

BG-Map TechNote

How to Add and Map Plants and Enter Field Check Data in Web-VQF

This document describes how to perform various data entry, mapping and editing functions in the field using a web browser in Web-VQF. You will need to use a portable device with an internet connection.

What you can do

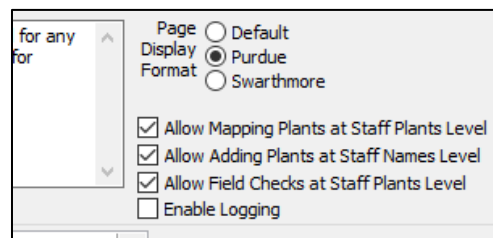
Note: To perform these functions, you must be in the Staff Portal of Web-VQF.

- ❖ Add new plants and accessions to *BG-BASE*
- ❖ Enter field check data which will be transferred automatically to *BG-BASE*
- ❖ Map and re-map plants

Enabling These Functions

Before you can use these functions, you must enable them in BG-Map.

- ❖ In BG-Map, Web-VQF Settings, click the Admin tab.
- ❖ Check these options:
 - Allow Mapping Plants at Staff Plants Level
 - Allow Adding Plants at Staff Names Level
 - Allow Field Checks at Staff Plants Level



The screenshot shows a web interface for settings. On the left, there is a dropdown menu with the text 'for any for'. On the right, there are radio buttons for 'Page' (Default, Purdue, Swarthmore) and 'Display Format' (Purdue, Swarthmore). Below these are four checkboxes: 'Allow Mapping Plants at Staff Plants Level' (checked), 'Allow Adding Plants at Staff Names Level' (checked), 'Allow Field Checks at Staff Plants Level' (checked), and 'Enable Logging' (unchecked).

Note: Before you create new accessions or plants, make sure you have first set up the create a plant options by going to Tools/Options/Create BG-BASE Plant Options in BG-Map.

Adding Accessions and Plants

Adding an Accession

- ❖ In Web-VQF, go to a plant name at the names level.

- ❖ Under the list of existing plants, click “Create New Accessions or Plants.”

2	B20		F	1994-622*B	1994
3	B20		F	1994-622*E	1994
4	B20		G	1994-622*J	1994
5	B20		F	1994-622*K	1994
6	B20		F	1994-622*L	1994

Expand Table | ^Top of Page

Create New Accessions or Plants

Location Map for *Abelia biflora* (: ;) - 7 Locations Found
Click a marker pin or a green plant 'dot' for details. (Map Help)

Adding a New Accession and Plant

- ❖ Click the Find Button to find the next available unused accession number.
- ❖ Click the Accession Date space, and choose a date from the calendar.
- ❖ Select how the accession was received.
- ❖ Select a plant source by clicking the browse button (3 dots)
- ❖ Select the provenance
- ❖ Under Plants, select the change type for this plant.
- ❖ Click the Plant Date Space, and choose a date from the calendar.
- ❖ Select the *BG-BASE* location of the plant.

7	G4		E	1994-513*A	1994
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Create a New Plant: *Abelia biflora* - Name Number 2

☒ New Accession and Plant ☐ New Plant From Existing Accession

☐ New Accession Only

New Accession Number*:

Accession Data

Accession Date*: Lineage Number:

Received How*: Plant Source*:

Provenance*: Recd. Notes:

Plant Data

Change Type ☒ Planted ☐ Existing

Plant Date*: Location*:

Number of Plants*: Condition*:

Optional: DBH: Spread: Height: ☒ Inches-ft. ☐ cm.-meters

Confirm and Save

BG-BASE Login Name: Password:

- ❖ Select the number of plants and condition.
- ❖ Fill in the optional fields as desired.
- ❖ Enter your *BG-BASE* user name and password and click “Save.” Data will automatically be transferred to *BG-BASE*.

Adding a New Plant from an Existing Accession

- ❖ Click the dropdown list to select an existing accession for this plant name.
- ❖ The accession data section of the form will be blanked out.
- ❖ Go to the plant data section of the form and fill it in as described above in “Creating a New Accession and Plant.”
- ❖ Enter your *BG-BASE* user name and password and click “Save.” Data will automatically be transferred to *BG-BASE*.

