

Log In

Upload Data

Access Data

Edit, Verify,  
Enhance Data

Export Data

## Importing files into the SL-DOG Portal

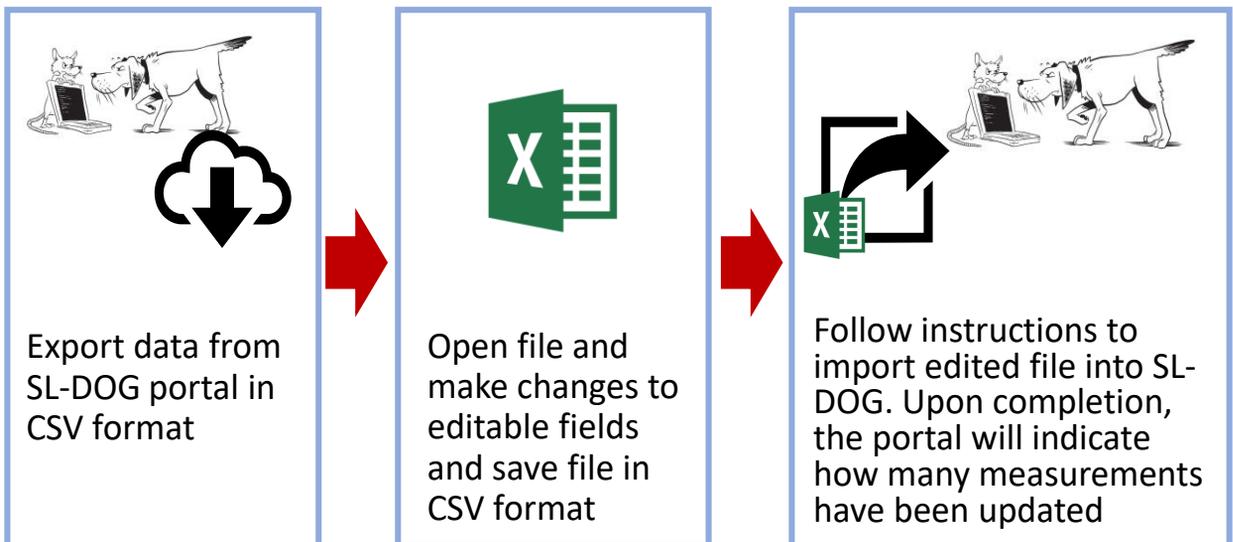
**Purpose:** This update allows users to edit their SL-RAT data from an external program and import those edits into the SL-DOG portal. This enables easier bulk editing, but is limited to fields that users are allowed to edit in the SL-DOG portal.

For example, changes to fields such as the acoustic scores (“Field Assess”) cannot be imported or changed from within the portal since this is a field that is locked from editing in order to protect the integrity of the data.

Only the following fields can be edited:

- GPS coordinates (Rx Lat, Rx Long, Tx Lat, Tx Long)
- Manhole IDs
- User Field Notes
- Notes

### Import Workflow Overview



## How to import files into the SL-DOG Portal

1. Login to your SL-DOG portal
2. Select box next to device you wish to edit data for
3. Export data
  - A. To export all data from this device, select “Download CSV button”
  - B. To export only specific range of measurements from this device, utilize “Searching for Specific Measurement Numbers” Instructions.

