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FLORIDA

# FLMNH IZ Digitization Workflow

# Incoming Collections

## Donated/Orphaned Collections

- Voucher specimens
- Largely dry specimens
- Data in spreadsheet, handwritten in files, or on individual labels

## Fieldwork

- Voucher specimens/Photos/Tissue samples
- Largely wet (ethanol or formalin) collections
- Data in field entry sheet and/or spreadsheet

Date:	Project:	Specimen voucher	Tissue	Photo	Notes			
BMNG	Station #	Morphospecies	IOH	DCHO	IOA	IOHA	Photo	Notes
1301	1215	<i>Tridacna</i> sp.	1	X	X	X	X	released
1302		<i>Phidippus opifex</i>	1	X	X	X	X	released
1303		<i>Chrysomelid</i>	1	X	X	X	X	released
1304		<i>Chrysomelid</i>	1	X	X	X	X	released
1305		<i>Chrysomelid</i>	1	X	X	X	X	released
1306		<i>Chrysomelid</i>	1	X	X	X	X	released
1307		<i>Chrysomelid</i>	1	X	X	X	X	released
1308		<i>Chrysomelid</i>	1	X	X	X	X	released
1309		<i>Chrysomelid</i>	1	X	X	X	X	released
1310		<i>Chrysomelid</i>	1	X	X	X	X	released
1311		<i>Chrysomelid</i>	1	X	X	X	X	released
1312		<i>Chrysomelid</i>	1	X	X	X	X	released
1313		<i>Chrysomelid</i>	1	X	X	X	X	released
1314		<i>Chrysomelid</i>	1	X	X	X	X	released
1315		<i>Chrysomelid</i>	1	X	X	X	X	released
1316		<i>Chrysomelid</i>	1	X	X	X	X	released
1317		<i>Chrysomelid</i>	1	X	X	X	X	released
1318		<i>Chrysomelid</i>	1	X	X	X	X	released
1319		<i>Chrysomelid</i>	1	X	X	X	X	released
1320		<i>Chrysomelid</i>	1	X	X	X	X	released
1321		<i>Chrysomelid</i>	1	X	X	X	X	released
1322		<i>Chrysomelid</i>	1	X	X	X	X	released
1323		<i>Chrysomelid</i>	1	X	X	X	X	released
1324		<i>Chrysomelid</i>	1	X	X	X	X	released
1325		<i>Chrysomelid</i>	1	X	X	X	X	released
1326		<i>Chrysomelid</i>	1	X	X	X	X	released
1327		<i>Chrysomelid</i>	1	X	X	X	X	released
1328		<i>Chrysomelid</i>	1	X	X	X	X	released
1329		<i>Chrysomelid</i>	1	X	X	X	X	released
1330		<i>Chrysomelid</i>	1	X	X	X	X	released
1331		<i>Chrysomelid</i>	1	X	X	X	X	released
1332		<i>Chrysomelid</i>	1	X	X	X	X	released
1333		<i>Chrysomelid</i>	1	X	X	X	X	released
1334		<i>Chrysomelid</i>	1	X	X	X	X	released
1335		<i>Chrysomelid</i>	1	X	X	X	X	released
1336		<i>Chrysomelid</i>	1	X	X	X	X	released
1337		<i>Chrysomelid</i>	1	X	X	X	X	released
1338		<i>Chrysomelid</i>	1	X	X	X	X	released
1339		<i>Chrysomelid</i>	1	X	X	X	X	released
1340		<i>Chrysomelid</i>	1	X	X	X	X	released
1341		<i>Chrysomelid</i>	1	X	X	X	X	released
1342		<i>Chrysomelid</i>	1	X	X	X	X	released
1343		<i>Chrysomelid</i>	1	X	X	X	X	released
1344		<i>Chrysomelid</i>	1	X	X	X	X	released
1345		<i>Chrysomelid</i>	1	X	X	X	X	released
1346		<i>Chrysomelid</i>	1	X	X	X	X	released
1347		<i>Chrysomelid</i>	1	X	X	X	X	released
1348		<i>Chrysomelid</i>	1	X	X	X	X	released
1349		<i>Chrysomelid</i>	1	X	X	X	X	released
1350		<i>Chrysomelid</i>	1	X	X	X	X	released
1351		<i>Chrysomelid</i>	1	X	X	X	X	released
1352		<i>Chrysomelid</i>	1	X	X	X	X	released
1353		<i>Chrysomelid</i>	1	X	X	X	X	released
1354		<i>Chrysomelid</i>	1	X	X	X	X	released
1355		<i>Chrysomelid</i>	1	X	X	X	X	released
1356		<i>Chrysomelid</i>	1	X	X	X	X	released
1357		<i>Chrysomelid</i>	1	X	X	X	X	released
1358		<i>Chrysomelid</i>	1	X	X	X	X	released
1359		<i>Chrysomelid</i>	1	X	X	X	X	released
1360		<i>Chrysomelid</i>	1	X	X	X	X	released

