FORESTPLOTS.NET

How to Import Vouchers

Vouchers can be uploaded to ForestPlots.net using 2 methods: during a new plot/new census upload, or using the 'Import Plot Vouchers' Data Import wizard. This checklist and mini video demonstrates how to prepare and import tree vouchers to plot data already in ForestPlots.net using 'Import Plot Vouchers'.

1. Log in to ForestPlots.net and navigate to the plot in MyPlots
2. Generate a template file by selecting the green data icon in 'Data Import' – 'Import Plot Vouchers'
3. Fill in the columns of the template file. Further information for these can be found in the worksheet 'headers'.
   - We recommend downloading a 'Taxon Manager Plot Dump' (found in 'Data Export') to obtain the data required for the file
   - Email admin@forestplots.net if the collector's name and initials are not already stored in ForestPlots.net
   - Ensure that each voucher code has 1 and no more than 1 treeid identified as the 'collected' tree
   - Ensure that all treeIDs with the same voucher code have the same determination
   - If the treeid has a new determination, enter the new determination in the 'Family' and 'Species' columns
4. Ensure that the column headers are the top row of your file, and in the same sequence as they appear in the Voucher Import template format . Save the Voucher Import file.
5. In ForestPlots.net navigate to the plot in 'MyPlots' and select 'Data Import' then 'Import Plot Vouchers'
6. Select the prepared file, then click 'next'
7. Select the worksheet that contains the prepared voucher data, then click 'next'
8. In the Herbarium Identification screen, check that the identified Herbarium is correct and click 'next'.
   - If the Herbarium is unidentified, match manually. Email admin@forestplots.net if your herbarium is not listed in Forestplots.net
9. In the Collector Identification screen, check that the identified Collector is correct and click 'next'
   - If the Collector is unidentified, match manually and check that the collector initials match those in your Voucher Import file Email
10. In the Voucher Code Validation screen, check that all Vouchers are listed as Valid and click 'next'
11. In the Species Validation screen check that the Species in your file are matched to the ForestPlots Master Species List, click 'next'
    - If any appear in 'Species not found' match manually to the Master List
12. In the Record Data Validation screen, check that all records are listed as 'Valid', click 'next'
13. Click 'Finish', update completed