

# **Software User's Manual (UM)**

**The Log Angeles Community Garden Inventory and Locator**

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# 1. Introduction

## 1.1 System Overview

The Community Garden Inventory and Locator website has been designed for use by the LANLT and related organizations to facilitate access and updating of Los Angeles County garden information. The system serves to replace the current Community Garden Inventory Worksheet with a centralized database accessible via the internet which is maintainable directly by LACGC, LANLT, UCCE, and LACC staff. The system supports insertion, updating, searching and sorting of information in the database as well as the ability to export customized reports. Finally, a public-facing front-end provides access to search through basic garden information, find gardens based on location and export PDF reports.

This user manual is intended for use by various LANLT or related organizational staff. This manual has been tailored for use by LANLT and related organization's staff and thus will not cover usage of the public-facing component. This manual covers the use of all included system functionality as well as a Trouble Shooting section.

## 1.2 System Requirements

Since the Community Garden Inventory and Locator system is a website there are essentially no software or hardware requirements to access the system other than an internet connection and a web browser. This section outlines which operating systems and browsers were tested with and are known to work. Some level of future and backwards compatibility is assumed but has not been rigorously tested.

### 1.2.2 Software Requirements

- Supported Operating Systems:
  - Windows: Vista, 7
  - Apple: OSX 10.7
- Supported Browsers:
  - Internet Explorer 9.0
  - Firefox 8.0
  - Google Chrome 15.0
  - Apple Safari 5.1

## 2. Operational Procedures

### 2.1.1 Login to the System:

1. Navigate to <http://www.finalUrl.com/Admin>
2. Enter username / password and click “Log In”

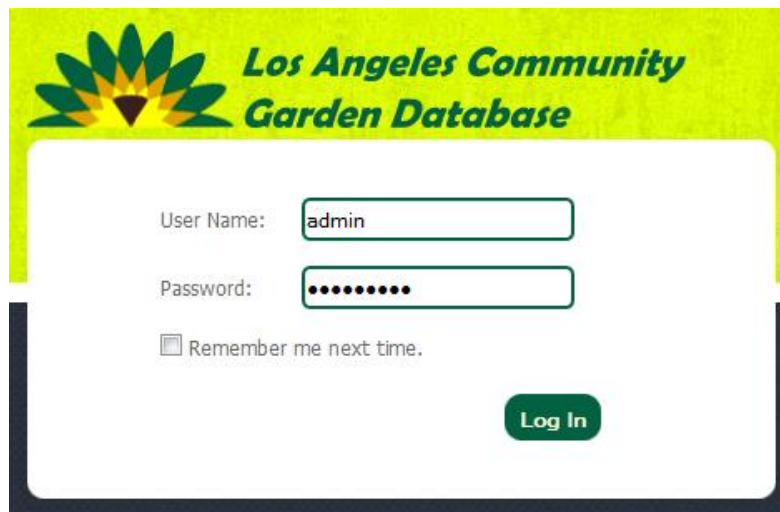


Figure 1 – The login screen. Check the “Remember me next time” box to have the system remember your User Name the next time you visit the site.

### 2.1.2 Logout of the System:

1. Click the “Logout” button in the top right corner of any page

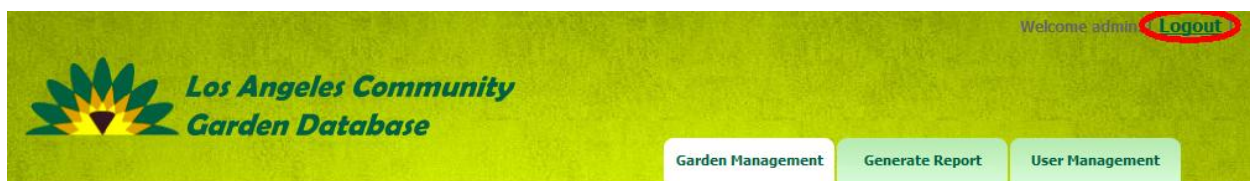


Figure 2 – The Logout button.

## 2.1.3 Manage Users:

1. Login to the system as an Administrator
2. Navigate to the User Management tab

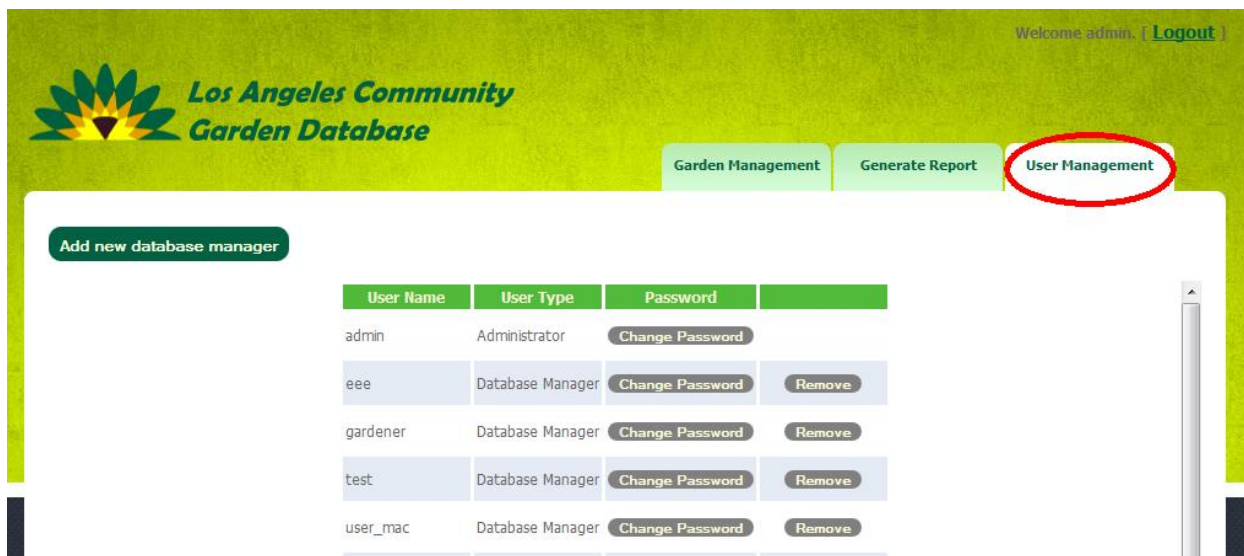


Figure 3 – The User Management page.

## 2.1.4 Add New User:

1. Click “Add new database manager”

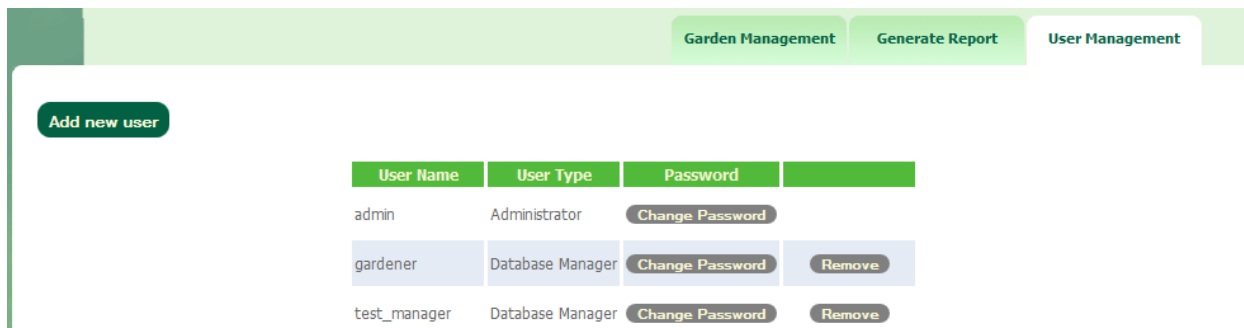


Figure 4 – The Add new user button on the User Management page.

2. Add User Name and Password
  - a. Password requirements: minimum of 8 characters and must contain at least one special character
3. Select User Type from the dropdown box

**Create a new user**

User Name:

Password:  *Strength: Strong*

Confirm Password:

User Type:

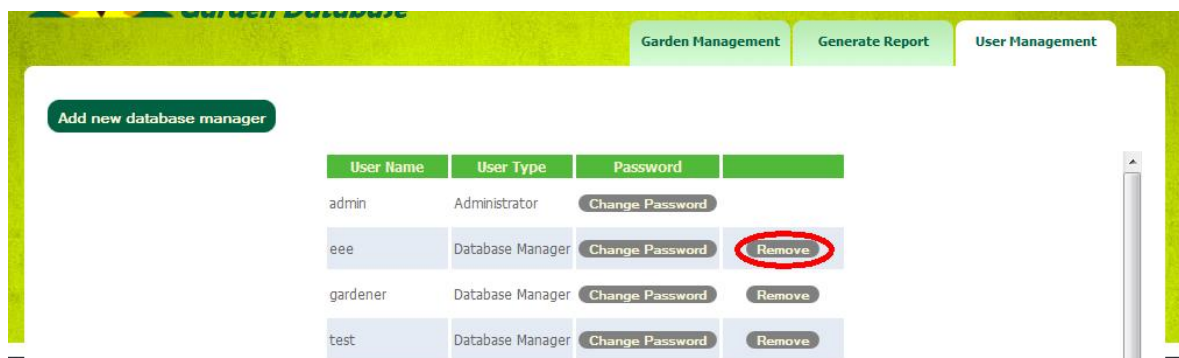
**Password rules:** minimum 8 characters, must contain at least one special character

**Figure 5 – The Add new user page. The password requirements and password strength indicators help guide you to selecting a strong password.**

4. Click “Create User” to add the user to the system.

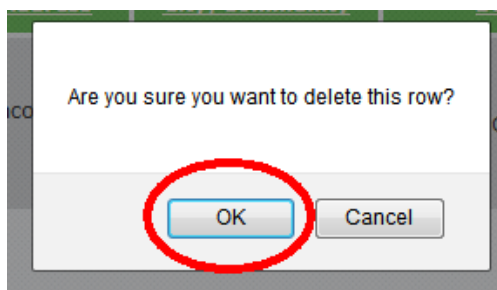
## 2.1.5 Delete User:

1. Click “Remove” next to the user account you wish to delete



**Figure 6 – The User Management page with Remove button highlighted.**

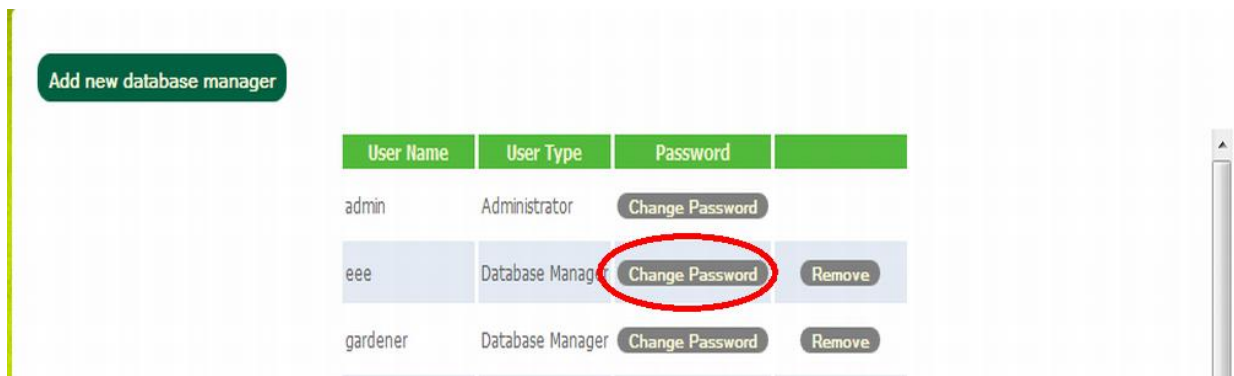
2. Click “OK” in the confirmation box to permanently delete the user account



**Figure 7 – A message box prevents accidentally deleting a user.**

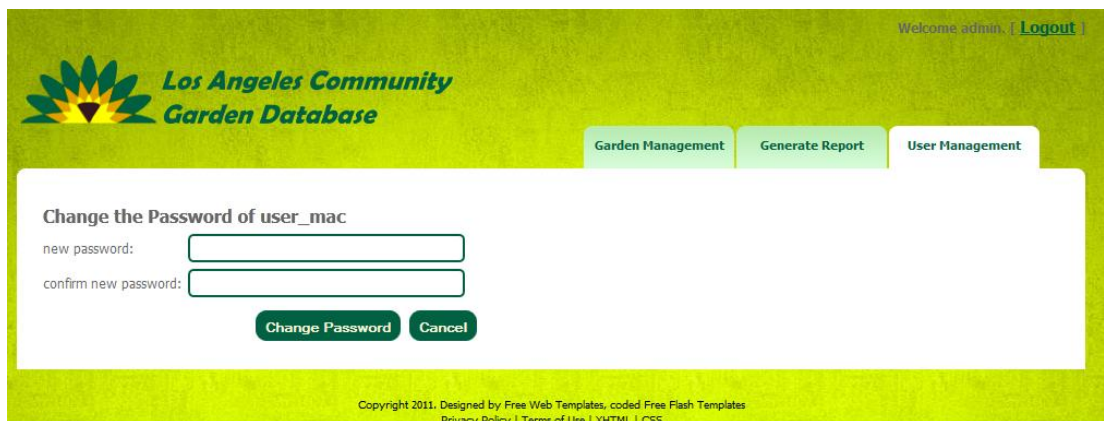
## 2.1.6 Change User's Password:

1. Click “Change Password” next to the user account you wish to update



**Figure 8 – The User Management page with Change Password button highlighted.**

2. Enter in the desired new password in both text boxes



**Figure 9 – The Change Password screen.**

3. Click “Change Password” to permanently change the password OR click “Cancel” to exit this action

## 2.1.7 View Garden Information:

1. Click on the “Garden Management” tab
2. Navigate through the table by clicking the pagination links in the top/bottom left corners of the table

Welcome admin. [ [Logout](#) ]

**Los Angeles Community Garden Database**

[Garden Management](#) [Generate Report](#) [User Management](#)

[Search](#) [Clear Search](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Oakland Community Garden	N. Oakland Avenue and E. Maple Street	Pasadena	CA	91607	34.15386
	Ocean View Farms	3300 S. Centinela Avenue	Mar Vista	CA	90805	34.01594
	Orcutt Ranch Horticultural Center Rancho Sombra del Roble	23600 Roscoe Boulevard	West Hills	CA	90650	34.22092

Figure 10 – Garden Management page with pagination highlighted.

