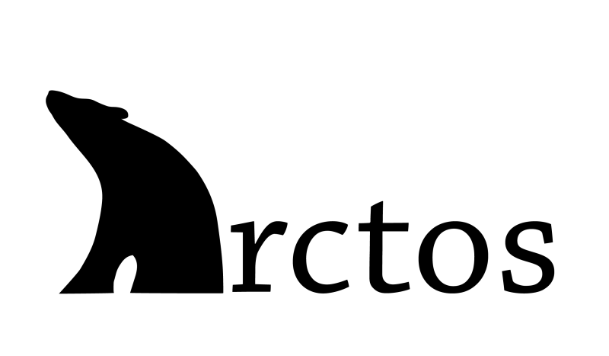
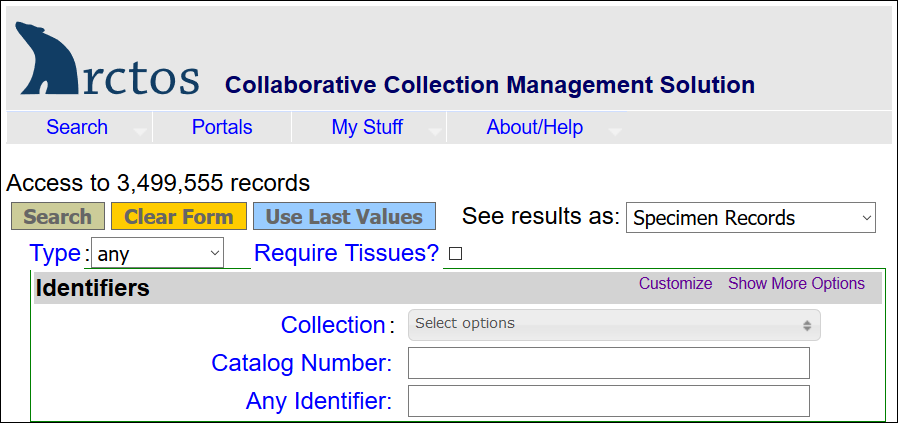
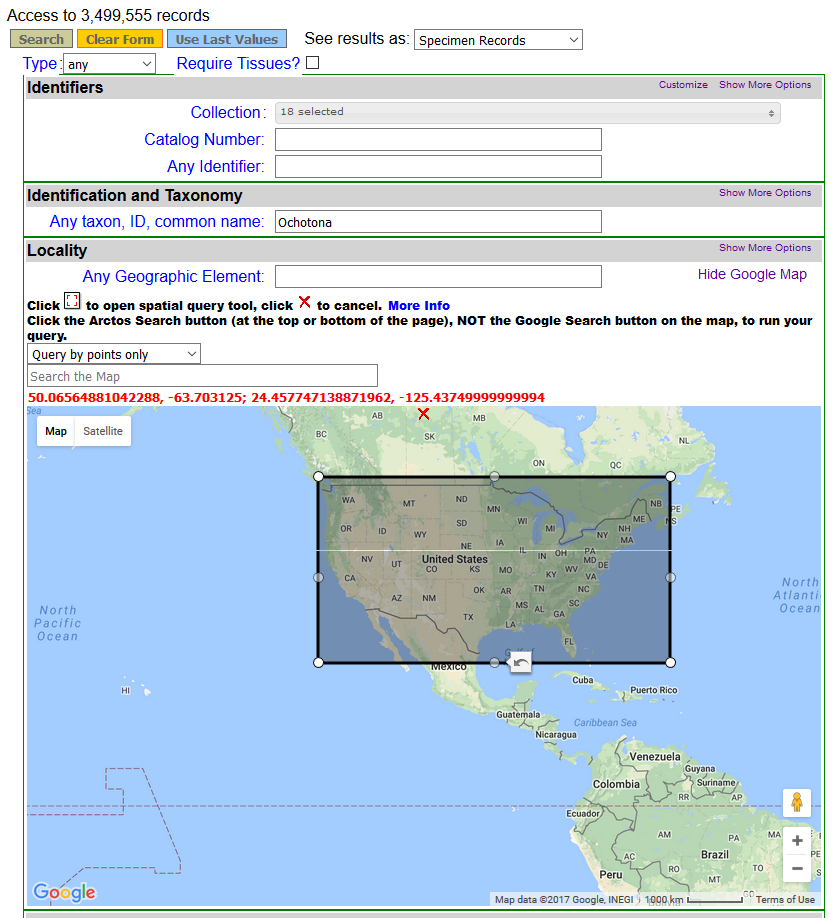
|  |
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| **Arctos Database Instructions** |

1. Navigate to the Arctos database website <http://arctos.database.museum>
2. Hover over “Search Arctos” and click on “Arctos Data Portal” from the dropdown menu.

