Entering Data into OpenHerbarium
A Symbiota Network

Good specimen information starts in the field. Labels are prepared from notes made by the collector in the field. It is particularly important that the field notes contain good information on those aspects that cannot be determined later such as the exact locality, habitat information and the appearance of the living plant. Information that can be added later includes the name of the plant and, if the locality information is precise, the latitude, longitude, and elevation. Labels can be typed up us

Labels can be, and for now probably have to be, prepared using a word processor. Nevertheless, knowing what and how specimen data are stored in OpenHerbarium tends to lead to better, more informative labels. The advantages are that, 1) you, as a collector, have an electronic copy of all your collecting information and 2) herbaria receiving your specimens will be able to copy the data over into their collection records simply by typing in your name, collection number, anc collection date (if they are part of OpenHerbarium).

The Basic Data Entry Form (BDF)
The basic data entry form has six sections (Fig. 1). The Symbiota WorkBook has seven spreadsheets, one for each section plus one that is automatically created from the first six. One has to understand the form to understand the WorkBook. That is why there are two sets of notes.

There are some symbols on the BDF that are important to know. The most important is the plus sign above a pencil (see red arrow in Fig 1.) In the online version, this brings up extra fields. The most important of these fields are included in the Symbiota Workbook. The other symbol that is important is the green ?. When online, this takes you to an explanation of what the field means.

Fig. 2 Basic Data Entry Form showing sections