Sam Mitchel Herbarium of Fungi (DBG) Specimen Accession Protocol

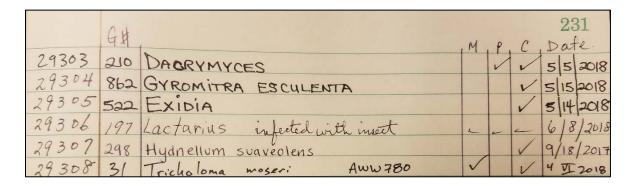
Steps that are covered in this protocol:

- Adding Specimen to Accession Book
- Adding Accession Number to Card
- Completing Specimen Labels
- Adding Barcode to Specimen Box
- Adding Accession Number and Catalog Number to MycoPortal Record

Adding Specimen to Accession Book

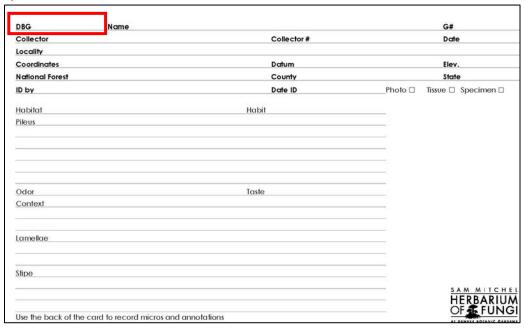
Locate the accession book and find the next available accession number.

Record the genus number, scientific name, and record with a check mark (\checkmark) whether or not a Micro (M), Photo (P), and/or a Card (C) has been completed.



Adding Accession Number to the Card

Once a record is added to the Accession Book, the Accession Number can be recorded on the Specimen Card.



Completing Specimen Labels

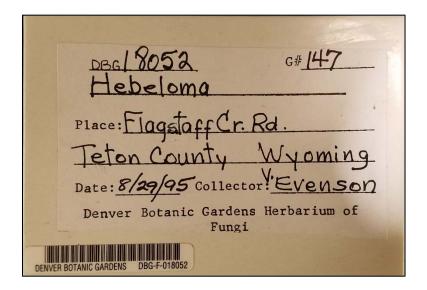
Information can be transcribed from the Specimen Card on to the Specimen Labels. There are 2 copies of the Specimen Label, one for the outside of the box and one for the inside of the box. The Accession Number (DBG Number) must also be written on one side of the base of the box, in the event a lid is separated from the rest of the box.

DBG	G
Place	
DateCollec	ctor
Sam Mitchel Herbarium of Fungi	Denver Botanic Gardens

Adding Barcode to the Specimen Box

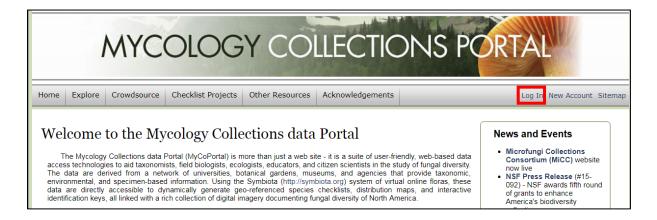
Locate the barcode that corresponds with the Accession Number (DBG Number). The number should be identical, with the barcode including the DBG-F-0 prefix.

Affix the barcode to the top of the Specimen Box so that it does not cover any of the label information, preferably in the lower left corner of the box lid. If the barcode will not fit on the box lid, it can be affixed to the bottom of the box. Do not affix the barcode to the side of the lid or box.

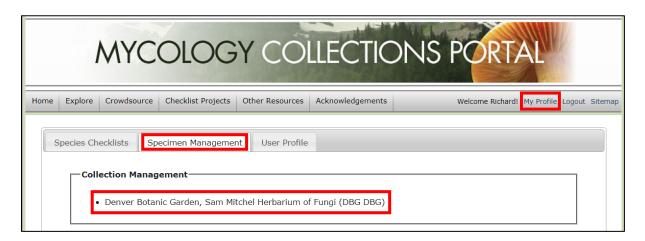


Adding the Accession Number and Barcode (Catalog Number) to the MycoPortal Record Navigate to the MycoPortal and log in.

http://mycoportal.org



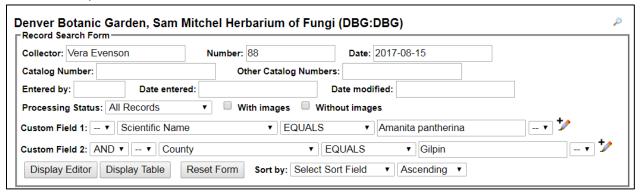
Select My Profile, then the Specimen Management Tab, then The Sami Mitchel Herbarium of Fungi (DBG)



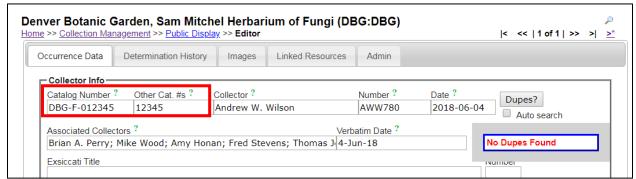
Under the Data Editor Control Panel select Edit Existing Occurrence Records



In the *Record Search Form* enter criteria that will aid in finding the exact Specimen Record for which an Accession Number is being added. This can be any combination of Collector, Collector Number, Scientific name, Date collected, County, etc. Just be sure to make it specific enough that you will be able to find the correct record. Select *Display Table* and then find the correct record and open the editor.



On the Record Editor page, using the barcode reader, scan in the Catalog Number. Then hand type the Accession Number (DBG Number) into the Other Cat. #s field. Note the *No Dupes Found* pop-up. If a duplicate is found, contact the Database Associate immediately.



Once the Catalog Number (barcode) and Accession Number (DBG Number) have been added, scroll to the bottom of the Editor page and select *Save*.