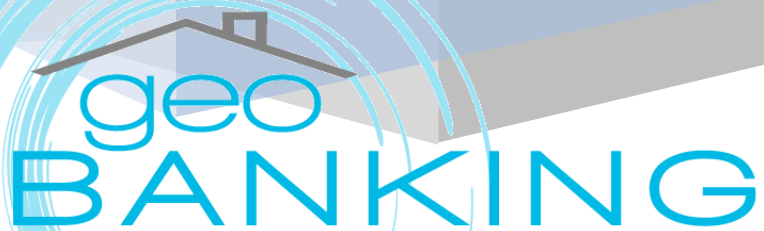Geobanking®

YouMap®
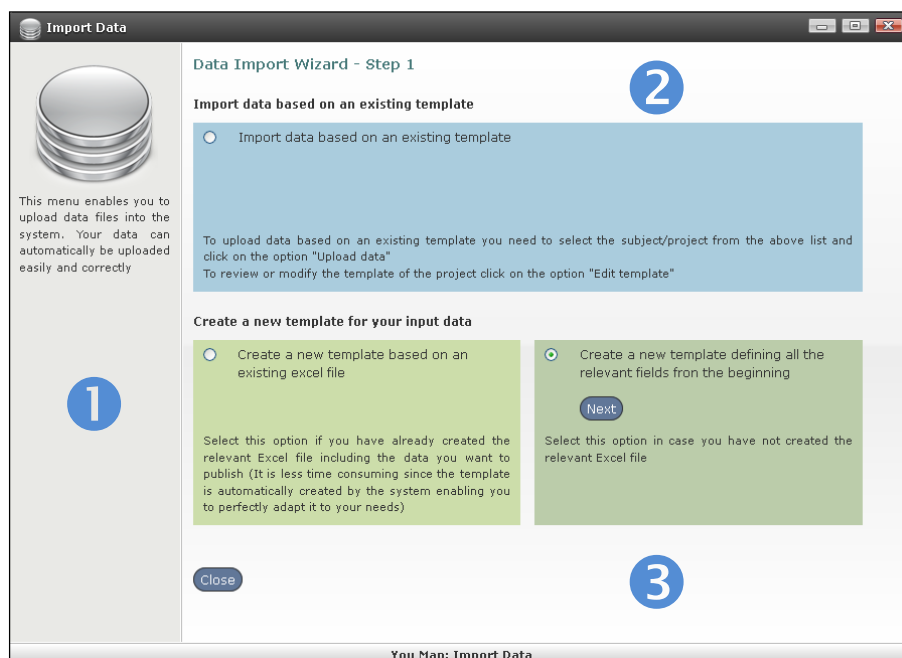
Import Data Manual

Main Menu > Import Data

Selecting the **'Import Data' Option** enables the user to UPLOAD and EDIT files into the system. A wizard is available with the following two options:


No	Area	Description
❶	General Help Text	On the left hand side of the **Import Data** window, the user may find a helpful text regarding the section. - **CLOSE >** The 'Close' button is always on the bottom left hand side of the page and allows the user to close the window and return to the Main page.
❷	Data Import Wizard	**The Data Import Wizard enables the user with the following actions to his Projects:** 1. **Import data based on an existing template** This Option allows the user to **Upload** or **Edit data** based on an **existing template.** 2. **Create a new Template for your Input Data** - **Create a new Template based on an existing excel file >** This Option allows the user to create a new template from an existing file.

| No	Area	Description
		- **Create a new Template defining all the relevant fields from the beginning >** This Option allows the user to create a new Project from scratch.
③	**CLOSE**	**CLOSE >** There is a 'Close' button on the bottom left hand side of the page allows the user to close the window and return to the Main Page.

