



Importing a Microsoft Access Database into DesInventar

Step by step

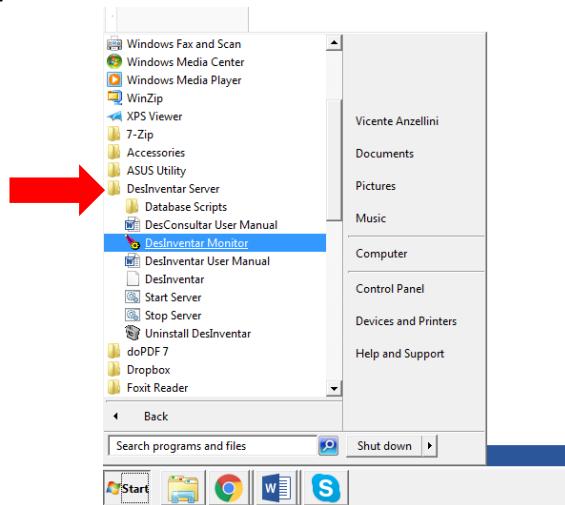


Why is this useful?

Importing an MS Access DesInventar Database is an effective method for sharing and migrating data from data collectors to data validators, for developing quality control and data approval. It is important to keep in mind that both users need to use DesInventar Software, while exporting and importing the data in Access Format. DesInventar Software makes compatible both databases from user A (normally a data collector) to user B (data validator or equivalent). **You will not be able to Import an Access database into DesInventar from a different database that hasn't been developed using DesInventar software, as the database background structure will not be the same.** On the contrary, if both user A and B are using the DesInventar software, it is possible to easily migrate the data, which will enable the workflow from the data that is collected in the field up to the data that is validated, analysed and published at the higher level.

Step 1: Open DesInventar software

- Click on the Start button. In “All programs”, you will see a folder called DesInventar Server. Open it and **right-click** in the DesInventar Monitor (the one with the following logo: ) and **run it as Administrator**. Please note that if you do not run the system as Administrator, it will not open.



- To make sure that the software is running, go to the bar on the bottom right of your screen. Right-click in the DesInventar Monitor logo and make sure you started the system. You can also double-click; a new window will open; choose “Start”.



Step 2: Run DesInventar in your browser

- Open your internet browser (Explorer, Mozilla Firefox, Chrome...).
- Type down the following address: <http://localhost:8081/>
- By doing this, as you started your DesInventar software in the previous step, your computer will automatically run the software in your browser. It will look like this:



- Please note that you are using the internet browser, but you are not required to have internet connection. DesInventar can be used offline.
- Now you are ready to use the software and install, manage and query the database.

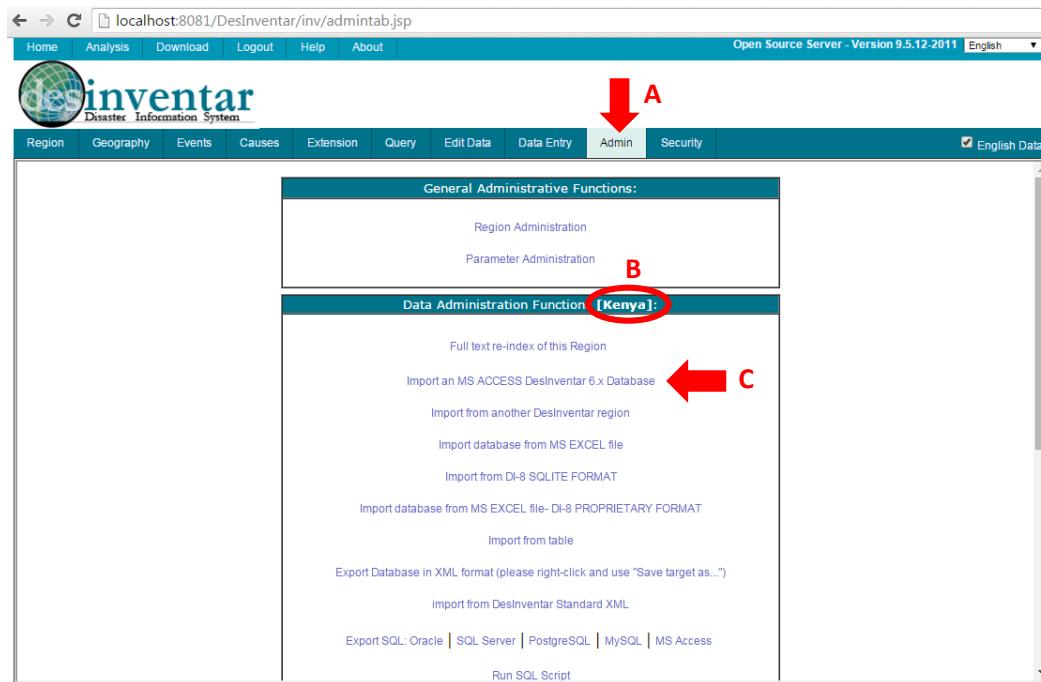
Step 3: Import your Access format database

