

# User Manual for the Spreadsheet Sync Tool v3.0 (ARDB)

[http://www.fluidfacades.com/jvex3/spreadsheet\\_sync\\_v3\\_1.html](http://www.fluidfacades.com/jvex3/spreadsheet_sync_v3_1.html)

## Step 1:

Enter your data in to the [ARDB spreadsheet](#) making sure that it is in order. Check there are no zeros in the count column, dates are entered in the correct format (MMDDYYYY) and the species names and other fields are entered as shown in the drop down menus. Being thorough with your initial checks with save you having to repeat steps 1-5 later!

## Step 2:

Save as a CSV (Comma Delimited) \*.csv file then close Excel.

## Step 3:

Go to the map interface in the following link

[http://www.fluidfacades.com/jvex3/spreadsheet\\_sync\\_v3\\_1.html](http://www.fluidfacades.com/jvex3/spreadsheet_sync_v3_1.html)

And sign in using your ARDB user name and password. If you have forgotten either or both of these please send an email to [info@habitatinfo.com](mailto:info@habitatinfo.com) for a reminder.

## Step 4:

Once signed in please complete the Spreadsheet Metadata form on the right hand side with information about your survey.

## Step 5:

Drag and drop your saved CSV file from you file manager (i.e. not open in Excel) on to the map. The web tool will then plot the records on the map and tell you if there are errors. The errors will be shown in the attributes table below the map.

## Step 6:

### ***In the case of errors:***

Errors shown in the attribute table will need to be corrected in the original Excel file then reloaded with the sync tool (follow steps 1-5). Once there are no errors it will allow you to sync the data by clicking the "Sync Data to ARDB" button (bottom of metadata spreadsheet) which uploads your data to the databank.

### ***In the case of no errors:***

No errors means you can now sync the data by clicking the "Sync Data to ARDB" button (bottom of metadata spreadsheet) which uploads your data to the databank. You will get a message confirming this.