Tips for Using the TMDL Actions Batch Upload Template

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This document explains some of the things to know before using the TMDL Actions Batch Upload Template to upload Actions in ATTAINS. The "Upload Actions" functionality is available from the Menu button on the Actions tab.

1. The **TMDL_ACTION_BatchUpload_Template** is designed **for uploading TMDL Actions, only.** The template is customized with the required fields (shaded in blue) that are needed for TMDL Actions, which differ from the required fields for other types of Actions. If you try to use this template to upload other types of Actions, you may get an error message and it may fail to upload.
2. The TMDL Action BatchUpload Template is divided into multiple tabs due to one-to-many relationships between data elements. The **Instructions tab** of the template tells which tabs can be submitted independently, versus which ones require other tabs to be submitted together.
3. **Be careful when creating Action IDs.**
    a. Action IDs are permanent. They cannot be edited later.
    b. Action IDs can be up to 45 characters long, and may be a combination of letters and numbers.
    c. As a best practice, the Action ID should start with the EPA region and/or state abbreviation.
    d. Action IDs **should not** include spaces or special characters other than underscore ("_") or dash ("-").
    e. **Do not** include a period in the ID. (Ex: Do not include "E.Coli" in your Action ID; the system may let you create it, but it will not let you edit the record later.)
4. This template allows you to create Action records and upload most of the information needed to complete a TMDL Action record. The TMDL document cannot be uploaded via the .CSV file, and must be added manually in the User Interface before the Action can be submitted to EPA for review and approval. The system will warn you that the TMDL Report must be included before it can be submitted: "WARN: The TMDL action <action ID> must have a TMDL Report document."
5. The system allows you to partially enter information via the Batch Upload and enter the remaining information via the User Interface. If all the required data elements are not uploaded via the Batch Upload, it will warn you that additional information must be included before the action can be submitted, but will not prevent you from loading the rest of the data for the Action. Example: "WARN: A TMDL action must have a completion date specified before the action can be submitted."
6. All Actions uploaded via the batch upload template will have an Action Status of Draft. (If you try to use a different Action status from the drop-down, the system will still load it as Draft.)
7. **WARNING:** The Upload Actions functionality **REPLACES** the existing data on the Action. (It does not have the option of Update.)
    a. If you try to upload data for an Action ID that already exists in the system, it will warn you that any existing data on the Action will be deleted. Therefore, if you are using the template to update Actions that already exist in the system, be sure to **include all the information** that should be associated with the Action.
8. Use the provided Batch Upload template, and the Export function provided in the template. If you try to just Save As type .CSV, you may end up with blank lines which may prevent the upload. (If you have already created the .CSV file and are having trouble with the upload, try opening the file in Notepad, and seeing whether there are rows of ",,," at the end of the file. If so, delete those rows of ",,," and resave the file. Then try uploading again.)