

Rapid Geotechnical Reporting

Version 2

User's Guide

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Rapid Geotechnical Reporting

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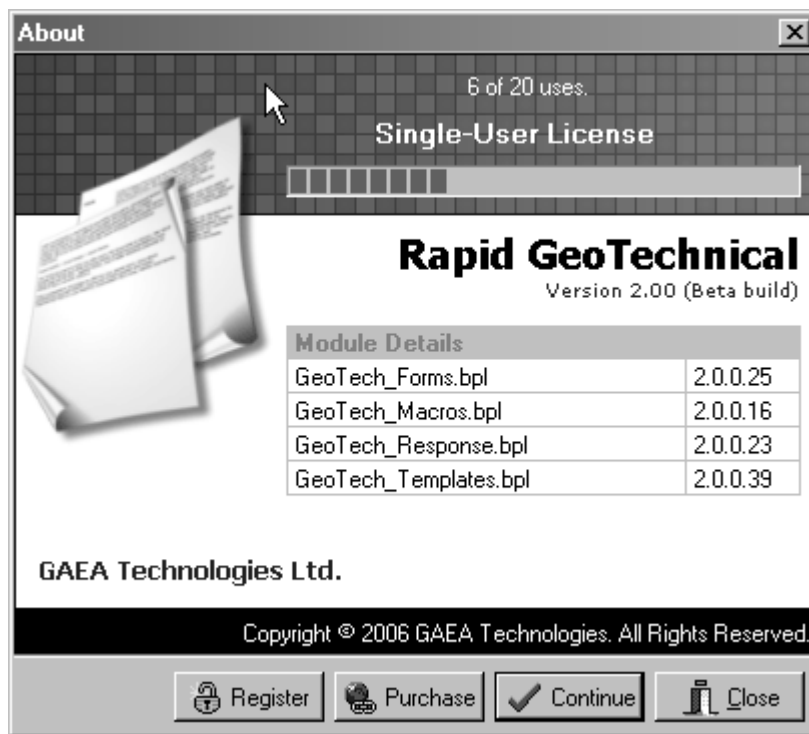
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1.

Getting Started



1.0 Getting Started

The Rapid Geotechnical Reporting program is used to collect answers to pre-designed questions in a template. These answers are then merged and a standard report is generated in Microsoft Word. The merging process allows the user to insert different responses and paragraphs into the report depending upon how a question is answered.

1.1 Program Benefits and Uses

Rapid Geotechnical Reporting has been designed to minimize the amount of time required to generate standard geotechnical engineering reports and to maximize the flexibility of the final report. A variety of reports can be created, the program currently comes with templates for conventional shallow and deep foundations. More templates are always being added and we welcome your suggestions.

Features of the program include:

- Reports can be generated to follow any standard.
- In addition to your answers to the template, photos can also be added to the final report.
- The answers to questions are tracked, and a list of unanswered questions can be displayed.
- Microsoft Access database management system.
- Network compatible and able to track projects over a network.
- Master project database tracks projects over a network.
- Report templates are created and edited in Microsoft Word.
- There can be an unlimited number of reports and projects.
- Text macros can be created on the desktop and used to rapidly enter common text answers
- Merged report can be immediately opened in Word.

1.2 Methodology and Data Flow

The program has been designed to minimize the amount of time required to generate a standard report and to maximize the flexibility of the final report. To accomplish this, the process has been divided into two steps.

1.2.1 Enter Report Data

The reports to be generated are grouped into projects. Projects typically contain associated geotechnical reports. The data for a report is collected by answering each of the questions in the template. The form used and allowable answers for the question are specified when the template is created.

1.2.2 Merge Report Data with the Report Template

The final step is to create a final report by merging the data with the report template. During the merging process the keywords in the report template are replaced by the text associated with each of the answers to the questions. After the report data has been merged a final report will be created in Microsoft Word format. This report can then be edited in Word.

1.3 System Requirements

Below are the software and hardware requirements for the program.

1.3.1 Software Requirements

- Microsoft Windows 2000 or XP
- Microsoft Word 97 or higher

1.3.2 Hardware Requirements

- minimum of 128 MB of memory
- CD-ROM drive.

1.4 Installation

To get Rapid Geotechnical Reporting up and running, install the program either from the CD-ROM or download the install program from GAEA's web site. For example, to install the CD-ROM from drive D:

1. Start Windows
2. Insert the CD-ROM into drive D;
3. Choose Start and then Run and type "D:\Rapid Geotechnical Reporting\setup.exe", or double-click on "D:\Rapid Geotechnical Reporting\setup.exe" in Windows Explorer, or double-click on the Add/Remove Programs icon in the Control;
4. Enter the requested information in the installation forms.

On some computer systems, depending on how they are configured, inserting the CD-ROM into the drive will automatically start the GAEA menu program. In this case select Rapid Geotechnical Reporting from the menu screen.

Registration

All of the programs listed on the menu screen can be installed and will run in demo mode until an unlock code is provided.

1.5 Registering Rapid Geotechnical Reporting

Before Rapid Geotechnical Reporting can be used it must be registered. Prior to the registration process the program will run in Demo mode. During the registration the program will be unlocked.

To register the program on the desktop and obtain an unlock code, run the program and press the Register button. The Registration form shown below will be displayed. In the middle of this form a unique serial number will be displayed. This serial number is unique for each computer.

Registration

To register the software and obtain an unlock code, click the obtain unlock code button. A registration form on GAEA's internet site will be displayed. Fill in the information on the form and then submit the form.

Serial Number:

If you are unable to access the internet, please call us at (905) 666-7527 or fax us at (905) 666-3744.

After you have received an unlock code enter it below and click the button.

