# How to Bulk Upload Observation Reports through the Vernal Pool & Rare Species (VPRS) Reporting System

Natural Heritage & Endangered Species Program
Massachusetts Division of Fisheries & Wildlife

# Report Home Page

**(Depending on your report type you should access this feature via the appropriate home page (i.e. Plant, Animal, or Vernal Pool))**

In addition to the standard report creation method as described in the Plant, Animal, and Vernal Pool Tutorials, you can also create observation reports through the VPRS Bulk Upload feature.

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home | vernal pools | plants | animals | survey

NHESP Natural Heritage & Endangerd Species Program

Enter an observation number to open one directly

New Animal Report | Bulk Import From Spreadsheet

To Start, click the "Bulk Import From Spreadsheet" button to bulk import your Plant, Animal, *or* Vernal Pool Observation Reports

## Animal Home

**To create new reports click the 'New Animal Report' button.**

**Animal Observation Reports Summary**

| | |
|---|---|
| 12 | In Progress |
| 5 | Submitted |
| 0 | Additional Information Requested |
| 0 | Received |
| 1 | Accepted |
| 0 | Lead |
| 0 | Not Accepted |

**Bulk Upload Option**

Reports can be created in bulk form using a pre-defined spreadsheet template. For more information, please read the Bulk Upload Instructions.

There are different spreadsheet templates for each the Plant, Animal, and Vernal Pool reports and they are not interchangeable. Be sure to use the appropriate template for the type of report you are planning to upload.

**My Animal Observations**

Viewing 0 to 18 out of 18 results tot

| Observation # | Date Created | Scientific Name | Common Name | Town | Site Name | Status | Associated Survey | Associated I |
|---|---|---|---|---|---|---|---|---|
| A948 | 8/21/2012 | Enallagma laterale | New England Bluet | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A947 | 8/21/2012 | | American Robin | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A946 | 8/21/2012 | Ambystoma jeffersonianu | Jefferson Salamander | Palmer | | In Progress | | 0 |
| A945 | 8/21/2012 | Agkistrodon contortrix | Copperhead | New Marlborough | copperhead site 1 | Submitted | | 0 |
| A944 | 8/16/2012 | Ambystoma jeffersonianu | Jefferson Salamander | Abington | | In Progress | | 0 |
| A937 | 8/8/2012 | Enallagma laterale | New England Bluet | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A936 | 8/8/2012 | | American Robin | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A935 | 8/8/2012 | Anax longipes | Comet Darner | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A934 | 8/8/2012 | Haliaeetus leucocephalus | Bald Eagle | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A933 | 8/8/2012 | Sorex palustris | Water Shrew | Swansea | Sopa - Bulk 8 | In Progress | 12-34567 | 0 |
| A932 | 8/8/2012 | Alasmidonta undulata | Triangle Floater | Amesbury | Alun - Bulk 7 | Submitted | 12-34567 | 0 |
| A931 | 8/8/2012 | Scaphiopus holbrookii | Eastern Spadefoot | Sharon | Scho - Bulk 6 | In Progress | 12-34567 | 0 |
| A930 | 8/8/2012 | Cicindela purpurea | Cow Path Tiger Beetle | Chatham | Cipu - Bulk 5 | In Progress | 12-34567 | 0 |
| A929 | 8/8/2012 | Catostomus catostomus | Longnose Sucker | Canton | Caca - Bulk 4 | Submitted | S8 | 0 |
| A928 | 8/8/2012 | Hemileuca maia | Barrens Buckmoth | Hudson | Hema - Bulk 3 | Submitted | 12-34567 | 0 |
| A927 | 8/8/2012 | Terrapene carolina | Eastern Box Turtle | Taunton | Teca - Bulk 2 | Submitted | S85 | 0 |
| 926 | 8/8/2012 | Cyanocitta cristata | Blue Jay | Chelmsford | Cycr - Bulk 1 | Accepted | 12-34567 | 1 |
| 924 | 8/8/2012 | Lithobates pipiens | Northern Leopard Frog | Sherborn | | In Progress | | 0 |

**Selected Observation Details**

**Observation #:** A936
**Scientific Name:**
**Common Name:** American Robin
**Date Created:** 8/8/2012
**Last Date Updated:** 8/24/2012
**Date Submitted:**
**Town:** Chelmsford
**Site Name:** Cycr - Bulk 1
**Number of Observation Locations Reported:** 5

