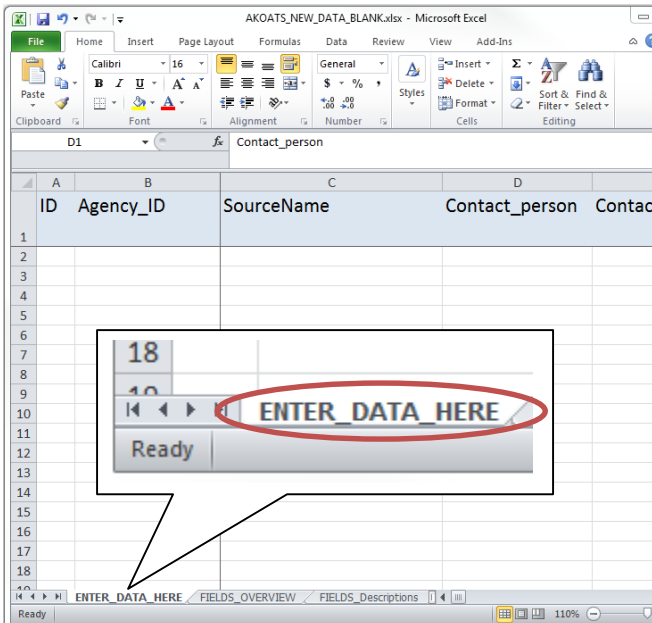


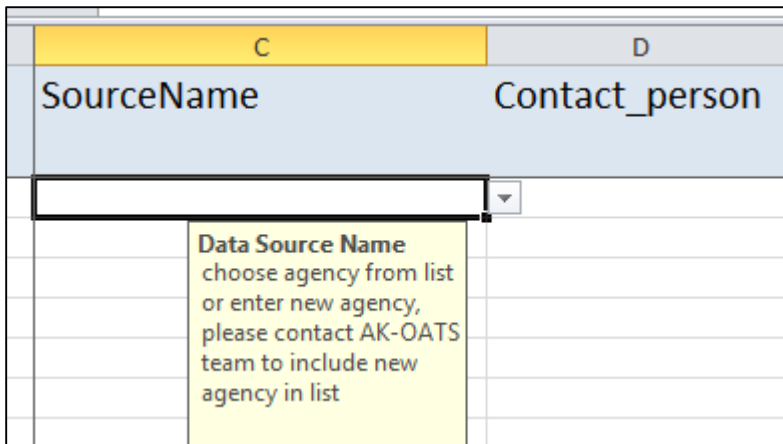
# Instructions

## Entering new sites into AKOATS metadata format

- 1) Open AKOATS\_SAMPLE\_NEW\_DATA\_Blank.xlsx
  - a. Can be found here
  - b. Can be found on the AKOATS website: <http://accs.uaa.alaska.edu/aquatic-ecology/akoats/>
- 2) Select the Sheet named "ENTER\_DATA\_HERE",



- 3) Begin entering information as prompted by the popup boxes,



- 4) Separate sheets named "FIELDS\_OVERVIEW" and "FIELDS\_Descriptions" explain the attributes in greater detail.

A	L	M
<b>Attribute</b>	<b>Sensor_Placement</b>	<b>Location_Description</b>
Description	Main channel, side channel, slough, streambed (hyporheic zone),	text to describe relative sensor location, details regarding sensor 's position (e.g. "on downstream side of last large boulder", "on gaging standpipe", or "cabled to tree with metal placard")
Type (T, N) Text, Number	T	T
Domain (pick list)	yes	no

ENTER\_DATA\_HERE | FIELDS\_OVERVIEW | **FIELDS\_Descriptions** | DOMA

- 5) Many of the attribute fields are governed by domains for which you will see a pick list of options. This allows AKOATS to summarize data from many sources.

AA	AB	AC	AD
Sample_frequency	Sample_interval	Sample_season	Sensor_accuracy
<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>15</li> <li>30</li> <li style="background-color: #0070C0; color: white;">60</li> <li>120</li> <li>240</li> <li>360</li> <li>480</li> <li>720</li> </ul> </div>	<div style="border: 1px solid black; padding: 5px; background-color: #FFFF00;"> <p><b>Sample Frequency (minutes)</b></p> <ul style="list-style-type: none"> <li>15 - every quarter hour</li> <li>30 - every half hour</li> <li>60 - hourly</li> <li>120 - every two hours</li> <li>240 - every 4 hours</li> <li>480 - 6 hours</li> <li>720 - 12 hours</li> <li>1440 - daily</li> <li>10080 - weekly</li> <li>43200 - monthly</li> <li>525949 - yearly</li> </ul> </div>		

- 6) Further information for the domain values can be found in the “DOMAINS\_Descriptions” sheet

T	U	V	W
Active	act_Des	Status	status_des
1	1=Yes, currently active	proposed	Project has been proposed but not approved.
0	0=No, not currently monitoring	planned	Project has been approved, budgeted, and scheduled.
		funded	Project has been approved and secured

The screenshot shows an Excel spreadsheet with the following data:

T	U	V	W
Active	act_Des	Status	status_des
1	1=Yes, currently active	proposed	Project has been proposed but not approved.
0	0=No, not currently monitoring	planned	Project has been approved, budgeted, and scheduled.
		funded	Project has been approved and secured

The spreadsheet tabs at the bottom are: FIELDS\_Descriptions, DOMAINS\_PickLists, and DOMAINS\_Descriptions (circled in red).

- 7) Save the file with a new name with your organization’s name and your contact name e.g. “AKOATS\_UAAaknhp\_Geist\_March2016.xlsx”
- 8) Email dataset to AKOATS team: [mageist@uaa.alaska.edu](mailto:mageist@uaa.alaska.edu)