GUIDELINES FOR COMPILING BADM EXCEL FILE – V01

This document doesn't want to be a full guide about the BADM (it is in preparation) but just a short guide to the most common errors in the BADM filling that preclude the importing procedure. Please read it and try to avoid to do these errors, 90% would be done! If you have doubts or questions please ask us by email at database@unitus.it

WHERE TO WRITE DATA
In every sheet, data have to be written starting from the D columns: column A lists the variable codes, column B a description of the variable and column C specifies the unit of measure for that variable.
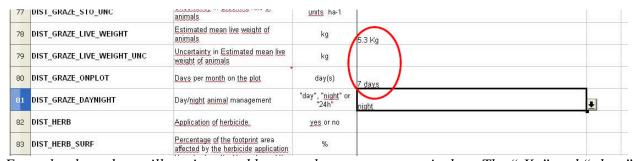Data or info written in the first three columns will never be taken into account.

Example: these data will not imported and the procedure reports an error.

DO NOT ADD UNIT OF MEASURE
The units are fixed or in some variables or qualifiers, like **DIST_XXX_UNIT**, there are different options available that must be selected from a drop down list. You can not specify a different unit. In all cases, the units ([m], [Kg] and so on) must not be added to the numeric data.

Example: these data will not imported because they are not numeric data. The " Kg" and " days" shall not be reported

RESPECT UNIT OF MEASURE
Do not add comments (i.e. Text) where numeric data or ISO date are expected, remember that also an entry like "50-60" or "50+/-5" is a text and not a number. If you want to give uncertainty or variability info use the _UNC and _SIGMA qualifiers.

15	ANEM_FREQ	Anemometer sampling fregency.	Hz		21 (practically is stored as10.411 Hz, and average is done)					
16	ANEM_DATA_TRANS	Protocol used for ANEM output data transmission (RS-232, ethernet, analogue to GA, USB, SDM)	free text		RS-232					
17	ANEM_HEIGHT	Height of the anemometer.	m		23					

Example: this cell will not imported because numeric data (Hz) are expected. The comments can be added to the _COMMENT qualifier

DO NOT CREATE VARIABLES OR QUALIFIERS

The importing procedure is based on an existing list of variables (the one you find in the BADM). Please, refer only to these variables and qualifiers because any other variable you add or propose will be rejected automatically; if you have doubts or suggestions for new variables/qualifiers, please contact us.

DO NOT REPLICATE QUALIFIERS

The BADM is organized by columns: each column has (for a variable or set of variables) a DATE and a COMMENT. For this reason there are variables that have shared, common qualifiers. For example in the **Disturbance and management**, all the variable share the _DATE* and COMMENT qualifiers (from cells A152 to A156). It means that in each column you should report the disturbances that occurred together, while disturbances that happened in different dates are in different columns. You CAN NOT add these qualifiers to the variables (e.g. you can NOT add DIST_FERT_M_COMMENT or DIST_LIME_DATE) otherwise the whole variable will be rejected.

SPECIFY SITE CHARACTERISTICS

Please, remember to enter items in cells B1-B6, especially the siteID and sitename; if these data are missing, the importation process will be aborted.

N.B.: as you know the BADM is still a live document and for this reason this step will be changed for future releases of the BADM templates adding one separate sheet for these general info. Other rules will be communicated.

DO NOT REINTRODUCE OLD BADM NAMES

Please use always the last version of the template available on the database page. Some variable changed name respect to the previous versions: please don't mix the two. Try always to use the last, the second alternative is to use the old version, not a mix of the two.