WIN Quick Start Guide

Upload Process Overview

1. The upload process to WIN is managed through a web-based system. Pipe or tilde delimited text files are uploaded to our application server, data are imported and checked in temporary tables. Once cleaned and verified, the data are migrated into the production and warehouse environments where they can be managed and reported.
2. Project and Monitoring Location data need to be imported, cleaned, and migrated into the WIN production tables before Activities and Results can be loaded. Activity and Result data will reference the Project ID and Monitoring Location ID within each result row; therefore, data associated to each Project ID and Monitoring Location ID only need to be set up once.

Preparing Data for WIN

3. Your Project, Monitoring Location, and Activity/Result data files must meet all WIN Minimum Data Quality Standards (MDQS). This may necessitate expanding metadata documentation for your data collection process. Standards for each data file type can be downloaded at: http://publicfiles.dep.state.fl.us/DEAR/WIN/MDQS/. You may also download example files at: http://publicfiles.dep.state.fl.us/DEAR/WIN/Example_Files/. The example files were developed in Excel to provide a spreadsheet format where standard value lists can be selected and data can be easily viewed; however, your file format of choice will need to be converted to a text delimited file (pipe (|) or tilde (~)) prior to upload. Your upload file does not have to follow the same order in the Example Files, nor does it have to contain optional elements that are not relevant to the type of data you are loading.

WIN Support and Training

4. Contact your WIN Coordinator for assistance in WIN setup and training. Contact information can be found here: https://publicfiles.dep.state.fl.us/DEAR/WIN/WIN_Contacts.pdf
5. For written instructions, you can follow this guide or download the step-by-step WIN manual at: https://publicfiles.dep.state.fl.us/DEAR/WIN/WIN_Manuals/WIN_User_Manual.pdf
6. You can also view a video on how to upload results by clicking this link.

Getting Started in WIN

7. If you don't already have an account, register within the DEP Business Portal to establish one (Note: all DEP employees are already registered and can sign into WIN using their DEP username and password)
    a. Go to http://prodenv.dep.state.fl.us/DepPortal, select Register in the upper right corner, and submit the required information, OR
    b. Go to http://prodenv.dep.state.fl.us/DearWin/ and click Register as a WIN User only.
8. Sign in to WIN home page (http://prodenv.dep.state.fl.us/DearWin/, click Login).
9. If your organization has not been added into WIN, hover over Manage Account, Initialization, and select Request a New Organization and DPA (*for information about requesting a New Organization, see **Section 2.2.2** in the WIN User Manual).*
    c. Note: all Organizations must register as new for initial setup in WIN.

10. If your Organization has already been registered in WIN and you have not been assigned a role, hover over Manage Account, Initialization, select Request Org Role (*for information about requesting a New Role for an Existing Organization, see **Section 2.2.3** in the WIN User Manual).*
11. Once you have been registered in WIN and have an established role, hover over Manage Data at top of the screen and select Manage Configurations.

Creating Configurations

12. To create a new configuration, hover over Manage Data, then select Manage Configurations. Select **Add** to add a new configuration for your Organization or select an existing configuration and choose **Clone**.
13. On the Import Configuration Detail screen, use the drop-down boxes to choose your Organization, create a configuration Name, choose the type of configuration you are creating (Project, Monitoring Locations: Surface Water (SW) or Ground Water (GW), or Activity and Results), type a description of the configuration, and choose the delimiter you will be using, Pipe (|) or Tilde (~). For assistance changing a Comma Separated Value file into a Pipe or Tilde text document, please consult your IT department or contact your WIN coordinator. If you have cloned the configuration, some information will be prepopulated and cannot be edited until after the configuration has been saved.
14. Always save your configuration before editing column positions. The column order for a configuration will be generated below the Import Configuration Detail area and can be customized to match the column format of your data using the **Move Up** and **Move Down** buttons, or by manually renumbering their respective position using the **Pos** Column (*for more information on customizing a configuration or how to use our default configurations, see **Section 3.3.1** in the WIN User Manual).*
15. All columns that may appear in the dataset (including empty columns) should have the **Include** radial selected. Columns that have the radial **Skip/Gen** selected should not be included in the dataset.
16. Be sure to check the format of your columns (e.g. Date/Time) match the format of your WIN data.
17. Once you have customized the configuration (or have selected a default configuration), select **Save** (floppy disk), then select Upload Data at the bottom right of the page. Users will be redirected to the Upload Data page.

