

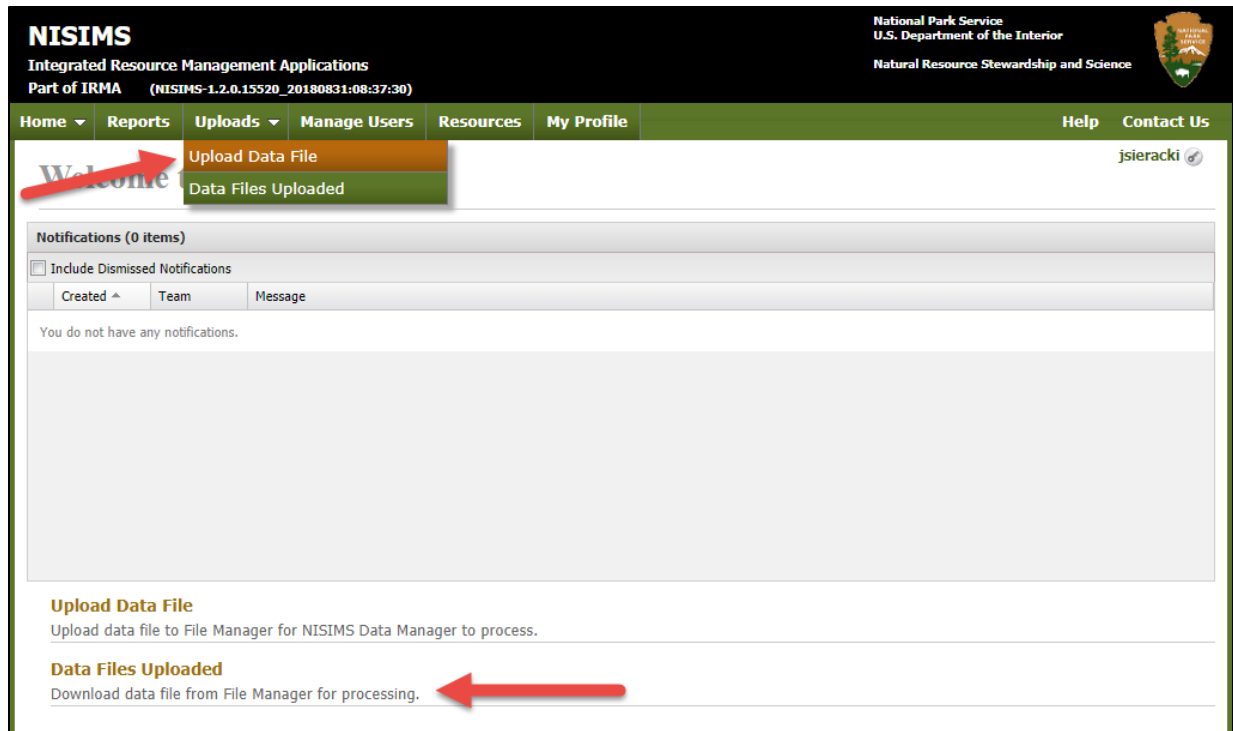
Title: How to Upload Data to the NISIMS Web Interface

Summary: Provides step-by-step guidance on how to upload data to the NISIMS web interface.

