Australian Speleological Federation

Karst Index Database Documentation

Updating Caves

Contents

Using this Tutorial

This tutorial is to be used with the ASF's Karst Index Database version 1.26. This version number will be in the footer of each page in this manual. The on-line KID version number can be found by clicking on the 'Help' link from the top menu. The version number can be found towards the bottom of that page.

Preliminaries — the two Databases

There are two Karst Index Databases: The production KID is at: *http://www.caves.org.au/kid.* The other one is the development or test KID at: *http://www.caves.org.au:8080/kid.* Note the :8080 on the second web address.

You can also tell which database you are using by the color of the header and the text in the top left of the header as shown in the figure below.

The production database has a green header and in this example user 'guest' is logged in. The test database has a pink header, updater 'jdoe' (John Doe) is logged in and also the text 'on test database' will be shown.

The test database can be used to familiarise yourself with updating procedures and the use of this software. Do not worry about changing the data or making mistakes. The data in the test database is just a copy of the original data from the production database.

Because it is being used by updaters for practice and by the software developers for testing the data may change and it is unlikely to be the same as the productiuon data.

Also, although it is just test data you should still try and limit your changes to the same caves, maps, areas, organisations and people that you would be updating in the real, production database and make sensible and realistic changes to the data.

In this tutorial the test database will be used.

Logging into the Database as an Updater

When you go to the ASF's KID page at `http://www.caves.org.au:8080/kid` the Welcome page will be shown. There will be no text at the top left hand side of the top menu links and there will be no link `Update`. This is because Guest users and users that are not logged in cannot see any updating functions.


You have to login as an updater. To login click on the Search link. A dialog box will ask for a username and password. Enter your updaters username and password. The top row will now change to show you as logged in and the link to `Update` will now be visible.

Note: If you have previously logged in as a guest user you will the need to close your web browser, start it up again, and re-login with your updater login name [1].

Once you are logged in as an updater click on the 'Update' link at the top of the page. The page titled 'Update the ASF KID' will appear. This is called the 'Update Home Page' and it is the starting point for updating caves, maps, organisations and people. It is shown in the figure below.

Note: If you are a State Coordinator you will also see a link for updating areas.
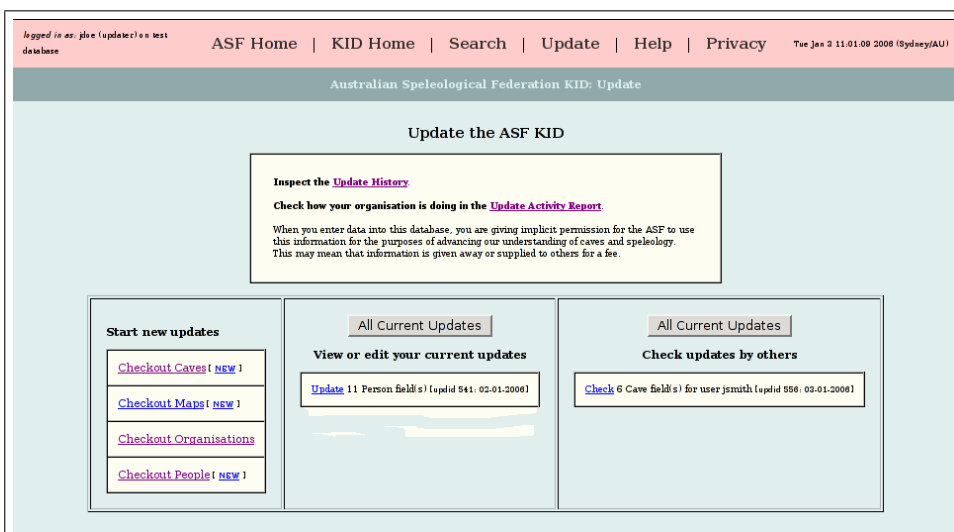
In the example above the updater is John Doe (username jdoe) and he has a current Person update checked out. He can also see updates by others; the updater 'jsmith' has a Cave update checked out.

In the next section updater jdoe will checkout and update three caves at Bungonia.

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[1] If your browser has a function like 'Clear HTTP Authentication' you can use that instead of shutting down your browser.

Selecting Caves and Fields to Update

We will login as updater jdoe and update three caves at Bungonia in NSW; B1 (Putrid Pit), B2 and B3.

