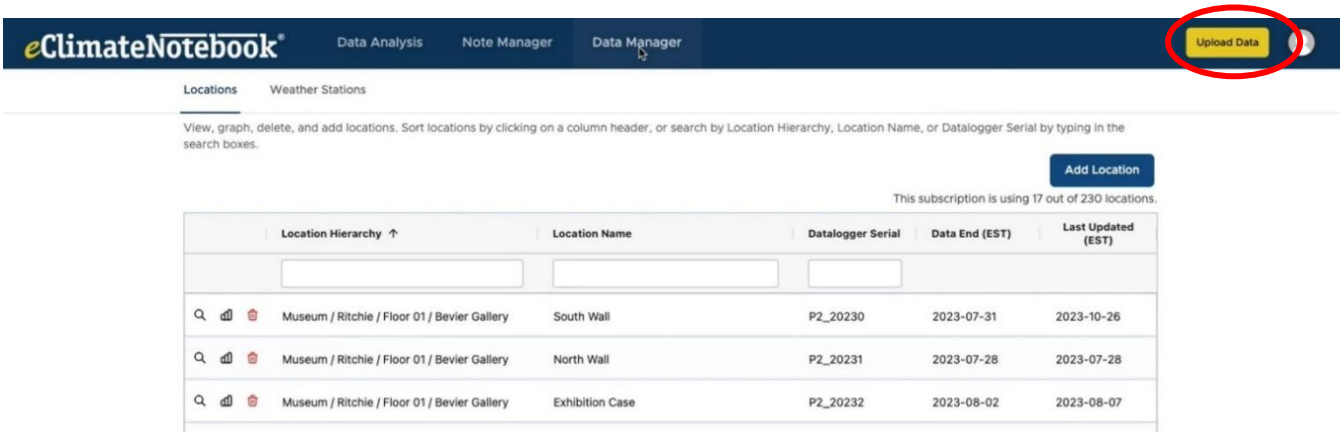
This guide is for eClimateNotebook (eCNB) users who upload CSV files of environmental data.

It assumes:

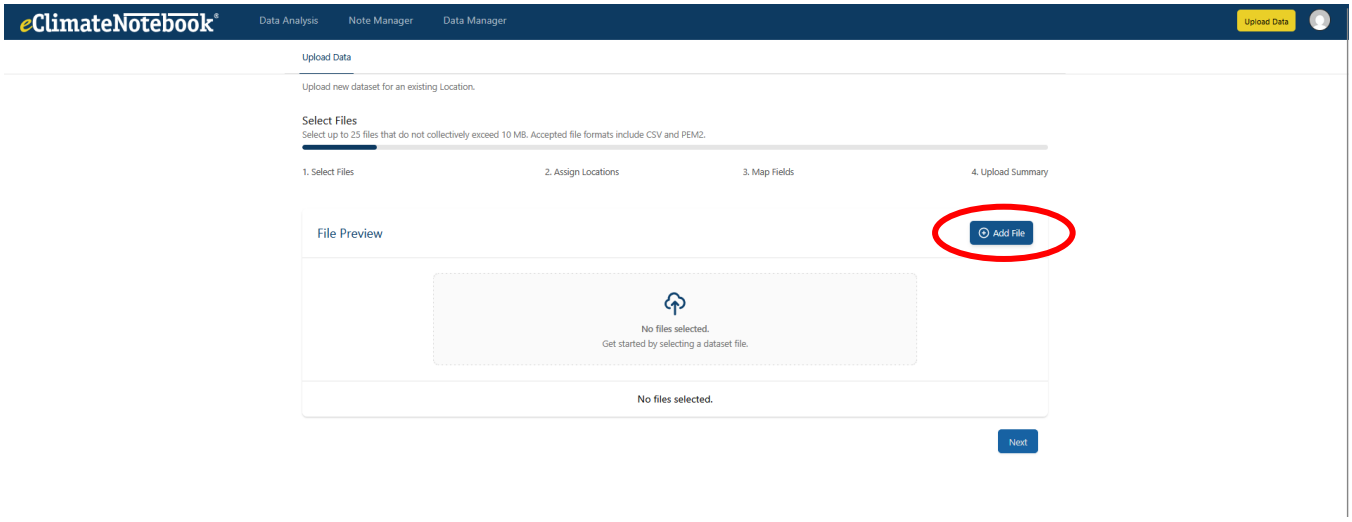
- Locations have already been created in the account, and
- Users are uploading data from data loggers that export date, time, temperature, and relative humidity data as CSV files.

Begin the upload process by selecting the **Upload Data** button on the right side of the eClimateNotebook menu bar.