1.1. **Import Data > Existing Template**

1. Import data based on an existing template

When the '**Import data based on an existing template**' option is selected, A drop-down list with all **Projects** available, The '**Upload**' Button, '**Edit Template**' and '**History/Data Management' Buttons** appear.
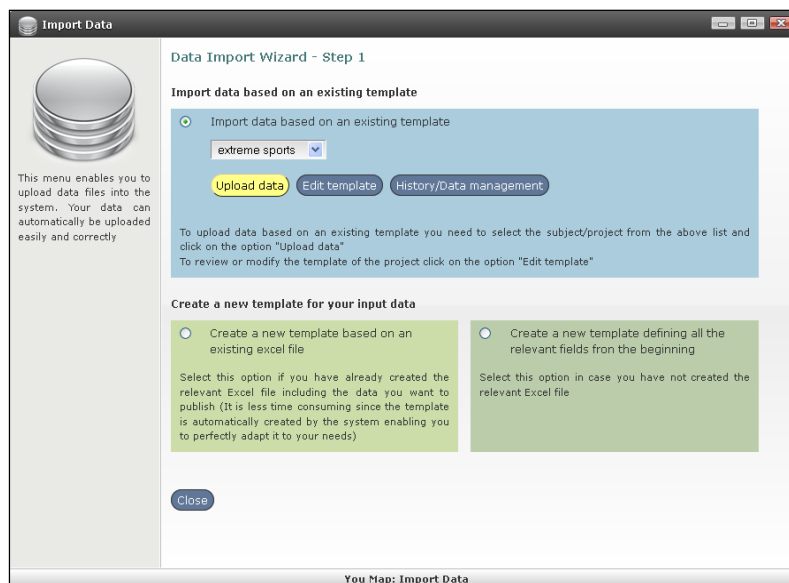
- 'Upload Data' :To **upload** data based on an existing template you need to select the subject/project from the above list and 'click' on the option "Upload data" -'Edit template': To **review or modify** the template of the project 'click' on the option 'Edit template'.

When the 'Import data based on an existing template' option is selected, the screen appear as follows:
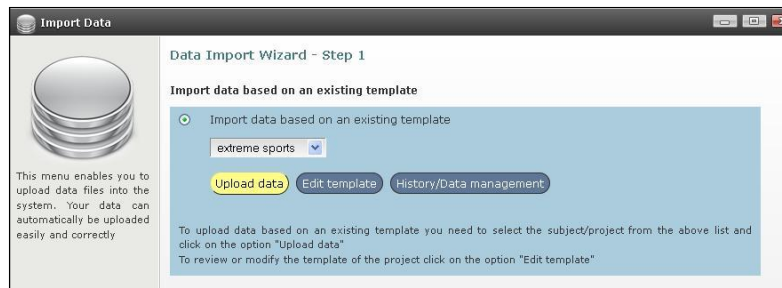
The **'Upload data'** Button, **'Edit Template'** and **'History/Data Management'** Buttons appear and a drop down list with all Projects available for editing.
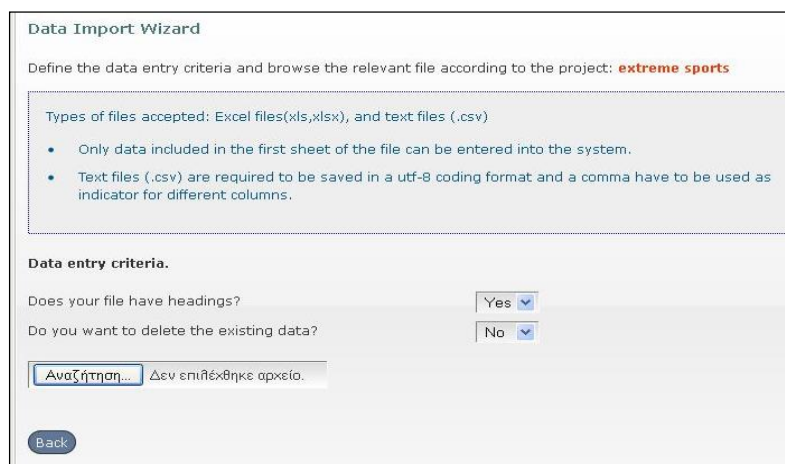
1. **Upload data**

When the 'Import data based on an existing template' is selected, a drop down list appears; with projects available and the upload button is activated,

The user may click on the option button: **Upload data**

- **Upload data - Data Import Wizard >**

This menu enables the user to upload data files into the system:

The user can define the **data entry criteria** according of the project that is already selected and written in red in this screen. In this example the project is **'extreme sports'**.
The user defines with yes/no the data formatting of his/her file, by the following options:
- Does your file have headings?
- Do you want to delete the existing data

Along with, browsing his/her Excel (.xls/.xlsx) or .csv file.

2. **Edit Template - Data Import Wizard >**

This menu enables the user to **Edit** the **Template** of the selected Project:

When the 'Import data based on an existing template' is selected a drop down list with projects is available. Such as the 'extreme sports' project as follows.

