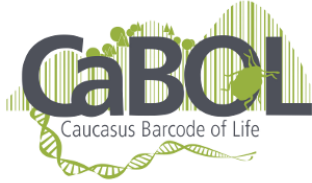


How to order boxes and corresponding EXCEL sheets



In order to make our work fast and more efficient you can order boxes and corresponding EXCEL sheets by yourself Just follow the steps described below. **Please keep in mind that windows with red dots (or stares) are mandatory to fill in.**

1 Registration

The first thing you want to do is register on the website: <https://ggbc.eu/data>, Open this link and press Register. (If you are registered, follow the instructions from step 2 Dashboard)

The screenshot shows the 'Caucasus Barcode of Life Data Portal' website. At the top left, the 'CaBOL' logo and 'Caucasus Barcode of Life Data Portal' text are visible. To the right, there are 'Register' and 'Login' buttons. A red circle highlights the 'Register' button, with a red arrow pointing to it from the text 'Caucasus Barcode of Life' below. The main content area has a 'Search' button and a 'Taxonomic Tree' button. Below these is a search input field with a 'Send data' button and a 'Reset' button. A 'Category' dropdown menu is set to 'Taxon / Species'. Under 'Preset Filters', there is a button that says 'No filters applied'. The 'Select Filters' section includes dropdown menus for 'State' (Europa 3902), 'Institute' (ZFMK 4449), 'Sub-/Phylum' (listing various groups like Arthropoda, Hexapoda, Chelicerata, Chordata, Mollusca), 'Class/Order' (listing Insecta, Diptera, Arachnida, Araneae, Lepidoptera), and 'Kingdom' (Animalia 3698). At the bottom, there are 'Family' and 'Species' filters, with a note that 'Red List data for registered users only' is available.

1.1 Log in data

Choose your personal Username and password

The screenshot shows the 'Registration form' on the CaBOL website. The 'Login data' section includes fields for Username, Password, and Confirm password. The Password field shows a strength indicator of 'weak'. Below the password fields, there are instructions to increase security: use at least 6 characters, use lowercase letters, use uppercase letters, use numbers, and use punctuation. A note states: 'Enter the password for the new account in both fields.'

CaBOL Caucasus Barcode of Life Data Portal Register Login

Registration form

Login data

Username*

Spaces are allowed: Punctuation is not permitted, except for commas, hyphens, apostrophes, and underscores.

Password*

Password strength: **weak**

Confirm password*

To increase the security of the password:

- Use at least 6 characters
- Use lowercase letters
- Use uppercase letters
- Use numbers
- Use punctuation

Enter the password for the new account in both fields.

Contact

Salutation

Title

First name*

Last name *

1.2 Contact

Here you must fill out all fields, Salutation (Mr. Mrs. and etc.), Title, First and last name, phone number and email address, it is important that you fill the form completely, otherwise you will not be able to order boxes and excel sheets.

The screenshot shows the 'Contact' and 'References' sections of the registration form. The 'Contact' section includes fields for Salutation, Title, First name, Last name, Phone number, and E-mail address. The Title dropdown menu is open, showing options 'Dr.' and 'Prof.'. The E-mail address field contains 'name@example.com'. Below the E-mail address field, there is a note: 'A valid email address. All emails from the system will be sent to this address. The address is not made public and will only be used if you request a new password or wish to set to receive certain news or notifications by e-mail.'

CaBOL Caucasus Barcode of Life Data Portal Register Login

To increase the security of the password:

- Use uppercase letters
- Use punctuation

Enter the password for the new account in both fields.

Contact

Salutation

Title

First name*

Last name *

Phone number

E-mail address *

A valid email address. All emails from the system will be sent to this address. The address is not made public and will only be used if you request a new password or wish to set to receive certain news or notifications by e-mail.

