

# Importing Data into FEMA's Substantial Damage Estimator

*CRS communities that receive credit in sub-element SDP2 for pre-populating FEMA's Substantial Damage Estimator may follow these instructions, which are intended to enhance the guidance that can be downloaded from the [substantial damage page of FEMA's website](#).*

*Note that these instructions tell a community how to enter the building information into FEMA's SDE software. The actual damage estimate for each of those buildings is a separate, subsequent procedure.*

To import its building data using the functions provided by FEMA's SDE, a community must begin by downloading the latest version of the SDE program from the [FEMA website](#). Once it is downloaded, the community opens the SDE program. The **Main Menu** on the SDE home page displays an **Import/Export Function** key (see step 1 below).

The **Import SDE Data** and **Export SDE Data** functions allow the community to transfer its building data from one or multiple computers into a single, large inventory of substantial damage records. For instance, several people could be in the field after a flood entering data on their own laptops and, upon returning to the office, this data could be imported into the SDE database to create a community-wide inventory. Data can be imported to FEMA's SDE from two types of sources:

- A database created by the community, or
- An existing SDE database (must be version 2.0 or later).

The procedure for importing data from each of these sources is described below.

## Importing Building Information from a non-SDE Database

Communities that have stand-alone property inventories or that use other software to store or track property information often can adapt those databases for FEMA's SDE by "mapping" their spreadsheet fields to match the fields used in the SDE and then saving the data in an .xls (Microsoft Excel) or .csv (comma separated value) format. The information can then be "imported" using the **Enterprise Import** function built into the SDE. The **Enterprise Import** function can import data only from those two formats.

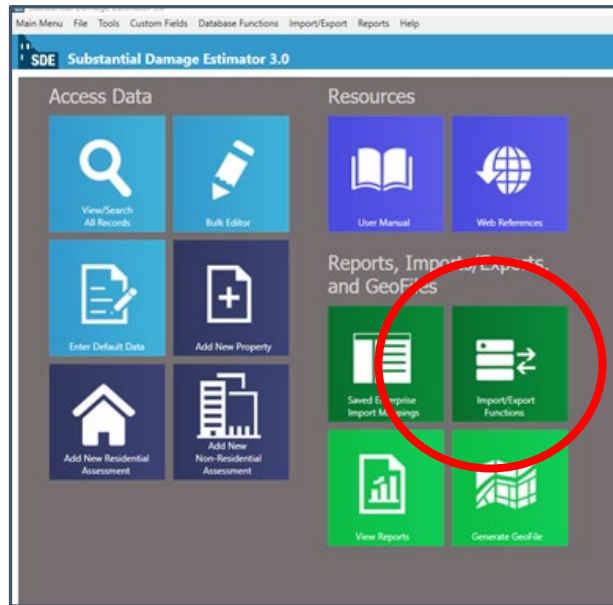
Communities that have only paper lists first must create digital tables of the appropriate data and save them in either xls or csv format.

When creating an .xls or .csv file outside of the SDE tool, the user lists and names the various categories of data (fields) that characterize the buildings to be included in the database. The SDE import process will work more smoothly if the field names used in the external database match the names of the data fields used in FEMA's SDE. A sample .xls spreadsheet with column headings that match the SDE headings is available on the [CRS Resources website](#). Remember that all 28 of the SDE data fields must be populated to receive SDP2 credit.

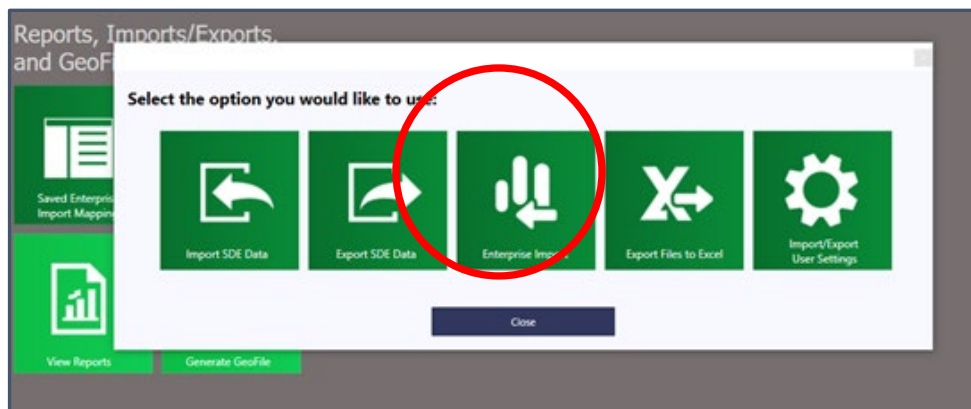
An electronic copy of the database to be imported into the SDE must be saved as a file on the host computer before it is imported. Once the user has created the file to import, populated it with the desired fields and data, and saved it in the proper format, the **Enterprise Import** function may be run.

