

# NEU Data Management



Sue Owen  
CEH

susa1@ceh.ac.uk  
neudata@ceh.ac.uk

XX44 (0)131 445 8534  
XX44 (0)1968 670678 (home)

# Notice

Ralf Kiese (component 3) is **pleading** for N<sub>2</sub>O data

Especially Arable and Grassland

## ARABLE

Castellaro: only a few months data

Gebesee: 12 months in 2007, however insufficient information on crop rotation and fertilizer application

Grignon: 12 months in 2007

Piana de Sele: no data

## GRASSLAND

Bugac: 4 months data in 2006

Easter Bush SW: end of 2006, and complete 2007

Oensingen 2007-2008 complete

*Is there more data coming 2008/ 2009 and what time do you expect for this?*

# The new version

## Preparing submissions.....





# To upload successfully and quickly

The system deals only with **complete workbooks** for each submission date.

Please maintain **complete EXCEL data workbooks** of the full up-to-date data for that submission period.

Please **keep to submission periods** within each workbook – or data will be rejected

Only upload/re-upload a workbook which contains **all available data** for that submission deadline.



Submission date	Submission period
31 May 2007	01 Aug 2006 – 31 Dec 2006
30 Sep 2007	01 Jan 2007 – 30 Jun 2007
31 Mar 2008	01 Jul 2007 – 31 Dec 2007
30 Sep 2008	01 Jan 2008 – 30 Jun 2008
31 Mar 2009	01 Jul 2008 – 31 Dec 2008

**Date ranges should be correct IN ALL WORKSHEETS  
within a WORKBOOK**

# Changes to EXCEL template (V4.1)

“Data Week Month Seasonal” extra columns up to DG

“DATA 30 min Met” extra column AK for snow depth

“ExtraFluxSpecialTopicContinuous” extra columns K,L,M

“WMS Wet deposition” extra columns O, P

“Suction cup” extra columns up to BC

New worksheets (for Geb and Hyy)

“Additional WMS\_type Data Sept09”

“Additional\_Special\_topics”

Note: V4.0 can be used too –  
it's compatible

Please always use the latest  
template version posted on the NEU  
web portal data pages



# Please observe rules for data “cleanliness”

*For example, these will result in data rejection (1):*

- ❖ > 8 decimal places
- ❖ “-”, “\_”, “-9999”, “#DIV/0!”
- ❖ text in number fields (all comments in proper place, please)

Below d.l. “not useable by modellers” = leave empty  
NaN = accepted and turned to null by database

**PREFERENCE**    No data, unusable data = leave empty







# Please observe rules for data “cleanliness”

*For example, these will result in data rejection (2):*

- ❖ Incorrect date format  
should be DD/MM/YYYY HH:MM
- ❖ More than 1 row with the same date-time (all components)  
or other keys (component 2)



**data updates should “write-over” old data or fill empty spaces in the appropriate date row**

	Comments								awaiting lab analysis	awaiting lab analysis	na						
10																	
17	02/01/2007 00:00	<b>YES! 😊</b>															
18	03/01/2007 00:00																
19	04/01/2007 00:00											0.5	0	0.59	0.7291	17.483	44.918
20	05/01/2007 00:00																
21	06/01/2007 00:00																
22	07/01/2007 00:00																
23	08/01/2007 00:00																

	Comments								awaiting lab analysis	awaiting lab analysis	na						
10																	
17	02/01/2007 00:00	<b>NO NO NO ! 😞</b>															
18	03/01/2007 00:00																
19	04/01/2007 00:00													0.59	0.7291	17.483	44.918
20	04/01/2007 00:00											0.5	0				
21	05/01/2007 00:00																
22	06/01/2007 00:00																
23	07/01/2007 00:00																

# Preparing data files for upload

## Bad practices:

	A	I	J	K	L	M	N	O	P	Q	R
6	<b>Parameter</b>	stdev soil CO2	Soil NH4 concentration	stdev Soil NH4 depth1	Soil NH4 at depth 2	stdev Soil NH4 depth 2	Soil NO3 at depth 1	stdev Soil NO3 depth 1	Soil NO3 at depth 2	stdev Soil NO3 at depth 2	NO <sub>3</sub> <sup>-</sup> leaching
7	<b>Measurement depth or height (m)</b>										
8	<b>Symbol</b>	sd_Fsoil_CO2	SoilNH4_1	sd_SoilNH4_1	SoilNH4_2	sd_SoilNH4_2	SoilNO3_1	sd_SoilNO3_1	SoilNO3_2	sd_SoilNO3_2	LNO <sub>3</sub>
10	<b>Comments</b>										
11	range:minimum	0		0		0		0		0.00	
12	range:maximum	50		50		30		30		200.00	
13	N of cell out of range										
14	N of empty cells										
15	date - dd/mm/yy 12:00	1	1	1	1	1	1	1	1	1	1
16	01/01/08 00:00		SoilNH4_1	sd_SoilNH4_1	SoilNH4_2	sd_SoilNH4_2	SoilNO3_1	sd_SoilNO3_1	SoilNO3_2	sd_SoilNO3_2	
17	02/01/08 00:00		0-5cm		5-15cm		0-5cm		5-15cm		
18	03/01/08 00:00		soil-NH4 0-5cm average		soil-NH4 5-15 cm average		NO3 0-5cm average		NO3 5-15 cm average		
19	04/01/08 00:00										
20	05/01/08 00:00										
21	06/01/08 00:00										
22	07/01/08 00:00										
23	08/01/08 00:00										
24	09/01/08 00:00		0.0402		0.0204		0.0000		0.0000		
25	10/01/08 00:00										
26	11/01/08 00:00										
27	12/01/08 00:00										
28	13/01/08 00:00										
29	14/01/08 00:00										

# Preparing data files for upload

## EXCEL bad practices:

Microsoft Excel - ARABLE\_FR\_GRI\_20070101\_01\_UPDATED\_V4.0.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Verdana 20 B I U

