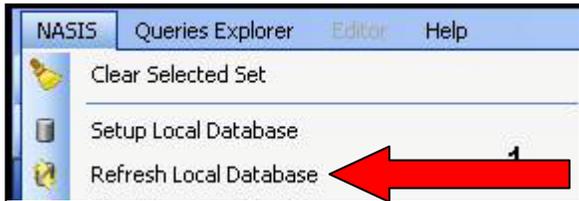# NASIS 6.0 Daily Tasks Quick Reference

NASIS 6.0 has some significant changes from earlier versions. The following tasks should be done each day when using NASIS 6.0.
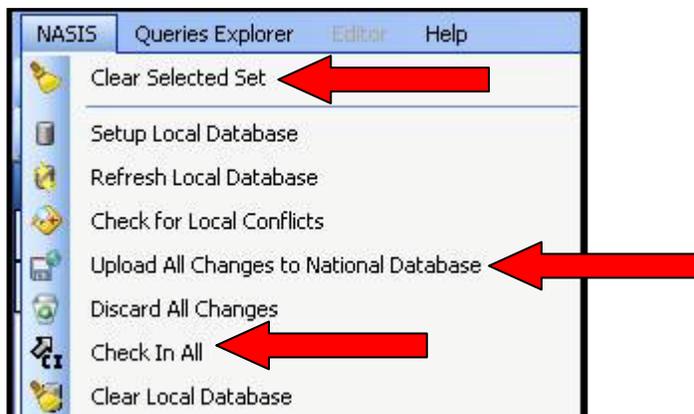
First Thing in the Morning:

Click on "NASIS" on the upper left of the menu bar and select "Refresh Local Database"

This will download any edits that were made the previous day from the NASIS server to your local database, including the Data Mapunit, Pedon, and Site objects. This is particularly important if multiple people are editing data for the same soil survey area. The "Refresh Local Database" function will ensure that everyone in the MLRA Soil Survey Office has the same data at the beginning of the day.

At the End of the Work Day:

Click on "NASIS" on the upper left of the menu bar and select "Upload All Changes to the National Database". It's also recommended that you select "Check In All" and "Clear Selected Set".

All the edits you've made during the day are only stored in your Local Database. The "Upload All Changes to the National Database" function will transfer all your edits to the NASIS server. This makes your edits available to others when they use the "Refresh Local Database" function. It also ensures that your edits are stored on the NASIS server in case your computer hard drive fails. It would also be a good idea to "Upload All Changes to the National Database" during coffee breaks or lunch. The process can take a few minutes to complete.

It's also a good idea to "Check In All" the records you've checked out during the day. Otherwise you've placed a lock on those records and no one else can edit them later. By using the "Clear Selected Set" function, you can start the next day with a clean slate, and not have to remember what you had in your selected set the previous day or last Friday.