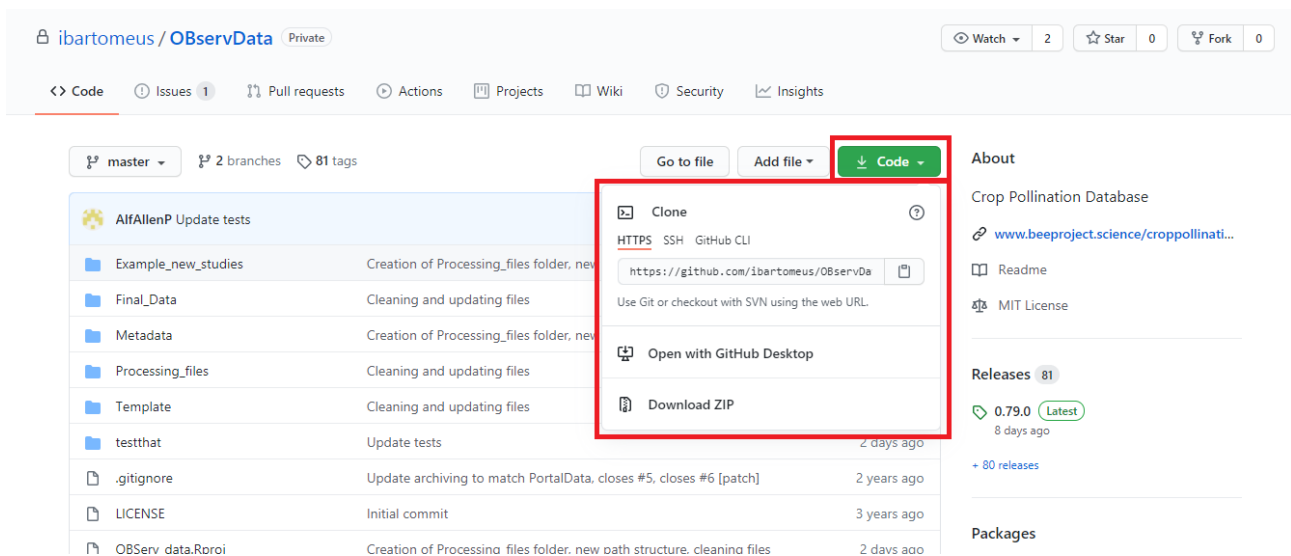


Dear author,

Thanks for contributing to CropPol: a dynamic, open and global database on crop pollination.

To import your file, please, follow the next steps:

- 1) Go to <https://github.com/ibartomeus/ObservData> and download the repository.



- 2) Open the template in the folder “Template”. The “Metadata” worksheet contains the description of all the variables that you will find in other worksheets.
- 3) Once you filled your template, save it and use this format to name the file:  
<your name>\_<crop>\_<country>\_<year>  
For example: John\_Doe\_Malus\_domestica\_USA\_2020.ods
- 4) Place your template in the folder “Your\_new\_study”.
- 5) Run the R-script “importing\_single\_file.R” that you will find in the folder “Your\_new\_study”. If needed, you can download RStudio for free from the site:  
<https://rstudio.com/products/rstudio/download/>

If your template passes all our automatic tests, it will be moved to the following folder:

Processing\_files/Datasets\_Processing/Templates processed automatically/

If any test fails, a report will be created: Your\_new\_study /Test\_Report.pdf

- 6) Once you imported successfully your template, push the changes to github. To do so, please, follow the steps described in [here](#).