

## Starting up MyCoPortal (for Fungi Collections)

1. Using Firefox or Google Chrome browser, navigate to the MyCoPortal homepage <http://mycoportal.org/portal/index.php>
2. If this is your first time on the portal, select “New Account” from the left-hand side of the screen. Otherwise, choose “Log In” and follow the prompts.
3. Once you are logged in, choose “My Profile” from the left menu bar.
4. Choose the center tab, “Specimen Management”
5. Then click “Sam Mitchel Herbarium of Fungi (DBG)”. This will take you to the Data Editor Control Panel (if the control panel does not appear, click the small pencil on the upper right portion of the screen)



## Databasing Records from Cards

1. From the Data Editor Control Panel select “Add New Occurrence Record”
2. In the “Catalog Number” field enter DBG-F- followed by the number in the top left of the card (DBG number)
  - a. Take into account that the number must be 6 digits and add zeroes to beginning of string. For example, if the number on the card is 27829, Enter DBG-F-0
  - b. Copying (Ctrl+C) DBG-F-0 (or however many zeros are necessary) and pasting it into the field prior to entering the number is an efficient way to avoid typing it over and over

**IMPORTANT** →

If a dialog box appears stating “Record(s) of the same catalog number already exists. Do you want to view this record?” SELECT YES. This indicates that this record already exists, but likely has been annotated. Go to the record and examine for changes and make those necessary in database. If annotation is taxonomic in nature, see \* below.

3. In the "Other Numbers" field enter the number in the top left of the card (DBG number, same as first field but without DBG-F)

DBG 27829 Name *Coprinopsis atramentaria* G# 1260

Locality Front Range Community College Campus, Westminster County Adams State CO Date 10/3/12

Nat. For. \_\_\_\_\_ Grid (UTM or Lat/Long) \_\_\_\_\_ Elev. \_\_\_\_\_

Habitat Grass, ground Habit Clustered

Assoc. Veg. Crab apple

Pileus 2 cm wide, 2.5 cm high. Dark grayish brown, smooth conic, Photo \_\_\_\_\_

Odor \_\_\_\_\_ Taste \_\_\_\_\_


Context \_\_\_\_\_

Lamellae Crowded, pale brown when young, black as mature

free

Stipe 8 cm long, 1.8 cm longitudinally striated, caespitose  
presence of ring zone, peronate smooth below ring zone

DS  5 ✓



Annotation

Sam Mitchell Herbarium of Fungi (DBG)

[Home](#) >> [Collection Management](#) >> [Editor](#)

New Occurrence Record

Collect Info

Catalog Number ? Other Numbers ? Collector ? Number ? Date ? Dupes?  Auto search

DBG-F-027829 27829



Associated Collectors ? Verbatim Date ?

Exsiccati Title Number

4. Enter the following information

|               |                        |   |
|---------------|------------------------|---|
| General Hints | Green Question Marks ? | Click on any of these icons to see a complete list of field descriptions.   |
|               | Pencil Icon +          | Click on this icon to display additional fields as needed.  |
|               | <b>Collector</b>       | The <b>first listed collector ONLY</b> . If no collector, record as "Unknown". Record full first, middle, and last name when possible (in that order). No commas. Place a space between initials (A. B. Smith, rather than A.B. Smith). |
|               | <b>Number</b>          | The collector number (may include letters as well). If no number, record as "s.n."  |
|               | <b>Date</b>            | The date the specimen was collected. May be entered as yyyy-mm-dd, mm/dd/yyyy, or dd mm yyyy. Unknown month or days should be recorded as "00". If no date,   |