**Status of report:** In Progress
**Survey Number:** 12-34567
**NHESP File Number:**
**Collection Permit Number:** 654.321CP
**Messages:** 0
**Observation Dates:**

1/2/2011
2/3/2012
3/4/2011

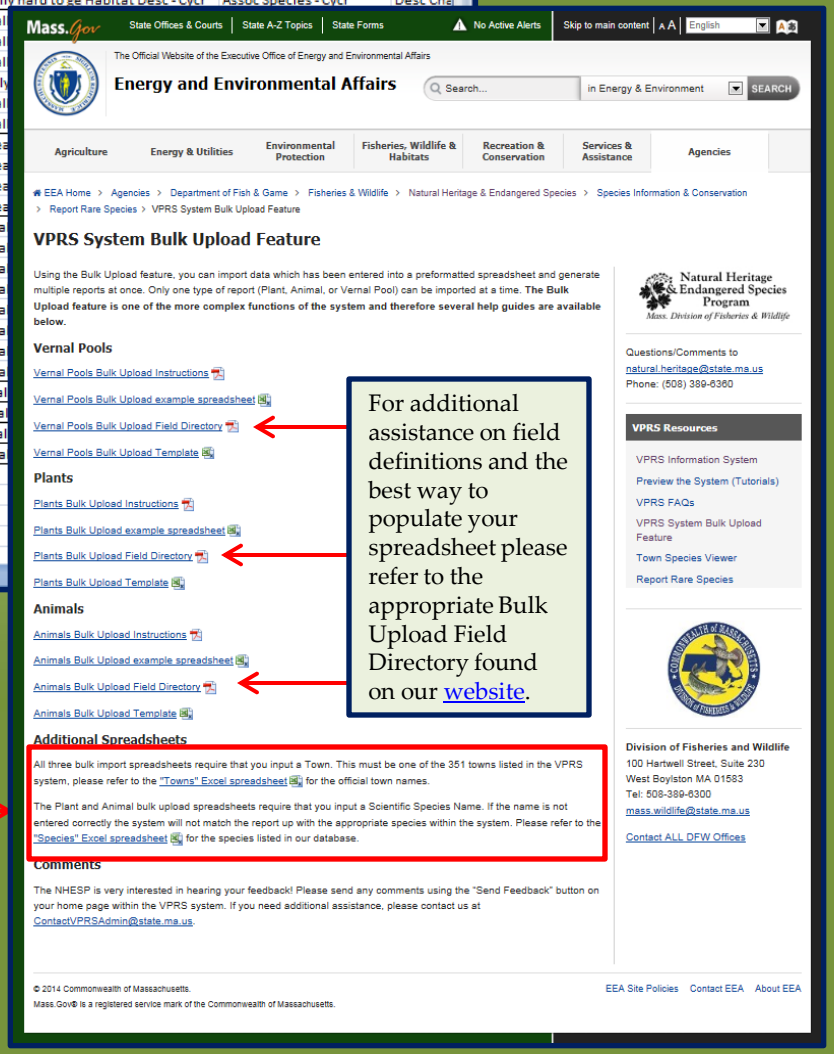
Copy Report | Open Report

# Populating your spreadsheet

Using the appropriate template (Plant, Animal, or Vernal Pool), populate your bulk upload spreadsheet.