PERSONAL CATALOG NUMBER	STANDARD CATALOG NUMBER	IDENTIFICATION (Genus, species and author)	LOCALITY DATA
456		<i>BALYXIA CONTRARIUS</i> (CONRAD, 1890)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
457		<i>BALYXIA CONTRARIUS</i> (CONRAD, 1890)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
458		<i>CONUS STARRIUS</i> STROTTING, 1910	FLORIDA: CAPTIVA ISLAND, BAY SIDE OF PASS
459		<i>MERCENARIA MERCENARIA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
460		<i>MELANOMUS GREGGII</i> (WOOD, 1828)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
461		<i>ESICHELARIA TULIPA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
462		<i>BALYXIA CONTRARIUS</i> (CONRAD, 1890)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
463		<i>TELLINA BARIATA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
464		<i>CYPRAEA CUBERICA</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
465		<i>CYPRIDECTON</i> (GÜNTHER, 1860)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
466		<i>STROMBUS CRETATUS</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
467		<i>CYPRAEA CUBERICA</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
468		<i>CYPRAEA ZEBRA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
469		<i>STROMBUS CRETATUS</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
470		<i>CYPRAEA CUBERICA</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
471		<i>ACRIDIPLEXIS MURICATA</i> (WOOD, 1828)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
472		<i>CYPRAEA CUBERICA</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
473		<i>MYTILUS EDULIS</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
474		<i>MERCENARIA MERCENARIA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
475		<i>MERCENARIA MERCENARIA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
476		<i>BARBATA PAPA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
477		<i>CRITHIDIA REVERENDI</i> (BRUNNICH, 1789)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
478		<i>BATILLARIA CUNEA</i> (SMELLY, 1791)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
479		<i>ACANTHOPLEXIS REVERENDI</i> (BRUNNICH, 1789)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
480		<i>BARBATA PAPA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
481		<i>LIGA SCARPA</i> (BOHN, 1778)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
482		<i>ARCA ILLICATA</i> (BRUNNICH, 1789)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
483		<i>CITARIUM PICA</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
484		<i>PICTADA IMBRICATA</i> (RODINI, 1788)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS
485		<i>LATICARPUS LACINIOSUS</i> (LINNÉ, 1758)	FLORIDA: BLIND PASS 2000 SW CORNER OF CAPTIVA ISLAND, BAY SIDE OF PASS



# Basic Workflow for bulk cataloging

1. Specimens assigned UF Catalog number
2. Information for specimen entered into spreadsheet
3. Data in spreadsheet parsed into Specify-digestible formats and proofed
4. Records imported into Specify using Workbench



# Step 1

Specimens assigned UF Catalog number





# Step 2 cont.

Information for specimen entered into spreadsheet

- Organization of specimens allows more rapid entry by copying fields
- Station data when available greatly speeds entry