1. Click on `Checkout Caves`: A screen similar to that below will appear.

Your name, as the person keying in the data, will already have been set. If you belong to more then one organisation you will be able to select that from the drop down list box. Your name is recorded so that if there is a suspected mistake in the data someone can find out who keyed in the data.

Next you need to enter who has supplied you with the information that you are entering. It may be yourself or someone else. Usually it would be the person that filled out the Cave Summary Form. The list of persons comes from the KID's Person Database — so the information supplier will need to be listed in that database. If they are not there you will need to add them to the person database (see the Updating People Tutorial).

Click on [Next]

Note: Do not use the browser's Back button to return to previous screens when updating the KID! As you proceed through the screens the browser sends back information about your selections and data entered to the KID. If you use the Back button then the syncronisation of data between your browser and the KID will be lost and data update errors can occur.

Part 2 of the checkout screen will now show the data that you keyed in before will be shown and a few new questions will be asked to complete the data source and attribution information.

In '1. Set Data Source and Attribution' enter the date that the update was supplied. If the data is from a cave summary form it should be written on this form.

In '2. Search for Caves to Checkout' enter the State, the area name and the serial number(s) of the caves that you wish to edit.

In '3. Set the Checkin Date' the 'Estimated checkin date' will show a default date 31 days from todays date. You may set a date earlier or later than this date, however the date must be later than todays date.

Note: If your update is not checked by someone else before the checkin date arrives your update will be automatically cancelled. If this isn't done caves could be checked out for updating, never checked, and thus effectively preventing anyone else being able to update those caves.

Click on [Next]   (Remember, do not use the browser's Back button to return to previous screens.)

All of the caves that you selected above will be displayed in a drop down list. If you don't touch this list all of the listed caves will be selected for updating. Therefore in most cases you don't need to change anything here. However you may click on a cave and then that single cave only will be selected. Additional caves can be added to the list of selected caves by using Control-click. (Control-clicking again will remove caves.)

The text 'Checkout the fields from the following categories:' requires some explanation. In the ASF KID the hundreds of cave related database fields available (the fields defined by the UIS) are grouped into categories. For instance the ASF category 3. NAMES actually contains two UIS fields; Principal Name (UIS field No. 70) and Other Names (UIS field No. 69).

Another example is ASF category 8. ENTRANCE HYDROLOGY. This consists of:

2   Submersion
3   Flow presence
4   Flow direction
5   Internal flow
6   Internal water
10   Entrance type
20   Penetrability

Thus don't get confused between the ASF category number and the UIS field number. Remember that you can read the definition and attributes of a UIS field by going to http://www.caves.org.au/kid/doc/ and look at the ASF Field Definitions and the ASF Field Value Codes.

Select the ASF categories that you wish to edit. In this guide we have selected 11.1 LENGTH' and 24.1 HAZARDS'.

Note: In this screen there is a [Start Again] button that can be used to return to the start. Do not use the browser's Back button to return to previous screens.

Click on [Next]

At this stage we are presented with the list of caves and UIS fields that will be checked out for editing.

The picture below shows the drop down selection boxes. The fields that are visible correspond with what we selected to update in the 'Cave Checkout Part 3: Select Fields' step.

If the caves and fields are correct, click on [OK].

The data entry screen will be displayed.

The data entry screen will start off with caves arranged across and the fields down the page. Clicking [Transpose] swaps the rows and columns. This is very useful as sometimes you will have a few caves to edit and many fields so

the default layout will be fine. If you have the inverse, many caves and fewer fields, you will probably wish to swap the rows and columns.

Note: At this stage you can click on [Transpose] as much as you like but once you start entering data do not use [Transpose]! This is because when you click on [Transpose] any changes made to the data values are lost and the data reverts to the current database values, so only click on this button at the very start of an editing session.

Editing Data

In the screen below we have entered some new data.

We have changed the length of one of the caves from 9.0 metres long to 12.0 metres long and the hazards description from no description to 18 26. These numbers are the international numeric codes that describe the cave hazards field. The new description of hazards is now: 'foul air, ticks'. For another cave we have changed the length from 6.0 to 15.0 metres.

> General note on fields: You will notice that some edit fields have a text or number entry box, some edit fields have drop down lists, whilst others have a drop down 'reference' list together with a text entry box.

> Fields that require a number or text will be text edit boxes. For instance 3. NAMES or 7. TOTAL ENTRANCES.