| | A | B | C | D | E | F | G | H | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Report Id | Species | Taxonomic Group | Town | Site Name | Site Directions | Habitat Description | Other Associated Species | Species D |
| 2 | Do Not Rer | Do Not Remove | Do Not Remove | Do Not Remove | Do Not Remove | Do Not Remove | Do Not Remove | Do Not Remove | Do Not R |
| 3 | 1 | Cyanocitta cristata | Bird | Chelmsford | Cycr - Bulk 1 | Cycr - Directions to the site. It was really hard to ge | Habitat Desc - Cycr | Assoc Species - Cycr | Desc Cha |
| 4 | 1 | Cyanocitta cristata | Birds | Chelmsford | Cycr - Bulk 1 | Cycr - Directions to the site. It was really hard to ge | Habitat Desc - Cycr | Assoc Species - Cycr | Desc Cha |
| 5 | 1 | Cyanocitta cristata | Birds | Chelmsford | Cycr - Bulk 1 | Cycr - Directions to the site. It was really hard to ge | Habitat Desc - Cycr | Assoc Species - Cycr | Desc Cha |
| 6 | 1 | Cyanocitta cristata | Birds | Chelmsford | Cycr - Bulk 1 | Cycr - Directions to the site. It was really hard to ge | Habitat Desc - Cycr | Assoc Species - Cycr | Desc Cha |
| 7 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 2 | Teca - Directions to the site. It was real | | | |
| 8 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 2 | Teca - Directions to the site. It was real | | | |
| 9 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 2 | Teca - Directions to the site. It was real | | | |
| 10 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 24 | Teca - Direction to the site. It was really | | | |
| 11 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 2 | Teca - Directions to the site. It was real | | | |
| 12 | 2 | Terrapene carolina | Reptiles | Taunton | Teca - Bulk 2 | Teca - Directions to the site. It was real | | | |
| 13 | 3 | Hemileuca maia | Butterflies/Moths | Hudso | Hema - Bulk 3 | Hema - Directions to the site. It was rea | | | |
| 14 | 3 | Hemileuca maia | Butterflies/Moths | Hudson | Hema - Bulk 3 | Hema - Directions to the site. It was rea | | | |
| 15 | 3 | Hemileuca maia | Butterflies/Moths | Hudson | Hema - Bulk 3 | Hema - Directions to the site. It was rea | | | |
| 16 | 3 | Hemileuca maia | Butterflies/Moths | Hudson | Hema - Bulk 3 | Hema - Directions to the site. It was rea | | | |
| 17 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 18 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 19 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 20 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 21 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 22 | 4 | Catostomus catostomus | Fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 23 | 4 | Catostomus catostomus | Fishes | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 24 | 4 | Catostomus catostomus | fish | Canton | Caca - Bulk 4 | Caca = Directions to the site. It was rea | | | |
| 25 | 5 | Cicindela purpurea | Beetles | Chatham | Cipu - Bulk 5 | Cipu = Directions to the site. It was real | | | |
| 26 | 6 | Scaphiopus holbrookii | Amphibans | Sharon | Scho - Bulk 6 | Scho = Directions to the site. It was real | | | |
| 27 | 7 | Alasmidonta undulata | Mussels | Amesbury | Alun - Bulk 7 | Alun = Directions to the site. It was real | | | |
| 28 | 8 | Sorex palustris | Mammals | Swansea | Sopa - Bulk 8 | Sopa = Directions to the site. It was rea | | | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |
| 31 | | | | | | | | | |
| 32 | | | | | | | | | |
| 33 | | | | | | | | | |

