

Rights-of-Way as Habitat Geospatial Database Importing Data

Import Data

Before using the CCAA Annual Reporting Tool, data must be collected from your organization and input into the database. Follow this guide to import your collected data.

Steps to Import Data

If your organization uses Survey123, then your data is automatically submitted to the database, and you can move on to generating a report. If you have data from other sources (e.g. shapefiles), the steps below will help you import them. If you're not sure what to use and when to use it for your organization's data, refer to the [Database Interfaces Guide](#).

Data Preparation

1. Open the ROW Tools project in ArcGIS Pro (Alternatively log into ArcGIS Online with an account with access to the Managers Group and look for the "ROW Tools V2.0" object).
2. Ensure that your data conform to the [ROW Database Schema](#).
3. With "ROW as Habitat Workflows" visible in the Tasks pane, expand the workflow folder titled "Importing & Exporting Data" and then double click on "Prepare Data for Import" to show all of the steps.

Download a Database Backup

If your organization has any existing data in the Database, it is strongly recommended that you make a backup of your data as outlined below.

1. With the ArcGIS Pro project loaded, and "ROW as Habitat Workflows" visible in the Tasks pane, expand the workflow folder titled "Importing & Exporting Data" and then double click on "Database Import and Backup Tools" to show all of the steps.

Preview Data

This section continues from the one above, "Database Import and Backup Tools" in "ROW as Habitat Workflows."

1. Select your Organization ID from the dropdown list.
2. For the Input Dataset, locate the database you plan to import (e.g., the "staging database" you saved if you followed Data Preparation above).
3. Provide a name and location for your local Output Dataset that will serve as a preview.
4. There are two Import Options: (1) append or (2) purge and replace. If you have existing data in the Database, you can use the Append option to add new records to existing data, or use the Purge and Replace option to delete all of your existing records from the Database and then replace it the records in your Input Dataset.

Import Data

This step uses the same interface as the preview tool above, except since data goes directly into the online Database, there is no Output Dataset setting. See the previous step for information about each setting.