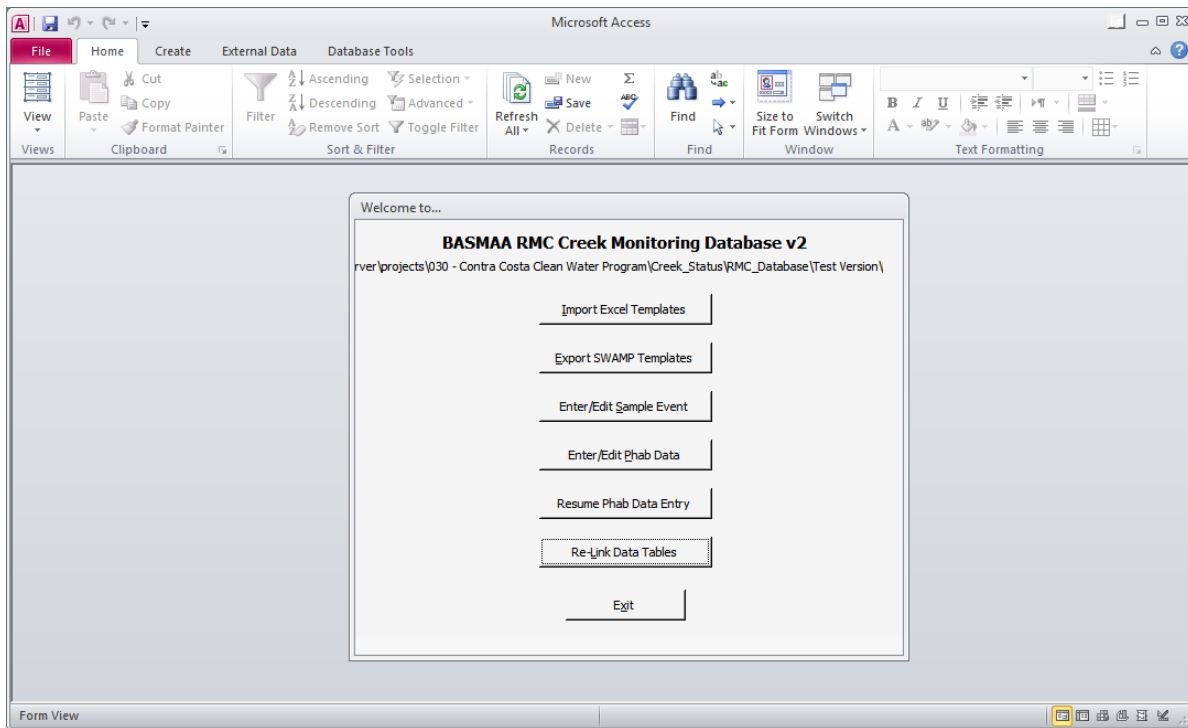


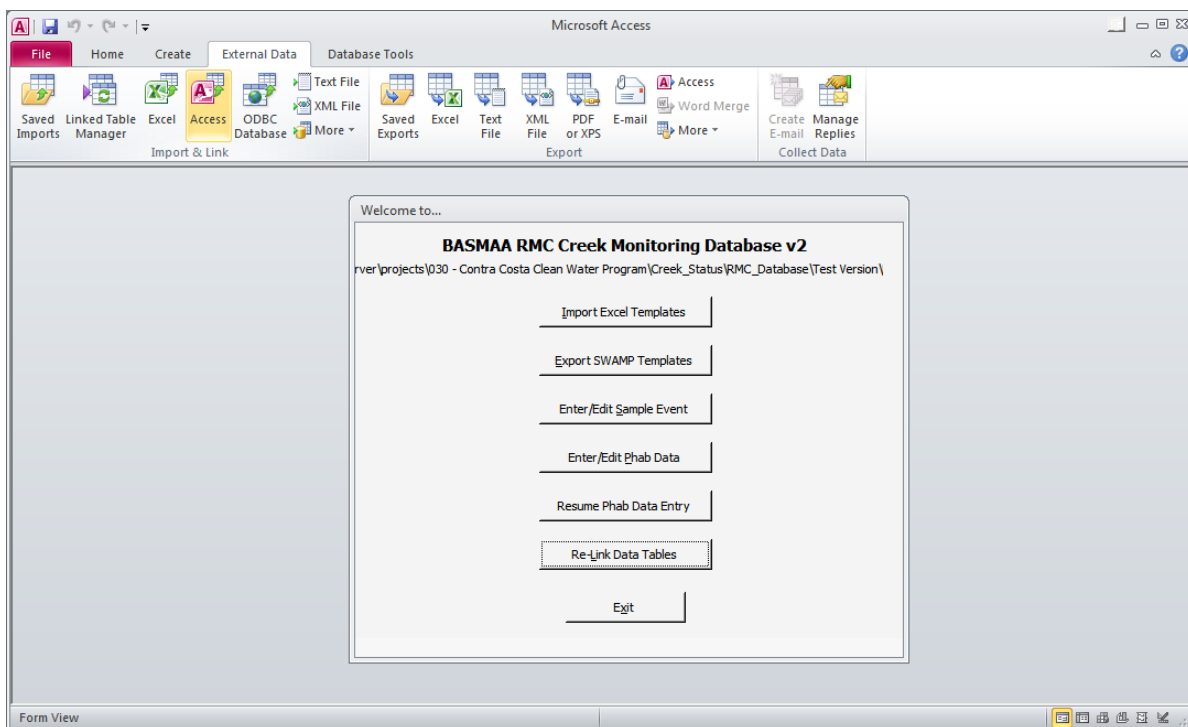
How to import QA/QC Tool Access Objects into the RMC Creek Monitoring Database

