

Data Entry for SERNEC

Logging onto the system:

Create an account at sernecportal.org by clicking on 'New Account' and following the instructions.

Navigate to the 'Crowdsourcing Score Board' by typing in the following url:

<http://sernecportal.org/portal/collections/specprocessor/crowdsource/central.php>

Opening a file to transcribe:

If you are not already signed in, do so by clicking 'Login' and entering username and password. Stats for your account and other users should now be displayed. The 'Collections' box towards the bottom should display Appalachian State with a clickable number under 'Open Records.' Click this number to display records available for transcription in a table format. Click on a number under 'Symbiota ID' to open a record to transcribe.

Transcribing:

This will display a number of blank fields on the left and an image on the right. Note the image is too zoomed out to read. You can zoom in on the label by holding CTRL and clicking on where you want to zoom. Or, you can hold SHIFT and the mouse button and scroll to zoom in and out. Once you have a good, legible view of the label, you are ready to begin transcribing.

The fields we will be entering data for are:

Collector: The first collector's name, as listed on the label.

Number: This is the *collector's* number, not barcode or accession #. It can sometimes be tricky to find, or non-existent. If it's not there, leave this field blank.

Date: Collection date entered as YYYY-MM-DD. If only month and year are given, enter day as 00.

Associated Collectors: All other collectors listed.

Elevation in Meters: Only enter if the collector provides this info. This is entered as a range, so if the collector gave one number (say 100 meters), enter that number in both fields. If you need to convert from feet, you can enter "Verbatim Elevation" (for example, "300 feet") and click the double arrow to populate the meters field.

Habitat: All information related to habitat of the specimen, including associates.

Notes: Anything else contained on the label that doesn't seem to fit elsewhere. For instance, many specimens in our collection will contain a descriptor like "Frequent, perennial herb."

Locality: This is often a bit subjective and difficult. We are looking for as specific as possible while still functioning as a place "name." So if a label contains a description like "Located at the intersection of Hwy 421 and Hwy 221, 5 miles east of Boone, off east side of the road along a stream," good locality names might be "Intersection of Hwy 421 and Hwy 221" or "5 miles east of Boone."

If the collector did not record coordinates, you are going to figure them out. After you have named the locality, click the GeoLocate icon between Uncertainty and Verbatim Coordinates (not the Google Earth icon, the one to the right of it). If the popup window that opens returns a map of the world and says “no location found,” close the map and try renaming your locality. Often, less specific/wordy descriptions help. Instead of ‘2 miles south of Gotham on Sesame Street,’ try ‘2 miles south of Gotham.’ For numbered roads, try including ‘HWY’ in front of any numbers. Click the Geolocate icon again.

When you find a locality name that works, it will display a green dot on a map with a light circle around it. Move the dot to what seems like the best center point based on the information available. Next, click on “Edit Uncertainty.” You will see an arrow on the edge of the circle. Click on this and drag to change the uncertainty radius. Based on the info available, estimate the smallest circle you are *certain* the specimen was collected from within. Click “Save to your Application.” This should autofill Latitude, Longitude, and Uncertainty.

Latitude, Longitude, Uncertainty: Only fill these out manually if the collector listed specific coordinates (in which case, no need to mess around with GeoLocate). Enter Lat and Long as decimal degrees. If you need to convert or are unfamiliar with different representations of GPS coordinates, you can use the “Tools” button to display a converter. For uncertainty, enter 10 meters (an estimate of the accuracy of most commercial GPS).

Click “Save Edits” when finished.

While entering data, think about labels that make your job hard vs. those that make transcription easy. Something to keep in mind when labeling your plants!

If you are uncertain about or need help with anything, contact Joe at mckennajt@appstate.edu

Also, feel free to raise concerns about any problems with the process. Your feedback is greatly appreciated as we’re testing this system out.

And when unsure, leave it blank. Missing data are always better than WRONG data!