

**User Manual  
ERPTools/Convert Utility  
Version 4**

**Environmental Resources Program Information Management System  
(ERPIMS)  
Software Engineering and Maintenance Support**

**1 December 2000**



Prepared for:  
**Air Force Center for Environmental Excellence  
3207 North Road  
Brooks Air Force Base, Texas 78235-5363**



This page intentionally left blank.



## TABLE OF CONTENTS

<b>1. SCOPE .....</b>	<b>5</b>
1.1 IDENTIFICATION .....	5
1.1.1 Purpose .....	5
1.2 CONVERT SYSTEM OVERVIEW .....	5
1.2.1 Windows® Versions .....	5
1.2.2 Data Entry Interface .....	6
1.2.3 User Message Boxes .....	6
1.3 AFCEE SUPPORT .....	6
1.4 DOCUMENT OVERVIEW .....	6
<b>2. REFERENCED DOCUMENTS .....</b>	<b>7</b>
<b>3. SETUP AND CONFIGURATION OF ERPTOOLS/CONVERT .....</b>	<b>8</b>
3.1 INFORMATION REQUIRED FOR CONFIGURATION .....	8
3.2 INSTALLATION, CONFIGURATION AND REGISTRATION .....	8
3.2.1 Installing ERPTools/Convert .....	8
3.2.2 Configuration Procedures .....	12
3.2.2.1 Entering Your Serial Number .....	13
3.2.2.2 Logging In .....	13
3.2.2.3 Completing Configuration .....	13
3.3 SETTING UP SECURITY .....	14
3.3.1 User Account Management .....	14
3.3.1.1 Changing a Password .....	14
3.3.1.2 Creating a New User Account .....	14
3.3.1.3 Editing a User Account .....	15
3.3.1.4 Deleting a User Account .....	15
3.4 PROGRAMS AND ICONS .....	15
3.5 OPTIMIZING CONVERT .....	16
3.6 BACKUP PROCEDURE .....	16
<b>4. USING ERPTOOLS/CONVERT .....</b>	<b>17</b>
4.1 GENERAL CONVERT PROCESS .....	17
4.2 POSSIBLE ERRORS, MESSAGES, AND REPORTS .....	17
4.2.1 Checks on User Inputs .....	17
4.2.2 Initial Import Errors .....	17
4.2.3 Saving to an Error File .....	18
4.2.4 Possible Error Conditions .....	18
4.2.5 Modifying Data .....	19
4.3 ERPTOOLS/CONVERT OUTPUT PRODUCTS .....	19
4.4 ERPTOOLS/CONVERT PROCESS .....	19
4.4.1 General Processes .....	19
4.4.1.1 Selecting a File .....	19
4.4.1.2 Previewing a File .....	19
4.4.1.3 Step by Step Process .....	20
4.4.2 Initial Loading Processes .....	21
4.4.2.1 Check for Required Filenames .....	21
4.4.2.2 Check for Duplicate Filenames .....	21
4.4.2.3 Check for Input Files .....	22
4.4.2.4 Check Project Files .....	22
4.4.2.5 Import and Format Errors .....	23
4.4.3 Samples, Tests, and Results Processes .....	23

- 4.4.3.1 Field Value Checks.....24
  - 4.4.3.1.1 Checking Field Sample ID .....24
  - 4.4.3.1.2 Checking Matrix, Date, Time and Sample Number.....24
  - 4.4.3.1.3 Checking Parent Records .....25
- 4.4.3.2 Field Value Error Process.....25
  - 4.4.3.2.1 Field Value Error Report.....25
  - 4.4.3.2.2 Bad Record Export Warning.....25
  - 4.4.3.2.3 Export Records Dialog .....26
  - 4.4.3.2.4 Record Deletion Warning.....26
- 4.4.3.3 Checking for Missing Data.....26
- 4.4.3.4 Checking Logging Information.....27
- 4.4.3.5 Result Value conversions.....27
- 4.4.3.6 Output File Creation.....28
- 5. MENUS AND TOOLBARS.....29**
  - 5.1 APPLICATION MENU.....29
  - 5.2 MAIN SCREEN MENU.....29
    - 5.2.1 Main File Menu .....30
    - 5.2.2 Utility Menu .....30
    - 5.2.3 Help Menu.....30
      - 5.2.3.1 Help Contents Screen .....31
      - 5.2.3.2 About ERPTools/Convert Screen .....31
  - 5.3 FORM MENU AND TOOLBAR.....32
    - 5.3.1 Close Button .....32
    - 5.3.2 Form File Menu .....32
    - 5.3.3 Form Edit Menu.....32
    - 5.3.4 Form Records Menu.....33
  - 5.4 REPORT MENU AND TOOLBAR.....33
    - 5.4.1 Report Toolbar .....34
      - 5.4.1.1 Close Button.....34
      - 5.4.1.2 View Button .....34
      - 5.4.1.3 Print Button.....34
      - 5.4.1.4 Form Setup Button .....34
    - 5.4.2 Report File Menu .....34
  - 5.5 PREVIEW MENU .....34
    - 5.5.1 Preview File Menu.....35
- 6. ACRONYMS .....36**

## FIGURES

FIGURE 3-1 WELCOME SCREEN .....	8
FIGURE 3-2 READ ME FILE SCREEN .....	9
FIGURE 3-3 CHOOSE DESTINATION LOCATION SCREEN .....	9
FIGURE 3-4 SELECT PROGRAM MANAGER GROUP SCREEN .....	10
FIGURE 3-5 START INSTALLATION SCREEN .....	10
FIGURE 3-6 INSTALLING SCREEN .....	11
FIGURE 3-7 UPDATING SYSTEM CONFIGURATION MESSAGE .....	11
FIGURE 3-8 INSTALLATION COMPLETE SCREEN .....	11
FIGURE 3-9 RESTART MESSAGE BOX .....	12
FIGURE 3-10 ERPTOOLS/CONVERT PROGRAM ICON .....	12
FIGURE 3-11 CONFIGURATION INFORMATION SCREEN .....	12
FIGURE 3-12 LOGIN SCREEN.....	13
FIGURE 3-13 MAIN SCREEN.....	13
FIGURE 3-14 DATA ENTRY USER MAINTENANCE SCREEN .....	14
FIGURE 3-15 INITIAL USER MAINTENANCE SCREEN .....	14
FIGURE 3-16 USER MAINTENANCE SCREEN .....	15
FIGURE 3-17 RECORD SELECTED ON USER MAINTENANCE SCREEN .....	15
FIGURE 3-18 ICONS FOR CONVERT .....	16
FIGURE 4-1 PREVIEW FILE SCREEN .....	20
FIGURE 4-2 MISSING FILE NAMES WARNING .....	21
FIGURE 4-3 DUPLICATED FILE NAMES WARNING.....	22
FIGURE 4-4 MISSING INPUT FILE NAMES WARNING .....	22
FIGURE 4-5 INVALID PROJECT FILE WARNING .....	22
FIGURE 4-6 PROCESSING CANCELED STATUS BAR .....	23
FIGURE 4-7 IMPORT AND FORMAT ERRORS WARNING.....	23
FIGURE 4-8 INITIAL IMPORT ERRORS WARNING .....	23
FIGURE 4-9 FIELD SAMPLE ID MISMATCH WARNING.....	24
FIGURE 4-10 SAMPLE RECORDS CONVERSION ERROR WARNING .....	24
FIGURE 4-11 SAMPLES WITH NO PARENT RECORDS WARNING.....	25
FIGURE 4-12 TYPICAL REPORT .....	25
FIGURE 4-13 BAD RECORD EXPORT WARNING .....	26
FIGURE 4-14 FILE TRANSFER WARNING.....	26
FIGURE 4-15 RECORD DELETION WARNING .....	26
FIGURE 4-16 CHANGE RECORDS WARNING .....	27
FIGURE 4-17 PROCESSING COMPLETED MAIN SCREEN .....	28
FIGURE 5-1 APPLICATION MENU.....	29
FIGURE 5-2 MAIN SCREEN MENU .....	29
FIGURE 5-3 MAIN FILE MENU.....	30
FIGURE 5-4 MAIN UTILITY MENU.....	30
FIGURE 5-5 HELP MENU.....	30
FIGURE 5-6 HELP CONTENTS SCREEN .....	31
FIGURE 5-7 ABOUT ERPTOOLS/CONVERT SCREEN.....	31
FIGURE 5-8 FORM MENU AND TOOLBAR .....	32
FIGURE 5-9 FORM FILE MENU .....	32
FIGURE 5-10 FORM EDIT MENU.....	32
FIGURE 5-11 FORM RECORDS MENU .....	33
FIGURE 5-12 REPORT MENU AND TOOLBAR .....	33
FIGURE 5-13 REPORT FILE MENU .....	34
FIGURE 5-14 PREVIEW MENU .....	34
FIGURE 5-15 PREVIEW FILE MENU.....	35

This page intentionally left blank.

