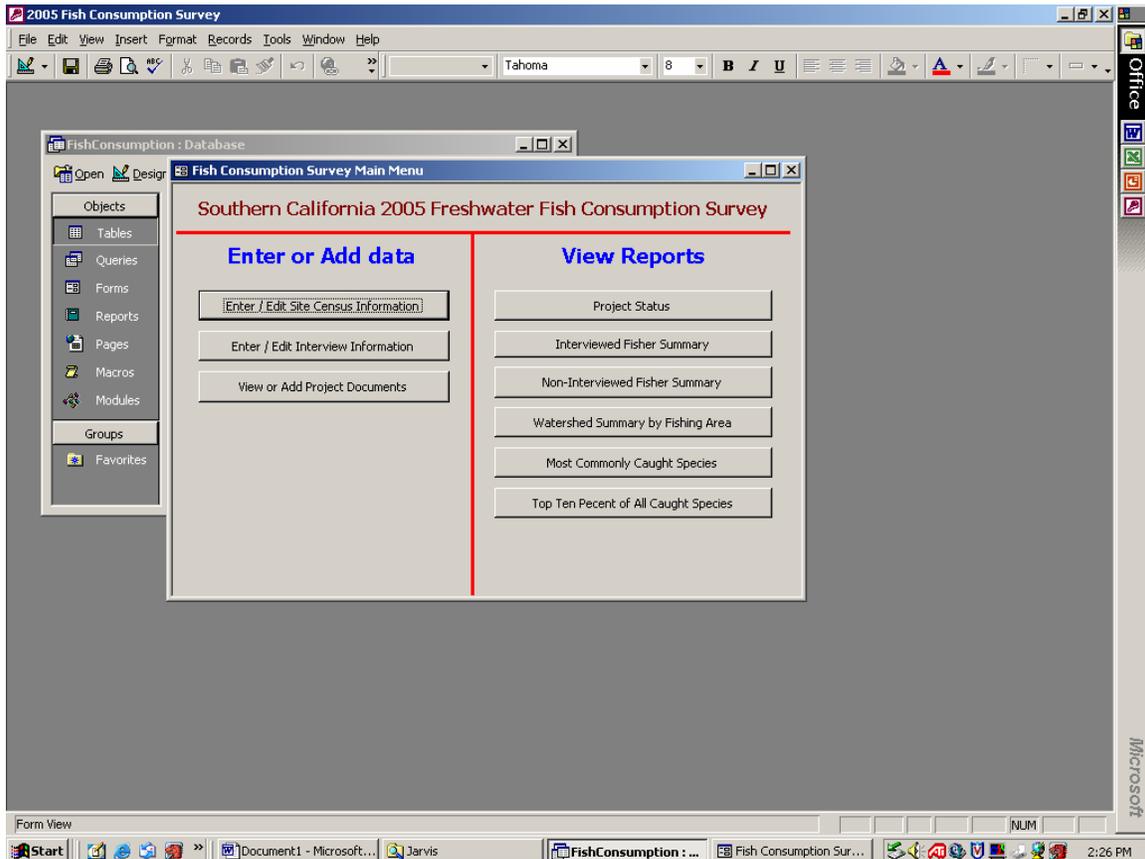# APPENDIX E.   Database Data Entry Guidelines

The database is located on the P-drive in the folder Jarvis. The file name is FishConsumption.mdb. Double-click to open the database. You should see this page:

Always enter site census information first.

