EDD Maps Training
Uploading Bulk Data
Click on **My EDDMapS**
To upload new bulk data or view your previous bulk data uploads:

Click on My Uploads.
First, how to upload data files that contain multiple records

Click on Upload Data to begin
Adding the Files

First - Click Add Files to browse to data files, images, metadata, etc. to load to the Upload Queue.

Batch name is optional

Remember! - When finished, click Upload And you are done.

Files show in queue here
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.
To see and check the status of the files you uploaded, which contain bulk data, click on **View Uploads**.
You can search your uploads by clicking on the heading of any column.

- Upload ID
- Title
- Date
- Status

**Status** tells you:
- New
- Processing
- Needing Information (Check your email!)
- Uploaded
- Removed
Helpful Resources for uploading bulk data

- Bulk Data Upload Procedure - Adobe Acrobat - NEW
- Bulk Data Entry Template - Microsoft Excel
- Bulk Data Entry Instructions - Microsoft Word
- Bulk Data Entry Instructions - Adobe Acrobat
- Data Dictionary - Adobe Acrobat - NEW
Bulk Data Upload Procedure - Adobe Acrobat - pdf

Step by step guidelines with pictures and notes to walk you through the process

- Scroll through the pdf on your desktop
- Download the pdf and print it
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.
Bulk Data Entry Collection Instructions

- Microsoft Word – so you can edit the form as needed
- Adobe Acrobat – easy to print

EDDMapS Mapping Project Data Collection Worksheet
Can provide useful information when:
- Collecting data or taking notes in the field
- Filling out a Bulk Data Excel Worksheet
- Provides accepted choices for the fields listed in Data Dictionary

For Example: Habitat has 22 types to choose from

- Ag Field
- Abandoned lot/home site
- Other
- Forests: Pine
- Forests: Hardwood
- Forests: Mixed
- Dune
- Beach
- Park
- Rocky outcrops
- Wetlands: Marsh
- Edge: Upland/wetland
- Edge: Field/forest
- Edge: Lake edge
- Edge: Roadside
- Open Field
- Old Field
- Right-of-way
- Wetlands: Swamp
- Wetlands: Bog
- Stream bank
- Yard/Garden
Example 1
- Category - Location Information
- Field - Habitat
- Data type - nvarchar(255)
- Description - Area where the subject was located
- Example - Forest
- Required? - Recommended

Example 2
- Category - Reporter Information
- Field - Reporter
- Data type - nvarchar(MAX)
- Description - Name of the person, agency, group, organization reporting the data
- Example - John Smith or Florida Fish and Wildlife Conservation Commission
- Required? - Required

Example 3
- Category - Location Information
- Field - Habitat
- Data type - nvarchar(255)
- Description - Area where the subject was located
- Example - Forest
- Required? - Recommended
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

For questions on uploading bulk data to EDDMapS contact Rebekah Wallace at bekahwal@uga.edu