Section 4. Miscellaneous

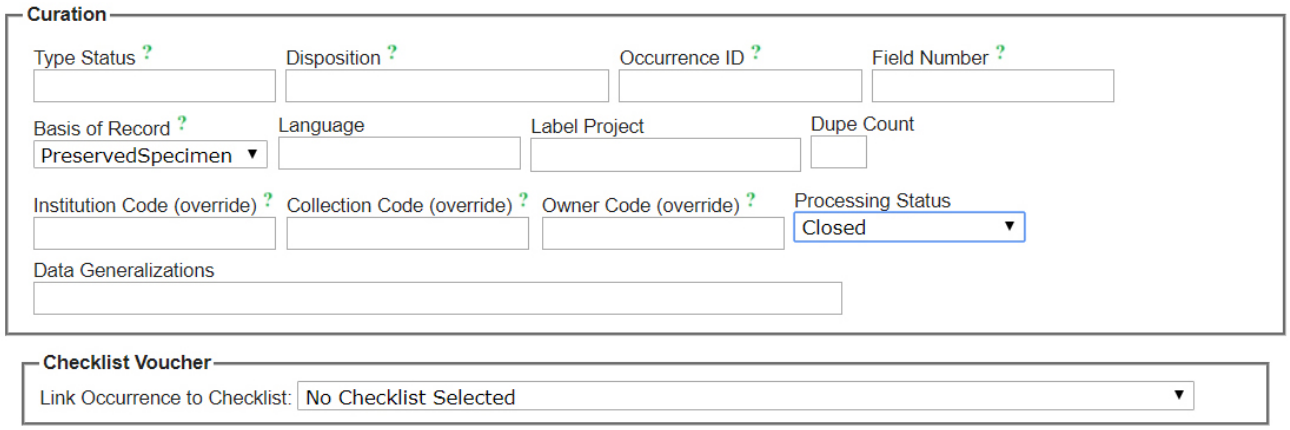

Fig. 4.1. Basic Data Entry Form, Section 4

Disposition: The field can also be used to specify areas within a collection, for example “Type Specimens”, “Reference Collection”, etc. It can be left empty. Alternatively,

Collectors can use this label to show where they wish with their specimens to be deposited. Use herbarium codes. For instance, a person associated with the University of Swat would list SWAT first, possibly followed by other codes such as ISL (code for the herbarium of Quaid-i-Azam University); QUETTA (code for the herbarium of the University of Balochistan). This will help SWAT make sure that duplicates are sent where the colletor wishes when exchange is being sorted. If no herbaria are specified, they can be sent according to SWAT’s priorities.

Basis of Record: For physical specimens this should be “PreservedSpecimen”. Other are alternatives are “Image”, “MachineRecord”, “Audio”. “Observation” records are completely udocumented. They are the least valuable but may be appropriate for surveys of well known species such as weeds.

Label Project:Putting a name on a set of labels helps retrieve them for such purposes as printing and editing. Put it on when completing the identification and checking the rest of the information.

Dupe Count: The number of labels needed for this specimen. If you have enough material for five specimens, enter “5”; if only 1, enter “1”.

Processing Status: This field is used in herbaria digitizing existing specimens. There are several stages identified. Three are of particular interest: “Unprocessed”, “Pending review”, and “Reviewed”. Records will be marked as “Unprocessed” is they are uploaded as a csv file. If they are entered directly into the network (via a browser), the default status is “Pending review”. This should be used if it is expected that another person will review each entry or for those records that the data entry person thinks should be reviewed. “Reviewed” means it has been checked, by the data entry person or someone else. There are other stages that are useful if, for instance, the work flow involves optical character recognition or skeletal data capture.

Checklist Voucher: If this specimen is a voucher for an existing checklist, including one of your own private checklists, use the down arrow to link it to that checklist. This will be very helpful for people working on checklist projects. Anyone can link a specimen to a checklist, but they will be flagged as needing review. Another approach for checklist *managers* is to use the tools in the Checklist Management suite to find new records their area.