A62 01/01/2007 00:00:00

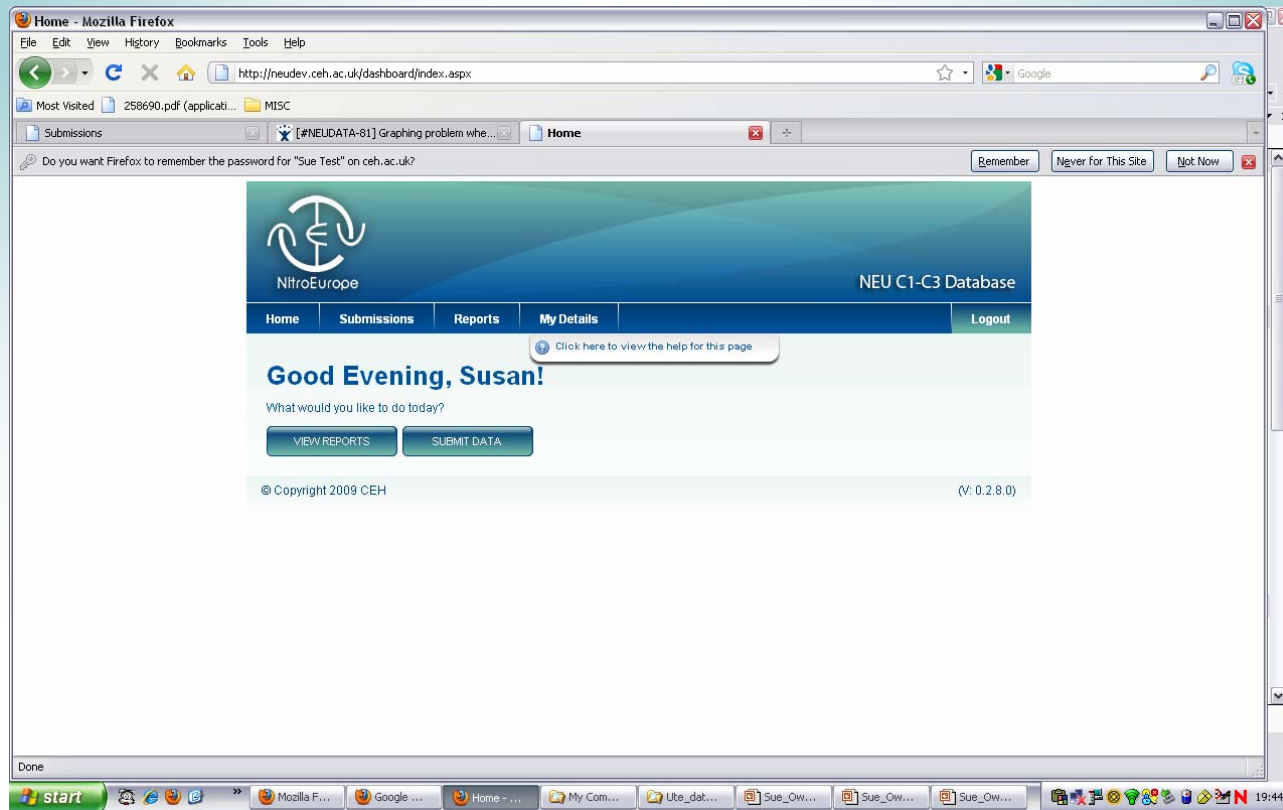
	A	B	C	D	E	F
1	<b>DATA: 30 min Met</b>			<a href="#">Back to "Contents"</a>	<a href="#">Go to Frequently Asked Questions</a>	<a href="#">Go to Data Sheet Headings definitions</a>
2						
3	Gapfilling status	Gapfilling needed		Gapfilling needed		
4	Parameter type	Meteorology	Meteorology	Meteorology	Meteorology	Meteorology
5	Ecosystem	All	All	All	All	All
6	Parameter name	Precipitation	rain flag	Global radiation	Global radiationflag	Outgoing shortwave radiation
7	Symbol	P	FLG_P	Rg	FLG_RG	Rr
8	Measurement depth or height (m)					
9	Units	mm		W m <sup>-2</sup>		W m <sup>-2</sup>
10	range:minimum	0	0	-50	0	-50
11	range:maximum	200	5	1200	5	1200
12	N of cell out of range					
13	N of empty cells					
14	date - dd/mm/yy hh:mm	1	1	1	1	1
15	01/01/2007 00:30	0	0	-0.477	0	0.06
16	01/01/2007 01:00	0	0	-0.854	0	0.068
60	01/01/2007 23:00	0	0	-0.875	0	0.621
61	01/01/2007 23:30	0	0	-1.377	0	0.559
62	<b>02/01/2007 00:00</b>	0	0	-1.699	0	0.55
63	02/01/2007 00:30	0	0	-1.332	0	0.34
64	02/01/2007 01:00	0	0	-1.402	0	0.216
65	02/01/2007 01:30	0.2	0	-0.767	0	0.658

# The new version

## Uploading and error reports.....



# If data are “clean” - Uploading is quick!



Click “submit data” and follow simple instructions

Submissions - Mozilla Firefox

http://nitroeuropedata.ceh.ac.uk/forms/uiindex.aspx

Do you want Firefox to remember the password for "Sue" on ceh.ac.uk? Remember Never for This Site Not Now

NitroEurope NEU C1-C3 Database

Home Forms Submissions Sites Users Reports My Details Logout

Click here to view the help for this page

### Form Submissions

Search: C1L3\_Time\_series\_data\_V4.0

SEARCH

#### Your Forms

Form Name	Status	Site	Due Date	Action
C1L3_Time_series_data_V4.0	Pending	Grignon	30 Sep 2008	Review Upload
C1L3_Time_series_data_V4.0	Pending	Gebesee	30 Sep 2008	Review Upload
C1L3_Time_series_data_V4.0	Pending	Piana del Sele	30 Sep 2008	Review Upload
C1L3_Time_series_data_V4.0	Pending	Castellaro	31 Mar 2009	Review Upload
C1L3 Time series data V4.0	Pending	Hyttiala	31 Mar 2009	Review Upload

Done

start Mozilla Firefox Ute\_data\_meeting\_S... Microsoft PowerPoint... Submissions - Mozilla ... Symantec AntiVirus 19:42

Click “upload” next to the form, site and submission date that you have data for.

If there are upload errors -

- ❖ **DOWNLOAD THE ERROR REPORT**  
(use software “7-zip” – free download)
- ❖ **CLICK “SAVE BUT DO NOT SUBMIT”**