> Fields that require you to select *one only* of several options such as 4. CAVE TYPE, will have a drop down box in each field so you don't have to enter the number codes.

> Fields where you can enter *one or more values* such as 5. ROCK TYPE require you to enter the numeric codes manually and will provide you with a drop down list of the codes for reference. For instance if a cave is in limestone and dolomite one can enter 02 06 in the data entry box for rock type.

> Note: You have to enter 02 06 not 2, 6 or 2 6 or anything else. All the field codes are listed in the documentation section http://caves.org.au:8080/kid/doc/

Once you have made all the editing changes that you require you can submit your changes for validation.

Click the [Continue] button.

This will check that you have entered numeric values where numeric values only are accepted, and that the codes entered for various fields exist. For instance if you enter 07 for rock type (a code that does not exist) the KID will inform you that 'Some of your input data was incorrect.'

If your data is valid you will be presented with the final showing the acceptance of your data update.
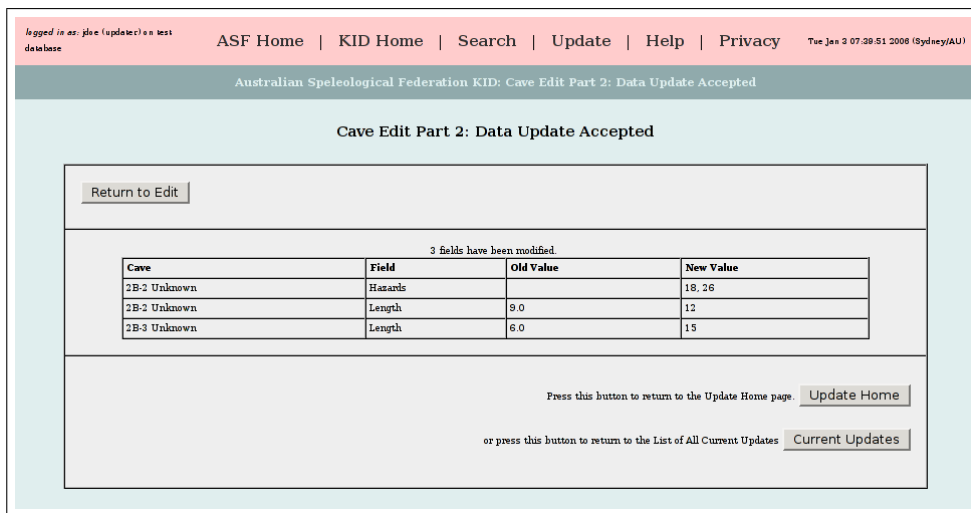
Clicking the [`Update Home`] button will take you to your Update Home Page which will now show your update.
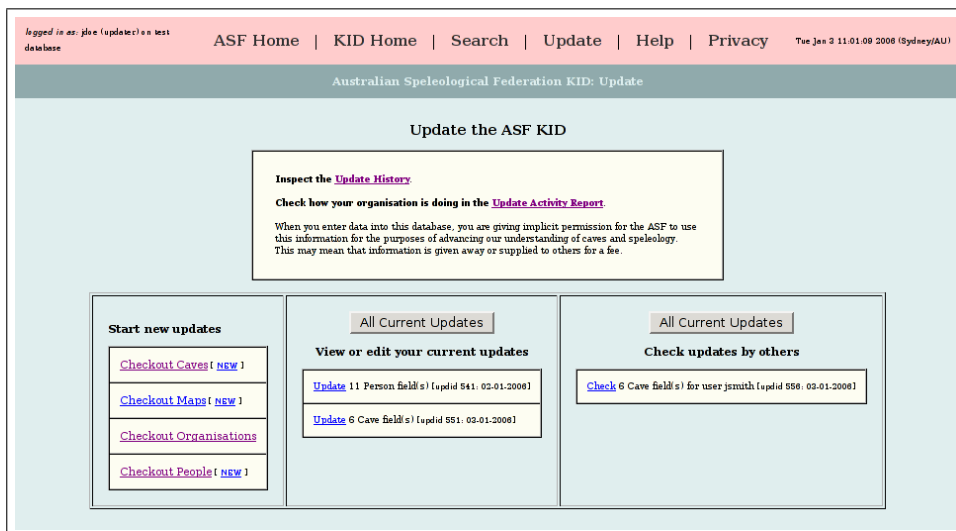
Each update has an update link. You can re-edit any of your updates at any time by clicking on its Update link.