## **1. SCOPE**

The Air Force Center for Environmental Excellence (AFCEE), is one of three service centers supporting Air Force Major Commands (MAJCOMs) and their installations in conducting Installation Restoration Program (IRP) remedial investigations and feasibility studies. The objective of the Air Force integrated IRP is to assess past hazardous waste disposal and spill sites on Air Force installations and develop remedial actions consistent with the National Contingency Plan (NCP) for those sites which pose a threat to human health and welfare or the environment. All aspects of the IRP must be in compliance with provisions of Public Law 96-510, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) and Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA); with Environmental Protection Agency regulations; and with all applicable state laws and regulations.

IRP investigations and studies involve extensive field work and the collection and analysis of groundwater, surface water, sediment, soil, air, socioeconomic and ecological data. The Mission Support Computer (MSC) Division maintains all data collected in these efforts Air Force wide in the Environmental Resources Program Information Management System (ERPIMS). The Air Force has directed ERPIMS to be the central database for the entire Air Force IRP. This data is ultimately used by an in-house staff consisting of contract specialists, analytical chemists, biologists, hydrologists, environmental engineers, civil engineers, and system analysts. The data will also be made available to personnel external to AFCEE.

### **1.1 IDENTIFICATION**

This User Manual provides step-by-step operating instructions to end users of ERPTools/Convert in support of ERPIMS.

#### **1.1.1 Purpose**

The purpose of the ERPTools set of products is to replace the existing IRPTools being used to gather and prepare ERPIMS data submissions from contractors and agencies in the field, as well as the tools used to load and validate the data once it reaches AFCEE. ERPTools/Convert encompasses the portion of this process that allows the user to take the ERPTools/PC v. 4.0 Lab Project transfer files, process them, and produce ERPTools/PC v. 4 Data Loading Handbook v. 5.0 Prime Project import files. The utility is intended to be used by the prime contractors that have received transfer files from the laboratories they have subcontracted with.

### **1.2 CONVERT SYSTEM OVERVIEW**

ERPTools/Convert uses a graphical user interface to facilitate the efficient and accurate entry of data.

#### **1.2.1 Windows® Versions**

ERPTools/Convert runs under Windows '95 and Windows NT v4.0 SP 4

### 1.2.2 Data Entry Interface

ERPTools/Convert uses a Main form to provide data entry interface. It contains fields that are designed for entry of pieces of information, such as filenames.

### 1.2.3 User Message Boxes

ERPTools/Convert uses three types of pop-up message boxes:

- a. Process status message boxes notify the user of the status of the process. These message boxes require the user to click a button on the box to continue.
- b. Error message boxes notify the user of an error condition. These message boxes require the user to click a button to continue.
- c. Warning/Decision message boxes issue a warning or explain a situation where the user must choose from more than one possible course of action to continue.

## 1.3 AFCEE SUPPORT

AFCEE is responsible for ERPTools/Convert. This user manual has been designed for distribution to assist contractors in using ERPTools/Convert. Written inquiries concerning the user manual, help files, ERPTools/Convert or ERPIMS should be addressed to:

HQ AFCEE/MSC  
Attn: ERPIMS  
3207 North Road  
Brooks AFB TX 78235-5363.

World Wide Web: <http://www.afcee.brooks.af.mil>  
WWW ERPIMS: [http://www.afcee.brooks.af.mil/erp\\_docs.htm](http://www.afcee.brooks.af.mil/erp_docs.htm)

In addition, AFCEE provides the ERPIMS Help Desk  
1-877-377-4673

Fax: (210) 340-0112

ERPIMS Help Desk  
10010 San Pedro Avenue, Suite 400  
San Antonio, TX 78216

## 1.4 DOCUMENT OVERVIEW

This manual is organized into sections including:

1. Scope
2. Referenced Documents
3. Setup and Configuration of ERPTools/Convert
4. Using ERPTools/Convert
5. Menus and Toolbars

Index

## 2. REFERENCED DOCUMENTS

The following documents of the exact issue shown form a part of this specification to the extent specified herein. In the event of conflict between the documents referenced herein and the contents of this specification, the contents of this specification shall be considered a superseding requirement.

- DoD 8320.1-M1, January 1993, DoD Data Element Standardization Procedures.
- DoD 8320.1-M-X, November 1994, Enterprise Data Model Development Approval and Maintenance Procedures.
- MIL-STD-498, 5 December 1994, Software Development and Documentation.
- MIL-STD-1521B, 19 December 1985, Notice 1, Technical Reviews and Audits for Systems, Equipment and Computer Software.
- PWS F41624-97-D-8014-0002, dated 25 November 1997, Support and Maintenance for Air Force Installation Restoration Program Information Management System (IRPIMS) and Support Systems.
- AFCEE Software Programming Standards, April 1997.
- AFCEE Software Design Standards, February 1997.
- AFCEE Configuration Management Standard.
- ERPTools/PC v. 4.0 Users Manual, December 2000.

### 3. SETUP AND CONFIGURATION OF ERPTOOLS/CONVERT

Setting up ERPTools/Convert involves loading the files onto the computer and configuring the program.

#### 3.1 INFORMATION REQUIRED FOR CONFIGURATION

During configuration you will be asked to do the following:

- Enter the ERPTools/Convert Serial Number. If you do not know it, contact the Help Desk.

#### 3.2 INSTALLATION, CONFIGURATION AND REGISTRATION

ERPTools/Convert installs, configures and registers in a two step process. The Setup program is run from the distribution disks. Configuration and registration occur the first time ERPTools/Convert is run.

##### 3.2.1 Installing ERPTools/Convert

The Setup program on the distribution disks installs ERPTools/Convert to the specified hard drive. The Setup program must be run in Windows. It will automatically copy ERPTools/Convert to the directory specified in the setup program, placing the necessary .INI files in the Windows directory. It will also setup an ERPTools program group in the taskbar.

Close any applications that are running. From Windows Explorer, start the setup program, **Convert40Install.exe**, on the first disk of the installation set. The Welcome screen will open.

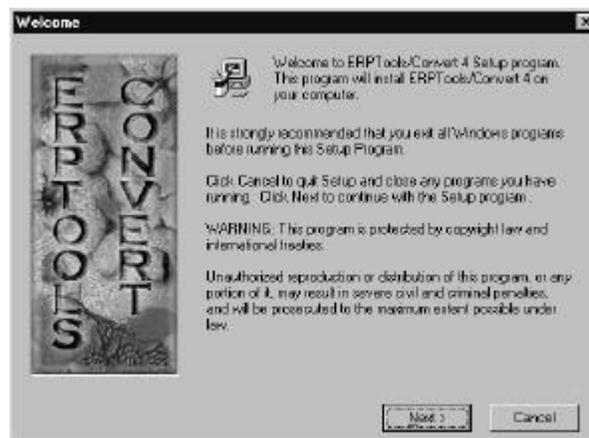
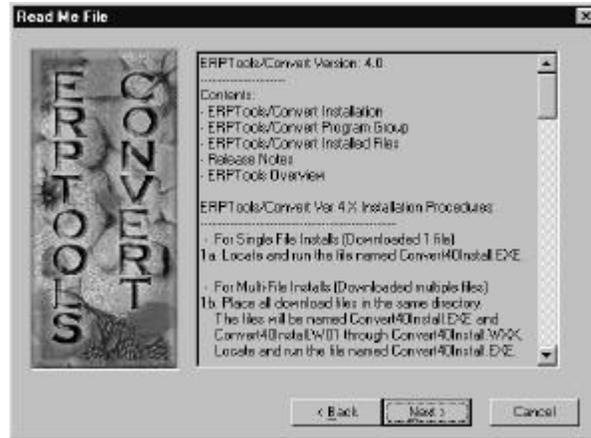


Figure 3-1 Welcome Screen

Click NEXT, and the ReadMe screen will be displayed.



