

How to fill the excel for box

Attributes	Description	Constraints
Num_ID	The number of the box	<ul style="list-style-type: none"> This field is mandatory. It should have the value 0.
Order	The name of the order	<ul style="list-style-type: none"> This field is mandatory. If there are several orders, they must be separated by “_” (e.g.: Lepidoterres_Hymenoptera). In this case, it cannot have a sub-order, family, sub-family, tribe, genus, sub-genus, species and sub-species
Suborder	The name of the sub-order	<ul style="list-style-type: none"> if there are several sub-orders, they must be separated by “_”. In this case, it cannot have a family, sub-family, tribe, genus, sub-genus, species and sub-species
Family	The name of the family	<ul style="list-style-type: none"> if there are several families, they must be separated by “_”. In this case, it cannot have a sub-family, tribe, genus, sub-genus, species and sub-species
Subfamily	The name of the sub-family	<ul style="list-style-type: none"> if there are several sub-families, they must be separated by “_”. In this case, it cannot have a tribe, genus, sub-genus, species and sub-species
Tribu	The name of the tribe	<ul style="list-style-type: none"> if there are several tribe, they must be separated by . In this case, it cannot have a genus, sub-genus, species and sub-species
Genus	The name of the genus	<ul style="list-style-type: none"> if there are several genera, they must be separated by “_”. In this case, it cannot have a sub-genus, species and sub-species
Genus_Descriptor	The name of the scientist who discover the genus	
Genus_Date	The date the scientist discovered the genus	
Subgenus	The name of the sub-genus	<ul style="list-style-type: none"> if there are several sub-genera, they must be separated by .In this case, it cannot have a species and sub-species
Subgenus_Descriptor	The name of the scientist who discover the sub-genus	

Subgenus_Date	The date the scientist discovered the sub-genus	
Species	The name of the species	<ul style="list-style-type: none"> if there are several species, they must be separated by “_”. In this case, it cannot have a sub-species
Species_Descriptor	The name of the scientist who discover the species	
Species_Date	The date the scientist discovered the species	
Subspecies	The name of the sub-species	<ul style="list-style-type: none"> if there are several sub-species, they must be separated by “_”.
Subspecies_descriptor	The name of the scientist who discover the sub-species	
Subspecies_Date	The date the scientist discovered the sub-species	
Types	The number of types in the box	
Paratypes	The number of paratypes in the box	
Museum	In which museum the box belong	
Box_Localization	The box localization	
Collection_Name	The name of the collection	

How to fill the excel for individuals

Attributes	Description	Constraints
SpecimenCode	The code of the specimen	<ul style="list-style-type: none"> This field is mandatory. Two specimens cannot have the same code
Order	The name of the order	<ul style="list-style-type: none"> This field is mandatory. Only one order
Suborder	The name of the sub-order	<ul style="list-style-type: none"> Only one sub-order
Family	The name of the family	<ul style="list-style-type: none"> Only one family
Subfamily	The name of the sub-family	<ul style="list-style-type: none"> Only one sub-family
Tribu	The name of the tribe	<ul style="list-style-type: none"> Only one tribe
Genus	The name of the genus	<ul style="list-style-type: none"> Only one genus
Genus_Descriptor	The name of the scientist who discover the genus	
Genus_Date	The date the scientist discovered the genus	
Subgenus	The name of the sub-genus	<ul style="list-style-type: none"> Only one sub-genus
Subgenus_Descriptor	The name of the scientist who discover the sub-genus	
Subgenus_Date	The date the scientist discovered the sub-genus	
Species	The name of the species	<ul style="list-style-type: none"> Only one species
Species_Descriptor	The name of the scientist who discover the species	
Species_Date	The date the scientist discovered the species	
Subspecies	The name of the sub-species	<ul style="list-style-type: none"> Only one sub-species
Subspecies_descriptor	The name of the scientist who	

	discover the sub-species	
Subspecies_Date	The date the scientist discovered the sub-species	
Num_ID	The individual's box number	<ul style="list-style-type: none"> • This field is mandatory. • Should be 0 if not part of a box
Continent	The continent where the individual comes from	
Country	The country where the individual comes from	
Ecozone	The ecozone where the individual lives	
Locality	The locality where the individual comes from	
Number	Number of individuals	<ul style="list-style-type: none"> • Should be equal to at least 1
Collection_Date	Date of when the individual has been discovered	
Sexe	Sexe of the individual	