

# Maximizing your Specify Instance Workshop Agenda

## Day 1 (Saturday May 31)

Time	Topic
9:00 - 9:15	Welcome and Introductions
9:15 - 10:00 AM	Data Model Table Relationships Organizational Hierarchy Data Sharing
<b>10:00 - 10:15 AM</b>	<b>Morning Break</b>
10:15 - 11:00 AM	Trees: <ul style="list-style-type: none"> <li>• Taxonomy</li> <li>• Storage</li> <li>• Geography</li> <li>• Chronostratigraphy</li> <li>• Tectonic Unit</li> </ul>
11:15-12:00	Query Building & Record Merging: <ul style="list-style-type: none"> <li>• Agents</li> <li>• Localities</li> <li>• Collecting Events</li> </ul>
<b>12:00 - 2:00 PM</b>	<b>Lunch Break (Lunch on your own. Buses will take attendees downtown for lunch and pick them up from designated downtown spots.)</b>
2:00-3:00 PM	WorkBench: <ul style="list-style-type: none"> <li>• Importing Taxonomy</li> <li>• Importing Collection Objects</li> <li>• Adding Determinations, Preparations, Citations to existing records</li> <li>• Batch Image Uploading</li> </ul>
<b>3:00-3:15 PM</b>	<b>Afternoon Break</b>
3:15-4:30 PM	Reports & Labels
4:30-5:00 PM	Q&A Session

Day 2 (Sunday June 1)	
Time	Topic
9:00 - 10:00 AM	Customizing Specify: <ul style="list-style-type: none"> <li>• Schema Configuration</li> <li>• Editing data entry forms</li> <li>• Setting default user preferences</li> <li>• Customizing table formats and aggregation</li> <li>• Conditional Forms</li> </ul>
<b>10:00-10:15 AM</b>	<b>Morning Break</b>
10:00 - 11:00 AM	Customizing Specify: <ul style="list-style-type: none"> <li>• Schema Configuration</li> <li>• Editing data entry forms</li> <li>• Setting default user preferences</li> <li>• Customizing table formats and aggregation</li> <li>• Conditional Forms</li> </ul>
11:15-12:00	Collection Object Types (COTs) <ul style="list-style-type: none"> <li>• Adding new taxon trees for COTs</li> </ul> Collection Object Groups (COGs)
<b>12:00 - 1:30 PM</b>	<b>Lunch Break (Lunch provided)</b>
1:30-2:30 PM	Exporting Data: <ul style="list-style-type: none"> <li>• Mapping query fields to Darwin Core</li> <li>• Configuring an RSS feed</li> <li>• Publishing to GBIF, iDigBio, et al.</li> <li>• Web Portals</li> </ul>
<b>2:30 - 3:00 PM</b>	<b>Afternoon Break</b>
3:00 - 4:00 PM	Accessing Specify via the APIs Community-made Specify integrations, software, and resources
4:00 - 5:00 PM	Q&A Session