There may be cases in which all the required data have not been obtained or are unavailable. In these cases, the user may choose to import any or all of the fields, depending on availability. The SDE can be re-opened later so that the missing data can be entered.

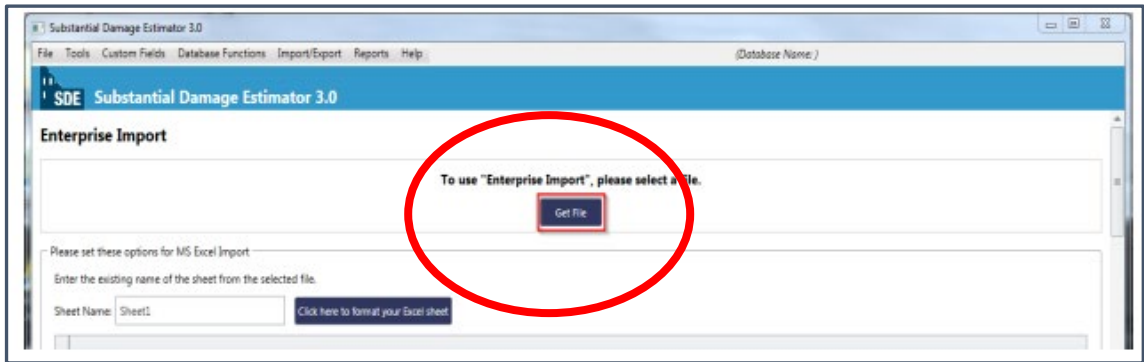
1. On the main menu page of the SDE, select the **Import/Export Function** button



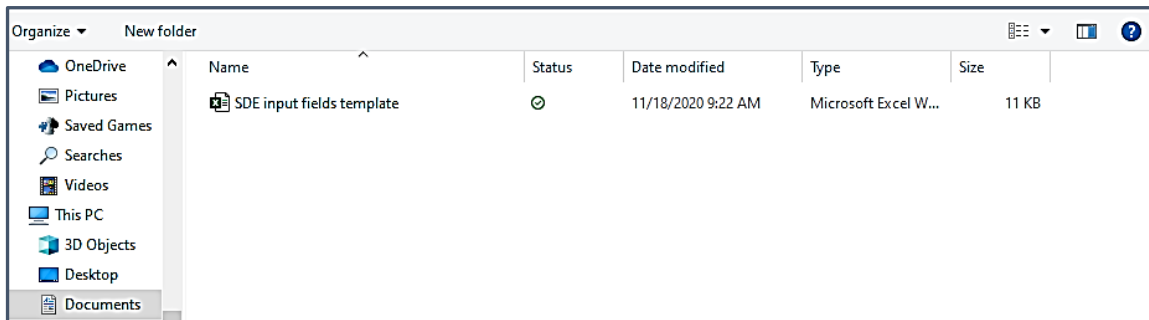
2. A new window opens for selecting the **Enterprise Import** file to be used for importing the non-SDE data.



3. A new window appears. The user selects the *Get File* button.



4. The user then is prompted to browse and select the appropriate import file from the host computer directories.



5. After the file has been selected, a button appears allowing the user to proceed with file formatting. The tool prompts the user with specific questions about the type of file selected for import. For example, if an .xls file is used, the tool will ask whether the file contains column headers. After these and other questions have been answered, the user will be prompted to select the button to begin “mapping” the data.

**Map Your Data**  
(The columns from the table above have been extracted and loaded into the 'Select a Field' controls below. Use 'Select a Field' controls to map the data from the table above.)

Saved "Enterprise Import Column Mappings" are pre-defined settings that have been created by the user to help aid in pre-populating the column field mappings below. (Note: You will still need to select the parsing method where applicable.)

Make Selection...

**Owner/Address Information**

Structure Owner First Name:	Structure Owner Last Name:	Phone Number:	Street Number:	Street Name:	Street Suffix:	Post Geogr
Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Colu
Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field	Select a Field
Parsing	Parsing	Parsing	Parsing	Parsing	Parsing	Parsing
Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...	Make Selection...

