GA (Non-Georgia) Imaging Protocol (SERNEC)

BARCODING (Sign in to the work log under the barcode tab → Obtain Specimens → Barcode → Place Specimens into the SERNEC imaging cabinet → Sign out and fill out the work log)

Sign in to the work log

1. Open R:\UGA_Images\Processing\2015WorkLog.xlsm (Macro enabled excel file).
2. Navigate to the barcode tab.
3. Record your start time by typing your MyID into the Start column.
4. Save the file.
5. Obtain Specimens.

Obtain Specimens

Specimens are pulled from the main collection and the unit of digitization is a shelf. Each shelf in each cabinet is labeled with a color-coded and numbered hangtag affixed to a ventilator. The numbers refer to the cabinet shelf number. A separate hangtag used for recording the imaging process is also inserted with each shelf.

Work will proceed in the collection as instructed by the Collections Manager (Steven) or the Curator (Dr. Zomlefer).

1. Obtain a maroon cart and place it at end of the row where specimens will be retrieved.
2. In the cabinet indicated next for imaging carefully retrieve up to FOUR (but not more than can be barcoded during a shift) whole shelves of specimens.
    a. A shelf with only Georgia specimens (red folders) will be indicated by the hangtag "**DONE**" – SKIP the "done" shelves and go to the next ones.
    b. Some shelves may be a mixture of red and non-red folders. In this case, take the entire shelf of specimens.
    c. Keep family hangtags and loan hangtags in place with the stack.
3. Close the cabinet, place the specimens (with their hangtags) onto the cart, and take to the imaging room.

Barcode

1. Retrieve top barcode sheet from cabinet labeled "Barcodes" and record the first barcode number for the session in the work log in the first barcode column.
2. Place lowest number stack of specimens on the lab bench.
NOTE: It is important to maintain the order of each stack/ shelf
3. Open folder, take out each specimen sequentially, and affix barcode (see appendix for priority of barcode placements)
    a. Some specimens may already be barcoded! DO NOT affix a barcode to a specimen that already has a barcode!
    b. Skip all red folders in your stack but keep the folders in order. All Georgia specimens already are barcoded.
4. Go to next specimen; repeat 1-3 through the folders in the stack.
5. Maintain the order of the specimens and folders. They will be in reverse order from when they were removed from the cabinet.
6. Initial and date the hang tag indicating that barcoding is complete.

7. Place completed stacks (shelf of specimens) into the SERNEC imaging cabinets in the imaging room. Complete all stacks that are started, DO NOT leave partially finished stacks after a shift. Complete all stacks before placing in the SERNEC cabinets. Only take as many stacks from the compactors as can be barcoded in a shift.

Sign out of work log

1. In the work log file under the barcode tab, record the time out by typing your MyID in the finish column.
2. Record the last barcode number used in the last barcode column.
3. Place the remaining barcodes back on the top of the barcode stack in the "Barcodes" cabinet.
4. Save and close the file.
5. Log off of the workstation.

IMAGING (Sign in to the work log under the imaging tab → Retrieve barcoded specimens form the imaging cabinet → Set-up image session → Image → End image session → Place imaged specimens back into imaging cabinet → Sign out and fill out the work log)

Sign in to the work log

1. Open R:\UGA_Images\Processing\2015WorkLog.xlsm (Macro enabled excel file).
2. Navigate to the image tab.
3. Record your start time by typing your MyID into the Start column.
4. Save the file.
5. Retrieve barcoded specimens from the SERNEC Imaging cabinets in the imaging room. Image the shelves sequentially from top to bottom and left to right.

Set-up imaging session

1. Turn on lights using red switches.
2. Plug in barcode scanner.
3. Remove plastic camera cover.
4. Turn on camera.
5. Remove lens cap.
6. Create a daily folder in R:\UGA_Images\Processing, naming the new folder YYYY-MM-DD.
7. Copy R:\UGA_Images\Processing\dust.ndf into daily imaging folder.
8. Open daily imaging folder and leave the window open.
9. Open FNIntercept.
   a. Click "Select New Image Folder".
   b. Browse to and select today's daily imaging folder.
   c. Enter "8" in the barcode length line.
   d. Leave program open.
10. Open Camera Control Pro2.
    a. From options click tools>Download Options.
    b. Browse to and select today's imaging folder.
    c. Select "Do Nothing" from the "When new image is received from the camera".
    d. Click OK.
11. Click the LV button to open Live View.

12. Place a specimen in the imaging station.
13. Focus on the specimen by click on the specimen in live view and select AF to autofocus.
14. Close Live View.
15. Confirm FNIntercept is the active window by clicking in the "Enter Barcode" field.

Image

1. Place a specimen on the imaging station.
2. Click camera remote.
3. When the image is downloaded, scan barcode.
4. Check that the barcode scanned correctly.
5. Place specimen in imaged stack.
6. Place next specimen into the imaging station.
7. Repeat 1-6.
8. Maintain the order of the specimens; they will now be in the same order as when removed from the cabinet.

End Image Session

1. Initial and date the hang tag indicating that the imaging is complete.
2. Place imaged stack back into the SERNEC Imaging cabinet.
3. Close all programs and windows on computer.
4. Replace the lens cap on the camera.
5. Power off the camera.
6. Recover the camera.
7. Unplug barcode scanner.
8. Turn off copy stand lights.
9. If more imaging will occur during the day fill out the work log, save and exit.
10. Log off of computer.
11. If no more imaging will occur during the day batch the day's images.

Batch

1. Open Capture NX2.
2. Click Options>Batch>Run Batch Process.
3. In the batch process window, set the source to the daily imaging folder.
4. Click apply settings.
5. Select "Use Setting File".
6. Browse to R:\UGA_Images\Processing\BatchProcess2015.set.
7. Select JPG from the file format.
8. Click advanced and select Excellent Quality.
9. Check embedded ICC profile.
10. Set Destination folder to R:\UGA_Images\Processing\Batched-NeedReview.
11. Click Start to start the Batch Process.
12. Fill out the work log.
13. Computer must be left on and logged in for the batch process to complete.

Lonicera fragrantissima
Lindley & Pax
15 April 1961

Herbarium of the University of North Carolina

SOUTH CAROLINA
Chester Co.

Lonicera fragrantissima Lindley & Pax

Oak-hickory forest, near Catawba River at
Great Falls.

A. E. Radford   43513   April 15, 1961

95216

Macintosh
HD:Users:michaeldenslow:Dropbox:SERNEC.2.0:Workflow:AlternativeWorkFlows:GA:GA_2015_SERNEC
_protocol-2.docx

Barcoding placement priority

See Steven and Dr. Z if there is no room
at the bottom of the sheet…

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| BAR-CODE POSITION **2** | BAR-CODE POSITION **4** |
| **BAR-CODE POSITION 1** | BAR-CODE POSITION **3** |

SPECIMEN LABEL