

# Protocol: Searching the Research Website for Biological Assets

**Step 1:** navigate to <https://research.botanicgardens.org>

Set criteria to *Species* e website using your username and password  
and type in desired search option on the home page  
species. Add criteria  
for the type of asset  
you would like by  
selecting *In Work*  
*Done* and then the  
type of asset.

**DBG Data Home**

**Search**

**Admin**

**Work Done**

**Demographics**

## Step 2: Create a query

Depending on what you are looking for, there are different ways to query the database from the website. Below are some tips for creating a query.

The user can add criteria to their searches by selecting the drop-down menu at the top of the page.

**Search for**

Select One ▼  ☒ Matches ☐ Starts with

Select One  
Species  
County  
In Work Done?  
ESA Status  
Location  
Work Date

**Fields you would like to see**

☐ Work Done ☐ Germination Work ☐ Phenology Work ☐ Seed Work ☐ Tissue Work

**Submit**

Multiple criteria can be added by selecting the *Add a criteria* button

**Search for**

Select One ▼  ☒ Matches ☐ Starts with

**Add a criteria**

**Select the fields you would like to see**

☐ Statuses ☐ Work Done ☐ Germination Work ☐ Phenology Work ☐ Seed Work ☐ Tissue Work

**Submit**

The values to be displayed in the results can be selected individually by clicking on the various tables listed

**Search for**  

Select One ▾

☒ Matches ☐ Starts with

Add a criteria

  
**Select the fields you would like to see**  

☐ **Statuses**

☐ **Work Done**

☐ Work Date  
☐ Agency  
☐ County where work done  
☐ State where work done  
☐ Collection Name  
☐ Collection Code  
☐ Permit  
☐ Landowner  
☐ Datum  
☐ Zone  
☐ Easting  
☐ Northing  
☐ Latitude  
☐ Longitude  
☐ Elevation  
☐ Received at DBG?  
☐ Received From  
☐ Date Received  
☐ Received By  
☐ Passed On To  
☐ Date Passed On  
☐ Work Done Comments  
☐ Work ID (database)  
☐ Germination Work?  
☐ Phenology Work?  
☐ Seed Work?  
☐ Tissue Work?  
☐ Work Users

☐ **Germination Work**

☐ **Phenology Work**

☐ **Seed Work**

☐ **Tissue Work**

Submit

If you have any additional questions please see the Database Associate