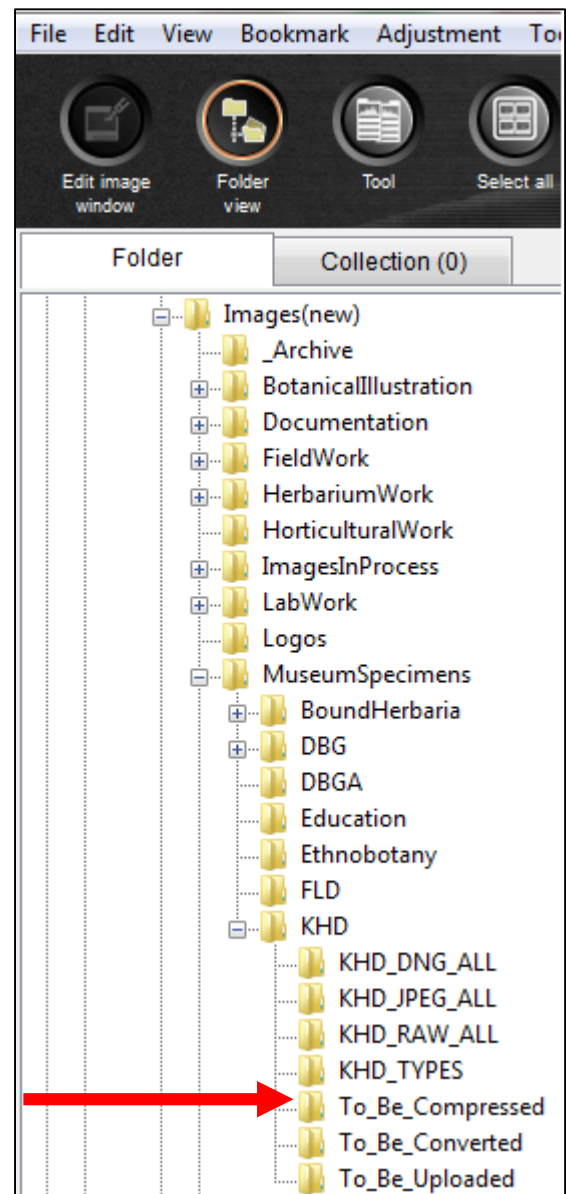


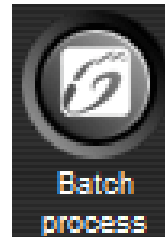
# KHD Specimen Image Uploading Protocol

## Step 1: Compress JPEG Files

- Locate and identify JPEG image files that are to be compressed
- Q:\Research\Images(new)\MuseumSpecimens\KHD\To\_Be\_Compressed
- Open Image Processing Software Program (Digital Photo Professional is used here)
- In the left window pane, under the folder, navigate to the **To\_Be\_Compressed** folder