The Current Updates Page

The Current Updates Page may be viewed at any time by clicking the [All Current Updates] button on the Updaters Home page. This page will show your updates and any other updates that you have access to see.


If they are updates initiated by you then you will be able to re-edit your updates via the Update links or delete your updates via the Delete links.

If they are updates by other updaters in your area then you can check only check them via the Check links. This is covered in detail in the next section.

Checking Updates by Others

From the Update Home Page you can see updates that have been made by other updaters in your cave area. They are listed in the 'Check updates by others' section. It is your job to check their updates and it is their job to check your updates for the cave area. It is this 'peer review system' whereby updaters check each others updates that reduces the chance of incorrect data being entered into the database. Thus you should regularly maintain contact with the other updaters in your area and arrange how and when checking should be managed.

In the figure below you can see that the updater 'jsmith' has a cave update that awaits checking.
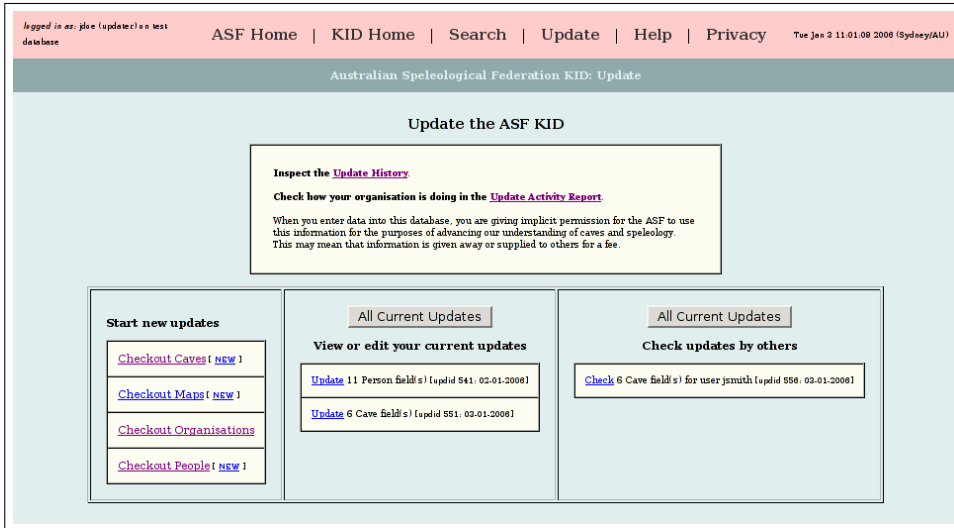
Accepting All Changes

The example below shows an update of a few cave fields that are awaiting checking. In this example we will accept all the proposed changes by the updater jsmith.
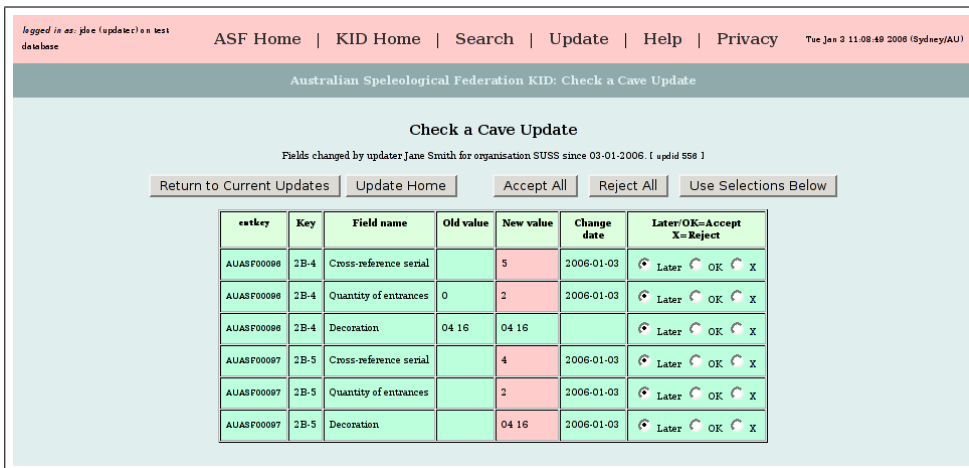
If you accept all the proposed changes by clicking the [Accept All] the changes will be flagged as completed updates. Note that once you click [Accept All] the change is *immediate and final*. Clicking [Reject All] or [Use Selections Below] will have no effect.

