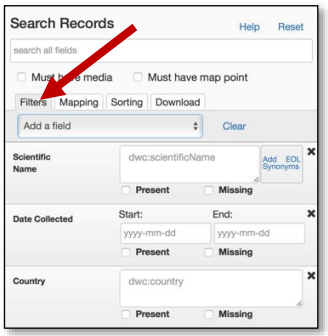
iDigBio Instructions

1. Navigate to the iDigBio website @ https://www.idigbio.org

2. Click on “Search the Portal”

3. To search, you could use the “search all fields” search box, but we recommend using the filters tab.

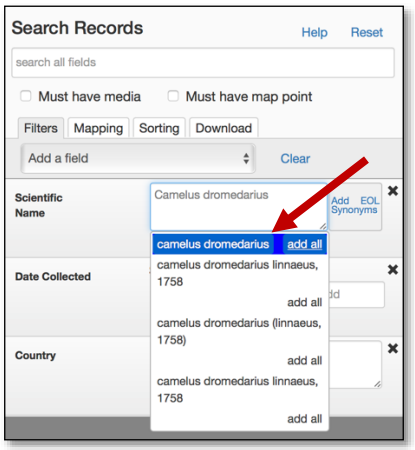
   The “add a field” drop-down menu includes over 50 options for filters, including various taxonomic levels, collection events, and locations options.



4. Enter your search criteria.

   You can specify multiple search criteria for each search. For example, a species within certain dates or from specific locations/ranges (or both).

   You can also search for multiple species at the same time.



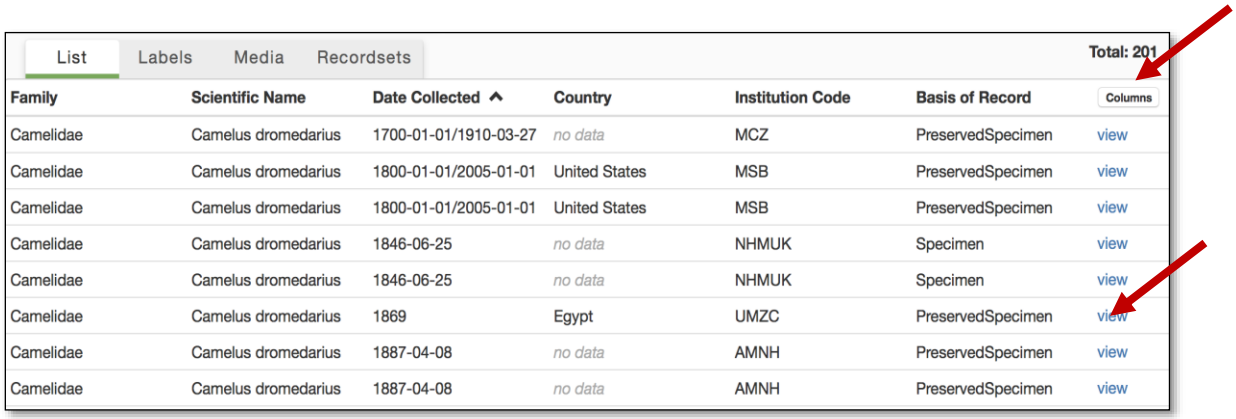
5. A dot will appear on the map for each record that has a map point.

   Typical map features (e.g. zoom and move) are available.

   You can use the camera button to download the image, but the text is clearer in a screen shot.

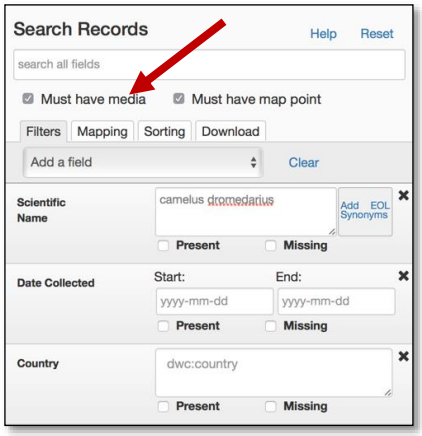
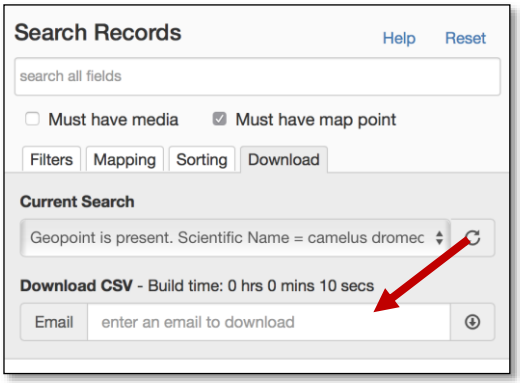
6. Below the map, each record will be listed individually and the total number of records located will be indicated.

   - Click on “view” to review the details for individual records.
   - You can change the columns displayed using the “columns” button.
   - You can sort the records by column by clicking on the column header.



Family	Scientific Name	Date Collected	Country	Institution Code	Basis of Record	
Camelidae	Camelus dromedarius	1700-01-01/1910-03-27	*no data*	MCZ	PreservedSpecimen	view
Camelidae	Camelus dromedarius	1800-01-01/2005-01-01	United States	MSB	PreservedSpecimen	view
Camelidae	Camelus dromedarius	1800-01-01/2005-01-01	United States	MSB	PreservedSpecimen	view
Camelidae	Camelus dromedarius	1846-06-25	*no data*	NHMUK	Specimen	view
Camelidae	Camelus dromedarius	1846-06-25	*no data*	NHMUK	Specimen	view
Camelidae	Camelus dromedarius	1869	Egypt	UMZC	PreservedSpecimen	view
Camelidae	Camelus dromedarius	1887-04-08	*no data*	AMNH	PreservedSpecimen	view
Camelidae	Camelus dromedarius	1887-04-08	*no data*	AMNH	PreservedSpecimen	view

7. To limit your search to records containing media (e.g. photographs) or with an associated map point, use the buttons to select these options.



8. To download all records, click on the “Download” tab. Enter your email address and hit the “down” arrow.