

## Data Entry into NAPIS by CAPS Cooperators

### Introduction

NAPIS survey data collected contains both required and optional fields. The entry of these fields can be done either through a spreadsheet or online as a single record entry.

- The online single record entry is useful for quick entry of a single record, data checking or creating a data template.
- The spreadsheet entry is useful when entering a batch of similar survey records.
- The software data entry interface has features which aid in the entry process.

### Descriptions of specific scenarios of data entry

#### 1. Add record/create template

- Required fields are highlighted in red.
- All of the information for the record to be entered is within the one-screen interface.
- Errors are described in the right hand column of the screen and change according to input.
- When all required fields are entered and the record has been validated, the “Record Validated” button is green and the record is ready to be added.
- The screen also provides an additional feature of creating an Excel template which can be used for uploading a batch of similar records within a spreadsheet.

#### a. NAPIS 3.0 Add Record/Create Template:

**Add record | Create template** Do not use EDGE browser to upload records

**DATA MUST BE ENTERED IN ORDER (top to bottom)**

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Contact [CAPS Services](#) with any questions on these messages.

**Observation Number** is required.  
**Observation Date** is required.  
**Data Source** is required.  
**State County** is required.  
**Site** is required.  
**Pest** is required.  
**Pest Status** is required.  
**Survey Method** is required.

**Create Excel Template**  
**Record Validated - add the Record**

b. Error detected in the data to be entered:

**Add record | Create template** Do not use EDGE browser to upload records

**DATA MUST BE ENTERED IN ORDER (top to bottom)**

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

<span style="color: red;">?</span> Observation Number *	<input type="text" value="aaaaaa"/>	
<span style="color: red;">?</span> Observation Date *	<input type="text" value="20170316"/>	
<span style="color: red;">?</span> Data Source *	<input type="text" value="13"/>	OR <input type="text" value="State Ag Dept. (13)"/>
<span style="color: red;">?</span> State County *	<input type="text" value="18157"/>	OR <input type="text" value="IN - Tippecanoe (18157)"/>
<span style="color: red;">?</span> Site *	<input type="text" value="04001"/>	OR <input type="text" value="Common Apple - Malus sylvestris (04001)"/>
<span style="color: red;">?</span> Crop Life Stage	<input type="text"/>	OR <input type="text" value="Select Crop Life Stage =====&gt;"/>
<span style="color: red;">?</span> Crop Situation	<input type="text" value="28036"/>	OR <input type="text" value="Orchard (28036)"/>
<span style="color: red;">?</span> Latitude	<input type="text" value="40.416702"/>	
<span style="color: red;">?</span> Longitude	<input type="text" value="-86.875287"/>	
<span style="color: red;">?</span> Funding Year *	<input type="text" value="2017"/>	
<span style="color: red;">?</span> Funding Source *	<input type="text" value="CAPS (2)"/>	
<span style="color: red;">?</span> Survey Name *	<input type="text" value="Exotic Wood Borer/Bark Beetle Survey (11)"/>	
<span style="color: red;">?</span> Pest *	<input type="text" value="INALQQA"/>	OR <input type="text" value="* Japanese Pine Sawyer ~ Monochamus alternatus (INALQQA)"/>
<span style="color: red;">?</span> Pest Life Stage	<input type="text"/>	OR <input type="text" value="Select Pest Life Stage =====&gt;"/>
		<b>Presence/Absence</b> <input type="text" value="Positive, pest found (+)"/>
<span style="color: red;">?</span> Pest Status *	<input type="text" value="+3B"/>	<b>New/Reintroduced</b> <input type="text" value="New or reintroduced in the County (3)"/>
		<b>Establishment</b> <input type="text" value="Not known to be established (B)"/>
		<b>Eradication</b> <input type="text" value="Select value =====&gt;"/>
<span style="color: red;">?</span> Survey Method *	<input type="text" value="3001"/>	OR <input type="text" value="General Trapping Procedure (3001)"/>
<span style="color: red;">?</span> Trap *	<input type="text" value="107"/>	OR <input type="text" value="Multi-funnel Trap, 12 Funnel, Wet (107)"/>
<span style="color: red;">?</span> Lure *	<input type="text" value="105"/>	OR <input type="text" value="Alpha Pinene Lure; Ethanol Lure; Monochamol Lure (105)"/>

Contact [CAPS Services](#) with any questions on these messages.

**Confirmation Date** must not be earlier than **Observation Date**

[Create Excel Template](#)

[Record Validated - add the Record](#)

