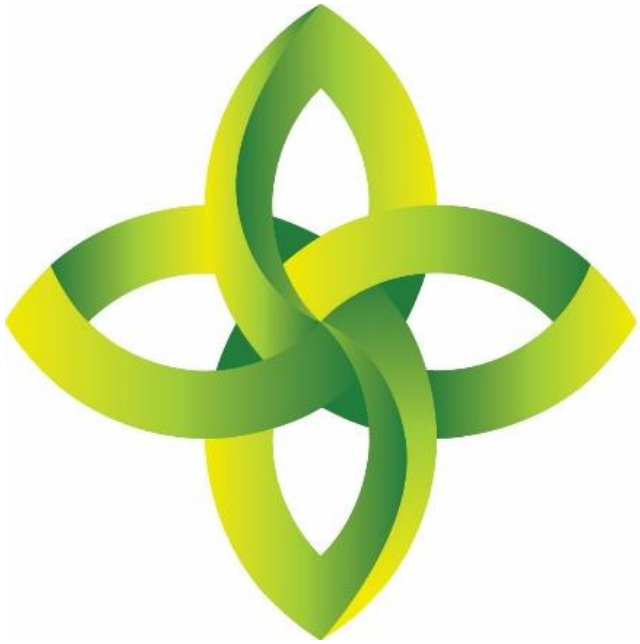

LEAF

DATA SYSTEMS

POWERED BY MJ FREEWAY

Leaf Data Systems

State of Washington

Testing Laboratory User Manual v 1.0

(released 12/14/2017)

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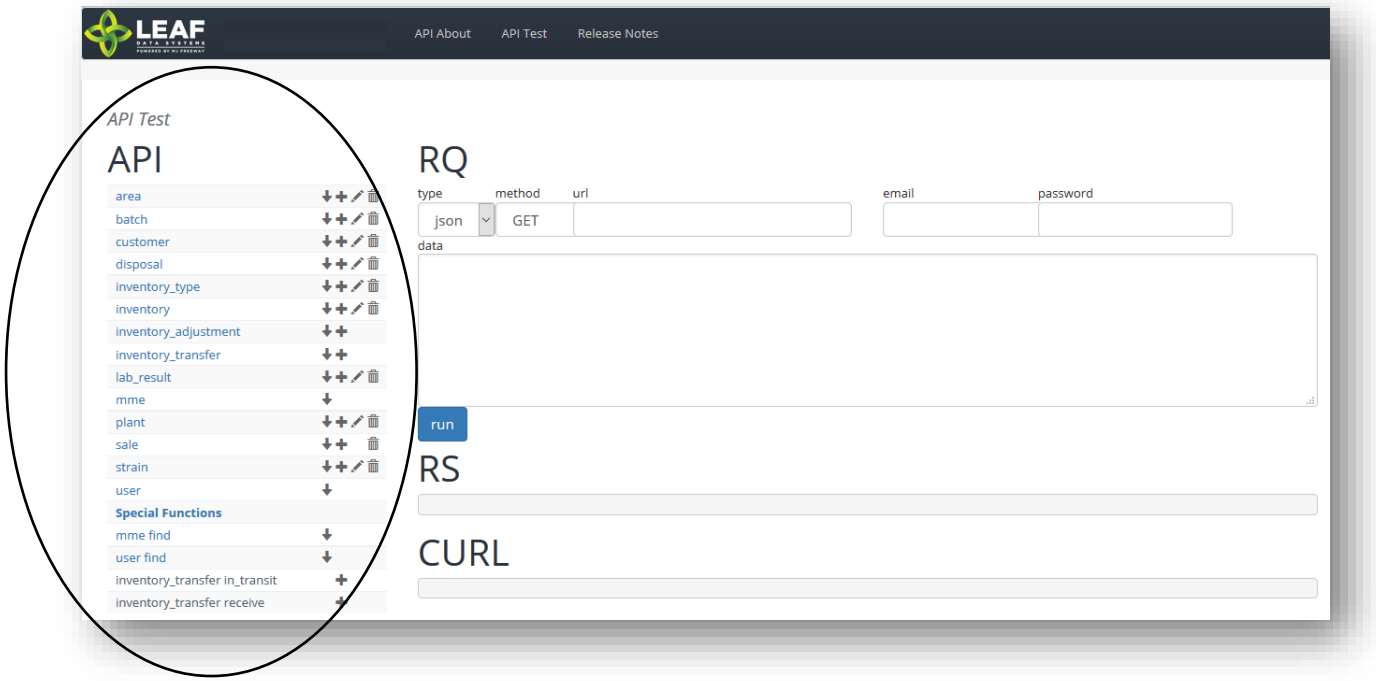
CSV Uploads

