



# **Australian Speleological Federation Karst Index Database Documentation**

## **Creating New Areas and New Organisations**

ASF: <http://www.caves.org.au>

For KID version: 1.28

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## Introduction

### Creating New Areas and New Organisations in the KID

The Area and Organisations entities do not have a web-based interface for creating new entries like caves, maps or people. Instead the information required needs to be saved as a spreadsheet file and emailed to the KID System Administrator. Spreadsheet files from either Open Office Calc or Microsoft Excel are acceptable.

Only a State Cordinator has the authority to add new areas to the KID. If the KID System Administrator receives a request for adding a new area it will be refered to that State's State Coordinator. This tutorial is therefore directed to State Coordinators rather than updaters.

## Creating New Areas

You will need to create a spreadsheet file containing the data for the new area. To know what fields to include and their size you need to check on the latest version of the region table in the KID.

### 1. Check list of fields to include

Go to <http://www.caves.org.au/kid/doc/> and under 'ASF KID Specifications' click on 'Region Tables'. A page showing the structure of the Regions Table in the database will appear. The table will look something like what is shown below. Note that it may have additional fields than what are shown here if it has been updated after this documentation.

Table RE0000: Region (355 rows of data)

FID	Field	Type	Null	Key	Default	Extra
226	area_id	varchar(9)		PRI		
225	state_code	char(2)	YES			
81	area_code	char(3)	YES			
80	area_name	varchar(50)	YES			
10019	lat_long	varchar(35)	YES			
618	area_250k_map_sheet_name	varchar(45)	YES			
10021	coord_club	varchar(25)	YES			
621	area_comment	varchar(62)	YES			

From the above you can see what fields are required and what the maximum size of the field is.

You will need to provide information for most fields except area\_id. The area\_id is created by the System Administrator. The state\_code is given by the table below. The area\_code is a 1 to 3 letter code which needs to be unique on a state basis and is set by the State Coordinator, not centrally. Note that the area\_comment is at most 62 characters. The lat\_long if given should be the centroid latitude and longitude separated by a space character (see the example for Bungonia below).

If you are not sure what a field means you can look it up in the field definitions at <http://www.caves.org.au/kid/doc/>.

State Code	Meaning
2	New South Wales
3	Victoria
4	Queensland
5	South Australia
6	West Australia
7	Tasmania
8	Northern Territory

### 2. Create spreadsheet file

Start a spreadsheet application such as Open Office Calc or Microsoft Excel. Enter on the first row the field names exactly as above (including the underscores). On the second line, under each field, enter the value. The spreadsheet would look something like this.

area_id	state_code	area_code	area_name	lat_long	area_250k_map_sheet_name	coord_club	area_comment
	2	B	Bungonia	34°50'S 150°00'E	Wollongong	SSS	Hot, dry area

### 3. Email spreadsheet file to KID System Administrator

Email the spreadsheet file to the KID System Administrator. The KID System Administrator will take that spreadsheet file and create a script that inserts the data into the region table.

## Creating New Organisations

The procedure is similar to creating new areas.

### 1. Check list of fields to include

Go to <http://www.caves.org.au/kid/doc/> and under 'ASF KID Specifications' click on 'Organisation Tables'. A page showing the structure of the Organisations Table (OR0000: Region) in the database will appear. The table will look something like this:

Table OR0000: Organisation (128 rows of data)

FID	Field	Type	Null	Key	Default	Extra
380	organisation_id	varchar(9)		PRI		
376	organisation_country_code	char(2)	YES		NULL	
178	organisation_code	char(3)	YES		NULL	
390	organisation_initials	varchar(8)	YES		NULL	
391	organisation_name	varchar(60)	YES		NULL	
386	address_line_1	varchar(50)	YES		NULL	
387	address_line_2	varchar(50)	YES		NULL	
388	address_line_3	varchar(50)	YES		NULL	
389	address_line_4	varchar(50)	YES		NULL	
392	city	varchar(25)	YES		NULL	
377	state_code	char(2)	YES		NULL	
378	postcode	varchar(12)	YES		NULL	
379	postcode_first_YN	smallint(1)	YES		NULL	
395	address_country_code	char(2)	YES		NULL	
506	country_name	varchar(25)	YES		NULL	
393	organisation_coverage	enum('02','04','06','08','10','12')	YES		NULL	
394	organisation_grouping	enum('2','4','6')	YES		NULL	
381	organisation_type	enum('02','04','06','08','10','12')	YES		NULL	
382	organisation_defunct_YN	smallint(1)	YES		NULL	
383	final_year_if_defunct	varchar(4)	YES		NULL	
384	current_org_id_if_defunct	varchar(9)	YES		NULL	
416	initials_of_current_org	varchar(8)	YES		NULL	

The 3-letter Org Code needs to be unique nationally and is set by the KID System Administrator.

### 2. Create spreadsheet file

Start a spreadsheet application such as Open Office Calc or Microsoft Excel. Enter on the first row the field names exactly as above (including the underscores). On the second line, under each field, enter the value. The spreadsheet would look something like this.

organisation_id	organisation_country_code	organisation_code	organisation_initials	organisation_name		
	AU	VLC	VLCC	Victorian Limestone Caving Team		
address_line_1	address_line_2	address_line_3	address_line_4	city	state_code	postcode
				Melbourne	3	
postcode_first_YN	address_country_code	country_name	organisation_coverage	organisation_grouping		
organisation_type	organisation_defunct_YN	final_year_if_defunct	current_org_id_if_defunct	initials_of_current_org		

If you are not sure what a field means you can look it up in the Organisation Field Definitions at: <http://www.caves.org.au/kid/doc/>.

Quick tip: Suppose you don't know what 'Organisation coverage' FID 393 means. Click on Organisation Field Definitions. Then add #393 onto the end of the URL and press enter; you will go directly to FID number 393. You can then click on the 'codes' link to find out what the allowable enumerations are for Organisation coverage.

### **3. Email spreadsheet file to KID System Administrator**

Email the spreadsheet file to the KID System Administrator. The KID System Administrator will take that spreadsheet file and create a script that inserts the data into the region table.