

Appendix B – Importing Existing Data

Importing existing data into SWIM1 requires some knowledge of Microsoft Access and familiarity with the data structure of the SWIM database (see *Appendix A*). Depending on the volume of data you wish to import, it may be easier to simply re-enter the data using SWIM forms.

If you wish to import existing data, you should initiate this process at the very beginning (with an empty database) instead of waiting until new data is entered using SWIM1.

The correct sequence for importing your data is shown below:

Water Management Units
Gages
Target Water Levels
Water Levels
Sampling Sites
Target Salinity Values
Salinity Values

Here are the general steps that need to be performed in order to successfully import existing data into SWIM1.

1. Familiarize yourself with the data structure of the appropriate SWIM1 table using *Appendix A – Table & Field Descriptions*.
2. Ensure your existing data structure and values are compatible with the structure and values of the appropriate SWIM1 table. If not, create a duplicate copy of your table or spreadsheet and modify your field structure and/or records to match the format of the appropriate SWIM1 table that you wish to import your data into. You must ensure that all required fields exist in your table or spreadsheet and they conform to the SWIM data field's type and length. Also, no primary keys can have duplicate values!
3. Open up a new blank Access database.
4. From the **File** menu, choose **Get External Data....Import**. Navigate to the spreadsheet or table you wish to import. Ensure you bring the data into MS Access as a new table.

5. Using the new table you just imported, go into *Table Design* mode and double check to ensure the field data types match the data types used by the appropriate SWIM1 table. If not, edit as necessary.
6. Select **Query**, choose **New**, select **Design View** and click **OK**. Add the new table you just imported.
7. From the **Query** menu, choose **Append Query**. Specify the *Water_Monitoring.MDB* database and choose the name of the appropriate SWIM table you wish to append to. Click **OK**.
8. In the *Field* row, choose the fields you from the existing table that you wish to export and in the *Append To* row choose the appropriate field from the SWIM table that will receive this data.
9. Run the query. If you did not receive any errors, all of your data was successfully imported into the SWIM database.
10. Repeat as necessary for the remaining SWIM data tables.