OKLAHOMA VASCULAR PLANTS DATABASE DATA ENTRY GUIDELINES
Revised March 2009

ACCESSING THE DATABASE

The OVPD is located at http://www.oklahomaplantdatabase.org/. You must be logged in to enter data. Click the "Admin. Login" link in the right corner of the screen and enter your user name and password. If you do not have a user name and password, click the "Create New User" link. Fill in the fields provided and click the "Create User" button to register.

DATA ENTRY PROCESS

Once you have successfully logged into the database, click "Edit Data" in the upper right corner (note that the screen looks also exactly like the general public access screen). The "editing" screen will now appear. Select "Specimen" on the left side of the screen. You should now be on the "Specimen" screen. Click the "New" box. This will open the screen with the data entry form.

Before proceeding with descriptions of the fields of the data entry form and how they are populated with specimen data, be aware of these general considerations:

- Remember that all of the fields can be parsed into four basic categories: institution, collection, location, and habitat. The institution field provides information about the institution where the specimen is housed; collection fields include who collected the plant, when the plant was collected and the identification information; location fields are for information relating to where the plant was found; habitat fields provide a description of the plant's environment and other species growing with it.

- Not all fields in the data entry form will be populated. Required fields are highlighted in red and are marked as "**" in this document. If the information for the required fields is not found on the specimen label, enter the word "unknown". You will not be able to complete the data entry for the specimen if these fields are not filled.   Likewise, there are fields that you should never complete. They are marked as "##" in this document.

- Do NOT put periods at the end of entries.

DATA FIELDS

I. Insitution fields

Barcode: If your institution has specimens with barcodes, you will enter the number associated with the barcode here. Enter the number exactly as it appears on the

specimen. If you are entering data at the University of Oklahoma, please consult your data entry supervisor for additional information about barcodes.

Herbarium: This is the name of the herbarium at which the specimen is housed. A drop-down list is provided. Select your institution from the list and the field will populate automatically.

AccNo: This is the accession number field. It consists of the herbarium acronym and the accession number of the specimen. There is NO space between the two elements. If you do not know the acronym for your herbarium, please ask your data entry supervisor. Typically this information is found in the upper left hand corner of the sheet and may be associated with a herbarium logo. Type in the number exactly how it appears on the sheet. If the specimen does not have an accession number it can not be entered. Leave the specimen aside for your data entry supervisor. The accession number is a unique identifier within the database for a specimen, so there can only be one specimen in the database with a particular number. The database will not allow two specimens to have the same AccNo. If a duplicate number is encountered, notify your data entry supervisor.

EXAMPLES: OKL2056   OKLA12321   CSU0000000012

II. Collection fields

Symbol: This is the code assigned by the US Department of Agriculture PLANTS database for species known to occur in the United Sates. Use the code for the MOST RECENT identification of the specimen you are entering. A "Lookup" box is provided to ensure that the correct code is selected. Once you click on the lookup box, a list of plant families will appear. Select the plant family for your specimen, which should be noted somewhere on the label. If it is not and you do not know the family, set the sheet aside for your data entry supervisor or consult the PLANTS database. Once a family is selected, a drop-down list of genus names will appear. Select the genus of the specimen, and the species list will appear. Be careful to select the correct name—some names are very similar! After selecting the species name, you will be returned to the main data entry form and the "Symbol" field should now be populated.

If you can not find the correct code, set the sheet aside. Make sure you check the dates of all the annotations (if present) to determine which is the most recent and use the code for this name. If the specimen is NOT annotated this code will be the same as the "CollIDSymbol" which is discussed next.

A note: some specimens are identified to the level of *forma*. The USDA does not assign codes for formas. Use the code that gets you "close" to the collector's ID and put the forma information in the "Comments" field.