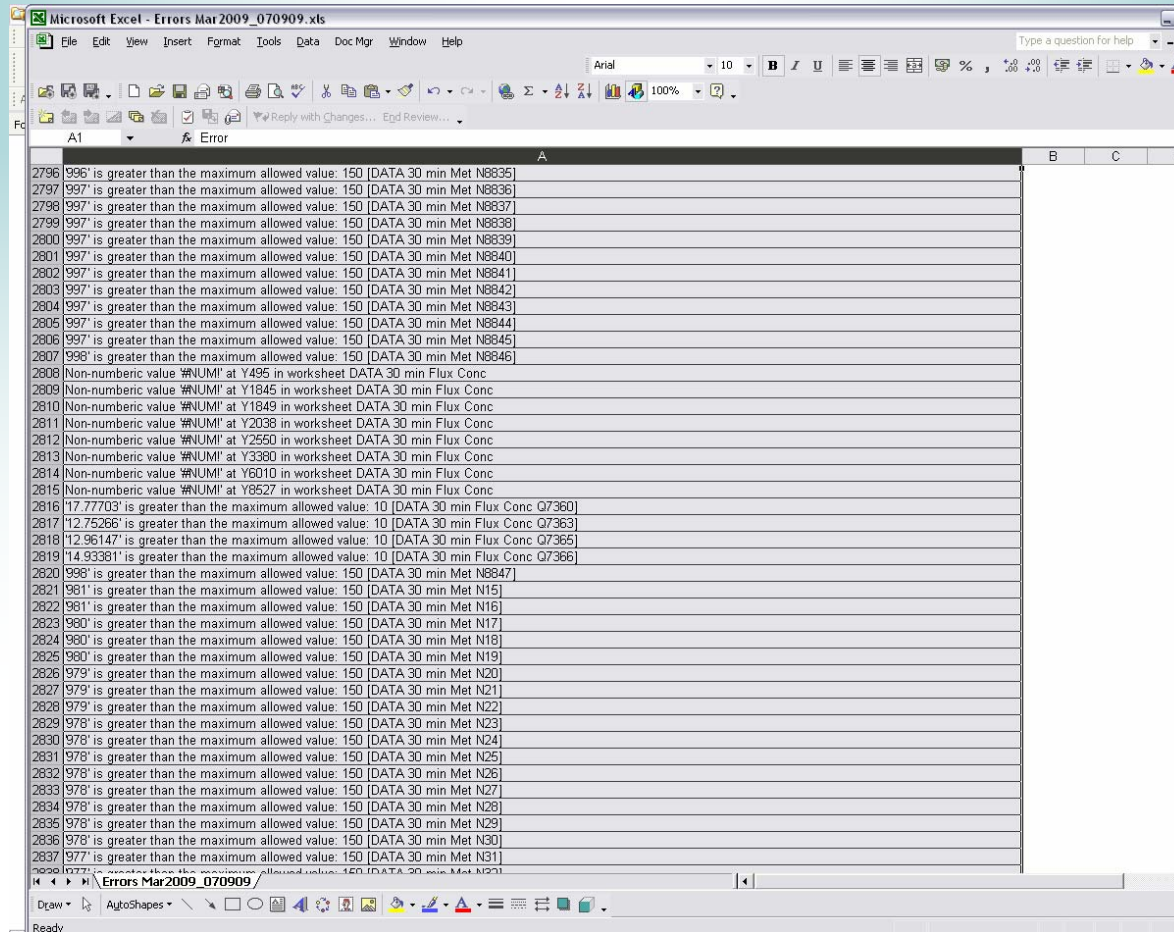


# If there are upload errors -

## Error reports from uploading:

- ❖ Please download them to excel, and look at them before “submitting”
- ❖ Please do NOT ignore them
- ❖ There may be 1000’s – but most of them will be similar (“out of range”; text in numeric field, date conflicts, wrong template version)

# If there are upload errors -



Make any corrections to the EXCEL workbook, and re-upload.

Repeat until you are satisfied that remaining errors are acceptable.

Then you can "SUBMIT" – select "OVERWRITE"

# The new version

## Changes to the upload process....



# Changes to database upload

- ~Extra data fields
- ~Comments from most worksheets in the workbooks
- ~All “attributes” (eg standard deviations, some extra measurement dates, measurement heights and depths etc)
- ~All methods

**\*\*we exceeded 1000 individual data fields\*\***



This is the limit for the system

# Changes to database upload

Now there are 3 DATABASE FORMS that you need to upload data to ☹️

(but the process is much faster 😊)

# Changes to database upload

## *New Forms*

**C1L3\_Metadata\_One\_offs\_Annual\_V4.1** (*1 min upload time*)

**C1L3\_Methods\_Comments\_V4.1** (*1 min upload time*)

**C1L3\_Time\_series\_data\_V4.0** (*depends on errors, average 5 – 10 mins upload time*)

Forms are Independent of each other

# The new version

Changes to the Report Wizard....  
(getting data from the database)



## “C1-C3 guide to reporting data”

- ❖ *Go to NEU Web Portal*
- ❖ *Log in*
- ❖ *Click the Data Tab at the top*
- ❖ *Scroll Down to “Database User Guides” – and click!*



# “C1-C3 guide to reporting data”

Do you want Firefox to remember the password for "susan\_owen" on nitroeuropa.eu?

Remember Never for This Site Not Now

Search

NEU C1-C3 Database

Form Submission  
C1\_0404v2008 for chesingen (31 May 2007)

Step: 1 2 3

NEU C1-C3 database

C4 database

C5-C6 database

\*UNDER MAINTENANCE: August 27th to September 3rd.

Metadata

- Metadata for NEU Component 1 Level 3

Database User Guides

- **C1-C3 guide to reporting data (searching the database)**
- C1-C3 simple guide for uploading
- C1-C3 detailed guide to uploading
- C4 Instructions for using database

DATA SEARCH IN TABLE

DATA RETRIEVE

AFOLU Own Data

Administrative

- administer
  - ▶ Content management
  - ▶ Site building
  - ▶ settings
  - ▶ User management
  - ▶ Logs
  - Help

# What data fields are available to download?

The screenshot shows the 'Reports & Graphs' section of the NitroEurope website. The page features a navigation menu with options like Home, Forms, Submissions, Sites, Users, Reports, My Details, and Logout. Below the navigation, there are buttons for 'NEW REPORT' and 'SITE HOUSE REPORT'. A red circle highlights the text 'Click here to view data fields available for each form'. To the right, there is a 'Quick Site Summary' box with a dropdown menu. Below this, there are sections for 'Your Reports', 'Your Graphs', and 'Template Reports'. The 'Your Reports' section contains a table with the following data:

Report Name	Action
C3_C1_L3 climate	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
Julia_water_table_report	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
SUE_testing_Ralfs_problem	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
Sue C1L3 heights and depths check	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
Sue_C2_Klausen_010102_test	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
Sue_C2_part_1_pages_1-2	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>
Sue_C2_part_2_pages_3	<a href="#">Edit</a> <a href="#">Run Report</a> <a href="#">Delete</a>

# What data fields are available to download?

Connecting to Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://nitroeuropedata.ceh.ac.uk/reports/access.aspx

Most Visited 258690.pdf (applicati... MISC

Connecting to Access Data Management | Nitro Europe 1661 (application/pdf Object) [#NEUDATA-82] Need to download the...

