

# 7-Pedon PC Pedon Upload to NASIS

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**Title: 7-Pedon PC Upload Pedons to NASIS**

**Type:**     Skill     Knowledge

**Performance Objective:**

Trainee will be able to send a set of data to the ftp site for upload into NASIS. The user will also backup their data prior to upload into NASIS.

**Trainer Preparation:**

- Make sure the participants have machines that they have write permission to the C drive and access to the internet.
- Participants must also have Pedon PC loaded and a pedon.mdb file available for upload to NASIS.

**Special Requirements:**

- CCE configuration to ensure that Microsoft Access is compatible with Pedon PC.
- User login to NASIS
- Access to the web to obtain the ftp site to receive the pedon.mdb.

**Prerequisite Modules:**

- Setup Pedon PC

**Procedure:**

- Trainer will use as a job aid to help prepare for this task.
- Trainer can then use this job aid as a training module to accomplish the task.

**Notes/Purpose:**

The purpose is to ensure that user's are familiar with the process for sending data to NASIS.

**Authors:**

Henry Ferguson, NGDC

Alan Stahnke, TX

**Modified by:**

Tammy Cheever, NSSC

**Approved by:**

Marc Crouch, NSSC

# Upload Pedons to NASIS

Upon completion of this module the trainee will be able to:

1. Identify the correct file to upload to NASIS
2. Be able to ftp the file to the appropriate ftp site
3. Compose an email to be delivered to the hotline
4. Change ownership of pedons once they are uploaded

**Pedons should be uploaded to NASIS on a regular basis.**

NASIS is the only “safe” place to keep pedon descriptions.

We have all seen the fate of correlation “boxes” and file drawers in the past.

Computers are accessed on a regular basis. To leave files in local computers is another way to lose descriptions

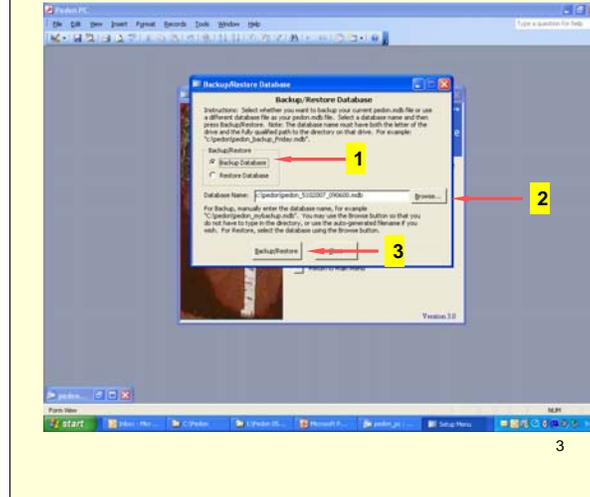
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Trainees are encouraged to upload pedons on a regular basis. It is important to ensure that point data is uploaded to NASIS since there is no other formal way to backup or archive the data.

## Step 1. Make a backup of your pedon.mdb file

1a. From the Main Menu choose Backup/Restore Database.

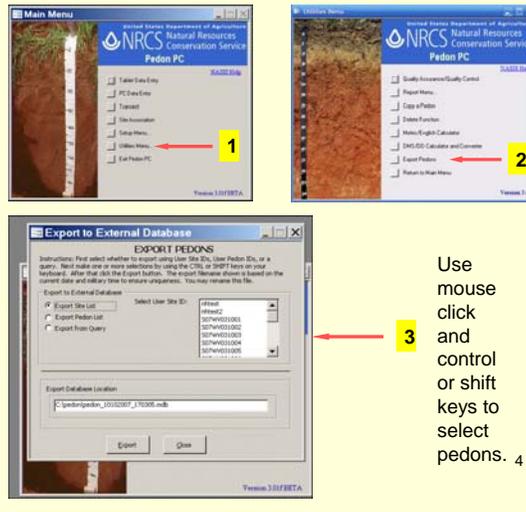
You can accept the defaults or navigate to another drive and give the backup file a unique name.



