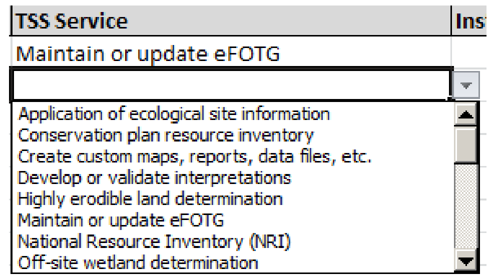
Excel spread sheet population for TSS FAQ (10/14/2014)

This version has all the up to date values in NASIS from the 7.0 data model. The form uses drop down lists that restrict the input and a few fields are missing for fast and easy data population. If you want to enter a complete form then enter it directly into NASIS. If a value is not in the list then it cannot be uploaded.
The best practice would be to save the template in a secure place and then work on a copy located on your desktop for easy access. The form can be customized (see section below).



Open the form, populate the table and save edits.

1. Most fields have drop down menus.
    a. Click in the cell and a drop arrow will appear to the right of the cell.
    b. Click on the arrow and select the value.
2. Only certain fields need to be populated for the NASIS reports to generate properly.
    a. End Date (Format is MM/DD/YYYY)
    b. TSS service
    c. Provider
    d. Recipient
    e. Program benefited
    f. State
    g. County
    h. Instances
    i. Hours (This field will be used to record how much time you spend on 01 tasks). Populate with the TOTAL hours for the entry (NOT the hours for each instance). For example, if you record 6 instances of support for NRI over a given time period and each instance took 1 hour, populate the "hours" field with 6 (6 x 1) hours.

3. At the present time, the following fields are not used for national level reporting. Please contact your supervisor to determine if your state or SSR is requesting that you populate these fields to provide additional state or regional-level information.
    a. Start date
    b. Plans affected
    c. Acres Benefited
    d. County
    e. MLRA
4. Latitude and Longitude are in Decimal degrees (WGS84)
5. The files should be uploaded or sent to someone to upload before you reach 50 rows. This is to ensure timely processing.

Frequently Asked Question

Q. What if the TSS Service is not in the list?
A. Choose the most appropriate option from those currently available and contact the team working on updating the list (Linda Scheffe is the team leader).

Q. What if I do not see a Desired Recipient in the list?
A. Choose the most appropriate option from those currently available and contact the team working on updating the list (Linda Scheffe is the team leader).

Q. What if the program is not in the list?
A. The list of programs has been updated to reflect the programs included in the 2014 Farm Bill. Contact the team to let them know of the value missing (Linda Scheffe is the team leader).

Note: "All programs" is not a valid choice now (it is Obsolete). Use CTA for activities that do not specifically fit one of the other available program choices.

Q. Where do I send the form to get it uploaded into NASIS if I do not have NASIS access?
A. Send it to your supervisor who has NASIS access or to the person who has been assigned this task for your local area, state or region.

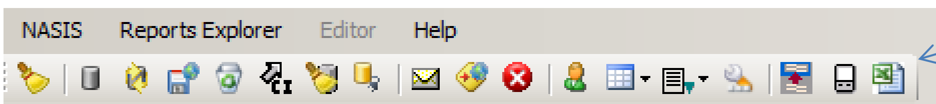
Q. Why can't I type in the impacts column like I can in NASIS?
A. This form is a quick way to record time spent for those of you who do not get into NASIS on a daily basis, it is not a full blown version for import. Future versions of this spreadsheet and/or other reporting assistance tools may include this feature.

Q. The import failed to upload into NASIS, what do I do?
A. You have a value that is not allowed in NASIS. The import Status Message will indicate what value is not allowed. Change the value and try to import again.