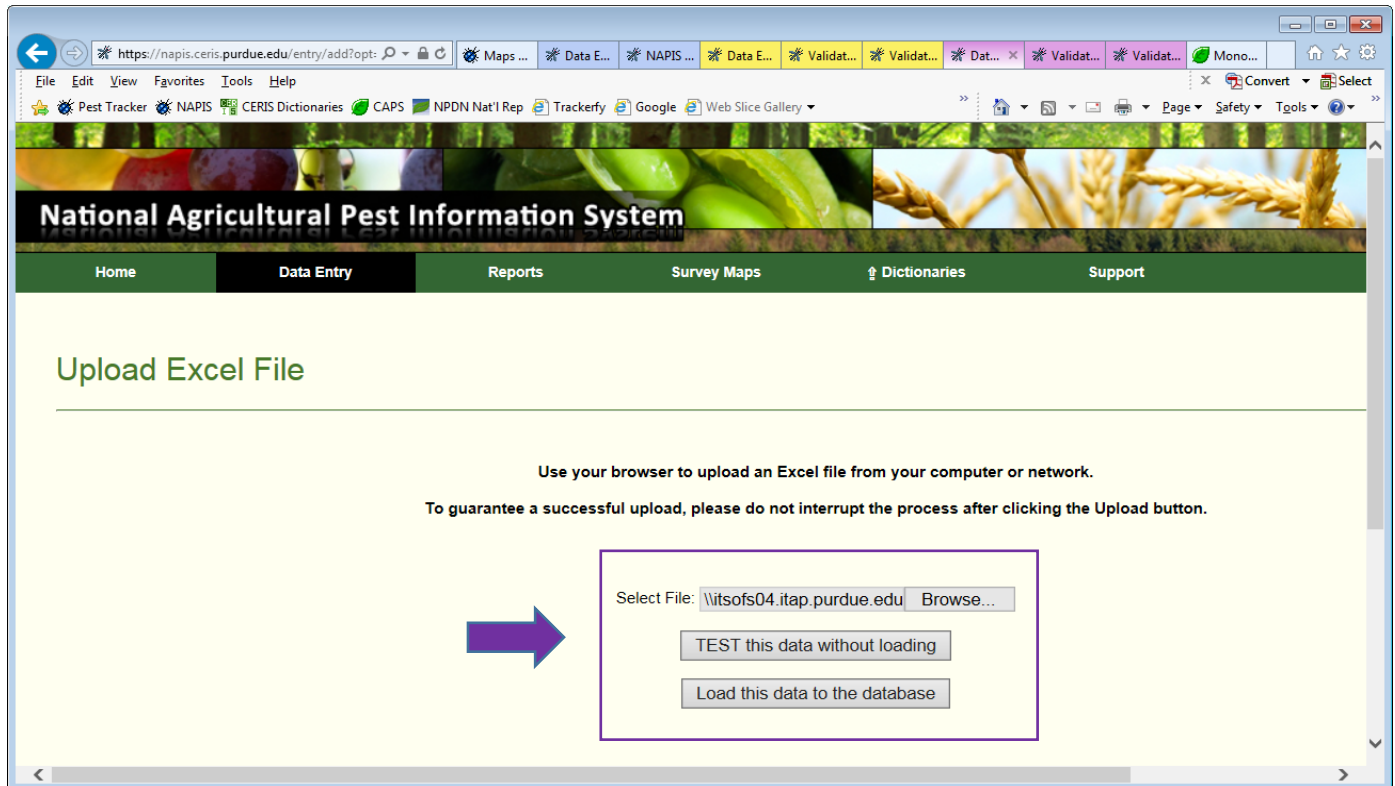


## 2. Upload Excel File

The Upload Excel file features are

- Selecting the file to be uploaded
- Checking the Excel file for errors
- Uploading the file
- Generating an email for the user with the data entry results.

### a. NAPIS 3.0 Upload Excel File:



The screenshot shows a web browser window displaying the NAPIS 3.0 interface. The browser's address bar shows the URL <https://napis.ceris.purdue.edu/entry/add?opt:>. The page features a header with the text "National Agricultural Pest Information System" and a navigation menu with options: Home, Data Entry, Reports, Survey Maps, Dictionaries, and Support. The main content area is titled "Upload Excel File" and contains the following instructions:

Use your browser to upload an Excel file from your computer or network.  
To guarantee a successful upload, please do not interrupt the process after clicking the Upload button.

A purple arrow points to a file selection box that contains the text "Select File: \\itsofs04.itap.purdue.edu Browse...". Below this box are two buttons: "TEST this data without loading" and "Load this data to the database".

b. Excel spreadsheet with multiple records to be uploaded:

1	Observation Number	Observation Date	Data Source	State County	Site	Crop Life Stage	Crop Situation	Latitude	Longitude	Funding Year	Funding Source	Survey Name	Pest	Pest Life Stage
2	aaaaaa	20170316	13	18157 35051			28036	40.416702	-86.875287	2017	2	11	INALQQA	
3	aaaaaa	20170316	13	18157 35051			28036	40.416702	-86.875287	2017	2	11	INALQQA	
4	bbbbbb	20170316	13	18181 35051			28036	40.602814	-86.867234	2017	2	11	INALQQA	
5	cccccc	20170316	13	18127 35051			28036	41.575871	-87.176146	2017	2	11	INALQQA	
6	ddddd	20170316	13	18089 35051			28036	41.482814	-87.332814	2017	2	11	INALQQA	
7	eeeeee	20170316	13	18073 35051			28036	41.193718	-87.198642	2017	2	11	INALQQA	

c. Upload Excel File Validation Results with error(s) upon testing:

Upload Excel File Validation Results

aaaaaa,20170316,13,18157,35051,,28036,40.416702,-86.875287,2017,2,11,INALQQA,,+3B,3001,107,105,,,0,5,330,5,1,180,848,9000,20170315,,,

**Error - Confirmation Date must not be earlier than Observation Date.**  
Confirmation Date: 20170315

No records have been loaded for this **test** run.  
The data in **Copy of NAPIS Template\_3.xlsx** was processed in 0.35 seconds.

Total records read....6  
Total valid records....5  
Total error records....1

d. Corrected and uploaded Excel File Validation Results:

- A summary table and map show what data has been added.

Upload Excel File Validation Results


No records have been loaded for this **test** run.  
The data in **Copy of NAPIS Template\_3.xlsx** was processed in 0.38 seconds.

