

Pre-Upload: Re-census Data Check List

This checklist is for preparing tree re-census data for upload. This is for use with plots already in the database, using the field sheets downloaded from ForestPlots.net. The re-census data should be entered into the ForestPlots.net excel field sheets which contain the treeIDs, unique identifiers that allow new data to be matched to the database. After data entry:

1. Make a copy of the fieldsheet worksheet, name it 'coded'
2. Check 3 treeIDs (Database matches excel file AND new census in excel matches fieldsheet)
3. Has all data been entered into the excel file?
 - a. Survivors
 - b. Recruits (and new tag)
 - c. heights
 - d. New: tag, t1, xy, determinations (left hand side of fieldsheet updates)
 - e. New stem grouping (multiple stem individuals)
4. Check D (0-1000)
5. Check POM
6. Check Flag1
7. Check Flag2
8. Check Flag3 (census notes)
9. POM change (census notes):
 - a. Flag 4 = 60
 - b. DPOMt-1 if is valid
10. Flag4 of rest
11. Height broken at
12. Determinations of recruits: 'original identification' and Family and Species columns
13. Voucher code and voucher collected
 - a. Check duplicate vouchers have the same determination using pivot table
 - b. Check only 1 collected tree per voucher code using pivot table
14. Make a copy of the worksheet, name 'upload'
 - a. Remove all trees (delete rows) not appearing in the census to upload (died in a previous census)
 - b. Remove all columns containing previous census data
 - c. Count number of treeIDs to upload
 - d. Count number of recruits to upload

Tag number	Current Tag number
Old No	Previous Tag number
Stem tag grouping	For multi-stemmed trees, particularly useful for Dry Forests, the tag number of the largest stem (largest DBH) from all the stems currently linked in Forestplots.net
T1	Subplot system: number or code of the primary subplot where the tree is located (as collected in the field, optional). For a standard 1 ha plot, T1 corresponds to the 20 x 20 subplot division
T2	Additional subplot system: number or code of the secondary subplot (as collected in the field, optional)
X	x co-ordinate, as collected in the field, optional
Y	y co-ordinate, as collected in the field, optional
Family	Family name following APGIII
original identification	Species name (Latin Binomial) or vernacular name as recorded in the original field sheets, as recorded in the field. Includes morphospecies, subspecies, varieties, vernacular name. Inset column prior to upload
Species	Latin binomial name (Genus species)
Tree Notes	Any general comments specific to the identification of the tree
D	Diameter (mm) measured at current correct point of measurement (POM) for that field campaign. Values should be integers. If the tree died that census, D = 0. For dry forest, if D only measured at Extra POM (basal), enter 0 for D
POM	Point of measurement (mm) for D, Integer. The POM for D should be at 1.3m (or moved to avoid buttress/deformity). If tree died that census and diameter wasn't measured POM=0. For dry forest, if D only measured at Extra POM (basal), enter 0 for POM
Extra D	For Dry Forests ONLY: Extra diameter (mm) measured at Extra POM. May be left blank
Extra POM	For Dry Forests ONLY: Extra POM (mm) for Extra D, Integer. This is usually a basal POM (0.3m of moved for deformity). May be left blank
DPOMinus1	Diameter (mm), integer, at previous POM if the POM changed that census
Flag1	Flag1 Rainfor code for alive status https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_EN.pdf
Flag2	Flag2 Rainfor code for mode of death https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_ENI.pdf
Flag3	Flag3 Rainfor code for diameter measurement technique https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_ENI.pdf . Required if tree is alive
Flag4	Flag4 Rainfor code for post field data management https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_ENI.pdf . Required if tree is alive
LI	code for Liana Infestation index, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_ENI.pdf
CI	code for Canopy Illumination index, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_ENI.pdf
CF	code for Crown formation, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_ENI.pdf
CD1	For Dry Forests ONLY: Crown diameter 1 (CD1 is measured orthogonal to CD2, i.e. at a direction this is at right-angles to CD2). Optional measurement.
CD2	For Dry Forests ONLY: Crown diameter 2 (CD2 is measured orthogonal to CD1, i.e. at a direction this is at right-angles to CD1). Optional measurement.
Height	total height of tree, m (optional, leave blank if not measured)
Flags	Flags, Rainfor code for height measurement technique https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_ENI.pdf
Height Broken At	If broken, height broken at (m)
Census Notes	comments specific to the tree during that census
TreelD	Unique identifier of each tree in the ForestPlots.net database. Only trees/lianas that have been uploaded to the database have a TreelD
New Tag number	Tag number (for re-tagged trees and recruits)
New stem grouping	For multi-stemmed trees, particularly useful for Dry Forests. For new groups, any single letter or number may be used to identify and therefore link stem(s) belonging to a single multi-stemmed tree (for example, all stems belonging to the first multi-stemmed tree could all have "A" in the column, all stems of the second multi-stemmed tree "B"s, etc.) When the excel sheet is uploaded, the system will link all stems with the same Stem tag grouping and when a new field sheet is generated or plot dump created, this column will have the tag number of the largest stem (largest DBH) from all the linked stems. For recruits adding to an existing stem group, you only need to link with at least one of the stems in the existing group.
voucher code	Code for collected voucher that census, constructed from 3 letters of collector and the collection number (optional)
voucher collected	write "1" if voucher was collected from this individual, 0 if the voucher is used as a reference, leave empty if no voucher was collected
Headers in bold are required for upload	