

1: Register

Visit the following link, and enter your email address

<http://www.adu.org.za/register.php?project=vmus>

The screenshot shows the registration page for the Animal Demography Unit Virtual Museum. The page has a dark blue header with the unit's name and a navigation menu on the left. The main content area is divided into two sections: "Sign up." and "Check if I am registered." The "Sign up." section contains instructions for entering an email address and a "Next >>" button. A large white arrow points to the email input field. The "Check if I am registered." section is currently empty.

Animal Demography Unit

Sign up.

Enter your email address into the field to the right to check if you are registered with the Animal Demography Unit.

If you have changed your email address, please contact ADU (info@adu.org.za) so we can update our records.

Your email address will be used to access our online resources for all projects.

You have requested registration with the ADU via:

Animal Demography Unit
Virtual Museum
VMUS

Check if I am registered.

Enter you details and click “register me” at the bottom of the page.

The screenshot shows the registration page with the "New registration!" section active. It contains a form with various fields for user details, including email, title, surname, first name, password, and contact information. The "Email address" field is pre-filled with "kezpeter@gmail.com". The "Title" field is a dropdown menu. The "Surname" field is empty. The "First Name/s" field is empty. The "Choose your password:" field is empty. The "Repeat password:" field is empty. The "Tel (W)" field is empty. The "Tel (H)" field is empty. The "Tel (Mobile)" field is empty. The "Fax" field is empty. The "Postal address" field is empty. The "Postal code" field is empty. The "Country" field is a dropdown menu with "South Africa" selected.

Animal Demography Unit

New registration!

The email address is not registered. To continue with registration, please enter your details below.
* denotes required information.

Email address:

Title:

Surname:

First Name/s:

Choose your password:

Repeat password:

Tel (W)

Tel (H)

Tel (Mobile)

Fax

Postal address

Postal code

Country

2: Login to the Virtual museum by visiting this link and clicking “login”:

<http://vmus.adu.org.za/?vm=OrchidMAP>

The screenshot shows a web browser window with the URL `vmus.adu.org.za/vm_search.php?database=orchidmap&prj_acronym=OrchidMAP&db=orchidmap&URL=http://orchidmap.adu.org.za&Log`. The browser's address bar and tabs are visible at the top. The website header features the logo of the Animal Demography Unit (ADU) and the text "Virtual Museum". A left-hand navigation menu lists various options: Home, About, Projects, Help & Documents, Sponsors & Partners, Acknowledgements, OrchidMAP, Metadata, Search VM, Maps, My records, Species lists, Registration, and LOGIN. A white arrow points to the "LOGIN" link. Below the navigation menu is a logo for "OrchidMAP" featuring a colorful orchid. The main content area is titled "Atlas of African Orchids" and "Search VM database". It contains two search sections: "Simple search:" with a text input field, a list of fields searched (Vm_number; observer name; country; province; town; locality; locus (QDS code)), and "Search" and "Clear" buttons; and "VM-number search:" with a text input field and a "Search" button. Below the VM-number search section, a note states: "You can supply one or more VM-numbers separated by a space or a comma".

3: Submitting one or more records

Click on the “Data upload” link on the menu panel:

The screenshot shows the Virtual Museum website interface. The top navigation bar includes links for Home, About, Projects, Help & Documents, Observers, VM Statistics, Sponsors & Partners, Acknowledgements, and VM UPLOAD. The VM UPLOAD section is expanded, showing links for Data upload, User profile, OrchidMAP, Metadata, Search VM, Maps, My records, Observers list, Species lists, and LOGOUT. A white arrow points to the 'Data upload' link. The main content area displays a welcome message for 'C Peter (extra records)' and the 'Atlas of African Orchids' search interface. The search interface includes tabs for Simple, Advanced, By Scientific or Common Name, By Genus, and By Family. The Simple search tab is active, showing a search box and a 'Search' button. Below the search box, there is a section for 'VM-number search' with a search box and a 'Search' button. The text below the search box states: 'You can supply one or more VM-numbers separated by a space or a comma'.

4: The upload procedure includes two pages. On the first page you enter the details of observer (default just you, but you can add other people), date (the default is today) and locality (the place where the photograph was taken and there are many options).

