004-R	Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3	inches
SS-0020	Back Yard Soil Sampling	H005-R	Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3	inches

Soil/Sediment [Advanced Filter]

For: Site # 'Demo' Select...

EventID 'Back Yard Soil Sampling' Select...

And: DEPTH FROM Operator Value 1 Select...

And: DEPTH TO Operator Value 3 Select...

And: DEPTH UNITS Operator Value 'Inches' Select...

And: SAMPLE TYPE Operator Value 'Field Sample' Select...

And: LOCATION Operator Value Select...

OK Cancel Remove Filter Clear ALL << Less

Select Items To Find

- ☒ H001-F
- ☐ H001-R
- ☐ H002-F
- ☐ H002-R
- ☐ H003-F
- ☐ H003-R
- ☐ H004-F
- ☐ H004-R
- ☐ H005-F
- ☐ H005-R

OK Cancel Mark All Clear All



Advanced Sort

The 'Sort' on the toolbar opens a more advanced Sort window. The advanced feature offers a more advanced sort for up to six (6) fields. In this example, we are sorting by Sample #, Analyses and Matrix **Ascending** and Sample Type **Descending**. Select as many fields as needed and click OK.

Saving the Layout will save all Filters and Sorts. See Save Layout

Sort

Sort By: **SAMPLE #** ☒ Ascending ☐ Descending

Then By: **ANALYSES** ☒ Ascending ☐ Descending

Then By: **MATRIX** ☒ Ascending ☐ Descending

Then By: **SAMPLE TYPE** ☐ Ascending ☒ Descending

Then By: **(none)** ☒ Ascending ☐ Descending

Then By: **(none)** ☒ Ascending ☐ Descending

Clear All OK Cancel

Clear All will clear the Sort

File Name: C:\Users\vertsupport\Desktop\Scribe Demo Project

4/10/2017 2:53 PM



Find and Replace

Use the Find and Replace feature in Scribe (similar to Excel) to search for something in your project, such as a particular sampling date, and replace it with another value.

The screenshot shows the Scribe software interface with the 'Find & Replace' dialog box open. The dialog box has the following fields and options:

- Find What:** 3/25/2017
- Replace With:** 3/26/17
- Match Cell Exactly:** ☒
- Find:** (Highlighted with a red box)
- Cancel:**
- Replace:**
- Replace ALL:**

The background table shows a list of samples with columns: Sample #, Sample Date, EventID, Location, Matrix, Collection, Sample Type, Analyses, CLP Sample #, Tag, and Container. The 'Sample Date' column is highlighted in red, and the row for '3/25/2017' is also highlighted in red.

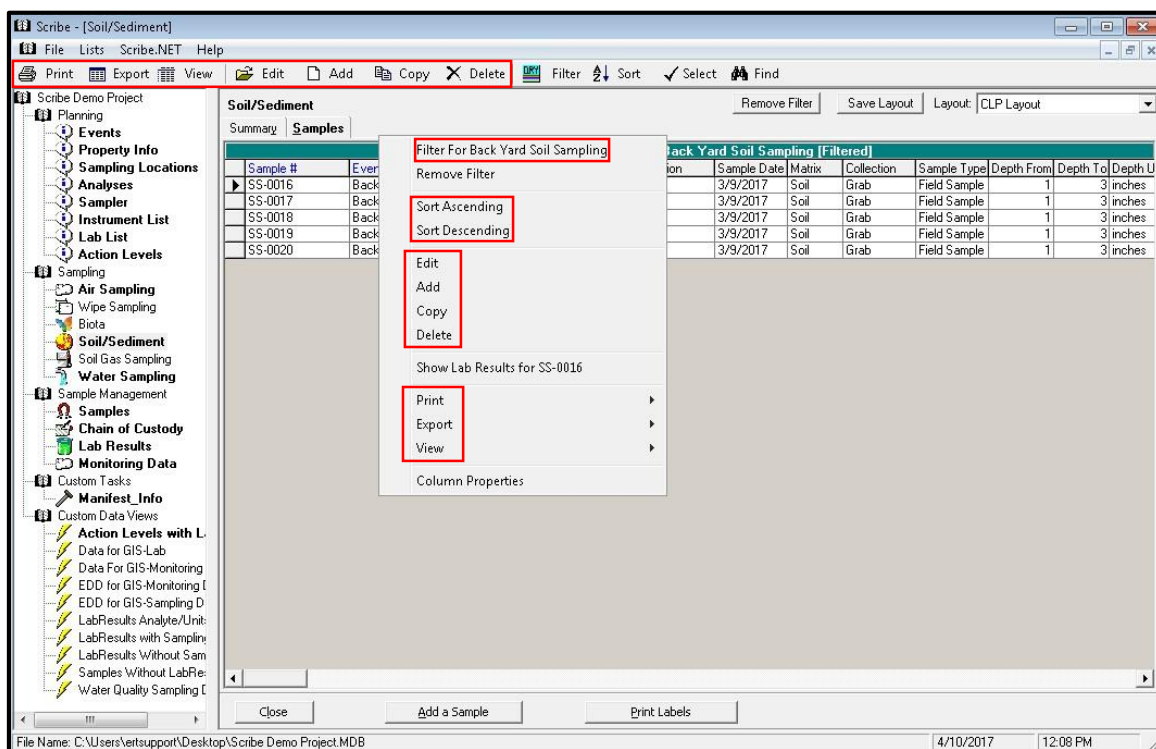
The screenshot shows the Scribe software interface with the 'End Find' dialog box open. The dialog box displays the message: "End Find for SampleDate = '3/25/2017'". The 'OK' button is highlighted with a red box.



Common Controls – Right-Click

Some features and controls available on the toolbar work the same way as those in the Grid Controls (right click in the Grid). These features are **Edit**, **Add**, **Copy**, **Delete**, **Print**, **Export** and **View**.

The **Filter** and **Sort** feature on the Grid provides a simplified Filter and Sort. For example, the grid filter allows you to filter on one item (i.e., Back Yard Soil Sampling) and the Sort only allows for Ascending or Descending.





Right-Click Options in the Sampling sections

To show any **Lab Results** for a particular sample using the right click option, right-click a sample and selecting Show Lab Results, the Lab Results section of Scribe will be displayed and the results will be filtered for any Lab Results pertaining to the selected sample number.

Select the Sample Number to filter for or click on Filter for

Click on Show Lab Results

Sub Location	Sample Date	Matrix	Collection	Sample Type	Depth From	Depth To	Depth U
Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3 inches	
Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3 inches	
Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3 inches	
Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3 inches	
Back Yard	3/9/2017	Soil	Grab	Field Sample	1	3 inches	

Filtering for Sample SS-0016 Under Sampling Task (Soil/Sediment)



Under Sample Management | Samples - a green beaker next to the Sample # indicates that the sample has lab results data.

The screenshot shows the 'Scribe - [Samples]' application window. The left sidebar contains a tree view with categories like Planning, Events, Property Info, Sampling Locations, Analyses, Sampler, Instrument List, Lab List, Action Levels, Sampling, Air Sampling, Wipe Sampling, Biota, Soil/Sediment, Soil Gas Sampling, Water Sampling, Sample Management, Chain of Custody, Lab Results, Monitoring Data, Custom Tasks, Manifest Info, and Custom Data Views. The 'Samples' item under 'Sample Management' is selected and highlighted with a red box. The main window displays a table of samples with columns: Sample #, Sample Date, EventID, Location, Matrix, Collection, Sample Type, Analyses, CLP Sample #, Tag, and Container. A status bar at the top right of the table indicates 'ALL Samples: 91'. A context menu is open over the sample SS-0016, which is highlighted with a green beaker icon. The menu options are: Filter For SS-0016, Remove Filter, Sort Ascending, Sort Descending, Edit, Add, Copy, Delete, Show Lab Results for SS-0016 (highlighted with a red box), Print, Export, View, and Column Properties. The bottom status bar shows the file name 'C:\Users\vertsupport\Desktop\Scribe Demo Project.MDB', the date '4/10/2017', and the time '4:14 PM'.

Sample #	Sample Date	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	Tag	Container
SS-0001	3/9/2017					d Sample	CLP TCLP Semivol	Y9999	1000	4oz Gla
SS-0001	3/9/2017					d Sample	CLP TCLP Volatiles	Y9999	1001	40 ml V
SS-0001	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0002	3/9/2017					d Sample	CLP TCLP Semivol	Y0000	1002	4oz Gla
SS-0002	3/9/2017					d Sample	CLP TCLP Volatiles	Y0000	1003	40 ml V
SS-0002	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0003	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0003	3/9/2017					d Sample	CLP TCLP Semivol	Y0001	1004	4oz Gla
SS-0003	3/9/2017					d Sample	CLP TCLP Volatiles	Y0001	1005	40 ml V
SS-0004	3/9/2017					d Sample	CLP TCLP Semivol	Y0002	1006	4oz Gla
SS-0004	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0004	3/9/2017					d Sample	CLP TCLP Volatiles	Y0002	1007	40 ml V
SS-0005	3/9/2017					d Sample	CLP TCLP Semivol	Y0003	1008	4oz Gla
SS-0005	3/9/2017					d Sample	CLP TCLP Volatiles	Y0003	1009	40 ml V
SS-0005	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0006	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0007	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0008	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0009	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0010	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0011	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0012	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0013	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0014	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0015	3/9/2017					d Sample	PCBs		A	16 oz g
SS-0016	3/9/2017					d Sample	CLP TCLP Semivol	Y0004	1010	4oz Gla
SS-0016	3/9/2017					d Sample	CLP TCLP Volatiles	Y0004	1011	40 ml V
SS-0016	3/9/2017					d Sample	TAL-Metals-6010B		A	Ziploc
SS-0017	3/9/2017					d Sample	CLP TCLP Semivol	Y0005	1012	4oz Gla
SS-0017	3/9/2017					d Sample	CLP TCLP Volatiles	Y0005	1013	40 ml V



When in the Lab Results table, additional Filters and Sorts can be done. New Layouts can be created and saved.

Click to Remove Filter and return to all Lab Results

Click Save Layout

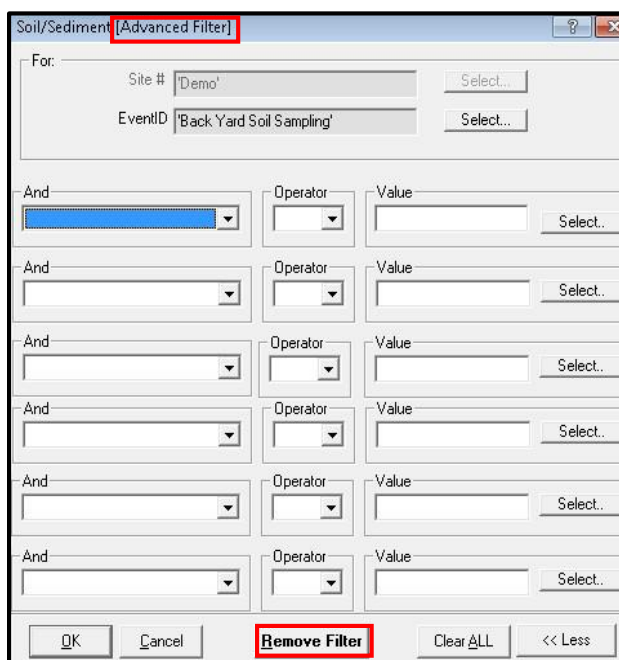
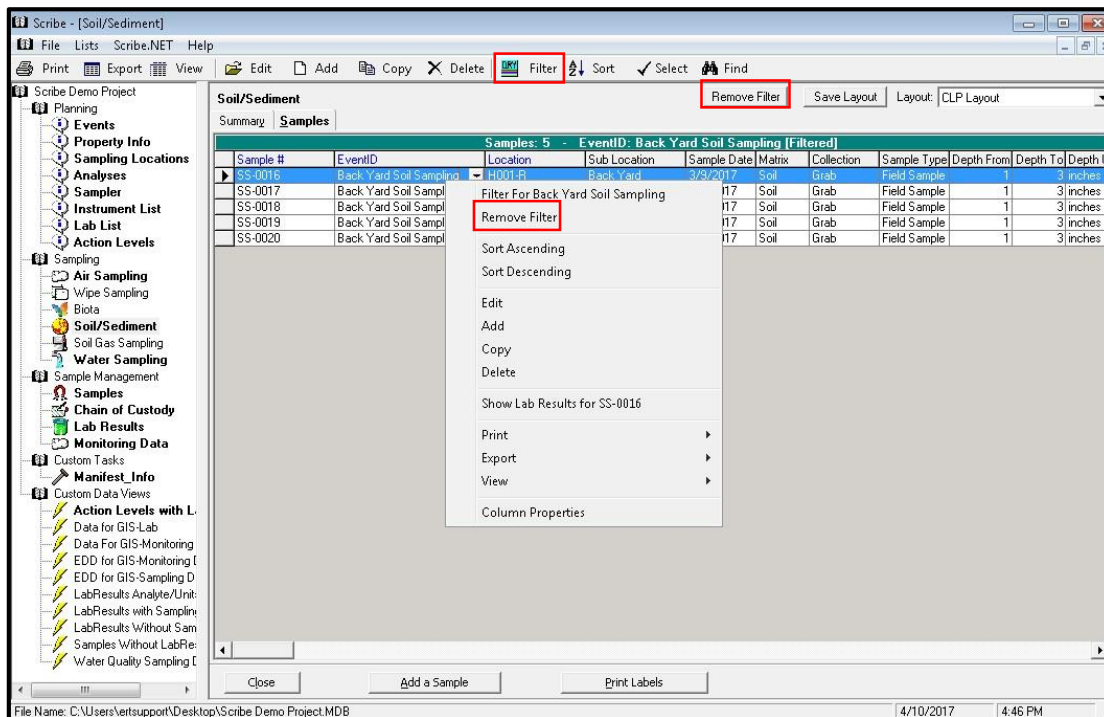
The screenshot shows the Scribe - [Lab Results] window. The left sidebar contains a tree view with categories like Planning, Property Info, Analyses, and Sampling. The 'Lab Results' category is selected. The main window displays a table of lab results. The table has columns for Sample #, CLP Sample #, Location, Lab Matrix, Analysis, Analyte, Result, Units, Test Type, Qualifier, and Lab Qualifier. The table is filtered to show 130 results. Above the table, there are buttons for 'Remove Filter' and 'Save Layout'. A 'Layout: CLP Layout' dropdown is also visible. The status bar at the bottom shows the file name 'C:\Users\vertsupport\Desktop\Scribe Demo Project.MDB' and the date/time '4/10/2017 4:00 PM'.