Unlock Code:

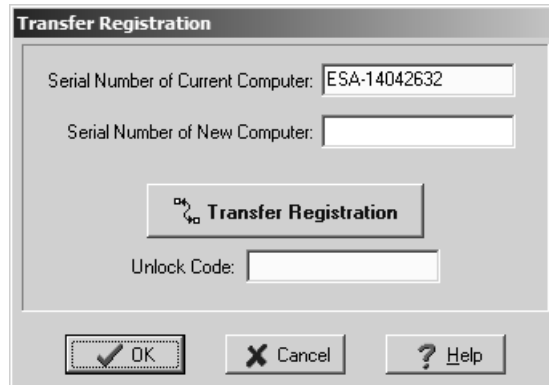
If your computer is connected to the Internet, you can obtain the unlock code by clicking on the Obtain Unlock Code button. After the button is pressed a registration form on GAEA's web site will be displayed on your internet browser. Fill out the form and then click on the submit button. After your registration information has been received an unlock code will be emailed to you.

If your computer is not connected to the Internet, you can call or fax us the serial number.

After GAEA has received your unique serial number, an unlock code will be generated and emailed or faxed to you. When you receive the unlock code enter it in the space at the bottom of the Registration form and then press the Store Unlock Code button.

1.6 Transferring the Registration

After the program has been registered, the unlocked program can be transferred to a different computer using the Transfer utility. This utility allows you to move the Rapid Geotechnical Reporting program between computers without requiring assistance from GAEA. After the registration has been transferred the program will only run on the new computer.

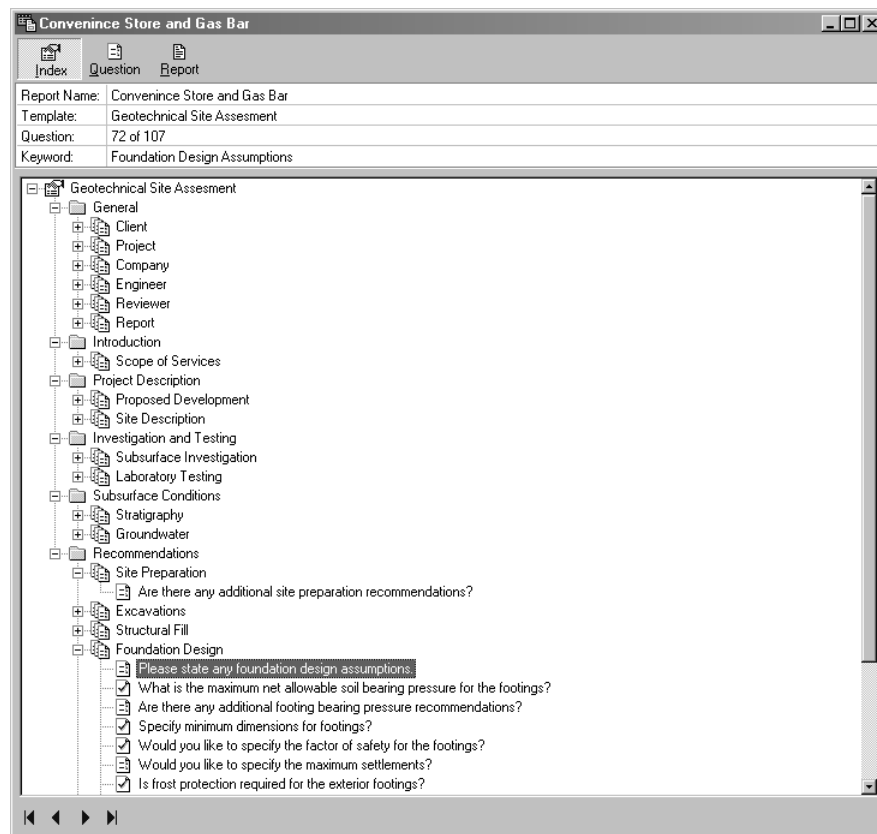


Step 1. The first step is to obtain the unique serial number of the new computer. Install and run Rapid Geotechnical Reporting program on the new computer. Initially the program will start in Demo mode and the Demo form will be displayed. Press the Register button and write down the unique serial number for the new computer.

Step 2. In the second step the Transfer utility is used to generate an unlock code for the new computer. Start Rapid Geotechnical Reporting program on the old PC and select the Transfer menu item from the Help menu. The Transfer Registration form on the next page will be displayed. Enter the serial number of the new computer and then press the Transfer Registration button. An unlock code for the new computer will be displayed. Enter this unlock code in the Registration form on the new computer, and then press the Store Unlock Code button.

2.

Report Data




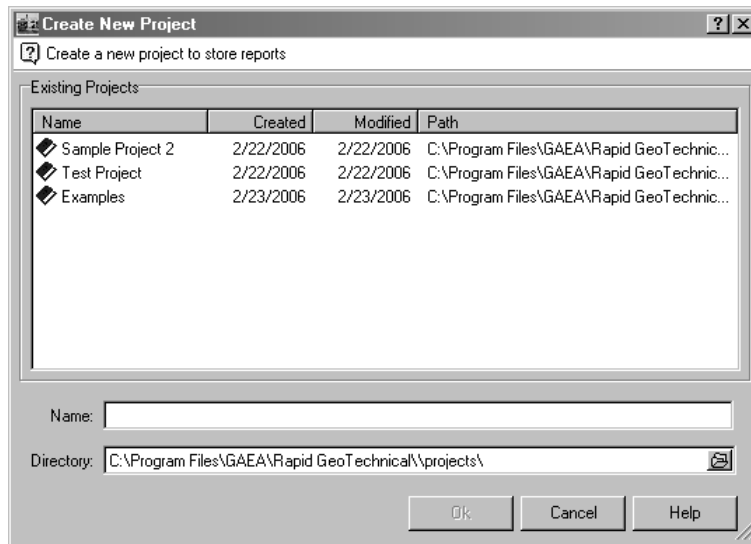
2.0 Report Data

All the report data is organized into projects. You can have an unlimited number of projects and each project can contain an unlimited number of reports.

