



MASSWILDLIFE

**How to Bulk Upload Observation Reports
through the
Vernal Pool & Rare Species (VPRS) Reporting
System**

Report Home Page

(Depending on your report type you should access this feature via the appropriate home page (i.e. Plant, Animal, or Vernal Pool))

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP Natural Heritage & Endangered Species Program

Enter an observation number to open one directly

New Animal Report Bulk Import From Spreadsheet

Animal Home

To create new reports click the 'New Animal Report' button.

Animal Observation Reports Summary

- 12 In Progress
- 5 Submitted
- 0 Additional Information Requested
- 0 Received
- 1 Accepted
- 0 Lead
- 0 Not Accepted

Bulk Upload Option

Reports can be created in bulk form using a [pre-defined spreadsheet template](#). For more information, please read the [Bulk Upload Instructions](#).

My Animal Observations

Viewing 0 to 18 out of 18 results total

Observation #	Date Created	Scientific Name	Common Name	Town	Site Name	Status	Associated Survey	Associated I
A948	8/21/2012	Enallagma laterale	New England Bluet	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A947	8/21/2012		American Robin	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A946	8/21/2012	Ambystoma jeffersonianum	Jefferson Salamander	Palmer		In Progress		0
A945	8/21/2012	Agkistrodon contortrix	Copperhead	New Marlborough	copperhead site 1	Submitted		0
A944	8/16/2012	Ambystoma jeffersonianum	Jefferson Salamander	Abington		In Progress		0
A937	8/8/2012	Enallagma laterale	New England Bluet	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A936	8/8/2012		American Robin	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A935	8/8/2012	Anax longipes	Comet Darner	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A934	8/8/2012	Haliaeetus leucocephalus	Bald Eagle	Chelmsford	Cycr - Bulk 1	In Progress	12-34567	0
A933	8/8/2012	Sorex palustris	Water Shrew	Swansea	Sopa - Bulk 8	In Progress	12-34567	0
A932	8/8/2012	Alasmidonta undulata	Triangle Floater	Amesbury	Alun - Bulk 7	Submitted	12-34567	0
A931	8/8/2012	Scaphiopus holbrookii	Eastern Spadefoot	Sharon	Scho - Bulk 6	In Progress	12-34567	0
A930	8/8/2012	Cicindela purpurea	Cow Path Tiger Beetle	Chatham	Cipu - Bulk 5	In Progress	12-34567	0
A929	8/8/2012	Catostomus catostomus	Longnose Sucker	Canton	Caca - Bulk 4	Submitted	58	0
A928	8/8/2012	Hemileuca maia	Barrens Buckmoth	Hudson	Hema - Bulk 3	Submitted	12-34567	0
A927	8/8/2012	Terrapene carolina	Eastern Box Turtle	Taunton	Teca - Bulk 2	Submitted	585	0
A926	8/8/2012	Cyanocitta cristata	Blue Jay	Chelmsford	Cycr - Bulk 1	Accepted	12-34567	1
A924	8/8/2012	Lithobates pipiens	Northern Leopard Frog	Sherborn		In Progress		0

Selected Observation Details

Observation #: A936

Scientific Name:

Common Name: American Robin

Date Created: 8/8/2012

Last Date Updated: 8/24/2012

Date Submitted:

Town: Chelmsford

Site Name: Cycr - Bulk 1

Number of Observation Locations Reported: 5

Status of report: In Progress

Survey Number: 12-34567

NHESP File Number:

Collection Permit Number: 654.321CP

Messages: 0

Observation Dates:

1/2/2011 ▲

2/3/2012 ■

3/4/2011 ▼

Copy Report Open Report

In addition to the standard report creation method as described in the Plant, Animal, and Vernal Pool Tutorials, you can also create observation reports through the VPRS Bulk Upload feature.

To Start, click the "Bulk Import From Spreadsheet" button to bulk import your Plant, Animal, or Vernal Pool Observation Reports

Bulk Upload Option

Reports can be created in bulk form using a [pre-defined spreadsheet template](#). For more information, please read the [Bulk Upload Instructions](#).

There are different spreadsheet templates for each the Plant, Animal, and Vernal Pool reports and they are not interchangeable. Be sure to use the appropriate template for the type of report you are planning to upload.

Populating your spreadsheet

Using the appropriate template (Plant, Animal, or Vernal Pool), populate your bulk upload spreadsheet.

