

# Langerhans Lab Protocols

**NC STATE UNIVERSITY**

## Importing DRILL Data via .txt file

To import data into the DRILL or to modify existing entries or to delete entries, using a modified DRILL data .xlsx/.txt file instead of using the DRILL Admin functions.

1. Back up the DRILL using the weekly backup protocol.
2. Modify an existing DRILL spreadsheet (from a backup copy) in Excel.
  - a. Ensure correct formatting of dates (in 4 columns, in format like "15-Mar-2005"), tissue and specimen IDs (5 digits), collection ID (C00000), latitude and longitude (4 decimal places), and mass (three decimal places)
  - b. Save with a new file name (add "modified" or something descriptive) as .xlsx file, then as .txt tab delimited, then close files.
  - c. Save a copy on FTP server: click on FTP Server shortcut on Server desktop, or go to C:/inetpub/ftproot/localuser/DRILLaccess/ DRILL backup/ DRILL backups. The open folder on desktop "Gambusia 3TB DRILL Backup Spreadsheets shortcut". Copy (or drag) newly-made .xlsx file from desktop folder to FTP server's DRILL backup folder.
  - d. Save a copy on lab manager's computer (Computer G): download using Filezilla, into C:/DRILL/Data Backup
3. Open Navicat Lite. Click on Lab\_Data -> drill -> drill\_1
  - a. Click Import Wizard
    - i. choose Import type: text file
    - ii. Import from: choose your modified .txt file
    - iii. choose Delimited, Tab (leave defaults: Record separator: CRLF, text qualifier: " )
    - iv. Field name row = 1
    - v. First data row = 2 (important to change this to 2)
    - vi. dates, times, numbers: use default settings
    - vii. Select target table: your file = source table, drill\_1 = target table
    - viii. field mappings: make sure all target and source fields match
    - ix. Import mode: choose Copy to delete existing entries and put your file in (or choose Append if you want to add new entries, without removing any existing entries)
    - x. click Start
  - b. Click Close when done. Your file is now active and can be searched using a DRILL search.