Create an account if you do not already have one.

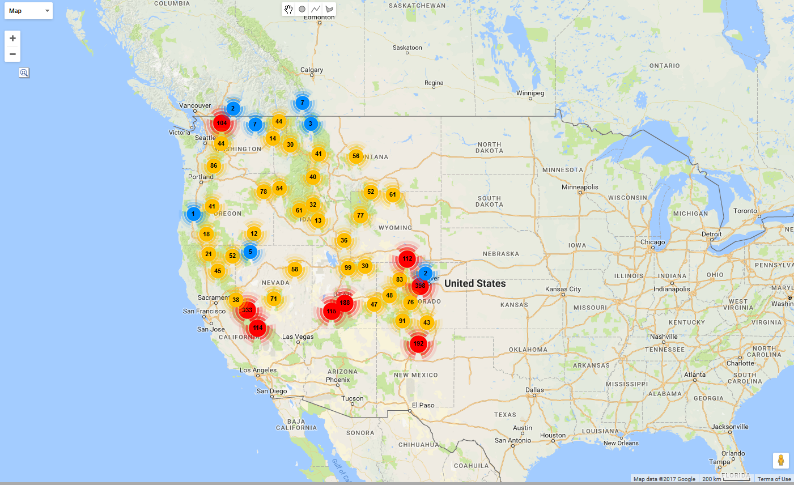
1. To begin your search, click the “Select options” dropdown menu next to Collection. If you know what type of organism you are searching, you can select specific databases. Or, you can select “Check all”.



1. Enter the name of your species in the Identification and Taxonomy section. Note that you can search any taxonomic level or common name.
2. At this time, you may add any number of additional search criteria to your collection including locality or a specific part name of a specimen.

After you have completed your search criteria, click on Search at the bottom of the page.

Be patient as Arctos retrieves your data!

1. The results page will indicate the number of specimens within the selected databases. The results will also include a map of the distribution of specimen that can be viewed by clicking “Show Map” in the upper right corner.

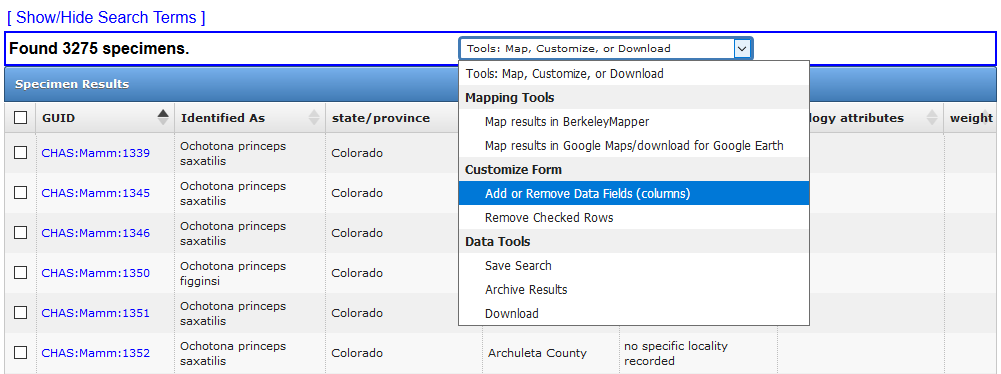
Map results can be examined using BerkeleyMapper or Google Maps/Google Earth using the dropdown menu above the dataset.

1. Initially your data will only include a few variables. To add variables to your data set, click on the dropdown menu above your data set. Note: It is difficult to remove columns from your data at this stage and will be much easier later.
   1. Click on “Add or Remove Data Fields (columns)
   2. Click on the variables you wish to be included in your dataset.
   3. Click “Save and Refresh” and wait for your new dataset to be generated.

8

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1. After your dataset has refreshed with the desired variables, click the dropdown menu again and download your results. Note: You must be logged in to download results.