## 2.1.8 Sort Garden Information:

1. Click on any column header to sort the table by that column
2. Click the column a second time to sort the table by that column in reverse order

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#)

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Bougainvillea Community Garden	E. 103rd Street & Grape Street	Los Angeles	CA	90002	33.94467
	Sepulveda Garden Center	16633 Magnolia Boulevard	San Fernando Valley	CA	90004	34.16796
	Norman Harriton Community Garden	2037 N. Sanborn Avenue	Los Angeles	CA	90005	34.10675
	Rosewood Gardens	4160 1/2 Rosewood Avenue	Los Angeles	CA	90007	34.08047
	Van Nuys Garden Center	16400 Chase Street	North Hills	CA	90012	34.22463

Figure 11 – Clicking the header of any column will sort the table by that column.

## 2.1.9 Search Garden Information:

1. Enter the search term(s) into the text box next to the “Search” button
2. Click the “Search” button or hit the Enter key
  - a. Limitations & workarounds

The screenshot shows the 'Garden Management' tab selected. At the top, there are three buttons: 'Garden Management', 'Generate Report', and 'User Management'. Below these, there is a search bar with the text 'Altadena' entered. To the right of the search bar are two buttons: 'Search' and 'Clear Search'. Below the search bar, there is a table with the following columns: 'Garden Name', 'Street Address', 'City/Community', 'State', 'ZIP', and 'Lat.'. The table contains one row of data: 'Altadena Community Garden', '3330 N. Lincoln Avenue', 'Altadena', 'CA', '91001', and '34.202344'. Below the table, there are input fields for each column: 'Garden Name', 'Street Address', 'City/Community', 'State', 'ZIP', and 'Lat.'. The 'City/Community' field is highlighted with a red circle.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
1	Altadena Community Garden	3330 N. Lincoln Avenue	Altadena	CA	91001	34.202344

Figure 12 – Filter the contents of the table with the search feature.

The screenshot shows the 'Garden Management' tab selected. At the top, there are three buttons: 'Garden Management', 'Generate Report', and 'User Management'. Below these, there is a search bar with the text 'hotdog' entered. To the right of the search bar are two buttons: 'Search' and 'Clear Search'. Below the search bar, there is a table with the following columns: 'Garden Name', 'Street Address', 'City/Community', 'State', 'ZIP', and 'Lat.'. The table is empty. A message box is displayed in the center of the screen with the text 'No gardens were found.' and an 'OK' button.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
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Figure 13 – A message is shown if no matches were found for the provided search criteria.

3. Click the “Clear Search” button to once again view all available garden information

## 2.1.10 Add New Garden Record:

1. Scroll to the bottom of the table on the Garden Management page
2. Enter all relevant information in the bottom row of textboxes
  - a. The following fields are required for adding a new garden: **Garden Name, Street Address, City/Community, State, Zip, Lat. and Long.**
3. Click the blue floppy disk icon (save button) to add the new garden to the database
  - a. Error conditions
4. Click the red X icon (cancel button) to clear all fields in the insert row

The screenshot shows the bottom of the Garden Management page. At the top, there is a header with a trash can icon, a pencil icon, and the text 'Columbia Park Community Garden'. Below this, there is a table with columns: Garden Name, Street Address, City/Community, State, ZIP, and Lat. The bottom row of the table is highlighted in green and contains the following data: 'New Garden', '1234 Happy Lane', 'The Mothership', 'CA', '00000', and '45.597'. To the left of the table, there are two icons: a blue floppy disk icon (save button) and a red X icon (cancel button), both of which are circled in red.

Figure 14 – The Add new garden row at the bottom of the Garden Management page.

## 2.1.11 Update an existing Garden Record:

1. Click the pencil icon (edit button) next to the garden record you want to update

The screenshot shows a table with the following columns: Garden Name, Street Address, City/Community, State, ZIP, and Lat. The first row of the table is highlighted in green and contains the following data: 'Altadena Community Garden', '3330 N. Lincoln Avenue', 'Altadena', 'CA', '91001', and '34.20234'. To the left of the table, there is a pencil icon (edit button) circled in red.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Altadena Community Garden	3330 N. Lincoln Avenue	Altadena	CA	91001	34.20234

Figure 15 – The Edit Row button on the Garden Management page.

2. Make your desired changes
3. Click the blue floppy disk icon (save button) to commit your changes to the database
4. Click the red X icon (cancel button) to cancel editing the garden record

The screenshot shows the same table as Figure 15, but with the 'Garden Name' and 'Street Address' cells highlighted in green. Below the table, there are two icons: a blue floppy disk icon (save button) and a red X icon (cancel button), both of which are circled in red.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Altadena Community G	3330 N. Lincoln Avenue	Altadena	CA	91001	34.202344

Figure 16 – The save changes and cancel changes buttons after starting to edit a garden record.

## 2.1.12 Delete Garden Record

1. Click the trash can icon (delete button) next to the garden record you want to delete

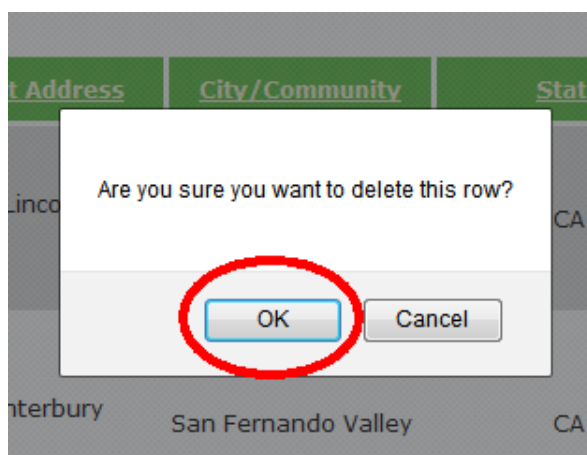


A screenshot of a web application showing a table of garden records. The table has seven columns: Garden Name, Street Address, City/Community, State, ZIP, and Lat. The first row of data is for 'Altadena Community Garden' located at '3330 N. Lincoln Avenue' in 'Altadena, CA' with ZIP '91001' and latitude '34.20234'. To the left of the first data row, there is a trash can icon with a red circle around it, indicating it is the delete button.

	Garden Name	Street Address	City/Community	State	ZIP	Lat.
	Altadena Community Garden	3330 N. Lincoln Avenue	Altadena	CA	91001	34.20234

**Figure 17 – The permanently delete record button on the Garden Management page.**

2. Click “OK” in the confirmation box to permanently delete this garden record



**Figure 18 – There is a confirmation dialog before a garden record is permanently deleted.**

## 2.1.13 Export Garden Information:

1. Click on the “Generate Report” tab
2. Move fields you want to include in the report to the Selected Fields column (left column)
  - a. Selecting one or more fields in either list box and then using the single arrow buttons [< , >] results in moving just the selected fields between the two list boxes.
  - b. To move ALL fields between the two list boxes, use the double arrow buttons [<< , >>]

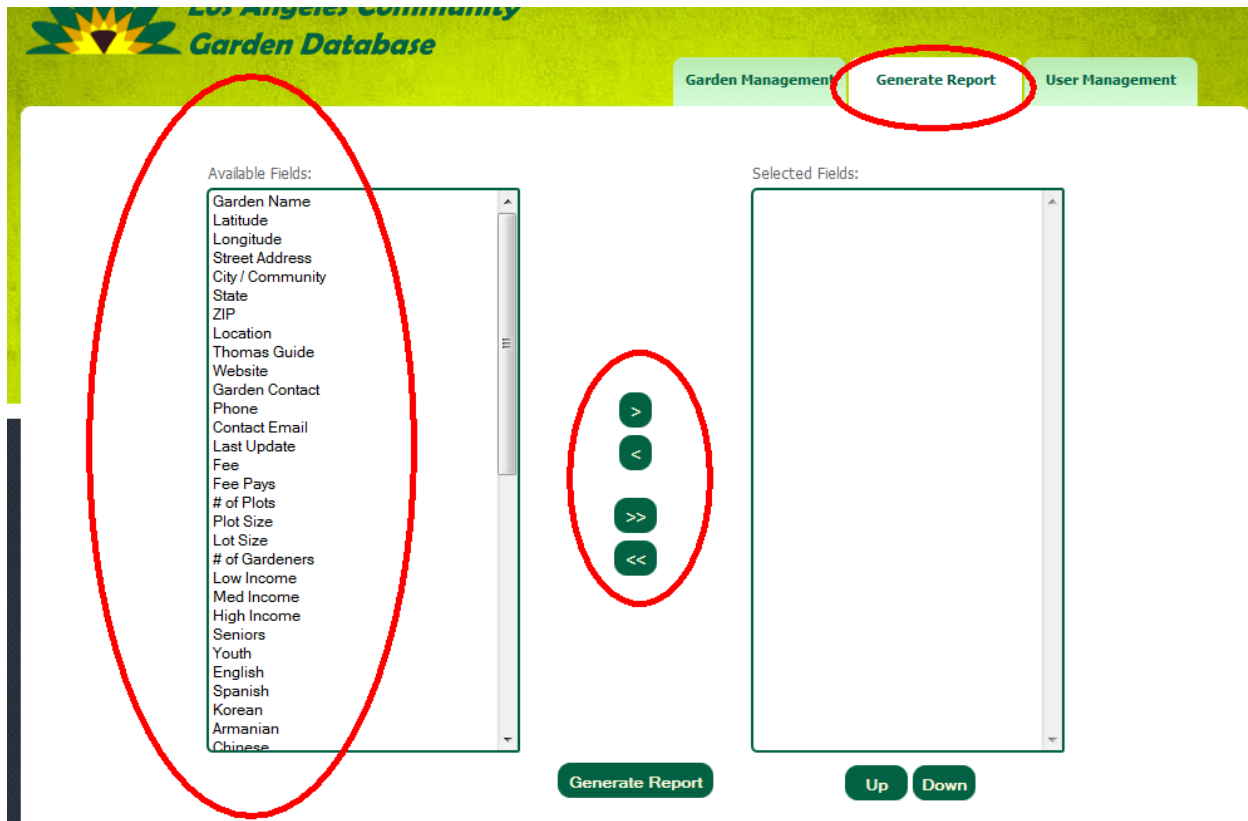
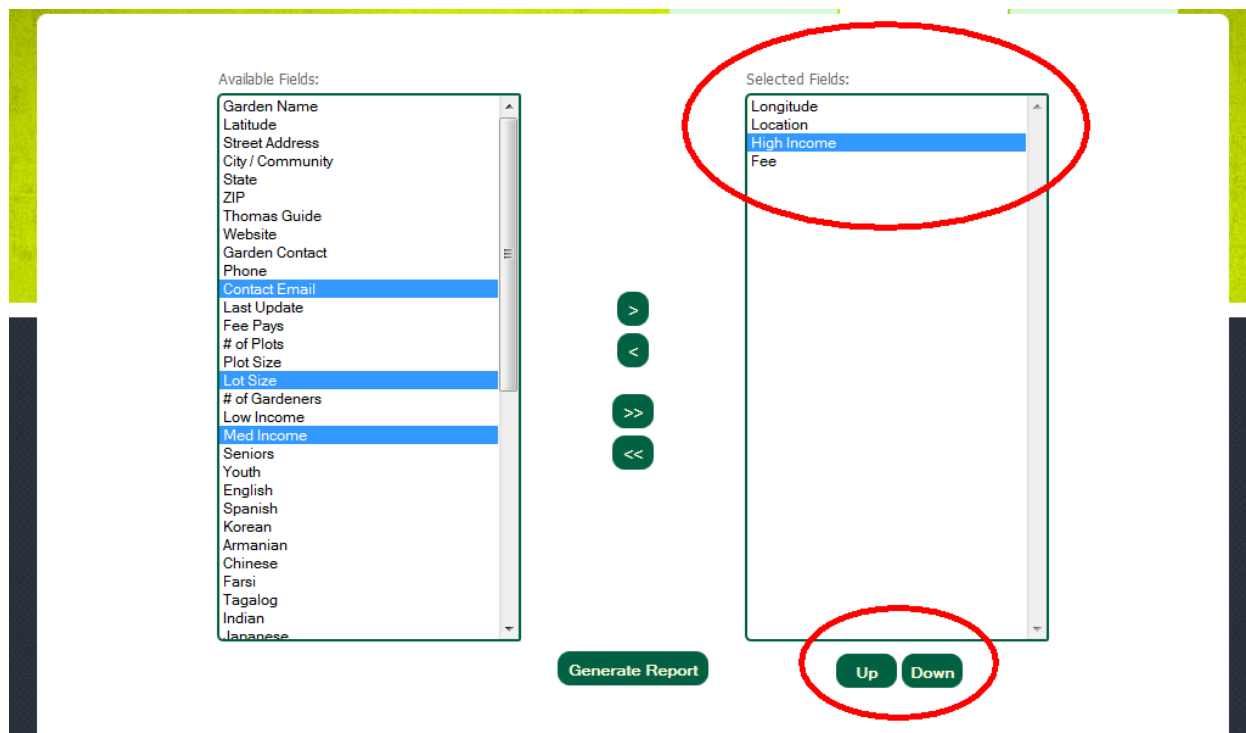


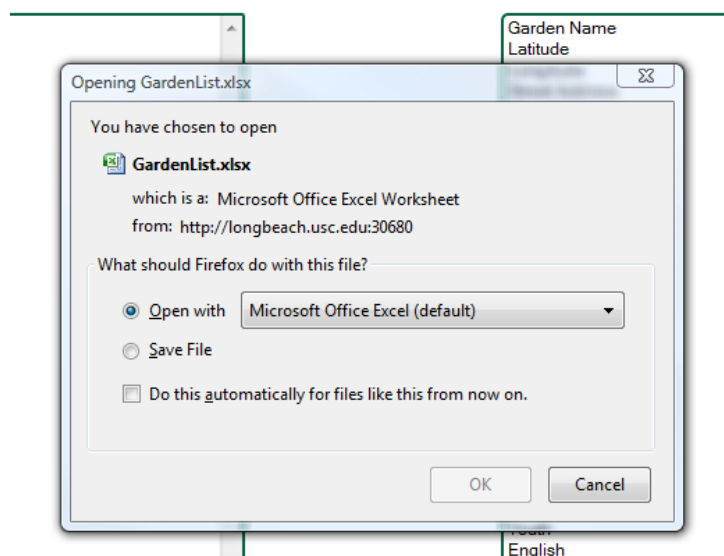
Figure 19 – The Generate Report page.