Sheet4 Sheet2 Sheet3



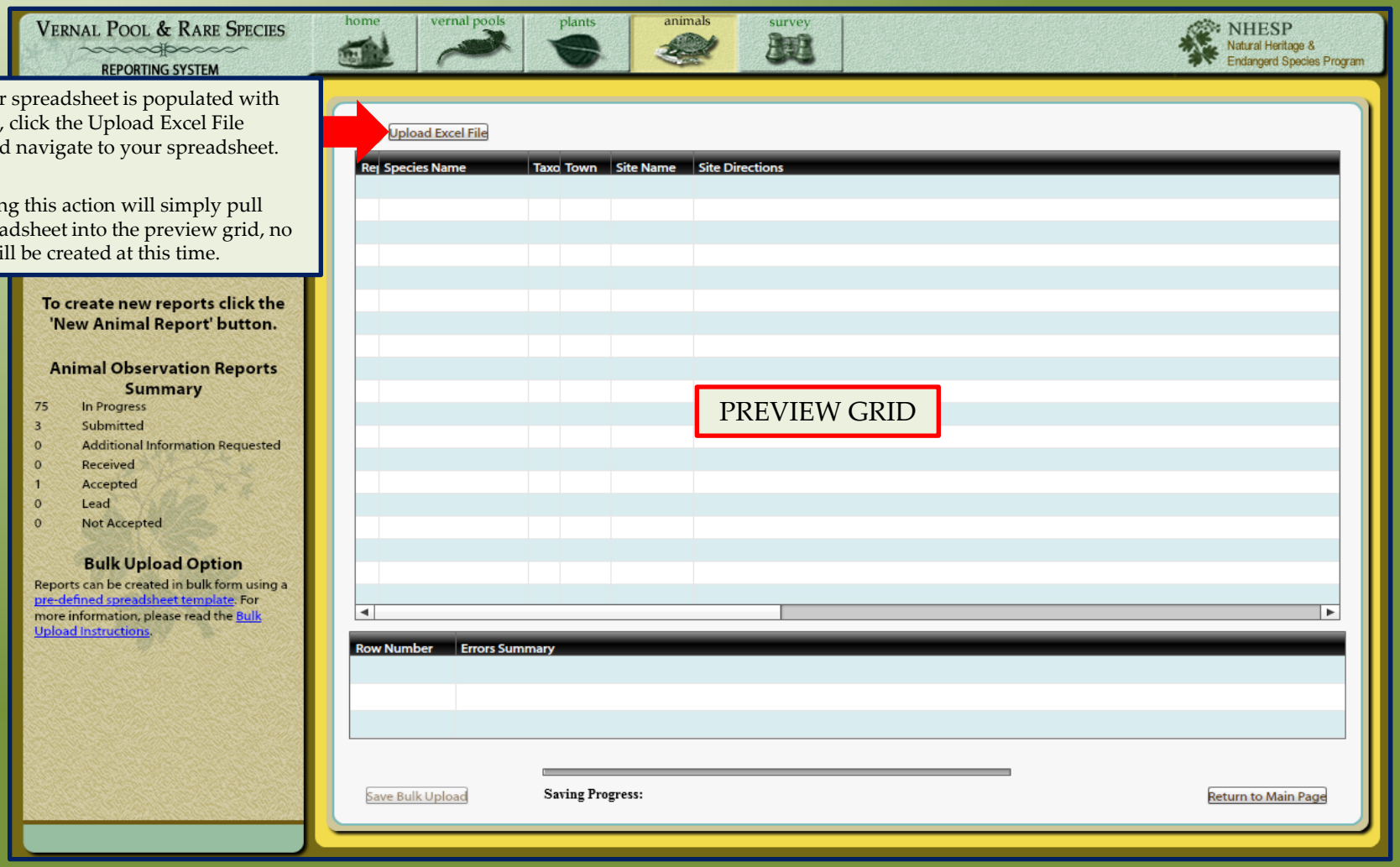

For additional assistance on field definitions and the best way to populate your spreadsheet please refer to the appropriate Bulk Upload Field Directory found on our website.

From our website you can also access a list of the standardized Town names acceptable for use in VPRS, as well as the entire Species Directory which includes the accepted Taxonomic Group names needed to upload your reports.

# Previewing your upload

Once your spreadsheet is populated with your data, click the Upload Excel File button and navigate to your spreadsheet.