The uploading process occurs in four steps listed at the top of the Upload Data page, 1) Select Files, 2) Assign Locations, 3) Map Fields, and 4) Upload Summary. A blue progress bar indicates which step is in progress throughout the process.

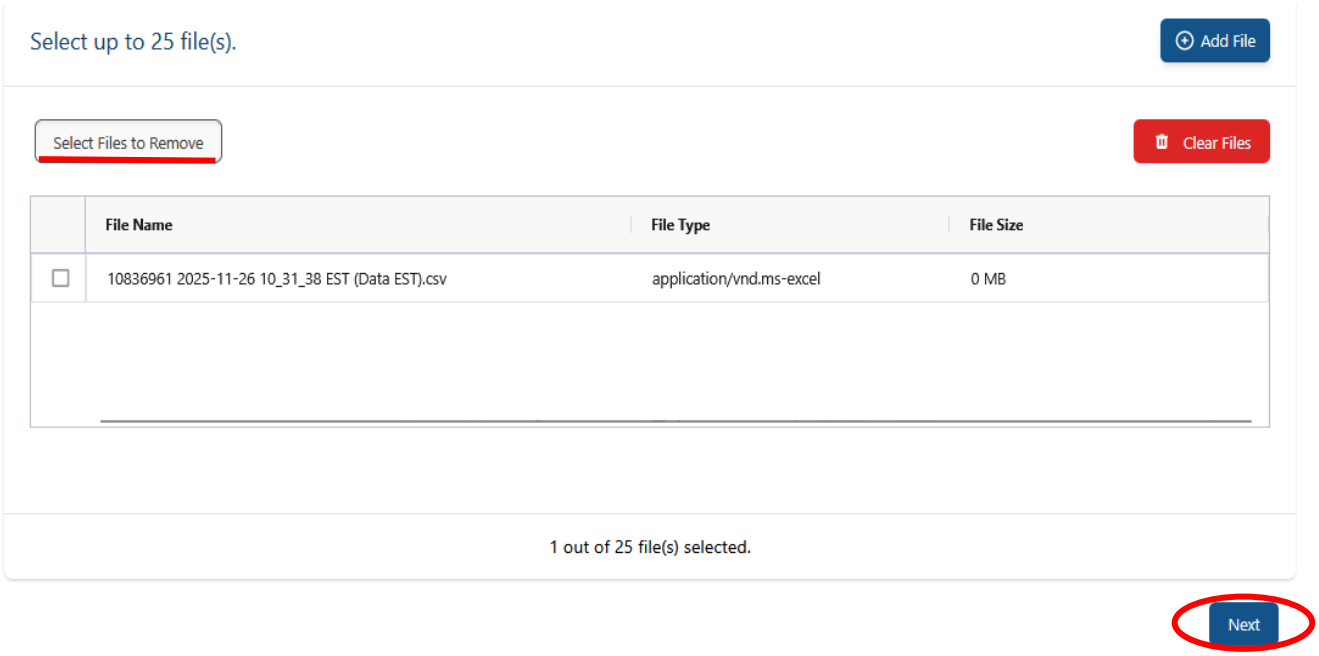
1) **Select the Add File button** in the upper right corner of the File Preview window. Doing so will open a window that provides access to files on the device being used.



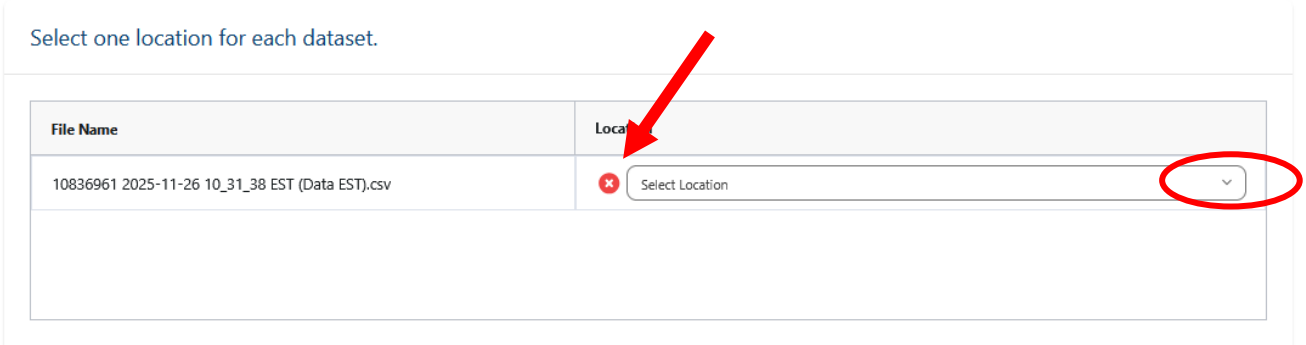
Next, **select the file(s) for upload**. Batch uploads of multiple files are supported, provided the combined file size does not exceed ten megabytes.

