

Specimen and Department Database Backup Protocols

This document outlines the procedures required for the backing up of specimen data held in online databases SEINet, MycoPortal, and SCAN, as well as the data held in the department database.

Creating specimen occurrence data backup files requires Administrator privileges within the Symbiota databases, currently assigned to the following positions, but vary by collection

- Head Curator
- Curator
- Director
- Curatorial Assistant
- Database Associate
- Research Coordinator
- Select Adjunct Researchers and Volunteers

Data backups are made on a monthly basis, occurring on the first Friday of every month.

Kathryn Kalmbach Herbarium of Vascular Plants

Log into SEINet: <http://swbiodiversity.org/portal/index.php>

Go to *My Profile*, select the *Specimen Management* tab, and then select **Kathryn Kalmbach Herbarium (DBG KHD)**

This opens the Data Editor and Administration Control Panel.

Under the Administration Control Panel, select *Download Backup Data File*

This will open a new small, window. Make sure that **UTF-8 (unicode)** is selected, and then click the **Perform Backup** button.

A compressed file containing the Darwin Core archive files will begin to be downloaded and will end up in the local computer's Downloads folder.

Rename the folder to fit the following format:

YYYYMMDD_SEINet_Backup

Move the compressed folder here:

Q:\Research\Data_Management\DataBackups\SEINet

Sam Mitchel Herbarium of Fungi

Log into MyCoPortal: <http://mycoportal.org/portal/index.php>

Go to *My Profile*, select the *Specimen Management* tab, and then select **Sam Mitchel Herbarium of Fungi (DBG)**

This opens the Data Editor and Administration Control Panel.

Under the Administration Control Panel, select *Download Backup Data File*

This will open a new small, window. Make sure that **UTF-8 (unicode)** is selected, and then click the **Perform Backup** button.

A compressed file containing the Darwin Core archive files will begin to be downloaded and will end up in the local computer's Downloads folder.

Rename the folder to fit the following format:

YYYYMMDD_MycoPortal_Backup

Move the compressed folder here:

Q:\Research\Data_Management\DataBackups\MycoPortal

Denver Botanic Gardens Collection of Arthropods

Log into SCAN: <http://symbiota4.acis.ufl.edu/scan/portal/>

Go to *My Profile*, select the *Specimen Management* tab, and then select **Denver Botanic Gardens Collection of Arthropods (DBG DBGA)**

This opens the Data Editor and Administration Control Panel.

Under the Administration Control Panel, select *Download Backup Data File*

This will open a new small, window. Make sure that **UTF-8 (unicode)** is selected, and then click the **Perform Backup** button.

A compressed file containing the Darwin Core archive files will begin to be downloaded and will end up in the local computer's Downloads folder.

Rename the folder to fit the following format:

YYYYMMDD_SCAN_Backup

Move the compressed folder here:

Q:\Research\Data_Management\DataBackups\SCAN

Denver Botanic Gardens Research Database

Navigate to <http://dbg-research-db/phpMyAdmin/>

Login using the user name: rlevy

password: YOrkre\$earch

Select the *Databases* tab at the top of the page.

From the list of databases, select **dbg_research**

Then select the *Export* tab at the top of the page

Under *Export Method* select the **Quick** option and under *Format* select **SQL** (this should be the default)

Click the *Go* button. A SQL file will begin to be downloaded and will end up in the local computer's Downloads folder.

Once the file download is complete, rename the file using the following format:

YYYYMMDD_ResearchDB_Backup

Move the backup file here:

Q:\Research\Data_Management\DataBackups\ResearchDatabase