0) **Make a backup copy of your database file. Do not proceed with the following steps until you have done so.**

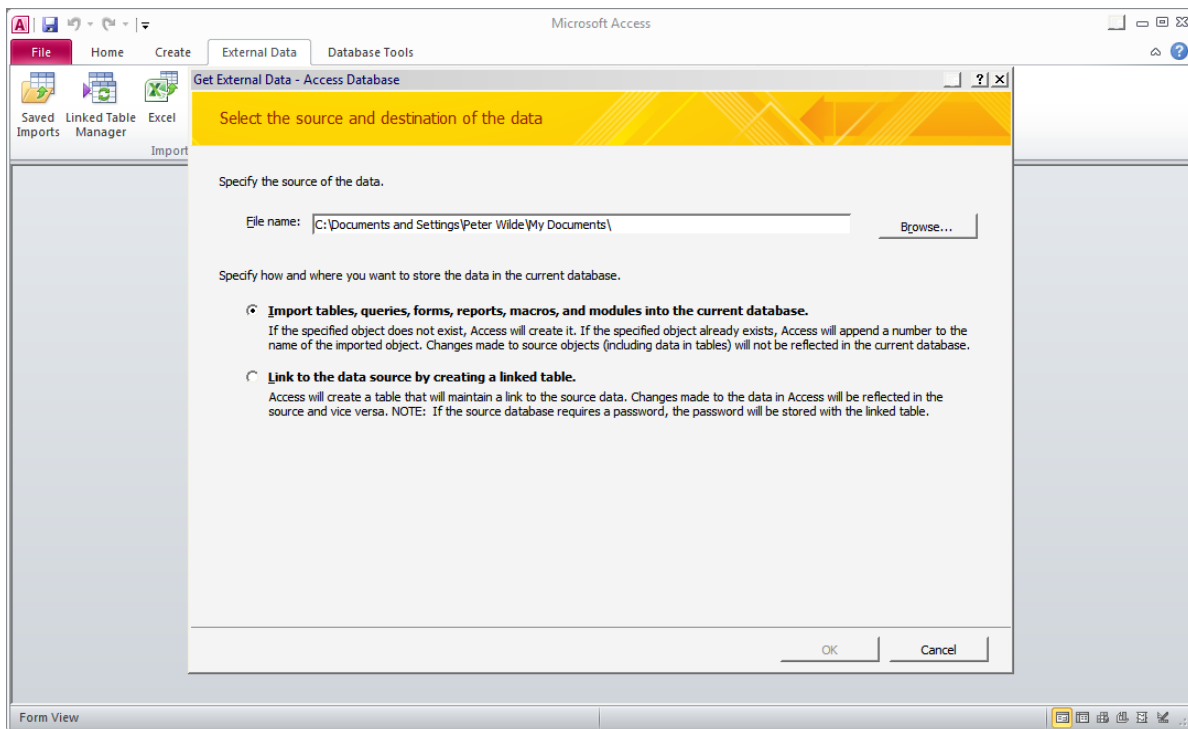
1) Open your database file to which you have previously re-linked data tables:



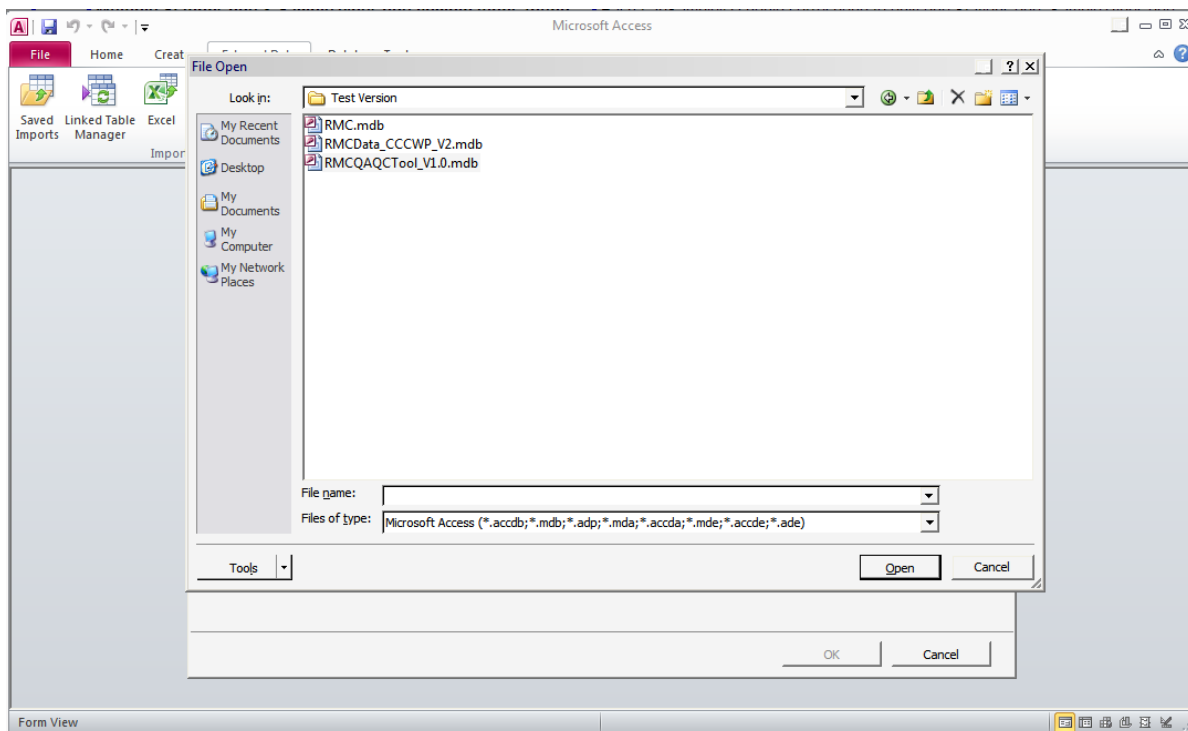
2) Select the “**External Data**” tab, and then click **Access** under “**Import & Link**”:



