SPREADSHEET LAYOUT AND INTRUCTION FOR THE LEPIDOPTERISTS' SOCIETY SEASON SUMMARY
Revised 2022

The following are the directions for the Season Summary Spreadsheet that you will be using in Excel. The columns (A-P) <u>MUST</u> be in the order as listed below with column "A" starting at the far left of the spreadsheet. The maximum number of characters allowed per field is below. Please make sure that the number of characters, including punctuation and spaces, does not exceed the maximum or that record will be rejected. I must manually correct each record that is rejected. The file format is typically a CSV or Excel in CSV style format.

File Layout

Column	Field Name	Description	Required?	Maximum Length
A	Zone	The Lepidopterist Society Zone number (ie 8 or 4, etc)	Y	2
B	Country	Country (CAN, MEX or USA)	Y	3
C	State	The state or province; For USA, typically use 2 digit postal abbreviations	Y	3
D	Family	The valid lepidopteran family of the observation	Y	20
E	Genus	The valid lepidopteran genus of the observation	Y	20
F	Species	The valid lepidopteran species of the observation	Y	18
G	Sub-species	Sub-species, if known	N	16
H	County	(or for Far North regions, i.e. Interior Alaska or Ogilvie Mountains Region); do not include the word "County" or "Province" or "Territory"	Y	20
I	State Record	(Y or y – yes, N or n – no, or blank)	N	1
J	County Record	(Y or y – yes, N or n – no, or blank)	N	1
K	Specific Location	Details, perhaps nearest town or roads, maybe the National Forest.	Y	50
L	First Date	Observation date, (Date format dd-mmm-yy; i.e., 11-Jan-00 or 9-JAN-21); Valid dates are typically within the last 3 years up to today. Consider a Warning/Review if not within the past 3 years.	Y	9
M	Last Date	Last date observed at a specific location if over more than one date; establishes the date range. See First Date.	N	9
N	Name	(Use Lookups from LepSoc Contributor Codes Master File)	N	3
O	Comments		N	120
P	Year	The four digit year of the observation/record (ie. 2020 or 1982); Valid dates are typically within the last 3 years up to today. Consider a Warning/Review if not within the past 3 years.	Y	4

Use the comments Column O for GPS coordinates. Should you exceed the Specific Location (Column K), divide the location information between Column K & Column O. All cells should be trimmed so there is not a leading space or trailing space.