



## Training – Bulk Data

# Login to EDDMapS





EDDMapS

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Features

**Web Reporting**  
Reporting of Invasive Species to a National Network of Verifiers

**Smartphone Apps**  
iOS and Android Apps for Species ID, Reporting, and more

**Data Downloads**  
Records are free to Download using the Advanced Query Tools

**Upload Bulk Data**  
Data files can be Uploaded for Bulk

**Dashboard**  
Your My EDDMapS Dashboard with Statistics and Info

**Management Tracking**  
Use EDDMapS Pro to track infestations over time

**Interactive Maps**  
Data Visualization at State, County and Individual Population level

**Outreach Content**  
Original content created by Bugwood for

Educational Resources

EDDMapS: Invasive Species Mapping Handbook  
EDDMapS Florida Training Video  
EDDMapS Florida Animals Training Video  
Mid-Atlantic Early Detection Network Training Video  
EDDMapS for Forest Pests Reporting?  
EDDMapS - National Plant Board

Click on My EDDMapS

# To upload new bulk data or view your previous bulk data uploads

The screenshot shows the EDDMapS Dashboard interface. The top navigation bar includes links for HOME, REPORT SIGHTINGS, DISTRIBUTION MAPS, SPECIES INFORMATION, TOOLS & TRAINING, MY EDDMAPS, and ABOUT. The user is logged in as Rebekah Wallace. The left sidebar contains a navigation menu with the following items: Dashboard, Profile, Reports, Bulk Uploads (highlighted with a white circle and a callout), Downloads, My Species List, Projects, Alerts, Admin Tools, EDDMapS, My Surveys, and My Labs. The main content area is titled "EDDMapS Dashboard" and shows the date range "17-Feb-19 to 17-Feb-20". It features several interactive elements: a "State" dropdown menu set to "All", an "Include Bulk data" toggle switch, a "Maps" section showing a map of the United States with a legend, and a grid of six summary cards. The summary cards display the following data: County records (50002), Point Records (46814), Avg. records per day (147), Total subjects (881), Total reporters (4697), and Total users (61396). A callout box with the text "Click on Bulk Uploads" points to the "Bulk Uploads" link in the navigation menu.

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HOME REPORT SIGHTINGS DISTRIBUTION MAPS SPECIES INFORMATION TOOLS & TRAINING MY EDDMAPS ABOUT

Rebekah Wallace

EDDMapS Dashboard 17-Feb-19 to 17-Feb-20

Navigation

- Dashboard
- Profile
- Reports
- Bulk Uploads**
- Downloads
- My Species List
- Projects
- Alerts
- Admin Tools
- EDDMapS
- My Surveys
- My Labs

State  
Select state to view state specific information

All

Include Bulk data  
Toggle to include bulk data in the reports.

Exclude Bulk data

Maps  
Maps showing recent reports.

County records  
50002

Point Records  
46814

Avg. records per day  
147  
MAX RECORDS IN A DAY: 737

Total subjects  
881

Total reporters  
4697

Total users  
61396

Click on Bulk Uploads



## User Uploads

### Uploads

- [Upload Data](#)
- [View Uploads](#)



### Helpful Resources

- [Bulk Data Upload Procedure](#) - Adobe Acrobat
- [Bulk Data Entry Templates and Data Dictionaries](#) - Microsoft Excel
- [Data Dictionary](#) - Adobe Acrobat

Click on Upload Data to begin



# Adding the Files

Batch name is optional



Click Add Files  
or drag and drop the files  
into the box



**Bulk Data Uploader**

Batch Name (something you will recognize)

Reporter Name (who should these reports go under)

**Select files**  
Add files to the upload queue and click the start button.

Filename	Status	Size
Drag files here.		

**Add Files** 0% 0 kb

**Upload** **clear**

If you are receiving a File Extension error or having trouble uploading a file please email [bugwood@uga.edu](mailto:bugwood@uga.edu) and we will add your file extension to our accepted list.

