DBG Specimen and Data Summary Workflow

Specimen Collected and Brought to Herbarium

Specimen Analyzed and Card Created

Collector, Identifier, or Responsible Party

- Identifies and Describes Specimen
- Fills out Specimen Card
- Dries Specimen
- Creates box label
- Places Specimen and Card Together in Cabinet 5 – To Be Accessioned

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Data Transcribed

Collector, Identifier, or Responsible Party

 Types Data Into Data Template Spreadsheet

Data Reviewed

Database Associate and Head Curator

- Review Data
- Return for Revisions

Accession Specimen

Processing Volunteer

- Adds specimen to accession book
- Adds accession number to card
- Completes box labels
- Adds barcode to box
- Adds accession number to MycoPortal Record
- Places Card in To Be Scanned Box

Data Uploaded

Database Associate

- Batch Uploads Data to MycoPortal
- Informs Collector/Responsible Party when complete and supplies labels

Specimen Filed

Processing Volunteer

 Places specimen box in appropriate cabinet and bin

Card Scanned

Research Coordinator

- Scans Cards
- Renames Images
- Informs Database Associate when complete
- Return Cards to Herbarium

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Card Filed

Processing Volunteer

Files card within card cabinet

Images Uploaded

Database Associate

 Uploads Images of Scanned Cards to MycoPortal