3. Change the order the columns will appear in the report with the up/down buttons
4. Click “Generate Report” to generate the report



**Figure 20 – Customize the column order in the excel report by selecting individual fields to report on and changing their display order with the Up / Down buttons.**

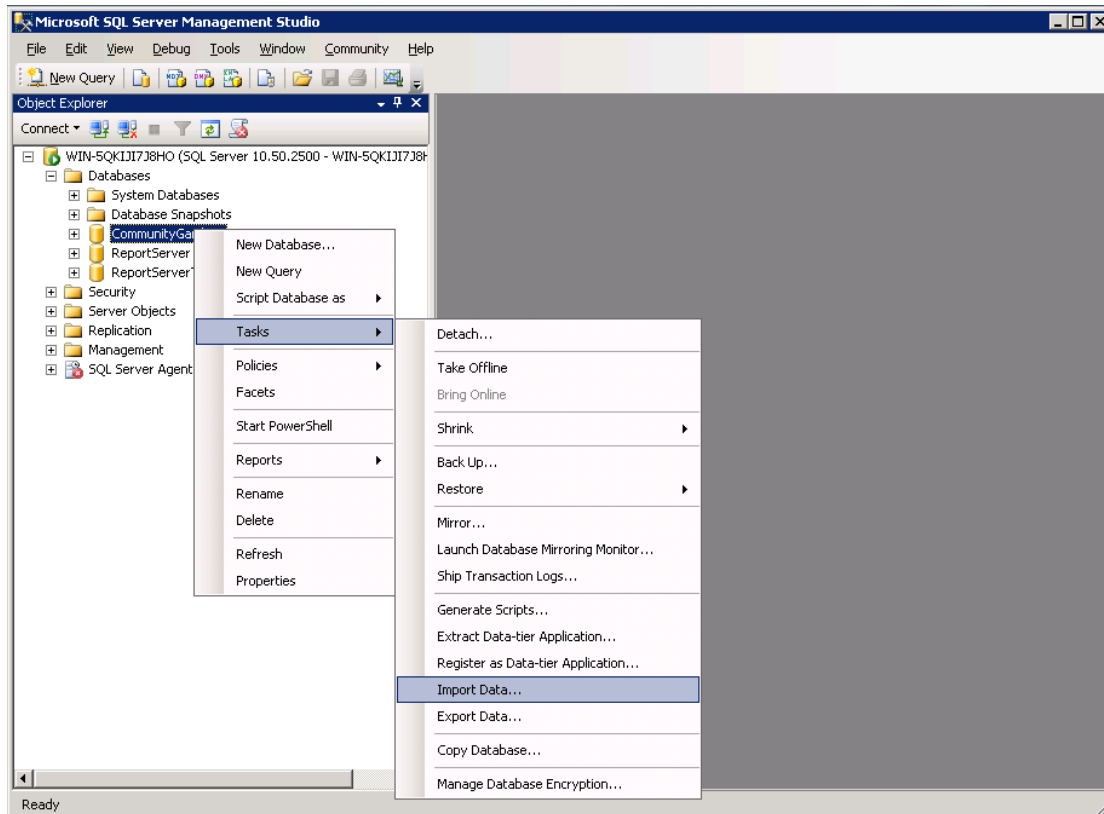
5. A downloadable excel document will be generated and available to open / save



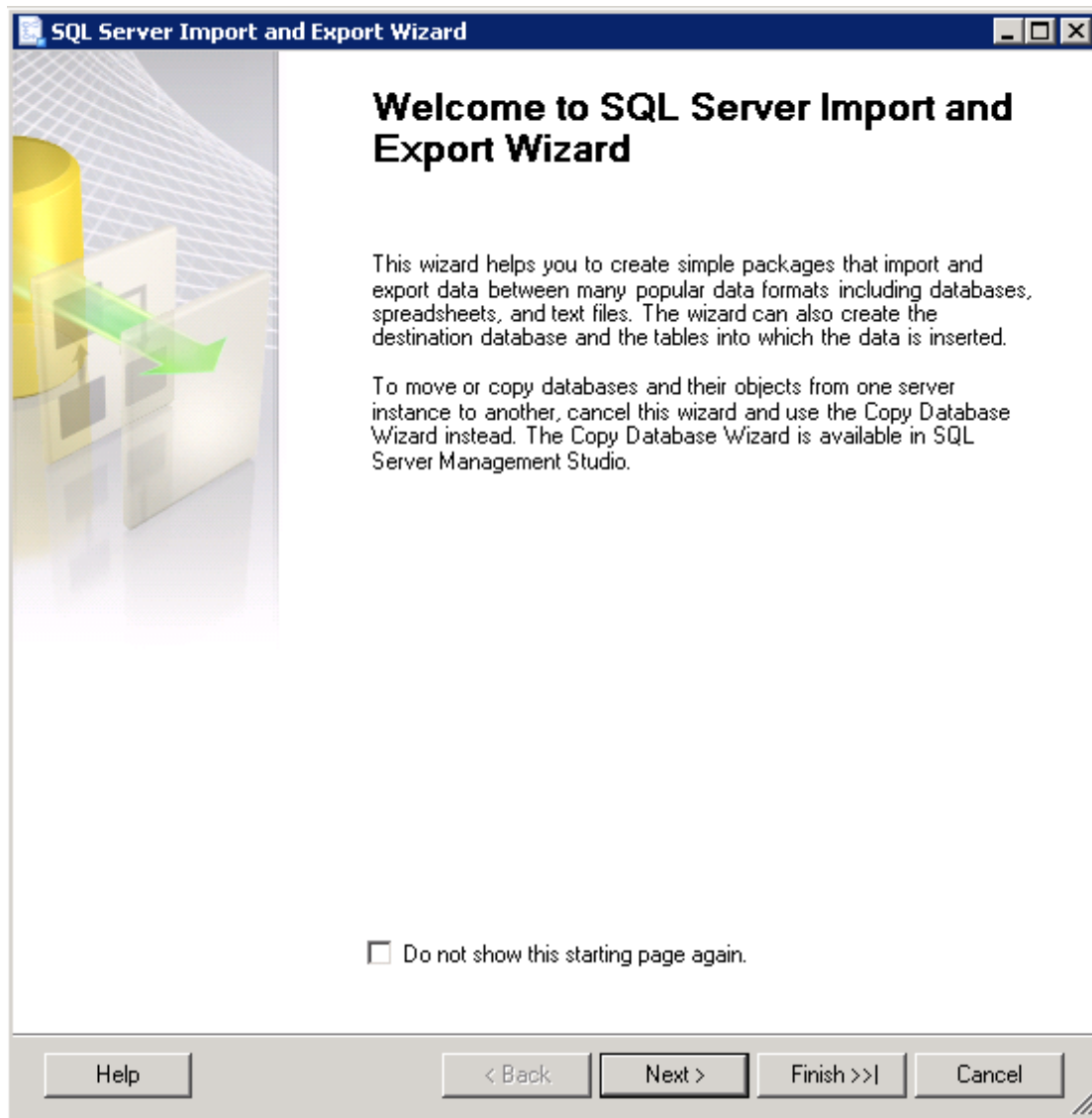
**Figure 21 – The Open / Save dialog (FireFox) once the Generate Report button has been clicked.**

### 3. Importing Excel Data into the Database

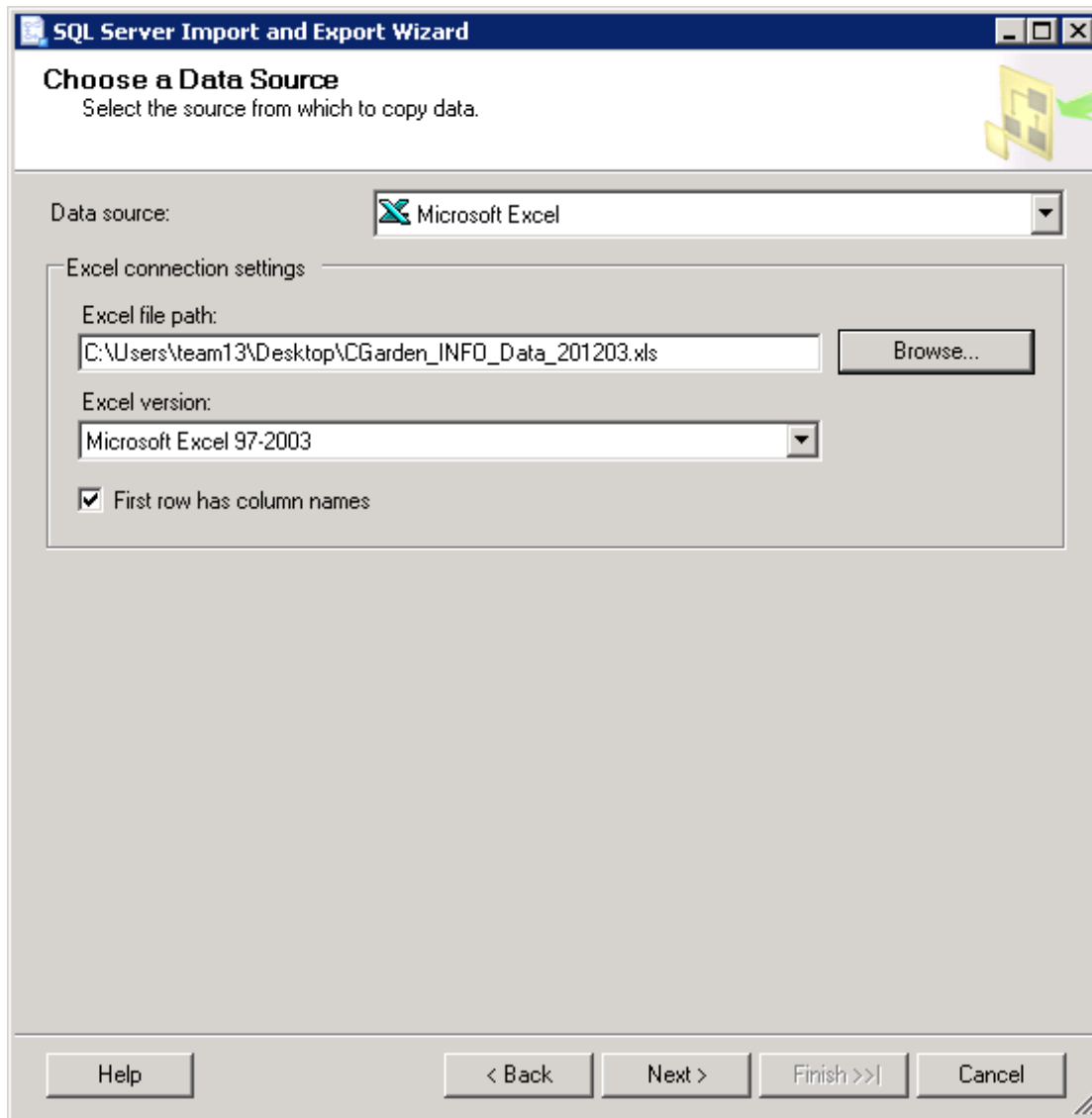
1. Right click on the database "CommunityGardens"
2. Move to "Tasks" => choose "Import data"



3. "Import and Export Wizard" window shows up and click "Next"