**Figure 3-2 Read Me File Screen**

The Read Me file contains the latest information concerning the program. Click Next and the Choose Destination Location screen will open.



**Figure 3-3 Choose Destination Location Screen**

Use the Browse button to select a destination directory where Convert will be installed, or accept the default C:\Program Files\PC4 directory. Click Next and the Select Program Manager Group screen will open.



**Figure 3-4 Select Program Manager Group Screen**

Select a Program Manager Group where Convert icons/shortcuts will be installed, or accept the default PC4 Group. Click Next and the Start Installation screen will open.



**Figure 3-5 Start Installation Screen**

If you need to change any of the options you have selected click the Back button. If you wish to cancel the install you can click the Cancel button. When you are prepared to install Convert, click Next and the Convert Install Progress screen will open.



**Figure 3-6 Installing Screen**

The Progress screen will track the progress of the installation. When installation is you will receive a Updating System Configuration message.



**Figure 3-7 Updating System Configuration Message**

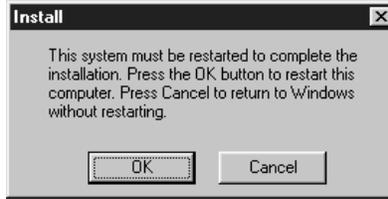
When the configuration is complete, the message will close leaving the Installation Complete screen open.



**Figure 3-8 Installation Complete Screen**

Click FINISH and the installation program series will end.

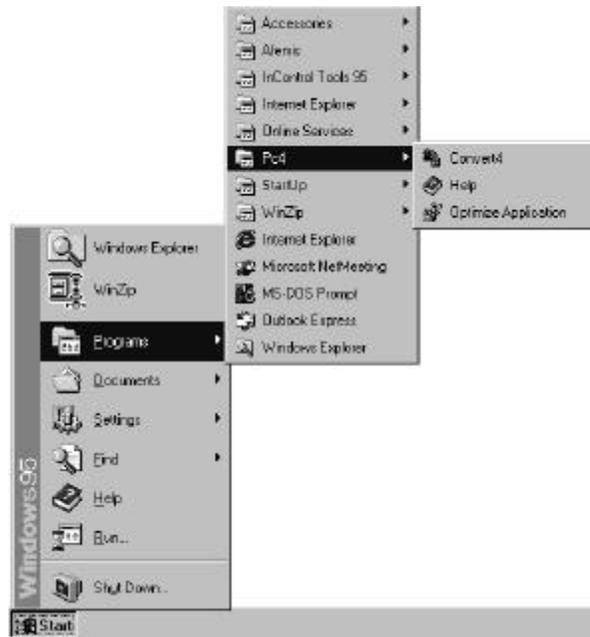
**Note: You may have to restart your computer before setup changes will take effect.**



**Figure 3-9 Restart Message Box**

### 3.2.2 Configuration Procedures

Configuration prepares ERPTools/Convert for use by your company. Double click the ERPTools/Convert icon.



**Figure 3-10 ERPTools/Convert Program Icon**

The first time ERPTools/Convert opens you will be asked to complete configuration.



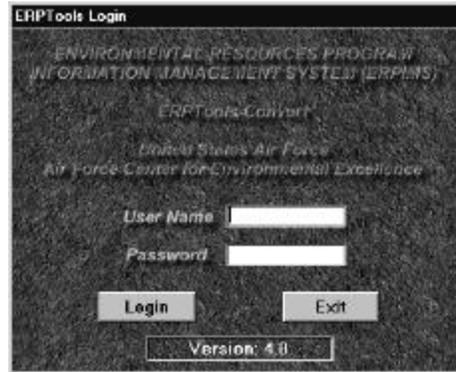
**Figure 3-11 Configuration Information Screen**

### 3.2.2.1 ENTERING YOUR SERIAL NUMBER

Enter your ERPTools/Convert Serial Number. If you do not have a valid serial number click the EXIT button and contact the Help Desk.

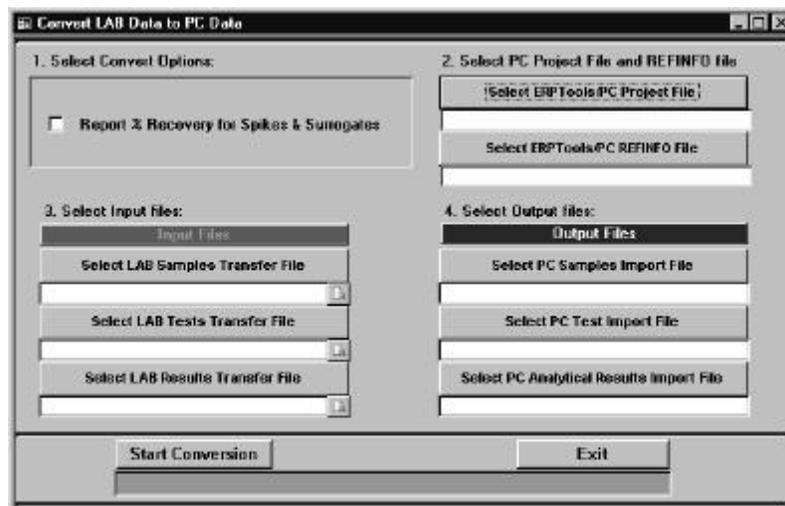
### 3.2.2.2 LOGGING IN

After you enter the serial number, click the “OK” button, and the Login screen will open.



**Figure 3-12 Login Screen**

### 3.2.2.3 COMPLETING CONFIGURATION



**Figure 3-13 Main Screen**

ERPTools/Convert is now configured, with the default user being “admin” with a default user password “password.” The Admin user should change the user password as a minimum security measure.

### 3.3 SETTING UP SECURITY

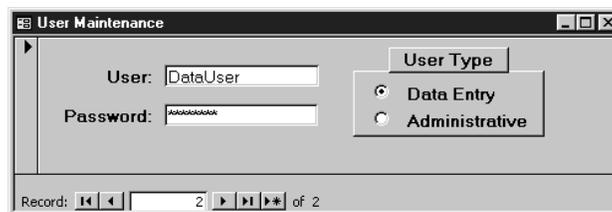
A much more secure environment will result if a new administrative user is created, using the Administer Users menu selection in the Utility submenu, and the user ADMIN deleted. There must be at least one administrative user.

The Administrative User may also create new Data Entry users.

#### 3.3.1 User Account Management

Convert requires a valid username and password in order to run. A user can be one of two different types of users; Administrative or Data Entry. Administrative users can add, edit and delete user records, where Data Entry users have the ability to change only their own password.

##### 3.3.1.1 CHANGING A PASSWORD



**Figure 3-14 Data Entry User Maintenance Screen**

Select Utility>Administer Users menu items and the User Maintenance screen opens to the record of the current user. If you are a Data Entry user, the screen will only display your record, and the only available field will be the password field. Enter a new password in the Password field. Close the screen to save the new password. If a user forgets a password, the Administrative user can enter a new one.

##### 3.3.1.2 CREATING A NEW USER ACCOUNT

*(Admin Users Only)*



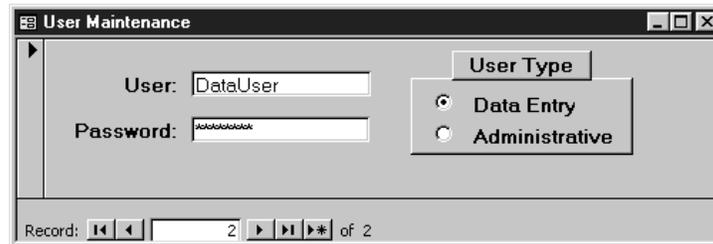
**Figure 3-15 Initial User Maintenance Screen**

Login to Convert with an admin username and password. Select Utility>Administer Users menu items and the User Maintenance screen opens. If you have not entered any other users, there should be only one user record (the record count indicator at the bottom of the screen should read 1 of 1). Click on the next record navigation button until a new blank record appears. An alternative is to select Records>Go To> New menu items. Enter a username, select the

appropriate user type and enter the user's password. To save the record move to another record or click the Close button to close the screen.

