Downloading Collection Back-Up

1. Log in to MycoPortal.

2. Go to My Profile → Specimen Management and select your collection.

3. Underneath Administration Control Panel, click Download Backup Data File (image A) and select Perform Backup (image B).

4. This will download a zip of .cvs files of: occurrence records and links to the image locations on the iDigBio server. The files can be 1) used to save data in case of data-loss or iDigBio server issues 2) manipulated to be ingested into an institution’s own database and 3) used for assigning and tracking batches of transcription work.