

GLATOSWeb Data Entry – Instructions for Investigators

Information about your project, receivers, and tags are entered into a single macro-enabled workbook that contains separate worksheets for project information, array names and locations, receiver locations (proposed, deployed, recovered), and tags. The latter four sheets are closely modeled on templates used by the Ocean Tracking Network (OTN), with all current OTN fields included and supplemented, where needed, with GLATOS-specific fields.

To enter your project information:

- 1) Open the workbook **GLATOSWeb_DataForms.xlsm** version 1.3.
- 2) Refer to the data dictionary (**GLATOSWeb_DataDictionaries.xlsx**) for field definitions and formats.
- 3) Enter your data in the appropriate worksheets. Tip: Use the checkbox at the upper left to switch between display of all fields or only GLATOS-required fields (i.e., cells highlighted with green background). You may need to enable macros to use this feature.
- 4) Project: Use the Project Code created in the Data Portal by the Principal Investigator. The exact name and email entered in the Project worksheet must match the spelling used for the Principal Investigator GLATOS Membership Account.
- 5) Locations: GLATOS_ARRAY values used in the Deployment and Recovery worksheets must be included in the Locations sheet.
- 6) Proposed: An optional worksheet that may be used for planning purposes but is not required to be used. Once proposed deployments become actual deployments (i.e., entered in the Deployment worksheet), records within the Proposed worksheet may be deleted.
- 7) When all information is entered, click on the “Create Submission Package” button on the Project worksheet, which launches an Excel macro that will save the .xlsm file within a *.zip file with a standardized name in the location you choose. The macro also parses the Excel worksheets in the workbook into *.csv files that are used to load the data into the GLATOS main database. The *.csv files created by the macro within the zipped package are only used by GLATOS admin and may be ignored by the user.
- 8) Submit the saved .zip package file from step #6 to GLATOSWeb Data Portal under the Existing Project link. Within the Project, navigate to the Data Submissions tab, select “Submission Package” from the pulldown menu, navigate and select the zip file on your local PC, then click “Upload”. Formatting of data entry values will be checked upon upload and necessary formatting corrections will be identified in a report. If formatting passes and no formatting error report is generated, a map will display the Deployment locations for your approval. Once approved, the zip data submission package file will be uploaded to the Past Data Submissions – Workbook Submissions archive on the Project’s Data Portal where it may be downloaded at any time.
- 9) As your project continues, add new deployments, recoveries, and tags to the appropriate sheets in this workbook and again generate a zip file for submittal. Always add new records (i.e., retain all old records) to the Excel workbook as each new data submission entirely replaces the previous data submission in GLATOS.

If you have trouble in any data submission step, contact the GLATOS Data Manager: nnate@usgs.gov