**Bulk Data Uploader**

Batch Name (something you will recognize)

Reporter Name (who should these reports go under)

**Select files**  
Add files to the upload queue and click the start button.

Filename	Status	Size
5326665.shp		2 kb
5326665.shx		108 b
5326665.dbf		321 b
5326665.prj		143 b

**4 files queued** 0% 2 kb

**Upload** **clear**

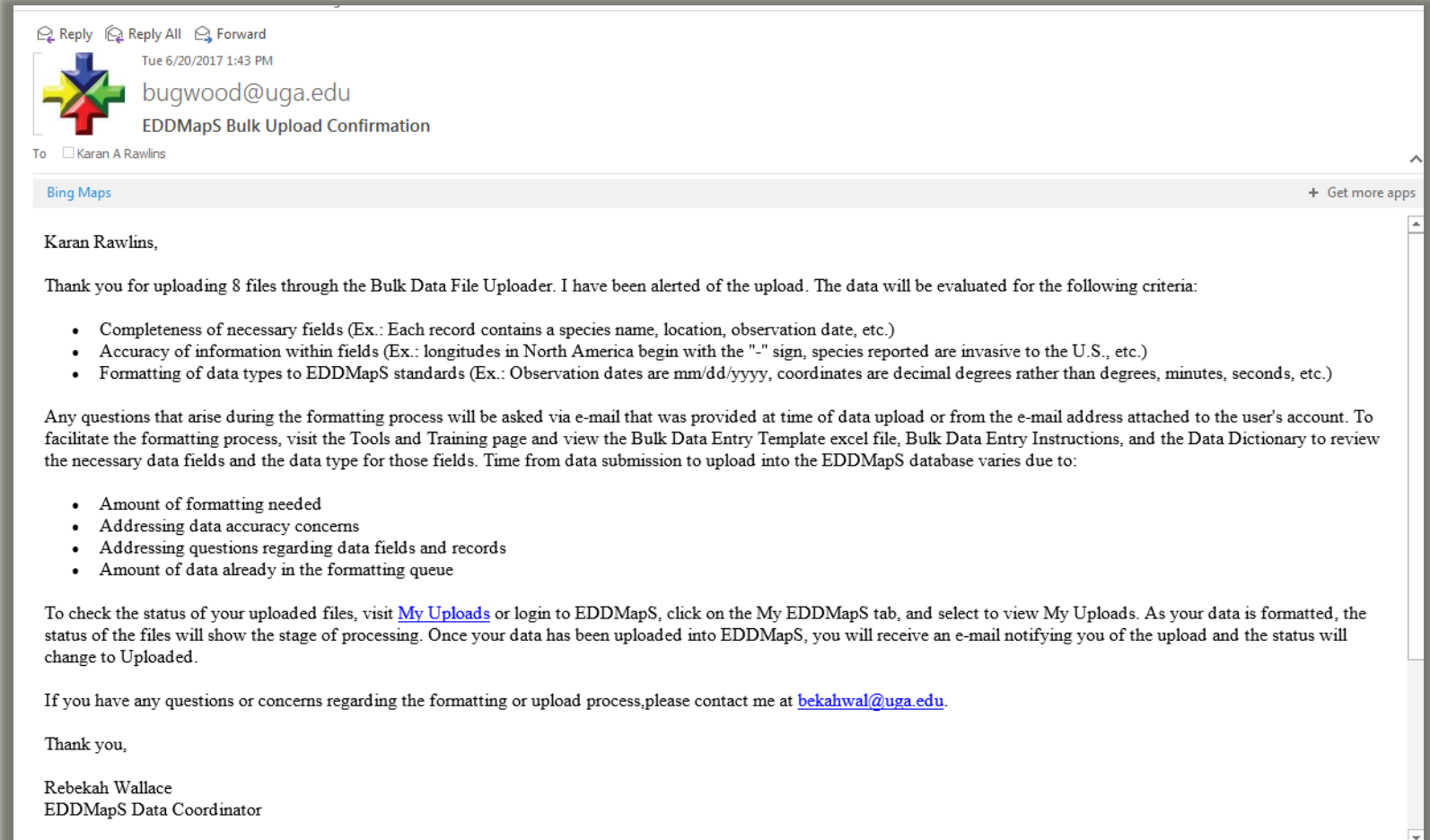
If you are receiving a File Extension error or having trouble uploading a file please email [bugwood@uga.edu](mailto:bugwood@uga.edu) and we will add your file extension to our accepted list.