The screenshot shows the 'VM Data & Photo Submission' page, specifically the 'VM Record Upload Form - Page 1 of 2'. The page contains instructions for the data upload process, stating that it consists of two steps: entering collection information and then uploading multiple observations. It also mentions that users can save locality information into their own gazetteer and that not all fields are required. A note at the bottom states: 'If you have difficulties with this form, or specific queries regarding data upload, please write to us at vm-info [at] adu [dot] org [dot] za'. A section titled '1. Observer information:' is highlighted in green. It contains a table with the following information:

Name:	Craig Peter
ADU number:	14801
Additional observers:	Enter names of additional observers, separated by ',' Charles Darwin

A white arrow points to the 'Additional observers' input field.

5: The date entry defaults to “today”, set the correct date for the date the observations were made using the drop down menus:

The screenshot shows the data entry interface for the Animal Demography Unit (ADU - UCT). The browser address bar shows the URL: `vmus.adu.org.za/dt_datup1.php?database=vmupload&prj_acronym=OrchidMAP&db=orchidmap&URL=http://orchidmap.adu.org.za&Logo`. The page has a sidebar with links: My records, Observers list, Species lists, and LOGOUT. The main content area is divided into sections:

- 1. Observer information:** Name: Craig Peter, ADU number: 14801, Additional observers: Charles Darwin.
- 2. Collection date:** *Year: 2015, *Month: October (dropdown), *Day: 29 (dropdown). A note says: "Note that you can change the date for records during record upload." A white arrow points to the month dropdown.
- 3. Collection locality, using gazetteer:** A star icon is placed over this section. It includes a "Locality name:" input field and a "Save" button. A red message says: "If you are using the gazetteer, click save now and continue with the next record." A dropdown menu is open showing months from January to December, with October selected.

★ Detailed locality information (entered below) can be saved to your personal gazetteer. This is useful if you frequently visit the same locality. You can select the saved locality from the drop down menu, click save and you are ready to go to page 2 and upload images.

6: Enter the details of the site with as much detail as possible.

The screenshot shows section 4 of the data entry form, titled "4. Collection locality:". The form is filled with the following information:




- *Country: South Africa (dropdown)
- Province: Eastern Cape (dropdown)
- *Closest town: Grahamstown
- *Locality: Locality description, i.e. farm Doomhoek; Thabazimbi district.
Grahamstown, Rhodes University, Department of Botany, main indigenous garden in old building (text input)
- Altitude: Give the altitudinal range in meters, if known.
minimum: [input field] maximum: [input field]

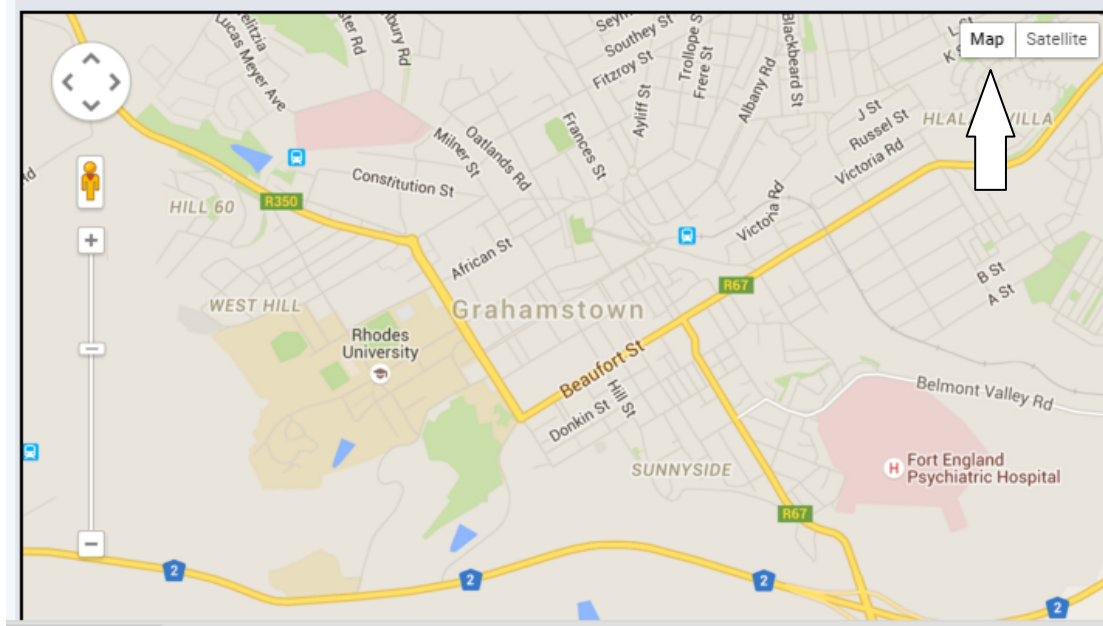
7: Enter coordinates (or skip to 8 and use Google Earth). If you have GPS coordinates you can enter them in any one of three formats. It is very important, though, that you enter them correctly based on the format you recorded the coordinates in. There are three options decimal degrees, degrees, minutes and seconds and degrees and decimal minutes. Converting between formats is possible but requires a few calculations. For example you can't just use the second and third pair of numbers from coordinates in decimal degrees format as minutes and seconds! You also need to indicate the source of the coordinates. Finally you can save the information to you personal gazetteer (see star under point 5 above).