Import Edited Records  
 Measurement Criteria

Select Device(s):  
 Select All

Select	Device ID	Initial Meas. Date	Last Meas. Date	Active	# of Measures
<input type="checkbox"/>	46	8/22/2013	8/19/2015	No	145
<input type="checkbox"/>	72	5/6/2014	7/2/2014	No	73
<input checked="" type="checkbox"/>	176	4/23/2014	4/2/2015	No	560
Total Company Measurements					778

Specific Record Numbers

Start Date  End Date

Measurement Filter

Display in Meters  
UTC Offset [UTC - 6] Central Standard Time

Enhanced Export   
 Enhanced Export

Include Hidden Measurements in Downloads

4. Open CSV file downloaded from SL-DOG portal
5. **Make edits as needed to following fields:**
  - RxID
  - CurrentRXLat
  - CurrentRxLon
  - TxID
  - CurrentTxLat
  - CurrentTxLon
  - UserField1
  - UserField2
  - Notes
6. **IMPORTANT: DO NOT EDIT** the following three columns – as they are reference columns and are REQUIRED for importing:
  - RecordNumber
  - RxDeviceNum
  - TxDeviceNum
7. **WHEN YOU EDIT**, do not delete any of the columns listed in step 5, as any missing fields will cause SL-DOG portal to automatically clear any non-existing fields from the import. The only exception is for the GPS coordinates, where a missing value in an import will automatically be reset to originally logged GPS coordinates.
8. **IF YOU EDIT** columns that are not listed in step 5, the changes will not be reflected in the import. Values are locked from changes in order to protect the integrity of the data.
9. After completing all appropriate edits, save file in CSV format.

10. Expand the “Import Edited Records” at the top of your SL-DOG homepage and click “+” button to expand.
11. Select the CSV file you want to import
12. If your coordinates are in Lat/Long, leave “Coordinate System” dropdown blank. If it is different than Latitude and Longitude, select appropriate system from dropdown.
13. Click Upload
14. Once you’ve successfully imported a file, a note will appear next to the Upload button indicating how many measurements have been updated. If the note does not reflect that the changes have been made, please refer to FAQ section on the following page to troubleshoot, or contact us.



Import Edited Records

Import Edit File Specifications:

- **IMPORTANT! All editable fields will be updated even if the field is not included in the import.** Fields not included will be set to empty or 0. To maintain existing values in edit fields, you must include those values in the import.
- The first row must contain these required column names in any order and must contain values for all columns:  
RxDeviceNum, TxDeviceNum, RecordNumber
- Editable fields include: RxID, TxID, CurrentRxLat, CurrentRxLon, CurrentTxLat, CurrentTxLon, Notes, UserField1, UserField2
- Field names in import file must match capitalization of the fields above.

CSV File: ⓘ  No file chosen

Coordinate System: ⓘ

Measurement Criteria

Select Device(s):

Select All

Select	Device ID	Initial Meas. Date	Last Meas. Date	Active	# of Measures
<input type="checkbox"/>	46	8/22/2013	8/19/2015	No	145
<input type="checkbox"/>	72	5/6/2014	7/2/2014	No	73
<input checked="" type="checkbox"/>	176	4/23/2014	4/2/2015	No	560
<b>Total Company Measurements</b>					<b>778</b>

Specific Record Numbers ⓘ

Start Date

End Date

Measurement Filter ⓘ

Click to Set Filter



## FAQs – Importing files into the SL-DOG Portal

**Q: Can I make edits directly in the SL-DOG portal, instead of exporting the data then re-importing?**

**A:** Yes, edits to individual measurements can be made from within the SL-DOG portal - we recommend that if you are only looking to edit a few measurements, you do it directly through the portal following the “Editing GPS Coordinates” instructions.

**Q: Why don’t I see the changes I imported?**

**A:** Please check the following:

- Make sure your file is in CSV format
- Make sure that the edits you imported are not to “locked” fields. If you cannot make changes to a certain value within the SL-DOG portal, they are protected from editing and changes cannot be imported.

**Q: I made mistakes editing the file that was imported. Can I undo my import?**

**A:** Anything uploaded to the SL-DOG is archived and can be retrieved. However, currently there is no automatic way for a user to undo an import, but our team can work with you to get your data back.

We HIGHLY recommend saving any copies of exports before starting the editing process, so that if you recognize any mistakes after importing into the SL-DOG portal, you can revert to the previous data set by re-importing original copy of SL-DOG data.