CollIDSymbol: This is the symbol for the collector's original identification on the original specimen label. If the collector did not identify the specimen, use the

*following code: **NOCODE***. Otherwise, you populate this field as you did the "Symbol" field.*

***Collector**: This is the first and middle initials (if given) and the last name of the collector(s). If there is no collector listed, enter "unknown".*

> *EXAMPLES: B. W. Hoagland   B. Hoagland, A. Buthod, & P. Callahan*
> *Meyers*

***CollNo**: This is the collection number. The format of collection numbers varies widely and may include letters. If no number is given enter "s.n."*

> *EXAMPLES: 2000   ab-23   OOL102   s.n.*

***CollDate**: This is the collection date. Type the complete collection date as shown in the following examples.*

> *EXAMPLES: 20 Jun 1995   3 May 2000*

***OtherDate**: If an incomplete date is given on the specimen label, use this field to enter what information is given.*

> *EXAMPLES: Summer 1959   5 Jun   4-6 Jul 1901*

One of the date fields must be completed. Do not leave both fields blank. If no date information is available at all enter "unknown" into the "OtherDate" field.

III. LOCATION

***County**: Select the county where the specimen was collected from the drop-down list. Use "unknown" when the county can not be determined.*

***##MTR**: Do not enter anything here.*

***##TRSProblem**: Do not enter anything here.*

***##TRSAttrib**: Do not enter anything here.*

The following fields concern township, range, and section. It may look like the following examples.

> *EXAMPLES: T5S R23E Sec. 21   T2NR23ES26 NW/2*

***Township**: Township number only.*

***NS**: "N" for north, "S" for south. CAPITAL LETTERS ONLY!*

Range: Range number only.

EW: "E" for east, "W" for west. CAPITAL LETTERS ONLY!

Section: Section number only.

Quarter: The location within the section. Information on the label may vary in format, but use the following examples as entry guidelines:

     EXAMPLES: N/2   SW/4   NW/4 SE/4

The following fields concern UTM coordinates. This is another piece of location information, but it isn't frequently encountered.

     EXAMPLES: 123456 2322222 15S   14 342525 6555754

Zone: This is either the number 14 or 15 within the state of Oklahoma. Sometimes an "S" will appear with this number. Do not enter this.

UTME: A six digit number

UTMN: A seven digit number

**Location*: The written directions to or the description of the location. First type the closest town or feature (for instance--a river, state park, wildlife refuge or mountain) followed by a semi-colon. Then type the directions provided on the label. Location information is sometimes illegible, confusing or difficult to interpret. Type what is written and if needed use the personal comments of [illegible] or [verbatim] inside square brackets if the label is messy or doesn't make sense. If no location information is written, type in the word "unknown".

Convert distance measurements presented as fractions to decimals (for instance--5 ½ to 5.5, ¼ mi to 0.25 mi). Odd distances can be left as fractions (3/8 mi, for instance). All decimals should be expressed to one place (4.0 mi, 2.5 mi). Use the following abbreviations in the "Location" field. DO NOT use periods at the end of the abbreviations.

     Directions=N, S, E, W
     Highway=hwy
     Interstate=I
     Mile(s)=mi
     Junction=jct
     Wildlife Management Area=WMA (use abbreviation after typing it out once.)
     National Wildlife Refuge=NWR (use abbreviation after typing it out once.)

Put all place names in the "Location" field. This includes rivers, creeks, mountains, etc. DO NOT abbreviate the words "river", "creek", "mountain" or "lake".

For locations that do not use a place name, use the following standard "introductions".

> *EXAMPLES:*
> > *A highway junction: Junction of hwy 9 & I35; 2.0 mi S of jct of hwy 9 & I35*
> > *A state or county line: OK/MO state line; 4.0 mi W of OK/MO state line*

Additional examples:

> *Label says: near Crusher Spur*
> *OVPD entry: Crusher Spur; Near Crusher Spur*
>
> *Label says: 2 ½ miles west of Lone Wolf*
> *OVPD entry: Lone Wolf; 2.5 mi W of Lone Wolf*
>
> *Label says: Beavers Bend State Park, 2 miles north of Broken Bow*
> *OVPD entry: Broken Bow; 2.0 mi N of Broken Bow, Beavers Bend State Park*
>
> *Label says: 3 miles east of the junction of highways 9 and 102*
> *OVPD entry: Junction of hwys 9 & 102; 3.0 mi E of jct of hwys 9 & 102*
>
> *Label says: On the north shore of Optima Lake in the Optima Wildlife Management Area*
> *OVPD entry: Optima Wildlife Management Area; N shore of Optima Lake, Optima WMA*