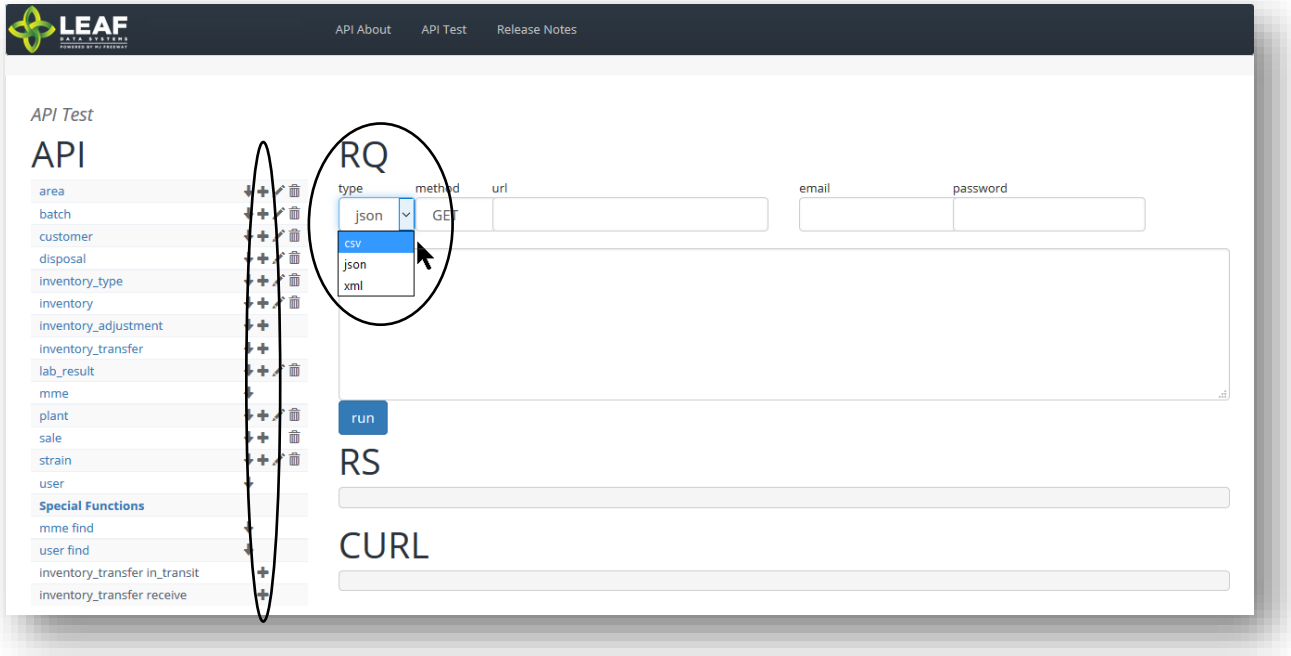
Comma Separated Values (.csv) is a file format that is commonly used to transport information in between separate, but similar databases. Data is saved in a table-structured format, allowing for exported data from one database to be easily re-formatted into a template designed for importing data into a second database.

