

Importing Data into the BJA TTARP

Overview

The TTA Reporting Portal (TTARP) enables users to import deliverables, events, TTAs, and select TTA and deliverable performance metrics through a bulk upload process using a CSV file. The Imports web page is designed to serve as the central location to manage all imports into the TTARP. The import tools enable the creation of multiple deliverables, events, or TTA entries at one time – saving time with data entry in the system. This tool may be beneficial if your organization has an internal system for tracking and you are pulling data from that internal system to upload into the TTARP.

Step 1: Preparing a CSV File for Import

Go to the [BJA NTTAC website](#) and select the **TTA Reporting Portal** button on the top right side of the screen. Then navigate to the **Imports** page.

1. Once on the **Imports** page, select the option that best describes the type of data you would like to enter into the system.
2. Select **Download a 'template' Excel file** link to download an excel file designed to support the import of data. The system requires that data is in a CSV file and that it has a very specific format.
 - a. The column headers in row 7 of the Excel template align with the data entry fields in the system. The template includes a description of each data field, defines the accepted format of the field, indicates if the field is required or optional, and (for fields with drop-down lists) provide eligible drop-down selections.
 - b. It is recommended that a new template is downloaded each time data is imported in case the import templates has undergone an update
3. Enter information about the first deliverable, event, or TTA in row 8 of the Excel file.
 - a. All required fields must be complete, or the system will not be able to create an entry for that activity. You may leave optional fields blank.
 - b. Be sure to follow formatting instructions (as provided in the Excel template) precisely as spelling, spacing, punctuation, and other formatting errors can prevent information from being successfully imported into the system.
 - c. The recommended number of rows within a file is 20 rows. If you need to import more than 20 deliverables, events, or TTAs, please create multiple CSV files.
4. When you have entered information for all the new deliverables, events, or TTAs you wish to create, keep the first row as the file headings, but delete any extra text in the file (e.g., instructions on the description and format information in the template).

5. Click **Save As** and select **CSV (Comma delimited)** as the file type (figure 1).

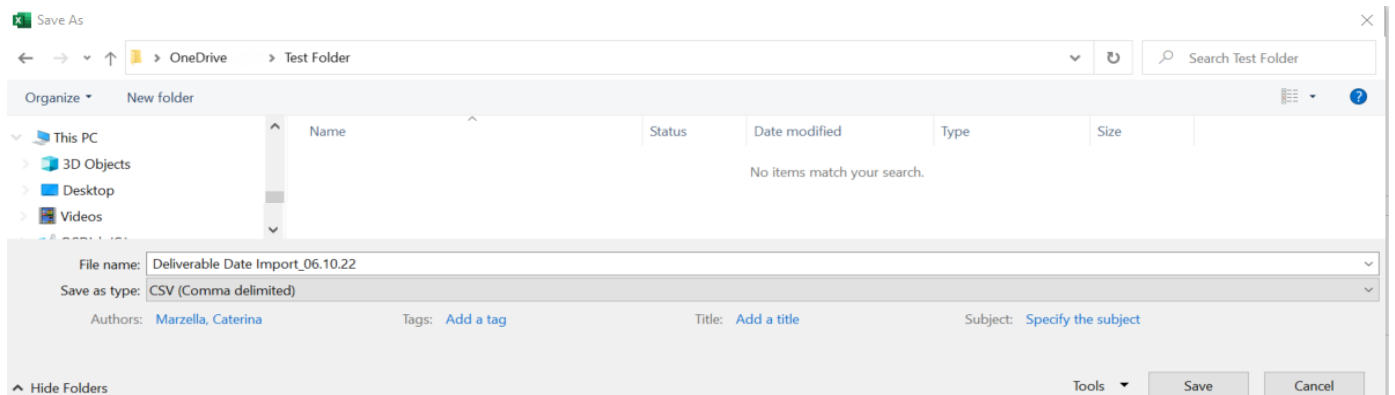


Figure 1. Save As CSV File

Step 2: Importing Data

Once your data is formatted correctly, navigate back to the Imports page by going to the [BJA NTTAC website](#) and selecting the **TTA Reporting Portal** button on the top right side of the screen. Then navigate to the **Imports** page.

1. Once on the **Imports** page, select the option for the data that you just formatted using **Import Excel** template.
2. Select **ISO-8859-1** as the file encoding type.
3. Select the **Choose File** button – this will allow you to navigate to where the completed CSV file is stored on your computer and select it. Once the CSV file is selected and you can see the file name next to the **Choose File** button, select the **Import** button (figure 2).

Deliverable Publication Development Performance Metrics

Import

Please import a CSV file containing data for the bulk update of Deliverable Publication Development Performance Metrics.