Home Forms Submissions Sites Users Reports My Details Logout

## Connecting to Access

Form: C1L3\_Time\_series\_data\_V4.0 FILTER

DATA 30 min Flux Conc	Displacement_height (m) - d	F4270
DATA 30 min Flux Conc	Evapotranspiration (mm d-1) - E	F4584
DATA 30 min Met	Precipitation (mm) - P	F4497
DATA 30 min Met	Global_radiation (W m-2) - Rg	F4356
DATA 30 min Met	Outgoing_shortwave_radiation (W m-2) - Rr	F4421
DATA 30 min Met	Incoming_longwave_radiation (W m-2) - Lwin	F4585
DATA 30 min Met	Outgoing_longwave_radiation (W m-2) - Lwout	F4271
DATA 30 min Met	Net_radiation (W m-2) - Rn	F4498
DATA 30 min Met	PPFD_diffuse (umol Quanta m-2 s-1) - PPFDdif	F4499
DATA 30 min Met	PPFD_global (umol Quanta m-2 s-1) - PPFDgbl	F4272
DATA 30 min Met	Air_temperature (°C) - Ta	F4273

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Done

start Mozilla Firefox Auchencorth data Microsoft Powe... Connecting to ... nice graph.doc ... Microsoft Excel ... 21:25

# New reporting wizard

The screenshot shows the 'Reports - Mozilla Firefox' browser window. The address bar displays 'http://neudev.ceh.ac.uk/reports/index.aspx'. The page header includes the NitroEurope logo and 'NEU C1-C3 Database'. A navigation menu contains 'Home', 'Forms', 'Submissions', 'Sites', 'Users', 'Reports', 'My Details', and 'Logout'. Below the menu, there is a 'Click here to view the help for this page' link. The main content area is titled 'Reports & Graphs' and features two buttons: 'NEW REPORT' (circled in red) and 'DATA USAGE REPORT'. Below these buttons is a link: 'Click here to view data fields available for each form'. To the right, a 'Quick Site Summary' section contains two dropdown menus. Below this, there are tabs for 'Your Reports', 'Your Graphs', and 'Template Reports'. The 'Your Reports' tab is active, showing a table with report names and actions.

Report Name	Action
Sue_C2_test_replicate_dates	Edit Run Report Delete
Sue_CO2_4_a_day	Edit Run Report Delete
Sue_Cross_Form_Test	Edit Run Report Delete
Sue_special_flux_NH3	Edit Run Report Delete
Sue_test_30_min_flux_data	Edit Run Report Delete
Sue_test_C2_cross_ws_250809	Edit Run Report Delete
Sue_test_C2_single_WS	Edit Run Report Delete
Sue_test_CSV_comma_download_180809	Edit Run Report Delete
Sue_test_annual	Edit Run Report Delete
Sue_test_duplicates_180809	Edit Run Report Delete

© Copyright 2009 CEH (v: 0.2.8.0)

# New reporting wizard

Give it a meaningful name

Enter the name of the report. Also, you can choose to make the report public, and share it with every other user of the NEU application

Report Name:

Report Type: Report

Frequency:

Group By:

Allow everyone to see this report (Template)

SAVE

© Copyright 2009 CEH (v: 0.2.8.0)

We can chose “report” (to download data to EXCEL or CSV)

Or “graph”

# New reporting wizard

Frequency eg select “hour” – gives report of 30 min data every hour

Report name

Enter the name, grouping and frequency of the report. Also, you can choose to make the report public, and share it with every other user of the NEU application

Report Name:

Report Type:

Frequency:

Group By:

Allow everyone to see this report (Template)

SAVE

© Copyright 2009 CEH (v: 0.2.8.0)

Grouping eg select “day” = presents 30 min data as averaged diurnal cycle

# New reporting wizard

Wait for form list to appear.....

NitroEurope NEU C1-C3 Database

Home Forms Submissions Sites Users Reports My Details Logout

## Report fields

Choose forms, form fields and attributes to include in the report. Click the plus next to each form to show worksheets, then fields, and any attributes.

Legend: = Form = Worksheet = Field = Field Attribute

- C1\_04Nov2008
- C2 master 20081113
- Clone\_C1\_L3\_form
- Clone\_C2\_form
- DL C1 Clone

Click the little “+” to open a form

# New reporting wizard

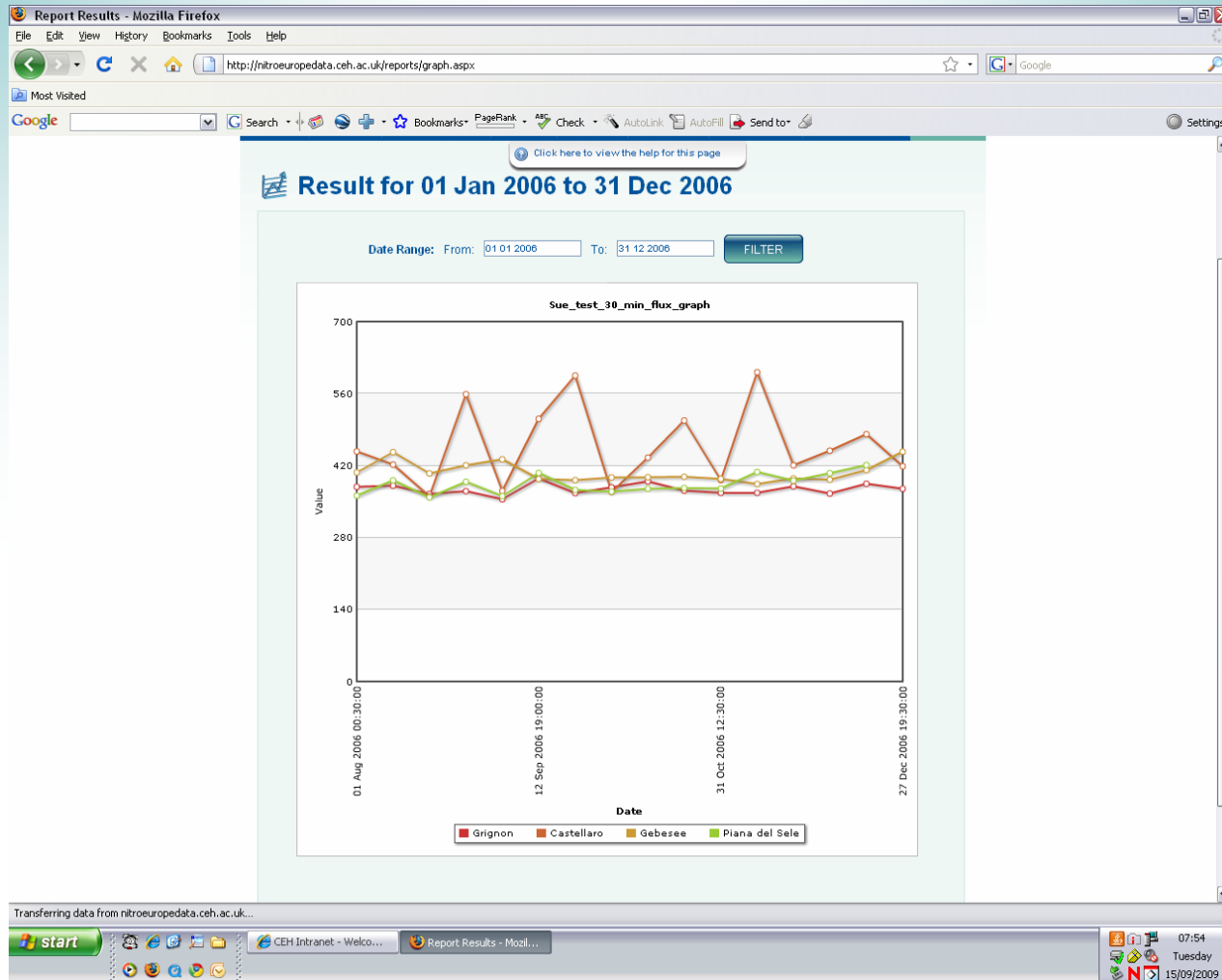
The screenshot shows a web browser window titled "Report Fields - Mozilla Firefox" with the URL <http://neudev.ceh.ac.uk/reports/reportfields.aspx?ID=1425>. The page features the NitroEurope logo and a navigation menu with options: Home, Forms, Submissions, Sites, Users, Reports, My Details, and Logout. The main heading is "Report fields". A blue instruction box states: "Choose forms, form fields and attributes to include in the report. Click the plus next to each form to show worksheets, then fields, and any attributes." Below this is a tree view showing a folder "C1\_04Nov2008" containing several items: "CH4 Soil Surface Flux 4 a day" (with a plus icon), "CO2 Soil Surface Flux 4 a day" (with a plus icon), "DATA 30 min Flux Conc" (with a plus icon), and "H2O\_concentration (mmol H2O mol-1)". Under "CH4 Soil Surface Flux 4 a day" are "4\_a\_day\_CH4\_flux (ug CH4 m-2 h-1)" and "4\_a\_day\_CO2\_flux (umol CO2 m-2 s-1)". Under "CO2 Soil Surface Flux 4 a day" are "CO2\_concentration (umol CO2 mol-1) - T" and "Stdev\_CO2\_concentration". A "SAVE" button is located at the bottom right of the tree view area. The footer contains "© Copyright 2009 CEH" and "(V: 0.2.8.0)".