Before the data for a report can be entered, either a new project must be created or an existing project opened. The created or opened project is then referred to as the current project. After the project has been opened, the new report can be created. Existing reports can be edited by first opening the project and then the report.


2.1 Creating a New Project

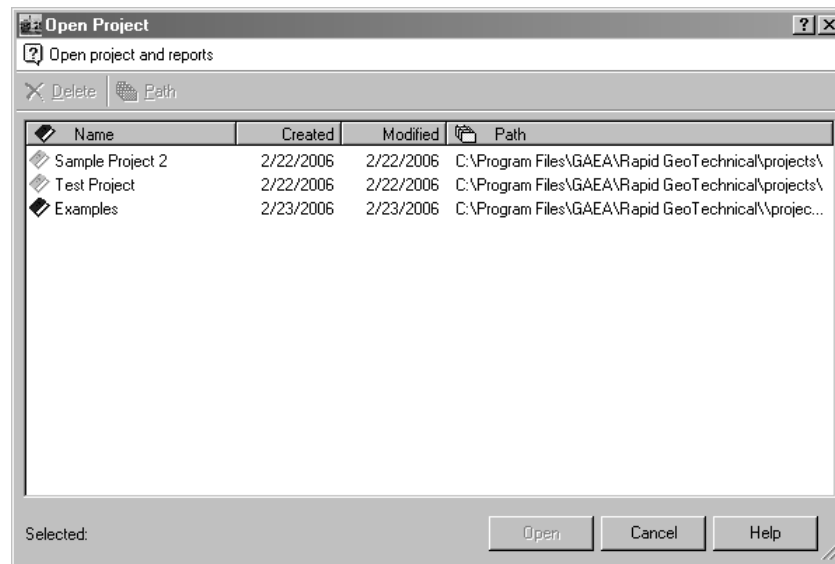
 To create a project select the New Project menu item from the File menu or click on the New Project button on the toolbar. A New Project form will be displayed where you can enter the name of the project (up to 100 characters) and the directory to store the project. The project name must be unique. To assist the entry of a unique name a list of all of the existing projects is displayed. The project directory can be on either a local drive or a network drive.



After the name has been specified click on the Ok button to create the project.

2.2 Opening a Project

 To open an existing project click on the Open Project button on the toolbar or select the Open Project menu item from the File menu. Then select the project on the Open Project form. When the project is opened a list of existing reports in the project will be displayed. After a project has been opened it can be closed by selecting the Close Project menu item from the File menu.




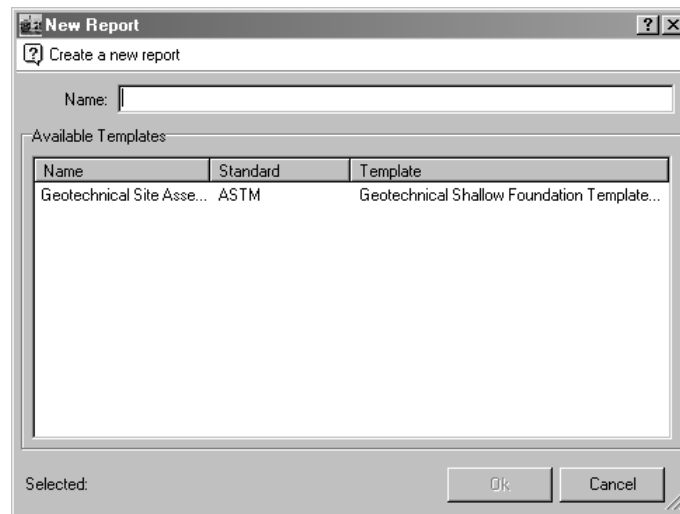
The directory path for the project can also be changed on this form by selecting the project and then clicking on the Path button. A new path for the project can then be selected. This is useful if the project has been moved.

2.3 Deleting a Project

A project can be deleted using the Open Project Form above. First select the project and then click on the Delete button.

2.4 Creating a Report


 To create a new report make sure that a project has been opened and then select the New menu item from the File menu or click on the New button on the Report toolbar. A New Report form will be displayed where you can enter a unique name for the report (up to 100 characters) and select the Questionnaire to use for the report. The questionnaire will determine the questions and type of report.