Altitude:	Give the altitudinal range in meters, if known. minimum: <input type="text" value="572"/> maximum: <input type="text"/>
Coordinates:	If you do not have coordinates for this locality, please use the Google map below. Additional information on coordinates available here .
*Latitude:	Enter coordinates in either decimal degrees; degrees, minutes and seconds; or in degrees and decimal minutes. NB. decimal minutes must should be in the range 0 to <60. Decimal degrees <input type="text" value="-33.314518"/> Negative for southern hemisphere Degrees <input type="text" value="33"/> Minutes <input type="text" value="18"/> Seconds <input type="text" value="52.26"/> <input type="button" value="South"/> <input type="button" value="v"/> Degrees <input type="text" value="33"/> Decimal minutes <input type="text" value="18.871"/> <input type="button" value="South"/> <input type="button" value="v"/>
*Longitude:	Enter coordinates in either decimal degrees; degrees, minutes and seconds; or in degrees and decimal minutes. NB. decimal minutes must should be in the range 0 to <60. Decimal degrees <input type="text" value="26.519773"/> Negative for western hemisphere Degrees <input type="text" value="26"/> Minutes <input type="text" value="31"/> Seconds <input type="text" value="11.18"/> <input type="button" value="East"/> <input type="button" value="v"/> Degrees <input type="text" value="26"/> Decimal minutes <input type="text" value="31.186"/> <input type="button" value="East"/> <input type="button" value="v"/>
*Source:	<input checked="" type="radio"/> GPS; <input type="radio"/> Google Earth; <input type="radio"/> Google Map; <input type="radio"/> 1:50 000 Map; <input type="radio"/> 1:250 000 Map
Accuracy:	Give the accuracy, in meters, of the coordinates, ie. the error or radius of area searched around the point locality. <input type="text" value="100m"/>
Gazetteer locality name:	You can save this locality into your personal gazetteer for later use, to do this just provide a name in the space below. This name will be used in the Gazetteer pull-down menu. A gazetteer is basically a list of place-names together with their locations in latitude and longitude and additional descriptive information. Maximum 50 characters. <input type="text" value="Grahamstown, Department of Botany"/>

