

## 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.)

## University of Illinois Herbarium (ILL)

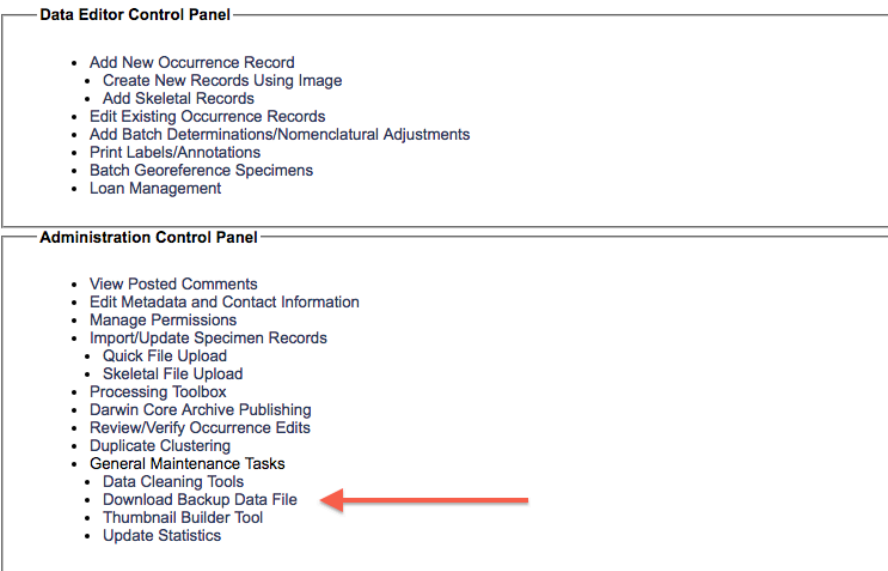


Image A

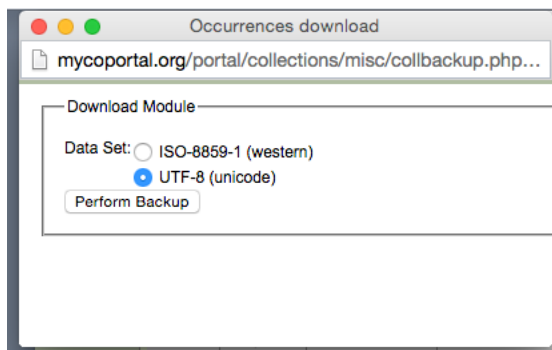


Image B

4. This will download a zip of .csv 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.

Name	^	Date Modified	Size	Kind
eml.xml		Today, 3:57 PM	5 KB	XML text
identifications.csv		Today, 3:57 PM	539 bytes	comm...values
images.csv		Today, 3:57 PM	11.8 MB	comm...values
meta.xml		Today, 3:57 PM	10 KB	XML text
occurrences.csv		Today, 3:57 PM	36.9 MB	comm...values