3) A “Get External Data – Access Database” window will open:

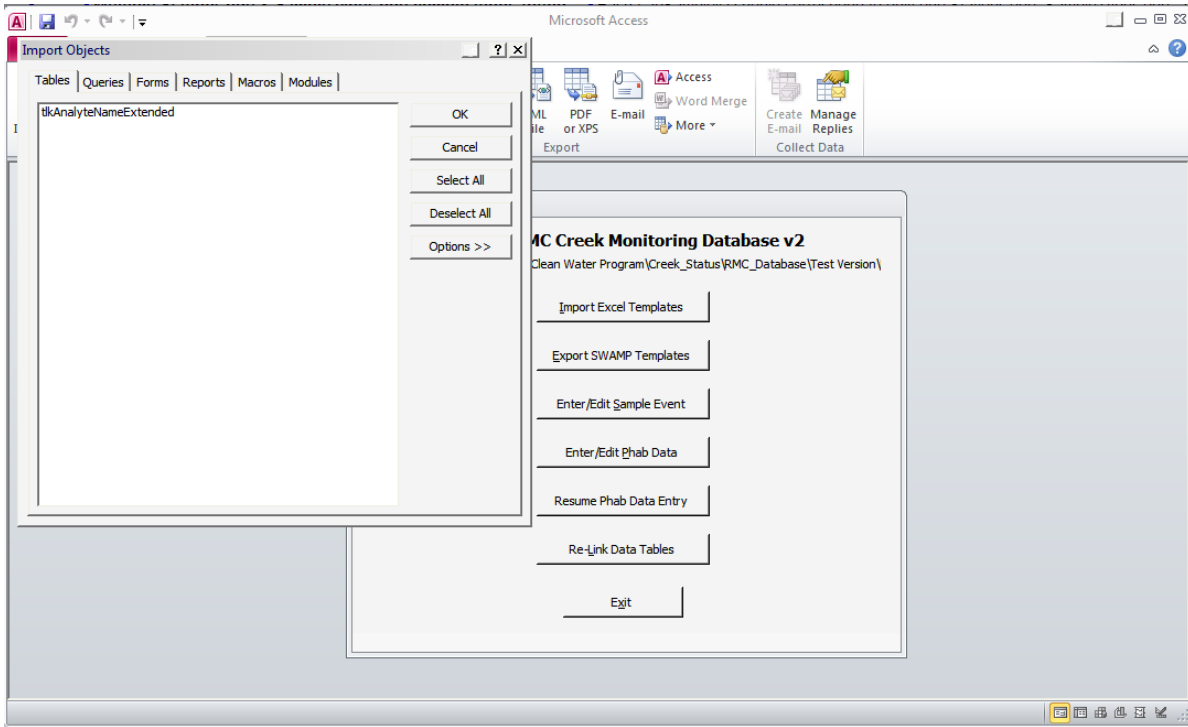


4) Click the browse button, and navigate to the location of the file “RMCQAQCTool_V1.0.mdb”. Select the file and click **Open**:

