User Guide

Importing Data from an SMDS Spreadsheet

Importing Responses from a System-Generated Excel Spreadsheet

Before uploading your data, please review the following:

1. Check to make sure data looks populated correctly. Make sure there is no misplaced typing, and no hanging rows at the bottom with a response number but no data.
2. Make sure you have properly populated the columns for Date Collected, Entered by, Location Type, and Location Details.
3. Finally, scroll through the entire file and look for anything in your data that looks out of place.

- Place your cursor over the **Evaluation** link.
- Place your cursor over the **Responses** link.
- Click the **Import Responses** link.

The Import Responses page will display.

You will first run the import in "Simulation" mode to see if there are errors in the data that would prohibit the upload. This means you will run the import the first time **without clicking the Confirm Import Box**. When the simulation runs error-free, then you will run it in full mode to import responses into the system.

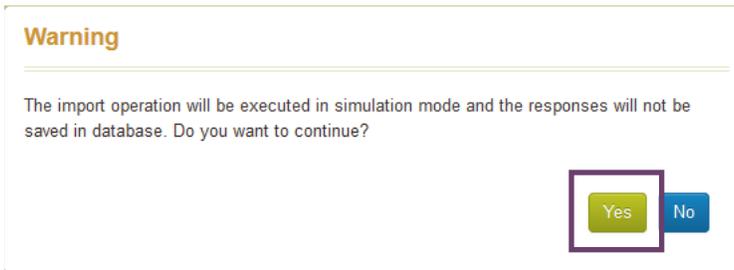- Click the **Browse** button. Navigate to the excel spreadsheet to upload to SMDS.

Leave the Confirm Import checkbox unchecked. This will allow the system to review your data and indicated if there are errors.

- Click the **Import Responses** button.

SUCCESS MEASURES
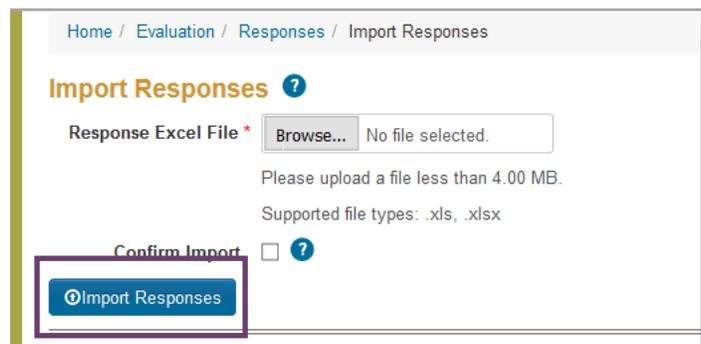
A dialogue box will appear, warning that the import is being executed in simulation mode.

- Click **Yes** in the dialogue box.

Warning

The import operation will be executed in simulation mode and the responses will not be saved in database. Do you want to continue?
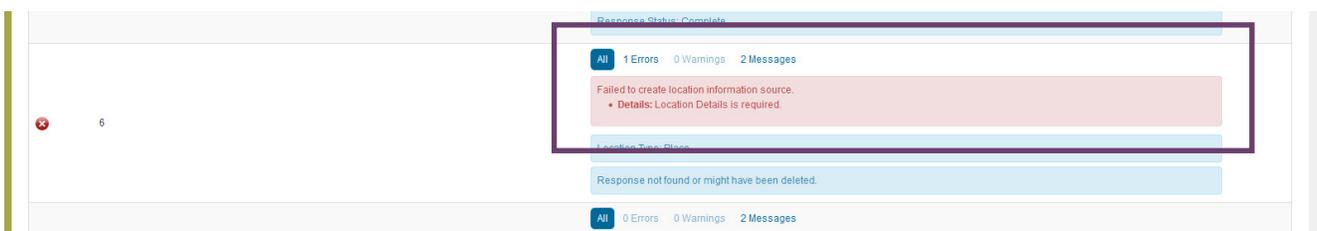
Yes   No

The initial review by the system of the data may take up to a minute if it is a large file. While the system is reviewing, you will a message on the screen that tells you it is working.

TIP: **If your spreadsheet has a very large amount of data on it, you may need to split it into 2 spreadsheets for importing.**

Response importing process is in progress...

When the system's review of your excel data is complete, the system will tell you if there were errors that would negate the upload. Errors are listed in pink.

In this example, there was an error.

Response Status: Complete

All   1 Errors   0 Warnings   2 Messages

Failed to create location information source.
- **Details:** Location Details is required.

Location Type: Place

Response not found or might have been deleted.

All   0 Errors   0 Warnings   2 Messages

The system provides details about errors. Read the explanation to locate the error.

You will need to go back into your excel document to fix the error in your spreadsheet.