Prerequisite: None

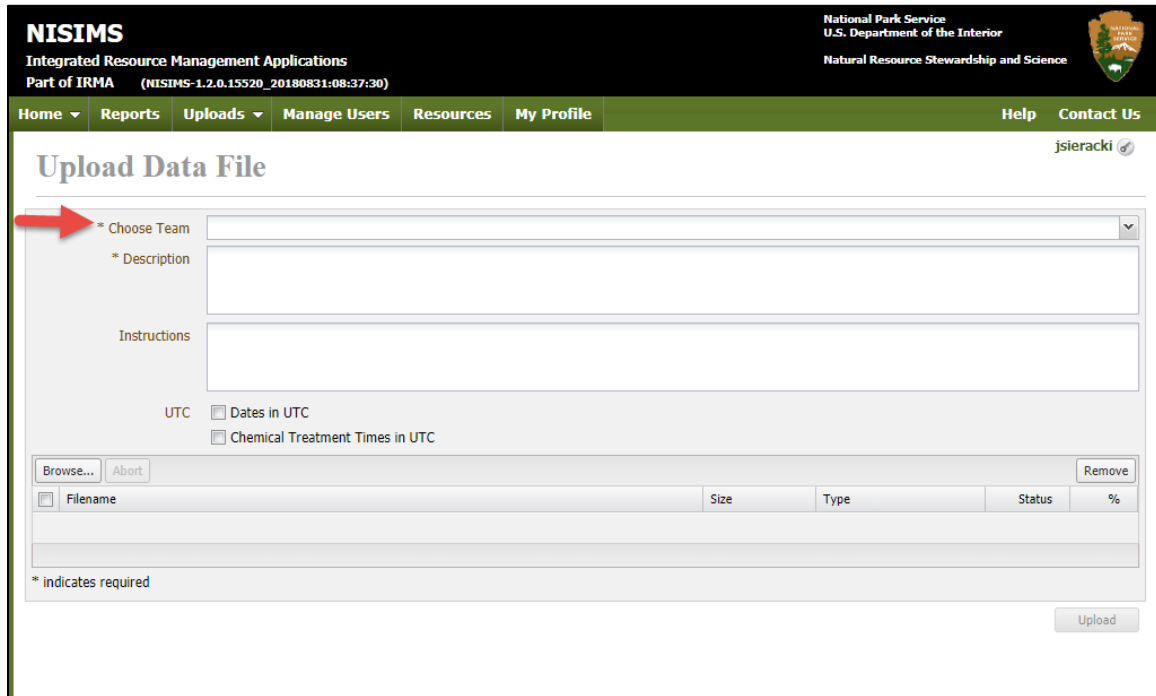
Step 1. Go to “Upload Data File” page

Select “Upload Data File” from your home page or from the “Uploads” menu.



Step 2. Choose the team that you are uploading data for

Select the team that you are uploading data for from the drop down menu.



NISIMS
Integrated Resource Management Applications
Part of IRMA (NISIMS-1.2.0.15520_20180831:08:37:30)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Reports Uploads Manage Users Resources My Profile Help Contact Us