|  |  |  |
|--|--|--|
|  |  | leave this field blank and record “ <b>collection date unknown.</b> ” in the <b>Verbatim Date</b> field below.   |
|  | <b>Associated Collectors</b>                         | <p>Additional collectors (full first and last names, when possible) <b>separated by a semicolon “;”</b>.</p> <p>Do not put determiner in this field.</p> <p>If an associated collector has recorded their collector number, place it in the notes field along with the associated collector’s name as such: Associated Collector John Smith 32.</p>  |
|  | <b>Scientific Name</b>                               | <p>Type in the name listed at the top of the card.</p> <p>As you type, an auto-population menu will become available. Select the appropriate genus, species, and variety (if applicable). Once you make a selection, the <b>Author</b> and <b>Family</b> fields will automatically be populated.</p> <p><b>*</b><br/> <b>However, if a new determination is to be made (scientific name is already present within an existing record that has been annotated), click the “Determination History” tab at the top of the page. See below for further instruction.</b></p> <p>If the name doesn’t auto-populate, fill out the rest of the record but <b>leave scientific name, author and family blank</b>. These records require additional investigation.</p> |
|  | <b>Identified By, Date Identified</b>                | If applicable, enter the determiner and the date (full first and last name when possible, date can be in format in which it appears). <b>Record the name and date only (do not include “det.” or “ID by”)</b>  |
|  | <b>ID Qualifier</b>                                  | <p>The determiner’s expression of uncertainty in their identification. This will be listed on the label along with the scientific name.</p> <p>Ex: cf., aff.</p>   |
|  | <b>Country, State/Province, County, Municipality</b> | <p>As you type, auto-population menus will become available. Enter the name only, <b>do not</b> enter additional designations such as “County”. Only use for when locality occurs within said region (For example if occurrence was “near Denver” do not place Denver in the Municipality field, but rather “near Denver” in locality field.</p> <p>If the Country is USA, it should be “USA” (no periods, not spelled out)</p>  |
|  | <b>Locality</b>                                      | <p>Additional information about the location in which the specimen was collected. Include Municipality information in this field. Also include 7½’ Quads if applicable. Follow the entry with a “.” Think of this field as the information used to find the exact location again. <b>Follow the description from the card with the full, unabbreviated name of the National Forest, if applicable.</b></p>   |


|  |                                  |  |
|--|----------------------------------|--|
|  | <b>Latitude, Longitude</b>       | Latitude and longitude in decimal degrees. If coordinates are available in a different format (degree/minute/second, UTM, TRS), click the  button and enter as given. Click the "Insert Values" button. Locality information will then be converted to decimal degrees. NOTE: after entering coordinates, click the  icon to double check that the georeference point is in an appropriate location. |
|  | <b>Elevation in Meters</b>       | Single elevation (first box) or elevation range in meters. If the elevation is listed in feet, enter it in the <b>Verbatim Elevation</b> field followed by the designation "ft". This will automatically be converted to meters.   |
|  | <b>Habitat</b>                   | Description of the habitat in which species was collected, including slope, aspect, and common names of associated taxa. Follow the entry with a "."   |
|  | <b>Substrate</b>                 | Do not use this field. Enter all substrate information into <b>Habitat</b> and follow with a "."   |
|  | <b>OccurrenceRemarks (notes)</b> | If a tissue sample was collected or taken from the specimen write the following including the tissue number: <b>Tissue Sample Collected. #####.#</b>   |
|  | <b>Processing Status</b>         | Stage 2  |

### Adding a New Determination \*

Often annotations made to a specimen card are taxonomic in nature, such as the specimen has been identified as something else or modifications have been made to the taxonomy.

To keep a record of what the specimen has been called in the past, rather than just changing the scientific name on the main occurrence record, add a new determination.

1. Click the "Determination History" tab at the top of the page
2. In the "Add a New Determination" box record the newly added **scientific name**, the **determiner** and the **date determined**.
3. Check the box next to "Make this the current determination"
4. Then click the "Add New Determination" button

**IMPORTANT**  Once the record or annotation has been added to MyCoPortal, **mark the top right corner of the card with a green highlighter marker**. This designates that the card has been entered into the database. Often a record that was annotated will already have the green mark.

Finally, **place the card in the "To Be Scanned" box**