Exercise 3: Bulk load sampling units

In this exercise we are going to bulk load a new point onto your existing transect, and add a new transect with 3 points.

1. Open **Bulk Uploader** (https://data.pointblue.org/science/projectmanager/bulk_uploader) and log in if needed.
2. Select the project **DOD_DEMO**
3. Click on "**Add Sampling Units**" in the tabs below the project.
4. Click on "**Point Count**" in the choice of sampling unit types.
5. Click on "**Get a blank template to fill out**" under *Choose what you want to accomplish*.
6. Click on the "**Download CSV Template**" button and you will get a CSV file downloaded to your computer.
7. Using **Excel** or other spreadsheet program of your choice open the CSV template file to define our new sampling units.
   a. In the first 2 columns **(Study Area Name** and **Study Area Long Name),** put the Short Name and/or the Full Name of the Study Area you've been working in (see Exercise 1 -- eg "AIRFORCE" for the short name and "Air Force" for the full name).
   b. Copy these 2 cells down in the next 3 rows so you have a total of 4 rows with your Study Area names.
   c. In row 2, for the **Point Count Transect Name** and **Point Count Transect Long Name** (Column C and D), enter the name of transect you created in Exercise 1.
   d. Again in row 2, for the **Point Count Point Name** and **Point Count Point Long Name**, enter a new point name (you can be creative here or go back to Exercise 1 about a naming scheme – just make the new point unique)
   e. In row 3, Columns C and D (Point Count Transect), add a new name (again, be creative, or add a letter to the other transect name). Copy those 2 cells down in rows 4 and 5.
   f. In rows 3, 4 and 5 for Columns E and F (Point Count Point), add 3 new point names.
   g. The resulting spreadsheet should have:
      i. Data in rows 2 through 5
      ii. In Columns A and B, the same values in all rows
      iii. In Columns C and D, row 2 with unique values and rows 3 through 5 with the same values
      iv. In Columns E and F, different values in all rows
   h. Save the sheet as a CSV file and note where you've saved it and the name of the file.
      i. NOTE: this feature is not available in the online version of Excel. Ask for help if you are unable to save your spreadsheet as a CSV file.
8. Back in **Bulk Uploader**, click on "**Bulk upload datafile"** option under *Choose what you want to accomplish*.

9. Under *Choose the CSV file you want to upload and process*, click the "**Choose File"** button and select the CSV file you just saved in Excel.

10. At the bottom of the form, click the "**Process Sampling Units"** button.

11. The tool will submit your CSV as a batch for processing on the server. Note if you see a warning pop up saying "no file chosen", it can be ignored. If you did everything correctly, you should see a green message when it is completed with the number of new sampling units created.   If you got a red message, that means the application hit a problem with your CSV file. Based on the message, reopen the CSV file, make changes, save it, and reprocess it the same way.

12. Use Project Leaders (https://data.pointblue.org/apps/projectleaders/) to see how your additions to the sampling unit hierarchy looks in our project.