1. Make PA csv.
   1. Copy/paste top row of PA results in new excel sheet
   2. Copy/paste all rows for the survey day
   3. Highlight entire sheet and unmerge columns (hit merge & center)
   4. Remove any sightings that have an “X” in column P (“Added to URI”)
   5. Make sure all changes from PA results/ reviewer notes are addressed and changed accordingly (look for UNID speccodes, questions about resights, etc).
   6. Sort entire sheet by time, smallest to largest. This should now be all the PA sightings to be added in correct sequence.
   7. Create a new column, call it “PASight” and number each row starting with 501. This is just to double check sightnos in the URI once you run the code.
   8. Save as csv (named by survey date+PA, eg. 20230921PA) in your R work directory/ PA code folder.
2. Add the survey date URI to your R work directory/PA code folder.
3. Run PA code in R – you will create a file named combined\_test which will become the new URI.
4. Add PA sightings to correct column in URI.
   1. Open combined\_test file. It is easier to freeze the top row and hide columns AD-BM while working in the file.
   2. Highlight duplicates in column BS (sightno.y) – some sightnos are duplicated and you only need to copy/paste one of them.
   3. Copy paste columns BO and BP (speccode.y and number.y) to columns W and X (speccode.x and number.x)
      1. make sure not to paste into squares that already have data in them
      2. make sure not to paste duplicates only once
   4. Copy paste columns BQ and BR (idrel.y and confidnc.y) into columns AB and AC (idrel and confidnc) so that they match up with the their associated sightnos.
   5. Enter 2 for photos and change legstage to 7 for all PA sightings.
   6. Some of the PA sightings will be moved to the end of the csv – double check and manually enter any that may have ended up there.
   7. You can spot check PA sightnos and time in the URI are correct by comparing to your PA csv.
   8. Once you’ve copy/pasted everything, you can delete columns BN-BT
5. Double check URI
   1. Sort entire csv by time.x from smallest to largest. Now everything including the PA sightings should be in chronological order.
   2. Highlight duplicates in column T (sightno)
      1. Scroll through URI and delete rows with duplicate sightnos, making sure to keep just one of the sightnos
   3. Highlight duplicates in column E (eventno)
      1. Scroll through URI and make sure duplicates all have the same legtype and adjust PA sightings accordingly
      2. For example:

A screenshot of a computer

Description automatically generated

Here, event 3164 is a duplicate but the PA sighting (606) was entered after a the break track. In this case, we would switch rows so that sightno 606 comes before 165. Both will remain event 3164.

* 1. Filter URI by selecting all sightnos greater than 500 – make sure they all have legtstage 7.
  2. Filter URI by selecting legstage 7 and make sure they all have a sightno greater than 500.
  3. Filter by either legstage 7 or sightno 500+ and make sure all have columns speccode, number, photos, idrel and confidnc filled out accordingly.
     1. All animal sightings should have idrel 2 or 3; all others should be 9.
     2. There shouldn’t be any UNID speccodes.
     3. Photos should all be 2.
  4. Delete “.x” from the column names for F, T, W, X, AB, and AC.

1. Rename csv to survey date\_URI and save to server.