Total records read....6  
Total valid records....6  
Total error records....0

Summary of all data in the input file:

Count	Status	Pest Code	Pest Name	Survey Method
5	-	INALQQA	Monochamus alternatus	General Trapping Procedure
1	+3B	INALQQA	Monochamus alternatus	General Trapping Procedure

This map shows counties with data in this file



The map displays the state of Indiana with its county boundaries. Six counties in the northern and northwestern regions are highlighted in cyan, indicating they contain data from the uploaded file. The state is labeled 'IN' in the center.

## Appendix

### 1. NAPIS 3.0 Add Record/Create Template:

**Add record | Create template** Do not use EDGE browser to upload records

**DATA MUST BE ENTERED IN ORDER (top to bottom)**

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Contact [CAPS Services](#) with any questions on these messages.

<input type="text"/> Observation Number *	<input type="text"/>	
<input type="text"/> Observation Date *	<input type="text"/>	
<input type="text"/> Data Source *	<input type="text"/>	OR <input type="text" value="Select Data Source =====&gt;"/>
<input type="text"/> State County *	<input type="text"/>	OR <input type="text" value="Select State County =====&gt;"/>
<input type="text"/> Site *	<input type="text"/>	OR <input type="text" value="Enter Text"/>
<input type="text"/> Crop Life Stage	<input type="text"/>	OR <input type="text" value="Select Crop Life Stage =====&gt;"/>
<input type="text"/> Crop Situation	<input type="text"/>	OR <input type="text" value="Enter Text"/>
<input type="text"/> Latitude	<input type="text"/>	
<input type="text"/> Longitude	<input type="text"/>	
<input type="text"/> Funding Year	<input type="text" value="Year =====&gt;"/>	
<input type="text"/> Pest *	<input type="text"/>	OR <input type="text" value="Enter Text"/>
<input type="text"/> Pest Status *	<input type="text"/>	Presence/Absence <input type="text" value="Select value =====&gt;"/>
<input type="text"/> Survey Method *	<input type="text"/>	OR <input type="text" value="Enter Text"/>
<input type="text"/> Quantification	<input type="text"/>	
<input type="text"/> Descriptor Units	<input type="text"/>	OR <input type="text" value="Select Descriptor Units =====&gt;"/>
<input type="text"/> Total Units Checked	<input type="text"/>	
<input type="text"/> Positive Units	<input type="text"/>	
<input type="text"/> Observation Duration	<input type="text"/>	
<input type="text"/> Diagnostic Lab	<input type="text"/>	OR <input type="text" value="Select Diagnostic Lab =====&gt;"/>
<input type="text"/> Biocontrol Target	<input type="text"/>	OR <input type="text" value="Enter Text"/>
<input type="text"/> Notes	<input type="text"/>	

**Required Fields:**  
Observation Number is required.  
Observation Date is required.  
Data Source is required.  
State County is required.  
Site is required.  
Pest is required.  
Pest Status is required.  
Survey Method is required.

2. Observation Number, Observation Date and Data Source entered:

**Add record | Create template** Do not use EDGE browser to upload records

**DATA MUST BE ENTERED IN ORDER (top to bottom)**

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

<input type="text" value="aaaaaa"/>	OR	<b>Select Data Source ==&gt;&gt;</b>
<input type="text" value="20170316"/>	OR	Army Corps Of Engineers (27)
<input type="text"/>	OR	County Ag Department (46)
<input type="text"/>	OR	County Noxious Weed Department (22)
<input type="text"/>	OR	General Public (41)
<input type="text"/>	OR	Indian Tribes/Reservations (44)
<input type="text"/>	OR	Joint County/Federal (48)
<input type="text"/>	OR	Joint State/Federal (16)
<input type="text"/>	OR	Master Gardeners (43)
<input type="text"/>	OR	Municipal/City (42)
<input type="text"/>	OR	Private/Commercial (15)
<input type="text"/>	OR	Published Literature (31)
<input type="text"/>	OR	State Ag Dept. (13)
<input type="text"/>	OR	State Ag Dept./Forestry (20)
<input type="text"/>	OR	State Ag Dept./Univ.-Extension (26)
<input type="text"/>	OR	State Conservation/Nat.Resources Dept. (19)
<input type="text" value="Year ==&gt;&gt;"/>	OR	State Experiment Station (18)
<input type="text"/>	OR	State Fish And Wildlife Service (29)
<input type="text"/>	OR	State Natural Resources Dept./Forestry (21)
<input type="text"/>	OR	U.S. Army (39)
<input type="text"/>	OR	U.S. Fish And Wildlife Service (25)
<input type="text"/>	OR	U.S. Forest Service (12)
<input type="text"/>	OR	U.S. National Park Service (23)
<input type="text"/>	OR	University/Experiment Station (28)
<input type="text"/>	OR	University/Extension (14)
<input type="text"/>	OR	Unspecified/Other (99)
<input type="text"/>	OR	USDA-APHIS (11)
<input type="text"/>	OR	USDA-ARS (17)

**Required Fields:**

- Data Source** is required.
- State County** is required.
- Site** is required.
- Pest** is required.
- Pest Status** is required.
- Survey Method** is required.
- Funding Year, Funding Source, and Survey Name** are required for more information.

[Create Excel Template](#)

[Record Validated - add the Record](#)



3. State/County, Site/Host and Crop Situation (type of location) are chosen and entered:

https://napis.ceris.purdue.edu/entry/add?opt=5

Maps of Jap... Data Entry - ... Crop Situati... Data Entr... NAPIS - Nat... Validation R... Validation R... Monocham...

