**INSERT DATA** FORM

Select the MS Access File:

User can enable/disable the option for inserting data into MS-Access database by checking this checkbox. User must select the proper MS-Access file using the **Browse** button.

Enter Site Data:

User can enter site related data (e.g. site name or code, site visit date, site visitor or observer of site, site notes) using this part of the form. This section of form is completely independent of the “Enter Plant Data” section while inserting site related data.

* Input of *Site Note* data is optional. But user must select appropriate values for the other fields to insert data. Otherwise error messages describing particular errors will be displayed and no site data will be inserted.
* The checkbox marked *Site Note* must be checked when a user wants to insert only Site Notes data of a site for which site related data except Site Note have already been inserted. User must select the appropriate Date and Site to insert site notes data correctly.

Enter Plant Data:

User can enter plant related data (e.g. functional group, plant id, phenophase data) using this part of the form. This section of form is dependent upon “Enter Site Data” section while inserting plant related data. User must select the appropriate Date and Site to insert plant data correctly.

* The list of *Plant ID*s is populated based on the selection of *Site* and *Functional Group*. So to get the correct list of Plant IDs the user must ensure the proper selection of Site and Functional Group.
* The checkbox marked *Photo* must be checked when photo has been taken for the specific plant. The photo/image name data can be entered individually later or at the same time while entering plant related data using the **Add Photo** button. Clicking on the textbox highlighting “photoname” will provide the user with a dialog box to select the image file for the corresponding plant.
* The checkbox marked *All Fields* must be checked if the user wants to insert data for all related fields (active and inactive) of the specific plant.
* The checkbox marked *Plant Note* must be checked when a user wants to insert only Plant Notes data of a plant for which plant related data except Plant Notes have already been inserted. User must select the appropriate Date and Plant ID to insert plant notes data correctly.

**EDIT DATA** FORM

User can edit data of different tables directly using this form. The description of corresponding table names are given below.

|  |  |
| --- | --- |
| **Table Name** | **Description** |
| contact\_info | Contains contact information of datasets |
| date\_doy | Contains day of year information for each observation date. |
| ds\_pheno | Contains plant data related to functional group ‘DS’ |
| pg\_pheno | Contains plant data related to functional group ‘PG’ |
| es\_pheno | Contains plant data related to functional group ‘ES’ |
| su\_pheno | Contains plant data related to functional group ‘SU’ |
| focal\_plant\_info | Contains general information related to specific plants |
| observer\_info | Contains observer information of datasets |
| photo info | Contains photo information of plants |
| plant\_note | Contains plant notes of plants |
| site\_info | Contains information of sites |
| site\_note | Contains site notes of sites |
| site\_visit | Contains site visit information of sites |
| species\_info | Contains information of species and functional groups |
| plant\_death\_info | Contains information of dead plants |
| pheno\_domain\_time | Contains domain, start date and end date information of phenophases/attributes |
| pheno\_metadata | Contains metadata information of attributes |
| table\_attribute | Contains attribute table relation information |
| pheno\_title\_info | Contains short display title name and extra information of phenophases |
| location\_info | Contains location information |
|  |  |

* For some of the tables, users will be able to select data based on criteria like Plant ID, and Date Range.
* User must ensure that he does not edit or modify a key value which is used by different tables to avoid errors. For example, **Plant\_ID** is an attribute that is used by several tables like focal\_plant\_info, plant\_note, ds\_pheno, es\_pheno etc. So if user modifies **Plant\_ID** for one of the plants in one of the tables, he needs to update it for other tables too.

**VIEW DATA** FORM

This form will allow users to view data/information about plants of different sites only. There are multiple criteria selection controls in this form to help users view or locate data of a specific plant. User can also export the viewed data into an excel file using the **Export Data** button.

**IMPORT DATA** FORM

This form gives user the import functionality to populate an empty database with data. So user should start this procedure when he is trying to setup a new database in MySQL.

1. User needs to follow the column structure of the excel files to import data. Modify the excel files with data according to the defined column structure.
2. Make sure none of the cell values in the excel files contain comma (,). Replace all comma with semicolon. Because when the excel files are converted to CSV files the comma of a value will be misinterpreted as a delimiter.
3. Convert each excel files into corresponding .CSV file using the **SaveAs** feature and selecting CSV (Comma Delimited) in file type option. Multiple messages may appear during the process. Just click Save and continue and finally close the excel file.
4. Sometimes the CSV files produced from the excel files may contain extra quotation (“”) for some data values. Remove those extra quotations from the CSV files manually and then start importing. (\**Follow the defined order below to import the files*)

# Pheno-Attribute Metadata

# Pheno-DomainTime Metadata

# Table-Attribute Metadata

# Pheno-Title Info

# Observer Info

# Contact Info

# Site Info

# Species Info

# Focal Plant Info

# Plant-Death Info

# SiteVisit Info

# Phenophase Info

1. User has to choose the corresponding File Type options in the ImportForm interface to import the files correctly.
2. If an error message shows “*X File is not in correct format*” where X will be the file name, then delete the last two columns in the excel file and convert it to CSV file again. Or check whether there are extra columns or commas in any of the cells in the excel files.