When finished, click Upload

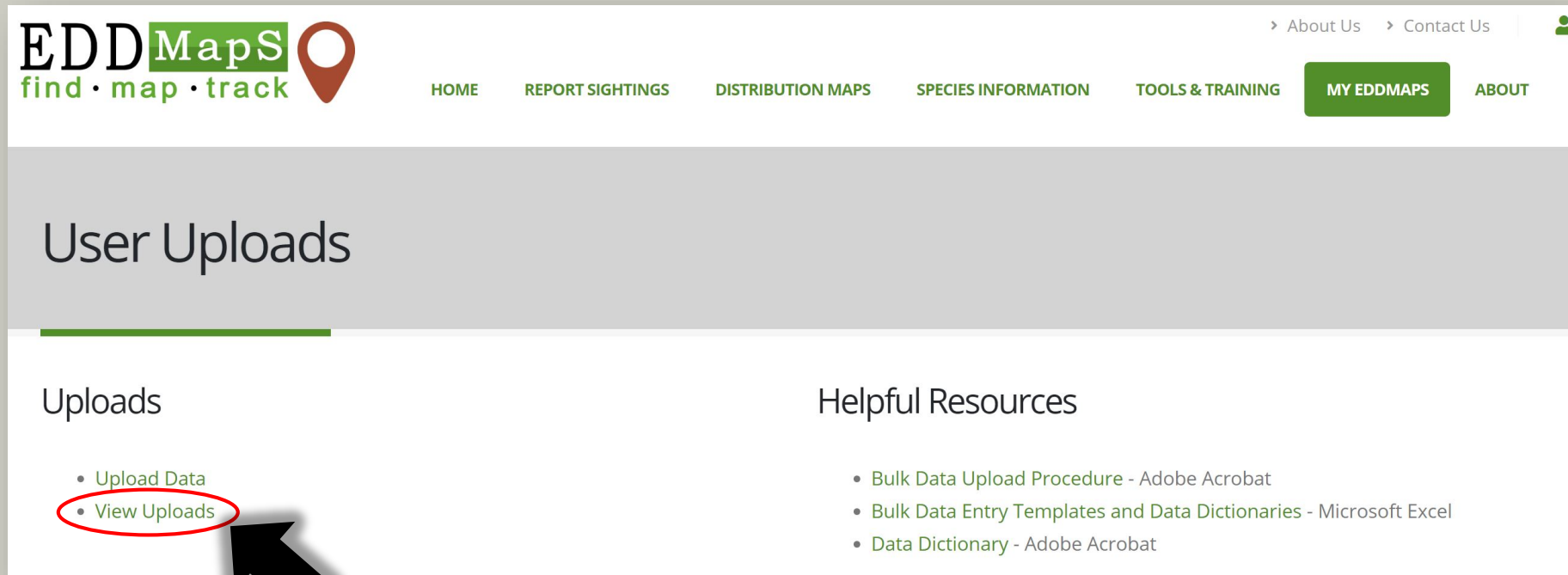


# EDDMapS Bulk Upload Confirmation

- 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 Data Coordinator in case you have questions about the bulk uploading process



To see and check the status of the files you uploaded, click on [View Uploads](#)



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HOME REPORT SIGHTINGS DISTRIBUTION MAPS SPECIES INFORMATION TOOLS & TRAINING MY EDDMAPS ABOUT

## User Uploads

### Uploads

- Upload Data
- View Uploads

### Helpful Resources

- Bulk Data Upload Procedure - Adobe Acrobat
- Bulk Data Entry Templates and Data Dictionaries - Microsoft Excel
- Data Dictionary - Adobe Acrobat

Click [View Uploads](#)

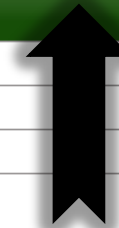




# You can search your uploads by clicking on the heading of any column or searching for the Bulk Upload title

Click on a upload below to see more details

Upload ID	Title	Date Uploaded	Status
	<input type="text"/>	x	
70	Test upload	Jan-29-2016	Removed
69	test upload	Jan-29-2016	Removed
30	test	Jul-02-2015	Removed



