

# Maine Beach Profiling Excel (.xslm) Datasheet Instructions

Maine Geological Survey  
October 2022

The Southern Maine Volunteer Beach Profiling Program profile data can now be submitted using an Excel datasheet with macros (.xslm file format). This file allows users to input data and do some comparison graphing using approved data from the MGS database. Obviously, it is a requirement that you have Excel installed on your computer to use this file. You will also have to be connected to the internet for data entry and graphing. The Excel datasheet can be downloaded from the Maine Geological Survey website (<https://www.maine.gov/dacf/mgs/collect/smbpp/>). It is a good practice to download the datasheet before submitting data to make sure that you have the latest version or at least verify that the version number in the file you are using matches the version listed on the website.

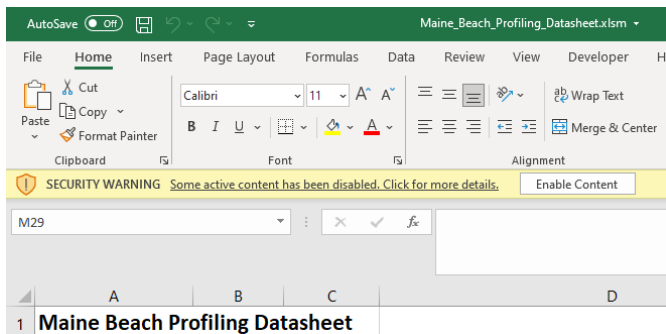
## Datasheet

	A	B	C	D
1	<b>Maine Beach Profiling Datasheet</b>			
2				ver 1.0[xlsm]
3	Line Name	GO01		

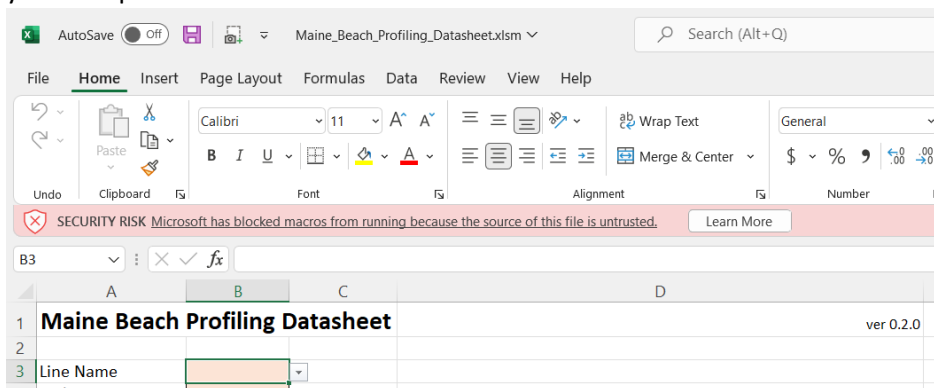
## Website

- Maine Beach Profiling Datasheet:
  - [Excel with macros \(version 1.0\[xlsm\]\)](#) [Instructions](#)
  - [Excel \(version 1.0\[xlsx\]\)](#) [Instructions](#)
  - [PDF Form \(version 1.0\)](#) [Instructions](#)