Sample #	CLP Sample #	Location	Lab Matrix	Analysis	Analyte	Result	Units	Test Type	Qualifier	Lab Qualifier
SS-0016		H001-R	SOIL	TCL Semivolatiles	1,1'-Biphenyl	870	ug/kg	INITIAL	J	J
SS-0016		H001-R	SOIL	TCL Semivolatiles	1,2,4,5-Tetrachloro	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	1-Iodo-2-methylund	13000	ug/kg	INITIAL	JN	JN
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,2'-Oxybis(1-chloro	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,3,4,6-Tetrachloro	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4,5-Trichloropher	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4,6-Trichloropher	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4-Dichlorophenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4-Dimethylphenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4-Dinitrophenol	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,4-Dinitrotoluene	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2,6-Dinitrotoluene	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Chloronaphthalene	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Chlorophenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Methylnaphthalene	16000	ug/kg	INITIAL	J	J
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Methylphenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Nitroaniline	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	2-Nitrophenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	3,3'-Dichlorobenzid	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	3-Nitroaniline	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4,6-Dinitro-2-methyl	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Bromophenyl-phe	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Chloro-3-methylph	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Chloroaniline	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Chlorophenyl-phe	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Methylphenol	5200	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Nitroaniline	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	4-Nitrophenol	10000	ug/kg	INITIAL	UJ	U
SS-0016		H001-R	SOIL	TCL Semivolatiles	Acenaphthene	20000	ug/kg	INITIAL	J	J
SS-0016		H001-R	SOIL	TCL Semivolatiles	Acenaphthylene	2700	ug/kg	INITIAL	J	J




Remove Filters

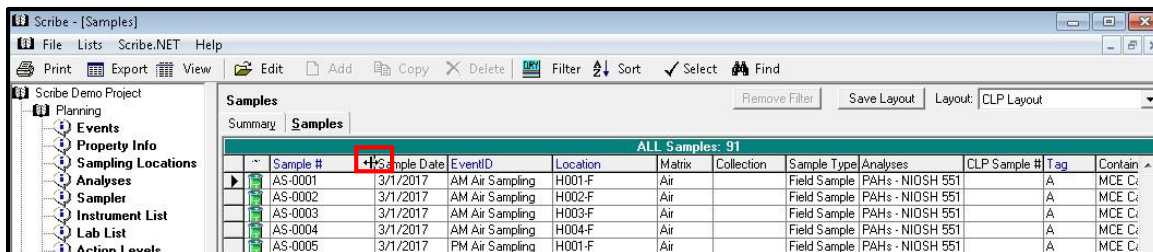
When working with the data and applying Filters, it is important to **Remove** any filter that has been applied to get back to your full data set. There are three (3) ways to remove a filter from the Grid View clicking on Remove Filter, right-clicking and select Remove Filter, or by clicking on the Filter button and click Remove Filter.





Column Resizing

To resize the columns in the Grid (similar to resizing columns in Excel), hover the mouse between columns to expose a double-sided arrow . Drag the double-sided arrow (left or right) to adjust the column width. The resizing of columns can be saved with Layouts.



Scribe - [Samples]

File Lists Scribe.NET 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
- Action Levels

Samples

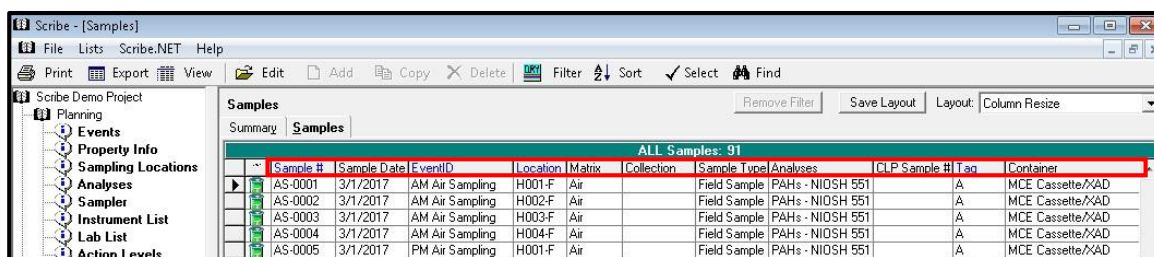
Summary Samples

Remove Filter Save Layout Layout: CLP Layout

ALL Samples: 91

Sample #	Sample Date	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	Tag	Container
AS-0001	3/1/2017	AM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE C ₂
AS-0002	3/1/2017	AM Air Sampling	H002-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE C ₂
AS-0003	3/1/2017	AM Air Sampling	H003-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE C ₂
AS-0004	3/1/2017	AM Air Sampling	H004-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE C ₂
AS-0005	3/1/2017	PM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE C ₂

Example prior to resizing



Scribe - [Samples]

File Lists Scribe.NET 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
- Action Levels

Samples

Summary Samples

Remove Filter Save Layout Layout: Column Resize

ALL Samples: 91

Sample #	Sample Date	EventID	Location	Matrix	Collection	Sample Type	Analyses	CLP Sample #	Tag	Container
AS-0001	3/1/2017	AM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE Cassette/XAD
AS-0002	3/1/2017	AM Air Sampling	H002-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE Cassette/XAD
AS-0003	3/1/2017	AM Air Sampling	H003-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE Cassette/XAD
AS-0004	3/1/2017	AM Air Sampling	H004-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE Cassette/XAD
AS-0005	3/1/2017	PM Air Sampling	H001-F	Air		Field Sample	PAHs - NIOSH 551		A	MCE Cassette/XAD

Example after resizing



Create Layouts

In Scribe, you can create and customize Grid Layouts and Label Layouts. These custom layouts can then be imported into new Scribe projects or be made part of a custom Template for use in future projects.

Grid Layout

Scribe is loaded with two (2) default layouts with certain fields displayed on the grid (Default and CLP). They are also sorted in a specific order.

There are many fields that are available to view/display in the various sections of Scribe (Planning, Sampling, Sample Management). Prior to saving the layout, format the grid by turning columns on/off and providing any filter or sort order required.

When the grid is formatted, select View | Save Layout from the toolbar or click on Save Layout on the grid. Provide a name for the grid layout and click the Save button. **Note:** Layouts are only saved to the section of Scribe you are in. For example, if you are creating a layout under the Samples section, that layout is only available in that section. Many Layouts can be created.

Turn on/off the columns to view

Resize the columns

Use the Filter and Sort and save them to the Layout

The Layout is now saved

Save Layout

Save



Label Layouts

For each of the default layouts in the Samples and Sample Management sections, a default label exists. This label can be modified if necessary. Also, new custom labels can be created if you want to maintain the default label options.

Prior to creating a Label Layout, you must first save a new Grid Layout. Labels are tied to grid layouts. Once you save a new grid layout, labels for that layout can be configured from the Print Labels button. Once the fields have been selected, that Label Layout will be available any time you select the custom grid layout it was designed under. **Note:** *Layouts are only saved to the section of Scribe you are in. For example, if you are creating a Label layout under the Samples section, that layout is only available in that section.*

Click on Save Layout

Give the Layout a Name and click Save

Click on Print Labels | Label Setup

Select the Label Layout



Label Wizard

Select a predefined label in the list or create a new one

Number	Description	Number across
5163	2 x 4	2
5164	3 1/3 x 4	2
5165	8 1/2 x 11	1
5167	1/2 x 1 3/4	4

Measure: ☒ Inch ☐ Cm

Sheet: ☒ One page ☐ Continuous

Show labels: ☒ Predefined ☐ Custom

Customize ...

Click Next

<< Back Next >> Restore Defaults Cancel Finish

Select your label type

Create/Customize a new label

Label Wizard

Design the Label Layout. Select fields to put on the label. To add a new line, Drag a field from the list and Drop it on the label designer. To change a line's font attributes, Double Click on a line.

**** To add a New Label Line, Drag and Drop a field. ****

Drag and Drop field(s)

Click to Restore back to Default Label

<< Back Next >> Restore Defaults Cancel Finish

Label Wizard

Design the Label Layout. Select fields to put on the label. To add a new line, Drag a field from the list and Drop it on the label designer. To change a line's font attributes, Double Click on a line.

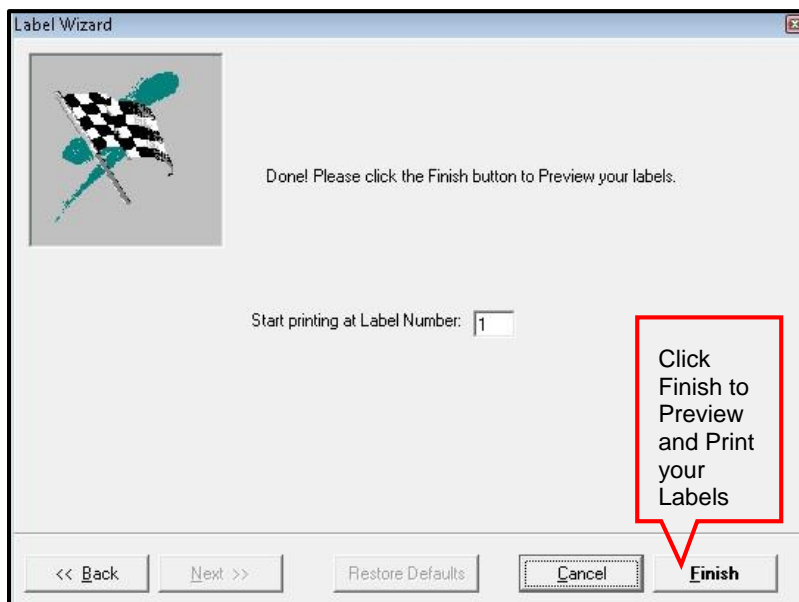
Highlight field and select to add/remove fields

Move fields up/down

Click Next

Enter a Caption

<< Back Next >> Restore Defaults Cancel Finish



Sample # DW-0001 Date: 3/13/2017 Location: H001-W Analyses: Volatiles (VOAs) Preservation: Container: 40 ml Vial	Sample # DW-0001 Date: 3/13/2017 Location: H001-W Analyses: Volatiles (VOAs) Preservation: Container: 40 ml Vial
Sample # DW-0001 Date: 3/13/2017 Location: H001-W Analyses: Volatiles (VOAs) Preservation: Container: 40 ml Vial	Sample # DW-0002 Date: 3/13/2017 Location: H002-W Analyses: Volatiles (VOAs) Preservation: Container: 40 ml Vial

Custom Label Layout Preview



Custom Import

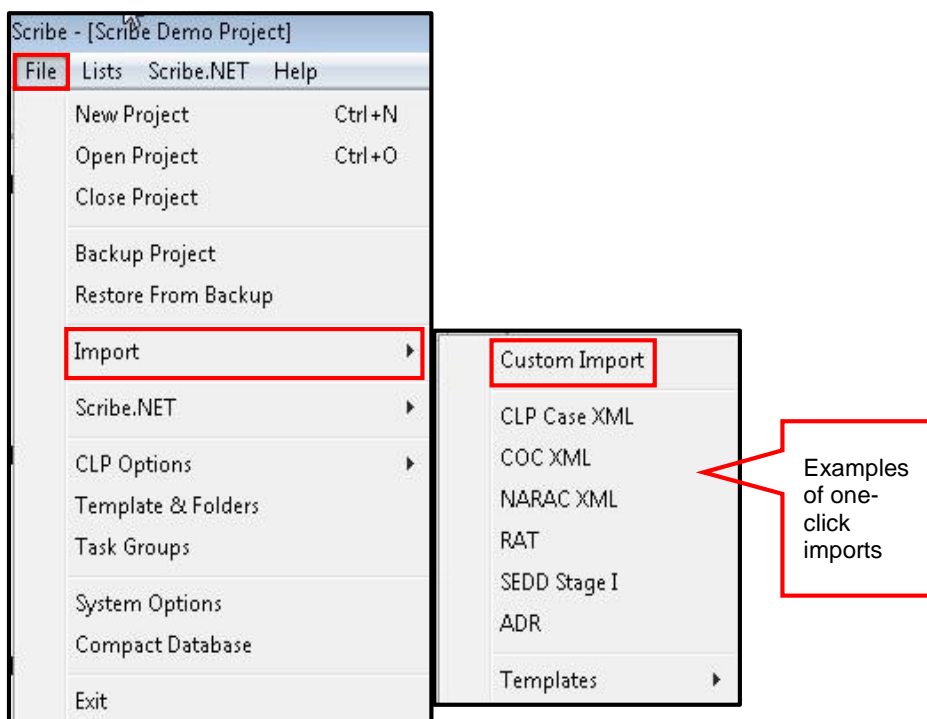
The File Menu contains several of the features described above. This section will address some of the more advanced features included with Scribe.

Import a File

Scribe supports importing of data to facilitate data entry. Rather than re-typing data into Scribe from another source (e.g., spreadsheet), the data can be imported into Scribe, thereby reducing the level of effort and transcription errors. It is very important to be familiar with the data you are importing. Column headings in your import source may differ significantly from the Column headings in Scribe.

NOTE: All file imports go through an Import Wizard that are similar in execution. This guide will only illustrate the Import process using an Electronic Data Deliverable (EDD) containing lab results. All EDDs need to be in a .csv or .txt format to go through the import process. If you are supplied with an .xlsx format, you can open it up on Excel and save it as a .csv file. PDFs are NOT Electronic Data Deliverables.

Click on File | Import | Custom Import



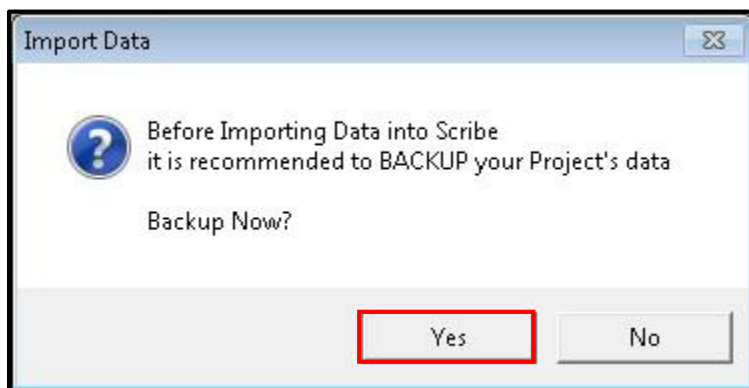


Backup Project

When doing any type of Import, Scribe will prompt you to Backup your projects data. It's always a good idea to make a backup of the project. The Backup will take a snapshot of your existing project, prior to the import. In the event something is wrong with the import data, you will be able to Restore your project prior to the import.

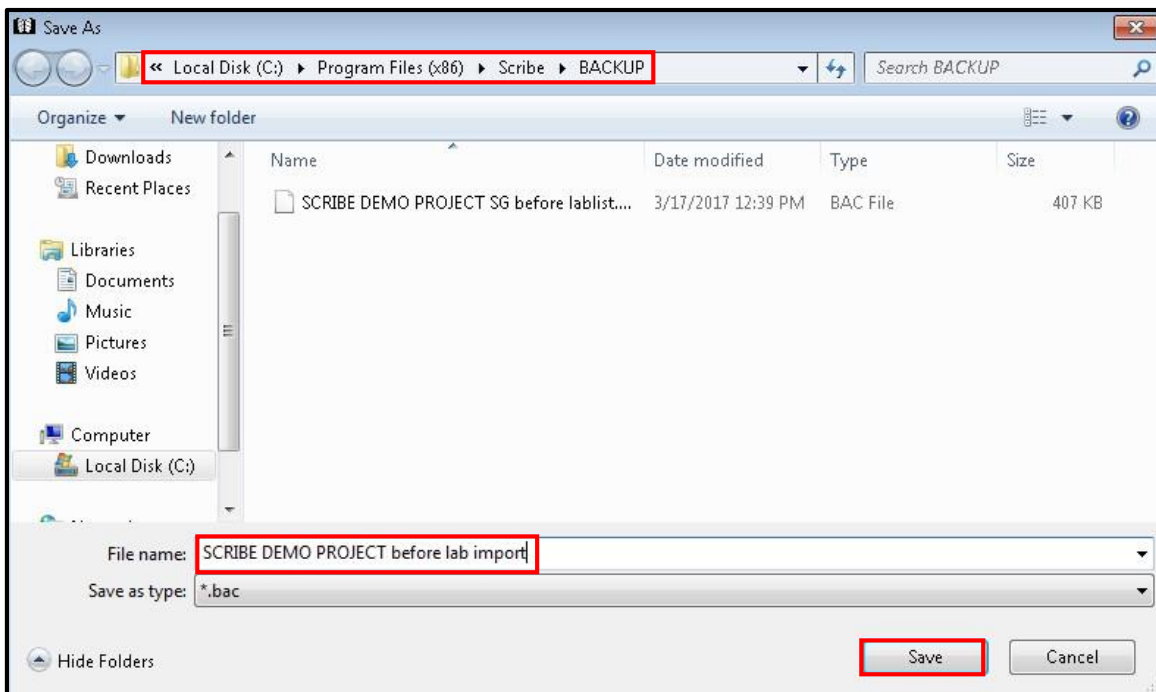
In addition to backing up your project prior to an import, you can Backup your project at anytime.

