

Bulk Upload for Site Funding

When editing Site Funding, you can now download the site funding details for that agreement as an Excel file, edit that file, and then upload the changed file.

Using the Bulk Upload Feature:

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WARNING

Bulk Uploads should make it much easier for you to edit agreements with a large number of sites. However, this option is not without its risks.

This is not easily reversible.

The file you upload replaces all existing Site Funding within that Agreement. There is no 'undo' option. Be very careful about deleting anything.

Columns in the uploaded and downloaded files must match

Do not change the order of any of the existing columns - don't add any columns in between, don't take any columns out. You can add columns after - they will be ignored when the file is uploaded.

There aren't any help menus in the Excel



There aren't any lookup tables for collection codes or validation checks on site IDs. There are some data quality checks that happen when the file is uploaded, but for the most part, the safety wheels are off. If you have any question about a particular field, particularly when entering new sites, it's probably best to enter that site directly in SiFTA.

VERIFY

When you upload your data, please verify that everything came through as you expected. And let us know if it didn't (siftahelp@usgs.gov)

Finding the Bulk Upload feature

The bulk upload option is on the Site Funding tab. You can get there two different ways:

- From the Agreements page, click on the pencil icon () to open the Edit Interface. Click to the Site Funding tab.
- From the Agreements page, click on the agreement name to go to the Agreement Overview. Scroll down to the Site Funding table and click on the pencil icon () to open the edit interface on the Site Funding tab.

NOTE

The bulk upload feature is currently active for all agreements.

In the future, the bulk upload feature may only be available for unsigned agreements - we will see how it is used and what feedback we receive.

Using the Bulk Upload feature

REMEMBER

- There is no 'undo' function.
- Save the original. Make a copy for your edits.
- Do not modify the columns in the spreadsheet.
- Verify everything after you upload it.

Download

When on the Site Funding tab, the Bulk Upload controls are at the top of the page. Click the Download button. Save the Excel file.

☐ [Ramona Neafie](#) - include information on original file naming convention

Tip: Save the original download file, and make a copy for your edits. If anything goes wrong with the upload, you can use the original download file for a quick reset/restore.

Make Changes

Edit Sites

Sites are listed in numerical order, regardless of data type. Locate the site you want to edit and make the necessary changes.

Add a new Site

Either add a new row, or add new rows at the end. Sites will be sorted when uploaded.

Site Number - Set the Excel formatting to "Text" so it does not remove the leading zero. For new gages, enter "new"

Site Name - The site name will be pulled from NWIS during the upload process. Whatever you enter in this field will be replaced (ie., don't worry about the site name)

Collection Code - The collection code (eg, QCONT, GWCONT, WQMEAS, ...) If you're unsure of the collection code, it may be better to enter the site directly in SiFTA

Units - Percent of the total site cost funded by this customer. If this customer is funding 50% of the cost for this site, enter 0.5. For sites with multiple funding partners, the units should total 1.0.

Difficulty Factor - The percent effort required to perform the task entered as a decimal value between 0.1 and 10. Normal difficulty is 1.0. If the difficulty factor is anything other than 1, you may want to provide an explanation in the comments.

Funding USGS - Amount of USGS funding

Funding Customer - Amount of Customer funding

Comments - Optional.

Remove a site

Remove the site from the excel spreadsheet.

Upload

Return to the Site Funding tab. Select the updated spreadsheet and click the Upload Site Funding Spreadsheet button.

If there are any issues, you'll see an error message.

The entire Site Funding record will be replaced with the spreadsheet data.

Troubleshooting

Questions

Site name changes or Site name is not included

SiFTA does not store site names, only the site number. The site name is read from NWIS.

The site name field is included in the bulk upload download to help you identify the sites. The column itself must be present - but the contents within it are not read during the upload process.

If you do not see a site name at all, then it did not recognize the site number. Make sure you have the complete (with leading zeros) and correct site number.

Leading zeros in the Site number are stripped out

Excel recognizes site numbers as numbers, and 'helpfully' strips the leading zero.

To correct this default behavior,

select the cells (you can select the entire site number column)

right click and select 'Format Cells'

Select "Text" and press OK.

You will see a message in each cell that says "The number in this cell is formatted as text..." - you can either ignore it, or click on it to select "Ignore this message". You'll be able to edit and upload the field either way.

You will have to re-enter any leading zeros that had already been stripped.

Error Messages

There are a few QA filters currently running on the batch upload function. Based on feedback and usage, more might be added (as they're needed; as we can). If your file doesn't make it past the QA filters, it will stop the process and show you one of these messages instead. If you see one of these messages, your file was not loaded and the existing site funding data was not modified.

If you can't resolve the error, or if it is giving you an error that doesn't apply to your data - please let us know (siftahelp@usgs.gov).

Upload status: The file could not be uploaded.

Most commonly, this indicates a mis-match in the column names. If the upload program does not see the exact column names in the exact order it's expecting, it will not load the file.

You'll also see this message if there was any technical difficulty (eg, a slow connection) that prevented the file from being uploaded. If the file could not be uploaded, the original site funding data is not changed.

No File Selected. Please select a file, then click upload.

You'll need to select a file before you can upload it. If it's not recognizing a file you've uploaded, let us know (and please include the browser, browser version, and operating system you're using).

Problem with field: Collection Units value: *

It is expecting a number (between 0.1 and 1.0) for the Collection Code field. If the field is blank or contains any non-numeric characters, it will let you know which value it found so you can find and correct it.

Problem with field: Difficulty Factor value: *

It is expecting a number (between 0.1 and 10.0) for the Difficulty Factor field. If the field is blank or contains any non-numeric

characters, it will let you know which value it found so you can find and correct it.

Problem with field: Funding USGS CMF value: *

It is expecting a number for the USGS matching funds. If you provide a non-numeric value, it will let you know which value it found so you can find and correct it.

Problem with field: Funding Customer value: *

It is expecting a number for the Cooperator funding total. If you provide a non-numeric value, it will let you know which value it found so you can find and correct it.

Problem with field: Collection Code

It is expecting an existing collection code (eg, QCONT, GWCONT, WQMEAS, ...). If it sees an unknown value, it will let you know which value it found so you can find and correct it. If you're not sure of the collection code you need to use for a site, do the bulk upload without that site and then enter the site in question manually to use SiFTA's menu of available collection codes.

If you mix bulk uploads with manual site entry, be sure to do the bulk upload first - remember, the bulk upload will replace all previous values. Any sites that are not in the bulk upload spreadsheet will be deleted.

Difficulty Factor field value: * has value outside of range (0.1-10)

Difficulty factor should be a value between 0.1 and 10.0. It indicates whether there is an increased (or decreased) difficulty at collecting data at this location (1.0 = normal). If it sees a value outside of that range, it will let you know which value it found so you can find and correct it.

Collection Units field value: * has value outside of range (0.1-1.0)

Collection Units should be a value between 0.1 and 10.0. It indicates the percentage of the total gage funding this cooperator is covering. (1.0 = 100% of the funding). If it sees a value outside of that range, it will let you know which value it found so you can find and correct it.

Problem with field: Site Number is empty

It is expecting a value in the Site Number field and will not load if it sees a blank value in that field. If you have a new site, you may enter "New" with some other placeholder text to enter the funding details.

You will also see this error if the entire worksheet is blank. The site number field is the first one it tests, and if the first field is blank it will give you this error.

Problem with field: Site Number *

It is expecting a numeric string of over 8 digits, or (for new sites) text including the word "New". If the site number is fewer than 8 characters or is text without the word "new", it will let you know the value it found so you can find and correct it.