

## Look-up Tables

### Look Up Tables

Accesses the *Look-Up Tables* menu (Fig. 78), which is used to add a new record to a selected table, e.g. to add a new collector's name to the 'Collectors' table, or a new habitat type to the 'Habitats' table. Look-Up tables are data dictionaries or standardised lists of variables, e.g. habitat types, that can be accessed from the various database forms and sub-forms, e.g. the *Collectors* and *Habitats* forms in the above examples. For a list of all database tables, see Appendix 3, p. 150.

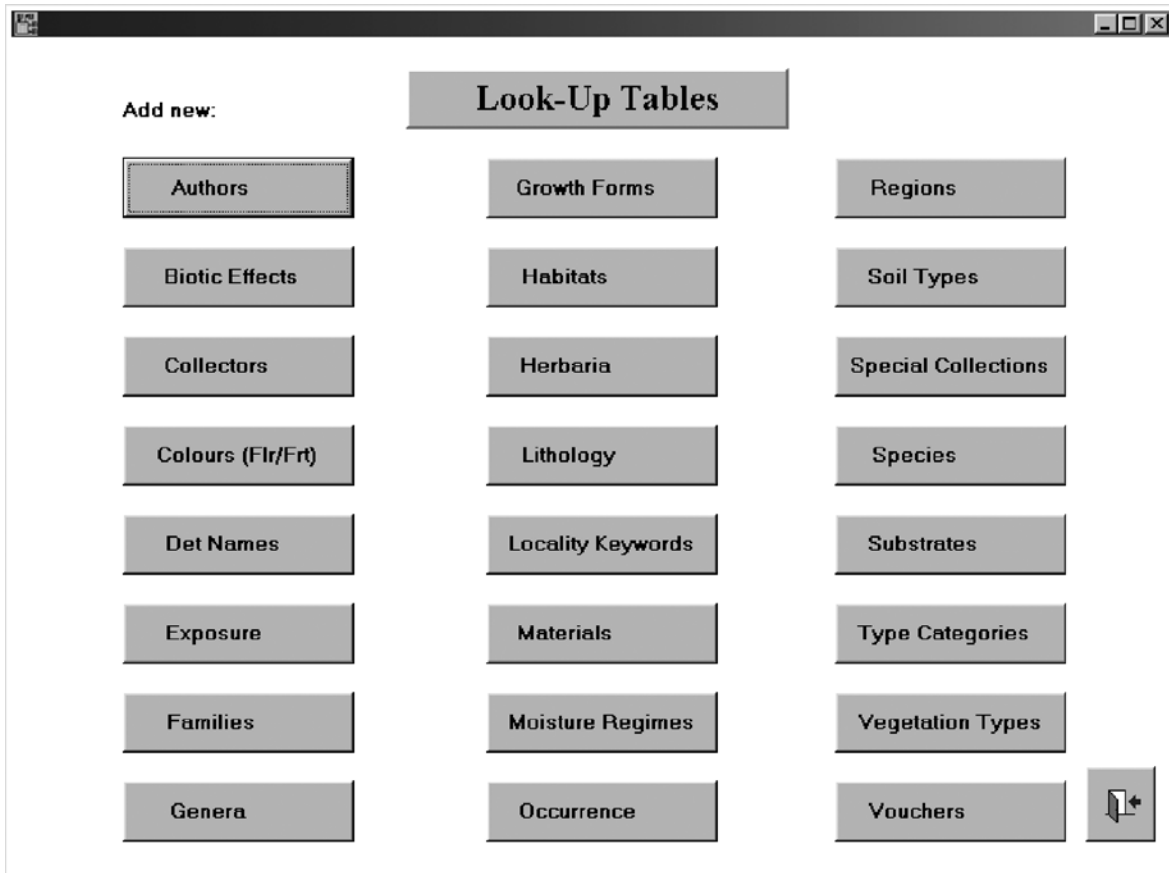


Fig. 78. *Look-Up Tables* menu.

