

**Cheat Sheet:**  
**How to Upload UIPA Totals**  
**to the Master Log at [data.hawaii.gov](http://data.hawaii.gov)**

This handy cheat sheet supplements the Upload instructions and training on [oip.hawaii.gov](http://oip.hawaii.gov). The UIPA Log summaries (**totals**) will be uploaded twice a year (January and August) to the Master Log at [data.hawaii.gov](http://data.hawaii.gov).

Here's the current **uploading schedule**:

**January 31, 2014:** Upload 6-month Log summaries for July 1, 2013, through December 31, 2013.

**August 31, 2014:** Upload 12-month Log summaries for all of FY 2014 (July 1, 2013, through June 30, 2014).

**January 31, 2015:** Upload 6-month Log summaries for July 1, 2014, through December 31, 2014. This will be the first upload for the counties.

**August 31, 2015:** Upload 12-month Log summaries for all of FY 2015 (July 1, 2014, through June 30, 2015).

**Acknowledgments:**

Mahalo to Ruth Egami, formerly of the state Department of Health (Administrative Services Office, Management Services Section) and now with the Department of Land and Natural Resources, for creating this cheat sheet, which was revised by OIP in July 2014.



## Cheat Sheet: How to Upload UIPA Log Totals to the Master Log at data.hawaii.gov

4. Log in to the data.hawaii.gov website:

<https://data.hawaii.gov/login/>

Enter your email address and password.

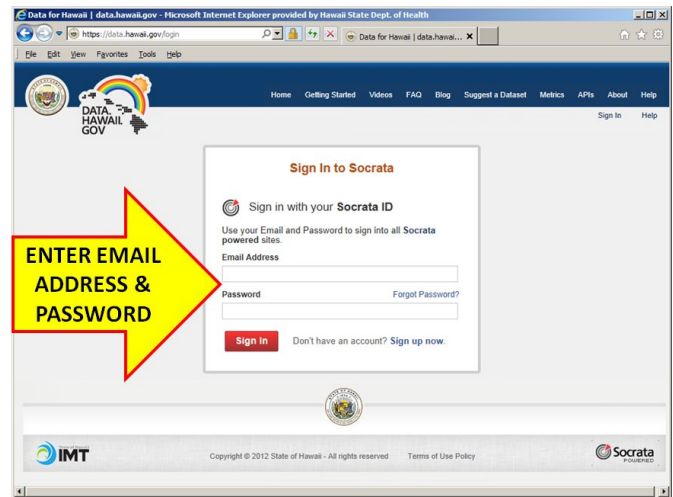
If you need data entry privileges, email John Pescador, DAGS/ ICSD (john.k.pescador@hawaii.gov).

Or go to the data.hawaii.gov website:

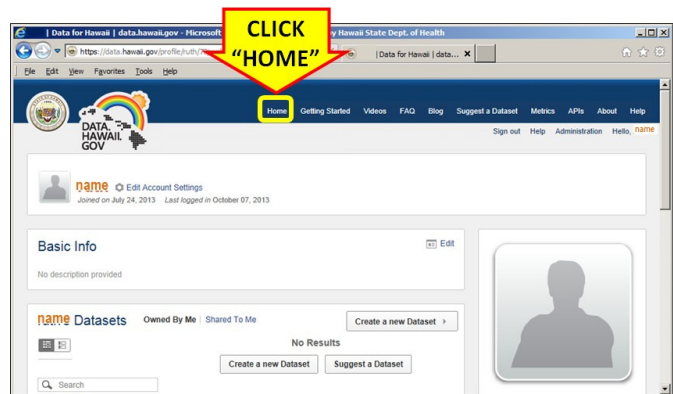
<https://data.hawaii.gov/>

Then click “Sign In” hyperlink at the top right of the screen.

The login screen will appear for you to login. Enter your email address and password.



5. Click “HOME,” which is on the dark blue menu bar.



6. Enter in the “SEARCH” box (with magnifying glass): “UIPA LOG” or “OIP LOG”, then click on keyboard “Enter” key to implement search.

