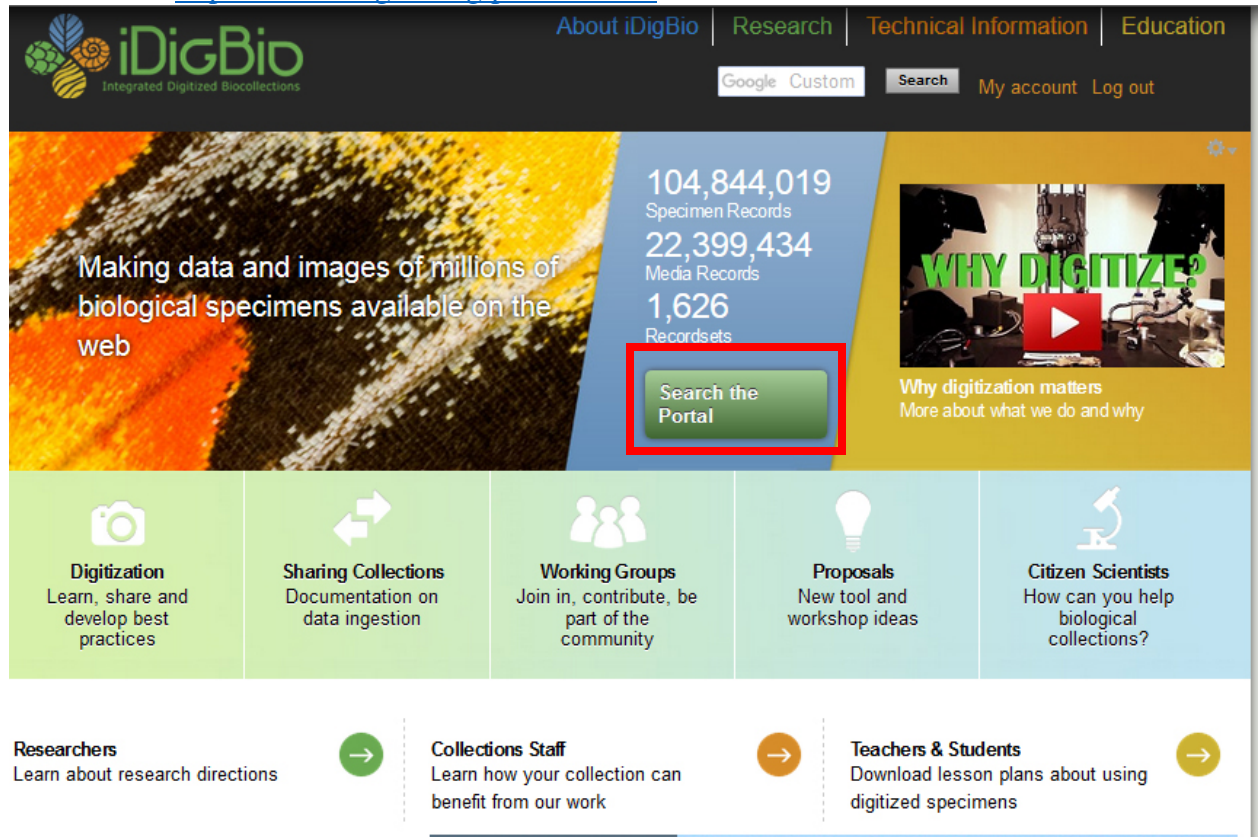


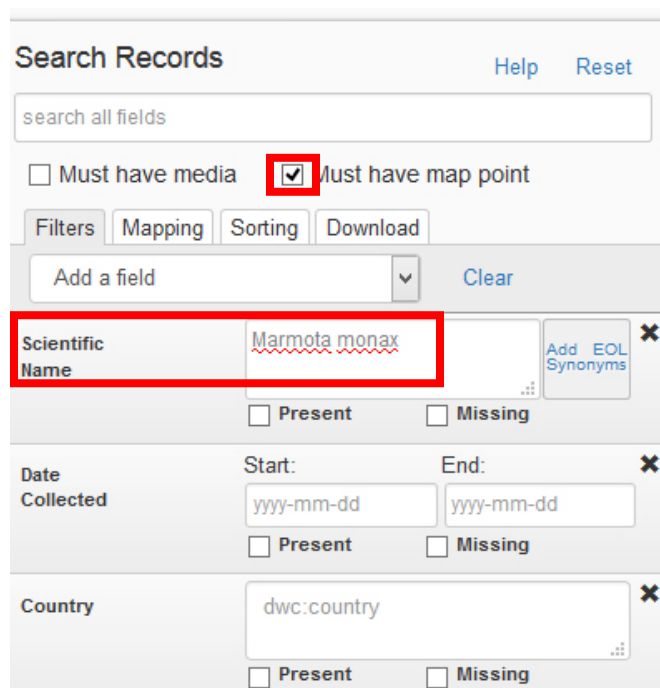
## I Searching on iDigBio

Direct link: <https://www.idigbio.org/portal/search>



The iDigBio homepage features a dark header with the logo and navigation links: About iDigBio, Research, Technical Information, and Education. Below the header, a large banner displays the text "Making data and images of millions of biological specimens available on the web" alongside statistics: 104,844,019 Specimen Records, 22,399,434 Media Records, and 1,626 Recordsets. A red box highlights the "Search the Portal" button. To the right, a video thumbnail titled "WHY DIGITIZE?" is shown. Below the banner, five colored boxes represent different user groups: Digitization (Learn, share and develop best practices), Sharing Collections (Documentation on data ingestion), Working Groups (Join in, contribute, be part of the community), Proposals (New tool and workshop ideas), and Citizen Scientists (How can you help biological collections?). At the bottom, three sections provide links for Researchers, Collections Staff, and Teachers & Students.

