



## Uploading a Dataset into HEDDS

1. Log into the HEDDS application
  - a. Go to the URL <http://wildlifedisease.nbii.gov/ai>
  - b. Click the 'Login' button in the left hand navigation pane
  - c. Read and understand the agreement posted
  - d. Enter your username and password to enter HEDDS
    - i. If you do not have a username or password, contact your Data Administrator to get signed up.
  - e. Select the agency you are representing from the list
  - f. Click the 'Go' button to be directed to the Main Menu
2. From the Main Menu, select the 'HEDDS Dataset Uploader' option
  - a. Enter a name for the file you want to upload. This name will be used to access the file for editing, sent to the USGS NWHC to notify them that data have been submitted, and sent to your Data Administrator to notify them that new data are posted for their review.
    - i. **Make sure this name is unique from any other you have submitted before. It will not overwrite existing files, but it will confuse the NWHC and the Data Administrator!**
  - b. Select the file from your computer to upload by clicking the 'Browse' button on the screen.
  - c. Click the 'Upload File' button and wait for the upload to finish. A progress bar will display to let you know the progress of the upload.
  - d. If you encounter any errors, they will display above the form.
  - e. Correct any errors noted, and submit the dataset again.

### ***Great!! My file was uploaded... now what?!***

1. After you upload a file you need to access the 'HEDDS Dataset Editor' option from the Main Menu to review and submit the dataset for approval.
  - a. **If this step isn't performed, no one will be notified that your dataset has been submitted.**
2. Go to the Main Menu; select the 'HEDDS Dataset Editor' option to access that tool.
3. Pick the dataset name from the dropdown menu that you gave the file when you initially uploaded it.
4. You will see the list of records in the table on the screen.

5. Before you ‘Send the dataset for review’; look over the information to ensure that you are satisfied with what you see. Review the data for accuracy and completeness.
6. After you’re satisfied with the dataset, click the ‘Send the dataset for review’ button.
  - a. This will notify the Data Administrator and the appropriate NWHC personnel that there are new data waiting for review.

### ***Troubleshooting Uploading Errors***

1. If you are having problems uploading a dataset and cannot figure out the errors, make sure you are using the latest HEDDS Excel sheets posted on the HEDDS Document page (<http://wildlifedisease.nbii.gov/ai/documents.jsp>)
2. Possible errors during the upload process can result from:
  - a. Using an older version of the Excel sheet where the column headings do not match what is expected by the Uploader tool.
    - i. The error message that displays is “Unable to upload file due to error. Please try again. Error = java.lang.NullPointerException”
    - ii. Solution – download the latest HEDDS Excel sheet (<http://wildlifedisease.nbii.gov/ai>) and copy and paste your data into the appropriate columns.
  - b. Uploading an empty HEDDS Excel sheet

If you continue to encounter errors that you cannot decipher, please contact us at [wdin@usgs.gov](mailto:wdin@usgs.gov)

Attach your Excel sheet to that email so we can examine it for problems.