1. Your folder should look like this

Graphical user interface, text, application

Description automatically generated

1. Put the survey files in the folder “Data”

Graphical user interface, table

Description automatically generated

1. The “dataframes” folder should have these three files. “rename.csv” has a list of manual name swaps that the code will use. The wrong\_name column is the list of names that will be changes and the right\_name column has the list that the names will be changed to. ‘tree\_rename.csv’ has the same but for the excel page with the tree species. ‘species\_list.csv’ has all the accepted names in a big list so that the code can match the names in the survey to them.

Graphical user interface, application

Description automatically generated

1. Double click on the file MAVIS\_in.R to open it in RStudio. At the top of the code you will see the image below. Don’t worry if all the colours are different. Click on install

Graphical user interface, text

Description automatically generated

1. Scroll down in the code until you see this

Text

Description automatically generated

1. Go back to your folder, right click on the address bar and click ‘copy address as text’

Graphical user interface, text, application

Description automatically generated

1. Paste it back into the code here above the ‘setwd()’ function

Text

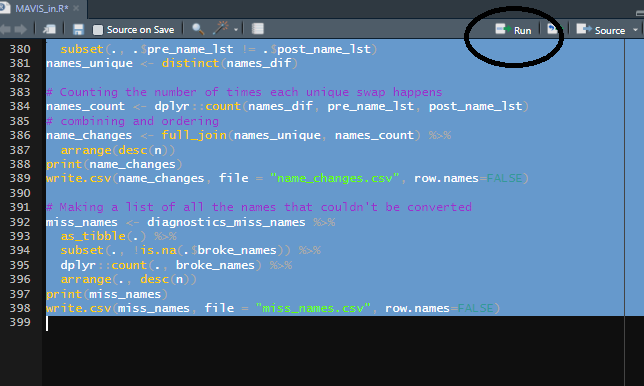
Description automatically generated

1. Replace the text in your setwd() function with the copied address. The text will be specific to your computer. Replace all the \ with /

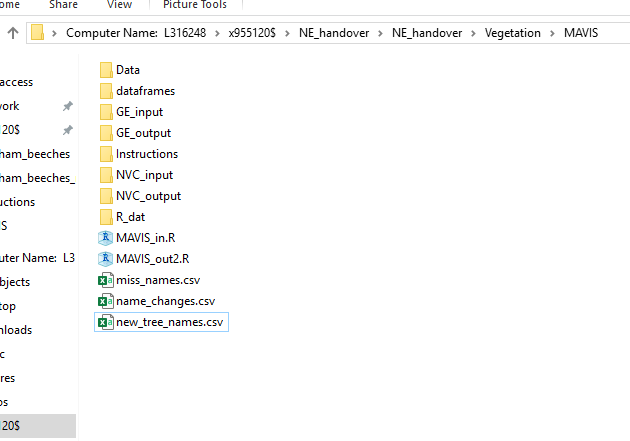
Text

Description automatically generated

1. The highlight all of the code, from the first line to the bottom line. Then click ‘run’.



1. There will be some moving text somewhere on the screen. The names of the surveys will that you put in the Data folder will flash up. There will also be some species names, this indicates the names that have been changed or failed to match. If you go back to your folder it should look like this. To adapt the name swaps, refer to the instructions ‘name\_swap\_instructions’ in the instructions folder.



1. There should be text files in the GE\_input and NVC\_input. As many files as surveys you put in Data.

Graphical user interface, text, application

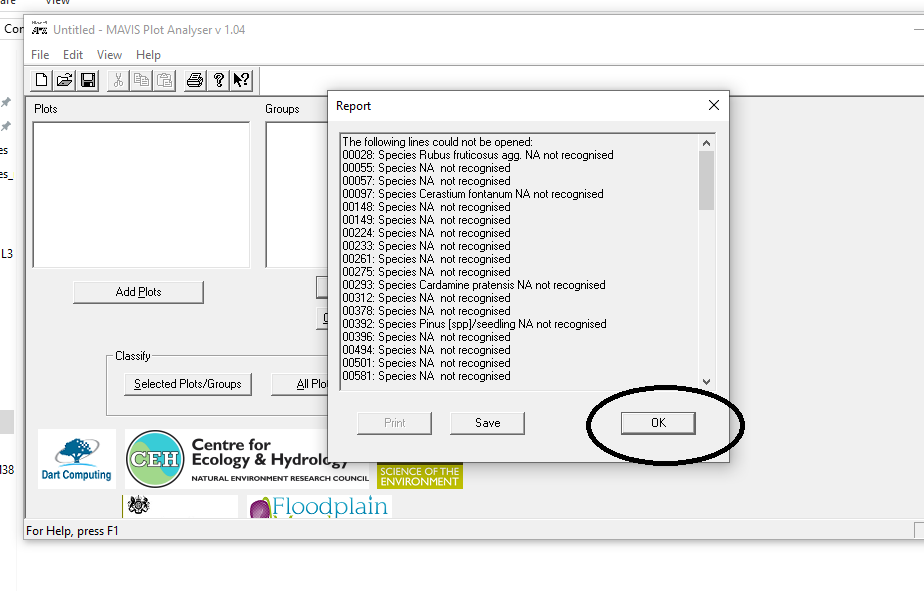
Description automatically generated

1. Open MAVIS, click on ‘file’ in the top left and click on ‘open’

Graphical user interface

Description automatically generated

1. Navigate to the input files in GE\_input and double click on the first one. You will see this screen below. Click on ‘OK’



1. Click on ‘all plots/groups’.

Graphical user interface, application

Description automatically generated

1. Click on ‘Save’

Graphical user interface, text, application, Word

Description automatically generated

1. Click on the name of the input file you used to add that as the name you will save the output as.

Graphical user interface, text, application

Description automatically generated

1. Then navigate to GE\_output which should be an empty folder.

Graphical user interface, application

Description automatically generated

1. Do steps 12-17 for every file in GE\_input AND nvc\_input. The end result should be a text file in GE\_output and nvc\_output for each survey you put in. Should look like this

Graphical user interface, text, application, email

Description automatically generated

1. Now double click on MAVIS\_out2.R (the other R script in the main folder). Repeat step 4 if a similar message shows. Highlight everything and click on ‘run’.

Graphical user interface, text, application

Description automatically generated

1. The main folder should now look like this with the folder ‘MAVIS\_data’ there.

Graphical user interface, application

Description automatically generated

1. In that folder should be an output file for each of the surveys you put in Data.

Graphical user interface, text, application, email

Description automatically generated

The data will be inputted with any gaps necessary so that only need to copy and paste the relevant columns into the ‘whole plot data’ tab of the survey excel files.