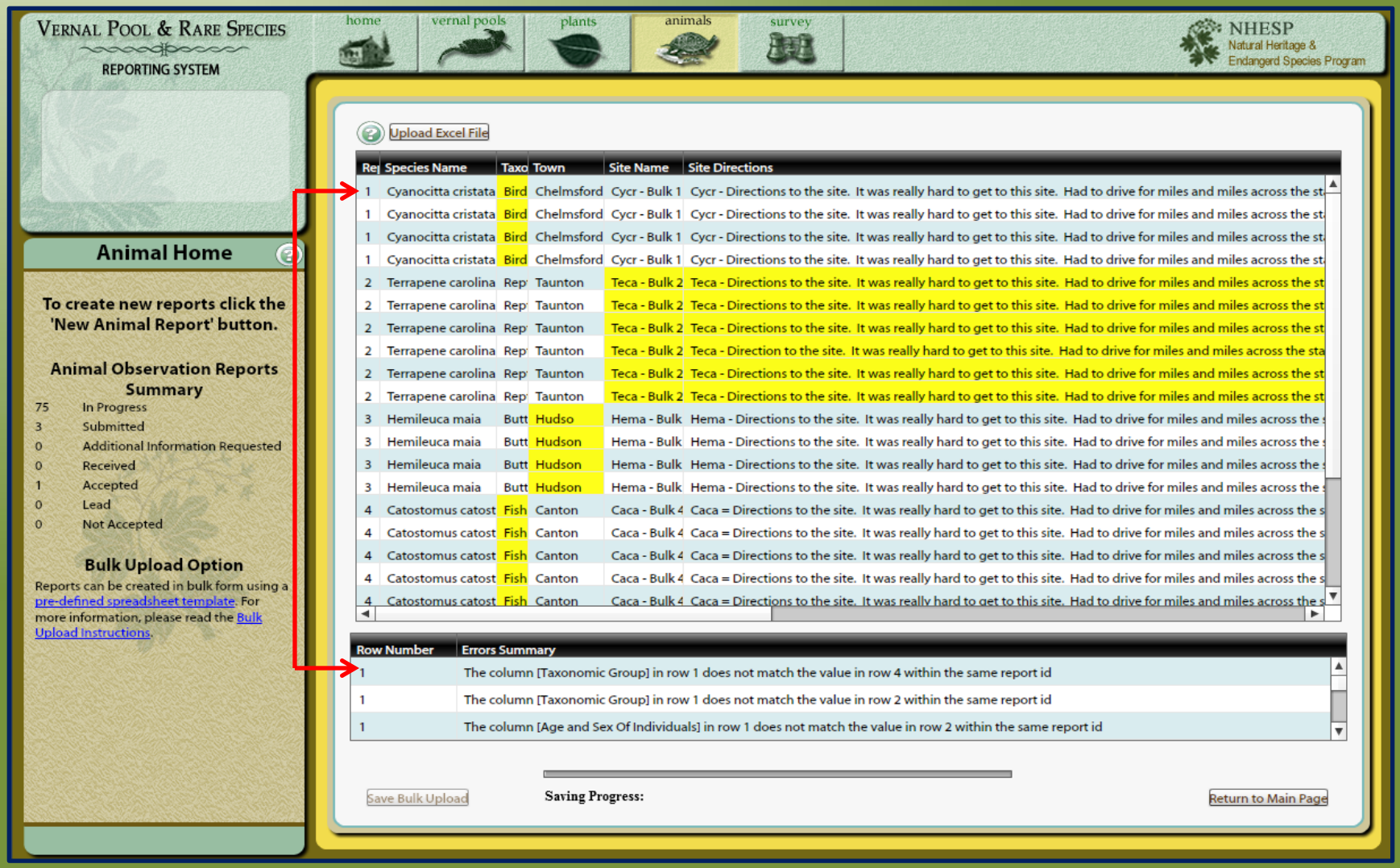
Completing this action will simply pull your spreadsheet into the preview grid, no reports will be created at this time.



