**Biodiversity Workflows Guide**

1. **Possible event entry order:**

When Entering initial events, it is convenient to input data in chronological order to minimize the need to enter data using Master Entry. A good place start is with collection events as they naturally create fish in the database. A potential order events could be entered in is:

1. Electrofishing or other collection event
2. Sorting/measuring/vaccination events that occur for the group of collected fish
3. Pit tagging event, tagging fish from the collected group
4. Any sorting/measuring/vaccination events for the tagged individuals
5. Spawning Event
6. Egg Development Event
7. Distributions Event

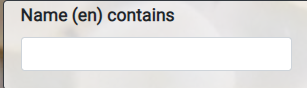
Facility data events (treatments, water quality, feeding) could be entered at any point during this process.

1. **Entering Data**
   1. Make sure data has not already been entered (events report)
   2. Verify Sites and containers are present in database (add if missing)
   3. If the data involves fish, verify that the fish exist in the starting containers (facility report)
   4. If not, either add them with a master entry event, or move them with a calibration event
   5. Add any missing Animal Detail Codes to the database
   6. Create the event
   7. Add the data
   8. Verify that all data was entered correctly (facility report, events report, events detail page)
2. **Generate Events report:**

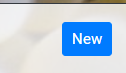
The events report can be generated through the “Generate Reports” page and selecting the “Events Report” from the drop down. In the output excel sheet you can verify if an event with matching event code has already been entered for a date and whether any fish have are associated with the event. If there is a corresponding event to the data you are about to enter, visit its link to verify that you are not about to double enter data.

1. **Verify Sites and Containers are present in the database:**

Before entering data, any site codes or containers (Tanks, Troughs, Heath Units and Drawers) used in the event must be recorded in the database. To check a site or container, navigate to “Facility Info” and the corresponding container type or “Site Codes”. You can then search for the container using the “Name (en) contains” filter field:



If the container is not present, it can be created using the “New” button:



Note that Cups and Trays will get created automatically during the initializing phase of an Egg Development Event and do not need to exist prior to data entry.

1. **Generate Facility report:**

Any fish used in an event should already exist in the database before entering additional data. Notable exceptions to this are:

* Collection events which generate new groups
* Tagging events which generate new individuals (although the initial group must exist)
* Spawning events which generate new pairing groups, although the parent individuals/group must already exist.

To investigate which fish are in the facility, generate a facility tanks report on the date of your event. The report can be generated through the “Generate Reports” page and selecting the “Facility Tanks Report” from the drop down. In the output excel sheet you can verify which groups are located in which tanks. Ensure that any fish relevant to your event are present in the appropriate tanks on the date the event occurred.

Note. If fish were moved, they will appear in both tanks in the facility tanks report on the date of the move.

1. **Add missing fish with a master Entry / Calibration Event**

If there are any fish missing from the starting containers, they can either be added with a Master Entry event, or relocated using a Calibration event. Details on these events can be found in the Events Guide.

1. **Add any missing Animal Detail Codes to the Database:**

The common animal details (length/weight/gender) should already be present in the database system. The full list can be found in the “Systems Codes Sheet” available from the home page. However, if there are new details that need to be recorded, the animal detail codes and subjective codes can be added under “Codes” -> “Animal Detail (Subjective) Codes”.

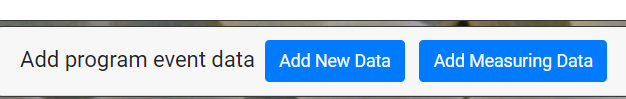
Note: Animal Detail Subjective Codes are used to record categorical details, whereas animal detail codes are used to record details with a value (the value can be the animal detail subjective code). For example: Length and Gender are Animal Detail Codes. Values for Lengths are numbers and values for Gender are the Animal Detail Subjective Codes: Male, Female, Immature.

1. **Create the 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. **Add the Data**

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. 

Note: 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 (not 8) would need to be entered into the form field for the following column:

