

## EDGG Field Workshops: instructions for data entry

Version 01, 17 July 2016

### General (VERY IMPORTANT!)

- Data entry is separately in All\_Data\_xxx (= species data) and Header\_xxx (= metadata and environmental data). This can happen in parallel, while only one person at one time can work on each of the two files.
- It is very easy to make a mistake. Therefore in order to lose much work, it is highly recommended to save the files repeatedly (at least after each day) under a consecutive version number, indicating in the “Version” spread sheet what was done and by whom. If a mistake occurs it is easy to go back to the last valid version.
- NEVER change the structure of the files!
- NEVER change content of cells that are already filled.
- If something is unreadable, it is crucial that you nevertheless enter the information as far as you can read and highlight the unclear cell with orange cell colour. Jürgen then will check it with the original forms. This is particularly crucial that you do not leave out any species, even if it is undetermined or you cannot read it. In such a case use names like “*Arb... (unreadable)*”, but enter presence and cover.
- If something is unclear or something appears to be wrong in the forms, please report it individually to Jürgen or use the spread sheet “To be done” to report it.
- After one person is ready with data entry, please send the file to Jürgen, who will check it for consistency before handing it on to the next person.
- Pay attention to use the right symbol as decimal separator (depending on the setting of your computer either “.” or “,”). You have the right decimal separator when the computer recognizes a value as a number (visible by the right-alignment).

### File All\_Data\_xxx

- Always enter plots completely, i.e. in case of biodiversity plots also both corners and the additional species on 100 m<sup>2</sup>
- For biodiversity plots: change corner names if in your case other corners instead of NW and SE were recorded.
- 10-m<sup>2</sup> columns (%) of biodiversity plots and normal plots: fill in the date (of sampling) and your initials (to recognise who made the data entry) as well as total vegetation cover, cover shrub layer, cover herb layer and cover moss layer.
- Species are organised in seven groups:
  - VW-S: Phanerophytes in the shrub layer
  - VW-H: Phanerophytes in the herb layer
  - VG-H: Graminoids
  - VF-H: Forbs
  - B-C: Bryophytes
  - L-C: Lichens
  - A-C: “Algae”
- If the species you want to enter is not there, use one of the blue “NEW” lines at the bottom of the species group to enter it.

- Only use existing species lines if you are 100% sure that they refer to the species you are entering (also regarding the concept). If you are 100% sure about synonymy you can enter a species under an existing other name. If you are in doubt, rather enter it as a new name.
- Please take care of cases with species aggregates and several microspecies or species s.l. with several subspecies. Be sure that you enter the information as it was intended by the person who did the recording.
- If something was not safely determined, enter it with “cf.” and put the “cf.” before the part of the name that is not sure anymore, i.e. in front of the Genus if the genus already is unclear, in front of the species epitheton if that is unclear and in front of the subspecies epitheton if only that is unclear.
- Note that the white names have already been checked and standardised according to the standard floras indicated in the column “Source” (mostly Flora Europaea) and any new (blue) name will be checked in the end by Jürgen and Co. for spelling, concept and synonymy. You should not care for that.
- Species occurrences:
  - 10-m<sup>2</sup> plots (%) of biodiversity and normal plots: enter the cover value in %
  - subplots < 10m<sup>2</sup>: enter “1” for each plot size in which the species was present
  - 100-m<sup>2</sup> plots: are filled automatically: you only have to add species that were not present in any of the two corners
- Automatic functions in the header:
  - species richness of the different groups is automatically calculated
  - the header also automatically indicates if there are inconsistencies with the cryptogam cover

### **File Header\_xxx**

- Correct the corners of the biodiversity plots if not NW and SE were recorded.
- Please enter the acronyms both the field team and of you who entered the data.
- Please fill ALL FIELDS required. If certain information is missing on the form, please enter “NA”. Mind the difference of NA and 0.
- Take care of the units (m vs. cm)
- If coordinates are given in degrees-minutes-seconds, use the form “Coordinate transformation” to recalculate them to decimal degrees as required.
- If soil depth was more than the penetrometer length, enter “>80” or “>85”
- Automatic functions:
  - Mean and SD of soil depth and vegetation height (disc)
  - Check for wrong entries of soil cover fractions (red)
  - Summary statistics of all metric variables at the bottom for easy recognition of outliers (which likely are mistakes)