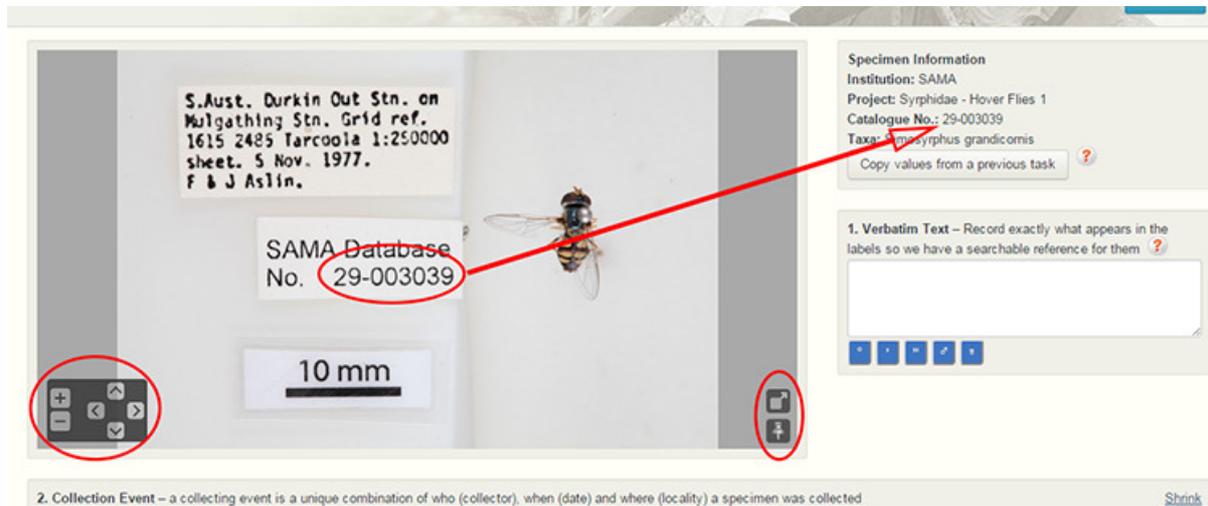


Transcribing Tasks

Image navigation



Check that the Catalogue Number alongside the image matches the number that appears on the registration label in the image. If the numbers are different please post a message in the forum.

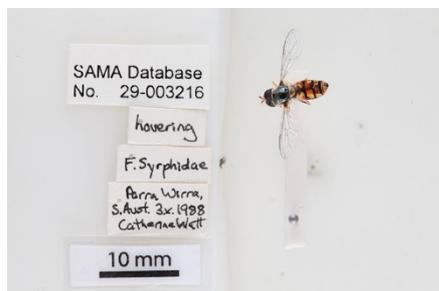
At the bottom left of the image the + and - will zoom in and out of the image and the arrows will pan up, down, left and right. Your mouse may also be used to zoom and move the image around.

The  tool in the bottom right will open the image in a separate window. **This can be a very useful as it means that you can continue to see the picture as you scroll down the page rather than scrolling back and forward.**

The  tool pins the image to the top of the current page.

Verbatim Text

In the **Verbatim Text** field, transcribe everything that appears on all labels, **except** the scale bar. If there are multiple labels, use a / to separate them, for example:



SAMA Database no. 29-003216 /
hovering /
F. Syrphidae /
Parra Wirra
S. Aust 3.x.1988
Catherine Watt

Where a label has symbols, such as for the latitude and longitude (e.g. 35°31'15'S, 138°41'18'E) use the buttons underneath the transcription box to insert the symbols.

If words or letters are illegible use a question mark (?). Add any comments that might be helpful in the 'Your Notes' field at the foot of the page.

Collection event

We record the information about where the specimen was collected and who collected it in the *Collection Event* fields. The quality of this information varies across this collection, some specimens will have a lot of locality information, while some will have none. This means that sometimes you will fill all of the fields in this section, and sometimes you won't fill any.

Verbatim Locality – enter the locality description as it appears on the label (e.g. 'Wirreandah Crk. Crossing. 30 km S Hawker' or 'West of Keith' or 'Victory Well. Everard Pk. Stn.').

State/Province – enter the state that the specimen was collected. Type the state or territory in full, as you start typing the box will start to autocomplete.

Country - enter the country that the specimen was collected. Type the country in full, as you type the box will start to autocomplete.

Collector – enter the name of the collector as it appears on the label. There might be more than one collector, if so, use each box provided for an individual name.

Date collected - enter the date that the specimen was collected in the form YYYY-MM-DD. If only the year is mentioned, please enter it as YYYY, if a year and month are provided, please enter it as YYYY-MM.

