Import .csv Files into OneStop

» Intended User: Pipeline Licence Applicants

Alberta Energy Regulator
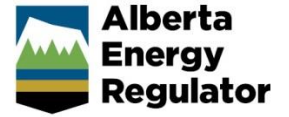
Overview

Pipeline licence applicants may input Pipeline Specification data into OneStop in various ways.

You may:

- use .csv files to upload data,
- manually load data, OR
- do a combination of both.

These files are often created in Excel and uploaded for use in other applications.

A .csv file extension means comma-separated values. These files are often created in Excel and uploaded for use in other applications.

They are text files that can be edited in any text editor.

The fields of data in each row of the file are separated by a comma. Individual rows are separated by a newline (a character used to represent the end of a line of text).

.csv files can be used to create numerous rows of data that can then be uploaded at one time.

Upload Pipeline Attributes via a .csv file

Note: This guide assumes the applicant has already uploaded the required shapefile associated to this pipe location. For further information on uploading shapefiles, please refer to the *Upload Digital Spatial Data Quick Reference Guide*.
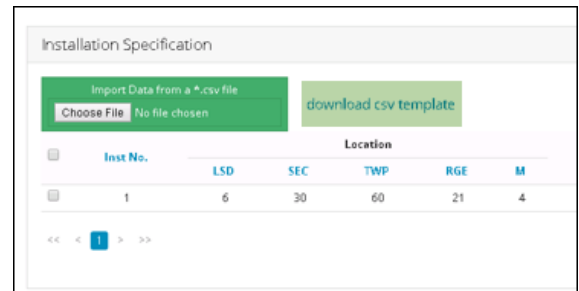
1. Once you have uploaded a shapefile, the specification grid is populated with ID numbers and location data. The remainder of the fields can be entered manually or populated with data from a .csv file.

2. Locate the Pipe Specification section (middle of the window). Load the .csv file for this section **first**.
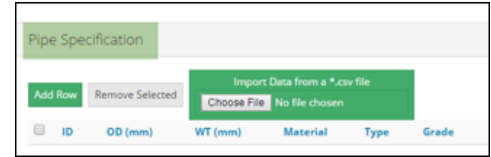
3. Locate the Download csv template button.

4. Click the button to download the OneStop .csv template. Open the template.

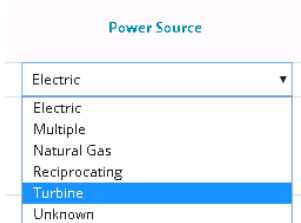   A spreadsheet displays populated with the ID number and location data from the shapefile.

5. Use the spreadsheet to enter data for the remaining fields.

    Numerical fields, such as rating, are entered as in any spreadsheet.

Important:

Text fields, such as power source, must *exactly* match the display value in the corresponding dropdown in the application.

7. Save the changes to the .csv file.The file is uploaded to OneStop.

Important:

Misspelled or invalid values do *not* populate the grid after import. These fields remain blank.

Important: The .csv files *must* match the data in the shapefile.

This means the following:

- Data in the .csv file matches the location of the shapefile.

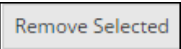- Instance ID is included in each row of the .csv file, to match the row(s) created by the shapefile.

OneStop evaluates the data. When the data *doesn't* match, ID numbers are not generated for pipe location rows.

For details on what information is required of shapefiles, which.csv data must match, please refer to the *Import Digital Spatial Data (Shapefiles)* quick reference guide.

Remove Rows

1. Click the checkbox at the beginning of the row(s) to be deleted. (You can delete more than one row at a time).

2. Click Remove Selected. The row is removed from the window and the application.

3. Click Save.

Enter Pipeline Data Manually

Data for the Pipe Specifications and Pipe Locations sections may also be entered manually. For further detail on manual data entry, please refer to the *Manual Entry of Pipeline Data* quick reference guide.