1. Navigate to iDigBio ([www.idigbio.org](http://www.idigbio.org)) and click on the “Search the Portal” button.



The search interface is titled "Search Records" and includes a "Help" and "Reset" link. A search bar labeled "search all fields" is at the top. Below it, there are checkboxes for "Must have media" and "Must have map point" (which is checked). A row of buttons includes "Filters", "Mapping", "Sorting", and "Download". A dropdown menu labeled "Add a field" is next to a "Clear" button. The main search area contains three sections: "Scientific Name" with a red box around the input field containing "Marmota monax", "Date Collected" with "Start" and "End" date pickers, and "Country" with a "dwc:country" input field. Each section has "Present" and "Missing" checkboxes.

2. On the search page, click the “must have map point” box, type in *Marmota monax* (woodchuck) in the “Scientific Name” box, and the records that match your search will appear below in a list (as well as on the map to the right).

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Take our 30-second survey  
The U.S. National Science Foundation and iDigBio are required to collect information on use of digitized collections-based specimen data. Please help us meet this requirement every time you use this search portal. Sustainability of the national digitization effort depends on evidence of data use! Maybe later.

Search Records Help Reset

search all fields

☐ Must have media ☒ Must have map point

Filters Mapping Sorting Download

Add a field Clear

Scientific Name *Marmota monax* Add EOL Synonym

☐ Present ☐ Missing

Date Collected Start: End:   
 -- --

☐ Present ☐ Missing

Country    
 ☐ Present ☐ Missing

List Labels Media Recordsets

Specific Epithet	Date Collected	Locality	Scientific Name	Institution Code	Catalog Number	State/Province	Family	Genus	Water Body	Basis of Record	Collected By	Field Number	Comments
monax	1857	no specific locality ...	Marmota monax	CHAS	485	Manitoba	Sciuridae	Marmota	no data	PreservedSpecimen	Collector(s): Robe...	no data	view
monax	1880-01-01/2014-0...	Ithaca	Marmota monax	CUMV	7228	New York	Sciuridae	Marmota	no data	PreservedSpecimen	Collector(s): unkn...	no data	view
monax	1880-01-01/2014-0...	Ithaca	Marmota monax	CUMV	15381	New York	Sciuridae	Marmota	no data	PreservedSpecimen	Collector(s): unkn...	no data	view
monax	1880-01-01/2004-0...	Petersham	Marmota monax	UAM	5353	Massachusetts	Sciuridae	Marmota	no data	PreservedSpecimen	Collector(s): Neal ...	no data	view
monax	1885	Lucknow	Marmota monax	ROM	9111010110	Ontario	Sciuridae	Marmota	no data	PreservedSpecimen	Garnier, JH	no data	view
monax	1889-03-27	London	Marmota monax	ROM	17182	Ontario	Sciuridae	Marmota	no data	PreservedSpecimen	Saunders, WE	no data	view
monax	1890	Port Sydney	Marmota monax	ROM	2012200023	Ontario	Sciuridae	Marmota	no data	PreservedSpecimen	Kay, A ?	no data	view
monax	1890	Portage La Prairie	Marmota monax	ROM	3306201002	Manitoba	Sciuridae	Marmota	no data	PreservedSpecimen	Atkinson, G	no data	view
monax	1930-08	Toronto	Marmota monax	ROM	3306201004	Ontario	Sciuridae	Marmota	no data	PreservedSpecimen	Brodie, WGA	no data	view

Total: 632

3. Scroll down to see the results. There should be at least 600 records of *Marmota monax* that have latitude and longitude coordinates. New records are often uploaded to the portal and as a result the list of search results will grow over time. The results are also automatically visualized on a map to the right.

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Search Records Help Reset

search all fields

☐ Must have media ☒ Must have map point

Filters Mapping Sorting Download

Add a field Clear

Scientific Name *Marmota monax*  
*Marmota flaviventris*  
*Marmota caligata* Add EOL Synonym

