

# 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

The screenshot shows the iDigBio portal interface. At the top, there is a navigation bar with links: iDigBio Home, Portal Home, Search Records, Learning Center, Data, Research Collaboration, and Feedback. The main content area is titled 'Recordset' and features a search button. Below this, the recordset is identified as 'Kathryn Kalmbach Herbarium' with 64,598 Specimen Records and 60,856 Media Records. A description of the herbarium is provided, along with contact information for several individuals. At the bottom of the page, there are tabs for 'Data Corrected', 'Data Use' (which is circled in red), and 'Raw'. Below the tabs is a table with monthly statistics for the month of 01 / 2015.

Month of	Search	Download	Seen	Records Viewed	Media Viewed
01 / 2015	14,108,418	87,564	1,179	279	108

## 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