Orchid Plot Monitoring Project

This document describes the folder structure and contents of the folders and files associated with the orchid plot monitoring project. The structure is shown below, with dates indicating the last update. This is followed by a brief description of each folder and file.

Folder: Orchid-Plot-Monitoring-Project – 8/13/2020
- File: Orchid-Plot-Monitoring-Project-Directory.docx - 8/13/2020
- File: Orchid-Plot-Monitoring-Project-Directory.pdf - 8/13/2020
- Folder: Orchid-Plot-Data-Sheets – 8/11/2020
  - Folder: Orchid-Plot-Data-Sheets-yyyy-n – 8/11/2020
    - File: Orchid-Plot-Data-Sheets-yyyy-n-Plot-xx.xlsx – 8/11/2020
  - Folder: Orchid-Plot-Data-Sheets-Support - 8/8/2020
    - File: Orchid-Plot-Data-Sheet-YYYY-N-Plot-XX.xlsx - 8/7/2020
    - File: Orchid-Plot-Data-Sheet-YYYY-N-Plot-XX-Unlocked.xlsx - 8/7/2020
    - File: Orchid-Plot-Data-Sheets.docx - 8/8/2020
    - File: Ochid-Plot-Data-Sheets.pdf - 8/8/2020
- Folder: Orchid-Plot-Data-Checker – 8/11/2020
  - File: Orchid-Plot-Data-Checker.xlsm – 8/11/2020
  - File: Orchid-Plot-Data-Checker-Unlocked.xlsm – 8/11/2020
  - File: Orchid-Plot-Data-Sheet-0000-0-Plot-00.xlsx – 8/6/20
  - File: Orchid-Plot-Data-Checker.docx – 8/11/2020
  - File: Orchid-Plot-Data-Checker.pdf – 8/11/2020
- Folder: Orchid-Plot-Plant-Mapper- Under construction
  - File: Orchid-Plot-Plant-Mapper.xlsm
  - File: Orchid-Plot-Plant-Mapper-Unlocked.xlsm
  - Folder: Orchid-Plot-Plant-Maps
    - File: Orchid-Plot-Plant-Map-Plot-xx.png
  - File: Orchid-Plot-Plant-Mapper.docx
  - File: Orchid-Plot-Plant-Mapper.pdf
- Folder: Orchid-Plot-Plant-Tracker- Under construction
  - File: Orchid-Plot-Plant-Tracker.xlsm
  - File: Orchid-Plot-Plant-Tracker-Unlocked.xlsm
  - File: Orchid-Plot-Plant-Tracker.docx
  - File: Orchid-Plot-Plant-Tracker.pdf
- Folder: Orchid-Plot-HOBO-Data- Under construction
  - File: Orchid-Plot-HOBO-Data.docx
  - File: Orchid-Plot-HOBO-Data.pdf
- Folder: Orchid-Plot-HOBO-Analysis- Under construction
  - File: Orchid-Plot-HOBO-Analysis.docx
  - File: Orchid-Plot-HOBO-Analysis.pdf
- Folder: Orchid-Plot-Monitoring-Project-Miscellaneous – 8/8/20

Folder and file names are chosen to reflect their contents and to avoid folder and file name conflicts with other Ridges Sanctuary projects, folders, and files, and to allow anyone using these materials to figure out what each folder and file contains, and which folder and file to go to when looking for a particular piece of information. Further, various apps used by the orchid plot monitoring project expect folders and files to be named as specified above. ***Failure to maintain this structure may crash these apps.***

The following are descriptions of the orchid plot monitoring project folders and files.

Orchid-Plot-Monitoring-Project – Folder containing all of the folders and files associate with the orchid plot monitoring project.

Orchid-Plot-Monitoring-Project-Directory.docx - This document. Describes the folder structure and contents of the folders and files associated with the orchid plot monitoring project. Use this file to make changes to the document.

Orchid-Plot-Monitoring-Project-Directory.pdf - .pdf version of this .docx document. Use this version for distribution.

Orchid-Plot-Data-Sheets – Folder containing folders for all of the orchid plot monitoring Excel spreadsheets and other materials associated with the creation of these spreadsheets.

Orchid-Plot-Data-Sheets-yyyy-n – Excel spreadsheets for each monitoring session are contained in separate folders, where *yyyy* indicates the year and *n* indicates the particular monitoring session that the data was collected in.

Orchid-Plot-Data-Sheets-yyyy-n-Plot-xx.xlsx – Data sheets for each plot are transcribed into an Excel spreadsheet, where *yyyy* indicates the year, *n* indicates the monitoring session, and *xx* indicates the plot number. Locked to avoid accidental changes in the template. Password: *Orchid-Data-Sheet*.

