Adding Sample Information to the *Barcode Sample Database*

The *Barcode Sample Database (SD)* can be accessed at:

http://sampledb.dnalc.org/barcoding/

1. Click "Don't have an account? Register" to create a username and password. Enter your email address and click "register." Confirm your new account through a link sent to your provided email. Log in to the *SD* with your username and password. Once logged in, click "Create New Project' and select your campaign (if applicable), create a name for your project, and describe the project and designate your organization. Click "Create Project", and your project will appear under the "My Projects" tab. Your project was automatically assigned a unique three-letter code, which is visible on the project page and should be used to label your samples.

2. Click on the project name to access project information. Here, you have the ability to "Edit Members" to add additional new members if they are not already a part of the *SD* project:

   a. New members must click "Register" on the *SD* homepage. They will be asked for an email address and to create a username and password. *Be advised that usernames and passwords are case sensitive.* Once the account is created, they will need to confirm their new account through a link sent to them via email.

   b. To add a new member to your team, enter the member's username into the "Add a new member" box under the "Edit Members" tab, select whether the participant is an "Admin" or "Member," and click "Add Member." Once added, members appear on the page. If you receive an error, confirm that the username is spelled correctly, properly capitalized, and that there are no extra spaces before or after the username. Also, confirm that the new member has verified their account via email.

3. To add a sample to the project, click the "Samples" tab on the project page, then "Add a new sample."
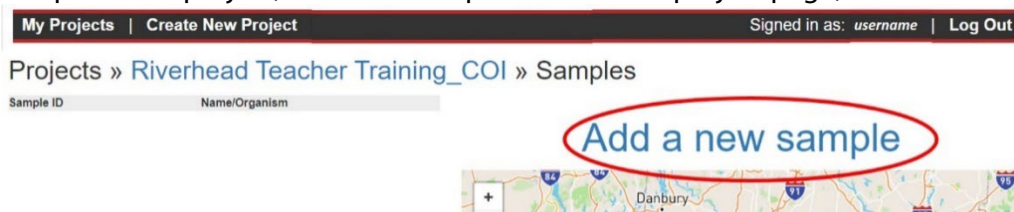
4. You should provide metadata – data about the sample other than the sequence you are hoping to get – for each sample. This information should be as comprehensive as possible.

a. Enter a sample ID for each new sample. The ID starts with the 3-letter project code (*XQP* in the example image here) followed by a 3-digit number, beginning with 001. Your first sample would be ****-001,* the second ****-002*, and so on. You MUST label samples in this format, or they will receive an error upon final submission.

b. Samples should be consecutively named, beginning with ****-001*, however, any sample can be created at any time (****-005* can be added before ****-001*).

c. Sample ID, Common Name, Collector's Name, Latitude, and Longitude are required fields. *Sample ID and Common Name cannot be changed once the sample has been submitted.*

d. You should try to identify the organism taxonomically, to the best of your ability, and enter a tentative "Scientific Name." You can leave this blank if necessary.

e. The date is automatically populated with the current date. Be sure to change this to the correct collection date if not collected on the day the sample is added to the database.

f. The institution storing the samples will be the "DNALC."

g. "Latitude" and "Longitude" need to be entered in decimal degrees, as opposed to degrees-minutes-seconds. Alternatively, participants can click on the map to drop a pin at their collection location.

h. Select the most appropriate habitat for the sampling location from the drop-down menu. Specific site details can be entered into the "Exact site" text box. Additional information regarding the sample, collection process, or supplementary metadata can be provided in the "Notes" text box.

5. Click "Add new sample" at the bottom of the page. This will add the sample information and return participants to the project page where the new sample information can be viewed by all team members.

6. Click on the link for the newly created sample – you will now see an option to upload pictures. *Pictures can only be uploaded once a sample is submitted.*

   a. Click "Add sample image"

   b. Select the image file. *There is no limit to the number of images that can be uploaded for a sample, but they can only be uploaded one at a time.*

   c. Notes can be added to the sample image using the optional "Notes" text box. Notes will appear in a banner across the bottom of the image.

   d. Click "Upload" to add the image. Repeat the process with any additional photos. Images can be removed from a sample by clicking the small red "X" located in the upper right corner of the photo.

   e. IMPORTANT – once images are added to the sample, scroll to the bottom of the sample information page and click "Update." Uploaded images will not be saved otherwise.

   f. Samples containing images will appear on the project homepage with a camera icon.

7. Click once more on the sample link to upload more optional specimen information, including Sex, Reproduction, Life stage, and confirmed Taxonomy. *Refrain from setting the taxonomy until the identification has been confirmed through DNA barcoding or a professional taxonomist.* This section will supersede the previous "Scientific Name." Click "Update" to save any changes.

8. With the exception of Sample ID and Common Name, sample information can be edited at any time. Changes can be made to any sample by any project member, and changes will be immediately viewable by all project members. Team members can enter sample information simultaneously.