

## Data collection form – Information for download and use

The use of this form is not mandatory but it is recommended by the DNA Bank Network to be used to accumulate and organize your data before importing it into databases resp. primary data repositories. The form is not designed when you enter single datasets directly into your database. Thus, it is a helpful tool when you are dealing with data of more than about 20 specimens/datasets.

### 1. Download the Excel file

Please download the excel file on your local computer and rename it if you want to.

**Note:** *The Excel file contains a description of each column in English and German and some example datasets. If you need help please contact us: [contact\[at\]dnabank-network.org](mailto:contact[at]dnabank-network.org)*

### 2. Enable macros

This data collection form contains macros. To be able to use it macros **MUST** be enabled on your computer. If you have not been asked to 'Enable Macros' when opened that form you must close it and change the security level. To do so:

**Go to 'Tools' → 'Macro' → 'Security' and select the 'Medium' security level.**

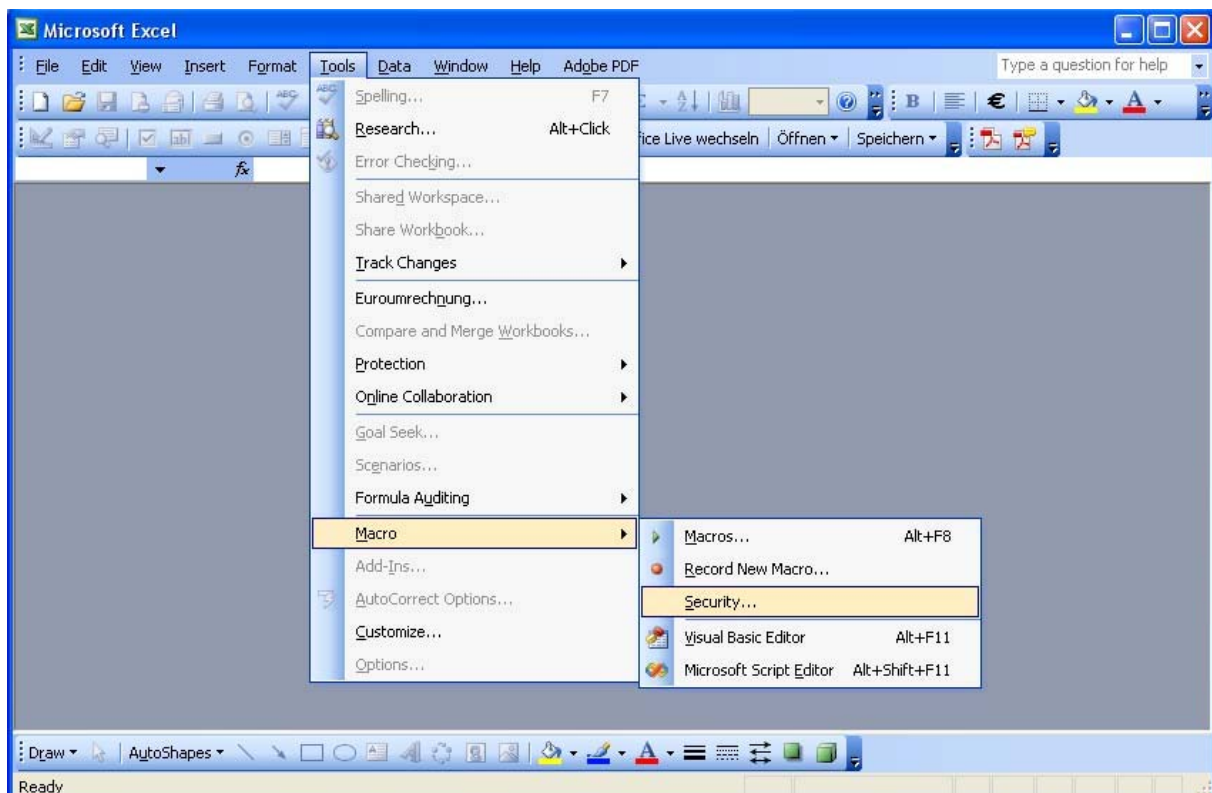


Fig. 1. Choose 'Tools', 'Macro' and 'Security'

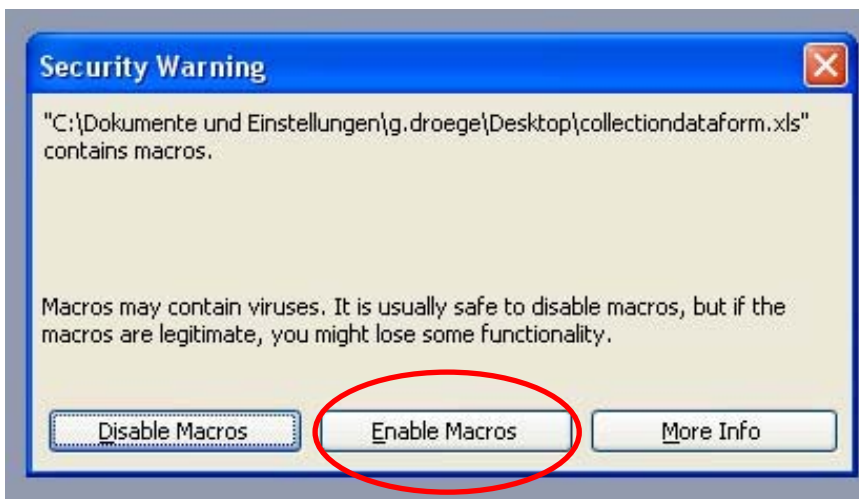


**Fig. 2. Select the 'Medium' Security Level.**

### 3. Open excel file

Please open the collectiondataform.xls (again) after selecting the medium security level for macros. A window as in figure 3 will pop up.

If you press "Enable Macros" and the excel file will be opened with full functionality.



**Fig. 3. Press button to enable the macros required.**

### 4. Using the excel file

On top left of the excel file are eight buttons. The views of the visible columns are changing by pressing a button related to a specific set of columns. By pressing the "Show all" button the whole table becomes visible.

The first three columns identify a dataset. Thus they are fixed being visible anytime.

**Note:** *If macros are not enabled the buttons won't work! Please enable macros as described above!*

	A	B	C
	Voucher	Taxonomy	Geography
	Ecology	Ensconet	DNA/Tissue
			Multimedia
1			Show All
2			
3			
4	Counter ▾	Collector's No ▾	Voucher ID ▾
5	1		
6	2		

**Fig. 4. Buttons for different views and the fixed columns.**

**Note:** You can sort your data as shown in figure 5. Each column contains a sorting tool.

	Counter ▾	Collector's No ▾	Voucher ID ▾
1			Sort Ascending
2			Sort Descending
3			(All)
4			(Top 10...)
5			(Custom...)
6			(Blanks)
7			(NonBlanks)

**Fig. 5. Sorting data ascending or descending.**