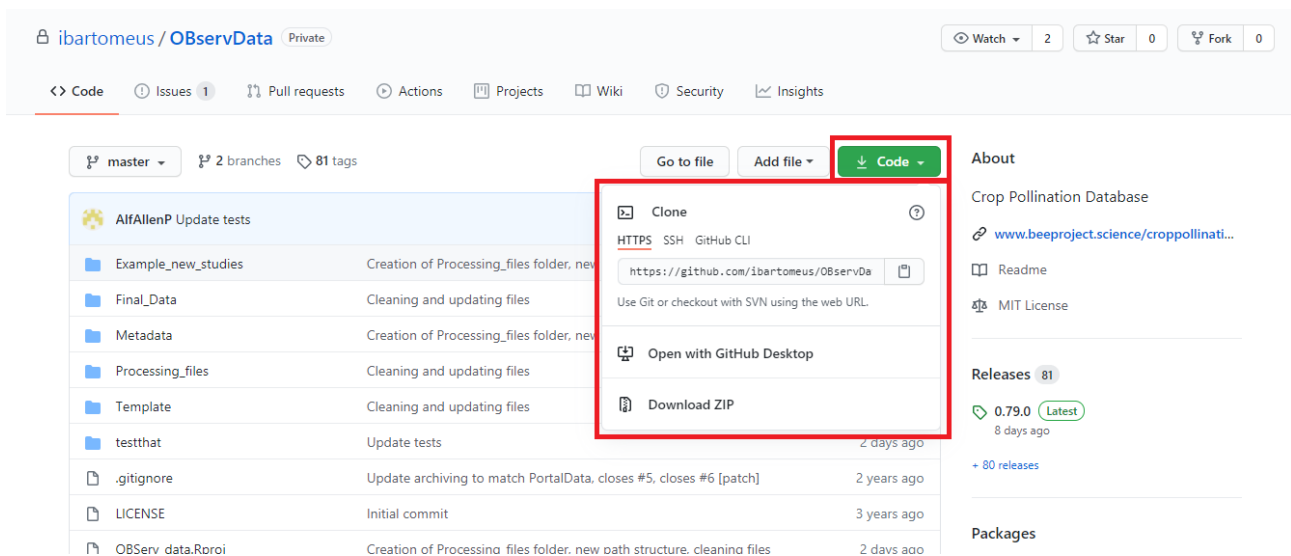


Dear author,

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) Fulfill the template in the folder “Template”. The “Metadata” worksheet contains the description of all the variables you will find in the other worksheets.
- 3) Save your template and use this format to name it:
<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](#).