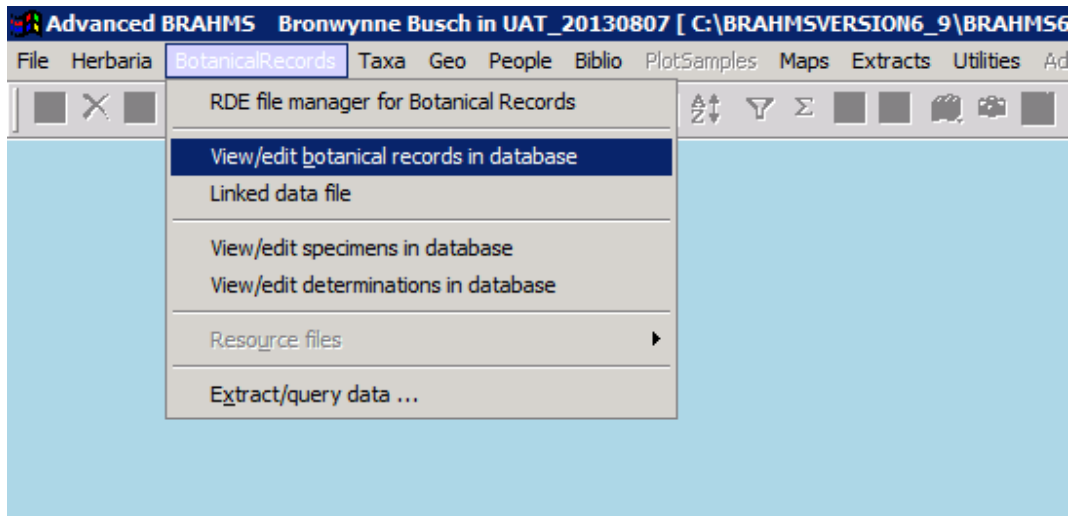


How to edit Botanical records in BRAHMS

by Bronwynne Busch:

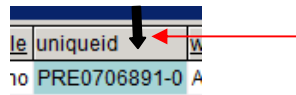
Step 1:

Go to Botanical Records>View/edit botanical records in database.



Step 2:


Highlight the **originid** column or uniqueid column. Tip: make sure the black cursor rests on the column heading to highlight a column i.e.

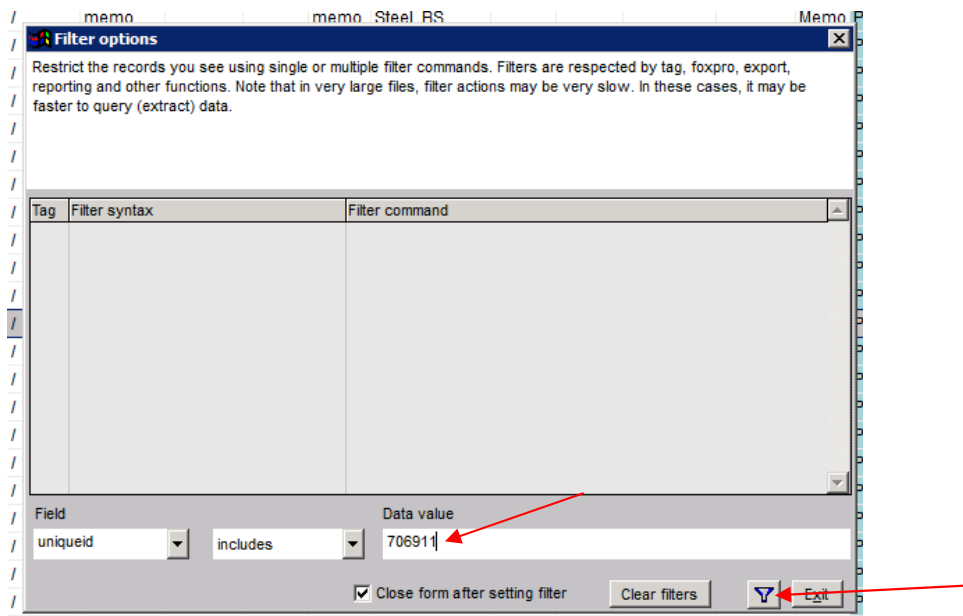


MIGRATION_UAT\BRAHMS_UAT_20130807\DATABASE multi-				
[database\collections.dbf (alias= HS)]				
curator notes	origindb	originid	originstat	sp.accnam
memo	PRECIS	PRE0706891-0		memo
memo	PRECIS	PRE0706892-0		memo
memo	PRECIS	PRE0706893-0		memo
memo	PRECIS	PRE0706894-0		memo
memo	PRECIS	PRE0706895-0		memo
memo	PRECIS	PRE0706896-0		memo
memo	PRECIS	PRE0706897-0		memo
memo	PRECIS	PRE0706898-0		memo
memo	PRECIS	PRE0706899-0		memo