Orchid-Plot-Data-Sheets-Support – Folder containing files used to aid in transcription of paper data sheets to Excel spreadsheets.

Orchid-Plot-Data-Sheet-YYYY-N-Plot-XX.xlsx – Blank template that is used when transcribing paper data sheets to Excel spreadsheets. Locked to avoid accidental changes in the template. Password: *Orchid-Data-Sheet.*

Orchid-Plot-Data-Sheet-YYYY-N-Plot-XX-Unlocked.xlsx – Unlocked version of the template. Use this version to make changes to the template.

Orchid-Plot-Data-Sheets.docx – Describes the process for transcribing paper data sheets into Excel spreadsheets. Use this file to make changes to the document.

Ochid-Plot-Data-Sheets.pdf - .pdf version of the .docx document. Use this version for distribution.

Orchid-Plot-Data-Checker – Folder containing all files needed to use the orchid plot data checker app.

Orchid-Plot-Data-Checker.xlsm – Macro-enabled Excel VBA app used to check the data entries in the *Orchid-Plot-Data-Sheets-yyyy-n-Plot-xx.xlsx* spreadsheets created through transcription of paper data sheets. Locked to avoid accidental changes in the template. Password: *Data-Checker*.

Orchid-Plot-Data-Checker-Unlocked.xlsm – Unlocked version of the Orchid-Plot-Data-Checker.xlsm app. Use this version to make changes to the app.

Orchid-Plot-Data-Sheet-0000-0-Plot-00.xlsx – Mock orchid plot data sheet used to test the *Orchid-Plot-Data-Checker.xlsm* app.

Orchid-Plot-Data-Checker.docx – Describes how to use the data checker app. Use this file to make changes to the document.

Orchid-Plot-Data-Checker.pdf - .pdf version of the .docx document. Use this version for distribution.

Orchid-Plot-Plant-Mapper – Folder containing files needed to run the orchid plot plant mapper app.

> ***Orchid-Plot-Plant-Mapper.xlsm*** - Macro-enabled Excel VBA app using *Orchid-Plot-Data-Sheets-yyyy-n-Plot-xx.xlsx* spreadsheets to create maps showing locations of individual plants within plots for multiple monitoring years and sessions. Locked to avoid accidental changes in the template. Password: *Plant-Mapper*.
>
> ***Orchid-Plot-Plant-Mapper-Unlocked.xlsm*** – Unlocked version of the *Orchid-Plot-Plant-Mapper.xlsm* app. Use this version to make changes to the app.
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> ***Orchid-Plot-Plant-Maps*** – Folder containing maps created *with Orchid-Plot-Plant-Mapper.xlsm.*
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> > ***Orchid-Plot-Plant-Map-Plot-xx.png*** – Orchid plot plant maps, where *xx* indicates the particular plot mapped.
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> ***Orchid-Plot-Plant-Mapper.docx*** – Describes how to use the plant mapper app. Use this file to make changes to the document.
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> ***Orchid-Plot-Plant-Mapper.pdf*** - .pdf version of the .docx document. Use this version for distribution.

Orchid-Plot-Plant-Tracker – Folder containing the files needed o run the orchid plot plant tracker app.

> ***Orchid-Plot-Plant-Tracker.xlsm*** - Macro-enabled Excel VBA app using *Orchid-Plot-Data-Sheets-yyyy-n-Plot-xx*.xlsx spreadsheets to track changes in individual plants. Locked to avoid accidental changes in the template. Locked to avoid accidental changes in the template. Password: *Plant-Tracker*.
>
> ***Orchid-Plot-Plant-Tracker-Unlocked.xlsm*** – Unlocked version of the Orchid-Plot-Plant-Tracker.xlsm app. Use this version to make changes to the app.
>
> ***Orchid-Plot-Plant-Tracker.docx*** – Describes how to use the plant tracker app. Use this file to make changes to the document.
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> ***Orchid-Plot-Plant-Tracker.pdf*** - .pdf version of the .docx document. Use this version for distribution.

Orchid-Plot-HOBO-Data – Folder containing files used to convert raw HOBO data into Excel spreadsheets.

> ***Orchid-Plot-HOBO-Data.docx*** – Describes how to convert HOBO raw data into Excel spreadsheets. Use this file to make changes to the document.
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> ***Orchid-Plot-HOBO-Data.pdf*** - .pdf version of the .docx document. Use this version for distribution.

Orchid-Plot-HOBO-Analysis – Folder containing files used to analyze Excel spreadsheets of HOBO data,

> ***Orchid-Plot-HOBO-Analysis.docx*** – Describes how to analyze HOBO data. Use this file to make changes to the document.
>
> ***Orchid-Plot-HOBO-Analysis.***pdf - .pdf version of the .docx document. Use this version for distribution.