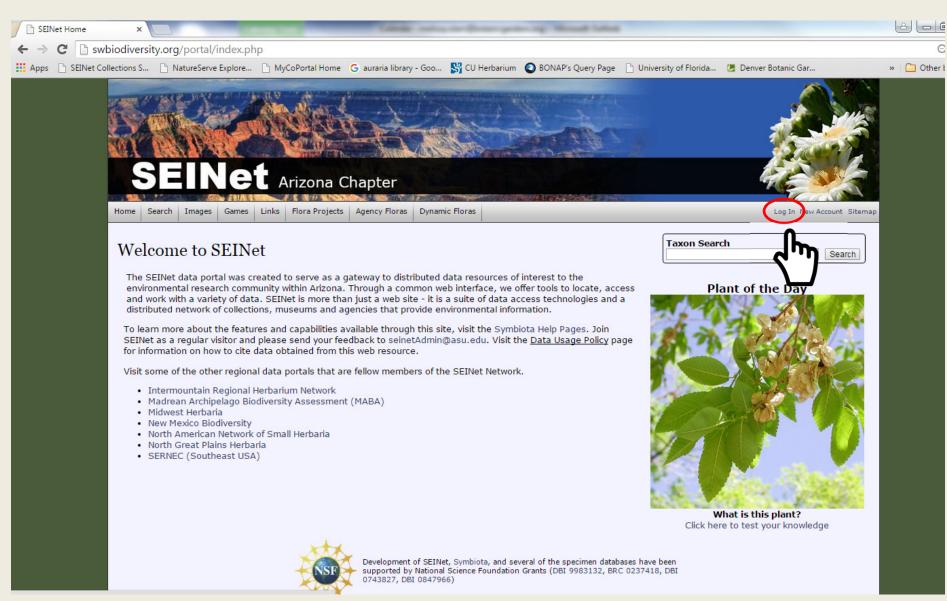
Protocol for Creating Checklist in SEINet



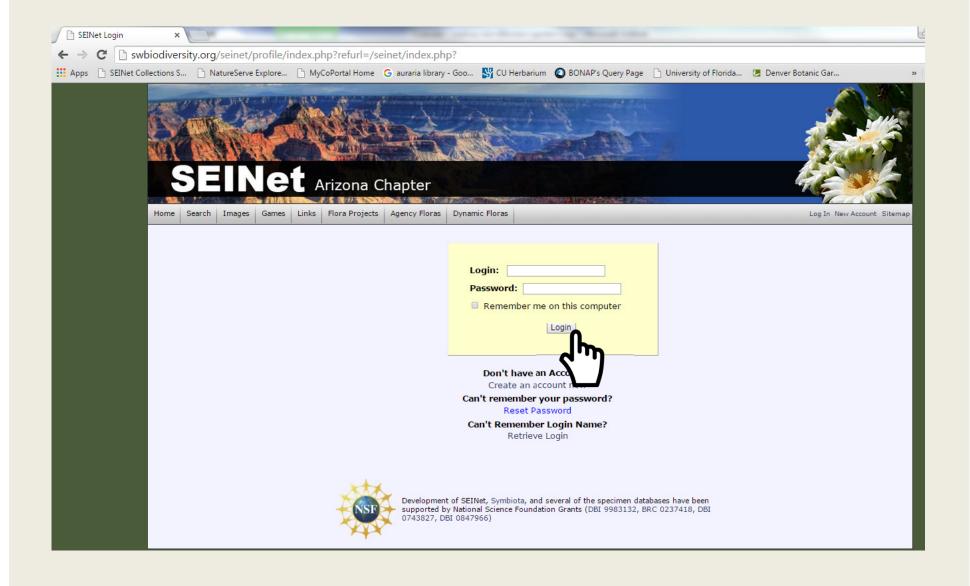
Fill out all required information, then click create login.