Data Import Wizard - Data Import Wizard >

A Project consists of a Template (that may be created or modified).
The user creates the Template, he/she imports the data, then formats the View and check the Preview before publishing his/her Project at the YouMap® or at his/her own Web Site.
Template is a Table of data with **column headings** and **data;** whereas **data** may be **numerical; dates; etc.**
Each **Template** is defined by its **data** and **data types.**

This menu enables the user to edit the template of Project.
The following screen is divided into a **Form** and a **Table**.

Form

Table

FORM >

All the above fields are editable.

- Project Name **> An editable** Free Text field where the user enters the name of the Project

- Description **> An editable** Free Text field with a short Description of the Project.

- Project Logo > The user can upload any (.jpeg/.png/.bmp) image as Logo of

the Project

or delete it, by clicking

TABLE >

This Table enables the user to edit the **names of the column headings (titles)** and the data type of each column.

- Total Number of Columns **>** The YouMap® identifies the Total Number of Columns of the Project, whereas in this case the number of Columns is 23.

    Total number of columns:23

- Col.Number: An autoNumber that counts the number of Columns.

- Title: The headings of the Project Template are available for editing.

- Special Column: This Column allows the user to define criteria for the type of data of the corresponding/related column. The available data types are: *a.* **primary key** *b.* **latitude** *c.* **longitude.**

- Data Type: This Column allows the user to define criteria for the type of data of the corresponding/related column. The available data types are: *a.* **General** *b.* **Number** *c.* **Date/Time** *d.* **Hyperlink** *e.* **Image (from file***) f.* **Image (e.g flicker, other image banks)** *g.* **Image (URL) h. YouTube Video** *i.* **file.**

- Sample: A random sample record appears from the Project for better visibility.

- **SAVE >** The 'Save' button ⬜Save⬜ is always at the right bottom of the page:

Once the user clicks the 'Save' Button either

- A successful message appears:

    Data saved successfully. Reloading Project...

- An Unsuccessful message appears:

In case of an error found in validation, means that the data type criteria that are set into the template, don't match with the data type of the data of the Project.

The Following message appears and the user may open the project through Excel and make the appropriate changes by clicking the 'here' link as follows.

The attention Message appears:

⚠ Project contains data that cannot be parsed to the type that was defined for the specific field.
You may download an excel file to check data type errors by clicking here. Cells with data type errors are highlighted with red color.

The user can open/save the Project by clicking 'here' and make any appropriate changes into the data types, if necessary.
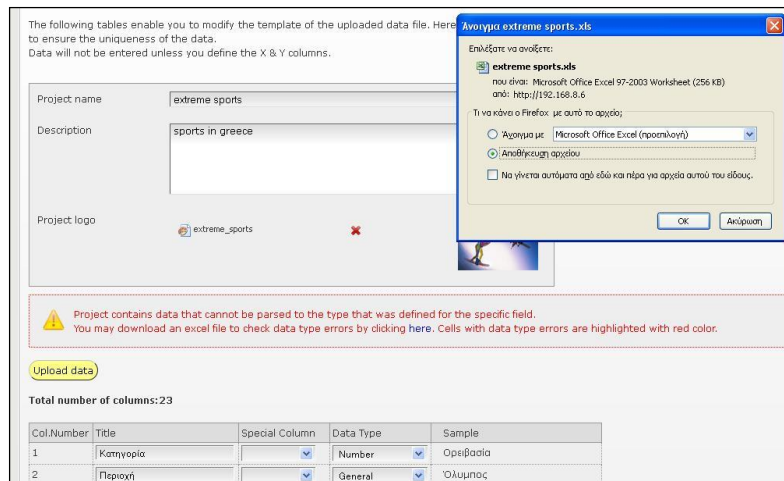
The Buttons at the bottom of the Page perform the actions as described below:

- **SAVE >** When the user 'clicks' the '**Save'** button

- **DELETE PROJECT >** When the user 'clicks' the '**Delete Project'** button

   he/she deletes the whole project. Eg. 'extreme sports' Project

- **DELETE DATA >** When the user 'clicks' the '**Delete Data'** Button

   He/she deletes the **data** but the **data template** remains
  empty

- **BACK>** When the user 'clicks' the **'Back'** button, he/she returns to Previous

  Menu. If the user hasn't saved his changes, he/she exits the page;
  this action equals 'Cancel'.

