Administration Guide for Digital Display Garden:

Dorfner-v2

# Importing Spreadsheet

## Description

* Imports data into system and becomes the current data that is displayed.
* Accepts an excel file with specifications.

## Spreadsheet Specifications

### First row is not imported into system

### Rows 2 to 4 can be used for category headers

* At least one of these rows need to be filled for each column of data.
* Have to include these three headers: #, Common Name, Cultivar. These headers cannot have any spaces before or after, but needs a single space in Common Name.
* Another header needs to be included: Garden Location. This header needs two spaces after Garden and also cannot have spaces before or after.

### First column has to be completely filled (plant ID’s would suffice)

* + 1. Notes:
* Text styling is ignored. (italics, bold, strikethrough, etc.)
* To prevent a plant from being imported, make the Garden Location column empty for that plant.

## How to use

### Choose an Excel file

### Press import

### Wait for message indicating a successful or unsuccessful import

* + 1. Check dataset name matches the date of importation

# Download QR Codes

## Description/ How to use

* When button on admin page is clicked, a zip file of qr codes and an url document is downloaded.
* The url document contains urls for each bed and homepage.

# Upload Photos

## Description

* Allows administration to upload a new photo or replace current photo for a specific plant.
* This system attaches the photos to the current dataset.
* When a new spreadsheet is imported, photos of old data will not be displayed.
* Accepts PNG and JPEG images.

## How to use

### Type a plant ID number to find a plant

### Verify the current plant is shown

### To upload a new photo or replace photo: browse for image

### Press upload

### Allow page to refresh and check image appears

# Export Collected Data

## Description

* Allows administration to download collected data from any dataset that is still in the system, including the current dataset.
* The excel file may take a little time to download due to size.

## How to use

### Find dataset (which are labelled as the date they are imported into system)

### Click the corresponding download button

### Wait for file to be downloaded

## Exported excel format

### Tab 1: Comments

* Every row contains a comment with its associated plant info and timestamp.

### Tab 2: Counts

* Every row is a specific plant with its rating information:

1. Likes (how many likes were left on plant)
2. Dislikes (how many dislikes were left on plant)
3. Visits (how many times that plant page was visited)
4. Comments (how many comments left on plant)

### Tab 3: HourlyTimeStamps

* Every hour of the day is displayed with how many visits accumulated over the time the corresponding dataset was the current dataset.

### Tab 4: DailyTimeStamps

* Every cell indicates a day of the year with how many visits occurred on that day for the corresponding dataset.

# Deleting Old Data

## Description

* Allows administration to delete any dataset that is **not** the current dataset.
* Datasets are labelled as the time they were imported.

## How to use

### Find dataset to delete

### Click corresponding delete button

### Message will appear that asks permission for deletion