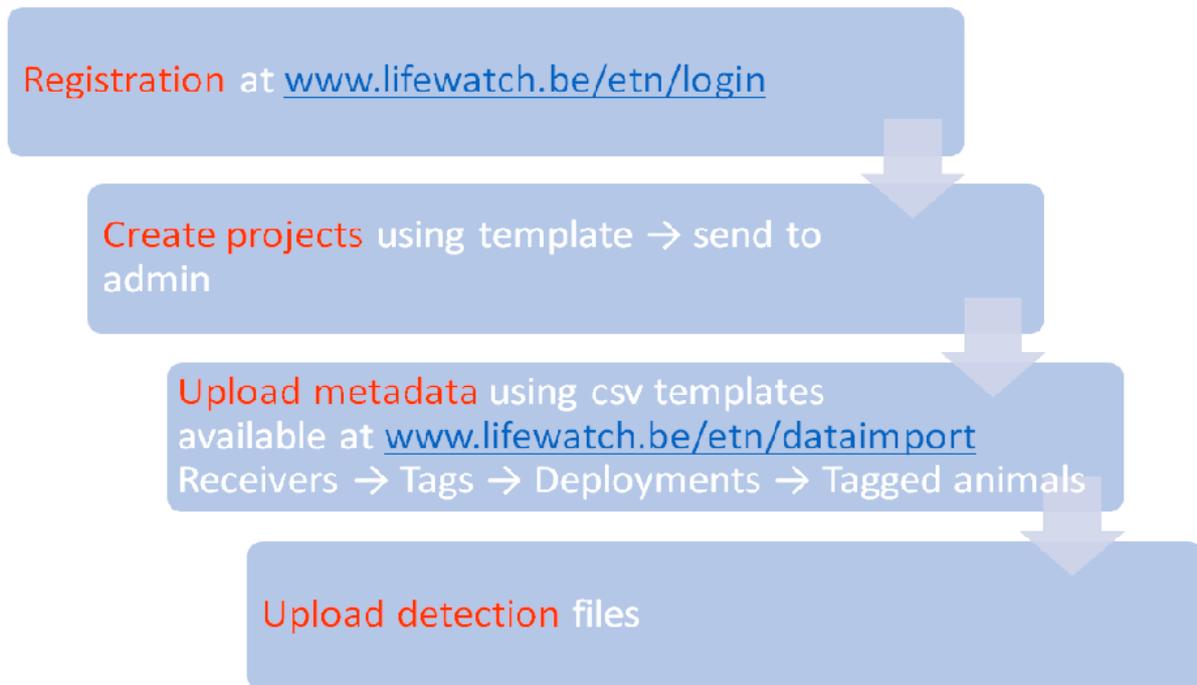# ETN data upload – Quick guide

ETN data flow

1. Registration and user groups

Access to the data portal is restricted to registered members only. You can register at http://www.lifewatch.be/etn/login. By registering, you automatically agree with the data policy. Once your account has been created, you can be added to user groups. A user group has restricted access to (meta)data of specific projects.

2. Create your projects

Data is linked to projects. Therefore, projects should be created before (meta)data can be uploaded. Projects are created by the administrators using the project template (available at www.lifewatch.be/etn) provided by the user.

ETN makes a distinction between network and animal projects. A network project refers to a group of receiver deployments, linked to a project/study area. An animal project refers to a group of animals tagged in the framework of a project/study.

3. Upload metadata

The data portal allows to import metadata in bulk by uploading a single CSV-file (per metadata type). The CSV-files need to respect a certain format. Therefore, users should always use the sample CSV-file (available at http://www.lifewatch.be/etn/dataimport).

For each type of metadata, there is a file description available (click 'Open file description') that reveals which fields are mandatory. In addition, it provides the format, a short description, and an example for each field name.

Once the import is completed you will be informed whether the import was successful or not. In case the import was not successful you will be informed what caused the failure. Most common failures will be related to duplicate import, missing mandatory fields, data not being comma-separated, unknown user group, date-time formal not correct. Carefully review the data to be imported and adapt where necessary. When failure persists, contact the ETN administrators.

The metadata import is performed as follows:

1) Go to 'Data' → 'Import metadata'

2) Choose the type of metadata you want to import

3) Download the 'Sample CSV file' and carefully read the file description

4) Fill out at least all mandatory fields in the CSV file and save the file on your PC

5) Browse for the file

6) Click 'Start import'

4. Upload detection data

Once all the metadata is uploaded, the detection data can be entered into the system. Detections are uploaded per deployment; thus, each deployment has one detection file.

To upload data:

1) Go to 'Data' → 'Upload detection data'

2) Click 'Browse for files' under the correct brand

3) Browse for your files (multiple files can be uploaded at once)

Once the selection is made the upload is processed and you will be informed whether the upload was successful. This may take several minutes. A successful upload will have performed three actions: It will have (a) attached the detections to the correct deployment, (b) closed this deployment, and (c) opened up a new deployment with the same metadata as the previous one.

This last step means, that some manual checks need to be performed for the following deployment and that edits need to be performed if necessary:

1) Will there be a new deployment?

2) Will the receiver be the same?

3) Is the battery end date correct?