> **TIP:** A common error may be if you didn't use the drop down list of answer options but instead typed the answer into the cell, which may result in a typo or added space within the answer.

After fixing your errors, upload your document again **without** checking the **Confirm Import** checkbox.

When there are no errors in your excel data the system will show you a page with a list of responses info, it will tell you there are 0 errors, and each response item will have a check mark indicating that it is correct.
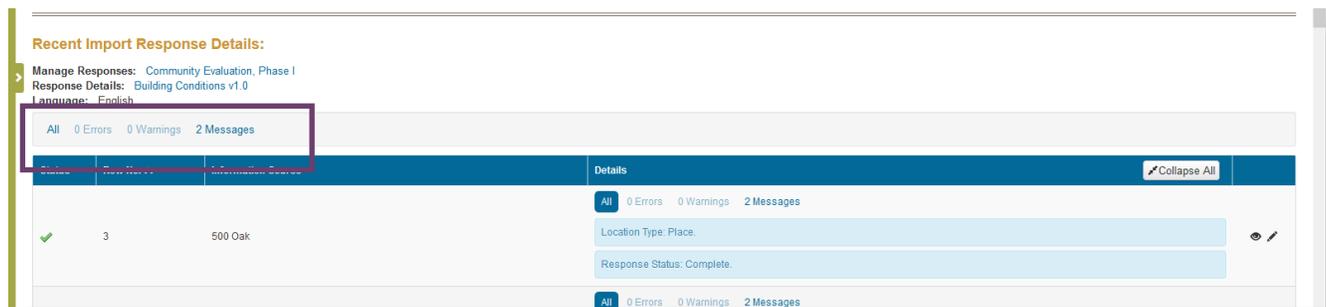
Once the Simulation process is showing that there are no errors, you are ready to do the import with the "Confirm Import" checkbox selected. This will complete the process of placing the response data into your evaluation.

- Click the **Browse** button. Navigate to the excel spreadsheet to upload to SMDS.
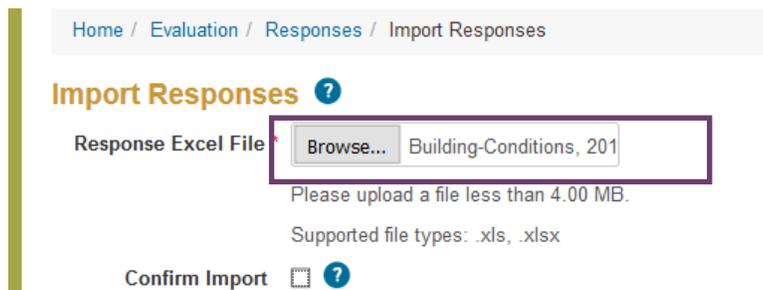
- Select the **Confirm Import** checkbox.
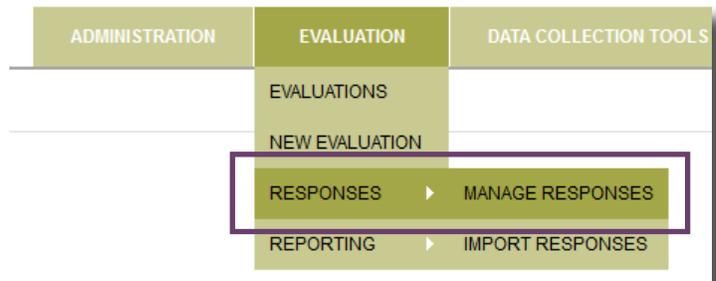
- Click **Import Responses** button.
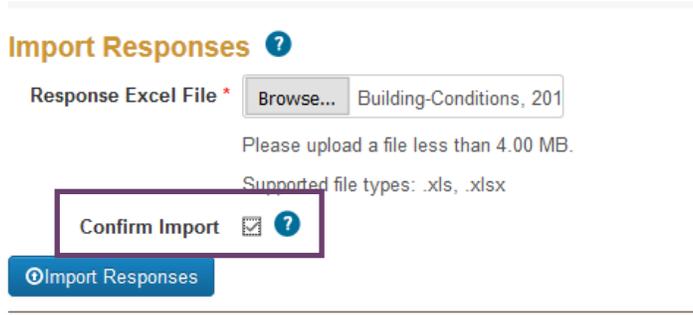
The system will complete the import and your responses will be added to your evaluation. The system will tell you that the Import Response operation completed successfully in a small light blue band at the top of the page.

To confirm that the import was successful, you can go into your Manage Responses page to make sure the new responses are there.

- Place your cursor over **Evaluation**

- Place your cursor over **Responses**

- Click **Manage Responses**

- Click the link for the evaluation

From there, you will see the tool with the # of responses. You can click the link for the tool to look at individual responses as well.

Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.

- If you have any questions or encounter any problems, please submit a help desk ticket.

SUCCESS MEASURES