Instructions for Digitization_UARK

1. Turn on and log into computer
2. Turn on camera and remove lens cover
3. Turn on photo-e-box and make sure all switches are on except 1st, 2nd, and 5th switch
4. Remove top doors on box
5. Open Digicam Control
6. Click the "LV" button for live view. Move live view window to adjacent computer screen
7. On right hand side of Digicam Control window, click "add" next to the session box
8. Change the session name as the current date. Format: "07JAN2016"
9. Click "…" by folder
10. Click file "computer", then click "Herbarium Images and Backup (E:)"
11. Click "Uark_images"
12. Click the "Make New Folder" icon at the bottom left
13. Name new folder as current date and click "ok"
14. On the session window click "ok"
15. Minimize the Digicam window.
16. To open the backup hard drive-
    Double click the Computer icon on the desktop
    Double click "Herbarium Images and Backup (E:)
    Double click "Uark_images"
    Double click on the current day's folder. It should be empty

17. To sort the images by date modified-
    Click on the "more options" arrow at the top right of the window. A pull down menu will appear
    Click on "Details"
    Scroll to the right and click on "date modified" at the top
    Click on the "more options" arrow again to select you desired view (large icon view recommended)

18. Open internet browser
19. In google chrome; navigate to the SERNEC web page by selecting "Southeastern Biota Home" in the other bookmarks folder
20. Click the "log on" button
21. Once logged in, click the "my profile" link
22. Click "Specimen Management"
23. Click "University of Arkansas Herbarium (UARK) in the Collection Management box
24. Click "Add Skeletal Records"
25. Adjust windows for best visibility
26. Retrieve specimens from half cabinet labeled "barcoded need to be digitized"

27. Use the index in the Atlas of the Vascular Plants of AR to confirm that the scientific name on the specimen is up to date.
28. Enter plant species name, state and county in the skeletal data (can be done while photos are being taken)
29. Check the provided list of rare species in Arkansas. If the specimen is found on the list, click the box labeled "protect locality data" in the skeletal data window.
30. Place specimen in Photo-e-box , top of specimen should be closest to the ruler
31. Shut sliding doors
32. Click "auto focus" on the live view window and allow camera to focus
33. Click "Capture" on live view window
34. Allow camera to take two photographs before removing specimen from box
35. Open box and remove specimen
36. Click twice on the name of the newly created JPG to change the name (not a fast double click)
37. Scan barcode on specimen with the scanner to change the image name.
38. Repeat for the NEF file
39. Click "catalog number" in SERNEC window
40. Confirm that the county name in the skeletal data is updated before scanning barcode
41. Scan barcode a third time. The barcode number will automatically move to the box below labeled "Records"
42. To edit SERNEC Skeletal Data after it is in the "Records" box-
    Double click on the barcode number corresponding to the specimen data that needs to be edited.
    Make necessary changes to skeletal data
    Scroll down to the bottom of page and click on "yes" to save edits

43. To edit miss-labeled photographs
    Click twice on the photograph
    Scan the correct barcoded specimen

IDROP Instructions

1. Make sure JPG images are in landscape format. Highlight all JPG images and right click. Then click on "rotate clockwise".
2. Open IDROP (icon found in start menu)
3. Log-on with credentials.
4. Click on the button with the lock
5. Click tree icon on top panel
6. In the box that appears type /iplant/home/shared/sernec   then hit enter
7. Click E drive in the left panel.
8. Click the " + " next to "UARK_images"
9. Click the imaging day folder on the left panel and drag it to the UARK folder

10. A box will appear. Click "ok" if files are going to the right location, as indicated by the text
11. The computer can be left on overnight or until images are downloaded.
    - Deleting photos from camera memory (Camera will stop taking pictures when the memory is full)
        Double click on Computer icon on the desktop
        Double click on Digital Camera under portable devices
        Right click on Folder and then click on Delete

    - If computer scan starts
        Click on the button marked "Pause Scan"
        Scan can be resumed at the end of the day

End of shift checklist

    o   Record # of hours worked, # of specimens barcoded and # of specimens digitized in excel file

    o   Use lint roller to clean photobox

    o   Sweep floor around work station