jsieracki

Upload Data File

* Choose Team

* Description

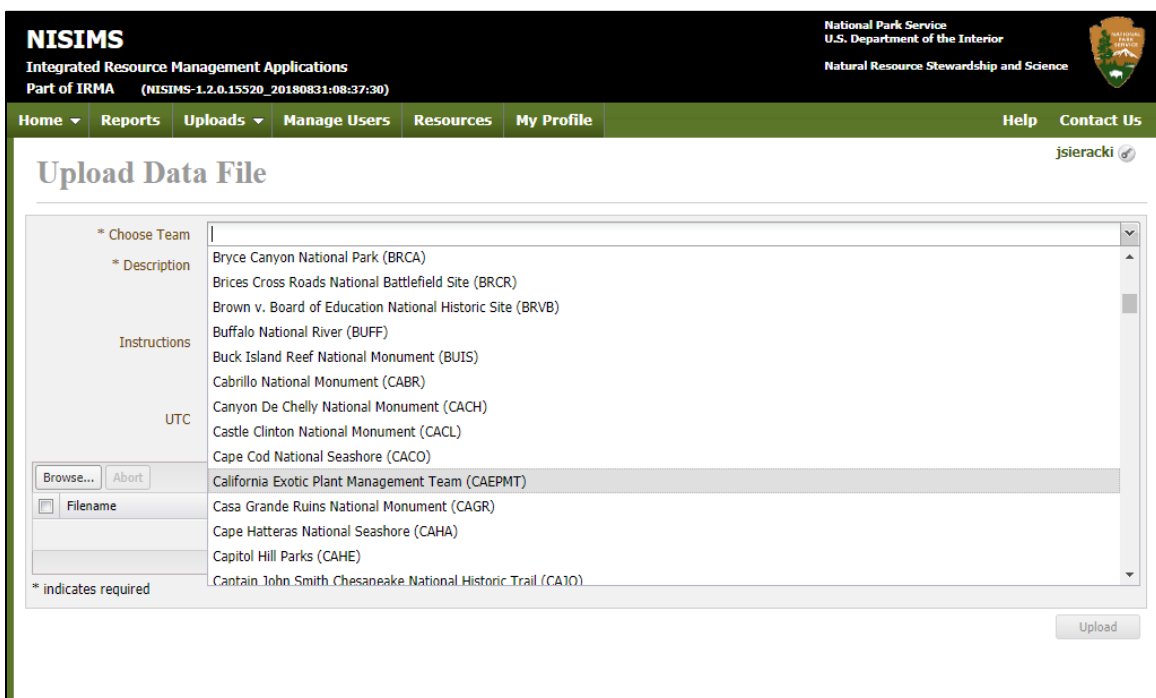
Instructions

UTC ☐ Dates in UTC
☐ Chemical Treatment Times in UTC

Browse... Abort Remove

Filename	Size	Type	Status	%
* indicates required				

Upload



NISIMS
Integrated Resource Management Applications
Part of IRMA (NISIMS-1.2.0.15520_20180831:08:37:30)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Reports Uploads Manage Users Resources My Profile Help Contact Us

jsieracki

Upload Data File

* Choose Team

* Description

Instructions

UTC ☐ Dates in UTC
☐ Chemical Treatment Times in UTC

Browse... Abort Remove

Filename	Size	Type	Status	%
* indicates required				

Upload

Step 3. Write a description of the data being uploaded

Write a description of the data being uploaded. Include the version of software used to create the data and any changes that have been made to the file format (e.g. added SCNTFC_CD11-13 to the ChemicalComponentPy feature class).

NISIMS
Integrated Resource Management Applications
Part of IRMA (NISIMS-1.2.0.15520_20180831:08:37:30)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Reports Uploads Manage Users Resources My Profile Help Contact Us

jsieracki

Upload Data File

* Choose Team: California Exotic Plant Management Team (CAEPMT)

* Description: Data created in ArcGIS 10.5. Data for work done 5/1/2018 to 7/1/2018.

Instructions

UTC ☐ Dates in UTC ☐ Chemical Treatment Times in UTC

Browse... Abort Remove

Filename	Size	Type	Status	%
----------	------	------	--------	---

* indicates required

Upload

Step 4. Select for UTC dates and times

If the dates or times recorded in the database are in Coordinated Universal Time (UTC), check the “Dates in UTC” and/or “Chemical Treatment Times in UTC” box(es). If you collected your data using Collector, and did not edit your times after downloading the data from ArcGIS Online, your Chemical Treatment Times are in UTC and any dates that include a time are also in UTC. Dates that do not include a time are not in UTC.

NISIMS
Integrated Resource Management Applications
Part of IRMA (NISIMS-1.2.0.15520_20180831:08:37:30)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Reports Uploads Manage Users Resources My Profile Help Contact Us

jsieracki

Upload Data File

* Choose Team: California Exotic Plant Management Team (CAEPMT)

* Description: Data created in ArcGIS 10.5. Data for work done 5/1/2018 to 7/1/2018.