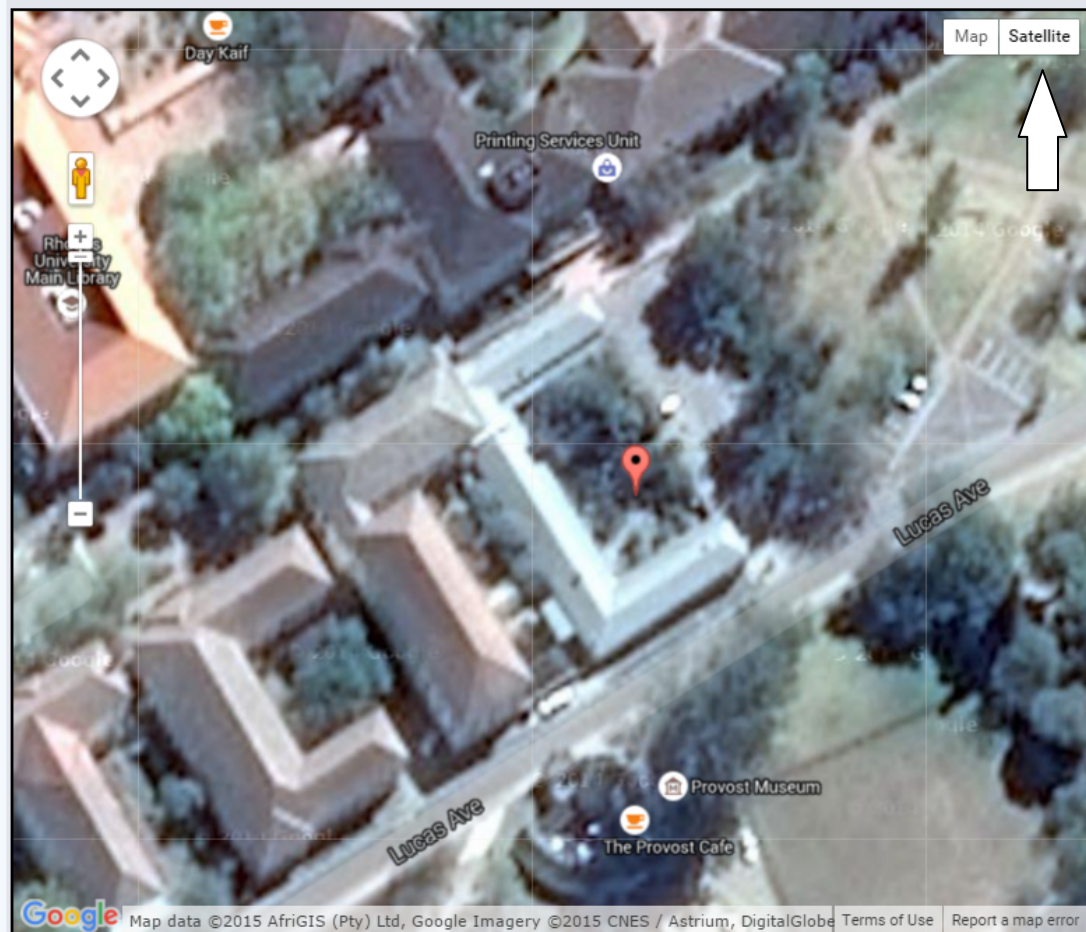
8: Alternatively for those without a GPS or who like me find Google Earth easier and quicker, you can use the built-in Google Earth module to find the exact point very quickly. I recommend using the default “map” view (arrow) to find the general vicinity in relation to the nearest town, road or other landmark...

5. Collection locality, finding coordinates:

- Please zoom in to the locality as much as possible as this improves the accuracy of the coordinates
- To zoom in, click on the  icon. Alternatively, click on the  icon located at the top of the map controls, then click and drag a box around the locality on the map. The boxed area will be zoomed in.
- When you have zoomed in far enough to your locality, click on the locality to set the marker on the map (the coordinates will then be automatically selected). To move the marker simply click on the map again.
- To zoom out, click on the  icon at the bottom of the map controls.
- The map is viewable in four different formats as given on the top right of the map (map, satellite, hybrid, terrain).



9: ... before switching to the more detailed “satellite” view (arrow) to zoom in to the exact point of the observation. Once you can see the exact location click on that point on the map and a red pin marker will appear as will the detailed coordinates in the coordinate bar below the map (arrow). Click save at the bottom of the page (arrow) to go to upload page two and add the images for each record.



Please note that you **do not** need to copy the coordinates down here into the coordinates section above, the processing software will do this for you.

Point coordinates: (-33.314538608978616, 26.519801786857897)

Zoom level: 19

6. Save and continue to record upload:

Save

Clear



Craig Peter
is logged in

- Home
- About
- Projects
- Help & Documents
- Observers
- VM Statistics
- Sponsors & Partners
- Acknowledgements
- VM UPLOAD:
 - Data upload
 - User profile
- OrchidMAP
 - Metadata
 - Search VM
 - Maps
 - My records
 - Observers list
 - Species lists
- LOGOUT

Animal Demography Unit
Virtual Museum

VM Data & Photo Submission

VM Record Upload Form - Page 2 of 2

This form allows you to upload up to five records for the same locality, additional records can be added by checking the 'add more' option below. Please upload one or more records as needed.

