

# Entering Demographic Data for Sclerocactus glaucus

## Step 1: Exporting the Data sheet

- Open web browser and navigate to <https://research.botanicgardens.org>
- Log in to your account.
- Open “Demographics” link.
- Scroll down to “ScGI” section.
- Select bullet point “Print / .csv data sheet export.”
- Select “Export as .csv” and select current year.
- Press “Submit”.

What would you like to do?

Print forms (html)

Export as .csv

Year: 2017 ▼

Submit

## Step 2: Entering Data into Excel

Transect 2.4 Atwell Gulch_108										
1=Yes, 0=No										
2016										
Tag Id (ign Tag)	MySQL Tr	Transect	X-coord(n)	Y-coord(n)	Height (cm)	Width (cm)	Fl (1/0)	Br (1/0)	Minis	Individual Comment
446	185	19	2.4	0.1	6.63	7.5	8.4	1	0	5 tag at noon
447	185.01	19	2.4	0.1	6.63	0	0	0	0	90°c (tag at noon)
448	185.02	19	2.4	0.1	6.63	0	0	0	0	clk from furthest from tag against rock, 4°c

- The newly exported .csv file should automatically open a window in Excel. Identify transect number and location at the beginning of each data set. □
- Find the corresponding physical data sheet. □

Transect 2.4 Atwell Gulch_108										
1=Yes, 0=No										
2016										
Tag	Transect	X-coord(m)	Y-coord(m)	Height (cm)	Width (cm)	Fl (1/0)	Br (1/0)	Minis	Individual Plant Location	Comments
185	2.4	0.1	6.63	7.5	8.4	1	0	5	tag at noon	5.4 2.3 cm 30 tag
185.01	2.4	0.1	6.63	0	0	0	0	0	to/s tag at noon	
185.02	2.4	0.1	6.63	0	0	0	0	0	clk from furthest from tag against rock, 4°c	
185.03	2.4	0.1	6.63	0	0	0	0	0	etc	
185.04	2.4	0.1	6.63	0	0	0	0	0	tag 14cm S	
185.05	2.4	0.1	6.63	0	0	0	0	0	tag 16cm S	
185.06	2.4	0.1	6.63	0	0	0	0	0		Brown Out
185.07	2.4	0.1	6.63	5.9	5.5	0	1	2	1°c tag 17cm SW	at base of 1857
185.08	2.4	0.1	6.63	0	0	0	0	0	etc	
185.09	2.4	0.1	6.63	0	0	0	0	0	12	
185.1	2.4	0.1	6.63	0	0	0	0	0	etc	
185.11	2.4	0.1	6.63	0	0	0	0	0	etc	
185.13	2.4	0.1	6.63	1.7	1.4	0	0	0	tag 17cm SE tag 21 1/2 cm SW	not recorded
185.14	2.4	0.1	6.63	0	0	0	0	0	tag 14cm S	
397	2.4	0.45	11.55	3.2	5.5	0	0	0	tag 8cm SW	
351	2.4	0.48	12.4	4.5	8.8	0	0	0	tag 11cm N	
1229	2.4	0.99	13.5	0	0	0	0	0	tag 14 cm SW (residual 2/25/07)	
268	2.4	0.9	19.75	6.7	9	1	0	0	tag 16 cm SW	
268.01	2.4	0.9	19.75	6.7	9	1	0	0	tag 7 1/2 cm S	

- Enter in the newly recorded data from physical data sheet into Excel spreadsheet – make sure the year is correct. □
- Make sure tag numbers match! □ (Ignore the Tag ID column in Excel)
- Bes sure to record the date the date was recorded in the cell to the right of “Date:”
- Update directional information as needed into the comment section of the current year. □
- Add any other helpful information that was recorded into the comment section of the current year.
- Create new folder in Q:\Research\All\_Projects\_by\_Species\Sclerocactus SPECIES\Sclerocactus\_glaucus\Raw Data. Name the new file YYYY\_Datasheets (where YYYY is the current year.) Save the new .csv file here.

### Step 3: Scanning Physical Data Sheets

- Physical datasheets need to be scanned into the Q: Drive for documentation.
- Insert a USB thumb drive into printer/scanner.
- Load all data sheets from one location into the scanner tray. (i.e. all Pond transects.)
- Navigate printer/scanner screen to “Scan to thumb drive.”
- Repeat for all transect locations.
- Transfer scans from USB thumb drive onto **Q:\Research\All\_Projects\_by\_Species\Sclerocactus SPECIES\Sclerocactus\_glaucus\Raw Data\YYYY\_Datasheets**

### Step 4: Uploading .CSV File to the Database

- Do a preliminary comparison of data sheets to completed.csv file to make sure data was recorded correctly.
- Open web browser and navigate to <https://research.botanicgardens.org>
- Log in.
- Open Demographics link.
- Scroll down to ScGI section.
- Select bullet point “Upload new .csv data.”
- Select completed .csv file from Q: Drive and select current year from drop-down menu. Press “Submit.”
- The website will check for outlying data points. Once you have made sure that the outliers are not due to errors in data entry, continue by selecting “Submit Data.”