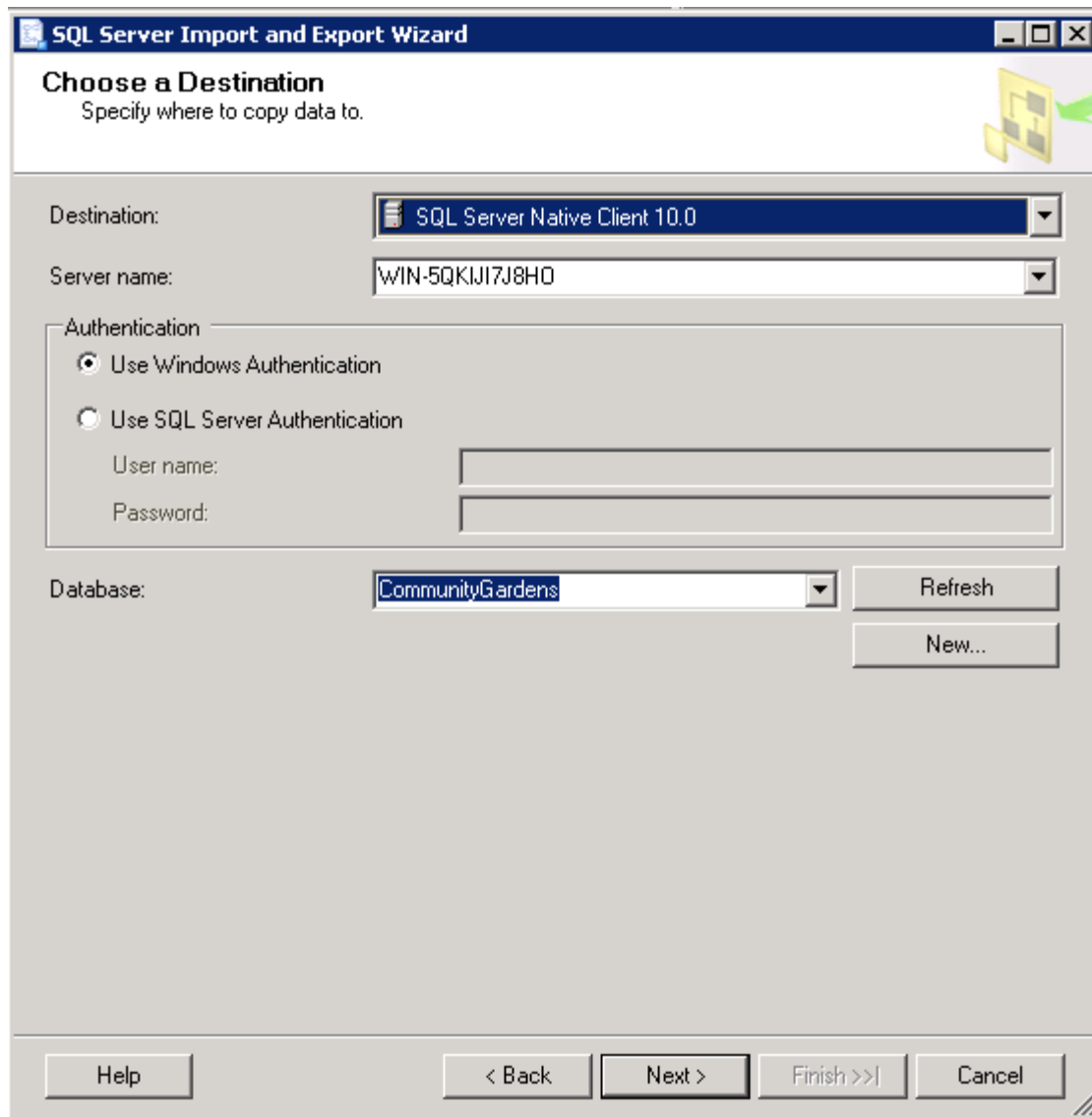


4. Data source choose "Microsoft Excel" and browse data file path => Click "Next"



The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Data Source' step. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Choose a Data Source' with the instruction 'Select the source from which to copy data.' Below this, the 'Data source:' dropdown menu is set to 'Microsoft Excel'. Under the 'Excel connection settings' section, the 'Excel file path:' is 'C:\Users\team13\Desktop\CGarden\_INFO\_Data\_201203.xls' with a 'Browse...' button next to it. The 'Excel version:' dropdown is set to 'Microsoft Excel 97-2003'. A checkbox labeled 'First row has column names' is checked. At the bottom, there are four buttons: 'Help', '< Back', 'Next >', and 'Finish >>|'. The 'Next >' button is highlighted, indicating the next step in the wizard.

5. Choose destination SQL Server and database "CommunityGardens" => Click "Next"



The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Destination' step. The window title is 'SQL Server Import and Export Wizard'. Below the title bar, the text 'Choose a Destination' is displayed, followed by the instruction 'Specify where to copy data to.' In the top right corner, there is a yellow folder icon with a green arrow pointing to it. The main area of the wizard contains several fields and buttons. The 'Destination:' field is a dropdown menu showing 'SQL Server Native Client 10.0'. The 'Server name:' field is a text box containing 'WIN-5QKIJ7J8HD'. Below these, there is a section titled 'Authentication' with two radio buttons: 'Use Windows Authentication' (which is selected) and 'Use SQL Server Authentication'. Under 'Use SQL Server Authentication', there are two text boxes labeled 'User name:' and 'Password:'. The 'Database:' field is a dropdown menu showing 'CommunityGardens'. To the right of this field are two buttons: 'Refresh' and 'New...'. At the bottom of the wizard, there is a row of five buttons: 'Help', '< Back', 'Next >', 'Finish >>', and 'Cancel'.

SQL Server Import and Export Wizard

**Choose a Destination**  
Specify where to copy data to.

Destination: SQL Server Native Client 10.0

Server name: WIN-5QKIJ7J8HD

Authentication

☒ Use Windows Authentication

☐ Use SQL Server Authentication

User name:

Password:

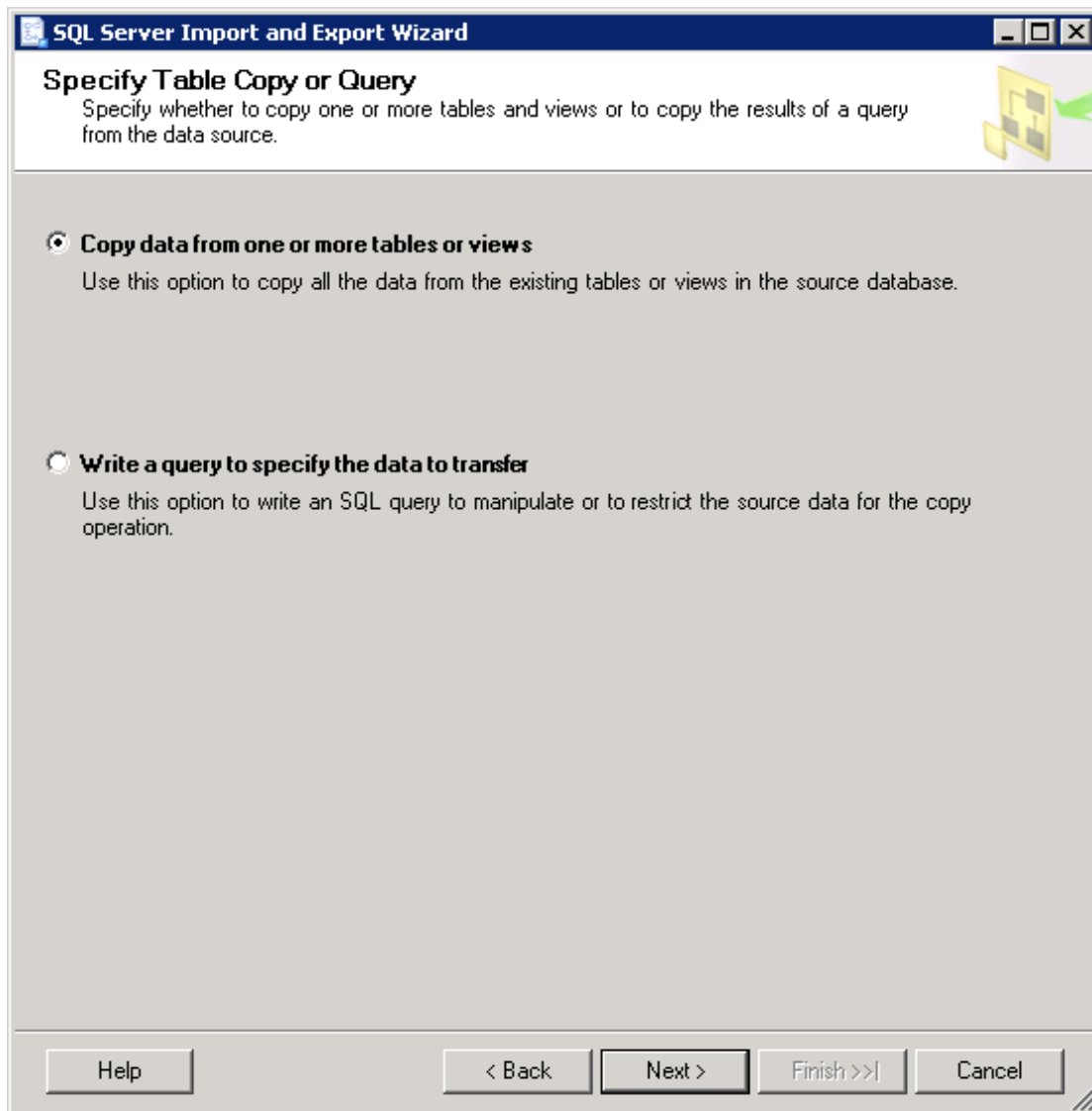
Database: CommunityGardens

Refresh

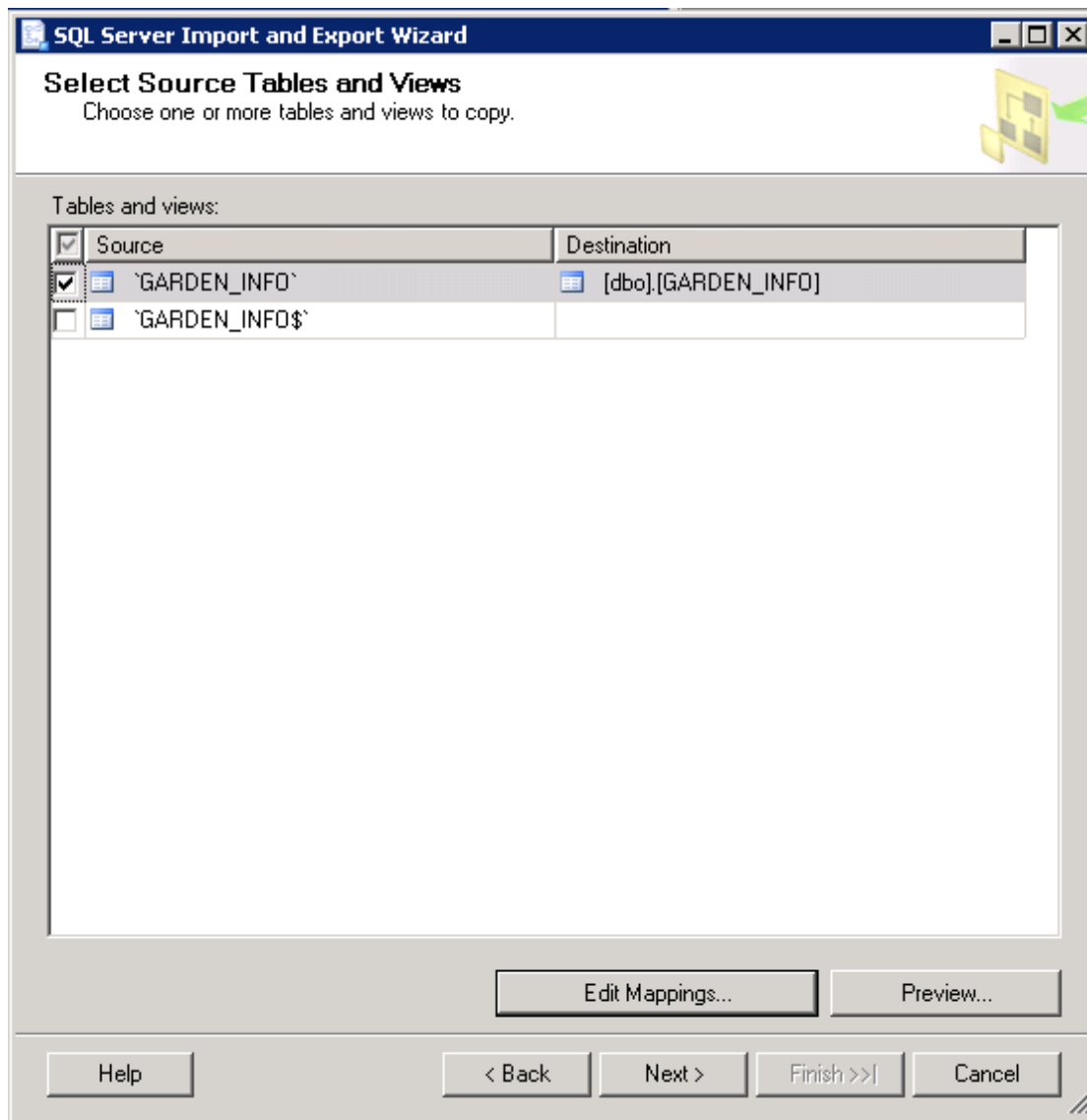
New...

Help < Back Next > Finish >> Cancel

6. Click "Next"



7. Select 'GARDEN\_INFO' and click "Edit Mappings..."



8. Select "Delete rows in destination table" and "Enable identity insert" => Click "OK" => "Next"

**Column Mappings**

Source: 'GARDEN\_INFO'  
 Destination: [dbo].[GARDEN\_INFO]

☐ Create destination table  
☒ Delete rows in destination table  
☐ Append rows to the destination table

☐ Drop and re-create destination table  
☒ Enable identity insert

Mappings:

Source	Destination	Type	Nullable	Size	Precision	Scale
GARDEN_ID	GARDEN_ID	int	<input type="checkbox"/>			
GARDEN_NAME	GARDEN_NAME	varchar	<input type="checkbox"/>	100		
LATITUDE	LATITUDE	float	<input type="checkbox"/>			
LONGITUDE	LONGITUDE	float	<input type="checkbox"/>			
STREET_ADD...	STREET_ADD...	varchar	<input type="checkbox"/>	150		
CITY_COMMM...	CITY_COMMM...	varchar	<input type="checkbox"/>	50		
STATE	STATE	char	<input type="checkbox"/>	2		
ZIP	ZIP	varchar	<input type="checkbox"/>	10		
LOCATION	LOCATION	varchar	<input checked="" type="checkbox"/>	1000		
THOMAS_GUIDE	THOMAS_GUIDE	varchar	<input checked="" type="checkbox"/>	20		

Source column: GARDEN\_ID Double (15)

※ Note:

- i. Please notice that the source data have to follow each column's rule of data type and size!
- ii. The website and email fields should contain only one address. If more than one address were imported, the function of generating PDF would be failed!!

9. Click "Next"

**SQL Server Import and Export Wizard**

**Review Data Type Mapping**  
Select a table to review how its data types map to those in the destination. Also, select how the wizard handles conversion issues.