## Look-up Tables menu

### 7.1 Authors


#### Authors

Accesses the *Authors* form (Fig. 79), for adding a new author record into the 'Authors' table.

Fig. 79. Authors form.

## Authors form

### Author no

Click on  to create a new record with the next available author number inserted automatically.

### Name


Enter the author's surname, followed by a comma and the author's name/s, e.g. Smith, Roger Wes-sel.


### Taxonomic abbreviation

Refer to *Authors of Plant Names*<sup>3</sup> for the author abbreviation. If the author is not listed in this publication, then enter the initials and full surname, e.g. R.S. Woods.

### Publication abbreviation

Enter the author abbreviation used in publications. This is usually just the author's surname.

**Note:** To verify that the new author name is not already listed in the 'Authors' table, use the Find Button 

Click on  to return to the *Look-Up Tables* menu.

<sup>3</sup> Brummit and Powell (1992)

## 7.2 Biotic Effects

### Biotic Effects

Accesses the *Biotic Effects* form (Fig. 80), for adding a new biotic effect record into the 'Biotics' table.

[Biotic effect - the effect of living organisms (e.g. animals or man) and fire on the vegetation]

The screenshot shows a software window titled 'Biotic Effects'. Inside the window, there is a header 'Biotic Effects' in a grey box. Below this, there are two input fields: 'Number' containing the value '1' and 'Description' containing the text 'abandoned land'. At the bottom of the form area, there is a row of navigation buttons including arrows, a plus sign, a minus sign, and a magnifying glass icon. Below the form area, a status bar shows 'Record 1 of 14'.

Fig. 80. *Biotic Effects* form.


### Biotic Effects form


#### Number

Click on  to create a new record with the next available biotic effects number inserted automatically.

#### Description

Enter the new biotic effect in lower case.

**Note:** To verify that the new biotic effect is not already listed in the 'Biotics' table, use the Find Button 

Click on  to return to the *Look-Up Tables* menu.

### 7.3 Collectors

**Collectors** Accesses the *Collectors* form (Fig. 81), for adding a new collector record into the 'Collectors' table.

Fig. 81. *Collectors* form.

#### Collectors form

##### Collector no


Click on  to create a new record with the next available collector number inserted automatically.


##### Name

Enter the new collector's name in the following sequence: Surname, comma, space, initial, full stop (initial, full stop etc.) e.g. Derrick William Roberts would be: Roberts, D.W.

##### Qualifier

Enter any additional information for duplicate names.

**Note:** To verify that the new collector is not already listed in the 'Collectors' table, use the Find Button 

Click on  to return to the *Look-Up Tables* menu.

## 7.4 Colours (Flr/Frt)

### Colours (Flr/Frt)

Accesses the *Colours (Flower/Fruit)* form (Fig. 82), for adding a new colour record into the 'Colours' table.

The screenshot shows a window titled "Colours (Flowers / Fruit)". Inside the window, there is a title bar with the same text. Below the title bar, there is a form with two input fields. The first field is labeled "Number" and contains the value "1". The second field is labeled "Colour" and contains the value "white". Below the input fields, there is a navigation toolbar with several buttons: a left arrow, a right arrow, a plus sign, a minus sign, a search icon, and a refresh icon. At the bottom left of the window, it says "Record 1 of 69".

Fig. 82. *Colours (Flower/Fruit)* form.


### Colours (Flower/Fruit) form


#### Number

Click on  to create a new record with the next available colour number inserted automatically.

#### Colour

Enter the new colour in lower case.

**Note:** To verify that the new colour is not already listed in the 'Colours' table, use the Find Button 

Click on  to return to the *Look-Up Tables* menu.

## 7.5 Det Names

### Det Names

Accesses the *Det Names* form (Fig. 83), for adding a new determinavit record into the 'Dets' table. Currently, it is possible to type the determinavit name into the **Det** field on the *New Specimens* data entry form or by recalling it from the look-up table.

Fig. 83. *Det Names* form.

### Det Names form

#### Number

Click on  to create a new empty record.

