**How to fill the excel for box**

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |  |
| --- | --- | --- |
| 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 |  |