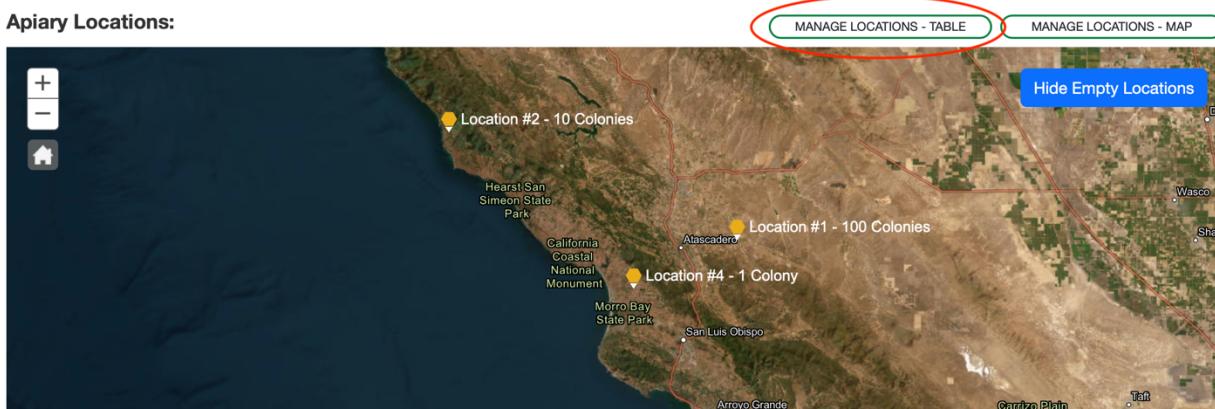




## Introduction

Managing hundreds or thousands of apiary locations online can be challenging as web browsers are not designed for managing such large quantities of data. To ease this process, the BeeWhere site has been enhanced to allow Beekeepers to download their apiary location data in a Microsoft Excel format, edit and update that information using Microsoft Excel offline, then upload the updated data back to the BeeWhere web site.

To use this feature, click the “Manage Locations – Table” button just above the map view on your Beekeeper home page:



This will show you a tabular view of your apiary locations. Click the “Download Locations” link at the top-right of the table to download your locations in an Excel file:

### Manage Locations

RETURN TO OVERVIEW

Use the table below to update bee colony location information. Click the pencil icon to edit a location, then click the checkmark to save it or the X to cancel the changes. Click the trash can icon to delete a location (consider setting the Number of Colonies to zero instead if you plan to take your bees to that location again in the future).

Editing location data online is great if you only have a few changes to make. For bulk changes, consider using the Download/Upload process to edit your data in Microsoft™ Excel. [Click here](#) for documentation on using the download/upload feature.

Add Location   Upload Locations   **Download Locations**

Location ID	▼	Number of Colonies	Latitude	Longitude
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Make sure you choose the Save As... option when the file downloads and save it in a location you choose, as you will need to be able to locate the file later to upload it back to the web site. Different browsers use different words for this option, and some browsers automatically save the file to your “Downloads” folder. By default, the file is named “BeeWhereColonyLocations.xlsx”

The Excel file contains a single worksheet that displays your Beekeeper name, State Beekeeper ID, and some instructions for updating the location data. Each location is then listed on a separate row:



Location ID	Number of Colonies	Latitude (Decimal Degrees)	Longitude (Decimal Degrees)	Delete?
Location #1	100	35.50708	-120.52	
Location #2	10	35.74497	-121.3	
Location #3	10	35	-120	
Location #4	1	35.4	-120.8	
Location #5	3	35	-120.4	

The columns displayed are:

- Location ID – this is the Location ID you assign to each location. This is a VERY IMPORTANT field for determining when a location is being added or updated, as explained below.
- Number of Colonies – this is the number of hives you maintain at this location.
- Latitude (Decimal Degrees) – this is the latitude of the location (north-south coordinate).
- Longitude (Decimal Degrees) – this is the longitude of the location (east-west coordinate).
- Delete? – if you want to delete a location, enter the word DELETE in this column. Excel will provide a drop-down list to ensure you enter the word correctly.