Report Id	Species	Taxonomic Group	Town	Site Name	Site Directions	Habitat Description	Other Associated Species	Species I
Do Not Re	Do Not Remove	Do Not Remove	Do Not Remove	Do Not Remove	Do Not Remove	Do Not Remove	Do Not Remove	Do Not R
3	Cyanocitta cristata	Bird	Chelmsford	Cy-cr - Bulk 1	Cy-cr - Directions to the site. It was really hard to ge	Habitat Desc - Cy-cr	Assoc Species - Cy-cr	Desc Cha
4	1 Cyanocitta cristata	Birds	Chelmsford	Cy-cr - Bulk 1	Cy-cr - Directions to the site. It was really			
5	1 Cyanocitta cristata	Birds	Chelmsford	Cy-cr - Bulk 1	Cy-cr - Directions to the site. It was really			
6	1 Cyanocitta cristata	Birds	Chelmsford	Cy-cr - Bulk 1	Cy-cr - Directions to the site. It was really			
7	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really			
8	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really			
9	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really			
10	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 24	Teca - Direction to the site. It was really			
11	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really			
12	2 Terrapene carolina	Reptiles	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really			
13	3 Hemileuca maia	Butterflies/Moths	Hudson	Hema - Bulk 3	Hema - Directions to the site. It was really			
14	3 Hemileuca maia	Butterflies/Moths	Hudson	Hema - Bulk 3	Hema - Directions to the site. It was really			
15	3 Hemileuca maia	Butterflies/Moths	Hudson	Hema - Bulk 3	Hema - Directions to the site. It was really			
16	3 Hemileuca maia	Butterflies/Moths	Hudson	Hema - Bulk 3	Hema - Directions to the site. It was really			
17	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
18	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
19	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
20	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
21	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
22	4 Catostomus catostomus	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
23	4 Catostomus catostomus	Fishes	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
24	4 Catostomus catostomus	fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really			
25	5 Cicindela purpurea	Beetles	Chatham	Cipu - Bulk 5	Cipu = Directions to the site. It was really			
26	6 Scaphiopus holbrookii	Amphibians	Sharon	Scho - Bulk 6	Scho = Directions to the site. It was really			
27	7 Alasmidonta undulata	Mussels	Amesbury	Alun - Bulk 7	Alun = Directions to the site. It was really			
28	8 Sorex palustris	Mammals	Swansea	Sopa - Bulk 8	Sopa = Directions to the site. It was really			
29								
30								
31								
32								
33								

From our website you can also access a list of the standardized Town names acceptable for use in VPRS, as well as the entire Species Directory which includes the accepted Taxonomic Group names needed to upload your reports.

The screenshot shows the website interface for reporting rare species. The page title is "VPRS System Bulk Upload Feature". It includes a navigation menu with categories like Agriculture, Energy & Utilities, Environmental Protection, Fisheries, Wildlife & Habitats, Recreation & Conservation, Services & Assistance, and Agencies. The main content area provides instructions on using the bulk upload feature, with links to "Vernal Pools Bulk Upload Instructions", "Vernal Pools Bulk Upload example spreadsheet", and "Vernal Pools Bulk Upload Field Directory". There are also sections for "Plants" and "Animals", each with their respective upload instructions, example spreadsheets, field directories, and templates. An "Additional Spreadsheets" section explains that three bulk import spreadsheets require a town name and provides a link to a "Towns" Excel spreadsheet. A "Comments" section invites users to provide feedback. The footer contains copyright information for 2014 and links to EEA Site Policies, Contact EEA, and About EEA.

Validating your spreadsheet

Once you have uploaded your Excel File, the VPRS system will check for any errors and both highlight them in the preview grid, and list them in the Errors Summary window.

NOTE: Any errors must be corrected in your original spreadsheet and re-uploaded.

VERNAL POOL & RARE SPECIES REPORTING SYSTEM

home vernal pools plants animals survey

NHESP Natural Heritage & Endangered Species Program

Animal Home

To create new reports click the 'New Animal Report' button.

Animal Observation Reports Summary

75	In Progress
3	Submitted
0	Additional Information Requested
0	Received
1	Accepted
0	Lead
0	Not Accepted

Bulk Upload Option

Reports can be created in bulk form using a [pre-defined spreadsheet template](#). For more information, please read the [Bulk Upload Instructions](#).

Upload Excel File

Rej	Species Name	Taxo	Town	Site Name	Site Directions
1	Cyanocitta cristata	Bird	Chelmsford	Cyrc - Bulk 1	Cyrc - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
1	Cyanocitta cristata	Bird	Chelmsford	Cyrc - Bulk 1	Cyrc - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
1	Cyanocitta cristata	Bird	Chelmsford	Cyrc - Bulk 1	Cyrc - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
1	Cyanocitta cristata	Bird	Chelmsford	Cyrc - Bulk 1	Cyrc - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
2	Terrapene carolina	Rep	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
2	Terrapene carolina	Rep	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
2	Terrapene carolina	Rep	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
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2	Terrapene carolina	Rep	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the st
3	Hemileuca maia	Butt	Hudso	Hema - Bulk	Hema - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
3	Hemileuca maia	Butt	Hudson	Hema - Bulk	Hema - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
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3	Hemileuca maia	Butt	Hudson	Hema - Bulk	Hema - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
4	Catostomus catost	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
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Errors Summary

