

Version 2.0 – 07/12/2010



**ESF8**

**DOH Scribe User Manual  
(Intranet Network Access Edition)**

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## **Disclaimer**

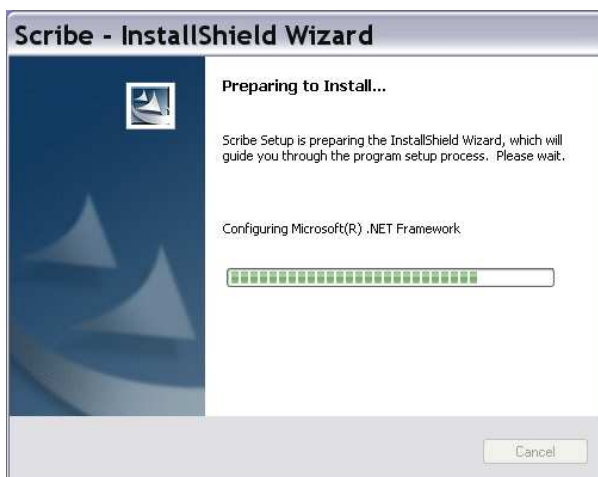
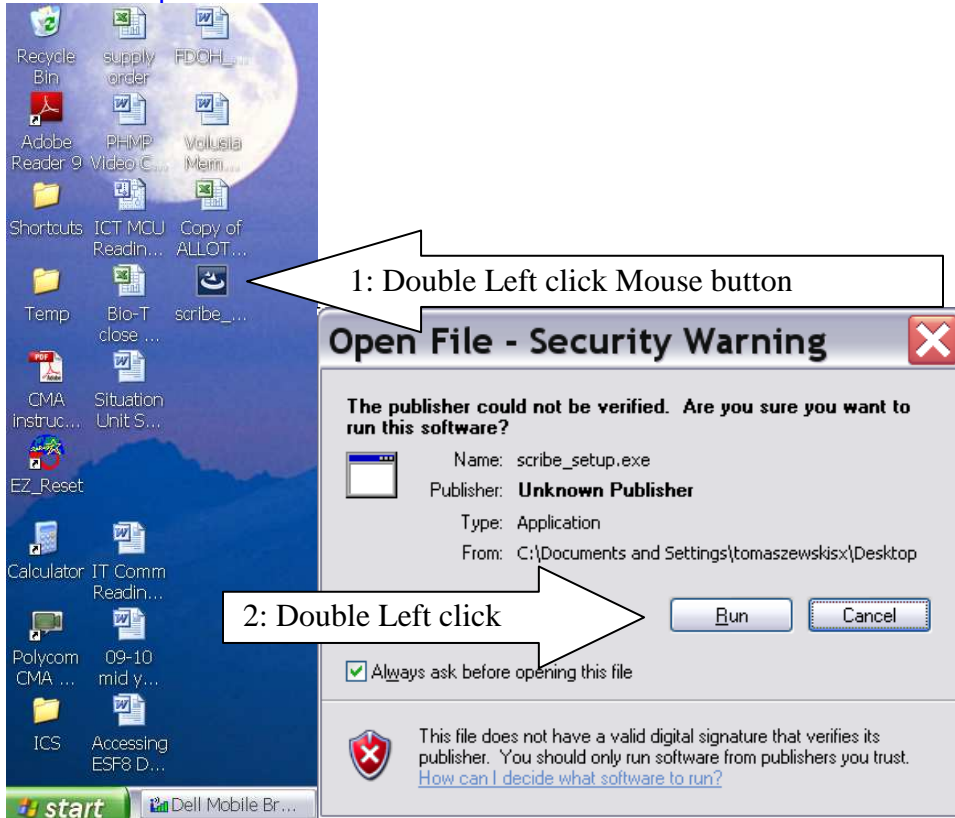
Section for disclaimer!

## **Introduction**

Thank you for supporting The United States Environmental Protection Agency and its Environmental Response Team Centers Scribe data collection/reporting tool for environmental data. Scribe v3.8 is built around Microsoft Access database and is a client software package that needs to be installed on a local computer before use. Currently, this is not an Internet application. The software package was downloaded from (<http://www.ertsupport.org/downloads.htm>) and is located at [[http://dr.doh.ad.state.fl.us/dr/ESF8 EVENTS\2010 Events\Deepwater Horizon\Situation Unit\SCRIBE\SOFTWARE](http://dr.doh.ad.state.fl.us/dr/ESF8%20EVENTS/2010%20Events/Deepwater%20Horizon/Situation%20Unit/SCRIBE/SOFTWARE)], under the folder called software/scribev3.8.

# Software Installation

Copy the software package to your desktop (called **scribe\_setup.exe** with a 60 MB size) from the Z: drive located at <\\dr.doh.ad.state.fl.us\dr\ESF8 EVENTS\2010 Events\Deepwater Horizon\Situation Unit\SCRIBE\SOFTWARE>



Once the machine finishes its configurations and loading of system files it is time to start the install by selecting the “Next” icon.



After review the End User License Agreement, select the “Next” icon.



You can enter your information, or let the default settings populate the fields. Select the “Next” icon to proceed with the install.



We will use the default destination folder for the installation, select “Next” to proceed.



