How to validate records in Transcribe, for BioGaps

February 2017

Each transcribed record needs to be verified by an approved validator.

An approved validator is a transcriber who has proven their ability in transcribing accurately, and this person will be given special permission by the administrator to access submitted tasks for validation.

The role of the validator is to confirm that each record label has been transcribed correctly and that each part of the form has been completed correctly.

A validator will be familiar with the transcribing instructions for BioGaps.

For a validator to view tasks that require validation, click on the Expeditions tab and select an expedition, e.g. Euphorbiaceae.

An approved validator will then see a "Validate tasks" button on the expedition page:

Click this button.

A list of tasks requiring validation will be shown, together with name of the transcriber.

▦ SAFARIS_Acocks_CollBk07_T001.jpg			Nathan Carroll		−	validate
▦ SAFARIS_Acocks_CollBk07_T002.jpg			Teresa Van Der Heul		−	validate
▦ SAFARIS_Acocks_CollBk07_T003.jpg 🔒			Teresa Van Der Heul	Les Powrie SANBI	✓	review

Click on the "Validate" button for the task you'd like to validate.

If a task has already been validated, there will be "review" button.

If a task has yet to be transcribed, there will be a "Transcribe" button.

Tasks validated as valid get a tick, those not accepted as valid get a cross.
The validator's name will also appear in the list

Id	Catalog Number	Scientific Name	Fully Transcribed By	Fully Validated By	∧ Status	Action
▦ SAFARIS_Acocks_FldNts04_T085.jpg 🔒			MARIA HAREN	Les Powrie SANBI	✕	review
▦ SAFARIS_Acocks_FldNts04_T090.jpg			MARIA HAREN	Les Powrie SANBI	✓	review
▦ SAFARIS_Acocks_FldNts04_T081.jpg			MARIA HAREN	Les Powrie SANBI	✓	review

When a validator opens a task to validate, he/she will see the template with the transcribed fields.

The validator must check that the label information has been accurately transcribed into the relevant fields.

Add comments for the transcriber into the "Notes" box (section 5), to assist the transcriber on fixing any <u>major</u> errors only. Add a subheading "Validator comments" and list you comments below it.

5.Notes Record any comments here that may assist in validating this task

Do not add comments to the "Validators Notes" box because this box is not visible to transcribers.

Please correct any <u>minor</u> errors yourself (e.g. spelling, punctuation).

Please comment <u>only</u> on major errors found (e.g. wrongful entry of data) so that the transcriber can learn and improve.

If the transcription is fine with no problems, then the validator selects the green "Mark as valid" button at the bottom.

If there are major mistakes, and you've added your major comment in the "Notes" box, then press the red "Mark as invalid" button at the bottom.

If marked as invalid, the record will need to be checked by the original transcriber and corrected.

Click Skip if you're unable to validate a record.

You can also find tasks to validate by clicking on the name of a transcriber.

Click on the Expeditions tab and select an expedition. Then click on the name of one of the transcribers, e.g.

or

A list of tasks transcribed by the transcriber will appear.
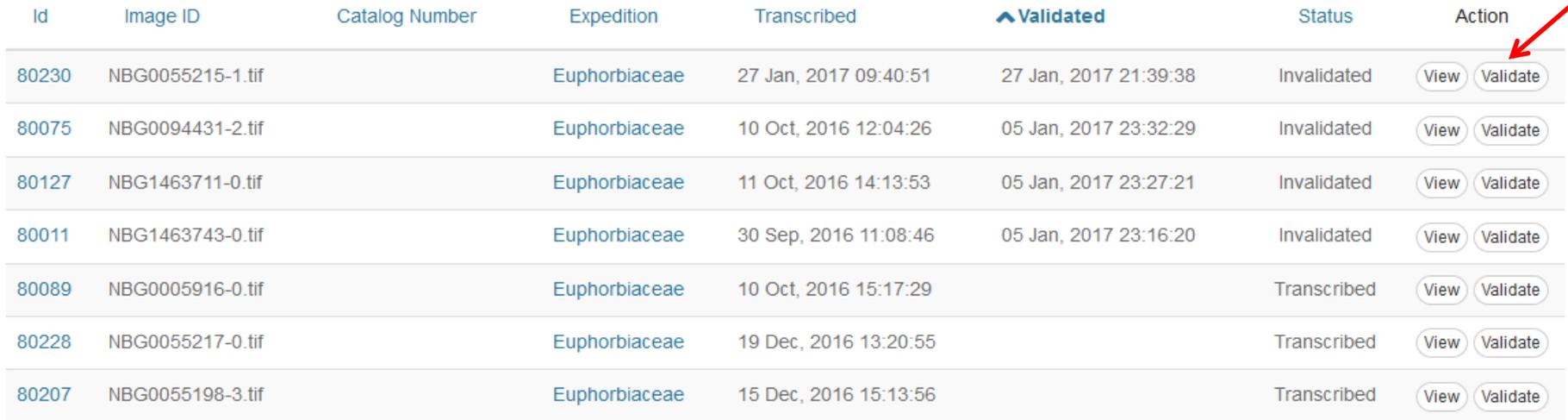
Id	Image ID	Catalog Number	Expedition	Transcribed	⌃Validated	Status	Action
80230	NBG0055215-1.tif		Euphorbiaceae	27 Jan, 2017 09:40:51	27 Jan, 2017 21:39:38	Invalidated	View Validate
80075	NBG0094431-2.tif		Euphorbiaceae	10 Oct, 2016 12:04:26	05 Jan, 2017 23:32:29	Invalidated	View Validate
80127	NBG1463711-0.tif		Euphorbiaceae	11 Oct, 2016 14:13:53	05 Jan, 2017 23:27:21	Invalidated	View Validate
80011	NBG1463743-0.tif		Euphorbiaceae	30 Sep, 2016 11:08:46	05 Jan, 2017 23:16:20	Invalidated	View Validate
80089	NBG0005916-0.tif		Euphorbiaceae	10 Oct, 2016 15:17:29		Transcribed	View Validate
80228	NBG0055217-0.tif		Euphorbiaceae	19 Dec, 2016 13:20:55		Transcribed	View Validate
80207	NBG0055198-3.tif		Euphorbiaceae	15 Dec, 2016 15:13:56		Transcribed	View Validate

Select a record to validate by clicking on the Validate button next to the record.

The records can be sorted to show those validated versus those not validated by clicking on the Validated link at the top of the table.

Thank you for your time with validating transcribed records for BioGaps.