

Recording KHD Specimen Status Statistics Protocol

On the first Friday of each month, statistics regarding the status of specimens is recorded. This allows for tracking of the progression of specimen processing.

NOTE: To perform this task, the user must be granted Administrator Permissions

Step 1. Navigate to SEINet and the Processing Toolbox

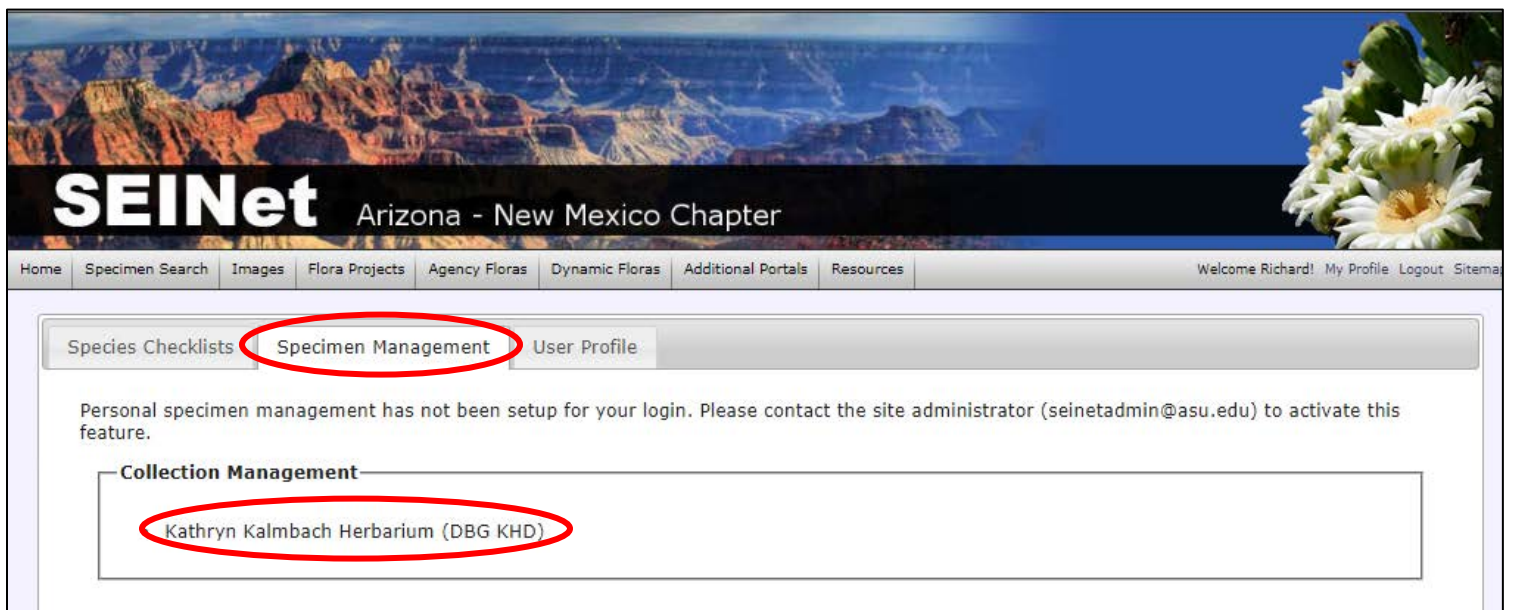
Navigate to <http://swbiodiversity.org/seinet/>

Log in using your user name and password

Select "My Profile"



Select the "Specimen Management" tab and select "Kathryn Kalmbach Herbarium (DBG KHD)"



Under the “Administration Control Panel”, select “Processing Toolbox”

SEINet Arizona - New Mexico Chapter

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Home >> Collection Search Page >> Kathryn Kalmbach Herbarium Details

Kathryn Kalmbach Herbarium (DBG-KHD)

Data Editor Control Panel

- Add New Occurrence Record
- Create New Records Using Image
- Add Skeletal Records
- Edit Existing Occurrence Records
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

Quick Search
Catalog Number

Administration Control Panel

- View Posted Comments
- Edit Metadata and Contact Information
- Manage Permissions
- Import/Update Specimen Records
- **Processing Toolbox**
- Darwin Core Archive Publishing
- Review/Verify Occurrence Edits
- Duplicate Clustering
- General Maintenance Tasks
 - Data Cleaning Tools
 - Download Backup Data File
 - Thumbnail Builder Tool
- Update Statistics

Step 2. Recording the Processing Status Statistics

Within the Processing Toolbox, select the “Reports” tab

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Home >> Collection Control Panel >> Specimen Processor Control Panel

Kathryn Kalmbach Herbarium

Introduction Image Loading Crowdsourcing OCR **Reports** Exporter

Total Specimens: 65078

Specimens without Images: 4847

Unprocessed Specimens without Skeletal Data: 2933

Processing Status	Count
unprocessed	4720
stage 1	1415
stage 2	10078
stage 3	40691
pending review	1708
expert required	951
reviewed	101
closed	2248
No Status Set	196
unprocessed/inip	2972

Sub-Menu

- General Stats
- User Stats
- Possible Issues

Open the Excel spreadsheet [KHD_SEINetProcessingStatus Stats](#)

Records the values from the “Reports” tab into the corresponding field within the spreadsheet

Save and close the spreadsheet