

VBA – Voucher Specimens

How to create a specimen record in the Victorian Biodiversity Atlas

If you have collected a specimen when undertaking a survey then you can note this as a specific record in the VBA. Follow the instructions in this guide for entering voucher specimen records.

Tips

Throughout the VBA each window has a **?** in the top right hand corner – this is window-specific help that will provide further details about how to complete the fields.

Make sure that you have allowed pop-ups from your browser (you will need to allow these from the VBA site)

Also, throughout the VBA fields marked with a red dot (●) are mandatory fields and must be completed. The fields marked with a yellow dot (●) are conditional - if you complete one you must complete the others.

1. Create your [Project](#) then create your [Survey](#). Once you have completed the [Main](#) tab fields (Discipline, Site location details, Survey name, Survey date and Contributors) click [Save](#). Then select the [Survey Method and Results](#) tab.
2. If this species record is collected primarily as a specimen and you have no other method to record, then choose [Specimen](#) from the [Survey Method](#) options. Otherwise, continue with the survey method you used to conduct your survey.

The screenshot shows the 'Survey Method & Species Records' window. The 'Method' tab is selected. Under 'Survey Method Details', the 'Discipline' is set to 'Terrestrial fauna' and the 'Survey method' is set to 'Specimen'. The 'Start Date of Sampling' and 'End Date of Sampling' fields are empty. The 'Comments' field is also empty. Below this, there are 'Start Time of Sampling' and 'End Time of Sampling' fields. Under 'Method Details', there are 'Length (m)' and 'Width (m)' fields. At the bottom, there are buttons for 'Save', 'Save & Close', 'View', and 'Close'. Red arrows point to the 'Survey method' dropdown and the 'Save' button.

3. Next, select the [Species Records](#) tab and add each of your species records.

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- When entering the species record with the specimen, select the Observer and the species, then select the following:
 - Type of Record** – Observation with supporting evidence
 - Extra Information** – Voucher specimen
- Click on the blue bar titled **Individual Details** to expand it and select the appropriate organisation from the drop-down list for **Organisation Specimen Sent To** and enter the specimen number assigned by that organisation in the field **Organisation Specimen Reference Number** – click **Add** (the information is now stored with other information about that species record) and click **Save**.

The screenshot displays the 'Edit Species Record' interface. Key elements include:

- Record Details:** Observer (Tester01), VBA Taxon Id (504412), Scientific Name (Eranthis brevicaulis), Common Name (Small-flower Fleabane), Type of Record (Observation with supporting evidence), Extra Information (Voucher specimen), Incidental Observation Type (--- Select ---), and Count Accuracy (--- Select ---).
- Individual Details:** Girth (cm), Height (cm), Count of Individuals, Life Stage (--- Select ---), Type of Tag (--- Select ---), Tag Number, Organisation Specimen Sent To (National Herbarium of Victoria), and Organisation Specimen Reference Number (abcd1234).
- Table:** A table with columns: Girth (cm), Height (cm), Count of Individuals, Life Stage, Type of Tag, Tag Number, Organisation Specimen Reference Number, and Comments. The first row contains: National Herbarium of Victoria, abcd1234.
- Buttons:** Attachments, Map Location, Add, Save, Save & Close, View, Close.

- Continue entering the remainder of your species and when finished, don't forget to validate your records by clicking **Check Taxon Distribution** and **Submit for review**.

Related Quick Help Guides:

- [Contribute - Add a Survey and Species Records to a Project](#)
- [Contribute - Add a Breeding Record](#)
- [Search - Summary Species List for an Area](#)
- [Search - Detailed Species List for an Area](#)

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