Status tells you

New

Processing – Data is being formatted

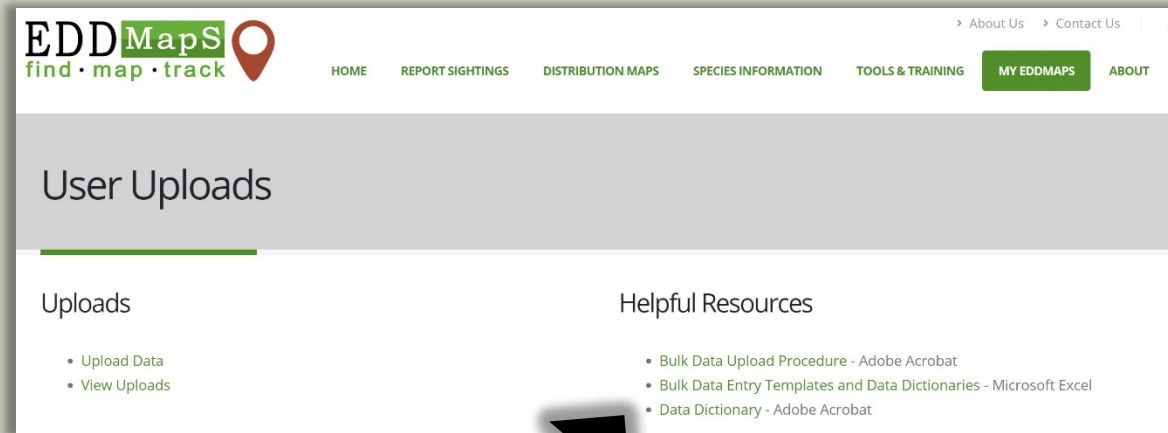
Needing Information (Check your email!)

Uploaded

Removed



# Helpful Resources for uploading bulk data



Bulk Data Upload Procedure – How to submit bulk data

Bulk Data Entry Template – Template for collecting data

Data Dictionary – Field definitions and data types

# Bulk Data Entry Template - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Reporter	ReportOwnershipID	ScientificName	CommonName	RecordBasis	UUID	OccurrenceStatus	ManagementStatus	PopulationStatus	ObservationDate	DateUncertaintyInDays	DateUpdated	Country	State	County	Private	Latitude_Decimal	Longitude_Decimal
2	Yellow is required			Grey is not required														
3																		
4																		
5																		
6																		

Reference the Data Dictionary to learn what field names mean and what type of data is appropriate for them

Headings show you each type of information for each species category to upload as part of your bulk data reports

Columns color-coded to show the minimum information required, but remember the more information you include the more valuable your data becomes



# Data Dictionary - Adobe Acrobat

Field Name	Recommended shp field names	Datatype	Required	Description	Controlled Vocabulary Options	Example
Reporter	REPORTER	varchar(50)	Yes	Name of the person, agency, group, organization reporting the data		John Smith or Florida Fish and Wildlife Conservation Commission
ReportOwnership	REOWNER	varchar(50)	Yes	If known, the owner of the data	Herbarium/Literature/Museum, Federal Agency, State Agency, County Government, Joint Federal/State/County, City Government, Tribal Government, Municipality, University, Non-profit, Not-for-profit, Private Group, Regulating Authority, Special Interest Group, Individual Growers/Crop Consultants/Other Professional, General Public, Unknown	Federal Agency
ScientificName	SCINAME	varchar(50)	Yes	Scientific Name of the subject as Genus Species Subspecies/Variety (to greatest specificity known)		Albizia julibrissin
CommonName	COMNAME	varchar(50)	No	Common name of the subject of the record		mimosa
RecordBasis	RECBASIS	varchar(50)	Yes	The basis of the occurrence	Human Observation, Living Specimen, Machine Observation, Moving Image, Physical Object, Preserved Specimen, Sound, Still Image, or Unknown	Human Observation
UUID	UUID	uniqueidentifier	Yes	Universally Unique Identifier to create globally unique records	alphanumeric characters in an 8-4-4-4-12 format	defeaa69-703d-403a-a3cd-69eee650fd8c
OccurrenceStatus	OCCSTATUS	varchar(50)	Yes	Was the subject Detected or Undetected	Detected, Undetected	Detected
ManagementStatus	MANAGESTAT	varchar(50)	Yes	Stage of management activities on the subject	Newly Discovered and Treated, Newly Discovered and Untreated, Untreated, Previously Treated, Treated, Possibly Eradicated, Not Found, or Unknown	Untreated
PopulationStatus	POPSTAT	varchar(50)	No	The establishment history of the population documented	Recently Introduced, Established, Extirpated, Failed, or Unknown.	Established
ObservationDate	OBSDATE	datetime	Yes	Date the subject was observed/recorded in the field		mm/dd/yyyy; 10/17/2009
DateUncertaintyInDays	DATEACC	int	No	Observation Date Accuracy in Days		5
DateUpdated	DATEUP	datetime	No	Date record information was updated		mm/dd/yyyy; 10/17/2009
Country	COUNTRY	varchar(50)	Yes	Country in which the subject was recorded		USA
State	STATE	varchar(50)	Yes	State where subject was recorded		Georgia
County	COUNTY	varchar(50)	Yes	County/Municipality in which the subject was recorded		Tift
Private	PRIVATE	bit	Yes	Controls visibility of the latitude and longitude to the public	0, 1	Hide (0) or Show (1)
Latitude_Decimal	LATITUDE	float	No	Latitude coordinate in decimal degrees		31.450843
Longitude_Decimal	LONGITUDE	float	No	Longitude coordinate in decimal degrees		-83.507764
NADatum	DATUM	varchar(10)	Conditional	North America Datum coordinate system, required if coordinates provided		WGS84, NAD83
Method	METHOD	varchar(50)	No	Method of documenting coordinates		GPS, Map, Google Earth, Google Map
CoordinateUncertaintyInMeters	COORDACC	int	No	Accuracy of the coordinates in meters		5
Data Type	DATATYPE	varchar(50)	No	Description of geographical shape of documented subject	Point, Line, Polyline, Polygon	Point
CentroidType	CENTROID	varchar(50)	No	Notes that the coordinates are not exact, but are the center of a type of geographic shape by naming the shape		HUC 8