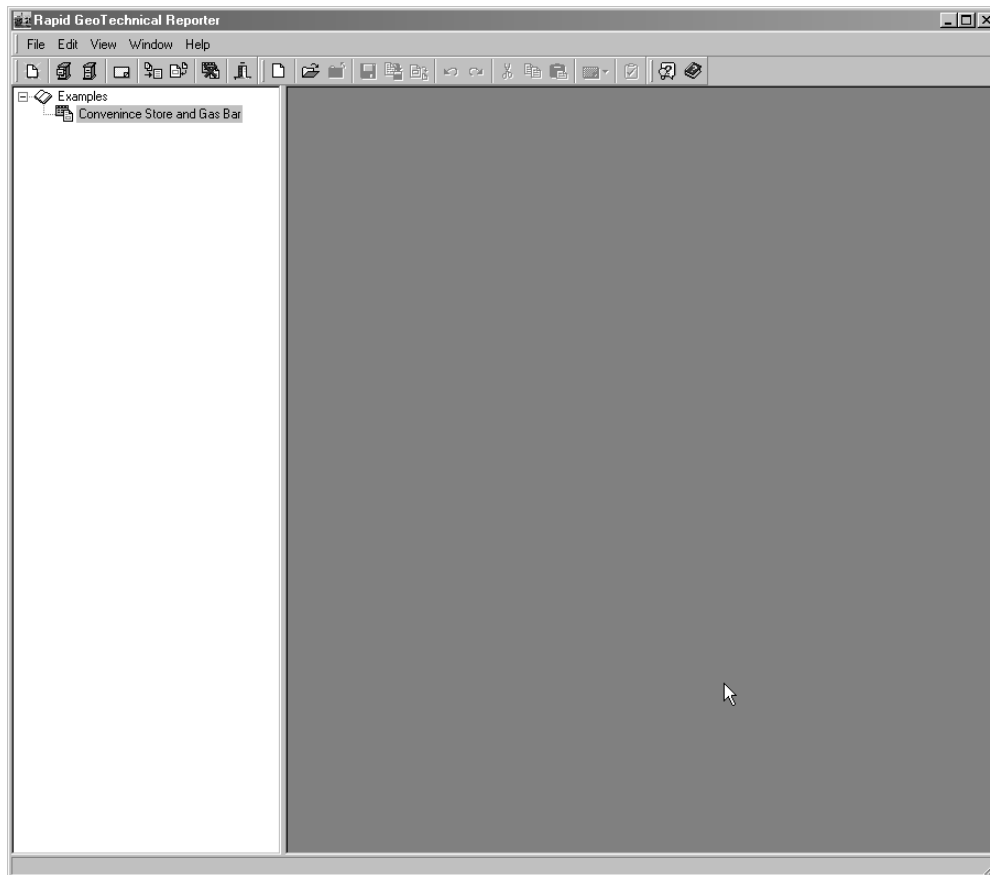


After the report has been created a menu tree will be displayed showing the sections, subsections, and questions of the template. The report data can then be entered by selecting a question from the menu tree.

If the New menu item is not available make sure that a project is currently opened..

2.5 Opening a Report

 To open an existing report, first open the project containing the report and then select it from the list of reports on the Project Form or by clicking on the Open Report button on the Report Toolbar. The list is displayed on the left side of the Project Form and a report can be selected by double clicking on it.

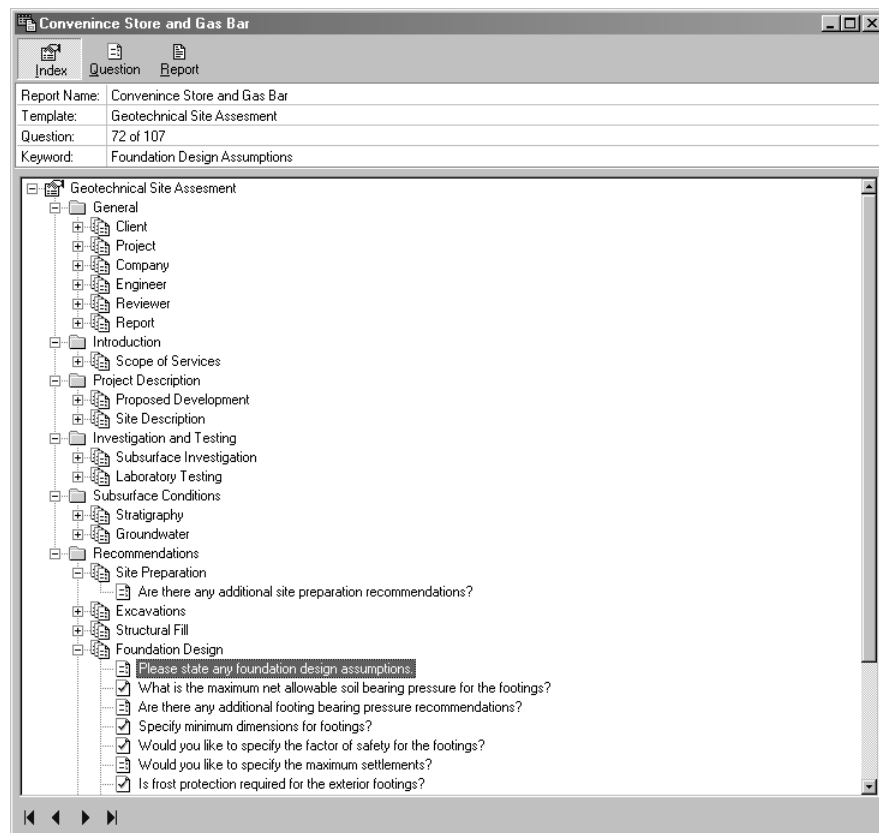


When the report is opened a menu tree will be displayed showing the sections, subsections, and questions specified in the template used for the report. The report data can be entered by selecting a question from the menu tree. After a report has been opened it can be closed by clicking on the Close button.

2.6 Entering Report Data

After a report has been created or opened, a report form will be displayed with three tabs. On the Index tab a menu tree will be displayed showing the sections, subsections, and questions specified in the template used for the report.

Sections in the menu tree can be expanded and collapsed by double clicking on the section name. When the section is collapsed only the section is displayed and the subsections are hidden. When the section is expanded all of the subsections are displayed below the section.



Subsections can contain one or more questions and can be expanded or collapsed by double clicking on the subsection name. When the subsection is collapsed only the subsection is displayed and the questions are hidden. When the subsection is expanded all of the questions are displayed below the subsection.

The data for a question can be entered on the Question tab by clicking on the question on the menu tree. The Question tab will show the question and provide areas for the answers to the question. The format of the tab and allowable answers will depend on the question type that was specified when the template was created.


Report Name:	Convenience Store and Gas Bar
Template:	Geotechnical Site Assessment
Question:	98 of 107
Keyword:	Standard Asphalt Pavement Subgrade

What is the recommended thickness for the granular subbase of standard duty asphalt pavement?

