

Workflow Recommendations



At least one month*

Before Field Trip

Assign Roles



- Choose uploader(s)
 - Uploaders make Compute Canada/Westgrid account
 - Send account username to Vicky
- Choose person to collect release forms
- Choose person to collect permission forms/CI/Rcle licence
- Choose person to send promotional photos to Vicky

Organize Materials

- Print out paper copies of all forms needed
- Take inventory of equipment



During Field Trip



Start of Day



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- Choose data and metadata recorder pairs
- Record metadata while collecting data



End of Day



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- Transfer data (photos) to computer/ hard drive
- Decide which photos to use for FROGBEAR-make sure all releases are included
- Fill in metadata spreadsheet

End of/ After Field Trip

Review



- Review data and metadata
 - Make sure all required fields are complete

Upload

- Uploader creates and organizes files
- Uploader can add files to OwnCloud (if Internet connection)
 - Email Vicky to notify of upload

