Bulk Upload Data Feature (Excel CSV File Only - Max size 5MB)

➢ **Bulk Upload Data Feature Added in 3 Data Entry modules –**
  ▪ Progress Data Entry- Global Index Data Entry
  ▪ Progress Data Entry- India Index Progress Data Entry – Manual
  ▪ Progress Data Entry- India Index Progress Data Entry – Formula

➢ **Steps to use Bulk Upload Data Feature -**
  ▪ **Progress Data Entry- Global Index Data Entry**
  1. Login through Nodal Data Entry user.
  2. Click on Data Entry module.
  3. Select Index and click on plus (+) option Under Action.
  4. Next, Select Index/Theme/Parameter Level option as per your needs.
  5. Then Download Sample Template and put Data under template.
  6. Now, save this template as CSV file and click on (Import Global Index/theme/parameter data) option.

Note- If you select Theme Level Data Entry option or Parameter Level Data Entry option then in that case kindly put data only for mapped countries in sample template. If we put data for all the countries or countries not mapped with the themes/ parameters, then data will not reflect after import the file and Visualization.

  ▪ **Progress Data Entry- India Index Progress Data Entry – Manual**
  1. Login through Nodal Data Entry user.
  2. Click on Data Entry module.
  3. Select Index and click on plus (+) option Under Action.
  4. Next, Select Index/Theme/Parameter Level option as per your needs.
  5. Then Download Sample Template and put Data under template.
  6. Now, save this template as CSV file and click on (Import Global Index/theme/parameter data) option.

Note- If you select Theme Level Data Entry option or Parameter Level Data Entry option then in that case kindly put data only for mapped States in sample template. If we put data for all the States or States not mapped with the themes/ parameters, then data will not reflect after import the file and Visualization.

  ▪ **Progress Data Entry- India Index Progress Data Entry – Formula**
  1. Login through Nodal Data Entry user/Line Data Entry user/State Data Entry user.
  2. Click on Data Entry module.
  3. Select Index and click on View (eye icon) option Under Action.
  4. Next, Select Export/Import Frequency Data Entry Template Option and select frequency as per your needs.
  5. Then Download Sample Template and put Data under template.
  6. Now, save this template as CSV file and click on (Import state Data) option.

Note- If you select Export/Import Frequency Data Entry Template Option and select frequency (Yearly/Half yearly/Quarterly/Monthly) then only selected frequency related Parameter title will reflect in the sample template and you can only able to put data for selected parameter. Also kindly put data only

for mapped States in sample template. If we put data for all the States or States not mapped with the parameters, then data will not reflect after import the file and Visualization.