**National Park Service**

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# Standard Operating Procedure XX: Loading Survey123 Data into HTLNWetlands Database

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**Wetland Monitoring Protocol for Cuyahoga Valley National Park**

*Standard Operating Procedures*

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**Standard Operating Procedure XX: Uploading Survey123 Data**

This SOP describes procedures for uploading Survey123 VIBI data from Excel spreadsheets generated by Survey123 into HTLNWetlands MS Access database.

Overview

The uploading process begins with Excel files generated by Survey123 surveys for VIBI field data. The survey data is collected for VIBI herbaceous and VIBI woody analysis. VIBI woody also includes data for big trees (> 40 cm in diameter). For all three datasets (herbaceous, woody and big trees) the workflow is the same. Excel spreadsheets derived from Survey123 surveys are loaded into R scripts and reformatted to match their destination tables in Access. The R scripts generate loadfiles which are imported into the HTLNWetlands Access database. Once the loadfiles are imported into the HTLNWetlands database, they are appended to each respective table (tbl\_BigTrees, tbl\_VIBI\_herb and tbl\_VIBI\_woody). Once the data is appended to the Access tables, it is exported back out as .csv files for end-to-end validation. The validation tests consist of verifying no duplicate records in either the loadfile or the exported file. Both datasets are also verified to have no missing records. As a final test, the record counts for the loadfile and the exported csv file must match.