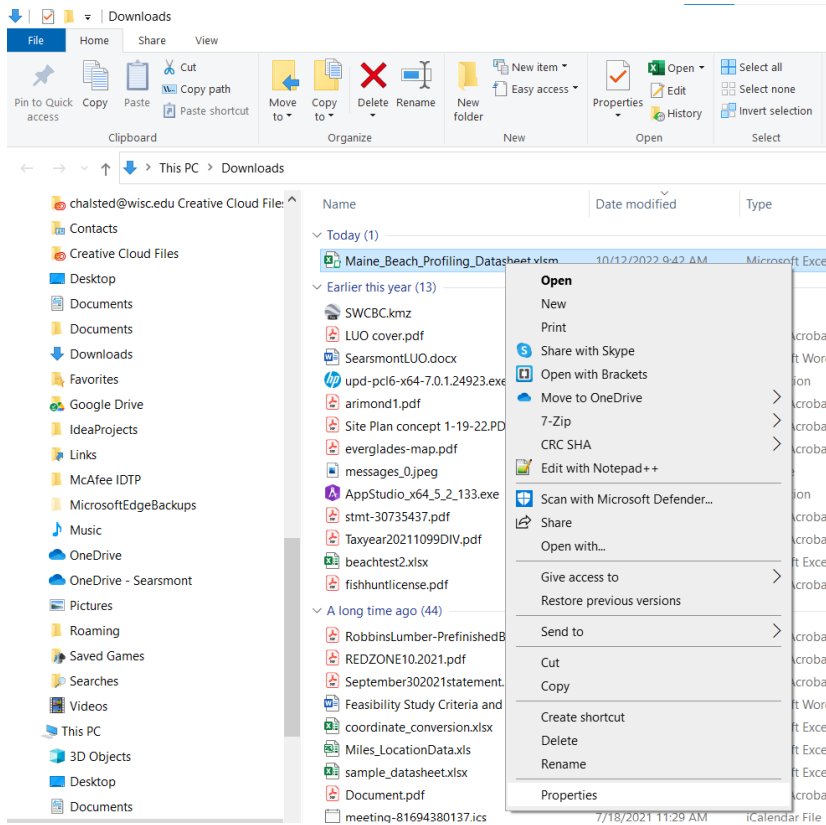
When opening the Excel datasheet, you might see a security warning in the upper left. You should click the Enable Content button. The Excel file has one small macro in it that refreshes the data when a user updates the Line Name, Stake Name, or Compare Survey fields on the form. This is the reason the file has an .xslm extension instead of a typical .xlsx extension.



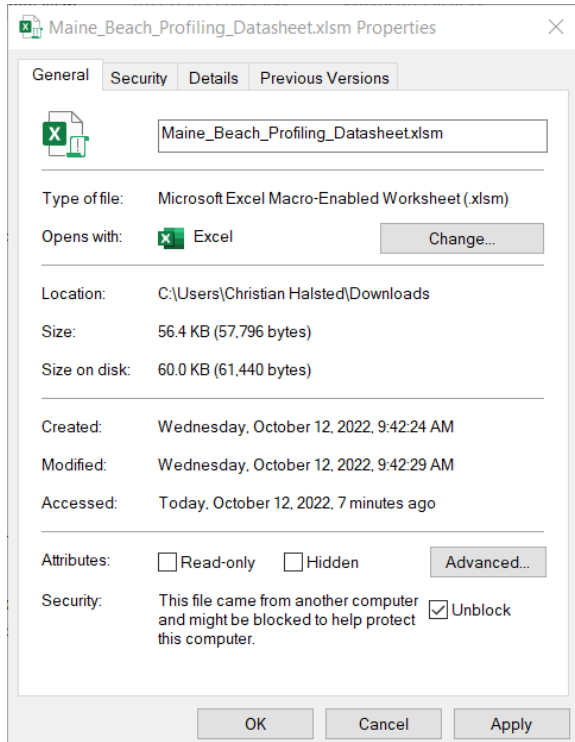
You may get the following security warning after enabling editing the first time the file is opened on your computer.



If you see this error, close the Excel file. Go to windows Explorer and right click on the Excel file.



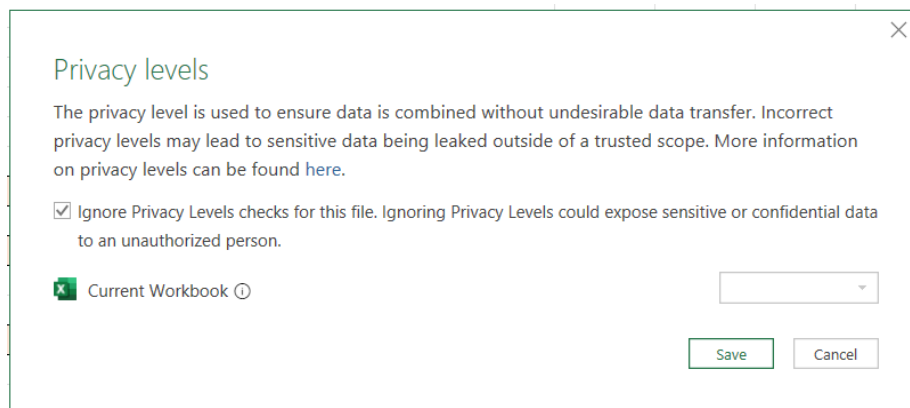
In the Properties window, click the Unblock check box on.



