# Exercise 4—ENTERING ASSESSMENT INFORMATION PART 2

**BACKGROUND: In this exercise, you will be using the batch upload capability in ATTAINS to upload a additional assessment information for the split Assessment Unit you created in exercise 3.**

**Scenario:** In Exercise 5 we learned that a water sample was sent to the lab to be analyzed for several metals (**Aluminum, Cadmium, Copper, Nickel, Lead, and Selenium**). You have received the results from the lab and have run the data through an automated process to compare that data against water quality criteria. After some additional analysis and Q/A, you are now ready to enter this information into ATTAINS. ATTAINS has the capability to batch upload information, and you plan on using that capability to upload the assessment conclusions on these parameters into the system. This will save you from having to manually enter that information.

## TOOLS TO USE FOR THIS EXCERCISE

Figure 1—Assessments List Page.

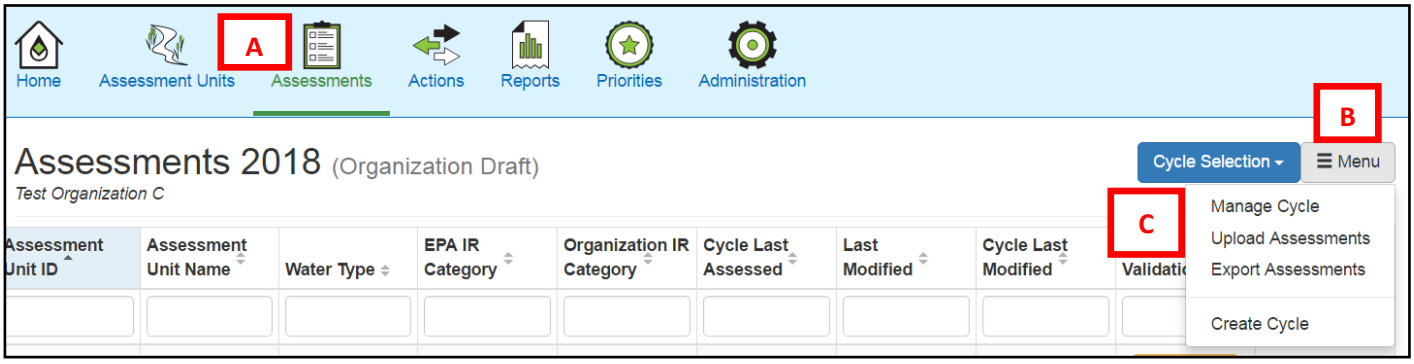
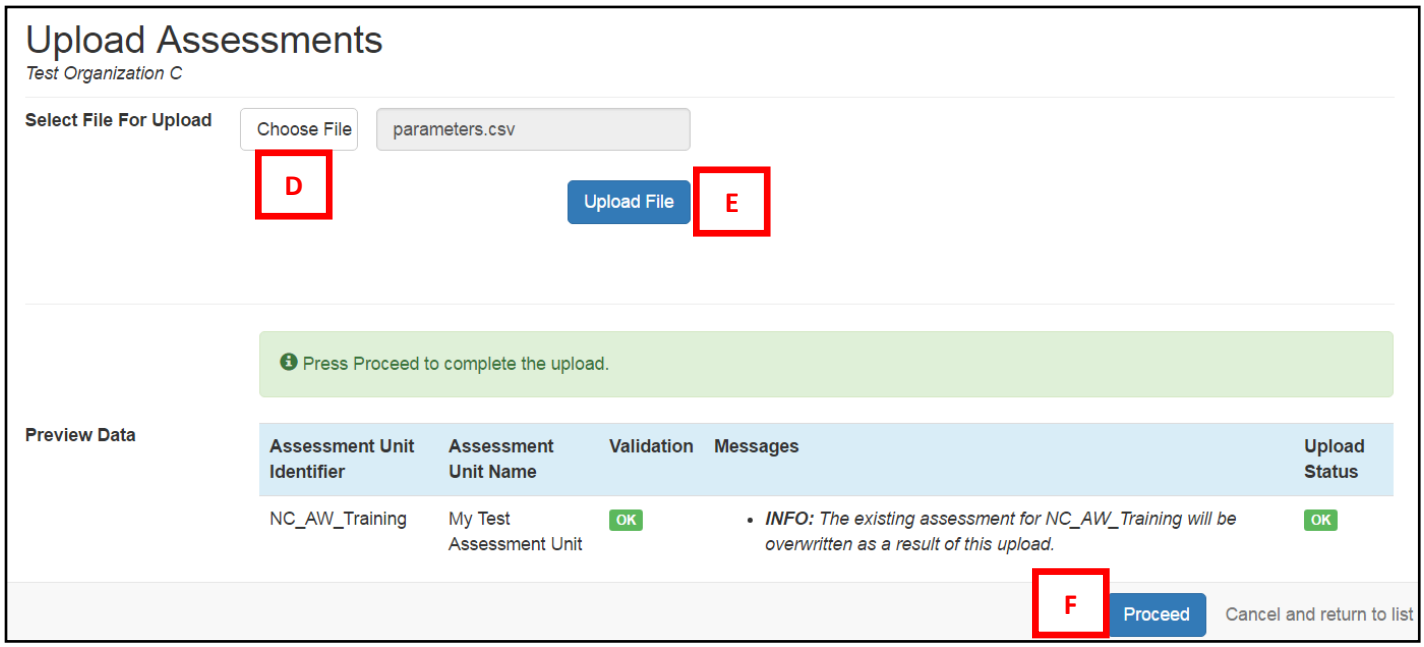


