**NHMD HERB0001: Start and End of Day Procedures**

**Start of Day**

Fill up empty trolley with folders to be barcoded and take to barcoding workstation?

Turn everything on

Check for updates, issues log and slack

Check for any backlog for ingesting

Export images from previous day from CaptureOne to folders and convert to tiffs

Open up ingestion client and deal with backlog

[Continue to check on progress of ingests throughout day, starting new folders up until backlog is complete, or day has finished whichever is sooner]

Create folder for day’s images

Clean workstation

Set up camera

Calibrate

Image target

Put first folder in imaging workstation and check focus using first sheet

Start imaging workflow

**End of Day**

Do white balance for the images you took

Export the DigiApp file to the N-Drive

Fill in stats

Fill in issues log (if applicable)

Check slack

Close workstation down

Clean workstation!

Take imaged folders back to storage location