Under the File Menu select Backup Project. The following prompts remain the same throughout any backup process.



By default, Scribe will save your backup file to the BACKUP directory. BACKUPS, as well as your PROJECT files and TEMPLATE files, can be saved wherever you choose. Under the File Menu | Template and Folder, you can change your default directory or browse to another location at this screen.

Naming your Backup file is important. By default, Scribe will stamp it with just the File Name of your project, with a .bac extension. Additional information in the file name (e.g., before import or date) is very helpful in the event there is an issue with the import and you want to restore your project prior to the import.





Scribe Import Data Wizard

The Scribe Import Data Wizard will launch. Click on the Data Category dropdown box and select the specific category you will be importing data to. In this example, we've selected Lab Results.

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:

Data Category: **Lab Results**

- Lab Results
- Monitoring Data
- Lab Results Total or Dissolved
- Events
- Property Info
- Sampling Locations
- Analyses
- Sampler

3. Select or enter a new script name:

Script Name:

Scribe Template .mdb to process the data being imported. **browse..**

C:\Program Files (x86)\Scribe\T emplate\scribe3.mdb

<< Back Next >> Help Cancel Import

Use the 'browse' button to locate the file you want to import.

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:

Data Category: **Lab Results**

2. Pick the data to import into Scribe:

☒ Import Data File **browse..**

ABC Lab Soil Metals Results.csv

Table Name:

3. Select or enter a new script name:

Script Name:

Scribe Template .mdb to process the data being imported. **browse..**

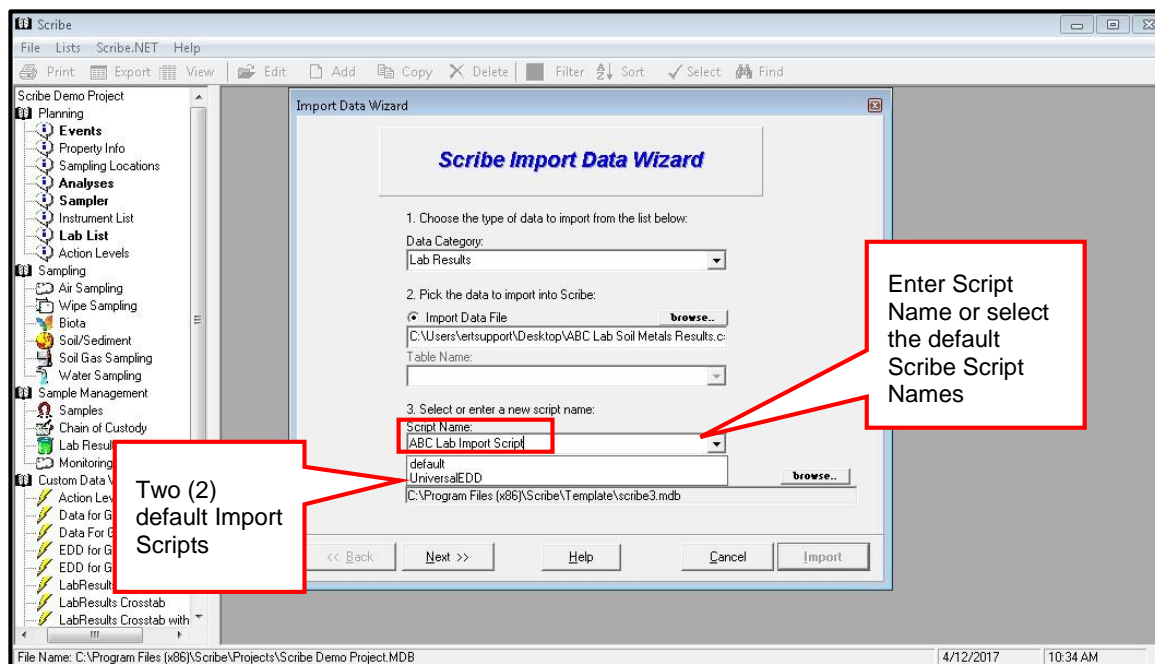
C:\Program Files (x86)\Scribe\T emplate\scribe3.mdb

<< Back Next >> Help Cancel Import



Import Scripts

Script Names provide a way to save your data mappings for a specific EDD format to avoid having to re-map future imports of similar files. For example, if you regularly get import files from a lab, you can save the data mappings to a Script Name (e.g., ABC Lab). Subsequent files from ABC Lab would not require re-mapping the data fields when importing. **Note:** *Script Names must be entered prior to mapping the fields. In this example, we are creating a Script Name for our ABC Lab Import.*





By default, Scribe uses the scribe3.mdb template file. If you are using a site/region specific template file, browse to where the file is stored. In this example, we will use the default Scribe template. When completed, click on Next.

Import Data Wizard

Scribe Import Data Wizard

1. Choose the type of data to import from the list below:

Data Category:
Lab Results

2. Pick the data to import into Scribe:

☒ Import Data File **browse..**

\ABC Lab Soil Metals Results.csv

Table Name:

3. Select or enter a new script name:

Script Name:
ABC Lab

Scribe Template.mdb to process the data being imported. **browse..**

C:\Program Files (x86)\Scribe\Template\scribe3.mdb

<< Back **Next >>** Help Cancel Import



Map Data To Import

The 'Map Data To Import' window allows you to correlate Scribe data headings with the information contained in the EDD file. Any fields highlighted in **Blue** are required fields and must be mapped for the data to be imported. If the EDD (Import Fields (Source)) column headers match the Scribe Fields Destination, they will be mapped automatically. In the example below, Analysis and Analyte match exactly.

Blue denotes Required Field(s)

Resets the Mapping back to Default

Provides a printed version of how the columns were mapped in your Script

Import Fields match Scribe Fields

Map Data To Import

Lab Results Import: Bold = Required Field(s)

Scribe Fields (Destination)	Import Fields (Source)
Analysis	Analysis
Analyte	Analyte
Result_Units	
Samp_No	
Analytical_Method	Analytical_Method
Basis	
CAS_NO	
CLP_Sample_No	
Comments	
Date_Analyzed	Date_Analyzed
Date_Collected	
Date_Extracted	
Date_Received	
Detected	
Dilution_Factor	

☐ Display field descriptions and data types

<< Back Next >> Help Cancel Import



If headings do not match (e.g. Result_Units and Samp_No), click on the dropdown arrow in the cell to view the list of column headings in your EDD. Select the correct field in the EDD to map. Only data in the mapped fields will be imported into Scribe. Any heading that is not mapped will not be imported. **NOTE:** *As indicated earlier, it is very important to be familiar with your EDD. Knowing what your column headings are and what data is contained in them before the import will help eliminate any errors of data being mapped incorrectly.*

Import Data Wizard

Map Data To Import

Reset

Export Data Map

Lab Results Import: Bold = Required Field(s)

Scribe Fields (Destination)	Import Fields (Source)
Analysis	Analysis
Analyte	Analyte
▶ Result_Units	
Samp_No	
Analytical_Method	Sample Number
Basis	Location
CAS_NO	Matrix
CLP_Sample_No	Analysis
Comments	Analyte
Date_Analyzed	Result
Date_Collected	RUnits
Date_Extracted	Result_Qualifier
Date_Received	Lab_Result_Qualifier
Detected	
Dilution_Factor	

☐ Display field descriptions and data types

<< Back **Next >>** Help Cancel Import



Continue mapping all other fields, as needed. **NOTE:** To view the Scribe Field Description and Data Types, place a checkmark in the Display field descriptions and data types. When all of the fields have been mapped, click Next.

Import Data Wizard

Map Data To Import

Reset

Export Data Map

Lab Results Import: Bold = Required Field(s)

Scribe Fields (Destination)	Import Fields (Source)	Description	Data Type
Samp_No	Sample Number	Scribe/Field Sample Number	Text
Result_Units	RUnits	Result Unit of measurement	Text
Analyte	Analyte	Analyte/Parameter name (i.e.	Text
Analysis	Analysis	Lab Analysis (i.e VOCs)	Text
Result_Qualifier	Result_Qualifier	Final/Validated Result	Text
Result	Result	Result (number) returned from	Numeric
Reportable_Result	Reportable_Result	"Yes" for results which are	Text
MDL_Units	MDL_Units	MDL Units	Text
MDL	MDL	Method Detection Limit	Numeric
Lab_Samp_No	Lab_Samp_No	Lab Sample Number	Text
Lab_Result_Qualifier	Lab_Result_Qualifier	Result Qualifier as Reported	Text
Lab_Name	Lab_Name	Laboratory that performed the	Text
Date_Analyzed	Date_Analyzed	Date Analysis was performed	DateTime
CAS_NO	CAS Number	Chemical Abstract Number	Text

☒ Display field descriptions and data types

<< Back **Next >>** Help Cancel Import

Description/ Data Type



Data To Be Imported

All data to be imported is displayed for you to review **before** the import process begins.

NOTE: As indicated earlier, it is very important to be familiar with your EDD. This screen will give you a preview of how many records will be imported and how you mapped your data. If something is mapped incorrectly, use the **Back** button to get back to the **Map Data To Import** screen. Click the **Next** button to continue.

The screenshot shows the 'Import Data Wizard' window with the title 'Data To Be Imported'. A red box highlights the text 'Lab Results # Records: 110' above a table. The table has six columns: 'Samp_No', 'Result_Units', 'Analyte', 'Analysis', and 'Result_Qualifier'. The first column contains sample numbers (SS-0001), and the last column contains qualifiers (B, H). A red box points to the 'Delete' button with the text 'Use the Delete button to deleted any unwanted data'. The 'Next >>' button is also highlighted with a red box.

Samp_No	Result_Units	Analyte	Analysis	Result_Qualifier
SS-0001	mg/Kg	ALUMINUM	SW6010	
SS-0001	mg/Kg	ANTIMONY	SW6010	B
SS-0001	mg/Kg	ARSENIC	SW6010	
SS-0001	mg/Kg	BARIUM	SW6010	
SS-0001	mg/Kg	BERYLLIUM	SW6010	
SS-0001	mg/Kg	CADMIUM	SW6010	
SS-0001	mg/Kg	CALCIUM	SW6010	
SS-0001	mg/Kg	CHROMIUM	SW6010	
SS-0001	mg/Kg	COBALT	SW6010	
SS-0001	mg/Kg	COPPER	SW6010	
SS-0001	mg/Kg	IRON	SW6010	H
SS-0001	mg/Kg	LEAD	SW6010	H



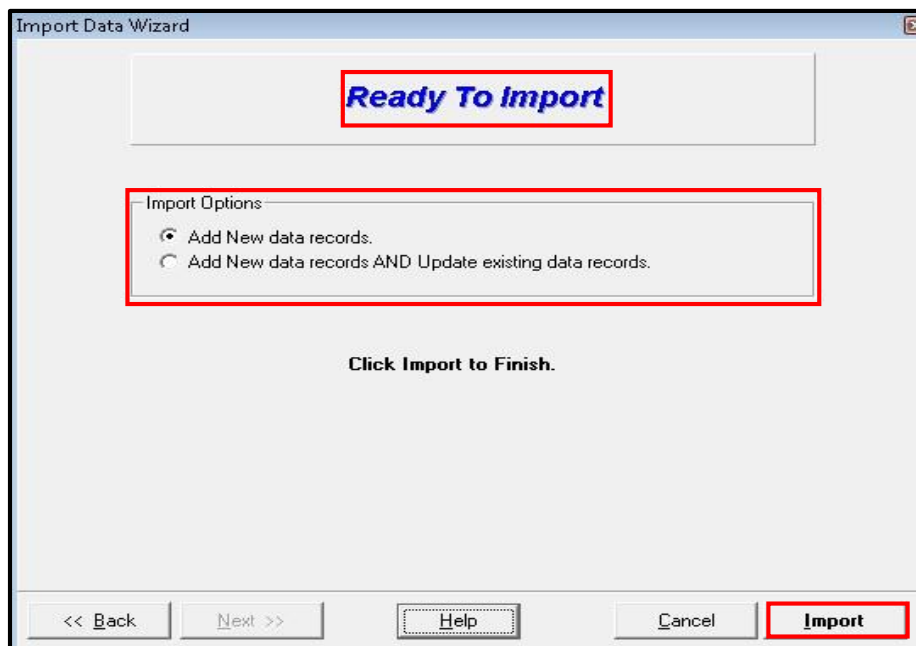
Ready To Import

The 'Ready to Import' screen opens. You are presented with two (2) Import Options:

- Add New data records
- Add New data records AND update existing data records

Add New data records is on by default. If this is the first time bringing this data set into Scribe, you would select this option.

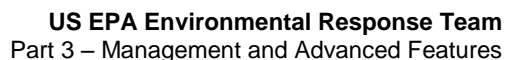
Add New data records AND Update existing data records. Use this option if updates need to be made to data already loaded or if additional information needs to be added to data already loaded.



Once the import is complete, a prompt appears asking if you wish to import more data. If no more data is to be imported, click No.

Displays #
of records
added





The screenshot displays the Scribe.NET application interface. On the left is a navigation tree with categories: Planning, Sampling, and Sample Management. Under 'Planning', 'Lab Results' is selected and highlighted with a red box. The main window shows a table titled 'ALL Lab Results: 110'. The table has columns: Sample #, Location, Lab Matrix, Analysis, Analyte, Result, Units, Test Type, Qualifier, and Lab Qualifier. The data rows show various samples (SS-0001) and their corresponding analytes (ALUMINUM, ANTIMONY, ARSENIC, BARIUM, BERYLLIUM, CADMIUM, CALCIUM, CHROMIUM, COBALT, COPPER, IRON, LEAD, MAGNESIUM, MANGANESE, NICKEL, POTASSIUM, SELENIUM, SILVER, SODIUM, THALLIUM, VANADIUM, ZINC) and their results in mg/kg. The bottom status bar shows the file name 'C:\Program Files (x86)\Scribe\Projects\Scribe Demo Project sa-mb.MDB' and the date/time '4/7/2017 4:27 PM'.

Export Data Map Example

A	B
Scribe Fields (Destination)	Import Fields (Source)
Samp_No	Sample Number
Result_Units	RUnits
Analyte	Analyte
Analysis	Analysis
Result_Qualifier	Result_Qualifier
Result	Result
Reportable_Result	Reportable_Result
MDL_Units	MDL_Units
MDL	MDL
Lab_Samp_No	Lab_Samp_No
Lab_Result_Qualifier	Lab_Result_Qualifier
Lab_Name	Lab_Name
Date_Analyzed	Date_Analyzed
Analytical_Method	Analytical_Method
Basis	
CAS_NO	
CLP Sample No	



Custom Data

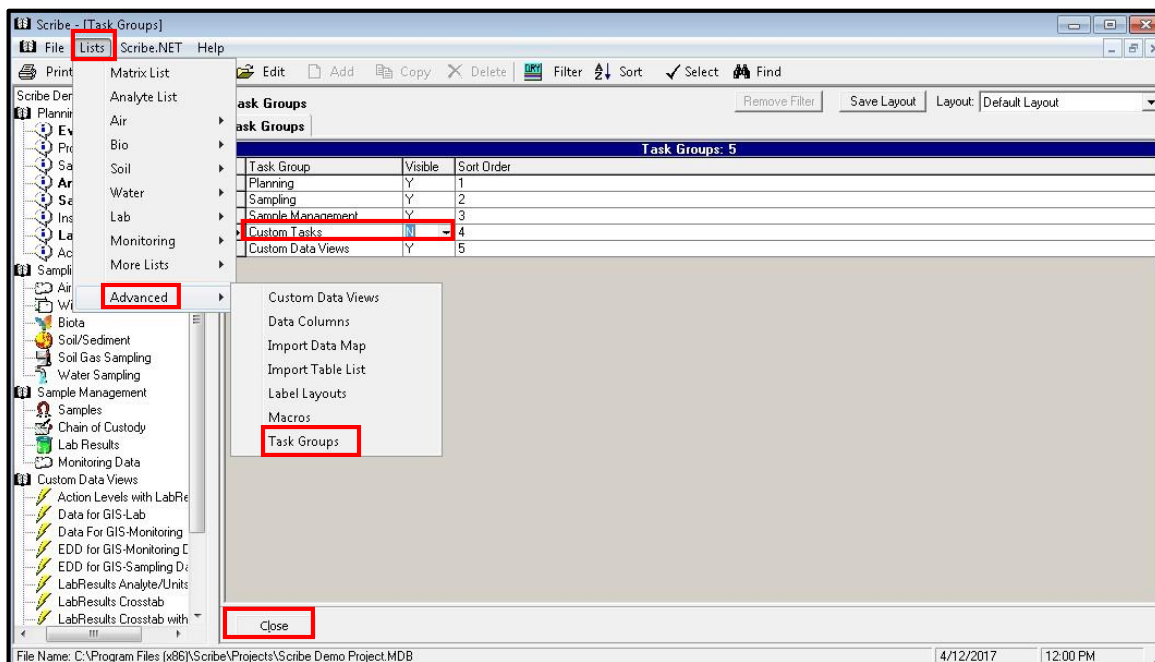
Custom Tasks and Custom Data Views are Scribe advanced features that allow users to either import or reference data external to the Scribe database. It can also be used for providing a one-click access to commonly used queries. The user must possess an understanding of Microsoft Access to create new tables for use in Custom Tasks or write a query that Scribe can then use in Custom Data Views. Scribe is the User Interface (UI) for the new database elements. Once created, the new database elements can be imported into Scribe as a new table (Custom Task) or query (Custom Data View). Below describes how to add these database elements to your Scribe project.