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# National Agricultural Pest Information System

Home Data Entry Reports Survey Maps Dictionaries Support

## Add record | Create template

Do not use EDGE browser to upload records

DATA MUST BE ENTERED IN ORDER (top to bottom)

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Observation Number \* aaaaaa

Observation Date \* 20170316

Data Source \* 13 OR State Ag Dept. (13)

State County \* 18157 OR IN - Tippecanoe (18157)

Site \* 35051 OR Fir - Abies sp./spp. (35051)

Crop Life Stage OR Select Crop Life Stage ==>

Crop Situation OR forest

Latitude

Longitude

Funding Year \* Year ==>

Pest \* OR

Pest Status \* OR

Survey Method \* OR Enter Text

Quantification

Contact CAPS Services with any questions on these message

Pest is required.

Pest Status is required.

Survey Method is required.

Funding Year, Funding Source, and Survey Name are required. See the help page for more information.

Create Excel Template

Record Validated - add the Record

Forest (30000)

Forest - Broadleaved (Hardwood) (30001)

Forest - Conifer (Softwood) (30002)

Reforestation Prog./Tree Farm (30006)

State Forest/Park (30020)

Urban Forest (30079)

Us National Forest Or Park (30030)

#### 4. Funding Year, Source and Survey Name are chosen and entered:

**Add record | Create template** Do not use EDGE browser to upload records

**DATA MUST BE ENTERED IN ORDER (top to bottom)**

\* Fields in red are required Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Contact [CAPS Services](#) with any questions on these messages

**Pest** is required.  
**Pest Status** is required.  
**Survey Method** is required.  
This account can not upload data for this County.

[Create Excel Template](#)  
[Record Validated - add the Record](#)

<b>Observation Number *</b>	aaaaaa
<b>Observation Date *</b>	20170316
<b>Data Source *</b>	13 OR State Ag Dept. (13)
<b>State County *</b>	18157 OR IN - Tippecanoe (18157)
<b>Site *</b>	35051 OR Fir - Abies sp./spp. (35051)
<b>Crop Life Stage</b>	OR Select Crop Life Stage =====>
<b>Crop Situation</b>	30002 OR Forest - Conifer (Softwood) (30002)
<b>Latitude</b>	Select Survey Name =====>
<b>Longitude</b>	Agroforestry Pest Survey (59)
<b>Funding Year *</b>	Citrus Commodity Survey (5)
<b>Funding Source *</b>	Corn Commodity Survey (28)
<b>Survey Name *</b>	Cotton Commodity Survey (29)
<b>Pest *</b>	Cyst Nematode Survey (6)
<b>Pest Status *</b>	Exotic Buprestid (Cerceris) Survey (8)
<b>Survey Method *</b>	Exotic Wood Borer/Bark Beetle Survey (11)
<b>Quantification</b>	Field Crops Pest Survey (30)
<b>Descriptor Units</b>	Forest Pest Survey (12)
<b>Total Units Checked</b>	General Nematode Survey (56)
<b>Positive Units</b>	Mollusk Survey (16)
<b>Observation Duration</b>	Nursery and Retail Plants Pest Survey (35)
<b>Diagnostic Lab</b>	Oak Commodity Survey (36)
	Palm Commodity Survey (37)
	Pine Commodity Survey (38)
	Rice Pest Survey (39)
	Small Grains Commodity Survey (42)
	Soybean Commodity Survey (43)
	Tree Nursery Pest Survey (111)
	Tropical Hosts Commodity Survey (116)
	Vegetable Crops Pest Survey (47)
	Select Diagnostic Lab =====>

5. Pest, Pest Life Stage, Pest Status are chosen and entered:

https://napis.ceris.purdue.edu/entry/add?opt=5

\* Fields in red are required

Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Observation Number \* aaaaaa

Observation Date \* 20170316

Data Source \* 13 OR State Ag Dept. (13)

State County \* 18157 OR IN - Tippecanoe (18157)

Site \* 35051 OR Fir - Abies sp./spp. (35051)

Crop Life Stage OR Select Crop Life Stage ==>

Crop Situation 30002 OR Forest - Conifer (Softwood) (30002)

Latitude 40.416702

Longitude -86.875287

Funding Year \* 2017

Funding Source \* CAPS (2)

Survey Name \* Exotic Wood Borer/Bark Beetle Survey (11)

Pest \* INALQQA OR \* Japanese Pine Sawyer ~ Monochamus alternatus (INALQQA)

Pest Life Stage I5 OR Insects - Adult (Imago) (I5)

Pest Status \* Presence/Absence Select value ==>  
Positive, pest found (+)  
Negative, pest not found (-)

Survey Method \* OR Enter Text

Quantification

Descriptor Units OR Select Descriptor Units ==>

Total Units Checked

Positive Units

Observation Duration

Diagnostic Lab OR Select Diagnostic Lab ==>

Biocontrol Target OR Enter Text

Notes

Contact CAPS Services with any questions on these message

Pest Status is required.

Survey Method is required.

Create Excel Template

Record Validated - add the Record

## 6. Survey Method, Trap and Lure are chosen and entered:

Fields in red are required. Enter known field values in the column on the left or choose from the dropdown or predictive list in the center.