### 3.3.1.3 EDITING A USER ACCOUNT

*(Admin Users Only)*



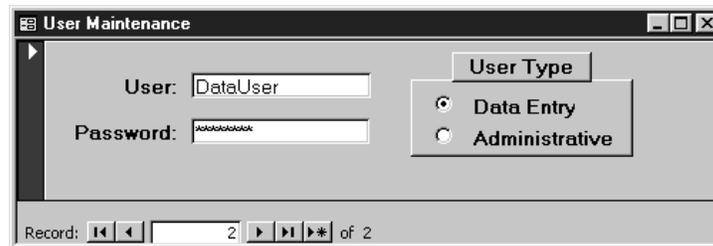
**Figure 3-16 User Maintenance Screen**

Select Utility>Administer Users menu items and the User Maintenance screen opens.

If you are an Administrative User you can scroll through the users until you get to the user record you want to change. Edit the user name, password or user type and save the record by moving to another record or closing the screen.

### 3.3.1.4 DELETING A USER ACCOUNT

*(Admin Users Only)*

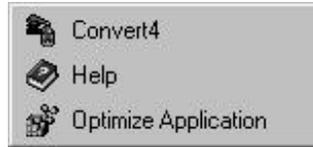


**Figure 3-17 Record Selected on User Maintenance Screen**

Select Utility>Administer Users menu items and the User Maintenance screen opens. Scroll through the records until you find the user you want to delete. Press the record selector (thick vertical bar with a black triangle on the far left of the screen). The selector will change from a light gray to black. Once the record is selected, press the delete key on the keyboard or select Edit>Delete menu items. You cannot delete the currently logged on user, and you must have at least one administrative user. To save the record, move to another record or click the Close button to close the screen.

## 3.4 PROGRAMS AND ICONS

The setup program will install an ERPTools/Convert icon (retort and barrel), a Help icon (book), and an Optimize icon (blocks) into the PC4 Program Group. In order to uninstall the program, use the Add/Remove programs function in the Control Panel.



**Figure 3-18 Icons for Convert**

In addition to creating the main ERPTools/Convert directory, setup will create a Backup subdirectory containing copies of files overwritten during installation. Once you are sure everything is running properly, this directory and files may be discarded.

### **3.5 OPTIMIZING CONVERT**

The Optimize Application icon should be used if ERPTools/Convert closes ungracefully: a General Protection Fault that crashed Windows, the PC was turned off or lost power while ERPTools/Convert was running, etc. All databases should be repaired at the same time.

Optimizing also saves disk space by compressing files to their smallest physical size. ERPTools/Convert should be optimized regularly.

### **3.6 BACKUP PROCEDURE**

To perform a backup, copy the CONVERT4.MDB file and transfer it to a secure backup location. This procedure will back up your user accounts. It can be done with a standard backup program, or by making duplicate files.

To restore from a backup, overwrite or replace the corrupted file in your PC4 directory with your backup file.

## **4. USING ERPTOOLS/CONVERT**

ERPTools/Convert was created to produce ERPTools/PC v.4.x Data Loading Handbook (DLH) v. 5.0 Prime Project import files from ERPTools/PC v.4.x Lab Project transfer files.

ERPTools/Convert takes the Lab Project transfer files, connects to a Prime Project and REFINFO file, adds missing information, and produces Prime Project import files.

The Lab Project transfer files are created during the Submission level validation process if all the data is error free. Lab projects do not contain all the information needed by Prime projects. For example, the AFIID, LOCID, SBD, and SED fields are all missing from a Lab Project. These are all required fields in a Prime Project.

### **4.1 GENERAL CONVERT PROCESS**

- Start ERPTools/Convert and login with valid username and password.
- Select whether to Report % Recovery for Spikes and Surrogates
- Select a PC Prime Project file.
- Select a PC REFINFO file.
- Select the appropriate input files and output files.
- Press the Start Conversion button and respond to the messages and prompts.

### **4.2 POSSIBLE ERRORS, MESSAGES, AND REPORTS**

In order to correctly process Lab data, Convert must make sure all the needed files are selected, the data is formatted correctly, key data values match between the PC Prime Project data and the Lab Project data, and key data values match within the Lab data (Matrix Spikes have a Parent Normal sample). During the processing, Convert may alter some of the data values that the Lab provided. If an error or anomaly is detected, Convert will inform you of the problem, produce a report detailing the error or anomaly, export the affected records (Samples, Tests, and Results), and then delete the affected records.

#### **4.2.1 Checks on User Inputs**

Prior to the import of the Lab transfer files, Convert will perform some checks on the user inputs. Convert will check:

- That all the filenames needed (based on the conversion type selected) are present;
- That the LAB transfer path and filenames do not equal the PC import path and filenames;
- That the LAB transfer path and filenames and the PC Project and PC REFINFO files exist; and
- That the PC Project and PC REFINFO files are valid database files.

#### **4.2.2 Initial Import Errors**

Several errors may occur during the initial import of the LAB transfer files. These errors are:

- Text Field exceeds maximum length.
- Field is not a number.
- Number should be an Integer (no decimal values).
- First Date Delimiter (/) is missing from position 3.
- Second Date Delimiter (/) is missing from position 6.
- Field does not contain a valid date.
- Time Field not correct length.
- Field does not contain a valid time.
- Field does not contain a valid Yes/No value (1 or 0).
- The Year must be a 4 digit year (i.e. 2001).
- The number in this field is outside the range the Integer datatype allows.
- The number in this field is outside the range the Long datatype allows.
- The number in this field is outside the range the Single datatype allows.
- The number in this field is outside the range the Double datatype allows.

#### **4.2.3 Saving to an Error File**

If any of these errors occur during import, you'll be prompted with a File Dialog Screen. In order to view the errors you will have to save error information to a \*.ERR file. The \*.ERR error file will contain the following items:

- Row Number – Row/Line number in the original text file.
- Field Name – The field name in the targeted (destination) table that had the error
- Error Description – a descriptive message.
- Table Name – The targeted (destination) table.
- File Name – The original text file name and path.

#### **4.2.4 Possible Error Conditions**

The other errors reported by Convert will occur after the LAB transfer data has been imported. Convert will check for the following error conditions:

- LAB Field Sample IDs cannot be matched to any PC Field Sample IDs.
- Where Field Sample IDs do match, Convert will make sure that LAB Matrix equals the PC Matrix, LAB Logging Date equals the PC LogDate, LAB Logging Time equals the PC LogTime, LAB Sample Code equals the PC SACODE, and the LAB Sample Number equals the PC SAMPNO.
- LAB records with a Sample Code of MS, SD, or LR that do not have a matching LAB parent sample.

### **4.2.5 Modifying Data**

During the conversion process, Convert may need to modify some of the data provided by the laboratory. You will be informed by a message and a report of which records will be modified. There are two cases when this modification may occur:

- If there are any Sample records with a Sample Code of MS, SD, or LR then Convert will update their Matrix, Logging Date, Logging Time, Sample Number and Logging Company Code to the record's parent sample values.

Apart from the import errors discussed in paragraph 4.2.2, there are no errors, messages, or reports generated during the Local Methods conversion.

## **4.3 ERPTOOLS/CONVERT OUTPUT PRODUCTS**

ERPTools/Convert will produce ERPTools/PC Prime Project Samples, Tests, and Results import files.

The Samples, Tests, and Results files will be ASCII files. Each of the files will be formatted in accordance with DLH version 5.0. The Samples file will ONLY contain LABQC records. This is to prevent an inordinate number of duplicates from slowing down the PC import process. All field sample information should already exist in ERPTools/PC Prime Project.

## **4.4 ERPTOOLS/CONVERT PROCESS**

### **4.4.1 General Processes**

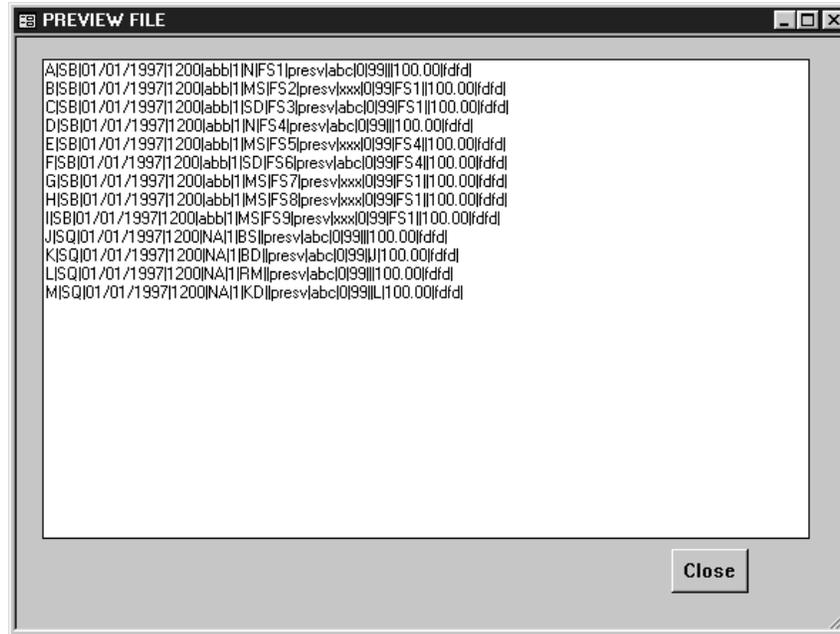
There are several common processes that you will do regardless of the type of conversion you are performing.