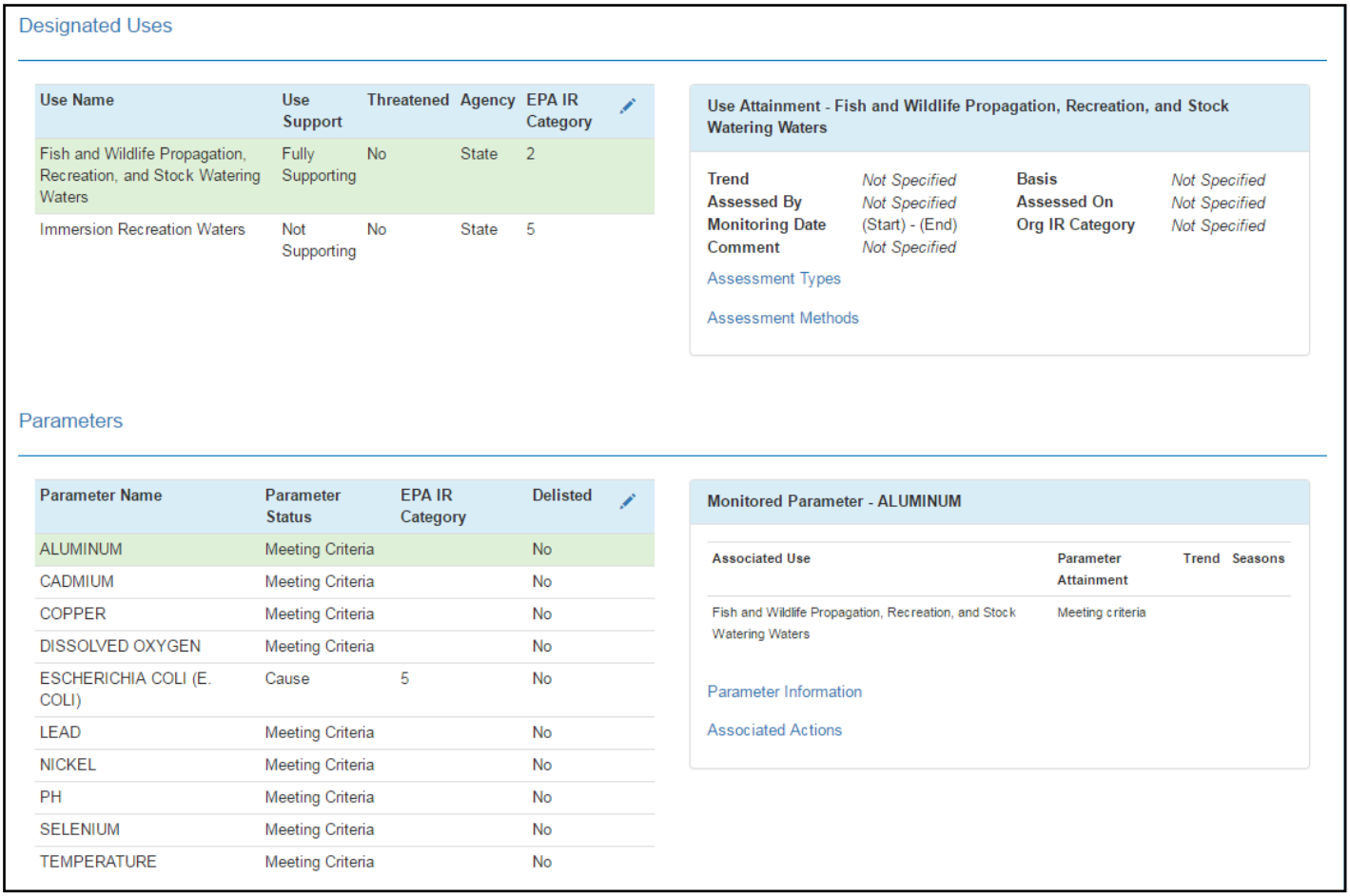

Figure 2—Upload Assessments Feature.