Answer


12

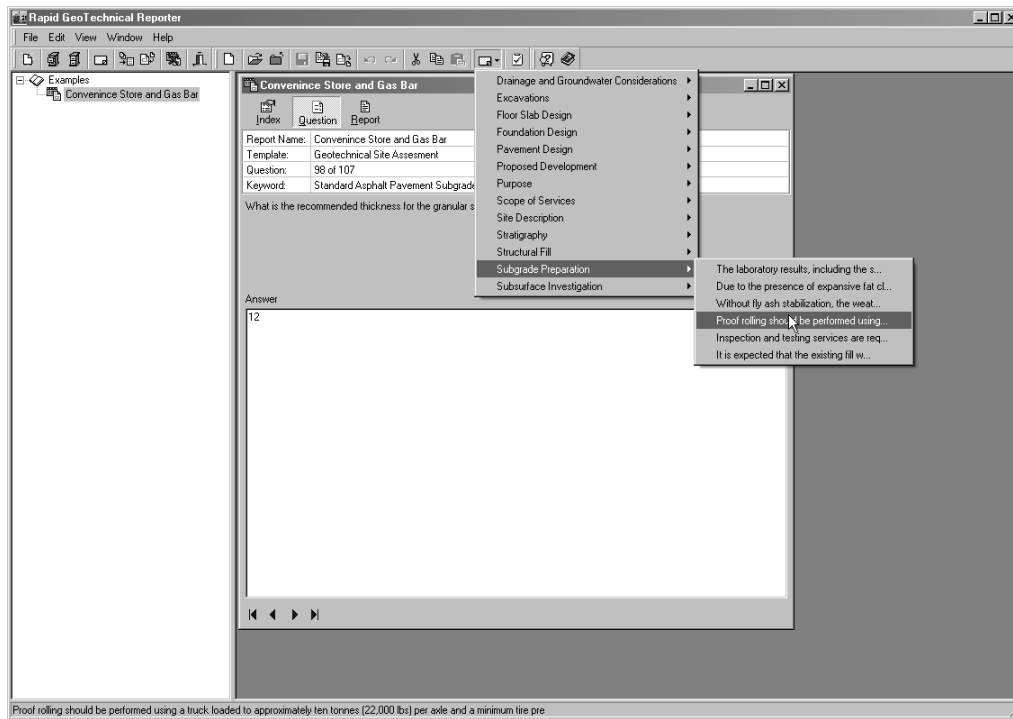
After the question has been answered the Report tab will show the text that will be entered into the final report. This text may contain the text entered in the answer and/or text contained in the report template for the specified answer.

 At the bottom of the form there is a toolbar that can be used to move to the first question, previous question, next question and last question.


After a question has been answered its icon on the Index will have a checkmark in it.

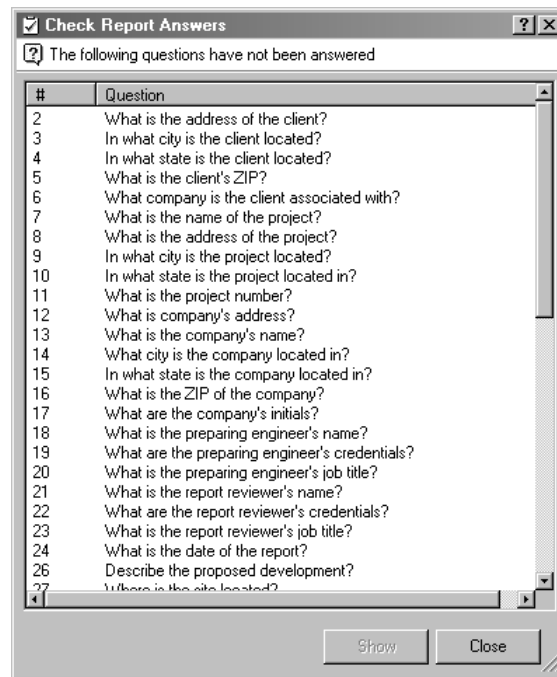
2.7 Inserting Text Macros

 On the Report Toolbar there is an Insert Macro button that can be used to insert previously created text macros into your answer. When this button is pressed a drop down list of macro sections will be displayed. And when the cursor is moved over a section a drop down list of the text macros in that section will be displayed. To select a text macro to insert click on it in the list. The text will then be inserted into your answer. By using previously created text macros you can significantly reduce the amount of text entry required.





2.8 Checking Unanswered Questions

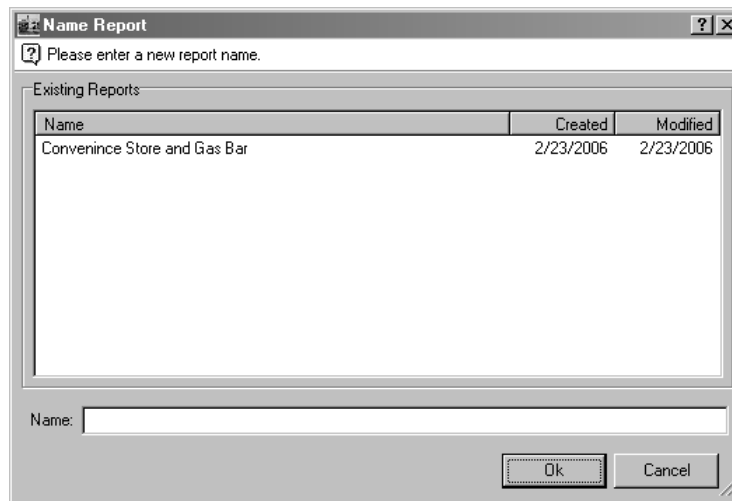
 The questions that have been answered are tracked and a list of unanswered questions can be displayed at any time by clicking on the Check Unanswered Questions button on the Report Toolbar or the Check menu item in the Edit menu. A list of the questions that have not been answered will be displayed.




2.9 Saving Report Data

 The report data can be saved by clicking on the Save button on the Report toolbar or the Save menu item on the File menu.


