

BG-BASE Users: Steps for creating a taxa list for the BGCI Plant Upload

Last Updated 07.21.16

A few notes about these instructions:

- a. These instructions are available as PDF and TXT files. It is best to COPY AND PASTE the TXT commands into S/List to avoid unintentional typing errors or line breaks. The PDF is just there so you can read everything easily.
- b. The S/List commands below include saving a file to the C:\ drive of your computer. Your network or computer settings may have specific requirements to successfully save the file. Feel free to edit the folder or drive as needed (ex: folder C:\TEMP\ or a shared drive specific to your local network).
- c. For those risk-takers: The two-part instructions further below are recommended for ease of use and accuracy. However, if you want to throw caution to the wind, the following one-step command can be used in most cases (but typically takes a very long time to process):
LIST NAMES WITH ALIVE = 'A' JUSTLEN 25 GEN_HYBR COLHEAD "Generic Hybrid Symbol" GENUS COLHEAD "Generic Epithet" SPEC_HYBR COLHEAD "Specific Hybrid Symbol" SPECIES COLHEAD "Specific Epithet" INFRA_RANK COLHEAD "Infraspecific Rank" INFRA_EPI COLHEAD "Infraspecific Epithet" CULTIVAR COLHEAD "Cultivar Epithet" ID-SUPP CSV
C:\USERS\PUBLIC\BGCI_UPLOAD_LIST.CSV ROWCOUNT " "

Now for the step-by-step process:

I. Use BG-BASE to create a list of taxa currently living in your collection:

1. Open S/List, and in the Command Line, type or copy-and-paste these commands, each followed by hitting Enter:
 - a. SELECT PLANTS WITH ALIVE = 'A'
 - b. SL PLANTS_ALIVE_[insert current date in mm_dd_yy or similar non-space format]
ex: SL PLANTS_ALIVE_03_21_13
2. On the main screen of BG-BASE, open the Tools menu, select Convert List, and convert the plant list to names by entering:
 - a. Name of first list: PLANTS_ALIVE_[date entered from Step 1b]
ex: PLANTS_ALIVE_03_21_13
 - b. Name of second list: NAMES_ALIVE_[insert current date in mm_dd_yy or similar non-space format]
ex: NAMES_ALIVE_03_21_13
 - c. In the Conversion Process drop-down list, select PLANTS TO NAMES
 - d. Click on Convert to finish the process

II. Next, export your list of taxa from BG-BASE in the required .CSV format:

1. After creating a list of names as described in Part I, type or copy-and-paste these commands in S/List, each followed by hitting Enter:
 - a. GL NAMES_ALIVE_[date entered from Step 2b, Part I above]
ex: GL NAMES_ALIVE_03_21_13
 - b. LIST NAMES JUSTLEN 25 GEN_HYBR COLHEAD "Generic Hybrid Symbol" GENUS COLHEAD "Generic Epithet" SPEC_HYBR COLHEAD "Specific Hybrid Symbol" SPECIES COLHEAD "Specific Epithet" INFRA_RANK COLHEAD "Infraspecific Rank" INFRA_EPI COLHEAD "Infraspecific Epithet" CULTIVAR COLHEAD "Cultivar Epithet" ID-SUPP CSV
C:\USERS\PUBLIC\BGCI_UPLOAD_LIST.CSV ROWCOUNT " "
2. Locate the .CSV file created in Step 1 on your computer and move it to an appropriate folder if preferred. Remember the location that you save the .CSV file!
Note: The S/List command in Step 1 includes saving a file to the C:\ drive of your computer. Your network or computer settings may have specific requirements to successfully save the file. Feel free to edit the folder or drive as needed (ex: folder C:\TEMP\ or a shared drive specific to your local network).
3. Add the column 'Hide Taxon' after 'Cultivar'. This accepts the values Y and N for 'hidden' and 'not hidden' for each taxon record. The location of 'hidden' taxa will not be visible to any other user, but the location of 'not hidden' taxa will be visible to BGCI members only. Please note that if no value is specified at upload, the default is 'not hidden'.

4. Follow the remaining Upload Instructions to upload your taxa list to PlantSearch:
<http://www.bgci.org/resources/plantsearchuploadinstructions/> Thank you!