For additional information on creating Custom Tasks and Custom Data Views please refer to the Custom Tasks Guide and Custom Data Views Guide or contact ertsupport at 1-800-999-6990 or ertsupport@epa.gov.

Adding Custom Tasks

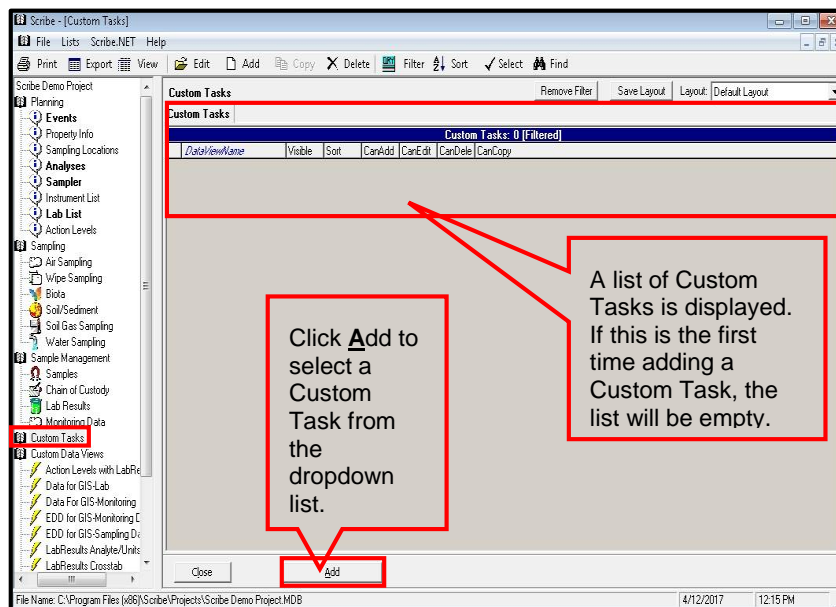
When users have identified data that needs to be captured in their Scribe Project that is not native to the Scribe Database, it may be necessary to add a new table (Custom Task) to the database using MS Access. By adding this table to the database and exposing it in the Scribe User Interface (UI), users will be able to utilize many of the data functions available in Scribe (e.g., Data Entry, Import, Find, Filter and Sort). **Note: To expose the Custom Task in your Scribe project, you must have already created the table, through MS Access in the Scribe project.**

Click on 'Lists' from the top menu bar and select the 'Advanced' option. Then select the 'Task Group's option. A list of Task Groups is displayed. Modify the Visibility of the Custom Tasks Column to 'Y' by clicking on the down arrow. Click Close.



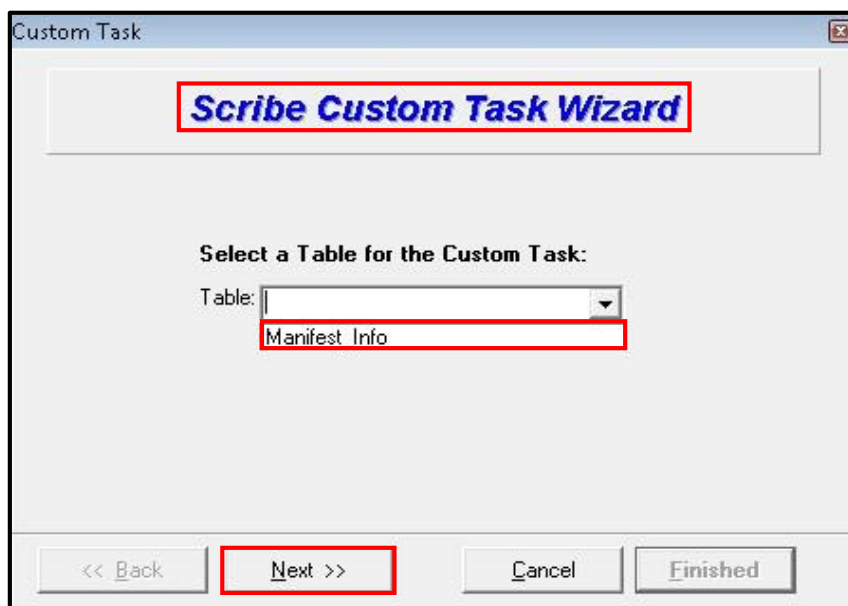


The Custom Tasks option will now be available in the Navigation Pane, below Sample Management. Click Add



In this example, we created a Manifest table in MS Access to track Manifest data for the project. **NOTE:** After adding a new database element to a Scribe project .mdb, the associated Scribe template file must also be updated with the new database element if additional data will be added using Scribe's Import wizard. If the default Scribe3.mdb template is updated, the new database element will appear in every subsequent new Scribe project created with that template. See **Modify Scribe Template** section.

The Scribe Custom Task Wizard will display. Select the Manifest_Info table and click Next





In our example, the Primary Key in the Manifest table was defined with an AutoNumber field in MS Access. Scribe, however requires that the table be defined with unique fields other than the Primary Key. The field/fields that make up a unique record in the custom table must be defined before the table is added to Scribe's user interface.

Check the 'Manifest_No' field to uniquely identify each row in the table. Click the Next button to continue.

Custom Task

Select Required Field(s)

Select field(s) that uniquely identify each row in the table.

- ☐ Comment1
- ☐ Comment2
- ☐ Comment3
- ☐ Container_Type
- ☐ Description
- ☒ Manifest_No
- ☐ No_of_Containers
- ☐ Quantity
- ☐ Record
- ☐ Returned

<< Back **Next >>** Cancel Finished

Enter a name for the Custom Task and Click Finished. Click OK.

Custom Task

Scribe Custom Task Wizard

Enter a Name for the Custom Task:

Task Name: Manifest

Click Finished to Create the Custom Task

<< Back Next >> Cancel **Finished**

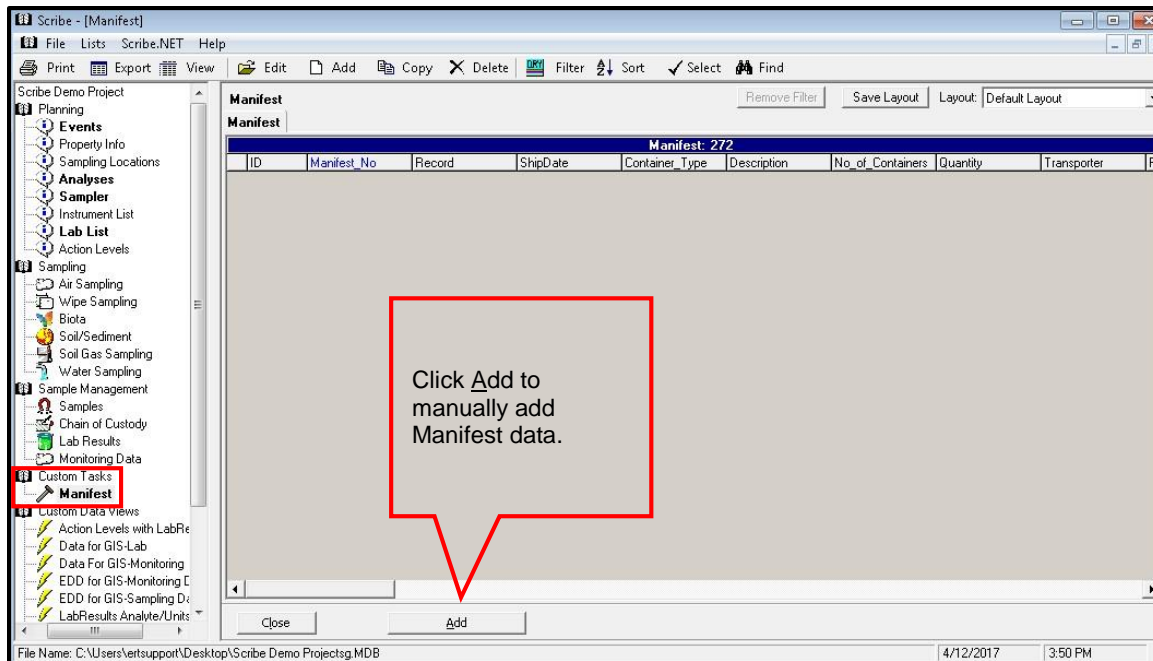
ScribeExt

Custom Task Created!

OK



The Manifest Task is now listed under Custom Tasks. Access to the Manifest table is now available in the Scribe UI by clicking on Manifest under Custom Tasks. The field from the Manifest table are displayed, but there are no records in the table yet.



If additional data will be added using Scribe's Import wizard, the Scribe template file must be updated with the new database element. **Please see Update Scribe Template section of this guide.**



Add a Custom Data View

When users have identified data that needs to be provided over and over again and creating filters and sorts become cumbersome, an advanced feature would be to create a Custom Data View (query) that would provide a one-click option to answer the same commonly asked question over and over again. The user must possess an understanding of Microsoft Access to write a query that Scribe can use in Custom Data Views. Scribe is the User Interface (UI) for the new database elements. Once created, the new database elements can be imported in Scribe as a new query (Custom Data View). Below describes how to add these database elements to your Scribe project.

Note: To expose the Custom Data View in your Scribe project, you must have already created the query, through MS Access in the Scribe project.

For additional information on creating Custom Tasks and Custom Data Views please refer to the Custom Tasks Guide and Custom Data Views Guide or contact ertsupport at 1-800-999-6990 or ertsupport@epa.gov.

Update/Modify Scribe Template

After adding a new table (Custom Task) or adding new database elements to an existing Scribe project table. The associated Scribe template file must also be updated if additional data will be added using Scribe's Import wizard.

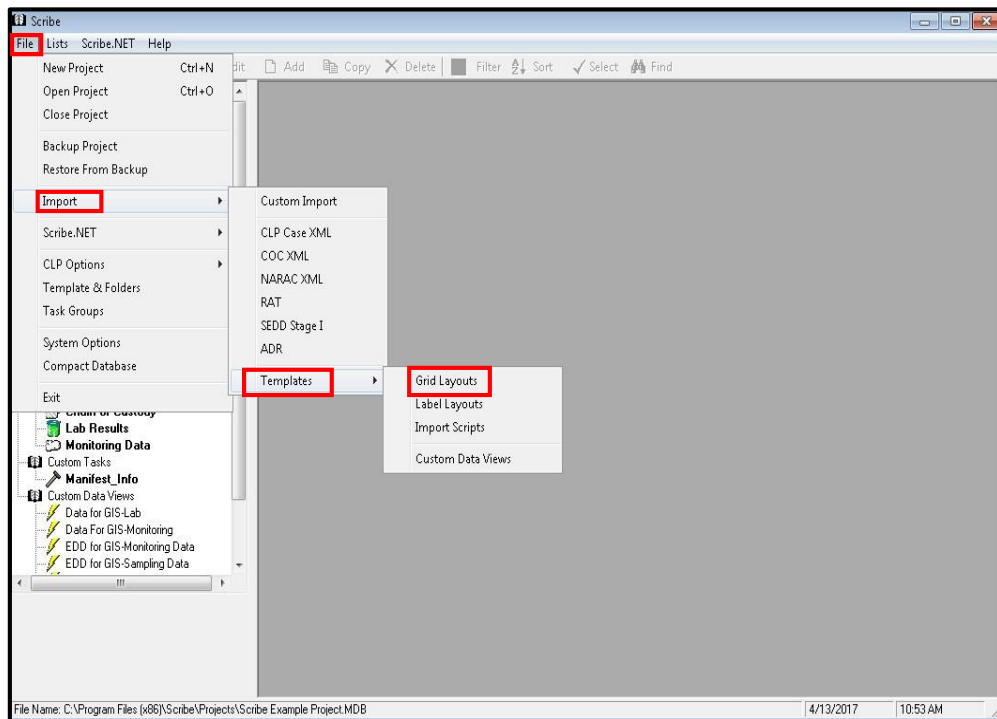


Import Templates

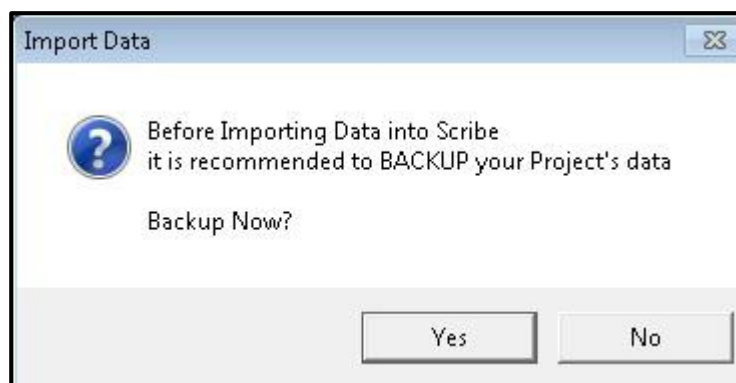
Customized layouts that were saved in previous Scribe projects can be imported into other Scribe projects. This section will describe how to import your Grid and Label layouts, Import Scripts and Custom Data Views into other Scribe projects.

Grid Layout

Click on File | Import |
Templates and select
Grid Layouts



A prompt to Backup your
project will display. Click Yes
or No. (See *Custom Import |
Backup your Project*)





The Scribe Import Templates Wizard will display.

Browse to the Scribe project that you are importing templates from.

Click Next.

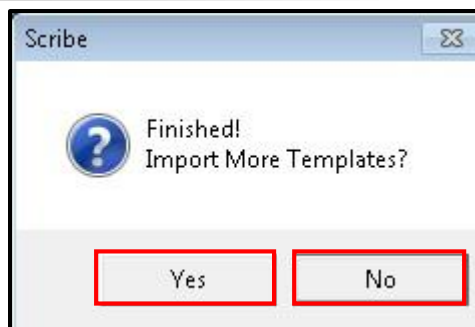
The screenshot shows the 'Import Templates Wizard' dialog box. The title bar says 'Import Templates Wizard'. The main heading is 'Scribe Import Templates Wizard'. Below it, step 1 is 'Select a Scribe Project or Template File to Import From:'. There is a 'Browse...' button next to it. Below the step, the file path 'C:\Program Files (x86)\Scribe\Projects\Scribe Demo Project.MDB' is entered in a text box. Step 2 is 'Click the Next Button below to select Templates to Import'. At the bottom, there are four buttons: '<< Back', 'Next >>', 'Cancel', and 'Import'. The 'Next >>' button is highlighted with a red box.

