

**Notes**



## Contents

	Page
Introduction	3
Screen layout	4
Find an existing accession	5
Update an existing accession	6
Enter a new accession	7
Create a report	9
About Iris-Botanical Garden	10
Further assistance and Contact Details	11

## Further assistance and Contact Details

This user guide is intended to provide an introduction to some of the basic functionality of the system. Further documentation and an advanced course in using IrisBG is available to purchase.

For any immediate questions during your trial, you can access help from the Help menu in the system. Alternatively, see the free help forum at [www.irisbg.com/forum](http://www.irisbg.com/forum) or contact us by email at [info@irisbg.com](mailto:info@irisbg.com).

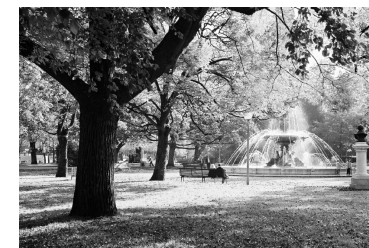
If you would like to discuss how IrisBG could work for you, please contact us on +44 (0)1761-479350.

### **UK Office**

Botanical Software Ltd  
9 Priston  
Bath  
BA2 9EB  
United Kingdom  
Telephone: +44 (0)1761-479350

### **Norwegian office**

Digital Forvaltning AS (plc)  
Hamang terrasse 91  
N-1336 Sandvika  
Norway  
Telephone: +47 67410883



## About IrisBG

IrisBG is a flexible and easy to use software solution for the management of plant collections in Botanical Gardens.

### The standard package allows you to enter and report on:

- Accessions and details on individual plants.
- Nomenclature and taxonomy: showing species, subspecies, varieties, forms, cultivars, hybrids, etc.
- Storage of an unlimited number of photographs.
- A complete list of all the garden's contacts.
- Etc..

### From this information:

- Horticultural labels may be printed or exported to file.
- A comprehensive range of reports may easily be generated.
- An accurate historical record of the garden can be stored for future generations.

### As optional modules you may also

- Publish your collection online with Garden Explorer
- Update your collection and take photographs with a IrisBG Mobile device
- Display your accessions on a wide range of different maps
- Receive seed orders online through the Index Seminum
- and more....

With IrisBG you can be assured of a reliable, timesaving and scalable system of record keeping.

## IrisBG – Getting Started

### Introduction

#### Welcome!

This short guide will help you familiarize yourself with the essentials of IrisBG, it shows how to retrieve and update information in the database and gives a taste of the reporting capability of the system. With basic computer skills, the trial database will allow you to sample some of the principal functionality of the system. In each section of the guide there is information on how to work with the database, followed by an example to try out.

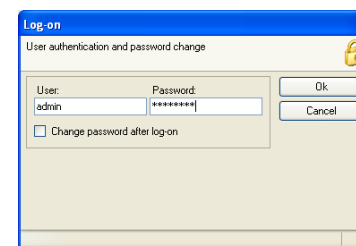
#### Terminology

An *Accession* refers to any plant, plants or plant material acquired by the garden at any one time. Each accession may be recorded as one or more *items*, (I.e. plants or herbarium specimens) by denoting the number of plants, their location and status.

N.B. In this guide all references to onscreen buttons are denoted by [ ]. Therefore, an instruction to click on the Accessions button, appears as: Click on the [Accessions] button. Click on the green plus button is written as: Click on the green [+] button.

#### Logging on

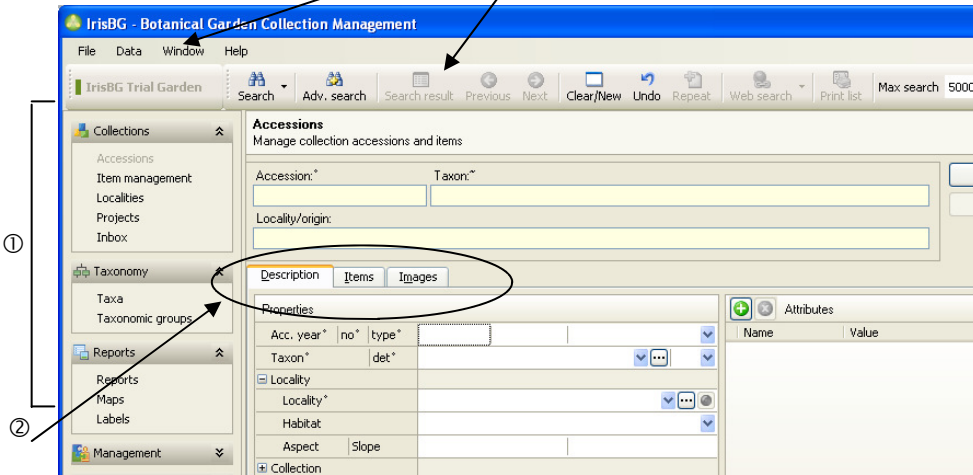
Once IrisBG is installed on your pc, click on the program icon to launch the system.



