

The NatureMapping Program

Spreadsheet Instructions

General Information

The Spreadsheet is divided into worksheets (look at the bottom of the spreadsheet). Click on the tabs to go into different worksheets.



- Form
 - Data Collection Form in the **EXACT** NatureMapping database format

Obs ID	Recnc	Species id	Q	Date	St	Co	TR	Sec	Qtr	Latitude	Longitude	Source	Qty	Estimate	Habitat
1234	1	TARU		4/1/2006	WA	33	T23R04E	2		48.3545	-117.300000	3	1		920

- Form Definitions
 - Definitions for each column of the Form
 - Identifies what columns are mandatory

Form Definitions by Column	
Column	Description
Obs	Your observation ID number
Line num	A unique number - Put a 1 in the first row and
Species ID	Species identification code
	1. Go to the Species Worksheet for a list

- Species
 - List of species by family groups
 - Amphibians
 - Birds
 - Fish
 - Mammals
 - Reptiles
 - Cross-references commonly used names to the correct common name
 - Example: Crow – see American crow

GREEN - Not modeled by Gap Analysis		
SPECIES	COMMON NAME	SCIENTIFIC NAME
NONE	No species found	
145	Hellbender	<i>Cryptobranchus alleganiensis</i>
	or Ozark Hellbender	<i>Cryptobranchus alleganiensis bishopi</i>
146	Lesser Siren	<i>Siren intermedia</i>
	or Western Lesser Siren	<i>Siren intermedia nettinai</i>

- Habitats
 - A quick list of the most commonly used habitats. (Instructions to print the quick list are below.)
 - Followed by a complete list of habitat codes

A	B
CODE	HABITAT DESCRIPTION
	QUICK LIST
111	Cliffs
231	Low developed residential - over 50% of the area is covered including golf courses, cemeteries, etc.

- County
 - County codes and names

A	B
CODE	COUNTY NAME
5001	ARKANSAS
5003	ASHLEY
5005	BAXTER
5007	BENTON

- Source
 - How did you observe the animal: a list of options and codes

Source - How did you observe the animal?					
1	Museum - many records originally came from i				
2	Heard				
3	Saw				
4	Trapped				
5	Sign (tracks, scat, feathers, etc.)				
6	Saw and Heard				

Entering Data into the *NatureMapping* Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Obs_ID	Recno	Species_id	Species Name	Q	Date	St	Co	TR	Sec	Qtr	Lat	Long	Source	Qty	Estimate	Habitat	Comment
2	1234	1	URAM	Black bear		2/15/2005	WA	33				48.3545	-117.300000		3	1		920

1. Enter your Observer ID number
2. Enter "1" under the Line number. (This is an unique identifier for the record)
3. Go to the Species Worksheet and find your animal.
4. Copy the name and the ID for that species.
5. If you are unsure, enter a "1" or a "2". (Go to Form Definitions Worksheet for more information)
6. Enter the date and state code
7. Go to the County Worksheet for the county code
8. Enter the lat and long in decimal degrees. (Go to Form Definitions to calculate decimal degrees you report degrees, minutes, and seconds.)
9. Go to the Source Worksheet to find the Source ID code
10. Use the highest number for the quantity if there are multiple reports for the same species.
11. If the number of animals were estimated, enter a Y
12. Go to the Habitat Worksheet to find the Habitat code
13. Add comments if warranted

Q	R	S
e	Habitat Comment	Hab_2
	920	

14. If your first habitat was a water code, enter the dominant land code in Hab_2

Entering Lines 2 and

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Obs_ID	Recno	Species_id	Species Name	Q	Date	St	Co	TR	Sec	Qtr	Lat	Long	Source	Qty	Estimate	Habitat	Comment
2	1234	1	URAM	Black bear		2/15/2005	WA	33				48.3545	-117.300000		3	1		920

1. Only enter what is different from the line above, i.e., species code, source, quantity, etc.
2. When finished copy the repeating information down to the rest of the columns.
3. Every line (Column B) should have a unique number, 2, 3, etc.
4. Save the spreadsheet with File Save As – your ID code_day-mo-yr
5. Attach the spreadsheet to an email to your *NatureMapping* coordinator for data submission.

Exporting additional data to *NatureMapping*:

1. Always save your master file of all data under a unique name (e.g., *NatureMapping* Master Data)
2. You can either add data to the same Masterfile and then delete the rows that were sent and save the file under a new name (see above for instructions) or:
 - Create a new spreadsheet
 - Begin with record number the next recno (Example: record numbers 1-250 were sent to *NatureMapping*, the next record number will be 251)
 - Upload the file to *NatureMapping*.
 - Reopen the Masterfile and copy the records to the previously submitted records.
3. Create an export folder in your computer to store the files you export to *NatureMapping*.