## 6. <u>Using the Specify Web Portal</u>

Browsing data in the Specify web portal begins with a data search. Search results can then be examined in three different views.

## 6.1 Search

Express Search functions much like it does within the Specify application and is most useful quick search on single terms, strings or numbers. For express searches on phrases containing spaces, use quotes, e.g. when looking for collection objects from Costa Rica, search on: "Costa Rica". The * character can be used as a wildcard for stemming searches both before and after a search term and within quoted strings. Searching on "*Rio Sucio*" will find the string "Rio Sucio" anywhere it might be embedded within a locality description with words before or after it.

<u>Advanced</u> search allows users to query the fields included in the mapping file. These fields can be hidden in the search but still displayed in the results by editing the web portal settings.json file.
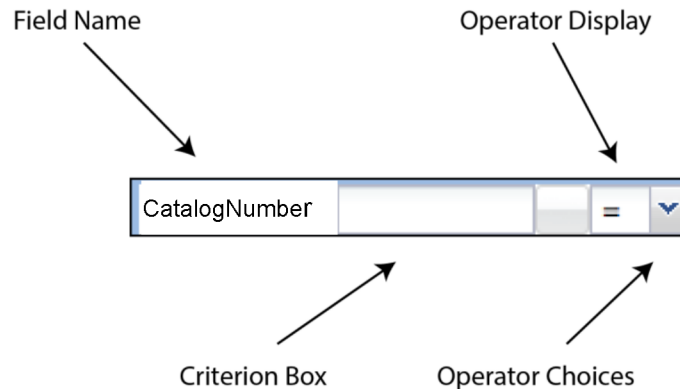


Figure 4. The anatomy of a search field display from the left side Search Window pane in the Web Portal.

Table 1. Available query operators for Specify Web Portal by data field type.

| Operator | Result | Field Type |
|---|---|---|
| = | Finds all records for which field values are equal to the specified criterion. | Number, Date, Text |
| > | Finds all records for which field values are greater than the specified criterion. | Number, Date |
| < | Finds all records for which field values are less than the specified criterion. | Number, Date |
| > = | Finds all records for which field values are greater than or equal to the specified criterion. | Number, Date |
| < = | Finds all records for which field values are less than or equal to the specified criterion. | Number, Date |
| Between | Finds all records for which field values are between the specified values. | Number, Date |
| In | Finds all records for which field values are included in the list of criteria. (example criteria; Northern, North, No. or 32, 35, 36, 39) | Number, Text |
| Like | Allows a wildcard character (*). Finds all records for which field values matches the specified pattern expression. (example; *ist) | Text |
| Contains | Finds all records for which field values contain a specified character string. | Text |
| Empty | Find all records for which the field contains no data. A Condition that is set to Empty will filter out records that contain any value in the field and return only records which have nothing in that field. | Number, Check Box, Text |
| TRUE | Finds all records for which field value is True. | Check Box (Boolean) |
| FALSE | Finds all records for which field value is False. | Check Box (Boolean) |

## 6.2 Search Tools

Search tools are located in the side bar on the left side of the Web Portal window.

Geo Coords limits search results to records which have data in the latitude and longitude fields.

Images limits search results to records which have an attached image.

Fit to Map is an option available in the Map View. Use Fit to Map to execute a spatial query for georeferenced specimens localities contained within the visible portion of the map. Check this option, then increase or reduce the size of the map window, adjust the position of the underlying map image to delimit the spatial area to be searched, and press the 'Search' button to obtain just those specimens from that spatial extent.

## 6.3 Data Views

Data can be viewed as records, images, or points on a map by selecting the appropriate tab at the top of the browser window. Double clicking a row in the records tab, an image in the image tab, or a map point in the map tab will pop open a floating specimen detail data window.

The **Records** tab (Figure 5.) displays records in a grid view of columns and rows.



Figure 5. Specify 6 Web Portal Detail Display

Clicking on the small disclosure triangle toward the right of any column header entry, which appears when you hover over the column header, will pop open this menu:
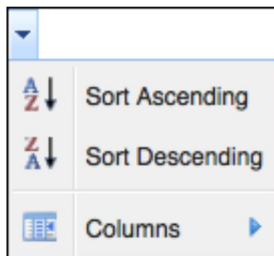


Figure 6. Column Header Pop-up Menu

Each data column can be sorted in ascending or descending order, and by moving the mouse over the *Columns* entry at the bottom of the pop-up, all fields can be selected or hidden from view. Field columns can be re-ordered left-to-right by dragging the column header to a new location.