Let the program setup under the “Typical” installation, select “Next” icon to continue,



Select the “Install” icon to complete the installation now,

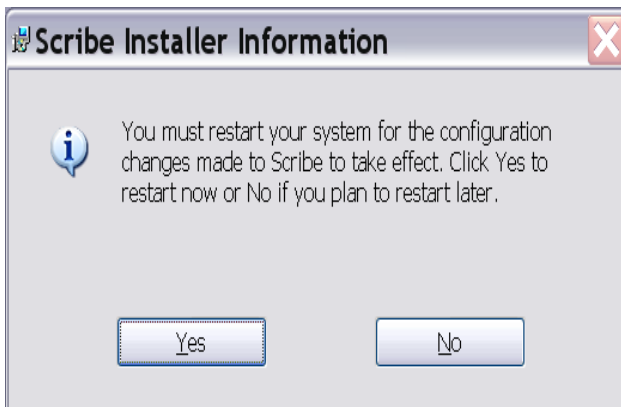




Select the “Finish” icon.

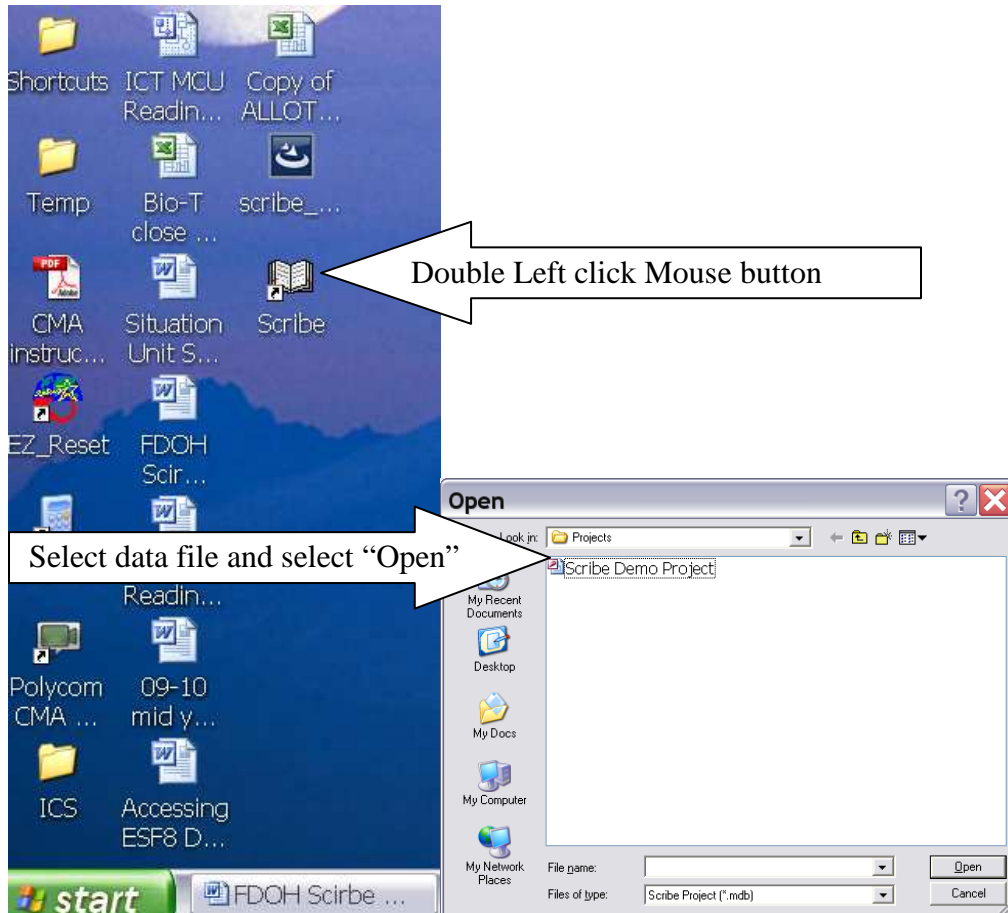


In order for the installation to finish, select “Yes” to restart the entire machine so the changes are made to your system.



## Launching Application

Click on the “Scribe” Icon on your desktop. This will bring you to the database files stored on your local machine (See “**Connect to the FDOH shared database file**” section to connect to access the network stored data.



Once you select your database file select the ‘Open’ icon. If you are a first time user, select the Scribe Demo Project to start, and select the “Open” icon.

You are ready to access the demo database file you downloaded.

Scribe - [ADEMDW [MULTI SITES]]

File Lists Scriplets Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

ADEMDW [MULTI SITES]

ADEMDW [MULTI SITES]

Site Name	Site Ac	Site #	Site Phone	Location	EPA Contact	EPA Phone	EPA Proj Number	Contract Name	WA Number	EPA Contract	Contractor	Contractor Contact
AL ECI BP Deepwa	ALECIDW	ALECIDW		Gulf of Mexico/Alabama								EnviroChem
Deepwater (R04)	R04DW	R04DW			Randy Natta							2
Deepwater (R06)	R06DW	R06DW			Eric Delgado							
Deepwater Air Mon	CTEH DW	CTEH DW										
ERTDW	ERTDW	ERTDW										
Fonds DEP_DW	FLDW	FLDW										
MS Deepwater Hol	MS DW	MS DW										
NPS_DW_Field	NPSDW	NPSDW		Gulf Island National Seashore								

File Name: C:\Program Files\Scribe\Projects\2010\_06\_23.mdb 6/23/2010 10:28 PM

Scribe - [Lab Results]

File Lists Scriplets Help

Print Export View Edit Add Copy Delete Filter Sort Select Find

ADEMDW [MULTI SITES]

Lab Results

Summary Lab Results

Remove Filter Save Layout Layout: ADEM Layout

Lab Results: 71 (Filtered)

