

CHAPTER 8

DATA ENTRY TUTORIAL

After each field expedition the data collected on the paper data sheets must be entered into the online survey for validation. A web interface has been developed to allow you to enter your data remotely. All you need is a computer, access to the web, and to follow a few simple steps.

Create Your User Profile

Open your web browser and go to <http://treeroundup.org>. Click the **Participate** link at the top of the web page and select **Join the Roundup** under How to Participate. Follow the instructions to create a unique **username** and **password** and fill out the form with your name, email, GPS coordinates, tree expertise and posse. When you are satisfied with your entries, fill out the Spam Filter and click **Create Your Profile**.

If successful, you will be directed to your personalized profile page. From this page you can update your profile, add a new species observation, view or map your species observations or edit observations before they are validated.

Please note:

- While we will never share your personal information with anyone, please do not give us your high security login and password (e.g., your banking password).
- Be sure to write down your username and password in the space provided below so that you will remember them later.
- _____ Username _____ Password
- Select **Maverick** as your posse if you are not affiliated with a group.
- When you revisit the site, enter your username and password underneath the main banner and click login.
- Once you are logged in you can return to your profile at any time by clicking the **Return to Profile** link underneath the banner.

Report Observations

Let's review the options on your **Personal Profile Page** since you will login to this page often to **Update your Profile**, **Add or Edit Trees** and **Map or List Your Trees**. The Update Your Profile feature is self-explanatory. It allows you to keep your contact

information current so that we can keep you updated. To transfer data from your collection sheet to the database, you will use the **Add New Tree** link.

Add New Tree

With your data sheet in front of you, click the **Add New Tree** link on your profile page. This will open the **Add a Tree Form**. Notice that it closely mimics your datasheet.

Step 1. Observation Information

Since you are already logged in, the website knows who you are and what posse you belong to. Start by entering the species you observed and then fill in the data fields based on the information on your datasheet. The actual look and feel of the web form may vary slightly depending on your computer and web browser. When you have completed all the fields, click **Insert Observation** (or **Reset Form** to start over) and the data will automatically be entered into the database.

If your upload was successful, you will automatically be taken to the **Upload Complete** page. Notice an **Observation ID** is automatically assigned to your observation on the new page. Be sure to write the **Observation ID** from the website onto your datasheet for future reference. From the Upload Complete Page, you can **Add an Image to the Observation, View Observation, Add Another Observation** or **Return to Your Profile**.

Step 2. Add Image to Observation

Click the Observation number to **Add Image to Observation**. Click the **Choose File** or **Browse** button and navigate to the appropriate image on your computer's hard drive. You can always refer to your datasheet if you can't remember which image it is. Once you have selected the image, the original file name will appear on the web page. There is no need to rename or resize images before upload. That will take place automatically when you click the **Upload New Image** button.

Step 3. Edit Your Observation

Return to your profile page where you can view, edit or delete newly added observations. There is a 1-2 week grace period to modify your submitted observations after which they will be submitted for validation. Once your observations are validated, they will disappear from your profile page and can no longer be edited by you. You will still be able to **List or Map Your Observations** from your profile page and your observations will be viewable by the public on the main map page. If you find a mistake in your data entry post-validation, send an email to your posse leader explaining the correction that needs to be made.

WHAT HAPPENS TO YOUR DATA NOW?

Data Validation

Your satellite leader (or their designee) will validate your species observations using the GPS coordinates, images and other information that you provided to the database. If for some reason your data does not pass the validation test (ex. GPS coordinates are off or the species is misidentified), your satellite leader or program staff will contact you. For this reason, it is a good idea to keep your datasheets, at least until your data has been validated.

Mapping

TreeFolks and The Wildflower Center use the data and GPS coordinates you submit to create dynamic Google maps. See **Map Observations** under the **Maps & Observations Menu**. These maps are available online for managers, scientists, and others. Your data might be used to better understand species/age distribution or to develop management strategies including plans for maintenance and replanting.

National Databases

The data collected in the Great Austin Tree Roundup will also be used in regional, statewide, and eventually national efforts to map our urban forests.