



**Enviro
Data®**

GETTING STARTED

Here's how to learn Enviro Data and start creating your own database files. If you have problems anywhere along the way, please contact Geotech by email at support@geotech.com or by phone at 303-740-1999.

Installing Enviro Data

Install the Enviro Data program by running the **EnviroData8Setup.exe** that you obtained from Geotech. If you do not have a software key, clicking OK will provide you with a 7-day trial. For a more complete evaluation you can contact Geotech for a code to extend your evaluation from 7 to 30 days for no charge. Once downloaded, you may need Administrator privileges to run the Setup program.

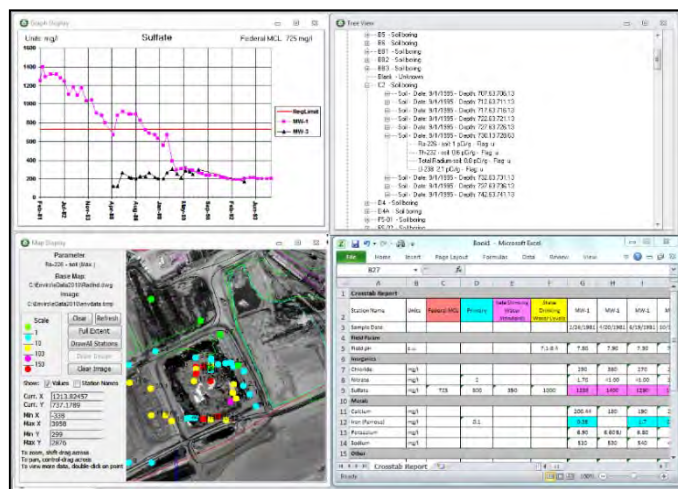
Geotech recommends using Microsoft (Office) 365, either 32 or 64-bit running in Windows 10 or Windows 11. However, Enviro Data will run on older unsupported versions of either.

Once downloaded, you may need Administrator privileges to run the Setup program.

Also, when you start to install a new program in Windows, Microsoft Defender may check to see if the program is a recognized app. Since Enviro Data and some other programs from smaller software publishers like Geotech are not frequently seen, it may pop up a warning that reads “Windows has protected your PC.” Since you know the source of Enviro Data, simply click on the text (below this warning) that reads “More info.” This will pop up a second window with two buttons. When you click on the Run anyway button, the Enviro Data install program will run. Finally, if you already have Enviro Data on your computer, and if asked, make sure you choose Repair Install and Enviro Data will complete the installation. The installation will place shortcut icons on your desktop for both the **EDITOR** and **VIEWER**. If the icons are generic, press F5 on you keyboard to refresh them.

Once Enviro Data completes its install, GeoObjects will also install. On some computers the GeoObjects install progress window remains on the screen after completion. If this happens, after a minute or so simply click on Cancel, then Exit Setup.

There are some additional issues that will need to be addressed after the installation such as setting Trusted Folders and Read/Write access. You can find this information at <https://geotech.com/resources/faq/getting-started/enviro-data-installation>.



Enviro Data Quick Start Guide

During the install, an example database called **EnvDData8.mdb** is copied into the program folder. Enviro Data connects to this database by default when it is first opened, if you have accepted the default program paths during installation. If you have installed the program and sample database in a different folder, you will need to locate the settings file and the database file. Contact Geotech if you have any trouble with this.

For help getting started see the [Learn](#) section on both the **Editor** and **Viewer** main screens. Learning About Enviro Data

Geotech Computer Systems offers and strongly recommends training for Enviro Data Users and Data Administrators. Time spent on this training will be more than repaid by your time saved, avoiding problems, and knowing how to use the features of the software. If you are evaluating the software, Geotech would be glad to provide a complimentary web-based presentation to familiarize you with the software before you try to use it. Contact Geotech for information on a web presentation or training.

It is recommended that you familiarize yourself with the major features of Enviro Data and how the software works using steps described in the following sections.

Using Microsoft Access

Access is made up of tables, queries, forms, reports, macros and modules. The tables contain the actual records while the queries pull out the data in the format you use for the reports and other output. While Enviro Data uses all of these, you interface with the forms and output data to reports. It is helpful to know how some of these things work in Access. (Note that forms are sometimes also called “screens” but that term generally will not be used here.)

Like other programs in the Microsoft Office Suite, Access had a Menu along the top and a Ribbon that in Enviro Data is hidden until you click on one of the Menu items and this it opens displaying icons representing specific functions relating to the Menu item click on. There is also a hidden Navigation Pane where you can access the tables, queries, etc. The Navigation Pane is kept hidden along the left side of Access Window and generally should only be used by advanced users and at the direction of Geotech Support.

The various forms in Enviro Data can be used to access other parts of the program, display data and controls that allow various choices. For those not familiar with Microsoft Access the forms that have multiple parts or pages generally have controls to help you navigate these. The first are Tabs that can be found near the top of many forms as shown below.

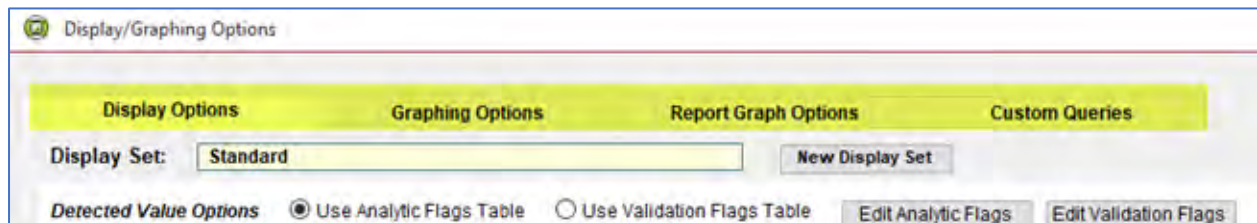


Figure 1 - Tabs on the Display/Graphing Options form

On the forms, there may also be various radio buttons, check boxes, drop down controls and other buttons. Checkboxes and radio buttons are elements for making selections. Checkboxes allow the user to choose items from a fixed number of alternatives, while radio buttons allow the user to choose exactly one item from a list of several predefined alternatives. Drop downs present lists of items where only one can be chosen. Buttons generally initiate an action like taking you to a new form or, make a change on the current form. In many cases, like on the Display/Graphing Options form, once you make your selections, they remain until you change them. On other forms like the Select Data form, you need to make new selections each time the form is opened.