#### **4.4.1.1 SELECTING A FILE**

To select a file, click on a button labeled "Select ...." This will bring up a file dialog box. Using the file dialog box select the correct file, then click the OK button. The buttons are located over fields that will contain the filename that was selected. You can edit the filename and/or copy and paste the filename into other filename fields.

#### **4.4.1.2 PREVIEWING A FILE**

To preview an input file click the Preview button at the right end of the Input field. A Preview File screen will open.



**Figure 4-1 Preview File Screen**

The preview file is read only. Click the Close button to return to the Main screen.

#### 4.4.1.3 STEP BY STEP PROCESS

1. Start the application by double clicking on the ERPTools/Convert icon.
2. Login using your username and password. See the Administrative Processes section on how to add, delete, and modify user accounts.
3. You cannot convert just a Samples file by itself or just a Tests file by itself, etc. The appropriate input and output filename fields and buttons will activate depending on the type of conversion selected.
4. You can choose to report spike and surrogate analytes as "Percent Recovery". In a Lab Project, spiked analytes and surrogates are reported in absolute units only. Prime Projects allows these results to be expressed in either absolute units or as "percent recovery". The "report percent" option in ERPTools/Convert will automatically calculate and express all spiked and surrogate analytes as "percent recovery" for import into a Prime Project. The default mode expresses these results in absolute units.
5. Select the PC Prime Project file that the data will finally be imported into.
6. Select the PC REFINFO file that is associated with the PC Project file. The REFINFO file is located in the same directory as the ERPTools/PC program.
7. Select the appropriate input files.
  - a) Click the button for the file to be selected or entered. The Select Lab Transfer File screen will open. Sample, Test and Result screens will show \*.txf files. Select the correct transfer file and click OK. The path and name for the file will appear in the field.
8. Select the appropriate output files.

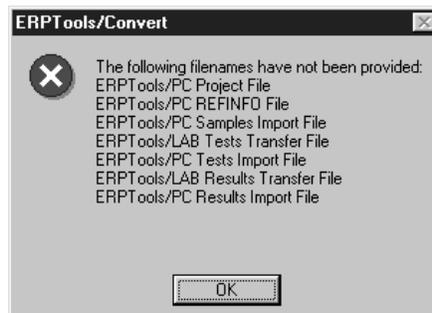
- a) Click the button for the file to be selected or entered. The Select PC Import File screen will open. Sample, Test and Result screens will show \*.txt files.
  - b) If you want to overwrite an existing file select the correct import file and click OK. The path and name for the file will appear in the field. If you want to export to a new file enter a new file name unique to that directory. You must enter the .txt file extension. Click OK. The path and name for the file will appear in the field.
9. Once all the filenames are selected, click the Start Conversion button. A progress meter will update throughout the conversion process. The status bar at the very bottom of the screen is also used to indicate the progress of imports, exports and deletes. See the specific paragraphs below for the procedures for each conversion type.

#### 4.4.2 Initial Loading Processes

ERPTools/Convert first verifies the filenames, attaches to the provided PC Project and REFINFO files, prepares the import tables, and then imports the LAB transfer data.

##### 4.4.2.1 CHECK FOR REQUIRED FILENAMES

Convert checks that all required filenames are present. If any are missing you will receive a message similar to:

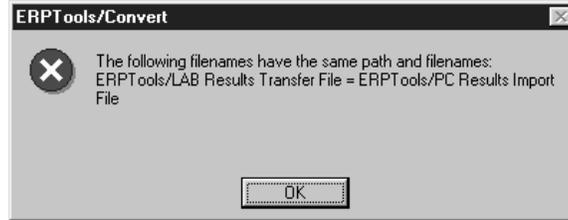


**Figure 4-2 Missing File Names Warning**

You will have to provide all the required filenames to prevent this error.

##### 4.4.2.2 CHECK FOR DUPLICATE FILENAMES

Convert next checks that the input path/filenames do not equal the same file's output path/filename. For example if the LAB Samples transfer filename was "c:\samples.txt" and the PC Samples input filename was "c:\samples.txt" an error would occur. If this error occurs you will see a message similar to:

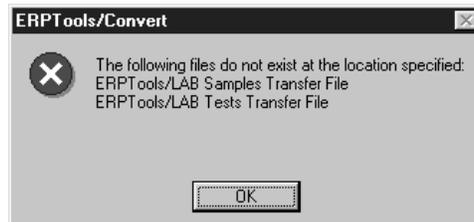


**Figure 4-3 Duplicated File Names Warning**

You will need to change either the input or output filenames to prevent this error.

#### 4.4.2.3 CHECK FOR INPUT FILES

Convert next checks that the input files and the PC Project and REFINFO files exist. Convert does not check for the output files because they do not exist yet. If the files do not exist you will get the following message:



**Figure 4-4 Missing Input File Names Warning**

Re-select the files that are identified to correct this problem.

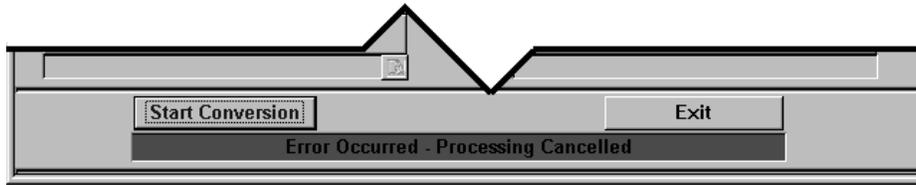
#### 4.4.2.4 CHECK PROJECT FILES

Convert then attaches to the PC Prime Project and PC REFINFO database files. If the PC Prime Project file you selected is not an ERPTools/PC Project file or the REFINFO file is not a REFINFO file you will get the following message:



**Figure 4-5 Invalid Project File Warning**

When you click OK the conversion will be canceled, and the progress bar updated.



**Figure 4-6 Processing Canceled Status Bar**

You can change values and select different files while the Canceled message is showing. When you are ready to convert click the Start Conversion button and the status bar will clear.

Select the correct files to correct this problem.

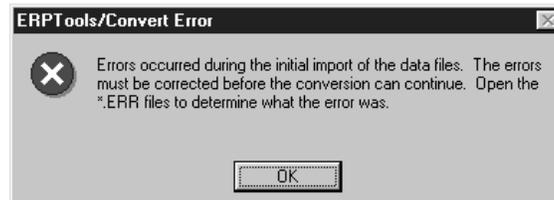
#### 4.4.2.5 IMPORT AND FORMAT ERRORS

Finally as part of the initialization process, Convert imports the identified input files into several working tables. As was mentioned in the Errors section above, several import errors may occur. If any of the errors occur you will get the following message:



**Figure 4-7 Import and Format Errors Warning**

After this message a file dialog box will appear. Use the dialog box to select a \*.ERR file that will be used to save the bad record information. If you click the CANCEL button ERPTools/Convert will not be able to save an error file. Convert will try to import all the identified files before exiting the conversion process. If you had any errors after all the files were imported you will get the following message:



**Figure 4-8 Initial Import Errors Warning**

If any of the above errors occurred during the initialization process the conversion will be aborted and the progress bar will display a message that an “Error Occurred - Processing Cancelled”.

#### 4.4.3 Samples, Tests, and Results Processes

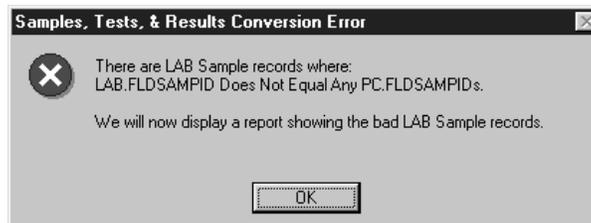
If all the initialization processes completed successfully and you selected Convert Samples, Tests, and Results option then the progress bar will reset and display “Converting Samples, Tests, & Results” and the conversion process will begin.

