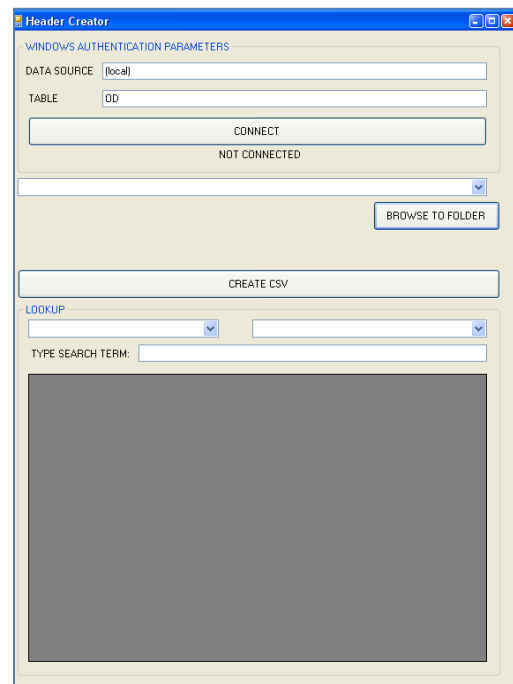


Instructions for loading Hydrologic Information into the BYU-HIS Database

Follow the steps below to load data into the BYU-HIS database. Please notice that these instructions are limited to adding information the DataValues table only. The other tables were previously created and to make changes to the other tables (i.e. insert new site location) refer to the CUAHSI-ODM reference manual.

1. Download the data from the water-quality probes into a excel spreadsheet
2. If you wish to use the DataFormatter VBA spreadsheet, skip to step 11
3. Connect to the server using a remote connection
4. Open the blank DataValues table saved in the Deer Creek group folder
5. Copy and Paste the values in the appropriate column
6. Fill the mandatory information. To assist in this process, you may wish to use the TableHeader Program. The program is also saved in the DC groups folder under the following path: `J:\groups\deercreek\HIS\TableHeaders.exe`
7. Enter the following information:
 - a. DATA SOURCE = (local)\SQLEXPRESS



b. TABLE = OD

8. Select Connect
9. You now can view all the tables in the database and use as a reference for uploading the information into the DataValues table. When you are done entering the information save the file as a CSV format.
10. Open the DataLoader application and open the file. Select commit on the bottom left-side.
11. If you wish to use the DataFormatter spreadsheet, open the spreadsheet (DC group folder) and follow the provided instructions. Note that this spreadsheet only generates the CSV file and you still need to load the file into the database using the DataLoader (see step 10).