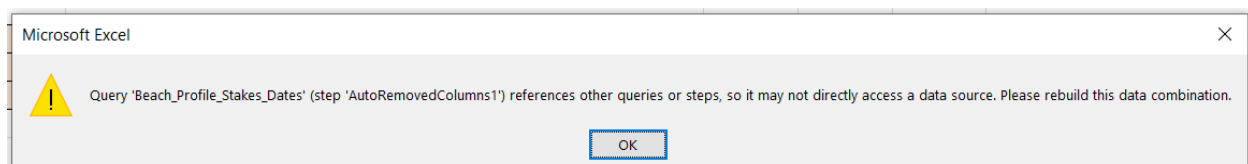
Click OK to close the Properties window. Open the Excel file again. You may see the dialog box shown below. If you do, fill it out as shown.



After selecting the Line Name you will see the following window. Click the “Ignore Privacy Levels” check box on. Click Save.



You will then see a few errors that look similar to this:



Just click OK to clear them.

You will now be able to work with the spreadsheet normally. You should not get these errors when using the file after the first time as long as you save the file. If you download it again from the website you will have to go through these steps again.

The datasheet is blank when first opened. The data entry fields should roughly follow the order of fields on the paper datasheet.

**Maine Beach Profiling Datasheet** ver 0.1.0 [View Instructions](#)

Line Name	
Stake Name	
Sample Date	
Start Time	
End Time	
Team Names	
Field Recorder	
General Conditions	
Horizon Visibility	
Comments	

Point	Vertical	Horizontal	Comments	Y	X
1		0.00		0	0
2		3.00		0	3
3		3.00		0	6
4		3.00		0	9
5		3.00		0	12
6		3.00		0	15
7		3.00		0	18
8		3.00		0	21
9		3.00		0	24
10		3.00		0	27

Compare Datasheet Values to Another Survey:

**IMPORTANT:** All data entry fields are marked by a peach-colored fill. PLEASE ONLY TYPE IN THE PEACH-COLORED FIELDS. If you type in other fields on the Datasheet or Input sheets or if you edit the Excel file in any other way, you may break some of the embedded functions and/or cause the data loading script to fail that imports the data at MGS.

Begin by selecting the Line Name you are entering data on. You'll notice that there is a dropdown box for you to select the line. These are the currently active lines in the MGS database.

**Maine Beach Profiling Datasheet**

Line Name	
Stake Name	CE01
Sample Date	DI01
Start Time	DI02
End Time	DI03
Team Names	EG01

After you make a line selection, go to the Stake Name field. When you click on the dropdown box arrow the list of stakes will be filtered to just those that are associated with the line selected in Line Name.

**Maine Beach Profiling Datasheet**

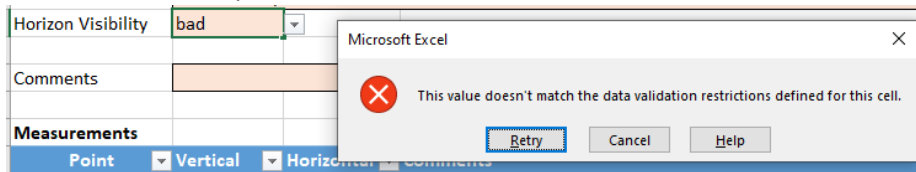
Line Name	HI01
Stake Name	HI01
Sample Date	HI01

Continue to enter the Sample Date/Time, Team, Recorder, General Conditions, and Horizon values from your paper datasheet. The Horizon Visibility is a controlled list entry just like the Line and Stake Names fields.