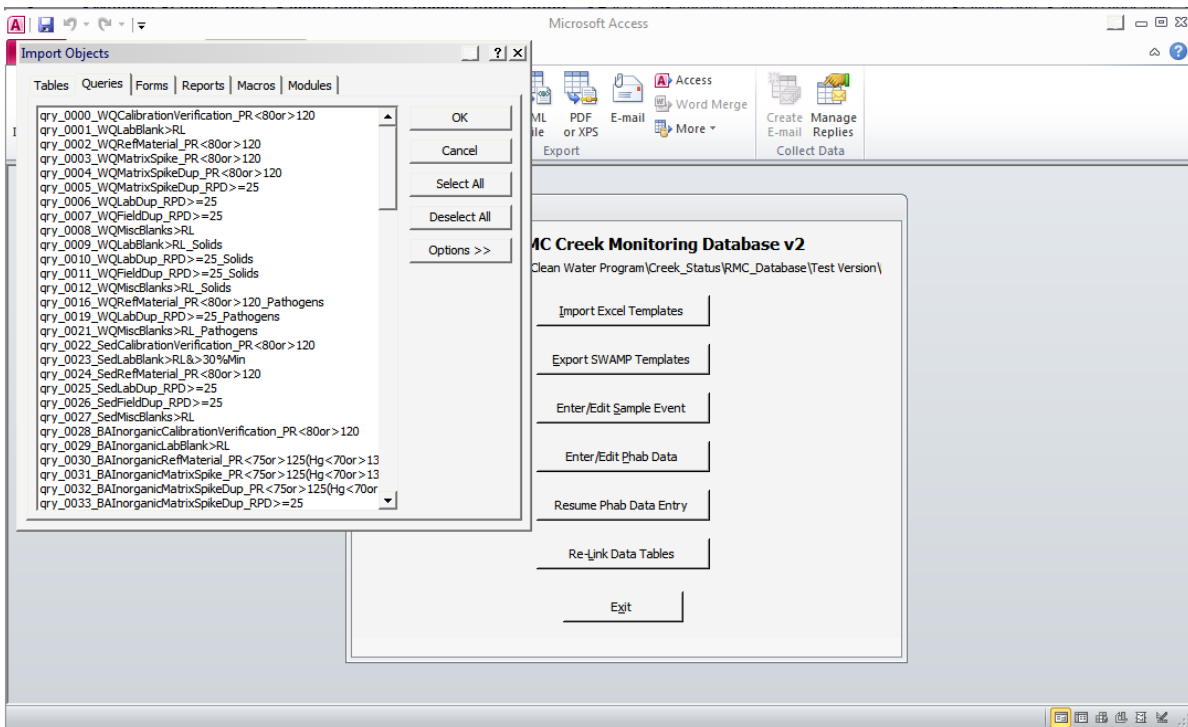


5) You will be returned to the “Get External Data – Access Database”. If the “Import tables, queries, forms,...etc...into current database” checkbox is not selected, please do so. Typically, it is selected by default. Click OK.

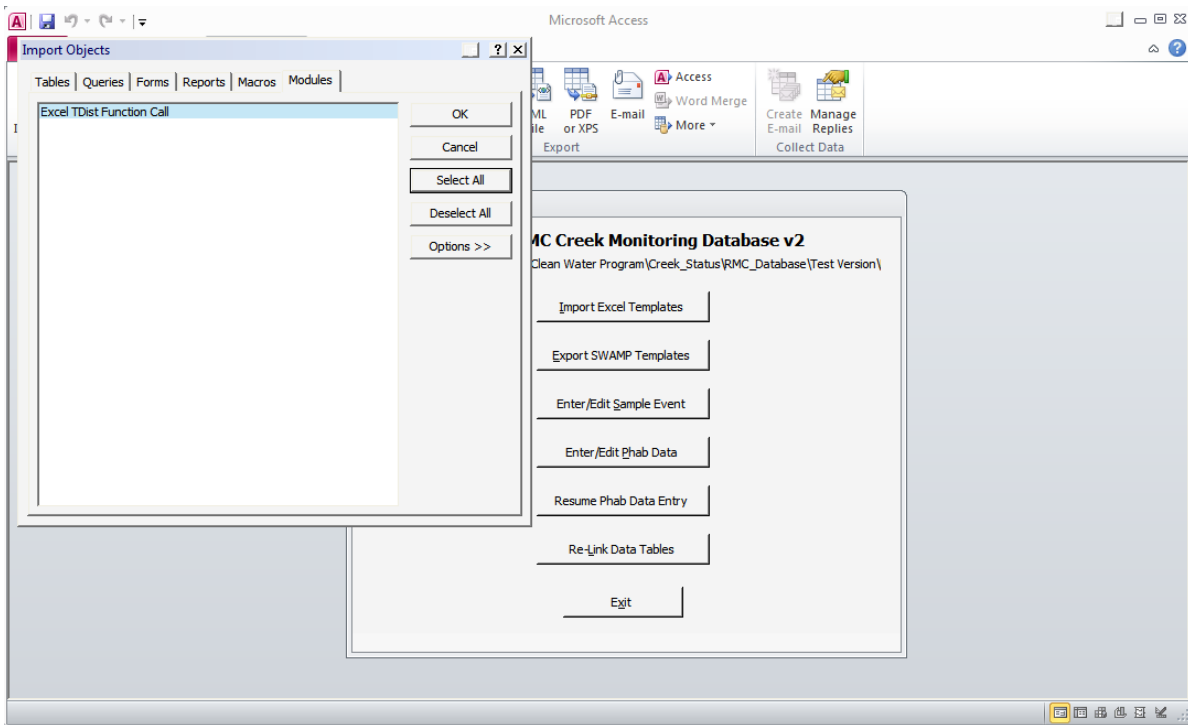
6) An “Import Objects” window will open. It has six tabs: Tables, Queries, Forms, Reports, Macros, and Modules. The **Tables** tab should be open, with the table *tlkAnalyteNameExtended* showing:



