

Data Type	Location	Initial Handling (w/in 1st week or 2)	Additional Handling	Entry, Proofing, and Upload	In Babase?	Notes or Questions
Census/ Demography Notes/Other Groups Notes/Other Groups Census?	Princeton	Check that all pages present for each group.	Check that dates are aligned, demog notes match census, each date has observer initials and end time, mark incomplete censuses, note long absences to evaluate for deaths and dispersals, verify validity of new snames and consistent naming and full documentation of new baboons.	Entered into Excel monthly. Death and dispersal dates and dcauses are approved by JA and SCA. Proofed and uploaded quarterly.	Yes @ PU	Backfill of other groups census data is complete*. Census files for backfilling the "false" census data period recently received from Duke - now I need to find an efficient way to get rid of the false data so I can upload... Demog note/other groups note backfill ongoing.
Reproductive Data	Princeton	Check that all pages present for each group.	Check that dates align with census dates, that swelling sizes and PCS colors are present for all females on all dates, and that repro notes agree with sexskin sheets.	Key cycling data entered and uploaded twice yearly following Jeanne's scoring. Sexskin data entered as time allows and uploaded approximately yearly.	Yes @ PU	
Subgroups	Princeton	Check that dates match census dates.	A subgroups file was designed in 2009 by Catherine and is currently updated monthly.	Records for each update period will be proofed with other data; not uploaded.	No - recent years in Excel	
Interact data	Princeton	Check that dates match census dates.	Nothing else is done at Princeton.	MCEs, Grooming, Agonism, and MPIs are entered at Duke.	Yes @ Duke	
Neonatal Sheets	Princeton	Check that first & second present and names/sexes same.	Jeanne assigns birthdates to infants and maturity dates for females during reproductive scoring twice yearly. Infant pids are looked up	Birth dates are entered on demog update sheets and in Excel, proofed, and uploaded quarterly. Neonatals now being entered.	No - currently being entered into Excel	
Male age estimates	Princeton	Check that we have one for each male.	Assign birthdate based on age estimate provided by team.	Entered on demog update sheets and in Excel, proofed, & uploaded quarterly.	Yes @ PU - birth estimate	Also check that we have a hybridity score for each new male.
Scrotal development	Princeton	Check for any males that are newly E.	Assign maturedates to males that are newly E. Email team if male was not almost E before.	Entered on demog update sheets and in Excel, proofed, & uploaded twice yearly.	Yes @ PU - maturedates	
Manual weather data	Princeton	Check that all sheets present.	Enter min/max (temp and rain) data into Excel monthly.	Proof and upload twice yearly.	Yes @ PU	
Wounds and pathologies	Princeton	Mark W&P noted in demography notes.	Enter into Excel file and track receipt for known wounds and pathologies where sheets not received upon first mention	Wounds and pathologies is not yet live in Babase. Records are proofed and updated in Babase_pending twice yearly.	pending @ PU	
Sex skin sizes and colors	Princeton	Check that dates match census dates, no scores missing.	These are typically entered into Excel by a student using a template derived from Babase census data. This entry lags behind others.	Proofed by database manager or other trustworthy person and uploaded approximately yearly when completed.	sort of @ PU - partial and sporadic	
Other stuff	Princeton	Make sure all logs, etc. are present.	Request that team send any items that appear to be missing. File.	Not applicable.	No	Action on canine data is on hold until Jeanne and Susan can evaluate the efficacy of the new protocol.
MCEs, Grooming, Agonisms	Duke	Check to see that all pages are present, photocopy, file	Corrections per emails between Princeton and Team noted. All corrections and omissions are noted in notebooks.	Data entered by two people and then compared and correct entries determined. Uploaded twice yearly.	Yes @ Duke	Data entered weekly, with data entry goal being within 2 months of data date. (ie: April data entered by the end of June) Note that this depends strongly on the data making it to the US in a timely manner.
MPIs	Duke	Check that all pages present, check against data sent sheets. Look for obvious errors/omissions	Data are photocopied from originals on a yearly basis due to the relatively small volume of data.	Data entered, proofed, and uploaded on a yearly basis, once all data for a year have arrived. One person enters the data and a second person proofs line by line each piece of data.	In process @ Duke	All data for previous year entered proofed and uploaded with next year's A update.
Dartings	Duke	Data reviewed and immediately entered.	Data filed in Darting Binder alphabetically by year.	Data upload as soon as possible after arrival of data sheets.	In process @ Duke	
Hybrid Scores	Princeton	Check that all pages present, check against data sent sheets. Look for obvious errors/omissions	Data are photocopied from originals on a yearly basis due to the relatively small volume of data.	Data entered, proofed, and uploaded on a yearly basis, once all data for a year have arrived. One person enters the data and a second person proofs line by line each piece of data	In Excel @ Duke	All data for previous year entered proofed and uploaded with next year's A update.

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Group Encounters	Princeton	These are just part of the other groups notes.	Catherine has been handling these. I do not think they are up-to-date but probably go through the same period as her GPS data.	None to date.	No	