1. Click on **Enter/Edit Site Census Information –** the last entry should display on the screen:

2. Click on the record advance button in the lower left corner of the census form (within red circle).
3. Select the Visit Type from the drop-down list next to Census ID at the top of the page. Use the Visit Schedule list in the cabinet to identify scheduled visits from rescheduled visits and extra effort. If a visit was rescheduled, please write the original schedule date above the Census ID on the data sheet.
4. Select the correct location name from the drop-down list located next to Question #1 on the census form. For sites with more than one lake such as Legg Lakes or El Dorado Lakes, always choose 01.
5. The computer census form will automatically generate a census ID number in the top right corner of the census form. **Write down the census ID on the data sheet.**
6. You can click the maximize button at the very top right corner of the census form for a full view of the form. Use the tab key (instead of the Enter key) to advance to subsequent questions on the form.
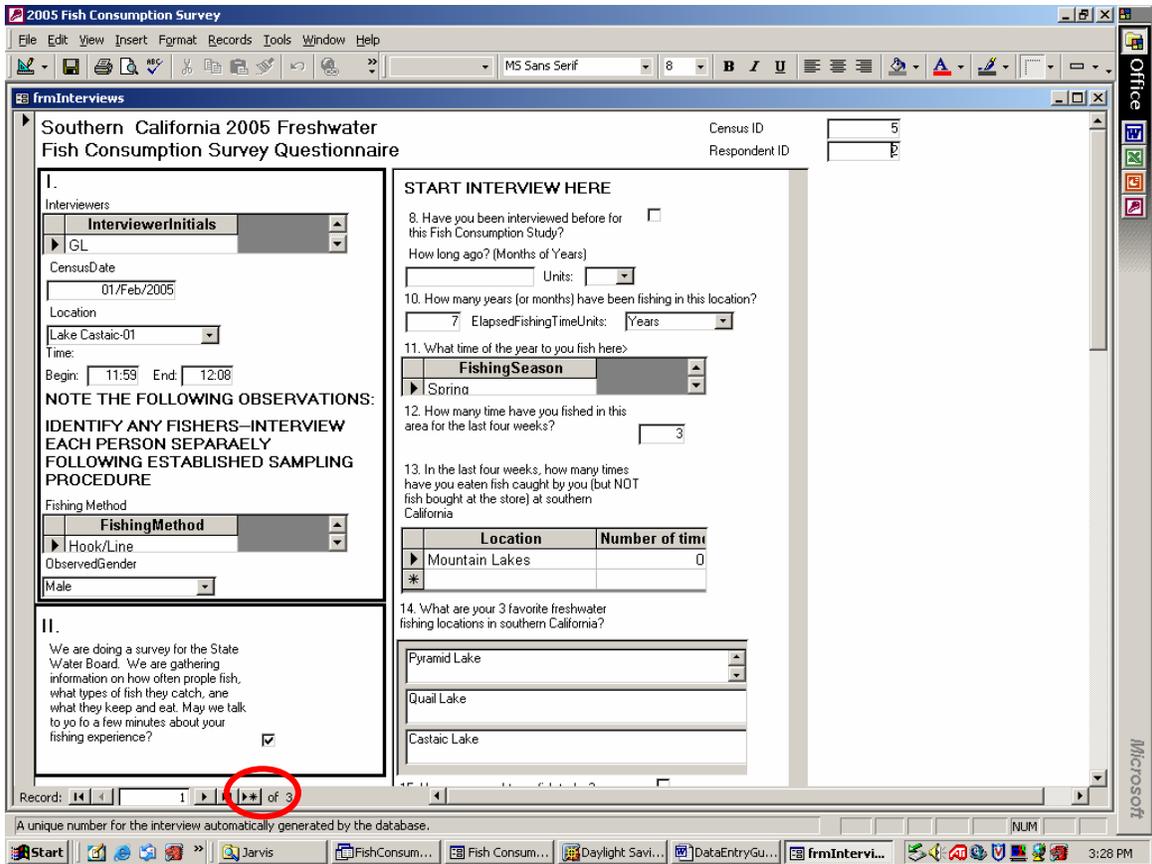7. **Important:** You will not be able to enter data in consecutive order. You will need to select the appropriate data for all questions with a drop-down list before the database will allow you to enter data in the grey boxes. You will not be able

to advance to the next page until all the information on the form is entered. A pop-up box will remind you to complete all of the entries on the form. If you realize an entry error, wait to complete all of the fields before going back to edit the mistake.

8. Question #4: enter the date with forward slashes (ex. 6/6/05) and the database will automatically generate the correct date format *and* the day of the week (Question #5).

9. Question #6: enter the time of day – you do not have to enter the colon – the database will do this for you – **Important**: select the appropriate time units relative to the sampling month. Select **PST** (Pacific Standard Time) if sampling occurred on or between October 31, 2004 and April 2, 2005 or October 30, 2005 and December 31, 2005. Select **PDT** (Pacific Daylight Time) if sampling occurred on or between April 3, 2005 and October 29, 2005.