Another type of control is the Access Record selector found at the bottom-left of forms with multiple pages and shown below. You can use this control to advance through records on a form or pages in a report. The options are First record, Back one record, the current and total pages, Next, Last, and add a New record. You can see the page count when the form first opens, the current page or, see the page total by clicking on Last button.

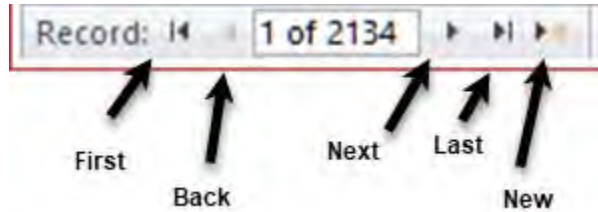


Figure 2 - Access Record Selector

Viewing the Tour

Before starting to work with your own data, it is strongly recommended that you take a time to run through the software Tour that appears on the screen when you open the program. Example import files are provided to highlight some of the common problems that you are likely to encounter when you import real data. If you close the **TOUR** form with the *Suspend Tour* button it will come back the next time you start the program. If you close it with the *Tour Completed* button, it will not reappear. There are separate Tours for both the Editor and Viewer. Each Tour takes about 90 minutes to complete.

Frequently Asked Questions

The Geotech website offers a long list of answers to the most Frequently Asked Questions that come up in our support tickets. You can find these by clicking on the button on the main screen of both the EDITOR and VIEWER or by going to <https://geotech.com/resources/faq>.

Create a New Database

After you have gone through the **TOUR** and the **Error! Reference source not found.** in this document and in the User Documentation, the next step is creating your own new Access database in the Enviro Data format.

If you wish to start with our example database, all the lookup tables except for **Sites, Station, Samples** and **Analyses** will be populated. However, your project manager is still responsible for reviewing and determining that the values in each lookup table are following your project's and regulatory agency's requirements. All lookups can be reviewed using the Lookups Report found under Reporting in **MAINTAIN DATABASE** form in the **Editor**. The **MANAGE LOOKUPS** form was provided so that the project manager could set up each project to meet the needs of that project. The project manager is also responsible for making sure all the lookups used in new data being imported are present in the lookup tables.

For the example below, we will start with the example database, EnvDData8.mdb.

1. Open the Enviro Data EDITOR program using the icon on your desktop. Check the banner on the lower edge of the EDITOR MENU and verify that the EDITOR program is attached to the example

Enviro Data Quick Start Guide

database (EnvDData8.mdb). If the example database is not attached, use the Attach Database button to locate and attach it. The example database is in the folder C:\Enviro\Edata8\.



Figure 3 - Enviro Data 8 EDITOR Menu

2. Check the banner on the lower edge of the **EDITOR MENU** and verify that the EDITOR program is attached to the example database (EnvDData8.mdb). **The example database is in the folder C:\Enviro\Edata8\.**
3. Click *Create New Database* at the top of the *Setup* group of the **EDITOR MENU**. Navigate to the folder where you want to save your database and enter a file name in the *File name* dropdown at the bottom of the **OPEN FILE DIALOG**. It must have an extension of .mdb or leave the extension blank. Click *Save*. The recommended folder for databases in a single-user installation is C:\Enviro\Edata8\Databases\.

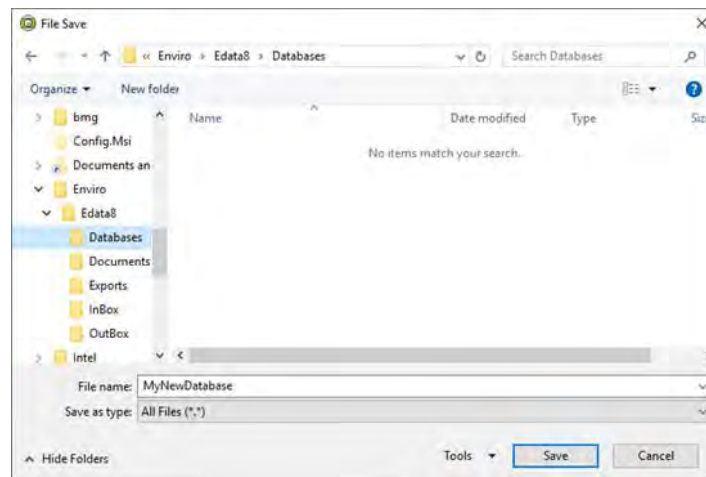
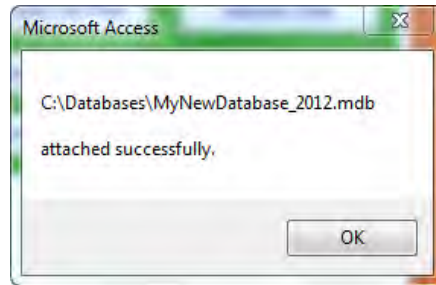


Figure 4 - FILE SAVE dialog

Because of a limitation in Microsoft Access, you can only create a database in a folder that has no spaces in the path, and the filename cannot have spaces either. Once the database has been created, the file can be named any valid filename, and placed and used anywhere you wish, so you cannot CREATE it with a name like *My Database*, or in a folder like *My Documents*.

When creating a new database from our example database, *EnvDData8.mdb*, answer *N* when asked if you want to export **Regulatory Limits** (because these limits are only sample limits). If you are creating a new database from a production database with valid limits, then answer *Yes* if you wish to use the same limits. Next, respond with *Yes* when asked if you want to attach to the new database.



Editor Database C:\Enviro\Edata8\Databases\MyNewDatabase.mdb

Figure 5 - Database attached dialog and window showing the attached database.

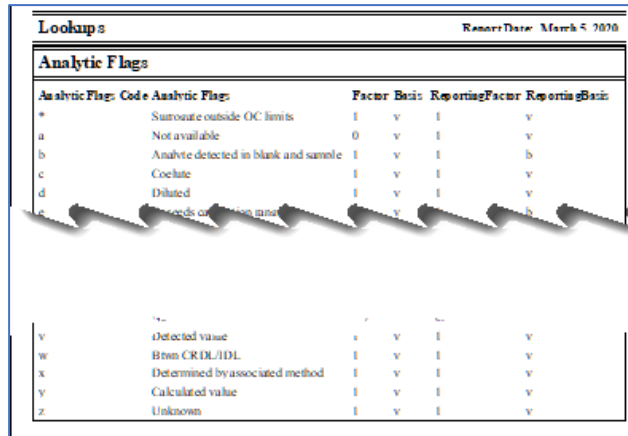
4. This new database file now contains blank tables for **Sites**, **Station**, **Samples** and **Analyses**, for your data imports and a full set of the lookup tables.
5. Success!

