Tips and FAQ's for CTFSWEB Data Entry

Setting up your input forms
How do I start?
The easiest way to begin is to choose the default configuration forms. You can then add and delete columns and rearrange them as many times as you like. When you are happy with the way they look, create a configuration file using the option button on the form. Then you are ready to test your data entry. If you are unhappy with the test, then you can go back and reconfigure the form always making sure you create a configuration file when you are done. The test data files can be removed from the data files directories before you begin data entry (see Double Entry for location of data files).

Double Entry
Where is my text file?
On Windows
 …/xampp/htdocs/ctfsweb/files/datafiles/oldtree
…/xampp/htdocs/ctfsweb/files/datafiles/newplant
…/xampp/htdocs/ctfsweb/files/datafiles/multstem

On Unix …/var/www/html/ctfsweb/files/datafiles/oldtree etc.

After upload the files are moved to
…/xampp/htdocs/ctfsweb/files/datafiles/uploaded/oldtree etc on Windows
…/var/www/html/ctfsweb/files/datafiles/uploaded/oldtree etc on Unix

Why is my text file incomplete or empty?
Check your text files after every quad is saved by clicking on the name with the mouse. Make sure that the first and last records are there, particularly on abundant quadrats. Some computers run into memory problems and cut off the end of the file.

How do I match my double entered data?
Choose "Data Screening" from the Main Menu.
Choose "Double Data Entry."
Copy text files into temporary tables.
Compare data in temporary tables

What does "compare data" do?
"Compare data" takes the data from your quadrat's temporary table and puts the data you choose as correct into TempNewPlants, TempOldTrees or TempMultStems. When all the data are compared, your quadrat temporary table should be empty and the data all moved into one of the 3 tables above. In addition the text files will be moved from ...datafiles/newplant to … datafiles/uploaded/newplant etc.

Why do files appear in my dropdown window when I have already finished with them?
The files will appear in the dropdown window as long as there still are records in the quadrat temporary tables in the database. This is to allow you to retain error data until you are able to get clarification from the field or paperwork. When you have confirmed all data for the quadrat, you can drop the empty quadrat table.

Error Correction
What do I do if I've made a lot of consistent errors in tag numbers?
If you have made a lot of consistent errors in the tag numbers it is easier to fix the text file before screening in the system. For example, when tags like 901234,901235 etc. have been entered as 091234,091235 in one of the two files simply change the erroneous file and then do the compare in the system. Otherwise the system thinks you have two different sets of tags and you will have to go through twice as much data, choosing and deleting the wrong ones. Be very careful, however, when changing the text files. Make sure you don't change other data by mistake. Notice that there are tabs between data columns and if you erase a tab by mistake the data may not align correctly when imported into the tables.

Does the upload program take a species code from TempOldTrees if it is different from the existing species? i.e. the speciesid in the Tree table?
No, ctfsweb does not make changes to the Old Trees from TempOldTrees. To make changes to records already uploaded in the database, we need to write scripts.

ViewFullTable
Is the status in VFT directly derived from TSMAttributes in ALL cases or does a missing status get assigned if there is no census record for an old tree that was alive in the previous census?
Following is the part of the stored procedure that updates status. "Missing" will be assigned as a status if there is a code or DBH that is null or negative.

```
SET @vtbl=CONCAT(db,'.',tbl);
SET @tsm=CONCAT(db,'.TSMAttributes');
SET @da=CONCAT(db,'.DBHAttributes');

SET @qryOM=CONCAT("UPDATE ", @vtbl, " V JOIN ", @da, " DA USING(DBHID) JOIN ", @tsm, "
TSM ON TSM.TSMID=DA.TSMID SET V.Status=TSM.Status WHERE TSM.Status = 'omitted'");
SET @qryM=CONCAT("UPDATE ", @vtbl, " V JOIN ", @da, " DA USING(DBHID) JOIN ", @tsm, " TSM
ON TSM.TSMID=DA.TSMID SET V.Status=TSM.Status WHERE TSM.Status = 'missing'");
SET @qryM2=CONCAT("UPDATE ", @vtbl, " SET Status='missing' WHERE (DBH IS NULL OR
DBH<=0) AND (ListOfTSM IS NULL OR ListOfTSM='')");
SET @qrySD=CONCAT("UPDATE ", @vtbl, " V JOIN ", @da, " DA USING(DBHID) JOIN ", @tsm, "
TSM ON TSM.TSMID=DA.TSMID SET V.Status=TSM.Status WHERE TSM.Status = 'stem dead'");
SET @qryBB=CONCAT("UPDATE ", @vtbl, " V JOIN ", @da, " DA USING(DBHID) JOIN ", @tsm, " TSM
ON TSM.TSMID=DA.TSMID SET V.Status=TSM.Status WHERE TSM.Status = 'broken below'");
SET @qryD=CONCAT("UPDATE ", @vtbl, " V JOIN ", @da, " DA USING(DBHID) JOIN ", @tsm, " TSM
ON TSM.TSMID=DA.TSMID SET V.Status=TSM.Status WHERE TSM.Status = 'dead'");
```

Data Entry
Does the comments field in Temp... get uploaded? Into the DBH table? Since it is nearly always null I have never noticed.
In its current form ctfsweb does not upload the comments fields for New Trees (it does upload the comments field for Old and Multi Tree forms). Subsequent releases of ctfsweb will include updated code so that comments from the Temp tables get uploaded into the comments field of DBH. Meanwhile, we will have to do this manually.