DATABASE multi-user] Licensed to SANBI - South Africa						
Spec DetFile Months EN English (United St						
specsum	rdefile	uniqueid	who	entrydate	temptag	
	Memo	PRE0706891-0	Admin	08/08/2013		
	Memo	PRE0706892-0	Admin	08/08/2013		
	Memo	PRE0706893-0	Admin	08/08/2013		
	Memo	PRE0706894-0	Admin	08/08/2013		
	Memo	PRE0706895-0	Admin	08/08/2013		
	Memo	PRE0706896-0	Admin	08/08/2013		
	Memo	PRE0706897-0	Admin	08/08/2013		
	Memo	PRE0706898-0	Admin	08/08/2013		
	Memo	PRE0706899-0	Admin	08/08/2013		


Step 3:

Click on the  icon and type in the accession number that you are looking for e.g. **706911** (**Note that once the migration is complete there should be a column for accession number**). Then click filter. Only the record with that accession number will appear. Tip if the specimen exists in two herbaria e.g. NBG and PRE and you are stationed at the National Herbarium (PRE), click on the filter icon **again** and filter on **PRE**, you do not have to type the accession number again.



spnumber	gazcode	comments	mystring	checkwho	checkdate	checknote	notonline	bolrestr	editnist	tempcsname	images	mydocs	specimens	specsun	tdefile	uniqueid	who	entrvdate	lempitag
75809	3	memo	memo	/	/	memo			memo	Strydom, DJF			1		Memo	PRE0706911-0	Admin	08/08/2013	

Step 4:

To edit the record either manually, do so by scrolling all the way to the right and filling in the necessary information or click the  icon to change or edit the record. The changes are saved automatically.

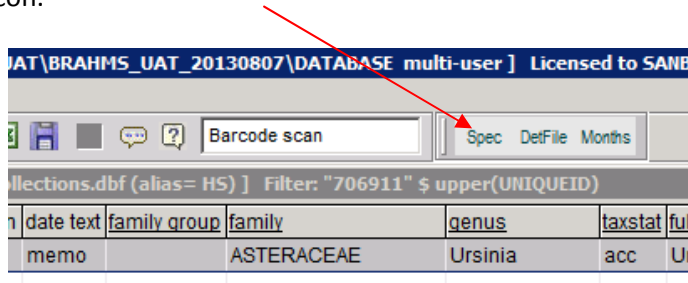
How to update species names:

Step 1:

Use the above steps to allocate your record.

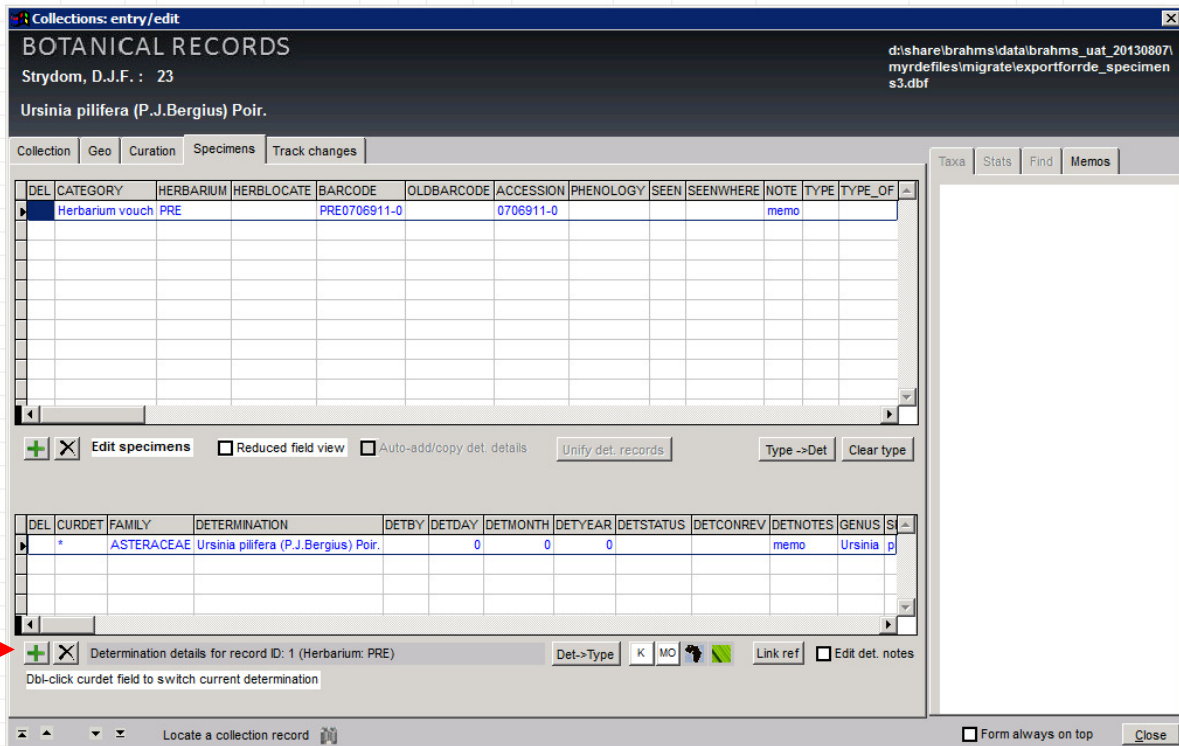
Step 2:

Click on the **Spec** icon.