Pedon PC allows the user to create a backup of the data prior to uploading to NASIS

- Step 1a. (optional)

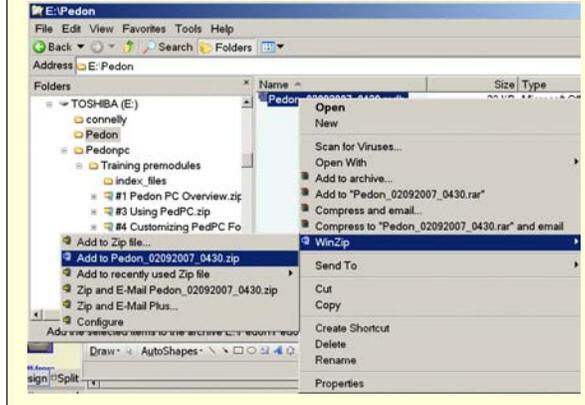
It is possible to upload a portion of the pedons by (1) choosing the Utilities Menu; (2) choosing Export Pedons; and (3) choosing the pedons to export.



The user can ftp the entire pedon.mdb file, or the user can select specific pedons for upload into NASIS. The exported file would be the file that is sent to the ftp site in this case.

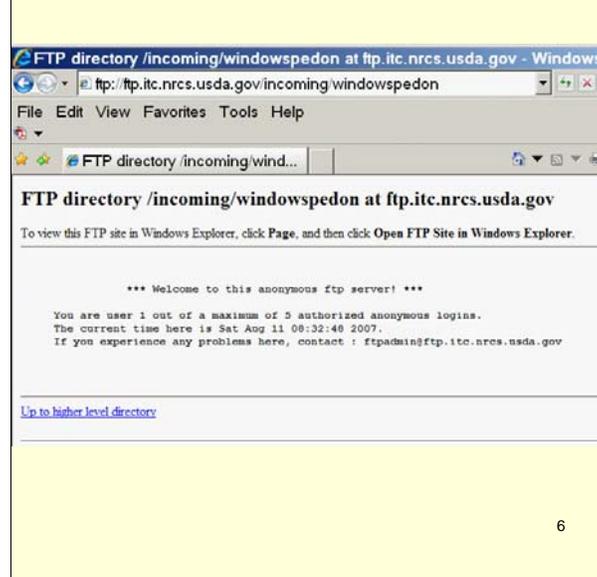
Step 2. Use Windows Explorer to navigate to the pedon.mdb file and right click on the file name; choose Win Zip to Zip up the pedon.mdb file that includes the date and time.

- Example Name:  
Pedon\_02092007\_0430.mdb



If the date and time are not descriptive enough, the user may wish to modify the backup file name to include a geographic region or special project name.

Step 3. Go to  
<ftp.itc.nrcs.usda.gov/incoming/windowspedon>  
using Windows Explorer



The ftp site is a secure site that is accessible by NRCS computers. Users that are importing pedons on machines that are not on the NRCS network, or that do not have a VPN account, must contact a soil scientist in NRCS that has access to this site.

Step 4. Upload the file to the ftp site using Windows Explorer (Just drag and drop)

Step 5. Send an email message to

[SoilsHotline@lin.usda.gov](mailto:SoilsHotline@lin.usda.gov)

Include

- a. Your name
- b. Your phone number
- c. The e-mail address to which the upload processing log should be returned, if different from the one from which you submitted this e-mail.
- d. The name of the NASIS Site to which ownership of the uploaded data should be initially assigned (MLRA01, MLRA02, etc.)
- e. The name of the zipped Pedon database file. This is critical so that the Soils Hotline staff can associate the right database with the right e-mail message.

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In NASIS there is a record ID associated with each group. It is helpful to send the record ID as well as the group name.

To view the Record ID in NASIS you must choose:

View > NASIS Sites > Group

In the default edit setup, the record ID is the last field in the group table.

Step 6. Check the data uploaded to  
NASIS

6a. View > Nasis Sites > Group

6b. Choose group

6c. File > Load related > Site

6d. File > Load related > Pedon

6e. File > Load related > Transect

6e. File > Load related > Site  
Associations

Or

Use your own query to load the  
pedons, sites, and transects you  
wish to review

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Once the data has been uploaded to NASIS, an email is sent to the user indicating that the pedons have been uploaded.

The user should then verify that the data uploaded correctly.

If the pedons are the only pedons in the group, then load related commands can be used to load the data. (This is the typical case since pedons are often held in a temporary group until they have been reviewed.)

- Step 7. Reassign the data to the final group that it should belong to if you have permission, or ask for the ownership to be reassigned for you.
  - 7a. Options > Change Owner
  - 7b. Choose desired options in the dialogue box



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It is important to reassign ownership of the pedons. This effectively cleans out the temporary group space for the next batch of pedons. Keeping the temporary space clean makes it easier to review the next batch of pedons uploaded to NASIS.