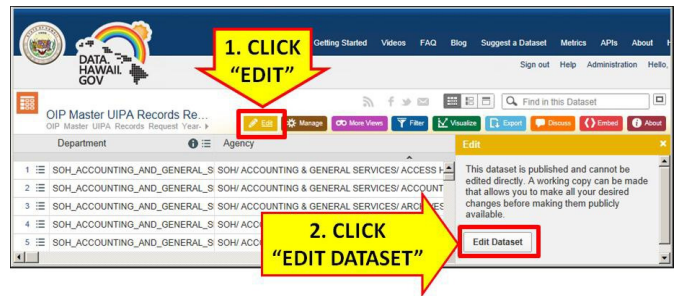
- Listing of logs will appear.
- Select the appropriate OIP MASTER UIPA RECORDS REQUEST [Mid-Year or Year-End] LOG FOR FY 20XX to upload your data.



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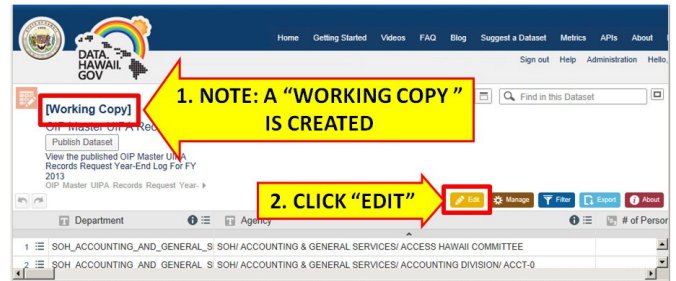
### 7. Click the mustard color “EDIT” button.

- The “Edit” menu will appear on the right-hand side of the screen.
- Click “EDIT DATASET” button.



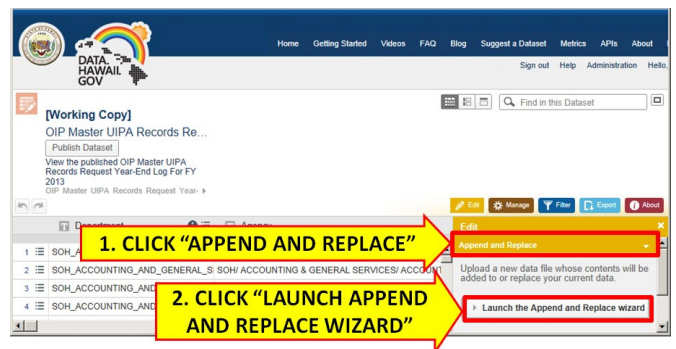
### 8. A new screen will appear indicating that this is a “WORKING COPY.”

- Click mustard color “EDIT” button, once again.



### 9. Again, the “Edit” menu will appear on the right-hand side of the screen.

- Click mustard color “APPEND AND REPLACE” button.
- An extension of the “Append and Replace” menu will appear.
- Click on “LAUNCH APPEND AND REPLACE WIZARD.”



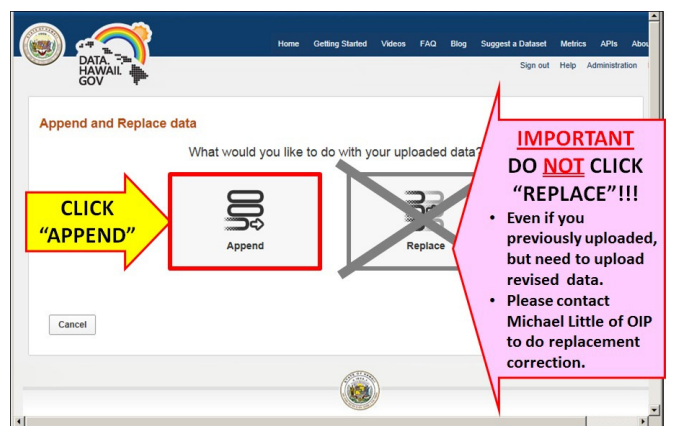
### 10. Click “APPEND” button.

#### **IMPORTANT:**

Do **NOT** click “REPLACE” button!!!

- Even if you previously uploaded your data, but would like to replace it with a corrected/ revised version.
- The “REPLACE” option will replace ALL the existing data (including data uploaded by other agencies) with the data you upload.
- If you need to replace data that you have already uploaded, please contact:

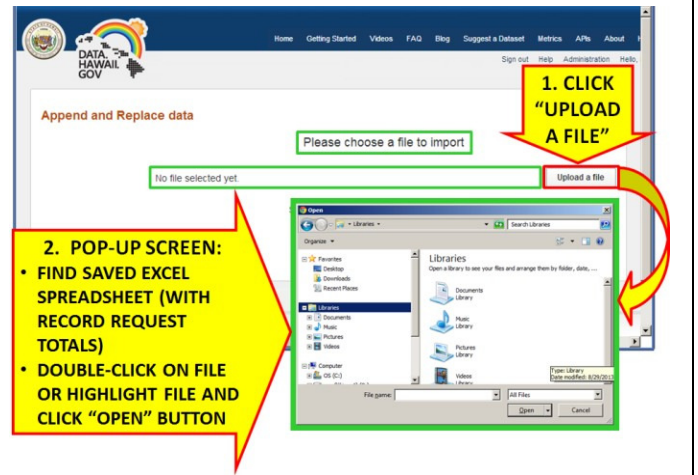
Michael Little  
Office of Information Practices (OIP)  
Phone number (808) 586-1400  
email address: [Michael.V.Little@hawaii.gov](mailto:Michael.V.Little@hawaii.gov)



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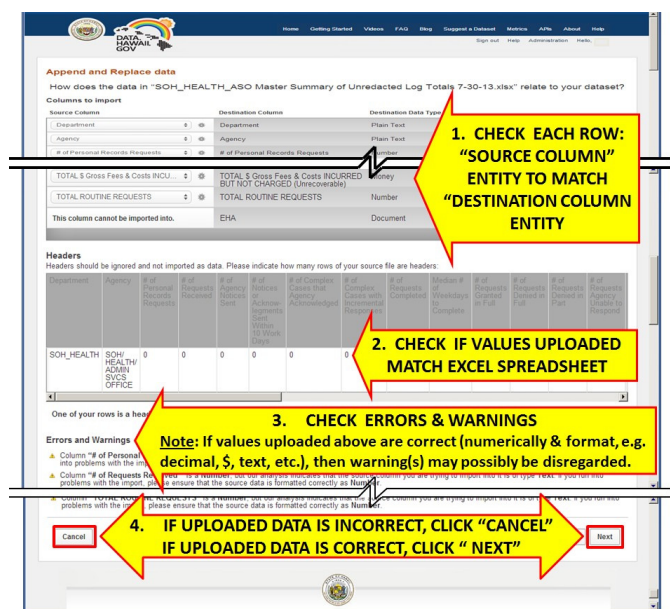
### 11. Click “UPLOAD A FILE” button.

- Pop-up screen to search for your saved Excel spreadsheet with your redacted records request totals will appear.
- Search for your file.
- Double click on your file or highlight, then click on “OPEN” button.
- File will begin uploading.

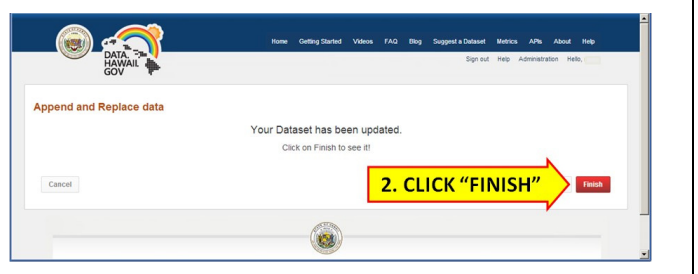


### 12. Check if data from your Excel spreadsheet uploaded correctly:

- Check that the “Source Column” matches the “Destination Column” for each row. Also check if the “Destination Data Type” column is the correct Excel spreadsheet cell format, e.g. number, decimal, accounting (\$), or text format.
- Check the tabular format to ensure that the specific values uploaded matches the Excel spreadsheet for the corresponding column.
- Check if you have errors and warnings. However, if the values shown in the tabular format are correct (both numerically and format), then the warning(s) may likely be to ensure a check of the inconsistencies in format during the transfer of data; review listing and determine if the warnings may be disregarded.
- After checking:
  - ✓ If uploaded data is **incorrect**, then click “CANCEL” button. Correct your Excel spreadsheet and then upload again.
  - ✓ If uploaded data is **CORRECT**, then click “NEXT” button.



### 13. Click “FINISH” button.



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14. Once more check uploaded data shown to ensure each value matches data on your Excel spreadsheet in the corresponding column and in the correct data format, e.g. number, decimal, accounting (\$), or text format.

- If uploaded data is **CORRECT**, then click **"PUBLISH DATASET"** button.
  - ✓ You are done.
  - ✓ You may now "SIGN OUT."
  - ✓ Important: If you do not "PUBLISH DATASET" your upload will not appear on the OIP Master UIPA Records Request Log.
- If uploaded data is **incorrect**, do NOT publish dataset.
  - ✓ You will need to determine where and why the error occurred.
  - ✓ Correct Excel spreadsheet; then begin to upload again.

