

## Excel Worksheet for Tree-Ring Database Updates

You should fill out the **Sites** page first, one row per site. **Site Number** is used as a database key and must not contain spaces or the dot (".") notation used by the Compass web site. **Site Name** allows letters, numbers and spaces (do not use special characters, apostrophes or quotes). **Colorado Site Type** has a dropdown menu for defined Compass types. **Public Site Type** lists the more widely applicable site type. **Elevation** should be entered as feet above sea level (no commas). **UTM Zone** (length=2), **UTM East** (length=6) and **UTM North** (length=7) must be entered to the nearest meter (no decimal point). **Description** is a memo field of up to 1024 characters (no special characters, apostrophes or quotes).

The **Dates** page can contain multiple dates per site. The critical point is that the **Site Number** is a database key field and must match the **Site Number** entered on the **Sites** page *exactly*. **Lab Number** is the reported laboratory number. Do not use spaces. **Tree-Ring Date** refers to the reported AD or BC date. BC dates must be entered as a negative number. **Symbol** is the reported LTRR designation. **Credibility** is a dropdown list with three options (Cutting Date, v Date and vv Date). **Reference** refers to the primary citation for the date which may be the appropriate Quadrangle Series reference or a subsequent site report. Format is; last name of the author(s), date of publication. Please send the full bibliographic reference in a separate email so that it may be entered into the reference database. **Provenience** refers to the specific origin of the sample within a site. You should also include any notes relevant to the sample.

Once completed please send the spreadsheet as an email attachment to msberry49@gmail.com. Submit any questions or comments to that same email address.