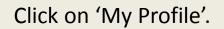
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Home Search Images Games Links Flora Projects Agency Floras Dynamic Floras	Log In New Account Sitemap
Create New Profile	
Login Details	
Login: *	
Password: *	
Password Again: *	
First Name: *	
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* required fields	
Information below is optional, but encouraged	
Title:	
Institution:	
City: State:	
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Biography:	
Public can view email and bio within website (e.g. photographer listing)	
Create Login	
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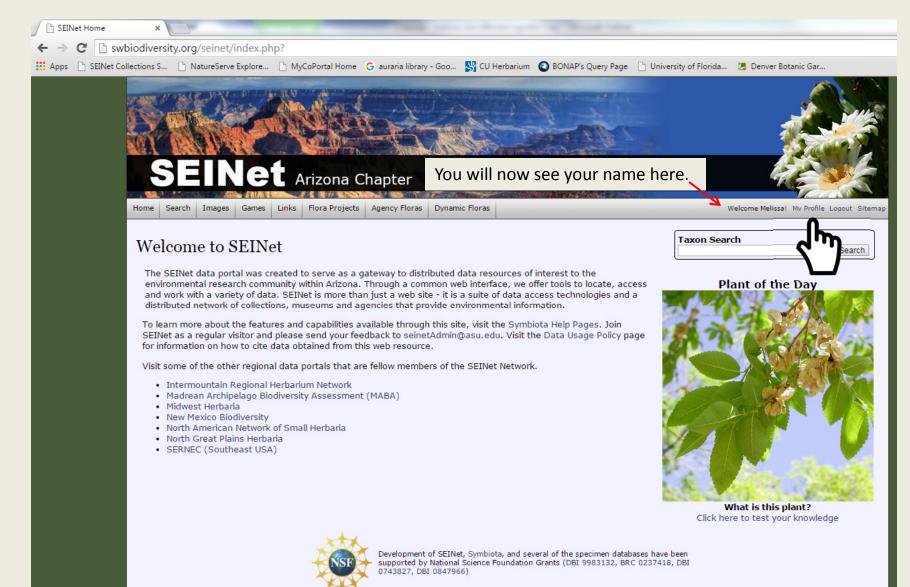
You may need to return to home page and click Log In.



Login.







You will have no checklists assigned to your account. Click on the little green cross.

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Species Checklists Specimen Management User Profile
Checklists assigned to your account + • Arkansas Valley Rapid Floristic Inver • Baca National Wildlife Refuge Flor • Baca National Wildlife Refuge Flor • Berver Botanic Gardens at Chaffield • Denver Stotanic Gardens at Chaffield • Denver, City and County • • East Lost Park BioBiltz 2012 • • Humphreys Ranch Botanical Inventory • • Manitou Experimental Forest • • Manitou Experimental Forest • • Mit. Gollatk & Mt. Evans Poaceae, Cyperaceae, and Juncaceae Checklist • • Opal Lake, Archuleta County • • Plains Conservation Center • • Preliminary Checklist for the Arkansas Valley • • trial • • trial •
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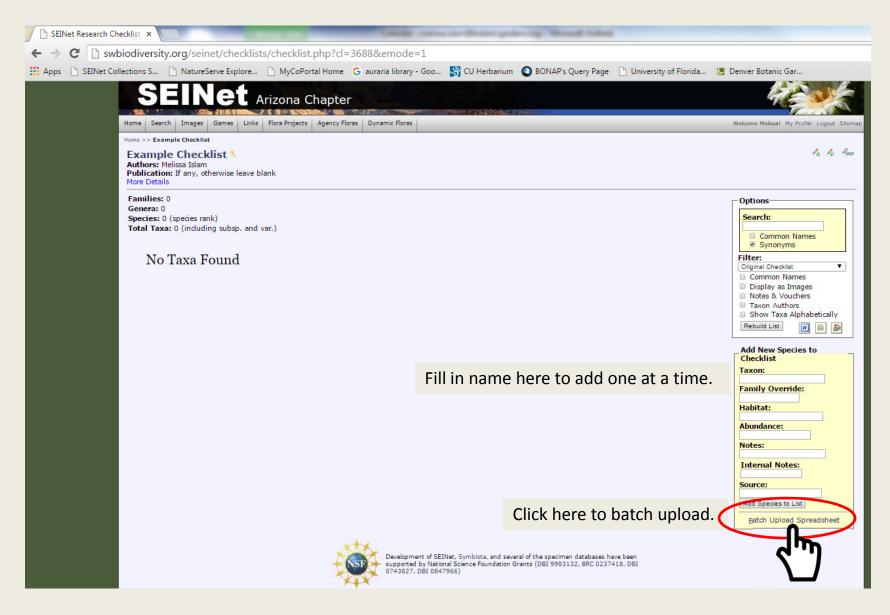
A new checklist opens.

