Workflow Detail: Data Capture/Creation of Collecting Event/Locality Records from Labels (Pinned Things)
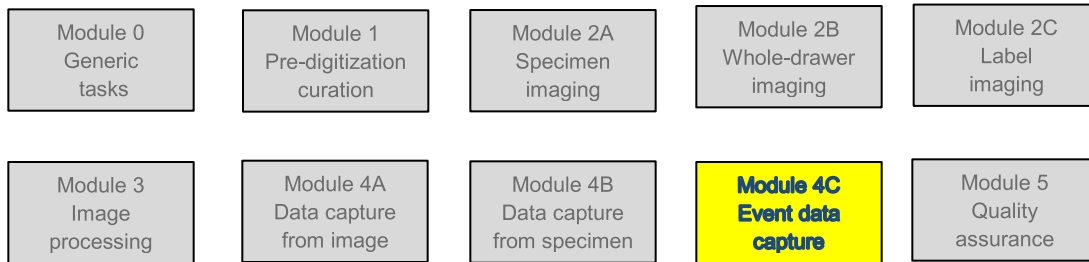
Module 0 Generic tasks	Module 1 Pre-digitization curation	Module 2A Specimen imaging	Module 2B Whole-drawer imaging	Module 2C Label imaging
Module 3 Image processing	Module 4A Data capture from image	Module 4B Data capture from specimen	**Module 4C Event data capture**	Module 5 Quality assurance

Module 4C: Data Capture/Creation of Collecting Event/Locality Records from Labels

Task ID	Task Name	Explanations and Comments	Resources
T1	Retrieve next available drawer from cabinet and transport to database station.	This workflow is designed to create a set of collecting event records representative of the collection and for subsequent use when entering specimen data records.	
T2	Start database.		
T3	Select a specimen with a unique set of collecting event label(s).		
T4	Construct a collecting event name for the unique collecting event with data from the label following a standardized naming convention.	Collecting event identifiers should be standardized for the collection. Examples might include: <country code>+<state code>+<verbatim directions>+<collector	In general, collecting event names represent verbatim label data.

		name>+<date>+<serial identifier>, or a subset of these.	
T5	Search database and network for existing instance of the collecting event referenced in T4.		
T6	If an existing collecting event is found in the local database, skip to end.		
T7	If an existing collecting event is found within the network, import the collecting event into the local database; skip to end.	Some software includes a duplicate check facility to search for related records across the network.	
T8	Create record for the new collecting event/locality.	Institutions that create images of labels (M2C) might incorporate that process here using the following workflow: ● remove label(s) from pins ● arrange label(s) for imaging ● record composite image of label(s) ● save/name image files for easy retrieval in a standard file name format (see T4) ● re-pin label(s) ● return specimen to tray	

		If institutional protocols incorporate georeferencing as part of collecting event/locality record creation, technicians might search for locality data using Geolocate, Google Maps, fuzzy gazetteers, other GIS-related tools, etc. Data to enter include (but may not be limited to): ● latitude ● longitude ● higher geography ● finite (atomized) geography as available ● interpolated geography and/or related data from field notebooks, collection logs, etc. ● verbatim description of site Some institutions also create specimen records during this process, usually storing them in a spreadsheet containing one row for each specimen, each associated with a collecting event and populated with:	

		- barcode - catalog number - collecting event identifier - determination data - determiner - date - sex - collection code - preparation type	
T9	Repeat T3-T9 until all unique collecting events in the drawer have been entered.		
T10	Return drawer to cabinet.		
T11	Perform QA (M5).		