10. Question #7: temperature will always be in degrees F unless otherwise noted on the data sheet.

11. Within the Access Comments window at the bottom left of the census form, type the access information as written on the data sheet. *When typing comments, limit the number of spaces following each sentence. Do not use the Enter key.*

12. Within the Additional Comments window at the bottom right of the census form, type any other information that was written in the margins or elsewhere on the data sheet. For instance, Latitude and Longitude may be written here or at the top of the page. Type this information exactly as written in the window. There are also SiteLatitude and SiteLongitude windows at the top of the page for this information as well. On the data sheet, this information is written in Degrees Decimal Minutes (e.g. 33 56.781, 118 05.821); however, the data entry format for Lat/Long at the top of the data entry Census page is in Decimal Degrees so you will need to recalculate Degrees Decimal Minutes to Decimal Degrees. To do this, *divide the decimal minutes by 60 and add this decimal to the degrees*. For example, using the Latitude decimal minutes shown above, $56.781 \div 60 = 0.94635$, and $33 + 0.94635 = 33.94635$; this number is now in Decimal Degrees. Please repeat for Longitude; however, to format correctly for future use in a GIS program, please also designate Longitude as a *negative number*. The longitude shown above would then be recalculated as $0.5821 \div 60 = 0.009702$, $+ 118 = 118.009702 *(-1) = -118.009702$.

13. When you get to the back page of the census data sheet, enter the anecdotal information for each non-fisher. If there is information provided by more than one non-fisher, click on the record advance button at the bottom of the *anecdotal information window* (see below):
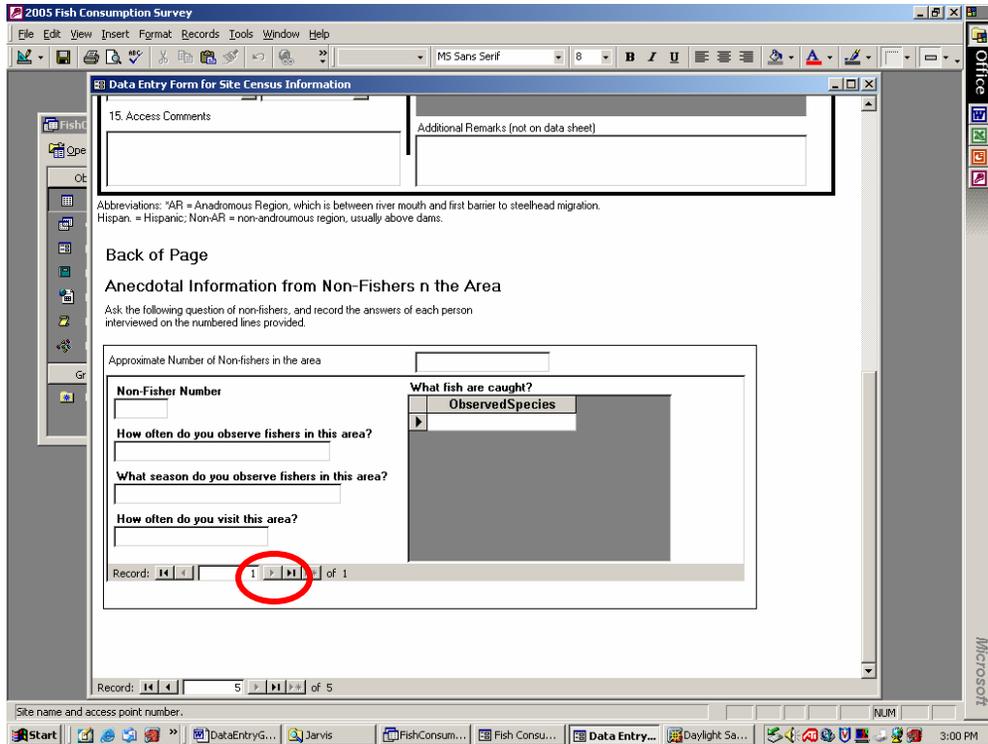
13. Once data-entry is complete on the census data form, *please select* Print *at the bottom of the data entry form to print the data you have just entered.* Next, check for interview data sheets that correspond to the census data sheet. If there are no corresponding interview data sheets, click on the record advance button in the very left bottom corner of the census data form and begin data entry for the next census data sheet. If there *are* corresponding interview data sheets, click Done-Exit at the bottom of the data entry form.

