File Information

- Open file: Google Drive ⬜ Lobo Drive 2.0 ⬜ Data ⬜ 1 -Active Files - In use currently ⬜ Data Sets ⬜ Veg ⬜ VegYEAR⬜

- The spreadsheet should be set up on the following format:

    o Tabs:

    a. RawData: contains all transect data for the year

    b. Species List Copy: contains all species codes that have been found at our sites since 2000, with notes on obsolete codes and common mis-identifications of similar species

    o Columns in the rawdata tab (letters correspond to columns in Excel):

    A. Year
    B. Day
    C. Month (numerical)
    D. Site (number only)
    E. Transect letter (A-J)
    F. SPP_Code (a letter code defined by USDA Plants Database)
    G. Start
    H. End
    I. Difference (Formula: "=I#-H#")
    J. DatasheetNotes
    K. EnteredInitials
    L. CheckedInitials
    M. QAQCNotes

Data Entry Procedures

- In the "Difference" column, at the start of entry, add a conditional format to highlight cells <0 and >30 (Home tab ⬜ Conditional formatting ⬜Highlight Cells Rules ⬜ Greater Than, and Less Than). This helps to catch obvious errors early in the process.
- Enter vegetation data ONLY . If something else is listed on the field data sheet (ie: wood chips, beer cans), do NOT enter it into the spreadsheet.
- Enter *living* vegetation ONLY. If dead plants are written on the datasheet, do NOT enter it into the spreadsheet.
- Do not drag a single cell down if it contains a number because it will add a number each row (e.g., TACH2 will become TACH3, TACH4, TACH5…). Rather, copy and paste the cell or highlight 2 identical cells and drag them both down so the number will remain the same.

- Write your initials and the date of data entry on the bottom of the datasheet and in column K.

- If data are missing, write a period in the space for the data and note in the Datasheet Notes column if you have info on why the data are missing (e.g., fire, flood, lost sheet).

- The species column (SPP_Code) is restricted to previously accepted values that are already in our database. If you enter a species code and it is rejected, search the Species List Copy tab for it to see if it is an obsolete or misidentified code. If the code is not in the Species List when you search, enter the new code into the <u>Datasheet notes</u> column and ==highlight the entire row bright yellow== and it will be reviewed during the QA/QC process.

- If you enter anything into the spreadsheet differently from how it was written on the datasheet, write what was originally written on the datasheet in the QA/QC notes column and your correction with your initials.
    - You can also make a note in the QA/QC notes column if you see questionable data and want it specifically flagged for review during the QA/QC process. ==Highlight the entire row bright yellow.==
    - It is common in this dataset to encounter small errors with numeric entry on the datasheet (misplaced decimals, off by one digit, etc). It is therefore extremely important to follow the protocol of noting all changes from the original datasheet so that these are not overwritten during the data checking process.

- When finished, move the datasheet to the "To Check" folder
- Track your data entry progress in the Data Progress Tracking forms

Checking the Data Entry

- Someone other than the person who entered the data should check the data entry.
- The checker should ensure that:
    a. The values on the datasheet match the information in the spreadsheet
    b. Notes are accounted for in the DatasheetNotes column
    c. If any changes were made during the entry stage, that they were accounted for in the QAQCnotes column
- The checker should not make any changes other than to check entry.
- ==Highlight the row yellow== if you come across anything that needs to be addressed further in the QA/QC process.

- Enter your initials in the "CheckedInitials" column and write a check mark and initials on the bottom of the data sheet.
- Track your data checking progress in the Data Progress Tracking forms

This procedure document has been approved by _____

Date _____