Fields and "attributes" can be selected



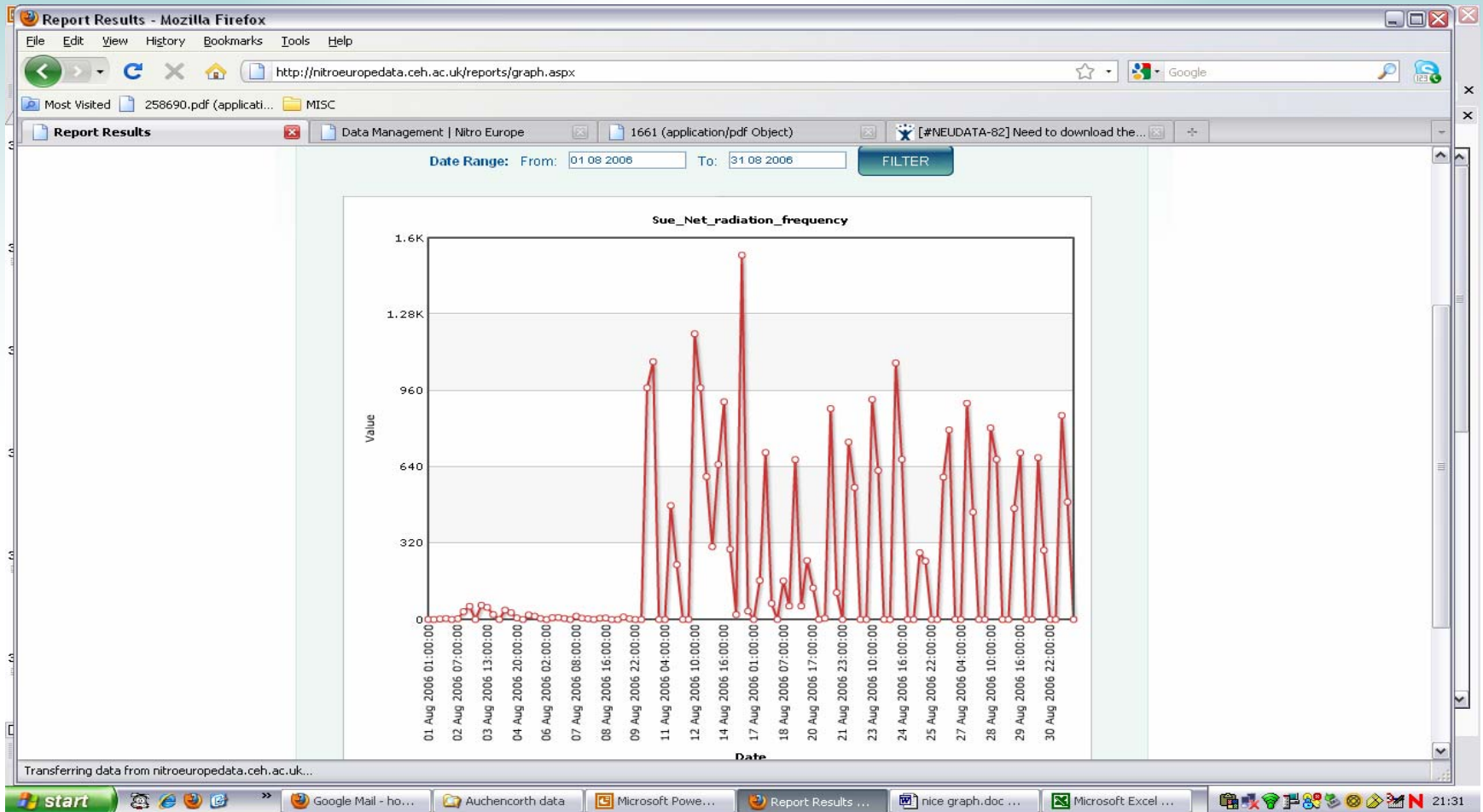
# Running reports...