Select the Grid Layout(s) to be imported. Click Import.

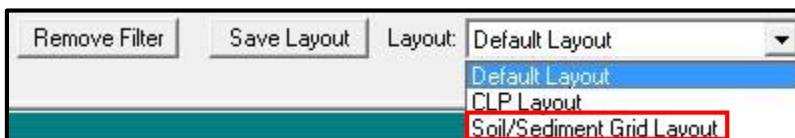
The screenshot shows the 'Import Templates Wizard' dialog box, Step 2: 'Select Templates to Import'. The title bar says 'Import Templates Wizard'. The main heading is 'Select Templates to Import'. Below it, the instruction is 'To Import Templates, select from the list below and Click the Import Button.' There is a list box containing various grid layouts. The 'Soil/Sediment grdtwo [Soil/Sediment Grid Layout]' is selected and highlighted with a red box. At the bottom, there are four buttons: '<< Back', 'Next >>', 'Cancel', and 'Import'. The 'Import' button is highlighted with a red box.



When finished, you will be prompted to Import More Templates? Click Yes or No.



The Grid Layout is now available in the dropdown.

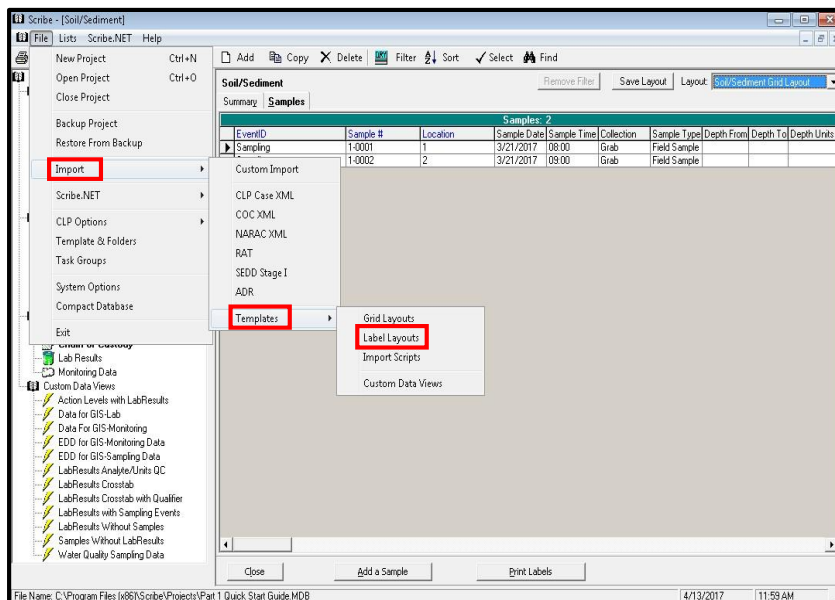


Note: Layouts (Grid and Labels) are only imported to the section of Scribe they were created in. In this example, we are importing the Soil/Sediment Grid Layout that will import to the Soil/Sediment section in Scribe.

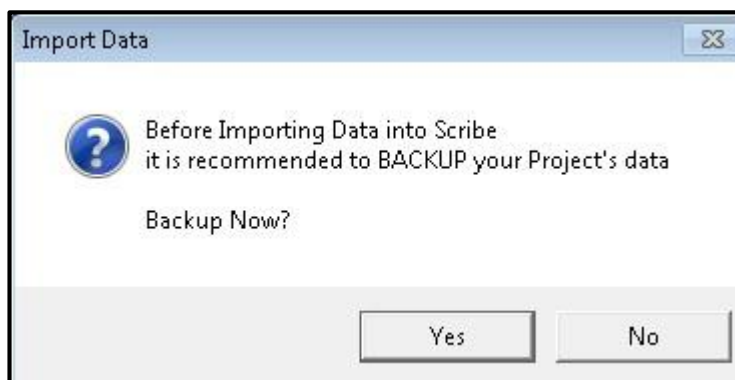


Label Layout

Click on File | Import |
Templates and select
Label Layouts



A prompt to Backup your project
will display. Click Yes or No.
**See Custom Import | Backup your
Project.**





The Scribe Import Templates Wizard will display.

Browse to the Scribe project that you are importing templates from.

Click Next.

The screenshot shows the 'Import Templates Wizard' window. The title bar says 'Import Templates Wizard'. The main heading is 'Scribe Import Templates Wizard'. Below it, step 1 is 'Select a Scribe Project or Template File to Import From:'. A 'Browse...' button is highlighted with a red box. Below this, the file path 'C:\Program Files (x86)\Scribe\Projects\Scribe Demo Project.MDB' is entered and also highlighted with a red box. Step 2 is 'Click the Next Button below to select Templates to Import'. At the bottom, there are four buttons: '<< Back', 'Next >>' (highlighted with a red box), 'Cancel', and 'Import'.

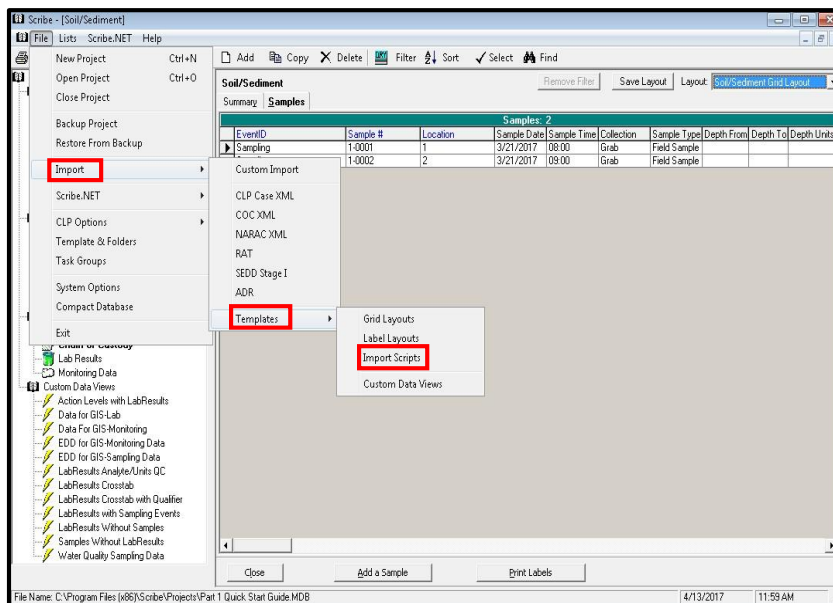
Select the Label Layout(s) to be imported. **Note:** *Layouts (Grid and Labels) are only imported to the section of Scribe they were created in. In this example, we are importing the Soil/Sediment Grid Layout that will import to the Soil/Sediment section in Scribe.* Click Import

The screenshot shows the 'Import Templates Wizard' window, step 2: 'Select Templates to Import'. The title bar says 'Import Templates Wizard'. The main heading is 'Select Templates to Import'. Below it, the instruction is 'To Import Templates, select from the list below and Click the Import Button.' There is a list of templates with checkboxes. The 'Soil/Sediment grdtwo [soil/sediment label layout]' is selected and highlighted with a blue background and a red box. Other templates include 'Air Sampling grdtwo [air layout]', 'Air Sampling grdtwo [default layout]', 'Air Sampling grdtwo [clp layout]', 'Biota grdtwo [default layout]', 'Samples grdtwo [default layout]', 'Samples grdtwo [clp layout]', 'Soil Gas Sampling grdtwo [default layout]', 'Soil Gas Sampling grdtwo [clp layout]', 'Soil/Sediment grdtwo [default layout]', 'Soil/Sediment grdtwo [clp layout]', 'Water Sampling grdtwo [default layout]', 'Water Sampling grdtwo [clp layout]', 'Wipe Sampling grdtwo [default layout]', and 'Wipe Sampling grdtwo [clp layout]'. At the bottom right of the list is a 'Select All' checkbox. At the bottom of the window are four buttons: '<< Back', 'Next >>', 'Cancel', and 'Import' (highlighted with a red box).

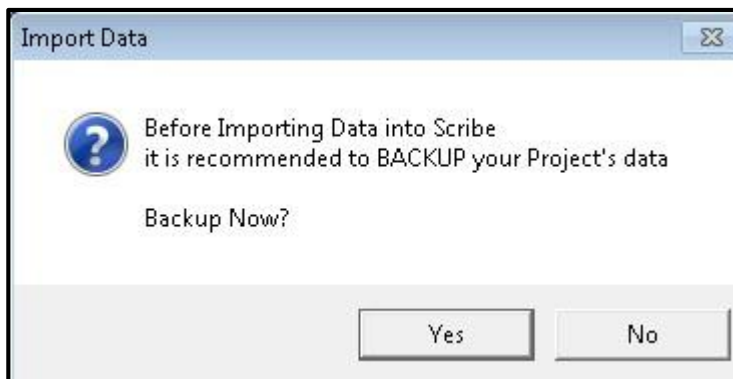


Import Scripts

Click on File | Import | Templates
and select Import Scripts



A prompt to Backup your project
will display. Click Yes or No. See
[Custom Import | Backup your
Project.](#)

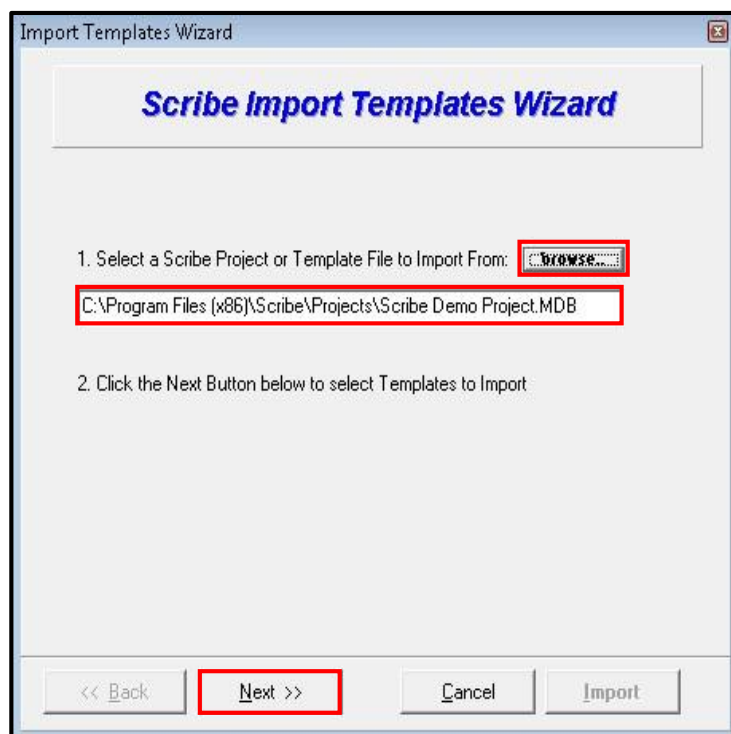




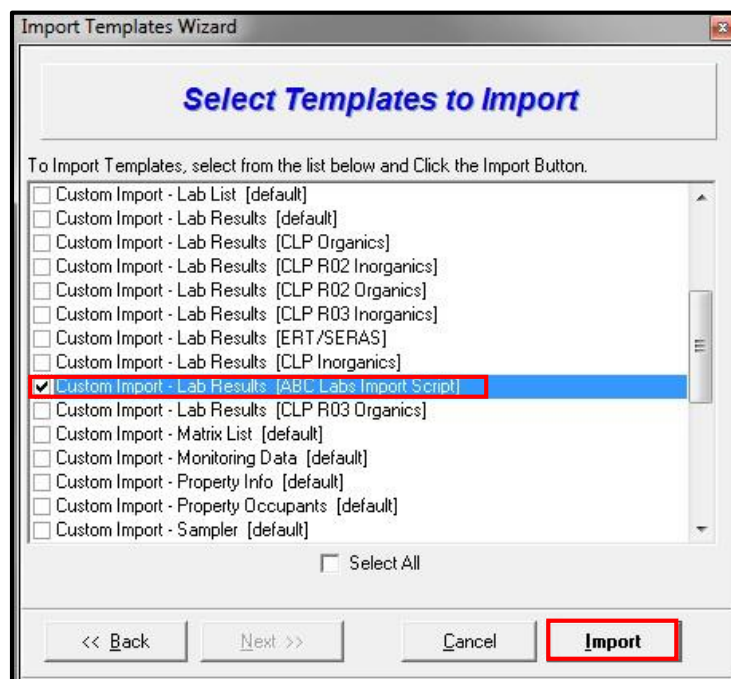
The Scribe Import Templates Wizard will display.

Browse to the Scribe project that that you are importing templates from.

Click Next.



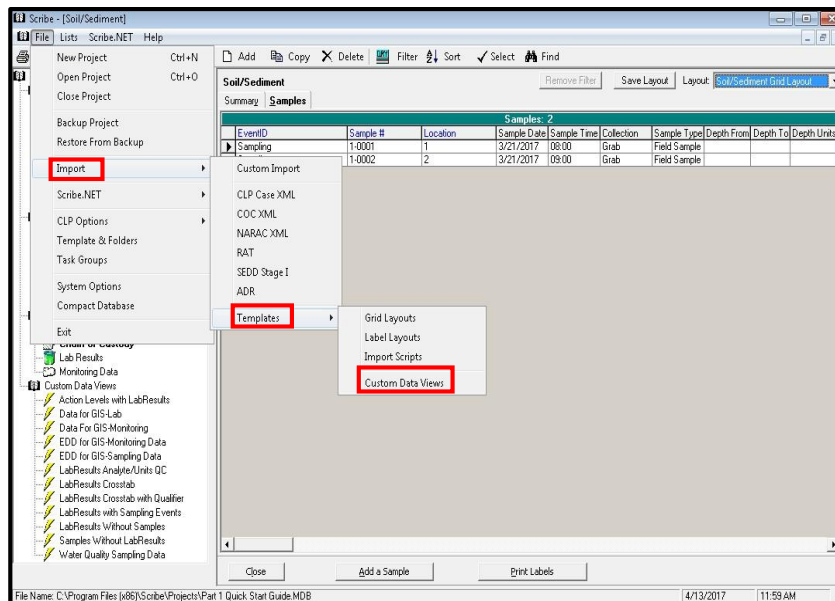
Select the Import Script(s) to be imported.
Click Import



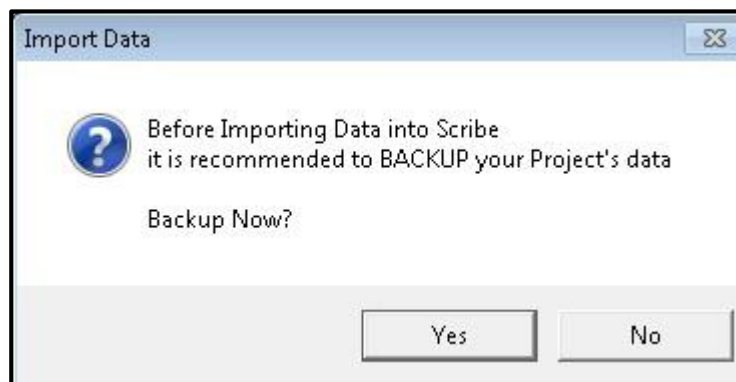


Custom Data Views

Click on File | Import |
Templates and select Label
Layouts



A prompt to Backup your
project will display. Click Yes
or No. See Custom Import |
Backup your Project.