The file(s) selected will appear in the preview window. One file, 10836961 2025-11-26 10_31_38 EST (Data EST).csv is selected in the example below.

If any files were mistakenly selected, or cause the file size limit to be exceeded, files can be removed from the preview window before advancing to the next step. If the file preview is accurate, select the **Next** button to advance.



2) The **Assign Locations step <u>requires the user to assign, or confirm, the location a file should be uploaded to</u>.** If the file name is not recognized, a red X appears next to the location field, as indicated by the red arrow below. A location must be selected from the dropdown menu to continue. That menu becomes visible when the down arrow at the right side of the field is selected.



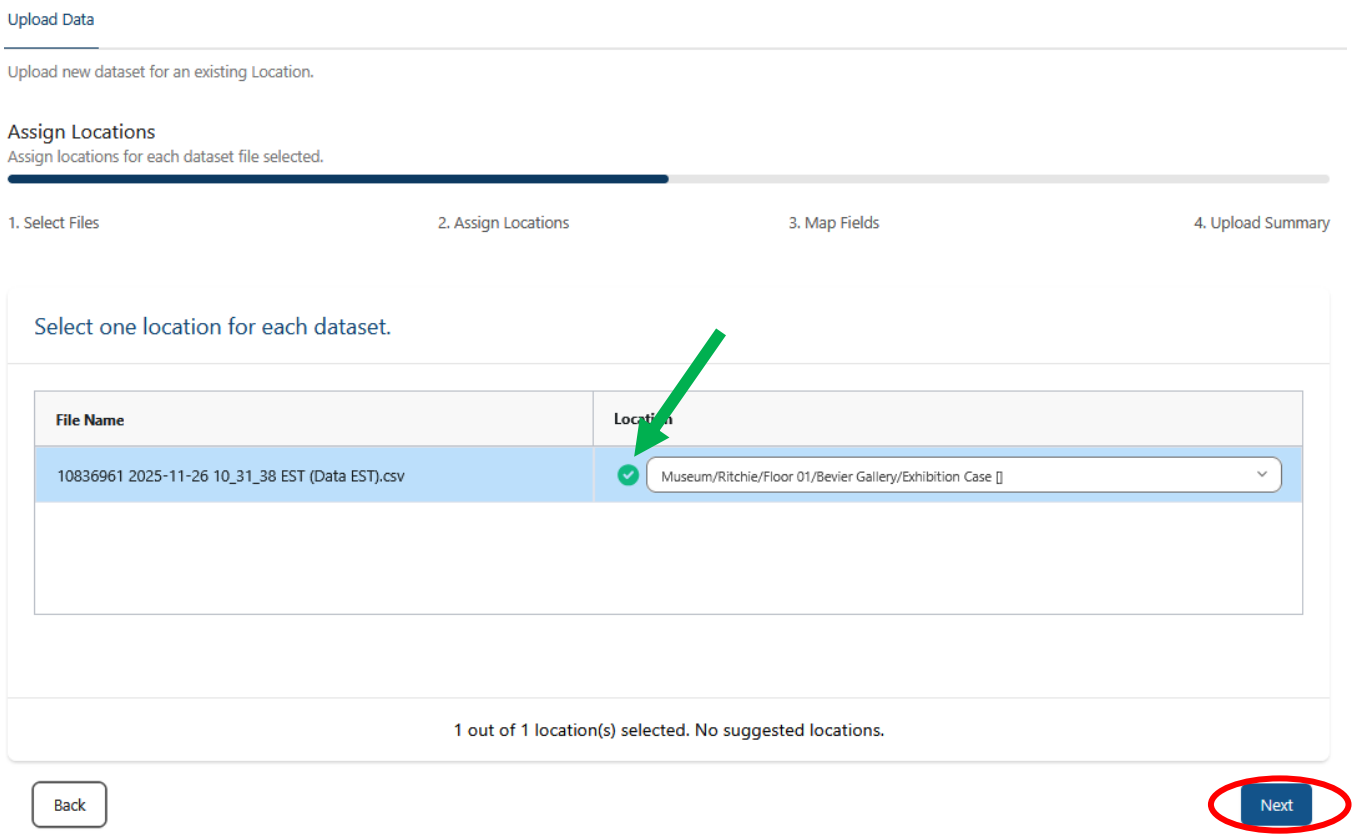
This dropdown menu will display all the locations in an account. If the location the file is meant to be uploaded to does not yet exist in the account, it will not appear in the dropdown menu. The location must be added in the Data Manager section before continuing.

