



# Mid-Atlantic Megalopolis Digitization Standards and Training Manual

## Guide to changes made in Version 2

### 3. Personnel and Communication

- Slack for team communications

### 6.1. Imaging Overview

- New equipment guidelines

#### 6.2.1. Details of Imaging Rig & Software Set-Up

- Guidelines for using Oat Foundry lightbox

#### 6.2.2. Fine Focus Instructions

#### 6.2.3. Imaging Instructions

- Scientific name entry in EOS Utility

- Folder vs. label name entry in EOS Utility

- EOS Utility warning message interpretation

#### 7.2.1. Image Transfer Instructions

- Incomplete file uploads in FileZilla

#### 7.3.1. Instructions for Using the MAM Work Queue

- Image errors in Tanked View

- New records vs. records to be updated

- Deleting finished batches

- Thumbnail Maintenance

#### 7.3.2. Communications in the MAM Work Queue

- Procedure for replacement images

- Quality control process for duplicate images

- Work Queue notes

#### 8.1.1. Editing a Record

- Zooming in/out on images

#### 8.1.2. Quick Guide to Occurrence Data in Record Editor

- Indicators for collector names

- Unknown collectors

- Unknown collector numbers

#### 8.1.5. Batch Editing

- Incorrect scientific names

### 11. Processing Status

- Updates to workflow suggestions

### 17.3. Collector names index

#### 17.4. Additional useful tools