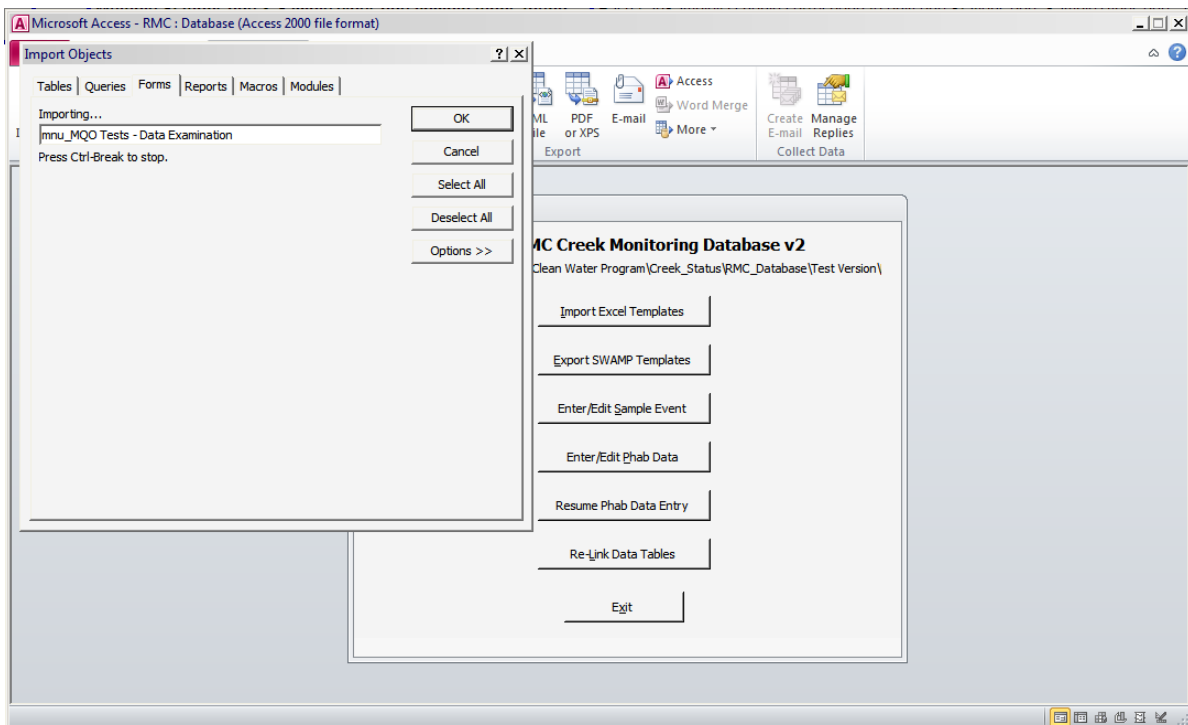
7) Click **Select All**. The table name should be high-lighted. Now, click the “Queries” tab. A list of many query names should show:



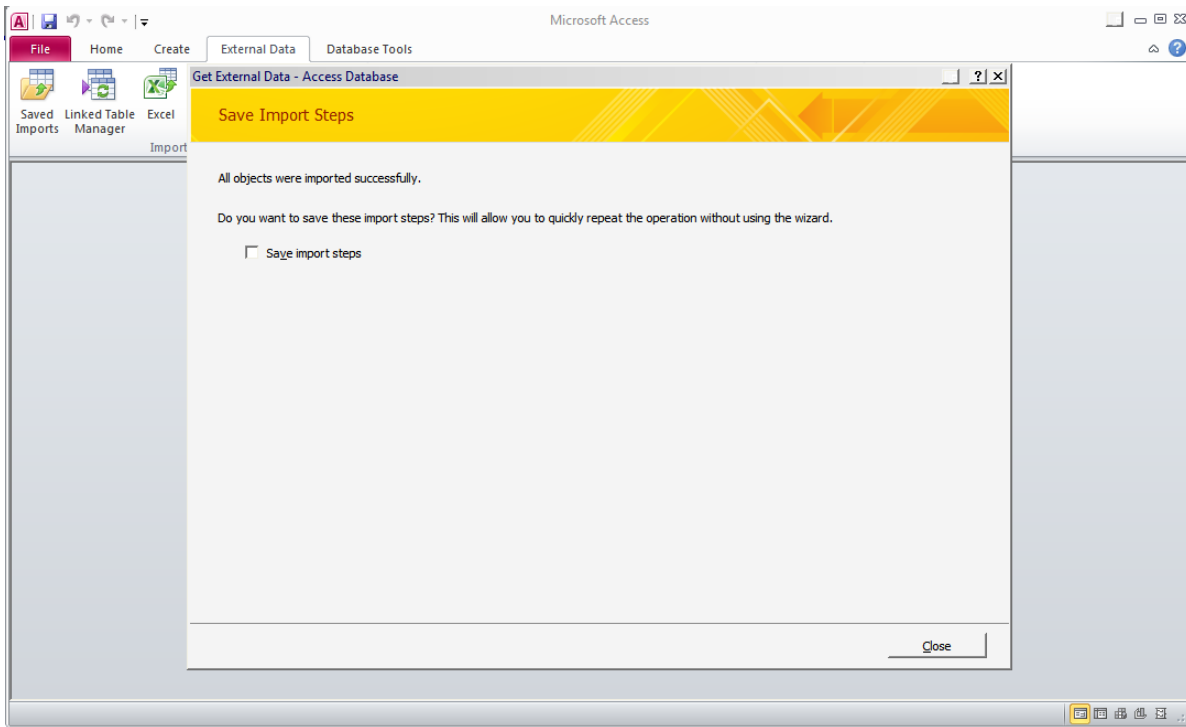
8) Once again, click **Select All** to select and high-light all of the queries. Continue this process on the “**Forms**” and “**Modules**” tabs. At this point, the screen should resemble this:



