ORM2 Upload Validation Instructions

The new spreadsheets to upload data into ORM2 contain validation tools to ensure accuracy of the data before submitting to the ORM2 team. Performing the validation upfront will alleviate the need for back-and-forth correspondence between the requestor and the ORM2 team to correct any possible errors in the data.

The upload process now uses a consolidated workbook for uploading any data type in addition to aquatic resources. This helps in validation relationships between waters and other data types. There is also a separate workbook for just aquatic resources.

To run the validation tool, first enter all data in the appropriate columns and tabs. Once you have completed entering the data and have saved the document, click the gold shield at the top of the workbook window. The tool has a tooltip showing "Validate Worksheets." After clicking this button, validation of data is performed and any possible errors are added to the Validation tab. This tab is opened after the process is complete to allow the user to see the output. The validation output includes the tab (data type), column, and cell for where the possible error was found and a brief explanation of the issue.

The majority of the validation checks are captured in the Rules tab of the workbook. For a complete list of validation rules, refer to the UploadValidationRules.xlsx document found on the ORM2 Home page.

Please note that any subactions required per EVALCKLST must be created and finalized manually in ORM2; they are not supported via the new spreadsheets or upload process.

If you encounter any issues using the validation tool or have any questions on what is required, please contact the ORM2 Point of Contact for your District.