The first step in understanding how to properly upload data via .csv file into Leaf Data Systems, is comprehending the relevant data sets as well as the descriptions of each data field. All of this information is housed in the 'API Test' information within the Leaf Data Systems 'API Menu'. The following steps describe how to find the data sets and data field descriptions:

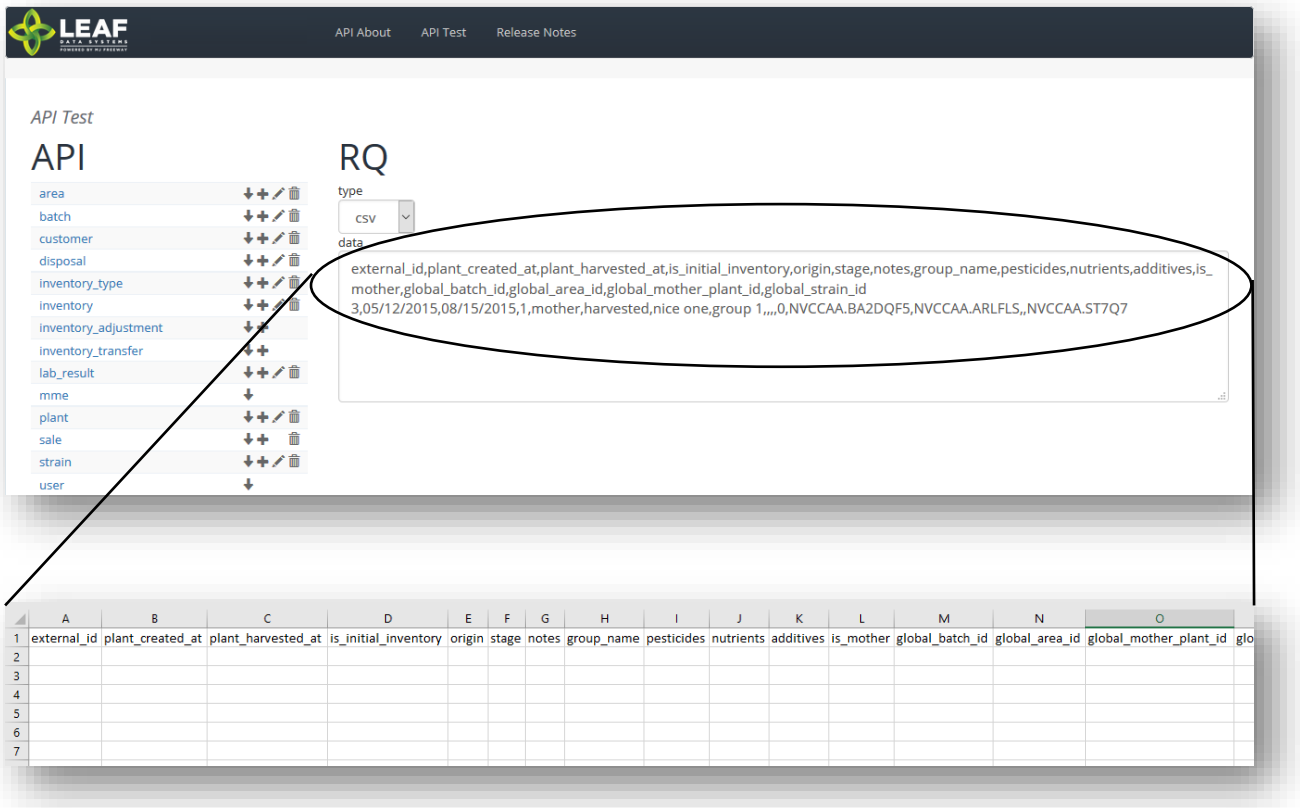
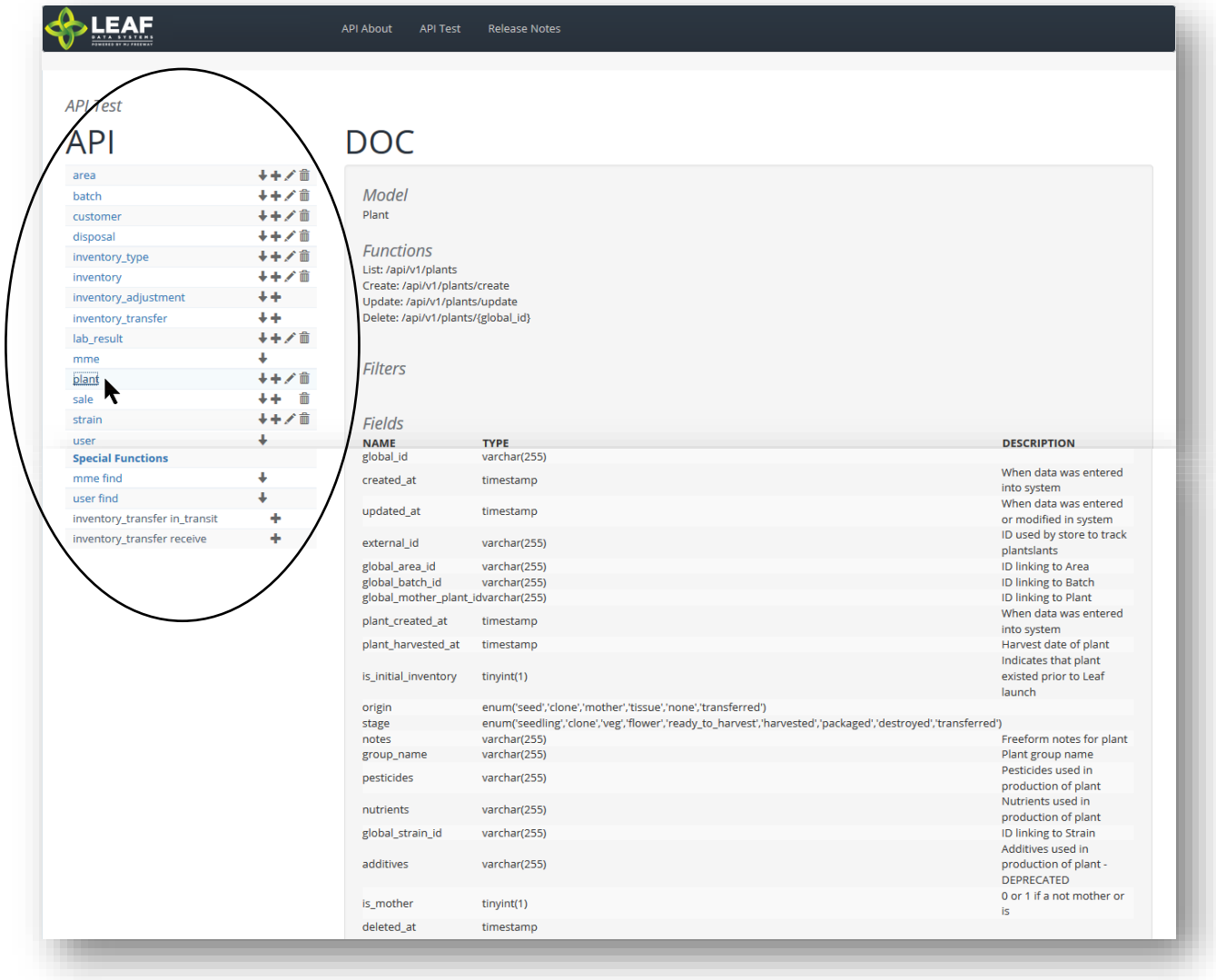
1. Once logged into Leaf Data Systems, navigate to API→API Test. The list of data sets can be found within the 'API' section located on the left side of the screen. These are the sets of data that must be uploaded on a daily basis in order to reflect any physical processes that have occurred within a facility.



2. The next step in preparing data for upload into Leaf Data Systems is acquiring the .csv templates which designate how data must be arranged for upload. Following are the steps to find the .csv template for each data set:
    a. From the API Test screen, within the 'RQ' area, select 'csv' from the 'type' drop-down menu.
    b. Click the '+' (plus sign) next to one of the data sets in the 'API' list.



3. The resultant screen will display the data fields necessary for the corresponding data set to be uploaded into the system, as well as a sample string of data that denotes the format of the data fields that must be captured. These headings can be copied and pasted onto a spreadsheet to represent the column headers of data necessary for successful upload of the data set.



4. Understanding the data points is also important for successful upload of aggregated data set information. The data point definitions can be found within the API Test environment by clicking on the name of the data set. This link will produce a table which identifies each data field to be completed on the .csv template.