Table:

Source	Destination
GARDEN_INFO	[dbo].[GARDEN_INFO]

Data type mapping:

	Source Column	Source Type	Destination Co...	Destination Ty...	Convert	On Error
	GARDEN_ID	Double	GARDEN_ID	int	<input checked="" type="checkbox"/>	Use Global
	GARDEN_NA...	LongText	GARDEN_NA...	varchar	<input checked="" type="checkbox"/>	Use Global
	LATITUDE	Double	LATITUDE	float		
	LONGITUDE	Double	LONGITUDE	float		
	STREET_AD...	LongText	STREET_AD...	varchar	<input checked="" type="checkbox"/>	Use Global
	CITY_COMM...	LongText	CITY_COMM...	varchar	<input checked="" type="checkbox"/>	Use Global
	STATE	VarChar	STATE	char	<input checked="" type="checkbox"/>	Use Global

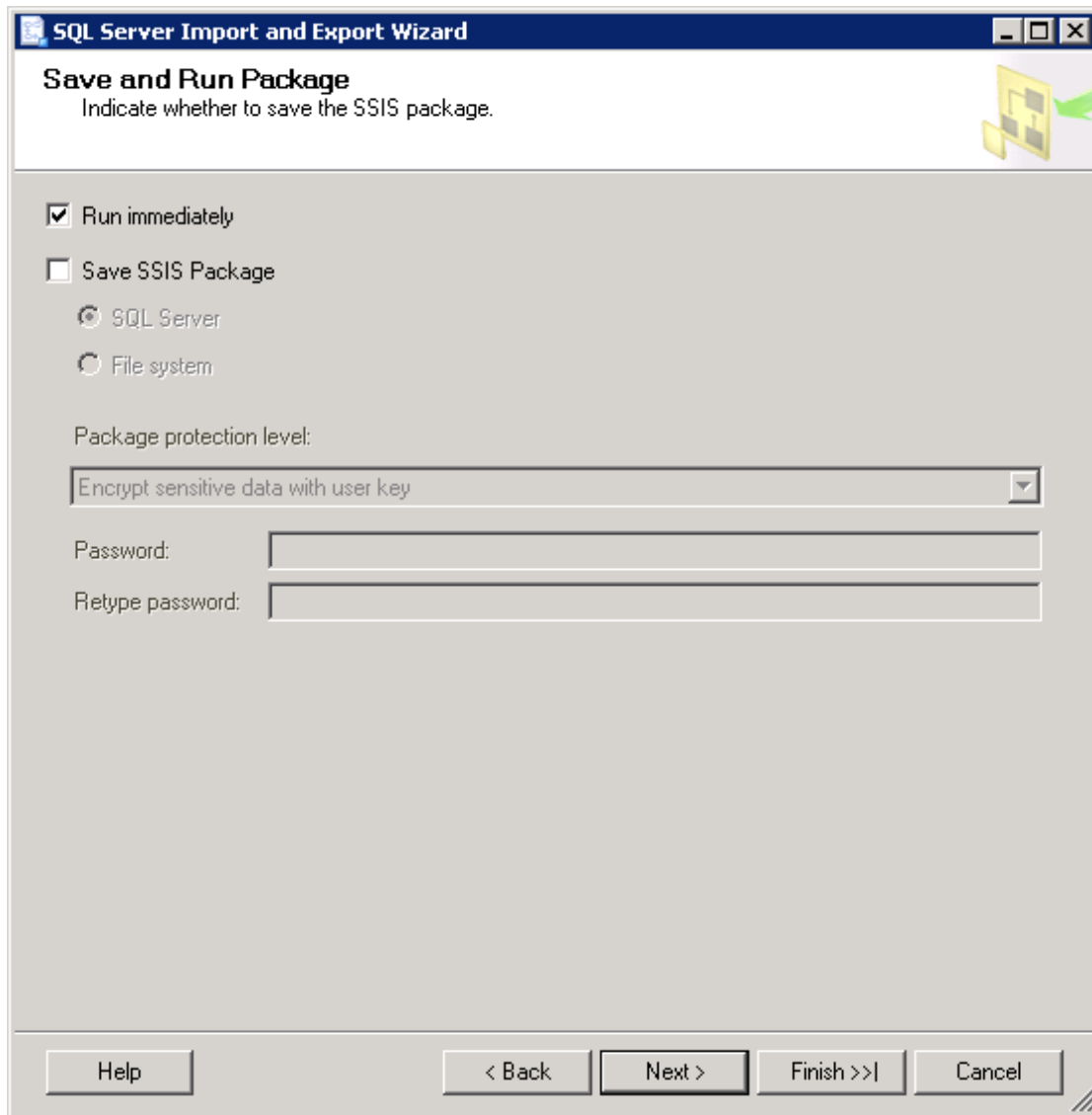
To view conversion details, double-click the row that contains the column source type to be converted.

On Error (global)

On Truncation (global)

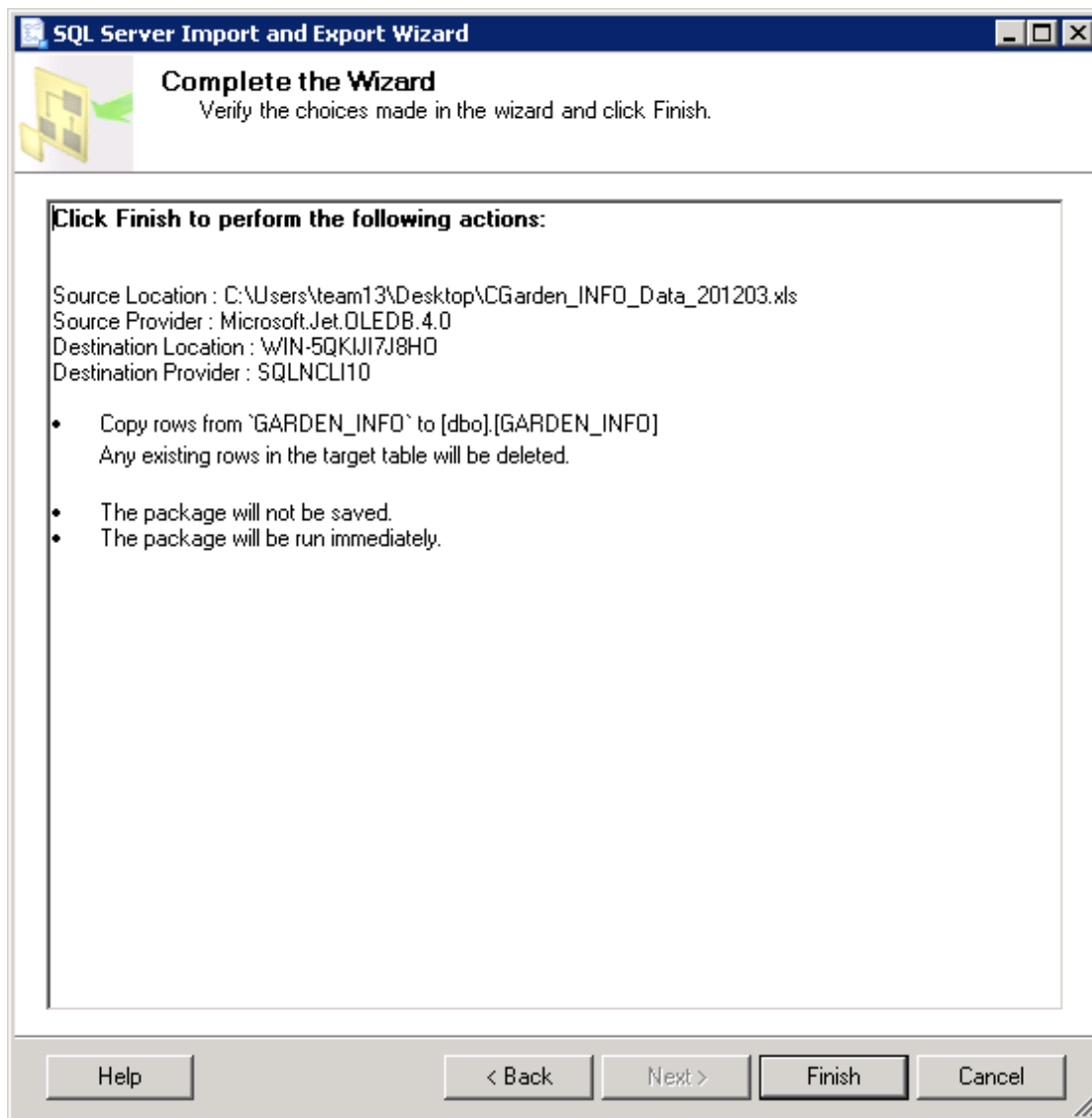
Help < Back Next > Finish >> Cancel

10. Click "Next"

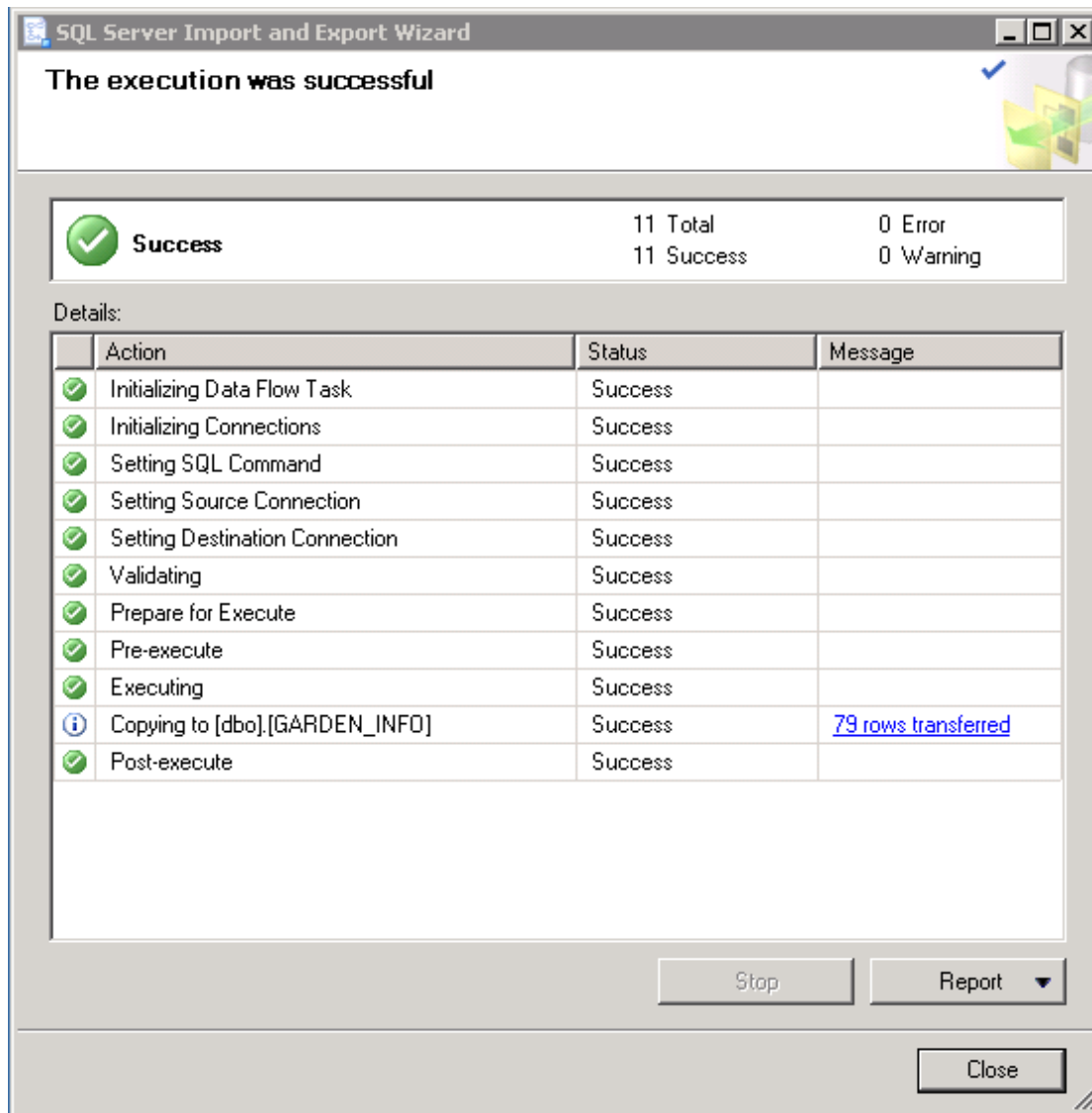


The screenshot shows the 'Save and Run Package' step of the SQL Server Import and Export Wizard. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Save and Run Package' with the instruction 'Indicate whether to save the SSIS package.' in the top right corner. The interface includes several options: 'Run immediately' is checked, while 'Save SSIS Package' is unchecked. Under 'Save SSIS Package', 'SQL Server' is selected with a radio button, and 'File system' is unselected. A 'Package protection level:' dropdown menu is set to 'Encrypt sensitive data with user key'. Below this are two text boxes for 'Password:' and 'Retype password:'. At the bottom, there are four buttons: 'Help', '< Back', 'Next >', and 'Finish >>|'. The 'Next >' button is highlighted with a black border.