**Community Information**

NFIP Community ID:	NFIP Community Name:	Latitude:	Longitude:
Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name
Select a Field	Select a Field	Select a Field	Select a Field

**Subdivision Information**

Subdivision:	Parcel Number:	Lot Number:	Datum:	First Floor Elevation:
Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name	Mapped Column Name
Select a Field	Select a Field	Select a Field	Select a Field	Select a Field

**NOTE:** When importing data from an Excel file to FEMA’s SDE, column headers that are improperly named (e.g., two columns that have the same header or name) or other incorrect data will cause errors in the import process and in the property data. A template showing the proper column headers for an Excel spreadsheet can be found on the [CRS Resources website](#).

6. The user next will see a function to select a **Saved Enterprise Import/Column Mappings**. If a preconfigured mapping file has been prepared and is available on the host computer, the user will be able to apply that configuration by selecting the file from the dropdown list. If no preconfigured mapping exists, then this option is disabled.

If there is no preconfigured mapping file, the user must map (or identify the relationships among) the data fields in the import file and the corresponding data fields in the SDE. Each field in the file to be imported must be tied to an SDE data field via the drop-down lists for each field on the **Enterprise Import** screen. If a field in the file requires parsing (i.e., separating data from one field in the import file into two fields in the SDE), the method of parsing must also be selected from a drop-down list. For example, if the import file contains the full name for the owner in one field, the tool requires the user to identify the parsing as “[First] [Last]” in either the “Owner’s First Name” or “Owner’s Last Name” fields, so that the data may be imported properly into the SDE.

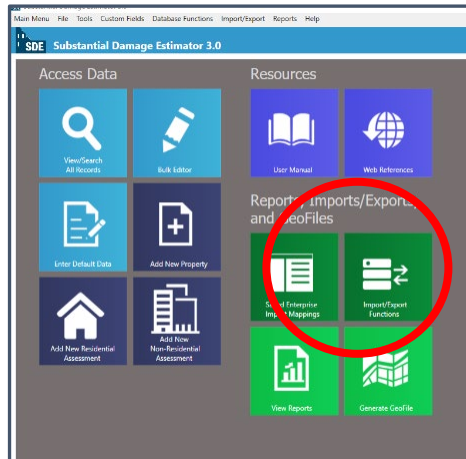
If the “Structure Type” information (residential or non-residential) is imported, the user must specify the naming convention for residential vs. non-residential structures in the “Residential” or “Non-residential” fields of the **Enterprise Import** screen. The labels for residential and non-residential must be consistent throughout the source file. If labels are different for different properties in the source document and/or do not match the data string(s) entered into the SDE, the **Enterprise Import** function will not be able to assign a structure type for each property or assessment imported.

7. Once all the desired fields have been mapped and, if applicable, parsed, the user selects the **Import Data** button to finalize the transfer of data. The tool then displays a message indicating that the data have been successfully imported, after which the SDE will prompt the user to save the current mapping for future use (if not already saved within the tool).
8. After importing data from another database, the user should return to the **Main Menu** and review the data within the SDE to ensure that the imported data were placed within the correct fields. Any duplicate or unwanted records can be deleted.

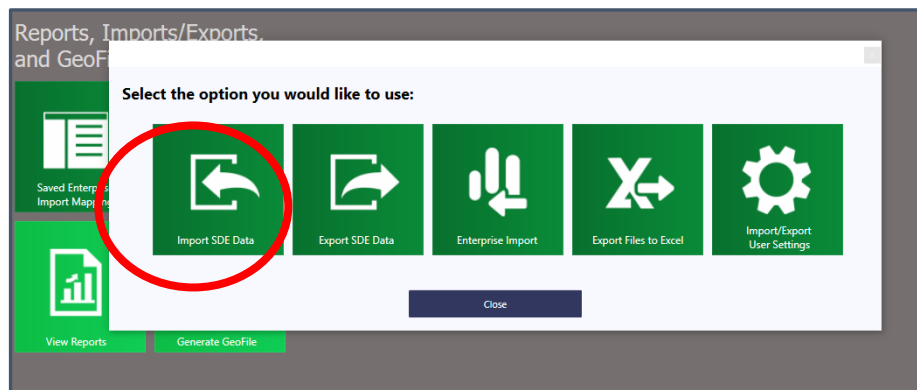
## Importing Building Information from an Existing SDE Database

Some communities may have made damage determinations using an earlier version of FEMA’s SDE. In those cases, the data from the prior version of the SDE (provided that it was version 2.0 or later) can be imported into the more recent version. The import of data from an SDE database is a straightforward process.