Modify the Lookups

You might want to modify the contents of the lookup tables, also called valid value lists, to suit your project. You can view the existing values and modify them as necessary. When you create a new database, the lookup tables are brought into the new database from the database you were attached to when you created the new one. For your first database, the lookup tables will be from the sample database provided with the software (**EnvDData8.mdb**). As you create more databases for different types of projects, these lookup tables can evolve. For each new database, you should attach to an existing database that will have the most similar lookup table content and use that to create the new one.

1. Click Maintain Database in the Setup section of the **EDITOR MENU**.
2. Click on Lookups Rep. This opens a report of all the lookup tables in your database. You can print it if you wish but be aware it is very long, over 100 pages. If you do print it, it is recommended you use the printer driver *Microsoft Print to PDF*. Then close the report, and the **MAINTAIN DATABASE** form.

Enviro Data Quick Start Guide

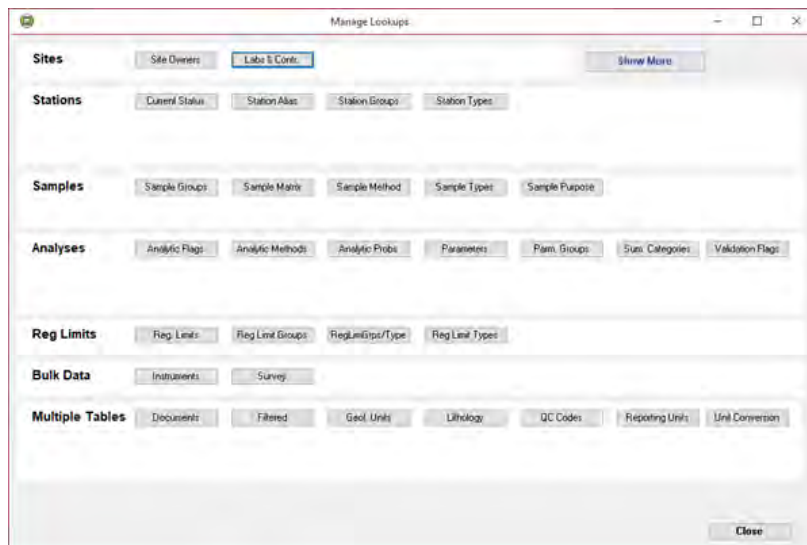


The screenshot shows a 'Lookups' report with a sub-section for 'Analytic Flags'. The report title is 'Report Date: March 5, 2020'. The table below lists various analytic flags with their codes, descriptions, and associated factors and bases.

Analytic Flag	Code	Analytic Flag	Factor	Basis	Reporting Factor	Reporting Basis
*		Surrogate outside OC limits	1	v	1	v
a		Not available	0	v	1	v
b		Analyte detected in blank and sample	1	v	1	b
c		Cochlate	1	v	1	v
d		Diluted	1	v	1	v
e		Records on previous run		v		b
f		Detected value	1	v	1	v
v		Detected value	1	v	1	v
w		From CRDL/IDL	1	v	1	v
x		Determined by associated method	1	v	1	v
y		Calculated value	1	v	1	v
z		Unknown	1	v	1	v

Figure 6 - LOOKUPS Report

3. On the **EDITOR MENU**, click on *Manage Lookups*. This screen shows the lookups that you can change.



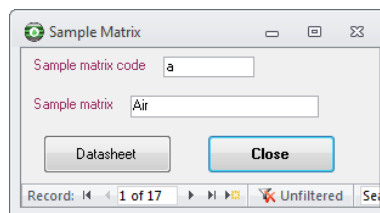
The screenshot shows the 'Manage Lookups' form in 'Show Less' format. The form is organized into several sections, each with a set of buttons for navigation and filtering:

- Sites:** Site Owners, Lab's Cont., Show More
- Stations:** Current Status, Station Alias, Station Groups, Station Types
- Samples:** Sample Groups, Sample Matrix, Sample Method, Sample Types, Sample Purpose
- Analyses:** Analytic Flags, Analytic Methods, Analytic Probs, Parameters, Param. Groups, Sum. Categories, Validation Flags
- Reg. Limits:** Reg. Limits, Reg. Limit Groups, Reg. Limit Groups/Type, Reg. Limit Types
- Bulk Data:** Instruments, Survey
- Multiple Tables:** Documents, Filtered, Geol. Units, Lithology, QC Codes, Reporting Units, Unit Conversion

A 'Close' button is located at the bottom right of the form.

Figure 7 - MANAGE LOOKUPS form in *Show Less* format

4. Click on one of the buttons, such as *Sample Matrix*, to open the editing form. Modify the values as necessary, and then close the form.



The screenshot shows the 'Sample Matrix' form in form view. It contains two text input fields:

- 'Sample matrix code' with the value 'a'.
- 'Sample matrix' with the value 'Air'.

Below the input fields are two buttons: 'Datasheet' and 'Close'. At the bottom of the form, there is a status bar showing 'Record: 14 of 17' and 'Unfiltered'.

Figure 8 - SAMPLE MATRIX form in form view

Enviro Data Quick Start Guide

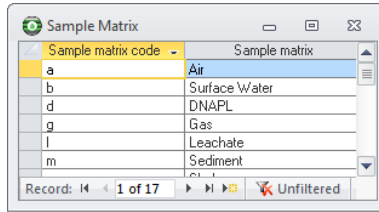


Figure 9 - SAMPLE MATRIX form in datasheet view

Note: You can switch to datasheet view to see multiple records, and then click on the gray box to the left of a record to go back to form view for that record.

5. Close the **MANAGE LOOKUPS** form.

Set Up a Site

The data hierarchy in Enviro Data has four major tables, **Sites** (projects or facilities), **Stations** (locations of samples or observations, such as soil borings or monitoring wells), **Samples**, and **Analyses**. Enviro Data uses a database feature called Referential Integrity to protect your data, and that means that the hierarchy is strictly enforced. To add Stations, Samples, and Analyses, you will need to have at least one Site. Here's how to do that.

On the **EDITOR MENU**, under Import/Edit click on *Sites*.