Observation Number \* aaaaaa  
 Observation Date \* 20170316  
 Data Source \* 13 OR State Ag Dept. (13)  
 State County \* 18157 OR IN - Tippecanoe (18157)  
 Site \* 35051 OR Fir - Abies sp./spp. (35051)  
 Crop Life Stage OR Select Crop Life Stage =====>  
 Crop Situation 30002 OR Forest - Conifer (Softwood) (30002)  
 Latitude 40.416702  
 Longitude -86.875287  
 Funding Year \* 2017  
 Funding Source \* CAPS (2)  
 Survey Name \* Exotic Wood Borer/Bark  
 Pest \* INALQQA OR  
 Pest Life Stage I5 OR  
 Pest Status \* +3B

Select Lure =====>

- 3Z-Lactone Lure (111)
- Acrobasis nuxvorella Lure, Scentry Biologicals (141)
- Acrolepiopsis assectella Lure (53)
- Adoxophyes orana Lure (1)
- Agriotes lineatus Lure (80)
- Agriotes obscurus Lure (81)
- Alpha Pinene Lure (2)
- Alpha Pinene UHR Lure (3)
- Alpha Pinene UHR Lure; Ethanol Lure (103)
- Alpha Pinene UHR Lure; Ethanol Lure; Monochamol Lure (105)
- Ammonium Acetate Lure, Bait Enhancer (112)
- Ammonium Acetate Lure, Bait Enhancer (144)
- Ammonium Carbonate Lure (146)
- Archips xylosteanus Lure (4)
- Argyresthia pruniella Lure (72)
- Argyrotaenia ljugiana Lure (126)
- Arizona 2017 Lure (142)
- Autographa gamma Lure (5)
- Beta Pinene UHR (6)
- Boll Weevil Lure - 2 Week (50)
- Boll Weevil Lure - 4 Week (51)
- Cactoblastis cactorum Lure (79)
- Callidiellum rufipenne Lure (124)
- Carposina niponensis Lure (127)
- Chilo partellus Lure (113)
- Chilo suppressalis Lure (7)
- Connartia nasturtium Lure, AlphaScents (120)
- Conogethes punctiferalis Lure (74)
- Cryptoblabes gnidiella Lure (61)

Survey Method \* 3001 OR  
 Trap \* 107 OR  
 Lure \* OR  
 Quantification \*  
 Descriptor Units \* 330 OR  
 Total Units Checked \*  
 Positive Units \*  
 Observation Duration \*

Contact CAPS Services with any questions on these message  
 Diagnostic Lab is required with positive records.  
 Total Units Checked and Observation Duration are Descriptor Units.  
 Positive trapping records must specify Positive Units.  
 Quantification is required for trapping records.  
 Survey Method 3001 must coincide with a Trap and Lure.

Create Excel Template

## 7. In collaboration with CPHST, the CAPS Resource and Collaboration website's Approved Methods provides information on traps and lures for priority pests:

**Survey**

**Approved Method(s):**

Method	Product Name / Instructions	NAPIS Survey Method
Trap	107 - Multi-funnel Trap, 12 Funnel, Wet	3001 - General Trapping Procedure
Trap	105 - Multi-funnel Trap, 8 Funnel, Wet	3001 - General Trapping Procedure
Trap	2 - Cross Vane Panel Trap, Black	3001 - General Trapping Procedure

**Approved Lure(s):**

Option	Product Name	Dispenser	Effectiveness	Compound(s)
1	Monochamol Lure	see notes	28 days	2-(undecyloxy)-ethanol
	Alpha Pinene UHR Lure	polysleeve	56 days	<a href="#">alpha pinene</a>
	Ethanol Lure	polysleeve	56 days	<a href="#">ethanol</a>

**Lure Placement:** Do not include lures for other target species in the trap when trapping for this target.

## 8. Diagnostic Lab, Confirmation Method and Confirmation Date are entered:

https://napis.ceris.purdue.edu/entry/add?opt=5

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Convert Select

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?	Crop Situation	30002	OR	Forest - Conifer (Softwood) (30002)
?	Latitude	40.416702		
?	Longitude	-86.875287		
?	Funding Year *	2017		
?	Funding Source *	CAPS (2)		
?	Survey Name *	Exotic Wood Borer/Bark Beetle Survey (11)		
?	Pest *	INALQQA	OR	* Japanese Pine Sawyer ~ Monochamus alternatus (INALQQA)
?	Pest Life Stage	I5	OR	Insects - Adult (Imago) (I5)
				Presence/Absence Positive, pest found (+)
?	Pest Status *	+3B		New/Reintroduced New or reintroduced in the County (3)
				Establishment Not known to be established (B)
				Eradication Select value ==>
?	Survey Method *	3001	OR	General Trapping Procedure (3001)
?	Trap *	107	OR	Multi-funnel Trap, 12 Funnel, Wet (107)
?	Lure *	105	OR	Alpha Pinene UHR Lure; Ethanol Lure; Monochamol Lure (1)
?	Quantification *	5		
?	Descriptor Units *	330	OR	Select Confirmation Method ==>>
?	Total Units Checked *	5		Bioassay (9003)
?	Positive Units *	1		DNA Analysis (PCR) (9011)
?	Observation Duration *	180		DNA Sequencing (9012)
?	Diagnostic Lab *	848	OR	Electron Microscope (9007)
?	Confirmation Method *	9000	OR	Electrophoresis (9010)
?	Confirmation Date *			Full Morphometric (9006)
?	Biocontrol Target		OR	Full Morphometric (USDA) (9009)
?	Notes			Light Microscope (9000)
				Optical Scanning (9020)
				Selective Media (9004)
				Serology (ELISA) (9002)
				Serology (Immunostrip) (9013)
				Virus Indexing (9005)
				Visual ID (no microscope) (9001)