Loading Data to WIN

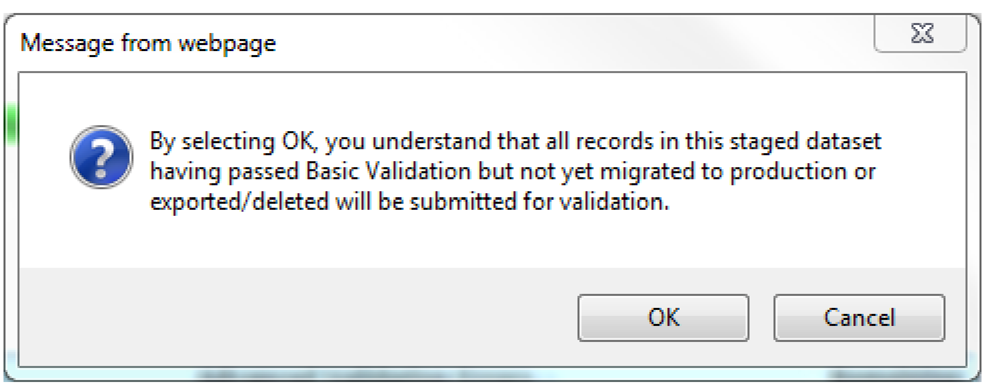
18. To reach the Upload Data page, hover over Manage Data, Staged Data, then select Upload Data.
19. On the Upload Data page, verify that the Organization ID, Type, and Config Name match the data you will be uploading. Select the file you wish to load from your desktop using the **Choose File** button. Files must be .txt format to load into WIN and must contain the same delimiter as the configuration. (*For information on when to use the Files on DEP Server option, see **Section 3.3.3** in the WIN User Manual).*
20. If your data file contains headers, please check the **Ignore Leading Header Row in Upload File** check box.
21. After selecting your file, click Submit and View File Status.
22. If you receive an error that the number of columns expected do not match the number of columns found, ensure that the number of columns included in the Configuration matches the

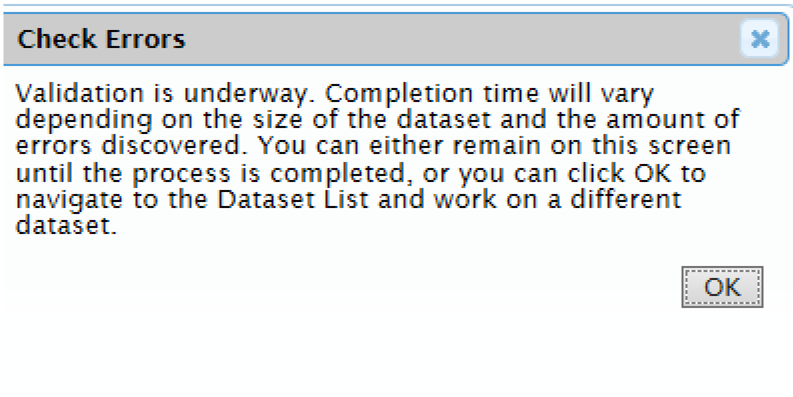
number of columns in the text delimited upload file (empty columns in the file must be included).

23. Once WIN has detected that the column counts in theConfiguration match the document , you will be redirected to the Dataset List screen, which shows a list of files in Staging that have been migrated or are pending migration to WIN. You can search for the dataset that you uploaded using the import file ID displayed on the Upload Data page, the Org ID, the username of the user who imported the file, or the creation date.

Resolving Errors in your Data

24. If your file contains errors, its Status will show as “In Staging with Errors”. If the file did not contain errors, it will show as “Ready for Migration”. To access and edit your Dataset, click on the corresponding Import File ID hyperlink. You will be redirected to the Staged Data Status page. *Note*: *Users can also manually navigate to the Staged Data Status page by hovering the Manage Data button at the top of any WIN page, hovering over Staged Data, clicking Dataset List and selecting the Import File ID hyperlink.*
25. On the Staged Data Status page, users can see how many rows are in the dataset, how many rows contain errors, and which rows are ready for migration. The **Edit Staged Data** button allows you to revisit the dataset’s activities and results that do not contain errors and update modifiable fields. Hyperlinks directing users to both Basic and Advanced Validation Errors are located at the bottom of the page. These links allow users to correct data identified as containing errors. You can also export errors into a delimited text file by selecting the **Extract and Delete Errors** button or delete datasets by using the **Delete Dataset** button on the bottom right of the page. (*Please see **Sections 3.5.4 - 3.5.5** for more information on identifying and resolving Basic and Advanced Validation Errors*).
26. To view and correct Basic Validation Errors, select the individual links identifying the errors found (*for more information on how to correct Basic Validation Errors, please see **Sections 3.5.4 - 3.5.4.3** in the [WIN User Manual]*).
27. Advanced Validation Errors will not be visible for a record until all Basic Validation Errors have been corrected. After correcting Basic Validation Errors, click the Check Errors button on the bottom of the Staged Data Status page. Several dialog boxes (shown below) will appear informing you that any corrected basic errors will be validated and WIN will then attempt to identify Advanced Validation Errors. If you press **OK** on the Check Errors dialog box, you will be redirected back to the Dataset List page.





(*For more information on Advanced Validation Errors, please see **Sections 3.5.5 – 3.5.5.3** in the WIN User Manual*).

28. If no errors are found after checking your advanced errors, your data is ready for migration. If you wish to only migrate the clean records from the dataset, you may select the green **Migrate Records** button on the Staged Data Status screen to migrate all clean records into the WIN database. Records cannot be migrated until their errors have been resolved. On the Staged Data Status screen, the Migrate Records button is only displayed when there is at least one record in the import file that has passed all Basic and Advanced Validation rules. Monitoring Locations must also be Visually Verified. (*For more information on Visual Verification, please see **Section 3.4.3** in the WIN User Manual*). Selecting the **Migrate Records** button provides two options for migration: **Migrate** and **Export and Migrate Only**. **Migrate and Export** migrates validated data to WIN and provides an export file that includes corrections made during the validation process. **Migrate Only** migrates all validated data but does not provide an export file.