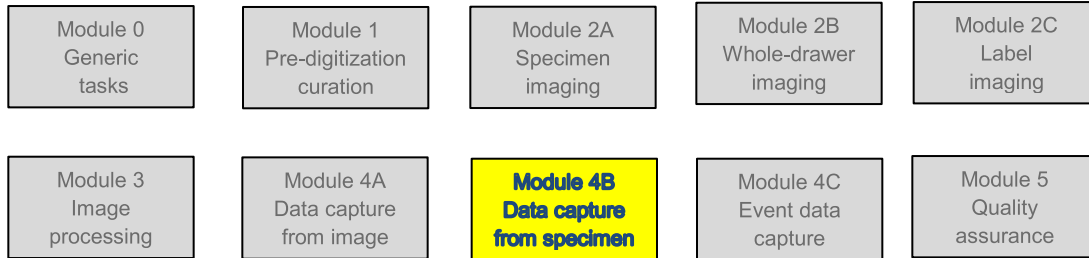


Workflow Detail: Data Capture from Specimen (Pinned Things)



Module 4B: Data Capture from Specimen

| Task ID | Task Name | Explanations and Comments | Resources |
|---------|---|--|-----------|
| T1 | Select and transport drawer(s) to database station. | | |
| T2 | Select specimen for data entry. | | |
| T3 | Space labels on pin to make the data visible or remove label(s) from pins and arrange in pin order, top to bottom to facilitate label re-insertion. | School data technicians on particular label characteristics peculiar to the collection, including peculiarities of handwriting or frequent occurrence of cryptic notations made by major collectors represented in the collection. | |
| T4 | Add barcode label or other unique identifier label to other labels (if not previously accomplished). | Specimens should be individually and uniquely identified. | |
| T5 | Examine label data and search the database for a matching collecting event or locality record. If existing record is not found, skip to T6 else select the existing collecting event or locality record to associate with the newly created specimen record and skip to T7. | Some institutions prefer entering unique collecting event and locality data en masse as a separate workflow, beginning with the first drawer in the collection and continuing through the entire or substantial part of the collection. Due to the redundancy of collecting events | |

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| | | represented in many collections, this method usually results in the creation of a large percentage of the collection's unique collecting event records from a comparatively small percentage of specimens. See M4C. | |
| T6 | If an existing collecting event record was not found in T5, create new collecting event and locality records, using all pertinent data from the label. | If creation of collecting event and/or locality records is required here, see M4CT8. Depending upon institutional policy, creation of collecting event and locality records might include interpolation of higher geography and related data from field notebooks, collections logs, technician knowledge, etc. See M4CT8. | Collecting event record creation protocol. |
| T7 | Search database for or enter barcode value or catalog number | Some institutions create provisional records in other modules, e.g. M2AT12, and only fully populate records here. | |
| T8 | Enter remaining specimen-specific attributes into a database record or spreadsheet row. | Columns should include but not be limited to: <ul style="list-style-type: none"> ● bar code (entered using an electronic scanner) ● determination ● determiner ● date ● sex ● collection code ● preparation type ● host ● ecological notes ● stage | |
| T9 | Enter links to or attach related literature or publications, field | | |

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| | books, logs, or record-level authority sources. | | |
| T10 | Perform QA (M5) | | |