The update will no longer appear on the Update Home Page for you to check, nor will it appear on the Current Updates Page. This is because the data is no longer in the table for checking but has been committed to the main KID tables. The update will be visible to the updaters in the history table (see figure below) and the new data will appear for someone querying the KID for that information.

Rejecting Changes

In this example we will reject all the proposed changes by the updater jsmith.

still TODO

Accepting Some Changes Only

The cave update done by John Doe needs to be checked by another updater. Just as jdoe checked the updates of jsmith we will get jsmith to check jdoe's update. In this example we will login as jsmith. She will accept only some of the proposed changes. The following figure shows the Update Home Page for Jane Smith (login name jsmith).
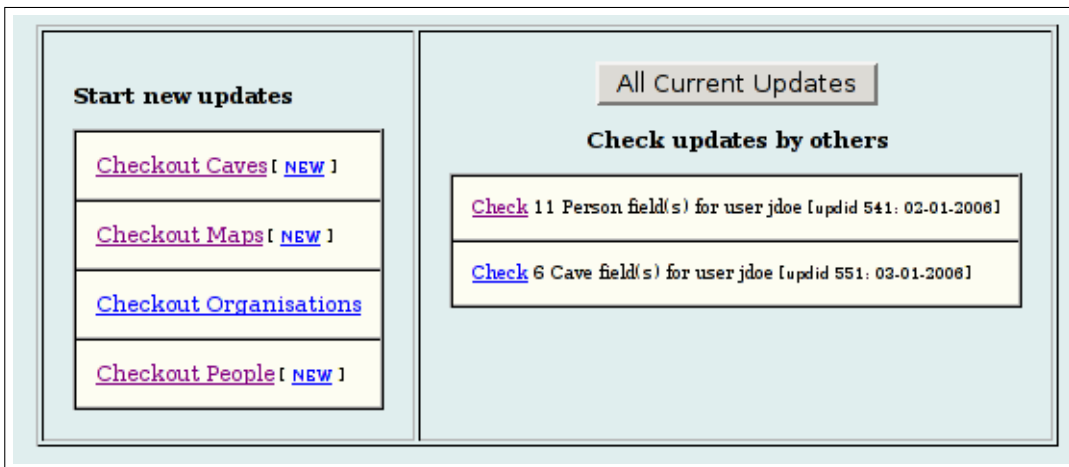
She clicks on the link to 'Check 6 cave field(s) for user jdoe' and the folloing screen will appear.
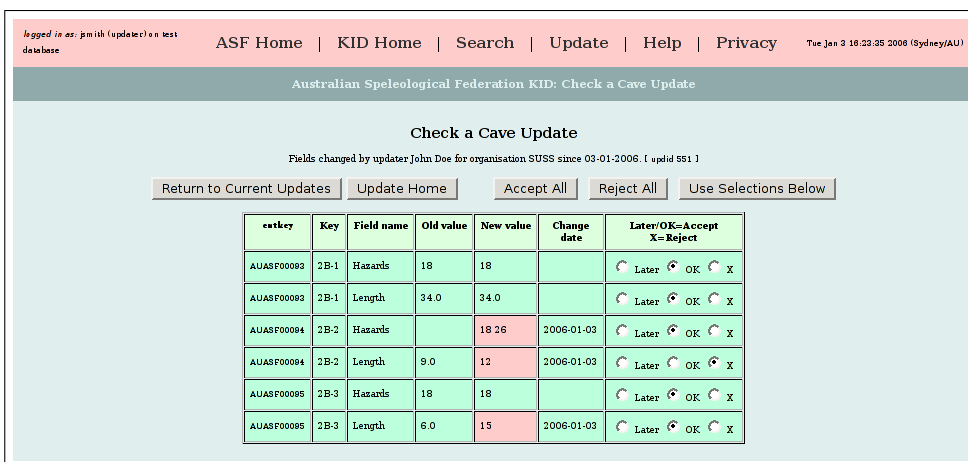
Jane Smith selects OK for all changes except for the length change to cave 2B-2 which she rejects. She then clicks the button [Use Selections Below]. The screen will show that the changes jsmith accepted are now marked as 'OK - update complete'.
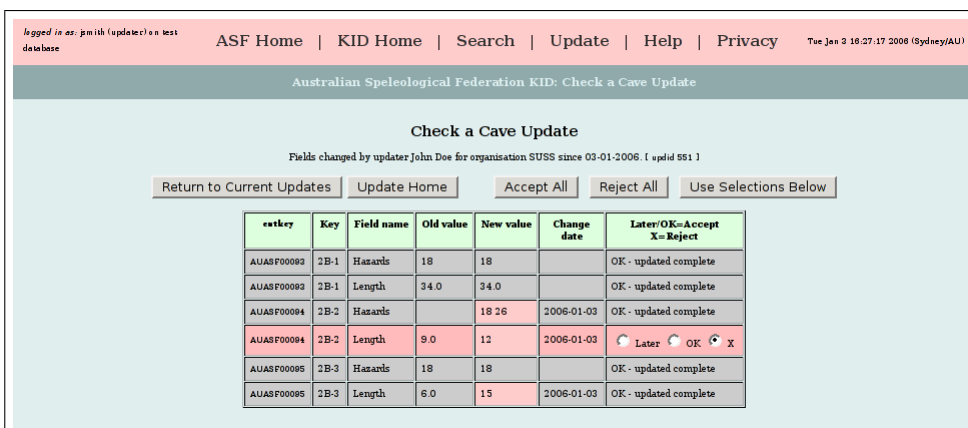
If she now looks at her Update Home Page she will see that instead of 'Check 6 Cave field(s) for jdoe' it will now read 'Check 1 Cave field(s) for jdoe' as five fields were accepted. A search of the cave(s) for those fields will show the accepted changes as having been made. The rejected change will not show.