If you are logging on for the first time, enter the user id 'admin' in the User text-box and the word 'changeme' as your password. You will then be asked to change your password by entering a new password of between 6 and 12 characters.

## Screen Layout

Menus and toolbar



The navigation bar (1) appears down the left hand side, giving access to the 8 different navigation groups and within each group a collection of forms. For “collection” group you have the forms :

- Accessions
- Item management
- Localities
- Projects
- Inbox

The toolbar and menus at the top of the screen are used to perform actions relevant to the active form.

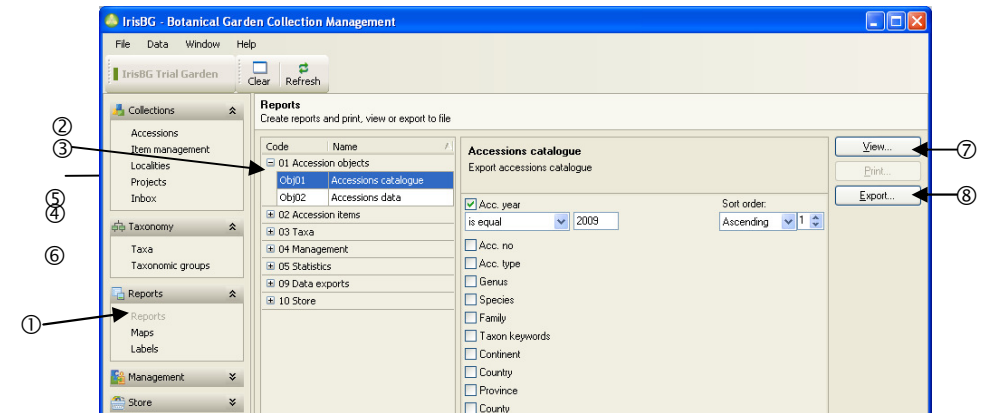
After clicking on one of the buttons to access a form (Accessions is shown in the example above), data fields (white boxes) appear in the main window ready to receive data. Searches can be performed by the values entered in the fields to retrieve lists of information held in the database.

By clicking on the tabs (Description, Items and Images) in the centre of the screen (2), you are able to access and update further information about any plant in the garden.

## Create a Report

There are more than 30 standard reports available in the system. To generate a report, click the [Reports] button in the navigation bar and select a report type. You can build up a report by selecting specific tick box options and customizing your report output. The reports are displayed as a spread sheet or as a printable document. The report can be previewed on screen, printed directly to your printer or exported to different formats such as Microsoft Excel, Microsoft Word, Acrobat PDF etc.

### Try the following example:



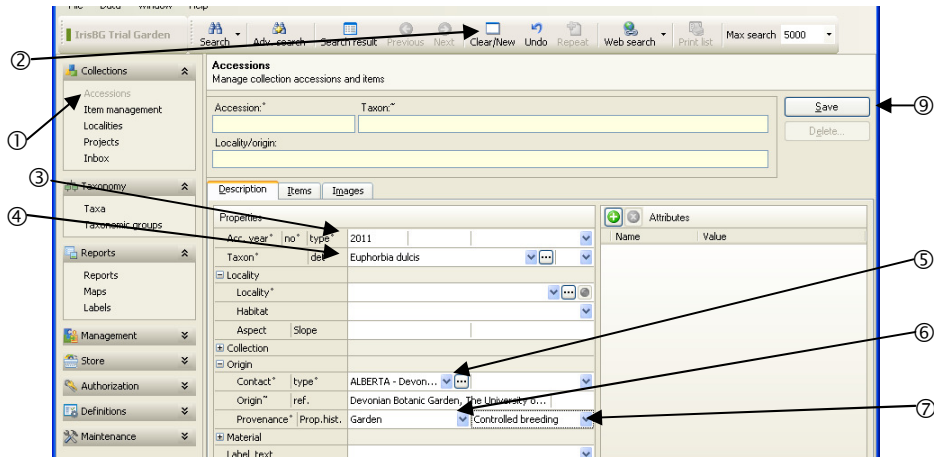
Generate a report showing all accessions made in 2009.

