

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*

Kathryn Kalmbach Herbarium (DBG-KHD)

Data Editor Control Panel

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

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*

- 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.

#	Collector	Scientific Name	Locality
<input type="checkbox"/>	Pam Regensberg 1274	Eriogonum jamesii	USA, Colorado; Pueblo County; Arkansas River Valley; Palmer Land Trust private ranch above Wales Canyon, ca. 3.5 miles NE of Beulah.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pam Regensberg 1279	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.
<input type="checkbox"/>	Pam Regensberg 1280	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.
<input type="checkbox"/>	Pam Regensberg 1281	Helopsis 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pam Regensberg 1285	Physocarpus monogynus	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

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