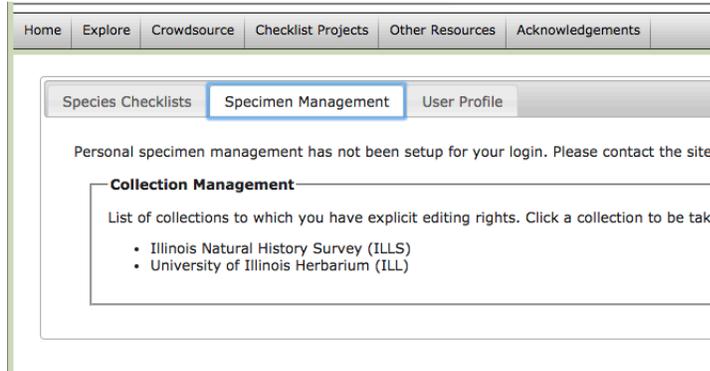
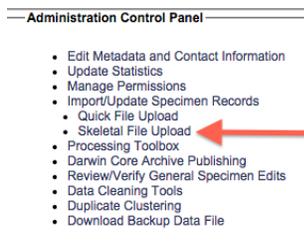


Uploading a .csv to the MyCoPortal

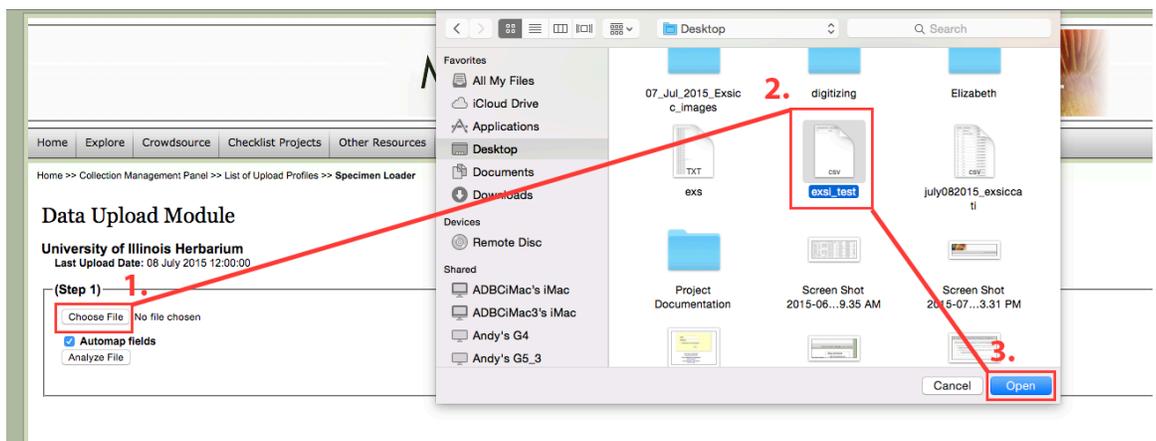
1. Log onto <http://mycoportal.org/portal/index.php> with credentials.
2. Go to My profile, select Specimen Management, and select collection related to upload.



3. Underneath Administration Control Panel, select Skeletal File Upload



4. Within the Data Upload Module, choose the .csv file you wish to upload.



5. Hit Analyze File.

Home Explore Crowdsourcing Checklist Projects Other Resources

Home >> Collection Management Panel >> List of Upload Profiles >> Specimen Loader

Data Upload Module

University of Illinois Herbarium
Last Upload Date: 08 July 2015 12:00:00

(Step 1)

Choose File exsl_test.csv

Automap fields

Analyze File

6. The following table maps the institution's .csv headers (Source Field) with the Symbiota headers (Target Field.)

Fields highlighted in yellow indicate that the Source Fields do not automatically match with the Target Fields. This could be due to misspelling, mislabeling, or institutional preferences in the original .csv.

Data Upload Module

University of Illinois Herbarium
Last Upload Date: 08 July 2015 12:00:00

Skeletal File Upload

Source Field	Target Field
recordnumber	recordnumber
recordedby	recordedby
country	country
county	county
day	day
genus	genus
othercatalognumbers	othercatalognumbers
catalogid	Select Target Field
month	month
specific epithet	specific epithet
stateprovince	stateprovince
year	year

* Mappings that are not yet saved are displayed in Yellow

Verify Mapping Automap Fields

Match on Catalog Number
 Match on Other Catalog Numbers

- Incoming skeletal data will be appended only if targeted field is empty
- If both checkboxes are selected, matches will first be made on catalog numbers and secondarily on others catalog numbers

Start Upload

Skeletal Files consist of stub data that is easy to capture in bulk during the imaging process. This data is used to seed new records to which images are linked. Skeletal fields typical similar to regular uploads though differ in several ways.

Example of field-mapping errors.

Using the down bar under “Select Target Field,” select the corresponding header. Consult http://www.microfungi.org/files/1814/5592/1113/Darwin_Core_fields_Symbiota.pdf for aid in determining the correct Symbiota header.

7. Hit the “Start Upload” button in the lower left-hand corner of your screen.
8. On the next page, the “Final transfer” box will list three numbers. ‘Occurrences pending transfer’ is the number of records on your .csv. This should match the number of ‘New records.’ ‘Records to be updated’ should be zero. If it is not zero, it means that there are records on your .csv with catalog numbers that match records already on the MyCoPortal (you have duplicates). There will be a small, square icon next to the number that, when clicked, will open a table of records. This table will show which records have duplicate catalog numbers. Fix the catalog numbers that are duplicates to make them unique numbers, then save your .csv again and return to Step 4. Once the numbers for ‘Occurrence pending transfer’ and ‘New records’ match, and ‘Records to be updated’ is zero, move to Step 9 and complete the upload.
9. Hit “Transfer Records to Central Specimen Table” and then “OK”.