1. Click [Reports] on the navigation bar.
2. Click [01:Accession objects] in the left hand menu of report options and click the [+] sign to expand the options.
3. Select [Accessions - catalogue].
4. Click on [Acc. year] and click again to add a tick to the box.
5. From the drop down menu select ‘is equal’.
6. Type ‘2009’ in the box.
7. Click on [View] to view data. (This appears in a separate window.).
8. Check data, close window, click on [Print] or [Export] if all the data is correct.

Alternatively continue by entering further details, such as the contact who provided the accession, the country of origin etc. Click on the 'Items' tab to enter details about plant location, label information etc.

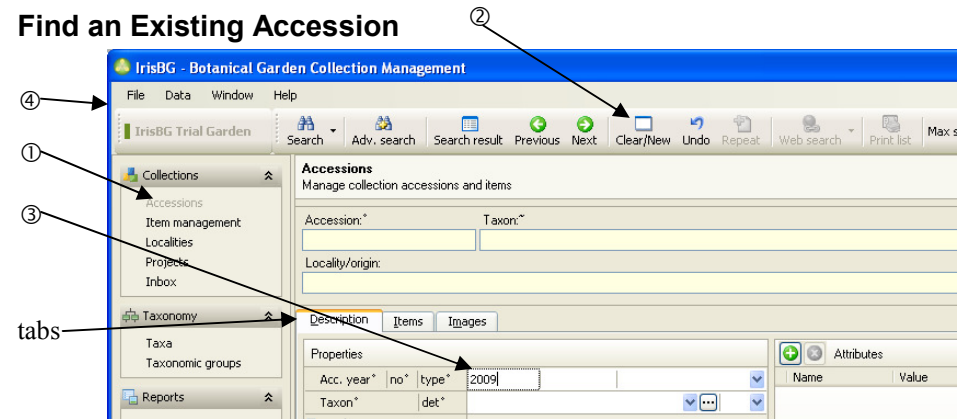
**Try the following example:**

1. Click [Accessions]
2. Click [Clear/New] if data is present in the form.



3. In the Accession year field, enter '2011'.
4. In the taxon field enter Euphorbia dulcis. You can enter the full name or select it from the list.
5. In the Contact field select 'Alberta' from the drop down list.
6. In the Provenance field, select 'Garden' from the drop down box.
7. Under Prop. hist. (propagation history), select 'Controlled Breeding' from the drop down box.
8. Further details may be added in any of the data fields as required, by clicking on these tabs and entering any relevant information.
9. Click [Save] to finish.

**Find an Existing Accession**



1. Click on the [Accessions] button in the navigation bar. (If the button is grey, the form is already open and ready to work on.)
2. If data is present, click [Clear/New] on the toolbar to clear the window.
3. Fill in your search criteria in the relevant fields. All searchable fields are labelled with the symbol° after the name, e.g. Taxon, Accession year or Origin/donor.
4. To find all the accessions from the year 2009, simply enter '2009' in the data field Accession year and click [Search] on the toolbar. From the list of your search result, click on an accession to view the accession details.

Click on each of the tabs in the centre of the screen to view:

- Cultivations: Details about the location and status of the accession.
- Details: Information about the origin of the accession.
- Images: Photographs of the accession in the garden.