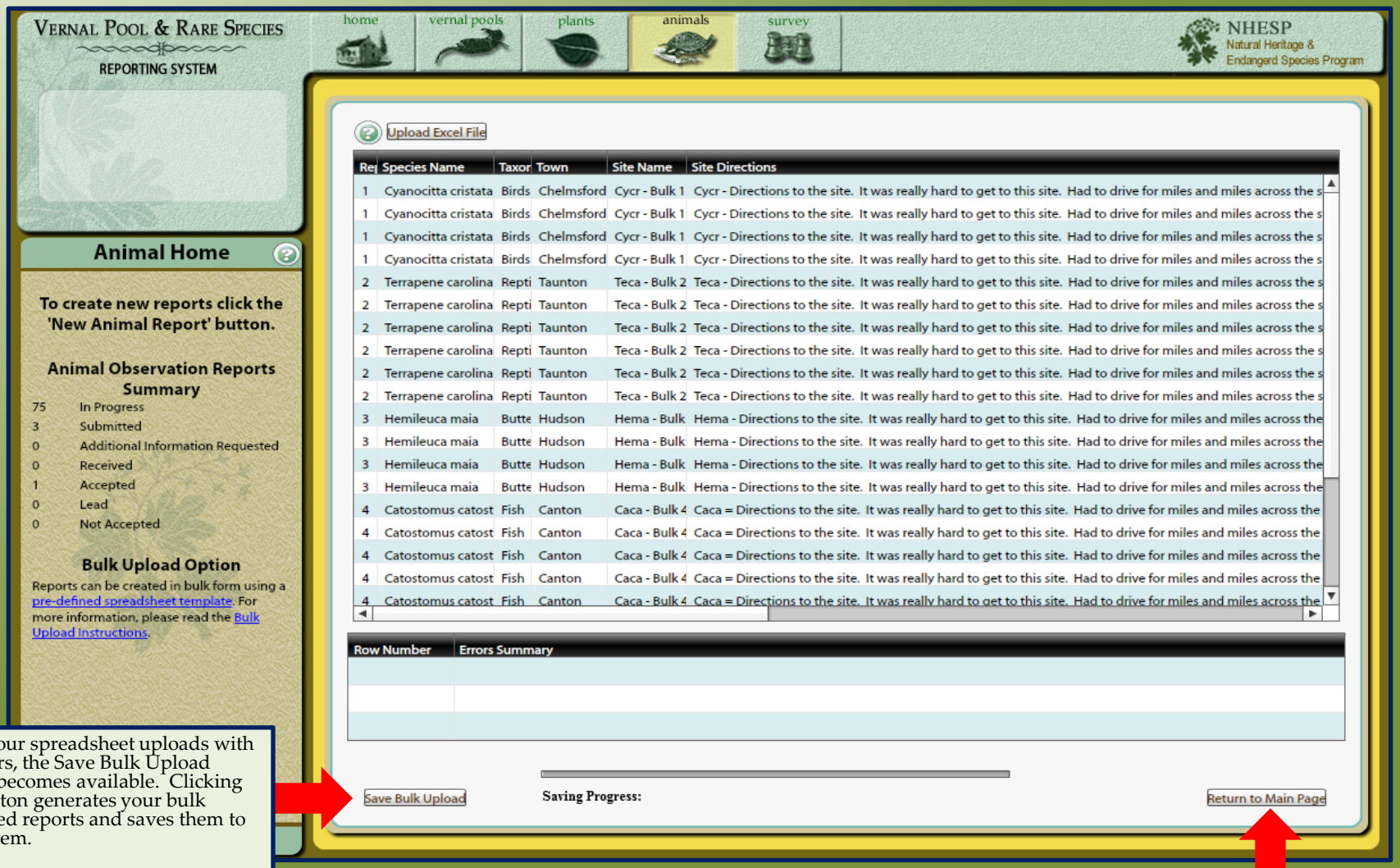
# Validating your spreadsheet

Once you have uploaded your Excel File, the VPRS system will check for any errors and both highlight them in the preview grid, and list them in the Errors Summary window.