 The data can also be saved under a different name by clicking on the SaveAs button on the Report toolbar or the SaveAs menu item in the File menu. The Report Name form will then be displayed where you can enter a new name for the report.



2.10 Closing a Report

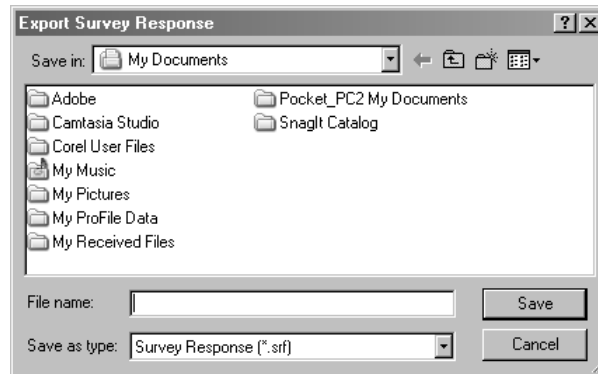
 To close a report click on the Close button on the Report toolbar or select the Close menu item on the File menu.

2.11 Deleting a Report

 To delete a Report select the Delete menu item from the File menu or click on the Delete button on the toolbar. If the Delete menu item is not available make sure that there is a report selected.

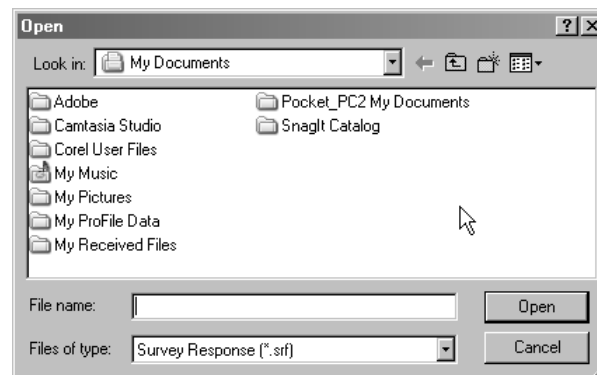
2.12 Exporting Report Data

Report data can be exported to an exchange file that can then be transferred to a different project or user. To export the report data select the Export Report Data menu item from the File menu. Then specify the name of the file to save the report data in. If no report is currently selected, this menu item will not be available.



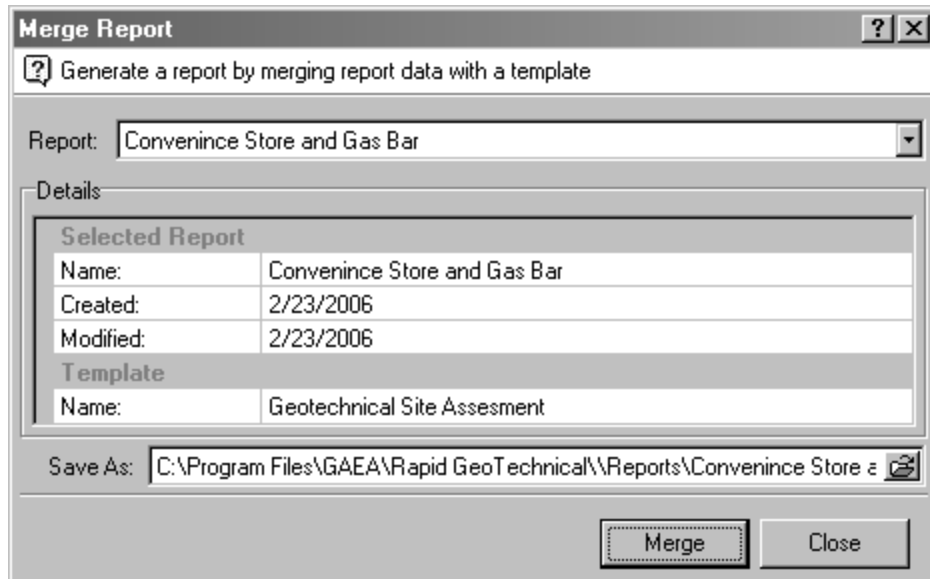
2.13 Importing Report Data

Previously exported report data can be imported by selecting the Import Report Data menu item from the File menu. The name of the file to be imported can then be entered.




3.

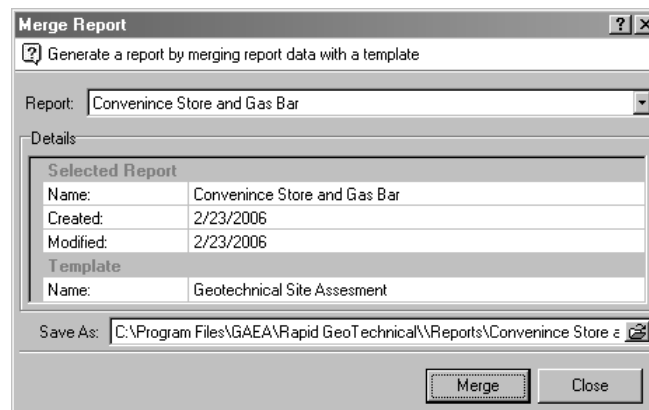
Merging Report Data



3.0 Merging Report Data

 After the report data has been entered it can be merged with the report template to create the final report. During the merging process the keywords in the report template are replaced by the text associated with each of the answers to the questions. When the merging is complete a final report will be created in Microsoft Word format. This report can then be edited in Word.

To merge a report either select the Merge button on the toolbar or the Merge menu item in the File menu. The Merge Document form will be displayed.