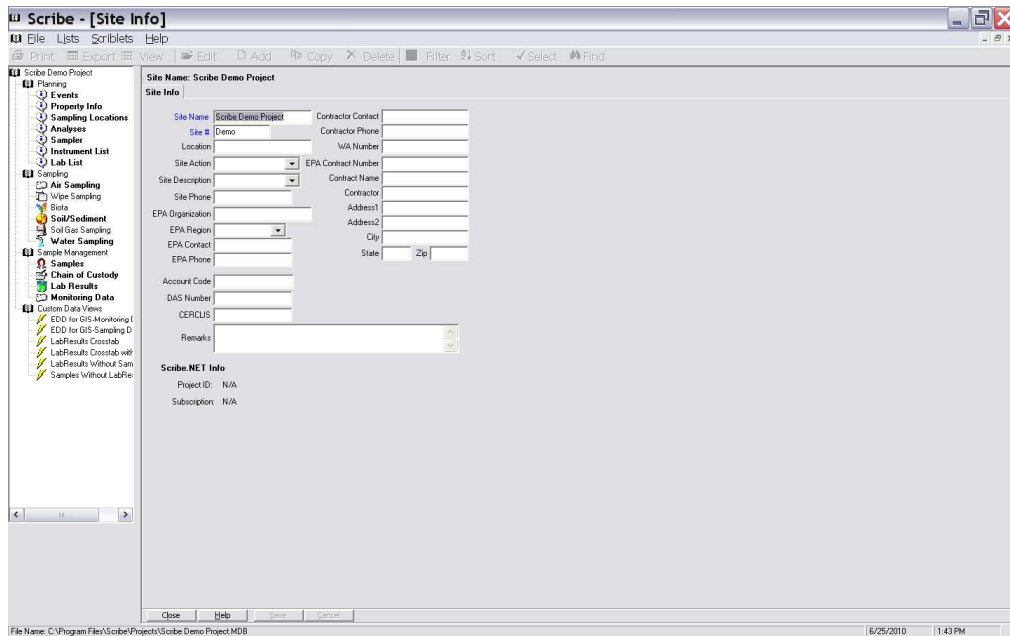
Location	Matrix	Lab Matrix	Analysis	Analyte	Result	Units	Detected	Qualifier	Lab Qualifier
ADEM-GOM-5	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-5	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-6	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-6	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-7	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-7	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-8	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-8	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-9	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-GOM-9	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-DI_EAST	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-DI_PIER	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-D0GR_ALB	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-FWL_R	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-FWL_R	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-BON_SEC	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-FRT_MGN	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-LL_PASS	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-BP_DIV	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-C_DMIE	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-ESC_AVE	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-KEE_AVE	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-OB_WP	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-P_COVE	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U
ADEM-SPAN_COV	Water	Liquid	EPA1664	OIL & GREASE, TOTAL RECOVERABLE	5	MG/L	N		U

File Name: C:\Program Files\Scribe\Projects\2010\_06\_23.mdb 6/23/2010 10:36 PM

## Connect to the FDOH shared database file

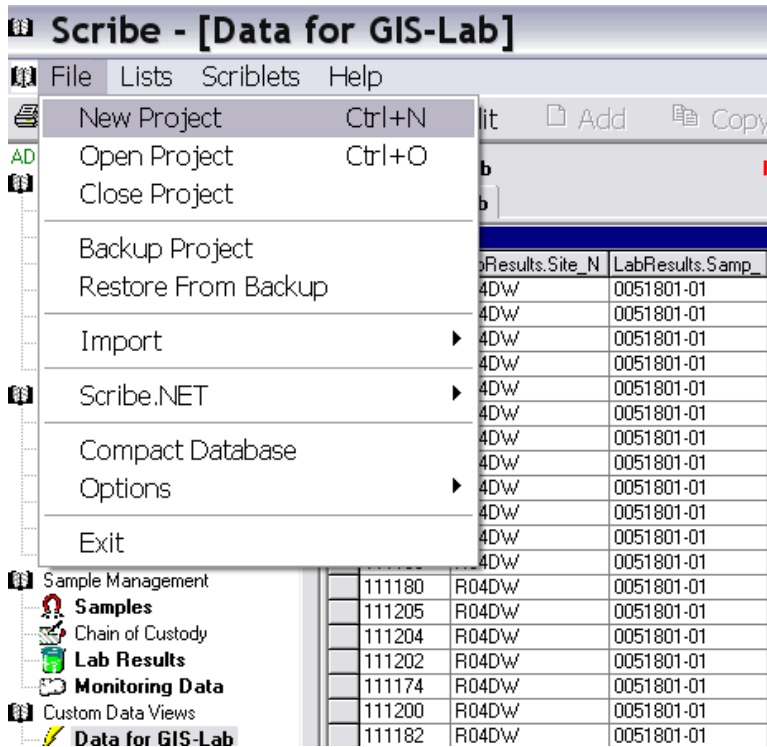
If you are reviewing this section you want to connect and perform analytics on the **FDOH Scribe.mdb** file located on the network Z: drive for DR. Please contact your IT helpdesk to map <\\dr.doh.ad.state.fl.us/dr> on your computer.

Open up the Scribe software installed on your computer. The screen should look similar to the following. If this is the first time you are opening Scribe for the first time select the Scribe Demo Project.mdb from the project folder.

