

KHD Processing Status Protocol

Curation

Type Status ? Disposition ? Occurrence ID ? Field Number ?

Owner Code ? Basis of Record ? Language Label Project Dupe Count

Processing Status

Unprocessed
Unprocessed/NLP
Stage 1
Stage 2
Stage 3
Pending Review
Expert Required
Reviewed
Closed

Date Last Modified: 2014-04-16 13:42:51 Entered By:

Additional Options

Go to New Occurrence Record

Carry over locality values

Unprocessed	Stub Record (only image and barcode)
Unprocessed/NLP	No image or barcode, but data entered
Stage 1	Imaged, Collector info & Latest ID added
Stage 2	Imaged, Collector info & Latest ID, Locality & Misc Info added
Stage 3	Imaged, Collector Info & Latest ID, Locality & Misc Info, Georeference added
Pending Review	Handwritten Label
Expert Required	Bad Image (out of focus or black)
Reviewed	Anomaly Locality
Closed	Barcode but no image, doesn't necessarily fit within another category, some other issue in need of attention

Folks **entering data from images** should be changing the status to **Stage 2**

Folks **georeferencing** records should be changing the status to **Stage 3**

Folks **entering data from their field books** should set the status to **Unprocessed/NLP**

Everyone should keep an eye out for **blurry or blank images, handwritten labels, or localities that don't make sense** and change the status accordingly.

See Database Associate for Questions