

How to share your LepEU data for the database



Go to the LepEU-database sheet (https://docs.google.com/spreadsheets/d/1Fh8Cy4Ssz_7Ih6IGMzkLUDq7A05CP_wJ7QCNDcUWGbW/edit?usp=sharing)

File > Create a copy

The screenshot shows the Google Sheets interface for a spreadsheet titled 'LepEU-database'. The 'File' menu is open, and the 'Crea una copia' (Create a copy) option is highlighted with a red box. The spreadsheet content is visible in the background, showing a table with columns for various data points and their descriptions.

Field Name	Description
number	- this is a UNIQUE progressive number
code	is included have other uses, user can put their custom code here if they wish, free format
gbifKey	Key associated to this taxon in gbif backbone taxonomy (can be found writing the species name here (you need to click "try it out" and then putting the name in the "name" field: https://techdocs.gbif.org/en/openapi/v1/species#/Searching%20names/)
genusSpecies	ciated to the specimen (just genus and species name e.g. Gonepteryx rhamni)
collector	ecimen
coordinator	oordinator for this specimen (National Collection Coordinator)
region	il unit that can be used to indicate a geographic population for downstream analyses. Effectively aggregates different sampling localities into a unit of analysis.
country	the species was recorded, alpha-2 code according to ISO 3166 (AT, Austria; BE, Belgium; BG, Bulgaria; HR, Croatia; CY, Cyprus; CZ, Czechia; DK, Denmark; EE, Estonia; FI, Finland; FR, France; DE, Germany; GR, Greece; HU, Hungary; IE, Ireland)
regionCode	ent here will be propagated using GPS coordinates to generate EU recognized regional descriptors
collectorCode	ipter used by collectors, organize with NCC.
lat	mal degrees according to wgs84 reference system, latitude
lon	mal degrees according to wgs84 reference system, longitude
accuracy	ainty in metres (e.g. GPS of a field, then 100 meters if sampled somewhere within field)
date	Y-MM-DD) or if interval separate with / (YYYY-MM-DD/YYYY-MM-DD)
institution	ampling
institutionCode	stitution holding the voucher specimen (e.g. Stockholm University Zoology will be SUZ)
collectorCode	ial collector (3 character code, 2 digit year, ".", 3 digit series; e.g. CWW24.001)
collectorCode	i collecting the specimen
collectorCode	i that identified the species
collectorCode	i) or 1 (extracted)
collectorCode	was extracted (e.g. SUZ,UPT)
collectorCode	ie extraction
collectorCode	ion, or start date of the extraction (YYYY-MM-DD)
extractionQC	integer, 0 (not performed) or 1 (passed) or 2 (failed)
isSequenced	integer, 0 (not sequenced) or 1 (sequenced)
accessionNumber	accession number in case of sequenced sample being uploaded to online database (SRA, ENA)
locationWing	wings assumed located with sample. If relocated (e.g. shipped to Lund Museum), indicate this
locationNote	Location of body parts might get complicated (e.g. heads and abdomens in separate places). Indicate details here as they arise.
wingImageAvailable	integer, 0 (none) or 1 (exists)
preservationMethod	Buildup: Dorsal for killing and preserving the specimen. Either "Freeze" (killed and preserved frozen) or "Ethanol" (killed and preserved in ethanol) or "Other" if other methods are used.

Put a meaningful name

Create a copy

The screenshot shows a Google Sheets interface with a spreadsheet titled 'LepEU-database'. The spreadsheet has two columns: 'Column header' and 'Description'. The 'Description' column contains detailed information about various fields like 'id', 'localCode', 'usageKey', 'species', etc.

A 'Copia documento' (Copy document) dialog box is open in the center. It features a text input field labeled 'Nome*' containing the text 'Poloni_LepEU_data'. Below this is a 'Cartella' (Folder) section with a button labeled 'Il mio Drive'. There are three checkboxes: 'Condividilo con le stesse persone', 'Copia commenti', and 'Includi commenti risolti', all of which are currently unchecked. At the bottom of the dialog, there are two buttons: 'Annulla' (Cancel) and 'Crea una copia' (Create a copy), with the latter being highlighted by a red circle.

Go to the “user data sheet”

Enter you data and highlight the rows in yellow

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1	id	usageKey	localCode	species	sex	teamCoordinator	populationID	country...	stateProvi	locality	decimalLatitude	decimalLongitude	coordi	altitudeinM	eventDate	ins
733	732		MW25246	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
734	733		MW25247	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
735	734		MW25248	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
736	735		MW25249	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
737	736		MW25250	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
738	737		MW25251	Aglais io		Matthew Nielsen	DE-Northeast	DE		Müncheberg	52.515163	14.115186	10		2025-09-07	SD
739	738		RP24.270	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.688	2.527	100	40	2024-07-07	MF
740	739		RP24.271	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.701	2.522	100	40	2024-07-07	MF
741	740		RP24.272	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.698	2.530	100	40	2024-07-07	MF
742	741		RP24.273	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.698	2.530	100	40	2024-07-07	MF
743	742		RP24.274	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.703	2.522	100	40	2024-07-07	MF
744	743		RP24.275	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.703	2.522	100	40	2024-07-07	MF
745	744		RP24.276	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.698	2.530	100	40	2024-07-07	MF
746	745		RP24.277	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.696	2.530	100	40	2024-07-07	MF
747	746		RP24.278	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.704	2.522	100	40	2024-07-07	MF
748	747		RP24.279	Maniola jurtina	male	Mathieu Joron	France-N	FR		Brunoy	48.703	2.521	100	40	2024-07-07	MF
749	748		RP25.001	Anthocharis carda...	male	Mathieu Joron	France-N	FR		Brunoy	48.696	2.531	100	40	2025-04-12	MF
750	749		RP25.002	Anthocharis carda...	male	Mathieu Joron	France-N	FR		Brunoy	48.696	2.531	100	40	2025-04-12	MF
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Share the sheet

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Either put my email address (riccardo.poloni@gmail.com) or the option “everybody that has the link”

The image shows a Google Sheets interface with a sharing dialog box open over a spreadsheet. The spreadsheet has columns labeled 'id', 'usageKey', 'localCode', 'species', 'sex', 'teamCoordinator', 'populationID', 'country...', 'stateProvi', 'locality', 'decimalLatitude', 'decimalLongitude', 'coordi', 'altitudeinM', 'eventDate', and 'ins'. The data rows show various species like 'Lysandra coridon', 'Lycaena phlaeas', and 'Aglais io' with their respective IDs and coordinates.

The sharing dialog box is titled "Condividi 'Poloni_LepEU_data'". It contains the following elements:

- A red-bordered input field with the text "Aggiungi persone, gruppi, spazi ed eventi di calendario".
- A section titled "Persone con accesso" showing "Riccardo Poloni (you)" with the email "riccardo.poloni@gmail.com" and the role "Proprietario".
- A section titled "Accesso generale" with a red-bordered dropdown menu set to "Chiunque abbia il link" and a role of "Visualizzatore". Below this is the text "Qualunque utente di Internet con il link può visualizzare l'elemento".
- A "Copia link" button.
- A blue "Fine" button, which is also highlighted with a red border.