**RAPIIDlite Workflow Instructions**

Initial setup

* Turn on the power board and start the computer.
* Login details:
  + - User:
    - Password:
* Start the RAPIIDlite app (shortcut on desktop or task bar).
* If continuing with an existing project:
  + - Load the config file from the **project** folder. It will be in the format: [project\_name]\_config.yaml
* If starting a new project:
  + - Set the output folder to:
    - Set the project name e.g., species (with underscore between genus and species name and all lower-case, e.g. hemideina\_thoracica), or genus, or family if that is all that is available.
* Start LiveView on each camera. The correct pinned specimen camera should be detected automatically. You will need to select the appropriate barcode camera, usually webcam0 or webcam1.
* Place a specimen and barcode in the appropriate position on the removable stage in the device.
* Adjust the exposure of each camera, use the gain control for main adjustment.
* Check that each camera is aligned properly with the specimen and labels, and that each camera is in focus.

General specimen capture

* Select a tray from a drawer and have an empty tray to the right.
* Transfer the taxon header label (or add a new one if unlikely to finish in one session) to the new tray.
* Take a specimen from the working tray and mount on removable stage.
* Place NZAC accession number label on the removable stage.
* Place removable stage on the device and check that the barcode is being read.
* Capture the image set.
* Turn NZAC accession number label upside down on mounting block.
* Remove the specimen from the device and push specimen pin through the label so it meets the lowermost label on the pin.
* Return to the specimen to the NEW tray.
* Repeat for all specimens in the tray.
  + - \***Note**: If starting a new tray, check to see if it is a new taxon. Change the project name if necessary.
* When all trays in a drawer have been imaged, tick the ‘Imaged with RAPIID’ label on the outside of the drawer.

Shutdown the system

* When done imaging for the day:
  + - Save the config file.
    - Stop LiveView on all cameras.
    - Close the RAPIIDlite app.
    - Shutdown the computer.
    - Switch off the power board.