Enter a *Site Name* and *State* at the top of the **SITES** form. Required fields are in **red**. All other fields are optional. Click Done on the upper right of the screen when finished.

Figure 10 - **SITES** form

Automated Import

Enviro Data does not have an automated import routine that import for Sites since each project database generally only contains one or two sites. However, there is an automated import for both stations and samples/result data that is received in one of the Data Transfer Standard (DTS) formats, or other supported or user-defined formats. Data received in these formats can be imported into the database through the **IMPORT WIZARD** form. This feature checks the import file for correct formatting and consistency with site, station, and lookup table information. The program informs the person importing the data if problems have been found, and presents options to fix data errors interactively, edit the import table and resume the import, or end the process if additional research on the data problems is required.

EnviroData Quick Start Guide

Once the data has been checked by the automated routines, you can choose to place the data in the main tables, or optionally in a validation table, where additional data review and validation can be performed before the data is imported into the database.

The following sections will cover importing Stations, Samples and Results.

Importing Stations

The next data element to enter is Stations. You can type them in, as you did with Sites, using the *Sites* button in the Import/Edit section, but often it's easier to import them, especially if you already have them in digital form.

Using **ImportStation8.xls** as a template, create an Excel sheet with your station information. **ImportStationExample8.xls** is an example of a completed station's import file. These files are in the **Enviro\Edata8** folder generally on the C:\ drive. You can also create your own Stations import format, extract Stations from your lab files or, add them during a data import.

A	B	C	D	E	F	G	H	I	J	K	L	M
StationName	SiteName	ShortName	OldName	Location_CX	Location_CY	GroundElevation	DatumElevation	Depth	ScreenTop	ScreenBase	StationTypeCode	StationTypeCode2
MW-100	Refining Inc.	100									mw	z
MW-101	Refining Inc.	101									mw	z
MW-102	Refining Inc.	102									mw	z

Figure 11 – ImportStationExample8.xls file

Notes:

- All columns with **red captions** must be populated.
 - You may use “z” as a default code for all lookups (StationTypeCode, StationTypeCode2, etc.) where you do not have the data.
 - You must enter a Station *ShortName* or use the *SiteName* that you entered above.
1. The **MANAGE LOOKUPS** form described above has buttons that display the various lookup codes. The lookup codes with red labels in the import file are used by the **Stations** table. Be sure any of the values in the required fields have an entry in the appropriate lookup table.
 2. When your stations import Excel sheet is completed, click on *Import Data* in the Import/Edit section on the **EDITOR MENU**.
 3. Select Stations Excel 8 for *File Type and Format*.

Enviro Data Quick Start Guide

Import Wizard - Select File and Format for Import

This wizard will guide you through selecting, checking, cleaning up, and importing a data file. It will help you document what you did, and allow you to roll back an import later if necessary. To begin, choose a file type and format below, then type in or select the file path and name.

File Type and Format: Stations Excel 8

File Path and Name: C:\Enviro\Edata8\ImportStations8.xls [Select]

Delivery Group Project: Validation Data

Or Use one of these choices to edit the import table, resume the most recent import, or undo any previous one.

[Edit Import File Table] [Resume Last Import] [Undo A Previous Import]

[Next >] [Finish] [Close]

Figure 12 - **Import Wizard - Select File and Format for Import** form

4. Click Select at the right of the *File Path and Name* text box to navigate to the station import file you made and click Open.
5. Click Finish.

You should get a popup stating how many stations were imported. Click OK to close this. Import Results (Samples and Analyses)

Importing Samples and Analyses

The last two data levels in Enviro Data are Samples and Analyses, and they generally are imported together.

As with the stations, Enviro Data contains an automated import routine that imports sample and result data using DTS (Data Transfer Standard) files or other formats. Analytical laboratories performing analyses can be provided with instructions and copies of the DTS. They are encouraged to deliver data in this format and this document can be downloaded using the Lab File Format button under the Learn section of both the Editor or Viewer. Using one of the DTS format files, such as **DTSFormat8.xls** as a template, create an Excel sheet with your samples and results information. **SuccessfulImport8.xls** is an example that you can consult when populating your own import files. These files are in the **Enviro\Edata8** folder generally found on the C: drive.

Notes: All lookup code columns with **red** captions must be populated.

You may use “z” as a default code for lookups (*SampleTypeCode*, etc.)

SampleTop, *SampleBottom*, *DuplicateSample* and *Superseded* can be left blank or defaulted to 0 (zero).

If you have digital data in a columnar format, but different from one of the Enviro Data DTS formats, you can use the User-Defined Import options in the Import Wizard. Contact Geotech if you need help with that.

Enviro Data Quick Start Guide

A	B	C	D	E	F	G	H
SiteName	StationName	SampleDate_D	SampleTypeCode	SampleMatrix	SampleTop	SampleBottom	DepthUnits
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft
Refining Inc.	MW-14	6/16/1999 0:00	z	Water	0	0	ft

Figure 13 - DTS format file

1. After constructing your import file, click on Import Data in the Import/Edit section on the **EDITOR MENU**.
2. Select the *File Type and Format* that matches your import file format.
3. Click Select at the right of the *File Path and Name* text box. Navigate to the file you made and click Open.
4. Click Finish.
5. The **HELP MATCH STATIONS** form may open if there's a discrepancy in spelling Station names. You can use the dropdown on the right to find the correct station, or click Add Station to add a new station, if needed. After matching stations, it will continue the import.

Figure 14 - **Import Wizard - Match Station Names** form

6. Another helper screen for matching or adding new parameters may appear.

Enviro Data Quick Start Guide

Import Wizard - Match Parameter Names

This screen will help you match parameter names in the import file with those in the database.

Add Parameter
Add Alias

Old Parameter Name	Change To
ph-f	Field pH

Record: 1 of 1

Cancel < Back

Figure 15 – **Import Wizard - Match Parameter Names** form

7. And one for matching reporting units, and perhaps others.

Import Wizard - Match Reporting Unit Names

This screen will help you match reporting unit names in the import file with those in the database.

Old Name	Change To
ml	mg/l

Record: 1 of 1

Cancel < Back Finish

Confirm Change

Please confirm this change:
Replace ml With mg/l?

Yes No

Figure 16 - **Import Wizard – Match Reporting Units** screen

8. When all is correct the import will run to completion. You will see a dialog box showing the result, and perhaps a form showing the imported data.