## Maine Beach Profiling Datasheet

Line Name	H101
Stake Name	H101
Sample Date	10/6/2022
Start Time	8:30 AM
End Time	9:15 AM
Team Names	Joe, Sam, Sarah
Field Recorder	Joe
General Conditions	Warm, sunny, and wonderful
Horizon Visibility	Excellent
Comments	<ul style="list-style-type: none"> <li>Excellent</li> <li>Good</li> <li>Fair</li> <li>Poor</li> <li>None</li> </ul>

**NOTE:** In the fields with dropdown lists you will only be able to enter a value from the list. If you try to manually type something else, you will get an error. Select Cancel to clear the entry error and then select from the dropdown list.



Begin entering your profile measurements in the Vertical field of the Measurements table. The Point, Y, and X fields will update automatically and should not be edited by users at any time. The Horizontal field has the default values entered that should be valid for most entries. However, if a horizontal measurement was different, users can enter the new value. Notice that as the Vertical and Horizontal values are entered that the Profile Graph to the right will automatically update to show the profile.

**Maine Beach Profiling Datasheet** ver 0.1.0

Line Name	H101
Stake Name	H101
Sample Date	10/6/2022
Start Time	8:30 AM
End Time	9:15 AM
Team Names	Joe, Sam, Sarah
Field Recorder	Joe
General Conditions	Warm, sunny, and wonderful
Horizon Visibility	Excellent
Comments	

**Measurements**

Point	Vertical	Horizontal	Comments	Y	X
1	-26	0.00		-26	0
2	-10	3.00		-36	3
3	-8	3.00		-44	6
4	-15	4.00		-59	10
5		3.00		-59	13
6		3.00		-59	16
7		3.00		-59	19
8		3.00		-59	22
9		3.00		-59	25
10		3.00		-59	28

[View Instructions](#)

Maine Beach Profiling Datasheet - Profile Graph

Compare Datasheet Values to Another Survey:

The Measurement table defaults to ten measurements. Obviously, most profiles have more than ten point measurements. Just keep entering Vertical values for each subsequent measurement in the Vertical, peach-colored column and the table will automatically expand.

Measurements					
Point	Vertical	Horizontal	Comments	Y	X
1	-26	0.00		-26	0
2	-10	3.00		-36	3
3	-8	3.00		-44	6
4	-15	4.00		-59	10
5	-8	3.00		-67	13
6	-6	3.00		-73	16
7	-3	3.00		-76	19
8	-9	3.00		-85	22
9	-15	3.00		-100	25
10	-11	3.00		-111	28
11	-5	3.00		-116	31

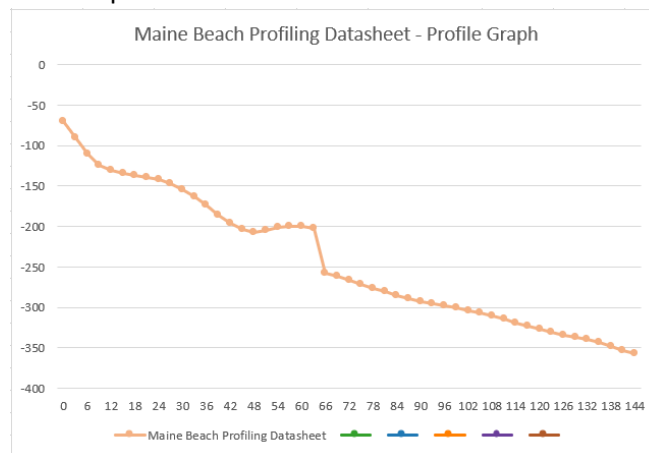
Data entry can be done very quickly by just typing the Vertical value and hitting Enter on the keyboard. This will advance the cursor to the next row below in the Vertical column. Type the next Vertical measurement value and hit Enter again. Repeat until all entries are made.

If you make a data entry error, just click the Undo button or use Ctrl+Z on your keyboard to undo the entry. Do not try to delete the whole row on the spreadsheet. This will corrupt the formulas in the Measurement table.

