Sample of Online Data Entry Form

Common data for the collection event

Jon P. Rebman

Grid Square: R16   Collection Date: October ∨ 3 ∨ 2005 ∨

Locality: Sycuan Peak Ecological Reserve, SE of Dehesa, SW of Loveland, on the lower

Others in Team: Trevor Hoffman, Adam Eaton, Khalil Greene

Vegetation: Riparian/Live Oak woodland with Salix spp., Quercus agrifolia, Baccharis salicifolia, B.

Geology: Partly shaded, steep W facing streambank, coarse sand.

Elevation: 380   ⊙ Feet ○ Meters   *Indicate feet or meters (elevation will be converted to meters)*

Enter Latitude and Longitude below.
Enter either deg/min/sec. (32° 46' 25") or decimal degrees. (32.7736°)
Click here to go to TopoZone

Latitude: (North)
32 Degrees 45 Minutes 50 Seconds **OR:** [   ] Decimal Degrees

Longitude: (West)
[ ] Degrees [ ] Minutes [ ] Seconds **OR:** 116.79444 Decimal Degrees

Specimen Details
Plants will be identified by, or provisional identification will be verified by, SDNHM Dept. of Botany
Open Checklist of Vascular Plants of San Diego County
Open the Name Finder

Error messages will appear here

Specimen #: 11730   Suffix: None ∨   Family: Fabaceae ∨
Genus: Hoita   Specific Epithet: macrostachya

○ var ○ ssp ⊙ N/A [   ] Infraname

Common Name: Leather Root

Phenology: Fruit & Flower ∨   Number of Labels for mounting: 1

Description of Plant: Erect herbaceous perennial to 2½ m tall. Brownish-purple flower.

Preview Specimen Label

Log Out   Clear Event Data   Add This Record to Database

CHEAT SHEET: What to Record in Your Field Notebook

Entry	Instructions
Date	Date you collected the specimen
Grid Square	Atlas grid square you are collecting in (e.g., A3, G14)
Locality	Provide directions clear enough to relocate the site on a topographic map by recording approx distance (miles) and compass direction from two or more geographical landmarks (such as the closest town/city, and a natural feature like a mountain, river, or lake). Roads/intersections may be included (e.g., "NW corner of A St and 1st Ave" or "5 mi W of I-5")
Others in Team	Name(s) of people who were with you
Vegetation	The dominant vegetation in the vicinity of the collected specimen. You may use general community or vegetation types (e.g., chaparral, coastal sage scrub etc.) and/or name specific plants if you like (from the tree, shrub, & herb layers).
Geology	Physical habitat/substrate (i.e., the abiotic or non-living factors, like "dry creek bed" or "granite outcrop" etc.). Record other details about the terrain in the vicinity, such as the slope and aspect ("steep S-facing slope") or shading. Record soil texture (e.g., "medium sandy loam") and parent material (e.g., "granitic", "alluvium", "gabbro" etc.) if you know it.
Elevation	Record elevation (from GPS and/or map contours).
Latitude Longitude	Record the coordinates of each collecting location (called the "collection event" on the online data entry form). <u>Mark the spot on your map!</u> Your lat/long can be in either of two formats: Degrees-Minutes-Seconds, for example 32° 46' 25" or Decimal Degrees, for example 32.77361° *Note: if using a GPS*, routinely verify the readings on a map or by using our Topozone tool on the website!
Specimen Number	The collecting number you have assigned to the specimen (e.g., if this is your specimen #352 then enter 352 in the box).
	NOTE: Remember to write the "**index number**" on the outside edge of the newspaper in which you are pressing the specimen (e.g., if your login initials are "jg1" the index number is jg1#352). We <u>will not</u> accept specimens that don't have the index numbers clearly written down on the newspaper along with each specimen that comes in!
Plant Family, Genus, Species	If you know the family, scientific, and/or common name of the plant, record it now. You may correct it or look it up later.
Description of Plant	Describe the plant (esp. info that may be lost when it is mounted, such as height, width, branching pattern etc.) Was it erect, climbing, or prostrate (sprawling)? Was it parasitic (if so, on what host)? Does it have flowers and/or fruits? Include colors of flowers or fruit that often fade when dried. Record the habit (herb, shrub, tree, bulb, vine, etc.) and whether it was an annual, perennial, or biennial. (Max. 255 characters allowed).

Note: Use field time to record information that is only apparent to you while there. Other items like plant family, elevation, or lat/long can always be looked up and filled in later. For more detailed instructions about what field data to record, visit the FAQ section on our website.