User Configuration Lines to Edit

Check the values for each of these lines in the user\_configuration.py file before uploading specimens

Line 44: OUTPUT\_FILE = ‘BatchWorksheet’. Change the name in the quotes to change the name of how the excel file is saved.

Line 48: OVERT = True. Generally kept True for all specimens scanned at FHL. Only set FALSE if scans are actively not part of oVert.

Line 52: QUERY\_IDIGBIO = False. Always keep False unless specimens are not on iDigBio. Scripts will not work if set to TRUE and the specimens are not there. Upload iDigBio specimens and non-iDigBio specimens separately.

Line 54: UW\_SPECIMEN = False. This line should be set to False for any specimens not from the UWFC (set to False if UW Burke Museum as well).

Line 89: GRANT\_SCANNING\_INSTITUTION = 0. Leave this set to 0 for everything scanned at FHL.

Line 90: GRANT\_SPECIMEN\_PROVIDER = None. Set to None unless specimens were specifically sent for oVert scanning.

Line 93: PROVIDER = “Collection Name”. Write the name of the institution from which the specimens came in quotations. This is used to set the Copyright Holder and specimen provider.

Line 97: COPY\_PERMISSION = 2. Always choose copy permission 2 to give Permission to use the media to the copyright holder (as set in line 93).

Line 116: MEDIA\_POLICY = 5. Set the media policy to whichever policy the specimen institution prefers. If you don’t know use 5 (oVert prefers 5).

Line 122: PUB\_STATUS = 2. Set this to 2 to have the specimen media published to MorphoSource with restricted download (requires permission before downloading). Set to 0 if you want media on morphosource but unpublished (not visible to the public).

Line 131: TECHNICIAN = ‘Name’. Set this to the name of the person who was operating the scanner when the specimen was scanned.

Line 178: FUNDING\_SOURCE = “NSF DBI-#######”. Change this if you received external funding to scan that is separate from oVert. If no funding was provided leave as ‘None’.

All the other lines in the user\_configuration.py should be set to values that will make it work with the current Batch Upload Protocol I have written.