**How to fill the excel for box**

One thing to notice is that if you are not an admin, you can only add new data (new boxes). It means that if the Num\_ID is already in the database it will launch an error. However, if you are an admin, it will modify the database by updating the old data to the new one.

|  |  |  |
| --- | --- | --- |
| Attributes | Description | Constraints |
| Num\_ID | The number of the box | * This field is mandatory. * It should have the value 0. |
| Order | The name of the order | * This field is mandatory. * If there are several orders, they must be separated by “\_” (e.g.: Lepidoteres\_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 | * 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 | * 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 | * 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 | * 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 | * 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 | * 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 | * 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 | * 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**

One thing to notice is that if you are not an admin, you can only add new data (new Individuals). It means that if the SpecimenCode is already in the database it will launch an error. However, if you are an admin, it will modify the database by updating the old data to the new one.

|  |  |  |
| --- | --- | --- |
| Attributes | Description | Constraints |
| SpecimenCode | The code of the specimen | * This field is mandatory. * Two specimens cannot have the same code |
| Order | The name of the order | * This field is mandatory. * Only one order |
| Suborder | The name of the sub-order | * Only one sub-order |
| Family | The name of the family | * Only one family |
| Subfamily | The name of the sub-family | * Only one sub-family |
| Tribu | The name of the tribe | * Only one tribe |
| Genus | The name of the genus | * 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 | * 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 | * 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 | * 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 | * This filed 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 |  |