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|  | **Symbiota Workbook Help** |
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| **Symbiota Workbook** | version 1.2a |
| **Copyright 2014** | Robert R. Pace (robert.pace@eku.edu) |
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| **Notes:** | This workbook will only safely house 1,000 specimens with taxonomic lookup. If you have more than 1,000 |
|  | then please simply use multiple copies of the workbook. |
| **Caution:** | **This excel should NEVER contain commas within a field. Commas will prevent importing of this data into Symbiota!** |
|  | **I recommend using a hyphen (-) in place of all commas found while doing data entry.** |
| **Fields** | **Definition** |
| **tempfield02** | This is where you put in the first two letters of the genus and species which will autofill in many of the blanks for |
|  | this entry |
| **collectioncode** | Code for the herbarium which the specimen is located…usually should be set to EKY for EKU's Herbarium |
| **scientificname** | The full Taxon with author for the specimen sheet, this data can usually be retrieved from the taxon table by |
|  | simply adding the first two letters of the genus name along with the first two letters of the species name |
|  | to the field column labeled "Symbol". |
|  | For example by entering QUMU to the "Symbol" column will fill in quite a few fields such as Taxon, Family, Genus, |
|  | Species, Taxon Author, and Kingdom for Quercus muehlenbergii. |
|  | Sometimes there are multiple species with the same first two letters of Genus/Species and to handle those |
|  | species we often will add a number to the end, such as CYAC3 is the symbol for Cypripedium acaule. |
|  | The taxon sheet of this excel workbook has an exhaustive list of taxon and their symbol code which can be looked |
|  | up and then added to the Symbol field of the iknew\_template sheet |
| **catalognumber** | Barcoded number for the specimen |
| **family** | This will house the specimens family name (example: Asteraceae) |
| **genus** | This will house the genus for the specimen |
| **specificepithet** | This will house the species for the specimen |
| **infraspecificepithet** | This will house the variety name for the species should it have one, otherwise leave blank |
| **scientificnameauthorship** | This field houses the taxon author such as Engelm. |
| **othercatalognumbers** | This field should hold the accession number. Prefix this number with the letters EKY (example: EKY7299) |
| **country** | This field contains the country in which the specimen was found (example: U.S.A.) |
| **state** | The state the specimen was found (example: Kentucky) |
| **county** | The county to which the specimen was found |
| **habitat** | This should be the description of the environment from which the specimen was collected |
| **locality** | This should be the general locality of where the specimen was collected |
| **latitude** | This will be the latitude from which the specimen was collected and should contain only Degrees, Minutes, Seconds |
| **longitude** | This will be the longitude from which the specimen was collected and should contain only Degrees, Minutes, Seconds |
| **recordedby** | This holds the names of collectors separated by semicolons. (example: Ronald L. Jones; Ralph W. Thompson) |
| **recordnumber** | This is the collection number for the collector of the specimen |
| **month** | Month the specimen was collected (numbers only) |
| **day** | Day the specimen was collected (numbers only) |
| **Year** | Year the specimen was collected (4 digit year) |
| **fieldnotes** | This field will house any additional information which doesn't quite match the other fields. |
| **municipality** | Enter any specialized geographical information such as Daniel Boone National Park, or Central Kentucky Wildlife Area, etc. |