## Now it's your turn.

1. Return to the Assessments List page (see A on Figure 1).
2. Edit the **Assessment_BatchUpload_Template.xlsm** file found in your Exercise 5 folder to include your Assessment Unit ID to correspond with the parameters listed above. *Hint: use the Parameters tab and remember to save it as a comma separated (.csv) file.*
3. Use the *Upload Assessments* feature (see B and C on Figure 1) to upload this file and select the Update radio button. (see D—F on Figure 2). Once the file has been validated, click 'Proceed' (see G on Figure 2). *Note: The validation message will say that the existing assessment will be overwritten. What really happens is that the parameter information you submit will be appended to the existing record. Future release will have improved validation messages*.
4. Open up the summary page for your Assessment Unit assessment to verify that the data were loaded. *Hint: click on the Assessment Unit identifier on the list page to open the summary page.*

# Example of what it should look like



Designated Uses

| Use Name | Use Support | Threatened | Agency | EPA IR Category |
|---|---|---|---|---|
| Fish and Wildlife Propagation, Recreation, and Stock Watering Waters | Fully Supporting | No | State | 2 |
| Immersion Recreation Waters | Not Supporting | No | State | 5 |

**Use Attainment - Fish and Wildlife Propagation, Recreation, and Stock Watering Waters**

| | | | |
|---|---|---|---|
| **Trend** | *Not Specified* | **Basis** | *Not Specified* |
| **Assessed By** | *Not Specified* | **Assessed On** | *Not Specified* |
| **Monitoring Date** | (Start) - (End) | **Org IR Category** | *Not Specified* |
| **Comment** | *Not Specified* | | |

Assessment Types

Assessment Methods

Parameters

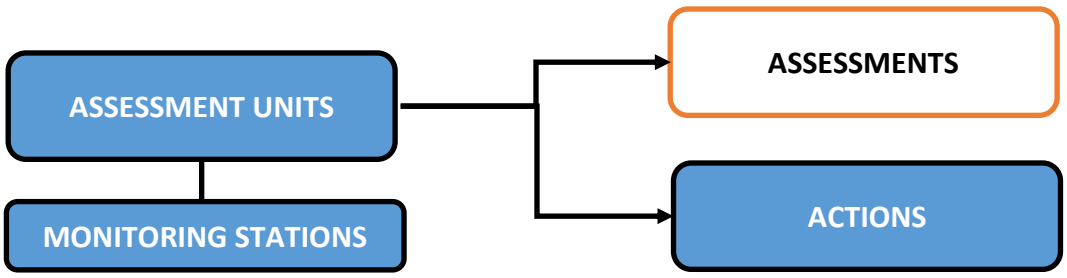
| Parameter Name | Parameter Status | EPA IR Category | Delisted |
|---|---|---|---|
| ALUMINUM | Meeting Criteria | | No |
| CADMIUM | Meeting Criteria | | No |
| COPPER | Meeting Criteria | | No |
| DISSOLVED OXYGEN | Meeting Criteria | | No |
| ESCHERICHIA COLI (E. COLI) | Cause | 5 | No |
| LEAD | Meeting Criteria | | No |
| NICKEL | Meeting Criteria | | No |
| PH | Meeting Criteria | | No |
| SELENIUM | Meeting Criteria | | No |
| TEMPERATURE | Meeting Criteria | | No |

**Monitored Parameter - ALUMINUM**

| Associated Use | Parameter Attainment | Trend | Seasons |
|---|---|---|---|
| Fish and Wildlife Propagation, Recreation, and Stock Watering Waters | Meeting criteria | | |

Parameter Information

Associated Actions




**What you learned:**

In this exercise, you learned how to batch upload assessment information. This can be a powerful tool for quickly uploading information into ATTAINS. It can be especially useful for adding multiple assessments for multiple assessment units. You can easily go from Excel to a file that is ready for batch upload.

ATTAINS does require you to use the fields names as they are described in the Assessment_BatchUpload_Template.xls file. However, it does not matter what order the columns are in, so long as the names are correct.

NOTE: When uploading to ATTAINS, you must always save your Excel files as comma delineated or (.csv) files.