☐ Present ☐ Missing

Date Collected Start: End:   
 -- --

☐ Present ☐ Missing

Country    
 ☐ Present ☐ Missing

List Labels Media Recordsets

Specific Epithet	Date Collected	Locality	Scientific Name	Institution Code	Catalog Number	State/Province	Family	Genus	Water Body
caligata	1903-07-28	Seldovia	Marmota caligata	AMNH	M-21890	Alaska	Sciuridae	Marmota	no data
caligata	1918-01-01/1918-1...	Telegraph Creek	Marmota caligata	DMNS	2454	British Columbia	Sciuridae	Marmota	no data
caligata	1918-01-01/1918-1...	Telegraph Creek	Marmota caligata	DMNS	2453	British Columbia	Sciuridae	Marmota	no data
caligata	1920-09-26	Lat. 48 8358 Long...	Marmota caligata	UWBM	6787	Washington	Sciuridae	Marmota	no data
caligata	1921-08-29	Mile 33-34, Pige Ra...	Marmota caligata	ROM	114294	British Columbia	Sciuridae	Marmota	no data
caligata	1927-08-17	Alta Lake, New W...	Marmota caligata	ROM	24771	British Columbia	Sciuridae	Marmota	no data
caligata	1927-08-19	Mons. Red Mounta...	Marmota caligata	ROM	2901090155	British Columbia	Sciuridae	Marmota	no data
caligata	1927-08-19	Alta Lake, New W...	Marmota caligata	ROM	2901090154	British Columbia	Sciuridae	Marmota	no data
caligata	1929-06-26	Lituya Bay	Marmota caligata	AMNH	1214	Alaska	Sciuridae	Marmota	no data

4. If you'd like to search for more than one species at a time, simply enter multiple species names in the "Scientific Name" box separating each name by hitting enter (or return). The example above added the species *Marmota flaviventris* (yellow-bellied marmot) and *Marmota caligata* (hoary marmot) to the search.

## II Adding a Search Field

iDigBio includes scientific name, date collected, and country as default search filters. You can search using a variety of fields including taxonomy (genus, family, phylum), specimen information (institution code, catalog number, type status), collection event (collected by, date collected), locality (state/province, locality water body) and others.

1. Navigate to the iDigBio portal by going to the search portal (<https://www.idigbio.org/portal/search>)
2. Use the **Add a Field** dropdown menu to choose a field you would like to add as a filter to search by
3. Enter your search criteria into the new field
  - a) Here we added the Genus, as you can see scientific name is already included.

The screenshot shows the iDigBio search portal interface. At the top, there is a navigation bar with links: iDigBio Home, Portal Home, Search Records, Learning Center, and Data. Below this is a banner with the text: "Sustainability of the national digitization effort depends on evidence of data use! Ma". The main section is titled "Search Records" and includes a search bar labeled "search all fields". There are checkboxes for "Must have media" and "Must have map point". Below these are tabs for "Filters", "Mapping", "Sorting", and "Download". The "Filters" tab is active, and a dropdown menu labeled "Add a field" is open, showing a list of search fields. The "Genus" field is highlighted in blue. Other fields in the list include Kingdom, Phylum, Class, Order, Family, Scientific Name, Specific Epithet, Intraspecific Epithet, Higher Taxon, Common Name, Specimen, and Institution Code. To the right of the dropdown menu, there is a "Clear" button and a section for "Add EOL Synonyms". Below this, there are input fields for "End:" and "Missing", each with a "Missing" checkbox and a "Recordsets" button at the bottom.

b) Here we added the Common Name.

### III Searching using the all fields options

Search Records [Help](#) [Reset](#)

search all fields

☐ Must have media ☐ Must have map point

Filters Mapping Sorting Download

Add a field [Clear](#)

Date Collected Start: yyyy-mm-dd End: yyyy-mm-dd  
☐ Present ☐ Missing

Genus dwc:genus [Add EOL Synonyms](#)  
☐ Present ☐ Missing

Specific Epithet dwc:specificEpithet  
☐ Present ☐ Missing

1. The **search all field** box allows you to search a term across all fields of the data simultaneously. For example, if you search for 'carex', this term is searched in all fields, and the search returns records where 'carex' appears in a scientific name, genus, host, locality, or any other place where it appears, excluding substrings (parts of words). Searches are not case-sensitive, i.e., 'carex' and 'Carex' will return the same result. You can enter either common name or genus and species in the all fields toolbar.

2. Below we searched the common name sea robin, and got multiple results, using the all fields search option.

Search Records [Help](#) [Reset](#)

sea robin

☐ Must have media ☐ Must have map point

Filters Mapping Sorting Download

Add a field [Clear](#)

Scientific Name dwc:scientificName [Add EOL Synonyms](#)  
☐ Present ☐ Missing

Date Collected Start: yyyy-mm-dd End: yyyy-mm-dd  
☐ Present ☐ Missing

Country dwc:country  
☐ Present ☐ Missing

[List](#) [Labels](#) [Media](#) [Recordsets](#)

Family	Scientific Name	Date Collected	Country	Institution Code	Basis of Record	Columns
Enoplosuridae	Abrakops gichristi (Robson, 1924)	1964-10-14T06:35:00-1964-10-14T07:00:00	Australia	MBV	PreservedSpecimen	view
Cendrosvitae	Acanthomunha logochestes Cohen, 1...	1964-10-14T21:00:00-1964-10-14T00:00:00	Australia	MBV	PreservedSpecimen	view

Total: 7,480

3. You could search on Encyclopedia of Life ([www.eol.org](http://www.eol.org)) to find the genus and species if you only have a common name.