Data Entry Guide — SDNHM Herbarium

Thank you for submitting plants to the SD Herbarium. We appreciate you taking the time to enter as much data as possible for each specimen you submit. We have tried to make this process as easy as possible. If you encounter any problems or have any questions, please contact us at 619.255.0229 or botany@sdnhm.org

Go to http://sdplantatlas.org/HerbLogin.aspx (or you can go through the menus at

www.sdplantatlas.org » Database search » Direct Entry Herbarium DB)

Logging In: Complete the log-in form with your name, contact info, batch ID and password.
Password: herbs4sdnhm

*(**On the data entry form, your first and last name** will appear at the top of the form. If you want a middle initial to appear on your labels and in the database, enter your first name as, for example: "Jason R.")*

The Batch ID that you entered at log-in will appear on the top of the form. This ID will be attached to all entries you make. It should be the same ID for all the specimens in any collection that you want to identify as a group. Typically, a group would be all the plants you plan to bring to the museum at the same time. The Batch ID is the key to the Herbarium treating those specimens as a group. If you enter part of the group at one session on the computer, and do more from that group later, make sure you use the same Batch ID. Record the Batch ID. It is required it to call up a record for editing.

Entering Data:
The group of data items at the top half of the form, titled **Common data for the collection event**, are those items likely to remain constant for a number of specimens. As you enter each specimen, these data items will not be cleared from the screen, but left there assuming they'll be the same for the next specimen. You can change them at any time.

Clicking the button at the bottom of the page: **Clear Event Data**, will clear all the data in the top section.

Date*: Enter the date of the collection event by selecting the date from the three drop-down boxes.

Locality*: Describe the locality of the collection area with enough detail so someone else could find it by that description. Consider the fact that the data may be read a hundred years hence, and transient items may have changed. Use features named on maps with distance and compass directions and avoid ambiguous references. *OK: 2 miles NNE of Jones peak. Not OK: On the left side of Highway 80.* Describe the location so that researchers can locate the point on a map. Use complete names and words, since researchers may not be fluent in English.

Others in Team: List the names of persons with you or assisting you in the collection.

Vegetation: List/Describe the names/types of vegetation in the area of the collection. Doesn't have to be technical.

Geology: Describe the soil type. Indicate the degree of slope and the direction in which the slope faces.

Elevation*: Enter the elevation of the collection site. Click one of the buttons to indicate if the entry is in feet or meters. When the data is entered into the database, it will be entered as meters.

Country*: If in the United States, enter "USA", if Mexico, enter "Mexico".

State*: Enter the full name of the state in either the USA or Mexico.

District: If in the USA, enter the name of the County, but do not include the word "County".

Latitude and Longitude*: Enter the Lat/Long in either degrees, minutes, and seconds by using the three boxes to the left, or in decimal degrees using the box on the right. You can enter it either way.

Specimen #*: Enter an integer specimen number. This is your collection number. This number must be an integer. Please use standard and sequential numbers.

Suffix: If you have to append a suffix to a specimen number, enter it. A suffix can be two characters maximum.

Plant name: Note that if you enter an infraname, you must choose either the ssp. or var. button.

Determiner/Date: If the specimen was identified by someone other than the collector, enter the name of the person who made the determination and the date it was made.

Certainty of Determination: Enter the code appropriate to qualify the determination as required. Use only: "aff.", "cf.", or "?"

Phenology*: Select one of the phenology descriptions from the drop-down box. Choose "fruit and flower" for non-angiosperms in reproductive condition.

Number of Labels: If you are submitting enough material for more than one sheet for a given collection, enter how many. That will be the number of labels printed for that specimen.

Description of Plant: Describe the plant, particularly those items not apparent from the specimen, such as size, breadth, colors that will fade when dried, etc.

Click the button: **Add This Record to Database**. The entry as shown on the screen will be inserted into the Herbarium database. Entry errors, including missing mandatory items, will result in an error message which will allow you to correct the problem.

* = required field