Pre-upload checklist: New Plot Data Check List (trees)

This checklist is for preparing new plot tree data for upload to ForestPlots.net. The tree data should be entered into the RAINFOR format field sheets.

1. Make a **copy** of the data entry worksheet, name it 'coded'
2. Check Tags, new stem grouping, T1, x, y columns
3. Check D (0-1000)
4. Check POM
5. Check Flag1
6. Check Flag2
7. Check Flag3 (census notes)
8. Check Flag4
9. Check heights and Flag5
10. Height broken at
11. 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
12. Make a copy of the worksheet, name 'taxonscrub'
13. Check Family
14. Enter binomial (Genus species) into Species column
15. Check names using the TNRS (South America), The AFPD (Africa) or TPL (Asia)
16. Make a **copy** of the worksheet, name 'upload'
    a. Remove all unnecessary columns
    b. Count number trees to upload

This checklist summarises chapter 3 of the ForestPlots.net manual
Developed in 2016, revised in 2017

New tag number	Tag number (for re-tagged trees and recruits)
New stem grouping	For multi-stemmed trees, particularly useful for Dry Forests. 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 mulit-stemmed tree could all have "A" in the column, all stems of the second mulit-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.
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
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 us dead, 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 is dead and diameter wasn't measured POM=0. For dry forest, if D only measured at Extra POM (basal), enter 0 for D
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
DPOMtminus1	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_EN.pdf
Flag3	Flag3 Rainfor code for diameter meaurement technique https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_EN.pdf. Required if tree is alive
Flag4	Flag4 Rainfor code for post field data management https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_EN.pdf Requiredl if tree is alive
LI	code for Liana Infestation index, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_EN.pdf
CI	code for Canopy Illumination index, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_EN.pdf
CF	code for Crown formation, optional https://www.forestplots.net/upload/ManualsEnglish/CrownLianaProtocols_EN.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 measurent.
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 measurent.
Height	total height of tree, m (optional, leave blank if not measured)
Flag5	Flag5, Rainfor code for height measurement technique https://www.forestplots.net/upload/ManualsEnglish/RAINFOR_data_codes_EN.pdf
Height Broken At	If broken, height broken at (m)
Census Notes	comments specific to the tree during that census
TreeID	Unique identifier of each tree in the ForestPlots.net database. Only trees/lianas that have been uploaded to the database have a TreeID
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