

To get required Excel file:

- Go to <http://app.fw.ky.gov/scicoll/FQ.aspx> Click on Excel file in box on left
- Must use Excel spreadsheet provided and match KDFWR format exactly, i.e., do not delete, move or rename any column headings.
- The Excel file download is located in box on left hand side of FAQ page
 - Red colored field names are REQUIRED. If a non-required field does not apply to your data, leave blank, do not delete
 - The spreadsheet has dropdown menus for scientific and common name, as well as allowed values for all required fields
 - The Excel file must be converted to CSV in order to submit. Directions for converting Excel to CSV are given below.
- Data submitted are subjected to some basic error checks.
- If you have problems submitting, make a screen shot of error message, email image and CSV file submitted to kdfwr.kfwis@ky.gov

To Submit Data

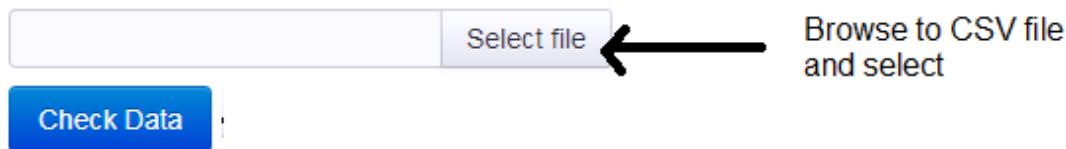
Login to <http://app.fw.ky.gov/scicoll/default.aspx> You need Permit # and Authorization #

See image below, follow procedure

Step 1 - Data Check

Before uploading your Scientific Collection Data, please be sure to use our data check module to verify your data.

Once everything is complete, then proceed to the Step 2 - Load Data.



The screenshot shows a web interface for data checking. It features a light gray rectangular box with a 'Select file' button on the right side. A black arrow points from the text 'Browse to CSV file and select' to the 'Select file' button. Below this box is a blue button with the text 'Check Data'.

After selecting file this screen

Before uploading your Scientific Collection Data, please be sure to use our data check module to verify your data.

Once everything is complete, then proceed to the Step 2 - Load Data.




The screenshot shows the data check interface after a file has been selected. The light gray box now displays a file icon followed by the name 'mkw_test.csv'. To the right of the file name are two buttons: 'Change' and 'Remove'. Below this box is a blue button with the text 'Check Data'.

If the correct file is listed, click 'Check Data'

Everything passed! Now you are ready to load your data in Step 2.

Step 2 - Load Data

mkw_test.csv



Load Data

The image shows a file upload interface. At the top, the filename 'mkw_test.csv' is displayed. Below it is a green icon representing a CSV file, featuring a large 'X' and the text 'CSV'. To the right of the icon is a green button labeled 'Load Data'.

View Submitted Data

You have submitted 45 records.

View your previously submitted data by please clicking Export.

Export Data