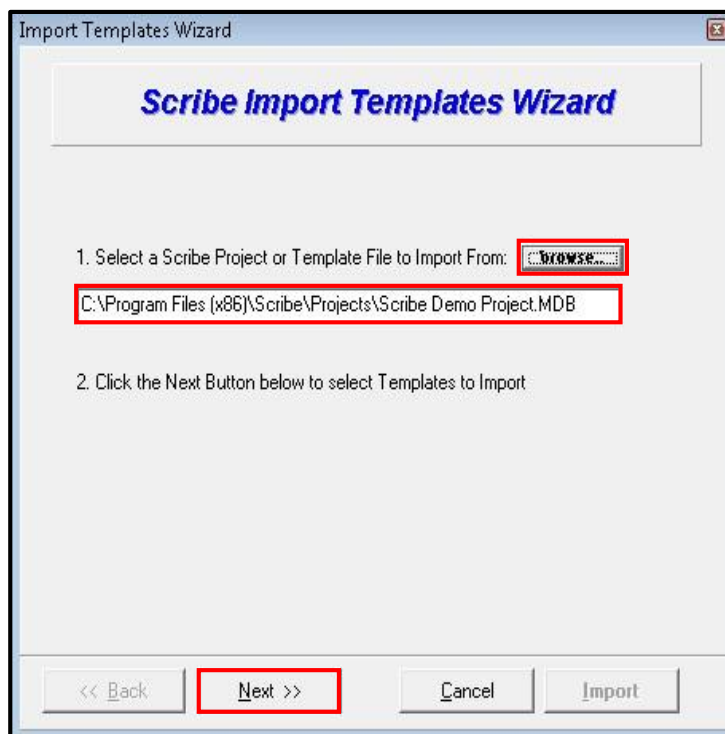




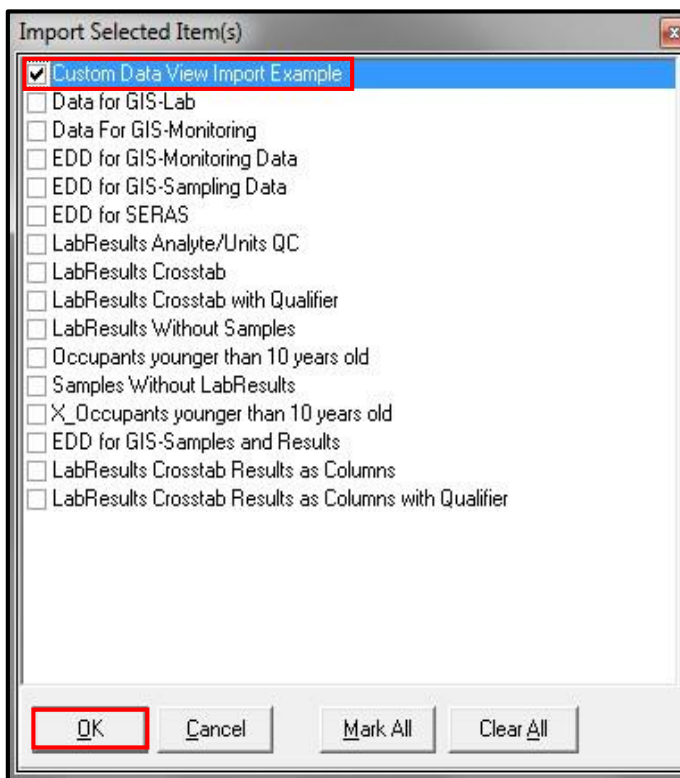
The Scribe Import Templates Wizard will display.

Browse to the Scribe project that that you are importing templates from.

Click Next.



Select the Custom Data View(s) to be imported. Click OK.





QuickMap

The option to export to a Quickmap (powered by Google Earth) is available in any section of Scribe than can display (view) longitude and latitude (e.g. Sampling Locations, Property Info, Samples task and the EDD to GIS custom data views). To use the Quickmap option an internet connection is required. To download Google Earth visit <http://earth.google.com/download-earth.html>.

Creating a QuickMap

The Scribe grid screens are ideal for creating QuickMaps for reporting purposes. In the example below, a grid layout will be created for all Lead Levels above 300 and generate a QuickMap to display the data in Google Earth. The QuickMap will be generated from the Lab Results table of our project.

Click on Lab Results and click the 'Remove Filter' button so the entire data set is available. Use Scribes Filter, Sorts, etc. to display the data that will be displayed on the QuickMap.

Use the Filter and Sort to customize what you want displayed on the map

Remove Filter to see the entire data set

Save the Layout for future maps

Select the Columns to view on the map

Scribe - [Lab Results]

File Lists Scribe.NE Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

Student Exercise Site

Planning

- Events
- Property Info
- Sampling Locations
- Analyses
- Sampler
- Instrument List
- Lab List
- Action Levels

Sampling

- Air Sampling
- Wipe Sampling
- Soil/Sediment
- Soil Gas Sampling
- Water Sampling

Sample Management

- Samples
- Chain of Custody
- Lab Results
- Monitoring Data

Custom Data Views

- Chromium greater than 20 mg
- EDD for GIS-Monitoring Data
- EDD for GIS-Sampling Data
- LabResults Analyte/Units QC
- LabResults Crosstab
- LabResults Crosstab with Qu
- LabResults Without Samples
- Samples Without LabResults

Lab Results

Summary Lab Results

Remove Filter Save Layout Layout: Lead > 300 mg/kg QuickMap

Lab Results: 692

Sample #	PropertyID	Location	Lab Matrix	Analyte	Result	Units	MDL	MDL Units	Analysis
AS-0001		NW Fence Line		1-METHYLNAPHT	4.9	ppb	4.9	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		2-METHYLNAPHT	5	ppb	5	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Acenaphthene	4.4	ppb	4.4	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Acenaphthylene	4.8	ppb	4.8	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		ANTHRACENE	3.9	ppb	3.9	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Benzo(a)anthracen	3.1	ppb	3.1	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Benzo(a)pyrene	3.1	ppb	3.1	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Benzo(b)fluoranthene	2.8	ppb	2.8	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		BENZO(E)PYRENE	2.8	ppb	2.8	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		BENZO(K)FLUORANTHENE	3.1	ppb	3.1	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Biphenyl	4.7	ppb	4.7	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Carbazole	4.6	ppb	4.6	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		CHRYSENE	2.7	ppb	2.7	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Dibenzofuran	4.2	ppb	4.2	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		FLUORANTHENE	3.6	ppb	3.6	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Fluorene	4.3	ppb	4.3	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		Naphthalene	5.4	ppb	5.4	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		PHENANTHRENE	3.8	ppb	3.8	ppb	PAHs - NIOSH 551
AS-0001		NW Fence Line		PYRENE	3.4	ppb	3.4	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		1-METHYLNAPHT	4	ppb	4	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		2-METHYLNAPHT	4.1	ppb	4.1	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Acenaphthene	3.6	ppb	3.6	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Acenaphthylene	3.9	ppb	3.9	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		ANTHRACENE	3.2	ppb	3.2	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Benzo(a)anthracen	2.5	ppb	2.5	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Benzo(a)pyrene	2.5	ppb	2.5	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Benzo(b)fluoranthene	2.3	ppb	2.3	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		BENZO(E)PYRENE	2.3	ppb	2.3	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		BENZO(K)FLUORANTHENE	2.5	ppb	2.5	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Biphenyl	3.8	ppb	3.8	ppb	PAHs - NIOSH 551
AS-0002		NE Fence Line		Carbazole	3.7	ppb	3.7	ppb	PAHs - NIOSH 551

Close Add Results Table

File Name: C:\Users\vertsupport\Desktop\Student Exercise Site.MDB 4/14/2017 9:45 AM



In this example, we Filtered for Lead >300 mg/kg in Ascending Sort order, limited our view to specific columns, moved (rearranged) the column order and created a Layout.

Lab Results: 5 (Filtered)

Sample #	PropertyID	Location	Lab Matrix	Analyte	Result	Units	MDL	MDL Units	Analysis
SS-0001	H001	R1		LEAD	650	mg/Kg	0.47	mg/Kg	SW/6010
SS-0002	H003	R2		LEAD	533	mg/Kg	0.46	mg/Kg	SW/6010
SS-0003	H005	R3		LEAD	485	mg/Kg	0.49	mg/Kg	SW/6010
SS-0004	H007	R4		LEAD	420	mg/Kg	0.5	mg/Kg	SW/6010
SS-0005	H009	R5		LEAD	377	mg/Kg	0.48	mg/Kg	SW/6010

Rearranged columns

Generate a QuickMap

If your data contains latitude and longitude values, you can generate the QuickMap to display in Google Earth.

Click the Export button from the Toolbar (or use the right-click option). Select QuickMap (*.kml, *.kmz)

Right-click Option

Export

- Text File (*.csv, *.txt)
- Spreadsheet File (*.xls, *.xlsx)
- HTML File (*.html)
- XML File (*.xml)
- QuickMap (*.kml, *.kmz)



The Scribe KML Export Wizard will launch. Latitude and Longitude fields are mapped automatically.

Click the down arrow to display a picklist of fields available based on your grid data (discussed above).

Select the field that will be used to identify (label) the individual data points on the map (e.g. Result or SampleID). In this example, we are using the Result field.

Click Next.

Define the Data classes of the data points. When the map is displayed, the property colors will be based on the result value. In this example, we've classified each data point based on the Results value greater than.

Click Next.



This screen allows you to create additional layers to turn on and off in Google Earth.

For example, if you used Sublocation to define front yards and backyards, you could define a layer for Sublocation and turn the yard info on and off in Google Earth.

Click Next.

KML Export Wizard

Layers can be turned on and off while viewing KML in an Earth browser such as Google Earth.

By default, an individual Layer will be created for each Data Class defined on the previous screen.

Instead, individual Layers can be created for each unique value of a specific column. To create individual layers for each unique value of a specific column, choose that column from the list below.

Create Layers for: [Defined Data Classes]

Back Next Cancel Export

Network: Connected

This screen allows you to define Placemarks. Datapoints can be displayed in a 3D format based on a value allowing the user to stack data points.

By default, all data points will be placed at ground level. To stack datapoints, select the field on which to base the stacked points i.e. Depth or Result.

Define the Maximum Altitude and Distribute Values. Data in Google Earth based on altitude.

Click Export.

KML Export Wizard

Placemarks in a 3-D Earth browser such as Google Earth also have a specified height, or altitude. By default, placemarks will be placed on the ground.

Alternatively, a maximum altitude can be specified, and unique values of a specific column can be sorted and evenly distributed between that altitude and the ground.

To evenly distribute unique values between a specified altitude and the ground, begin by selecting the column from the list below. Then provide the maximum altitude, and direction in which to distribute the values.

Column: [All Placemarks at Ground-Level]

Maximum Altitude: 100 Feet

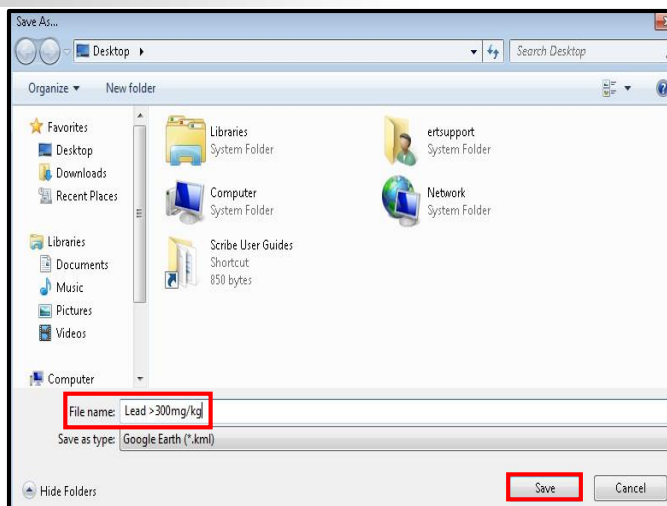
Distribute Values: Down to Ground

Back Next Cancel Export

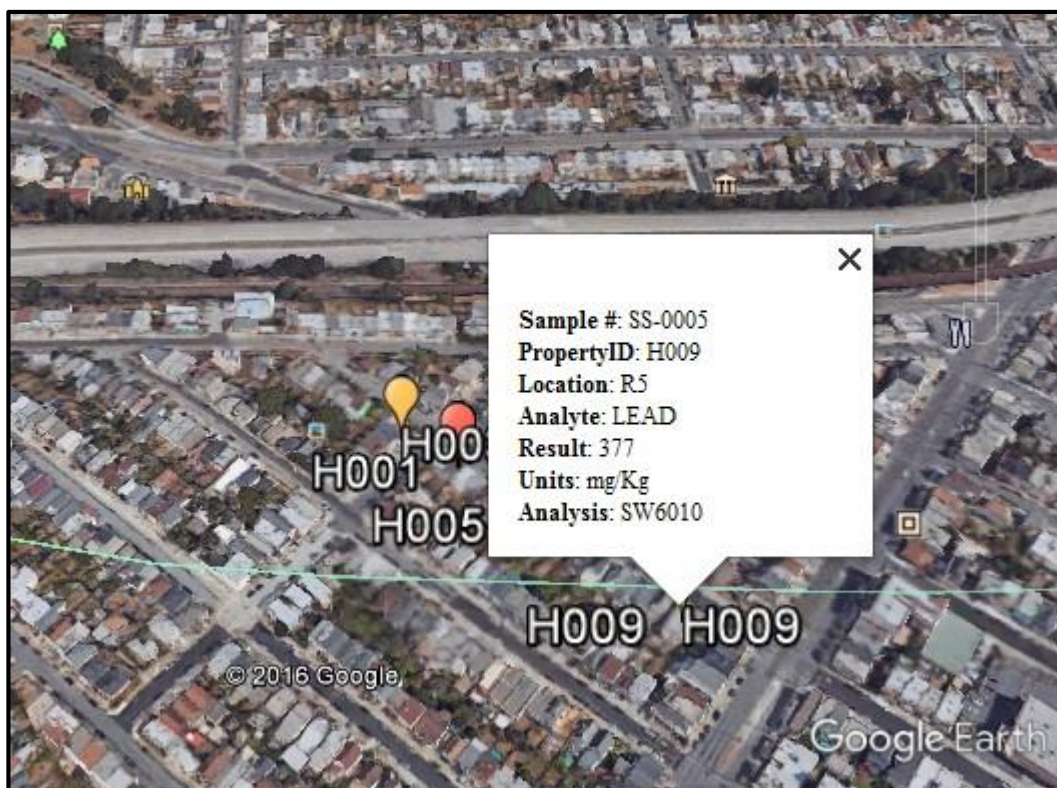
Network: Connected



Name the *.kml file and click 'Save'.
If Google Earth does not automatically launch and display the lab results, run Google Earth and open the .kml file.



An image similar to the one below should display in Google Earth. Notice the Property IDs are displayed by color using the value ranges specified in the Wizard. Also notice the additional information displayed when a pin is selected. Additional pin information could be displayed by turning those columns on in Scribe before creating the QuickMap export.





Scribe.NET

Scribe.NET provides a method of storing and sharing Scribe projects in a controlled environment. Using Scribe.NET, Scribe projects can be shared between Scribe desktop clients and/or enterprise Oracle/SQL database clients. Scribe projects are “Published” from the Scribe desktop client, and other desktop/enterprise users “Subscribe” to the published projects. Users can subscribe to individual or multiple projects. Regional or global subscriptions can also be created for sharing entire sets of published projects.