# New reporting wizard graphing



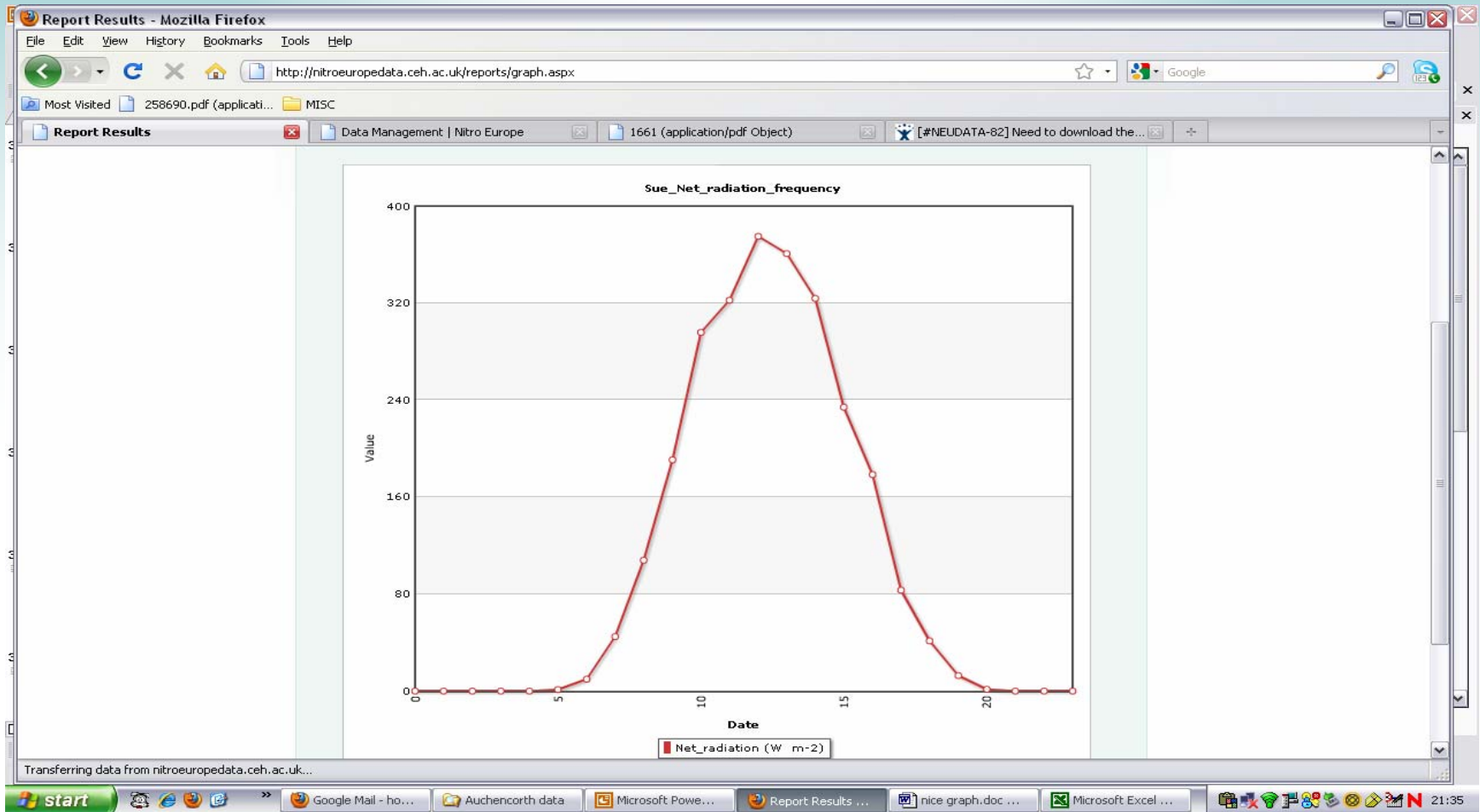
# "Frequency"

eg 30 min data averaged to hourly



# “Frequency and Grouping”

eg 30 min data averaged to hourly,  
grouped to day



For any downloads  
(upload error reports and data  
reports)

please use

“7-zip”

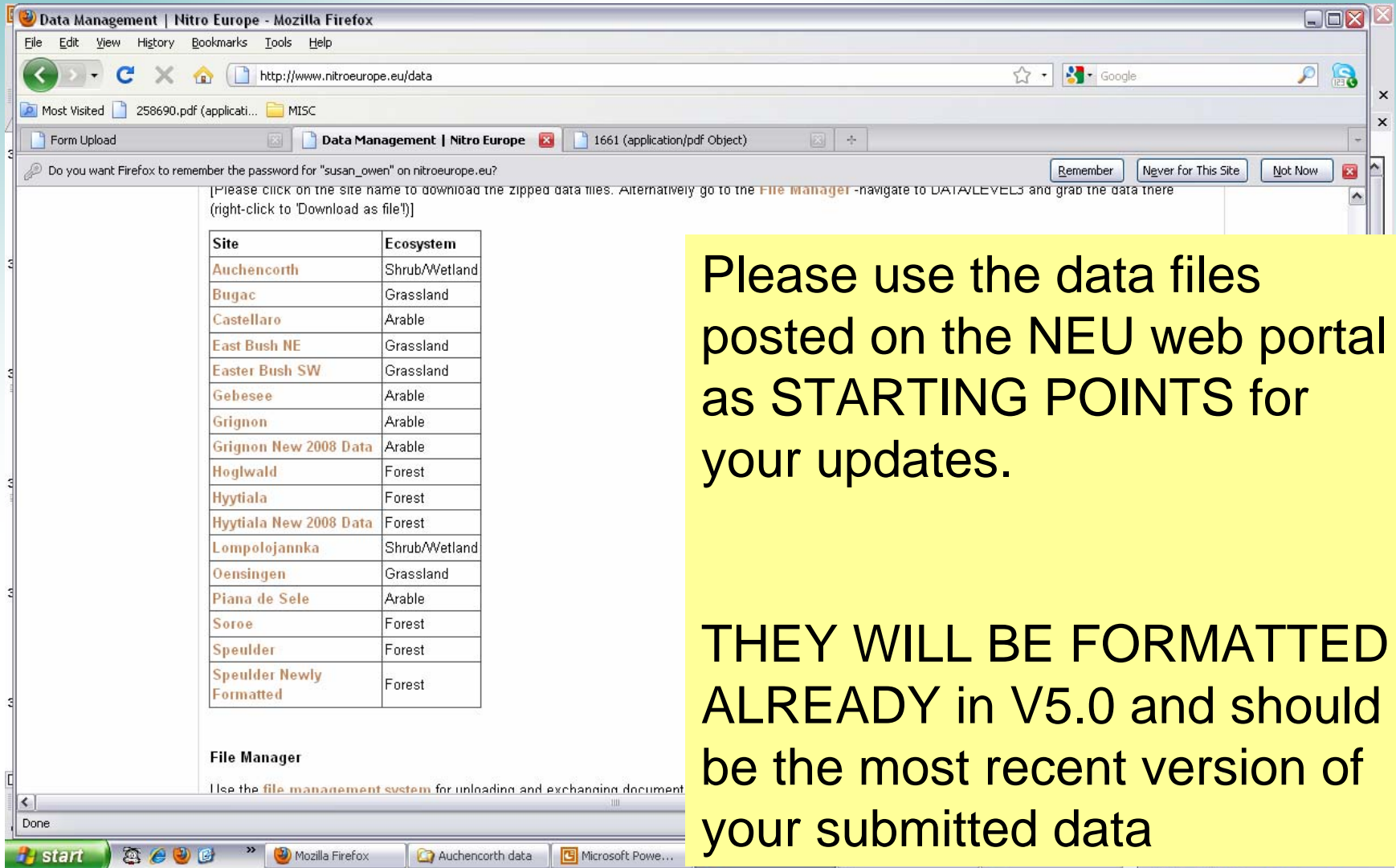
Free Download

# The new version

## Updating data....



# Updating data



Do you want Firefox to remember the password for "susan\_owen" on nitroeuropa.eu?

