



# GIS\Key™ Reader

## QUICK START DOCUMENT

### FOR

## DATA OUTPUT / WORK PRODUCTS

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## **ARCHIVING AND EXTRACTING**

### **CREATE ARCHIVE**

1. From GIS\Key, select 'Project' – 'Archive' – 'Create' from the menu bar.
2. Click the 'GIS\Key Reader' option under 'Archive Type'. Then click 'Archive'. Advanced options are available for including only parts of the project in the archive (e.g., only data from certain sites or within a specific date range).
3. This creates a Reader Archive file. This file has a '.giskey' extension. This file can be distributed via email or CDROM to anybody that has the GIS\Key Reader.

### **OPENING UP (EXTRACTING) THE ARCHIVE IN THE GISKEY READER**

1. From Windows Explorer, double-click the Reader Archive file.

**OR**

1. Double-click the GIS\Key Reader icon on your desktop to start the Reader.
2. Select 'File' – 'Open', and locate the Reader Archive file.

**OR**

1. If the archive has been opened before; from the Reader, you can select the appropriate icon under 'Reader Files' (on the left side).

# TABLES

## **INTRODUCTION**

All of the report tables available in GIS\Key are also available in the GIS\Key Reader. Formatted tables are generated from existing template forms (created using Crystal Reports). Also, unformatted data can be exported to other files which can be formatted in other programs (e.g., Excel). See 'Printing and Exporting' below for details on exporting data to another program.

## **QUERY DATA**

1. From the Reader, click the appropriate Reporting Tool icon (on the left side) for the data you'd like to query:
  - Chemistry
  - Geology
  - Hydrology
  - NPDES
2. This starts the Query Tool.
  - a. Select the data as appropriate (i.e. select sites, dates, etc.),
  - b. Click 'Next' to get to the next tab.
3. At the last tab of the Query Tool, click 'Output' - 'Report' (or select 'Report' from the menu). Select the appropriate report type (e.g. 'Results Reports' – 'Primary Reports'). This starts the Format Tool.

## **FORMATTING**

1. Format the table as appropriate.
2. For Chemistry Primary Reports, in the 'Report Formatting' – 'Formatting' tab, you have the option to output to a:
  - 'Form' (data posted onto an existing, preformatted, template form) or
  - 'File' (an unformatted Excel or comma-delimited file).
3. To create the table, click 'View Report' or 'Create File' as appropriate.
4. To reformat the table, click any of the tabs on the left hand side, make changes as appropriate, then click 'View Report' or 'Create File' as appropriate.

## **PRINTING AND EXPORTING**

1. While viewing formatted table, you can send the table to:
  - A printer (select the printer icon), or
  - A file (select the envelope icon). Identify the file name and file type.

**OR**

1. If the 'Create File' option was selected in the 'Report Formatting' – 'Formatting' tab, click the disk icon to specify the location and type of file (e.g., as a comma-delimited or Excel file).

**OR**

1. Click the 'Browse' button to view all the data that you've queried. Then select 'File' – 'Save As' from the menu bar to save that table.



## EXPORTS FOR GRAPHING

### **INTRODUCTION**

The GIS\Key Reader can create exports that can easily be graphed in other programs (e.g., Excel). The Reader does not include the standard graphing tools included in GIS\Key.

### **QUERY DATA**

1. Start the appropriate Reporting Tool by double-clicking an icon on the left side.
2. This starts the Query Tool.
  - a. Select the data as appropriate (i.e. select sites, dates, etc.),
  - b. Click 'Next' to get to the next tab.
3. At the last tab of the Query Tool, click 'Output' - 'Graph' (or click the 'Graph' icon). Select the appropriate graph (e.g. Hydrograph). This starts the Format Tool.

### **FORMATTING AND EXPORTING TO FILE**

1. Format the data as appropriate. Click 'Next' to proceed through all the formatting options.
2. In the 'Graph Formatting' tab, click the disk icon to specify the name and location of the export file you will create.
3. Click 'Create File'. The export file generally contains the following fields:
  - Site ID
  - Date
  - Time
  - Value

### **GRAPHING**

1. Open the file in another program (e.g. Excel) to create and format a graph.



## EXPORTS FOR MAPPING

### **INTRODUCTION**

The GIS\Key Reader can create exports that can easily be graphed in other programs (e.g., AutoCAD, ArcView). The Reader does not include the standard mapping tools included in GIS\Key.

### **QUERY DATA**

1. Start the appropriate Reporting Tool by double-clicking an icon on the left side.
2. This starts the Query Tool.
  - a. Select the data as appropriate (i.e. select sites, dates, etc.),
  - b. Click 'Next' to get to the next tab.
3. At the last tab of the Query Tool, click 'Output' - 'Map' (or click the 'Map' icon). Select the appropriate option:
  - a. Point Themes – one value per site id.
  - b. Report Tables – multiple values per site id.
4. This starts the Format Tool.

### **FORMATTING AND EXPORTING TO FILE**

1. Format the data as appropriate. Click 'Next' to proceed through all the formatting options.
2. In the 'Map Formatting' tab, click the disk icon to specify the location of the export file you will create.
3. Click 'Create File' or 'Finish'. The export file generally contains the following fields:
  - X Coordinate
  - Y Coordinate
  - Site ID
  - Values (e.g. date, units, concentrations, water levels)

### **MAPPING**

1. Import the data into the basemap using the appropriate commands of the mapping program.

# EXPORT BUILDER

## INTRODUCTION

The GIS\Key Reader can create custom exports for other programs (e.g., a statistical program, boring log program).

## QUERY DATA

1. Start the appropriate Reporting Tool by double-clicking an icon on the left side.
2. This starts the Query Tool.
  - a. Select the data as appropriate (i.e. select sites, dates, etc.),
  - b. Click 'Next' to get to the next tab.
3. At the last tab of the Query Tool, click 'Output' - 'Export' - 'Export Builder' (or click the 'Export' icon). For Chemistry, select 'Export' – 'Result Exports' – 'Export Builder'. This starts the 'Export Builder'

## FORMATTING

1. From the 'Available Data' area, select (double-click) the fields you would like to include in your export file. These fields will be displayed in the 'Selected Output' window.
2. To select a field from another table (i.e., other than the 'Selection Table'), select the appropriate table in the 'Select Table' drop-down list. The available fields from that table will show up in the box below.
3. The 'Browse' button (in the 'Available Data' area) lets you browse the selected table.
4. To change a field output name in the 'Selected Output' window, double-click the 'Output Name' field and enter the new name.
5. To set the sort order of the records in the table, double-click in the 'Order' field.
6. To insert a blank field:
  - a. Select a field,
  - b. Right-click on the field,
  - c. Select 'Insert New Field'
  - d. A blank field will be inserted before the selected field.
7. To save your export format (stored as \*.gex), click the 'Save' button. To load a previously-saved export format, click the 'Load' button.

## EXPORTING

1. To create the Export Table, click the 'Build' button.
2. To view and edit the Export Table, click the 'Browse' button. While browsing:
  - a. To edit records; select 'Edit' – 'Replace'. This will open the 'Replace Expression' Builder. Use FoxPro commands to replace values.
  - b. To delete records; select 'Edit' – 'Delete'. Use FoxPro commands to specify which records you wish to delete.
  - c. To hide a column; highlight a column, then right-click and select 'Hide'.
  - d. To move a column; highlight a column, left-click and hold the field name, and drag to the new location.
3. To export the table:
  - a. From the Browser, select 'File' – 'Save As' OR from the Export Builder, click the 'Export' button
  - b. Identify the file name, file type, and location of the table you wish to save
  - c. Then click 'Save'