The screenshot shows the 'Create a New Plant' form for *Calycanthus chinensis* - Name Number 7141. The 'New Plant From Existing Accession' radio button is selected. A dropdown menu shows '1990-108 G Brooklyn BG, Brooklyn, NY Shanghai BG, Long Wu Lu, China'. Below this is a 'New Accession Number*' field with a 'Find' button. The 'Accession Data' section is collapsed, showing fields for 'Accession Date*', 'Lineage Number', 'Received How*', 'Plant Source*', and 'Provenance*'.

Adding a New Accession Only

The screenshot shows the 'Create a New Accession' form for *Calycanthus chinensis* - Name Number 7141. The 'New Accession Only' radio button is selected. The 'New Accession Number*' field contains '2021-001' and has a 'Find' button. The 'Accession Data' section is expanded, showing 'Accession Date*' as '04/08/2021', 'Lineage Number' as an empty field, 'Received How*' as 'Plant', 'Plant Source*' as '10 - 1980 Sino-American Botanical E', 'Provenance*' as 'W Wild Collected', and 'Recd. Notes' as an empty field. The 'Plant Data' section is collapsed, showing 'Change Type' with 'Planted' selected and 'Existing' as an option, and 'Plant Date*' and 'Location*' as empty fields.

- ❖ Click “Find” to find a new accession number for this name.
- ❖ Fill in the accession data section as described above in “Creating a New

Accession and Plant.”

- ❖ The plant data section will be blanked out.
- ❖ Enter your *BG-BASE* user name and password and click “Save.” Data will automatically be transferred to *BG-BASE*.

Entering Field Check Data

- ❖ In Web-VQF, go to a record at the Plants level
- ❖ Click “Enter New Field Checks.”

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The screenshot shows a table with columns for plant status and location. Below the table, there is a section titled 'Expand table' with a link '^Top of Page'. A red circle highlights the 'Enter New Field Checks' button. At the bottom, there is a location map for '1994-622*1 Abelia biflora' and a 'Map Help' link.

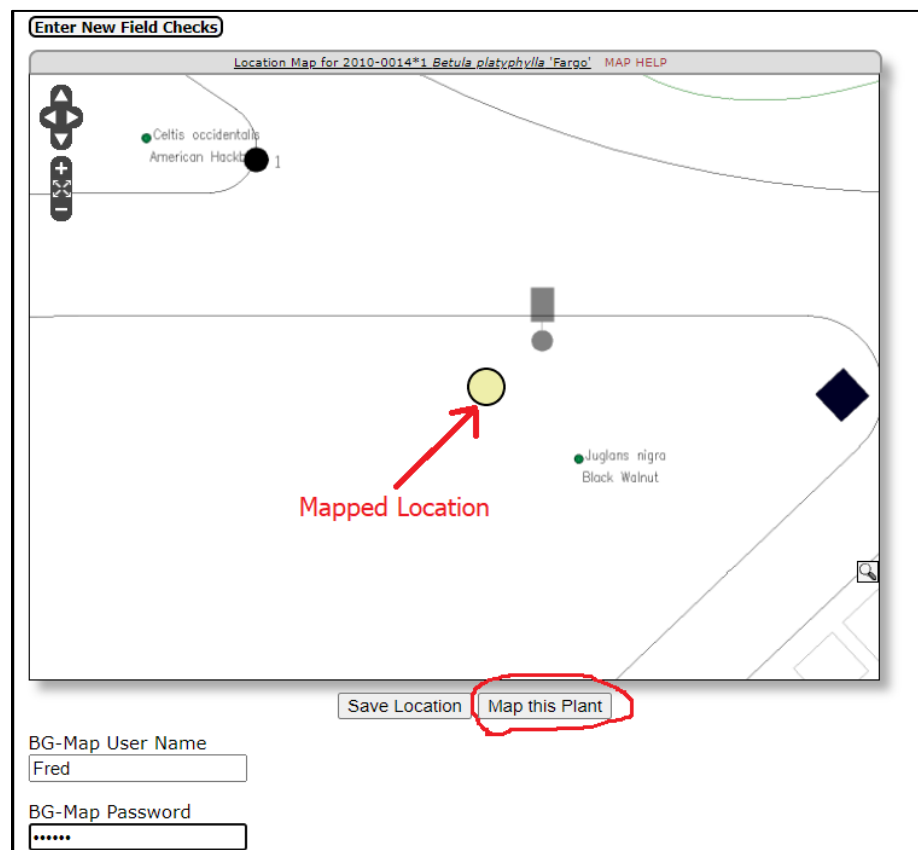
- ❖ As a minimum, select a condition.
- ❖ You can also enter Reproductive Status, Check Note using a phrase picker, and measurements.
- ❖ Enter your *BG-BASE* user name and password and click “Save.” Data will automatically be transferred to *BG-BASE*.