Field Name – recommended field names to use

Recommended shp field names – recommended field names to use when creating a shapefile

Data Type – format of data in field

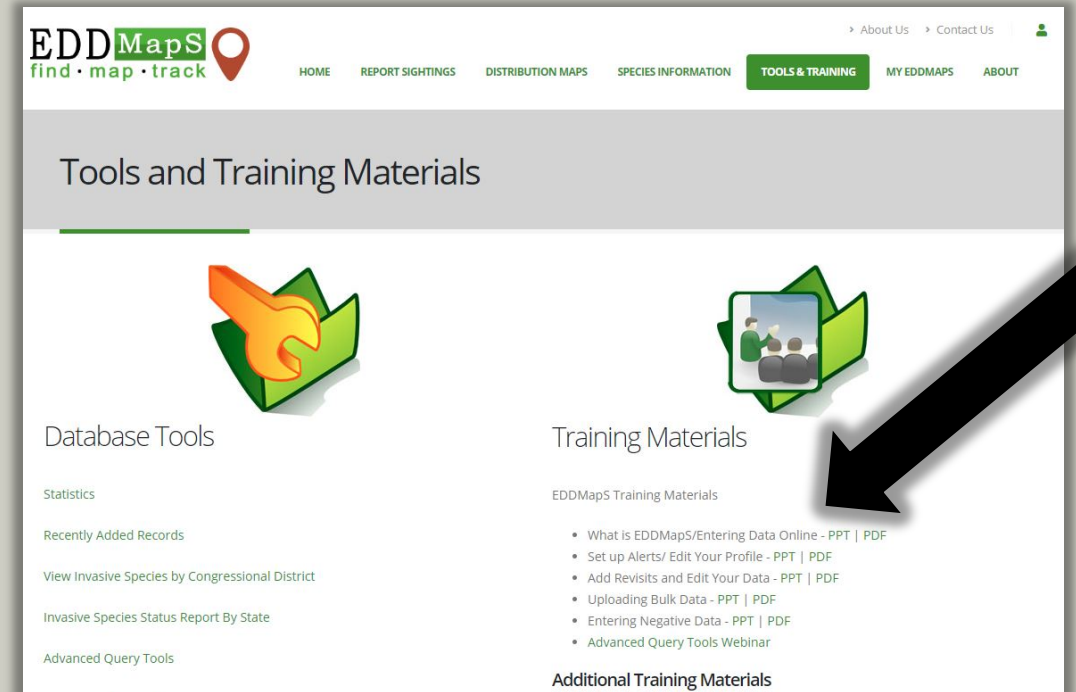
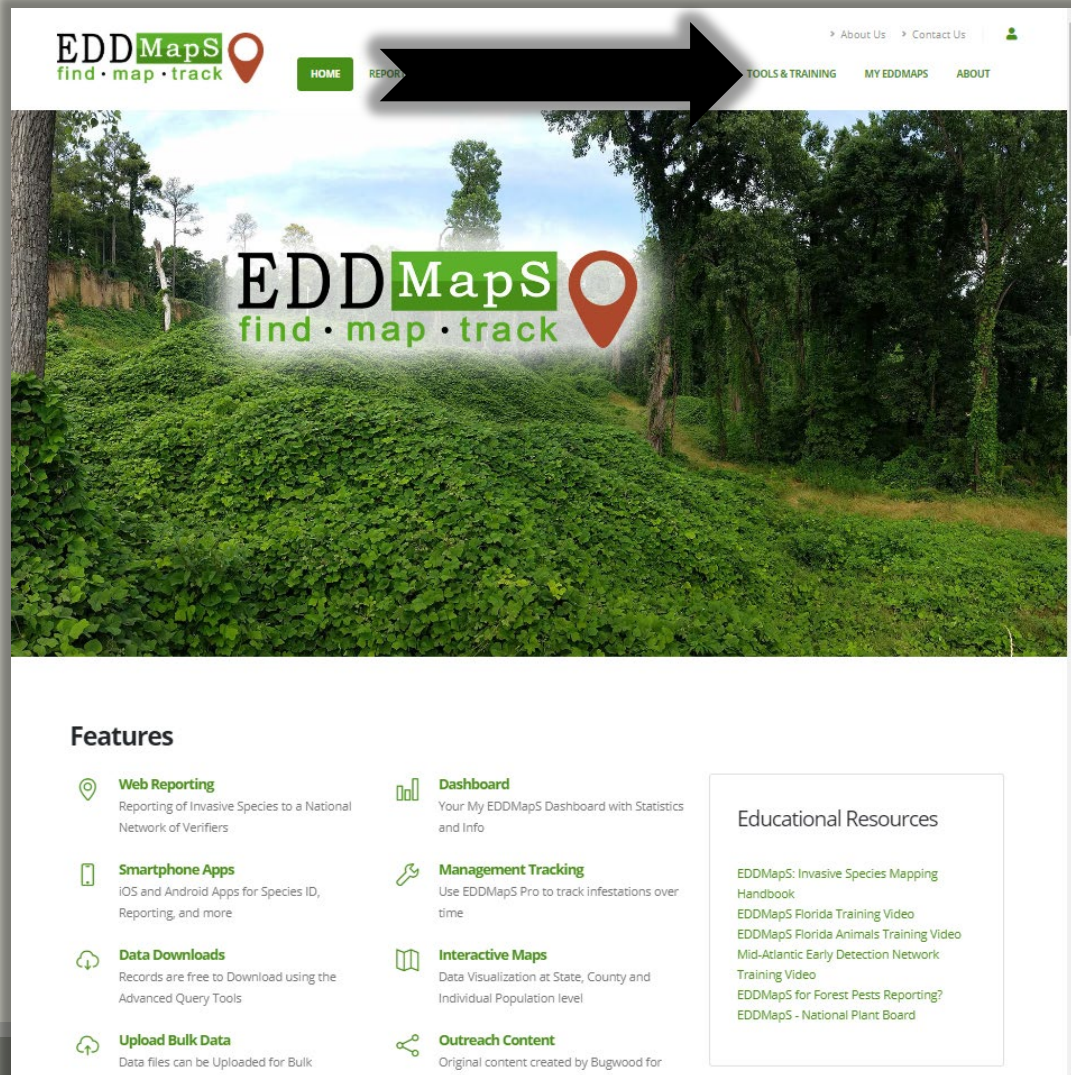
Required – Denotes if field considered Required when submitting data

Description – definition of the field

Controlled Vocabulary Options – The limited options for the data

Example – Example of the data expected in the field

The resources we have been learning about in this Power Point are also available on the Tools and Training page





Thank you for participating in this EDDMapS training.

This and other trainings are available on the EDDMapS Website.

[EDDMapS.org](https://EDDMapS.org)

For questions on uploading bulk data to EDDMapS contact  
Rebekah Wallace at [bekahwal@uga.edu](mailto:bekahwal@uga.edu)