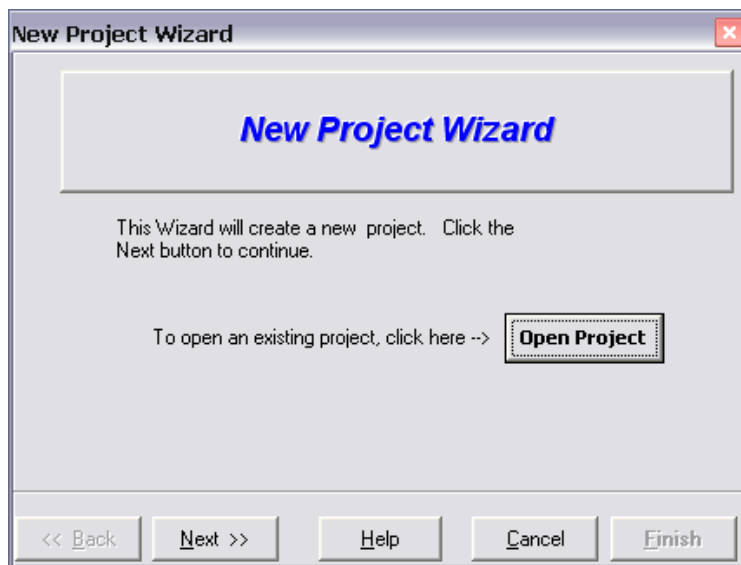


To open the FDOH Scribe.mdb file on the Z: DR drive complete next steps and access the shared database.

Select New Project from the menu;

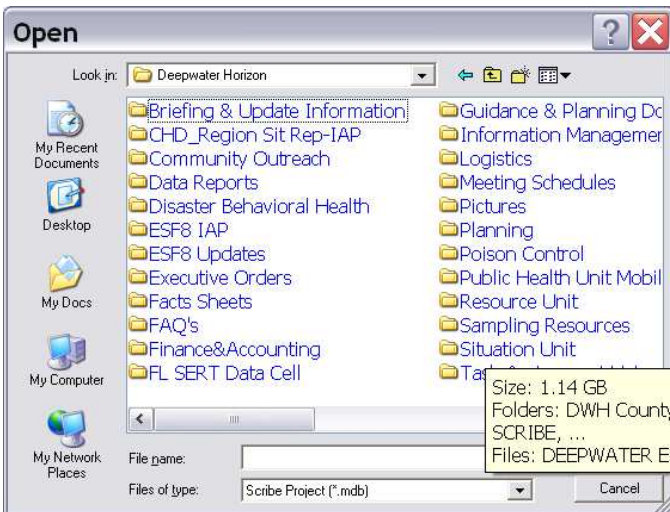
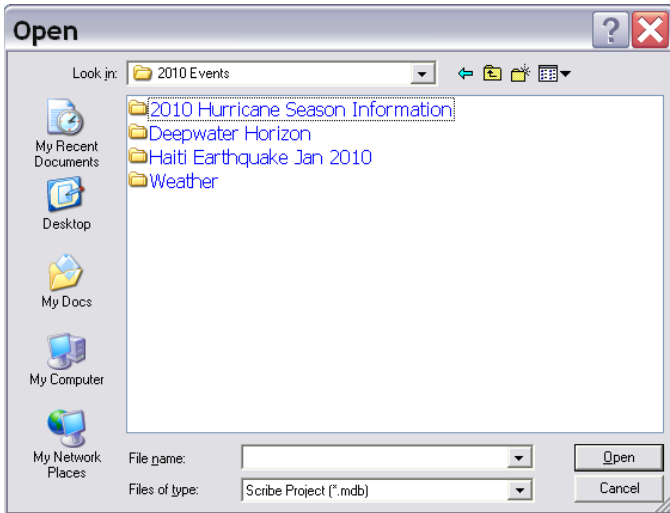
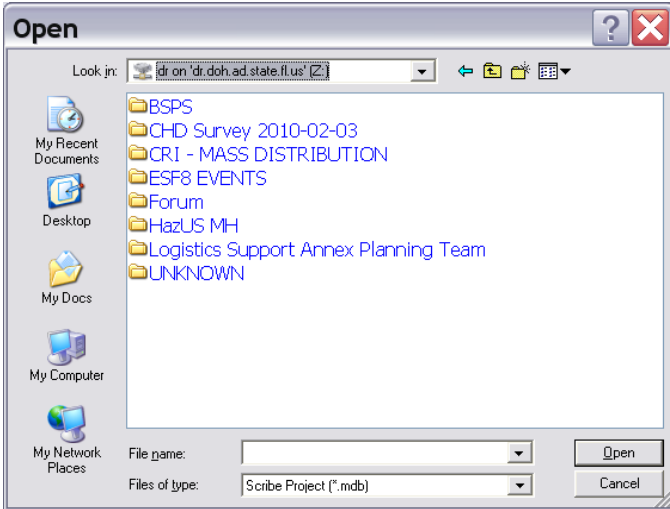


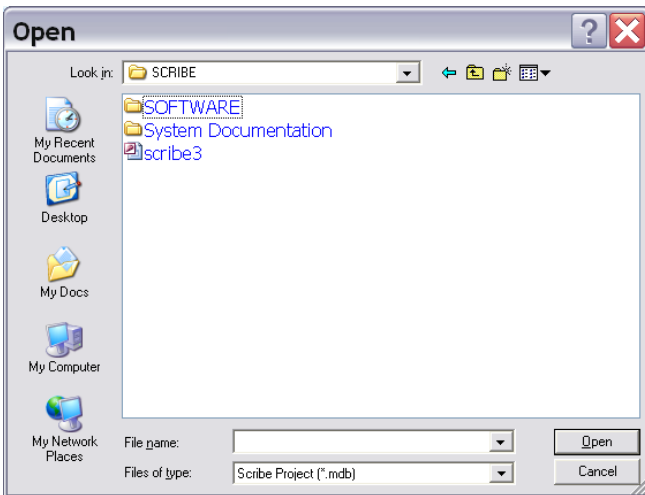
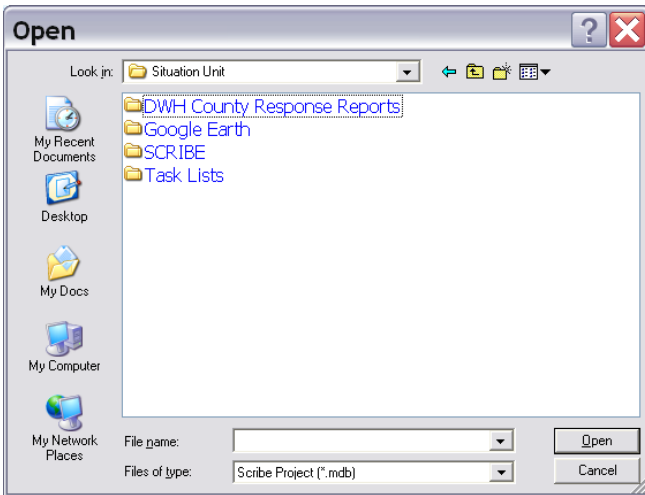
Select the “Open Project” icon,