3. History Data Management >

This menu enables the user to manage his/her Projects. He/she is enabled to review and edit at some level the current or older versions of Projects. For more Details, check '**Manage Your Data'** Option on the Main Page.

1.2. **Import Data > New Project >Existing file**

2. Create new template based on an existing excel file

In this case the user selects the option bellow.
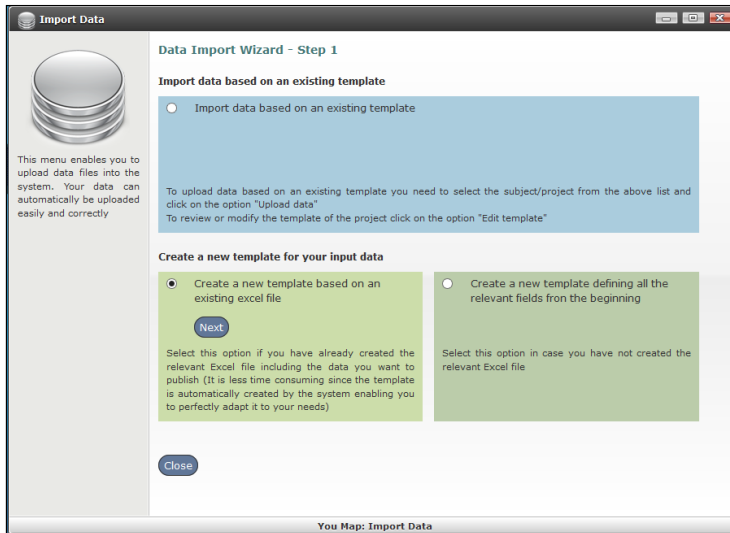
Create new template based on an existing excel file. The user 'clicks' the Next Button and the following form opens:
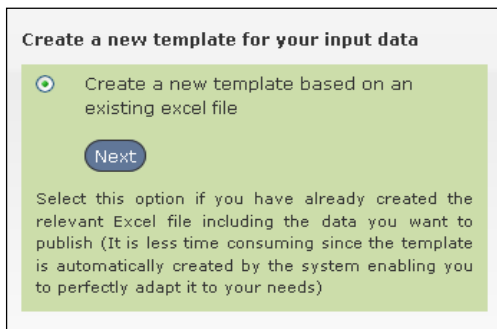
The user selects this option if he/she has the relevant Excel **(.**xls / .xlsx) file or Comma-separated value (.csv) file including the data he/she wants to publish.

The user clicks the ⬚Next⬚ button and the following form opens.
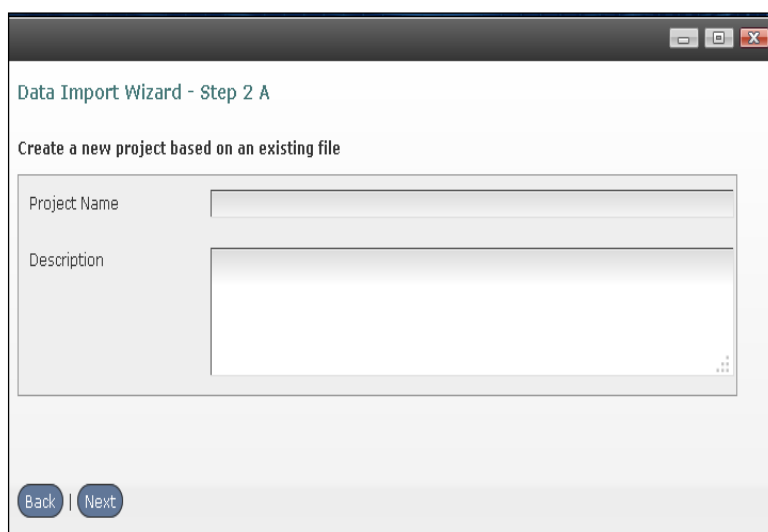
The following Free Text fields appear:

- Project Name **>** The **Name** of the **Project** (The Project Name is a mandatory field and needs to be more than 4 characters long).

- Description **>** A short **Description** of the **Project**

  ➢ If the user does not fill in the free text fields properly, the following message appears: 'Please check your input and try again' as follows:

Please check your input and try again.

  ➢ The user enters the Project Name and Description properly.

