**EDDMapS Uploading Bulk Data** - This is what to do when you have hundreds to many thousands of records on infestations already collected in another database. The quickest, easiest way to get that data into EDDMapS is via the bulk uploading tool.

1. The first step is always to sign in to your EDDMapS account.

2. Click on your My EDDMapS tab. This will take you to your dashboard for EDDMapS. Then click on My Uploads.

3. To upload data files, which contain multiple records, begin by clicking on Upload Data.

4. You can add a batch name to make it easier for you to identify the file at a later date. Click Add Files to upload files from your computer. You will be able to see the name of the files in the queue. When you have finished uploading everything to the queue click on Upload. If you receive a File Extension error or you are having trouble uploading a file, please email bugwood@uga.edu and we will add your file extension to our accepted list.
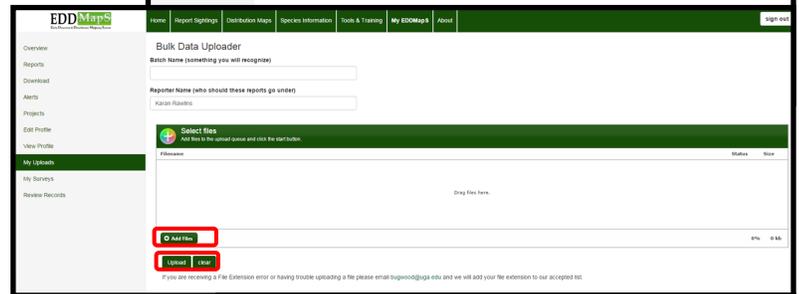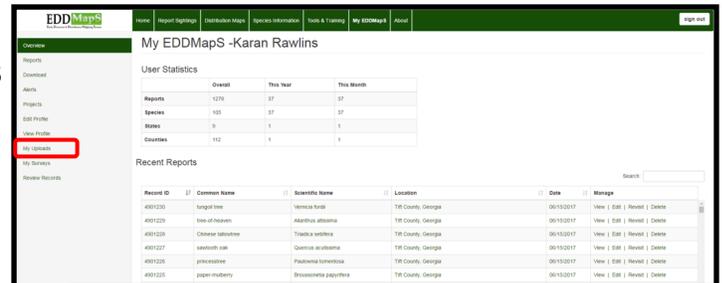
5. You will receive an email confirming that someone at Bugwood was notified of your data upload. Someone will review the bulk data records you just uploaded and let you know if additional data is needed. You have contact information for the EDDMapS Database Coordinator in case you have questions about the bulk uploading process.

6. To see and check the status of the files you uploaded, which contain bulk data, click on View Uploads. Helpful Resources for uploading bulk data are right here on your dashboard.
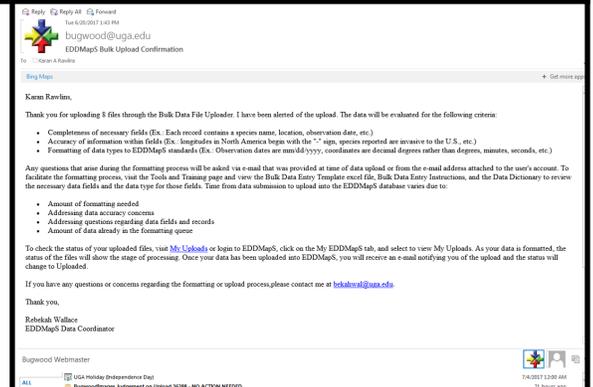
7. Search your uploads by clicking on the column you want: Upload ID, Title, Date, or Status. The Status will show you whether the data is New, Processing, Needs Information, Uploaded, or has been Removed. If your data needs additional information you will receive an email notification.
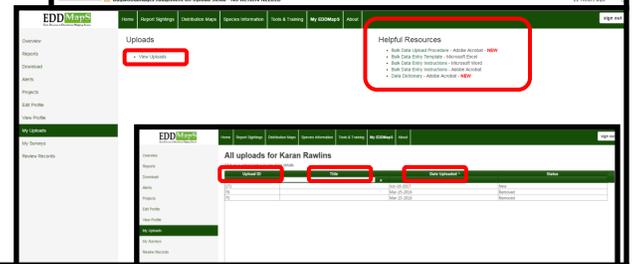
8. Bulk Data Entry Template - Headings in the excel file show you the types of information to upload as part of your bulk data reports. Marked columns show the minimum information required, but remember the more information you include the more valuable your data becomes.
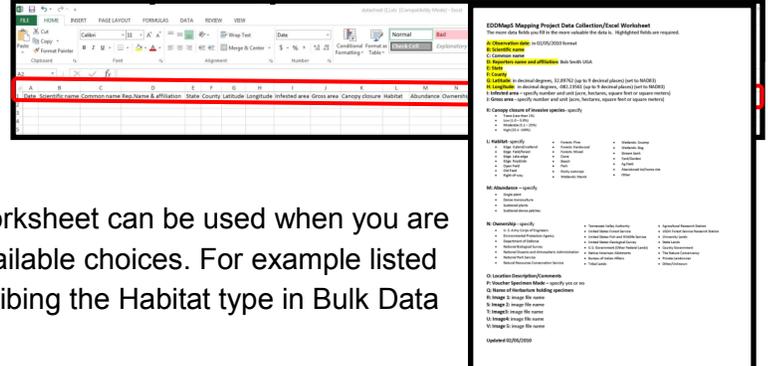
9. Bulk Data Entry Collection Instructions - The worksheet can be used when you are entering bulk data, by giving you a list of the available choices. For example listed here are 22 choices to choose from when describing the Habitat type in Bulk Data Entry Template.