

Data Submission Upload and Validation Quick Reference Guide

Data Upload and Validation

- The **Data Submission Form** button on the MIP is the best way to upload your data and run validation. This button is found by opening the **Submit Data** area.

- You can use the **Data Submission Form** to either upload the data (recommended for uploads less than 300MB) or indicate that the submission will be sent to the Data Depot (a MIP Help ticket is automatically generated to inform MIP Help the submission is being sent).

- **Using the MIP to upload your files:**

- The MIP automatically creates a path to where your files will go on the J drive as indicated in the **Submit Data** area.



- This path is not a link to anything, but indicates where your files will be uploaded.
- If you already have files on the J drive, when you upload through the MIP, the system will move your files to this new folder on the J drive.
- The **Internet Connection Speed** and **File Size** fields on the data submission window are *optional*; used to calculate the approximate amount of time the files will take to upload.
 - Throughout the MIP only fields marked with an * are required.
- Users can navigate to any drive (including the J drive) to find files to upload through the MIP.
- Users can upload a zipped file or any individual files.
- If you already have files uploaded and are uploading again, the MIP will only overwrite files of the same name.
- The MIP automatically unzips your files once you upload.
- Automatic validation is performed after contents are uploaded and unzipped. For DFIRM database-related tasks, such as Develop DFIRM DB, Produce Preliminary Map Products, or Produce Final Map Products, a DFIRM DB QA validation will be performed, as well as the automatic metadata validation.
- Once the upload is complete, click **Refresh Contents** button to confirm your files have been uploaded to the folder structure.

Metadata and DFIRM

- Metadata files should be included in the data submission. The files should be uploaded as a separate file in the root directory or included in the General folder.

Root directory

Submit Data

Submission Contents

\R01\MAINE_23\FRANKLIN_23007\FRANKLIN_007C\08-01-0165S\SubmissionUpload\BaseMap\1112527

23007C_BaseMap_metadata.xml

GOOD – The metadata file is a separate file in the root directory.

Refresh Contents Data Submission Form

Submit Data

Submission Contents

\R01\MAINE_23\FRANKLIN_23007\FRANKLIN_007C\08-01-0109S\SubmissionUpload\BaseMap\1112328

My Other Folder

23007C_BaseMap_metadata.xml

BAD – The metadata file will not be found in this folder. If the folder read General, the MIP could find the file.

Refresh Contents Data Submission Form

- Metadata files will be validated as long as they are part of the root directory.
- For DCS tasks (Hydrology, Hydraulics, Survey, Topography), users may still place metadata in the General folder.
- DFIRM submissions can now include any files (i.e. PDF panels). The DFIRM database QA tool will only retrieve the files necessary to run the QA check. All others will be ignored.
- The FIS folder is no longer created. FIS submissions should be loaded into the appropriate folder within the DFIRM submission.
- An .xml Metadata file is still required. However, text files can be included in the submission folder. Metaman will ignore the .txt file, and validate the .xml file.

Tools and Links

- The Tools and Links tab for uploading and DFIRM QA still are located on the MIP. However, uploading through Tools and Links will not meet the requirements of the workflow nor will transfer data to the J drive. Uploads through Tools and Links can be used for practice to see if data will be validated.
- Users submitting through Tools and Links should use the following process:
 - If submitting through DFIRM tools, click **Export** to move the submission to the K folder.
 - Users are then responsible for manually moving the data back to the J drive. This can be done in 2 ways:
 1. Use the **Data Submission Form** and navigate to the K drive. Uploading the submission will put the data on the J drive. The system will automatically perform validation and move the submission to the K drive (in a different location) when it passes validation and the user completes the workflow step (completes the task).

2. Copy files from K to J using Citrix. The user must then return to the workflow to manually start the validation process by clicking the **Validate Contents** button.
 - A future upgrade of DFIRM tools will put data on the J drive, thereby allowing users to bypass the previous 2 steps. This upgrade is planned for spring 2008.
- The DFIRM tools do not link directly to the DFIRM database QA anymore. Users will now have to rely on the workflow for that validation.
- Users will still receive an email notification when the DFIRM QA validation has been completed.

Downloading Submissions

- Users can download files from the QA screen or through **Search and Retrieve** tab.

