**Instructions for digitizing data for the UBC Botanical Garden Phenology Study**

**\*Still in progress**

We appreciate your help getting our data into a digital format.

Here are the instructions and some tips for accomplishing this task.

* You have been given a folder that contains the observations from the Magnolia Phenology study. There are paper records since 2010 to 2024 (I believe, please check what I gave you and update accordingly).
* At the top of each sheet there is a title “Magnolia Phenology Study YEAR”. The year corresponds to that year’s observations.
* Open the data [entry folder](https://ubcca.sharepoint.com/:f:/r/teams/ubcBGCH-gr-UBCBotanicalGardenAsianGardenTeam/Shared%20Documents/General/Magnolia%20Phenology%20Study/Data%20entry?csf=1&web=1&e=3Oj259) and find the spreadsheet that corresponds to the year listed in the paper record you will be digitizing.
* All the spreadsheets in the folder have the same format. There are 12 columns (vertical lines) and 85 rows (horizontal lines). The columns are the variables, and the rows are observations for each plant.
* The rows are the data of each Magnolia plant that has been followed in the study. For each plant you will see five pieces of information that usually does not change and that serve to identify (\* see note below). These are, reference number (column A), location (column B), name (column C), accession number (column J) and status as 2024 (column K). Do not change anything in those columns.
* Use the reference number and the plant name to find the plant for which you will be entering data.
* Put the values of each of the variables from Columns D-I. These need to be entered in date format as Month/Day/Year or MM/DD/YYYY.
* You can enter the numbers (i.e. 04/15/2012) or click on the calendar that pops up every time you click on a cell. This is a bit annoying for the older years because it always shows the 2024 calendar first. I wanted to try it because it will show you an error if you enter dates that are outside the time range from where data was collected. Let me know if this does not work well. We can modify the workflow according to what you think works best.
* Make sure you enter the data in the correct space by looking at the right plant and reference number.

\*Plant names might not be the same in all the sheets but the reference number should be. Plant taxonomy sometimes changes as more information about a particular plant group is known.

* To get you started I have bolded the plants observed in the years 2010 and 2011. I have also entered the first few rows of each so you get an idea.
* Note that you will have empty rows in the spreadsheet after completing the data entry for a paper record sheet.
* Leave blank the rows for which there is not data for a particular plant but make a comment in column L, please. An example of this is in the 2011-year spreadsheet ref # 6, 7, 28, 29.

|  |  |  |  |
| --- | --- | --- | --- |
| Variable | Column in spreadsheet | Description |  |
| Ref. No. | A | This is a constant number that hasn’t changed since the beginning of the study. And you will find it in all the data sheets |  |
| Location | B | Location of the plant in the Garden. |  |
| Name | C | Species’ Latin name. This might change. Taxonomy is a science that gets updated as new information is discovered and names |  |
| First bud colour | D | The first color seen now |  |
| First flower fully open | E |  |  |
| Peak bloom | F |  |  |
| First tepal drop | G |  |  |
| Last tepal drop | H |  |  |
| First green seen | I |  |  |
| Accession Number | J | Individual identifier for that plant in the Garden’s collection |  |
| Status in 2024 | K | If the plant is still alive and included in the data collection of 2024 |  |
| Comments | L | For any comments that might be in the data sheet |  |
|  |  |  |  |

**Tips:**

* For years 2010 and 2012 the sheets are the same
* Year 2012 onwards include the accession number.
* Plant in reference A2 is now called *Magnolia sprengeri* 'Diva' which is the same as *Magnolia sprengeri* 'Copeland Court'. The accession number is the same 1982-0954.03 but because sheets from 2010 and 2011 don’t include accession number you wouldn’t know.