**Data error checker instructions**

Opening the program

Open Google Chrome and go to the URL: http://paleo13.shinyapps.io/data-formatter-biol2015/

**NOTE: Please do not use a different browser.**

Loading the data

We have provided you with a small amount of data collected in 2014 for the mangrove herbivory project. This data was collected by a four person team during the first week of the field trip.

**To load the data,**

1) in the 'Week number' drop down menu , select 'Week 1';

2) in the 'Project' drop down menu , select 'Mangrove herbivory';

3) in the 'Group Colour' drop down menu, select 'blue';

4) in the 'Group Name' drop down menu, select 'team 1';

5) click the 'Load Data' button;

6) wait a few seconds for the program to load the data, and scan it for errors.

Checking for errors

After loading the data, the program will show a table and a sidebar. The table on the right contains the raw data collected using the smart phones. The sidebar on the left contains a list of issues with the dataset. Each issue is represented using a colured rectangle, and refers to a specific cell in the table that the program thinks has an incorrect value. To find out more about an issue, you can move the mouse over the colored rectangle to display a popup that shows the row, column, and a brief description of the issue. Issues can have one of three states: error, ignored, and fixed.

* **Error** Issues marked in red have the 'error' state. Issues with this state have not been dealt with, and the program cannot save the data while any issues have the 'error' state. All issues have the error state by default.
* Ignored Issues marked in amber have the 'ignored' state. Issues can be marked as 'ignored' by clicking the open rectangle button next to the issue. The program is over-sensitive to 'real' errors, and you should mark issues as 'ignored' if you think the value in the cell is correct and is not an 'error'.
* Fixed Issues marked in green have the 'fixed' state. The only way to 'fix' an issue is to change the contents of the cell—by double clicking on the cell and tying in new values and pressing enter—to a value recognised as correct by the program.

In the event entire rows need to be omitted from processing, entire rows can be omitted by clicking on the red 'x' button next to each row. This feature might be useful if duplicate entries were accidently collected.

Saving the cleaned dataset

After dealing with all the issues—either by changing the values to make them 'fixed' or by marking them as 'ignored'—you can save the data by clicking on the blue cloud button at the bottom of the sidebar.