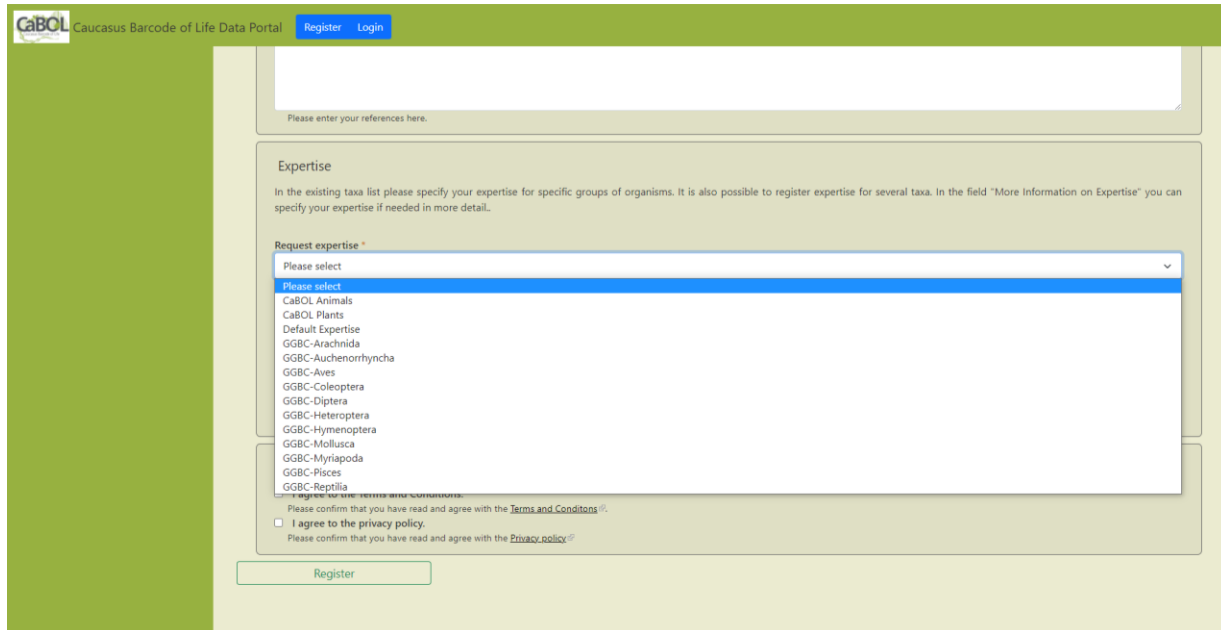
References*

For the creation of a genetic reference library of life in this campaign we depend on working closely with taxonomic experts in order to ensure safe and reliable morphological species identification. To assess as quickly as possible whether you are a potential partner with such qualifications, we would like to ask you to provide references (including phone number) to confirm your expertise. Alternatively or additionally, you could provide information of your membership in a relevant association or working group or a list of your publications.

References

1.3 Expertise

Just choose your line of expertise from the Drop down menu



The screenshot shows the 'Caucasus Barcode of Life Data Portal' registration page. At the top, there are 'Register' and 'Login' buttons. Below the header, there is a text box for references with the prompt 'Please enter your references here.' The main section is titled 'Expertise' and contains the following text: 'In the existing taxa list please specify your expertise for specific groups of organisms. It is also possible to register expertise for several taxa. In the field "More Information on Expertise" you can specify your expertise if needed in more detail.' Below this is a dropdown menu labeled 'Request expertise *' with a list of options: 'Please select', 'CaBOL Animals', 'CaBOL Plants', 'Default Expertise', 'GGBC-Arachnida', 'GGBC-Auchenorrhyncha', 'GGBC-Aves', 'GGBC-Coleoptera', 'GGBC-Diptera', 'GGBC-Heteroptera', 'GGBC-Hymenoptera', 'GGBC-Mollusca', 'GGBC-Myriapoda', 'GGBC-Pisces', and 'GGBC-Reptilia'. At the bottom of the form, there are two checkboxes: 'I agree to the privacy policy.' and 'Please confirm that you have read and agree with the [Terms and Conditions](#).' Below these is a 'Register' button.

1.4 References

In the line of references, you write your working experience, your line of expertise and your position in this project

Please keep in mind that you will not be able to register directly to data portal. It might take days for the account to be certified, so do not be alarmed and **do not try to register twice, because program will think you as a hacker.**

The image shows a registration form for the CaBOL (Caucasus Barcode of Life Data Portal). The header includes the CaBOL logo and the text 'Caucasus Barcode of Life Data Portal' with 'Register' and 'Login' buttons. The form is divided into three main sections: 'References', 'Expertise', and 'Agreement in Terms and Conditions and Privacy policy'. The 'References' section contains a text area for providing references. The 'Expertise' section includes a dropdown menu for 'Request expertise' and a text area for 'Further information on expertise'. The 'Agreement' section has a checkbox for 'I agree to the Terms and Conditions'.