IV. Habitat fields

Habitat: This is the physical description of the collection site, including:

> *Specific location (banks of creek, S side of mountain, in ditch, etc.)*
> *Vegetation description (tall grass prairie, mesic forest, bluestem-grama grassland, etc.)*
> *Soil type (gravelly loam, gypsum soils, Tillman soil complex, etc.)*
> *Elevation (1500.0' elev, etc.)*
> *Abundance (many, few, scattered)*
>
> *EXAMPLES: edge of farm pond, riparian vegetation, clay soil, abundant in moist soil*

Morphology: Physical descriptions of the collected plant, including:

> *Height: Use abbreviations for inches and feet (" and ', respectively)*
> *Characteristics of the plant (stems branched, vine, sprawling)*
> *Characteristics of the flower (flowers pink, corolla tube 2.0 mm, 5 anthers)*
> *Characteristics of the fruit (fruits blue-black, fruits with 5 seeds)*

EXAMPLES: 5.0 dm tall, spreading, flowers 5-petaled, 10 anthers, fruits tomentose

AssoSpp: *This refers to associated species, or the species growing with the collected specimen. This information will consist of other, if any, taxa listed on the label. Use lower case letters for all words of a common name. For scientific names the genus should be capitalized and the epithet should be in all lowercase letters.*

EXAMPLES: Cercis canadensis redbud   Lamium purpureum henbit

Comments: *Add information that does not seem to belong in any other field. Remember to put your own comments in the square brackets ([ ]).*

EXAMPLES: Specimen collected for MS degree research on bobwhite quail habitat [identified to forma alba, for which there is no USDA code]

Plant collection by the Oklahoma Biological Survey

Cultivated: *This box should be checked if the specimen was obviously planted and grown by a person. Clues to watch for on the specimen label include phrases such as "grown in flower bed", "transplanted from Beavers Bend State Park", "seed obtained from…", etc. If you are in doubt, please leave the specimen aside for the data entry manager/curator.*

Cultivated Comments: *Any comments about the cultivated specimen.*

**Entby *(entered by): Enter your initials without periods.*

##EntryDate, Mark, QCComp, HeritageHas, HideRecord, HideRecordComment, and AwaitingReview: *Do not enter anything in these fields.*

You have now completed the main data entry screen. Click the "insert" button. If your specimen has no annotations, you are done. If you have successfully completed the data entry, you will see a new blank form and can begin entering data for the next specimen. However, your entry may be rejected. If you have not completed a required field, a red * will appear next to that field prompting you to enter the missing information. Also, if a duplicate accession number has been entered you will receive a message telling you so. Delete the entire record by clicking the "Delete" button at the bottom of the page. Set the sheet aside for the data entry supervisor.

If the sheet has been annotated, click the "Add Annotation" button. All later identifications made AFTER the original one on the original label should be entered, even if they agree with the original. An exclamation point (!) with an annotation indicates that the annotator agrees with the previous identification. Annotations

may be made on labels or written on the sheets. If there is an equal sign (=) next to the name, it is NOT an annotation. Do not enter it.

AnnotSymbol: This is the USDA symbol for the annotator's identification. Use the "Lookup" box—it works the same as the one you used in the "Symbol" and "CollIDSymbol" fields.

Annotator: This is the name of the person who annotated the specimen. Use initials for first and middle names. Use "unknown" if no name is given.

AnnDate: This is the date of the annotation. Use "unknown" if no date is given. Use the date format illustrated in the examples.

    EXAMPLES: 21 Aug 2008   Jun 1902   Summer 1889

Comments: Add any additional information that the annotator might have written with the annotation.

To complete adding the annotation hit "Insert". Be sure to enter ALL of the annotations. To add a second, simply hit the "Add Annotation" button again. Repeat until all are entered. To complete the entry for the specimen, hit the "New" button and begin again!

RANDOM INFORMATION

What if the data entry field is too small? If there is too much information for a field, you should type "[see specimen for additional information]".

If you have questions about anything, please do not hesitate to ask your data entry manager. If he or she is not available, leave your questionable specimens aside along with notes detailing the "issues". When in doubt about something, ask!