Enviro Data Quick Start Guide

DeleteRecord	StationName	ImportProblem	LongName	CasNumber	ReportingUnitsCode	SiteName	Value
<input type="checkbox"/>	MW-16	Imported	Anthracene	120-12-7	ml	Refining Inc.	57
<input type="checkbox"/>	MW-15	Imported	Anthracene	120-12-7	ml	Refining Inc.	57
<input type="checkbox"/>	MW-14	Imported	Anthracene	120-12-7	ml	Refining Inc.	740
<input type="checkbox"/>	MW-16	Imported	Benzene	71-43-2	ml	Refining Inc.	62
<input type="checkbox"/>	MW-14	Imported	Benzene	71-43-2	ml	Refining Inc.	62
<input type="checkbox"/>	MW-15	Imported	Benzene	71-43-2	ml	Refining Inc.	75
<input type="checkbox"/>	MW-15	Imported				Refining Inc.	7.6
<input type="checkbox"/>	MW-15	Imported				Refining Inc.	7.2
<input type="checkbox"/>	MW-14	Imported				Refining Inc.	7.3
<input type="checkbox"/>	MW-16	Imported				Refining Inc.	7.5
<input type="checkbox"/>	MW-15	Imported				Refining Inc.	7.1
<input type="checkbox"/>	MW-16	Imported				Refining Inc.	7.2
<input type="checkbox"/>	MW-14	Imported				Refining Inc.	7.3
<input type="checkbox"/>	MW-15	Imported				Refining Inc.	7.4
<input type="checkbox"/>	MW-14	Imported				Refining Inc.	7
<input type="checkbox"/>	MW-16	Imported				Refining Inc.	7.1
<input type="checkbox"/>	MW-14	Imported				Refining Inc.	7.1
<input type="checkbox"/>	MW-16	Imported				Refining Inc.	7.4

Figure 17 - **IMPORT RESULTS** form

Validation

One of the options in the Import Wizard is to import the data either into just the main tables or into the main tables and the Validation Module. If you import the data into the main tables, you can later move it to the Validation Module using the **SELECT DATA** form. The Validation Module can be used for a variety of data checking activities ranging from “eyeball” checking all the way up to a full CLP Level 3 type validation. The system contains tables and forms for data validation activities. Many of these features are also useful to users who are not planning to perform strict data validation. Information can be stored regarding project required detection limits, spike amounts and target recoveries, QC sample and analysis frequencies, and holding times. The Validation Module also contains some statistics capabilities and many specialized reports.

Selecting and Displaying Data

Now that you have imported data, you will want to retrieve and display it. Enviro Data provides a variety of ways to easily do this. The next sections will provide a brief overview of how to do this.

Retrieving data in Enviro Data has three parts: Data Selection, Display Options, and Output Type. Start with selecting data. In the Data Selection step, you determine which results you want to display, such as which locations, dates, depths, parameters, and so on.

1. Open the **Enviro Data VIEWER** program using the *View Data* button on the **EDITOR** menu or the icon on your desktop.

Enviro Data Quick Start Guide

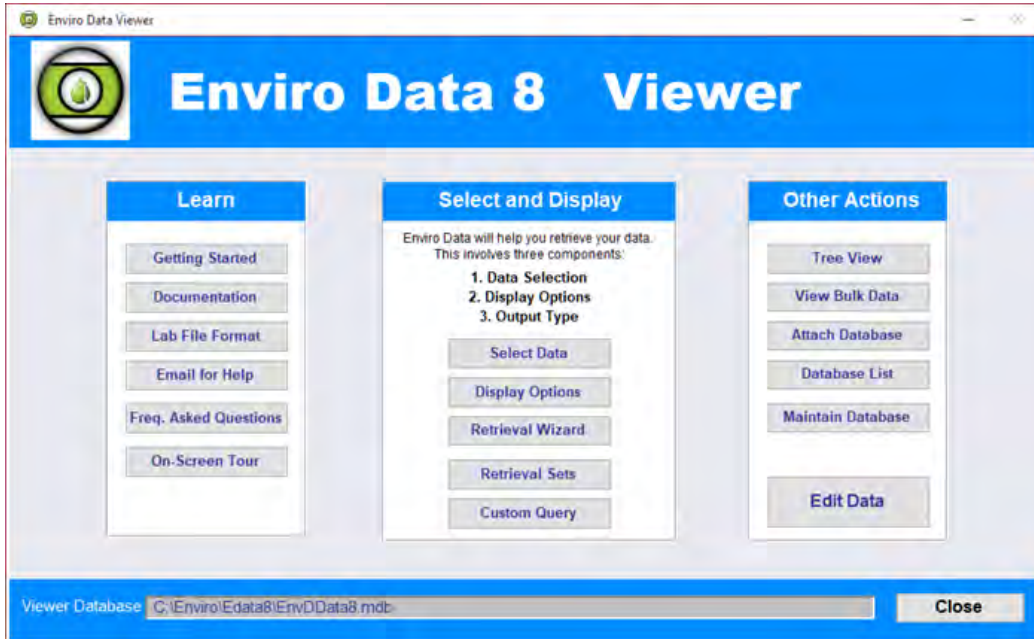


Figure 18 - Enviro Data **VIEWER** Menu

2. Click on the *Select Data* button on the **VIEWER MENU**. This will display the **SELECT DATA** form. Most data retrieval activities are tied to this form, letting you display or export the selected data for further analysis. Click the *Analyses* radio button near the top right side of the form to activate the form, as shown below.

NOTE: There is a limit of 1000-characters for each of the *Filter Criteria Boxes* in the SELECT DATA form.

Figure 19 - **SELECT DATA** form

Enviro Data Quick Start Guide

3. Enter selection parameters as you wish, and then create reports, graphs, maps, and exports. Selection Sets can be saved with names using the Save/Load tab.

Save/Load

Sometimes when you make selections on the **SELECT DATA** form, you may want to use the same or similar selections later. The save/load feature in Enviro Data allows you to save those selections under a name you select, and then call them back up later.

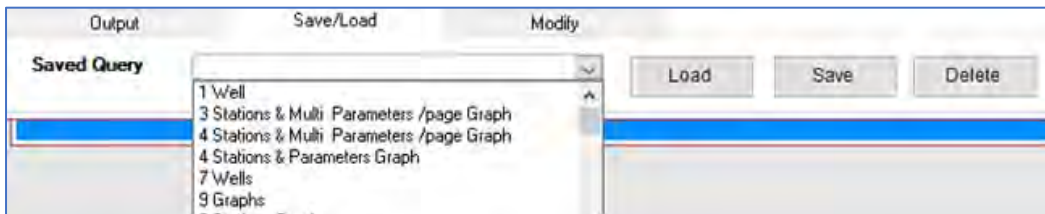


Figure 20 – Save/Load section of **SELECT DATA** form showing how to select a Saved Query.

