

Georeferencing a specimen set from a georeferenced locality using data in a field notebook

Select the Data button on the task bar, then select the Locality button from the column on the left to create a new locality in the Locality table.

Enter the name of the locality in the Locality Name box. I recommend using a unique text string from the field notebook, e.g., 1 mi N of Mayday on Hwy US 129, across from Norsworthy farm.

Note: Avoid duplication of the locality name for nearby localities with different latitude/longitude coordinates.

Georeference the new locality from the Locality form, using Geolocate. Make sure you APPLY the georeferenced point and determine and APPLY the max. uncertainty radius (or polygon), then Accept the changes to exit the Geolocate window.

Save changes on the Locality form.

Before exiting Locality form, copy the Locality Name (highlight string, then cntrl + C).

Query the Collection Object table to isolate the specimen records to be assigned the new locality; e.g., minimally the collector name and the range of collector numbers should be used in the query.

Open the set of specimen records, but highlighting the appropriate, numbered specimen records and double clicking on them.

Scroll through the specimen record forms one-by-one to confirm that the correct records have been selected.

Beginning with the first record for the locality, confirm that the specimen record (collector name, collector number, date, etc.) matches data in the field notebook.

Once the match is confirmed and the record properly identified, select the Edit button in the lower right corner of the data entry form.

Under Collecting Information and to the right of the Locality box, select the search button (magnifying glass).

The Locality Search window will appear.

In the Name box paste the locality string for the locality (cntrl + v), and select the Search button to the right.

Under Search Results, all named localities matching the string pasted in the locality name box will appear.

Select the correct newly georeferenced locality and click OK.

The Locality Search window will disappear.

On the Collection Object data entry form, select the Save button.

Move to the next specimen record for the locality by selecting the right arrow button at the bottom center of the Collection Object data entry form.

Repeat as needed.

Once the full set of records for the new locality has been linked to the new locality, move to the next locality to be georeferenced.

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