It's FINALLY here!

Uploading course data using Excel spreadsheets!

Uploading Course Data Using Excel Spreadsheets

The new course data Excel upload function:

- Uses specially designed Excel spreadsheets

- Has a different spreadsheet for each program and training year combination

- Includes dropdowns to ensure data consistency

- Allows for data validation ("error checking") before upload

- Checks for and displays any data errors prior to saving data to the DMS

Uploading Course Data Using Excel Spreadsheets

How it works…

1. Log into the DMS

2. Click on the Data Entry tab on the top navigation menu
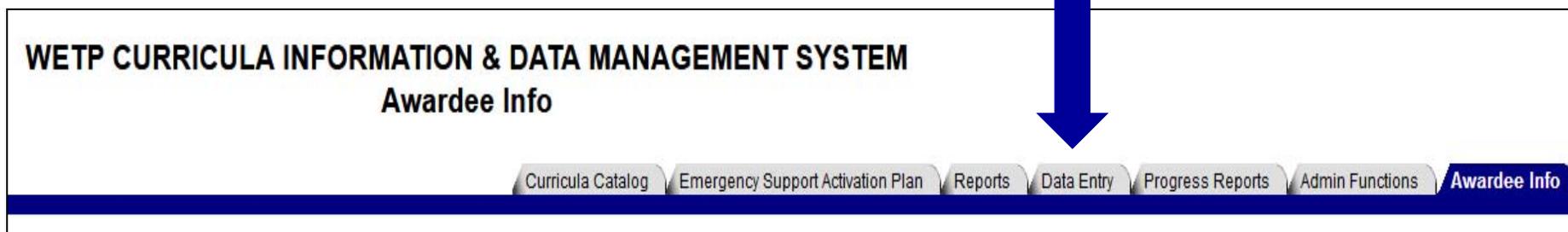
On the Data Entry Menu, select the training year, program, and type of data you want to enter course data for.

WETP CURRICULA INFORMATION & DATA MANAGEMENT SYSTEM
Data Entry

Curricula Catalog | Emergency Support Activation Plan | Reports | **Data Entry** | Progress Reports

Use this screen to select the training year, program and type of data you wish to enter.
Select **Course Offerings** if you wish to add, edit, delete or more actual course offering data.
Select **Student Demographic Data** if you wish to add, edit, delete or make actual student demographic data.

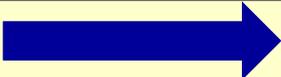| Select Training Year:	Select Program:	Select Type of Data:
○ September 1, 2016 - August 31, 2017 (Actual) ◉ September 1, 2017 - August 31, 2018 (Projected)	◉ DOE	◉ Course Offerings
○ August 1, 2016 - July 31, 2017 (Actual) ○ August 1, 2017 - July 31, 2018 (Projected)	○ HWWT ○ ECWT ○ HDPT	○ Course Offerings ○ Student Demographic Data
○ June 1, 2016 - May 31, 2017 (Actual) ○ June 1, 2017 - May 31, 2018 (Projected)	○ IDRT	○ Course Offerings

Submit

Use the Course Query form to limit the number of courses displayed on the Add/Edit Course page, **OR**

Click on the Add/Edit Course button to go directly to the Add/Edit Course page

On the Add/Edit Course page, click the Upload Excel File button located at the bottom of the Actions section.
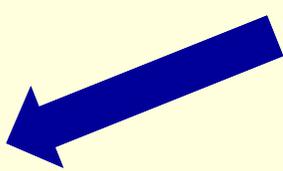
The Upload File form will be displayed

All required fields have the word (Required) after the label.

Upload your file using the FORM below:

This form allows you to use specifically-formatted Excel templates to validate and/or upload sets of Course Offerings data. Each template is customized for a specific program and training year.

To check the format and content of your Excel file prior to upload, fill out the form, browse to select the file to check, and click on the "Validate XLS file only" Button. The data in your Excel file will be checked and any errors will be highlighted. The data will NOT be saved to the database, so you will still need to upload your data.

To upload your Excel file to the DMS, fill out the form, browse to select the file to check, and select the "Upload XLS file and save data" Button. The data in the form will be checked and if any errors are found your EXCEL file will be displayed with the errors highlighted. If no errors are found, the course data in your EXCEL file will be saved to the database.

NOTE: You must use the EXCEL template that corresponds to the program and training year for which you are entering data.

Online Course (Yes/No) (Required)

-- Please Select Yes or No --

Training Year (Required)

2017

Status (Required)

-- Please Select Status--

Program (Required)

-- Please Select Program--

Select Excel file to upload (Required)

Browse...   No file selected.

Validate XLS file only
Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Validate XLS file only

Upload XLS file and save data

Links to the special WTP Excel templates are at the bottom of the form

Uploading Course Data Using Excel Spreadsheets

- Online courses and in-person courses must be in separate templates!

- For example for 2018 DOE projected data:

  o Complete the DOE_Program_2018.xlsm template with projected DOE in-person courses

  o Complete ANOTHER DOE_Program_2018.xlsm template with projected DOE online courses

  o Select 'No' for Online Course field on the Excel Upload form when uploading your in-person course file and Yes when uploading your online course file

Online Course (Yes/No) (Required)

-- Please Select Yes or No --

Uploading Course Data Using Excel Spreadsheets

- When you open the Excel template you will see 3 tabs.