Step 3:

Click on the  icon as shown below.



Step 4:

Right click in **DETERMINATION** column and select the new species name.

+

✕ Edit specimens Reduced field view Auto-add/copy det. details Unify det. records Type ->Det Clear type

DEL	CURDET	FAMILY	DETERMINATION	DETBY	DETDAY	DETMONTH	DETYEAR	DETSTATUS	DETCONREV	DETNOTES	GENUS	S
	*	ASTERACEAE	Ursinia pilifera (P.J.Bergius) Poir.		0	0	0			memo	Ursinia pi	
										memo		

collections: entry/edit

BOTANICAL RECORDS

Strydom, D.J.F.: 23

d:\share\brahms\data\brahms_uat_20130807\myrdefiles\migrate\exportforde_specimen_s3.dbf

Ursinia pilifera (P.J.Bergius) Poir.

Locate / select a species

Collection	Geo	TAXSTAT	SPNUMBER	FAMILY	SPECIES	YEAR	SYNCAT	DEL
acc		75809		ASTERACEAE	Ursinia pilifera (P.J.Bergius) Poir.			
acc		75810		ASTERACEAE	Ursinia pinnata (Thunb.) Prassler			
syn		75811		ASTERACEAE	Ursinia pulchra N.E.Br.		syn	
acc		75812		ASTERACEAE	Ursinia punctata (Thunb.) N.E.Br.			
syn		75813		ASTERACEAE	Ursinia pusilla (DC.) N.E.Br.		syn	
acc		75814		ASTERACEAE	Ursinia pygmaea DC.			
acc		75815		ASTERACEAE	Ursinia quinquepartita (DC.) N.E.Br.			
acc		75816		ASTERACEAE	Ursinia rigidula (DC.) N.E.Br.			
acc		75817		ASTERACEAE	Ursinia saxatilis N.E.Br.			
acc		75818		ASTERACEAE	Ursinia serotina (A.Br.) Poir.			

Search mode: Genus+sp (selected) Species ID code

Species name includes: Family includes:

Search for: Ursinia pygmaea DC. [ASTERACEAE]

Show UNIQUE field
 Hide synonyms
 Goto acc name

Goto last selected species when this form is opened

Ursinia pygmaea DC. [ASTERACEAE] Select Cancel

Determination details for record ID: 1 (Herbarium: PRE) Det->Type K MO Link ref Edit det. notes

Db1-click curdet field to switch current determination

Locate a collection record Form always on top Close

Step 5:

A message will pop up to ask whether you would like to use the new name as the current name. Click yes. To confirm this, a * will appear next to the species name in the **CURDET** column. The old name will be listed as a synonym of the new species name. Note that the name will apply for the entire species list so it is not necessary to change them individually.

The screenshot shows a software interface for managing botanical records. At the top, it displays 'Collections: entry/edit' and 'BOTANICAL RECORDS'. Below this, the collector's name 'Strydom, D.J.F. : 23' and the species name 'Ursinia pilifera (P.J.Bergius) Poir.' are shown. A navigation bar includes 'Collection', 'Geo', 'Curation', 'Specimens', and 'Track changes'. A table lists specimen records with columns: DEL, CATEGORY, HERBARIUM, HERBLOCATE, BARCODE, OLDBARCODE, ACCESSION, PHENOLOGY, SEEN, SEENWHERE, NOTE, TYPE, and TYPE_OF. A 'System message [confirmchangedet]' dialog box is open, asking 'Do you want to use this name as the current determination for this collection?' with 'Yes' and 'No' buttons. Below the dialog, a 'Determination details for record ID: 1 (Herbarium: PRE)' section shows a table with columns: DEL, CURDET, FAMILY, DETERMINATION, DETBY, DETDAY, DETMONTH, DETYEAR, DETSTATUS, DETCONREV, DETNOTES, GENUS, and SPECIES. The table contains two rows: one for 'ASTERACEAE Ursinia pilifera (P.J.Bergius) Poir.' with an asterisk in the CURDET column, and another for 'ASTERACEAE Ursinia pygmaea DC.'. Red arrows point to the asterisk and the second row. At the bottom, there are buttons for 'Edit specimens', 'Reduced field view', 'Auto-add/c', 'Det->Type', 'K', 'MO', 'Link ref', and 'Edit det. notes'. A note at the bottom left says 'Dbi-click curdet field to switch current determination'.