Instructions

UTC

☐ Dates in UTC

☒ Chemical Treatment Times in UTC

Browse... Abort Remove

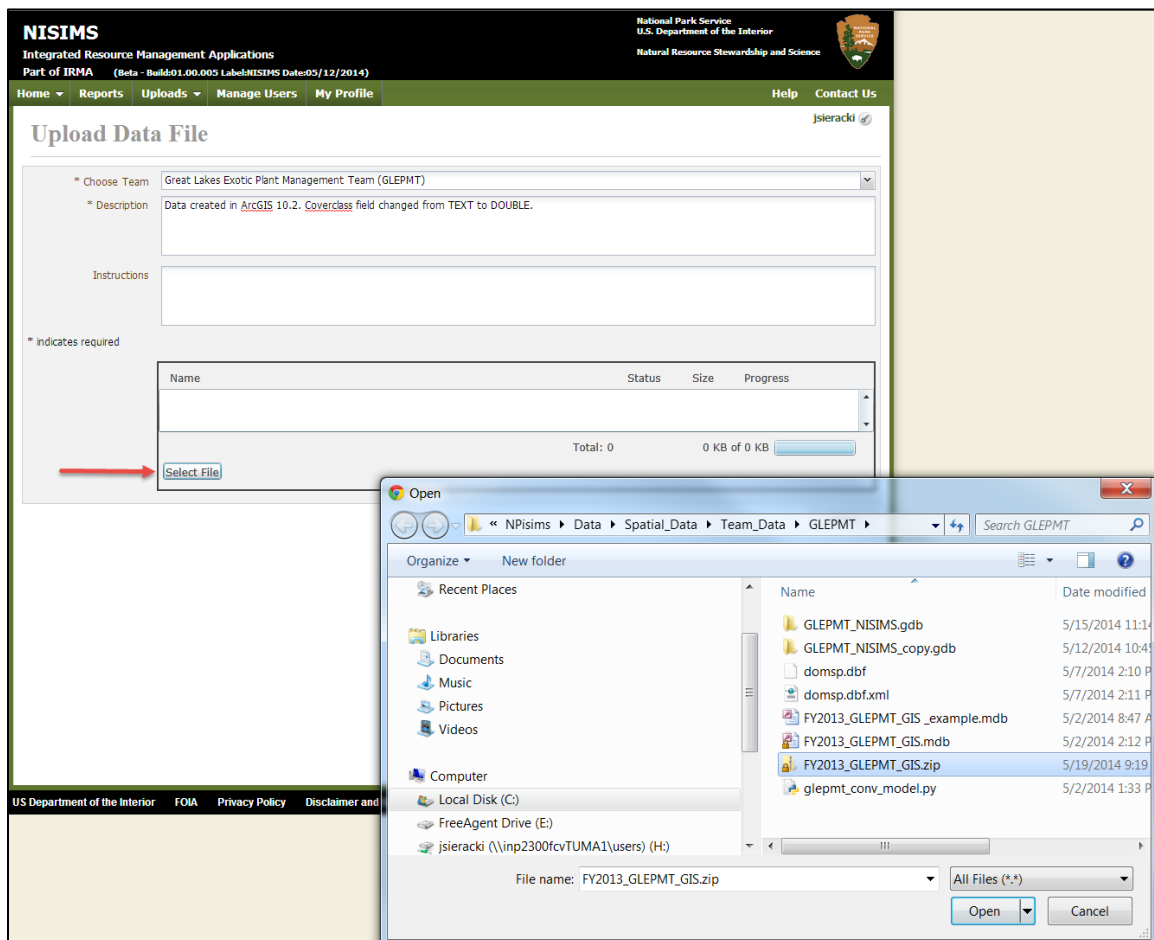
Filename	Size	Type	Status	%

* indicates required

Upload

Step 5. Select a file and upload it

Click "Browse" and browse to the file to be uploaded. Only upload data in a compressed file format (e.g. ZIP, RAR, 7z, etc.). Only one file may be uploaded at a time. Click "Open" to upload the selected file.



The selected file will be added to the upload box. Click the “Upload” button to complete the upload.

NISIMS
Integrated Resource Management Applications
Part of IRMA (NISIMS-1.2.0.15520_20180831:08:37:30)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Reports Uploads Manage Users Resources My Profile Help Contact Us

jsieracki

Upload Data File

* Choose Team: California Exotic Plant Management Team (CAEPMT)

* Description: Data created in ArcGIS 10.5. Data for work done 5/1/2018 to 7/1/2018.

Instructions

UTC ☐ Dates in UTC
☒ Chemical Treatment Times in UTC

Browse... Abort Remove

Filename	Size	Type	Status	%
DM_NISIMS_Field.zip	269.1 KB	application/x-zip-compres...	ready	0%