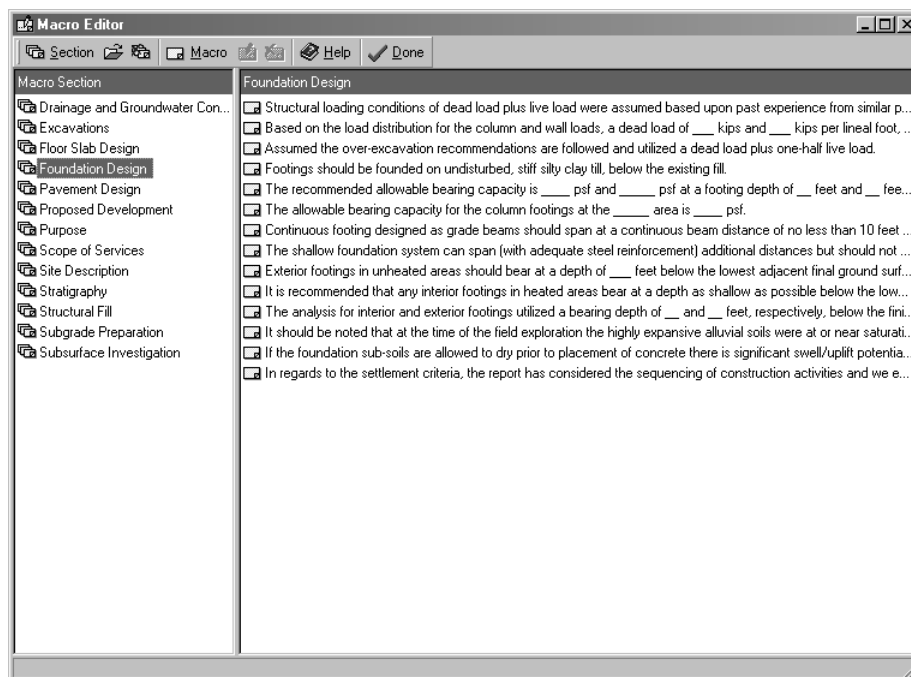
Selected Report	
Name:	Convenience Store and Gas Bar
Created:	2/23/2006
Modified:	2/23/2006

Template	
Name:	Geotechnical Site Assesment

This form will let you change the report being merged and to specify the name of the merged report. After either the Merge button has been clicked the progress of the merge operation will be shown on the form.

4.


Text Macros

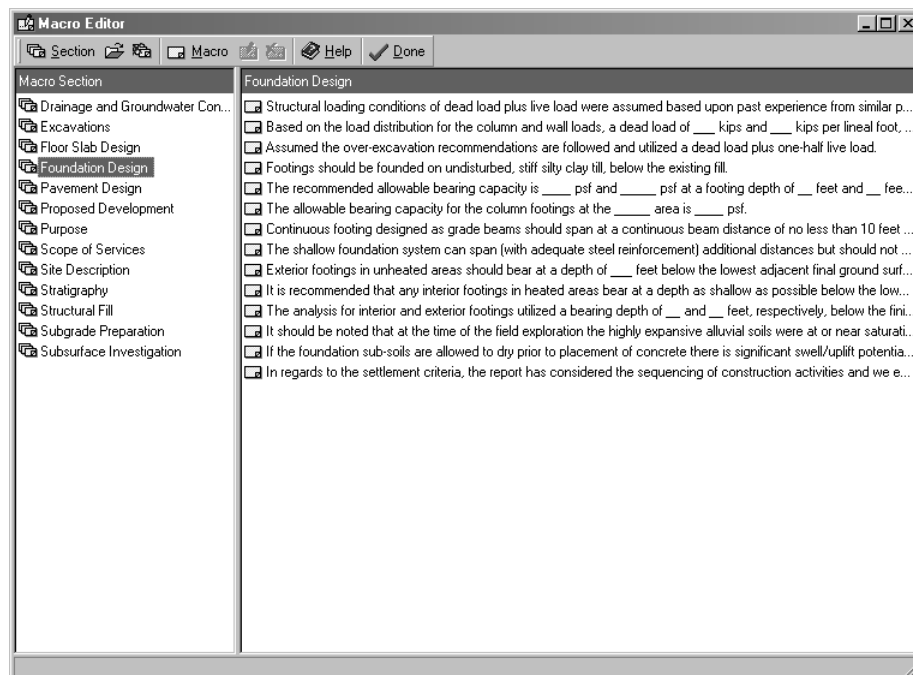


4.0 Text Macros

During the data entry process for reports some of the text being entered will be repetitive or best selected from a list of text for different report areas; such as site descriptions, subsurface descriptions, pavement design, foundation design etc. In order to reduce the time required to enter repetitive text, text macros can be used.

Text macros are composed of lines of text that can be selected and inserted whenever there is a description or information part of a question's answer. To make it easier to select the text, the macros are divided into sections.


 To add a text macro click on the Macro button on the toolbar to display the Macro Editor form. The text macros are divided into sections to make it easier to organize and select the text. Sections are displayed on the left side of the form and the text for the selected section is displayed on the right side.




Editing Text Macros


Sections


 To add a new section click on the Add button on the toolbar and then enter the name of the section.

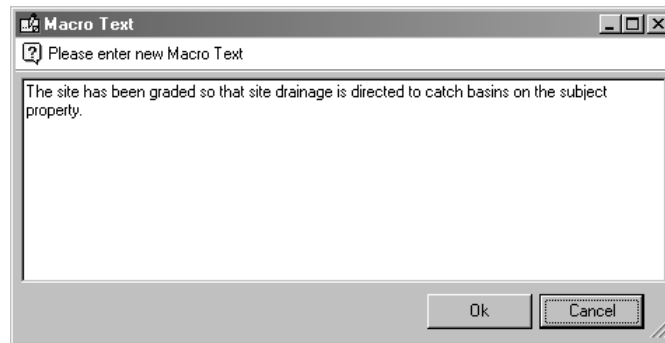
 To open an existing section click on the Open button on the toolbar. The text macros for that section will then be displayed on the right part of the form.