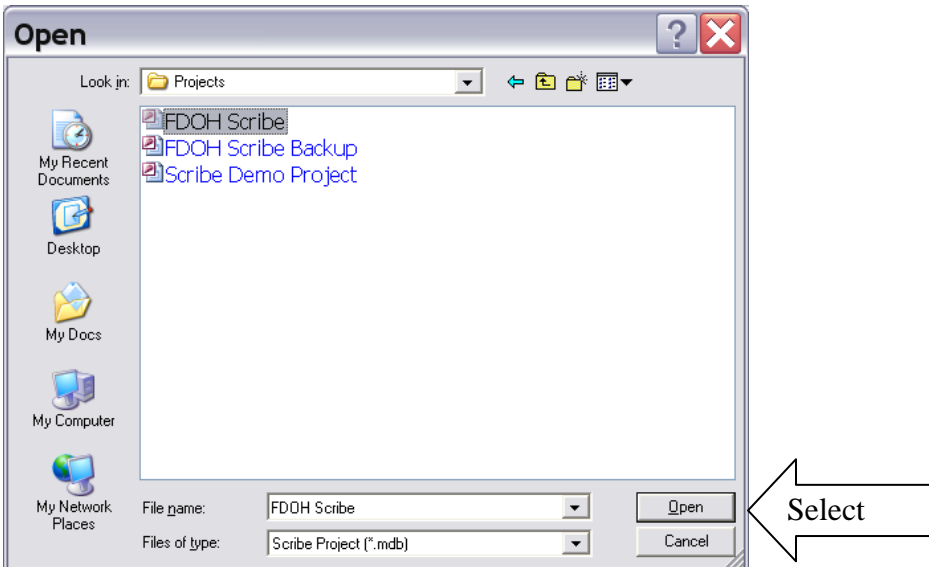
Navigate to the folder <\\dr.doh.ad.state.fl.us\dr\ESF8 EVENTS\2010 Events\Deepwater Horizon\Situation Unit\SCRIBE\SOFTWARE\Projects>

The following five screen shots show the navigation steps as you make your way to the Scribe Project folder.



