**Gathering, concatenating, and 1st pass of instantaneous scan data for Sifaka Research Project**

1. Gather all of the instantaneous scan data from the [raw data folder on box](https://ucdavis.app.box.com/folder/111818732082).
   * 1. The raw data will be organized by observer.
     2. Make sure you pick up all of the data that you are expecting. Some observers start their files over each time data is sent in/each year, some don’t. So start with most recent data, and then try and fill in the gaps if someone started their file over.
     3. Pay attention to either Focal Activity or Nearest Neighbor.
2. Create a column on each of the original files that gets filled with the file name.
3. Create a column on each for cleaning comments.
4. Copy and paste the various files together into 1 file for Nearest Neighbor and 1 file for Focal Activity.
5. Save this uncleaned file and upload to uncleaned folders ([nearest neighbor](https://ucdavis.app.box.com/folder/79574018771), [focal activity](https://ucdavis.app.box.com/folder/39746930963)).
6. Check for obvious errors in animal names, behaviors, dates, observer names. Record any time you change things in the cleaning comments column.
7. Check for data entered in the wrong column. Best way to do this is use the filtering function in excel. If you are able to identify where it goes, move it there, and put in the cleaning comments column.
8. Sort the sheet by observer, then date, then time. Use Time variable for these comparisons, not approximate time variable.
9. Create a column that calculates the difference in time between two consecutive scans (excel formula: = Time of Line – Time of Previous line).
10. Filter and highlight anything that is not 10 or 20 min.
11. Unfilter and fix the errors to make everything 10 min (20 min ok if they skipped one). It should be obvious what will fix is (usually just a seconds issue in one scan, or an hour issue that can be rectified with the approximate time).
12. Use focalNNCleaningFromTracy\_MLSimplify.R to get a focal list. Need to alter the focal.id.counter based on last focal documented focal.id.counter <- 10668
13. Check focal list for weird # of scans (multiples of 6 ok, check for consecutive 5/7s that indicate potential typo). Correct any problems in instantaneous data and rerun focal list.
14. Once happy with things upload to box ([focal activity](https://ucdavis.app.box.com/folder/39746930963), [nearest neighbor](https://ucdavis.app.box.com/folder/39746931854)).