- The **ONLY** tab you should add/edit data into is the Data Entry tab.

Uploading Course Data Using Excel Spreadsheets

How to enter course data into the template:

- When you open a new Excel template, the first row is ready for you to enter course data.

- Several fields contain lists of values for you to select from. Fields that have associated select boxes will have a down arrow when that field is selected.

- Click on the arrow to see the select list for that field.
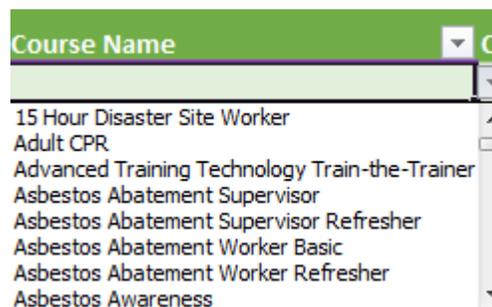
Values available for the Course Name field for DOE

Uploading Course Data Using Excel Spreadsheets

The fields that contain select boxes are:

- Course Name

- Training Organization

- Course State

- Student State

- Supplemental Funding

- Special Circumstance

- DOE Site (DOE spreadsheet only)

Uploading Course Data Using Excel Spreadsheets

- Course data needs to be entered one row at a time.

- Rows must be added using the 'Add another row/record' button.

- To enter a new row, click on the 'Add another row/record' button on the top left corner of the Excel template.

ALERT! Any rows added without using the 'Add another row/record' button will **not** upload to the database.

Uploading Course Data Using Excel Spreadsheets

Validate Your Excel Template Before Uploading

It is recommended that you use the validate ("error check") data feature prior to uploading your data to the DMS.

To validate the data in your Excel template:

1. Fill out the fields on the Excel Upload form and browse to select the file to check

2. Click on the 'Validate XLS file only' button at the bottom of the form

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Validate XLS file only

Use this Button to upload your Excel file to have the system test that it is valid. NO data will be saved. This feature is optional, and it allows you to test your Excel file to ensure that it is valid before you have entered tons of data.

Validate XLS file only

Uploading Course Data Using Excel Spreadsheets

Any errors found during validation will be displayed two ways:

1. In an error message at the top of the form, AND

Please correct the following 3 errors:

- Please provide a Training City in row 7
- Please provide a Training Address 1 in row 7
- Please provide a ZIP Code in row 7

2. By highlighting the cell(s) in the displayed form to show the issues that need to be corrected.

COURSE NAME	COURSE ID	COURSE DATE	NUMBER OF STUDENTS	COURSE HOURS	STUDENT STATE(S)	PROGRAM	TRAINING ORGANIZATION	COURSE ADDRESS 1	COURSE ADDRESS 2	COURSE CITY	COURSE STATE	COURSE ZIPCODE
Haz. Waste Site Basic Inspector	109	2/5/17	1	45	SC,NC	DOE	Sub1				MD	

Uploading Course Data Using Excel Spreadsheets

If errors were found during validation:

1. Correct the errors on your original Excel template

2. Validate your template again

When no more errors are found, the successful validation message will be displayed.

Your Excel file has been validated successfully. But no data has been imported.

WETPTest_DOE_Program_2017.xlsm

Go back to the upload form

Click on the 'Go back to the upload form' link to return to the form to upload your Excel template to the DMS.

Uploading Course Data Using Excel Spreadsheets

To upload your Excel template of course data:

1. Fill out the fields on the Excel Upload form and browse to select the file to upload

2. Click on the 'Upload XLS file and save data' button at the bottom of the form
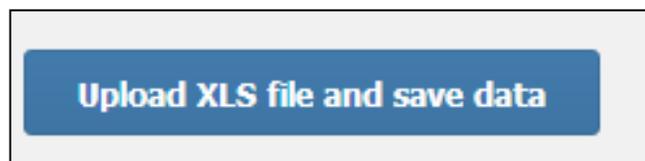
Uploading Course Data Using Excel Spreadsheets

The system will check your data before it is stored in the DMS. Any errors found will be displayed two ways:

1. In an error message at the top of the form, AND

> Please correct the following 3 errors:
>
> - Please provide a Training City in row 7
> - Please provide a Training Address 1 in row 7
> - Please provide a ZIP Code in row 7

2. By highlighting the cell(s) in the displayed form to show the issues that need to be corrected.

COURSE NAME	COURSE ID	COURSE DATE	NUMBER OF STUDENTS	COURSE HOURS	STUDENT STATE(S)	PROGRAM	TRAINING ORGANIZATION	COURSE ADDRESS 1	COURSE ADDRESS 2	COURSE CITY	COURSE STATE	COURSE ZIPCODE
Haz. Waste Site Basic Inspector	109	2/5/17	1	45	SC,NC	DOE	Sub1				MD	

Uploading Course Data Using Excel Spreadsheets

If errors were found during upload:

1. Correct the errors on your original Excel template
2. Upload your template again

When no more errors are found, the successful upload message will be displayed.

Your Excel file has been successfully imported into the DMS.

WETPTest_DOE_Program_2017.xlsm

Go back to the upload form

To upload more files, click on the 'Go back to the upload form' link.

Have a question or need assistance?

Contact Lynn Albert

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