The Current Updates page for jsmith will show:

The Current Updates page for jdoe will show:

John Doe needs to contact jsmith, they would discuss the error and decide what length the cave is. Then either jdoe would logon and enter the correct length or jsmith would logon and accept jdoes length for the cave.

CSV Export-only of Existing Caves

Data can be exported from the KID as CSV (comma separated values) data. The data is actually quoted comma separated values. The export option is accessed from the main Search page and will be presented for updaters only. Guest users do not have this option.

Export of cave CSV data can be found on the second page of the advanced search as shown in the figure below.

For other entities such as Maps, Areas, Articles, Organisations and People the export option is on their respective search pages such as in the two examples below.

Note that no subsequent import of this data is allowed. If you wish to edit the data and re-import the data again you need to read the next section 'Cave CSV Export/Edit/Import of Existing Caves'.

CSV Export, Offline Edit & Subsequent Import of Existing Caves

This allows you to export caves as a CSV file, edit the data offline, and then import this modified data.

This procedure is started from the Update / Checkout Caves. From this page, under 'Start new updates' click the link 'Checkout Caves'. Checkout the caves in the normal way, providing data source and attribution information, and setting a checkin date. However instead of pressing the [Next] button to edit caves via the Web interface press the [CSV Export] button.

1. Exporting the Data

```
Cave Checkout Part 1: Begin Checkout Wizard
Cave Checkout Part 2: Search and Set Checkin
    1. Set Data Source and Attribution
    2. Search for Caves to Checkout
    3. Set the Checkin Date

    Continue to next checkout page [Next]
    Checkout this update as a CSV export [CSV Export] $\leftarrow$ select this

Cave CSV Export Part 3: Select Fields
Cave CSV Export Part 4: Confirm Checkout
```

Note that the screen will contain some text that says:

```
The CSV Export will contain the Update ID (__updid) in column 1.
Do not edit __updid or any other column whose name starts with underscores.

Once the download is complete, edit the CSV data locally.
When the data is ready, visit the update home page to import the changes.
```

If the selected caves and fields are correct, click on the button [CSV Export]. A dialog box will popup asking for a file name for the exported data. The default file name will be something like this: Update470-Caves-20051204-3R-9C.csv

The screen will remain the same after you save the file. Return to the Update Home Page. From that page you will see that the list of your updates under 'View or edit your current updates' will now show an 'Import' Link.

2. Editing the Data

The CSV data can be edited with a text editor or a spreadsheet application (but see the note on spreadsheets). An example for a cave export of a few fields for three caves is shown below:

```
Update470-Caves-20051204-3R-9C.csv

"__updid","__cave_id","__state_in_cave_number","__area_in_cave_number",
    "__serial_in_cave_number","__principal_name","other_names",
    "quantity_of_entrances","length"
"470","AUASF00870","2","J","201","Wiburd's Lake Cave","","",""
"470","AUASF00871","2","J","202","","","","3.0"
"470","AUASF00872","2","J","203","","","",""
```

CSV Attributes

The first record in a CSV export contains the ASF KID fid attribute names as column headers. There are a set of so-called READONLY FIDs for each entity. The reaodnly FIDs are guaranteed to be included in the CSV data and precede all other attribute names in the ordering of the columns.