 To delete a section select the section and then click on the Delete button above the section.

Text Macros

 To add a new text macro to a section, make sure that the section is open and then click on the Add button on the toolbar. Then enter the text for the macro.

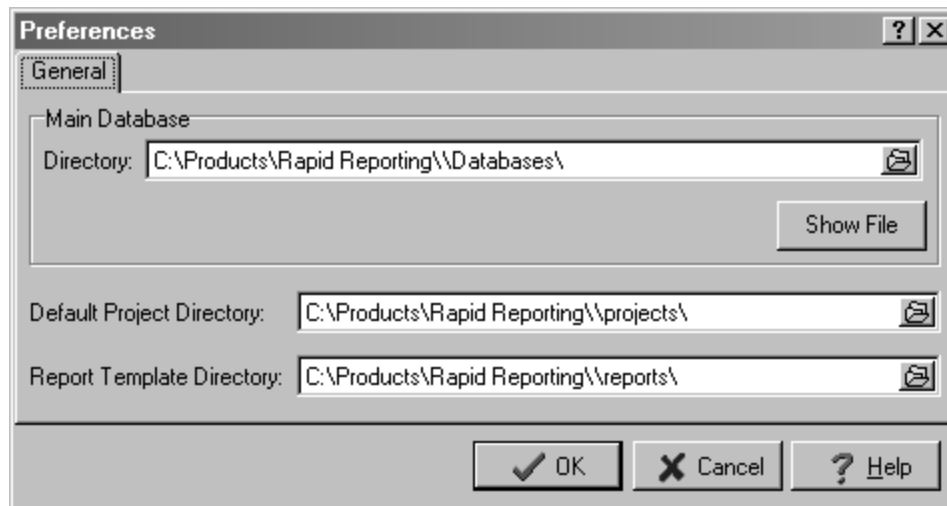
 To change the text for a text macro select the text and either double click on the text or press the Edit Text button on the toolbar.



 To delete a text macro from a section, make sure that the section is open. Then select the text to be deleted and then click on the Delete button on the toolbar.

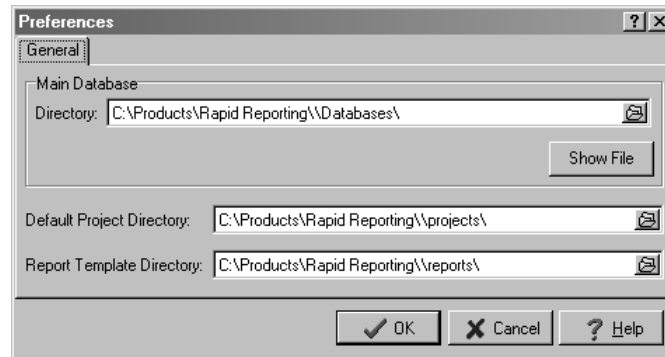
5.

Preferences



5.0 Preferences

The locations of the databases, projects, and templates can be specified using the program preferences. To change the program preferences select the Preferences menu item from the File menu.



The following can be specified on the Preferences form:

Main Database Directory: This is the directory where the Access database containing the list of projects and other information is stored.

Default Project Directory: This is the default directory where projects are stored.

Report Template Directory: This is the directory where the report templates are stored.

6.

Help

6.0 Getting Help

Rapid Geotechnical Reporting uses the latest type of help system for Microsoft Windows called HTML Help. This help system uses a similar style of display as Internet Explorer.

The Help System can be used to find information on-line rather than by using this manual. Both sources will provide the same information, but are organized somewhat differently. Help will appear in a separate window with its own menu bar and controls as shown below.

6.1 Displaying Help

There are several ways to access the Help System, these are:

- Press the Help button. To display the help contents at any time press the help button on the Toolbar.
- Click a Help button in a form. For more information on using a particular form click the Help button.
- Choose a command from the Help menu. The Help menu offers several options:
 - Contents displays the same Help Contents that appear when you press F1 with no commands highlighted.
 - Search displays the Search dialog box and a list of keywords you can use to find topics.
 - About gives information about the program, including the 3-digit version number required by technical support.

6.2 Using Help

You can move back and forth between topics or search through the entire help system for the topic you want. Topics that are underlined can be displayed by clicking on them, and topics that have dotted underlines can have their definition displayed by clicking on them.

Getting Technical Support

The tabs on the Help form are used for the following:

- **Contents** displays the complete Table of Contents of the Help System.
- **Index** is used to look for help topics listed by keyword.
- **Search** can be used to search for a specific help topic by one or more keywords.

6.3 Getting Technical Support

GAEA offers a variety of services to help you with your questions and problems. You will be automatically registered when you obtain an unlock code for the program. Free technical support to registered users for the first three months includes assistance in the use of the software and in getting any bugs you may find in the software fixed.

To expedite support services, we prefer electronic communications, through email or the Internet. These communications minimize the possibility for any mistakes, and allow us to better track your request. You can email technical support by selecting the Email Technical Support menu item from the Help menu. This menu item will create an email message using your default email program.

To connect to GAEA's Internet site, select the GAEA's Web Site menu item from the Help menu.

Below are the various methods to contact technical support:

<u>Service</u>	<u>Contact Method</u>
Web Site	http://www.gaea.ca
E-mail	support@gaea.ca
Phone	(905) 666-7527
FAX	(905) 666-3744
Mail	GAEA Technologies Ltd. 87 Garden Street Whitby, Ontario Canada L1N 9E7

After receiving your communication, GAEA will respond promptly with either the solution to the problem or a schedule for solving the problem.

6.4 Before Contacting GAEA

Before contacting technical support, we suggest you try the following to help us resolve your problem.

- Determine if the problem is specific to the project or report you are creating. Does it occur with other reports or projects?
- Does the problem occur every time or intermittently?
- If you have another PC, does the problem occur on it?

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