

Digitising the Survey Data – Field Survey Spreadsheet

The spreadsheet contains the data from the record forms filled in as a survey is undertaken. This is the data that will be uploaded to GIS (see Guidance Sheet I) and will form part of the project archive. It should ideally be completed as soon after the survey has taken place whilst it is still fresh in your memory.

- Create a folder and name it with the farm name followed by field number, e.g. gouthwaite 5656. Add all images and the spreadsheet to this folder.
- Save the spreadsheet file using the farm name followed by field number e.g. gouthwaite 5656.

The spreadsheet follows the information filled in on the paper recording form (see Guidance Sheet E). The following sections identify any additional things to bear in mind when entering the data.

FARM_RECORD

- NGR OS: Ignore this field. This will be completed later during the upload to GIS.
- Typical GPS error: Typical error from the feature sheet (use a single number).
- Features surveyed: If the survey has taken place over more than one day then an entry needs to be made for each day (full row). In this column, note the feature numbers surveyed that day, e.g. Features 1–20.

FEATURES_ALL

- Feature ID: This is the field number and feature number separated by '/'. When the first number is entered into the cell, e.g. 1234/1, a small black dot will appear on the bottom right corner. Drag this down the column and it will automatically number the features 1234/2, 1234/3 etc. Continue to drag down until the right number of features is shown.
- Desc: Enter a brief description based on the description on the record form. This provides extra information to the 'Type' field which is used to enable searching.
- HER ref: Some of the features will already be recorded on the HER, and sometimes more than once. Where there are entries on the HER add in all record codes.
- Type: Check the list of HER keywords on Guidance Sheet F. New keywords are being added to the list during the early stages of the survey, please contact Bob if you feel there should be a new keyword.
- Wall field bldg: Enter W – feature in a wall, F – feature in a field, B – building.
- Poor cond: Enter Y – feature in poor condition, N – feature not in poor condition.
- High vuln: Enter Y – feature is highly vulnerable, N – feature is not highly vulnerable.

- Sketch No: Where a feature sketch has been scanned (not a field sketch), label the scan with the field number/feature number, and enter in here. If more than one, add a letter after the code, e.g. 1234/1a.
- Photo filename: Filename derived from the camera.
- Further survey: Enter Y – if worthy of further survey, N – if no further survey required.
- Point Line: Enter P – single point, L – point in a line.
- Order: This is used for multiple points that form a linear feature. Enter 1, 2, 3, etc to give the order of the point data. The Field no feature ID must also be entered for each entry, but the rest of the data does not need to be copied. If the entry is a point, do not enter anything.
- Grid references: The OS prefixes for the SE square are 4,4. Therefore grid reference SE 12345 67890 will be entered as: X (easting) – 412345, Y (northing) – 467890. Each point should have one X and one Y co-ordinate for as many points as were taken, continuing along the row if there were more than six points, e.g. 7th point is G.

FEATURE_ID	DESC	HER_REF	TYPE	WALL_FIELD_BLDG	POOR_COND_Y_N	HIGH_VULN_Y_N	ROUGH_DATE	SKETCH_NO	PHOTO_FILENAME	FURTHER_SURVEY_Y_N	POINT_LINE	ORDER	X	Y
1234/01	Short ditch running NW-SE, parallel to field boundary.	N/A	DITCH	F	N	N	MOD	N/A	P1000168	N	L	1	412557	468975
1234/01											L	2	412566	468965
1234/02	Line of stones/terrace close to wall. Ditch close to wall.	N/A	LINEAR FEATURE	F	Y	N	U	N/A	P1000170	N	L	1	412534	468870
1234/02											L	2	412506	468880
1234/02											L	3	412490	468886
1234/02											L	4	412491	468882
1234/02											L	5	412489	468864
1234/03	Marked stone	N/A	CARVED STONE	F	N	N	PM	1	P1000176	N	P		412518	469055

Figure H.1: Example of the 'FEATURES_ALL' spreadsheet