The difference in the attribute names between Readonly Export and Update Export data is twofold:

1. The column called __updid is the first attribute in the export; it contains the update ID value for this update as stored in the database.

2. The READONLY columns are included as the next set of attributes, but in this case, each attribute name is prepended with a double underscore (__) to tell the offline updater that the column is readonly and cannot be changed.

3. The remaining updatable attributes follow on subsequent lines.

3. Importing the Edited Data

If you click on the Import link you will get the 'Update Import of Caves' page for that particular import. An example of the screen that will be shown is below:

```
Update Import of Caves

The form below provides an interface to import a CSV file containing
Cave update data for update id 470. The update consists of 3 rows and
updateable 3 columns.
CSV File: [        ] BROWSE
[ ] Validate import but do not commit it
[ ] Show the import data
```

If the previously exported file is selected and you only select the 'Validate import but do not commit it' checkbox then press [Import] the data will be imported and checked for correctness but it will not be committed to the database. If it passes no errors will be shown and the text 'The import validation was successful.' will be displayed together with the number of fields that were changed. (No data will be displayed)

If the previously exported file is selected and you only select the 'Show the import data' checkbox then press [Import] the data will be imported and checked for correctness. If it passes no errors will be shown and the text 'The update import was successful.' will be displayed together with the number of fields that were changed. Each row of the data will also be displayed. You usually would not select this if you had a large amount of data.

If the previously exported file is selected and no checkboxes are selected then it will be imported and if there are no errors it will be committed to the database. It will appear for other upaters in your area to be checked just like any other cave update. A sucessfull import will display text similar to this:

```
The update import was successful. 5 fields were changed.
This update is ready for checking.
```

It will also be available for you to re-edit if you need to. On your Update Home Page the previous 'Import' link will now be a 'Re-import' link. (e.g. Re-import 9 Cave field(s) [updid 470: 04-12-2005])

If the checker accepts all the changes made by this update then this 'Re-import' link will disappear as the update will have been accepted. The exported CSV file will still be on your computer. This can be deleted.

Using the Re-import link:

If the checker only accepts some fields but not others (i.e. they used the [Use Selections Below] button rather than the [Accept All] button.) Re-import 7 Cave field(s) [updid 471: 04-12-2005] If you go to the 'All Current Updates' page you can see what the checker has accepted, rejected or left to later for your update. Edit your data again and use the 'Re-import' link.

CSV Import of New Caves

This is done via the Update / Checkout Caves. From this page, under 'Start new updates' click the link [New] (to the right of the link 'Checkout Caves').

You will get the 'Create New Cave: Data Entry and Import' page. There are two options on this page. You can create new caves one-by-one, or import a set of new caves, the details of which have been created externally.

Creating caves one-by-one: Press this button to create a new Cave [Create]

Creating sets of new caves: Press this button to import a new set of Caves [Import]

'Import a New Set of Caves' page.

You must have a file of the new caves already setup in the correct format. An small example is shown below. Note that you should not be importing such small data sets. The import facility is designed for the few times when you need to import data from another cave database and there are hundreds of entries.

```
"cave_id","state_in_cave_number","area_in_cave_number",
    "serial_in_cave_number","principal_name","quantity_of_entrances","length"
"AUSUS00869","2","J","1020","Mikes Cave","1","10.0"
"AUSUS00870","2","J","1021","Jills Cave","1","50.0"
"AUSUS00871","2","J","1022","","1","100.0"


"The import validation was successful. 3 new caves would be created.
Since this is only a validation check, the new data were not committed."


Your import will be checked for accuracy by another updater. [Edit Import]

The import was successful. 3 new caves were created.
The import of new data is ready for checking as update number 456.
Cave AUSUS00869 successfully imported
Cave AUSUS00870 successfully imported
Cave AUSUS00871 successfully imported.
```

It will then appear as a new update for the checkers to check.

Note: You can't import this data set again as now those cave numbers exist in the KID.