11. Click "Finish"



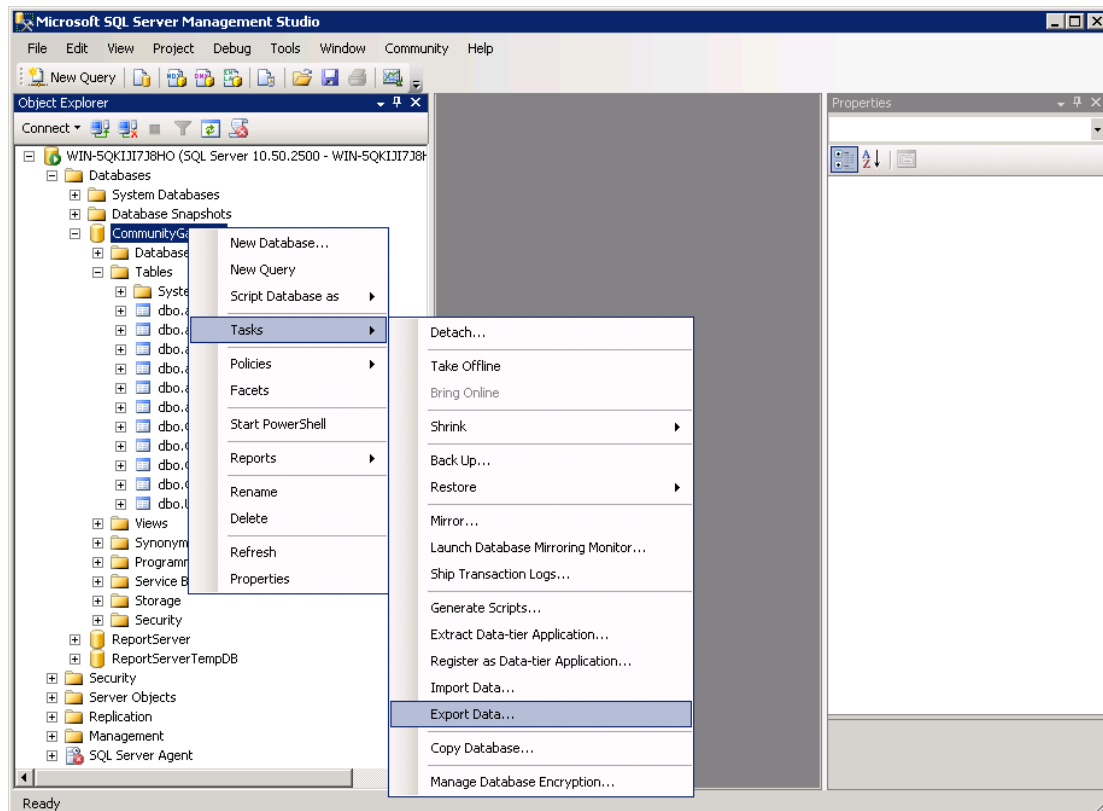
12. If the successful window shows up, the data are successfully imported into database!



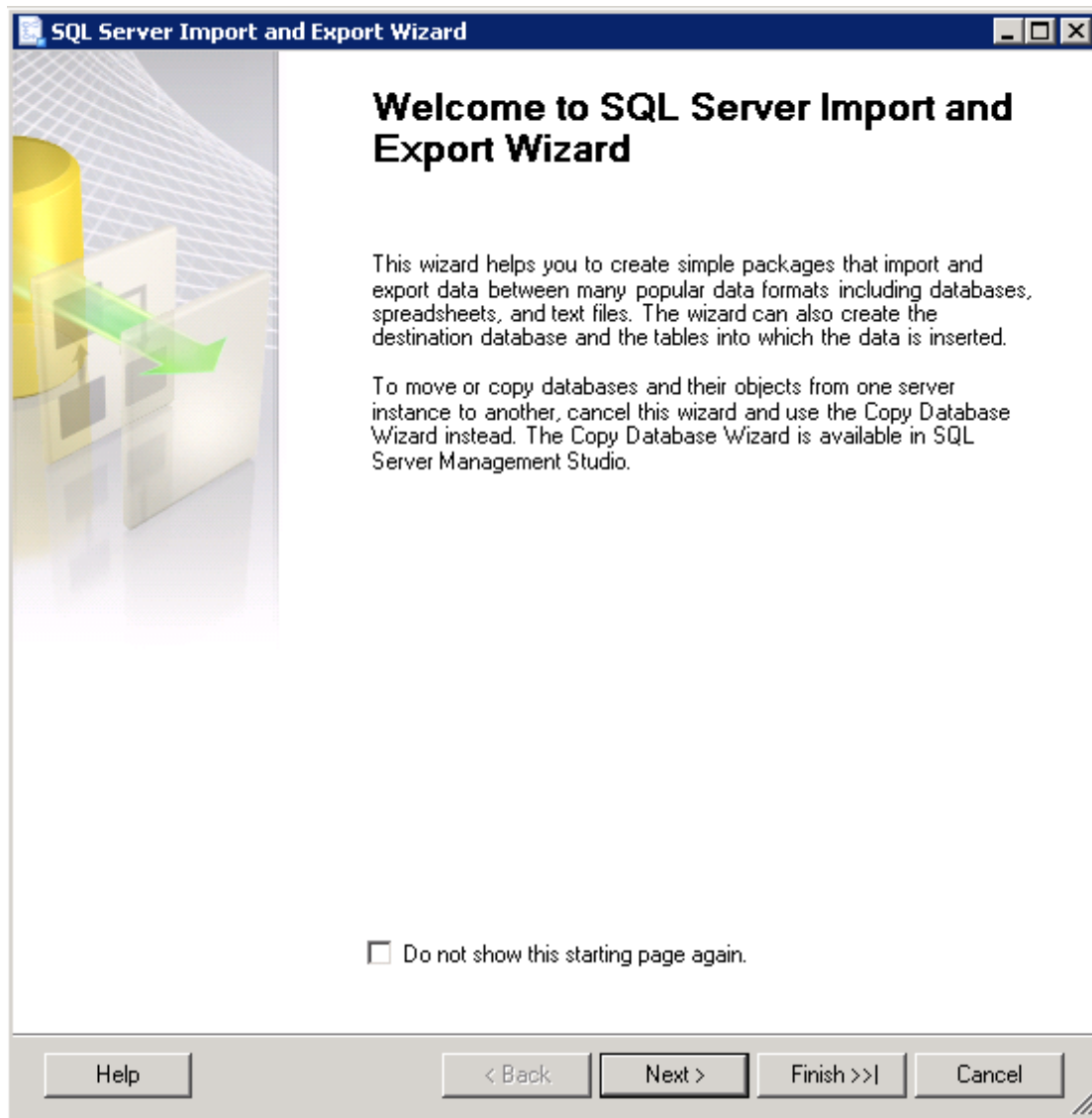
13. And you are done importing data

## 4. Exporting Data to Excel from the Database

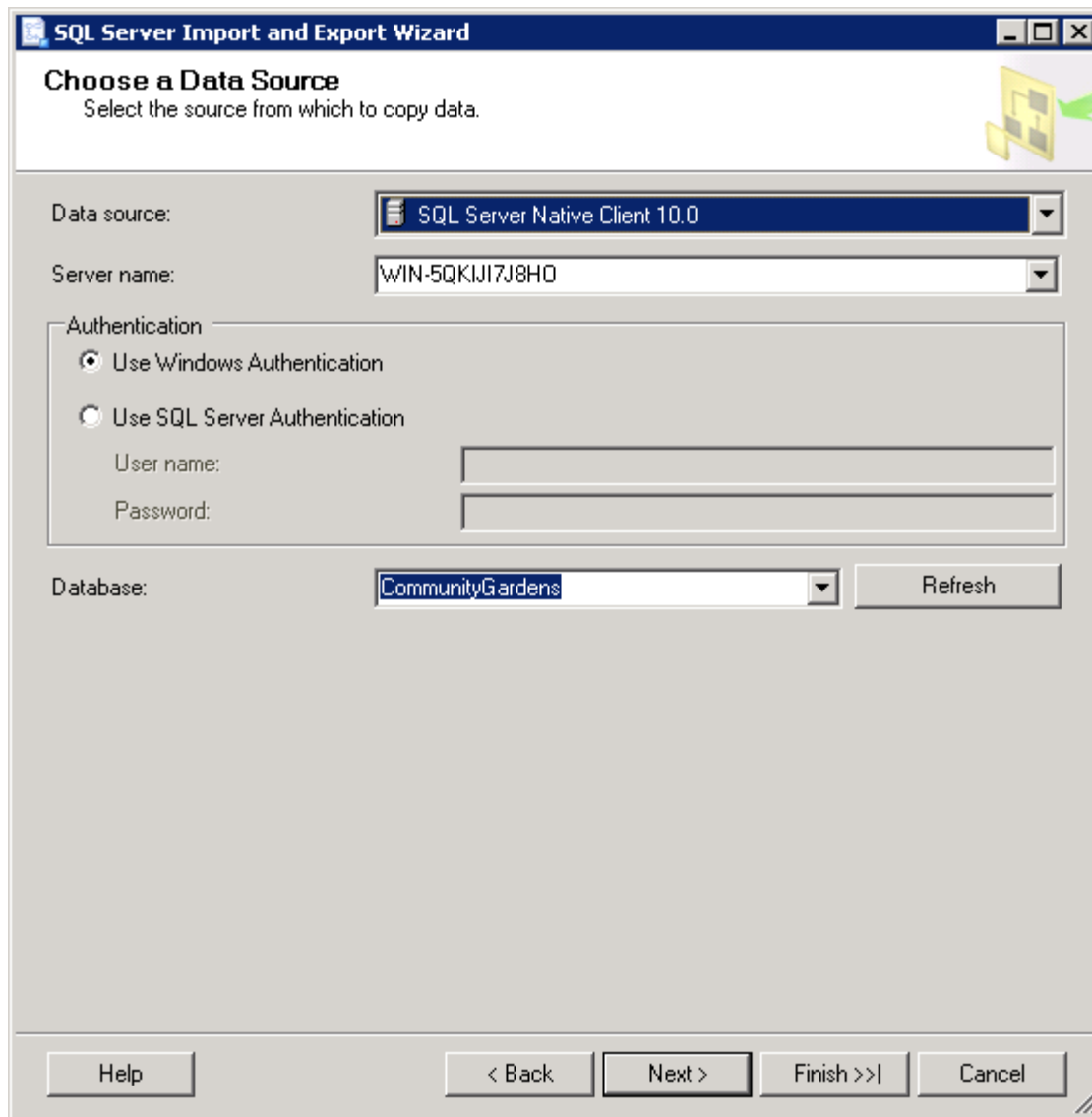
1. Right click on the database "CommunityGardens"
2. Move to "Tasks" => choose "Export data"



3. "Import and Export Wizard" window shows up and click "Next"



4. Choose source SQL Server and database "CommunityGardens" => Click "Next"

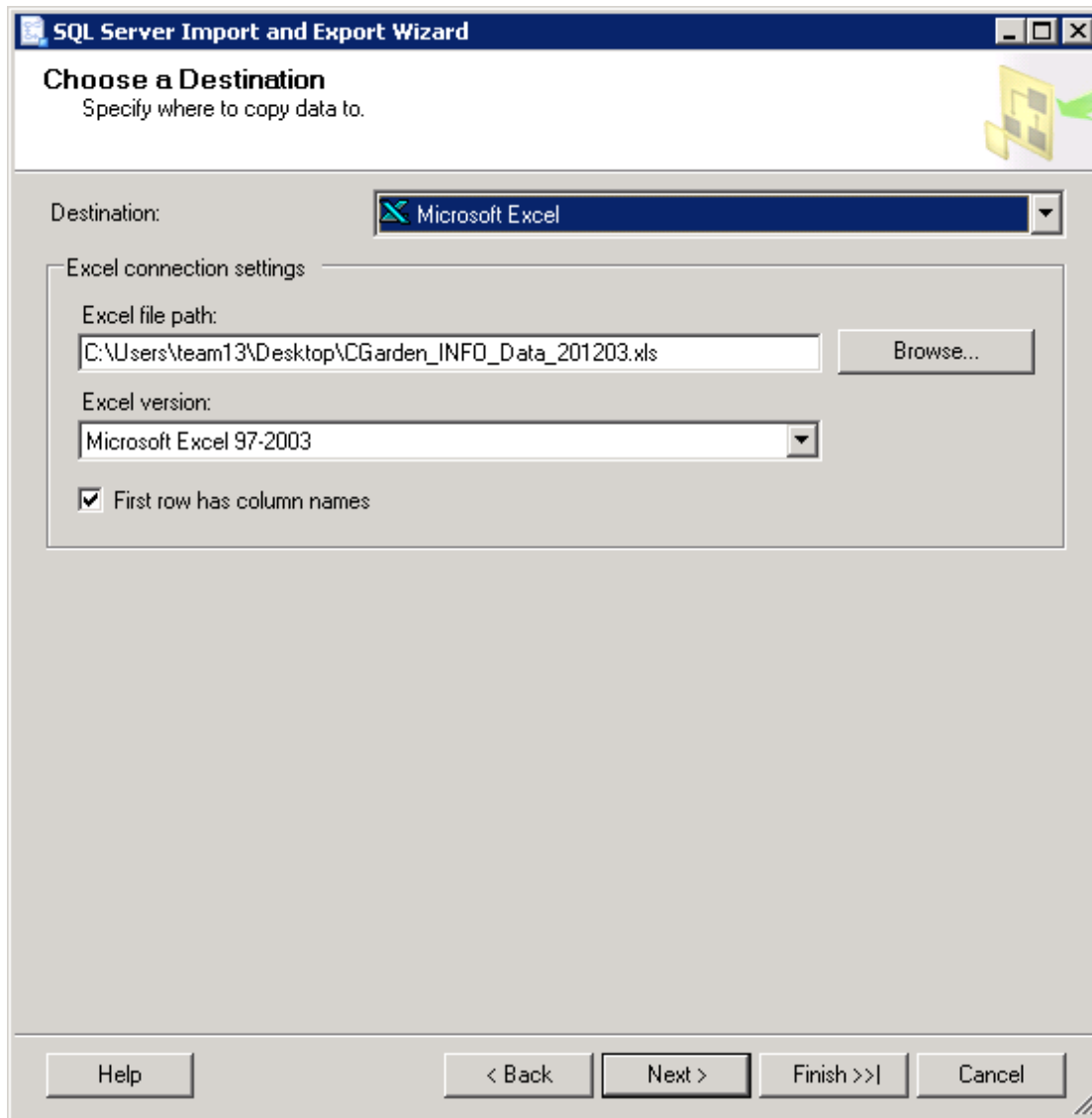


The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Data Source' step. The window has a title bar with standard Windows controls. Below the title bar, the text 'Choose a Data Source' is displayed, followed by the instruction 'Select the source from which to copy data.' To the right of this text is a small icon of a folder with a green arrow pointing to it. The main area of the wizard contains several fields and controls:

- Data source:** A dropdown menu showing 'SQL Server Native Client 10.0'.
- Server name:** A dropdown menu showing 'WIN-5QKIJ7J8H0'.
- Authentication:** A section with two radio buttons: 'Use Windows Authentication' (selected) and 'Use SQL Server Authentication'. Below these are two text boxes for 'User name:' and 'Password:'.
- Database:** A dropdown menu showing 'CommunityGardens'. To its right is a 'Refresh' button.