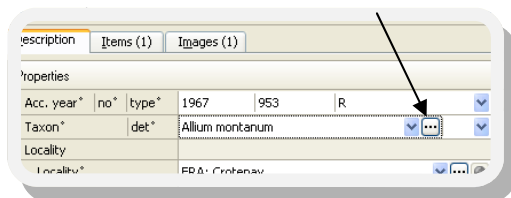
**Try the following example:**

Find an accession of: *Allium montanum*

- Click on [Clear/New] to bring up a blank screen.
- Start typing the letters 'Allium' in the taxon field. A list of Acer taxa appears. You can either continue to type the whole name or just scroll down the list to find *Allium montanum* and click on this entry to select.
- Click the [Search] button on the toolbar. There is only one *Allium montanum*

in the trial collection so the accession details are opened directly.

Further information about the taxon can be viewed by clicking the [...] button to the right of the taxon field. This opens the Taxa dialog showing a detailed description of this taxon. Click on the tabs to read further information. Navigate back to the Accession by closing the dialog.

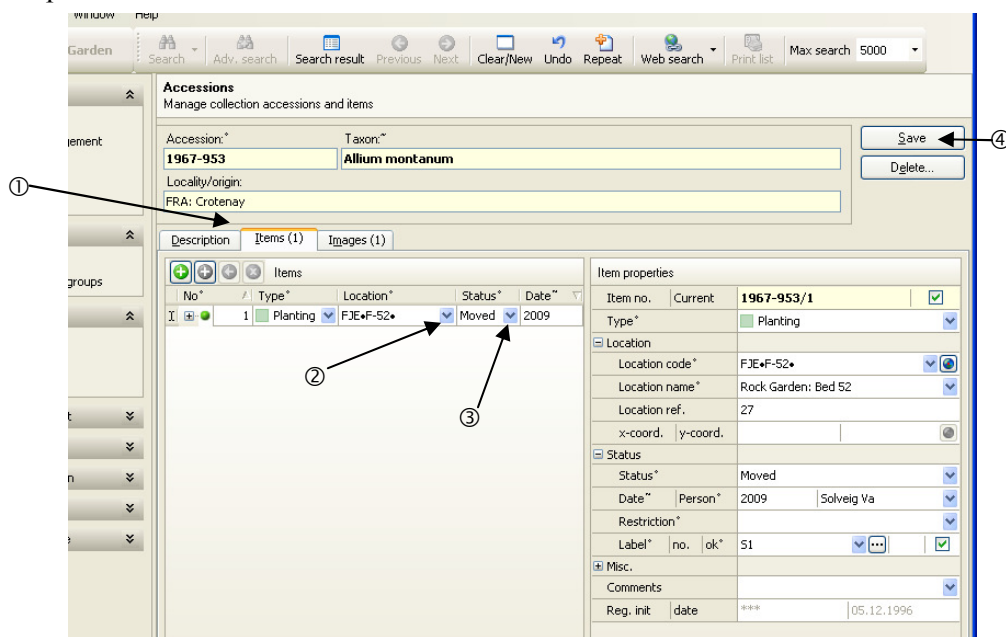


### Update an Existing Accession

- Retrieve the accession you wish to update (see above).
- Change any of the information as required in the fields.
- Click [Save] in the top right corner.

### Try the following example:

Update information about the cultivation of *Allium montanum*



Retrieve the record for this accession by following the steps above, then

1. Click on the [items] tab.
2. Change the location by clicking on the drop down menu [▼] next to Location, and selecting 'Rock Garden Bed 52'.
3. In the Cult. status (Cultivation status) field, click on the drop down menu using the [▼] key and select 'Moved'.
4. Click [Save] in the top right corner.

Missing or invalid data will be highlighted in red. Once the data has been saved successfully, a green message 'Save is completed' appears at the bottom of the screen.

A historical record is built up of the status and location of each cultivation.

At the right of the status bar you will find the user id and time at which changes were last made to the accession.

### Enter a New Accession

Working in the Accessions form, click [Clear/New] if there is any data present.

1. Start by entering the Accession year (I.e. 2010, 2011).
2. If an Accession number is not entered, the system will automatically generate the next available number when you save the new record.
3. Leave the [type] blank.
4. In the Taxon field begin to type the name of your taxon. A list of all the currently held taxa is displayed. Scroll down to find your taxon.
5. If your taxon is not held in the database you will have to create a new taxon record before you can continue.
6. The Provenance field is compulsory— select content from the drop down box: Wild, Garden etc.
7. You have now entered the minimum information required.
8. Click [Save] to complete your work.