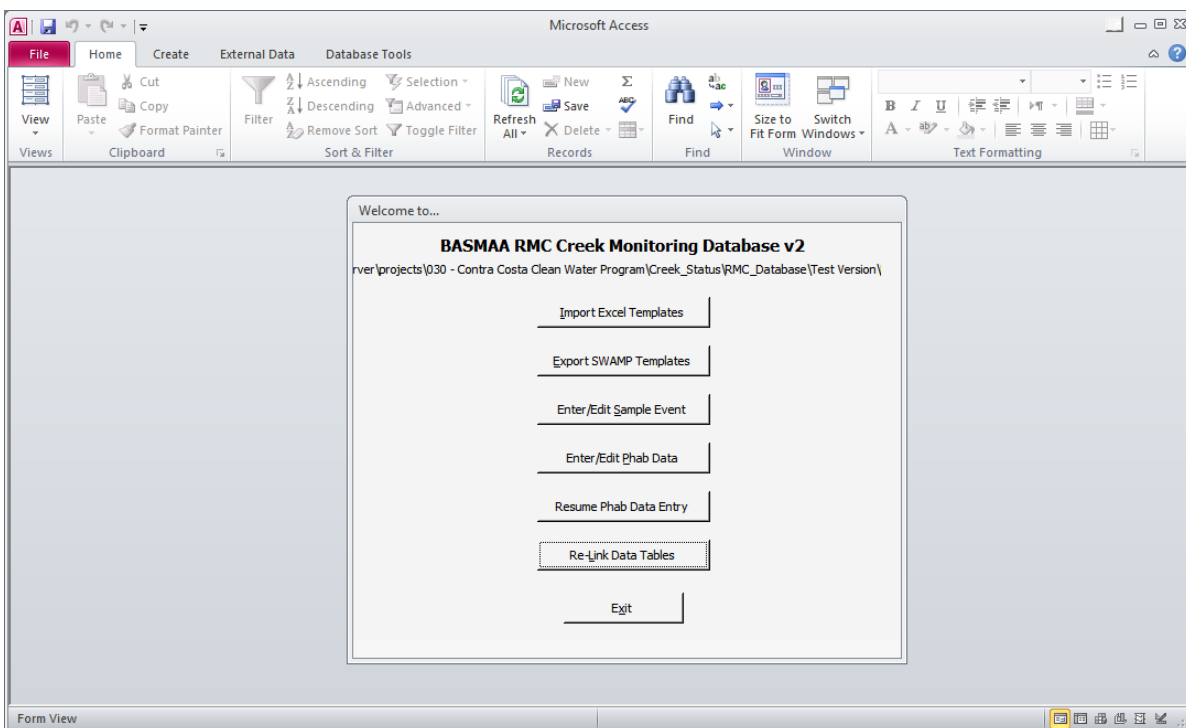
9) Click **OK** in the “**Import Objects**” window to begin importing the QA/QC tool objects into your database. This may take a few minutes, and your cursor will most likely display as an hourglass (or whatever icon your system uses to indicate a busy process). You should see each object listed as it is imported:



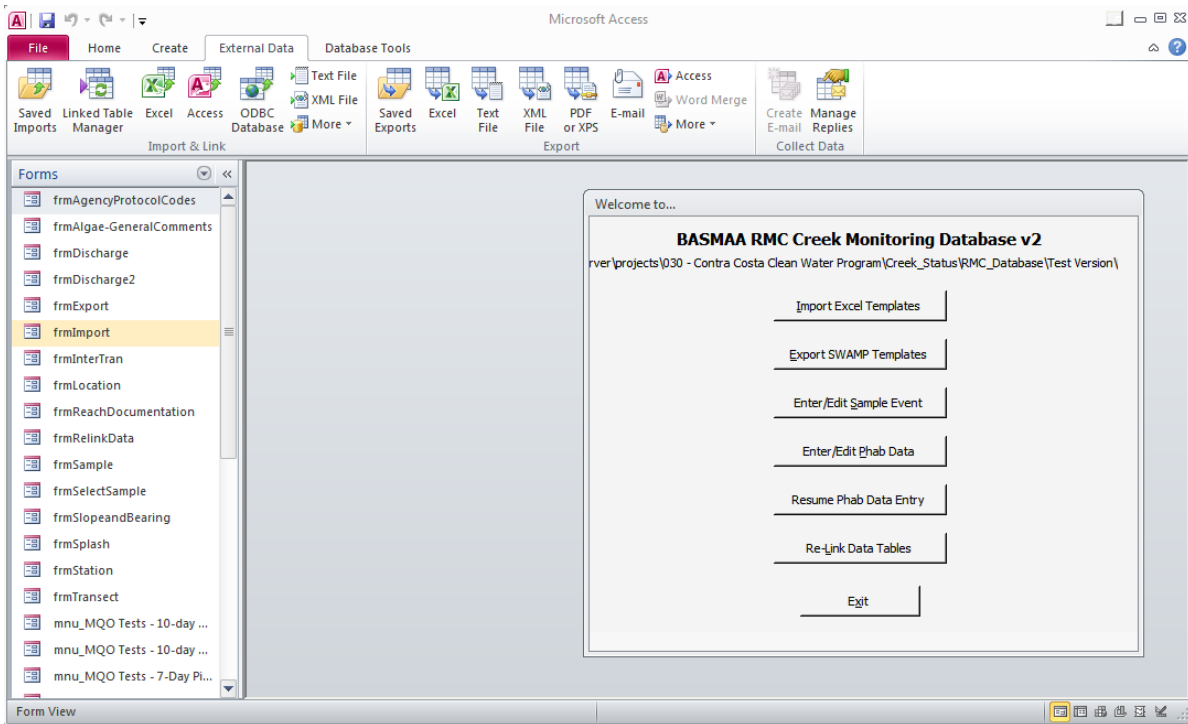
10) If the process is successful, you should see another “**Get External Data – Access Database**” window with the message “**All objects were imported successfully.**” If you do not see something resembling this screen, please contact Peter Wilde at pwilde@adhenvironmental.com, or call ADH Environmental at 831-477-2003 and ask for him. The possible errors are many at this step, and it is not feasible to anticipate all the outcomes in this document.