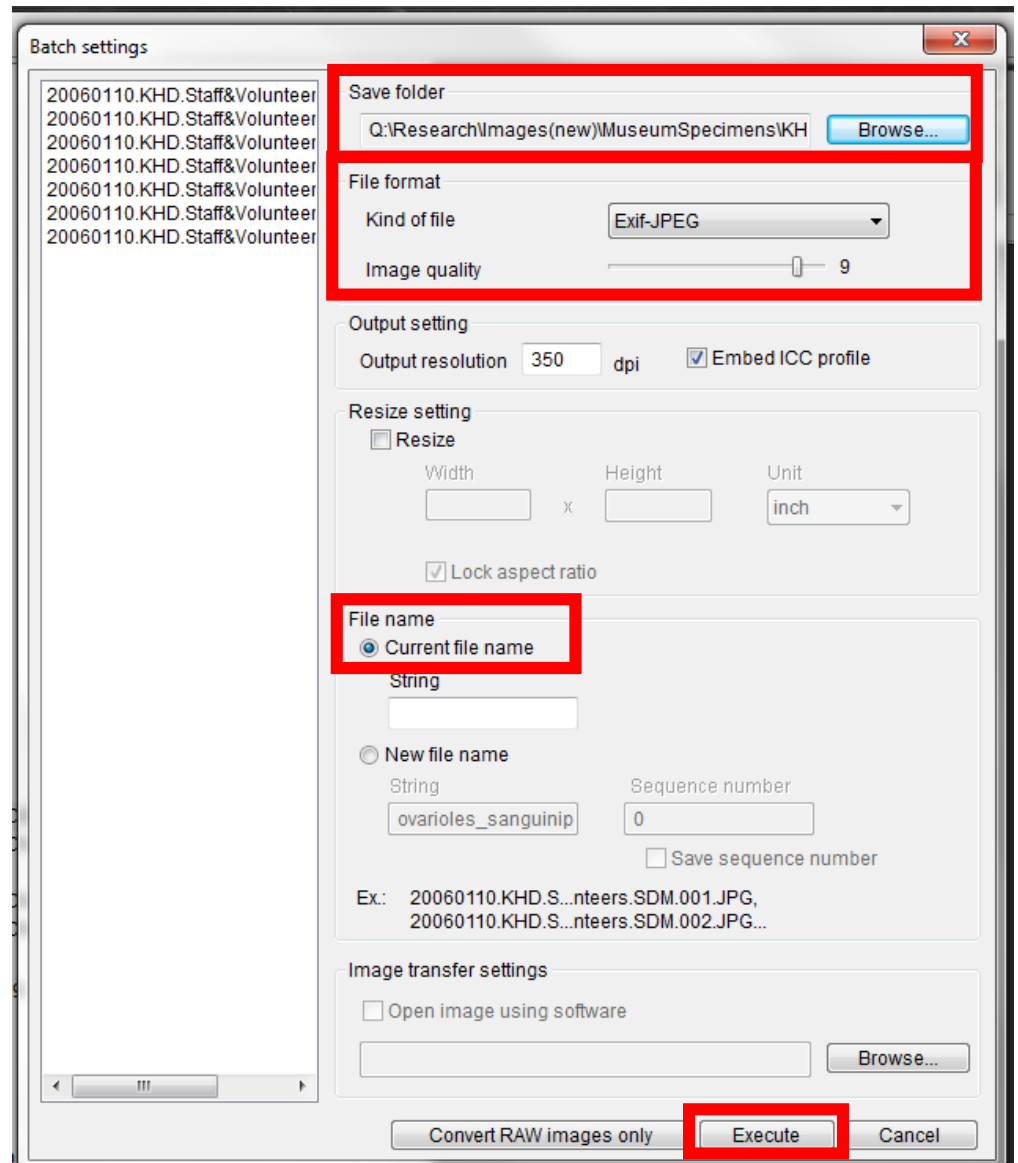


- Once all of the thumbnails have loaded click on the **Select All** button and then click the **Batch Process** button.



- In the Batch Settings Window
  - Set the Save folder destination for the compressed JPEG images files to be
    - Q:\Research\Images(new)\MuseumSpecimens\KHD\To\_Be\_Uploaded**
  - Set the Kind of file to **Exif-Jpeg**
  - Set the Image quality to **9**
  - Set the File name to **Current file name**

- Click Execute to process



## Learn More

### Step 2: Place Image Files on Server

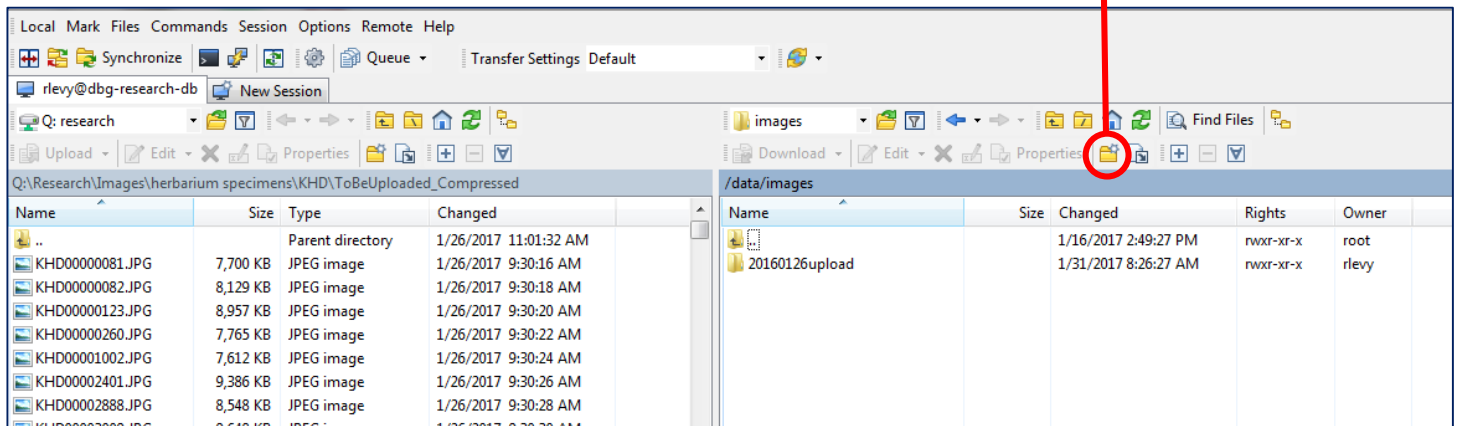
- Open WinSCP
- Log in using IT provided credentials\*