#### Det code


Enter the code for the new determinavit name.

#### Full name to come up when code is typed in

Enter the full name of the determinavit. Enter initial/s, followed by surname.

**Note:** To verify that the new Det name is not already listed in the 'Dets' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

## 7.6 Exposure

### Exposure

Accesses the *Exposure* form (Fig. 84), for adding a new exposure record into the 'Exposure' table.

[Exposure - extent to which a plant is exposed to sun and shade]

Fig. 84. *Exposure* form.


### Exposure form


#### Number

Click on  to create a new record with the next available exposure number inserted automatically.

#### Description

Enter the new exposure in lower case.

**Note:** To verify that the new exposure is not already listed in the 'Exposure' table, use the Find Button 

Click on  to return to the *Look-Up Tables* menu.

## 7.7 Families

### Families

Accesses the *Families* form (Fig. 85), for adding a new family record into the 'Families' table.

Fig. 85. *Families* form.

### Families form

#### Family no


Click on  to create a new record with the next available family number inserted automatically.

#### Name

Enter the new family name in CAPITALS.

**Note:** To verify that the new family name is not already listed in the 'Family' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

## 7.8 Genera


### Genera

Accesses the *Genera* form (Fig. 86), for adding a new genus record into the 'Genera' table.

Fig. 86. *Genera* form.

## Genera form

### Genus no

Click on  to create a new record with the next available genus number inserted automatically.

**Note:** A temporary number above 20 000 will be allocated, so that new genera added locally can be easily identified for incorporation as part of the main numbering system at a later stage. After a new genus number has been automatically allocated, this temporary number can be manually replaced. In such a case, all related records will be updated automatically.

### Name

Enter the new genus name, starting with a capital letter.

### Family

Enter the first few letters of the family corresponding to the new genus. The required family should appear.


**Note:** If the family has also been newly described, a new family record will have to be added to the Families table. See Chapter 7 (p. 101) for this procedure.


### Author number


To find the required author name number, click on  to access the Author search prompt. See below for additional information.


### and abbreviation

Automatically inserted once the author number has been selected and inserted.


 Searches for an author name. Enter the first 3-4 letters of the author's surname to access a list of all author names (combinations included) containing the search string. Click on the required authority to insert it into the **Author search** field.

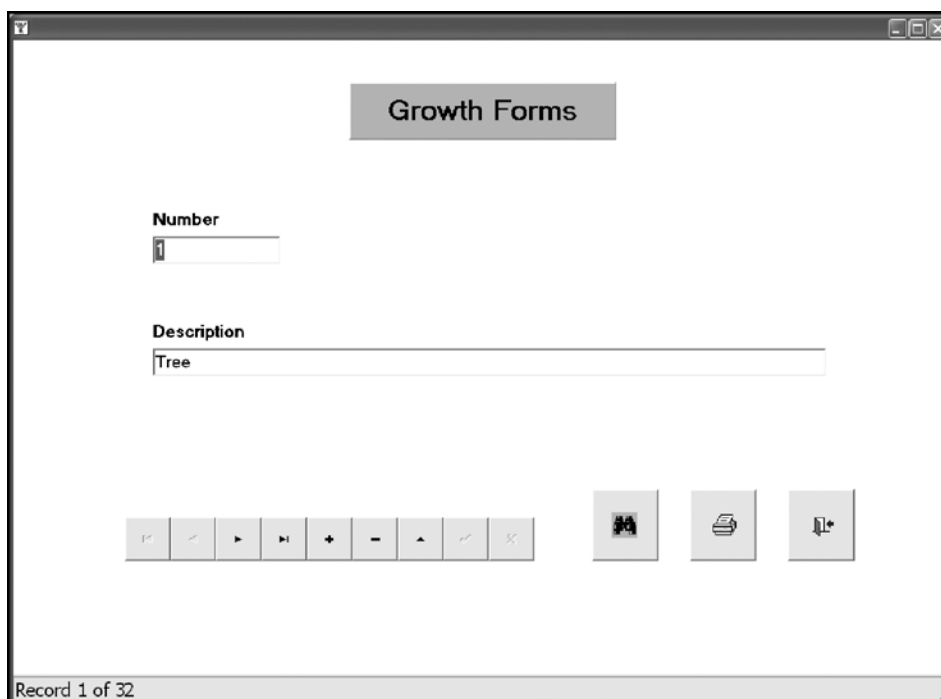
Click on  to return to the *Genera* form, and double click in the **Author no.** field to insert the number. The author abbreviation is then automatically inserted in the **abbreviation** field.

