File Information

1. Open file: Dropbox⯈ Data⯈ Datasets⯈ Litterfall⯈ litterYYYY.xls

2. The spreadsheet should be set up in the following format:

    a. Tabs:

        i. RawData

        ii. Metadata

    b. Columns in the RawData tab (letters correspond to columns in Excel):

        A.   ID

        B.   Year

        C.   Month (numerical)

        D.   Day

        E.   Site (number only)

        F. Tub (A-J)

        G.   CW (Cottonwood)

        H.   WILL (Willow spp)

        I. SEEP (Seepwillow)

        J. NMOL (New Mexico Olive)

        K.   THCR (Thicket Creeper)

        L.   INDBU (Indigo Bush)

        M.   SC (Saltcedar)

        N.   RO (Russian Olive)

        O.   ELM (Siberian Elm)

        P. MUL (Mulberry)

        Q.   REPCW (Cottonwood reproductive parts)

        R.   REPWIL (Willow spp reproductive parts)

        S.   REPRO (Russian Olive reproductive parts)

        T.   REPSC (Saltcedar reproductive parts)

        U.   REPELM (Siberian Elm reproductive parts)

        V.   REPOTH (reproductive parts of other plant species)

W.   OTHPLAN (leaves of other plant species)

X.   WOOD

Y.   TOTALWT (total weight of sample as recorded on the datasheet)

Z.   TOTALREPRO (This is the total weight of all reproductive parts. Formula: =SUM(P#:V#)

AA.   SUMINDWTS (This is the sum of the weights of each category of leaf litter. Formula: =SUM(G#:X#)

BB.   TOTALWT-INDWTS (This is the difference between the total weight as recorded on the datasheet and the sum the weights of each category of leaf litter. Formula: =Y#-AA#)

CC.   DatasheetNotes

DD.   CheckedInitials

EE.   QAQCNotes

Data Entry Procedures

- Enter all data into the "RawData" tab

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

- If the data are missing, write a period in the space for the data and note in the DatasheetNotes column if you have info on why the data are missing (eg, fire, flood, lost sheet, etc)

- When the datasheet has "<0.1" listed as a value, enter this as 0.01.

- If you enter something different from what is written on the data sheet, enter this information as a comment in the QAQCNotes column with the original datasheet entry, your change, your reason for the change, and your initials.

  - Do not do this when changing <0.1 to 0.01

  - You can also make a note in the QAQCnotes column if you see questionable data and want it specifically flagged for review during the QA/QC process.

- When finished, move the datasheet to the "To Check" folder.

Double Checking 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.

- Enter your initials in the CheckedInitials column, and write a check mark and your initials on the data sheet.
- Move the datasheet to the "To Be Filed" folder.

This procedure document has been approved by _____

                          Date _____