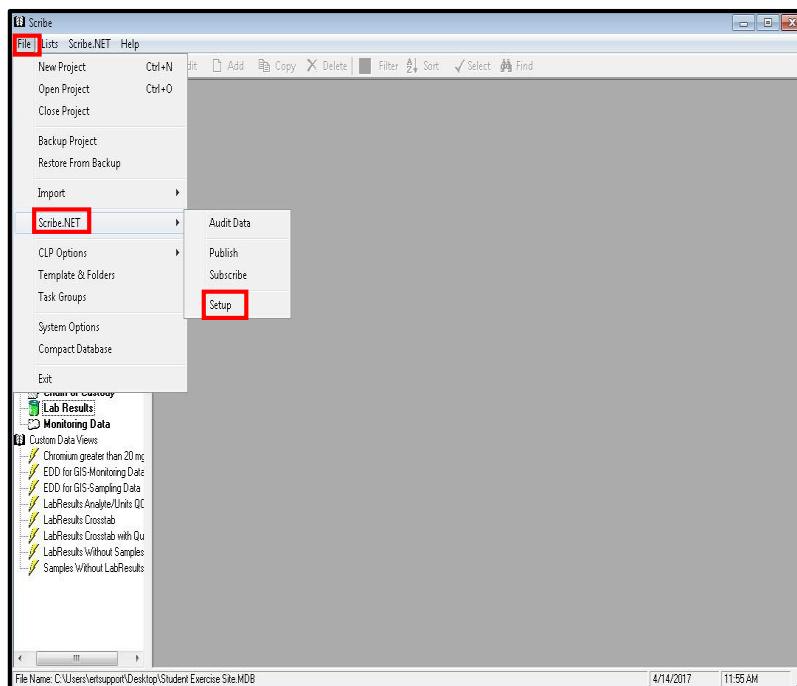
By default, Scribe desktop clients have access to generic publisher accounts in order to quickly and easily publish their project to Scribe.NET. Subscriptions, however, are managed on the server to provide secure access to the published data. An end user must have the subscription ID and Password before they can access the published project(s). The configuration of the subscription will determine which projects a user will acquire when they use a particular subscription ID. Subscriptions function differently for desktop clients than enterprise SQL clients.

An Internet Connection is required to Publish or Subscribe.

Scribe.NET Setup

The first time you use Scribe.NET, you will be prompted for some basic user identification information. This data is only used to attach ownership of the project and to ensure data integrity of published project files and is not publicly displayed.

Click on File | Scribe.NET | Setup





Fill in the fields on the Profile tab and click OK

Scribe.NET Setup

Profile System

Scribe.NET User Profile

* All Fields Required *

Name: ERT Support

Organization: ERT Support

Project Role: Other

Phone #: 800-999-6990

eMail: ertsupport@epa.gov

Restore Defaults OK Cancel

The information on the System tab does not need to be modified.

To restore system default settings, click on the 'Restore Default's' button.

Click OK

Scribe.NET Setup

Profile System

Scribe.NET Web Services

Publisher Service URL
https://www.epaosrc.org/scribe_net/publishing_service/publisher.asmx

Subscriber Service URL
https://www.epaosrc.org/scribe_net/subscription_service/subscriber.asmx

Auditor Service URL
https://www.epaosrc.org/scribe_net/auditing_service/auditor.asmx

Proxy Server Configuration...

Scribe.NET Client System Info

GUID
2ec550f1-279a-4bd2-b18e-56c2d8b59e2f

User Name:
ertsupport

Computer Name:
WIN7TEST

☒ Automatically Audit Data Prior to Publishing

Release Project Ownership Reset Data Auditor

Restore Defaults OK Cancel



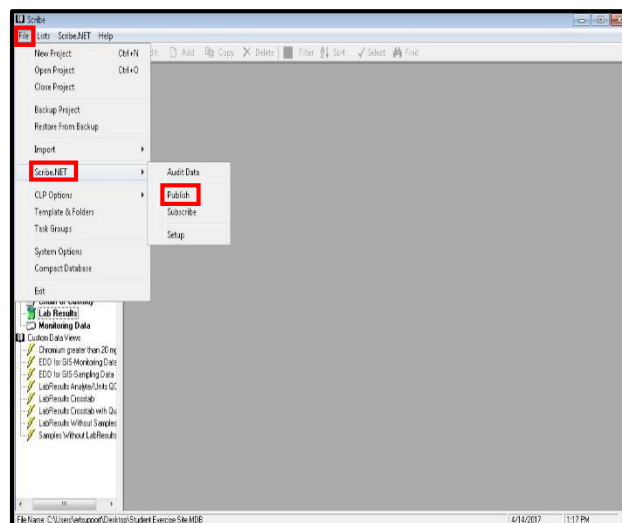
Publish to Scribe.NET

Publishing a project(s) to Scribe.NET stores your project(s) on a secure web server. By Publishing, your data can then be shared through a Subscription. By publishing to Scribe.NET, you have a backup of your project in the event something happens to the data (hard drive crash, lost computer, etc.). Scribe.NET updates the Scribe project each time the project is published.

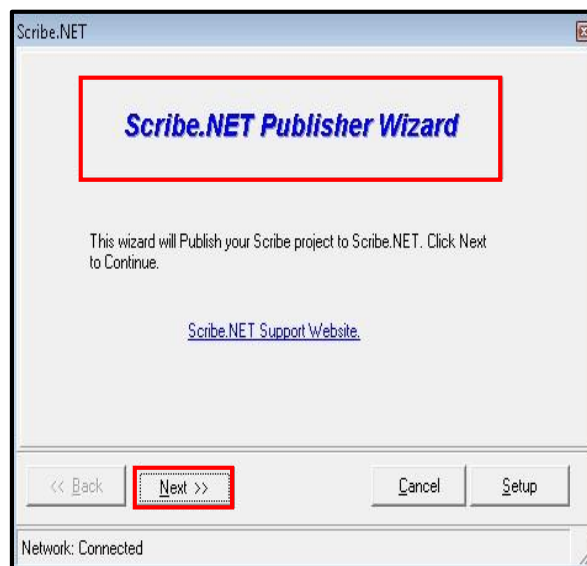
Once your project has been published to Scribe.NET, the computer it was published from becomes the 'owner' of the project. Any subsequent publishing of the project must be done from that computer. In the event the computer is damaged or the owner is no longer responsible for the project and publishing, ownership will need to be released.

See Release Project Ownership.

To publish a project to Scribe.NET, click on File | Scribe.NET | Publish



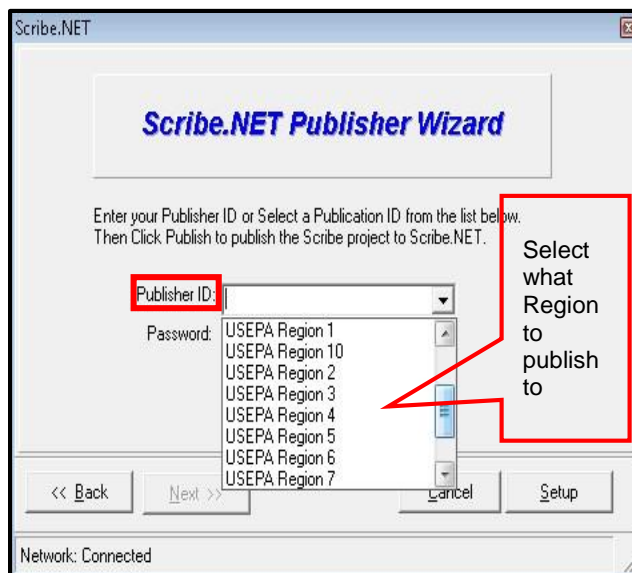
The Scribe.NET Publisher Wizard screen is displayed. Click Next.



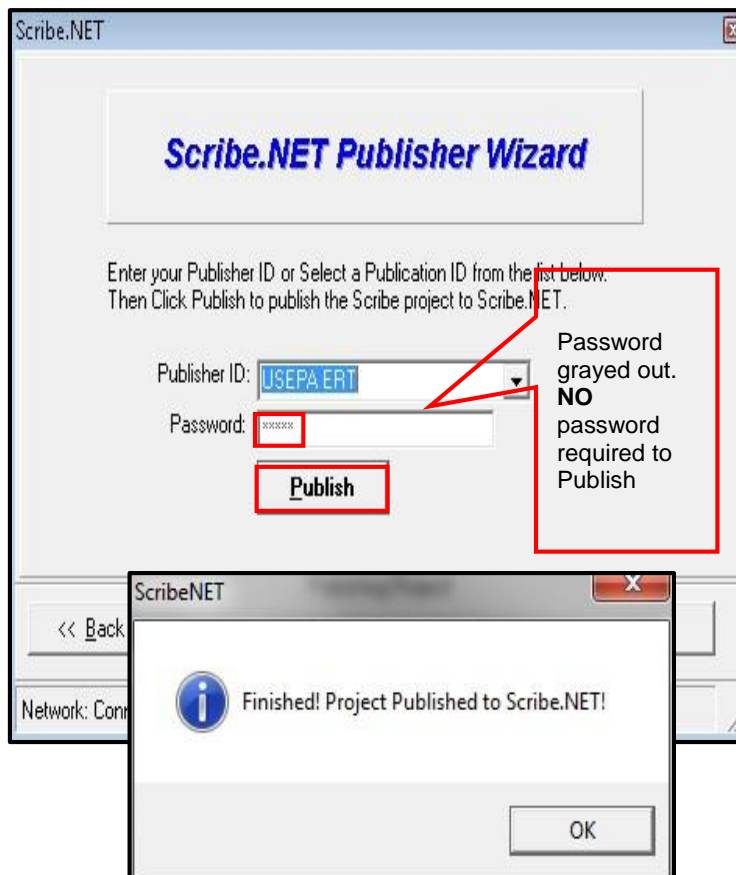


Click the dropdown arrow and select the Publisher ID (which Region to publish it to).

Note: You must have an Internet Connection to publish to Scribe.NET.



Click Publish. *Note: The password box is grayed out. NO password is required to publish a project to Scribe.NET*





Your project has now been Published to Scribe.NET. When a project has been Published, the project will be stamped with a ProjectID Number which can be located in the Site Info table in your Scribe project.

To request a Subscription, please email ertsupport@epa.gov with the Project ID.

Site Name: Student Exercise Site	
Site Info	
Site Name	Student Exercise Site
Contractor Contact	
Site #	Demo
Contractor Phone	
Location	
WA Number	
Site_State	
EPA Contract Number	
Site Action	
Contract Name	
Response Authority	
Contractor	
NPL Status	
Address1	
Address2	
Site Description	
City	
Site Phone	
State	
EPA Organization	
Zip	
EPA Region	
EPA Contact	
EPA Phone	
Account Code	
CERCLIS	
Remarks	
Scribe.NET Info	
Project ID: 3193	
Subscription: N/A	

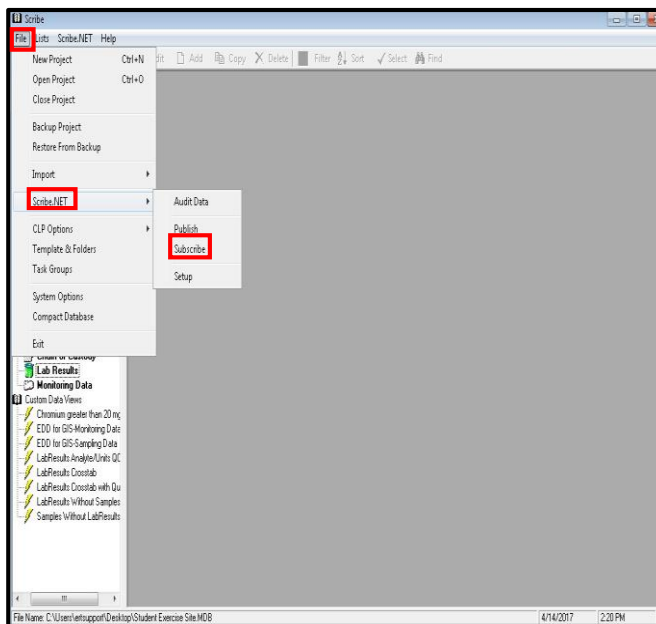


Subscribe to a Project

Subscribing/downloading a published project(s) from Scribe.NET requires a Subscription ID and password. To request a SubscriptionID and password, please contact **ERT Support at 1-800-999-6990 or via email at ertsupport@epa.gov**.

Note: There are several types of Subscriptions that can be setup (database subscription, multiple project subscriptions, etc.). **Please contact ERT Support at 1-800-999-6990 or email at ertsupport@epa.gov for additional information**

To Subscribe to a project from Scribe.NET, click on File | Scribe.NET | Subscribe



The Scribe.NET Subscriber Wizard screen is displayed. Click Next.



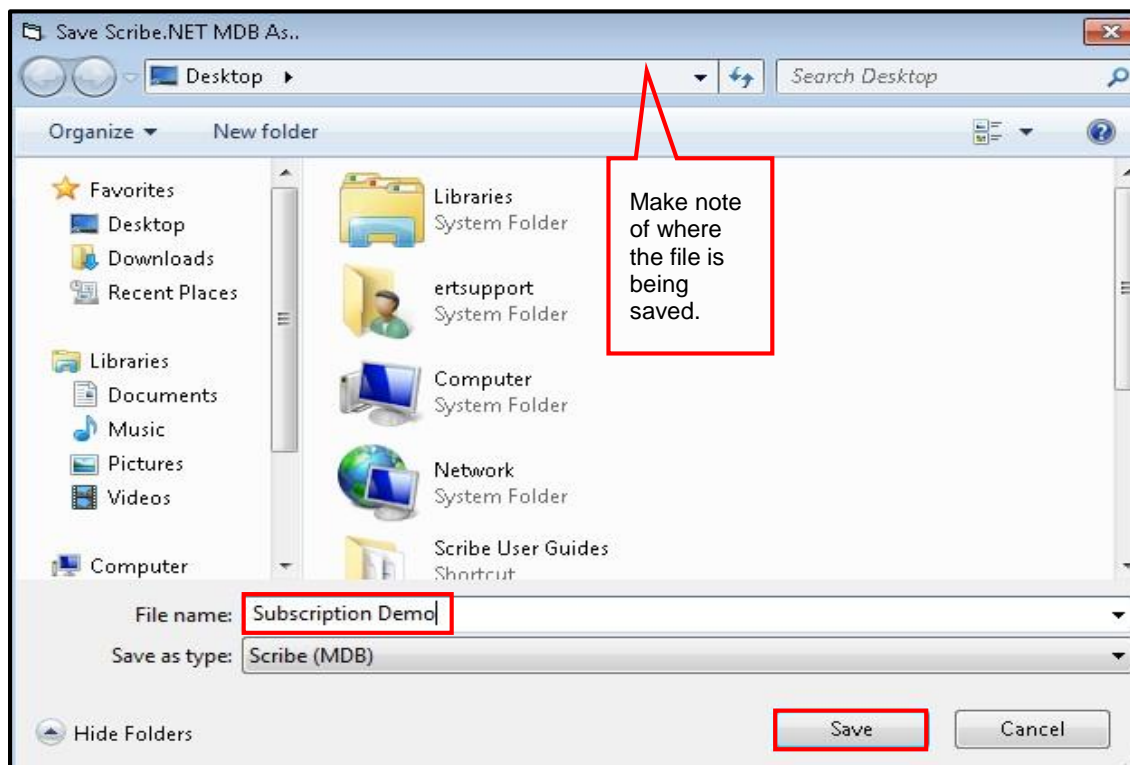


Enter the SubscriptionID and password. Click on the Subscribe button to begin downloading. **Note: You must have an Internet Connection to subscribe to a Scribe.NET project.**



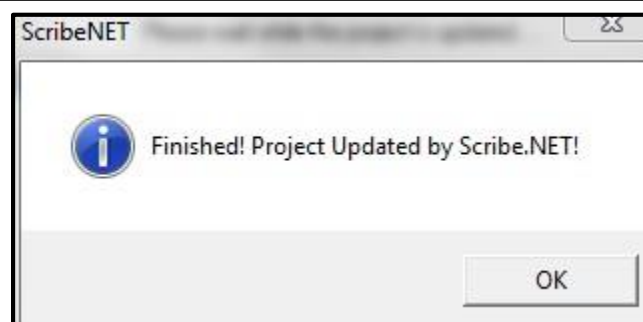
First Time Subscribing

If this is the first time subscribing to this project, you will be prompted to enter a file name. Enter a filename and click Save.