WinSCP is a free SFTP client for Windows. Secure File Transfer Protocol (SFTP) is a way to securely transfer files from a desktop computer to a remote server.

- In the right window pane of WinSCP navigate to **/data/images**
- Create a new folder and name it **YYYYMMDDupload**

New Folder Button



- In the left window pane navigate to **Q:\Research\Images(new)\MuseumSpecimens\KHD\To\_Be\_Uploaded**
- Select all files to be uploaded from left window pane
- Drag and drop files into new folder YYYYMMDDupload
- Wait for all files to be successfully transferred
- Exit WinSCP

\*Should you need to set up access to the Research Server through WinSCP, please contact the Database Associate or the IT Department.

### Step 3: Loading Images into SEINet

- Log in to SEINet

<http://swbiodiversity.org/seinet>

- Navigate to My Profile, Specimen Management Tab, and select Kathryn Kalmbach Herbarium

**SEINet** Arizona - New Mexico Chapter

Home Specimen Search Images Flora Projects Agency Floras Dynamic Floras Additional Portals Resources Welcome Richard **My Profile** Logout Sitemap

Species Checklists **Specimen Management** User Profile

Personal specimen management has not been setup for your login. Please contact the site administrator (seinetadmin@asu.edu) to activate this feature.

**Collection Management**

- **Kathryn Kalmbach Herbarium (DBG KHD)**

- Select **Processing Tool Box** from the Administration Control Panel

### 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

**Administration Control Panel**

- View Posted Comments
- Edit Metadata and Contact Information
- Manage Permissions
- Import/Update Specimen Records
- Quick File Upload
- Skeletal File Upload
- **Processing Toolbox**
- Darwin Core Archive Publishing
- Review/Verify Occurrence Edits
- Duplicate Clustering
- General Maintenance Tasks
- Data Cleaning Tools
- Download Backup Data File
- Thumbnail Builder Tool
- Update Statistics

- Navigate to the Image Loading Tab and select DBG Research Images KHD under Image Processing Profiles

Kathryn Kalmbach Herbarium

Introduction **Image Loading** Crowdsourcing OCR Reports Exporter

These tools are designed to aid collection managers in batch processing specimen images. Contact portal manager for helping in setting up a new workflow. Once a profile is established, the collection manager can use this form to manually trigger image processing. For more information, see the Symbiota documentation for **recommended practices** for integrating images.

**Image Processing Profiles**

- iDigBio CSV upload
- DBG Research Images KHD

- Adjust settings to reflect image below. Typically, only the **Image Already Exists** setting needs to be changed to **Copy over existing image**

Kathryn Kalmbach Herbarium

Introduction Image Loading Crowdsourcing OCR Reports Exporter

These tools are designed to aid collection managers in batch processing specimen images. Contact portal manager for helping in setting up a new workflow. Once a profile is established, the collection manager can use this form to manually trigger image processing. For more information, see the Symbiota documentation for **recommended practices** for integrating images.

