

Online forms – NLRD Import Instructions

Where to find the NLRD Import Template

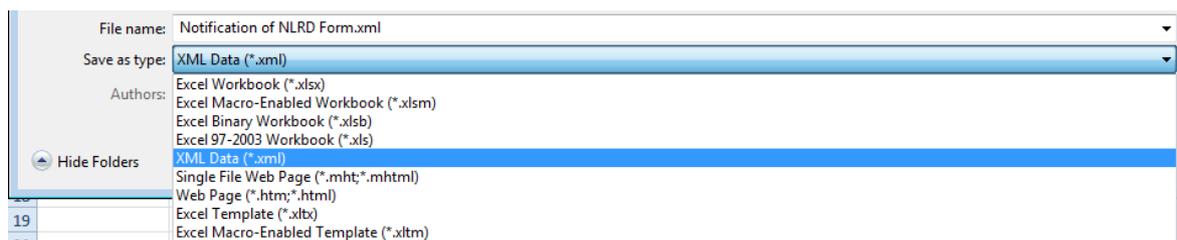
The NLRD Import template can be found on the NLRD Documents and Forms Page on the OGTR website. The template contains a data entry sheet, as seen below, along with instructions on how to complete it. All NLRDs recorded in the template will be imported into the online form.

Please note: The previous ‘Record of Proposed NLRDs’ spreadsheet issued by the OGTR will not be compatible with the online forms and cannot be used for importation. Organisations that wish to use the import function can use the template provided by the OGTR.

IBC_Assessed	IBC_NLRD_Ide	Assessment_Date	IBC_Name	Notifying_Organisation	Proposing_Organisation	Project_Title	GMO_Details	Dealing_Type
TRUE	2019/011	11/08/2019	IBC 1	Notifying Organisation	Org Proposing to Undertake	Project Title Example	Mus musculus; Rattus rattus;	[1 Sep 2011] PC2 - (l)(iii)(A),(m)(iv)(A)
TRUE	2019/012	23/08/2019	IBC 1	Notifying Organisation	Org Proposing to Undertake	Project Title Example	Mus musculus; Rattus rattus;	[1 Sep 2011] PC1 - (a)
TRUE	2019/032	12/10/2019	IBC 2	Notifying Organisation	Org Proposing to Undertake	Project Title Example	Mus musculus; Rattus rattus;	[1 Sep 2011] PC1 - (a)

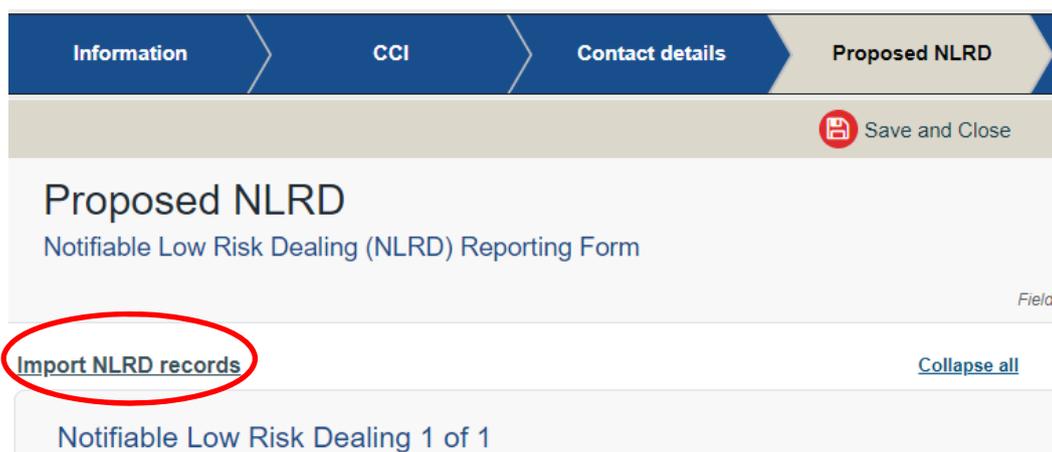
How to convert the spreadsheet to XML format

The file will need to be in .XML format for it to be imported into the online NLRD reporting form. Once all the NLRD records have been entered into the spreadsheet, click on ‘Save as’ under the file tab, then select the ‘XML Data (*.xml)’ format in the ‘Save as type:’ field as shown in the image below. This may need to be saved to a location that is easily accessible for upload to the online form.



How to import your XML spreadsheet into the online form

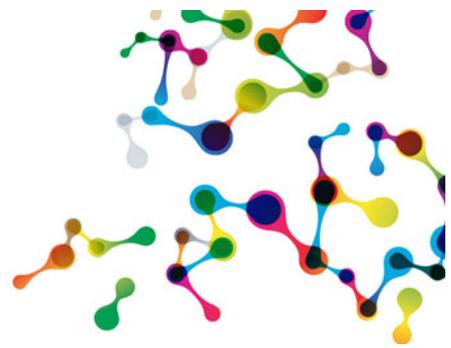
1. When you arrive at the ‘Proposed NLRD’ tab of the online NLRD reporting form, click on the ‘Import NLRD Records’ link (circled below).



2. Locate and select your XML file. This will import all the entries that you recorded in the NLRD import template. Once the records have been imported, you should receive a pop-up box indicating the file import results, similar to the one shown below. Select ‘Okay.’

Note: Importing more than 10 NLRDs at once may significantly lower the upload speed.





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3. If the NLRD import template has uploaded correctly, the following message will be displayed on the 'Proposed NLRD' tab. If any details have not been imported correctly, or are missing, the form will not let you continue past this page. An error message will be displayed showing you which fields require your attention; you will need to address missing information before the form can be submitted.



Success: "Intermittent Reporting 2020 - Template update - Excel version of NLRD template.xml" successfully uploaded.

4. Please ensure that you have entered the details in the NLRD import template following the correct format as instructed in the form. In particular, please pay close attention to the NLRD dealing type and see 'Classification of NLRDs – reporting form requirements' under the heading 'Record of Assessment' section on the [OGTR website](#).
5. If any mandatory information has not been entered into the spreadsheet, the importation may fail and you may receive an error message to indicate this. This will need rectifying in the spreadsheet prior to attempting the importation process again.

