KHD Exporting Data for Specimen Labels Protocol

Step 1: Open SEINet

- Open a web browser and navigate to SEINet
- Log in
- Navigate to the Collections Management Panel for KHD
- Select Print Labels/Annotations

Step 2: Locate Records, Export, and Save

- Use the Label Projects drop-down to select the group of records to be exported
- If no Label Project name exists, use other query fields to locate the appropriate records
- Click Filter Specimens

Home Specimen Search	Images	Flora Projects	Agency Floras	Dynamic Floras	Additional Portals	Resources	
Home >> Collection Manager	nent Panel >	> Label/Annota	tion Printing				
Kathryn Kalmbac	h Herb	arium (DB	G:KHD)				
Labels Annota	ations						
Define Specin	nen Rec	ordset —					
Scientific Name	e:						
Collector:		Rec	ord Number(s	s):	Cata	og Numbe	r(s):
Entered by:		Date rai	nge:	to	Date Ent	ered •	
Label Projects:				•	Search withi	n all collect	tions
Filter Specir	1			<u> </u>	00 records		
	23 July Arkansa	2013 Pueblo Is RV 11 June	- County 2013				
	Arkansa Aurora I AV.MI	is RV 11 June Reservoir	2013				

• Select the specimen records to be exported by checking the box to the left of the record. To select all records, click the box above the list.

Kat	hryn Kalmbach Her	oarium (DBG:KHD)	
L	abels Annotations		
	-Define Specimen Re	cordset	
	Scientific Name:		
	Collector:	Record Number(s	:): Catalog Number(s):
	Entered by:	Date range:	to Date Entered •
	Label Projects: 23 July	2013 Pueblo County	Search within all collections
	Filter Specimen Rec	ords * Specimen return	is limited to 400 records
L			
	Select/Deselect all \$	Specimens	
11	# Collector	Scientific Name	Locality
	Pam Regensberg 1274 J	Enogonum jamesii	USA; Colorado; Pueblo County; Arkansas Hiver Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulan.
	Pam Regensberg 1275	Lycurus setosus	USA; Colorado; Pueblo; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1276	Juniperus scopulorum	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1277	Juncus interior	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1279 4	Thalictrum fendleri	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1280 4	Prunus americana	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1281	Heliopsis helianthoides	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1282	Monarda fistulosa	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.
	Pam Regensberg 1283	Carex occidentalis	USA; Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch at bottom of Wales Canyon, ca. 3.5 miles NE of Beulah.

- Click *Export to CSV* at the bottom of the page
- Move the downloaded file to **Q:\Research\All_Herbaria\KHD\LABELS&TEMPLATE** and place in the appropriate folder (2017_Collections, etc.)
- Rename the file to CollectorFirstInitialLastName_YYYY_ProjectName_Data

Kathryn Kalmbach Herbarium (DBG-KHD)

-Data Editor Control Panel-

- Add New Occurrence Record
- Create New Records Using Image
 Add Skeletal Records
- Add Skeletal Records
 Edit Existing Occurrence Records
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
 Loan Management

Step 2: Creating Project Title Field

- In the spreadsheet, create a new column and title it "projectTitle"
- If and where a project title is located within occurrenceRemarks, copy it into this column
- Save the spreadsheet.

Step 3: Order the Data

• Order the rows by Collector Number or recordNumber