**Data Entry Portal User Guide**

***Seeds of Success***

**Keys to successful data entry:**

* To move from field to field, use the tab key. 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 in 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.
* Don’t forget to 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 lriibe@blm.gov.

**Field by field 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 and include all dates collected.

*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.

*Description:* 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.

EXAMPLE: J. Smith – BLM; D. Waitt – NCBG