14. To enter interview data, click on **Enter/Edit Interview Information**.

15. Click on the record advance button in the lower left corner of the interview form (within red circle).

16. A different version of the form will pop-up on the screen:
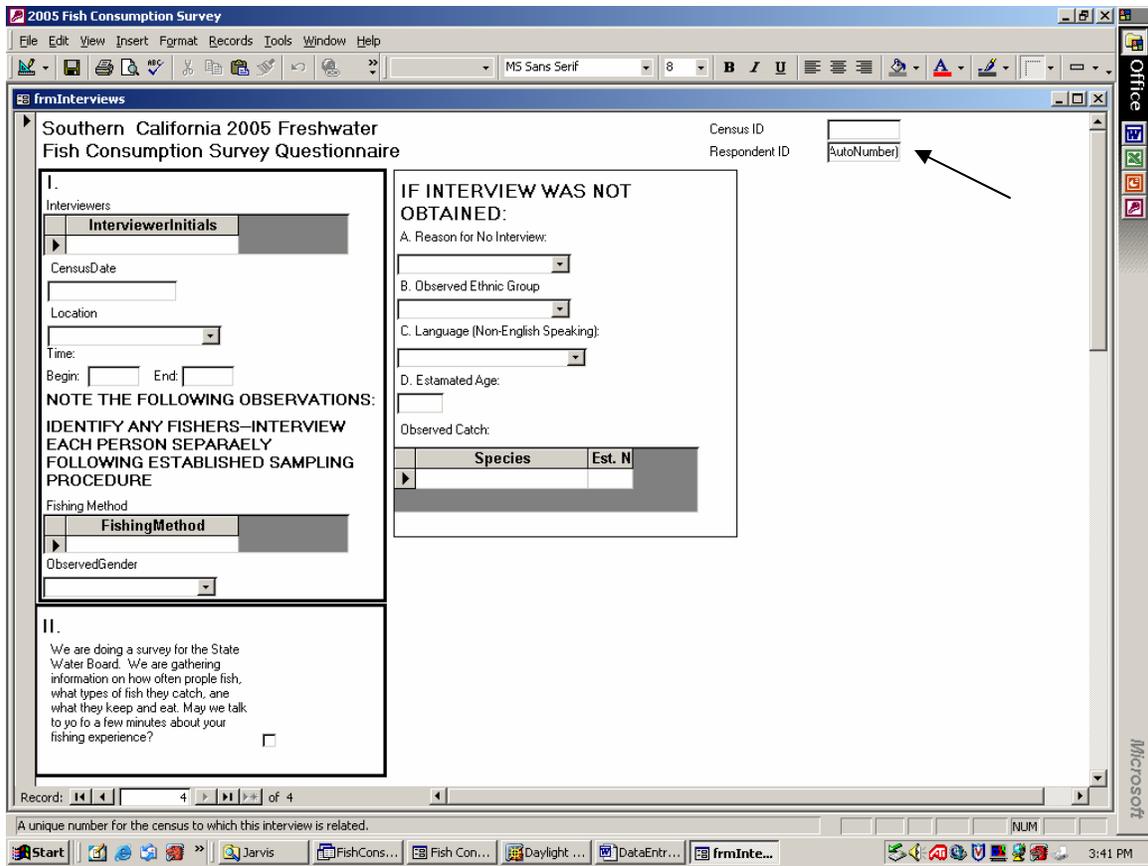
17. First type in the corresponding Census ID in the top right corner of the Interview Form (the Census ID that you wrote down on the previous census data sheet).

18. The database should have then automatically generated a Respondent ID located just below the Census ID field. **Write down both the Census ID and Respondent ID on the Interview data sheet**.

19. As with the Census form, you will not be able to enter data in consecutive order on the Interview Form. You will need to select the appropriate data for all questions with a drop-down list before the database will allow you to enter data in the grey boxes. Also, you will not be able to advance to the next page until all the information on the form is entered. A pop-up box will remind you to complete all of the entries on the form.

20. On the Interview Form in the lower left box marked **II.**, click on the little box for a "Yes" answer –for a "No" answer leave the box blank. Following a "No" answer, continue data entry on the right side of the screen where it is marked, "**IF INTERVIEW WAS NOT OBTAINED**". When you check the box for a "Yes" answer, a new entry form will pop-up on the right side of the screen that is marked with "**START INTERVIEW HERE**"
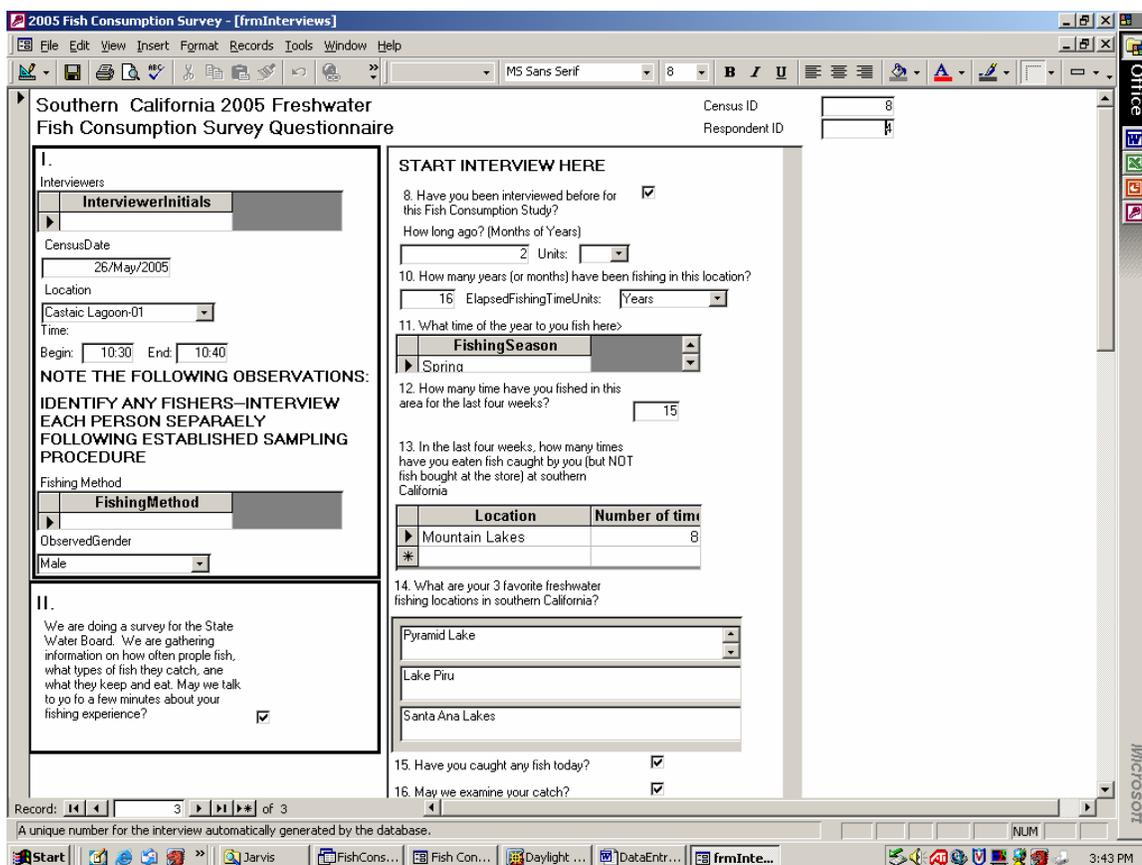
21. Question #12 (#13 on earlier version of the data sheet): If there is a range of values, type the lower value in the "Number of times" field.

22. Question #14 (#15 on earlier version of the data sheet): a checked box indicates a "Yes" response

23. Question #15 (#16 on earlier version of the data sheet): a checked box indicates a "Yes" response. If "Yes", enter the species name, and enter the number of fish in the fisher's bucket in the "Actual no." column. If "No", enter the species name, and enter the interviewer's estimated number of fish in the "Estimated no." column.

24. Question #16 (#17 on earlier version of the data sheet): always select **Current** in the **Catch Period** column for this question. You will have to look up the scientific name of the species if this has not already been filled in for you. Also, following the question, "Compared to this fish fillet model, do you eat. . . ?, Type "–11" for a "More" response, "-99" for a "Less" response, and "1" for an "Equal to" response. **Important:** Following the question, "How much?" type the proportion in the far left box. For example, if the fisher eats ½ Less, type "0.5" – or if the fisher eats 1/3 More, type "0.33". Following this entry, the computer will automatically generate the consumption rate.

25. Question #17 (#18 on earlier version of the data sheet): always select **Previous** in the **Catch Period** column for this question. As in question #16, following the question, "Compared to this fish fillet model, do you eat. . . ?, Type "–11" for a "More" response, "-99" for a "Less" response, and "1" for an "Equal to" response.

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Important: Following the question, "How much?" type the proportion in the far left box. For example, if the fisher eats ½ less then type "0.5"; if the fisher eats 1/3 more, type "0.33". Following this entry, the computer will automatically generate the consumption rate.

26. Question #22 (#24 on earlier version of the data sheet): When typing the ages of household members, **use spaces between the ages** – please *do not* use commas.
27. Please don't forget to enter the last page of the interview data sheets.
    After entering data for an interview, *please select* Print *at the bottom of the data entry form to print the data you have just entered.*
28. When you are finished entering data from the interview forms, click Done-Exit at the bottom of the data entry form. If you have more site census forms to enter, please continue in the same fashion as stated above.
29. After all data entry is complete, please close out of the Access program. Data will be saved on the P-drive. Please also make a backup of the file on CD with the date and name of database written on the CD.
30. Thanks for helping us with our data!!