Select the region and the type of database you want to import.

A. Go to the “Admin” tab.

B. Make sure that you are working with the right region (if not, go back to the “Region” tab and choose the right one).

C. Click in the link “[Import an MS ACCESS DesInventar 6.x Database](#)”



Step 4: Manage the import options

When clicking in the link “[Import an MS ACCESS DesInventar 6.x Database](#)”, a new page appears. Here, you can manage the different import options:

The screenshot shows a configuration interface for importing a database. At the top, there is a 'Select Database' input field with a 'Browse' button. Below this, under 'Import Options:', several checkboxes are checked: 'Import Events', 'Import Causes', and 'Import Levels'. For 'Import Levels', a dropdown menu shows 'Keep same levels' and a note 'If adding level 0 type code:' followed by two input fields for 'Name' (containing 'English') and 'Code' (containing 'English'). Other checked options include 'Import Geography', 'Import Maps', 'Import Datacards', 'Import Extension Definition', and 'Import Extension Data'. There is also an unchecked checkbox for 'OVERWRITE CURRENT DATABASE WITH THIS ONE'. At the bottom is a 'Continue' button.

Warning (!) Please note that when a database is imported, the process cannot be undone. So make sure that from the following options, you are choosing the right ones during the import process. Also, do a backup copy in case of mistakes.

Some comments on the different import options:

- **Select Database:** here you can browse the DesInventar database in Access format that you are going to import. Don't forget to clearly differentiate between the database that you are running in your machine and the one you are importing from an external source. In order to avoid confusion, they should be saved in different folders in your computer, with their respective backup.
- **Import Events:** by choosing this, you are importing the hazard list (also known as "Events") from the database you are importing. If you do not want to import the events, uncheck the checkbox.
- **Import Causes:** by choosing this, you are importing the causes list from the database you are importing. If you do not want to import the causes, uncheck the checkbox.
- **Import levels:** this option allows you to add or remove geographical levels. **If you intend to do this, take contact with UNISDR before.** It is preferable to keep the same geographical levels and their codes, otherwise, precious information may be lost.
- **Import Geography and Import Maps:** by choosing these two options, you can import the geographical levels, names, etc., and the corresponding maps (but maps require a different configuration, which is not explained in detail in this document; please contact UNISDR for more information on this).
- **Import Datacards:** This may be the most useful of all the different import options, as normally data validators want to import all the information shared by data collectors that is contained on each datacard. Datacards include date of disaster, type of hazard, location, date, source, status (Approved, Draft, Review, Rejected or Support), and all the basic disaster damage and loss indicators (including the extensions) that have been entered with data. If you want to import all datacards, you can uncheck all the rest of the options and only check this option.

- **Import Extension Definition and Import Extension Data:** This option allows you to import the information regarding Extension definitions and data. Extensions are additional damage and loss indicators.
- **OVERWRITE CURRENT DATABASE WITH THIS ONE:** If you want to completely overwrite your database with the one you are importing, choose this option. Remember that this action cannot be undone.

Warning (!) If you are sure that the database that you are about to import fits with the requirements of the database that you are running in your machine, you can check all the checkboxes with the exception of the last one (Overwrite), and all the new data will be migrated into your database.

However, if your objective is to migrate data on new disasters from a database that has been previously configured with clear guidelines, it is recommended that you only import the Datacards and the Extensions definitions and data.

Click in “Continue”. The database will be imported by the system, based on the selection you have done in the import options. This process may take some time depending on the amount of data you are migrating.