#### 4.4.3.1 FIELD VALUE CHECKS

Three field value checks will be performed on the data. If there are errors Convert will follow an error process that includes showing a report which can be printed, exporting erroneous records and deleting the bad records.

##### 4.4.3.1.1 CHECKING FIELD SAMPLE ID

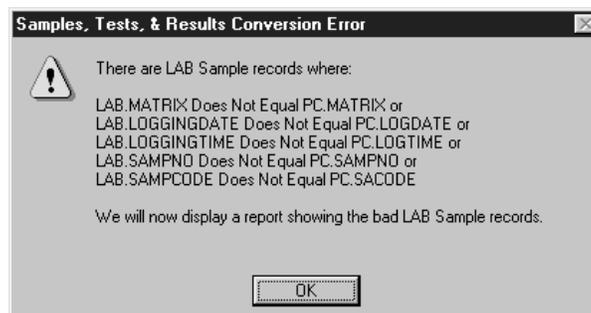
The first check Convert makes is comparing the LAB Field Sample ID to the PC FLDSAMPID. Field Sample ID is the primary way Convert connects the Lab Project data to the Prime Project data. The reason some of the records may not match are two-fold. First, you may not have entered the Field Sample information into the project yet. The other reason is that a typographical error may exist in either the Prime data or in the Lab data. You will need to check the actual Chain of Custody forms to determine where the error exists. If there are any records that don't match you will see the following message:



**Figure 4-9 Field Sample ID Mismatch Warning**

##### 4.4.3.1.2 CHECKING MATRIX, DATE, TIME AND SAMPLE NUMBER

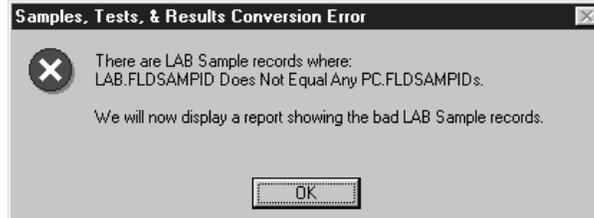
The next check Convert performs is to compare the Lab Matrix to the Prime Matrix, Lab Logging Date to the Prime LOGDATE, Lab Logging Time to the Prime LOGTIME, and the Lab Sample Number to the Prime SAMPNO where the Lab Field Sample ID equals the Prime FLDSAMPID. The reason for this error is similar to the previous error. Check the Chain of Custody form to verify where the error occurred. The same process will happen as did with the Field Samp ID error. You will be informed of the error.



**Figure 4-10 Sample Records Conversion Error Warning**

#### 4.4.3.1.3 CHECKING PARENT RECORDS

The next check verifies that a parent record exists for any sample record with a Sample Code of MS, SD, or LR. The parents may be missing for several reasons. The first reason may be that the parent records were not part of the data in the transfer file. Another reason is that the parent record may have had one of the previous errors and was exported out and deleted. The process used here is the same as the previous two errors. First a message will appear.



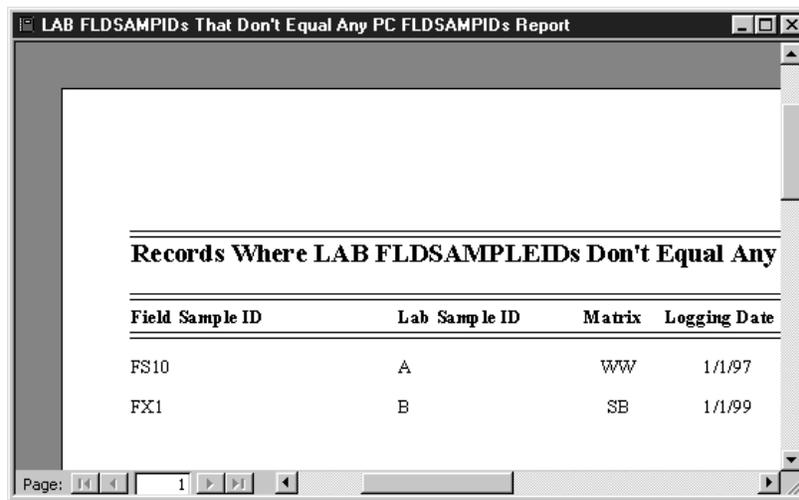
**Figure 4-11 Samples With No Parent Records Warning**

#### 4.4.3.2 FIELD VALUE ERROR PROCESS

The Field Value error process supports the creation of printed error reports and exported erroneous record files.

##### 4.4.3.2.1 FIELD VALUE ERROR REPORT

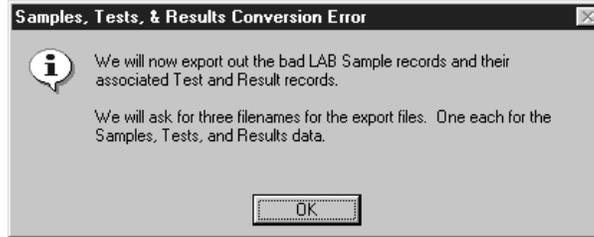
After Convert finds errors and displays the Error warning, a report showing the error records will be displayed.



**Figure 4-12 Typical Report**

##### 4.4.3.2.2 BAD RECORD EXPORT WARNING

After you've printed and closed the report the Bad Record Export warning will appear.



**Figure 4-13 Bad Record Export Warning**

#### 4.4.3.2.3 EXPORT RECORDS DIALOG

You will then be presented with three file dialog boxes in a row. The first dialog box is to save the bad Samples records. The next two are for the associated Tests and Results records. The files are in the same format as the files created by Lab Project so that if the problem was in Prime Project you can re-process the three files that are generated by this error.

Use the dialog box to select a \*.TXF file that will be used to save the bad record information. The files will be the same format as the Lab transfer files. Once the records are exported to the file you will see the following message:

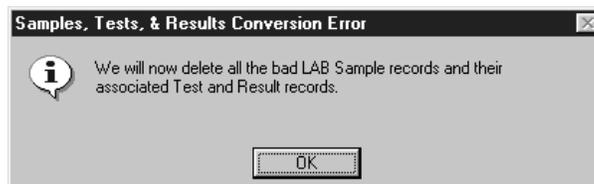


**Figure 4-14 File Transfer Warning**

The file dialog and File Transfer warning will repeat two more times, for the Test records and the Results records.

#### 4.4.3.2.4 RECORD DELETION WARNING

When all three files have been saved, the Record Deletion warning will appear.



**Figure 4-15 Record Deletion Warning**

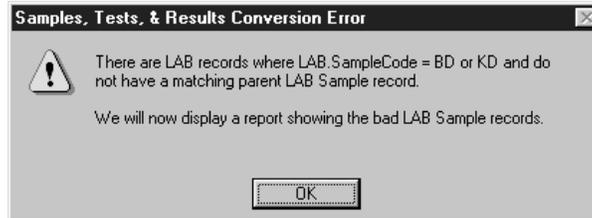
Convert will delete all the bad Sample records and the associated children Tests and Results records.

#### 4.4.3.3 CHECKING FOR MISSING DATA

Convert next fills in any missing data, such as, AFIID, LOCID, SBD, SED etc. The progress bar will show you what data is being filled in.

#### 4.4.3.4 CHECKING LOGGING INFORMATION

If there are any Sample records with a Sample Code of MS, SD, or LR Convert will have to update the Matrix, Logging Date, Logging Time, Sample Number, and Logging Company Code to the parent records values. You will be informed of the update with a message.



**Figure 4-16 Change Records Warning**

A report will be created.

#### 4.4.3.5 RESULT VALUE CONVERSIONS

After all the other fields are updated ERPTools/Convert must update the Expected Value field and, based on the Percent Recovery selection the user made, the Units, RL, and MDL fields. Regardless of the Percent Recovery selection, ERPTools/Convert makes the following four changes:

1. Make Expected Value field equal to 0 for all non-surrogate blanks.
2. Make Spike Added field Null for all non-surrogate normals.
3. Make Expected Value field equal to its parent result value for all non-surrogate Field Replicate, Lab Replicate and Field Duplicates.
4. Make Expected Value equal to its parent Normal result value plus its SpikeAdded value for all non-surrogate Field Spikes.