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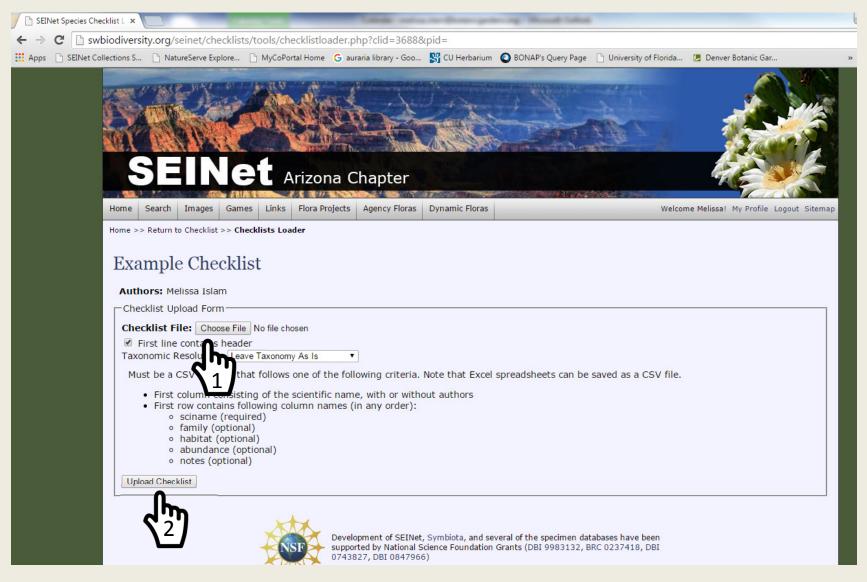
Fill out the information. Make sure that you change access to public, if you want the checklist public. If you forget, you can do this later. Then, click 'Create Checklist'.

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Home Search Images Games Links Flora Projects Agency Floras Dynamic Floras	Welcome Melissal My Profile Logout Sitemap
Species Checklists Specimen Management User Profile	
Checklists assigned to your account +	
Create a New Checklist Checklist Name	
Example Checklist Authors Melissa Islam	
General Checklist ▼	
Locality Information about locality.	
Publication If any, otherwise leave blank	
Abstract Fill out as much information as you can about the project and participants that worked to put the checklist together.	
Notes	
Latitude Longitude Point Radius Centroid Centroid (meters) Olygon.	
Parent Checklist: None Selected Access: Private V Create Checklist	
 Arkansas Valley Rapid Floristic Inventory Baca National Wildlife Refuge Floristic Inventory Bluff Lake Natural Area Cherokee Ranch & Castle 2012 Floristic Inventory Denver Botanic Gardens at Chatfield Denver Botanic Gardens Chatfield Thistles (ID) Denver City and County 	
East Lost Park BioBlitz 2012 Humphreys Ranch Botanical Inventory Manitou Experimental Forest	

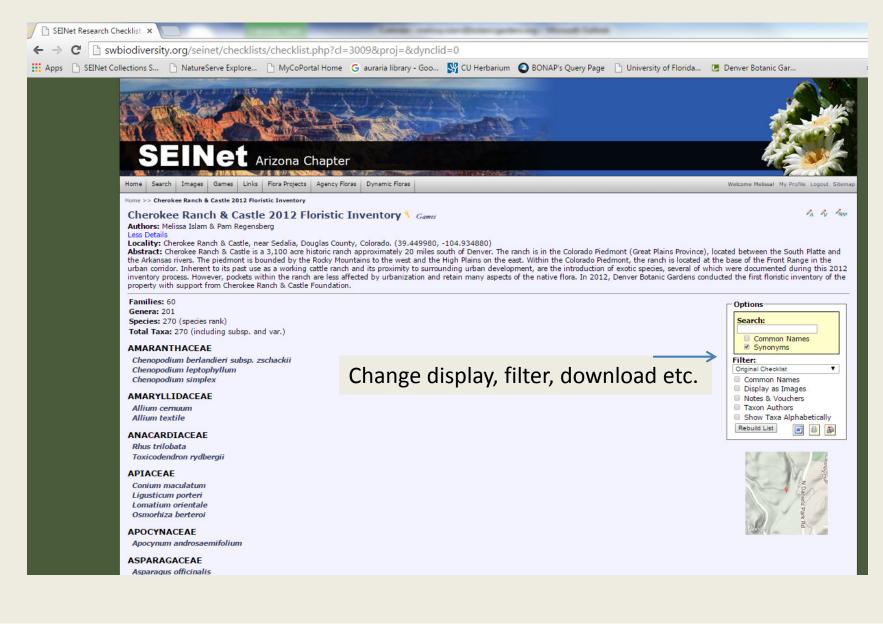
To add species, you can add one at a time or batch upload a spreadsheet.



If you clicked batch upload, then you will see this page. File must be csv. Follow the instructions below. SEINet will provide authority and family name unless you include that information and override. I recommend not adding that information. If the scientific name is misspelled, you will get a warning and the name will not be uploaded. You can then add that species individually.



Once uploaded, your checklist will look something like this. If you collected vouchers for these species and those vouchers are on SEINet, you can link them using the icons on the upper right. You can shift how the information is displayed, filter, or search using the box on the middle right.



If you want the checklist to show up under the 'Colorado Flora'. Make sure the checklist is public, then email me the name of the checklist. I will link the checklist so it will appear listed with the other Colorado checklists.

Any questions, feel free to ask me.

melissa.islam@botanicgardens.org