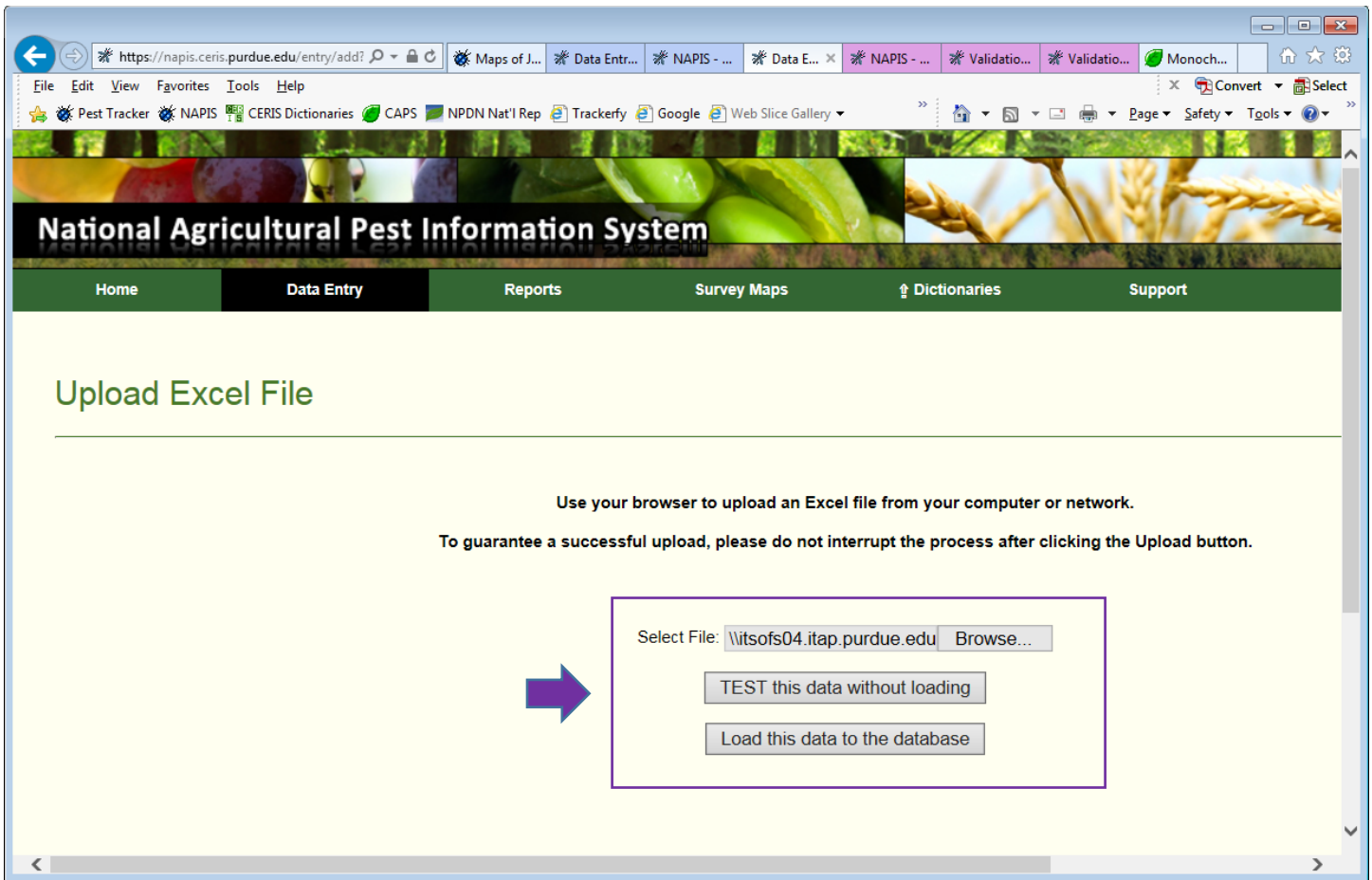
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9. When no errors present; the button, “Record Validated – add the Record” is green; the data record is ready to be entered:

10. The green button, “Create Excel Template” is used for creating an Excel template to upload data in a batch:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Observation Number	Observation Date	Data Source	State County	Site	Crop Life Stage	Crop Situation	Latitude	Longitude	Funding Year	Funding Source	Survey Name	Pest	Pest Life Stage
2	aaaaaa	20170316	13	18157	35051		30002	40.416702	-86.875287	2017		2	11	INALQQA
3	aaaaaa	20170316	13	18157	35051		30002	40.416702	-86.875287	2017		2	11	INALQQA
4	bbbbbb	20170316	13	18181	35051		30002	40.602814	-86.867234	2017		2	11	INALQQA
5	cccccc	20170316	13	18127	35051		30002	41.575871	-87.176146	2017		2	11	INALQQA
6	dddddd	20170316	13	18089	35051		30002	41.482814	-87.332814	2017		2	11	INALQQA
7	eeeeee	20170316	13	18073	35051		28036	41.193718	-87.198642	2017		2	11	INALQQA

## 11. NAPIS 3.0 Upload Excel File for batch uploads of records.



https://napis.ceris.purdue.edu/entry/add?