The **Images** tab (Figure 7.) displays only the images associated with the records resulting from the current search. If an image/attachment server is not accessible to the web portal this view is not available.
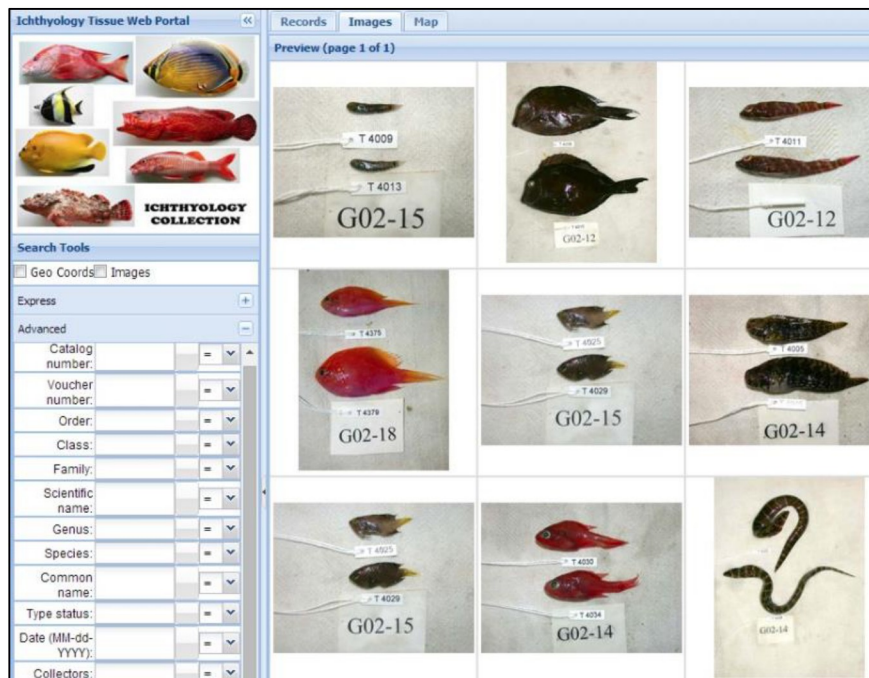


Figure 7. Specify 6 Web Portal Image Tab Query Results

The **Map** tab (Figure 8.) plots the location by latitude and longitude of the georeferenced specimens described in the query results. The Fit to Map option executes a spatial query for collection objects bounded by the extent of a map visible in the window.
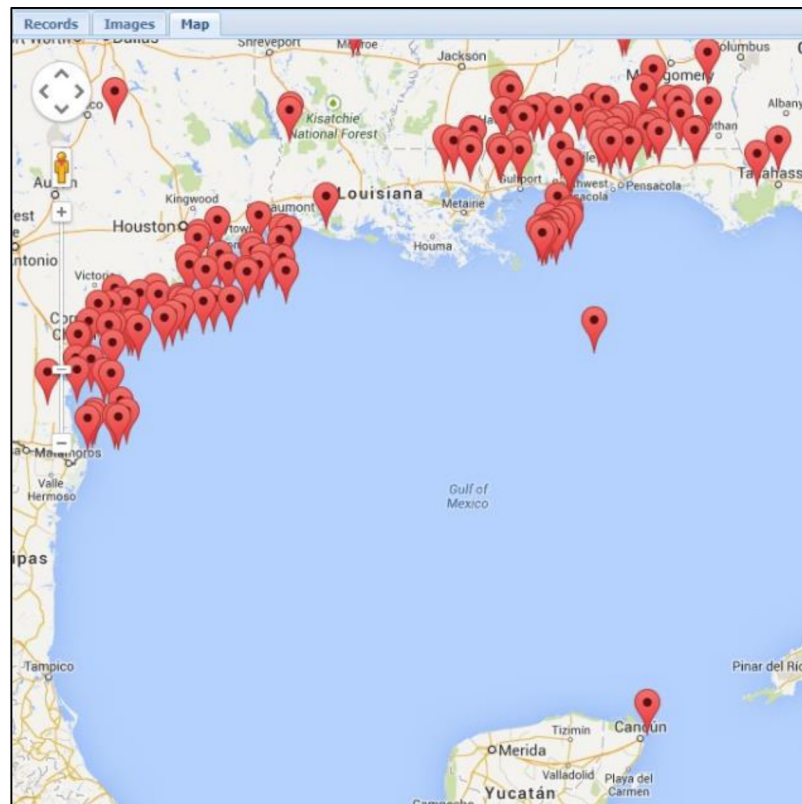


Figure 8. Specify Web Portal Map Display