

## **TerraBase Training Course Outline**

### **Day 1 Section 1: TerraBase V2.71 Data Users Training**

#### **TerraBase Overview**

What Is TerraBase?  
TerraBase Components  
TerraBase Databases  
TerraBase Editions: Workstation  
TerraBase Editions: Workgroup and Enterprise  
TerraBase Editions: Web-Enabled

#### **The TerraBase Explorer**

Starting TerraBase  
Selecting a Database  
Opening the Explorer  
Using the Explorer  
Accessing TerraBase Help

#### **Performing Analytical Queries**

Analytical Reporting Screen  
Frequency Analysis  
Chemicals of Concern  
Time Trend Analysis  
Query Database  
Query Output Formats  
Analytical Query Reports  
Advanced Query Tab (Enterprise Query)

#### **Using the TerraBase Enterprise Query**

Getting Started in Enterprise Query  
Connecting to Databases  
Selecting Query Parameters  
Exporting Your Query Results  
Saving Your Query Statements

#### **Performing Geotechnical Queries**

Geotechnical Querying Screen  
Query Export Formats  
Well Construction Queries  
Groundwater Level Queries  
Lithology Queries

#### **Generating Reports**

Company Report  
Site Report  
Project Report  
SDG Reports  
Sample Reports  
Sample Location Report  
Well Construction Report  
Groundwater Report  
Lithology Report

#### **Exporting Your Data**

The Export Process  
Level 2 Format  
TerraBase Delimited File Format  
SDG Level Exports  
Geotechnical Export Formats

## **TerraBase Training Course Outline**

### **Day 1 Section 2: TerraBase ArcView Extension V2.71 Training**

#### **Getting Started**

- Starting the Extension
- Selecting a Database
- Using the DrillDown
- Performing DrillDown Queries
- Using the Site Map

#### **Querying TerraBase**

- Querying Analytical Data
- Data Quality Levels, Units, and Summary Options
- Query Output Options
- Performing Fraction Analysis
- Querying Geotechnical Data
- Querying Data with the Timeline
- Viewing Related Query Information
- Displaying Analytical Data at a Location
- Displaying Geotechnical Data at a Location
- Creating Spider Diagrams

#### **Generating Reports**

- Creating Boring Logs and Cross Section Diagrams
- Creating Hydrographs
- Creating Soil Profiles: Getting Started
- Creating Soil Profiles: Using Soil Boxes
- Creating Soil Profiles: Using Soil Layers

#### **Generating Reports (Con't)**

- Editing Soil Zips
- Creating Map Layouts
- Creating Charts
- Viewing Linked Documents

#### **Using the TerraBase 3DExtension**

- Generating Groundwater Contours
- Contouring Methods: IDW and Spline
- Contouring Methods: Kriging and Trend
- Contours and Flow Lines
- Generating Analyte Contours
- Plotting Query Results in 3D
- Animating a 3D Scene

#### **Managing Site GIS Data**

- Using the Site Wizard
- Building a Theme List
- Adding Sample Locations
- Matching Locations to Analytical Data
- Upgrading GIS Data

#### **Maintaining the Extension**

- Editing the Timeline
- Editing the Linked Document List
- Changing User Options
- Cleaning Up the Extension

## **TerraBase Training Course Outline**

### **Day 2 Section 1: TerraBase V2.71 Data Managers Training**

#### **TerraBase Data Management**

##### **Overview**

Planning Your Database  
Creating a New Database  
Building the Hierarchy  
Populating the Database  
Linking Data to ArcView

##### **Entering Administrative Data**

Data Entry Overview  
Using the Data Entry Forms  
Company Data Entry  
Site Data Entry  
Project Data Entry

##### **Entering Analytical Data**

Chemical Data Entry  
Using the Chemical Admin Tools  
Target Compound Lists  
SDG and Fraction Data Entry  
Lab Sample Data Entry  
Lab Result Data Entry  
Lab Sample Lookup Lists

##### **Entering Geotechnical Data**

Sample Point Data Entry  
Well Construction Data Entry  
Groundwater Level Data Entry

Lithology Data Entry  
Geotechnical Lookup Lists

##### **CheckMate Overview**

What is CheckMate?  
Locating Databases  
Managing Lookups  
Data Compression  
Checking A Data File  
Fixing File Structure Errors  
Fixing Format/Logic Consistency Errors  
Creating Reports

##### **Importing Analytical Data**

The Process: Lab to TerraBase  
Importing Level 2 Format  
Correcting Data Problems  
Saving Data to the Database  
Georeferencing Your Data  
Copying Across Data Quality Levels  
Importing TerraBase Delimited File Format

##### **Importing Geotechnical Data**

The Process: From Field to TerraBase  
Importing Field Data Format  
Reconciling Data Conflicts



## On Site TerraBase Training Class Requirements

### **Hardware:**

PC\* for each student  
Projector (for instructor pc)  
Projection screen or wall

### **Software:**

TerraBase V 2.7x  
CheckMate V 1.4 or later  
ArcView V 3.2a  
ArcView 3D Analyst V 1.0  
Enterprise Query V 1.36 or later  
MS Office Professional (97 or later)  
Internet Explorer V 5 or later  
Default print drivers for each PC (do not need to be connected to printer)  
Internet Connection (Recommended)  
Training files and manuals

### **Other:**

List of student names (to appear on training certificates)  
Training manuals (3 for each student)

### **\* Training PC System Requirements**

This is the minimum hardware requirement for TerraBase Workstation to function in your environment. Integrate recommends more powerful systems for optimum performance.

PC with a Pentium 133 recommended  
Microsoft Windows 98, NT4, 2000 or XP operating system  
32 MB RAM  
200 MB of available hard-disk space  
CD-ROM drive  
Super VGA monitor; 1MB of VRAM