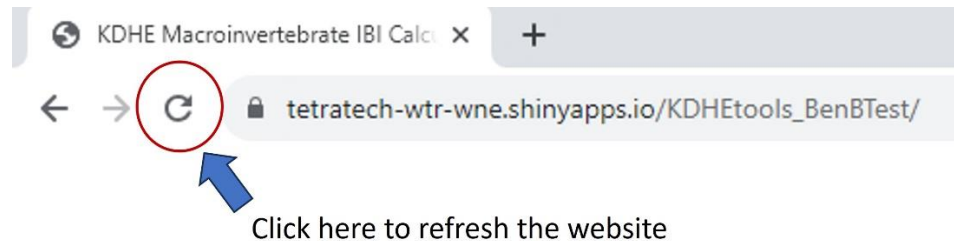# Calculate MMI Instructions

Important: if you have been uploading files with the 'Within App' (File Builder) features, you will need to refresh the website before calculating the MMI. Otherwise the website will crash immediately. To refresh the website, click on the refresh button in the upper left corner, as shown below. It will take you to the Background page.

Click here to refresh the website

1. Load file
   - Must be a comma-separated file (.csv)
   - Choose file to upload. Hit the browse button and search for the input file.
   - Once uploaded, make sure data look correct in the viewer.
2. Exclude Taxa
   - This required field will be added in automatically (unless you uncheck the box). Redundant (non-distinct) taxa are marked "TRUE", using the same criteria that were used for MMI development. Redundant taxa are excluded from richness metric calculations but are included in the composition (percent individuals) metrics.
3. Calculate Index
   - Click the 'Calculate Metric Values and Scores' button.
   - A progress bar will appear in the bottom, right corner of the screen. Results cannot be downloaded until the progress bar is completed and disappears.
4. Download results
   - Select the button to download a zip file with inputs and results.
   - Check 'results_log.txt' for any warnings or messages. Note, some warnings are automatically generated by R. Feel free to reach out to Ben Block (Ben.Block@tetratech.com) for any questions related to warnings.