

Steps for saving your marine data spreadsheet to the DocCM

1. Go to WebCenter Content tab on top of Excel
2. Click 'Save as new'
3. Choose the following convention for naming the title of your file:

MRMDATA - Method used - Location - yyyy_mm_dd

Definitions:

MRMDATA: is fixed and will help finding this type of data on DocCM. It stands for Marine Reserve Monitoring Data.

Methods used: describe the method used for sampling (e.g., Lobster potting, Transect, BRUV, Beach Litter, Soft sediment).

Location: the general location where your survey was achieved.

yyyy_mm_dd: the date at which the survey started. Use the year first (4 figures), followed by months (two figures) and days (two figures). This helps with sorting the files chronologically.

Examples:

MRDATA – Transect – Taputeranga – 2016_04_02

MRDATA - Lobster potting - Te Tapuwae O Rongokako - 2015_09_25

MRDATA - UVC - Poor Knights Islands - 2012_02_15

MRDATA – Beach litter – Long Island - 2016_08_09



!!! Don't forget to submit your data to the Master Database !!!