aChagos.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

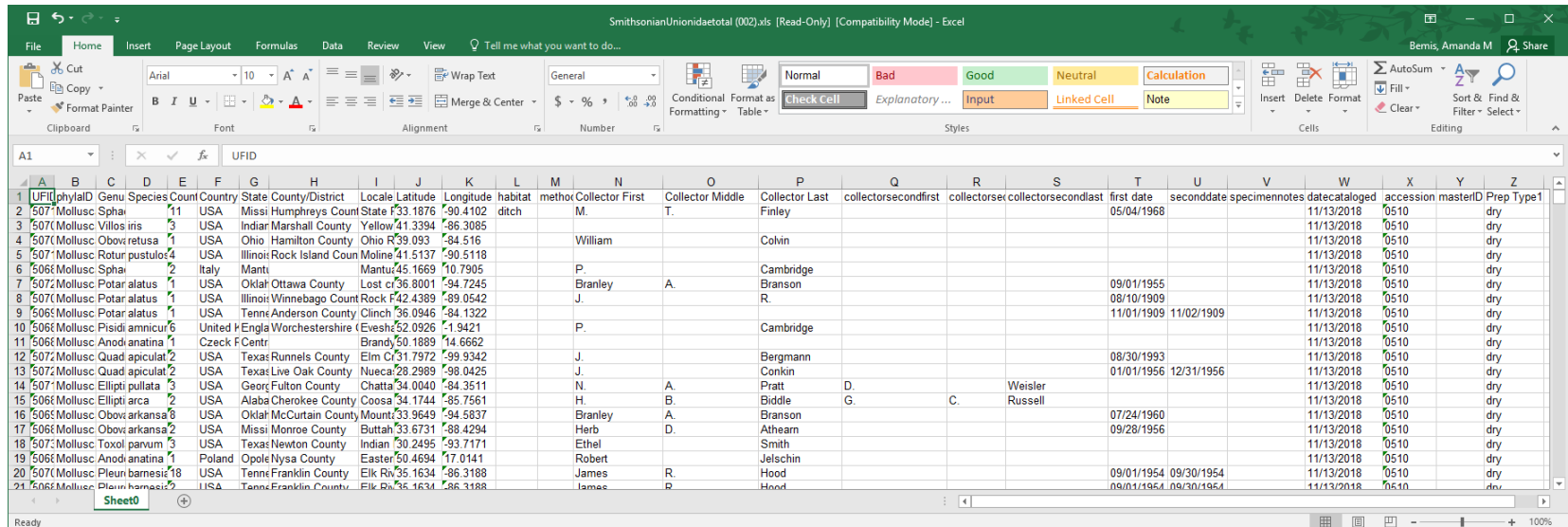
A1 : UFID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	UFID	Cour	genus	species	Country	locality	latitude	longitude	metho	collect	collector	date collecte	habitat	microhabitat	depth	depth2
2	521898	3	Pleuroploca	filamentos	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, 2 miles N of East Point Plantatic	-7.3187	72.4752		Greg	Nelson	05/07/1994	lagoon slope	coral rubble	5	
3	521899	1	Bursa	cruentata	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, 0.5 miles S of Beach House	-7.2682	72.3768		Greg	Nelson	05/15/1994	lagoon slope	sandwiched in dea	6	
4	521900	1	Cymatium	pyrum	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, beach near POL Pier	-7.2963	72.4068	beach	Greg	Nelson	11/28/1993	lagoon			
5	521901	1	Nassarius	papillosus	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	01/09/1994	inner reef flat	under rock	6	
6	521902	1	Bursa	lamarckii	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	03/26/1994	lagoon slope	on dead coral slab	6	
7	521903	3	Cymatium	flaveolum	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	04/14/1994	inner reef flat	under large rock	7	
8	521904	3	Fissurella		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	11/20/1993	coral rubble	underside of coral r	5	
9	521906	1	Coralliophila		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, S tip of atoll	-7.4412	72.4228	beach	Greg	Nelson	06/26/1994				
10	521905	1	Emarginula		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	11/20/1993	coral rubble	underside of coral r	5	
11	521907	1	Cymatium	labiosum	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, beach near POL Pier	-7.2963	72.4068	beach	Greg	Nelson	11/28/1993	lagoon			
12	521908	1	Bursa	mammata	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	01/23/1994	gravel bottom	under rock	5	
13	521909	1	Colubreria		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822	crabb	Greg	Nelson	01/09/1994	inner reef flat		6	
14	521911	2	Peristernia		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, S tip of atoll	-7.4412	72.4228	beach	Greg	Nelson	06/26/1994	shell hash			
15	521912	2	Fissurella		British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, Eclipse Point	-7.2522	72.3822		Greg	Nelson	11/27/1993	coral reef	attached to rocks	4	5
16	521913	1	Cymatium	rubeculum	British Indian Ocean Teri	Chagos Archipelago, Diego Garcia, lagoon beach at heliport	-7.2962	72.4011	beach	Greg	Nelson	03/27/1994				

# Step 3

Data parsed and checked for accuracy

- Fields parsed into Specify-digestible format
- Taxonomy checked and verified, partly with WoRMS Match taxa tool
- Geography checked and verified
- Usually done by permanent staff



