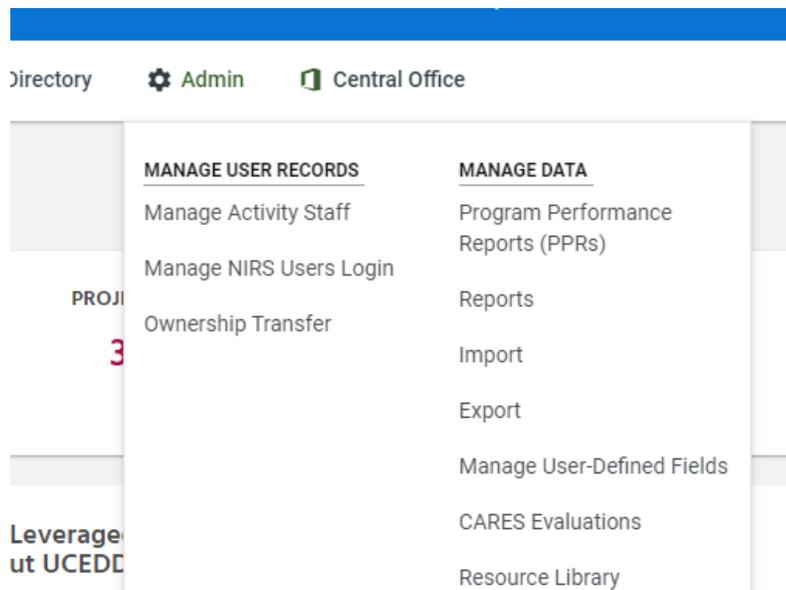


Dear Data Coordinators,

Late last week, we deployed the new import and export features. Those features have been updated to reflect changes in the online forms and include correct data fields in Import and Export data files. Also, we have updated the layout for Import and Export pages to simplify the usage of those functionalities.

Here are instructions to access the Import and Export features.

1. Log in to NIRS
2. Go to Admin and click on Import or Export



### 3. Import:

- a. Select the dataset you would like to import your data.

#### FIELDS MAPPING and DEFINITIONS

When preparing you DATA to import into NIRS, it might be helpful to review a complete descriptions of all data entry fields, and a list of abbreviations or code numbers that are used to represent options in NIRS dropdown menus or check-all-that-apply fields.

#### PRODUCTS

Full list of Product NIRS fields: mapping database fields with online form fields

Full list of abbreviations and code numbers

#### TEMPLATES (and Instructions)

1. Save the file to your desktop.
2. The title of each file reflects the dataset/table to which you want to import your data.
3. The header row of each file contains the system fields that correspond to the NIRS database table columns.
4. The fields named "misc\_text1" through "misc\_text10" should be replaced with the Label(s) assigned to your Center's Custom Fields for the selected dataset.
5. Leave ONLY your Center's Custom Fields in the template, completely removing the unused "misc\_text" columns.

#### Products Templates

#### IMPORT

Note: during testing data will NOT be added to your data-collection (Product, Activities, Projects).

CHOOSE FILE

IMPORT

- b. You can download dataset template if you click on the Template link in the second column. Links for Products and Activities datasets will take you to a page with wide

variety of templates that reflect multiple material types (for Products) and core functions (for Activities) and also program types (LEND, UCEDD, UCEDD/LEND, LEAH, DBP, and PPC)

- c. The templates are divided up by Product Type and Center Type for Products. Activities are divided up by Core Function and Center Type. Import Template Links for the 2 datasets are located at the top of the page.
- d. Template links for other datasets (Projects, Trainee Main Record, Trainee Yearly Record) will download template file.
- e. Enter data in the selected template and save. Go to the appropriate dataset in the import function. Click on Choose File and find the appropriate file and then click on Import.

- f. If template data has been imported successfully - you will see this message

**Importing into Activities...**  
**Filename: activity\_test\_A1\_LEND NM DONE1.csv**  
**2 Read**

- g. If template data has NOT been imported successfully - you will see an error message similar to the one below. Please cross reference the data fields and error message. Make corrections and reattempt the import process.

← → ↻ aacd.org/nirs/db/admin\_import1-new-v2.cfm?requesttimeout=10000&CFID=26713396&CFTOKEN=

**Importing into Activities...**  
**Filename: activity\_test\_S1\_UCEDDLEND NM.csv**  
**2 Read**  
 Below are errors that were found in your import data. Click the fieldname below (where applicable) for more details. You will need to correct these errors or omissions in your data and try again.

**2 Required fields skipped or left blank**

Field Description	Import Field	Row #	Error
<a href="#">Program Type</a>	program_type	2	The value LEND,UCEDD for Program Type does not match the center type for which you are importing, UCEDD,LEND,CAAI.
<a href="#">Program Type</a>	program_type	3	The value LEND,UCEDD for Program Type does not match the center type for which you are importing, UCEDD,LEND,CAAI.

**Error Details:**

4. Export

- a. On Export page select the fiscal year (or multiple years) in the middle column, Export Options.

REFERENCES	EXPORT OPTIONS	EXPORT
<p><b>Table and Field Definitions</b>            When exporting NIRS data to your local database, it might be helpful to review a diagram of how the NIRS data tables are related (Left). In addition, the on-line data dictionary contains complete descriptions of the major data entry fields.</p> <p><b>Code Table Definitions</b>            This is a list of abbreviations or code numbers that are used to represent options in NIRS dropdown menus or check-all-that-apply fields.</p>	<p>* Fiscal Year(s) = 2020</p>	<p>Comma Delimited:</p> <ul style="list-style-type: none"> <li>o Trainees</li> <li>o Trainee Years</li> <li>o Projects</li> <li>o Activities</li> <li>o Products</li> <li>o Trainee Survey (UCEDD/LEND, LEND)</li> <li>o UCEDD Survey</li> <li>o PPC Survey</li> <li>o LEAH Survey</li> <li>o DBP Survey</li> </ul>

- b. In the column "EXPORT" SELECT link to the dataset you would like to export.

5. Format of Export file is identical to the format of Import file. If you are planning to re-import exported data, you will need to add first column with ID numbers. Those are ID numbers are local identification numbers for each single file and have no effect on your imported data.

We are planning to have import-export webinar towards the end of this month/beginning of April. We are finalizing details and will send out more information at a later date.

Meanwhile, please contact me, [nmartinez@aucd.org](mailto:nmartinez@aucd.org), with any questions or report errors.