

## Importing TOA3 Test Data Into TOA4

The GAS and FLUID data files exported from **TOA3** are importable into **TOA4**, but “to guarantee best results” it is a good idea to inspect the files and modify them, if necessary, before importing into TOA4. The same considerations apply when importing from TOA3-friendly data files prepared by your lab. You can review and edit these data files in a spreadsheet program. Make sure that the equipment identification (EQUIPNUM+APPRTYPE) in the data file agrees with the corresponding values in TOA4.

1. Make sure that the TANK values used in the data file agree with the ones you are using or want to use in TOA4. Watch out especially for TANK mismatches between GAS samples and FLUID samples and correct them.
2. If possible, use the ISO (yyyy-mm-dd) date format in all your data files. If you don't, then when uploading to TOA4 you must designate which date format is used.
3. Unless the times are significant, delete the time portion (usually “00:00:00”) from all the dates. If you don't, all the dates displayed in your TOA4 reports will show the time too.
4. Ordinarily it is best to delete the SAMPLENUM column. If you have been putting syringe numbers in the SAMPLENUM field, then re-name that column to CONTAINER\_ID. Beware that if a FLUID record and a GAS record with the same sample date have a different container ID, then they will be treated as distinct samples by TOA4.
5. It is good practice, but not strictly necessary, to delete all the unneeded data columns from the file before uploading to TOA4. Remove the whole column, don't just clear it and leave a vertical gap. These unneeded columns would be:
  - All the columns that contain no values.
  - GASSTD, FLUIDSTD, FREEGAS, EQUIPCOND, FLUIDCOND, PCBSTATUS, RECDATE.
6. If the COMMENT field contains tabs or commas, replace them with something else, such as dashes (-) or semicolons (;).
7. If the data file came from a lab, eliminate any non-numeric characters from values that are supposed to be numeric. For example, change “<1” or “< 5” or “ND” or “Trace” or anything else meaning “no measurable quantity detected” to “0” (zero). That should be zero, not the detection limit.
8. The KVD1816 field in a TOA3 data file is assumed by TOA4 to contain D1816 dielectric breakdown values measured with a 2-mm gap. If the KVD1816 values in your data file are for a 1-mm gap, change the column name to “d1816\_1”. If you have some values for 1-mm gap and some for 2-mm, then you must put the 1-mm values in a column named “d1816\_1” and the 2-mm values in a column named “d1816\_2”. If you are not sure what gap size was used for the D1816 measurements in your data file, you can usually guess because the average for 2-mm gap measurements is normally greater than 35 kV and often greater than 45 kV.
9. When in doubt about the proper name of a data field or the units associated with it, go to TOA4 Help and look under “Reference information” for the type of data that you are dealing with.



## Document Revision Notes

<b>Date</b>	<b>Version</b>	<b>Changes</b>	<b>Author</b>
2017-02-09	1.2	Updated Initial Draft	Jim Dukarm
2017-07-14	2.0	Updated format	Steven Herchak
2017-11-30	2.1	Fixed minor typos	Steven Herchak