Problems Importing Data into Spreadsheets

When importing data into spreadsheets one must be very careful as the application might convert strings such as '02' to numbers like 2. This is a error in the spreadsheet application. If this occurs the data will not be able to be imported into the KID as it will flag the fields with the wrong type as errors. Below is an example of data where this problem can occur.

This is the original data as exported from the KID. You will see that the rock type is code '02' which stands for limestone and decoration code is '02 10' for 'extensive excellent'.

```
"__updid","__cave_id","__state_in_cave_number","__area_in_cave_number","__serial_in_cave_number",
  "__principal_name","other_names","rock_type","decoration","length"
"530","AUASF00671","2","J","1","Elder Cave","Elder Cave Doline","02","02 10","474.0"
"530","AUASF00672","2","J","2","Chifley Cave","Left Imperial Cave","","02 10","1000.0"
"530","AUASF00673","2","J","3","Jubilee Cave","","","",""
```

This is the data after importing into a spreadsheet.

```
+-----------------------------------------------------------------------------+
| __updid|__cave_id|__state_in_cave_number|__area_in_cave_number|__serial_in_cave_number|
     __principal_name|other_names|rock_type|decoration|length|
| 530| AUASF00671| 2| J| 1|   Elder Cave|   Elder Cave Doline| 2| 02 10| 474.0 |
| 530| AUASF00672| 2| J| 2| Chifley Cave| Left Imperial Cave|  | 02 10| 1000.0|
| 530| AUASF00673| 2| J| 3| Jubilee Cave|                   |  |      |       |
+-----------------------------------------------------------------------------+
```

The spreadsheet guessed (incorrectly) that '02' was 2. It left '02 10' as-is because there was a space between the characters. This is not always the case though. In the field 'cave development' the codes consist of three characters and in this case strings such as '002 004 006' (active and bifurcating) are interpreted as European style thousands separated by spaces and converted to the number 2,004,006.

Email Notification of Updates

State Coordinators can receive automatic email notification of updates to caves in their area(s). All they need to do is to provide an email address to a KID Administrator. (KID Administrators should consult the 'KID Administrators Guide' on how to setup email delivery using this email address.) A typical email that they would receive looks like this:

```
To: some.updater@gmail.com
From: admin@caves.org.au
Subject: Cave data in update 522 has been edited

This is an automated email from the ASF KID system at www.caves.org.au informing
you that the following updates have been made to caves in your area.

The update number is 522, and the edits have been completed by jdoe.

   KEY      FieldName    OldValue    NewValue    ChangeDate    Status
   2J-22    Cave type    40          44          2005-11-24    later
   2J-22    Rock type    04          02 04       2005-11-24    later

If you feel you have received this email in error or no longer wish to
receive these notifications, reply to this email with a message containing
your instructions.

With regards
The ASF KID Team.
```

The rules that determine who gets notified of what changes are:

1. Whenever a user submits changes to a cave or caves, all relevant state coordinators are notified.

2. A state coordinator is relevant if they are configured for the area that the cave is in.

Question: If a user updates cave1 in area X and cave2 in area Y, in the one update, and there is a state coord configured only for area X, is the state coordinator be notified of the changes just to cave1? or to the changes in cave1 and cave2?

Activity Reports

From the Update Home Page you can also view activity reports for all clubs or organisations whose members have contributed to updating. Each insertion, deletion or change provides the organisation that the updater is a member of with one point. Individual updaters are not ascribed points. Do not place too great an importance on the points for an organisation — it is just a guide so that one can see how fast the KID is being updated.

The entries in the table can be sorted by clicking on the links 'Organisation', 'Points for [Month Year]' or 'Points Cumulative'. The list defaults to the current month, but any previous month can be selected from the drop down list and clicking on [Go].

logged in as: pmaynard (statecoord) on test database

ASF Home | KID Home | Search | Update | Help | Privacy   Tue Dec 27 13:51:15 2005 (Sydney/AU)

Australian Speleological Federation KID: Update Activity

Update Activity by Organisation for December 2005

Organisation	Insertions	Deletions	Changes	Points for Dec 2005	Points Cumulative
ASF	1	0	0	1	1
CQSS	0	0	0	0	3
CTCG	0	0	1	1	2
NC	0	0	0	0	1
SUS	0	0	1	1	1
SUSS	9	0	11	20	29
VSA	0	0	1	1	23

Dec 2005 ▾ Go