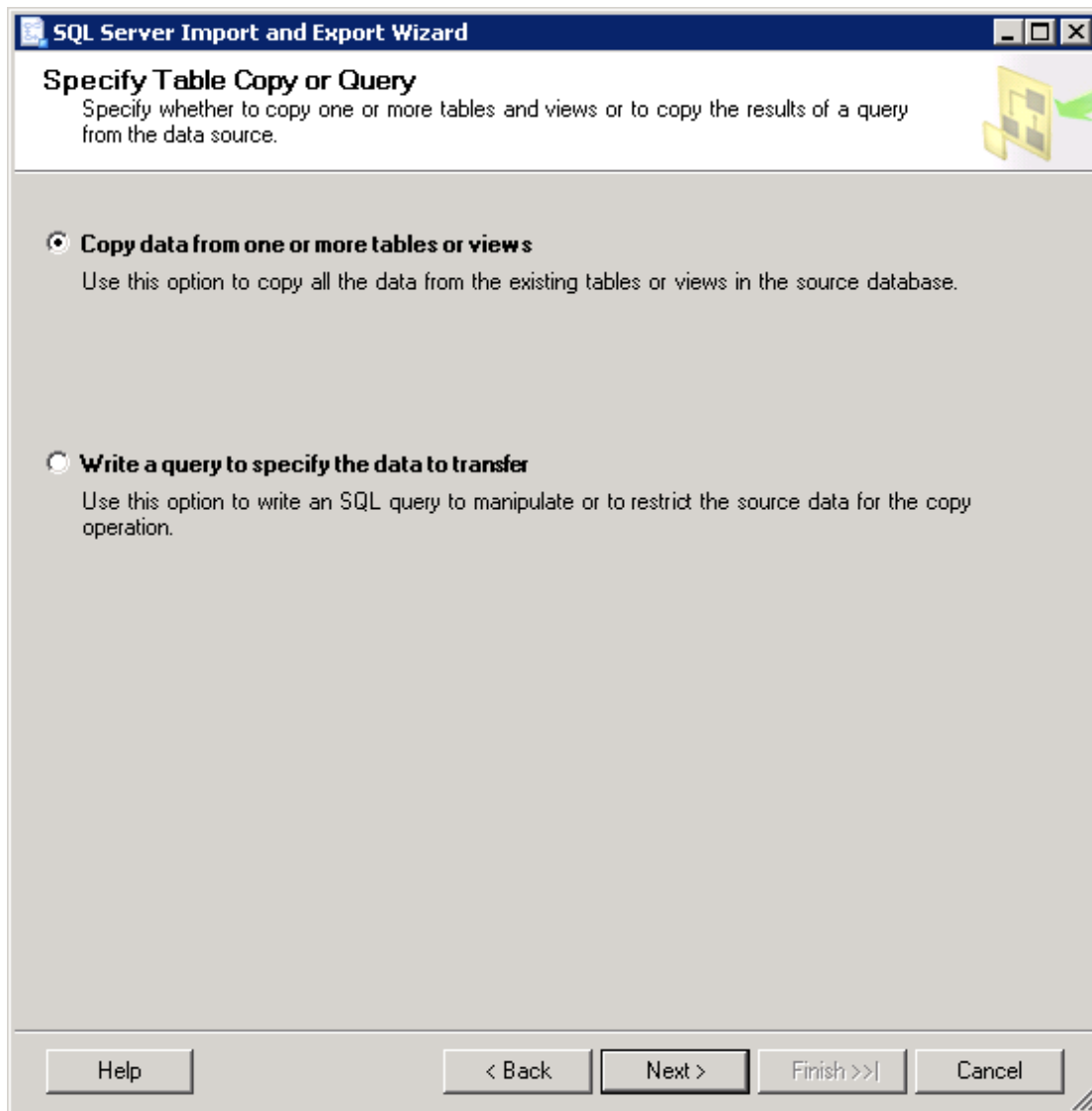
At the bottom of the wizard, there are five buttons: 'Help', '< Back', 'Next >', 'Finish >>|', and 'Cancel'.

5. Data destination chooses "Microsoft Excel" and browse data file path => Click "Next"

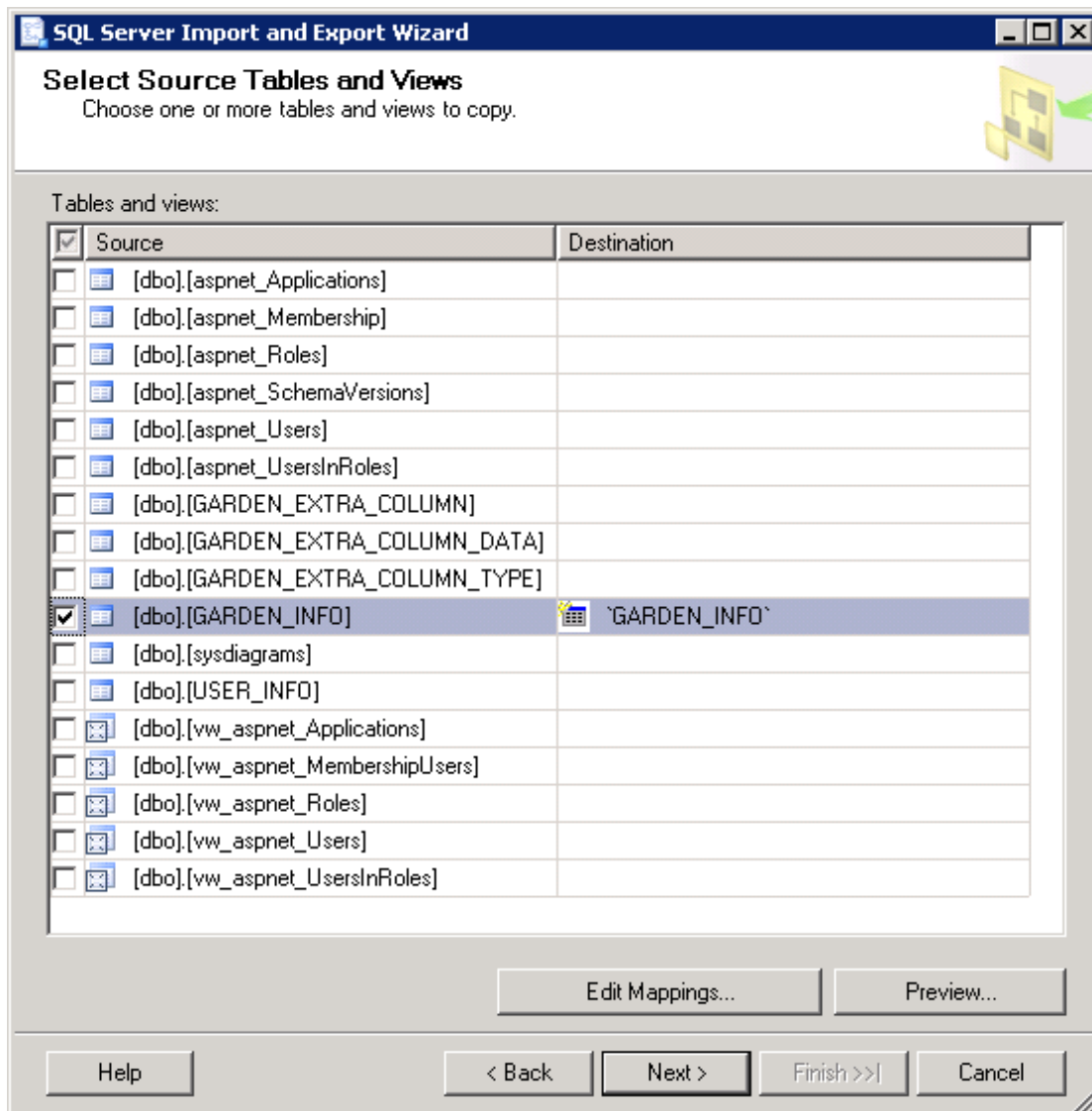


The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Choose a Destination' step. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Choose a Destination' with the instruction 'Specify where to copy data to.' Below this, the 'Destination:' dropdown menu is set to 'Microsoft Excel'. Under the 'Excel connection settings' section, the 'Excel file path:' text box contains 'C:\Users\team13\Desktop\CGarden\_INFO\_Data\_201203.xls', with a 'Browse...' button to its right. The 'Excel version:' dropdown menu is set to 'Microsoft Excel 97-2003'. A checkbox labeled 'First row has column names' is checked. At the bottom of the window, there are four buttons: 'Help', '< Back', 'Next >', and 'Finish >>|'. The 'Next >' button is highlighted with a black border.

6. Click "Next"



7. Select source '[dbo].[GARDEN\_INFO]' and click "Edit Mappings..."



8. If destination excel is a new file, please make sure to ignore "TimeStamp" and then click "OK"  
⇒ click "Next"

**Column Mappings**

Source: [dbo].[GARDEN\_INFO]  
 Destination: `GARDEN\_INFO`

☒ Create destination table ☐ Delete rows in destination table ☐ Append rows to the destination table

☐ Drop and re-create destination table

Mappings:

Source	Destination	Type	Nullable	Size	Precision	Scale
FURTHER_INF...	FURTHER_INF...	LongText	<input checked="" type="checkbox"/>			
STATUS	STATUS	LongText	<input checked="" type="checkbox"/>			
POLITICAL_RE...	POLITICAL_RE...	LongText	<input checked="" type="checkbox"/>			
PR_SUP_DIST...	PR_SUP_DIST...	Short	<input checked="" type="checkbox"/>			
PR_SUP_DIST...	PR_SUP_DIST...	LongText	<input checked="" type="checkbox"/>			
PR_CITY_MAY...	PR_CITY_MAY...	LongText	<input checked="" type="checkbox"/>			
PR_CITY_COU...	PR_CITY_COU...	LongText	<input checked="" type="checkbox"/>			
PR_STATE_AS...	PR_STATE_AS...	LongText	<input checked="" type="checkbox"/>			
NOTES	NOTES	LongText	<input checked="" type="checkbox"/>			
TimeStamp	TimeStamp	VarBinary	<input type="checkbox"/>	8		

Source column: <ignore>  
TimeStamp TimeStamp timestamp NOT NULL

- If the destination excel file already exists, please select "Delete rows in destination table" and then click "OK" => click "Next"

**Column Mappings**

Source: [dbo].[GARDEN\_INFO]  
 Destination: 'GARDEN\_INFO'

☐ Create destination table   
☒ Delete rows in destination table ☐ Drop and re-create destination table  
☐ Append rows to the destination table

Mappings:

Source	Destination	Type	Nullable	Size	Precision	Scale
FURTHER_INF...	FURTHER_INF...	LongText	<input checked="" type="checkbox"/>			
STATUS	STATUS	LongText	<input checked="" type="checkbox"/>			
POLITICAL_RE...	POLITICAL_RE...	LongText	<input checked="" type="checkbox"/>			
PR_SUP_DIST...	PR_SUP_DIST...	Double	<input checked="" type="checkbox"/>		15	
PR_SUP_DIST...	PR_SUP_DIST...	LongText	<input checked="" type="checkbox"/>			
PR_CITY_MAY...	PR_CITY_MAY...	LongText	<input checked="" type="checkbox"/>			
PR_CITY_COU...	PR_CITY_COU...	LongText	<input checked="" type="checkbox"/>			
PR_STATE_AS...	PR_STATE_AS...	LongText	<input checked="" type="checkbox"/>			
NOTES	NOTES	LongText	<input checked="" type="checkbox"/>			
TimeStamp	<ignore>					

Source column: GARDEN\_ID int NOT NULL

10. Click "Next"

**SQL Server Import and Export Wizard**

**Review Data Type Mapping**

Select a table to review how its data types map to those in the destination. Also, select how the wizard handles conversion issues.

