Data Portal User Guide

Keys to successful data entry:
- To move from field to field, use the tab key (enter will not work). Do not use the back button on your browser as it will take you out of the portal.
- The little red revolving circle means the portal is working to retrieve data. Please be patient while it processes.
- It may take 3-5 seconds to lookup the species name for the associated species. To help reduce the number of selections retrieved in your search, use the USDA PLANTS code or type the first three letters of the genus and species ending each with a close bracket.
  - EXAMPLE: for *Asclepias tuberosa,* the shortcut to lookup that name would be ASTU or ASC] TUB]
- If the name you are looking for is not present in the species search, please contact the SOS National Coordinating Office. Remember, USDA PLANTS is the standard taxonomy for SOS. A quick internet search for the name may help you identify the Synonym used by USDA PLANTS.
- Save your records using the "SUBMIT" button at the bottom of the page.
- You will not be allowed to delete records so if a record is created in error, please contact sehill@blm.gov.

Guidance for successful and accurate data entry:

Seed Collection Reference Number: Enter the accession number assigned to this material. This is a key field and must be unique within the table. This number must be exactly formatted to retain consistency throughout all SOS data and should never to be used twice. Please do not use leading zeroes. The format for seed collection reference number is team code, hyphen, and the sequential collection number you have made. Each seed collection reference number must be unique to a given collection. EXAMPLES: CA690-17; NM930-34; MARSB-397; CA930A-421; UT030-2

Dates Collected: If your seed was collected on one or two dates, please use the first two fields. If your collection was made over more than two dates, please use the Date Range field to include additional collection dates.

Collector(s): name should be entered as last name, first initial with a comma between last name and first initial, then again after the period between the initial and next last name. EXAMPLE: Dawson, C., Howard, M., Tonenna, D., Ulloa, M.

Genus or species or name code: Used the tips outlined above for searching and choosing the species you collected. Be sure to enter the name for species collected **before** entering data in the other fields (No. of plants sampled, etc.) of the "Collection Data" section. If you enter the other data before selecting the species name, that data in the other fields will be cleared and you will have to re-enter it.

Please contact Sarah Hill (sehill@blm.gov) if you have any questions.

Field note: Describe the noteworthy characteristics of the plant, specifically capture those identifying features that might not be captured or retained by the voucher specimen. This is also the field where you may add additional notes for the SOS National Collection Database.

Associated Species: To add more field boxes, fill the four fields provided and TAB to add another row of boxes.

Identified by: Please indicate first initial, last name and affiliation. This is for recording verification of identification by an expert. This can be the state botanist or someone at the regional herbarium where your voucher specimens are sent.

EXAMPLE: J. Smith – BLM; D. Waitt – North Carolina Botanic Garden

To edit an existing accession:
You can only access accessions for your SOS collecting team.
- Enter seed collection reference number in the appropriate field within the "Search" section (top of the page)
- The form will open and you can edit data in all fields except the accession number.
- Select "Submit" at bottom of page to save changes.

Exporting data from the web portal:
- Use one of the search criteria (Genus, species, Family, Collection Team).
- A new window will open with all associated accessions.
- Click export to create an Excel spreadsheet of data. Data for collecting teams other than your own will be limited: species name, accession number, ecoregion, state, year collected.

Printing data from the web portal
- Datasheets printed from the data portal can be used for seed shipments to Bend, local records, etc. They are **not** to be used as a substitute for a copy of the original datasheet needed for the National Coordinating Office.
- With your datasheet displayed, right click and select "print". The datasheet should fit on one page (front & back).
  - When printing datasheets to send to Bend, be sure that the following are clearly displayed (highlighting or circling is appreciated).
    - Seed Collection Reference Number
    - NRCS PLANTS code

Please contact Sarah Hill (sehill@blm.gov) if you have any questions.