Selected 1 file(s), 269.1 KB

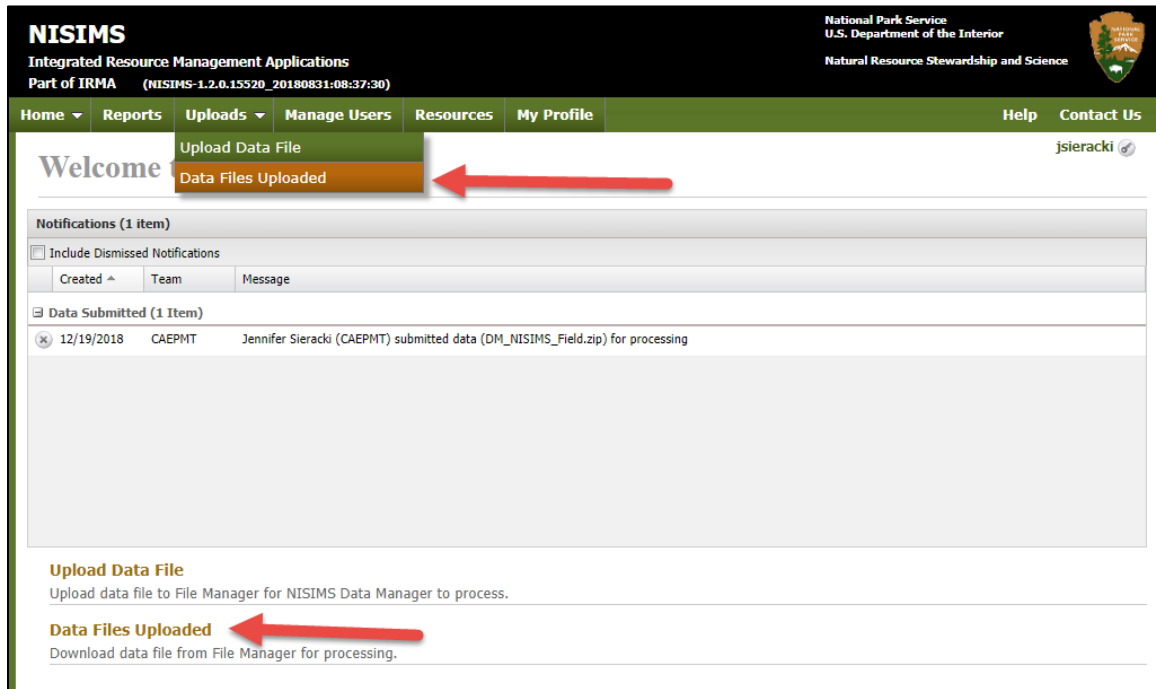
* indicates required

Upload

Once completed, you will be brought to the Home page. There should be a message under Notifications informing you that data has been submitted for processing. You will also receive a message via email letting you know that the file has been uploaded and notifications to let you know once the WASO data manager has downloaded your data and either successfully converted it to the NISIMS SDE format or rejected it. If the file has been rejected, detailed information as to what needs to be fixed prior to uploading to the NISIMS SDE will be included.

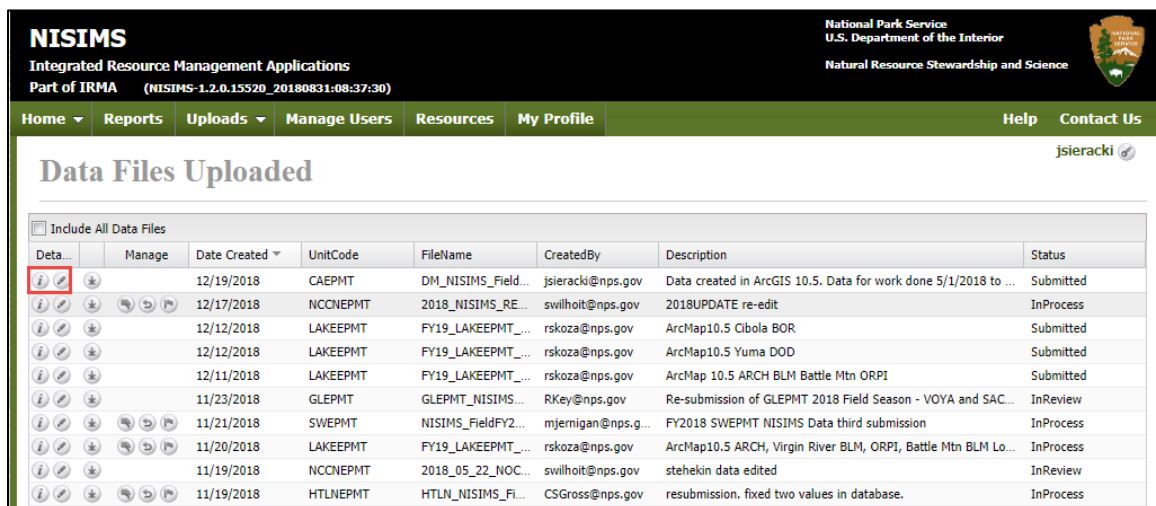
Step 6. Manage files.

