

Data Type	Location	Frequency of Arrival	Initial Handling (within first couple days)	Additional Handling	Data entry and proofing	In Babase?	Notes or Questions
WeatherHawk weather data (.csv)	Princeton	weekly	Verify that all hours are present and request resending of incomplete days.	On a monthly basis these data (esp. solar, barrometer, rain, and humidity/temp) are examined to verify that there are no obvious malfunctions.	Data are compiled monthly during the proofing process and appended to a master file. WeatherHawk is not yet live in Babase but data are updated in Babase_pending twice yearly.	pending @ PU	
Psion point sample data (.pts)	Duke	weekly	Track what is received in log books for easy follow up on missing data. Proofing - see details on right.	Check files for common errors, including double header rows, mid-file changes in group and observer, lack of or extra food codes, aborted rows, juv & fem headers for same sname. Files are checked 3x.	Corrections to obvious errors are made to the files in notepad. Data is uploaded twice yearly after the demography upload is complete. Additional errors caught by psion upload are corrected at this time.	Yes @ Duke	
SWERB/GPS readings (.txt, formerly .mps)	Duke	weekly	Track receipt in log books for easy follow up. Proofing - see details on right.	Corrections made per team responses. All corrections noted in log book. Consolidate files into monthly files. Proof again once in monthly form.	This data is not yet live in Babase. Once the files are in complete, corrected monthly form, a variety of proofing (validity of GPS readings, checking for missing readings, etc.) is done. Some of this may be automated in Babase.	No - @ Duke; development in process with Catherine	Storage - Convert files to .csv, delete top 4 rows and columns A, D, G-K, sort by Datetime, and remove m's from Altitude column. Proofing - date is
Agonisms (.xls)	Duke	monthly	Copy renamed and reformatted.	These files are backed up to the server on a monthly basis and reformatted to match the output format of the paper data that are entered.	Proofed and uploaded with every 6 month update after compare with hand-entered data here.	Yes @ Duke	
Monthly Reports (.rtf)	Princeton	monthly	Review briefly for any big news or changes needed.	Jeanne prints a copy and reviews it. This or another copy is filed in the report bin.	Not applicable	N/A	Duke files and reviews as well?
Cash Accounts (.xls)	Princeton	monthly	Forwarded to Jin and Jen.	Ellen and Jen do some accounting with these...	Not applicable	N/A	Duke files and reviews as needed?
Salary Calc (.xls)	Princeton	monthly	Forwarded to Jin and Jen.	A copy is printed for Jeanne's review as needed.	Not applicable	N/A	Duke files and reviews as needed?
Preliminary Matrices from SNS (.xls)	Princeton	sometimes monthly	Verify contents.	Utilized during female ranking process to verify opinions when data is slight and help with end-of-year decisions.	Not applicable	N/A	
Female Ranks	Princeton	generated yearly	Not applicable	Female rank determination typically begins shortly after agonisms are uploaded for the second half of the year, though some preliminary analysis for the first half of the year may begin earlier.	Female ranks are determined for each group-month and the effects of changes in ranks closely examined. Final ranks are checked closely against notes.	Yes @ PU	
Male Ranks	Duke	generated yearly	Not applicable	Male ranks examined with an eye to trajectories and dyad pairs. This is typically done by April of the following year.	Proofed and uploaded yearly following completion of ranking process. Matured by and ranked by dates also assigned at this time.	Yes @ Duke	
Photographs	Princeton	variable	Photos are archived to database manager's computer and CD/DVD.	Photos are added to the photographic database. Older photographs are being digitized and added also.	Not applicable	No	