**Batch Georeferencing**

Batch Georeferencing should be done after images have been uploaded and fully transcribed.


2. Go to My profile, select Specimen Management, and select your collection. (Only one collection can be managed at a time.)


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4. Select the country you wish to batch georeference.
5. Hit “Generate List.”

![Generate List button]

6. Select the locality you wish to georeference.

![Query Form]

7. Hit the swirled Geolocate Locality button from the bar on the upper right.

![Geolocate button]

8. This will open a new window with Google Maps. The map should automatically place a “marker” in the specified locality.
   a. Occasionally there will be multiple locations. Select them one by one and view it on the map to determine if they are plotted near the locality. If they are incorrect, hit the circled X button to remove them from the list. Do this until you have your determined correct locality.

![Google Maps window]
b. From here, you can zoom in and out to confirm that the location is correct, click and drag the marker to move it to a different location, and edit the uncertainty of the locality.
c. Sometimes, the GeoLocate tool will automatically create a “polygon” that contains the locality. This is usually more accurate than only using the uncertainty feature. You can also create your own polygon using the “Draw polygon” function if desired.

d. Once you have determined that this location matches the locality of the specimens, hit Save to Your Application.
9. Hitting Save to Application will plot the coordinates into the previous page.
   a. Check throughout the list to determine matching localities which may be misspelled or have a slightly modified description
   b. If identical localities are determined, highlight them with the Shift or Control button.
   c. In the Datum field, enter WGS84
   d. Hit Update Coordinates to apply this location to all the specimens of the selected locality.

10. At the end of each day of georeferencing, you will need to change the processing status of the records that you edited.
    a. Go to My profile, select Specimen Management, and select your collection.
b. Select Edit Existing Occurrence Records

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- Add New Occurrence Record
- Create New Records Using Image
- Add Specimen Records
- Edit Existing Occurrence Records
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

![Data Editor Control Panel]

In Processing Status, enter Stage 2 (this is important so that any records that are marked Expert Required are not lost). In Custom Field 1, enter Georeferenced By, CONTAINS, and your username. Then press Display Table.

![Record Search Form]

In Custom Field 1, enter Georeferenced By, CONTAINS, and your username. Then press Display Table.

![Batch Update]

Now, press the pencil above the table. Field name should say “Processing Status,” Current Value should say “Stage 2,” and New Value should say “Stage 3.” Then press Batch Update Field to finish. Repeat this step for Current Values of “Unprocessed” and “Stage 1.” It is important not to edit the processing status of records that are “Expert Required.”

11. You’ve successfully batch georeferenced specimens!

Tips:

- Occasionally a locality will not be geolocated unless the state is added in the locality field. For example, the locality “Glovenville” needs to be entered as “Glovenville, New York” (spelled out, without abbreviations) for the georeferencing to be successful, even if New York is already written under State/Province.
• Georeferencing can also be done within each individual record. For localities that occur only once, using this function also allows you to double check the information to make sure it is correct.
  
  o Select the locality you wish to georeference.

  o Select the pencil from the bar on the upper right

  o In the Locality box, select the swirled Geolocate Locality button. Follow Step 8 to find the locality. Make sure that the Datum field says WGS84, then save the record and exit.