

## Instructions for using Look-up Tables with NatureTracker export data

### Look-up table with species names and codes

Create a species list with the Code in the first column and the Name in the 2nd column  
Highlight the species names and codes - it doesn't matter if you include the column title in the range name

Example - Table worksheet with species' codes - Range Name = SppCode

Code	Name
1	Douglas fir
2	Oceanspray
3	Ponderosa pine

Create a Range Name - "INSERT - NAME - DEFINE")

With the area still highlighted, look at the cell above the "A" column. You should see "SppCode" in the cell

SppCode	Code
A	B
1	<b>Instructions for using Look-up Table</b>
2	
3	<b><u>Look-up table with species names and codes</u></b>
4	Create a species list with the Code in
5	Highlight the species names and code
6	
7	Example - Table worksheet with species' codes -
8	<b>Code</b>
9	<b>Name</b>
10	1 Douglas fir
11	2 Oceanspray
12	3 Ponderosa pine

Sort the range in alpha order

The Range can be in any worksheet within a spreadsheet

### NatureTracker data

Export NatureTracker data as a .xls file

Create a new worksheet in the spreadsheet with the species table

**Copy NatureTracker data into the new worksheet.**

Record	Latitude	Longitude	Observer	Tracker	Date	Trees	Quantity
478	47.2615933	-122.23755	1	Tracker 5	6/2/2006	3	1
479	47.2625991	-122.2375	1	Tracker 5	6/2/2006	2	5

**Insert a column next to the Species Code on the data worksheet-the format must match the Table (codes, names)**

Record	Latitude	Longitude	Observer	Tracker	Date	Trees	Name	Quantity
478	47.2615933	-122.23755	1	Tracker 5	6/2/2006	3		1
479	47.2625991	-122.2375	1	Tracker 5	6/2/2006	2		5

Enter the following formula where G is the column with the code and 33 is the first row of this sample NatureTracker data

=LOOKUP(G33,SppCode)

Copy the formula down the column

A	B	C	D	E	F	G	H	I
Record	Latitude	Longitude	Observer	Tracker	Date	Trees	Name	Quantity
478	47.2615933	-122.23755	1	Tracker 5	6/2/2006	3	Ponderosa pine	1
479	47.2625991	-122.2375	1	Tracker 5	6/2/2006	2	Oceanspray	5

Insert another column next to the lookup table column

Record	Latitude	Longitude	Observer	Tracker	Date	Trees	Name	Name
478	47.2615933	-122.23755	1	Tracker 5	6/2/2006	3	Ponderosa pine	
479	47.2625991	-122.2375	1	Tracker 5	6/2/2006	2	Oceanspray	

Copy the name in H38 and Paste Special - select "Values" in I38

Note: You have a formula showing the name in H38. This is ok if you are going to just print.

But if you want to keep the name, for example to export to GIS, then you must

Copy the formula in H38 and Paste Special - Values in I 38, then delete column H.