[Please click on the site name to download the zipped data files. Alternatively go to the **File Manager** -navigate to DATALEVEL3 and grab the data there (right-click to 'Download as file!')]

Site	Ecosystem
<a href="#">Auchencorth</a>	Shrub/Wetland
<a href="#">Bugac</a>	Grassland
<a href="#">Castellaro</a>	Arable
<a href="#">East Bush NE</a>	Grassland
<a href="#">Easter Bush SW</a>	Grassland
<a href="#">Gebesee</a>	Arable
<a href="#">Grignon</a>	Arable
<a href="#">Grignon New 2008 Data</a>	Arable
<a href="#">Hoglwald</a>	Forest
<a href="#">Hyttiala</a>	Forest
<a href="#">Hyttiala New 2008 Data</a>	Forest
<a href="#">Lompolojannka</a>	Shrub/Wetland
<a href="#">Oensingen</a>	Grassland
<a href="#">Piana de Sele</a>	Arable
<a href="#">Soroe</a>	Forest
<a href="#">Speulder</a>	Forest
<a href="#">Speulder Newly Formatted</a>	Forest

**File Manager**  
Use the **file management system** for uploading and exchanging documents

Done

start Mozilla Firefox Auchencorth data Microsoft Powe...

Please use the data files posted on the NEU web portal as **STARTING POINTS** for your updates.

**THEY WILL BE FORMATTED ALREADY** in V5.0 and should be the most recent version of your submitted data

Microsoft Excel - MASTER\_DataTemplate\_C1\_Level3\_NEU\_v4.1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Verdana 10 B I U

G4

	C	D	E	F	G	H	I	J	K
1	<a href="#">Back to "Contents"</a>	<a href="#">Go to Frequently Asked Questions</a>	<a href="#">Go to Data Sheet Headings definitions</a>						
2									
3	<b>Parameter type</b>	<b>Ecosystem</b>	<b>Frequency</b>	<b>Units</b>	<b>Measurement start depth or height (m):</b>	<b>Measurement end depth or height (m):</b>	<b>Pressure (Pf curve only)</b>	<b>Measurement Date</b>	<b>Data</b>
4	Site Description	All	Once only	yr					
5	Site Description	Forest	Once only	-					
6	Site Description	Forest	Once only	-					
7	Site Description	All	Once only	-					
8	Site Description	All	Once only	-					
9	Site Description	Grassland/Wetland & Forest	Once only	-					
10	Site Description	Grassland/Wetland	Once only	-					
11	Site Description	Grassland/Wetland	Once only	-					
12	Site Description								
13	Site Description								
14	Site Description								

Week Month Seasonal / CO2 Soil Surfa | NUM

WETLAN... 09:29

Complete these new columns in one-off data



# Updating data – general work flow

31 May 2007: 01/08/06 – 31/12/06

30 Sep 2007: 01/01/07 – 30/06/07

31 Mar 2008: 01/07/07 – 31/12/07

30 Sep 2008: 01/01/08 – 30/06/08

31 Mar 2009: 01/07/08 – 31/12/08

The image displays a vertical sequence of five Microsoft Excel spreadsheets, each titled 'DATA: 30 min Flux Conc'. Each spreadsheet contains a table with columns for various parameters and their corresponding values. The parameters listed include Carbon dioxide concentration, CO<sub>2</sub> conc flag, Water vapour concentration, H<sub>2</sub>O conc flag, Atmospheric stability parameter, and Capfilled storage corrected carbon dioxide flux. The third spreadsheet from the top is circled in red, indicating the current data update period.

# Updating data

Edit the **NEW UPDATED DATA** into your EXCEL workbook for this submission deadline.

This workbook now contains the most up-to-date data on all worksheets, for all fields **FOR THAT SUBMISSION PERIOD**

Parameter	Unit	Value	Unit	Value	Unit	Value	Unit	Value	Unit	Value	Unit		
Capillary Storage	above-canopy flux		below-canopy flux		above-canopy flux		below-canopy flux		above-canopy flux		below-canopy flux		
Carbon dioxide concentration	City cone flux		F1G_CO2C		F1G_H2O		F1G_H2OC		(z-H)/L		F1G_CO2F		F1G_CO2P
Measurement depth of height (m)	general CO <sub>2</sub> mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>
Average measurement	300	0	0.01	0	0.01	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Range measurement	700	0	40	0	40	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
No of out of range													
No of empty cells													
Capillary Storage	general CO <sub>2</sub> mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>
Average measurement	300	0	0.01	0	0.01	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Range measurement	700	0	40	0	40	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
No of out of range													
No of empty cells													
Capillary Storage	general CO <sub>2</sub> mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual HgO mol m <sup>-2</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>		annual CO <sub>2</sub> mol m <sup>-2</sup> s <sup>-1</sup>
Average measurement	300	0	0.01	0	0.01	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
Range measurement	700	0	40	0	40	0	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
No of out of range													
No of empty cells													

31 Mar 2008: **01/07/07 – 31/12/07**  
**UPDATED**

Email Sue ([susa1@ceh.ac.uk](mailto:susa1@ceh.ac.uk)) OR [neudata@ceh.ac.uk](mailto:neudata@ceh.ac.uk)

State your SITE; the DATABASE FORM; the SUBMISSION DATE

Ask for this submission to be “rejected” to make way for updates.

# Updating data

You will receive an automatic email from the database once the old data are rejected.

You can now upload the updated worksheet for this submission date.

