**Overview of the DaSSCo herbarium workstations and workflows**

DaSSCo mass digitisation workflows are based on a model of layered digitisation, where basic data about specimens is captured, along with the images and labels of individual specimens. These are processed (via image processing scripts and scripts run to facilitate importing of data into the collection management system as well as DaSSCo asset storage and registry). Finally, the images and data are pushed to external publishers such as GBIF. There is then a process of flexible, iterative capturing of data via a “transcription process”, with data regularly pushed to external publishers throughout this. This ensures that data is not stuck at bottlenecks and allows for re-prioritisation of which specimens to focus on for capturing additional data and which data to capture. Processes and workflows are intended to be iteratively developed over time, tending to increased automation in the future.

**Workstations**

The mass digitisation set up for herbarium sheets for DaSSCo is based on single user workstations, which are able to move close to the collections being digitised (the workstations are mobile or semi-mobile). This is based on the assumption that it is equally as quick to … [insert from previous document]

There is one primary workstation in use for imaging herbarium sheets, with minor modifications at different sites. This is detailed [insert]

**Workflow for imaging and capturing basic data**

There are two workflows in operation for capturing the initial data from the front of herbarium folders.

For NHMD, the initial workflow is split into two components:

* Registering of folder data into a bespoke app (DigiApp), and then associating the barcodes of individual herbarium sheets with this data in the app.
* Imaging of herbarium sheets

[insert docs and workflow locations]

For AU, the initial workflow is split into two components:

* Imaging of folders and barcoding and imaging of individual herbarium sheets
* Running of scripts to read images taken, followed by validation in a bespoke app (Species-Web)

[insert docs and workflow locations]

For both NHMD and AU, the images and data captured during these initial workflows are subject to processing, with both the Asset Registry and Storage and the collection management system (Specify) being updated and the data being pushed to external publishers such as GBIF.

[insert docs and workflow locations]

**Workflow for capturing additional data from image labels**

Capturing data from the images of the labels taken and updating the collections management system is part of the “Transcription process”.

[insert docs and workflow locations]