2 Dashbord

After you finish, this window will appear, Yellow square represent working bench, once you do everything in this yellow square, not only you would be able to order an excel sheet, but be able to choose how many vials (2ml, 5ml, 50ml) you need Here you can also check on how many orders of what sizes you already placed.

If you want to add or change any additional information (references address etc.) you can do it by Dashbord.

2.1 Collecting and shipping

Here you find the information on how to order boxes, also you can order a guideline, which will give you detailed information about how to collect and preserve animal/plant samples for DNA analyses.

CaBOL Caucasus Barcode of Life Data Portal Shota Japarashvili Sign out

Collecting and shipping

1. Requesting collecting material (e.g. tubes)
2. Download collection table (Excel)
3. Collecting
4. Upload complete collection tables to the portal
5. Cover letter for the sample shipping is automatically generated
6. Print cover letter (or at least write down the order number and include with the sample package)
7. Shipping (with prepaid return voucher, if provided)

The guidelines for collecting in the field can be downloaded here:

- [Guidelines for collecting Animals](#)
- [Guidelines for collecting Plants](#)

All fields in the collection sheet are explained by short comments; please refer to these comments to ensure the correct completion of the table and to the following help:

2.2 Request collecting material

Here you can finally order crew-vials. Check your address (which was field up in Registration), Choose between plant or animal samples and give the exact number of boxes (! not vials) in **Number of units**, you would like to order.

CaBOL Caucasus Barcode of Life Data Portal Shota Japarashvili Sign out

Request collection material

Your address
 Shota Japarashvili
 Cholokashvili av. 3/5
 0162 Tbilisi
 Georgia

Please check your address. If your address is not correct, change it in your profile.

Type of collection tube *

2ml Tubes, shipping units: 95 tubes
 5ml Tubes, shipping units: 36 tubes
 Other (please specify amount below)

Number of units *

1

Taxonomic group *

CaBOL Animals
 CaBOL Plants

Please specify for which taxon you require sampling tubes.

Send order

2.3 Download collection table

Here you can see how many excel sheets you ordered, how many vials you requested and what kind of (2ml, 5ml ect.). Again, you can download the Guidelines for collecting animals and plants samples.

Download collection table

To document your collection activities please use the CaBOL collection table and the corresponding Guidelines for collecting. You will be able to download the CaBOL collection table here after a [request of shipping material](#).

Collection tables requested by you:

Show entries Search:

Taxon	Count	Kind of	Request date	Excel file
CaBOL Animals	95	2ml	2021-09-15 10:25:41	7_2021-09-15_102540.xlsx
CaBOL Animals	95	2ml	2021-08-09 08:47:35	7_2021-08-09_084734.xlsx
CaBOL Animals	570	2ml	2021-07-22 21:45:47	7_2021-07-22_214546.xlsx

Showing 1 to 3 of 3 entries Previous Next

The guidelines for collecting in the field can be downloaded here:

- [Guidelines for collecting Animals](#)
- [Guidelines for collecting Plants](#)

All fields in the collection sheet are explained by short comments; please refer to these comments to ensure the correct completion of the table and to the following help:

2.4 Upload collection table (for taxonomic coordinators)

Here the taxonomic coordinators have to upload the correctly filled out excel sheets

Upload collection table

Please double-check carefully, whether you have uploaded the correct collection table associated to this sample package. If you accidentally uploaded the false data table, you can delete it at any time by pressing the "Remove" button and re-upload the correct document. Only when you press the "Save" button, your sample table is sent directly by email to the relevant taxon coordinator.

Number of samples *

Collection table *

No file chosen

Upload here your Excel file to match the samples

In case of any questions please do not hesitate to contact to Erhardt Christoph:

C.Erhardt@leibniz-zfmk.de

Or Shota Japarashvili: shota.japarashvili.1@iliauni.edu.ge

Best regards

Shota