Display/Graphing Options

Display/Graphing Options determine how the individual results are presented. These options let you configure graphing and reporting options, including, for example, designating whether regulatory limits are displayed, and whether results should be automatically converted to consistent measurement units before output. In many cases, the default options work just fine. Remember, when the display options are changed, Enviro Data retains these changes and continues to use them until they are modified, or until another display set is selected. Note that Display Options are available from buttons on both the **VIEWER** and **SELECT DATA** forms but for now, you will open it from **SELECT DATA**.

If you do want to change the Display Options, click on the Display Options button on the **SELECT DATA** form. This brings up the **DISPLAY OPTIONS** form. Display Option sets can be saved with names for later use.

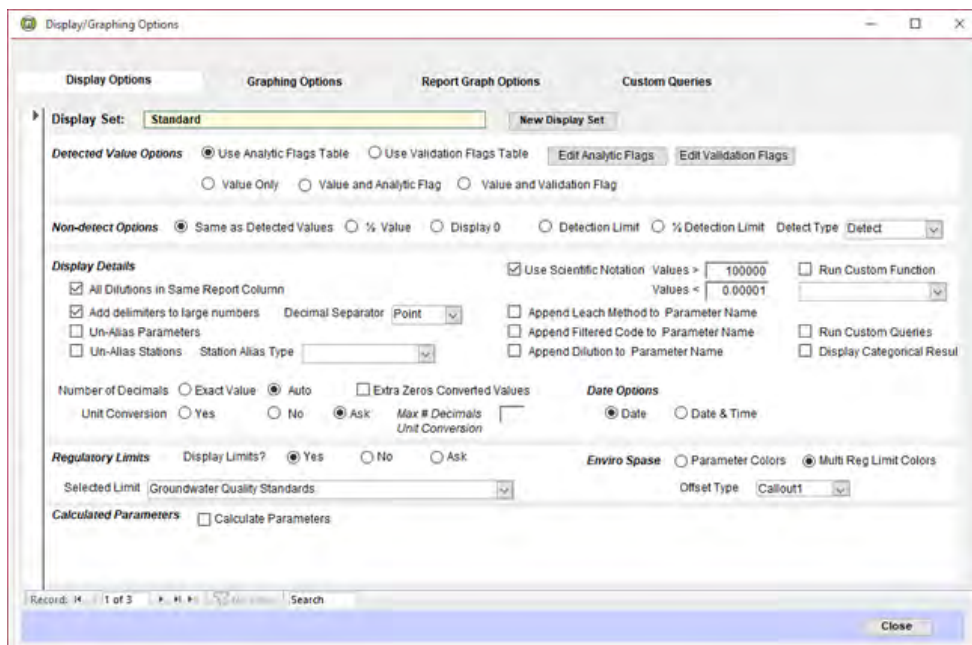


Figure 21 – **Display/Graphing Options** form

Output Type

Output Type determines the physical configuration of the output, such as a report for printing, a graph, a map, or an export. Which output option to choose depends on the needs of your project. Some examples are shown in the next section.

Listing of Data

There are two different options to list your data from the Select Data form. These are *List* and *Quick List*. Select the data using the **SELECT DATA** form, and then click on *Quick List* or *List* to bring up an Access list window showing your data where you can view it, print it, or select all or part of it to copy to the clipboard. The difference between the two lists is that *Quick List* displays all the fields in the **SelectedData** table while *List* provides a set of selected fields. *List* also allows you to select which fields are displayed. The order of the fields can be rearranged in both list windows. *List* also provides a view the higher levels of the data (sites, stations, etc.), and easily export the contents of the window to Excel by clicking on the *Export to Excel* button. Both listings can be used to view your data and capture it in the clipboard for further use. Quick List, on the other hand, is much faster, especially for large data retrievals.

Report

This option is for preparing formatted reports for printing. Enviro Data comes with several dozen report formats, and you can modify the existing reports, or create your own, and then print them for project staff, clients, and regulators. Report formats include line-by-line, crosstab with samples across or down, and various graph formats. Specialized reports can compare to multiple regulatory limits or display groundwater and NAPL data.

Graph

Enviro Data makes it easy for you to create time-sequence graphs of your data. You can graph multiple parameters for one station or multiple stations for one parameter. You can display a regulatory limit on the graph, and specify whether you want the points labeled, or a connecting line between the points.

Export

Enviro Data allows you to export data in a variety of formats, and new formats are being added on a regular basis. Export formats are included for various programs that let you display and analyze your data, including two-dimensional contouring, three-dimensional modeling and display, and boring log software. Other formats are provided to satisfy various regulatory requirements, and for import into other data management programs. Another set of exports creates simplified files in Access or Excel for further analysis and formatting. Note that the exports that show in the form are determined by your project manager.

Crosstab Wizard

One of the most used and powerful export features is the Crosstab Wizard, which lets you create crosstab tables with nearly complete control of what data elements are included in the output. It is accessed from the by clicking Export on the *Select Data* form which brings up the **Select Export Format** form. Select the *Crosstab Wizard* option and click *Next*.