Create a new project based on an existing file

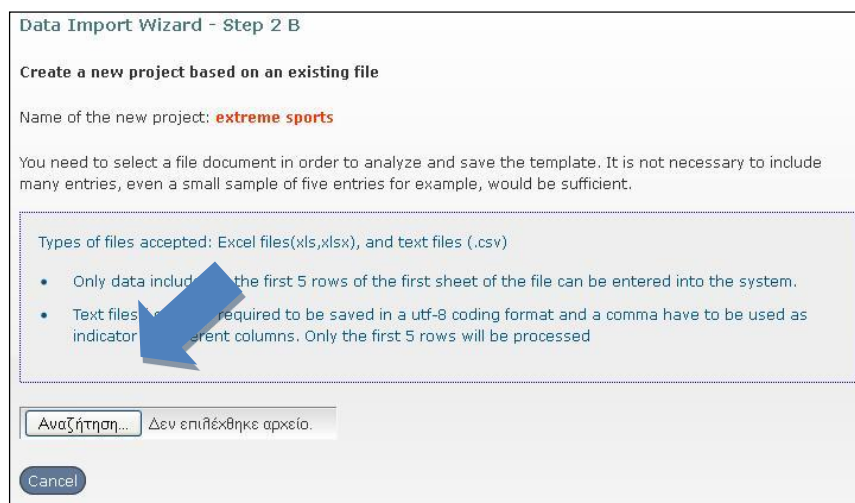| Project Name | extreme sports |
| Description | Geographic representation of 'extreme sports' locations... |

Back | Next

The user 'clicks' the **Next** Button to continue in order to proceed to the next step where he is enabled to upload the relevant Excel **(.**xls /.xlsx) file or Comma-separated value (.csv) file:

Data Import Wizard - Step 2 B

Create a new project based on an existing file

Name of the new project: **extreme sports**

You need to select a file document in order to analyze and save the template. It is not necessary to include many entries, even a small sample of five entries for example, would be sufficient.

Types of files accepted: Excel files(xls,xlsx), and text files (.csv)

- Only data includ... the first 5 rows of the first sheet of the file can be entered into the system.
- Text files ... required to be saved in a utf-8 coding format and a comma have to be used as indicator ... erent columns. Only the first 5 rows will be processed

Αναζήτηση... Δεν επιλέχθηκε αρχείο.

Cancel

The screen presents the **name of the new project** that is declared from the previous step**,** in red. The user can now upload the Excel **(.**xls / .xlsx) file or Comma-separated value (.csv) file by clicking the **'Search' Button.**
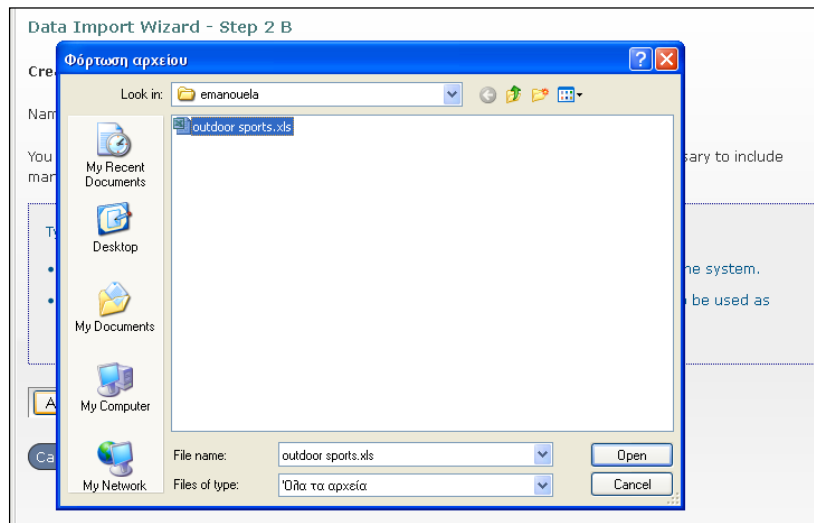
The screen becomes as shown above and the user searches the file he wants to upload, he/she selects the file and 'clicks' **'Open'**.
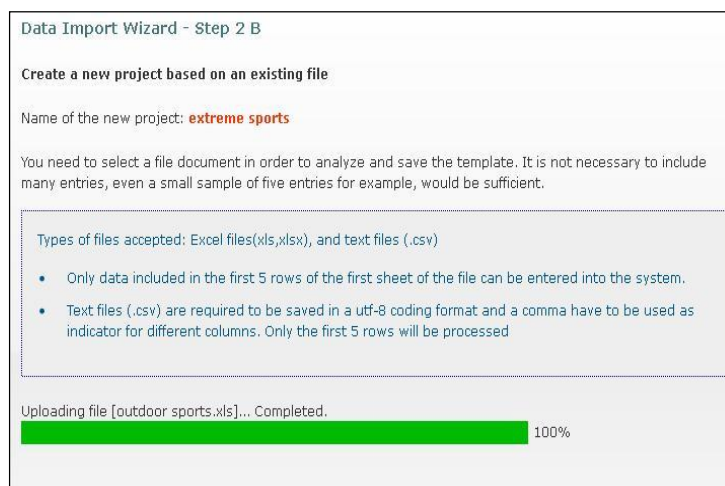
When the Excel (.xls /.xlsx) file or Comma-separated value (.csv) file is successfully uploaded the user proceeds in step 3.
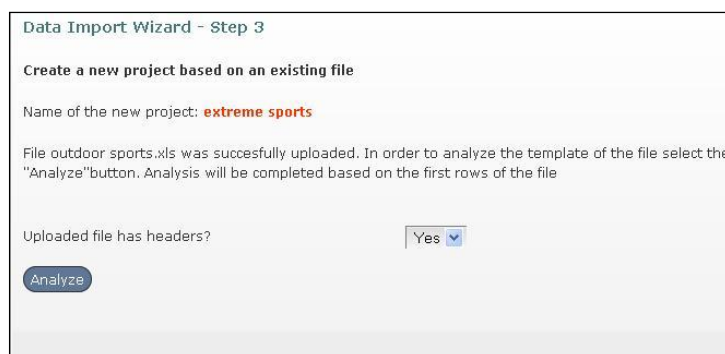
At this step, the user is asked whether the uploaded file has or doesn't have any headers by yes/no drop-down and then clicks the Analyze Button