Table:

Source	Destination
[dbo].[GARDEN_INFO]	'GARDEN_INFO'

Data type mapping:

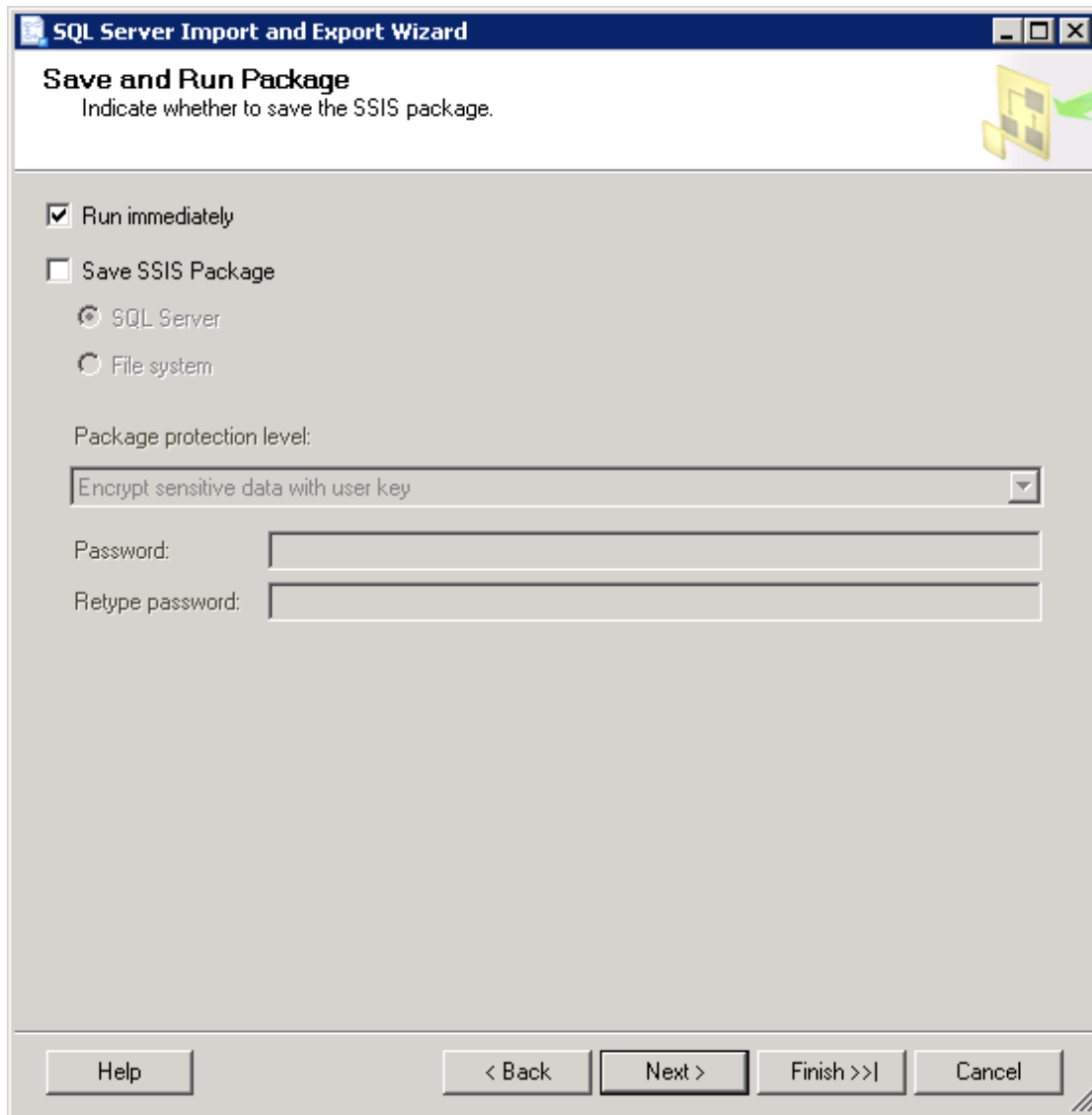
	Source Column	Source Type	Destination Co...	Destination Ty...	Convert	On Error
<input checked="" type="checkbox"/>	GARDEN_ID	int	GARDEN_ID	Long		
<input checked="" type="checkbox"/>	GARDEN_NA...	varchar	GARDEN_NA...	LongText	<input checked="" type="checkbox"/>	Use Global
<input checked="" type="checkbox"/>	LATITUDE	float	LATITUDE	Double		
<input checked="" type="checkbox"/>	LONGITUDE	float	LONGITUDE	Double		
<input checked="" type="checkbox"/>	STREET_AD...	varchar	STREET_AD...	LongText	<input checked="" type="checkbox"/>	Use Global
<input checked="" type="checkbox"/>	CITY_COMM...	varchar	CITY_COMM...	LongText	<input checked="" type="checkbox"/>	Use Global
<input checked="" type="checkbox"/>	STATE	char	STATE	VarChar	<input checked="" type="checkbox"/>	Use Global

To view conversion details, double-click the row that contains the column source type to be converted.

On Error (global)

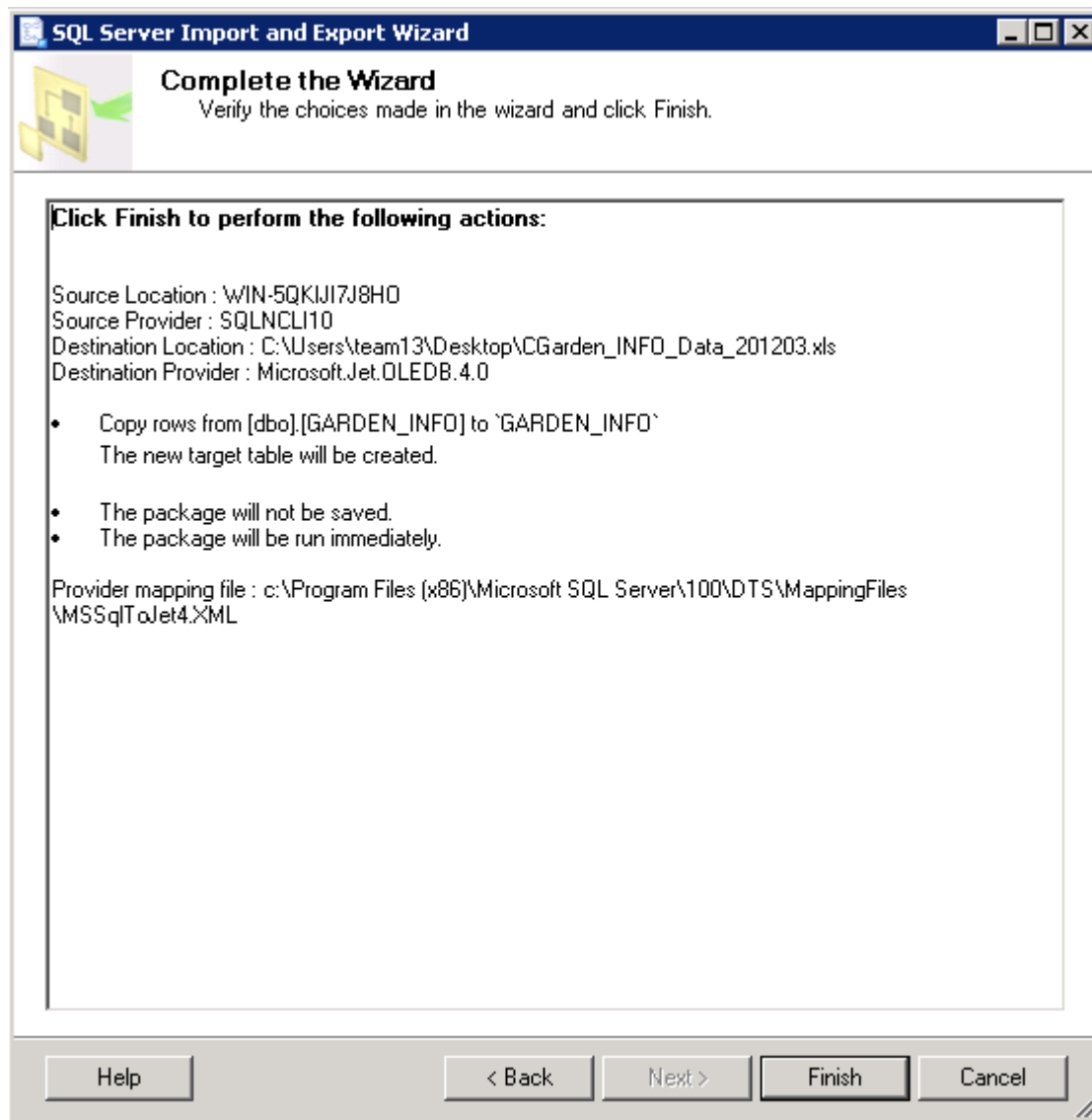
On Truncation (global)

11. Click "Next"

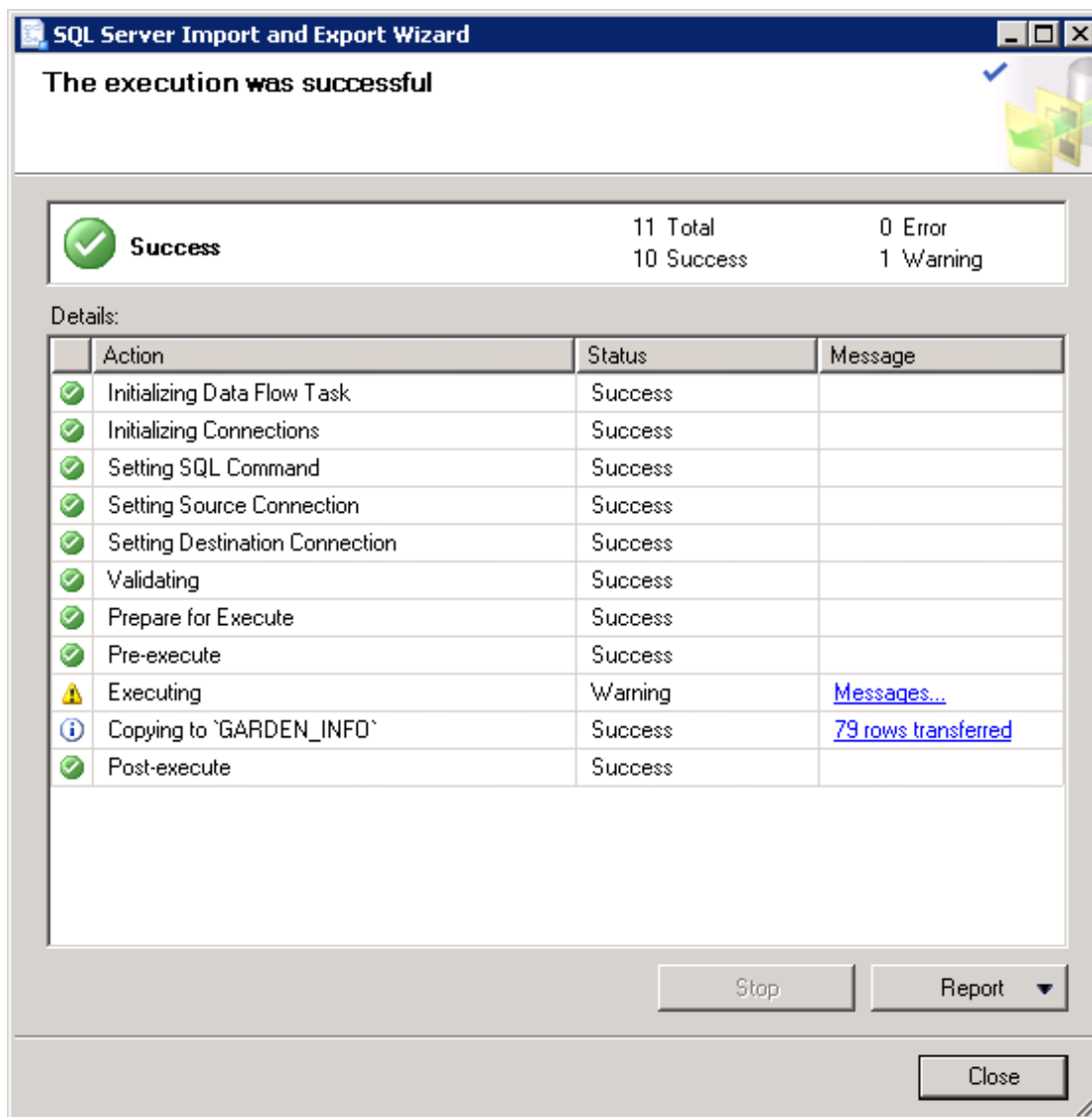


The screenshot shows the 'SQL Server Import and Export Wizard' window, specifically the 'Save and Run Package' step. The window title is 'SQL Server Import and Export Wizard'. The main heading is 'Save and Run Package' with the instruction 'Indicate whether to save the SSIS package.' in the top right corner. Below this, there are two radio button options: 'Run immediately' (which is selected) and 'Save SSIS Package'. Under 'Save SSIS Package', there are two radio button options: 'SQL Server' (selected) and 'File system'. Below these options is a 'Package protection level:' label followed by a dropdown menu showing 'Encrypt sensitive data with user key'. Below the dropdown are two text input fields labeled 'Password:' and 'Retype password:'. At the bottom of the window, there are four buttons: 'Help', '< Back', 'Next >', and 'Finish >>|'. The 'Next >' button is highlighted with a green arrow.

12. Click "Finish"



13. If the successful window shows up, the data are successfully exported into excel file!



14. And you are done!

## 5. Troubleshooting

### 5.1 Frequently Asked questions

**Q:** Why does the blue icon (save button) not work sometimes?

**A:** This can be caused by a number of issues but is generally related to validation errors. If the save button seems unresponsive, scroll across all fields and look for error messages. Many fields have very specific format requirements, character limits, etc. If no fields show any error messages and the problem persists, you may be trying to add a new garden record that has the same Garden Name as an existing garden. The database will not accept more than one garden to have the same Garden Name.

## 5.2 Error Codes and Messages

1. **Red Asterisk (\*)**: This is a required field and must be filled in with appropriate data before proceeding with any save or edit operation.
2. **You must login as an administrator to view this page**: You do not have sufficient privileges to view the requested page. See the Notes section for more information on user access levels.
3. **Invalid Format**: The information entered into the field does not conform to the correct format for that field. Generally this means you entered characters into a field expecting numbers.
4. **Max length is X**: This field has a length restriction in place on it. The information currently entered in the field is greater than the maximum allowed. Reduce the number of characters in the field to proceed.

### 5.2.1 Notes

1. **Administrator**: A system user who has access to the User Management portion of the website. The Administrator is the only user capable managing other users of the system including the ability to add new users, remove existing users and update existing user information (password, etc).
2. **Database Manager**: A system user who has access to all system capabilities except User Management. The Database Manager is the typical user who has access to add, update and remove information from the Community Garden Database.
3. **Database Viewer**: A system user who has read-only access to the data in the Community Gardens Database and who can generate reports. Like the Database Manager, the Database Viewer cannot manage other users.
4. **LACC**: Los Angeles Conservation Corp
5. **LACGC**: Los Angeles Community Gardening Council
6. **LANLT**: Los Angeles Neighborhood Land Trust
7. **UCCE**: University of California Cooperative Extension