Enviro Data Quick Start Guide

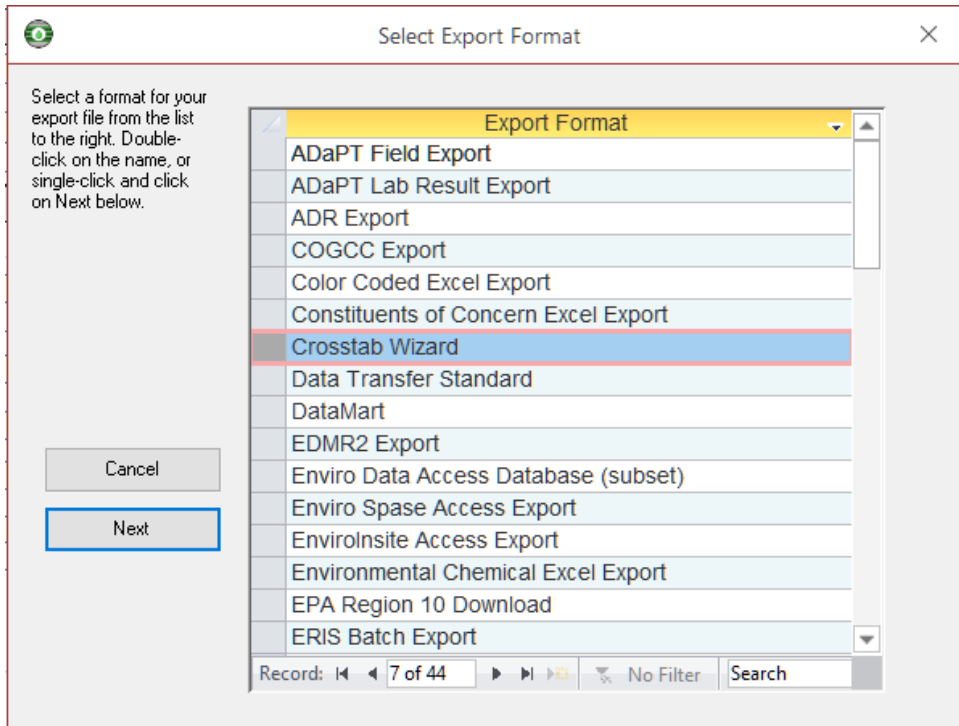


Figure 22 - The **Select Export Format** form with **Crosstab Wizard** selected.

This option creates an Excel file with the data in a crosstab table, but with much more flexibility than the canned reports. It makes a table with column headers across the top, and row headers down the side. Then the results are shown in the middle. You can have as many crosstab layouts as you need. The software comes with several layouts.

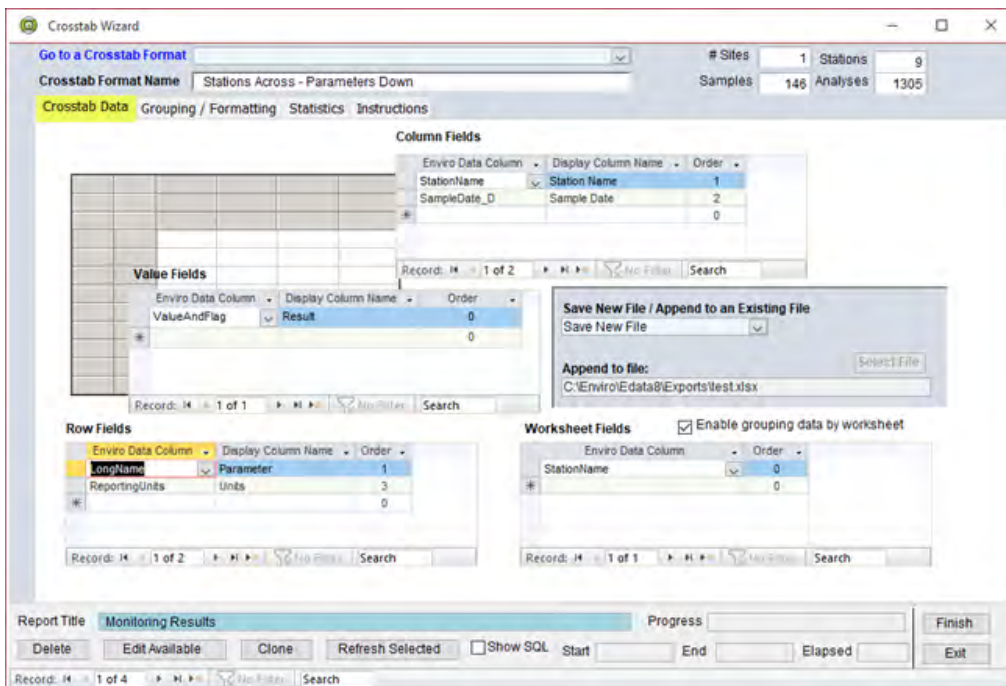


Figure 23 – **Crosstab Data** tab on the **Export Crosstab** form

Enviro Data Quick Start Guide

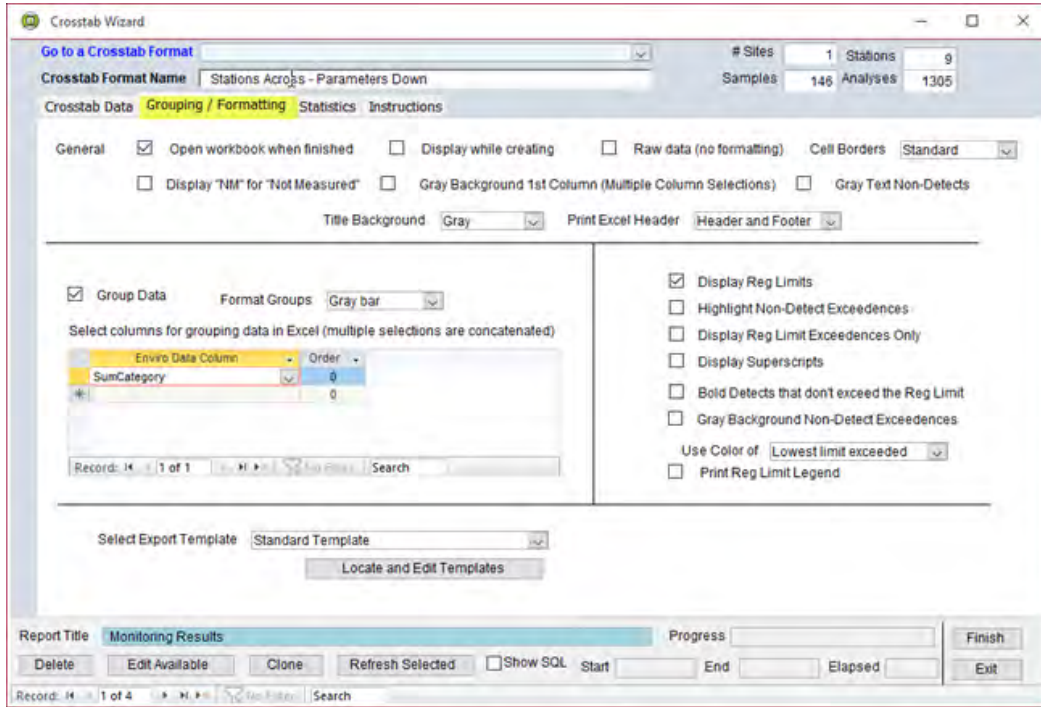


Figure 24– Grouping/Formatting tab on the **Export Crosstab** form

Note the Select Export Template section in the lower part of the window (above the buttons at the bottom) as a Template **MUST** be selected to create a crosstab export. The template, not shown, places custom headers and footers above and below the data section.