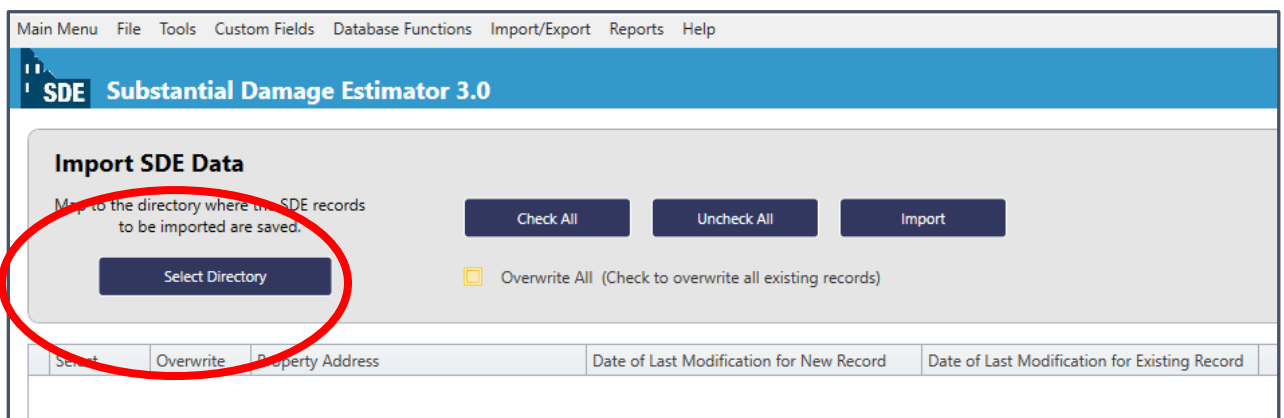
1. On the main menu page of the SDE, the user selects the **Import/Export Functions** button.



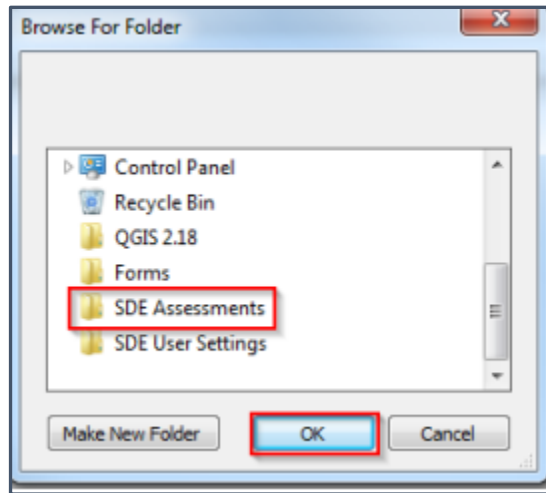
2. The user selects the **Import SDE Data** button



3. The **Import SDE Data** screen appears. The user selects the **Select Directory** button.



- The **Browse For Folder** window appears so that the user can select a directory from the location of the files. Data that already have been exported using the SDE are found in a folder titled “SDE Assessments” (usually located on the root directory of the computer). This folder contains subfolders with the individual properties and associated information. The user selects the root folder to import the data from all of its subfolders, then clicks **OK**.



- The earlier damage assessments stored in the SDE will be listed as rows in the table shown on the **Import SDE Data** screen

Select	Overwrite	Property Address	Date of Last Modification for New Record	Date of Last Modification for Existing Record	Inspector Name	Date Of Damage	Cause Of Damage	Assessment Date	Percent Damaged	Date of Last Modification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42551 Center Street Franklinton	2/12/2013		Team 6	8/29/2012	Flood and Wind	11/2/2012	44.2	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22221 Main Road Franklinton	2/12/2013		Team 5	8/29/2012	Flood and Wind	11/2/2012	61.2	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11858 Queen Road Franklinton	2/12/2013		Team 1	8/29/2012	Flood	11/2/2012	36.5	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48439 Tulip Highway Franklinton	2/12/2013		Team 3	8/29/2012	Flood and Wind	11/2/2012	47.3	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42774 Rose Drive Franklinton	2/12/2013		Team 6	8/29/2012	Flood and Wind	11/2/2012	51.7	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16347 Rose Road Franklinton	2/12/2013		Team 3	8/29/2012	Flood and Wind	11/2/2012	44.2	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16163 Rose Highway Franklinton	2/12/2013		Team 3	8/29/2012	Flood and Wind	11/2/2012	52.1	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16409 Tulip Highway Franklinton	2/12/2013		Team 3	8/29/2012	Flood and Wind	11/2/2012	1.2	11/2/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48531 Route 1 Highway Franklinton	2/12/2013							

Total Number of Properties: 1131      Total Number of Assessments: 1131

The user can select the assessments to be imported by either selecting *Check All* or checking the box next to each desired property. Another option is checking *Overwrite All* to automatically overwrite any duplicate properties or assessments during the import process. Once the desired options have been checked, the user selects *Import*.

When the import is complete, a window appears, indicating that the files have been successfully imported.