MAKE SURE YOU CHOOSE “**OVERWRITE**” option.  
(*“Append” is for C2*)

# Updating data That's all

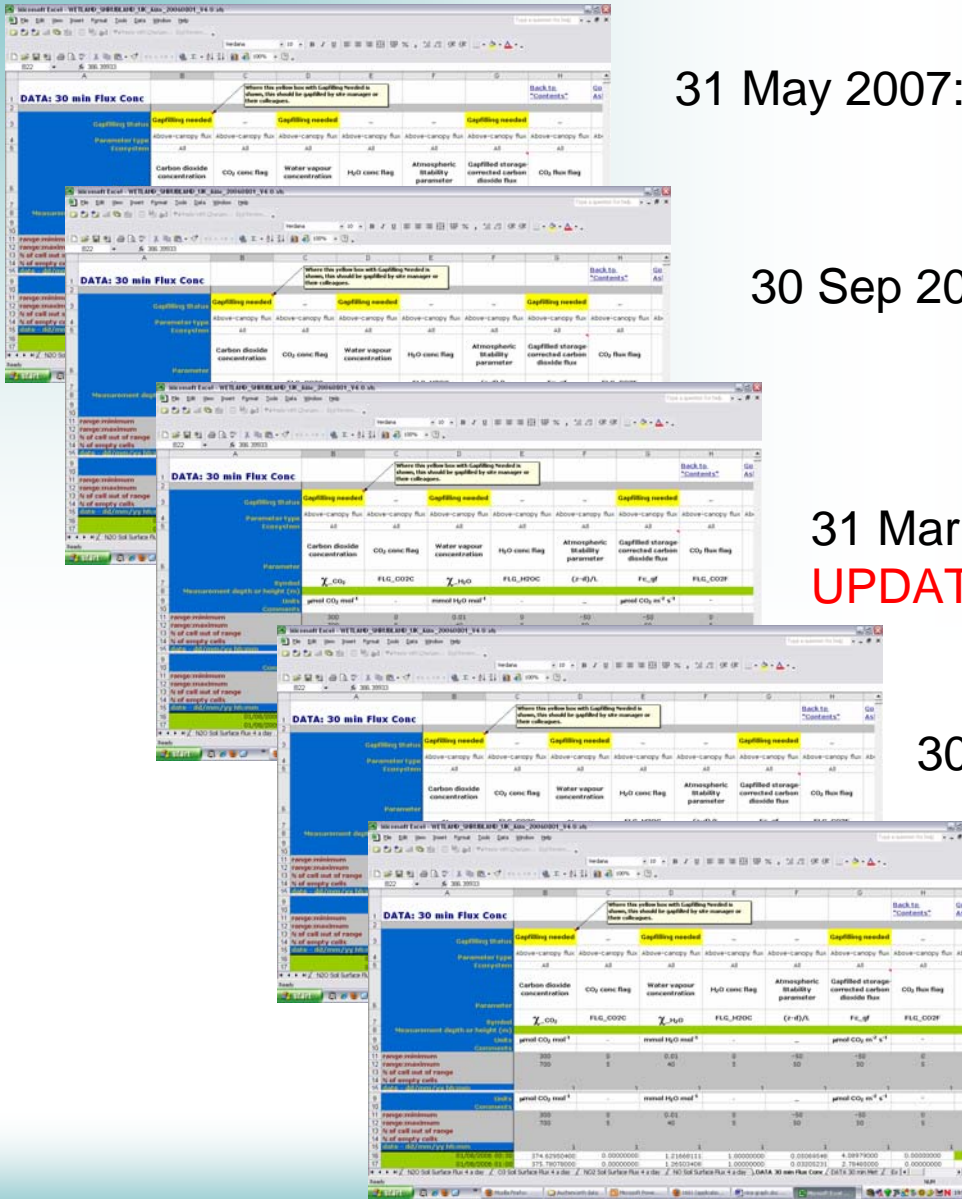
31 May 2007: 01/08/06 – 31/12/06

30 Sep 2007: 01/01/07 – 30/06/07

31 Mar 2008: 01/07/07 – 31/12/07  
**UPDATED**

30 Sep 2008: 01/01/08 – 30/06/08

31 Mar 2009: 01/07/08 – 31/12/08



# Updating data

## What must I do if:

(1) I obtain some metadata, or some one-off data that wasn't available at first?

*This data item was just a blank on the database, and it is the same value for all submission periods*

## Answer:

- Edit this information into all 5 EXCEL workbooks
- Re-upload only the most recent

# Updating data

## What must I do if:

(2) I realise some metadata or some one-off data are wrong?

*This data item is the same for all submission periods*

## Answer

- Edit this correction into all 5 EXCEL workbooks
- Ask for “Reject” and Re-upload all of them (it’s very quick!)

# Updating data

## What must I do if:

(3) One of the metadata or one-off parameters changes?  
*It shouldn't happen, but sometimes it does!*

For example, my PI changed on July 16<sup>th</sup> 2007 and I forgot to note this in the metadata until now.

## Answer:

Edit this information into the EXCEL workbooks for periods **01/07/07-31/12/07**, **01/01/08-30/06/08** and **01/07/08-31/12/08**.

Ask for a “reject” of data for all 3 submission periods,  
and re-submit all 3 workbooks

# Updating data

## What must I do if:

(4) I get some corrections for one of the time series parameters? Or.....

(5) I get some long-awaited data for a workbook already submitted?

(ANNUAL, WMS, 4-a-day, 30-MIN)

## Answer:

Edit this information into the EXCEL workbook for the **appropriate submission period**.

Ask for a “reject” of data for that submission period, and re-submit the updated workbook.



The new version

Final reminders....



# Updating our data

## Suggested Order and Method of Work....



# Updating our data

	TASK	Who	When
1	Create V5.0 Master data templates and post on NEU data web portal	Sue	This week
2	Convert all data files to V5.0 and post on NEU data web portal	Sue	This week + weekend
3	Download V5.0 datafiles from NEU data portal and write in updates	Site Managers	Mon 21 Sept onwards
4	Concentrate first on N2O updates for Ralf?	Site Managers	Mon 21 Sept onwards
5	Finish Methods and Comments form design and testing	Sue	Thurs 24 Sept
6	Change database form structures to V5.0 DATABASE OFFLINE (1 day only, or weekend too)	Sue	Fri 25 Sept + weekend
7	Start uploading corrected data	Site Managers	Mon 28 Sept onwards



# Final remarks

- ❖ Use the V4.0 or V4.1 templates (NEU web portal)
- ❖ Check EXCEL workbook for “dirty data”
- ❖ Consult Sue to include extra data fields (*please do NOT just insert anywhere in the template and please continue to refrain from deleting rows or columns!*)
- ❖ Check the database upload error reports carefully



# Final remarks – updating data

- ❖ Any updates on old validated submissions? Email Sue to “reject” old submission, so you can re-upload the entire new submission
- ❖ Please keep all EXCEL data workbooks as complete as possible. Put updates into the correct worksheet for that submission, and re-submit the entire data file again
- ❖ Keep to the date ranges for each submission

Please try to submit your updates to the database before the last minute!

THANK YOU!



Latest news! The database will be online again on Thursday afternoon 😊