Tips for administering a Caterpillars Count! site

Curating data

At the end of each survey day, site administrators should check that the expected number of surveys was successfully entered into the database. Common errors that we like to catch are

(i)   a survey was mislabeled, so that, e.g., there are 2 entries for survey 1D but none for 1E;

(ii)   (ii) a survey was skipped accidentally, or

(iii)   (iii) a duplicate survey was accidentally submitted.

To curate data:

1. Log in to the Administration tab on the website.
2. Click '**Curate Data**' on the left-hand side. You will see a list of sites you administer.
3. Clicking on the table icon (▤) under '**New Data**' will provide a list of dates on which surveys were carried out.
4. Select a checkbox for the date to curate and then click '**View Surveys**' at the top right.

Sites

Name	State	Description	# Circles	New Data
Prairie Ridge	NC	Prairie Ridge Ecostation is an outdoor nature center, part of the NC Museum of Natural Sciences, with 45 acres of Piedmont prairie, forest, ponds, a stream and sustainable building features integrated with a wildlife-friendly landscape.	8	▤

Prairie Ridge - New Data   View Surveys ✕

☐	Survey Date	Total number of Surveys
☐	2014-07-24	19
☐	2014-08-05	40
☐	2014-08-19	38

When there are no issues:

At the top of the new page, you'll find a series of **data checks** that ideally looks like this:

Rule	Status	Notes
Expected 20 Surveys	✓	
Are there 4 Circles?	✓	
5 surveys for each Circle?	✓	
1 Entry for each Circle-Survey	✓	

In this case, it is showing that one survey was submitted for every survey location in each of the survey circles established at the site. Great!

Because there were no errors, you can go ahead and click '**Mark all as Valid**' at the top of the table below which lists every survey event on that date. Data curation is done!

Curating data, continued

When there ARE issues:

If there are missing or duplicate surveys, the **data checks** might look like this:

Rule	Status	Notes
Expected 20 Surveys	❌	21 surveys detected, 20 surveys expected
Are there 4 Circles?	✔️	
5 surveys for each Circle?	❌	Circle #2 has 6 values
1 Entry for each Circle-Survey	❌	Survey 2A has 2 entries, Survey 4B is missing, Survey 4D has 2 entries

In this case, it is showing that surveys were submitted from 4 different survey circles as expected (✔️), but that there was an extra survey submitted in Circle #2. The last row provides the most detail, and tells us that in addition to the duplicate survey 2A, there was both a duplicate and a missing survey in Circle #4—most likely 4B was surveyed but incorrectly labeled 4D.

In the example above, we would have two things to fix. First, remove the duplicate entry for 2A, and second, switch the survey letter of the appropriate survey from 4D to 4B. Both of these can be accomplished by examining the list of all surveys submitted on that date below the data check table. Note that you can view the arthropods observed on any particular survey by clicking the black table icon (🔲) toward the right side of that survey's row, although those arthropod data may not be edited*.

Clicking the edit button (✏️) at the right-hand side of the survey's data row, after which an **Edit Record** box will pop up with that survey's details. For our first error, we would decide which 2A survey should be discarded, and under '**Status**' select 'invalid'. For the mislabeled 4D survey, we can open the **Edit Record** box and switch the Survey letter to B.

*At the moment, clicking here will return an error if no arthropods were observed. That's ok, just click cancel.