

Instructions for creating species report

Go to Tools; Database Maintenance; Login; Export.

The file detections.csv will be in your downloads folder.

Open detections.csv as text file in MS Excel, setting "Delimited" with Semi-colon divider.

Sort by Common Name.

Insert blank row above row 2.

Insert 4 blank columns to the left of column E.

Insert the calculations as seen in attached file.

This includes data from my location from 6/1/24 to 6/4/24

The following are steps you will need to follow:

- Copy columns E, F, G, H to the bottom row of your data.
- Copy columns E, F, G, H then paste as "Values (V)". The formulas in columns E, F, G, H should now be replaced by data values.
- Sort data by column F (labeled Delete).
- Delete all rows with "Y" values in "Delete" column.
- Delete Columns B, C, I through P
- Sort by column C (labeled Count): Largest to Smallest.
- Save the file.