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Pest Tracker NAPIS CERIS Dictionaries CAPS NPDN Nat'l Rep Trackerfy Google Web Slice Gallery

# National Agricultural Pest Information System

Home Data Entry Reports Survey Maps Dictionaries Support

## Upload Excel File

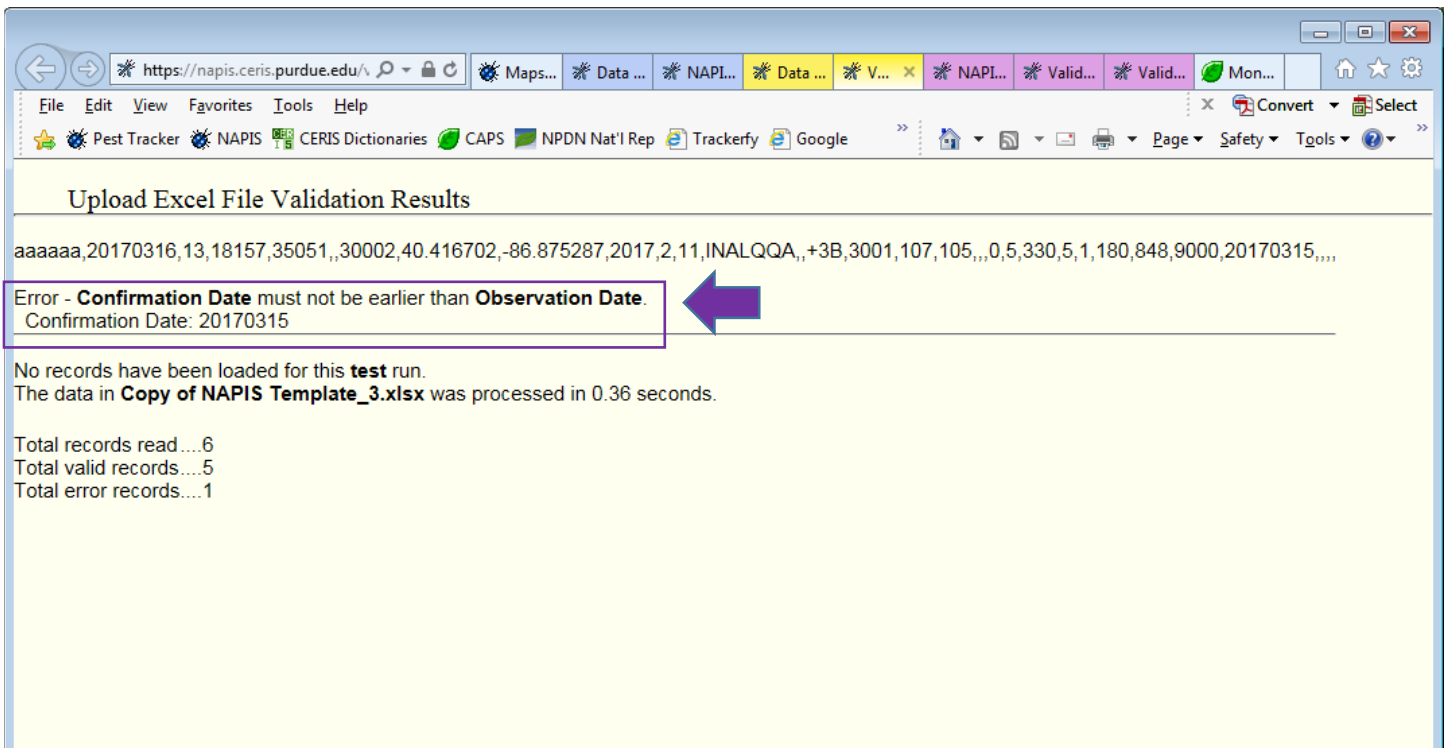
Use your browser to upload an Excel file from your computer or network.  
To guarantee a successful upload, please do not interrupt the process after clicking the Upload button.

Select File:  Browse...

TEST this data without loading

Load this data to the database

## 12. Upload Excel File Validation results with an error:



https://napis.ceris.purdue.edu/

File Edit View Favorites Tools Help

Pest Tracker NAPIS CERIS Dictionaries CAPS NPDN Nat'l Rep Trackerfy Google

## Upload Excel File Validation Results

aaaaaa,20170316,13,18157,35051,,30002,40.416702,-86.875287,2017,2,11,INALQQA,,+3B,3001,107,105,,,0,5,330,5,1,180,848,9000,20170315,...

Error - Confirmation Date must not be earlier than Observation Date.  
Confirmation Date: 20170315

No records have been loaded for this test run.  
The data in Copy of NAPIS Template\_3.xlsx was processed in 0.36 seconds.

Total records read...6  
Total valid records...5  
Total error records...1

13. Email received by user with Upload Excel File Validation results - error information:

The screenshot shows an Outlook window titled "Mult \*\*CHECK\*\* with ERRORS - Indiana, Cindy Music - Message (HTML)". The interface includes a ribbon with "FILE", "MESSAGE", and "ADOBE PDF" tabs. The "MESSAGE" tab is active, showing a toolbar with actions like Delete, Reply, Forward, Move, and Follow Up. The email content is as follows:

Fri 3/17/2017 11:37 AM  
napis@purdue.edu  
Mult \*\*CHECK\*\* with ERRORS - Indiana, Cindy Music  
To Music, Cynthia L  
Cc napas@purdue.edu

Cindy Music (clmusic)  
[clmusic@purdue.edu](mailto:clmusic@purdue.edu)

aaaaaa,20170316,13,18157,35051,,28036,40.416702,-  
86.875287,2017,2,11,INALQQA,,+3B,3001,107,105,,,0,5,330,5,1,180,848,9000,20170315,,,,