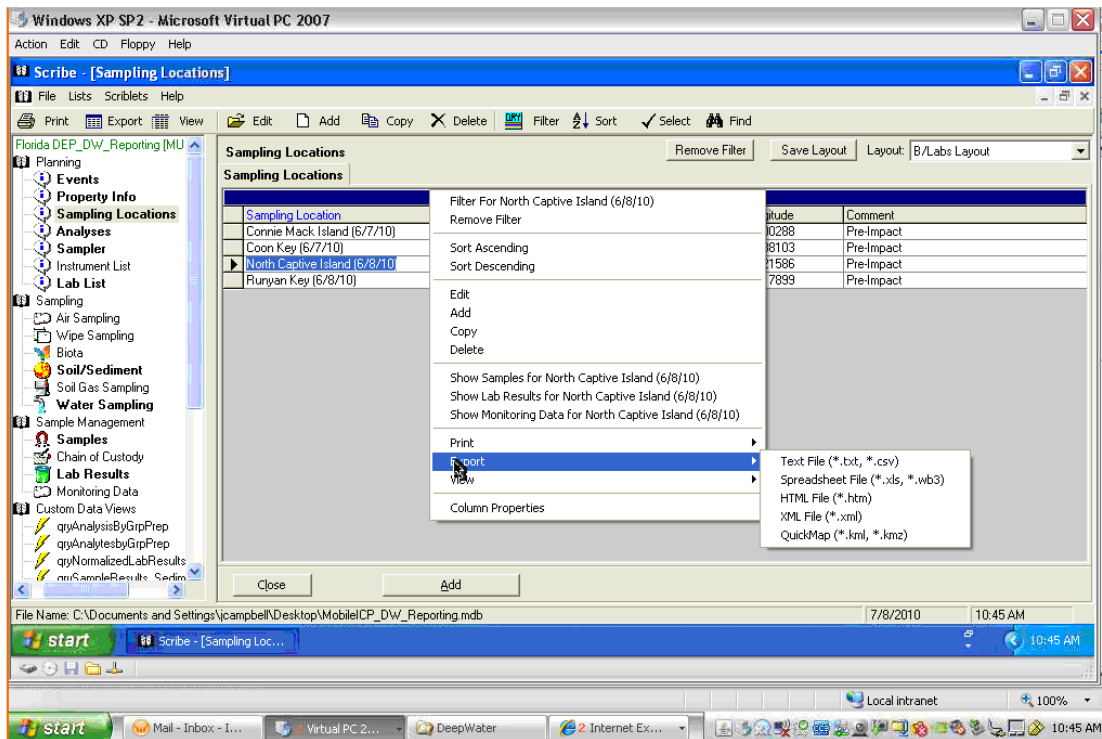


Now, select **FDOH Scribe** and left-click the mouse button on the “Open” icon,

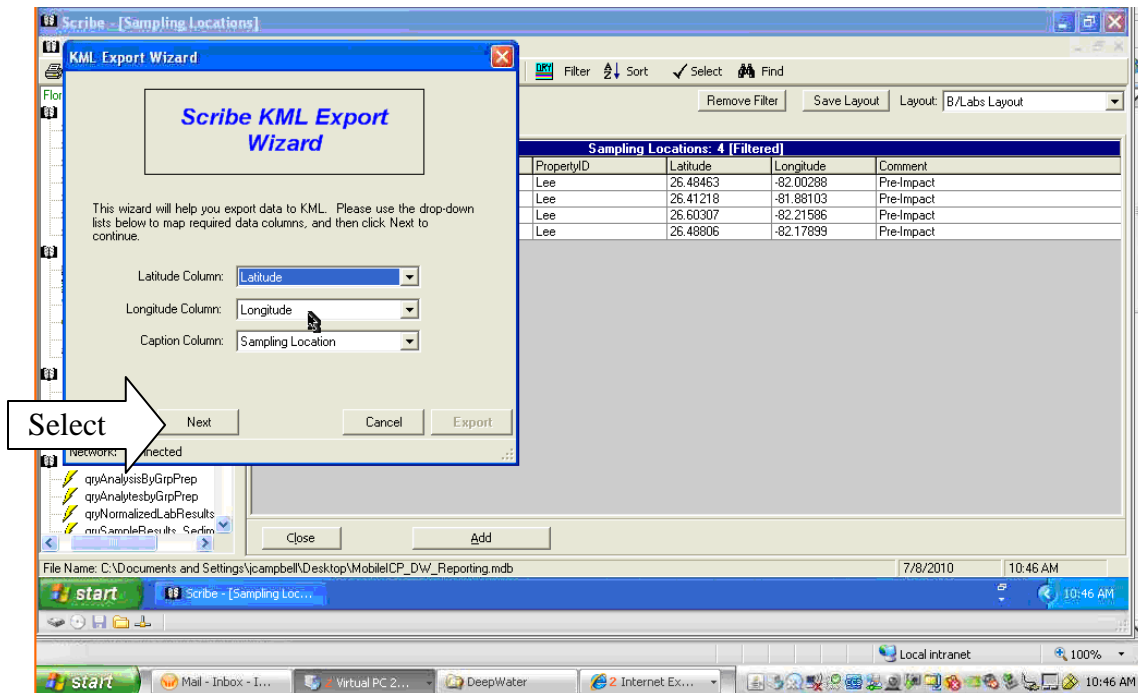


# Exporting to Visual Analysis tool

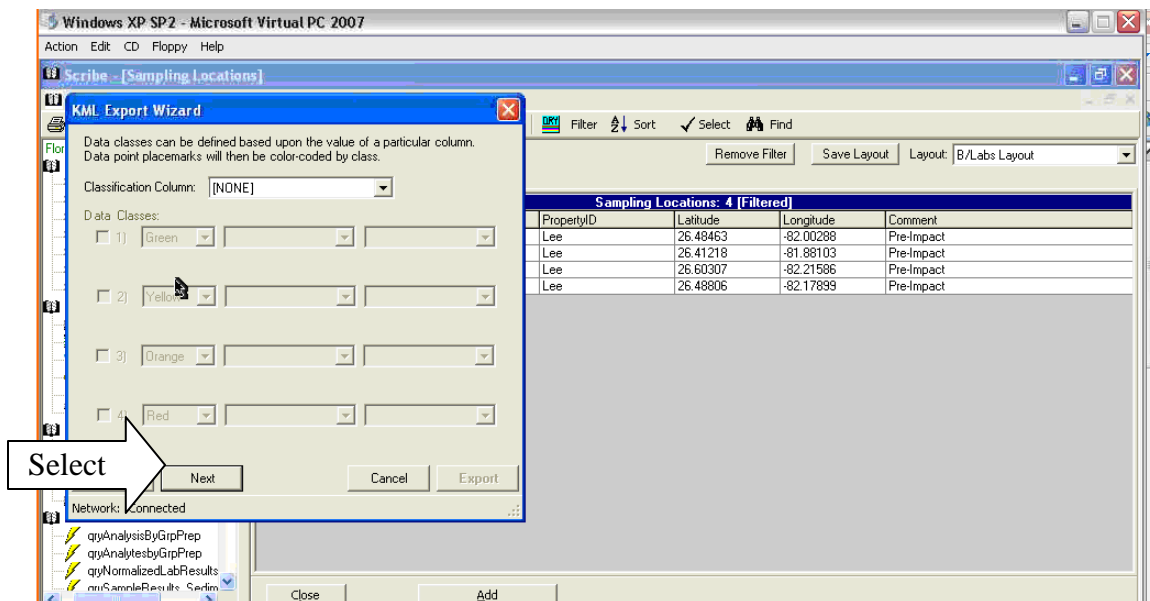
If you would like to export data here is a quick example to export data from a sample location to a Google Earth (.KMZ) file by moving your mouse cursor over the specific location, right-mouse click, select “Export” from the pop-up menu; and select QuickMap (\*.kml, \*.kmz) from the final menu that is has made itself visible. Please make sure you have Google Earth installed on your computer.



