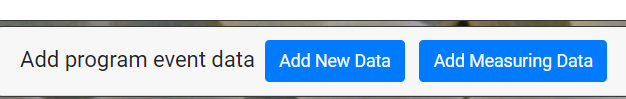
**Biodiversity Application Event Entry Guide**

1. **Creating and Event**

Events can be created either using the “Add New Event” button on the home page or with the “New” button on the Event List page. Key fields in the Create Event form are:

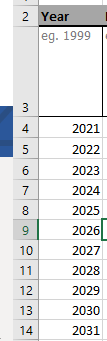
* Event Code: This will define which parser is used to read in data and overall behaviour of the event. The preset event codes are described in detail below. Additional event codes can be added, these will all use the generic Measuring Data parser.
* Personnel Code: This will typically be either the person entering the event or the personnel responsible for overseeing the event.
* Program: Used to classify the event relative to others in the system
* Start/End dates: Should correspond to when the event occurred, not when it was entered.

1. **Data parser options**

Once an event is created, there will be two types of data that can be added: event specific data (Add New Data, set by the event code) and measuring data (Add Measuring Data). For some events, these can be the same parser, e.g. Movement or Measuring events. 

1. **Skip rows field:**

The “Data row to begin Entry” field can be used to tell parsers to skip the first few rows in an upload. This may be useful when dealing with a common historical file (don’t need to reupload old data) or when reuploading a large file after a syntax error. The default value is 1 (start reading the first row of data). Note the this value corresponds to rows of data, not the value of the excel row. E.g. to start loading the 2025 data, 5 (and not 8) would need to be entered into the form field for the following column:



1. **Measuring Data:**

This is the generic and most flexible data parser in the application and can be used to enter custom data to an event. There are three tabs in the template:

- Individuals: used to record measurements on PIT Tagged Fish

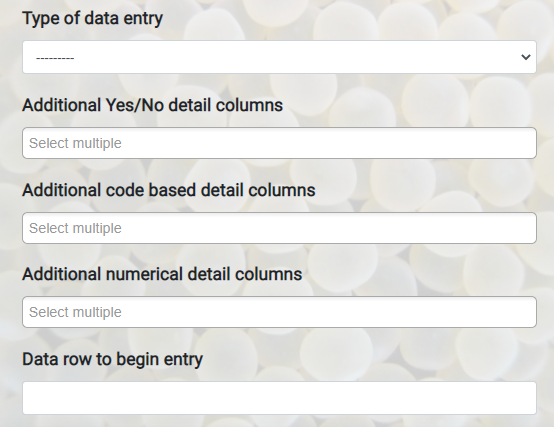
- Untagged: Used to record details on individual fish in a group, without PIT tags

- Group: Used to record details and movements on groups of non-PIT tagged fish.

The untagged and group sheets are frequently used in combination. For example in sorting events, a number of individual fish may have measurements recorded on them while switching ponds. The group sheet can be used to record how many fish were moved to which ponds, while the Untagged sheet can be used to record the values of any fish that was measured.

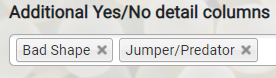
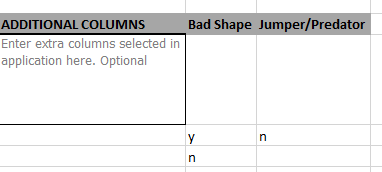
Pay attention to the order in which you load these sheets when a movement is involved. Typically, the group data should be loaded first. The Untagged can then be related to either only the initial or final group.

Additional detail columns can be added to these parsers using the data entry form:

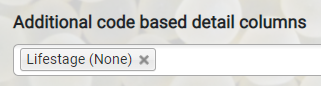


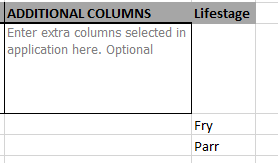
There are three types of columns Yes/No, code based and numerical:

1. Yes/No columns: allow for the selection of Animal Detail Subjective Codes. Select the codes in the search field and add matching column headers into the template. The columns should be filled with y/n values. (Y/N, 1/0, Yes/No, T/F):

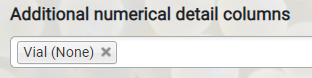
 

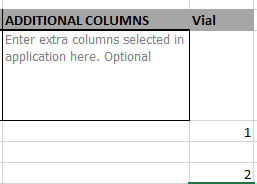
1. Code based columns: Allow for the selecting multiple animal detail subjective codes with a single column. Select an Animal Detail Code in the form and create a matching column header (don’t include the unit parentheses). The column can be filled with the names of animal detail subjective codes in the database:





1. Value based columns: Allow for numerical values to be entered for numerical Animal Detail Codes. Select the animal detail code in the form and create a matching column header (don’t include the unit parentheses). The column can then include numerical values:





1. **Collections Parsers:**