

Protocol

Uploading Biological Asset Collection Data via CSV

Uploading a Form

A blank version of the form can be found here:

Q:\Research\BiologicalAssets\Forms\BiologicalAsset_UploadForm_TEMPLATE.xlsx

When you complete a form, you must save it as a CSV. Since this is a CSV (Comma Separated Values) **do not put any commas in the fields**, unless you are listing multiple collectors.

Once a form has been completed, save it as a CSV here:

Q:\Research\MySQL_database\DataUploads\To Be Uploaded\BiologicalAssets

Once you are ready to upload the forms, go to

<https://research.botanicgardens.org/admin/login.php>

Log in and on the left hand side, select “Work Done”, then “Upload”

Click “Choose File” to browse for your completed form. Navigate to the file and select for upload.

Once the upload process is completed, move the CSV file to the “Uploaded Data Files” folder located here:

Q:\Research\MySQL_database\DataUploads\Uploaded Data Files\BiologicalAssets

Completing the Form

Most of the information you enter is information that is already stored in another table in the database. This means that when you fill in COUNTY the database searches for the county you have typed in and matches it to one within an existing table. This also means that spelling must be correct (although upon upload you will have the option for corrections). Multiple counties or states CANNOT be listed in their respective fields.

Additionally, it is important that values entered into fields are valid. For instance, if a field is inherently numeric (such as “Number of Seeds Collected”) be sure to enter a numeric value. Do not enter “TBD” or “Not yet counted” or a “0” if they haven’t been counted. Simply leave the field blank and add to the “Notes” field that seed count is TBD. Blank fields will be recorded as NULL.

For the top half of the form all information should be entered into column B

All fields highlighted in Yellow are required

Individual Fields

o **DATE COLLECTED and DATE SUBMITTED**

This must be entered in the format YEAR-MONTH-DAY
1999-12-31 or 1999/12/31

DBG Data Home
Search
Admin
Work Done
• Upload
Demographics

○ **SUBMITTED BY**

This field accesses an existing table within the database.
New value must be added by database associate.

○ **COLLECTED BY**

Separate collector names with a comma

This field accesses an existing table within the database.

Eligible for adding new value during upload, but check if the name cannot be found due to misspellings exist or if a “nick-name” is used

○ **COLLECTOR ORGANIZATION/ AGENCY AFFILIATION**

This field accesses an existing table within the database.

Eligible for adding new value during upload, but be sure that it is truly a new agency, not just a misspelling or different way of writing the name

○ **SPECIES**

This field accesses an existing table within the database.

○ **FREQUENCY**

Use the drop down menu to make a selection

○ **ELEMENT OCCURRENCE ID**

This field accesses an existing table within the database.

Eligible for adding new value during upload.

○ **COLLECTION SITE CODE**

Free to enter any value

○ **COLLECTION SITE NAME**

Free to enter any value

○ **LANDOWNER/ LAND MANAGER**

This field accesses an existing table within the database.

Eligible for adding new value during upload.

○ **PERMIT # FOR COLLECTION**

This field accesses an existing table within the database.

Eligible for adding new value during upload.

○ **LATITUDE**

○ **LONGITUDE**

○ **EASTING**

○ **NORTHING**

Only one complete pair of these coordinates are required.

Must be entered correctly in form to be uploaded.

Numbers only. No alphabetical characters or punctuation (other than “-” or “.”)

○ **ZONE**

Any integer may be entered, so be sure it is correct when completing the original form.

○ **DATUM**

Free to enter any value

○ **SPECIFIC SITE INFORMATION**

Free to enter any value

○ **COUNTY**

This field accesses an existing table within the database.

Eligible for adding new value during upload.

○ **STATE**

This field accesses an existing table within the database.

Eligible for adding new value during upload.

For Seed Collected From Section

○ **TOTAL NUMBER OF SEEDS COLLECTED**

Value must be integer. If not applicable, leave blank. If seed count is "TBD" leave blank and make note of count status in "Notes" field.

○ **TOTAL NUMBER OF PLANTS COLLECTED FROM**

Value must be integer. If not applicable, leave blank. If plant count is "TBD" leave blank, but please be sure to submit an update ASAP.

For Herbarium Collections Section

○ **HERBARIUM COLLECTOR**

Primary collector only.

This field accesses an existing table within the database.

Eligible for adding new value during upload.

○ **HERBARIUM CODE (WHERE VOUCHER IS HELD)**

Free to enter any value.

KHD for our vascular plant herbarium.

DBG for our fungal herbarium.

○ **ACCESSION #**

The Barcode of the herbarium specimen that was collected

If not yet available, leave blank.

When number is available, submit an update via this form

Q:\Research\BiologicalAssets\Forms\HerbariumSpecimen_UpdateFormTEMPLATE.xlsx

○ **ONLINE INFORMATION (E.G. LINK TO SPECIMEN)**

If not yet applicable, leave blank. When address is available, submit an update.

○ **CATALOG NUMBER(S)**

Free to enter any value.

Separate multiple collections with a semicolon (;). Using a comma will split the field (CSV)

○ **NOTES**

Free to enter any value.

Individual Data Table

If multiple types of biological assets are collected from the same plant, multiple rows per individual plant must be completed using the same Individual ID. For example, if seed and tissue was collected from a plant that was then taken as a voucher specimen, three rows of information will be required. See example

- **INDIVIDUAL ID**

Free to enter any value.

- **COLLECTION TYPE**

Use drop down menu to choose.

- **NUMBER COLLECTED**

Value must be integer. If not applicable, leave blank. If count is "TBD" leave blank and make note of count status in "Notes" field and make sure to indicate Individual ID.

- **PHOTO NUMBER**

Free to enter any value.

Separate multiple collections with a semicolon (;). Using a comma will split the field (CSV)

- **LATITUDE/NORTHING**

- **LONGITUDE/EASTING**

Must be entered correctly in form to be uploaded.

Numbers only. No alphabetical characters or punctuation (other than "-" or ".")

- **STORAGE LOCATION**

Free to enter any value.

- **NOTES**

Free to enter any value.

| | A | B | C |
|----|------------|---------------|-----------------|
| 40 | Individual | Individual ID | Collection Type |
| 41 | 1 | DEN01 | Herbarium |
| 42 | 2 | DEN01 | Tissue |
| 43 | 3 | DEN01 | Seed |
| 44 | 4 | DEN02 | Tissue |
| 45 | 5 | DEN02 | Seed |
| 46 | 6 | DEN03 | Tissue |
| 47 | 7 | DEN03 | Seed |
| 48 | 8 | | |