Verbatim latitude & Verbatim longitude – enter the latitude and longitude if they appear on the label, use the buttons to insert the symbols if required. Leave blank if no coordinates provided.

Elevation (from) and Elevation (to), Measurement Unit – enter the elevation as it appears on the label, it will often be in the form '1300 to 1500 ft'. Put the lower number in the 'from' and the higher number in the 'to' box and select feet or metres from the measurement units.

Interpreted location

The mapping tool in this section will help you work out the coordinates, if they haven't been provided, and the coordinate uncertainty.

When you click on the button marked **Use mapping tool** the system will automatically search with any information in the locality and coordinates field from the previous section. Check whether the pin has landed on the correct spot, and move it around if required. You might need to re-word how the locality is described in the search box, to improve your results. When you're satisfied that the pin is on the described location, choose an appropriate coordinate uncertainty from the list. This will put a circle around the pin, showing the extent of the locality. If it is very precise (e.g. 'Beachport Jetty') you might be able to choose 100m coordinate uncertainty. If the description is very general (e.g. 'South Australia') choose a very large coordinate uncertainty.

When you are happy, click **Copy values to main form** and the fields will be filled.

Miscellaneous

This is varied information about the specimen, you might find all of this information on some specimens, and on for some specimens none of this information will be available. You might not fill all fields in this section.

Collection method – Enter any information about how the specimen was collected. Examples include beating, sweeping, at light, Malaise Trap etc.

Field/ Other Numbers – Please enter any other number that appears on the labels apart from the catalogue number. This can include numbers starting with I, field numbers etc. If there is more than one number, please separate them with commas.

Habitat – enter any other information from the labels about the habitat in which this specimen was found. This could include information like ‘on Posidonia leaves’ or ‘from flowering Acacia’ etc.

Sex – Please enter Male or Female if it is indicated somewhere on the labels. If it is recorded, it is usually shown with symbols:

♂ (male)

♀ (female)

Identification

Scientific name – Enter the scientific name if it appears on the label. Note that this might be different from the scientific name at the top of the page. This is acceptable, some of the specimens have been re-identified.

Determined/Identified by – Please enter the name of the identifier as it appears on the label. This is usually a name preceded by the abbreviation det. (for determined by) or des. (for designated by).

Date identified – if it is available, enter the date that the specimen was identified in the form YYYY-MM-DD. If only the year is mentioned, please enter it as YYYY, if a year and month are provided, please enter it as YYYY-MM.

Your notes - The Notes section is for you to record any comments that may assist the person who will be validating the transcription of the labels. This Notes section is for anything related to the task. The forum may also be used for questions and comments that you would like an answer to.

Finishing or saving a task



Submit for validation: The transcription of the label is finished and can be validated. In some browsers, the keyboard shortcut Ctrl+Shift+S can also be used to submit.

Save unfinished record: If transcription of the labels is not complete you can save it to be completed at a later date. This saved unfinished record will be returned to the pool of incomplete tasks if left for a period of time. All saved tasks can be accessed through the 'My Stats' page.

Skip: This may be used if the transcriber finds the labels too difficult to transcribe.

Warning! There may be some problems with the fields indicated. If you are confident that the data entered accurately reflects the image, then you may continue to submit the record, otherwise please cancel the submission and correct the marked fields.



If a warning appears when trying to submit the task, check all fields are correct and click on 'It's ok, submit for validation anyway'. If any of the fields are incorrect, 'Cancel submission, and let me fix the marked fields' and proceed to fix any errors before submitting again.

Transcription Saved

Thank you - your transcription was saved at 3:32:00 AM UTC on 18 Decemb

- [Return to the saved task](#)
- [Transcribe another task](#)
- [Return to project start page](#)
- [View My Stats](#)

After a task has been submitted for validation or saved the above options will appear. The 'Return to the saved task' option will take you back to the task you just saved. 'Transcribe another task' will take you to a new task. 'Return to project start page' option will take you to the expedition's front page. 'View My Stats' will take you to your personal statistics page which includes Transcribed Tasks, Saved Tasks, Validated Tasks and Forum messages.

Help

If you get stuck, don't worry, use the forum to discuss your question with a moderator or other volunteers or you can email bvp@austmus.gov.au.

Project Forum

The forum is a place where you can ask questions and share ideas and views with other volunteers. Each expedition has a project forum to help you with any difficulties that you encounter as you transcribe specimen labels. You can get to the forum by clicking on this button on the expedition's

front page:



If you would like to receive emails of all messages posted on the forum for a particular project you are working on, you can tick the box as shown above. This will help you keep up to date with any questions or comments relating to the specific project.