The latitude and longitude are expressed in decimal degrees. There are many online tools for converting coordinates expressed as degrees, minutes, and seconds (DMS) to decimal degrees, such as <https://www.fcc.gov/media/radio/dms-decimal>.

When entering latitude and longitude in decimal degrees, keep in mind that the fifth decimal place (i.e. 0.00001 degrees) represents about 5 feet on the ground, so you can round your values to five decimal places.

The Location ID is used when you upload the updated file to determine whether a location has been added, deleted, or updated. Here are some important suggestions:



Updating a Location – leave the Location ID the same and update the coordinates and/or the number of colonies.

Deleting a Location – leave the Location ID the same and enter DELETE in the Delete? column.

Adding a Location – Add a new row and enter a new (unique) location identifier in the Location ID column. Make sure the new value hasn't already been used by sorting on the Location ID column and checking for duplicates.

Renaming a Location – Don't do this in the Excel file. Rename the location on the web, then download your file to make other updates.

In the following example, we are deleting Location #5, adding a new location called "New Location", and updating various coordinates and colony counts:

Location ID	Number of Colonies	Latitude (Decimal Degrees)	Longitude (Decimal Degrees)	Delete?
Location #1	100	35.50708	-120.52	
Location #2	10	35.74497	-121.3	
Location #3	10	35	-120	
Location #4	25	35.41777	-120.8	
Location #5	3	35	-120.4	DELETE
New Location	30	33.94456	-120.76683	

Once your data file is ready, click the "Upload Locations" button on the Manage Locations web page:

Manage Locations RETURN TO OVERVIEW

Use the table below to update bee colony location information. Click the pencil icon to edit a location, then click the checkmark to save it or the X to cancel the changes. Click the trash can icon to delete a location (consider setting the Number of Colonies to zero instead if you plan to take your bees to that location again in the future).

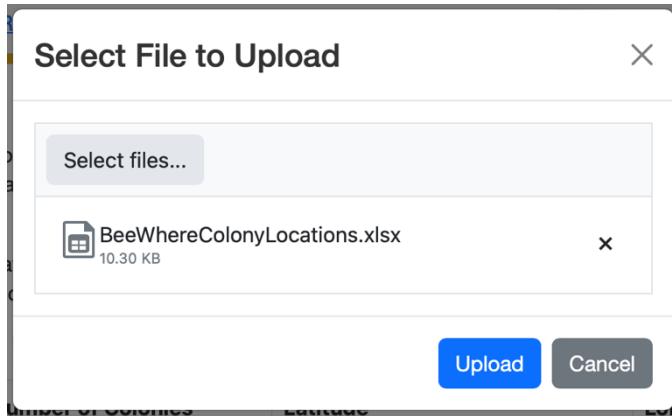
Editing location data online is great if you only have a few changes to make. For bulk changes, consider using the Download/Upload process to edit your data in Microsoft™ Excel. [Click here](#) for documentation on using the download/upload feature.

[Add Location](#) [Upload Locations](#) [Download Locations](#)

Location ID	Number of Colonies	Latitude	Longitude



You will be prompted to locate the updated data file – click the “Select Files...” button to browser for the file, or drag and drop the file onto the grey area next to the button:



When you click the Upload button, the system will process the file to make sure it is in the correct format, and then will show you a summary of the changes it found in the data file. Review the changes to make sure they are what you want – you can expand each changed location by clicking the “expander” icon next to it to see the specific changes detected:

### Upload Summary

- ▼ 1 Deleted Location
  - Location #5
- ▼ 1 Created Location
  - New Location, 30, [33.94456, -120.76683]
- ▼ 3 Updated Locations
  - ▼ Location #1
    - Latitude: From 35.507083262112200 to 35.50708
    - Location #2
    - Location #4

[View 1 Unchanged locations](#)

Would you like to save these changes?

[Confirm](#) [Back](#)

There is also a link on the right side of the page to show a list of unchanged locations:

Locations Unaffected By Upload				
Location ID	Number of Colo...	Latitude	Longitude	
Location #3	10	35	-120	

Once you have confirmed your desired changes, click Commit to enter those changes into the database.