**NOTE**: Any errors must be corrected in your original spreadsheet and re-uploaded.



# Saving your Bulk Upload

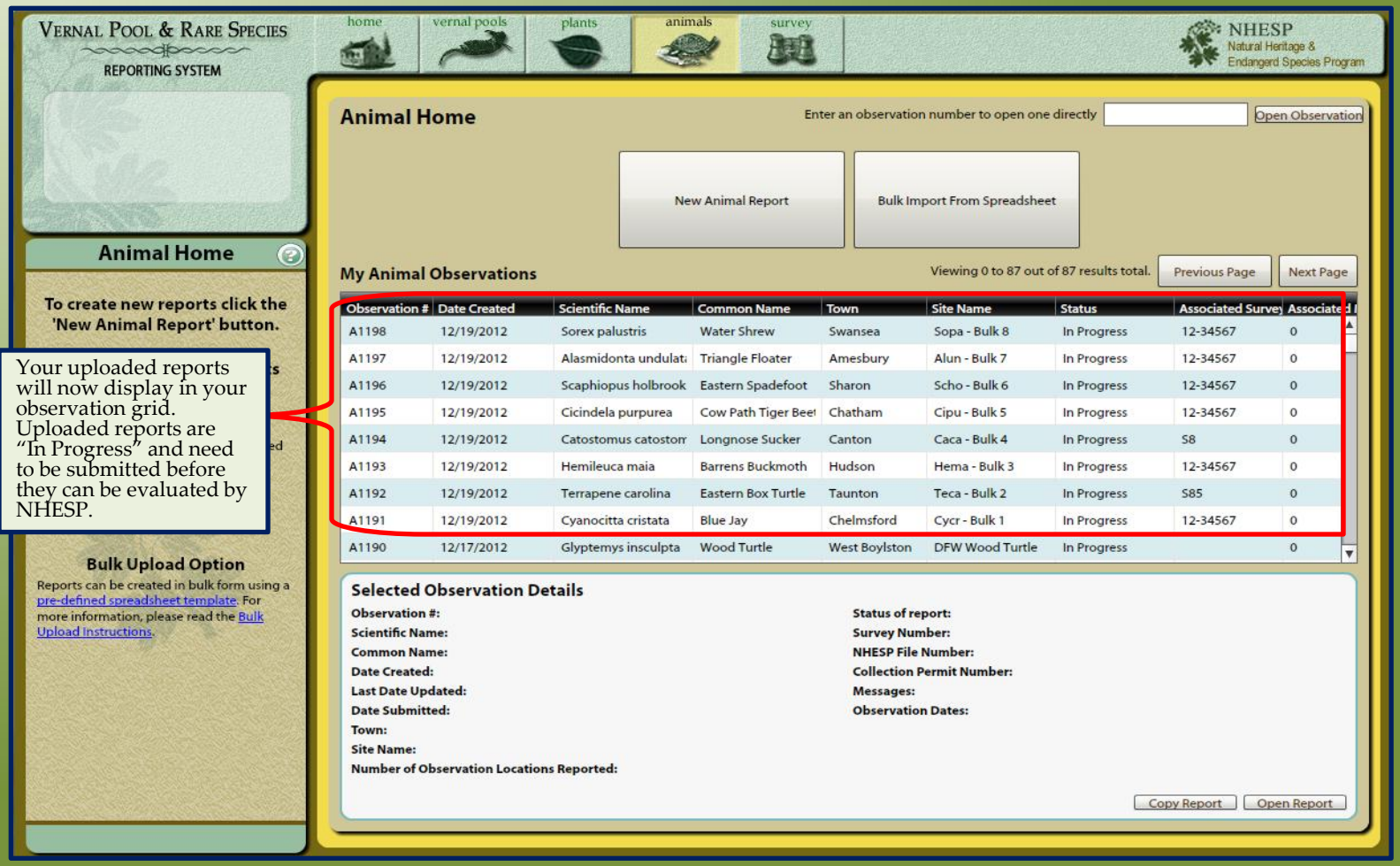



Once your spreadsheet uploads with no errors, the Save Bulk Upload button becomes available. Clicking this button generates your bulk uploaded reports and saves them to the system.

NOTE: You cannot upload a portion of your spreadsheet. All reports within your spreadsheet must be error free before you can upload.

After your reports have finished uploading you can click the Return to Main Page button and this will take you back to your report home page so you can view your newly uploaded reports.

# Completing your submittals




| Observation # | Date Created | Scientific Name | Common Name | Town | Site Name | Status | Associated Survey | Associated |
|---|---|---|---|---|---|---|---|---|
| A1198 | 12/19/2012 | Sorex palustris | Water Shrew | Swansea | Sopa - Bulk 8 | In Progress | 12-34567 | 0 |
| A1197 | 12/19/2012 | Alasmidonta undulata | Triangle Floater | Amesbury | Alun - Bulk 7 | In Progress | 12-34567 | 0 |
| A1196 | 12/19/2012 | Scaphiopus holbrook | Eastern Spadefoot | Sharon | Scho - Bulk 6 | In Progress | 12-34567 | 0 |
| A1195 | 12/19/2012 | Cicindela purpurea | Cow Path Tiger Beet | Chatham | Cipu - Bulk 5 | In Progress | 12-34567 | 0 |
| A1194 | 12/19/2012 | Catostomus catostom | Longnose Sucker | Canton | Caca - Bulk 4 | In Progress | S8 | 0 |
| A1193 | 12/19/2012 | Hemileuca maia | Barrens Buckmoth | Hudson | Hema - Bulk 3 | In Progress | 12-34567 | 0 |
| A1192 | 12/19/2012 | Terrapene carolina | Eastern Box Turtle | Taunton | Teca - Bulk 2 | In Progress | S85 | 0 |
| A1191 | 12/19/2012 | Cyanocitta cristata | Blue Jay | Chelmsford | Cycr - Bulk 1 | In Progress | 12-34567 | 0 |
| A1190 | 12/17/2012 | Glyptemys insculpta | Wood Turtle | West Boylston | DFW Wood Turtle | In Progress | | 0 |

Your uploaded reports will now display in your observation grid. Uploaded reports are "In Progress" and need to be submitted before they can be evaluated by NHESP.

To complete your observations you must open each report and execute a few steps including, but not limited to:

- capturing your location snap shot (you must save your report after this step),
- attaching any photos or documents to your report,
- submitting your report.

If you have any questions about these processes please refer to the Animal, Plant, or Vernal Pool specific Tutorials or access the Help Documents within the system.

# Questions or Feedback?

**Contact us at:**

**ContactVPRSAdmin@state.ma.us**

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Massachusetts Division of Fisheries & Wildlife