The crosstab in Figure 25 displays sample information across, parameter information down, and the combined value and flag in the value area.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Monitoring Well SVOCs														
2	Station Name	Units	Federal MCL	Primary	Safe Drinking Water Standards	State Drinking Water Levels	MW-1	MW-1	MW-1	MW-1	MW-1	MW-1	MW-1	MW-1	MW-1
3	Sample Date						2/26/1981	4/20/1981	6/19/1981	10/1/1981	1/27/1982	4/27/1982	7/20/1982	10/13/1982	1/18/1983
4															
5	Metals														
6	Calcium	mg/l					200.44	180	190	200	210	200	200	200	210
7	Iron (Ferrous)	mg/l		0.1			0.35		1.7	0.76	0.5	0.58	0.49	0.6	0.72
8	Potassium	mg/l					6.90	6.60 B.J	6.80	48	6.40	7.30	6.80	6.20	6.20
9	Sodium	mg/l					510	530	540	450	550	530	510	500	500
10	Other														
11	Total Dissolved Solids	mg/l					2744	2751	2813	2640	2705	2720	2730	2490	2670
12	Inorganics														
13	Chloride	mg/l	250				290	380	270	280	270	290	250	240	280
14	Nitrate	mg/l	10	2			1.70	<1.00	<1.00	1.00	<1.00	1.00	<1.00	<1.00	6
15	Sulfate	mg/l	725	800	350	1000	1255	1400	1290	1320	1320	1280	1240	1100	1180
16	Field Param														
17	Field pH	s.u.					7.1-8.4	7.80	7.90	7.30	7.50	7.50	7.50	7.60	7.90
18															
19															
20															
21															
22	Analyte concentration exceeds the standard for:														
23		Federal MCL				Source:									
24		Primary													
25		Safe Drinking Water Standards													
26		State Drinking Water Levels													
27															

Figure 25 - An example of a Crosstab report showing four levels of exceedances in color.

EnviroData Quick Start Guide

The Crosstab also can display a set of summary statistics that can be selected from the Export Crosstab form shown below. These are placed to the right of the data columns.

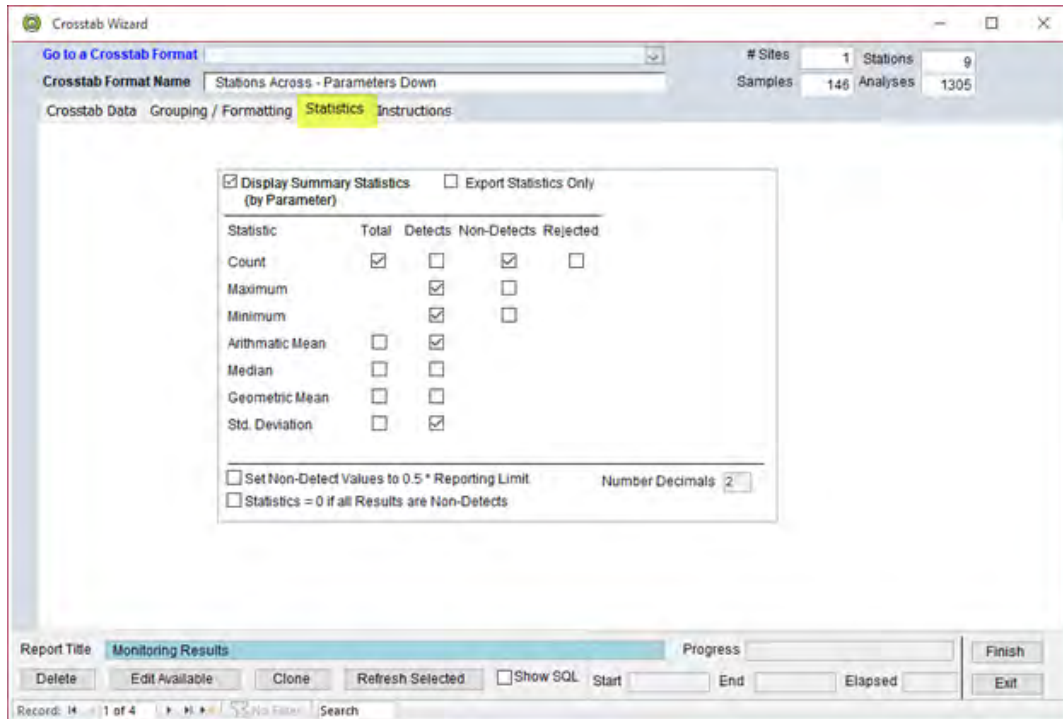


Figure 26 - The Statistics tab of the **EXPORT CROSSTAB** form

BF	BG	BH	BI	BJ	BK	BL	BM	BN
MW-1	MW-1	MW-1	Summary Statistics					
02/22/94	05/18/94	08/01/09	Count	Count(non-detects)	Maximum(detects)	Minimum(detects)	Mean(detects)	Std Deviation(detects)
131	121	52	0	210.000	105.000	148.008	33.244	
0.50	0.36	52	0	5.500	0.042	2.045	1.805	
4.03	3.46	53	0	48.000	1.100	6.208	6.329	
100	96.6	53	0	550.000	96.600	289.672	164.317	
881	850	53	0	2813.000	850.000	1658.736	714.667	
140	145	53	0	380.000	120.000	190.472	60.589	
		50	24	10.000	0.350	1.703	1.552	
200	205	53	0	1400.000	190.000	641.094	410.910	
7.90	7.20	55	0	8.000	6.970	7.443	0.288	

Figure 27 - Summary Statistics from crosstab report

The Crosstab Wizard is discussed in greater depth in both the *Tutorial* and *Basics* sections of this main documentation.

Conclusion

Thank you for using Enviro Data. If you have problems anywhere along the way, please contact Geotech by email at support@geotech.com or by phone at 303-740-1999. You can also check out the Geotech website which offers a long list of answers to the most Frequently Asked Questions that come up in our support tickets. You can find these by clicking on the button on the main screen of both the EDITOR and VIEWER or by going to <https://geotech.com/resources/faq>.