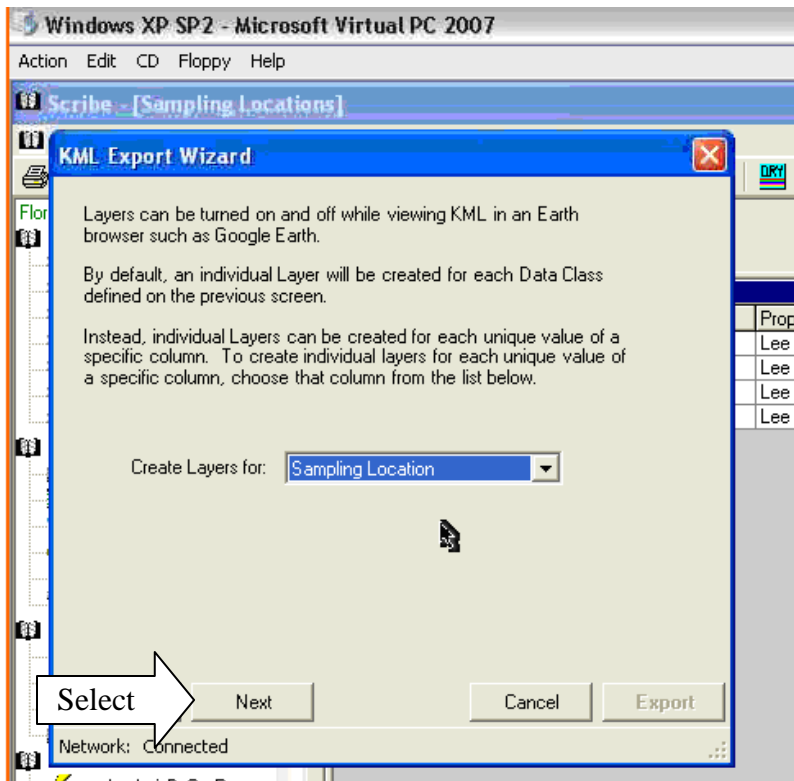
Use the drop down arrows within each field and select the following options Latitude, Longitude and Sampling Locations.



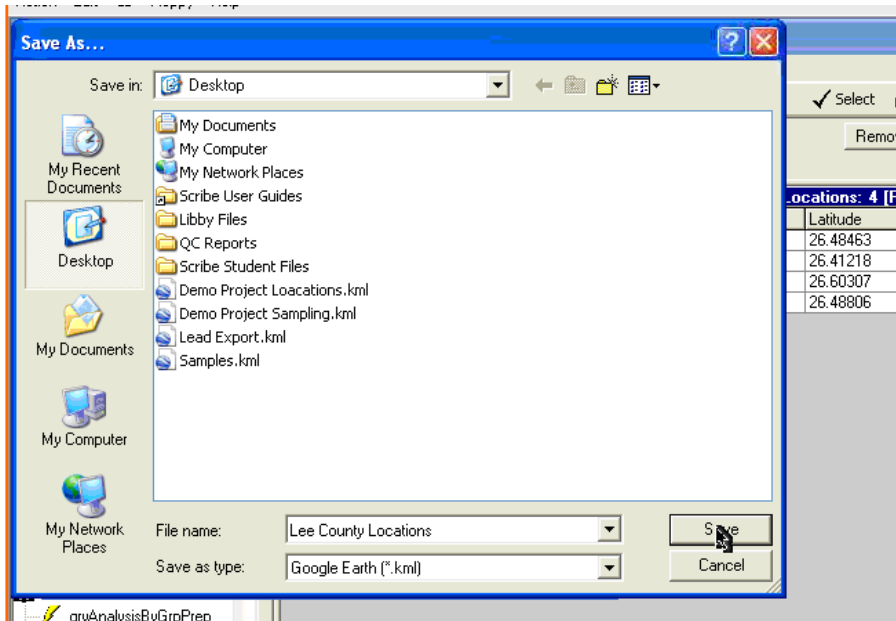
By selecting the 'Next' icon and leaving the fields set to pre-defaulted values please proceed. (Advanced ser note: If you would like to change the map to demonstrate color variations for Data Classes, the next option should be customized).



At this point allow the tool to populate the default values in each field and continue on to the export and save function.

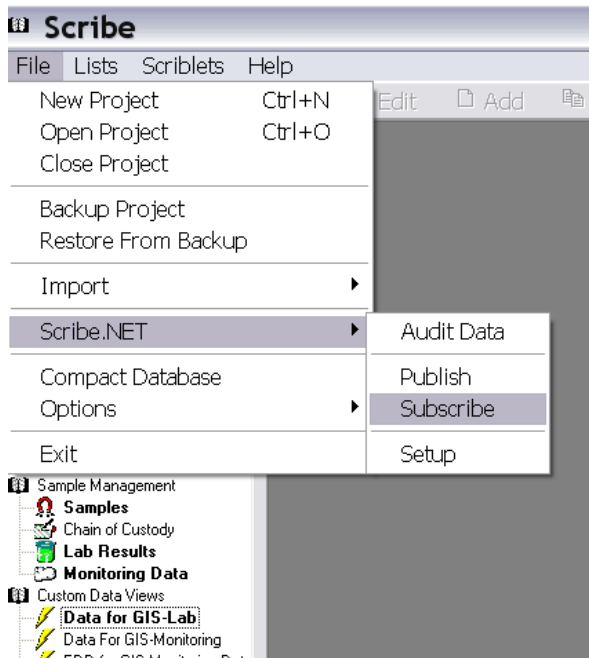


Final step the file must be saved to your computer. For demonstration purposes, we saved the file to the desktop.



## Access errors with the FDOH Scribe .MDB file

If for any reason you can not connect to the .MDB file on the network share, you can connect directly to the scribe.net> subscribe option and download an updated database directly via the Internet.