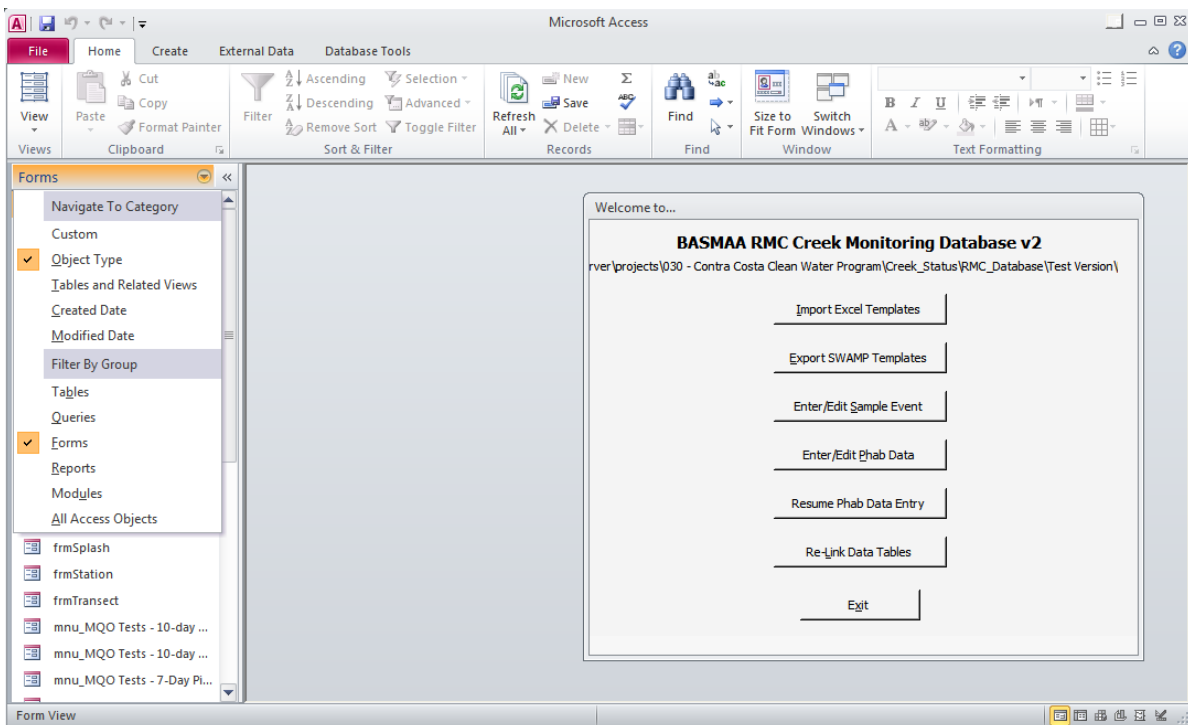
11) As an option, may want to save these steps by selecting the “**Save Import Steps**” checkbox. Click “Close”. You should be returned to the main menu of your copy of the database.



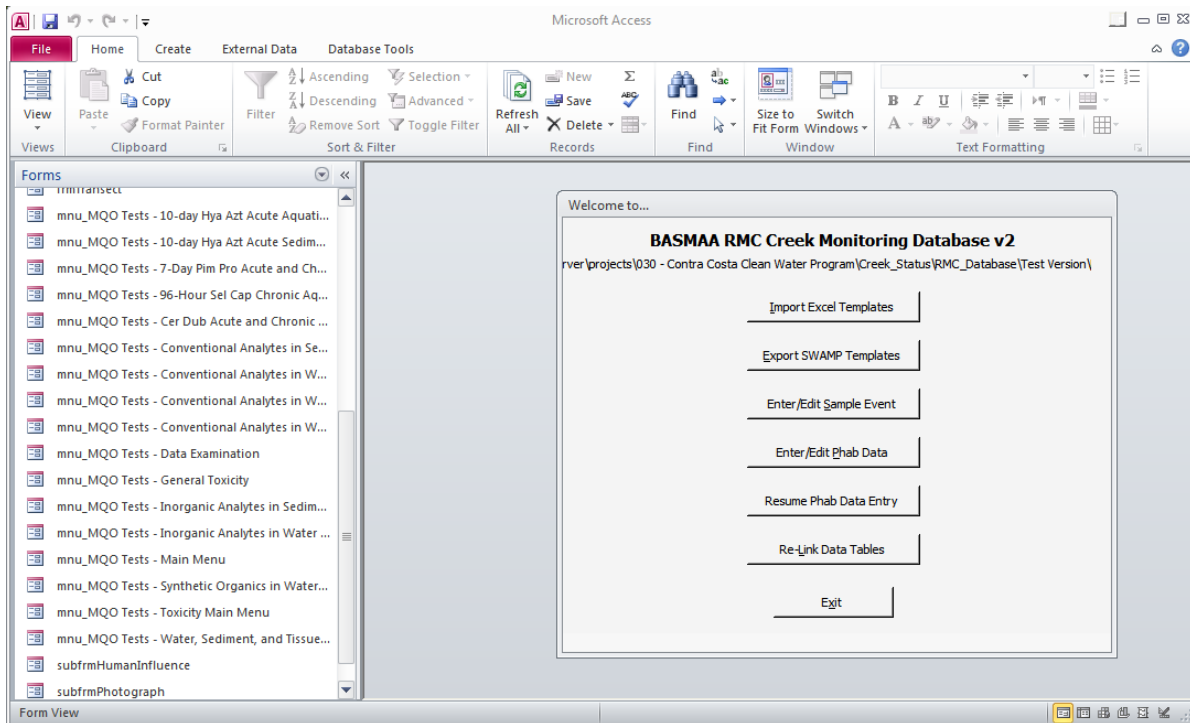
12) Press the **F11** key. This will bring out the **Navigation Pane**. If it fails to show, this function key has been disabled in your copy of Access. To display the pane, on the **Home** tab, in the **Show** group, click **Navigation Pane**.



