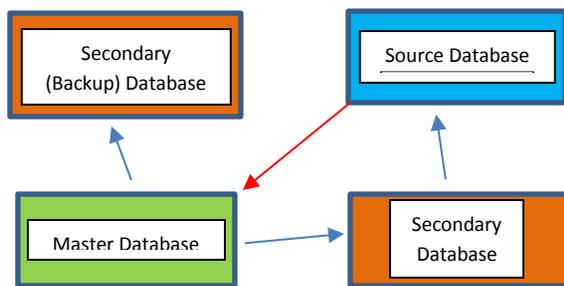


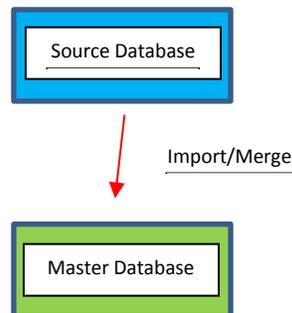
Working with and Merging Multiple DIMA Databases

1) Create a master database. This is the database that **always** takes precedence and the one that you import data *into*. This database houses all of your data prior to tandem data entry.

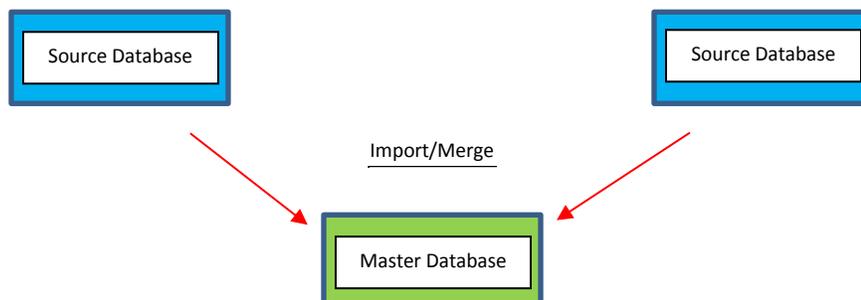
2) Create a copy of the master database, retaining all plot definitions. This database will hereafter be referred to as the "secondary" database which is essentially a backup of the master database in case something goes wrong with the merging and the master database is no longer usable. Another secondary database can be made and become a source database if it is used for data entry in the field. Under no circumstances should you "create" the same plot on two databases. For example, creating a plot in the source database and then later trying to merge the plot with its matching plot in the master database. Creating new plots instead of copying creates different keys and complicates the merging process.



3) If possible, avoid entering data for the same plot into multiple source databases. All plot metadata and data forms should be in one database. Data entered into source database can be imported later in to the master database.



4) If rule #3 is not feasible (e.g., collecting data with two tablets at a single site), assign specific protocols to each database. For instance, LPI and soil stability might always be entered into one source database and gap intercept might always be entered into another source database which will later be merged together into one master database.



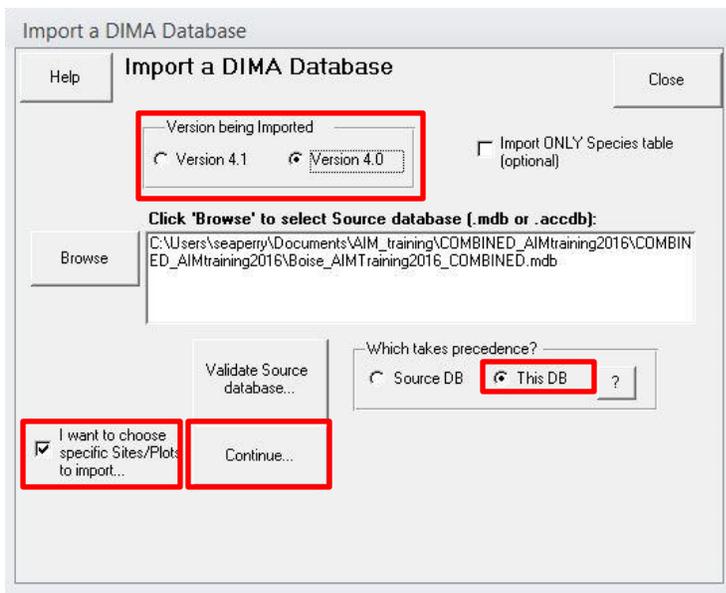
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5) Plot Definition information (e.g., GPS locations, soil pit information, etc) must **always** be entered into the master database. Otherwise you will lose this information in the import.

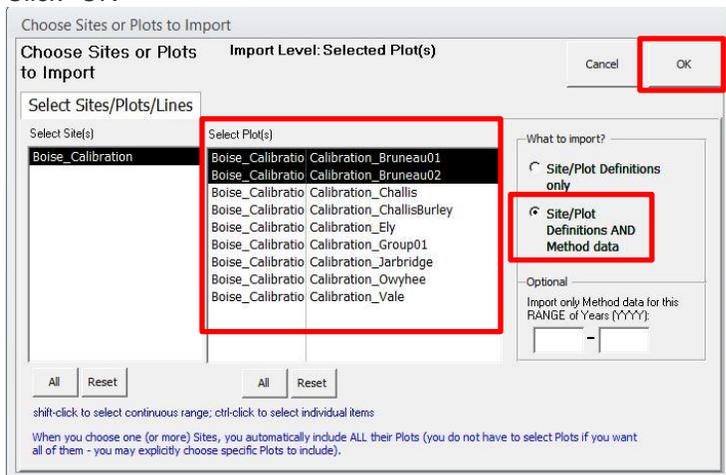
6) Use a clear and consistent versioning nomenclature so that you can tell the databases apart. Archive the databases after merging.

7) **Merge** the databases at regular intervals (at the end of a data entry session or at the end of the week). When performing the **merge**, only import the plots that had data entered into them in the secondary database. To do this check the "I want to choose specific Sites/Plots to import" box in the Import form. Remember that the master (THIS) database always takes precedence since it's what you're importing into from the source database. In addition make sure you have selected the correct version for DIMA for the database you're importing from.

Administrative Function → Data Imports/Exports → Import ALL data from another DIMA database



Select which specific plots you want and select "Site/Plot Definition AND Method Data"
Click "OK"



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8) After merging, check to make sure that all data were entered correctly. To do this, run the "Method Tracking" report in the newly merged database. You may also want to run some basic indicator reports and the plot definition report to check that everything moved over smoothly.

Up Next

1. Trouble Shooting DIMA
2. Load Excel spreadsheets into DIMA
3. Core Indicator Reports
4. Create a shapefile from DIMA

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