

Import/Export

Import / Export

Accesses the *Import/Export* menu (Fig. 76), used to transfer specimen information between databases. Two protocols are used - PRECIS (Pretoria Computerized Information System) and Hispid 3 (Herbarium Information Standards and Protocols for Interchange of Data). PRECIS is an in-house protocol developed specifically to go with this database. Hispid is an international accession-based interchanged standard for the interchange of electronic herbarium information.



Fig. 76. Import/Export menu.

6.1 PRECIS

This protocol allows information for existing specimens to be captured on a second separate computer and moved (exported and then imported) via files to the main computer (See Fig. 77). The information can then be incorporated into the main (existing) Specimen table, where CAS values are assigned. Click on the appropriate option to import or export as required.

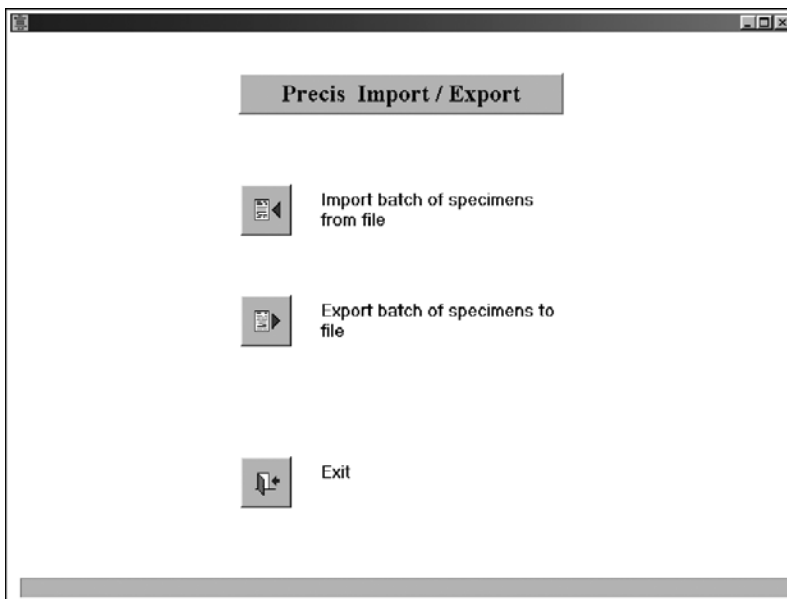



Fig. 77. Precis Import/Export menu.

Import batch of specimens from file

Used to import (copy) a batch of specimens from a file(s). When the Input/Output drive prompt: 'Please indicate input drive/directory' is displayed, enter the appropriate drive (e.g. 'A:', 'B:', 'D:'), and select 'OK'. If the batch is successfully imported, the message 'OK, batch x imported' appears. Select 'OK' to return to the *PRECIS Import/Export* menu.

Export batch of new specimens to file

Used to export (copy) a batch of specimen records stored in "New Specimens" to a file (stiffy or Zip drive). When the Export Batch prompt: 'Batch number to export?' is displayed, enter the required batch number containing the specimens to be exported, and click 'OK'. Next the Input/Output drive prompt: 'Please indicate output drive/directory' will be displayed. Enter the appropriate drive (e.g. 'A:', 'B:', 'D:'). If the batch is successfully exported, the message 'OK, batch exported to..' will appear. Select 'OK' to return to the *PRECIS Import/Export* menu.

Click on  to return to the *Specimen Database* menu.

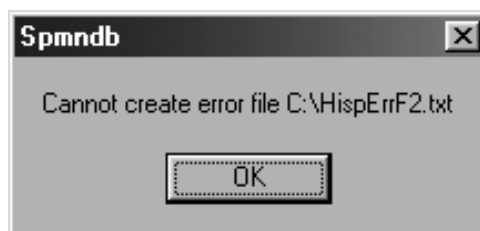
6.2 HISPID 3**Import specimens from file**

Used to import (copy) specimens records from a file. When the 'Input file name' prompt is displayed, enter the appropriate drive (e.g. 'A:', 'B:', 'D:'), followed by the file name (including file extension) and select 'OK'. A *Hispid3 specimen input* form appears where the sender's information is displayed. To continue, click the Import button. If the batch is successfully imported, the message 'OK' will appear. Select 'OK' to return to the *Hispid3 Import/Export* menu.

Note: If the following error message appears, the database already contains specimens with the same accession numbers.



Note: If the following error message appears, it is because an error file with the displayed name already exists. Change the name of the existing error file in the *Hispid3 specimen input* form.



Export specimens to file

Used to export (copy) specimens to a file (stiffy or Zip drive). When the *Specimen output in Hispid format* form is displayed, fill in the three pages included in the form, namely:


Page 1 – Sent by;

Page 2 – Details of file to be sent;


Page 3 – Record selection.

Note: If no information is entered on page 2, default values will be used.



Click on  to continue. If the specimens are successfully exported, select 'OK' to return to the *Hispid3 Import/Export* menu.



Click on  to return to the *Specimen Database* menu.



Chapter 7

Look-up Tables