

# Tips and FAQ's for CTFSEWEB 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/ctfswweb/files/datafiles/oldtree  
.../xampp/htdocs/ctfswweb/files/datafiles/newplant  
.../xampp/htdocs/ctfswweb/files/datafiles/multstem

On Unix

.../var/www/html/ctfswweb/files/datafiles/oldtree etc.

After upload the files are moved to

.../xampp/htdocs/ctfswweb/files/datafiles/uploaded/oldtree etc on Windows  
.../var/www/html/ctfswweb/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 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

## **Tips**

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.