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 an
Species ID	Species identification code
	1. Go to the **Species Worksheet** for a lis

- 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	*Cryptobranchus alleganiensis*
	or Ozark Hellbender	*Cryptobranchus alleganiensis bishopi*
146	Lesser Siren	*Siren intermedia*
	or Western Lesser Siren	*Siren intermedia nettingi*

- 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			
2	Heard			
3	Saw			
4	Trapped			
5	Sign (tracks, scat, feathers, etc.)			
6	Saw and Heard			

Entering Data into the *NatureMapping* Spreadsheet

Obs_ID	Recnd	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

1. Enter your Observer ID number
2. Enter "1" under the Line number. (This is an unique identifier for the record)
3. Add the ID for one species. Use the F5 key to go to the species worksheet to find the correct ID number.
4. If you are unsure, enter a "1" or a "2". (Go to Form Definitions Worksheet for more information)
5. Enter the month, year, state code
6. Go to the County Worksheet for the county code
7. Enter the lat and long in decimal degrees. (Go to Form Definitions to calculate decimal degrees you report degrees, minutes, and seconds.)
8. Go to the Source Worksheet to find the Source ID code
9. Use the highest number for the quantity if there are multiple reports for the same species.
10. If the number of animals were estimated, enter a Y
11. Go to the Habitat Worksheet to find the Habitat code
12. Add comments if warranted

Q	R	S	T
Comment	Revised	Hab_2	Precision

13. If you have changed this record after submitting it to *NatureMapping*, enter revised date.
14. If your first habitat was a water code, enter the dominant land code in Hab_2
15. Go to Form Definitions to decide the precision code

Entering Lines 2 and ….

Obs_ID	Recnd	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

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*.