Row Number	Errors Summary
1	The column [Taxonomic Group] in row 1 does not match the value in row 4 within the same report id
1	The column [Taxonomic Group] in row 1 does not match the value in row 2 within the same report id
1	The column [Age and Sex Of Individuals] in row 1 does not match the value in row 2 within the same report id

Save Bulk Upload Saving Progress: Return to Main Page

Saving your Bulk Upload

VERNAL POOL & RARE SPECIES
REPORTING SYSTEM

home
vernal pools
plants
animals
survey



NHESP
Natural Heritage &
Endangered Species Program

?
Upload Excel File

Ref	Species Name	Taxon	Town	Site Name	Site Directions
1	Cyanocitta cristata	Birds	Chelmsford	Cyrc - Bulk 1	Cyrc - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
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2	Terrapene carolina	Repti	Taunton	Teca - Bulk 2	Teca - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the s
3	Hemileuca maia	Butte	Hudson	Hema - Bulk	Hema - Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the
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4	Catostomus catost	Fish	Canton	Caca - Bulk 4	Caca = Directions to the site. It was really hard to get to this site. Had to drive for miles and miles across the

Row Number	Errors Summary

[Save Bulk Upload](#)
Saving Progress:
[Return to Main Page](#)

Once your spreadsheet uploads with no errors, the Save Bulk Upload button becomes available. Clicking this button generates your bulk uploaded reports and saves them to the system.

NOTE: You cannot upload a portion of your spreadsheet. All reports within your spreadsheet must be error free before you can upload.

After your reports have finished uploading you can click the Return to Main Page button and this will take you back to your report home page so you can view your newly uploaded reports.

Completing your submittals

Vernal Pool & Rare Species Reporting System

home vernal pools plants animals survey

NHESP
Natural Heritage &
Endangered Species Program

Animal Home

Enter an observation number to open one directly

My Animal Observations Viewing 0 to 87 out of 87 results total.

Observation #	Date Created	Scientific Name	Common Name	Town	Site Name	Status	Associated Survey	Associated
A1198	12/19/2012	Sorex palustris	Water Shrew	Swansea	Sopa - Bulk 8	In Progress	12-34567	0
A1197	12/19/2012	Alasmodonta undulat	Triangle Floater	Amesbury	Alun - Bulk 7	In Progress	12-34567	0
A1196	12/19/2012	Scaphiopus holbrook	Eastern Spadefoot	Sharon	Scho - Bulk 6	In Progress	12-34567	0
A1195	12/19/2012	Cicindela purpurea	Cow Path Tiger Bee	Chatham	Cipu - Bulk 5	In Progress	12-34567	0
A1194	12/19/2012	Catostomus catostorr	Longnose Sucker	Canton	Caca - Bulk 4	In Progress	58	0
A1193	12/19/2012	Hemileuca maia	Barrens Buckmoth	Hudson	Hema - Bulk 3	In Progress	12-34567	0
A1192	12/19/2012	Terrapene carolina	Eastern Box Turtle	Taunton	Teca - Bulk 2	In Progress	585	0
A1191	12/19/2012	Cyanocitta cristata	Blue Jay	Chelmsford	Cyrc - Bulk 1	In Progress	12-34567	0
A1190	12/17/2012	Glyptemys insculpta	Wood Turtle	West Boylston	DFW Wood Turtle	In Progress		0

Selected Observation Details

Observation #:
Scientific Name:
Common Name:
Date Created:
Last Date Updated:
Date Submitted:
Town:
Site Name:
Number of Observation Locations Reported:

Status of report:
Survey Number:
NHESP File Number:
Collection Permit Number:
Messages:
Observation Dates:

Animal Home ?

To create new reports click the 'New Animal Report' button.

Your uploaded reports will now display in your observation grid. Uploaded reports are "In Progress" and need to be submitted before they can be evaluated by NHESP.

Bulk Upload Option
Reports can be created in bulk form using a [pre-defined spreadsheet template](#). For more information, please read the [Bulk Upload Instructions](#).

To complete your observations you must open each report and execute a few steps including, but not limited to:
capturing your location snap shot (you must save your report after this step),
attaching any photos or documents to your report,
submitting your report.

If you have any questions about these processes please refer to the Animal, Plant, or Vernal Pool specific Tutorials or access the Help Documents within the system.

Questions or Feedback?

Contact us at:

ContactVPRSAdmin@state.ma.us