Below are some screenshots of the Subscribing process



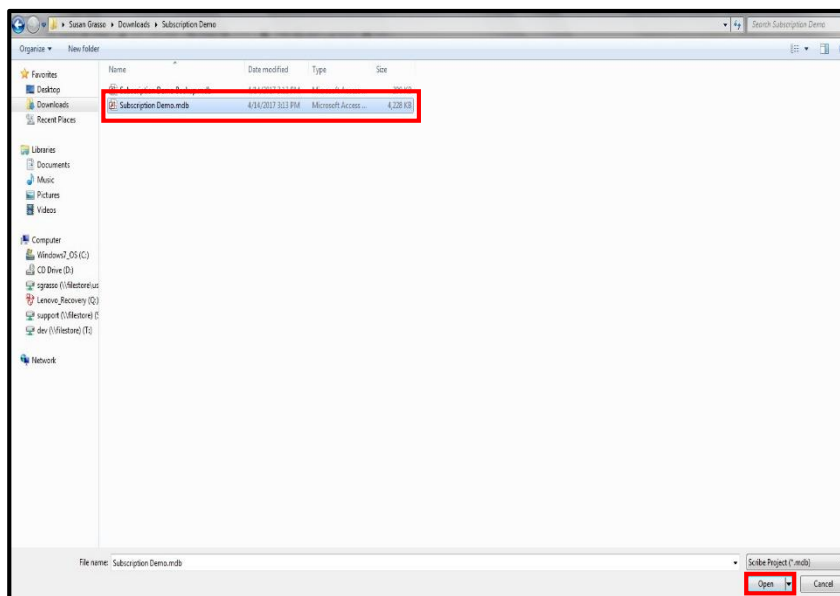
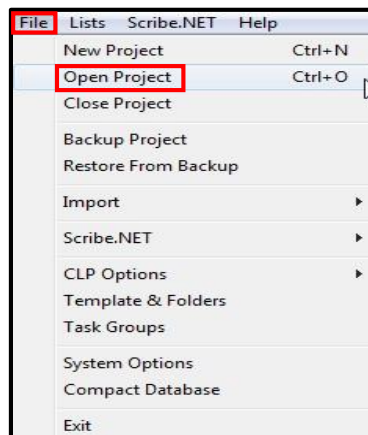


Updating Existing Subscriptions

When Scribe projects have been updated and republished to Scribe.NET, the subscription is automatically updated. A user must **re-subscribe** to update the existing local project file.

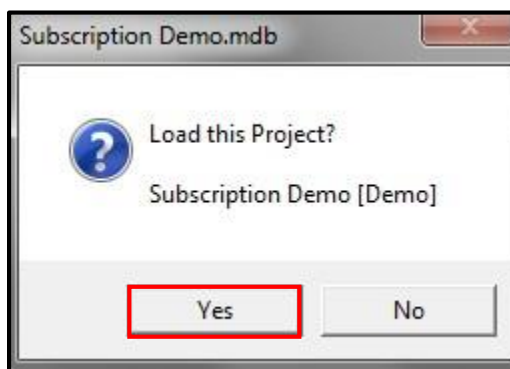
Prior to re-subscribing, open Scribe and **Open** the Scribe project that you will be updating/replacing.

File | Open Project. Browse to the project and Click Open

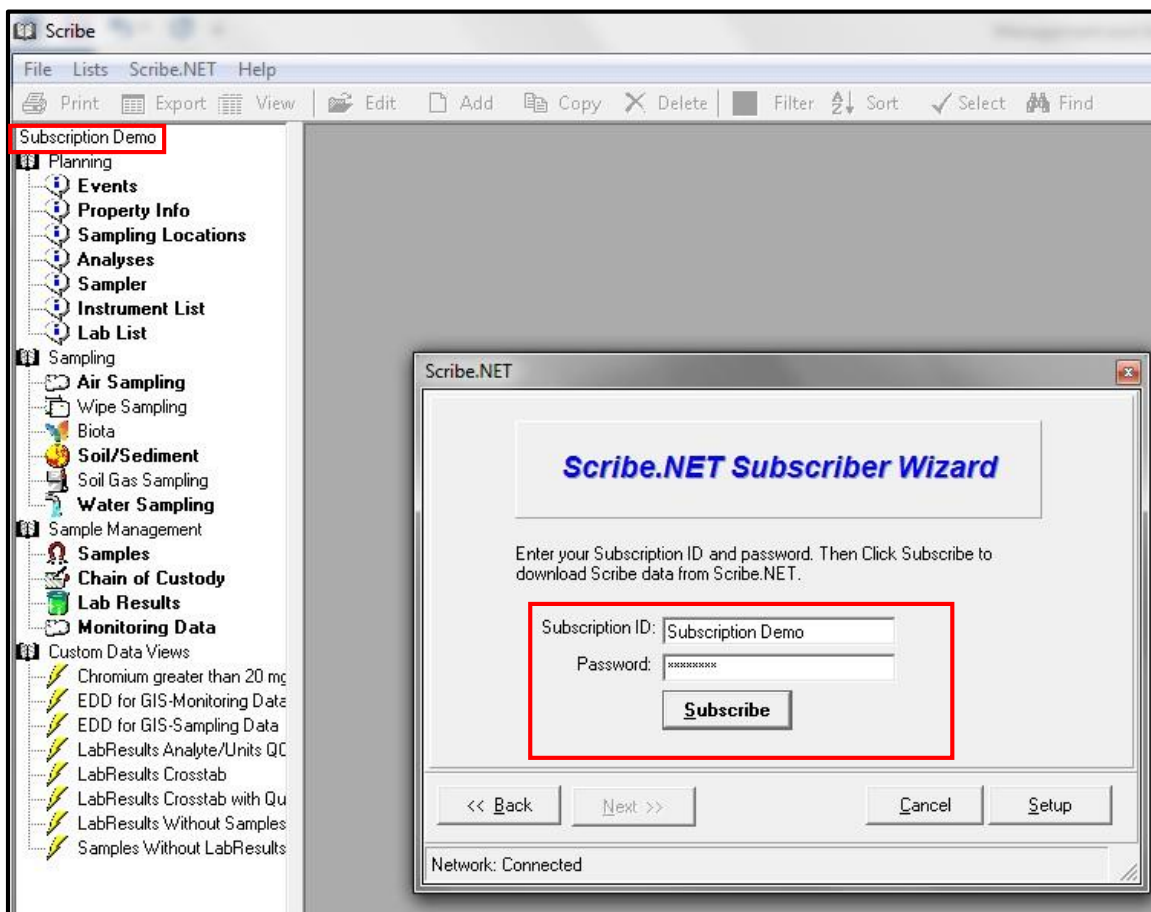




Click Yes to Load this Project.



Verify that you are in the project and click on File | Scribe.NET | Subscribe.
Enter the SubscriptionID and Password.
Click Subscribe.



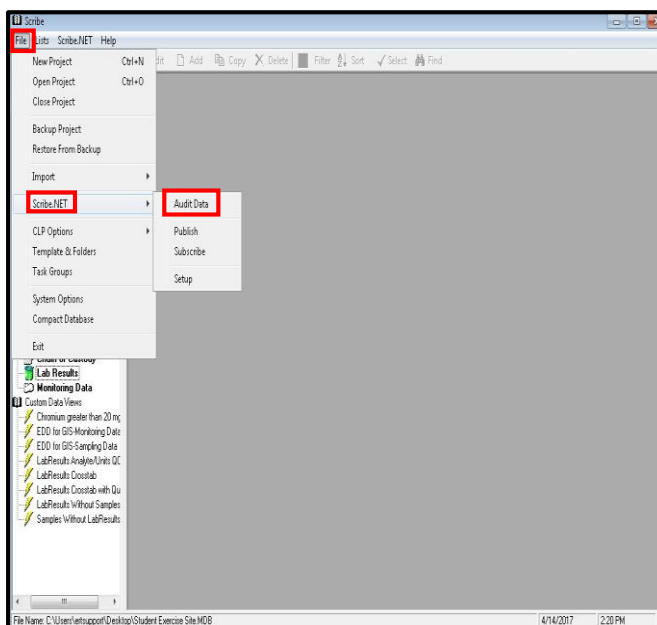


Audit Data

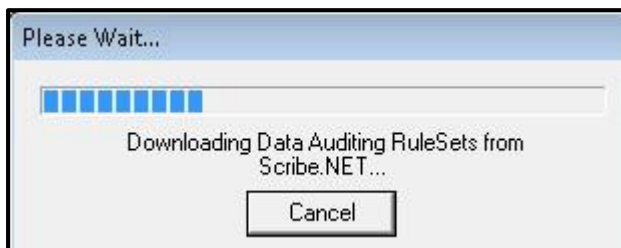
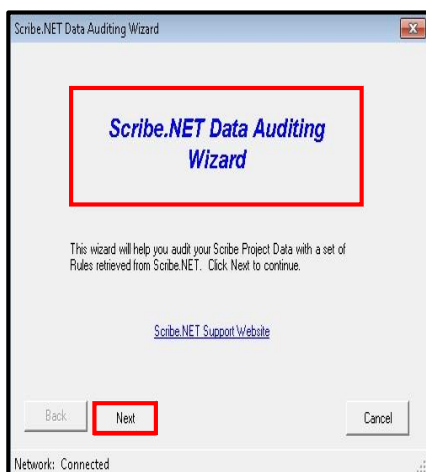
The data Auditor is a tool that allows you to audit the data in a Scribe project against a set of valid values. Valid Values can be established on a site specific basis, as a regionally based set or on a national level. Auditing is done by comparing the data in Scribe project to one or many 'rules'. A Scribe project can be audited against any set of rules uploaded to Scribe.NET. In order to audit a Scribe project, the Scribe project must be open in Scribe and the computer must have an active internet connection.

Please contact ERT Support at 1-800-999-6990 or ertsupport@epa.gov for additional information on creating an Auditor Ruleset. Users must have a working knowledge of creating queries in MS Access, as well as knowledge of the table names and field names in their Scribe Projects.

To Audit a Scribe project, click on File | Scribe.NET | Audit Data



The Scribe.NET Data Auditing Wizard will display. Click Next. The RuleSets will begin downloading.





A list of all the RuleSets that have been uploaded to Scribe.NET will display.

Select which RuleSet and which Rule(s) will be used to Audit your Scribe Project's Data.

Click Next.

Scribe.NET Data Auditing Wizard

From the List below, select the RuleSets which should be used to Audit your Scribe Project's Data.

Export Selected RuleSets

Data Auditing RuleSets:

- ☐ 2011 Pocono 500
- ☐ Deepwater
- ☐ ERT-SERAS
- ☐ Gold King Mine
- ☐ Hurricane Sandy
- ☐ LibbyField 2010 Forward
- ☐ National Data Team
- ☐ OSC Redwood

RuleSet Group Description:

Back Next Cancel

Network: Connected

Scribe.NET Data Auditing Wizard

From the List below, select the RuleSets which should be used to Audit your Scribe Project's Data.

Export Selected RuleSets

Data Auditing RuleSets:

- ☒ R05 USS Lead
- ☒ AuditVer
- ☒ DustSamples
- ☒ Lab Results
- ☒ Locations
- ☒ Monitoring
- ☒ PropertyInfo
- ☒ Remedial LabResults

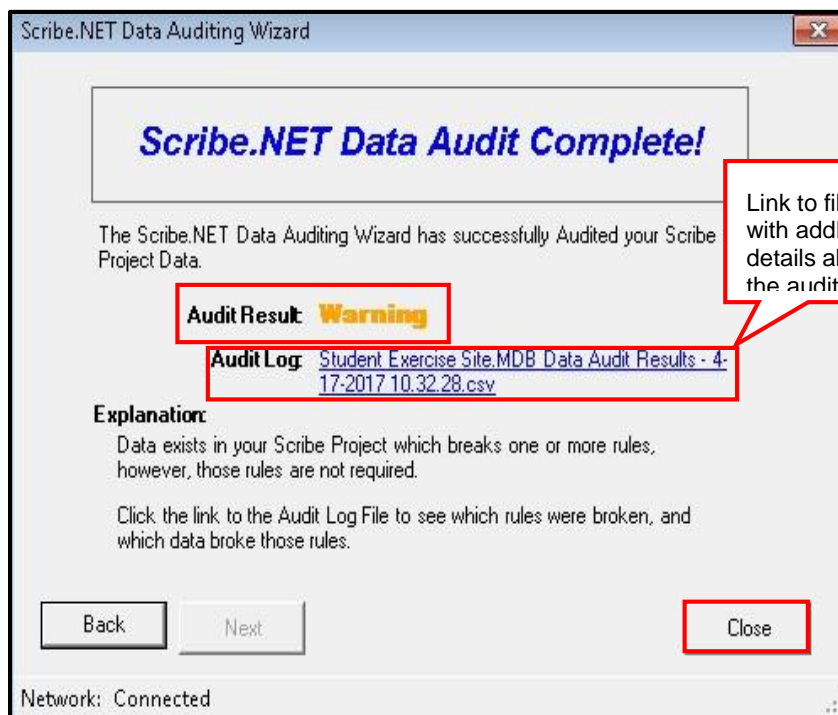
RuleSet Group Description:

Back Next Cancel

Network: Connected



When auditing is complete, a dialog box will display. This dialog box will indicate the error severity (Warning or Error) of any issues found and will provide a link to a file containing additional details about the audit results.



Note: The error severity determines if a Scribe project can be published to Scribe.NET. An Audit Result of Warning indicates that some records don't meet the data requirement, but **can** be published to Scribe.NET.

An Audit Result of Error indicates that some records don't meet the data requirements and **cannot** be published to Scribe.NET until the issues are corrected.



Scribe.NET Data Audit - 4/17/2017 10:50:02 AM									
ProjectFilePath: C:\Users\sgrasso.CAMELOT\Downloads\Subscription Demo\Subscription Demo.mdb									
Auditing Data Against RULESET "[551]Location Table" - RULE "[3725]Location_Lat_Long_Blank":									
Warning: The following records do not contain Latitude and/or Longitude									
LocationID	Site_No	Location	PropertyID	LocationD	LocationZ	Latitude	Longitude	Altitude	GPS_PDO
21	Demo	B1							
22	Demo	B2							
23	Demo	B3							
24	Demo	B4							
25	Demo	B5							
6	Demo	NE Fence Line							
7	Demo	NW Fence Line							
8	Demo	SE Fence Line							
9	Demo	SW Fence Line							
Auditing Data Against RULESET "[552]Samples Table" - RULE "[3726]Samples_Matrix_Blank": Data OK									

Example of how data is displayed in the audit report



Release Project Ownership

Once a Scribe project has been published to Scribe.NET, the computer it was published from becomes the 'owner' of the project. Any subsequent publishing of the project must be done from that computer. In the event the computer is damaged or the owner is no longer responsible for the project and publishing, ownership will need to be released.

Click on File | Scribe.NET | Setup. Click on the System tab. Click on Release Project Ownership.

The screenshot shows the 'Scribe.NET Setup' window with the 'System' tab selected. The 'Profile' dropdown is set to 'System'. Under 'Scribe.NET Web Services', the URLs for Publisher, Subscriber, and Auditor services are all set to 'https://www.epaosc.org/scribe_net/publishing_service/publisher.asmx', 'https://www.epaosc.org/scribe_net/subscription_service/subscriber.asmx', and 'https://www.epaosc.org/scribe_net/auditing_service/auditor.asmx' respectively. A 'Proxy Server Configuration...' button is located below these fields. Under 'Scribe.NET Client System Info', the GUID is 'a8d084ec-410e-4a7c-9979-c6a56c8d9814', the User Name is 'sgrasso', and the Computer Name is 'SCG-THINKT440'. The checkbox 'Automatically Audit Data Prior to Publishing' is checked. At the bottom, the 'Release Project Ownership' button is highlighted with a red box, along with the 'Reset Data Auditor' button. The 'OK' button is also highlighted with a red box. The 'Restore Defaults' and 'Cancel' buttons are also visible.

Note: If Project Ownership cannot be released from the computer, please contact ERT Support at 1-800-999-6990 or email at ertsupport@epa.gov.