The following screen opens:

YouMap® identifies the following data:

- The Name of the Project : **extreme sports** (in red color)

- **X (Longitude) :** The Number of records with X (12)

- **Y (Latitude):** The Number of records with Y (12)

- The Column Headings

Clicking the 'Here' Button enables the user to make ad-hoc modifications to the file, if necessary.

Edit template

The following tables enable you to modify the template of the uploaded data file. Here the X (latitude) and Y (longitude) columns as well as the primary key (up to two fields) need to be defined to ensure the uniqueness of the data.
Data will not be entered unless you define the X & Y columns.

Project name	extreme sports
Description	
Project logo	No file(s) uploaded Αναζήτηση... Δεν επιλέχθηκε αρχείο. Upload Logo

Upload data

Total number of columns:23

Col.Number	Title	Special Column	Data Type	Sample
1	Category		General	Oreibasia
2	Region		General	Olympos
3	County		General	Pieria-Larisa
4	Number of Routes		General	
5	Range of Difficulty		General	
6	Length of Route		General	
7	Better Season		General	
8	Suitable for children		General	
9	Type of Activity		General	
10	Orientation		General	
11	Access Time		General	
12	X	Latitude	General	40.0827777
13	Y	Longitude	General	22.3511111
14	Total of ski pistes		General	
15	Duration of descent		General	
16	Route Rating		General	
17	Route Length		General	
18	Total Lifts		General	
19	Nearest City		General	
20	Total Length of Pistes Πιστών		General	
21	Type of Destination		General	
22	Altitude		General	
23	Images		General	http://upload.wikimedia.org /wikipedia/el/thumb

All the Elements are now accessible for any possible modification as shown above.

- Project Name: The Name of the Project

| Project name	extreme sports

- Description: The Description of the Project

Description	The Description of the Project...

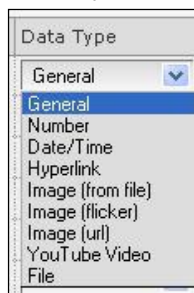- Project Logo: The Logo of the Project and the Thumbnail Preview of the Logo

Project logo	No file(s) uploaded Αναζήτηση... Δεν επιλέχθηκε αρχείο. Upload Logo

- Title: The Title of the Project

Category

- Special Column: The Special Column

Special Column

...

