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.
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.
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.
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.