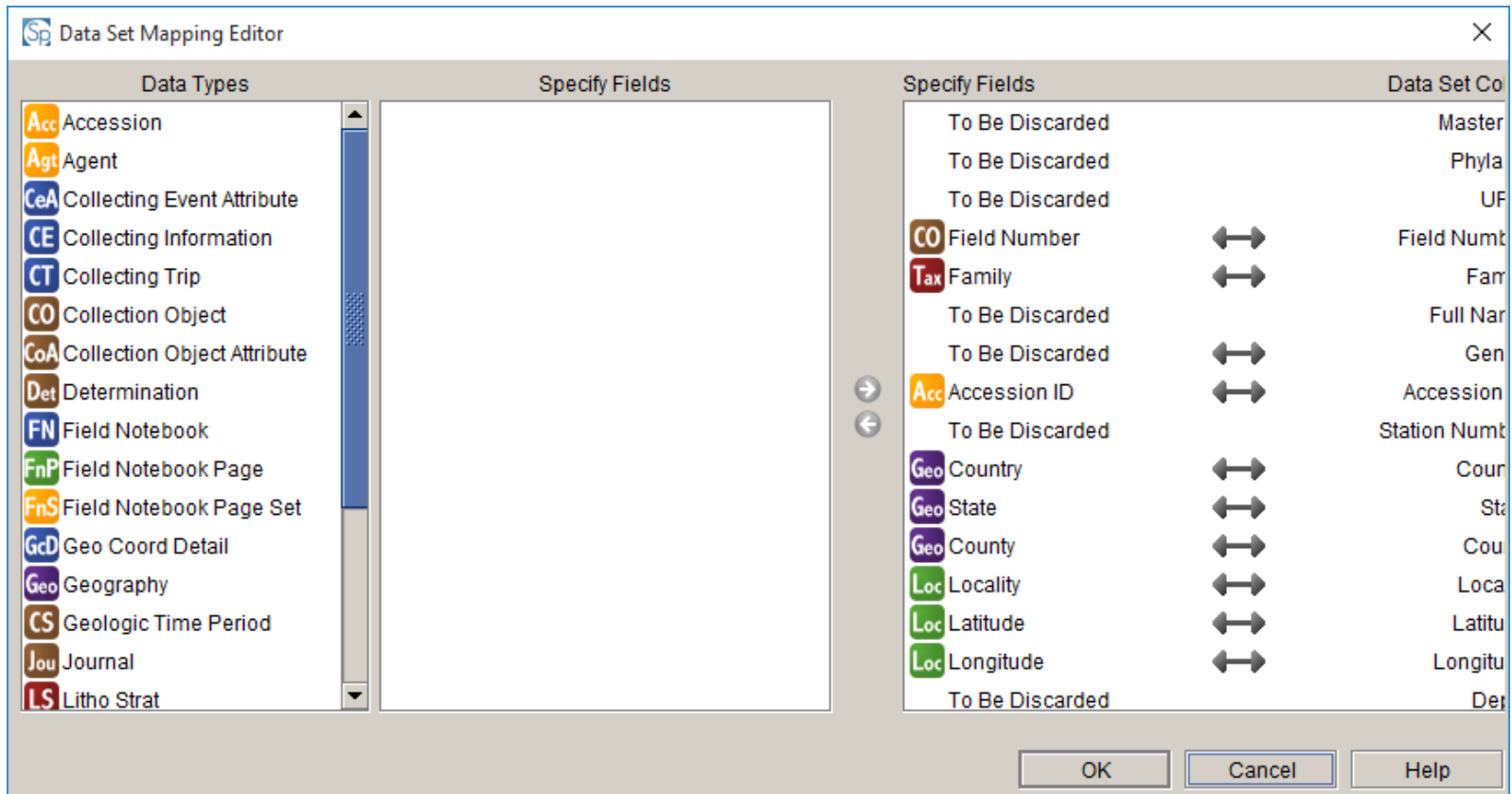
The screenshot shows an Excel spreadsheet titled "SmithsonianUnionidatotal (002).xls [Read-Only] [Compatibility Mode] - Excel". The spreadsheet contains a table with columns labeled A through Z. The data rows include specimen IDs, species names, counts, countries, states, counties/districts, localities, latitudes, longitudes, habitats, methods, collector names, and dates. The table is organized into several sections, with columns grouped under various headers. The data is presented in a clear, structured format, with some cells containing numerical values and others containing text descriptions.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z									
UFID	phylalD	Genus	Species	Count	Country	State	County/District	Locale	Latitude	Longitude	habitat	metho	Collector	First	Collector	Middle	Collector	Last	collectorse	collectorse	secondlast	first date	seconddate	specimen	notes	date	cataloged	accession	masterID	Prep	Type1			
1	507	Mollusc	Spha	11	USA	Missi	Humphreys County	State F33.1876	90.4102		ditch		M.		T.																			
2	507	Mollusc	Villos iris	3	USA	Indiar	Marshall County	Yellow41.3394	86.3085																									
3	507	Mollusc	Obovi retusa	1	USA	Ohio	Hamilton County	Ohio R39.093	84.516				William			Colvin																		
4	507	Mollusc	Rotur pustulo	4	USA	Illinoi	Rock Island Coun	Moline41.5137	90.5118																									
5	506	Mollusc	Spha	2	Italy	Manti		Mantu45.1669	10.7905				P.			Cambridge																		
6	507	Mollusc	Potar alatus	1	USA	Oklah	Ottawa County	Lost cr36.8001	94.7245				Branley		A.							09/01/1955												
7	507	Mollusc	Potar alatus	1	USA	Illinoi	Winnnebago Count	Rock F42.4389	89.0542				J.			R.						08/10/1909												
8	506	Mollusc	Potar alatus	1	USA	Tenne	Anderson County	Clinch36.0946	84.1322													11/01/1909	11/02/1909											
9	506	Mollusc	Pisidi ammicu	6	United	Engla	Worcestershire	Evesh52.0926	-1.9421				P.			Cambridge																		
10	506	Mollusc	Anodi anatina	1	Czeck	FCentr		Brandy50.1889	14.6662																									
11	507	Mollusc	Quad apiculat	2	USA	Texas	Runnels County	Elm Cr31.7972	99.9342				J.			Bergmann						08/30/1993												
12	507	Mollusc	Quad apiculat	2	USA	Texas	Live Oak County	Nueca28.2989	98.0425				J.			Conkin						01/01/1956	12/31/1956											
13	507	Mollusc	Ellipti pullata	3	USA	Georg	Fulton County	Chatta34.0040	84.3511				N.		A.	Pratt		D.																
14	506	Mollusc	Ellipti arca	2	USA	Alaba	Cherokee County	Coosa34.1744	85.7561				H.		B.	Biddle		G.																
15	506	Mollusc	Obovi arkansa	8	USA	Oklah	McCurtain County	Mount33.9649	94.5837				Branley		A.	Branson																		
16	506	Mollusc	Obovi arkansa	2	USA	Missi	Monroe County	Buttah33.6731	88.4294				Herb		D.	Athearn						09/28/1956												
17	507	Mollusc	Toxoi panum	3	USA	Texas	Newton County	Indian30.2495	93.7171				Ethel			Smith																		
18	506	Mollusc	Anodi anatina	1	Poland	Opole	Nysa County	Easter50.4694	17.0141				Robert			Jelschin																		
19	507	Mollusc	Pleuri bamesis	18	USA	Tenne	Franklin County	Elk Rv35.1634	86.3188				James		R.	Hood						09/01/1954	09/30/1954											
20	506	Mollusc	Pleuri bamesis	2	USA	Tenne	Franklin County	Elk Rv35.1634	86.3188				James		R.	Hood						09/01/1954	09/30/1954											