- Note:**
1. If the authority is C.A. Smith, for example, do not include the initials as part of the search string. If the author is a combination, e.g. (Bolus) Codd, it reduces the search time if the search string '(Bol' is entered. This will limit the search to all combinations starting with '(Bol'.
  2. If a mistake is made when typing in the search string, click on the  button to repeat the query.
  3. If the required author is not listed, a new author record will have to be added to the 'Authors' table. See p. 94 for this procedure.

Click on  to return to the *Look-Up Tables* menu.

## 7.9 Growth Forms

 Accesses the *Growth Forms* form (Fig. 87), for adding a new growth form record into the 'Growth Forms' table.  
[Growth forms - the characteristic shape or appearance of a plant]




The screenshot shows a software window titled "Growth Forms". At the top center is a grey button labeled "Growth Forms". Below it are two input fields: "Number" containing the value "1" and "Description" containing the value "Tree". At the bottom of the window is a navigation toolbar with several icons: a left arrow, a right arrow, a search icon, a plus icon, a minus icon, a refresh icon, a close icon, a search icon, a print icon, and a return icon. In the bottom left corner, the text "Record 1 of 32" is displayed.

Fig. 87. *Growth Forms* form.


## Growth Forms form


### Number

Click on  to create a new record with the next available growth forms number inserted automatically.

### Description

Enter the new growth form in lower case.

**Note:** To verify that the new growth form is not already listed in the 'Growth Forms' table, use the Find Button 

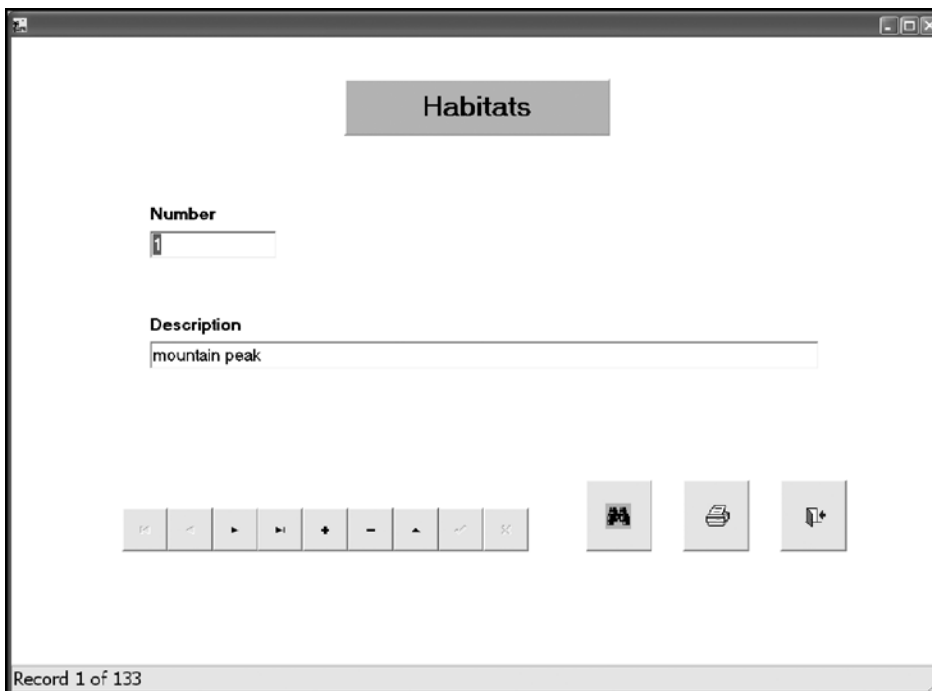
Click on  to return to the *Look-Up Tables* menu.