- The following columns are required: **Grant Number, TTA NTTAC ID, Actual Completion Date.**
- One or more of these columns may also be imported: Is this document the result of a BJA funded conference or focus group?, How was the publication distributed in the quarter (i.e. online, in print, cd/dvd) and to what target audiences?, Performance Metrics Narrative, How many agencies served?.
- **TTA NTTAC ID** is used to identify an existing TTA that is to be updated. Copy existing TTA NTTAC IDs from the Reporting Portal.

File encoding
Performs character encoding conversion from selected option to UTF-8.

ISO-8859-1

File
Select a CSV file from your computer.

Choose File No file chosen

Figure 2. Deliverable Import

4. The system will display that the file is processing (figure 3).

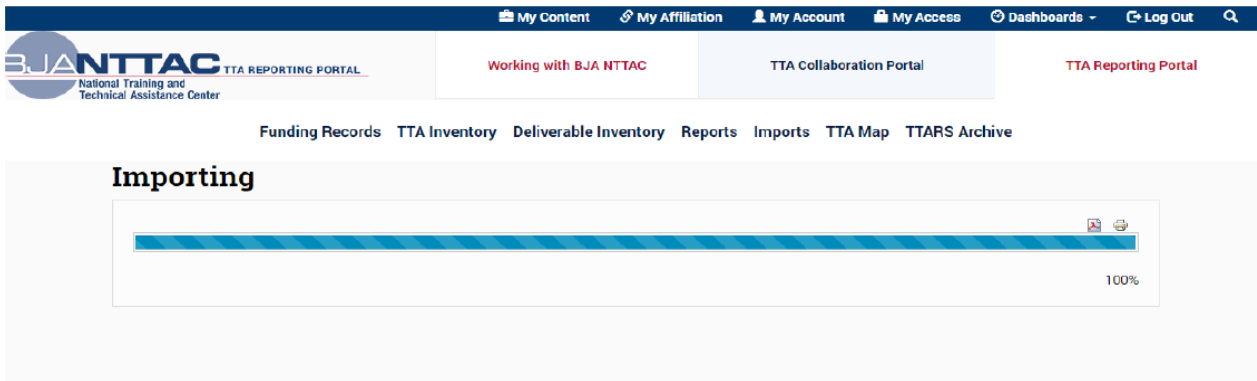


Figure 3. Import Loading Screen

5. After the import is complete, you are returned to the **Log of Bulk Imports** web page, and a green bar at the top of the screen will appear indicating how many new deliverables were created in the system. In addition, the *Import Results* table will indicate the results and a link to the import log file (figure 4).
 - a. If the importer did not import as many deliverables as expected or it indicates *Failure* in the *Import Results* column, from the import log table, select **View** to see the log and any details about why the import may not have worked as expected.
 - b. Running multiple import files without making the appropriate corrections can lead to duplicate entries being created in the system.

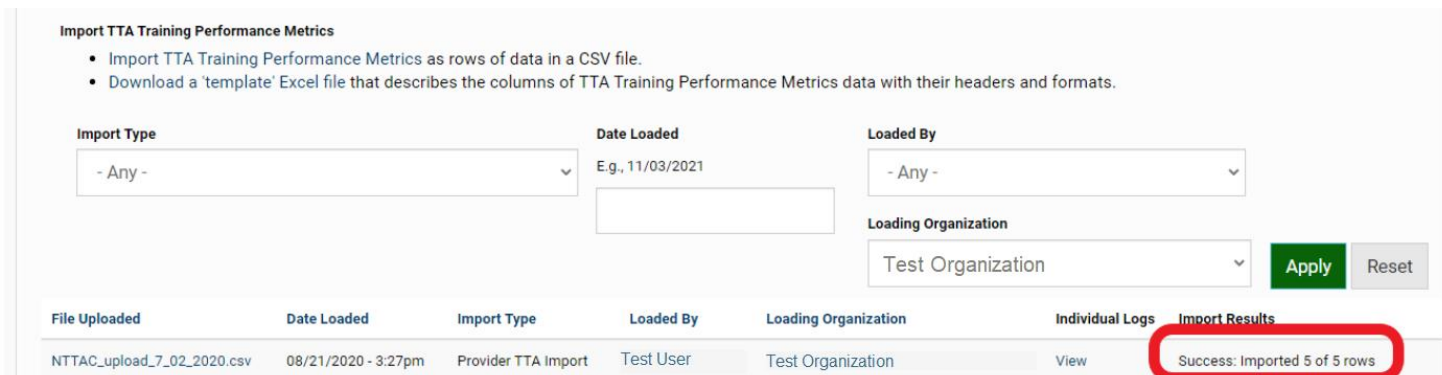


Figure 4. Log of Bulk Imports

Please contact the BJA NTTAC Team at bjanttac@usdoj.gov or 1-833-872-5174 for assistance or to ask questions about the BJA TTARP.

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