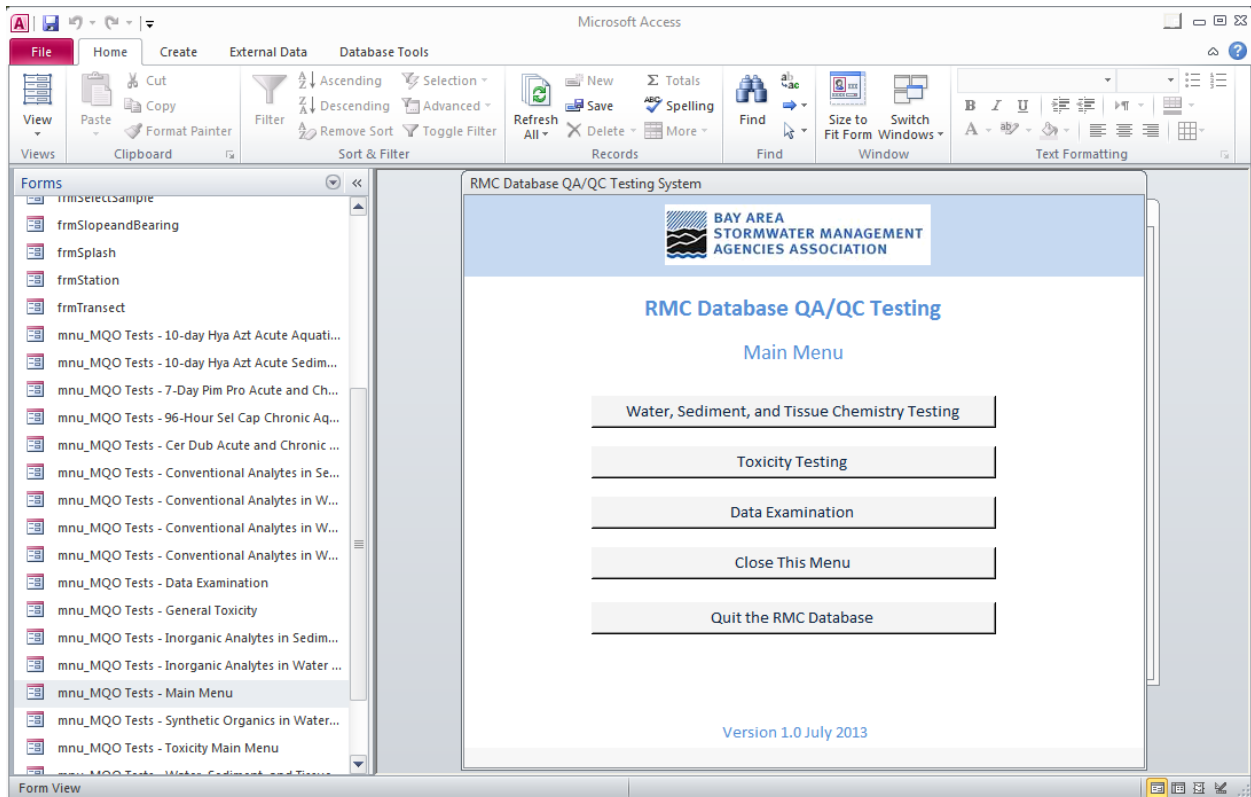
13) The Navigation Pane should show the word "Forms". If it shows anything else, click the down arrow () and display the **Object Selection Menu**. Click "Forms".



14) Move the right-hand slider bar of the Navigation Pane downward until the form “mnu_MQO Tests – Main Menu” appears. Double-click it, or right-click it and select “Open” from the context-menu.



15) The main menu of the QA/QC Testing System will open. You can now explore the system. You may want to minimize the Navigation Pane by clicking the double-left arrow (<<) in the top of the window.



In this draft version of the QA/QC Tool, the main menu must be manually opened as shown in steps 12-15 above. In future versions, this design will be replaced with a more user-friendly method. While exploring the QA/QC testing system, you get errors that indicate certain objects (like a given query or module) cannot be found. If this happens, contact Peter Wilde at pwilde@adhenvironmental.com, or call ADH Environmental at 831-477-2003 and ask for him. The possible errors are many in this context, and it is not feasible to anticipate all the outcomes in this document.