**Confirmation Date must not be earlier than Observation Date.**  
Confirmation Date: 20170315

This file was used for **Test Mode**

**File Name: Copy of NAPIS Template\_3.xlsx**

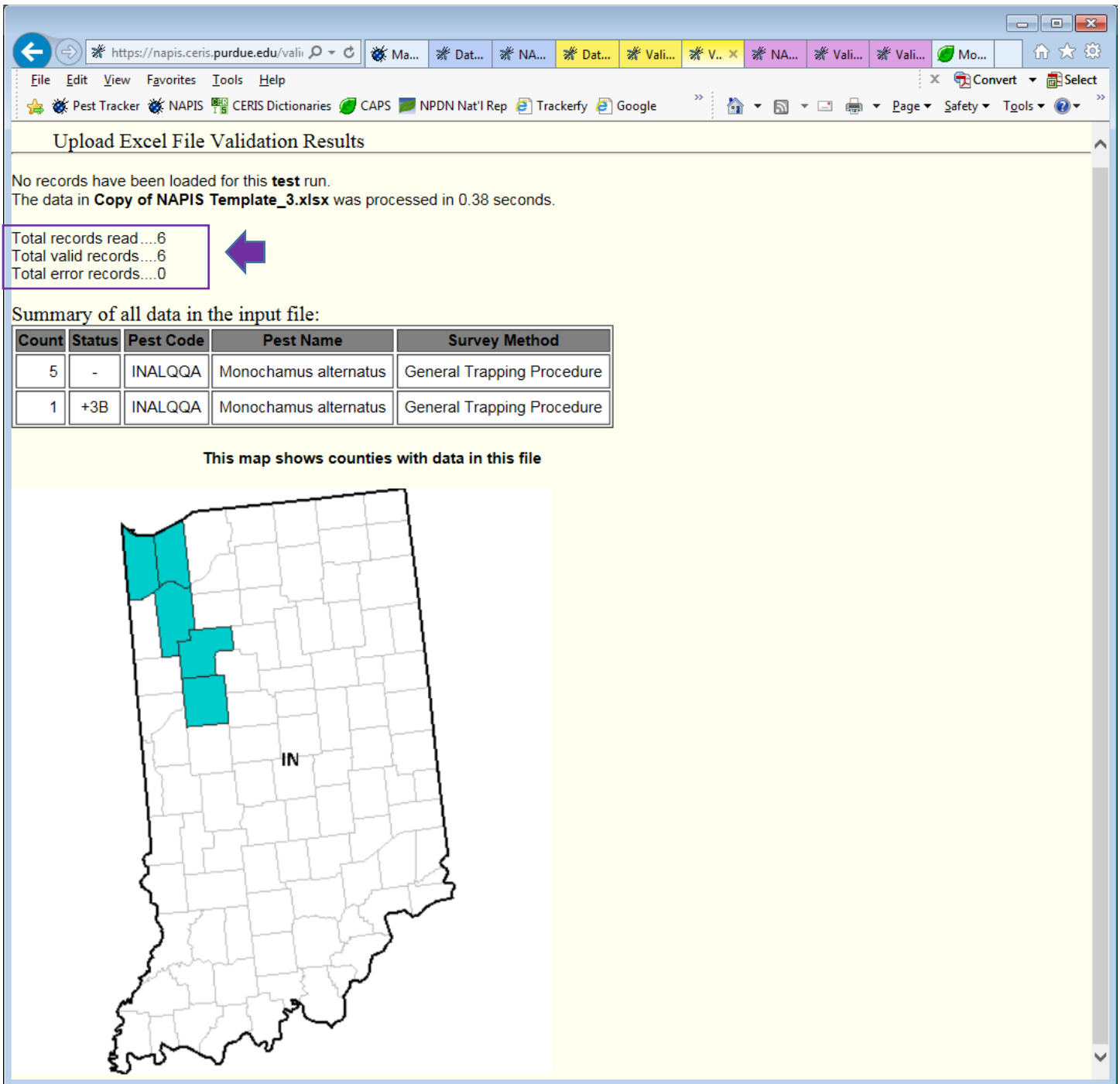
Total records read .... 6  
Total valid records .... 5  
Total error records .... 1

napis@purdue.edu Mult \*\*CHECK\*\* CLEAN run - Indiana, Cindy Music

Two purple arrows point to the error message and the "Total error records .... 1" line.



#### 14. Upload Excel File Validation results – successful upload:



Upload Excel File Validation Results


No records have been loaded for this **test** run.  
The data in **Copy of NAPIS Template\_3.xlsx** was processed in 0.38 seconds.

Total records read....6  
Total valid records....6  
Total error records....0

Summary of all data in the input file:

Count	Status	Pest Code	Pest Name	Survey Method
5	-	INALQQA	Monochamus alternatus	General Trapping Procedure
1	+3B	INALQQA	Monochamus alternatus	General Trapping Procedure

This map shows counties with data in this file



The map displays the state of Indiana with its county boundaries. Several counties in the northern and northwestern regions are highlighted in cyan, indicating that data from the uploaded file is associated with these counties. The state abbreviation 'IN' is visible in the center of the map.

15. Email sent to user with Upload Excel File Validation results – successful upload:

The screenshot shows an Outlook email window with the following details:

- Subject:** Mult **\*\*CHECK\*\*** CLEAN run - Indiana, Cindy Music
- From:** napis@purdue.edu
- To:** Music, Cynthia L
- Cc:** napis@purdue.edu

The email body contains the following text:

Cindy Music (clmusic)  
[clmusic@purdue.edu](mailto:clmusic@purdue.edu)

This file was used for **Test Mode**

**File Name: Copy of NAPIS Template\_3.xlsx**

Total records read .... 6  
Total valid records .... 6  
Total error records .... 0

A purple arrow points to the validation summary text.

**Summary of all data in the input file:**

Count	Status	Pest Code	Pest Name	Survey Method
5	-	INALQQA	Monochamus alternatus	General Trapping Procedure
1	+3B	INALQQA	Monochamus alternatus	General Trapping Procedure

The bottom of the email window shows the sender's name and a small profile picture icon.