If a logger serial number is entered on a location's information page, it appears in brackets at the end of the Location Name. That can be helpful during the location assignment process, especially when the logger's serial number is also included in a file name.

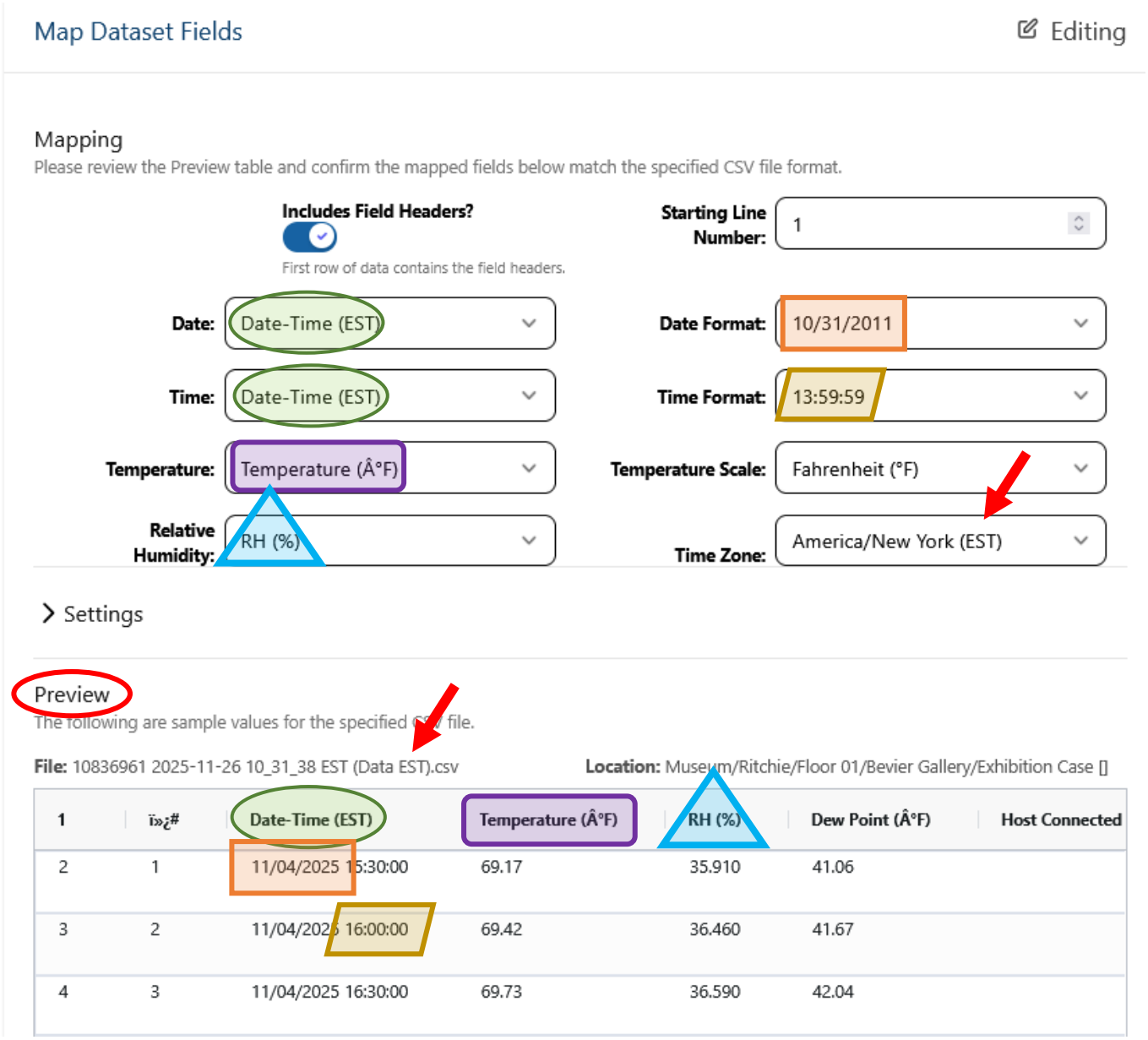
eClimateNotebook is compatible with a wide range of data loggers that produce CSV files. Given the variety of CSV files that can be uploaded, users must confirm the format for date, time, temperature, relative humidity, and time zone data in the Map Fields step.