Now, depending on the whether the user selected to calculate Percent Recovery or not ERPTools/Convert will make one of two changes.

If the user selects Percent Recovery option then:

1. Make Expected Value equal to its parent result value for non-surrogate Matrix Spike and Spike Duplicate records where the Spike Added field equals 0.
2. Make the MDL and RL fields Null, the Result Value equal to the %Recovery value, Expected Value equal to 100, and the Units field equal to "PERCENT" for non-surrogate Matrix Spike, Spike Duplicate, Blank Spike, Blank Spike Duplicate, Reference Material, and Reference Material Duplicates where the Spike Added field is greater than 0.
3. Make the Expected Value field equal to 0 for non-surrogate Blank Spike, Blank Spike Duplicate, Reference Material, and Reference Material Duplicates where the Spike Added field is equal to 0.
4. Make the MDL and RL fields Null, the Result Value equal to the %Recovery value, Expected Value equal to 100, and the Units field equal to "PERCENT" for surrogates

where Spike Added is Not Null.

If the user does not select the Percent Recovery option then:

1. Make the Expected Value equal to its parent normal result value plus its Spike Added field for non-surrogate Matrix Spike and Spike Duplicates.
2. Make the Expected Value field equal to the Spike Added field for non-surrogate Blank Spike, Blank Spike Duplicate, Reference Material, and Reference Material Duplicates.
3. Make the Expected Value field equal to the Spike Added field for all surrogates.

#### 4.4.3.6 OUTPUT FILE CREATION

Now that we have a completely prepared set of data, Convert will create the three Prime Project import files identified in the PC Samples, Tests, and Results Output file fields.

When the conversion is finished the progress bar will be updated to "Completed Converting Samples, Tests, & Results".

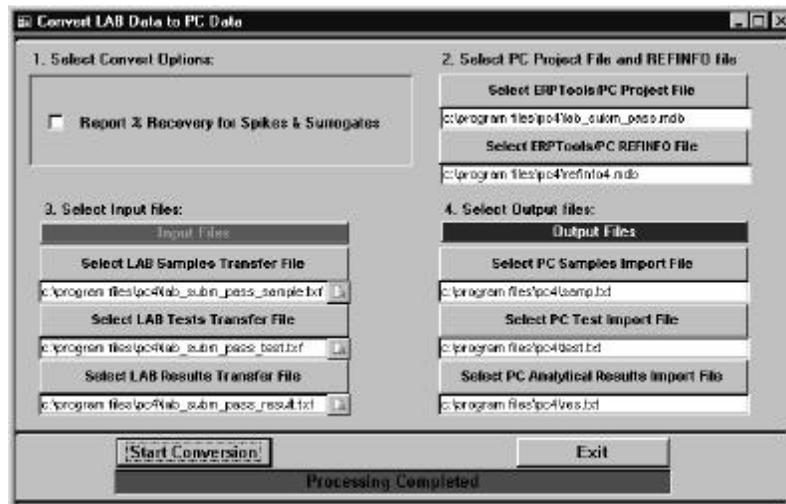
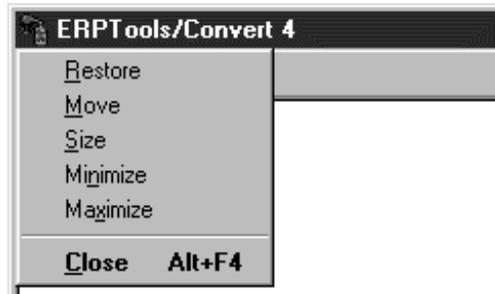


Figure 4-17 Processing Completed Main Screen

## 5. MENUS AND TOOLBARS

The ERPTools/Convert menus and toolbars enable the user to perform tasks within the program. Menu commands and toolbar buttons available depend both on whether the user is Admin or Data Entry, and on which screen is open.

### 5.1 APPLICATION MENU



**Figure 5-1 Application Menu**

The Application menu is opened by clicking the Application icon or Application button in the top left corner of the window. Alt+[SPACEBAR] is the hot key for this menu. The options include:

**Restore Option:** Returns a maximized or minimized window to its former size.

**Move Option:** Enables the arrow keys to move the active window.

**Size Option:** Enables the arrow keys to resize the active window.

**Minimize Option:** Reduces the active window to an icon at the bottom of the monitor screen or on the taskbar.

**Maximize Option:** Expands the active window to fill the monitor screen.

**Close Option:** Closes ERPTools/Convert. This option can be used to close the program in the middle of a conversion whenever a report is open. If the user selects this option while a report or the User Management screen is open, then clicks Cancel, the program will react in unintended ways.

### 5.2 MAIN SCREEN MENU



**Figure 5-2 Main Screen Menu**

The Main Screen menu is accessible when the Main screen is open.

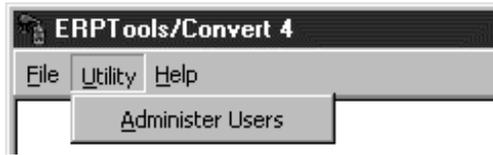
### 5.2.1 Main File Menu



**Figure 5-3 Main File Menu**

The Exit option closes ERPTools/Convert.

### 5.2.2 Utility Menu



**Figure 5-4 Main Utility Menu**

The Administer Users option opens the User Maintenance dialog. (See page 14.)

### 5.2.3 Help Menu



**Figure 5-5 Help Menu**

The Help menu is identical for all menu bars. Options include:

Contents Option: Opens the Help Contents screen.

Search Option: Opens the Help Search dialog.

About ERPTools/Convert Option: Opens the About ERPTools/Convert screen.

5.2.3.1 HELP CONTENTS SCREEN



Figure 5-6 Help Contents Screen

The Help Contents screen is the opening interface to the help file system offering online assistance.

Click the Contents tab to select topics from the Table of Contents. The Index tab opens a list of keywords to topics. To search for any word in the help file, click the Search tab.

5.2.3.2 ABOUT ERPTOOLS/CONVERT SCREEN

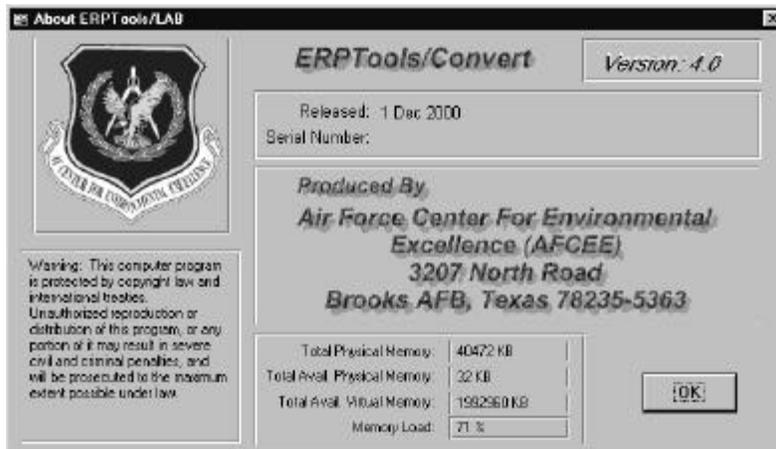


Figure 5-7 About ERPTools/Convert Screen

The About ERPTools/Convert screen shows version and date information about the program, and system memory information.

### 5.3 FORM MENU AND TOOLBAR



**Figure 5-8 Form Menu and Toolbar**

The Form menu and toolbar are displayed when the User Maintenance form is opened.

#### 5.3.1 Close Button



Closes the current form.

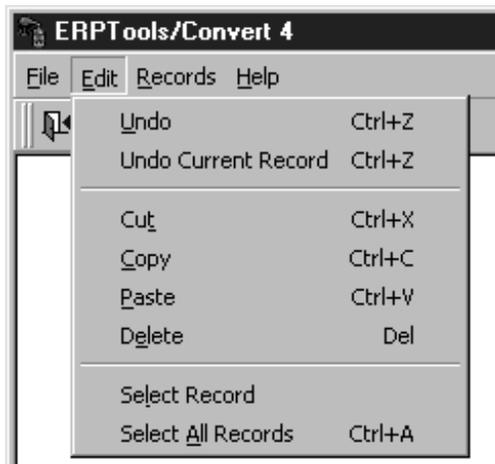
#### 5.3.2 Form File Menu



**Figure 5-9 Form File Menu**

The Close option on the Form File menu closes the User Maintenance form and returns the user to the Main screen.

