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 "ScGl" 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

Tag Id (ign	Tag	MySQL Tra Transect	X-coord(n	Y-coord(m	Height (cn	Width (cm	Fl (1/0)	Br (1/0)	Minis	Individual Comment	Height (cn	Width (cm	Fl (1/0)	Br (1/0)	Minis	Photo Nu	Comment	Tag
											2016				**2017**			
446	185	19	2.4	0.1	6.63	7.5	8.4	1	0	5 tag at noon								185
447	185.01	19	2.4	0.1	6.63	0	0	0	0	9o'c (tag at noon)								185.01
448	185.02	19	2.4	0.1	6.63	0	0	0	0	clk from furthest from tag against rock, 4 'c								185.02

- 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. ☐

- 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 ScGl 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."