## 7.10 Habitats

### Habitats

Accesses the *Habitats* form (Fig. 88), for adding a new habitat type into the 'Habitats' table.

[Habitats - The specific kind of environment occupied by the individuals of a species; the sum total of environmental conditions of a specific place that is occupied by an organism]



The screenshot shows a software window titled "Habitats". At the top center is a grey button labeled "Habitats". Below it are two input fields: "Number" containing the value "1" and "Description" containing the text "mountain peak". At the bottom of the form area is a toolbar with several icons: a set of navigation arrows (back, forward, home, end), a plus sign, a minus sign, an upward arrow, a downward arrow, a magnifying glass (find), a printer, and a back arrow. The status bar at the very bottom of the window reads "Record 1 of 133".

Fig. 88. *Habitats* form.

## Habitats form

### Number


Click on  to create a new record with the next available habitat number inserted automatically.

**Description**

Enter the new habitat name in lower case.

**Note:** To verify that the new habitat is not already listed in the 'Habitats' table, use the Find Button




Click on  to return to the *Look-Up Tables* menu.

**7.11 Herbaria****Herbaria**

Accesses the *Herbaria* form (Fig. 89), for adding a new herbarium record and its corresponding code into the 'Herbaria' table.

Fig. 89. *Herbaria* form.

**Herbaria form****Number**

Click on  create a new empty record.

**Herbarium code**

Enter the herbarium code, as listed in *Index Herbariorum*. If the herbarium being added is not listed in this publication, assign a six-letter local code followed by a '\$' sign, e.g. LYNTON\$. The '\$' sign indicates a non-*Index Herbariorum* code.

**Herbarium name**


Enter the Herbarium name, including additional information as listed in *Index Herbariorum*, e.g. United Arab Emirates Univ; Dept. of Biology, Abu Dhabi

**International code**

If the code assigned is a local code not listed in *Index Herbariorum*, leave this field blank. Otherwise double click in the **International code** field to tag it with an 'X'.

**Note:** To verify that the new herbarium is not already listed in the 'Herbaria' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.


**7.12 Lithology****Lithology**

Accesses the *Lithology* form (Fig. 90), for adding a new lithology into the 'Lithology' table.

[Lithology - The underlying bedrock below soil, often protruding in places as boulders or rocky outcrops]

Fig. 90. *Lithology* form.

**Lithology form****Number**


Click on  to create a new record with the next available lithology number inserted automatically.

**Description**

Enter the new lithology name in lower case.

**Note:** To verify that the new lithology is not already listed in the 'Lithology' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

### 7.13 Locality Keywords

#### **Locality Keywords**

Accesses the *Locality Keywords* form (Fig. 91), for adding a new locality keyword into the 'Locality Keywords' table.




Fig. 91. *Locality Keywords* form.

#### **Locality Keywords form**



Accesses information describing the functions associated with the various buttons on the *Locality Keywords* form.

#### **Number**

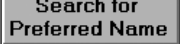
Click on  to create a new record with the next available locality keywords number inserted automatically.

#### **Keyword**

Enter the new keyword (in upper or lower case; it will automatically be converted to uppercase when it is saved).


#### **Preferred name**

This field indicates whether the new keyword is an alternative spelling or name for a more widely recognised name (e.g. the preferred name is Mfolozi River, but it may also be spelt Umfolozi River). The default value is the number and name of the new keyword entered.

To change this to reflect a preferred name, use  to search for the preferred name. See **Search for Preferred Name** below.

**Search for Preferred Name:**

Click on this button to access the Preferred Name search prompt. Enter the first 3-4 letters of the preferred name. A list of all preferred keywords starting with the entered string will appear. Scroll down to find the required keyword, and click on the keyword to enter it into the **Locality keyword search** field.