## Appendix: A readme file

### Scribe v3.x Readme File

- I Overview
- II System Requirements/Installation
- III Getting Started
- IV Next Steps
- V Tech Notes
- VI Technical Support

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#### I. Overview

Scribe is a software tool developed by the USEPA's Environmental Response Team (ERT) to assist in the process of managing environmental data. Scribe captures sampling, observational, and monitoring field data. Examples of Scribe field tasks include Soil Sampling, Water Sampling, Air Sampling and Biota Sampling. Scribe can import electronic data including Analytical Lab Result data and Sampling Location data such as GPS. Scribe can be configured to import sampling data collected on hand held computers.

Scribe outputs include labels for collected samples, Chain of Custody generation and Analytical Lab Result data reports. Scribe provides a flexible user interface to manage, query and view all this information. Scribe supports exporting electronic data for user services such as GIS tools and spreadsheets so

sampling data may be further analyzed and incorporated into report writing and deliverables.

## II. System Requirements/Installation

Requires Windows XP or later, 200MB free disk space, a Pentium processor and 128MB RAM. The .NET Framework 2.0 is also required and included in the Scribe setup program.

1. Insert the Scribe CDROM.
2. Run \Scribe\ScribeSetup.exe.
3. Follow the on screen instructions. A reboot will be required.
4. When the installation is complete, a Scribe program group icon will be installed.
5. To run the program, click on the Scribe icon or go to Start, Program Files, Scribe menu.

\*\* If the Scribe Installation program does not complete successfully, disable Virus Checking and Spyware Software and rerun the Scribe setup program.

\*\*\* Previous versions of Scribe should first be uninstalled using Control Panel, Add Remove Programs and select to remove Scribe. Removing Scribe will NOT delete any existing project mdb files which are located by default in the \program files\scribe\projects\ folder.

## III. Getting Started

When starting Scribe for the first time, you will be presented with a New Project Wizard. Enter a site name and site number for the project and click Finish to create a new Scribe project. Once the project file (.mdb file) is created, additional details about your site can be recorded in the site information form.

The Scribe User Interface has been designed so that at this point usage of the program could proceed in numerous directions. This was done by design to accommodate the changing requirements of environmental data management specifically emergency response sampling. The following is a summary of the User Interface as well as one approach for using scribe for Sample Data Management.

### 1. User Interface

Scribe utilizes a combination of an Explorer Style and Multiple Document Interface (MDI) user interface to interact with Scribe data tasks. For example, clicking on the Field Events task displayed at the top of the Explorer pane loads the Field Events task window.

Scribe provides a consistent user interface for all its tasks. This includes a toolbar that provides editing capabilities such as adding, copying and deleting data as well as options for filtering, viewing, printing and exporting data. When presented with a form that contains a grid, right click on the grid to select from the popup menu options such as add/edit/delete. Scribe tasks first present information in a grid that can also be viewed in a detailed format by double clicking or editing a record displayed in the grid. To close a task window, click the Close button.

Many of Scribe's tasks are presented in a grid format by a summary tab and an associated details tab. For example, when clicking on Soil /Sediment sampling, a form which consists of a Summary tab and a Samples tab is loaded. As Soil Samples are added to Scribe, this information is summarized in the first tab by a Field Event, for example the date the sample was taken. The associated sample records can be viewed in the second tab by double-clicking on a summary record or switching tabs.

## 2. Sample Data Management

The Scribe User Interface makes it possible to proceed in a number of different ways depending on your sample data management needs. The tasks listed in the explorer pane have been grouped together to provide a basic structure for utilizing Scribe to manage sampling data from the initial sampling planning stages, to field sampling, to sampling management. This includes Lab Result data and uses of the data by other systems such as GIS and spreadsheets. For example, a sample data management scheme using Scribe could consist of:

### a. Sample Planning:

Field Events are used by Scribe to organize samples into a batch or group of sample data. For example, in the Sample Planning stages of the project, Field Events can be created in Scribe. These events could be the dates that the sampling is expected to occur. If sampling Locations are available in the planning stages, then this information can be recorded in Scribe at this time. Location codes can be accessed by clicking on the Lists, Location codes menu. If GPS Sampling Location data is available from systems such Trimble's pathfinder software, this data can be configured to import directly into Scribe.

### b. Sampling:

This section consists of all the Sampling Tasks provided by Scribe. Sampling Tasks include Air, Wipe, Biota, Soil/Sediment, Soil Gas and Water sampling. Sampling data is recorded and field activities such as generating sample labels can be performed. Importing sampling data collected in the field on hand held devices is also supported by clicking on File, Import.

### c. Sample Management:

As samples are collected in the field, tasks such as Chain of Custody generation are supported. Chain of Custody records are created and samples assigned to them and printed. When available, analytical data reported from labs in an electronic format can be imported into Scribe by clicking on File, Import. Sample Management including querying, viewing and exporting sampling data that includes analytical result data and location data (GPS) can be performed.

#### d. Custom Data Views:

This section provides a mechanism to extend the functionality of Scribe in a number of ways. This includes data views that are used to report and summarize Scribe data as well as the ability to create custom data views for new data requirements that are specific to your project. For more on this, please contact ERT Software Support at 1-800-999-6990 and ask to speak to one of our Custom Data View specialists.

#### IV. Next Steps

Next steps for Scribe include opportunities for utilizing Web Services to work with Scribe clients to enable a connected system of EPA IT Forum enterprise applications and databases. Please check the Scribe development website at <http://www.epaossc.org/scribe> for updates. Please contact us with any comments or questions that you may have.

#### VI. Technical Support

Scribe is brought to you by the USEPA ERT Software Development Team. For Technical Support, comments or questions please contact us by:

1. Calling the ERT Software Support line at 1-800-999-6990.
2. E-mailing us at [ertsupport@epa.gov](mailto:ertsupport@epa.gov).

For additional information on software tools provided by the ERT Software Development Team, please visit us on the web at <http://www.ertsupport.org>.