**DBG Research Images KHD**

**Pattern match term:** /^(KHD\d{8})\D+/  
**Source folder:** http://research.botanicgardens.org/images/  
**Target folder:** /home/idigbio-storage.acis.ufl.edu/portals/seinet/arizona/  
**URL prefix:** /imglib/arizona/  
**Web image width:** 1400  
**Thumbnail width:** 200  
**Large image width:** 3200  
**JPG quality (1-100):** 80

**Web Image:**

- Evaluate and import source image
- Import source image as is without resizing
- Map to source image without importing

**Thumbnail:**

- Create new from source image
- Import existing source thumbnail (source name with \_tn.jpg suffix)
- Map to existing source thumbnail (source name with \_tn.jpg suffix)
- Exclude thumbnail

**Large Image:**

- Import source image as large version
- Map to source image as large version
- Import existing large version (source name with \_lg.jpg suffix)
- Map to existing large version (source name with \_lg.jpg suffix)
- Exclude large version

**Missing record:**

- Skip image import and go to next
- Create empty record and link image

**Image already exists:**

- Skip import
- Rename image and save both
- Copy over existing image

**Look for and process skeletal files (allowed extensions: csv, txt, tab, dat):**

- Skip skeletal files
- Process skeletal files

**Log Files**

No logs exist for this collection

- Click the **Process Images** Button
- **DO NOT CLOSE YOUR BROWSER**
  - It may seem like the browser is frozen, but the process is working
  - Depending on how many images are being loaded, this process may take up to a few hours

#### Step 4: Image Upload Completes, Remove Temporary JPEG Image Files

- When the Loading Process is complete, the page will display a list of all images and whether or not they were successfully loaded (see image below).
- Scroll through the list and scan to check that **SUCCESS** is listed for all images
- Once process is complete, the browser can be closed
- Log back in to WinSCP and delete the folder on the server containing all images that were uploaded.
- Delete all JPEG files from To\_Be\_Uploaded folder and from To\_Be\_Compressed folder

```
• Processing file (2017-01-31 10:40:37 AM): KHD00000347.JPG
  • Web image created from source image (2017-01-31 10:41:26 AM)
  • Resized source as large derivative (2017-01-31 10:41:27 AM)
  • Created thumbnail from source (2017-01-31 10:41:27 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:41:27 AM)!
• Processing File (2017-01-31 10:41:27 AM): KHD00060348.JPG
  • Web image created from source image (2017-01-31 10:42:01 AM)
  • Resized source as large derivative (2017-01-31 10:42:01 AM)
  • Created thumbnail from source (2017-01-31 10:42:02 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:42:02 AM)!
• Processing File (2017-01-31 10:42:02 AM): KHD00060349.JPG
  • Web image created from source image (2017-01-31 10:42:30 AM)
  • Resized source as large derivative (2017-01-31 10:42:30 AM)
  • Created thumbnail from source (2017-01-31 10:42:30 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:42:30 AM)!
• Processing File (2017-01-31 10:42:30 AM): KHD00060350.JPG
  • Web image created from source image (2017-01-31 10:43:09 AM)
  • Resized source as large derivative (2017-01-31 10:43:09 AM)
  • Created thumbnail from source (2017-01-31 10:43:09 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:43:09 AM)!
• Processing File (2017-01-31 10:43:09 AM): KHD00060351.JPG
  • Web image created from source image (2017-01-31 10:43:42 AM)
  • Resized source as large derivative (2017-01-31 10:43:43 AM)
  • Created thumbnail from source (2017-01-31 10:43:43 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:43:43 AM)!
• Processing File (2017-01-31 10:43:43 AM): KHD00060352.JPG
  • Web image created from source image (2017-01-31 10:44:20 AM)
  • Resized source as large derivative (2017-01-31 10:44:20 AM)
  • Created thumbnail from source (2017-01-31 10:44:20 AM)
  • Preparing to load record into database
  • SUCCESS: Image record loaded into database
  • Image processed successfully (2017-01-31 10:44:20 AM)!
• Done uploading (2017-01-31 10:44:20 AM)
• Cleaning house...
• Protecting sensitive species...
• Updating statistics...
• Populating global unique identifiers (GUIDs) for all records...
• State update completed
• Image upload process finished! (2017-01-31 10:48:41 AM)
```

[Return to Specimen Processor](#)



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