Click on  to return to the *Locality Keywords* form. Double click in the **Preferred name** field to insert the number of the preferred locality. The preferred name will then be inserted automatically.

Click on  to return to the *Look-Up Tables* menu.

**7.14 Materials**



 Accesses the *Materials* form (Fig. 92), for adding a new material type record into the 'Materials' table.



Fig. 92. *Materials* form.

**Materials form**

Click on  to create a new empty record.

**Code**


Enter the code for the new materials name.

**Description**

Enter the new material type starting with a capital letter.

**Note:** To verify that the new material type is not already listed in the 'Materials' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

## 7.15 Moisture Regimes

### Moisture Regimes

Accesses the *Moisture Regimes* form (Fig. 93), for adding a new moisture regime record into the 'Moistures' table.

[Moisture regime - the amount and type of water available to the plant]

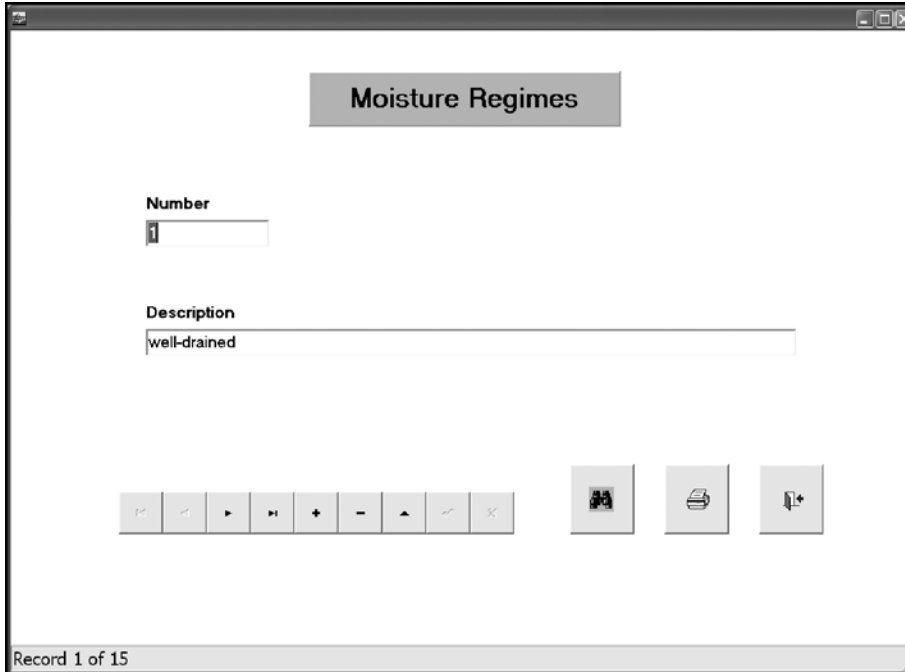


Fig. 93. *Moisture Regimes* form.

### Moisture Regimes form

#### Number


Click on  to create a new record with the next available moisture regime number inserted automatically.

#### Description

Enter the new moisture regime name in lower case.

**Note:** To verify that the new moisture regime is not already listed in the 'Moistures' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

## 7.16 Occurrence

### Occurrence

Accesses the *Occurrence* form (Fig. 94), for adding a new occurrence record into the 'Occurrence' table.

[Occurrence - abundance of plant at site of collection]

Fig. 94. *Occurrence* form.

### Occurrence form

#### Number


Click on  to create a new record with the next available occurrence number inserted automatically.

#### Description

Enter the new occurrence name in lower case.

**Note:** To verify that the new occurrence is not already listed in the 'Occurrence' table, use the Find Button



Click on  to return to the *Look-Up Tables* menu.

## 7.17 Regions

### Regions

Accesses the *Regions* form (Fig. 95), for adding a new region record and corresponding territory into the 'Regions' table. The system that is used follows the *World Geographical Scheme for Recording Plant Distributions*<sup>4</sup>.

<sup>4</sup> Hollis and Brummitt (1992)