The screenshot shows the 'Enter Field Checks' form for 'Abelia biflora - 1994-622*1'. The form includes a 'Condition' dropdown set to 'Good'. Under 'Reproductive Status', there are checkboxes for 'Immature Flowers', 'Flowering' (checked), 'Old Flowers', 'Immature Fruit or Seeds', 'Ripe Fruits or Seeds', 'Juvenile', and 'Vegetative'. The 'Check Note' section has a 'Phrase Picker' dropdown set to 'label missing' and a text area containing 'label missing'. The 'Measurements' section has fields for 'DBH', 'Spread', and 'Height', with a radio button for 'inches-ft.' selected. At the bottom, there is a 'Confirm and Save' section with 'BG-BASE Login Name' and 'Password' fields, and a 'Save' button. A location map for '1994-622*1 Abelia biflora' is visible at the bottom.

Mapping and Remapping Plants

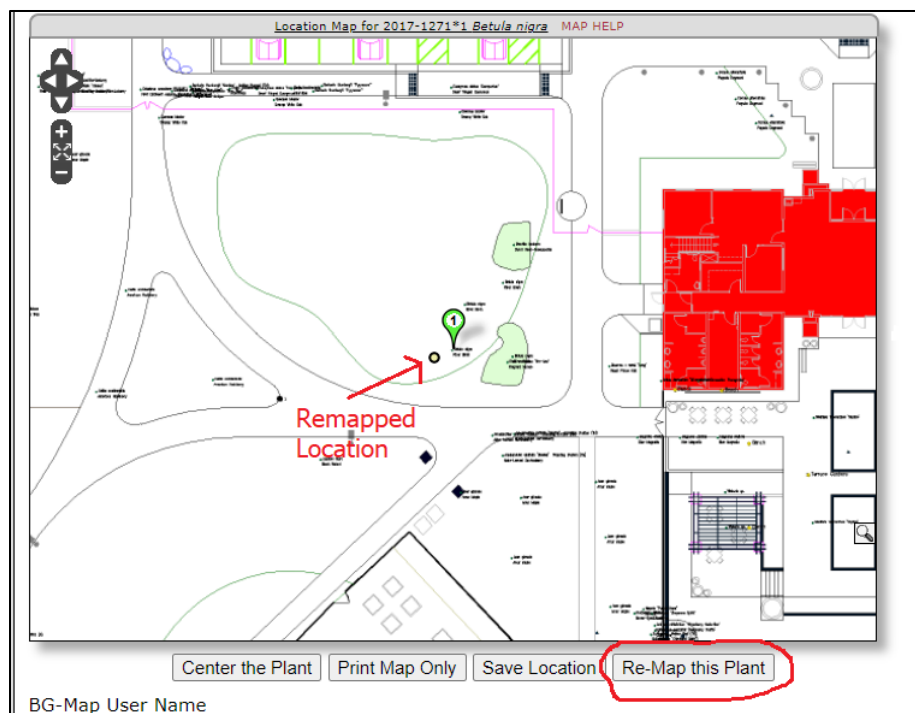
Mapping a Plant

- ❖ In Web-VQF, go to a record of an unmapped plant at the Plants level.
- ❖ Zoom into the map to show the intended map location of the plant.
- ❖ Click “Map This Plant” and then click the map at the desired location.
- ❖ Enter your BG-Map user name and password and click “Save Location.” Data will automatically be transferred to BG-Map.



Remapping a Plant

- ❖ In Web-VQF, go to a record of a mapped plant at the Plants level.
- ❖ Zoom into the map to show the intended map new location of the plant.
- ❖ Click “Re-Map This Plant” and then click the map at the desired location.
- ❖ Enter your BG-Map user name and password and click “Save Location.” Data will automatically be transferred to BG-Map.



BG-Map Botanical Garden Mapping System

Mapping the world... one plant at a time

For up to date information, visit the BG-Map Users Support Website at www.bg-map.com/userdata

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