

Navigating Crowdsourcing Module of Pteridophyte Portal: pteridoportal.org

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1. Look onto the right-hand side of your screen. If you have an account, click on login and continue to the next step.

If you have NOT created an account before, click on **New Account**.

When clicking on **New Account** please fill out *Login*, *Password*, *Password Again*, *First Name*, *Last Name*, and *Email Address*. Check “I’m not a robot”, and click **Create Login**.

2. Click on the **Crowdsourcing Data Entry** module as depicted below.



3. Please look for **Field Museum of Natural History Pteridophyte Collection (F)** from the list of collections and **click its corresponding number of Open Records**.

Collection	Specimen Count	Pending Points	Approved Points	Open Records
Field Museum of Natural History Pteridophyte Collection (F)	0	0	0	436
University and Jepson Herbaria (UC)	0	0	0	996

You will see a **Table** of all the Field Museum specimens that need data entry:

Field Museum of Natural History Pteridophyte Collection (F)

Record Search Form

Catalog Number: OCR Fragment:

Custom Field 1: EQUALS +

Display Editor Display Table Reset Form Sort by: ascending

Home >> Crowd Sourcing Central >> Occurrence Record Table View | 1-436 of 436 records

Symbiota ID	Catalog Number	Family	ID Qualifier	Scientific Name	Author
3985	C0675998F	Pteridaceae		<i>Argyrosma nivea</i>	(Poir.) Windham
5973	C0635261F	Tectariaceae		<i>Tectaria</i>	Cav.
7484	C0646751F	Dicksoniaceae		<i>Lophosoria quadripinnata</i>	(J. F. Gmel.) C. Chr.

- Click on the **Symbiota ID** number to gain access to the specimen record. (If you click the ID number, it will open the record in the same tab; if you click the small blue arrow next to the number, it will open the record in a new tab.)

When you open a specimen record, you will see the **editor module** and **images of the label** :

Field Museum of Natural History Pteridophyte Collection (F)

Home >> Crowd Sourcing Central >> Public Display >> Editor < << | 1 of 436 | >> >|

Occurrence Data

Other Cat. #s? Collector? Number? Date? Long Form <<

S. Llatas Quiroz Dupes? Auto search

Associated Collectors? Verbatim Date?

Exsiccati Title Number

Scientific Name?

Country? State/Province? County? Location ID?

Peru

Locality?

Latitude Longitude Uncertainty? Verbatim Coordinates?

Elevation in Meters? Verbatim Elevation? Depth in Meters?

Label Processing

[Zoom?](#) + Med Res. High Res.

- Click **Zoom?** above the photo to get instructions on how to get a close-up view of the label.

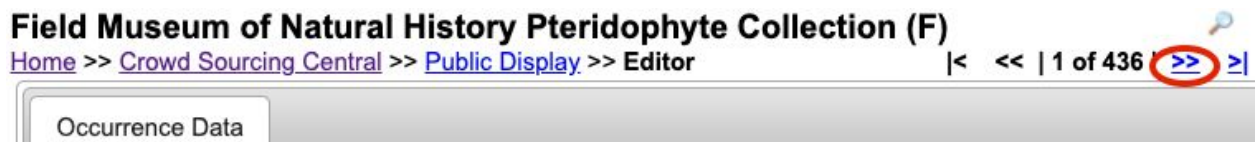
- We **STRONGLY REQUIRE** that you review this document, "[What's in a label](#)" in order to review the components of an accessioned plant specimen.

Once you have read "What's in a label", you may feel ready to enter plant data, but you will have to read the rules of data entry first.

7. We **STRONGLY REQUIRE** that you review, [Transcription Rules for Crowdsourcing](#), to understand and know how to enter data to each corresponding field in the crowdsource module.

Remember to read the last requirements (Status-Auto Set and Save Edits) in the Transcription Rules for Crowdsourcing!

8. To proceed to the next record, simply click the double arrow (>>) next to the record number as depicted in the image below.



9. If you wish to end your session, return to the home page by clicking on **Home** underneath **Field Museum of Natural History Pteridophyte Collection (F)** (circled in blue).



Then click **Logout** located on the right-hand side of the screen.