#### 5.3.3 Form Edit Menu



**Figure 5-10 Form Edit Menu**

The Form Edit menu provides commands necessary to edit the User Maintenance records. Options include:

Undo... Option: Reverses the last action taken. The title of this option depends on the type

action that will be reversed.

Undo Current Field Option: Returns the current field to its original value.

Cut Option: Removes selected text and saves it on the clipboard.

Copy Option: Places a copy of the selected text on the clipboard.

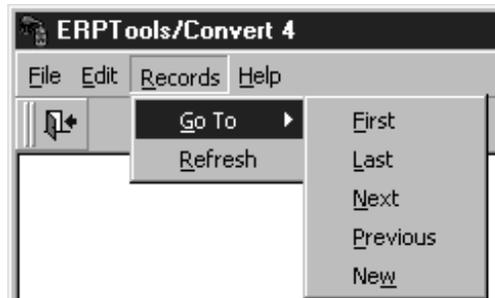
Paste Option: Places the last item copied or cut to the clipboard at the position of the cursor.

Delete Option: Deletes the current record or records.

Select Record Option: Selects a complete record for cutting or copying.

Select All Records Option: Selects all records.

### 5.3.4 Form Records Menu



**Figure 5-11 Form Records Menu**

The Form Records menu provides commands used to select User Maintenance records. Options include:

Go To>: Opens the Go To submenu.

First Option: Go to the first record.

Previous Option: Go to the record before the current record.

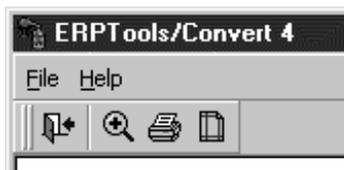
Next Option: Go to the record after the current record.

Last Option: Go to the last record.

New Option: Add a new record.

Refresh Option: Requeries the underlying data to bring fresh information to the screen.

## 5.4 REPORT MENU AND TOOLBAR



**Figure 5-12 Report Menu and Toolbar**

The Report menu and toolbar are displayed during the conversion process when reports are opened.

## 5.4.1 Report Toolbar

### 5.4.1.1 CLOSE BUTTON



Closes the current form.

### 5.4.1.2 VIEW BUTTON



Switch between close-up and page view.

### 5.4.1.3 PRINT BUTTON



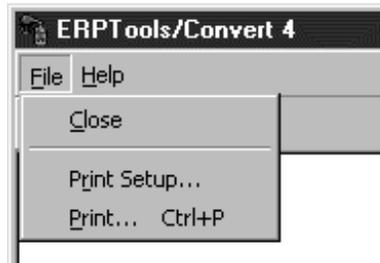
Print the current document to the default printer.

### 5.4.1.4 FORM SETUP BUTTON



Set page layout options for printing.

## 5.4.2 Report File Menu



**Figure 5-13 Report File Menu**

The Report File menu provides printing options for the displayed report. Options include:

**Close Option:** Closes the displayed report, returns the user to the main screen and continues the conversion process.

**Print Setup Option:** Opens the user's print setup dialog.

**Print Option:** Opens the user's printer control dialog.

## 5.5 PREVIEW MENU



**Figure 5-14 Preview Menu**

The Preview menu is displayed when a user opens a file preview screen.

### 5.5.1 Preview File Menu



**Figure 5-15 Preview File Menu**

Close Option: Closes the displayed preview and returns the user to the main screen.

## 6. ACRONYMS

<b>Acronym</b>	<b>Meaning</b>
AFCEE	Air Force Center for Environmental Excellence
CERCLA	Public Law 96-510, the Comprehensive Environmental Response, Compensation and Liability Act of 1980
DLH	Data Loading Handbook
ERP	Environmental Resources Program
ERPIMS	Environmental Resources Program Information Management System
MAJCOM	Major Commands
MHz	Megahertz
MS	Microsoft
MSC	Mission Support Computer
NCP	National Contingency Plan
PC	Personal Computer
RAM	Random Access Memory
SARA	Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986
SQL	Structured Query Language
VGA	Video Graphics Adapter
VVL	Valid Values List

## INDEX

- \*
- \*.ERR File, 14  
\*.txt, 17
- A**
- About  
  ERPTools/Convert Option, 27  
  ERPTools/Convert Screen, 28  
Acronyms, 33  
Administer Users Option, 27  
Administrative Users, 10  
AFCEE Support, 2  
Air Force  
  Center for Environmental Excellence, 1  
  Major Commands, 1  
Alt+[SPACEBAR], 26  
Application Menu, 26  
Attaching to the PC Database, 18
- B**
- Backup, 12  
Bad Record Export Warning, 22
- C**
- Chain of Custody Form, 20  
Close  
  Button, 29, 31  
  Option, 26, 29, 31, 32  
Configuration, 4  
Configuration Procedures, 8  
Contents Option, 27  
Convert Process, 13  
Converting Samples, Tests, and Results, 20  
Copy Option, 30  
Cut Option, 30
- D**
- Data  
  Entry Interface, 2  
  Entry Users, 10  
  Loading Handbook, 13  
Date, 20  
Default  
  Password, 9  
  User, 9  
Delete Option, 30  
Duplicate Filenames, 17
- E**
- ERP Information Management System, 1
- ERPTools/LAB, 13  
ERPTools/PC, 13  
Error File, 14  
Errors, 13  
Exit Option, 27
- F**
- Field  
  Sample ID, 14, 20  
  Value Checks, 20  
  Value Error Report, 21  
File Extension, 17  
First Option, 30  
Form  
  Edit Menu, 29  
  Menu and Toolbar, 29  
  Records Menu, 30  
  Setup Button, 31  
Format Errors, 19
- G**
- Go To>, 30
- H**
- Help  
  Contents Screen, 28  
  Desk, 2  
  Menu, 27
- I**
- Icon, 8, 11  
Import Errors, 19  
Information Requirements, 4  
Initial  
  Import, 14  
  Import Errors, 19  
  Loading Processes, 17  
Input Files, 16, 18  
Installation, 4  
Installation Restoration Program, 1  
Inter-table validation, 13
- L**
- Last Option, 30  
Logging  
  Date, 14  
  In, 9  
  Information, 23  
  Time, 14  
Login, 16

- M**
- Main File Menu, 27
  - Main Screen Menu, 26
  - Matrix, 14, 20
  - Maximize Option, 26
  - Menus, 26
  - Messages, 13
  - Minimize Option, 26
  - Missing Data, 23
  - Mission Support Computer Division, 1
  - Modifying Data, 15
  - Move Option, 26
- N**
- New Option, 30
  - Next Option, 30
- O**
- Optimize Application, 12
  - Output Files, 17, 24
- P**
- Parent Records, 21
  - Parent Sample, 15
  - Paste Option, 30
  - Preview File Menu, 32
  - Preview Menu, 32
  - Previewing a File, 15
  - Previous Option, 30
  - Print Button, 31
  - Print Option, 31
  - Print Setup Option, 31
  - Processing Canceled Status Bar, 18
  - Project File, 16
  - Purpose, 1, 13
- R**
- Record Deletion Warning, 23
  - Referenced Documents, 3
  - REFINFO, 16
  - Refresh Option, 30
  - Registration, 4
  - Report File Menu, 31
  - Report Menu and Toolbar, 31
  - Reports, 13
  - Required Filenames, 17
- S**
- Restore Option, 26
  - Results, 15, 20
  - Sample Code, 14
  - Sample Number, 14, 20
  - Samples, 15, 20
  - Saving an Error File, 19
  - Search Option, 27
  - Security, 10
  - Select All Records Option, 30
  - Select Record Option, 30
  - Selecting a File, 15
  - Serial Number, 9
  - Setup, 4
  - Size Option, 26
  - Start Conversion Button, 17
  - Starting the Application, 16
  - STR Conversion, 24
  - Support, 2
  - System Overview, 1
- T**
- Tests, 15, 20
  - Time, 20
  - Toolbars, 26
  - Types of Users, 10
- U**
- Undo Current Field Option, 30
  - Undo... Option, 29
  - Uninstall, 11
  - User
    - Inputs, 13
    - Maintenance, 10
    - Manual, 2
    - Message Boxes, 2
  - Using, 13
  - Utility Menu, 27
- V**
- View Button, 31
- W**
- Windows® Versions, 1