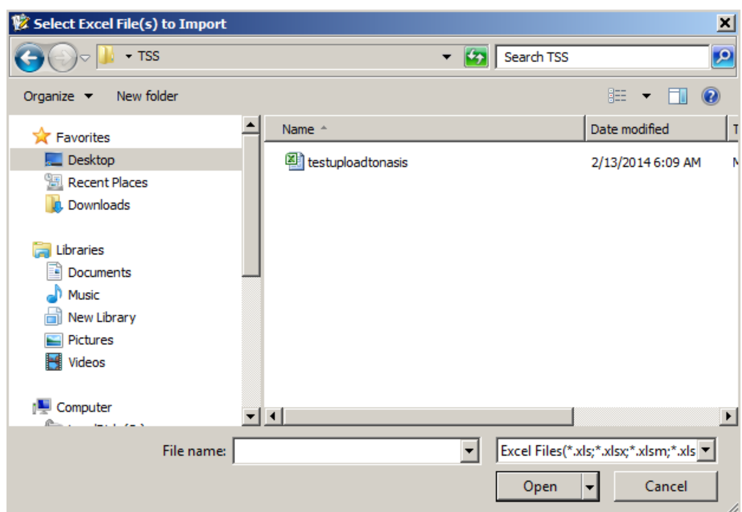
Q. Why does the drop list disappear after 50 rows.
A. The list is short so that you will upload more frequently than once in a while.

Uploading process in NASIS

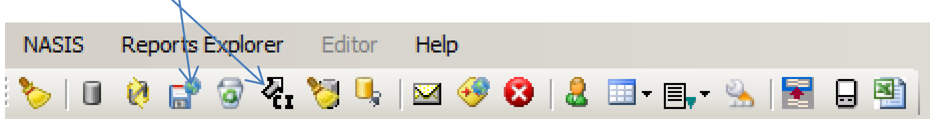
1. Click in the import button on the main NASIS tool bar and an import window will pop up.



2. Navigate to where your TSS table resides and select it then click open.
3. The program will load the data into the NASIS Technical Soil Service table with an N in the far left cell.



4. Click on the upload all changes
5. Then click in check in All

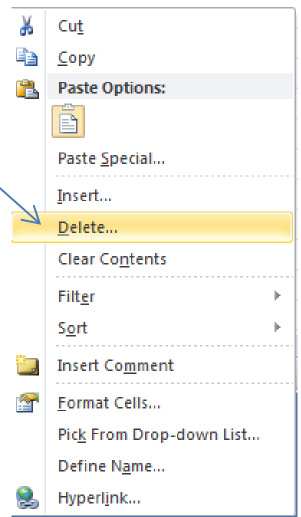


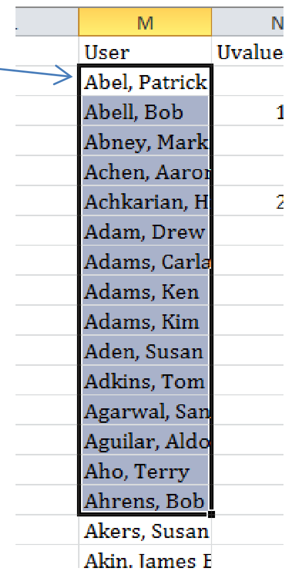
How to customize the list to your area

The spread sheet can be customized for your convenience. Be sure to make a copy before you start just in case something goes wrong.

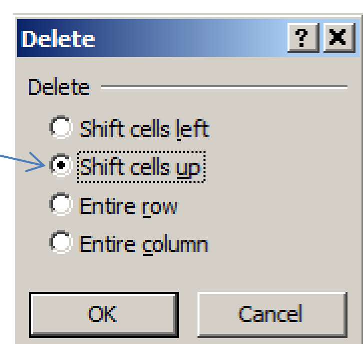
> **You cannot add anything to the list; you can only remove values to limit user choices to those applicable to your area of responsibility.**
> **We recommend that you confine your changes to the “user”, “state”, “county”, and “MLRA” columns.**

1. The lists are found on the second sheet labeled Lists.
2. These values can be reduced by deleting the undesired cells and shifting the other values up.
   a. Select the cells
   b. Right click delete





   c. click on the shift cells up in the delete box.



3. **Always shift upwards and the links will not get lost.**