iDigBio KHD Specimen Data Use Statistics Recording Protocol

Step 1. Navigate to iDigBio KHD page

Go to the following web address:

https://www.idigbio.org/portal/recordsets/5835f642-2560-4e3e-9c25-741a12cc3fe8

Select the "Data Use" tab located halfway down the page

Step 2. Open the Excel spreadsheet for recording iDigBio KHD specimen data use

Q:\Research\Data_Management\DataBackups\KHD_iDigBio_DataUseTracking.xlsx

Enter data for the previous month in the corresponding field in the spreadsheet

Save and close the spreadsheet