You may view information for the files you or others have uploaded for your team(s) or edit them by going to the “Data Files Uploaded” page.



The screenshot shows the NISIMS interface. The 'Uploads' dropdown menu is open, and 'Data Files Uploaded' is highlighted with a red arrow. Below the menu, the 'Data Submitted' section shows a single item: '12/19/2018 CAEPMT Jennifer Sieracki (CAEPMT) submitted data (DM_NISIMS_Field.zip) for processing'. At the bottom, the 'Data Files Uploaded' link is also highlighted with a red arrow.

From the “Data Files Uploaded” page, you may use the “View” and “Edit” buttons to review and make changes to the file information included with the data file upload.



The screenshot shows the 'Data Files Uploaded' page. It includes a table with columns: Data..., Manage, Date Created, UnitCode, FileName, CreatedBy, Description, and Status. The first row is highlighted with a red box, showing a file named 'DM_NISIMS_Field...' created on 12/19/2018 by jsieracki@nps.gov. The status is 'Submitted'.

Data...	Manage	Date Created	UnitCode	FileName	CreatedBy	Description	Status
 		12/19/2018	CAEPMT	DM_NISIMS_Field...	jsieracki@nps.gov	Data created in ArcGIS 10.5. Data for work done 5/1/2018 to ...	Submitted
 		12/17/2018	NCCNEPMT	2018_NISIMS_RE...	swilhoit@nps.gov	2018UPDATE re-edit	InProcess
 		12/12/2018	LAKEEPMPT	FY19_LAKEEPMPT_...	rskoza@nps.gov	ArcMap10.5 Cibola BOR	Submitted
 		12/12/2018	LAKEEPMPT	FY19_LAKEEPMPT_...	rskoza@nps.gov	ArcMap10.5 Yuma DOD	Submitted
 		12/11/2018	LAKEEPMPT	FY19_LAKEEPMPT_...	rskoza@nps.gov	ArcMap 10.5 ARCH BLM Battle Mtn ORPI	Submitted
 		11/23/2018	GLEPMT	GLEPMT_NISIMS...	RKey@nps.gov	Re-submission of GLEPMT 2018 Field Season - VOYA and SAC...	InReview
 		11/21/2018	SWEPMT	NISIMS_FieldFY2...	mjemigan@nps.g...	FY2018 SWEPMT NISIMS Data third submission	InProcess
 		11/20/2018	LAKEEPMPT	FY19_LAKEEPMPT_...	rskoza@nps.gov	ArcMap10.5 ARCH, Virgin River BLM, ORPI, Battle Mtn BLM Lo...	InProcess
 		11/19/2018	NCCNEPMT	2018_05_22_NOC...	swilhoit@nps.gov	stehkin data edited	InReview
 		11/19/2018	HTLNEPMT	HTLN_NISIMS_Fi...	CSGross@nps.gov	resubmission, fixed two values in database.	InProcess

You may also delete files from the “Edit Submitted File” form if it is still in “Submitted” status. Files that are “InProgress” or “Processed” may not be deleted, and all changes must be made by contacting the WASO data manager. Other status options will only be available to the WASO data manager. Once edits have been completed, click “Save”.

Edit Submitted File

UnitCode: California Exotic Plant Management Team (CAEPMT)

FileName: DM_NISIMS_Field.zip

CreatedBy: jsieracki@nps.gov

Date Created: 12/19/2018 10:51:42 AM

* Description: Data created in ArcGIS 10.5. Data for work done 5/1/2018 to 7/1/2018.

Instructions:

UTC: ☐ Dates in UTC ☒ Chemical Treatment Times in UTC

* Status: Submitted

Reject Reason: Submitted, InProcess, InReview, Accepted, Processed, Deleted, Rejected, Review Rejected

Review File: Deleted

Review Details: Deleted

* indicates required

Cancel Save