Special Column

Primary key
Latitude
Longitude
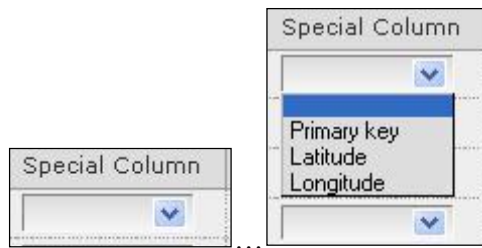
The user is enabled to set/ define the data of the specific column either as

- Primary key

- Latitude (Y)

- Longitude (X)

- Data Type: The user is enabled to set/define the data type of each column

Data Type

General

General
Number
Date/Time
Hyperlink
Image (from file)
Image (flicker)
Image (url)
YouTube Video
File

(The field can be a free data type or Number, Date/Time, Hyperlink, Image (from file), Image (flicker or other Internet Image Bank), Image (url), YouTube Video, File.

The Buttons at the Bottom of the Page, allows the user to:

SAVE > 'Save' the changes,

DELETE PROJECT > 'Delete' the entire Project

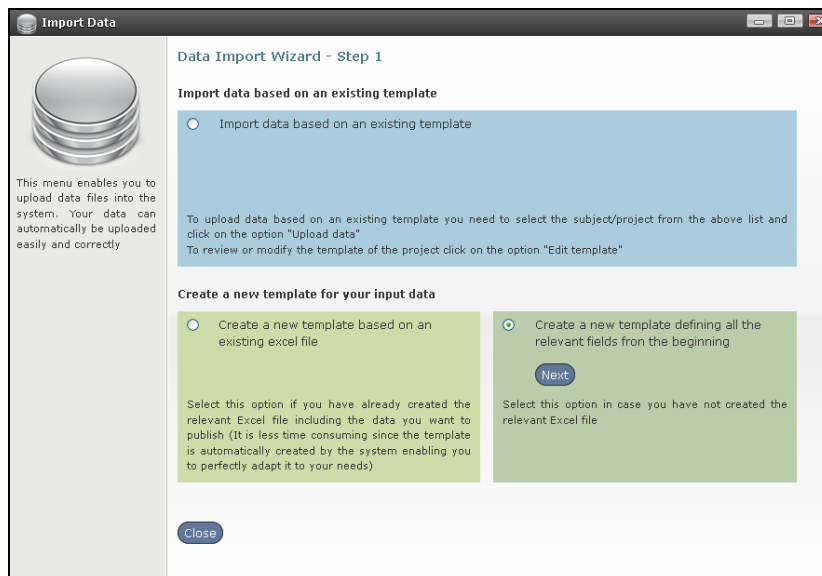DELETE DATA> 'Delete' all Data of the Project but keep the Template
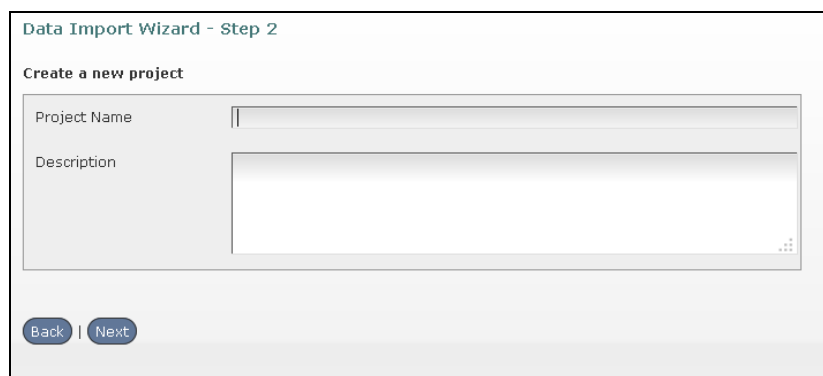
BACK> the 'Back' Button to return to the Previous Menu.

Save   Delete project   Delete data   Back

2. Import Data > New Project > From Scratch

Create a new Template defining all the relevant fields from the beginning means that the user in capable of creating a Project from Scratch. In this case, the user selects the option below.

The user 'clicks' the Next Button and the following form opens:

The user fills in the following free text fields.

- Project Name: The Name of the Project

- Description: The Description of the Project

He/she 'clicks' the 'Next' Button to move to the next Step.

Data Import Wizard - Step 3

Create a new project - fdrfa

The following tables enable you to modify the template of the uploaded data file. Here the X (latitude) and Y (longitude) columns as well as the primary key (up to two fields) need to be defined to ensure the uniqueness of the data.
Data will not be entered unless you define the X & Y columns.

Total number of columns:0

Col.Number	Title	Special Column	Data Type

Add Column   Save   Cancel

The Table enables the user to modify the Template.