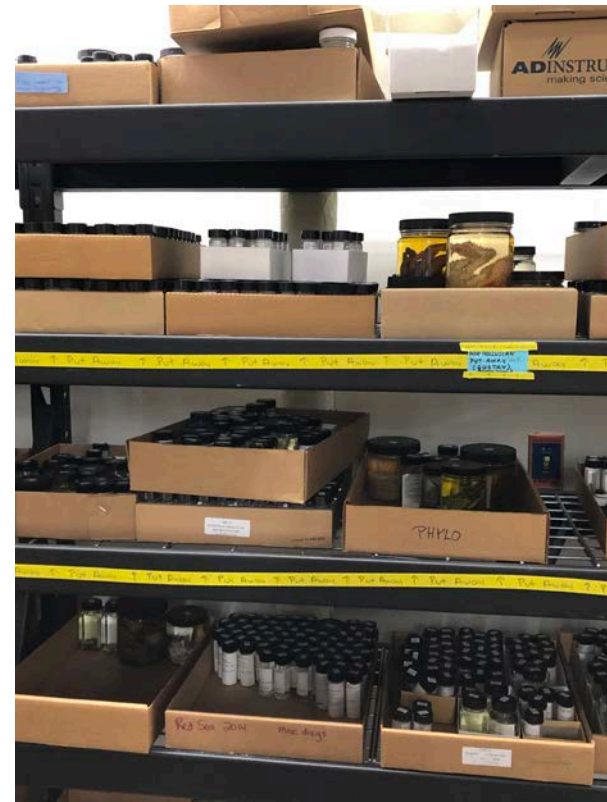
# Step 4

Data imported into Specify using Workbench



# Step 5

Enjoy the fruits of your labor



# Fieldwork Processes





# Tissue Samples

- Tissues have half of field label, vouchers have the other
- Managed separately by UF GRR
- Linked to tissue prep on collection object in Specify via autoassigned GUID



# Specimen Photos



- Animals photographed with field number
- Photos assigned unique photo number
- Photo numbers linked to voucher via field number
- Photos uploaded to Specify via catalog number (linked to field number)





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