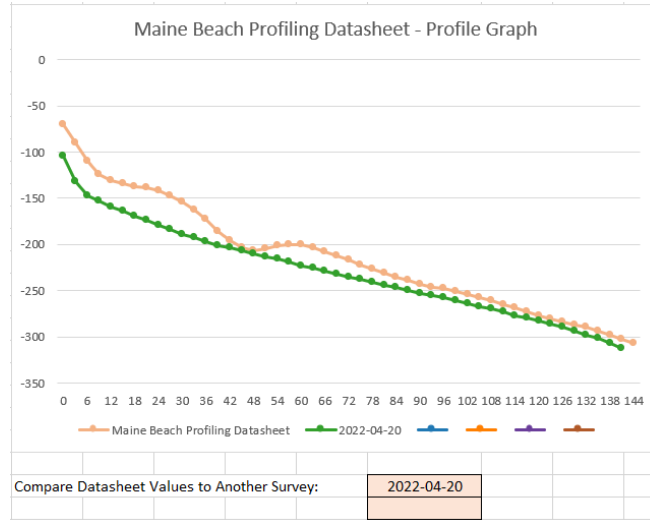
Measurement Comments can be entered as needed.

Measurements			
Point	Vertical	Horizontal	Comments
1	-26	0.00	front stake
2	-10	3.00	
3	-8	3.00	
4	-15	4.00	pebbles on beach
5	-8	3.00	
6	-6	3.00	
7	-3	3.00	
8	-9	3.00	
9	-15	3.00	wavy sand
10	-11	3.00	

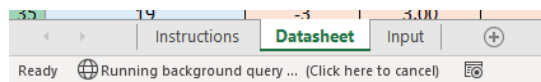
When data entry is complete, review the data against the datasheet to check for errors. The Profile Graph can also be used to review the data. Notice in the example below that the graph shows a likely data entry error at about the midpoint.



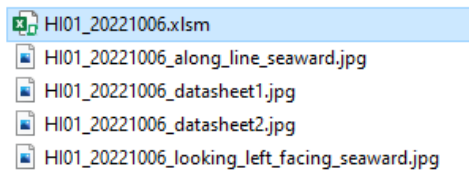
Looking at the Measurement data at Profile Point 23 (above), it looks like we accidentally entered -55 instead of -5. Changing that corrects the profile line on the graph to something that makes much more sense. Additionally, you can use the Compare Datasheet Values to Another Survey dropdown to select up to five previously entered survey by dates. This will draw additional profile line(s) on the graph. The lines should not be drastically different, in most cases. If the line shapes are different or if they are separated by a wide distance, those are good indications that there might be data errors.



NOTE: When using the Compare Datasheet Values to Another Survey, you need to be connected to the internet. After the date is selected in the dropdown, Excel runs a query against the web service that stores the Beach Profiling data. Depending on your internet connection speed, this query could take a few seconds. You will see a notification in the lower left of your Excel window (below) indicating that the query is in progress. The new data will draw on the Profile Graph when the query is complete.



When the data entry and review is complete, save the Excel file and close it. Name the file with the stake name and sample date (ex. HI01\_20221006.xlsm). Take a photo or scan each original paper datasheet and name the file(s) using the stake name and sample date (ex. HI01\_20221006\_datasheet1.jpg). Last, if you took photos during profiling give them a file name that indicates the view along with the stake name and sample information (ex. HI01\_20221006\_along\_line\_seaward.jpg, HI01\_20221006\_looking\_left\_facing\_seaward.jpg, etc.). The number of photo files will vary and the file types might be different however, the image files should be JPG, BMP, or PNG format to guarantee interoperability between systems.



Send an email to the Beach Profiling Volunteer Coordinator ([bpvolcoord@wellsnerr.org](mailto:bpvolcoord@wellsnerr.org)) with all the files as attachments. Send one email for each stake – date combination. This means that if your crew collects 3 profile lines each month, you will send 3 emails each month with the associated files. This practice will just help the volunteer coordinator track submissions more easily.