If consistent file naming is used, mapping will only be required the first time a CSV file for a given location is uploaded. Upon subsequent uploads, a pattern matching feature will enable eClimateNotebook to recommend a location for the Location field. For data integrity purposes, the user must still confirm the Location is correct.

In the example below, the uploader recognized the file name in the preview list. When the uploader recognizes a file name as being similar to a file name previously uploaded to a location, it will automatically populate the location field and a green check mark appears in the preview window. **Users should confirm all location assignments are accurate before advancing to the next step**. After confirmation, select the **Next** button to advance.

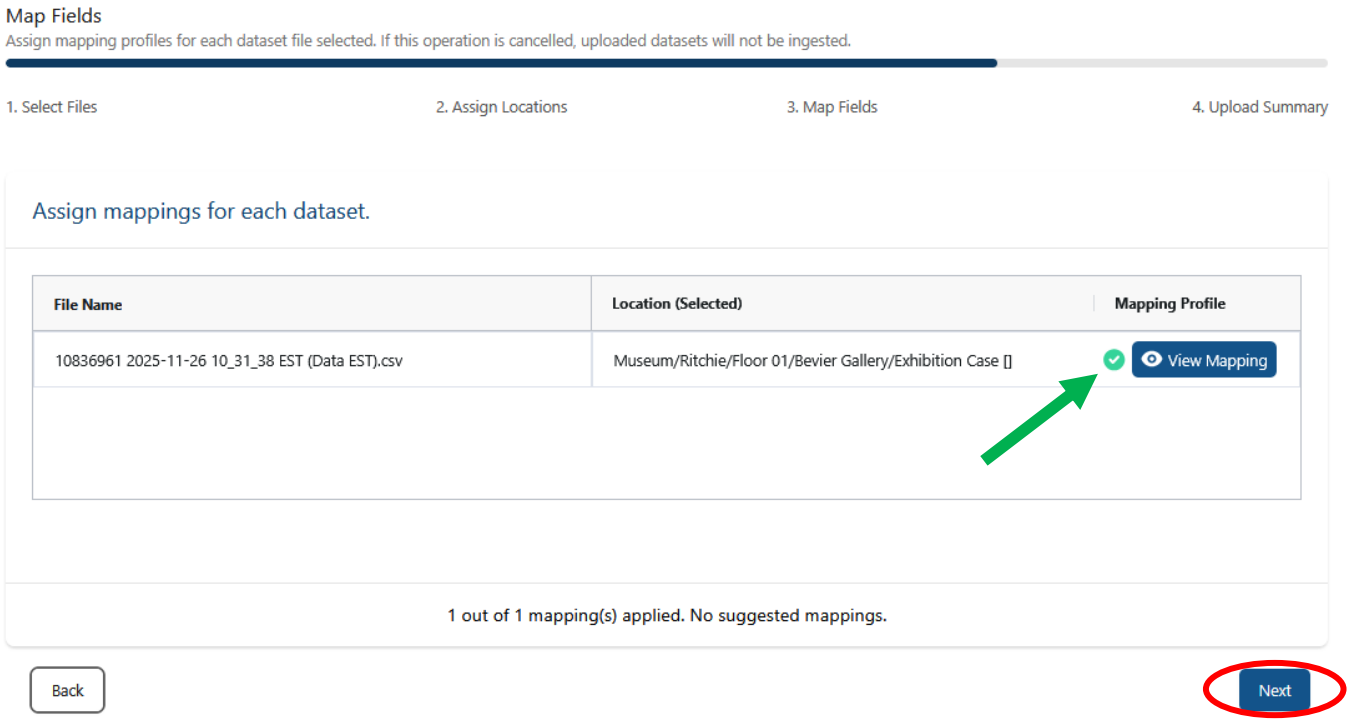


3) **Select the Edit Mapping button,** and the Map Dataset Fields window will open. A **Preview** of the data file is provided at the bottom of the window. Refer to the preview to accurately **map the column header for date, time, temperature, and relative humidity, as well as the date format, time format, temperature scale, and time zone fields.** **Please note, the time zone selected should match the time zone of the file.** Once the mapping is complete, select the **Save** button.



A green check mark will appear next to the View Mapping button for files in which mapping is complete, and a red X remains for files that still require mapping.

Once all file(s) have been mapped, select the Next button to advance to the Upload Summary.



4) **An upload summary will appear in the progress window when the upload process is complete.** The last column, **Ingested**, confirms whether the upload was successful. Here, the "yes" indicates that the file was successfully ingested. Now the data uploaded can be viewed on the Data Analysis pages, or on the Location Information page in the Data History table.