Photos are limited to 1 Mb, 100 - 200 kb images work well to see finer detail. Images with a pixel dimension of 1280 x 1024 or less are preferable. We can only use images in JPEG format (.jpg or .jpeg).

You may have to reduce the size and/or crop the image before submitting. If you need a free graphic viewer and editor we recommend that you download one of the following: [IrfanView](#) (for Windows), or [GIMP](#) (for Windows and Linux). Also, most digital cameras come bundled with software for editing your photos.

* indicates required fields

Collection information:

Observer name:	Craig Peter
ADU number:	14801
Additional observers:	Charles Darwin
Locality:	Grahamstown, Rhodes University, Department of Botany, main indigenous garden in old building; Eastern Cape; South Africa Coordinates: -33.31453412581329 26.519772282558733

Record 1:

*Project:	Please select the project that this record should be added to:
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11: ... and below these details, you will find the section to enter specific details for each record (group of images) you wish to submit. Choose the project (OrchidMAP in this case), check the date (from the previous page, but you can modify it here if necessary) and select up to three images to be uploaded:

Record 1:	
*Project:	Please select the project that this record should be added to: <input type="radio"/> BirdPIX (Bird pictures) <input type="radio"/> BOP (Birds with odd plumages) <input type="radio"/> EchinoMAP (Echinoderma) <input type="radio"/> FishMAP (freshwater fish) <input type="radio"/> FrogMAP (Frogs) <input type="radio"/> LacewingMAP (Neuroptera: Lacewings) <input type="radio"/> LepiMAP (Butterflies & Moths) <input type="radio"/> MammalMAP (Mammals) <input type="radio"/> MushroomMAP (Mushrooms) <input type="radio"/> OdonataMAP (Dragonflies & Damselflies) <input checked="" type="radio"/> OrchidMAP (Orchids) <input type="radio"/> PHOWN (Weaver nests) <input type="radio"/> ReptileMAP (Reptiles) <input type="radio"/> ScorpionMAP (Scorpions) <input type="radio"/> SpiderMAP (Spiders) <input type="radio"/> TreeMAP (Tree Atlas)
Collection date:	*Year: 2015 *Month: October *Day: 29
*Photos:	At least one photo per record is required. Maximum size: 1 Mb. JPEG format only! photo 1: Choose File DSC_2658.JPG photo 2: Choose File DSC_2653.JPG photo 3: Choose File DSC_2649.JPG
Sound bite:	For frogs only, upload a sound recording in MP3 format. Choose File No file chosen
Identity:	What species do you think this is? (common or scientific name - your best guess). Acrolophia cochlearis
Notes:	Record additional notes and observations for this record in particular: Most plants in full flower. A few plants with capsules developing. Flowers with no obvious scent.

★ Choose your best, most representative image for photo 1 as this becomes the thumbnail for the record and is the image other people see when browsing the database. Try and give a few images that represent the plant. One image of the whole inflorescence, a close up of a single flower and perhaps the whole plant. Images can be up to about 2 Mb and larger files may be useful for the expert panel to zoom in to see details. If you have multiple images of a single individual please combine as a single record rather than spreadin a single image over multiple records.

★ You do not need to enter a name here. If you do not know what the plant is, you can leave this blank. If you do have some idea, it is worth entering it as it gives the expert panel something to work with if it is an obscure species.

★ Additional observations not visible in the photo are particularly useful. Details such as number of plants seen, presence of fruit, pollinators, scent or nectar all may add to the worth of the record.

12: You can upload images for three records at a sitting. Below record one you will find the same options for records two and three. If you have more than three records of different species from the same site, you can click “add more” and submit. If you are only uploading one image, click submit and the images and data will be uploaded.

6. Save and continue to record upload:

☒ add more

Check this box to continue adding more records with the same collection information

Submit

Clear

NOTE: Please click the submit button once.

Depending on the speed of your internet connection, it may take a few minutes to upload the data and attached files.