

# Maine Beach Profiling Excel (.xlsx) Datasheet Instructions

Maine Geological Survey  
October 2022

The Southern Maine Volunteer Beach Profiling Program profile data can now be submitted using an Excel datasheet (.xlsx file format). This file allows users to input data and see the data in a profile graph. Obviously, it is a requirement that you have Excel installed on your computer to use this file. 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>			ver 1.0[xlsx]
2				
3	Line Name	G001		

## 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](#)

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 1.0[xlsx] [View Instructions](#)

Line Name

Stake Name

Sample Date

Start Time

End Time

Team Names

Field Recorder

Data Entry Name

General Conditions

Horizon Visibility

Comments

**Measurements**

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

**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	<input type="text"/>
Stake Name	CE01
Sample Date	CE02
Start Time	D101
End Time	D102
Team Names	D103
	D104
	D105
	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	H101
Stake Name	<input type="text"/>
Sample Date	H101

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	Excellent
	Good
	Fair
	Poor
	None

**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.

Horizon Visibility	bad
Comments	

Microsoft Excel

 This value doesn't match the data validation restrictions defined for this cell.

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 1.0(xlsx) [View Instructions](#)

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
Data Entry Name	Sarah
General Conditions	Warm, sunny, and wonderful
Horizon Visibility	Excellent
Comments	

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	3.00		-59	9
5		3.00		-59	12
6		3.00		-59	15
7		3.00		-59	18
8		3.00		-59	21
9		3.00		-59	24
10		3.00		-59	27

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.

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	3.00		-59	9
5	-8	3.00		-67	12
6	-6	3.00		-73	15
7	-3	3.00		-76	18
8	-9	3.00		-85	21
9	-15	3.00		-100	24
10	-11	3.00		-111	27
11	-5	3.00		-116	30

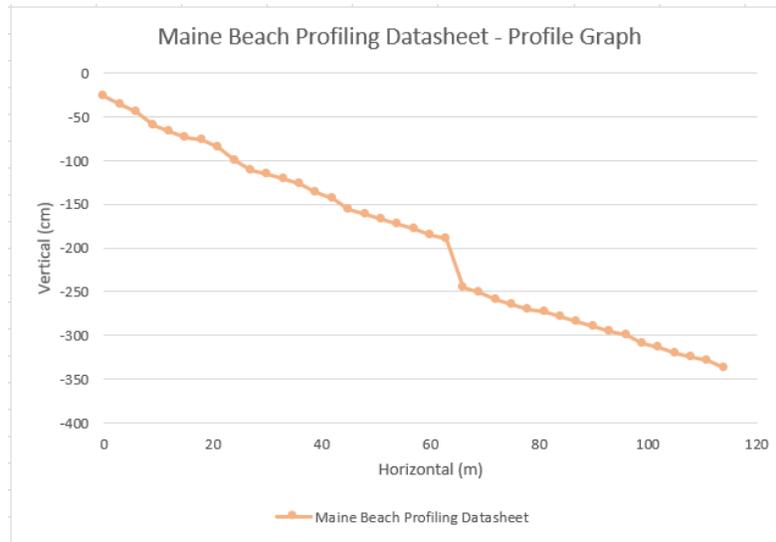
Data entry can be done very quickly by just typing the Vertical value and hitting Enter on the keyboard. This will advance the cursor to the next row below in the Vertical column. Type the next Vertical measurement value and hit Enter again. Repeat until all entries are made.

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.

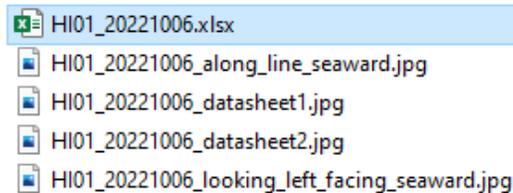
Point	Vertical	Horizontal	Comments	Y	X
1	-26	0.00	front stake	-26	0
2	-10	3.00		-36	3
3	-8	3.00		-44	6
4	-15	3.00	pebbles on beach	-59	9
5	-8	3.00		-67	12
6	-6	3.00		-73	15
7	-3	3.00		-76	18
8	-9	3.00		-85	21
9	-15	3.00		-100	24
10	-11	3.00	wavy sand	-111	27
11	-5	3.00		-116	30

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 – 66 m horizontal, 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.

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.xlsx). 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.

